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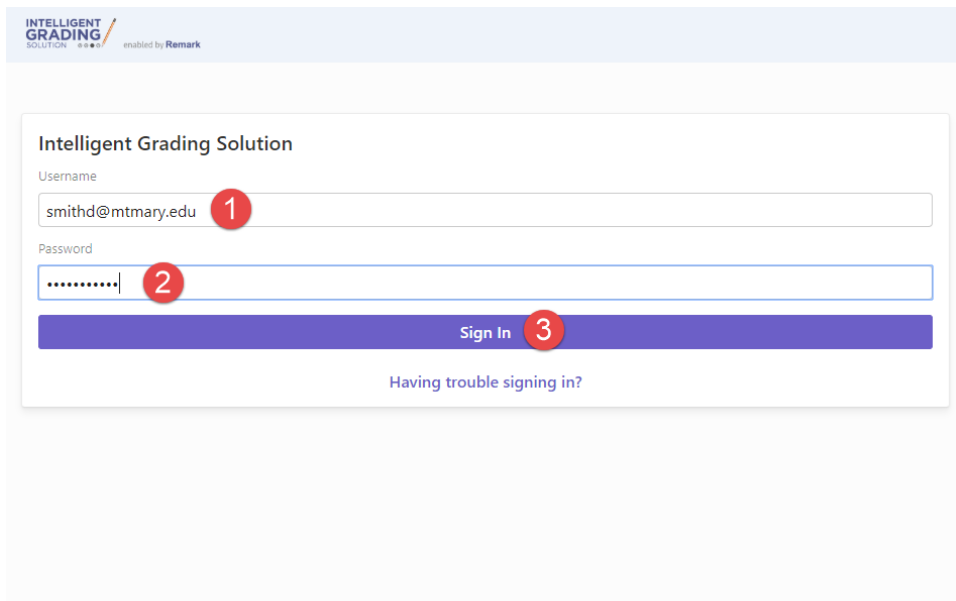
Note: These are the same username and password used to log in to the Canon IGS application on an MFD.

