

# Crowdmark Administered Assessments

This is used for administered tests, midterms and exams.

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## Create an Administered Assessment

With your course open in Crowdmark, click **Create assessment** and click **New assessment**

The screenshot shows the Crowdmark course dashboard for 'Emily Clark Healthy Sandbox'. On the left is a sidebar with a logo, the course name, 'Team', and 'Students'. The main area has a header 'Emily Clark Healthy Sandbox' and a 'Create assessment' button with a dropdown menu showing 'New assessment' and 'Duplicate existing'. Below is a section titled 'Create your first assessment' with a note about enrolling students and a 'Delete this course' link.

Enter a name for the assessment.

Choose all enrolled students (or click the dropdown to select a custom group of students)

Choose all team member

Click **Save**

### Create an assessment

Assessment name  
Enter a name for your assessment

Students (3 included)  
All enrolled students

Instructional team (1 Instructor included) ⓘ  
All team members

Cancel **Save**

Check **Administered** and click **Next**.

The screenshot shows the 'Midterm 1' creation interface. At the top, there are four numbered steps: 1 Type (highlighted in pink), 2 Template, 3 Questions, and 4 Generate. Below the steps, a question asks, "Which **type** of assessment would you like to create?" Two options are shown: "Administered" (unchecked) and "Assigned" (unchecked). The "Administered" option is described as: "Any assessment that is monitored by the instructor **in person**. The **instructor** will print and administer the assessment, then scan and upload the completed assessments." The "Assigned" option is described as: "Any assessment that a student completes **independently**. The **student** will be emailed the assessment and must scan and upload their completed assessment." At the bottom left are links for "Learn more about assessment types" and "Delete assessment". A blue "Next" button is at the bottom right.

Next you will create an assessment template. To learn how to create an assessment template, and to access pre-formatted templates, go to: <https://crowdmark.com/help/creating-an-assessment-template/>

Once you have created and saved your template as a PDF, return to Crowdmark.

Choose whether or not you'd like to print your assessment double sided, include Multiple choice questions (bubble sheet), or enable automated matching (matching students to their assessments, you will manually do this later if not selected). For this example, we are checking all of the above.

Drag and drop your questions template. Note: Templates must be in PDF format.

The screenshot shows the Crowdmark interface for creating an assessment template. The top navigation bar has four steps: 1. Type (selected), 2. Template, 3. Questions, and 4. Generate. Step 1 is highlighted with a pink border. The main area contains several configuration options:

- Double-sided printing:** A checkbox is checked.
- Enable automated matching:** A checkbox is checked.
- If "Student ID" will not be clear to students, you may customize the label below.** A note states: "Note that Crowdmark expects a numeric student ID." Below this is a text input field containing "Student ID number".
- Include multiple choice:** A checkbox is checked.
- Each multiple choice page includes 100 questions. You may specify up to 2 pages (200 questions).** A note specifies: "Number of pages: 1".

Below these settings is a large dashed box labeled "Drop your PDF assessment template here" with a blue "or click here to browse" button.

At the bottom left are two links: "Learn about assessment templates" and "Delete assessment". On the right is a teal "Next" button.

The file will be processed, and a preview of your template will display on the page. Click **Next** if everything appears properly.

The screenshot shows a four-step process: Type, Template, Questions, and Generate. Step 2, 'Template', is selected and highlighted with a pink border. Below the steps, the title 'Preview template' is displayed. A text instruction asks the user to review the generated QR codes and student information fields. It also provides a link to a knowledge base article for layout information. Two sample templates are shown as images. At the bottom left is a 'Try again' button, and at the bottom right is a 'Next' button. Navigation links for 'Learn about assessment templates' and 'Delete assessment' are also present.

1 Type  
2 Template  
3 Questions  
4 Generate

### Preview template

Review the images below to see how your template looks with the Crowdmark-generated QR codes and student information fields.

If everything looks good, click **Next** to continue with the setup. If not, click **Try again** to upload a different file. For information on how to lay out your template file, see the [knowledge base article](#).

Try again

Next

[Learn about assessment templates](#)

[Delete assessment](#)

Define questions. Crowdmark automatically adds a question to each page of your template. If there are additional questions on a page, click **Add Question** and drag and drop the green question label to the appropriate question. Enter the proper points value for each question here as well. You can also relabel questions, useful if you added a question and you want the numbers to remain in proper order.

