ren.

Teacher Guide

Pilot Session

A step-by-step guide to marking with ren.: set up a class, set an assignment, check the marks, release results and read the reports.

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WELCOME

How ren. works

- ren. reads your students' handwritten scripts, scanned or photographed.
- It suggests a mark for each question, based on your answer scheme (your marking scheme).
- It writes feedback for each student, so they know what to improve.
- It shows you how your class did, and where marks were lost.

The five stages

1 **Set up a class**
Create your class and add your students. p. 7

2 **Set an assignment**
Upload your answer scheme, then the students' scripts. p. 13

3 **Mark**
Check ren.'s marks and change any you disagree with. p. 23

4 **Release results**
When you are ready, let students see their marks and feedback. p. 35

5 **See how students did**
Class averages and common mistakes. p. 39

You stay in control. ren. only suggests marks. You check every mark, and you can change any of them. Students see nothing until you release results.

Want to practise first? Go to **renlearn.app/demo**. It has sample students and short guided tours, and nothing you do there is saved.

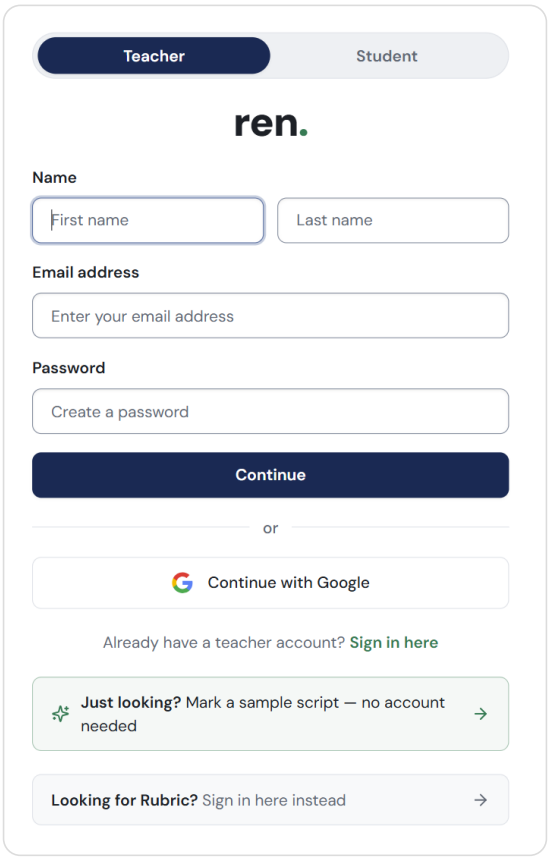
START HERE

Create your account

1. Go to **renlearn.app/sign-up**.
2. Check that the **Teacher** tab at the top is selected, not **Student**.
3. Type your name, your school **Email address** and a **Password** of at least 8 characters.
4. Click **Continue**. ren. emails you a short code.
5. Type the code into **Verification code**, then click **Verify**.

Or click **Continue with Google** instead of steps 3 to 5.

Just looking? The link under the form lets you mark a sample script without an account.



Next time

Go to **renlearn.app/sign-in**, type your email and password, and click **Sign in**. Forgot your password? Click **Forgot password?** under the **Sign in** button.

START HERE

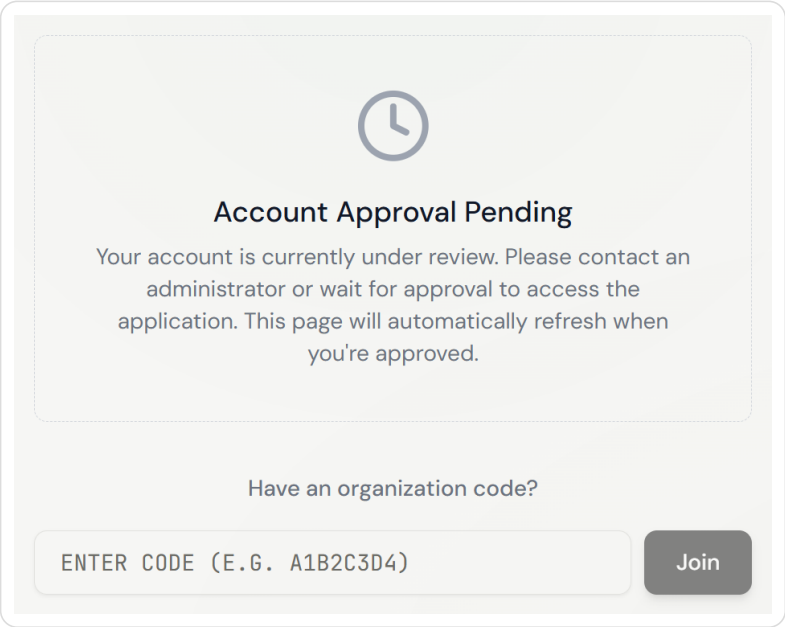
Join your school

After you sign up, you see **Account Approval Pending**. This is normal: your school needs to let you in.

YOUR SCHOOL'S CODE

Ask your school's ren. administrator for it. It is up to 8 letters and numbers.

1. Find the box under **Have an organization code?**
2. Type your school's code.
3. Click **Join**. Your home page opens.

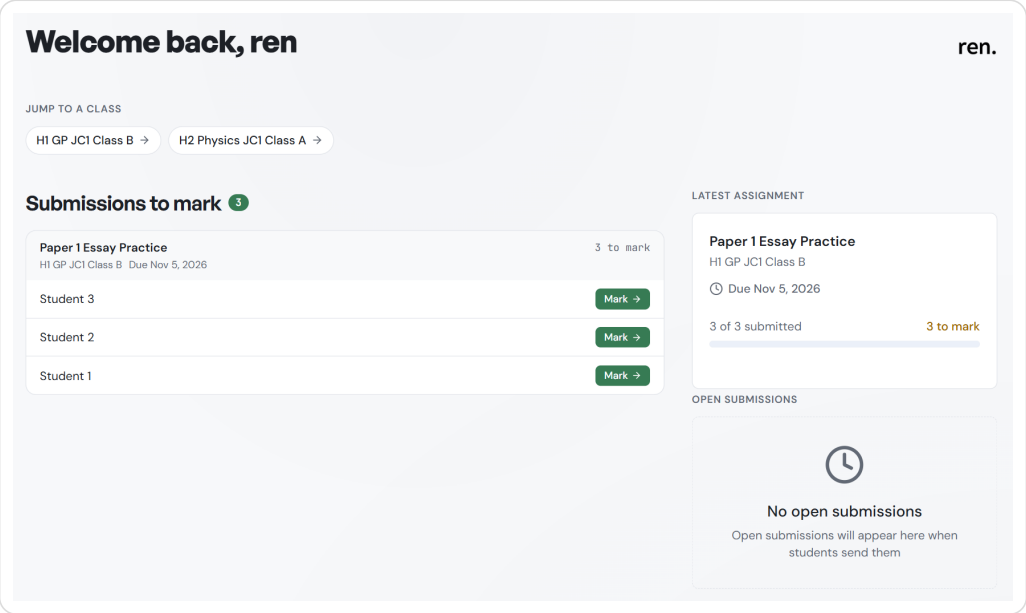


No code? Leave the page and come back later. Once your school approves you, the page lets you in by itself.

START HERE

Your home page

This is the first page you see each time you sign in.



- **Submissions to mark** lists scripts waiting for you. Click **Mark** to open one.
- **Jump to a class** opens a class in one click.
- On the left, **Classes** lists all your classes.

Inside a class, the menu on the left has **Assignments**, **Students** and **Reports**. You will use these three the most.

