



UNIVERSITY TESTING AND SCANNING SERVICES

Quick Start Guide: New Merged Excel File

Simple file (merged and separate tabs):

	A	B	C	D	E	F	G
	Last Name	First Name	ID	Total Score			
2	BOLTON	MIKE	1204567987	10			
3	BOOP	BETTY	7678765432	3			
4	BUSH	BARB	134998549	9			
5	CLEAN	MISTER	1234443434	2			
6	CROCKER	BETTY	7654323456	3			
7	DOE	JANE	0121012101	3			
8	DUCK	DONNY	7778889999	2			
9	FUDD	ELMER	3443443443	6			
10	JETSON	JUDY	1022243241	14			
11	JOLIE	ANGIE	1224223222	10			
12	MARS	BRUNO	1000333421	9			
13	MARX	HARPO	9878987898	3			
14	MOUSE	MIGHTY	5435435435	2			
15	OBAMA	MICHEL	1028759431	11			
16	PUREBRED	PENNY	9876789876	3			
17	ROBERTS	JULIA	1011243987	11			
18	ROOSEVELT	ELEANO	1003482651	15			
19	RUBLE	BETTY	121100221	13			
20	SMITH	FRED	2233221122	3			
21							
22							
23							
24							
25							
26							

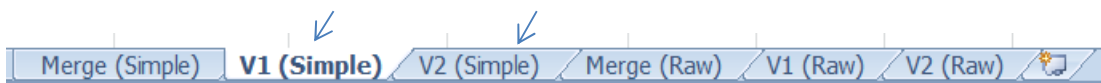
Merge (Simple) V1 (Simple) V2 (Simple) Merge (Raw) V1 (Raw) V2 (Raw)

Simple File - Merged
(Last Name, First Name, ID, Total Score)
Alphabetical Order

The “Simple Merged” file just has the basics. Some instructors may choose to use this worksheet for importing scores into **Blackboard** Grade Center.

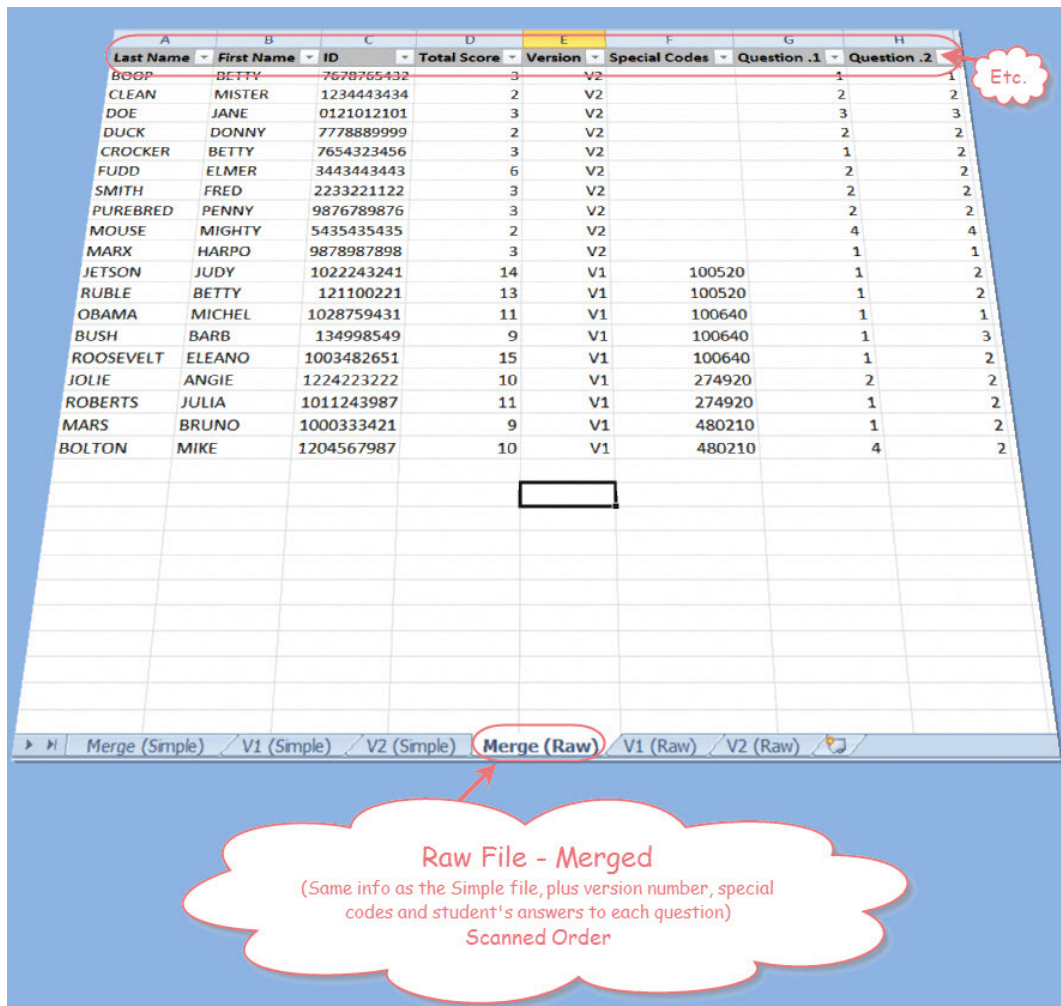
Note: If you only had one version of the exam, this will just be called (Simple). **(Simple)**

