

Contents

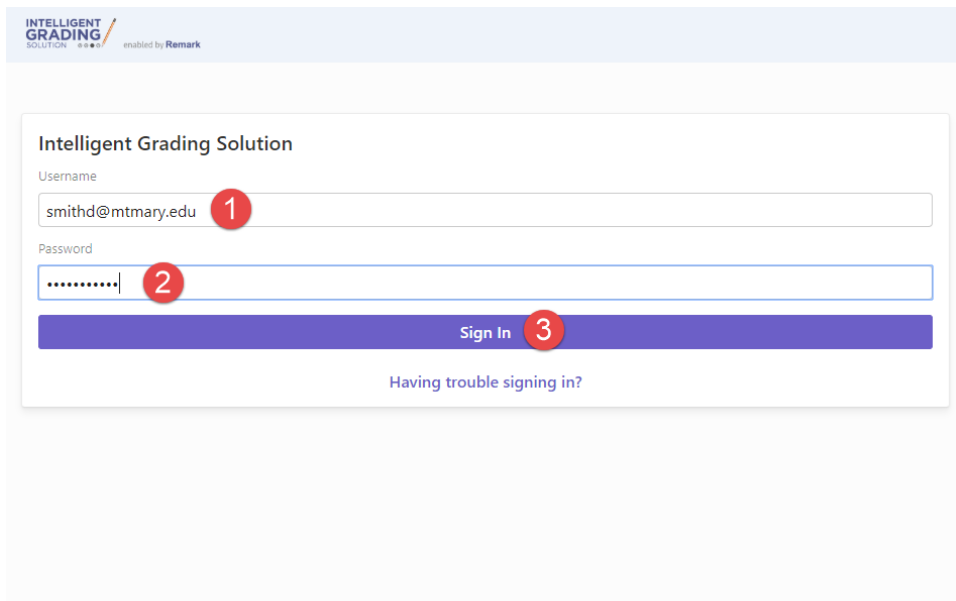
Introduction.....	1
Logging in to Canon Intelligent Grading Solution	1
Creating the Answer Sheets	2
Grading a Test.....	8

Introduction

This document details how to create a simple multiple choice test using the Canon Intelligent Grading Solution (IGS) using a web browser. If you want to create a test from the multifunction device (MFD) panel, see the corresponding instructions.

Logging in to Canon Intelligent Grading Solution

1. Navigate to <https://canon-igs.remark.cloud/> on your computer using a web browser.
2. Enter your Canon Intelligent Grading Solution username in the **Username** field (1) and the corresponding password in the **Password** field (2). Then press the **Sign In** button (3).



Note: These are the same username and password used to log in to the Canon IGS application on an MFD.

Creating the Answer Sheets

1. Click the **View** button on the display card of the course in which you want to create a test.

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TERM: FALL 2018

My Classes

New Class New Term Account Dashboard

Search

ITS Test 001
ITS Test 001 a minute ago

Students 1 Tests 0

View Edit Copy Delete

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2. Click the **New Test** button.

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TERM: FALL 2018 > CLASS: ITS TEST 001

Class: ITS Test 001

New Test

Search

No Tests
You have not yet created any tests for this class.