To add a question to a page, click **Add question** on the right. Drag the question on the page to change its location.

You **do not** need to label multiple choice questions here. They will be automatically graded on the bubble sheet.

Page 1  
Q1 10  
Q2 10

Label 1 Max. points  
Q1 10  
 Bonus

Label 2 Max. points  
Q2 10  
 Bonus

**Add question**

Page 2  
Q3 10

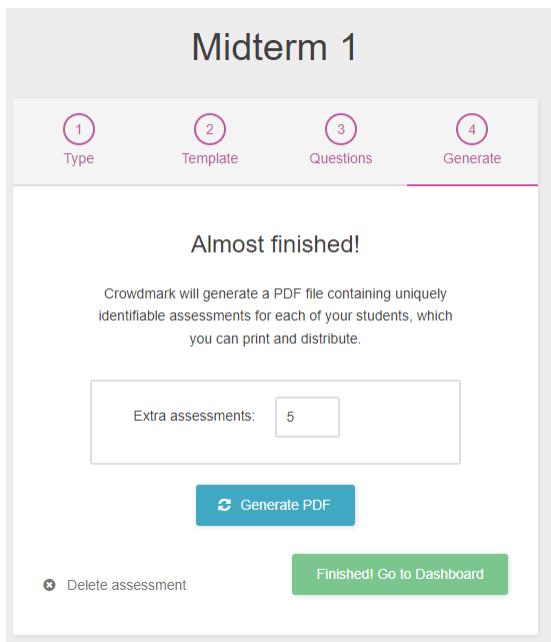
Label 1 Max. points  
Q3 10  
 Bonus

**Add question**

Click Save and continue once completed for all questions.

**Save and continue**

If you'd like to have extra assessments available enter the number of extras you'd like to have now, and click **Generate PDF**. If you will be sending extra assessments to the Accessibility Centre, be sure to print extra assessments.



Click **Download PDF**. This is the file you will print for your class assessment. (All team members (teaching assistants, co-instructors) will receive an email notification at this point if you've already added them, including yourself)

Almost finished!

Crowdmark will generate a PDF file containing uniquely identifiable assessments for each of your students, which you can print and distribute.

 Download PDF

 Delete assessment

Finished! Go to Dashboard

Click **Finished! Go to Dashboard**.

## Adding Teaching Assistants to Crowdmark

Once you add Team Members they will get an email notification each time you create or edit an assessment. So you may prefer to wait until you are ready to begin assessing before adding additional team members.

Click **Team** on the Dashboard

Name	Role	Actions
Emily Clark eatkinso@unb.ca	Instructor	

Two Options:

Option 1: Sync with D2L (If your Teaching Assistants are enrolled in D2L).

Option 2: Invite by email (only requires the email address of your grader).

### Select a role

**Instructor:** has access to all features (you will be the instructor in your own course)

**Facilitator:** has access to all features in assessments, but limited access to the course (can't access Students section or Team section)

**Grader:** Can grade assessments and see grading progress. Does not have access to any identifiable student information including cover pages, evaluations left by others (unless enabled) or assessment administration.

**Printer-Uploader:** Only has access to the Uploads page, which includes an upload area as well as a button to download the printable PDF of blank assessments.

## Administer the Assessment

Print the booklets and administer your in-person assessment.

If you have students who will be writing their assessment at the student accessibility centre, please follow the steps shown in this guide on inviting a proctor to administer a remote exam session:

<https://crowdmark.com/help/inviting-a-proctor-to-administer-a-remote-exam-session/>

You may also print the booklets yourself and provide them to the accessibility centre. Being sure that each student has a unique QR code. Contact the Accessibility Centre first to confirm.

## Upload Booklets

Once the students have completed the assessment, you will need to scan in their results. For large classes you will need a heavy duty scanner. If the booklets were stapled together, the staples will need to come out before you scan them back in. The QR codes must not be cut off in the printing or scanning process, as they are used to identify students.

Send them through the tray bottom first where there is a clean line (no rips from where the staple was torn out). The scanner will save the files as a single PDF. Multiple batches can be uploaded into Crowdmark, as well (they don't all need to be uploaded in one file).

The scanner must use Greyscale or color.

