

Remark Quick Stats[®]

For Remark Office OMR[®]

User's Guide



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Using Remark Quick Stats

1.1 Overview

Remark Quick Stats is an analysis/reporting package that can be used to tabulate surveys and grade tests. The software provides several standard reports. Reports can be customized to include user defined titles, colors, fonts and graphics. When you install Remark Office OMR, Remark Quick Stats is automatically installed.

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 following topics are covered in this chapter:

- System requirements (Section 1.2)
- The Remark Quick Stats interface (Section 1.3)
- Running reports (Section 1.4)

1.2 System Requirements

The following are the minimum system requirements necessary to run Remark Quick Stats.

- Personal computer with 1 GHz or faster processor
- Windows 32-bit and 64-bit operating systems: 2000 SP4 (32-bit only), XP SP3, Vista SP2 and Windows 7 (Note: SP stands for "Service Pack")
 - Remark Office OMR will run on Windows Server 2003 SP2 and Windows 2008 SP2, but please note the software is not a client/server application.
- 1 GB RAM
- 1 GB free fixed disk space
- CD-ROM drive (for installation purposes)
- Screen/monitor resolution of 1024x768 or higher and at least 32-bit color
- Mouse or other pointing device
- Windows-supported printer (optional)
- Microsoft Outlook 2007 or greater can be used for email functionality; if not present an internal Remark Office OMR email client (using your SMTP server) may be used. (optional)

1.3 The Remark Quick Stats Interface

1.3.1 Remark Quick Stats Views

Remark Quick Stats consists of two views: Reports and Data. The Reports view displays reports for viewing, printing or saving. The Data view displays a copy of the data that is being used to display the corresponding reports.

A Task Pane appears on left side of the window with the options available to you at any given time. In the Reports view, a list of available reports appears in the Task Pane. In the Data view a list of available options, such as exporting and sorting appears in the Task Pane. Both views contain a Back button to return to the previous list. Click a link with the mouse to activate an option. Most options found in the Task Pane can also be found in a corresponding menu or toolbar button.



1.3.2 Menu Items

The following sections provide menu options for Remark Quick Stats. Please see later sections of this user's guide for complete descriptions of features.

1.3.2.a File Menu

Use the items in the **File** menu to perform operations on files. The operations include creating, editing, opening, closing, saving, displaying, and printing files.




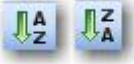
Reports View:

Toolbar Button	Menu Pull-Down Item	Description
	Open (Ctrl + O)	Opens an existing report file for viewing or printing. This option includes the corresponding data and answer key files so that you can further manipulate reports.
	Save (Ctrl + S)	Saves the current report to a new or existing file. Clicking the Save button creates a report file or saves the report to the current file if one has already been established.
	Save As... (F2)	Saves an existing report file under a new name or allows you to change the path to which the file saves.
	Export (Alt + F + E)	Exports the current report to one of several report formats: PDF, TIF, RTF, HTML or TXT.
	Email (Alt + F + M)	Emails the current report, textual or numeric data with or without results, or the internally created RQS (Remark Quick Stats) file.
	Print (Alt + F + P)	Prints the current report.
	Printer Setup	Allows you to choose a printer and set its printing parameters.

Toolbar Button	Menu Pull-Down Item	Description
	Exit (Alt + F4)	Exits Remark Quick Stats.

1.3.2.b Edit Menu

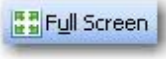
Use the items in the **Edit** menu to perform common Windows functions, including copy and find operations. You may also filter and sort data via the Edit menu.



Toolbar Button	Menu Pull-Down Item	Description
	Copy (Ctrl + C)	Allows for easy duplication and movement of information. You can copy an entire report once it is run and paste it in to a different document (e.g., Microsoft Word, Excel or PowerPoint).
	Find (Ctrl + F)	Displays a window asking for the search text. Remark Quick Stats searches forward from the cursor position for the text requested.
	Find Next (F3)	Searches for the next instance of the previous search. If Find has not yet been chosen, or could not locate the previous search, Find Next disables.
	Filter	Allows you to analyze your data based on specific criteria. This feature is useful for viewing results based on particular subsets of data.
	Sort (Data View Only)	Allows the sorting of data in ascending or descending patterns, based on particular questions.

1.3.2.c View Menu



The **View** menu allows you to choose which toolbars you would like displayed and allows you to customize the current view.

Reports View:

Toolbar Button	Menu Pull-Down Item	Description
	Full Screen (F11)	Displays a report full screen, allowing you to see more of the report. Press the button or F11 again to return to normal viewing.




Toolbar Button	Menu Pull-Down Item	Description
	Ruler	Displays a ruler across the top of the report so that you can see the size of the report.
	Status Bar	Displays the status of the current operation being performed at the bottom of the screen.
	Table of Contents	Displays a table of contents to the left of the report to assist with report navigation.
	Toolbars	Allows you to decide whether to view the standard toolbars (Data Viewer, Report and Task Pane).
	Theme	Allows you to choose a theme for the software, which defines whether to display large or small icons on the toolbar.

Data View:

Toolbar Button	Menu Pull-Down Item	Description
	Textual Data	Displays a copy of your data in text format.
	Numeric Data	Displays a copy of the data showing the numeric values that are used to calculate statistics.
	Status Bar	Displays the status of the current operation being performed at the bottom of the screen.
	Toolbars	Allows you to decide whether to view the standard and data toolbars (Data Viewer, Report and Task Pane).
	Theme	Allows you to choose a theme for the software, which defines whether to display large or small icons on the toolbar.

1.3.2.d Tools Menu

The items available in the **Tools** menu allow you to configure report options, import/export options and re-run reports.

Toolbar Button	Menu Pull-Down Item	Description
 	Grade Wizard/Survey Wizard (Ctrl + W)	Depending on whether you are grading or tabulating data, this menu displays the option to run the Grade Wizard or Survey Wizard.
	Report Batch Wizard (Ctrl + Q)	Displays the Report Batch Wizard, which allows you to display, print and/or export multiple reports at one time, as well as auto filter your data set based on specific criteria.
	Report Properties (Reports View only) (Ctrl + H)	Displays the individual properties for each report. Use these properties to customize the look of each report.
	Import Preferences (F9)	Allows you to import general reporting preferences from another installation of Remark Quick Stats.
	Export Preferences (F10)	Allows you to export your general reporting preferences so that they may be imported on another system running Remark Quick Stats.
	Screen Capture (Ctrl + T)	Allows you to take a screen capture of any section of the report by dragging the mouse around the desired area. The screen capture is placed on the Windows clipboard for pasting into other applications.
	Preferences (Ctrl + R)	Displays the general reporting preferences for software customization.

1.3.2.e Help Menu

When you have questions about the use of Remark Quick Stats, or about a specific menu or command, look under the Help menu.

Note: Help is context-sensitive. Press **F1** while any Remark Quick Stats window is active and help text appropriate to that window displays.

Tool	Menu Pull-Down Item	Function
	Contents	Displays the contents of the Remark Office OMR help file (including Remark Quick Stats).

About Remark Quick Stats...	Displays the About Remark Office OMR window, showing information about Principia Products as well as the serial number and current version of the software that is running.
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1.4 Running Reports

Once you have used one of the grade or survey features to analyze your data (covered in the next two chapters), Remark Quick Stats opens. To view the corresponding reports, click the **Display Reports** link in the Task Pane. Then click the link representing the report you wish to view. Some reports display another window allowing you to select specific criteria for the report.

Tip: Some reports are more memory intensive than others. When viewing the list of available reports, a red exclamation point next to the report name indicates the more memory intensive reports. You should ensure that your system meets the system requirements outlined earlier in this chapter before running these reports. It is also useful to close other applications before running the more memory intensive reports.

If you always run a specific report, you may select a default report by clicking **Tools|Preferences|Default Reports**. You may choose one default report for survey tabulation and one default report for grading operations. You may still access other reports while using Remark Quick Stats; this feature is simply a shortcut to running your favorite report.

Please review the next two chapters for information about grading tests and tabulating surveys, and the reports that can be run for each operation.

Grading Tests

Chapter 2

Remark Quick Stats offers two formats for grading tests: Easy Grade and the Grade Wizard. Easy Grade uses default settings to grade a test with minimal user interaction. The Grade Wizard allows you to customize the grading process. All grading takes place after you create a form template in the Remark Office OMR Template Editor and process filled in forms in the Remark Office OMR Data Center.

2.1 Using Easy Grade

Easy Grade is a quick way to grade a test using pre-determined constraints. When you use Easy 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).

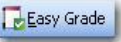
When using Easy Grade, you can allow multiple correct responses. If a question does not allow multiple responses in the form template, and it has multiple answers specified for the question in the answer key line, Remark Quick Stats treats this case as an OR operation, meaning it gives credit to students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

If a question is left blank in the answer key, the question is not graded. If you are using subjective items on your answer sheet, the maximum number of points awarded is set by the value in your answer key.

To use Easy 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. If you are unsure of how to setup form template regions, consult the Remark Office OMR User's Guide installed with your software. 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 Wizard 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 Easy 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 Easy Grade, if a subjective 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 **Easy Grade**, or click . Easy Grade is also available from 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. Refer to Section 2.4 for information about the reports and statistics calculated.

2.2 Using the Grade Wizard

Remark Quick Stats provides a Grade Wizard to allow you to customize the grading process. The Grade Wizard allows you to specify which data sets to include in the grade operation, an answer key, subjective and ID fields, test points, grade scales, scaled scores learning objectives, benchmark scores, report headers and which questions to include or exclude. In addition, you may save a grading answer key containing all of your grading parameters for repeated use. The Grade Wizard 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 the Grade Wizard based on the subject being tested (e.g., one answer key for US History, one for World History, one for Geography, etc.).

Note: The Grade Wizard can also be accessed outside of Remark Office OMR by clicking Start|Programs|Remark Office OMR 8|Remark Office OMR Grade Wizard. For details about using the Grade Wizard independently, please go to section 2.3.


The following table summarizes the options available when using the Grade Wizard:

Option	Description
Answer Key	An answer key can be obtained by selecting a grid row, scanning a key, importing a textual key or typing in an answer key.
Question Properties	Various question properties can be changed without affecting the form template, including whether to grade a question, question text, question point values, correct answers, respondent identifiers and data types.
Learning Objectives	Learning objectives, sometimes called subtests, test a student's knowledge on a particular subset of questions on the exam. You may create learning objectives and then assign specific questions to each objective. Remark Quick Stats provides scores on the entire test as well as scores for individual learning objectives. You may also assign benchmark values to the learning objectives to measure student proficiency.

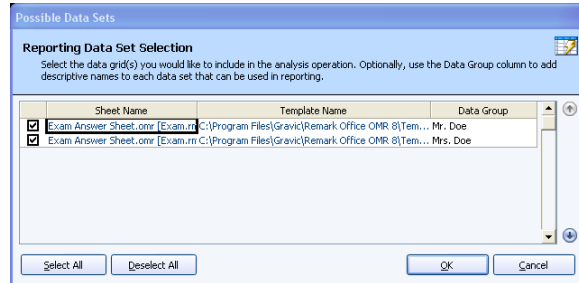
Option	Description
Grade Scales	You may assign a grade scale to both the overall test as well as the learning objectives, if you are using learning objectives. The software has pre-defined grade scales, or you can create your own.
Scaled Scores	A scaled score converts a student's score on a test to a common scale that allows for a comparison among students. A scaled score allows you to use an external data file to translate a student's score on a test from a standard raw, percent score or percentile into another scale, as defined in the translation file.
Multiple Answer Key Scoring	You may score tests that utilize multiple answer keys. There are two options for scoring multiple test versions: Standard and Advanced. With the Standard Answer keys option, you can enter each key and then have the software match the data to the appropriate answer key. Reporting is limited using Standard Answer Keys since only the answers are known (the questions are not re-ordered). With the Advanced Answer Keys 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 Answer Keys, the software understands how an answer relates back to the original answer key so all reports are available.
Benchmark Values	You may assign a benchmark value to an entire test, individual questions or learning objectives. The benchmark value is the score you want your students to achieve in order to be considered proficient. Select reports show what the benchmark score is and how the students compare to that benchmark.

To use the Grade Wizard (setting up an answer key)

When performing the following Grade Wizard steps, please refer to the previous table for any terms that are unfamiliar to you.

- 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. If you are unsure of how to setup form template regions, consult the Remark Office OMR User's Guide included with your software. 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 Wizard 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 the Grade Wizard.
- 3 After processing the exams, select the **Tools** menu, then click **Analysis** and then **Grade Wizard**, or click . The Grade Wizard is also available from the **Analysis** tab of the Task Pane.

- [Optional] You may grade multiple data sets by opening the data sets in the Data Center first. When you start the **Grade Wizard**, the **Possible Data Sets** 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 Group** name to identify each data set. Using a group name allows you to filter data. For example, you could enter a teacher name in the **Data Group** column and then compare data among teachers. The **Data Group** option appears when you filter data, use the Report Batch Wizard and on select reports, such as the **Comparative Grade** report, **Crosstabulation** and **Response** reports.



The following sections describe each of the options within the Grade Wizard.

2.2.1 The Getting Started Window

The **Getting Started** window appears first, which allows you to set up basic parameters for the test grading process.

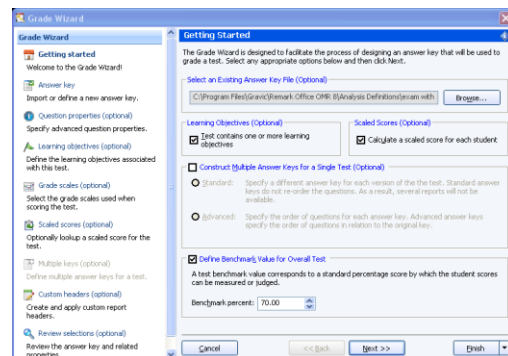
- Click the **Browse...** button if you have already created an answer key file (.AKY) that you would like to use. If you would like to create a new answer key file, continue with the remaining items on this screen. You may save as many answer keys as desired, but note that if the corresponding form template changes, you need to create a new answer key. 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 the Grade Wizard based on the subject being tested (e.g., one answer key for US History, one for World History, one for Geography, etc.).

Note: The remaining instructions are provided in the context of creating a new answer key file. If you are using an existing answer key file, you can use the same screens and instructions to make modifications.

- If the test contains learning objectives, mark the checkbox for **This test contains one or more learning objectives**.

Learning objectives allow you to create subsets of questions on which to base the grade operation in addition to the test as a whole. For example, if your state/province sets forth specific learning standards/objectives, you can assign test questions to the standard/objective so that they can be measured separately.

- If you are using scaled scores, mark the checkbox for **Calculate a scaled score for each student**. Scaled scores allow you to look up the students' total score, percent score or percentile in a database and return a translated score to the Remark Quick Stats reports.



- 4 If you are using more than one answer key for the test, mark the checkbox for **Construct Multiple Answer Keys for a Single Test**. Then select whether to use **Standard** or **Advanced** answer keys. "Standard answer keys" allows you to enter multiple answer keys without reordering the questions; therefore some reports are not available (i.e., Item Analysis and Crosstab reports). "Advanced answer keys" allows you to specify the order of the questions for each version of the test in relation to the original key. You need copies of the test questions in order to use Advanced Multiple Answer Keys. Answer keys are covered in more depth in Section 2.2.7.

Note: When using "standard" multiple answer keys, you may not define learning objectives. If your test contains both multiple answer keys (using the standard method) and learning objectives, we suggest you perform two separate grade operations: One with standard answer keys and one with learning objectives.
- 5 If desired, mark the checkbox for **Define Benchmark Value for Overall Test**. Then enter the desired benchmark percent score in the box titled **Benchmark percent**. This score is the score students are expected to achieve on the overall test in order to be considered proficient. Students' comparison scores to the defined benchmark appear on select reports.
- 6 Click the **Next>>** button to continue.

2.2.2 The Answer Key Window

The **Answer Key** window appears next, which allows you to enter an answer key. The following options are available for selecting an answer key:

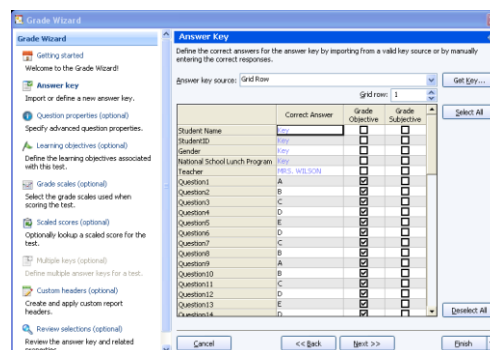
Option	Description
Grid Row	Choose your answer key from a grid row in the active data grid in the Data Center. This option is useful if you scanned your answer key as the first item in your data grid, followed by the student tests.
Read Wizard	You may launch the Read Wizard to scan an answer key or select an image file that represents your answer key (e.g., 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 Grade Wizard utility that runs 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. See Section 2.3 for more details.
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 ()). A text based answer key should be a tab delimited ASCII file

Option	Description				
	<p>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:</p>				
	1	2	4	1	3
	<p>If more than one answer is correct, then 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:</p>				
	1	2,4	4	1	1&3
	<p>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 might look like this:</p>				
A	1	2	4	1	3
B	4	3	1	1	2
C	2	1	3	1	4
	<p>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. Any commas found between correct answers are treated as ampersands when using multiple test versions.</p>				

- 1 Use the drop-down list in the **Answer key source** box to choose the type of answer key you are using. Then click the **Get 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: If you are using standard answer keys for multiple test version grading, the Answer Key window does not appear. You are prompted to enter all of your answer key information in the **Multiple Keys** step later in the Grade Wizard.

- If desired, you can mark whether to grade questions as objective or subjective by clicking in the corresponding boxes. By default, the Grade Wizard uses the grade settings defined in the form template, but you may make changes in the Grade Wizard. Note that you can also change the grading status of questions in the next window.
- Click the **Next>>** button to continue.



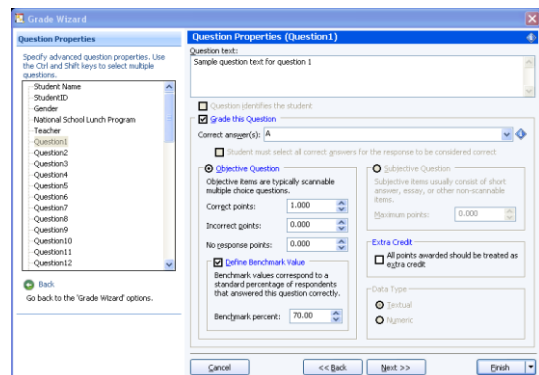
2.2.3 The Question Properties Window

The **Question Properties** window appears next, which allows you to modify the properties for your test questions. The Grade Wizard 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 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.
Question identifies the student	Mark this checkbox to include the information obtained from this question as a respondent identifier on select reports. 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 to include in the grade operation in order to designate it as a respondent identifier.
Grade this question	Mark this checkbox to include the question in the grade operation.
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.
Student must select all correct responses for the response 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
Objective Question	Mark this option to designate the question as an objective question. Multiple choice and True/False questions are examples of objective questions. Objective questions have three sets 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).
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.
Subjective Question	If the question contains a subjective score, mark this checkbox. 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 field for the subjective points on your form in order to use this value on the reports.
Maximum points	If using a subjective score, enter the maximum number of points possible for the question. If you have entered this number on the Answer Key step of the wizard, any changes made here override that value. Please note that any points entered for the processed tests that exceed the maximum points are automatically treated as extra credit.
Extra Credit	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.
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).

- 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





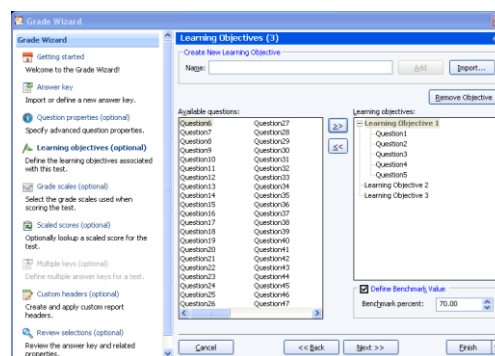
clicking another question to select a range of questions. Note that depending on the type of questions selected, some options may not be available to you (e.g., multi-selecting a grid region and a multiple region may not give you the same options).

- 2 Click the **Next>>** button to continue.

