# Gradescope Staff Guide

## Contents

# What does Gradescope do?

Gradescope enables electronic submission and marking of handwritten responses, typed responses, formulae and diagrams, programming/code, and multiple choice. Gradescope can be added to any Blackboard course area. All Gradescope assignments and exams - both for students submitting and markers - are accessed through the Gradescope dashboard, the grades are pushed out to an associated column in the Blackboard Grade Centre.

Gradescope offers several different assignment types (Homework/Problemset, Exam/Quiz, Bubble Sheet, Programming and Online Beta assignment).  The workflow that you will follow within Gradescope can vary depending on your chosen assignment type and the settings you select.  We recommend using the Homework assignment.  You can find further information on the other assignment types via the Gradescope website.

You can find a list of advantages and disadvantages of Gradescope, together with an overview of the workflow and links to resources via the Gradescope: Get Started

# Gradescope: Get Started

Below you will find step-by-step instructions with videos for setting up Gradescope for your Blackboard course space. You'll find specific details for completing each of these steps and links to other pertinent Gradescope Help Centre articles.  You can either follow the steps in this guide of got to Gradescope: Set Up to follow these instructions and view a series of short video demonstrations.

If you're not sure whether Gradescope is the right tool for you, or would like some further support  book a one-to-one slot with one of our eLearning team.

**Overview of Steps:**

- Create your Gradescope in Blackboard and link it to your Blackboard course.
- Sync your roster.
- Set up your assignment.
- Manage Submissions (process varies depending on assignment type)
- Grade submissions and Review Grades
- Publishing Grades (in Gradescope) and Posting Grades to Blackboard

# Create your Gradescope and link it to your Blackboard Course

1. Log in to Blackboard. Click on the Blackboard course you'd like to link to Gradescope. Switch on **Edit Mode**.
2. Next, click **Content> Tools > More Tools > Gradescope**.

3.  **Link information:** Name the link to match your course. If you want the Gradescope link to be available now, under options>available leave the button marked yes.  If you'd prefer to hide the link until you are ready to release the assignment choose no.  Click **submit** when done.
4.  Next click on the Gradescope link you created to launch Gradescope. Once Gradescope launches, you will see a dialog box with course-linking options. Choose to link to a new or existing Gradescope course, and then click **Link Course** to go to the Course Settings page.
5.  On the **Course Settings** page, you can update the course title, description, rubric types, and score bounds. Keep in mind that course title and description changes made here will only appear in Gradescope, not in Blackboard.
6.  When you're finished, click **Update Course**. Your course is now linked. Students will be able to see the Gradescope (unless you have hidden the link). Now, it's recommended that you sync your roster.

## Syncing your Roster

1.  Launch your Course Dashboard in Gradescope.  If you're continuing from the steps in the section above, you will already be there.  If not, log in to Blackboard, open the Blackboard space you have created your Gradescope link in and click on the link to launch the Gradescope Course.
2.  On your Course Dashboard, expand Gradescope's left sidebar (if it isn't already) and click **Roster** to get to your Roster page. On your Roster page, click the **Sync Blackboard Roster** button.
3.  Next, a dialog box will appear explaining how accounts will be synced. All names, emails and student IDs will be auto-synced from Blackboard. Group information setup in Blackboard will not be synced, but you can then add groups - known as **sections of students** in Gradescope, see Gradescope Help Center: [Adding sections to the roster](#).
4.  By default, Gradescope will email users to say that they've been added to the course. If you don't want users to be notified, uncheck "Let new users know that they were added to the course" in the dialog box.
5.  Click **Sync Roster**. If students are added/dropped in **Blackboard,** be sure to re-sync the roster. Note that existing submissions/grades for dropped students will be preserved. See the Gradescope Help Center: [Adding Students and Staff](#) article for more tips.

## Setting up Assignments

1.  Navigate to your **Assignments** page in Gradescope. If you're continuing from the steps in the section above, you will already be there. If not, log in to Blackboard, open the Blackboard space you have created your Gradescope link in and click on the link to launch the Gradescope Course Dashboard.
2.  On your Course Dashboard, expand Gradescope's left sidebar (if it isn't already) and click **Assignments** to get to your Assignment page.

3.  Next choose the assignment type.  You can check out Gradescope's website for information on the [assignment types](#) , support with [creating assignments](#) and information on different [assignment workflows](#).
4.  Once you have selected your assignment and chosen settings click **Create Assignment**.

