# Content

## RESULTS

<table>
<thead>
<tr>
<th>Question</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How are MC questions checked?</td>
<td>2</td>
</tr>
<tr>
<td>How can I change my scoring model?</td>
<td>3</td>
</tr>
<tr>
<td>How can I discuss MC tests with my students?</td>
<td>6</td>
</tr>
<tr>
<td>How do I retrieve scores from Remindo for OSC?</td>
<td>7</td>
</tr>
<tr>
<td>How do I check open questions in Remindo?</td>
<td>7</td>
</tr>
<tr>
<td>How can I submit corrections as I am checking?</td>
<td>10</td>
</tr>
<tr>
<td>How can I switch candidates?</td>
<td>10</td>
</tr>
<tr>
<td>How can I assign a question to be checked by a colleague?</td>
<td>10</td>
</tr>
<tr>
<td>How do I check per question/ candidate?</td>
<td>12</td>
</tr>
<tr>
<td>How do I filter student responses? / How do I return to my flagged questions?</td>
<td>13</td>
</tr>
<tr>
<td>How can I change the correction model of open questions?</td>
<td>14</td>
</tr>
<tr>
<td>How can I take the test like my students would?</td>
<td>17</td>
</tr>
<tr>
<td>How do I set up a correction round?</td>
<td>18</td>
</tr>
<tr>
<td>Can I set up multiple correction rounds?</td>
<td>19</td>
</tr>
<tr>
<td>What is the order of students when correcting anonymously?</td>
<td>19</td>
</tr>
<tr>
<td>Where can I get an overview of the test results?</td>
<td>19</td>
</tr>
<tr>
<td>Where can I find an item analysis?</td>
<td>20</td>
</tr>
<tr>
<td>How can I tell what the level of difficulty of my question was?</td>
<td>21</td>
</tr>
<tr>
<td>Where can I see the question comments a student left?</td>
<td>22</td>
</tr>
<tr>
<td>How can I check the reliability of my test?</td>
<td>22</td>
</tr>
<tr>
<td>How can I check the Turnitin scores?</td>
<td>22</td>
</tr>
<tr>
<td>How do I create an LTI-link in Brightspace?</td>
<td>23</td>
</tr>
<tr>
<td>How can I transfer scores from Remindo to Brightspace?</td>
<td>24</td>
</tr>
</tbody>
</table>

## REVIEW

<table>
<thead>
<tr>
<th>Question</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How can I discuss tests with my students? / How do I plan a review moment in Remindo?</td>
<td>30</td>
</tr>
<tr>
<td>How can my students get to their review moment in Remindo? / How can I grant access to a review moment?</td>
<td>33</td>
</tr>
<tr>
<td>How can students comment on my feedback?</td>
<td>35</td>
</tr>
<tr>
<td>How can students view my replies to their comments in the review moment?</td>
<td>36</td>
</tr>
<tr>
<td>How can I see whether students commented on their feedback (in the review moment)?</td>
<td>37</td>
</tr>
</tbody>
</table>
RESULTS

How are MC questions checked?
In the universiteitleiden.remindotoetsmanager.nl environment you allocated scores to questions. After students have taken the test, Remindo automatically analyses answers. In the test environment, ul.remindotoets.nl, you can find the results.

Go to: results (1) > select your course (2) > filter (3)

4. In the exam tab you see the results and the grade

5. The status is closed if your test only consists of MC questions. If a test has open questions the status would be revise.

The grade is based on the caesura set in universiteitleiden.remindotoetsmanager.nl
How can I change my scoring model?

In [ul.remindotoets.nl](ul.remindotoets.nl) select tile Results > Analysis > Test moment: select your test > filter
Choose the third tab: Analyze items

Find the correct question ID. The information button shows the question:

To adjust your scoring model, select the middle icon: ![show interaction analysis]

Choose: Correct scoring model

In the concept mode you can see what changes for the candidate per available option.
1. By default, you edit the result for all candidates.
2. Select the desirable change in the response model.
3. Check what happens in concept. If you are happy with the changes, change the status to active.
The first option, **changing the response model**, allows you to add a point to an option that was previously labelled as incorrect.

