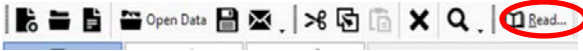# REMARK CLASSIC EXAM SCANNING – QUICK GRADE

Use these instructions only if your exam does NOT have 'AND' question answers and is using a score of 1 point per question. If your exam does have 'AND' questions or uses scoring other than 1 point per question, use the 'REMARK CLASSIC EXAM SCANNING ADVANCED GRADING' 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 in the scanner to be scanned. 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 blue '2' button on the scanner and click 'OK' on the dialog box on the screen. To continue scanning click 'Yes' on the 'Would you like to continue scanning pages?' dialog box.
   - Click 'Read' on the following dialog box.
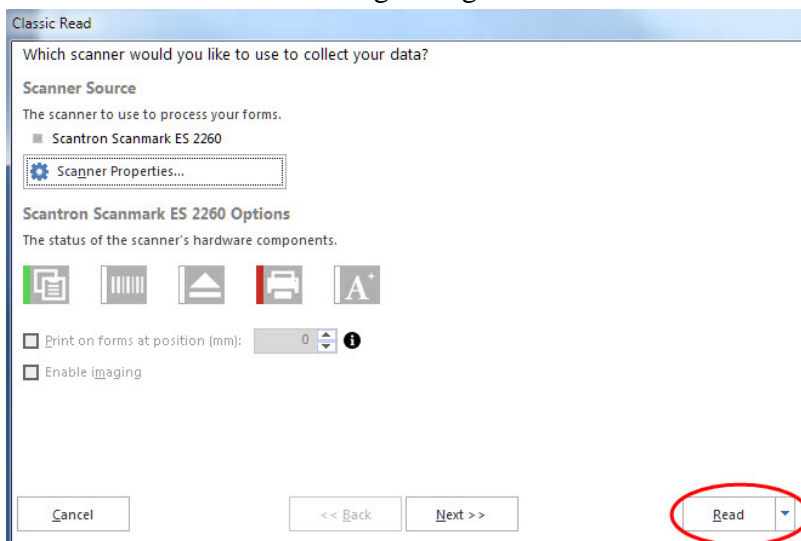
   - When all forms have been scanned, click 'No' on the dialog box 'Would you like to continue scanning pages?' This will take you to the Data Options area.
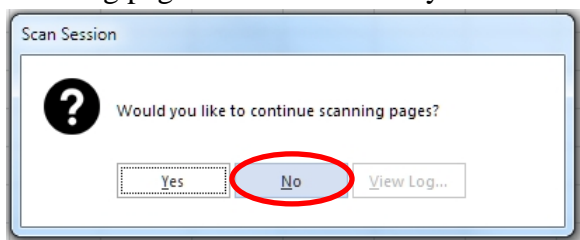
3. USING 'QUICK GRADE'

