

# GradeScan



When Integrity Matters®

# USER GUIDE

Professional Edition

February 12, 2025

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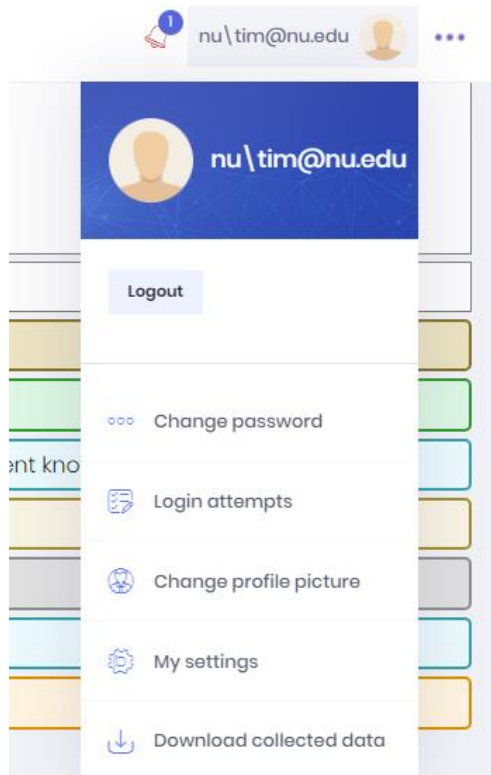
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## Introduction

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  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<sup>1</sup> 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](mailto: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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<sup>1</sup> Registered trademark of Blackboard, Inc.


# Quick Start


Follow the instructions on the Welcome page.







## GradeScan® Professional Edition


When Integrity Matters®


Expand  navigation menu.


Expand  Dashboard.


Move the mouse slowly at first to discover clickable items.  
Hover the mouse cursor over icons, buttons, and seats to get tooltips.  
A pointer  indicates the item is clickable.  
Use  and  to expand and collapse Question tree nodes.  
Enter values that reflect your environment.


Click  for context-sensitive help.


Click Step 1. Define  Facilities.


Click Step 2. Define  Academics.

Click Step 3. Create  Questions for content knowledge assessment.

Click Step 4. Identify  Students in each class.

Click Step 5. Make seating charts and record attendance in  Classrooms.

Click Step 6. Create and Score  Assessments.

Click Step 7. Purchase  Products.

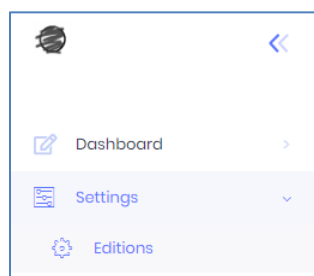
Click the colored buttons Step 1 through Step 7.

## 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.

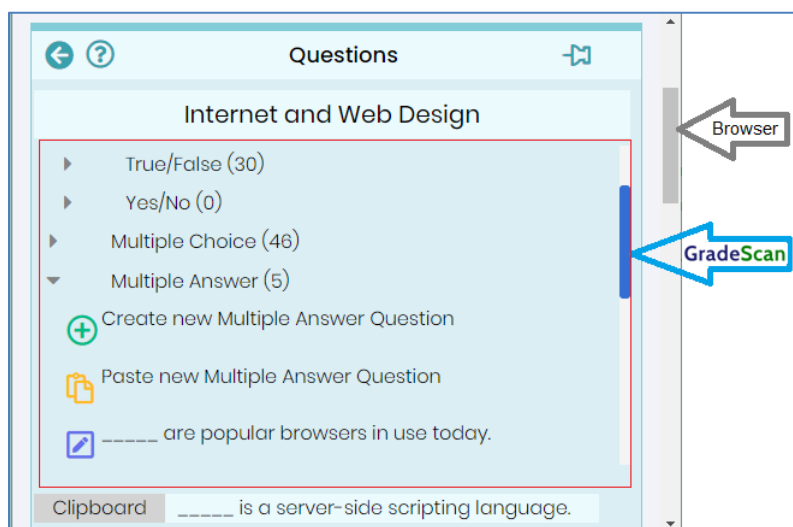
Use your browser's Zoom setting for additional UI scaling.

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

## Scrolling Focus

When the mouse cursor is inside 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 outside the frame scrolling area, the browser's scroll bar will be responsive to mouse wheel and finger movements.



# Buildings

## First Step: Start here.

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

### Mobile

Buildings	
+	
⊖	✎
Building	Albert Hall
Rooms	3
⊖	✎
Building	Bailey Hall
Rooms	2
⊖	✎
Building	Crocker Hall
Rooms	0

### Desktop

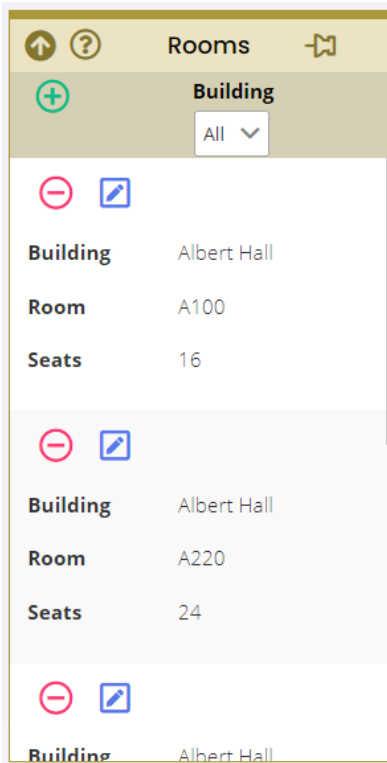
Buildings		
+		
⊖	✎	
Building	Albert Hall	3
⊖	✎	
Building	Bailey Hall	2
⊖	✎	
Building	Crocker Hall	0

Click + to define the names of buildings where you will be administering assessments.

Next step: Create Rooms in the Buildings you created.

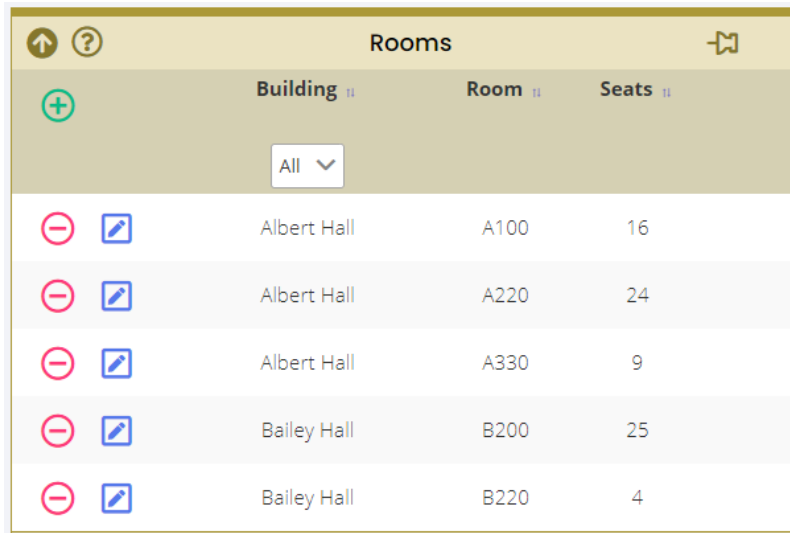
# Rooms

Mobile




The mobile app interface for 'Rooms' features a top navigation bar with a back arrow, a help icon, and a bookmark icon. Below the bar is a green '+' icon for adding new rooms and a 'Building' dropdown menu currently set to 'All'. The main content area displays a list of rooms, each with a red minus icon and a blue edit icon. The first room entry shows 'Building' as 'Albert Hall', 'Room' as 'A100', and 'Seats' as '16'. The second entry shows 'Building' as 'Albert Hall', 'Room' as 'A220', and 'Seats' as '24'. The third entry is partially visible, showing 'Building' as 'Albert Hall'.

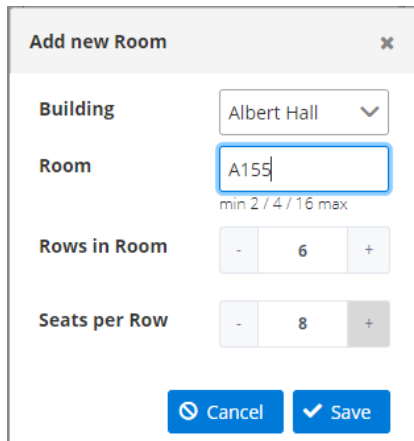
Desktop



The desktop app interface for 'Rooms' has a top navigation bar with a back arrow, a help icon, and a bookmark icon. Below the bar is a green '+' icon for adding new rooms and a 'Building' dropdown menu currently set to 'All'. The main content area displays a table with three columns: 'Building', 'Room', and 'Seats'. The table contains five rows of data:

	Building	Room	Seats
[-] [edit]	Albert Hall	A100	16
[-] [edit]	Albert Hall	A220	24
[-] [edit]	Albert Hall	A330	9
[-] [edit]	Bailey Hall	B200	25
[-] [edit]	Bailey Hall	B220	4

Click  to define a room and seat layout.



