

Remark[®]

Test Grading

**Getting Started Tutorial
for Online Tests**

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Remark Test Grading

Getting Started Tutorial for Online Tests

Thank you for using Gravic, Inc.'s Remark Test Grading application. This document is designed as a high-level introduction to help get you up and running quickly. In this tutorial we will focus on using Remark Test Grading for online tests. A separate tutorial is available for [paper tests](#). 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 an online test
- Distributing tests via email
- Taking a test
- 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.

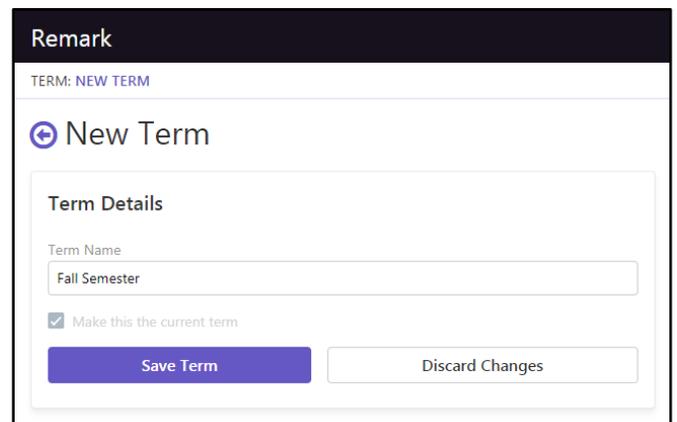
Overview:

When you first log into your Remark Test Grading account, the application 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. For this tutorial we will use semesters.

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 page appears. It is now time to create one or more of your classes.



The screenshot shows the 'Remark' application interface for creating a new term. The page title is 'Remark' and the sub-header is 'TERM: NEW TERM'. Below this is a 'New Term' section with a plus icon. Under 'Term Details', there is a 'Term Name' input field containing 'Fall Semester'. A checkbox labeled 'Make this the current term' is checked. At the bottom, there are two buttons: 'Save Term' (highlighted in purple) and 'Discard Changes'.

Step Two: Creating a Class

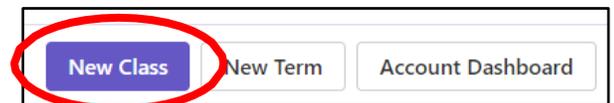
Overview:

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. For this tutorial we will create one class.

Note: If you are in a school where the school administrator has already imported your classes, you will see your classes listed on the page. 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 page, where the application prompts you to input your class details, including the name, ID, instructor, and term for your class.
2. The instructor 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



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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 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 tutorial, 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 Administrator.

The class roster import feature requires you to have a class roster in an external file. In this example, we have created an import file for you, and are using the example Microsoft Excel spreadsheet shown on the right.

ID	First	Last	Email
1010	Edward	Roman	eroman@example.com
2020	Melissa	Gomez	mgomez@example.com
3030	Nicole	Schaefer	nschaefer@example.com
4040	Mayson	Roth	mroth@example.com
5050	Stanley	Huffman	shuffman@example.com
6060	Rachel	Burrows	rburrows@example.com
7070	Martin	Deleon	mdeleon@example.com
8080	Victoria	Padilla	vpadilla@example.com
9090	Janice	Richards	INSERT YOUR EMAIL ADDRESS HERE

New Class

Class Details

Class Name
Tutorial Class

Class ID
Tutorial Class

Instructor
Remark Teacher

Term
First Semester

How would you like to manage students for this class?

All of my students will be on the roster

I don't want to use a roster for this class

Save Class **Discard Changes**

Steps:

1. Before proceeding, [download a copy](#) of the sample import file we have provided, Open it in Excel or Google Sheets and edit the file to include your email address for the last student so that you can fill in a test later. Replace the text INSERT YOUR EMAIL ADDRESS HERE with your full email address.
2. Continuing from the Create Class steps, on the **Edit Class Roster** page look on the right side for **Roster Management Tools** and then click the **Import Students** button. (Note: If you returned to the Class page, click the Edit link to get back to the roster area.)

Roster Management Tools

Have a file that contains your class roster?

Import Students

Want to cleanup your class roster?

