Remark®
Test Grading Cloud

Getting Started Tutorial

For Online Tests

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Remark Test Grading Cloud
Getting Started Tutorial for Online Tests

Thank you for using Gravic, Inc.'s Remark Test Grading Cloud application. This document is designed as a high-level introduction to help get you up and running quickly. Further documentation is available for using specific features.

This tutorial covers the following information:

- Creating a term
- Creating a class
- Importing a class roster
- Creating a test geared toward online presentation
- Distributing tests
- Grading tests
- Running reports

Let's get started!

Step One: Creating a Term

> **Note:** This step only applies if you are the administrator of your account. If you are not the administrator, then it is likely that your school administrator has already set up a term for you, and you can skip to Step Two.
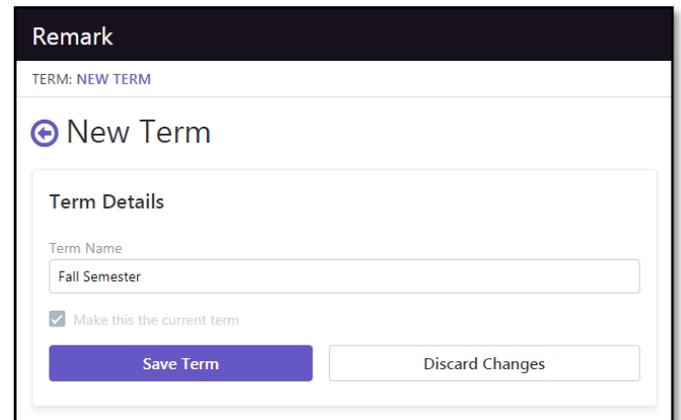
Overview:

When you first log into your Remark Test Grading Cloud account, the software prompts you to make a new term. A term is the duration of time in which a class is delivered. Some of the most common terms are a full academic year, a semester, a trimester, or a quarter; however, your term name and length are defined by the parameters that you set for your account.

Steps:

1. In the **Term Name** box, enter the name that you would like to assign to your term. For this example, the term name is "Fall Semester".
2. Check the box **Make this the current term** so that the new term is the active term.
3. Click the **Save Term** button to proceed. Remember that term names can always be edited later in the Account Dashboard.

Once you save your term, the My Classes screen appears. It is now time to create one or more of your classes.

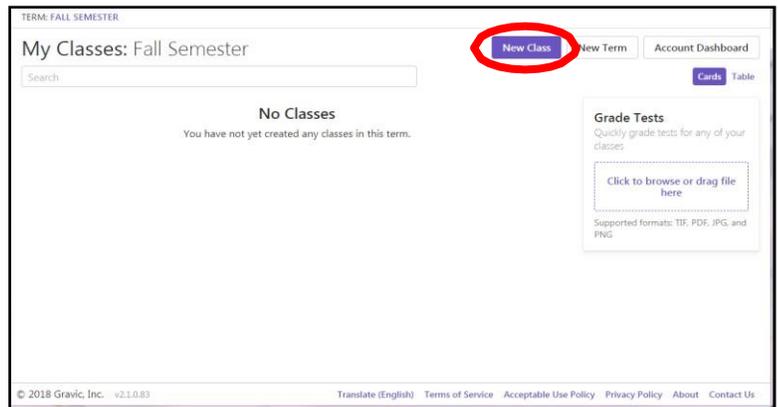## Step Two: Creating a Class

Overview:

You first need to create classes that contain your student rosters. If your Remark Test Grading Account administrator imported your classes, you are all set. If you need to create a class, continue with the steps below.

> **Note:** If you are in a school where the school administrator has already imported your classes, you will see your classes listed on the screen. If you see your classes listed you can skip Step Two and Step Three and go directly to Step Four.

Steps:

1. Select the **New Class** button in the upper right corner. This will then take you to a new screen, where the application prompts you to input your class details, including the name, ID, teacher, and term for your class.

2. The teacher and term are predefined. Enter the name of your class in the first line: "Tutorial Class". The class name is automatically copied into the Class ID box as you type, though you can change this at your discretion.

3. Use the default option of "All of my students will be on the roster."

4. Click the **Save Class** button once you are finished entering the necessary details.

Step Three: Importing Class Rosters

Overview:

Remark Test Grading Cloud allows you to add students to your classes in three ways:

- Importing a class roster from an Excel or CSV file
- Choosing your students from a list of existing students
- Manually entering your students

The fastest and easiest way to enter this information is by importing an existing file that contains the student information. For the purposes of this overview, we will demonstrate the import feature. The other options for entering student information are available to you based on your account permissions set by your Remark Test Grading Cloud Administrator.