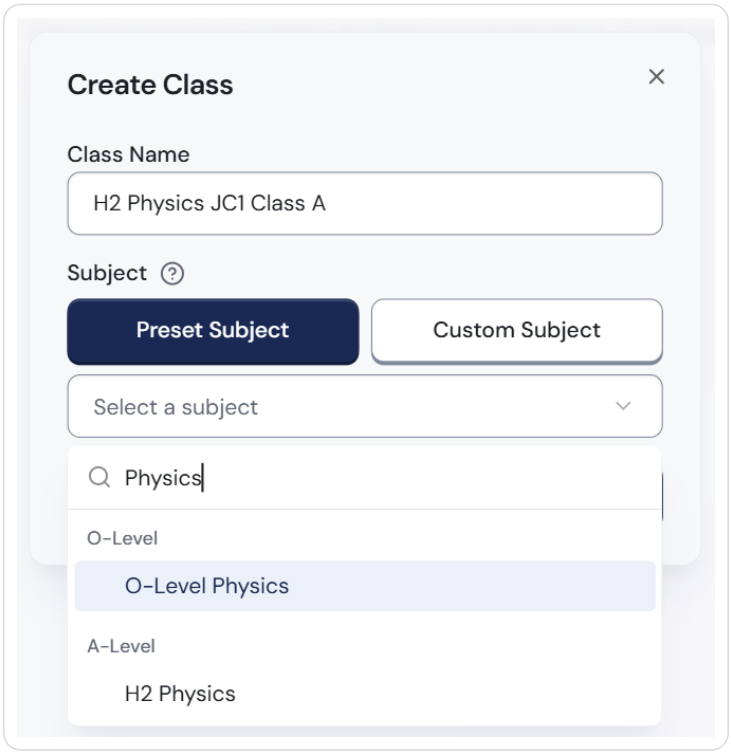
1. SET UP A CLASS

STAGE 1

Create a class

Make one class for each group you teach, for example *H2 Physics JC1 Class A*.

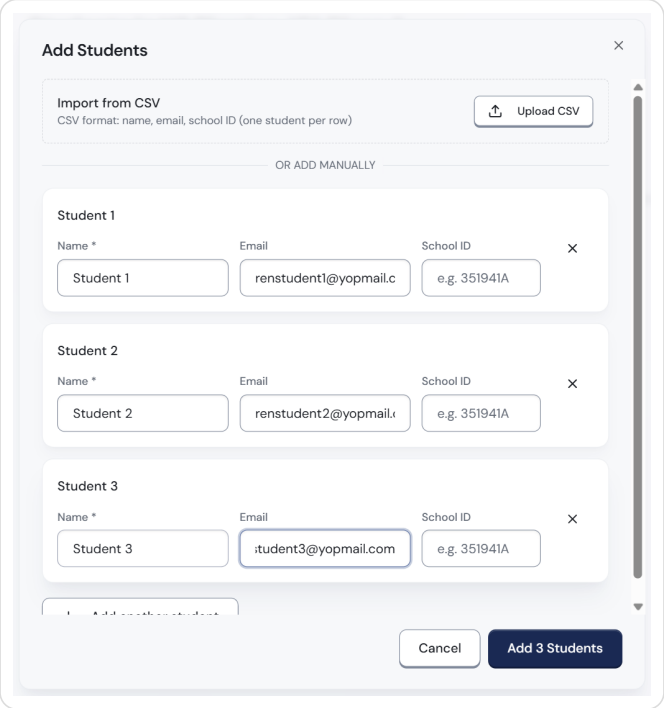
1. Click **Classes** on the left.
2. Click **Create Class** at the top right.
3. Type a **Class Name**.
4. Click **Select a subject**, start typing, then click your subject.
5. Not in the list? Click **Custom Subject** and type its name.
6. Click **Create Class**. The class's **Students** page opens.



STAGE 1

Add students

1. On the class's **Students** page, click **Add Students**.
2. Type each student's **Name**. **Email** and **School ID** are optional, but you need the email to send an invite.
3. Click **Add another student** for another box.
4. Click the button at the bottom, for example **Add 3 Students**.

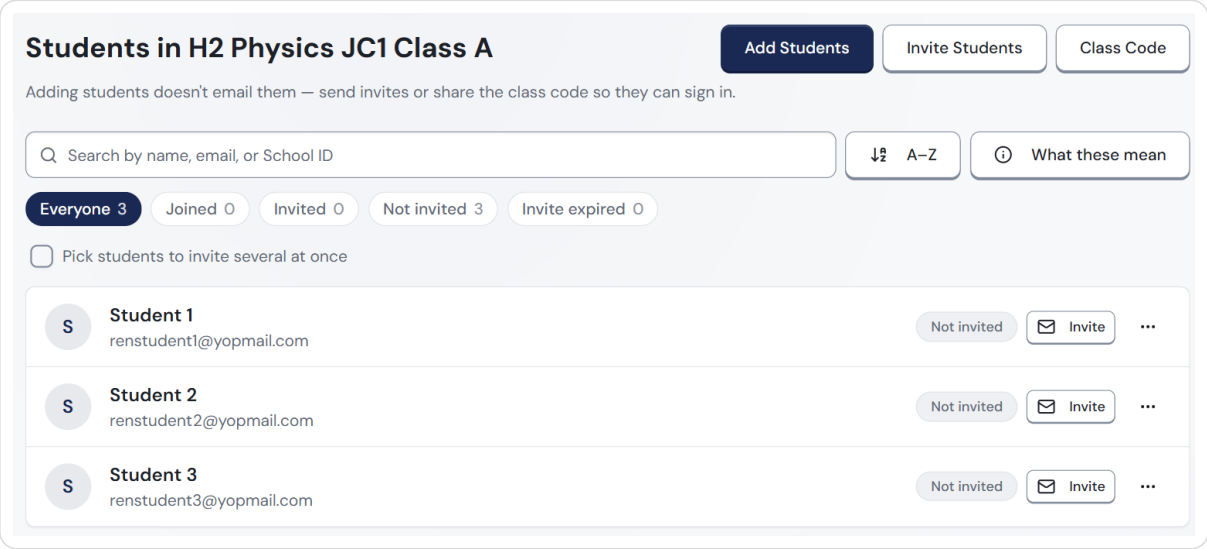


Good to know: Adding students does not email them. To let them sign in, share the class code or send invites (next pages). Have a class list in Excel? Save it as CSV (name, email, school ID) and click **Upload CSV**.

STAGE 1

Your student list

Each row shows a student and whether they can sign in yet.



- **Joined**: they can sign in and see their work.
- **Invited**: invite sent; they have not joined yet.
- **Not invited**: no invite sent yet.
- **Invite expired**: the invite ran out after 7 days. Send a new one.

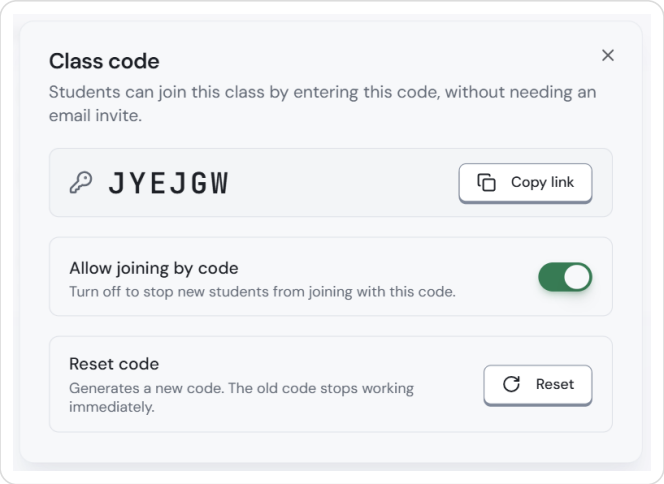
Students who have not joined still appear, and you can still upload their scripts for them.

STAGE 1

Let students join: class code

The class code works without email. Use it if invite emails get blocked.

1. On the **Students** page, click **Class Code** at the top right.
2. Show the code on the board, or click **Copy link** and paste it into your class chat.



What students do

1. Sign up at **renlearn.app/student**.
2. Type your code on the **Join a class** screen, then click **Continue**.
3. Check the class name and your name, then click **Join**.

