# Remark Quick Stats

User's Guide

**Revision 9.0**

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# Chapter 1: Remark Quick Stats Overview

Remark Quick Stats is an analysis and reporting package that ships with the Remark Office OMR software. Remark Quick Stats allows you to tabulate surveys and grade tests right in the software. Once you have collected your data, you can click on one of the grade or survey options to access Remark Quick Stats: Quick Grade, Advanced Grade, Quick Survey, Advanced Survey.

Depending on the report selected, Remark Quick Stats can include the following statistics:

Survey statistics and reports include:

- For each item Remark Quick Stats calculates: Mean, Variance, Standard Deviation, Standard Error, Min, Max, Range, Median, Skewness, Kurtosis, T-Value, Percentiles, Confidence Intervals
- For each answer choice Remark Quick Stats calculates: Frequencies, Percentages, Valid Percent
- A Response Report displays the responses for any particular question on one easy-to-read report (primarily used for open-ended questions)
- Crosstabs
- A Group Report displaying means for question groupings

Test statistics and reports include:

- Advanced Grade steps you through the process of setting up an answer key, grade scale, questions points, learning objectives, benchmark scores and other grading information for your test
- For each item Remark Quick Stats calculates: Mean, Variance, Standard Deviation, Standard Error, Min, Max, Range, Median, Skewness, Kurtosis, T-Value, Percentiles, Confidence Intervals, P-values, Point Biserial Correlation
- For each answer choice Remark Quick Stats calculates: Frequencies, Percentages, Point Biserial
- For each student Remark Quick Stats calculates: Total score, Raw score, Grade, Dev. IQ, Number correct/incorrect/unanswered
- For the test Remark Quick Stats calculates: Number of graded tests and items, Max, Min, Median, Range, Percentile scores, Mean, Variance, Standard Deviation, Confidence Intervals (1,5,95,99%), KR 20, KR21, Coefficient (Cronbach) Alpha
- A Grade Report displays each student's results on the test and optionally an image of the scanned test
- A Group Report displays grades for specific subsets of your data

A variety of graph types are also included (all of which can be copied and printed):

    - Pie
    - Bar
    - Horizontal Bar
    - Line
    - Area
    - Point
    - Polar
    - Fast Line

- **Note:** Remark Quick Stats is designed to work with other Remark products. In order to access Remark Quick Stats reports you must first create a form template file in the Remark Office OMR Template Editor that matches your expected data. Data cannot be imported into Remark Quick Stats without this form template file.

# The Remark Quick Stats Workspace

The Remark Quick Stats workspace has four main areas:

- **Task Pane:** The task pane lists the available reports and shortcuts to various functions, such as exporting reports, running report batches and links to Advanced Survey and Grade operations. You can also right click reports in the task pane as set them as favorites, the default report when Remark Quick Stats opens, or run the report.
- **Report:** The middle portion of the window displays the active report.
- **Report Style:** The right portion of the window displays the style properties available for the selected report. You can adjust properties and then click the Apply button. The Defaults button returns the report back to its original state when the software was installed.
- **Data:** The **Data** tab displays a copy of the data used to generate the report. You can filter data from this area, as well export either textual or numeric versions of the data.

There is a splitter between each of the areas that you can drag if you want to make a space larger or smaller. When you are reviewing a report, you can click the VIEW menu to show and hide the ruler and table of contents. You can use the push pin on the Report Style pane to show and hide it. You can also make the report full screen by clicking the Full Screen toolbar button or pressing F11. In addition to exporting results, you can click EDIT|Copy to copy an entire page of a report to the Windows clipboard for inserting into another application. From this main window, you can access functions such as saving reports, printing reports and accessing the software's preferences.

Continue to the next two chapters to learn more about grading tests and analyzing surveys.

# Chapter 2: Grading Tests

## Test Grading Overview

You can grade tests in two ways:

- **Quick Grade:** Quick Grade uses the first row of data as the answer key and any grading parameters set up in the form template.
- **Advanced Grade:** Advanced grade allows you to customize the grading process with features such as benchmarks, learning objectives to test proficiency, customize report headers and using multiple test versions.

Each topic is covered independently in the next two sections.

## Using Quick Grade

Quick Grade is an easy way to grade a test using pre-determined constraints. When you use Quick Grade, Remark Quick Stats uses the first row of data in the data grid as an answer key and grades the data based on the software's default grading options set in the Remark Quick Stats Preferences. In addition, it uses parameters set in the form template to control grading, such as whether to grade a question, how many points to award and whether to display a question's data as an analysis respondent ID on the reports (e.g., a name to identify each graded test).

When using Quick Grade, you can allow multiple correct responses. If a question does not allow multiple responses in the form template, and it has multiple answers specified for the question in the answer key line, Remark Quick Stats treats this case as an OR operation, meaning it gives credit to students having either of the specified answers (but only one answer is expected). If a question does allow multiple responses in the form template, and it has multiple answers specified for the question in the answer key line, Remark Quick Stats treats this case as an AND operation, meaning it only gives credit to students having all of the specified answers.

- **Note:** You can show multiple responses in the grid regardless of whether they are allowed by setting your replacement value to ALL in the form template (this is the default setting).

If a question is left blank in the answer key, the question is not graded. If you are using subjective or rubric items on your answer sheet, the maximum number of points awarded is set by the value in your answer key. If students achieve higher than what is defined in the answer key, the extra points are treated as extra credit automatically.

**To use Quick Grade**

1. Create a form template for your exam in the **Remark Office OMR Template Editor**. Be sure to set up grading parameters, such as which questions to grade, points to award and Analysis Respondent ID regions. When setting up form templates, do not worry about assigning an answer key; this step is performed during form processing.

2. In the **Remark Office OMR Data Center**, process exams using the Read option or open an existing data file. Be sure to process the answer key as the first row of data. The answer key should hold all of the correct answers to each question you wish to grade in the software. The Quick Grade function automatically assumes the first record in the data set is the answer key and bases the grading operation on this data.

- **Note:** When using Quick Grade, if a subjective or rubric question is left blank or contains non-numeric data, it is excluded from the grade operation (marked as not graded/not subjective). Otherwise, if the subjective question contains a numeric value, that value is used as the total possible subjective points for the question.

3. After processing the exams, select the **TOOLS** menu, then click **Analysis** and then **Quick Grade**. Quick Grade is also available from the toolbar and the **Analysis** tab of the task pane.

The data is graded and the Remark Quick Stats window appears. This window contains a task pane on the left allowing you to display reports. By default the Student Statistics Report is displayed, but you may set a default report to display in the Remark Quick Stats Preferences or by right clicking a different report and setting it as your default..

- **Note:** If you want to use multiple test versions with Quick Grade, mark the appropriate region as the test identifier in the template by opening the template in the Template Editor, accessing the region properties, clicking **Advanced Region Properties** and then marking the option for **Designate as test version ID**. Once the template is updated, read the forms, ensuring that all of the answer keys are read first. Once a duplicate test version ID is found, that record is considered the first student test. During the grading process, all data rows from that point forward are matched to the answer key line of data containing the same test version ID.

# Advanced Grade Overview

Remark Quick Stats provides an Advanced Grade option to allow you to customize the grading process. Advanced Grade allows you to specify the following items:

- Data sets to include in the grade operation
- An answer key
- Questions to include or exclude
- Subjective questions that allow you to add in points for non-multiple choice questions
- Analysis Respondent ID fields so that students are identified on the reports
- Test points for correct, incorrect and blank responses
- Grade scales
- Scaled scores to apply a custom grade scale
- Learning objectives (standards) to better understand student mastery of the information being taught
- Benchmark scores to gauge student achievement

- Custom report headers
- Multiple test versions

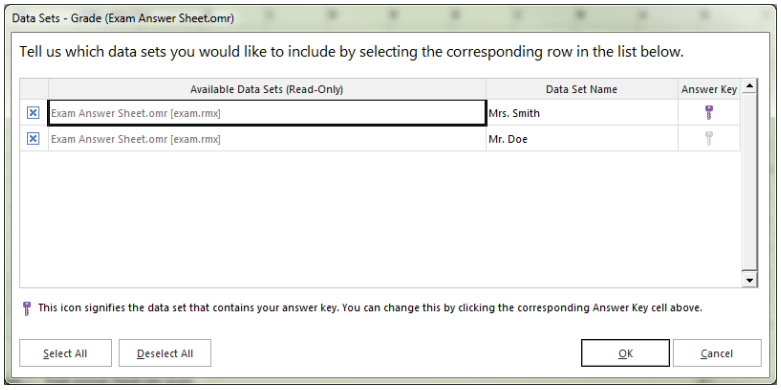
In addition, you may save a grading answer key containing all of your grading parameters for repeated use. Advanced Grade is also useful if you wish to use generic form templates but apply different answer keys for various tests. For example, you can have a generic 50 question answer sheet, but set up different answer keys using Advanced Grade based on the subject being tested (e.g., one answer key for US History, one for World History, one for Geography, etc.).

- **Note:** Advanced Grade can also be accessed outside of Remark Office OMR by clicking Start|Programs|Remark Office OMR 2014|Remark Office OMR Advanced Grade Utility.

The instructions below explain how to access Advanced Grade. Use the sections below to learn more about each step in the Advanced Grade process.

**To use Advanced Grade (setting up an answer key)**

1. Create a form template for your exam in the **Remark Office OMR Template Editor**. You may set up grading parameters, such as which questions to grade, points to award and Analysis Respondent ID regions; these options can be modified during answer key setup. When setting up form templates, do not worry about assigning an answer key; this step is performed during form processing/answer key setup.
2. In the **Remark Office OMR Data Center**, process exams using the Read option or open an existing data file. You may choose to process the answer key as the first row of data or set up an answer key in Advanced Grade.
3. After processing the exams, select the **TOOLS** menu, then click **Analysis** and then **Advanced Grade**. Advanced Grade is also available from the toolbar and the **Analysis** tab of the task pane.
4. [Optional] You may grade multiple data sets by opening the data sets in the Data Center first. When you start the Advanced Grade, the **Data Sets - Grade** window appears. Select the data set(s) that you wish to include in the grade operation. Only data sets that come from the active form template display in this window. In this window you may optionally add a **Data Set Name** to identify each data set. Using a custom name allows you to filter data on each data set once you are in Remark Quick Stats. For example, you could enter a teacher name in the **Data Set Name** column and then compare data among teachers. The **Data Set Name** option appears when you filter data, create report batches and on select reports, such as the Comparative Grade report, Crosstabulation and Response reports. If one of your data sets contains an answer key already, you may also mark it in the **Answer Key** column. Click the **OK** button to continue to Advanced Grade.




5. Choose the options on the left that you wish to modify. Each option is described in the next few sections.

6. When finished, click the **Grade** button.

Every time you use Advanced Grade, you have the following options when finished:

- Click the **Grade** button to immediately grade the test. You are prompted to save the settings as an answer key file (optional).
- Click the **Save** button to save the answer key file, but Advanced Grade remains open for further modifications.
- Click the drop-down arrow on the **Save** button and choose **Save Generic**. Saving your answer key as a generic answer key file (.GAKY) saves an answer key without any information for ungraded questions, allowing a generic answer key to be applied to any form type (template) with enough graded questions and answer choices.

# Advanced Grade - Test Options

When you click the Advanced Grade option, the Test Options window appears first, which allows you to set up basic parameters for the test grading process. If you only need to use what is on this screen, after you make your selections, you can click the Grade button without reviewing any other items Advanced Grade. The Test Options window gives you four options for grading your test:

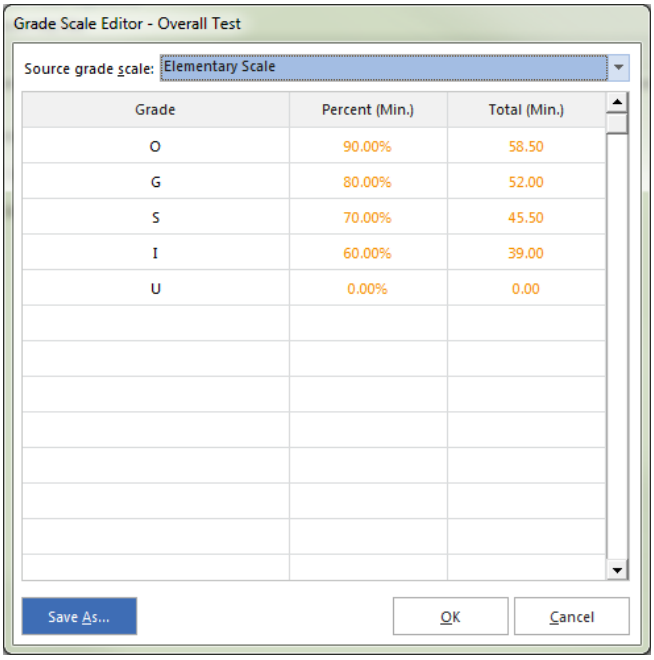
- **Open an existing answer key file:** If you have used Advanced Grade before and saved your settings to a file (.AKY file), you may open that file here. The answer key file must match the form template being used.
- **View or change the test's grade scale:** You may click the Edit Scale button to see what scale is being used, create a new scale, or apply an existing scale to this grade operation.
- **Set a test benchmark:** You may set a percent score that you want to use as a benchmark for student achievement on the test. Select reports display how many student achieved and did not achieve the set benchmark.
- **Create a custom report header:** You may modify the header area of all of the resulting reports by typing information, inserting data from template fields or adding graphics (e.g., a logo).

**To open an existing answer key file**

1. From the **Test Options** window of **Advanced Grade**, under **Answer key file**, click the ellipsis (...) button if you have already created an answer key file (.AKY) that you would like to use. You may have one form template with multiple answer keys that customize the grading process. For example, you can have a generic 50 question answer sheet, but set up different answer keys using Advanced Grade based on the subject being tested (e.g., one answer key for US History, one for World History, one for Geography, etc.). The answer key file you load must match the template you are currently using in terms of the number of graded questions and answer choices.
2. Either make other adjustments in Advanced Grade or if the answer key file has everything you need, click the **Grade** button to grade your test.

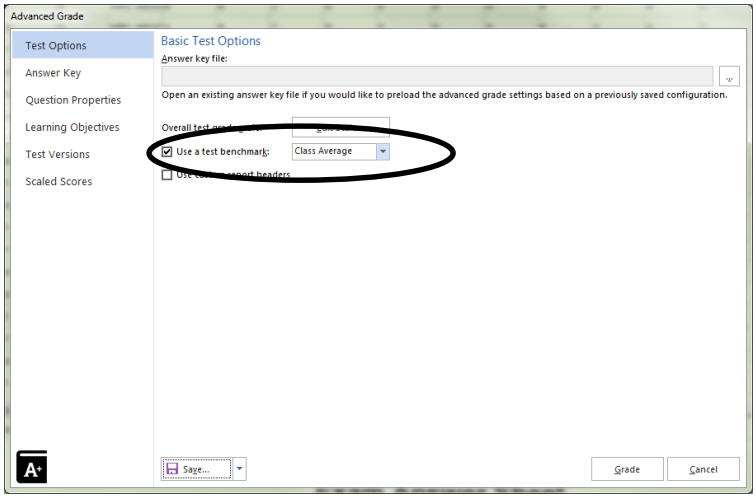
**To adjust the grade scale:**

1. From the **Test Options** window of **Advanced Grade**, click the **Edit Scale** button next to **Overall test grade scale**.
2. In the **Grade Scale Editor** window, choose a scale from the list. If you would like to create a new grade scale, click the **Save As** button, type a name and then adjust your **Grade** and **Percent** scores.
3. Click the **OK** button to return to the **Advanced Grade** window.
4. Continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.



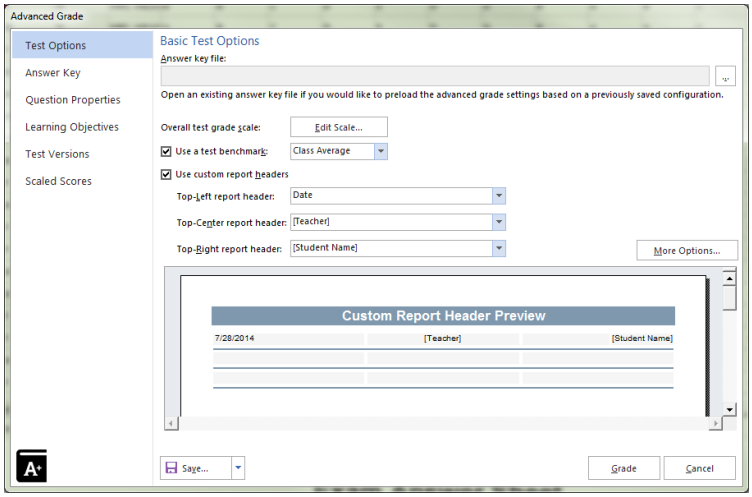

**To set a test benchmark:**

1. If you wish to gauge achievement against a specific percent score, mark the checkbox for **Use a test benchmark** in the **Test Options** window of **Advanced Grade**,
2. Select **Custom** to enter your own percent score. Then enter the desired benchmark percent score in the box. Alternatively, select **Class Average** to use the class average percent score as the benchmark. Remark Quick Stats first calculates the class average and then uses it as the benchmark score for the resulting reports.
3. Continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.




**To create a custom report header:**

1. From the **Test Options** window of **Advanced Grade**, mark the checkbox for **Use custom report headers**.
2. Each report has nine reserved slots in the header for you to add information. To keep things simple, we have displayed the top three positions. If



you want to customize more than three positions, click the **More Options...** button.

3. Use the three drop-down lists to choose whether to add something in the top left, right or middle space of the report header. Choose an item from the list. Each list contains **Date**, **Date/Time**, **Page Number** and **Number of Respondents**. In addition, all of the regions from your form template are listed, allowing you to enter data from your data set (e.g., a teacher name, course name, semester, etc.).
4. Once you have your custom header area set up, continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.

# Advanced Grade - Answer Key

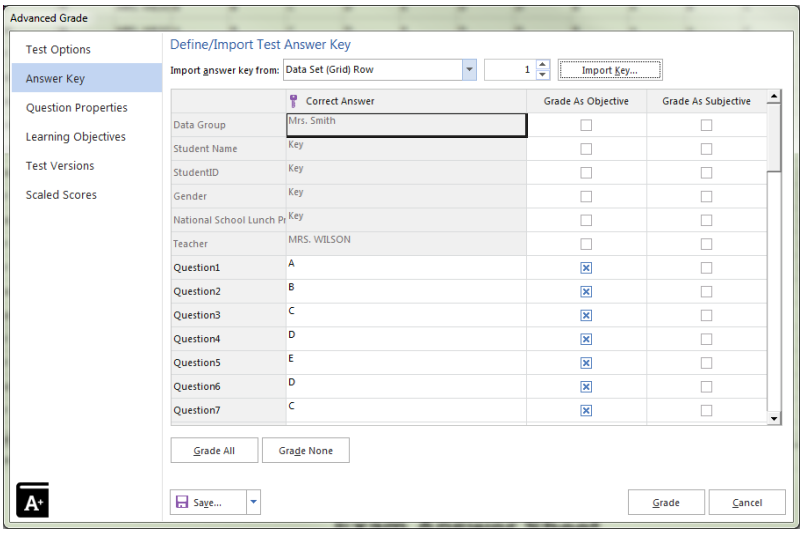
The Answer Key window allows you to enter an answer key. The following options are available for selecting an answer key:

| **Option** | **Description** |
|---|---|
| Data Set (Grid) Row | Choose your answer key from a grid row in the active data grid in the Data Center. This option is useful if you scanned your answer key as the first item in your data grid, followed by the student tests. |
| Read | You may launch the Read window to scan an answer key or select an image file that represents your answer key (i.e. an answer key that you previously scanned and saved as an image file). |
| Generic Key | A Generic answer key file (*.gaky) can be created in the Remark Office OMR Advanced Grade utility (accessible outside of Remark Office OMR). This type of key does not save any information for ungraded questions, allowing a generic answer key to be applied to any form type with enough graded questions and answer choices. |

| Option | Description |
|---|---|
| Text Key | A text key is a tab or CRLF (carriage return/line feed) delimited text file containing the numeric indices of the correct answers for the graded questions. The question text can optionally be appended to each correct answer (delimited by a pipe character (\|)).<br><br>A text based answer key should be a tab delimited ASCII file with a TXT file extension that contains the correct answers for the questions on a test. The correct answers should be written using their numeric equivalents. For example, if the possible answers for a question are: A, B, C, D and the correct answer is D, then the numeric index for the correct answer is 4 since D is the fourth answer choice. If there are 5 graded questions on a test with the possible answers being (A-D) and the correct answers are A, B, D, A, C respectively, then the first line of the text file would contain their numeric indices tab delimited like this:<br><br>1 2 4 1 3<br><br>If more than one answer is correct, delimit the correct answers using a comma (,) if one of the correct answers must be selected for the response to be considered correct, or use an ampersand (&) if the respondent must select all of the correct answers for the response to be considered correct. If the second question in the example listed above considered either B or D to be correct and the fifth question required both A and C to be selected, then the text answer key would look like this:<br><br>1 2,4 4 1 1&3<br><br>If you have multiple versions of a test, you create a new record in the text key for each test version and also define the test version identifier as the first piece of data for each record. For example, a test with three versions (labeled A-C) might look like this:<br><br>A 1 2 4 1 3<br>B 4 3 1 1 2<br>C 2 1 3 1 4<br><br>**Note:** Questions that use multiple correct answers where only one of the correct answers should be selected for the response to be considered correct are NOT supported when using multiple test versions and importing answer keys. Any commas found between correct answers are treated as ampersands when using multiple test versions. |

**To choose an answer key:**

1. From the **Answer Key** window of **Advanced Grade**, use the drop-down list in the **Import answer key from** box to choose the type of answer key you are using. Then click the **Import Key...** button to enter or import the answer key information into the answer key grid (if using a grid row, specify the row in the grid row box). If manually entering the answer key, type the values into the **Correct Answer** column of the grid. Note that if you chose a Generic or Text key, you are prompted to locate the associated file.




2. If desired, you can mark whether to grade questions as objective or subjective by clicking in the corresponding boxes. By default, Advanced Grade uses the grade settings defined in the form template, but you may make changes here. You can also use the Grade All and Grade None buttons to quickly turn on and off grading for all the questions. Note that you can also change the grading status of questions in the **Question Properties** section of the window (see next section for details).

3. Once you set your answer key, continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.

# Advanced Grade - Question Properties

The Question Properties window allows you to modify the properties for your test questions. Advanced Grade initially uses any values that were defined in the form template's properties. You may make modifications to these settings here, which does not affect your form template. The questions are listed down the left side of the window. Click a question (or questions by holding down Ctrl on your keyboard) to adjust the properties on the right. Graded questions have an orange dot next to them. Light gray questions are ungraded questions. Regions set as Analysis Respondent IDs have an ID badge next to them. The following options are available:

| **Option** | **Description** |
|---|---|
| Question text | Enter or modify question text to be used on the reports. You can use the keyboard shortcut for Paste - Ctrl + V - to paste information from the Windows clipboard, or right click for Paste options. |

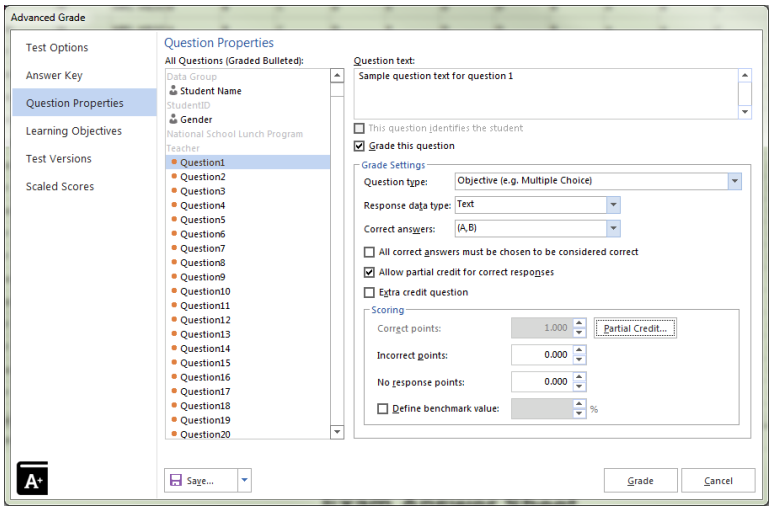
| **Option** | **Description** |
| --- | --- |
| This question identifies the student | Mark this checkbox to include the information obtained from this question as a respondent identifier on select reports (Analysis Respondent ID). For example, if you are collecting a student name or ID number, this information can appear on the reports to link the report back to the student. The question must not be set as graded in order to designate it as a respondent identifier. |
| Grade this question | Mark this checkbox to include the question when grading. |
| Question type: | Choose among the following question types:<br><br>*Objective:* Choose the Objective option to designate the question as an objective question. An objective question has a finite set of answer choices. Multiple choice and True/False questions are examples of objective questions. Objective questions have three types of point values: Correct, Incorrect and No Response. Use these three designations to indicate the number of points to be awarded for correct, incorrect and unanswered questions (decimals and negative values are allowed).<br><br>*Subjective:* If the question contains a subjective score, choose the Subjective option. A subjective question contains a point value assigned to a test question by an instructor. Essay questions and short answer questions are examples of subjective questions. The instructor rates the question and then enters the number of points earned on the test form. Remark Quick Stats processes the points earned. You must have a numeric region for the subjective points on your form in order to use this value on the reports.<br><br>*Rubric:* If the question contains a rubric, choose the Rubric option. A rubric is a scoring tool that lists the criteria for grading a question. The responses must be textual. The teacher reads the student's response and then applies the appropriate rubric. Each rubric has a numeric score associated with it, which gets factored into the students' score. |
| Response data Type | Select the data type for the question: Textual (e.g., for A, B, C, D questions) or Numeric (e.g., for 1, 2, 3, 4 questions). |
| Correct answer(s) | Use this drop-down list to select the correct answer(s) for the question. Drop the list down multiple times to select more than one correct answer. |
| All correct answers must be chosen to be considered correct | If multiple answers are allowed, mark this checkbox if all selected answers must be chosen in order for the question to be considered correct. Otherwise, only one correct answer has to be chosen in order for the question to be considered correct. |

| Option | Description |
| --- | --- |
| Allow partial credit for correct responses | When more than one answer is allowed, you can allow partial credit for any answers chosen that are correct. To use partial credit, mark the checkbox for **Allow partial credit for correct responses** and then click the **Partial Credit** button. Once you set up partial credit, you can use the **Try Out Your Scoring** area to ensure you have set it up correctly. Note that the sum of all partial credit responses will not exceed the full credit score. There are two common scenarios for using partial credit:<br><br>***One correct answer:*** If you are only expecting one answer ("All correct answers must be chosen to be considered correct" is not turned on) but will allow others, the correct answer should have the maximum points allowed for the question. Other answers can award partial credit if desired. In the **Partial Credit** window, enter the **Full Credit** value and then enter the same value for the correct answer. Enter partial credit point values for additional responses as desired.<br><br>*Example:* Answer choices are A, B, C, D. The question is worth 2 points. A is correct, B gets 1 point as partial credit and C and D are incorrect.<br><br>Setup: Choose A and B as correct answers. In the **Partial Credit** window, enter 2 on the **Full Credit** Line. Enter 2 for answer choice A and 1 for answer choice B. If students select A, they receive two points. If students select B, they receive one point.<br><br>***Multiple correct answers:*** If all correct answers must be chosen in order for the question to be considered correct, you can allow partial credit for any correct answer that is chosen. If students choose all of the correct answers, they receive full credit. If they choose some of the correct answers, they receive partial credit. In the **Partial Credit** window, enter the **Full Credit** value and then enter partial credit point values for each response as desired.<br><br>*Example:* Answer choices are A, B, C, D The question is worth 2 points. A and B are the correct answers and both must be chosen. C and D are incorrect.<br><br>Setup: Choose A and B as correct answers and mark the checkbox for **All correct answers must be chosen to be considered correct**. In the **Partial Credit** window, enter 2 on the **Full Credit** Line. Enter 1 for answer choice A and 1 for answer choice B. If students select both answers, they receive two points. If students select one answer, they receive one point. |
| Extra credit question | Mark this checkbox to designate the question as extra credit. Any points earned on this question are added to the total test score. The number added is based on the points assigned in the Objective Question area of this window. |

| Option | Description |
|---|---|
| Scoring | If the question type is objective, choose the points to be awarded for Correct, Incorrect and No response. If the question type is subjective or rubric, choose the maximum number of points a student can earn (note that if a student earns more than the maximum, it is automatically treated as extra credit). |
| Define Benchmark Value | Mark this checkbox and enter a benchmark percent score to define a benchmark value indicating the percentage of students that should answer this question correctly in order for the class to be considered proficient. Benchmark values can only be applied to objective questions. |

**To adjust question properties**

1. From the **Question Properties** window of **Advanced Grade**, select a question in the left task pane and then make the appropriate changes to the desired items. You may select multiple questions by clicking a question and holding down the Ctrl key on the keyboard, or by clicking a question, holding down the Shift key and then clicking another question to select a range of questions. Note that depending on the type of questions selected, some options may not be available to you (e.g., multi-selecting a grid region and a multiple region may not give you the same options).

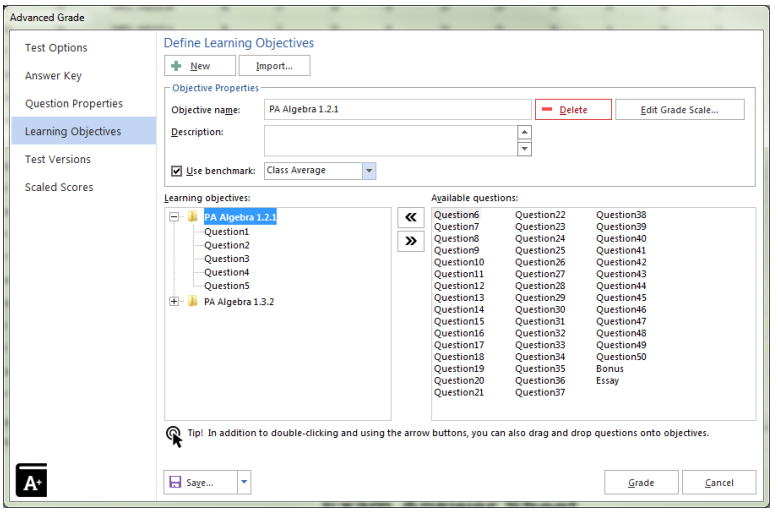



2. Once you have completed modifying your questions, continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.

# Advanced Grade - Learning Objectives

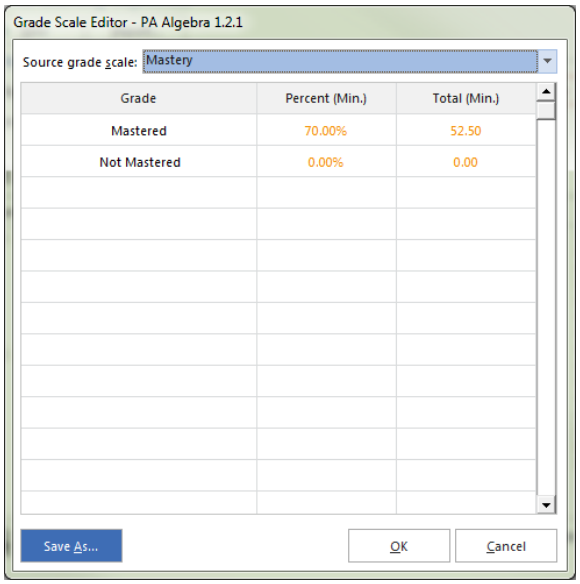
The Learning Objectives window allows you to specify learning objectives, which test a student's knowledge on a particular subset of questions on the exam. For example, if you are testing specific standards that your students need to learn, you can enter the names of the standards on the Learning Objectives window and then map the corresponding questions to each standard. Remark Quick Stats shows you how the students scored on each standard so that you can quickly gauge whether students are learning the concepts (often called mastery or proficiency).

**To create learning objectives**




1. From the **Learning Objectives** window of **Advanced Grade**, click the **New** button.
2. Type the name of the learning objective in the **Objective name** box. Optionally type a description for the learning objective in the **Description** box. Alternatively, you may import a list of objectives from a spreadsheet or database file. Click the **Import** button to import the names and descriptions (optional) of the learning objectives. The learning objectives are listed in the **Learning objectives** box.

- **Note:** If importing learning objectives, the file should only have two fields: Learning Objective Name and Learning Objective Description.




3. If you would like to view or edit the grade scale associated with the learning objective, click the **Edit Grade Scale** button. In the **Grade Scale Editor** window, choose a scale from the list. If you would like to create a new grade scale, click the **Save As** button, type a name and then adjust your **Grade** and **Percent** scores. Click the **OK** button to return to the **Define Learning Objectives** window.

- **Note:** The initial grade scale assigned to all learning objectives is what is listed as the default grade scale in the Remark Quick Stats Preferences. Each learning objective can have its own grade scale. Select a learning objective first, then use the **Edit Grade Scale** button to make modifications.

4. If desired, assign a benchmark score to the learning objectives by selecting a learning objective and then marking the checkbox for **Use benchmark**. Select **Custom** to enter your own percent score. Then enter the desired benchmark percent score in the box. Alternatively, select **Class Average** to use the class average percent score as the benchmark. Remark Quick Stats first calculates the class average and then uses it as the benchmark score for the resulting reports.
5. The graded questions on the test are listed in the **Available questions** box. Select a learning objective on the left, then select a question (or questions) in the **Available questions** box and then click the **Add Selected Questions to Selected Learning Objective** button. The selected questions are moved to the **Learning objectives** box, beneath the selected learning objective. You may use the **Remove Selected Questions from Selected Learning Objectives** arrow to remove any unwanted questions assigned to a particular learning objective. A single question can be assigned to more than one learning objective.

- **Tip:** You can double click questions to add them quickly to a learning objective. You can also select multiple questions by holding down the Control key as you click questions, or by clicking a question, holding down the Shift key and then clicking another question to select the range of questions. Finally, you can drag questions onto an existing learning objective.

6. Once you have your learning objectives set up, continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.

# Advanced Grade - Test Versions

The Test Versions window allows you to set up multiple versions of the same test, each with different answer keys. Distributing multiple test versions is often used to make it more difficult for students to look at another student's paper while taking the test. The options available vary based on whether you are using standard or advanced test versions. Please note that all test versions must have the same number of questions defined and all objective questions must have the same point values and answer choices in order to use multiple test versions. The test form must have some way of identify which test version each student is filling in (e.g., a bubble area where the test version is darkened).

With the **Standard Test Versions** option, you can enter each key and then have the software match the data to the appropriate answer key. Item Analysis Reporting simply shows each test version's item analysis (not combined) because only the answers are known (the questions are not re-ordered). With the **Advanced Test Versions** option, you can map each answer key to the original test, moving the questions to their proper order on each test version. When using Advanced Test Versions, the software understands how an answer relates back to the original answer key so item analysis reports are combined for all test versions.

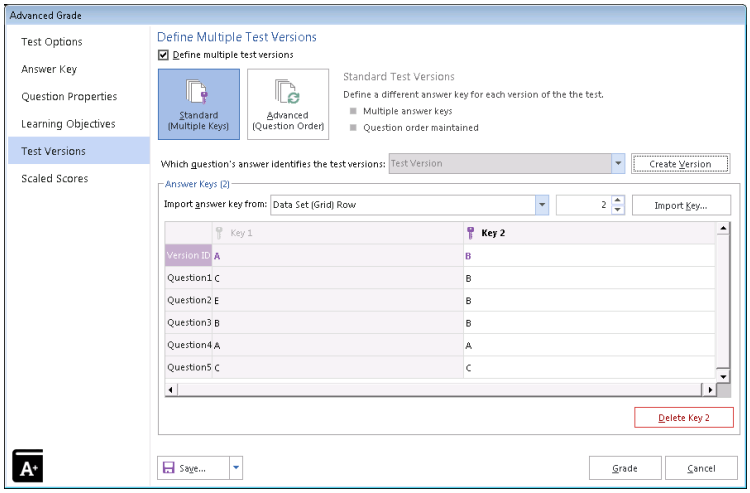
Use the following instructions for each type of test versions:

**To use Standard Test Versions**

- **Note:** If you want to use Learning Objectives, you cannot use Standard Test Versions. You can either run two grading operations: one with Standard Test Versions and one with Learning Objectives, or you can use Advanced Test Versions.