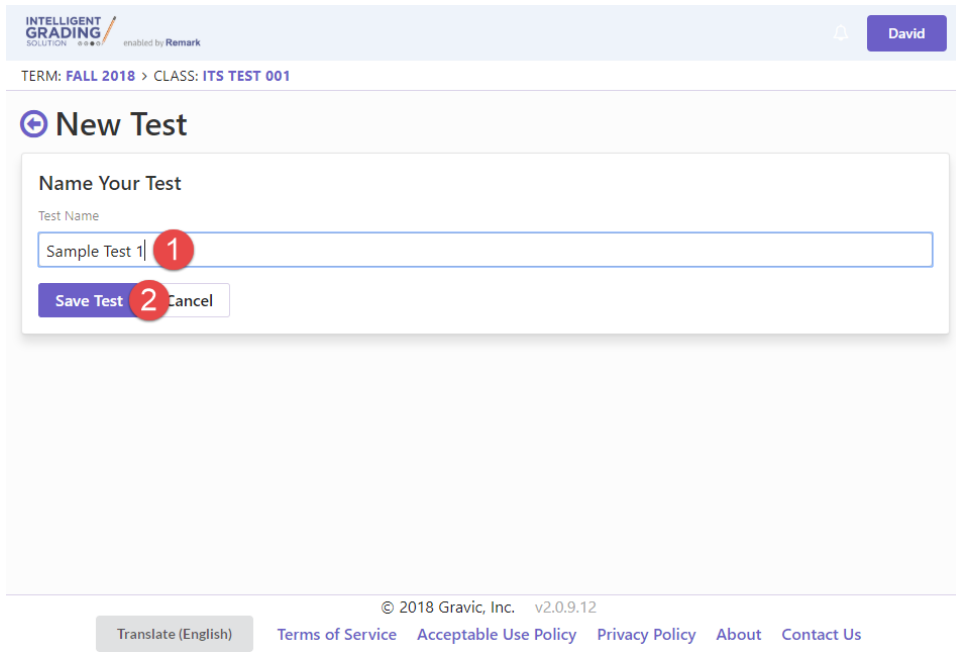
Roster (1) Edit

Brian Markovich

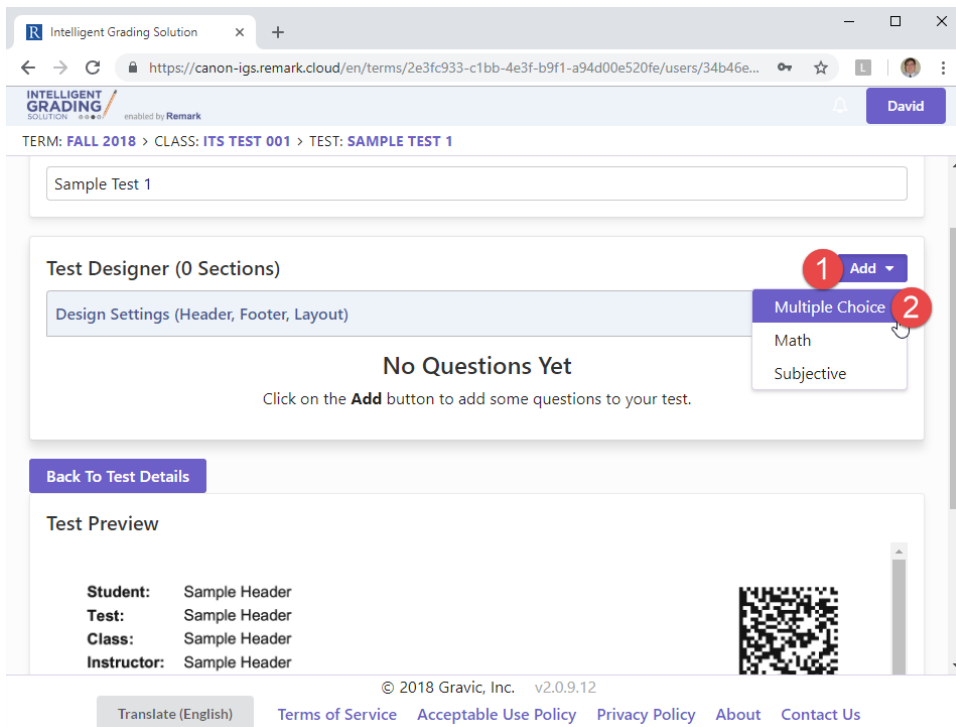
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3. Enter a name for the test in the **Test Name** field (1). Then press the **Save Test** button (2).



4. The test editor will open. Click the **Add** button (1) in the **Test Designer** section. Then click on **Multiple Choice** (2) from the dropdown menu.



5. Enter the number of questions on the test in the **Number of Questions** field (1). Enter the number of answer bubbles per question in the **Number of Answer Choices** field (2). Then click the **Save Section** button (3).

