

# Crowdmark Administered Assessments

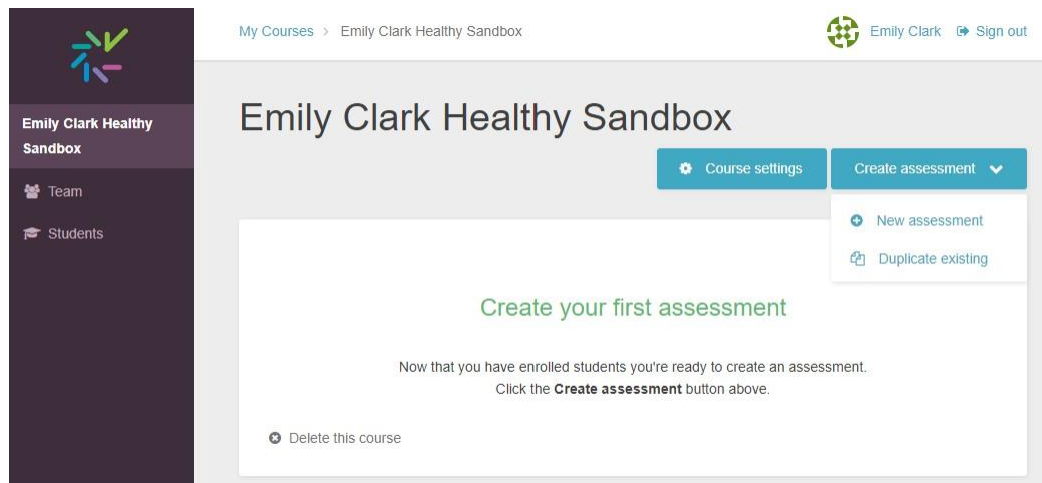
This is used for administered tests, midterms and exams.

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## Create an Administered Assessment

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



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

Students (3 included)

Instructional team (1 Instructor included) ⓘ

Cancel

Save

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

Midterm 1

1 Type 2 Template 3 Questions 4 Generate

Which **type** of assessment would you like to create?

**Administered**

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.

**Assigned**

Any assessment that a student completes **independently**. The **student** will be emailed the assessment and must scan and upload their completed assessment.

[Learn more about assessment types](#)

[Delete assessment](#)

Next

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.

1 Type    2 **Template**    3 Questions    4 Generate

Double-sided printing

Enable automated matching   
If "Student ID" will not be clear to students, you may customize the label below. Note that Crowdmark expects a numeric student ID.

Customize label for Student ID:

Include multiple choice   
Each multiple choice page includes 100 questions. You may specify up to 2 pages (200 questions).

Number of pages:

Drop your PDF assessment template here  
[or click here to browse](#)

[Learn about assessment templates](#)  
[Delete assessment](#)

Next


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

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

[Learn about assessment templates](#)    [Delete assessment](#)    **Next**

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 ⓘ Max. points ⚡

Q1 10

Bonus

Label ⓘ Max. points ⚡

Q2 10

Bonus

[+ Add question](#)

Page 2

Q3 10

Label ⓘ Max. points ⚡

Q3 10

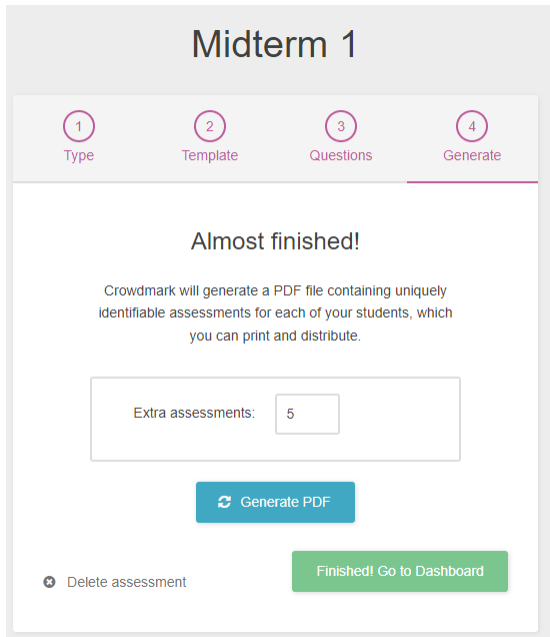
Bonus

[+ Add question](#)