1. From the **Test Versions** window of **Advanced Grade**, select the **Define multiple test versions** checkbox.
2. Select the **Standard** button.
3. Use the drop-down list for **Which question's answer identifies the test versions** to select a question from the test that contains the value identifying the answer key. Your form must have some sort of identifier on it so that the software knows which answer key to use for each student's test.
4. Click the **Create Version** button to enter an answer key.

5. If you entered an answer key previously in **Advanced Grade**, the correct answers are listed. Skip to Step 6. If you did not yet enter an answer key use the drop-down list in the **Import answer key from** box to choose the type of answer key you are using (data grid row or read a form from the scanner or image file). Then click the **Import Key** button to enter or import the answer key information into the answer key grid (if using a grid row, specify the row in the Grid row box). Alternatively, manually enter the key information in the grid.




6. Enter a value in the **Version ID** box to identify this version. You will find the Version ID at the top of the grid in purple.

7. Repeat steps 4-6 to create additional test versions.

8. Once you have your test versions set up, continue making selections in **Advanced Grade** or click the **Grade** button to grade your test. The tests are graded by matching the students' test version to the answer keys you have set up.

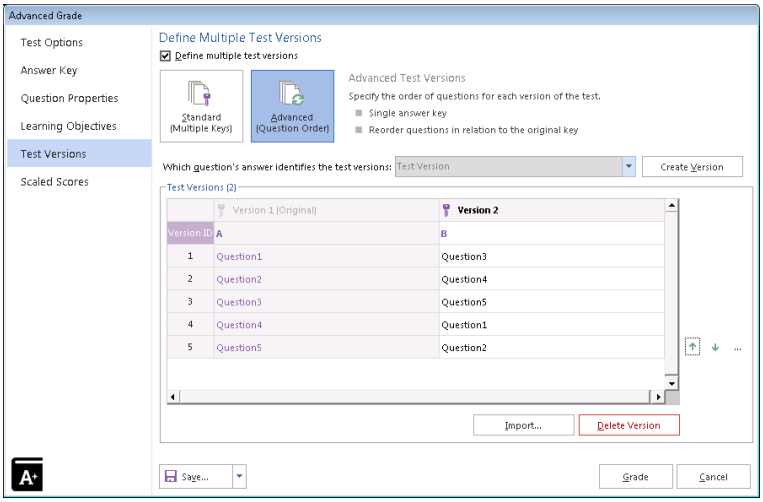
### To use Advanced Test Versions

- **Note:** In order to use Advanced Test Versions you need to have physical copies of each test, as you will be mapping the questions on additional versions to the original version.

1. From the **Test Versions** window of **Advanced Grade**, select the **Define multiple test versions** checkbox.

2. Select the **Advanced** button. The original answer key question order is visible in the Version 1 (original) column.

3. Use the drop-down list for **Which question's answer identifies the test versions** to select a question from the test that contains the value identifying the first answer key. You form must have some sort of identifier on it so that the software knows which answer key to use for each student's test.




4. Enter a value in the **Version ID** box to identify this version. You will find the Version ID at the top of the grid in purple.

5. To add more answer keys, click the **Create Version** button.

6. A duplicate of the original key appears in the Key 2 column. Select a value in the **Version ID** box to identify this version.
7. Rearrange the questions in the Version 2 column so that they relate back to the original answer key (Version 1) by moving them with the up and down arrows. When mapping questions, look at the question on the original answer key and then put it in its proper place on subsequent answer keys. You must have the actual test questions in order to do this mapping. Here is an example to follow:

**Test One**

1. What is the first day of the week?
2. What is the first month in the year?
3. How many hours are there in a day?
4. How many minutes are there in an hour?
5. How many seconds are there in a minute?

**Test Two**

1. What is the first month in the year?
2. How many seconds are there in a minute?
3. What is the first day of the week?
4. How many hours are there in a day?
5. How many minutes are there in an hour?

**Test Version Setup**

The fields in Advanced Grade should look like this:

| **Test One** | **Test Two** | |
|---|---|---|
| Question1 | Question2 | ("What is the first month in the year?" is question 2 on test version 1.) |
| Question2 | Question5 | ("How many seconds are there in a minute?" is question 5 on test version 1.) |
| Question3 | Question1 | ("What is the first day of the week?" is question 1 on test version 1.) |
| Question4 | Question3 | ("How many hours are there in a day?" is question 3 on test version 1.) |
| Question5 | Question4 | ("How many minutes are there in an hour?" is question 4 on test version 1.) |

8. Repeat steps 5-7 to create additional test versions.
9. Once you have your test versions set up, continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.

## Importing Advanced Multiple Test Versions

You can import Advanced Multiple Test Versions using a tab delimited text file. When importing, only import the extra test versions (not the original). In this file, you set up the Test version (optionally) and then the question order. If you are using non-graded questions (e.g., demographics) you must include them in the text file. Here is an example:

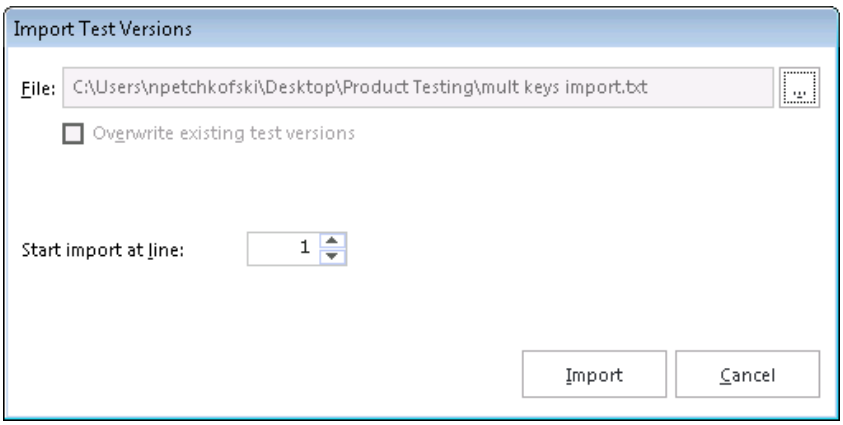
Suppose you have two versions of a test. There is an answer key identifier, a student ID, student name, teacher name and five test questions. Your advanced multiple answer key import file might look like this:

A 1 2 3 4 5 6 7 8

B 1 2 3 4 7 8 6 5

In this example, A and B represent the test version identifier answer choices. 1, 2, 3 represent the demographic questions (student ID, student name and teacher name). 4-8 on the first line represents version A of the test, where the questions are in normal order. 4-8 on the second line represents the "B" version of the test where the questions are scrambled. This line is telling us that the first question on answer key B is question seven on answer Key A. Similarly, the second graded question on answer key B is question eight on answer key A. The test version identifiers must be in the first column of the file.

1. From the **Test Versions** window of **Advanced Grade**, select the **Define multiple test versions** checkbox.
2. Select the **Advanced** button. The original answer key question order is visible in the Version 1 (original) column.
3. Use the drop-down list for **Which question's answer identifies the test versions** to select a question from the test that contains the value identifying the first answer key. You form must have some sort of identifier on it so that the software knows which answer key to use for each student's test.
4. Click the **Import** button.
5. Use the ellipsis (...) to select the file containing your multiple test versions.
6. If you have any test versions set up and wish to override them, mark the **Overwrite existing test versions**.
7. Choose the record where the import process should start in the **Start import at line** box. This option is typically set to 1.
8. Click the **Import** button. The information is placed into the **Test Versions** grid.




9. Once you have your test versions set up, continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.

# Advanced Grade - Scaled Scores

A scaled score converts a student's score on a test to a common scale that allows for a numeric comparison among students. Scaled scores are considered an advanced feature targeted to specific use cases where a specific test grade is needed from an external grading system. A scaled score allows you to use a database to translate a student's score on a test from a standard raw or percent score into another scale, as defined in the translation file (database). To use a scaled score, you can look up the overall score, objective score, subjective score or defined learning objective scores. Two values can be selected to perform a two dimensional look up. The value taken from Remark is looked up in your translation (scaled score) table, and the appropriate scaled score is returned. When looking up the scaled score, it looks for a record in the table where the lookup value (percent score, total score or percentile) is contained within the defined range of values.

The database file containing your scaled scores can be one of: Access, Excel, SQL Server, Oracle, Paradox, dBase or an ODBC connection. Within this database you define a minimum score field and maximum score field, which can be exact numbers or a range of scores. Each score in the database has a corresponding scaled score field, which is what is returned to Remark Quick Stats. You can optionally include a scaled grade field, which replaces the Remark-calculated grade on select reports. You can define the minimum and maximum fields to be the same field in the database, in which case the lookup value would have to exactly match the value in the field for the scaled score to be returned. If the scaled score cannot be found, then the reports display a dash (-).

There is also a precision option that allows you to round the lookup score to a user defined number of decimal places before performing the database lookup. If rounding is used, Remark Quick Stats rounds up or down to whole numbers using traditional rounding methods. For example, if the score is 69.5, it is rounded to 70, which is the value looked up in the database.

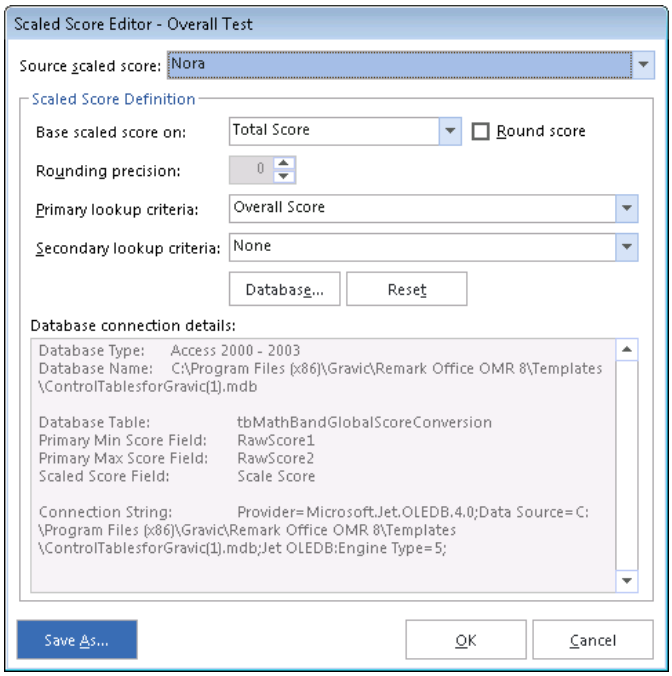
The following reports display the scaled scores: Student Statistics Report, Student Grade Report, Comparative Grade Report, Demographic Grade Report, Student Achievement and Student Response Report. Each report has a property in the Report Style pane that can be set as to whether or not to display a scaled score (the property is on by default). The heading for scaled score in the report is taken directly from the column header name in your lookup database. It is recommended that you keep this name short in order for the best appearance on the reports. You can also change the name in the Report Style pane in the Labels section.

Scaled scores can be defined in Advanced Grade and set as defaults in the Remark Quick Stats Preferences so that they can be used with a Quick Grade operation. The following instructions apply to both the Overall Scaled Score and Learning Objectives Scaled Score windows.

- **Note:** When using Advanced Grade, the scaled score only displays if the option is on AND the Scaled Score lookup is defined. When using Easy Grade, the default Scaled Score in the Remark Quick Stats Preferences is used as long as it applies to the active form template. If you do not want to use Scaled Scoring during Quick Grade operations, do not set a default Scaled Score in the Remark Quick Stats Preferences.

1. From the **Scaled Scores** window of **Advanced Grade**, select the **Use a scaled scoring system** checkbox.
2. You may define a scaled scoring system for the overall test as well as the learning objectives (the directions are the same for both). Choose the **Configure...** button for the item you wish to utilize. Note that the Configure button changes to "Edit" once you set up a scaled score.

3. If you have created a scaled score previously, you may select it from the **Source scaled score** drop-down list. To create a new scaled score, continue to the next step.
4. In the **Base scaled score on** area, choose the score type to look up: **Total Score**, **Percent Score** or **Percentile**. This score is the type of score that is used to look up a corresponding score in the external file.
5. Optionally, if you wish to round the scores, mark the checkbox for **Round score** and put in the number of decimal places desired in the **Rounding precision** box. If this option is used, the lookup score is rounded first, then the lookup takes place based on the rounded score.
6. Using the **Primary lookup criteria** drop-down list, choose the specific score you wish to look up: **Overall Score**, **Objective Score**, **Subjective Score** or any learning objectives you have defined. This property tells Remark Quick Stats the actual score or scores to look up when finding the scaled score. Note: If you are basing the look up on the Percentile, you may only look up the Overall Score and/or learning objective scores.
7. [Optional] If you would like to create a two dimensional look up, choose a secondary look up criteria from the **Secondary lookup criteria** drop-down list. For example, you may want to look up both an objective and subjective score to generate an overall scaled score.




8. Click the **Database...** button to choose (or modify) the connection to an external database file.
9. In the **Database Selection** area, use the **Type** drop-down list to select the type of database to which you want to connect this region (e.g., Access, Excel, etc.).
10. Click the **Browse...** button to locate and select the database file.
11. Select a file and then click the **Open** button (or double click the file name). You should be automatically connected to the database.
12. If using an ODBC connection, perform the steps below (you need to obtain specific information from your database administrator to complete these steps). Otherwise, skip to Step 13.
    - OPTIONAL: Select your database type from the DSN drop-down list.
    - OPTIONAL: Select the appropriate checkbox to indicate whether your database is Directory or DSN based: Directory based or DSN based.
    - OPTIONAL: If your database utilizes password protection, use the Username and Password boxes to enter your login information. If the database is not password protected, you may skip this step.

13. Use the **Scaled score table** drop-down list to select the table in the database containing the fields with the scaled scores (note that Remark Quick Stats chooses the first table/sheet in the file by default).

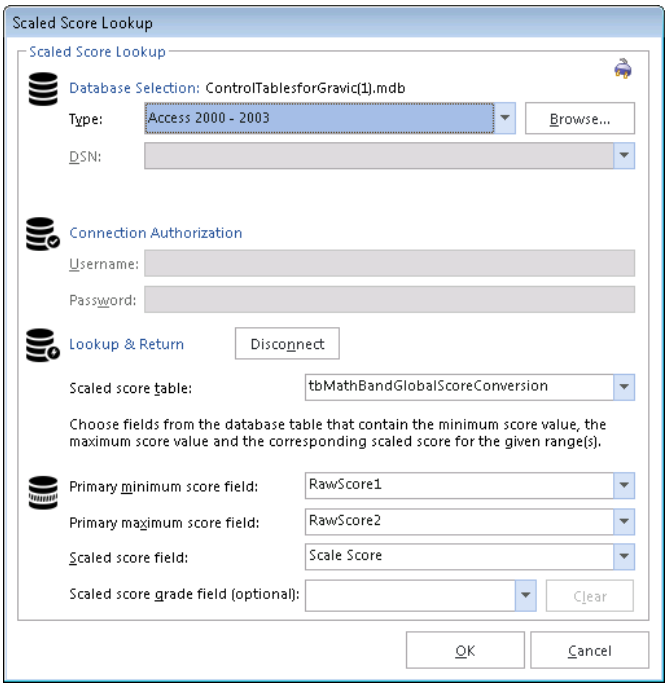
14. Then choose the **Primary minimum score field**, **Primary maximum score field**, **Scaled score field** and optionally **Scaled Score grade field** from the external database. The optional **Scaled score grade field** replaces Remark-generated grades with the scaled grade from the database on select reports that show a grade (e.g., A, B, C...). These fields contain the values to look up and replace. The items available depend on your choice of lookup items: Overall Score, Objective Score, Subjective Score, Objective and Subjective Score or Learning Objectives. Here are some guidelines you can using when selecting the lookup and replace fields:

    - To look up a one dimensional overall, objective or subjective score where there is a one to one relationship (e.g., a score of 85 equals a scaled score of 95), choose the same field for the **Primary minimum** and **Primary maximum score fields**.

    - To look up a one dimensional overall, objective or subjective score that uses a range of scores (e.g., a score of 85 to 90 equals a scaled score of 95), select different fields for the **Primary minimum** and **Primary maximum score fields**.

    - To look up a two dimensional score of objective and subjective score where there is a one to one relationship (e.g., an objective score of 85 and a subjective score of 10 equals a scaled score of 110), choose the same field for the **Primary minimum** and **Primary maximum score fields**. Then choose the same field for the **Secondary minimum** and **Secondary maximum score fields** (but different from the objective fields). For example, the **Primary minimum** and **Primary maximum score fields** would be your objective scores, and the **Secondary minimum** and **Secondary maximum score fields** would be your subjective scores.

    - To look up a two dimensional score of objective and subjective scores where there is a range of scores (e.g., an objective score of 85-90 and a subjective score of 5-10 equals a scaled score of 110), choose different **Primary minimum** and **Primary maximum score fields**. Then choose different **Secondary minimum** and **Secondary maximum score field**s. For example, the **Primary minimum** and **Primary maximum score fields** would be your range of objective scores, and the **Secondary minimum** and **Secondary maximum score fields** would be your range of subjective scores.




15. Click the **OK** button to save the database settings.

16. When you return to the overall scaled score window, you will see the details of your database connection listed. If you need to make modifications, click the **Database...** button.
17. If you would like to save this scaled score configuration to use again, click the **Save As** button. Provide a **Scaled score name** and click the **OK** button. This scaled score now appears in the list of reusable scaled scores when you use Advanced Grade in the future.
18. Click the **OK** button to return to the **Define Scaled Scores** window.
19. Optionally, if you would like to use a scaled score for defined learning objectives, click the Configure... button under **Objectives scaled score** and repeat the above steps to define the scaled score. Please note that the learning objectives scaled score applies to all learning objectives defined.
20. Once you have your scaled scores set up, continue making selections in **Advanced Grade** or click the **Grade** button to grade your test.

- **Note:** Default scaled scores for the overall test and learning objectives can be defined and saved in the Remark Quick Stats Preferences. Once created and saved in the preferences, scaled scores can be accessed in Advanced Grade.

# Test Grading Reports Overview

Once you have used Easy Grade or Advanced Grade to analyze your data, you have several reports available to you. Some reports present different information and some reports present similar information but in different ways.

Each report has a set of properties that controls what is displayed in the report. Report properties can be accessed in the Report Style pane all the way to the right of the main Remark Quick Stats window. You can click the push pin to show or hide the Report Style pane. Within the pane there are tabs containing the various areas of the report that can be modified. Click the **Apply** button to make a change. You may also click the **Defaults** button at any time to return a report to its state when the software was originally installed.

The following sections provide a short description of each report followed by descriptions of the available report properties. If you see options here that are not displayed when you run a report, look at your settings in the Report Style pane. You can hide and show sections of reports in these properties. By default, some sections are hidden.

The following reports are available when grading tests:

**Class and Student Based Reports:**

Report 101 - Student Statistics Report

Report 102 - Comparative Grade Report

Report 103 - Class Frequency Distribution Report

Report 105 - Student Response Report

Report 107 - Demographic Grade Report

Report 111 - Class Learning Objectives Report

Report 112 - Student Achievement Report

Report 150 - Student Grade Report (previously 301)

Report 160 - Student Response Similarities Report

**Item Analysis Reports:**

Report 201 - Detailed Item Analysis Report

Report 203 - Item Analysis Graph Report

Report 204 - Condensed Item Analysis Report

Report 206 - Condensed Test Report (previously 106)

Report 220 - Integrated Item Analysis Report

**Test and Item Statistics Reports:**

Report 310 - Test Statistics Report (previously 104)

Report 320 - Test Item Statistics Report (previously 207)

Report 330 - Comparative Item Report

**Response Reports**

Report 401 - Response Report by Item

Report 402 - Response Report by Respondent

**Changed Answer Reports:**

Report 500 - Comparative Changed Answer By Item Report

Report 510 - Comparative Changed Answer By Student Report

Report 520 - Changed Answer By Item Report

Report 530 - Changed Answer By Student Report

# Report 101 - Student Statistics Report

The Student Statistics Report is used to view class performance for tests. It optionally shows detailed information about learning objectives, objective questions, and subjective questions. It is a great report for quickly seeing how students are performing and whether they are meeting standards. The Student Statistics report lists each student in the class with his/her grade, raw score, percent score and scaled score (if applicable). If using subjective questions, it can delineate between the objective and subjective score. If using learning objectives, each objective is listed separately, providing the ability to see whether objectives are being mastered. If using benchmark scores, a benchmark bar chart is listed for each student in order to see if he/she met the defined benchmark score. Benchmark scores are also displayed by learning objective. You can also show other statistical data such as Z Score, T Score, ETS Score, Deviation IQ and Percentile. This report can be sorted by student, grade, percent score, or total score.

- **Note:** If you have a student identifier on your form and therefore in your data set (e.g., a student name or ID number) and want it displayed on this report, mark it as an Analysis Respondent ID in the form template (Region Item Properties) or by using Advanced Grade (Question Properties).

The following options are available for the Student Statistics Report:

| **Option** | **Description** |
|---|---|
| Student | Lists the student identified on the test. If you are using Analysis Respondent IDs, this information appears in the Student column (e.g., Name, ID number, etc.). If you have not designated any question as an Analysis Respondent ID, sequential numbers are assigned. |
| Grade | Displays the grade the student achieved, based on the grade scale you chose in Advanced Grade or set as your default grade scale in the Remark Quick Stats Preferences. |
| Scaled Score | Displays the scaled score for each student, as retrieved from an external database file. Scores can be scaled based on Total Score, Percent Score or Percentile. This column only displays if a Scaled Score was set up in Advanced Grade or is set as a default scaled score in the Remark Quick Stats Preferences. |
| Total | Displays the total score achieved by each student. The first number is the number of points the student received; the second number is the total number of possible points on the test. |
| Percent | Displays the percent score achieved by each student. |

| Option | Description |
| --- | --- |
| Achievement Gap | If a benchmark score was defined in Advanced Grade or you have benchmarks turned on in the Remark Quick Stats Preferences, this column displays the difference between the student's score and the established benchmark, as well as a bar chart showing the relationship between the defined benchmark and the student's score. The vertical blue line depicts the benchmark. If students' bar charts are green, they scored higher than the benchmark. If students' bar charts are red, they scored lower than the benchmark. The bar charts can be customized in the report's properties (in the Report Style pane). |
| Z Score | Displays the Z Score, which indicates how many standard deviations a score is above or below the mean (symbolized by + and -). |
| T Score | Displays the T Score, which is a converted Z score used to convert scores that are negative, fractional or both. The T score can be expressed as 10z + 50. |
| ETS Score | Displays the ETS Score, which is a converted Z score used to convert scores that are negative, fractional or both. It is used by the Educational Testing Service and can be expressed as 100z + 500. |
| Deviation IQ | Displays the Deviation IQ, which is a converted Z score used to convert scores that are negative, fractional or both. The Deviation IQ can be expressed as 15z + 100. |
| Percentile | Displays the percentile, which is the percentage of scores that are lower than the listed score. For example, a test score that is greater than 50% of the scores of people taking the test is said to be at the 50th percentile. |
| Objective Total | Displays the total number of objective points obtained on the test, followed by the total number of possible objective points for the test. This section is displayed when you have included subjective questions on the test to differentiate the objective and subjective scores. |
| Objective Correct | Displays the number of correct questions for the objective portion of the test. |
| Objective Incorrect | Displays the number of incorrect questions for the objective portion of the test. |
| Objective Missing | Displays the number of missing (e.g., non-valid data) questions for the objective portion of the test. |
| Subjective Total | Displays the number of subjective points earned on the test, followed by the total number of possible subjective points for the test. This section only displays if there is a subjective question (or questions) on the test. |

The following table summarizes the Student Statistics Report Properties (accessible in the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| **Report Section** | **Report Property** | **Description** |
|---|---|---|
| **Data** | Sort Students | Sets whether to sort the students by: Respondent ID, Percent Score, Total Score, Percentile or Grade. |
| | Sort Order | Sets whether to sort the students (based on criteria above) in ascending or descending order. |
| | Grade | Sets whether to show the grade earned for each student. |
| | Scaled Score | Sets whether to show the scaled score earned for each student, if applicable. |
| | Total Score | Sets whether to show the total score earned for each student. |
| | Extra Credit | Sets whether to show the extra credit points earned for each student, if applicable. |
| | Percent Score | Sets whether to show the percent score earned for each student. |
| | Achievement Gap | Sets whether to show the Achievement Gap, which is the difference between the current score and the expected benchmark score, if benchmarks are used. |
| | Z Score | Sets whether to show the Z Score earned for each student. |
| | T Score | Sets whether to show the T Score earned for each student. |
| | ETS Score | Sets whether to show the ETS Score earned for each student. |
| | Deviation IQ | Sets whether to show the Deviation IQ for each student. |
| | Percentile | Sets whether to show the Percentile for each student. |
| | Correct | Sets whether to show the number of correct responses on the test for each student. |
| | Incorrect | Sets whether to show the number of incorrect responses on the test for each student. |

| Report Section | Report Property | Description |
|---|---|---|
| | Missing | Sets whether to show the number of missing responses on the test for each student. Missing data is any data that is not valid. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Table Header Font Size | Sets of the size of the font used in the table headings of the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks student grade percentages. Click the ellipsis (...) to customize the bar graph. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |
| **Labels** | Change "Subjective" to | Allows you to enter a new name for the Subjective column(s) on the report. |
| | Change "Objective" to | Allows you to enter a new name for the Objective column(s) on the report. |
| | Change "Total" to | Allows you to enter a new name for the Total column on the report. |
| | Change "Grade" to | Allows you to enter a new name for the Grade column on the report. |
| | Change "Scaled Score" to | Allows you to enter a new name for the Scaled Score column on the report. |

# Report 102 - Comparative Grade Report

The Comparative Grade Report compares performance for groups of students. This report is particularly effective for demographic reporting in order to ensure all subgroups of students are making adequate progress. The Comparative Grade report allows you to select up to three pieces of data from your data set by which to break down the data. The report displays the grades for each subgroup. For example, you can compare schools, instructors, classes, or demographic information, such as gender, ethnicity, etc. This report displays the number of students within each subgroup, corresponding grade, percent score, benchmark score (if applicable) and scaled score (if applicable) in a hierarchical format.

The following options are available for the Comparative Grade Report:

| Option | Description |
|---|---|
| Legend | Displays the criteria used to generate the report. |
| Benchmark | Displays the target benchmark score, if one was entered in Advanced Grade or the Remark Quick Stats Preferences. |
| Report Criteria | Displays the questions selected to generate the report. Taking the report down to the student level is optional (check this setting in the Data tab of the Report Style pane). |
| Students | Displays the number of students that fall into each selected category. |
| Grade | Displays the grade achieved at each level of the report (i.e. for each question that was selected to generate the report). |
| Scaled Score | Displays the scaled score achieved at each level of the report, if applicable. |
| Percent | Displays the percent score achieved at each level of the report (i.e. for each question that was selected to generate the report). |
| Achievement Gap | Displays the difference between the defined benchmark and the score achieved by the students in the selected category. |

The following table summarizes the Comparative Grade Report Properties (accessible in the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Group Labels | Sets whether to display the group label for each criterion selected on the report. The Group Label appears above each criterion and helps explain what is being displayed. You typically want to display either the Legend or the Group Labels. |
| | Individual Students | Sets whether to display the actual student identifiers of those that fall into each selected category. |
| | Students | Sets whether to display the Students column of the report, which shows the number of students falling into each category. |
| | Grade | Sets whether to show the grade column of the report. |
| | Scaled Score | Sets whether to show the scaled score column of the report, if applicable. |

| Report Section | Report Property | Description |
|---|---|---|
| | Percent | Sets whether to show the percent score column of the report. |
| | Achievement Gap | Sets whether to show the Achievement Gap, which is the difference between the current score and the expected benchmark score, if benchmarks are used. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Table Header Font Size | Sets of the size of the font used in the table headings of the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Student Color | Sets the text color for the students listed on the report (if applicable). |
| | Objectives Color | Sets the text color for the learning objectives listed on the report (if applicable). |
| | Group 3 Color | Sets the text color for the third group of criteria listed on the report. |
| | Group 2 Color | Sets the text color for the second group of criteria listed on the report |
| | Group 1 Color | Sets the text color for the first group of criteria listed on the report. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks student grade percentages. Click the ellipsis (...) to customize the bar graph. |
| | Background Color | Sets the color to be used in the background of each table on the report. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |

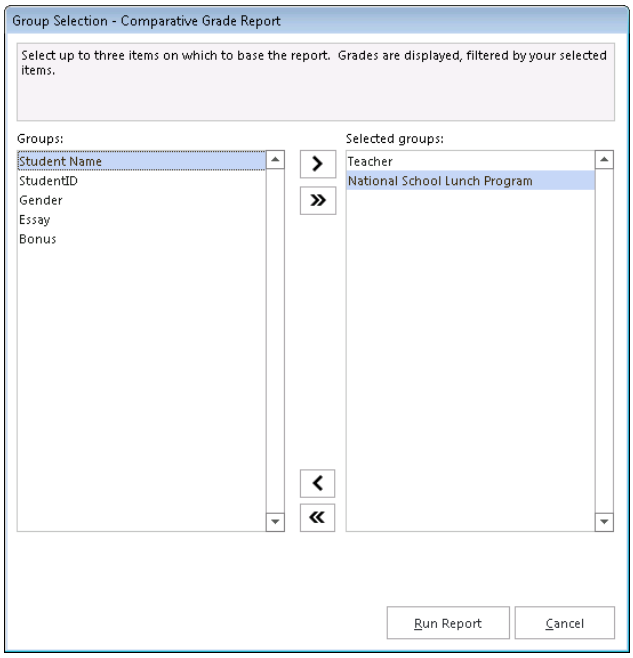
| Report Section | Report Property | Description |
|---|---|---|
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Group Legend | Sets whether to display the report legend at the top of the report. The legend shows the criteria that were used to generate the report. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | | |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |
| **Labels** | Change "Percent" to | Allows you to enter a new name for the Percent column on the report. |
| | Change "Scaled Score" to | Allows you to enter a new name for the Scaled Score column on the report. |

**To run a Comparative Grade Report**

1. In the **Remark Quick Stats** task pane, select the link for **102 - Comparative Grade Report** under **Class and Student Reports**.
2. In the **Group Selection** window, select up to three question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 103 - Class Frequency Distribution Report

The Class Frequency Distribution Report provides a distribution of the grades for an entire class and test. This report is useful for gaining a quick grasp on class performance. The Class Frequency Distribution report displays the grade scale for the test, the percent score and raw score for each grade, and the frequency of each grade specified within the grade scale. A corresponding percent is listed for each frequency. A customizable graph of the frequency can also be displayed. In addition, frequencies can be calculated for each learning objective if applicable.

The following table summarizes the Class Frequency Distribution Report Properties (accessible in the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Table | Sets whether to display the table containing the grade scale, scores, frequencies and percents. When the table is off, only the graph, mean and benchmark information displays. |
| | Grade | Sets whether to show the grade earned for each student. |
| | Percent Score | Sets whether to show the percent score column of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Raw Score | Sets whether to show the raw score column of the report. |
| | Frequency | Sets whether to show the frequency column of the report. |
| | Percent | Sets whether to show the percent score column of the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| **Graph Options** | Graph Properties | Sets the graph properties, including type of graph, titles, colors, fonts, etc. |
| | Display Graph | Sets whether to display a graph of the frequency information. |
| | Reverse Graph | Sets whether to display the graph with the grade scale reversed. For example, if the grade scale is A, B, C, D, F, when Reverse Graph is on, the graph would display the order of F, D, C, B, A. |
| | Graph Size | Sets the size of the graph displayed on the report: Small, Medium or Large. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Objective Page Break | Sets whether to place a page break after the information for each learning objective is displayed. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |

| Report Section | Report Property | Description |
|---|---|---|
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |
| **Labels** | Change "Percent Score" to | Allows you to enter a new name for the Percent Score column on the report. |
| | Change "Grade" to | Allows you to enter a new name for the Grade column on the report. |

# Report 105 - Student Response Report

The Student Response Report provides a class view of all test responses by student and by question, providing visual insight into both student and question performance. The students are listed down the left side of the report. The questions are listed across the top of the report. Each student's answer to each graded question is listed within a colored box: green for correct responses and red for incorrect responses. A white empty box means the student left the question blank or the answer is somehow invalid. To the far right of the report total score, percent score, grade and scaled score (if applicable) are listed. At the bottom of the report the average per questions is listed, as well as averages for the total score, percent score, and grade. The colors used in the report can be customized in the report's style properties.

The following table summarizes the Student Response Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Students | Sets whether to sort the students by: Respondent ID, Percent Score, Total Score, or Grade. |
| | Sort Order | Sets whether to sort the students (based on criteria above) in ascending or descending order. |
| | Answer Key | Sets whether to display the answer key labels across the top of the report (on the line above the student responses). |
| | Percent Correct | Sets whether to display the Percent Correct row below the student responses. The Percent Correct row shows the percentage of students who answered the question correctly. For subjective questions and the summary statistics at the end of the report, the Percent Correct line shows the average. |
| | Total Score | Sets whether to display the Total Score column at the end of the report. |
| | Percent Score | Sets whether to display the Percent Score column at the end of the report. |
| | Grade | Sets whether to display the Grade column at the end of the report. |
| | Scaled Score | Sets whether to display the Scaled Score column at the end of the report, if applicable. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Breaks between Groups | Sets whether to place a page break after the information for each group is displayed. |
| | Color Subjective Questions | Sets whether to apply the correct/incorrect/blank color to subjective questions. |
| | Correct Color | Sets the color for the background of each correct response (green by default). |

| Report Section | Report Property | Description |
|---|---|---|
| | Correct Text Color | Sets the color for the text depicting each correct response (black by default). |
| | Correct Border Style | Sets the color for the border around each correct response: Transparent, Solid (default), Dash, Dot, Dash-Dot, Dash-Dot-Dot. |
| | Incorrect Color | Sets the color for the background of each incorrect response (red by default). |
| | Incorrect Text Color | Sets the color for the text depicting each incorrect response (black by default). |
| | Incorrect Border Color | Sets the color for the border around each incorrect response: Transparent, Solid (default), Dash, Dot, Dash-Dot, Dash-Dot-Dot. |
| | Unanswered Color | Sets the color for the background of each unanswered response (white by default). |
| | Unanswered Border Style | Sets the color for the border around each unanswered response: Transparent, Solid (default), Dash, Dot, Dash-Dot, Dash-Dot-Dot. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Shade Statistics | Sets whether to apply gray shading to the last few columns of statistics within the report. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |

| Report Section | Report Property | Description |
|---|---|---|
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Display Legend | Sets whether to show the report's legend. The legend explains what the colors on the report mean and is visible at the top of the report when set to show. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |
| **Labels** | Change "Total Score" to | Allows you to enter a new name for the Total Score column on the report. |
| | Change "Percent Score" to | Allows you to enter a new name for the Percent Score column on the report. |
| | Change "Grade" to | Allows you to enter a new name for the Grade column on the report. |
| | Change "Scaled Score" to | Allows you to enter a new name for the Scaled Score column on the report. |
| | Change "Question" to | Allows you to enter a new name for the Question column on the report. |

# Report 107 - Demographic Grade Report

The Demographic Grade Report compares performance for groups of students. This report is particularly effective for demographic reporting in order to ensure all subgroups of students are making adequate progress. The Demographic Grade Report allows you to select up to three pieces of data from your data set by which to break down the data. The report displays the grades for each subgroup. For example, you can compare schools, instructors, classes, or demographic information, such as gender, ethnicity, etc. This report displays the number of students within each subgroup, corresponding grade, percent score, benchmark score (if applicable) and scaled score (if applicable) in a table format.

