

Setting Up Profiles

Scantron ScoreIT™ takes the results from tests scanned on your Scantron Score® test scoring machine and transforms the data into graphical reports, giving you the insights (such as detailed item analysis) you need to get more value from your test results.

When you transfer data from Scantron Score, you can tell Scantron ScoreIT how to associate (map) the test results to specific additional details, such as student names, test versions, and learning objectives/academic standards. This mapping is created in a profile.

Profiles are Microsoft Excel workbooks with a specific tab for each of the different types of information you may want to associate with tests. Click a profile name below to learn more about what it contains. You can create class/standards profiles, test profiles, or both, depending on how you intend to use the reports. Because profiles are created in Microsoft Excel, you can work with them as you would with any other Excel file.

NOTE: There are some specific tips and tricks for setting up profile information brought in from other systems (such as your student information system, or a state standards web site. See Class/Standards and Test Profile Tips and Tricks for details.

While you do not have to provide profiles (Scantron ScoreIT will still create your reports and display results without them), profiles help you see a broader and more effective picture of your test results than viewing the results alone.

Scantron ScoreIT uses two profiles:

- **class/standards profile**

The class/standards profile relates the student IDs in your test results file to student names in a class or school roster. In addition, this profile specifies all the learning objectives/academic standards this class will cover. It also provides a grade scale. You can set up a single master profile for all classes, or create unique class/standards profiles for each class. Setting up the Class/Standards profile is optional, but makes your reports more informative. You can choose how much detail to specify in the Class/Standards profile: none of the information is required.

This profile works best if you are using a Scantron test form that supports student IDs.


CAUTION: If you are not using a test form that supports student IDs and want to see student names on the reports, you will need to enter student names on the reports directly, using the handwritten student names from the form.



NOTE: If you choose to use Class/Standards profiles, you must define the profile before running reports on your test results.

- **tests profile**

Test profiles relate the questions and answers in your test results file test versions and to specific learning objectives/academic standards (defined in the Class/Standards profile). In addition, you can specify report heading information like test name, teacher, class, etc. Test profiles are unique to each test you create and administer. Setting up the Test profile is optional, but makes your reports more informative. You can choose how much detail to specify in the Test profile: none of the information is required.

To set up profiles:

1. Insert a USB drive with test results and click .
2. Choose the profile type you want to set up:
 - class/standards profile
 - test profile
3. Make and save any changes to the profile(s).

To set up profiles before you have test results to transfer, open ScoreIT using the desktop or Start menu icon and click  **Class/Standards Profile** or  **Test Profile** at the top of the screen. See Setting Up Class/Standard Profiles or Setting Up Test Profiles for more details.