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TERM: FALL 2018 > CLASS: ITS TEST 001 > TEST: SAMPLE TEST 1

Sample Test 1

Test Designer (0 Sections) Add

Primary Design Layout

Number of Questions (360 Max)

15

Number of Answer Choices

4 Alternate choices between questions

Choices

ABCD

Save Section Cancel

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6. You will see the multiple choice question section displayed in the list of sections under **Test Designer**.

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TERM: FALL 2018 > CLASS: ITS TEST 001 > TEST: SAMPLE TEST 1

Sample Test 1

Test Designer (1 Section) Add

Design Settings (Header, Footer, Layout) Edit

Multiple Choice (15 Questions) Edit Copy Delete

Back To Test Details

Test Preview

Student: Sample Header

Test: Sample Header

Class: Sample Header

Instructor: Sample Header

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Job Finished Your tests were processed successfully.

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7. A preview of the test answer sheet will also be displayed.

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David

TERM: FALL 2018 > CLASS: ITS TEST 001 > TEST: SAMPLE TEST 1

Back To Test Details

Test Preview

Student: Sample Header
Test: Sample Header
Class: Sample Header
Instructor: Sample Header

1 A B C D 6 A B C D 11 A B C D
2 A B C D 7 A B C D 12 A B C D
3 A B C D 8 A B C D 13 A B C D
4 A B C D 9 A B C D 14 A B C D
5 A B C D 10 A B C D 15 A B C D

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8. When you are satisfied, hit the **Back to Test Details** button.

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David

TERM: FALL 2018 > CLASS: ITS TEST 001 > TEST: SAMPLE TEST 1

Edit Test: Sample Test 1

Test Name
Sample Test 1

Test Designer (1 Section) Add

Design Settings (Header, Footer, Layout) Edit

Multiple Choice (15 Questions) Edit Copy Delete

Back To Test Details

Test Preview

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9. Press the **Print Tests** button.

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TERM: FALL 2018 > CLASS: ITS TEST 001 > TEST: SAMPLE TEST 1

Test: Sample Test 1

Print Tests **Delete Tests** ⋮

Answer Keys (1)	Status	Delete
Answer Key	No Key	Create

Students (1)	Score	Delete
Brian Markovich	No Data	

Test Status

No students have taken this test

Exceptions: 0

Review Data

Flagged Images: 0

Review Flagged Images

Test Breakdown

Questions	Points
15	0

Reports

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10. Click the **Download Answer Sheets** button.

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TERM: FALL 2018 > CLASS: ITS TEST 001 > TEST: SAMPLE TEST 1

Distribute Tests: Sample Test 1

Download Preferences

Extra Blank Answer Sheets: 0

Include the answer key

Include test document

I am printing my tests using **both sides** of the paper

Download Answer Sheets

<input checked="" type="checkbox"/> Students (1)	Email Address	Test Data
<input checked="" type="checkbox"/> Brian Markovich		No Data

