GradeScan

When Integrity Matters®

USER GUIDE

Professional Edition

February 12, 2025

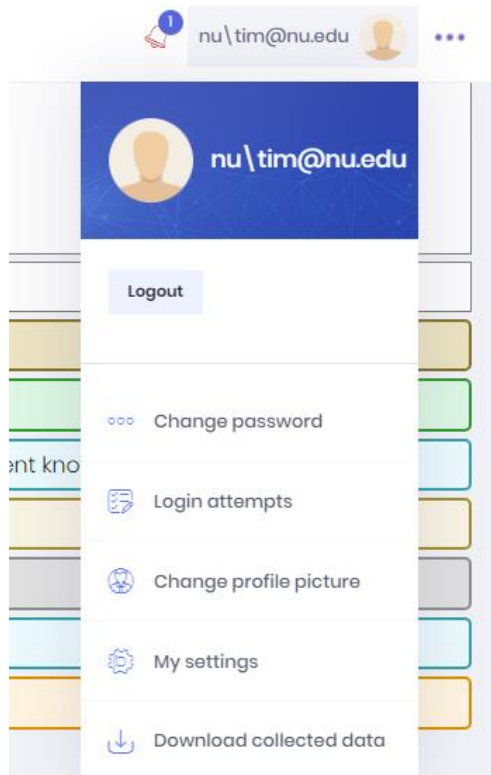# Contents

Introduction

If you're reading this document, you successfully registered and logged in. Congratulations!

Most items are self-explanatory. Moving the mouse cursor over an item may provide a hint.

Click on the login identifier and avatar to show the dialog.

Helpful Hints

Follow the sequence in this guide for the most efficient data entry for first-time use.

If you want to skip reading this guide, follow the steps on the Welcome page.

Click on the frame ⑦ icon to go directly to the topic in this guide.

The User Interface is WYSIWYG – What You See Is What You Get.

There is no "Undo" and no "Trash can".

Changes are automatically committed to persistent storage. Previous values are overwritten.

Move the mouse cursor over objects to get hints.

Column widths are adjustable when the ⟨‖⟩ cursor appears in the column header.

Click on a column title to alpha sort the data in that column.

When the mouse cursor is in a frame the browser side bar disappears. This allows you to use the mouse wheel to scroll content within the frame without affecting the frame's position within the browser's window. To scroll browser window content, move the mouse cursor out of a frame.

Frames snap to the top of the window upon opening. A virtual rubber band keeps the frame in place in spite of minor vertical scrolling movements. To break the virtual rubber band, scroll more than 2 header heights up or down. Use the pin to keep frames from moving (which hides the browser's vertical scroll bar.)

GradeScan clipboards are unrelated to your computer operating system's clipboard. They are separate entities.

Avoid using your browser's "Back" button. Results are unpredictable.

Blackboard[1] users exporting an Assessment to a .zip file can upload the file to a Question Bank.

Clicking a delete ⊖ icon presents a confirmation dialog (to prevent accidental deletions),

EXCEPT for Answers, for which there is no deletion confirmation.

Only whole-number Points are awarded for correct Answers. There are no fractional points.

GradeScan Professional Edition is designed to:

- be used over multiple academic Terms.

- use the same Assessments for multiple Sections of the same Course.

- identify the same Students in an academic program or institution.

GradeScan is deployed on Microsoft Azure, one of the world's most secure platforms. Users have the option of deleting files themselves by deleting Purchased Products no longer needing to be retained.

Please send email to support@gradescan.net if you require support.

Include your phone number and the best times to call if you would like phone support.

You can also schedule a meeting on the Support page: https://gradescan.net/contact-us.

There is no charge for support.

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[1] Registered trademark of Blackboard, Inc.

# Quick Start

Follow the instructions on the Welcome page.

Click the colored buttons Step 1 through Step 7.

Editions

GradeScan offers various editions based on features you require for the role you are assuming.

Easily switch between Basic and Professional editions under Settings on the sidebar menu.

Plans and Pricing is available at https://gradescan.net/pricing

Layout and Focus

The user interface will automatically format based on screen size.
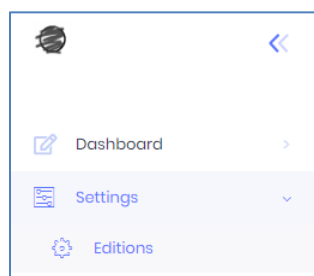
Upon opening a frame ⊙ GradeScan will maximize the frame to the browser window height.

For screen widths greater than 1024, a two column display is available by clicking the ⊕ All icon in the left menu bar.

Use your browser's Zoom setting for additional UI scaling.

⊙ ⑦ **Buildings**	⊙ ⑦ **Shopping Cart**
⊙ ⑦ **Rooms**	⊙ ⑦ **Purchase History**
⊙ ⑦ **Room Seats**	⊙ ⑦ **Create Assessments**
⊙ ⑦ **Terms**	⊙ ⑦ **Preview Assessments**
⊙ ⑦ **Courses**	⊙ ⑦ **Score Assessments**
⊙ ⑦ **Schedules**	⊙ ⑦ **Graded Assessments**
⊙ ⑦ **Students**	⊙ ⑦ **Section Attendance**
⊙ ⑦ **Class Rosters**	⊙ ⑦ **Seat Assignment**
⊙ ⑦ **Question Banks**	⑦ **Class Attendance**
⑦ **Questions**	⑦ **Question Editor**

Scrolling Focus

When the mouse cursor is <u>inside</u> the frame scrolling area, the **blue** scrollbar will be responsive to the mouse wheel. On touch screens, drag your finger up or down to move the **blue** scrollbar.
When the mouse cursor is <u>outside</u> the frame scrolling area, the browser's scroll bar will be responsive to mouse wheel and finger movements.
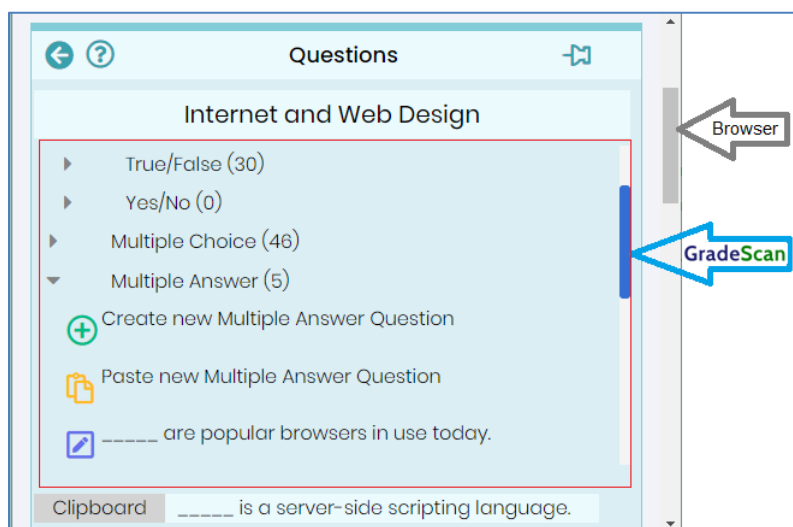
Buildings

A Building must be identified before a Schedule can be created.

Mobile   **Desktop**
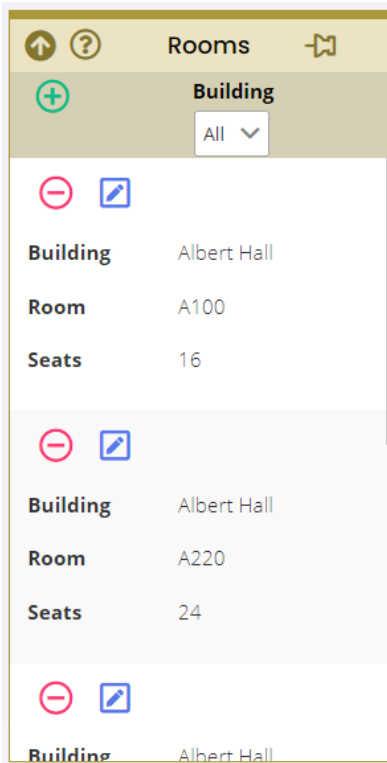
Click ⊕ to define the names of buildings where you will be administering assessments.

Rooms

Mobile   Desktop

Click ⊕ to define a room and seat layout.

You can return here later to make changes as needed.
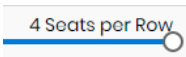
Room Seats
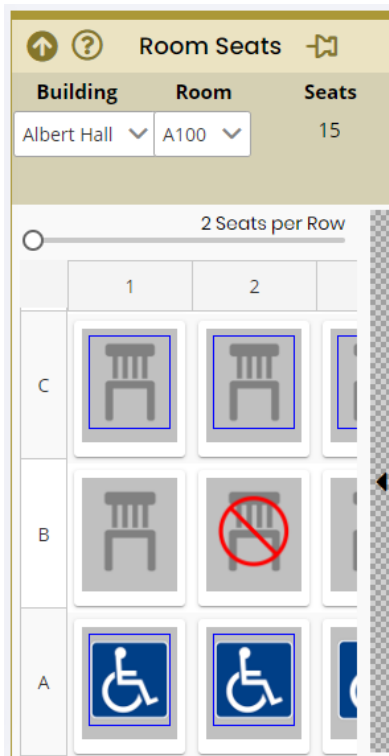
Mobile   **Desktop**
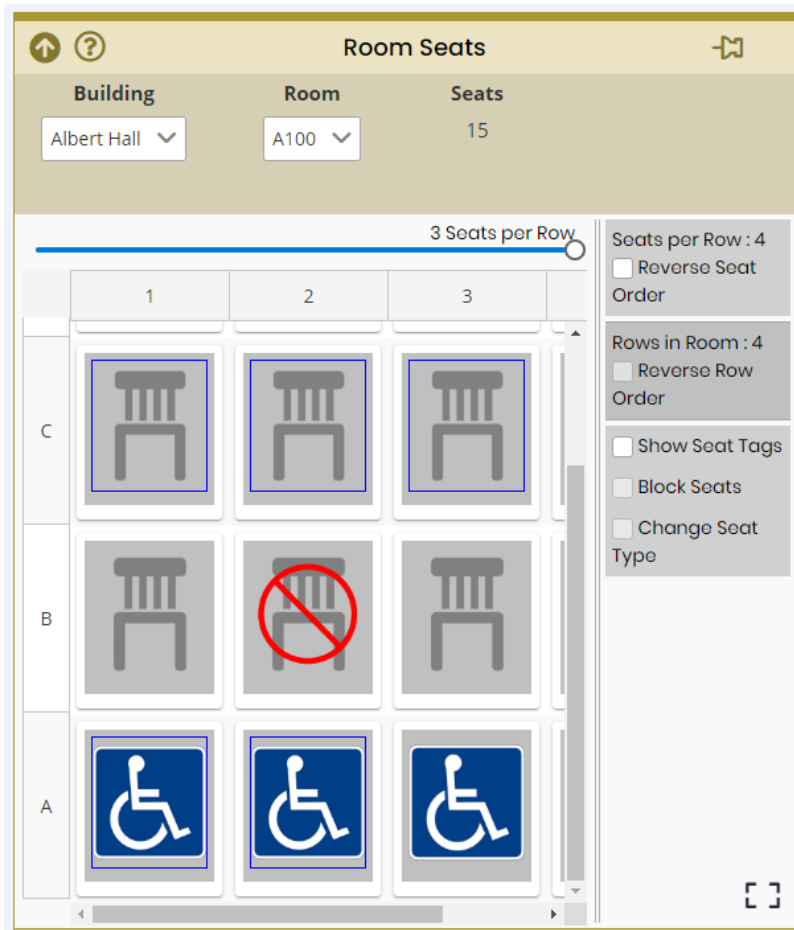
Move the slider ⌊4 Seats per Row⌋ to adjust the seat image size.

