OPERATION GUIDE

KYOCERA

TEACHING ASSISTANT User Guide

November 2016

KYOCERA DOCUMENT SOLUTIONS

Contents

1.	Intro	oduction	4
2.	Тур	ical Workflow	4
2	.1	Creating an exam	4
2	.2	Automated Test Grading	4
3.	Орє	eration	5
3	.1	Creating Tests	5
Ρ	rintin	ng Options	6
3	.2	Grading Tests	7
G	Gradir	ng Options	9
4.	Rep	ports	
4	.1	Summary Report	
	Tes	t Scores Table	
	Tes	t Scores Chart	
	Hist	togram of grades	
4	.2	Detailed Report	
4	.3	CSV Files	
	Gra	ding Results	
	Stud	dent responses	
5.	The	Microsoft Excel Plug-In	
5	.1 Fi	ile Required	
5	.2 Ho	ow to begin	
5	.3 St	ep 1 - Printing a new test	
5	.4 Ste	ep 2 – Importing Data	
5	.5 St	ep 3 - Generate	
		Sheet 3 - Grading	
		Sheet 4 – Test Scores	17
		Sheet 5 – Test Scores Chart	
		Sheet 6 – Statistics	
		Sheet 7 – Answer Frequency	
5	.6 St	ep 4 – Printing	
6.	Tro	ubleshooting	
6	.0 Ur	nable to print tests	20
6	.1 Ur	nable to scan tests for grading	20
6	.2 Ur	nable to grade test	
6	.3 Gr	rading Errors: Some marks are not read correctly	
6	.4 Gr	rading stops abruptly	
6	.5 Ba	arcode detection error	21
6	.6 Pr	int Test application does not start	21
			Page 2

6.7 Incorrect Account ID error	21
6.8 Excel - "Test data not found"	21
6.9 Excel – Unresponsive Action Pane	21
6.10 Excel – MFP is not listed	22
6.11 Excel – Saved Excel file will not load	22
6.12 Excel – Setting a preferred MFP on the Action Pane	

1. Introduction

KYOCERA's Teaching Assistant automates printing and grading of multiple choice exams using bubble-sheet forms.

2. Typical Workflow

2.1 Creating an exam

When an instructor needs to create a multiple choice exam, users have the choice between using the Teaching Assistant Excel Plug-in or to use **Teaching Assistant** direct on the MFP to print blank test sheets; one for each student. These blank test sheets are handed to the class at the start of the test. Test questions could be posted on a board or printed and distributed to the students along with the test sheets.



Students write their name and fill out their student ID (if applicable) in the space provided. Each question is answered by shading the corresponding bubble on the test sheet. After completing the test, students return their marked test sheets to the instructor.



Note: KYOCERA Document Solutions recommends that black pen or #2 pencil be used to fill in the sheet for best results. Sheet bubbles should be marked as completely as possible.

2.2 Automated Test Grading

When printing the required number of test sheets, Teaching Assistant will also print out an instructors "answer key" master. This page is automatically printed; the instructor can then fill out the correct answers for each question on this designated "answer key" page.



When ready, the instructor scans all the test sheets, along with the answer key at the MFP into Teaching Assistant. Teaching Assistant scores each student's test and prepares a report of the results from each student. The report s can be:

- a. Printed at the MFP in summary or detailed form.
- b. Sent to the instructor as a PDF and CSV file in an e-mail attachment.



c. Saved to a USB flash drive as a PDF file and CSV file. Note: When the instructor exits the Teaching Assistant application, all the files are cleared from the MFP.

3. Operation

Teaching Assistant consists of two components: one component to print the tests, the second for automated grading. The grading component will only support tests printed from Teaching Assistant.

- 3.1 Creating Tests
 - 1. Open the Applications screen (by pressing the 'Application' key on the panel).



2. Press 'Print Test' button.

No. of Questions 50	TFA	CHING	
No. of Choices		ISTANT	
No. of Students			L
Print answer key sheet	Print student ID	bubbles	
Print answer key sheet	Print student ID	bubbles Kyocera Education Solution	
Print answer key sheet	Print student ID Kyocera Education Solut *** Answer Key ***	bubbles Kyocera Education Solution Name ClassTrat: Date:	

- 3. Enter values for:
 - a. Number of Questions to appear on the bubble sheet test page. Instructors can select from 2-500 questions.
 - Number of Answer Choices for each question. Instructors can designate from 2-8 choices. All questions will have the same number of choices when printed. Note: Multiple choice/multiple answer test questions are valid. True/False questions are valid as well using the first two bubbles in the row.
 - c. Number of Students taking the test. No limit is set for number of students.
- 4. Select additional options:
 - a. Check 'Print Answer Key' if a blank answer key page is required for grading. Default mode for Teaching Assistant will automatically print an answer key.
 - b. Check the 'Print Student ID bubbles' checkbox if students are required to enter their IDs on the answer sheets. Default mode for Teaching Assistant will not enable this feature.
- 5. Press Green button to start printing (or touch the Print button on the panel, or press the Enter key on the keypad).
- 6. MFP will now print the blank test sheets.
- 7. Blank sheets (excluding the answer key page) are distributed to the class, along with the test questions.
- 8. Students select an answer by shading the corresponding bubble with either a pencil or pen. Note: KYOCERA Document Solutions recommends that black pen or pencil be used to fill in sheet for best results. Sheet bubbles should be marked as completely as possible.

