

# Getting Started

To first use Remark Office OMR you should do the following

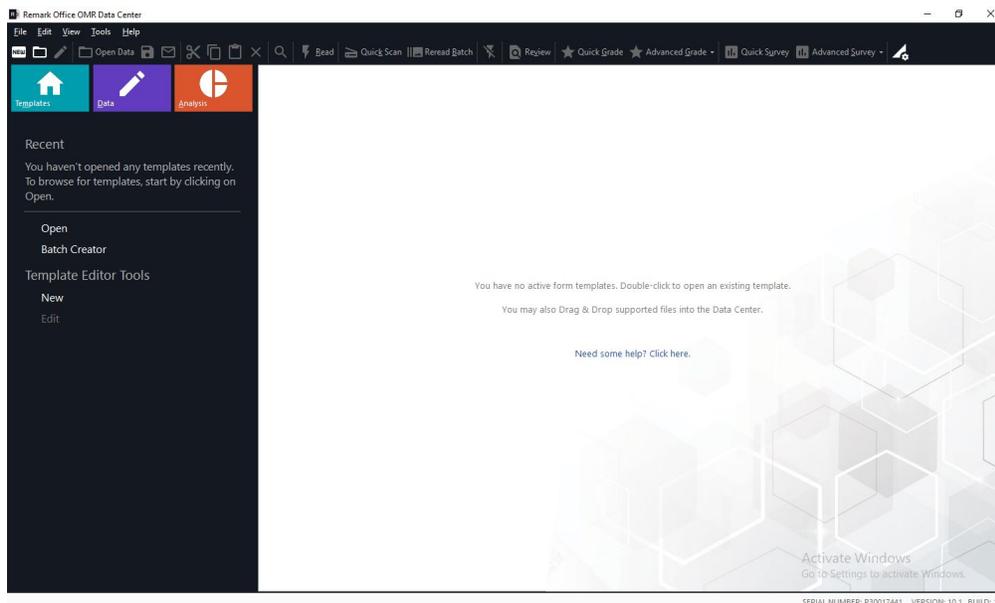
- Decide how you want your answer sheet formatted
- Have a list of your students in an Excel file. One column in the Excel file should contain the student ID numbers, a column for student first name, and another for student last name. This information can be found from Nexus or requesting a list from the Registrar.

To find an answer sheet format, you can take a look at some predefined forms at the Remark Office OMR website. Also, if you'd like to create your own forms in Microsoft Office Word or Google Docs, download Remark Office OMR special font at <http://www.gravic.com/remark/Office-OMR-Scanning-Software/downloads.html>

Note: Make sure to put a section of your form where your student can write their student ID number. This will be used to map their ID number with their name for grading. This takes up less space than asking your students to fill in their last name.

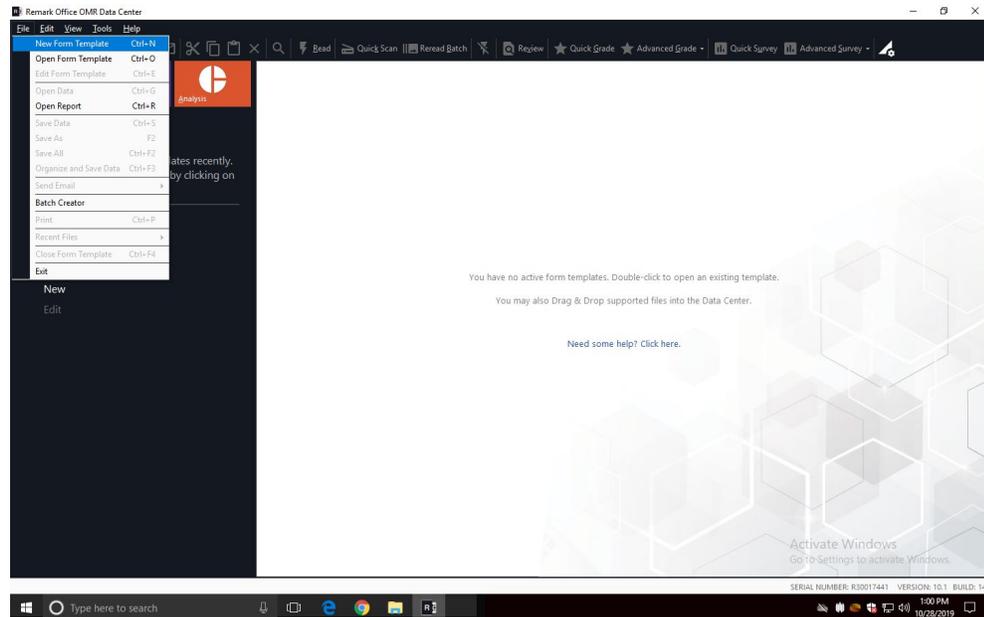
When you first start the software, you will see this screen (Shown below). There are three main steps to using this software:

1. Set up your answer form (**Create your template**)
2. Read in your student answer sheets (**Read in data**)
3. Grade the exam (**Analyze your data**)