Use the controls in the right-hand column to define seat properties.

Click the seat image to change Seat Preferences.

Seat Preferences 🏟 and 🪑 are typically used for stadium seating.

Block seats 🚫 to comply with social distancing policies.

Students may not be placed in blocked seats.

If seats have tags, use the identifier affixed to the actual physical seat.

Adjust vertical and horizontal sizes where double-borders ‖ ═══ appear. Hold down your mouse's left button when the double-ended arrow ⇔ or ⇕ will appear, then drag to resize.

Seats with a thin blue border 🪑 are occupied. Click once to view occupants.

Click ⛶ to expand Room Seats to full browser window size.

<mark>Next step: Identify Academic Term dates.</mark>

Terms

Mobile

	Terms	
⬆ ❓		📌
➕	**Year**	
	All ⌄	

✏		
Term	2024 Summer	
Year	2024	
Begin Date	06-03-2024	
End Date	07-31-2024	
✏		
Term	2024 Fall	
Year	2024	
Begin Date	08-01-2024	
End Date	12-31-2024	
✏		
Term	2025 Spring	
Year	2025	
Begin Date	01-06-2025	
End Date	05-23-2025	

Desktop

		Terms		
⬆ ❓				📌
➕	**Term** ⇅	**Year** ⇅	**Begin Date** ⇅	**End Date** ⇅
		All ⌄		
✏	2024 Summer	2024	06-03-2024	07-31-2024
✏	2024 Fall	2024	08-01-2024	12-31-2024
✏	2025 Spring	2025	01-06-2025	05-23-2025

Click ⊕ to define the name of the Term, Begin and End Dates.

The Begin Date cannot be changed after saving.

If you entered an incorrect Begin Date delete the entry and start again.

The End Date can be changed as required for exigent circumstances.

Overlapping Term dates are not allowed.

Filter

Year
All ⌄
All
2020
2021
2022

Open the drop-down for Year to view a single year.

Next step: Identify Courses you will be teaching.

Courses

Assessments are organized by Courses.

A Course must be identified before a Question Bank can be created.

Mobile	Desktop
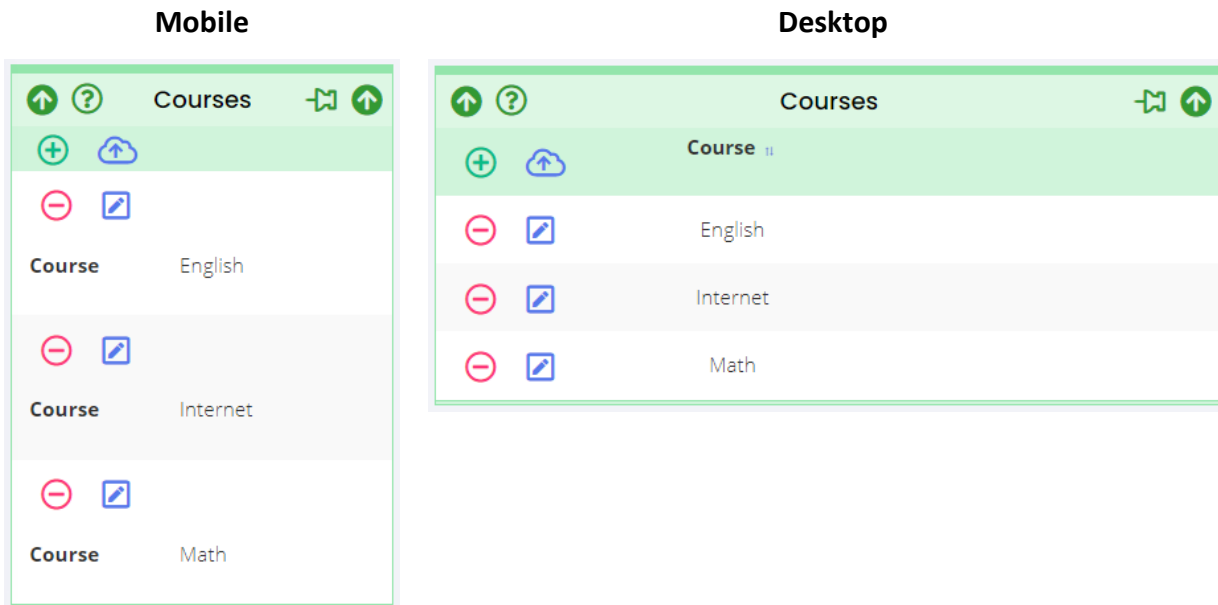
Click ⊕ to identify the name of a course in which you will be administering an Assessment.

Click ✎ to change the name of the Course

Edit Settings

Enter the Course name.

Below the text entry box are 3 numbers:

Minimum characters required / Current number of characters / Maximum characters allowed.

Schedules

Mobile

Desktop

Click ⊕ to add a new Section.

We suggest using your institution's course catalog, identify the term, course, building, room, and section, the content of which you will be administering an Assessment for.

Select filters to narrow the scope of items you are primarily concerned with.

Next step: Create a Question Bank to enter Questions for your Assessment.

Question Banks

Question Banks are repositories containing sets of Assessment questions.
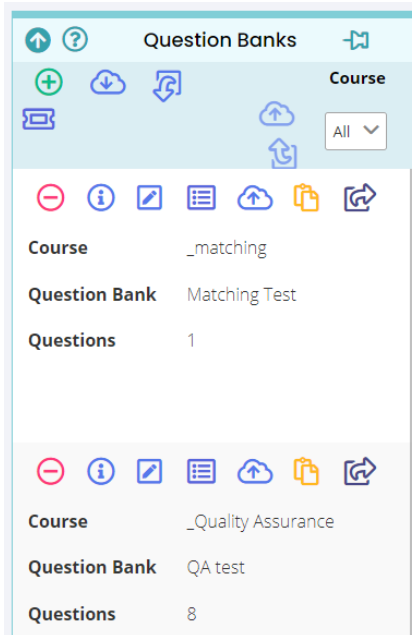
Mobile	**Desktop**
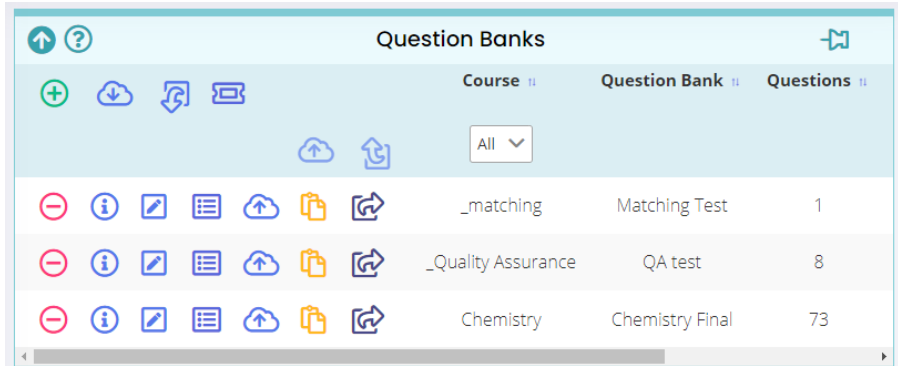
Click ⊕ to enter a Question Bank name for a Course.

Click ⬇ to download a sample Question Bank (zipped) XML file.

   (Extract the .zip file to a local drive to access the contents.)

Click 🔄 to import free Question Banks.

Click 🎫 to redeem a Question Bank with a Redemption Code.

Click ☁ to upload load a Blackboard .zip file to the selected Course.

Click ☁ to import a Question Bank from another user to the selected Course. The notification counter ❶ indicates the number of Question Banks in the import queue.

Click the **Course** dropdown control to filter Question Banks by Course, or to enable ☁ to upload a Blackboard .zip file.

Click ⊖ to delete a Question Bank and all questions in the bank.

Click ⓘ to view detailed information about the Question Bank.

Click ✎ to change the name of the Question Bank.

Click ☰ to view a tree of all questions in the Question Bank.
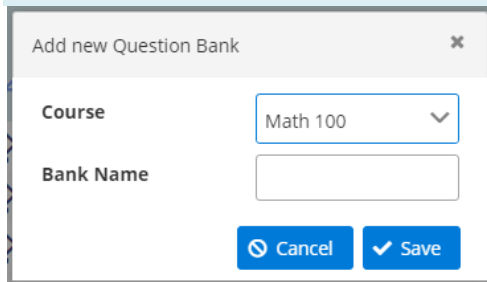
Click ☁ to upload load a DOCX or PDF file of questions and answers.

Click ▣ to paste a Question Bank from the GradeScan Clipboard.
   The Clipboard is automatically populated with the most recent Question Bank.

Click ↪ to export a copy of the Question Bank to another user.

Click ⊕ to enter a Question Bank name for a Course.
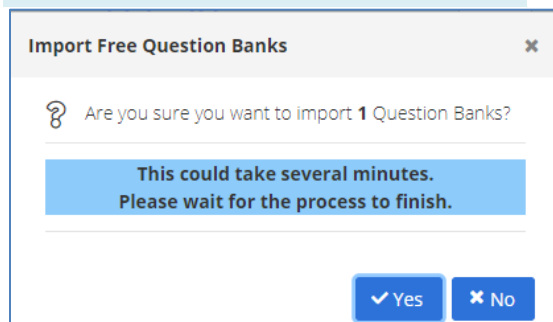
Add new Question Bank ✕

| Course | Math 100 ⌄ |
| Bank Name | |

🚫 Cancel   ✔ Save

Select a Course from the drop-down list.

Enter a Question Bank Name for the Course.

There is no limit to the number of Question Banks that can be created.

Click ⟳ to import free Question Banks.
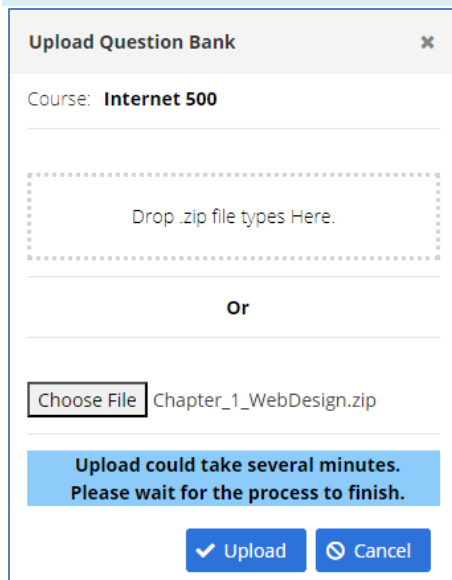
Import Free Question Banks ✕

❓ Are you sure you want to import **1** Question Banks?

**This could take several minutes.
Please wait for the process to finish.**

✔ Yes   ✖ No

Free Question Banks are complementary Question sets offered by GradeScan.

The free Question Bank available is a set of questions on academic integrity and plagiarism.

Click ☁ to upload load a Blackboard .zip file for the selected Course.