For student-uploaded assignments, once your release date passes in Gradescope, students will be able to submit work via the Gradescope course link in their Blackboard course.

## Grade submissions

1.  Launch the Gradescope assignment you'd like to grade. To do that from your Blackboard course homepage, click your Gradescope course link. When the Gradescope dashboard opens click the assignment title to access submissions.
2.  When your assignment is open, expand Gradescope's left sidebar (if it isn't already), and click **Grade Submissions**.
3.  You will then see the grading interface.  Go to the **Grading Submissions** section of this guide for further information and instructions on grading tools and grading assignments.



## Posting Grades to Blackboard

To post grades to Blackboard, you need to manually create a Blackboard  grade column in your course that you will connect to your Gradescope assignment. (You only need to do this once).  Follow the steps below.  You can also view a video clip via [Gradescope: Set Up](#)

1. Open the Blackboard course that contains your Gradescope assignment and switch edit mode on.
2. Next click, **Control Panel>Grade Centre>Full Grade Centre**
3. Once your Grade Centre opens, click **Create Column.** Name your Grade Centre column, choose category type **Assignment.** Ensure the possible points matches with the maximum score possible for your assignment. Enter an appropriate due date and click **submit**. Check that the column is showing.
4. Next, launch the Gradescope tool from your Blackboard course by clicking on your Gradescope course link. When Gradescope launches, click the Gradescope assignment you'd like to link to Blackboard, expand the left sidebar, and click **Settings**. Scroll down to the Blackboard Assignment section and click **Link**. When the dialog box appears, select the name of the corresponding Blackboard assignment, grade column, or gradebook item from the dropdown. Your Gradescope assignment is now connected to your Blackboard grade column.



5. Click on your assignment from the Gradescope dashboard and click **Review Grades**. On the Review Grades page in Gradescope, click the **Post Grades to Blackboard** button. When the dialog box appears, click **Post Grades**. Posting Grades to Blackboard will only post the students' final assignment scores from Gradescope to the corresponding Blackboard grade column or gradebook item. Only grades for fully graded submissions (which have a checkmark in the Graded column on the Review Grades page) will be posted.

6. If you want students to also see their graded, annotated submissions, question-by-question scores, rubrics, and feedback on Gradescope, click the **Publish Grades button**. If you'd like to, click the **Compose Email to Students button** at the bottom of the Review Grades page in Gradescope to alert students via email that their grades are now visible. To see what your students will see when they view their grades, check out the article on [Using Gradescope with Blackboard as a Student.](#)

# Gradescope: Homework assignment

Once you have created a Gradescope course, next you can create your assignment. The information below will provide an overview of the Gradescope dashboard, menu options, staff roles/permissions and guidance for each stage of the workflow for a Homework assignment:

- Create your Homework assignment
- Create a Question Outline
- Create a Rubric
- Manage Submissions
- Grade submissions
- Review Grades
- Releasing feedback and grades (publishing and posting steps)

## Homework assignment

A key benefit of Gradescope is that the marking workflow enables you to grade by question, rather than viewing / grading a full submission.

We recommend the Homework assignment for assessments:

- Which require handwritten submission. (Gradescope will also accept typed work and images).

- Which involve multiple questions or tasks.
- Where staff need to focus on marking a particular section of an assessment (eg. all answers for question 1).

**Example scenario:**

- For example, if an assessment requires four different questions, you can create an appropriate **question outline** (eg. question 1, question 2 etc) during setup.  Once the assessment is released students see the question outline by clicking on the assignment in their Gradescope dashboard.  During submission students 'tag' each page / image to associate it with a relevant question. Once work is submitted you can click on a question title to view and grade all submissions for that question.

## Gradescope Dashboard

When you click on a Gradescope course link from within Blackboard, you will be taken to the Gradescope Dashboard. The dashboard shows:

- The Blackboard space that the Gradescope course has been linked to
- Any assignments which have been created in the Gradescope course (to access the assignment click on the *active assignment* link)
- Staff who are listed as instructors
- A series of main menu options



## Gradescope menu - a quick overview:

- **Assignments** can be used to create a new assignment, duplicate an existing assignment or to download grades for a graded assignment.

