SCANTRON SERVICES: Retrieving DAT Files

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.

The Drop Box upload can take up to 24 hours. If after that time, you do not see your DAT file, call x83800 (519-661-3800) and ask to be transferred to the WTS Administration Office.

> **REMINDER: Your Scantron forms are available for pick up 24 hours after they were dropped off; the pickup time is _not_ directly connected to the DAT email notification.**
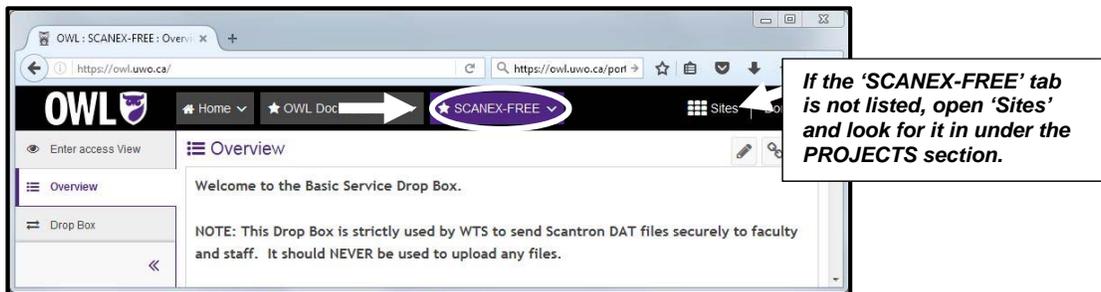
Website: owl.uwo.ca

- ➢ 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**).

- ➢ 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). For more information, refer to the "Quick Reference Guide" found at **http://wts.uwo.ca/scanex/resources/**.
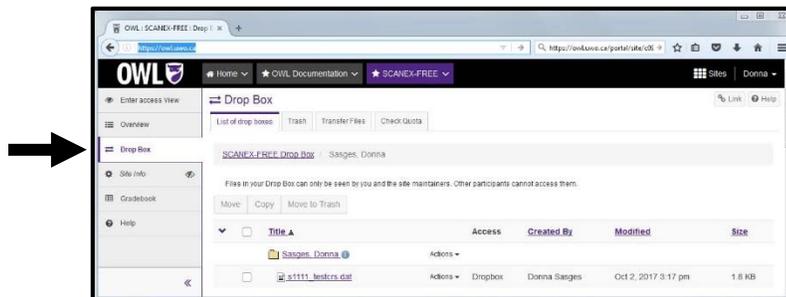
1) Log in to OWL:

2) Select the 'SCANEX-FREE' tab at the top:

If the 'SCANEX-FREE' tab is not listed, open 'Sites' and look for it in under the PROJECTS section.

3) Select 'Drop Box' from the list on the left:

> **Reminder: This Drop Box is <u>only</u> used to send DAT files securely to faculty, staff and teaching assistants. It should NEVER be used to upload your own files.**

**DAT files will be displayed under your named folder**

4)
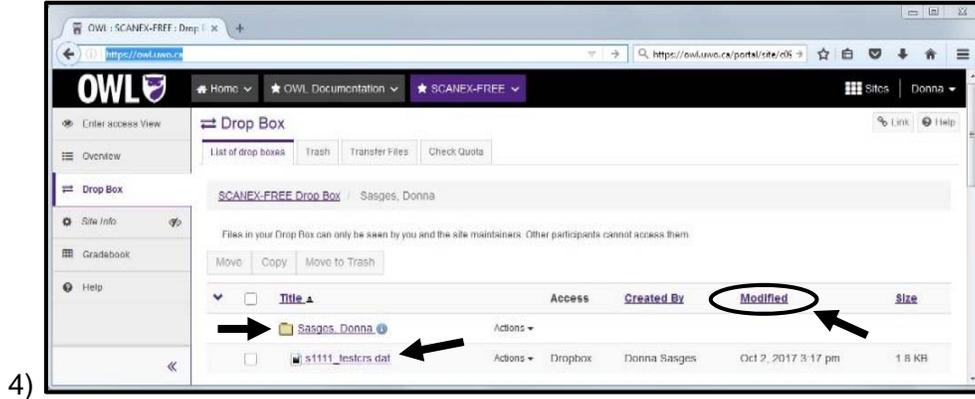
Confirm the date of the DAT file

➢ Under the 'Modified' column, confirm the file date

- ▪ *the most current file is <u>not</u> 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 Li<u>n</u>k As…' (or 'Save Target As…'' or 'Download')*
- ▪ *then choose a location on your computer where you want the file saved*
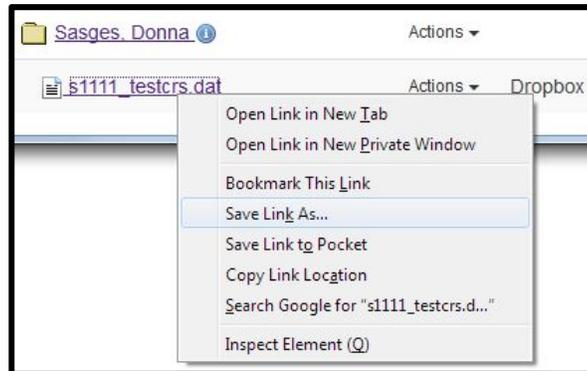
Once the DAT file is saved to your computer, its raw data can be reviewed/marked using software such as ScanExam-II (for Win OS only). Refer to the Quick Reference Guide for more details:

Marking Reference Guide: http://wts.uwo.ca/scanex/basic-quickguide.pdf

> *Scantron forms <u>cannot</u> be returned through Campus Mail. The WTS Administration Office (SSB 4300) is open 8:30am to 4:30pm Monday to Friday (excluding holidays).*
>
> *You must have your receipt or your Western/photo ID to pick up your forms.*