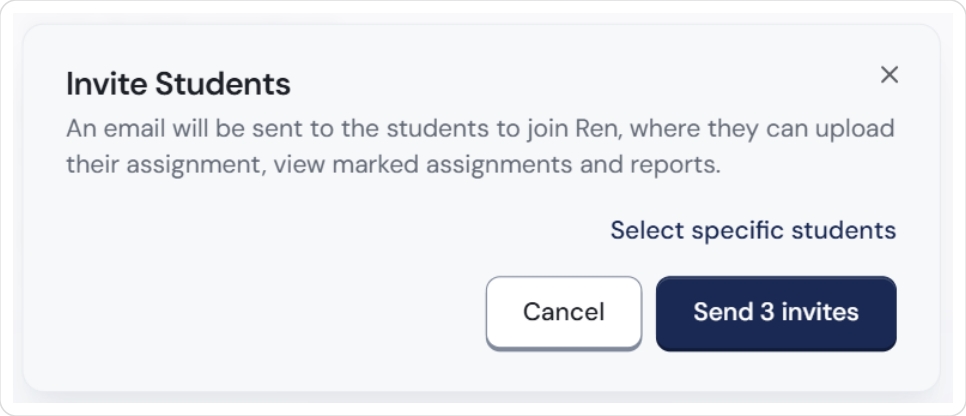
Once everyone is in, you can switch **Allow joining by code** off.

STAGE 1

Let students join: email invites

Each student needs an email address on your student list.

1. On the **Students** page, click **Invite Students** at the top right.
2. To invite only some students, click **Select specific students** and tick them.
3. Click the send button, for example **Send 3 invites**.



Each student gets an email with an **Accept invitation** button. Their row changes to **Invited**.

- **One student:** click **Invite** on their row.
- **Invite expired** (after 7 days): click **Re-invite** on their row.

Good to know: School email filters sometimes block invites. Ask students to check their junk folder, or share the class code instead.

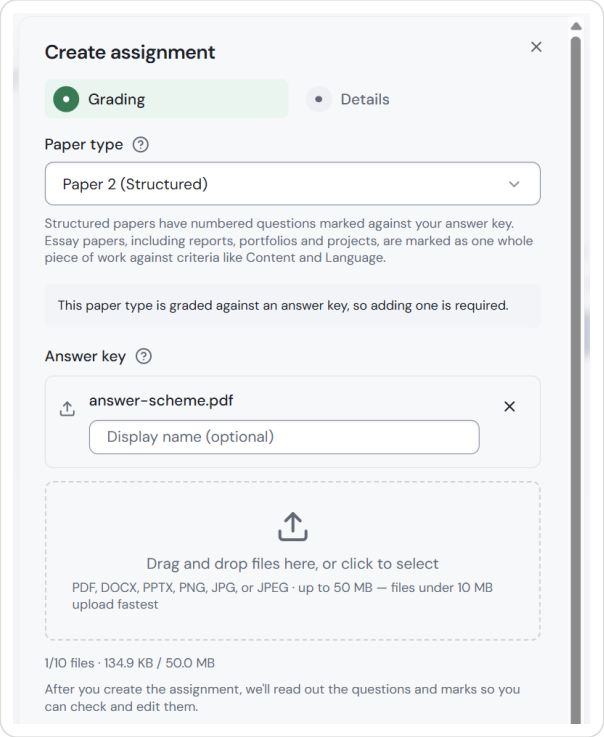
2. SET AN ASSIGNMENT

STAGE 2

Create an assignment: grading

You need: your answer scheme as a file (PDF, Word, PowerPoint or a photo).

1. Open the class and click **Assignments**, then **Add New Assignment**.
2. Choose your paper from the **Paper type** list. The list depends on your subject.
3. Drag your answer scheme into the **Answer key** box, or click the box to pick it.
4. Optional: add the **Question paper**. It helps ren. find each answer.
5. Click **Continue**.



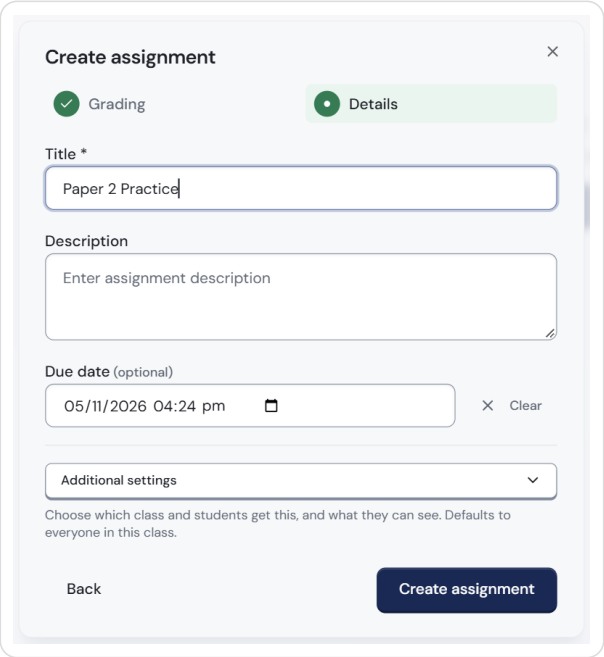
Which paper type? Each one shows how it is marked, in brackets:

- Numbered questions, each with its own marks: pick one marked **(Structured)**. An answer scheme is required.
- One piece of writing, marked on Content and Language: pick one marked **(Essay)**. You can add the answer scheme later (**Not yet**).
- Nothing fits: pick **Custom...** at the bottom.

STAGE 2

Create an assignment: details

1. Type a **Title**, for example *Paper 2 Practice*. This is the only box you must fill in.
2. Optional: add a **Description** and a **Due date**.
3. Click **Create assignment**.



ren. starts reading your answer scheme. This takes a few minutes. Creating an assignment does not start marking.

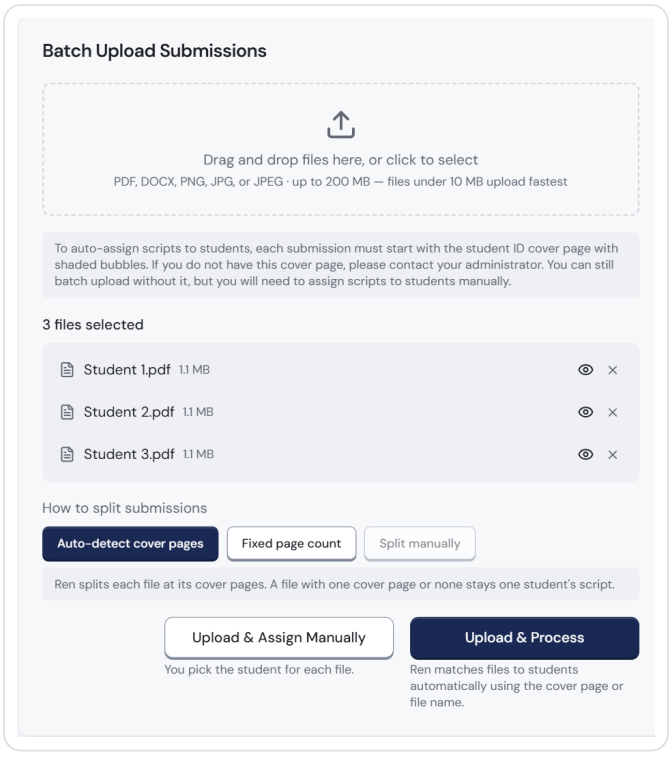
Good to know: Additional settings are optional; most teachers leave them alone. The one you may want: untick **Show scores to students** to give feedback without marks. Students then see your comments but no marks.

STAGE 2

Upload students' scripts

Upload one big scan of the whole class, or one file per student. ren. finds each student from the **student ID cover page** (shaded bubbles) or the **file name**.

1. Open the assignment and click **Upload submissions**.
2. Drag your files into the box.
3. Choose how to split them:
   - **Auto-detect cover pages**: every script starts with the cover page.
   - **Fixed page count**: every script has the same number of pages.
   - **Split manually**: you click where each script starts.
4. Click **Upload & Process** and wait a minute.



