

# How to Create a Crowdmark Final Exam in Odyssey

1. Create a Crowdmark account at <https://app.crowdmark.com/sign-in/waterloo>  
A Sign in With Learn button will show up, and you can log in with your Learn credentials.  
**You must use your 8 character maximum UWaterloo email address.** If you have a Crowdmark account under a different email address (eg. first.last@uwaterloo.ca), you will not be able to access any Crowdmark assessments created through Odyssey here. Please add the 8 character maximum version of your email as a secondary email in Crowdmark to have your accounts merged. You can do this by clicking on your profile icon in Crowdmark.
2. Prepare your assessment using Word, LaTeX etc and save as a pdf.
  - (a) On the cover page, leave 5 inches of blank space at the top and 0.5 inches at the bottom. The top section will be stamped by Odyssey with the following: UWaterloo logo, a box for students to enter their Quest Login Userid and Student ID, title of course, term, date, time and duration of assessment, names of instructors, section numbers, permitted aids, special instructions. Note that this box will be automatically filled in with each student's information if assigned seating is used.
  - (b) For all remaining pages, leave 1.5 inches of blank space at the top (for Crowdmark QR codes) and 0.5 inches at the bottom (for page numbers).
  - (c) Crowdmark administered assessments now supports the grading of multiple questions per page.
3. Visit [odyssey.uwaterloo.ca](https://odyssey.uwaterloo.ca) and **click on Instructional Support**, then sign in with your UW Quest/Learn credentials.
4. Under **My Course Offerings**, find the current term (e.g. Winter 2018) and click on your course.
5. Under **My Assessments**, if your final exam is listed on the Registrar's Office exam schedule, it should already appear here. Click on the link for Final.  
  
Note: If this is your first assessment of the term using Odyssey, you will have to click on and fill out the final examination scheduling request form.
6. This will bring you to main page for your assessment at the top of the page highlighted in yellow and a **General Information** table that has been filled in with the information provided by the Registrar's Office. There are three main headings on the main page that require editing: Seating, Printing and Scanning. We recommend you enter your Scanning information first so that W Print can schedule staff in advance. Scroll down to this heading at the bottom of the page.

## Scanning

The information entered here will be sent to W Print regarding marking start time and exam drop-off/pick-up. **Scanning info must be filled out by the Registrar's office master deadline for your exam to have your requests accommodated.**

Click on the [Edit Scanning](#) link.

1. Be sure that Crowdmark is Enabled for your examination.
2. Enter the date and time you intend to begin marking. NEW! In addition to their exam period hours Monday – Friday 8:00am - 8:00pm, New Media will now be open for exam drop off on Saturdays between NOON and 8PM during the exam period.
3. If you would like a small number of exams uploaded earlier to verify marking schemes, tick the Request sample box.
4. In the Drop-off/Pick-up Time and Location, you should indicate where and when you will be dropping off or arranging for pick up of your exams in their original exam boxes. For location, enter either W Print (drop off before 8PM Monday through Saturday during exams) or Police Services (after 8PM). Alternatively, you may request courier pick up during regular office hours and should enter the requested time and on campus location here.
5. Optional: If you would like paper exams returned to you, fill out date and location. By default, W Print will arrange for secure storage for one year through Central Stores.
6. If you have additional information or questions regarding the scanning and uploading process, please contact Karen Ertel (kaertel@uwaterloo.ca) and Lisa Holden (lkholden@uwaterloo.ca).

Click on the the Submit! button to send information to W Print and return to the main page for your examination. Note that the Scanning table on the main page as been updated with your Scanning details. **Double check that next to Integration it says “Use Crowdmark”.**

## Seating

This section is where you will tell Odyssey which rooms you are using for your final so that the correct number of papers are printed for each room. You will also have the option to use Assigned Seating for your exam.

1. [Edit Seating](#) You have the option to change your default seating to Assigned. You may also tick the box to use tablet seats (if you have been assigned a room with tablet seats) and to seat students in every seat. The default setting is not use tablet seats and to use every other seat. Click Update! to return to the main page.
2. [Special Cases](#) You can view and/or add students writing with AccessAbility services here. You may also add students who may not yet be registered in the course or move candidates to a different sitting. **You should also add any students who you are aware of that will be writing your final to clear an INC from a previous term. Note that Odyssey does not automatically import the list of INC students.** Click on Select Extra Candidates. Enter the student ID and username for any of these students you wish to include.

