



REMARK CLASSIC EXAM SCANNING – ADVANCED GRADE

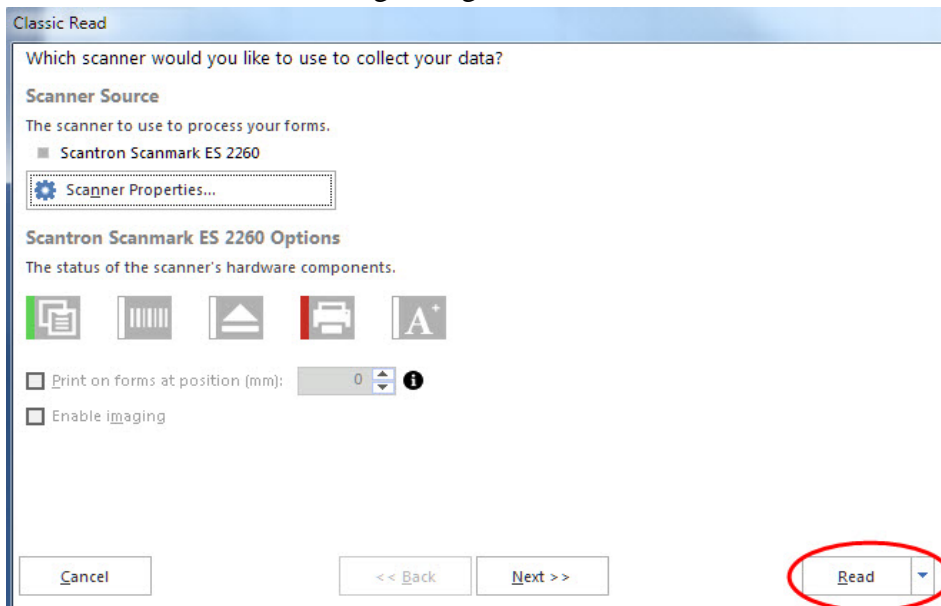
Use these instructions only if your exam has ‘AND’ question answers or is using a score that does not equal 1 point per question. If your exam does not have ‘AND’ questions and uses scoring of 1 point per question, use the ‘REMARK CLASSIC EXAM SCANNING – QUICK GRADE’ instruction document.

1. OPEN THE EXAM PROGRAM

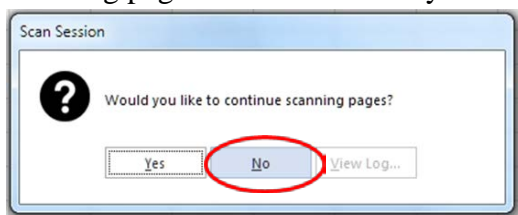
- Double Click ‘Remark Classic OMR’ icon on the desktop 
- Click ‘Open Other Templates’ and double click the Scantron folder then double click SVSU_96837-2.rco

2. SCANNING FORMS

- Place forms to be scanned in the scanner. The key should be the top form.
- Click on ‘Read’ 
 - If you receive the error: ‘No Response – There was no response from the Scantron scanner. Could not initialize!’ click ‘OK’ and make sure that the scanner is turned on.
 - If you receive an ‘Initialize Error – The Scantron scanner reported a timing line error. Make sure that the form corresponds to the open template and that it was not skewed when scanning. Please rescan’, press the right button under the display window that reads either "Start" or "Cont" and click ‘OK’ on the dialog box. To continue scanning click ‘Yes’ on the ‘Would you like to continue scanning pages?’ dialog box.
- Click ‘Read’ on the following dialog box



- When all forms have been scanned, click ‘No’ on the dialog box ‘Would you like to continue scanning pages?’ This will take you to the Data Options area.