Next to the Simple Merged tab are tabs for each version of the exam you gave.



Advanced RAW file (merged and separate tabs):

The RAW file was previously known to some as a “DLM” write in only request. Spring semester 2014, we gave the RAW file when there was a request for ‘Weighting, Subtests and Extra Credit’ and also offered it as a stand-alone ‘Advanced Option.’ This, however, caused confusion to instructors who had been used to always checking off the type of data file (separate or merged) they needed on the old request forms. Now, we are including the Raw file with every exam for those who wish to use the extra fields of information.



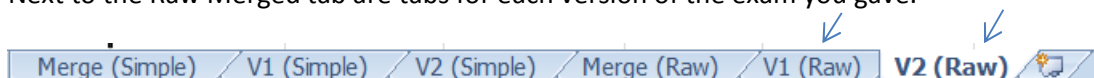
Last Name	First Name	ID	Total Score	Version	Special Codes	Question .1	Question .2
BOOP	BETTY	7678765432	3	V2		1	1
CLEAN	MISTER	1234443434	2	V2		2	2
DOE	JANE	0121012101	3	V2		3	3
DUCK	DONNY	7778889999	2	V2		2	2
CROCKER	BETTY	7654323456	3	V2		1	2
FUDD	ELMER	3443443443	6	V2		2	2
SMITH	FRED	2233221122	3	V2		2	2
PUREBRED	PENNY	9876789876	3	V2		2	2
MOUSE	MIGHTY	5435435435	2	V2		4	4
MARX	HARPO	9878987898	3	V2		1	1
JETSON	JUDY	1022243241	14	V1	100520	1	2
RUBLE	BETTY	121100221	13	V1	100520	1	2
OBAMA	MICHEL	1028759431	11	V1	100640	1	1
BUSH	BARB	134998549	9	V1	100640	1	3
ROOSEVELT	ELEANO	1003482651	15	V1	100640	1	2
JOLIE	ANGIE	1224223222	10	V1	274920	2	2
ROBERTS	JULIA	1011243987	11	V1	274920	1	2
MARS	BRUNO	1000333421	9	V1	480210	1	2
BOLTON	MIKE	1204567987	10	V1	480210	4	2

Raw File - Merged
(Same info as the Simple file, plus version number, special codes and student's answers to each question)
Scanned Order

Note: If you only had one version of the exam, this will just be called (Raw).

(Raw)

Next to the Raw Merged tab are tabs for each version of the exam you gave.



Merge (Simple)	V1 (Simple)	V2 (Simple)	Merge (Raw)	V1 (Raw)	V2 (Raw)
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The separate versions of the Raw file will have the fields for birthday and gender. Those are seldom used fields so they have not been included in the Raw Merged tab but are still available for those instructors who wish to utilize them.