4. **Choose: score mapping**
5. Allocate a point or points to the answers you would also like to score as correct

<table>
<thead>
<tr>
<th>Choice A:</th>
<th>Points</th>
<th>(selected by 16% of the candidates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choice B:</th>
<th>Points</th>
<th>(selected by 55% of the candidates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choice C:</th>
<th>Points</th>
<th>(selected by 20% of the candidates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Choice D:</th>
<th>Points</th>
<th>(selected by 9% of the candidates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Preview changes

7. Check whether this is the result you want.

8. Fill in your motivation for the altered scoring model.
   If you are happy with the results you can change the status from concept to active (step 3).

9. Click on save.
The change is processed

An extra column has been added in the **analyze items** tab: **corrections**

10. In the **corrections** column these icons allow you to:

   - **pencil 1**: no action
   - **pencil 2**: edit the item correction
   - **cross**: deactivate this item correction
   - **dot**: change this item to concept mode

How can I discuss MC tests with my students?

The best way to discuss the MC test is to plan a review moment. Go to the **planning** tile in **ul.remindotoets.nl**.

*Please note*: Faculties and Institutions might have different policies on review moments. Do not plan a review moment without having discussed this.

!! Also, **be aware that posting an answer key in Brightspace will not help the students unless you plan on providing them with the questions as well. The Remindo test shuffled the questions and responses.**
How do I retrieve scores from Remindo for OSC?

**Downloading scores from Remindo:**

1. **Go to** [ul.remindotoets.nl](http://ul.remindotoets.nl) **Results > Analysis**
2. **Choose** Test moment
3. **Select your** test + Filter
4. **Perform an Action** (at the bottom of the screen) > **Select All results**
5. **Choose an Action** on Export to Excel > Go.

How do I check open questions in Remindo?

Please watch the following video: Correction work in Remindo ([https://video.leidenuniv.nl/media/t/1_u7u9xd56](https://video.leidenuniv.nl/media/t/1_u7u9xd56))

Take the following steps:
1. [ul.remindotoets.nl](http://ul.remindotoets.nl)
2. **Choose:** results – check answers
3. You will now get an overview of work that needs to be checked.

4. You can choose between checking **per candidate** or **per question**.
5. Ready to be checked. Click on to check answers

6. If several people will be checking the test make sure you have added a ‘correction round’.

The scoring criteria should be filled in universiteitleiden.remindotoetsmanager.nl.

7. Click on the minus or plus button to allocate points. The scores on the outer left and right can be selected too.

The question starts out in grey and turns green once you have checked the question. To alter scores in your correction model see: How can I change the correction model in open questions?

8. Flag the question if you would like to return to this student and question. You can then use a filter to go back to your flagged questions.

9. You can also add feedback comments. Use # to search for comments you have made in previous feedback in the same question. Previously used comments are sorted alphabetically.

10. Submit your corrections when you are done.

11. Final submission warning: click on close revise or submit correction
• In this Proctorio Practice Test there was only one candidate to check. In your test you will be given the option to submit all or some corrections.

• Also, it is possible to arrange another correction round. One of the correction rounds has to be set to ‘yes – result and grade will be updated based on this correction round’
How can I submit corrections as I am checking?

Choose submit corrections

Submit this correction round?

There is one candidate whose result can be submitted. When a correction is submitted, the final result will be published and only administrators or chief correctors will be able to change the result. You can always submit the results at a later time.

Bianca Luijpen

One or more questions of this candidate are marked.

Submit all candidates

How can I switch candidates?

You can either go back to the place you started: results tile > check answers.

or go from candidate to candidate when you have started checking.

Once you have checked a candidate’s work you can go to the next candidate. You can use the switch candidate button to check how many questions have been checked so far.

How can I assign a question to be checked by a colleague?

In ul.remindo.toets.nl go to the planning tile > look up your test > edit the subscription settings

Scroll down a bit and click on +Add correction round
In the pulldown menu it is possible to divide work questions per person. Choose: **specify for each ripe rule how the correction work should be divided.**

**Please note!** It is best to set these settings once you are absolutely sure who is going to check what. Adjusting the correction round settings after someone has already started checking will only work if the correction round is newly set up and will therefore remove all work that has been checked thus far.

If you wish to change the settings before anyone has started checking, click on the pencil icon to **edit correction round settings.** To edit the correction distribution, click on the tree diagram icon

The recipe rules were based on your test instructions. Each rule (set of questions) can be connected to a tutor. Make sure you have alerted the Remindo administrators who needs access to your test and how the correction work has to be distributed.
Select the tutors.

