



LexmarkTM

Testing Assistant

User's Guide

February 2023

www.lexmark.com

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Change history

February 2023

- Updated the information on using the application based on the new user interface of the Testing Assistant website.
- Added information on the following:
 - Creating a term
 - Completing online tests

November 2018

- Added instructions on the following:
 - Grading tests by using email
 - Sending the answer sheet by using email
 - Creating account- and test-specific grade scales
 - Adding labels, images, and lines to a test form
- Added information on the following:
 - Write-in tests
 - Test designer
 - Grading scales

July 2018

- Updated information on scanning tests using the Grade Test application.

April 2017

- Initial document release.

Overview

Testing Assistant is a cloud-based application that simplifies and accelerates the classroom testing process using a Lexmark™ multifunction product (MFP).

Using Testing Assistant eliminates the use of expensive traditional bubble sheet forms. Teachers can use the application to create custom bubble sheets and answer keys, and then print them as needed on plain paper. Teachers can use a Lexmark MFP to scan completed answer sheets and automatically upload the sheets to the cloud. When a Lexmark MFP is not configured to send tests directly to the cloud, you can manually scan tests and upload them to the Testing Assistant.

Students can also take online tests through a link that teachers send to them through email. As students complete their online tests, they are automatically graded in the application, except for open-response questions that teachers must grade manually.

The application has the following key features:

- Compatible with most web browsers.
- Stores teacher, class, and student information.
- Drag and drop files for quick importing of class rosters from CSV and XLS.
- Create your own answer sheets that are tailored to your tests.
- Print generic answer sheets with bubble-in student ID grids for larger classes.
- Reads multiple-choice questions with varying answer schemes.
- Reads math grids, such as numbers, fractions, and decimals.
- Includes subjective points for essays and other write-in questions.
- Reads TIFF, PDF, and JPG images.
- Allows on-screen review for blank or multiple responses.
- Tracks who has and has not taken a test on a class basis.
- Grades tests and produces up to nine grade reports.
- Provides scores on specific learning objectives in addition to the overall test.
- Exports raw data and grades to several formats, such as CSV and XLS. These files can be imported easily into other applications such as gradebooks, and student-management and learning-management systems.

This document provides information on how to use and troubleshoot the application.

Deployment readiness checklist

Make sure that:

- ☐ You have any of the following supported web browsers:

- Microsoft Edge version 12 or later
- Apple Safari version 8 or later
- Mozilla Firefox version 41 or later
- Google Chrome™ version 45 or later
- Opera version 32 or later

- ☐ JavaScript is enabled in your web browser.

Note: For more information, see the documentation for your web browser.

- ☐ Your web browser accepts cookies.

Note: For more information, see the documentation for your web browser.

- ☐ A PDF viewer with a web browser plug-in is installed on your computer.

Note: Adobe Acrobat Reader is recommended. For more information, see the documentation for Adobe Acrobat Reader.

Using the application

Accessing the application

- 1 Open a web browser, and then type `lexmark.remark.cloud`.
- 2 Type your username and password.
- 3 Click **Next**.

Creating a term

- 1 From the Lexmark Testing Assistant portal, do either of the following:
 - From My Classes, click **New Term**.
 - From Term Management, click **New Term**.
- 2 Type the new term name, and then if necessary, select **Make this the current term**.
- 3 If you want to archive the current term and set it to read-only when you save it, then select **Archive Summer when this term is created**. In this example, **Summer** is the current term.

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TERM: SUMMER

← New Term

Term Details

Term Name

Spring

☒ Make this the current term

☒ Archive **Summer** when this term is created

All classes, tests, and data associated with this term will be set to **read-only**. This may be handy if you are hitting your account constraint limits.

Save Term Discard Changes

- 4 Click **Save Term**.

Creating a class

- 1 Access the application.
- 2 Click **New Class**, specify the class details, and then click **Save Class**.