Printing Options

To temporarily change the test title, press the *Title* button. The test title can be changed to testspecific text such as "Math Exam – 5th Grade". The title will be printed on all test sheets and will also appear on reports that are printed after grading. Changes made to the Title and Info fields are temporary and will revert to "KYOCERA Teaching Assistant" every time the application is launched. Up to 45 characters can be entered in the Title field. The Info field is printed in smaller font and can accommodate up to 70 characters of text.

Printing of test sheets can be tracked in a cost control system by entering a valid account code in the Account Code field. This code must correspond to a code setup on the MFP. The code could relate to a department, individual or function in the organisation.

If Teaching Assistant is required to use an Account Code for all printing, it can be entered in the System Settings screen. To access the System Settings screen, please press the System Settings button and authenticate as an administrator.



- 3.2 Grading Tests
 - 1. Teacher must fill out the correct answers on the 'Answer Key' page. Ensure all questions are answered.
 - 2. Open the Applications screen (accessed by pressing the 'Application' key on the panel).

Application.	
Grade Test	Print Test

- 3. Press 'Grade Test' button.
- 4. Arrange the test sheets so that they are all (a) facing the same side, (b) aligned the same way.
- 5. Place answer key on top of the stack. Note: Teaching Assistant will recognise the answer key no matter where it is placed in the stack.
- 6. Place all the test sheets and answer key page in the document processor:
 - a. Printed side face-up.
 - b. Long-edge of the paper in the document processor. Pages must be fed in "portrait" position for processing.

perly.	CHING	
ASSI	STANT	
	Kyocera Education Solution	
Kyocera Education Solut *** Answer Key ***	Kyocera Education Solution	
Kyocera Education Solut *** Answer Key ***	Kyocera Education Solution Name: Classifiest: Date: 1 (1) (10) (2) (2) (1)	21

7. Press the Green button (or, the Enter key on the keypad, or the Scan button on the panel).

8. After scanning is completed, press the 'Finished' button on the panel (or press the enter key on the keypad). Once you have selected 'Finished', Teaching Assistant will begin analysing scanned data.

Kyocera Education Solution Kyocera Education Solut *** Answer Key *** Fer Teachers Only	Cancel Ca	Kyocera Education Solution Kyocera Education Solution Kyocera Education Solution *** Answer Key *** rei Teachers Ow/ Cancel Cancel (Page No. 4) Analyzing image TEACHTING ASSSISTANT	Image: Second	Kyocera Education Solution Kyocera Education Solution	Scanning has completed. To Scan more pages, place them on the is the 'Scan More' button or green start but Press 'Finished' to start grading the tests.	feeder and press TEA ton. ASS	CHING ISTANT		
Cancel Scan More Cancel Finished	(Page No. 4) Analyzing image	(Page No. 4) Analyzing image TEACHING ASSISTANT	(Page No. 4) Analyzing image TEACHING ASSISTANT	(Page No. 4) Analyzing image TEACHING ASSISTANT Kyocera Education Solution Kyocera Education Solution	Cancel	Kyocera Education Solut *** Answer Key *** For Teachers Only Scan More	Kyocera Education Solution Name Class/Fete Date: 1 & @ @ @ @ 0 2 @ @ @ @ 0 2 @ @ @ 0 0	ad -	9999
TEACHING ASSISTANT Kyocera Education Solution *** Answer Key*** Ter Technsolv *** Answer Key*** Ter Technsolv	Kyocera Education Solution *** Answer Key *** For Teachers Only 1 () () () () () () () () () (Kyocera Education Solution *** Answer Key *** For Teachers Only 1 @ ® ® ® @ 21	For Teachers Only 1 & B & Date:		(Page No. 4) Analyzing image	Kyocera Education Solut *** Answer Key ***	Kyocera Education Solution	21	0 0000

9. After analysis and grading is completed automatically, four options are presented for report generation.

Print Details Email Results	ASS	ISTAN	1 T	
Save to USB				
		Kyocera Education Solution		
	Kyocera Education Solut *** Answer Key ***	Kyocera Education Solution Name: Class/Test: Date:		
	Kyocera Education Solut *** Answer Key *** For Teachers Only	Kyocera Education Solution Name ClassTeet: Date: 1 () () () () () () ()	21	

- 10. The Four Choices include: Print Summary; Print Details; Email Results; Save to USB.
 - a. Press 'Print Summary' button to print result summary. This report will provide key information on student scores.
 - b. Press 'Print Details' button to print a detailed summary. This report will include the graded tests with incorrect answers marked.

Note: Additional information about the summary and detailed reports is in Section 4. c. Press 'Email Results' button to send the report to an email address. The MFP will

prompt to enter the destination email address. (Note: SMTP settings must be configured as described in section 6.1 for this feature to work.)