Remove Students

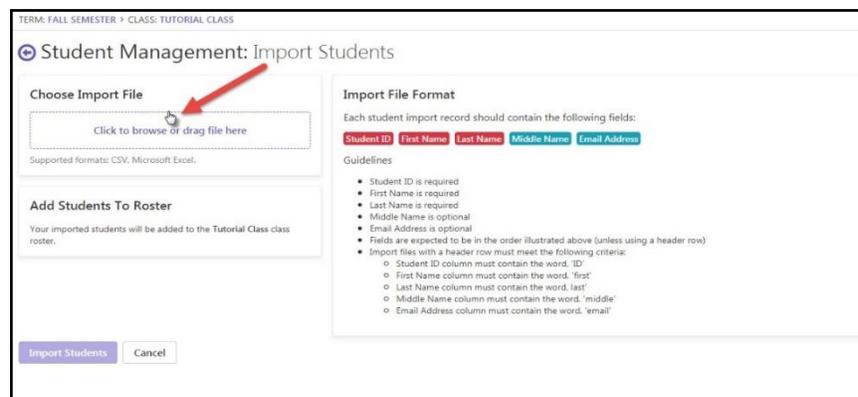
Students on Roster: 0

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Important Note: Online tests are distributed through email. Therefore, even though email address is technically an optional field, we have included email addresses because we are conducting our test online. For your information, these are the file requirements, which we have taken care of for you in the sample import file:

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

- 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.



- Before the import begins, Remark Test Grading provides a review page. Be sure to review this page for accuracy before proceeding.
- Click **Import Students** to start the import process.
- 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.

ID	First Name	Last Name	Middle Name	Email Address
<input checked="" type="checkbox"/> 1010	Edward	Roman		eroman@example.com
<input checked="" type="checkbox"/> 2020	Melissa	Gomez		mgomez@example.com
<input checked="" type="checkbox"/> 3030	Nicole	Schaefer		nschaefer@example.com
<input checked="" type="checkbox"/> 4040	Mayson	Ruth		mruth@example.com
<input checked="" type="checkbox"/> 5050	Stanley	Huffman		shuffman@example.com
<input checked="" type="checkbox"/> 6060	Rachel	Bunros		rbunros@example.com
<input checked="" type="checkbox"/> 7070	Martin	Daleon		mdaleon@example.com
<input checked="" type="checkbox"/> 8080	Victoria	Padilla		vpadilla@example.com
<input checked="" type="checkbox"/> 9090	Janica	Richards		jrichards@example.com

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

Step Four: Creating an Online Test

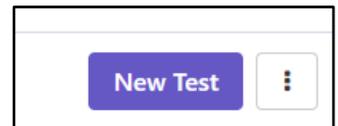
Overview:

Special Note: Remark Test Grading allows you to create paper and online 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. Using the test designer, you can insert the appropriate number of test questions and answer choices, as well as add lines and images, and much more. For the purposes of this tutorial, we will create a simple 5 question test.

Steps:

1. From the **Class** page, click the **New Test** button in the top right corner of your browser.
2. The application prompts you to enter a name for your test. Enter "Tutorial Test 1."
3. Use the default option of **I would like to design the test from scratch**.
4. Click the **Save Test** button. This action will take you to the Test Designer, where you will design your test answer sheet.



Name Your Test

Test Name

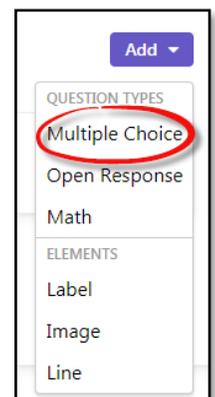
How would you like to create this test?

I would like to design the test from scratch

I would like to use one of the predefined standard test forms

Save Test Discard Changes

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 traditional question-answer layout."
 - 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.

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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. A visual representation of the form is below.

Multiple Choice (Questions 1 - 5)
Use the tabs below to modify the design and attributes of this test section

Primary Design **Text and Labels** Traditional

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

Associate text with each question in this section (optional if answer labels are specified).

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

Question 4
Balance is a basic element of design.

Question 5
Three-dimensional art work is a style of art that is not realistic.

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.