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

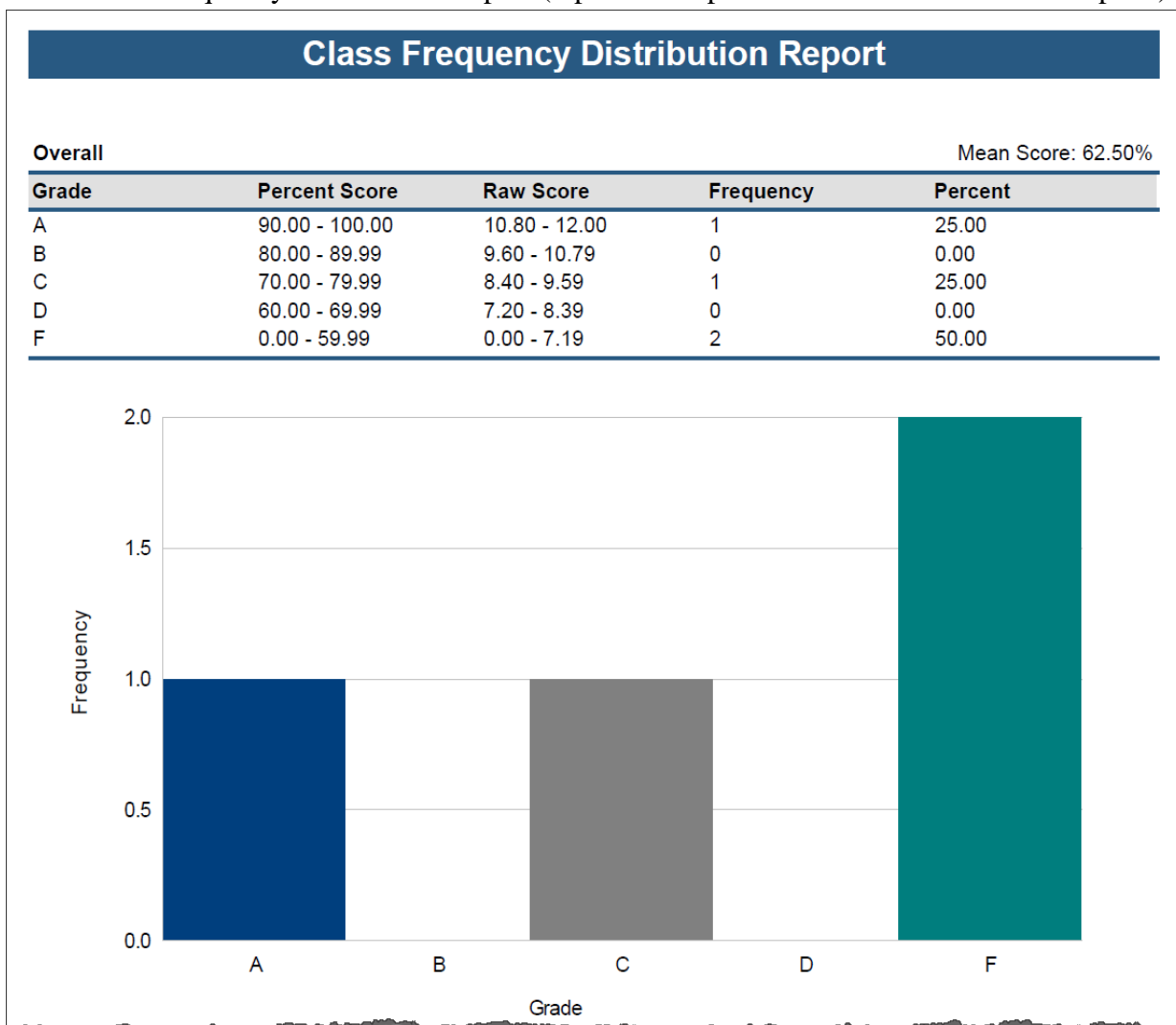## 4. VIEWING, EXPORTING or PRINTING REPORTS

- On the Remark Quick Stats – Quick 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.
  - o The reports 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.
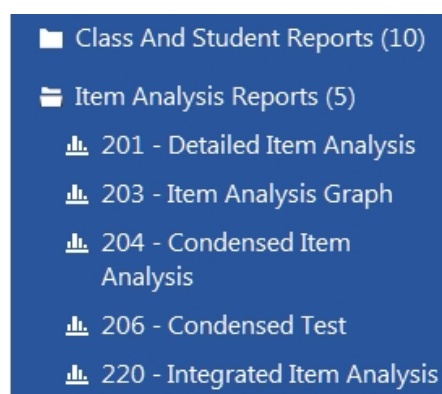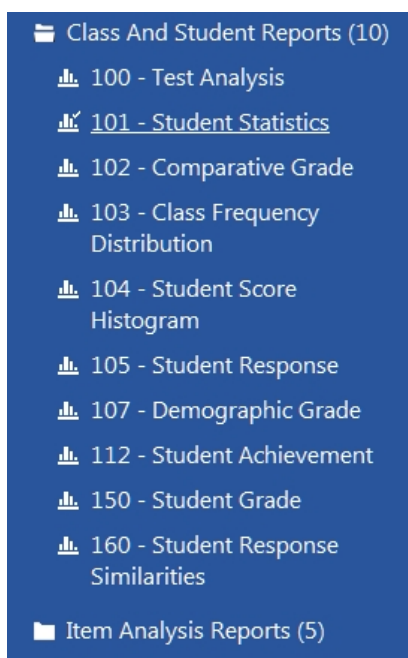
  - o 101 – Student Statistics Report (replaces our previous 'Roster Report')

