Course Evaluations Using Remark Office OMR

Before you get started

In the beginning, you will have to create a form. Remark Office OMR will ask you to scan this form in once and tell it where to look for the bubbles or checkmarks or whatever is on your form. The result is called a template.

It is imperative that the form you scan to create this template is EXACTLY like the forms you actually hand to people to fill in later on. Even very slight differences that arise in the photocopying process will cause the completed evaluations to be unreadable by Remark Office OMR, so you should in fact proceed as follows:

(1) **Print a copy of the course evaluation form from the relevant PDF: Lecturer_blank_evaluation_form.pdf or TA_blank_evaluation_form.pdf.**
(2) **Make the desired number of copies plus one extra.**
(3) **Throw away the original printed version of the form.**
(4) **Use the extra copy to create the template in Remark Office OMR.**

If you skip step 3 and use it to create your template, there will be slight differences between the original and the copies which result in Remark Office OMR returning ERROR for every scanned evaluation form.

Create a template

1. Open Remark Office OMR.
2. On the left side of the screen is a window titled **Getting Started**. Select the third item, **New Form Template**.
3. A new window will open called New Form Template Properties.
   a. Under **Forum Template Properties**, type **Lecturer_Evaluation_Template** or **TA_Evaluation_Template** (depending on which type of evaluation you are doing).
   b. Under **Page Size**, choose **A4**.
   c. Under **Orientation**, choose **Portrait**.

       d. Click **Next** in the bottom-right corner.

4. A new window will open called **Create Page Elements**.

5. Under **Select Method to Use for Image Acquisition**, choose **Read from Scanner**. As tempted as you may be, do NOT select *Read from image files* and choose the blank PDF evaluation form. The items on the PDF template and any Xeroxed copies will not match up, and Remark will not be able to read the responses from completed evaluation forms.

6. Place the blank template in the scanner. The template should be facing down (so you see the back of the form), and the bottom of the page should be hanging off the back of the scanner.

7. Click on the button **Acquire Images from Scanner**.

8. The template will be scanned and then displayed on the left side of the window.

9. Click OK in the bottom right corner.

10. A new window will open with a larger version of the template on the right side of the screen. We need to define the areas for Remark Office OMR to pay attention to.

11. In the top left corner, you will see a box that looks similar to the layout of zTree. The only entry for now is Page 1. Click on **Page 1**.

       a. On the toolbar, you should see four puzzle pieces in different colors with text beside each one. From left-to-right, you should see green (OMR), blue(Image), orange(Barcode), and purple (OCR).

12. Click on the **green puzzle piece labeled OMR**. If you have the cursor on the left side of the screen, it will look like Remark is trying to load something and taking forever. Move the cursor over to the right side, on top of the image of the template. The cursor should now be a large + (plus sign).

13. Position the cursor in the empty space above the top-left corner of the bubbles.

14. Hold down the left mouse button, drag the cursor to the bottom-right corner of all the bubbles, and release the mouse button. There should now be a large green box around all of the bubbles.

15. A new window opens called **Properties – OMR Region [New].**

       a. In the **Region Definition** box at the top middle of the window:

             i. **Region name** should be **evaluation**.

             ii. **OMR type** should be **Multiple**

             iii. **Data type** should be **Textual**

       b. In the **Region Layout** box at the top right of the window:

             i. **Region orientation** should be **Row**

             ii. **Columns** in the region should be **5**

             iii. **Rows** in the region should be **14** for the TA evaluation template and **13** for the Lecturer evaluation template.

       c. In the **Possible Responses** box in the middle of the screen:

             i. **Possible label scales** should be set to Strongly **Disagree to Strongly Agree** (which you can select from the drop-down menu in the box).

             ii. On the left side of the window, you should see a box labeled **Properties** with several options. Click on **Question Text and Names**.

