



Setting up an MFP for Scanning Tests

Overview

Remark Test Grading® is a full featured application for grading paper tests. A multi-function printer/copier (MFP) is often used to scan students' completed tests so that Remark Test Grading can grade them. There are optimum ways to set up your MFP to scan to the Remark application and ease your workload.

There are three workflows you can implement to use your MFP to interact with Remark Test Grading: Scan to Remark Test Grading, Scan to Email and Scan to Folder. This document covers each workflow individually so you can choose the one that works best for you.

The following sections contain detailed instructions for the various roles in the process:

- IT/Network Administrator: Sets up the shortcuts/workflows on the MFP
- Remark Test Grading Administrator: Sets up email parameters in Remark Test Grading
- Instructor: Uses the MFP to scan and grade tests

IT/Network Administrator Steps

The IT/Network Administrator's job is to set up a shortcut/workflow on the MFP so that instructors can scan their tests.

- **Note:** MFPs include shortcuts for various tasks. Some MFPs also have apps on them that are integrated with Remark Test Grading. Every MFP is a little different in terms of how it is set up so please see your manufacturer or account representative for assistance when setting up shortcuts and apps. Regardless of the MFP type, the following instructions should be utilized.

IMPORTANT!

Regardless of how you want to proceed, setting up your MFP with the appropriate settings is critical to successfully grading tests with Remark Test Grading. Please use the following settings for any shortcut/workflow you create:

- Scanning resolution should be set to 300DPI (dots-per-inch).
- Scanner should be set to scan in black and white (some MFPs call this "text"; do not choose "photo" or "text and photo").
- Save images in TIFF or PDF format. TIFF is recommended as they are quicker to process.

There are three types of shortcuts you can set up depending on your Remark Test Grading workflow:

- **Scan to Remark Test Grading:**

This provides the simplest way for instructors to use an MFP to quickly scan and grade their tests with minimal interaction with the Remark Test Grading portal. Scanned tests are sent directly to the Remark portal from the MFP. For the shortcut settings, use the following:

- Scan destination email: anything@mail.remark.cloud (where "anything" is whatever you want it to be, but do not change @mail.remark.cloud).
- Scan settings: PDF or TIFF image, black and white (text, not photo or mixed text/photo) and 300 DPI.

Note: The Scan to Remark Test Grading workflow requires the organization to permit scanning to an external email address. This functionality is sometimes locked down by the organization, and if so, you should consider the Scan to Email workflow below.

- **Scan to Email:**

If you can't set up your MFP to scan outside of your organization you can scan to the instructor's email. Instructors then forward the email to the Remark portal. The scan to email settings should use the following:

- Scan destination email: individual email addresses at your organization.
- Scan settings: PDF or TIFF image, black and white (text, not photo or mixed text/photo) and 300 DPI.

- **Scan to Folder**

Using Scan to Folder scans images to a folder on the network. Instructors then upload the images from the network location to the Remark portal. The scan to folder settings should use the following:

- Scan destination: an accessible folder on your network.
- Scan settings: PDF or TIFF image, black and white (text, not photo or mixed text/photo) and 300 DPI.

Once the shortcuts are set up on the MFP, instructors may begin use the MFP to scan their tests.

Remark Test Grading Administrator Steps

If you plan to use either Scan to Remark Test Grading or Scan to Email, as the Remark Test Grading administrator you can set up email preferences, including:

- Permitting email test submissions
- Permitting instructors to customize their allowlist
- Permitting test results to be automatically emailed to the instructor

Use the following instructions to set up email parameters before allowing instructors to use email submissions from an MFP or their own email account. You must be a Remark Test Grading administrator to perform these steps.

1. Log into Remark Test Grading.
2. Click the **Account Dashboard** button.
3. Click the **Settings** button.
4. Click **Email Permissions** on the left.
5. Mark the checkbox for **Accept test submissions via email** to enable the email feature.

6. Under **Submission Allow List** enter the domain from which emails will come when scanning from the MFP you set up earlier. Some MFPs are networked separately from your domain, in which case you would want to enter the domain here. If you are unsure about this domain please see your IT/network administrator.

Accept test submissions via email

Submission Allowlist

Allow test submissions from the following email addresses and domain names:

Submissions from instructor email addresses are always permitted.

Allow instructors to customize their allowlist

7. [Optional] If you would like to allow instructors to customize their allowlist mark the checkbox for **Allow instructors to customize their allowlist**. An allowlist is a list of email domains outside of your organization that you are permitting to utilize Remark Test Grading. Using this feature allows instructors to add alternate email addresses from which they can submit test answer sheets when they are not onsite (e.g. a personal email address). The domain used for your instructors is automatically on the allowlist and does not need to be added.