Upload Question Bank   ✖

Course: **Internet 500**

Drop .zip file types Here.

Or

Choose File | Chapter_1_WebDesign.zip

**Upload could take several minutes.
Please wait for the process to finish.**

✔ Upload   ⊘ Cancel
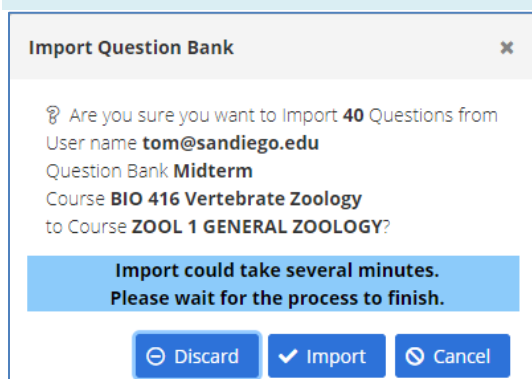
A Course must be selected for the ☁ icon to enable (mouse-over for tooltip).

Drag-and-drop or Choose File for the Course's Question Bank questions.

The Question Bank name will be automatically populated based on the name in the uploaded file. After upload is complete, the Bank Name may be renamed as required.
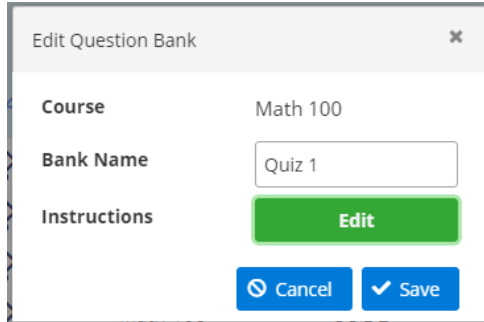
Click ↻ to import a Question Bank from another user to the selected Course.

Import Question Bank   ✖

⑧ Are you sure you want to Import **40** Questions from
User name **tom@sandiego.edu**
Question Bank **Midterm**
Course **BIO 416 Vertebrate Zoology**
to Course **ZOOL 1 GENERAL ZOOLOGY**?

**Import could take several minutes.
Please wait for the process to finish.**

⊖ Discard   ✔ Import   ⊘ Cancel

A Course must be selected for the ↻ icon to enable (mouse-over for tooltip).

The Question Bank name will be automatically populated based on the name in the imported file. After import is complete, the Bank Name may be renamed as required.
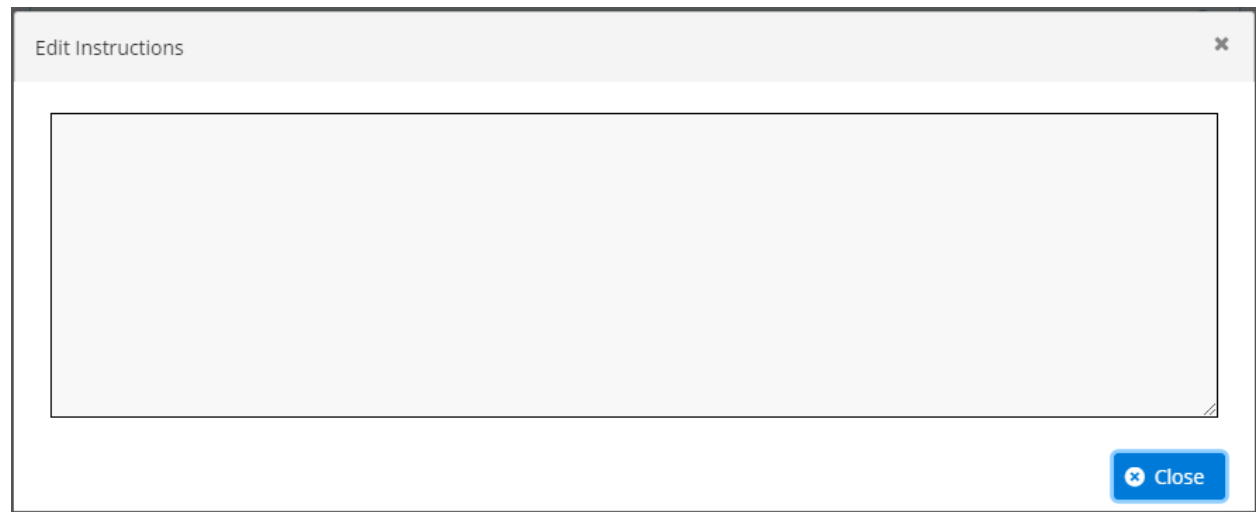
Click ✏ to change the name of the Question Bank, or to edit the default Instructions page for an Assessment sourcing Questions from this Question Bank.

Edit Question Bank	✖
Course	Math 100
Bank Name	Quiz 1
Instructions	**Edit**
	⊘ Cancel ✔ Save

Instructions can also be edited in **Create Assessments** when Assessment-specific instructions are required.

Click the **Edit** button to edit the Assessment Instructions cover page.

Edit Instructions ✖

❌ Close

Instructions are printed on the second page of every Assessment.

You can leave it blank or enter anything you want to communicate to Students taking the Assessment.

<mark>Next step: Click ▤ to view a tree of all questions in the Question Bank (see next page).</mark>

<mark>Click ▶ to expand tree branches to select Question types.</mark>

<mark>Click ⊕ to create a new Questions of the selected type.</mark>

<mark>Next step: Create an Assessment when all Questions have been entered.</mark>

Questions

A Question Bank is a set of Questions. This is the bank you selected for editing Questions.
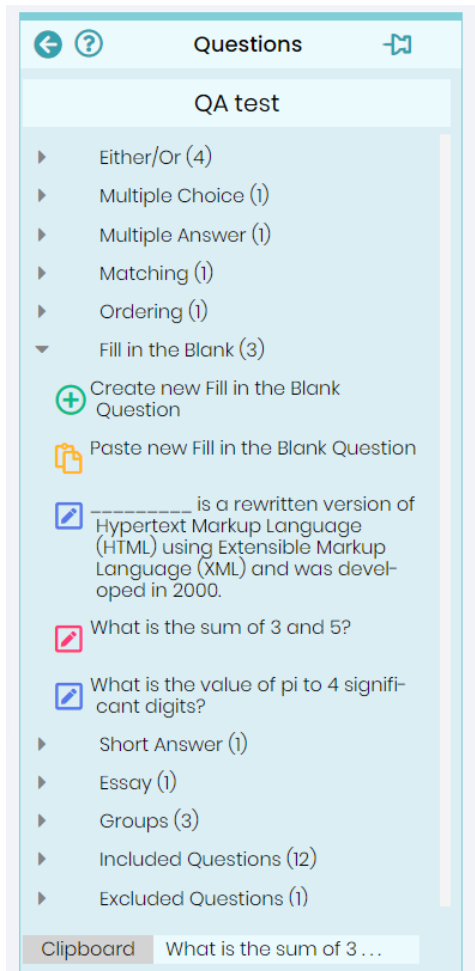
Mobile   **Desktop**
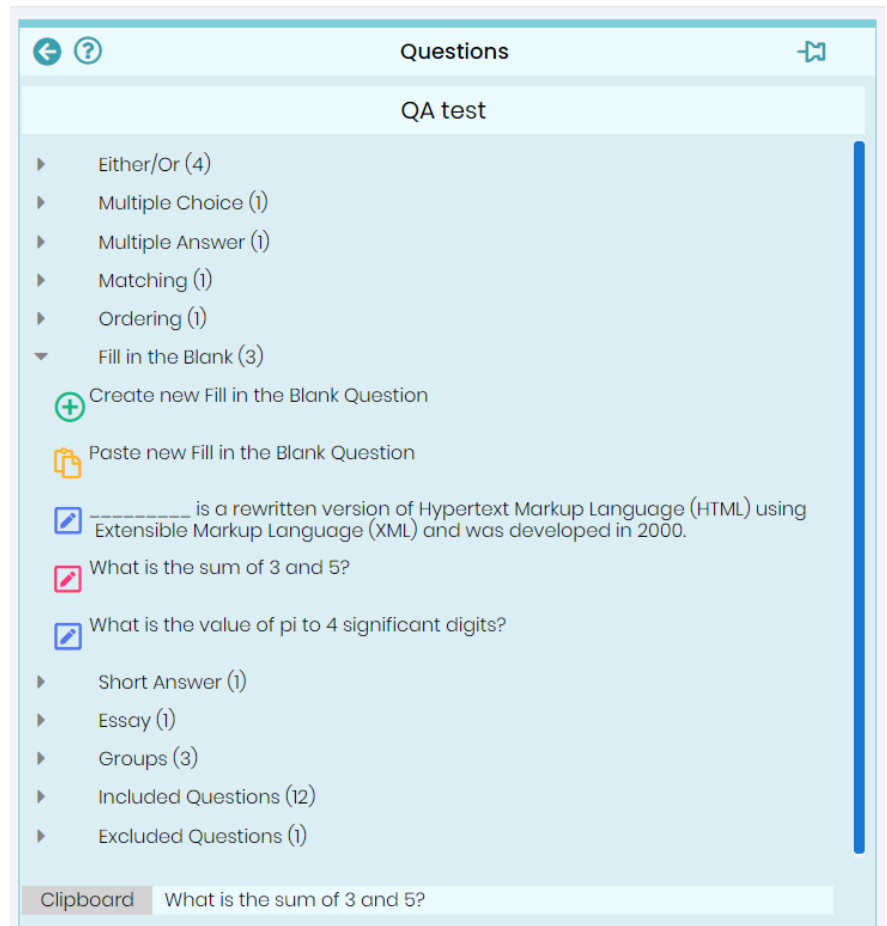
Click ▶ to expand tree branches to find Question Types.

Click ⊕ to create a new Question.

Click 🗂 to paste a question and its answers from the Clipboard.

      The Clipboard is automatically populated with the last question edited.

Click ✎ to edit a Question.

Click ✎ to edit a Question <u>excluded</u> from appearing on an assessment.

Click ← to return to Question Banks.

Next step: Edit a Question.

      Click ⊕ to create a new Question.

      Click ✎ to edit an existing Question.

Question Editor

The Question Editor is where the Questions and Answers are entered.

The top half of the Question Editor frame is common to all questions.