Email Address	jdoe@titan.kmatech.com	CHING	
Subject	Test Results	ICTANIT	
	2		
Cancel	OK		
		Kyocera Education Solution	
	Kyocera Education Solut *** Answer Key ***	Name: Class/Test: Date:	
	For Teachers Only	1 (A (B (C (B (C) 2)))	(A) (B
Start Over	1 8 8 6 🖷 8	2 A B C D C 23 3 A B C D E 24	

d. Press 'Save to USB' to save the results (as a PDF) to a USB flash drive. The USB drive must be inserted in the MFP prior to pressing the Save to USB button. After the files are saved, the drive must be 'cleanly-ejected' by pressing the 'Remove' button on the *Job Status/cancel* screen *Removable Memory* tab.

Sent Summary, pdf, Results.pdf a jdoe@titan.kmatech.com	and reesuits.csv mes to	CHINC ISTAN	î F
	OK	Kyocera Education Solution	
	OK Kyocera Education Solut *** Answer Key ***	Kyocera Education Solution Name: Class/feat: Date:	
	OK Kyocera Education Solut *** Answer Key *** For Teachers Dirly	Kyocera Education Solution Name Classifiest Date: 1 & () () () ()	21

Grading Options

Note: Changes made to these options are temporary and will revert to defaults each time Teaching Assistant is launched. To make permanent changes, refer to section on Configuring Grading Application. To disable printing the correct answers on detailed reports, uncheck the "Print Correct Answers" check box. If grade letters are not required, uncheck the "Print Grade Letter" check box in the options screen. To edit the percentage threshold for each grade letter, press the grade button and edit the numeric value.



4. Reports

After the grading process is complete, Teaching Assistant will allow the instructor to either print the reports at the MFP or export them in PDF format. Exported reports can be sent directly to an instructor as e-mail attachments or saved to USB flash drives.

4.1 Summary Report

The Summary Report enables an instructor to tell at a glance how the students fared, the difficulty of the overall test and identifies the easiest and hardest questions for the students. Summary reports consist of the following elements.

Test Scores Table

Lists each student's score as points, percentage and percentile.

- The 'No.' column contains the student ID as marked on the ID bubbles.
- The 'Name' column contains student names as written by each student in the student's own handwriting.
- The table is ordered by score, ranking the highest scoring student first.

No. Name	Correct	Percent	Percentile
45805 Dylan Miller	47	94%	88
³¹²⁶³ Brenda Heaney	47	94%	88
18622 Jachis Blachwoll	47	94%	88
³³⁵⁴³ Yale Li	45	90%	80
72306 Mark Lee	45	90%	80
13264 Abraham Swearengin	44	88%	76
88057 Bryan Hamilton	42	84%	72
78173 Barry Johnson	41	82%	68
28052 Dorothy Fox	40	80%	56
60256 Tom Johnston	40	80%	56
77627 Prashanth Desai	40	80%	56
82786 Matthew Miller	37	74%	48
50340 Ronald Heymsfield	37	74%	48
47814 Billy Trent	36	72%	44
58044 Robert Kelly	35	70%	32

Test Scores Chart

Bar-graph of student scores ordered by student performance. Instructors can easily review opportunities for extra assistance and which students performed very well.



Histogram of grades

Shows the number of students who scored each grade letter: A, B, C, D and F. (Note: Grades in the histogram report will be based on the thresholds for each letter grade set at the device.)



Test Statistics

Statistics on test questions help the instructor focus on areas of the test where most students had difficulty.

- Lowest and highest scores.
- Average and Median scores.

• List of 10 hardest and 10 easiest questions, based on actual cumulative test results.

	S	tatistic	Value	
	Le	owest scor	e 21	1
	н	ighest sco	re 47	1
	A	verage	36.56	1
	м	edian	37	
Question#	Correct respons	ses	Question#	Correct responses
26	13		18	23
26 39	13		18 31	23 22
26 39 15	13 14 15		18 31 48	23 22 21
26 39 15 16	13 14 15 15		18 31 48 46	23 22 21 21
26 39 15 16 34	13 14 15 15 15		18 31 48 46 30	23 22 21 21 21 21
26 39 15 16 34 47	13 14 15 15 15 15 15		18 31 48 46 30 23	23 22 21 21 21 21 21 21
26 39 15 16 34 47 5	13 14 15 15 15 15 16		18 31 48 46 30 23 19	23 22 21 21 21 21 21 21
26 39 15 16 34 47 5 5	13 14 15 15 15 15 16 16		18 31 48 46 30 23 19 17	23 22 21 21 21 21 21 21 21 21
26 39 15 16 34 47 5 5 6 9	13 14 15 15 15 15 16 16 16		18 31 48 46 30 23 19 17 3	23 22 21 21 21 21 21 21 21 21 21 21

Response Frequencies

Table showing the percentage of students selecting a particular answer choice, for each question. This information is useful to analyse patterns in student responses.

Response Frequencies

15% 15

4.2 Detailed Report

The Detailed Report is a copy of each student's test sheet with incorrect responses highlighted. The total score is printed at the top of each page.

Note: On Color MFPs, the highlight boxes will be shown in red; on black and white MFPs, the highlight boxes and grade will show in grey.