8. Under **Automatic Submission Replies** choose the reports, data and gradebook types supported by your organization. Individual instructors can fine tune their own list. The list you provide here is what they can choose from. If there are formats you never use, we recommend turning them off to simplify use for instructors.

Note: If you allow instructors to email reports, data and gradebook files, they are sent automatically to the instructor via email every time a test is graded from the MFP. Before enabling, please ensure that this action is in alignment with your organization's security protocols. If you do not want to use this feature, turn off all options. Alternatively, instructors can log in to Remark Test Grading to retrieve their data and reports.

9. Click the **Save Email Settings** button.

Instructors can now use Remark Test Grading to scan their tests.

Automatic Submission Replies (Attachment Permissions)

The list of files that instructors may attach to the automated submission reply message.

<input type="checkbox"/>	Report Attachment Options
<input type="checkbox"/>	100 - Test Analysis Report
<input type="checkbox"/>	101 - Student Statistics Report
<input type="checkbox"/>	105 - Student Response Report
<input type="checkbox"/>	111 - Class Learning Objectives Report
<input type="checkbox"/>	112 - Student Achievement Report
<input type="checkbox"/>	150 - Student Grade Report
<input type="checkbox"/>	151 - Student Test Report

Remark Test Grading Instructor Workflows

There are three workflows instructors can use to scan tests from the MFP into Remark Test Grading. Your organization determines what workflow works best for you and sets up your MPF(s) accordingly. Each of the three workflows is detailed on the pages that follow.

Workflow #1 - Scan to Remark Test Grading

Overview

With Scan to Remark Test Grading the instructor sends completed tests directly from the MFP to the Remark portal for grading. Reports can be emailed back to the instructor automatically, or the instructor can log into Remark Test Grading on a desktop and choose the desired reports. This is set up by creating a scan to email shortcut on the MFP that points to the Remark portal.

The basic workflow is as follows:

The instructor walks up to the MFP and clicks the Scan to Remark Test Grading shortcut. The completed tests are scanned directly to the Remark portal and graded (note an answer key must be set up for the test or scanned with the students' tests in order for the tests to be automatically graded). The desired reports and data are emailed to the instructor (optionally). Alternatively, the instructor logs in to view results.

Please use the following instructions when scanning directly to Remark Test Grading.

Set your email preferences

The first step is to set up your email preferences. You can customize the files you want emailed back to yourself when emailing tests to Remark (if the administrator has enabled this feature). After the tests are scanned and graded, the selected reports, data and gradebook files are automatically emailed to you.

1. Log into Remark Test Grading.
2. Click your **Name** in the upper right.
3. Click **Settings**.
4. Click **Email Permissions** on the left.
5. [Optional] If the administrator has enabled custom allowlists, you will see **Submission Allowlist**. You can use this area to enter an email domain that is different from your organization email address (e.g. if you use Gmail and want to be able to emails tests from home enter gmail.com). You do not need to use this feature if you plan to always access Remark Test Grading from within your organization.
6. [Optional] If the administrator has enabled the emailing of files, under **Automatic Submission Replies** choose the reports, data and/or gradebook files you want automatically emailed to you when your test is graded by email. There are

Submission Allowlist

Allow test submissions from the following email addresses:

Submissions from instructor email addresses are always permitted.

The list of files that may be attached to the automated submission reply message.

<input type="checkbox"/>	Report Attachment Options
<input checked="" type="checkbox"/>	100 - Test Analysis Report
<input checked="" type="checkbox"/>	101 - Student Statistics Report
<input type="checkbox"/>	105 - Student Response Report
<input type="checkbox"/>	111 - Class Learning Objectives Report
<input type="checkbox"/>	112 - Student Achievement Report
<input type="checkbox"/>	150 - Student Grade Report
<input checked="" type="checkbox"/>	151 - Student Test Report

no limits to the number of files you can choose but be aware of any file size or type limitations your organization imposes.

- **Note:** If this feature is not enabled, you can log into Remark Test Grading to access the results.

7. Click the **Save Email Settings** button.

Scan Tests

Once your preferences are set up you are ready to scan completed tests. Use the designated shortcut on your MFP to scan your completed tests. The tests are graded and, if enabled, the files you selected are automatically emailed back to you. You also receive a summary email indicating the test was processed and whether any issues were encountered. In addition, you can always log into Remark Test Grading to view results.

Workflow #2 - Scan to Email

Overview

With Scan to Email, instructors send the completed tests to their own email inbox. The instructor then forwards the email to the Remark portal where the test is graded.

The basic workflow is as follows:

The instructor walks up to the MFP and clicks the Scan to Email shortcut. After selecting themselves as the recipient, the completed tests are scanned and sent to the instructor's inbox. The instructor opens the email and forwards it to the Remark portal where the test images are graded. If an answer key is set up or scanned with the students' tests, the tests are graded and, if enabled, reports, data and gradebook files are emailed to the instructor.

