



Schedule the Scantron

- ITS Scheduling Desk 885-2127 (schedule@uidaho.edu).
- Help Desk 885-2725 (helpdesk@uidaho.edu)

Fill out the Forms

- Refer to inside cover page jacket of the **examSYSTEM II User's Guide** basic instructions
- Key Identification Number – |1| |#|#|
where ## is the number of questions on the test

Scan the Forms and Print the Results

- Selecting **Start > Applications > examSYSTEM II–Scantron**
- Select **Score and Store**
- Insert the forms in the following order
 - **Header**
 - **Key**
 - **Students**
- Generate reports by selecting **Reports...**

Export the Test Data to Excel

- Select **Data Set Management > Export Test Data Sets**
 - Select **DLM Tab Delimited**
 - Indicate *location* and *filename.dlm* (E:\filename.dlm)
 - Press **Export**

Delete the Test Data

- Select **Data Set Management > Delete Test Data Sets**