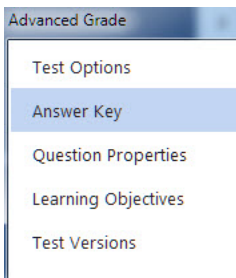


3. IMPORTING YOUR ANSWER KEY

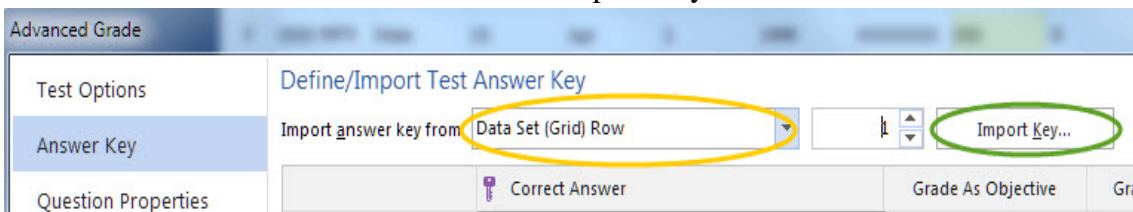
- Click the 'Advanced Grade' option in the ribbon.



- Choose 'Answer Key' on the left side of the 'Advanced Grade' window.

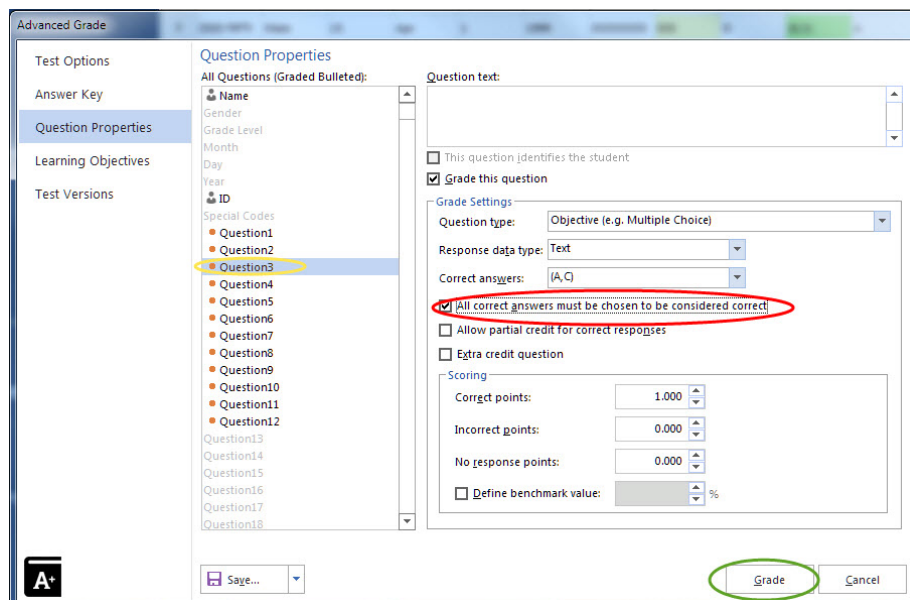


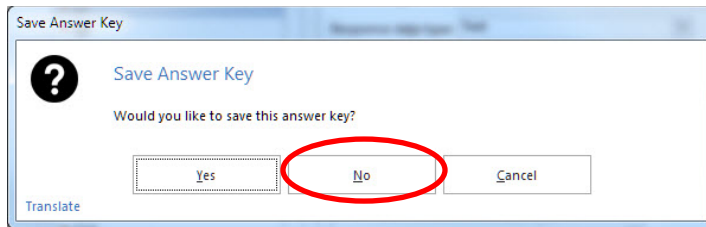
- In the 'Import answer key from:' drop box choose 'Data Set (Grid) Row'.
- Leave the row number set to '1' and click 'Import Key'.