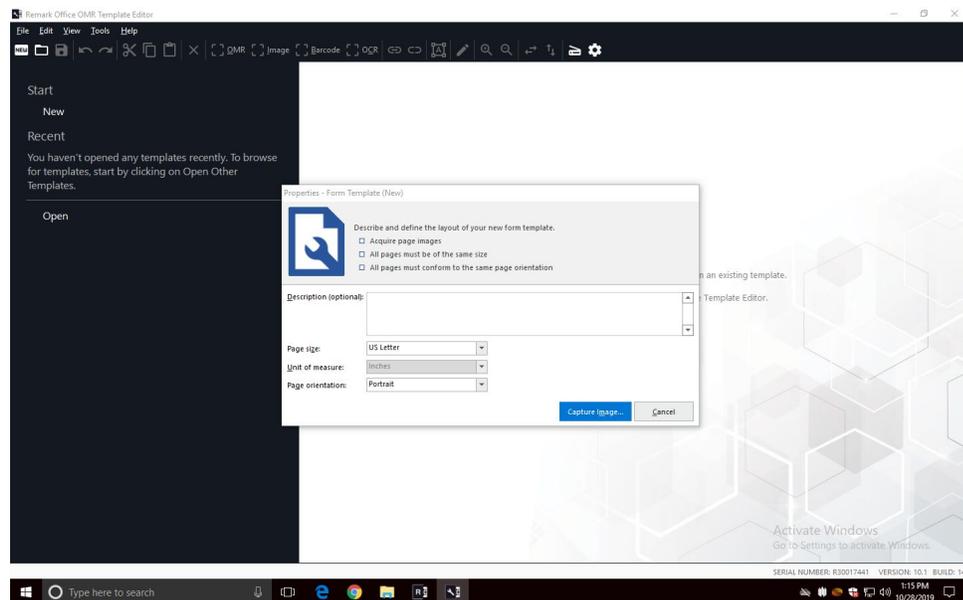


## Set up your Answer Form:

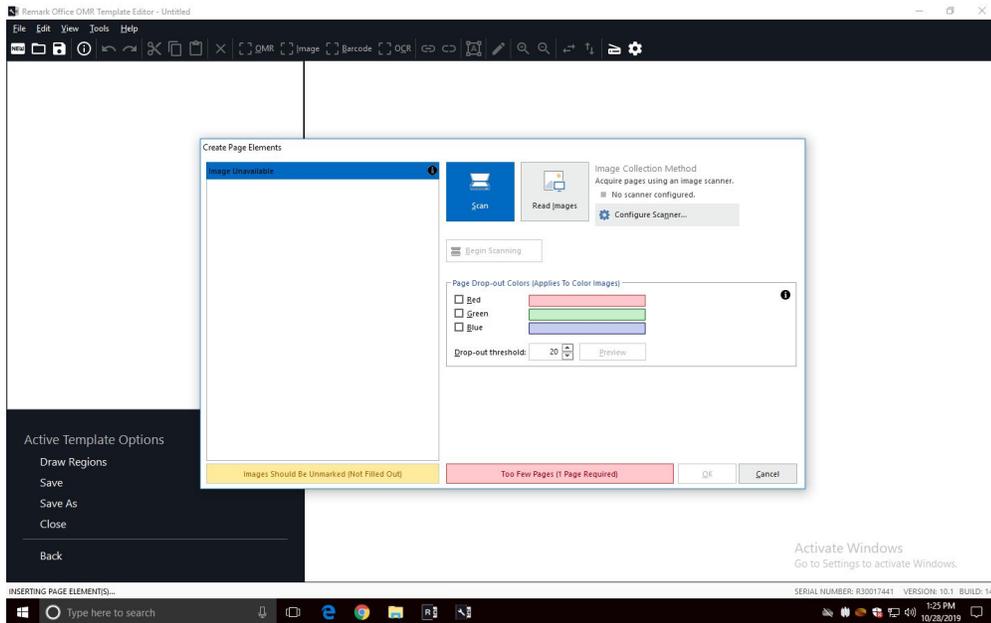
1. Select the “File” menu and then click “New Form Template”



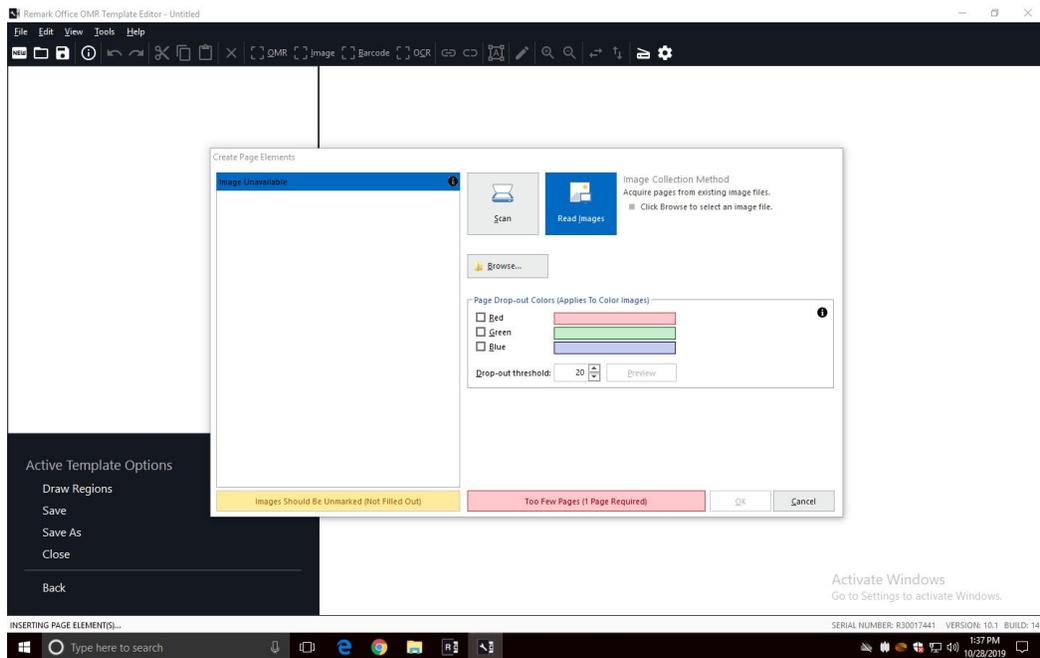
2. This will open the “Properties - Form Template (new)” window. In this window, you will describe your form size, orientation, and form description.
3. Locate the “Page size” area and select “US Letter”
4. Locate “Page orientation” and select “Portrait”.
5. After selected, click on “Capture Image”



