

Remark[®]

Test Grading

**Getting Started Guide
for Paper Tests
at Hunter**

(Adapted to Hunter College's workflow by Jean-Claude Bailey,
Programmer/Analyst (M.I.S, ICIT) [v4])


Improving Society Through Innovation[®]

Remark Test Grading

Getting Started Guide for Paper Tests

at Hunter [v4]

Thank you for using Gravic, Inc.'s Remark Test Grading application. This document is designed to help you get up and running quickly, per Hunter's workflow. It will cover the Remark Test Grading Cloud for Paper tests.

At the beginning of each semester (Term), the Hunter MIS (ICIT) will download the roster from CUNYFirst, and the Remark System administrator will import it into the Remark Test Grading Cloud application. This guide will introduce the awareness of the following tasks per Hunter's workflow. You will most likely begin your session by going directly to **Step Four**.

- Step One - Creating a term (performed by the MIS (ICIT) department)
- Step Two - Creating a class (optional)
- Step three - Importing a class roster (optional)
- **Step Four** - Selecting a paper test template
- Step Five - Printing tests (produce blank answer sheets)
- Step Six - Grading tests (grade/scan/upload completed answer sheets)
- Step Seven - Running reports

Therefore, at Hunter, you will routinely select your Test Answer Sheet template, print a blank answer sheet, administer the test to students, grade the test, and run the reports.

BUT FIRST... YOU HAVE TO COMPLETE YOUR CREDENTIALS TO ACCESS THE APPLICATION

By default, your unique Hunter College email address is your username. You complete your credentials by creating your password. To log in for the first time, you will either have received an email invitation from Hunter ICIT's Remark Account Admin to do so, or you may do the following:

- 1- Go to your web browser and type on the address bar, without the quotes, "**grading.remark.cloud**".
- 2- You are then prompted to enter your username, which, by default, is your current unique **Hunter email address** in the format *anymail@hunter.cuny.edu*.
- 3- Since you do not yet have a password, click on the link that says "**Forgot your password?**" From this, you get the message: "Check your email for a password reset email."
- 4- Check your email. Once inside, follow the instructions.
- 5- Your password is created. Return to the web portal "**grading.remark.cloud**" and attempt to sign in again. If successful, you'll be presented with the **My Classes** page. You should see the classes you teach in the current Term (*i.e., Spring 2023*). Now, let's select a paper test template, print blank answer sheets, administer the test to students, grade the test, and optionally run reports. This begins with **Step Four**: Click on one of your classes listed on the My Classes page, leading you to the **Class** page.

Step One: Creating a Term

Note: This step only applies if you are the system administrator of your account. If you are not the system administrator, then it is likely that your school administrator has already set up a term for you, and you can skip to Step Two.

Step Two: Creating a Class (optional)

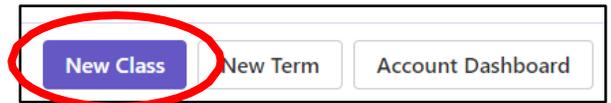
Overview:

You first need to create classes that contain your student rosters. You are all set if your Remark Test Grading Account administrator imported your classes. If, for any reason, you need to create a class, continue with the steps below. For this guide, we will create one **Class**.

Note: If you are in a school where the school administrator has already imported your classes, you will see your classes listed on the **My Classes** page. If you see your classes listed you can skip **Step Two** and Step Three and go directly to **Step Four**.

Steps:

1. Select the **New Class** button in the upper right corner. This will then take you to a new page, where the application prompts you to input your class details, including the name, ID, instructor, and term for your class.
2. The instructor and term are predefined. Enter the name of your class in the first line: "Tutorial Class." The class name is automatically copied into the Class ID box as you type, though you can change this at your discretion.
3. Use the default option "All of my students will be on the roster."
4. Click the **Save Class** button once you are finished entering the necessary details.

A screenshot of the 'New Class' form. The form is titled 'New Class' and contains the following fields:

- Class Name:** Tutorial Class
- Class ID:** Tutorial Class
- Instructor:** Remark Teacher (dropdown menu)
- Term:** First Semester (dropdown menu)

Below the fields, there is a question: "How would you like to manage students for this class?" with two radio button options:

- All of my students will be on the roster
- I don't want to use a roster for this class

At the bottom of the form, there are two buttons: 'Save Class' and 'Discard Changes'.