4. SETTING 'AND' QUESTION TYPES

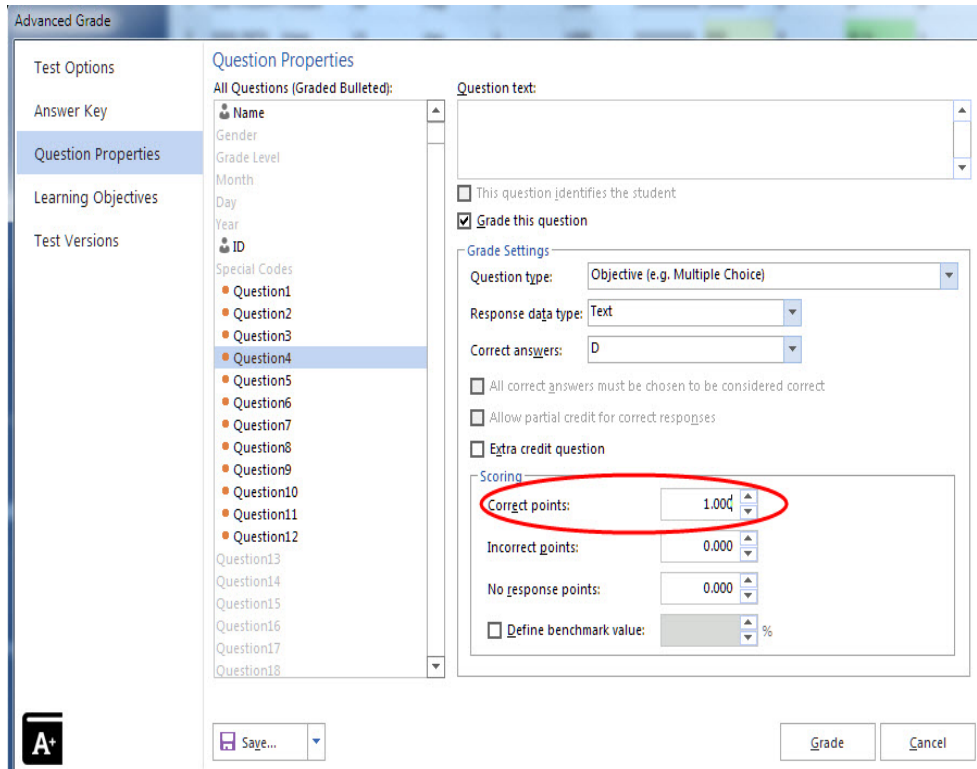
- To change a question to an 'AND' question click 'Question Properties' on the left side of the 'Advanced Grade' window.
 - Choose which questions need to be 'AND' questions and check the box next to 'All correct answers must be chosen to be considered correct'. Click Grade – if you are finished changing questions to 'AND', as well as making any changes to the scoring weights.
 - Click No on the Save Answer Key dialog box unless you wish to reuse this key for another exam.



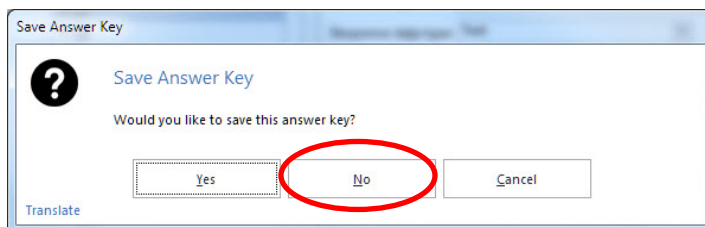


5. CHANGING SCORING WEIGHTS OF QUESTIONS

- To change scoring weights for questions, click 'Question Properties' on the left side of the 'Advanced Grade' window.
- Choose which question(s) need to be changed and change the box next to 'Correct points' to the desired number of points per question.