The following options are available for the Demographic Grade Report:

| Option | Description |
|---|---|
| Overall/Objective | If you are using Learning Objectives, the first table in the report has a heading called Overall and subsequent tables list the objective name as the table heading. |
| Benchmark | Displays the target benchmark score, if one was entered in Advanced Grade or the Remark Quick Stats Preferences. |
| Report Criteria | Displays the form template questions selected to generate the report. For example, if your report is broken down by gender you would have a column called Gender and then see the options (e.g., Male, Female) listed below. |
| Students | Displays the number of students that fall into each selected category. |
| Grade | Displays the grade achieved at each level of the report (e.g., for each question that was selected to generate the report). |
| Scaled Score | Displays the scaled score achieved at each level of the report, if applicable. |
| Percent | Displays the percent score achieved at each level of the report (e.g., for each question that was selected to generate the report). |
| Achievement Gap | Displays the difference between the defined benchmark and the score achieved by the students in the selected category. |

The following table summarizes the Demographic Grade Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Students | Sets whether to display the Students column of the report, which shows the number of students falling into each category. |
| | Grade | Sets whether to show the grade column of the report. |
| | Scaled Score | Sets whether to show the scaled score column of the report, if applicable. |
| | Percent | Sets whether to show the percent score column of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Achievement Gap | Sets whether to show the Achievement Gap, which is the difference between the current score and the expected benchmark score, if benchmarks are used. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Table Header Font Size | Sets the font size used in the header row section of the table within the report (Students, Grade, Percent, etc.). |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks student grade percentages. Click the ellipsis (...) to customize the bar graph. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |

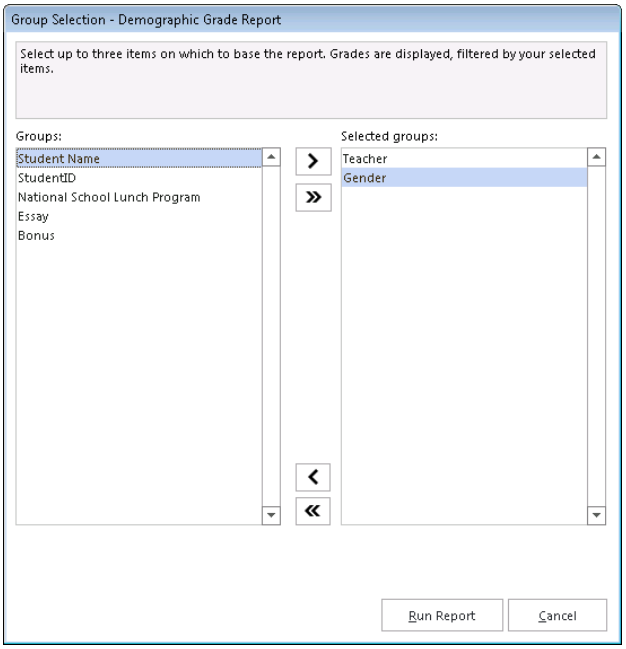
| Report Section | Report Property | Description |
|---|---|---|
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |
| **Labels** | Change "Percent" to | Allows you to enter a new name for the Percent column on the report. |
| | Change "Scaled Score" to | Allows you to enter a new name for the Scaled Score column on the report. |

**To run a Demographic Grade Report**

1. In the **Remark Quick Stats task pane**, select the link for **107 - Demographic Grade Report** under **Class and Student Reports**.
2. In the **Group Selection** window, select up to three question(s) you wish to include in the report. Double click questions or use the Add button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 111 - Class Learning Objectives Report

The Class Learning Objectives Report provides the average score for the overall test and each learning objective defined in Advanced Grade. Objectives are listed down the left side of the report, and then the grade, total score and percent score are listed for each learning objective. If a scaled score is defined, it can also be displayed. If one or more subjective questions are included, the subjective total is displayed. If a benchmark score was defined, the benchmark difference graph can be displayed. You can also optionally show correct, incorrect and missing responses.

The following options are available for the Class Learning Objectives Report:

| Option | Description |
|---|---|
| Learning Objective | Lists the learning objectives defined in Advanced Grade. |
| Description | Displays the description listed for the learning objective, if one was defined in Advanced Grade. |
| Grade | Displays the average class grade achieved based on the grade scale you chose in Advanced Grade or set as your default grade scale in the Remark Quick Stats Preferences. |
| Scaled Score | Displays the average scaled score achieved, as retrieved from an external database file. Scores can be scaled based on Total Score, Percent Score or Percentile. This column only displays if a Scaled Score was set up in Advanced Grade or is set as a default scaled score in the Remark Quick Stats Preferences. |
| Total | Displays the average total score achieved for the overall test and each learning objective. The first number is the average number of points the achieved; the second number is the total number of possible points on the test. |
| Percent | Displays the average percent score achieved for the class. |
| Achievement Gap | If a benchmark score was defined in Advanced Grade, displays the difference between the average score and the established benchmark, as well as a bar chart showing the relationship between the defined benchmark and the average score. The vertical blue line depicts the benchmark. If the bar charts are green, the average score was higher than the benchmark. If the bar charts are red, the average score is lower than the benchmark. The bar charts can be customized in the report's properties (in the Report Style pane). |
| Objective Total | Displays the average total score achieved for each learning objective for the objective questions on the test. The first number is the average number of objective points achieved; the second number is the total number of possible objective points for each learning objective. |
| Objective Correct | Displays the average number of questions answered correctly for the objective portion of the test. |
| Objective Incorrect | Displays the average number of questions answered incorrectly for the objective portion of the test. |
| Objective Missing | Displays the average number of missing (e.g., non-valid data) questions for the objective portion of the test. |

| Option | Description |
|---|---|
| Subjective Total | Displays the average subjective score for the overall test and each learning objective. The first number is the average number of subjective points achieved; the second number is the total number of possible subjective points. |

The following table summarizes the Class Learning Objectives Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Objectives | Sets whether to sort the learning objectives by Name or Total Possible Points. |
| | Sort Order | Sets whether to sort the students (based on criteria above) in ascending or descending order. |
| | Description | Sets whether to include the learning objective description if you defined one in Advanced Grade. |
| | Grade | Sets whether to show the grade earned for each student. |
| | Scaled Score | Sets whether to show the scaled score earned for each student, if applicable. |
| | Total Score | Sets whether to show the total score earned for each student. |
| | Percent Score | Sets whether to show the percent score earned for each student. |
| | Achievement Gap | Sets whether to show the Achievement Gap, which is the difference between the current score and the expected benchmark score, if benchmarks are used. |
| | Correct | Sets whether to show the number of correct responses on the test for each student. |
| | Incorrect | Sets whether to show the number of incorrect responses on the test for each student. |
| | Missing | Sets whether to show the number of missing responses on the test for each student. Missing data is any data that is not valid. |
| **Formatting** | Font | Sets the font type used in the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks student grade percentages. Click the ellipsis (...) to customize the bar graph. |
| | Display Overall | Sets whether to display data for the overall test. If this property is off, you only see learning objective data. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Date Format | Sets the format used for the date in the footer. |
| **Labels** | Change "Subjective" to | Allows you to enter a new name for the Subjective column on the report. |
| | Change "Objective" to | Allows you to enter a new name for the Objective column(s) on the report. |
| | Change "Percent" to | Allows you to enter a new name for the Percent column on the report. |
| | Change "Total" to | Allows you to enter a new name for the Total column on the report. |
| | Change "Grade" to | Allows you to enter a new name for the Grade column on the report. |
| | Change "Scaled Score" to | Allows you to enter a new name for the Scaled Score column on the report. |

# Report 112 - Student Achievement Report

The Student Achievement Report provides the ability to look at student scores in terms of whether they achieved the benchmark you set for the test. You can view scores for the overall test and any learning objectives defined in Advanced Grade. It allows you to quickly see who has and has not mastered the information. Students are listed down the left side of the report, and then the grade, total score and percent score are listed for each student. If a scaled score is defined, it can also be displayed. If one or more subjective questions are included, the subjective total is displayed. If a benchmark score was defined, the achievement gap graph can be displayed. You can also optionally show correct, incorrect and missing responses.

The following options are available for the Student Achievement Report:

| Option | Description |
|---|---|
| Students | Lists the student identified on the test. If you are using Analysis Respondent IDs, this information appears in the Student column (e.g., Name, ID number, etc.). If you have not designated any question as an Analysis Respondent ID, sequential numbers are assigned. |

| Option | Description |
|---|---|
| Grade | Displays the average class grade achieved based on the grade scale you chose in Advanced Grade or set as your default grade scale in the Remark Quick Stats Preferences. |
| Scaled Score | Displays the average scaled score achieved, as retrieved from an external database file. Scores can be scaled based on Total Score, Percent Score or Percentile. This column only displays if a Scaled Score was set up in Advanced Grade or is set as a default scaled score in the Remark Quick Stats Preferences. |
| Total | Displays the total score achieved by each student. The first number is the number of points the student received; the second number is the total number of possible points on the test. |
| Extra Credit | Displays the extra credit score for each student, if applicable. |
| Percent | Displays the percent score achieved by each student. |
| Achievement Gap | If a benchmark score was defined in Advanced Grade or you have benchmarks turned on in the Remark Quick Stats Preferences, this column displays the difference between the student's score and the established benchmark, as well as a bar chart showing the relationship between the defined benchmark and the student's score. The vertical blue line depicts the benchmark. If students' bar charts are green, they scored higher than the benchmark. If students' bar charts are red, they scored lower than the benchmark. The bar charts can be customized in the report's properties (in the Report Style pane). |
| Z Score | Displays the Z Score, which indicates how many standard deviations a score is above or below the mean (symbolized by + and -). |
| T Score | Displays the T Score, which is a converted Z score used to convert scores that are negative, fractional or both. The T score can be expressed as 10z + 50. |
| ETS Score | Displays the ETS Score, which is a converted Z score used to convert scores that are negative, fractional or both. It is used by the Educational Testing Service and can be expressed as 100z + 500. |
| Deviation IQ | Displays the Deviation IQ, which is a converted Z score used to convert scores that are negative, fractional or both. The Deviation IQ can be expressed as 15z + 100. |
| Percentile | Displays the percentile, which is the percentage of scores that are lower than the listed score. For example, a test score that is greater than 50% of the scores of people taking the test is said to be at the 50th percentile. |

| Option | Description |
|---|---|
| Objective Total | Displays the total number of objective points obtained on the test, followed by the total number of possible objective points for the test. This section is displayed when you have included subjective questions on the test to differentiate the objective and subjective scores. |
| Objective Correct | Displays the number of correct questions for the objective portion of the test. |
| Objective Incorrect | Displays the number of incorrect questions for the objective portion of the test. |
| Objective Missing | Displays the number of missing (e.g., non-valid data) questions for the objective portion of the test. |
| Subjective Total | Displays the number of subjective points earned on the test, followed by the total number of possible subjective points for the test. This section only displays if there is a subjective question (or questions) on the test. |

The following table summarizes the Student Achievement Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Include Students | Sets whether to include students by: Achieving Benchmark, Failing to Achieve Benchmark or All Students |
| | Sort Students | Sets whether to sort the students by: Respondent ID, Percent Score or Unsorted. |
| | Sort Order | Sets whether to sort the students (based on criteria above) in ascending or descending order. |
| | Objective and Subjective Statistics | Sets whether to display a breakdown of objective and subjective statistics, if applicable. |
| | Grade | Sets whether to show the grade earned for each student. |
| | Scaled Score | Sets whether to show the scaled score earned for each student, if applicable. |
| | Total Score | Sets whether to show the total score earned for each student. |

| Report Section | Report Property | Description |
|---|---|---|
| | Extra Credit | Sets whether to show the extra credit score earned for each student, if applicable. |
| | Percent Score | Sets whether to show the percent score earned for each student. |
| | Achievement Gap | Sets whether to show the Achievement Gap, which is the difference between the current score and the expected benchmark score, if benchmarks are used. |
| | Z Score | Sets whether to show the Z Score earned for each student. |
| | T Score | Sets whether to show the T Score earned for each student. |
| | ETS Score | Sets whether to show the ETS Score earned for each student. |
| | Deviation IQ | Sets whether to show the Deviation IQ for each student. |
| | Percentile | Sets whether to show the Percentile for each student. |
| | Correct | Sets whether to show the number of correct responses on the test for each student. |
| | Incorrect | Sets whether to show the number of incorrect responses on the test for each student. |
| | Missing | Sets whether to show the number of missing responses on the test for each student. Missing data is any data that is not valid. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks student grade percentages. Click the ellipsis (...) to customize the bar graph. |
| | Row Shading | Sets whether to shade every other row in the chart. |

| Report Section | Report Property | Description |
|---|---|---|
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |
| **Labels** | Change "Subjective" to | Allows you to enter a new name for the Subjective column on the report. |
| | Change "Objective" to | Allows you to enter a new name for the Objective column(s) on the report. |
| | Change "Total" to | Allows you to enter a new name for the Total column on the report. |
| | Change "Scaled Score" to | Allows you to enter a new name for the Scaled Score column on the report. |
| | Change "Grade" to | Allows you to enter a new name for the Grade column on the report. |
| | Change "Percent" to | Allows you to enter a new name for the Percent column on the report. |

# Report 150 - Student Grade Report

The Student Grade Report provides complete test information for each student that can be handed back to a student, parent, teacher, guidance counselor, etc. It includes an image of the test form that shows marked responses (optional). The Student Grade reports are run one per student, displaying each student's grade, total score, percent score and scaled score (if applicable), along with benchmark scores if applicable. It also displays learning objective performance if applicable. Each question can be listed with the student's response, whether it was correct (incorrect responses are highlighted), and optionally the correct response for those answered incorrectly. You can customize the report header to include the following class information on each student report: highest score, lowest score, median score, mean score, number of tests graded (Report Style|Custom Header Layout). The following options can be included in the reports:

| **Option** | **Meaning** |
|---|---|
| Student | Displays information to identify the student. If questions are set as Analysis Respondent IDs in the form template or Advanced Grade, the information appears here (e.g., Name, ID Number, etc.). If there is no Analysis Respondent ID, the grade reports reflect a sequential number. |
| Grade | Displays the student's letter grade. |
| Scaled Score | Displays the scaled score, if a scaled score was set up in Advanced Grade or in the Remark Quick Stats Preferences. |
| Total Score | Displays the total raw score (includes objective score, subjective score and extra credit). |
| Percent Score | Displays the corresponding percent score (includes objective score, subjective score and extra credit). |
| Bar Chart | Displays a bar chart of the student's score as compared to the established benchmark, if one was defined. |
| Benchmark | Displays the benchmark score for the test, if one was defined in Advanced Grade or in the Remark Quick Stats Preferences. |
| Question | Displays the question name for each question that was graded. |
| Response | Displays the response that the student chose for each question. If a response is incorrect, it is highlighted in yellow. You may select whether you want to show the correct response for any responses that are incorrect (you may set this property as well as the incorrect response color in the Report Style pane). |
| Correct Answer | Displays the correct answer for any question that is incorrect (optional). |

| Option | Meaning |
|---|---|
| Test Image | Displays an image of the student's test (optional). |

The following table summarizes the Student Grade Report Properties (accessible in the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Students | Sets whether to sort the students by: Respondent ID, Percent Score, Total Score, Percentile or Grade. |
| | Sort Order | Sets whether to sort the students (based on criteria above) in ascending or descending order. |
| | Grade | Sets whether to show the grade earned for each student. |
| | Scaled Score | Sets whether to show the scaled score earned for each student, if applicable. |
| | Total Score | Sets whether to show the total score earned for each student. |
| | Percent Score | Sets whether to show the percent score earned for each student. |
| | Benchmark | Sets whether to display the benchmark score for the test if one was set up in Advanced Grade or the Remark Quick Stats Preferences. |
| | Learning Objectives | Sets whether to show the learning objective score information, if learning objectives were defined in Advanced Grade. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each student grade report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Display Points Awarded | Sets whether to show the points awarded for each question. |
| | Display Correct Answers | Sets whether to display the correct answer for any question that is marked as incorrect. |
| | Display Responses | Sets whether to display the student's responses on the report. |
| | Incorrect Item Text Color | Sets the text color for responses that are incorrect. You may use this feature to help the incorrect responses stand out on the report. |
| | Incorrect Item Highlight Color | Sets the highlight color for the responses that are incorrect. Highlighting the incorrect responses helps the student easily identify which questions are incorrect. |
| | Partial Credit Item Highlight Color | Sets the highlight color partial credit, such as subjective answer points when the maximum point value is not achieved (e.g., a student earns 15 out of 20 points). If you do not want partial credit responses to be highlighted, choose white for the highlight color. |
| | Extra Credit Item Text Color | Sets the text color for responses that are designated as extra credit. You may use this feature to help the extra credit responses stand out on the report. |
| | Extra Credit Item Highlight Color | Sets the highlight color for the responses that are designated as extra credit. Highlighting the extra credit responses helps to easily identify which questions are extra credit. |
| | Show Questions | Sets which question types to display: All, Correct only or Incorrect only. |
| | Display Columns | Sets the number of columns in which to display the responses. The more columns you have, the less that fits across a page. |
| **Image Format** | Quality | Sets the quality of the images displayed for each student's test: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the report. |
| | Image Orientation | Sets the orientation of the test images that are displayed on the report. |

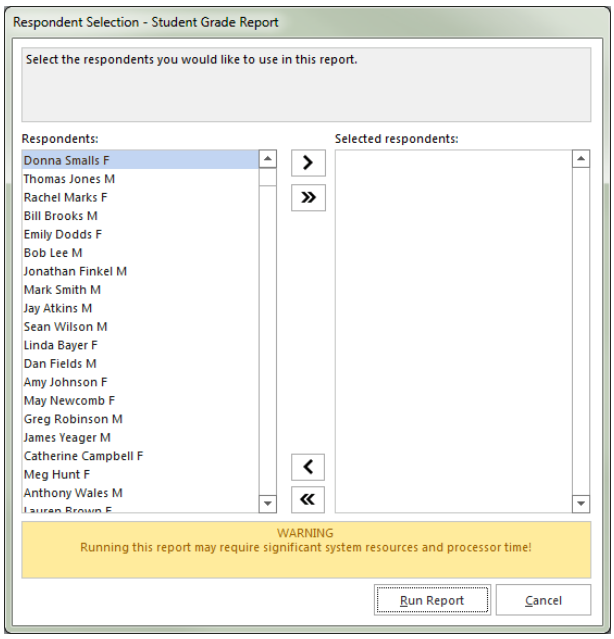
| Report Section | Report Property | Description |
|---|---|---|
| | Display Page Images | Sets whether to display images of each student's test on the report: None or All. You may also type a value here to represent how many images you want displayed (applies to a multi-page test only). |
| | Display Columns | Sets the number of columns in which to display the images of each student's test. The more columns you have, the smaller the test images are displayed. |
| | Page Break Before Images | Sets whether to insert a page break before the image portion of each student's report. |
| | Image Width | Sets the image width relative to the size of the report. A smaller percentage shrinks the image and a larger percentage enlarges the image. (Note: Printed images are typically better quality than what you see within the software.) |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks student grade percentages. Click the ellipsis (...) to customize the bar graph. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Display Prompt | When this property is set to Yes, the Respondent Selection window appears so that you can select which students you want included in the report. If this property is set to No, all students listed in the data set being graded are included in the report. This report is memory intensive, particularly if showing the images, so you may wish to run it in batches using this property if you have a large number of students. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |

| Report Section | Report Property | Description |
|---|---|---|
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Display Legend | Sets whether to show the report's legend. The legend explains what the colors on the report mean and is visible at the top of the report when set to show. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |
| **Labels** | Change "Score (%)" to | Allows you to enter a new name for the Score % column on the report. |
| | Change "Total Score" to | Allows you to enter a new name for the Total Score column on the report. |
| | Change "Grade" to | Allows you to enter a new name for the Grade column on the report. |
| | Change "Scaled Score" to | Allows you to enter a new name for the Scaled Score column on the report. |

**To run the Student Grade Report**

1. In the **Remark Quick Stats task pane**, select the link for **Student Grade Report** under **Class and Student Reports**. If you have the **Display Prompt** setting on **Yes**, the **Respondent Selection** window appears. If the **Display Prompt** setting is on **No**, you simply see the report (you can adjust this setting in the Report Style pane).

2. [Optional] In the **Respondent Selection** window, select the student(s) you wish to include in the report. The **Respondent Selection** window only appears if you have the **Display Prompt** property set to **Yes** in the Report Style pane. Double click students or use the **Add** button to move the students to the selected window.




- **Note:** You may select multiple students by holding down the Ctrl key and clicking the students or you may choose a range of students by selecting the first student, then holding down the Shift key and selecting the last student. Or select all students by clicking the double arrow.

3. [Optional] If prompting for students, click the **Run Report** button to run the report.

- **Tip:** If you are displaying the test images with the Student Grade Report, they look better when printed than they look on the screen. For better image quality, ensure that the Image Quality property in the Report Style pane is set to High. Note that the report may take longer to run if you use a high image quality.

The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 160 - Student Response Similarities Report

The Student Response Similarities Report displays the students who have similar responses on the test, based on a threshold that you set. Remark Quick Stats analyzes the data to find students with similar sets of answers. The default similarity threshold is 90%, but this can be changed in the Report Style pane. The report lists the percent similar, the number of correct answers that are the same, the number of incorrect answers that are the same, the number of questions that are different and the actual questions where the students differ. This report is useful if you are concerned that students might be looking at each other's tests.

The following options are available for the Student Response Similarities Report:

| **Option** | **Description** |
|---|---|
| Student | Lists the student identified on the test. If you are using Analysis Respondent IDs, this information appears in the Student column (e.g., Name, ID number, etc.). If you have not designated any question as an Analysis Respondent ID, sequential numbers are assigned. |
| Similar Students | Lists the students that have similar responses to the student, based on the threshold you set. |

| Option | Description |
|---|---|
| Similar Percent | Lists the percentage of questions on the test that were similar to the main student. |
| Correct Similar | Displays the number of correct questions that had similar (the same) answers. |
| Incorrect Similar | Displays the number of incorrect questions that had similar (the same) answers. |
| Number Different | Displays the number of questions that had different answers among the listed students. |
| Different Responses | Displays the question names for the questions where the students did not have the same answers. |

The following table summarizes the Student Similarities Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Students | Sets whether to sort the main student listing by Respondent ID. |
| | Sort Order - Students | Sets whether to sort the students (based on criteria above) in ascending or descending order. |
| | Sort Similar | Sets the criteria to use when sorting the similar students portion of the report: Respondent ID, Number of Same Answers, Number of Same Correct Answers, Number of Same Incorrect Answers or Unsorted. |
| | Sort Order - Similar | Sets whether to sort the similar students (based on criteria above) in ascending or descending order. |
| | Percent Score | Sets whether to display the Score (%) column of the report. |
| | Percent Similar | Sets whether to show the Similar (%) column of the report. |
| | Correct Similar | Sets whether to show the Correct Similar column of the report. |
| | Incorrect Similar | Sets whether to show the Incorrect Similar column of the report. |
| | Number Different | Sets whether to show the Number Different column of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Different Responses | Sets whether to show the Different Responses column of the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Answer Similarity Threshold | Sets the threshold to use when determining whether two tests are similar enough to be included on the report. For example, the default setting of 90% means that 90% of the questions must have the same answers (between two students) to be included on the report. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 201 - Detailed Item Analysis Report

The Detailed Item Analysis report provides answer choice frequency information on a question-by-question basis, which for test grading is useful for question validity. Using the Detailed Item Analysis Report, you can see how students responded to the question. If problems are found (e.g., the question was poorly worded), you can throw out the question or allow additional responses to be considered correct without rescanning test forms by adjusting the question properties in Advanced Grade. Each question displays in a separate table. The question text (or question name if no question text was defined in the form template or Advanced Grade) is displayed at the top of each table. A graph of the frequency appears to the right of the table. You may customize the graph by modifying the Report Style properties.

The following statistics are available:

| Statistic | Meaning |
|---|---|
| Response | Displays the labels (answer choices) designated in the question's properties. |
| Frequency | Displays the number of times a particular answer choice was chosen by students for this particular question (e.g., the number of times the answer choice appears in the data set). |
| Percent | Displays the corresponding percentage of the frequency. |
| Point Biserial | A measurement of the discrimination of an item. It indicates the relationship between a response for a given item and the overall test score of the respondent. The point biserial tells you if a question was a good discriminator between the better students and the poorer students. Point biserial ranges from -1 to 1. A positive value indicates that the students who did well on the test answered the question correctly. |
| Missing | If you have chosen to include missing values in the Remark Quick Stats preferences there is a line designated for the number of missing responses. Missing values are anything that is not valid data, such as a blank or multiple (BLANK or MULT) response. You can also choose whether to break out multiple and blank responses in the Preferences. If they are not broken out, this line is called Invalid Response. If they are broken out, you may see No Response for any blank responses and Multiple Responses for multiple responses when they are not allowed. |

| Statistic | Meaning |
|---|---|
| Total | Displays the total number of valid responses and corresponding percentages. If you are including missing values, the total number missing is included in the total. |
| Objectives | Displays any learning objectives defined that utilize the question. |

The following table summarizes the Detailed Item Analysis Report Properties (accessible in the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Responses | Sets whether to sort the responses (answer choices) by frequency on a per question basis. If the responses are sorted, you can quickly see the most and least chosen responses. |
| | Frequency | Sets whether to display the Frequency column of the report. |
| | Percent | Sets whether to display the Percent column of the report. |
| | Point Biserial | Sets whether to display the Point Biserial column of the report. |
| | Learning Objectives | Sets whether to display each learning objective defined in Advanced Grade on the report in its own section. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Question Page Break | Sets whether to place a page break after the information for each question is displayed. |
| | Graph Properties | Sets the graph properties, including type of graph, titles, colors, fonts, etc. Click the ellipsis (...) to make adjustments. |
| | Graph Position | Sets the position of the graph: Within Table or Beneath Table. |

| Report Section | Report Property | Description |
|---|---|---|
| | Graph Size | Sets the size of the graph displayed on the report: Small, Medium or Large. |
| | Display Graph | Sets whether to display a graph of the percent information. |
| | Italicize NA | Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template. |
| | NA Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Long Responses | Sets whether to wrap or truncate (cut off) long responses (answer choices). |
| | Table Header | Sets what to display above each table to identify it: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the test). |
| | Row Shading | Sets whether to shade every other row in the chart. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 203 - Item Analysis Graph Report

The Item Analysis Graph Report provides answer choice frequency information on a question-by-question basis, which for test grading is useful for question validity. The Item Analysis Graph Report contains similar graphs to those displayed in the Detailed Item Analysis and limited information pertaining to each graph. This report is a simplified version of the Detailed Item Analysis and provides a good way to view or export just the graph information. You may optionally show the Responses and Frequency Percents that are used to generate the graphs. The corresponding data for each graph can be shown or hidden by adjusting the report properties in the Report Style pane. You can also control how many graphs are displayed per page, as well as customize the graphs in the Report Style pane.

The following table summarizes the Item Analysis Graph Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Responses | Sets whether to sort the responses (answer choices) by frequency on a per question basis. If the responses are sorted, you can quickly see the most and least chosen responses. |
| | Answer Items | Sets whether to display charts with the answer item information to the right of each graph. |
| | Mean | Sets whether to display the mean for each question on the report. (Applies to survey tabulation only.) |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |

| Report Section | Report Property | Description |
|---|---|---|
| | Italicize NA | Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template. |
| | NA Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Graph Properties | Sets the graph properties, including type of graph, titles, colors, fonts, etc. Click the ellipsis (...) to make adjustments. |
| | Long Responses | Sets whether to wrap or truncate (cut off) long responses (answer choices). |
| | Graph Header | Sets whether to show a header over each graph, which can consist of: Auto Number, Question Name, Question Text or Item Number. Note that if using long question text, the report extends to more pages in order to accommodate all of the text. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Display Columns | Sets the number of columns in which to display the graphs. Two columns are recommended when you are also displaying the answer items. If you are not displaying answer items, you may be able to fit more columns on a page. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |

| Report Section | Report Property | Description |
|---|---|---|
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 204 - Condensed Item Analysis

The Condensed Item Analysis Report provides answer choice frequency information on a question-by-question basis, which for test grading is useful for question validity. It displays the same information from the Detailed Item Analysis report but in a condensed fashion. The question text (or question name if no question text was defined) is displayed at the top of each table. A bar chart is displayed to the right of the table containing the statistics. The bar chart displays the correct response(s) in green and the incorrect response(s) in red. If an incorrect response is chosen more than the correct response(s), its bar chart is yellow. Optionally, it can include the changed responses in the bar chart (those that were crossed out and detected by the Ignore Large Marks feature, or data changes made in the data grid or during Review Exceptions). Questions that have blank, multiple or invalid responses can be displayed. You can control whether you see them grouped together or separately in the Remark Quick Stats Preferences.

The following options are available:

| Statistic | Meaning |
|---|---|
| Question | Displays the question text (or question name if no question text was defined) as defined in the form template or Advanced Grade. |
| Response | Displays the labels (answer choices) designated in the question's properties. |
| Frequency | Displays the number of times a particular answer choice was chosen by students for this particular question (e.g., the number of times the answer choice appears in the data set). |
| Percent | Displays the corresponding percentage of the total. |
| Bar Chart | Displays a bar chart of the frequency. The correct responses' bar chart is green and the incorrect responses' bar chart is red. |

| Statistic | Meaning |
|---|---|
| No Response | If there are blank responses in your data set the total and corresponding percent are displayed for each question. Displaying blank responses is controlled in the Remark Quick Stats Preferences. |
| Multiple | If there are multiple responses in your data set (when not allowed) the total and corresponding percent are displayed for each question. Displaying multiple responses is controlled in the Remark Quick Stats Preferences. |
| Invalid | If there are invalid responses in your data set the total and corresponding percent are displayed for each question. An invalid response is anything that does not match what was defined as your labels, such as an error code or a lower case a when the label calls for an upper case A. |

The following table summarizes the Condensed Item Analysis Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Frequency | Sets whether to display the frequency column on the report. |
| | Mean | Sets whether to display the mean for each question on the report. (Applies to survey tabulation only.) |
| | Include Changed Answers | Sets whether to include a stacked bar chart showing the number of answers that were changed by crossing one answer out and choosing another answer. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Italicize NA | Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template. |
| | NA Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |

| Report Section | Report Property | Description |
|---|---|---|
| | NA Bar Color | Sets the color for the NA bar chart of the frequency. NA answer choices are set up in the form template. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks frequency percentages. Click the ellipsis (...) to make adjustments. |
| | Table Header | Sets what to display above each table to identify it: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the test). |
| | Changed Answer Pattern | Sets the pattern of the stacked bar chart used to depict the number of responses that were changed by crossing one answer out and choosing another answer. |
| | Changed Answer Color | Sets the color of the stacked bar chart used to depict the number of responses that were changed by crossing one answer out and choosing another answer. |
| | Long Responses | Sets whether to wrap or truncate (cut off) long responses (answer choices). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |

| Report Section | Report Property | Description |
|---|---|---|
| | Display Legend | Sets whether to show the report's legend. The legend explains what the colors on the report mean and is visible at the top of the report when set to show. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 206 - Condensed Test Report

The Condensed Test Report provides answer choice frequency information on a question by question basis, including distractor and class score information. This report is a great way to see question and class performance at a glance. The Condensed Test Report lists each question on the test along with the frequencies for each answer choice. Distractors and non-distractors are pointed out so that you can view question performance. The Point Biserial statistic and upper/lower percentages are displayed. You may optionally display class score data, including Total Possible Points, Total Students, Standard Deviation, Median Score, Mean Score, Reliability Coefficient, Maximum Score, Minimum Score, and Range of Scores. You can also sort this report if you want to view it in terms of highest and lowest performing questions.

The following statistics are available:

| Statistic | Meaning |
|---|---|
| Total Possible Points | Displays the total number of points possible on the test (objective and subjective, if applicable). |
| Total Students | Displays the total number of students who submitted responses to the test. |
| Standard Deviation | A measure of the dispersion of a set of data from its mean. The more spread apart the data is, the higher the deviation. It is calculated by taking the square root of the variance. |
| Median Score | The middle of a distribution: half the values are above the median and half are below the median. |
| Mean Score | Displays the average score of all of the graded tests. |

| Statistic | Meaning |
|---|---|
| Reliability Coefficient (KR20) | This formula measures test reliability and is an overall measure of internal consistency. A higher value indicates a stronger relationship between items on the test. |
| Maximum Score | Displays the highest score from the graded tests. |
| Minimum Score | Displays the lowest score from the graded tests. |
| Range of Scores | The range is the distance between the highest and lowest score. |
| No. | Displays the item number from the test. |
| Question | Displays the question name for the question as defined in the form template. |
| Correct Answer | Displays the correct answer for each question, as obtained from the answer key. |
| Response Frequencies | Displays the percentage or total number of times a particular answer choice was chosen by students for this particular question (e.g., the percentage or total number of times the answer choice appears in the data set). |
| Non-Distractor | Displays the answer choices that were not selected at all by the students (have a frequency of 0). |
| Correct Group Responses | The Total% column displays the percentage of students who answered the question correctly. The Upper 27% column displays the percent correct for the individual question based on the students who scored in the upper 27% for the test as a whole. The Lower 27% column displays the percent correct for the individual question based on the students who scored in the lower 27% for the test as a whole. You may adjust this number in the Remark Quick Stats Preferences under Test Statistics. |
| Point Biserial | A measurement of the discrimination of an item. It indicates the relationship between a response for a given item and the overall test score of the respondent. The point biserial tells you if a question was a good discriminator between the better students and the poorer students. Point biserial ranges from -1 to 1. A positive value indicates that the students who did well on the test answered the question correctly. |

The following table summarizes the Condensed Test Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Questions | Sets whether to sort the questions by Question Index, Percent Correct or Point Biserial. |
| | Sort Order | Sets whether to sort the students (based on criteria above) in ascending or descending order. |
| | Question Number | Sets whether to display the No. column in the report, showing the question number. |
| | Question Name | Sets whether to display the Question Name column of the report, showing the question name from the form template. |
| | Correct Answers | Sets whether to display the Correct Answer column of the report. |
| | Non Distractors | Sets whether to display the Non Distractors section of the report, showing the answer choices that were not chosen by students. |
| | Correct Group | Sets whether to display the Correct Group Responses section of the report. |
| | Point Biserial | Sets whether to display the Point Biserial column of the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Display Test Stats | Sets whether to display the test stats section in the header of the report (Total Possible Points through Range of Scores). |
| | Repeat Test Stats | Sets whether to repeat the Test Stats section of the report on every report page. Set Repeat Test Stats to First Page Only to have the Test Stats section only display on the first page of the report. Set Repeat Test Stats to Every Page to have the Test Stats section display on the every page of the report. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Row Shading | Sets whether to shade every other row in the chart. |

| Report Section | Report Property | Description |
|---|---|---|
| | Suspect Distractor Color | Sets the color to shade distractors that are chosen more times than the correct response. |
| | Response Type | Sets the display for the responses listed in the Response Frequencies row: Labels, Values, Indices. Labels refer to the labels entered in the form template Labels grid, Values refer to the values entered in the form template Values grid and Indices refers to the numeric index of the answer choice (e.g., if the answers are A-E, A is the first in the index and E is the last in the index). |
| | Response Frequency Type | Sets the display type for the response frequencies: Percents (default) or Totals. |
| | Include Questions | Sets whether to include objective, subjective or both question types in the report. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Display Legend | Sets whether to show the report's legend. The legend explains what the colors on the report mean and is visible at the top of the report when set to show. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 220 - Integrated Item Analysis Report

The Integrated Item Analysis Report combines the Condensed Item Analysis Report with the Response Report by Item so that you can capture item analysis information and open-ended information in one report. The report follows the same question order as your form template region definitions.

