

PDF Help Doc

Setup

After scanning tests into a single PDF file and placing the file into a folder of your choice startup the PDF Grader program and click the 'File' tab and select 'New Project'.

Navigate to the PDF file that you created, select and open it. You will then be asked for the number of pages that make up each test and how many questions there are. After which you will be prompted to draw out regions that encompass the name and question areas and the total points each is worth. It is recommended that you be generous with the space you draw for the questions as it is currently hard to adjust the space later.

Adjustments

You will find that there are additional folders along with your PDF file. These folders hold the various files that the program uses to save data that you have entered.

Normally you would have no need to ever open these files but if you ever need to make a change to some aspect of a question (point value, display area, or marks) you will have to open the file for that question and edit the value inside.

Concurrent Grading

After setup is complete, anyone who has access to the folder that you have stored the PDF file and its data files can help grade the test by opening PDF Grader. To begin grading, select 'File', 'Resume Project', then open the PDF file. It is possible to receive a warning dialogue that someone is already working on this question. Clicking "no" will take you to the next question. Having multiple people grade the same question is highly discouraged, as they will overwrite/corrupt each other's save data. It is intended to allow multiple people to grade several different questions rather than a single one.

Grading

After setup is complete Question 1 will be displayed by default for you to begin grading. This is Question 1 for all of the tests. To navigate between tests use the up and down arrow keys. You are able to select a different question by selecting the 'Question' tab and picking one of the other questions.

Marks

- In the upper right side window are some pregenerated Marks for you to use, they can be added to a question by clicking the box on the far right side of the mark.

- To bind the Marks to a key, click the middle box on the chosen mark and press the key you want to bind it too. Pressing the chosen key will add or remove the Mark from the current test.
- You can assign more than one mark active on a question at a time. To add a Mark, click the 'Tools' tab and selecting 'Add a new Mark'. You will then be asked to give a descriptor to the Mark and a point value.
- Note that PDF Grader gives full points by default so most Marks will have negative values attributed to them, though it is possible to grant bonus points by giving the Mark a positive point value.
- Marks are only present for the questions you add them to. Marks added on Question 1 will not appear on Question 2.

Export