Intelligent Grading Solution User Guide

Contents

Working with Classes

Creating a Class

Want to see this feature in action? Click here for a how-to video:
Creating classes and adding students manually: https://vimeo.com/226475071/e2786e9ee1
Creating classes and importing students: https://vimeo.com/226474965/310aab4933

As a teacher you can create your own classes and then add students manually or by importing a class list.

Note: Your administrator can also import all of your classes and students if desired.

1. Starting out on the "My Classes" page, you can create a new class by clicking "New Class" at the top of the page.
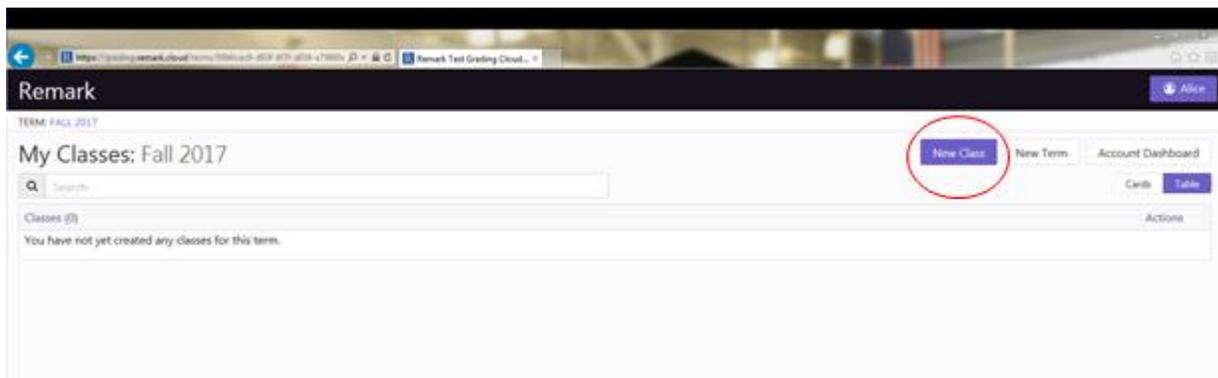
2. You are directed to the "New Class" page. Here you can define your Class Details- including Class Name, Class ID and assigning a teacher and term- and create your class.
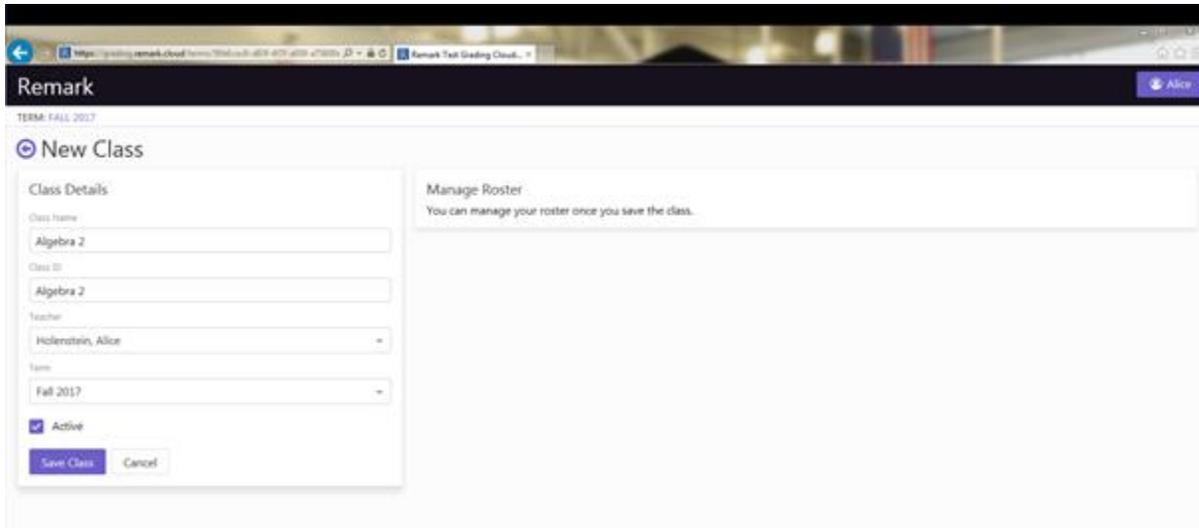
Once you save your class, you are able to manage your class roster. Remark Test Grading Cloud Edition gives you the option to either import students from an existing file or manually add students to your roster. When choosing to manually enter students you have the option to either create a new student or add existing students. Note: You must have appropriate permissions to add new students to the system. See your administrator if you require this permission.

3. To add a student to your roster who is already in the system, click the search box and enter in the student's name, or click the drop down to see a list of existing students.

Searching for a student:
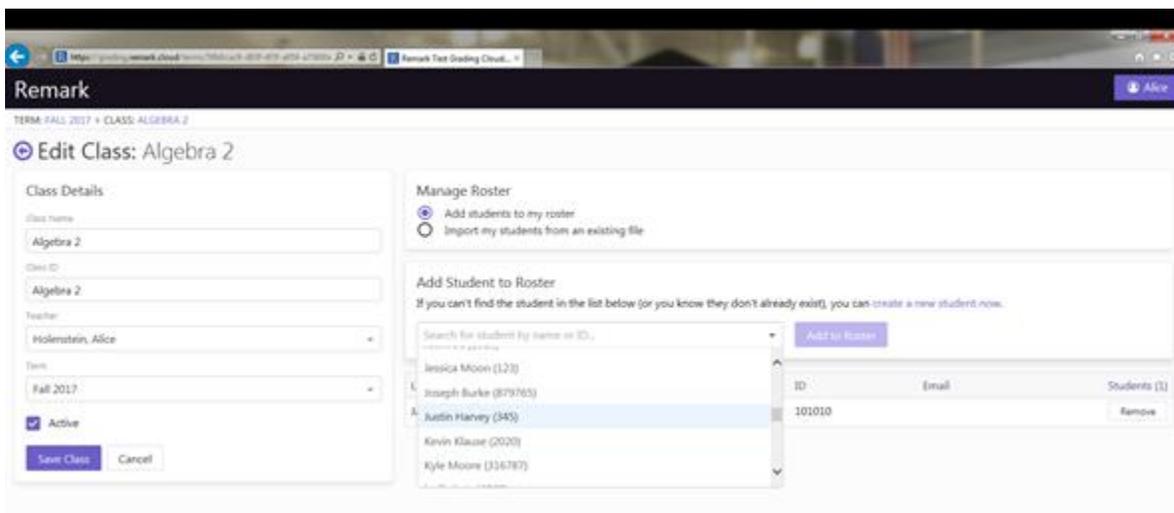
4. If you cannot find the student in the system or you know the student is new to the system, you can create a new student by clicking "create a new student now." You then enter the student details, including Student ID, Student Name, and optionally Student Email Address.

5. Once you click "Add Student to Roster", the student is enrolled in the class. You can then add in more students.

6. If you have a class list in an Excel Spreadsheet or CSV file, you can import the students by choosing "Import my students from an existing file." Note the requirements on the screen for your import. Make any changes to your import file if necessary.

7. Then drag or browse to your file where it says "Click to browse or drag file here."

8. A snapshot of your import appears. Click "Import Students" to complete the process.

9. When you are finished adding students, click "Save Class" and you can start creating and processing tests.

Importing a Class Roster

Your administrator can import all of your teachers, classes and students, but sometimes it's more convenient to import a single class roster. Rosters can be imported from Excel spreadsheets and CSV files.

1. Start out on the page of the class you would like to import a roster.
2. Find the class "Roster" on the right side of the page, click "Edit".
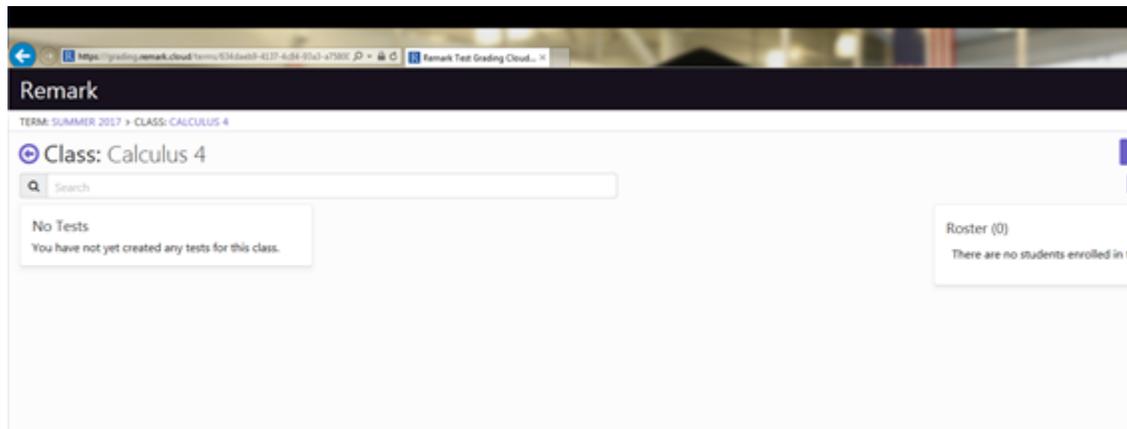
3. Under "Manage Roster", at the top middle of the page, check the circle that says "Import my students from an existing file".
4. Then click "Import Students".
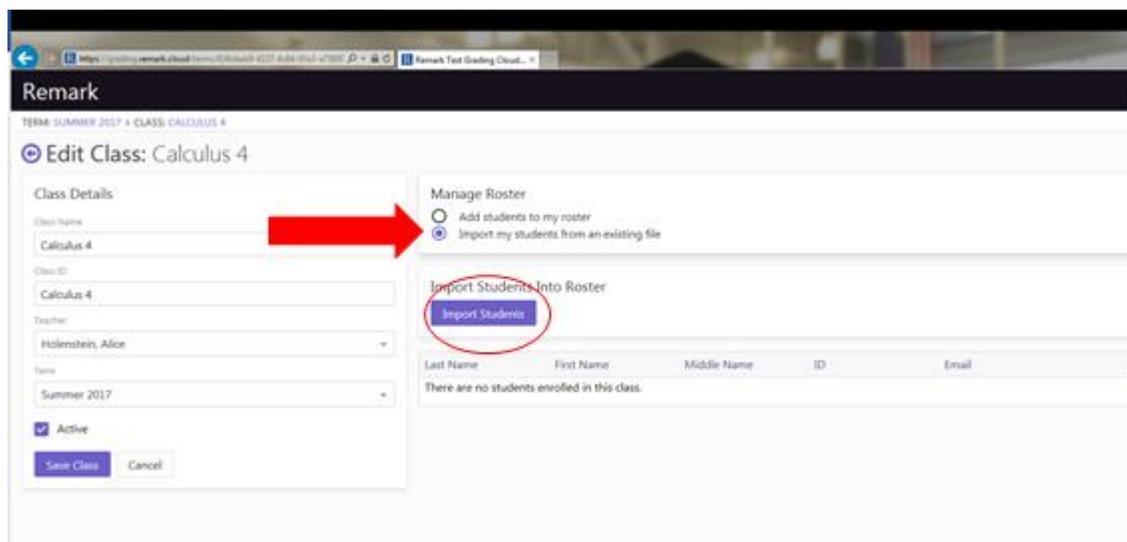
5. You are directed to the "Import Student" page, which is where you can import your student roster. Remark Test Grading Cloud Edition gives you the option to import a roster in either CSV or Microsoft Excel format.

Please Note: There are specified guidelines to follow in order to import a student roster; these are listed next to the file selection. Remark Test Grading Cloud Edition also has the ability to

find each field if you have headers, no matter the order in the file (e.g. First Name, Last Name, Student ID).
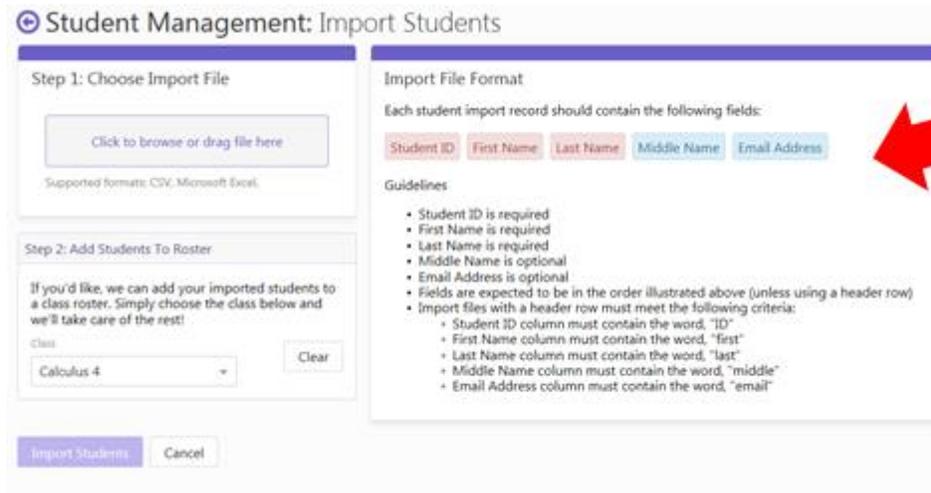
6. To import a roster, click the purple box to browse your computers files or drag the specified file over from a folder to the purple box.
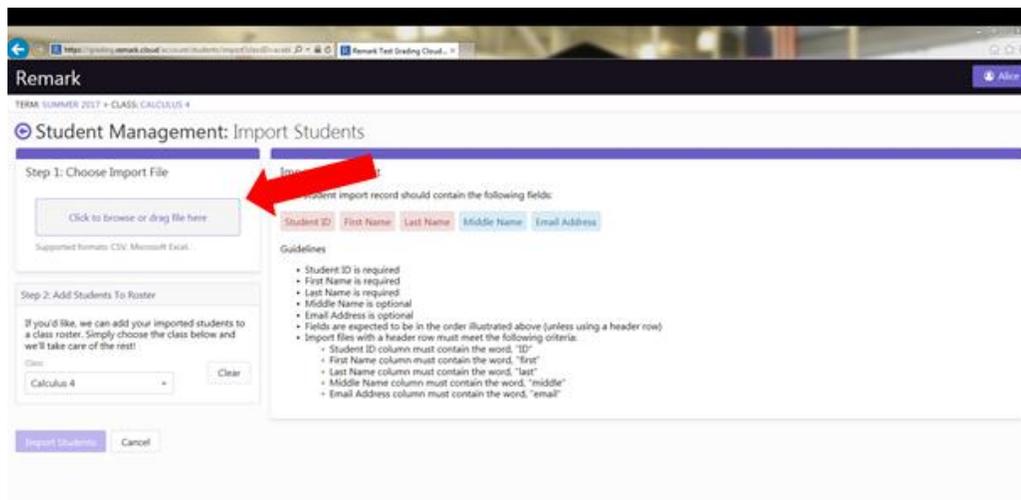
7. Once you have selected your Class Roster file, your students are listed on the right side of the screen. You also have the option to reset your selection (top left under "Choose Import File") or add the selected students to a specified class roster (middle left under "Add Students To Roster"). The roster of the current class is automatically selected, but you have the choice to select a different class if necessary.

8. Once you have selected all of the students you would like to import, you can select "Import Students" at the bottom of the page.
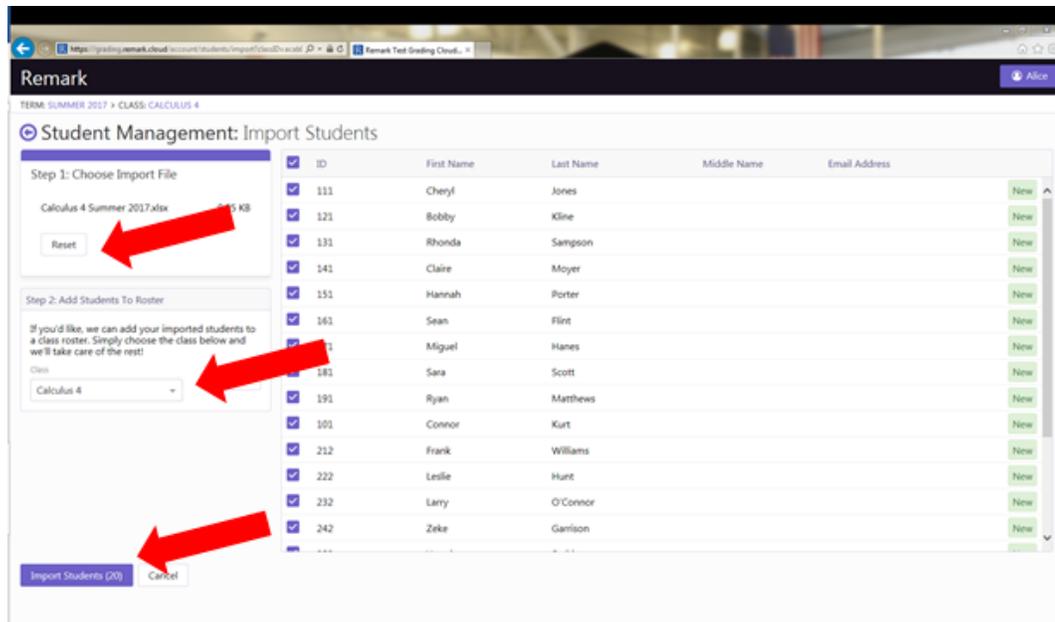
9. You are directed back to the "Edit Class" page where you can add more students to your roster, or select "Save Class" and save the changes you made.
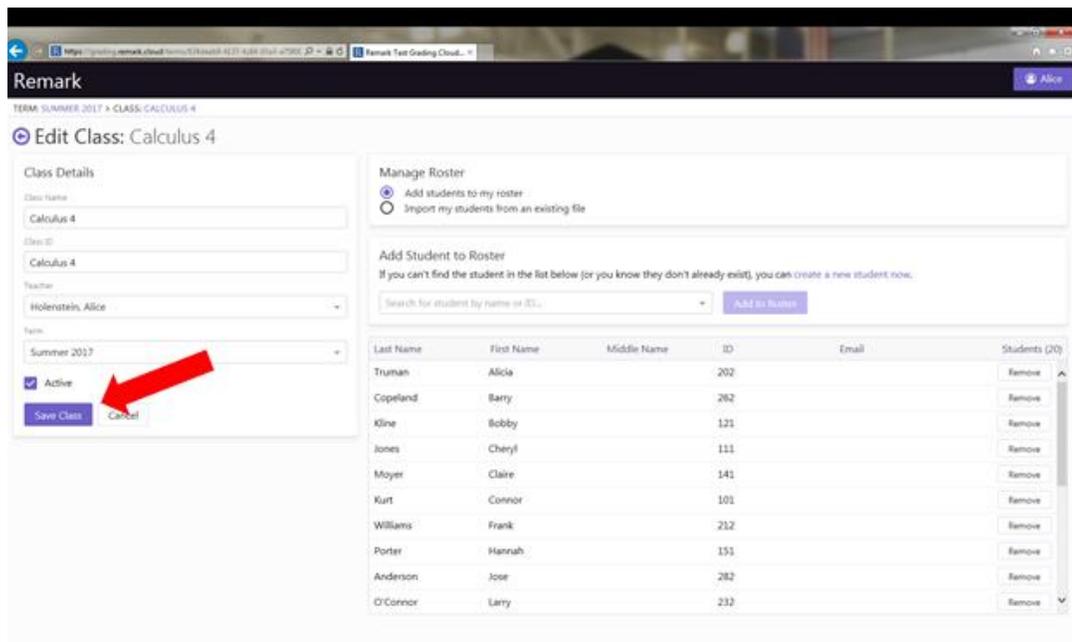
10. Now your Class Roster lists all of the students you imported and enrolled in the course. You can now start creating and processing tests for your students.
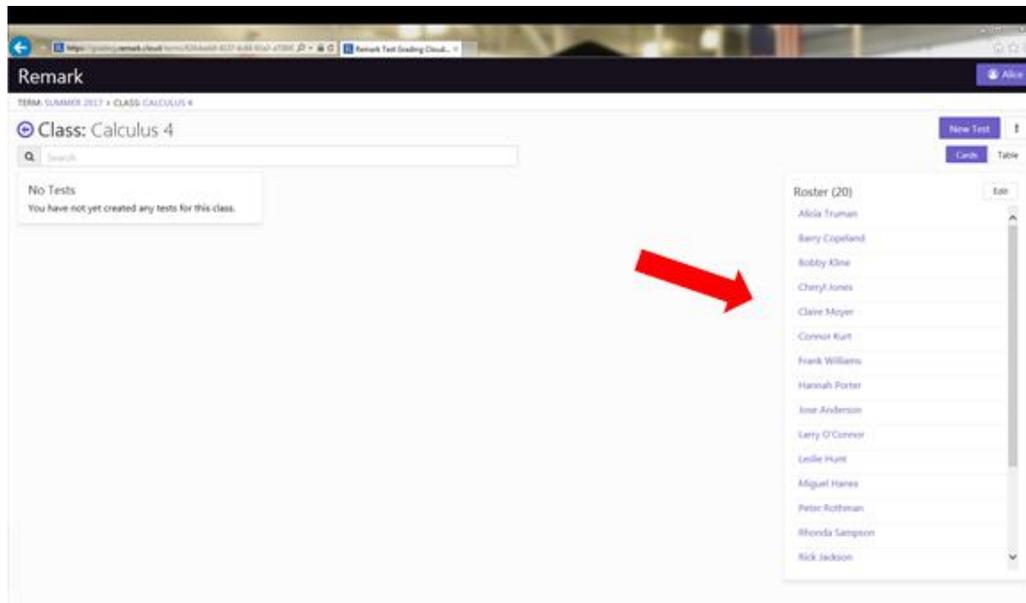
Copying Classes

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474901/afa287f04f

You can copy a class to yourself or another teacher to save time.