Set your email preferences

1. Log into Remark Test Grading.
2. Click your **Name** in the upper right.
3. Click **Settings**.
4. Click **Email Permissions** on the left.
5. [Optional] If the administrator has enabled custom allowlists, you will see **Submission Allowlist**. You can use this area to enter an email domain that is different from your organization email address (e.g. if you use Gmail and want to be able to emails tests from home enter gmail.com). You do not need to use this feature if you plan to always access Remark Test Grading from within your organization.
6. [Optional] If the administrator has enabled the emailing of files, under **Automatic Submission Replies** choose the reports, data and/or gradebook files you want automatically emailed to you when your test is graded by email. There are

Submission Allowlist

Allow test submissions from the following email addresses:

Submissions from instructor email addresses are always permitted.

Automatic Submission Replies (Attachments)

The list of files that may be attached to the automated submission reply message.

Report Attachment Options

100 - Test Analysis Report

101 - Student Statistics Report

105 - Student Response Report

111 - Class Learning Objectives Report

112 - Student Achievement Report

150 - Student Grade Report

151 - Student Test Report

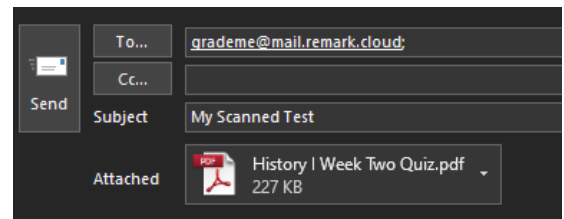
no limits to the number of files you can choose but be aware of any file size or type limitations your organization imposes.

- **Note:** If this feature is not enabled, you can log into Remark Test Grading to access their results.

7. Click the **Save Email Settings** button.

Scan Tests

1. When you are ready to grade a test, use the Scan to Email shortcut on your MFP to scan the tests (and answer key if desired). See your IT/Network Administrator for assistance using the MFP, if needed.
2. Return to your computer and retrieve the email.
3. Forward the email to grademe@mail.remark.cloud.
4. If you set up files to be automatically emailed in step 6 in the previous set of instructions, the files will arrive in your email inbox shortly.
5. Alternatively, log into Remark Test Grading to view the results. Select the class and test for which the completed tests were submitted.



You also receive a summary email indicating the test was processed and whether any issues were encountered. In addition, you can always log into Remark Test Grading to view results.

Tip: If you ever forget how to send the email to Remark, from within the application select the test and then click the three dots all the way to the right and choose Grade-by-Email Instructions to have the instructions emailed to you.

Workflow #3 - Scan to Folder

Overview

With Scan to Folder the instructor sends the completed tests to a folder on the network. The instructor then uploads the test images to Remark Test Grading.

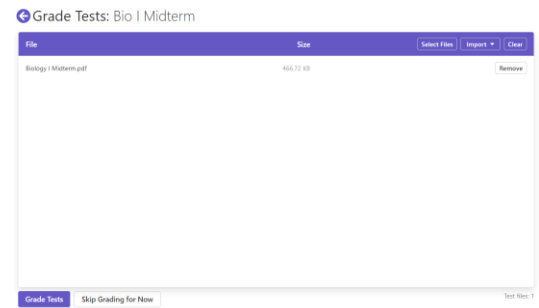
The basic workflow is as follows:

The instructor walks up to the MFP and clicks the Scan to Folder shortcut. The completed tests are scanned to a folder on the network. The instructor then logs into Remark, chooses the class and test, and then uploads the completed test images for grading.

To use scan to folder

1. When you are ready to grade a test, use the designated Scan to Folder shortcut on the MFP to scan the tests (and answer key if desired). See your IT/Network Administrator for assistance using the MFP, if needed.
1. Return to your computer and log into Remark Test Grading.
2. Select the class and test for which you scanned the completed tests.
3. Click the **Grade** button.
4. Go to the folder where you stored the scanned images.
5. Select the images.
6. Click the **Grade Tests** button.

The tests are graded and you will see the results on-screen. You may now run reports and use any other functionality in Remark Test Grading.



Respondent Scores					Export Data	Delete Data
Edwards, Michael (8989890)	100%	5/5	A			
Finnigan, Danielle (dfinnigan)	80%	4/5	B			
Frank, John (jfrank)	80%	4/5	B			
Jones, Nicholas (njones)	60%	3/5	D			
Levitson, Megan (mlevitson)	80%	4/5	B			
Norman, Elizabeth (enorman)	60%	3/5	D			
Rupert, Brendan (brupert)	60%	3/5	D			

This concludes setting up an MFP for scanning tests with Remark Test Grading. Need help? Contact us at support@gravic.com or 610-647-8595.