The 'Add new Room' dialog box contains the following fields and controls:

- Building:** A dropdown menu currently set to 'Albert Hall'.
- Room:** A text input field containing 'A155'. Below the field is a small text label 'min 2 / 4 / 16 max'.
- Rows in Room:** A numeric input field with a value of '6' and minus/plus buttons on either side.
- Seats per Row:** A numeric input field with a value of '8' and minus/plus buttons on either side.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

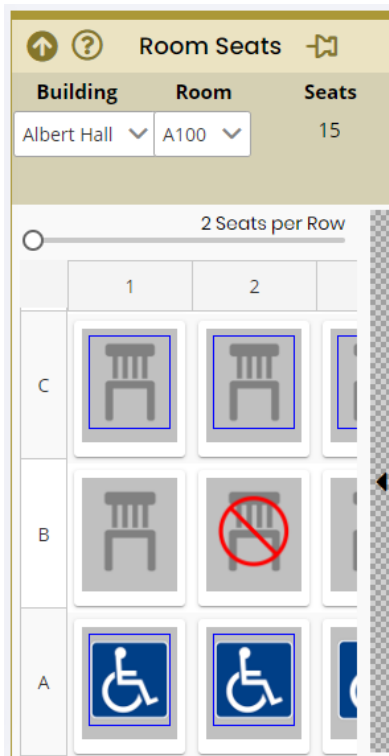
You can return here later to make changes as needed.

Next step: Identify Seat Types in the Rooms you created.

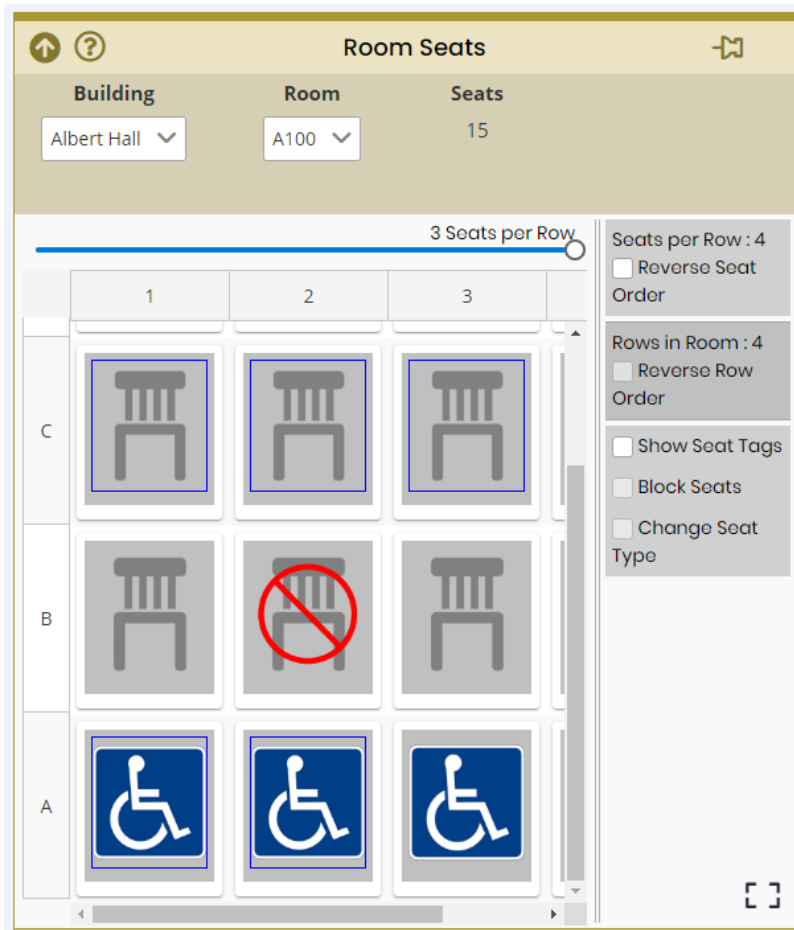


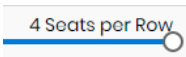
# Room Seats

## Mobile





## Desktop




Move the slider  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.

**Next step: Identify Academic Term dates.**

# Terms

## Mobile

Mobile app interface for Terms management. The screen shows a list of terms with a 'Year' filter dropdown set to 'All'. Each term entry includes a pencil icon for editing and fields for Term, Year, Begin Date, and End Date.

Term	Year	Begin Date	End Date
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

## Desktop

Term	Year	Begin Date	End Date
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

Close-up of the Year filter dropdown menu. It shows options for All, 2020, 2021, and 2022.

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

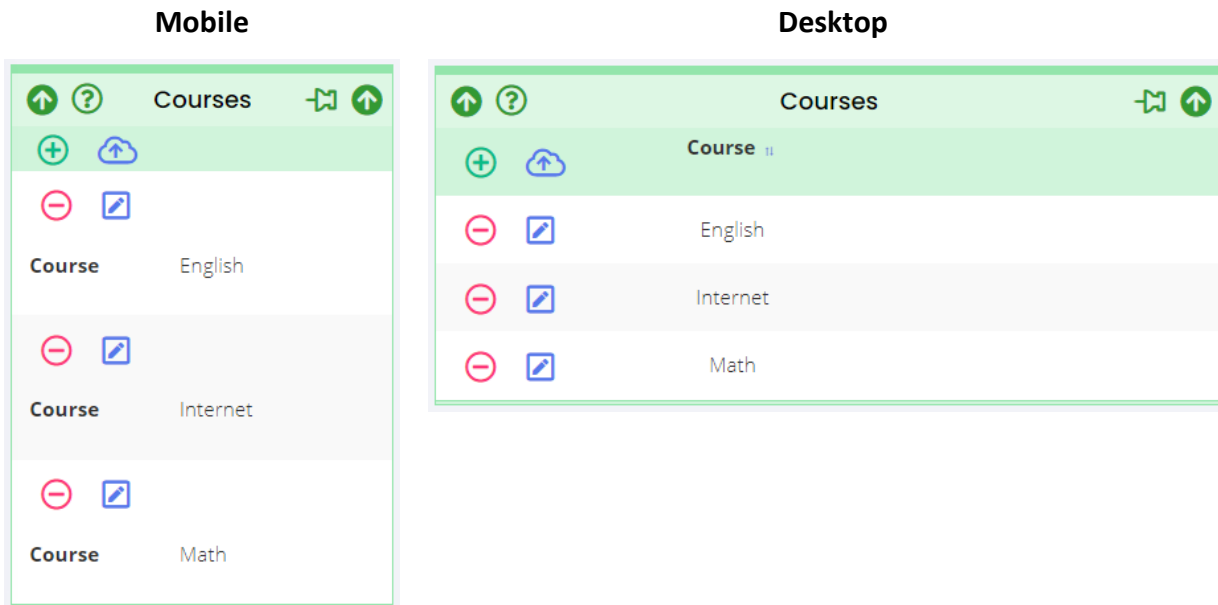
Next step: Identify Courses you will be teaching.


# Courses


## First Step: Start here.

Assessments are organized by Courses.

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



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

The image shows a dialog box titled 'Add new Course' with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled 'Course' containing the text 'Math'. Below the input field, there is a character count: 'min 2 / 4 / 30 max'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'.

Enter the Course name.

Below the text entry box are 3 numbers:

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

Next step: Create Schedules. Having a copy of the Course Catalog will be essential.

# Schedules

## Mobile

↑

?

Schedules

📌

+

Term

All ▾

Building

All ▾

Course

All ▾

Room

All ▾

⊖

✎

Section

MATH100-1

Term

2024 Fall

Course

Algebra

Building

Albert Hall

Room

A100

⊖

✎

Section

MATH100-2

Term

2024 Fall

Course

Algebra

Building

Albert Hall

Room


A100

⊖

✎

## Desktop

Schedules						
		Section	Term	Course	Building	Room
			All ▾	All ▾	All ▾	All ▾
⊖	✎	MATH100-1	2024 Fall	Algebra	Albert Hall	A100
⊖	✎	MATH100-2	2024 Fall	Algebra	Albert Hall	A100
⊖	✎	MATH100-3	2024 Fall	Algebra	Albert Hall	A220
⊖	✎	MATH100-4	2024 Fall	Algebra	Bailey Hall	B200

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.

