Remark Test Grading Edition User's Guide

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Chapter 1: Remark Test Grading Edition Overview

1.1 Getting Started

Welcome to the Remark Test Grading Edition software! Remark Test Grading Edition allows you to print and grade student tests quickly and easily. You can pair your existing tests with a multiple choice answer sheet so that the student data can be scanned and reported on quickly. Using the software can be broken down into the following steps:

1. **Set up instructors, classes and students.** Step one is to set up instructors, classes and students. Enter the information into the software one time, and then you can start generating and processing tests.
2. **Select test answer sheets**. Once your instructors, classes and students are set up, you can start matching test answer sheet to your tests. Matching a test answer sheet is as simple as entering a test name and choosing an answer sheet to go along with it. (Note: Remark Test Grading Edition does not create actual tests with test questions. This function is completed outside of the software and then Remark Testing Edition is used with a multiple choice answer sheet to grade the tests.)
3. **Print student tests.** Next, choose a class and print blank answer sheets for each student. The answer sheets contain the specified instructor, class, test and student information automatically. You may also print an answer key that you use to bubble in the correct responses. Then administer the test to your students.
4. **Scan the completed tests.** There are two ways you can scan tests:
    a. Use a TWAIN compatible scanner that is directly connected to your computer running Remark Test Grading Edition.
    b. Use a scanner or multi-function printer (MFP) that is not connected to the computer to scan the tests as TIFF image files. Store them in a folder on your network. Then have Remark Test Grading Edition process the images.
5. **Grade the completed tests.** Finally, click the reports option to automatically run your favorite reports. The selected reports are automatically output as PDF files that you can save and print.

Optional components include setting up advanced answer key properties, reviewing processed tests and exporting data or grades.

The tiles across the top of the main Remark Test Grading Edition window act as your guide for the steps of using the software. When you add a new instructor to the software, you are prompted to set up the software for this instructor. We strongly suggest you run through this setup guide to streamline use of Remark Test Grading Edition.

1.2 Technical Support

Remark Test Grading Edition includes this PDF user's guide and online help to answer most questions. We also maintain a [knowledgebase](#) on the Gravic website where you will find the answers to frequently asked questions. You can find an introductory video detailing how to use the software by clicking [here](#). A tutorial is also available from the Help icon in the software. Most questions can be answered by consulting these reference materials.

If a problem with Remark Test Grading Edition arises that cannot be solved using the materials above, customers may contact Gravic's technical support.

NOTE: Gravic makes support available only to registered users of Remark Test Grading Edition who hold a valid support agreement. If you are past your 30 days of free technical support (starts from date of purchase), and need information about purchasing a support agreement, please [contact us](#).

Before contacting technical support, please gather the following information:

- The version and serial number of the Remark Test Grading Edition software (you can find this information by opening the software and clicking Settings and then Resources).
- The steps required to reproduce the problem.
- The scanner being used if it is part of the issue.
- Any error message details that are occurring.

Tip: If you encounter a specific error while using the software, click the **Print Screen** button on your keyboard (this action copies your screen to the Windows clipboard) and then paste the error message into an [email](#) that you send to Gravic support. Don't forget to tell us what you are doing when the error occurs and to include your serial number.

Gravic's technical support team provides product support to customers with valid support agreements via [email](#), phone, [website](#) and fax. Please remember that technical support is available for technical issues that arise while using the software. If your issue is more of a training issue, please review our [training options](#).

Chapter 2: Installation and Navigation

2.1 System Requirements

The following are the minimum system requirements required to run Remark Test Grading Edition:

- Personal computer with 1 GHz or faster processor
- Windows 32-bit and 64-bit operating systems: Windows 8, Windows 7 SP1, Windows XP SP3, Windows Vista SP2 (Note: SP stands for "Service Pack")
  - Remark Test Grading Edition will run on a Windows Server operating system if you use it like a desktop system, but please note the software is not a client/server application and is not supported in a virtual or server-based environment
- 2 GB RAM. Note: If you have multiple instructors accessing the computer running Remark Test Grading Edition, additional RAM is recommended.
- 2 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
- Supported scanner (recommended)
- Windows-supported printer
- PDF viewer for previewing tests and viewing reports (Adobe Acrobat Reader strongly recommended)

NOTE: If you are using a non-adobe PDF reader it must have a browser plug-in to function properly in Remark Test Grading Edition. Your PDF reader has a browser plug-in if you are able to open PDF files from within your web browser (e.g., Internet Explorer, Firefox, Chrome). If it does not open files in a browser, you may experience difficulties previewing tests and running reports. We strongly recommend that you download the Adobe Reader if you experience problems with these functions.

2.2 Installing Remark Test Grading Edition

Remark Test Grading Edition is a desktop application where each license purchased can be installed on a single computer. You run the software's setup program to install the software. The software can be configured in three ways:

Single User License: The software is installed on the instructor's computer. One license can be installed on one computer.
Site License: The software is installed on each instructor's computer. You can install the software on the number of computers specified in your site license.

OMR Station: The software is installed on a central computer and multiple instructors can access it.

Please read this entire section before installing the software so that the choices you make work for your type of license.

Regardless of how you purchased the software, the installation is as follows.

Installing the Software:
1. Run the Remark Test Grading Edition installation by putting the CD in the computer or launching the file downloaded from Gravic (if you chose to download software instead of receiving media). If your CD drive is set to auto play the setup will begin on its own. Otherwise, go to Windows Explorer or My Computer (press Windows key + E), navigate to your CD drive and double click the **setup.exe** file.
2. Follow the on-screen instructions to complete the installation. In most cases you will want to use the default settings. Ensure to install for "All Users" when prompted.
    a. You are required to enter a serial number and authentication code during the installation. If you purchased a CD, this information is located on the CD jacket. If you downloaded the software from Gravic, this information is located in the email you received with your download.
    b. You my optionally enter a school name during the installation. This name is used on reports if desired.
    c. You are prompted to choose an installation directory. We recommend using the default directory. The default directory is C:\Program Files (x86)\Gravic\Remark Test Grading Edition 1 on Windows 7 64-bit and C:\Program Files\Gravic\Remark Test Grading Edition 1 on Windows 7 32-bit and Windows XP.
    d. You are required to enter a **Home folder*** path. The Home Folder is the top-most folder that will store instructors, classes and students used within the software. You may choose any location on the local computer or network (*see next section for more information on storing information locally or on the network). This folder is used any time the software needs to access instructor, student and class information. Ensure that you have read and write privileges to the folder you select. You are prompted to use the default Home folder or your own. The default Home folder is C:\ProgramData\Gravic\Remark Test Grading Edition\1\Home on Windows 7 and C:\Documents and Settings\All Users\Application Data\Gravic\Remark Test Grading Edition\1\Home on Windows XP.
3. Complete the installation by following the on-screen instructions. Once complete, the software is installed and you can access it via a desktop shortcut (if you chose to install one) or via the **Windows Start** menu.

*More on the Folder Structure for Remark Test Grading Edition:
As noted above, Remark Test Grading Edition relies on a Home folder to store information. A folder structure is created that looks like this by default:

ProgramData (or Application Data on Windows XP)
    Gravic
        Remark Test Grading Edition
            1
                Home
                    Teacher
                        Class
                            Test
                                Test images, data, answer keys, answer sheets and reports

(Note that ProgramData is the default folder, but if you choose a different folder, that will be the starting point for the remaining folders.)

You must have read and write permissions to the Home folder so that all of these folders can be created, modified and deleted (see your network administrator for permissions). As you use Remark Test Grading Edition, these folders are created and updated behind the scenes. You do not need to do anything with these folders. In fact we recommend that you perform all actions within Remark Test Grading Edition as opposed to altering the underlying folder structure. Should you manually make changes to the folders, they will be updated in the software interface the next time you start the software.

*Using Remark Test Grading Edition With Multiple Users
Remark Test Grading Edition is installed locally (on a single computer) but if you have multiple users, you can use a folder on the computer or use a shared file structure to store data used in the software. If you plan to install Remark Test Grading Edition for multiple users you have the following options:

- Local installations on every computer (site license). In this scenario, you install one license of Remark Test Grading Edition on each computer and each instructor uses his or her own copy of the software individually. The Home folder is likely on the local computer, but you could also use a network location if desired. (The primary reason for using a network location in this scenario is if your organization regularly backs up your network.)
- Local installation on one computer with multiple instructors (OMR station). In this scenario, you install the software on a single computer but allow multiple instructors to use it. If you have multiple OMR station licenses, the Home folder should be on your network. That way an instructor can go to any of the OMR stations and access his or her information. If the Home folder is on the local computer, instructors will need to go to that computer only to access their information. Note that each instructor has a maximum of 20 classes allowed.

Note that you can put the Home folder on your network in any installation configuration if desired. However, it is strongly recommended for the OMR station option.

The above options depend on the licensing purchased. If you have a single copy of the software, it can only be installed on one computer. If you need multiple instructors/copies of the software, please contact Gravic for licensing options.

2.3 Software Activation

2.3.1 Software Activation

Remark Test Grading Edition requires activation in order to run on your computer. Activation means that the copy you have installed is licensed to the computer. *Once the software is activated, it cannot be installed on another computer without deactivating it from the current computer.* You may activate your software over the Internet (recommended) or through several manual methods.

The first time the software runs and until you activate your software, you receive a message indicating how many uses and/or days you have left to activate the software. If you exceed your time, you are not able to use the software any longer without activation.

1. When the prompt appears to activate your software, click the **Activate** button.
2. The **License Key Entry** window appears. Enter your License Key, which appears on the CD case or in the email you received if you downloaded the software.
3. Click the **Submit Key** button.
4. The **Software Activation** window appears. Note that the license key listed in this window can be modified by clicking it (in case you did not enter it correctly on the previous screen).
5. To activate the software automatically over the Internet, click the **Activate Automatically** button. Your license key information is sent to a secure server, which returns a code to the computer that activates the software. This is the fastest way to activate your software. This is a one-time process, so once the software is activated, you do not have to go through this process again.
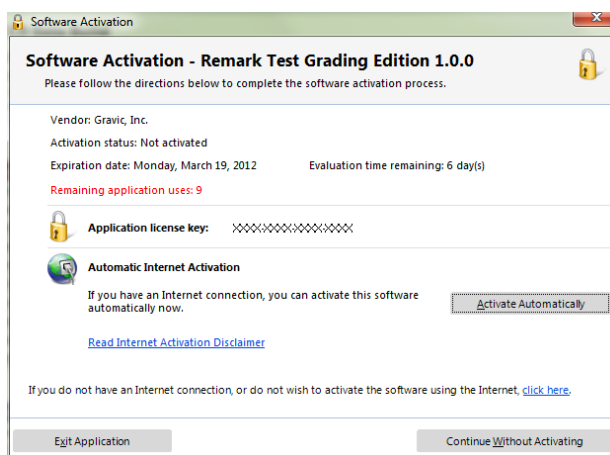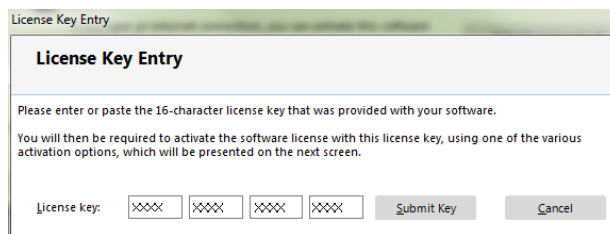
NOTE: When transmitting the license key over the Internet, no personal information is sent to Gravic, Inc. Our server simply verifies your license key, and if valid, sends the activation code back to your computer. The transfer happens via a secure server.

Once the activation is successful, the software loads.

2.3.2 Manual Activation

1. If you do not have an Internet connection or do not wish to activate your software automatically, click the link provided in the **Activate Software** window for manual activation. You have three options for activation:
   - Email: You may click the hyperlink **Click here to request an activation code via email** to construct an email message that you can send to Gravic. Once the email is received and processed, Gravic or your reseller will send you an email with your activation code. Note that you can also copy the information about your license to the Windows clipboard. If you use a web mail client, you can then construct an email and paste the license information into the email for sending to Gravic.

   - Fax: You may click the **print** hyperlink to generate an HTML document, in which you can enter your contact information, and then print and fax the document to Gravic or your reseller. Once processed, an activation code will be sent back to you.
   - Telephone: You may also request an activation code by telephone. Be prepared to read the **Authorization Request Code** you see in the Software Activation window when you call.
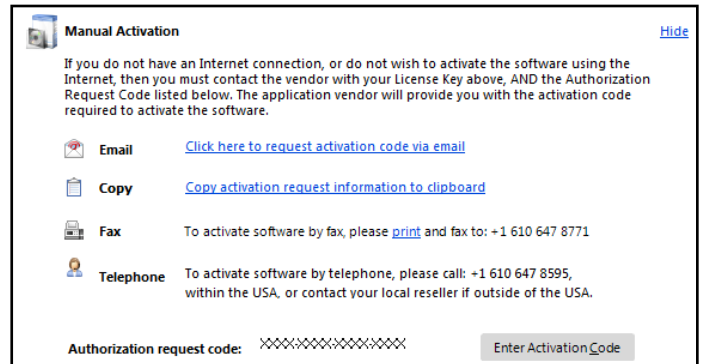
Important Note: Automatic activation over the Internet is the fastest way to receive your activation code. The manual options rely on processing from Gravic or our reseller, based on operational hours.

2. Once you receive your activation code, click the **Enter Activation Code** button.
3. Enter the Activation Code exactly as it was given to you. You can use Ctrl+V to paste the information from the Windows clipboard (i.e. if you copied it out of an email message).
4. Click the **Activate button** to activate your software.

This is a one-time process, so once the software is activated, you do not have to go through this process again. Once activated, the software opens normally for use.

2.3.3 Transferring a License

The Gravic software license agreement states that any one copy of the software can only be installed on one computer. If you need to transfer your software to another computer, you may deactivate the license on one computer, install the software on a different computer and then activate the software on the new computer. Note that once a license is deactivated on a computer, it cannot be activated on that computer again. You need an active Internet connection to transfer a license.

Tip: It is very important that you transfer the license before you attempt to install the software elsewhere. Keep the license transfer in mind if you are getting a new computer, are getting ready to reformat your computer or are transferring use of the software to another person. In all of these cases you should transfer the license before taking any further action.

NOTE: If you need to uninstall and reinstall the software on the same computer (e.g., for installation issues), you may do so without transferring the license.

To Transfer a License:
1. Click the **SETTINGS** button at the top right of the software.
2. Click **RESOURCES**.
3. Click the **TRANSFER LICENSE** button.
4. A warning message appears that you should read very carefully. It states that you are not be able to install the software on this system again and that you need an Internet connection to continue. You must agree to the terms before proceeding.
5. Click the **Continue** button.
6. The **License Key Transfer** screen appears, detailing the steps that will happen to transfer the license. In short, you first transfer the license from the current computer. Then you install Remark Test Grading Edition on the second computer and activate it there using the same license key. Once you have read the full instructions on this screen, click the **Continue** button.

The license is transferred. You may now install the software on another machine using your original license key.

2.3.4 Missing or Corrupt License File

In rare cases, an instance may arise where the main license file is missing or corrupt (e.g., if the license file was deleted by mistake). If you receive a Missing License error message, please contact Gravic Support for assistance. We will diagnose the issue and then if applicable, send you a file containing the information you need to recover your license. In the Missing License window, you browse to the file we send you and then click OK to recover your license.

In the case of a corrupt license you will receive a License Recovery error message. Please contact Gravic Support with the Application License Key and Recovery Request Code that you see in the License Recovery error window. We then provide you with a recovery code you can enter to restore your license. Once the license is recovered you need to activate it again (you are prompted by the software automatically).

2.4 Backing Up Data

There is no facility in Remark Test Grading Edition to automatically back up the data being collected. If it is important to you to have a backup of this information, we recommend that you perform this back up at desired intervals. If you have a chosen a network location for your Home folder, the folder that stores all of the Remark Test Grading Edition data, your network administrator may perform routine backups for you. You should check with your network administrator. If the Home folder is stored on your local computer, you should perform manual backups (e.g., archive to a CD or network) or find out if your organization has special back up software that you can use on your computer. If you delete information either through the software or by going to the Home folder on your computer, the information cannot be recovered in the software.

2.5 Uninstalling the Software

If you need to remove Remark Test Grading Edition, you must first transfer the license from the current computer. If you do not transfer the license first, you will not be able to activate the software on another computer (if your intent is to reinstall the software elsewhere). Click here to learn about transferring the license.

Once you have transferred the license, you may uninstall the software via the Windows Control Panel|Programs (or Add\Remove Programs). Select Remark Test Grading Edition and then click the Remove or Uninstall option.

NOTE: The wording for the control panel options varies based on your operating system.

2.6 Basic Navigation

Remark Test Grading Edition is designed so that you click an option (tile) at the top of the window going from left to right, which will take you through the basic steps of using the software. Each tile represents a step in the process, working left to right. The steps are:
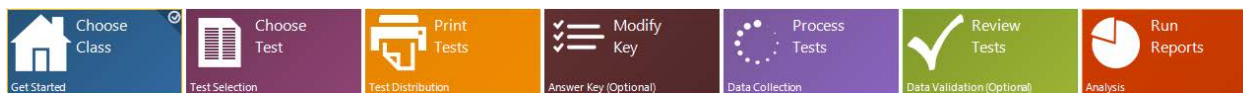
Choose Class (Get Started): Create or choose a class with which to work. You can create or modify classes and students from this window.
Choose Test (Test Selection): Create or choose a test answer sheet with which to work. In this step you enter a test name and choose the pre-defined answer sheet you wish to use with the test.
Print Test (Test Distribution): Print tests to hand out to students.
Modify Key (Answer Key): Review, enter or modify the answer key for the test.
Process Tests (Data Collection): Scan tests or read images of tests you already scanned.
Review Tests (Data Validation): Review test data, including any exception cases that were found (e.g., a blank or multiple response).
Run Reports (Analysis): Run various reports to view graded data.

The right side of the main window contains the **Instructor's Assistant**. This panel provides instructional text based on the area of the software you are using. For example, if you are printing tests, read the text in the Instructor's Assistant area to understand how to print the tests and what options are available. If you wish to disable the Instructor's Assistant once you understand how the software works, click the **SETTINGS** button and turn off the **Show the Instructor's Assistant** checkbox.

Tip: There is a splitter in between the Instructor's Assistant area and the main application. You can drag this splitter left or right to resize the two windows.

The bottom right portion of the main window displays the instructor, class and test with which you are working (it displays your choices from the Get Started - Choose Class window).

The **SETTINGS** button at the top right of the window takes you to the basic settings of the software so that you can configure the software for your optimal use.

The **INSTRUCTOR PROFILES** button at the top right of the window takes you the instructor information used within the software.

Use the links above or the Table of Contents to the right to learn more about using Remark Test Grading Edition.

Chapter 3: Setup Guide

3.1 Overview

The first time you run Remark Test Grading Edition, and any time you add a new instructor, you are prompted to use the Setup Guide. We strongly suggest you use this guide, as it sets up the software optimally for your use. When entering information into the Setup Guide, you can use the Next button to move from step to step or click an option in the left pane. Once you have completed the Setup Guide, many of the options are located in the Settings section of the software (upper right corner of the main window) should you need to make changes.

The following options are available:

Instructor: sets up instructor information
Student IDs: sets up whether to use your own student ID numbers
Classes: sets up an initial class or classes
Paper Size: Sets the default paper size for the forms you are processing (Letter (8.5x11) or A4 (8.3x11.7))
Note that Remark Test Grading Edition attempts to locate your default paper size based on the default printer on the system. You will only see this step if the software cannot automatically determine your default paper size. Should you need to change the default paper size, click Settings upon completion of the Setup Guide.
Test Answer Sheets: allows you to choose the typical test answer sheets you use for printing and processing test answer sheets
Scanner: sets up a TWAIN scanner for scanning directly in the software.
Note that the scanner step only appears for the first instructor using the software. Once the scanner is established, if you add new instructors to this copy of Remark Test Grading Edition, you do not see this step.
Hot Folder: sets up a folder to watch for scanned images (e.g., images that are scanned outside the Remark software with a multi-function peripheral (MFP - printer/copier/scanner))
Hot Folder Images: sets up what to do with images once they have been processed from a hot folder (delete or move)
Adobe Reader: prompts you to install Adobe Reader if you do not have a PDF reader on the computer
Note that you will only see this step if you do not have a PDF reader installed.
Finish: ends the setup guide

Click a link above to learn more about any Setup Guide window.

3.2 Setup Guide: Instructor

The first step of the Setup Guide is the instructor information. This tab allows you to enter an instructor name. Enter your name where it says **Instructor name: Enter Instructor Name Here**. Then click the **NEXT>** button to move on to the next step of the Setup Guide.
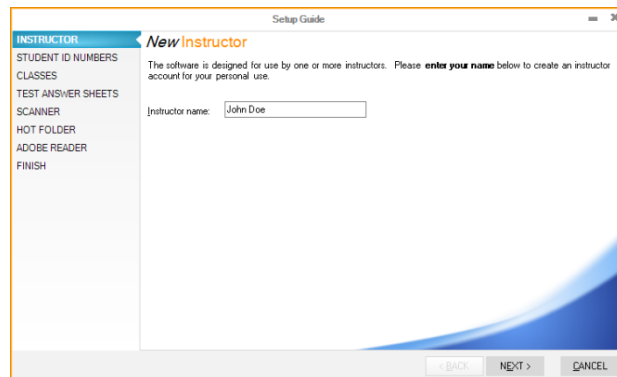
3.3 Setup Guide: Student IDs

Student IDs are used within the software to keep track of students. You can specify student ID numbers when entering student information or you can allow the software to assign student ID numbers. Entering your own student ID numbers is useful if you want to identify students by their real student ID number. Student ID numbers can be used on reports and when exporting grades to gradebook programs. Allowing the software to generate student ID numbers is useful if you are not interested in using Student ID numbers, as it allows the software to function properly but doesn't require you to enter each student's ID number. When the software assigns Student ID numbers, they are hidden from view throughout the application, as they are only used behind the scenes. Student ID numbers must be unique to each student.

To Specify Student ID Numbers:

1. Choose an option:

- If you do not want to enter student ID numbers, mark the option for **No, I would like the ID numbers to be automatically generated for me (IDs will be hidden)**.
- If you want to manually enter student ID numbers, mark the option for **Yes, I will manually enter the ID numbers for my students**. When you enter student information, you will have space to enter ID numbers.

2. Click the **NEXT>** button to move on to the next step of the Setup Guide.
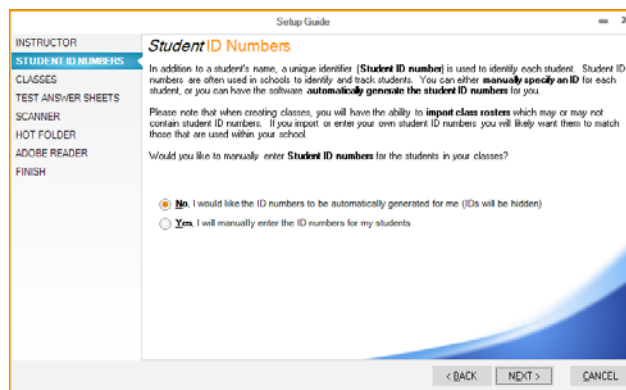
3.4 Setup Guide: Classes

The Classes step of the Setup Guide allows you to create classes. We recommend using this step the first time you run the software to create your classes so that you can start using the software. Each instructor is limited to 20 classes.

To Choose Whether to Set up Classes:

1. Choose an option:

- If you do not want to create classes at this time, mark the option for **No, I do not wish to create any classes now**.
- If you want to create classes at this time, mark the option for **Yes, I would like to create the following class**. Then perform the following steps:
    a. Enter the class name in the box that appears.
    b. Enter the student roster in the **Class Roster** grid. You have three ways to enter students:
        - Type them manually in the grid.
        - Click the **IMPORT** button to import students from a file (see below for more information).
        - Click the **PASTE** button to paste students from the Windows Clipboard (see below for more information).

2. Once the **Class Roster grid** is updated, click the **CREATE** button to create the class.
3. If you wish to enter more than one class, mark the option for **Yes, I would like to create the following class** and repeat the steps above to add more classes.
4. When you are finished creating classes, click the **NEXT>** button to move on to the next step of the Setup Guide.
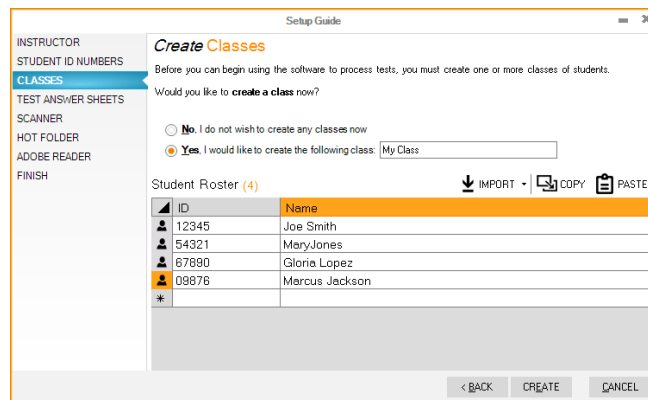
Importing Students
Students can be imported from a tab or comma delimited TXT/CSV/ASC file. You can typically export student rosters from student management systems into one of these formats (see your student management documentation for instructions on how to export student information). The file should be formatted with the student name in one field. If you are using Student IDs, they should be in a separate field, listed before the student name.

NOTE: If your student management system only exports names into two separate fields, or you need to import from a different format, there is an Advanced Import feature you can use for the import.

Example:
12345, Jane Doe
54321, John Doe

To Import Students:

1. Continuing from Step 1 above, after you have chosen to create a class, click the **IMPORT** button. Ensure you have already created the import file as described above.
2. In the **Import class roster** window, choose the file containing your students. Acceptable formats are Text (TXT), Comma Separated Values (CSV) and ASCII (ASC).
3. Click the **Open** button to import the file. The students are imported into the **Class Roster** grid.

Pasting Students
Students can be pasted from the Windows Clipboard. You can use this option if you have a list of students in another file/program that you can copy to the Windows Clipboard. Once they are copied out of the source application, you can paste them into Remark Test Grading Edition.