Choice T
True

Choice F
False

Save Section Discard Changes

Test Preview

Student:
Test:
Class:
Teacher:
Page:

1 The primary colors are red, blue and yellow.

True
 False

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

True
 False

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

True
 False

4 Balance is a basic element of design.

True
 False

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

True
 False

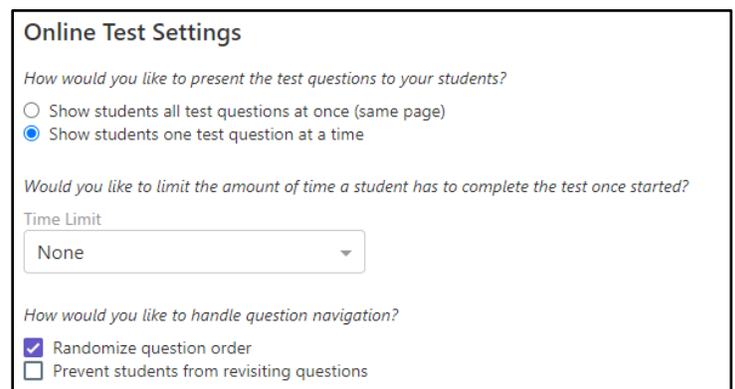
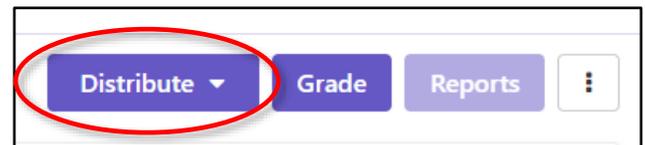
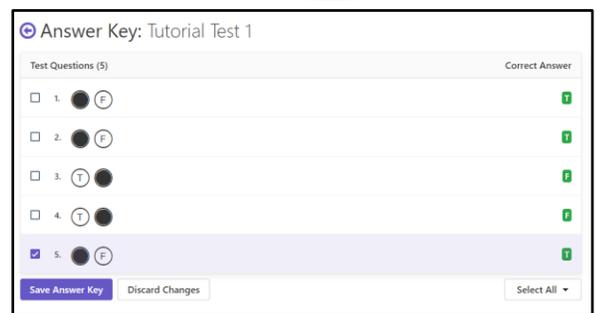
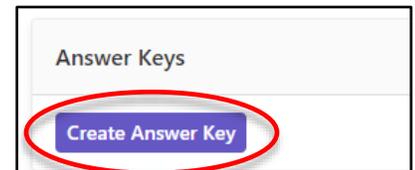
Step Five: Distributing the Test

Overview:

Now that your test is designed, you distribute it to students via email. We will create an answer key and send emails to the students so that they can take the test (in a previous step, you inserted your own email address for one of the students so that you can take it). This step also explains the options available for online tests.

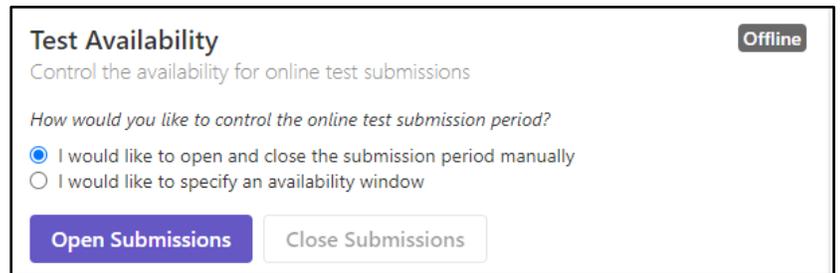
Steps:

1. Create an answer key by clicking **Create Answer Key** in the Answer Keys line.
2. The answer key is used to mark the correct answers, set question points and set other parameters. For this tutorial mark the correct answers as True, True, False, False, True. (Note you can use the Detailed View to see the actual questions and answers.)
3. Click the **Save Answer Key** button.
4. Select the **Distribute Tests** button in the upper right-hand corner and choose **For Online Submission**.
5. In the **Online Test Settings** card, there are two options for how you want students to view the questions:
 - To display the questions all on the same page, you would use 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. While you can set a time limit for the test, we will not use this setting for our test.
7. 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.
8. In the **Test Availability** card, you 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. We are opening the submission window manually for this test.



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- 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.



The screenshot shows a 'Test Availability' control panel. At the top right is an 'Offline' status indicator. Below the title, it says 'Control the availability for online test submissions'. A question asks 'How would you like to control the online test submission period?'. There are two radio button options: 'I would like to open and close the submission period manually' (which is selected) and 'I would like to specify an availability window'. At the bottom are two buttons: 'Open Submissions' and 'Close Submissions'.

