

# TomaGrade

## User Guide



## About the system:

TomaGrade is an online digital system for grading and manage exams. With TomaGrade you can check scanned assignments and exams with computer from anywhere at any time. The user can grade, leave comments, and manage the exams workflow in an intuitive, secure and friendly way. The system built out of many years of experience working with the best academic institutions and understanding their needs.

The system is updated constantly, for any questions or suggestions please contact us at: [support@tomax.co.il](mailto:support@tomax.co.il)

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## Technological requirements:

TomaGrade is an online system, there is no requirement to install it in your computer. The use of the system is through internet browser.

For now we recommend to enter the system with Google chrome browser 

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## How to enter the system:

Please enter Google chrome browser and insert the web address that was given to you. Enter the user name and password provided by your system administrator.

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## How to use the guide:

The guide is built from number of chapters, the main subject is checking the exams. every chapter contains subtopics that include explanations for different in tools and functions the system.

You can go straight to the subject that you need by clicking on the name of the subject in the contents list or from the bookmarks in the program that you are using. For you convenience the name of the subject appears at beginning of every page.

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## Home screen

### Home page overview

The screenshot shows the Home screen interface with the following elements and callouts:

- 1**: Points to the 'Exams to check (6)' section on the left, which lists courses with their status (e.g., '3 exams left to check out of 3 (0%)').
- 2**: Points to the 'Exam status' column in the table, which shows 'In Check' or 'Not Checked' with corresponding icons.
- 3**: Points to the 'Help' button (question mark icon) in the top right corner.
- 4**: Points to the 'Start Checking' button, which is highlighted in green.
- 5**: Points to the navigation tabs at the top: 'Exam Details', 'Grade Array', 'Attachments', 'Staff Comments', and 'Comments Bank'.

#	Student ID	Exam status	Grade	Professor name
1	013234463	In Check		Lecturer: ישראלי
2	015306160	In Check		Lecturer: ישראלי
3	015380124	Not Checked		Lecturer: ישראלי
4	015443328	Not Checked		Lecturer: ישראלי
5	017949389	Not Checked		Lecturer: ישראלי

- 1 Right panel: list of courses
- 2 Exams chart per course
- 3 Help button
- 4 Start checking button
- 5 Navigation tabs: exam details, grade Array, attachment files, staff comments, comments bank

### Courses list

Upper panel: exams waiting to be checked

Lower panel: all the exams that been checked

The screenshot shows the 'Courses list' interface with the following elements and callouts:

- 1**: Points to the 'Exams to check (6)' section, which lists courses with their status (e.g., '3 exams left to check out of 3 (0%)').
- 2**: Points to the 'My courses' section, which lists courses with their status (e.g., '0 exams left to check out of 4').
- 3**: Points to the search box in the 'My courses' section.

Course Number	Date	Status
40078011	2017   מועד א   סימסטר א	3 exams left to check out of 3 (0%)
13711	2016   מועד א   סימסטר א	0 exams left to check out of 4

- 1 Courses that are in the middle of checking process
- 2 Courses that the checking process is finished
- 3 Search box for checked exams

# Exams chart per course

1

All Notebooks

Free search | Navigate with menu

More options

	#	Student ID	Exam status 2	Grade	Professor name
4	1	013234463	In Check		Lecturer: ישראלי ישראלי
3	2	015306160	In Check		Lecturer: ישראלי ישראלי
	3	015380124	Not Checked		Lecturer: ישראלי ישראלי
	4	015443328	Not Checked		Lecturer: ישראלי ישראלי
	5	017949389	Not Checked		Lecturer: ישראלי ישראלי

1 Free search and navigation- you can type any word direct in the search box or you can use search with the categories that will open if you click the box.

Free search | Navigate with menu

By Column

By Quantity

By Saved Filter

By Stacks

2 Sort- you can sort a column by clicking on the title

3 Selection box

4 Bookmark that shows the last exam that stopped in the middle of checking process, the next check will start from this exam.

## Exam statistics

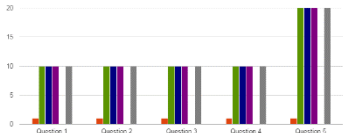
The exams statistics are in exam details screen at the exams chart.

The statistics are updating during the checking process.