To Paste Students:

1. Continuing from Step 1 above, after you have chosen to create classes, click the **PASTE** button. Ensure you have already copied the students to the Windows Clipboard as described above. The students are pasted into the **Class Roster** grid.

Copying Students
Remark Test Grading Edition provides an option to copy the students out of the Student Roster grid. This option allows you to get student information out of Remark Test Grading Edition should you need to use it in another application. You can copy individual students, rows of students or the entire list of students.

To Copy Students:

1. Select the students to copy:

- To select a single student, click the header in its row.
- To select multiple students, click the header in the first student's row and drag downward to the final student you wish to copy. Alternatively, click the header in the first student's row, hold down Shift and select the header in the final student's row. If the students you want to copy are not in sequential order, click the header in the first student's row, hold down the Control key and select the header in the other students' rows that you wish to copy.

2. Click the **COPY** button. The students are copied to the Windows Clipboard and can now be pasted in another application.

3.5 Setup Guide: Paper Size

Remark Test Grading Edition is set up to use two different paper sizes when printing and processing tests: Letter and A4. If you typically only use one size you can use the Setup Guide to select that size. By selecting a paper size, the software will only show test answer sheets in that size, making it easier for you to make a selection. Note that Remark Test Grading Edition will try to determine your paper size by how your default printer is set up. You will only see this step if the software cannot automatically determine your default paper size.

To Select a Paper Size

1. To use Letter sized paper: Mark the option for **Make US Letter (8.5 x 11) my default paper size**.
2. To use A4 sized paper: Mark the option for **Make A4 (8.27 x 11.69) my default paper size**.
3. Click the **NEXT>** button to move on to the next step of the Setup Guide.
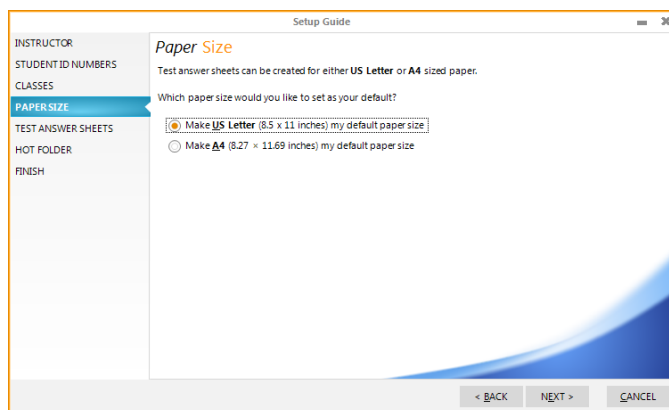
3.6 Setup Guide: Test Answer Sheet Favorites

The Test Answer Sheet Favorites window allows you to choose the answer sheets you use. By filtering the list of answer sheets, you will have fewer items listed when printing tests, making the software easier to navigate. This window allows you to choose the answer items you use most (schemas). When it comes time to create tests, you will have options for forms with 30-200 questions that contain the answer choices you specify here.

For example, if you only use A-E answer choices, you can select them in this window. No other answer sheets will be available when printing tests. You can return to this window via the Software Settings to make changes at any time should you decide to use additional answer sheets.

There are two additional options at the bottom of the window:

- **Select All:** Selects all answer sheets listed. This is a fast way to select them all instead of clicking each one.
- **Clear Selection:** Deselects all answer sheets currently selected. This is a fast way to deselect them all instead of clicking each one.

To Choose your Favorite Answer Sheets:

1. Choose the test answer sheets you wish to use by either clicking the checkbox next to the desired form or by using the **SELCT ALL** and **CLEAR SELECTION** buttons.
2. Once you are finished selecting Test Answer Sheets, click the **NEXT>** button to move on to the next step of the Setup Guide.
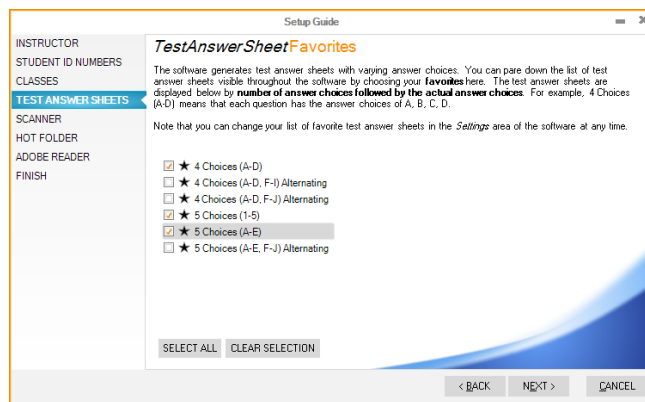
3.7 Setup Guide: Scanner

The Scanner step of the Setup Guide allows you to set up a scanner. You must first install the scanner and its software before configuring it in Remark Test Grading Edition. The scanner only needs to be set up one time per installation. Therefore, if subsequent instructors are added to the software, this step will not be visible.

Remark Test Grading Edition works in one of two ways when it comes to scanning:

1) The software can utilize a directly connected TWAIN compatible scanner. If you have a desktop scanner connected to the computer running Remark Test Grading Edition, you can scan tests directly into the software. TWAIN is a scanning protocol supported by the majority of desktop scanner manufacturers.
2) The software can import images scanned by a multi-function peripheral (MFP) or other scanner. In this case, you scan the tests at the scanner and save them as image files. You then point Remark Test Grading Edition to the folder containing those image files.

The Scanner tab allows you configure your TWAIN-compliant scanner. Remark Test Grading Edition is designed to work with most TWAIN compatible scanners. Once your scanner is installed, if you plan to scan directly into Remark Test Grading Edition, select the option for **Yes, I would like to configure a scanner below** to set up the scanner

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within the software. If you will be using Option 2 above and importing scanned images into Remark Test Grading Edition, you can skip this step or choose the option for **No, I do not want to configure a scanner now**.

Setting up your Scanner:

1. Select the option for **Yes, I would like to configure a scanner below**.
2. Click the words **Scanner Settings** to configure your scanner. (If you have set up a scanner previously, your scanner will be listed but you may still select it to reconfigure it.) The Scanner Properties window appears. The following options are available:

Content Area	Option	Function
TWAIN Source	List of scanners	Choose your scanner from the drop-down list. Note that your scanner may need to be connected and turned on in order to be visible in the list. If you have two options listed for your scanner and one begins with "WIA", choose the one that does *not* begin with WIA. WIA is a built-in Windows scanner driver. The second listing is most likely that offered directly from the manufacturer and is therefore recommended.
TWAIN Source	Use legacy driver	Mark the **Use legacy driver** checkbox if you are using an older TWAIN driver. Legacy support allows you to use scanner drivers that support older versions of the TWAIN scanning protocol. It is not recommended that you use this option unless you find that your scanner driver is not working correctly.
Parameters	Resolution	Use the **Resolution** setting to set the scanning resolution in Dots Per Inch (DPI). We recommend scanning at 200-300 DPI. This setting is not available if you have chosen to show the scanner's TWAIN interface (you select DPI when you scan a page).

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Content Area	Option	Function
	Color Depth	Use the **Color Depth** setting to choose a scanning mode: **Black/White**, **Grayscale** or **Color**. For most cases, scanning in Black/White is fine and strongly recommended. However, if your scanner supports grayscale or color scanning, you may select to use it here without having to do so in your scanner's TWAIN driver. Scanning in color or grayscale may be appropriate if you plan to use the images outside of Remark Office OMR or have dropout colors on your form. Note that scanning in color or grayscale slows down scanner and software performance.
	Brightness	Use the **Brightness** setting to set the scanner's brightness. We recommend scanning at your scanner's default brightness setting unless you encounter problems. The default setting in Remark Office OMR is 0. This setting is not available if you have chosen to show the scanner's TWAIN interface (you select brightness when you scan a page). Use a positive number to scan lighter and a negative number to scan darker.
	Contrast	Contrast is the difference between the color or shading of printed material on a document and the background on which it is printed. Most scanners can adjust contrast for a sharper image. Use the **Contrast** setting to set the scanner's contrast when scanning in grayscale or color. We recommend scanning at your scanner's default contrast setting unless you encounter problems. The default setting is 0. This setting is not available if you have chosen to show the scanner's TWAIN interface (you select contrast when you scan a page). Use a positive number to lighten the contrast and a negative number to darken the contrast.
Image Processing Options	Despeckle Images	Mark the **Despeckle Images** checkbox to remove speckling from the image. If you scan your forms and see black specks on the form, this is speckling. Note that sometimes scanning at a lighter brightness setting on your scanner can also remove speckling. We recommend only turning on this feature if you are having trouble with speckled forms.

Content Area	Option	Function
	Maximum speckle size to remove	Use the **Maximum speckle size to remove option** to select the pixel size to remove when using the **Despeckle Images** option. A pixel by definition is the smallest piece of information in an image. Pixels are represented using dots or squares. The default setting is 2 pixels. Use a higher number to remove larger speckles. Note that if you go too high, you run the risk of removing or damaging the marks (bubbles, checkboxes) on your form image.
	Deskew image	Use the **Deskew image** option to have Remark Test Grading Edition automatically correct for skewing during the scanning process. Skewing can occur when pages are not fed neatly in the scanner's ADF or if your scanner pulls in the pages unevenly, in which case you may want to have your scanner serviced. In either case the result is a crooked image, which can make it hard for the software to read the marks on the image. We recommend only turning on this feature if you are having trouble with skewed forms.
	Invert image	Use the **Invert image** option to correct an image that scans in reverse: black background with white text. The default setting is No. You only need to adjust this setting if your image comes in reversed.
	Rotate front side	Use the **Rotate front side** option to rotate the front side of each page that is scanned. Select the rotation degrees in the box provided. Only use this option if the front side of your form does not rotate correctly on its own.
	Rotate back side	Use the **Rotate back side** option to rotate the back side of each page that is scanned when scanning duplex (two sides at one time). Select the rotation degrees in the box provided. Only use this option if the back side of your form does not rotate correctly on its own.
Hardware Options	Flatbed only	Select the **Flatbed only** option if your scanner only contains a flatbed area for scanning. (Flatbed scanning is not recommended for Remark Test Grading Edition.)

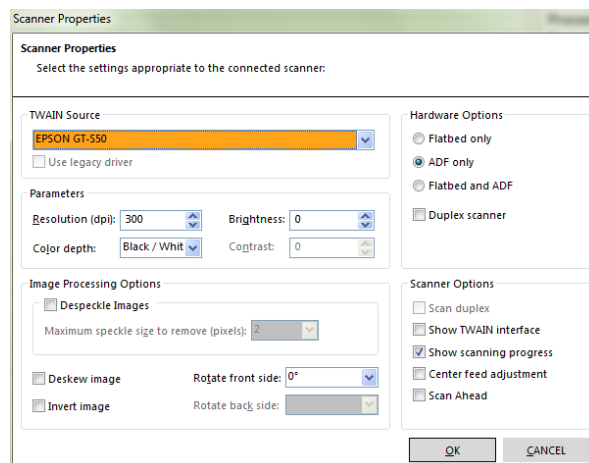| Content Area	Option	Function
	ADF only	Select the **ADF only** option if your scanner only contains a sheetfeeder (ADF) for scanning.
	Flatbed and ADF	Select the **Flatbed and ADF** option if your scanner contains both a flatbed and a sheetfeeder (ADF).
	Duplex scanner	Select the **Duplex scanner** checkbox if the scanner you are using has duplex capabilities for double-sided form scanning (meaning the scanner can scan both sides of a piece of paper at one time).
	Scan duplex	Mark the **Scan duplex** checkbox if you have selected a duplex scanner and wish to scan both sides of a page at one time. This feature is used for scanning double-sided forms.
	Show TWAIN interface	Mark the **Show TWAIN interface** checkbox to show your scanner's TWAIN interface. By showing the scanner's interface, you can setup scanning parameters. We recommend turning this selection on initially to verify your scanner's settings (e.g., scanning mode, page size, resolution, brightness). Some scanners, but not all, support having the interface hidden. Once you verify all the settings within the scanner's interface, you can try turning off the TWAIN interface so that you do not have to see it every time you scan.
	Show scanning progress	Mark the **Show scanning progress** checkbox to show the scanner's progress indicator as pages are being scanned. Please note that not all scanners support this feature. Some scanner drivers always show scanning progress and some never show scanning progress. If the scanner's driver allows applications to control the scanning progress indicator, marking this checkbox enables the feature.

Content Area	Option	Function
	Center feed adjustment	Mark the **Center feed adjustment** checkbox to have the page aligned with the center portion of the ADF, regardless of how the ADF is positioned. This feature is useful when scanning pages that are smaller than 8.5x11 inches. An adjustment is made so that the image does not start at the leftmost part of the scanner and cutoff a portion of the image (which can happen on some scanners even if the ADF is in the center position). Please note that some scanners have this property built in to their drivers, and some do not support this feature at all.
	Scan Ahead	Mark the **Scan Ahead** checkbox if your scanner supports this feature. Scan Ahead allows the scanner to scan pages faster than processing occurs. It keeps the scanning moving so that there are not significant pauses while any processing takes place.

Tip: We recommend that you initially show the scanner's TWAIN interface so that you can set the scanner settings. Once you have successfully scanned a page, many scanners support turning off the interface. If you disable this feature, you may use Remark Test Grading Edition's resolution, contrast and brightness settings in the **Parameters** section of the **Scanner Properties** window.

3. In the **Hardware Options** section, choose the type of scanner you are using: **Flatbed**, **ADF** or **Flatbed and ADF**.

Note: The Hardware Options setting refers to the type of scanner you are using, not whether you will scan a page using the ADF or flatbed of the scanner.

4. If you have a duplex scanner (one that scans both sides of a sheet of paper in one pass through the scanner), mark the checkbox for **Duplex scanner**. In addition, if you plan to scan duplex now, mark the checkbox for **Scan duplex**.

5. Enable or disable the checkbox for **Show TWAIN interface** by clicking the checkbox. As stated earlier, we recommend turning on this option the first time you scan in order to check scanner settings.

6. Optionally set any other parameters as needed based on the previous descriptions.

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Many settings do not need to be adjusted unless you encounter difficulties.
7. Click the **OK** button to save the scanner settings.
8. Click the **NEXT>** button to move on to the next step of the Setup Guide.

3.8 Setup Guide: Hot Folder

The Hot Folder option allows you to tell Remark Test Grading Edition where to look for image files that you scan outside of the Remark software. This option is typically used when you are using a multi-function peripheral (MFP) to scan test forms. These devices are usually stand-alone printer/scanner/copiers that are connected to your network. You can scan forms at the device and send the resulting images to a folder on your network or to your email. Remark Test Grading Edition can then monitor the folder containing the images and when it finds images, match them to a test for processing. (Note that if you scan to email, you need to move the images from your email program to a folder on your computer or network that Remark Test Grading Edition can access.) You can have the software automatically check the hot folder when it starts up, or you can click the Process Hot Folder button at any time. If you have a scanner directly connected to the computer running Remark Test Grading Edition, you can skip the Hot Folder step (select **No I do not wish to set up a hot folder now**).

To Set Up a Hot Folder

1. Select the option for **Yes, I would like to configure the following hot folder**.
2. Click the **BROWSE** button to choose a hot folder. Choose the desired folder. The folder you choose will be monitored and when images are found, Remark Test Grading Edition will attempt to process the images with an existing test. **NOTE:** If you are choosing a network location, ensure that the folder will always be available to you via the path you specify and that you have permission to read, write and modify the contents of the folder.

3. Click the **NEXT>** button to move on to the next step of the Setup Guide.
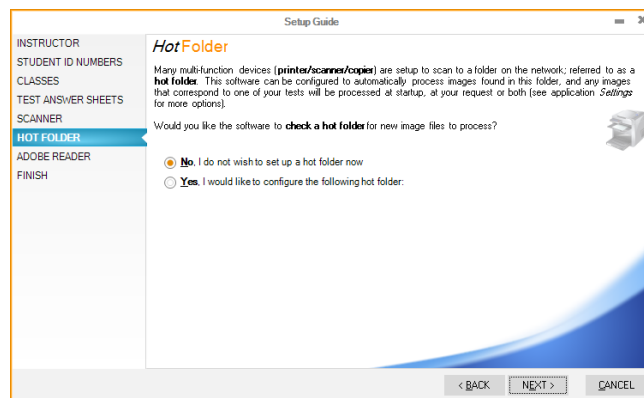
3.9 Setup Guide: Hot Folder Images

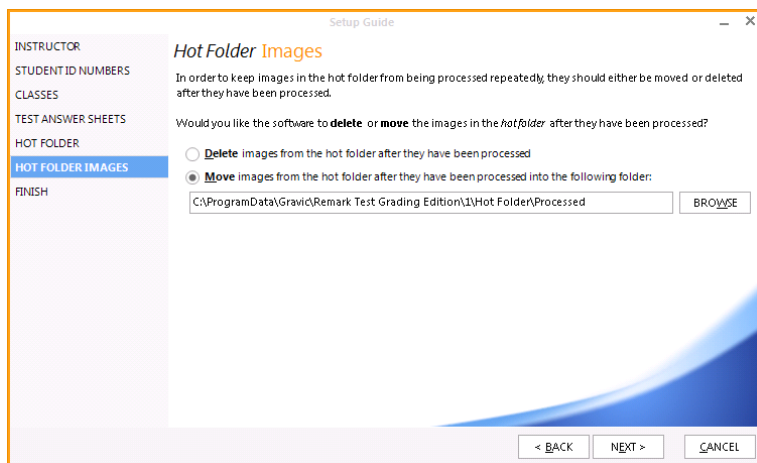The Hot Folder Images step of the Setup Guide specifies what to do with images in the hot folder once they have been processed. This step is used in conjunction with the Hot Folder settings in the Setup Guide. You have two choices when it comes to the processed images: You can delete them or move them to another location. Deleting them removes them permanently. Moving them allows you to archive them elsewhere

should you need to keep the processed images. If you are not using a Hot Folder, you can skip this step.

To Specify what to do with Processed Images:

1. Choose the desired option:

- If you would like to delete the images permanently once they have been processed, mark the option for **Delete images from hot folder after they have been processed**.
- If you would like to move the images once they have been processed, mark the option for **Move images from the hot folder after they have been processed into the following folder.** By default, Remark Test Grading Edition uses your Hot Folder and adds a "Processed" folder to the path. If you would like to choose a different folder, click the **BROWSE** button to choose a folder. When you process images in Remark Test Grading Edition, the software will move the images to this folder.
  NOTE: If you are choosing a network location, ensure that the folder will always be available to you via the path you specify and that you have permission to read, write and modify the contents of the folder.

2. Click the **NEXT>** button to move to the final step of the Setup Guide. If you are finished with the Setup Guide, click the **Finish** button at the bottom of the window. If you need to revisit any steps in the Setup Guide, click the desired step in the left side of the window.

3.10 Setup Guide: Adobe Reader

A PDF reader is used when previewing answer sheets and displaying reports. While it is not a requirement to have Acrobat Reader installed, it makes the software experience better. The Adobe Reader section of the Setup Guide allows you to download Adobe Reader (it is a free download). This step is only visible when Remark Test Grading Edition does not find the Adobe PDF reader on the system. If you are using a different PDF reader, you will not see this step. However, you may later add the Adobe Reader to your computer and Remark Test Grading Edition will use it in the application.

NOTE: If you are using a non-adobe PDF reader it must have a browser plug-in to function properly in Remark Test Grading Edition. Your PDF reader has a browser plug-in if you are able to open PDF files from within your web browser (e.g., Internet Explorer, Firefox, Chrome). If it does not open files in a browser, you may experience

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difficulties previewing tests and running reports. We strongly recommend that you download the Adobe Reader if you experience problems with these functions.
To Download Adobe Reader:

1. To download Adobe Reader, mark the option for **Yes, I would like to download Adobe Reader below**. Then click the link for **Download Adobe Reader**. The Adobe website opens with an option to download the reader. Click the download option and follow the instructions provided from Adobe.

2. If you do not wish to download Adobe Reader, mark the option for **No, I do not wish to download Adobe Reader now**. You will not be able to return to this window at a later time. However, you can go to the Adobe website and download the software or be prompted to download it at startup of Remark Test Grading Edition.

   a. If you wish to be prompted to install Adobe Reader when you start the software, mark the checkbox for **Prompt me when starting the software if Adobe Reader cannot be found**. You will have the opportunity to download Adobe Reader every time the software starts until you either install Adobe Reader (or another PDF reader) or turn off this option.

3. Click the **NEXT>** button to move on to the next step of the Setup Guide.
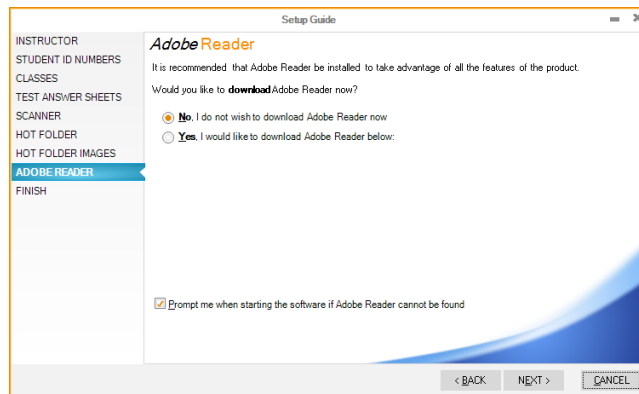
3.11 Setup Guide: Finish

The final step of the Setup Guide is the Finish window. This windows allows you to end the Setup Guide. Or, if you need to make changes to any of the information you have entered in the Setup Guide, you can click the desired tab on the left.

Using the Finish Window:

1. When you are finished using the Setup Guide, click the **FINISH** tab on the right side of the **Setup Guide** window. You are presented with the **Finish** window.
2. If you are finished with the Setup Guide, click the **FINISH** button at the bottom of the window. If you need to revisit any steps in the Setup Guide, click the desired step in the left side of the window.

Chapter 4: Software Settings

4.1 Software Settings - General

The General window allows you to decide whether you want to use your own student ID numbers within the application and whether to show or hide the Instructor's Assistant guidance panel. Click the **SETTINGS** button in the upper right corner of the main software window to view the Settings - General options.

Student ID Numbers:
Student ID numbers are used within the software to uniquely identify students. You can specify student ID numbers when entering student information or you can allow the software to automatically assign random student ID numbers. Student ID numbers can be used on reports and when exporting grades to gradebook programs. Entering your own student ID numbers is useful if you want to export information to other applications such as gradebooks that use student ID numbers. Allowing the software to generate student ID numbers is useful if you do not know or do not wish to use your school's student ID numbers. In this case the software will generate its own student ID numbers for internal use. When the software assigns Student ID numbers, they are hidden from view throughout the application, as they are only used behind the scenes. Student ID numbers must be unique to each student.

- If you do not want to enter your own student ID numbers, mark the checkbox for **Automatically generate student ID numbers**. The software will generate unique numbers behind the scenes.
- If you wish to enter your own student ID numbers, deselect the checkbox for **Automatically generate student numbers**. You can enter unique student ID numbers anywhere you enter student information.
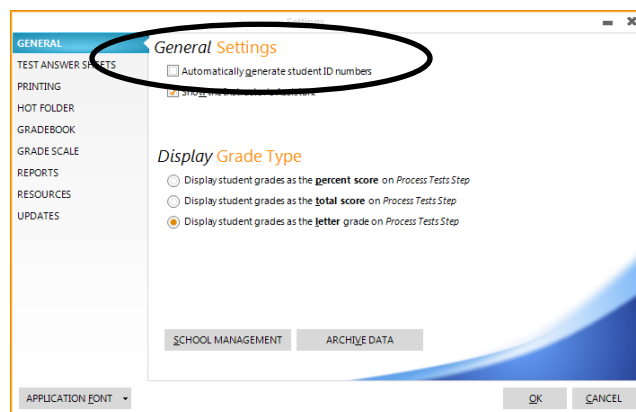
Instructor's Assistant:
The Instructor's Assistant panel on the right side of the main window provides instructional text to help you navigate the software. It provides details about the current module to let you know what functions you can perform. It also provides direction for your possible next steps. We recommend using the Instructor's Assistant while you learn the software. Once you are comfortable with the software, you may find that you no longer need the Instructor's Assistant. If you wish to hide this panel, deselect the checkbox for **Show the Instructor's Assistant**.

The Instructor's Assistant uses your default web browser and Java script. If your default web browser has Java script enabled, you will see links within the Instructor's Assistant text that you can click for more detailed information. If your default web browser does not have Java script enabled, the format may look slightly different and you may not have links for additional information (in which case, all the text will be visible all the time).

Display Grade Type:
When processing tests each student's score is displayed after it is processed. Use the **Display Grade Type** area to choose how you want to display that score. The following options are available:
Display student grades as the percent score on the *Process Tests Step*.
Display student grades as the total score on the *Process Tests Step*.
Display student grades as the letter grade on the *Process Tests Step*.
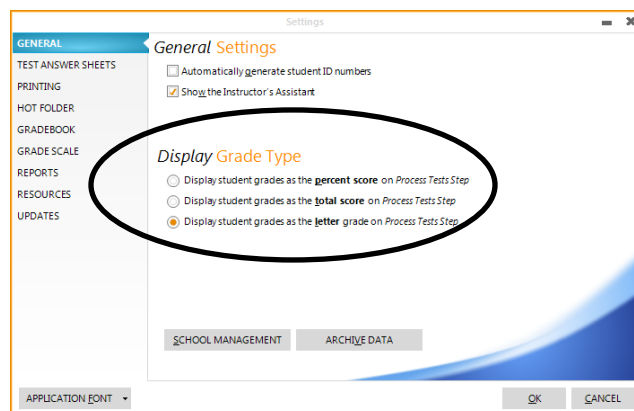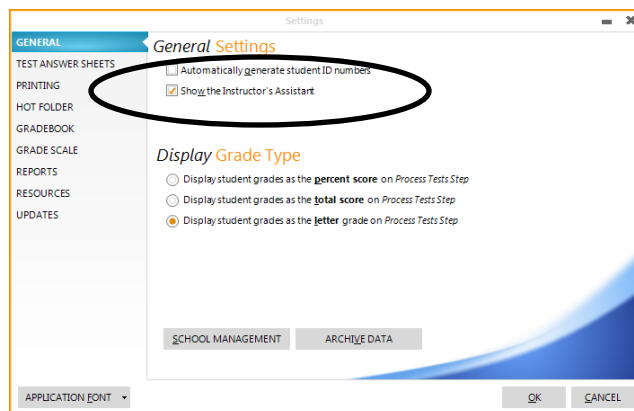
The General screen also allows you to access **School Management** information and the **Archive Data** option.