The class roster import feature requires you to have a class roster in an external file. In this example, we are using the example Microsoft Excel spreadsheet shown on the right. In order to proceed, you should download a copy of this file before proceeding with the steps below. Alternatively, you can create your own import file using Microsoft Excel.

	A	B	C
1	ID	First	Last
2	1010	Edward	Roman
3	2020	Melissa	Gomez
4	3030	Nicole	Schaefer
5	4040	Mayson	Roth
6	5050	Stanley	Huffman
7	6060	Rachel	Burrows
8	7070	Martin	Deleon
9	8080	Victoria	Padilla
10	9090	Janice	Richards
11			
12			

Steps:

1. Continuing from the Create Class steps, on the **Manage Roster** screen click the option to **Import my students from an existing file** followed by the **Import Students** button. (Note: If you returned to the Class page, click the Edit link to get back to the roster area.)
2. Before you try to import, make sure your file follows the following import file format, or else Remark will not properly import your students. If you use the sample file provided, it properly adheres to the requirements.

Manage Roster

- ○ Add students to my roster
- ● Import my students from an existing file

Import Students Into Roster

[Import Students]
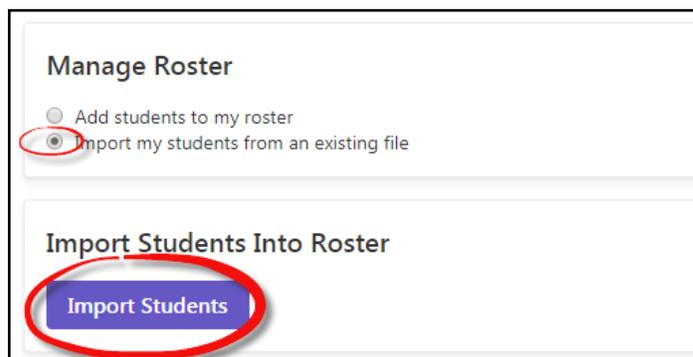
Important Note: Online tests are distributed through email. Therefore, even though email address is technically an optional field, you will need to include email addresses if plan to distribute tests online.

File Requirements:

Field	Required	Optional	Keyword for import file
Student ID	X		ID
First name	X		First
Last Name	X		Last
Middle Name		X	middle
Email Address		X	email

3. Confirm that your file format matches these guidelines, and then click in the **Choose Import File** box. This allows you to select the file from your system. Select our sample file or the one you created.

4. Before the import begins, Remark Test Grading Cloud provides a review screen. Be sure to review this screen for accuracy before proceeding.
5. Click **Import Students** to start the import process.
6. Once the import is complete, select the **Finished** button. Keep in mind that you can add or delete members of your class at any time.

You are now ready to start creating tests for this class.

Step Four: Creating a Test

Overview:

Special Note: Remark Test Grading Cloud allows you to create paper, online, and electronic bubble sheet tests. To simplify this tutorial, it only focuses on online tests. If you would like to conduct paper tests, there is a separate tutorial [here](#).

Now that you have a class, you can create a test to give to your new class. Online tests are distributed to students via email. While you can include a separate test document, it's recommended that you build your test with the test questions right in the designer. Using the test designer, you can insert the appropriate number of test questions and answer choices, optionally include question text, add lines and images, and much more. For the purposes of this overview, we create a simple 5 question test.