- **Roster** can be used to sync your blackboard roster, send enrolment notifications (if you wish to). You can also add students or staff directly into Gradescope (but this is not recommended).
- **Extensions** allows you to add extensions and view students with extensions. Course-wide extensions apply to time limits on all timed assignments in the course. You can override these extensions and set extensions for release dates and due dates on each assignment's Extensions page.
- **Course settings** can be used to view and edit which Blackboard course space your Gradescope course is linked to. You can also change scoring settings for any new assignments, unpublish grades within Gradescope*, duplicate or delete a Gradescope course link.

*unpublishing grades only removes access to scores and feedback within Gradescope. If grades have also been posted to Blackboard, hide the associated column in the Blackboard gradecentre.

## Gradescope - Staff roles

Use the **Roster** menu to check the roles assigned to users in Gradescope.

The role a user holds in Campus Solutions and Blackboard will determine the role that they are assigned in Gradescope (see below). Although it is possible to temporarily change a user's role in Gradescope any changes will be overwritten if a Roster sync is carried out.

- Staff with the role of **Primary Instructor** (Campus Solutions) and Course Leader (Blackboard) will appear as an **Instructor in Gradescope**. They will be able to view and grade work and their names will be visible as an instructor to students.
- Staff with a role of Grader or Teaching assistant in Campus Solutions will appear as Teaching assistants in Gradescope. They will be able to view and grade work, but their names will not be visible to students.
- Staff with a role of **Blackboard Primary or Secondary Instructor** and **Course Co-ordinator** in Campus Solutions will be assigned the role of **Student** in Gradescope.

## Creating a Homework assignment

Once you have created your Gradescope course within Blackboard you can set up an assignment. You will need to upload assessment information and instructions to Gradescope for your students to access. Gradescope refers to this document as your **template**. Your template could simply be a list of questions.

On the **Assignment** page you will name your Homework, attach your **template** and determine the time period when the assignment will be available to students.

1. **Name:** Clearly name your assignment. We recommend you include the unit code, the semester, the date and the time to ensure that students can easily identify the assignment link.
2. **Template:** Attach the assignment material here.

3. **Submission anonymization:** Enable anonymous marking, if you have decided to use this feature.
4. **Who will upload submissions?:** Select **student** (this will open up a longer set of options, where you will set the due date and time and any late submission criteria).

WHO WILL UPLOAD SUBMISSIONS?
○ Instructor   ● Student

RELEASE DATE (GMT)          DUE DATE (GMT)
Click to set date & time      Click to set date & time

☑ Allow Late Submissions      LATE DUE DATE (GMT)
                              Click to set date & time

☐ Enforce time limit          MAXIMUM TIME PERMITTED
                              (MINUTES)

5. **Release date:** Set the date and time that the assignment should become visible to students.
6. **Allow Late Submissions**: You must Allow Late Submissions to account for DASS students and mitigating circumstances.
7. **Due date**: Enter an appropriate date and time.
8. **Late due date:** Enter an appropriate date and time for students with DASS / mitigating circumstances. (Note: Once the late due date has passed, the assignment link will become greyed out and students will be unable to submit.)
9. **Submission type:** Choose **variable length.**
10. **Template visibility:** Ensure the checkbox is ticked (to allow your students to view the template you have uploaded).

SUBMISSION TYPE
● Variable Length
   Students submit any number of pages and indicate the pages where their question responses are.
○ Templated (Fixed Length)
   Students submit work where answers are in fixed locations (like worksheets).

GROUP SUBMISSION
☐ Enable Group Submission    Limit Group Size:   No Max

TEMPLATE VISIBILITY
☑ Allow students to view and download the template

Click **Create Assignment** to save the settings you have selected.

## Creating a Question Outline

Creating the **Question Outline** is the first step in the assignment creation workflow.