No cover pages and no student names in the file names? Click **Upload & Assign Manually** instead, and pick the student for each file. Uploading does not start marking. New scripts show **Not graded yet**.

STAGE 2

Check the matches

ren. shows which student it matched each script to.

1. Look through **Matched**. Open any marked *please check* with the eye icon, and fix the student if needed.
2. For each **Unmatched** script, pick the student from **Select student...**
3. Click **Confirm & Create Submissions**. The scripts appear on the assignment page.

Careful: If a student already has a script, ren. asks you to **Skip** or **Replace**. **Replace** deletes the old script and any marking on it. Choose **Skip** if you are not sure.

Other ways to upload

- **One student only:** click the upload icon on their row under **Not handed in**.
- **Closed the window by mistake?** Your upload is kept. Click **Resume** on the banner.
- **Students can upload** their own work too, including phone photos.



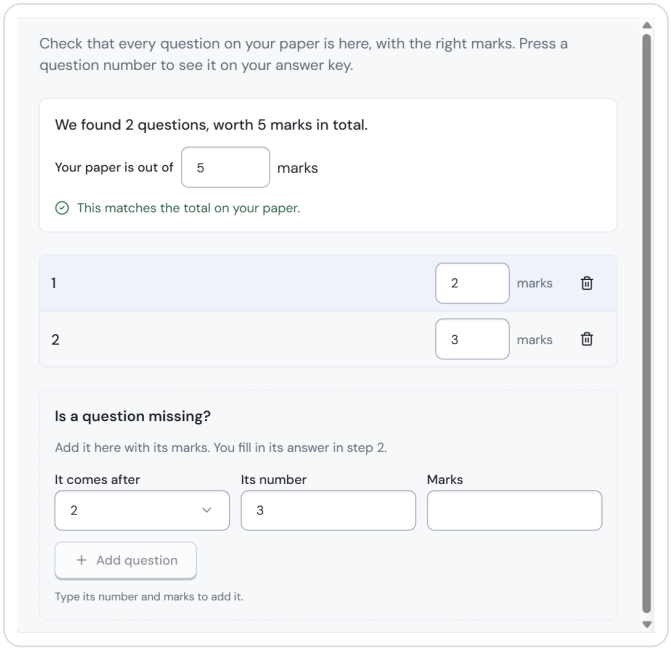
STAGE 2

Check the question list

For a Structured paper, ren. reads each question and its marks from your answer scheme. ren. marks every script with what you approve, so check it carefully.

When ren. finishes reading, the answer scheme opens by itself. To open it later, click **Answer scheme** at the top of the assignment page.

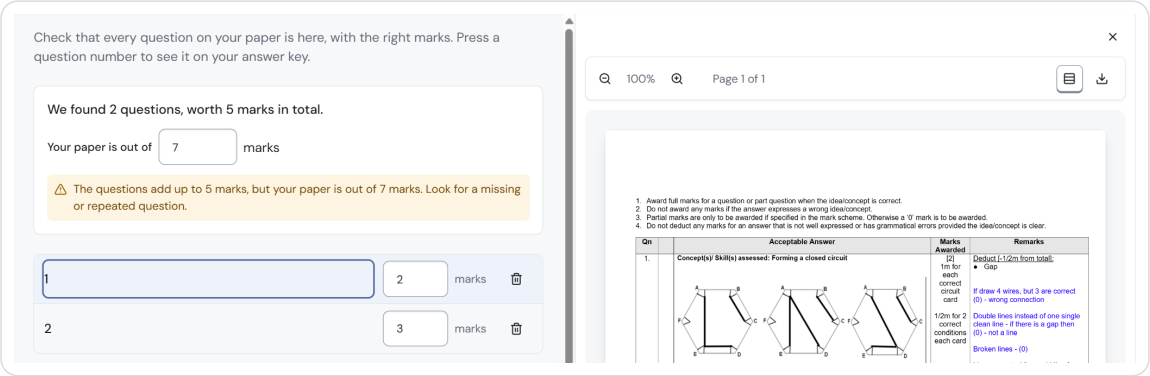
1. In **Your paper is out of**, type the total printed on your paper.
2. Check the marks for each question. Type over any that are wrong.
3. Remove an extra question with the bin icon.
4. Missing a question? Add it under **Is a question missing?**
5. Click **Next: check each question**.



STAGE 2

If the total does not match

A yellow warning appears, for example *The questions add up to 5 marks, but your paper is out of 7 marks. Look for a missing or repeated question.*



Compare the list with your answer scheme on the right:

- **A question is missing:** add it under **Is a question missing?**
- **A question is there twice:** click the bin icon on the extra row.
- **The marks are wrong:** type the right marks over them.

When the total is right, the warning changes to *This matches the total on your paper.*

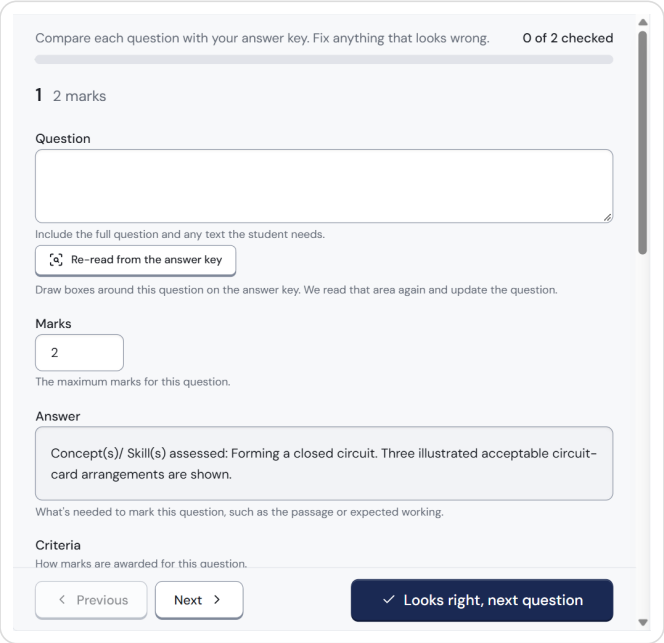
Good to know: The warning does not stop you approving, so fix it before you go on.

STAGE 2

Check each question

For each question, compare the **Question**, **Marks** and **Answer** boxes with your answer scheme. Fix anything wrong.

1. Check the question.
2. Click **Looks right, next question**.
3. Repeat until every question is checked.

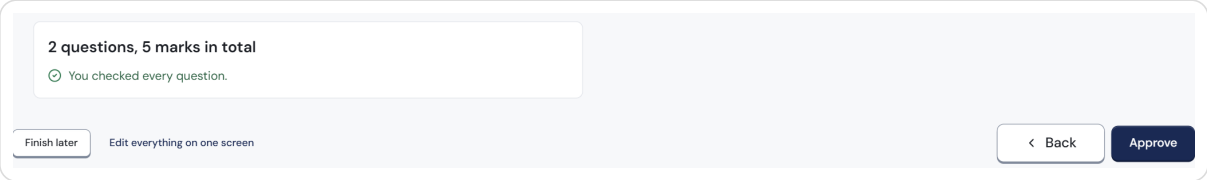


ren. read a question wrongly? Click **Re-read from the answer key**, then draw a box around the question on your answer scheme.

STAGE 2

Approve the answer scheme

1. Check that you see *You checked every question.*
2. Click **Approve** at the bottom right.



Approving does not start marking. When the scripts are uploaded, start marking from the assignment page (p. 24).

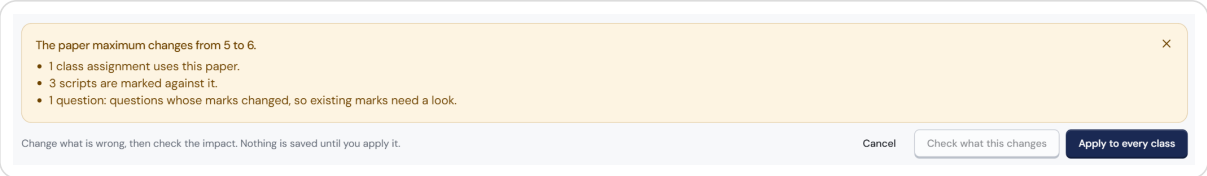
Need to stop halfway? Click **Finish later**. Your work is saved as a draft.