Steps:
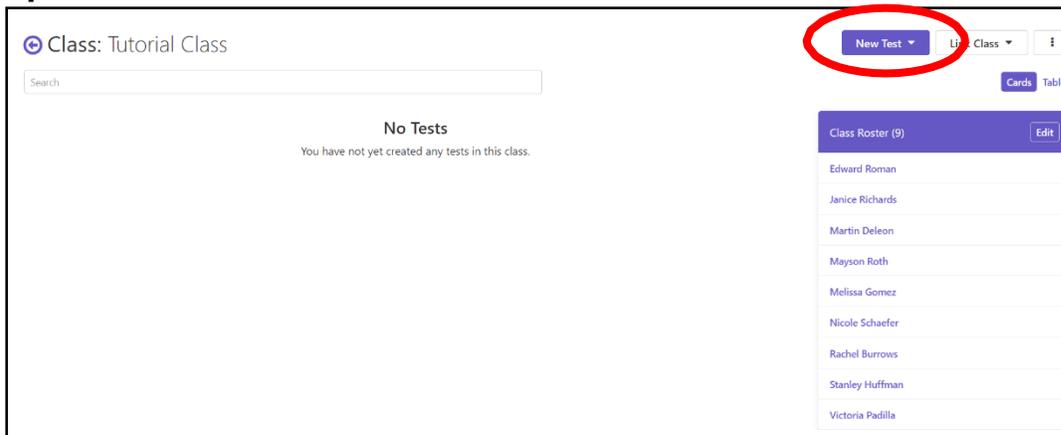
1. The application prompts you to enter a name for your test. Enter "Tutorial Test 1."
2. Use the default option of **I would like to design the test from scratch**.
3. Click the **Save Test** button. This action will take you to the Test Designer, where you will design your test answer sheet.
4. You will see an option for **Allow students to complete their tests by email** (a fillable PDF that you email to students). For the purposes of this tutorial, this topic is not covered in depth.

5. To begin building your test, simply select the drop-down menu labeled **Add**. This allows you to insert various question types. For this sample, we will strictly be using Multiple Choice questions. To keep it manageable, we will just do a 5 question, true/false test. In the real world, you can get as detailed as you would like with your questions and possible answer choices. Using the "Display the questions in a traditional question-answer layout" option, you can enter individual questions and answer choices for your custom tests.
6. Select the **Multiple Choice** option and then the application takes you to the multiple choice editor for your test. From here, you can:
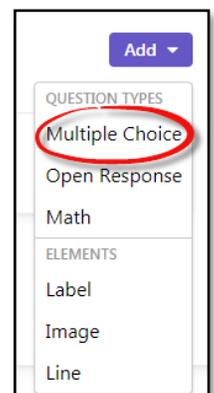
- Choose the option for "Display the questions in a table view."
- Enter the number of questions: "5."
- Enter the number of answer choices: "2."
- Enter the answer choices: "TF."

7. Click the **Text and Labels** tab.

8. Enter the following question text, one per line:
   The primary colors are red, blue and yellow.
   An image of a person or group of people is called a portrait.
   A drawing of flowers in a vase is called a watercolor.
   Balance is a basic element of design.
   Three-dimensional art work is a style of art that is not realistic.

9. Then enter the following answer choices:
   True
   False

10. Click **Save Section**. A preview of the test is shown on the right.

11. When you finish designing the test, select the **Finished** button to save it.

Multiple Choice (5)
Use the tabs below to modify the design and attributes of this test section

Primary   Design   Text and Labels   Table

Question Text   Question Text Style ▾   **Answer Labels**   Answer Label Style ▾

Associate text with each question in this section (optional if answer labels are specified).   Associate a label with each of the corresponding answer choices (optional if question text is specified). **By design, questions grouped within the same section share a common set of labels.**

Question 1
The primary colors are red, blue and yellow.

Choice 'T'
True

Question 2
An image of a person or group of people is called a portrait.

Choice 'F'
False

Question 3
A drawing of flowers in a vase is called a watercolor.

Question 4
Balance is a basic element of design.

Question 5
Abstract art is a style of art that is not realistic.

Test Preview

Student:
Test:
Class:
Teacher:
Page:

|		True	False
1	The primary colors are red, blue and yellow.	Ⓣ	Ⓕ
2	An image of a person or group of people is called a portrait.	Ⓣ	Ⓕ
3	A drawing of flowers in a vase is called a watercolor.	Ⓣ	Ⓕ
4	Balance is a basic element of design.	Ⓣ	Ⓕ
5	Abstract art is a style of art that is not realistic.	Ⓣ	Ⓕ

Step Five: Distributing the Test

Overview:

Now that your test is designed, you distribute them to students via email.

Steps:

1. Create an answer key by clicking **Create** next to the key line.

2. Mark the correct answers, and any other parameters, and choose **Save Answer Key**. For this tutorial the correct answers are True, True, False, False, True.

3. Click **Back to Test**.

4. Select the **Distribute Tests** button in the upper right-hand corner and choose **For Online Submission**.

5. In the **Online Test Settings** card, determine how you want students to view the questions:

   - To display the questions all on the same page, mark the option **for Show students all test question at once (same page)**.