Term	Course	Building	Room
All ▾	All ▾	All ▾	All ▾
Fall	All	Bailey Hall	166
Fall	Internet	Bailey Hall	R34
Fall	Math 100	Bailey Hall	R34
Winter	Internet	Bailey Hall	166

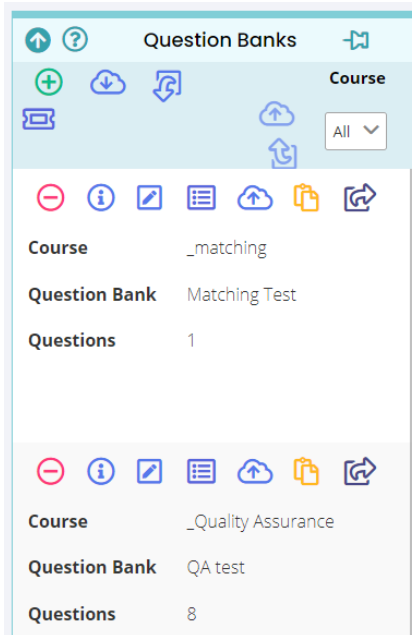
Select filters to narrow the scope of items you are primarily concerned with.

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

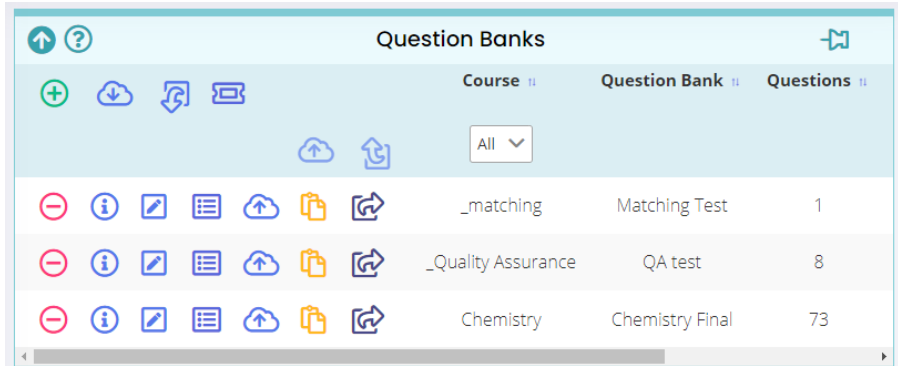
# Question Banks


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  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.

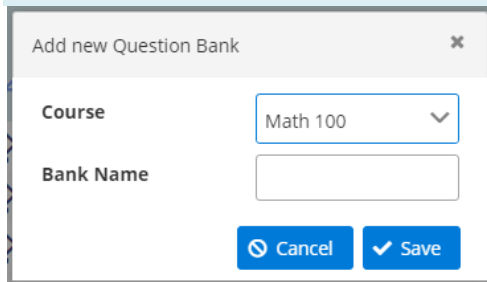
Click  to upload load a DOCX or PDF file of questions and answers.

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.




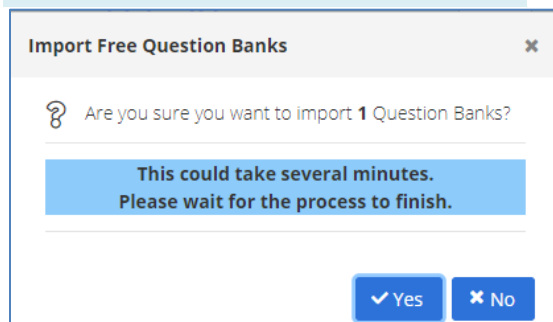
The dialog box is titled "Add new Question Bank" with a close button (X) in the top right corner. It contains two input fields: "Course" with a dropdown menu showing "Math 100" and a "Bank Name" with an empty text box. At the bottom, there are two buttons: "Cancel" with a circular arrow icon and "Save" with a checkmark icon.

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.

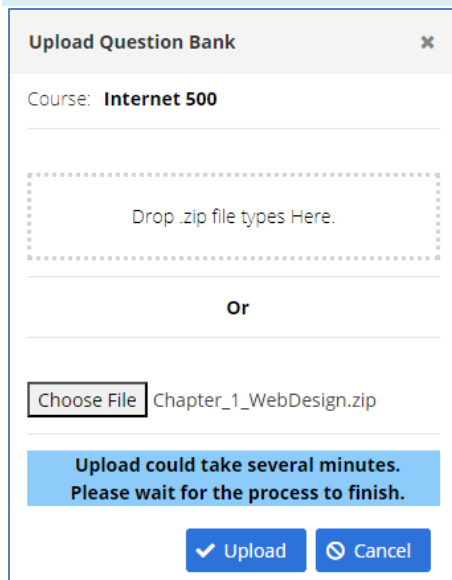


The dialog box is titled "Import Free Question Banks" with a close button (X) in the top right corner. It contains a question mark icon followed by the text "Are you sure you want to import 1 Question Banks?". Below this is a blue box with the text "This could take several minutes. Please wait for the process to finish." At the bottom, there are two buttons: "Yes" with a checkmark icon and "No" with an X icon.

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.

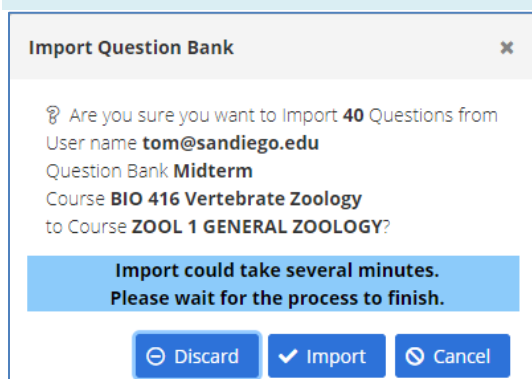


A Course must be selected for the  icon to enable (mouse-over for tooltip).

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.

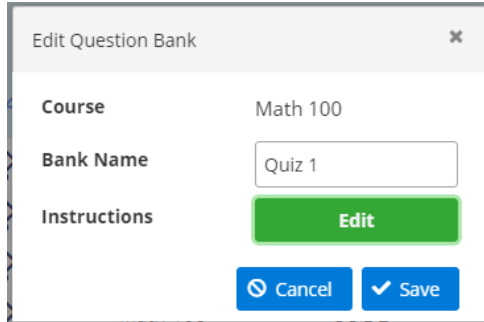
Click  to import a Question Bank from another user to the selected Course.



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.

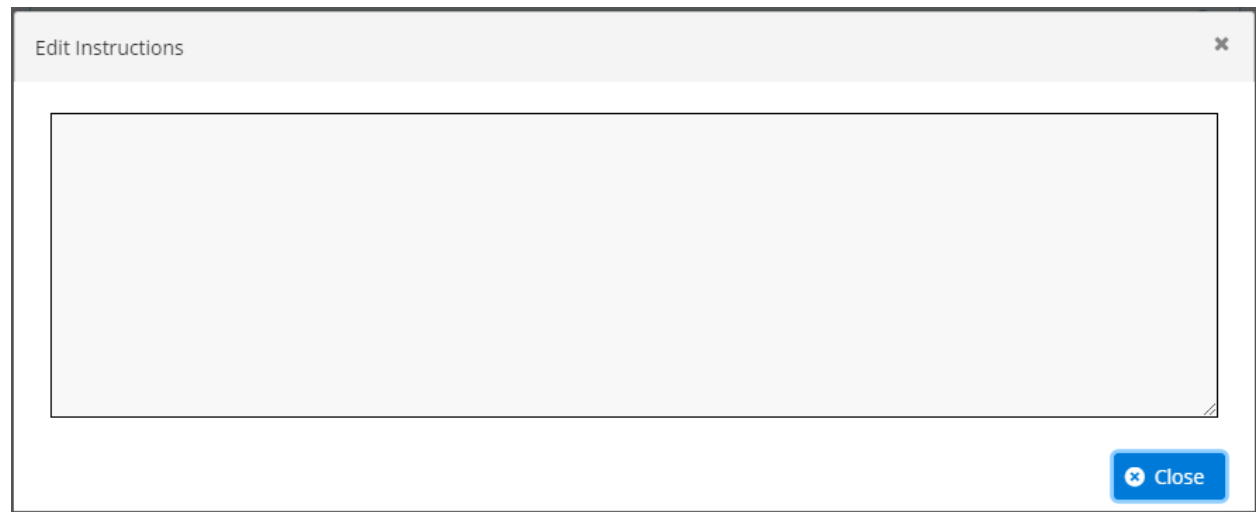
Click  to change the name of the Question Bank, or to edit the default Instructions page for an Assessment sourcing Questions from this Question Bank.



The 'Edit Question Bank' dialog box has a title bar with a close button. It contains three fields: 'Course' with the value 'Math 100', 'Bank Name' with the value 'Quiz 1', and 'Instructions' with a green 'Edit' button. At the bottom are 'Cancel' and 'Save' buttons.

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


Click the  button to edit the Assessment Instructions cover page.