3. **Rooms & Seats** Include the room information for your assessment according to the number of papers required in each room. This room information will be printed on the cover page of each assessment. The room information will also be available to students when they sign in at [odyssey.uwaterloo.ca](http://odyssey.uwaterloo.ca). Printing of assessments will be organized by room. Note that Odyssey will not book rooms for you. Only add rooms that have already been booked for your assessment.
  - (a) You will add one building at a time under Add Rooms in. Choose the building and click Add!
  - (b) This brings you to a new Add Room page. Check off the box for each of the designated rooms in the selected building. When you are finished, click Add!
  - (c) Continue to add your designated rooms until there are enough seats for your students. (Note that any students writing with AAS will be added to rooms in a separate Sitting. You can view where they will be writing and add any last minute students and rooms as needed.)
  - (d) **Adding spares:** Click on the start time for each sitting and then on the Rooms heading, you will see Edit Spare Counts and Cram Limits. You may wish to adjust the current spare exam papers allocated per room by putting a number in the Edit Spare box. If you also want to reserve empty seats to accommodate any extra students who may show up to the room, click on the room and reserve enough seats to match the number of spares in this room.
  - (e) **Non-Assigned Seating:** Odyssey will automatically try to maximize the number of students writing in each room and will separate the print job by room and print the room number on the cover page. Double check that the number of seats in the Not Assigned column + Spares for each room is sufficient. Students registered with AAS will not be included in this count. (See note 4. below)
  - (f) **Assigned Seating:** If you selected assigned seating for your assessment, this information will be available here the Friday before the week of the assessment. The right side of the table with the heading Seats will have the Assigned column updated from 0. There will also be a link to a **Proctor Package** for you to download in the first column of this table. The package includes a student sign in sheet (arranged in order of seating) and a seating plan map of your assigned rooms. Note that seat A1 is in the front row at the far left when you are facing the front of the room, except for the PAC main gym, where A1 is the front row at the right. If a student writes on a paper that is not assigned to them, remember to unmatch this student from their prematched paper, and then match them to their written paper once the papers are uploaded to Crowdmark. You can also download and print a seating lookup list in case a student does not remember their seat location. You can find this Posting list under Document Downloads on the main page for your exam in Odyssey.
4. AccessAbility Services (AAS) will add any students to Odyssey that have requested accommodation through their office so these students are automatically set up in a separate sitting in Odyssey. Any assigned seating will take place after AAS has entered this information.

# Printing

This is the section where you will upload the master copy of your exam pdf, enter any permitted aids and special instructions.

1. Click on the [Edit Printing](#) link below the table.
  - (a) Select the Authorized Uploader (person who will upload the pdf master into Odyssey).
  - (b) Enter the number of versions of your assessment. There is the option to print multiple versions of your assessment by section or start time. You can specify your preference when you upload your masters in step 4e).
2. Click on [Edit Permitted Aids & Instructions](#). If there are specific materials that students will be allowed to bring into the examination, select each one from the drop-down menu under Aid and click Update!. Repeat this step if there are additional aids. If no aids are allowed, simply leave the drop down menu blank and click Update! This information (and any instructions you would like to include) will be printed on the cover page of your exam.
3. Click on the [Examination](#) link to return to the main page for your exam. Note that the Printing table has been updated with your Permitted Aids.
4. Click on [Upload Masters](#). This will bring you to a new page where you will upload the pdf of your assessment for printing.
  - (a) Set the plexing of Answers to double- or single-sided (see below for Questions/Reference). Note that single-sided is NOT recommended for Crowdmark assessments in case students write part of their answer on the back of the page, which will not be scanned.
  - (b) Upload PDF Answers master(s). These are the pages that will be QR coded for use in Crowdmark. Once uploaded, there will appear a link to a PDF showing the sample front page and footer and indicating where the Crowdmark QR code and other information will cover. You can edit your master pdf and re-upload as needed to fix any formatting errors. **Always download and review the stamped master PDF.** If the Crowdmark grey area is not present, then no space is reserved for the QR codes. Go back and check that you have checked the Crowdmark box in the Scanning section.
  - (c) (Optional) Upload PDF Reference sheet master and/or Questions. These sheets will be distributed to students for information but will not be graded. Note that they will not be QR coded for use in Crowdmark.
  - (d) (Optional) Add Crowdmark multiple choice pages: Here you can add 1-5 Crowdmark multiple choice pages, each of which can have up to 40 questions. These will be attached as the last page(s) of your assessment. These are simply the bubble sheets where the students record their answers. The actual questions can be part of your Answers file, or they can be separate by using Questions. Once you have uploaded your pdf and selected the number of pages, by clicking Download PDF you will see the pages labelled Crowdmark attached to the end of your pdf.