Step Three: Importing Class Rosters (optional)

Overview:

Remark Test Grading allows you to add students to your classes in three ways:

- Importing a class roster from an Excel or CSV file
- Choosing your students from a list of existing students
- Manually entering students

The fastest and easiest way to enter this information by importing an existing file containing student information. For this guide, we will demonstrate the import feature. The other options for entering student information are available based on your account permissions set by your Remark Test Grading Administrator.

The class roster import feature requires a class roster in an external file. In this example, we have created an import file for you using the example Microsoft Excel spreadsheet shown on the right.

	A	B	C
1	ID	First	Last
2	1010	Edward	Roman
3	2020	Melissa	Gomez
4	3030	Nicole	Schaefer
5	4040	Mayson	Roth
6	5050	Stanley	Huffman
7	6060	Rachel	Burrows
8	7070	Martin	Deleon
9	8080	Victoria	Padilla
10	9090	Janice	Richards

Roster Management Tools

Have a file that contains your class roster?

Import Students

Want to cleanup your class roster?

Remove Students

Students on Roster: 0

Steps:

1. Create a small Excel Spreadsheet like the one on the right.
2. Continuing from the Create Class steps, on the **Edit Class Roster** page, look on the right side for **Roster Management Tools** and click the **Import Students** button. (Note: If you returned to the Class page, click the Edit link to return to the roster area.)

For your information, as shown below, the field requirements are Student ID, First Name, and Last Name. The Middle Name is optional. The email address is optional but strongly recommended just in case there is a need to communicate with the students.

Field	Required	Optional	Keyword for import file
Student ID	X		ID
First name	X		first
Last Name	X		last
Middle Name		X	middle
Email Address		X	email

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3. Confirm that your file format matches these guidelines, and then click in the **Choose Import File** box. This allows you to select the file from your system. Select our sample file or the one you created.

TERM: FALL SEMESTER > CLASS: TUTORIAL CLASS

Student Management: Import Students

Choose Import File

Click to browse or drag file here

Supported formats: CSV, Microsoft Excel.

Add Students To Roster

Your imported students will be added to the Tutorial Class class roster.

Import File Format

Each student import record should contain the following fields:

Student ID **First Name** **Last Name** **Middle Name** **Email Address**

Guidelines

- Student ID is required
- First Name is required
- Last Name is required
- Middle Name is optional
- Email Address is optional
- Fields are expected to be in the order illustrated above (unless using a header row)
- Import files with a header row must meet the following criteria:
 - Student ID column must contain the word, 'ID'
 - First Name column must contain the word, 'first'
 - Last Name column must contain the word, 'last'
 - Middle Name column must contain the word, 'middle'
 - Email Address column must contain the word, 'email'

Import Students **Cancel**

4. Remark Test Grading provides a review page before the import begins. Be sure to review this page for accuracy before proceeding.
5. Click **Import Students** to start the import process.
6. Once the import is complete, select the **Finished** button. Remember that you can add or delete your class members at any time.

Student Management: Import Students

Choose Import File

Copy of remarkstestgrading.xlsx 3.72 KB

Add Students To Roster

Your imported students will be added to the aaaaaa class roster.

ID	First Name	Last Name	Middle Name	Email Address
<input checked="" type="checkbox"/>	1010	Edward	Roman	eroman@example.com
<input checked="" type="checkbox"/>	2020	Melissa	Gomez	mgomez@example.com
<input checked="" type="checkbox"/>	3030	Nicole	Schafer	nchafer@example.com
<input checked="" type="checkbox"/>	4040	Mayson	Roth	mroth@example.com
<input checked="" type="checkbox"/>	5050	Stanley	Huffman	shuffman@example.com
<input checked="" type="checkbox"/>	6060	Rachel	Burrows	rburrows@example.com
<input checked="" type="checkbox"/>	7070	Martin	Deleon	mdeleon@example.com
<input checked="" type="checkbox"/>	8080	Victoria	Padilla	vpadilla@example.com
<input checked="" type="checkbox"/>	9090	Jenice	Richards	jrichards@example.com

Import Students (9) **Cancel**

You are now ready to start creating tests for this class.