Creating the Answer Sheets

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

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

3. Enter a name for the test in the **Test Name** field (1). Then press the **Save Test** button (2).
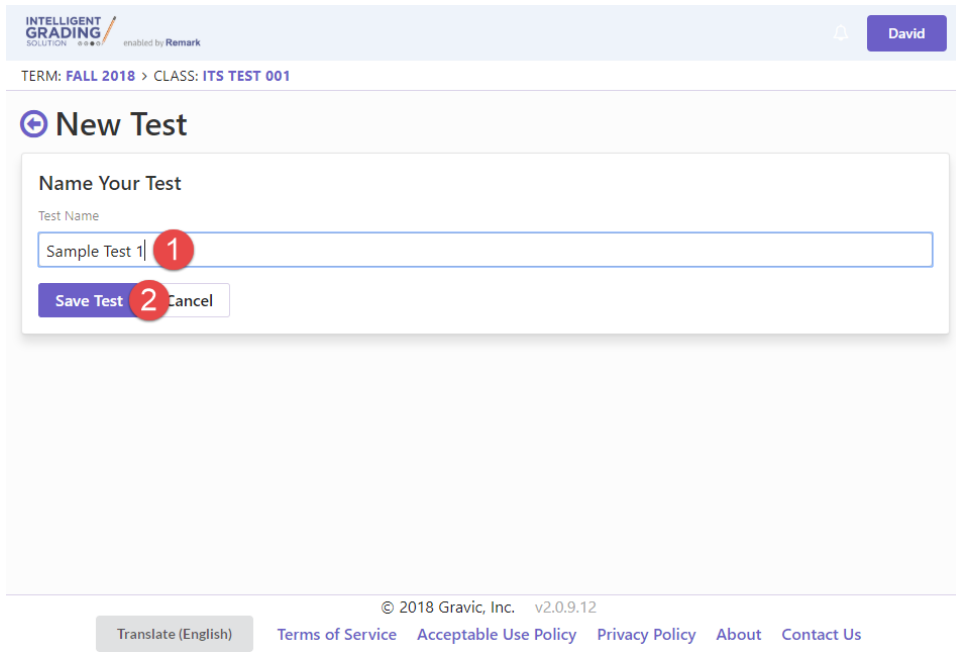
4. The test editor will open. Click the **Add** button (1) in the **Test Designer** section. Then click on **Multiple Choice** (2) from the dropdown menu.
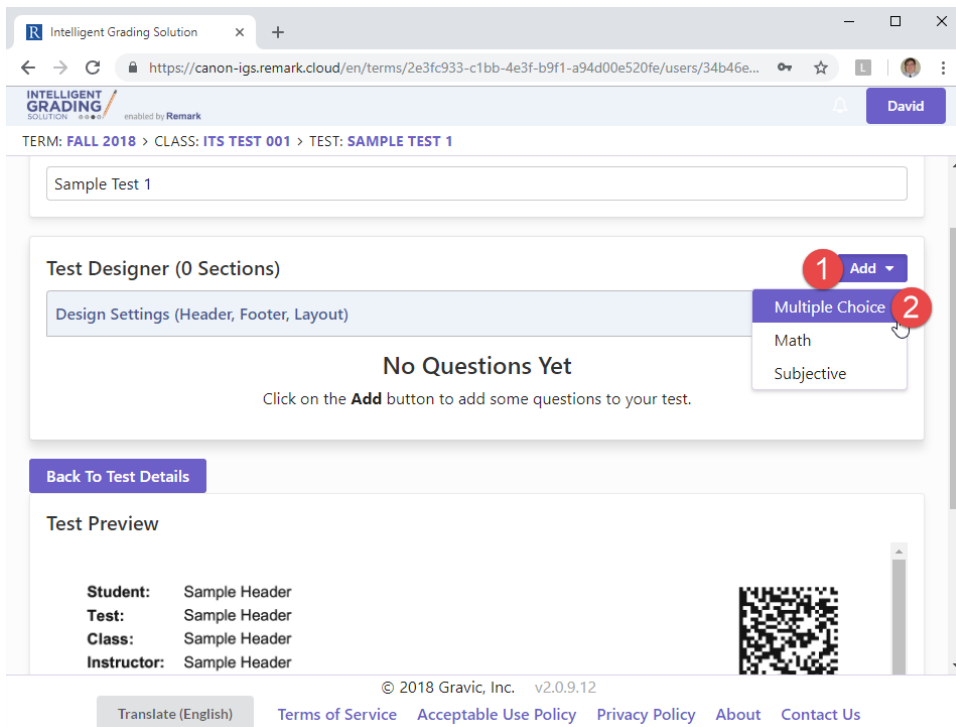
5. Enter the number of questions on the test in the **Number of Questions** field (1). Enter the number of answer bubbles per question in the **Number of Answer Choices** field (2). Then click the **Save Section** button (3).