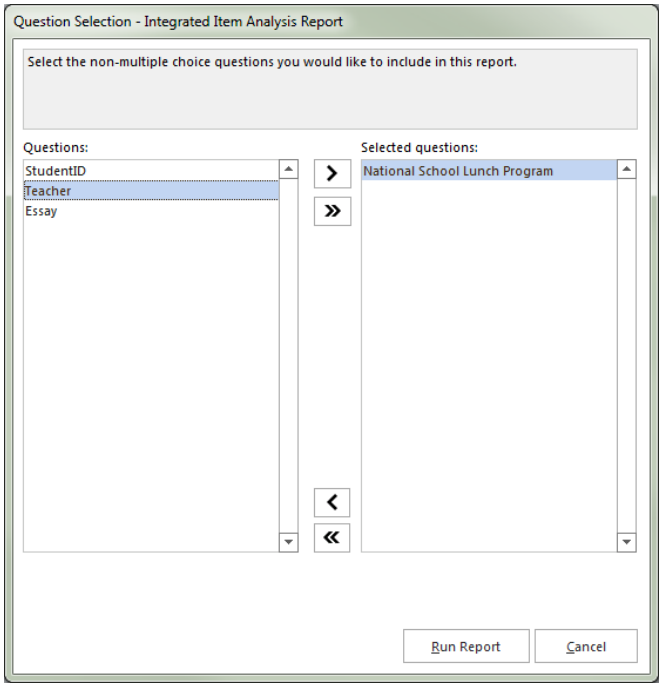
The following table summarizes the Integrated Item Analysis Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Frequency | Sets whether to show or hide the frequency column on the report. |
| | Mean | Sets whether to show or hide the mean calculation on the report. |
| | Include Changed Answers | Sets whether to display answers choices that were selected and then changed as a stacked bar graph. Changed answers can be the result of using Ignore Large Marks for crossed out marks, making changes in the data grid or making changes via Review Exceptions. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to put a page break between each question or set of questions, depending on how many questions are defined in each region. |
| | Italicize NA | Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template. |
| | NA Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |

| Report Section | Report Property | Description |
|---|---|---|
| | NA Bar Color | Sets the color for the bar chart (value bar) for NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | Respondent ID | Sets whether to show questions identified as Analysis Respondent IDs in the report. Use of this feature links the response back to a respondent. If you use this feature but do not have any questions designated as Analysis Respondent IDs, each response is displayed with a sequential number. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Image Quality | Sets the quality of the images displayed for each item: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the report. Note that displaying in high quality may add significantly to the amount of time it takes to run the report but yields the clearest results. Images in printed reports may clearer than on-screen. |
| | Sort Items | Sets whether to sort the responses in the response sections of the report by Respondent ID or Response. (Unsorted is the default setting.) |
| | Sort Order | Sets whether to sort the responses (based on criteria above) in ascending or descending order. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks frequency percentages. Click the ellipsis (...) to make adjustments. |
| | Question Header | Sets what to display above each question to identify it: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the form). |
| | Display Prompt | Sets whether to display the question selection window for choosing items in the response section of the report or simply display the report for all questions. |
| | Changed Answer Pattern | Sets the bar chart pattern for changed answer responses. This property applies to test grading only. |
| | Changed Answer Color | Sets the bar chart color for changed answer responses. This property applies to test grading only. |

| Report Section | Report Property | Description |
|---|---|---|
| | Long Responses | Sets whether to wrap or truncate (cut off) long responses (answer choices). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Display Legend | Sets whether to display a legend describing what the bar chart colors indicate (applies to test grading only). |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the date (or date/time) format for the footer of the report. |

**To run an Integrated Item Analysis Report**




1. In the **Remark Quick Stats** task pane under **Item Analysis Reports**, select the link for **Integrated Item Analysis Report**.
2. In the **Response Report Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window. Use the double arrow to add all questions.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report. The **Condensed Item Analysis Report** appears first, followed by responses for the selected questions, grouped by question.

The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 310 - Test Statistics Report

The Test Statistics Report displays basic statistics on the test as a whole and is useful for gaining a quick look at performance and basic statistical analysis. The Test Statistics Report displays:

- Score Data: possible number of test points, number of graded items, and high and low scores.
- Statistics: mean, benchmark, range, standard deviation, and variance
- Percentiles: 25th and 75th percentile, plus interquartile range, and median score
- Confidence Intervals: 1, 5, 95 and 99% intervals Test Reliability: Kuder-Richardson and Cronbach Alpha statistics

You may show or hide groups of statistics in the Report Style pane.

The following statistics are available:

| Group Name | Statistic | Description |
|---|---|---|
| Score Data | Number of Graded Items | Displays the number of items on the test that were graded. |
| | Total Points Possible | Displays the total number of points on the test. |
| | Maximum Score | Displays the highest score from the graded tests. |
| | Minimum Score | Displays the lowest score from the graded tests. |
| Statistics | Mean Score | Displays the average score of all of the graded tests. |
| | Mean Percent Score | Displays the average percent score of all of the graded tests. |
| | Benchmark Score | Displays the benchmark percent score entered in Advanced Grade, if applicable. This is the score you want your students to achieve to be considered proficient. You may compare it to the Mean Percent Score to see how students are measuring up to the benchmark. |
| | Range of Scores | The range is the distance between the highest and lowest score. |
| | Standard Deviation | A measure of the dispersion of a set of data from its mean. The more spread apart the data is, the higher the deviation. It is calculated by taking the square root of the variance. |
| | Variance | The amount that each score deviates from the mean squared (by multiplying it by itself). |
| Percentiles | Percentile (25 and 75) | Percentiles are values that divide a sample of data into one hundred groups containing (as far as possible) equal numbers of observations. For example, 25% of the data values lie below the 25th percentile. |
| | Median Score | The median of the scores from the graded tests. |
| | Inter Quartile Range | The difference between the 75th percentile and the 25th percentile. |
| Confidence Intervals | Confidence Interval (1, 5, 95 and 99%) | A confidence interval gives an estimated range of values that is likely to include an unknown population parameter, the estimated range being calculated from a given set of sample data. If independent samples are taken repeatedly from the same population, and a confidence interval calculated for each sample, then a certain percentage (confidence level) of the intervals includes the unknown population parameter. Remark |

| Group Name | Statistic | Description |
|---|---|---|
| | | Office OMR calculates Confidence Intervals of 1%, 5%, 95% and 99%. |
| Test Reliability | Kuder-Richardson Formula 20 | This formula measures test reliability and is an overall measure of internal consistency. A higher value indicates a stronger relationship between items on the test. |
| | Kuder-Richardson Formula 21 | This formula measures test reliability and is an overall measure of internal consistency. A higher value indicates a stronger relationship between items on the test. |
| | Coefficient (Cronbach) Alpha | A coefficient that describes how well a group of items focuses on a single idea or construct. |
| | Standard Error of Measurement | The standard deviation of errors of measurement that are associated with test scores from a particular group of students. When used to calculate confidence bands around obtained test scores, it can be helpful in expressing the unreliability of individual test scores in an understandable way. Score bands can also be used to interpret intraindividual and interindividual score differences. |

The following table summarizes the Test Statistics Report Properties (accessible in the Report Styles pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Score Data | Sets whether to display the Score Data section of the report, which includes number of graded items, total points possible, maximum score and minimum score. |
| | Statistics | Sets whether to display the Statistics section of the report, which includes mean score, mean percent score, benchmark score, range of scores, standard deviation and variance. |
| | Percentiles | Sets whether to display the Percentiles section of the report, which includes 25th and 75th percentile, interquartile range and median score. |
| | Confidence Intervals | Sets whether to display the Confidence Interval section of the report, which includes 1, 5, 95 and 99% confidence intervals. |

| Report Section | Report Property | Description |
|---|---|---|
| | Test Reliability | Sets whether to display the Test Reliability section of the report, which includes the Kuder-Richardson and Coefficient Alpha statistics. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

| Report Section | Report Property | Description |
|---|---|---|
| **Labels** | Change "Subjective" to | Allows you to enter a new name for the Subjective column(s) on the report. |
| | Change "Objective" to | Allows you to enter a new name for the Objective column(s) on the report. |

# Report 320 - Test Item Statistics Report

The Test Item Statistics Report displays statistical information for each question, allowing you to quickly see which questions were answered correctly and incorrectly, as well as question validity information. The Test Item Statistics report displays each question and its point value, how many times the question was graded on the test, how many students answered the question correctly, incorrectly or did not answer it, Point Biserial (a measure of how closely the performance on a test item is related to the performance on the total test) and the percent of students who answered the question correct (sometimes called P-value).

The following statistics are available:

| Statistic | Description |
|---|---|
| Question | Displays the question text (if defined) or question name if no question text was defined for the question in the template or Advanced Grade. You may also choose to auto number the items sequentially or display the item number of the question from the test. |
| Points | Displays the number of correct points assigned to the question. |
| Graded | Displays the number of tests where this question was graded. |
| Correct | Displays the number of students who answered the question correctly |
| Incorrect | Displays the number of students who answered the question incorrectly. |
| No Response | Displays the number of students who left the question unanswered (blank). |
| Point Biserial | A measurement of the discrimination of an item. It indicates the relationship between a response for a given item and the overall test score of the respondent. The point biserial tells you if a question was a good discriminator between the better students and the poorer students. Point biserial ranges from -1 to 1. A positive value indicates that the students who did well on the test answered the question correctly. |

| Statistic | Description |
|---|---|
| Benchmark | Displays the target benchmark score for each individual question, if one was entered in Advanced Grade or Remark Quick Stats Preferences. |
| Percent Correct | Displays the percentage of students who answered the question correctly. |
| Achievement Gap | If a question benchmark score was defined in Advanced Grade or Remark Quick Stats Preferences the student's score and the established benchmark, as well as a bar chart showing the relationship between the defined benchmark and the student's score. The vertical blue line depicts the benchmark. If students' bar charts are green, they have scored higher than the benchmark. If students' bar charts are red, they have scored lower than the benchmark. The bar charts can be customized in the report's properties in the Report Style pane. |

The following table summarizes the Test Item Statistics Report Properties (accessible in the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Questions | Sets whether to sort the students by: Question Name, Percent Correct or Point Biserial. |
| | Sort Order | Sets whether to sort the questions (based on criteria above) in ascending or descending order. |
| | Correct Points | Sets whether to display the Points column of the report. The Points column represents the possible points earned when the question is answered correctly. |
| | Number Graded | Sets whether to display the Graded column of the report. The Graded column represents the number of graded questions on the test. |
| | Number Correct | Sets whether to display the Correct column of the report. The Correct column represents the number of students who answered the question correctly on the test. |
| | Number Incorrect | Sets whether to display the Incorrect column of the report. The Incorrect column represents the number of students who answered the question incorrectly on the test. |

| Report Section | Report Property | Description |
|---|---|---|
| | Number Missing | Sets whether to display the No Response column of the report. The No Response column represents the number of students who answered did not answer the question on the test. |
| | Point Biserial | Sets whether to display the Point Biserial column of the report. |
| | Benchmark | Sets whether to display the Benchmark column of the report. |
| | Percent Correct | Sets whether to display the Percent Correct column of the report. |
| | Achievement Gap | Sets whether to display the Achievement Gap column of the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks percent correct percentages. Click the ellipsis (...) to customize the bar graph. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Item Label | Sets what to display in the Question column to identify each question listed on the report: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the test). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |

| Report Section | Report Property | Description |
|---|---|---|
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 330 - Comparative Item Report

The Comparative Item Report allows you to see grade results broken down by specific criteria on a per question basis. You select questions from the data on which to base the report. For example, this report is especially useful for comparing demographic groups. If your respondents mark a category such as gender on their test form, you can view the data by gender. You may choose up to three questions from the data set on which to base the report.

The following options are available for the Comparative Item Report:

| Option | Description |
|---|---|
| Report Criteria | Displays the questions selected to generate the report. |
| Students | Displays the number of students that fall into each selected category. |
| Percent | Displays the percent correct for each item group. |
| Achievement Gap | Displays the difference between the student's score and the mean (average) score for the question, as well as a bar chart showing the relationship between the mean score and the student's score. The vertical blue line depicts the mean score. If students' bar charts are green, they have scored higher than the mean. If students' bar charts are red, they have scored lower than the mean. The bar charts can be customized in the report's properties in the Report Style pane. |

The following table summarizes the Comparative Item Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Students | Sets whether to display the Students column of the report. |
| | Percent Correct | Sets whether to display the Percent Correct column of the report. |
| | Achievement Gap | Sets whether to display the Achievement Gap column of the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Item Label | Sets the text color for each item (question from the data set) listed on the report. |
| | Group 3 Color | Sets the text color for the third group of criteria listed on the report. |
| | Group 2 Color | Sets the text color for the second group of criteria listed on the report |
| | Group 1 Color | Sets the text color for the first group of criteria listed on the report. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks percent correct percentages. Click the ellipsis (...) to customize the bar graph. |
| | Display Group Labels | Sets whether to display the group label for each criterion selected on the report. The Group Label appears above each criterion and helps explain what is being displayed. You typically want to display either the Legend or the Group Labels. |
| | Background Color | Sets the background color of the table within the report. |
| | Row Borders | Sets whether to display borders around each row of information. |

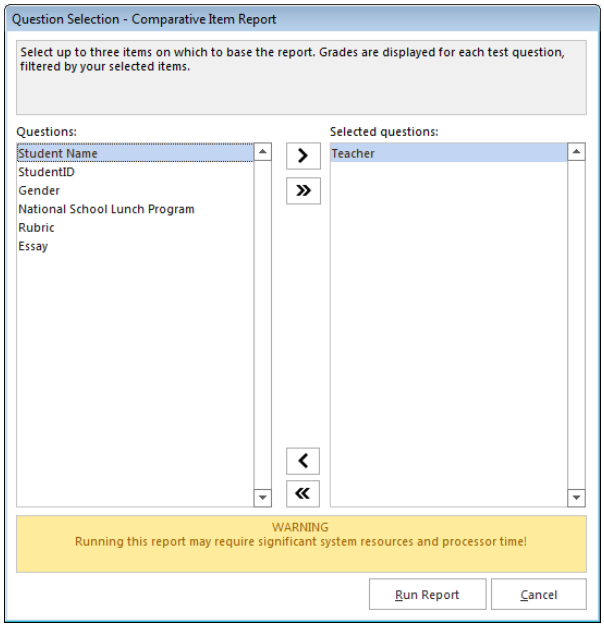
| Report Section | Report Property | Description |
|---|---|---|
| | Table Header | Sets what to display above each table to identify it: Question Name or Question Text. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Display Legend | Sets whether to display the report legend at the top of each page. The legend shows the criteria that were used to generate the report. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

**To run a Comparative Item Report**

1. In the **Remark Quick Stats** task pane, select the link for **Comparative Item Report** under **Test and Item Statistics Reports**.
2. In the **Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the question or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 401 - Response Report by Item

The Response Report by Item displays all answers given to a question or questions on the form. By default, any questions that are not graded in the form template or Advanced Grade can be included on the Response Report by Item. You can choose from all questions, regardless of whether they are graded, by adjusting the report properties in the Report Style pane. This report is useful for displaying data from image regions so that you can see how your respondents responded to write-in questions. For data entry Image regions, you will see the text you entered into the data grid. For image clip Image regions, you will see the image of the respondent's handwriting that was captured during form processing. The Response Report by Item is grouped by question (i.e. you will see the question and then the respondents' responses). You may choose whether to include an Analysis Respondent ID with the responses in the report properties in the Report Style pane. If there are no Analysis Respondent ID questions designated in the form template or Advanced Grade, the responses are sequentially numbered.

The following table summarizes the Response Report by Item Properties (accessible in the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Items | Sets whether to sort the questions by: Respondent ID or Response. |
| | Sort Order | Sets whether to sort the questions (based on criteria above) in ascending or descending order. |

| Report Section | Report Property | Description |
|---|---|---|
| | Respondent ID | Sets whether to show questions identified as Analysis Respondent IDs in the report, if one was defined in the form template or Advanced Grade. Use of this feature links the response back to a respondent. If you use this feature but do not have any questions designated as Analysis Respondent IDs, each response is displayed with a sequential number. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each item. |
| | Display All Questions | Sets whether to include both graded/tabulated and non-graded/tabulated questions in the list of available questions for the report. This report is typically run with non-graded/tabulated questions, such as comment areas on a survey. However, you may wish to also use graded or tabulated questions in the report. Setting this property to Yes shows all questions from the form template. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Image Quality | Sets the quality of the images displayed for each item: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the report. |
| | Question Identifier Label | Sets the text to be used to identify each question on the report (e.g., Question: Do you have any additional comments?). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |

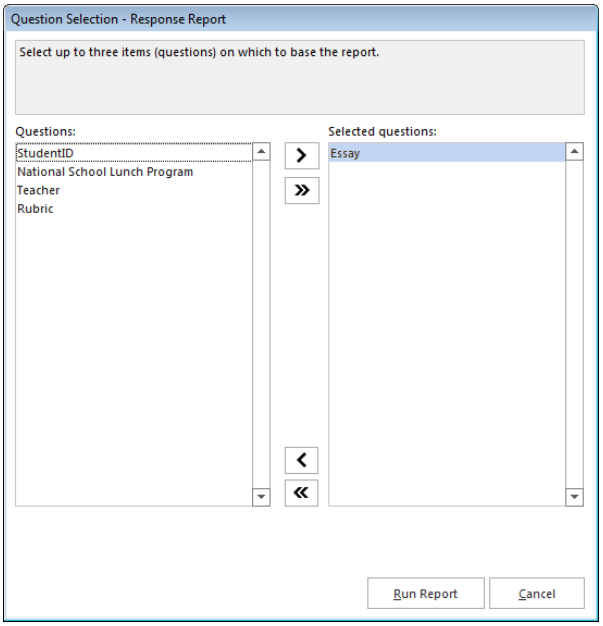
| Report Section | Report Property | Description |
|---|---|---|
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

**To run a Response Report by Item report**

1. In the **Remark Quick Stats** task pane, select the link for **Response Report by Item** under **Response Reports**.
2. In the **Response Report Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 402 - Response Report by Respondent

The Response Report by Respondent displays respondents' answers to the questions on the form. By default, any questions that are not graded on the form can be included on the Response Report by Respondent. You can choose from all questions, regardless of whether they are graded, by adjusting the report properties in the Report Style pane. This report is useful for displaying data from image regions so that you can see how your respondents responded to write-in questions. For data entry Image regions, you will see the text you entered into the data grid. For image clip Image regions, you will see the image of the respondent's handwriting that was captured during form processing. The Response Report by Respondent is grouped by respondent (i.e. you will see the respondent listed first and then that respondent's responses for all selected questions). You may choose whether to include an Analysis Respondent ID with the responses in the report properties in the Report Style pane. If there are no Analysis Respondent ID questions in the form template or Advanced Grade file, the responses are sequentially numbered.

The following table summarizes the Response Report by Respondent Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Items | Sets whether to sort the items alphabetically by Respondent ID. |
| | Sort Order | Sets whether to sort the questions (based on criteria above) in ascending or descending order. |
| | Question Name/Text | Sets whether to display the question text, or if none was defined, question name, next to each response. |
| | Respondent ID | Sets whether to show questions identified as Analysis Respondent IDs in the report, if one was defined in the form template or Advanced Grade. Use of this feature links the response back to a respondent. If you use this feature but do not have any questions designated as Analysis Respondent IDs, each response is displayed with a sequential number. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each item. |

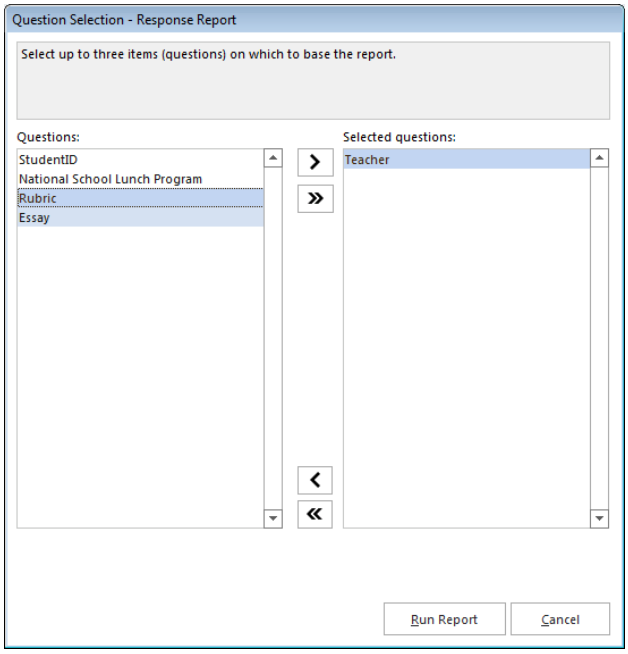
| Report Section | Report Property | Description |
|---|---|---|
| | Display All Questions | Sets whether to include both graded/tabulated and non-graded/tabulated questions in the list of available questions for the report. This report is typically run with non-graded/tabulated questions, such as comment areas on a survey. However, you may wish to also use graded or tabulated questions in the report. Setting this property to Yes shows all questions from the form template. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Image Quality | Sets the quality of the images displayed for each item: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the report. |
| | Respondent Identifier Label | Sets the text to be used to identify each respondent on the report (e.g., Respondent: Jane Smith). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

**To run a Response Report by Respondent report**

1. In the **Remark Quick Stats** task pane, select the link for **Response Report by Respondent** under **Response Reports**.
2. In the **Response Report Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 500 - Comparative Changed Answer By Item

Remark Office OMR can track how many questions have changed responses when you use the Ignore Large Marks feature, which allows the software to ignore any X'd out responses and detect the ones that are completely filled. For example, when using pen to take exams, students may make two marks and cross out the one they do not want. The Comparative Changed Item Report allows you to report on any questions that contain crossed out responses, broken down by specific criteria. In addition, the report includes:

- Changing individual cells manually changed in the grid
- Changes made using the data header bar above the data grid
- Changes during review exceptions
- Changes made using Find/Replace
- Changes made using cut/paste in single cell

You select questions from the data on which to base the report. For example, this report is especially useful for comparing demographic groups. If your respondents mark a category such as gender on their test form, you can view the data by gender. You may choose up to three questions from the data set on which to base the report.

The following options are available for the Comparative Changed Answer By Item Report:

| Option | Description |
|---|---|
| Report Criteria | Displays the questions selected to generate the report. |
| Students | Displays the number of students that fall into each selected category. |
| Changed Answers | Displays the number of answers changed for the question. |
| Changed to Correct | Displays the number of answers that were changed to correct answers. |
| Changed to Incorrect | Displays the number of answers that were changed to incorrect answers. |
| Percent Changed to Correct | Displays the percentage of changed answers that were changed to correct answers (versus incorrect answers). |

The following table summarizes the Comparative Changed Answer By Item Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Show Changes | Sets whether to show all changes, form changes (gathered from crossed out marks using the Ignore Large Marks feature) or data changes (changes made by altering the data after the forms were processed). |
| | Include Questions | Sets whether to include all questions or just the questions that have changed answers in the report. |
| | Students | Sets whether to display the total number of students for each question. |
| | Changed Answers | Sets whether to show the total number of changed answers for the question. |
| | Changed to Correct | Sets whether to show the total number of changed answers that were changed to correct for the question. |
| | Changed to Incorrect | Sets whether to show the total number of changed answers that were changed to incorrect for the question. |
| | Percent Changed to Correct | Sets whether to display the percent of answers that were changed to correct for the question. |

| Report Section | Report Property | Description |
|---|---|---|
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Table Header Font Size | Sets of the size of the font used in the table headings of the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each question. |
| | Item Label | Sets the text color for each item (question from the data set) listed on the report. |
| | Group 3 Color | Sets the text color for the third group of criteria listed on the report. |
| | Group 2 Color | Sets the text color for the second group of criteria listed on the report |
| | Group 1 Color | Sets the text color for the first group of criteria listed on the report. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. |
| | Table Header | Sets what to display above each table to identify it: Question Name or Question Text. |
| | Display Group Labels | Sets whether to display the group label for each criterion selected on the report. The Group Label appears above each criterion and helps explain what is being displayed. You typically want to display either the Legend or the Group Labels. |
| | Background Color | Sets the background color of the table within the report. |

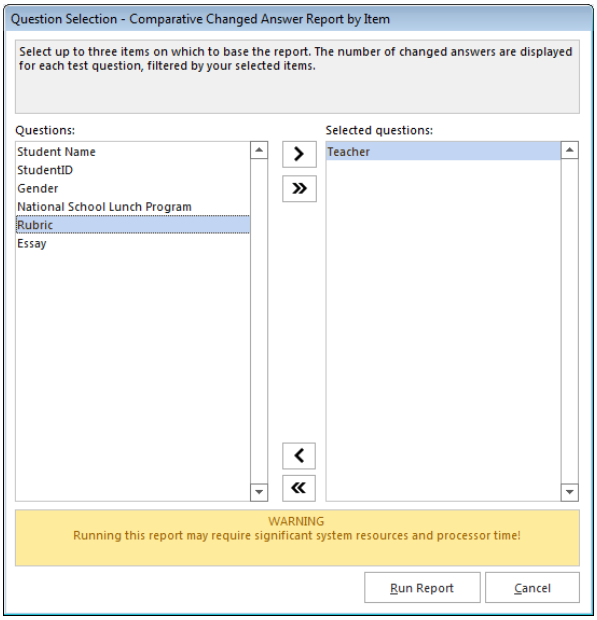
| Report Section | Report Property | Description |
|---|---|---|
| | Row Borders | Sets whether to display borders around each row of information. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Display Legend | Sets whether to display the report legend at the top of each page. The legend shows the question(s) that were used to generate the report. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the date (or date/time) format for the footer of the report. |

**To run a Comparative Changed Answer By Item Report**

1. In the **Remark Quick Stats** task pane, select the link for **Comparative Changed Answer by Item Report** under **Changed Answer Reports**.
2. In the **Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the question or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 510 - Comparative Changed Answer By Student

Remark Office OMR can track how many questions have changed responses when you use the Ignore Large Marks feature, which allows the software to ignore any X'd out responses and detect the ones that are completely filled. For example, when using pen to take exams, students may make two marks and cross out the one they do not want. The Comparative Changed Answer by Student Report allows you to report on how many questions were crossed out, broken down by specific criteria. In addition, the report includes:

- Changing individual cells manually changed in the grid
- Changes made using the data header bar above the data grid
- Changes during review exceptions
- Changes made using Find/Replace
- Changes made using cut/paste in single cell

You select questions from the data on which to base the report. For example, this report is especially useful for comparing demographic groups. If your respondents mark a category such as gender on their survey form, you can view the data by gender. You may choose up to three questions from the data set on which to base the report.

The following options are available for the Comparative Changed Answer By Student Report:

| Option | Description |
|---|---|
| Report Criteria | Displays the questions selected to generate the report. |
| Students | Displays the number of students that fall into each selected category. |
| Changed Answers | Displays the number of answers changed for each group item. |
| Changed to Correct | Displays the number of answers that were changed to correct answers. |
| Changed to Incorrect | Displays the number of answers that were changed to incorrect answers. |
| Percent Changed to Correct | Displays the percentage of changed answers that were changed to correct answers (versus incorrect answers). |

The following table summarizes the Comparative Changed Answer By Student Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Show Changes | Sets whether to show all changes, form changes (gathered from crossed out marks using the Ignore Large Marks feature) or data changes (changes made by altering the data after the forms were processed). |
| | Students | Sets whether to display the number of students for each question. |
| | Changed Answers | Sets whether to show the total number of changed answers for the question. |
| | Changed to Correct | Sets whether to show the total number of changed answers that were changed to correct for the question. |
| | Changed to Incorrect | Sets whether to show the total number of changed answers that were changed to incorrect for the question. |
| | Percent Changed to Correct | Sets whether to display the percent of answers that were changed to correct for the question. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Data Font Size | Sets of the size of the font used in the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Table Header Font Size | Sets of the size of the font used in the table headings of the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each question. |
| | Student Color | Sets the text color for each student listed in the report, if you are showing students in the Display Students property. |
| | Overall Color | Sets the text color for the overall test data line that displays changed answer information. |
| | Group 3 Color | Sets the text color for the third group of criteria listed on the report. |
| | Group 2 Color | Sets the text color for the second group of criteria listed on the report |
| | Group 1 Color | Sets the text color for the first group of criteria listed on the report. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. |
| | Display Group Labels | Sets whether to display the group label for each criterion selected on the report. The Group Label appears above each criterion and helps explain what is being displayed. You typically want to display either the Legend or the Group Labels. |
| | Background Color | Sets the background color of the table within the report. |
| | Row Borders | Sets whether to display borders around each row of information. |
| | Include Students | Sets whether to display the students falling into each category. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |

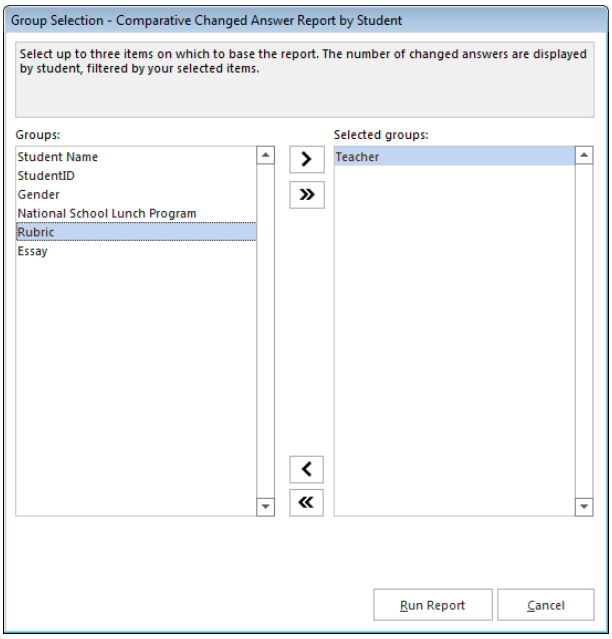
| Report Section | Report Property | Description |
|---|---|---|
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Display Group Legend | Sets whether to display the report legend at the top of each page. The legend shows the question(s) that were used to generate the report. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the date (or date/time) format for the footer of the report. |

**To run a Comparative Changed Answer by Student Report**

1. In the **Remark Quick Stats** task pane, select the link for **Comparative Changed Answer by Student Report** under **Changed Answer Reports**.
2. In the **Group Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the question or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **OK** button to run the report.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 520 - Changed Answer Report By Item

Remark Office OMR can track how many questions have changed responses when you use the Ignore Large Marks feature, which allows the software to ignore any X'd out responses and detect the ones that are completely filled. For example, when using pen to take exams, students may make two marks and cross out the one they do not want. The Changed Answer by Report by Item displays how many questions were crossed out. In addition, the report includes:

- Changing individual cells manually changed in the grid
- Changes made using the data header bar above the data grid
- Changes during review exceptions
- Changes made using Find/Replace
- Changes made using cut/paste in single cell

You can choose whether to show questions that were changed to Correct or Incorrect, or all questions. A bar graph is also included that displays the Percent Changed to Correct information.

The following options are available for the Changed Answer By Item Report:

| **Option** | **Description** |
|---|---|
| Students | Displays the number of students that fall into each selected category. |

| Option | Description |
|---|---|
| Changed Answers | Displays the number of answers changed for the question. |
| Changed to Correct | Displays the number of answers that were changed to correct answers. |
| Changed to Incorrect | Displays the number of answers that were changed to incorrect answers. |
| Percent Changed to Correct | Displays the percentage of changed answers that were changed to correct answers (versus incorrect answers). |
| Mean | Displays the mean (average) for each column in the report. |

The following table summarizes the Changed Answer Report by Item Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Questions | Sets whether to sort the question listing in the report by the Question Index, Question Name, Changed Answers, Changed to Correct or Changed to Incorrect. |
| | Sort Order | Sets whether to sort the question listing in ascending or descending order, based on your selection in Sort Questions. |
| | Changed Answers | Sets whether to show the total number of changed answers for the question. |
| | Changed to Correct | Sets whether to show the total number of changed answers that were changed to correct for the question. |
| | Changed to Incorrect | Sets whether to show the total number of changed answers that were changed to incorrect for the question. |
| | Percent Changed to Correct | Sets whether to display the percent of answers that were changed to correct for the question. |
| | Mean | Sets whether to display the mean for each of the columns in the report. |
| **Formatting** | Font | Sets the font type used in the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Font Size | Sets of the size of the font used in the report. |
| | Table Header Font Size | Sets of the size of the font used in the table headings of the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. |
| | Row Shading | Sets whether to display borders around each row of information. |
| | Item Label | Sets the label to use for the question listing: Auto Number, Question Name, Item Number or Question Text. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the date (or date/time) format for the footer of the report. |

# Report 530 - Changed Answer Report By Student

Remark Office OMR can track how many questions have changed responses when you use the Ignore Large Marks feature, which allows the software to ignore any X'd out responses and detect the ones that are completely filled. For example, when using pen to take exams, students may make two marks and cross out the one they do not want. The Changed Answer by Report by Student displays all of the students with the questions were crossed out. In addition, the report includes:

- Changing individual cells manually changed in the grid
- Changes made using the data header bar above the data grid
- Changes during review exceptions
- Changes made using Find/Replace
- Changes made using cut/paste in single cell

You can choose whether to show questions that were changed to Correct or Incorrect, or all questions. A bar graph is also included that displays the Percent Changed to Correct information.

The following options are available for the Changed Answer By Student Report:

| Option | Description |
|---|---|
| Student | Displays the students that took the test. |
| Changed Answers | Displays the number of answers changed for each student. |
| Changed to Correct | Displays the number of answers that were changed to correct answers. |
| Changed to Incorrect | Displays the number of answers that were changed to incorrect answers. |
| Percent Changed to Correct | Displays the percentage of changed answers that were changed to correct answers (versus incorrect answers). |

The following table summarizes the Changed Answer Report by Student Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Students | Sets whether to sort the student listing in the report by the Respondent ID, Percent Score, Changed Answers, Changed to Correct or Changed to Incorrect. |
| | Sort Order | Sets whether to sort the question listing in ascending or descending order, based on your selection in Sort Students. |
| | Changed Answers | Sets whether to show the total number of changed answers for the student. |
| | Changed to Correct | Sets whether to show the total number of changed answers that were changed to correct for the student. |
| | Changed to Incorrect | Sets whether to show the total number of changed answers that were changed to incorrect for the student. |
| | Percent Changed to Correct | Sets whether to display the percent of answers that were changed to correct for the question. |
| | Mean | Sets whether to display the mean for each of the columns in the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Table Header Font Size | Sets of the size of the font used in the table headings of the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). This property applies to the mean listed on the report. |
| | Bar Graph Properties | Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. |
| | Row Shading | Sets whether to display borders around each row of information. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the date (or date/time) format for the footer of the report. |

# Chapter 3: Analyzing Surveys and Other Non-Testing Forms

## Survey Analysis Overview

You can analyze surveys and other similar form types in two ways:

- Quick Survey: Quick Grade uses any tabulation parameters set up in the form template.
- Advanced Survey: Advanced Survey allows you to customize the tabulation process with features such as grouping like questions and applying custom report headers.

Each topic is covered independently in the next two sections. Note that we are using the generic term "survey" to cover any form type that is not a test.

## Using Quick Survey

Quick Survey is a quick way to tabulate a survey style form using pre-determined constraints. When you use Quick Survey, Remark Quick Stats uses the parameters set in the form template to control tabulation, such as whether to tabulate a question, the question text to use to make reports more meaningful and whether to display a question's data as an analysis respondent ID on the reports (e.g., a name to identify each tabulated survey response).

**To use Quick Survey**

1. Create a form template for your form in the **Remark Office OMR Template Editor**. Be sure to set up survey parameters, such as which questions to include in the survey tabulation and Analysis Respondent ID regions.
2. In the **Remark Office OMR Data Center**, process filled in forms using the **Read** option or open an existing data file.
3. After processing the forms, select the **TOOLS** menu, then click **Analysis** and then **Quick Survey**. Quick Survey is also available from the toolbar and the **Analysis** tab of the task pane.

The data is tabulated and the Remark Quick Stats window appears. This window contains a task pane on the left allowing you to display reports. By default the Condensed Item Analysis Report is displayed, but you may set a default report to display in the Remark Quick Stats Preferences or by right clicking a different report and setting it as your default.

# Advanced Survey Overview

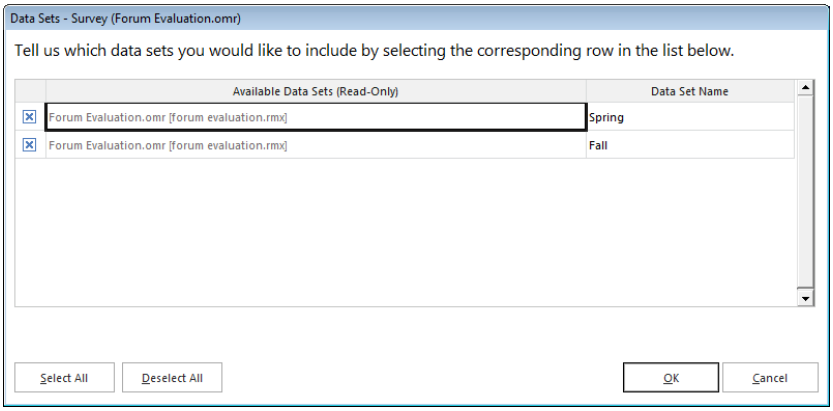
Remark Quick Stats provides Advanced Survey to allow you to customize the survey tabulation process. Advanced Survey allows you to specify the following items:

- Data sets to include in the survey operation
- Questions to include or exclude
- Subsets of questions to analyze together in a group to get an overall mean
- Add question weights for grouped questions
- Benchmarks to gauge question performance
- Custom report header information

In addition, you may save an analysis definition containing all of your tabulation parameters for repeated use. Below explains how to access Advanced Survey. Use the following sections to learn more about each step in the Advanced Survey process.

**To use Advanced Survey**

1. Create a form template for your form in the **Remark Office OMR Template Editor**.
2. In the Remark Office OMR Data Center, process forms using the **Read** option or open an existing data file.
3. After processing the forms, select the **TOOLS** menu, then click **Analysis** and then **Advanced Survey**. Advanced Survey is also available from the toolbar and the **Analysis** tab of the task pane.
4. [Optional] You may tabulate multiple data sets by opening the data sets first. When you start Advanced Survey, the **Data Sets - Survey** window appears. Select the data set(s) you wish to include in the tabulation operation. Only data sets that come from the same form template appear in this window. In this window you may optionally add a **Data Set Name** to identify each data set. Using a custom name allows you to filter data. For example, you could enter a year in the **Data Set Name** column and then compare data



across years. The **Data Set Name** option appears when you filter data, create report batches and on select reports, such as the Comparative Item report, Crosstabulation and Response reports.