4.2 Software Settings - School Management

School management is accessed from the Login window and the Settings - General window. The options include:

Home Folder: The Home Folder is set up during installation. It is the folder on your computer or network that holds all the instructor, class and student information that is contained in Remark Test Grading Edition. You can access the Home Folder in the Settings if you need to change the directory that was chosen during installation.

A folder structure is created that looks like this by default:

ProgramData (or Application Data on Windows XP)
    Gravic
        Remark Test Grading Edition
            1
                Home
                    Teacher
                        Class
                            Test
                                Test images, data, answer keys, answer
                                sheets and reports

(Note that ProgramData is the default folder, but if you choose a different folder, that will be the starting point for the remaining folders.)

You must have read and write permissions to the Home folder so that all of these folders can be created, modified and deleted (see your network administrator for permissions). As you use Remark Test Grading Edition, these folders are created and updated behind the scenes. You do not need to do anything with these folders. In fact we recommend that you perform all actions within Remark Test Grading Edition as opposed to altering the underlying folder structure. Should you manually make changes to the folders, they will be updated in the software interface the next time you start the software.

- To change the Home Folder click the **BROWSE** button and choose a new location.

School Name: The School Name is set up during installation. It is the name of your school or institution and it can optionally appear on reports. You can access the School Name in the Settings if you need to change the name that was chosen during installation.

- To change the School Name type the desired name in the box below **School Name**.
- To show the School Name on Reports, go to **SETTINGS**, click the **REPORTS** tab and mark the checkbox for **Include school name in report header**.

School Logo: The School Logo is an image file of your choosing that can be optionally displayed in reports. It can be your school logo, crest, etc. The following image formats are supported: Bitmap (BMP), Graphics Interchange Format (GIF), JPEG (JPG, JPEG), Run Length Encoding (RLE), Windows Meta File (WMF), Enhanced Meta File (EMF). Logos are automatically resized to fit within the reports.

- To choose a School Logo, click the word **choose** in **Would you like to choose a school logo**, or click the image under the words School Logo.
- If you want to delete the logo, click the word **delete** in **Would you like to delete your logo** (note that this option only appears once you have selected a logo).
- To show the School Logo on reports, go to **SETTINGS**, click the **REPORTS** tab and mark the checkbox for **Include school logo in report header**.
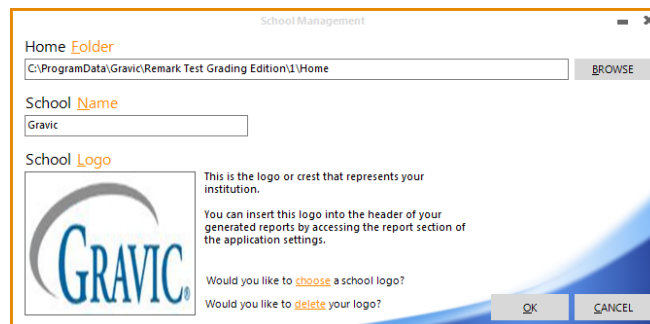
4.3 Software Settings - Archive Data

The Archive Data feature is accessed from the Settings: General window. This option allows you to port your data from one system to another or back up your information. You can choose the instructors, classes and tests that you want to archive.

To Use the Archive Data Window:

1. Click the **SETTINGS** button in the upper right corner of the main window to access the Archive Data option.
2. Click the **ARCHIVE DATA** button.
3. Use the list on the left to choose instructors, classes and tests to archive. Mark the checkbox(es) corresponding to the item you wish to archive.
4. Click the **ARCHIVE** button.
5. In the **Save Archive** window, choose a location in which to save the file. The file is a .zip file that contains all of your selected items. When you unzip it, the folder structure is the same as that which is used in Remark Test Grading Edition (Instructor, then Class, then Test).
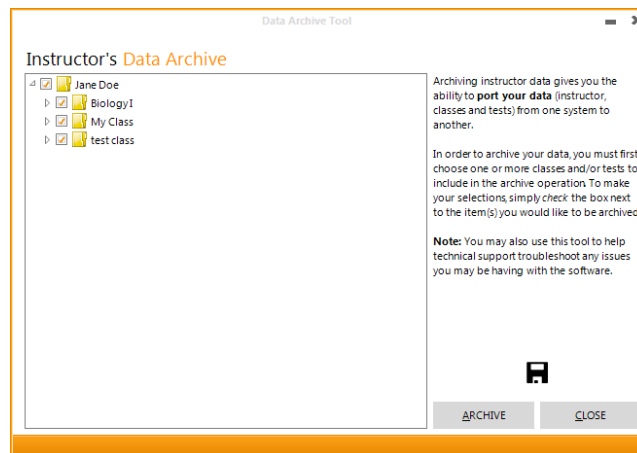
 NOTE: You will need a file compression program to unzip the files.

6. Click the **Save** button to save the zip file.
7. When you return to the **Data Archive Tool** window, you can see the progress at the bottom of the window. Depending on how much data you have selected, the archive process can take several minutes.
8. Click the **CLOSE** button once the information is archived.

If you wish to move the archived data to another computer running Remark Test Grading Edition, unzip the archived file on that computer in the Home folder location specified in that copy of Remark Test Grading Edition. The folder structure is output just as it was on the old computer and is ready to run in Remark Test Grading Edition.

# 4.4 Software Settings - Test Answer Sheets

The Test Answer Sheets window allows you to choose the answer sheets you use with Remark Test Grading Edition. By filtering the list of answer sheets, you only see the test answer sheets that you use, making the software easier to navigate. For example, if you only use the 30 question and 50 question answer sheets with A-E answer choices, you can select them in this window. No other answer sheets will be available when printing tests. You can return to this window to make changes at any time should you decide to use additional answer sheets.

There are four additional options at the bottom of the window:

- **Select All:** Selects all answer sheets listed. This is a fast way to select them all instead of clicking each one.
- **Clear Selection:** Deselects all answer sheets currently selected. This is a fast way to deselect them all instead of clicking each one.
- **Import:** Allows you to view the Gravic website to check for any new answer sheets that may exist. Once downloaded, you can use these answer sheets within the software. This option allows Gravic to provide you with updated answer sheets without requiring you to do a complete software update.
- **Paper Size:** Allows you to choose your preferred paper size: Letter or A4.

To Choose your Favorite Answer Sheets:

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **TEST ANSWER SHEETS** tab on the left.
3. Choose the test answer sheets you wish to use by either clicking the checkbox next to the desired form or by using the **SELECT ALL** and **CLEAR SELECTION** buttons.
4. If needed, filter your list by choosing **Letter** or **A4** for **Paper Size**.
5. Once you are finished selecting Test Answer Sheets, click the **OK** button.
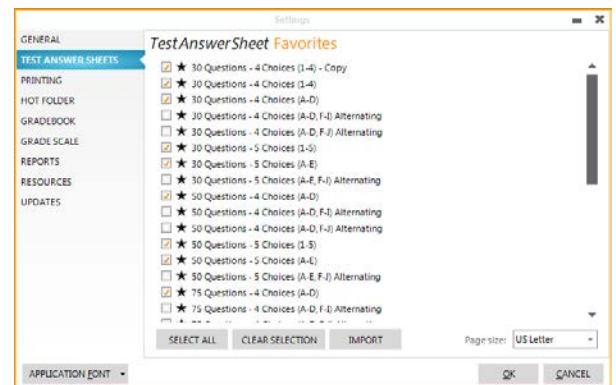

Only the selected answer sheets will be in view when choosing answer sheets for tests.

Importing New Test Answer Sheets
Periodically, Gravic releases new test answer sheets for use in Remark Test Grading Edition. The files are put on the Gravic website. If you see test answer sheets you would like to use, you can download them and then import them into the software.

To Check for New Test Answer Sheets:

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **TEST ANSWER SHEETS** tab on the left.
3. Click the **IMPORT** button.
4. Locate the sentence that reads **Click here to visit the online answer sheet gallery**. Click the word "visit" to launch the answer sheet page of the Gravic website in your default web browser.
5. View the updated answer sheets. If there are any you wish to use, click the **Download** link.
6. Save the resulting ZIP file to a location that can be accessed by Remark Test Grading Edition.
7. Back in Remark Test Grading Edition, click the **IMPORT** button.
8. Choose the ZIP file (or files- hold down SHIFT to select multiple files) that you saved in Step 6.
9. Click the **Open** button. The files are imported into Remark Test Grading Edition and marked as favorites so you see them immediately when creating new tests.
10. Click the **CLOSE** button once the test answer sheets are imported.
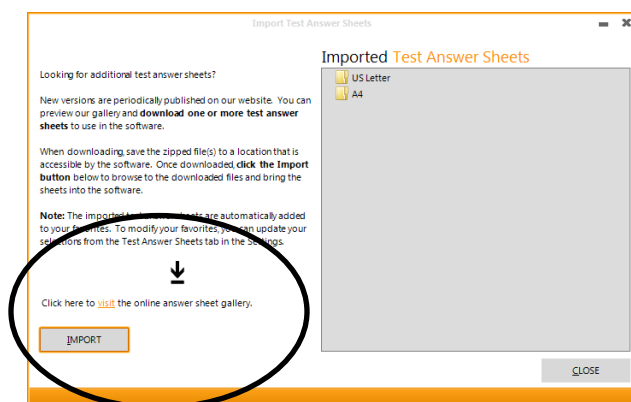
4.5 Software Settings - Printing

The Printing window allows you to set up fonts and styles for printing the header portion of test answer sheets. The header contains student, test, instructor and class information in plain text. You can choose the font and font size for the labels (Student, Test, Instructor, Class) as well as the values, or personalized information that will be printed (the actual student name, test name, instructor name, class name). The default font used is Arial, 11 point, bold for labels and Arial, 11 point for values. A preview of the text is displayed.

Tip: We do not recommend using large fonts as there is limited space on the form to print the header information.

To Change Fonts

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **PRINTING** tab on the left.
3. To change the label font, click the "A" in the gray panel of **Label Font Style**.
4. To change the value font, click the "A" in the gray panel of **Value Font Style**.
5. In the **Font** window choose the desired **Font**, **Font Style** and **Size**.
6. Click the **OK** button.
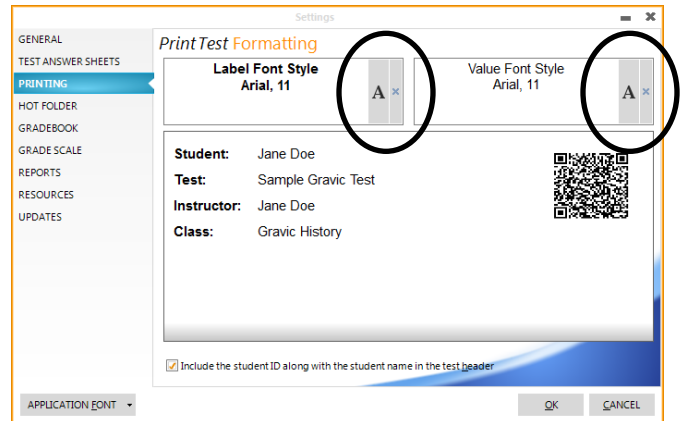
Tip: If you want to return to the default fonts, click the blue X in the second gray panel of either the **Label Font Style** or **Value Font Style** boxes.

4.6 Software Settings - Hot Folder

The Hot Folder option allows you to tell Remark Test Grading Edition where to look for image files that you scan outside of the Remark software. This option is typically used when you are using a multi-function peripheral (MFP) to scan test forms. These devices are usually stand-alone printer/scanner/copiers that are connected to your network. You can scan forms at the device and send the resulting images to a folder on your network. Remark Test Grading Edition can then monitor that folder and when it finds images, match them to a test for processing. If you plan to use an MFP with Remark Test Grading Edition, the Hot Folder option is a convenient way to process images whenever they are scanned. The hot folder options are typically set up initially when the Setup Guide is run. However, you can use the Settings - Hot Folder option to set up or change the hot folder options.

To Setup a Hot Folder (or Change the Current Hot Folder):

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **HOT FOLDER** tab on the left.
3. Click the **BROWSE** button to choose a hot folder. Choose the desired folder. The folder you choose is monitored and when images are found, Remark Test Grading Edition attempts to process the images with an existing test.
   NOTE: If you are choosing a network location, ensure that the folder is always available to you via the path you specify and that you have permission to read, write and modify the contents of the folder.

   Tip: If you no longer wish to use a Hot Folder, click the **X** at the end of the path to your current hot folder.

4. Specify what to do with processed images:

- If you would like to delete the images permanently once they have been processed, mark the option for **Delete images from hot folder once they have been processed**. Note that the images are not recoverable.
- If you would like to move the images once they have been processed, mark the option for **Move images from the hot folder once they have been processed to the following folder.**
  By default, Remark Test Grading Edition uses your Hot Folder and adds a "Processed" folder to the path. If you would like to choose a different folder, click lick the **BROWSE** button to choose a folder. When you process images in Remark Test Grading Edition, the software moves the images to this folder. **NOTE:** If you are choosing a network location, ensure that the folder is always available to you via the path you specify and that you have permission to read, write and modify the contents of the folder.
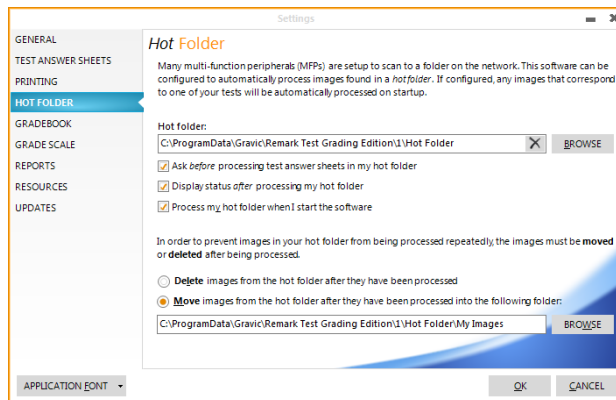
5. Determine what prompts you want to see:

- **Ask before processing answer sheets in hot folder:** Displays a prompt when the software finds images in the hot folder so that you can decide if you want to process the images at the particular point in time.
- **Display status after processing hot folder answer sheets:** Displays status once the images have been processed so you know that the process is complete.
- **Process my hot folder when starting application:** Every time the software starts, the specified hot folder is searched for images. If this option is not used you can process the images manually or click the **PROCESS HOT FOLDER** button at the top right of the software.

6. Click the **OK** button to save your changes.

4.7 Software Settings - Gradebook

The Gradebook window allows you to select whether to identify students by Student ID Number or Student Name when exporting grades to various gradebook applications. You should check with your gradebook to determine which identifier it requires. Then make the appropriate choice in Remark Test Grading Edition. You should only use student ID numbers if you are entering student ID numbers for each student as opposed to allowing the software to automatically generate them (otherwise they will not match your gradebook student ID numbers).

To Setup Gradebook Identifiers:

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **GRADEBOOK** tab on the left.
3. To use student IDs as identifiers, mark the option for **Use student ID to identify the student**.
4. To use student names as identifiers, mark the option for **Use student name to identify the student**.
5. Click the **OK** button to save your changes.
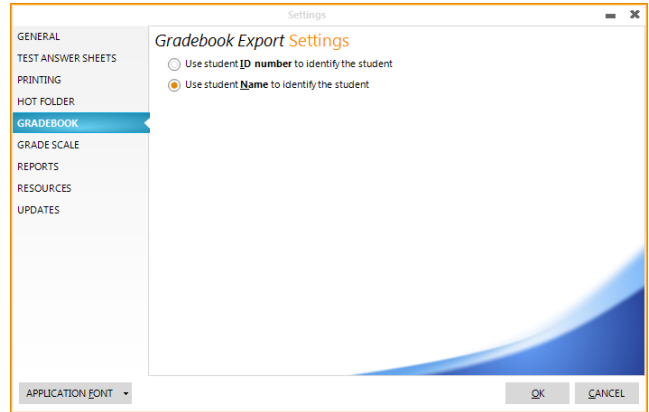
4.8 Software Settings - Grade Scale

The Grade Scale window allows you to enter a grade scale to be used when grading tests and running reports. The grade scale defines the grade categories that describe the student scores on the tests (e.g., A,B,C,D,F or A+,A,A-,B+,B,B-, etc.).

To Enter a Grade Scale:

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **GRADE SCALE** tab on the left.
3. Use the **Grade** column to enter the grade achieved, such as a scale of A-F.
4. Use the **Value** column to enter the minimum percent score required to achieve the corresponding grade designated in the **Grade** column. The last item in the Value column must be 0.
5. Click the **OK** button to save your changes.
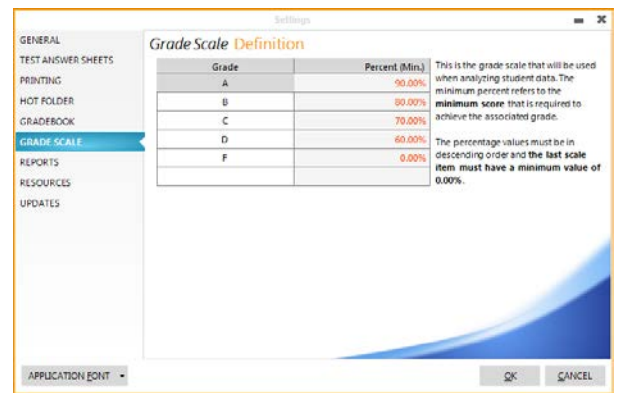
The specified grade scale is now used whenever a test is graded.

4.9 Software Settings - Reports

The Reports window contains four areas you can customize: Headers, Identification, Settings and Favorites.

To Update Report Settings:

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **REPORTS** tab on the left.
3. To set an option, click its checkbox. To deselect an option, clear its checkbox. See below for descriptions of each option.
4. Click the **OK** button to save your changes.

Report Favorites:
The following reports can be included each time you run reports on test data. By filtering the list of reports, you will only generate the reports that you use. No other reports will be available. You can return to this window to make changes at any time should you decide to use additional reports. Click any report below to learn more about the report.

- Student Statistics Report
- Test Statistics Report
- Student Response Report
- Condensed Test Report
- Condensed Item Analysis
- Test Item Statistics Report
- Student Grade Report
- Student Test Report

Note that you can also use the Select All and Clear Selection buttons to expedite report selection:
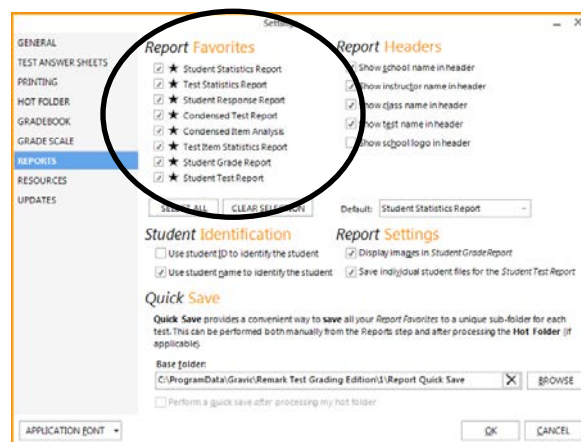
- **Select All:** Selects all reports listed. This is a fast way to select them all instead of clicking each one.
- **Clear Selection:** Deselects all reports currently selected. This is a fast way to deselect them all instead of clicking each one.

If you have a favorite report that you always want to run every time you grade a test, choose it from the **Default** list. The selected report runs automatically when you click **Analysis - Run Reports**.

Report Headers:
The following options are available for Report Headers and if selected, will be visible in the top section of the reports:

- **Show school name in header:** This option includes the school name you entered in the School Management section of the settings. The name is visible in the header of reports.
- **Show instructor name in header:** This option includes the instructor name in the header of reports.
- **Show class name in header:** This option includes the class name in the header of reports.
- **Show test name in header:** This option includes the test name in the header of the reports.
- **Show school logo in header:** This option includes the school logo you entered in the School Management section of the settings. The logo is visible in the header of reports. Note that this option is only available if you have selected a school logo in the School Management section of the settings.
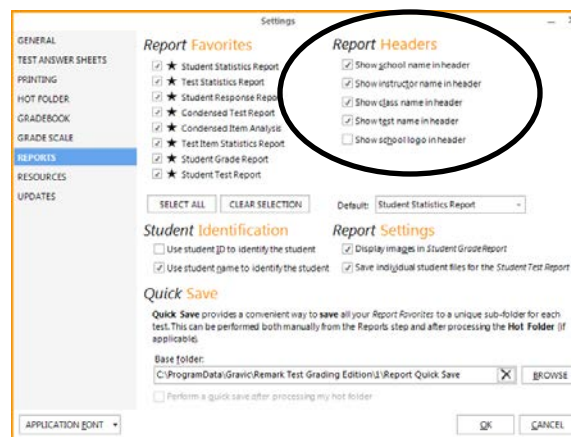
Student Identification:
You must choose one student identifier. You can also choose both Student ID Number and Student Name as identifiers.

- **Use student ID to identify the student:** This option designates student ID numbers s as student identifiers on reports that are student based. Note that this option is only available if you are entering your own student ID numbers.
- **Use student name to identify the student:** This option designates student names as student identifiers on reports that are student based.
  NOTE: The Student Test Report displays an image of the scanned test form so it always displays the student name as seen on the test answer sheet. The student identifier chosen in the settings does not affect this report.

35
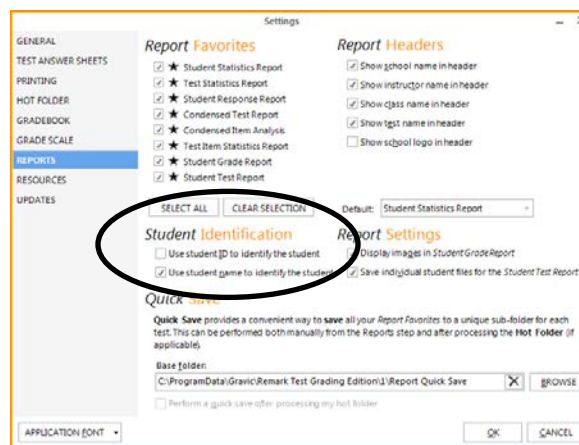
Report Settings:

- **Display images in Student Grade Report:**
  This option displays images in the Student
  Grade Report, which can optionally include
  an image of each student's test answer sheet.
  Report images are memory intensive and can
  cause the reports to take longer to display. If
  you are having difficulty displaying the report
  with the images, try turning off this option.
- **Save individual student files for the
  Student Test Report**: This option creates a
  separate PDF file for each student when the
  Student Test Report is saved as a PDF file.
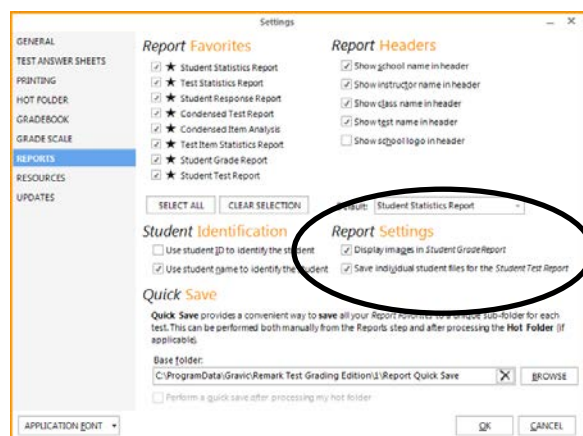
Quick Save:
The Quick Save feature allows you to save all of your Favorite Reports automatically.
There are two ways to use the Quick Save feature:
1. With a Hot Folder: When setting up hot folders, you can also set your Quick Save
   folder for reports. Once the hot folder is processed, the reports are automatically
   saved to the Quick Save folder.
2. In the Reports Tile: Once you set up a Quick Save folder, you can click the Save
   button in the Reports tile to save all of your favorite reports to the designated
   folder.

When you use the Quick Save feature, the reports are saved individually and in
subfolders named for the teacher, class and test.

Using Quick Save with a Hot Folder:
1. Set up a hot folder, as described in Section 3.8.
2. In the Quick Save setting section of Reports Settings, click the **BROWSE** button
   to choose a folder for quick saving
   reports.
3. Mark the checkbox for **Perform a quick
   save after processing my hot folder**.

When the hot folder is processed, the reports
are automatically generated and saved to the
folder that you specified.

To use Quick Save in the Reports Tile:
1. In the **Quick Save** setting section of
   Reports Settings, click the **BROWSE**
   button to choose a folder for quick saving
   reports.
2. After processing a test, click the **Run Reports** tile.
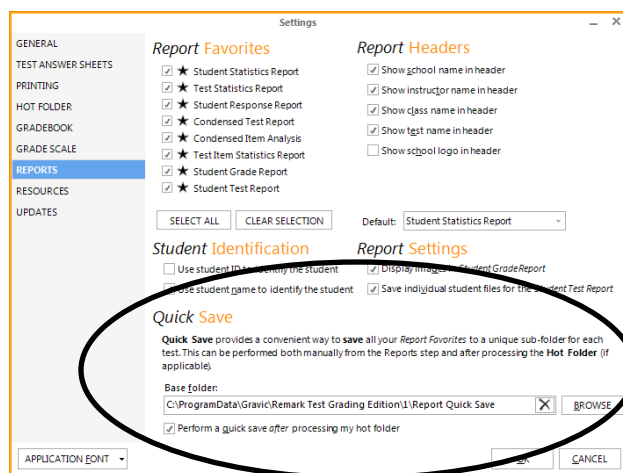
3. Click the drop-down arrow on the Save button from the toolbar and choose **Save My Reports**. Your favorite reports are automatically saved to the Quick Save folder you specified in Step 1.