There must be a connection between the tutor and the candidate

Recipe rule: 1
- Any tutor that is connected to the candidate can check this recipe rule
- Divide this recipe rule between one or more tutors:
- Select tutors

Recipe rule: 2
- Any tutor that is connected to the candidate can check this recipe rule
- Divide this recipe rule between one or more tutors:

Recipe rule: 3
- Any tutor that is connected to the candidate can check this recipe rule
- Divide this recipe rule between one or more tutors:

Recipe rule: 4
- Any tutor that is connected to the candidate can check this recipe rule
- Divide this recipe rule between one or more tutors:

How do I check per question/ candidate?

Go to: Results tile > check answers > test moment > tab check answers per question or check answers per candidate> click on the tick
How do I filter student responses? / How do I return to my flagged questions?
You are in the results tile > check answers > select a student
To filter on status / flagged questions / candidates / responses and scores use the dropdown menu at the top.

If you have flagged a question you can later return to this question by selecting ‘yes’ in your filter options:
How can I change the correction model of open questions?

In ul.remindotoets.nl select results > analysis > test moment: select your test > filter
Choose the third tab: analyze items

Find the correct question ID. The button shows the question.

To adjust your scoring model, select the middle icon: show interaction analysis

Choose: Correct scoring model

1. Select the desirable change in the response model.
2. Check what happens in concept. If you are happy with the changes change the status into active.
3. **Adjust the score / description / allow decimal scoring**

4. **Correction round settings.** Decide whether you want to re-open the correction round. When you add a new correction criterium Remindo will always re-open related correction rounds. *Please note! If you have already started checking and change the scores, the previous allocated points remain the same for those students. You have to manually alter those scores per candidate.*

5. **Preview the changes to check what happens to the scores.**

6. **Motivate** your change
If you are happy with the results you can change the status from concept to active (step 3).

7. Click on save.

!!! Remember to check the status (concept or active – step 2)

The change is processed

An extra column has been added to the Analyze items tab: corrections

8. In the corrections column the icons allow you to:
   - pencil 1: no action
   - pencil 2: edit the item correction
   - cross: deactivate this item correction
   - dot: change this item to concept mode

9. In the overview tab you can see which questions have been changed.
How can I take the test like my students would?

1. Go to: ul.remindotoets.nl
2. Choose: **courses and recipes** and search for **your test**
3. Click on the magnifying glass

4. At the bottom left a list of **options** appears. Select **test this recipe**

5. You can now take the test the candidate will take.
How do I set up a correction round?

In ul.remindotoets.nl go to the planning tile > look up your test > edit the subscription settings.

Scroll down a bit and click on +Add correction round.

Fill in the settings as desired. If there are multiple checkers who each take a number of students inform the Remindo administrators as to the division of students (number of students to be checked etc.).

In the pulldown menu it is possible to divide work questions per person. Choose: specify for each ripe rule how the correction work should be divided.
See: How can I assign a question to be checked by a colleague?

Please note! It is best to set these settings once you are absolutely sure who is going to check what. Alteration after someone has started checking will only work if the correction round is newly set up and will therefore remove all work that has been checked.

<table>
<thead>
<tr>
<th>#</th>
<th>Correction distribution</th>
<th>Correction round settings</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To be checked by any tutor that has access to this candidate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Can I set up multiple correction rounds?
Once all questions have been corrected in the first correction round, you can create a new one. Reasons you might want to do that include problems with the first round or the desire to have a second corrector go through the exams as well. When you start a new round of corrections, the scores and feedback assigned in earlier rounds will not be lost or overwritten. It is possible to use different settings in different correction rounds. Starting a new correction round is done exactly the same way as starting the first one.

What is the order of students when correcting anonymously?
With anonymous checking, the order of the candidates is based on the time of submission. The anonymous correction setting can be set within the correction round settings.

Where can I get an overview of the test results?
1. Go to: results – analysis (1) > select recipe (2) > find your course and click on filter (3)
2. The first of four tabs appears: the test overview
3. The line graph shows the score percentages. The pie chart indicates the percentages of sufficient and insufficient scores. Hover over the pie chart to view the exact percentages.

4. Results per candidate: start time, test duration, result and score.
   Click on the bar chart in the final column to access the result details of a candidate.
   Click on to sort information.

5. To export information to Excel: scroll down to Perform an action. Choose the target and action.

Where can I find an item analysis?

In ul.remindotoets.nl select results > analysis > test moment: select your test > filter
Choose the third tab: Analyze Items
How can I tell what the level of difficulty of my question was?

**P’ value**

The P’ value indicates the level of difficulty of a question.