STAGE 2

Change it after marking

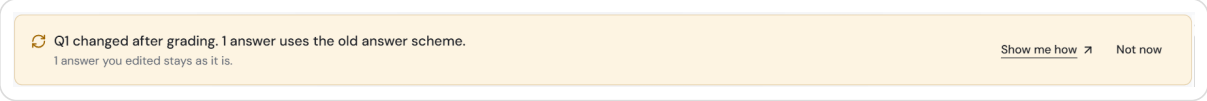
Fix the answer scheme **before** you start marking if you can. If you need to change it later:

1. Click **Answer scheme**, then **Edit answer scheme**.
2. Make your change.
3. Click **Check what this changes**. A yellow box shows what it affects.
4. Click **Apply to every class**. Nothing changes until you do.

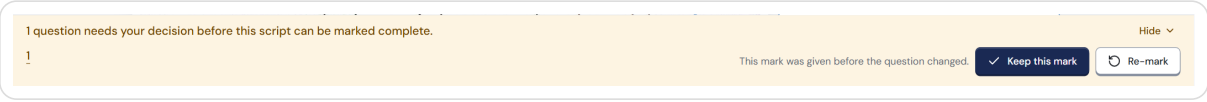


Remark the answers

Marks already given do not change by themselves. A banner on the assignment page says which question changed and how many answers used the old version. Marks you changed yourself are kept.



Finished scripts it affects show **Check marks** in the list. Open each one, click **Unfinalise**, then for each changed question choose **Keep this mark** or **Re-mark**.



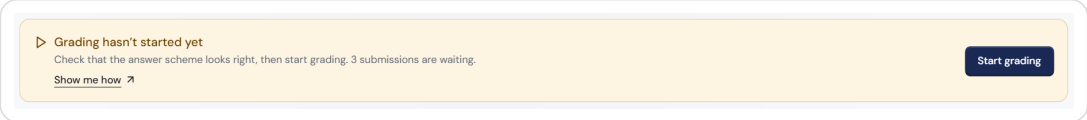
3. MARK SCRIPTS

STAGE 3

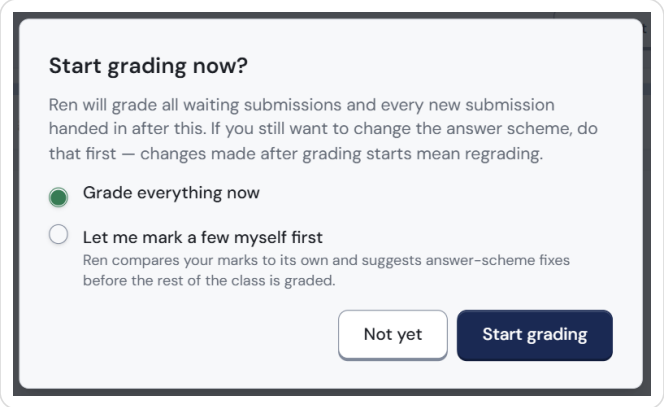
Start marking

Uploading scripts does not start marking. You decide when.

1. Open the assignment. A banner says **Grading hasn't started yet**.
2. Click **Start grading**.



3. Choose one:
   - **Grade everything now**: ren. marks every script. Then you check its marks. Good for a paper you have used before.
   - **Let me mark a few myself first**: you mark up to three scripts first, so ren. learns how you mark. Good for a new paper (next page).
4. Click **Start grading**.



Scripts become ready one by one. You can leave the page and come back.

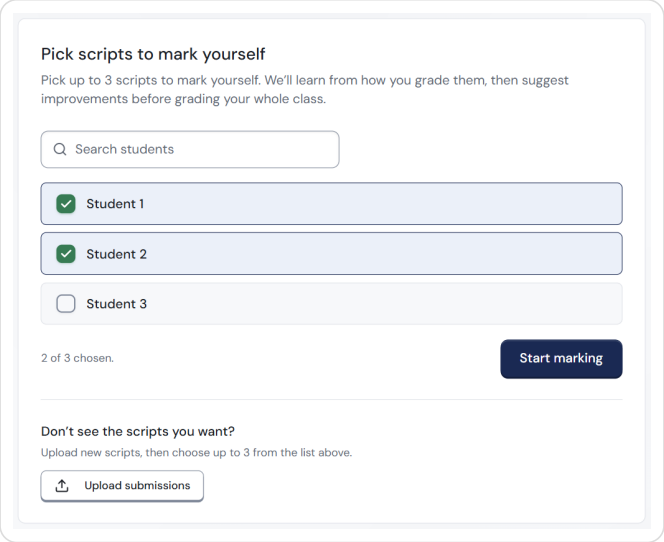
STAGE 3 (OPTIONAL)

Mark a few first (Calibration)

You mark up to three scripts yourself. ren. compares your marks with its own, then suggests changes so it marks the rest the way you would. To skip this, choose **Grade everything now**.

1. On the assignment page, click **Choose sample scripts**.
2. Tick up to three students.
3. Click **Start marking**.

Pick a spread: a strong script, a middling one and a weak one. ren. learns more from a range.



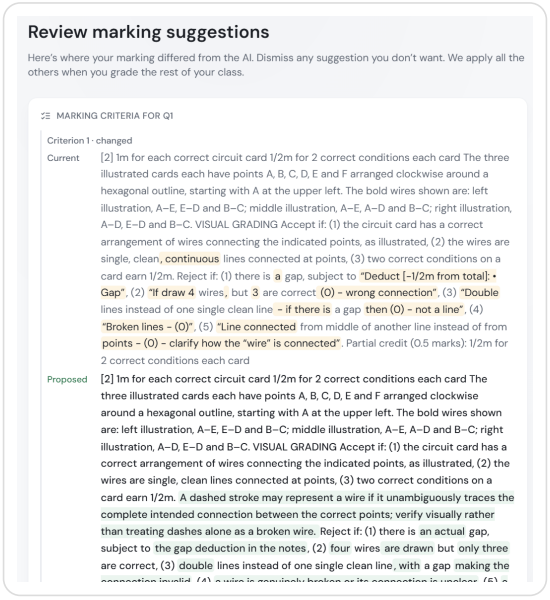
4. Mark each sample as you normally would, then click **Mark as Complete**. Students see nothing yet.

STAGE 3 (OPTIONAL)

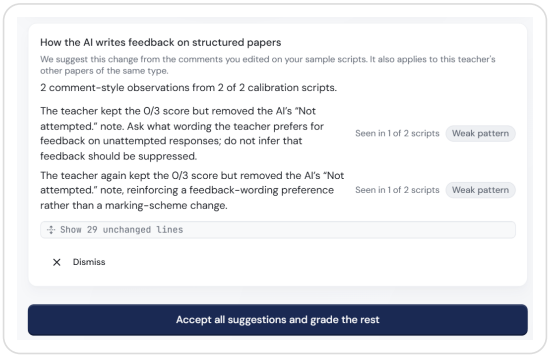
Calibration: the rest

After your last sample, ren. shows where your marking differed from its own.

1. Read each card. Under **Proposed**, it shows the new wording ren. suggests for your marking criteria.
2. Click **Dismiss** on any suggestion you do not want.
3. Click the button at the bottom, for example **Accept all suggestions and grade the rest**.



ren. then marks the rest of the class. Suggestions you dismissed are never used, and your marks on the samples are kept.