   - To display the questions one at a time, mark the option for **Show students one questions at a time**. Mark this option for the purposes of this tutorial. Displaying questions one at a time helps to reduce the likelihood of cheating.

6. Click the checkbox for **Randomize question order** to further reduce the likelihood of cheating by scrambling the order in which each student sees the questions.

7. Click **Save Settings**.

8. In the **Test Availability** card, determine when you want the test to be available to students. You can either open and close the test manually or set a window when it will be open automatically.

   - To manually open and close the test, mark the option for I would **like to open and close the submission period manually** and then click the **Open Submissions** button. Mark this option for the purposes of this tutorial.

   - To use a submission window, mark the option for **I would like to specify an availability window**. Then choose a start date and time. Click the **Set Availability Window** button when you are finished. **Note:** The time is based on the time zone settings in your application settings. If you have students in multiple time zones, make sure you set the window accordingly.
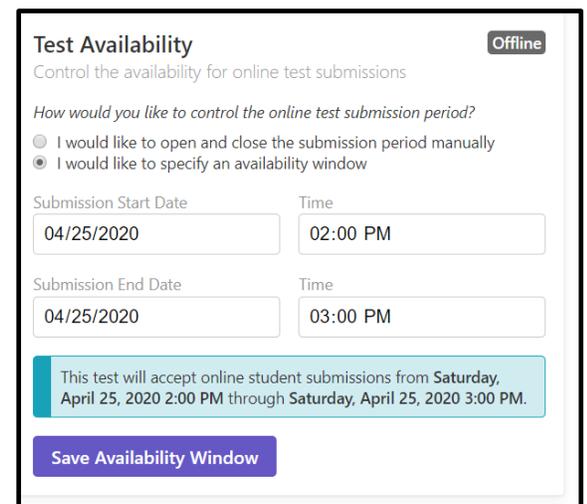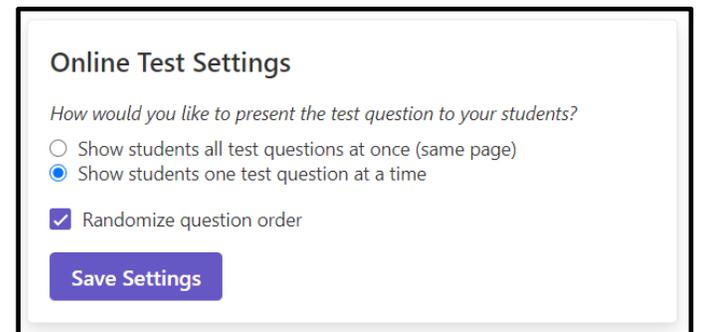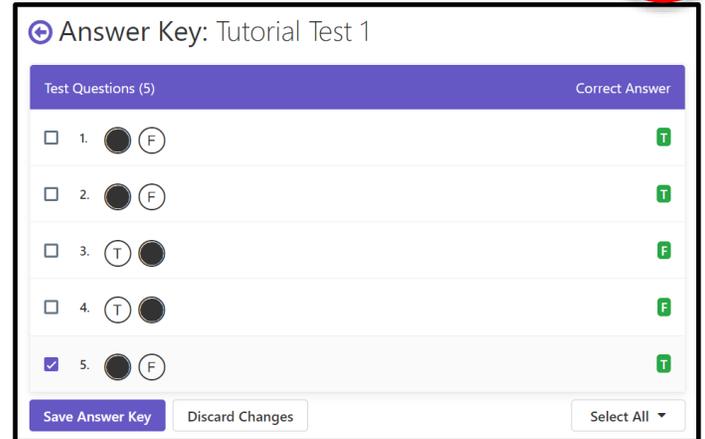
6. Optional: If you have a document with test questions in a separate document and uploaded it on the test details screen, you could mark the checkbox to **Include test document**. If your test questions are on the test itself, like in this tutorial, you can skip this step (and the option is disabled).

7. Optionally include yourself on each email by clicking the checkbox for **Copy me on each email message**. For the purposes of this tutorial, mark this checkbox, as the student email addresses are not real addresses. This way you will be able to see what the emails look like.