4.10 Software Settings - Resources

The Resources area allows you to reach Gravic, Inc. online and view information about the software. The following options are available:

- **Edit Authentication.** This area displays the serial number and authentication code that you entered at installation. If calling Remark technical support, please have this serial number ready. Click the **EDIT AUTHENTICATION** button to enter a new serial number and authentication code for the software. This feature is typically used to upgrade to a new version of the software or unlock features. It should only be used when directed by Gravic personnel.

- **Transfer License:** The software is activated on a per computer basis. Each license of the software can only be installed on one computer. If you need to move the software to another computer you must first transfer the license. Click the **TRANSFER LICENSE** button and follow the on-screen instructions. Once you have transferred the license, you may install and activate the software on another computer.

  - **Deactivate Software:** You may click the drop-down arrow on **TRANSFER LICENSE** and choose **DEACTIVATE SOFTWARE**. This action will permanently remove the license from the computer and close Remark Test Grading Edition. You should only use this option if you are sure you no longer want to use Remark Test Grading Edition on the system. Deactivating does not require an Internet connection, but you must contact Gravic so that your license can be adjusted.

- **User's Guide.** Click the **USER'S GUIDE** button to view a PDF version of the user's guide.

- **Go Online.** Click the **GO ONLINE** button to go to the Gravic website, where you can find product and support information. Click the down arrow on the **GO ONLINE** button and choose **REGISTER SOFTWARE ONLINE** to register your copy of the software. Registering your software allows you to receive product update notices from Gravic, Inc.

- **Copyrights.** Click the **COPYRIGHTS** button to view copyright and legal information pertaining to Remark Test Grading Edition.
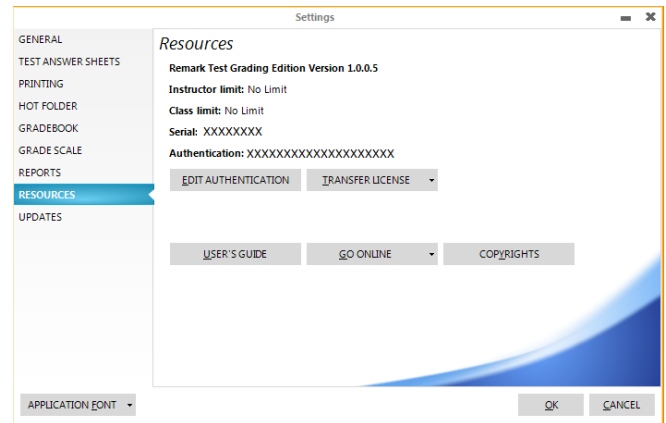
To Access the Resources:

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **RESOURCES** tab on the left.
3. Choose an option based on the descriptions above.
4. When you are finished using the Resources, click the **OK** button.

4.11 Software Settings - Updates

The Updates window sets up parameters for checking automatically for software updates. You can check at any time by accessing Settings - Updates. You can also have the software check for an update every time it starts up. When this option is turned on, every time you start the software, it sends information about your current version to the update website and lets you know if there is a newer version of the software available. If an update is available, you are prompted to download and install it.

To Automatically Check for Updates:

1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **UPDATES** tab on the left.
3. Mark the checkbox for **Check for updates when starting application** to turn on the automatic check for updates.
4. [Optional] If you would like to see if an update is available immediately, click the **Check for updates now** link. If no updates are available, you receive a message indicating that your software is up to date. Otherwise you are prompted to install the update.
5. Click the **OK** button to save your changes.
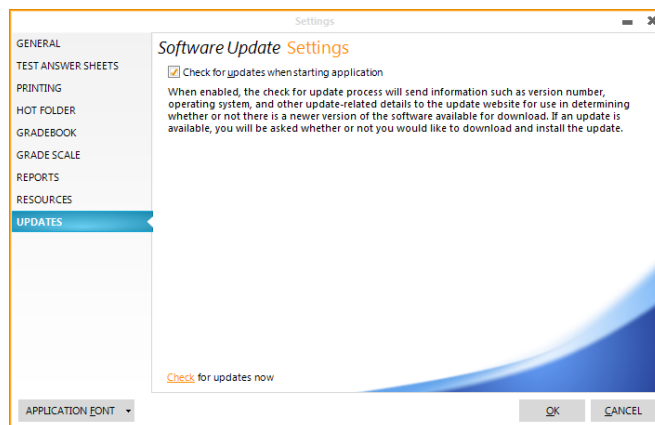
The next time the software is started, it automatically checks for an update. If an update is found, and you would like to install it, follow the on-screen prompts. You must have an Internet connection to download the update. Please close the software before installing the update (once you have the update file downloaded).

The Remark Test Grading Edition Automatic Update collects some system configuration data in order to provide you with updates that apply to your installation. This information includes:

Product Name	Remark Authentication Code
License Key	Software Version and Build Number
Remark Serial Number	System Finger Print (same as activation)

Gravic, Inc. is committed to helping protect your privacy. Using the automatic update feature does not collect your name, address, email address, or any other form of personally identifiable information. Your Internet Protocol (IP) address is logged when you connect to the Gravic website, but this address is only used to generate aggregate statistics.

4.12 Software Settings - Application Font

The **Application Font** button allows you to select the type of font used throughout Remark Test Grading Edition windows.

To Change the Application Font:
1. Click the **SETTINGS** button in the upper right corner of the main software window.
2. Click the **APPLICATION FONT** button on the left at the bottom of the window.
3. Choose the desired font. Please note that selecting very large sized fonts may adversely affect how text is displayed in Remark Test Grading Edition windows.
4. Click the **OK** button to save your changes.

If you need to reset the font back to the default font, click the down arrow on the **APPLICATION FONT** button and choose **RESET TO DEFAULT**.
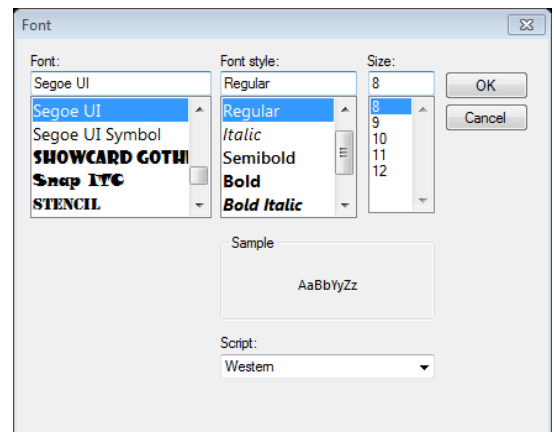
Chapter 5: Working with Instructors

There are two ways to set up instructors: using the Setup Guide when you first run the software or clicking the Instructor Profiles button at the top right of the main Remark Test Grading Edition window. This topic covers setting up instructors when in the Instructor Profiles window. This is the same window that appears when you start the software (optional).

When you are in the Instructor Profiles window, the instructor defaults to the last used instructor. If you are the only instructor, it always defaults to you. If you need to add or edit an instructor you may do so here.

To Access Instructors Through Instructor Profiles:

1. Click the **INSTRUCTOR PROFILES** button at the top right of the software.
2. To edit an instructor:
   a. Choose the instructor from the **Choose Instructor** drop-down list.
   b. Click the **RENAME** button.
   c. Make your changes and click the **SAVE** button.
3. To add an instructor:
   a. Click the **NEW** button. You are taken to the Instructor section of the software settings.
   b. In the **Instructor name** box, type the name of the instructor.
   c. Click the **FINISH** option in the right side of the window to add the instructor.
   d. Click the **FINISH** button to close the software settings.
4. To delete an instructor:
   When deleting instructors, you are also deleting their classes, tests and data. Once an instructor is deleted, the information cannot be recovered. (You can archive their data first.)
   a. Choose the instructor from the **Choose Instructor** drop-down list. (You cannot delete the active instructor.)
   b. Click the **DELETE** button.
   c. A warning message appears. If you are sure you want to delete the instructor and all associated files, click the **Yes** button. Click the **No** button to cancel the delete operation.
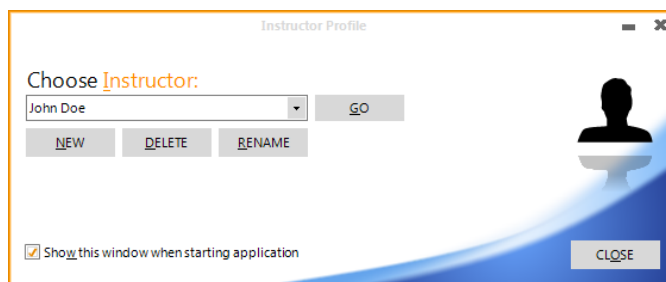
Tip: You can show the Instructor Profile window every time you start the software by marking the checkbox for **Show this window when starting application**. By doing so, you are able to add instructors as needed without first logging in as an existing instructor. If the software is only being used by a single instructor, you may wish to deselect this checkbox so that you do not have to select your name each time you start the software.

Chapter 6: Working with Classes and Students

6.1 Get Started - Choose Class

The first step to processing forms is to set up classes and students. When you first ran the software, you were prompted to set up this information using the Setup Guide. If you did not set it up, or need to modify the information, you can access class and student information by clicking the Get Started - Choose Class tile. The Choose Class area of Remark Testing Edition allows you to do the following:

- Choose a class
- Create a class
- Modify a class name
- Delete a class
- Deactivate a class
- Deactivate a student
- Export class grades

If you have already set up instructors and classes, you can simply create or choose your class in this step and then move on to tests. Otherwise, you can set up classes and students first. Each instructor is limited to 20 active classes.

6.2 Creating, Editing and Choosing Classes

There are two ways to set up classes: Using the Setup Guide when you first run the software or clicking the Get Started - Choose Class tile. This topic covers setting up classes when in the Get Started - Choose Class window.

When you are in the Choose Class window, the class defaults to the last used class. If you need to add or edit a class you may do so here. You may use this window to add classes, rename classes, delete classes, deactivate classes and deactivate students. In addition, once tests are processed for a class, you can use this window to export class grades.

To Access Classes Through Get Started - Choose Class:

1. Click the **Get Started - Choose Class** tile.
2. To add a class:
   a. Click the **NEW CLASS** button.
   b. In the **Class Name** orange box that appears, type the name of the class.

c. Go to the **Class Roster** grid and enter the student ID Numbers (optional) and Names for your students. (Click here for information about using Student ID numbers.)

d. Click the **SAVE** button once the students are all added.

3. To edit a class:

a. Choose the class from the **Choose Class** drop-down list.

b. If you need to rename a class, go to the **Class Name** box and enter a new name.

c. If you need to add or modify students within the selected class, a grid appears called **Class Roster**.
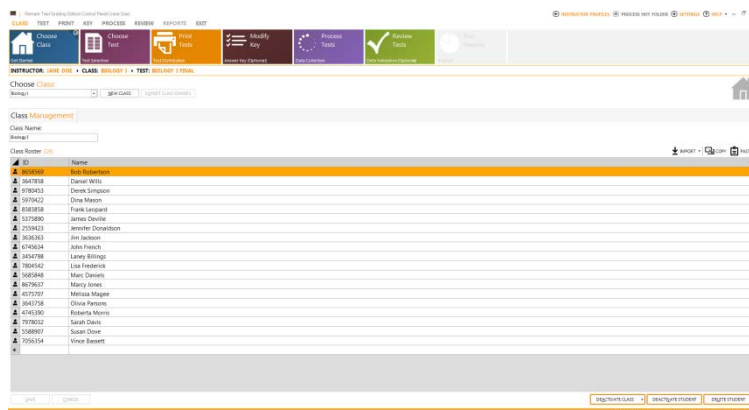
d. Modify the **Class Roster** as needed.

e. Click the **SAVE** button.

4. To delete a class:

It is strongly recommended that you archive the class before you delete it. Once a class is deleted it cannot be recovered.

a. Choose the class from the **Choose Class** drop-down list.

b. Click the drop-down button on **DEACTIVATE CLASS** and select **DELETE CLASS**.

c. A warning message stating the operation cannot be undone appears. Click the **Yes** button to permanently delete the class. Click the **No** button to cancel the delete operation. In either case you are returned to the main **Choose Class** window.

5. To delete a student:

It is strongly recommended that you archive the student before you delete it. Once a student is deleted he/she cannot be recovered.

a. Choose the student by highlighting the row header in the grid that corresponds to the student in the **Class Roster**. You can select multiple students by clicking the row header and dragging your mouse, clicking a row header, pressing **CTRL** and selecting another row header, or selecting a row header and holding down **SHIFT** while you click a range of row headers.

b. Click the **DELETE STUDENT** button.

c. A warning message stating the operation cannot be undone appears. Click the **Yes** button to permanently delete the student(s). Click the **No** button to cancel the delete operation. In either case you are returned to the main Choose Class window.

There are two alternative ways to enter your class roster:

Paste Students from Clipboard
If you have a file containing your student information (e.g., an Excel file), you can copy the students from that file to the Windows clipboard and then paste them into Remark Test Grading Edition.

1. Copy the student ID numbers (optional) and names from your file to the Windows clipboard.
2. Follow Step 2 from above to create a new class.
3. Click the **Paste Data from Clipboard** icon. The student information from the clipboard is pasted into the **Class Roster** grid.
4. Click the **SAVE** button to save the student information.

NOTE: If you are overwriting the roster (i.e. you selected the roster and then clicked Paste), you cannot overwrite deactivated students.

Import Students
You may import a comma or tab delimited CSV or TXT file containing your student information. The format of the file is two columns, the first with Student ID (if you are using IDs) and the second with Student Name. Do not place headers in the file. Example:

12345   John Doe
54321   Jane Doe

1. Follow Step 2 above to create a new class.
2. Click the **IMPORT** icon.
3. Choose the import file containing your student information. The student information from the file is pasted into the **Class Roster** grid.
4. Click the **SAVE** button to save the student information.

6.3 Advanced Class Import

When creating classes, you can import class rosters. The default import allows you to import from TXT, CSV and ASC files. It also requires that your students' first and last names be in one field in your import file. If your class roster is of a different format or has the student names broken into two fields, you can use the Advanced Import option. The Advanced Import allows you to map the fields from your file to the fields Remark Test Grading Edition requires: Student ID (if manually specifying IDs) and Name. The following file formats are supported when using the Advanced Import:

- Access
- Paradox
- Excel
- Lotus
- SQL Server
- XML
- Oracle
- HTML
- dBase
- ODBC

The Advanced Import is available when setting up classes in the Setup Guide or from the Choose Class tile.

To use the Advanced Import:
1. From the **Setup Guide**, mark the option for **Yes, I would like to create the following class**. From the main software window, go to **Choose Class** and then click **New** to create a class.
2. Enter the class name in the box that appears.
3. Click the down arrow on the **IMPORT** button and choose **ADVANCED IMPORT**. Ensure you have already created the import file containing the students.
4. Choose the file that contains the students you want to import into the class.
5. Click the **OK** button.
6. On the next screen map the fields in your file to the fields Remark Test Grading Edition needs. If you are entering student ID numbers manually, you will need to map the student ID field in your file to the ID field in Remark Test Grading Edition. Then map the name field(s) from your file to the name fields in Remark Test Grading Edition. For names, you have the options of First Name, Last Name and Name (Name means you have both first and last name in one field). To map the fields, use the drop-down in the **Remark Fields** column to choose the field that matches the corresponding entry in the **Fields in your File** column.

For example:
Suppose you are using an Excel file that looks like this:

ID	First	Last
12345	Joe	Smith
54321	Mary	Jones
67890	Gloria	Lopez
09876	Marcus	Jackson

Your mapping would look like this:

| Fields in your File	Remark Fields
ID	ID
First	First Name
Last	Last Name

7. Click the **Next>** button.
8. All of the students found in the file are listed. Choose the students you wish to import (all are selected by default) and then click the **IMPORT** button.
9. The students are imported into the Class Roster grid. If you are in the **Setup Guide**, you can click the **CREATE** button. If you are in **Choose Class**, click the **SAVE** button.

6.4 Deactivating Classes

If you no longer wish to use a class in Remark Test Grading Edition, you may deactivate it. Deactivating the class hides the class from within the application. However, the class information still exists in your Home folder.

To Deactivate a Class:

1. Click the **Choose Class** tile.
2. Choose the class from the **Choose Class** drop-down list.
3. Click the **DEACTIVATE CLASS** button.
4. A warning appears. Click the **Yes** button to deactivate the class or the **No** button to cancel the deactivate operation.
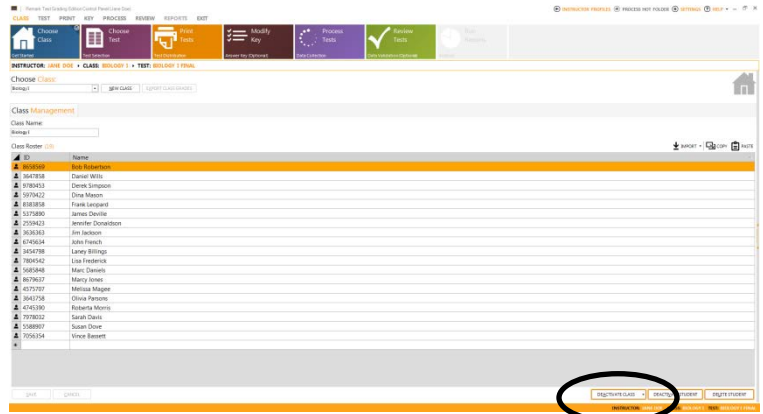
To Restore a Deactivated Class:

1. Close Remark Test Grading Edition.
2. Using **My Computer** or **Windows Explorer**, go to the Home folder for Remark Test Grading Edition.
3. Locate the class you wish to restore. It's name is similar to: classname-129756109518739303.arch.

4. Remove the numbers and the .arch extension, leaving just the original name you gave the class.
5. Open Remark Test Grading Edition. Your class is once again visible.

6.5 Deactivating Students

If you no longer wish to use a student in Remark Test Grading Edition, you may deactivate the student. Deactivating the student hides the student within the application. However, the student information still exists in your Home folder.

To Deactivate a Student:

1. Click the **Get Started - Choose Class** tile.
2. Choose the class from the **Choose Class** drop-down list.
3. Click the desired student or students (you can hold down **CTRL** and click students to multi-select).
4. Click the **DEACTIVATE STUDENT** button.
5. A warning appears. Click the **Yes** button to deactivate the student or the **No** button to cancel the deactivate operation.
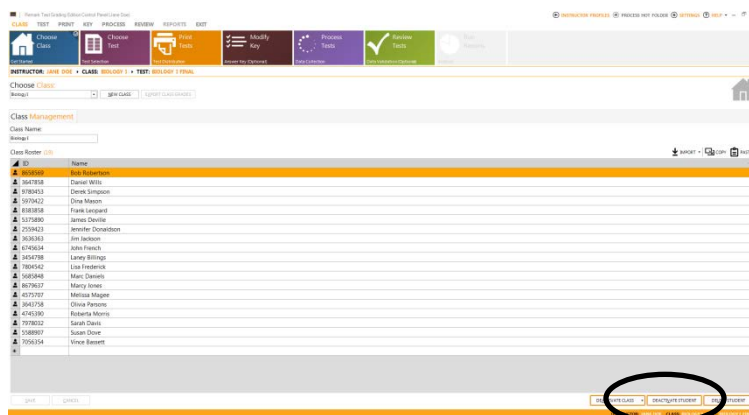
To Restore a Deactivated Student:

1. Click the **Get Started - Choose Class** tile.
2. Choose the class from the **Choose Class** drop-down list.
3. Click the desired student or students (you can hold down **CTRL** and click students to multi-select).
4. Click the **ACTIVATE STUDENT** button. The student is now active.

Chapter 7: Working with Tests

Once you have set up instructors and classes, you can start to create tests. Creating tests is as simple as entering a test name and choosing an answer sheet to go along with it. (Note: Remark Test Grading Edition does not create actual tests with test questions. This function is completed outside of the software and then Remark Test Grading Edition is used with a multiple choice answer sheet to scan and grade the tests.)

Remark Test Grading Edition comes with five types of test answer sheets: 30 questions, 50 questions, 75 questions, 100 questions and 200 questions. The test answer sheets come with different schemas (answer choices), including A-E, 1-5, A-D F-I, A-D F-J. Pair the answer sheet that contains the number of test questions and the schema you need with your test. If the answer sheet has more possible questions than your test, simply leave the extra questions blank in the answer key and they will not be graded.

Tip: As Gravic releases new answer sheets, you can check for them in Software Settings - Test Answer Sheets.

You can filter the list of test answer sheets so that you only see sheets that you typically use.

Each answer sheet has one or more subjective areas at the bottom where you can assign points to be added to the test for write-in responses (e.g., short answer or essay questions). Bubble in the maximum points awarded on the answer key (or enter it in the Answer Key tile) and fill in the students' points earned on their answer sheets.

To Create a Test:
Steps 1-2 are only necessary if you need to select a class. If you already have the appropriate class selected, you may skip to Step 3.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to associate with the test from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.

3. Click the **Test Selection - Choose Test** tile.
4. Click the **NEW TEST** button.
5. In the **Test Name** orange box that appears, type the name of the test.
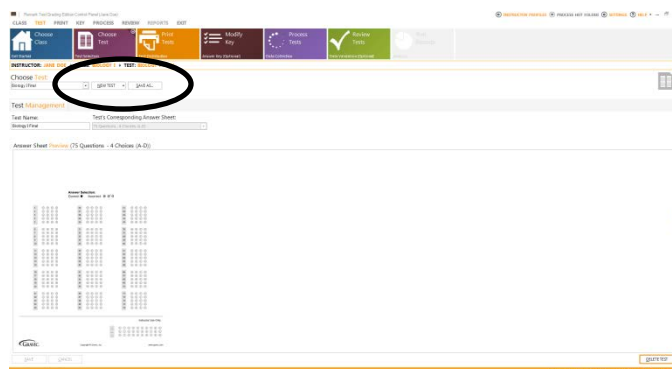
6. Choose an answer sheet from the **Test's Corresponding Answer Sheet** drop-down list. This list is dependent upon the favorites you have set up in Software Settings - General. A preview of the answer sheet appears.
7. Click the **SAVE** button to save the new test. You may now start printing test answer sheets.

To Copy a Test for Use with Another Class:
You may make a copy of the class, including the answer key, to associate with another class. This feature is helpful if you distribute the same test to multiple classes (for the same instructor or a different instructor).

1. Follow the steps 1-3 in the previous section.
2. Select the test you would like to copy from the **Choose Test** list.
3. Click the **Save As** button.
4. In the **Save test as** window, choose a location and name for the test. It will have a .test extension.
5. [Optional] If you have not yet set up an answer key, the software prompts you to create one. If you create a key prior to saving the test, the answer key is saved with the test, saving you time by not having to create a new one (assuming you want the same answer key). If you have already created an answer key when you click Save Test, you are finished saving the test and the answer key is included. If you want to save the key, continue with the next step.

6. When the prompt appears to set up an answer key, click the **Yes** button. NOTE: If you click **No**, the test is saved without an answer key.
7. The next step allows you to decide whether to go to **Process Tests** to scan a key or choose an image of a scanned key, or go to **Modify Key** to manually enter an answer key.
   1. Click the **Yes** button to go to **Modify Key** and enter your key.
   2. Click the **No** button to go to **Process Tests**. Once in the **Process Tests** tile, click the **SCAN TESTS** button to scan an answer key or click the **PROCESS IMAGES** button to import an image of the key that you already scanned.
8. Once you have either manually entered or processed an answer key, return to the **Choose Test** tile.
9. Select the test from the **Choose Test** list.
10. Click the **SAVE AS**… button.
11. In the **Save test as** window, choose a location and name for the test. It will have a .test extension.
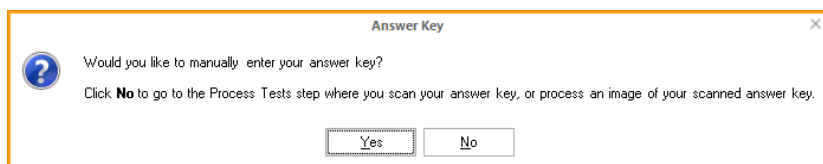
The test and answer key are saved. Continue to the next section to learn how to apply the saved test to another class.

To Import a Saved Test:

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to associate with the test from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile.
4. Click the down arrow on the **NEW TEST** button and choose **FROM SAVED TEST**….
5. Locate the test you previously saved from the **Choose Test** tile. It has a .test extension. Click the **Open** button.
6. You may use the same test name or change it if desired.
7. Click the **SAVE** button to save the test. The test and answer key (if applicable) are now associated with the class.
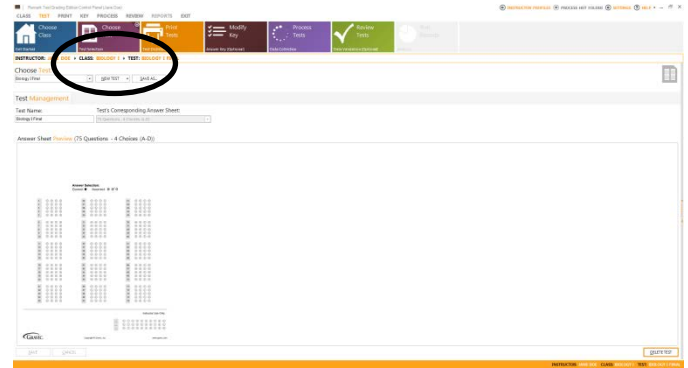
To Change a Test Name:

If you have already printed the test, it is not recommended that you change the test name. If you do change the test name, you must reprint the tests.

1. Click the **Test Selection - Choose Test** tile.
2. Choose the desired test from the **Choose Test** drop-down list.
3. In the **Test Name** orange box that appears, type the desired name of the test. **NOTE:** You may not change the answer sheet associated with the test. If you need to select a new answer sheet, create a new version of the test first and then choose the desired answer sheet.
4. Click the **SAVE** button to save the modified test.

