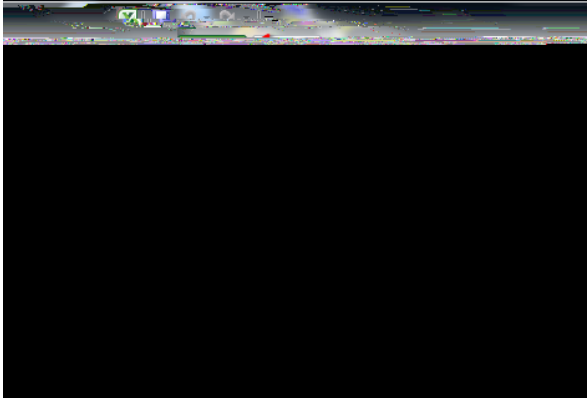


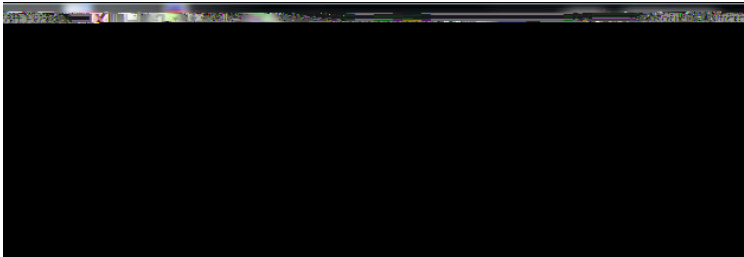
## Opening your OpScan Test Results Text (txt) File in Excel

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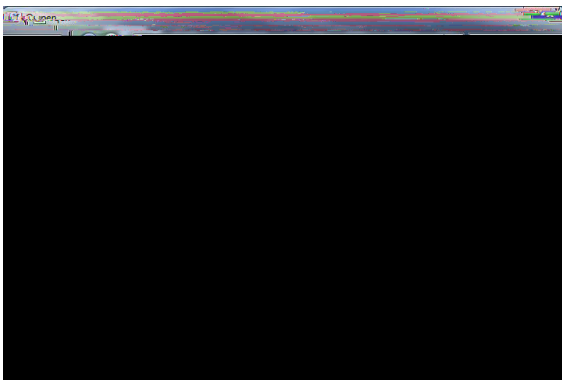
1. Right click on the file attachment in your e-mail and select save as. You may save the file anywhere but it may be easiest to save it to your desktop. Click SAVE
2. Open Microsoft Excel. Select File



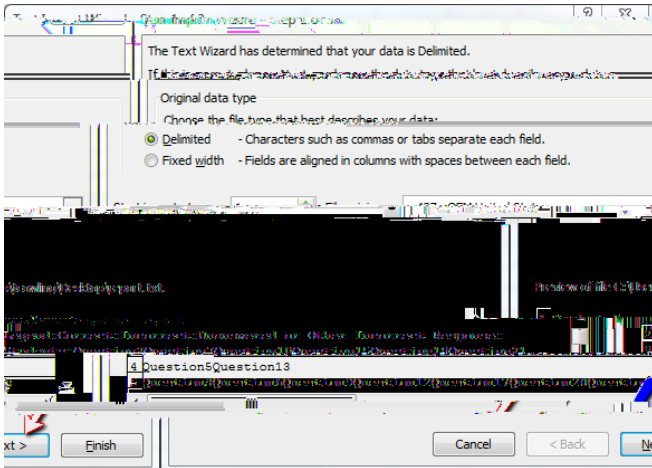
Next select Open in the top left corner



3. Navigate to where you saved the report.txt file from your email. Ensure that the FILE TYPE on the bottom right corner of the open Window is set to ALL FILES, by using the drop down arrow to select. Next Click OPEN



4. A "TEXT IMPORT" window will appear. You select Next.



On Step 2 of 3 make no Changes and select next.



Step 3 of 3 Highlight the UIN Column 15 (Student ID) (Text) (234) (then) (2.40) (2.25) (2.40)