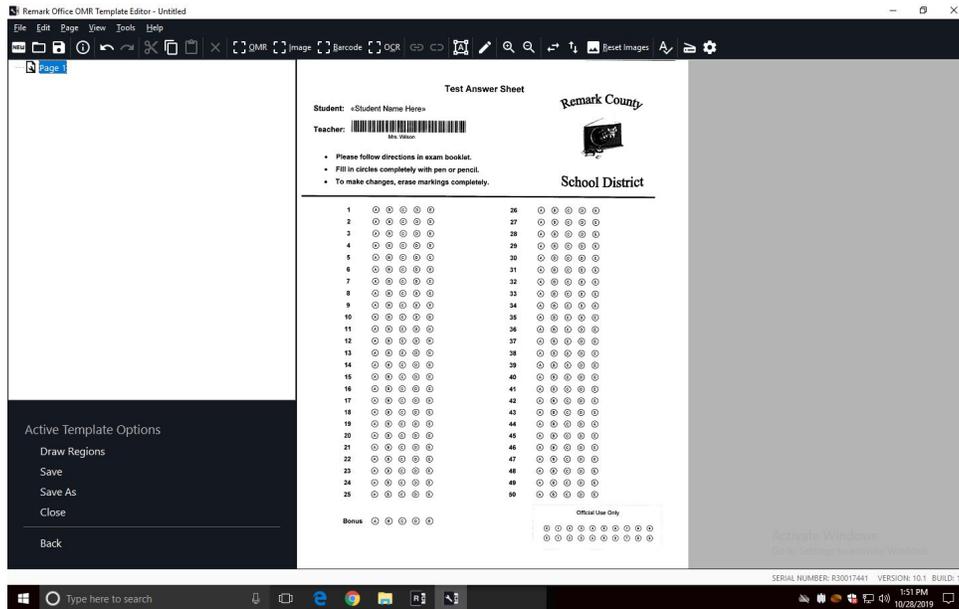
When you click “Capture Image” the “Create Page Elements” window appears.



6. Click “Read Images” in the “Image Collection Method” area.

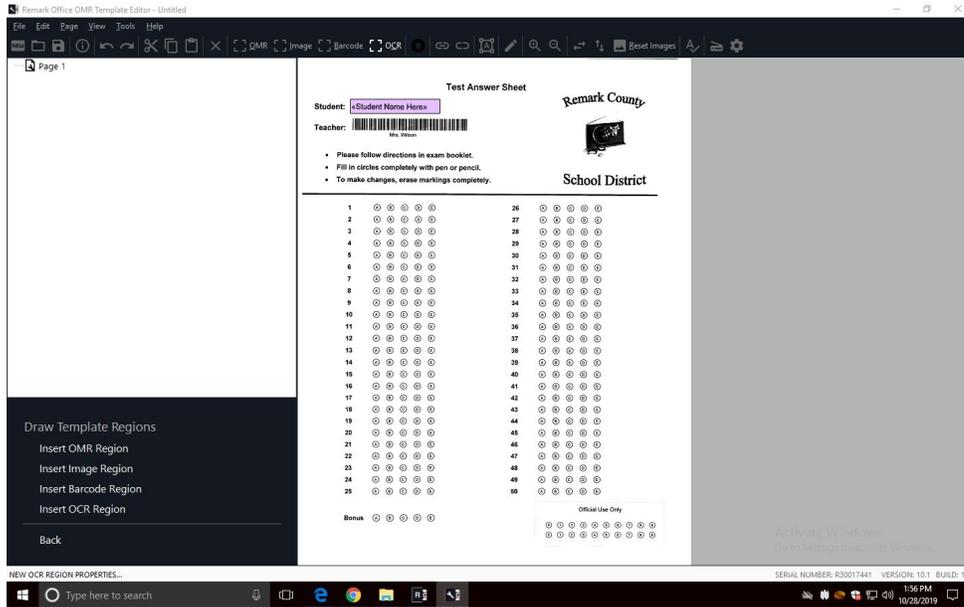


- Click “Browse” to get the file you want and click “Open” once you have picked it. Press “OK”. Your screen should look similar to this afterwards



## Select Regions

- First, we need to define the Student Name. To do this, go towards “Active Template Options” which is the black box area on the bottom left section of the screen.
- Then click on “Draw Regions”. Highlight “Page 1” if it is not already. This can be found in the upper left corner of the white box on the left side of the screen.
- After selecting, the Draw Template Regions appears on the bottom left screen, then click “Insert OCR Region”.
- A select tool should appear and highlight the Student Name like so:

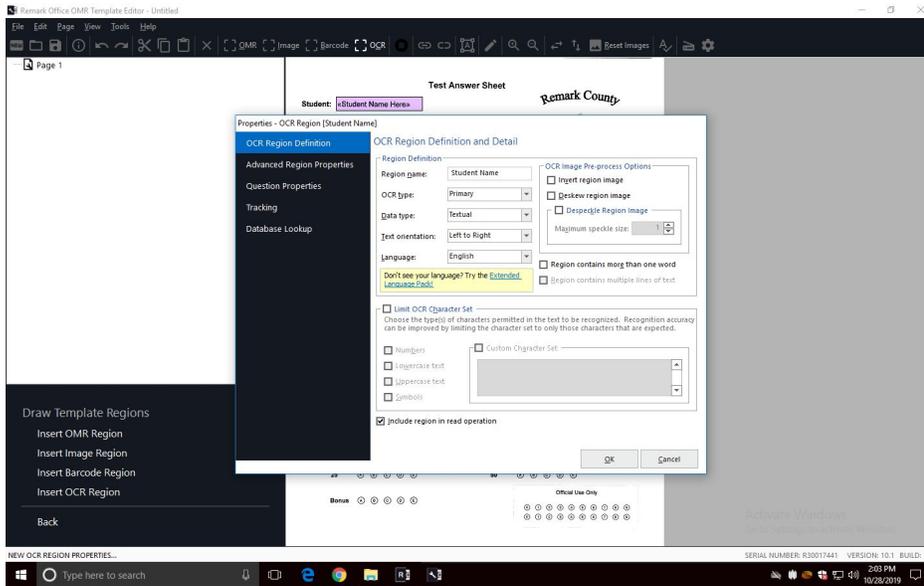


After selecting the region, the “Properties” window appears.

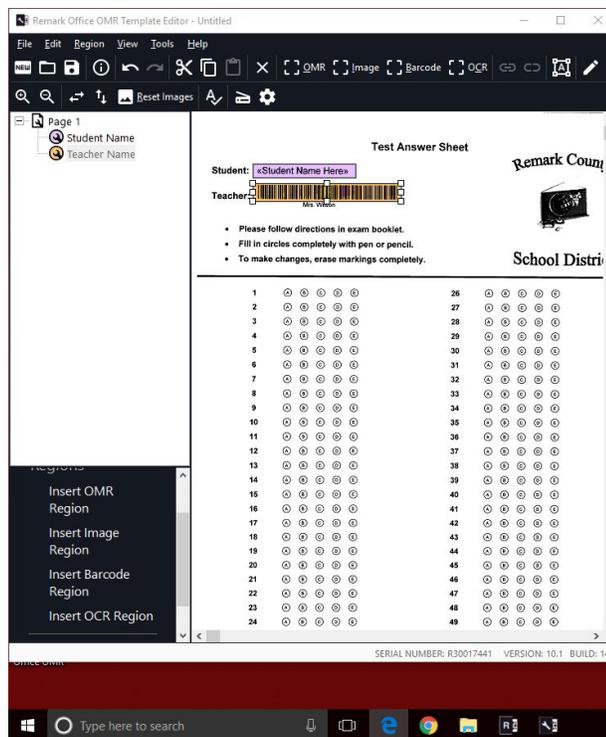
5. For Region Name type in “Student Name” and change OCR Type to “Primary”
  - If you want to use an answer sheet that uses the student ID number instead of the name, follow step one above and, instead of clicking on “Insert OCR Region” like in step two, you want to click on “Insert OMR Region”
  - Select the Student ID bubble area (Only select the answer bubbles, don’t include any boxes above the region)
  - When the “Properties” window appears, type “Student ID” or “Student Number” for Region Name
  - Set OMR type to “Grid” and Data type to “Numeric”
  - In “Region Layout,” set Region Orientation as “Column” then set the number of columns in the region. Rows should always be set to 10 for student ID forms
  - In possible responses, select 0-9
  - Click on Database lookup on the left menu bar
  - Click the checkbox “Use Database Lookup”
  - Under Database Selection, select Excel from the Type drop-down box and click the Browse button
  - Find your Excel file that contains your student roster information and click “Open”
  - In the Lookup & Return section, select “student number” under Lookup and “Replace” should also be “student number”
  - Under the Additional Return Fields, click on the first row and a drop-down box will appear. Select Last Name. Under the Respondent ID, select “yes”. If you’d

like the first name also displayed, go to the next row under Last Name and select First Name and under Respondent ID, select “yes”

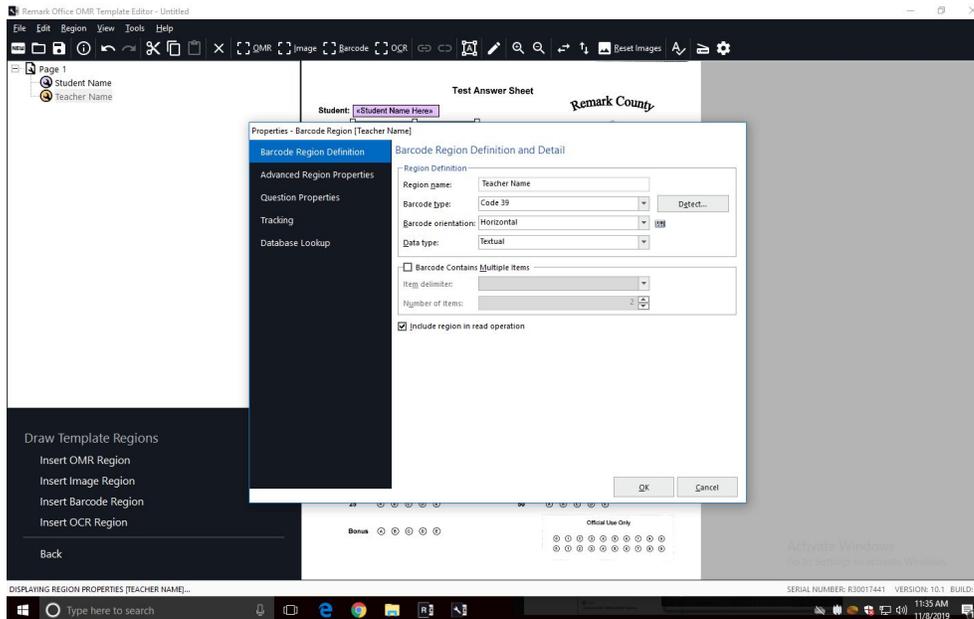
- Click “OK” button.