200 DPI scanning resolution in multi-page PDF format. \*Resulting images will be 1700-2200 pixels

Enable a darker setting if your scanner allows it. This helps light pencil marks to be seen more clearly.

Each file must be under 500 MB in size.

Open Crowdmark,

Click on the course and the assessment you want to upload.

Click **Upload booklets**.

Midterm 1

Assessment settings

Grading

Overview grid

Administration

- Download printable PDF
- Upload booklets**
- Match booklets
- Match with Exam Matcher app
- Manage comment library
- Lock assessment
- Delete assessment

**Drag and Drop** your PDF file or click to browse your computer for it. Notice the number of completed pages and booklets.

Upload completed booklets

Drop your PDF or JPG files here

or click here to browse

6	Pages completed
2	Complete booklets
0	Pages pending
0	Incomplete booklets
0	Errors

## Grading an Administered Assessment

If your assessment includes multiple choice bubble sheets, go to the Questions tab to fill in the answer key.

### Click Questions

My Courses > Em Clark Test Course > Midterm 2

## Midterm 2

### Grading

Click on a question below to start grading. Once grading has begun, progress and timing information for each question will appear.

Don't forget to fill out the **multiple choice answer key** on the [Questions page](#).

<b>Q1</b> No responses have been uploaded for this question.	<b>Q2</b> No responses have been uploaded for this question.
-----------------------------------------------------------------	-----------------------------------------------------------------

[Overview grid](#)

### Click Answer key

## Questions

### Questions

[Edit questions](#) [Multiple choice settings](#)

<b>Q1</b> 10 points
<b>Q2</b> 10 points
<b>MC p1</b> <a href="#">Answer key</a>

Click the bubbles corresponding to the correct answer. Optional: Adjust the value of each question (1 pt in the default). To uncheck a box, click it again.

## Multiple choice answer key

### Instructions

1. Click the bubbles below to specify the answer to each question.
2. *Optional:* Customize the points for each question. The input boxes that appear beside each specified question define the number of points students will receive for a correct answer. By default, 1 point is assigned per question. This default can be edited by clicking the **Multiple choice settings** button on the [Questions](#) page.

*Answers and points will be saved automatically. Unused questions should be left blank.*

1	1	(A)	(B)	(C)	(D)	(E)	21	(A)	(B)	(C)	(D)	(E)
1	2	(A)	(B)	(C)	(D)	(E)	22	(A)	(B)	(C)	(D)	(E)
1	3	(A)	(B)	(C)	(D)	(E)	23	(A)	(B)	(C)	(D)	(E)
1	4	(A)	(B)	(C)	(D)	(E)	24	(A)	(B)	(C)	(D)	(E)
1	5	(A)	(B)	(C)	(D)	(E)	25	(A)	(B)	(C)	(D)	(E)
1	6	(A)	(B)	(C)	(D)	(E)	26	(A)	(B)	(C)	(D)	(E)
1	7	(A)	(B)	(C)	(D)	(E)	27	(A)	(B)	(C)	(D)	(E)
1	8	(A)	(B)	(C)	(D)	(E)	28	(A)	(B)	(C)	(D)	(E)
1	9	(A)	(B)	(C)	(D)	(E)	29	(A)	(B)	(C)	(D)	(E)
1	10	(A)	(B)	(C)	(D)	(E)	30	(A)	(B)	(C)	(D)	(E)

Click the question you want to begin grading (Example: Q2)

## Grading

[Overview grid](#)

Click on a question below to start grading. Once grading has begun, progress and timing information for each question will appear.

<b>Q1</b> 50% graded (1 left)   00:08 at 22 eph	<b>Q2</b> 50% graded (1 left)   00:03 at 16 eph
<b>Q3</b> 50% graded (1 left)   00:02 at 27 eph	

## Example Grading Page

The image shows a digital grading interface. On the left, a student's handwritten work is shown for a math problem. The problem asks to find the missing length in a right triangle where  $a=12$ ,  $b=16$ . The student has drawn the triangle and labeled the sides  $a=12$ ,  $b=16$ , and the hypotenuse  $c=20$ . Below the triangle, the student has written the Pythagorean theorem  $a^2 + b^2 = c^2$ , followed by the equation  $12^2 + 16^2 = c^2$ , then  $144 + 256 = c^2$ ,  $\sqrt{400} = \sqrt{c^2}$ , and finally  $20 = c$ .

