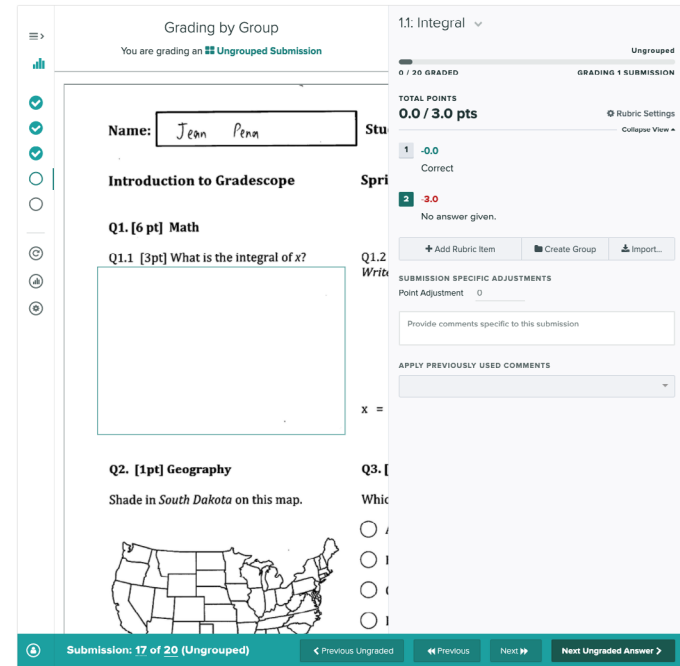


WHAT IS GRADESCOPE?



Gradescope is a system that allows you to digitally manage, administer, and grade assessments. Gradescope supports many different types of assessments and is unique in its support for traditional paper-based assessments as well as digital assessments.

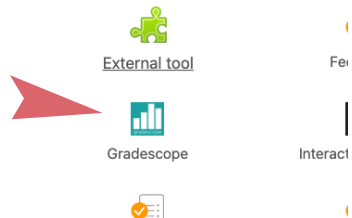
Gradescope is licensed for all Louisiana Tech University faculty, and is directly embedded into Moodle with support for direct links to assignments, and synchronization of course rosters and grades.



1 Adding to Moodle

To add Gradescope to Moodle, navigate to the preferred section in your course (“Introduction” is the encouraged section for general access).

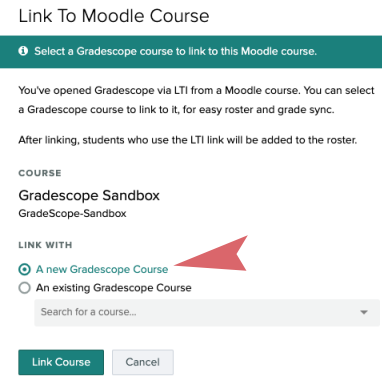
Click the “Create learning activity” button and select “Gradescope” from the activity chooser.



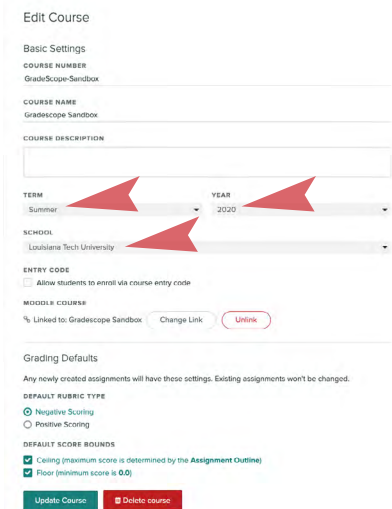
Configure the activity. For general access to Gradescope, check the “Grade” section and set type to “None”. Name the activity and click “Save and display.”

2 Link and Setup a Gradescope Course

After opening the Gradescope activity as an instructor the first time, you will be asked to link to a Moodle course. Unless you created a course manually (not recommended practice) select “A new Gradescope Course”.