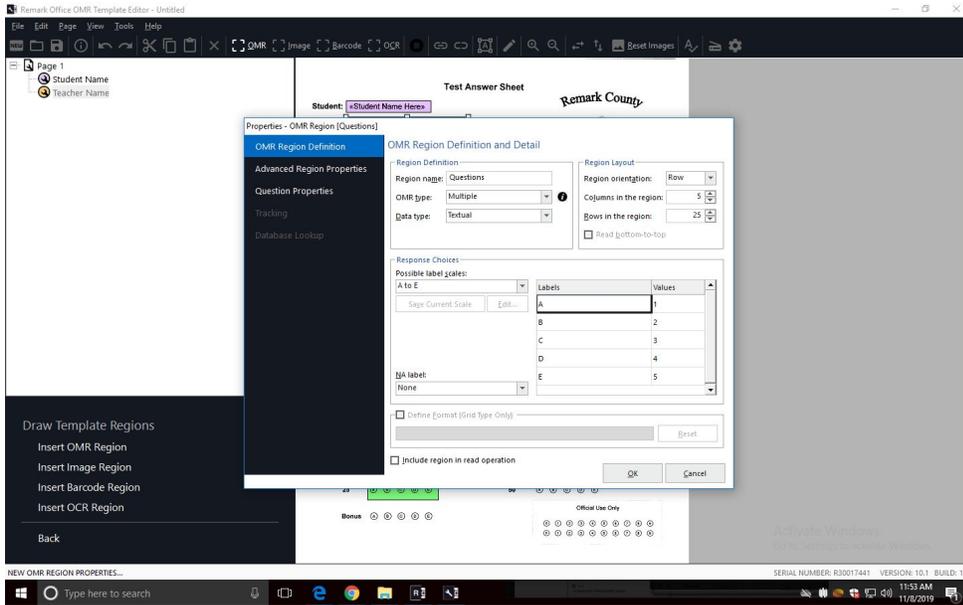
6. Next select “Insert Barcode Region”. Drag the corsair over the barcode.



- When this is done a menu should appear. For the Region Name type in “Teacher Name”. Change Barcode type to “Code 39”. Data Type to “textual”.



- Next select, “Insert OMR Region”. Drag the corsair over the answer section. (NOTE: For sheets with multiple columns such as this example sheet, you need to highlight the columns individually. Don’t include the question numbers in your highlight.) For Region Name write “Questions”. For OMR Type select “Multiple”. For the Data Type select “Textual”. In the Region Layout area, select “Row” for the region orientation. Ensure that 5 was entered in the Columns and 25 was entered for the Rows in the region box. For Possible Label Scales, select “A-E”. Click “OK” when finished.



Repeat this for the next set of questions.

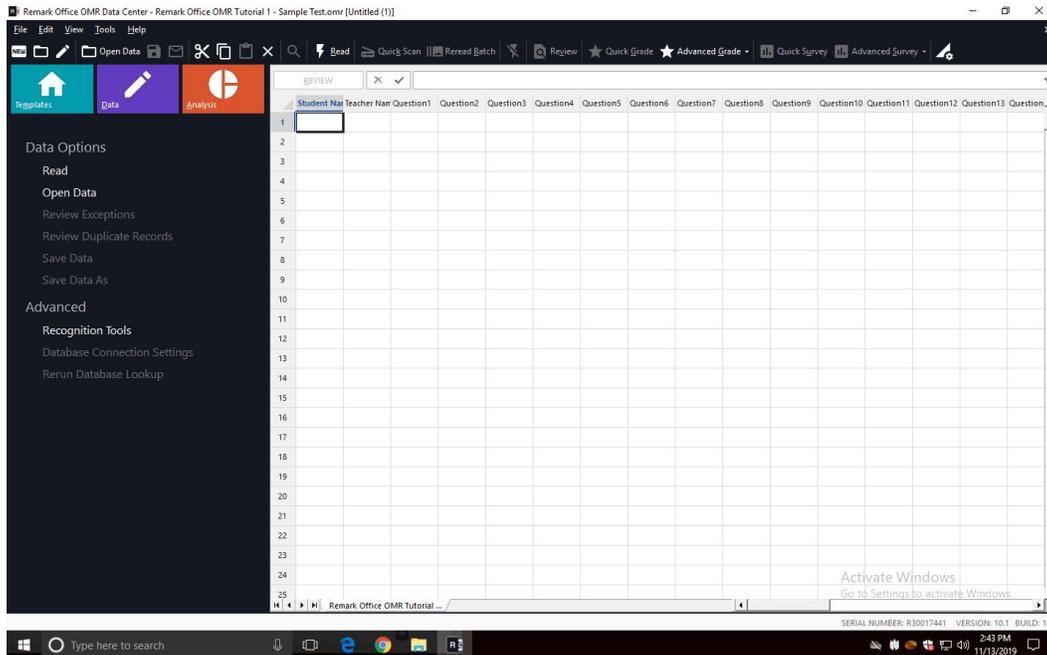
### Saving the Template

1. To save the template, select the File menu and then click “Save Data”.
2. In the File Name box, type what you want the file to be called and click the Save button.

