



Inserting a Blank Sheet

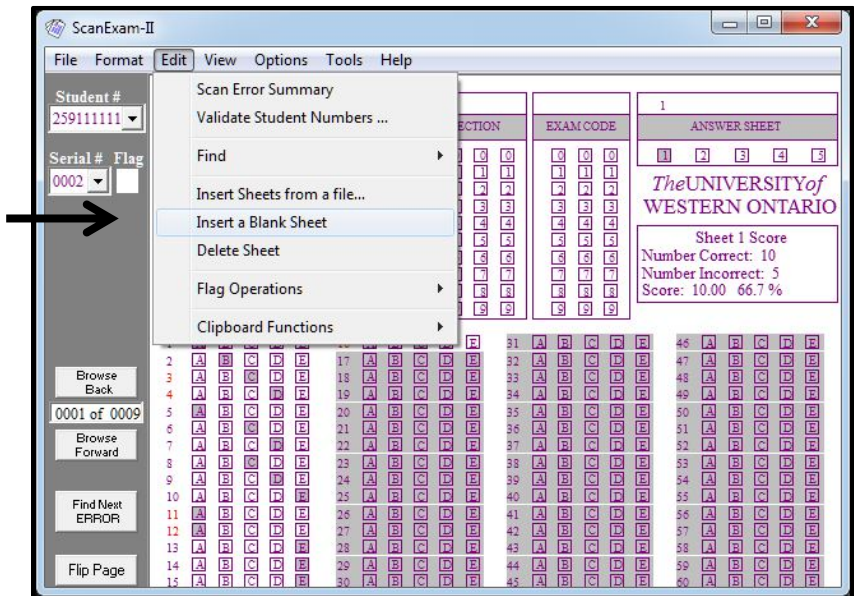
Adding a Scantron Sheet

Under certain circumstances, you may need to enter a Scantron sheet manually

1. Launch Scan Exam II, and Open the .DAT File.

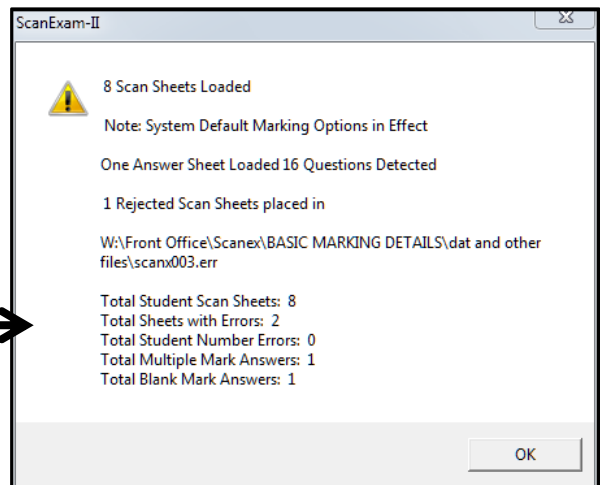
View -> select Student Scan Sheets

Edit -> Insert a Blank Sheet



This does not happen very often but another reason a sheet may have to be entered manually is that it was rejected.

Example:
This ScanExam-II error message means a Scantron sheet was not scanned successfully and therefore was not included in the DAT file.



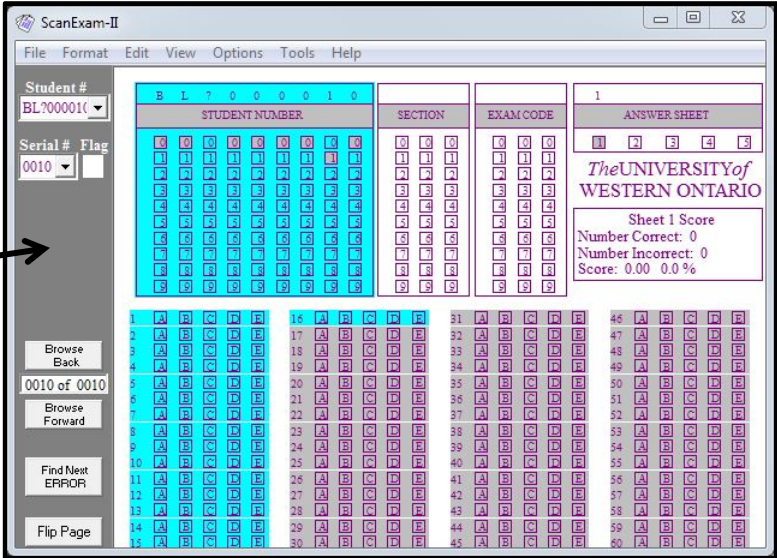


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2. Enter the student ID number then select each question's answer.

When the blank sheet appears, both the student ID and the answers are highlighted.

If the student left an answer blank on their Scantron form, the highlighted area remains as is. These skipped questions are not counted in the score summary:



3. Once the additional sheet is complete, save the DAT file