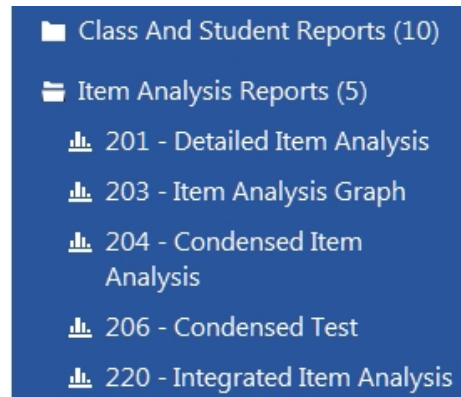
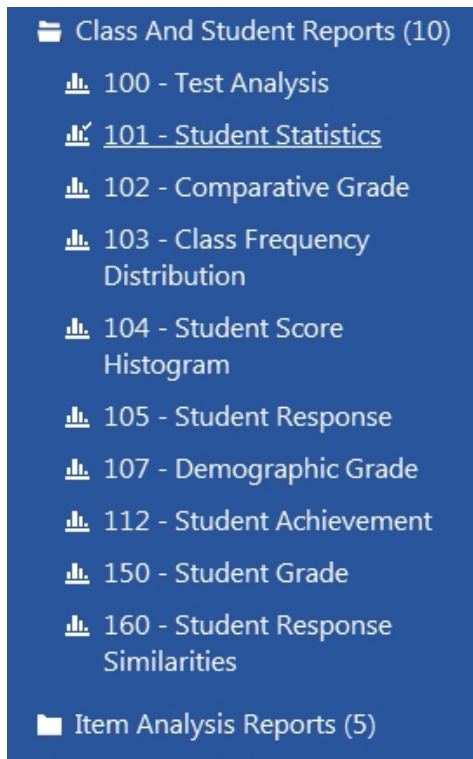


- Click Grade – if you are finished changing question weights, as well as changing any questions to 'AND' questions.
- Click 'No' on the Save Answer Key dialog box unless you wish to reuse this key for another exam.