On the right, a digital gradebook entry for "Booklet 4" is shown. It displays the question "Q1" and the student's name "Emily Clark (new)". The grade is listed as "Not graded" with a score of "/10". A numeric keypad is visible, and below it is a "Tag" button.

To add a comment, click then click on the page where you would like the comment to be placed.

To Annotate the page with the drawing tool, click .

To add a stamp to the page click . There are checkmark, x and question mark stamps.

To highlight work, click then drag over the area you'd like to highlight.

Click to delete any markups you've added. Student work will not be deleted.

Click to change the colour palette.

Click to add an item from the comments library. This allows you to reuse the same comments while grading multiple student's questions. You can also build the comments library to have grades attached to items, similar to a rubric.

## Example Marked Up Assessment

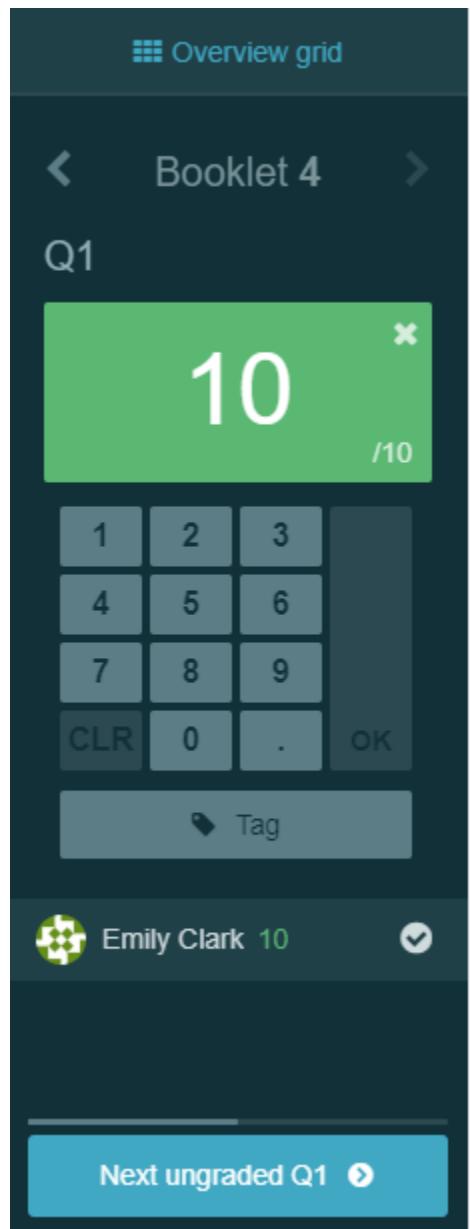
Q1 10 Use the Pythagorean Theorem to find the missing length in the triangle. Where  $a=12$ ,  $b=16$ . Show your work and draw it the triangle to get full marks. (10 pts)

Great job and you showed all your work.

$$\checkmark a^2 + b^2 = c^2$$
$$\checkmark 12^2 + 16^2 = c^2$$
$$\checkmark 144 + 256 = c^2$$
$$\checkmark \sqrt{400} = \sqrt{c^2}$$
$$\checkmark 20 = c$$

Insert a numeric grade and press **enter** on your keyboard to save.

Click **Next ungraded Q2** to grade the next student.



Use the keyboard shortcuts to speed up navigation and grading.

## Keyboard shortcuts

X

### Navigating

- `enter` — Next ungraded
- `l` or `shift + →` — Next booklet
- `h` or `shift + ←` — Previous booklet
- `j` or `shift + ↓` — Next question in booklet
- `k` or `shift + ↑` — Previous question in booklet

### Evaluations

- `e` — Next evaluation
- `n` — New evaluation
- `shift + c` — Clone evaluation
- `p` — Make primary

### Scoring

- `0-9 , .` — Assign grade
- `enter` — Save grade
- `t` — Add a tag

### Annotating

- `z` — Annotation mode
- `c` — Checkmark mode
- `x` — X mode
- `q` — ? mode
- `s` — Highlight box mode
- `d` — Delete mode