- (e) Versions: If you requested multiple versions of your assessment in step 1b), you will see a place to upload each version beside Answers (A), Answers (B), etc. If you scroll down this page, you will see the heading Versions and a link to Edit... This brings you to a page where you can allocate the multiple versions based on class section OR by start time. You can select the version (A, B, etc) that you would like to correspond to each section or start time. You may even create your own divisions by clicking the class division editor (which works for all assessments in a course).
  - (f) When you are happy with your upload, you will **Approve the master. This brings you to another page where you click on Approve PDF masters for production. This is required for printing to take place.**
  - (g) Click on Return to main page for examination.
5. You can check the Printing table on the main page for your assessment to see exactly when the master was sent for printing. In the Scanning table, a link to your assessment in Crowdmark will appear beside Integration. The assessment will appear to be blank in Crowdmark until after the scanned exams have been uploaded. This is not a cause for concern, but how Odyssey is interacting with Crowdmark.

## How to Prepare for Grading a Crowdmark Assessment

1. You can access your assessment (once it has been sent for printing) by clicking on the link in the Scanning table beside Use Crowdmark integration in Odyssey OR by signing in to Crowdmark at <https://app.crowdmark.com/sign-in/waterloo>. Your assessment will appear inside your course (already created) under “My Courses”. Make sure that the drop-down menu beside “My Courses” is set to LEARN@University of Waterloo rather than “Crowdmark (no LMS)” to view any assessments created through Odyssey.
2. Click on your assessment to arrive at the **Dashboard** (main page) for your assessment.
3. On the left side, click on the **Questions** tab to enter the total marks allocated for each question. You can also edit the names of the questions here (for example Q1a, Q1b). The default setting is 1 question per page. If you have sub-questions on the same page, you can add a question, include the marks allocated for each sub question and drag the score box beside each sub question. The grader will then be able to record grades in each score box and Crowdmark will automatically calculate the total score. If you are using **multiple choice**, you can input the answer key and number of marks for each question.
4. On the left side, click on the **Team** tab to Invite graders to your team.
5. Note that kaertel@uwaterloo and lkholden@uwaterloo.ca (as well as some other W Print staff) have already been added as Uploaders and instructors have been added as Facilitators for your assessment. Paste email addresses of your marking team of TA’s and assign the correct role for each. Graders can grade assessments only (likely TA’s), Facilitators (likely instructors) can administer, invite team members, upload, match and grade assessments, and Uploaders can upload scanned assessments only.

6. You will now be able to add more student user information, if desired, in addition to the email address for each student. (You want the students organized by section number when downloading the grades after marking, for example). Click on **Students** from the left hand menu and “Upload Metadata”. You can add a csv file with each student’s email, section number, first and last name. This will be the same information a student has written on the front page of their test and can help you match each student to their assessment in Crowdmark. (Note that if you used assigned seating in Odyssey, the assessments will already be matched for you.)
7. Prepare a marking scheme for your team and assign markers to questions. You can easily divide the marking of a question (page) among several markers. (Marker A marks student booklets 1-12, marker B grades 13-24, marker C grades 25-36 etc.) Note that Odyssey creates several extra booklets of assessments in case additional students need to be added. When dividing up the workload, use the first  $n$  rows, where  $n$  is the number of students you expect to write.

