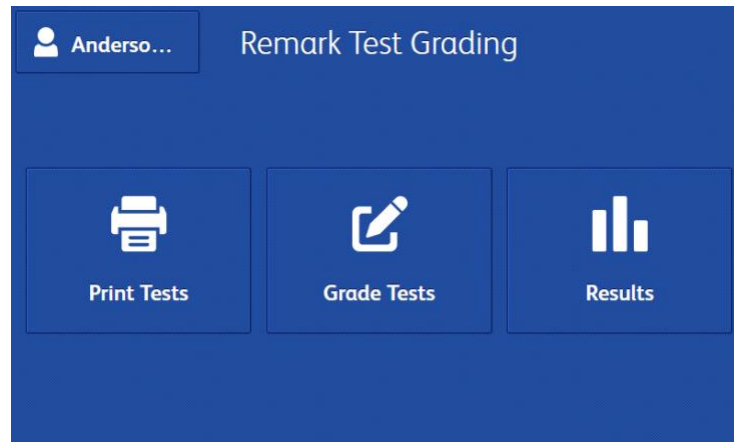


THE XEROX APP for REMARK TEST GRADING -- CHEAT SHEET (v1)
TO GRADE COMPLETED ANSWER SHEETS at THE XEROX PRINTER

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

1. At the control panel of the multifunction printer, tap on the Remark Test Grading app.
2. If you are a first-time user, enter your Remark Cloud Test Grading Cloud credentials to create your four-digit **PIN**. Otherwise, enter your **PIN**. This leads you to the “**Home**” screen below:



3. If you intend to grade an already completed test (skip to step #10).
4. If you first want to print blank answer sheets, tap on **Print Tests**.
5. Select your **Class**, then tap **Next** at the top right corner of the screen.
6. Select a **Test**, then tap **Next** at the top right corner of the screen.
7. Select **Student(s)**. As needed, turn on the “*Include blank answer key.*” Then tap on **Print**.
8. Watch the message; “*Printing in progress.*” And blank answer sheets are printed.
9. Administer the test to the students.
10. Collect completed answer sheets.
11. Position the completed answer sheets on the XEROX multifunction printer’s automatic sheet feeder, face up in the reading position.
12. Tap on **Grade Tests**. *The grading duration varies depending on the size of your input.*
13. Tap on **Start** to launch the grading operation. *The results can be viewed on the printer’s control panel and also on the **Test** page of the Remark Cloud web portal.*
14. Tap on **Results** to view the test results.
15. Print, email, or generate reports. *You may opt to do these from Remark Cloud as well.*
16. **LOG OUT** by tapping on your name at the top, left corner of the screen.