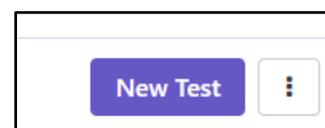
Step Four: Selecting a Paper Test Template

Overview:

You can create a test from the **Class** page to give to your class. Remark Test Grading is equipped with a test designer to build a test answer sheet to meet the parameters of your test. But, in this guide, we will select an existing, pre-defined answer sheet. By default, the answer sheets are pre-printed with the following items: the student entry box so the student can write in his/her name with the last name first (recommended). This is followed by the instructor's name, class, test, and page information at the sheet's top left corner. At the top right corner, the student bubbles in their student ID (EMPLID). This is the area where the corresponding QR Code is located as well. See page 8 of this guide.

Steps:

1. From the **Class** page, click the **New Test** button in the top right corner of your screen. This will bring you to the **New Test** page.
2. The application prompts you to enter a name for your test. Enter any name you want, or follow the naming convention suggestion in the box below (recommended). Note that the student's answer sheets and reports display the test name.
3. *How would you like to create this test?* Select the second bullet point: "Use an existing answer sheet design" (recommended at this time)."
4. A dropdown menu rolls down with an Answer Sheet template option. It serves to use pre-defined answer sheet templates instead of creating one from scratch. Select the first one: "1-Hunter Standard 100Q Multiple Choice Answer Sheet (A-E)." It is designed to resemble the old Scantron preprinted bubble sheet used at Hunter for decades.



Test Name

Spring23-Hunter 101-07-Spelling-Quiz #9

How would you like to create this test?

- Design test from scratch
- Use an existing answer sheet design

Answer Sheet Designs

1- Hunter Standard 100Q Multiple Choice Answer Sheet (A-E) ▼

Description: Standard Answer Sheet for Instructors

Show advanced options ▼

Save Test

Save and Edit

Discard Changes

5. Click on the **"Save test"** button. This action leads you directly to the **Test** page. Several grading actions happen here, like handling answer keys, reports, exports, etc.

Suggested Test-Naming Convention

The name of your test is required. I suggest the following abbreviated 3-section hyphenated format because, at present, there is limited space in the space reserved for this (at the top of answer sheets and at the top of reports' pages as well. For example:

Term - Test name - Type of test

Spring23 - Hunter 101-Spelling - Quiz #1

1- **Term** can be **Fall, Winter, Spring, or Summer**. Then append the last two digits of the year, in this case, "23".

2- The **Test name** can be relevant but not excessively long. Here, we are using the class example "Hunter 101-Spelling".

4-The **Type of test** can be either **Quiz #n, Midterm, Final, Period #n, Spelling**, etc.

An example of Hunter's Standard Answer Sheet

Student:
Student ID

Test: Spring23-Hunter 101-07-Spelling-Quiz #10

Class: Hunter 101-07

Instructor: Prof. ZZ-Sampleprof

Page: 1 of 1



333CE8B1

Student ID bubbles: — 0 1 2 3 4 5 6 7 8 9
 — 0 1 2 3 4 5 6 7 8 9
 — 0 1 2 3 4 5 6 7 8 9
 — 0 1 2 3 4 5 6 7 8 9
 — 0 1 2 3 4 5 6 7 8 9
 — 0 1 2 3 4 5 6 7 8 9
 — 0 1 2 3 4 5 6 7 8 9

Correct: ● **Incorrect:** ○ ⊗ ⊙

1	A B C D E	6	A B C D E	11	A B C D E	16	A B C D E
2	A B C D E	7	A B C D E	12	A B C D E	17	A B C D E
3	A B C D E	8	A B C D E	13	A B C D E	18	A B C D E
4	A B C D E	9	A B C D E	14	A B C D E	19	A B C D E
5	A B C D E	10	A B C D E	15	A B C D E	20	A B C D E