3 From the Edit Class Roster page, add students through either of the following sections:

- Add Student to Roster
- Roster Management Tools

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TERM: SUMMER > CLASS: MATH 104

← Edit Class Roster: Math 104

Add Student to Roster [Reset](#)

First Name
Search

Last Name
Search

Student ID
Search

Email Address
Search

No Students
There are currently no students on this roster.

Roster Management Tools
Have a file that contains your class roster?
[Import Students](#)
Want to cleanup your class roster?
[Remove Students](#)
Students on Roster: 0

[Finished](#)

Add an existing student

- From the search fields of the Add Student to Roster section, type the first name, last name, student ID, or email address.
- Select the student, and then click **Add**.

Import a student roster

- From the Roster Management Tools section, click **Import Students**.
- Import the file.

Note: You can import only CSV and XLS files. To know the format of the import file, see the Import File Format section of the Student Management: Import Students page.

- From the Student Management: Import Students page, in the student list, select the students that you want to add to the class.
- Click **Import Students**.

4 Click **Finished**.

<input checked="" type="checkbox"/> ID	First Name	Last Name	Middle Name	Email Address	
<input checked="" type="checkbox"/> 22001	John	Doe			New
<input checked="" type="checkbox"/> 22002	Jane	Doe			New

Creating a test

- 1 Access the application.
- 2 Select a class, and then click **New Test**.
- 3 Type a test name, and then select whether you want to create the test from scratch or use an existing answer sheet design.

Note: If you choose to design the test from scratch, the Test Designer section appears. If you use an existing answer sheet design, then select the design from the Answer Sheet Designs list.
- 4 Click **Save Test**.
- 5 From the Edit Test page, in the Test Designer section, do the following to add sections to your answer sheet:
 - a Configure the design settings, and then click **Save Design Settings**.

Note: To let students send their completed answer sheets using email, from the Test Properties section, select **Allow students to submit their completed test answer sheets by email**.
 - b To add questions, click **Add**, and then select the question type.
 - c Configure the settings, and then click **Save Section**.

Note: Open-response questions require students to type or write their answers in phrases or sentences, such as essays or short explanations.
 - d To add elements, click **Add**, and then select an element.
 - e Configure the settings, and then click **Save Section**.

f Click **Finished**.

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TERM: SUMMER > CLASS: MATH 104 > TEST: QUIZ #1

Edit Test: Quiz #1

Test Properties

Test Name
Quiz #1

☐ Allow students to submit their completed tests by email

Test Designer
Design and build your own customized test answer sheet

Design Settings [Edit]

Multiple Choice (Question 1) [Edit] [Copy] [Delete]

Multiple Choice (Question 2) [Edit] [Copy] [Delete]

Multiple Choice (Question 3) [Edit] [Copy] [Delete]

Test Preview

Student:
Test:
Class:
Instructor:
Page:

1. $y = 3x - x^2/3 + C$ is the solution to which of the following?
 $dy - x^2 dx = 3 dx$ $dy + x^2 dx = 3 dx$ $dy - x dx = 3 dx$ $dy + x dx = 3 dx$

2. On a scientific calculator, which button is used to find the natural log of a number?
 In log tan EE

3. What is the area under the curve $y = x^2 + x$ from $x=0$ to $x=7$? Use the right Riemann Sum with 6 slices.
 40 70 112 170

Finished Last saved a few seconds ago

Understanding the Test Designer feature

Primary

- **No, just print student names on the test**—Lets your students write or type their names on the test page.
- **Yes, require students to bubble-in their ID on the test**—Lets your students specify their student ID through bubbles on the test page.
- **Number of Test Versions**—Lets you create and provide multiple versions of the test with reorganized questions.

Student ID

Note: This section appears in Test Designer only if you select **Yes, require students to bubble-in their ID on the test** in the Primary section.

- **Student ID Title**—Lets you specify the label for the student ID in the page.
- **Student ID Orientation**—Lets you select the orientation of the bubbles for the student ID.
- **Student ID Length (Excluding Prefix)**—Lets you select the maximum number of characters for the student ID.
- **Student ID Prefix (Optional)**—Lets you specify the prefix of the student IDs.
- **Student ID Schema Format**—Lets you select the format of student IDs.