Mobile   **Desktop**
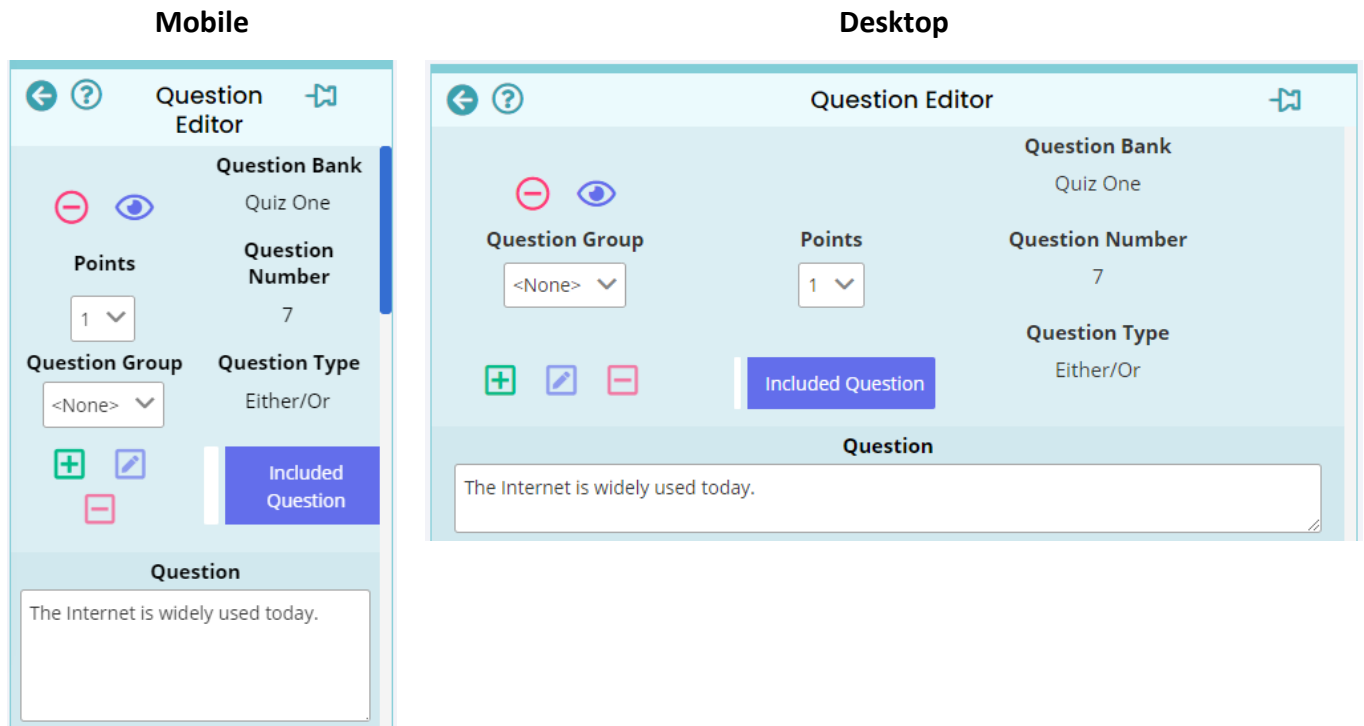
The top half of the Question Editor frame (shown above) is common to all questions.

Click ⊖ to delete the Question.

Click 👁 to preview the Question as it would appear when rendered on an Assessment.

Click ⊞ to add a Question Group.

> When creating an Assessment, a random Question is selected from the Group.

> All Questions in a Group must be of the same Question Type and Points value.

Click ✎ to rename the Question Group name.

Click ⊟ to delete the Question Group.

When **Included Question** is selected the Question will be in an Assessment.

When **ExcludeQuestion** is selected the Question will not be in an Assessment.
> What you see is what you get. Mouse over the selection for additional information.
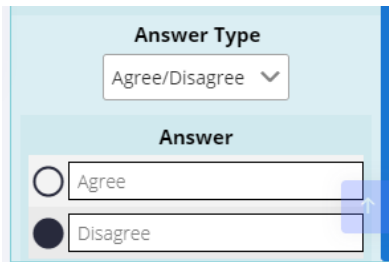
Text the Question box is recorded when you click outside the box.

Click ← to return to the Question Bank when finished.
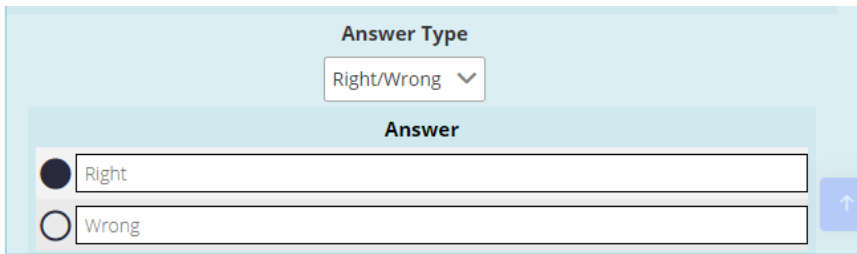
Either/Or

Mobile	Desktop
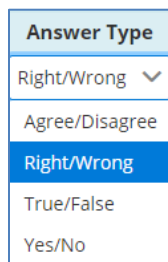
Answer Type
Agree/Disagree ∨

Answer
○ Agree
● Disagree

Answer Type
Right/Wrong ∨
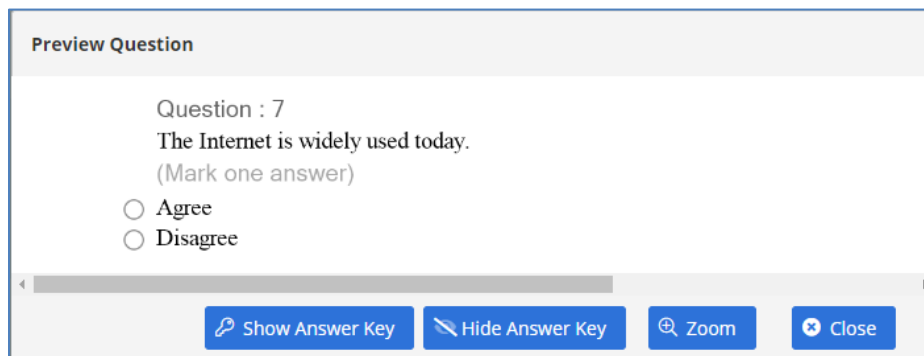
Answer
● Right
○ Wrong

Click ○ or ● to identify the correct ● Answer.

Select an Answer Type from the drop down selector.

Answer Type
Right/Wrong ∨
Agree/Disagree
Right/Wrong
True/False
Yes/No

Click 👁 to see a preview of the Question as it will appear when rendered on an Assessment.

Preview Question

Question : 7
The Internet is widely used today.
(Mark one answer)
○ Agree
○ Disagree

🔗 Show Answer Key   ✎ Hide Answer Key   ⊕ Zoom   ⊗ Close

Click ⬅ to return to the Question Bank when finished editing.

Multiple Choice

Mobile

Desktop

Click ◯ or ⬤ to identify the correct ⬤ Answer.

When **Answers Ordered** is selected the Answer order is specified using the ⇧ and ⇩ arrows.

What you see is what you get. Mouse over the selection for additional information.

Text the Answer box is recorded when you click outside the box.

Click ⊕ to add an Answer.

There is **no confirmation** when clicking ⊖ to delete an Answer.

Click 👁 to see a preview of the Question as it will appear when rendered on an Assessment.

Click 🔙 to return to the Question Bank when finished.

Multiple Answer

Mobile   **Desktop**

Click ☐ or ■ to toggle the correct ■ and incorrect ☐ Answers.

Click ⊕ to add an Answer.

There is **no confirmation** when clicking ⊖ to delete an Answer.

When **Answers Shuffled** is selected the Answer order is randomly shuffled on the Assessment.

Mouse over the selection for additional information.

When **All or Nothing** is selected the Student's answer must match exactly to be awarded full

credit. Otherwise, no credit will be awarded.

(continued on next page)

Multiple Answer (cont'd.)

Mobile   **Desktop**

When **Answers Ordered** is selected the Answer order is specified using the ⇧ and ⬇ arrows.

What you see is what you get. Mouse over the selection for additional information.

Text the Answer box is recorded in GradeScan when you click outside the edit box.

When **Partial Credit** is selected, the Points must be a multiple of the number of Answers.

Points are automatically set to the number of Correct Answers, which can be modified.

Points are awarded based on the number of correct selections made.

Click ⬅ to return to the Question Bank when finished.

Matching

Mobile   **Desktop**

Click ⊕ to add an Answer.

There is **no confirmation** when clicking ⊖ to delete an Answer.

When **Answers Shuffled** is selected the Answer order is randomly shuffled on the Assessment.

   Mouse over the selection for additional information.

When **All or Nothing** is selected the student's answer must match exactly to be awarded full

credit. Otherwise, no credit will be awarded.

Click 👁 to see a preview of the Question as it will appear when rendered on an assessment.

If the Answer Order is set to Shuffle Answers, the image is an example, not an exact order.

Example Matching Question previews are on the next page. (scroll down)

(continued on next page)

Matching (cont'd)

Mobile   **Desktop**

Click ⊕ to add an Answer.

There is **no confirmation** when clicking ⊖ to delete an Answer.

When **Answers Ordered** is selected the Answer order is specified using the ⇧ and ⇩ arrows.

   What you see is what you get. Mouse over the selection for additional information.

When **Partial Credit** is selected, the Points must be a multiple of the number of Answers.

   Points are automatically set to the number of Correct Answers, which can be modified.

   Points are awarded based on the number of correct selections made.

Click 👁 to see a preview of the Question as it will appear when rendered on an assessment.

If the Answer Order is set to Shuffle Answers, the image is an example, not an exact order.

Example Matching Question previews are on the next page. (scroll down)

Click ⬅ to return to the Question Bank when finished.

(more on next page)

Matching (cont'd)

When [Show Answer Key] is clicked.

When [Answers Ordered] is selected and [Show Answer Key] is clicked.

Ordering

Click ⊕ to add an Answer.

There is **no confirmation** when clicking ⊖ to delete an Answer.

When **Answers Shuffled** is selected the Answer order is randomly shuffled on the Assessment.

What you see is what you get. Mouse over the selection for additional information.

When **All or Nothing** is selected the student's answer must match exactly to be awarded full credit. Otherwise, no credit will be awarded.

Click 👁 to see a preview of the Question as it will appear when rendered on an assessment.

(continued on next page)

Ordering (cont'd)

Mobile

Desktop

Click ⊕ to add an Answer.

There is **no confirmation** when clicking ⊖ to delete an Answer.

When **Answers Ordered** is selected the Answer order is specified using the ⇧ and ⇩ arrows.

What you see is what you get. Mouse over the selection for additional information.

When **Partial Credit** is selected, the Points must be a multiple of the number of Answers.

Points are automatically set to the number of Correct Answers, which can be modified.

Points are awarded based on the number of correct selections made.

Click 👁 to see a preview of the Question as it will appear when rendered on an assessment.

Click ◀ to return to the Question Bank when finished.

Fill in the Blank

Artificial Intelligence (AI) is employed to grade this question.

Mobile   **Desktop**

Case Ignore	Case Ignore setting ignores case. In the example above 'html', 'hTtP', 'XmL' are valid Answers.
Case Sensitive	Case Sensitive setting requires an upper/lower case text match for the Answer. In the example above 'html', 'hTTp', 'XmL' are <u>invalid</u> Answers.
Spelling Exact Match	Spelling Exact Match means all mismatches are ignored. Only exact matches are valid Answers.
Spelling Try Correcting	Spelling Try Correcting uses a spell-checker to try matching the Answer with commonly misspelled words. Uses the same dictionary as Microsoft Word spell-checker. (not the dictionary on your computer)

(continued on next page)

For Answer Type **Alphanumeric**, Match Type has 3 matching selection types:

1. **Contains All Words**
   The student's response must contain all the words in any Answer.

2. **Contains Any Words**
   The student's response may contain any one words in any Answer.

3. **Exact Sequence**
   The student's response must an exact match for any Answer.

For Answer Type **Numeric Only**, the answer can be evaluated as an integer value.

Mobile	Desktop

For Answer Type **Numeric Only**, the answer is evaluated as a real number. Since a real number can have an infinite number of decimal digits, the answer must be specified as fitting between a minimum and maximum value.

