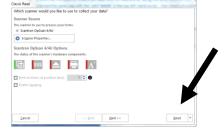
Test Centre (C224) Scantron – Self Access Electronic Grading Instructions (Ver. 5.2)

NOTE: There is a video of these-step-by-step instructions available on our website and also the desktop of the Library computer. This video will help to provide you with a visual reference of the Electronic Grading process.

- 1. Remove cover from scanner and set aside
- 2. Turn Scantron Machine on (Press on Button)
- 3. Login to computer using your Algonquin Network ID and PW.
- 4. IMPORTANT: Your sheets MUST be in this order:
 - I. <u>Test Header</u> (Red print Scantron form on top oriented as described above; completed with ALL bubbles (o) filled in as outlined in 'Instructions for Teachers')
 - II. Instructor MSS must be the 2nd sheet (blue Scantron form with MSS bubble filled in oriented as described above; completed with ALL bubbles (o) filled in as outlined in 'Instructions for Teachers')
 - III. <u>Student Answer Sheets</u> (blue Scantron form in no particular order, but all oriented the same as detailed above; completed with NAME, Student ID #, with ALL associated bubbles and INTSRUCTOR & Test Name on top right as outlined in '<u>Instructions for Teachers</u>')
 - IV. **IMPORTANT:** The MSS must be the 2nd sheet scanned since the 2nd sheet scanned is programmed to become the answer key. If the incorrect sheet is scanned as the 2nd sheet (i.e., NOT the MSS), the results and subsequent report will be invalid.
- 5. Ensure that the Scantron sheets are clean with no folds and all facing the same direction (i.e., oriented the same way with the 'LAST NAME' in the top left-hand corner).
- 6. Place these sheets in the scanner (ensure that if there is a large class, that you only place ~ 60 SHEETS in the scanner. Use the 'Maximum Sheet Level' to guide you.)
- 7. Press the 'press to load' button once.
- 8. On the computer, Open (Double Click on) the 'Remark Classic OMR' icon on the Computer's Desktop OR TaskBar (Outlook may appear you can close if you like)



- 9. Under 'Templates', select 'TestCentre.rbf' If it is not there, 'double click' on 'Open Other Template' → double click on 'Scantron' folder → double click on 'OMR' and double click 'TestCentre.rbf' (at the bottom). If you still cannot find it, it can be found on the computer's desktop.
- 10. Under 'Data Options', select 'Read'
 - I. This window below will appear. Select 'Read'



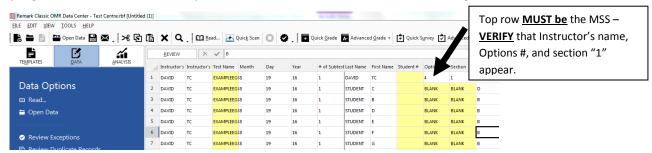
11. When all the pages have been scanned, you will be prompted with the window below. If you have more pages, place them in the feed tray (again, oriented as described above) and click 'YES'. If all pages from your class have been scanned, click 'No'. NOTE: You do not need to re-load the test header and MSs – you just need to add the remaining class forms.



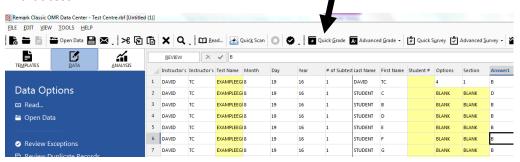
12. Once all sheets have been scanned, click "No".



13. Check to ensure that the **Top row** (i.e., Row 1) of the 'Remark Classic OMR Data Center – Test Centre.rbf' program has the Instructor's Name, 'options' number, and 'Section "1" ' on it. The top row is programmed as the Answer Key (MSS) and is the 2nd sheet scanned. See diagram below.



- 14. Grading you must now grade the sheets by selecting:
 - Quick Grade This will process the results with the 'benchmark' being the class average for that test



15. Record # of Students in 'E.G. Stats sheet' in the red binder beside the computer. After you have analyzed the results through 'Quick Grade', you are able to produce a 'Results Report'. You will need to generate and save two (2) 'Results Reports' – an 'Excel' file and a 'PDF' document – BOTH of which should be saved to your N-Drive (NOTE: Do not save to the computer's hard drive – only your Algonquin "N" drive).

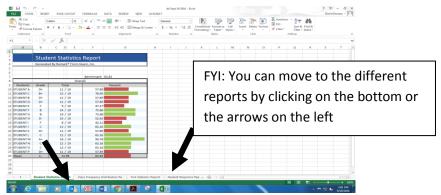
16. To Generate the 'Excel Report':

- I. After generating reports via 'Quick Grade', Click on 'File' in the upper-left hand corner of Remark, using the arrow below as a reference. 'File' → 'Export' → 'Excel' → Save using the nomenclature below (our recommendation so you can find multiple results)
- II. Nomenclature for file name:
 - last name.first initial-date-test name {abbrev.} & #
 - e.g., Deveau.D-June 28, 2016-BusMan1
- III. Location to save: Use a personal USB or save to your personal Algonquin "N: Drive" {Select 'computer' → 'home' → N:drive → create your own, personalized folder for Electronic Grading results} (please do not save to the computer as it is in a public area and student grades are sensitive information). Ensure you have enough space. Alternatively, you could email the results to yourself and delete the files from the computer afterwards.



