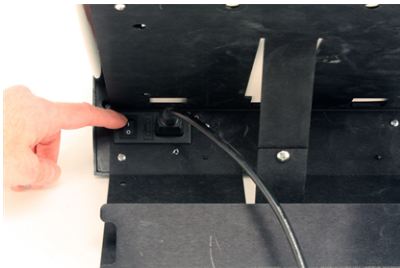## Transferring Data From Scantron Score™ to a USB Drive

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

Scantron Score enables you to transfer the results from scanned tests to a USB drive. Once you have transferred scores off the test scoring machine, you can open them on any computer where you have Scantron ScoreIT™ installed and view reports.

TIP: We strongly recommend using a test form that includes a Student ID area, such as form SC882-E. On the key, you can use this to provide the test ID, as well.

CAUTION: The scanner remembers a single batch of key and test forms at a time. Transfer data for each test before scoring the next test.

1. Make sure the test scoring machine is turned on. The switch is located on the back of the unit.

2. Look at the screen to view your options. You may need to wake the unit up from sleep mode by pressing any button.

3. Press **Start**, then scan your key and test forms as usual. See Scoring Tests for details.

4. Insert the USB drive into the drive port, located on the left-hand side of the machine as you are facing it.
NOTE: Be sure the USB drive is inserted all of the way into the scanner USB port.

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5. Press **Transfer Data**, then follow the on-screen instructions. The test results for this test are transferred to the USB drive. Be sure to transfer the test results for each test you score to the USB drive *before* scoring the next test.

CAUTION: Do not remove the USB drive until the transfer process is complete and you are prompted to do so. You may leave the USB drive in place to score and transfer additional tests.

6. When you are done scoring and transferring test results, remove the USB drive, or press **Start** to begin scanning a new test.

You may now take the USB drive to any computer where Scantron ScoreIT is installed and view reports on your test results.