Mobile	Desktop

Click ⊕ to add an Answer.

There is **no confirmation** when clicking ⊖ to delete an Answer.

(continued on next page)

Click 👁 to see a preview of the Question as it will appear when rendered on an assessment.

Question : 9   Points: 1
_____ is a rewritten version of Hypertext Markup Language (HTML) using Extensible Markup
Language (XML) and was developed in 2000.
(Write your answer in the box)

[ ]

(INSTRUCTOR USE ONLY - Mark one option below to override Points awarded by machine grading.)
0   1
○   ○
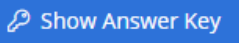
🔑 Show Answer Key   ✎ Hide Answer Key   🔍 Zoom   ✖ Close

Click 🔑 Show Answer Key to see the Answer Key.

Question : 9   Points: 1
_____ is a rewritten version of Hypertext Markup Language (HTML) using Extensible Markup
Language (XML) and was developed in 2000.
(Write your answer in the box)

Extensible Hypertext Markup Language (XHTML)

Extensible Hypertext Markup Language

XHTML

XHTML (Extensible Hypertext Markup Language)

🔑 Show Answer Key   ✎ Hide Answer Key   🔍 Zoom   ✖ Close

The instructor can override the Points awarded by GradeScan (in the Grade Report) by filling-in

the appropriate bubble and scanning the page again with ☐ Ignore INSTRUCTOR USE ONLY bubbles. on

the Score Assessment frame unchecked.

Click ⬅ to return to the Question Bank when finished.

Short Answer

Artificial Intelligence (AI) is employed to grade this question.

Mobile   **Desktop**

Short Answer questions are printed <u>on one-half of the vertical space</u> of a page.

Use ◿ in the lower right corner of the edit box to resize.

Use ═══════ at the bottom of the frame to resize the frame. Hold down your mouse's left button when the double-ended arrow ⇕ appears, and drag to size.

The instructor can override the Points awarded by GradeScan (in the Grade Report) by filling-in the appropriate bubble and scanning the page again with ☐ Ignore INSTRUCTOR USE ONLY bubbles. on the Score Assessment frame unchecked.

Click ⬅ to return to the Question Bank when finished.

Essay

Artificial Intelligence (AI) is employed to grade this question.

Mobile	Desktop

Essay questions consume an <u>entire page</u> when printed.

Use ◺ in the lower right corner of the edit box to resize.

Use ▬▬▬ at the bottom of the frame to resize the frame. Hold down your mouse's left button when the double-ended arrow ⇕ appears and drag to size.

The instructor can override the Points awarded by GradeScan (in the Grade Report) by filling-in the appropriate bubble and scanning the page again with ☐ Ignore INSTRUCTOR USE ONLY bubbles. on the Score Assessment frame unchecked.

Click ⬅ to return to the Question Bank when finished.

Students

Mobile	Desktop

Click ⊕ to add a new Student.

Real Student names are not required to be used. You can make up any name or Student ID.

If you use aliases, you will need to create a cross-reference to match the actual Student with the alias.

Check **Archive** to show/hide inactive Students.
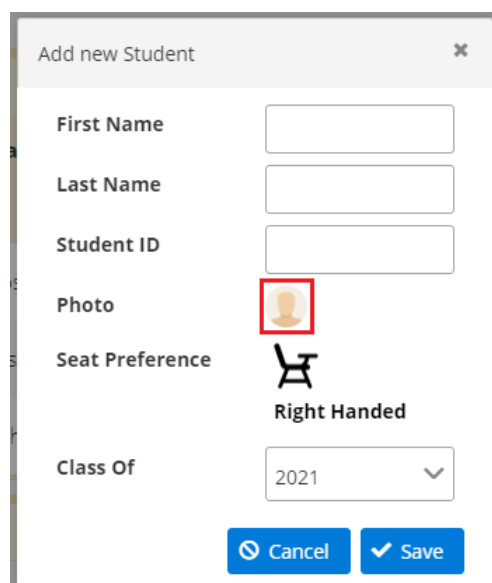
Click the **Seat Preference** icon(s) to cycle through all Seat types.

Seat Preferences and are typically used when requested by a student.

The **Class Of** will default to the current year. The value will be used as a filter in other frames.
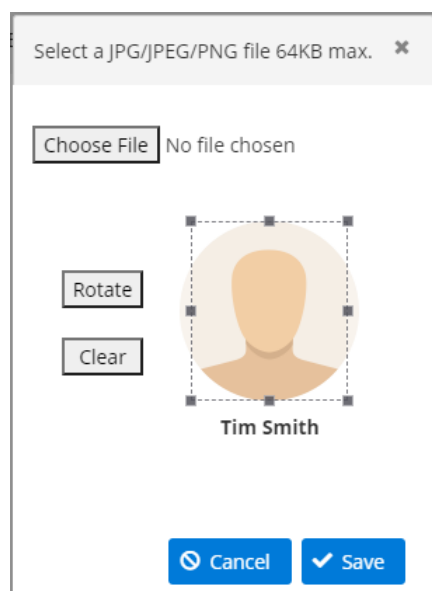
Click on the Photo to add a photo of the student.
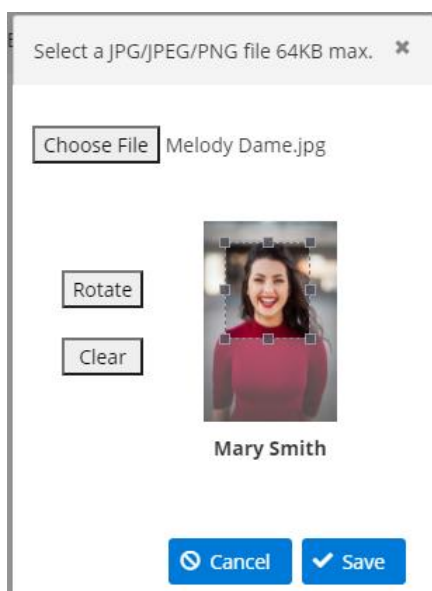
Select Choose File to select a photo from your local computer (the one you are using now).

Use the grab boxes to size the image for best fit.

Click ✎ to change Student information.

Check **Archive** to hide inactive Students.

Class Rosters

Mobile

Desktop

In Click mode, click on a student to jump to/from the Students and Roster columns.

In Drag mode, click on a student and drag the image to/from the Students and Roster columns.

If a student drops a course, removing the student from the Roster (column) will also make the assigned seat available.

Next step: Assign Students a Seat in a classroom.

Seat Assignment

Mobile   **Desktop**

Click [Assign All] to automatically assign a random seat to all Students in the Roster.

Click [ ] to expand Seating Plans to full browser window size.

<u>Using Seat Assignment on mobile devices is not recommended at the time of writing.</u>

(we're working on it)

(continued on next page)

Each Seat type has a color (blue, black, white, gray).

The frame color of the Student image identifies their Seat Preference.

Drag-drop Students from the Roster to a Seat.

Drag-drop seated Students to a different Seat.

A colored rectangle will appear during the drag operation to indicate if the student is eligible to sit in the proposed seat:

- OK – green

- Not a preference - yellow

- Unavailable – red

All students, real or pseudo-named, <u>must be assigned a seat</u>, which GradeScan uses to identify students taking an assessment.

Next step: Create an Assessment.

Create Assessments

Mobile

Desktop

The **Course** list contains Courses that have both a Section and at least 2 Students assigned Seats in the classroom for a Section <u>for the current Term</u>.

The **Section** list identifies all Sections for the selected Course for the <u>current Term</u>.
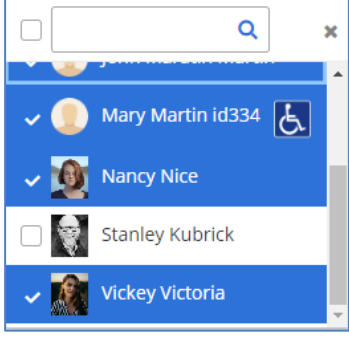
The **Building** and **Room** lists identify Rooms that will accommodate the selected number of Students. Selecting a **Section** will show default Building and Room.

Operation:

1. Select an Assessment Date that the Assessment will be given.

2. Create an Assessment Name. A warning will appear if you attempt to use a name that has already been used.

3. Click the **Features** button to specify details of how Assessment will be created.

4. Click the **Create** button to create Assessments for 2 randomly selected Students.

5. A progress bar will appear. Created Assessments appear in the **Assessment Previews** frame.

Operation:

1. Select a Course to identify Sections with scheduled classes.

2. Select a Section to identify Question Bank, Building, Room, and Students seated.

3. Select Students.

	Tap the check box to remove or add Students. Deselect Students that will not be taking the Assessment. Real Student names can be entered in **Professional Edition**. Downgrade to **Basic Edition** if real student names are not allowed.

4. Enter the Name of the Assessment.

5. Select an Assessment Date that the Assessment will be given.

6. Create an Assessment Name. A warning will appear if you attempt to use a name that has already been used.

7. Click the **Features** button to specify details of how Assessment will be created.

8. Click the **Create** button to create a Preview Assessments for 2 randomly selected Students.

9. A progress bar will appear. Created Assessments appear in the **Assessment Previews** frame when creation is complete.

Assessment Features

Default Selections

Assessment Feature Settings ✖

Shuffle Questions

Answers Shuffled

Student ID Only

All Question Types

Edit Instructions

⊗ Close

Alternate Selections

Assessment Feature Settings ✖

Shuffle Questions

Answers Shuffled

Student Name and ID

Include Seat Location ⌄

Shuffle Student seat assignment

Disperse Student Seating

No Seating Chart

No Student Photo

All Question Types

Edit Instructions

⊗ Close

Click a Feature to change the setting.

The choices are self-identifying.

Next step: Download the Assessment from Preview Assessments.

Print the Student Assessments (single sided)

Take the Assessments yourself. Fill in the bubbles accordingly.

Next step: Scan the Assessment pages in Score Assessments.

Download the Grade Report from Graded Assessments.

Scan the QR Code for each Assessment to see the student's grade.

If the results do not meet your expectations, edit the Questions accordingly.

If the results meet your expectations, click Add To Cart in Preview Assessments.

Open the Shopping Cart.

Preview Assessments

Mobile

Name	Quiz #3
	Add To Cart
Price (USD)	$0.99
Date	01/28/2024
Course	Math
Question Bank	Level 1 Quiz
Creation Date	01/27/2024 21:11:39

Desktop

Preview Assessments

			Name		Price (USD)	Date
ⓘ	⬇	⊖	quiz 4	**Add To Cart**	$1.00	08/22/2024
ⓘ			quiz 3	**Go to Cart**	$1.00	08/20/2024
ⓘ	⬇	⊖	quiz 2	**Add To Cart**	$1.00	08/17/2024

Preview Assessments are fully functional assessments, which can be downloaded, printed, marked, scanned/graded, and a Grade Report produced.

Click ⓘ to view detailed product information.

Click ⬇ to download a preview of the Assessment.

Click ⊖ to delete the Assessment preview.

Click **Add To Cart** to place the Assessment order in the Shopping Cart.

Click **Go to Cart** to go to the Shopping Cart frame.

You can create as many Assessments previews as required until you are satisfied with the features you want applied to the Assessment to be given in class. Upon purchase completion, Assessments will be generated for all Students selected.

Downloading and taking the Preview Assessment yourself is strongly recommended. This will enable you to proof the Questions and Answers and ensure that the Grade Report meets your expectations.