	#	Student ID	Exam status	Grade	Professor name	Question 1 - 20 points	Question 2 - 20 points	Question 3 - 20 points	Question 4 - 20 points	Question 5 - 20 points
	1	013234463	Checked	60	Lecturer: ישראלי ישראלי   Checker: יוסי תומקס	10	10	10	10	20

Statistic for the selected group - shows 5/5

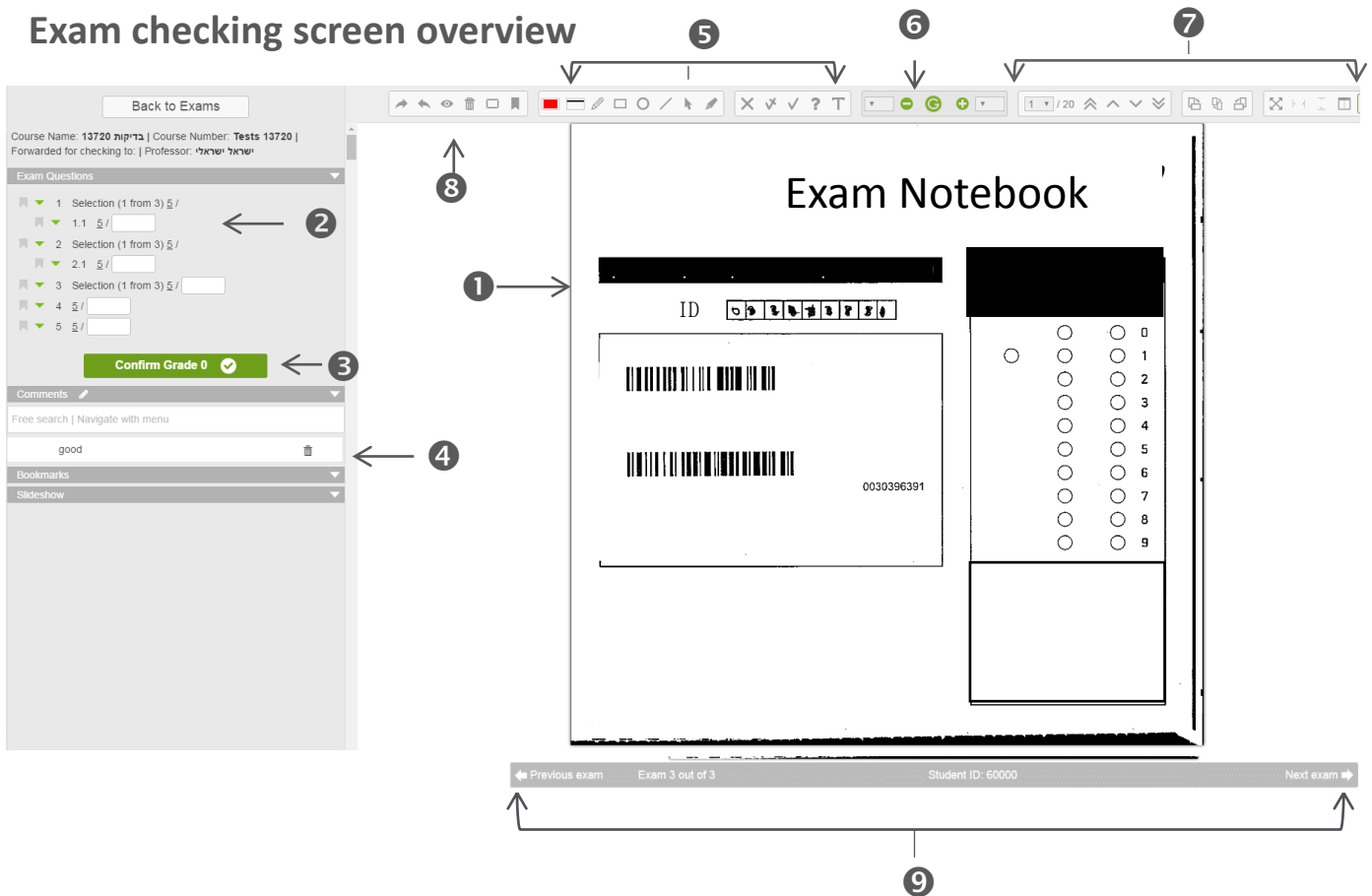
Stack Name	Checked	Average	Max	Min	StDev	Median
All Notebooks	1	60	60	60	0	60
Question 1	1	10	10	10	0	10
Question 2	1	10	10	10	0	10



Clicking on the panel will open/close the statistic display

# Exam checking

## Exam checking screen overview



- ❶ Scanned exam display
- ❷ Grade Array for exam
- ❸ Confirm exam grade
- ❹ Exam remarks- all the saved remarks
- ❺ Explanatory note (annotations)
- ❻ Grading tool - final grade, negative and positive grades
- ❼ Display and browsing tools- changing display orientation, browsing notebook pages, display to pages together
- ❽ Editing and bookmarks tools
- ❾ Transverse browsing between notebooks.

