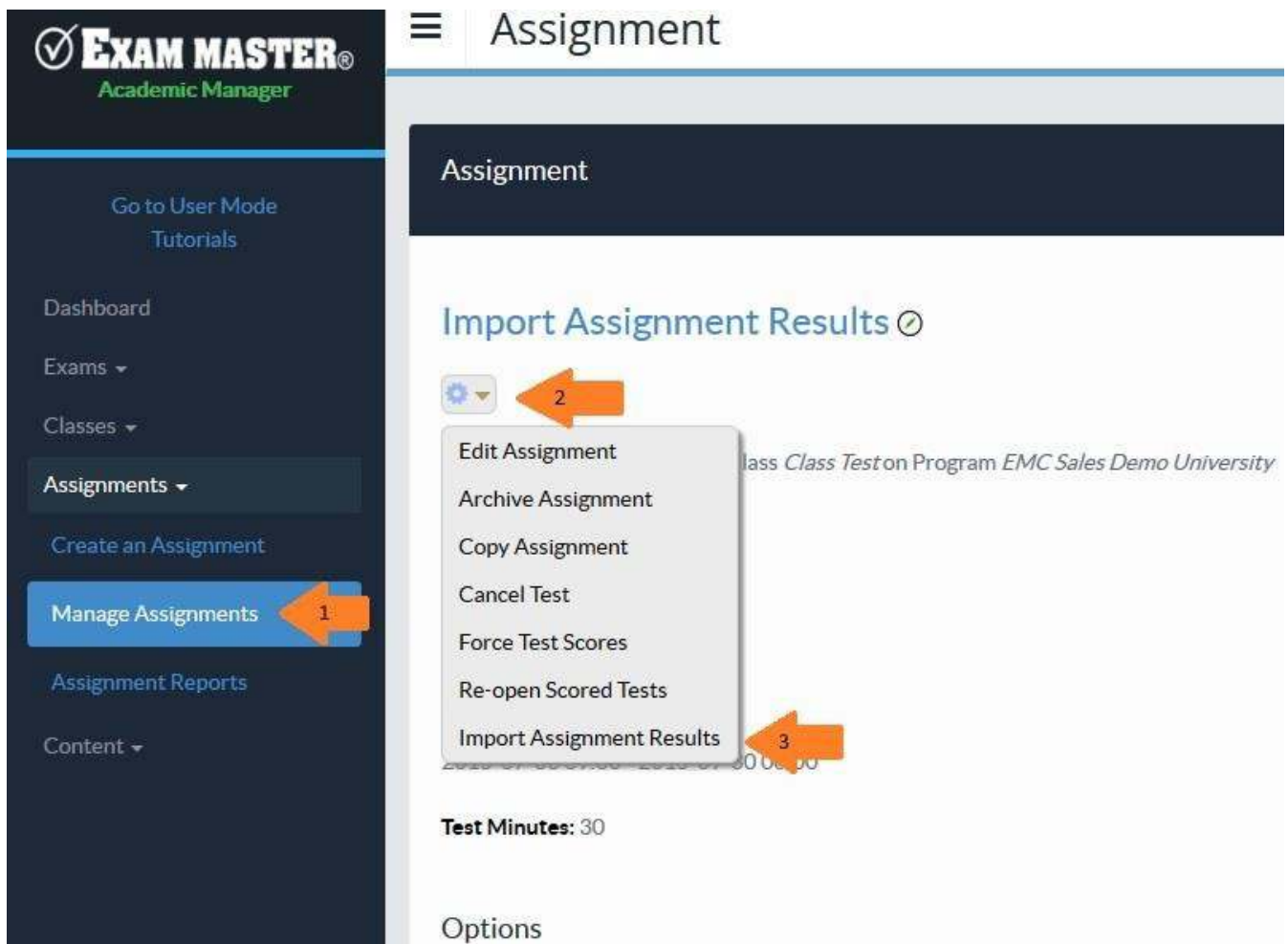# How to Import Scantron Assignment Results

Faculty users can upload a spreadsheet of exam results in place of users taking the exam online.

Why was this feature added?

