

## Grade Reports: Report 301 - Student Grade Report

The Student Grade Report provides a detailed grade report for each student included in the grade operation. You may print these reports and give them to your students, parents or other stakeholders. The report provides a summary of the students' answers and grade information from the test. If a benchmark score was defined using the Grade Wizard, you may include a bar chart depicting the student's score along with the benchmark. If learning objectives were defined using the Grade Wizard, you will see scores for each learning objective in addition to the overall test. Incorrect responses are highlighted in yellow. If subjective questions are included, they are highlighted in orange whenever full credit is not awarded. If extra credit questions are included, they are highlighted in blue. The colors can be customized in the report's properties (Tools|Report Properties). If the forms were scanned with an OMR/Image scanner and you captured form images during scanning, images of the students' tests appear with each report.

You can customize the report header to include the following class information on each student report: highest score, lowest score, median score, mean score, number of tests graded (Tools|Report Properties|Header Layout). The following options can be included in the reports:

Option	Meaning
Student	Displays information to identify the student. If questions are set as Analysis Respondent IDs in the form template or Grade Wizard, the information appears here (e.g., Name, ID Number, etc.). If there is no Analysis Respondent ID, the grade reports reflect a sequential number.
Grade	Displays the student's letter grade.
Scaled Score	Displays the scaled score, if a scaled score was set up in the Grade Wizard or in the Remark Quick Stats Preferences.
Total Score	Displays the total raw score (includes objective score, subjective score and extra credit).
Percent Score	Displays the corresponding percent score (includes objective score, subjective score and extra credit).
Bar Chart	Displays a bar chart of the student's score as compared to the established benchmark, if one was defined.
Benchmark	Displays the benchmark score for the test, if one was defined in the Grade Wizard or in the Remark Quick Stats Preferences.
Question	Displays the question name for each question that was graded.
Response	Displays the response that the student chose for each question. If a response is incorrect, it is highlighted in yellow. You may select whether you want to show the correct response for any responses that are incorrect (you may set this property as well as the incorrect response color under Tools Report Properties).
Correct Answer	Displays the correct answer for any question that is incorrect (optional).

The following table summarizes the Student Grade Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Display Legend	Sets whether to show the report's legend. The legend explains what the colors on the report

		mean and is visible at the top of the report when set to show.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	Repeat Header	Sets whether to put the report title on every report page or the first page only.
	<a href="#">Header Layout</a>	Sets a custom header layout where you can insert text, statistics and graphics.
	Display Custom Header	Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it.
	Display Filter	Sets whether to display the criteria used to filter the report, if you have applied a filter.
Report Format	Sort Students	Sets whether to sort the students by: Respondent ID, Percent Score, Total Score, Percentile or Grade.
	Sort Order	Sets whether to sort the students (based on criteria above) in ascending or descending order.
	Page Break	Sets whether to insert a page break after each student grade report.
	<a href="#">Value Bar Layout</a>	Sets the look of the Value Bar, which is the bar chart that tracks frequency percentages.
	Display Grade	Sets whether to display the students' grade on the report.
	Display Scaled Score	Sets whether to display the students' scaled score, if one was set up using the Grade Wizard or in the Remark Quick Stats Preferences.
	Display Total Score	Sets whether to display the students' total score on the report.
	Display Percent Score	Sets whether to display the students' percent score on the report.
	Display Benchmark	Sets whether to display the benchmark score for the test if one was set up in the Grade Wizard or Remark Quick Stats Preferences.
	Display Learning Objectives	Sets whether to display the score obtained for each learning objective defined in the Grade Wizard.
	Row Shading	Sets whether to shade every other row in the chart.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Font	Sets the font type used in the report.
	Data Font Size	Sets of the size of the font used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Image Format (This section applies when using an OMR/Image scanner only.)	Quality	Sets the quality of the images displayed for each student's test: Low, Medium or High. Note that displaying in high quality may add significantly to the amount of time it takes to run the report.