Once the course has been created, you will be taken to the “Edit Course” screen. Here you can edit a description of the course (if desired) and configure default scoring behavior (negative or positive). Make sure that “Term”, “Year”, and “School” are configured correctly and click “Update Course.”



3 Sync Your Course Roster

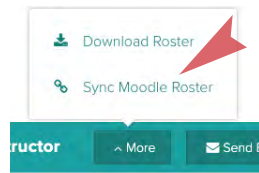
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Gradescope Sandbox

- Dashboard
- Assignments
- Roster
- Evanceone

To add students to the Gradescope course, click "Roster" in the left-hand menu. If no students have been added you will see a message prompting you to sync your Moodle roster.

You can also sync your roster anytime by clicking the "More" button at the bottom of the page and selecting "Sync Moodle Roster" from the menu. Roster sync is not automatic, so you will need to perform this periodically during the drop-add period.



You haven't added anyone to your course yet.

Add students or other instructors to your course.

Sync Moodle Roster

It is preferred that students access Gradescope courses through Moodle. To prevent confusion, it is recommended that you disable e-mail notifications when syncing your roster.

EMAIL NOTIFICATION

Let new users know that they were added to the course

Sync Roster

Cancel

4 Create Gradescope Assignments

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Gradescope Sandbox

- Dashboard
- Assignments
- Roster

To add assignments, click "Assignments" in the left-hand menu. If no assignments have been added you will see a message: "Create Assignment".

You currently have no assignments.

Create an assignment to get started.

Create Assignment

Assignments can also be created by clicking the "Create Assignment" button in the lower right-hand corner.

Create Assignment

Create Assignment

ASSIGNMENT TYPES

- Exam / Quiz
- Homework / Problem Set
- Bubble Sheet
- Programming Assignment
- Online Assignment BETA



Select an Assignment Type

Gradescope supports a variety of paper-based, online, and code assignments. Click on one to learn more.

Cancel Next

From the Create Assignment dialog, select the assignment type you want to create and follow the prompts to create the assignment. For more information, see Gradescope documentation on [Assignment Types](#).

5 Link to Moodle Gradebook

Create a Gradescope item in your Moodle course by navigating to the preferred section and clicking the "Create learning activity" button. Select "Gradescope" from the activity chooser.

When creating the assignment, use the same name as is being used in Gradescope to prevent confusion (these are not automatically synchronized so you have to ensure they are correct).

Under "Grade" ensure that "Type" is set to point. It is also recommended that you click "Show more..." above the save buttons and add a description to the exam (including content covered and due date). Check "Display description on course page."

EXTERNAL TOOL

Exam 1

Covers chapters 1-4. Due on September 16, 2020.

Open the assignment in Gradescope by navigating to assignments, and then opening "Assignment Settings" in the menu.

MOODLE ASSIGNMENT

Link

Click the "Link" button under "Moodle Assignment." Select the assignment name from the drop-down list, and click "Link Assignment."

Once the link has been created, you can open the assignment directly using the assignment link in Moodle and you will be able to sync grades to the Moodle grade book.

6 Grading Submissions

Click "Assignments" in the left hand menu. Click on the assignment you wish to grade and then click "Grade submissions" in the left-hand menu. Select a question to begin grading. You will be given a choice between grading individually and [grading by groups](#).

ANNOTATION TOOLS

Allows markup of student submissions using textboxes, pencil, or drawn boxes. Include eraser and navigation tool.

CHANGE QUESTIONS

Click to select another question.

TOGGLE VIEW

Changes between full-page and question-level view.

QUESTION DISPLAY

Shows the question and response in the submitted PDF document.

SAVE VIEW

Saves the current view as custom. Helpful for when answers do not display in the correct location.

ALL PAGES

Shows all pages in the submitted PDF document.