Your template is now saved.

# Processing Completed Answer Sheets

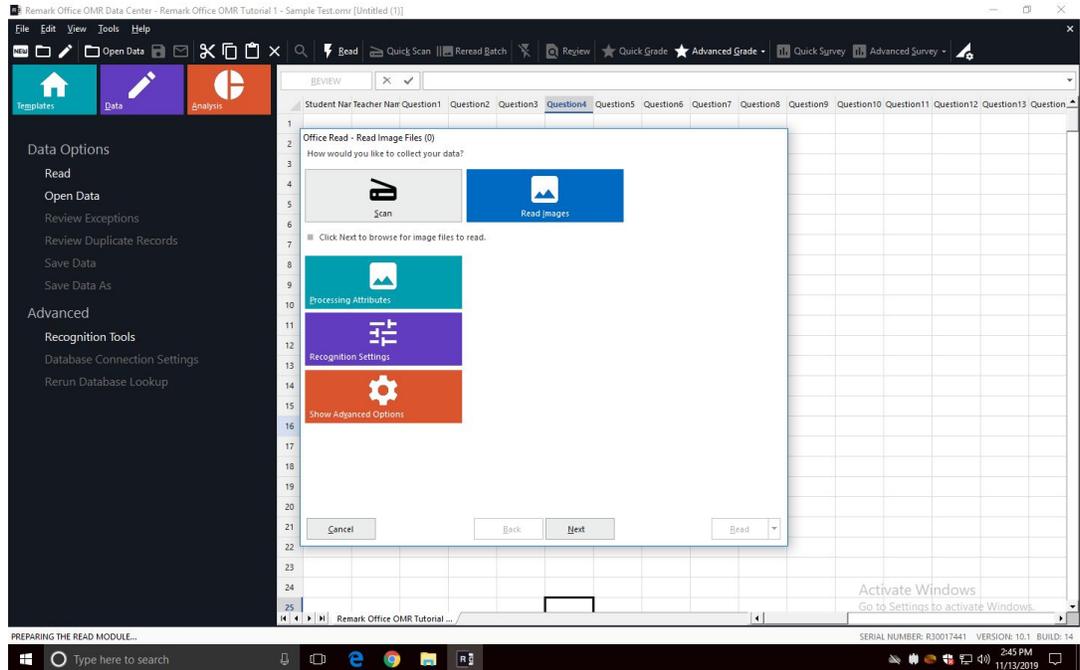
1. Select the File menu and click “Open Form Template”. Make sure that you are in the Remark Office OMR Data Center.
2. Select the file name of the template you just made and select open. This will load the template file just created for grading. This will make columns for student names and the questions on the test.



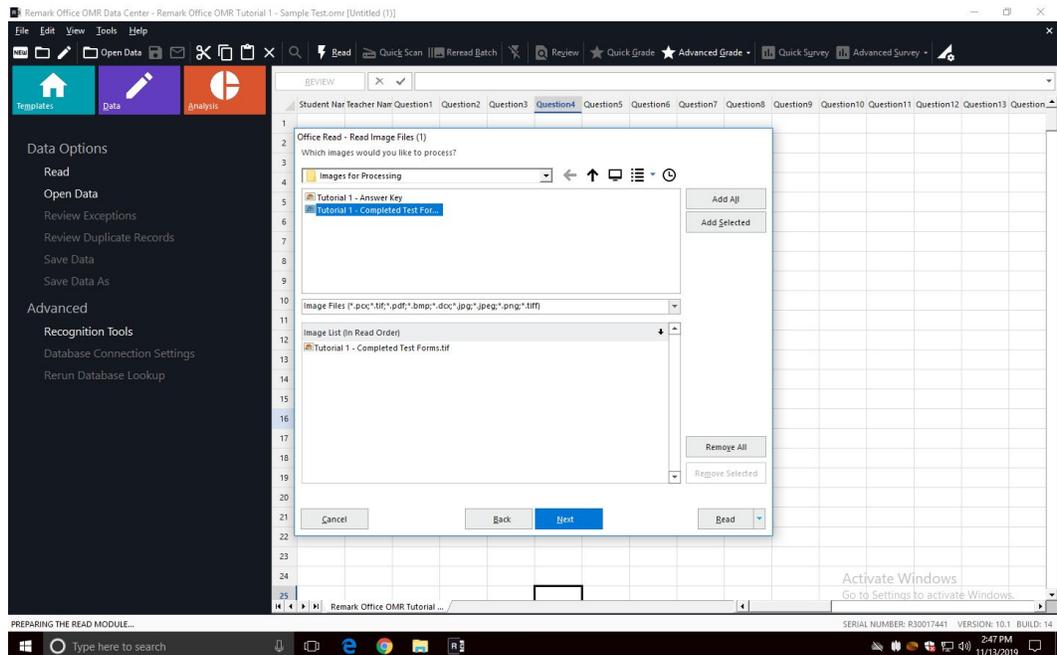
## Reading Student Files

This will be used to process student answers in order to grade their tests.