	Image Orientation	Sets the orientation of the test images that are displayed on the report. This property applies to Remark Classic OMR generated reports only.
	Display Page Images	Sets whether to display images of each student's test on the report: None or All. You may also type a value here to represent how many images you want displayed (applies to a multi-page test only).
	Display Columns	Sets the number of columns in which to display the images of each student's test. The more columns you have, the smaller the test images are displayed.
	Page Break Before Images	Sets whether to insert a page break before the image portion of each student's report.
	Image Width	Sets the image width relative to the size of the report. A smaller percentage shrinks the image and a larger percentage enlarges the image. (Note: Printed images are typically better quality than what you see within the software.)
Item Format	Display Correct Answers	Sets whether to display the correct answer for any question that is marked as incorrect.
	Display Responses	Sets whether to display the student's responses on the report.
	Incorrect Item Text Color	Sets the text color for responses that are incorrect. You may use this feature to help the incorrect responses stand out on the report.
	Incorrect Item Highlight Color	Sets the highlight color for the responses that are incorrect. Highlighting the incorrect responses helps the student easily identify which questions are incorrect.
	Subjective Item Highlight Color	Sets the highlight color for the subjective answer points when the maximum point value is not achieved (e.g., a student earns 15 out of 20 points). If you do not want partial credit responses to be highlighted, choose white for the highlight color.
	Extra Credit Item Text Color	Sets the text color for responses that are designated as extra credit. You may use this feature to help the extra credit responses stand out on the report.
	Extra Credit Item Highlight Color	Sets the highlight color for the responses that are designated as extra credit. Highlighting the extra credit responses helps to easily identify which questions are extra credit.
	Show Questions	Sets which question types to display: All, Correct only or Incorrect only.
	Display Columns	Sets the number of columns in which to display the responses. The more columns you have, the less that fits across a page.
Report Footer	Left	Sets the footer text at the bottom left of the report.
	Center	Sets the footer text at the bottom center of the report.
	Right	Sets the footer text at the bottom right of the report.
Report Behavior	Display Prompt	When this property is set to Show, the Respondent Selection window appears so that you can select which students you want included in the report. If this property is set to Hide, all students listed in the data set being graded are included in the report. This report is memory

intensive, particularly if showing the images, so you may wish to run it in batches using this property if you have a large number of students.

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### To run the Student Grade Report

- 1 In the Remark Quick Stats Task Pane, select the link for **Student Grade Report**.

If you have the **Display Prompt** setting on **Show**, the **Respondent Select** window appears. If the **Display Prompt** setting is on **Hide**, you simply see the report.

- 2 [Optional] In the **Respondent Selection** window, select the student(s) you wish to include in the report. The **Respondent Selection** window appears if you have the **Display Prompt** property set to **Show** in the report properties (Tools|Report Properties). Double click students or use the **Add** button , to move the students to the selected window.

**Note:** You may select multiple students by holding down the **Ctrl** key and clicking the students or you may choose a range of students by selecting the first student, then holding down the **Shift** key and selecting the last student.

- 3 [Optional] Click the **OK** button to run the report. A grade report appears for each selected student.

**Tip:** If you are displaying the test images with the Student Grade Report, they look better when printed than they look on the screen. For better image quality, you can change the **Image Quality** property in the report properties (Tools|Report Properties). Note that the report may take longer to run if you use a high image quality.

## Grade Reports: Report 207 - Test Item Statistics Report

The Test Item Statistics report displays descriptive statistics for each question on the test. The following table summarizes these statistics:

Statistic	Description
Question	Displays the question text (if defined) or question name if no question text was defined for the question in the template or the Grade Wizard. You may also choose to auto number the items sequentially or display the item number of the question from the test.
Points	Displays the number of correct points assigned to the question.
Graded	Displays the number of tests where this question was graded.
Correct	Displays the number of students who answered the question correctly
Incorrect	Displays the number of students who answered the question incorrectly.
No Response	Displays the number of students who left the question unanswered (blank).
Point Biserial	A measurement of the discrimination of an item. It indicates the relationship between a response for a given item and the overall test score of the respondent. The point biserial tells you if a question was a good discriminator between the better students and the poorer students. Point biserial ranges from -1 to 1. A positive value indicates that the students who did well on the test answered the question correctly. <b>NOTE:</b> Point biserial is not available when using Standard multiple answer keys.
Benchmark	Displays the target benchmark score for each question, if one was entered in the Grade Wizard or Remark Quick Stats Preferences.
Percent Correct	Displays the percentage of students who answered the question correctly.
Benchmark Difference	If a benchmark score was defined in the Grade Wizard or Remark Quick Stats Preferences, the Benchmark Difference displays the difference between the student's score and the established benchmark, as well as a bar chart showing the relationship between the defined benchmark and the student's score. The vertical blue line depicts the benchmark. If students' bar charts are green, they have scored higher than the benchmark. If students' bar charts are red, they have scored lower than the benchmark. The bar charts can be customized in the report's properties (Tools Report Properties).