The 'Edit Instructions' dialog box has a title bar with a close button. It features a large, empty text area for entering instructions. A blue 'Close' button is located in the bottom right corner.

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.

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

Click  to expand tree branches to select Question types.

Click  to create a new Questions of the selected type.

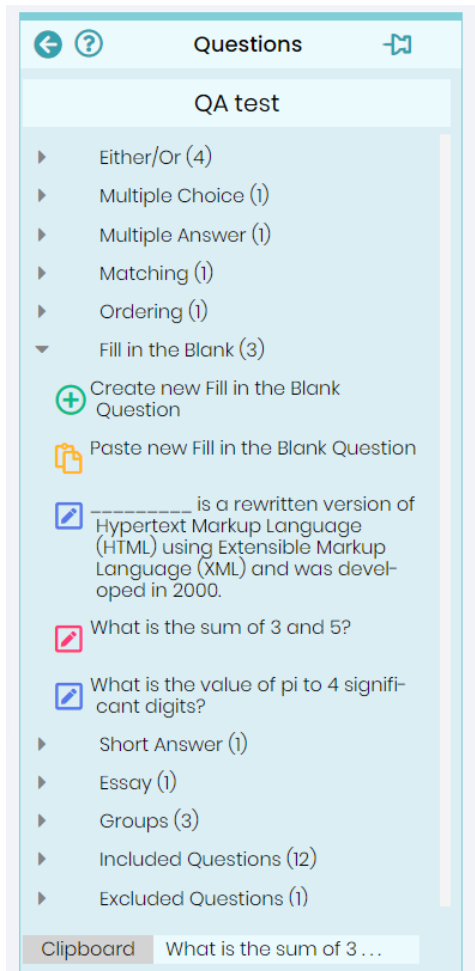
Next step: Create an Assessment when all Questions have been entered.



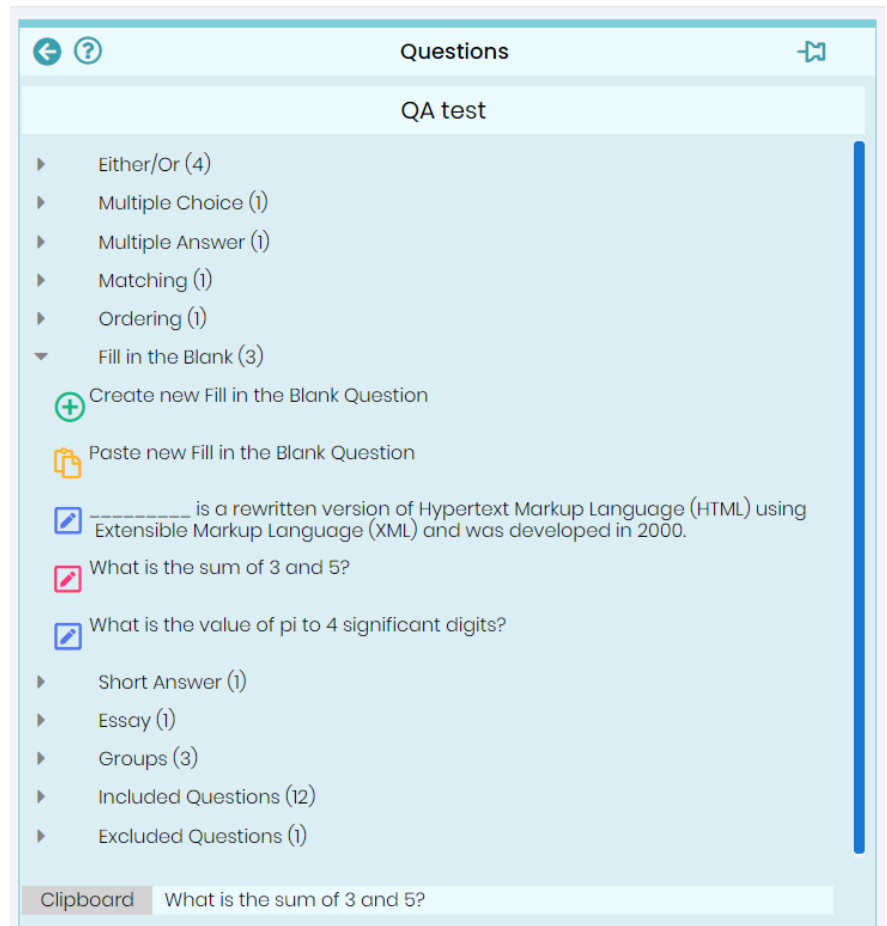
# Questions

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 excluded from appearing on an assessment.

Click ⬅ to return to Question Banks.

Next step: Edit a Question.

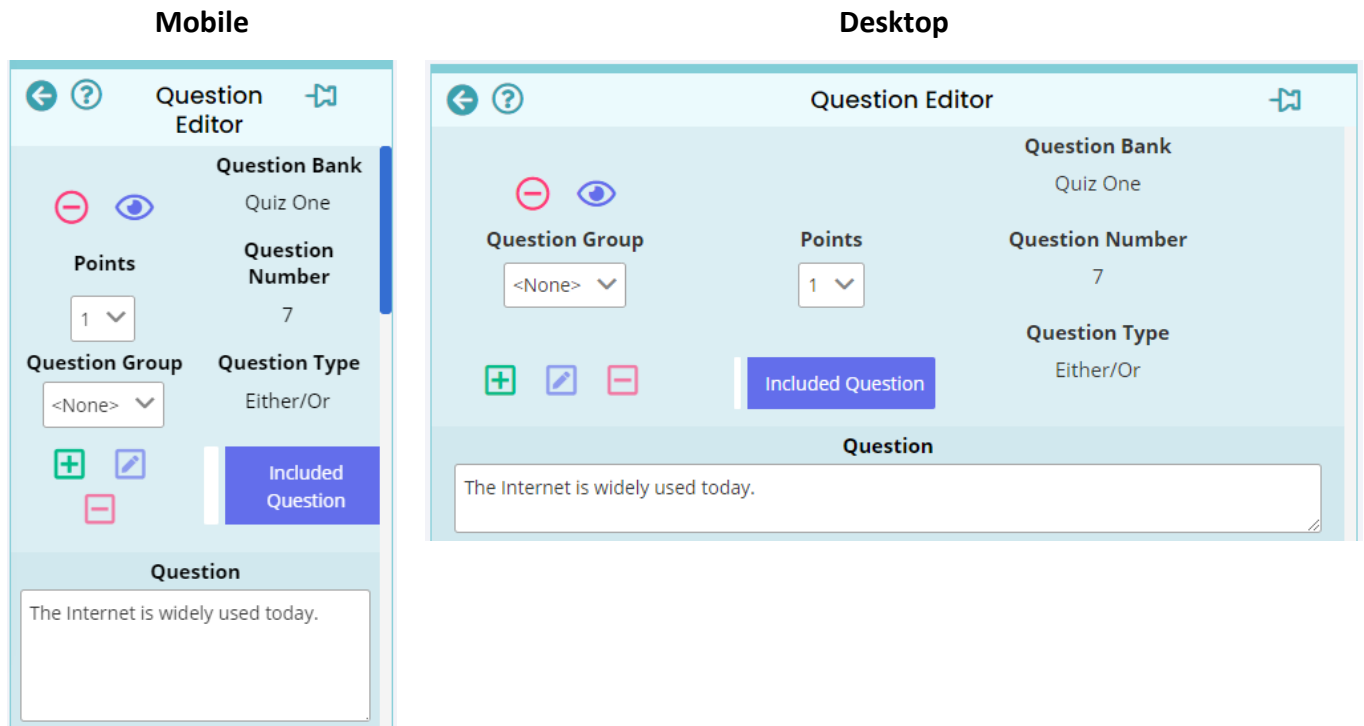
Click + to create a new Question.

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.



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  is selected the Question will be in an Assessment.

When  is selected the Question will not be in an Assessment.

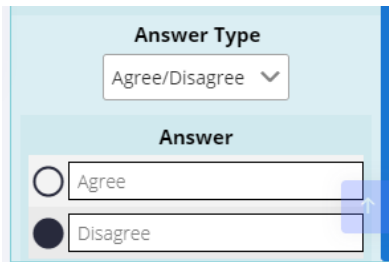
What you see is what you get. Mouse over the selection for additional information.

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

Click  to return to the Question Bank when finished.