Student Statistics Report

Overall   Class Average: 62.50%

Student	Grade	Total	Percent
EEE TWENTY FIVE 044444444	F	3 / 12	25.00
DDD FIFTY 03333333	F	6 / 12	50.00
AAA SEVENTY FIVE 022222222	C	9 / 12	75.00
A PERFECT SCORE 0111111111	A	12 / 12	100.00
Mean	D	7.50	62.50

o 103 – Class Frequency Distribution Report (replaces our previous 'Score Distribution Report')

Class Frequency Distribution Report

Overall   Mean Score: 62.50%

Grade	Percent Score	Raw Score	Frequency	Percent
A	90.00 - 100.00	10.80 - 12.00	1	25.00
B	80.00 - 89.99	9.60 - 10.79	0	0.00
C	70.00 - 79.99	8.40 - 9.59	1	25.00
D	60.00 - 69.99	7.20 - 8.39	0	0.00
F	0.00 - 59.99	0.00 - 7.19	2	50.00

o 105 – Student Response Report (replaces our previous 'Class Response Report')

Student Response Report

Legend: Correct: [green] Incorrect: [red] Unanswered or Other Incorrect Response: ☐ Multiple Responses: *

Students:	Total Score	Percent Score	Grade	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
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	B	D	E	A	A	*	D	D	A	A	
DDD FIFTY 03333333	6	50.00	F	D	*	A	D	E	B	A	E	C	D	C	A
AAA SEVENTY FIVE 022222222	9	75.00	C	B	B	A	B	C	D	C	B	A	B	C	D
A PERFECT SCORE 0111111111	12	100.00	A	A	*	C	D	E	D	C	B	A	B	C	D
Average:	7.50	62.50	D	100	50	75	75	75	50	50	50	50	50	75	50

o 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

Responses

Question	Response	Correct Answer	Question	Response	Correct Answer	Question	Response	Correct Answer
Question1	B		Question5	C	E	Question9	A	
Question2	B	(B&D)	Question6	D		Question10	B	
Question3	A		Question7	C		Question11	C	
Question4	B	D	Question8	B		Question12	D	