21	A B C D E	31	A B C D E	41	A B C D E	51	A B C D E
22	A B C D E	32	A B C D E	42	A B C D E	52	A B C D E
23	A B C D E	33	A B C D E	43	A B C D E	53	A B C D E
24	A B C D E	34	A B C D E	44	A B C D E	54	A B C D E
25	A B C D E	35	A B C D E	45	A B C D E	55	A B C D E
26	A B C D E	36	A B C D E	46	A B C D E	56	A B C D E
27	A B C D E	37	A B C D E	47	A B C D E	57	A B C D E
28	A B C D E	38	A B C D E	48	A B C D E	58	A B C D E
29	A B C D E	39	A B C D E	49	A B C D E	59	A B C D E
30	A B C D E	40	A B C D E	50	A B C D E	60	A B C D E

61	A B C D E	71	A B C D E	81	A B C D E	91	A B C D E
62	A B C D E	72	A B C D E	82	A B C D E	92	A B C D E
63	A B C D E	73	A B C D E	83	A B C D E	93	A B C D E
64	A B C D E	74	A B C D E	84	A B C D E	94	A B C D E
65	A B C D E	75	A B C D E	85	A B C D E	95	A B C D E
66	A B C D E	76	A B C D E	86	A B C D E	96	A B C D E
67	A B C D E	77	A B C D E	87	A B C D E	97	A B C D E
68	A B C D E	78	A B C D E	88	A B C D E	98	A B C D E
69	A B C D E	79	A B C D E	89	A B C D E	99	A B C D E
70	A B C D E	80	A B C D E	90	A B C D E	100	A B C D E



Revised: 11/23/2022

GENERAL PURPOSE ANSWER SHEET

9

Step Five: Printing Blank Test Answer Sheets

Overview:

Now that your test is designed or selected, you can print test answer sheets on your Xerox multifunction printer (MFP). By default, each test is printed with the student's name, class name, test name, instructor name, and page number. Printing a copy of the form designated as the answer key is a check box option recommended for now. The instructor can bubble the answer key and scan it with the students' completed test forms. A key can also be manually entered by the instructor if desired.

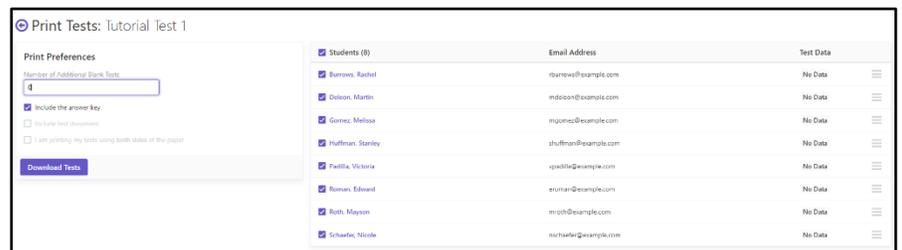
Steps:

1. Select the **Distribute** button in the upper right-hand corner.



2. Select **For Paper** (Download and Print)
3. Choose the option to **Include the answer key**. We will bubble in the correct answers and scan the answer key with the students' tests.

4. Remark provides a list of all the students in the class. All students are selected by default since it is your first time printing this test. Click the **Download Tests** button, and then the application displays the forms in a PDF viewer.



CAUTION!!!

Before printing, always remember the following:

- a) Select the correct Xerox Multifunction Printer (MFP).
- b) Ensure the printer device is loaded with paper attempting to print.
- c) Uncheck the Two-Sided check box under **Printer Preferences** if you only intend to print a one-sided-page test. Otherwise, you will print different students' tests on back-to-back pages. Ouch!
- 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.

5. Print the blank answer sheets using your Xerox multifunction office printer (MFP).

Step Six: Administer Tests

Overview:

After printing the test blanks, you would administer the tests to your students.

Step Seven: Grade Tests [At Your XEROX Multifunction (MFP) Device]