1. Start out on the page of the term which has the class you would like to copy.
2. In "Cards" view, click the "Copy" button of the class you wish to copy.
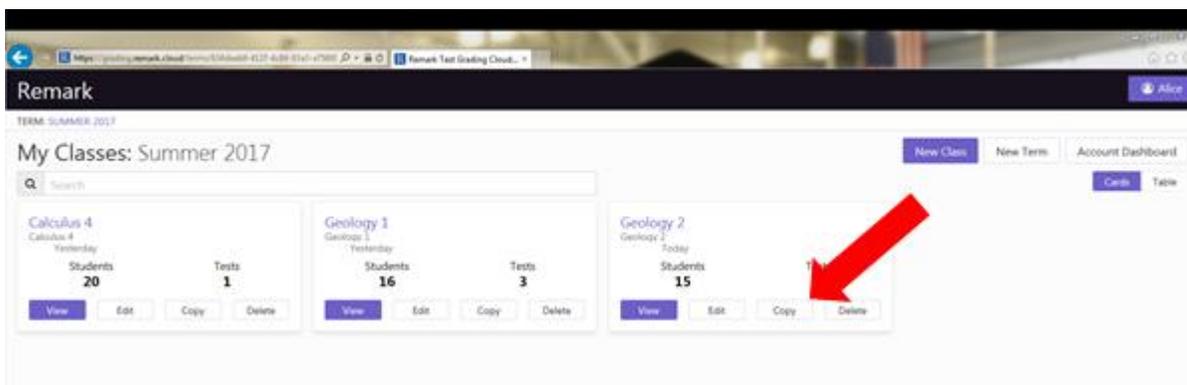
3. In "Table" view, click the "Copy" icon of the class you would like to copy.
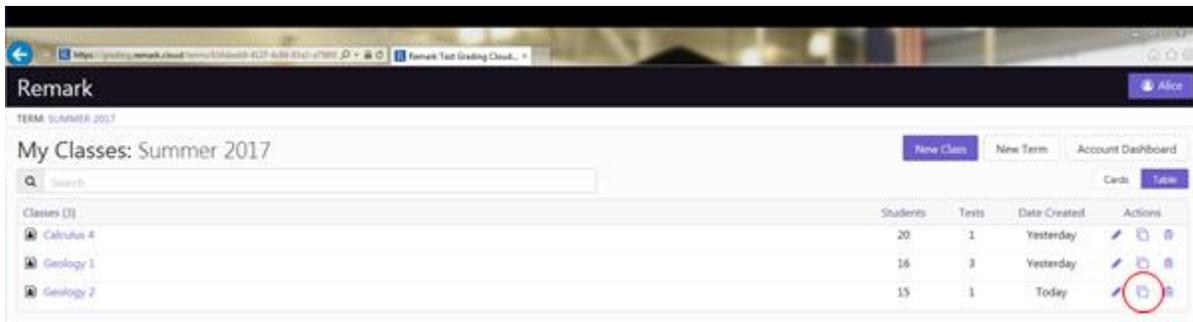
4. Once you click "Copy", you are directed to the "Copy Class" page.
5. Here, you can specify the Class Name, Term and Teacher for which you would like to copy the class. You can also select whether you would like to copy the class roster over with the class.
6. Once you have specified everything, click "Copy Class".
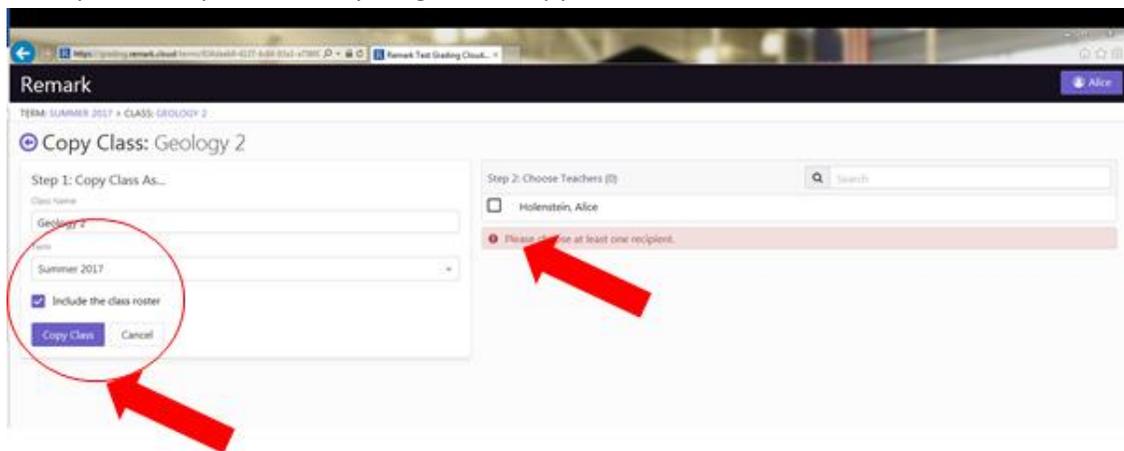
Copying Classes from a Previous Term

You can copy a class from a term that is no longer in use.

1. Select your name in the upper right corner.
2. Select **Switch Term**.
3. Choose the Term from the drop down from which you would like to copy either the test and/or class roster.
4. Click **Switch Term**. You will see a message: Please note that the term has been set to read-only and that some actions will be disabled.
5. For each class, you have an option for "Copy". Click the **Copy** button for the class you wish to copy.
6. Accept the name or enter a new one under **Class Name**.
7. **Include the class roster** is selected by default. Uncheck this box if you do not want to include the student roster.
8. Select the **Term** in which you want to copy the class.
9. Click **Copy Class**.
10. A message will appear in the bottom right of the screen "Your class has been copied successfully".

Making Classes Inactive (Archiving)

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474207/68363b7fa2

You can make a class inactive if you no longer need the class. Inactive classes are not deleted, but also are not visible throughout the application any longer (e.g. you cannot add students or create tests for inactive classes). Making a class inactive is a good alternative to deleting the class if you think you may need the information in the class at a later date.

1. Start out on the page of the term that has the class you would like to make inactive.
2. In "Cards" view, click "Edit" under the class you would like to make inactive.
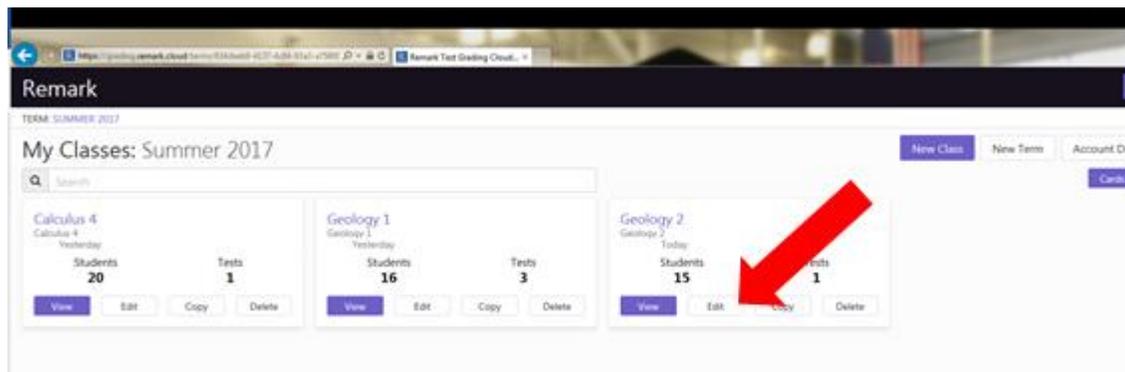
3. In "Table" view, click the "pencil" icon that corresponds with the class you would like to make inactive.
4. Clicking either of these buttons redirects you to the "Edit Class" page.
5. To make the class inactive, simply uncheck the box that is labeled "Active" and click "Save Class".
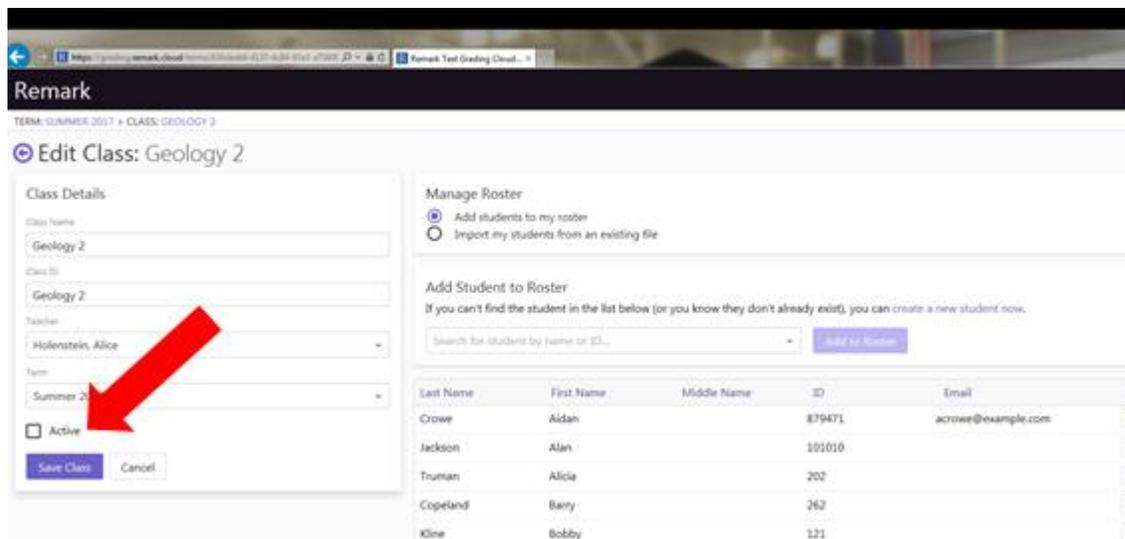
Deleting Classes

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226473996/5fcc799703

You may delete a class in Remark Test Grading Cloud Edition, but note that once deleted, you cannot get it back. Considering archiving classes if you aren't sure whether you will need to reference the class at a later point in time.

1. Start out on the "My Classes" page of the term that has the class you would like to delete.
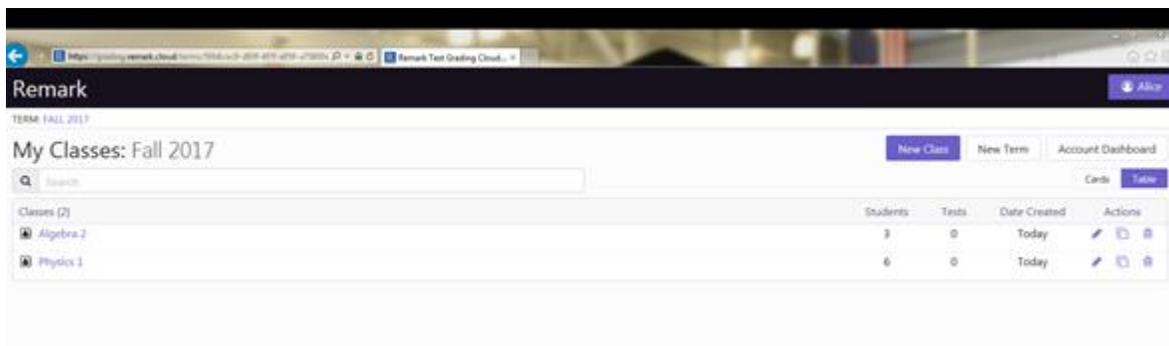
2. If your classes are in "Table" view, click the "trashcan" icon on the far right to delete your class.
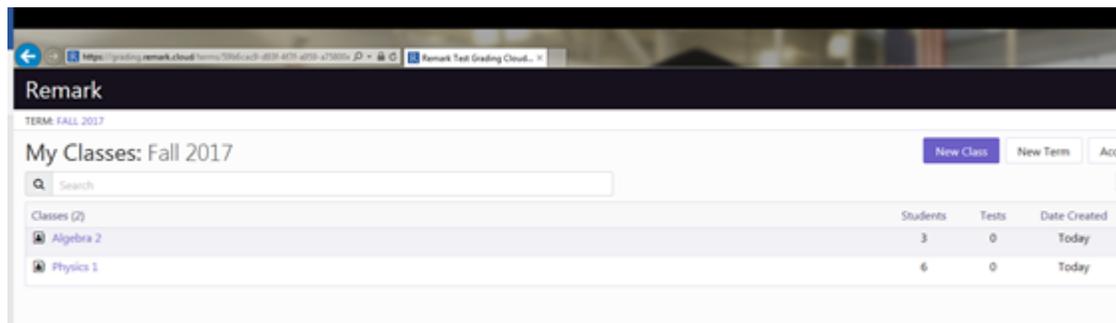
3. If your classes are in "Cards" view, simply click "Delete" under the class you wish to delete.
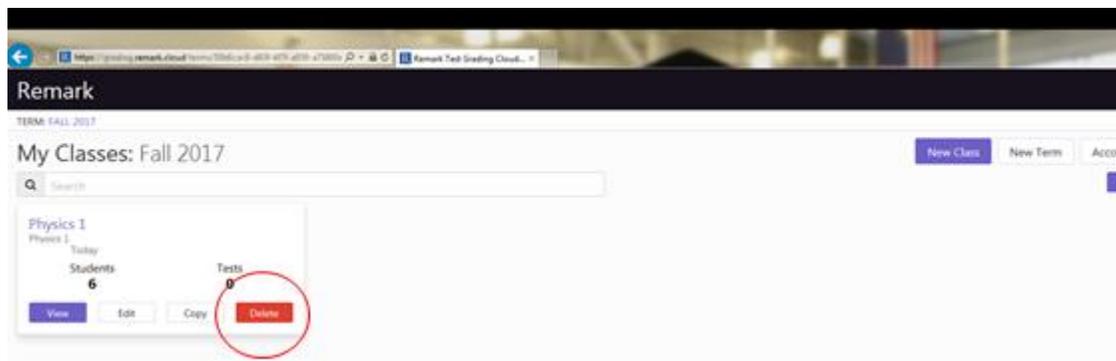
4. Clicking the delete option prompts you to provide your password in order to permanently delete the class. **Please Note**: This is a permanent action and cannot be undone. Once you

enter your password, select "Delete Class".
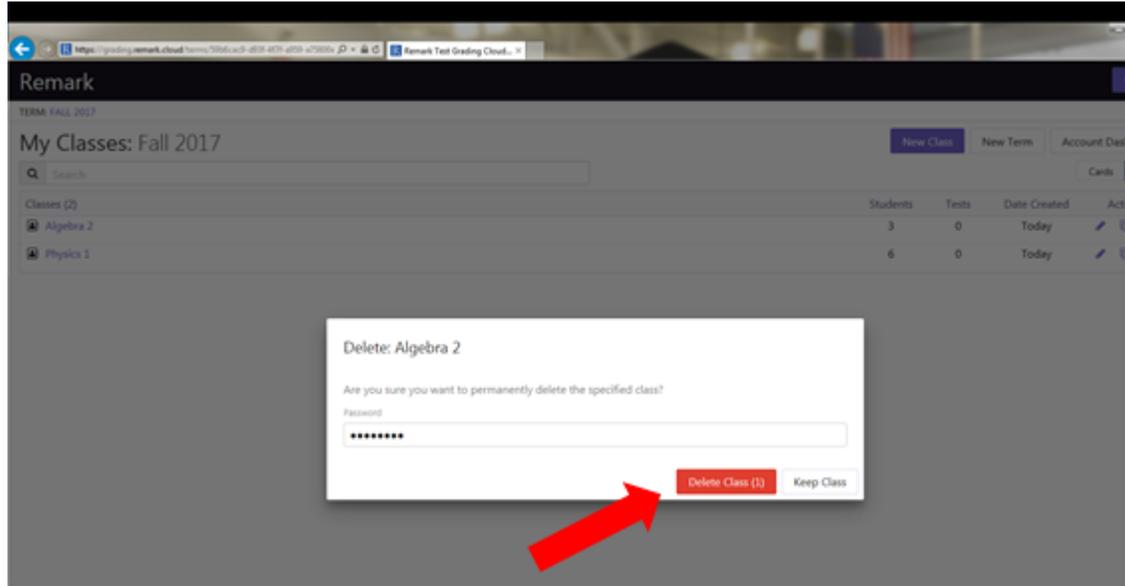
5. Your class is now permanently deleted.

Working with Tests

Overview of Test Sections/Question Types

Want to see this feature in action? Click here for a how-to
video: https://vimeo.com/228831740/c4817d2e38

When creating a test in Remark Test Grading Cloud Edition, you have three different types of
questions you can choose from: Multiple Choice, Math and Subjective. This information is covered
in greater detail for each section, but the following provides an overview.

1. Select the desired class and then click New Test.
2. Enter a test name.

3. These sections can be added to your test by clicking the "Add" drop down button.
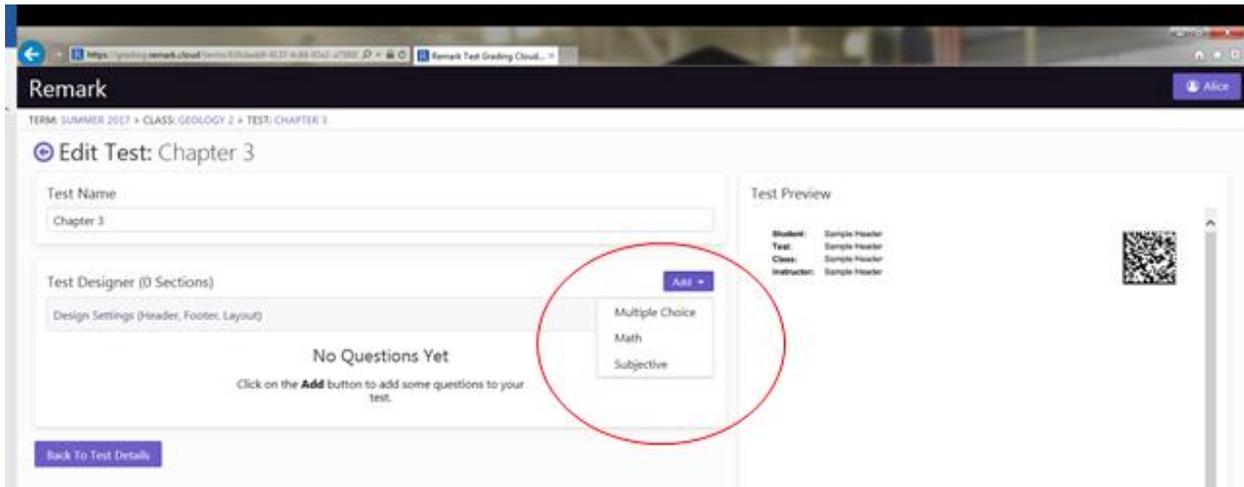
4. Clicking the "Multiple Choice" option adds multiple choice questions, with your choice of question properties and design. There is a maximum of 360 questions allowed in a single section. You get to choose the number of answer choices for each question, what those answer choices are, and if you want those choices to alternate between questions.
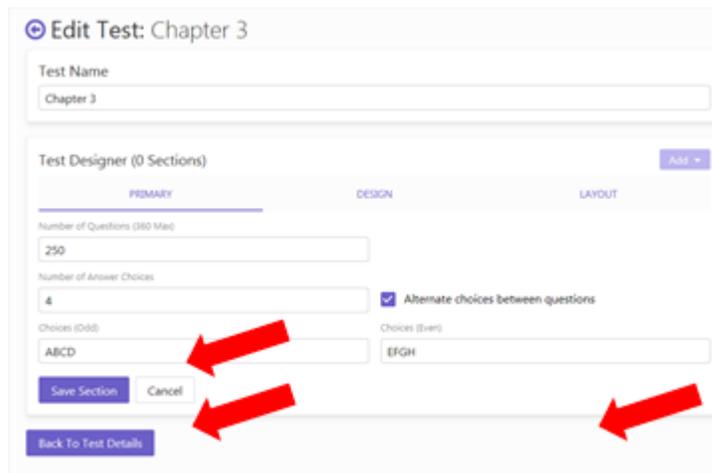
In this example, we have 250 questions, 4 answer choices and alternating choices between my questions. (ABCD for odd and EFGH for even questions).

Here is what the multiple choice section designed in the step before looks like. This section can span multiple pages if there are a large number of questions.

Test Preview
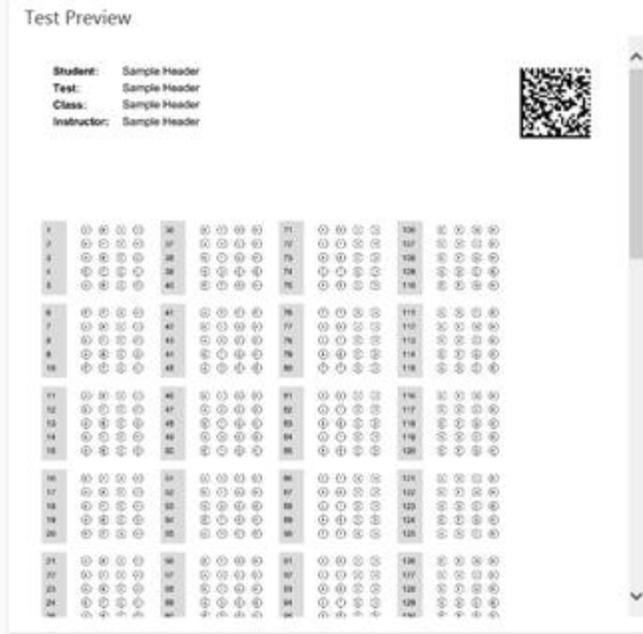
6. Clicking the "Math" option will add a math section, with your choice of question properties and design. For a math section, you determine the response length and orientation of the answer. You also determine which bubble choices to allow in your responses; such as a negative sign, a fraction slash or a decimal point. Another option is whether you would like the question number and write-in underscores to be included.
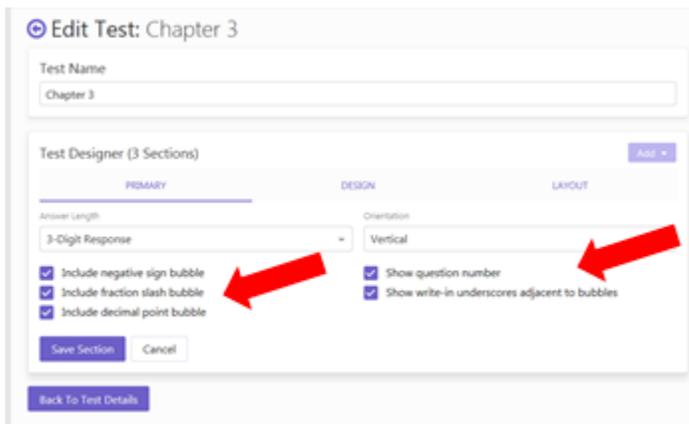
7. For this example, we added a 3-digit response, which included a negative sign, fraction slash and decimal point bubbles. Also, the question is a vertical orientation and shows the question number and write-in underscores. (Question 1, below).