- **0** = too difficult / not relevant (no one answered correctly)
- **1** = too easy (everyone answered correctly).
- **0.50** = optimal

**Rir value**

The Rir value shows the extent to which the question distinguishes between candidates. **<0.15:** a good amount of good candidates answered this question incorrectly

<table>
<thead>
<tr>
<th>Values (between -1 and 1)</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.35</td>
<td>Good/very good</td>
</tr>
<tr>
<td>0.25-0.35</td>
<td>sufficient/good</td>
</tr>
<tr>
<td>0.15-0.25</td>
<td>weak/ sufficient</td>
</tr>
<tr>
<td>&lt;0.15</td>
<td>insufficient/weak</td>
</tr>
</tbody>
</table>
STD standard deviation
- STD = 0 - all candidates have the same score
- STD = high – difference between high scoring and low scoring candidates

Where can I see the question comments a student left?
In ul.remindotoets.nl select results > analysis > test moment: select your test > filter
Choose the fourth tab: comments

Reply to the comment by clicking on the arrow. Close it by clicking the cross.

How can I check the reliability of my test?

In ul.remindotoets.nl select results > analysis > test moment: select your test > filter
Choose the third tab: Analyze items

On the left you will find the reliability score for your test.

Reliability: Cronbach's alfa: 0.76 – SEM: 2.1

How can I check the Turnitin scores?

Go to: Results > analysis > overview column

You can also check the similarities while correcting a candidate. Choose the second icon on the left.
How do I create an LTI-link in Brightspace?

Make the test in universiteitleiden.remindotoetsmanager.nl and distribute the test to ul.remindotoets.nl.

All recipes

Go to Courses and Recipes > search for your recipe and click on the magnifying glass.
In the left hand margin click on make a link to this recipe in a remote application

Make a connection using LTI

- Information to connect with “Brightspace”
- Make a new link to this recipe in a remote application

Paste this link in Brightspace (e.g. content > add existing > External tool activity > Create New LTI Link). Make sure the link opens in a new window.
How can I transfer scores from Remindo to Brightspace?

Downloading scores from Remindo:

6. Go to ul.remindotoets.nl Results > Analysis
7. Choose Test moment
8. Select your test + Filter
9. Perform an Action (at the bottom of the screen) > Select All results
10. Choose an Action op Export to Excel > Go.

11. Download starts.

12. The names and student numbers are not in order so we need to adjust that.
   Select all top columns

Choose: sort and filter – custom sort (aangepaste sorteervolgorde)

Sort by: code / kenmerk (= student number) > OK

Go back to the spreadsheet and select the column next to the student numbers.
So if column H has the student numbers go to column I and, with a mouseclick choose: insert
Look up the grades column in the same document, copy and paste the grades column next to the student numbers.

13. Brightspace requires grades with . not ,
Adjust the grades by going to the top of the column (=I) and selecting the column. Then click on ctrl H.

The following pop-up appears:

Search for: commas (,) > Replace by: period (.) > Replace All

Please note! Even though the grades with a decimal number do not outline nicely, it is a
requirement for the BS import.

14. BS requires # in front of the student number. **Insert** an extra column. In the empty column next to your student number, select the top empty cell next to the first student number.

   ![Image of function]

   Click on Σ and **add function**: CONCATENATE (tekst.samenv)

15. **Line 1**: #

   +

   **Line 2**: select the cell with the student number

   **Click on Go (gereed)**

   ![Image of function]

   Drag down cell C from the bottom right corner to automatically fill in the other student numbers with # at the start.

   ![Image of Excel spreadsheet]

   Copy this new column and **paste special** it in the empty column as **value (waarde)**

   **Save** and leave this Excel file open.

16. Now we have to prepare the Brightspace csv import.

**Downloading scores from Brightspace**


**Step 1: Export grades**

1. Click on Grades in the navbar of your course.
2. Click on Enter Grades.
3. Click on Export.
Step 2: The settings of the export-file

1. Select whether you want to export all student data or just from 1 group or section.
2. Choose how to sort your data
3. Only tick the bog Points Grade under Grade Value
4. DO NOT CHECK any other User Details
5. Select under Choose Grades to Export which grade items you would like to export.
6. Finally click on Export to csv
7. Fill in the missing grade for the grade item you have created in the CSV file for each student (using . not , before the decimal number. You can replace all , (commas) with . (periods) by using ctrl+h).