5. Choose the options on the left that you wish to modify. Each option is described in the following sections.
6. When finished, click the **Analyze** button.

You have two options for saving Advanced Survey definition files for later use:

- Click the **Analyze** button to immediately tabulate the survey. You are prompted to save the settings as an survey definition file (optional).
- Click the **Save** button. You are prompted to save the survey definition file, but Advanced Survey remains open for further modifications.

Use the links below to learn more about each option in Advanced Survey.

# Advanced Survey - Open

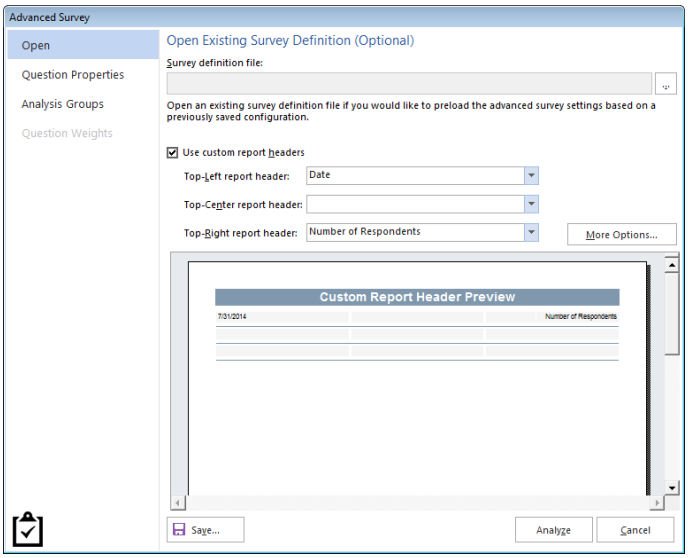
When you click the Advanced Survey option, the Open window appears first, which allows you to open an existing survey definition file or create custom report headers. If you only need to use what is on this screen, after you make your selections, you can click the Analyze button without reviewing any other items Advanced Survey. The Open window gives you two options for analyzing your survey:

- **Open an existing survey definition file:** If you have used Advanced Survey before and saved your settings to a file (.SDF file), you may open that file here. The survey definition file must match the form template being used.
- **Create a custom report header:** You may modify the header area of all of the resulting reports by typing information, inserting data from template fields or adding graphics (e.g., a logo).

**To open an existing answer key file**

1. Under **Survey definition file**, click the ellipsis (**...**) button if you have already created an answer key file (.SDF) that you would like to use.
2. Either make other adjustments in **Advanced Survey** or if the survey definition file has everything you need, click the **Analyze** button to analyze your survey.

**To create a custom report header:**




1. Mark the checkbox for **Use custom report headers**.
2. Each report has nine reserved slots in the header for you to make customizations. To keep things simple, we have displayed the top three positions. If you want to customize more than three positions, click the **More Options...** button.
3. Use the three drop-down lists to choose whether to add something in the top left, right or middle space of the report header. Choose an item from the list. Each list contains **Date**, **Date/Time**, **Page Number** and **Number of Respondents** In addition, all of the regions from your form template are listed, allowing you to enter data from your data set (e.g., a session name, course name, semester, etc.).
4. Once you have your custom header area set up, continue making selections in **Advanced Survey** or click the **Analyze** button to analyze your survey.

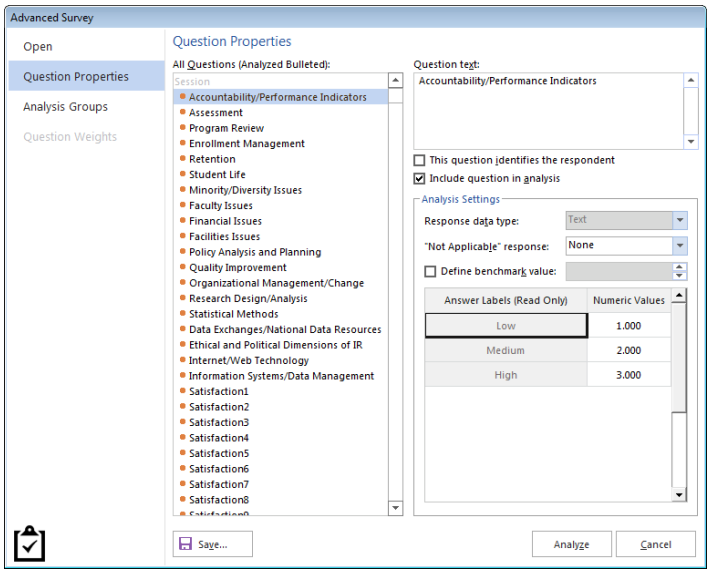
# Advanced Survey - Question Properties

The Question Properties window allows you to modify the properties for your form questions. Advanced Survey initially uses any values that were defined in the form template. You may make modifications to these settings here, which do not affect your form template. Light gray questions are questions that are not set to tabulate (this might be appropriate for demographic questions). Regions set as Analysis Respondent IDs have an ID badge next to them. The following options are available:

| **Option** | **Description** |
|---|---|
| Question text | Enter of modify question text to be used on the reports. You can use the keyboard shortcut for Paste - Ctrl + V - to paste information from the Windows clipboard, or right click for Paste options. |
| This question identifies the respondent | Mark this checkbox to include the information obtained from this question as a respondent identifier on select reports. For example, if you are collecting some sort of identification number, this information can appear on the reports to link the report back to the respondent. The question must not be set to be included in the analysis operation in order to designate it as a respondent identifier. |
| Include question in analysis | Mark this checkbox to include the question in the analysis operation. |

| Option | Description |
| --- | --- |
| Response data type | Select the data type for the question: Textual or Numeric. |
| “Not Applicable" response | If your question has a "Not Applicable" answer choice and you do not want the NA responses to be included in the Remark Quick Stats statistics (e.g., means), choose the appropriate label from the Not Applicable response drop-down list. This list is automatically populated with the labels you defined in the Labels grid when you created the form template. Only one option can be selected as NA. In the Remark Quick Stats preferences you can choose whether to include or exclude the NA responses in the statistical calculations. |
| Define benchmark value | Mark this checkbox and enter a benchmark to define a benchmark value you wish to achieve for the question. Actual responses are compared against this benchmark value on select reports. The benchmark value is calculated using the values assigned to each answer choice during form template set up. |
| Numeric values | If desired, adjust the values associated with each answer choice. These values are used to calculate statistics in Remark Quick Stats (e.g., the calculation of a question mean). |
| Graphing values | If desired, enter the minimum and maximum values for numeric questions that do not have any pre-defined response choices, such as those that are not multiple choice or list OMR regions. This feature allows you to define a range for use in graphing these questions on the Question Mean Report and the Comparative Item Report in Remark Quick Stats. For example, if you are using a Grid OMR region, entering a minimum and maximum value allows you to see your responses graphically. |

**To set question properties**

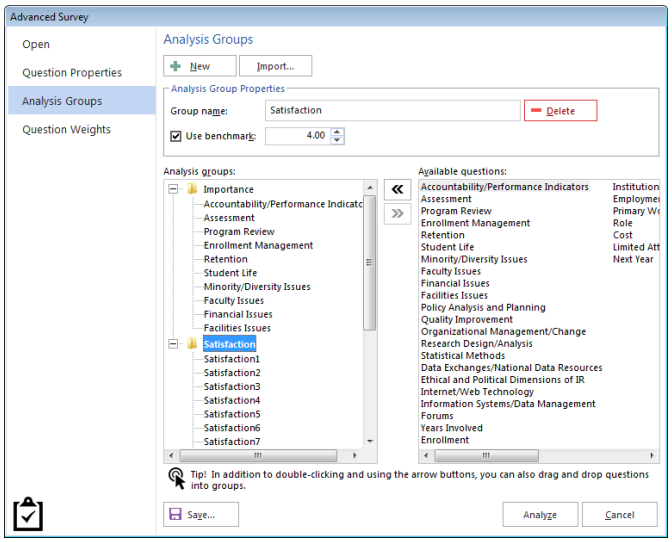



1. Select a question in the left task pane and then make the appropriate changes to the desired items. You may select multiple questions by clicking a question and holding down the Ctrl key on the keyboard, or by clicking a question, holding down the Shift key and then clicking another question to select a range of questions. Note that depending on the type of questions selected, some options may not be available to you (e.g., multi-selecting a barcode region and an OMR region may not afford you the same options).
2. Once you have your question properties set up, continue making selections in **Advanced Survey** or click the **Analyze** button to analyze your survey.

# Advanced Survey - Analysis Groups

The Analysis Groups window allow you to create subsets of questions, view the responses and view a mean for the entire group. For example, suppose you are administering a customer satisfaction survey. On the survey you might have questions related to staff, product and overall satisfaction. You could group the like questions together in Analysis Groups to see overall scores on each section of questions (one group for staff, one group for product and one group for overall satisfaction). The Analysis Groups Report only displays in Remark Quick Stats when you have created Analysis Groups in Advanced Survey.

**To set up analysis groups**




1. In the **Analysis Groups** window, create groups of questions to be analyzed together in addition to the overall form questions. To create an analysis group, click the **New** button and then type the name of the group in the **Group name** box. Alternatively, you may import a list of group names from a spreadsheet or database file. Click the **Import...** button to import the names of the desired groups. The group names are listed in the **Analysis groups** box.
2. The tabulated questions on the form are listed in the **Available questions** box. Select an analysis group on the left, then select a question (or questions) in the **Available**

**questions** box and then click the **Add Selected Questions to the Selected Analysis Group** button. The selected questions are moved to the **Analysis groups** box, beneath the selected analysis group. You may use the **Remove Selected Questions from Selected Analysis Group** arrow to remove any unwanted questions assigned to a particular analysis group.

- **Tip:** You can double click questions to add them quickly to an analysis group. You can also select multiple questions by holding down the Control key as you click questions, or by clicking a question, holding down the Shift key and then clicking another question to select the range of questions. Finally, you can drag questions onto an existing analysis group.

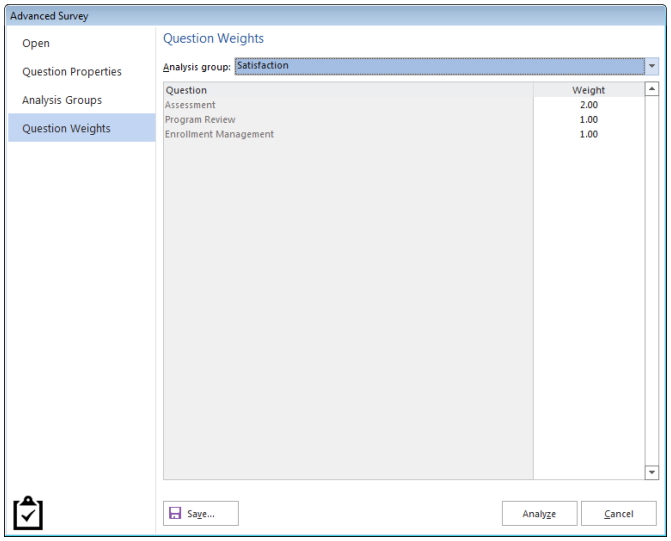
3. If desired, assign a benchmark value to the analysis group by marking the checkbox for **Use benchmark**. Enter the benchmark value you wish to achieve on this group of questions in the corresponding value box. For example, if your answer choices are weighted as 1-5, with 4 being acceptable, your benchmark is 4.
4. Once you have your analysis groups set up, continue making selections in **Advanced Survey** or click the **Analyze** button to analyze your survey.

# Advanced Survey - Question Weights

If analysis groups are defined the Question Weights window allows you to optionally assign different weights to questions within a group. This feature is useful if certain questions within the group are more important to you than others. When displaying the results, Remark Quick Stats factors in the weights.

### To assign question weights

1. To assign question weights, select an analysis group from the **Analysis group** drop-down list. The questions within that group appear in the **Question** column. A default weight of 1.00 appears in the **Weight** column. Adjust the weights for questions as appropriate. If you do not wish to weight your questions, skip this step (all questions carry a weight of 1.00).
2. Once you have your question weights set up, continue making selections in **Advanced Survey** or click the **Analyze** button to analyze your survey.



# Survey Analysis Reports Overview

Once you have used Quick Survey or Advanced Survey to analyze your data, you have several reports available to you. Some reports present the same information in different ways.

Each report has a set of properties that controls what is displayed in the report. Report properties can be accessed in the Report Style pane all the way to the right of the main Remark Quick Stats window. You can click the push pin to show or hide the Report Style pane. Within the pane you will find tabs containing the various areas of the report that can be modified. Click the **Apply** button to make a change. You may also click the **Defaults** button at any time to return a report to its state when the software was originally installed.

The following sections provide a short description of each report followed by descriptions of the available report properties. If you see options here that are not displayed when you run a report, look at your settings in the Report Style pane. You can hide and show sections of reports in these properties. By default, some sections are hidden.

The following reports are available when analyzing surveys:

**Item Analysis Reports:**

Report 202 - Detailed Item Analysis Report

Report 203 - Item Analysis Graph Report

Report 204 - Condensed Item Analysis Report

Report 205 - Basic Item Analysis Report

Report 220 - Integrated Item Analysis Report

**Survey and Item Statistics Reports:**

Report 321 - Item Statistics Report (previously 206)

Report 340 - Crosstabulation Report (previously 208)

Report 350 - Comparative Item Report (previously 209)

Report 360 - Question Mean Report (previously 210)

Report 370 - Analysis Group Report (previously 211)

**Response Reports:**

Report 401 - Response Report by Item

Report 402 - Response Report by Respondent

# Report 202 - Detailed Item Analysis Report

The Detailed Item Analysis report provides an in-depth look at individual question statistics. On a per questions basis, this report displays each answer choice, the associated value used for statistical analysis, its frequency, the corresponding percent, cumulative percent, valid percent and cumulative valid percent, the mean, and a customizable graph of the frequency. The question text (or question name if no question text was defined in the form template or Advanced Survey) is displayed above each table, along with the mean for the question.

The following statistics are available:

| **Statistic** | **Meaning** |
|---|---|
| Response | Displays the labels (answer choices) designated in the form template. |
| Value | Displays the corresponding value for each response, as defined in either the form template or Advanced Survey. Values are used to calculate statistics, such as means. |
| Frequency | Displays the number of times a particular answer choice was chosen by respondents for this particular question (e.g., the number of times the answer choice appears in the data set). |
| Percent | Displays the corresponding percentage of the frequency. |
| Cumulative Percent | Displays the sum of the percents from the first response up to and including the current response. |
| Valid Percent | Displays the percent not including missing items. |
| Cumulative Valid Percent | Displays the sum of the valid percents from the first response up to and including the current response. |
| Total Valid | Displays the total number of valid responses and corresponding percentages (not including missing data). |
| Missing/Multiple Responses/Invalid | Displays the total number of missing responses (e.g., non-valid responses such as blanks, mults, recognition errors). Showing and hiding missing responses is controlled in the Remark Quick Stats Preferences. The labeling changes based on whether you are separating blank and multiple responses into different categories in the Preferences. |
| Total | Displays the total number of responses and corresponding percent. |

The following table summarizes the Detailed Item Analysis Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Responses | Sets whether to sort the responses (answer choices) by frequency on a per question basis. If the responses are sorted, you can quickly see the most and least chosen responses. |
| | Value | Sets whether to display the Value column of the report. Values are the numbers assigned during form template creation and are used for statistical calculations. |
| | Frequency | Sets whether to display the Frequency column of the report. |
| | Percent | Sets whether to display the Percent column of the report. |
| | Cumulative Percent | Sets whether to display the Cumulative Percent column in the report. The cumulative percent is the sum of the percents from the first response up to and including the current response. |
| | Valid Percent | Sets whether to display the Valid Percent column in the report. The valid percent is the percent not including missing items. |
| | Cumulative Valid Percent | Sets whether to display the Cumulative Valid Percent column in the report. The cumulative valid percent is the sum of the valid percents from the first response up to and including the current response. |
| | Mean | Set whether to show the question's mean in the upper right corner, above each question table. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Question Page Break | Sets whether to place a page break after the information for each question is displayed. |
| | Graph Properties | Sets the graph properties, including type of graph, titles, colors, fonts, etc. Click the ellipsis (...) to make adjustments to the graph. |

| Report Section | Report Property | Description |
|---|---|---|
| | Graph Position | Sets the position of the graph: Within Table or Beneath Table. |
| | Graph Size | Sets the size of the graph displayed on the report: Small, Medium or Large. |
| | Display Graph | Sets whether to display a graph of the percent information. |
| | Italicize NA | Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template. |
| | NA Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Long Responses | Sets whether to wrap or truncate (cut off) long responses (answer choices). |
| | Table Header | Sets what to display above each table to identify it: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the test). |
| | Row Shading | Sets whether to shade every other row in the chart. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |

| Report Section | Report Property | Description |
|---|---|---|
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 203 - Item Analysis Graph Report

The Item Analysis Graph Report provides answer choice frequency information on a question-by-question basis. It contains the graphs similar to those displayed in the Detailed Item Analysis report and limited information pertaining to each graph. This report is a simplified version of the Detailed Item Analysis report and provides a good way to view or export just the graph information. You may optionally show the Responses and Frequency Percents that are used to generate the graphs. The corresponding data for each graph can be shown or hidden by adjusting the report properties in the Report Style pane. You can also control how many graphs are displayed as well as customize the graphs in the report properties.

The following table summarizes the Item Analysis Graph Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Responses | Sets whether to sort the responses (answer choices) by frequency on a per question basis. If the responses are sorted, you can quickly see the most and least chosen responses. |
| | Answer Items | Sets whether to display charts with the answer item information to the right of each graph. |
| | Mean | Sets whether to display the mean for each question on the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |

| Report Section | Report Property | Description |
|---|---|---|
| | Italicize NA | Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template. |
| | NA Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Graph Properties | Sets the graph properties, including type of graph, titles, colors, fonts, etc. Click the ellipsis (...) to make adjustments to the graphs. |
| | Long Responses | Sets whether to wrap or truncate (cut off) long responses (answer choices). |
| | Graph Header | Sets whether to show a header over each graph, which can consist of: Auto Number, Question Name, Question Text or Item Number. Note that if using long question text, the report extends to more pages in order to accommodate all of the text. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Display Columns | Sets the number of columns in which to display the graphs. Two columns are recommended when you are also displaying the answer items. If you are not displaying answer items, you may be able to fit more columns on a page. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |

| Report Section | Report Property | Description |
|---|---|---|
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 204 - Condensed Item Analysis Report

The Condensed Item Analysis report provides answer choice frequency information on a question-by-question basis. It displays much of the same information from the Detailed Item Analysis report but in a condensed fashion. The question text (or question name if no question text was defined in the form template or Advanced Survey) is displayed at the top of each table. A bar chart is displayed to the right of the table containing the statistics.

The following options are available:

| Statistic | Meaning |
|---|---|
| Question | Displays the question text (or question name if no question text was defined) as defined in the form template or Advanced Survey. |
| Response | Displays the labels (answer choices) designated in the form template. |
| Frequency | Displays the number of times a particular answer choice was chosen by respondents for this particular question (e.g., the number of times the answer choice appears in the data set). |
| Percent | Displays the corresponding percentage of the total. |
| No Response/Multiple /Invalid | If there are missing values in your data set the total and corresponding percent are displayed for each question. Displaying missing values is controlled in the Remark Quick Stats Preferences. The labeling changes based on whether you are separating blank and multiple responses into different categories in the Preferences. |
| Mean | Displays the mean calculation for the question based on the values defined in the form template. |

The following table summarizes the Condensed Item Analysis Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Frequency | Sets whether to display the frequency column on the report. |
| | Mean | Sets whether to display the mean for each question on the report. |
| | Include Changed Answers | Sets whether to include a stacked bar chart showing the number of answers that were changed by crossing one answer out and choosing another answer or making changes to the data grid. *This property only applies when grading tests. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Italicize NA | Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template. |
| | NA Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | NA Bar Color | Sets the color for the NA bar chart of the frequency. NA answer choices are set up in the form template. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks frequency percentages. |
| | Table Header | Sets what to display above each table to identify it: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the test). |
| | Changed Answer Pattern | Sets the pattern of the stacked bar chart used to depict the number of responses that were changed by crossing one answer out and choosing another answer. *This property only applies when grading tests. |

| Report Section | Report Property | Description |
|---|---|---|
| | Changed Answer Color | Sets the color of the stacked bar chart used to depict the number of responses that were changed by crossing one answer out and choosing another answer. *This property only applies when grading tests. |
| | Long Responses | Sets whether to wrap or truncate (cut off) long responses (answer choices). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Display Legend | Sets whether to show the report's legend. The legend explains what the colors on the report mean and is visible at the top of the report when set to show. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 205 - Basic Item Analysis Report

The Basic Item Analysis report provides a very simple item analysis for the survey operation. The report shows each question, the mean and the response frequency. This report allows you to get a quick overview of response frequencies on a per question basis. Responses can be listed by question labels, question values or answer indices. In order to display by question label, all questions on the form must use the same labels (e.g., Excellent, Good, Fair, Poor). If the labels vary, the numeric indices are used. There is limited space to show label names, so you may wish to use the values or indices. The following options are available:

| **Statistic** | **Meaning** |
|---|---|
| Number | Displays a number for each question in ascending order. |
| Question | Displays each question's name as defined in the form template. |
| Mean | Displays the mean calculation for the question based on the values defined in the form template. |
| Response Frequencies | Displays the number of times each answer choice was chosen for this particular question (e.g., the number of times the answer choice appears in the data set). Frequencies can be displayed as Totals or Percents. |

The following table summarizes the Basic Item Analysis Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| **Report Section** | **Report Property** | **Description** |
|---|---|---|
| **Data** | Question Number | Sets whether to display a sequential question number for each question on the report. |
| | Question Name | Sets whether to display the question name for each question on the report, as it was defined in the form template. |
| | Mean | Sets whether to display the mean for each question on the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |

| Report Section | Report Property | Description |
|---|---|---|
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | NA Choice Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Response Frequency Type | Sets the display type for the response frequencies: Percents (default) or Totals. |
| | Response Type | Sets the display for the responses listed in the Response Frequencies row: Labels, Values, Indices. Labels refer to the labels entered in the form template Labels grid, Values refer to the values entered in the form template Values grid and Indices refers to the numeric index of the answer choice (e.g., if the answers are Excellent to Poor on a four point scale, Excellent is the first in the index and Poor is the last in the index). |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Display Columns | Sets the number of columns in which to display the charts. The default setting is three columns. The lower the columns, the more spread out the report displays. The higher the columns, the more condensed the report displays. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |

| Report Section | Report Property | Description |
|---|---|---|
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 220 - Integrated Item Analysis Report

The Integrated Item Analysis Report combines the Condensed Item Analysis Report with the Response Report by Item so that you can capture item analysis information and open-ended information in one report. The report follows the same question order as your form template region definitions.

The following table summarizes the Integrated Item Analysis Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Frequency | Sets whether to show or hide the frequency column on the report. |
| | Mean | Sets whether to show or hide the mean calculation on the report. |
| | Changed Answers | Sets whether to display answers choices that were selected and then changed as a stacked bar graph. *This property only applies when grading tests. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each item in the response portion of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Italicize NA | Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template. |
| | NA Color | Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | NA Bar Color | Sets the color for the bar chart (value bar) for NA (not applicable) answer choices. NA answer choices are set up in the form template. |
| | Respondent ID | Sets whether to show questions identified as Analysis Respondent IDs in the report. Use of this feature links the response back to a respondent. If you use this feature but do not have any questions designated as Analysis Respondent IDs, each response is displayed with a sequential number. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Image Quality | Sets the quality of the images displayed for each item: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the report. Note that displaying in high quality may add significantly to the amount of time it takes to run the report but yields the clearest results. Images in printed reports may clearer than on-screen. |
| | Sort Items | Sets whether to sort the responses in the response sections of the report by Respondent ID or Response. (Unsorted is the default setting.) |
| | Sort Order | Sets whether to sort the responses (based on criteria above) in ascending or descending order. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks frequency percentages. |
| | Question Header | Sets what to display above each question to identify it: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the form). |
| | Display Prompt | Sets whether to display the question selection window for choosing items in the response section of the report or simply display the report for all questions. |

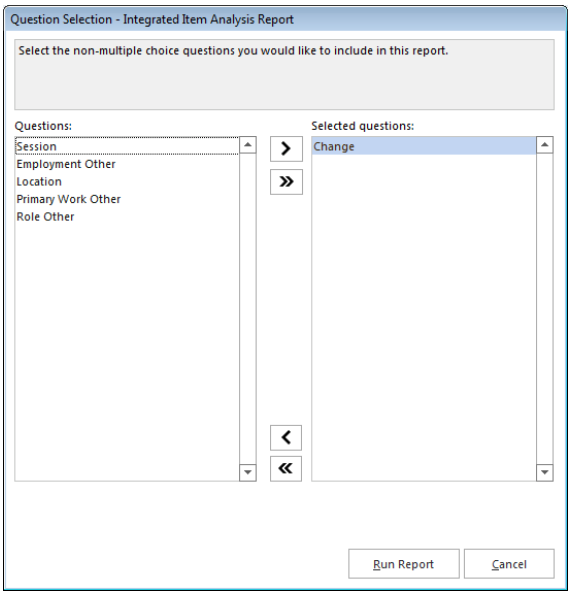
| Report Section | Report Property | Description |
|---|---|---|
| | Respondent Identifier Label | Sets the text to be used to identify each respondent on the report (e.g., Respondent: John Doe). |
| | Changed Answer Pattern | Sets the bar chart pattern for changed answer responses. *This property applies to test grading only. |
| | Changed Answer Color | Sets the bar chart color for changed answer responses. *This property only applies when grading tests. |
| | Long Responses | Sets whether to wrap or truncate (cut off) long responses (answer choices). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Display Legend | Sets whether to display a legend describing what the bar chart colors indicate (applies to test grading only). |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the date (or date/time) format for the footer of the report. |

**To run an Integrated Item Analysis Report**

1. In the **Remark Quick Stats** task pane under **Item Analysis Reports**, select the link for **Integrated Item Analysis Report**.
2. In the **Response Report Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report. The **Condensed Item Analysis Report** appears first, followed by responses for the selected questions, grouped by question.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 321 - Item Statistics Report

The Item Statistics report displays descriptive statistical information for each question. The statistics are displayed in groups, allowing you to show or hide the groups you need. The Item Statistics report displays each question and the following statistics: sample size, number missing, mean, variance, standard deviation, standard error, minimum, maximum, range, skewness, kurtosis, t-value, mean absolute deviation, 25th and 75th percentiles, median, interquartile range, and 1%, 5%, 95% and 99% confidence intervals.

The following table summarizes these statistics:

| **Statistic** | **Description** |
|---|---|
| Item | Displays the question name or question text (if question text was defined in the form template or Advanced Survey). You may also choose to auto number the items sequentially or display the item number of the question from the form. |
| Sample Size | Displays the valid number of respondents who answered the specific question. |
| Excluded | Displays the number of responses that are missing (blank, mult, error, etc.) or set as Not Applicable in the form template or Advanced Survey. |

| Statistic | Description |
|---|---|
| Mean | The average of the values in the population. |
| Variance | The mean of the squared deviation of a variable from its expected value or mean. The variance is a measure of the amount of variation within the values of that variable, taking account of all possible values and their probabilities or weightings (not just the extremes that give the range). |
| Standard Deviation | A measure of the dispersion of a set of data from its mean. The more spread apart the data is, the higher the deviation. It is calculated by taking the square root of the variance. |
| Standard Error | The standard deviation of the sampling distribution of that statistic. Standard errors reflect how much sampling fluctuation a statistic will show. |
| Minimum | The minimum value in a range. |
| Maximum | The maximum value in a range. |
| Range | The distance between the maximum and minimum value. |
| Skewness | A measure of the symmetry or lack of it in a set of data as evident from the shape of the distribution. A distribution is symmetric if the left half of the graph of the distribution is the mirror image of the right half. If a distribution is skewed to the right (positive skewness) the mean is greater than median, which in turn is greater than the mode, in which case the skewness coefficient is greater than zero. If a distribution is skewed to the left (negative skewness) then the relationship is reversed; in which case the coefficient is less than zero. If there is no skewness or the distribution is symmetric like the bell-shaped normal curve then the mean = median = mode. |
| Kurtosis | Kurtosis is based on the size of a distribution's tails. Distributions with relatively large tails are called "leptokurtic"; those with small tails are called "platykurtic." A distribution with the same kurtosis as the normal distribution is called "mesokurtic." |
| T-Value | A measure on a random sample (or pair of samples) in which a mean (or pair of means) appears in the numerator and an estimate of the numerator's standard deviation appears in the denominator. The latter estimate is based on the calculated s square or s squares of the samples. If these calculations yield a value of (t) that is sufficiently different from zero, the test is considered to be statistically significant. |
| Mean Absolute Deviation | A measure of variation, which calculates the average distance a data value is from the mean. |

| Statistic | Description |
|---|---|
| Percentile (25 & 75) | Percentiles are values that divide a sample of data into one hundred groups containing (as far as possible) equal numbers of observations. For example, 25% of the data values lie below the 25th percentile. |
| Median | The middle of a distribution: half the values are above the median and half are below the median. |
| Inter Quartile Range | The difference between the 75th percentile and the 25th percentile. |
| Confidence Intervals | A confidence interval gives an estimated range of values that is likely to include an unknown population parameter, the estimated range being calculated from a given set of sample data. If independent samples are taken repeatedly from the same population, and a confidence interval calculated for each sample, then a certain percentage (confidence level) of the intervals includes the unknown population parameter. Remark Office OMR calculates Confidence Intervals of 1%, 5%, 95% and 99%. |

The following table summarizes the Item Statistics Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Question | Sets whether to display the Question section of the report, which includes the question name, sample size and number missing. |
| | Summary Statistics | Sets whether to display the Summary Statistics section of the report, which includes mean, variance, standard deviation and standard error. |
| | Values | Sets whether to display the Values section of the report, which includes minimum, maximum and range. |
| | Descriptive Statistics | Sets whether to display the Statistics section of the report, which includes skewness, kurtosis, t value and mean absolute deviation. |
| | Percentiles | Sets whether to display the Percentiles section of the report, which includes 25th and 75th percentile, interquartile range and median score. |
| | Confidence Intervals | Sets whether to display the Confidence Interval section of the report, which includes 1, 5, 95 and 99% confidence intervals. |

| Report Section | Report Property | Description |
|---|---|---|
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Item Label | Sets what to display in the Question column to identify each question listed on the report: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the test). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Date Format | Sets the format used for the date in the footer. |

# Report 340 - Crosstabulation Report

The Crosstabulation Report provides information about two questions within one chart, allowing you to see a breakdown of responses for two questions simultaneously. The crosstabulation report describes the distribution of two variables simultaneously. Each cell within the crosstabulation chart shows the number of respondents who gave a specific combination of responses. The values are displayed as numbers or percents. The frequencies displayed in the Crosstabulation report can be totals or percents. Please note questions that allow more than one response cannot be used for crosstabulations.

The following table summarizes the Crosstabulation Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

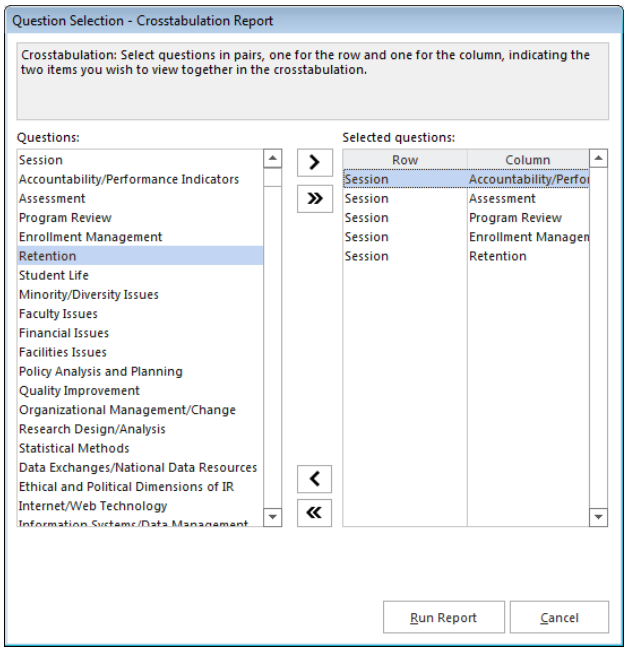
| Report Section | Report Property | Description |
|---|---|---|
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each crosstabulation table. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Remove Empty | Sets whether to remove columns/rows that contain empty responses. |
| | Table Title | Sets the title for each crosstabulation table. |
| | Bold Table Headers | Sets whether to put the table header in bold formatted font. |
| | Percentages | Sets whether to display the frequencies for each crosstabulation in raw numbers or percentages. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

**To run a Crosstabulation Report**

1. In the **Remark Quick Stats** task pane under **Survey and Item Statistics Reports**, select the link for **Crosstabulation**.
2. In the **Crosstabulation Question Selection** window, select the question(s) you wish to include in the report. Place the row question to be analyzed in the **Rows** box and the column question to be analyzed in the **Columns** box. Use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.



3. Click the **OK** button to run the report.

The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 350 - Comparative Item Report

The Comparative Item Report compares performance for various demographics included in the survey. It reports individual question information based on questions from the data (e.g., in the case of a course evaluation survey, you could report on instructors, courses, etc.). The Comparative Item report allows you to select up to three pieces of data from your data set by which to break down the data. The report displays the number of respondents for each subgroup, along with the question's mean and a bar chart of the mean.

The following options are available for the Comparative Item Report:

| **Option** | **Description** |
|---|---|
| Legend | Displays the criteria used to generate the report. |
| Report Criteria | Displays the questions selected to generate the report. Taking the report down to the student level is optional. |
| Respondents | Displays the number of respondents that fall into each selected category. |
| Mean | Displays the mean response for each item group. |
| Benchmark | Displays the benchmark value entered for the question in Advanced Survey, if applicable. This is the expected value for the question, based on the values entered for each data label in the form template. |
| Achievement Gap | If a benchmark value was defined in the question properties in Advanced Survey, this setting displays the difference between the responses and the established benchmark, as well as a bar chart showing the relationship between the defined benchmark and the responses. The vertical blue line depicts the benchmark. If the bar charts are green, responses are higher than the benchmark. If bar charts are red, responses are lower than the benchmark. The bar charts can be customized in the report's properties in the Report Style task pane. |

The following table summarizes the Comparative Item Report Properties (accessible from the Report Style pane): Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Respondents | Sets whether to display the Respondents column of the report. |
| | Mean | Sets whether to display the Mean (average) column of the report. |
| | Achievement Gap | Sets whether to display the Achievement Gap column of the report. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Item Label | Sets the text color for each item (question from the data set) listed on the report. |
| | Group 3 Color | Sets the text color for the third group of criteria listed on the report. |
| | Group 2 Color | Sets the text color for the second group of criteria listed on the report |
| | Group 1 Color | Sets the text color for the first group of criteria listed on the report. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks percent correct percentages. Click the ellipsis (...) to customize the bar graph. |
| | Display Group Labels | Sets whether to display the group label for each criterion selected on the report. The Group Label appears above each criterion and helps explain what is being displayed. You typically want to display either the Legend or the Group Labels. |
| | Background Color | Sets the background color of the table within the report. |
| | Row Borders | Sets whether to display borders around each row of information. |

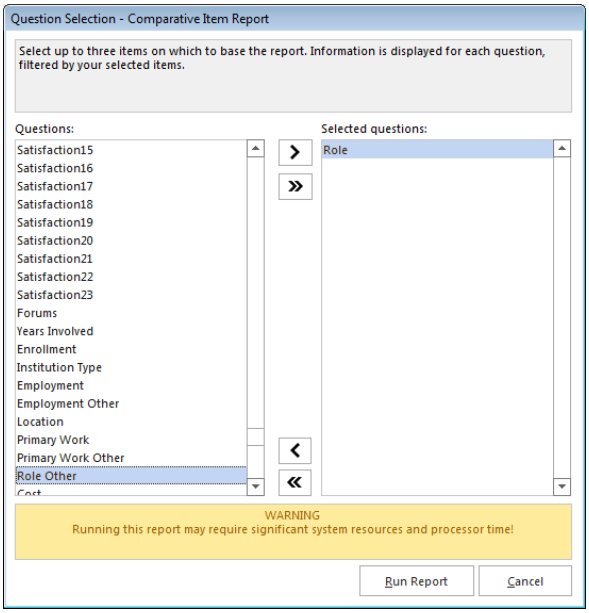
| Report Section | Report Property | Description |
|---|---|---|
| | Table Header | Sets what to display above each table to identify it: Question Name or Question Text. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Display Legend | Sets whether to display the report legend at the top of each page. The legend shows the criteria that were used to generate the report. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

**To run a Comparative Item Report**

1. In the **Remark Quick Stats** task pane under **Survey and Item Statistics Reports**, select the link for **Comparative Item**.
2. In the **Comparative Report Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the question or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 360 - Question Mean Report

The Question Mean Report provides the mean for every question tabulated, allowing you to quickly see individual question performance. The Question Mean report allows you to see each question that was tabulated, along with the minimum and maximum values assigned to the question and the mean calculated from the responses. In addition, you can display a bar chart of the mean. You can also include benchmarks (the mean you hope to attain), which are shown on the bar chart, making it easy for you to see which questions fell above and below the expected benchmarks.