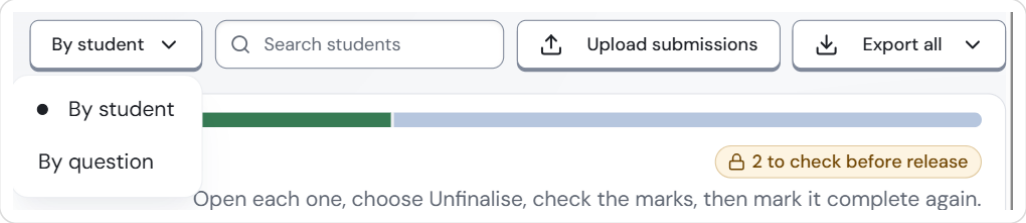
STAGE 3

By student or by question

Once ren. has marked the scripts, check them in one of two ways. Both save the same marks.

	By student	By question
What you do	Check one student's whole script, then the next student.	Check Q1 for every student, then Q2, and so on.
Good for	Essays. Seeing a whole script.	Marking everyone the same way. Long structured papers.
Works on	Every paper	Structured papers only

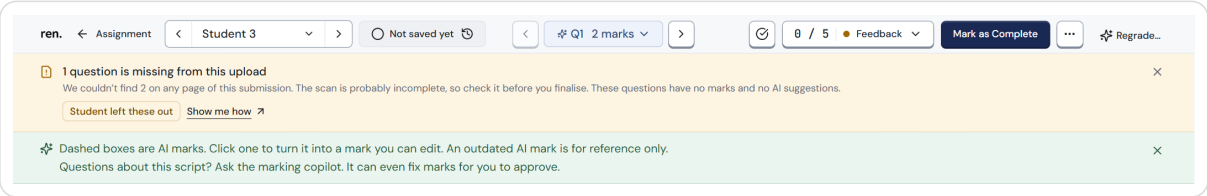
1. Open the assignment.
2. Above the list of scripts, open the menu that says **By student**.
3. Choose **By student** or **By question**.



STAGE 3

Mark by student

1. Click a student's row. Their script opens.
2. Check each mark, and change any you disagree with (p. 31).
3. Click **Mark as Complete** at the top right. The next script opens.



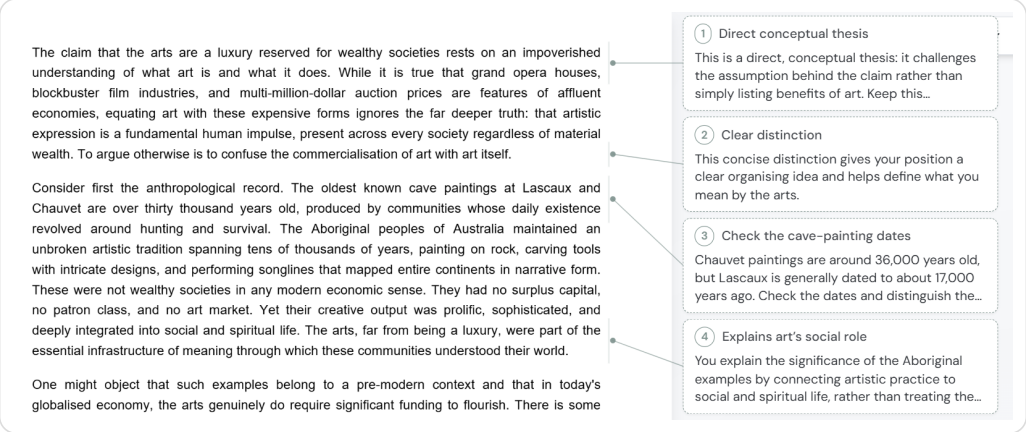
- A **dashed box** is ren.'s suggested mark. Students do not see it unless you accept it.
- A **solid box** is a mark you accepted or made yourself.
- The arrows either side of the student's name, at the top left, move between students.
- The question box in the middle, for example **Q1 2 marks**, jumps to a question. Its arrows move to the previous or next one.

Closed a banner? It shrinks to a small tag in the top bar. Click the tag to read it again.

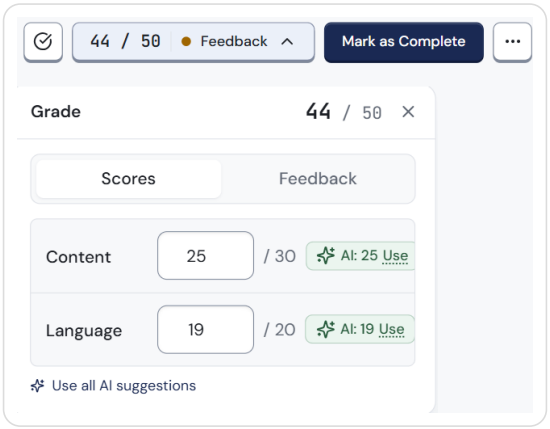
STAGE 3

Mark an essay

Essay papers have one score for each part, such as **Content /30** and **Language /20**. ren.'s comments appear as cards beside the essay; click one to read or edit it.



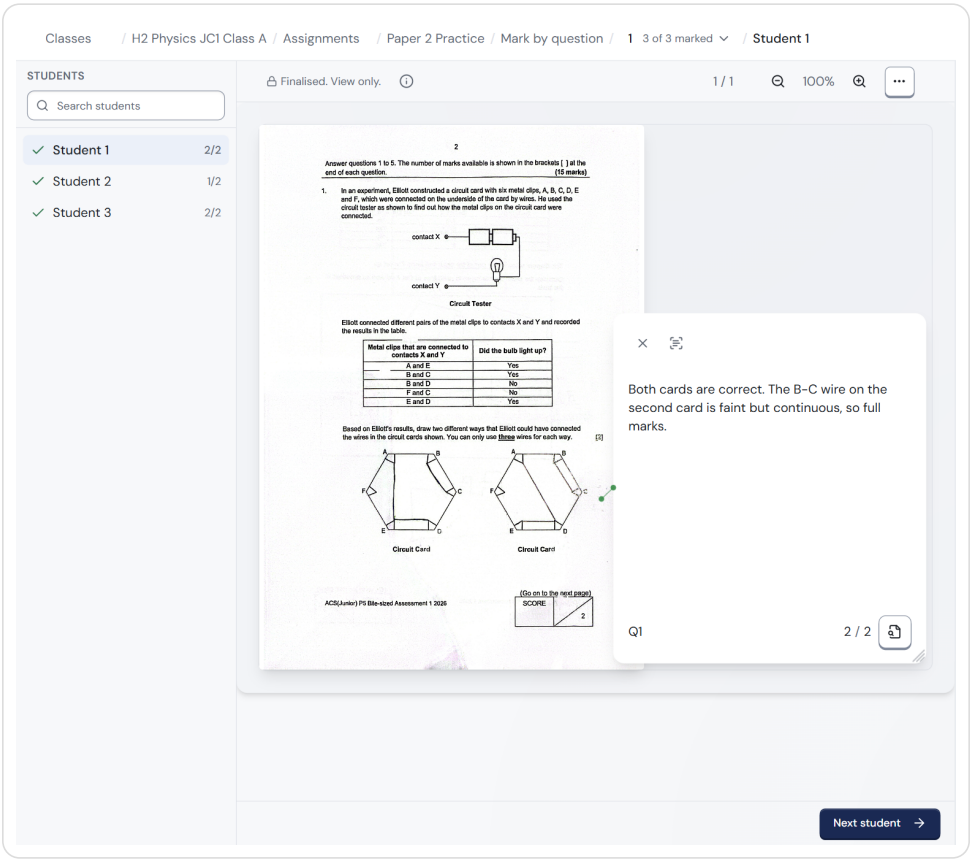
1. Click the score at the top, for example **44 / 50**. The **Grade** panel opens.
2. Under **Scores**, type your score in each box. ren.'s own score is beside it, for example **AI: 25**. Click **Use** to take it, or **Use all AI suggestions**.
3. Click **Feedback** to read and edit the summary the student will see.



STAGE 3

Mark by question

1. Choose **By question**. ren. opens question 1.
2. Each student's script opens at their answer to that question. Students are listed on the left.
3. Check the mark, and change it if you need to.
4. Click **Next student**. Your marks save as you go.
5. When every student is done, click the question number at the top and pick the next question.