LLU UU	n								0	20	0	0		00	0
Name:	Ba	ry d	ohns	on					0	203		6	00		0
Class/	Test:								•	23	0	00	00		0
Date:									00	23		50		3 9	0
* Fill in	circle or	tions o	n ques sly. To i	tion shi change	iet , erase mark	con [1	2		6	00	8 9	0
						L	В		Fill is	n your I	D (from	top to	bottom)		
1		(3)	©	0	E	41/	50 (82%)	26		(B)	©	0	®		
2	a		0	0	C			27	A		©	0	Œ		
3	Ø	(1)		0	E			28	0	(1)	O	•	Ec		
4		(1)	©	0	E			29	(3)	(1)	©		C		
5	(3)	(1)	©	0	•			30	A	(1)	©	0	•		
6		(1)	©	0	()			31		₿	©	0	©		
7		•	©	0	E			32	(₿	©	0	в		
8		(8)		0	E			33		₿		0	C		
9		(8)	©	•	E			34		₿	C	0	O		
10		₿	©	0	•			35	۲	₿	©	0	•		
11	•	(1)	©	0	E			36	•	(1)	©	0	E		
12		•	C	0	E			37		•	©	0	Ð		
13		₿	•	0	©			38	۲	(8)	•	0	®		
14	\bigcirc	•	©	0	ED			39	۲	₿	©	٢	ĒD		
15	۲	(1)	©	0	•			40	۲	۲	©	0	€E		
16		۰	©	۲	(E)A			41	٠	₿	©	0	E		
17		•	©	0	٢			42	۲	•	C	0	©		
18		(8)	•	0	E			43	۲	8	•	0	E		
19	۲	₿	©	•	E			44	۲	(8)	©	•	E		
20	$\textcircled{\belowdelta}$	₿	C	0	•			45	۲	₿	©	0	•		
21	٠	(1)	©	0	E			46	•	•	©	0	E		
22		•	©	0				47		•	©	0	٢		
23	•	₿	C	0	Ec			48	۲	₿	•	0	E		
24		₿	C	•	E			49	۲	(18)	C	•	Ē		
25	A	ഀ	C	0	•			50	۲	(8)	©	0	•		

4.3 CSV Files

In addition to PDF reports that are formatted for viewing and printing, the grading results are exported to a CSV (Comma Separated Values) format file. CSV files can be imported into spreadsheet applications such as Microsoft Excel for further tabulation and processing.

Grading Results

Following fields of information are saved in results.csv:

- Barcode number
- Student ID
- Correct answers
- Incorrect answers
- Percentage score
- Grade letter

Student responses

Student responses recognised by teaching assistant are exported as details.csv:

- Answers marked in answer key
- Answers selected by each student, one per line

	А	В	С	D	E	F	
1	Barcode	Id	Correct	Incorrect	Percent	Grade	
2	1798	15158140	47	3	94%	A	
3	1803	28105813	46	4	92%	A	=
4	1805	42136162	38	12	76%	С	
5	1802	66260311	37	13	74%	С	
6	1801	41072434	36	14	72%	С	
7	1799	16088558	35	15	70%	С	
8	1800	55462370	34	16	68%	D	
9	1797	88878422	29	21	58%	F	
10	1804	47123832	26	24	52%	F	

	A	В	C	D	E	F	
1	Answer	A	В	С	D	E	
2	1972	A	В	С	D	E	
3	1973	A	В	С	С	F	=
4	1974	В	В	С	D	E	
5	1975	A	В	E	D	E	_
6	1976	A	В	С	D	C	
7	1977	A	A	С	D	A	
8	1978	A	В	С	D	D	
9	1979	A	В	С	D	E	
10	1980	A	В	A	C	E	

5. The Microsoft Excel Plug-In

5.1 File Required

• Teaching Assistant Setup.exe

5.2 How to begin

- 1. Open up Microsoft Excel and click on 'New'.
 - Office 2010 Click on the 'KYOCERA Teaching Assistant' folder under Custom Templates.



 Click on Exam Template to create a new test. The first time you load Teaching Assistant Workbook, you will be prompted to install the software. Click 'Install' to continue.



 Install the print driver that corresponds to the Kyocera printer you plan to print bubble sheets using the Excel template. For Microsoft Windows users copy the appropriate link below, click Start > Run, paste the link and click OK. Note: the printer list will be updated as more licenses are acquired.

Print shop 2E.1	<pre>\\dc180\2E1P-MFP2-Secure</pre>
Print shop 2E.1	\\dc180\2E1P-MFP3-Secure
Room 5D.16	<pre>\\dc180\5D16-MFP-Secure</pre>

Remember to select this printer whenever you print bubble sheets using the Excel template.

5.3 Step 1 - Printing a new test

In order to print a new set of test sheets, fill out the Class, Test, number of Questions, and number of choices. You may also specify the number of essay questions, but it is not required.

Fill in student names and/or ID numbers. (Note: Barcodes must range from 1001-9999) If you don't fill in the barcodes, the Excel template will create them automatically starting with a randomly generated number.

If you would like a specific set of sequential barcodes, you can enter the first barcode and Teaching Assistant Workbook will automatically complete the rest.

