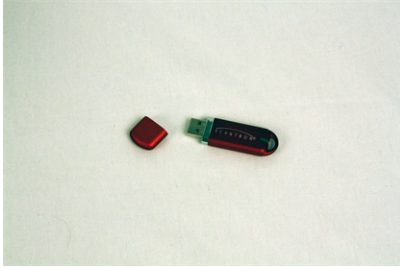


Transferring Data from the USB Drive to Your Computer using Scantron ScoreIT™

If you do not see a video above, your site blocks YouTube. Use the following option:

To transfer student results from the Scantron Score scanner:

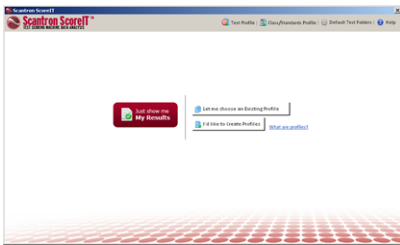
1. Insert the USB drive that contains files from the Scantron Score scanner into the computer's USB drive port. See [Transferring Data From Scantron Score to a USB Drive](#) for details.



Scantron ScoreIT recognizes new tests on the USB drive and asks you what to do next.

If there are no tests on the USB drive, you may already have created reports for these tests. See [Reprocessing Scantron ScoreIT™ Test Files](#) for details on reprocessing tests.

2. At the screen, click one of the available buttons:



- Just show me my results
- Let me choose an existing profile
- I'd like to create profiles

Once you have created reports, Scantron ScoreIT moves the test files from the USB drive. See [Reprocessing Files](#) for details on how to use the test files again if necessary.

Just show me my results




You may decide that student IDs and scores are all the information you need. If so, click [Just show me my results](#) and Scantron ScoreIT will automatically prepare your reports and present them on-screen in a Microsoft Excel file. See [Viewing Reports](#) for details on viewing and using these reports.

Let me choose an existing profile

If you already have an existing profile that will work (perhaps one you have used before or one that you created for this test), do the following:

Quick Reference Card

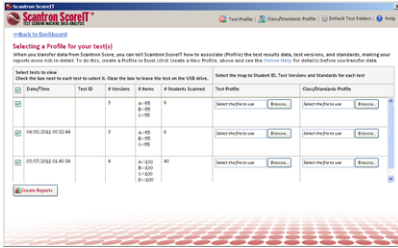


Click  [Let me choose an Existing Profile](#)

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3. Check the box next to each test result set for which you want to view a report.

The name of the original ITD (test set) file is located in the header of the Class Results report.

If the USB drive contains multiple test results, Scantron ScoreIT displays information about the test results to help you identify each set of test results. The Test ID is the number scanned from the student ID field on the key sheet and is one of the simplest ways of identifying your test. See Setting Up Keys for Scantron ScoreIT for details.

NOTE: Once you create reports on results from the USB drive, Scantron ScoreIT removes those results from the USB drive. Any results for which you did not create reports remain on the drive as new/unprocessed tests. For details on reprocessing previously-created tests, see Reprocessing Test Files.

4. For each selected test, click **Browse** next to each profile you want to choose:

- **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 to 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.

You can select either or both a Test Profile and Class/Standards Profile for each test. See Setting Up Profiles for details on the profiles.

5. Navigate to the location of the profile you want to use.


6. Click the name of the profile you want to use, then click **Open**.

If you do not see the profile listed, you may need to create it. Click one of the following:

-  **Test Profile** to create a new test profile.
-  **Class/Standards Profile** to create a new class/standards profile.


Instructions for entering information are included in each new profile file.

7. *(optional)* Repeat steps 3-5 for the additional profile types.

8. *(optional)* Click  next to either profile to edit the selected profile. See Setting Up Class/Standard Profiles or Setting Up Test Profiles for more details.

9. Click  to create and view reports using these profiles.

I'd like to create profiles

You may not yet have profiles defined, and would like your reports to include the additional related information. If so, click . See Setting Up Profiles for more information. Once you have created profiles, click **Back to Dashboard** and follow the instructions for **Let me choose an existing profile**, above.