6. VIEWING, EXPORTING or PRINTING REPORTS

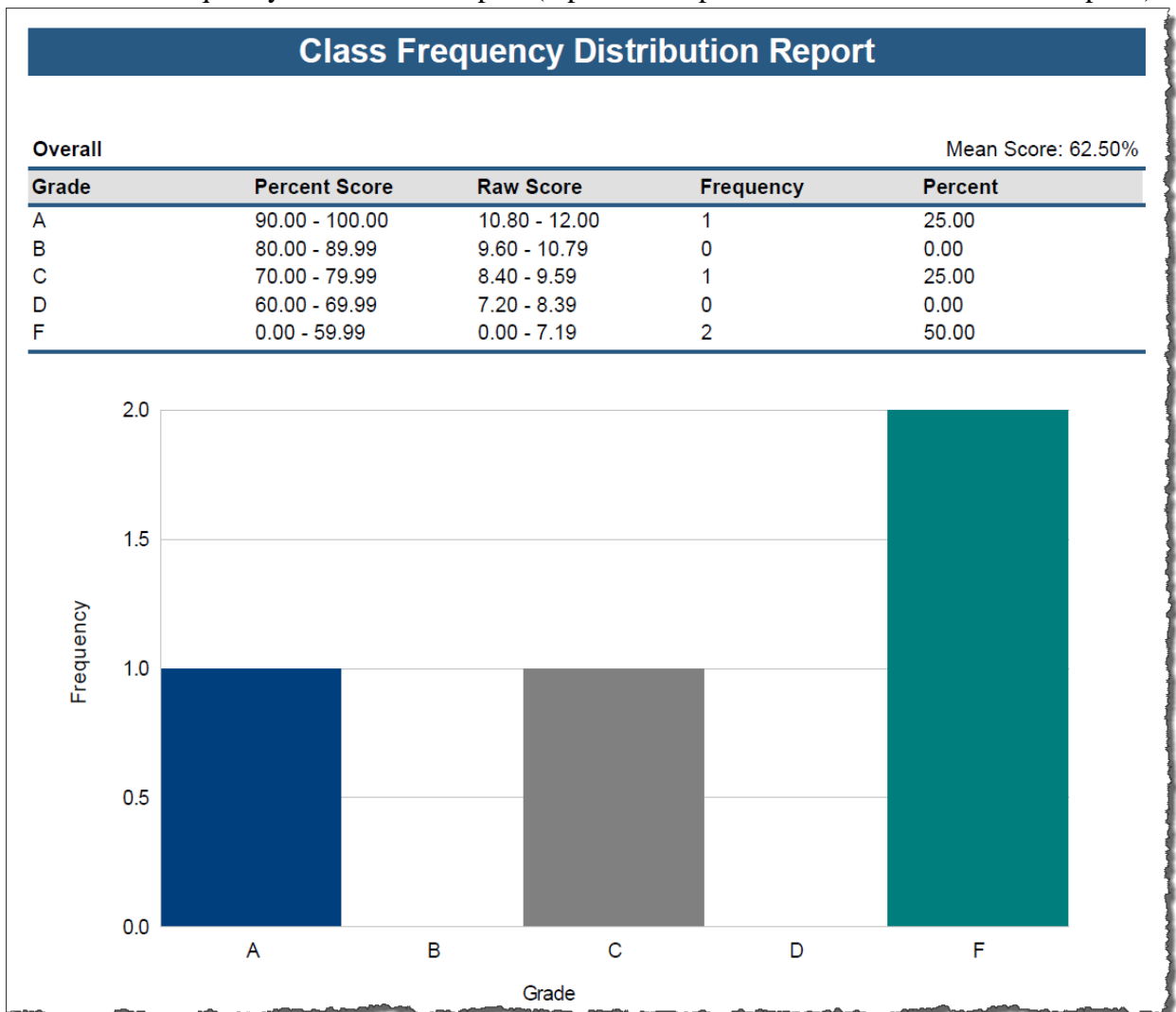
- On the Remark Quick Stats – Advanced Grade screen select the report that you would like to work with from the list on the left-hand side of the screen. You can only work with one report at a time.
 - The reports that are most similar to our previous exam software are reports 101-Student Statistics, 103-Class Frequency, 105-Student Response, 150-Student Grade and 206-Condensed Test. They are found under the ‘Class And Student Reports’ folder and the ‘Item Analysis Reports’ folder.



- 101 – Student Statistics Report (replaces our previous ‘Roster Report’)

Student Statistics Report				
Overall		Class Average: 62.50%		
Student	Grade	Total	Percent	
EEE TWENTY FIVE 044444444	F	3 / 12	25.00	<div><div></div></div>
DDD FIFTY 033333333	F	6 / 12	50.00	<div><div></div></div>
AAA SEVENTY FIVE 022222222	C	9 / 12	75.00	<div><div></div></div>
A PERFECT SCORE 011111111	A	12 / 12	100.00	<div><div></div></div>
Mean	D	7.50	62.50	<div><div></div></div>

- 103 – Class Frequency Distribution Report (replaces our previous ‘Score Distribution Report’)




- 105 – Student Response Report (replaces our previous ‘Class Response Report’)

Student Response Report

Legend: Correct: ■ Incorrect: ■ Unanswered or Other Incorrect Response: ■ Multiple Responses: *

Students:	Total Score	Percent Score	Grade	Question1	Question2	Question3	Question4	Question5	Question6	Question7	Question8	Question9	Question10	Question11	Question12
Answer Key:	12	100.00		* B&D A/C	D	E	D	C	B	A	B	C	D		
EEE TWENTY FIVE 044444444	3	25.00	F	D	D	E	D	E	A	A	D	D	A	A	A
DDD FIFTY 033333333	6	50.00	F	D	A	D	E	B	A	E	C	D	C	A	A
AAA SEVENTY FIVE 022222222	9	75.00	C	B	B	A	B	D	C	B	A	B	C	D	D
A PERFECT SCORE 0111111111	12	100.00	A	A	A	C	D	E	C	B	A	B	C	D	D
Average:	7.50	62.50	D	100	50	75	75	75	50	50	50	50	50	50	75

- 150 – Student Grade Report (replaces our previous ‘Student Test Report’) This report requires selecting which students you want to run the report for.