To Delete a Test:

1. Click the **Test Selection - Choose Test** tile.
2. Choose the desired test from the **Choose Test** drop-down list.
3. Click the **DELETE TEST** button. **IMPORTANT NOTE:** Deleting a test deletes all of the associated test
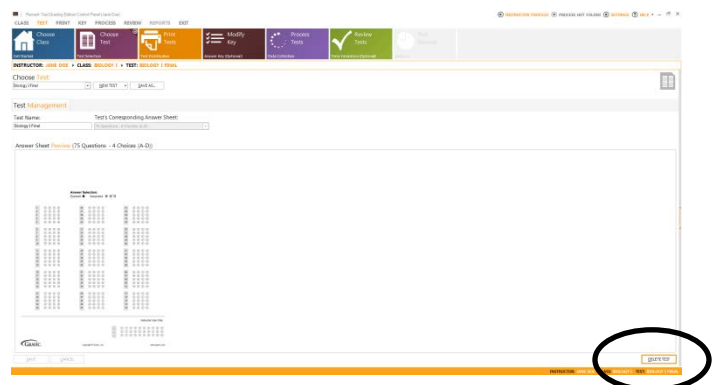
data permanently. You may wish to archive the data first.
4. Click the **Yes** button to delete the test or the **No** button if you have changed your mind and would like to retain the test.

Chapter 8: Printing Tests

Printing tests involves choosing a class and then the students you wish to print. The answer sheets are printed with the student, test, instructor and class information from the class you have selected. Remark Test Grading Edition uses this information to match test answer sheets to students within classes. You may also print an answer key that you can fill in and scan in order to grade tests later. You may optionally print blank answer sheets without any identifying student information (you will need to manually match answer sheets to students in this case). Test answer sheets should be printed on a laser printer. When you distribute the test answer sheets to the students, take care to ensure they have the correct answer sheet with their name on it.

NOTE: If you are printing a double sided test answer sheet we recommend that you use a heavier paper, such as 28 pound or higher, to avoid bleed through from one side to the other.

To Print Tests:
Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to print from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to print from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test. Once you have chosen a test, it is the default test used throughout the software until you choose another test.
5. Click the **Test Distribution - Print Tests** tile. The **Class Roster** associated with the class is listed.
6. Select the students you wish to pint. You can select the checkboxes next to the students' names or use the **SELECT ALL STUDENTS** and **DESELECT ALL STUDENTS** buttons to make selections.
7. [Optional] The Answer Key is the first test listed. If you plan to scan the answer key, include the answer key in the print operation. You can then bubble in and scan the key along with the students' tests for grading purposes.

5. [Optional] If you need blank copies of the test answer sheets - copies without student information - choose the number desired under **Blank Copies**. Students can write in their names and you can add them to the class during test processing.

6. [Optional] If you want to preview the test answer sheets click the **PREVIEW** button. This feature is also useful if you want to save the student tests as a PDF file and print them elsewhere (e.g., if you do not have a printer connected to the computer running Remark Test Grading Edition).

7. To print the test answer sheets, click the **PRINT** button.

8. Choose the desired printer and options in the **Print** window.

9. Click the **OK** button. The test answer sheets are printed to the specified printer.
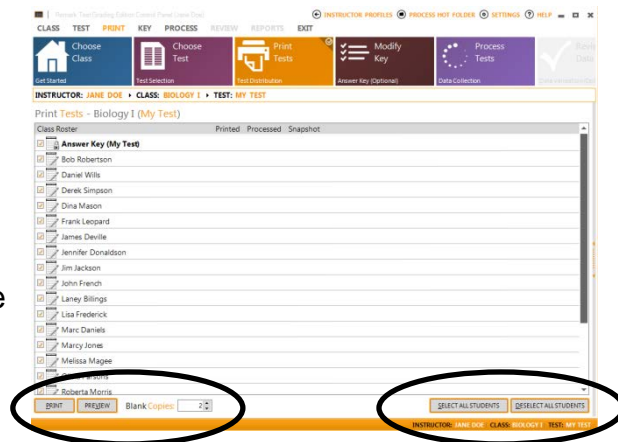
You may now distribute the test answer sheets to your students. Once the tests are completed you may set up an answer key and process tests.

Chapter 9: Working with Answer Keys

9.1 Answer Key Overview

Answer keys are required for each test before you can run reports. You can enter answer keys in the following ways:

Scan. You may print a copy of the key during test printing, bubble in the correct answers and then scan the key with the student tests. This option is available whether scanning with a directly connected TWAIN scanner or reading images scanned outside of Remark Test Grading Edition.
Manual Entry. You may manually enter the correct answers for the test using the Answer Key - Modify Key window in the software.
Import. You may import a key from the Remark Grade Wizard software (.aky file).

There is also a set of advanced options available for answer key customization.

9.2 Answer Keys - Scanning

One option for setting up an answer key is to scan the key with the student tests. You may use this option whether scanning directly in the software with a TWAIN scanner or processing image files manually or with a hot folder. You first print the answer key in the Print Tests section of the software. Then bubble in the correct responses and scan the key with your student tests.

NOTE: Do not print a blank copy of the test answer sheet and use it as the answer key. Be sure to mark the answer key option in the Print Tests section, as this copy of the answer sheet properly identifies it as the answer key during scanning.

To Scan the Key in Remark Test Grading Edition:

1. Once you have printed and bubbled in your answer key, place it on top of your students' tests.
2. Go to the **Data Collection - Process Tests** section of the software and follow the directions to scan tests. The answer key is processed first and automatically applied to the student tests when you grade the tests.

To Scan the Key for Importing with Other Test Images:
If you use the Hot Folder option or process tests by importing test images that were scanned outside of the Remark software, you may still scan the answer key.

1. Once you have printed and bubbled in your answer key, place it on top of your students' tests.
2. Scan the test answer sheets as you normally would (e.g., if using a Multi-Function Peripheral (MFP) scan the forms to an image file).
3. Go to the **Data Collection - Process Tests** section of the software and follow the directions to process test images. Or if using the Hot Folder option, click the **PROCESS HOT FOLDER** button at the top right of the software. The answer key is processed first and automatically applied to the student tests when you grade the tests.

9.3 Answer Keys - Manual Entry

One option for setting up an answer key is to manually enter the correct answers. This option is accomplished in the Answer Key - Modify Key section of the software. You simply click the letters corresponding to the correct answers or type them from the keyboard.

To Manually Enter an Answer Key:
Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to use from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to use from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test. Once you have chosen a test, it is the default test used throughout the software until you choose another test.
5. Click the **Answer Key - Modify Key** tile. The **Enter Answer Key** area is available on the right side of the window.
6. You may click the correct answer using the mouse or press the correct answer's letter on the keyboard. When using the keyboard, you are automatically moved to the next row. If you need to select more than one correct answer, hold down the SHIFT key while clicking or pressing the correct answer on the keyboard. As you enter correct answers, the bubbles turn black. Any questions without correct
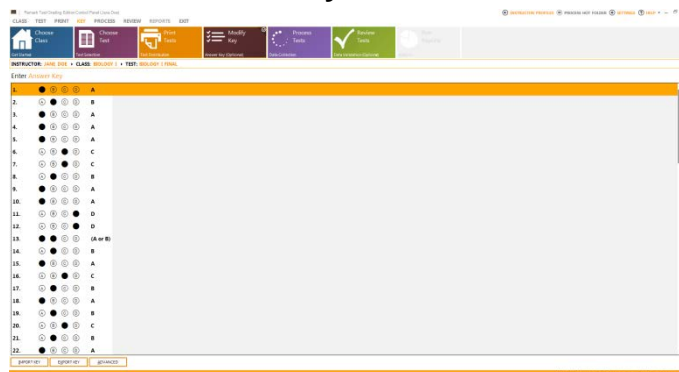
answers are red. Multiple answers by default are an "or" situation, meaning that any ONE of the correct answers needs to be selected for the question to be considered correct. If you need an "and" situation, where ALL of the correct answers must be selected in order for the question to be considered correct, click the **Advanced** button at the bottom of the window.

Tip: If you do not need to use all the questions on the answer sheet leave the answer key blank for the question and it is ignored.

7. [Optional] If you are using subjective points for the test - points you want to apply to the test for non-multiple choice questions, such as an essay - enter the maximum number of points that can be earned at the bottom of the question list where you see **Pts**. If you leave **Pts** blank, you are telling the software you are not using subjective points. If you would like to use the subjective points as extra credit, set the **Pts** value to 0. Remark Test Grading Edition will read the subjective points grid and apply any points earned as extra credit.

NOTE: Any points above what you enter as the maximum for subjective points are treated as extra credit.

8. Once you have finished entering the answer key, simply leave the module. Your key is saved as you enter each correct answer.

# 9.4 Answer Keys - Importing and Exporting

One option for setting up an answer key is importing it from another Remark product. Gravic's Remark products include an answer key utility (Grade Wizard) for answer key customization. If you are using another Remark product and have created an answer key file in that product, you can import it into Remark Test Grading Edition. The number of graded questions and answer schema must match the test you are grading. In addition, the questions in Remark Test Grading Edition are named "Question1", "Question2", "Question3", etc. Your answer key file must all use this naming convention for each question. It is recommended that you first export a key from Remark Test Grading Edition, modify it in your other Remark product and then import it into Remark Test Grading Edition. By exporting it first, you are ensuring that the questions and their properties match what you are using in Remark Test Grading Edition. Answer key files from other Remark products have a .aky extension.

Please note that not all features in the full Remark Grade Wizard are supported in Remark Test Grading Edition. Multiple answer keys are not available in Remark Test Grading Edition.

To Import an Answer Key:
Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to use from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to use from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test. Once you have chosen a test, it is the default test used throughout the software until you choose another test.
5. Click the **Answer Key - Modify Key** tile.
6. Click the **IMPORT KEY** button.
7. In the **Import answer key** window, locate the .AKY file from your other Remark product and then click the **Open** button. If there are any problems importing the file you will receive an appropriate error message. Otherwise, the AKY file will import and you have completed setting up an answer key.
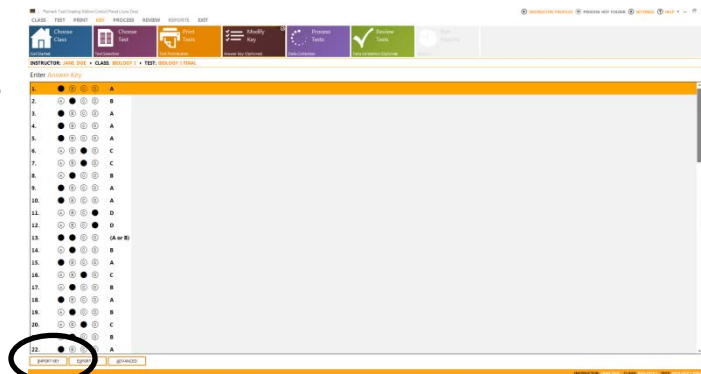
To Export an Answer Key:
You may also export answer key files as AKY files that you can use in other Remark products. Other products may have more robust reporting capabilities that you wish to utilize. By exporting the AKY file, you can open it with the corresponding template file in your Remark product and do more extensive test grading. Or you can add features to the key and then import it back into Remark Test Grading Edition.

1. Assuming you are already in the Modify Key section of Remark Test Grading Edition (as specified in the previous set of steps), click the **EXPORT KEY** button.
2. In the **Export answer key** window, choose a location for the .AKY file you wish to use with your other Remark product and then click the **Save** button. You may now use the AKY file in the Grade Wizard of your other Remark product. Note that you will need the underlying template file that goes with the test. The default location for these template files is C:\ProgramData\Gravic\Remark Test Grading Edition\1\Templates (Windows 7/Vista) or C:\Program Files\Gravic\Remark Test Grading Edition\1\Templates (Windows XP).
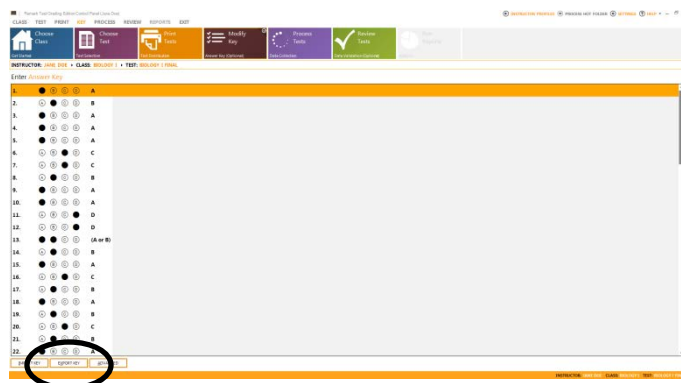
9.5 Answer Keys - Advanced

One option for setting up answer keys is using the Advanced window in Remark Test Grading Edition. The Advanced window gives you the following options:

Correct Answers: Set the correct answers for each question.
Multiple Answers: Specify multiple answers and how to treat them ("ALL correct" or "OR" situations).
Points Awarded: Set the correct, incorrect and no response points awarded on a per question basis (the software defaults to one point per correct question and zero points for incorrect and unanswered questions).
NOTE: Remark Test Grading Edition cannot assign partial credit to each response within a question. The entire question is worth the specified points.
Overall Test Benchmark: Sets a score you want students to achieve on the test overall in order to be considered proficient.
Learning Objectives: Type a learning objective for any question. Learning objectives are specific knowledge areas that the question tests against. Remark Test Grading Edition provides separate scores for learning objectives on select reports.

Note that the Advanced window is not necessary when setting up an answer key. You can enter the correct responses manually or by scanning a key. You can also specify multiple responses with either of these methods. You only need to use the Advanced options if you want to change how multiple responses are graded to requiring all responses to be correct, change default question points or apply learning objectives.

**To Use the Advanced Answer Key Window:**
Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to use from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to use from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test. Once you have chosen a test, it is the default test used throughout the software until you choose another test.
5. Click the **Answer Key - Modify Key** tile.
6. Click the **ADVANCED** button. The **Advanced Answer Key** window appears with two tabs: **Custom Key** and **Learning Objectives**. Questions are listed down the left and actions are on the right. Note that you can hold down the **SHIFT** key

while selecting questions if you want to apply the same action to multiple questions.

Custom Key:
1. In the **Custom key** window, determine what you would like to do: enter responses, control multiple responses, adjust points, or enter a benchmark score.
    a. *To enter correct answers:* The questions on the test are listed down the left side of the window under **Select Questions**. In the **Correct Answer** box, click the checkbox(es) preceding the correct answer choice(s) desired.
    b. *To control multiple answers:* If multiple correct answers are permitted for a question click their checkboxes as described above. If all of the correct answers must be chosen by the students in order for the question to be considered correct, mark the checkbox for **All correct answers must be selected to be considered correct**. If you leave this checkbox unchecked, only one of the correct responses needs to be chosen in order for the question to be considered correct.

This is the default setting for the software. If you entered your key via scanning or manually, this option will be used. However, you can use the **Advanced Answer Key** window to change it.

    c. *To set points:* By default, every question is worth one point. To change this value, choose the question(s) you wish to change and then enter the desired value in the **Correct Points** box. By default incorrect and no response questions are worth zero points. To change this value, choose the question(s) you wish to change and then enter the desired value in the **Incorrect Points** or **Blank Response** box. You may also designate a question as extra credit by marking the checkbox for **Treat all points awarded as extra credit**.
    d. *To enter a benchmark score:* Click the checkbox in the **Overall Test Benchmark** area. Then enter the score you want students to achieve in order to be considered proficient. Select reports will show whether the benchmark was met.
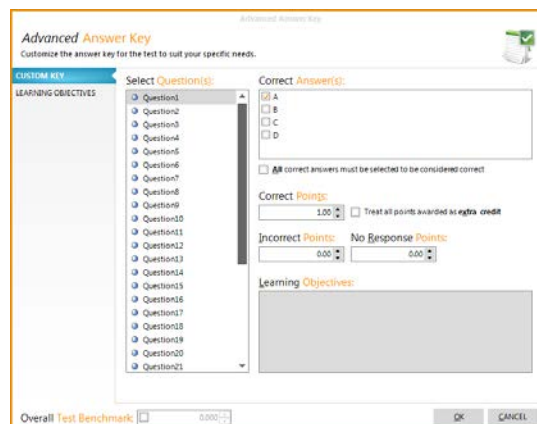
Learning Objectives:
1. If you wish to apply a learning objective to a question, click the **Learning Objectives** tab on the left side of the window.
2. Enter the name of the first learning objective in the **New Learning Objective** box and then press **Enter** or click the **Add** button. You may add more learning objective names or start the question mapping process at this point (Step 3).

a. [Optional] Alternatively, import a list of learning objectives by clicking the **IMPORT OBJECTIVES** button. Learning objectives can be imported from various spreadsheet and database files, including Access, Excel, Oracle, SQL Server, dBase, XML and ODBC. The file should only contain the names of the objectives that you wish to import (in one field).

3. Click a learning objective, choose the question(s) you wish to add to the learning objective and then click the **ADD** button. You can hold down **CTRL** as you select individual questions or **SHIFT** as you select a range of questions. You can also double click questions to add them. Questions can be applied to more than one learning objective.

4. If you would like to enter a benchmark score for each learning objective, mark the checkbox in **Objective Benchmark** and then enter the desired benchmark score you want students to achieve to be considered proficient on the learning objective. You can apply the same benchmark score to multiple learning objectives by holding down the **CTRL** key as you select learning objectives and then entering the benchmark score.

5. Once you are satisfied with your settings, click the **OK** button to close the **Advanced Answer Key** window. Designated reports will show you the score for the questions that apply to each learning objective you have defined.
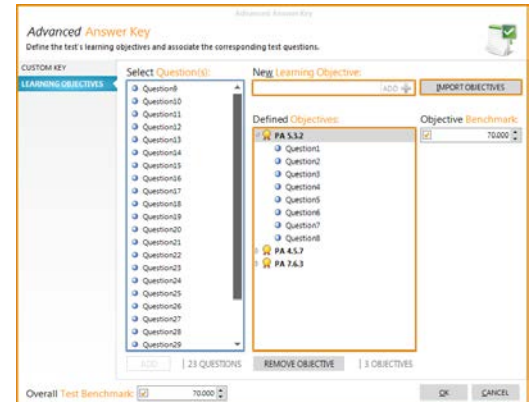
9.6 Reviewing Answer Keys

Once data is collected for a test, the answer key window is updated to show the following:
- The percent correct for each question
- Distractors chosen more than the correct answer are highlighted in yellow.

If you need to make changes to your answer key, these items help you see performance at a glance without running a report. For example, suppose a question's correct answer was A but you notice 65% of students chose D. When you review the question, you see that it was worded in a confusing manner and decide not to include this question. You can turn off grading for the question used the Advanced options in the key (covered in the next section). Having this information the Answer Key module facilitates reviewing the key so that you do not have to rely only on the reports.
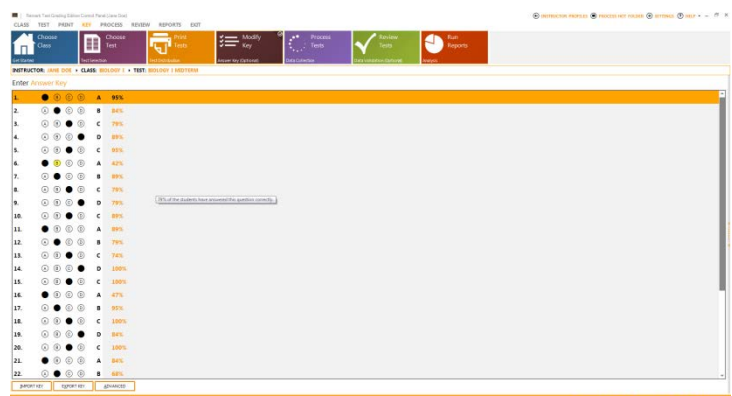
9.7 Advanced Test Grading Features

If you export an answer key from Remark Test Grading Edition, you can open it in the Grade Wizard of another Remark product. You can then use the key in that program, or make changes to the key and import it back into Remark Test Grading Edition. The benefit of this feature is that you can take advantage of more advanced test grading features that are not included in Remark Test Grading Edition. The following features of the full Remark Grade Wizard are supported in Remark Test Grading Edition (note that benchmarks, learning objectives and extra credit can also be set up in Remark Test Grading Edition):

- **Benchmarks:** 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.
- **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.
- **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.
- **Extra Credit:** Questions designated as extra credit in the Grade Wizard have their points added to the total score of the test. The Grade Wizard gives you the flexibility to award points above the question's stated point value.
- **Custom Report Headers:** You may adjust the report header in the Grade Wizard by adding text and graphics.

If you wish to take advantage of these features, please see the Grade Wizard documentation that is supplied with your other Remark product to learn more about them. You may then export an answer key from Remark Test Grading Edition, add the desired features and then import it back into Remark Test Grading Edition.

NOTE: The full Remark Grade Wizard supports processing multiple test versions. This feature is not supported when importing answer key files into Remark Test Grading Edition.

Chapter 10: Processing Tests

10.1 Processing Tests Overview

Processing tests is accomplished in one of three ways:

1. Scanning tests with a TWAIN scanner directly connected to the computer running Remark Test Grading Edition.
2. Scanning tests outside of the Remark software and then have the software read the resulting image files.
3. Scanning tests outside of the Remark software and then have the software read the resulting image files using a Hot Folder.

You may also manually enter test data by typing in the correct answers for any given student. This option is typically used if an answer sheet cannot be scanned for some reason.

Processing Tests takes place in the Data Collection - Process Tests window. The Process Tests window lists all of the students in the selected class along with information about whether their tests have been printed and processed. Once a test is processed, you can click the **Snapshot** column to view an image of the student's test. The **Exceptions** column tells you if any exceptions were encountered during processing. An exception is non-valid data, such as a blank or multiple response. You can check and correct exceptions in the **Data Validation - Review Tests** window. You also see the test score once the student's test has been processed. The test score can be displayed as a percent, total or letter grade based on your Software Settings.

10.2 Scanning Tests

If you have a scanner connected to the computer running Remark Test Grading Edition, you can scan tests directly into the software. Before attempting to scan, ensure you have installed the TWAIN driver for your scanner and that the scanner is working properly. If you have the choice of using a manufacturer's TWAIN driver or a WIA (Windows Images Acquisition) driver, we recommend using the scanner manufacturer's driver.

Before attempting to scan tests, you must set up your scanner in Remark Test Grading Edition. This process is covered in the initial Setup Guide that runs when you first start the software. If you skipped this step, or need to change scanner settings, you can access the scanner properties from within the Data Collection - Process Tests window.

To Set Up or Modify your Scanner:

1. Click the **Data Collection - Process Tests** tile.
2. Locate the **SCAN TESTS** button at the bottom of the window. Click the down-arrow and choose **SCANNER SETTINGS**. The following table describes the available scanner settings:

Content Area	Option	Function
TWAIN Source	List of scanners	Choose your scanner from the drop-down list. Note that your scanner may need to be connected and turned on in order to be visible in the list. If you have two options listed for your scanner and one begins with "WIA", choose the one that does *not* begin with WIA. WIA is a built-in Windows scanner driver. The second listing is most likely that offered directly from the manufacturer and is therefore recommended.
TWAIN Source	Use legacy driver	Mark the **Use legacy driver** checkbox if you are using an older TWAIN driver. Legacy support allows you to use scanner drivers that support older versions of the TWAIN scanning protocol. It is not recommended that you use this option unless you find that your scanner driver is not working correctly.
Parameters	Resolution	Use the **Resolution** setting to set the scanning resolution in Dots Per Inch (DPI). We recommend scanning at 200-300 DPI. This setting is not available if you have chosen to show the scanner's TWAIN interface (you select DPI when you scan a page).
	Color Depth	Use the **Color Depth** setting to choose a scanning mode: **Black/White**, **Grayscale** or **Color**. For most cases, scanning in Black/White is fine and strongly recommended. However, if your scanner supports grayscale or color scanning, you may select to use it here without having to do so in your scanner's TWAIN driver. Scanning in color or grayscale may be appropriate if you plan to use the images outside of Remark Office OMR or have dropout colors on your form. Note that scanning in color or grayscale slows down scanner and software performance.

Content Area	Option	Function
	Brightness	Use the **Brightness** setting to set the scanner's brightness. We recommend scanning at your scanner's default brightness setting unless you encounter problems. The default setting in Remark Office OMR is 0. This setting is not available if you have chosen to show the scanner's TWAIN interface (you select brightness when you scan a page). Use a positive number to scan lighter and a negative number to scan darker.
	Contrast	Contrast is the difference between the color or shading of printed material on a document and the background on which it is printed. Most scanners can adjust contrast for a sharper image. Use the **Contrast** setting to set the scanner's contrast when scanning in grayscale or color. We recommend scanning at your scanner's default contrast setting unless you encounter problems. The default setting is 0. This setting is not available if you have chosen to show the scanner's TWAIN interface (you select contrast when you scan a page). Use a positive number to lighten the contrast and a negative number to darken the contrast.
Image Processing Options	Despeckle Images	Mark the **Despeckle Images** checkbox to remove speckling from the image. If you scan your forms and see black specks on the form, this is speckling. Note that sometimes scanning at a lighter brightness setting on your scanner can also remove speckling. We recommend only turning on this feature if you are having trouble with speckled forms.
	Maximum speckle size to remove	Use the **Maximum speckle size to remove option** to select the pixel size to remove when using the **Despeckle Images** option. A pixel by definition is the smallest piece of information in an image. Pixels are represented using dots or squares. The default setting is 2 pixels. Use a higher number to remove larger speckles. Note that if you go too high, you run the risk of removing or damaging the marks (bubbles, checkboxes) on your form image.

| Content Area	Option	Function
	Deskew image	Use the **Deskew image** option to have Remark Test Grading Edition automatically correct for skewing during the scanning process. Skewing can occur when pages are not fed neatly in the scanner's ADF or if your scanner pulls in the pages unevenly, in which case you may want to have your scanner serviced. In either case the result is a crooked image, which can make it hard for the software to read the marks on the image. We recommend only turning on this feature if you are having trouble with skewed forms.
	Invert image	Use the **Invert image** option to correct an image that scans in reverse: black background with white text. The default setting is No. You only need to adjust this setting if your image comes in reversed.
	Rotate front side	Use the **Rotate front side** option to rotate the front side of each page that is scanned. Select the rotation degrees in the box provided. Only use this option if the front side of your form does not rotate correctly on its own.
	Rotate back side	Use the **Rotate back side** option to rotate the back side of each page that is scanned when scanning duplex (two sides at one time). Select the rotation degrees in the box provided. Only use this option if the back side of your form does not rotate correctly on its own.
Hardware Options	Flatbed only	Select the **Flatbed only** option if your scanner only contains a flatbed area for scanning. (Flatbed scanning is not recommended for Remark Test Grading Edition.)
	ADF only	Select the **ADF only** option if your scanner only contains a sheetfeeder (ADF) for scanning.
	Flatbed and ADF	Select the **Flatbed and ADF** option if your scanner contains both a flatbed and a sheetfeeder (ADF).
	Duplex scanner	Select the **Duplex scanner** checkbox if the scanner you are using has duplex capabilities for double-sided form scanning (meaning the scanner can scan both sides of a piece of paper at one time).