In the **Edit Outline** screen, you will see the blank assessment template (which you uploaded) on the left and an empty outline on the right.
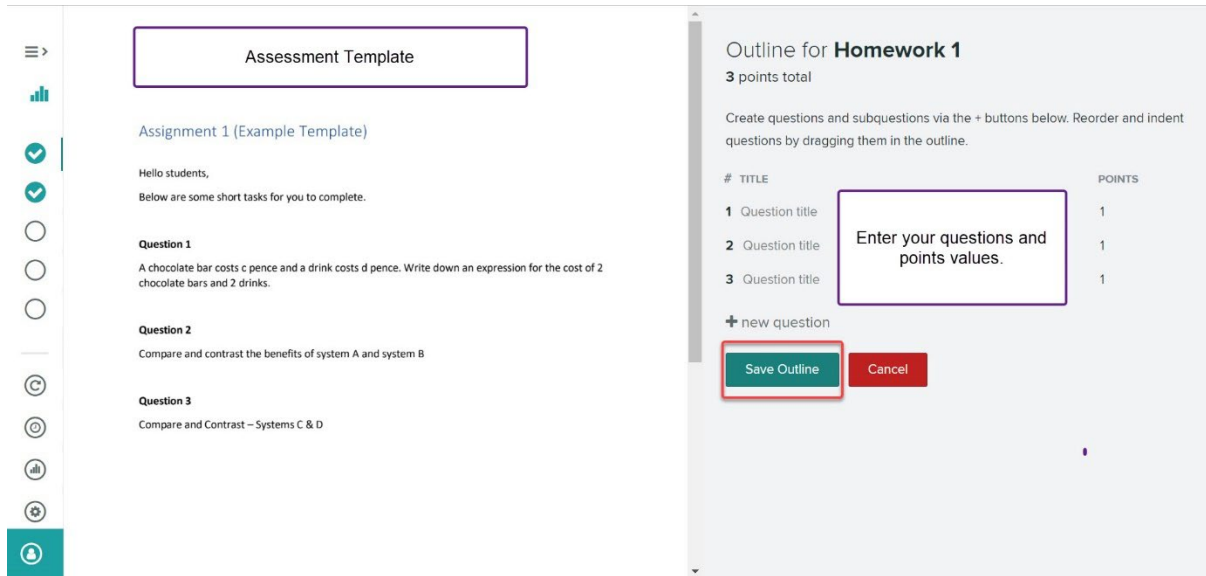


1. To start creating an outline click **+ new question** to begin adding questions. You can enter a question title and add point values. As you build the outline, a total point tally for the assignment will appear at the top of the page.
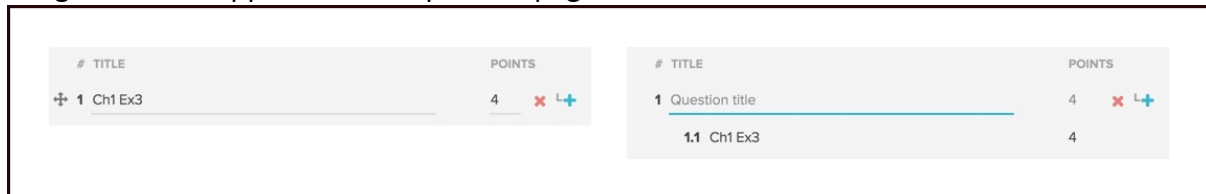


2. You can create sub-questions by clicking the teal **"add subquestion"** icon (to the right of the red "x" delete icon), or by dragging a question into another one. You can also *drag* a subquestion outward to turn it into a question.

3. You can remove a question, a subquestion, or a group of subquestions by clicking the red "**x**" delete icon next to each of these items.

4. You may also replace the **template** PDF at any time by going to **Settings** in the left sidebar. Replacing the template will preserve the question outline and any grading you've already done for that assignment.

5. Once you are happy with your question outline click **Save Outline.**

If you need to make changes to your question outline open your Gradescope assignment and select the **Edit Outline** screen.

*Note: Once an assignment has been released to students they will be able to see the Question outline and points values via their Gradescope dashboard.*

## Creating a Rubric

Gradescope allows you to create a rubric in advance or on the fly during grading.  We recommend that you create your rubric before students submit to avoid any delays to grading.

The question outline and points values created at **Edit Outline** stage will provide an outline for you to build your rubric. By default the **Create Rubric** screen will show one **rubric item** underneath each question.  Each rubric item will contain both a **point value** and box to enter your **rubric item description.**