2.2.4 The Learning Objectives Window

If you are using learning objectives, the **Learning Objectives** window appears next, which allows you to specify learning objectives (you must have selected the **Use Learning Objectives** option on the first screen of the Grade Wizard). Learning objectives 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 in the Grade Wizard 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.

- 1 To create a learning objective, type the name of the learning objective in the **Name** box and then click the **Add Objective** button. Alternatively, you may import a list of objectives from a spreadsheet or database file. Click the **Import** button to import the names of the learning objectives. The learning objectives are listed in the **Learning objectives** box.
- 2 The graded questions on the test are listed in the **Available questions** box. Select a learning objective on the right, then select a question (or questions) in the **Available Questions** box and then click the **Add Questions to the selected learning objective** button (). The selected questions are moved to the **Learning objectives** box, beneath the selected learning objective. You may use the **Remove questions from the selected learning objectives** arrow () to remove any unwanted questions assigned to a particular learning objective. Each question can be assigned to more than one learning objective.



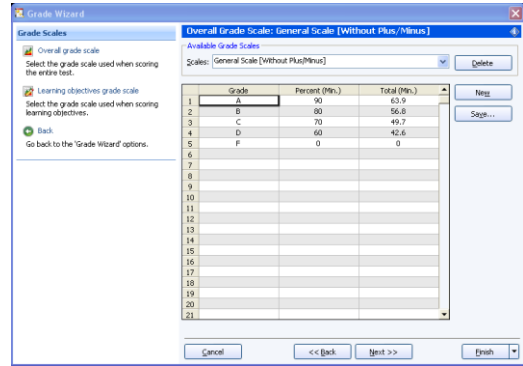
Tip: You can double click questions to add them quickly to a learning objective. You can also select multiple questions by holding down the Control key as you click questions, or by clicking a question, holding down the Shift key and then clicking another question to select the range of questions.

- 3 If desired, assign a benchmark score to the learning objectives by selecting a learning objective and then marking the checkbox for **Define Benchmark Value**. Enter the percent score students should achieve on the learning objective in the **Percent score** box. Select reports show you which students have met and not met the benchmark.
- 4 Click the **Next>>** button to continue.

2.2.5 The Overall Grade Scale Window

The **Overall Grade Scale** window appears next, which allows you to enter a grade scale for the test. Remark Quick Stats has built-in grade scales or you may create your own.

- 1 If you have created a scale previously or wish to use one of the pre-loaded grade scales, you may select it from the **Scales** drop-down list.
- 2 Optionally, you may create a new grade scale by clicking the **New** button and then entering a grade scale in the **Grade Scale** grid. Enter the **Grade** on the left (e.g., A, B, C, D, F) and the corresponding **Percent Minimum Value** and **Total Minimum Value** to the right. You may save the grade scale by clicking the **Save...** button.
- 3 If you are using learning objectives and would like to assign a separate grade scale to these objectives, click the **Learning objectives grade scale** link in the left Task Pane. Repeat the instructions provided in Steps 1 and 2 to select or create a grade scale. Note that the grade scale defined here applies to all learning objectives defined (there are no separate scales per learning objective).
- 4 Click the **Next>>** button to continue.



2.2.6 The Scaled Scores and Learning Objectives Scaled Scores Window

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 and Student Response Report. Each report has a property (Tools|Report Properties) 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.

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

Note: When using the Grade Wizard, 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 Easy Grade operations, do not set a default Scaled Score in the Remark Quick Stats Preferences.

- 1 If you have created a scaled score previously, you may select it from the **Scaled scores** drop-down list.
- 2 Optionally, you may create a new scaled score by typing a name in the **Scaled score name** box.
- 3 In the **Scaled score based 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.
- 4 Optionally, if you wish to round the scores, mark the checkbox for **Round to:** and put in the number of decimal places desired. If this option is used, the lookup score is rounded first, then the lookup takes place based on the rounded score.
- 5 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.
- 6 [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.
- 7 Click the **Database...** button to choose (or modify) the connection to an external database file.
- 8 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.).

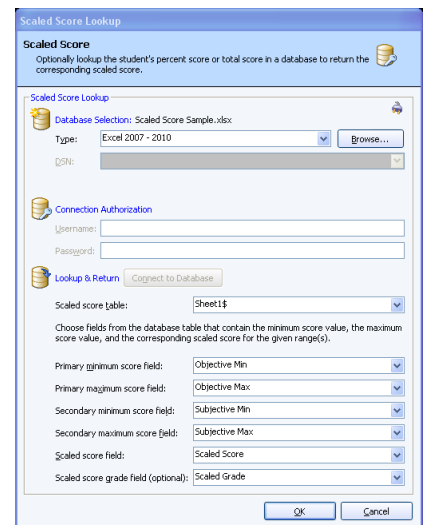
- 9 Click the **Browse...** button to locate and select the database file.
- 10 Select a file and then click the **Open** button (or double click the file name).

If using an ODBC connection, perform the Steps 11-13 (you need to obtain specific information from your database administrator to complete these steps). Otherwise, skip to **Step 14**.

- 11 OPTIONAL: Select your database type from the **DSN** drop-down list.
- 12 OPTIONAL: Select the appropriate checkbox to indicate whether your database is Directory or DSN based: **Directory based** or **DSN based**.
- 13 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.

- 14 In the **Lookup & Return** section, 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).
- 15 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).
- 16 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 use 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** 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.
- 17 Choose the field in the database that contains the corresponding scaled score using the **Scaled score field** drop-down list.
 - 18 [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.
 - 19 Click the **OK** button to save the database settings.
 - 20 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.
 - 21 Optionally, if you would like to use a scaled score for defined learning objectives, click the **Learning objective scaled score** link in the left window pane and repeat the above steps to define the scaled score. Please note that the learning objectives scaled score applies to all learning objectives defined.
 - 22 Click the **Next>>** button to continue.

Note: Default scaled scores for the overall test and learning objectives can be defined and saved in the Remark Quick Stats Preferences under **Tools|Preferences|Overall Scaled Score** and **Learning Objectives Scaled Score**. Once created and saved in the preferences, scaled scores can be accessed in the Grade Wizard.

2.2.7 The Multiple Answer Keys Window

If you are using multiple answer keys, the **Multiple Answer Key** window appears next (you must have selected one of the multiple answer key options on the first screen of the Grade Wizard). This window varies depending on whether you are using standard or advanced answer keys. 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 answer keys. Use the following table for instructions on both types of answer keys:

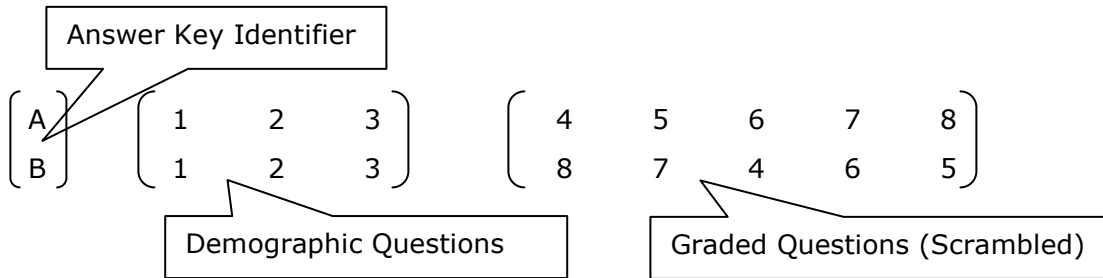
Answer Key Type	Instructions
Standard	<ol style="list-style-type: none">1 Use the drop-down list for Question containing key identifier to select a question from the test that contains the value identifying the answer key.2 Click the New button to enter an answer key.3 Enter or select the answer that identifies the first key in the Answer representing the key version list box.4 Use the drop-down list in the Answer key source box to choose a grid row as the source for the answer key. If not using a grid row, manually enter the key information in the grid.5 If using a grid row for the answer key, click the Get Key... button to enter the answer key information into the answer key grid (if using a grid row, specify the row in the Grid row box).6 Click the New button to start the process again for additional answer keys.

Answer Key Type	Instructions												
Advanced	<ol style="list-style-type: none"> 1 The original answer key is visible. Use the drop-down list for Question containing key identifier to select a question from the test that contains the value identifying the first answer key. 2 Enter or select the answer that identifies the first answer key in the Answer representing the key version list box. 3 To add more answer keys, click the New button. 4 Enter or select the answer that identifies the first key in the Answer representing the key version list box. 5 A duplicate of the original key appears in the Key 2 column. Then rearrange the questions in the Key 2 column so that they relate back to the original answer key (Key 1). 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. <p>Here is an example to follow:</p> <p>Test One</p> <ol style="list-style-type: none"> 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? <p>Test Two</p> <ol style="list-style-type: none"> 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? <p>Answer Key Setup</p> <p>The fields in the Grade Wizard should look like this:</p> <table border="0" data-bbox="553 1524 1070 1759"> <thead> <tr> <th data-bbox="553 1524 683 1551">Test One</th> <th data-bbox="935 1524 1070 1551">Test Two</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 1566 591 1593">Q1</td> <td data-bbox="935 1566 974 1593">Q2</td> </tr> <tr> <td data-bbox="553 1608 591 1635">Q2</td> <td data-bbox="935 1608 974 1635">Q5</td> </tr> <tr> <td data-bbox="553 1650 591 1677">Q3</td> <td data-bbox="935 1650 974 1677">Q1</td> </tr> <tr> <td data-bbox="553 1692 591 1719">Q4</td> <td data-bbox="935 1692 974 1719">Q3</td> </tr> <tr> <td data-bbox="553 1734 591 1761">Q5</td> <td data-bbox="935 1734 974 1761">Q4</td> </tr> </tbody> </table>	Test One	Test Two	Q1	Q2	Q2	Q5	Q3	Q1	Q4	Q3	Q5	Q4
Test One	Test Two												
Q1	Q2												
Q2	Q5												
Q3	Q1												
Q4	Q3												
Q5	Q4												

6 Click the **Next>>** button to continue.

Note: You can import Advanced Multiple Answer Keys using a tab delimited text file. 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:



In this example, A and B represent the answer key version identifier. 1, 2, and 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. 8-5 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 eight on answer Key A. Similarly, the second graded question on answer key B is question seven on answer key A.

2.2.8 The Custom Header Window

In the **Custom Header** window, optionally define a header for the resulting reports. Custom report headers are explained in detail in Section 4.2. Custom headers allow you to customize titles and add graphics to your report headings. By creating a custom header within the Grade Wizard, it is be saved with the answer key file generated by the Grade Wizard (if you save the answer key file), which means you do not have to recreate the custom report header any time you grade data using this answer key 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 the Grade Wizard override any custom headers set in individual report properties.

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 answer keys.

- 1 Click the **Custom Report Header** checkbox.
- 2 Click the **Edit...** button to create a new report header or the **Load...** button to open a previously saved report header.

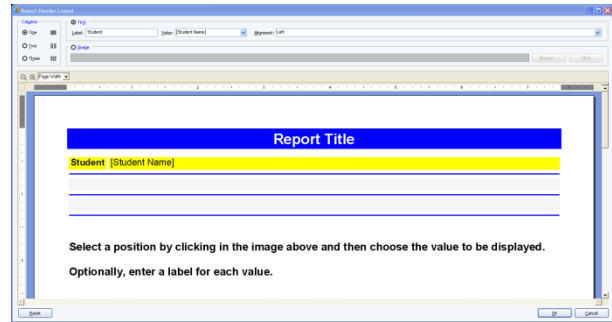
When the **Report Header Layout** window appears, you will see a representation of the report. There are nine fields that can be customized. The active field is highlighted in yellow. Click in a field to select and customize it. You can use the **Page Width** setting on the report to zoom in and out for better viewing.

To customize fields

- 1 Choose the number of columns for your report header under the **Columns** section: **One**, **Two** or **Three**. The number of columns determines how many fields you can customize (between three and nine).
- 2 Click one of the yellow fields to customize.
- 3 Determine whether you want to insert text or an image in your first field. Choose the radio button for **Text** or **Image**.

- 4 If inserting text, enter a label for the field in the **Label** box. This label is free text.

- 5 If desired, move to the **Value** drop-down list and select a value to insert. The default choices are **Image**, **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.



- 6 In the **Alignment** section, choose an alignment for your item: **Left**, **Center** or **Right**. The inserted item is aligned accordingly within the space allotted on the report.

- 7 If inserting an image, click the **Browse...** 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.



- 8 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 to 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.

- 9 Once your header is complete, click the **OK** button to return to the Grade Wizard window.
- 10 If you wish to save the custom header you just created, click the **Save** button and enter a file name and location for the header. You can open it back up in this same screen of the Grade Wizard on future grading operations.
- 11 Click the **Next>>** button to continue.

2.2.9 The Review Selections Window

- 1 In the **Review Selections** window, review your information for accuracy. Every question is listed, allowing you to make changes if needed. You may use this window to make changes to answer choices, graded questions, learning objectives, respondent identifiers and point allocations.
- 2 Once you are satisfied with the information, click the **Finish** button. If you have started a new answer key file or made changes to an existing answer key file, you are prompted to save the file. Alternatively, you can use the arrow next to the **Finish** button to choose one of the following options:
 - **Save and Execute:** Prompts you to save the answer key file and then executes the grade operation.
 - **Save:** Saves the answer key file but does not execute the grade operation.
 - **Execute:** Executes the grade operation without saving the answer key file.
 - **Save Generic:** Saves the selected settings as a generic answer key file that can be applied to other similar form templates.

Once the **Finish** button is selected, if you would like to save the answer key file, continue with Step 3. You are prompted to save the answer key if you have not saved it already or have made changes.

- 3 If desired, save the answer key file by clicking **Yes** when prompted. If you click **No**, the answer key file is not saved but the Grade Wizard closes and the test is still graded. If you click **Cancel**, you are returned to the **Grade Wizard**. If you plan to re-use the test form, it can save you time by saving the answer key file.
- 4 If you select **Yes** to save the answer key file, in the **Save Answer Key** window, enter a name for the answer key file, choose a location to which to save the file and then click the **Save** button.

Note: You can save your answer key as a generic answer key file (.GAKY) by changing the type in the **Save as type** box. This type of answer key does not save 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.

The **Remark Quick Stats** window appears. This window contains a Task Pane on the left allowing you to display reports. Refer to Section 2.4 for information about the reports and statistics calculated.

2.3 The Grade Wizard Utility

The Grade Wizard may be accessed outside of Remark Office OMR so that you can set up answer keys ahead of time. One advantage of using the Grade Wizard utility is that you can set up generic answer keys (*.gaky files). This type of answer key does not save 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.

In addition, you can create a text answer key outside of Remark Office OMR, which 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 (|)). You can then apply this text answer key to any appropriate form template.

Tip: Before continuing, we suggest that you read the previous section that explains all of the available options in the Grade Wizard in detail. Those options are not repeated here, as this section is meant to explain generic answer keys.

To setup a generic answer key using the Grade Wizard Utility

If you wish to use generic answer keys, you must first set one up. Once set up, the answer keys can be applied to various form templates.


- 1 Select the Windows **Start** menu, click **Programs**, then **Remark Office OMR 8**, then **Remark Office OMR Grade Wizard**.
- 2 You have two choices at this point: you can create an answer key for an existing form template file (OMR), or you can open an existing answer key file (AKY, GAKY) and make modifications to it. Existing answer keys are covered in the previous section. Using the Grade Wizard Utility with an existing answer key is essentially the same as what was already covered. Therefore, we will focus on creating generic answer keys from this point forward.
- 3 Click the **Browse...** button and choose the form template to which you would like to apply this answer key.
- 4 In the **Getting Started** window, choose the options you would like to apply to this answer key: specify learning objectives, scaled scores and benchmark scores.
Note: Multiple answer keys are not supported when creating generic answer keys. On the last step you may choose to save the file as a regular answer key (.AKY); this is the only file type that you can save from the Grade Wizard utility *and* allow for multiple test versions.
- 5 Click the **Next>>** button to continue.
- 6 In the **Answer Key** window, type in the appropriate answers for the questions you wish to include in the grade operation. Remember, we are creating a generic answer key first, which we can later apply to other form templates.
- 7 Click the **Next>>** button to continue.
- 8 If desired, in the **Question Properties** window, make any other changes desired to the questions in the form template. The changes you make here do not affect the actual form template.
- 9 Click the **Next>>** button to continue.
- 10 If desired, in the **Learning Objectives** window, add any learning objectives you wish to apply to this generic answer key. You may type in the learning objective names or import them from an existing file.
- 11 Click the **Next>>** button to continue.
- 12 If desired, in the **Overall Grade Scale** window, choose or create a grade scale to apply to this answer key. You may also click the **Learning objectives grade scale** link in the left Task Pane to adjust the grade scale used for all learning objectives defined.
- 13 Click the **Next>>** button to continue.
- 14 If desired, in the **Overall Scaled Scores** window, select or define a scaled score. Scaled scores are described in detail in Section 2.2.6.
- 15 Click the **Next>>** button to continue.

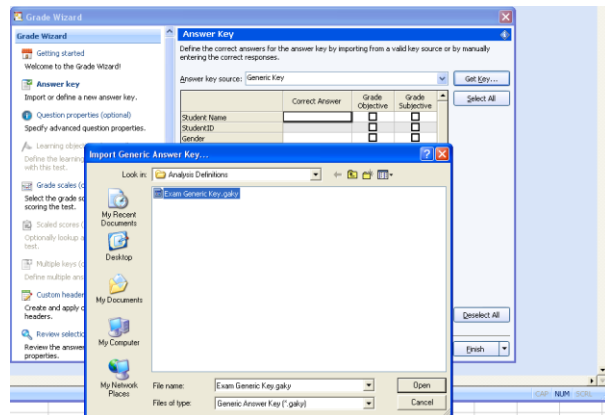
- 16 If desired, in the **Custom Report Header** window, define a report header to be used for each resulting report when this answer key is used.
- 17 Click the **Next>>** button to continue.
- 18 Review the information you have entered in the **Review Selections** window. Click the **Save** button to save the answer key file. In the **Save as type** drop-down list, choose **Generic Answer Key (.gaky)**. Provide a name for the file in the **File name** box. Be sure to note where the answer key is saved so that you may refer to it later.

Note: You can also save the answer key as an .AKY file, but .AKY files are stricter in terms of which form templates can utilize them. They also allow for multiple test versions.
- 19 Click the **Save** button. The generic answer key is now saved. You may now apply this answer key to other form templates.

To use a generic answer key file in the Grade Wizard

Once you have created a generic answer key, you can apply it to multiple form templates as long as they have enough graded questions and answer choices. You can process forms and then apply the generic answer key to the data, as described below.

- 1 In the **Remark Office OMR Data Center**, open a form template and process forms as you normally would. Alternatively, open an existing data file.
- 2 Select the **Tools** menu, click **Analysis** and then click **Grade Wizard**, or click .
- 3 Click the **Next>>** button to continue.
- 4 In the **Answer Key** window, use the drop-down list for **Answer key source** to choose a generic answer key file and click the **Get Key...** button. (Alternatively, you can load a previously saved answer key file on the first step of the wizard by clicking the **Load...** button.) If the answer key can be applied to this form template, you receive a message that the answer key was applied successfully. You may click the **Finish** button to grade the data, or navigate through the **Grade Wizard** screens to make any desired changes.



The **Remark Quick Stats** window appears. This window contains a Task Pane on the left allowing you to display reports. Refer to Section 2.4 for information about the reports and statistics calculated.

To apply a generic answer key file to other form templates using the Grade Wizard utility

You can use the Grade Wizard utility (as described previously) to select a form template and then apply the generic answer key to it to make new answer keys.


- 1 Select the Windows **Start** menu, click **Programs**, then **Remark Office OMR 8**, then **Remark Office OMR Grade Wizard**.
- 2 Click the **Browse...** button and choose the form template to which you would like to apply this answer key. You do not need to make any adjustment in the **Getting Started** window because once the generic answer key is selected in the next step, all associated options are applied.
- 3 Click the **Next>>** button to continue.
- 4 In the **Answer Key** window, use the drop-down list for **Answer key source** to choose a generic answer key file. If the answer key can be applied to this form template, you receive a message that the answer key was applied successfully.
- 5 Click the **Save** button to apply and save this generic answer key to this form template. We suggest saving the file as an Answer Key (.aky) file.

You may now utilize the answer key file within the Grade Wizard in Remark Office OMR to grade a data set.

2.4 Available Grading Reports

Once you have used Easy Grade or the Grade Wizard 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 by selecting the **Tools** menu and then clicking **Report**

Properties, or by clicking  on the toolbar. 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 Properties. You can hide and show sections of reports in these properties. By default, some sections are hidden.

2.4.1 Report 101 - Student Statistics Report

The Student Statistics report provides the scores for all students in the class. Students are listed down the left side of the report, and then the grade, objective and subjective (if applicable) scores are listed for each student. If a scaled score is defined, it is also displayed. If a benchmark score was defined, the benchmark difference graph is also displayed. If learning objectives are defined, separate tables show the student information for the overall test and the learning objectives.

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 the Grade Wizard (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 the Grade Wizard or set as your default Grade Scale in the Remark Quick Stats Preferences (Tools Preferences Overall Grade Scale).
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 the Grade Wizard or is set as a default scaled score in the Remark Quick Stats Preferences (Tools Preferences Overall Scaled Score).
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.
Benchmark Difference	If a benchmark score was defined in the Grade Wizard, 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 (Tools Report Properties).
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 $15z + 100$.

Option	Description
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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.

Report Section	Report Property	Description
Report Format	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.
	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. (See Chapter 4 Preferences and Properties for more details.)
	Row Shading	Sets whether to shade every other row in the chart.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Summary Information	Display Total Score	Sets whether to show the total score earned for each student.
	Display Percent Score	Sets whether to show the percent score earned for each student.
	Display Scaled Score	Sets whether to show the scaled score earned for each student, if applicable.
	Display Grade	Sets whether to show the grade earned for each student.
	Display Z Score	Sets whether to show the Z Score earned for each student.
	Display T Score	Sets whether to show the T Score earned for each student.
	Display ETS Score	Sets whether to show the ETS Score earned for each student.
	Display Deviation IQ	Sets whether to show the Deviation IQ for each student.

Report Section	Report Property	Description
	Display Percentile	Sets whether to show the Percentile for each student.
	Display 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.
	Display Incorrect	Sets whether to show the number of incorrect responses on the test for each student.
	Display Correct	Sets whether to show the number of correct responses on the test for each student.
	Display Benchmark Difference	Sets whether to show the Benchmark Difference between the current score and the expected benchmark score, if benchmarks are used.
Report Footer	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.

2.4.2 Report 102 - Comparative Grade Report

The Comparative Grade Report allows you to see test scores broken down by specific criteria. You can select questions from the data on which to base the report. For example, this report is especially useful for comparing demographic groups. If your students mark a category such as ethnicity on their test answer sheet, you can view the data by ethnic group. 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 the Grade Wizard or 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 under Tools Report Properties).
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).

Option	Description
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).
Benchmark Difference	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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	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.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. (See Chapter 4 Preferences and Properties for more details.)
	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.

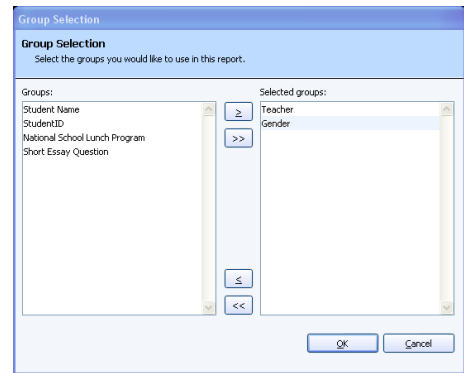
Report Section	Report Property	Description
	Background Color	Sets the color to be used in the background of each table on the report.
	Row Borders	Sets whether to display borders around each row of information.
	Display Students	Sets whether to display the actual student identifiers of those that fall into each selected category.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Header Font Size	Sets the font size used in the header row section of the table within the report (Students, Grade, Percent, etc.).
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Group Color Code	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.
Summary Information	Display Respondents	Sets whether to display the Students column of the report, which shows the number of students falling into each category.
	Display Grade	Sets whether to display the Grade column of the report.
	Display Scaled Score	Sets whether to display the Scaled Score column of the report, if a scaled score was set up in the Grade Wizard or as a default scaled score in the Remark Quick Stats Preferences.

Report Section	Report Property	Description
	Display Percent	Sets whether to display the Percent column of the report.
	Display Benchmark Difference	Sets whether to display the Benchmark Difference column of the report, if benchmarks were applied using the Grade Wizard or Remark Quick Stats Preferences.
Report Footer	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.

To run a Comparative Grade Report

- 1 In the Remark Quick Stats Task Pane, select the link for **102 - Comparative Grade Report**.
- 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 **OK** button to run the report.

2.4.3 Report 103 - Class Frequency Distribution Report

The Class Frequency Distribution report displays the breakdown of scores for an entire class. It also shows the mean score, the defined target benchmark and the benchmark difference, if applicable. If you have defined learning objectives in the Grade Wizard, a breakdown of scores on each learning objective is also displayed.

The table across the top of the report shows the **Grades** along with their corresponding **Percent Scores** and **Raw Scores**, and the **Frequency** of each grade. The **Percent** column shows the percentage of time that grade appears for the group of scores. The chart shows the **Grade** across the X-axis (bottom) and the **Frequency** of that grade along the Y-axis (left side).

The following table summarizes the Class Frequency Distribution Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
	Report Graph	Graph Size
Display Graph		Sets whether to display a graph of the frequency information.
Graph Properties		Sets the graph properties, including type of graph, titles, colors, fonts, etc. (See Chapter 4 Preferences and Properties for further details.)
Report Format	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks benchmark performance. (See Chapter 4 Preferences and Properties for more details.)
	Objective Page Break	Sets whether to place a page break after the information for each learning objective is displayed.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type 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).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.

Report Section	Report Property	Description
Report Footer	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.

2.4.4 Report 104 - Test Statistics Report

The Test Statistics Report displays descriptive statistics about the overall test as well as each learning objective, if applicable. If there are subjective questions on the test, a breakdown of statistics for the overall test, objective items and subjective items is displayed. You may show or hide groups of statistics in the report properties (Tools|Report Properties). 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 the Grade Wizard, 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.

Group Name	Statistic	Description
	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 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.

The following table summarizes the Test Statistics Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.

Report Section	Report Property	Description
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type 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).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Display Statistics	Test Reliability	Sets whether to display the Test Reliability section of the report, which includes the Kuder-Richardson and Coefficient Alpha statistics.
	Confidence Intervals	Sets whether to display the Confidence Interval section of the report, which includes 1, 5, 95 and 99% confidence intervals.
	Percentiles	Sets whether to display the Percentiles section of the report, which includes 25th and 75th percentile, interquartile range and median 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.
	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.

Report Section	Report Property	Description
Report Footer	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.

2.4.5 Report 105 – Student Response Report

The Student Response Report provides a class view of all test responses by student and by question. 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. 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 percentage of students who answered the question correctly is listed, as well as averages for the total score, percent score, and grade. This report provides visual insight to both student and question performance. The colors used in the report can be customized in the report's properties.

The following table summarizes the Student Response Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
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.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.

Report Section	Report Property	Description
Report Format	Question Header	Sets how to display the questions across the top of the report: Auto Number, Question Name (default) or Item Number. If you have long question names, you may wish to use Auto Number or Item Number.
	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.
	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.
	Shade Statistics	Sets whether to apply gray shading to the last few columns of statistics within the report.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Header Font Size	Sets of the size of the font used in the header column and row of the report (the students and questions).
	Font	Sets the font type used in the report.
	Correct Border Style	Sets the color for the border around each correct response: Transparent, Solid (default), Dash, Dot, Dash-Dot, Dash-Dot-Dot.
	Correct Text Color	Sets the color for the text depicting each correct response (black by default).
	Correct Color	Sets the color for the background of each correct response (green 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.
	Incorrect Text Color	Sets the color for the text depicting each incorrect response (black by default).
	Incorrect Color	Sets the color for the background of each incorrect response (red by default).

Report Section	Report Property	Description
	Unanswered Border Style	Sets the color for the border around each unanswered 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).
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Summary Statistics	Display Answer Key	Sets whether to display the answer key labels across the top of the report (on the line above the student responses).
	Display 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.
	Display Total Score	Sets whether to display the Total Score column at the end of the report.
	Display Percent Score	Sets whether to display the Percent Score column at the end of the report.
	Display Grade	Sets whether to display the Grade column at the end of the report.
	Display Scaled Score	Sets whether to display the Scaled Score column at the end of the report, if applicable.
Report Footer	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.

2.4.6 Report 106 - Condensed Test Report

The Condensed Test report provides a summary of basic tests statistics. The header optionally contains statistical information about the test results as a whole. The body of the report shows each question, its response frequency, distractor information, group responses and the point biserial calculation. 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.
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 text 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.

Statistic	Meaning
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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
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.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Display Question Number	Sets whether to display the No. column in the report, showing the question number.
	Display Question Name	Sets whether to display the Question Name column of the report, showing the question name from the form template.
	Display Correct Answers	Sets whether to display the Correct Answer column of the report.
	Display Non Distractors	Sets whether to display the Non Distractors section of the report, showing the answer choices that were not chosen by students.

Report Section	Report Property	Description
	Display Correct Group	Sets whether to display the Correct Group section of the report.
	Display Point Biserial	Sets whether to display the Point Biserial column 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.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Row Shading	Sets whether to shade every other row in the chart.
	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.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Test Stats Options	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.

Report Section	Report Property	Description
Report Footer	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.

2.4.7 Report 107 – Demographic Grade Report

The Demographic Grade Report allows you to see test scores broken down by specific criteria. You can select questions from the data on which to base the report. For example, this report is especially useful for comparing demographic groups. If your students mark a category such as ethnicity on their test answer sheet, you can view the data by ethnic group. This report is very similar to the Comparative Grade Report, but is displayed in table format as opposed to hierarchical 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 the Grade Wizard or 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).
Benchmark Difference	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 by clicking Tools|Report Properties):


Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. (See Chapter 4 Preferences and Properties for more details.)
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Header Font Size	Sets the font size used in the header row section of the table within the report (Students, Grade, Percent, etc.).
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Row Shading	Sets whether to shade every other row in the chart.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.

Report Section	Report Property	Description
Summary Information	Display Respondents	Sets whether to display the Students column of the report, which shows the number of students falling into each category.
	Display Grade	Sets whether to display the Grade column of the report.
	Display Scaled Score	Sets whether to display the Scaled Score column of the report, if a scaled score was set up in the Grade Wizard or as a default scaled score in the Remark Quick Stats Preferences.
	Display Percent	Sets whether to display the Percent column of the report.
	Display Benchmark Difference	Sets whether to display the Benchmark Difference column of the report, if benchmarks were applied using the Grade Wizard or Remark Quick Stats Preferences.
Report Footer	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.

To run a Demographic Grade Report

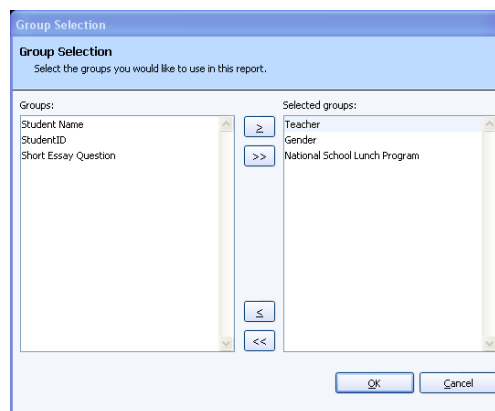
- 1 In the Remark Quick Stats Task Pane, select the link for **107 - Demographic Grade Report**.

- 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 **OK** button to run the report.



2.4.8 Report 201 - Detailed Item Analysis Report

The Detailed Item Analysis report provides an in-depth look at individual question statistics. Each question displays in a separate table. The question text (or question name if no question text was defined in the form template or Grade Wizard) 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 properties (Tools|Report 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 not to exclude missing values in the Remark Quick Stats preferences (Tools 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.
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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Long Responses	Sets whether to wrap or truncate (cut off) long responses (answer choices).
	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.
	Display Point Biserial	Sets whether to display the Point Biserial column of the report.
	Display Frequency	Sets whether to display the Frequency column of the report.
	Display Percent	Sets whether to display the Percent column of the report.
	Display Learning Objectives	Sets whether to display each learning objective defined in the Grade Wizard on the report in its own section.
	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).
	Question Page Break	Sets whether to place a page break after the information for each question is displayed.
	Row Shading	Sets whether to shade every other row in the chart.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.

Report Section	Report Property	Description
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Graph	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.
	Graph Properties	Sets the graph properties, including type of graph, titles, colors, fonts, etc. (See Chapter 4 Preferences and Properties for further details.)
NA Format Options	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 Footer	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.

2.4.9 Report 203 - Item Analysis Graph Report

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 (Tools|Report Properties). You can also control how many graphs are displayed per page, as well as customize the graphs in the report properties. The following table summarizes the Item Analysis Graph Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
	Report Format	Long Responses
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 popular responses chosen.
Display Answer Items		Sets whether to display charts with the answer item information to the right of each graph.
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.
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.
Page Size		Sets the page size to A4, US Letter or US Legal.
Orientation		Sets the overall report orientation: Landscape or Portrait.
Data Font Size		Sets of the size of the font used in the report.

Report Section	Report Property	Description
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Graph	Graph Properties	Sets the graph properties, including type of graph, titles, colors, fonts, etc. (See Chapter 4 Preferences and Properties for further details.)
NA Format Options	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 Footer	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.

2.4.10 Report 204 - Condensed Item Analysis Report

The Condensed Item Analysis report 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. 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 Grade Wizard.
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.

Statistic	Meaning
Bar Chart	Displays a bar chart of the frequency. The correct responses' bar chart is green and the incorrect responses' bar chart is red.
Missing	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 (Tools Preferences).

The following table summarizes the Condensed Item Analysis Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
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.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks frequency percentages. (See Chapter 4 Preferences and Properties for more details.)
	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).
	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.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Display Frequency	Sets whether to display the frequency column on the report.
	Display Mean	Sets whether to display the question mean on the report. This setting applies to survey operations only.
	Long Responses	Sets whether to wrap or truncate (cut off) long responses (answer choices).
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
NA Format Options	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.
Report Footer	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.

2.4.11 Report 207 - Test Item Statistics Report

The Test Item Statistics report displays descriptive statistics for each question on the test. The following table summarizes these statistics:

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 the Grade Wizard. 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.
Benchmark	Displays the target benchmark score for each question, if one was entered in the Grade Wizard or Remark Quick Stats Preferences.
Percent Correct	Displays the percentage of students who answered the question correctly.
Benchmark Difference	If a benchmark score was defined in the Grade Wizard or Remark Quick Stats Preferences, the Benchmark Difference 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 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 (Tools Report Properties).

The following table summarizes the Test Item Statistics Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Sort Questions	Sets whether to sort the questions by: Question Name, P-Value or Point Biserial.
	Sort Order	Sets whether to sort the questions (based on criteria above) in ascending or descending order.
	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks frequency percentages. (See Chapter 4 Preferences and Properties for more details.)
	Display 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.
	Display Number Graded	Sets whether to display the Graded column of the report. The Graded column represents the number of graded questions on the test.
	Display 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.
	Display 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.
Display 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.	

Report Section	Report Property	Description
	Display Point Biserial	Sets whether to display the Point Biserial column of the report.
	Display Benchmark	Sets whether to display the Benchmark column of the report.
	Display Percent Correct	Sets whether to display the Percent Correct column of the report.
	Display Benchmark Difference	Sets whether to display the Benchmark Difference column of the report.
	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).
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer	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.

2.4.12 Report 208 - Crosstabulation Report

The Crosstabulation report generates a table displaying the number of cases falling into each combination of the categories of two or more categorical variables. Crosstabulation is a method of examining the relationships among variables that are at the nominal or ordinal level. The categories of one variable are listed in the rows and of a second variable in the columns. You choose specific questions from your data to use in the crosstabulation. The frequencies displayed in the Crosstabulation report can be totals or percents. The correct answer for each question is marked with an asterisk. Please note that questions that allow more than one response cannot be used for crosstabulations.


The following table summarizes the Crosstabulation Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	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.
	Page Break	Sets whether to insert a page break after each crosstabulation table.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Page Size	Sets the page size to A4, US Letter or US Legal.

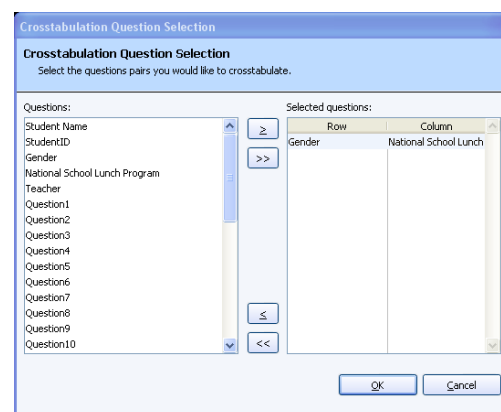
Report Section	Report Property	Description
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer	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.

To run a Crosstabulation Report

- 1 In the Remark Quick Stats Task Pane, select the link for **Crosstabulation Report**.
- 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.

2.4.13 Report 301 - Student Grade Report

The Student Grade Report provides a detailed grade report for each student included in the grade operation. You may print these reports and give them to your students, parents or other stakeholders. The report provides a summary of the students' answers and grade information from the test. If a benchmark score was defined using the Grade Wizard, you may include a bar chart depicting the student's score along with the benchmark. If learning objectives were defined using the Grade Wizard, you will see scores for each learning objective in addition to the overall test. Incorrect responses are highlighted in yellow. If subjective questions are included, they are highlighted in orange whenever full credit is not awarded. If extra credit questions are included, they are highlighted in blue. The colors can be customized in the report's properties (Tools|Report Properties). An image of the test can optionally be included in each student's report.

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 (Tools|Report Properties|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 Grade Wizard, 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 the Grade Wizard 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 the Grade Wizard 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 under Tools Report Properties).
Correct Answer	Displays the correct answer for any question that is incorrect (optional).
Test Image	Displays an image of the student's test (optional).

The following table summarizes the Student Grade Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
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.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	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.
	Page Break	Sets whether to insert a page break after each student grade report.
	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks frequency percentages. (See Chapter 4 Preferences and Properties for more details.)
	Display Grade	Sets whether to display the students' grade on the report.
	Display Scaled Score	Sets whether to display the students' scaled score, if one was set up using the Grade Wizard or in the Remark Quick Stats Preferences.
	Display Total Score	Sets whether to display the students' total score on the report.
	Display Percent Score	Sets whether to display the students' percent score on the report.

Report Section	Report Property	Description
	Display Benchmark	Sets whether to display the benchmark score for the test if one was set up in the Grade Wizard or Remark Quick Stats Preferences.
	Display Learning Objectives	Sets whether to display the score obtained for each learning objective defined in the Grade Wizard.
	Row Shading	Sets whether to shade every other row in the chart.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Font	Sets the font type used in the report.
	Data Font Size	Sets of the size of the font used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
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. This property applies to Remark Office OMR generated reports only.
	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.

Report Section	Report Property	Description
	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.)
Item Format	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.
	Subjective Item Highlight Color	Sets the highlight color for the 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.
Report Footer	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
Report Behavior	Display Prompt	When this property is set to Show, the Respondent Selection window appears so that you can select which students you want included in the report. If this property is set to Hide, 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.

To run the Student Grade Report

- 1 In the Remark Quick Stats Task Pane, select the link for **Student Grade Report**.

If you have the **Display Prompt** setting on **Show**, the **Respondent Select** window appears. If the **Display Prompt** setting is on **Hide**, you simply see the report.

- 2 [Optional] In the **Respondent Selection** window, select the student(s) you wish to include in the report. The **Respondent Selection** window appears if you have the **Display Prompt** property set to **Show** in the report properties (Tools|Report

Properties). 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.

- 3 [Optional] Click the **OK** button to run the report. A grade report appears for each selected student.

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, you can change the **Image Quality** property in the report properties (Tools|Report Properties). Note that the report may take longer to run if you use a high image quality.

2.4.14 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 or tabulated in the form template or Grade Wizard can be included on the Response Report by Item. You can choose from all questions, regardless of whether they are graded or tabulated, by adjusting the report properties (Tools|Report Properties). 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 will be 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 (Tools|Report Properties). If there are no Analysis Respondent ID questions designated in the form template or Grade Wizard, the


responses are sequentially numbered. The following table summarizes the Response Report by Item Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Sort Items	Sets whether to sort the responses by Respondent ID or Response on a per question basis. You may also leave the responses unsorted (default).
	Sort Order	Sets whether to sort the responses (based on criteria above) in ascending or descending order.
	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.
	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.
	Page Break	Sets whether to insert a page break after each item.

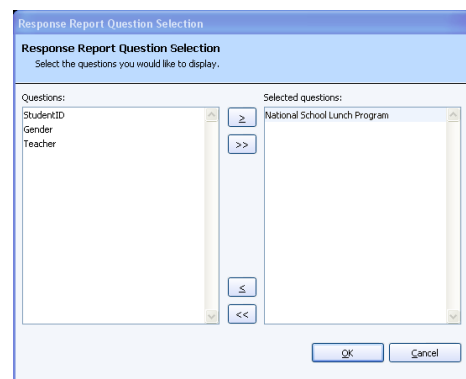
Report Section	Report Property	Description
	Row Shading	Sets whether to shade every other row in the chart.
	Image Quality	Sets the quality of the images displayed for each item: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the 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?).
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type 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 Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer	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.

To run a Response Report by Item

- 1 In the Remark Quick Stats Task Pane, 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 **OK** button to run the report. Responses for the selected questions appear, grouped by question.

2.4.15 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 or tabulated on the form can be included on the Response Report by Respondent. You can choose from all questions, regardless of whether they are graded or tabulated, by adjusting the report properties (Tools|Report Properties). 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 will be 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 (Tools|Report Properties). If there are no Analysis Respondent ID questions in the form template or Grade Wizard file, the responses are sequentially numbered. The following table summarizes the Response Report by Respondent Properties (accessible by clicking Tools|Report Properties):


Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
Report Format	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.
	Sort Items	Sets whether to sort the responses by Respondent ID or Response on a per question basis. You may also leave the responses unsorted (default).
	Sort Order	Sets whether to sort the responses (based on criteria above) in ascending or descending order.

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.
	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.
	Page Break	Sets whether to insert a page break after each item.
	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. This property applies to Remark Office OMR generated reports only.
	Respondent Identifier Label	Sets the text to be used to identify each respondent on the report (e.g., Respondent: John Doe).
	Data 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.
	Font	Sets the font type used in the report.
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer	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.

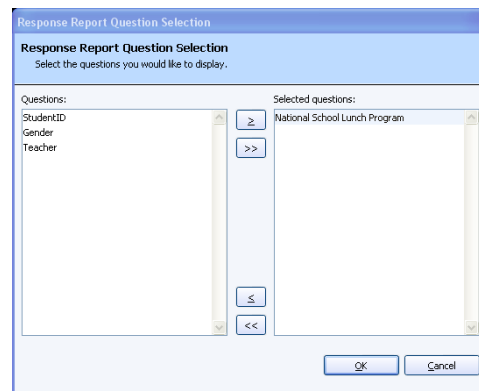
To run a Response Report by Respondent

- 1 In the Remark Quick Stats Task Pane, 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.



Tabulating Surveys

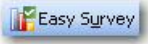
Chapter 3

The Remark Office OMR software offers two formats for tabulating surveys: Easy Survey and the Survey Wizard. Easy Survey provides a quick overview of your results. The Survey Wizard allows you to customize the survey tabulation process.

3.1 Using Easy Survey

Easy Survey is a quick way to tabulate a survey style form using pre-determined constraints. When you use Easy 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 Easy 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. If you are unsure of how to set up form template regions, consult the Remark Office OMR User's Guide included with your software.
- 2 In the **Remark Office OMR Data Center**, process forms using the **Read Wizard** or open an existing data file.
- 3 After processing the forms, select the **Tools** menu, then click **Analysis** and then **Easy Survey**, or click . Alternatively, choose the **Easy Survey** link in the **Analysis** section of the Task Pane.


The **Remark Quick Stats** window appears. This window contains a Task Pane on the left allowing you to display reports. Refer to Section 3.3 for information about the reports and statistics calculated.

3.2 Using the Survey Wizard

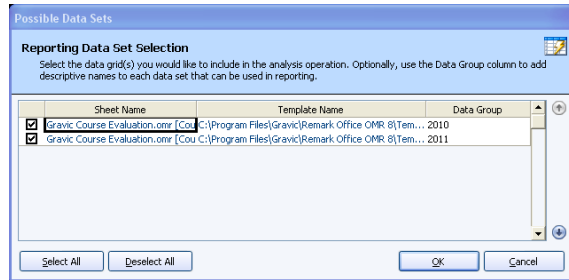
Remark Quick Stats provides a Survey Wizard to allow you to customize the survey tabulation process. The Survey Wizard allows you to specify multiple data sets to include in the survey operation, add meta data to use for filtering reports, specify subsets of questions to analyze separately in a group, add question weights for grouped questions, set benchmarks, apply custom report headers and determine which questions to include or exclude. In addition, you may save an analysis definition containing all of your tabulation parameters for repeated use.

To use the Survey Wizard

- 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 Wizard** or open an existing data file.
- 3 After processing the forms, select the **Tools** menu, then click **Analysis** and then

Survey Wizard, or click . Alternatively, choose the **Survey Wizard** link in the **Analysis** section of the Task Pane.

- 4 [Optional] You may tabulate multiple data sets by opening the data sets first. When you start the **Survey Wizard**, the **Possible Data Sets** 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 Group** name to identify each data set. Using a group name allows you to filter data. For example, you could enter a year in the **Data Group** column and then compare data across years. The **Data Group** option appears when you filter data, use the Report Batch Wizard and on select reports, such as the **Comparative Item** report, **Crosstabulation** and **Response** reports.



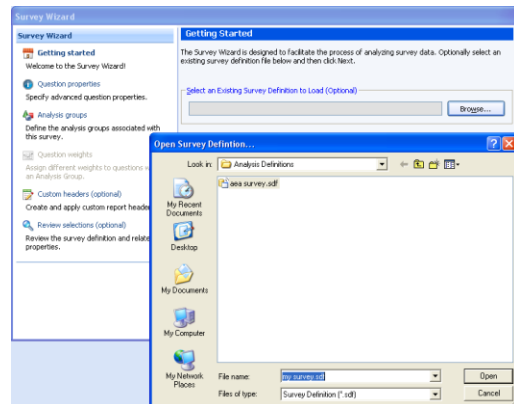
3.2.1 The Getting Started Window

The **Getting Started** window appears first, which allows you to select an existing analysis definition file. When you finish the Survey Wizard, you are offered options for saving the definition as a Survey Definition File (.SDF). By default, these files are stored in a folder called Analysis Definitions within your Remark Office OMR 8 installation folder. The Browse button at the beginning of the wizard allows you to locate and utilize saved survey definition files.

- 1 Click the **Browse...** button if you have already created a survey definition file that you would like to use. If you would like to create a new survey definition file, continue to the next section.

Note: The remaining instructions are provided in the context of creating a new survey definition file. If you are using an existing survey definition file, you can use the same screens and instructions to make modifications.

- 2 Click the **Next>>** button to continue.



3.2.2 The Question Properties Window

The **Question Properties** window appears next, which allows you to modify the properties for your form questions. The Survey Wizard 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. 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.
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 in Analysis	Mark this checkbox to include the question in the analysis operation.
Data Type	Select the data type for the question: Textual or Numeric.
Answer 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).
Numeric Range	If desired, enter the minimum and maximum values for numeric questions that do not have any 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.
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.

Option	Description
Not Applicable Answer	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 NA Label 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.

- 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 Click the **Next>>** button to continue.

The screenshot shows the 'Survey Wizard' dialog box with the 'Question Properties (Encouraged Questions)' tab selected. On the left, a list of question types includes 'Data Group', 'Course', 'Section', 'Days', 'Instructor', 'Prepared', 'Encouraged Questions', 'Understood Questions', 'Understood Subject', 'Never Intended', 'Equal Treatment of Students', 'Examples', 'Timely Return of Work', 'Consistent Grading', 'Clear Expectations', and 'Consistent Content'. The main area shows a question text: 'The instructor made me feel free to ask questions'. Below this, there are checkboxes for 'Identifies the respondent' (unchecked) and 'Include in Analysis' (checked). The 'Data Type' is set to 'Interval', with a note: 'Answer values assign a numeric value to a textual response.' A 'Benchmark Value' of 4.00 is defined. A table of 'Answer Labels' and 'Answer Values' is shown: 'Strongly Disagree' (1.000), 'Disagree' (2.000), 'Neither Agree or Disagree' (3.000), 'Agree' (4.000), and 'Strongly Agree' (5.000). The 'Not Applicable Answer' section is also visible, with 'None' selected. At the bottom, there are 'Cancel', '<< Back', 'Next >>', and 'Finish' buttons.

3.2.3 The Analysis Groups Window

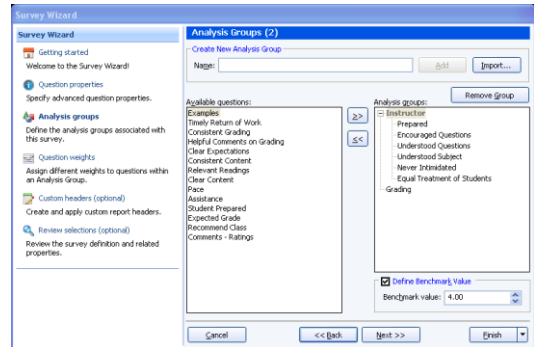
The Analysis Groups window appears next. Analysis groups allow you to create subsets of questions, view the responses and view a mean for the entire group. For example, suppose you are administering a customer satisfaction survey. On the survey you might have questions related to staff, product and overall 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 displays in Remark Quick Stats when you have created Analysis Groups in the Survey Wizard.

- 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, type the name of the group in the **Name** box and then click the **Add Group** button. 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 right, then select a question (or questions) in the **Available Questions** box and then click the **Add 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 questions**

from the 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.

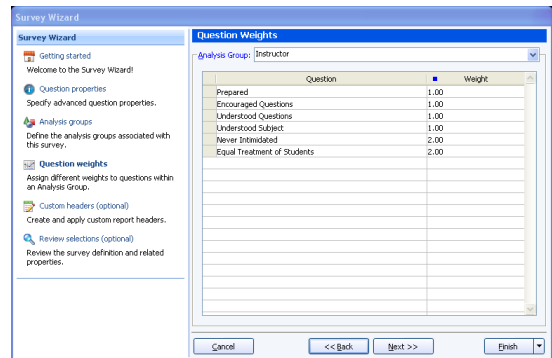
- If desired, assign a benchmark value to the analysis group by marking the checkbox for **Define Benchmark Value**. Enter the benchmark value you wish to achieve on this group of questions in the **Benchmark value** box. For example, if your answer choices are weighted as 1-5, with 3.5 being acceptable, your Benchmark Value is 3.5.
- Click the **Next>>** button to continue.



3.2.4 The Group Weights Window

If analysis groups are defined the **Group Weights** window appears next. In this window, you can 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 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).
- Click the **Next>>** button to continue.



3.2.5 The Custom Header Window

In the **Custom Header** window, optionally define a header for the resulting reports. Custom report headers are explained in detail in Section 4.2. Custom headers allow you to customize titles and add graphics to your report headings. By creating a custom header within the Survey Wizard, it is saved with the survey definition file generated by the Survey Wizard (if you save the survey definition file), which means you do not have to recreate the custom report header any time you tabulate data using this survey definition file. Custom headers defined in the Survey Wizard override any custom headers set in individual report properties.

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 use the custom header again when setting up other Analysis Definition Files.

- Click the **Custom Report Header** checkbox.

- Click the **Edit** button to create a new report header or the **Load** button to open a previously saved report header.

When the **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 yellow. Click in a field to select and customize it. You can use the **Page Width** setting on the report to zoom in and out for better viewing.

To customize fields

- Choose the number of columns for your report header under the **Columns** section: **One**, **Two** or **Three**. The number of columns determines how many fields you can customize (between three and nine).
- Click one of the fields to customize.
- Determine whether you want to insert text or an image in your first field. Choose the radio button for **Text** or **Image**.

- If inserting text, enter a label for the field in the **Label** box. This label is free text.
- If desired, move to the **Value** drop-down list and select a value to insert. The default choices are **Image**, **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., the Response Report by Respondent). The data from the selected region appears in the report header that you define.



- In the **Alignment** section, choose an alignment for your item: **Left**, **Center** or **Right**. The inserted item is aligned accordingly within the space allotted on the report.
- If inserting an image, click the **Browse...** 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.



- 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.

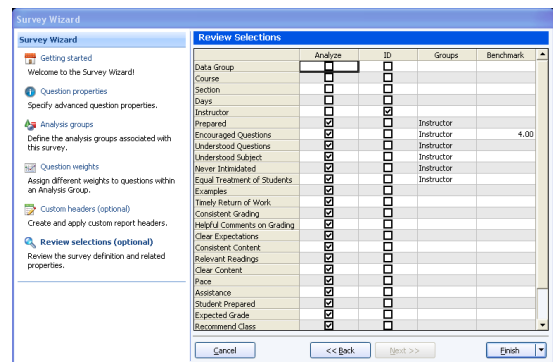
- 9 Once your header is complete, click the **OK** button to return to the Survey Wizard window.
- 10 If you wish to save the custom header you just created, click the **Save** button and enter a file name and location for the header. You can load it in this same screen of the Survey Wizard on future survey tabulation operations.
- 11 Click the **Next>>** button to continue.

3.5.6 The Review Selections Window

In the **Review Selections** window, review your information for accuracy. You may also use this window to make changes to tabulated questions, respondent identifiers and analysis groups.

- 1 Once you are satisfied with the information, click the **Finish** button. If you have started a new survey definition file or made changes to an existing survey definition file, you are prompted to save the file. Alternatively, you can use the arrow next to the **Finish** button to choose one of the following options:

- **Save and Execute:** Prompts you to save the survey definition file and then executes the survey operation.
- **Save:** Saves the survey definition file but does not execute the survey operation.
- **Execute:** Executes the survey operation without saving the survey definition file.



Once the **Finish** button is selected, if you have not saved the definition file continue to step 2.


- 2 If desired, save the definition file by clicking **Yes** when prompted. If you click **No**, the survey definition file is not saved but the Survey Wizard closes and the data is still tabulated. If you click **Cancel**, you are returned to the **Survey Wizard**. If you plan to re-use the form, it can save you time by saving the survey definition file.
- 3 If you select **Yes** to save the survey definition file, in the **Save Survey Definition** window, enter a name for the survey definition file, choose a location to which to save the file and then click the **Save** button.

The **Remark Quick Stats** window appears. This window contains a Task Pane on the left allowing you to display reports. Refer to Section 3.3 for information about the reports and statistics calculated.

3.3 Survey Tabulation Reports

Once you have used Easy Survey or the Survey Wizard 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 are accessed by selecting the **Tools** menu and then clicking **Report**

Properties, or by clicking . The following sections provide a short description of each report as well as which items can be displayed. If you see options here that are not displayed when you run a report, look at your settings in the Report Properties. You can hide and show sections of reports in these properties. By default, some sections are hidden.

3.3.1 Report 202 - Detailed Item Analysis Report

The Detailed Item Analysis report provides an in-depth look at individual question statistics. Each question displays in a separate table. The question text (or question name if no question text was defined in the form template or Survey Wizard) is displayed above each table, along with the mean for the question. A graph of the frequency appears to the right of the table. You may customize the graph by modifying the report properties (Tools|Report Properties). 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 the Survey Wizard. 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	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 (Tools Preferences).
Total	Displays the total number of responses and corresponding percent.

The following table summarizes the Detailed Item Analysis Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
	Report Format	Long Responses
Sort Responses		Sets whether to sort the responses by frequency on a per question basis. If the responses are sorted, you can quickly see the most and least popular responses chosen.
Display 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.
Display Frequency		Sets whether to display the Frequency column of the report. The frequency is the number of times the answer choice was chosen.
Display Percent		Sets whether to display the Percent column of the report. The percent is the frequency displayed in percentage format.
Display 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.
Display Valid Percent		Sets whether to display the Valid Percent column in the report. The valid percent is the percent not including missing items.
Display 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.

Report Section	Report Property	Description
	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 form).
	Question Page Break	Sets whether to place a page break after the information for each question is displayed.
	Row Shading	Sets whether to shade every other row in the chart.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Graph	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.
	Graph Properties	Sets the graph properties, including type of graph, titles, colors, fonts, etc. (See Chapter 4 Preferences and Properties for further details.)
NA Format Options	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 Footer	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.

3.3.2 Report 203 - Item Analysis Graph Report

The Item Analysis Graph Report 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 (Tools|Report Properties). 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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Long Responses	Sets whether to wrap or truncate (cut off) long responses (answer choices).
	Sort Responses	Sets whether to sort the responses by frequency on a per question basis. If the responses are sorted, you can quickly see the most and least popular responses chosen.
	Display Answer Items	Sets whether to display charts with the answer item information to the right of each graph.

Report Section	Report Property	Description
	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.
	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.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Graph	Graph Properties	Sets the graph properties, including type of graph, titles, colors, fonts, etc. (See Chapter 4 Preferences and Properties for further details.)
NA Format Options	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 Footer	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.

3.3.3 Report 204 - Condensed Item Analysis Report

The Condensed Item Analysis report 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 Survey Wizard) 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 Survey Wizard.
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.
Missing	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 (Tools 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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
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. (This option only applies to test grading.)
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)

Report Section	Report Property	Description
	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.
Report Format	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks frequency percentages. (See Chapter 4 Preferences and Properties for more details.)
	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 form).
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Display Frequency	Sets whether to show or hide the frequency column on the report.
	Display Mean	Sets whether to show or hide the mean calculation on the report.
	Long Responses	Sets whether to wrap or truncate (cut off) long responses (answer choices).
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
NA Format Options	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.

Report Section	Report Property	Description
Report Footer	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.

3.3.4 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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	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.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.

Report Section	Report Property	Description
Summary Statistics	Display Question Number	Sets whether to display a sequential question number for each question on the report.
	Display Question Name	Sets whether to display the question name for each question on the report, as it was defined in the form template.
	Display Mean	Sets whether to display the mean for each question.
Report Footer	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.

3.3.5 Report 206 - Item Statistics Report

The Item Statistics report displays descriptive statistics for each question in the survey tabulation operation. 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 Survey Wizard). 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.
Missing & NA	Displays the number of responses that are missing (blank, mult, error, etc.) or set as Not Applicable in the form template or Survey Wizard.
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.

Statistic	Description
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.
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.

Statistic	Description
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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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 Format	Display Filter	Sets whether to display the criteria used to filter the report, if you have applied a filter.
	Row Shading	Sets whether to shade every other row in the chart.
	Item Label	Sets what to display to identify each question on the report: Auto Number (sequential numbers), Question Name, Item Number (item number as it appears in the order of the test) or Question Text.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.

Report Section	Report Property	Description
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Display Statistics	Confidence Intervals	Sets whether to display the Confidence Interval section of the report, which includes 1, 5, 95 and 99% confidence intervals.
	Percentiles	Sets whether to display the Percentiles section of the report, which includes 25th and 75th percentile, interquartile range and median score.
	Descriptive Statistics	Sets whether to display the Statistics section of the report, which includes skewness, kurtosis, t value and mean absolute deviation.
	Values	Sets whether to display the Values section of the report, which includes minimum, maximum and range.
	Summary Statistics	Sets whether to display the Summary Statistics section of the report, which includes mean, variance, standard deviation and standard error.
	Question	Sets whether to display the Question section of the report, which includes the question name, sample size and number missing.
Report Footer	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.

3.3.6 Report 208 - Crosstabulation Report

The Crosstabulation report generates a table displaying the number of cases falling into each combination of the categories of two or more categorical variables. Crosstabulation is a method of examining the relationships among variables that are at the nominal or ordinal level. The categories of one variable are listed in the rows and of a second variable in the columns. You choose specific questions from your data to use in the crosstabulation. 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 by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
	Report Format	Remove Empty
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.
Page Break		Sets whether to insert a page break after each crosstabulation table.
Data Font Size		Sets of the size of the font used in the report.
Font		Sets the font type 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).
Report Color		Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer		Left

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.

To run a Crosstabulation Report

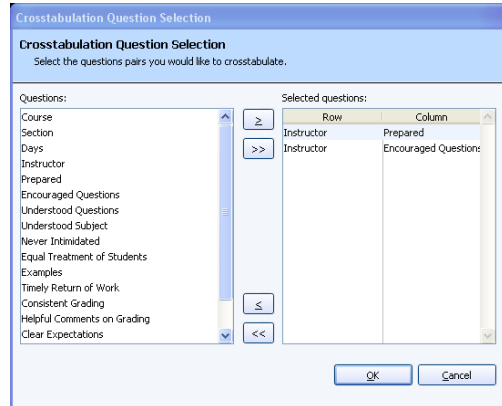
1 In the Remark Quick Stats Task Pane, select the link for **Crosstabulation Report**.

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.

3.3.7 Report 209 - Comparative Item Report

The Comparative Item Report allows you to see tabulation results broken down by specific criteria. 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 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 (check this setting under Tools Report Properties).
Respondents	Displays the number of respondents that fall into each selected category.
Mean	Displays the mean response for each item group.

Option	Description
Benchmark	Displays the benchmark value entered for the question in the Survey Wizard, if applicable. This is the expected value for the question, based on the values entered for each data label in the form template.
Benchmark Difference	If a benchmark value was defined in the Survey Wizard, 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 (Tools Report Properties).

The following table summarizes the Comparative Item Report Properties (accessible by clicking Tools|Report Properties):


Report Section	Report Property	Description
Report Header	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.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Table Header	Sets what to display above each table to identify it: Question Name or Question Text.

Report Section	Report Property	Description
	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.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. (See Chapter 4 Preferences and Properties for more details.)
Group Color Code	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.
Summary Information	Display Respondents	Sets whether to display the Respondents column of the report, which shows the number of respondents falling into each category.
	Display Mean	Sets whether to display the question mean within the report.

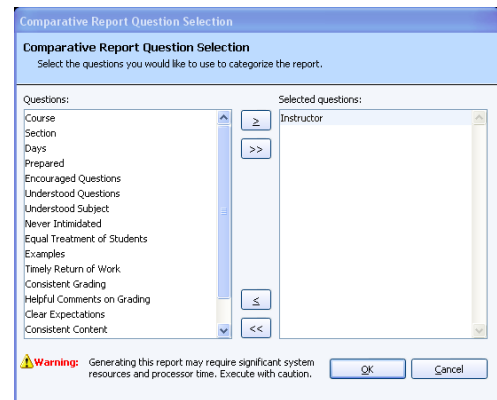
Report Section	Report Property	Description
	Display Benchmark Difference	Sets whether to display the benchmark difference value within the report.
Report Footer	Left	Sets the footer text at the bottom left of the report.
	Center	Sets the footer text at the bottom center of the report.
	Right	Sets the footer text at the bottom right of the report.

To run a Comparative Item Report

- 1 In the Remark Quick Stats Task Pane, select the link for **Comparative Item Report**.
- 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 **OK** button to run the report.

3.3.8 Report 210 - Question Mean Report

The Question Mean report displays each tabulated question along with its defined minimum value, defined maximum value, mean and benchmark difference, if applicable. 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 Survey Wizard. You may optionally show the Question Name, Question Order or Question Number (select Tools Properties to change this setting).
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.

Option	Description
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.
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 the Survey Wizard, 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 the Survey Wizard, 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 (Tools Report Properties).

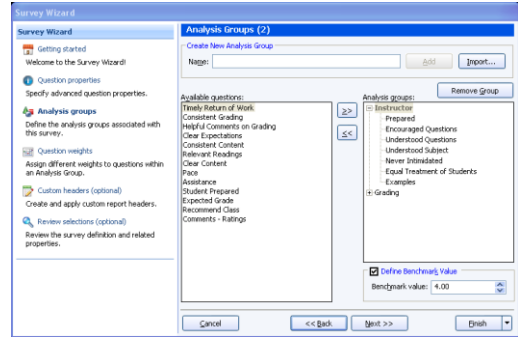
The following table summarizes the Question Mean Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. (See Chapter 4 Preferences and Properties for more details.)

Report Section	Report Property	Description
	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.
	Page Break	Sets whether to insert a page break after each analysis group.
	Font	Sets the font type 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).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Summary Information	Display Minimum	Sets whether to display the minimum question value as defined in the form template.
	Display Maximum	Sets whether to display the maximum question value as defined in the form template.
	Display Mean	Sets whether to display the mean for the question.
	Display Benchmark	Sets whether to display the benchmark for the question. Benchmarks are the expected values for the questions and are defined in the Survey Wizard. 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.
Report Footer	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.

3.3.9 Report 211 - Analysis Group Report

The Analysis Group report analyzes questions that are placed in groups using the Survey Wizard. In the Survey Wizard, you may create groups of questions to be analyzed together in addition to the overall form. Analysis groups 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 the Survey Wizard. You may optionally hide the overall results in the report properties (Tools|Report Properties). 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 Question Mean Report:

Option	Description
Question	Displays the question text identifying each tabulated question, as defined in the form template or Survey Wizard. You may optionally show the Question Name, Question Order or Question Number (select Tools Properties to change this setting).
Group Benchmark	Displays the benchmark value entered for the analysis group in the Survey Wizard, if applicable. This is the expected mean value for the group, based on the values entered for each response choice in the form template.
Question Benchmark	Displays the benchmark value entered for the question in the Survey Wizard, if applicable. This is the expected value for the question, based on the values entered for each response choice in the form template.
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 the Survey Wizard.

Option	Description
Group Mean	Displays the mean (average) response for each analysis group, based on the values assigned to the response choices in the form template.
Question Mean	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 the Survey Wizard, 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 (Tools Report Properties).

The following table summarizes the Analysis Group Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
Report Format	Value Bar Layout	Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages. (See Chapter 4 Preferences and Properties for more details.)

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).
	Page Break	Sets whether to insert a page break after each analysis group.
	Font	Sets the font type 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).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer	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.

3.3.10 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 or tabulated on the form can be included on the Response Report by Item. You can choose from all questions, regardless of whether they are graded or tabulated, by adjusting the report properties (Tools|Report Properties). 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 (e.g., you will see the question and then the respondents' responses). You may choose

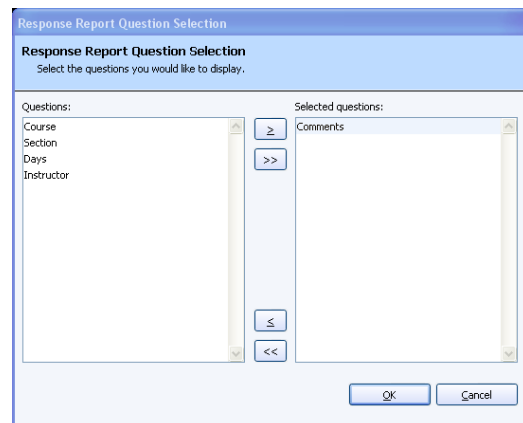
whether to include an Analysis Respondent ID with the responses in the report properties (Tools|Report Properties). If there are no Analysis Respondent ID questions in the form template or Survey Wizard file, the responses are sequentially numbered. The following table summarizes the Responses Report by Item Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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 Format	Display Filter	Sets whether to display the criteria used to filter the report, if you have applied a filter.
	Sort Items	Sets whether to sort the responses 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.
	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.
	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.

Report Section	Report Property	Description
	Page Break	Sets whether to insert a page break after each item.
	Row Shading	Sets whether to shade every other row in the chart.
	Image Quality	Sets the quality of the images displayed for each image clip response: Low, Medium or High. 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.
	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?).
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type 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 Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer	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.

To run a Response Report by Item

- 1 In the Remark Quick Stats Task Pane, 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 **OK** button to run the report. Responses for the selected questions appear, grouped by question.

3.3.11 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 or tabulated on the form can be included on the Response Report by Respondent. You can choose from all questions, regardless of whether they are graded or tabulated, by adjusting the report properties (Tools|Report Properties). 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 (e.g., 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 (Tools|Report Properties). If there are no Analysis Respondent ID questions in the form template or Survey Wizard file, the responses are sequentially numbered. The following table summarizes the Responses Report by Respondent Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	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. (See Chapter 4 Preferences and Properties for more details.)
	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.
	Report Format	Sort Items

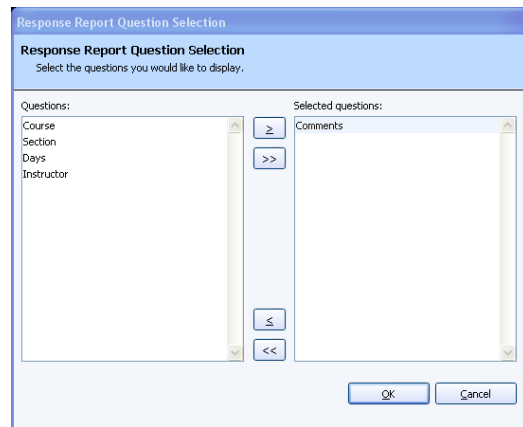
Report Section	Report Property	Description
	Sort Order	Sets whether to sort the responses (based on criteria above) in ascending or descending order.
	Display All Questions	Sets whether to include both graded/tabulated and non-graded/tabulated questions in the list of available questions for the report. 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.
	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.
	Page Break	Sets whether to insert a page break after each item.
	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.
	Respondent Identifier Label	Sets the text to be used to identify each respondent on the report (e.g., Respondent: John Doe).
	Data 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.
	Font	Sets the font type used in the report.
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.

Report Section	Report Property	Description
Report Footer	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.

To run a Response Report by Respondent

- 1 In the Remark Quick Stats Task Pane, 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.

Preferences and Properties

Chapter 4

Remark Quick Stats allows you to customize the look and feel of the reports. The previous two chapters described each report and the properties associated with those reports. This chapter covers:

- General reporting preferences (Section 4.1)
- Custom report headers (Section 4.2)
- Graph properties (Section 4.3)

4.1 General Reporting Preferences

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.

To access the preferences

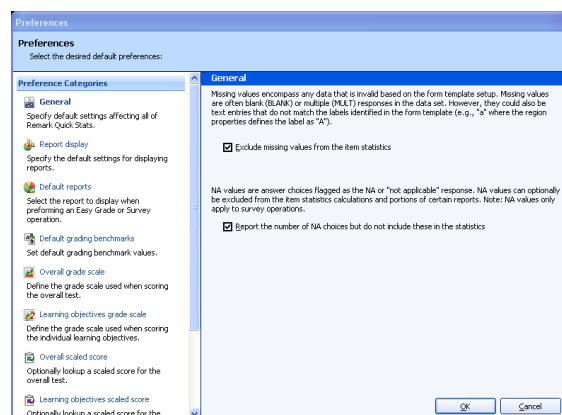
- 1 From within **Remark Quick Stats**, select the **Tools** menu and then click **Preferences**.
- 2 Use the Task Pane in the left side of the **Preferences** window to access each preference category and make adjustments.
- 3 Click the **OK** button to accept your changes.

Continue to the next sections to understand each of the reporting preferences.

4.1.1 General Preferences

The General Preferences allow you to set whether to include missing values and NA (not applicable) responses in your analysis.

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

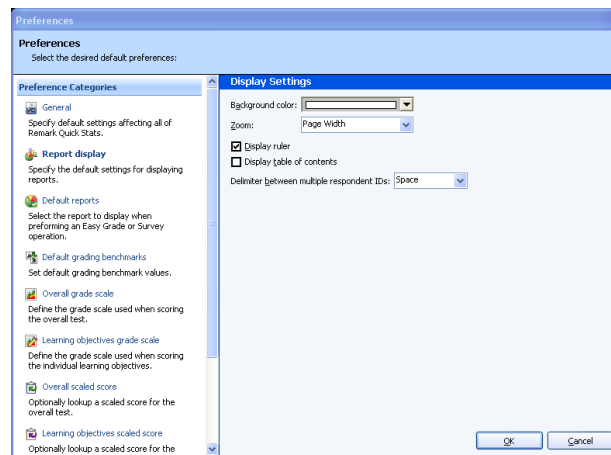


not factored into the reports at all. If you do not wish to include the missing values, mark the checkbox for **Exclude missing values from the item statistics**.

In the Remark Quick Stats preferences you can 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 **Report the number of NA choices but do not include them in the statistics**, you still see how many NA responses were chosen, but those answers are not factored into the statistics. If you do not mark the preference for **Report the number of NA choices but do not include them in the statistics**, the NA answer choice is factored into the statistics. Setting up an NA answer choice is covered in the Remark Office OMR Template Editor chapter of the Remark Office OMR 8 user's guide.

4.1.2 Report Display Preferences

The Report Display Preferences allow you to customize the on-screen look of the reports. The following options are available:

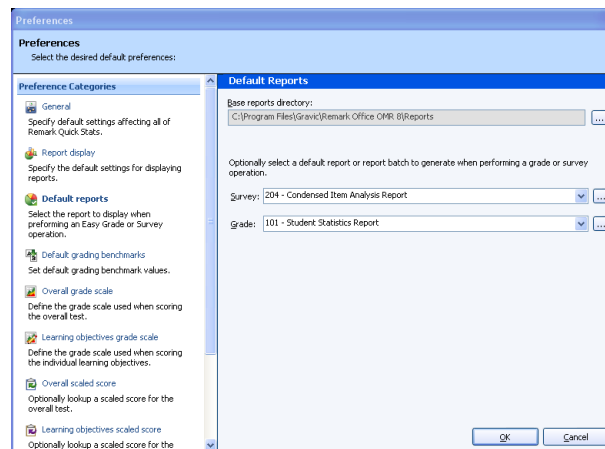


Option	Description
Background color	Sets the background color for each report. This color is for display purposes only.
Zoom	Sets the zoom level for each report.
Display ruler	Sets whether to display a ruler across the top of each report. The ruler is for display purposes only.
Display table of contents	Sets whether to view a table of contents to assist with navigating the report.

Option	Description
Delimiter between multiple respondent IDs	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 the Grade/Survey Wizard. 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).

4.1.3 Default Report Preferences

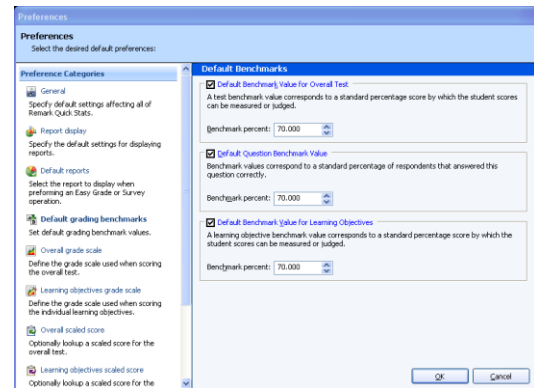
The Default Report Preferences allow you to set a default report to run when tabulating or grading. You may still run other reports, but whenever you launch Remark Quick Stats, the selected report displays automatically. The following options are available:



Option	Description
Base reports directory	Sets a directory 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.
Survey	Sets a default report to display when performing a survey operation. Use the drop-down list to select a report. If you wish to select a saved Report Batch Wizard configuration file, click the ellipsis to locate it.
Grade	Sets a default report to display when performing a grade operation. Use the drop-down list to select a report. If you wish to select a saved Report Batch Wizard configuration file, click the ellipsis to locate it.

4.1.4 Default Grading Benchmarks

The Default 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 the Grade Wizard at the time of test grading, the Grade Wizard settings override the default settings for that grade operation. However, by setting defaults, you can take advantage of benchmarks even when using Easy Grade. To set a default benchmark, enable the appropriate checkbox and then put the percentage desired as the default.



4.1.5 Overall Grade Scale Preferences

The Overall Grade Scale Preferences allow you to select or define a grade scale to use when grading tests. The grade scale set in the preferences is used whenever you perform an Easy Grade operation. You can also import and export grade scales, allowing you to share custom grade scales with other Remark Quick Stats users.

To select a grade scale

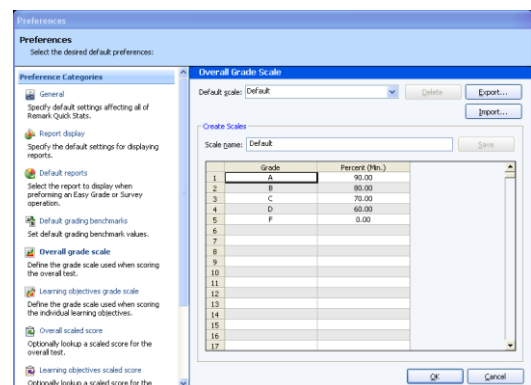
- 1 Use the **Default scale** drop-down list to select the desired scale. You will see the selected scale in the grid below.
- 2 Click the **OK** button.

To create a new grade scale

- 1 Type a name in the **Name** box.
- 2 Enter the appropriate values for **Grade** and **Percent (Min)** in the grid.
- 3 Click the **Save** button. The new grade scale automatically becomes the default and is now available in the **Default scale** list.

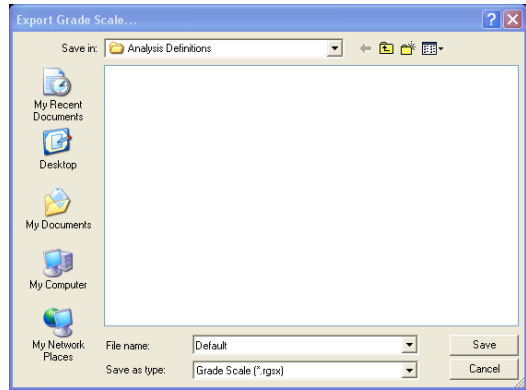
To delete a grade scale

- 1 Select a scale from the **Default scale** drop-down list.
- 2 Click the **Delete** button.



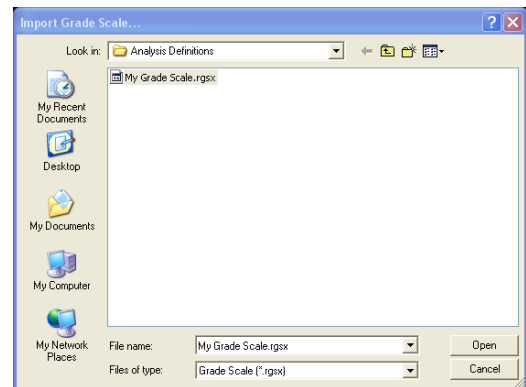
To export a grade scale

- 1 Select a grade scale from the **Default scale** drop-down list.
- 2 Click the **Export...** button.
- 3 Enter a file name for the scale and choose a location in which to save it. The file type is **Grade Scale (.rgsx)**. The default location is the **Analysis Definitions** folder in your Remark Office OMR 8 installation folder. However, you may choose any location, including network and external locations.
- 4 Click the **Save** button. You may now import the grade scale into another instance of Remark Quick Stats.



To import a grade scale

- 1 From the **Overall grade scales** link of the Remark Quick Stats Preferences, click the **Import...** button.
- 2 Choose the scale you wish to import. The default location is the **Analysis Definitions** folder in your Remark Office OMR 8 installation folder. However, you may choose any location, including network and external locations.
- 3 Click the **Open** button. If the grade scale does not already exist, it is imported. If the grade scale already exists on your system, you are prompted to overwrite the existing grade scale.



Once the grade scale is imported, you can access it from the Remark Quick Stats Preferences and the Grade Wizard.

4.1.6 Learning Objectives Grade Scale Preferences

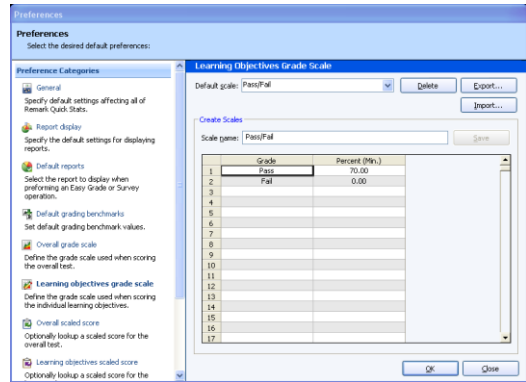
The Learning Objectives Grade Scale Preferences allow you to select or define a grade scale to use for the learning objectives when grading tests. Learning objectives represent a subset of questions that test a specific knowledge area. The learning objectives are graded in addition to the overall test. You may define one grade scale to be used for all defined learning objectives. You can also import and export learning objectives grade scales, allowing you to share custom grade scales with other Remark Quick Stats users.

To select a grade scale

- 1 Use the **Default scale** drop-down list to select the desired scale. You will see the selected scale in the grid below.
- 2 Click the **OK** button.

To create a new grade scale

- 1 Type a name in the **Name** box.
- 2 Enter the appropriate values for **Grade** and **Percent (Min)** the grid.
- 3 Click the **Save** button. The new grade scale automatically becomes the default and is now available in the **Default scale** list.

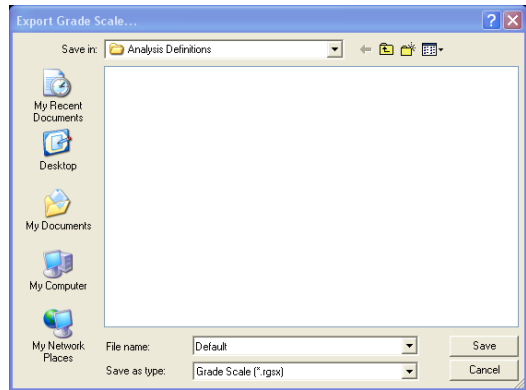


To delete a grade scale

- 1 Select a scale from the **Default scale** drop-down list.
- 2 Click the **Delete** button.

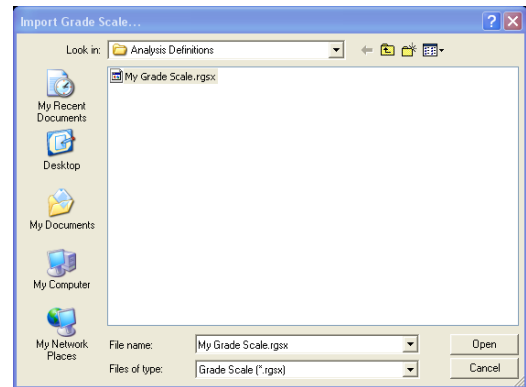
To export a grade scale

- 1 Select a grade scale from the **Default scale** drop-down list.
- 2 Click the **Export...** button.
- 3 Enter a file name for the scale and choose a location in which to save it. The file type is **Grade Scale (.rgsx)**. The default location is the **Analysis Definitions** folder in your Remark Office OMR 8 installation folder. However, you may choose any location, including network and external locations.
- 4 Click the **Save** button. You may now import the grade scale into another instance of Remark Quick Stats.



To import a grade scale

- 1 From the **Learning objectives grade scales** link of the Remark Quick Stats Preferences, click the **Import...** button.
- 2 Choose the scale you wish to import. The default location is the **Analysis Definitions** folder in your Remark Office OMR 8 installation folder. However, you may choose any location, including network and external locations.
- 3 Click the **Open** button. If the grade scale does not already exist, it is imported. If the grade scale already exists on your system, you are prompted to overwrite the existing grade scale.



Once the grade scale is imported, you can access it from the Remark Quick Stats Preferences and the Grade Wizard.

4.1.7 Overall Scaled Score and Learning Objectives Scaled Score

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.

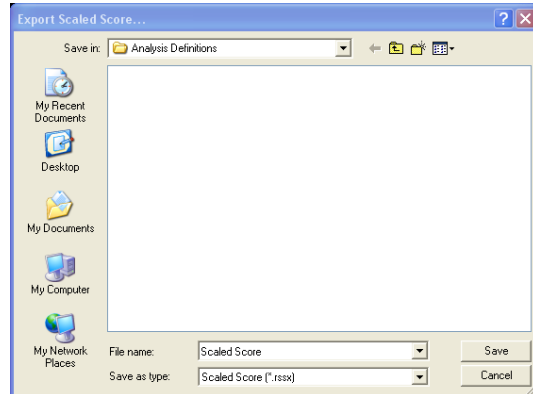
The following reports display the scaled scores: Student Statistics Report, Student Grade Report, Comparative Grade Report, Demographic Grade Report and Student Response Report. Each report has a property (Tools|Report Properties) that can be set as to whether or not to display a scaled score (the property 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.

Scaled scores can be defined in the Grade Wizard and set as defaults in the Remark Quick Stats Preferences so that they can be used with an Easy Grade operation. The following instructions can be used for both Overall Scaled Scores and Learning Objectives Scaled Scores.

Note: When using the Grade Wizard, 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 Easy Grade operations, do not set a default Scaled Score in the Remark Quick Stats Preferences.

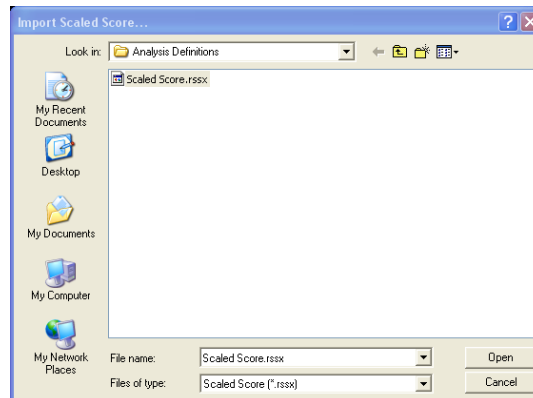
To export a scaled score

- 1 From the **Overall scaled score** (or **Learning objectives scaled score**) link of the Remark Quick Stats Preferences, select a grade scale from the **Default scale** drop-down list.
- 2 Click the **Export...** button.
- 3 Enter a file name for the scale and choose a location in which to save it. The file type is **Scaled Score (.rssx)**. The default location is the **Analysis Definitions** folder in your Remark Office OMR 8 installation folder. However, you may choose any location, including network and external locations.
- 4 Click the **Save** button. You may now import the scaled score into another instance of Remark Quick Stats.



To import a scaled score

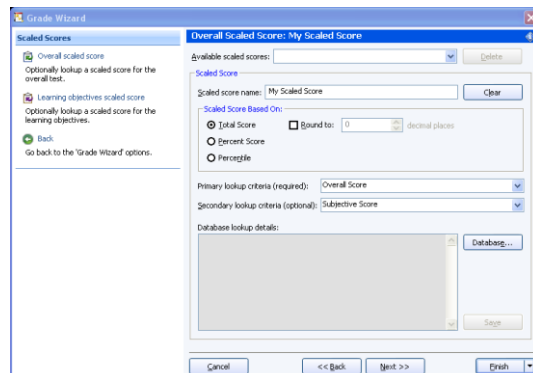
- 1 From the **Overall scaled score** (or **Learning objectives scaled score**) link of the Remark Quick Stats Preferences, click the **Import...** button.
- 2 Choose the scaled score file you wish to import. The default location is the **Analysis Definitions** folder in your Remark Office OMR 8 installation folder. However, you may choose any location, including network and external locations.
- 3 Click the **Open** button. If the scaled score does not already exist, it is imported. If the scaled score already exists on your system, you are prompted to overwrite the existing scaled score.



Once the scaled score is imported, you can access it from the Remark Quick Stats Preferences and the Grade Wizard.

To set up a scaled score

- 1 From the **Overall scaled score** (or **Learning objectives scaled score**) link in the Preferences Task Pane, if you have created a scaled score previously, you may select it from the **Default scaled score** drop-down list.
- 2 Optionally, you may create a new scaled score by typing a name in the **Scaled score name** box.



- 3 In the **Scaled score based 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.
- 4 Optionally, if you wish to round the scores, mark the checkbox for **Round to:** and put in the number of decimal places desired. If this option is used, the lookup score is rounded first, then the lookup takes place based on the rounded score.
- 5 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.
- 6 [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.
- 7 Click the **Database...** button to choose (or modify) the connection to an external database file.
- 8 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.).
- 9 Click the **Browse...** button to locate and select the database file.
- 10 Select a file and then click the **Open** button (or double click the file name).

If using an ODBC connection, perform the Steps 11-13 (you need to obtain specific information from your database administrator to complete these steps). Otherwise, skip to **Step 14**.

-
- 11 OPTIONAL: Select your database type from the **DSN** drop-down list.
 - 12 OPTIONAL: Select the appropriate checkbox to indicate whether your database is Directory or DSN based: **Directory based** or **DSN based**.
 - 13 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.

-
- 14 In the **Lookup & Return** section, 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).
 - 15 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).
 - 16 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 use 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 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.

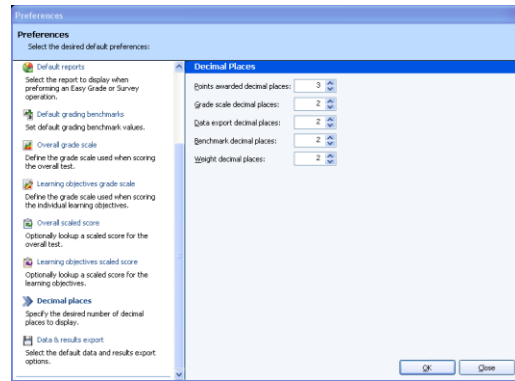


- 17 Choose the field in the database that contains the corresponding scaled score using the **Scaled score field** drop-down list.
- 18 [Optional] Choose the field in the data that contains the corresponding scaled score grade in using the **Scaled score grade field** drop-down list. On reports that 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.
- 19 Click the **OK** button to save the database settings.
- 20 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.
- 21 Click the **OK** button to save your changes.

The new scaled score is now your default overall scaled score and is used for all Easy Grade operations going forward. It can also be selected in the Grade Wizard. If you do not wish to use a scaled score at a future point, change the **Default scaled scores** drop-down list to **None**.

4.1.8 Decimal Places

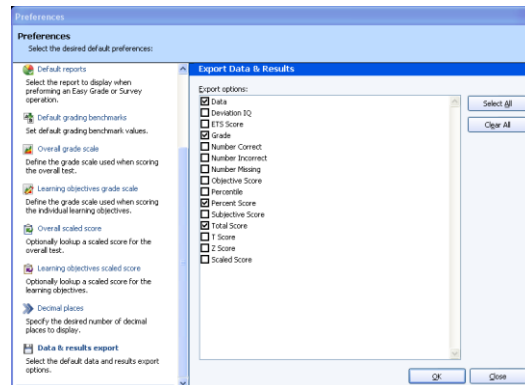
The Decimal Places Preferences allow you to set the number of decimal places used to calculate statistics for various parts of the reports. The maximum number of decimal places that can be set is four. You may set the decimal places for the following reporting attributes: points awarded, grade scale, 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.



4.1.9 Data and Results Export

When exporting numeric or textual data with results, the data 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
- Deviation IQ
- ETS Score
- Grade
- Number Correct
- Number Incorrect
- Number Missing
- Objective Score
- Percentile
- Percent Score
- Subjective Score
- Total Score
- T Score
- Z Score
- Scaled Score



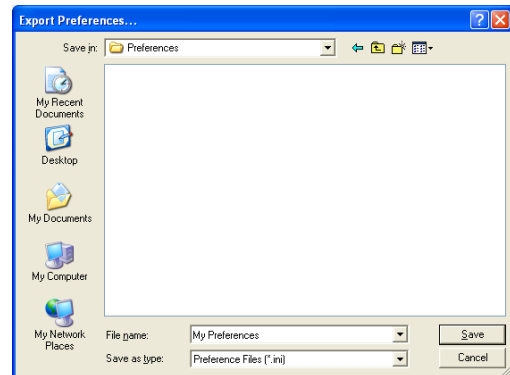
4.1.10 Importing and Exporting Report Preferences

Remark Quick Stats allows you to import and export reporting preferences from one installation of Remark Office OMR to another. This feature allows you to share common settings so that the resulting reports maintain a consistent look and feel. Please note that grade scales are not part of this import/export process. They must be imported and exported separately, which is covered in sections 4.1.5 – 4.1.8.

Important Note! You must have multiple licenses of the software to install it on multiple machines. The importing and exporting of reporting preferences for use on multiple systems should only be used when adequate licensing is in place.

To export report preferences

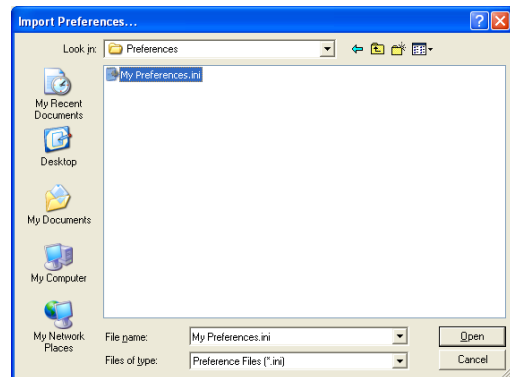
- 1 Select the **Tools** menu and then click **Export Preferences**.
- 2 In the **Export Preferences** window, select a location in which to store the file using the **Save in** drop-down list. You may wish to select a location on your network where other users can access the file.
- 3 Enter a name for the file in the **File name** box. The file is automatically stored with a **.ini** extension.
- 4 Click the **Save** button to save the file.



To import report preferences

- 1 Select the **Tools** menu and then click **Import Preferences**.
- 2 In the **Import Preferences** window, select the location in which the file containing the preferences you wish to import is located using the **Look in** drop-down list.
- 3 Select the **.ini** file containing the preferences.
- 4 Click the **Open** button to open the file.

Once the file is imported, the Preferences settings are updated with those from the imported file.




4.2 Report Header Properties

Each report has a report header that can be customized. Chapters 2 and 3 described the report properties that allow you to customize the report title. In addition to the title, you may add up to nine custom fields to each report. These fields can include text, graphics or additional statistics (depending on the report). The header is customized via each report's properties.

Note: Report headers can also be defined using the Grade Wizard and Survey Wizard. You create the report headers as described below. However, they are attached to the Grade Wizard or Survey Wizard file that you save

so that they are applied every time you use that Grade Wizard answer key or Survey Wizard survey definition file. Report headers defined using the Grade or Survey Wizards override individually defined report headers.

To access the custom report header

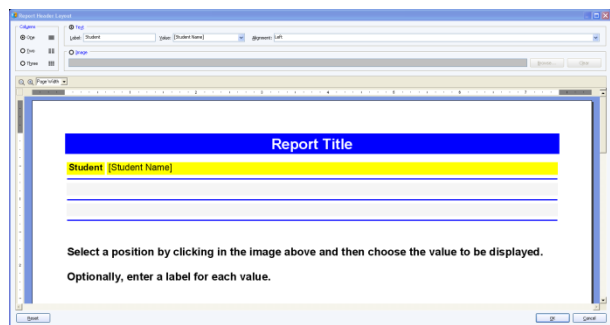
- 1 Run the report you wish to customize.
- 2 Select the **Tools** menu and then click **Report Properties**, or click .

Note: Optionally, you may go right to the report properties and select a report to customize without first running a report.
- 3 In the **Report Header Options** section, click in the box for **Header Layout**.
- 4 An ellipsis (...) appears in the right corner of the box. Click the ellipsis to access the **Report Header Layout** window.

When the **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 yellow. Click in a field to select and customize it. You can use the **Page Width** setting on the report to zoom in and out for better viewing.

To customize fields

- 1 Choose the number of columns for your report header under the **Columns** section: **One**, **Two** or **Three**. The number of columns determines how many fields you can customize (between three and nine).
- 2 Click one of the fields to customize.
- 3 Determine whether you want to insert text or an image in your first field. Choose the radio button for **Text** or **Image**.
- 4 If inserting text, enter a label for the field in the **Label** box. This label is free text.
- 5 If desired, move to the **Value** drop-down list and select a value to insert. The default choices are **Image**, **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.
- 6 In the **Alignment** section, choose an alignment for your item: **Left**, **Center** or **Right**. The inserted item is aligned accordingly within the space allotted on the report.
- 7 If inserting an image, click the **Browse...** 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.

- 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 to 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.

- Once your header is complete, click the **OK** button to return to the report properties window.
- Click the **OK** button to close the report properties window.


Depending on the report, you may need to re-run the report to see the new header. The customized report header remains in place until you change it or override it with one created in the Grade or Survey Wizard.



4.3 Graph Properties

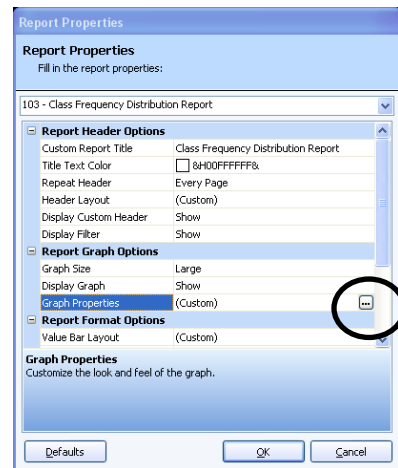
The following reports include graphs: Class Frequency Distribution, Detailed Item Analysis and Item Analysis Graph Report. The graphs on these reports can be customized on a per-report basis.

To access graph properties

- Run the report you wish to customize.
- Select the **Tools** menu and then click **Report Properties**, or click  .

Note: Optionally, you may go right to the report properties and select a report to customize without first running a report.

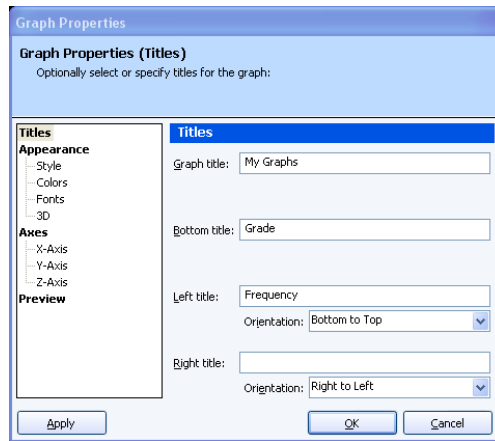
- In the **Report Graph Options** section, click in the box for **Graph Properties**.
- An ellipsis (...) appears in the right corner of the box. Click the ellipsis to access the **Graph Properties** window.
- Make the desired changes (see below) and then click the **OK** button.



The **Graph Properties** window has three sections that can be configured: **Titles**, **Appearance** and **Axes**. The final section is **Preview**, where you can preview your graph settings. To view or modify an item, click its name. The following sections describe each of the options in greater detail.

4.3.1 Titles

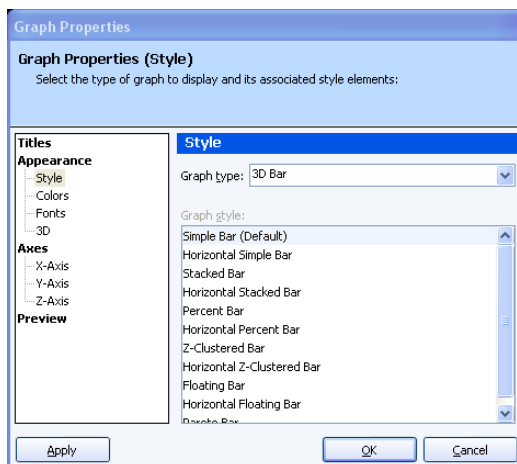
The Titles section allows you to customize graph titles. The following options are available:



Property	Description
Graph title	Sets a title to display for the overall graph. This title appears at the top of the graph.
Bottom title	Sets a title to display beneath the graph. You could use this title to name your X axis.
Left title	Sets a title to display to the left side of the graph. You could use this title to name your Y axis. You can choose an orientation from the Orientation drop-down list.
Right title	Sets a title to display to the right of the graph. You can choose an orientation from the Orientation drop-down list.

4.3.2 Appearance

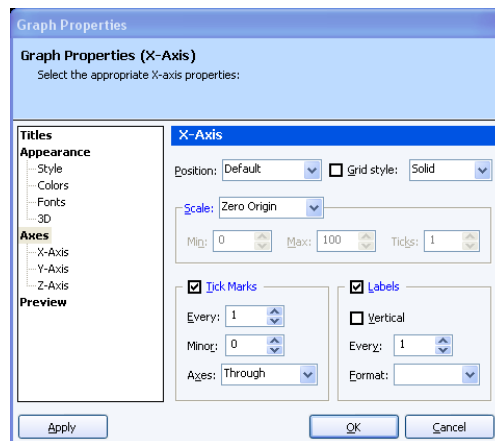
The Appearance section allows you to customize the appearance of the graph, including graph type, style, colors, etc. The following options are available:



Section	Property	Description
Style	Graph type	Sets the type of graph to be used: Pie, Bar, Line, Area, Scatter, Polar, Tape, Log (there are various types of each).
Style	Graph style	Sets the style for the graph, based on the graph type.
Colors	Colors	Sets all of the colors and styles to be used in the graph, including titles, background, foreground, axes, lines, etc. The options vary based on the type of graph being displayed.
Fonts	Fonts	Sets the font attributes for the Graph Title , Other Titles , Labels and Legend portions of the graph. You may set the font name, size, scale and style.
3D	3D Graphing	Sets whether to display the graph in 3D mode and then allows you to set the corresponding attributes.

4.3.3 Axes

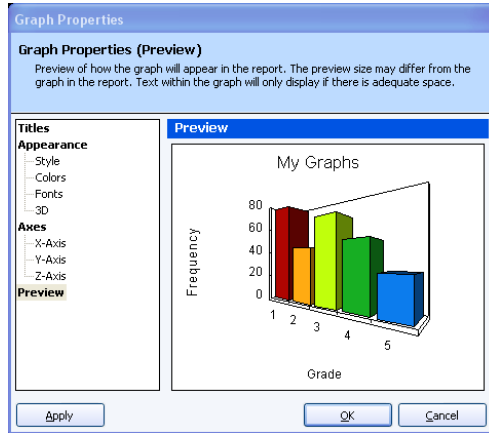
The Axes section allows you to customize the X, Y and Z-axes of the graph. The following options are available:



Section	Property	Description
X-Axis, Y-Axis	Various	Sets various properties pertaining to the X and Y-axes of the graph, including Position, Grid style, Scale, Tick Marks and Labels.
Z-Axis	Various	Sets the Scale and Label properties for the Z-axis of the graph.

4.3.4 Preview


The Preview section allows you to preview the modifications you have made to your graph. Note that the graphs in the preview window may be smaller or larger than they appear on the actual report.



4.3.5 Value Bar Layout

Reports that display a value bar (horizontal bar chart) can have the value bar modified.

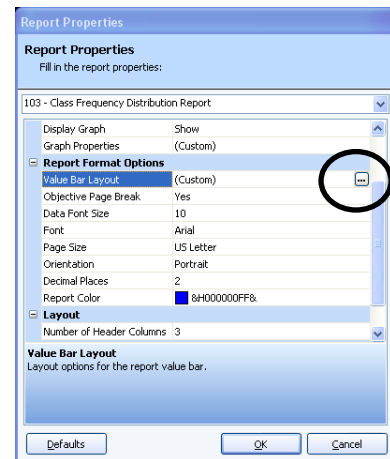
To access graph properties

- 1 Run the report you wish to customize.
- 2 Select the **Tools** menu and then click **Report Properties**, or click .

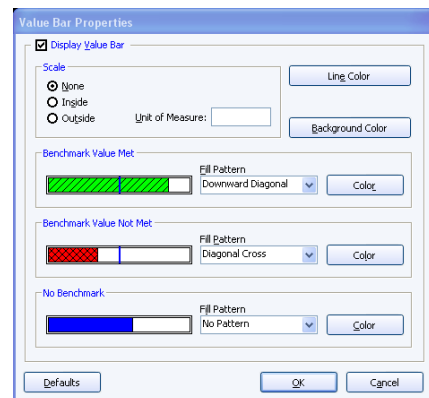


Note: Optionally, you may go right to the report properties and select a report to customize without first running a report.

- 3 In the **Report Format Options** section, click in the box for **Value Bar Layout**.
- 4 An ellipsis (...) appears in the right corner of the box. Click the ellipsis to access the **Value Bar Properties** window.
- 5 Make the desired changes (see below) and then click the **OK** button.



The following properties may be set in the **Value Bar Properties** window:



Property	Description
Display Value Bar	Mark the Display Value Bar checkbox to show the value bar on the report.
Scale	Select whether you want the scale to appear on the inside or outside of the value bar. Then select the unit of measure for the scale (e.g., percent). If you do not wish to show the scale, mark "None."
Line Color	Select a color to use for the vertical line on the value bar that displays benchmark scores.
Background Color	Select the background color (frame) for the value bar.
Fill Pattern	For each of the benchmark options (Benchmark Value Met, Benchmark Value Not Met, No Benchmark), choose a fill pattern for the value bar.
Color	For each of the benchmark options (Benchmark Value Met, Benchmark Value Not Met, No Benchmark), choose a color for the value bar.

Working with Your Report Data

Chapter 5

Remark Quick Stats allows several options for working with your report data to create more customized and detailed reports. The following topics are covered in this chapter:

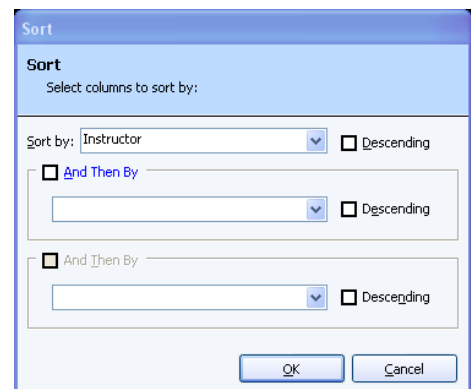
- Sorting data (Section 5.1)
- Filtering data (Section 5.2)
- Printing reports (Section 5.3)
- Saving and exporting reports and report data (Sections 5.4/5.5)
- Emailing reports (Section 5.6)
- Report Batch Wizard (Section 5.7)
- Opening reports (Section 5.8)
- Screen captures (Section 5.9)

5.1 Sorting Data



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).

5.2 Filtering Data

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 see Section 5.7, The Report Batch Wizard.

The following table summarizes the filter options:

Option	Meaning
Records Remaining	Shows the number of respondents from the data set that fit into the filter you are building. This number updates dynamically as you build your filter.
Fields	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.
Clear	Resets the current filter to blank values.

Option	Meaning
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.
Un-group	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.
Filter	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.
Execute	Executes the current filter.
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.

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.

Filter Properties

Records Remaining: 7 out of 19

Build a filter to select a specific set of respondents to analyze.

Name: [] Delete...

	Field	Operator	Value	And	Or
1	Instructor	=	Jonathan Oscar	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Section	=	5865	<input type="checkbox"/>	<input type="checkbox"/>

Filter: [Instructor] = 'Jonathan Oscar' AND [Section] = '5865'

Advanced

Buttons: Clear, Group, Un-group, Load..., Save..., Execute, Cancel

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.

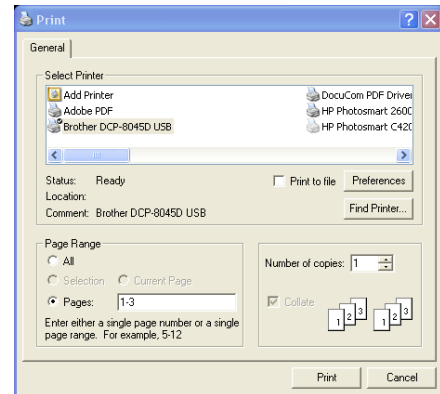
5.3 Printing Reports and Data

Reports can be printed to any printer available from your computer. You may also print the data from the Data view of Remark Quick Stats. You may wish to try both PCL and Postscript print drivers for your printer (if available) to see which yields the best results when printing reports.


Note: This section discusses printing reports one at a time. However, if you wish to print multiple reports at once, please see Section 5.7, The Report Batch Wizard.

To print reports

- 1 Select the **Reports** tab.
- 2 Choose a report to display.
- 3 Once the report is on the screen, select the **File** menu and then click **Print**, or click  .
- 4 In the **Print** window, select a printer where you would like the report printed. You may also use the options in this window to further customize the print job based on your printer (e.g., printer preferences).
- 5 Click the **Print** button to print the report.



To print data

- 1 Select the **Data** tab.
- 2 Select the **File** menu and then click **Print** or click  .
- 3 In the **Print** window, select a printer where you would like the report printed. You may also use the options in this window to further customize the print job based on your printer (e.g., printer preferences).
- 4 Click the **Print** button to print the data.

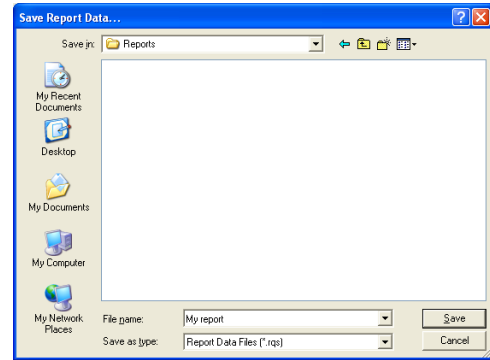
5.4 Saving Reports

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, 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 (e.g., a new name, new location, etc.).

- 2 In the **Save Report Data** window, use the **Save in** drop-down list to find 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.



5.5 Exporting Reports

Reports can be exported to other formats so that they may be modified or viewed by others who do not use Remark Quick Stats. You can export the report or the data that is used to create the report.

Note: This section discusses exporting reports one at a time. However, if you wish to export multiple reports at once, please see Section 5.7, The Report Batch Wizard.

The following options are available:

Option	Description
Report	Exports a report to one of several standard report formats: Portable Document Format (PDF), Hypertext Markup Language (HTML), Tagged Image Format (TIF), Text (TXT) or Rich Text Format (RTF).
Gradebook	Exports report/grade information to one of several gradebook packages, which are used to manage students' grades: InteGrade Pro, MyGradebook, Pearson Inform, Grade Busters, Grade Quick, Perception, ParSCORE, Blackboard and a custom format.
Test Item Data	Exports a text (TXT) report displaying correct and incorrect responses. Correct responses are designated with a 1 and incorrect responses are designated with a 0.
Numeric Data	Exports the numeric values for the data. Each piece of textual data has a numeric equivalent, as defined in the form template. You may choose from several file formats, such as Access, Excel, Text, etc.
Numeric Data and Results	Exports the numeric data, along with the grade, percent and total score for each student. If learning objectives are defined, they are exported with each student's record. You may choose from several file formats, such as Access, Excel, Text, etc. (Applies to test grading only.)
Numeric Data and Row Based Learning Objectives	Exports the numeric data, along with the grade, percent and total score for each student. If learning objectives are defined, each learning objective is listed as a separate data record in the exported file. (Applies to test grading only.)
Textual Data	Exports the textual data used to generate the report. You may choose from several file formats, such as Access, Excel, Text, etc.

Option	Description
Textual Data and Results	Exports the textual data, along with the grade, percent and total score for each student. You may choose from several file formats, such as Access, Excel, Text, etc. (Applies to test grading only.)
Textual Data and Row Based Learning Objectives	Exports the textual data, along with the grade, percent and total score for each student. If learning objectives are defined, each learning objective is listed as a separate data record in the exported file. (Applies to test grading only.)

To export a report

Exporting a report allows you to save the report in one of several formats so that others can read it.


- 1 After running a report, from the **Reports** view, select the **File** menu, click **Export** and then click **Report**, or click .
- 2 Choose the desired format from the list.

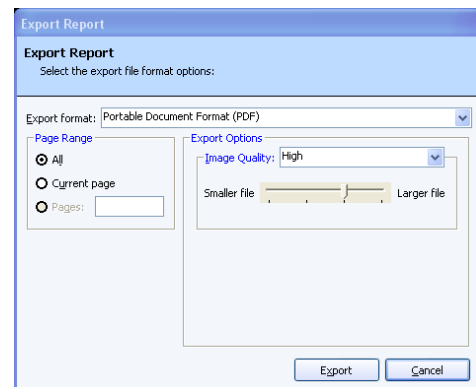
Please view the following sections for more detailed information about each export option.

5.5.1 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 transport 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**, or click .
- 3 In the **Export Report** window, select **PDF** from the **Export format** drop-down list.
- 4 In the **Page Range** area, select which pages of the report to export: **All**, **Current page** or **Pages** (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 using the **Save in** drop-down list or file storage options in the left side of the window.
- 8 Enter a name for the file in the **File name** box.




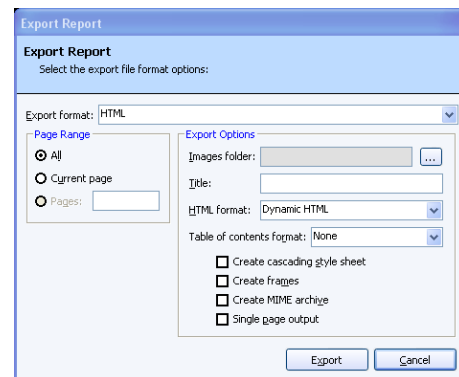
- 9 You may not change the **Save as type** (it is preset to PDF).
- 10 Click the **Save** button to export the PDF file.

5.5.2 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 **Reports**, or click .
- 3 In the **Export Report** window, select **HTML** from the **Export format** drop-down list.
- 4 In the **Page Range** area, select which pages of the report to export: **All**, **Current page** or **Pages** (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 **Table of contents format** box: **None**, **Simple HTML**, **Dynamic HTML** or **XML**. The table of contents format determines if and how the table of contents will be exported.
- 9 If desired, mark any of the remaining checkboxes to include those options in your report:
 - 10 **Create cascading style sheet**: file includes cascading style sheets
 - 11 **Create frames**: file includes frames
 - 12 **Create MIME archive**: determines whether file is exported as a MHT archive
 - 13 **Single page output**: creates a one page HTML file
- 14 Click the **Export** button to select a file name and location.
- 15 In the **Save As** window, choose a location for the file using the Save in drop-down list or file storage options in the left side of the window.
- 16 Enter a name for the file in the **File name** box.
- 17 You may not change the **Save as type** (it is preset to HTM).
- 18 Click the **Save** button to export the HTML file.



5.5.3 Exporting Reports to the RTF or TIF Formats

Remark Quick Stats allows you to export a report to the RTF and TIF formats, making it easier to transport your results. RTF (Rich Text Format) files can be viewed or edited in Microsoft Word. Note that when saving to the RTF format, graphs are not supported. TIF (Tagged Image Format) 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 RTF or TIF formats

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 **Reports**, or click



3 In the **Export Report** window, select **Rich Text Format (RTF)** or **Tagged Image Format (TIF)** from the **Export format** drop-down list.

4 In the **Page Range** area, select which pages of the report to export: **All**, **Current page** or **Pages** (specify which pages or a page range).

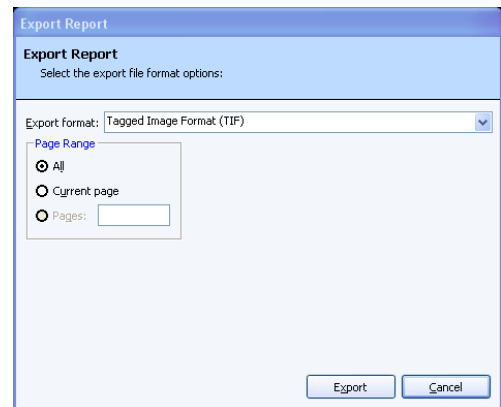
5 Click the **Export** button to select a file name and location.

6 In the **Save As** window, choose a location for the file using the **Save in** drop-down list or file storage options in the left side of the window.

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 or TIF, depending on your original selection).

9 Click the **Save** button to export the RTF or TIF file.



5.5.4 Exporting Reports to the Text Format

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

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 **Reports**, or click

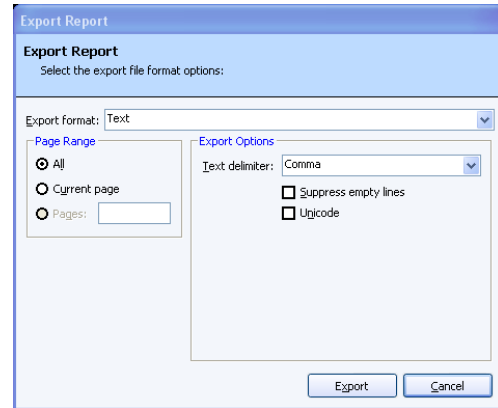


3 In the **Export Report** window, select **Text** from the **Export format** drop-down list.

4 In the **Page Range** area, select which pages of the report to export: **All**, **Current page** or **Pages** (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 using the **Save in** drop-down list or file storage options in the left side of the window.
- 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.



5.5.5 Exporting Grade Results to Gradebook Programs

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 In the **Remark Quick Stats** window, select the **File** menu, click **Export**, and then click **Gradebook**, or click  .
- 2 Select the gradebook package 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 the following sections 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:

Gradebook Format	Extension
InteGrade Pro	GBK
MyGradebook	MGB
Pearson Inform	TXT
Grade Busters	TXT
Grade Quick	TXT
Perception	CSV

Gradebook Format	Extension
ParSCORE	SCO
Blackboard	RBBX
Custom	TXT, CSV

The following sections provide further details on each of the individual gradebook formats.

5.5.5.a 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:

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

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

5.5.5.b 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:

Option	Function
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.
Import Grade From	MyGradebook imports raw scores only.

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

5.5.5.c Pearson Inform

The Pearson 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:

Option	Function
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 setup in the Grade Wizard.
Import Grade From	Pearson Inform imports percent scores only.

5.5.5.d Grade Busters Format

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:

Option	Function
Roster Position	This position comes from the gradebook package. Enter this field in Remark Quick Stats as the student ID Field when grading a test.
Raw Score	The raw score must be included in this format.
Total Assignment Points	This value is handled internally in Remark Quick Stats and automatically entered into the saved gradebook file.

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

5.5.5.e Grade Quick Format

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:

Option	Function
Positioning Information: Scores start line, ID's start column, Maximum ID length, Scores start column	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.
Import Grade From	Use this setting to choose which grade statistic to import (percent, letter or raw).

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

5.5.5.f Perception Format

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.

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

5.5.5.g ParSCORE Format

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.

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

5.5.5.h Blackboard Format

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 into 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 4 to scan the assessments, grade them using either Easy Grade or the Grade Wizard.
- 2 Once graded, select the **File** menu, click **Export** and then click **Gradebook**.
- 3 In the **Format** drop-down list, select **Blackboard**.
- 4 Select **Export**. Save the file somewhere you can access it while importing into Blackboard.
- 5 Log into Blackboard.
- 6 Navigate to the course for which you are an instructor and into which you wish to import the grades.
- 7 Under **Course Tools**, select **Remark Grade Import**.
- 8 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.
- 9 Browse to the .rbbx file saved when exporting the gradebook from Remark. Click **Submit**.
- 10 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.
- 11 Confirm the grades that were matched, and select **Submit**.
- 12 The grades are imported into the class.

Note: See your Blackboard documentation for further information regarding Blackboard.

5.5.5.i Custom Format

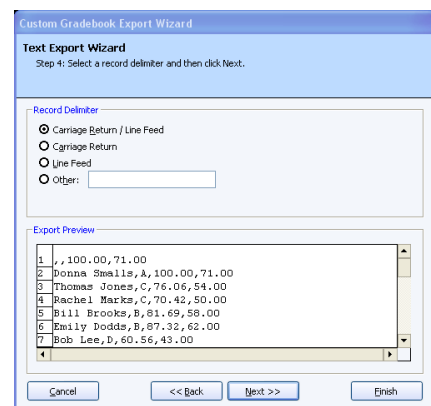
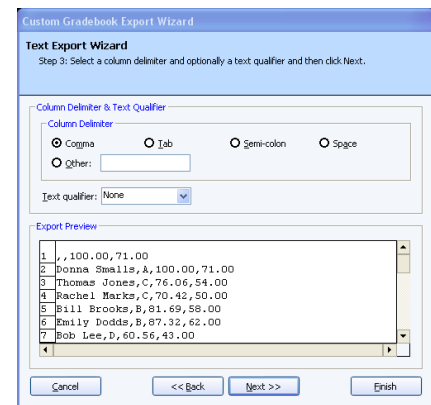
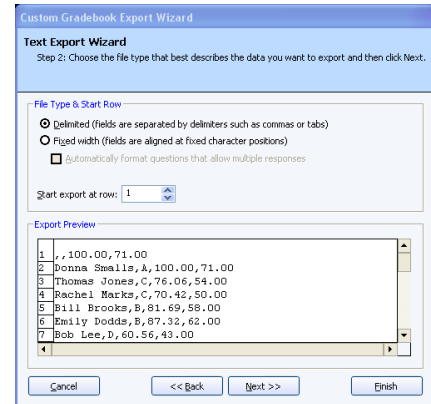
If you are exporting to a gradebook that is not directly supported, you may use the Custom format. The Custom format allows you to export a text (TXT or CSV) file that you can setup to match your gradebook program. Check the requirements of your gradebook program before proceeding.

To use the Custom gradebook format

- 1 In the **Gradebook Export** window, enter the number of decimal places you wish to include in the file.
- 2 If desired, mark the checkbox for Include **Answer Key as First Row**.
- 3 Click the **Export** button to continue.
- 4 In the **Custom Gradebook Export** window, choose a location in which to save the file.
- 5 Enter a file name in the box titled **File name**.
- 6 Click the **Save** button to continue. The wizard now starts.
- 7 Click the **Next>>** button to begin configuring the file.