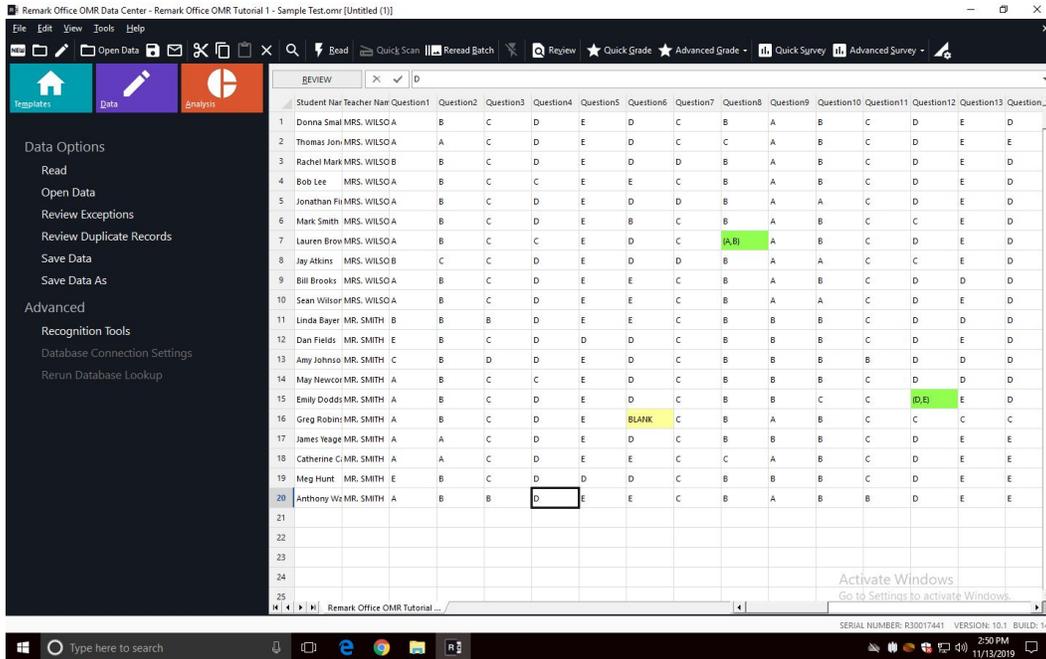
1. Select the “Tools” menu and then click on “Read”.
2. Select “Read Images”
3. Click the “Next” button.



- The Image Selection window will appear. In it select the file that contains the student completed tests then select the “Next” button when finished.

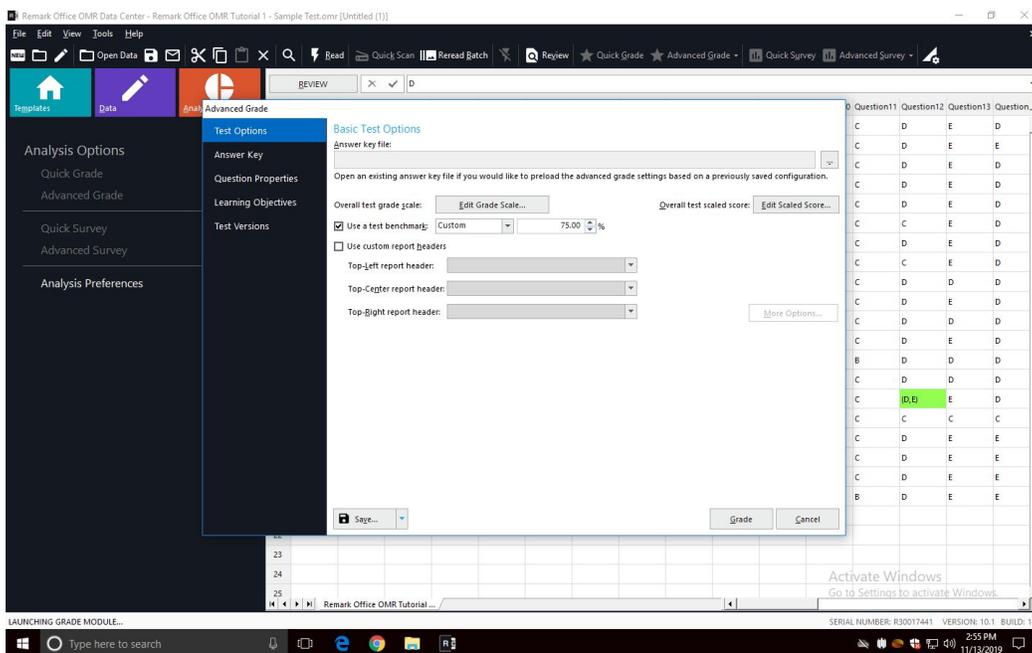


- This will open the “Review Exceptions” window. If the “Enable Review Exceptions” button is selected, click it to deselect this option.
- Click “Read” to begin reading the image files.  
As each image is processed, a row will be added the data grid.