- IV. Reports included: The Excel Report will include the following reports across the bottom:
- #101 Student Statistics Report (Unsorted; in the order they were scanned – instructors can highlight and sort with Excel afterwards)
- 2. #103 Class Frequency Distribution
- 3. #310 Test Statistics Report
- 4. #105 Student Response Report
- 5. #206 Condensed Test Report

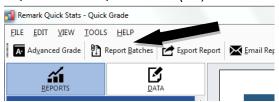
- 6. # Class Learning Objective Report
- 7. #112 Student Achievement Report
- 8. #201 Detailed Item Analysis Report
- 9. #203 Item Analysis Graph report
- 10. #204 Condensed Item Analysis report
- 11. #320 Test Item Statistics Report



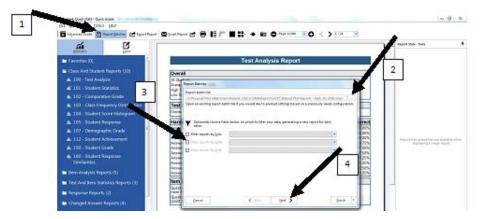
- V. IMPORTANT:
- → Check the Class Average (Benchmark) to ensure that it is feasible and appropriate. Troubleshoot if required (e.g., incorrect answer key submitted; incorrect 2nd sheet (i.e., Answer Key/MSS) scanned; etc.)
- → Close the Excel file by clicking on the Black 'X' in the upper right-hand corner.

17. To generate the 'PDF File'

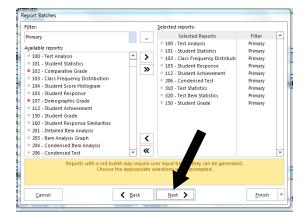
I. Go back 'Remark Quicks Stats – Quick Grade' (i.e., the location from where you previously generated the Excel file)



- II. Click on 'Report Batches' (Arrow #1 in the diagram below) then click on '.... (Arrow #2). Select "ACTC-Default PDF Report Sept. 19, 2016" → Click 'Open' templates → {Location should be: "C://Programfiles (x86)/Gravic/Remark Classic OMR/Reports/ ACTC-Default PDF Report Sept. 19, 2016}
- III. Leave the 3 boxes (\square) unchecked (Arrow #3)
- IV. Click 'Next' (Arrow #4)



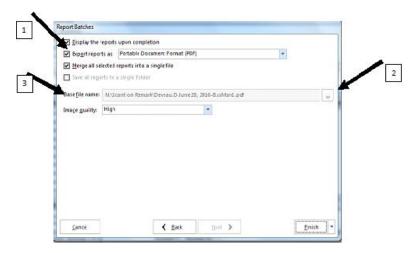
V. The list of Selected Reports inherited from the 'batch file' will appear. \rightarrow Click 'Next'



VI. The screen below will appear. Do not click the boxes (leave as below) → Click 'Next'



- VII. The screen below will appear. For this screen:
 - i. The first 3 boxes (□) must be checked (Arrow #1)
 - ii. Click on '.... ' (Arrow #2). → See below
 - iii. Under 'Base File Name' (Arrow #3), select location as N: drive and save the file name as a PDF using the same nomenclature used in saving the previous Excel file.
 - a. last name.first initial-date-test name {abbrev.} & #
 - b. e.g., Deveau.D-June 28, 2016-BusMan1
 - Ensure that <u>the same drive location</u> and <u>the same nomenclature</u> as the previous Excel file are used (except this will have a PDF extension Do NOT overwrite or delete the Excel file) (i.e., the default may be an alternate location)
 - Click → "Save"



iv. → Click 'Finish' (Arrow #4)



v. The pop up window below will appear. Click 'No' to keep the integrity of the batch report consistent and intact. → All the reports will then be generated.



VIII. Once all reports are complete, the following pop up window will appear. Click 'OK'



- 18. Reports included: This merged PDF report will include the following 10 reports in this order:
 - a. #100 Test Analysis Report
 - b. #101 Student Statistics Report (Sorted alphabetically)
 - c. #103 Class Frequency Distribution Report
 - d. #105 Student Response Report
 - e. #112 Student Achievement Report
 - f. #204 Condensed Item Analysis Report
 - g. #206 Condensed Test Report
 - h. #310 Test Statistics Report
 - i. #320 Test Item Statistics Report
 - j. #150 Individual 'Student Grade Report' ** (Faculty can print the range of these pages and provide them to students for assessment feedback purposes)
- 19. You can now access your results in your N Drive from another location, and/or email the results as an attachment to your Algonquin email address. To email BOTH the Excel and PDF files to the professor, open 'Outlook' (it may require you to populate your credentials for the first time only) → Click 'New Email' → attach BOTH files from the location on the desktop in which they were stored. → enter professor's email address → send.
- 20. Once scanning is finished → Do the following:
 - I. Close any open files previously generated (i.e., the Excel and PDF files)
 - II. Close 'Remark Quick Stats Quick Grade' by selecting red X box (Don't Save)
 - III. Close 'Remark Classic OMR Data Center Test Centre.rbf' by selecting red X box (Don't Save)
 OR



- → Shut down computer
- IV. To scan another package \rightarrow select 'File' \rightarrow select 'Close' \rightarrow select 'Don't Save' \rightarrow go to step 7.
- 21. Ensure you logout of the computer and that you have all our tests/materials.

22. Troubleshooting:

- If you <u>encounter a problem</u>, refer to the trouble shooting document and video.
- Assisted Scanning If you cannot solve the problem, call the Test Centre (C224) @ 7079 from the Library front desk phone to arrange a time to assist with your scanning in C224. The Test Centre Team will assist you in scanning the package at the Test Centre (C224) location and how to deal with such problems.