- Ensure all students are selected and click the **Email Students** button. Each student receives an email with a link to the test and the test is now live. 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 until they submit the test. Because you inserted your own email address into the import file, you can view the email messages that the students receive.
- Click the back button to return to the test details page. You should now see that the test is "live."

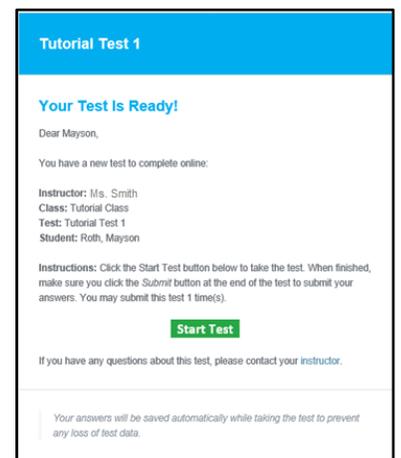
Step Six: Administer Tests

Overview:

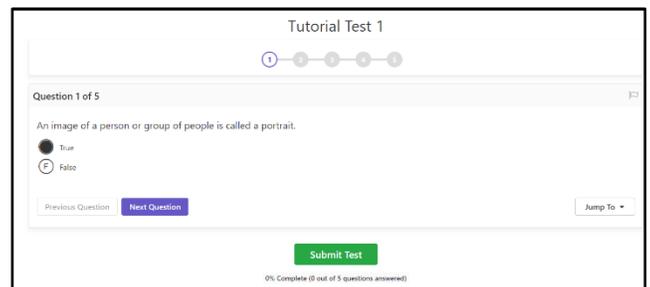
At this point, students receive the email and take the test. Students can take the test as long as it is "live" (based on having opened the Availability window in the previous step). You should have received an email with the test link because you put your email address in for one of the students.

Steps:

- From your email invitation click the **Start Test** button.
- The test opens in your default web browser and provides details about the test for the student. Click **Start Test** to begin.
- Fill out the online test by selecting an answer and then clicking the **Next Question** button. Note the options available to students to navigate the test, including the ability to go forward, backward and jump to a specific question. When you get to the 5th (last) question, click the **Submit Test** button. (Students are also notified if they submit a test with blank responses.)



The screenshot shows an email invitation for 'Tutorial Test 1'. The header is blue with the text 'Tutorial Test 1'. Below that, it says 'Your Test Is Ready!' and 'Dear Mayson,'. It informs the student they have a new test to complete online. It lists the instructor as 'Ms. Smith', the class as 'Tutorial Class', the test as 'Tutorial Test 1', and the student as 'Robt, Mayson'. It includes instructions to click the 'Start Test' button and to click the 'Submit' button at the end. A green 'Start Test' button is visible. At the bottom, it says 'Your answers will be saved automatically while taking the test to prevent any loss of test data.'



The screenshot shows the online test interface for 'Tutorial Test 1'. At the top, there is a progress indicator showing 5 questions, with the first one selected. The question is 'Question 1 of 5' and asks 'An image of a person or group of people is called a portrait.' with radio button options for 'True' and 'False'. There are 'Previous Question' and 'Next Question' buttons. At the bottom, there is a green 'Submit Test' button and a progress indicator showing '0% Complete (0 out of 5 questions answered)'.

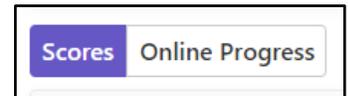
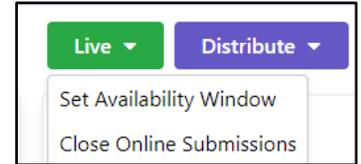
Step Seven: Grade Tests

Overview:

For online tests, the tests are graded as soon as the students submit them as long as you set up an answer key. You can view both the results as well as student progress from the test details page. Use the **Scores** and **Online Progress** tabs to navigate this page.

Steps:

1. Go back to your test in Remark Test Grading. As the tests are taken, you are redirected to your test landing page. Here, you see a list of all of the students, their progress through the test, and their scores based on the answer key you created. You can also see a test breakdown for the entire class.
2. First, close the online test by clicking the green **Live** button and then clicking **Close Online Submissions**.
3. By default, the **Online Progress** tab is displayed, which shows whether invitations have been sent, students' progress and provides the ability to download incomplete test submissions (those who did not submit before the test was either closed or timed out).
4. Click the **Scores** tab to see percent scores, number correct and letter grades. You can also delete data and add comments to the students' tests from this tab. This view provides a quick overview of how the students performed on the test.