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

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

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

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

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

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 you browser will be displayed, and you can change settings as needed. Alternatively, you can download the PDF for printing at a later time.
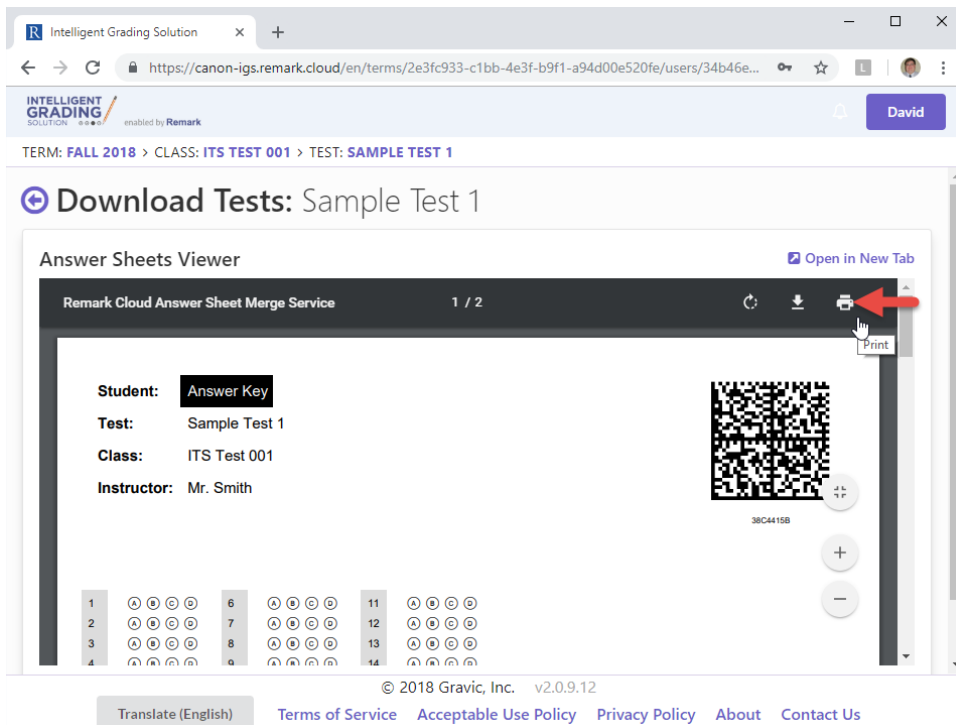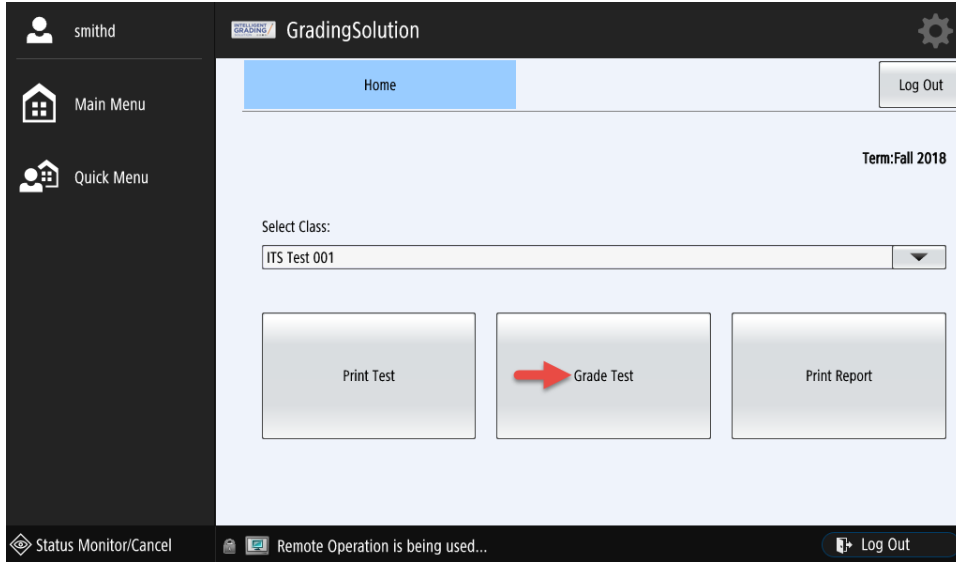

Note: Be sure to print the test sheets single-sided!

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.
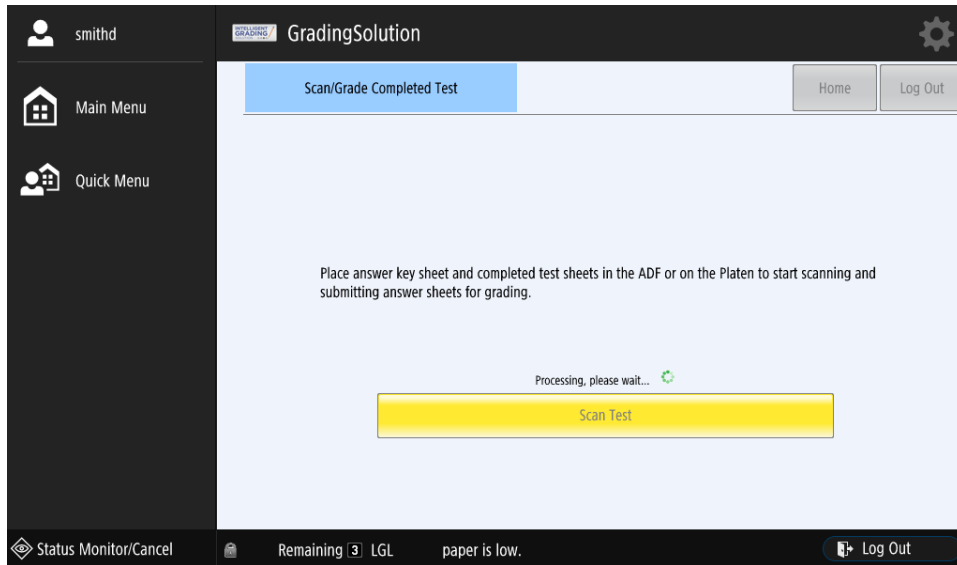
3. Press the **Grade Test** button.

