

Gradescope Staff Guide

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What does Gradescope do?

Gradescope enables electronic submission and marking of handwritten responses, typed responses, formulae and diagrams, programming/code, and multiple choice assessments. Gradescope can be added to any Blackboard course area.

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 or go 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.

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 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.

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

The screenshot shows the Gradescope interface for a course space. The course title is **I2000-ADHOC-STAFF-TRAINING-1** for **Fall 2021**. The interface includes a sidebar with menu options: Dashboard, Assignments, Roster, Extensions, Course Settings, Instructors, and Course Actions. The main content area displays course details, including a table of active assignments.

ACTIVE ASSIGNMENTS	RELEASED	DUE (BST)	SUBMISSIONS	% GRADED	PUBLISHED	REGRADES
EART25001 Exam (Case study)	OCT 27 AT 1:00PM	NOV 17 AT 1:00PM	0	0%	<input type="radio"/>	ON
Homework 1	AUG 02 AT 1:00PM	AUG 16 AT 12:00PM LATE DUE DATE: AUG 16 AT 12:00PM	0	0%	<input type="radio"/>	ON

The Instructors list includes: Rebecca Riley, Ryan McGeown, and Sarah Hewitt. The Course Actions menu includes: Leave Course.

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.

Bubble Sheet Assignment

Bubble sheet assignments can be used for paper based multiple choice questions.

How do bubble sheets work?

- Staff can predefine the answers for up to 200 questions, with answer choices A-E. Gradescope supports scoring options of [exact, partial or either/or scoring](#).
- Students are provided with a standard answer template, to enter their name, student ID number and their answer choices.
- Completed answer sheets are scanned (using a standard photocopier). The scanned pdfs are then uploaded to Gradescope.
- Gradescope automatically matches students to their scanned paper based on name / student ID. (Staff can assign any papers not automatically matched).

How does marking work?

- Gradescope will automatically grade answers that it is sure about.
- Gradescope will identify **uncertain marks** which require checking (typically this may be because a student has crossed out an answer).
- Gradescope will also form answer groups for answers which it is unsure how to mark. Staff need to check these answer groups.

Guidance for students

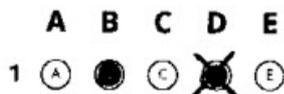
We recommend that you provide a practice test so that students have an opportunity to complete the [answer sheet](#) and you can see how the marking process works.

[Download example instructions](#), that you can edit and add to your exam paper.

- Students must enter their name and ID number onto the answer sheet in the relevant spaces. (This information is used by Gradescope to match answer sheets to the relevant student).
- For section use the unit code.

Name	Version <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E
ID	Other
Section	Marking Instructions Be sure to completely fill in the appropriate bubble. Example 
Date	

If a student needs to change their answer we recommend they put an X over the incorrect shaded answer.



Creating a Bubble Sheet assignment

Once you have [created your Gradescope course within Blackboard](#) you can set up a Bubble sheet.

- Open the Blackboard space that the Gradescope course has been linked to and click on your Gradescope link to open the **Gradescope Dashboard**.
- Click on **Assignment**, then **Create Assignment**.
- For **Assignment type** select **Bubble Sheet** and click **Next**.
- Enter an **Assignment Name**.
- **Submission Anonymization** (leave this check box unticked).
- **Who Uploads Assignment** should be set to **Instructor** (as staff will be scanning and uploading the paper).
- Click **Create Assignment** to save the settings you have selected.

Edit Answer Key

Once you have created your Bubble sheet, you will need to define the correct answers for each question in the **Edit Answer Key** screen.

- For questions with more than one answer option, the scoring key allows you to apply [Exact, Partial or Either/Or](#) scoring to all questions. The default point value for each question is listed as '1'.
- Allocate answers to the numbered questions by clicking on a letter or letters underneath the question.
- Click on the **cog icon** next to a question number if you wish to change the scoring (exact, partial, either/or) or the points value for that question.

Once you have defined your answers click **Save Answer Key**. You can check or edit your answer key at any time, but opening the assignment and clicking on the menu option **Edit Answer Key**.

Manage Scans

Once students have completed their answers, the answer sheets need to be scanned and uploaded as a pdf to Gradescope.

- Open the relevant Blackboard space and click on your Gradescope link to open the **Gradescope Dashboard**.
- Click on the relevant assignment from the Gradescope Dashboard.

NOTE: (If you cannot see the assignment, you may be listed as a 'student' in Gradescope. 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. To change a role go to **Roster screen**. Support staff can be given the role of **TA**, so they can access the assignment and upload scans).

- Next click **Manage Scans** and then **Select PDF Files**. Then locate and upload your files.
- Gradescope will process the files, splitting each file into a separate page and matching submissions to each student.
- We recommend that you check the number of papers against your class register. (You may have more than one batch of papers if the exam involved a main room and extra time room).

You can return to the Manage Scans screen at any point to upload additional files.

Manage Submissions

The Manage Submissions screen shows an overview of students on the course.