The following table summarizes the Test Item Statistics Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	Repeat Header	Sets whether to put the report title on every report page or the first page only.
	<a href="#">Header Layout</a>	Sets a custom header layout where you can insert text, statistics and graphics.
	Display Custom Header	Sets whether to display the custom header you have defined. This setting allows you to define a

		custom header yet choose not to display it without having to completely remove it.
	Display Filter	Sets whether to display the criteria used to filter the report, if you have applied a filter.
Report Format	Sort Questions	Sets whether to sort the questions by: Question Name, P-Value or Point Biserial.
	Sort Order	Sets whether to sort the questions (based on criteria above) in ascending or descending order.
	<a href="#">Value Bar Layout</a>	Sets the look of the Value Bar, which is the bar chart that tracks frequency percentages.
	Display Correct Points	Sets whether to display the Points column of the report. The Points column represents the possible points earned when the question is answered correctly.
	Display Number Graded	Sets whether to display the Graded column of the report. The Graded column represents the number of graded questions on the test.
	Display Number Correct	Sets whether to display the Correct column of the report. The Correct column represents the number of students who answered the question correctly on the test.
	Display Number Incorrect	Sets whether to display the Incorrect column of the report. The Incorrect column represents the number of students who answered the question incorrectly on the test.
	Display Number Missing	Sets whether to display the No Response column of the report. The No Response column represents the number of students who answered did not answer the question on the test.
	Display Point Biserial	Sets whether to display the Point Biserial column of the report.
	Display Benchmark	Sets whether to display the Benchmark column of the report.
	Display Percent Correct	Sets whether to display the Percent Correct column of the report.
	Display Benchmark Difference	Sets whether to display the Benchmark Difference column of the report.
	Row Shading	Sets whether to shade every other row in the chart.
	Item Label	Sets what to display in the Question column to identify each question listed on the report: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the test).
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer	Left	Sets the footer text at the bottom left of the report.
	Center	Sets the footer text at the bottom center of the

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Right	report. Sets the footer text at the bottom right of the report.
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## Grade Reports: Report 103 - Class Frequency Distribution Report

The Class Frequency Distribution report displays the breakdown of scores for an entire class. It also shows the mean score, the defined target benchmark and the benchmark difference, if applicable. If you have defined learning objectives in the Grade Wizard, a breakdown of scores on each learning objective is also displayed.

The table across the top of the report shows the **Grades** along with their corresponding **Percent Scores** and **Raw Scores**, and the **Frequency** of each grade. The **Percent** column shows the percentage of time that grade appears for the group of scores. The chart shows the **Grade** across the X-axis (bottom) and the **Frequency** of that grade along the Y-axis (left side).

The following table summarizes the Class Frequency Distribution Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	Repeat Header	Sets whether to put the report title on every report page or the first page only.
	<a href="#">Header Layout</a>	Sets a custom header layout where you can insert text, statistics and graphics.
	Display Custom Header	Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it.
	Display Filter	Sets whether to display the criteria used to filter the report, if you have applied a filter.
Report Graph	Graph Size	Sets the size of the graph displayed on the report: Small, Medium or Large.
	Display Graph	Sets whether to display a graph of the frequency information.
	Reverse Graph	Sets whether to display the graph with the grade scale reversed. For example, if the grade scale is A, B, C, D, F, when Reverse Graph is on, the graph would display the order of F, D, C, B, A.
	Graph Properties	Sets the graph properties, including type of graph, titles, colors, fonts, etc. (See Chapter 4 Preferences and Properties for further details.)
Report Format	<a href="#">Value Bar Layout</a>	Sets the look of the Value Bar, which is the bar chart that tracks benchmark performance.
	Objective Page Break	Sets whether to place a page break after the information for each learning objective is displayed.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Display Table	Sets whether to display the table containing the

		grade scale, scores, frequencies and percents. When the table is off, only the graph, mean and benchmark information displays.
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Footer	Left	Sets the footer text at the bottom left of the report.
	Center	Sets the footer text at the bottom center of the report.
	Right	Sets the footer text at the bottom right of the report.

