

THE XEROX-REMARK TEST GRADING CLOUD -- CHEAT SHEET (v1)

TO CREATE BLANK ANSWER SHEETS FOR A PAPER TEST

[by Jean-Claude Bailey, Hunter College MIS (ICIT)]

(Optionally, you may print blank test answer sheets using the XEROX-REMARK app at the multifunction printer)

1. Type **grading.remark.cloud** in your browser's text bar.
2. Enter your username, which is your Hunter email address.
3. Enter your password.
4. On the **MyClasses** page, select a class.
5. On the **Class** page, click on the **New Test** button.
6. The test's name is required. Follow below the test-naming convention. The latter is optional. However, I recommend the following format:

Term – Test Name – Type of test

Spring24 – Spelling – Quiz #1

The term can be Fall, Winter, Spring, or Summer. The test name can be any relevant name. The type of test can be Quiz #n, Midterm, Final, Period #n, etc.

7. Click on the 2nd bullet point, "I would like to use an existing answer sheet design."
8. Select a predefined answer sheet template from the dropdown list. Example:
Hunter Standard 100Q Multiple Choice Answer Sheet (A-E)
9. Click on the **Save Test** button. This leads to the **Test** page.
10. On the **Test** page, click the **Distribute** button to display a drop-down menu and select
"For Paper Download and Print." This takes you to the **Print Tests** page.
11. Verify that the "Include the answer key" box is checked.
12. Click on the **Download Tests** button. This leads you to the **Download Tests** page, where the answer sheet can be partially viewed on a **PDF Viewer**.
13. Click the printer icon to see a full view of the blank answer sheet and double-check the printer settings.
14. **Before printing, keep the following in mind.** This can be time-saving and without worry later on.
 - a) Verify that the printer you intend to use print on is selected.
 - b) Ensure enough printer paper is available and loaded.
 - c) Do not print multiple copies; each generated test is unique.
 - d) Ensure that any options to scale the page, such as "Fit" or "Shrink Oversized Pages," are **not** turned on.
You always want to print forms at 100% of their size.
 - e) Mark the check box that specifies appropriately printing **single or double-sided** answer sheets.
15. Click **Print** to print the blank answer sheets.
16. Administer the test to the students.