Test Preview

Student: Sample Header
Test: Sample Header
Class: Sample Header
Instructor: Sample Header

8. Clicking the Subjective option adds a subjective section, with your choice of question properties and design. You have the choice of how many points the question is worth, as well as some custom formatting of the question, such as how you would like the question to appear. You can have just bubbles to enter the earned points, bubbles with a write-in box for the student, or just a write-in box, in which case you will grade the question online after the tests are processed.

⊕ Edit Test: Chapter 3

Test Name

Chapter 3

Test Designer (0 Sections)   Add ▼

PRIMARY   DESIGN   LAYOUT

Max Points Awarded   Min Points Awarded

20   0

Format   Write-In Box Line Style

Write-In Box Only   ▼   Horizontal Lines   ▼

Write-In Box Height   8 Rows (2.00 in / 5.08 cm)

Custom   ▼

Save Section   Cancel

Back To Test Details
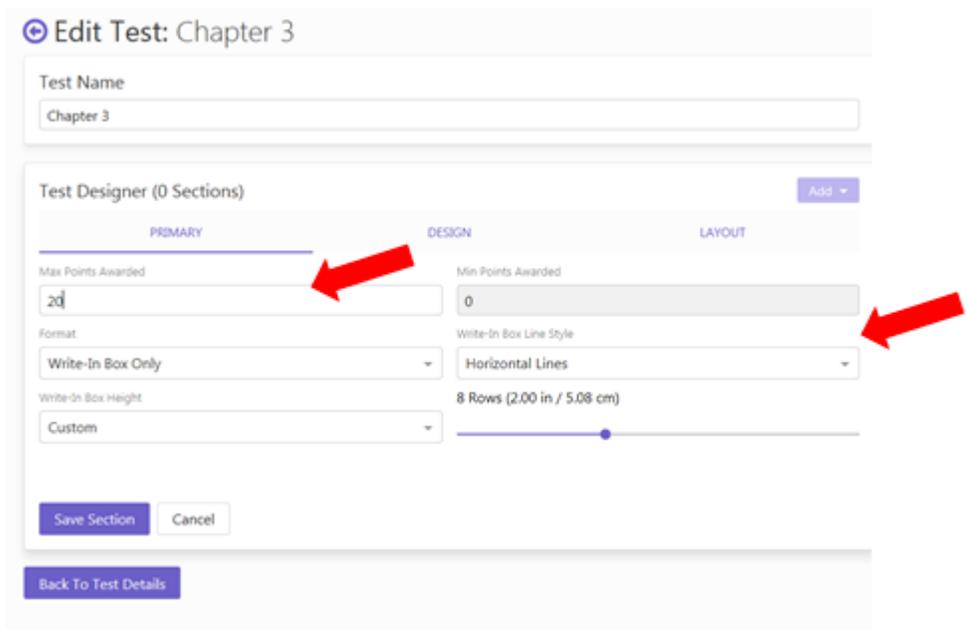
For this question, we chose to have a write-in box and eight horizontal rows.

Here is an example of what this question would look like on a test.

Test Preview

Student: Sample Header
Test: Sample Header
Class: Sample Header
Instructor: Sample Header

Creating Multiple Choice Questions

Want to see this feature in action? Click here for a how-to
video: https://vimeo.com/228831716/658da9f519

Multiple Choice questions include True/False, A-E, 1-5, and similar question types.

1. To insert a Multiple Choice section on your form, click "Add" and choose Multiple Choice
    from the dropdown. The section editor opens. This is where you can customize the layout
    and design of your multiple choice section.
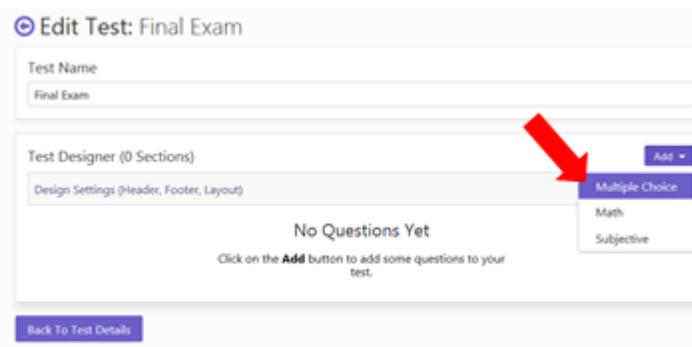
2. The first section in the editor is the "Primary" section. This is where you can edit the
    number of questions, number of answer choices per question, the answer choice labels and
    whether you would like to alternate those answer choices between questions. The
    maximum number of questions allowed per section is 360. The maximum number of
    answer choices you can have per question is 26. You can customize the "choices" section by
    clicking it and typing in the answer choices you want. There should be the same number of
    "choices" you input as the number of answer choices you determine.

3. The last decision you have on this page is whether you want to alternate choices between

questions. By clicking the box, you have the decision to label the choices for all of your odd questions and all of your even questions (not commonly used).
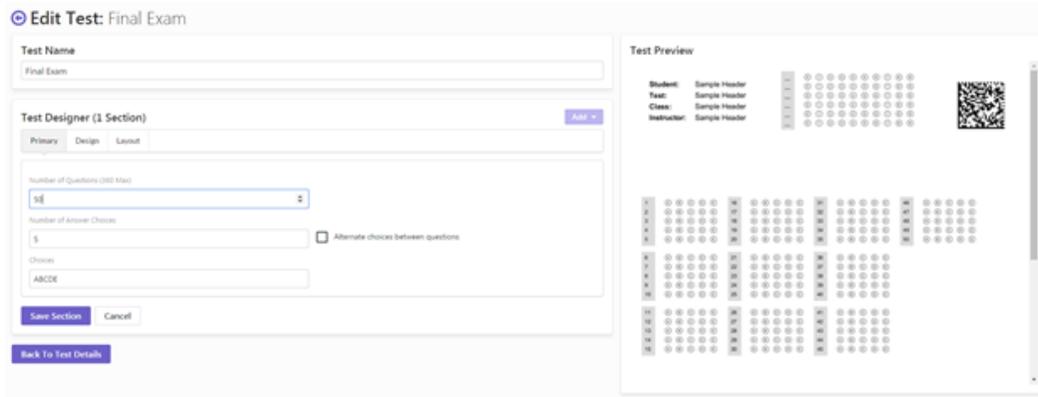
4. The second section of the editor is "Design", which can be accessed at the top of the section editor.
5. In this section, you have the opportunity to add a section title and determine the starting question number. The section title is not a required field to add the Multiple Choice section. This title can be used to differentiate between different multiple choice or any other sections you may have on your test. The second part of the Design section is the starting question number. This allows you to decide the starting question number for your section. This is based off of the rest of your test.

For Example:

If you have a section on your form before this new multiple choice section that ends on Question 40, you have two options:

You can leave the box blank, which will label the first question with the next number in the sequence (41), or

You can determine your own value to start the section. Determining your own value to start your section allows you to input any alphabetical or numerical value up to 4-digits long.
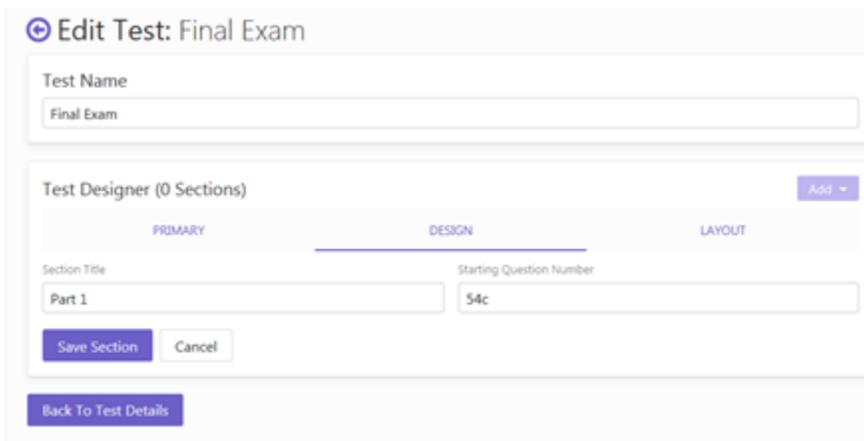
6. The last part of the Multiple Choice section you can edit is the Layout section by clicking "Layout" at the top of the section editor. In this part you can determine where the multiple choice section will appear on your form.
   - The first option is "Insert Horizontal Line Before Section". Checking this box adds a horizontal line above your multiple choice section. This is a good way to differentiate between different sections on the test. If you select this box, the second option will automatically be selected as well because the horizontal line ends the section, meaning no other section can line up directly after the last question in this section.

   - The second option is to "Insert Line Break Before Section". This option will already be selected if your section has a "Section Title" in place. If you do not have a section title, you can unselect this box if you choose. By having this box checked, you will have a space in between the section you are adding and the previous section.

For example, if you have a multiple choice section before this new section and you deselect the box, your new multiple choice section will continue where the previous section ended. If you select the box, your new section will start below the previous section.

Deselected: Selected:

- The third option, "Insert Page Break Before Section", starts your new section on the next page of the form. This is another good way to separate and differentiate between sections.
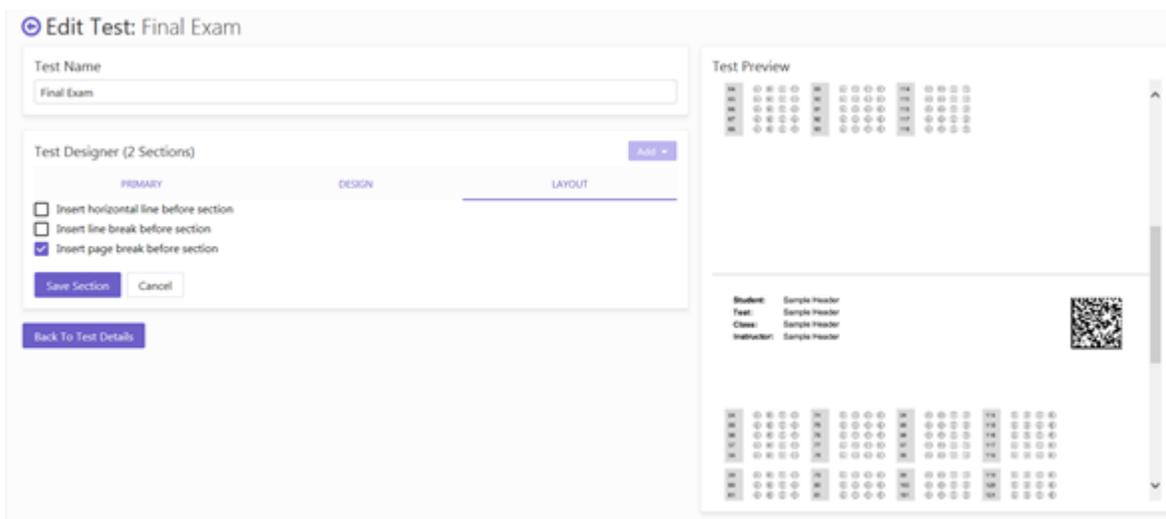
7. When you have completed formatting the section, click "Save Section".

Creating Math/Grid Style Test Questions

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/228831676/c21fd15d02

A math or grid question allows students to bubble in a number or fraction in response to a math or problem solving style question on the test.

1. Once you have started a new test, to add a math section go to the Test Editor, click "Add", and then select "Math" from the dropdown.
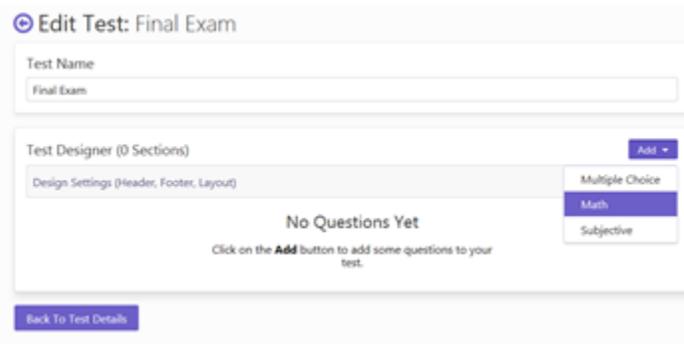
2. The first section in the editor is the "Primary" section. This is where you can decide how your math response bubbles will appear.
3. The first option you have is your Answer Length. This determines how many rows/columns of bubbles your answer will provide. There is a choice of up to 15 digits for your response.
4. Next to that selection, you have the choice of question Orientation. This is where you can decide if your question will be Vertical or Horizontal orientation.
5. Under the Answer Length selection, you will find three checkboxes to choose among:
    • The first box, "Include negative sign bubble", adds a negative sign to your bubble selection options for negative numeric responses.
    • The second box, "Include fraction slash bubble", will add a fraction slash bubble to your bubble selections for fraction responses.
    • The third box, "Include decimal point bubble", will add a decimal point bubble to your bubble selections for responses that require decimal places.

You have the decision to include any combination of these in your answer bubbles, or none of them if they aren't needed for your test.

6. Under the Orientation selection, you will find two more checkboxes to choose between.
    • The first box, "Show question number", gives you the option to include question numbers in this section. Uncheck the box to add the section without question numbers.
    • The second box, "Show write-in underscores adjacent to bubbles", adds in underscores where students can write their responses next to or above the bubble answers.

An example of a math question with a fraction slash bubble and write-in underscores
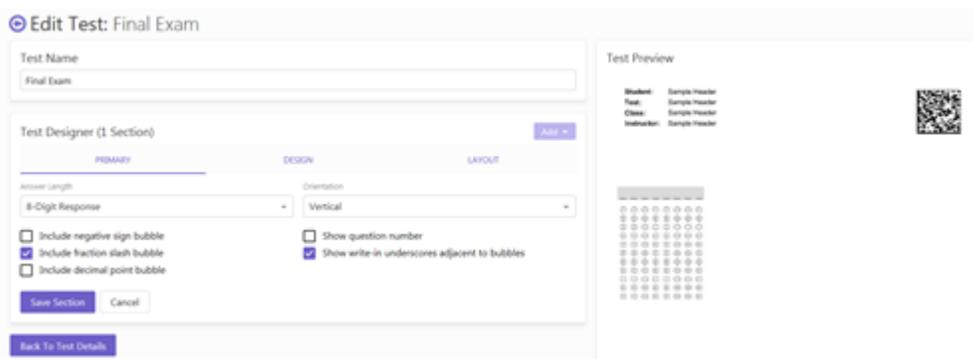
7. The second section of the editor is "Design", which can be accessed at the top of the section editor. In this section, you have the opportunity to add a section title and determine the question number to with which to start. The section title is not a required field to add the Math section. This title can be used to differentiate between different sections you may have on your test (e.g. Problem Solving Questions or Solve the Equations, etc.).
8. The second part of the Design section is the starting question number. This allows you to decide what number to start with for question numbering. This is based off the rest of your test.

For Example:

If you have a section on your form before this new math section that ends on Question 40, you have two options:

- You can leave the box blank, which will label the first question with the next number in the sequence (41), or
- You can determine your own value with which to start the section. Determining your own value to start your section allows you to input any alphabetical or numerical value up to 4-digits long.

An example of a Section Title
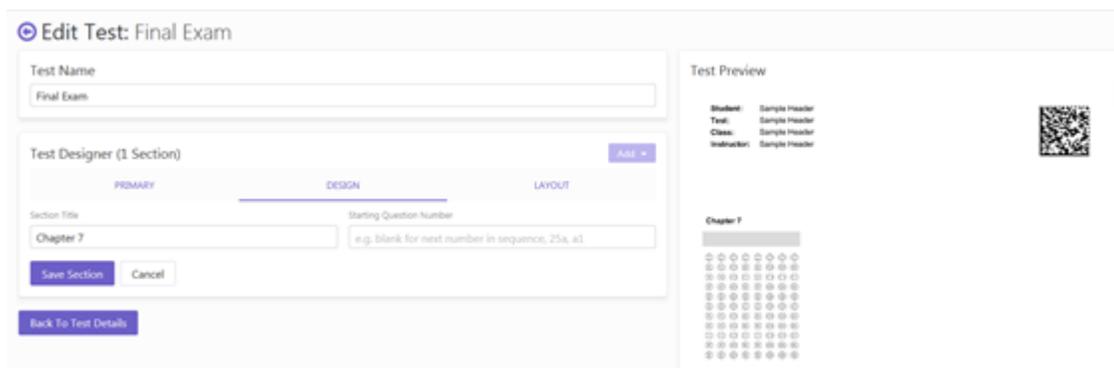
9. The third part of the Multiple Choice section you can edit is the Layout section by clicking "Layout" at the top of the section editor. In this part you can determine where the math section will appear on your form.
   - The first option is "Insert Horizontal Line Before Section". Checking this box adds a horizontal line above your math section. This is a good way to differentiate between different sections on the test. If you select this box, the second option will automatically be selected as well because the horizontal line ends the section, meaning no other section can line up directly after the last question in this section.
   - The second option is to "Insert Line Break Before Section". This option will already be selected if your section has a "Section Title" in place. If you do not have a section title, you can unselect this box if you choose. By having this box checked, you will have a space in between the section you are adding and the previous section. For example, if you have a multiple choice or math section before this new section and you deselect the box, your new math section will continue where the previous section ended. If you

select the box, your new section will start below the previous section.

- The third option, "Insert Page Break Before Section", starts your new section on the next page of the form. This is another good way to separate and differentiate between sections.

An example of a page break before the new section:
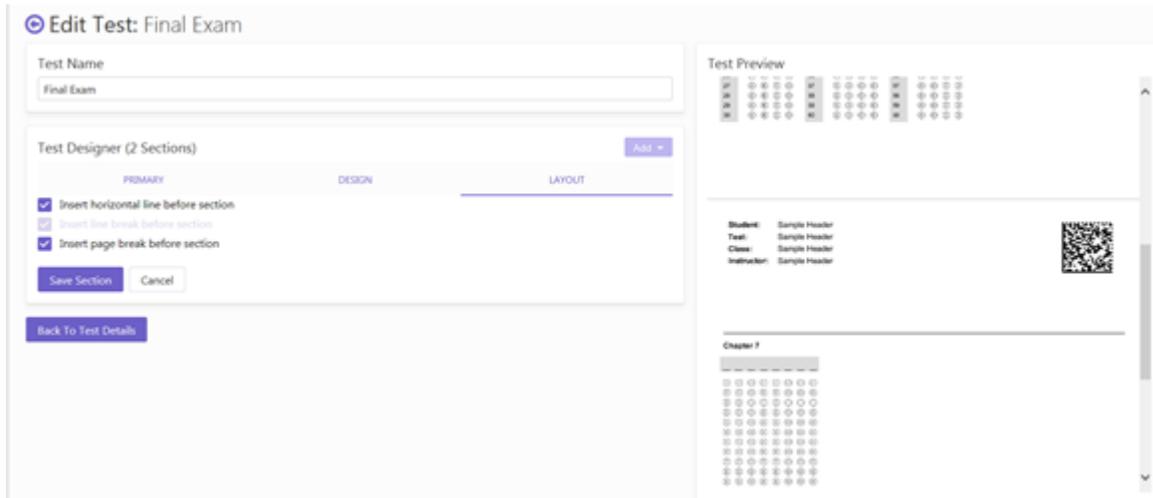
10. Once you have completed setting up the math question as desired, click the Save Section button.

Creating Subjective Questions on a Test (Open Ended Questions)

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/230620211/eb9af6ea73

A subjective question is an open ended question, such as an essay or short answer question. Remark Test Grading Cloud allows you to review the handwritten response and enter the points earned on the question, to be added to the total score on the test.

1. When in the test editor, to add a Subjective Question click "Add" and choose "Subjective" from the dropdown.
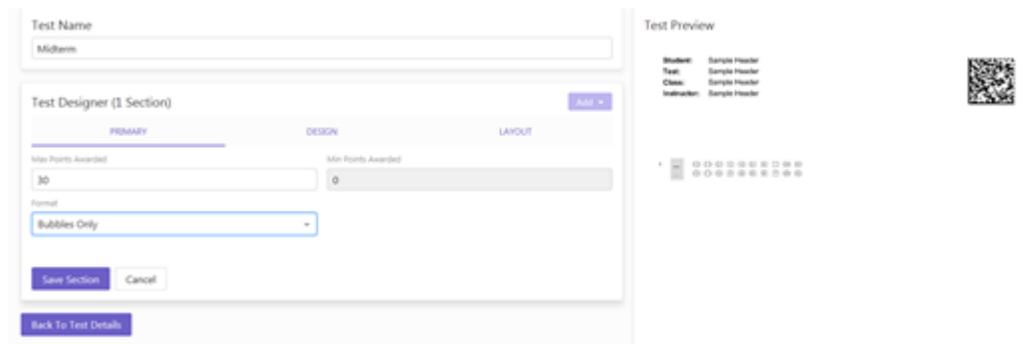
Primary Settings

1. The first section in the editor is the "Primary" section. This is where you can format your subjective section. Here you can input the maximum and minimum points to be awarded for this section.
2. Next, you choose the formatting of the question. There are three options: Bubbles Only, Bubbles with Write-In Box, and Write-In Box only.
   - "Bubbles Only" inserts bubbles for you to fill in the score of the student's subjective answer. In this case, you would read the response prior to scanning the students' tests and bubble in the points earned on the answer sheet.
   - "Write-In Box Only" inserts an area for students to write their response. After the forms are scanned and uploaded to Remark Test Grading Cloud, you review them on-screen and enter the points earned. When you choose an option with a Write-In Box included, you have a few more formatting decisions you have to make. The Write-In Box style is how the box will appear on the page. There's the option of No Lines, Horizontal Lines, or Grid Lines (great for graphing). You then can choose your box height to either be custom, a set number of pages, or fit to the rest of the page you are currently working on. When you choose the custom height, you will be prompted to determine how many rows you would like the box to be.
   - "Bubbles with Write-In Box" combines the two categories listed above. In this case you are entering the points earned for the question prior to scanning the completed tests.

