



## Setting Default Scantron ScoreIT Folders

Scantron ScoreIT copies test results files from the USB drive to a specified location for processing. When you view reports, Scantron ScoreIT stores those reports in a default location. You can specify those locations (or continue to use the defaults). You can also use Microsoft Excel®'s Save As feature to save an individual report to a specific location, regardless of the defaults you specify here. At installation, these folders are stored inside My Documents\Scantron.

To set default Scantron ScoreIT Folders:



Scantron  
ScoreIT

1. Click  on your desktop to start ScoreIT.
2. Click  **Default Test Folders**.
3. Click **Browse** next to the folder you want to change.
4. Navigate to a folder, then click the folder name.
5. Click **OK** to select the folder.
6. *(optional)* Repeat steps 3 - 5 for the other folder.
7. Click **OK** to save your choices.

Make note of the folders you choose. If you want to view your reports at a future time, you can always navigate to these files and view them directly from these folders.

In addition to these folders, once test files are processed into reports, Scantron ScoreIT moves them from your USB drive to [folder\*\*\*]. You cannot change the location of this folder, but you can navigate to it and move the files back to your USB drive for reprocessing. See Reprocessing Test Files for details.