Select the MFP you want to print to and click on the 'Print Test Sheets' button. If your default printer is populated on this list, it will automatically be selected. If your MFP has Job Accounting enabled, you must enter it in the field provided. Now that you have your empty test sheets printed out, you may save this file and exit Excel.

File	Home	Insert Page Layout Formula	s Data Review	View Design		ద 🕜 🗆 🗊 ఔ
Paste	K Ca	$\begin{array}{c c} \mathbf{H} \mathbf{H} \mathbf{H} \mathbf{H} \mathbf{H} \mathbf{H} \mathbf{H} H$	= <mark>=</mark> ≫· □ ● = 诈诈 团·	General *	Conditional Format	Cell 100 format - ∑ - ∑7 m Gestar - 200 format - 200 f
Clipboa	rd G	Font	Alignment	Number	Formatting * as Table *	Styles + Cells Editing
- and a state	810	- G & Glenn Trad	k	(TORIGET F	inglica.	can
	010	n Gleini Had		D		
1.00	A	В	C	D	6	Document Actions
1		👘 Teachi	ng Assist	tant Worl	kbook	Step 1 Teaching Assistant MFP Kyocera TASKalfa 5500 KX
3	Class:	Math 101	No. Multiple Choice	e Questions: 50		Account Code
5	Test	Test 2	No	of Choices: 6		
-	Data	Wednesday, here 25, 2012	(antional) Faca	Ouestiene		Print Test Sheets
8	Date:	wednesday, June 26, 2013	(optional) Essay	y Questions:		Print rest sneets
9		Student Name	Student ID	Barcode	¥	Step 2
10		Glenn Track	316842			
11		Twanna Evans	673232			Import Results from MFP
12		George Huckaby	100646			
13		James McCoy	517808			Import Results from File
14		Grant Culbertson	504845			
15		Hattie Haemon	101443		_	Step 3
16		Kirk King	148102			
17		Jared Bustamante	846058		_	Generate Reports
18		Eddie Holmes	747523			
19		Margaret Smith	432767		_	Step 4
20		David Lawrence	782726			- oup -
21		Jane Clayton	313533		_	Print
22		Christian Kleinerman	887286			
23		Jinghao Liu	265606			Print Details
24		Martha Espinoza	174001			
75	H Teach	Ling Assistant Worksheet	670762	[
Ready				2		III III 100% 😑 🛛 🔶

5.4 Step 2 – Importing Data

After your test is administered and graded on the IVIFP, you can re-open your saved TAWorkbook file with the class information filled out.

□ _ Import directly from the MFP:

Select the correct MFP and click "Import Results from MFP" (Note: If you use a new template or your student list has changed since grading the test, there will be an error.)

□ Import from file:

You may alternatively save these results to your USB or e-mail them to yourself and Import the results from the Details.csv by clicking "Import Results from file" button. (Note: If you use a new template or your student list has changed since grading the test, there will be an error when importing from the CSV file.)