## How to Grade a Crowdmark Assessment with your Team

1. Printed test papers will be delivered by W Print to the location. If you have students writing with AccessAbility Services (AAS), these will automatically be delivered to their office.
2. After tests have been written, bring them to W Print for scanning (GSC 1167) at the time scheduled with New Media. Direct delivery of AAS assessments to W Print can be arranged by contacting Mike Belfry (mike.belfry@uwaterloo.ca). Otherwise, you will need to arrange for in person pick up with AAS or wait until they are delivered to your department by Central Stores.
3. W Print will begin uploading scanned tests onto Crowdmark so that preliminary marking may begin at the pre-arranged time.
4. The Dashboard for the assessment shows the marking speed for each question and each grader (evaluations per hour) and the progress of the overall marking at any time.
5. To begin grading a question, simply click on it. You will then have the option of navigating to a particular student booklet by booklet number or by student email. Click down/up arrow (or use shortcut keys “j”/“k”) to move to the next/previous question. Click the right/left (“l”/“h”) arrows to move to the next/previous booklet. You can also scroll down to view an entire student’s booklet. Note: The Next Ungraded button will bring graders to the next available booklet for a question that no one else is presently viewing or that has not been previously graded.
6. Comments that are repeated often are saved to allow for quick entry. The comment feature also supports Markdown for chemical equations and LaTeX for math. Check marks (“c”+click), X’s (“x”+click) and question marks (“q” + click) can be dragged or clicked onto the page.
7. A comment can be associated with a score and will automatically update the question total each time the same comment is entered. Associating a positive score with a comment will add

this value to 0 and a negative score will be deducted from the question total. For example, if a student forgets to include  $+C$ , the constant of integration, you may wish to deduct 1 point. This point will automatically be deducted each time the same comment is entered.

8. If a question has multiple parts, or two questions appear on a page, it can either be graded as a single question (with the grader entering subgrades as a comment) OR you can allow the grader to enter the grade for each question in its own designated score box. Note that the default setting in Crowdmark is one question per page. If you would like each question on a page to have its own score box, go to the Questions tab and click “Add Question” and drag to the appropriate location on the page. To save the score for a question, hit enter on the keyboard or the number pad.
9. Statistics on grades per question as well as overall scores can be viewed at any time under the **Results** tab.
10. Matching assessments to students can be done at any time during the marking process by the facilitator(s). From the Dashboard of the assessments under Administration, click on **Match Assessments**. The cover page of each assessment is viewed and the user information written by the student must be matched to the user information (including metadata if uploaded) stored in Crowdmark. If you used Assigned Seating, exams will already be matched.
11. Exporting Grades
  - If your course has been imported from LEARN, go to the **Results** tab on the left hand menu and click the Export grades to LEARN button to have the grades automatically sent to LEARN. You will find them in the category Crowdmark Assessments. **If you do not wish for these grades to be viewable by students, first create a grade item in Learn inside the category Crowdmark Assessments with the exact same name as it is titled in Crowdmark (Winter 2018 MATH 138 Final, for example). Set the visibility restriction on the category to “Hide this category” and this grade item in LEARN to Hide this grade item.** Then export the grades from Crowdmark.
  - Under the Results tab, the grades can be downloaded as a csv file containing the user information (metadata) for each student with their total grade as well as the breakdown of marks per page.
12. Clicking the Send grades to students button will send students a link to view their final exam. NOTE: Check first that this is allowable under Faculty policy (i.e. many do not release final exams to students and students must make appointments to come to see their exam). Also note that it is University policy that grades not be released until after the end of the final exam period for the term. For students to view their exam in controlled conditions:
  1. Require WatCard identification from the student
  2. A facilitator for the assessment who is proctoring the viewing would a) log into Crowdmark and go to the assessment b) choose Student from the left hand options c) search for the student using their Quest username (first 8 characters) d) choose the Score link for that student (Do NOT choose the Grading link)

3. The student can then scroll through their exam. Marks and comments are shown but the student cannot make any changes.

It is advised not to let student leave with anything recorded or written down from the web page displayed.