Note: If you select **Custom** as the student ID schema format, then enter the schema in the Student ID Schema field.

- **Treat as a generic test form (not a typical use case)**—Lets you make the test generic so any student can take it in any class.

Header

- **Student Label**—Lets you add a custom label for the Student field on the test, and then select whether to show or hide the label on the test.
- **Test Label**—Lets you add a custom label for the Test field on the test, and then select whether to show or hide the label on the test.
- **Class Label**—Lets you add a custom label for the Class field on the test, and then select whether to show or hide the label on the test.
- **Instructor Label**—Lets you add a custom label for the Instructor field on the test, and then select whether to show or hide the label on the test.
- **Page Number Label**—Lets you add a custom label for the Student field on the test, and then select whether to show or hide the label on the test.
- **Show illustration on how to properly mark bubbles**—Lets you add instructions on how to mark bubbles properly on the test.

Note: If you select **Show illustration on how to properly mark bubbles**, then enter the custom labels for the illustrations.

Footer

- **Footer Text Style**—Lets you configure the text font, font size, font style, and text color of the text.
- **Left Column**—Lets you add custom text at the left of the test form.
- **Middle Column**—Lets you add custom text at the middle of the test form.
- **Right Column**—Lets you add custom text at the right of the test form

General

- **Bubble Shape**—Lets you configure the bubble shapes of the choices on the test.
- **Bubble Size**—Lets you configure the size of the bubbles.

Layout

- **Multiple Choice Section Alignment**—Lets you select the location of multiple-choice questions in a page.
- **Multiple Choice Section Scaling**—Lets you select how the multiple-choice questions fit on the page, based on the width or height of the page.
- **Multiple Choice (Traditional) Section Columns**—Lets you select the number of columns for the multiple-choice section.
- **Multiple Choice (Traditional) Section Numbering**—Lets you select the placement of questions for the multiple-choice section.
- **Multiple Choice (Traditional) Section Border**—Lets you select whether to place vertical lines between columns in the multiple-choice section.
- **Open Response Section Numbering**—Lets you select the placement of questions for the open-response section.

Printing tests

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 Click **Distribute**, and then click **For Paper (Download and Print)**.

- 4 Select the students who are taking the test, and then click **Download Tests**.
- 5 Print the test.

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TERM: SUMMER > CLASS: MATH 104 > TEST: QUIZ #1

Download Tests: Quiz #1

Test Viewer

Remark Cloud Answer Sheet Merge Service

1 / 2 | 88% | + | - | x | y

ln log tan EE

40 70 112 170

2 On a scientific calculator, which button is used to find the natural log of a number?

3 What is the area under the curve $y = x^2 + x$ from $x=0$ to $x=6$? Use the right Riemann Sum with 6 slices.

When printing from the PDF viewer, be sure to turn off scaling/fit options and print as actual size. Also, **do not print multiple copies** as each generated test is unique.

Note: You can print the test using plain paper.

Sending the test using email for online submission

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 Click **Distribute**, and then click **For Online Submission**.
- 4 Select the students who are taking the test, and then configure the settings.
- 5 Click **Email Students**.

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TERM: SUMMER > CLASS: MATH 104 > TEST: QUIZ #1

Email Tests for Online Submission: Quiz #1

Online Test Preview

Online Test Settings

How would you like to present the test questions to your students?

☒ Show students all test questions at once (same page)

☐ Show students one test question at a time

Would you like to limit the amount of time a student has to complete the test once started?

Time Limit

None

Test Availability

Control the availability for online test submissions

How would you like to control the online test submission period?

☒ I would like to open and close the submission period manually

☐ I would like to specify an availability window

Open Submissions

Close Submissions

Email Preferences

☐ Copy me on each email message

☐ Include test document

Email Students (0)

Students (2)	Email Address	Online Test Link	Test Data
<input type="checkbox"/> Jane Doe		https://lexmark.remark.cloud/	<input checked="" type="checkbox"/>
<input type="checkbox"/> John Doe		https://lexmark.remark.cloud/	<input checked="" type="checkbox"/>

Creating an answer key

You can create up to five answer keys for a test.