Bubbles Only

Bubbles with Write-In-Box, Horizontal Lines

Write-In Box Only, Grid Lines

Design Settings

1. The second section of the editor is "Design", which can be accessed at the top of the section editor. In this section, you have the opportunity to add a section title and determine the question number with which to start the section. The section title is not a required field to add the Subjective section. This title can be used to differentiate between different sections you may have on your test.
2. The second part of the Design section is the starting question number. This allows you to decide what number to use for your question numbering. The number is based off of the rest of your test.

For Example:

If you have a section on your form before this new section that ends on Question 40, you have two options:

- You can leave the box blank, which will label this question with the next number in the sequence (41), or
- You can determine your own value to start the section. Determining your own value to start your section allows you to input any alphabetical or numerical value up to 4-digits long.
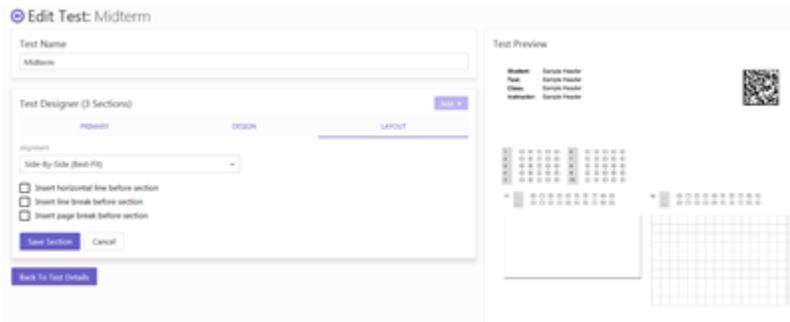
Layout Settings

1. The next part you can edit is the Layout section by clicking "Layout" at the top of the section editor. In this part you can determine where the subjective section will appear on your form. First, you will have to choose your alignment: Full-Width or Side-By-Side.
   - Full-Width will format the section to fit across the entire width of the page.
   - Side-By-Side will format the section to fit next to another subjective section if both are formatted to have no line breaks.

Full-Width
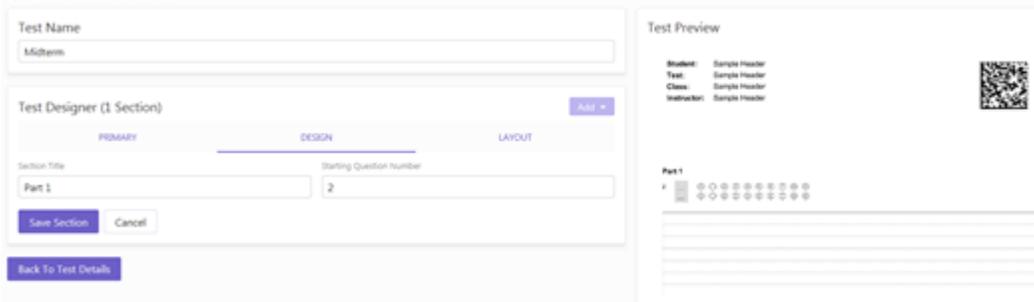
Side-By-Side
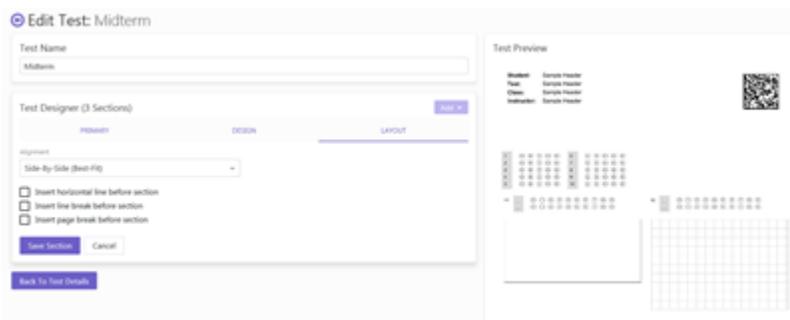
2. Next, you will choose where this section will be located in regards to the other sections on your form.
   - The first option is "Insert Horizontal Line Before Section". Checking this box adds a

horizontal line above your subjective section. This is a good way to differentiate between different sections on the test. If you select this box, the second option will automatically be selected as well because the horizontal line ends the section, meaning no other section can line up directly with this section.

- The second option is to "Insert Line Break Before Section". This option will already be selected if your section has a "Section Title" in place. If you do not have a section title, you can unselect this box if you choose. By having this box checked, you will have a space in between the section you are adding and the previous section.
- The third option, "Insert Page Break Before Section", starts your new section on the next page of the form. This is another good way to separate and differentiate between sections.

Insert Horizontal Line Before Section
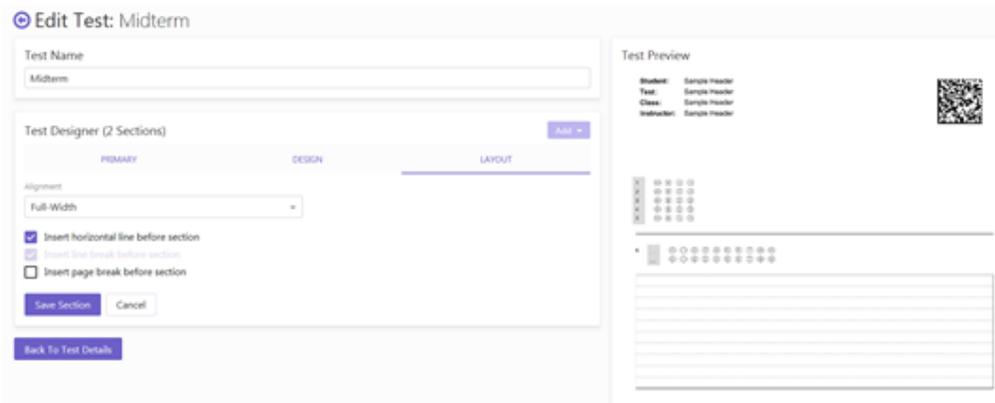
Insert Page Break Before Section
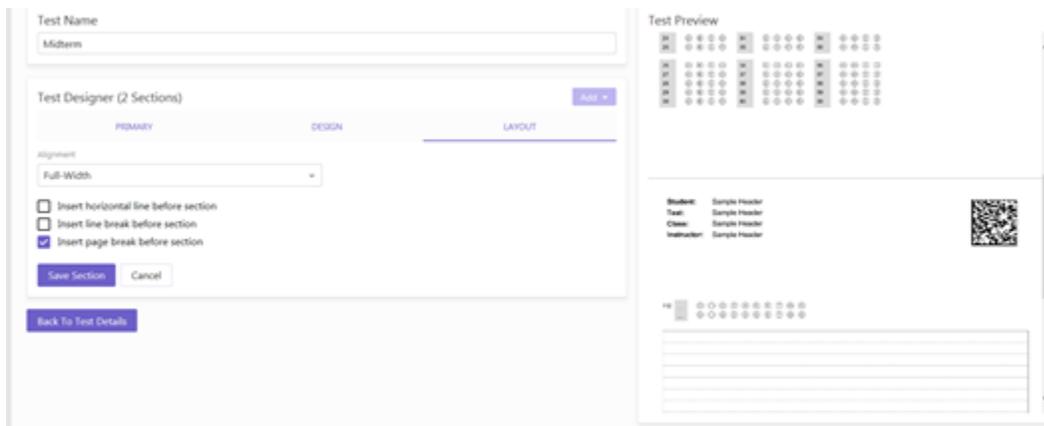
3. Once you have formatted the question as desired, click the Save Section button.

Creating Tests with Multiple Versions/Answer Keys

Want to see this feature in action? Click here for a how-to video:
Creating the test: https://vimeo.com/226475185/4d02448cce
Running reports on the test: https://vimeo.com/226474754/f3978d2f86

A single test can have up to 5 different answer keys so that you can potentially avoid students copying off of another student's test.

1. Start out in the class you would like to add a test, and click "New Test" in the top right corner.
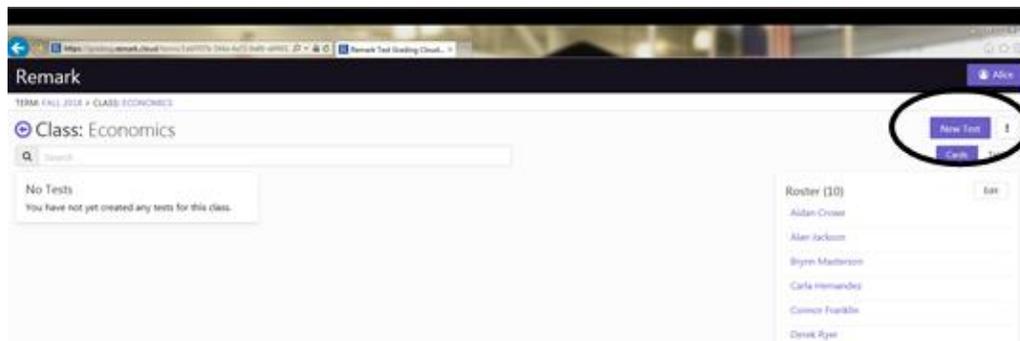
2. Enter the Test Name and click Save Test. This directs you to the Test Editor.

3. Construct your test by adding in all the sections you would like on your test. Click the "Add" button to add in Multiple Choice, Math and Subjective questions.
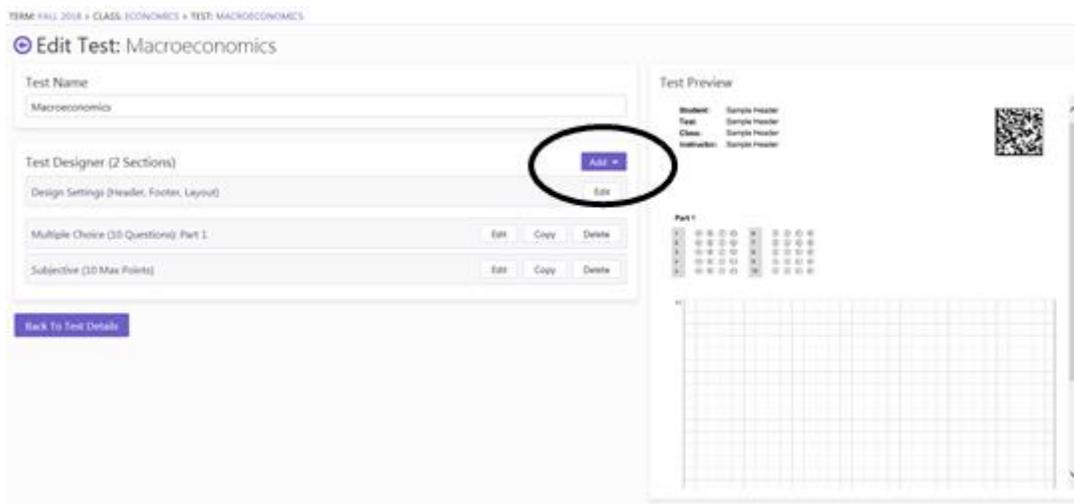
1.

4. In the Test Editor, to create more than one answer key, find the "Design Settings" and click "Edit".
5. Once in the Test Designer, you will see a dropdown labeled "Number of Test Versions".
6. When you click the drop down you can choose up to 5 different Versions/Answer Keys.
7. When you select the number of answer keys you would like, click "Save Design Settings".
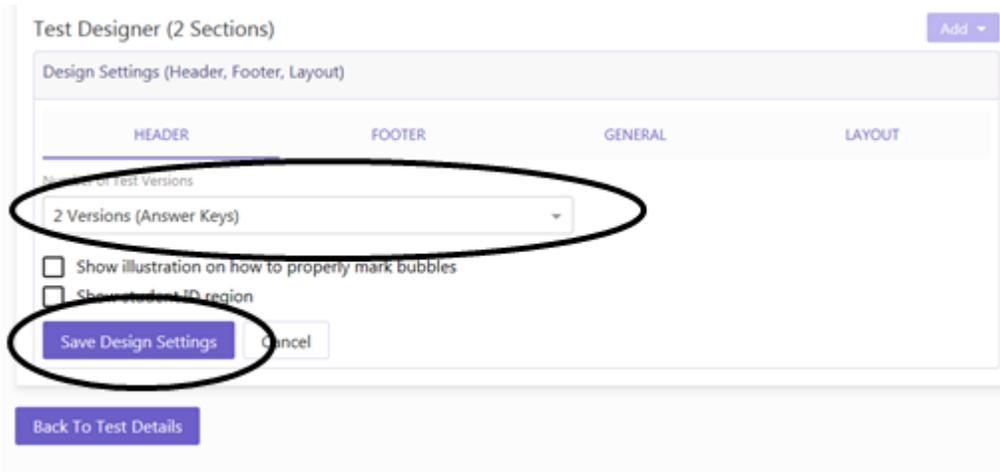
You will notice that your test now has bubbles at the top of the page that correspond with the test version. These are for the student to fill out as identifiers of which test version they are completing.
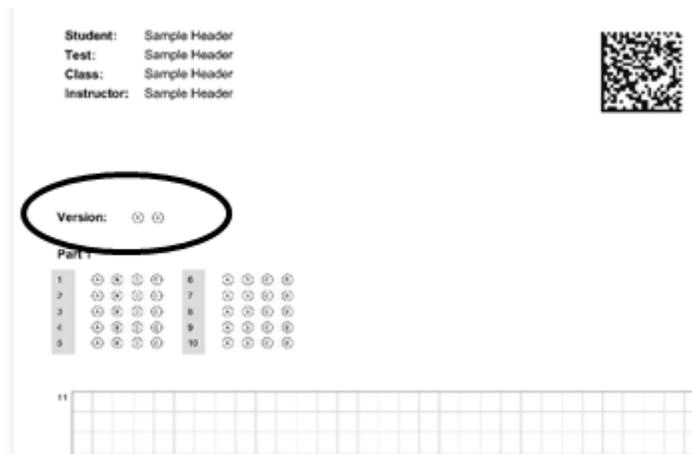
8. Once you save your choice, click "Back to Test Details". This will direct you to the Test page where you can Create your individual answer keys. To create your individual answer keys, click "Create" next to the answer key you wish to edit. Note: You can also print the answer keys with the blank student tests and then bubble in the correct answers.

9. To Print your tests, click "Print Tests" at the top right of the page.

10. This directs you to the Distribute Tests page, where you can select how many blank sheets you want (if any), if you want the answer key printed, and which students for which you would like to print tests. Once you click "Download Answer Sheets", you are directed to a PDF of the answer sheets you selected.

11. At this point, you can print the tests, email the tests or save them as a PDF to print later.

Download Tests: Macroeconomics

Answer Sheets Viewer   ☑ Open in New Tab

Student:	Aidan Crowe
Test:	Macroeconomics
Class:	Economics
Instructor:	Holenstein

Version: Ⓐ Ⓑ

⚠ When printing from the PDF viewer, be sure to turn off scaling/fit options and turn on print with "actual size" so that forms are not compressed or distorted.

12. Once you print, distribute, and get your completed tests back, you are ready to start scanning your tests. Scan the tests to a folder on your network, or another location that is accessible from the web browser running Remark Test Grading Cloud Edition.

13. Go back to the Test page, and click "Grade Tests" at the top of the page. You will notice that none of your students have any test data yet.
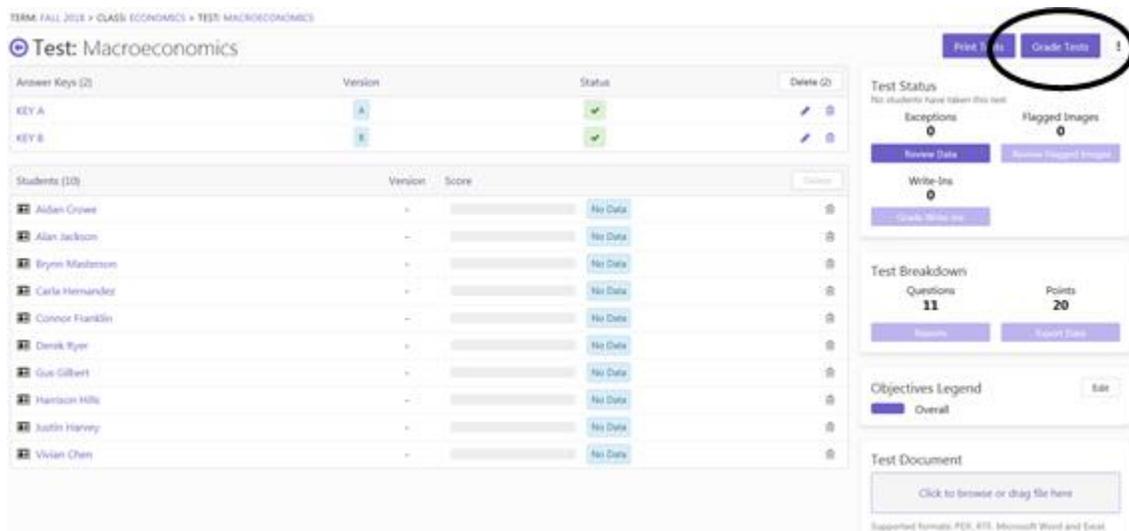
14. You are directed to the Grade Tests page. Choose your test images to be analyzed.
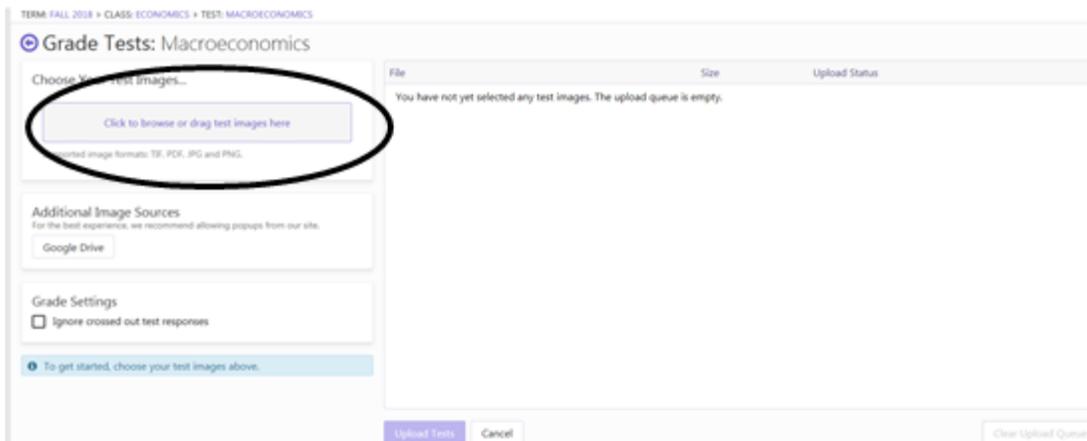
Please Note: In order to grade your tests, you will need to scan your completed tests into your computer outside of the Remark Test Grading Cloud software. The tests can either be all individual files, multiple files that contain more than one test image, or one file with all of the test images. The supported image formats are: TIF, PDF, JPG and PNG.

15. To upload your test files, click the purple box to select a file or drag your file into the purple box under where it says "Choose Your Test Images". Once you have your file(s) selected, you will see them "queued" up in the box on the right. When you have selected all your files, click "Upload Tests".
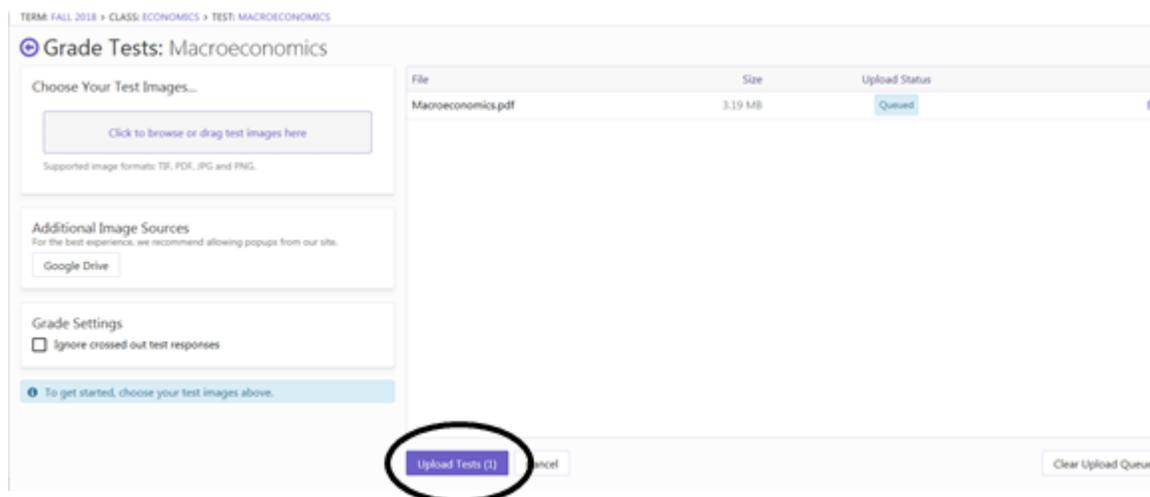
16. When you upload your tests, Remark Test Grading Cloud Edition will process the score and flag any "Exceptions" or "Write-Ins" to be reviewed on the right hand side bar of the page. For a test with multiple answer keys, the "Version" is listed next to the score. Students with exceptions have a red bubble next to the name with the number of exceptions on the test.