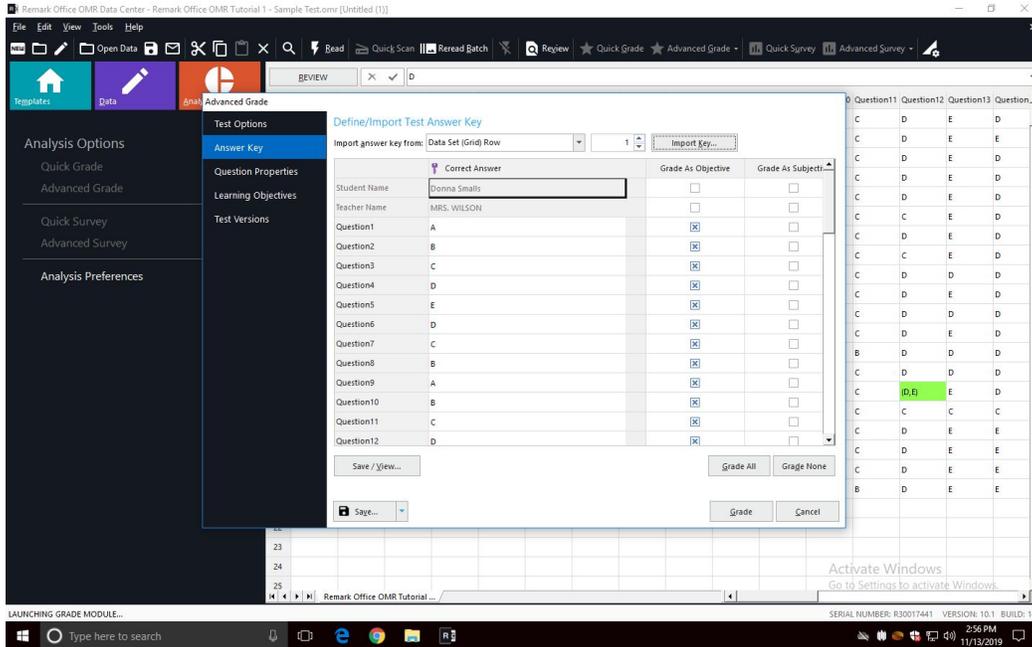


## Grading Your Exam

Select the “Tools” menu, click “Analysis”, and then click on “Advanced Grade”.



The Basic Test Options window appears. Mark the checkbox for “Use a test benchmark” choose “Custom” and enter the number 75. Click “Answer Key” on the left to continue.



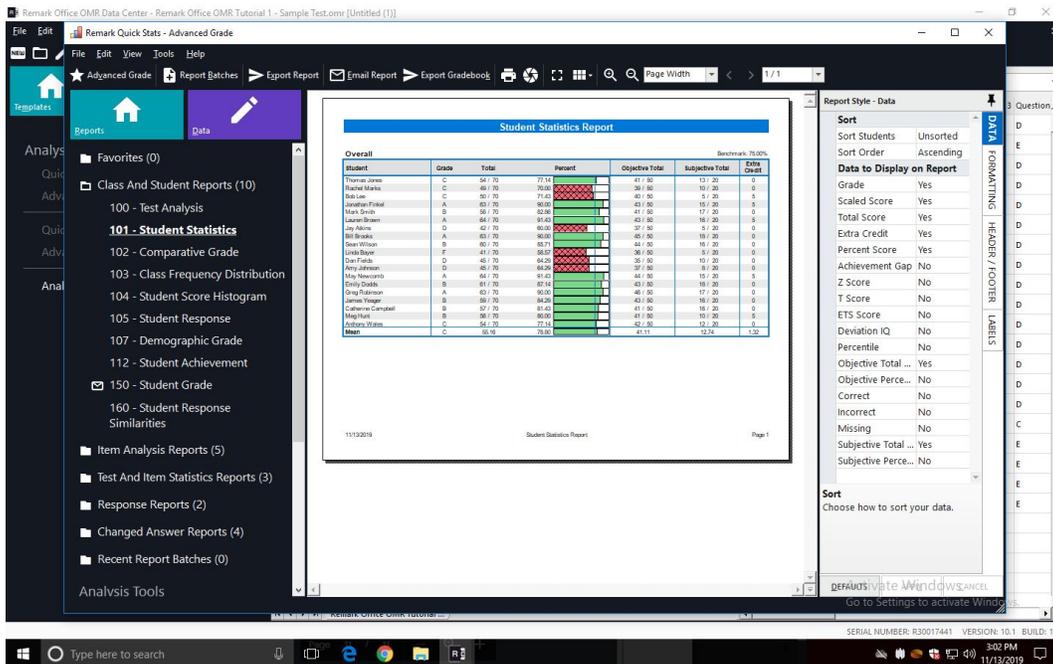
Click on the “Import Answer Key from” box and use the drop down menu to select “Data Set Grid”.

Click on the “Import Key” to import the answers to the test.

To grade, select “Grade” and save the answer key.

## Run Student Statistics Report

Automatically, after selecting “Grade” the student report shall appear.



To export the grade results, go to “File” on the top left and select “Export” and select “Export Excel”.

The screenshot shows the Remark Office OMR Data Center interface. The 'File' menu is open, and the 'Export' option is selected, which has opened a sub-menu with 'Export Excel' highlighted. In the background, a 'Student Statistics Report' is visible, containing a table with columns for Total, Percent, Objective Total, Subjective Total, and Extra Credit. The table lists data for various students and a Mean row.

	Total	Percent	Objective Total	Subjective Total	Extra Credit
Total	54.75	77.14	47.50	13.25	0
Greg Robinson	48.75	70.00	38.50	10.25	0
James Yeager	50.75	71.43	40.50	10.25	0
Colleen Campbell	48.75	70.00	43.50	15.25	0
Wing Hui	50.75	71.43	47.50	13.25	0
Andrew Zales	48.75	70.00	37.50	11.25	0
Mean	54.75	77.14	45.50	13.25	0

Below the table, individual student scores are listed:

Student Name	Grade	Objective Total	Subjective Total	Extra Credit
Greg Robinson	A	48.75	10.00	0
James Yeager	B	48.75	10.00	0
Colleen Campbell	B	48.75	10.00	0
Wing Hui	B	48.75	10.00	0
Andrew Zales	C	48.75	10.00	0
Mean	C	54.75	70.00	0

The right-hand pane shows 'Report Style - Data' settings, including options for sorting (Sort Students, Sort Order) and data display (Data to Display on Report).