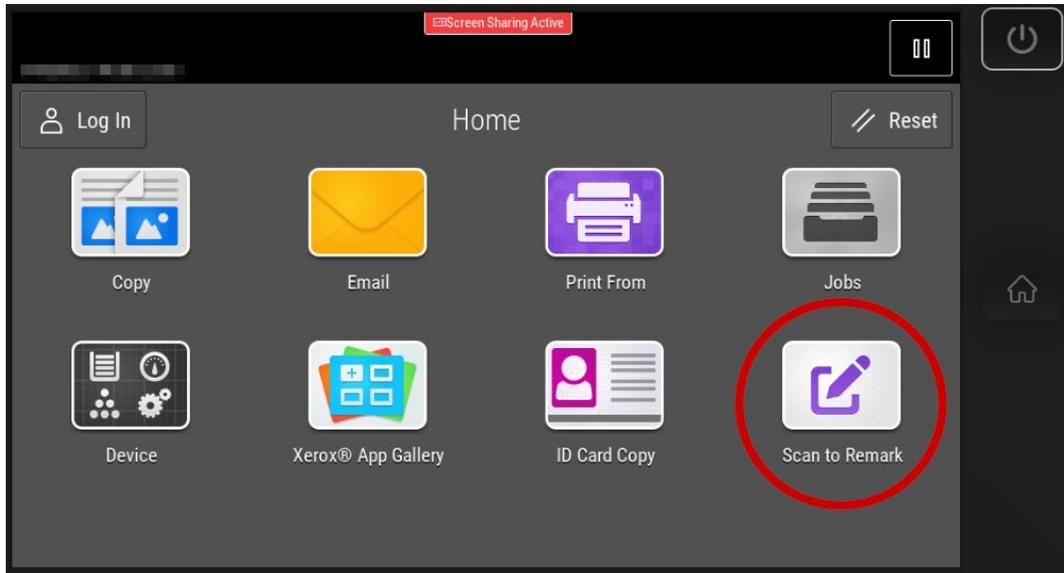
Overview:

After your students have taken the test, it is time to grade it. You will use your office Xerox MFP (Multifunction Printer). One of the apps displayed on the control panel of your multifunction printer (MFP) is called **Scan to Remark**. Tap on it to launch the application.

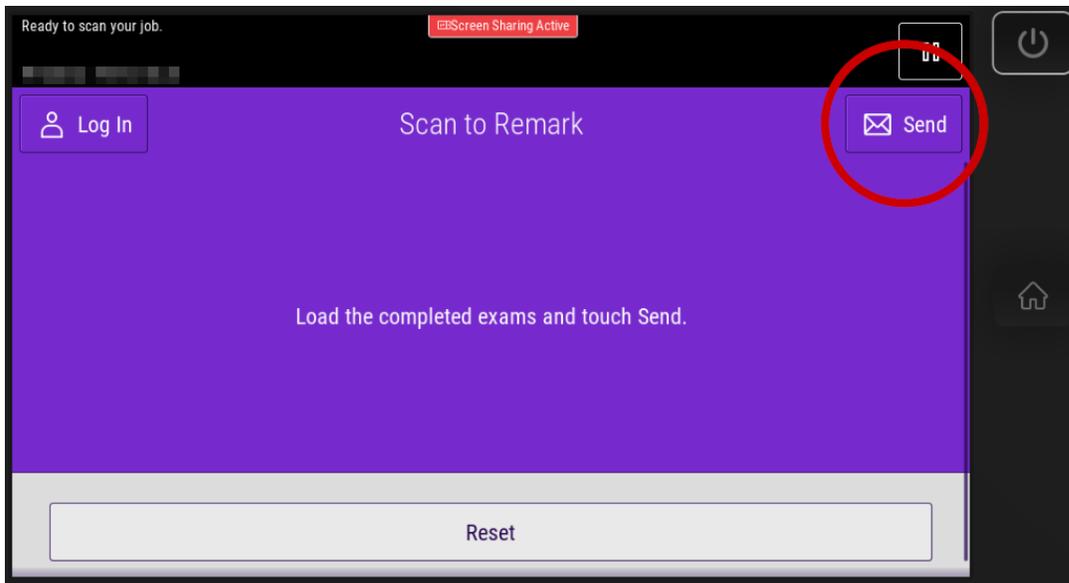
There are two ways to access the Remark Test Grading Cloud application for grading:

- a) **Remark Test Grading Web Portal (<https://grading.remark.cloud>)**. More functionalities of the software reside here.
- b) **The Scan to Remark app installed on the Xerox Multifunction (MFP) printer**. This option will scan the test sheets and email them to grademe@mail.remark.cloud. Remark Test Grading will use the Data Matrix codes on the test sheets to determine the Instructor, Class, Test, and Student information for processing and will grade the tests.

