

# Using Scantron sheets to collect test scores for Sakai@UD

## **Scantron forms:**

1. On the brown Scantron Student Response Form used with the Test Scoring program, tell students to enter their **UD ID number** in the "Student ID Number" field so that you can track their grades with a unique identifier. If they have a 5-digit number, they should **right justify** the number in the 9-digit field. They should also fill in the Last and First Name fields.
2. On the blue Scantron Instructor Control Form, request a grade file (in the box labeled "For Instructor Use Only" under Standard Option 5, enter 1).

Online detailed information:

[How to request a computer file containing the results of your test](#)

[Grade File \(80 columns\)](#)

[Appendix B: Layout of the Grade file](#)

## **Unix grade file:**

1. Download the *tscrnn.data.bin#* file to your computer.

Online detailed information:

[Using the Secure Shell File Transfer Program for Windows](#)

2. Change the name of the file to end in .txt (e.g. CHEM100-Quiz1.txt).

## **Excel:**

1. Open the text file that contains the Scantron grades (Office button, Open, set Files of type to Text).
2. Use the wizard to read fixed width fields.
3. Edit the file:
  - a. Row 1: Labels
  - b. Column A: UD ID (Student ID number)
  - c. Column B: student name (any format)
  - d. Other columns:
    - i. If the score is for a new Gradebook item, include the maximum number of points in brackets [] at the end of the column title (e.g. Exam 1 [100]).

- ii. For an existing Gradebook item, the column title must be exactly as it appears in the Sakai Gradebook. The maximum number of points is optional.
4. Save the file in a comma separated value format (Office button, Save As, set Save as type to CSV (Comma delimited)).

A notice will appear stating that the .csv file may contain features that are not compatible with CSV. Click Yes.

When you exit Excel, if you receive a prompt to save the file again, click No.

### **Sakai:**

1. In the Gradebook, select the Import Grades option.
2. In Step 3. Import Spreadsheet, click Browse to find the .csv file you saved from Excel.
3. In the File Upload window, highlight the .csv file and click Open.
4. Click Import Spreadsheet.

If there are errors in the Student ID, a message will appear showing which ID is incorrect. To change a Student ID, open the .csv file in Excel, edit the file, resave it and go back to Step 3 Import Spreadsheet.

Sakai will not allow you to upload data if there are errors. However, it isn't necessary to upload records for all the students. You can remove rows in the .csv file that have errors and enter the grades for those students later directly in the Gradebook.

5. On the Verify Grade Import screen, confirm that the data to be uploaded is correct. Then click OK.