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 From the Answer Keys section, click **Create Answer Key**.
- 4 Configure the settings.

The screenshot shows the Lexmark application interface for creating an answer key for Quiz #1. The interface is divided into several sections:

- Header:** Lexmark logo, notification bell, help icon, and a green dropdown menu.
- Breadcrumbs:** TERM: SUMMER > CLASS: MATH 104 > TEST: QUIZ #1
- Page Title:** Answer Key: Quiz #1
- Buttons:** Simple View (active), Detailed View
- Test Questions (3):** A table with columns for question number, options, and correct answer.

Test Questions (3)	Correct Answer
1. <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D	B
2. <input type="radio"/> A <input checked="" type="radio"/> B <input type="radio"/> C <input type="radio"/> D	A
3. <input checked="" type="radio"/> A <input type="radio"/> B <input checked="" type="radio"/> C <input type="radio"/> D	C
- Buttons:** Save Answer Key, Discard Changes, Select All
- Scoring:** Define the scoring for the selected questions.
 - Correct Response Points: 1
 - Incorrect Response Points: 0
 - No Response Points: 0
 - ☐ Treat all points as extra credit
 - ☐ Require all correct answers to be selected
- Test Benchmark:** Set a score against which your students should be measured.
 - Benchmark Percentage: No Benchmark Set
- Test Grade Scale:** Changes to the grade scale can be made once the answer key has been saved.
 - Save Answer Key
- Aligned Objectives:** Objectives aligned to the selected questions.
 - None

- 5 Click **Save Answer Key**.


Completing online tests

If you are a student, then you can find the link to your online tests in the email.

- 1 In the email, click the link to the test.
- 2 On the test page, do either of the following:
 - If the test is configured to show one question at a time, then answer the question, and then click **Next Question** to proceed.
 - Note:** If you want to see the previous question, click **Previous Question**.
 - If the test is configured to show all questions at once, then answer all the questions.
- 3 Click **Submit Test**.
- 4 When the Confirm Test Submission dialog appears, click **Yes, submit my test**.

Grading tests

Configuring test-specific grade scales

- 1 Access the application.
- 2 Select a class, and then edit a test.
Note: If necessary, create a test. For more information, see [“Creating a test” on page 8](#).
- 3 From the Answer Keys section, click **Edit**.
- 4 From the Test Grade Scale section, click , and then click **Edit**.
- 5 Enter the grade and the required minimum score to achieve the grade.
Note: The minimum grade is **0**.
- 6 Click **Save Grade Scale**.
- 7 If necessary, click **Aligned Objectives**, and then configure the settings.


Notes:

- Only one grade scale can be selected for a test.
- If a test has multiple answer keys, then a grade scale can be selected for each answer key. However, selecting a grade scale affects the grade scales of all answer keys.

Configuring account-specific grade scales

Account grade scales are the default grade scales used for all tests and are applicable to all teachers.

Note: This feature is available only to account administrators.

- 1 Access the application.
- 2 From the Account Dashboard, click  > **Settings** > **Grade Scales** > **New Grade Scale**.
- 3 Enter the grade and the minimum score to achieve the grade.
Note: The minimum grade is **0**.
- 4 Click **Save Grade Scale**.
- 5 From the Account Grade Scale Settings section, select the default test grade scale and default objectives grade scale.

Grading a test

You have two options when grading tests. You can scan the answer sheets from your Lexmark MFP or upload the answer sheets manually to the cloud server.

Scanning tests

Scanning tests is the recommended method. This method lets you scan the answer sheets from your Lexmark MFP. The scanned answer sheets are sent to the cloud server and are graded automatically. The Lexmark MFP is configured to produce high-quality images which result to high-level grading accuracy.

Before you begin, make sure that the Grade Test application is installed on your MFP. For more information, see the *Grade Test Administrator's Guide*.

Note: You can also send tests to your email using the scan to email function of your Lexmark MFP.