Click the double arrow  to add all students.

Student Grade Report

Legend: Incorrect:

Students: AAA SEVENTY FIVE 022222222

	Grade	Total Score	Score (%)
Overall	C	9 / 12	75.00 <div style="display: inline-block; width: 100px; height: 15px; background: linear-gradient(to right, green 75%, white 75%);"></div>


Responses


Question	Response	Correct Answer
Question1	B	
Question2	B	(B&D)
Question3	A	
Question4	B	D

Question	Response	Correct Answer
Question5	C	E
Question6	D	
Question7	C	
Question8	B	

Question	Response	Correct Answer
Question9	A	
Question10	B	
Question11	C	
Question12	D	

- 206 – Condensed Test Report (replaces our previous ‘Item Analysis Report’). This report is in the ‘Item Analysis Reports (5)’ folder.


 REPORTS


 DATA

■ Favorites (0)
■ Class And Student Reports (10)
■ Item Analysis Reports (5)

Condensed Test Report

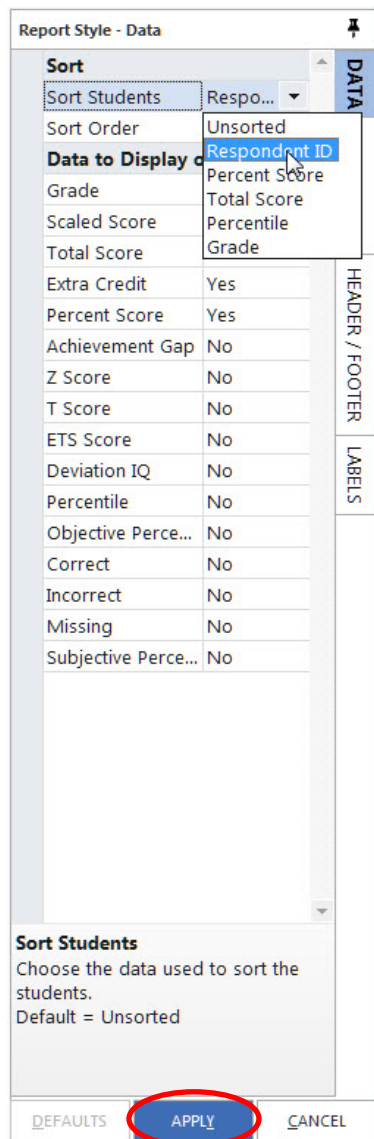
Legend: Distractors Chosen More than Correct Answer:

Total Possible Points:	12	Median Score:	7.50	Maximum Score:	12
Total Students:	4	Mean Score:	7.50	Minimum Score:	3
Standard Deviation:	3.35	Reliability Coefficient (KR20):	0.85	Range of Scores:	9

No.	Question	Correct Answer	Response Frequencies					Non Distractor	Correct Group Responses			Point Biserial
			A	B	C	D	E		Total %	Upper 27%	Lower 27%	
1	Question1	A B C D E	25.00	25.00	0.00	50.00	0.00		100.00	100.00	100.00	-
2	Question2	B&D	0.00	75.00	0.00	75.00	0.00	ACE	50.00	100.00	0.00	-
3	Question3	A C	50.00	25.00	25.00	0.00	0.00	DE	75.00	100.00	0.00	-
4	Question4	D	0.00	25.00	0.00	75.00	0.00	ACE	75.00	100.00	100.00	-0.26
5	Question5	E	0.00	0.00	25.00	0.00	75.00	ABD	75.00	100.00	100.00	-0.26
6	Question6	D	25.00	25.00	0.00	50.00	0.00	CE	50.00	100.00	0.00	0.89
7	Question7	C	50.00	0.00	50.00	0.00	0.00	BDE	50.00	100.00	0.00	0.89
8	Question8	B	0.00	50.00	0.00	0.00	25.00	ACD	50.00	100.00	0.00	0.89
9	Question9	A	50.00	0.00	25.00	25.00	0.00	BE	50.00	100.00	0.00	0.89
10	Question10	B	0.00	50.00	0.00	50.00	0.00	ACE	50.00	100.00	0.00	0.89
11	Question11	C	25.00	0.00	75.00	0.00	0.00	BDE	75.00	100.00	0.00	0.77
12	Question12	D	50.00	0.00	0.00	50.00	0.00	BCE	50.00	100.00	0.00	0.89

