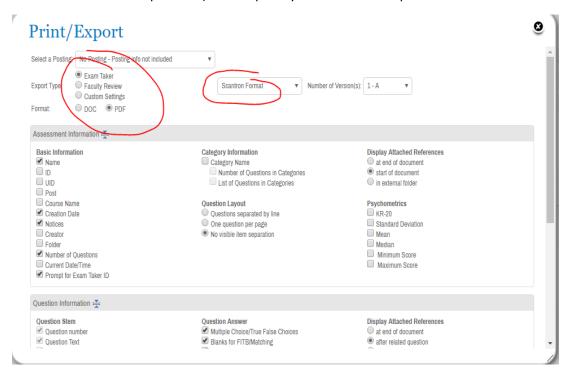
## HOW TO MANUALLY IMPORT EXAM SCORES TO EXAMSOFT

- 1. Open the exam in ExamSoft
- 2. Under Contents, go to the bottom and click Print/Export
  - a. Make sure Exam taker, PDF and Scantron Format are selected
  - b. Save the file to your desktop (this tells ExamSoft that you have a scantron file that needs to be uploaded.) At this point you don't need to pdf file and it can be deleted.



- 3. Click on Import Answers
- 4. Click on the Sample File this is the format you need to use
- 5. Save the file as a CSV file
- 6. Choose the correct posting
- 7. Upload the file and you are done

## Harry Potter MS2 Demo Test 1

