If **OMR Program is not already running**, double click Remark icon on the desktop (See page 2).

If the icon is missing go AllPrograms / Remark Classic OMR 4 / Remark Classic OMR Data Center, and click.
Click on "Open form template" to show the below list:
(Order may change slightly depending upon previous user's preferences)

Select the "UW-4521-Name.rco" template for 5 response answer sheets and to use the **Student name** as the key field for reports.

Select the "UW-4521.rco" template for 5 response answer sheets and to use the **student's ID number** as the key field for reports.

Select the "UW-6703-Name.rco" template for 10 response answer sheets and to use the **Student name** as the key field for reports.

Select the "UW-6703.rco" template for 10 response answer sheets and to use the **student's ID number** as the key field for reports.
Orient forms uniformly, feather to reduce static cling, load answer keys (on top) and exams into scanner with skunk marks towards the display panel:

Make sure scanner is on and display shows “Count:”
Now, Select "Easy Scan" to begin feeding your tests through the Scan-Tron.
Once Scan-Tron sheets begin to feed through the machine, a running list will appear upon your screen, like that shown above.

It will either hover to the name section or, like shown, to an area of the test in which all tests do not have answers.

This list can be scrolled to the name section by selecting the left/right scroll at the bottom of the screen.

The "Graph Viewer" shows a representation of given or missing answers for a question.

This is only useful for single key tests!
If a scan error occurs, a window will open and describe the issue. Follow the onscreen instructions.

Use the “Down” and “Up” arrow buttons on the scanner to reload pages or add more to a stack being read.

Reload the appropriate pages. Note which ones have already been read by looking through your data.

One the scanner is ready, select “OK” on the Error screen and then “Yes” on the continue scanning screen.
Once all of your tests are finished, this message will appear. Please select 'No' to enter the grading wizards.
Use the 'Easy Grade' option for single key exams

Click on the "Grade Wizard" for multiple key exams
Single Answer Key Reporting

After scanning with a single answer key, click on the "Easy Grade" button
Wait for the Remark Quick Stats to load. This new page is referred to the "Report Options Window" and once it loads, click on the "Display reports" button to start gathering data.
The reports that are similar to those from the old Scan-Tron system include:

**101-Student Statistics Report**—provides the scores for all students within the class and can be optimized for your needs. (Please see pages 27-31 for more information)

**102-Comparative Grade Report**—matches data similarly to the old Scan-Tron system and allows you to see tests scores broken down by specific criteria you select. (Please see pages 31-34)

**103-Class Frequency Distribution**—provides information for the mean score and a breakdown of scores for the entire class. (Please see pages 34-36 for more detailed information.)

**201-Detailed Item Analysis Report**—provides information regarding test question analysis with answer percentages provided in their own tables.

**204-Condensed Item Analysis**—displays the same information that can be found in 201, but with much less paper being utilized.

The other reports included at the right may be used at your discretion, and more information regarding them can be found on pages 27-72 in the User’s Manual.
102- Comparative Grade Report requires a Group Selection, usually Student Name works for most cases, but ID or other identifier from the "Groups:" column may be utilized as well.

Make selection(s), then click "OK"
Export Report Data:

After clicking the "Export Report" button, select the "Export format:" from the drop-down menu options.

Next, select the "Export" button to obtain options for locations to save your report and to name it. Please remember to either select your provided device or a temporary folder on the desktop to email to yourself.
Processing Multiple Answer Keys:

After clicking on the "Grade Wizard" wait for the "Getting Started" window to open (pictured to the right).

Click the check box for "Construct Multiple Answer Keys for a Single Test", then the "Next".

For further information, and these instructions in a different format, please refer to pages 8-27 in the User's Guide.
Processing Multiple Answer Keys (cont.):

Click "Next", unless advanced question properties are needed.

For more information, please refer to pages 13-15 in the User's Guide.
Processing Multiple Answer Keys (cont.):

Click "Next", unless an alternate grade scale is needed.

For more information, please refer to page 16 in the User's Guide.
Processing Multiple Answer Keys: Identifying Answer Keys (cont.):

After clicking "New", enter the number of the key you are wishing to enter in the "Answer representing the key version:" box.

In the "Answer key source:" box, select "Grid Row".

In the "Grid row:" box, enter the grid row number corresponding to the key version that was entered previously.

Click "Get Key" to populate the data in the grid. Next, click "New" to add another key and repeat the steps until all keys have been identified.

For further information, please refer to pages 20-22 in the User’s manual.
Processing Multiple Answer Keys: Identifying Answer Keys (Cont.):

After all keys are identified, click "Next".
Processing Multiple Answer Keys (cont.):

Review your selections in this window.

If the test item is marked for review and you do not wish for it to be analyzed or included into your data set for extra analysis later, you can unselect it from the "Grade Objective" column.

If no changes need to be created, click "Finish".

For more information, please refer to page 24 in the User’s Manual.
Processing Multiple Answer Keys (cont):

After clicking "Finish", the system will ask about BLANK answers if they were not turned 'off' in the previous step.

In this example, the 4521 form was used and contains 200 possible questions. The example exam only contained 20 questions. By clicking "Yes", grading will be turned off for questions 21-200.

Next box to appear will be the "Save Answer Key". Please select if you would like to save it to your preferences by selecting "Yes" and a save to destination or "No" to continue to the next page.
Once you set up the answer keys, you will be taken to this screen, also called the "Reports" window.

Select "Display reports" to obtain more options regarding how the program can analyze your data for you.