1. The right side of the window should now have a 14x2 (TA evaluation) or 13x2 (Lecturer evaluation) table.
2. Copy and paste the information from the relevant table (TA or Lecturer) at the end of this document into the table on the screen. You can highlight the entire table below, copy the table, and paste it directly into Remark Office OMR.
   a. You can, of course, copy and paste each cell, but this is not necessary.
3. When finished, click OK.

16. The window should now disappear, and you see the screen with the template on the right again, and the bubbles should still be in a green rectangle.
17. In the toolbar, click on the **blue puzzle piece labeled Image**. If you have the cursor on the left side of the screen, it will look like Remark is trying to load something and taking forever. Move the cursor over to the right side, on top of the image of the template. The cursor should now be a large + (plus sign).
18. Position the cursor in the empty space above the top-left corner of the box at the bottom of the page containing the text *Other comments (eg. How can we improve the course)*.
19. Hold down the left mouse button, drag the cursor to the bottom-right corner of the box, and release the mouse button. There should now be a large blue box around the 'Other comments' box.
20. A new window opens called **Properties – Image Region [New].**
    a. In the **Region Definition** box at the top of the window:
        i. **Region name** should be **Other_comments**.
        ii. **Region type** should be **Image clip**.
        iii. You should place a checkmark beside the text **Attempt to detect the presence of handwriting in the region**.
    b. In the **Image Clip Options** box in the middle of the window
        i. Beside **Target directory**, click on the button with the three dots (…)
            1. Scroll to the bottom and click on the folder Course_Evaluations.
            2. Now, click **OK** in the bottom right corner. You should now be back in the Properties – Image Region [New] window.
        ii. **Begin names with** should be **other_comments**.
21. Click OK in the bottom right corner.
22. The template is now finished. Go to File -> Save As and save the file as **TA_template.omr** or **Lecturer_template.omr** in the **Course_Evaluations** folder.
23. Go to File -> Exit to leave the **New form template** process.

Use a template, read in evaluation forms, and produce summary reports

1. Open Remark Office OMR
2. On the left side of the screen is a window titled Getting Started. Select the first item, **Open form template**
3. Click on **Browse**
4. Go to the Course_Evaluations folder on the Desktop and choose the relevant template (TA or Lecturer).
5. The left side of the screen now says **Data Options**.
6. Click on the first option, **Read Wizard**.
7. A new window should open. Under **Select Method to Use for Data Collection**, select **Read from scanner** but do not click Next.
   a. To the right of **Read from scanner**, click **Scanner properties**.
   b. A new window will open.
      i. In the middle box, **Parameters**:
         1. **Color depth** should be **Grayscale**.
         2. Click **OK** in the bottom right corner. This window will close.
8. You should be back in the window with **Select Method to Use for Data Collection**. Now, click **Next** in the bottom right corner.
9. For **Image target directory**, click on the button with three dots (…)
   a. Scroll to the bottom and click on the folder Course_Evaluations but do NOT click OK yet.
   b. In the top right corner, you should see several folder icons. Click on the New Folder icon (it should be second from the right).
   c. Give this folder the name of your course from OLAT, including the semester (eg. IEW410_HS10).
   d. Place the stack of evaluation forms in the scanner. The forms should be facing down (so you see the back of the forms), and the bottom of the page should be hanging off the back of the scanner.
   e. Click **Read** in the bottom right corner. All of the forms should now be scanned automatically.
10. On the left side of the screen, there should now be three tabs at the top: **Templates**, **Data**, and **Analysis**. Click on **Analysis**.
11. Select the third option, **Easy Survey**.
12. Now, choose the first option, **Display Reports**.
13. You will now choose two of the options.
    a. First, select **204 – Condensed Item Analysis Report**.
       i. On the toolbar, choose **Export Report**.
       ii. A new window pops up. Make sure Export format is PDF and then click Export in the bottom right corner.
       iii. Save the report as **Condensed_Evaluation** in the folder you created for your course under Desktop -> Course_Evaluations -> [your course].

      b.   Now, select **401 – Response Report By Item**
- i. There should only be one item, so click the **>>** in the middle of the screen. The item should move from the left column to the right column.
- ii. Click **OK**.
- iii. Save the report as **Other_Comments** in the folder you created for your course under Desktop -> Course_Evaluations -> [your course].

