RETRIEVING DAT FILES USING THE OWL DROP BOX

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

You will receive an email once your DAT file is ready. If more than 24 hours have passed, check OWL for the file; if it is still not there, there is a number on your receipt to call.

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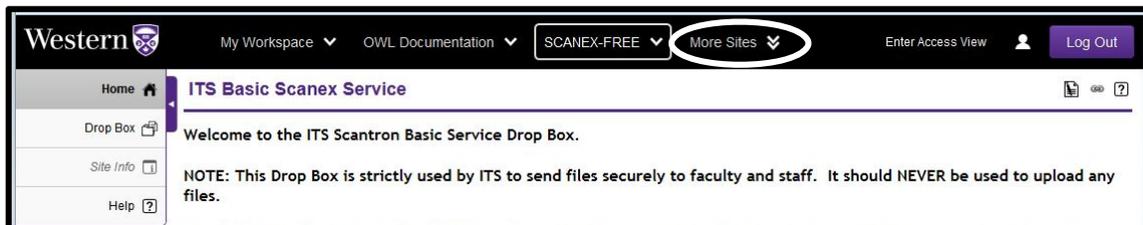
Website: owl.uwo.ca

- ➢ 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 **https://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://www.uwo.ca/its/scanex/resources/**.

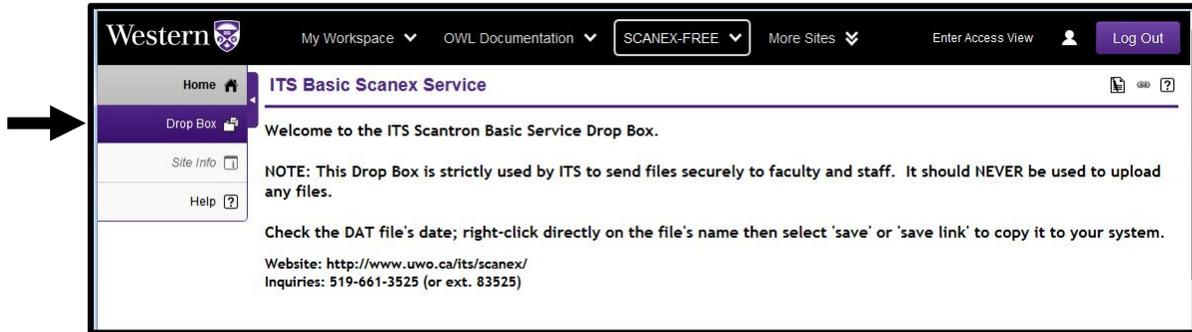1) Log in to OWL then choose 'SCANEX-FREE' and its main page will be displayed:
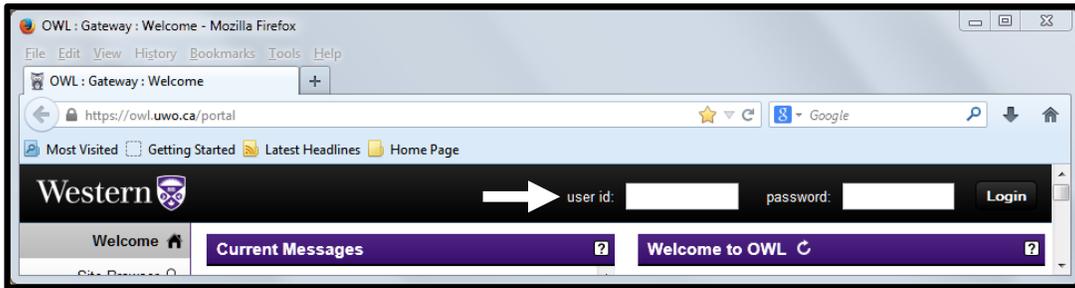
If the 'SCANEX-FREE' tab is not visible, check for it under the 'More Sites' tab; it will be listed under the 'PROJECTS' section.

2) 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.**

3) Any files sent to you will be displayed under your named folder.

- ➤ check the date of the DAT file
    - ▪ *the most current file is not always listed first; resort this column by selecting the 'Modified' header*
- ➤ right-click **<u>directly</u>** on the DAT's filename and a pop-up menu will appear
    - ▪ *select either 'save link as' or… 'save target as' or… 'download'*
    - ▪ *save the file to your computer as a DAT file*
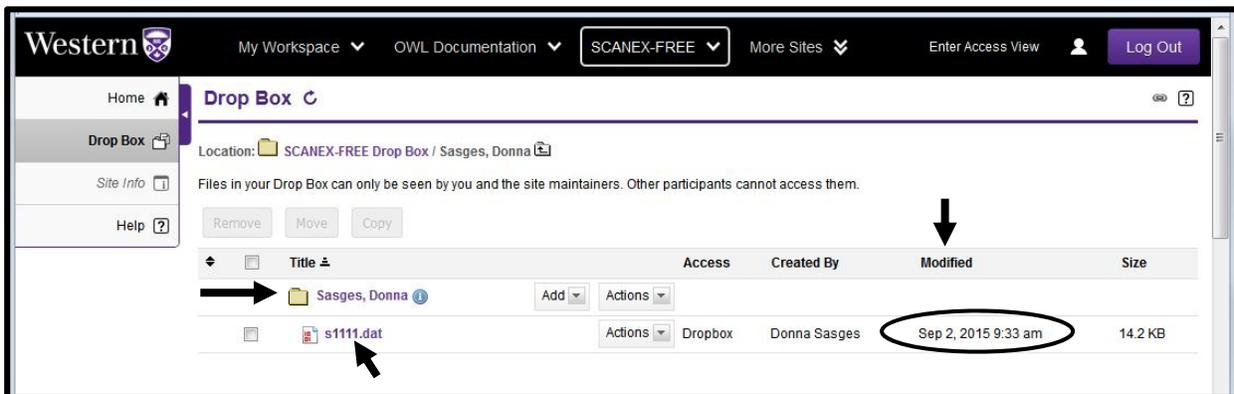
Once the DAT file is saved to your computer, its raw data needs to be reviewed using marking software such as ScanExam-II (for Win OS only). For more information, refer to the "Quick Reference Guide" found at **<u>http://www.uwo.ca/its/scanex/resources/</u>**

> ***Scantron forms <u>cannot</u> be returned through Campus Mail. The ITS Administration Office (SSB 4300) hours are 8:30am to 4:30pm Monday to Friday (excluding holidays).***
>
> ***You will need the receipt or your Western/photo ID to pick up your forms.***