Content Area	Option	Function
	Scan duplex	Mark the **Scan duplex** checkbox if you have selected a duplex scanner and wish to scan both sides of a page at one time. This feature is used for scanning double-sided forms.
	Show TWAIN interface	Mark the **Show TWAIN interface** checkbox to show your scanner's TWAIN interface. By showing the scanner's interface, you can setup scanning parameters. We recommend turning this selection on initially to verify your scanner's settings (e.g., scanning mode, page size, resolution, brightness). Some scanners, but not all, support having the interface hidden. Once you verify all the settings within the scanner's interface, you can try turning off the TWAIN interface so that you do not have to see it every time you scan.
	Show scanning progress	Mark the **Show scanning progress** checkbox to show the scanner's progress indicator as pages are being scanned. Please note that not all scanners support this feature. Some scanner drivers always show scanning progress and some never show scanning progress. If the scanner's driver allows applications to control the scanning progress indicator, marking this checkbox enables the feature.
	Center feed adjustment	Mark the **Center feed adjustment** checkbox to have the page aligned with the center portion of the ADF, regardless of how the ADF is positioned. This feature is useful when scanning pages that are smaller than 8.5x11 inches. An adjustment is made so that the image does not start at the leftmost part of the scanner and cutoff a portion of the image (which can happen on some scanners even if the ADF is in the center position). Please note that some scanners have this property built in to their drivers, and some do not support this feature at all.
	Scan Ahead	Mark the **Scan Ahead** checkbox if your scanner supports this feature. Scan Ahead allows the scanner to scan pages faster than processing occurs. It keeps the scanning moving so that there are not significant pauses while any processing takes place.

Tip: We recommend that you initially show the scanner's TWAIN interface so that you can set the scanner settings. Once you have successfully scanned a page, many scanners support turning off the interface. If you disable this feature, you may use Remark Test Grading Edition's resolution, contrast and brightness settings in the **Parameters** section of the **Scanner Properties** window.

3. In the **Hardware Options** section, choose the type of scanner you are using: **Flatbed**, **ADF** or **Flatbed and ADF**.

Note: The Hardware Options setting refers to the type of scanner you are using, not whether you will scan a page using the ADF or flatbed of the scanner.

4. If you have a duplex scanner (one that scans both sides of a sheet of paper in one pass through the scanner), mark the checkbox for **Duplex scanner**. In addition, if you plan to scan duplex now, mark the checkbox for **Scan duplex**.

5. Enable or disable the checkbox for **Show TWAIN interface** by clicking the checkbox. As stated earlier, we recommend turning on this option the first time you scan in order to check scanner settings.

6. Optionally set any other parameters as needed based on the previous descriptions. Many settings do not need to be adjusted unless you encounter difficulties.

7. Once you have set up/configured the scanner click the **OK** button. You may now begin scanning tests.
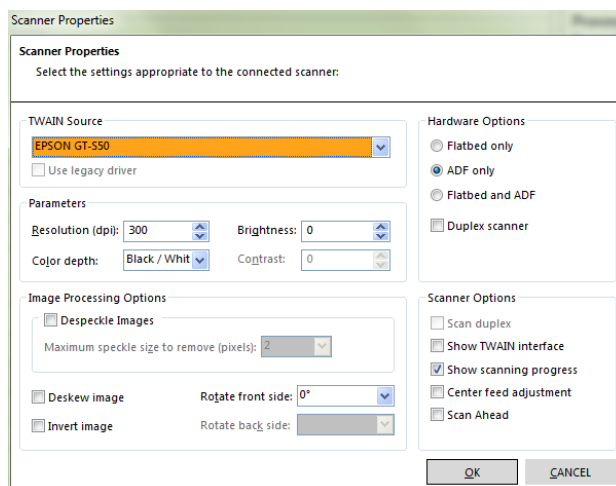
To Process Tests with a TWAIN Scanner:
Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to process from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to process from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test.

Once you have chosen a test, it is the default test used throughout the software until you choose another test.

5. Click the **Data Collection - Process Tests** tile.
6. Place the tests to be scanned in the scanner.
7. Click the **SCAN TESTS** button at the bottom of the window. The scanner scans the tests and the data is passed into Remark Test Grading Edition. You may now review the data or grade the tests.

10.3 Importing Images

If you scan test answer sheets outside of Remark Test Grading Edition you can process them in the Data Collection - Process Tests module. A typical scenario for importing images is using a multi-function peripheral (MFP), which is a device that prints, copies and scans. Often MFPs sit on your network and you walk up to the device and scan forms to a folder on your network (or to your email account). Remark Test Grading Edition then processes those images with a test. You may also use an unsupported scanner type (e.g., one that does not support the TWAIN scanning protocol) to scan forms outside of the Remark software and process them with Remark Test Grading Edition.

Tip: Remark Test Grading Edition can import images manually or watch a hot folder for images. This topic covers manual processing. Click here to learn more about the hot folder feature.

Tips for MFP Users:
If you are using an MFP to scan test forms, it is recommended that you scan the forms to a folder on your network and then have the Remark software process those images. You will likely have multiple options available to you for saving the resulting images, including PDF and TIFF. Although the PDF format may be the default setting, we strongly recommend the TIFF format, as it creates small files and is well suited for scanned images (PDF files are not native image files and may take more time to process). You will also likely have the option of scanning to a folder or email. We recommend scanning to a network folder that you can access from the computer running Remark Test Grading Edition. If you scan to email, you will have an extra step of retrieving the email attachments and placing them somewhere where they can be processed by Remark Test Grading Edition. Many MFPs have ways to customize usage of the front panel where you initiate the scan (e.g., setting up a default folder for your scanned images). Check with your MFP user's guide or IT specialist to see if customization is possible.

To Process Image Files:
Before you can process test images in Remark Test Grading Edition, you must have printed the tests, distributed them to the students to take the test and scanned the tests as image files. Remark Test Grading Edition processes TIFF, PDF. BMP, PNG, PCX and JPG image files. We strongly recommend the TIFF format, as it creates small files and is well suited for scanned images. For assistance with scanning forms outside of

Remark Test Grading Edition, see your scanner/MFP user's guide or IT specialist.

Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to process from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to process from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test. Once you have chosen a test, it is the default test used throughout the software until you choose another test.
5. Click the **Data Collection - Process Tests** tile.
6. Click the **PROCESS IMAGES** button.
7. In the **Data Collection - Read Image Files** window, under **Step 1** click the **BROWSE** button to locate the folder containing the test images you wish to process. This folder can be on the local computer or your network.
8. The **Step 2** portion of the window displays any images found in the selected folder. Choose the images you wish to process in one of the following ways:

- To process all images in the folder, click the **ADD ALL** button.
- To process individual images, double click them. Or, click the first image, hold down **CTRL** and select the other images. Then click the **ADD SELECTED** button.
- To process a range of images, click the first image, hold down **SHIFT** and select the last image. Then click the **ADD SELECTED** button.
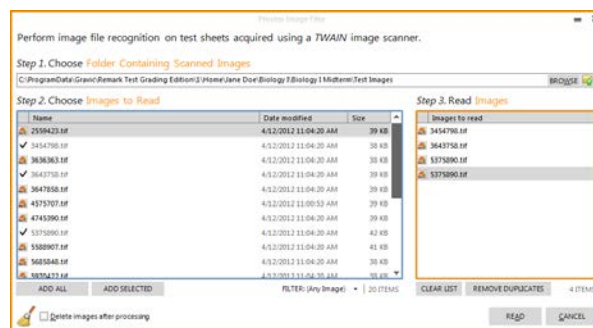
Tips:
- If you select the same image more than once, it is listed in red. Use the **REMOVE DUPLICATES** button to take duplicate images out of the **Images to read** box.
- You can filter the list of image types by using the drop-down arrow on the **FILTER** box to choose a specific format. This option makes it easier to find your images if the folder contains multiple image types but you know your files are all of a specific type.

- If you make a mistake with the images you have selected, click the **CLEAR LIST** button to remove all images from the **Images to read** box.
9. Click the **READ** button when you are ready to start processing the images. The software processes the images and the data is passed into Remark Test Grading Edition. You may now review the data or grade the tests.

10.4 Using a Hot Folder

If you scan test answer sheets outside of Remark Test Grading Edition you can process them in the Data Collection - Process Tests module. A typical scenario for importing images is using a multi-function peripheral (MFP), which is a device that prints, copies and scans. Often MFPs sit on your network and you walk up to the device and scan forms to a folder on your network (or to your email account). Remark Test Grading Edition then processes those images with a test. You may also use an unsupported scanner type (e.g., one that does not support the TWAIN scanning protocol) to scan forms outside of the Remark software and process them with Remark Test Grading Edition.

Tip: Remark Test Grading Edition can import images manually or watch a hot folder for images. This topic covers using a hot folder. Click here to learn more about processing images manually.

The Hot Folder option tells Remark Test Grading Edition to watch a folder and when it 'sees' image files, to process them. The software uses the barcode on the form to match the scanned image file to a class and test. If the barcode cannot be read the test image is ignored.

NOTE: When using multi-page image files, the barcode on the first page is used to identify the class and test. All other images within that same file are assumed to be part of the same test.

Before you can process test images in Remark Test Grading Edition, you must have printed the tests, distributed them to the students to take the test and scanned the tests as image files. Remark Test Grading Edition processes TIFF, PDF, BMP, PNG, PCX and JPG image files. We strongly recommend the TIFF format, as it creates small files and is well suited for scanned images. For assistance with scanning forms outside of Remark Test Grading Edition, see your scanner/MFP user's guide or IT specialist. Once you have scanned the tests as image files, ensure the resulting images are in the designated hot folder.

Tips for MFP Users:
If you are using an MFP to scan test forms, it is recommended that you scan the forms to a folder on your network and then have the Remark software process those images. You will likely have multiple options available to you for saving the resulting images, including PDF and TIFF. We recommend the TIFF format, as it creates small files and is well suited for scanned images. You will also likely have the option of scanning to a

folder or email. We recommend scanning to a network folder that you can access from the computer running Remark Test Grading Edition. If you scan to email, you will have an extra step of retrieving the email attachments and placing them somewhere where they can be processed by Remark Test Grading Edition. Many MFPs have ways to customize usage of the front panel where you initiate the scan (e.g., setting up a default folder for your scanned images). Check with your MFP user's guide or IT specialist to see if customization is possible.

Setting Up a Hot Folder:
You need to set up a hot folder before you can begin using the hot folder feature. The hot folder is set up in the Software Settings. Once you have a hot folder set up, you have two choices for how the hot folder images are processed: automatically or via the Process Hot Folder button.
NOTE: You can also set up a Quick Save base folder to automatically save your favorite reports once your Hot Folder is processed. Click here to see how to set this up.

Processing Image Files Automatically
You can optionally have the software check the designated hot folder every time you start the software. This feature is controlled in the Software Settings. When turned on, at startup the software goes out to the hot folder, reads the barcodes on the forms and automatically processes the tests based on the Software Settings you have selected. Use the status bar at the bottom of the window to review status. Prompts appear only if you have them turned on in the Software Settings.

To Set Up Automatic Hot Folder Processing:

1. Click the **SETTINGS** button in the upper right area of the main Remark Test Grading Edition window.
2. Click the **HOT FOLDER** tab on the left side of the window.
3. Click the **BROWSE** button to designate a hot folder. Choose the desired folder. The folder you choose will be monitored and when images are found, Remark Test Grading Edition attempts to process the images with an existing test.
   NOTE: If you are choosing a network location, ensure that the folder will always be available to you via the path you specify and that you have permission to read, write and modify the contents of the folder.
4. Choose any other settings you would like:
   a. Determine which prompts you want to see:
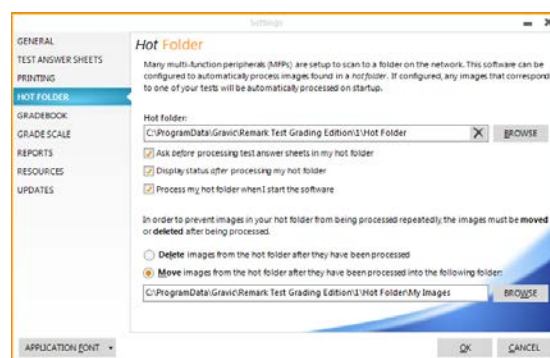
      i. **Ask before processing test answer sheets in my hot folder.**
      This option gives you the choice of processing when files are found.

> ii. **Display status after processing my hot folder.** This option lets you know when processing is finished.
> iii. **Process my hot folder when starting application.** This option automatically checks for images in the designated hot folder every time the software is started.

5. If you would like to delete the images permanently once they have been processed, mark the option for **Delete images from hot folder after they have been processed**.
6. If you would like to move the images once they have been processed, mark the option for **Move images from the hot folder after they have been processed into the following folder.** Click the **BROWSE** button to choose a hot folder. Choose the desired folder. When you process images in Remark Test Grading Edition, the software moves the images to this folder.
7. Click the **OK** button to save your changes.

The next time you start the software, your hot folder will be checked for any images that match tests you have entered in the software. If the images are found, they are processed automatically based on the settings you chose above.

To Process Image Files Using the Hot Folder Button:
1. Scan the test answer sheets outside of Remark Test Grading Edition and ensure the corresponding image files are in the designated hot folder.
2. There is no need to select a class or test. Simply open Remark Test Grading Edition and click the **PROCESS HOT FOLDER** button in the upper right area of the main window. Remark Test Grading Edition will search the hot folder for supported images, read the barcodes on the forms and automatically process the tests based on the Software Settings you have selected. Use the status bar at the bottom of the window to review status. Prompts appear only if you have them turned on in the Software Settings. Note that can only read images belonging to the active instructor.
3. If you are showing prompts, you may see:
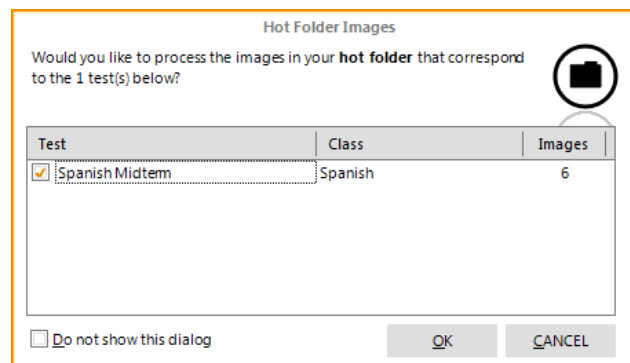
4. Click the **OK** button to process the hot folder images. (If you are not showing prompts, the images are automatically processed and you do not see this prompt.)

5. When the tests are processed, you may see (if you are showing the prompts):
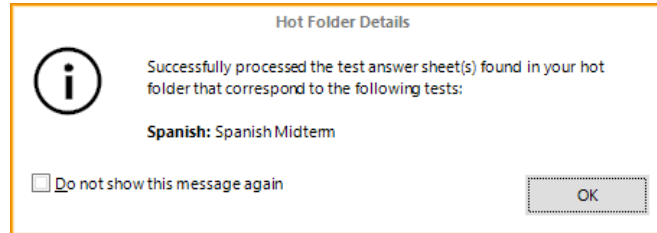
6. Click the **OK** button to close the window. (If you are not showing prompts, the process will simply end when the last image is processed.)

You have now processed the hot folder images and may review tests or produce reports.

10.5 Process and Enroll

You may process a test answer sheet that does not belong to an existing student in the class and then add that student to the class. In this scenario you can print blank answer sheets in the Test Distribution - Print Tests module. The printed answer sheet has a blank on it where the student can write in his or her name. When you process the tests, via either a directly connected scanner or a scanned image file, Remark Test Grading Edition alerts you that the student is not found in the class and allows you to enter the student's name (and ID if showing student ID numbers) and automatically enroll him or her in the class.

To Enroll Students During Processing:
Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class)
2. Choose the class you wish to process from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to process from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test. Once you have chosen a test, it is the default test used throughout the software until you choose another test. Include blank copies in the print operation to accommodate students that are not already in the class.
5. Click the **Data Collection - Process Tests** tile.

6. Click the **Scan Tests** or **Process Images** button at the bottom of the window, depending on how you wish to process tests. Then either place the pages in the scanner or select the images you wish to process.
7. When Remark Test Grading Edition attempts to process the unidentified student's test, the **Unrecognized Image** window appears.
8. Click the **Yes, this image corresponds to the active test and student** option.
9. Make note of the student's name and then click the **New** button to enroll the student.
10. Enter the student's name, which is visible in the **Image Preview** area. If you are entering your own student ID numbers, you also need to enter the student's ID number (this option is controlled in the software settings). Note that you can drag the **Enroll Student** window by clicking its header and dragging it out of the way if you cannot see the image behind it.
11. Click the **ENROLL** button to add the student to the class.
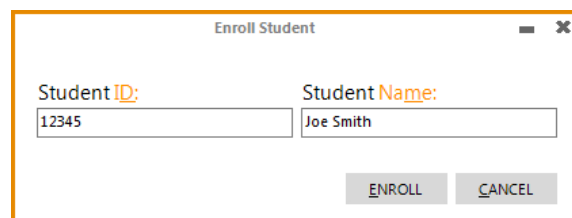
The new student is enrolled in the class and data is collected for the test.

10.6 Manually Entering Data

There may be times when you need to manually enter student data (e.g., a student's test answer sheet is ruined and therefore not scannable). You may use the Data Validation - Review Tests area to manually enter answers for any student within a given class.

To Manually Enter Data:
Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to use from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to use from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test. Once

you have chosen a test, it is the default test used throughout the software until you choose another test.

5. Click the **Data Validation - Review Tests** tile.
6. The students are listed at the top of the window. A rendering of the answer sheet is on the left of the window, where you can make corrections by clicking a bubble or typing a key representing the desired answer. The right side of the window normally displays an image of the student's test but because no test answer sheet was scanned, no image appears. When you enter the window, you are on the answer key listing. To manually enter data for a student, use the **Review Test Data For** drop-down list to select a student.
7. To change the data, go to the desired question and either click the desired answer choice or type the letter/number desired. If you are using the keyboard to enter responses, use the arrow keys to move down or up. If you need to enter multiple correct responses for a question hold down the **SHIFT** or **CTRL** key on the keyboard while you select the desired responses.

8. To move to another student, choose the student from the **Review Test Data For** list at the top of the window.
9. When you have finished entering the data, simply move to another module; your modifications are automatically saved.
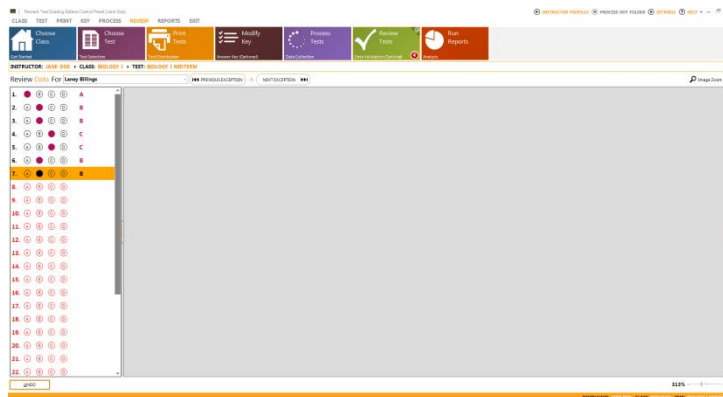
Tip: Use the **UNDO** button if you make a mistake while reviewing data. Undo is one level back.

10.7 Typical Processing Problems

10.7.1 Processing an Incorrect Test Error

If you attempt to process a test answer sheet that does not match the test you have chosen in the software, an Incorrect Test Sheet error occurs. Remark Test Grading Edition is telling you that the two do not match. It may be that you selected the wrong test or processed the wrong test answer sheet. You should double check the test you have selected and the forms you are trying to process to ensure they match.

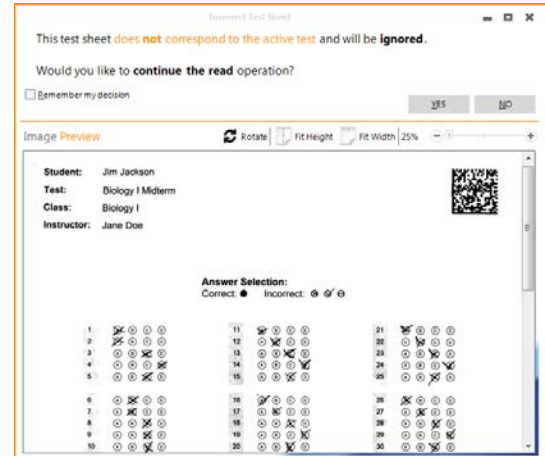When the error occurs, the unrecognized answer sheet is ignored and you have two choices:

- **Continue the read operation:** You can continue reading the next sheet in the scanner or image file. This option is useful if you think just one sheet was errant or if you want to read a few more sheets to see if there is a problem with the entire batch.

- **Don't continue the read operation:** If you think there is a problem with the entire batch, use this option to end the read operation. You can then verify the test you have chosen and the answer sheets you are scanning to make sure they match.

An image of the form displays to help you determine the cause of the mismatch.

Using the Incorrect Test Sheet Window:

1. When the **Incorrect Test Sheet** window appears, decide whether you want to continue processing the batch of answer sheets:
   a. Click the **YES** button to continue processing. Optionally mark the checkbox for **Remember my decision** if you want to apply this decision to all answer sheets that are processed.
   b. Click the **NO** button to stop processing.

10.7.2 Unrecognized Image Error

When Remark Test Grading Edition cannot recognize a processed image, the Unrecognized Image window appears. The software uses the barcode printed on the answer sheets to match processed forms to students. This window displays the problematic image and allows you to either ignore it or apply it to a student in the active class. Unrecognized images typically occur from things such as a badly skewed or offset form, forms that have many stray marks on them or forms that have been damaged.

Using the Unrecognized Image Window:

1. When an answer sheet cannot be recognized, you can discard the image or match it to a student in the class:
   a. **To discard the image:** Mark the option for **No, this image does not correspond to the active test (discard image)**. Then click the **DISCARD IMAGE** button.
   b. **To match the image to a student:** Mark the option for **Yes, this image corresponds to the active test, page and student**. Then select the **Page** and **Student** from the drop-down list. **NOTE:** You will only see Page options if using a multi-page test answer sheet, such as a 200 question sheet. Use the image preview to assist you in your selections. Finally click the **READ IMAGE** button. Remark Test
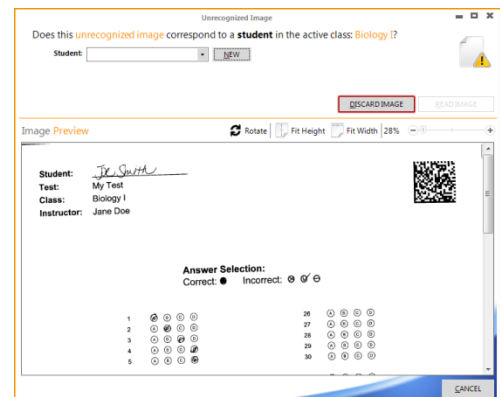
Grading Edition attempts to read the image again based on the information you provided.

NOTE: This window is also used when you are processing students that are not already enrolled in the class.

10.7.3 File Permission Error

If Remark Test Grading Edition cannot read or write from your Home Folder or Hot Folder, a file permission error appears. This error message tells you that you do not have access to the folders required for using Remark Test Grading Edition.

The Home folder is set up during installation. It is the folder on your computer or network that holds all the instructor, class and student information that is contained in Remark Test Grading Edition. You can access the Home folder in the Settings if you need to change the folder that was chosen during installation. You need to have read and write permissions to this folder in order to use it.

The Hot Folder option allows you to tell Remark Test Grading Edition where to look for image files that you scan outside of the Remark software. This option is typically used when you are using a multi-function peripheral (MFP) to scan test forms. These devices are usually stand-alone printer/scanner/copiers that are connected to your network. You can scan forms at the device and send the resulting images to a folder on your network. Remark Test Grading Edition can then monitor that folder and when it finds images, match them to a test for processing. You need to have read and write permissions to this folder in order to use it.
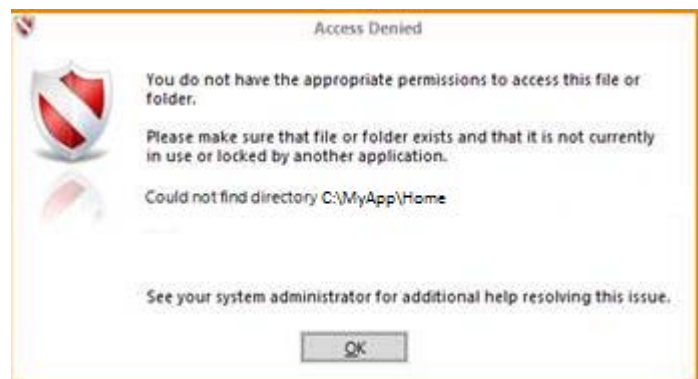
If the File Permission window appears, read it carefully to determine where the problem is occurring. Then see your system administrator to request permission to the applicable folder.

10.7.4 Image Outside Recommended Settings

When Remark Test Grading Edition detects problems while recognizing a processed image, the Image Outside Recommended Settings window appears. This window lets you know that the software has detected one or more of the following issues:

- **Resolution Too High or Low:** We recommend scanning at a resolution of 200-300 DPI (dots per inch). You set this property on your scanner prior to scanning.

If Remark Test Grading Edition detects a resolution outside of these boundaries, the software alerts you. A resolution that is too low will likely yield inaccurate results. A resolution that is too high will slow down processing. You may wish to cancel the current operation and rescan forms at a resolution within the recommended boundaries. If you are scanning within Remark Test Grading Edition, you can show the scanner's interface and initiate a scan to check the settings. If you are scanning outside of Remark Test Grading Edition you will need to check your scanner's documentation to learn how to adjust the resolution.