## Grade Reports: Report 203 - Item Analysis Graph Report

The Item Analysis Graph Report contains similar graphs to those displayed in the Detailed Item Analysis and limited information pertaining to each graph. This report is a simplified version of the Detailed Item Analysis and provides a good way to view or export just the graph information. You may optionally show the Responses and Frequency Percents that are used to generate the graphs. The corresponding data for each graph can be shown or hidden by adjusting the report properties (Tools|Report Properties). You can also control how many graphs are displayed per page, as well as customize the graphs in the report properties. The following table summarizes the Item Analysis Graph Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	Repeat Header	Sets whether to put the report title on every report page or the first page only.
	<a href="#">Header Layout</a>	Sets a custom header layout where you can insert text, statistics and graphics.
	Display Custom Header	Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it.
Report Format	Display Filter	Sets whether to display the criteria used to filter the report, if you have applied a filter.
	Long Responses	Sets whether to wrap or truncate (cut off) long responses (answer choices).
	Sort Responses	Sets whether to sort the responses (answer choices) by frequency on a per question basis. If the responses are sorted, you can quickly see the most and least popular responses chosen.
	Display Answer Items	Sets whether to display charts with the answer item information to the right of each graph.
	Display Columns	Sets the number of columns in which to display the graphs. Two columns are recommended when you are also displaying the answer items. If you are not displaying answer items, you may be able to fit more columns on a page.
	Graph Header	Sets whether to show a header over each graph, which can consist of: Auto Number, Question Name, Question Text or Item Number. Note that if using long question text, the report extends to more pages in order to accommodate all of the text.
	Row Shading	Sets whether to shade every other row in the chart.
	Page Size	Sets the page size to A4, US Letter or US Legal.
Orientation	Sets the overall report orientation: Landscape or Portrait.	
Data Font Size	Sets of the size of the font used in the report.	
Font	Sets the font type used in the report.	
Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).	

	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Report Graph	Graph Properties	Sets the graph properties, including type of graph, titles, colors, fonts, etc. (See Chapter 4 Preferences and Properties for further details.)
NA Format Options	Italicize NA	Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template.
	NA Color	Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template.
Report Footer	Left	Sets the footer text at the bottom left of the report.
	Center	Sets the footer text at the bottom center of the report.
	Right	Sets the footer text at the bottom right of the report.

## Grade Reports: Report 204 - Condensed Item Analysis Report

The Condensed Item Analysis report displays the same information from the Detailed Item Analysis report but in a condensed fashion. The question text (or question name if no question text was defined) is displayed at the top of each table. A bar chart is displayed to the right of the table containing the statistics. The bar chart displays the correct response(s) in green and the incorrect response(s) in red. If an incorrect response is chosen more than the correct response(s), its bar chart is yellow. The following options are available:

<b>Statistic</b>	<b>Meaning</b>
Question	Displays the question text (or question name if no question text was defined) as defined in the form template or Grade Wizard.
Response	Displays the labels (answer choices) designated in the question's properties.
Frequency	Displays the number of times a particular answer choice was chosen by students for this particular question (e.g., the number of times the answer choice appears in the data set).
Percent	Displays the corresponding percentage of the total.
Bar Chart	Displays a bar chart of the frequency. The correct responses' bar chart is green and the incorrect responses' bar chart is red.
Missing	If there are missing values in your data set the total and corresponding percent are displayed for each question. Displaying missing values is controlled in the Remark Quick Stats Preferences (Tools Preferences).

The following table summarizes the Condensed Item Analysis Report Properties (accessible by clicking Tools|Report Properties):

<b>Report Section</b>	<b>Report Property</b>	<b>Description</b>
Report Header	Display Legend	Sets whether to show the report's legend. The legend explains what the colors on the report mean and is visible at the top of the report when set to show.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	Repeat Header	Sets whether to put the report title on every report page or the first page only.
	<a href="#">Header Layout</a>	Sets a custom header layout where you can insert text, statistics and graphics.
	Display Custom Header	Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it.
	Display Filter	Sets whether to display the criteria used to filter the report, if you have applied a filter.
Report Format	<a href="#">Value Bar Layout</a>	Sets the look of the Value Bar, which is the bar chart that tracks frequency percentages.
	Table Header	Sets what to display above each table to identify it: Auto Number (sequential numbers), Question Name, Question Text, Item Number (item number as it appears in the order of the test).
	Page Size	Sets the page size to A4, US Letter or US Legal.

	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Display Frequency	Sets whether to display the frequency column on the report.
	Display Mean	Sets whether to display the question mean on the report. This setting applies to survey operations only.
	Long Responses	Sets whether to wrap or truncate (cut off) long responses (answer choices).
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
NA Format Options	Italicize NA	Sets whether to italicize the NA (not applicable) answer choices reported. NA answer choices are set up in the form template.
	NA Color	Sets the color for the NA (not applicable) answer choices. NA answer choices are set up in the form template.
	NA Bar Color	Sets the color for the NA bar chart of the frequency. NA answer choices are set up in the form template.
Report Footer	Left	Sets the footer text at the bottom left of the report.
	Center	Sets the footer text at the bottom center of the report.
	Right	Sets the footer text at the bottom right of the report.