Once the results are imported, you will be brought to the

Image: State of the	A	A	В	U	U	E	F	G	н		J
Add Essay Question Multiple Choice: Image: Multiple Choice	1		Teachi	ng As:	sistan	t W	orkt	ook			
4 Question Numbers $\#1$ $\#2$ $\#3$ $\#4$ $\#5$ $\#6$ $\#7$ 5 Points for each question > I 1 <th>3</th> <th>Add Essay Question</th> <th></th> <th>1</th> <th>Multiple Choi</th> <th>ce:</th> <th></th> <th></th> <th></th> <th></th> <th></th>	3	Add Essay Question		1	Multiple Choi	ce:					
Points for each question- Student Name Student Name Student Name I 1	4	Question Number->									
6 Student Name Student Value Barcade 7 Glenn Track 316942 1972 \checkmark <t< td=""><td>5</td><td>Points for each question-></td><td></td><td></td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></t<>	5	Points for each question->			1	1	1	1	1	1	1
7 Glenn Track 36642 1972 \checkmark	6	Student Name	Student ID	Barcode							
8 Twana Evans 673032 1973 v v v x x x v	7	Glenn Track	316842	1972	✓	✓	*	✓	*	✓	~
9 George Huckaby 100645 1974 $*$ \checkmark <td>8</td> <td>Twanna Evans</td> <td>673232</td> <td>1973</td> <td>*</td> <td>*</td> <td>*</td> <td>×</td> <td>×</td> <td>*</td> <td>*</td>	8	Twanna Evans	673232	1973	*	*	*	×	×	*	*
10 James McCoy 517808 1975 \checkmark	9	George Huckaby	100646	1974	×	✓	*	✓	*	✓	~
11 Grant Culbertson 504945 1976 \checkmark \star <	10	James McCoy	517808	1975	*	✓	×	*	*	✓	×
12 Hattle Haemon 101443 1977 v <td>11</td> <td>Grant Culbertson</td> <td>504845</td> <td>1976</td> <td>*</td> <td>*</td> <td>*</td> <td>*</td> <td>×</td> <td>*</td> <td>*</td>	11	Grant Culbertson	504845	1976	*	*	*	*	×	*	*
$\begin{array}{ c c c c c c c c c c c c c c c c c c c$	12	Hattie Haemon	101443	1977	✓	×	✓	✓	*	×	*
14 Jarde Bustamante 846058 1379 \checkmark <	13	Kirk King	148102	1978	*	*	*	*	×	×	×
15 Edde Holmes 747523 1980 v' v x x v' v	14	Jared Bustamante	846058	1979	*	√	*	*	√	√	*
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	15	Eddie Holmes	747523	1980	✓	✓	×	×	*	✓	~
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	16	Margaret Smith	432767	1981	*	*	*	*	*	*	*
18 Jane Clayton 315533 1983 * <t< td=""><td>17</td><td>David Lawrence</td><td>782726</td><td>1982</td><td>✓</td><td>×</td><td>*</td><td>×</td><td>*</td><td>✓</td><td>×</td></t<>	17	David Lawrence	782726	1982	✓	×	*	×	*	✓	×
19 Christian Kleinerman 887286 1984 ✓ <td>18</td> <td>Jane Clayton</td> <td>313533</td> <td>1983</td> <td>×</td> <td>✓</td> <td>×</td> <td>×</td> <td>*</td> <td>✓</td> <td>*</td>	18	Jane Clayton	313533	1983	×	✓	×	×	*	✓	*
20 Jinghao Liu 265606 1985 x √ x x x x √ 21 Martha Espinoza 174001 1986 √ ✓ x √ x √ x ✓ x ✓ x ✓ x ✓ x ✓ x ✓ x ✓ x ✓ x ✓ x ✓ × ✓ × ✓ × ✓ × ✓ × ✓ × ✓ × ✓ × ✓ × ✓ ✓ × ✓ ✓ × ✓ × ✓ ✓ × ✓ ✓ × ✓ <td>19</td> <td>Christian Kleinerman</td> <td>887286</td> <td>1984</td> <td>*</td> <td>*</td> <td>*</td> <td>*</td> <td>*</td> <td>*</td> <td>*</td>	19	Christian Kleinerman	887286	1984	*	*	*	*	*	*	*
21 Martha Espinoza 174001 1886 ✓ ✓ × ✓ × ✓ ×	20	Jinghao Liu	265606	1985	×	✓	×	×	*	×	~
22 Janaina Barreiro Gambaro Bueno 670763 1987 ¥ √ √ ¥ √ √ √ √ √ √ √ 14 iii	21	Martha Espinoza	174001	1986	*	✓	×	*	×	×	×
M 4 M Teaching Assistant Worksheet] Results / 🕲 /	22	Janaina Barreiro Gambaro Bueno	670763	1987	×	*	*	×	*	*	*
	H	♦ ► ► Teaching Assistant Worksheet	📃 Results 🧷 🕲	/					14		2

 ----Step 1---

 Teaching Assistant MFP

 Kyocera TASKalfa 5500i KX

 Account Code

 Print Test Sheets

 ----Step 2--

 Import Results from MFP

 Import Results from File

 ----Step 3---

 Generate Reports

 ----Step 4---

 Print

 Print Details

Results worksheet where the raw test data is displayed. Here you can change the weight of each question from the default of 1.

If you set a number of essay questions on the first page, the essay questions will be added at the end of the data. If you did not specify a number of essay questions, you can manually add them by clicking the "Add essay" button.

You can fill in each essay question weight and the points each student earned. When your test data is filled out, you are ready to generate your reports.

5.5 Step 3 - Generate

Click on "Generate Reports" after you finish editing your test data on the 'Results' Sheet and multiple new sheets will appear with information about the test.

Sheet 3 - Grading

This sheet contains the grading thresholds for your test. Here you can personalize how your test will be graded. There are three customisable grading options in the drop down menu.

-Letter grades with (+/-)

-Letter grades -Custom

Each option allows you to change the names of each grade as well as the thresholds. Letter grades and Letter grades with (+/-) are provided as a default and have a set number of grade levels. While you can change the

names, you cannot change the amount of levels. By default, the custom grades are numeric based, and fully customisable. You can choose the number of grade levels in addition to each grade

name.

Grade	Value entered at the panel	Meaning	
Α	90	90 % and higher	
В	80	80 % to 89%	
С	70	70 % to 79%	Select an op
D	60	60% to 69%	grades have
F	0	Lower than 60 %	set. Each n



Select an option and fill in your thresholds. The letter grades have default values set. Each number in the threshold is the lower bound.

Meaning that the corresponding grade includes that number and includes every grade to the number directly above it (exclusively).

This sheet also gives you two options of default charts to show your grade distribution. A bar chart is set by default, but you may also choose a pie chart. These charts are both editable and customizable. If you would like to choose another type of chart, you can right click the chart and click 'Change Chart Type'.

		Number o	of	and a second
Grade	Range	Grades	% of Grades	Histogram
4	90	4	20.00%	
3	80	3	15.00%	100.00%
2	70	7	35.00%	
)	60	3	15.00%	90.00%
2	0	3	15.00%	80.00%
				70.00%
				60.00%
				50.00%
				40.00%
				30.00%
				20.00%
				10.00%
				0.00%
				A
				ВС

When you have chosen your grading options, you can click the "Go" button to update the charts.