7. SORTING BY STUDENT NAME

- To list student data in alphabetical order on the reports choose 'Sort Students – Respondent ID' from the Report Style – Data menu on the right side of the report window and click APPLY at the bottom. The default order on the reports is scanned order.



Report Style - Data

Sort

Sort Students Respo...

Sort Order Unsorted

Data to Display Respondent ID

Percent Score

Grade

Total Score

Percentile

Grade

Extra Credit Yes

Percent Score Yes

Achievement Gap No

Z Score No

T Score No

ETS Score No

Deviation IQ No

Percentile No

Objective Perce... No

Correct No

Incorrect No

Missing No

Subjective Perce... No

Sort Students

Choose the data used to sort the students.

Default = Unsorted

DEFAULTS APPLY CANCEL

8. CUSTOMIZING THE REPORT HEADER

- To customize the report header, click into the box next to 'Custom Report ...' from the Report Style – Header/Footer menu on the right side of the report window and type in your desired header. If you want the title change to appear on all pages, select 'Every Page' from the Repeat Header menu. Click APPLY at the bottom. This will need to be done for each report that you wish the header to be customized.

Report Style - Header / Footer

Header	
Custom Report ...	Student St...
Title Text Color	<input type="checkbox"/> White
Report Color	<input type="checkbox"/> #2859...
Repeat Header	Every Page
Header Layout	(Custom)
Display Custom ...	Yes
Display Filter	Yes

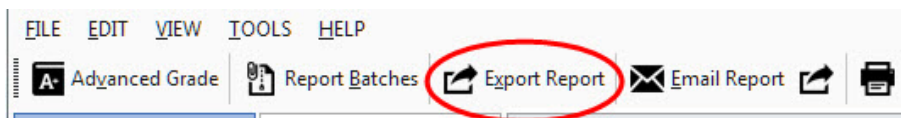
Footer	
Left	Date
Center	Report Title
Right	Page Nu...
Date Format	System Sh...

Header
Customize the look of the report header.

DEFAULTS **APPLY** CANCEL

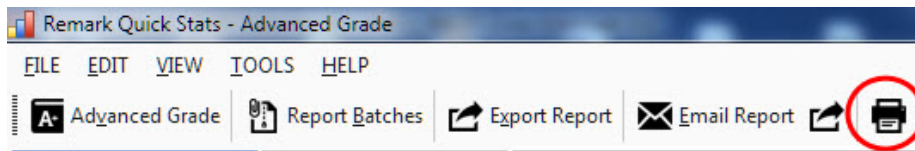
9. EXPORTING REPORTS

- To export reports as PDF, HTML, TIF, RTF or Text files click on the Export Report icon in the ribbon. Choose Export format and click Export then choose file location to save to your OneDrive or a flash drive and click Save.



10. PRINTING REPORTS

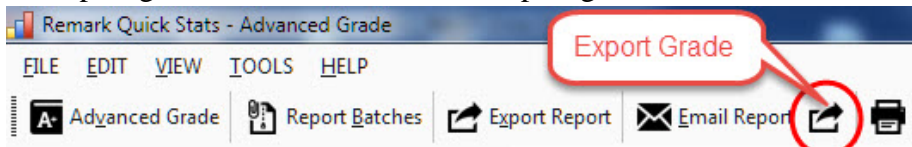
- To print a report, select the report that you wish to print and click on the printer icon in the Advanced Grade ribbon.