## Start checking

1. Choose the course you want in the right panel at the home screen
2. After choosing the course under “exam details” you will see all the notebooks that are assigned to this course
3. Press on “start checking” **Start Checking** button, checking exam screen will open
4. If a few notebooks were chosen the checking will start from the first notebook till the last one.

If non of the notebooks were chosen, the first notebook in the list of the exams that you didn't check yet.

<input type="checkbox"/>	#	Student ID	Exam status	Grade	Professor name
<input type="checkbox"/>	1	032495947	In Check	2	Lecturer: ישראלי ישראלי
<input checked="" type="checkbox"/>	2	032849242	Not Checked		Lecturer: ישראלי ישראלי
<input checked="" type="checkbox"/>	3	033753856	In Check		Lecturer: ישראלי ישראלי   Checking by: ישראלי ישראלי
<input type="checkbox"/>	4	033846858	Not Checked		Lecturer: ישראלי ישראלי

## Grade Array

When you will start checking an exam for the first time you will have two checking options:

① Check with Grade Array

② Check with out Grade Array

① →  
② →

Back to Exams

Course Name: 400יטילרס | Course Number: 454545 | Forwarded for checking to: | Professor: ישראלי ישראלי

Exam Questions

No grade array set, what would you like to do?

Set Array

No Array

- Grade Array is the exam questions structure and the grade per question and it is the **recommended way to check the exam**.
- Structure settings is done by pressing “set Array” in the exam checking screen or under “Grade Array” tab in home screen.

Exam Details | Grade Array | Attachments | Staff Comments | Comments Bank

## Grade structure

### Grade Array setting screen

The screenshot shows the 'Grade Array setting screen' with the following elements and callouts:

- 1**: Arrow pointing to the '+ Add Question' button.
- 2**: Arrow pointing to the 'Grade Array' column header.
- 3**: Arrow pointing to the 'Maximum Grade' column header.
- 4**: Arrow pointing to the question selection checkboxes in the 'Grade Array' column.
- 5**: Arrow pointing to the '5.1' section label in the 'Grade Array' column.
- 6**: Arrow pointing to the grade input box in the 'Maximum Grade' column.
- 7**: Arrow pointing to the 'Selection Groups' button.
- 8**: Arrow pointing to the 'Import grade array' button.
- 9**: Arrow pointing to the 'Save' button.

Grade Array	Maximum Grade	Bonus	Remove Question
<input type="checkbox"/> 1	20	<input type="checkbox"/>	
<input type="checkbox"/> 2	20	<input type="checkbox"/>	
<input type="checkbox"/> 3	20	<input type="checkbox"/>	
<input type="checkbox"/> 4	20	<input type="checkbox"/>	
<input type="checkbox"/> 5	20	<input type="checkbox"/>	
<input checked="" type="checkbox"/> 5.1	20	<input type="checkbox"/>	

Total - 100 points

- ① Add a question - used to add one or more questions to the structure.
- ② Add a few questions together- used to add a few questions to the structure at the same time.
- ③ Give grade for a question
- ④ Question box - you need to choose the question perform an action on the question (deleting a question, add sections)
- ⑤ Question sections: add sections and sub-sections to a question:
  - ① choose the question
  - ② number of the question and grade boxes will be used to define number of sections and grade per section
  - ③ to add more sections you will press the “add section” button

This detailed screenshot shows the 'Grade Array' table with callouts:

- A**: Arrow pointing to the '+ Add article' button.
- B**: Arrow pointing to the grade input box in the 'Maximum Grade' column for question 2.
- C**: Arrow pointing to the checkbox for question 1.