Please Note: When you choose to have a subjective without a "bubble in" for the score, you will have to write in the score for each student before their grade is complete.
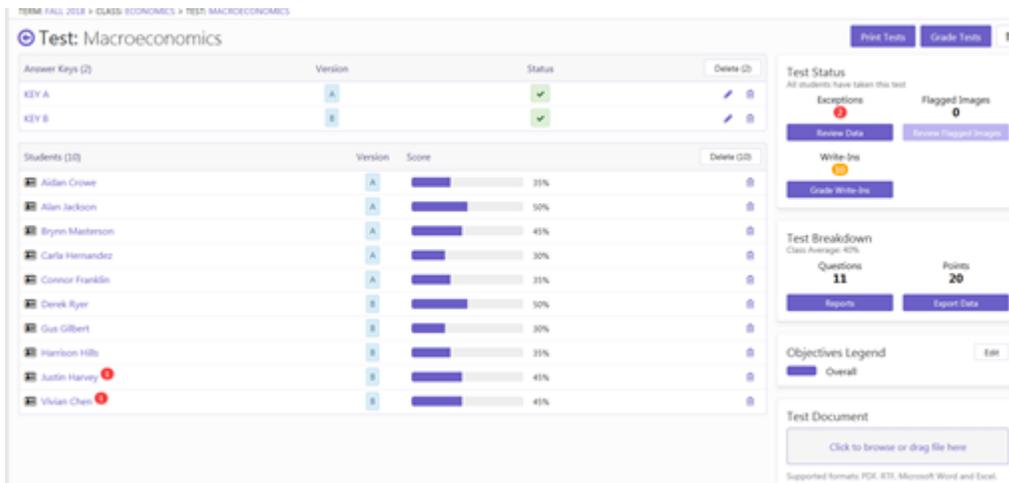
17. Once you review all Exceptions and write-in all the grades for your subjective questions, your scores are complete and ready to analyze.
18. To analyze the test data in Remark Test Grading Cloud Edition, click "Reports" on the right hand side of the page, under "Test Breakdown".
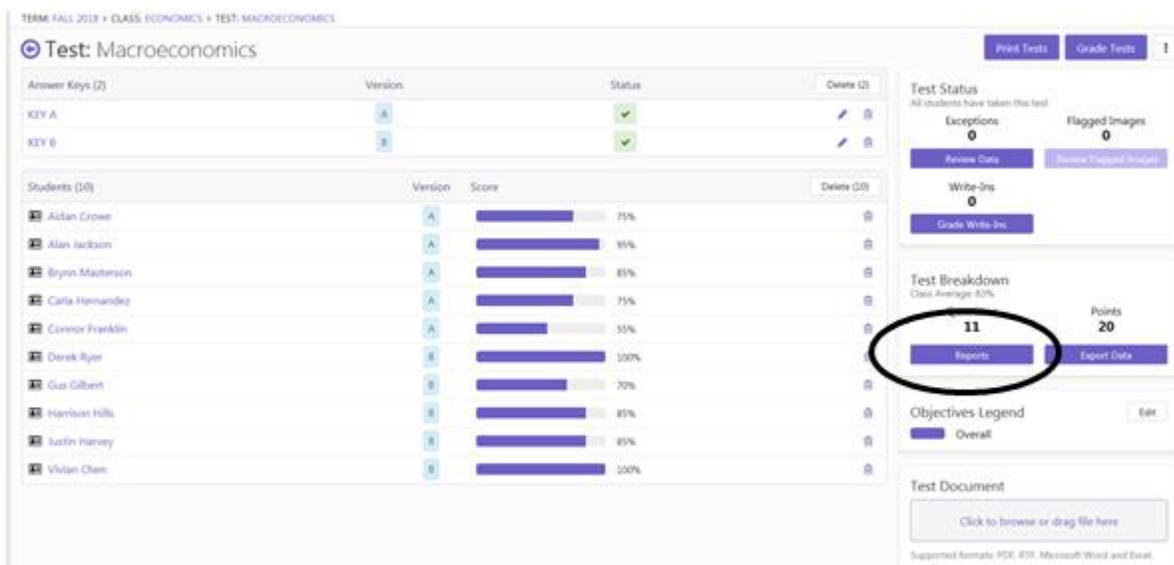
19. To review your test data based on the different test Versions, try running the Condensed Item Analysis report. This report shows you the question data for each test Version you have with each version displayed on a separate page. You can determine which test version you are looking at by noticing the "Version ID" at the top of the report. These reports can be saved, emailed or printed directly from this page. You can also Edit the answer key or email the

report to students by clicking either of those choices at the top of the page.

Using Test Documents

A Test Document is the document of test questions that corresponds with the answer sheet you created in Remark Test Grading Cloud Edition. It is the test itself. For ease of use, you can optionally upload the test document (Word or PDF format) and then print a test with each student's answer sheet, making distribution of the tests easier.

1. Go to your specified class and locate the test for which you would like to upload a Test Document. If you do not have a test created, go to the top of the page and click "New Test" to create a test.
2. Next, click and open the Test. You should be in the "Test" window.

Here you can create your answer key, view student testing information, and upload your Test Document. The answer key you define under "Answer Keys" should correspond to the correct answers in the Test Document.

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3. To upload a Test Document, locate the purple box at the bottom right of the screen. Here, you can drag a file into the box or click the actual box to browse for a file.
4. Once you have uploaded the document you will see the file name located under "Test Document". Here, you can click on the file name to view it in Remark Test Grading Cloud Edition.
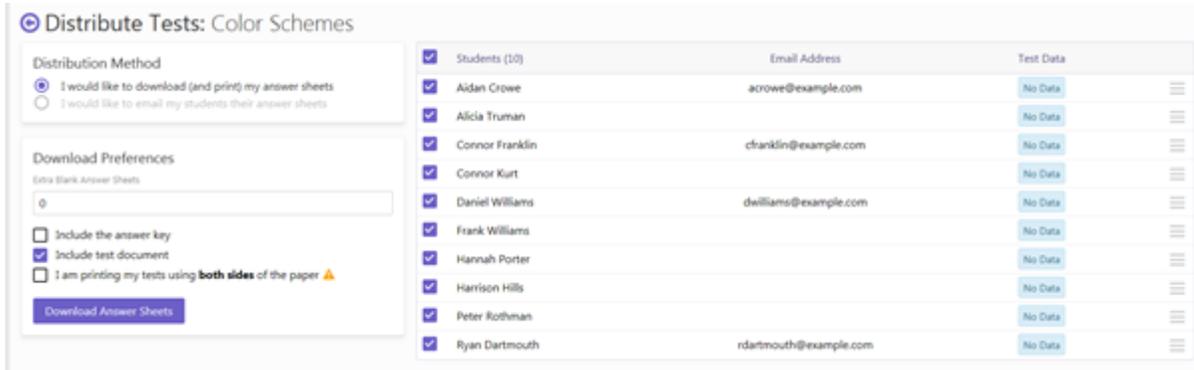
One benefit of having a Test Document uploaded is that when you go to print your answer sheets (by clicking "Print Tests" at the top right of the page) you are able to print a copy of your Test Document with each copy of your Answer Sheet.

5. To print a Test Document with a copy of each Answer Sheet, simply check the box that says "Include Test Document" before you select to download your answer sheets. This will produce a PDF that includes alternating Answer Sheets and Test Documents that you selected to print.
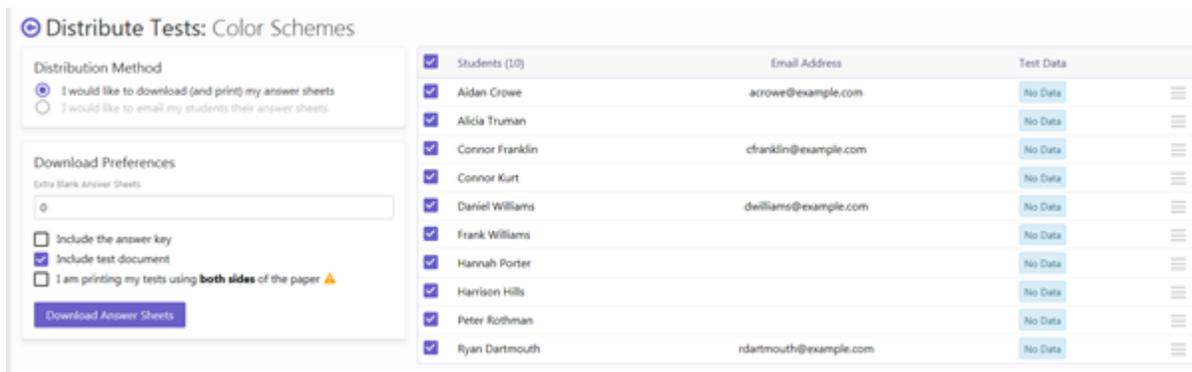
Printing Answer Sheets

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474353/0f80e100e8

Once you have created an answer sheet, you can print copies to distribute to the class. If you are using answer sheets that have each student's name printed on them you will print each individual answer sheet. If you are using generic answer sheets, where no student, test or class information is on the form, you may print one for each student or one answer sheet and photocopy it.

1. Start out on the specified class and choose the test you would like to print.
2. You will be directed to the "Test" page where you can create your answer key and see test data.
3. When you are ready to print, select "Print Tests" at the top right of the page.
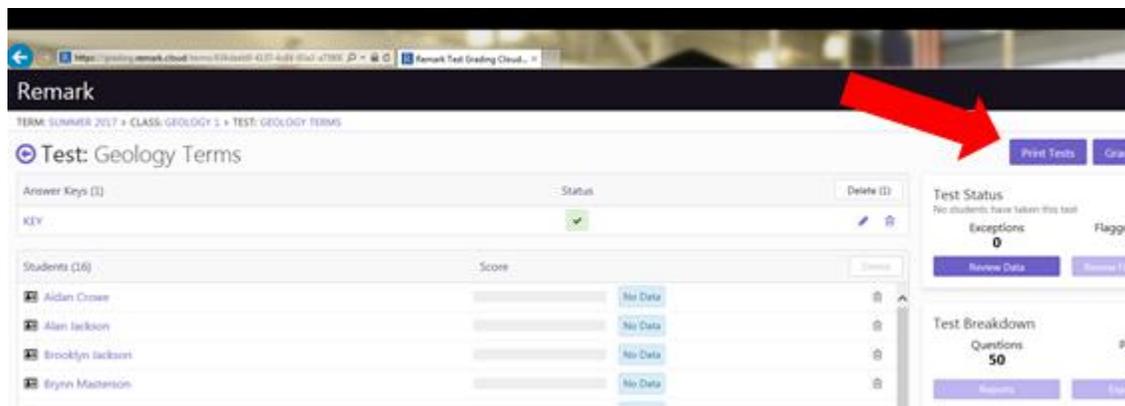
4. Once you click "Print Tests" you are directed to the "Distribute Tests" page.
5. Here you can choose your distribution method, your download preferences and which students for which you want to print tests. If you are printing tests with student names on them, you can print one per student, which will be the default setting for you.

   Note: If If you are using Student ID bubble areas for a **single sided form**:

   a. Choose the number of desired answer sheets under Blank Copies. You can print one per student or print just one and photocopy it.
   b. [Optional] If you plan to scan the answer key, include an extra copy in the print operation. You can then bubble in and scan the key along with the students' tests for grading purposes. Bubble in all zeros for the Student ID number to indicate the answer key.

   If you are using Student ID bubble areas for a **multi-page form** (including two page forms printed duplex):

   a. Choose the number of desired answer sheets under Blank Copies. You must use this box to print one per student (you cannot print just one and photocopy it or increment the number of copies in your printer window).
   b. [Optional] If you plan to scan the answer key, include an extra copy in the print

operation. You can then bubble in and scan the key along with the students' tests for grading purposes. Bubble in all zeros for the Student ID number to indicate the answer key.

6. To print an answer key, check the box to "Include the answer key" under Download Preferences.
7. If needed, you can also print blank copies of the test (where students might take the test and be added to the system later).
8. When you have defined all of your printing specifications, select "Download Answer Sheets".
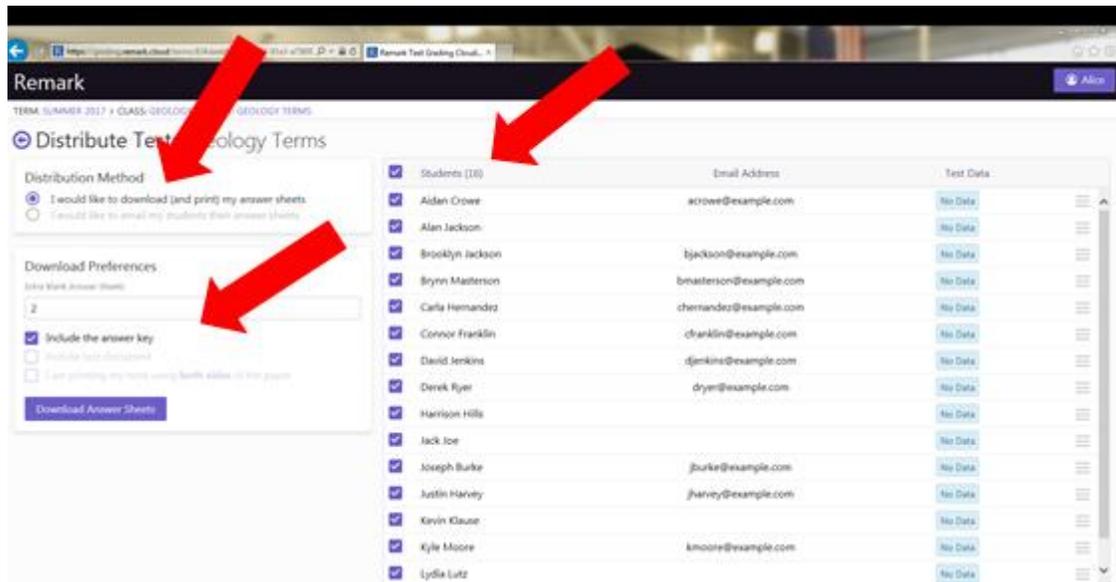
9. Once you select "Download Answer Sheets", you will be directed to the "Download Tests" page.
10. Here you will find a PDF of your tests, including your answer sheet and the blank copies you selected to be printed. *The Answer Key will be located on the first page, followed by an answer sheet for each student and then all the blank copies are located at the end.

You can either save this PDF to a folder to print later, or you can print it directly from the PDF viewer in Remark Test Grading Cloud Edition.
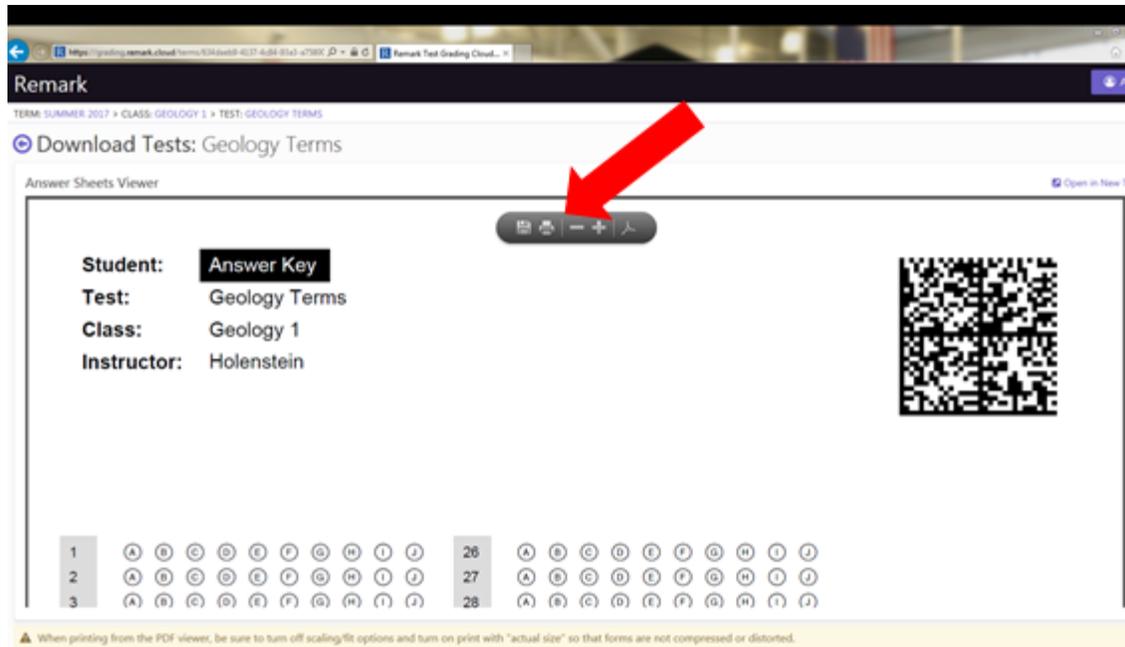
Copying Tests

Want to see this feature in action? Click here for a how-to
video: https://vimeo.com/226474925/16224bf582

You may copy a test to another class of yours or other teachers so that it can be reused. Any data
collected is not copied to the new test.

1. Start out on the page of the class that has the test you would like to copy.
2. In "Cards" view, press "Copy".
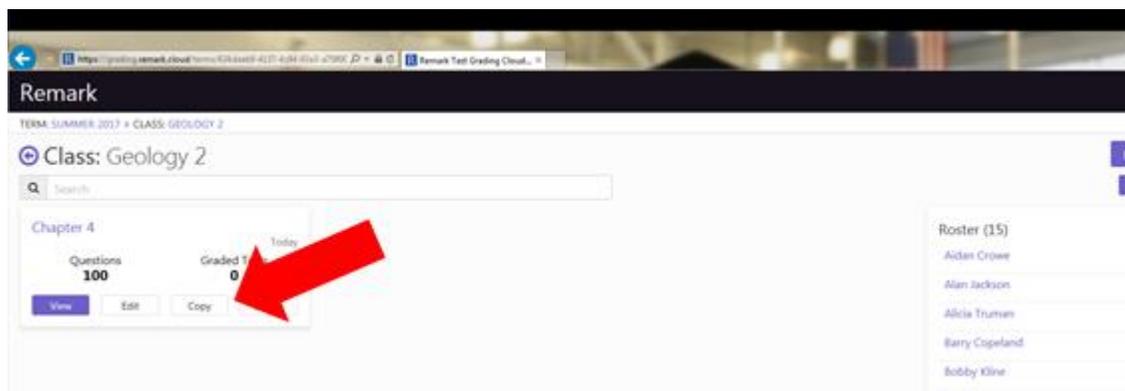
3. In "Table" view, press the "copy" icon to the right of the specified test you would like to
   copy.
4. Once you click "Copy", you are directed to the "Copy Test" page.
5. Here you can specify the Test Name, Term in which to copy the test, and the classes to
   which to copy the test (including those of other teachers if you have appropriate
   permissions).

6. Once you have specified the name, term, and class; click "Copy Test".
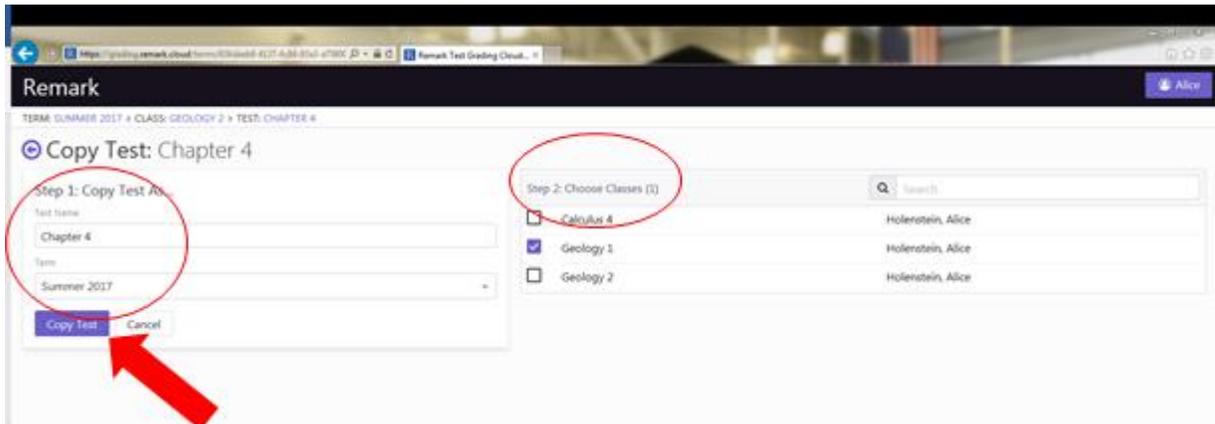
Deleting Tests

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474028/761deecb03

You may delete a test at any time, but note that this action is permanent and all of the data is lost.