- Clients that use scantron as part of their testing will be able to upload the user results to benefit from the sophisticated reporting included in Academic Manager®.
- Clients that have to deliver a paper exam will be able to upload the user results (for one user or the entire class). Previously, the only solution available was to login as the user and mark the answer choices.

Where is this feature located?

Valuable information to know for use of this feature:

- This feature is in Beta so changes are likely and expected.
- The upload document must be in .csv, .xls or .xlsx file format.
- There must be NO header and NO formatting.
- The data must appear in the following order: Examinee's email, Date and Time, Response 1, Response 2, etc.
- The Examinee column must only be the registered email address for each user.
- Multiple Choice, Multiple Response, Fill-in, and Free Response question types can be uploaded.
- Responses can be in either alpha or numeric.
- Multiple response type questions have a special requirement – the answer choices must be in brackets [] (eg. [a,b]). Scantron exported documents will contain this formatting automatically.
- Upload processing takes a couple minutes. Faculty user will receive an email as soon as their upload is complete. Any errors will be identified in the email. If the verification of completion email is not received then the errors in the document have caused a total import failure.
- It IS possible for a faculty user to upload the same document more than once and that may cause issues with the score reports (ie. duplication).
- Import Instructions/Information has the full details on proper formatting.

Assignment Results Import

You can upload a file containing response information for multiple examinee for this assignment.
Files can be in .csv, .xls, or .xlsx format. (Column headers should be removed prior to import)
Each examinee should appear on a new line.
You can import response data for any question type supported by Academic Manager.

Import Data Format:
Examinee's Email, Date and time, response 1, response 2,...

Exam type

Test ◄ 4

Document

Browse... No file selected. ◄ 5

Import ◄ 6

Error Messages (for Troubleshooting):

- #<NoMethodError: undefined method `+' for nil:NilClass> - response type did not match the question type
- Examinee **** does not have this assignment
- Import failed for examinee, ****. Examinee is not a class member.
- Insufficient number of responses received in 1st row. – check the order of the data (ie. is the date missing, is the data out of order).
- Excessive number of responses in 14th row – there are more responses listed in the row than number of questions in the exam.
- Number of responses exceeds maximum allowed responses for 1st question for examinee ****.
- No valid score date provided for examinee **** - date in the format of '2016-03-00' will return an error because that is an invalid format. Currently, a date that does not include the day (eg.
  "00) or exceeds the number of days in a month will cause a phantom error in the next row. The development team is aware of this error and they are working to resolve this issue.

Samples of appropriate upload document:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Student1@exammaster.com	6/20/2016	B	E	B	C	D	D	C	C	D	C	C	D	C	B	B	C	C	A
2	Student2@exammaster.com	6/20/2016	B	E	B	C	D	A	C	C	D	D	C	D	D	B	C	E	C	C
3	Student3@exammaster.com	6/20/2016	E	E	B	E	D	D	B	C	A	E	C	B	C	A	C	E	B	A
4	Student4@exammaster.com	6/20/2016	E	E	B	C	D	D	C	C	D	D	C	D	D	D	C	D	D	A
5	Student5@exammaster.com	6/20/2016	E	E	B	C	D	D	C	A	D	C	C	D	B	B	C	A	C	A
6	Student6@exammaster.com	6/20/2016	B	E	B	C	D	D	D	A	D	B	C	D	D	D	C	E	D	A

Alpha Responses

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Student1@exammaster.com	6/20/2016	2	5	2	3	4	4	3	3	4	3	3	4	3	2	2	3	3	1
2	Student2@exammaster.com	6/20/2016	2	5	2	3	4	1	3	3	4	4	3	4	4	2	3	5	3	3
3	Student3@exammaster.com	6/20/2016	5	5	5	2	5	4	4	2	3	1	5	3	2	3	1	3	5	2	1
4	Student4@exammaster.com	6/20/2016	5	5	2	3	4	4	3	3	4	4	3	4	4	4	3	4	4	1
5	Student5@exammaster.com	6/20/2016	5	5	2	3	4	4	3	1	4	3	3	4	2	2	3	1	3	1
6	Student6@exammaster.com	6/20/2016	2	5	2	3	4	4	4	1	4	2	3	4	4	4	3	5	4	1

Numeric Responses