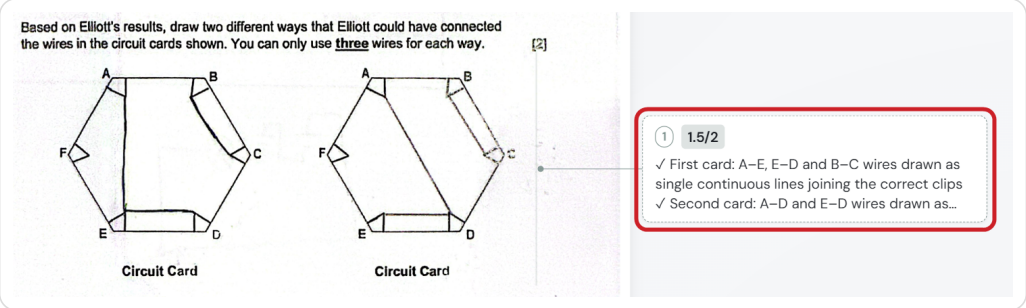


STAGE 3

Accept or change a mark

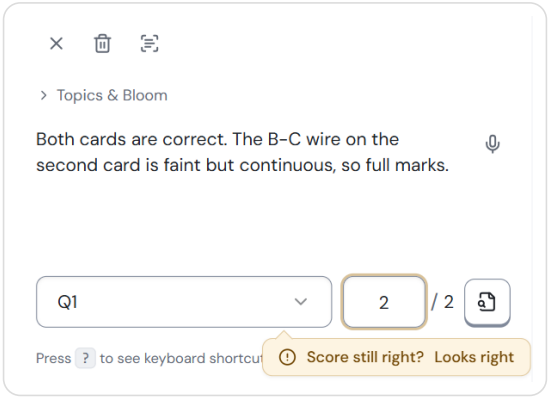
Accept a mark

Click the dashed box. It turns solid. To accept every suggestion at once, click the tick icon at the top, **Accept all *n* suggestions**.



Change a mark

1. Click the box. Its panel opens on the right.
2. At the bottom of the panel, click the first number (the marks given) and type the new mark.
3. To change the comment, click it and type. The student sees this comment.
4. If ren. asks **Score still right?**, click **Looks right** to keep the mark, or change it.



Good to know: Changes save by themselves. Next to the student's name, the top bar shows **Saved**. If it says **Not saved**, keep the page open and check your internet; it tries again by itself.

STAGE 3

Add your own mark

1. In the toolbar on the left of the script, click **Snippet**.
2. Drag a box over the part of the answer you want to mark.
3. Choose the question number at the bottom of the panel.
4. Type your comment, then the marks.

To remove a mark, click its box, then the bin icon at the top of the panel.

If a question is missing

If ren. cannot find an answer, its question number turns **red** and a banner says, for example, *1 question is missing from this upload*.

- **The student did answer it:** use **Snippet** as above to mark it.
- **The student skipped it:** click **Student left these out** on the banner, then **Yes, they left these out**.

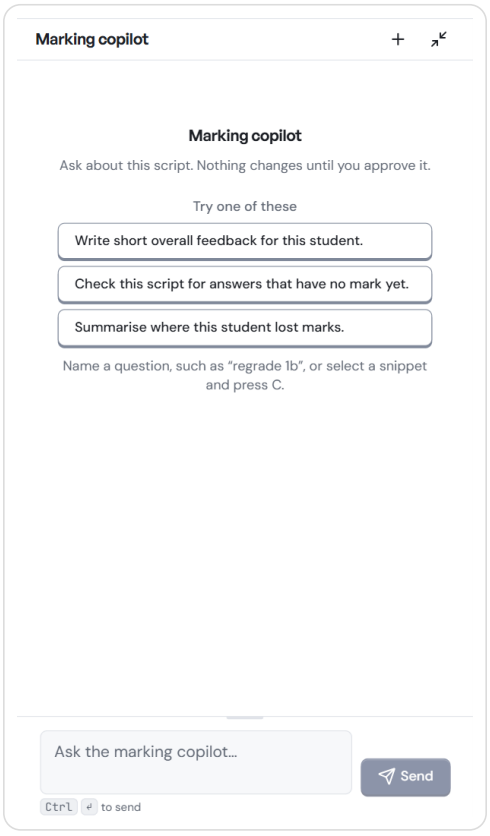
Any question without a mark counts as 0.

STAGE 3

Ask the marking chat

The marking chat has read the script and your answer scheme. Ask it for a second opinion, or to draft feedback.

1. On the marking screen, click **Marking chat** at the bottom right. A panel called **Marking copilot** opens.
2. Click a suggested question, or type your own. For example: *Write short overall feedback for this student.*
3. If it suggests a change, read it, then click **Approve** to use it or **Dismiss** to leave things as they are.



Good to know: The chat never changes a mark by itself. Nothing changes until you click **Approve**.

STAGE 3

Finish a script

1. When you are happy with the marks, click **Mark as Complete** at the top right.
2. A **Mark as complete?** box shows the grade and the overall feedback. Click **Mark complete**. Tick **Don't ask again for this assignment** to skip it next time.
3. If some of ren.'s suggestions are not accepted yet, the box says so. Click **Accept *n* suggestions and complete**, or **Complete without them**. To change something first, click **Edit grade or feedback**.
4. The next script opens. The finished one moves to the **Marked** group.

Finish the whole class at once: click **Accept all marks** above the **To review** list.

Who sees a finished script? Before your first release, nobody. After your first release, the student sees it as soon as you click **Mark as Complete**.

Change a finished script

1. Click the student's row in the **Marked** group.
2. Click **Unfinalise** at the top. The student stops seeing it.
3. Change the marks, then click **Mark as Complete** again.

4. RELEASE RESULTS

STAGE 4

Release results

Nothing reaches students until you click the release button yourself.

1. Finish each script (p. 34).
2. Go back to the assignment page. The bar at the top shows how many scripts are **Marked**, with a **Not released** tag.
3. Click **Release results**.
4. Read the box that opens, then click **Release to *n* students**.



Careful: Students see their marks and feedback straight away. If **Email my students when their results are released** is on in Settings, each student with an email address gets one email the first time; if it is off, they see their results the next time they open ren. After the first release, each script you finish reaches its student at once.

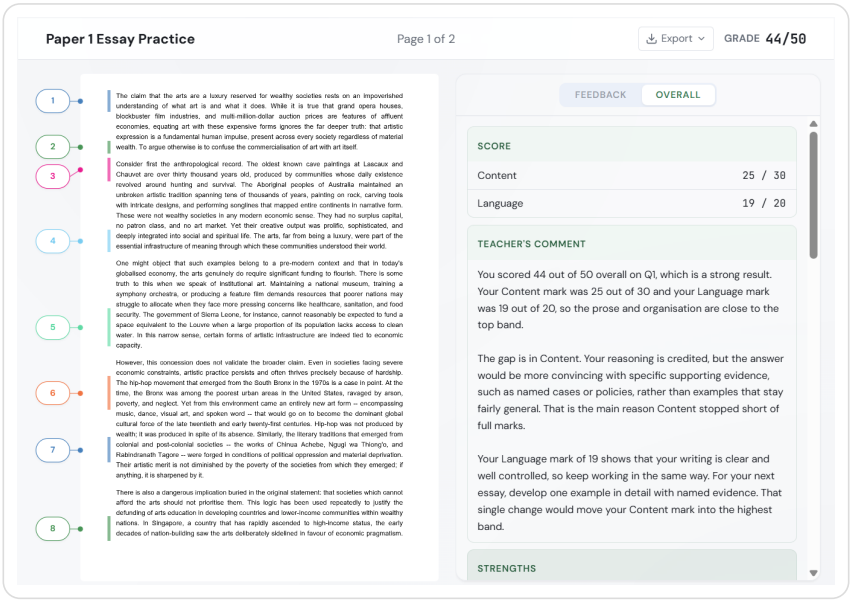
Release when the whole class is marked, so everyone gets feedback at the same time.