This worksheet contains a table consisting of the student list and their corresponding test scores. The table also includes the student ID, Name, points earned, score percent, and percentile. You may sort this table by any of the fields. To sort the table, rightclick the column you wish to sort by. Click on Sort, and select the order in which you wish it to be sorted.

Tea	aching Assi	stant	Work	book
Y	Test	Scores		
ID 🖵	Name 💌	Points 💌	Percent 💌	Percentile 💌
100646	George Huckaby	47	94.00%	85.00%
101443	Hattie Haemon	39	78.00%	55.00%
148102	Kirk King	30	60.00%	15.00%
174001	Martha Espinoza	35	70.00%	30.00%
181082	Robert Lyon	49	98.00%	95.00%
313533	Jane Clayton	31	62.00%	25.00%
316842	Glenn Track	42	84.00%	75.00%
432767	Margaret Smith	37	74.00%	40.00%
465857	Christie Trujillo	40	80.00%	65.00%
504845	Grant Culbertson	38	76.00%	45.00%
517808	James McCoy	27	54.00%	10.00%
670763	Janaina Barreiro Gambaro	40	80.00%	65.00%
673232	Twanna Evans	35	70.00%	30.00%
675014	Tim Kim	30	60.00%	15.00%
747523	Eddie Holmes	24	48.00%	0.00%
782726	David Lawrence	39	78.00%	55.00%
846058	Jared Bustamante	45	90.00%	80.00%
887286	Christian Kleinerman	47	94.00%	85.00%

Sheet 5 – Test Scores Chart

This worksheet contains a chart of the grades. Based on grade percent, this chart is ordered from



sorting the table on the 'Test Scores' worksheet 'Test Scores' worksheet.

highest to lowest. It is as wide as it needs to be to fit every student on. When you print however, Teaching Assistant Workbook will split up into multiple charts to neatly fit them on one piece of paper.

Like the chart on Sheet 4, this chart is also editable and customisable. You can easily chose how the data is plotted by

Sheet 4 – Test Scores vorksheet contains a table

Sheet 6 – Statistics

Much like the Statistics

page that you can print out from Teaching Assistant on the MFP, this sheet contains test statistics. This includes the lowest score, highest scores, average score, and median. The top ten hardest and easiest multiple choice questions are displayed as well. If the test contains essay questions, there will also be a list of the top

Test St	ats			Т	op 10 Mul	tiple Choic	e Quest	ions	
Lowest Score:	89				Hardest		Easi	iest	í.
Highest Score:	133			Questio	n # Correct		Question #	Correct	
Average:	110.15			47	11		9	18	
Median:	109.5			27	12		41	18	
				8	12		2	18	
				15	12		25	17	
				26	12		6	17	
				34	12		23	17	
				38	12		10	17	
				14	12		37	17	
				4	13		17	17	
				5	13		40	17	
			Тор	10 E	ssay Ques	stions			
	Ha	rdest					Eas	iest	
Question #	Weight	Average Grade	Average %			Question #	Weight	Average Grade	Average %
54	5	2.8	57.00%			55	5	4.1	81.00%
52	5	3.0	59.00%			60	15	12.1	81.00%
53	5	3.0	60.00%			59	15	11.9	79.67%
51	5	3.3	66.00%			61	20	15.9	79.50%
57	10	6.7	66.50%			56	5	3.8	75.00%

10 hardest and easiest essay questions

Sheet 7 – Answer Frequency

This sheet contains a list of each question and answer possibility. It calculates the percentage of each answer circled per question, including questions that weren't answered. The correct answers are highlighted in this table.

	Correct							
Question #	Answer	A	B	C	D	E	F	Empty
1	А	75%	10%	5%	10%			
2	в	10%	90%					
3	С	15%	5%	70%		10%		
4	D	5%		20%	65%	10%		
5	E	10%		5%	10%	65%	10%	
6	F		5%	10%			85%	
7	А	65%		15%		10%	10%	
8	в	15%	60%	10%	5%		10%	
9	С		5%	90%		5%		
10	D		5%		85%	10%		
11	E	5%	15%	5%		75%		
12	F	5%	5%	5%		5%	80%	
13	А	70%	20%				10%	
14	в	15%	60%	10%	10%	5%		
15	С	10%	15%	60%	5%		10%	
16	D		5%	10%	80%		5%	
17	E	10%				85%	5%	
18	F	5%		5%	5%	5%	80%	
19	А	85%	5%		5%	5%		
2.2		-01		-01			-01	

5.6 Step 4 – Printing

Teaching Assistant Workbook offers the option to print from the Control Pane.

The "Print" button will print everything in the workbook except the 'Results' sheet. It will remove all of the black headers with white ones in order to save toner. This button will also split up the chart from 'Test

Scores Chart' into multiple charts which will neatly print onto paper. The

'Print Details' button will only print the 'Results' sheet.

Note: Any changes you make in appearance or formatting could affect the print functions. Any changes that you make can cause the application to act in an unexpected way.