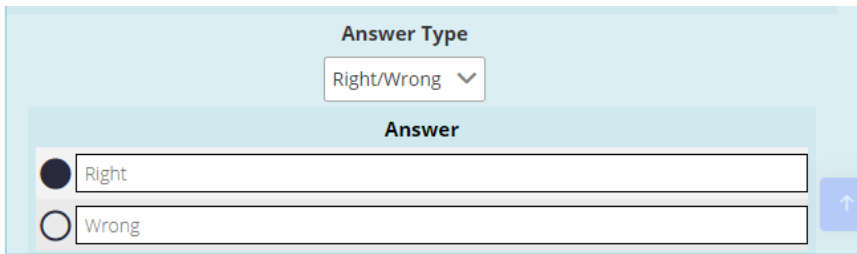
## Either/Or

Mobile



The mobile interface shows a light blue header with the text 'Answer Type' and a dropdown menu set to 'Agree/Disagree'. Below this is a section titled 'Answer' containing two radio button options: 'Agree' (unselected) and 'Disagree' (selected). A blue vertical bar is on the right side of the interface.

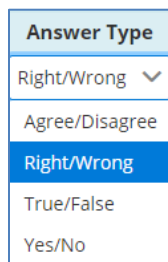
Desktop




The desktop interface shows a light blue header with the text 'Answer Type' and a dropdown menu set to 'Right/Wrong'. Below this is a section titled 'Answer' containing two radio button options: 'Right' (selected) and 'Wrong' (unselected). A blue vertical bar is on the right side of the interface.

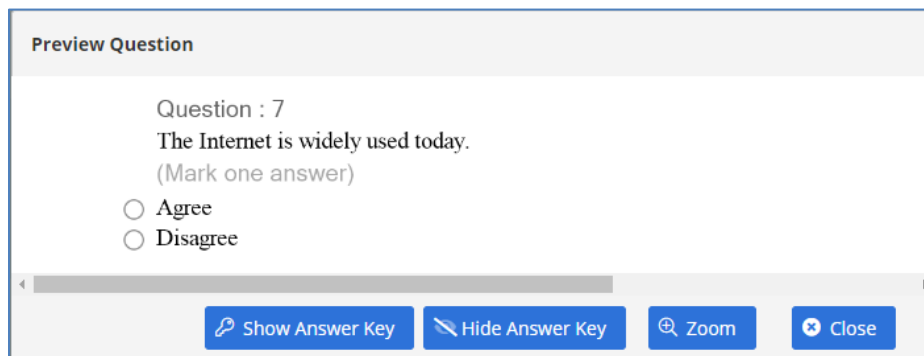
Click ☐ or ☒ to identify the correct ☒ Answer.

Select an Answer Type from the drop down selector.




A dropdown menu titled 'Answer Type' with the following options: 'Right/Wrong' (selected), 'Agree/Disagree', 'Right/Wrong', 'True/False', and 'Yes/No'.

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



The 'Preview Question' window displays the question text: 'Question : 7', 'The Internet is widely used today.', and '(Mark one answer)'. Below the text are two radio button options: 'Agree' and 'Disagree'. At the bottom of the window are four buttons: 'Show Answer Key', 'Hide Answer Key', 'Zoom', and 'Close'.

Click  to return to the Question Bank when finished editing.

# Multiple Choice

## Mobile

The mobile interface shows a 'Multiple Choice' question. At the top, there is a tab labeled 'Answer Order' with a sub-tab 'Shuffle Answers'. Below this, the question is displayed. The answer options are listed vertically, each with a radio button and a text input field. The options are: Arctic, Atlantic, Pacific, and Indian. The 'Arctic' option is selected, indicated by a filled radio button. To the right of each input field is a red minus sign icon.

## Desktop

The desktop interface shows a 'Multiple Choice' question. At the top, there is a tab labeled 'Answer Order' with a sub-tab 'Answers Ordered'. Below this, the question is displayed. The answer options are listed vertically, each with a radio button, a letter label (A, B, C, D), and a text input field. The options are: Atlantic, Arctic, Pacific, and Indian. The 'Arctic' option is selected, indicated by a filled radio button. To the right of each input field is a red minus sign icon. To the right of the minus sign is a set of up and down arrows for reordering. At the bottom right, there is a green plus sign icon.

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.

The 'Preview Question' interface shows the question as it will appear in an assessment. It includes the question text, the answer options, and a 'Mark one answer' instruction. The options are: A Atlantic, B Arctic, C Pacific, and D Indian. The 'Arctic' option is selected. At the bottom, there are buttons for 'Show Answer Key', 'Hide Answer Key', 'Zoom', and 'Close'.

Click to return to the Question Bank when finished.

# Multiple Answer

## Mobile

The mobile interface shows a header with two tabs: 'Answer Order' (containing 'Answers Shuffled') and 'Points Credit' (containing 'All or Nothing'). Below the header is a section titled 'Answer' containing five rows. Each row has a small square checkbox on the left, a text input field in the middle, and a red minus icon on the right. The input fields contain the words 'cat', 'carrot', 'shale', 'granite', and 'carbon' respectively. The 'shale' and 'granite' rows have their checkboxes filled with black. At the bottom of the 'Answer' section is a green plus icon and a blue upward arrow icon.

## Desktop

The desktop interface shows a header with two tabs: 'Answer Order' (containing 'Answers Shuffled') and 'Points Credit' (containing 'All or Nothing'). Below the header is a section titled 'Answer' containing five rows. Each row has a small square checkbox on the left, a text input field in the middle, and a red minus icon on the right. The input fields contain the words 'cat', 'carrot', 'shale', 'granite', and 'carbon' respectively. The 'shale' and 'granite' rows have their checkboxes filled with black. At the bottom of the 'Answer' section is a green plus icon.

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

The mobile interface shows a question with five answer options: A (cat), B (carrot), C (shale), D (granite), and E (carbon). The 'Answers Ordered' button is selected, and the 'Partial Credit' button is also visible. Each option has a checkbox, a text input field, a minus icon, and up/down arrows. A plus icon is at the bottom.

### Desktop

The desktop interface shows the same question with five answer options: A (cat), B (carrot), C (shale), D (granite), and E (carbon). The 'Answers Ordered' button is selected, and the 'Partial Credit' button is also visible. Each option has a checkbox, a text input field, a minus icon, and up/down arrows. A plus icon is at the bottom.

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

The mobile interface shows a 'Question' field with the text 'animal' and an 'Answer' field with the text 'cat'. Below this, there are four more question-answer pairs: 'vegetable' to 'carrot', 'metal' to 'iron', 'mineral' to 'granite', and 'element' to an empty field. Each pair has a red minus icon to its right. At the bottom right, there is a blue plus icon with an upward arrow.

## Desktop

The desktop interface shows the same question-answer pairs as the mobile version, but with a wider layout. Each pair has a red minus icon to its right. At the bottom center, there is a green plus icon, and at the bottom right, there is a blue plus icon with an upward arrow.


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



The mobile interface shows a 'Matching' question setup. At the top, there are two tabs: 'Answer Order' (selected, pink) and 'Points Credit' (orange). Below the tabs, the 'Answer' section contains five question-answer pairs. Each pair consists of a 'Question' field and an 'Answer' field. To the right of each answer field are two icons: a red circle with a minus sign (delete) and a blue double-headed arrow (reorder). The questions are: 'animal', 'vegetable', 'metal', 'mineral', and 'element'. The answers are: 'cat', 'carrot', 'iron', 'granite', and an empty field. A blue vertical bar is on the right side of the interface.

Desktop

The desktop interface shows the same 'Matching' question setup as the mobile version. It features the same 'Answer Order' and 'Points Credit' tabs. The 'Answer' section contains five question-answer pairs. Each pair consists of a 'Question' field and an 'Answer' field. To the right of each answer field are two icons: a red circle with a minus sign (delete) and a blue double-headed arrow (reorder). The questions are: 'animal', 'vegetable', 'metal', 'mineral', and 'element'. The answers are: 'cat', 'carrot', 'iron', 'granite', and 'carbon'. A green plus icon is at the bottom center of the interface.

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)

**Preview Question**

Question : 14 Points: 3

Match the questions with the answers:  
(Mark one answer at the intersection of the selected row and column)

Animal	Element	Mineral	Location	Vegetable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Choose the the item below that best matches the description above)

☐ Carbon  
☐ Cat  
☐ Chicago  
☐ Carrot  
☐ Calcite

[Show Answer Key](#) [Hide Answer Key](#) [Zoom](#) [Close](#)

When [Show Answer Key](#) is clicked.

