How to Export Test Scores from ExamView to an Excel Spreadsheet

1. Go to ExamView Test Manager and bring up your class.
2. Highlight the Assignment scores that you want to export.
3. Go to File in the upper left corner.
4. Go to Export.
5. Go to Assignment Results as Text.
6. Make sure the following is checked:
	1. Last name, First Name
	2. Student ID
	3. Points Earned
	4. Percentage
7. Make sure the Field Separator is Comma.
8. Click OK.
9. Save the file. If you save the file to the desktop, it will be easy to find.
10. Minimize ExamView.
11. Open Microsoft Excel.
12. Go to the Data tab.
13. Click on From Text.
14. Find the File you just saved. Click Import.
15. Make sure Delimited is checked.
16. Change Tab to Comma.
17. General should be checked.
18. Move the destination to the first box in the second row so you have room for headings.
19. The scores should import into the Excel Spreadsheet. Now you should be able to add headings, highlights and columns as needed.