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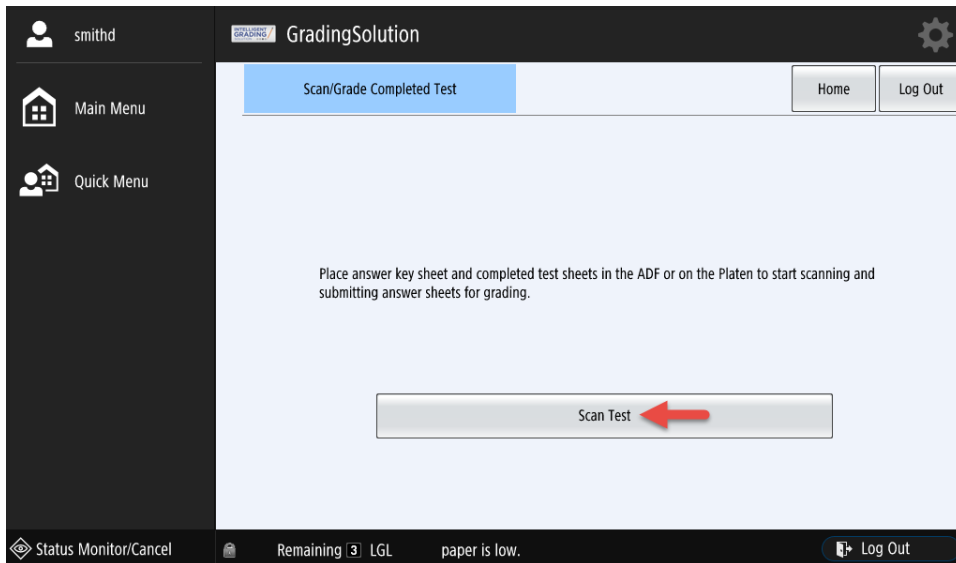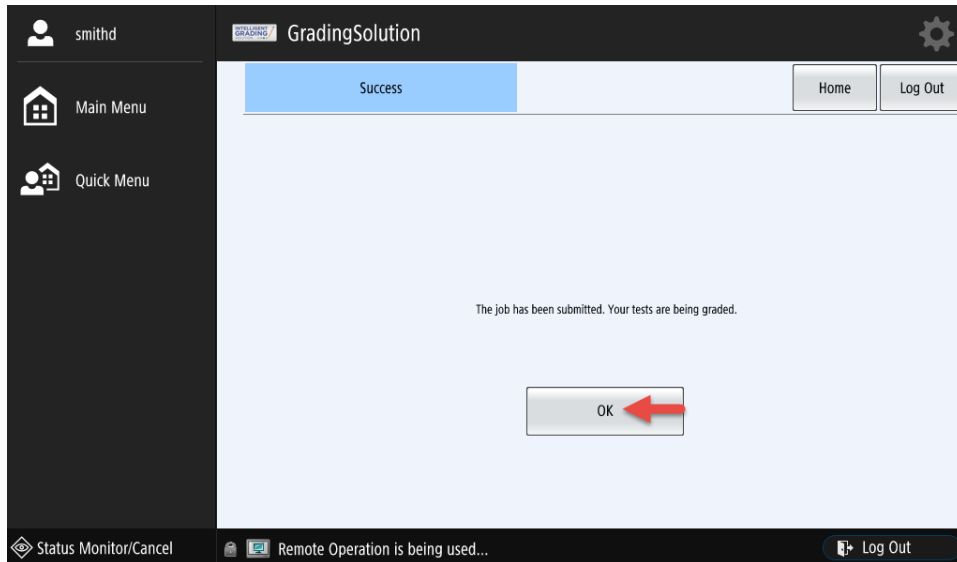

Note: The order of the sheets in the document feeder is not important.

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.