Please note! Use VLOOKUP to match student numbers from the Remindo Excel to the Brightspace csv. Check out the next paragraph for more information on this.

How to use VLOOKUP (Excel English) / VERT.ZOEKEN (Excel Dutch)

1. !!! Both files have to be open in Excel.

Place the cursor in cell B3 of the CSV file, type =VLOOKUP(
or =VERT.ZOEKEN(  

2. Click on the cell with the student number (cell A3) and a semicolon (;).

The formula in the formula bar now looks like this: =VLOOKUP(A3; 

While still having the cursor positioned after the semicolon in the formula, go to the Remindo Excel file and select the two columns with (a) the student numbers and (b) the grades, by clicking on the column indications of the first column (H) in the grey area of the sheet header, and drawing the cursor to the next column (I).

You then type ;2;0) and hit enter.

Your formula should now look like this: 

=VERT.ZOEKEN(A3;'[[name of Remindo file]{name of sheet in Remindo file}!$H:$I;2;0)  

and it should yield the grade for the student as result (or an error indication #N/A (DUTCH #N/B) if the student number is not found in the Remindo file).
3. Copy the formula in cell B3 to the other cells by hovering the cursor over the right lower corner of cell B3 and then double click. If the formula has been copied to the other cells in column B but the grades do not appear, click F9.

4. After the grades have appeared, remove the formulas in the cells with an error (#N/A) (#N/B).

5. Now we need to remove the formula. Insert an extra column next to the student numbers (column B).

6. Select all grades in the column and copy

7. Choose paste special and paste the column as value (waarde)

8. Remove #N/A (#N/B)

9. Remove column C (the column with the formula)

10. Save the file as (tab delimited).txt (Door tabs gescheiden tekst).txt

   You will get a warning, just click yes and close the file.

   If Excel indicates you need to save the file again choose Don’t save.

11. Import the .txt file in Brightspace: Grades > Enter Grades > import
REVIEW

How can I discuss tests with my students? / How do I plan a review moment in Remindo?

The best way to discuss the MC test is to plan a review moment. Go to the planning tile in ul.remindotoets.nl.

Please note: Faculties and Institutions might have different policies on review moments. Do not plan a review moment without having discussed this.

!! Also, be aware that posting an answer key in Brightspace will not help the students unless you plan on providing them with the questions as well. The Remindo test shuffled the questions and responses.

Choose test moment

All candidates starting a test moment will be added automatically to this review.

Also add all candidates that have already finished this test moment to this review?  Yes  No

default = yes
1. Indicate the **time period** in which students can access their test.  
   *e.g.* 20 November 2020 – 9:00 am – 20 November 2020 – 11:00 am.

2. **Duration**: How long can students review their test for?

3. For an online **review moment** you do **not** select a location.

4. If you want to be present online for this review moment you choose ‘yes’. This means you are controlling the access to the review moment. When a student logs in and wishes to review their test you have to give them permission.  
   See: *How can my students get to their review moment / How can I grant access to a review moment?*

5. Personal preference.

6. Personal preference.
In this part you give students access to the type of feedback they can review.

You can select what questions and feedback students can review.
How can my students get to their review moment in Remindo? / How can I grant access to a review moment?

Students go to ul.remindotoets.nl.

The 👀 indicates they have access to the test.

If you selected students have to request permission to access the review moment this is what students will see:

Remindo sends a notification to the tutor. Visible in the tutor’s Activity overview.
Go to the **middle column** and click on your test.

**Active reviews**

FSW Remindo practice test

- **Nov 16, 2020 12:00:00 PM - Nov 17, 2020 12:00:00 PM**

- **1**

  - **0**

**Approve** the review: select

The student now has access to their scores.
How can students comment on my feedback?

If you indicated students can add **comments** to the questions they have to click on the speech balloon.

To check a student’s comment, go back to the **overview list** and click on **show result**.
The result you get are the student’s scores. Scan for **Comments during review session**.

How can students view my replies to their comments in the review moment?

In the dashboard in [ul.remindotoets.nl](ul.remindotoets.nl) a speech balloon has appeared next to the review moment. (See below). Students have to select the speech balloon to see their comment and the reaction you gave.
How can I see whether students commented on their feedback (in the review moment)?

In your dashboard go to the Planning tile and select the **Review moment tab** below the calendars. Here you will find your Review moment. The **speech balloon #1** indicates you have one comment.

The **speech balloons** at the far right give access to an **overview** of the comments.