

Xerox® Connect App for Remark Test Grading Quick Start Guide

Xerox® Connect App for Remark Test Grading is for use with Xerox® ConnectKey® Technology-enabled devices, Xerox® VersaLink® devices, and Xerox® AltaLink® devices.

- Xerox® Connect App for Remark Test Grading provides more functionality to supported Xerox® devices.
- Xerox® Connect App for Remark Test Grading is readily available to anyone with a Xerox® App Gallery account.
- You can install the app from the Xerox® App Gallery App on supported devices.
- You can use the Xerox® Connect App for Remark Test Grading to grade tests, print reports, and send the results to students.

Installing the Xerox® Connect App for Remark Test Grading from the Xerox® App Gallery App

The following procedure assumes that a Xerox® device Administrator created an App Gallery account, and that the account credentials for Email and Password were saved. The saved Admin credentials allow all Xerox® device users' access to the Xerox® App Gallery App without having to log in with individual account credentials.

Note

For detailed instructions on how to add a device or install apps from your Xerox® App Gallery account, refer to the documentation links at the end of this guide.

1. From the device home screen, touch **Xerox® App Gallery**.
The App Gallery appears.
2. Browse the Gallery for **Xerox® Connect App for Remark Test Grading**.
3. Touch **Xerox® Connect App for Remark Test Grading**, then touch **Install**. If a new version of an installed app is available, an **Update** notification link appears. To install the new version on your device, touch the **Update** link.
The License Agreement dialog appears.
4. Touch **Agree**.
The installation process begins.

Note

If the app does not install successfully, an error message appears with the reason for the failure. To resubmit the app for installation, touch **Install**.

5. To exit the Xerox® App Gallery App and return to the device default screen, touch **Home**.

Installing the Xerox® Connect App for Remark Test Grading from the Xerox® App Gallery Web Portal

A Xerox® App Gallery account is required. If you do not have access to a Xerox® App Gallery account, refer to the *Xerox® App Gallery Quick Start Guide* for account creation instructions, or contact your System Administrator.

Note

For detailed instructions on how to add a device or install apps from your Xerox® App Gallery account, refer to the documentation links at the end of this guide.

1. Go to the Xerox® App Gallery
<https://appgallery.services.xerox.com>
2. Click **Log In**.
3. Enter a valid email address and password.
4. On the Devices tab, if necessary, add a Xerox® device.
5. Browse for **Xerox® Connect App for Remark Test Grading**. To view the app details, click the app.
6. Click **Install**.
7. To continue with the app installation, follow the onscreen instructions.

Create a New User and Log in

1. From the device home screen, touch **Xerox® Connect App for Remark Test Grading**.
2. Touch the **New User** button.
3. Enter a **username** and **password**.
4. Touch **OK**.
5. Enter a 4-8 digit **PIN** which will be used to simplify your login experience.
6. Touch **OK**.
7. Select the user you just created.
8. Enter a valid **PIN**.
9. Touch **OK**.

Printing a Test

1. From the device home screen, touch **Xerox® Connect App for Remark Test Grading**.
2. Select the desired user.
3. Enter a valid **PIN**.
4. Touch **OK**.
5. Touch **Print Tests**.
6. Select the desired class.
7. Touch **Next**.
8. Select the desired test.
9. Touch **Next**.
10. Select the desired students.
11. Optional: You can toggle **Answer Key** to have the answer key printed out along with the tests.
12. Touch **Print**.

Grading a Student's Test

1. From the device home screen, touch **Xerox® Connect App for Remark Test Grading**.
2. Select the desired user.
3. Enter a valid **PIN**.
4. Touch **OK**.
5. Touch **Grade Tests**.
6. Load all of your answer sheets and answer key (if applicable) into the document feeder and touch **Start Scan**.

Note

You can choose to wait until the tests are fully scanned and graded, or once scanned, you can click exit and come back later to review the print results or view them online.

7. Once the scan is complete, you'll have the option to **Email Results to Students** or **Print / Email Reports**, which will allow you to email and/or print the chosen report.

Printing a Report

1. From the device home screen, touch **Xerox® Connect App for Remark Test Grading**.
2. Select the desired user.
3. Enter a valid **PIN**.
4. Touch **OK**.
5. Touch **Results**.
6. Select the desired class.
7. Touch **Next**.
8. Select the desired test.
9. Touch **Next**.
10. You will be greeted with a list of student names, grades, and exceptions. You have **3** options:
 1. Touch **Email Results to Students**. This will send the student's test result directly to the student.
 - i. A loading bar that says **Emailing Students** will appear at the bottom of the screen. When the loading bar disappears on its own (meaning the emails have been sent), touch **Done**.
 2. Touch **Print / Email Reports**. This will take you to another page where you can select a report format and the desired reports. Depending on which format you choose, touch the **Print**, **Email**, or **Print/Email** button to finish.

Note

You can choose more than one report type from the list by using the toggles on the right-hand side.

3. Touch **Done**. This will *not* send any emails or print any reports.

Support

Online Help and Documentation

To access the Xerox® App Gallery knowledge base, click the link
<http://www.support.xerox.com/support/xerox-app-gallery/support>

To access the Xerox® App Gallery documentation, click the link
<http://www.support.xerox.com/support/xerox-app-gallery/documentation>

Application Support

To access the Xerox® Connect App for Remark Test Grading application support, click the link
<https://www.xeroxtestgrading.com>

Supported Devices

For a list of supported Xerox® devices, click the link
<https://www.xerox.com/en-us/connectkey/apps>