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

10. Click the **Reports** button.

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

12. A progress dialog will be displayed while your reports are generated.
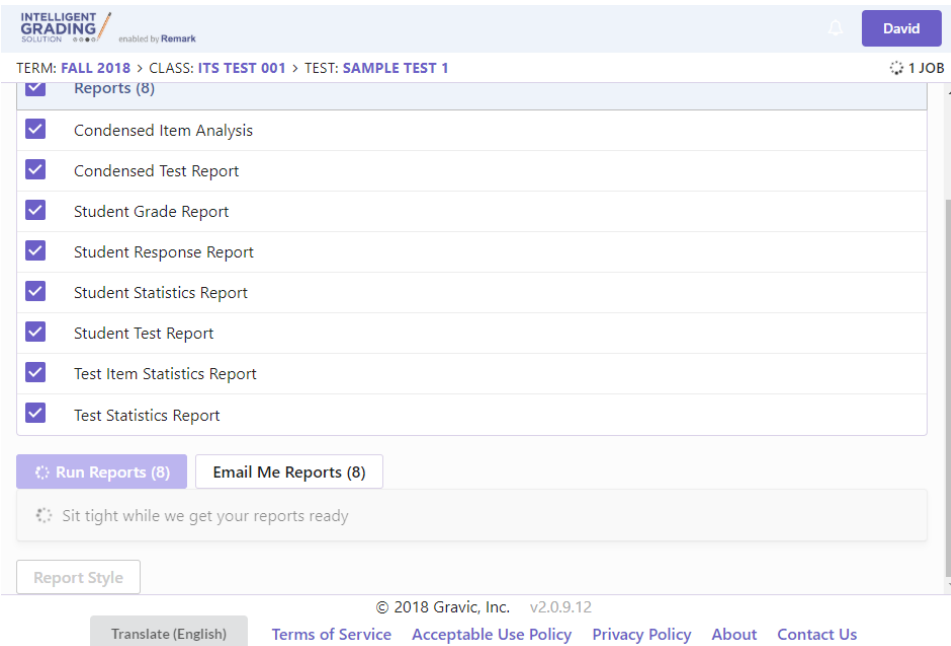
13. When the PDF file containing your reports is displayed, move the mouse over the displayed reports, and click the **Print** button. The print dialog for you browser will be displayed, and you can change settings as needed. Alternatively, you can download the PDF for printing at a later time.
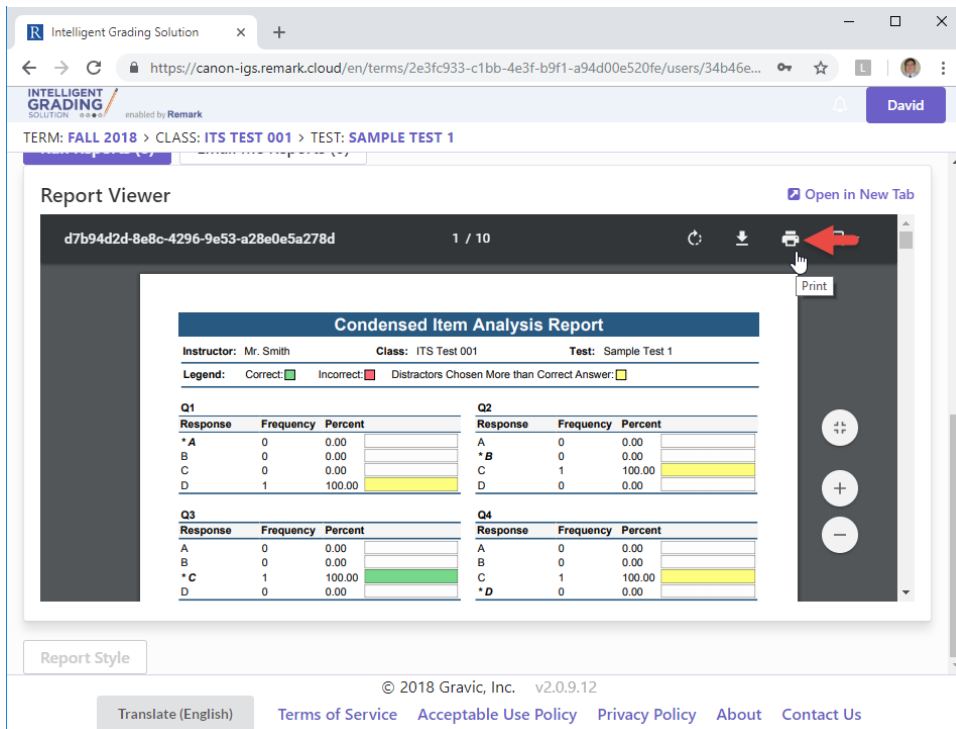
Note: The exact procedure for printing or downloading the PDF may differ between browsers.

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.