For example in the screenshot below each question has a maximum points value of 25 points.
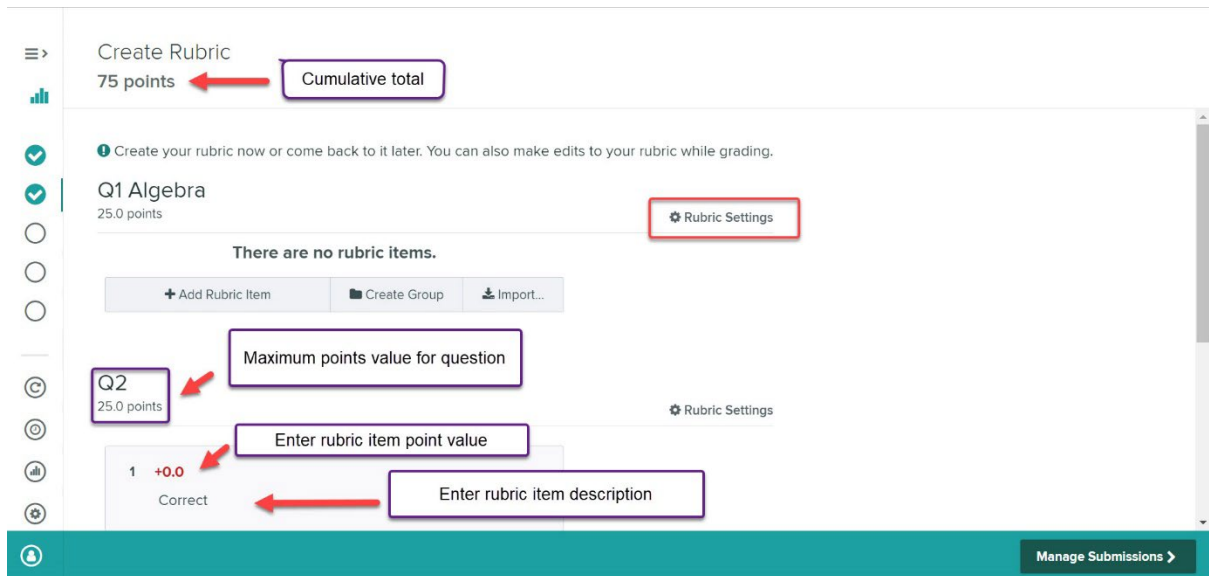


Create Rubric Screen

1. Click on a rubric item to edit the points value and item description.  You can add additional rubric items by click on  **+ Add Rubric Item**. (Check out the Gradescope Guidance for some rubric examples).

2. Click on the cog icon next to **Rubric Settings** to edit the **scoring methods** (positive or negative) and **score bounds** (the maximum or minimum points for a question).

Rubric items and settings can be imported and reused across different questions or assignments. For further guidance see the [Gradescope website](Gradescope website).

**How are rubrics used during grading and for student feedback?**

During the **Grade submission** phase staff can select appropriate rubric items to apply to student responses for each question.

Each rubric items selected by staff will apply or deduct points to the student's overall mark. The rubric item description describes the reason why a student is receiving points or losing points.

Note: Rubric items are shared among all students for that question, so any changes made to rubric items during grading will affect all previoulsy graded students. (If you change the point value or description of a single rubric item, the change applies to **all** students).

Once marking is completed and grades have been published via Gradescope, students will be able to see any rubric items applied to submission by markers as part of a feedback report.

## Rubric settings

To edit the scoring options for an individual question within the Create Rubric screen, click the cog icon **rubric settings** next to the relevant question. A new dialog box will open (**rubric options**), where you can edit the scoring method and score bounds (as shown below).
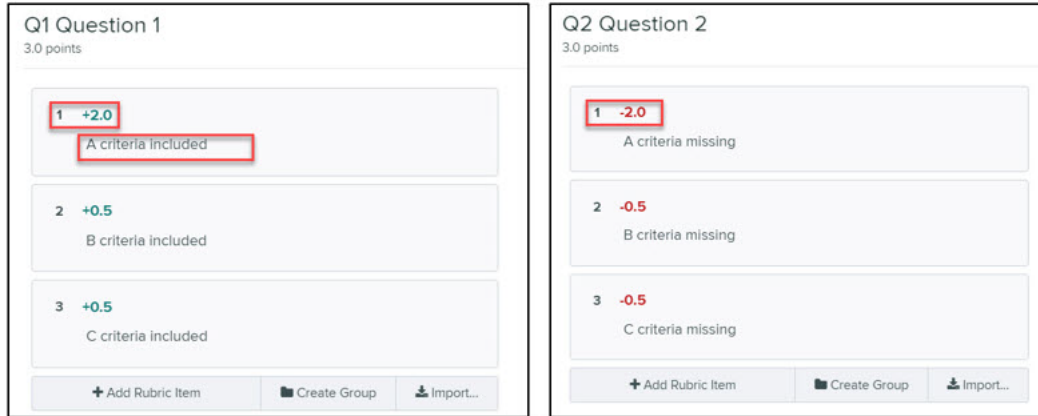
### Rubric Examples

**Single point rubric**

In a Points rubric, each level of achievement has a single point value.