Stop 1	
Step 1	
Teaching Assistant MFP	
Kyocera TASKalfa 5500i KX	-
Account Code	
Print Test Sheets	
Step 2	
Import Results from MFP	
Import Results from File	
Step 3	
Generate Reports	
Step 4	
Print	
Print Details	
	_

6. Troubleshooting

6.0 Unable to print tests

Symptom:

In the Print Test application, when 'Print' button is pressed, no output is produced and the panel displays "Creating bubble sheets, please wait" message.

Check:

Ensure the network cable is connected and link lights are active. Ensure MFP has an IP address assigned to it. Job Status screen to ensure no other jobs are queued.

6.1 Unable to scan tests for grading

Symptom:

In the Grade Test application, when 'Scan' button is pressed, MFP displays "Error occurred while scanning" message.

Check:

Ensure the network cable is connected and link lights are active.

Ensure MFP has an IP address assigned to it.

Ensure test sheets are placed properly on the document feeder.

If authentication is enabled on the MFP, ensure the values for *Scan User* and *Scan Password* (in Application Settings) are correct.

Ensure WSD-Scan and WSD-Print are enabled

If SSL is enabled, ensure both "HTTP and HTTPS" protocols are enabled.

6.2 Unable to grade test

Symptom:

In the Grade Test application, after scanning is completed, MFP displays "Error occurred during grading" message.

Check:

Are any of the pages soiled or damaged? Are all pages placed correctly in Document Processor?

6.3 Grading Errors: Some marks are not read correctly

Symptom:

Test reports are incorrect because some marks are not recognised.

Check:

Density setting on the MFP may be low. Try again after adjusting scanning density to a higher level. This can be done at the MFP panel, under:

System Menu > Adjustment / Maintenance > Density Adjustment > Send / Box.

6.4 Grading stops abruptly

Symptom:

When grading a large test, copier abruptly stops grading and returns to the copy screen.

Check:

This could be caused by automatic panel reset that occurs periodically. To avoid this problem, either extend the time interval (System Menu > Date/Timer > Panel Reset Timer) or disable automatic reset (System Menu > Date/Timer > Auto Panel Reset).

6.5 Barcode detection error

Symptom:

In the Grade Test application, after scanning is completed, MFP displays "Unable to read barcode" error.

Check:

Is the paper placed correctly? Paper must be placed printed side up. On A3 MFPs, the pages must be **Rev. 1.0** placed 'long-edge' as shown on the panel. On A4 MFPs, paper must be placed with 'barcode edge first' as shown on the panel.

Is the test sheet contents shifted to the right causing the barcode to be cut-off? Printing system parameters must be adjusted by a KYOCERA dealer to correct the shift in printing.

6.6 Print Test application does not start

Symptom:

When Print Test application is launched, the panel displays a message "Teaching Assistant is not installed or activated".

Check:

Grade Test application must be installed and activated on the same MFP. If Grade Test was installed as a trial, is the trial period expired?

6.7 Incorrect Account ID error

Symptom:

When printing test sheets from Print Test application or, when printing reports from Grade Test application, the MFP panel displays an error screen with the message "Incorrect Account ID, Job has been cancelled".

Check:

Ensure Account Codes are setup in both the Print Test and Grade Test application.

6.8 Excel - "Test data not found"

symptom:

When trying to import from MFP, there is an error saying 'Test data not found'

Check:

- 1. Make sure the information you specify on Sheet 1(Teaching Assistant Workbook) is correct.
 - Number of questions
 - Number of choices
 - Number of students
 - Barcodes

If you have changed any of these fields since printing or grading the test sheets, this error could pop up.

- 2. If the MFP has been turned off since you graded your tests, your test data will no longer be available. You must grade the tests again.
- 3. If you have already imported the test data from MFP, the test data will be deleted. You must grade the tests again.

6.9 Excel – Unresponsive Action Pane

Symptom:

When trying to click on one of the buttons on the Action Pane to the right, there is no response. *Check:*

Make sure that a selected cell is currently being edited. Excel will not allow a user to click on the buttons while editing a cell. Try pressing the Enter key and click another cell in order to deselect the cell that is currently being edited.

6.10 Excel – MFP is not listed

Symptom:

The MFP is not being displayed in the drop down list on the Action Pane.

Check:

Make sure your machine is installed on your computer through a TCP/IP port. Teaching Assistant Workbook does not support machines connected through a WSD port.

6.11 Excel – Saved Excel file will not load

Symptom:

I have moved my populated Excel file to another computer and it will not load.

Check:

Teaching Assistant Workbook will only work on the computer it has been installed on. If you wish to use your test on another computer, you must install Teaching Assistant Workbook on that computer, select a new template, and import the results again.

6.12 Excel – Setting a preferred MFP on the Action Pane

Symptom:

The MFP that has Teaching Assistant installed on it is not automatically selected on the drop down list.

Check:

Set the MFP to your default printer. Whenever you load Teaching Assistant Workbook afterwards, your default printer will automatically be selected. This is provided that it is already populated in the list.

If issues persist, please contact the computer helpdesk (<u>helpdesk@dawsoncollege.qc.ca</u>) for assistance.