1. On the control panel, touch **Scan to Remark**.



2. Place the completed exams on the automatic sheet feeder and touch **Send**.



3. You will receive an email from Remark Cloud containing a summary of the processing results.

Step Eight: Review Data

Overview:

Remark Test Grading can flag various exception cases found during the grading process. Exceptions include multiple and blank responses. As exceptions are encountered, a badge appears next to a student's name and indicates the number of exceptions on his or her answer sheet. You can select the student's name to see a particular form or click the badge under "Exceptions" in the test Summary area. This allows you to review all the tests, review the exceptions, and make changes to the results using your discretion. Note that reviewing exceptions is optional.

Note: When filling out your forms, if you filled in multiple marks for a question, or if you did not fill in answers for a question, you will see exceptions to be reviewed. If your forms have no exceptions you will not have anything to review and can skip this step.

Steps:

1. Locate the **Exceptions** area in the **Test Summary**. If you see a red number under the word Exceptions, this indicates that you have exceptions in your data. Click the red badge.
2. Using the bubbles on the left and the image on the right, determine whether you can make any adjustments. For example, if a student marked two responses but crossed out one, you can select the intended response. If you do not want to change the response, leave it as is or click the red exception to clear it.
3. Use the **Previous Exception** and **Next Exception** buttons to navigate the exceptions.
4. After reviewing, click the **Save Data** button to return to the test details page. Any changes made to the student's data appear in the updated grade results.

You are now ready to run reports.

Test Summary		
A breakdown of your test at a glance		
Class Average	Questions	Points
73%	5	5
Exceptions	Flagged Images	Open Responses
5	0	0

Review Test Data: Tutorial Test 1

Burrows, Rachel

Test Data

Previous Exception (0) Next Exception (0)

(Untitled Section)

1.	<input type="radio"/>	<input type="radio"/>	
2.	<input checked="" type="radio"/>	<input type="radio"/>	Multiple Responses (Not Reviewed)
3.	<input type="radio"/>	<input type="radio"/>	
4.	<input type="radio"/>	<input type="radio"/>	
5.	<input type="radio"/>	<input type="radio"/>	

Snapshot

True False

...d, blue and yellow.

...group of people is called a

...vase is called a watercolor.

...nt of design.

...art that is not realistic.

Save Data Discard Changes

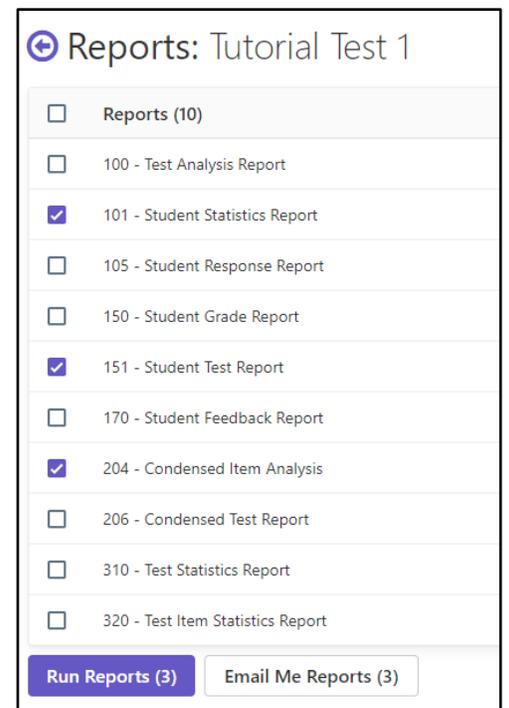
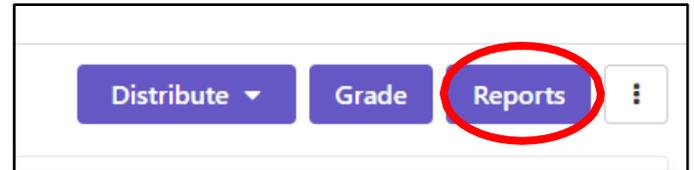
Step Nine: Generate Reports

Overview:

Now that your tests are graded, you can run various reports based on class, student and items. You can select one report at a time or generate multiple reports simultaneously. The reports are generated in PDF and Excel formats, so you can download, print, or email the reports to yourself or your students. Note that you can only email reports to students from Remark Test Grading if you include their email addresses in the class roster.

