Gradescope Homework – flexible

The Homework assessment type within Gradescope can be used to create a flexible exam that supports the submission of an entirely handwritten response.

**Please note:** Gradescope assignments MUST be set up by going through Minerva, instead you should follow the instructions below. DO NOT attempt to set up a Gradescope assignment by going directly to Gradescope’s website.

**Process**

This guide walks you through:

- Creating a Gradescope link in Minerva
- Syncing the roster
- Creating the assignment
- How do students submit their work?
- Grading papers
- Returning grades

**Creating a Gradescope link in Minerva**

To start creating assignments, you will need to create a link to Gradescope from Minerva. This will open the tool in a new tab. You will only need to create one link in your module.

Go to the module in Minerva, then to **Submit My Work** in the module menu. This is where we recommend that the Gradescope link is placed for consistency – so students know where to find it.

From the menu, select **Tools**, then **More Tools**, then **Gradescope**.
Open-ended questions (involves non-standard characters or diagrams, answers must be hand-written)

Keep the link name as Gradescope, then select Submit. Do not change any other settings. This creates an item in the module which both instructors and students will use to access Gradescope.

To start building your exam, select the link you created. This will take you to a new browser tab where you will need to select the Launch button.

ATTENTION!

The LTI launch will open a new tool.

Launch

When launching your Gradescope item for the first time, Gradescope will ask you to confirm the course that should be linked.

Select A new Gradescope Course, then Link Course. This will add the course to your Gradescope Dashboard.

Please note: You only need one Gradescope item per module, regardless of how many assessments you want to set up.
Open-ended questions (involves non-standard characters or diagrams, answers must be hand-written)

Syncing the roster

When you first access a course via Minerva, you MUST sync the Blackboard roster (all staff and student enrolments) to Gradescope. This makes sure the users from Minerva are added to Gradescope. The roster can be accessed via the left-hand menu.

To sync the roster, go to the bottom toolbar and select **Sync Blackboard Roster**.

A dialogue box will appear to confirm what is about to take place. It also tells you what course the data will be synced from.

The dialogue box contains a check box to ‘Let new users know that they were added to the course’. This MUST be **unchecked**. Checking this box will inform all synced users that they need to create an account at gradescope.com – this is not the case, they should access Gradescope via Minerva.

The bottom toolbar also has an option to **Send Enrolment Notification**. Again, this asks users to sign up via gradescope.com and MUST NOT be used.

Creating the assignment

You can now start building the assignment. Select **Assignments** in the left-hand menu, then **Create Assignment**.
Open-ended questions (involves non-standard characters or diagrams, answers must be hand-written)

You will see 5 options for the type of assignment. Select **Homework/Problem Set**, then **Next**.

Give the assignment a clear **Assignment name**, then set a **Release Date** and **Due Date** that allow for a 48-hour submission period. Students will be able to resubmit their paper at any time until the due date. Keep the submission type as **Variable Length**.

In the Template section, you need to upload the question sheet the students will be working from. This must be saved and uploaded as a PDF file.
Open-ended questions (involves non-standard characters or diagrams, answers must be hand-written)

After adding the information above, select **Create Assignment**.

You can now start building your assignment outline. This will load on the next screen. The outline creates the structure for the assignment, and enables students to tell Gradescope which questions their answers belong to. It will also form the basis of your rubric when marking submissions.

Use the grey + icon at the bottom to create each question according to your template (question sheet provided to students) and assign a points value. You can also add subquestions (e.g. for questions that have several parts) using the green + icon to the right.

Select **Save Outline** once you’ve finished.

**How do students submit their work?**

Students need to select the Gradescope link added to the module. This launches the tool. **If multiple assignments have been created for the module, please note that students will see all of these listed.**
Open-ended questions (involves non-standard characters or diagrams, answers must be handwritten)

Students must select the assignment name to launch it.

Students need to upload their work by scanning or taking photos of their handwritten responses. They also need to tell Gradescope which pages they have written their answers on.

When the students upload their work, the files will appear on screen. Here, the students match the question numbers to the page numbers containing their answers. Once they are finished, they select the submit button at the bottom of the screen.

It is advised that students use a recommended scanning app on their device to create a PDF file to submit. Gradescope provides advice about this on their website.

Students will be able to resubmit their answers until the deadline.

Grading papers

When the exam is finished and you are ready to grade submissions, launch Gradescope and select the exam title. Then go to Grade Submission in the left-hand menu.

The papers will be displayed to you by question, rather than by each student’s complete submission. Start by selecting a question (highlighted in green text, as shown in the screenshot below) that you would like to start marking. The workflow will take you through every student’s answer to that particular question.
Open-ended questions (involves non-standard characters or diagrams, answers must be hand-written)

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>POINTS</th>
<th>PROGRESS</th>
<th>GRADED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Method 1</td>
<td>8.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>example 1</td>
<td>4.0</td>
<td></td>
<td>0%</td>
</tr>
<tr>
<td>example 2</td>
<td>4.0</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

Grading Dashboard

Use the rubric on the right-hand side to mark and add comments. The point value that you gave the question when setting up the assignment will be visible. The rubric will be set to negative scoring by default, but this can be adjusted in the Rubric Settings.

Use **Add Rubric Item** to assign points.

Specific comments can be added to each question. Comments are also saved if you need to re-use them.

You can also type or draw on the paper itself using the tools displayed at the top of the paper.

When you have finished marking a question, select **Next Ungraded** to move to the next response.

More information around grading can be found on the Gradescope website.
Open-ended questions (involves non-standard characters or diagrams, answers must be hand-written)

Returning Grades

This advice will be updated shortly.