

# HOW TO MANUALLY IMPORT EXAM SCORES TO EXAMSOFT

1. Open the exam in ExamSoft
2. **Under Contents**, go to the bottom and click Print/Export
  - a. Make sure Exam taker, PDF and Scantron Format are selected
  - b. Save the file to your desktop (this tells ExamSoft that you have a scantron file that needs to be uploaded.) At this point you don't need to pdf file and it can be deleted.

**Print/Export**

Select a Posting: No Posting - Posting info not included

Export Type:  Exam Taker  Faculty Review  Custom Settings

Format:  DOC  PDF

Scantron Format Number of Version(s): 1 - A

**Assessment Information**

**Basic Information**

- Name
- ID
- UID
- Post
- Course Name
- Creation Date
- Notices
- Creator
- Folder
- Number of Questions
- Current Date/Time
- Prompt for Exam Taker ID

**Category Information**

- Category Name
- Number of Questions in Categories
- List of Questions in Categories

**Question Layout**

- Questions separated by line
- One question per page
- No visible item separation

**Display Attached References**

- at end of document
- start of document
- in external folder

**Psychometrics**

- KR-20
- Standard Deviation
- Mean
- Median
- Minimum Score
- Maximum Score

**Question Information**

**Question Stem**

- Question number
- Question Text

**Question Answer**

- Multiple Choice/True False Choices
- Blanks for FITB/Matching

**Display Attached References**

- at end of document
- after related question

3. Click on **Import Answers**
4. Click on the Sample File – this is the format you need to use
5. Save the file as a CSV file
6. Choose the correct posting
7. Upload the file and you are done

## Harry Potter MS2 Demo Test

**Import Answers - Scantron, Excel, etc.**

You must save your file as a comma separated (csv) file before importing. You can only upload for one posting at a time.

[Formatting Instructions](#) • [Sample File](#)

Posting: Harry Potter MS2 Demo Test, Posting ID: 904008

Course: MS2 Orientation & Demo

Instructor: Sirius Black

Upload File: