# Remark® Test Grading Edition Tutorial

Tutorial Overview

Welcome to Remark Test Grading Edition. We want you to be successful with your new software. To that end, we suggest completing the following tutorial before you begin using this software for your own tests. This tutorial provides you with an overview of the Remark Test Grading Edition software and allows you to quickly learn the basic functions of the software.

Terms to Know

Before beginning the tutorial, here are some basic terms with which you should be familiar:

- **Control Panel** – The Control Panel is the main window in Remark Test Grading Edition that contains the majority of the program's functionality and displays the tiles across the top of the screen.
- **Tiles** – Tiles are the icons across the top of the Control Panel. These tiles allow you to navigate from one step to the next. Options selected in one tile affect the information seen in later tiles. For example, when you choose a class in the Choose Class tile, you are only able to view the tests for that class.
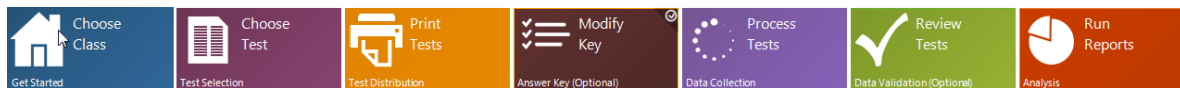
- **Test's Corresponding Answer Sheet** – The Test's Corresponding Answer Sheet determines the format of the answer key and the student tests. Answer sheet formatting options include the total possible number of questions, the number of answer choices (four or five), and whether those answer choices are letters or numbers.
- **Answer Key** – The Answer Key is a test that contains only correct answers for the multiple choice questions and the maximum number of subjective points possible for the Instructor Use Only section (optional). The Answer Key is what the student tests are compared to when determining the students' scores on the test.
- **Student Tests** – Student tests are the test forms that the students complete. These forms do not contain any questions; they are only for the students to mark their answers to the multiple choice questions and for the teacher to record any subjective points earned.
- **Data Exceptions** – Data exceptions occur when respondents incorrectly fill out test forms or answer keys. They can be multiple responses, where too many answers were filled in, or blank responses, where no answers were filled in.
- **Multi-Function Printer (MFP)** – A multi-function printer, or MFP, is an all-in-one printer/copier/scanner. These devices are often free standing machines where you walk up to the device and scan forms to a network folder. Remark Test Grading Edition can read the resulting image files of your students' tests that are scanned on the MFP.

If Someone Has Already Completed This Tutorial

If someone has already completed this tutorial on your computer, when you open Remark Test Grading Edition you will find that all of the data that you will be generating in this tutorial is already displayed. In order for this tutorial to be as beneficial as possible, we suggest that you delete the data from the last occurrence of the tutorial by completing the following steps:

1. Start Remark Test Grading Edition by clicking **Start|Programs|Remark Test Grading Edition 1|Remark Test Grading Edition**.
2. Click the **Choose Class** tile.
3. Select the class called **Tutorial**.
4. Click **Delete**.
5. A warning message appears. Click **Yes** to delete the class and all corresponding data.

All of the data generated from the previous instance of this tutorial is now deleted and you can continue with the tutorial as described below.

Tutorial Overview

The following is a brief overview of what will be covered in this tutorial:

- Creating a new class
- Creating a new test
- Printing tests
- Collecting test data via scanner and via uploading images
- Reviewing data exceptions
- Generating, saving and printing reports
- Saving test data

The Tutorial

Creating the Class

1. If it is not already open, start Remark Test Grading Edition by clicking **Start|Programs|Remark Test Grading Edition 1|Remark Test Grading Edition** and click the **Choose Class** tile, , at the top of the control panel. The **Choose Class** area is where you can choose which class to view and edit information about that class roster. The class that you view in this area is the class whose data you will be viewing in all of the later areas.
2. Once in the **Choose Class** area, click the **New Class** button.
3. For the **Class Name** enter **Tutorial**.
4. Click the **IMPORT** button on the right side of the screen to import a list of students and their ID numbers for the class roster for this class. We have supplied this class list.
5. Navigate to the Remark Test Grading Edition Tutorial folder, which is in the Remark Test Grading Edition installation folder (typically C:\Program Files(x86)\Gravic\Remark Test
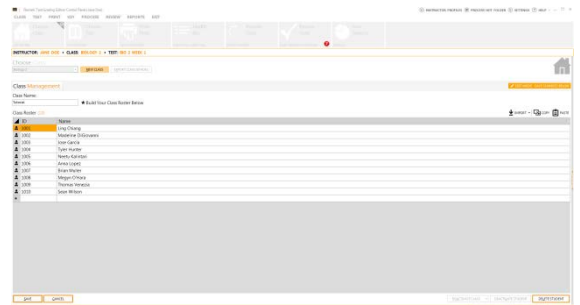
Grading Edition 1\Tutorial (Windows 7/Vista 64-bit) or C:\ Program Files\Gravic\Remark Test Grading Edition 1\Tutorial (Windows XP or Windows 7/Vista 32-bit)). Select the **Class Import.txt** file and click **Open**. Ten student names and their ID numbers appear under the **Class Roster**. (Note: If you have the software set up to automatically generate student ID numbers, you will not see the ID numbers.)
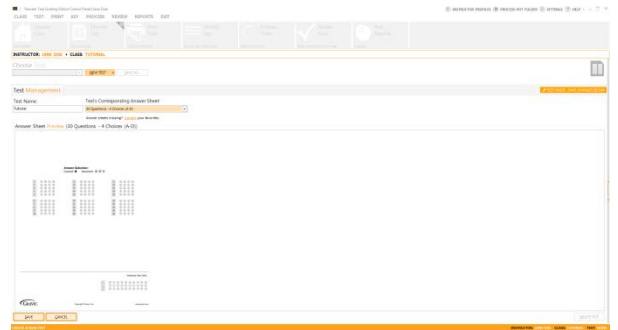
6. Click **SAVE**.

Your class is now created and you are ready to create a test answer sheet.

Creating the Test

1. Click the **Choose Test** tile, . This area is where you create a new test or select a previously created test to view. The test selected in this area determines the data viewed in later areas.
2. Click the **NEW TEST** button.
3. Type **Tutorial** for the **Test Name**.
4. From the drop-down list under **Test's Corresponding Answer Sheet**, select **30 Questions — 4 Choices (A-D)** as the answer sheet for this test.

   Note: If this option does not appear in this list, click **Update** just below the drop-down list and select **30 Questions — 4 Choices (A-D)**. This test form will then be available to select.

5. Once you have selected this answer sheet, an image of the selected test answer sheet appears in the **Answer Sheet Preview** window.
6. Click **SAVE**.

Note: Once the answer sheet has been selected and you click save, the answer sheet cannot be changed for this test.

Now that you have chosen your test answer sheet, you are ready to print test forms.

Printing the Tests

1. Click the **Print Tests** tile, . This tile allows you to print the answer key, student tests and blank tests (if needed). The student, test, class and instructor information are printed on the answer sheets.
2. Make sure that the answer key and all of the students' tests are selected.
3. Click the **PRINT** button to print all eleven pages.

As the tests are printed, a checkmark appears next to each test, showing that it has been printed.

It is necessary for you to print and complete these
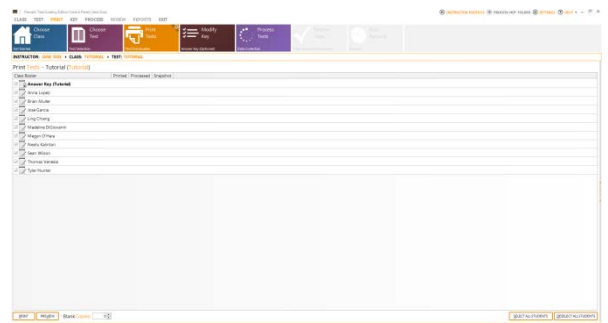
tests yourself so that you can have the extra experience and become more familiar with the process of using Remark Test Grading Edition. This is also necessary because each test prints with a unique barcode in the top right corner of the page which allows the software to identify the corresponding test, student and class. No other printed test will match up correctly on these aspects. Continue to the next section for tips on filling in the tests.

Processing the Tests

1. Once the tests have printed, please fill out the tests.

While there are thirty questions on this answer sheet, it is not necessary to fill in all thirty questions. The number of completed questions on the answer key will determine the number of questions in the entire test. The only questions that are graded are those that have a response in the answer key. Therefore if you would like to save time you can fill in a subset of the questions, such as the first 10 questions.

The answer key should be completed with only correct answers, while the students' tests should have a mixture of some correct answers and some incorrect answers. They should also contain about two or three data exceptions. The two types of data exceptions are multiple responses, when the student fills in more than one answer, ⊠ⓐⓒⓓ, or blank responses, when the student forgets to answer a question. These exceptions will be reviewed later.

Also, make sure that you enter data in the **Instructor Use Only** region at the bottom of the tests. This area is where you can enter the number of points awarded for subjective questions, which can include short answer, essay or free response questions. Enter the maximum number of points to be awarded in this region on the answer key (e.g., to

award twenty points, fill in the bubbles for 020:).

2. Once you have finished filling out the tests, select the **Process Tests** tile, , in the Control Panel. The **Process Tests** area is where you upload the completed test forms and answer key. You can accomplish this task by either scanning the images directly into Remark Test Grading Edition or by uploading previously scanned images.

There are two ways to process tests:
1) Scan with a desktop scanner directly connected to the computer running Remark Test Grading Edition
2) Scan using a multi-function printer (MFP), where you scan the test answer sheets to a folder on your network.

If you have a scanner connected to the computer you are currently using and plan on using it to scan your students' tests, follow the steps under **Scanning Tests**. If you do not have a scanner connected to this computer or plan on scanning the tests separately using an MFP, follow the steps under **Processing Images**.
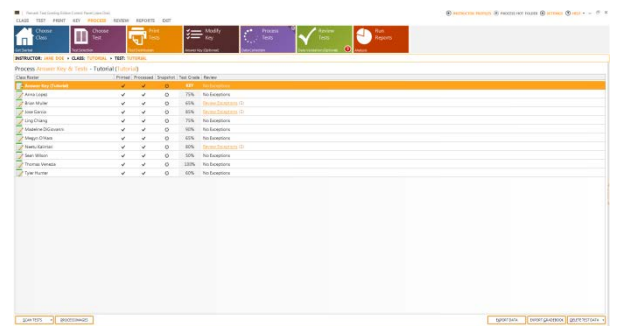
As the tests are processed, regardless of which method you use, checkmarks appear next to the tests, showing which tests have been processed. Once the read procedure is complete, the students' scores and number of data exceptions appear in the appropriate rows. Remember to scan the answer key with the student tests. Students' tests can be scanned in any order.

Scanning Tests

1. Make sure that your scanner is connected to the computer and that it is turned on. Also ensure that the scanner's TWAIN driver has been installed on the computer and that the scanner is functioning properly.
   Note: If you need assistance setting up or using your scanner, please see your internal IT Help Desk staff.
2. In the **Process Tests** tile, click the arrow next to **SCAN TESTS** and click **Scanner Settings**.
3. In the **Scanner Properties** window, select the scanner that you are using from the drop-down list under **TWAIN Source**.
4. Under **Parameters**, set the **Resolution (dpi)** to **200** and the **Color depth** to **Black/White**.
5. Click **OK**.
6. Load the completed test forms into the scanner and click **SCAN TESTS**. The tests are then scanned and their data processed.
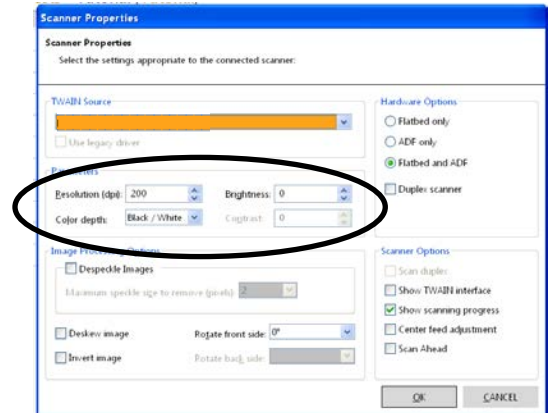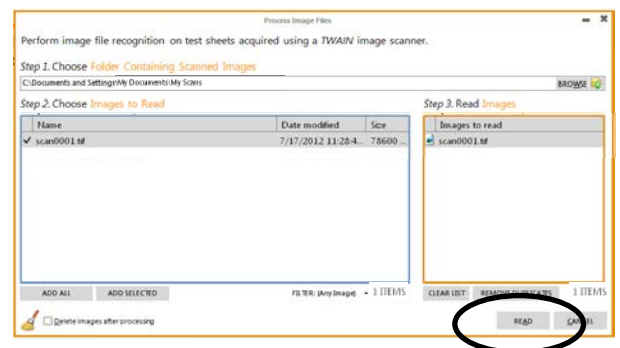
Processing Images

1. Using your MFP/scanner's software, which will vary depending on the make and model of your device, scan the completed test forms with a resolution of 200 dpi and in Black and White.
2. Save these images to a location that Remark Test Grading Edition can access. We recommend saving the files to the TIFF format in a folder on your network. Multi-page TIFF files are ideal.
   Note: If you need assistance using your scanner or MFP, please see your internal IT Help Desk staff.
3. In the **Process Tests** tile, select **PROCESS IMAGES** from the bottom left corner of the control panel.
4. Under **Choose Folder Containing Scanned Images**, click the **Browse** button and select the folder where the images were saved.
5. In the **Choose Images to Read** window, select the file (or files) that contain the scanned images of the test forms. The file(s) should then appear in the **Images to Read** window.
6. Once you have selected all of the necessary image files, click **READ**.

Reviewing Tests

1. Still in the **Process Tests** tile, next to those tests that have data exceptions, there is a link to **Review Exceptions,** Review Exceptions (1) , with the number in the parentheses indicating the number of exceptions on that test. Click one of these links to be taken to the **Review Tests** tile, , or click the **Review Tests** tile directly. In **Review Tests** you can view a student's response to any question. You can also correct data exceptions in this area. Any exception not corrected is scored as incorrect.
2. Click in the left panel to edit the student's recorded response.

If the data exception is a multiple response, all of the selected answers are filled in. Determine which answer the student intended to fill in (if possible), and click the answer choices that you do not wish to be counted. If the data exception is a blank response, no answers are filled in. Determine if the student attempted to select a response, and click the answer choice that you wish to be counted. In general, clicking an answer selection will toggle between that answer choice being filled and not filled. If you are unable to determine a student's intended response, the question is marked as incorrect.
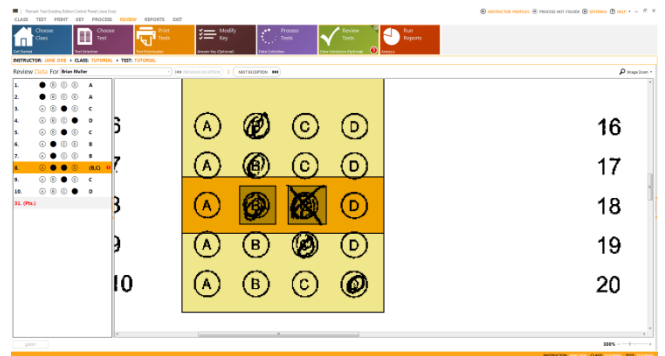
3. Use the **PREVIOUS EXCEPTION** PREVIOUS EXCEPTION and **NEXT EXCEPTION** NEXT EXCEPTION buttons at the top of the page to navigate from one data exception to another until they have all been corrected (or press Enter to go to the next exception).