Print the Preview Assessment <u>single sided</u>. DO NOT use double-sided printing.

Please refer to **Assessment Administration Scenarios** at the end of this document.

Shopping Cart

Mobile
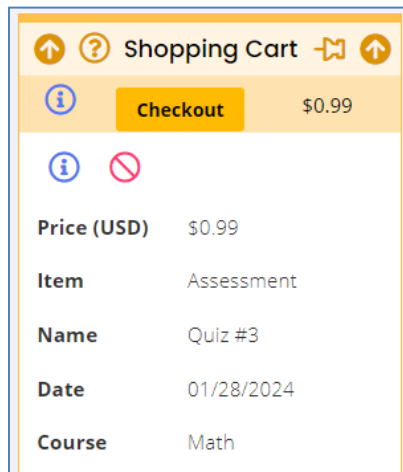
Desktop
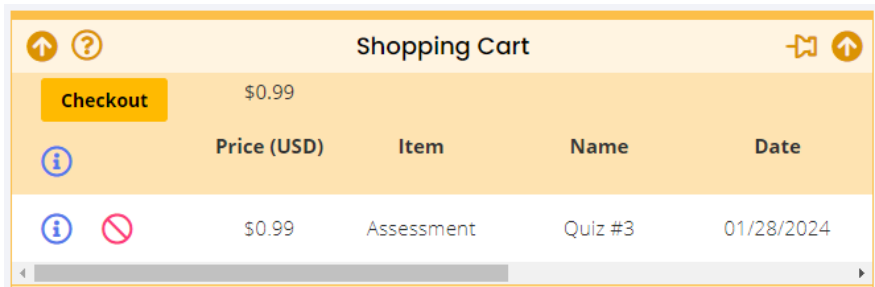
Click (i) to view summary order information.

Click 🚫 to remove items from the Shopping Cart.

   Assessments are returned to the Assessment Preview frame.

Click **Checkout** to complete your purchase. Assessments will be generated for all Students selected at Assessment Creation time.

At the top of the browser page a shopping cart icon shows an empty cart.
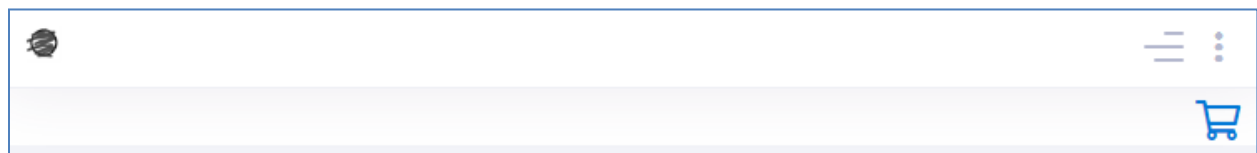
This shopping cart icon shows the number of items (3) in the cart.
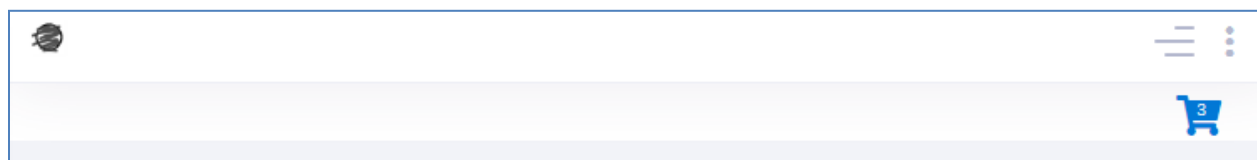
Click on the icon to view the shopping cart.

==Next step: Download the Assessment from Purchase History when it is ready.==

Purchase History

Mobile

Desktop

Monitor the publishing progress of your purchased Assessments here.

You can close your browser and come back later to check the status.

The ☁ icon will appear when the Status is **Ready for Download**.

The ⊖ icon is enabled the day after the Assessment date:

- To prevent premature accidental deletion of your product.
- If you haven't downloaded the Assessment by the Assessment Date, the Assessment is considered to be stale-dated, and can be deleted.
- Ungraded Assessments more than 30 days past the Assessment Date are automatically deleted by the system for Assessment security.

The Assessment will show up in Graded Assessments after the first download.

You are only charged if your Assessment is successfully generated. If the Assessment fails to create all documents for any reason, your account is not charged. We monitor failed purchases and try to respond in a timely manner.

Plan to purchase an Assessment 2-3 days prior to the Assessment date.

A week prior is better for first-time users.

(continued on next page)

Purchase History (cont'd.)

		Status	Name	Date	Section	Course	Question Bank
		Purchased Products					
				Term All ▼			
⊖	⬇	Ready for Download	Final Exam	08/23/2021	MTH100-AP	Math 100	Midterm
⊖	⬇	Ready for Download	mid 2	09/22/2021	MTH100-AP	Math 100	Midterm
⬇		Grading Incomplete	Midterm	08/23/2021	MTH100-AP	Math 100	Midterm
⬇		Needs Grading	web final	09/24/2021	web100	Internet	Web Design
⬇		Needs Grading	Web Final 2	10/05/2021	WebDes48W	Internet	Web Design
⊖	⬇	Ready for Download	Seating Chart	Fall	web100	Internet	
⊖	⬇	Ready for Download	Seating Chart	Winter	MTH100-Q4	Math 100	

Monitor the publishing progress of your purchased Assessments here.

You can close your browser and come back later to check the status.

The ⬇ icon will appear when the Status is Ready for Download.
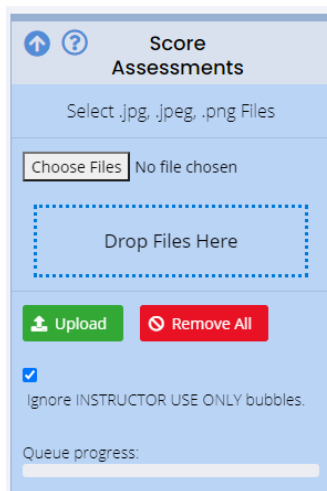
The ⊖ icon is enabled the 60 days after the Assessment date:

- To prevent premature accidental deletion of your product.

- If you haven't downloaded the Assessment by the Assessment Date,

  the Assessment is considered to be stale-dated, and can be deleted.

The Assessment will show up in Assessment Grades after the first download.

Score Assessments

Mobile

Desktop

Using a scanner is the most efficient method to score Assessment pages.

The best choice is a <u>scanner with a document feeder</u> that will allow quick scanning of multiple

pages. A flatbed scanner will also work. A USB memory stick will be very useful.

Some schools and colleges have policies dis-allowing connection of computers to the school's printers and scanners. These policies are frequently implemented by the IT Department.

Select a scenario that best describes your environment.

Scenario 1: Computer is <u>not</u> connected to printer/scanner.

> Scan pages to USB memory stick.

Scenario 2: Computer is connected to printer/scanner.

- Scan pages to USB memory stick (most efficient method).
- Use a scanning software application on your computer (least efficient method).

Scenario 3: Computer is connected to printer/scanner *AND* the scanner has a USB port *AND* you have a USB memory stick.

> Scan pages to USB memory stick.

Scenario 4: No scanner.

> Look in the "Instructor Answer Keys" folder of the downloaded Assessment. Visually compare the Answer Key pages to the student's marked Assessment. Download the Graded Assessment and manually enter the number of Points Awarded in the Grade Report spreadsheet.

(continued on next page)

Scenario 5: Scan pages to USB memory stick

Plug a USB memory stick into the scanner. Set the scanner settings as follows:

- Output Color: Color
- Paper Size: Letter
- Image Type: JPEG or PNG
- Scan Resolution: 200

Begin scanning to the USB memory stick. Each scanned page <u>must</u> be a separate JPEG or PNG file. A scanner with multi-page document feeder is the most efficient.

Use a scanning software application on your computer

Make selections like the ones you see in this image. Place **<u>one</u>** page in the scanner.

Click [Scan] to begin scanning.
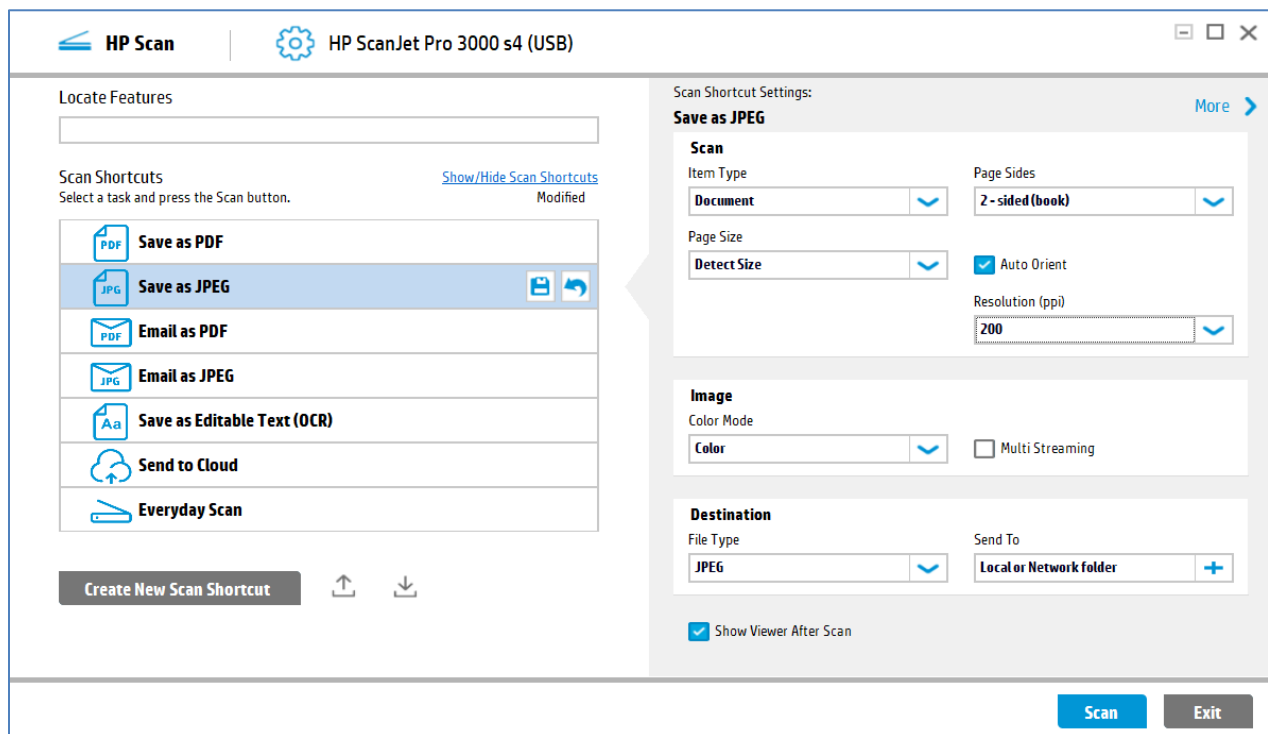
You may see a progress bar like this, which is normal.
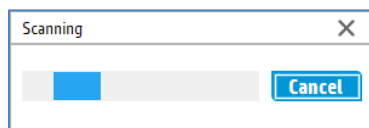
(continued on next page)

When scanning the page is complete, click [Save] . Give the file a unique name. Click the