Grade Array	Maximum Grade
<input checked="" type="checkbox"/> 1	20
<input type="checkbox"/> 2	20
<input type="checkbox"/> 3	20
<input type="checkbox"/> 4	20
<input type="checkbox"/> 5	20

Total - 100 points

- ⑥ Grade box - use to change grade manually
- ⑦ Selection Groups - in the screen you can define that a group of questions will be choice question.
- ⑧ Import grade Array - import a structure from other courses
- ⑨ Save Array
  - at the end of the process you need to press the save button to save the structure

❗ you can check an exam without the structure. The structure allows easy and organized work according to a defined pattern. This is the recommended way to grade an exam.



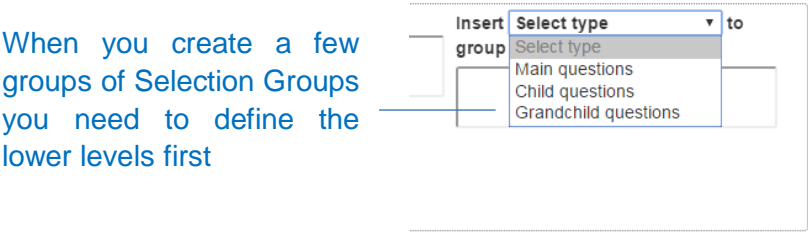
# Grade Array

## Define Selection Groups :

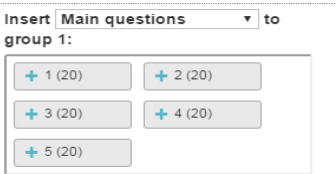
- 1. Press “Selection Groups” in the Grade Array screen and choose “create Selection Group”



- 2. Choose the type of the choice – questions, sections or sub-sections.

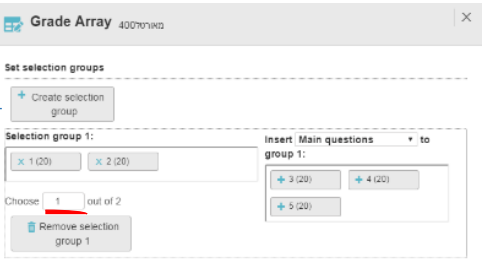


- 3. Choose the questions you want to add by pressing +



- 4. After choosing the questions you need to define the number of questions you need to answer from the group of questions, and press confirmation button .

You can add a few groups of Selection Groups



- 5. After you define the groups of Selection Groups you can see them in the Grade Array and at the grade general summary.

.....  
**Total - 100 points**  
**Selection - 20 out of 40**  
.....  
**Total exam points - 80**  
.....



- 6. You need to press “save” so the Selection Groups group will be saved in the grade Array.

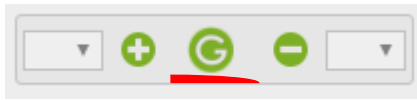


## Entering grades:

Ways to enter grades:

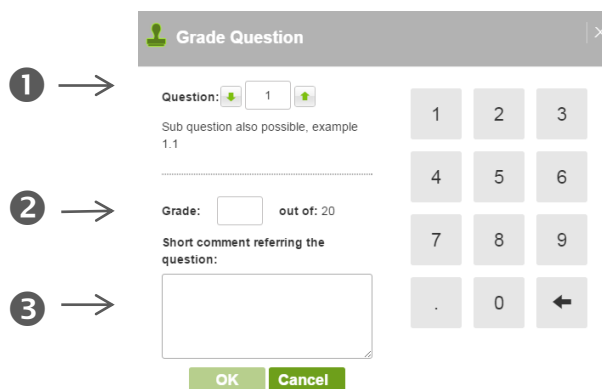
**A: the recommended way-** enter “final grade” by pressing the grade button:

1. Press the “grade” button (G) at the tolls menu



2. Press on the notebook where you want the grade to appear

3. “Entering grade” window will open- enter the grade per question and press OK



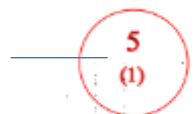
❶ Question number- will always be the first question without grade, you can change the number manually.

❷ Max grade - limited to what is defined at the grade structure.

❸ Comment box - you can add a comment next to the final grade.

4. The grade you entered and confirmed will appear at the notebook, and will be updated in the grade Array.

❷ to change the grade, press double click on the grade annotation that is on the notebook.



**B: enter grade directly to the grade structure-** enter the grade in in the grade box next to the number of the question.



❷ pay attention- if you choose to give grade directly to the structure, you wont be able to use the grade button.