Once all of the exceptions are cleaned, the Previous and Next Exception buttons disappear and you can run reports or export data.

Generating Reports

1. Click the **Run Reports** tile. Depending on your settings, a default report may generate. The **Run Reports** area is where you can produce any of the eight available reports.
2. Use the drop-down list next to **Report Viewer** to select one of the available reports. As an example, select **Student Statistics Report**. This report shows all of the students in the class with their grade, score, and a breakdown of objective vs. subjective scores (if you used the "Instructor Use Only" area on the form).
3. Next select the **Student Response Report**. This report displays a color-coded matrix of the students and their responses. You can look across students to see their performance or down questions to view questions performance and average scores. Green boxes indicate a correct response and red

boxes indicate an incorrect response. If a box is white, the student did not answer the question.

4. Next select the **Student Test Report**. This report takes the scanned image of the student's form and overprints test score information in the upper right corner. A green circle over a response indicates a correct answer. A red box over a response indicates an incorrect answer and the correct answer is listed at the end of the answer choices. This is a great report to hand back to students.

5. To toggle whether the student ID numbers or student names appear on the reports, click the **REPORT PROPERTIES** button in the bottom left corner of the control panel.

6. In the **Settings** window that opens, under **Student Identification**, check the option for **Use student ID to identify the student** to display the student ID numbers, or check the option for **Use student name to identify the student** to display the student names.

7. Click **OK**. The report regenerates based on your selection.
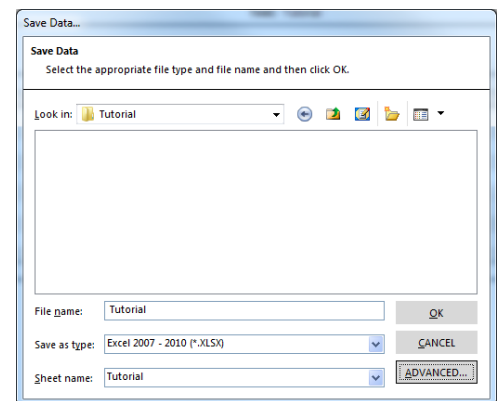
Saving and Printing Reports

1. While still in the **Run Reports** area, generate the desired report by selecting the report from the **Report Viewer** list.

2. Click the 🖫 button next to the report list to save the report.

3. In the **Save As** window that opens, navigate to the location where you want to save this report. If desired, you can change the **File name** of the report.
   NOTE: If someone else has used this copy of software before and set up a Quick Save folder, you do not see the Save window. Instead your report is saved automatically to the folder that was set for Quick Save in the software settings.

4. Click **Save** to save the report as a PDF file.

5. To print the displayed report, click the 🖶 icon. Alternatively, click the arrow next to the 🖶 icon and click **Print All Reports** to print all eight available reports.

Exporting Data

You can export the scanned data or scores to another application, such as Access, Excel or a gradebook. For this tutorial, we will export the scanned data.

1. Click the **EXPORT DATA** button.
2. In the **Save Data...** window, choose a location and select the desired file type from the list of available formats, for example, select **Excel 2007-2010**.
3. Enter a **File Name** and **Table Name.**
4. Click **OK** to export the data.

Tutorial Summary

This tutorial illustrated the basics of using this software, including:

- Creating a class and test
- Printing tests
- Scanning tests
- Reviewing data exceptions
- Viewing, saving and printing reports
- Saving data

You have now completed the Remark Test Grading Edition Tutorial. Please see the User's Guide for information regarding some of the more advanced features of this software.

If you would like to remove the tutorial information from your software, perform the following steps:

1. Click the **Choose Class** tile.
2. Select the class called **Tutorial**.
3. Click the down arrow on the **DEACTIVATE CLASS** button and choose **DELETE CLASS**.
4. A warning message appears. Click **Yes** to delete the class and all corresponding data.