8. Click the **Email Students** button. Each student receives an email with a link to the test. Each link is unique to each student. They may only submit the test one time. If the student's browser should crash, their answers are stored in the browser until they submit the test, at which time they are cleared. Because you copied yourself on the email, you can go to your email and view the email messages that the students receive.
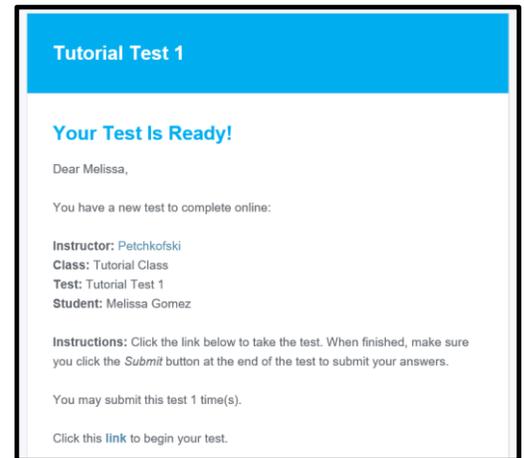
Step Six: Administer Tests

Overview:

At this point, students receive the email and take the test. To continue with this tutorial, go ahead and fill out a few of the online tests by clicking the link in the emails.

Step Seven: Grade Tests

Overview:

After your students have taken the test, it is time to grade them. For online tests, the tests are graded as soon as the students submit them. You can simply view the results.

Steps:

1. Go back to your test in Remark Test Grading Cloud (if you are still in the Distribute Tests page, just click the test name in the menu bar).
2. As the tests are taken, you are redirected to your test landing page. Here, you see a list of all of the students and their scores based on the answer key you created. You can also see a test breakdown for the entire class.

You are now ready to review data and run reports.

Step Eight: Review Data

Overview:

Remark Test Grading Cloud has the ability to flag various exception cases found during the grading process. Exceptions include multiple and blank responses. As exceptions are encountered, a badge appears next to a student's name and indicates the number of exceptions found on his or her answer sheet. You can either select the student's name to see a particular form or click the button to "Review Data". This allows you to go through all of the tests, review the exceptions, and make changes to the results using your discretion.

> **Note:** Online tests do not reflect blank and multiple responses, as there is no image you can review to adjust students' answers. Therefore, reviewing data is not necessary and will be skipped for this
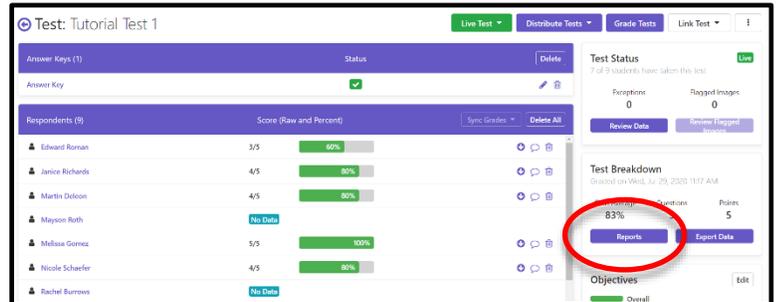
Step Nine: Generate Reports
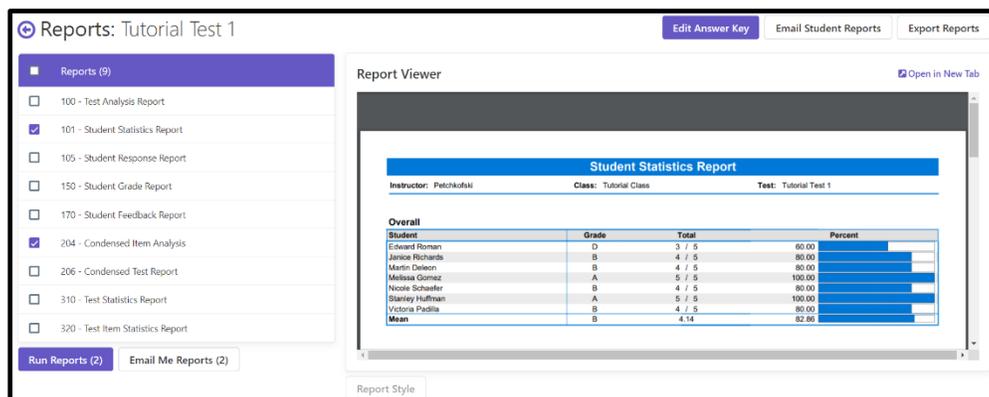
Overview:

Now that your tests are graded, you can run various reports based on class, student and items. You can select one report at a time or generate multiple reports at once. The reports are generated in PDF format, so you can download, print or email the reports to yourself or your students. Note that you can only email reports to students from Remark Test Grading Cloud if you included their email address in the class roster.