- 1 Load the completed answer sheets into the automatic document feeder tray or on the scanner glass.
- 2 From the home screen, touch the application icon.
- 3 Touch **Scan**.

Uploading tests manually

If a Lexmark MFP is not configured to send tests directly to the cloud, then you can upload tests manually to the cloud. Use your Lexmark MFP to scan files to a PDF, and then upload the files to the Lexmark Testing Assistant application. To ensure the quality of the test files, use scans of the tests instead of photos.

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 Click **Grade**.
- 4 Browse to or drag your scanned tests to the Grade Tests page.
- 5 Click **Grade Tests**.

Note: The score percentage per student is shown in the Student section.

Grading online tests

As students submit their online tests, they automatically get graded on the Test page, except for open-response questions that you must grade manually.

- 1 On the Test page, click **Open Responses** in the Test Summary section.
- 2 In the Grade (n-Point Max) field, enter the score for the open-response question.

Note: In the Grade (n-Point Max) field, **n** is the maximum possible score for that question. If you enter any number higher than the maximum score, then the exceeding points are considered as extra credit.

- 3 Navigate through the answers using the **Previous Response** and **Next Response** buttons.
- 4 Click **Save Grades**.
- 5 On the Test page, click the student name in the Respondent Scores section, and then review the data.

Grading tests using email

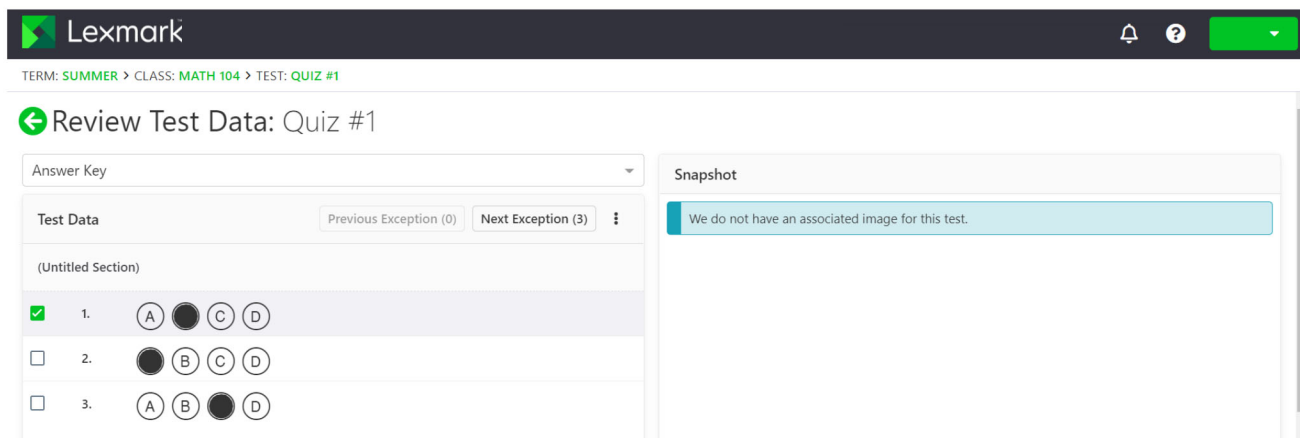
Before you begin, make sure that the scan to email function of your Lexmark MFP is configured properly to send emails to the cloud server.

- 1 Access the application.
- 2 If necessary, configure the email permissions. Do the following:
 - a From the Settings page, click **Email Permissions**.
 - b Click **Account Email Settings** > **Accept test submissions via email**.
 - c Select the reports and data that must be emailed to you after grading tests.
- 3 From the printer control panel, scan the answer sheets by using the scan-to-email application. For more information, see [“Scanning tests” on page 14](#).

The tests are sent to the cloud server and graded. The selected data, reports, and summary report are sent to your email.

Reviewing responses

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 From the Answer Key section, click the answer key.
- 4 From the menu, select **Answer Key** or a student name.
- 5 Review the test data.



- 6 Click **Save Data**.