1. Start out on the page of the class that has the test you would like to delete.
2. If you are in "Cards" view, simply press "Delete" and type in your password when prompted.
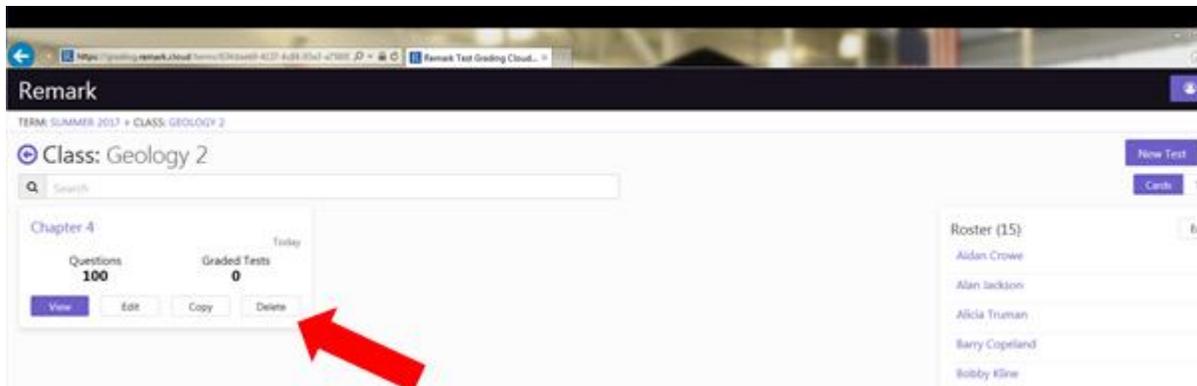
3. If you are in "Table" view, click the trashcan icon to the right of the screen to delete your specified test.
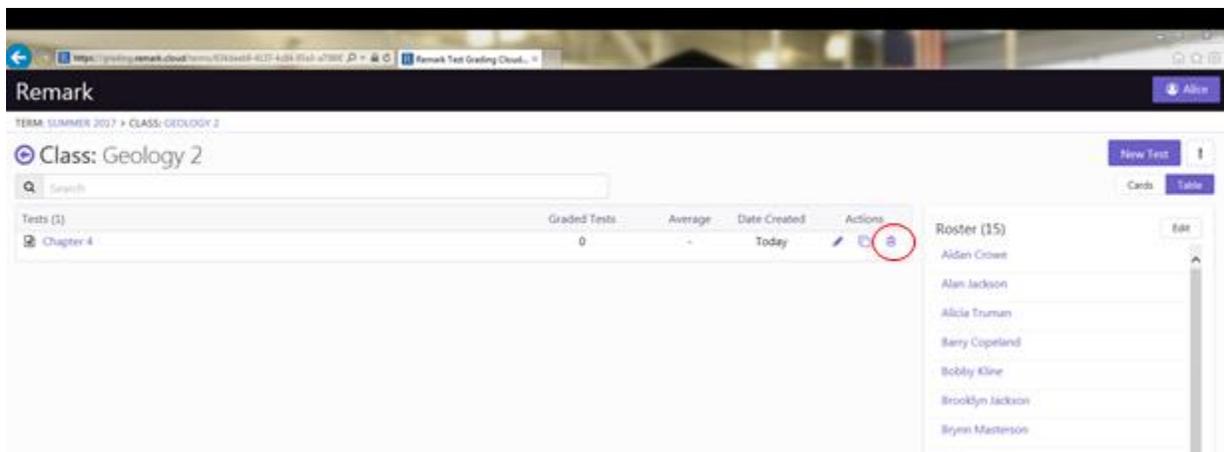
4. When prompted, type in your password to permanently delete your test.
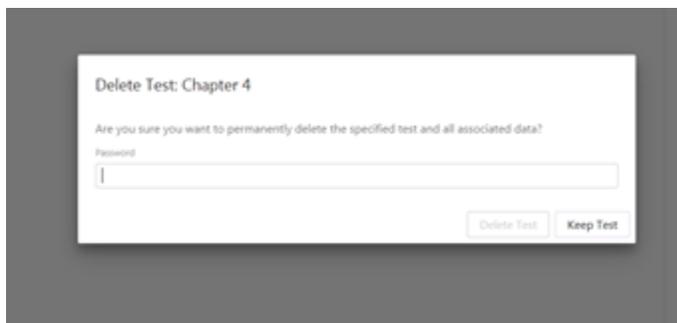
Processing Tests

Scanning Answer Keys

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474899/62e3849a17

Before a test can be graded you need to have an answer key. You can print a blank answer key when you print student answer sheets and then bubble in the correct answers. Scan the answer key with the student tests and then upload the file to Remark Test Grading Cloud.

1. Start out in the class that has the test you would like to grade. If you do not have a test created yet, click "New Test" at the top of the page. Then, create your test.

2. Then, click "View" for the test you would like to open. For this test, you should have **no** answer key yet.
3. When you get to the Test page, click "Print Tests" at the top of the page.

4. You are directed to the "Distribute Tests" page. Here is where you can email the answer sheets out to students (if enabled), or download them to print. You then have to decide whether to print an answer key, how many blank copies of the answer sheets you would like, and which student-specific answer sheets you would like to print.
5. To print an answer key that you will fill out and scan with the completed tests, check the box that reads "Include answer key". This prints a blank copy of the test for you to fill in the correct answers.
6. When you have selected all of the students and blank answer sheet copies you want to print, select "Download Answer Sheets".

7. This directs you to a PDF of all the answer sheets you selected to be printed. You will notice the first page is the blank Answer Key, the middle pages are the student sheets, and that last pages are however many blank sheets you selected to print (if any). You can either save this PDF file, or print it directly from Remark Test Grading Cloud Edition. **Please Note:** For multiple answer keys, you will have one blank answer sheet for each separate answer key that you will fill in.

8. Once you have printed your answer sheets, you may fill in your corresponding answer key.
9. Once you receive the completed tests from students, you can start grading them in Remark Test Grading Cloud Edition. First scan them to an image file (PDF, TIF, PNG or JPG), ensuring that you also scan your filled-in answer key.
10. To start the grading process, click "Grade Tests" in the top right corner of the "Test" page.

11. This will take you to the "Grade Tests" page. Here you can import your scanned test images.
12. Using any scanner, you can scan individual files or one big file of all of your test images. Remark Test Grading Cloud Edition supports TIF, PDF, JPG and PNG image formats. You can do this on a desktop scanner or with a multi-function printer (MFP). Be sure to scan the tests to a location where you can then access them to upload the file to Remark Test Grading Cloud. You can also put the scanned image file in Google Drive and pull it from there. Keep in mind, your answer sheets do not have to be in any particular order.
13. Click the purple box under "Choose your Test Images" to select your test image files, or drag your files directly into that box from any folder.
14. When you have your files selected, you will see the names listed in the box on the right side of the page. When you have selected all the appropriate files, select "Upload Tests".
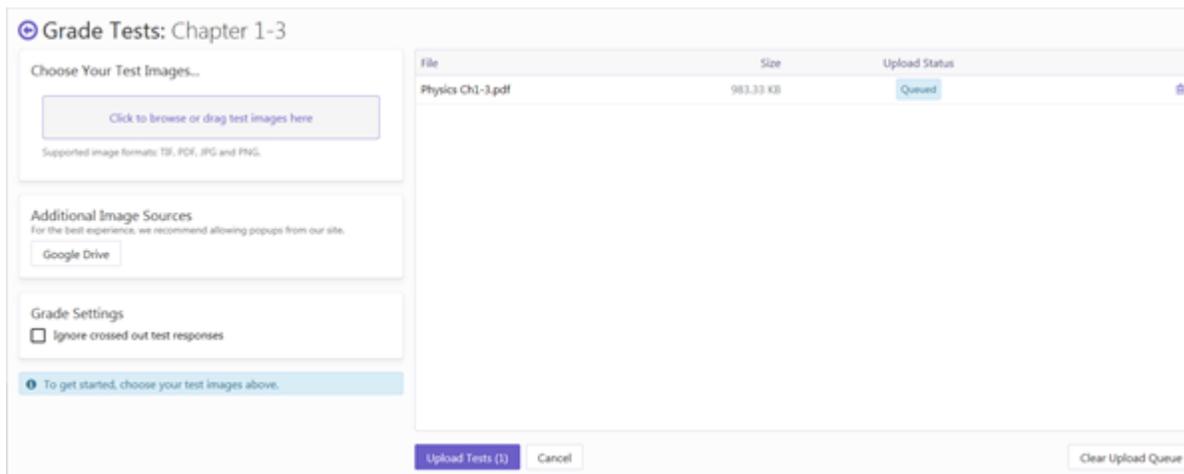
15. Your images start processing and you are redirected back to the "Test" page. You will see that all of your student scores have been filled in and any exceptions are flagged with a red number. You will also notice at the top of the page that your Answer Key has been completed, signaled by the green check under the status. Here you can edit or delete your answer key by clicking the "pencil" or "trashcan" icon on the right hand side.
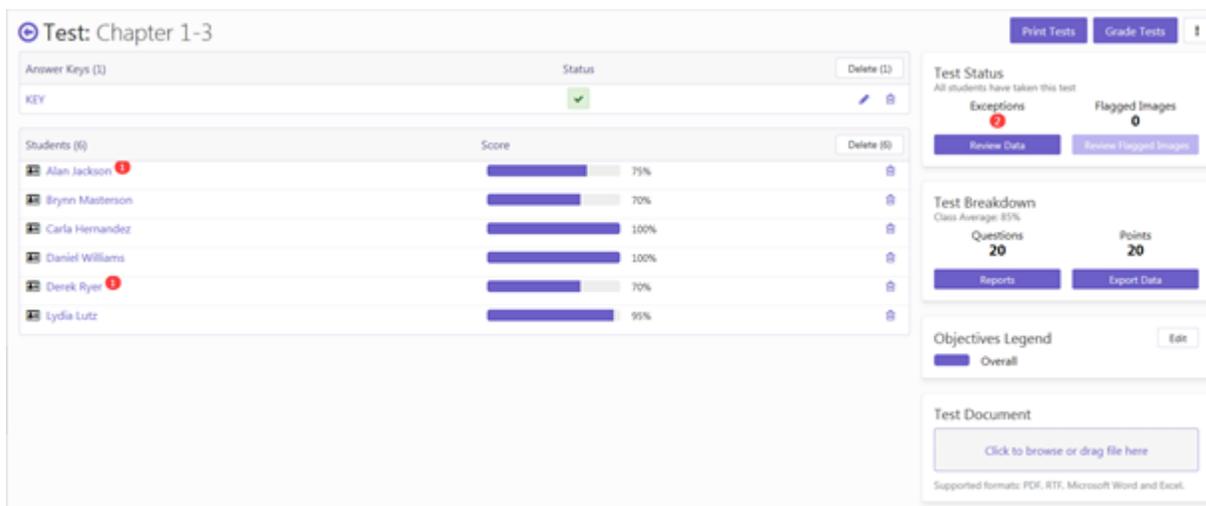
16. From this point on, you can review your data and run reports.

Reviewing Data (Exceptions)

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474558/480b55be32

Reviewing Data/Exceptions is a process that happens after you have created, printed and scanned your completed tests into Remark Test Grading Cloud Edition.

Once you have scanned your completed tests into the application, there is a possibility that some students may have marked too many responses (multiple responses) or left answers blank. The Review Data screen allows you to review these exceptions on-screen and make changes (if warranted).

On the **Test** page, you will notice that some students have incomplete **Scores**; this indicates that the student's test image has exceptions. If the student's test image has exceptions, there will be a red bubble with the number of exceptions next to the name. The total number of exceptions will be in a red bubble under **Exceptions**, in *Test Status*.

1. To review the *Exceptions/Data,* click the purple button **Review Data**.
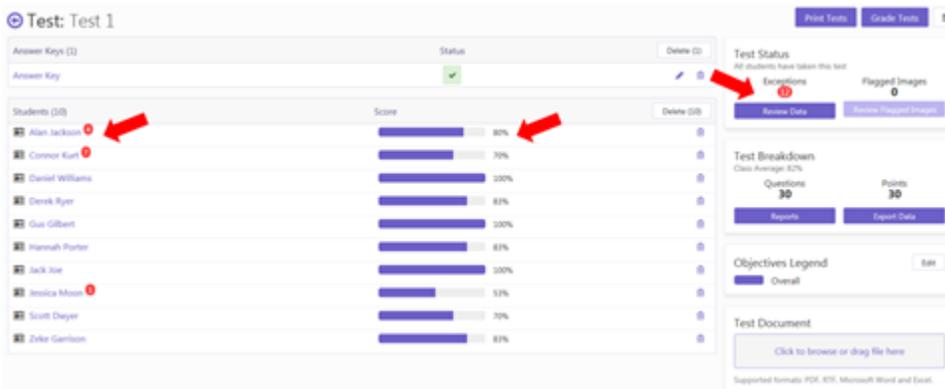
2. You are directed to the **Review Test Data** page. Here you can review exceptions individually, and make the necessary changes to each test.

There are two types of exceptions:

No Response

Multiple Responses

    Please Note: If a student crosses out a response on their test, the exception will appear as a multiple response unless you turn on the feature to Ignore Large Marks.

There are two windows to view during the *Test Review*:

Test Data – This is where you can change the actual student response.

3. The **Red Box** indicates the question number that needs to be reviewed, and the type of exception. To clear an exception and leave the response untouched, click the *red box*.
4. The **Green Box** indicates that an exception has been reviewed. To undo a change, click the green box.
5. You can navigate between each exception with the *purple buttons* (**Previous/Next Exception**) at the top of the *Test Data* box. If you skip over an exception, you can go back to it by clicking *Previous Exception*.
6. To save the data you have changed, click **Save Data**.

Snapshot – This is where you can see an image of the physical test. This is for reference when you are changing answers in the *Test Data* window.
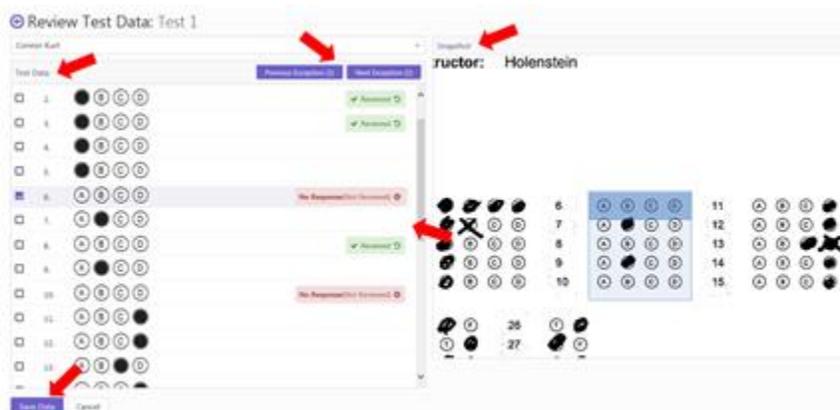
When you click **Save Data**, you are directed back to the **Test** page.

Here you will notice that the student scores are complete, and there are no longer any red bubbles indicating data exceptions (if you cleared any that you did not adjust).

Reviewing Flagged/Unrecognized Images

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/230620271/7fc7b42523

Reviewing Flagged Images is a process that happens after you have created, printed, and scanned your completed tests into Remark Test Grading Cloud Edition.

Once you have scanned your completed tests into the software, there is a possibility that some images will be *flagged*. This means that they need to be reviewed because the application could not recognize them. The images could be poor quality, they could belong to a different test, etc.

On the **Test** page, you will notice a few things.

First, you may see a student with missing test data. If you didn't purposefully leave this student's test data out, this means that there might be a discrepancy with their test sheet, which can be resolved in the review of the flagged images.

You may also notice the **Flagged Images**, under **Test Status**, has a yellow bubble under it identifying how many flagged images need to be reviewed.

1. When you are ready to review your test images, click the purple box *Review Flagged Images*.
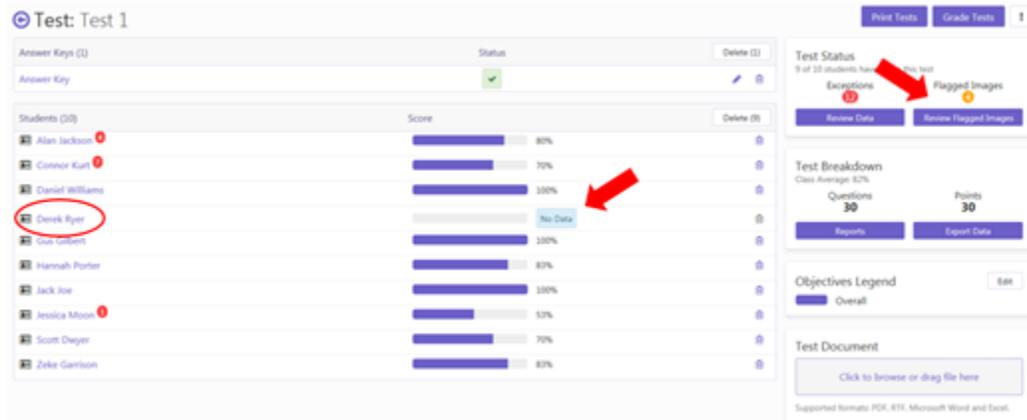
You are brought to the **Flagged Images** page. Here you will see the different flagged images that have occurred within your test images.

Step 1, on the left side of the page, allows you to inspect your test image.

Step 2, on the right side of the page, allows you to determine if the image belongs to the specific test. There are three options you have in determining this:

- ***I'm unsure, ignore this image for now*** – This will skip the image so you can return to it after reviewing the other aspects of the test.

  Please Note: If at any time you choose to ignore the image, you will have the option to *Restore Ignored Images* to review during this session.

- ***No, discard the image*** – This will remove the test image from this test data.
- ***Yes, I would like to reprocess the image*** – This will lead you to Step 3 where you determine the student to which the test image belongs. If the image corresponds to a student who is not currently on your roster, you may also add them to your roster at this time. (note that you must have appropriate permissions to add teachers to the system).

You can also choose to *Discard All Images*, which will discard all of the flagged images from the test set.

One type of flagged image is a Damaged Test. This is a test that is unrecognizable to the software and therefore cannot be graded; either it is the wrong test altogether or the student filled in the answers in an unrecognizable manner.
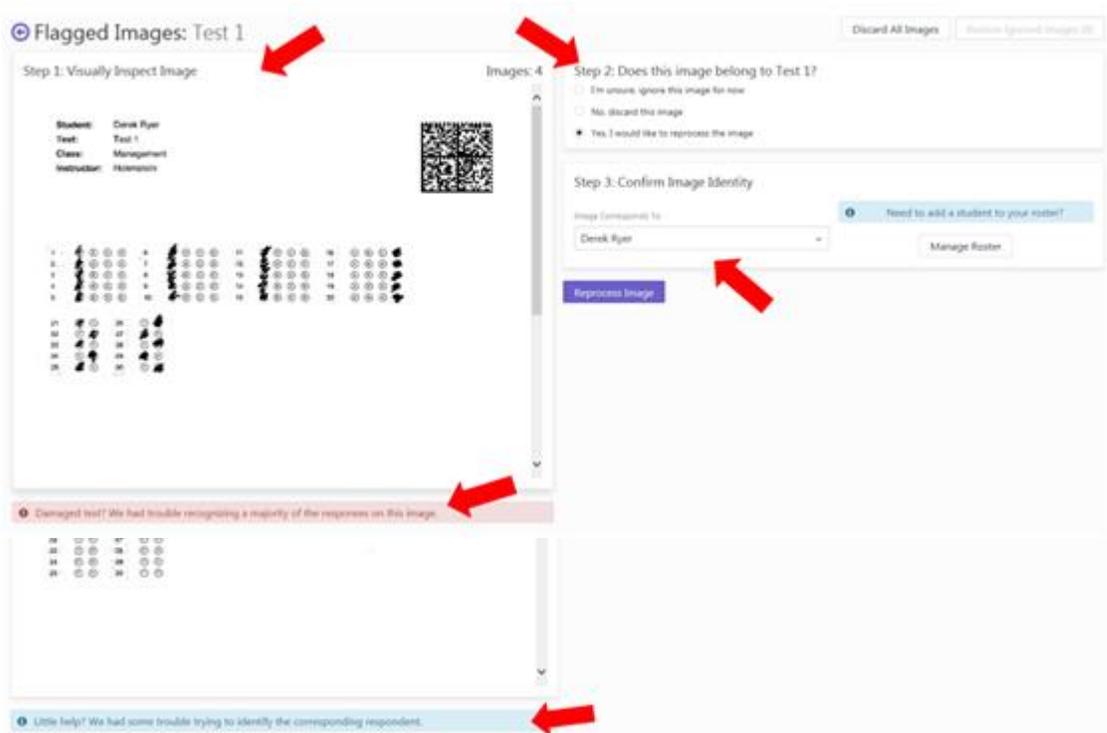
Another type of flagged image is an incorrect image that does not belong to the test. This is a test that accidentally made its way into the test pile.

2. Choose an action:
   - **Discard All Images** – Allows you to discard all flagged images at once.
   - **Restore Ignored Images** – Allows you to inspect previously ignored images.
3. When you finish reviewing the flagged images, you are brought back to the **Test Page**. Here you can finish reviewing the other Exceptions in your test images. You will notice that any student who previously had "No Data" will have test data after you define their test image during your review of the flagged images. You will also notice that there are no flagged images left to be reviewed.

Grading and Reporting

Creating and Editing Answer Keys

Want to see this feature in action? Click here for a how-to
video: https://vimeo.com/226474099/6c18f5d742

You can manually create and edit answer keys for your tests. Note that answer keys can also be
scanned with the student tests.

1. To create/edit an answer key, open any test.

You can start by creating an answer key or editing an existing one that you have created previously
or scanned in with your tests.

Please Note: If you have already graded your tests, editing the answer key will cause your test data
to change based on the answers in the edited answer key.

2. When in the **Test** page, click the ***pencil icon*** on the right side of the answer key you would
   like to edit.

You are directed to the **Answer Key** page.