Steps:

1. From the test details screen, select the **Reports** button located under the **Test Breakdown**.
2. Locate the reports on the left-hand side of your browser. Select the box for each report you wish to run. For this tutorial, select the "Student Statistics" and "Condensed Item Analysis" reports.
3. Click the button to **Run Reports**. The selected reports are displayed in the report viewer to the right. From here you can view, save or email the reports. We encourage you to view each of the reports at your leisure and determine which ones fit your needs. Note that you can also format various parts of the reports by clicking the **Report Style** button.

Step Ten: Exporting Data and Grades

Overview:

Remark Test Grading Cloud provides the ability to export raw data and grade information. The raw data export is helpful if you wish to conduct further analysis outside of the application or want to share this information with someone who does not have access to Remark Test Grading Cloud. The student grades can be exported to popular gradebook, student management, and learning management systems. Some of the formats include Microsoft Excel, Microsoft Access, Blackboard, Canvas, Moodle, CSV, TXT, and more. You can choose the data you want exported and either download it as a data file or email it to yourself.

Steps:

1. From the test details screen, click **Export Data** from the test page to view the export options (if you are still in the reports, click the back arrow next to your test name to return to the test details screen).

2. To export the raw data, choose the "Comma Separated (csv)" format and then click the **Download Data** button. The file is downloaded from your web browser (and is in the Downloads folder on your computer). You could now open this file in Excel or another application of your choice (this is out of scope for this tutorial).

3. To download a gradebook file, choose the "Standard CSV" format and then click the **Download Gradebook** button. The file is downloaded to your web browser (and is in the Downloads folder on your computer). You could now import this file into your gradebook program (this is out of scope for this tutorial).
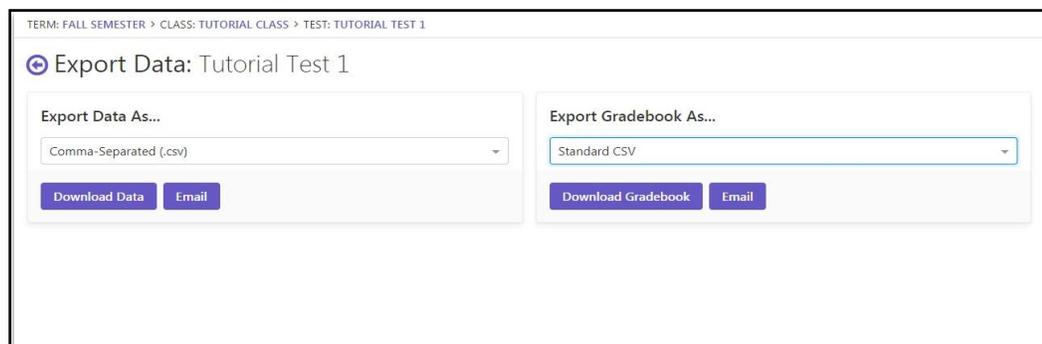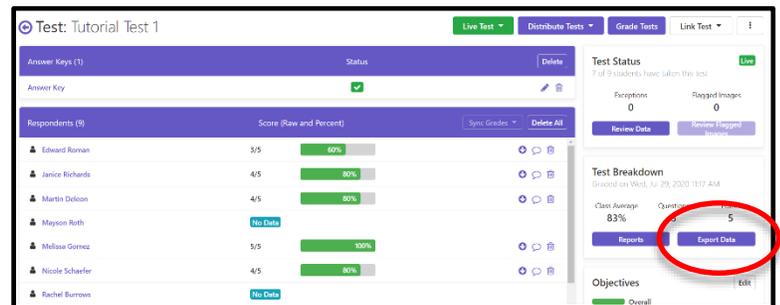
Conclusion

You have completed the Remark Test Grading Getting Started Tutorial, where you learned the basics of:

- Creating and setting a term
- Creating classes
- Building online tests for your classes
- Grading completed tests
- Running reports
- Exporting data

Now that you know the fundamentals, there are many other features of the product you can try on your own.

We hope you enjoy Remark Test Grading Cloud and that you find it to be a powerful and flexible tool to assist you with the important task of grading your tests.

If you have questions about using the application, please contact Remark Support by filling in the support contact form.

We are very interested in your feedback. Should you have product suggestions, thoughts or ideas, please submit our contact form or email us at sales@gravic.com.