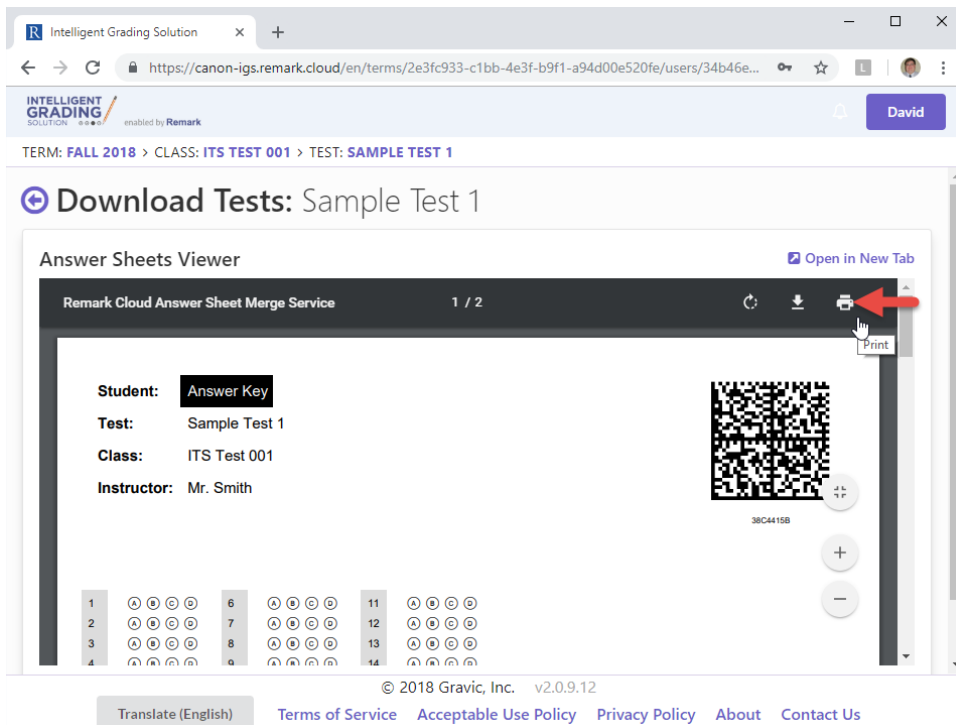
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11. There will be a short delay while your test is processed. An activity indicator will be displayed to indicate that processing is occurring.



12. When the PDF file containing your test sheets is displayed, move the mouse over the displayed sheets, and click the **Print** button. The print dialog for your browser will be displayed, and you can change settings as needed. Alternatively, you can download the PDF for printing at a later time.

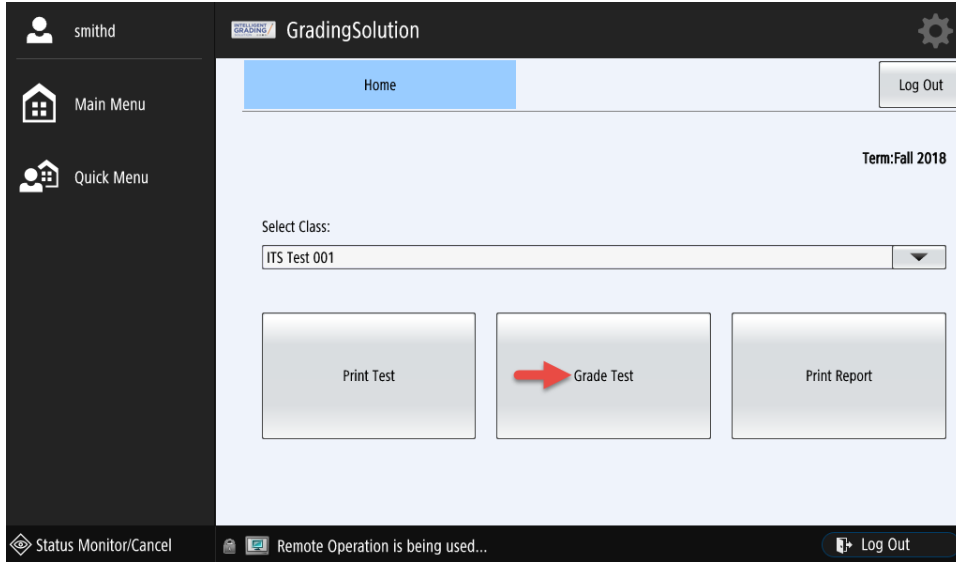


Note: Be sure to print the test sheets single-sided!