The following options are available for the Question Mean Report:

| **Option** | **Description** |
|---|---|
| Question | Displays the question text identifying each tabulated question, as defined in the form template or Advanced Survey. You may optionally show the Question Name, Question Order or Question Number (in the Report Style pane). |
| Minimum | Displays the minimum response value, as defined in the form template. Each answer choice is assigned a value when the form template is set up. These values are used to calculate statistics, such as means. |
| Maximum | Displays the maximum response value, as defined in the form template. Each answer choice is assigned a value when the form template is set up. These values are used to calculate statistics, such as means. |

| Option | Description |
|---|---|
| Mean | Displays the mean (average) response for each question, based on the values assigned to the response choices in the form template. |
| Benchmark | Displays the benchmark value entered for the question in Advanced Survey, if applicable. This is the expected value for the question, based on the values entered for each response choice in the form template. |
| Bar chart | Displays a bar chart representing the mean calculation. If a benchmark value was defined in Advanced Survey, the bar chart displays a blue line at the benchmark. If the mean is below the benchmark, the shading within the bar is red. If the mean is above the benchmark, the shading within the bar is green. The bar chart can be customized in report's properties in the Report Style task pane. |

The following table summarizes the Question Mean Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Minimum | Sets whether to display the minimum question value as defined in the form template. |
| | Maximum | Sets whether to display the maximum question value as defined in the form template. |
| | Mean | Sets whether to display the mean for the question. |
| | Benchmark | Sets whether to display the benchmark for the question. Benchmarks are the expected values for the questions and are defined in Advanced Survey. When used, the bar chart is also updated with red shading when responses do not meet the expected benchmark and green shading when responses meet or exceed the expected benchmark. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Table Header Font Size | Sets the size of the font used in the table header area (column headings). |

| Report Section | Report Property | Description |
|---|---|---|
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each analysis group. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the graph properties, including type of graph, titles, colors, fonts, etc. |
| | Question Display | Sets what to use to display the questions: Question Name, Question Text, Question Order or Question Number (item number as it appears in the order of the test). |
| | Row Shading | Sets whether to shade every other row in the chart. |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to show any custom filters you have applied to the data within the report header. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Date Format | Sets the format used for the date in the footer. |

# Report 370 - Analysis Group Report

In Advanced Survey, you may create groups of questions to be analyzed together in addition to the overall form. The Analysis Group Report allows allow you to create subsets of questions, view the responses and view a mean for the entire group. You may also optionally assign varying weights to questions within an analysis group to emphasize the importance of a question in your analysis. This type of analysis can be used when you have a section of questions on a survey that are all related and you would like to see the results grouped together. For example, suppose you are processing a customer satisfaction survey for a car dealership. You might have a group of questions about the sales staff, a group of questions about the service staff and a group of questions about the dealership as a whole. These groups of questions can be placed into analysis groups so that you can see both individual question performance and performance for questions belonging to the same overall classification. Or if you are processing course evaluations, you might want to analyze different subsets of questions together, such as those pertaining to the instructor, the grading methods, etc.

The Analysis Group report displays the overall results first, followed by analysis of the groups that were defined in Advanced Survey. You may optionally hide the overall results in the report properties (in the Report Style pane). Within each table, you will see the question, mean and a bar chart of the mean. For the analysis groups, you will also see an overall mean for the group and the weights assigned to each question.

The following options are available for the Analysis Group Report:

| Option | Description |
|---|---|
| Question | Displays the question text identifying each tabulated question, as defined in the form template or Advanced Survey. You may optionally show the Question Name, Question Order or Question Number (use the Report Style pane to change this setting). |
| Benchmark (Group) | Displays the benchmark value entered for the analysis group in Advanced Survey, if applicable. This is the expected mean value for the group, based on the values entered for each response choice in the form template and the value you set for the group. |
| Benchmark (Benchmark) | Displays the benchmark value entered for the question in Advanced Survey, if applicable. This is the expected value for the question, based on the values entered for each response choice in the form template. |

| Option | Description |
|---|---|
| Weight | Displays the weight assigned to each question within the analysis group. By default, each question has a weight of one, but you may change this setting on a per question basis in Advanced Survey. |
| Mean (Group) | Displays the mean (average) response for each analysis group, based on the values assigned to the response choices in the form template. |
| Mean (Question) | Displays the mean (average) response for each question, based on the values assigned to the response choices in the form template. |
| Bar chart | Displays a bar chart representing the mean calculation. At the top of the report, the bar chart is for the analysis group. Within the table, the bar charts are for each individual question. If a benchmark value was defined in Advanced Survey, the bar chart displays a blue line at the benchmark. If the mean is below the benchmark, the shading within the bar is red. If the mean is above the benchmark, the shading within the bar is green. The bar chart can be customized in report's properties (use the Report Style pane to change this setting). |

The following table summarizes the Analysis Group Report Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each crosstabulation table. |
| | Decimal Places | Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places). |
| | Bar Graph Properties | Sets the look of the bar graph, which is the bar chart that tracks student grade percentages. |

| Report Section | Report Property | Description |
|---|---|---|
| | Display Overall | Sets whether to display a summary of the overall results. This table appears first in the report, followed by analysis of the individual analysis groups. |
| | Display Questions | Sets whether to display each individual question within the analysis group. If this property is set to Hide, you only see the group name, mean and bar chart. |
| | Question Display | Sets what to use to display the questions: Question Name, Question Text, Question Order or Question Number (item number as it appears in the order of the test). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

# Report 401 - Response Report by Item

The Response Report by Item displays all answers given to a question or questions on the form. By default, any questions that are not tabulated on the form can be included on the Response Report by Item. You can choose from all questions, regardless of whether they are tabulated, by adjusting the report properties (in the Report Style pane). This report is useful for displaying data from image regions so that you can see how your respondents responded to write-in questions. For data entry Image regions, you see the text you entered into the data grid. For image clip Image regions, you see the image of the respondent's handwriting that was captured during form processing. The Response Report by Item is grouped by question (i.e. you will see the question and then all the respondents' responses). You may choose whether to include an Analysis Respondent ID with the responses in the report properties (in the Report Style pane). If there are no Analysis Respondent ID questions in the form template or Advanced Survey, the responses are sequentially numbered.

The following table summarizes the Responses Report by Item Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Questions | Sets whether to sort the questions by: Respondent ID or Response. |
| | Sort Order | Sets whether to sort the questions (based on criteria above) in ascending or descending order. |
| | Respondent ID | Sets whether to show questions identified as Analysis Respondent IDs in the report, if one was defined in the form template or Advanced Survey. Use of this feature links the response back to a respondent. If you use this feature but do not have any questions designated as Analysis Respondent IDs, each response is displayed with a sequential number. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each item. |
| | Display All Questions | Sets whether to include both graded/tabulated and non-graded/tabulated questions in the list of available questions for the report. This report is typically run with non-graded/tabulated |

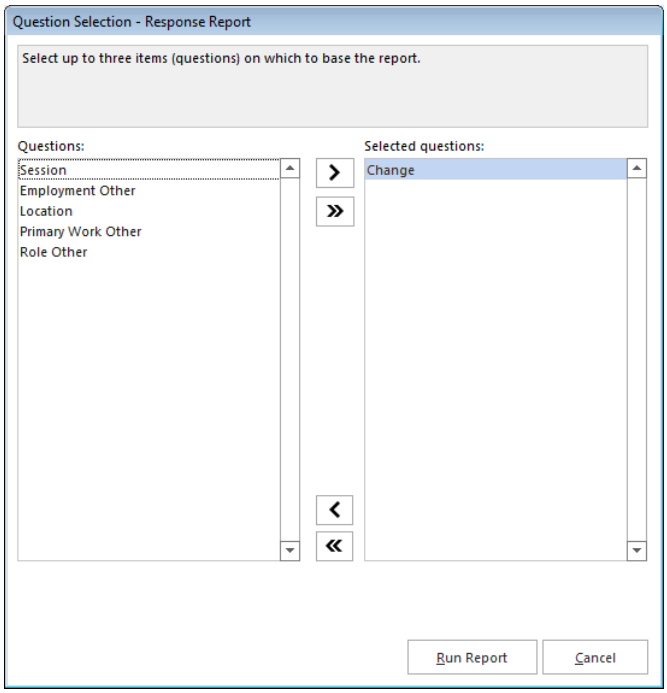
| Report Section | Report Property | Description |
|---|---|---|
| | | questions, such as comment areas on a survey. However, you may wish to also use graded or tabulated questions in the report. Setting this property to Yes shows all questions from the form template. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Image Quality | Sets the quality of the images displayed for each item: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the report. |
| | Question Identifier Label | Sets the text to be used to identify each question on the report (e.g., Question: Do you have any additional comments?). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

**To run a Response Report by Item**

1. In the **Remark Quick Stats** task pane under **Response Reports**, select the link for **Response Report by Item**.
2. In the **Response Report Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.

3. Click the **Run Report** button to run the report. Responses for the selected questions appear, grouped by question.




The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Report 401 - Response Report by Respondent

The Response Report by Respondent displays respondents' answers to the questions on the form. By default, any questions that are not tabulated on the form can be included on the Response Report by Respondent. You can choose from all questions, regardless of whether they are tabulated, by adjusting the report properties (in the Report Style pane). This report is useful for displaying data from image regions so that you can see how your respondents responded to write-in questions. For data entry Image regions, you see the text you entered into the data grid. For image clip Image regions, you see the image of the respondent's handwriting that was captured during form processing. The Response Report by Respondent is grouped by respondent (i.e. you see the respondent listed first and then that respondent's responses for all selected questions). You may choose whether to include an Analysis Respondent ID with the responses in the report properties (in the Report Style pane). If there are no Analysis Respondent ID questions in the form template or Advanced Survey, the responses are sequentially numbered.

The following table summarizes the Responses Report by Respondent Properties (accessible from the Report Style pane). Double click a property to change it, or use the provided drop-down list. Once you make your changes, click the **Apply** button.

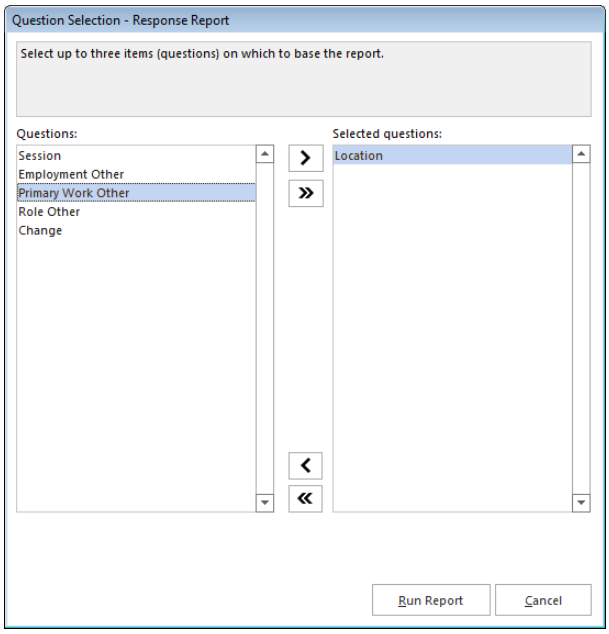
| Report Section | Report Property | Description |
|---|---|---|
| **Data** | Sort Items | Sets whether to sort the items alphabetically by Respondent ID. |
| | Sort Order | Sets whether to sort the questions (based on criteria above) in ascending or descending order. |
| | Question Name/Text | Sets whether to display the question text, or if none was defined, question name, next to each response. |
| | Respondent ID | Sets whether to show questions identified as Analysis Respondent IDs in the report, if one was defined in the form template or Advanced Survey. Use of this feature links the response back to a respondent. If you use this feature but do not have any questions designated as Analysis Respondent IDs, each response is displayed with a sequential number. |
| **Formatting** | Font | Sets the font type used in the report. |
| | Font Size | Sets of the size of the font used in the report. |
| | Page Size | Sets the page size to A4, US Letter or US Legal. |
| | Orientation | Sets the overall report orientation: Landscape or Portrait. |
| | Page Break | Sets whether to insert a page break after each item. |
| | Display All Questions | Sets whether to include both graded/tabulated and non-graded/tabulated questions in the list of available questions for the report. This report is typically run with non-graded/tabulated questions, such as comment areas on a survey. However, you may wish to also use graded or tabulated questions in the report. Setting this property to Yes shows all questions from the form template. |
| | Row Shading | Sets whether to shade every other row in the chart. |
| | Image Quality | Sets the quality of the images displayed for each item: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the report. |
| | Respondent Identifier Label | Sets the text to be used to identify each respondent on the report (e.g., Respondent: Jane Smith). |
| **Header/Footer** | Custom Report Title | Sets the title of the report. |

| Report Section | Report Property | Description |
|---|---|---|
| | Title Text Color | Sets the color of the title text. |
| | Report Color | Sets the overall report color. This color affects the header title, lines and borders used in the report. |
| | Repeat Header | Sets whether to put the report title on every report page or the first page only. |
| | Header Layout | Sets a custom header layout where you can insert text, statistics and graphics. Click the ellipsis (...) to customize the layout. |
| | Display Custom Header | Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it. |
| | Display Filter | Sets whether to display the criteria used to filter the report, if you have applied a filter. |
| | Left | Sets the footer text at the bottom left of the report. |
| | Center | Sets the footer text at the bottom center of the report. |
| | Right | Sets the footer text at the bottom right of the report. |
| | Date Format | Sets the format used for the date in the footer. |

**To run a Response Report by Respondent**

1. In the **Remark Quick Stats** task pane under **Response Reports**, select the link for Response Report by Respondent.
2. In the Response **Report Question Selection** window, select the question(s) you wish to include in the report. Double click questions or use the **Add** button to move the questions to the selected window.

- **Note:** You may select multiple questions by holding down the Ctrl key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the Shift key and selecting the last question.



3. Click the **OK** button to run the report. Responses for the selected questions appear, grouped by respondent.

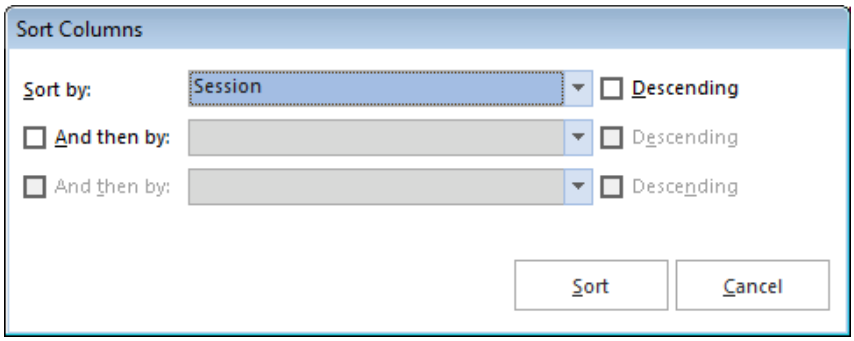
The report is displayed on screen based on the selections you made. Use the Report Style window to make any modifications to the report.

# Chapter 4: General Remark Quick Stats Features

## Sorting in Remark Quick Stats

When viewing textual data in the Data portion of Remark Quick Stats, you can sort the data to gain better understanding of the data. You may only sort data when you are viewing it as textual data. Note that when you run the reports, the way the data is sorted in the data grid is not reflected in the reports. The sorted data is for viewing purposes and is exported in the sorted order should you choose to export your data.

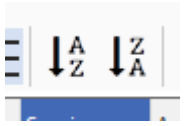
**To sort data using the menus**




1. Ensure that you are in the **Data** view of **Remark Quick Stats** by clicking the **Data** tab of the task pane.
2. Select the **EDIT** menu and then click **Sort**.
3. In the **Sort by** box, use the drop-down list to choose a question on which to base the sort operation.
4. Mark the checkbox for **Descending** if you want the data to be sorted in descending order. Leave this checkbox blank to sort the data in ascending order.
5. If you want to sort the data by more than one criterion, select the appropriate questions on which to sort in the **And Then By** boxes.
6. When finished selecting questions, click the **OK** button.

**To sort data using the toolbar**

1. Ensure that you are in the **Data** view of **Remark Quick Stats** by clicking the **Data** tab of the task pane.
2. Select the column in the data grid you wish to use to sort the data.
3. Click the **Sort Ascending** toolbar button to sort the data in ascending order based on the column selected. Or, click the **Sort Descending** toolbar button to sort the data in descending order based on the column selected. The entire data set is sorted according to your selection(s).



# Screen Captures

Any portion of a report can be acquired as a screen capture and sent to the Windows clipboard. You can then paste the screen capture into another application. This feature provides an easy way to transfer charts and graphs to other applications. For example, if you are putting together a Microsoft PowerPoint presentation of your results, you can capture the graphs out of Remark Quick Stats and insert them into your PowerPoint presentation. Screen captures can only be taken when you are in the Reports view of Remark Quick Stats.

**To take screen captures**

1. With the desired report on-screen, go to the **TOOLS** menu and then select **Screen Capture** or click Ctrl+T on the keyboard. The mouse turns into a crosshair.
2. Hold down the left mouse button and drag the mouse around the area you wish to capture. A box expands around the area: anything within the box is part of your screen capture. You can capture any part of the report page, including the entire page. You may need to zoom or scroll to the desired area before taking the screen capture.

- **Tip:** To capture more of the page, use the zoom options on the toolbar to zoom out on the report.

3. When you are finished dragging the mouse around the desired area, release the mouse button.
4. A message appears letting you know the screen capture was successful.
5. The screen capture is now on the Windows clipboard. Open the desired application, select an insertion point and then paste the image into the application (Ctrl+V or use the application's paste function).

# Filtering in Remark Quick Stats

There are two ways to filter in Remark Quick Stats:

- Report Batches: Creating report batches allows you to run, print and save multiple reports at once. You can automatically filter the data based on up to three fields of data.
- Filter Window: Manually filtering data allows you to specify as many filter parameters as desired in order to parse your data as needed.

Each topic is covered independently in the next two sections.

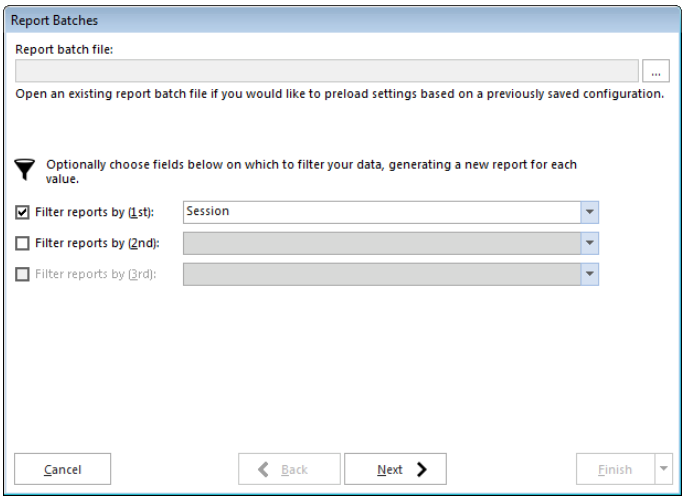
# Using Report Batches

Remark Quick Stats includes a Report Batch feature that allows you to auto filter data based on regions from the form template, as well as display, print and export multiple reports at one time.

- **Note:** The Report Batch feature allows you to export PDF, HTML, TIF, Text and RTF reports only.

Auto filtering of data allows you to select up to three regions from your template (data set) on which to base the filter. Any time the data in the specified region(s) changes, a new report is generated. For example, if you are processing a course evaluation survey that rates a college course, you may have an instructor's name on each evaluation. If you wanted to review the results based on each instructor, you could auto filter on the instructor region, in which case a new report is generated for each instructor. If you are analyzing multiple data sets and have entered Data Set Name information to identify each data set, the groups are available for filtering in the Report Batch.

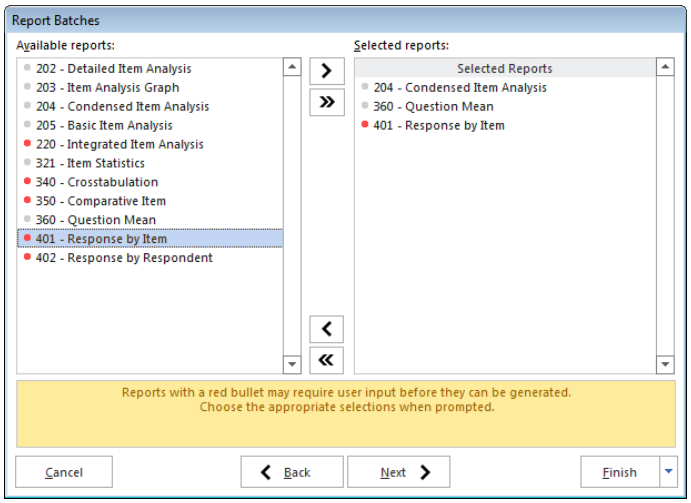
**To use the Report Batch feature**




1. Run **Quick Grade**, **Advanced Grade**, **Quick Survey** or **Advanced Survey** to open **Remark Quick Stats**.
2. In the **Remark Quick Stats** window, select the **TOOLS** menu and then click **Report Batches**. Alternatively, in the task pane, select **Report Batches** or select the toolbar button.

- **Note:** If you have already created a report batch file, you can select **Report Batches** from the task pane. Recently used report batches are also available in the task pane.

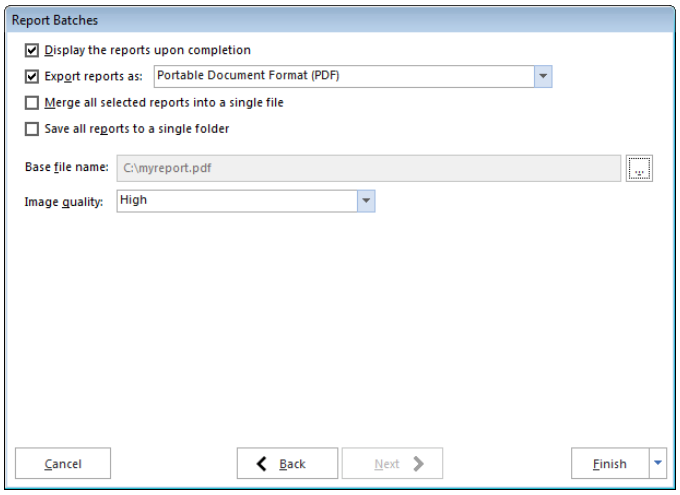
3. [Optional] If you would like to use automatic filtering, in the **Filter reports by** drop-down lists, choose up to three regions from your form template (data set) to use for the filter. Any time a new value in this region is encountered a new report is generated.
4. Click the **Next** button to continue.
5. Choose the reports you wish to run. Double click a report to select it, or use the **Add** button to move it to the **Selected Reports** box.




- **Note:** If you choose a report that requires user input (e.g., a response report where you have to tell the software which region to use for the report), you are prompted to choose the report criteria during report generation. These selections can be saved

to the Report Batch configuration file if you plan to reuse your settings.

6. Click the **Next** button to continue.
7. If you wish to print the reports, mark the **Print Reports** checkbox. You may also choose the number of copies to print, whether to use two-sided printing and whether to display the print setup window before each separate report (e.g., if you want to turn duplex printing on for some reports but not others).
8. Click the **Next** button to continue.
9. If you wish to display the reports when the batch runs, click the **Display the reports upon completion** checkbox.
10. If you wish to export the reports to the PDF, HTML, TIF, Text or RTF format, mark the checkbox for **Export reports as**.
11. Choose the desired format from the list.
12. If desired, mark the checkbox for **Merge all selected reports into a single file**. If the reports are merged, one file is created with the separate reports. If the files are not merged, each report is created in a separate folder designated by the filter or report name (if not filtering). For example, if you are processing course evaluations as described previously and do not merge the reports, each instructor has a folder named after them and their reports are saved in that folder.




13. If desired, select **Save all reports to a single folder**. If you are filtering data, when this option is selected, all files are saved to the same folder rather than saved to separate folders for each filter. The filter is then part of the file name. If you do not use this option, separate folders are created based on the filters you selected (in the course evaluation example, you have one folder for each instructor, and the corresponding reports within each folder).
14. Click the ellipsis (**...**) under **Base file name** to provide a base name for the reports and choose a location in which to store them.
15. Click the **Save** button.
16. Click the **Finish** button to run the reports.
17. If you click the **Finish** button and have not yet saved the configuration, you are asked if you would like to save the Report Batch configuration for future use. Click **Yes** to save the file.
18. Provide a location and file name for the file and then click the **Save** button.

- **Note:** You may click the drop-down arrow on the **Finish** button and choose **Save** at any time to save the Report Batch configuration file as you are creating it.

19. The actions selected in the Report Batch begin to run. When the operation is complete, the reports display on screen.

- **Note:** You may not change report properties for the resulting reports, as there are likely multiple reports displayed. You should configure report properties individually for reports before running a batch.

# Filtering Report Data Manually

Filters can be applied to a data set in order to examine the data more closely. A filter allows you to perform selective analysis by including or excluding respondents based upon their answers to particular questions. For example, if you have a gender question on a survey, you can use a filter to run a report based on only male responses.

- **Note:** This section discusses filtering using the Filter window, where you can create complex filters in order to get a closer look at your data. However, if you wish to use the auto filter feature that automatically generates reports based on when a value changes in a region, please use the Report Batch option.

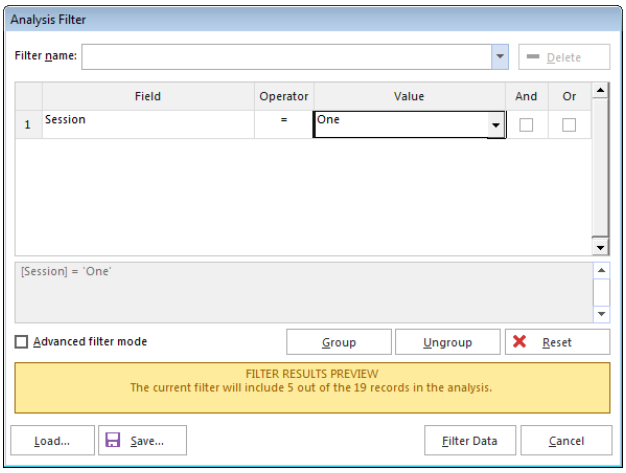
The following table summarizes the filter options:

| **Option** | **Meaning** |
|---|---|
| Field | Allows you to choose fields from which the comparison is drawn. |
| Operators | Allows you to choose the operators that apply to the comparison (e.g., equal to, not equal to, greater than, etc.). |
| Value | Allows you to choose the answer value to which the Operator applies. |
| And | Allows you to add a filter to an existing filter to narrow the lookup. Choosing And before adding a parameter to your filter indicates that both cases must be true in order for the data to be included in the filter. |
| Or | Allows you to add a filter to an existing filter to narrow the lookup. Choosing Or before adding a parameter to your filter indicates that either case must be true in order for the data to be included in the filter. |
| Reset | Resets the current filter to blank values. |
| Group | Allows you to group parameters together to enhance the logic of the filter. The parameters for grouped questions are looked at together before moving on to the next parameter defined. Select the rows corresponding to the parameters you wish to group together. |
| Ungroup | Allows you to un-group any parameters that you have previously grouped together. Select the rows corresponding to the parameters you want to un-group. |

| Option | Meaning |
|---|---|
| Advanced filter mode | Displays the contents of the entire filter. Clicking the Advanced checkbox enables the Filter box, allowing you to modify the filter in this box. |
| Save | Allows you to save the current filter for repeated use. |
| Load | Opens a previously saved filter. |
| Filter Data | Runs the reports with your current filters. |
| Cancel | Cancels the current filter. |

**To run a filter**

1. Grade a test or tabulate a survey.
2. In the **Remark Quick Stats** window, select the **EDIT** menu and then click **Filter**. From the **Data** view, you may also click the **Filter** toolbar button.
3. Enter the parameters for the filter, including the **Fields**, **Operators** and **Values** as described in the table above.
4. If desired, save the filter for reuse by clicking the **Save** button.
5. Click the **Execute** button to run the filter.
6. Once you execute the filter, if you had previously run a report, it displays again automatically based on the filter. Any reports you run additionally are also be based on the filter. The filter criteria are visible at the top of the report.




**To restore your original data**

If you wish to restore your original data set with no filters applied, you may do so from the **Data** view in **Remark Quick Stats**.

1. Click the **Data** tab in the **Remark Quick Stats** task pane.
2. Locate the **Filter** drop-down list in the upper right hand corner of the data grid.
3. Drop down the list and choose **Primary**.
4. The data is restored to match your original data set.

# Custom Report Headers

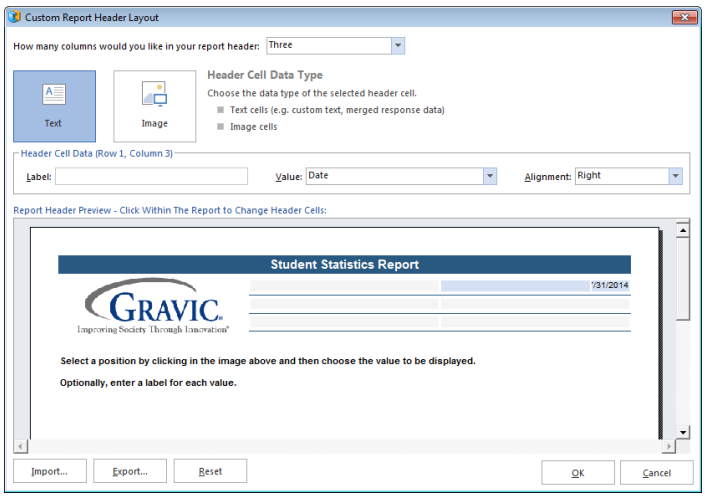
In the Custom Header window, optionally define a header for the resulting reports. Headers allow you to customize titles and add graphics to your report headings. You can create custom report headers in two ways:

- **In Remark Quick Stats:** Adjust custom headers by running a report, going to the Header/Footer section of the Report Style pane and clicking the ellipsis (...) in Header Layout. The custom header applies to the selected report only.
- **In Advanced Grade or Advanced Survey:** If you create a custom header within Advanced Grade or Advanced Survey, it is saved with the file generated by the operation, which means you do not have to recreate the custom report header any time you use the saved definition file. You can even utilize data values to make reports more meaningful (e.g., add the teacher's name to the header). Custom headers defined in Advanced Grade or Advanced Survey override any custom headers set in individual report properties. You can easily define up to three fields in the Advanced window or click the More Options window to go to the full Custom Report Header window.

- **Note:** If you would like to independently save the report header as its own file, click the Save button once you have defined the header. You can then utilize the report header when setting up other analysis definitions.

**To set up custom report headers in the custom header window**

1. In Remark Quick Stats open a report.
2. In the **Report Style** pane, click the **Header/Footer tab** and then click the ellipsis (...) in **Header Layout**.
3. When the **Custom Report Header Layout** window appears, you will see a representation of the report. There are nine fields that can be customized. The active field is highlighted in blue. Click in a field to select and customize it.
4. Choose the number of columns for your report header under **How many columns would you like in your report header**: One, Two or Three. The number of columns determines how many fields you can customize (between three and nine).
5. Click one of the blue fields to customize.
6. Determine whether you want to insert text or an image in your first field. Choose the button for **Text** or **Image**.
7. If inserting text, enter a label for the field in the **Label** box. This label is free text.
8. If desired, move to the **Value** drop-down list and select a value to insert. The default choices are Number of Respondents, Date, Date/Time and Page Number. In addition, you may



select a region from the form template that you used to generate this report. This feature is designed for reports that generate individual pages per respondent (e.g., Student Grade Report, Response Report by Respondent). The data from the selected region appear in the report header that you define.

9. In the **Alignment** section, choose an alignment for your item: Left, Center or Right.
10. The inserted item is aligned accordingly within the space allotted on the report.
11. If inserting an image, click the ellipsis (...) button to locate an image to include on the report (e.g., a company logo). The following image types are supported: .bmp (Bitmap), .gif (GIF), .jpg (JPEG), .wmf (Windows Meta File), .ico (Icon), .cur (Cursor).

- **Tip:** If you need to align your image left, center or right, choose the appropriate field in the desired position before inserting the image.

12. Repeat the steps above to insert any additional custom header information.

- **Tip:** If you need to reset the entire custom header back to its original state, click the Reset button. If you want remove an image, click in its field and click the Clear button. If you want to remove a text field, click in its field, delete the Label and change the Value to the first blank entry in the drop-down list.

13. If you wish to save the custom header you just created, click the **Export** button and enter a file name and location for the header. You can open it back up in this same screen to apply the custom header again.
14. Once your header is complete, click the **OK** button to save your changes.

# Chapter 5: Saving Reports

## Saving Reports Overview

There are two options for saving reports in Remark Quick Stats:

1. Saving as an internal RQS file for use within Remark Quick Stats.
2. Saving (or exporting) for use in other applications.

When saving as an RQS file, the data is saved along with the reports so that you can reopen the file to manipulate reports. This feature is also useful if you have multiple Remark licenses and want to share information with other users.

When exporting reports for use in other applications, you can save the reports to various formats, the statistics calculated (with our without the raw data) or scores to various gradebooks.

## Saving Reports to the Remark Quick Stats Format

Saving a report allows you to reopen it within Remark Quick Stats. You can use this format to share reports with other Remark Office OMR users, or save a report and print, view or manipulate it later. Saving a report saves the report and the data used to generate the report. This file can be viewed or printed, and you may run additional reports because the data is contained in the file.

**To save a report**

1. After running a report in Remark Quick Stats, select the **FILE** menu and then click **Save** or **Save As**. Clicking **Save** overwrites the current report (if one was opened) and clicking **Save As** allows you to save the report with new parameters (i.e. a new name or new location).
2. In the **Save Report Data** window, choose a location in which to save the report.
3. Enter a name for the report in the **File name** box. The file has a .rqs extension.
4. Click the **Save** button to save the report.

The report file is saved and can be reopened in Remark Quick Stats or in the Remark Office OMR Data Center.

# Exporting Reports to the Excel Format

The Excel format provided in Remark Quick Stats takes all of the generated reports and exports them to one Excel file with one report per sheet. You can then manipulate the reports further in Excel. Reports that require user input are not exported. Excel 2007 and later is supported with this format.

- **Note:** The data is not included in the file, so the information is static.

**To export a report to the Excel format**

1. In the **Remark Quick Stats** window, select the **FILE** menu, then click **Export** and then click **Excel**. You may also click the **Export Excel** link in the task pane.
2. In the **Save As** window, choose a location for the file.
3. Enter a name for the file in the **File name** box.
4. You may not change the **Save as type** (it is preset to Excel).
5. Click the **Save** button to export the XLSX file.

The Excel file is created and if Excel 2007 or greater is on the computer, the file is opened automatically. Otherwise, you may open the resulting file on another computer that has Excel 2007 or later installed.

- **Note:** The Excel format is not available when using Report Batches.