The screenshot shows the Gradescope grading interface. At the top, there are tabs for 'Full Page' and 'Question Only'. A toolbar contains icons for rotation, text, pencil, eraser, and zoom. A dropdown menu shows '11: Integral'. The main area displays a student's submission for 'Introduction to Gradescope' by Sherri Johnson. Question 1.1 asks for the integral of x^2 , with the student's handwritten answer x^2 visible. Question 2.2 asks to mark North and South Dakota on a map. On the right, a rubric table shows scores for four items: Item 1 (0.0, Correct), Item 2 (-1.5, Missing 1/2), Item 3 (-1.0, Missing + c), and Item 4 (-3.0, No answer). Below the rubric are sections for 'SUBMISSION SPECIFIC ADJUSTMENTS' (Point Adjustment: 0) and 'APPLY PREVIOUSLY USED COMMENTS'. At the bottom, a submission status bar shows 'Submission: 5 of 10' and navigation buttons for 'Previous Ungraded', 'Previous', 'Next', and 'Next Ungraded'.

RUBRIC ITEMS

Displays rubric items.

ADD RUBRIC ITEM

Add an item to the item rubric.

IMPORT RUBRIC

Import a rubric from another assignment or course.

POINT ADJUSTMENT

Add or deduct points.

COMMENTS

Apply comments to provide feedback.

PREVIOUS COMMENTS

Quickly apply previously used comments to provide common feedback.

ROTATE PDF

Rotates the submitted PDF document.

ZOOM LEVEL

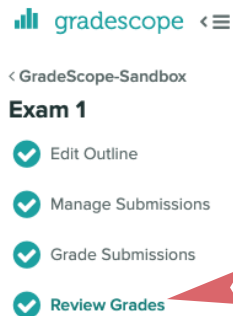
Zoom in and out of the PDF document.

RESPONSE NAVIGATION

Navigates through question responses. Previous/next move through all responses while previous/next ungraded only move through ungraded responses.

7 Publishing Grades

After grading is complete, grades can be published directly within Gradescope and/or synced to the Moodle gradebook. To publish grades, open the “Review Grades” section in the left-hand menu.



To publish grades in Gradescope, click the “Publish Grades” button in the lower-right corner. Once published, you will have the option to e-mail students their grade by clicking the “Compose Email to Students” button.

Post Grades to Moodle

Publish Grades >

To sync grades to the Moodle gradebook, click the “Post Grades to Moodle” button. Grades will appear in the Moodle gradebook afterwards.

Frequently Asked Questions

Q. Can I use LaTeX formatting with Gradescope?

A. Yes, Gradescope supports LaTeX formatting using $$$$ as a delimiter for inline LaTeX content and $$$$$ as a delimiter for LaTeX content in a new paragraph. Keep in mind, however, that LaTeX only renders for instructors as part of rubric items. Instructors will not see LaTeX content in comments (though it will render for students). For more information on LaTeX support, see Gradescope documentation [Writing Formulas and Equations \(LaTeX\)](#).

Q. What tips are available for students on scanning their work?

A. Gradescope has published a guide to scanning homework: [Submitting PDF homework in Gradescope](#).

Q. What is the difference between positive and negative scoring?

A. The difference is in how grades are calculated. Negative scoring deducts points from the total number of points available, while positive scoring begins with no credit and adds points.

Q. How do I prevent students from resubmitting work?

A. Unfortunately, there is no direct way to prevent resubmissions directly in Gradescope at this time. It is possible, however, to set a time limit on assessments such that they must be completed within a set period of time after being started. This can help limit the opportunity to resubmit.

Q. Can I allow group submissions?

A. Yes Open the assignment settings and enable the “Enable Group Submission” option.

Q. Can I disable or time-limit regrade requests?

A. Yes. Navigate to the assignment and select “Regrade Requests” in the left-hand menu. Click the “Regrade Request Settings” button, and uncheck the “Regrade requests enabled” item. You can also configure start and end dates in this menu to limit regrade requests to a specific time period.

Q. Where can I look for more detailed information about Gradescope?

A. Visit Gradescope's online help site at <https://help.gradescope.com/>.

Q. Gradescope does not launch correctly on my Mac. What is wrong?

A. If you are using a Mac, make sure that you are using Google Chrome or Firefox. Do not use Safari as it currently has issues launching Gradescope correctly.