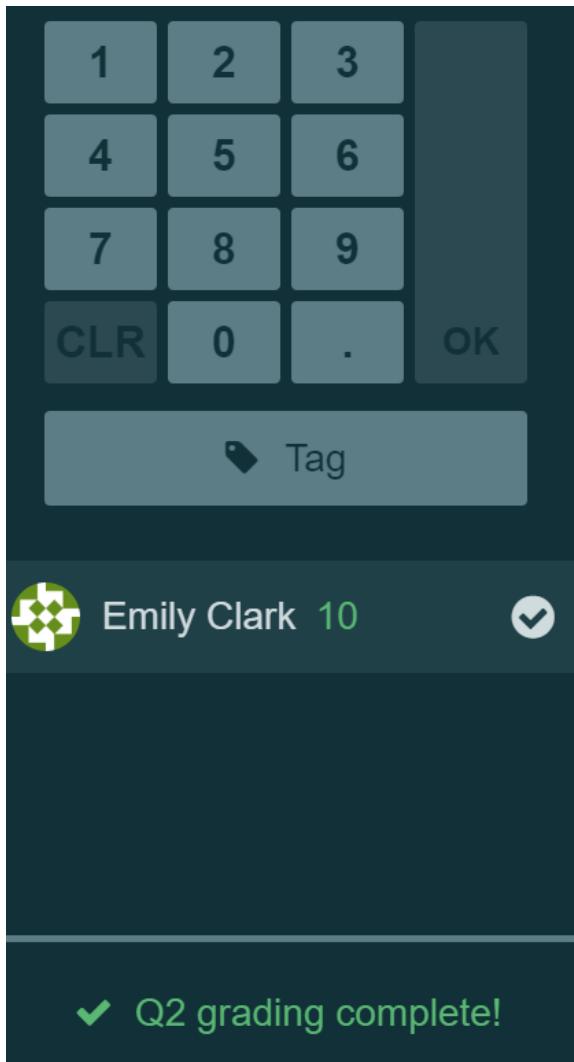
### Commenting

- `v` — Comment mode
- `shift + enter` — Save comment
- `esc` — Cancel

Comments support emoji 😊, Markdown, and LaTeX for math and chemical equations.

When question grading is complete for all students it will show at the bottom right of the page.

Example:



## Distribute Grades to Students

Verify grading is complete for each question. Notice each question states: **Grading complete**.

Click **Overview grid**.

### Grading

Click on a question below to start grading. Once grading has begun, progress and timing information for each question will appear.

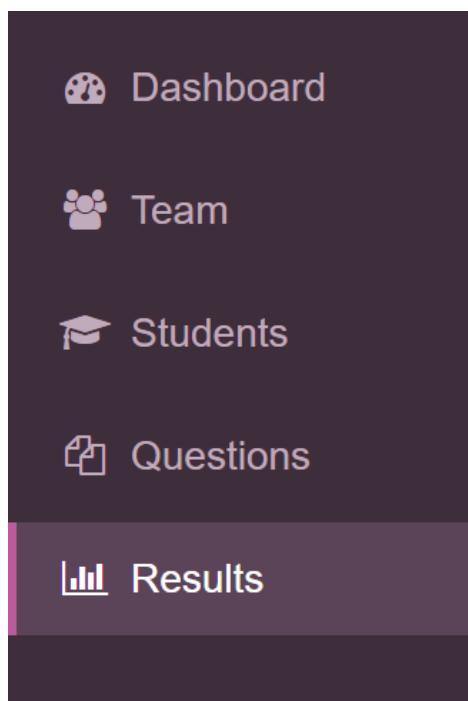
<b>Q1</b> ✓ Grading complete!  00:15 at 15 eph	<b>Q2</b> ✓ Grading complete!  00:05 at 21 eph
<b>Q3</b> ✓ Grading complete!	

Notice each student has a grade for each question.

## Overview grid

	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	
<b>1</b> atkinemm@gmail.com	6	6	4	<b>16</b>
<b>2</b> it.lab@unb.ca	10	10	4	<b>24</b>

Click **Results** from the left sidebar menu.