## Entering grades:

**C: Enter positive/negative grade** - Gradeing by subtracting from the max grade or adding to the minimum grade that was defined at the structure.

1. Press the plus “+” or minus “-” button- and then press the location you want the annotation to appear on the notebook.

You can define the negative/positive grade in advance by choosing from the menu numbers. (limited to 10 points per negative/positive grade)



2. Entering “negative” or “positive” grade window will open respectively

**Grade Question**

Question: 1 ⬇ ⬆

Sub question also possible, example 1.1

---

**Positive** — Grade: 4 +

(Left to add 20 out of 20)

Short comment referring the question:

**Grade Question**

Question: 1 ⬇ ⬆

Sub question also possible, example 1.1

---

Grade: 5 - **Negative**

(Left to omit 20 out of 20)

Short comment referring the question:

3. You can give a few negative/positive grades to the same question, the grade will calculate and will update automatically in the Array and on the notebook.

**Exam Questions**

⬇	⬆	1	20 /	15		
					-5	
					(1)	
⬇	⬆	2	20 /	2		
					+2	
					(2)	

### Remarks about positive/negative grade:

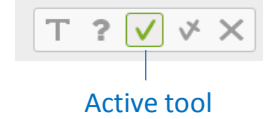
- Positive and negative grades cant be used together.
- The option is available only when you define grade Array.
- You don't have to give a final grade after adding positive/negative grade (by pressing “G”), but we recommend that you'll add it, so the student will be able to see all the grade summing up

## Explanatory tools (annotations)

In the upper panel there are explanatory tools that you can use to highlight, add signs, write comments with:



- **Choosing a tool:** press on the tool you want, the chosen tool will be active once.
- **Reuse:** double click will allow reuse of the tool until you press it again.
- You can reduce, increase and drag the shape across the page.




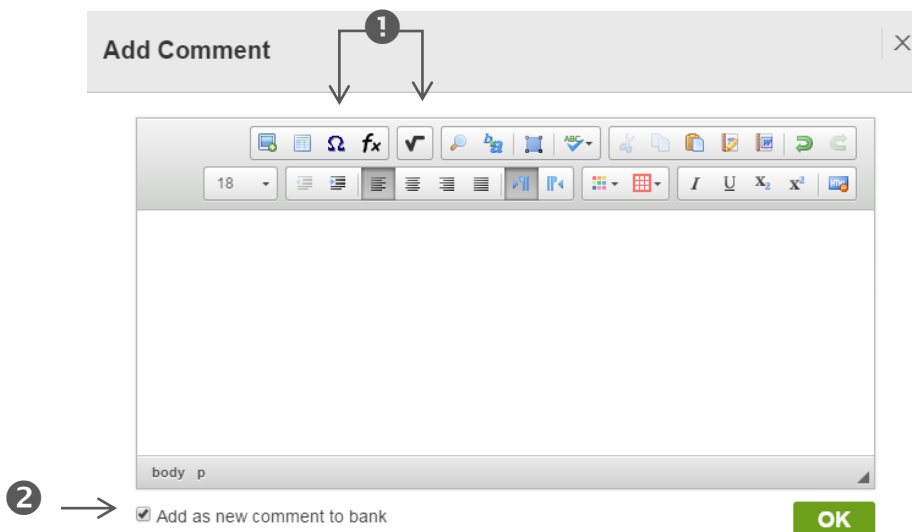
☐ press, hold and drag  
to change the shape size.



- **Deleting:** mark the object and press the trash button, or press delete in the keyboard. You can delete a few objects by marking all of the area they are in.

## Adding comments on the notebook

- In order to add a comment on the notebook press the comment button. 
  - Press on the notebook (where you want to add the comment), “add a comment” screen will open.
  - The screen contains text editor, you can choose font, size, colors and more.
- ❶ The screen has equation tools.
  - ❷ You can save comments in the “comment bank” for reuse.



## Bank comments

- The bank comments is a tool that saves the comments that you use on the exams.
- The save comments will appear in check exam screen , on the right side under “comments” menu
- To use the saved comments, choose the relevant comment and place it on the notebook by clicking where you want the comment to appear. ❶
- To edit a saved comment, press **double click** on the comment and editing screen will open.
- Search and filter comments display. ❷
- Positive/negative grade comment will have extra indication – in which question they were used and the grade that been given. ❸

❷ →

Comments		
▼Comments With Grade : Add Text For Inner Search		
Partial answer		
good		
Correct answer	← ❸	10+ (1)

← ❶

$(-3m-5)x - y + (-3m-7)z = 4$  Partial answer

- You can get to the saved comments by “bank comments” tab in the home screen.