Respondent Online Progress	Progress	Elapsed Time	Options
Burrows, Rachel	In Progress 40%	1 minute	ⓘ
Deleon, Martin	Invite Sent		ⓘ
Gomez, Melissa	Invite Sent		ⓘ
Huffman, Stanley	Submitted 100%	21 seconds	ⓘ
Padilla, Victoria	In Progress 80%	1 minute	ⓘ
Richards, Janice	In Progress 60%	1 minute	ⓘ
Roman, Edward	Submitted 100%	12 seconds	ⓘ
Roth, Mayson	Submitted 100%	2 minutes	ⓘ
Schaefer, Nicole	Submitted 100%	11 seconds	ⓘ

Respondent Scores	Export Data	Delete Data	
Burrows, Rachel	40%	2/5 F	ⓘ
Deleon, Martin	80%	4/5 B	ⓘ
Gomez, Melissa	100%	5/5 A	ⓘ
Huffman, Stanley	100%	5/5 A	ⓘ
Padilla, Victoria	80%	4/5 B	ⓘ
Richards, Janice	80%	4/5 B	ⓘ
Roman, Edward	60%	3/5 D	ⓘ
Roth, Mayson	100%	5/5 A	ⓘ
Schaefer, Nicole	80%	4/5 B	ⓘ

You are now ready to run reports.

Step Eight: Generate Reports

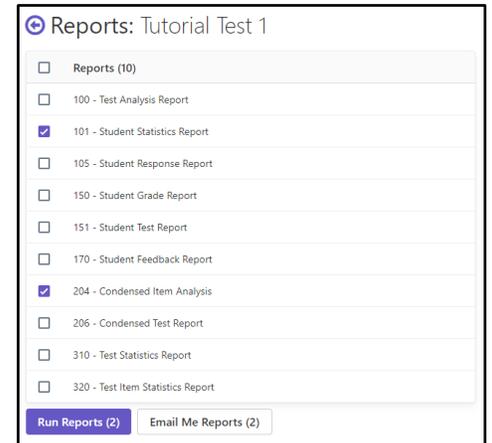
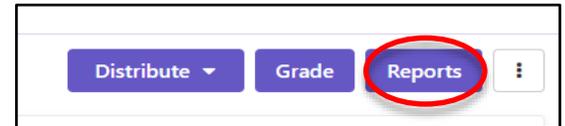
Overview:

Now that your tests are graded, you can run various reports based on class, student and questions. You can select one report at a time or generate multiple reports at once. The reports are generated in PDF and Excel formats, 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 if you included their email address in the class roster.

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Steps:

1. From the test details page, select the **Reports** button located in the upper right corner.
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 on an individual report.



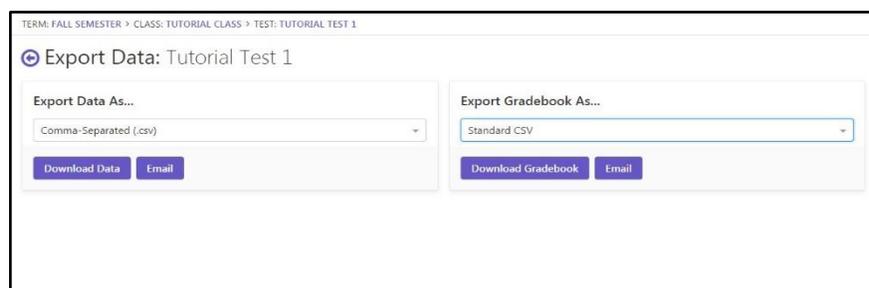
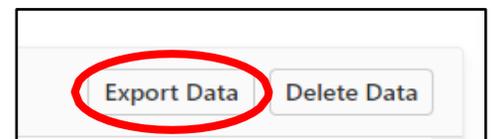
Step Nine: Exporting Data and Grades

Overview:

Remark Test Grading 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. 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 page, click **Export Data** from the test scores area 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 page).
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 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](#) or email us at support@gravic.com.

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.