

## The Gradescope Bubble Sheet Grading Process

### Canvas setup

Add the **Gradescope CSU** Menu Item to the Course Navigation Menu (one-time setup)

1. In the Canvas Course, click on **Settings** in the left navigation menu.
2. Select the **Navigation** tab

Settings

Course Details Sections **Navigation** Apps Feature Options Integrations

3. Find **Gradescope CSU** from the list at the bottom and drag it up and place it into the top list of Navigation items
4. Scroll to the bottom of the page and click **Save**.

Gradescope CSU  
Page disabled, won't appear in navigation

Create the Canvas Assignment for the test

5. Create a Canvas assignment for the test. Use the "On Paper" submission type.
6. Save and publish.

### Gradescope setup

1. Click on the **Gradescope CSU** link on the course menu
  - o The integration will create a connection between Canvas and Gradescope (this is a one-time step).
  - o If you already have an external Gradescope account, you will be able to merge the account with the one created by the Canvas integration. (See [Gradescope Documentation](#) for instructions)

Synchronize Roster

2. Click on **Roster**
3. Synchronized the roster with Canvas.
  - o Uncheck the **Notify Students** checkbox. No need to send them another email.
  - o Roster syncing can be done multiple times and is good practice before grading each test until enrollments settle after add/drop.

Dashboard  
Assignments  
Roster  
Extensions  
Course Settings

Download Grades

Duplicate Assignment

Create Assignment

Create Bubble Sheet Assignment

4. Click on **Assignments -> Create Assignment**.
5. Select **Bubble Sheet**. Click next.
6. Give it a name and click Create Assignment.
7. You are now at the Answer Key step
8. Select a default point value and create the answer key(s). Gradescope allows for multiple versions of a test/answer key up to five)
9. Click **Save Answer Keys**. This will take you to the Manage Scans step.

#### ASSIGNMENT TYPES

Exam / Quiz

Homework / Problem Set

**Bubble Sheet**

Programming Assignment

### Link to Canvas Assignment

10. At the Manage Scans step, click **Settings** on the left menu
11. Click the Link button under Canvas Assignment
12. Find the appropriate Canvas from the dropdown and click Link Assignment
13. The Gradescope assignment is now linked to the Canvas assignment.

- ☒ Edit Answer Key
- ☒ **Manage Scans**
- ☐ Manage Submissions
- ☐ Grade Submissions
- ☐ Review Grades

### Scan Answer Sheets

1. Collect and organize the answer sheets so are all face-up. Having several that are upside-down will not matter.
2. Use a copier and scan the answer sheets to pdf file(s). (See hints below)

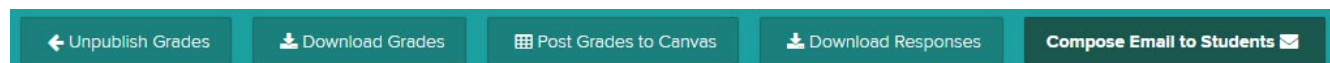
- ☐ Regrade Requests
- ☐ Statistics
- ☐ Item Analysis
- ☐ Settings

### Upload into Gradescope for Grading

1. If not there already, go to the Gradescope assignment and click on **Manage Scans**
2. Upload the pdf(s). (Multiple pdf files can selected and upload in one step)
3. Gradescope will use character recognition to match the written Student ID number. It will then indicate which sheets could not be matched. Those can be matched manually.
4. Just follow the prompts and it will grade. It may take some time to parse through all the exams and grade. You can attend to other things while that happens.

### Review Grades and Post to Canvas

1. When grading is complete, you will move to **Review Grades**. The page will provide general statistics and individual grades.
2. You can click on the name of a student to see their answer sheet and the correctness of each question.
3. Additional statistics are available using the left menu.
4. To post grades to Canvas, select the appropriate link on the bottom menu.



### Some Hints for Scanning

- Students must write their ID number in the box. Legibility is key for better character recognition.
- It's best, to have all the answer sheets face-up before scanning. Upside-down sheets are not an issue as they will be automatically rotated by Gradescope when uploading.
- Two-sided scanning for Exams is highly recommended. Face-down (backwards) sheets will still be scanned. There will be alerts pertaining to "3-page" answer sheets due to multiple blank pages, but they will still process and grade correctly.
- If you have more than 100 questions, do 2-sided scanning. Page 1 face-up is much more important and will save some time when working in Gradescope!
- High enrollment courses will undoubtedly have to scan in batches creating multiple files. Scanning to a USB drive will save time. The files can then be uploaded from the USB into Gradescope in one step.
- Most copier/scanners on campus can scan approximately one sheet per second. Therefore, 300 exams would take 5 minutes for the machine to scan. Add perhaps another 10-15 minutes for keypad punching along with physically feeding the batches of exams, then 15-20 minutes of total scanning time is a reasonable estimate.