3. In the ***Test Questions*** box, you can click each individual *Multiple Choice Question* on the test
   and change the corresponding answer as needed. You can change points, extra credit and
   add benchmarks to the test. You can also change the correct answers by clicking in the
   desired bubble. If you want to allow more than one response, click the Shift key while
   selecting the bubbles. Then choose whether all or just one of the answers need to be
   selected by toggling the **Require all correct answers to be selected box**.
4. For *Subjective Questions*, you can edit the maximum amount of points to be awarded for
   that question.
5. When you are finished editing your answer key, click **Save Key**.
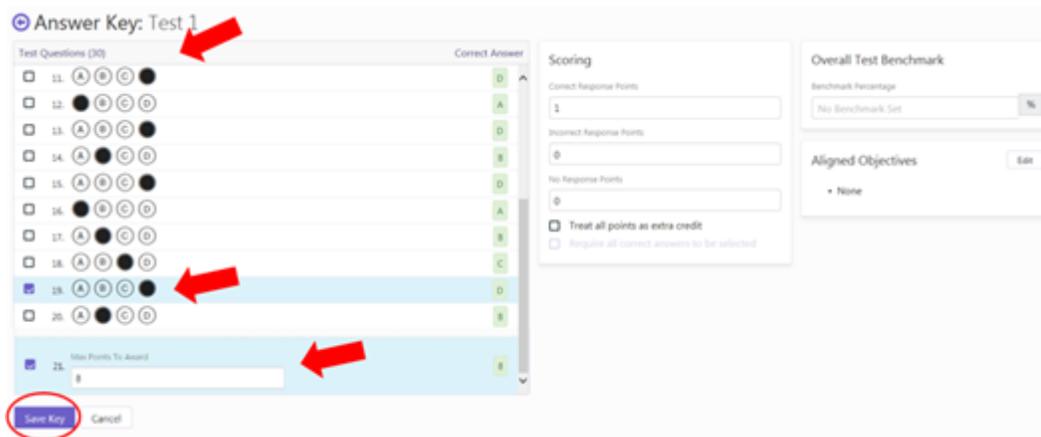
You will be directed back to the **Test** page.

If you have previously graded tests, your test data will update and reflect scores corresponding to your new answer key.
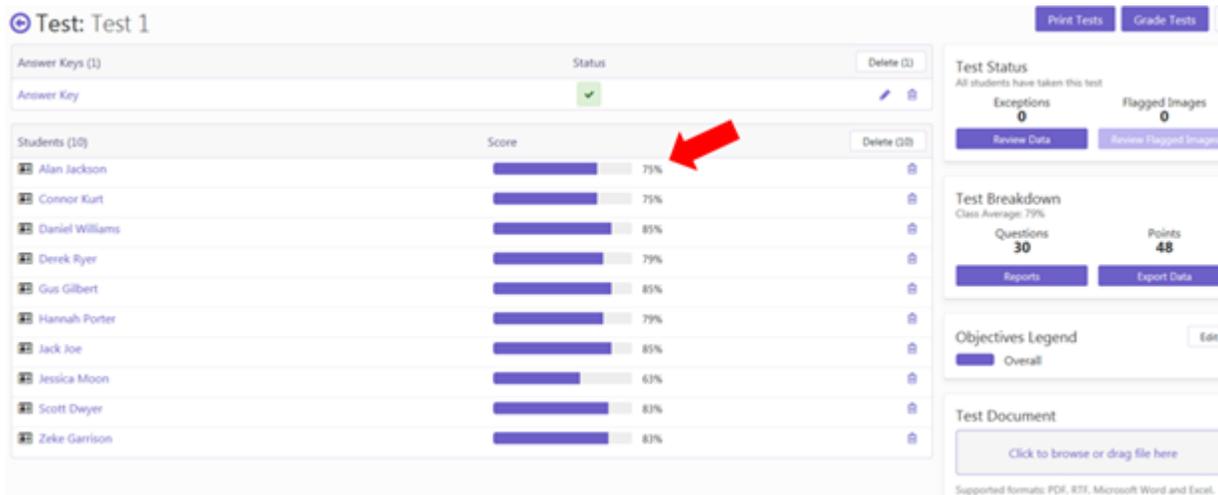
Reports Overview

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474816/2e8edb8ba7

Remark Test Grading Cloud Edition has the ability to run several different reports on your test data.

100 – Test Analysis Report - Used to see overall test performance so that if there are any red flags, you can go to a specific report to get more information.

101 – Student Statistics Report - Used to view class performance for tests. Optionally shows detailed information about learning objectives, objective questions, and subjective questions. Great report for quickly seeing how students are performing and whether they are meeting standards.

105 – Student Response Report - Provides a graphical view of each student on the test and each question on the test in a matrix style. This report allows you to quickly see performance on both a student and question level.

111 - Class Learning Objectives - Provides score information for any learning objectives defined for the test.

112 - Student Achievement Report - Provides score information in descending order for both the overall test as well as any learning objectives defined for the test, allowing you to quickly see mastery.

150 – Student Grade Report – This report provides complete test information for each student that can be handed back to a student, parent or teacher. If a benchmark score was defined, you may include a bar chart depicting the student's score along with the benchmark. If learning objectives were defined, you will see scores for each learning objective in addition to the overall test.

151 – Student Test Report - The Student Test Report is an overlay of each student's completed test with detailed grade report information. You may print these reports and give them to your students, parents, or other stakeholders.

204 – Condensed Item Analysis - Provides answer choice frequency information on a question-by-question basis, which for test grading is useful for question validity. Using the Item Analysis reports, you can see how students responded to the question. If problems are found (e.g. the question was poorly worded), you can throw out the question or allow additional responses to be considered correct without rescanning test forms.

206 – Condensed Test Report - Provides answer choice frequency information on a question by question basis, including distractor and class score information. This report is a great way to see question and class performance at a glance.

310 – Test Statistic Report - Provides basic statistics on the test as a whole and is useful for gaining a quick look at performance and basic statistical analysis.

**320 – Test Item Statistic Report** - Displays basic statistical information for each question. This report allows you to quickly see which questions were answered correctly or incorrectly. It also includes information on question reliability.

1. To run a report you have to open a test that has previously graded tests, or grade a new tests in the software.
2. To run reports, click **Reports** under *Test Breakdown*.

This opens the **Reports** page.

3. On the left-hand side of the screen, under **Reports (9),** you will see a list of all the reports you can choose. You can choose to view single reports or multiple reports. All you have to do is select the checkbox next to each report you would like to view. If you select more than one, they will appear one after the other in the *Report Viewer*.
4. When you have selected the report(s) you would like to view, select **Run Reports** to preview your report in the software, or **Email Me Reports** if you would like the reports to be emailed to you as a PDF.
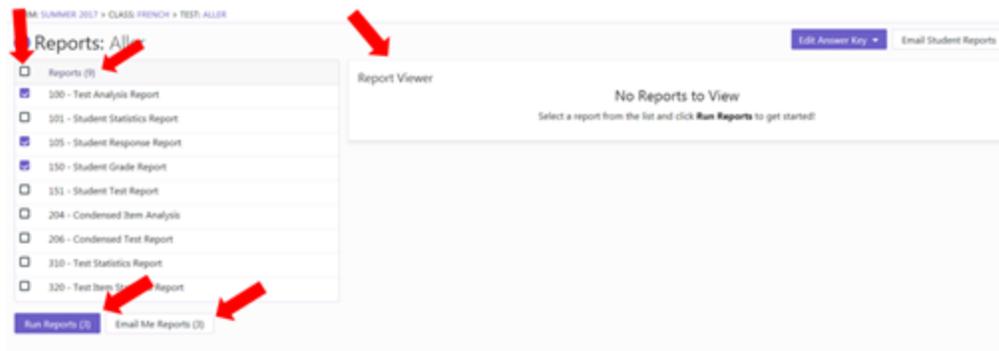
5. Once the application generates your report(s) you will see a preview on the right-hand side of the screen in the ***Report Viewer***.
6. You may select other reports to view, but the software will prompt you to reselect "***Run Reports***" again, in order to refresh your report preview.
7. Select **Edit Answer Key** at the top right of the page to edit the answer key for the test you are viewing. This will require you to re-run your reports to ensure they accurately depict your test.
8. Select **Email Student Reports** to select reports you would like to email to individual students.
9. From the *Report Viewer*, you can save or print the PDF. You can also select to open the report in a new tab.
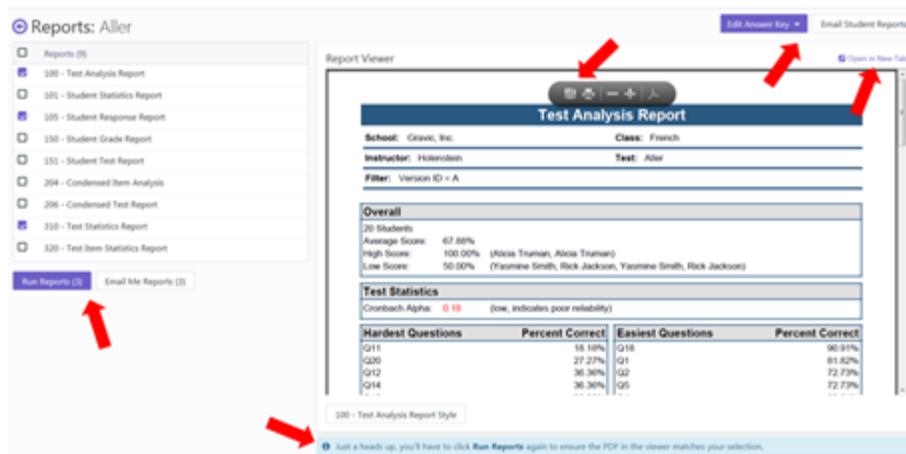
10. When you click **Email Student Reports**, you will be brought to a page where you can select the reports to email and which students to email.

Please Note: In order to email student reports to individual students, each student has to have an email address attached to their name.

11. The reports that you can email are Student Statistics Report, Student Achievement Report, Student Grade Report and Student Test Report.
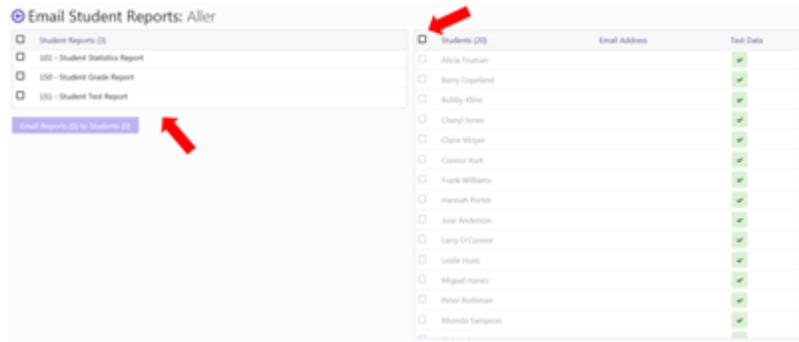
Changing Report Properties

Each report in Remark Test Grading Cloud Edition has a set of properties that can be modified to your liking.

1. Open the **Reports** page by opening a test and clicking *Reports*.

You are directed to the **Reports** page.

2. To change a *report's properties*, click to view a report in the *Reports* window.
3. When you have selected a report, click **Run Report**.
4. When the report appears in the *Report Viewer*, you may change the report properties by clicking the box below the report that reads ***the reports name* Style** (For example: **111 – Class Learning Objectives Report Style**).
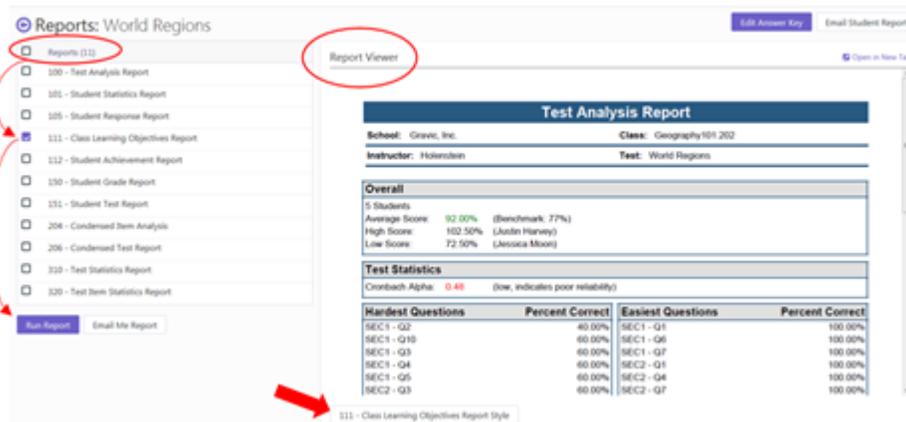
5. The **Report Properties** *sidebar* appears.
6. This is where you can edit the different preferences for each report.

Please Note:

- You can only change the Report Style for each report individually.
- Each report has different sections to edit the preferences.
- Below is the complete list of possible sections to edit; not all preferences are available to edit for each report.

Data to Display on Report – Customize which data components to display on your reports (Grade, Scaled Score, Total Score, Extra Credit, Z Score, etc.)

Sort – Customize the way data is sorted on your report (Sort Students, Sort Objectives, Sort Order…)

Font – Customize the Font, Font Size and Table Header Font Size

General – Customize general report settings (Negative Color, Positive Color, Maximum Students for Comparison, Decimal Places, Difficult Questions, Row Shading, etc.)

Image Format – Customize different image properties (Quality, Orientation, Page Breaks, Width, etc.)

Item Format – Customize different item properties (Incorrect Item Highlight Color, Extra Credit Item Text Color, Display Points Awarded, Show Questions, etc.)

Colors and Styles – Customize the colors and styles of each section (Text, Border, Unanswered Questions, Answered Questions, etc.)

NA Format – Customize the NA (No Answer) Bar Color

Page – Customize the page layout Orientation (Portrait/Landscape) and Page Breaks

Test Stats – Customize the report to Display Test Stats and how often to Repeat Test Stats

Footer – Customize your footer (Left value, Center value, Right value, Custom Value; will appear when you select Custom as a value for any footer section)

Header – Customize your Header values and colors (Custom Report Title, Title Text Color, Report Color, Repeat Header, Display Filter, etc.)

Terminology – Customize the text that is displayed for different sections on the report

Please Note:

- **151 – Student Test Report** does not allow you to change the report preferences because it is the actual test image.
- When you change a preference, you can reset the grouped preferences or the entire test preferences.
- To reset the full report to the default settings, click **Reset to Defaults**. Once you reset your preferences, click *Refresh Report* to view the current report preferences.
- To reset just section preferences, click **Reset to Defaults** in the specific section you would like to reset.
- When you change any preferences, the **Refresh Report** button will become active.
    - To view the report with your new preferences, click **Refresh Report**.

7. When you are finished editing your report preferences, click **Reports** at the bottom.

This step directs you back to the **Reports** page where you can click to run and edit different reports.
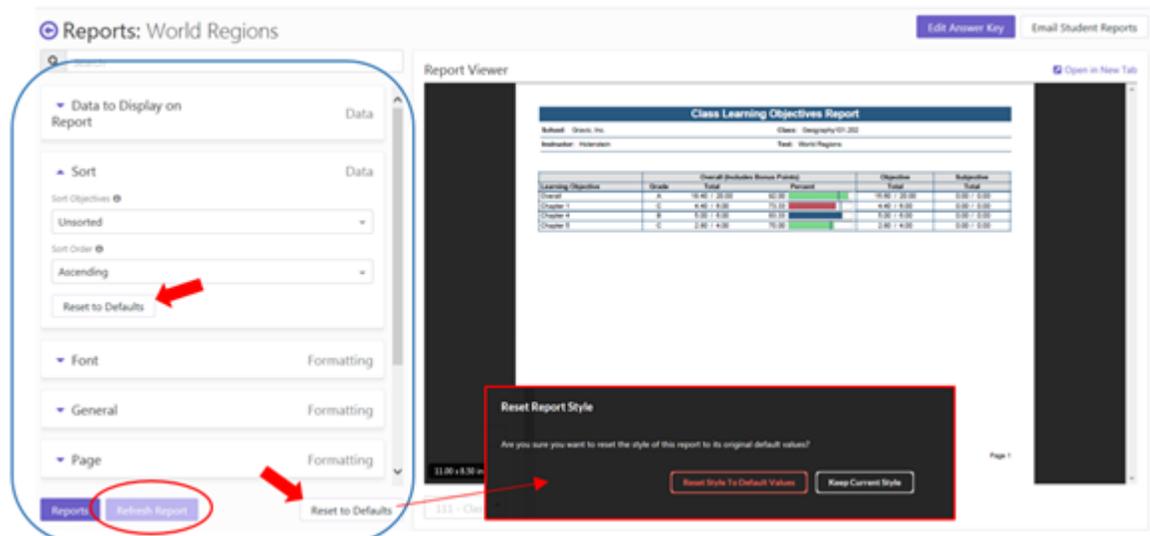
Using Learning Objectives

Want to see this feature in action? Click here for a how-to
video: https://vimeo.com/230620198/2747313954

A **Learning Objective** *is a group of questions you define as a way to measure class or individual performance in a specific area.*

Please Note: Objectives are not supported in conjunction with multiple test versions.

1. To set up a *learning objective*, go to the test page. **Make sure your test has only one answer key**.
2. Find the **Objectives Legend** at the bottom left of the screen. You will notice that there is only 1 *green* section labeled **Overall**. This represents the objective and benchmark (if defined) for your entire test. Click "Edit".
3. You can also edit your objectives by clicking to **edit the answer key**, and then clicking *Edit* under **Aligned Objectives**.

You are directed to the **Objectives** page.

4. To add an objective, click **New Objective**. The **Objective Properties** sidebar appears.
5. Here you will *name your objective, add a benchmark percentage,* and *align your objective* with different test questions. **Please Note:** It is not required for you to apply a *Benchmark Percentage* to your objective.

You may add as many objectives as you want with any combination of the questions on your test. When you have added an objective, you may click on it to edit/delete it, or view the **Aligned Questions** on the

right side of the screen.
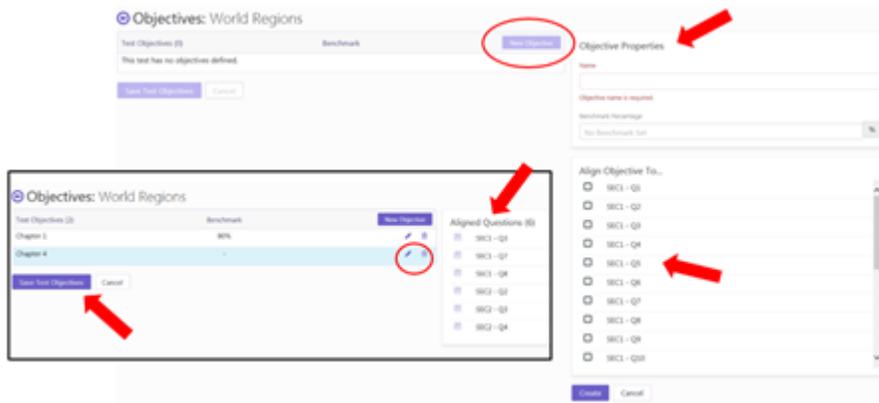
6. When you have created all desired objectives, click **Save Test Objectives.**
7. Your *objectives* appear in the **Objectives Legend**. The default only shows the <u>Overall</u> score next to each student. To show student scores based on the different aligned objectives, check the box next to each objective you would like to display. To display all objectives, click **Show All**.
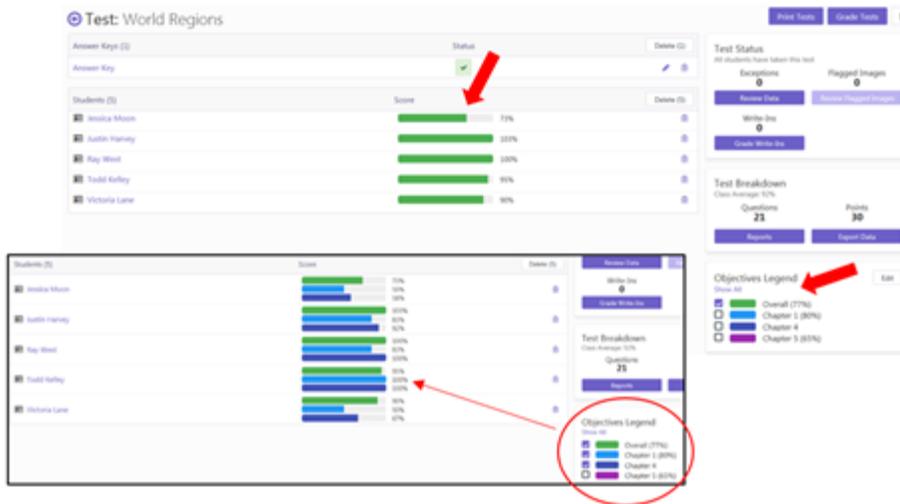
8. Several reports include the *Learning Objectives*. To run reports for your data, click **Reports**.

You are directed to the **Reports** page. There are several reports that show the defined *Learning Objectives.*

101 – Student Statistics Report will give you a report of how each student performed in each learning objective.
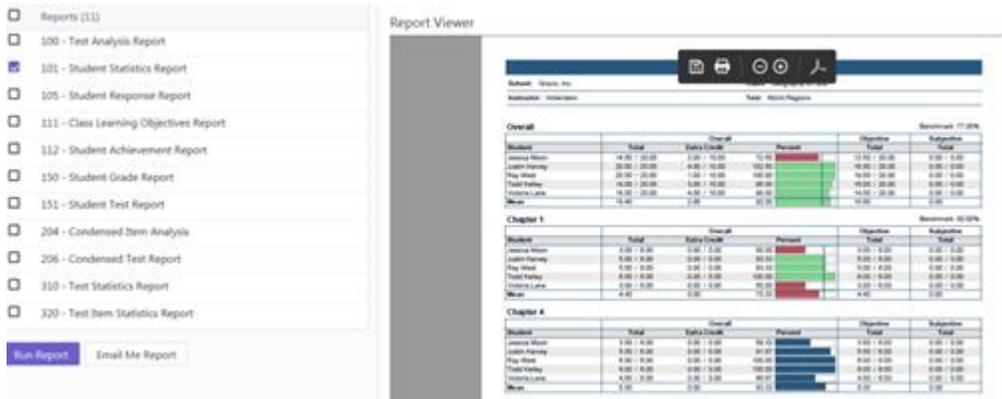
111 – Class Learning Objectives Report will give you a report on class achievement based on your defined learning objectives. *This report is only available when you have a defined learning objective*.