o 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
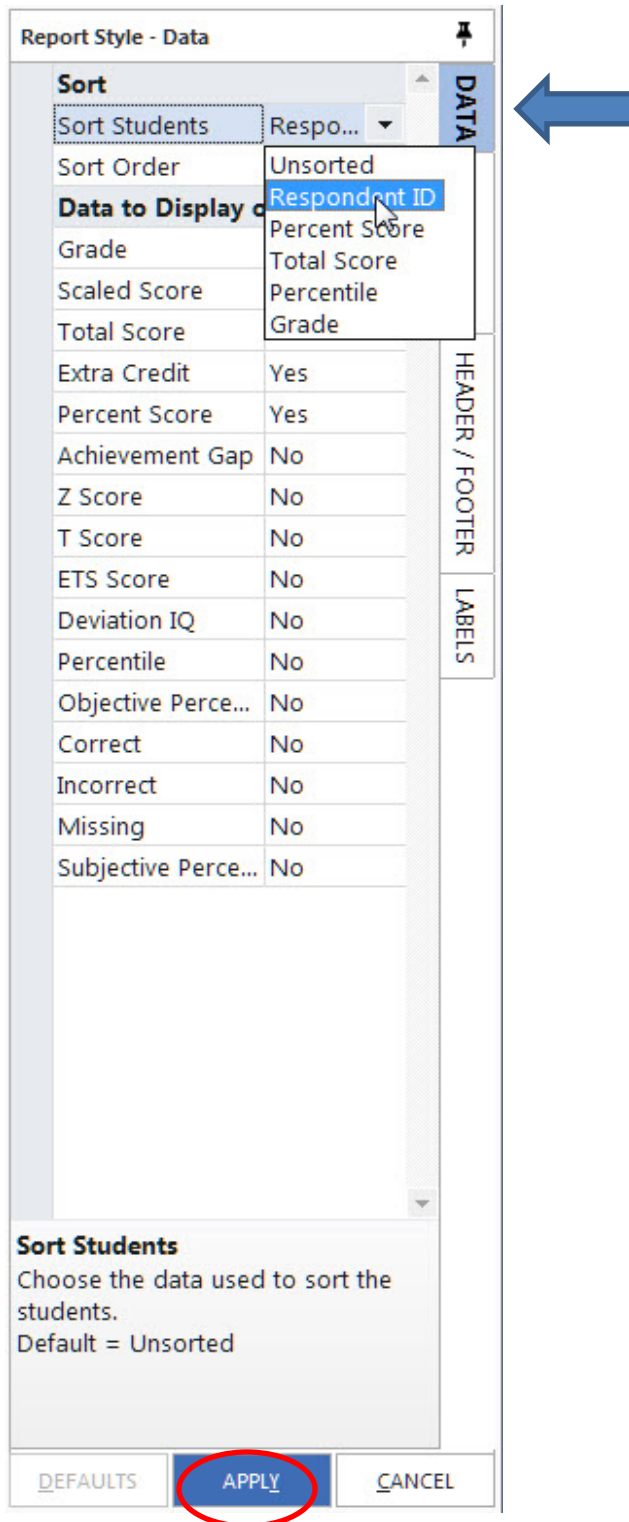
Legend: Distractors Chosen More than Correct Answer: ▮

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	A	B	C	D	E	Non Distractor	Total %	Upper 27%	Lower 27%	Point Biserial
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

The "Response Frequencies" columns are A, B, C, D, E. The "Correct Group Responses" columns are Total %, Upper 27%, Lower 27%.

5. 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.

6. 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.
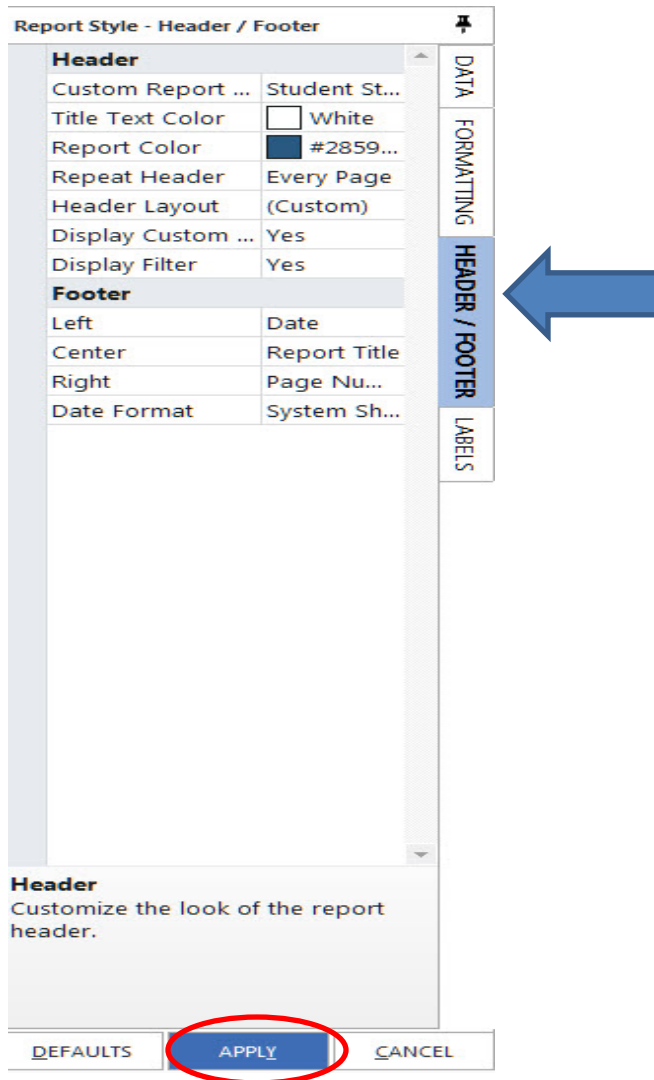
7. EXPORTING REPORTS