For further information, please refer to pages 27-72 in the User's guide.
Running Reports:

The "101- Student Statistics Report" - provides the scores for all students within the class and can be optimized for your needs. (Please see pages 27-31 for more information)

The "102- Comparative Grade Report" - matches data similarly to the old Scan-Tron system and allows you to see tests scores broken down by specific criteria you select. (Please see pages 31-34)

The "103 - Class Frequency Distribution" - provides information for the mean score and a breakdown of scores for the entire class. (Please see pages 34-36 for more detailed information.)

The "104- Test Statistics Report" - displays the descriptive statistics about the overall tests. (Please refer to pages 36-39 for further information.)

"107 - Demographic Grade Report" - displays tests scores broken down by criteria you set up, such as questions from the data you wish to base the report or run further analysis upon. (Please see pages 45-48 for further information and instructions on setting up.)

"301 - Student Grade Report" - a comprehensive report that can be utilized to hand back to students so that they can visually see what their answers were, the expected correct answers and their grade. (For further details, please see pages 63-67).

The "401- Response Report by Item" displays all answers and proportion of answers given by letter, for each question. (Please see pages 68-70 for further information).

The "402- Response Report by Respondent" displays a report based upon respondents' answers to each question, can serve the same function as "401", but also has other analysis options that may be useful. (Please see pages 70-72 for further information.)
Running Reports:

The "102-Comparative Grade Report" matches data similarly to the old Scan-Tron system.

First, click on the "102-Comparative Grade Report", then select "Key", "Student Name", and "Class Selection" (if you need this information) from the "Groups:" column, in that order to get the report to show up properly.

Move them to the "Selected groups:" column by clicking the top arrow button with all highlighted, or after selecting each one separately.

Click "OK" to continue.
Click here to export data to another source.
Click here to print the report.
To view more pages, if present, please use these arrows. They will change colors if they are usable.
After clicking the "Export Report" button, select the "Export format:" from the drop-down menu options.

Next, select the "Export" button to obtain options for locations to save your report and to name it. Please remember to either select your provided device or a temporary folder on the desktop to email to yourself.
Select other reports to view and export any that you wish to keep.

For more information regarding other reports and their available options, please refer to pages 27-72 in the User’s Manual.
Processing Answer Keys with Modified Question Points:

Please follow these directions if you have NOT already clicked “Easy Grade”

Modifying Reports to Use Class Selection as ID:

After clicking “Grade Wizard” to get started.

If you have multiple tests being graded at the same time, you may be prompted to choose between “Possible Data Sets”, they will appear in reverse order than how they were scanned through the Scan-Tron. Select the correct one you wish to analyze and then click "OK".

If there is only one test being graded, this window WILL NOT APPEAR.
Modifying Report ID:

After clicking "Grade Wizard" wait for the "Getting Started" window to open.

Click on the "Answer key" link if you need to import an answer key or define the answer key from the data that was scanned into the system.

If you only have one key, please skip to page 33 and select "Question properties (optional)"
OR…. If you already have your scores analyzed by “Easy Grade” and need to go back to correct point values, please follow these directions.

Processing Answer Key(s) with Modified Question Points:

After clicking “Grade Wizard” wait for the “Getting Started” window to open.

Click on the “Answer key” link
The remainder of the directions are the same for both scenarios.

**Processing Answer Key(s) for Modified Question Points:**

After the "Answer Key" window is open, select "Answer key source" from the drop down menu (in this case, "Grid Row", 1), then select the "Get Key" button.

Then click on the "Question properties (optional)" link.
Processing Answer Key(s) for Modified Question Points:

After selecting "Question Properties (optional)" link, select questions, as needed, and make desired point modifications (for each question needing the modification, you will have to select it separately).

Then click "Finish" and choose a "Save Answer Key" option best for you.

Wait for the "Report Options" window to open (see next page).
Wait for the Remark Quick Stats to load. This new page is referred to the "Report Options Window" and once it loads, click on the "Display reports" button to start gathering data.

Please refer to Pages 13 and 24 and of this manual for explanation of the report options displayed.
Modifying Report ID:

Modifying Reports to Use Class Selection as ID:

After clicking "Grade Wizard" to get started.

Wait for the "Possible Data Set" window to open.
Select either Sheet name, followed by clicking upon "OK"
Modifying Report ID:

After clicking "Grade Wizard" wait for the "Getting Started" window to open.

Click on the "Answer key" link.
Modifying Report ID:

After the "Answer Key" window is open, select "Answer key source" from the drop down menu (in this case, "Grid Row", 1), then select the "Get Key" button.
Modifying Report ID:

Once the key has been obtained, click on "Next".
Modifying Report ID:

Then click on “Next” again, three more times (four times total), until you arrive at the “Review Selections” window.
Modifying Report ID:

In the “Review Selections” window, de-select the fields checked as “ID”.

Then check/select the “Class Selection” field as “ID”.

The click “Finish”.

Choose your save option, and wait for the “Report Options” window to open.

Reports will key off the new “ID” that has been selected, in this case, class selection.
New ID field Displayed
Transferring exported files to your network resources:

Faculty/Staff:

Go to the Start Pearl, then click on "Run"
Enter \warehouse\[your username]\%, click "OK".

You will be prompted to enter your UW credentials as: uwyo\[username]\ and then your password.
Click and drag files from desktop (or folder) to desired locations.

And/or navigate through folders or create new folders as needed
Students:

Go to the Start Pearl,
Then click on "Run"
Enter \windows\student\storage\[your username], click "OK".

You will be prompted to enter your UW credentials as: uwyo\[username] and then your password.
Click and drag files from desktop (or folder) to desired locations.
And/or navigate through folders or create new folders as needed.