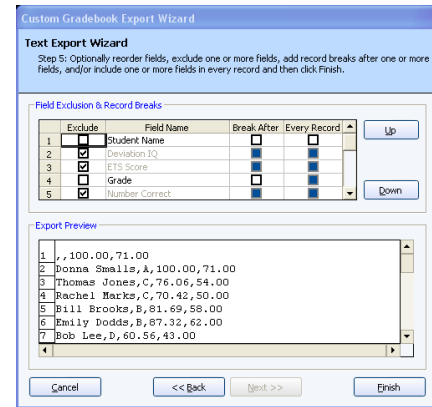
Note: if you have saved a configuration file previously, click the **Browse** button to open it and apply it to the current export operation.

- 8 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).
- 9 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.
- 10 In the **Start Export at Row** box, enter the row number of the results in which to begin the file (this is usually 1).
- 11 Click the **Next>>** button to continue.
- 12 The next step depends on the type of file you selected in the previous step.
 1. 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)**.
 2. 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.
- 13 Click the **Next>>** button to continue.
- 14 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).
- 15 Click the **Next>>** button to continue.
- 16 In the final step of the export wizard, 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.

- 17 Optionally, set record breaks after specific fields. Place a checkmark in the **Break After** checkbox to insert a record break after that field.
- 18 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.
- 19 Click the **Finish** button to complete the wizard.
- 20 If desired, click **Yes** to save the wizard 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 wizard 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.



5.5.6 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 **Easy Grade** or the **Grade Wizard** 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 a value 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 percent score, Include test score or Include grade.
- 8 Click the **Export** button to export the file.

5.5.7 Exporting Numeric Data and Results

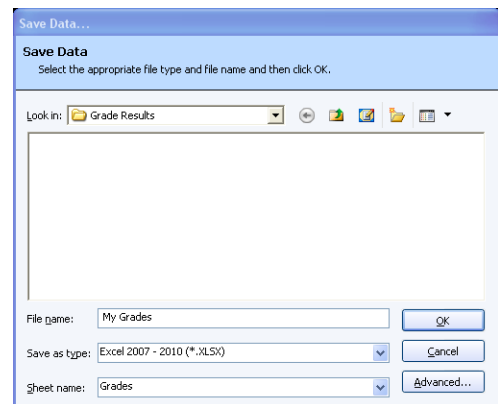
Remark Quick Stats can export grades to one of several formats (Excel, Access, etc.) while including the associated numeric values defined in the form template along with the report results. You have three options when exporting numeric data:

- Exporting the numeric version of the data only (values)
- Exporting the numeric version of the data and the grade results, which includes any defined learning objectives (multiple learning objectives in one data record)
- 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.

To export numeric data

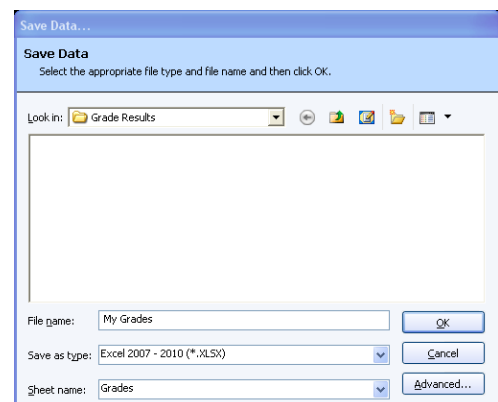
- 1 Run **Easy Grade** or the **Grade Wizard** to grade your data.
- 2 In the **Remark Quick Stats** window, select the **File** menu, click **Export** and then click **Numeric Data**.
- 3 In the **Save Data** window, select a location for the file and enter a file name in the box titled **File name**.
- 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.



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

- 1 Run **Easy Grade** or the **Grade Wizard** to grade your data.
- 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. The resulting file displays the values associated with your data file and the grade information.



Tip: 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 (**Tools|Preferences|Data and Results Export**).

5.5.8 Exporting Textual Data and Results

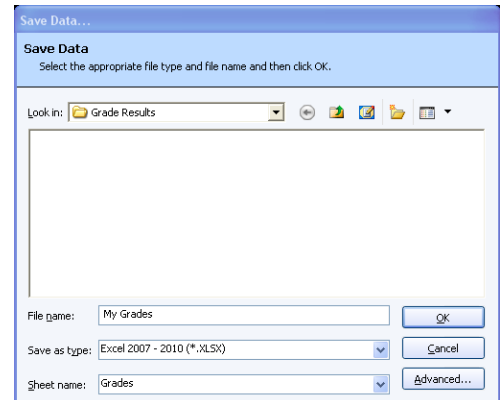
Remark Quick Stats can export grades to one of several formats (Excel, Access, etc.) while including the textual data captured along with the report results. You have three options when exporting textual data:

- Exporting the textual version of the data only
- Exporting the textual version of the data and the grade results, which includes any defined learning objectives (multiple learning objectives in one data record)
- 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.

To export textual data

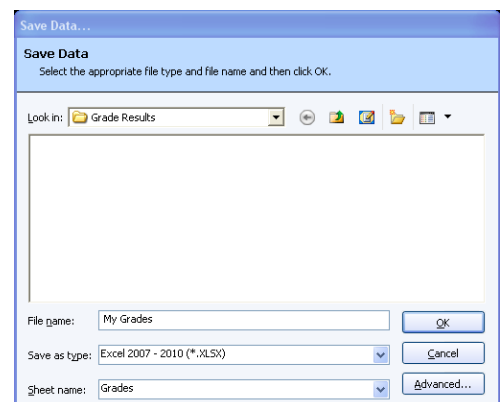
- 1 Run **Easy Grade** or the **Grade Wizard** to grade your data.
- 2 In the **Remark Quick Stats** window, select the **File** menu, click **Export** and then click **Textual Data**.
- 3 In the **Save Data** window, select a location for the file and enter a file name in the box titled **File name**.
- 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.



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

- 1 Run **Easy Grade** or the **Grade Wizard** to grade your data.
- 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. The resulting file displays the textual data file and the grade information.



Tip: 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 (**Tools|Preferences|Data and Results Export**).

5.6 Emailing Reports

Reports can be emailed using Microsoft Outlook 2007/2010 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
 - 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. Saving reports is covered in Sections 5.4 and 5.5.

The above formats are described in detail in the previous sections of this user's guide. This section focuses on how to email the reports; please read the previous sections to understand what is included in each report type and the properties associated with each report type. 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.

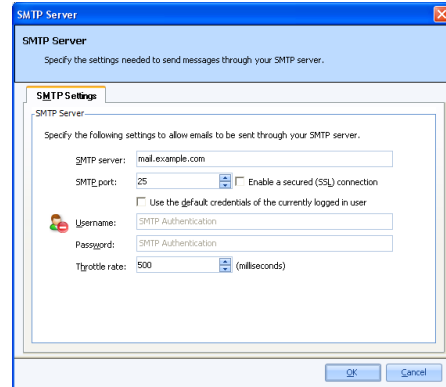
You choose whether to use Outlook or the built-in email client in the Remark Office OMR Preferences. Once you have set up your preference, you can simply click the Email Report toolbar button to initiate the email process.

5.6.1 Email Set Up

When emailing reports, you have a choice of using Microsoft Outlook 2007 or 2010 or your own SMTP server to send the emails. We will cover both methods here.

Using an SMTP Server:

If you use your own SMTP server, you must have a valid SMTP server set up independently of Remark Office OMR. SMTP stands for Simple Mail Transfer Protocol and is the Internet standard for transmitting email across networks. It is likely your organization has a running SMTP server already set up. You just need to find out general information about the server. You will likely need to consult with your network/email administrator to obtain information about your SMTP server. SMTP settings are set up in the Remark Office OMR Preferences. Please use the following table as a guide to have your administrator provide the proper settings:



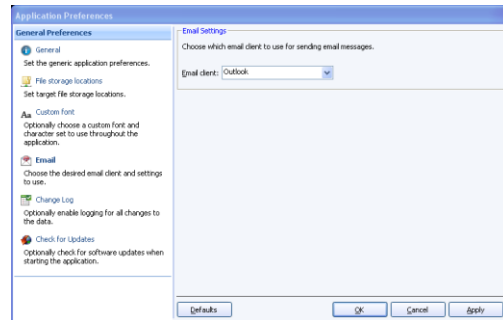
Option	Description
SMTP Server	This is the name, address or IP address of the mail server.
SMTP port	The SMTP port is usually 25 but may vary with your email server.
Enable a secured (SSL) connection	If desired, use a secure connection by marking the checkbox for Enable a secured (SSL) connection . SSL encrypts data as it is transmitted. Your SMTP server must be configured to use SSL in order for this feature to work.
Use the default credentials of the currently logged in user	If you need to use authentication for your SMTP server, you can enter credentials or use those of the user logged in to the computer. Mark the Use the default credentials of the currently logged in user checkbox to utilize the user's credentials (e.g., the person logged in when sending the emails from Remark Office OMR). Otherwise, continue to the next step to enter specific credentials.
Username and Password	If authentication is required, and you are not using the credentials of the currently logged in user, enter the Username and Password , as supplied by your network/email administrator.
Throttle rate	The throttle rate adds a delay while sending emails. The default setting is 500ms, meaning that one email is sent every 500 ms (in other words, two emails are sent per second). Throttling emails keeps the SMTP server from being overloaded when sending large numbers of emails. Unless you plan on sending hundreds of emails at one time, the default setting of 500 is likely fine.

Microsoft Outlook:

If you plan to use Microsoft Outlook 2007 or 2010, you do not need to set up anything outside of telling the software to use Outlook. When you choose an email function in Remark Quick Stats, an Outlook email message automatically opens (you must have Microsoft Outlook 2007 or 2010 installed on the computer).

To choose Microsoft Outlook or your own SMTP server in Remark Office OMR:

- 1 In the **Remark Office OMR Data Center**, click **Tools|Preferences**.
- 2 Click the **Email** link on the left.
- 3 Under **Email client**, choose **Default** to use your own SMTP server. Choose **Outlook** to use Microsoft Outlook 2007 or 2010. If you are using Outlook, simply click **OK**. If you are using the Default email client, continue to the next step.
- 4 If you have chosen the **Default** client, click the **SMTP Server** button.
- 5 Fill in the settings as described in the previous table. You will need your network/email administrator to provide this information to you.
- 6 Click the **OK** button.



5.6.2 Using Email to Send Report Files

Once you have set up your email preferences (see previous section), you are ready to start emailing report files.

To email report files using Microsoft Outlook

- 1 In Remark Quick Stats, run the desired report. Alternatively use the Report Batch Wizard 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, 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, 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. These formats are covered in Sections 5.5.7 and 5.5.8, as well as the main Remark Office OMR user's guide. 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.

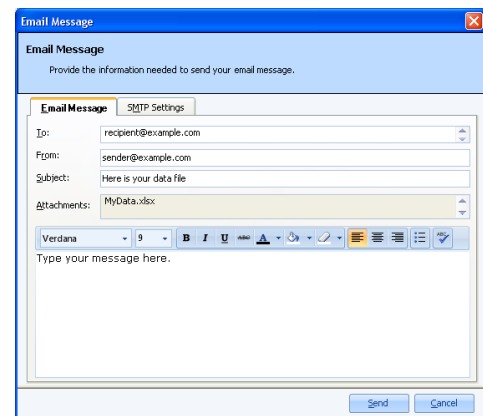
Outlook automatically opens a new email message with your file attached. You may now enter recipients and a message and send your file. Note if you chose one of the zip attachment options, the file appears with a .zip extension. The file is only saved as an email attachment; there is no permanent copy of the file saved on your computer when using the email functionality.

To email data files using your SMTP server

- 1 In Remark Quick Stats, run the desired report. Alternatively use the Report Batch Wizard 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, 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, 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. These formats are covered in Sections 5.5.8 and 5.5.9, as well as the main Remark Office OMR user's guide. 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, as described in section 5.6.1, 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.

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).

5.7 The Report Batch Wizard

Remark Quick Stats includes a Report Batch Wizard 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 previous sections describe the types of reports that can be exported. The Report Batch Wizard allows you to export PDF, HTML, Excel, 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 rate 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 Group information to identify each data set, the groups are available for filtering in the Report Batch Wizard.

To use the Report Batch Wizard for auto filtering

- 1 Run Easy Grade, the Grade Wizard, Easy Survey or the Survey Wizard to open Remark Quick Stats.
- 2 In the **Remark Quick Stats** window, select the **Tools** menu and then click **Report Batch Wizard**. Alternatively, in the Task Pane, select **Build Report Batch**.

Note: If you have already created a report batch file, you can select Open Report Batch from the Task Pane.

- 3 Mark the checkbox for **Auto Filter Reports**.
- 4 In the **Filter by** drop-down list, choose the region 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.

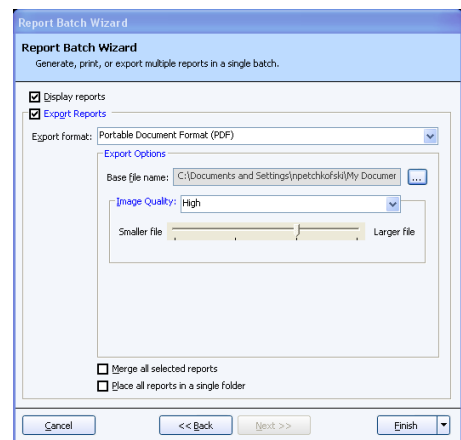
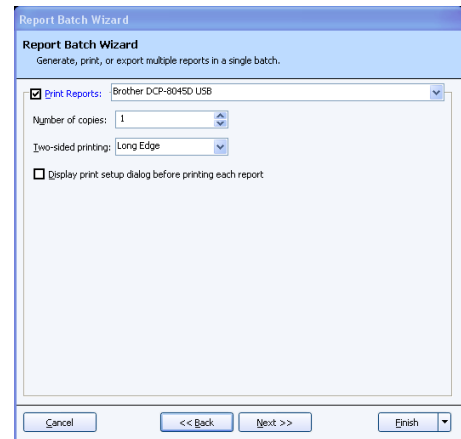
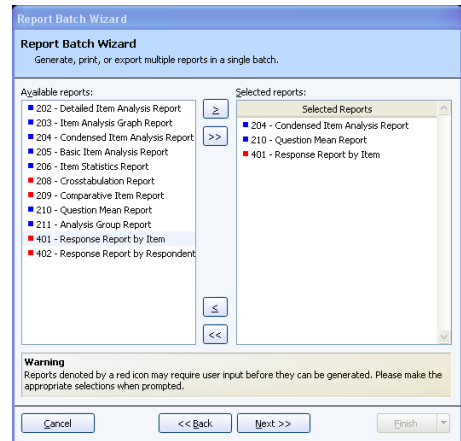
Note: The data is sorted behind the scenes so that data that logically belongs together is displayed on one report.

- 5 If desired, choose up to two more regions on which to filter the data.
- 6 Click the **Next>>** button to continue.

- 7 Choose the reports you wish to run for each filter. 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 respondent report where you have to tell the software which field 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 Wizard configuration file if you plan to reuse your settings.

- 8 Click the **Next>>** button to continue.
- 9 If you wish to print the reports, mark the **Print Reports** checkbox. Choose an available printer from the drop-down list. You may also choose the **number of copies** to print, how to handle **two-sided printing** and whether to **display print setup dialog before printing each report** (e.g., if you want to turn duplex printing on for some reports but not others).
- 10 Click the **Next>>** button to continue.
- 11 If you wish to display the reports in Remark Quick Stats, mark the checkbox for **Display reports**.
- 12 If you wish to export the reports to the PDF, HTML, TIF, Text or RTF format, mark the checkbox for **Export Reports**.
- 13 In the **Export** format drop-down list, choose the desired format. The available options for each export format are detailed in the previous sections on export formats and are displayed here as appropriate. Click the ellipsis (...) button to choose a file name and folder in which to store the reports.
- 14 If desired, mark the checkbox for **Merge all selected reports**. 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.
- 15 If desired, select **Place all reports in a single folder**. 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.
- 16 Click the **Finish** button to run the reports. You may optionally click the down arrow on the **Finish** button and choose **Execute** to only execute the batch without saving it, or **Save** to save the batch file without running it.



- 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 Wizard configuration for future use. Click **Yes** to save the file if desired.
 - 18 Provide a location and file name for the file and then click the **Save** button.
- The actions selected in the Report Batch Wizard begin to run. You receive a message when all actions are completed.

To use the Report Batch Wizard to print and export multiple reports

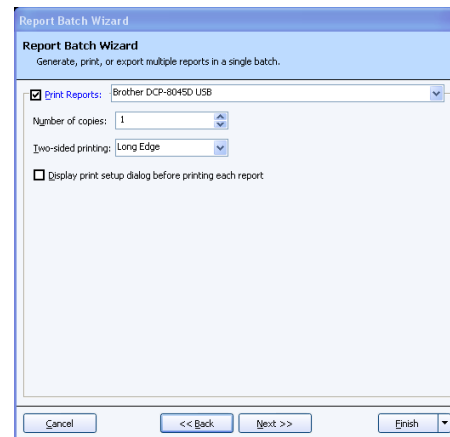
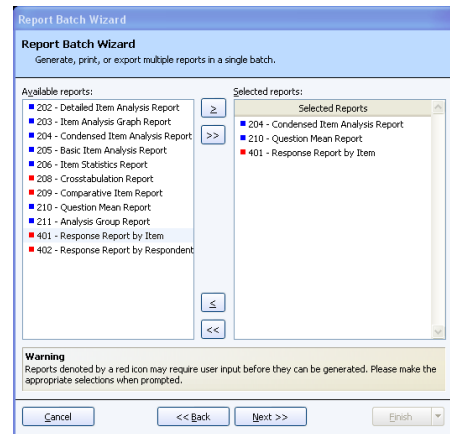
- 1 Run Easy Grade, the Grade Wizard, Easy Survey or the Survey Wizard to open Remark Quick Stats.
- 2 In the **Remark Quick Stats** window, select the **Tools** menu and then click **Report Batch Wizard**. Alternatively, in the Task Pane, select **Build Report Batch**.

Note: If you have already created a report batch file, you can select Open Report Batch from the Task Pane.

- 3 If you would like to auto filter the data, mark the checkbox for **Auto Filter Reports**. This topic is covered earlier in this section.
- 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.

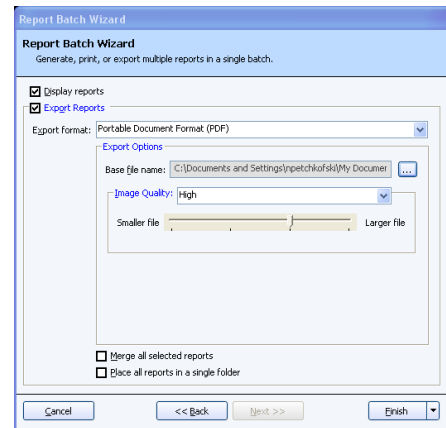
Note: If you choose a report that requires user input (e.g., a respondent report where you have to tell the software which field to use for the report), you are prompted to choose the report criteria during report generation. These selections can be saved to the Report Batch Wizard configuration file 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 Report** checkbox. Choose and configure your printer using the **Properties** button. You may also choose the number of copies to print and whether to display the printer setup dialog 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 export the reports to the PDF, HTML, TIF, Text or RTF format, mark the checkbox for **Export Reports**.
- 10 In the **Export** format drop-down list, choose the desired format. The available options for each export format are detailed in the previous sections.
- 11 If desired, mark the checkbox for **Merge all selected reports**. 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 region name. For



example, if you are processing course evaluations as described previously and did not merge the reports, each instructor would have a folder named after them and their reports would be saved in that folder.

- 12 If desired, select **Place all reports in a single folder**. 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.
- 13 Click the **Finish** button to run the reports.
- 14 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 Wizard configuration for future use. Click **Yes** to save the file.
- 15 Provide a location and file name for the file and then click the **Save** button.




The actions selected in the Report Batch Wizard begin to run. You receive a message when all actions are completed.

5.8 Opening Reports

Saved report files can be opened in Remark Quick Stats for further viewing, printing, exporting and manipulation. Saving reports is covered in detail in Section 5.4 Saving Reports. When reports are saved to the RQS format, the report and the data used to generate the report are saved. This file can be viewed or printed, and you may run additional reports because the data is contained in the file.

To open a Remark Quick Stats report file


- 1 From **Remark Quick Stats**, select the **File** menu and then click **Open...**, or click .
- 2 Locate the .rqs file you wish to open and then click the **Open** button.

The report is displayed on the screen. This file contains the report and the data used to generate the report; therefore you may run additional reports based on this information.

5.9 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**, click  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. You will see a box expand 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.

A message appears letting you know the screen capture was successful.

- 4 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).