In the examples below each rubric item description contains a simple statement reflecting the level of achievement and a single point value to award or deduct depending on whether a positive or negative scoring system is being used.

- In the positive scoring system on the left (points show in teal with a plus symbol). Staff can click the appropriate statements to indicate criteria has been met and award points.
- In the negative scoring system on the right (points show in red with a minus symbol). Staff can click the appropriate statement to indicate a common error or criteria missed and deduct points.

**No points rubric**

No Points rubrics provide feedback only.  In the example below, the possible points score for question 4 at **Edit Outline** stage is set to zero, which means question 4 also shows as zero points total within the **Create Rubric** screen.

In addition, the score bounds are set to a maximum score of zero points in the rubric options for this question.
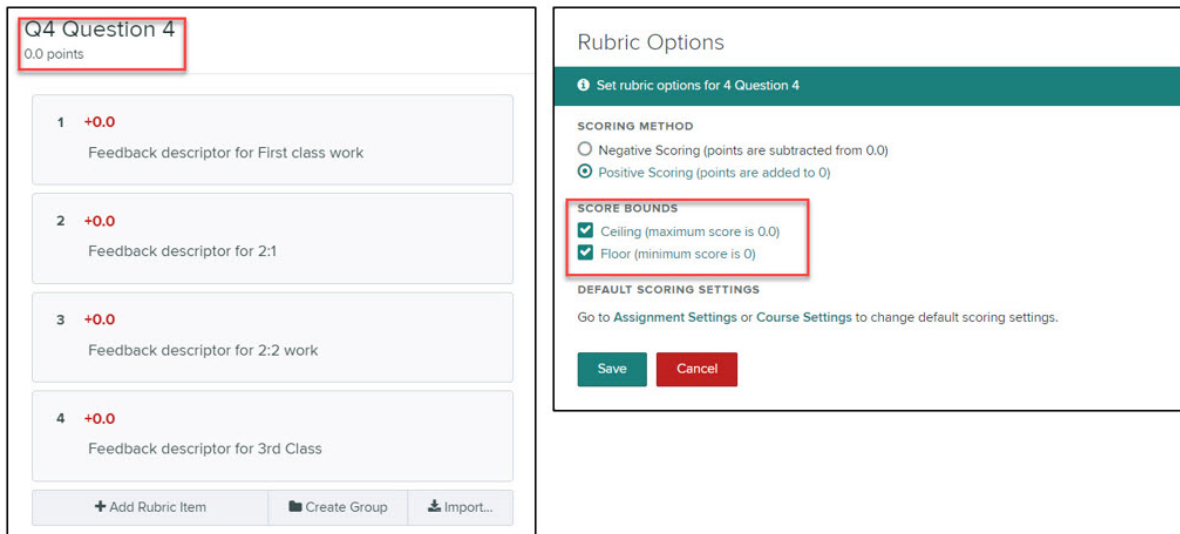


## Managing Submissions

The **managing submissions** screen provides an overview of which students have submitted, including any late submissions. You can also use this screen to delete submissions or upload a submission on behalf of a student.  Bear in mind that students can re-submit work at any time up until the due date via their own Gradescope dashboard. If you are using anonymous submission for your assignment Gradescope will generate a random code, which will show in place of the student's name.

Manage Submissions

On this page you can replace individual submission PDFs and remove submissions.

1 Submission ☰ 2 / 3 Students Have Not Submitted

All | 0 Unassigned | Search by name

| STUDENT | SUBMITTED | GRADED | |
|---|---|---|---|
| Student PYG3 ATQ9 | Aug 23 10:05 AM | ● 0% | ▸ Show Details |

‹ Previous

For anonymous submissions student email will be hidden and replaced with a random code

Submissions 1 - 1 of 1 total

Next ›

## Uploading submissions for a student

If a student has provided work directly to you instead of submitting via Gradescope, you can upload the submission directly. Go to the Managing Submissions screen and click on **upload submission** from the bottom menu bar.