Click **Edit**

## Results

### Student view settings

 Edit

#### Assessment summary message

None

#### Include *Distribution of scores* graph

No

### Send and export grades

 Send grades to students

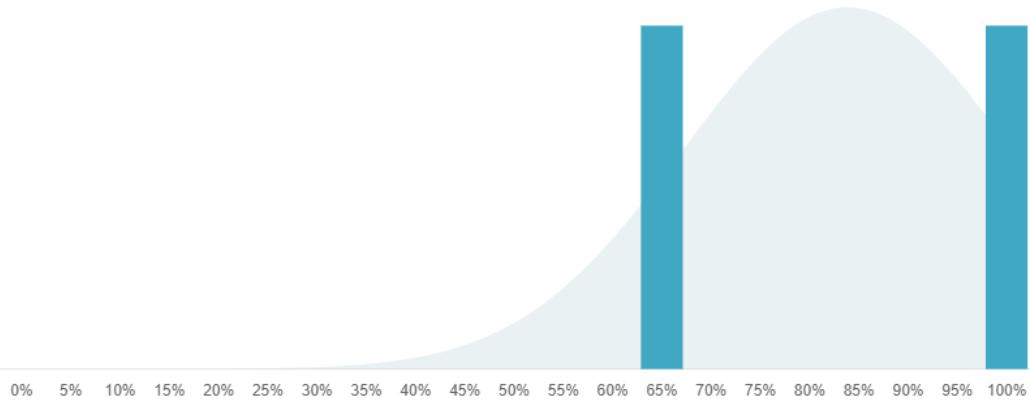
 Export grades as CSV

 Export grades to D2L

### Distribution of scores

Total    Q1    Q2    Q3

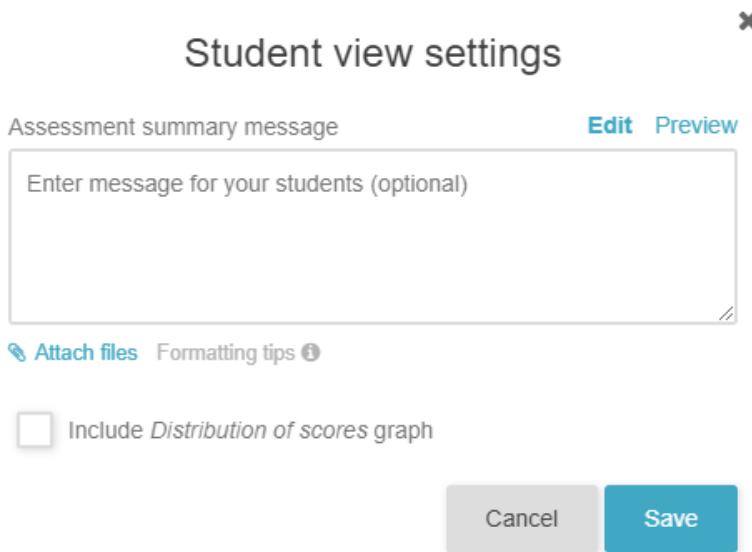
Students: 2 Mean: 83.3 Median: 83.3 Std. Dev: 16.7



Uncheck **Include Distribution of scores graph**, if you don't wish for students to see the score distribution graph. \*By default they will see the graph.

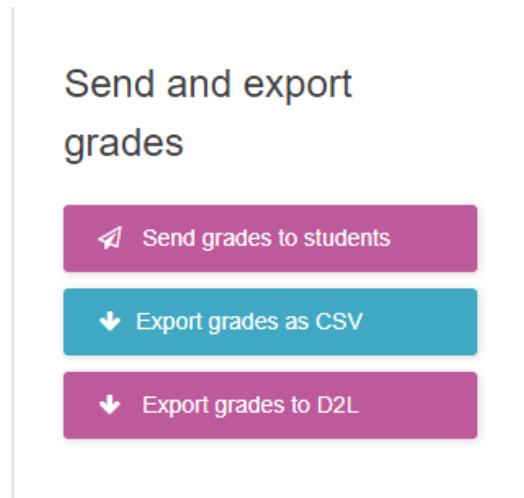
Optional: Enter a custom message to be sent with the email to students.

Click **Save**



Click **Send grades to students**

Students will get an email with a link to their grade and annotated feedback within Crowdmark.



The following popup will appear. Click **Ok**.

app.crowdmark.com says

Are you sure you wish to email all students their respective grades?

**OK**      **Cancel**

## Send and export grades

*Grades were sent to students on  
Friday, October 11, 2019 12:43  
PM.*

▼ Export grades as CSV

▼ Export grades to D2L

Note: You can also Export grades as CSV and/or Export grades to D2L.

If you Export grades, but don't send grades to students, they will not have access to their annotated feedback.