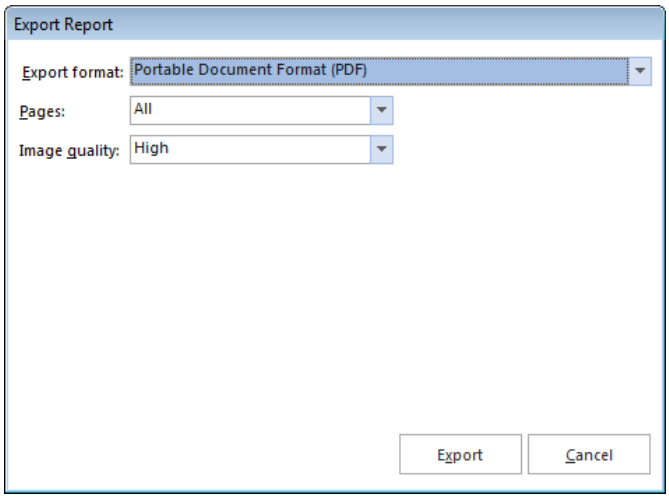
# Exporting Reports to the PDF Format

Remark Quick Stats allows you to export a report to a PDF (Portable Document Format) file, making it easier to share your results. PDF files are easily emailed to others or posted on web sites.

**To export a report to the PDF format**

1. In the **Remark Quick Stats** window, run the report you wish to export.
2. Select the **FILE** menu, then click **Export** and then click **Report**. You may also click the **Export Report** link in the task pane or toolbar button.

3. In the **Export Report** window, select **Portable Document Format (PDF)** from the **Export format** drop-down list.
4. In the **Pages** area, select which pages of the report to export: **All**, **Current** or **Range** (specify which pages or a page range).
5. If the report you are exporting includes, graphs, select the **Image Quality** to use for the graph images: **Low**, **Medium**, **High** or **Maximum**. The higher the image quality, the larger the file.
6. Click the **Export** button to select a file name and location.




7. In the **Save As** window, choose a location for the file.
8. Enter a name for the file in the **File name** box.
9. You may not change the **Save as type** (it is preset to PDF).
10. Click the **Save** button to export the PDF file.

The report file is saved and can be opened in a PDF viewer.

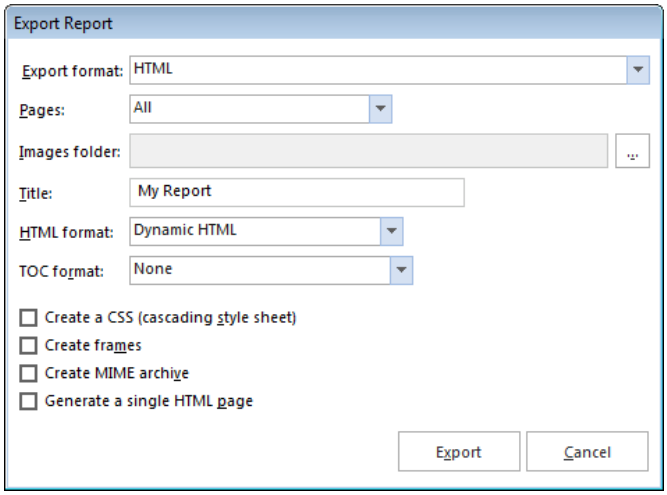
# Exporting Reports to the HTML Format

Remark Quick Stats allows you to export a report to the HTML format, making it easy to post your results on the Internet or a local intranet. If your report includes graphs, the graphs are exported as images. Be sure to post these images with your HTML file.

**To export a report to the HTML format**

1. In the **Remark Quick Stats** window, run the report you wish to export.

2. Select the **FILE** menu, then click **Export** and then click **Report**. You may also click the **Export Report** link in the task pane or toolbar button.
3. In the **Export Report** window, select **HTML** from the **Export format** drop-down list.
4. In the **Pages** area, select which pages of the report to export: **All**, **Current** or **Range** (specify which pages or a page range).
5. Click the ellipsis (**...**) next to **Images folder** to select a folder for storing any related images, such as graphs. You need to post these images along with the HTML file on your website.




6. Enter a title for the HTML file in the **Title** box, if desired. The title is displayed on the title bar of the HTML file when opened in a web browser.
7. Select the HTML format from the **HTML format** box: **HTML 3.2** (conforms to the W3C HTML 3.2 recommendation) or **Dynamic HTML** (uses inline styles for CSS1 compliant browsers).
8. Select a table of contents format from the **TOC format** box: **None**, **Simple HTML**, **Dynamic HTML** or **XML**. The table of contents format determines if and how the table of contents with be exported.
9. If desired, mark any of the remaining checkboxes to include those options in your report:
    - **Create a CSS (cascading style sheet)**: file includes cascading style sheets
    - **Create frames:** file includes frames
    - **Create MIME archive**: determines whether file is exported as a MHT archive
    - **Generate a single HTML page**: creates a one page HTML file
10. Click the **Export** button to select a file name and location.
11. In the **Save As** window, choose a location for the file.
12. Enter a name for the file in the **File name** box.
13. You may not change the **Save as type** (it is preset to HTM).
14. Click the **Save** button to export the HTML file.

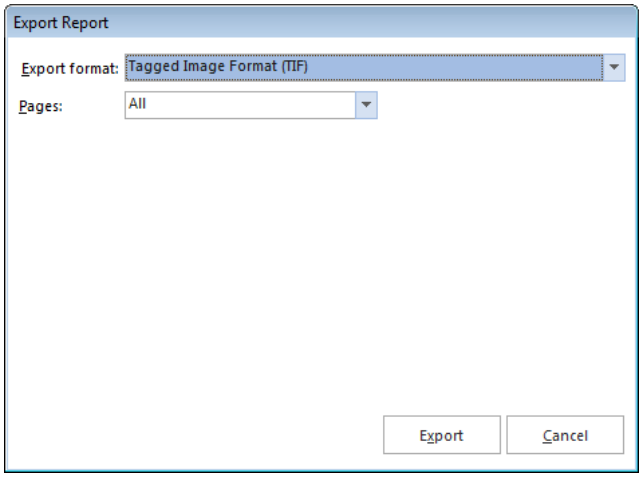
The report file is saved and can be opened in a web browser.

# Exporting Reports to the TIF Format

Remark Quick Stats allows you to export a report to the TIF (Tagged Image Format) format, making it easier to transport your results. TIF files are graphics files that can be embedded into other documents and presentations or viewed in many image viewers.

**To export a report to the TIF format**

1. In the **Remark Quick Stats** window, run the report you wish to export.
2. Select the **FILE** menu, then click **Export** and then click **Report**. You may also click the **Export Report** link in the task pane or toolbar button.
3. In the **Export Report** window, select Tagged Image Format (TIF) from the **Export format** drop-down list.
4. In the **Pages** area, select which pages of the report to export: **All**, **Current** or **Range** (specify which pages or a page range).
5. Click the **Export** button to select a file name and location.
6. In the **Save As** window, choose a location for the file.
7. Enter a name for the file in the **File name** box.
8. You may not change the **Save as type** (it is preset to TIF).
9. Click the **Save** button to export the TIF file.




The report file is saved and can be opened in an image viewer or placed in a document.

# Saving Reports to the Text Format

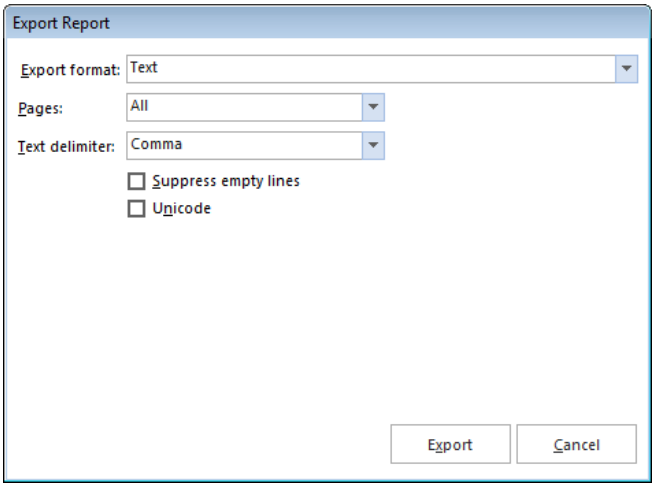
Remark Quick Stats can export a report to a text (TXT) format to be used in other text-based applications.

- **Note:** There are also a textual data outputs available from the File menu that may suit your needs if you are simply looking for results and/or raw data.

**To export a report to the Text format**

1. In the **Remark Quick Stats** window, run the report you wish to export.

2. Select the **FILE** menu, then click **Export** and then click **Report**. You may also click the **Export Report** link in the task pane or toolbar button.




3. In the **Export Report** window, select **Text** from the **Export format** drop-down list.
4. In the **Pages** area, select which pages of the report to export: **All**, **Current** or **Range** (specify which pages or a page range).
5. In the **Text delimiter** drop-down list, select the delimiter you would like to use to separate fields in the file: Comma, Tab or Space.
6. If desired, click mark the checkbox for **Suppress empty lines** to eliminate any empty lines in the file.
7. If desired, mark the checkbox for **Unicode** to include Unicode encoding in the text file. This setting specifies whether the text output is in Unicode format or ASCII format. Unicode is a standard for representing characters as integers. Unlike ASCII, which uses seven bits for each character, Unicode uses 16 bits, which means that it can represent more than 65,000 unique characters.
8. Click the **Export** button to select a file name and location.
9. In the **Save As** window, choose a location for the file.
10. Enter a name for the file in the **File name** box.
11. You may not change the **Save as type** (it is preset to TXT).
12. Click the **Save** button to export the TXT file.

The report file is saved and can be opened in a text editor.

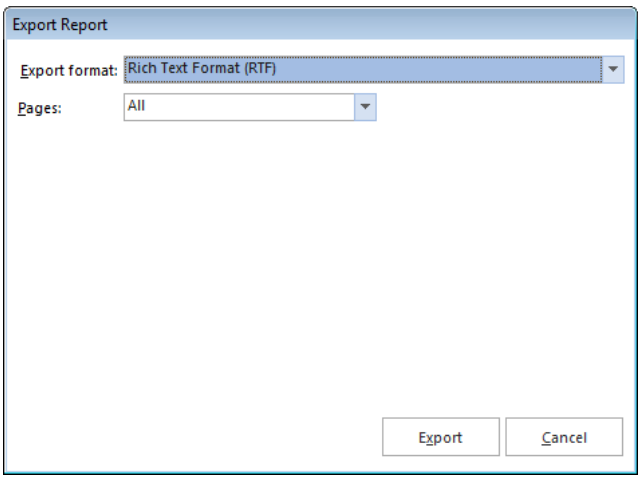
# Exporting Reports to the RTF Format

Remark Quick Stats allows you to export a report to the RTF (Rich Text Format) format, allow you to open the file in Microsoft Word or another rich text editor. Note that when saving to the RTF format, graphs are not supported.

**To export a report to the RTF format**

1. In the **Remark Quick Stats** window, run the report you wish to export.
2. Select the **FILE** menu, then click **Export** and then click **Report**. You may also click the **Export Report** link in the task pane or toolbar button.

3. In the **Export Report** window, select **Rich Text Format (RTF)** from the **Export format** drop-down list.
4. In the **Pages** area, select which pages of the report to export: **All**, **Current** or **Range** (specify which pages or a page range).
5. Click the **Export** button to select a file name and location.
6. In the **Save As** window, choose a location for the file.
7. Enter a name for the file in the **File name** box.
8. You may not change the **Save as type** (it is preset to RTF).
9. Click the **Save** button to export the RTF file.




The report file is saved and can be opened in a Word or another rich text editor.

# Exporting Textual Data and Results

Remark Quick Stats can export textual data to one of several formats (Excel, Access, etc.) When performing test grading, the file includes the textual data captured along with the report results. When performing survey analysis, it is simply an exported copy of the textual data. You have three options when exporting textual data:

- Exporting the textual version of the data only (survey and grade)
- Exporting the textual version of the data and the grade results, which includes any defined learning objectives (multiple learning objectives in one data record) (grade only)
- Exporting the textual data, results and learning objectives (if defined), where each learning objective occupies its own record in the data set on a per student basis. (grade only)

**To export textual data**

1. Run **Quick Grade**, **Advanced Grade**, **Quick Survey** or **Advanced Survey** to open **Remark Quick Stats**.
2. In the **Remark Quick Stats** window, select the **FILE** menu, click **Export** and then click **Textual Data**.
3. In the **Save Data** window, select a location for the file and enter a file name in the box titled **File name**.
4. In the **Save as type** box, choose the file format in which you wish to save the data.

- **Note:** Depending on the file format selected, you may have additional options. Please see your Remark Office OMR user's guide for detailed information about each of the available file formats.

The file is saved to the specified format.

**To export textual data with results/textual data with results and row based learning objectives**

1. Run **Quick Grade** or **Advanced Grade** to open **Remark Quick Stats**.
2. In the **Remark Quick Stats** window, select the **FILE** menu, click **Export** and then click **Textual Data and Results** or **Textual Data and Row Based Learning Objectives**.
3. In the **Save Data** window, select a location for the file and enter a file name in the box titled **File name**.
4. In the **Save as type** box, choose the file format in which you wish to save the data.
5. Click the **Save** button to save the text file.

- **Note:** Clicking the **Advanced...** button allows you to select which statistics to include in the save operation. You can set up default statistics for exporting in the Remark Quick Stats Preferences.

The resulting file displays the textual data and the grade information.

# Exporting Numeric Data and Results

Remark Quick Stats can export numeric data to one of several formats (Excel, Access, etc.) using the values provided in the template file (if you are using textual labels; otherwise it just uses your numeric data). When performing test grading, the file includes the numeric data captured along with the report results. When performing survey analysis, it is simply an exported copy of the numeric data. You have three options when exporting numeric data:

- Exporting the numeric version of the data only (survey and grade)
- Exporting the numeric version of the data and the grade results, which includes any defined learning objectives (multiple learning objectives in one data record) (grade only)
- Exporting the numeric data, results and learning objectives (if defined), where each learning objective occupies its own record in the data set on a per student basis. (grade only)

**To export numeric data**

1. Run **Quick Grade**, **Advanced Grade**, **Quick Survey** or **Advanced Survey** to open **Remark Quick Stats**.
2. In the **Remark Quick Stats** window, select the **FILE** menu, click **Export** and then click **Numeric Data**.
3. In the **Save Data** window, select a location for the file and enter a file name in the box titled **File name**.
4. In the **Save as type** box, choose the file format in which you wish to save the data.

- **Note:** Depending on the file format selected, you may have additional options. Please see your Remark Office OMR user's guide for detailed information about each of the available file formats.

The file is saved to the specified format.

**To export numeric data with results/numeric data with results and row based learning objectives**

1. Run **Quick Grade** or **Advanced Grade** to open **Remark Quick Stats**.
2. In the **Remark Quick Stats** window, select the **FILE** menu, click **Export** and then click **Numeric Data and Results** or **Numeric Data and Row Based Learning Objectives**.
3. In the **Save Data** window, select a location for the file and enter a file name in the box titled **File name**.
4. In the **Save as type** box, choose the file format in which you wish to save the data.
5. Click the **Save** button to save the text file.

- **Note:** Clicking the **Advanced...** button allows you to select which statistics to include in the save operation. You can set up default statistics for exporting in the Remark Quick Stats Preferences.

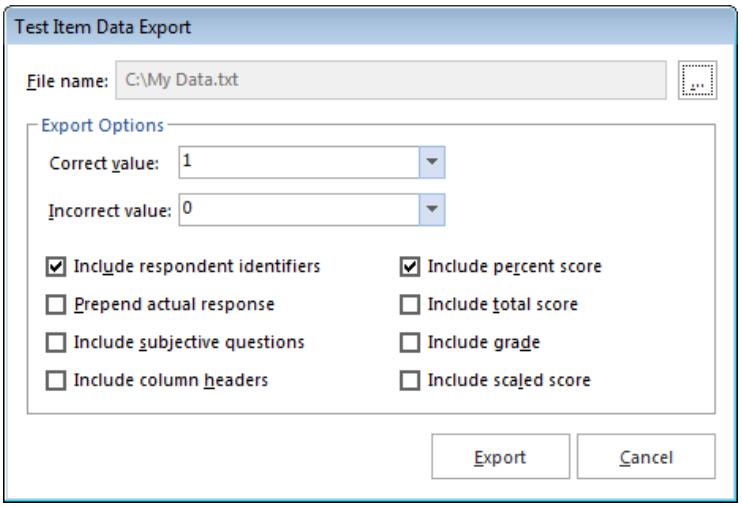
The resulting file displays the numeric data and the grade information.

# Exporting Grades as Test Item Data

Remark Quick Stats can create a tab or comma delimited text file that shows the status of each question for each student. Correct answers are represented by a 1 and incorrect answers are represented by a 0. This type of file can be exported to grading programs that are used to calculate right and wrong answers.

**To export test item data**

1. Run **Quick Grade** or **Advanced Grade** to grade your data.
2. In the **Remark Quick Stats** window, select the **FILE** menu, click **Export** and then click **Test Item Data**.
3. In the **File name** box, click the ellipsis (**...**) to enter or choose a file name and location.
4. In the **Save as type** box, choose **Comma Delimited** or **Tab Delimited**.
5. Click the **Save** button to save the text file.
6. In the **Export Options** area, choose values to indicate correct questions and incorrect questions in the exported file (1 and 0 are the default values).



7. Mark the checkboxes to include optional information in the file:
    - Include respondent identifier(s)
    - Include actual response
    - Include subjective questions
    - Include column headers
    - Include percent score
    - Include total score
    - Include grade
    - Include scaled score
8. Click the **Export** button to export the file.

The resulting file displays the test item data and the additional information you selected.

# Exporting to Gradebooks Overview

The data portion of the grade results can be saved to several gradebook programs. Gradebook programs can be used to maintain student information and track progress.

**To save the grade results in a gradebook format**

1. Once your data is graded, from the **Remark Quick Stats** window, select the **FILE** menu, click **Export**, and then click **Gradebook**. You may also select the **Export Gradebook** link in the task pane or toolbar button.
2. Select the gradebook format to which you want to save the data.
3. A window appears for each gradebook type. Enter the appropriate parameters for the selected gradebook (see below for gradebook-specific information).
4. Click the **Export** button.
5. Choose a location for the file and enter a file name in the box titled **File name**.
6. Click the **Save** button to export the file.

The available gradebook formats include:

- Standard (CSV)
- Blackboard (RBBX)
- Pinnacle
- InteGrade Pro (GBK)

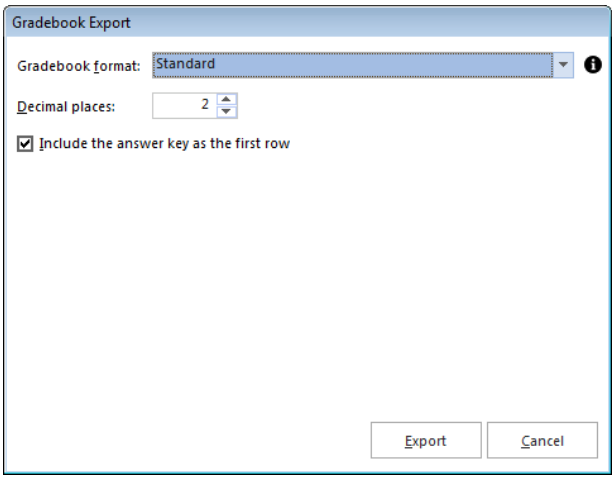
- MyGradebook (MGB)
- Pearson Inform (TXT)
- Grade Busters (TXT)
- Grade Quick (TXT)
- Perception (CSV)
- ParSCORE (SCO)
- Custom (TXT, CSV)

# Exporting to the Standard Gradebook Format

Remark Quick Stats provides a standard gradebook format for general export to virtually any gradebook that can accept import grades. The format is CSV, comma separated values. The student identifiers(s) (any regions marked as Analysis Respondent IDs), percent score and total score are output to the file.

**To use the Standard gradebook format**

1. In the **Gradebook Export** window, choose the **Standard** format.
2. Enter the number of **Decimal places** you wish to include in the file for score information.
3. If desired, mark the checkbox for **Include the answer key as the first row**.
4. Click the **Export** button to continue.
5. In the **Standard Gradebook Export** window, choose a location in which to save the file.
6. Enter a file name in the box titled **File name**.
7. Click the **Save** button to continue.




The CSV file is created and can be further manipulated in a text editor or program such as Microsoft Excel to ensure it meets your gradebook application's formatting needs.

# Exporting Grades to Blackboard

The Blackboard format creates an RBBX file for importing into Blackboard. The raw score is exported from Remark Quick Stats. When the scores are imported into Blackboard, students can be matched to their scores based on Student ID or name. Note that using the Blackboard format requires you to have the Remark Grade Import Building Block in Blackboard. Please contact Gravic Sales if you are interested in this building block.

**Installing the Remark Grade Import Building Block**

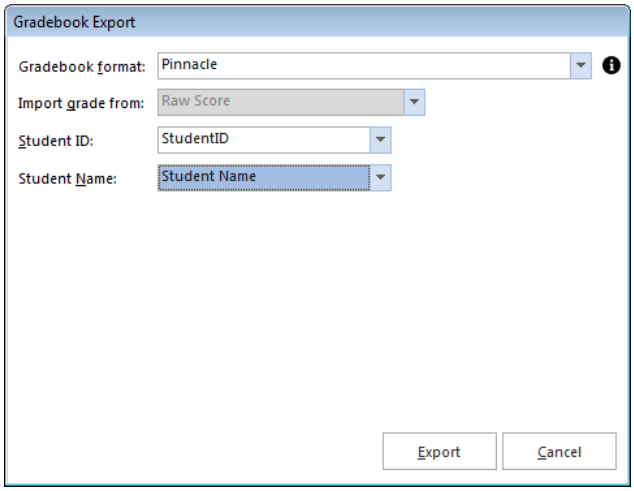
1. Log in to Blackboard with the administrator account.
2. Click on the **System Admin** tab.
3. Under the **Building Blocks** section, click on the **Building Blocks** link.
4. Click **Installed Tools**.
5. Click **Upload Building Blocks**.
6. Browse to the **RemarkGradeImport.war** file and then select **Submit**.
7. Change the **Availability** drop-down list selection next to the **Remark Grade Import** name from **Unavailable** to **Available**.
8. Click **Approve** to approve activating the building block.
9. If you wish to make it available to all courses by default, change the **Course/Org Default** drop-down list selection from **Unavailable** to **Available**. If not, the tool will have to be made available on a course by course basis.

**Using the Remark Grade Import**

1. After using Remark Office OMR to scan the assessments, grade them using either Quick Grade or Advanced Grade.
2. From **Remark Quick Stats**, select the **FILE** menu, click **Export** and then click **Gradebook**.
3. In the **Gradebook format** drop-down list, select **Blackboard**.
4. Choose the **Student identifier** region from your data set (typically Student ID or Student Name).
5. Click the **Export** button. Save the file somewhere you can access it when importing into Blackboard.
6. Log in to Blackboard.
7. Navigate to the course for which you are an instructor and into which you wish to import the grades.
8. Under **Course Tools**, select **Remark Grade Import**.
9. Select whether you want to import the grades into an existing assessment or create a new assessment into which to import the grades. If you are importing into an existing assessment, select the assessment into which you want to import. If you are creating a new assessment, enter a name for the assessment.
10. Browse to the .rbbx file saved when exporting the gradebook from Remark Quick Stats. Click **Submit**.
11. The next page presents any duplicate student IDs or names in the file or IDs that were not matched to a student enrolled in the course. If there are any unmatched IDs, use the drop-down list next to them to choose either a student to match them with or to ignore that grade.
12. Confirm the grades that were matched, and select **Submit**.

The grades are imported into the class.

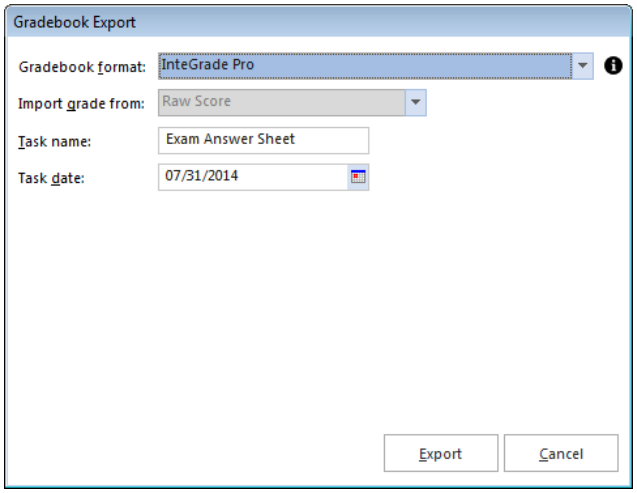
# Exporting Grades to Pinnacle




The Pinnacle format creates a CSV file for importing into Global Scholar's Pinnacle software. Pinnacle accepts the Raw Score only. In addition you must select a student identifier region from the template file. You can optionally select a student name region as well. The resulting CSV file has the student name (if specified), student ID and total points included and can be imported into Pinnacle.

See your Pinnacle User's Guide for further information regarding the Pinnacle software.

# Exporting to InteGrade Pro



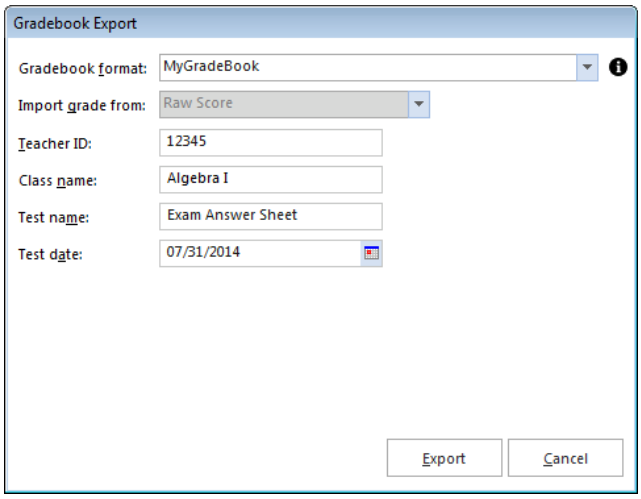

The InteGrade Pro format creates a GBK file for importing into Pearson's InteGrade Pro gradebook system. The following options must be set when exporting to this format:

- **Import Grade From**: InteGrade Pro imports raw scores only.
- **Task Name**: An item on which a student is scored (e.g., a test).
- **Task Date**: The date in which the task is assigned.

See your InteGrade Pro User's Guide for further information regarding these options.

# Exporting Grades to MyGradebook

The MyGradebook format creates an MGB file for importing into the MyGradebook gradebook system. The following options must be set when exporting to this format:

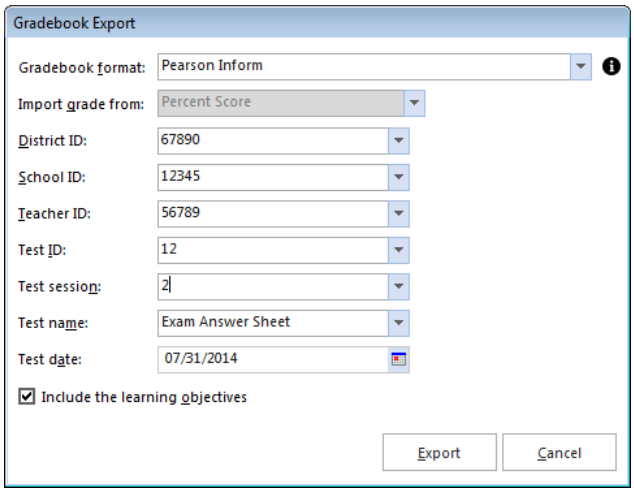



- **Import Grade From**: MyGradebook imports raw scores only.
- **Teacher ID**: The teacher's identification number.
- **Class Name**: The name of the class.
- **Test Name**: The name of the test.
- **Test Date**: The date of the test.

See your MyGradebook User's Guide for further information regarding these options.

# Exporting Grades to Pearson Inform

The Inform format creates a testdata.txt file for importing into Pearson's Inform gradebook system. The following options must be set when saving to this format:



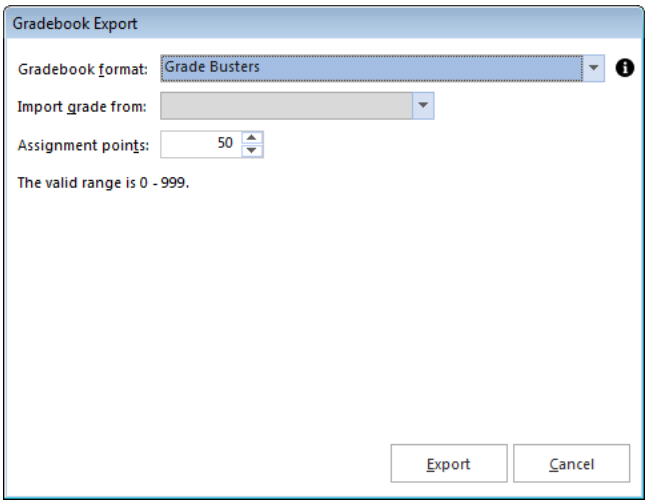

- **Import Grade From**: Pearson Inform imports percent scores only.
- **District ID**: The district's identification number. You may enter a value or choose a field containing the number from the drop-down list.
- **School ID**: The school's identification number. You may enter a value or choose a field containing the number from the drop-down list.
- **Teacher ID**: The teacher's identification number. You may enter a value or choose a field containing the number from the drop-down list. You may enter a number or choose a field containing the number from the drop-down list.
- **Test ID**: The test's identification number. You may enter a value or choose a field containing the number from the drop-down list.
- **Test Session**: The test session's identification. You may enter a value or choose a field containing the number from the drop-down list.

- **Test Name**: The name of the test. You may enter a number or choose a field containing the number from the drop-down list.
- **Test Date**: The date of the test.
- **Include Learning Objectives**: Mark this checkbox to include graded information from learning objectives that were set up in Advanced Grade.

See your Inform User's Guide for further information regarding the Inform software.

# Exporting Grades to Grade Busters

The Grade Busters format creates a text (.txt) file for importing into Jay Klein Productions' Grade Busters: Making the Grade gradebook program. The following options must be set for the Grade Busters format:

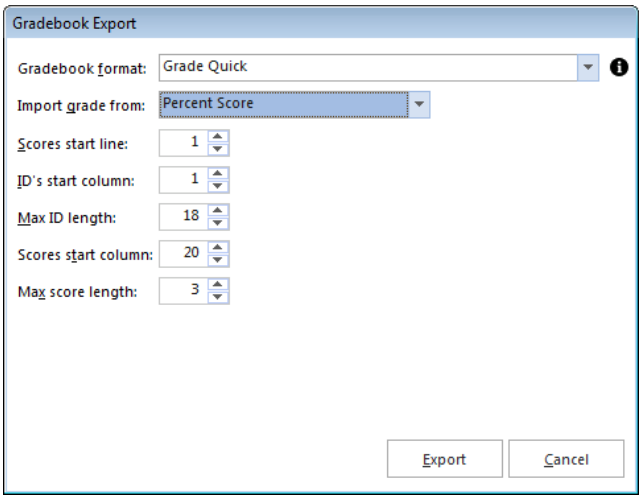



- **Import Grade From**: The raw score is used in this format by default .
- **Assignment Points**: This value is handled internally in Remark Quick Stats and automatically entered into the saved gradebook file.

See your Grade Busters User's Guide for further information regarding these options.

# Exporting Grades to Grade Quick

The Grade Quick format creates a text (.txt) file for importing into Jackson Software's Grade Quick gradebook program. The following options must be set when exporting to this format:




- **Import Grade From**: Use this setting to choose which grade statistic to import (percent, letter or raw).
- **Positioning Information: Scores start line, ID's start column, Max ID length, Scores start column, Max score length**: Use these settings to specify score and id field information for the text file. The default information should not need

to be changed. A position file is automatically created with this information when the results are saved.

See your Grade Quick User's Guide for further information regarding these options.

# Exporting Grades to Perception

The Perception format creates a CSV file for importing into Pearson's Perception gradebook software. Perception accepts the Raw Score; there are no other options to set.

See your Perception User's Guide for further information regarding the Perception software.

# Exporting Grades to ParSCORE

The ParSCORE format creates a SCO file for importing into Pearson's ParSCORE software. ParSCORE accepts the Raw Score; there are no other options to set.

See your ParSCORE User's Guide for further information regarding the ParSCORE software.

# Exporting to the Custom Gradebook Format

If you are exporting to a gradebook that is not directly supported, you may use the Custom format. The Custom format allows you to export a text (TXT or CSV) file that you can setup to match your gradebook program. Check the requirements of your gradebook program before proceeding.

- **Note:** The Standard Gradebook format outputs a CSV file, but without making modifications to the format. Use the Custom format if you need to specially format the file.

**To use the Custom gradebook format**

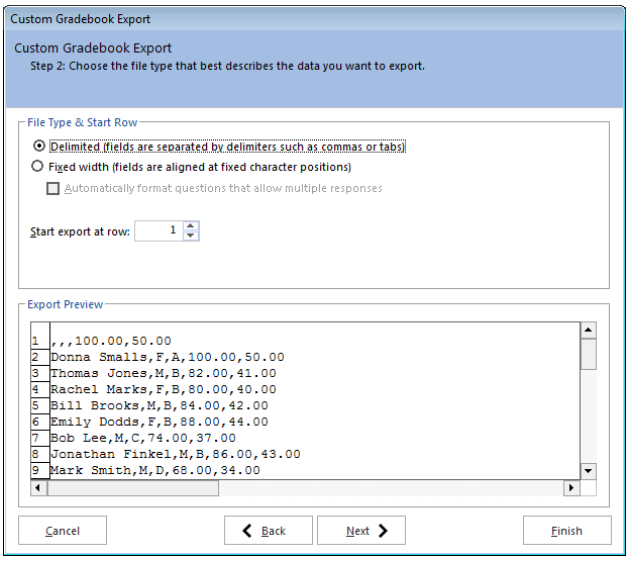
1. In the **Gradebook Export** window, choose the **Custom** format.
2. Enter the number of decimal places you wish to include in the file for score information.
3. If desired, mark the checkbox for **Include the answer key as the first row**.
4. Click the **Export** button to continue.
5. In the **Custom Gradebook Export** window, choose a location in which to save the file.
6. Enter a file name in the box titled **File name**.
7. Click the **Save** button to continue. The custom export process now starts.

8. Click the **Next** button to begin configuring the file.

- **Note:** if you have saved a configuration file previously, click the ellipsis (...) button to open it and apply it to the current export operation.

9. For the **File Type**, select **Fixed** width (fields are aligned at fixed character positions) or **Delimited** (fields are separated by delimiters, such as commas or tabs).

10. If desired, mark the checkbox for **Automatically format questions that allow multiple responses**. This feature places each answer choice in a separate field in the text file.



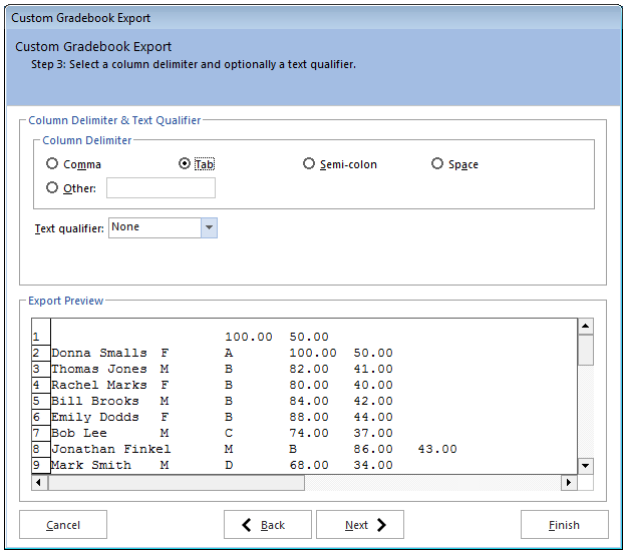

11. In the **Start Export at Row** box, enter the row number of the results in which to begin the file (this is usually 1).

12. Click the **Next** button to continue.

13. The next step depends on the type of file you selected in the previous step.

14. If you chose a delimited file, select the **Column Delimiter** to be used to separate fields: **Comma**, **Tab**, **Semi-colon**, **Space, Other (delimiter of your choice)**. Optionally, select a **Text Qualifier** (the item used to define the text field): None, **'** **(single quote)**, **"** **(double quote**).