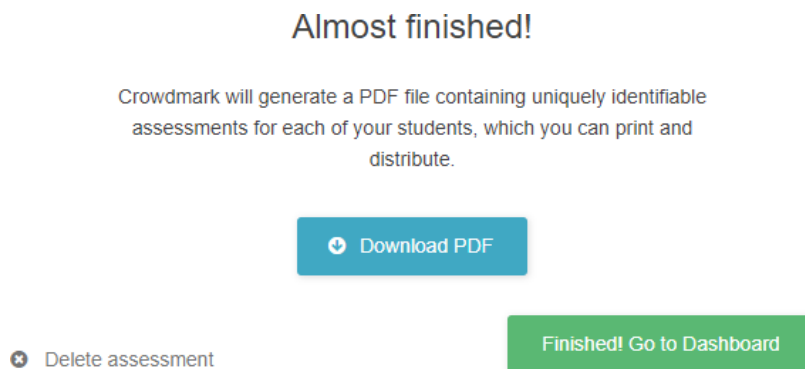
Click Save and continue once completed for all questions.

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)

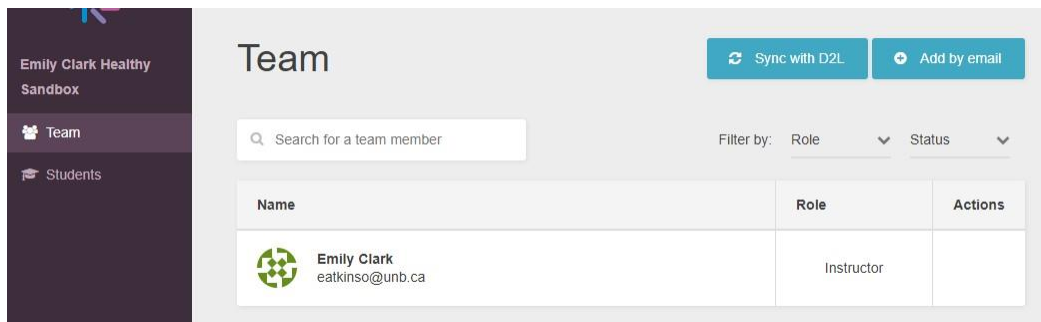


Click **Finished! Go to Dashboard**.


## 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



The screenshot displays the 'Team' management page in Crowdmark. On the left is a dark sidebar with navigation options: 'Emily Clark Healthy Sandbox', 'Team' (selected), and 'Students'. The main content area has a light gray background. At the top right are two buttons: 'Sync with D2L' and 'Add by email'. Below these is a search bar labeled 'Search for a team member' and filter dropdowns for 'Role' and 'Status'. A table lists team members with columns for 'Name', 'Role', and 'Actions'. One member is listed: Emily Clark (eatkinso@unb.ca) with the role of 'Instructor'.

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.

**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 there 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 1700-2200pixels

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**.

The screenshot shows the 'Midterm 1' interface. On the left is the 'Grading' panel with an 'Overview grid' button. Below the heading, it says 'Click on a question below to start grading. Once grading has begun, progress and timing information for each question will appear.' A pink notification box contains the text: 'Don't forget to fill out the multiple choice answer key on the Questions page.' Below this are four question cards: Q1, Q2, Q3, and MC p1, each with the text 'No responses have been uploaded for this question.' On the right is the 'Administration' panel with several buttons: 'Download printable PDF', 'Upload booklets' (highlighted with a red underline), 'Match booklets', 'Match with Exam Matcher app', 'Manage comment library', 'Lock assessment', and 'Delete assessment'.

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

The screenshot shows the 'Upload completed booklets' interface. On the left is a dashed box containing the text 'Drop your PDF or JPG files here' and a button labeled 'or click here to browse'. On the right are five summary boxes: '6 Pages completed', '2 Complete booklets', '0 Pages pending', '0 Incomplete booklets', and '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

[Overview grid](#)

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.**

**Q1**  
*No responses have been uploaded for this question.*

**Q2**  
*No responses have been uploaded for this question.*

### Click **Answer key**

## Questions

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

Q1	10 points
Q2	10 points
MC p1	<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.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

### Instructions:

Please completely fill in the rectangle associated with your response. Example:  A  B  C  D  E



	A	B	C	D	E		A	B	C	D	E		A	B	C	D	E		A	B	C	D	E
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	77	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	78	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	79	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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.