You'll see a summary of:

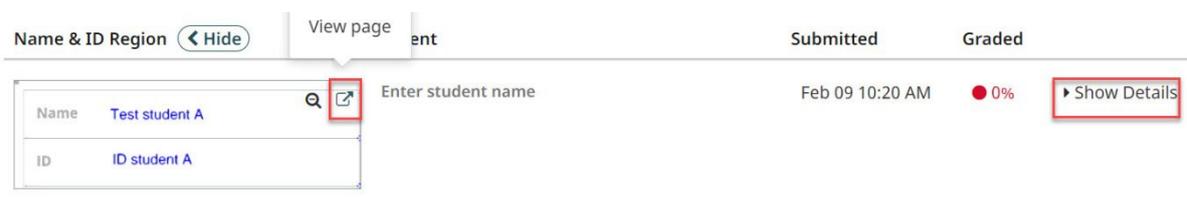
- Number of submissions (answer sheets uploaded)
- **X/X Students Have Not Been Matched** (click on this link to a list of relevant students). Any unassigned papers need to be assigned manually.
- A summary of **All, Autoassigned and Unassigned**. You can click on these options to filter the answer sheets shown.
- You can also use the **Search by name** field to search using a student name or student ID number.

295 Submissions  31 / 325 Students Have Not Been Matched

All 270 Auto-Assigned 1 Unassigned

How do I match an unassigned paper?

- Click on **Unassigned** to see a list of any answer sheets that Gradescope has been unable to match.
- Under **Name & ID region**, you will see a snapshot of the Name and ID number of the answer sheet.



The screenshot shows a table with the following columns: Name & ID Region (with a 'Hide' button), Submitted, and Graded. The 'Name & ID Region' column contains a search field with the placeholder 'Enter student name' and a 'View page' button. Below the search field, there are two input fields: 'Name' with the value 'Test student A' and 'ID' with the value 'ID student A'. The 'Submitted' column shows 'Feb 09 10:20 AM' and the 'Graded' column shows '0%'. A red box highlights the 'Show Details' button in the 'Graded' column.

- Check the name shown in the preview. If you wish to view the full paper click on the icon shown above (View Page) or **Show Details**.
- To assign a paper. Click on the **Enter student name** field. You can search using the dropdown list or by typing in a student name or ID number.
- Once you've located the correct record click on the name to assign it. The name selected will appear alongside the paper.

- If you accidentally selected the wrong name or ID use the **pencil Edit icon** to change an assigned student.

Grade Submissions

Gradescope will automatically grade bubble sheet assignments as soon as they are uploaded. However, staff will still need to check the **Grade Submissions** area for any **Uncertain Marks**. (Uncertain marks can occur when a student has crossed out or marked more than one answer.)

- Open the relevant Blackboard space and click on your Gradescope link to open the **Gradescope Dashboard**.
- Click on the relevant assignment from the Gradescope Dashboard.
- Next, click **Grade Submissions** from the left menu panel.

Reviewing Uncertain Marks

To review a list of uncertain marks.

- Click on the Uncertain marks link at the top of the screen.
- Gradescope display a list of questions, with a preview of the uncertain answers for checking. Underneath the preview an answer bubble will be completed, indicating what Gradescope assumes the student's intended answer is.
- Once answers are all checked, click Confirm All Marks.

Allocating marks from answer groups

Gradescope will also create answer groups for any answers that require clarification.

- To access the answer groups click on the question link in the **Grade Submissions** Screen.
- Click on a question link, to view answer groups for that question.

Within an answer group you'll be able to see a preview of all the answers Gradescope has grouped. Answers can be removed from a group if they have been incorrectly assigned. You can also **Grade** answers within the group.

The **Grade Submissions** screen will show a summary of grading progress for all questions.

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

Review Grades

Releasing feedback and grades

The review grades screen provides an overview of graded work and allows you to check grades and release them to your students.

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. You can use the **search** box to search for an individual by name or student ID number.
4. Click on an individual student name to view that student's full submission.

Exporting data

If you would like to you can download a CSV report of every students answers and the score for each question by clicking **Download Responses**.

Releasing feedback and grades

Posting Marking to Blackboard

To post marks to Blackboard a column must be set up within Blackboard Gradecentre and linked to your Gradescope course. To do that follow the instructions: [instructions: Gradescope: Get Started- Post to Blackboard](#)

If you have already linked your Gradescope course to Blackboard then a the link icon will show in bold in the Review Grades screen. You can link or unlink a course from the Gradescope Dashboard by clicking on **Course Settings**.

Go to the **Review Grades** screen within Gradescope and click on **Post to Blackboard** to push the student's **overall mark** to a column within the Blackboard Grade Centre.

Unpublishing Grades

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

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 hid the associated column in the Blackboard Grade Centre.

Review Grades for **Homework 1** ● REGRADE REQUESTS OPEN ● **GRADES PUBLISHED**

2

MINIMUM	MEDIAN	MAXIMUM	MEAN	STD DEV
4.0	13.5	23.0	13.5	13.44

Unpublish Grades
Download Grades

Account More Export Evaluations Export Submissions Post Grades to Blackboard Compose Email to Students