- **Resolution Mismatch:** The horizontal and vertical resolutions are different. You can set a resolution when scanning, and the same resolution should apply both horizontally and vertically. Check your scanner's settings to ensure the same resolution is being used both horizontally and vertically. If you are scanning within Remark Test Grading Edition, you can show the scanner's interface and initiate a scan to check the settings. If you are scanning outside of Remark Test Grading Edition you will need to check your scanner's documentation to learn how to adjust the resolution.
- **Image Color:** We recommend scanning in black and white, as it is fastest and creates a smaller image. If you scan in color or grayscale, processing slows down because Remark Test Grading Edition needs to convert the image to black and white to recognize it. You may wish to cancel the current operation and rescan forms in black and white. If you are scanning within Remark Test Grading Edition, you can show the scanner's interface and initiate a scan to check the settings. If you are scanning outside of Remark Test Grading Edition you will need to check your scanner's documentation to learn how to scan in black and white.

When this message appears, it is a warning only. We strongly recommend that you stop the process and correct the problem before trying to read the set of forms. You have three options:

- **Continue:** Click the **CONTINUE** button if you want to continue processing without making any adjustments (not recommended).
- **Ignore Page:** Click the **IGNORE PAGE** button if you want to skip just the current page being processed and attempt to read the next page. Use this option if you think a single image is problematic but the rest of the batch is within the recommendations.
- **End Read:** Click the **END READ** button if you think the entire batch of forms is problematic. Determine the issue (as described above) and then rescan the forms with the recommended settings.

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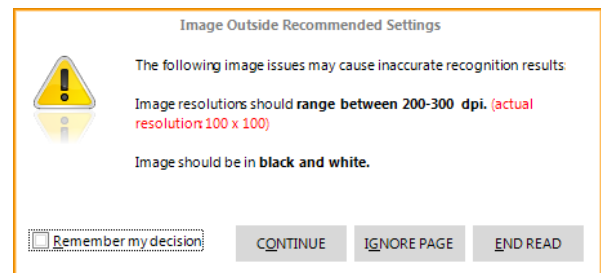
Tip: If you want to apply your choice to all subsequent pages that are processed in the read session, mark the checkbox for **Remember my decision**.

Chapter 11: Reviewing Tests

When tests answer sheets are processed, there may be errors, or exceptions, on them. Exceptions include blank responses and multiple responses. You can use the Data Validation - Review Tests module to review and correct exception cases, if desired. When you are processing tests, the student list shows any tests that have exceptions in the **Exceptions** column. You can also click this column to launch the Review Tests module. When reviewing tests, you can make corrections based on the intention of the student. For example, you may see that the student selected one response, crossed it out and then selected another. This could result in an unintended multiple response, which you can correct. Any exceptions left in the data are considered incorrect when grading occurs.

NOTE: By default only one answer choice is allowed for each question. However, Remark Test Grading Edition records all selected responses. You can modify the answer key to accept multiple responses by holding down Shift and clicking the correct answers and leave the multiple responses in the data if desired. By default, if multiple answers are allowed, only one of the correct answers is expected. If you want students to select ALL of the correct answers, you must set this up in the Advanced answer key area.

To Review Tests:

1. After processing tests, click the **Data Validation - Review Tests** tile. Alternatively, click the **Exception** column in the **Data Collection - Process Tests** area for any test that has exceptions.
2. The student is listed at the top of the window. A rendering of the answer sheet is on the left of the window, where you can make corrections by clicking a bubble or typing a key representing the desired answer. The right side of the window displays an image of the student's test (if it was scanned; if you manually entered test data for the student, no image appears). When you enter the window, you are on the answer key image (unless you clicked the Exception column for a student in the Process Tests module first). To start reviewing only exceptions, click the **NEXT EXCEPTION>>** button or press the **Enter** key on your keyboard. If you want to randomly review answer sheets or manually enter data for a student, use the **Review Test Data For** drop-down list to select a student.
3. To change the data:
    a. Use the image on the right to determine the intended answer.
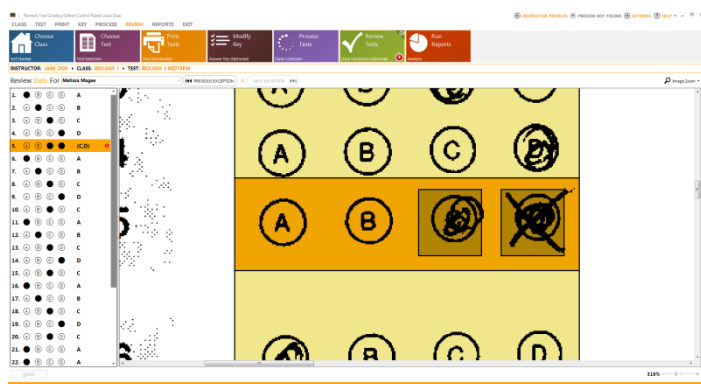
       b. Go to the desired question and either click the desired answer choice or type the letter/number desired.

       c. If you are using the keyboard to enter responses, use the arrow keys to move from question to question.

       d. You can deselect an answer by clicking on an already selected answer (or typing the letter/number).

       e. If you need to enter multiple correct responses for a question hold down the **SHIFT** or **CTRL** key on the keyboard while you select the desired responses.

4. To move to another student, choose the student from the **Review Test Data For** at the top of the window. Note that pressing the **Enter** key after making corrections automatically moves you to the next exception.

5. When you have finished reviewing the tests, simply move to another module; your modifications are automatically saved.

Tip: Use the **UNDO** button if you make a mistake while reviewing tests. Undo is one level back.

Chapter 12: Grading Tests

12.1 Grading Tests Overview

Once forms have been printed and scanned, and the data reviewed (if desired) you can run reports on the tests. Remark Test Grading Edition produces several reports you can display and print. All reports are in PDF format and launch in a report viewer within the software. The report viewer uses Adobe Acrobat Reader or the default PDF reader on your computer. You have options to save and print the reports using the toolbar or by hovering the mouse at the bottom of the report window, where you will find a floating toolbar (depending on your version of Adobe Acrobat Reader) You can also launch them in your default PDF viewer by clicking the Open in PDF Viewer button.

Tip: It is strongly recommended that you have Adobe Acrobat Reader on the same system with Remark Test Grading Edition. If you are using a non-adobe PDF reader it must have a browser plug-in to function properly in Remark Test Grading Edition. Your PDF reader has a browser plug-in if you are able to open PDF files from within your web browser (e.g., Internet Explorer, Firefox, Chrome). If it does not open files in a browser, you may experience difficulties previewing tests and running reports.

The following reports are available:

Student Statistics Report
Test Statistics Report
Student Response Report
Condensed Test Report
Condensed Item Analysis Report
Test Item Statistics Report
Student Grade Report
Student Test Report

You can modify the software to only run certain reports if you have favorites that you only want to see. You can also set a default report in the report properties.

12.2 Running Reports

Running reports is accomplished in the Analysis - Run Reports module. You must first process tests; once data is available for a selected test, the Analysis - Run Reports module becomes available.

By default, the software runs all possible reports. If you would like to limit the reports or choose a default report, click here.

To Run Reports:

Steps 1-4 are only necessary if you need to select a class and test. If you already have the appropriate class and test selected, you may skip to Step 5.

1. Click the **Get Started - Choose Class** tile (if you have not already selected a class).
2. Choose the class you wish to use from the **Choose Class** drop-down list. The last class you used is automatically selected but you may choose another class. Once you have chosen a class, it is the default class used throughout the software until you choose another class.
3. Click the **Test Selection - Choose Test** tile (if you have not already selected a test).
4. Choose the test you wish to use from the **Choose Test** drop-down list. The last test you used is automatically selected but you may choose another test. Once you have chosen a test, it is the default test used throughout the software until you choose another test.
5. Click the **Analysis - Run Reports** tile. The reports are automatically run and displayed in the PDF viewer within the software. Use the **Report Viewer** drop-down list to display the desired report. If you have set a default report in the Report Properties, it displays automatically. Use the toolbar or viewer's controls at the bottom of the report to save copies or print the reports.

To Print Reports:

1. Use the **Report Viewer** drop-down list to choose the report you wish to print.
2. Use one of the following methods to print a report:
   a. Click the **Print** toolbar button.
   b. If using Adobe Acrobat, place your mouse toward the bottom of the report. A toolbar appears. Click the **Print** button.
   c. Click the **Open in PDF Viewer** button to view the report in your default PDF viewer and then use the viewer to print the report.
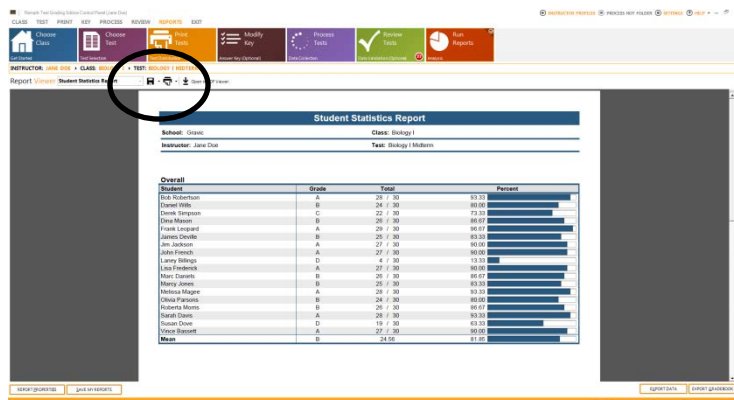
Tip: If you want to print all of the generated reports, click the down arrow on the **Print** toolbar button and choose **PRINT ALL REPORTS**.

12.3 Saving Reports

Reports can be saved individually or by using the Quick Save feature.

12.3.1 Saving a Single Report

When saving a single report, you choose the desired report and then click the Save button.

To Save a Single Report:

1. Use the **Report Viewer** drop-down list to choose the report you wish to save.
2. Use one of the following methods to save a report:
   a. Click the **Save** toolbar button.
   b. If using Adobe Acrobat, place your mouse toward the bottom of the report. A toolbar appears. Click the **Save** button.
   c. Click the **Open in PDF Viewer** button to view the report in your default PDF viewer and then use the viewer to save the report.
3. Accept the default or enter a file name and choose a location for the report; then click the **Save** button.
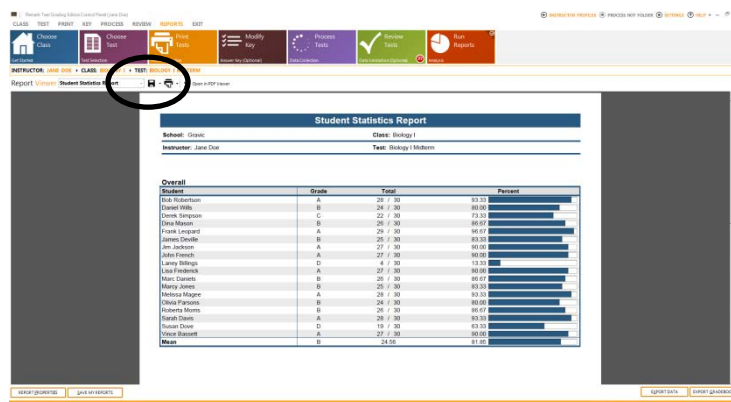
12.3.2 Using Quick Save

The Quick Save option allows you to set up a folder on your computer or network where your favorite reports are automatically saved. Favorite reports are set up in the Report Settings section of the Software Settings. You can save the reports automatically during Hot Folder processing or you can click the Quick Save toolbar button in the Run Reports tile.

To Set Up a Quick Save Base Folder:

Before using Quick Save, you must tell the software where to store the reports.

1. In the **Software Settings**, go to **Reports**.

2. In the **Quick Save** section, choose a Quick save base folder location by clicking the **BROWSE** button.
3. Click the **OK** button to save your changes.

To Quick Save Reports Using a Hot Folder:

4. Set up your Hot Folder options, as described in <u>Section 4.6</u>.
5. Mark the checkbox for **Process Quick Save when running my Hot Folder**.
6. Click the **OK** button to save your changes.

The next time you run a Hot Folder operation, any reports marked as favorites in the Report Settings are automatically saved to the Quick Save location you specified. The reports are ordered by instructor, class and test.

To Use Quick Save from the Run Reports Tile:

1. From the **Run Reports** tile, click the down arrow on the **Save** toolbar icon and choose **Save My Reports**. If you have set up a Quick Save base folder, any reports marked as favorites in the **Report Settings** are automatically saved to the folder you specified. You are then prompted to open the folder. If you have not set up a Quick Save base folder, you are prompted to save the files manually just as with a regular save operation.

12.4 Available Reports

12.4.1 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.

The following options are available for the Student Statistics Report:

- **Student:** Lists the student identified on the test based on your Software Settings for reports: Student Name or Student ID.
- **Grade:** Displays the grade the student achieved based on the grade scale you chose in the Software Settings.

- **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.
- **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.
- **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 you are using the Instructor Use Only section on the test.
- **Learning Objectives:** Displays the report information for each individual learning objective defined. Learning objectives 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 using the Advanced Answer Key feature.

12.4.2 Test Statistics Report

The Test Statistics Report displays descriptive statistics about the overall test If the subjective question is used on the test, a breakdown of statistics for the overall test, objective items and subjective item are displayed. The following statistics are available:

- **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.
- **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. A benchmark score only displays if you import an answer key that was created in the Remark Grade Wizard.

- **Range of Scores:** The range is the distance between the highest and lowest score.
- **Standard Deviation:** A measure of the dispersion of a set of data from its mean. The more spread apart the data is, the higher the deviation. It is calculated by taking the square root of the variance.
- **Variance:** The amount that each score deviates from the mean squared (by multiplying it by itself).
- **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 (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 Test Grading Edition calculates Confidence Intervals of 1%, 5%, 95% and 99%.

- **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.
- **Learning Objectives:** Displays the report information for each individual learning objective defined. Learning objectives 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 using the Advanced Answer Key feature.

12.4.3 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 or the response is invalid (e.g., multiple responses were entered when not allowed). To the far right of the report total score, percent score and grade 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.

If you import an answer key that you created in the Remark Grade Wizard, you can also include the advanced grading option of a scaled score.

12.4.4 Condensed Test Report

The Condensed Test report provides a summary of basic tests statistics. The top section contains statistical information about the test results as a whole. The body of the report shows each question, its response frequency, distractor information and the point biserial calculation. The following statistics are available:

- **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.

- **Question:** Displays the question number.
- **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).
- **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.

12.4.5 Condensed Item Analysis Report

The Condensed Item Analysis report displays an in-depth look at individual question statistics. Each question displays in a separate table. The question number 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:

- **Question:** Displays the question number.
- **Response:** Displays the labels (answer choices) designated in the answer sheet. The correct response is formatted in bold and italics, and has an asterisk next to it.
- **Frequency:** Displays the number of times a particular answer choice was chosen by students for this particular question (i.e. the number of times the answer choice appears in the data set).
- **Percent:** Displays the corresponding percentage of the total.

- **Bar Chart:** Displays a bar chart of the frequency. The correct responses' bar chart is green and the incorrect responses' bar chart is red.

12.4.6 Test Item Statistics Report

The Test Item Statistics report displays descriptive statistics for each question on the test. The following statistics are available:

- **Question:** Displays the question number.
- **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.
- **Percent Correct:** Displays the percentage of students who answered the question correctly along with a bar chart.
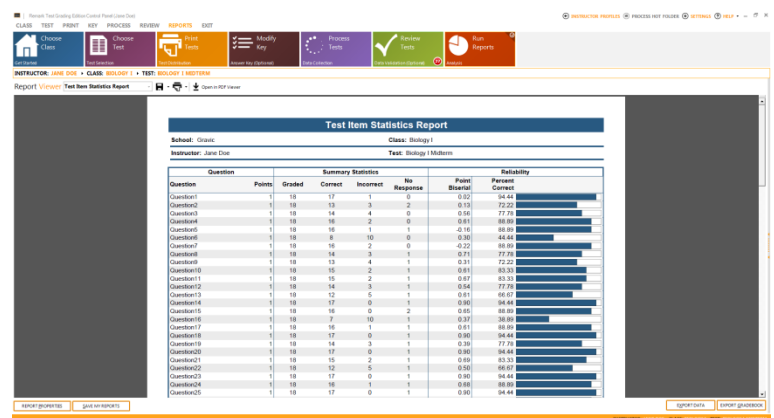
12.4.7 Student Grade Report

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' grade information from the test. Incorrect responses are listed and 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 when answered incorrectly. An image of the test can optionally be included in each student's report.

The following options can be included in the reports:

- **Student:** Displays information to identify the student. Lists the student identified on the test based on your Software Settings for reports: Student Name or Student ID.
- **Grade:** Displays the student's letter grade.
- **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.
- **Question:** Displays the question number 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.
- **Correct Answer:** Displays the correct answer for any question that is incorrect.
- **Test Image:** Displays an image of the student's test (optional). Choose whether to display images in the Software Settings.
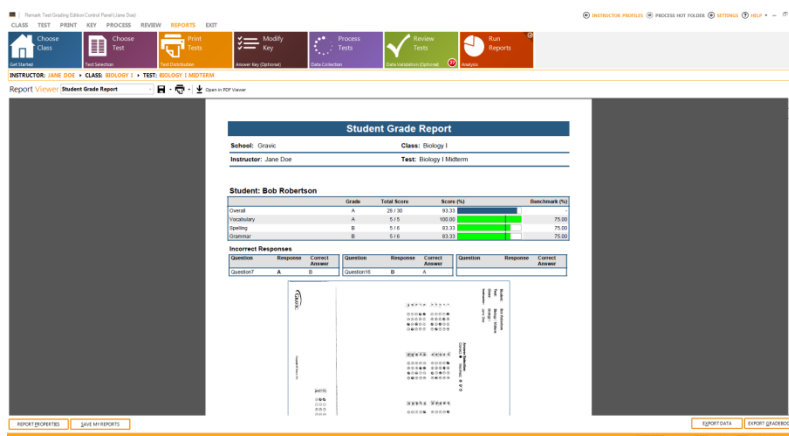
If you import an answer key that you created in the Remark Grade Wizard, you can also include the advanced grading option of a scaled score.

12.4.8 Student Test Report

The Student Test Report provides individual student reports based on the test answer sheet. An image of the student's answer sheet is displayed and annotated with the grade information. Correct answers are enclosed in a green circle and incorrect answers are enclosed in a red box. The correct responses are displayed after the answer choices for any incorrect responses. At the top right of the report the Percent Score, Total Score and Grade are displayed, along with a breakdown of Objective and Subjective scores, if the subjective score section is used.
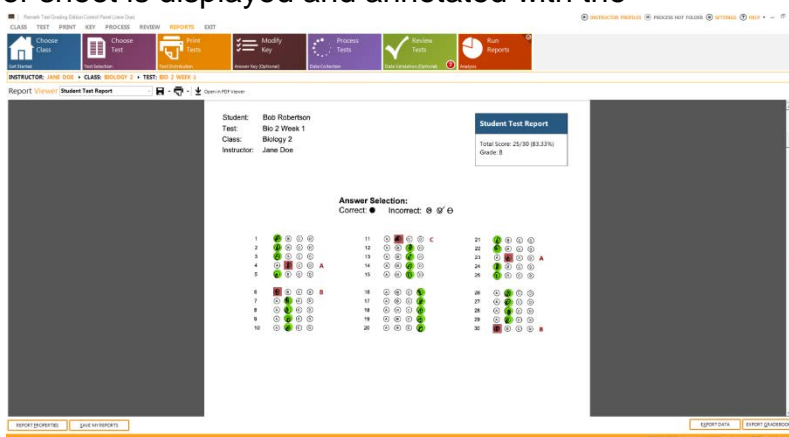
Chapter 13: Exporting Data and Grades

13.1 Exporting Class Grades

The Export Class Grades button is available in the class view under Get Started - Choose Class. This feature allows you to export the class' grades to a TXT, Excel or CSV file. You may choose whether to export the Percent Score or Total Points. This feature is useful for getting grades into other applications, such as Excel, gradebooks and student management systems.

To Export Class Grades:

1. After processing tests, click the **Get Started - Choose Class** tile.
2. If needed select the desired class (it will default to the last class used).
3. Click the **EXPORT CLASS GRADES** button.
4. Choose a location for the file on your computer or network.
5. Enter a file name in the **File name** box.
6. In the **Save as type** box, choose the type of file you wish to save:

- Percent Scores - XLS
- Percent Scores - CSV
- Percent Scores - TXT
- Total Points: XLS
- Total Points: CSV
- Total Points: TXT

7. Click the **Save** button.
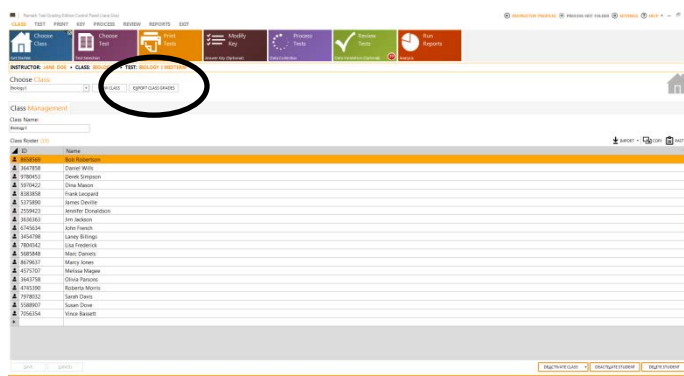
The file is saved to the specified location and can be opened in Excel, a text editor or other spreadsheet program, or imported into a student management or gradebook system.

13.2 Exporting Data

You can save the data from Remark Test Grading Edition to several different file formats. You can also optionally include score information. The following table lists the different save file formats, their extensions and a brief description:

File Format	Extension	Description
SQL Server 2000-2005	MDF	Microsoft SQL Server format
Oracle 7.4 and later	*.*	Oracle format
Access 2007-2010	ACCDB	Microsoft Access 2007 and 2010 format (only available if the Access 2007 or 2010 database engine is installed)
Access 2000-2003	MDB	Microsoft Access 2000-2003 format
Excel 2007-2010	XLSX	Microsoft Excel 2007 and 2010 format (only available if the Access 2007 or 2010 database engine is installed); existing files can only be appended, not overwritten
Excel 97-2003	XLS	Microsoft Excel 97-2003 format
SPSS	SAV	SPSS 16 format
CSV	CSV	Comma separated values
ASCII [tabs]	ASC	Tab delimited ASCII
Spreadsheet [commas]	TXT	Comma delimited ASCII with quotes around non-numeric data
Spreadsheet [tabs]	TXT	Tab delimited ASCII with quotes around non-numeric data
dBase V	DBF	dBase V format
dBase IV	DBF	dBase IV format
Lotus	WK1, WJ3, WJ4	Lotus Works formats; existing files may only be overwritten (there are no append options)
LXR Test	MRG	LXR Test format
XML	XML	Extensible Markup Language format
HTML	HTM	Hypertext Markup Language
ODBC	*.*	Open Database Connectivity
Custom	ASC, TXT	Custom Text format
Database Update	XLS, XLSX, MDB, ACCDB	Updates an existing database with new data (e.g., adds missing information, overwrites existing information).
ODBC Database Update	*.*	Updates an existing ODBC database with new data (e.g., adds missing information, overwrites existing information).

To Export Data:
When exporting to a specific format (e.g., Access, Excel, etc.) make certain your data meets the format's specific requirements.

1. After processing data or running reports click the **EXPORT DATA** button.
2. Select the desired directory location using the **Look in** drop-down box.
3. Enter a name in the box titled **File name**.
4. Select the desired output format in the box titled **Save as type**.
5. If saving to a database type that supports internal table names, enter a table name in the box titled **Table name**.
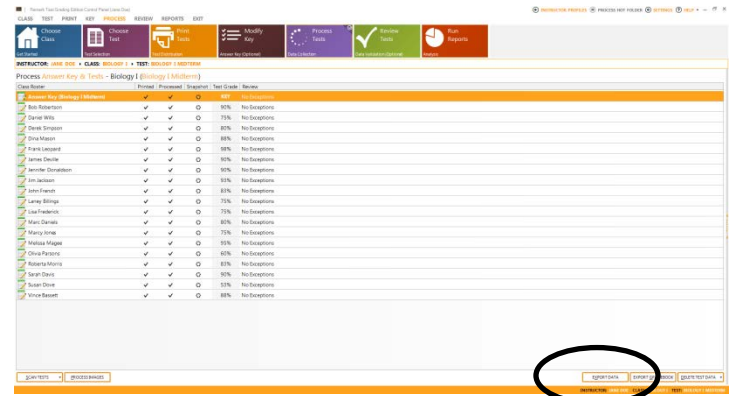
NOTE: Each database format has different table name limitations. Refer to your database documentation for information on table name limitations. When saving to a database where one or more fields are too small to hold the data being saved, Remark Test Grading Edition attempts to resize the database column so that it can hold the data being saved.

6. When exporting, you can save the column headers for certain formats by selecting the **Save headers** checkbox. The Save headers checkbox only displays when appropriate.
7. Click the **OK** button to save the file.

13.2.1 Exporting Data - Advanced Window

When saving data to certain formats, you have the option of setting advanced parameters. The Advanced Save window shows you each question and pertinent information about the question. You can then choose options about the question that you want included in your database. This feature can be useful if you are saving to a database format that has specific requirements. You can temporarily override the form settings by using the advanced parameters. The Advanced Save window also allows you to save test grading statistics to the exported file.

The following advanced features are available (note that what is available depends on the file format selected):

Option	Description
Include	Mark this checkbox to include the question in the data file. Note that you may include the paths to the stored images of each processed form. The last item(s) in the Name list is the form image(s) listed by page (e.g., Page 1 Image).

| Option	Description
Name	Use this column to enter a new field name to be used in the exported data file, if desired.
Data Type	Use this column to change the data type for this question.
Size	Use this column to specify a field size for the data for this question. Do not specify a size that is smaller than what is in your data.

To use Advanced Saving Options:

1. After processing data click the **EXPORT DATA** button from either **Process Tests** or **Run Reports**.

The Save Data window opens, allowing you to choose a file name, a file type, the directory in which you would like the file saved and advanced saving options.