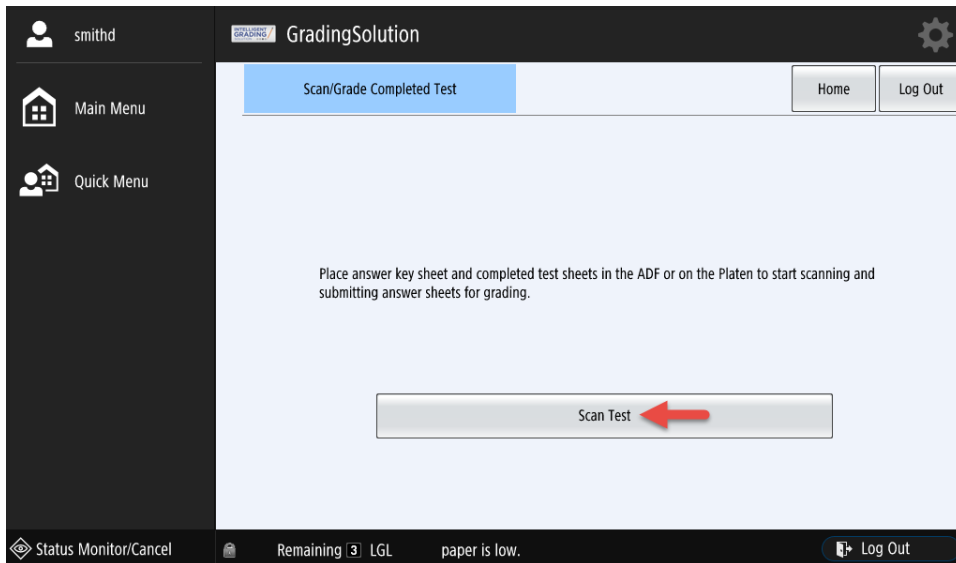
Note: The exact procedure for printing or downloading the PDF may differ between browsers.

Grading a Test

1. Complete the answer key that you printed when creating the test.
2. Log into the Canon Intelligent Grading Solution on one of the campus MFDs where the IGS is installed.
3. Press the **Grade Test** button.

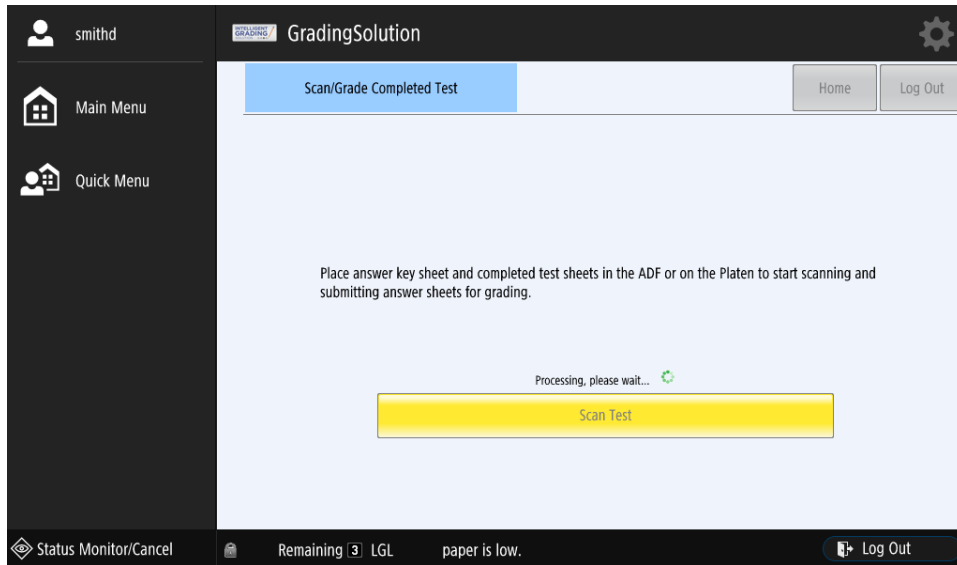


4. Place the completed answer key and all completed student answer sheets in the MFD document feeder. Then press the **Scan Test** button.