Exam Details | Grade Array | Attachments | Staff Comments | **Comments Bank**

40045454545 | מועד א | סימסטר א | 2017 - תאריט

Import Comments

❶ ←

❷ →

Comment	Question	Grade	Update	Delete
Correct answer	1	10+		
Partial answer				
good				

Add Regular Comment

Add Grade Comment

Delete all

❸

❹ ↑

- ❶ Import comments from other exams.
- ❷ Adding a new comment- added comments in the bank comments will appear in the comment list in checking exam screen
- ❸ Question and grade field- comments that were added from positive/negative grade will have the number of question and the grade that was given
- ❹ Update a comment- editing the comment (comments that comes with grade, you can decide if the update will be comprehensive or specific).

## Finishing exams checking per course

After you will finish checking all the exams in the course, more buttons will appear in the home screen:

1

↓

Exam Details

Grades and Factor

Attachments

Staff Comments

Comments Bank

Start Checking

Finish Checking

Download Grades

↑

3

↑

2

❶ “Grade and factor update”- allows to update grades, add factors and cancel questions.

Add general factor to exam  points


Grade Array	Maximum Grade	Add Factor	Cancel Question
1 Selection (1 from 2)	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="checkbox"/>
2 Selection (1 from 2)	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="checkbox"/>
3	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="checkbox"/>

- ❷ “End checking”- finish the checking process and lock the exam. The checked exams are sent to the academic department.
- ❸ “Download grades file”- allows to download grades as an excel file , after saving the file you can send it to the exams department

## End checking process

- To end the checking process you have to press the “finish checking ” confirmation button.
- After pressing the button, “finish checking” screen will appear, in this screen you can see all the grades per question, you will have an advance notice if you missed a final grade in a question, or not giving a question grade at all.

□ pressing on a define grade will move the screen to the grade on the notebook

 **Finish Checking** ✕

**Are you sure you want to finish the test?**

▼

1

Selection (1 from 2) 20 / 15

▼

2

Selection (1 from 2) 20 /

▼

3

20 / missing score

▼


4

20 / 20

▼

5


20 / 17.5

\* Click the question for more info 

**Total exam's points: 52.5**  
Students:3 | InProgress:3 | Finished:2  
Average:31.25 | StDev:21.25 | Min:10 | Max:52.5 | From 2 Grades

**OK**

- **Finish checking an exams-** after confirming that you finish checking the exams, the system will automatically go to the next exam you need to check, if you finished all your exams it will go to home screen.
- **Changes after you finished checking-** if you want to make changes on final grade after confirming that you finished checking, you will press “enable editing” on the top of the checking screen, you will make the changes and reconfirm the final grade.

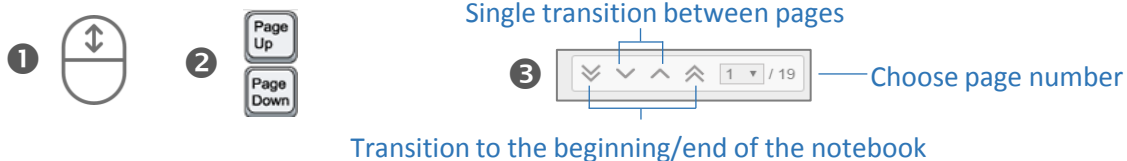
 **Enable edit mode**

## other tools in checking exam screen

### Browsing and viewing options

- **Exam display and browsing notebook pages-** to review the notebook and pages you can use few options:

- 1 scroll the mouse
- 2 Page Up/Down keys in the keyboard
- 3 upper toolbar



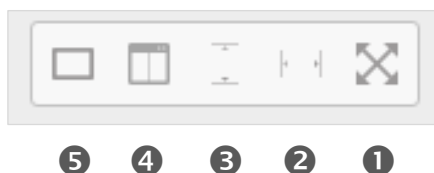
- **Browsing between different exams-** to browse between different exams in the same course widthwise use the arrows at the bottom of the page



- **Screen display**

use the tools in the toolbar to make changes in document display:

- 1 Full screen display
- 2 fit to widthwise
- 3 fit to height
- 4 display two pages
- 5 one page display



- **Slides display**

Slides display allows to see all notebook pages. Use the mouse to increase/ decrees notebook display



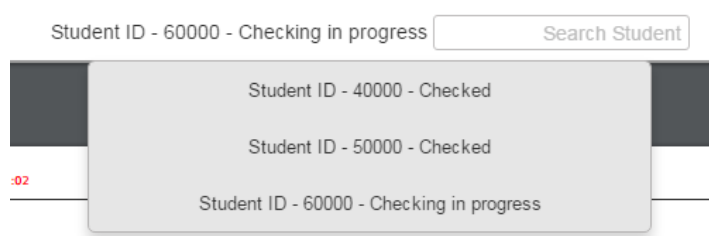


## Other toolbars



❶ Cancel action (Ctrl+Z in the keyboard)/ redo action (Cntl+Y)

❷ Display other pages- allows to see another exam or attachment in a new tab at the browser. Pressing the button will open a new tab with a menu – from the menu choose the exam you want



❸ Trash- deleting annotations from document (mark them first)

❹ Cursor- return the marking tools to default

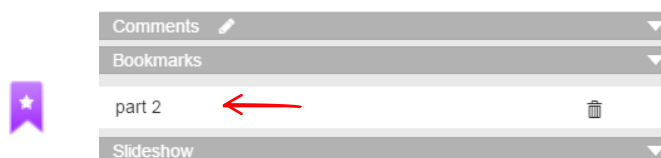
❺ Bookmark- adding a bookmark will allow to return to where you placed the bookmark easily.

1. press the button and then the place you want the bookmark to be in.
2. A window will open, you will write the bookmarks menu an press o.k.

Bookmark name:

OK Cancel

3. The bookmark will appear as an icon and will add to the bookmark list under bookmarks menu.



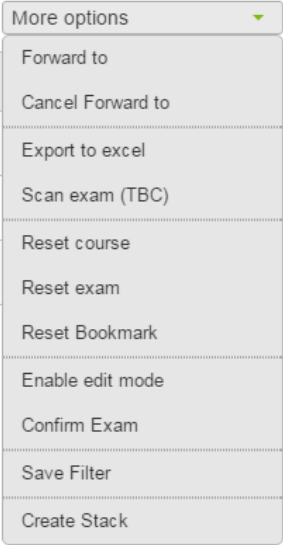
4. You will be able to go back to the bookmark place by pressing it in bookmarks menu.

# Other actions menu

Other actions menu is in the exam details tab, some of the actions are in the checking exam screen like “enable editing”, “confirm end of checking process, and some are only in the exam details menu.

## Reset exam

- Mark the exam on exam list, choose “reset exam” out of the menu, after confirming, all the grades/comments and annotations in the exam will be deleted



## Reset course

- Reset course action will delete all the checking details of the exams at the course, including grades, comments, annotations and Grade Arrayfor the exam

## Export to excel

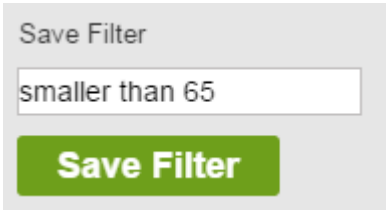
- Allows to export grades details to Excel

## Reset bookmark

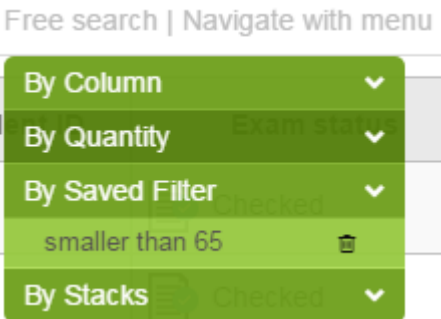
- The action resets the bookmark on the last exam checked

## Save filter

- The action allows to save search and filters in the exams table. Give a name to the search and press save search.



- After saving the filter , you can choose it from the filter menu in the toolbar.