⬆ Upload Submission

A dialog box will appear allowing you to search for the student and upload their file.

Upload Submission

ⓘ Upload a submission for a student.

STUDENT

Select a student ▾

SUBMISSION PDF

📄 Please select a file    Select file

Upload    Cancel

# Grading Submissions

Once students have submitted, you can start to grade work.

1. Navigate to your Gradescope course via Blackboard and click on the relevant assignment from the Gradescope Dashboard.
2. Next, click **Grade submissions** from the left menu panel to show the **grading dashboard** for the assignment that you need to grade.

The **grading dashboard** will display your question outline, total points available for each question, a summary of grading progress.

Grading Dashboard

| QUESTION | | POINTS | PROGRESS | | GRADED BY |
|---|---|---|---|---|---|
| 1: Question 1 | Click question title to access submissions | 3.0 | ▬▬▬▬▬ | 50% | RR |
| 2: Question 2 | | 3.0 | | 0% | |
| 3: Question 3 | | 25.0 | ▬▬▬▬▬ | 50% | RR |
| 4: Question 4 | | 0.0 | | 0% | |

3. Click the question that you wish to grade to open a new screen containing student submissions for that question.  On the bottom menu panel you'll see which submission you are currently viewing eg. 1 of X.

4. Click on full page or use the magnifying class icons to change the view of the submission.

Example submission:



5.  To start grading, click on the number of the rubric item that you want to apply.  Gradescope will save each rubric item that you select and the total points tally will update as you apply rubric items.

*\*Note:* Gradescope will allow another member of staff to change and overwrite a rubric statement that you have applied. Gradescope does not retain an audit trail of changes, but will display the initials of staff who have graded a question via the grading dashboard).*

6. Use the **subject specific adjustments** section, if you would like to enter overall feedback comments for the student you are grading.

\***Note:** once you have entered comments Gradescope will store those comments and they will be available to use as previously used comments\*



7. To annotate directly onto the students submission, hover your mouse to reveal the annotation tools (navigation tool, text tool, pencil tool etc).

- The **navigation tool** will help you place annotations in the right spot by allowing you to click and drag to move around a student's submission.
- The **text tool** allows you to type comments directly on the submission. After selecting the text tool, click anywhere on the page to add anchored text to that spot. Or to quickly add text from the navigation tool, just double click on the page. Text annotations will be autosaved and can be reused.
- The **pencil tool** allows you to mark freeform on the submission.
- The **box tool** allows you to boxes by clicking and dragging to create rectangles on top of the submission.
- The **eraser tool** allows you to click on any annotation to remove it.

8. To link a text comment to a rubric item, click on the text tool, next click on the area of the document you wish to annotate. A new box will appear (select the chosen rubric item), then click on comments and add your comment. Any annotations linked to rubric items will be indicated underneath the rubric item on the right of the screen.
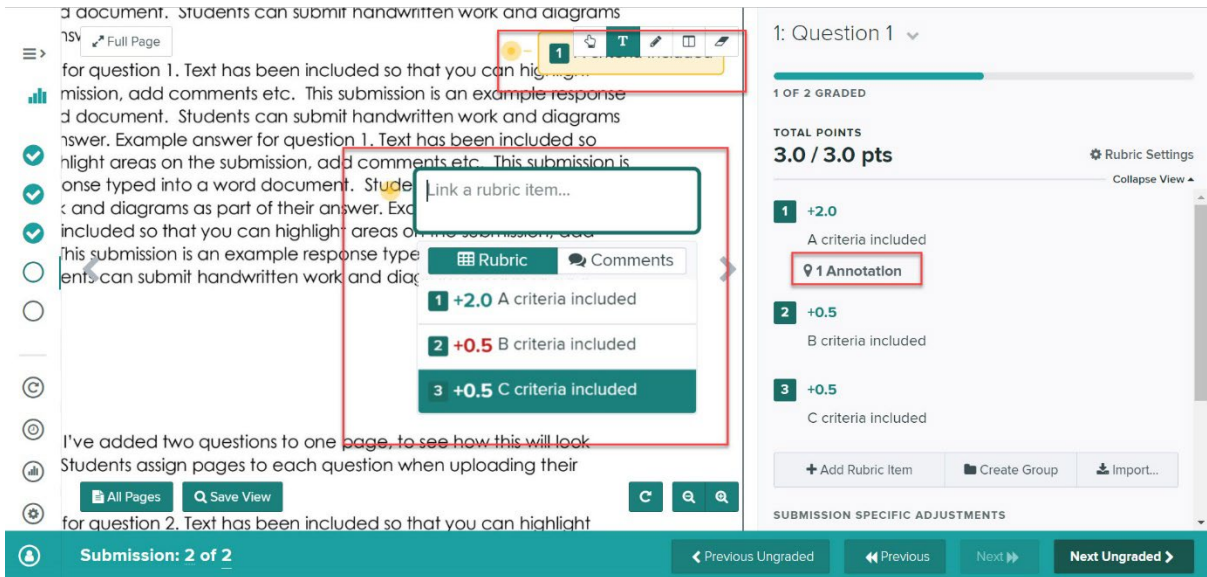
9. Once you have finished grading the submission, click **Next Ungraded** (use this option to ensure that you don't begin grading work that another colleague may be grading).