112 – Student Achievement Report will give you a detailed look into the performance of each student in comparison to each learning objective *that has a defined benchmark percentage*.
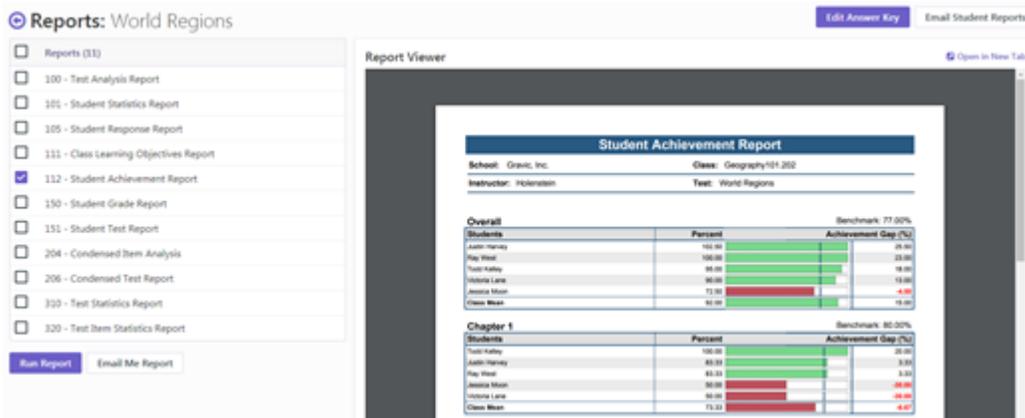
150 – Student Grade Report includes the student's performance in each learning objective at the top of each report.
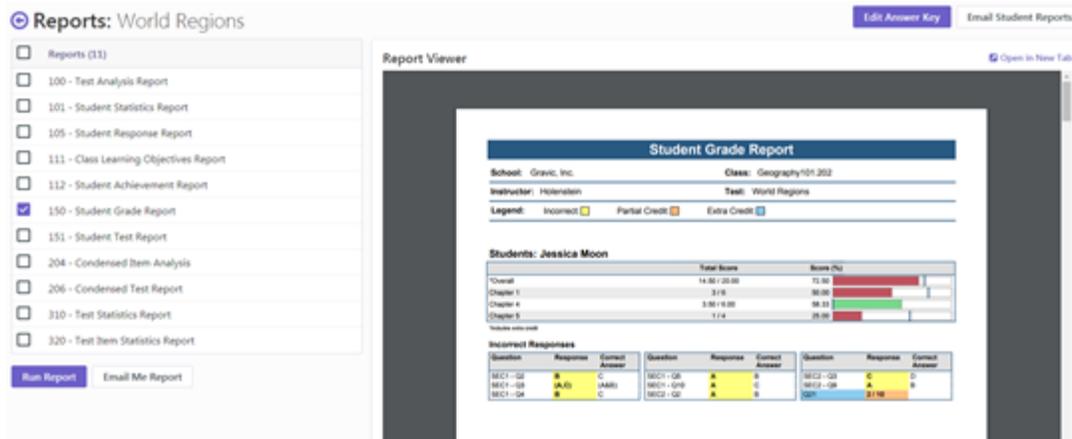
Grading Write-Ins

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474183/d72346a12a

A "write-in" is a special kind of subjective question where the students handwrite an answer (e.g. essay or short answer) and then the teacher reviews the answer on-screen and provides a score.

Grading a Write-In requires having a Subjective Section on your test. There are three types of Subjective questions:

- If your test has a Subjective Section with a "Write-In Box Only" format, you are required to manually review and input the grade for your subjective sections when you choose to grade the write-ins.
- If your test has a Subjective Section with a "Bubbles Only" format, you can bubble in the subjective grade on the physical tests before scanning them and grading them in the software.
- If your test has a Subjective Section with a "Bubbles with Write-In Box" format, you will follow the same directions for the "Bubbles Only" Format, but you will also be able to see the student's subjective response on the scanned image.

If you choose either of the options that include "Bubbles" in the subjective response for grading, you will still be able to review the graded responses and change the grade in the software if necessary.

1. To grade your tests, click Grade Tests at the top right of the screen. Here you can choose the test images to upload in order to grade your tests.

Please Note: This example is of a test that has a subjective section with a "Write-In Box Only" Format.

2. Once you have uploaded the tests you would like to scan, you will see a yellow bubble appear

under "Write-Ins" in the Test Status box on the right side of the screen. You will also notice that all of the student test scores will be lower than expected; this is because the subjective question has not been graded yet.
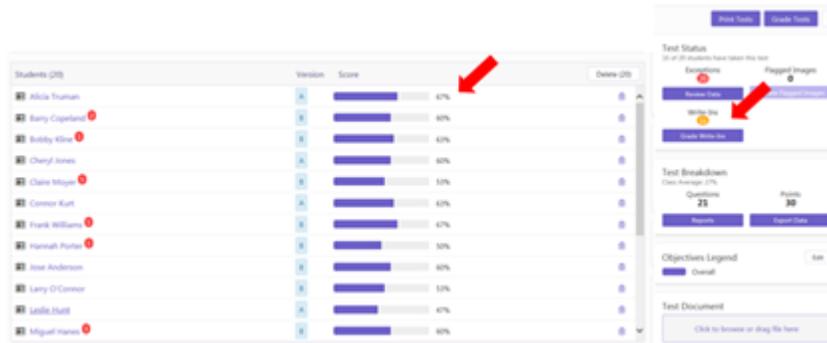
3. Click the purple box "Grade Write-Ins" to start grading your subjective sections.
4. This brings you to the "Write-In Reponses" page. If your test has a Subjective Section with a "Write-In Box Only" format, you need to input the Points Awarded. This will award a grade for the student's subjective question, and calculate that grade into their overall score once you save the score.

Here you can see a preview of each student's test, specifically the subjective question being graded, on the right side of the screen.

Review Options

1. Here, you can choose to review the tests based on student or questions.

Student Filter

2. If you have multiple students to review, you can choose a specific student, or you can choose "All Students" from the drop down to review each student in order. Note: If you prefer to have student names anonymous, you can set this in the application Settings (click your name in the upper right corner of the application).

Question Filter

3. If you have more than one question to review, you can choose the specific question, or you can choose "All Questions" which will review each question in order.

The two options under the dropdowns let you decide how you would like to review the Write-Ins.

4. "Question by Question" will allow you to go through one question at a time while sorting through students.
5. "Student by Student" will allow you to review a single student's test, and all subjective questions on their test if there are more than one write-in to grade.

6. The checked box "Only review responses that have not yet been graded" allows you to review questions that have not been graded yet (by checking the box), or all questions included the already graded ones (unchecking the box).
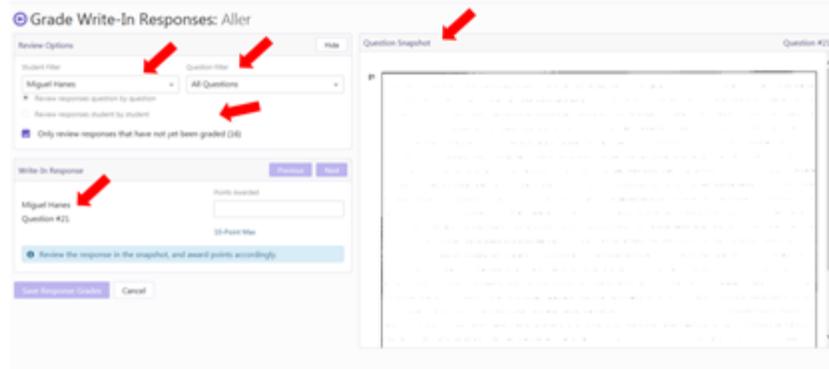
5. In the "Write-In Response" section you have the option to navigate between students by clicking the "Previous" or "Next" button.
6. The name of the student and the current question you are reviewing will appear to the left of the Points Awarded box.
7. You can input the points awarded for the question in the box under "PointsAwarded".

Please Note: The number of points you can award for each question in labeled under the points awarded box. You have the option to award more points than the maximum allotted for each question, but a box indicating that extra credit is being awarded will pop up to let you know you are applying extra credit.

Please Note: When you change the points awarded, a green notification appears to notify you of these changes to the student's grade.

8. When you have completed reviewing the student Write-Ins, select the purple box: "Save Response Grades." This saves your students' Write-In grades, and calculates the student scores based on the complete grades.
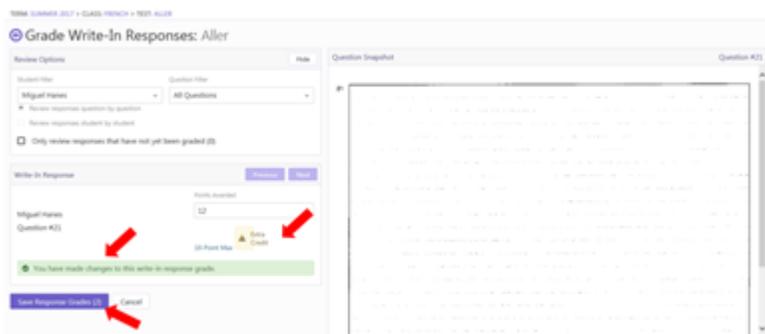
When you are redirected back to the Test page, you will notice your students' grades are recalculated.

9. You can click "Grade Write-Ins" at any time to change the grade or review the subjective questions again.
10. You can now run reports and export your data.

Exporting Grades and Data

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/230633940/597fb13047

Once you have graded your tests, the raw data and grades can be exported to other applications.

1. From the test details window, click Export Data.

2. To export the raw data, choose the desired format from the Export Data As list.
3. To export the grades to a gradebook application, choose the desired format from the Export Gradebook As list.
4. Click the Download button to download a copy of the file.
5. Click the Email button to email a copy of the file to yourself.
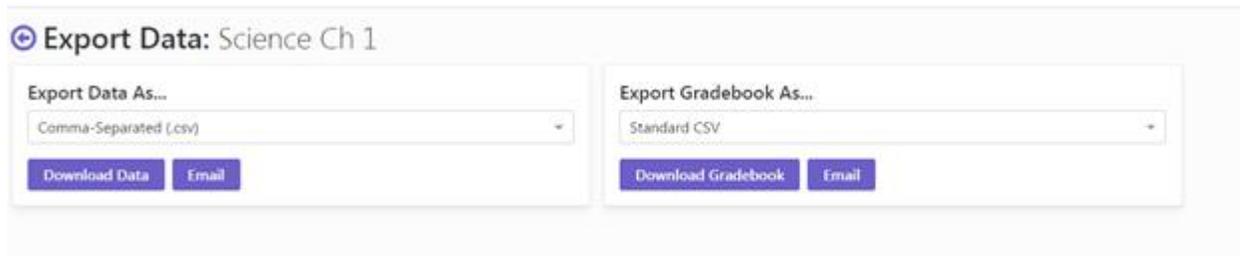
Emailing Reports to Teachers and Students

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/226474154/a0e9756215

You can email reports either to yourself or directly to students (if you have student email addresses in the system). When emailing reports to students, they only see their information. You could also substitute a parent email address for the student email address to be able to email reports right to parents.

To email reports to yourself:

1. Go to the **Reports** page in a test that *has student test data*.
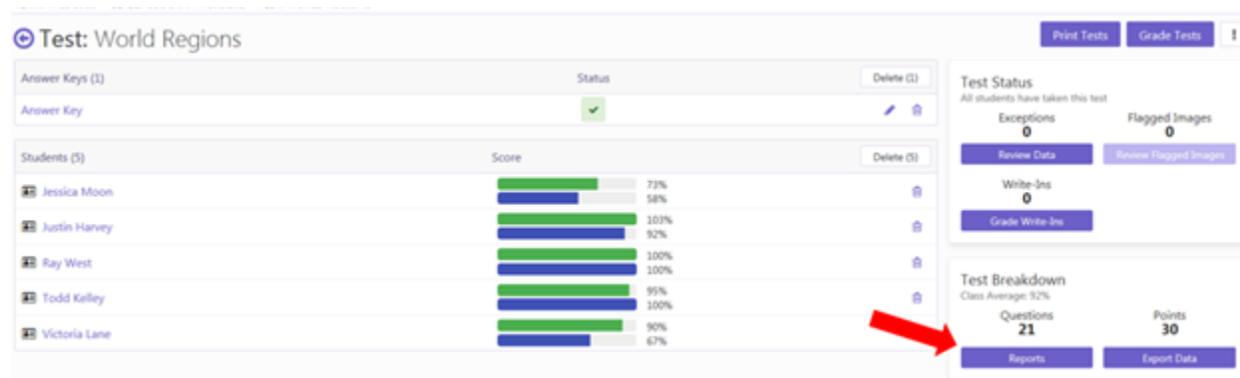
2. Select the checkboxes next to the reports you wish to email.
3. Click the **Email Me Report(s)** button to send the report(s).

To email reports to students:

1. Go to the **Reports** page in a test that *has student test data*.

2. On the **Reports** page, click **Email Student Reports**.

3. You are directed to the **Email Student Reports** page.

There are 4 student reports to choose from to email:

101 – Student Statistics Report

112 – Student Achievement Report

150 – Student Grade Report

151 – Student Test Report

4. You have the option to select any combination of the reports to email to any combination of students.
5. When you have selected the report(s) you would like to send, click the individual student(s) you would like to email reports to.
6. When you have selected the reports and the students, click **Email Reports to Students**.
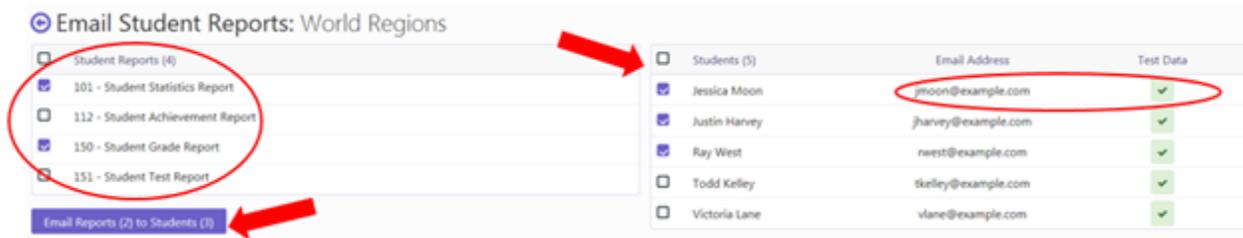
7.

 Please Note:

The Green check under Test Data confirms that the Student has a graded test.

Emailing reports to a student requires the student to have an email address assigned to them in Student Details.

You will be unable to email reports to students who do not have test data or an email address saved in the application.

Settings and Preferences

Changing a Password

If you need to change your password in Remark Test Grading Cloud Edition, perform the following steps:

1. Start out on the home page, and click your name in the top right corner of the screen. A drop down list appears.
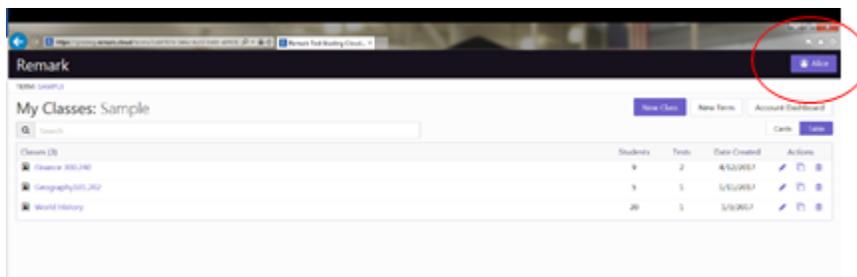
2. Click "My Profile" on the drop down.
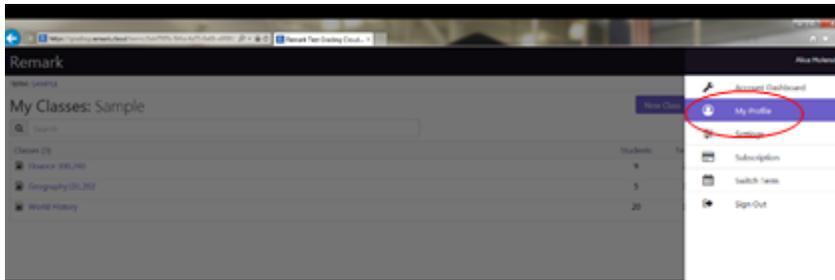
3. Click "Change Password" on the drop down.
4. Once you click "Change Password" you are prompted to enter your old password and create a new one. Be sure to follow the Password Requirements listed.
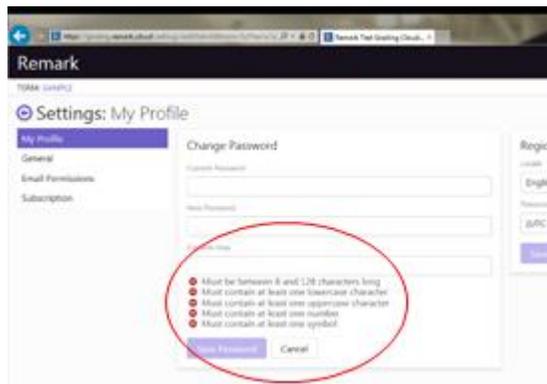
5. Once you press "Update Password", a green notification appears in the bottom right-hand corner confirming that your password has successfully been changed. Now you can continue using Remark Test Grading Cloud Edition.
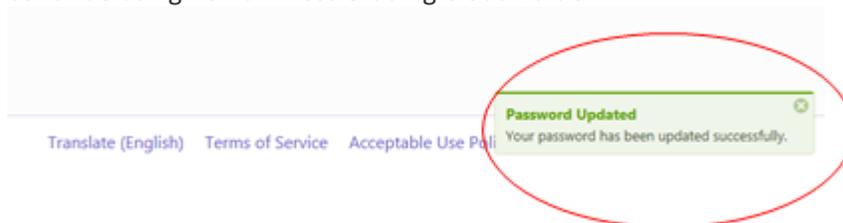
Settings: General

Remark Test Grading Cloud has a set of general settings to help you use the application in the best way suited to you. To access the settings click your name in the upper right corner and then click **Settings.**

General Settings

The following General Settings are available:

Student Name Display: Choose whether to display students by first name, last name or including middle name throughout the application. You can also mark the Show student IDs checkbox to include the student ID number with the name.

Printing Tests and Reports: Choose your page size for printed tests and PDF reports (Letter or A4).

Grades and Reports: Choose how to identify students when grades and reports are displayed: By name or by student ID.

Processing Tests: Choose how to handle duplicate tests:

- **Flag the image so you can review it later:** Keep the image in a queue and then review those images to see if you want to keep or discard them.

- **Overwrite existing data:** Always overwrite any existing test data if a duplicate test is processed.

- **Ignore duplicate data:** Always ignore any duplicate tests, keeping the original test data.

Reviewing Data and Grading Write-In Responses: Determine how to handle reviewed responses and how to identify students when reviewing and grading write-ins:

How would you like to resolve exceptions when reviewing data?

- **Keep them until I explicitly make changes:** If you review a question but do not make any changes, the exception remains flagged. For example, if a blank response is reviewed, and left blank, it will still be displayed as an exception unless you click the button next to the question to clear it.

- **Automatically clear the exception once I have reviewed it:** If you review a question but do not make any changes, clear the exception flag once you move to the next exception, next student or otherwise leave the screen.

How would you like to identify students when reviewing data and grading write-in responses?

- **I want to conceal who I am reviewing (anonymize students):** Use this option to hide anything that identifies the student

- **Name:** Use this option to display student names

- **ID:** Use this option to display student IDs only

- **Name and ID:** Use this option to display both student name and ID

Once you have the settings as desired, click the **Save Settings** button to return to the application.

Settings: Profile

Want to see this feature in action? Click here for a how-to video: https://vimeo.com/228831641/5b4bc66288

Remark Test Grading Cloud has a set of profile settings to help you use the application in the best way suited to you. To access the settings click your name in the upper right corner and then click **Settings** or **click** your name and choose **My Profile.**

About You

If you want to change your name or salutation, click your name and make the appropriate adjustments. Click Save Profile when finished.

Password

To change your password click the **Change Password** button. Enter your current password and then the desired new password twice. Be sure to follow the password guidelines shown on screen.

Region Settings

Your region is automatically detected. If you need to change the region, choose the **Locale** from the list. Then choose the **Time Zone** where you are located.

Once you have the settings as desired, click the **Save Settings** button to return to the application.

Settings: Email Permissions

Remark Test Grading Cloud has a set of email permissions to help you use the application in the best way suited to you. To access the settings click your name in the upper right corner and then click **Settings.** Note that your administrator must have allowed email in order to utilize these settings.

Submission Whitelist

A whitelist is a list of email addresses that are allowed to send you email. By default, your teacher login/email address is allowed. This feature is used to email test answer sheets directly to Remark Test Grading Cloud and have them automatically graded. If there are other email addresses you want to allow, you can enter them here. For example, if you want to work from home and use a Gmail email address, you can enter it here. This way if you send test answer sheets to the cloud via this email address, they will be accepted.

Automatic Submission Replies (Attachments)

If you choose to email test answer sheets to Remark Test Grading Cloud, you can select which reports, data and gradebook files to have the system email back to you. Note that your administrator sets up an "allowed list" so if there is something missing from your list, see your administrator. Choose the desired reports, data files and gradebook options from each list. When a test is emailed to the cloud, these items are automatically sent back to you once the tests are graded.

Once you have the settings as desired, click the **Save Settings** button to return to the application.

Settings: Subscription

Remark Test Grading Cloud displays information about your subscription to keep you up to date. To access the settings click your name in the upper right corner and then click **Settings.**

Subscription

Your start and end dates are displayed. If you are nearing the end of your subscription, contact Gravic Sales or your reseller about renewing. Any constraints placed on your account are also listed. The most common constraint is the number of teachers, which equates to the number of licenses purchased.

Click the Back button to return to the application.