## Transfer exams

You can transfer an exam to other teachers with these steps:

- 1. Mark the exam/s you want to transfer at the home screen
- 2. Press other actions and choose “Forward to ”
- 3. “forward to” screen will open

The screenshot shows the 'Forward to' interface with the following elements and numbered steps:

- Step 1:** Points to the search box containing 'יוחאי תומקס , yohay.w@tom...'.
- Step 2:** Points to the 'Select staff member' button.
- Step 3:** Points to the list of selected members, showing 'יוחאי תומקס' with an 'X' icon to remove it.
- Step 4:** Points to the 'Send comment' text area with the placeholder 'here you can comment'.

At the bottom right, there is a green 'Save' button with a document icon.

- 1 Type the staff members name or e-mail address in the search box
- 2 Press “choose staff member” to add him as a recipient
- 3 Chosen members list- to remove a member press the “X” next to the name
- 4 you can add a remark to the recipients, they will see it in “staff remarks” tab
- 5 Don’t forget to press save at the end

the staff members you are adding will get an e-mail notice and the exam will be added to his exams that are waiting for check.

## Cancel exams forward to

Allows to cancel and remove staff members from the exam

The screenshot shows a dropdown menu titled 'More options' with two visible items: 'Forward to' and 'Cancel Forward to'. The 'Cancel Forward to' option is highlighted with a red underline.

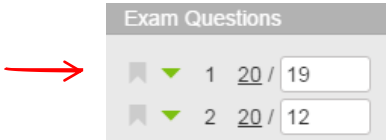
# bookmarks

Bookmark are the tool that allows adding “anchor” on the notebook so you can jump right back to them at any stage of the process, it also allows lateral check of the exam.

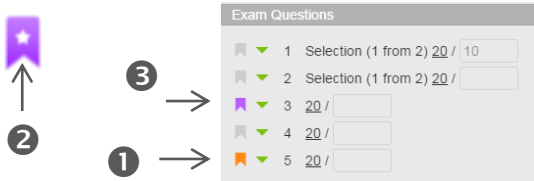
*you can use bookmarks only on exams with grade Array*

• **How to use bookmarks:**

1. the bookmark button is next to the question number in the Grade Arrayat home screen



1. ❶ Press the bookmark next to the question- the bookmark color will be orange
2. Place the bookmark next to the question in the notebook by clicking on the question with the mouse
3. ❷ bookmark icon will appear on the notebook ❸ the color of the bookmark next to question will change to purple



4. After placing the bookmark, when you press on the bookmark in the “grade structure” it will bring you to the bookmark on the notebook

5. To do an lateral check for a cretin question:

- Place bookmark for questions **before** you start checking
- Start giving grade to a question in the first exam and move to the next one with the bottom toolbar



- After you will move to the next exam you will automatically transfer to the question bookmark

**Grading a question with a bookmark:** you can add grade to a question with a bookmark. The grading screen will open automatically for a question with a bookmark (not for the next question that is defined as default). Press the grade annotation and place the mouse next to the bookmark on the notebook.

**Deleting bookmarks:** you delete bookmark like any other icon, mark it and then press to trash icon or delete in the keyboard

# Other tabs

## Staff remark

Exam Details | Grade Array | Attachments | **Staff Comments** | Comments Bank

Under this tab you can find all the remarks the staff wrote on the exam, you can add remarks as well..

⚠ attention: everyone that connected to the course can see the staff remark

## Attachments

In the “attachment” tab you can relevant files (test, answer sheet).  
You can also save file to your computer.

To upload a file:

- 1 press add a file (in attachment tab)

Exam Details | Grade Array | **Attachments** | Staff Comments | Comments Bank

40045454545 | מועד א' | סיסטור א' | 2017 - תאריט

Add attachment | Delete attachment

Choose	#	Attachment Name
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Attention, the attachments will be available for downloading only after the grades will be published

- 2 a new window will open, press “choose file” button

Add attachment to 40045454545 course

Add course attachments (pdf,bmp,jpg,jpeg,doc,docx,xls,csv,xlsx,png)

Drag attachments here

לא נבחר קובץ | בחר קבצים

After attachment selection, to upload - choose type and click the green button

Name	Type	Comments	Size	Progress	Status	Actions
------	------	----------	------	----------	--------	---------

Save

- In the window you will choose 3 file type 4 add remarks 5 press the upload button to upload the file

After attachment selection, to upload - choose type and click the green button

Name	Type	Comments	Size	Progress	Status	Actions
GridData-1.xlsx	Select type		0.03 MB			Upload Cancel Delete

3 4 5

Save

Don't forget to press save at the end of the process

Save