**Q1**  
50% graded (1 left)  
  
 00:08 at 22 eph


**Q2**  
50% graded (1 left)  
  
 00:03 at 16 eph


**Q3**  
50% graded (1 left)  
  
 00:02 at 27 eph

## Example Grading Page


The image shows a digital grading interface. On the left, a vertical toolbar contains icons for chat, drawing, checkmarks, highlighter, eraser, and a comments library. The main area displays a student's handwritten solution to a problem: "1. 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)". The student has drawn a right-angled triangle with legs of length 12 and 16, and a hypotenuse of length 20. Below the drawing, the student has written the following steps:  $a^2 + b^2 = c^2$ ,  $12^2 + 16^2 = c^2$ ,  $144 + 256 = c^2$ ,  $\sqrt{400} = \sqrt{c^2}$ , and  $20 = c$ . On the right, a dark-themed keypad is visible, showing the number 10, a "Not graded" status, a numeric keypad, and a "Tag" button. At the bottom right, the name "Emily Clark (new)" is displayed.

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.

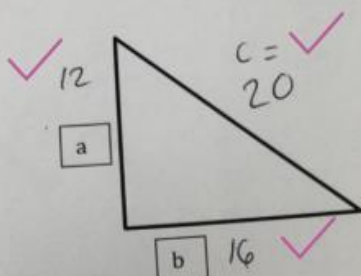
Click  to delete any markups you've added. Student work will not be deleted.

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 drawing. (10 pts)  
Where  $a=12$ ,  $b=16$ . Show your work and draw the triangle to get full marks. (10 pts)

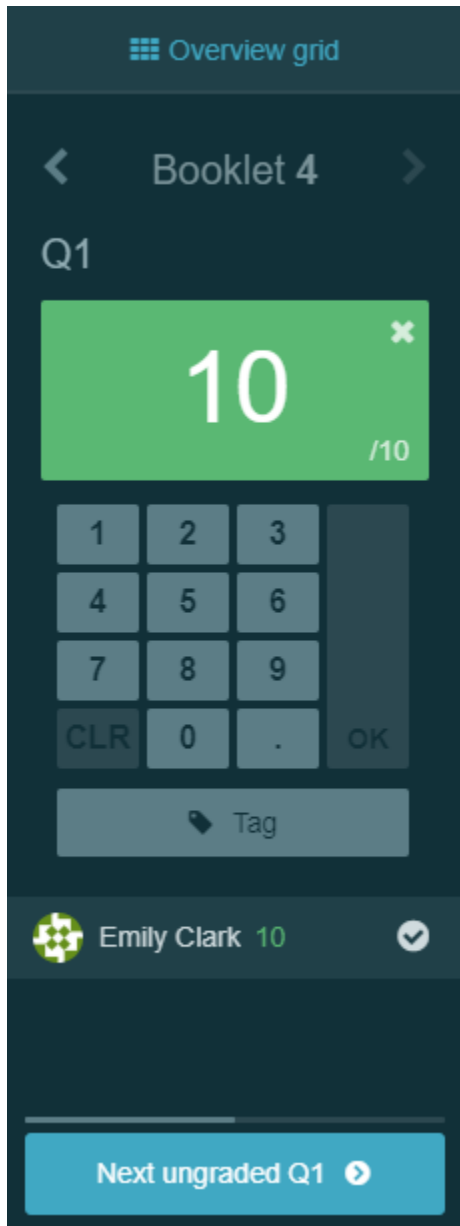


Great job and you showed all your work.

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

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

### 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
- `r` — Rotate pages clockwise
- `shift` + `r` — Rotate pages counterclockwise