**Preview Question**

Question : 14 Points: 3

Match the questions with the answers:  
(Mark one answer at the intersection of the selected row and column)

Animal	Element	Mineral	Location	Vegetable
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Choose the the item below that best matches the description above)

☐ Carbon  
☐ Cat  
☐ Chicago  
☐ Carrot  
☐ Calcite

[Show Answer Key](#) [Hide Answer Key](#) [Zoom](#) [Close](#)

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

**Preview Question**

Question : 14 Points: 3

Match the questions with the answers:  
(Mark one answer at the intersection of the selected row and column)

Animal	Vegetable	Mineral	Element	Location
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Choose the the item below that best matches the description above)

☐ Cat  
☐ Carrot  
☐ Calcite  
☐ Carbon  
☐ Chicago

[Show Answer Key](#) [Hide Answer Key](#) [Zoom](#) [Close](#)


# Ordering


## Mobile


The mobile interface shows a top bar with two tabs: 'Answer Order' (selected) and 'Points Credit'. Under 'Answer Order', there are two buttons: 'Answers Shuffled' (purple) and 'All or Nothing' (green). Below this is a section titled 'Answer' containing six text input fields. Each field contains a sentence and has a red minus icon to its right. The sentences are: 'George Washington was born', 'the steam engine was invented', 'Einstein published the Theory of Relativity', 'radios came into widespread use', 'televisions became common', and 'the World Wide Web was created'. At the bottom of the interface, there is a green plus icon and a blue upward arrow icon.

## Desktop

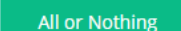
The desktop interface is similar to the mobile one but with a wider layout. It features the same top bar with 'Answer Order' and 'Points Credit' tabs, and 'Answers Shuffled' and 'All or Nothing' buttons. The 'Answer' section contains six text input fields, each with a red minus icon to its right. The sentences are: 'George Washington was born', 'the steam engine was invented', 'Einstein published the Theory of Relativity', 'radios came into widespread use', 'televisions became common', and 'the World Wide Web was created'. At the bottom, there is a green plus icon and a blue upward arrow icon.


Click  to add an Answer.

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

When  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  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

The mobile interface shows a list of six answers in a single column. At the top, there are two tabs: 'Answer Order' (selected, pink) and 'Points Credit' (yellow). Below the tabs, the list of answers is numbered 1 to 6. Each answer has a red minus icon and a blue double arrow icon to its right. At the bottom, there is a green plus icon and a blue double arrow icon.

Answer Order	Points Credit
Answers Ordered	Partial Credit

Answer
1 George Washington was born
2 the steam engine was invented
3 Einstein published the Theory of Relativity
4 radios came into widespread use
5 televisions became common
6 the World Wide Web was created

### Desktop

The desktop interface shows a list of six answers in a single column. At the top, there are two tabs: 'Answer Order' (selected, pink) and 'Points Credit' (yellow). Below the tabs, the list of answers is numbered 1 to 6. Each answer has a red minus icon and a blue double arrow icon to its right. At the bottom, there is a green plus icon and a blue double arrow icon.

Answer Order	Points Credit
Answers Ordered	Partial Credit

Answer
1 George Washington was born
2 the steam engine was invented
3 Einstein published the Theory of Relativity
4 radios came into widespread use
5 televisions became common
6 the World Wide Web was created

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

<div>Case</div> <div>Ignore</div>	Case Ignore setting ignores case. In the example above 'html', 'hTtP', 'XmL' are valid Answers.
<div>Case</div> <div>Sensitive</div>	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.
<div>Spelling</div> <div>Exact Match</div>	Spelling Exact Match means all mismatches are ignored. Only exact matches are valid Answers.
<div>Spelling</div> <div>Try Correcting</div>	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
<p><b>Question</b></p> <p>What is the sum of 3 and 5?</p> <p><b>Answer Type</b></p> <p>Numeric Only <input type="button" value="Single Integer"/></p> <p><b>Answer</b></p> <p>8</p>	<p><b>Question</b></p> <p>What is the sum of 3 and 5?</p> <p><b>Answer Type</b></p> <p>Numeric Only <input type="button" value="Single Integer"/></p> <p><b>Answer</b></p> <p>8</p>

---


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
<p><b>Question</b></p> <p>What is the sum of 3 and 5?</p> <p><b>Answer Type</b></p> <p>Numeric Only <input type="button" value="Single Integer"/></p> <p><b>Answer</b></p> <p>8</p>	<p><b>Question</b></p> <p>What is the value of pi to 4 significant digits?</p> <p><b>Answer Type</b></p> <p>Numeric Only <input type="button" value="Real Number Range"/></p> <p><b>Answer</b></p> <p>3.1415</p> <p>3.1416</p>

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.)

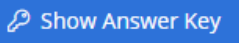
☐ 0 ☐ 1

Show Answer Key

Hide Answer Key

Zoom

Close

Click  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**


The image shows two side-by-side screenshots of the 'Question Editor' interface. The left screenshot is labeled 'Mobile' and shows a compact layout with a top bar containing navigation icons and a 'Question Editor' title. Below this, there are dropdown menus for 'Question Group' (set to '<None>') and 'Question Type' (set to 'Short Answer'). A blue 'Include Question' button is visible. The 'Question' field contains the text 'Define Dynamic Hypertext Markup Language (DHTML)'. The 'Answer' field contains a paragraph of text about web technologies. The right screenshot is labeled 'Desktop' and shows a more spacious layout. It includes a 'Question Bank' section on the right with 'Final' status, 'Question Number' 16, and 'Question Type' 'Short Answer'. The 'Question Group' dropdown is also present. The 'Question' and 'Answer' fields are larger and contain the same text as in the mobile view. A blue 'Include Question' button is also present. Both interfaces include a 'Question Editor' title and navigation icons at the top.

Short Answer questions are printed on one-half of the vertical space 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**


The image shows two versions of the 'Question Editor' interface. The 'Mobile' version is a single-column layout. At the top, there's a header with navigation icons and the title 'Question Editor'. Below this, there are dropdown menus for '<None>' and 'Essay'. A toolbar contains icons for adding (+), editing (pencil), and deleting (-) questions, along with an 'Include Question' button. The main area is divided into 'Question' and 'Answer' sections. The 'Question' section contains the text 'What is Special Relativity?'. The 'Answer' section contains a longer text about Galilean and Lorentz transformations. The 'Desktop' version is a two-column layout. The top header also says 'Question Editor'. On the right side, there's a 'Question Bank' sidebar with fields for 'Final', 'Question Number' (15), and 'Question Type' (Essay). The main area on the left has fields for 'Question Group' (set to '<None>') and 'Points' (set to 10). It also has the same toolbar and 'Include Question' button. The 'Question' and 'Answer' sections are similar to the mobile version, with the same text. A small blue arrow icon is visible in the bottom right corner of the answer box on the desktop version.

Essay questions consume an entire page 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

Students

Class Of: All

Archive: ☐

Photo:

Last Name: Jones

First Name: John

Student ID: JJON444

Class Of: 2024

Seat Preference:

Archive: ☐

## Desktop

Photo	Last Name	First Name	Student ID	Class Of	Seat Preference	Archive
	Simon	Carly	CSS	2024		<input type="checkbox"/>
	Tapper	Jake		2024		<input type="checkbox"/>
	Jones	John	JJON444	2024		<input type="checkbox"/>
	Maratin	John	Martin	2024		<input type="checkbox"/>
	Rock	Kid		2024		<input type="checkbox"/>
	Lawrence	Larry		2024		<input type="checkbox"/>
	Martin	Mary	id334	2024		<input type="checkbox"/>
	Moppett	Mary		2024		<input type="checkbox"/>

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.

Add new Student

First Name:

Last Name:

Student ID:

Photo:

Seat Preference: No Preference

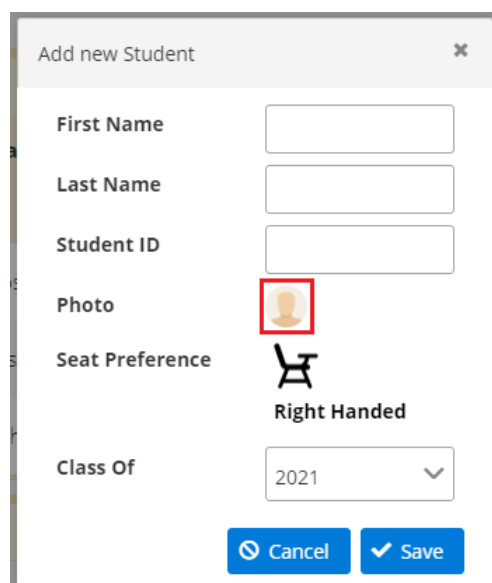
Class Of: 2021

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.

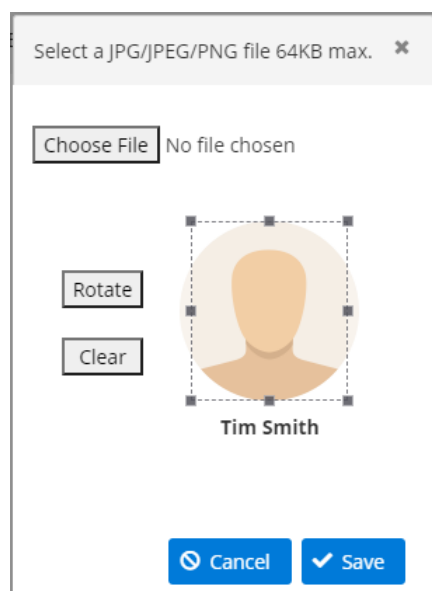
Click on the Photo to add a photo of the student.



