



# Retrieving DAT Files

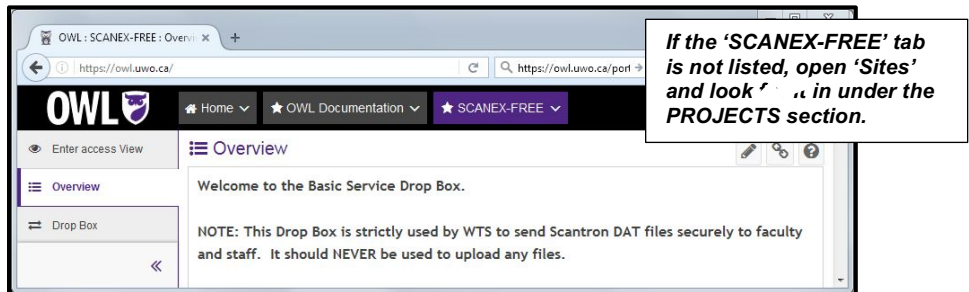
## Retrieving DAT Files from OWL

Once the Scantron forms are scanned, a DAT file is uploaded to an OWL Drop Box. This area is only accessible to faculty and staff to ensure the security of student information.

[owl.uwo.ca](http://owl.uwo.ca)

- OWL is accessible on both Windows and Macintosh platforms.
- Windows 10 users: Currently, the DAT files cannot be saved using the Windows 10 'Edge' browser. Open 'Firefox' or 'Chrome' first and then launch OWL ([owl.uwo.ca](http://owl.uwo.ca)).
- Once the DAT file is downloaded to your computer, this raw data needs to be reviewed using marking software such as ScanExam-II (Win OS only).

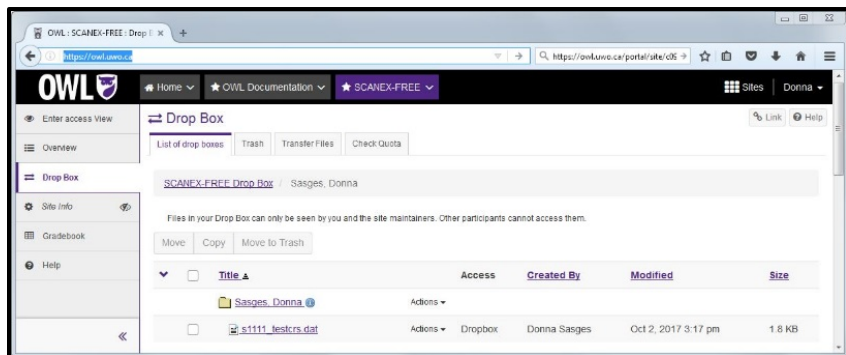
1. Log into OWL.
2. Select the 'SCANEX-FREE' tab



3. Select 'Drop Box' from the list on the left

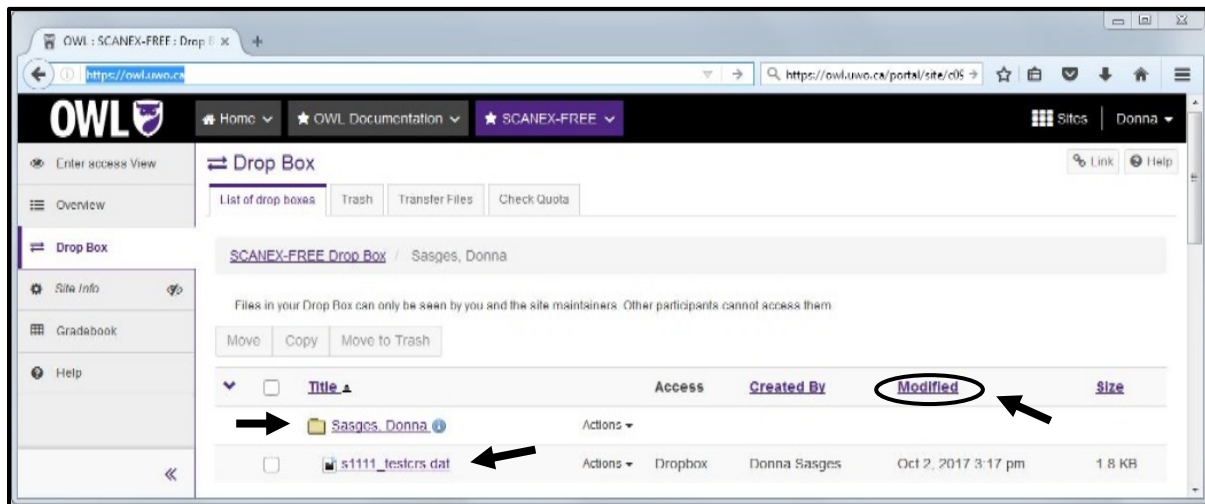


DAT files will be displayed under your named folder



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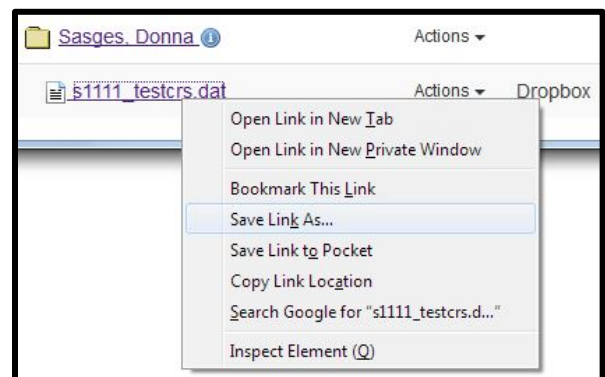
## Confirm the date of the DAT file



- ➔ Under the 'Modified' column, confirm the file date
  - the most current file is not always listed first, re-sort this column by selecting the 'Modified' header

## Save the DAT file to your computer

- ➔ Right-click while hovering over the filename (not its icon); then from the pop-up menu
- ➔ select 'Save Link As...' (or 'Save Target As...' or 'Download'). Then choose a location on your computer where you want the file saved



Once the DAT file is saved to your computer, its raw data can be reviewed/marked using software such as ScanExam-II (for Win OS only).