Generating reports

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 From the Test Breakdown section, click **Reports**.

4 Select your preferred reports.

The screenshot shows the Lexmark application interface for 'Reports: Quiz #1'. The top navigation bar includes the Lexmark logo, a bell icon, a help icon, and a dropdown menu. Below the navigation bar, the breadcrumb trail reads 'TERM: SUMMER > CLASS: MATH 104 > TEST: QUIZ #1'. The main area is divided into two sections. On the left, a list of reports is shown with checkboxes: '100 - Test Analysis Report' (checked), '101 - Student Statistics Report', '105 - Student Response Report', '111 - Class Learning Objectives Report', '150 - Student Grade Report', '151 - Student Test Report', '170 - Student Feedback Report', '204 - Condensed Item Analysis', '206 - Condensed Test Report', and '310 - Test Statistics Report' (checked). Below the list are buttons for 'Run Reports (2)' and 'Email Me Reports (2)'. On the right, the 'Report Viewer' section displays a preview of the 'Test Analysis Report'. The preview includes a header with 'Instructor: Math 104' and 'Test: Quiz #1'. The main content area shows 'Overall Test Statistics' for 2 students, with a table of scores: Low Score (0.00% John Doe), Mean (Average) Score (33.33%), Median Score (1.00), and High Score (66.67% Jane Doe). Below this is a 'Test Reliability' section showing a Cronbach Alpha Score of 0.75, with a table of scores: Poor (0.00 - 0.69), Fair (0.70 - 0.79), Good (0.80 - 0.89), and Excellent (0.90 - 0.99). The preview also includes a note: 'The Cronbach Alpha statistic is used to measure the internal consistency (reliability) of the test'.

5 Click **Run Reports**.

Understanding reports

- **100 - Test Analysis Report**—Shows the overall test performance including the percentage of correct answers in hard and easy questions.
- **101 - Student Statistics Report**—Shows the class performance for the tests. It can also show detailed information about learning objectives, objective questions, and subjective questions.
- **105 - Student Response Report**—Shows a matrix-style graphic of each student and each question on the test. This report lets you view the performance on both the student and question level.
- **111 - Class Learning Objectives Report**—Shows the score information for the learning objectives defined for the test. Learning objectives provide scores for questions on a test that are tied to specific areas of knowledge, such as standards like spelling and grammar.
- **112 - Student Achievement Report**—Shows the scores for each student, sorted by whether they have met the benchmark set for the test. This report lets you view which student is performing and not performing.
- **150 - Student Grade Report**—Shows a detailed grade report of a student, including an image of the completed test.
- **151 - Student Test Report**—Shows an overlay of the completed test of a student with the grade information.
- **170 - Student Feedback Report**—Shows the score of the student in percentage for each question and learning objective compared to the average score of the class.
- **204 - Condensed Item Analysis**—Shows the response frequency information for each question, which can be used for question validity. This report also shows how students responded to the question. This report can help you decide to discard a question and allow more responses to be considered correct without scanning the answer sheets again.

- **206 - Condensed Test Report**—Shows the response frequency information for each question, including the distractor and class score information. This report lets you view the question and class performance.
- **310 - Test Statistics Report**—Shows basic statistics on the test as a whole. This report lets you view information on performance and basic statistical analysis.
- **320 - Test Item Statistics Report**—Shows statistical calculations on the test as a whole and on each learning objective. Some statistics are also provided for all objective questions and any subjective question and extra credit questions. This report lets you view information on performance and statistical analysis.

Exporting data

- 1 Access the application.
- 2 Select a class, and then select a test.
- 3 From the Respondent Scores section, click **Export Data**.
- 4 Do either of the following:
 - In the Export Data As menu, select a file format, and then download or email the file.
 - In the Export Gradebook As menu, select a gradebook software, and then download or email the file.

Troubleshooting

Cannot find the Grade Test icon

Try one or more of the following:

Make sure that the Grade Test application is installed on your printer

For more information, see the *Grade Test Administrator's Guide*.

Contact your Lexmark representative

Notices

Edition notice

February 2023

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