### 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

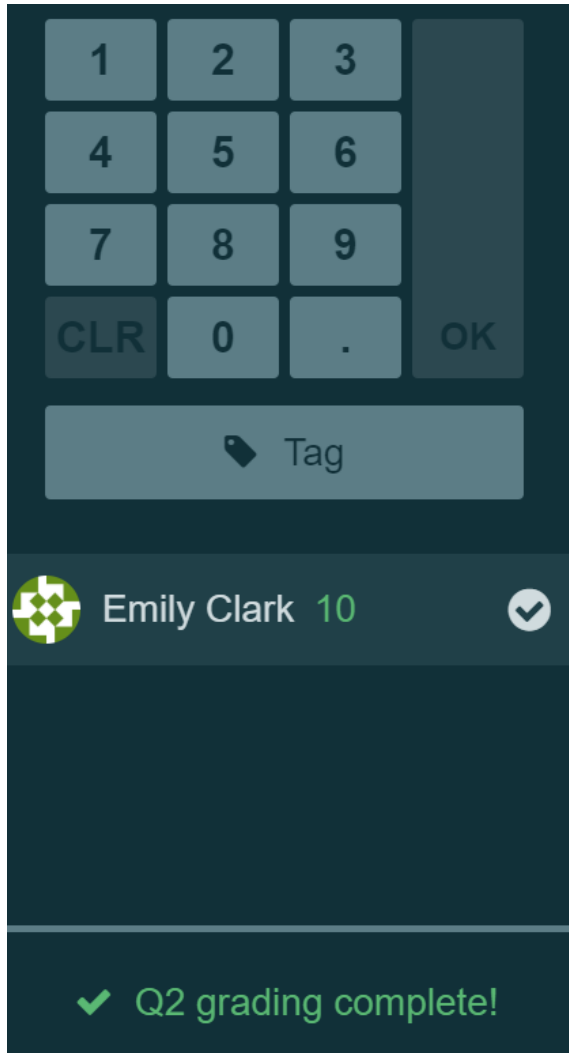
### Commenting

- `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.

**Q1**  
✓ Grading complete!  
00:15 at 15 eph

**Q2**  
✓ Grading complete!  
00:05 at 21 eph

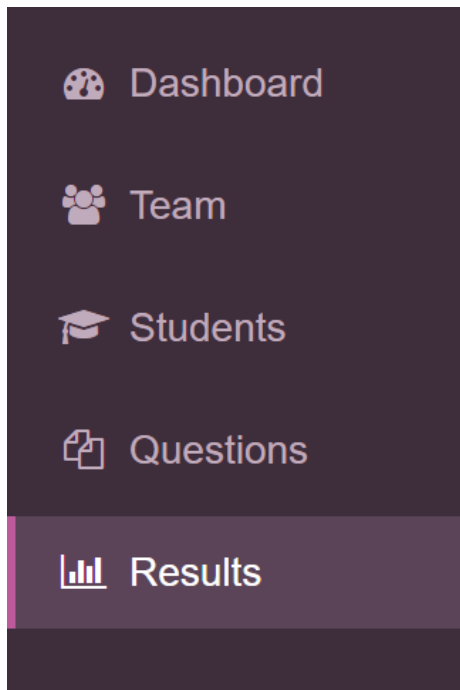
**Q3**  
✓ Grading complete!

Notice each student has a grade for each question.

## Overview grid

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

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

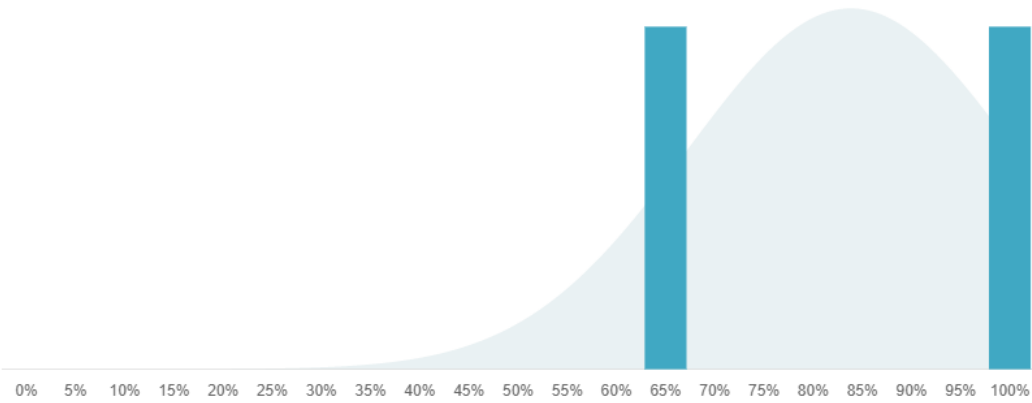
 Export grades as CSV

 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**

✕

## Student view settings

Assessment summary message [Edit](#) [Preview](#)

Enter message for your students (optional)

[Attach files](#) [Formatting tips](#) ⓘ

Include *Distribution of scores graph*

Cancel Save

Click **Send grades to students**

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

### Send and export grades

✈ Send grades to students

↓ Export grades as CSV

↓ Export grades to D2L

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.