14. Go to File -> Exit.
15. Got to File -> Exit again. If prompted, save the data as **raw_data** in the same folder as above.

Put the evaluations on the 'groups' server

The computer is not connected to the department server. Therefore, you need to find another way to move your course evaluation to the server. Here are the two easiest ways:

1. Copy your folder to a USB flash drive. From your office computer, you can then paste the folder to

groups -> Fehr -> Teaching -> 03_Teaching Evaluation -> Evaluations

2. Right-click on your folder. Select **7-Zip** and then **Add to "[course folder name].zip"**. You can then email the .zip folder to yourself as an attachment. From your office computer, you can then download the .zip folder from your email and paste the folder to

groups -> Fehr -> Teaching -> 03_Teaching Evaluation -> Evaluations

For spring semester 2011 - Before logging off of the scanner computer, you should delete everything from the Course_Evaluations folder **EXCEPT Lecturer_template.omr**, **TA_template.omr**, and "**Course Evaluations Using Remark Office OMR.docx**". There will be several files in the folder beginning with **other_comments_** which you can ignore. These already appear in the document **Other_Comments.pdf** in your course folder. Be sure to empty the **Recycle Bin**.

For later semesters - Before logging off of the scanner computer, you should delete everything from the Course_Evaluations folder **EXCEPT "Course Evaluations Using Remark Office OMR.docx"**. There will be several files in the folder beginning with **other_comments_** which you can ignore. These already appear in the document **Other_Comments.pdf** in your course folder. Be sure to empty the **Recycle Bin**.

Other problems

You should be able to find the solution in the **Remark_Tutorials** folder, particularly Tutorial 2, which is on the groups server at

> **groups -> Fehr -> Teaching -> 03_Teaching Evaluation ->
> Documentation_Remark_Office_OMR -> Remark_Tutorials**

 Alternatively, or to learn about other capabilities of Remark Office OMR (such as using it for paper-and-pencil experiments or questionnaires), you can visit the Remark Office OMR website at http://www.gravic.com/remark/officeomr/.

Tables for 15.2.c in "Use a template, read in evaluation forms, and produce summary reports"

TA Table

In general, the TA session was interesting.	Interesting
The workload for the TA session was too high.	Workload
The TA session was too difficult.	Difficult
The pace of the course was too fast.	Fast
Administratively, the TA session was well organized (information, communication)	AdminOrg
Content-wise, the TA session was well organized (structure of the material)	ContentOrg
The TA session was well coordinated with the lecture.	Coordinate
The teaching assistant is competent	Competent
The teaching assistant is friendly and helpful to the students	Friendly
The teaching assistant conducts the TA sessions in a lively way	Lively
The teaching assistant is well-prepared	Prepared
The teaching assistant explains complex material in an easy way	Explanation
All in all, I am satisfied with this TA session.	SatisfiedCourse
All in all, I am satisfied with the teaching assistant (TA).	SatisfiedTA

Lecturer Table

In general, the lecture was interesting.	Interesting
The workload for the lecture was too high.	Workload
The lecture was too difficult.	Difficult
The pace of the course was too fast.	Fast
Administratively, the lecture was well organized (information, communication)	AdminOrg
Content-wise, the lecture was well organized (structure of the material)	ContentOrg
The lecturer is competent	Competent
The lecturer is friendly and helpful to the students	Friendly
The lecturer conducts the lectures in a lively way	Lively
The lecturer is well-prepared	Prepared
The lecturer explains complex material in an easy way	Explanation
All in all, I am satisfied with this lecture.	SatisfiedCourse
All in all, I am satisfied with the lecturer.	SatisfiedLecturer