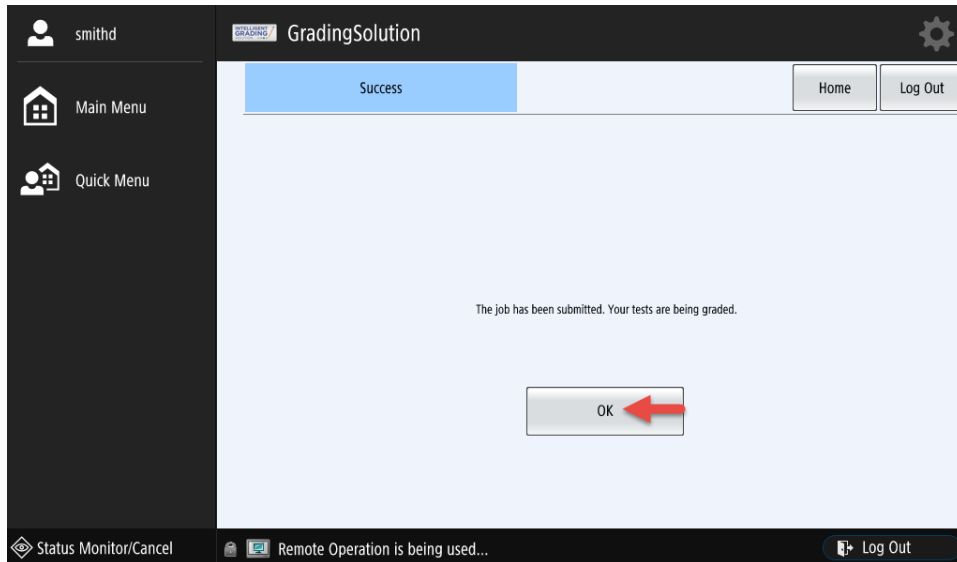


Note: The order of the sheets in the document feeder is not important.

5. A progress dialog will be displayed while the test is being processed.



6. Once the test has been processed, press the **OK** button. Then log out of the MFD.



7. Log in to the Canon IGS website on your computer following the directions above.

8. Click the **View** button on the display card of the course containing the test for which you want to see results.

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TERM: FALL 2018

My Classes

New Class New Term Account Dashboard

Search

ITS Test 001
ITS Test 001 a minute ago

Students 1 Tests 0

View Edit Copy Delete

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9. Click the **View** button on the display card of the test for which you want to see results.

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TERM: FALL 2018 > CLASS: ITS TEST 001

Class: ITS Test 001

New Test

Search

Sample Test 1
38C4415B 10 minutes ago

Class Average: 33%

Questions 15 Graded Tests 1

View Edit Copy Delete

Roster (1) Edit

Brian Markovich

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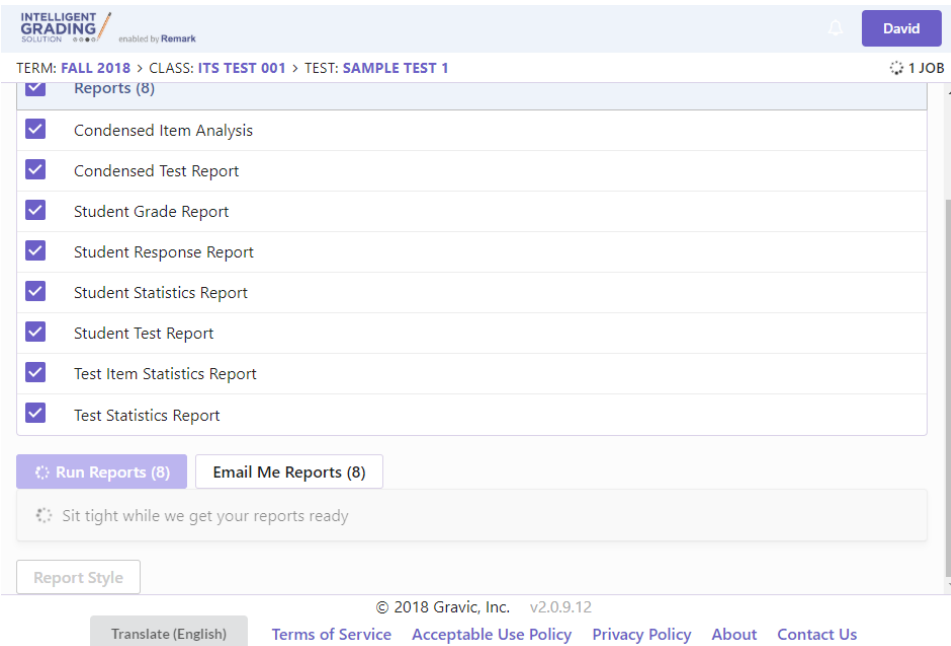
10. Click the **Reports** button.