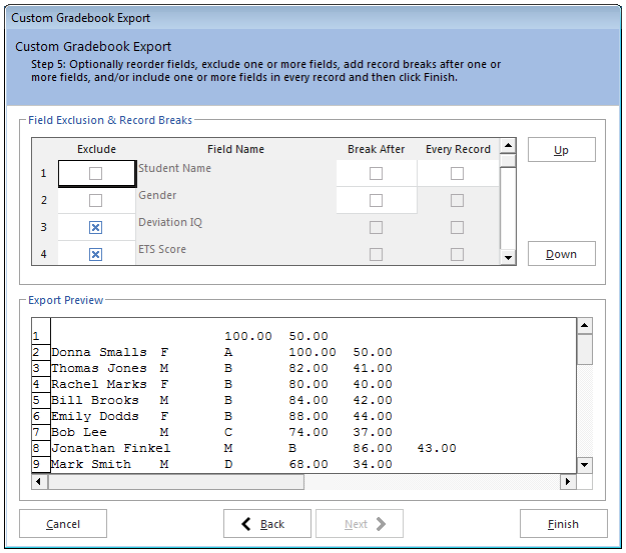
15. If you chose a fixed width file, choose the **Field Width** and **Padding** options for the columns. You may set the **Field Size**, **Pad Width** and **Pad On (right or left)** settings for each field that are exported.




16. Click the **Next** button to continue.

17. In the next step, select a **Record Delimiter** (an item to designate the next record): **Carriage Return/Line Feed**, **Carriage Return**, **Line Feed, Other** (record delimiter of your choice).

18. Click the **Next** button to continue.




19. In the final step of the export, select the statistics you wish to exclude in the export. By default all statistics are exported unless you mark the **Exclude** checkbox. You may also optionally move the fields up or down to further format their position in the export file.

20. Optionally, set record breaks after specific fields. Place a checkmark in the **Break After** checkbox to insert a record break after that field.

21. Optionally, choose a field to include in every record that is created. For example, suppose you have captured the test name in your data and want each student's record to include this test name. You can mark the checkbox for **Every Record** to include that test name in each record that is created.

22. Click the **Finish** button to complete the export.

23. If desired, click **Yes** to save the configuration for future use. Select a location and file name for the configuration file. If the configuration is saved, you can open it up at the beginning of the export the next time you run it so that you don't have to perform every step. If you click **No**, the configuration is not saved, but you will have a custom gradebook file for this report.

# Chapter 6: Emailing Reports

## Email Overview

Reports can be emailed using Microsoft Outlook or a built-in email client that uses your SMTP mail server. A single report can be emailed at one time. Reports can be emailed in one of the following formats:

- Reports (as attachments)
    - PDF
    - Text
    - Excel
    - HTML
    - TIF
    - RTF
- Data and Results
    - Textual Data (and Grade Results if grading) as attachment
    - Textual Data (and Grade Results if grading) as zip file
    - Numeric Data (and Grade Results if grading) as attachment
    - Numeric Data (and Grade Results if grading) as zip file
- Remark Quick Stats (.rqs) (as attachment)

- **Note:** When emailing reports, a local copy of the report is not saved. If you need to save a report file, make sure you take that step in addition to using the email function.

If a particular format has properties associated with it, the software default settings are applied when generating the file for email. You should determine the file type you wish to email before using the email feature.

You choose whether to use Outlook or the built-in email client in the Remark Office OMR Preferences (TOOLS|Preferences from the Remark Office OMR Data Center). Once you have set up your preference, you can simply click the **Email Report** toolbar button or select **Email** from the **FILE** menu to initiate the email process.

# Using Outlook to Email Reports

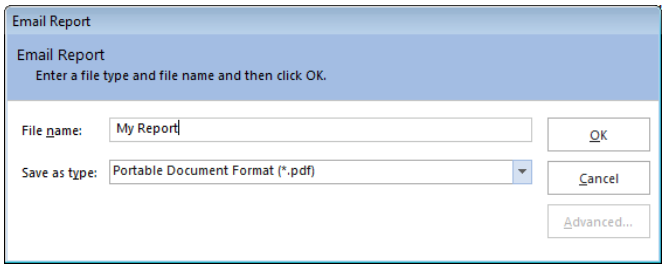
If Outlook is the default email program on the computer running Remark Office OMR, you can use it to send report files via email. To choose Outlook as the default mail program in Remark, select it in the Remark Office OMR Data Center Preferences.

**To email report files using Microsoft Outlook**

1. In **Remark Quick Stats**, run the desired report. Alternatively create a Report Batch to run multiple reports.
2. Select the **FILE** menu, choose **Email** and then choose the type of report you wish to export: **Report**, **Textual/Numeric Data** or the **Remark Quick Stats** file. If you want to export the report (PDF, XLS, Text, HTML, TIF, RTF) you can simply click the **Email** button from the toolbar (this option only shows the Report formats). If you choose Textual/Numeric Data you can decide whether you want to email the file in its native format or as a ZIP file.

- **Note:** Your organization, or the recipient's organization, may have restrictions on the types of files that can be sent via email. If the file is restricted and you do not zip it, the email may never reach the intended recipient. If you are unsure whether the selected file type is restricted, use the ZIP option. The recipient must have a Zip program to unzip the file and view it.

3. The next set of steps depends on your selection in Step 2.
   - For **Report** files, enter a name for the report in the **File name** box. Then choose the desired format from the **Save as typ**e box: **PDF**, **Text**, **XLS**, **HTML**, **TIF** or **RTF**.




   - For **Textual** or **Numeric Data** (and Grade Results if grading), enter a name in the **File name** box. Then choose the desired format for the data in the **Save as type** box. The Textual or Numeric Data options allow you to send attachments in their native formats or as ZIP attachments.
   - For **Remark Quick Stats** files, enter the name in the **File name** box. You may not change the file type for the Remark Quick Stats attachment.
4. Click the **OK** button.
5. Outlook automatically opens a new email message with your file attached. You may now enter recipients and a message and send your file. Note if you chose one of the zip attachment options, the file appears with a .zip extension. The file is only saved as an email attachment; there is no permanent copy of the file saved on your computer when using the email functionality.

# Using SMTP to Email Reports

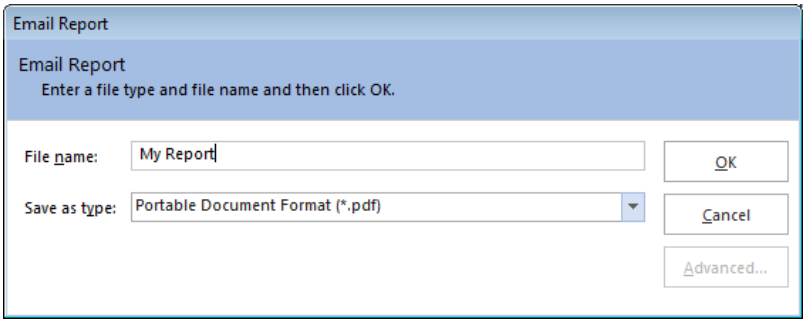
Remark Office OMR includes the ability to use your SMTP (mail) server to send emails. You must first configure the server, and then when you email reports, a custom mail window appears to customize the outgoing email message. To choose your SMTP server as the default mail program in Remark, select it in the Remark Office OMR Data Center Preferences.

**To email data files using your SMTP server**

1. In Remark Quick Stats, run the desired report. Alternatively use the Report Batch option to run multiple reports.
2. Select the **FILE** menu, choose **Email** and then choose the type of report you wish to export: Report, Textual/Numeric Data or the Remark Quick Stats file. If you want to export the report (PDF, Text, XLS, HTML, TIF, RTF) you can simply click the **Email** button from the toolbar (this option only shows the Report formats). If you choose Textual/Numeric Data you can decide whether you want to email the file in its native format or as a ZIP file.

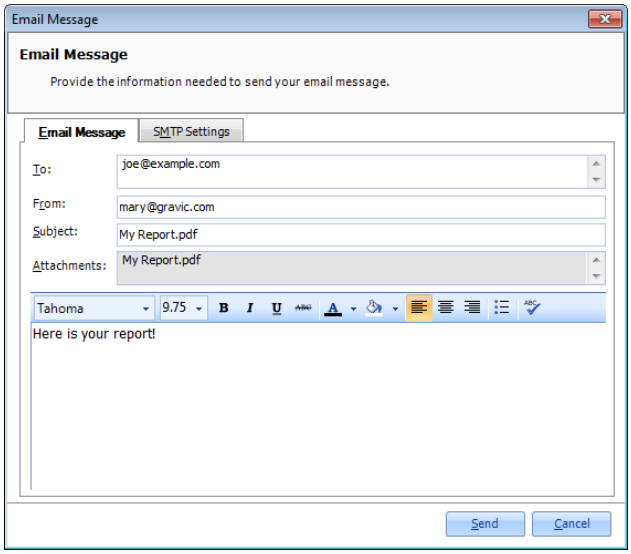
- **Note:** Your organization, or the recipient's organization, may have restrictions on the types of files that can be sent via email. If the file is restricted and you do not zip it, the email may never reach the intended recipient. If you are unsure whether the selected file type is restricted, use the ZIP option. The recipient must have a Zip program to unzip the file and view it.

3. The next set of steps depends on your selection in Step 2.
   - For **Report** files, enter a name for the report in the File name box. Then choose the desired format from the **Save as type** box: **PDF**, **Text**, **Excel**, **HTML**, **TIF** or **RTF**.




   - For **Textual** or **Numeric Data** (and Grade Results if grading), enter a name in the File name box. Then choose the desired format for the data in the Save as type box. The Textual or Numeric Data options allow you to send attachments in their native formats or as ZIP attachments.
   - For **Remark Quick Stats** files, enter the name in the File name box. You may not change the file type for the Remark Quick Stats attachment.
4. Click the **OK** button.
5. The **Email Message** window appears.
6. Enter the recipient(s)' email address in the **To** box. Separate multiple recipients with a semi colon (;).
7. Enter your return email address in the **From** box.

8. Accept the default subject, which is the file name, or enter a new one in the **Subject** box.
9. In the rich text box, type your message to the recipient(s). You may use the toolbar to format your message as desired.
10. If you have already configured your SMTP settings in Remark Office OMR you do not need to click the **SMTP Settings** tab. However, if you have not entered your SMTP settings or need to modify them, click the **SMTP Settings** tab to enter the SMTP server information. You will need to obtain this information from your network/email administrator.
11. Click **Send** when you are ready to send your message.




12. Your email message is automatically sent. The file is only saved as an email attachment; there is no permanent copy of the file saved on your computer when using the email functionality. If delivery problems occur, delivery reports are routed to the address listed in the From box of the email message (this may depend on how your SMTP server is configured to handle message failures).

# Chapter 7: Remark Quick Stats Preferences

## Preferences Overview

Remark Quick Stats has a set of general preferences to help customize how you use the software. You can make running reports quicker and easier by setting up the general preferences to your liking. You can set things such as a default report to run, how to handle blank and "Not Applicable" responses, grade scales, scaled scores and more. Each of the options is explained in detail in the More Help Topics section and links to the left.

**To access the preferences in Remark Quick Stats**

1. From within **Remark Quick Stats**, select the **TOOLS** menu and then click **Preferences**.
2. Use the task pane in the left side of the Preferences window to access each preference category and make adjustments.
3. Click the **OK** button to accept your changes.

**To access the preferences from the Remark Office OMR Data Center**

1. From within **Remark Office OMR**, select the **TOOLS** menu, click **Analysis**, and then click **Analysis Preferences**.
2. Use the task pane in the left side of the Preferences window to access each preference category and make adjustments.
3. Click the **OK** button to accept your changes.

# Remark Quick Stats Preferences - General

The General Preferences allow you to set the following options:

- The default reports folder (where the native report files necessary to run the product are stored (you generally don't want to change this folder)
- Reports to run by default when running a survey or grade operation
- Whether to include missing values and NA (not applicable) responses in your analysis.

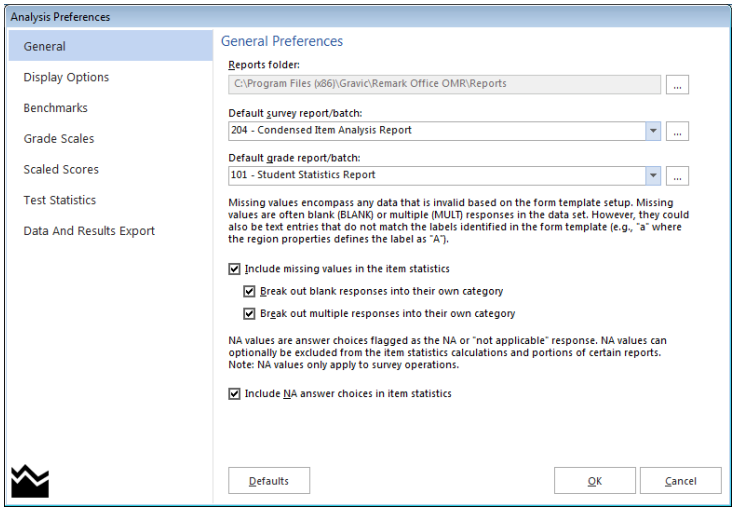
### Reports Folder

The **Reports Folder** sets a folder in which the default reports are stored. In most cases, you want to leave this set to the location selected during the software's installation.

### Default Reports

You can set a default report to run whenever you run a survey analysis or grade a test. This report can also be a Report Batch file, which is helpful if you want to execute multiple reports at once. Choose the desired default reports under **Default survey report/batch** and **Default grade report/batch**.

### Handling Missing and Not Applicable Values



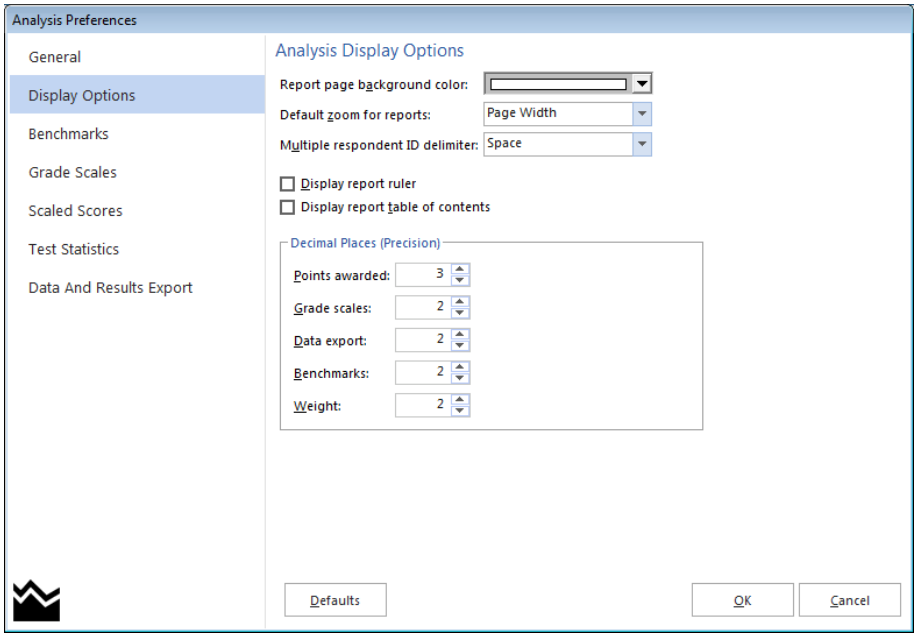

Missing values are data that are not considered valid. In other words, missing values are any data that does not match what you defined in the form template. Examples of missing values include blank (BLANK) or multiple (MULT/ALL) responses, as well as text entries that do not match the labels defined in the form template (e.g., entering "very good" in the data when the label is defined as "Very Good"). If you include missing values in your reports, you see a separate line item that indicates how many missing values were encountered. If you do not include missing values in your reports, those responses are not factored into the reports at all. If you wish to include the missing values, mark the checkbox for **Include missing values in the item statistics**. Then decide if you would like to see blank and multiple responses separately by marking the checkboxes for **Break out blank responses into their own category** and **Break out multiple responses into their own category**. If you do not choose these options, the blanks and multiple responses are lumped together into one 'missing' line item on the reports (along with other invalid data).

You can also choose whether to include or exclude the NA responses. If a question on your form has a "Not Applicable" answer choice and you do not want the NA responses to be included in the Remark Quick Stats statistics (e.g., means), you have the option to choose the appropriate label from a NA Label

drop-down list when creating the form template. Then set the preference of whether to include or exclude the NA responses from the analysis. NA answers appear on select reports in a gray, italicized font (customizable in the report properties). When you choose the option for **Include NA answer choices in the item statistics**, the NA answer choice is factored into the statistics. If you do not mark the preference for **Include NA answer choices in the item statistics**, you still see how many NA responses were chosen, but those answers are not factored into the statistics.

# Remark Quick Stats Preferences - Display Options

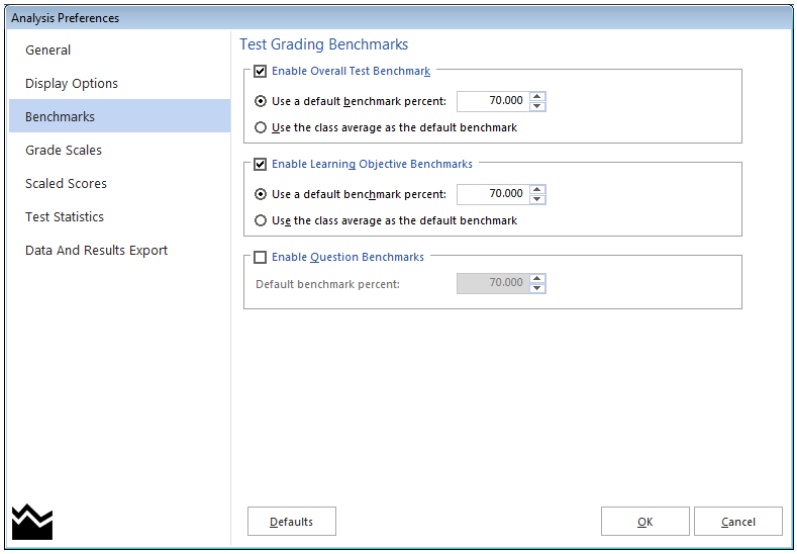
The Display Options window allows you to customize the on-screen look of the reports. The following options are available:




| Option | Description |
|---|---|
| Report page background color | Sets the background color for each report. This color is for display purposes only. |
| Default zoom for reports | Sets the zoom level for each report. |

| Option | Description |
|---|---|
| Multiple respondent ID delimiter | Sets the delimiter to use when you have designated multiple analysis respondent IDs for your reports. An analysis respondent ID is applied on a region basis in order to use the data from that region to identify the reports. Analysis respondent IDs can be set up in the form template or in Advanced Grade/Survey. The item selected here appears in between each analysis respondent ID (e.g., if using a comma as the delimiter and you have Last Name and First Name designated as analysis respondent IDs, it would look like: Doe, John). |
| Display report ruler | Sets whether to display a ruler across the top of each report. The ruler is for display purposes only. |
| Display report table of contents | Sets whether to view a table of contents to assist with navigating the report. |
| Decimal Places | The Decimal Places preferences allow you to set the number of decimal places used to calculate statistics for various parts of the reports. The maximum number of decimal places that can be set is four. You may set the decimal places for the following reporting attributes: points awarded, grade scale, data export, benchmark and weight (i.e., analysis group weights). Please note that the maximum number of decimal places displayed on any report is 2; however, if you set the preferences to a higher number, the higher number is used in calculations, giving you more precise calculations. |

# Remark Quick Stats Preferences - Benchmarks




The Test Grading Benchmarks preference allows you to set default values for benchmarks when grading tests. Benchmarks indicate the minimum score required in order to be considered proficient (or to have mastered a topic). If you do not use benchmarks, or they change frequently, you should turn off the default settings. If you do want to standardize on default benchmark settings, you can set a default for the overall test, individual questions on the test and learning objectives. If you make changes to

these settings in Advanced Grade at the time of test grading, those settings override the default settings for that grade operation. However, by setting defaults, you can take advantage of benchmarks even when using Quick Grade. When setting the benchmark value you can enter a number or use the class average (for overall score and learning objectives) for the particular test you are grading. To set a default benchmark, enable the appropriate checkbox and then put the percentage desired as the default or select to use the class average as the default benchmark.

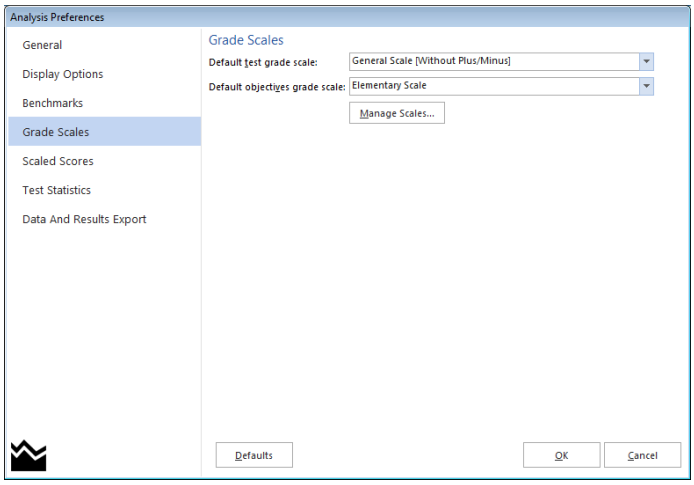
# Remark Quick Stats Preferences – Grade Scales

The Grade Scales window allows you to choose a default grade scale for the overall test and learning objectives when performing test grading. It also gives you access to the Grade Scale Manager, where you can create new grade scales and edit existing ones. The grade scale set in the preferences is used whenever you perform a Quick Grade operation, and is used for Advanced Grade unless you change it. You can also import and export grade scales, allowing you to share custom grade scales with other Remark Quick Stats users.

**To set a default grade scale**

1. From within Remark Quick Stats, select the **TOOLS** menu and then click **Preferences**.
2. Use the drop-down list for **Default test grade scale** to choose the desired scale and then click the **OK** button.
3. If you plan to use Learning Objectives, click the drop-down list for **Default objectives grade scale** to choose the desired scale and then click the OK button.

- **Note:** If you use Advanced Grade to define learning objectives, you can use a different grade scale for each learning objective.




## Creating and Editing Grade Scales

The Grade Scale Manager is used to select and manage grade scales to use when grading tests. It can be accessed from the Remark Quick Stats Preferences and Advanced Grade. The grade scale you set in the Preferences applies whenever you use Quick Grade. You can temporarily override the grade scale when you use Advanced Grade and modify the scale for that answer key. Updating the grade scale from Advanced Grade does not automatically change your default grade scale, but you can save the updated scale as part of your answer key file for future use.

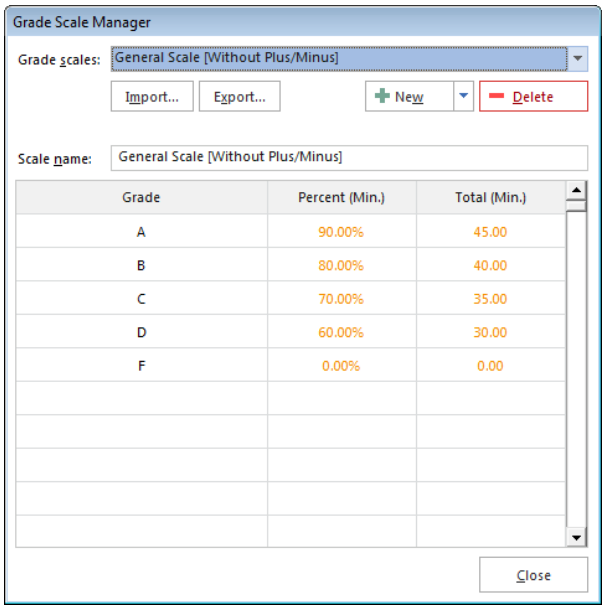
**To use the Grade Scale Manager in the Remark Quick Stats Preferences**

1. In Remark Quick Stats, select the **TOOLS** menu and then click **Preferences**.
2. Select the **Grade Scales** link in the left task pane.
3. Click the **Manage Scales** button.
4. Choose an option:

- To delete a scale, select it from the list and then click the **Delete** button.
- To create a new scale, click the **New** button, enter the scale name and values and then click **Save**. Or if the scale is similar to an existing scale, choose that scale from the list, click the down arrow on the **New** button and choose **From Copy**. Then modify the name and scale values and click the **Save** button.

5. Click the **Close** button when finished.

- **Note:** If you want to share grade scales with other Remark users, use the **Import** and **Export** buttons to pass grade scales back and forth.




# Remark Quick Stats Preferences - Scaled Scores

A scaled score converts a student's score on a test to a common scale that allows for a numeric comparison among students. Scaled scores are considered an advanced feature targeted to specific use cases where a specific test grade is needed from an external grading system. A scaled score allows you to use a database to translate a student's score on a test from a standard raw or percent score into another scale, as defined in the translation file (database). To use a scaled score, you can look up the overall score, objective score, subjective score or defined learning objective scores. Two values can be selected to perform a two dimensional look up. The value taken from Remark is looked up in your translation (scaled score) table, and the appropriate scaled score is returned. When looking up the scaled score, it looks for a record in the table where the lookup value (percent score, total score or percentile) is contained within the defined range of values.

The database file containing your scaled scores can be one of: Access, Excel, SQL Server, Oracle, Paradox, dBase or an ODBC connection. Within this database you define a minimum score field and maximum score field, which can be exact numbers or a range of scores. Each score in the database has a corresponding scaled score field, which is what is returned to Remark Quick Stats. You can optionally include a scaled grade field, which replaces the Remark-calculated grade on select reports. You can define the minimum and maximum fields to be the same field in the database, in which case the lookup value would have to exactly match the value in the field for the scaled score to be returned. If the scaled score cannot be found, then the reports display a dash (-).

There is also a precision option that allows you to round the lookup score to a user defined number of decimal places before performing the database lookup. If rounding is used, Remark Quick Stats rounds up

or down to whole numbers using traditional rounding methods. For example, if the score is 69.5, it is rounded to 70, which is the value looked up in the database.

The following reports display the scaled scores: Student Statistics Report, Student Grade Report, Comparative Grade Report, Demographic Grade Report, Student Achievement Report and Student Response Report. Each report has a property in the Report Style pane that can be set as to whether or not to display a scaled score (the property is on by default). The heading for scaled score in the report is taken directly from the column header name in your lookup database. It is recommended that you keep this name short in order for the best appearance on the reports.

The Scaled Scales window allows you to choose a default scaled score for the overall test and learning objectives when performing test grading. It also gives you access to the Scaled Scale Manager, where you can create new scaled scores and edit existing ones. The scaled score set in the preferences is used whenever you perform a Quick Grade operation, and is used for Advanced Grade unless you change it.

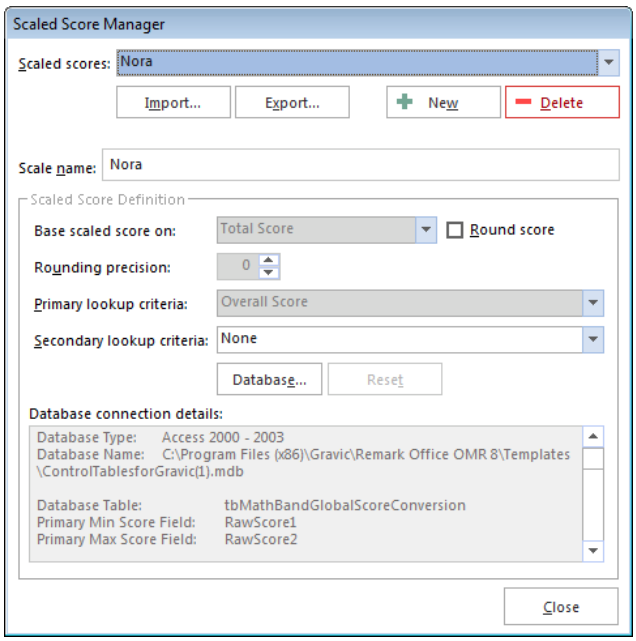
- **Note:** The scaled score used for learning objectives applies to all objectives (you cannot have different scaled scores for different learning objectives).

**To set up a scaled score**

1. From the **Scaled Scores** link in the Preferences task pane, if you have created a scaled score previously, you may select it from the **Default test scaled score** or **Default objectives scaled score** drop-down list.
2. If you would like to create a new scaled score or edit an exiting one, click the **Manage Scores** button.
3. To create a new scaled score click the **New** button.
4. Enter a name in the **Scale name** box.

- Note: If you are editing an existing scaled score, choose it from the list and then use the same directions below.

5. In the **Base scaled score on** area, choose the score type to look up: Total Score, Percent Score or Percentile. This score is the type of score that is used to look up a corresponding score in the external file.
6. Optionally, if you wish to round the scores, mark the checkbox for **Round score** and put in the number of decimal places desired in the **Rounding precision** box. If this option is used, the lookup score is rounded first, then the lookup takes place based on the rounded score.
7. Using the **Primary lookup criteria** drop-down list, choose the specific score you wish to look up: Overall Score, Objective Score, Subjective Score or any learning objectives you have defined. This property tells Remark Quick Stats the actual score or scores to look up when



finding the scaled score. Note: If you are basing the look up on the Percentile, you may only look up the Overall Score and/or learning objective scores.

8. [Optional] If you would like to create a two dimensional look up, choose a secondary look up criteria from the **Secondary lookup criteria** drop-down list. For example, you may want to look up both an objective and subjective score to generate an overall scaled score.
9. Click the **Database...** button to choose (or modify) the connection to an external database file.
10. In the **Database Selection** area, use the **Type** drop-down list to select the type of database to which you want to connect this region (e.g., Access, Excel, etc.).
11. Click the **Browse...** button to locate and select the database file.
12. Select a file and then click the **Open** button (or double click the file name).
13. If using an **ODBC** connection, perform the Steps 14-16 (you need to obtain specific information from your database administrator to complete these steps). Otherwise, skip to Step 17.
14. OPTIONAL: Select your database type from the **DSN** drop-down list.
15. OPTIONAL: Select the appropriate checkbox to indicate whether your database is **Folder based** or **DSN based**.
16. OPTIONAL: If your database utilizes password protection, use the **Username** and **Password** boxes to enter your login information. If the database is not password protected, you may skip this step. Note: If you are not using ODBC but your database requires a password, the **Password** box is available.
17. In the Lookup & Return section, if you aren't automatically connected, click the **Connect to Database** button to link the database to the region (note that Remark Quick Stats tries to establish the connection for you for non-password protected databases).
18. Use the **Scaled score table** drop-down list to select the table in the database containing the fields with the scaled scores (note that Remark Quick Stats chooses the first table/sheet in the file by default).
19. Then choose the **Primary minimum score**, **Primary maximum score**, **Scaled score** and optionally **Scaled Score grade** fields from the external database. The optional **Scaled score grade field** replaces Remark-generated grades with the scaled grade from the database on select reports that show a grade (e.g., A, B, C...). These fields contain the values to look up and replace. The items available depend on your choice of lookup items: Overall Score, Objective Score, Subjective Score, Objective and Subjective Score or Learning Objectives.
    Here are some guidelines you can using when selecting the lookup and replace fields:
    - To look up a one dimensional overall, objective or subjective score where there is a one to one relationship (e.g., a score of 85 equals a scaled score of 95), choose the same field for the **Primary minimum** and **Primary maximum score fields**.
    - To look up a one dimensional overall, objective or subjective score that uses a range of scores (e.g., a score of 85 to 90 equals a scaled score of 95), select different fields for the **Primary minimum** and **Primary maximum score fields**.
    - To look up a two dimensional score of objective and subjective score where there is a one to one relationship (e.g., an objective score of 85 and a subjective score of 10 equals a scaled score of 110), choose the same field for the **Primary minimum** and **Primary**

**maximum score fields**. Then choose the same field for the **Secondary minimum** and **Secondary maximum score fields** (but different from the objective fields). For example, the Primary minimum and Primary maximum score fields would be your objective scores, and the Secondary minimum and Secondary maximum score fields would be your subjective scores.

- To look up a two dimensional score of objective and subjective scores where there is a range of scores (e.g., an objective score of 85-90 and a subjective score of 5-10 equals a scaled score of 110), choose different **Primary minimum** and **Primary maximum score fields**. Then choose different Secondary minimum and Secondary maximum score fields. For example, the Primary minimum and Primary maximum choose the field in the database that contains the corresponding scaled score using the Scaled score field drop-down list.

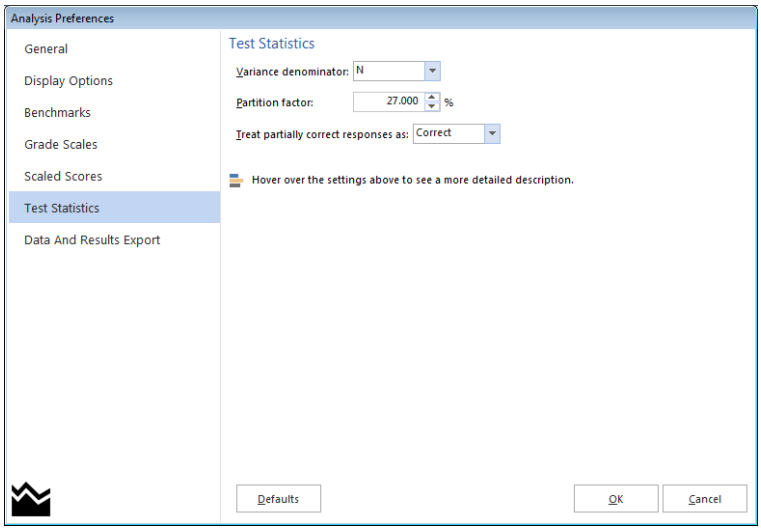
20. [Optional] Choose the field in the data that contains the corresponding scaled score grade in using the **Scaled score grade** field drop-down list. On reports that show a grade, this value displays when scaled scoring is in use. You may use the **Clear** button to remove this option if you change your mind.
21. Click the **Save** button to save the database settings.
22. When you return to the overall scaled score window, you will see the details of your database connection listed. If you need to make modifications, click the **Database…** button.
23. Click the **Close** button to save your changes.
24. The new scaled score is now available for your **Default test scaled score** and **Default objectives scaled score**. Select it from the list for one or both entries.

The default scaled score is used for all Quick Grade operations going forward. It can also be selected in Advanced Grade. If you do not wish to use a scaled score at a future point, change the **Default test scaled score** and/or **Default objectives scaled score** drop-down list to **None**.

You may also import and export scaled scores. For example, if another Remark user creates a scaled score that you want to use, you can import it from this window. Similarly, you can export your scaled scale to provide to another Remark user.

# Remark Quick Stats Preferences - Test Statistics

The Test Statistics window allows you to choose between two accepted methods of calculating the variance statistic. This preference allows you to use N (actual number of tests), or (N-1) as the denominator of the calculation. Choose the desired value and then click OK to rerun the active report.



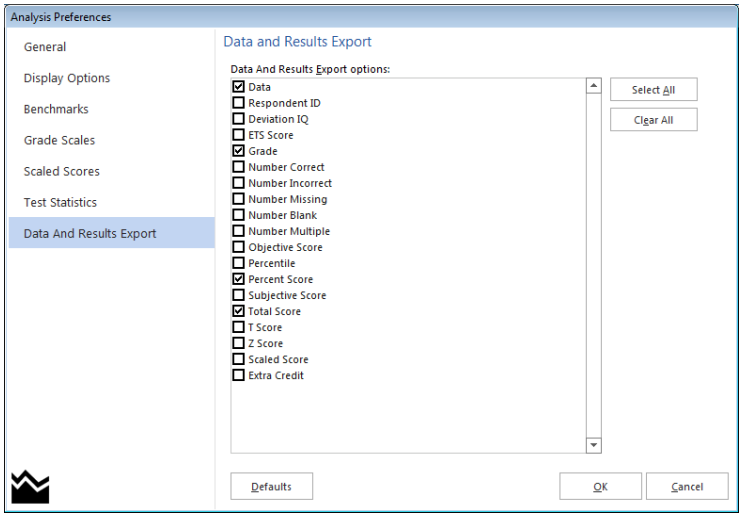

The Partition Factor applies to the Condensed Test Report. In this report you can see how the upper and lower percentage of students answered each question. For example, if 30 percent was chosen as the partition factor, then statistics would be calculated for the upper 30% of the class and the lower 30% of the class.

The treat partially correct responses as preference applies when you award partial credit to objective questions. Many reports and statistics calculate correct and incorrect questions. Use this setting to determine whether to count questions where partial credit is awarded as correct or incorrect.

# Remark Quick Stats Preferences - Data and Results Export

When exporting numeric or textual data with results, the date file that Remark Quick Stats creates contains the raw data from the form as well as the statistics calculated for the test. In this section you can tell Remark Quick Stats which statistics to include in the file. The following options are available:

- Data
- Respondent ID
- Deviation IQ
- ETS Score
- Grade
- Number Correct
- Number Incorrect
- Number Missing
- Number Blank
- Number Multiple
- Objective Score
- Percentile
- Percent Score
- Subjective Score
- Total Score
- T Score
- Z Score
- Scaled Score
- Extra Credit

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