The 'Add new Student' form contains the following fields and options:

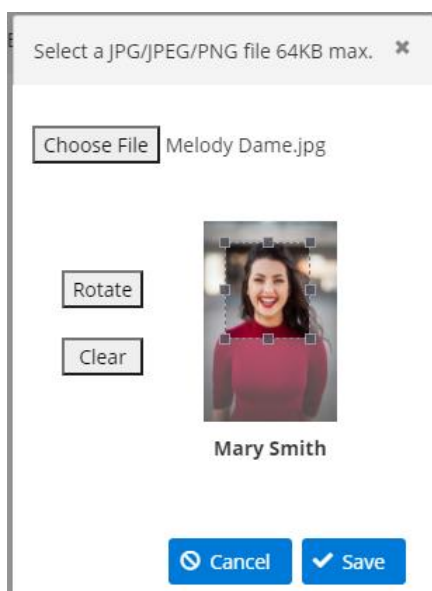
- First Name:** Text input field.
- Last Name:** Text input field.
- Student ID:** Text input field.
- Photo:** A placeholder icon of a person's head and shoulders, highlighted with a red square.
- Seat Preference:** A chair icon.
- Right Handed:** A text label.
- Class Of:** A dropdown menu with '2021' selected.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

Select **Choose File** to select a photo from your local computer (the one you are using now).



The photo selection interface for 'Tim Smith' includes:


- Title Bar:** 'Select a JPG/JPEG/PNG file 64KB max.' with a close button.
- Buttons:** 'Choose File' and 'No file chosen' at the top left.
- Image:** A placeholder image of a person's head and shoulders, surrounded by a dashed border with grab handles.
- Actions:** 'Rotate' and 'Clear' buttons to the left of the image.
- Name:** 'Tim Smith' centered below the image.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

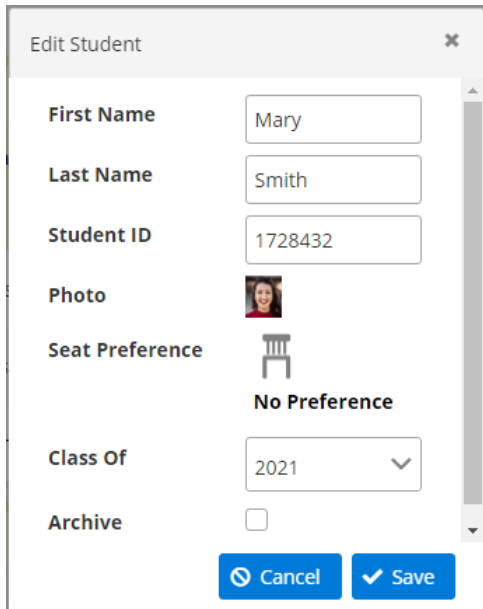


The photo selection interface for 'Mary Smith' includes:

- Title Bar:** 'Select a JPG/JPEG/PNG file 64KB max.' with a close button.
- Buttons:** 'Choose File' and 'Melody Dame.jpg' at the top left.
- Image:** A photo of a woman, surrounded by a dashed border with grab handles.
- Actions:** 'Rotate' and 'Clear' buttons to the left of the image.
- Name:** 'Mary Smith' centered below the image.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

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

Click  to change Student information.



The 'Edit Student' dialog box contains the following fields and options:

- First Name:** Text input field containing 'Mary'.
- Last Name:** Text input field containing 'Smith'.
- Student ID:** Text input field containing '1728432'.
- Photo:** A small square thumbnail image of a woman.
- Seat Preference:** A dropdown menu showing a chair icon and the text 'No Preference'.
- Class Of:** A dropdown menu showing '2021'.
- Archive:** An unchecked checkbox.
- Buttons:** 'Cancel' (with a circular arrow icon) and 'Save' (with a checkmark icon) buttons at the bottom.

Check **Archive** to hide inactive Students.

Next step: Create Class Rosters for Students in Classes.

# Class Rosters

## Mobile

↑ ?

Class Rosters

🔖

Term

2024 Summer

Course

Math

Section

MTH 100-A

Class Of

Building

Room

All

East Hall

64

Click

Students

Larry Lawrence

Mary Martin id334

Roger Moore

Mary Moppett

Roster: 3 Students

Available Seats: 20 : 1 Handicap

John Jones JJON444

Stanley Kubrick

John Maratin Martin

## Desktop

↑ ?

Class Rosters

🔖

Term

2024 Summer

Course

Math

Section

MTH 100-A

Class Of

Building

Room

All

East Hall

64

Drag

Students

Larry Lawrence

Mary Martin id334

Roger Moore

Mary Moppett

Nancy Nice

Peter Peterson

Kid Rock

Carly Simon CSS

Jake Tapper

Tom Thompson

Roster: 3 Students

Available Seats: 20 : 1 Handicap

John Jones JJON444

Stanley Kubrick

John Maratin Martin

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

Seat Assignment

Term: 2024 Summer, Course: Web Computer Prog, Section: CS 300

Building: Albert Hall, Room: A223, Seats: 6

3 Seats per Row

	1	2	3
B		Stanley Kubrick	
A	John Maratin Martin	Roger Moore	Mary Martin id334

## Desktop

Seat Assignment

Term: 2024 Summer, Course: Web Computer Progra, Section: CS 300

Building: Albert Hall, Room: A223, Seats: 6

3 Seats per Row


	1	2	3
B		Stanley Kubrick	
A	John Maratin Martin	Roger Moore	Mary Martin id334

Roster

John Jones JJON444

Assign All

☐ Show Seat Tags

Click  to automatically assign a random seat to all Students in the Roster.

Click  to expand Seating Plans to full browser window size.

Using Seat Assignment on mobile devices is not recommended at the time of writing.

(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, must be assigned a seat, which GradeScan uses to identify students taking an assessment.

**Next step: Create an Assessment.**

# Create Assessments

## Mobile

The mobile view of the 'Create Assessments' form is a compact, single-column layout. It features a header bar with a back arrow, a help icon, and the title 'Create Assessments'. Below the header, the form is organized into a series of stacked input fields. Each field has a label (Term, Price (est.), Course, Building, Section, Room, Question Bank, Students, Name, Date) and a corresponding input area. The 'Price (est.)' field is a text input showing '\$1.00'. The 'Course' and 'Building' fields are dropdown menus showing 'American History' and 'Bailey Hall' respectively. The 'Section' and 'Room' fields are dropdown menus showing 'AMERHIST 122' and 'B45' respectively. The 'Question Bank' field is a dropdown menu showing 'Quiz One'. The 'Students' field is a dropdown menu showing '7 Students Selected'. The 'Name' field is a text input showing 'quiz #3' with a character count 'min 2 / 7 / 16 max'. The 'Date' field is a text input showing '08/19/2024'. At the bottom, there are two buttons: 'Features' (blue) and 'Create' (green). A progress bar at the very bottom shows '39%' completion and the text 'Creating Assessment 'quiz #3''.

## Desktop

The desktop view of the 'Create Assessments' form is a wider, two-column layout. It features a header bar with a back arrow, a help icon, and the title 'Create Assessments'. Below the header, the form is organized into a grid of input fields. Each field has a label (Term, Price (est.), Course, Building, Section, Room, Question Bank, Students, Name, Date) and a corresponding input area. The 'Price (est.)' field is a text input showing '\$1.00'. The 'Course' and 'Building' fields are dropdown menus showing 'American History' and 'Bailey Hall' respectively. The 'Section' and 'Room' fields are dropdown menus showing 'AMERHIST 122' and 'B45' respectively. The 'Question Bank' field is a dropdown menu showing 'Quiz One'. The 'Students' field is a dropdown menu showing '6 Students Selected'. The 'Name' field is a text input showing 'quiz #1' with a character count 'min 2 / 7 / 16 max'. The 'Date' field is a text input showing '08/19/2024'. At the bottom, there are two buttons: 'Features' (blue) and 'Create' (green). A progress bar at the very bottom shows '63%' completion and the text 'Creating Assessment 'quiz #1''.

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

The **Section** list identifies all Sections for the selected Course for the current Term.

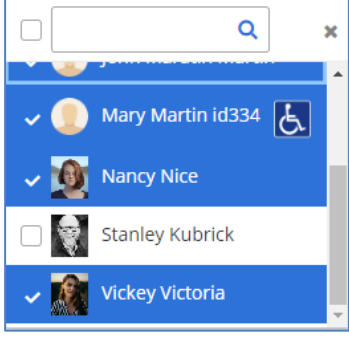
The **Building** and **Room** lists identify Rooms that will accommodate the selected number of Students. Selecting a **Section** will show default Building and Room.