[Back] button.
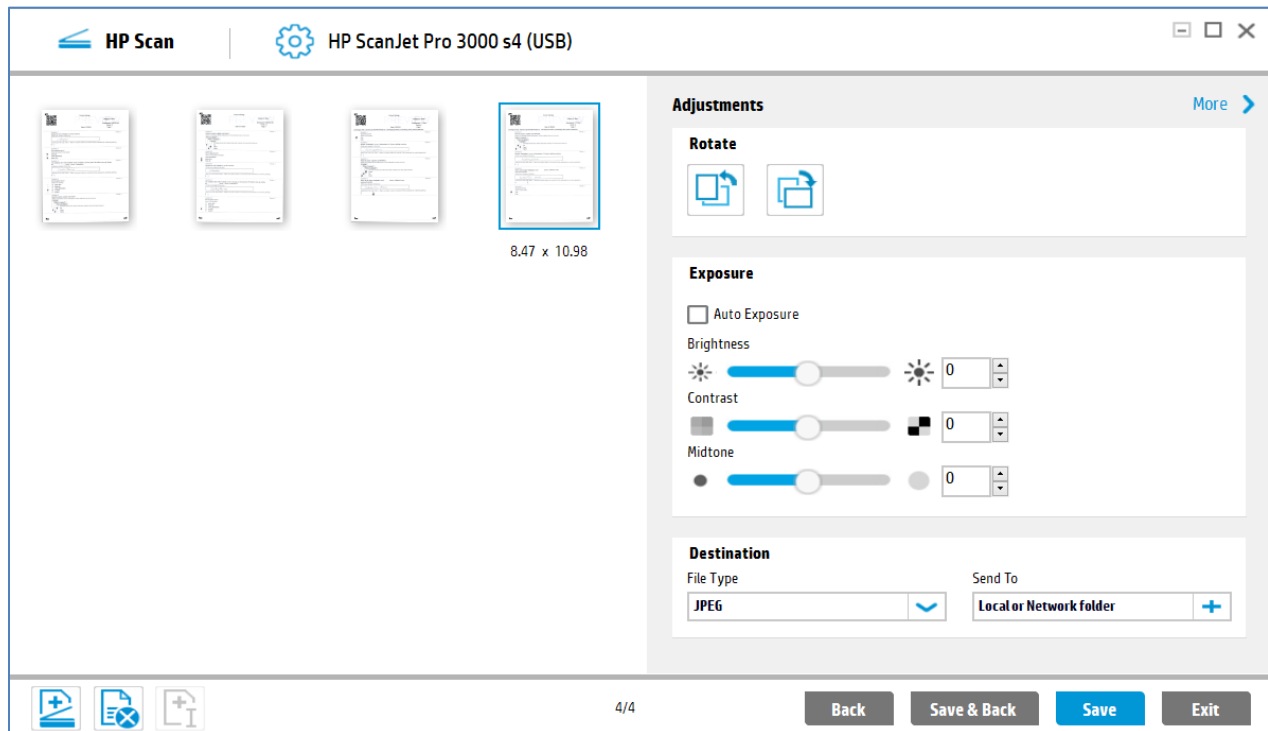
Repeat this process for each batch of Assessment pages to be scored.

DO NOT click the icon to scan additional pages.

Each page of the Assessment must be saved as an individual file.

(continued on next page)

When all Assessment pages have been scanned the files can be sent to GradeScan for grading.

Click the Choose Files button the to select files from your Operating System's file explorer.

Or you can open your computer's file explorer and drag-and-drop the files as shown below.
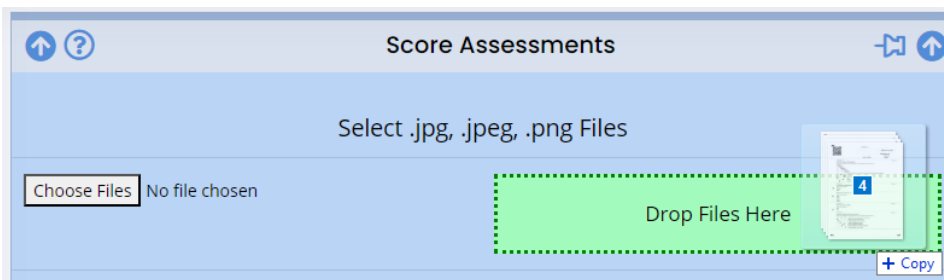
When you have selected the files to upload click the Upload button.
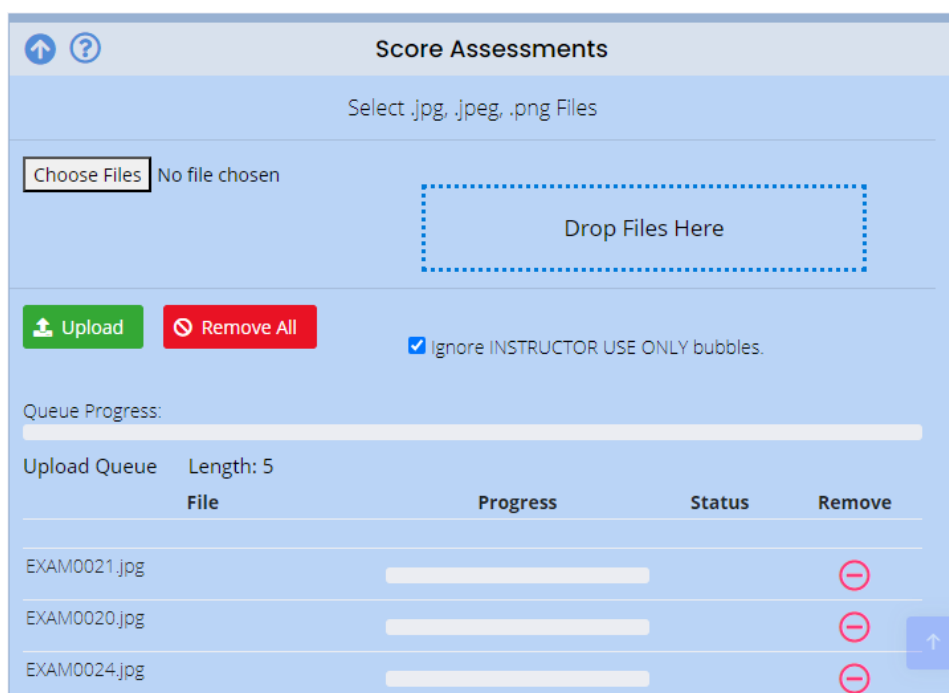
Leave ☑ Ignore INSTRUCTOR USE ONLY bubbles. checked initially. The setting prevents students from gaming the system.

Fill-in-the-Blank Questions are scored using Microsoft Cognitive Services. The service can only interpret written answers if they are legible and use standard English alphanumeric characters. When MSC misinterprets a written answer you as the instructor can override MSC's score by filling in the appropriate points awarded bubble on the Assessment page, re-scanning the page, and uploading the pages with the box underchecked.

(continued on next page)

Hover the mouse over a Status icon for more information about the file.
Press and hold a Status icon for a tooltip with more information about the file.

If an Assessment page was not found, try scanning and uploading the page again.

Scanning Problems

Consumer-grade scanners seldom produce perfect reproductions of scanned pages. Scanned pages are typically skewed and distorted, and distortions are not uniform across a page. Consequently, marks are occasionally misinterpreted. GradeScan optical mark recognition algorithms are designed to account for minor distortions.

If you experience problems with GradeScan recognizing a page or marks, try the following:

- Turn the page upside down and rescan.
- Place the page directly on the glass and rescan.
- Slightly increase the size of the mark with a Number 2 pencil and rescan the page.
- Look in the "Instructor Answer Keys" folder of the downloaded Assessment. Visually compare the Answer Key pages to the student's marked Assessment. Manually enter the number of Points Awarded in the Grade Report spreadsheet.

Next step: Download the Grade Report from Graded Assessments.

Graded Assessments

Mobile

Desktop

Graded Assessments displays the Assessments that have been created and downloaded.

The delete ⊖ icon is enabled when:

- downloaded, 30 days after the Assessment date.
  - To prevent premature or accidental deletion of your product.
- not downloaded, 1 day after the Assessment date.
  - The unused Assessment is considered to be stale dated.

Click ⓘ to identify any missing pages.

Occasionally some documents may misalign and upload an image beyond the system's ability to interpret the image. Rescan any missing pages.
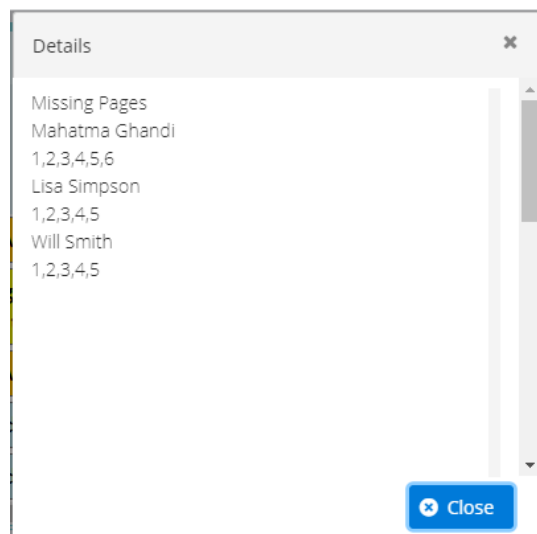
Click ⬇ to download a grade report.

Downloading may take a minute or more, as the report is based on current data.

Scanned Assessment pages included in the Grade Report show how the system interpreted marks. Below are the keys to mark interpretations, and suggestions to fix misinterpretations.

Click on a Question number to view the student's scanned page.

Keys to the scanned pages in the Grade Report:

Correct answer, credit awarded.

Correct answer, no credit awarded. Possible point deduction.

Correct answer, no credit awarded. Possible point deduction. Slightly enlarge the mark on the page. Then rescan the page.

Incorrect answer, no credit awarded. Possible point deduction.

Pages are (re)graded each time an Assessment page is scanned. If you experience a high rate of scanning or grading errors, consider upgrading to a better-quality scanner.

Next step: Tell Students their grade is available by scanning the QR Code for their Assessment.

(continued on next page)

If the grade report looks like this…

Assessment Preview	Date	Course						Student Question Number	
632 am wed	12/13/2023	**Physics**							
		Points						**1**	**2**
	Grade	**Awarded**	**Awardable**						
Class Average	100%	2	2					**Points**	
				Questions Credit				**Percent Correct**	
Student ID				**Full**	**Partial**	**None**	**No Mark**	**Points Awarded**	
Mercury	#VALUE!	#VALUE!	2	#VALUE!	#VALUE!	#VALUE!	#VALUE!	1	1
Venus	#VALUE!	#VALUE!	2	#VALUE!	#VALUE!	#VALUE!	#VALUE!	1	1

…click the [Enable Editing] button. This will allow you to see the calculated values.

If you want to manually change a student's **Points Awarded** for a particular question, make the change in the **Student Question Number** columns, <u>not</u> the **Question Bank Question Number** columns.

Assessment Preview	Date	Course						Student Question Number	
632 am wed	12/13/2023	**Physics**							
		Points						**1**	**2**
	Grade	**Awarded**	**Awardable**						
Class Average	100%	2	2					**Points**	
				Questions Credit				**Percent Correct**	
Student ID				**Full**	**Partial**	**None**	**No Mark**	**Points Awarded**	
Mercury	50%	1	2	2	0	0	0	1	0
Venus	100%	2	2	2	0	0	0	1	1

Zoom Magnification is initially set to 80%. To change, select View on the menu bar, then Zoom on the ribbon.