- 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 M: drive or a flash drive and click Save.
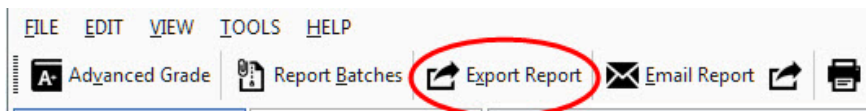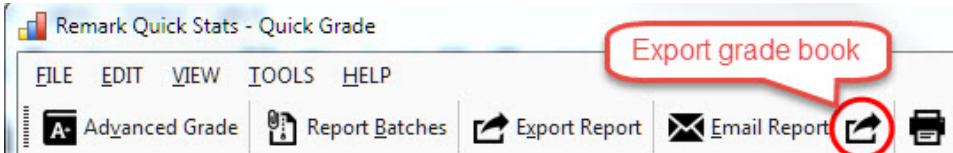
8. PRINTING REPORTS

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

- Select the desired printer and click Print

9. EXPORTING GRADES TO CANVAS

- To export grades to canvas, click on the export gradebook icon in the quick 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'.
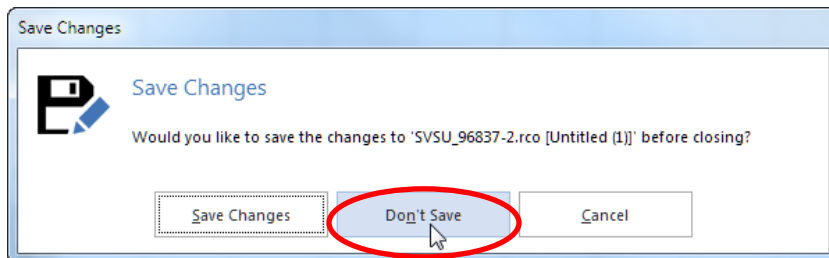

- Choose file location to save to your M: drive or a flash drive, enter File name and click Save
- If you want to import the raw scores into canvas as % scores you will need to manually add a % sign after the raw score in the .csv file. i.e. "SMITH JOE M","","2222 17","","","74%","","",""
- Import the 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.

10. WHEN FINISHED, CLOSE REMARK

- Click on File in the menu and choose Close.
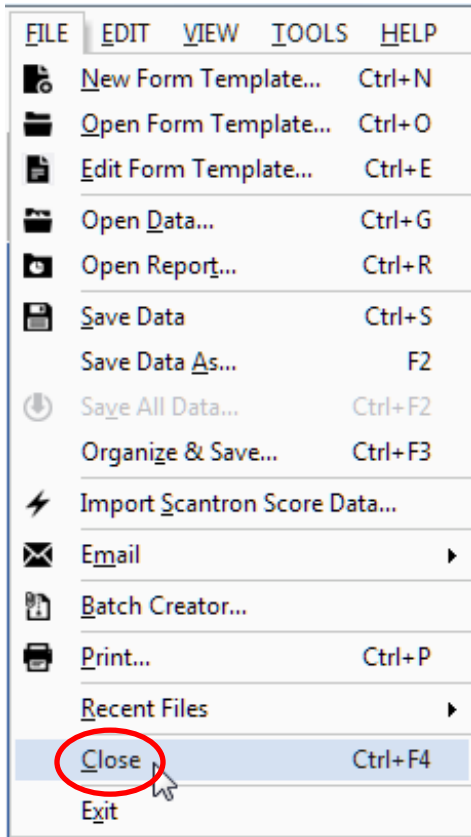
- On the 'Save Changes' dialog box choose 'Don't Save'.

11. Log off of the computer.