Once all grading is completed, the next stage in the grading process is to **Review Grades.**

## Review Grades

The review grades screen provides an overview of graded work and allows you to check grades and feedback for individual students. To do that:

1. Navigate to your Gradescope course via Blackboard and click on the relevant assignment from the Gradescope Dashboard.
2. Next, click **Review grades** from the left menu panel.
3. Click on a student name or pseudonym (if anonymous marking is enabled), to access a student's full submission, including full grades and feedback.   (You can also download a copy of the individual submission and view the student's submission history).
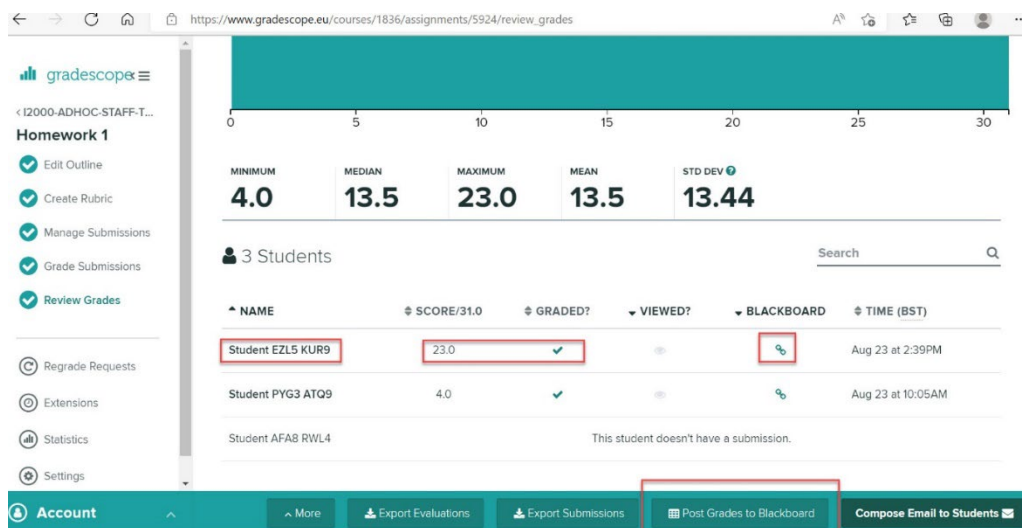
You can also use the menu options within this screen to download grades, export evaluations or submissions, post grades to Blackboard and publish grades.

## Releasing feedback and grades

There are two stages to releasing grades.

**Publish Grades** which releases feedback to students via Gradescope. Students open their Gradescope dashboard and click the assignment to view any rubric items, overall comments and points applied during marking. (Students can also download an annotated copy of their submission.)

To publish grades open your assignment in Gradescope, select the **Review Grades** menu and then click on **Publish Grades.**

**Post to Blackboard** which is used to push the student's overall mark to a column within the Blackboard Grade Centre (see instructions - Gradescope Set-Up - Post to Blackboard)

### Unpublishing Grades

You will be able to see which students have viewed feedback via Gradescope in the **Review Grades** screen.

To Unpublish grades go to **Review Grades**, click on **More** then **Unpublish Grades**. If you have posted grades to Blackboard, you will also need to hide the associated column in the Blackboard Grade Centre.



If you need to withhold grades from a specific student, the easiest way to do that is to un-grade one question within the submission. Check the Review Grades page to make sure

that the graded checkmark is greyed out for the affected student, before publishing and posting grades.