

## Scanning Tests and Generating Reports

### Scan Key and Tests

1. Logon using W&M Credentials
2. Double click Remark Classic OMR icon

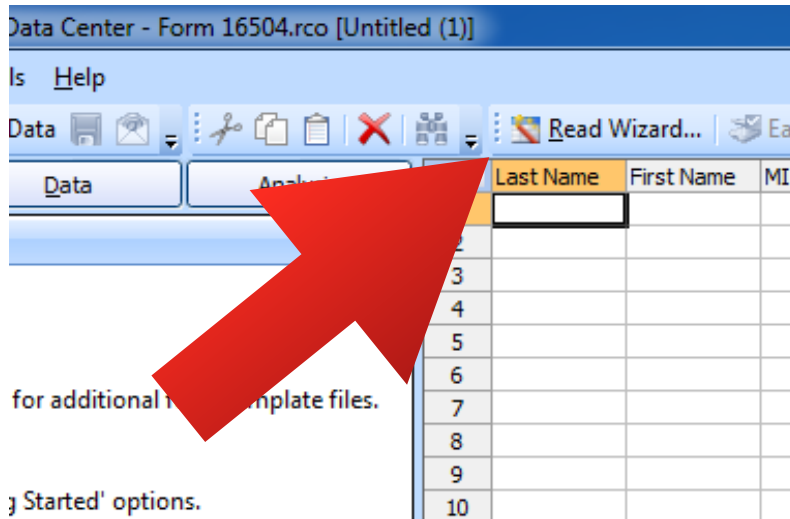


3. Load Key into scanner as shown below.

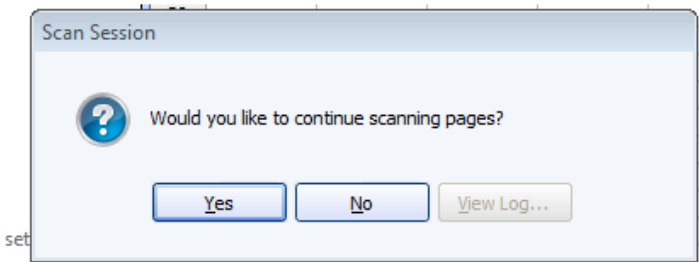
A 'GENERAL PURPOSE ANSWER SHEET form no. 16504' with a grid of bubbles for marking answers. The form includes fields for 'LAST NAME', 'FIRST NAME', 'M', 'BIRTH DATE', 'IDENTIFICATION NUMBER', and 'SEX'. It also has a section for 'ANSWER' with columns for '1', '2', '3', '4', and '5'. The form is marked with a large black 'X'.A 'Test Sheet' form with a grid of bubbles for marking answers. The form includes fields for 'NAME', 'ID NUMBER', 'DATE', and 'TIME'. It also has a section for 'ANSWER' with columns for '1', '2', '3', '4', and '5'. The form is marked with a large black 'X'.

4. Press and release the “Press to Load” button on the scanner.

5. Make sure your key is in the scanner then on the computer, click “Read Wizard”



6. After your key is scanned, put the student tests into the scanner and click “Yes”



7. When finished, click “No” - If you accidentally stop the scan too early, leave the grid open and repeat steps 9 - 11.

## Sort Results (Optional)

8. Click “Edit” in the toolbar
9. Click “Sort”
10. In the “Perform Sort” window, choose either “Last Name” or “ID” from the “Primary Sort Key” menu, then click “Sort”

**\*\*Make sure that the key is in line 1. If not, follow the steps below\*\***

- Click on the “1” to select the entire line
- Click “Edit” in the toolbar
- Click “Insert Row”
- Click on the number of the line that contains your key
- Click “Edit” in the toolbar
- Click “Cut”
- Click the blank line
- Click “Edit” in the toolbar
- Click “Paste”
- Click on the number of the newly blank line
- Click “Edit” on the toolbar
- Click “Delete Row”, click “Yes” in the prompt.

**\*\*Your test will not grade correctly if the key is not in line 1\*\***

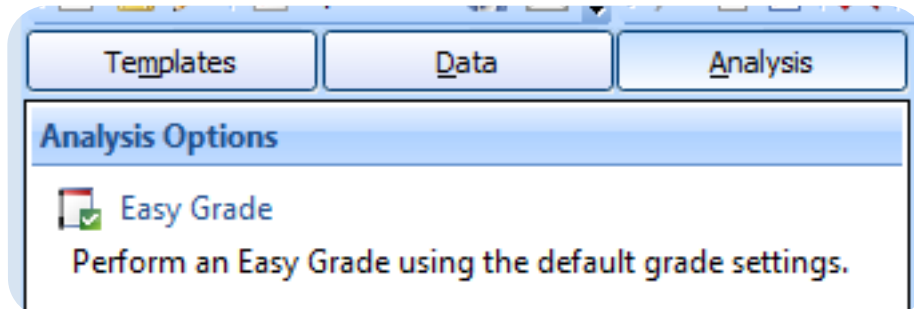
## Save Scanned Data

11. Click “File” in the toolbar
12. Click “Save Data As ...”
13. Select **your personal H: drive** from the “Look in:” menu
14. Name the file, and select “Excel 97 - 2003 (\*.XLS)” from the “Save as Type” menu
15. Enter a sheet name (Suggestion: 1)
16. Click “OK”

## Analyze Scanned Data

17. Click “Analysis”

18. Click “Easy Grade”. This will open “Remark Quick Stats - Easy Grade”



19. Click “Display Reports”

20. Click on the report you would like to view (“101-Student Statistics Report” is the most commonly used)

21. To save report:

- Click Export Report in the Toolbar
- Select “Portable Document Format — PDF”
- Click “Export”
- Navigate to **your personal H: drive** and click “Save”