Changed your mind? Click **Hide results** (it appears where **Release results** was). It works at once, with no confirm box. Students see their work as still being marked until you release again.

STAGE 4

What students see

	Before you release	After you release
Status	**Marking**	A green **Marked** tag and their score
Marks and comments	None	Everything you accepted or wrote



- **Left:** their script, with numbered markers where you or ren. commented.
- **Right:** a **Feedback** tab with each comment, and an **Overall** tab with your comment. For an essay, **Overall** also shows the score for each criterion, strengths and areas to improve.

Scores hidden? If you unticked **Show scores to students**, they see your comments but no marks.

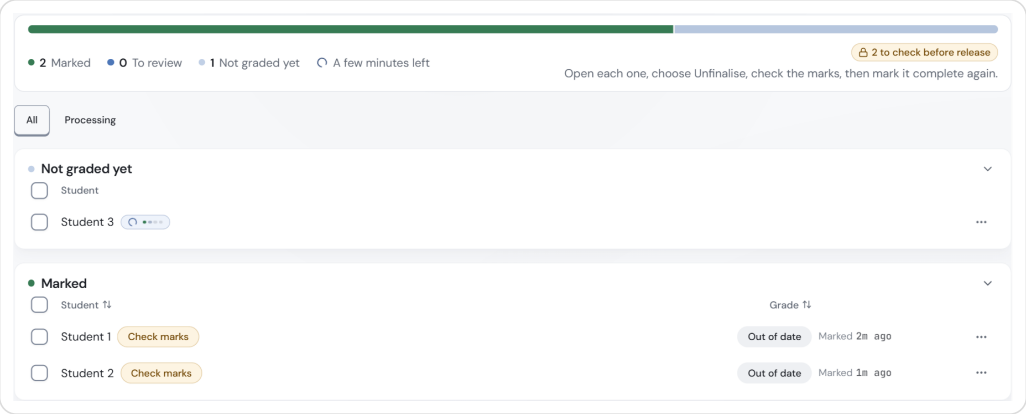
> **Good to know:** Give students the **Student Guide** (a separate PDF). It shows them how to join, hand in work and read feedback.

STAGE 4

If ren. stops you releasing

"Results cannot be released yet"

You changed the answer scheme after some scripts were finished, so ren. wants you to check them first. They show **Check marks** in the list, and the top bar says how many are left, for example **2 to check before release**.



1. Open each script that shows **Check marks**.
2. Click **Unfinalise**, check the marks, then click **Mark as Complete**.
3. Release again.

Students keep seeing anything you released before.

"Release updates"

Sometimes ren. cannot send a finished script by itself. The page then says, for example, *1 updated result is ready to release.* Click **Release updates**.

"Could not release results"

Nothing was sent. Wait a moment and click release again.

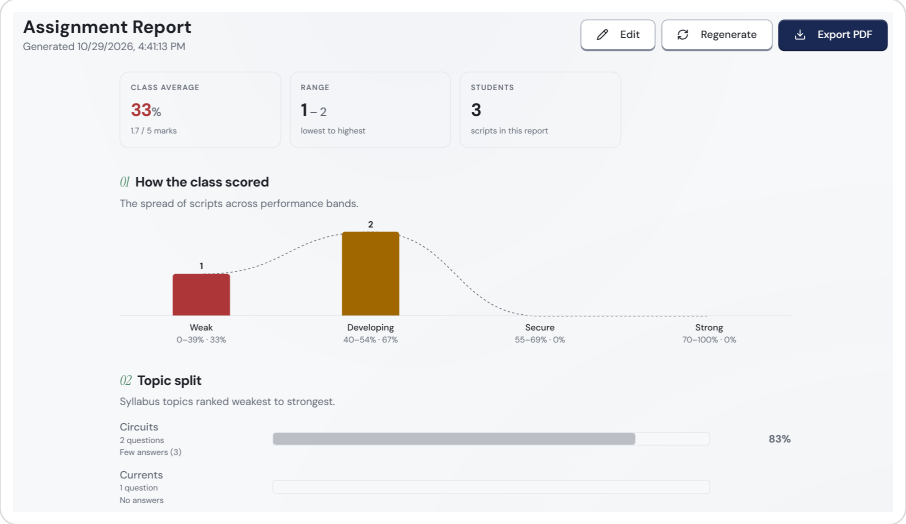
5. HOW STUDENTS DID

STAGE 5

Class report

A class report sums up one assignment: the class average, where marks were lost, and who needs help. You do not need to release results first, and students do not see it.

1. Finish marking every script.
2. Open the assignment and click **Build class report** at the top.
3. Wait while it says **Building report...**. The report opens when ready.



- **How the class scored**, **Topic split** and **Analysis**: the big picture.
- **Question performance**: the class average on each question, lowest first, shows what to reteach.
- **Students to focus on**: the lowest scripts, each with a link.
- **Export PDF**: a printable copy for your records or your Head of Department.

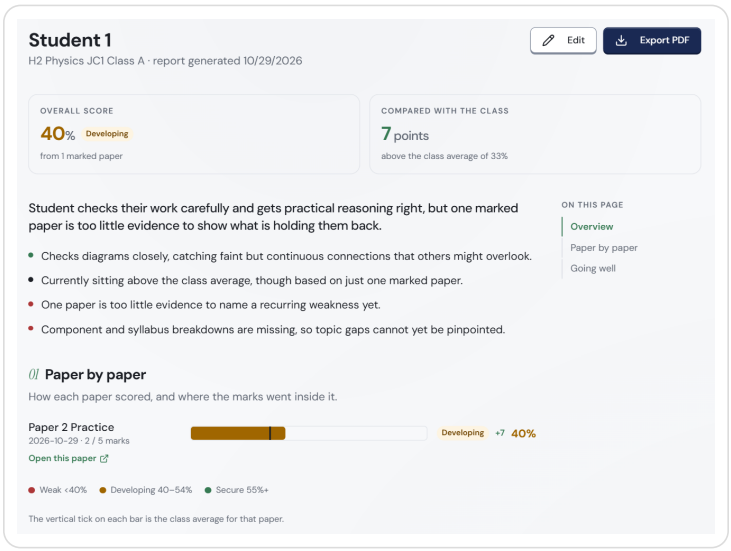
Changed some marks? Click **Regenerate**. The report does not update by itself.

STAGE 5

Student progress report

One student's work across every marked paper. Useful before a parent meeting.

1. Open the class and click **Reports** on the left.
2. Under **Student Reports**, find the student and click **Generate**.
3. When it is ready, click **View Report**.



- **Overall score** and how it **compares with the class**.
- A short summary of strengths and gaps, then **Paper by paper** and **Going well**, backed by the student's own scripts.
- Click **Edit** to change the wording, then **Export PDF** to print it.

HELP

Something not working?

My scripts still say Not graded yet

Uploading does not start marking. Click **Start grading** on the assignment page (p. 24).

A script went to the wrong student

Click the **...** menu on that student's row, choose **Delete submission**, then upload the script again with the upload icon on the right student's row. Deleting removes any marking on it.

A mark looks wrong

Change it (p. 31), or ask the marking chat. If the same mistake is on many scripts, fix the answer scheme, then check the scripts the banner points to (p. 22).

A student can't see their results

Check the script is in the **Marked** group, and that you clicked **Release results**. If marks are missing but comments show, **Show scores to students** may be off.

My students didn't get the invite

Ask them to check their junk folder, or share the class code instead (p. 11).

The page says Not saved

Keep the page open and check your internet connection. Wait for **Saved** before you close it.

HELP

Contact us

If something looks wrong, is unclear or does not work, tell us.

Email hello@reneducation.com

WhatsApp: the fastest way, especially for problems

Natasha • **+65 8310 9048**
Eu En • **+65 9818 5784**

Or click **Report Bug** on the left in ren.

What to tell us

- The **class** and **assignment** name, and the student if it is about one script.
- What you did just before the problem.
- A **screenshot** of the screen.

The full help website has more detail on everything in this guide, and is always the most up to date.