2. Select the desired directory location using the **Look in** drop-down box.
3. Enter a name in the box titled **File name**.
4. Select the desired output format in the box titled **Save as type**.
5. If saving to a database type that supports internal table names, enter a table name in the box titled **Table name**.
6. Click the **ADVANCED** button.
7. [OPTIONAL] If you have previously saved a definition file for this data set, click the Load... button to locate the appropriate INI file containing your settings. Otherwise, continue to Step 8 to build a new data file.
8. Make any desired changes in the **Include**, **Name**, Data Type or **Size** columns.

NOTE: You can add score information to the file by using the Advanced options. Scroll to the bottom of the **Names** list to mark the score options.
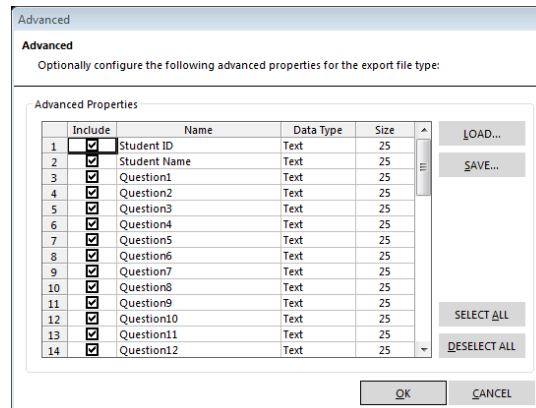
9. [Optional] If desired, click the **Save...** button to save the settings to a configuration file (.ini file). You can then open this configuration file for future save operations with this same test. This feature can save time when saving future data sets.
10. Click the **OK** button to save the changes.
11. In the **Save Data** window, click the **OK** button to save the data.

13.2.2 SQL Server File Format

The SQL Server file formats are proprietary to the SQL Server database program by Microsoft Corporation. Remark Test Grading Edition supports the SQL Server version 2000-2005 formats. Remark Test Grading Edition can save data to a new SQL Server database, add new tables to existing SQL Server databases and append data to existing SQL Server tables.

Extension	• MDF
Options	• Server: The SQL Server format saves data to the server you specify. • Database: The SQL Server format saves data to the database you specify. • Table Name: The SQL Server format saves data to the table within the database you specify. You may create new tables or save to existing tables. • Login: You may login to the database for security.
Limitations	• Consult your database documentation for specific format limitations.

13.2.3 Oracle File Format

The Oracle file formats are proprietary to the Oracle database program by Oracle. Remark Test Grading Edition supports the Oracle version 7.4 and later formats. Remark Test Grading Edition can add new tables to existing Oracle databases and append data to existing Oracle tables.

Extension	• AL
Options	• Server: The Oracle format saves data to the server you specify. • Table Name: The Oracle format saves data to the table within the database you specify. You may create new tables or save to existing tables. • Login: You may login to the database for security.
Limitations	• Consult the Oracle database documentation for specific format limitations.

13.2.4 Access File Formats

The Access file formats are proprietary to the Access database program by Microsoft Corporation. Remark Test Grading Edition supports the Access version 2000 through 2010 file formats. Column (field) names in Remark Test Grading Edition are used as field names when saving to an Access database.

Remark Test Grading Edition can save data to a new Access database, add new tables to existing Access databases and append data to existing Access tables.

Extension	• ACCDB, MDB
Options	• Table Name: When saving to an Access database, you must select a table name to which to save the data.
	• Field and table names can contain a maximum of 60 characters (including spaces). Field and table names cannot include: leading spaces, periods (.), exclamation points (!), accent graves (`) and brackets ([]).
	• An Access table can hold a maximum of 255 fields.
	• All field names must be unique.
	• An Access table record can hold a maximum of 2000 characters (excluding Memo and OLE object fields).
Limitations	• If saving data to an existing table, field names in Remark Test Grading Edition must match table field names.
	• When Remark Test Grading Edition creates an Access table, textual fields can contain a maximum of 255 characters. If you would like a field to support more than 255 characters, edit the database in Microsoft Access and change the field type from a Text field to a Memo field. Alternatively, click the Advanced button in the Remark Test Grading Edition Save Data window and change the field type to Memo.

13.2.5 Excel File Formats

The Excel file formats are proprietary to the Excel spreadsheet program by Microsoft Corporation. Remark Test Grading Edition supports the Excel version 97 through 2007 file formats. Column (field) names in Remark Test Grading Edition are used as field names when saving to an Excel spreadsheet.

Remark Test Grading Edition can save data to a new Excel spreadsheet, add new sheets to existing Excel spreadsheet and append data to existing Excel files.

Extension	• XLSX, XLS
Options	• Sheet Name: When saving to an Excel spreadsheet, you must select a sheet name to which to save the data.
	• Spaces in region (field) names are automatically converted to underscores.
	• All field names must be unique.
	• Field names are limited to 60 characters.
Limitations	• An Excel table can hold a maximum of 255 fields.
	• If saving data to an existing sheet, field names in Remark Test Grading Edition must match spreadsheet field names.
	• A cell can contain a maximum of 255 characters.

- You may create new files, new worksheets within an existing file or append data to existing worksheets. You may not overwrite existing worksheets. (Excel 2007-2010)

13.2.6 CSV File Format

The CSV file format is a comma separated generic text format that can be used by many different applications. Data are delimited by commas and records are delimited by a carriage return line feed sequence.

Extension	- ASC
Options	- Save Headers: The Save Headers option in the Save Data window saves the field names as the first record in the CSV file.
Limitations	- When saving to a comma delimited file, other applications may have difficulty opening the file if the data contain multiple responses. Multiple responses typically contain commas, which are also used as cell delimiters. Consider using the Custom format if you have questions that allow more than one response.

13.2.7 ASCII File Format

The ASCII file formats is generic and can therefore be used by many different applications. Data are delimited by tabs and records are delimited by a carriage return line feed sequence. The file extension used by other applications for ASCII files can vary. Here are some of the more common extensions: ASC, TSV, TXT.

Extension	- ASC
Options	- Save Headers: The Save Headers option in the Save Data window saves the field names as the first record in the ASCII file.
Limitations	- None

13.2.8 Spreadsheet File Format

The Spreadsheet file formats are generic and can therefore be used by many different applications. The Spreadsheet formats are identical to the ASCII formats with one exception: spreadsheet formats place quotes around textual data. Question data are delimited by either commas or tabs. Records are delimited by a carriage return line feed sequence.

Extension	• TXT
Options	• Save Headers: The Save Headers option in the Save Data window saves the question names as the first record in the Spreadsheet data file.
Limitations	• None

13.2.9 Lotus File Formats

The Lotus file formats are proprietary to the Lotus 1-2-3 program by Lotus Development Corporation. Remark Test Grading Edition supports the Lotus WK3, WJ3 and WJ2 formats.

Extension	• WK1, WJ3, WJ4
Options	• None
Limitations	• If a cell contains any textual data, the entire column is saved as a string (text) rather than numeric data.

13.2.10 dBase File Formats

The dBase file formats are commonly used database file formats used to transfer information between applications. Remark Test Grading Edition supports dBase version IV and V file formats. Question names in Remark Test Grading Edition are used as field names when saving to a dBase table. A dBase database is represented by a directory. A dBase table is represented by a DBF file within a dBase database. Remark Test Grading Edition can save data to a new dBase table and append data to existing dBase tables.

Extension	• DBF
Options	• None

Limitations	• Question names can contain a maximum of 10 characters (including underscores).
	• Spaces in question names are automatically converted to underscores.
	• All question names must be unique.
	• Question names cannot include punctuation.
	• A dBase table can hold a maximum of 255 fields.
	• If saving data to an existing table, question names in Remark Test Grading Edition must match table field names.
	• When Remark Test Grading Edition creates a dBase table, textual fields can contain a maximum of 255 characters. If you would like a field to support more than 255 characters, edit the database table in the dBase software program and change the region type from a Text region to a Memo field. Alternatively, click the Advanced button in the Remark Test Grading Edition Save Data window and change the field type to Memo.

13.2.11 LXR File Format

The LXR Test format by Logic Extension Resources is a tab delimited ASCII file made for exporting data to LXR Test. The file contains a custom header followed by the data. Data records are delimited by a carriage return line feed sequence.

Extension	• MRG
Options	• None
Limitations	• None

13.2.12 SPSS File Format

The SPSS 16 file format is proprietary to the SPSS statistical software program by SPSS, Inc. The question names in Remark Test Grading Edition are saved as SPSS variable names. Remark Test Grading Edition uses the Labels and Values defined when creating the form template as SPSS value labels and value numbers, respectively. Missing, invalid or unrecognized responses in Remark Test Grading Edition are assigned an SPSS missing value of -1 by default.

NOTE: The SPSS file format outputs numeric data for each of your Labels. By default, Remark Test Grading Edition uses a sequential numbering scheme, called Values, which begins with 1 for the first Label.

Extension	• SAV
Options	• Save Headers: The Save Headers option in the Save Data window will save the question names as the header names in the SPSS data file. If Save Headers is not selected, default variable names are used (e.g., v1, v2, etc.).
	• Data saved to an SPSS format can have a maximum of 255 characters per cell. Remark Test Grading Edition automatically truncates any cell text that is greater than 255 characters when saving to an SPSS file.
	• Labels (Value Labels in SPSS) can have a maximum of 60 characters.
	• Values: Remark Test Grading Edition assigns Values in sequential order to use as SPSS Values.
Limitations	• Question names (Variable Names in SPSS) can have a maximum of 60 characters. If a question name has more than 60 characters, it is truncated.
	• Question names (Variable Names in SPSS) must be unique. If a question name is used more than once, SPSS will convert the name to a standard naming convention (e.g., v1).
	• Questions that allow more than one response are broken into separate Boolean questions for each answer option and the answers are saved as a dichotomy of 1 representing selected and 0 representing not selected. The question is then defined as an SPSS multiple response set that can then be analyzed.

13.2.13 XML File Format

The XML format is used to save data to an XML file, which stands for Extensible Markup Language and is widely used for the exchange of data on the Internet.

Extension	• XML
Options	• None

	• Question names can contain a maximum of 60 characters (including spaces).
	• Question names cannot include: leading spaces, periods (.), exclamation points (!), accent graves (`) and brackets ([]).
	• An XML file can hold a maximum of 255 fields.
	• All question names must be unique.
	• An XML record can hold a maximum of 2000 characters (excluding Memo and OLE object regions).
Limitations	• If saving data to an existing file, question names in Remark Test Grading Edition must match field names.
	• When Remark Test Grading Edition creates an XML file, textual fields can contain a maximum of 255 characters. If you would like a field to support more than 255 characters, edit the file and change the field type from a Text field to a Memo field. Alternatively, click the Advanced button in the Remark Test Grading Edition Save Data window and change the field type to Memo.

13.2.14 HTML File Format

HTML stands for Hyper Text Markup Language. Use HTML to publish data and results from Remark Test Grading Edition to the Internet or an intranet.

Extension	• HTM, HTML
Options	• None
Limitations	• None

13.2.15 ODBC File Format

ODBC stands for Open Database Connectivity. Many types of databases have ODBC drivers available. To use Remark Test Grading Edition with an ODBC driver, it must be installed and configured correctly. Consult your database documentation for configuration and installation instructions.

Extension	• *.*
Options	• None
Limitations	• Consult your database documentation for specific format limitations.

13.2.16 Database Update File Format

The database update format allows you to update an existing database based on the data in Remark Test Grading Edition (Access or Excel). The data are matched to the existing database by the field names and a mapping process. When saving to this

format, you map the fields in the Remark Test Grading Edition data to the fields in the existing database. You also choose a question (or questions) to be the record identifier. If the record identifier exists in the database it is updated with what is in Remark Test Grading Edition. For example, you could use the student ID as the record ID to update an external database using the Database Update format. During the save process, Remark Test Grading Edition attempts to find the Student ID in the database and then updates the data fields associated with that student. If the student ID is not found, you have the option of adding the student record to the database.

Extension	• ACCDB, MDB, XLSX, XLS
Options	• Table Name: Select the table in the database to which to save the data. • Field Mapping: Map the fields in the form to the fields in the database in order to update the database records (Remark Test Grading Edition attempts to do this for you based on question names). Choose the field to use as an identifier so that Remark Test Grading Edition knows how to locate and match the data.
Limitations	• Consult your database documentation for specific format limitations.

To use the Database Update Format:

1. After processing data click the **EXPORT DATA** button from either **Process Tests** or **Run Reports**.

The Save Data window opens, allowing you to choose a file name, a file type, the directory in which you would like the file saved and advanced saving options.

2. Select the desired directory location using the **Look in** drop-down box.
3. Select a file to update, which fills the **File name** box.
4. Select the **Database Update (*.ACCDB, *.MDB, *. XLSX, *.XLS)** format in the box titled **Save as type**.
5. Click the **OK** button. A wizard opens to walk you through the next few steps.
6. If you have used the Database Update format previously and have a saved configuration file that applies to this data set, click the **Load...** button to locate the configuration file. Otherwise, go on to step 7.

NOTE: You are prompted to save a configuration file with your settings after saving the data.

7. In the **Update Options** area, select the number of records contained in each row of the data set (e.g., if multiple respondents' answers are on a single form, you would have more than one record per data row). If each record in the data set corresponds to one respondent's submission, use 1 for the value.

8. In the **Update Options** area, mark the **Add database records for missing record identifiers** checkbox if you would like to create new records in the database when an identifier is not found.

9. In the **Field Mapping** area, map the questions from Remark Test Grading Edition to the fields in the external database. The target database fields are listed in the first column, called **Database Field**, and the Remark Test Grading Edition questions are listed in the second column, called **Grid Column**. Use the down arrow in the **Grid Column** section to choose the appropriate field to map to the corresponding database field.

NOTE: Remark Test Grading Edition attempts to automatically map the fields based on the field/question names. Review the field mapping first and then make changes if necessary.

10. Choose a field or fields to use as an identifier by marking the appropriate checkbox next to the field name. The identifier fields are used to match data from Remark Test Grading Edition to the external database. If a match is not found, the data is not added to the database (unless you selected this feature in step 8) and you receive a message. You may select more than one field to use as the identifier, in which case the data from all identifier fields must be a match for the record to be updated in the external database.

11. Click the **OK** button to save the data.

12. If any problems are encountered when updating the selected file, a message appears detailing the problems. If the database is updated successfully you receive a message telling you how many records were updated and asking you if you want to save the configuration file for later use. If you do wish to save the file, click the **Yes** button. Enter a file name and choose a location for the .ini file in the **Save** window that appears.

NOTE: The ODBC Database Update format works just as described previously, but you can save to a database using an ODBC connection.

13.2.17 ODBC Database Update File Format

The ODBC Database Update format works the same as the Database Update format, but uses an ODBC connection to save the data. You need to install and ODBC driver for the desired database format and setup an ODBC connection in the Save Data window, Then you can update an existing database using the ODBC Database Update format. To reiterate how updating a database works: The data are matched to the existing

database by the field names and a mapping process. When saving to this format, you map the fields in the Remark Test Grading Edition data to the fields in the existing database. You also choose a question (or questions) to be the record identifier. If the record identifier exists in the database it will be updated with what is in Remark Test Grading Edition. For example, you could use the student ID as the record ID to update an external database using the Database Update format. During the save process, Remark Test Grading Edition attempts to find the Student ID in the database and then updates the data fields associated with that student. If the student ID is not found, you have the option of adding the student record to the database.

Extension	• *.*
Options	• Click here.
Limitations	• Consult your database documentation for specific format limitations.

13.2.18 Custom File Format

The Custom format allows you to create a customized text file. This format is useful for exporting data into a database that has very specific requirements. The format can also be used to break apart rows of data into multiple rows.

NOTE: When saving to an existing custom data file, regions are not matched by field name; instead they are matched by position in the data file. Ensure that the data you are saving matches the existing custom wizard data file before appending new records.

The following table summarizes the screens and options that are found in the Custom Wizard and the corresponding descriptions of each option:

Custom Wizard Screen	Option	Description
Step 1: Configuration File	Configuration File	Use the **Browse...** button to locate a previously saved configuration file that you created when using the Custom Wizard (optional).
Step 2: File Type and Start Row	File Type	**Delimited:** Fields are separated by a delimiter, such as a comma or tab. **Fixed Width:** Fields are aligned at fixed character spaces.
	Automatically format questions that allow multiple responses	Mark the **Automatically format questions that allow multiple responses** checkbox to automatically set formatting for questions that allow more than one answer choice (e.g., (1,5,12) becomes 1 5 12).

Custom Wizard Screen	Option	Description
	Start export at row	Enter the row number that you want to use as the first record in the exported data file. All rows from this point forward are included in the data file. Enter 0 to include field names as the first record.

Note: Step 3 changes based on whether you select Fixed Width or Delimited for the File Type in Step 2. Items that correspond with each type are noted.

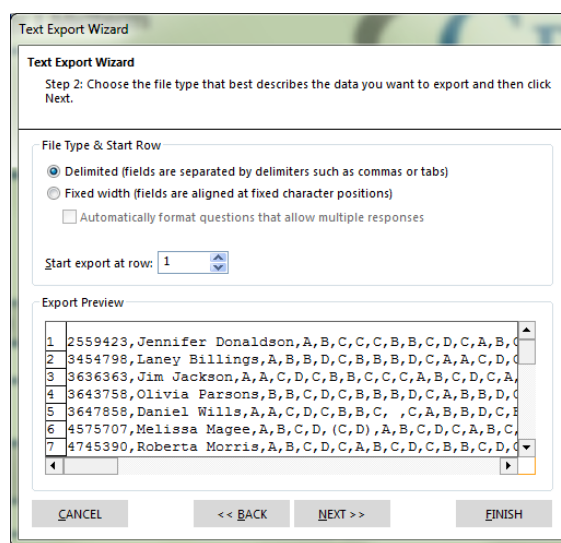| Custom Wizard Screen	Option	Description
Step 3: Column Delimiter and Text Qualifier (Delimited Fields Only)	Column Delimiter	Select the character to use to separate the columns in the data file: Comma, Tab, Semi-colon, Space, Other.
	Text Qualifier	Select the character to use to qualify text. Textual responses are encapsulated within these characters. Options include: None, double quote ("), single quote (').
Step 3: Field Width and Padding (Fixed Width Fields Only)	Field Size	The maximum number of characters allowed in the field.
	Start Position	The position, in characters, where the field begins. For example, if your field sizes are 25, the first field starts at position 1 and the second field starts at position 26 (25 characters later).
	Pad With	Enter the character to use to pad the field (typically a space character).
	Pad On	Select whether to pad the field on the left or right of the text that resides in the field.
Step 4: Record Delimiter	Record Delimiter	Sets the delimiter to be used to separate records: Carriage Return/Line Feed, Carriage Return, Line Feed, Other.
Step 5: Field Exclusion and Record Breaks	Exclude	Mark the **Exclude** checkbox to exclude the field listed from the data file.
	Break After	Mark the **Break After** checkbox to start a new record in the data file after this field.
	Every Record	Mark the **Every Record** checkbox to include the field in every record of the

Custom Wizard Screen	Option	Description
		data file (i.e. repeat the field for each record).

To use the Custom Format:

1. After processing data click the **EXPORT DATA** button from either **Process Tests** or **Run Reports**.

The Save Data window opens, allowing you to choose a file name, a file type, the directory in which you would like the file saved and advanced saving options.

2. Select the desired directory location using the **Look in** drop down-box.
3. Enter a name in the box titled **File name**.
4. Select the **Custom (*.ASC, *.TXT)** format in the box titled **Save as type**.
5. Click the **OK** button.
6. If you have used the Custom Wizard format previously and have a saved configuration file that applies to this data set, click the **Browse...** button to locate the configuration file. Otherwise, click the **Next>>** button to begin creating a new configuration file.
7. Select the options you wish to use to customize your data set. Each option is described in the table above. Use the **Next>>** button to navigate from screen to screen.
8. When finished, click the **Finish** button.
9. When the **Save Text Export Configuration** window appears, click the **Yes** button to save your settings to a file that you can use later when saving data. If you do not wish to save this configuration file, click the **No** button. If you are not saving the configuration file, the data file is saved when you click the No button. Continue with the next steps if you are saving the configuration file.
10. [Optional] If saving the configuration file, in the **Save Text Export Configuration As** box, select a location in which to save the configuration file in the **Save in** box.
    - Enter a name for the file in the **File name** box.
    - Leave the **Save as type** box set to **Text Export Configuration Files (*.tec)**.
    - Click the **Save** button to save the file and create the data file.

13.3 Exporting to Gradebooks

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

Your gradebook will likely need a way to identify students, which can either be by student ID or name. Go to the Settings - Gradebook section of the software (upper right corner of the main window) to choose which identifier to use.

To Save the Grade Results in a Gradebook Format:
1. After processing data click the **EXPORT GRADEBOOK** button from either **Process Tests** or **Run Reports**.
2. Select the gradebook package to which you want to save the scores.
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
Blackboard	RBBX
InteGrade Pro	GBK
MyGradebook	MGB
Pearson Inform	TXT
Grade Busters	TXT
Grade Quick	TXT
Perception	CSV
ParSCORE	SCO
Custom	TXT, CSV

13.3.1 Blackboard Gradebook Format

The Blackboard format creates an RBBX file for importing into Blackboard. The raw score is exported from Remark Test Edition. 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 Test Grading Edition to process the assessments, click the **EXPORT GRADEBOOK** button from either **Process Tests** or **Run Reports**.
2. In the **Format** drop-down list, select **Blackboard**.
3. Select **Export**. Save the file somewhere you can access it while importing into Blackboard.
4. Log into Blackboard.
5. Navigate to the course for which you are an instructor and into which you wish to import the grades.
6. Under **Course Tools**, select **Remark Grade Import**.
7. 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.
8. Browse to the .rbbx file saved when exporting the gradebook from Remark. Click **Submit**.
9. 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.
10. Confirm the grades that were matched, and select **Submit**.
11. The grades are imported into the class.

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

13.3.2 Grade Busters Gradebook 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 Test Grading Edition 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 Test Grading Edition and automatically entered into the saved gradebook file.

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

13.3.3 InteGrade Pro Gradebook Format

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.

13.3.4 MyGradebook Gradebook Format

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.

13.3.5 Pearson Inform Gradebook Format

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 set up in the Advanced Answer Key.
Import Grade From	Pearson Inform imports percent scores only.

NOTE: See your Grade Pearson Inform Guide for further information regarding these options.

13.3.6 Grade Quick Gradebook 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.

13.3.7 Perception Gradebook 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.

13.3.8 ParSCORE Gradebook 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.

13.3.9 Custom Gradebook Format

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

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**.
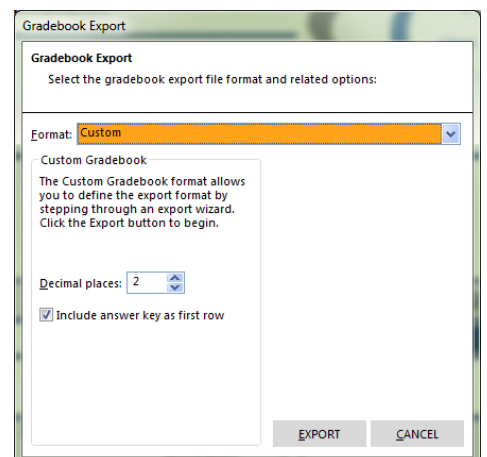
6. Click the **Save** button to continue. The wizard now starts.
7. Click the **NEXT>>** button to begin configuring the file.

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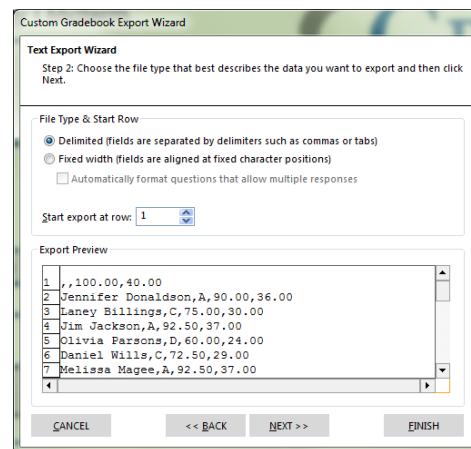
The next step depends on the type of file you selected in the previous step.

12. 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)**.
13. 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.
14. Click the **NEXT>>** button to continue.
15. 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).
16. Click the **NEXT>>** button to continue.
17. 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.
18. Optionally, set record breaks after specific fields. Place a checkmark in the **Break After** checkbox to insert a record break after that field.
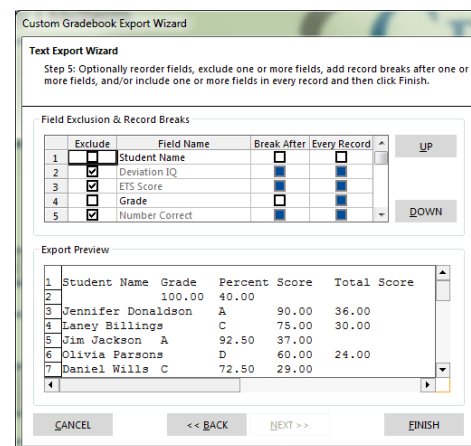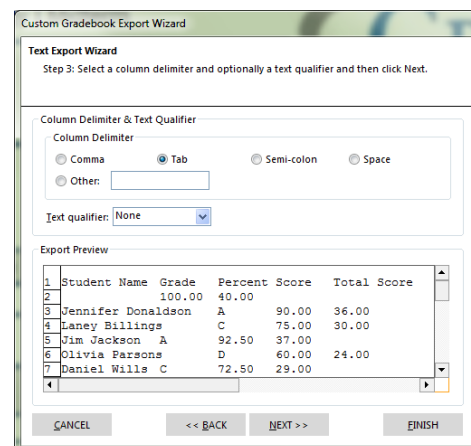
19. Optionally, choose a field to include in every record that is created. For example, suppose you have captured the test name in your data and want each student's record to include this test name. You can mark the checkbox for **Every Record** to include that test name in each record that is created.
20. Click the **FINISH** button to complete the wizard.
21. 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 test.

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