- Select the desired printer and click Print

11. EXPORTING GRADES TO CANVAS

- To export grades to Canvas, click the export gradebook icon in the Advanced Grade ribbon.



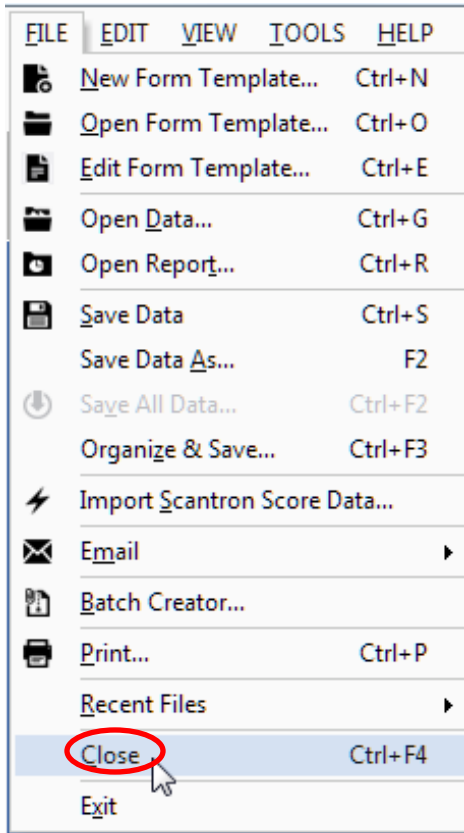
- Choose 'Canvas LMS' from the Gradebook format dropdown menu, fill in the following Gradebook Export Parameters: Student name and SIS User ID as shown below and click 'Export'.

A screenshot of the 'Gradebook Export' dialog box. It has a title bar 'Gradebook Export'. Inside, there are two dropdown menus: 'Gradebook format:' set to 'Canvas LMS' and 'Import grade from:' set to 'Raw Score'. Below these is a section titled 'Gradebook Export Parameters' containing several fields: 'Student name:' (dropdown set to 'Name'), 'Student ID:' (text box), 'SIS User ID:' (dropdown set to 'Student ID'), 'SIS Login ID:' (text box), and 'Section:' (text box). A tip at the bottom says 'Tip! Make sure the file is saved as Grades-Course_Name.csv'. At the bottom right, there are two buttons: 'Export' (circled in red) and 'Cancel'.

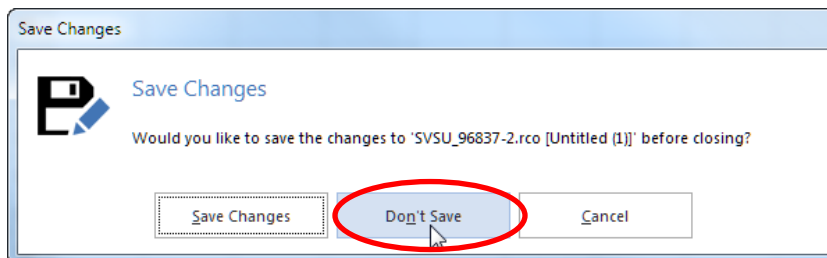
- Choose file location to save to your OneDrive or a flash drive, enter File name and click Save
- If you want to import the raw scores into canvas as % scores you will need to manually add a % sign after the raw score in the .csv file, i.e. "SMITH JOE M","", "2222 17", "", "", "74%", "", "", ""
- Import the file to your Canvas course gradebook. If you need instruction on how to do this, please either contact the ITS Support center at x4225 or by email at support@svsu.edu.

12. WHEN FINISHED, CLOSE REMARK

- Click on File in the menu and choose Close.



- On the 'Save Changes' dialog box choose 'Don't Save'.



13. LOG OFF FROM THE COMPUTER.