The screenshot shows the Intelligent Grading interface for a test named 'SAMPLE TEST 1'. At the top, there are navigation links for 'Print Tests' and 'Grade Tests'. Below this, there are two summary cards: 'Answer Keys (1)' showing a green checkmark and 'Students (1)' showing a progress bar for 'Brian Markovich' at 33%. To the right, a 'Test Status' card indicates that all students have taken the test, with 0 exceptions and 0 flagged images. Below that, a 'Test Breakdown' card shows a class average of 33%, 15 questions, and 15 points. A red arrow points to a 'Reports' button located below the Test Breakdown card. At the bottom of the interface, there is a footer with copyright information and various policy links.

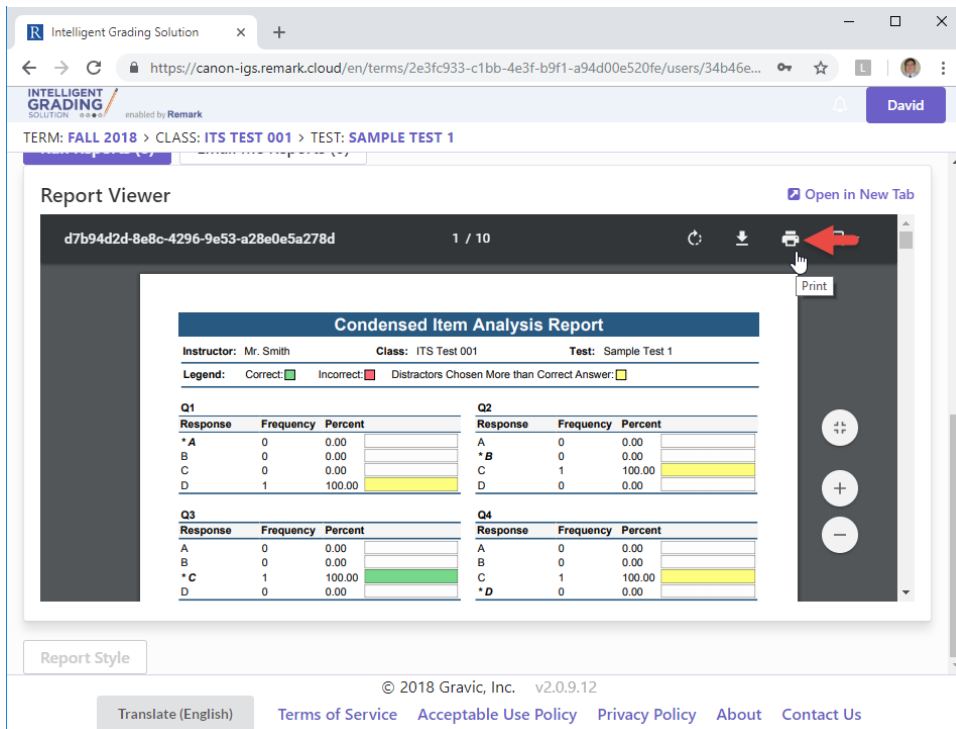
11. Select any or all of the available reports (1). Then press the **Run Reports** button (2).

The screenshot shows the 'Email Student Reports' section of the Intelligent Grading interface. It features a list of report options, each with a checked checkbox. A red circle with the number '1' highlights the first checkbox, 'Reports (8)'. Below the list, there are two buttons: 'Run Reports (8)' and 'Email Me Reports (8)'. A red circle with the number '2' highlights the 'Run Reports (8)' button. The interface also includes a 'Report Viewer' section at the bottom and a footer with copyright information and policy links.

12. A progress dialog will be displayed while your reports are generated.



13. When the PDF file containing your reports is displayed, move the mouse over the displayed reports, and click the **Print** button. The print dialog for your browser will be displayed, and you can change settings as needed. Alternatively, you can download the PDF for printing at a later time.



Note: The exact procedure for printing or downloading the PDF may differ between browsers.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.