## Grade Reports: Report 102 - Comparative Grade Report

The Comparative Grade Report allows you to see test scores broken down by specific criteria. You can select questions from the data on which to base the report. For example, this report is especially useful for comparing demographic groups. If your students mark a category such as ethnicity on their test answer sheet, you can view the data by ethnic group. The following options are available for the Comparative Grade Report:

Option	Description
Legend	Displays the criteria used to generate the report.
Benchmark	Displays the target benchmark score, if one was entered in the Grade Wizard or Remark Quick Stats Preferences.
Report Criteria	Displays the questions selected to generate the report. Taking the report down to the student level is optional (check this setting under Tools Report Properties).
Students	Displays the number of students that fall into each selected category.
Grade	Displays the grade achieved at each level of the report (e.g., for each question that was selected to generate the report).
Scaled Score	Displays the scaled score achieved at each level of the report, if applicable.
Percent	Displays the percent score achieved at each level of the report (e.g., for each question that was selected to generate the report).
Benchmark Difference	Displays the difference between the defined benchmark and the score achieved by the students in the selected category.

The following table summarizes the Comparative Grade Report Properties (accessible by clicking Tools|Report Properties):

Report Section	Report Property	Description
Report Header	Display Legend	Sets whether to display the report legend at the top of each page. The legend shows the criteria that were used to generate the report.
	Custom Report Title	Sets the title of the report.
	Title Text Color	Sets the color of the title text.
	Repeat Header	Sets whether to put the report title on every report page or the first page only.
	<a href="#">Header Layout</a>	Sets a custom header layout where you can insert text, statistics and graphics.
	Display Custom Header	Sets whether to display the custom header you have defined. This setting allows you to define a custom header yet choose not to display it without having to completely remove it.
Report Format	Display Filter	Sets whether to display the criteria used to filter the report, if you have applied a filter.
	<a href="#">Value Bar Layout</a>	Sets the look of the Value Bar, which is the bar chart that tracks student grade percentages.
	Display Group Labels	Sets whether to display the group label for each criterion selected on the report. The Group Label appears above each criterion and helps explain what is being displayed. You typically want to display either the Legend or the Group Labels.

	Background Color	Sets the color to be used in the background of each table on the report.
	Row Borders	Sets whether to display borders around each row of information.
	Display Students	Sets whether to display the actual student identifiers of those that fall into each selected category.
	Page Size	Sets the page size to A4, US Letter or US Legal.
	Orientation	Sets the overall report orientation: Landscape or Portrait.
	Header Font Size	Sets the font size used in the header row section of the table within the report (Students, Grade, Percent, etc.).
	Data Font Size	Sets of the size of the font used in the report.
	Font	Sets the font type used in the report.
	Decimal Places	Sets the number of decimal places to display for the statistics in the report (maximum of two decimal places).
	Report Color	Sets the overall report color. This color affects the header title, lines and borders used in the report.
Group Color Code	Student Color	Sets the text color for the students listed on the report (if applicable).
	Objectives Color	Sets the text color for the learning objectives listed on the report (if applicable).
	Group 3 Color	Sets the text color for the third group of criteria listed on the report.
	Group 2 Color	Sets the text color for the second group of criteria listed on the report
	Group 1 Color	Sets the text color for the first group of criteria listed on the report.
Summary Information	Display Respondents	Sets whether to display the Students column of the report, which shows the number of students falling into each category.
	Display Grade	Sets whether to display the Grade column of the report.
	Display Scaled Score	Sets whether to display the Scaled Score column of the report, if a scaled score was set up in the Grade Wizard or as a default scaled score in the Remark Quick Stats Preferences.
	Display Percent	Sets whether to display the Percent column of the report.
	Display Benchmark Difference	Sets whether to display the Benchmark Difference column of the report, if benchmarks were applied using the Grade Wizard or Remark Quick Stats Preferences.
Report Footer	Left	Sets the footer text at the bottom left of the report.
	Center	Sets the footer text at the bottom center of the report.
	Right	Sets the footer text at the bottom right of the report.

### To run a Comparative Grade Report

- 1 In the Remark Quick Stats Task Pane, select the link for **102 - Comparative Grade Report**.
- 2 In the **Group Selection** window, select up to three question(s) you wish to include in the

report. Double click questions or use the **Add** button , to move the questions to the selected window.

**Note:** You may select multiple questions by holding down the **Ctrl** key and clicking the questions or you may choose a range of questions by selecting the first question, then holding down the **Shift** key and selecting the last question.

- 3 Click the **OK** button to run the report.