Steps:

1. Select the Reports button in the upper right corner of the test details page.
2. Locate the reports on the left-hand side of your browser. Select the box for each report you wish to run. For this tutorial, select the "Student Statistics," "Student Test," and "Condensed Item Analysis" reports.
3. Click the button to **Run Reports**. The selected reports are displayed to the right in the report viewer. From here, you can view, save or email the reports. We encourage you to view each report at your leisure and determine which fits your needs. Note that you can also format various parts of the reports by clicking the **Report Style** button on an individual report.



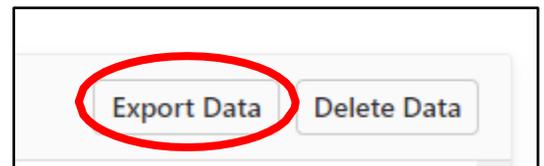
Step Ten: Exporting Data and Grades

Overview:

Remark Test Grading provides the ability to export raw data and grade information. The raw data export is helpful if you wish to conduct further analysis outside of the application or share this information with someone who does not have access to Remark Test Grading. The student grades can be exported to popular gradebook, student management, and learning management systems. Some of the formats include Microsoft Excel, Microsoft Access, Blackboard, Canvas, Moodle, CSV, TXT, and more. From the page below, you can pick the data you want exported and download it as a data file or email it to yourself.

Steps:

1. From the test details page, click **Export Data** from the Scores area to view the export options (if you are still in the reports, click the back arrow next to your test name to return to the test details page). The Export Data button is just above the student section on the right.
2. To export the raw data, choose the "Comma Separated (csv)" format and click the **Download Data** button. The file is downloaded from your web browser (and is in the Downloads folder on your computer). You could now open this file in Excel or another application of your choice (this is out of scope for this tutorial).
3. To download a gradebook file, choose the "Standard CSV" format and click the **Download Gradebook** button. The file is downloaded to your web browser (and is in the Downloads folder on your computer). You can now import this file into your gradebook program (this is out of the scope of this guide).



TERM: FALL SEMESTER > CLASS: TUTORIAL CLASS > TEST: TUTORIAL TEST 1

⊖ Export Data: Tutorial Test 1

Export Data As...

Comma-Separated (.csv)

Download Data Email

Export Gradebook As...

Standard CSV

Download Gradebook Email

Conclusion

You have completed the Remark Test Grading Getting Started Tutorial for the Hunter environment, where you learned the basics of:

- **Creating classes**
- **Selecting a test answer sheet template**
- **Printing blank answer sheets**
- **Building tests for your classes**
- **Grading completed tests**
- **Reviewing any exceptions**
- **Running reports**
- **Exporting data**

You can try many other product features independently now that you know the fundamentals.

We hope you enjoy Remark Test Grading at Hunter and find it a powerful and flexible tool to assist you with grading your tests.

If you have questions about using the application, which includes account opening, rosters, or instructor assignments, please do at least one of the following:

1. Contact the Hunter College ICIT Helpdesk (212-772-4357), which will direct you appropriately or open a ticket in ServiceNow <https://cunyithelp.cuny.edu>
2. Request a demonstration or workshop via the Helpdesk.
3. Visit this Introductory User Guide page at the Hunter College website by clicking on:
4. <https://hunter.cuny.edu/information-technology/services/learning-resources/remark-test-grading/>
5. Frequently Asked Questions (Q&A) documents can be found at <https://hunter.cuny.edu/information-technology/services/learning-resources/remark-test-grading/>
6. Login from **remark.grading.cloud**. At the top right corner of the screen, Click on the **Help Center** (?) between the **Notification Center*** and your name. The **Help Center's** drop-down menu is composed of the following items:
 - a. **Contents**, with more details on specific topics.
 - b. **Getting Access Guide**.
 - c. **Training videos** on specific topics reflecting the information found in **Contents**.
7. Contact Remark Support by filling out the support contact form or emailing support@gravic.com. The Gravic's Remark team is very interested in your feedback. Should you have product suggestions, thoughts, or ideas, please submit the [contact form](#) or email sales@gravic.com.

* The **Notification Center** is where Remark informs the instructors on updates - in chronological order.

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