All other settings can be changed by selecting File on the menu bar, then Options (near the bottom).

If you want to post or distribute the grade report, we recommend copying the Grades tab to a new Excel workbook, which will prevent anyone with the document from publishing your Assessment questions and answers on a public forum.

Section Attendance

Mobile   **Desktop**

	Students	Course	Section	Term
	4	American History	AMER Hist 100	2024 Summer
	6	Basic Docs	CAN-HIST	2024 Summer
	4	Web Computer Programming	CS 300	2024 Summer
	7	Algebra	MTH 100-A	2024 Summer
	4	QA TEST	QA Section 2	2024 Summer
	5	QA TEST	QA TEST section	2024 Summer

Mobile card:
Students 6
Course Basic Docs
Section CAN-HIST
Term 2024 Summer

Students 4
Course Web Computer Programming

Click to open the Class Attendance tracking frame.

The icon will be disabled the day after the last day of the Term.

Click to download an attendance report at any time.

The icon will be enabled when the first day's class attendance is recorded.

The icon is enabled 10 days after the end of the Term.

Class Attendance

To take attendance click the 👤✓ icon in Section Attendance.
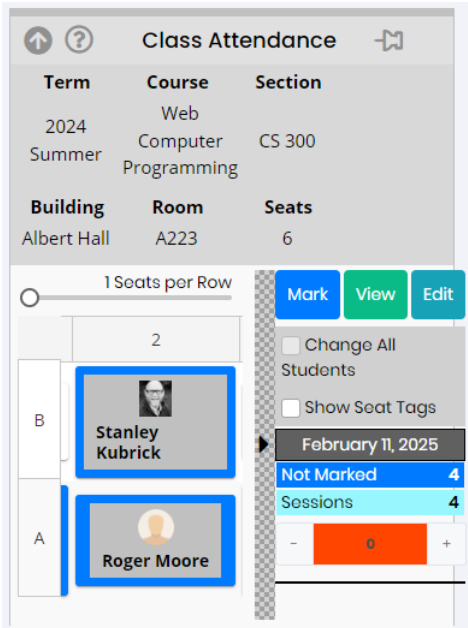
Mobile   **Desktop**
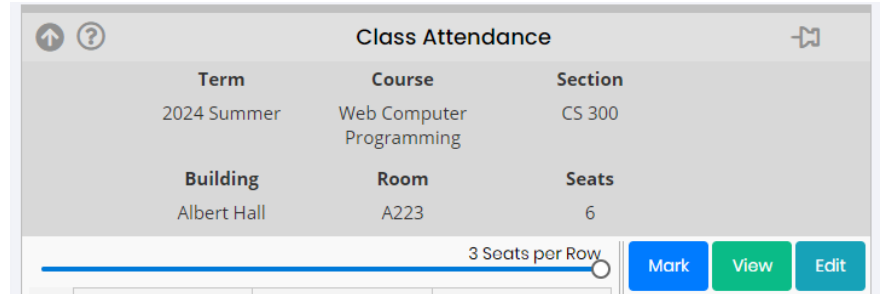
Attendance is recorded ONLY for the current day.

You cannot record attendance for dates in the past or future.

Click [Mark] to enable attendance marking.

    Click on a Student to change the student's status. A default status of "Not Marked" is

        recorded for all other students in the class.

Click [View] to view detailed Student information without making any changes.

Click [Edit] to change Student seat position, and to block/unblock Seats.

    Select a Student to enable the Interaction Tracking counter and the Notes edit box.

Click [⛶] to expand Class Attendance to browser window size.

Click [⛶] to collapse Class Attendance from browser window size.

(more on next page)

Mark **Color Keys**

Click a student <u>photo or name</u> to change their attendance status.

Drag the vertical bar ‖ left or right to change the size of the panel.

Mark **Color Keys by Student**

Student Name	Interactions Font	Seat Preference Background color	Attendance Status Border color
Edwin E	**None**	Left Handed	Present
Jim H	One or more	Ambidextrous (none)	Tardy
Ian M	**None**	Ambidextrous (none)	Absent
Maple P	**None**	Ambidextrous (none)	Present
Albert A	One or more	Ambidextrous (none)	Present
Meredith M	One or more	Ambidextrous (none)	Not Marked / Recorded
Oliver Z	**None**	Ambidextrous (none)	Excused
CC 123	**None**	Handicap	Present
Carly S	**None**	Right Handed	Not Marked / Recorded
Karl S	One or more	Left Handed	Absent

When ☑ Change All Students is checked, clicking on any student will change all students.

Sessions 5 indicates the number of days attendance has been recorded.

(more on next page)

Edit **Color Keys**

Click a student to select their Interactions counter and Notes edit box.

The Interactions counter is for keeping track of student participation level.

You can give this counter your own meaning. It's just a counter.

Drag the vertical bar ‖ left or right to change the size of the panel.

Edit **Color Keys by Student**

Student Name	Interactions Font	Seat Preference Background color	Interactions Border color
Edwin E	**None**	Left Handed	0 - None
Jim H	One or more	Ambidextrous (none)	4 - Top half of the class
Ian M	**None**	Ambidextrous (none)	0 - None
Maple P	**None**	Ambidextrous (none)	0 - None
Albert A	One or more	Ambidextrous (none)	2 - One or more
Meredith M	One or more	Ambidextrous (none)	5 - Top half of the class
Oliver Z	**None**	Ambidextrous (none)	0 - None
CC 123	**None**	Handicap	0 - None
Carly S	**None**	Right Handed	0 - None
Karl S	One or more	Left Handed	1 - One or more

(more on next page)

View Color Keys

Hover the cursor over a student to view their Interactions and Attendance Status.

Drag the vertical bar ‖ left or right to change the size of the panel.

Select a non-student object to see the classroom totals for the current date in the right panel.

View Color Keys by Student

Student Name	Interactions Font	Seat Preference Background color	Interactions Border color
Edwin E	**None**	Left Handed	0 - None
Jim H	One or more	Ambidextrous (none)	4 - Top half of the class
Ian M	**None**	Ambidextrous (none)	0 - None
Maple P	**None**	Ambidextrous (none)	0 - None
Albert A	One or more	Ambidextrous (none)	2 - One or more
Meredith M	One or more	Ambidextrous (none)	5 - Top half of the class
Oliver Z	**None**	Ambidextrous (none)	0 - None
CC 123	**None**	Handicap	0 - None
Carly S	**None**	Right Handed	0 - None
Karl S	One or more	Left Handed	1 - One or more

Assessment Administration Scenarios

1. **Single Assessment**

   - Classroom

     o Post the Seating Plan where Students can see their seat location.

       ▪ (If applicable)

     o Ensure electronic devices are not accessible.

     o Distribute Assessments

       ▪ Hand over to Student at the lectern, or

       ▪ Distribute after all Students are seated.

     o Instruct Students to begin taking the Assessment.

     o Collect completed Assessments at the end of the examination period.

   - In the Office after the Assessments have been collected from the students:

     o Login to GradeScan

     o Scan Assessments (see **Score Assessments**)

     o Download the Grade Report (see **Graded Assessments**)

       ▪ Re-scan pages missing from the report.

2. **Multiple Assessments – when a scanner is shared by multiple users**

   - Classroom – same as **Single Assessment**.

   - Office

     o Log in to GradeScan. You may want to create a shared (credentials) account for the sole purpose of scoring (uploading) scanned pages.

     o If multiple courses are being administered on the same day by multiple users (i.e. final exams day) any user may be logged into GradeScan to Score Assessments. Scoring is Course agnostic.

     o Scan Assessment pages for any Course (see **Score Assessments**) to a USB memory stick. Plug the stick into a computer (near the scanner?) and upload files.

     o Owners/Users of Course Assessments:

       ▪ Login to GradeScan

       ▪ Download the Grade Report (see **Graded Assessments**)

       ▪ Re-scan pages missing from the report.

3. **Maintaining Student confidentiality – obscuring personally identifiable information**

- GradeScan Professional Edition uses actual student names and Student IDs.

- When creating an assessment, two Instructions pages are created, one for the student and one for the instructor.

- The first Instructions page is for the <u>student</u> to keep. It contains their Student ID Alias and optionally their real name. Encourage students to keep their Student ID confidential. The QR Code on the page can be used by anyone to obtain the grade for only that Assessment.

- When creating Students, leave first/last name blank.

- Create a pseudonymous identifier: plants, rocks, elements, animals, colors, anything.

- When an assessment is created an Instructions page is created. On the Instructions page there is a space for the student to write their real name, like this:

    Name (last, first) _____

- The Instructions page becomes the cross-reference of the pseudo-named assessment and the real student.

- When students turn in their assessments, keep the Instruction pages separate from the assessment pages. Scan only the assessment pages containing a QR Code. Do NOT scan the Instruction page. If you inadvertently to scan the Instruction page don't worry. It is discarded immediately by GradeScan since it doesn't contain a QR Code; no image is retained.

- Download a grade report for the assessment with pseudonymous identifiers.

- Enter grades into your grading system using the cross-reference.

4. **Logistics – when to prepare the Assessment**

- GradeScan recommends the following.

    a. If you are a first-time user, create a short quiz (two or three pages) to give to your students.

    b. Print the Preview Assessment <u>single sided</u>. DO NOT use double-sided printing.

    c. Answer the questions using a Number 2 pencil. Scan the pages. Download a Grade Report.

    d. Plan to purchase the full Assessment 2-3 days prior to the Assessment date. A week prior is better for first-time users.

5. **Delegating to an Administrative Assistant**

- In the Office
    - o The Administrative Assistant Logs in to GradeScan using their own credentials.
    - o Load Assessment pages for any Course into the scanner document feeder.
    - o Follow scan device's instructions to scan multiple pages to a USB memory stick.
    - o Plug the USB memory stick into the computer.
    - o In the Score Assessments frame, upload files to be scored.
    - o Note which files did not upload properly. Take remedial action:
        - Turn the page upside down and rescan.
        - Place the page directly on the glass and rescan.
        - Slightly increase the size of the mark with a Number 2 pencil and rescan.
    - o Notify the respective instructor that their Assessment has been uploaded and is ready for download in Graded Assessments.

Mobile Devices

1. To view tooltips on a touch screen, press and hold the icon.

2. If you are using a mobile device like Android, iPhone, or iPad you will need a portable drive compatible with your mobile device and the USB port on the scanner.
Scan pages to a USB drive on your scanner and then plug the USB drive into your mobile device's USB port. The device shown here has been verified to work with Android.

$15.00 at Best Buy

Scanning Problems

Consumer-grade scanners seldom produce perfect reproductions of scanned pages. Scanned pages are typically slightly skewed and distorted, and distortions are not uniform across the page. GradeScan optical mark recognition algorithms are designed to account for minor distortions. Consequently, marks are occasionally mislocated and/or misinterpreted.

Support

Please send email to support@gradescan.net if you require support.

Include your phone number and the best times to call if you would like phone support.

You can also schedule a meeting via Calendly: https://calendly.com/gradescan/gradescan-conference.

There is no charge for support.

Suggestions and Feedback

We welcome and encourage your suggestions and feedback.

Submissions may be made at support@gradescan.net.