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.

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

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

The 'Assessment Feature Settings' dialog box displays four blue buttons: 'Shuffle Questions', 'Answers Shuffled', 'Student ID Only', and 'All Question Types'. Below these is a green 'Edit Instructions' button and a blue 'Close' button with a close icon.

## Alternate Selections

The 'Assessment Feature Settings' dialog box displays a different set of options. It includes 'Shuffle Questions' and 'Answers Shuffled' in blue, followed by 'Student Name and ID' in a pink button. Below is a dropdown menu set to 'Include Seat Location', then 'Shuffle Student seat assignment' in blue, 'Disperse Student Seating' in blue, 'No Seating Chart' in blue, 'No Student Photo' in blue, and 'All Question Types' in blue. At the bottom are a green 'Edit Instructions' button and a blue 'Close' button with a close icon.

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	<b>Add To Cart</b>	\$1.00	08/22/2024	
	quiz 3	<b>Go to Cart</b>	\$1.00	08/20/2024	
  	quiz 2	<b>Add To Cart</b>	\$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.

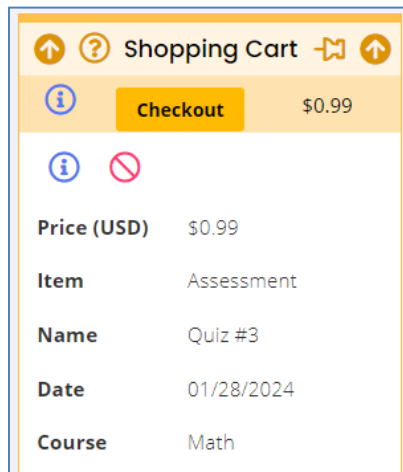
Downloading and taking the Preview Assessment yourself is strongly recommended. This will enable you to proof the Questions and Answers and ensure that the Grade Report meets your expectations.

Print the Preview Assessment single sided. DO NOT use double-sided printing.

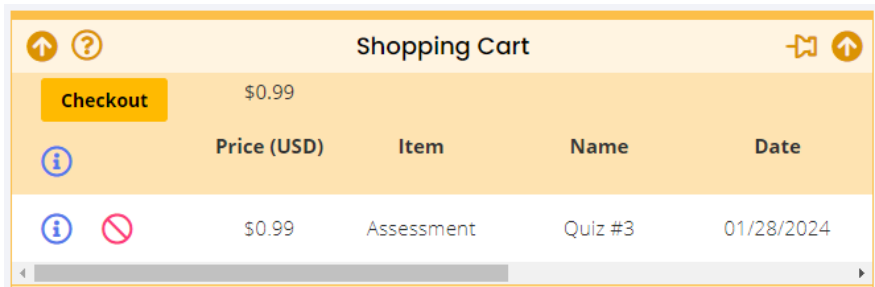
Please refer to **Assessment Administration Scenarios** at the end of this document.


# Shopping Cart


## Mobile




## Desktop



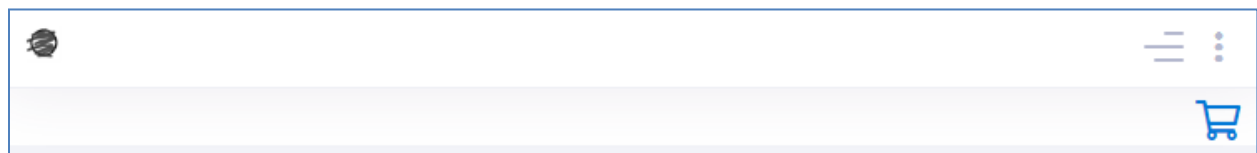
Click  to view summary order information.

Click  to remove items from the Shopping Cart.

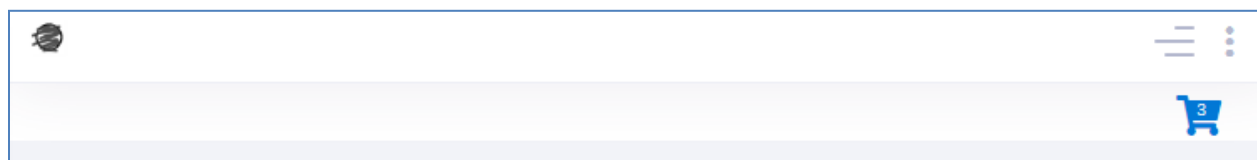
Assessments are returned to the Assessment Preview frame.

Click  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.

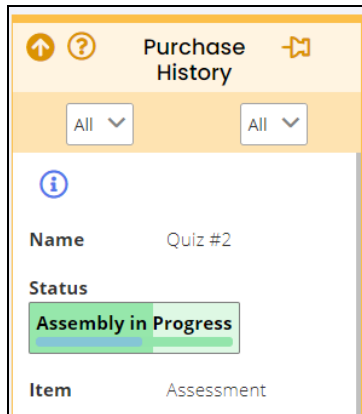


Click on the icon to view the shopping cart.

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

# Purchase History

## Mobile



## Desktop


The desktop app interface shows a 'Purchase History' table. The table has columns for Name, Status, Item, and Price (USD). The first row shows 'Quiz #2' with a status of 'Ready for Download' (in a green box), 'Assessment' as the item, and '\$0.00' as the price. There are also navigation icons (up arrow, question mark, and a bookmark icon) at the top right.

Name	Status	Item	Price (USD)
Quiz #2	Ready for Download	Assessment	\$0.00

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.)

Purchased Products							
		Term					
		All					
		Status	Name	Date	Section	Course	Question Bank
		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**.

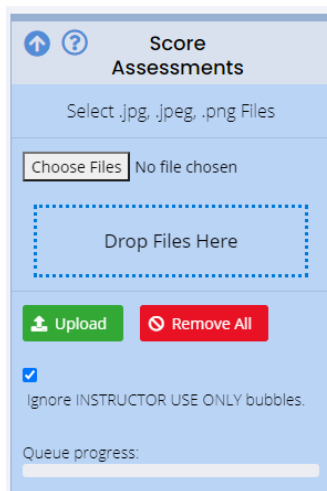
The  icon is enabled the 60 days after the Assessment date:

- 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.

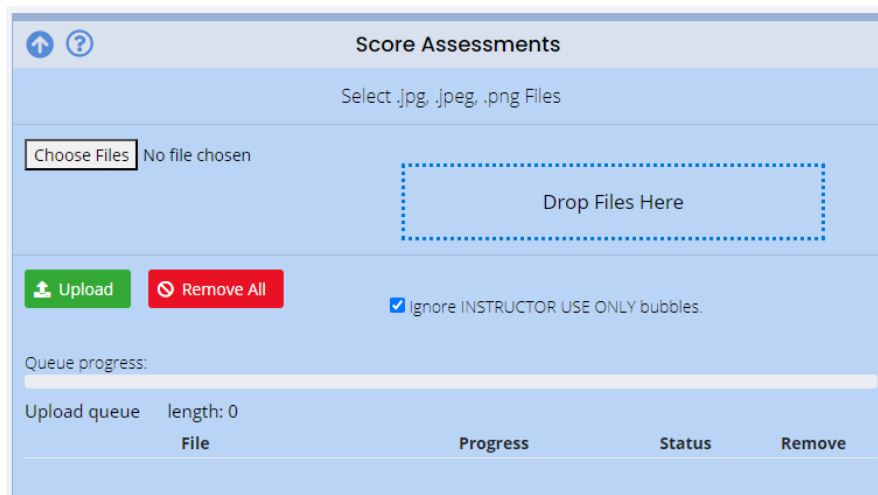
## Score Assessments

### Mobile



The mobile interface for 'Score Assessments' features a light blue header with an upward arrow and a question mark icon. Below the header, it says 'Select .jpg, .jpeg, .png Files'. A 'Choose Files' button is followed by the text 'No file chosen'. A dashed blue box labeled 'Drop Files Here' is positioned below. At the bottom, there are 'Upload' and 'Remove All' buttons, a checked checkbox for 'Ignore INSTRUCTOR USE ONLY bubbles.', and a 'Queue progress:' bar.

### Desktop



The desktop interface for 'Score Assessments' has a light blue header with an upward arrow and a question mark icon. It says 'Select .jpg, .jpeg, .png Files'. A 'Choose Files' button is followed by 'No file chosen'. A dashed blue box labeled 'Drop Files Here' is positioned to the right. Below these are 'Upload' and 'Remove All' buttons, a checked checkbox for 'Ignore INSTRUCTOR USE ONLY bubbles.', and a 'Queue progress:' bar. At the bottom, there is a table with columns for 'File', 'Progress', 'Status', and 'Remove'.

File	Progress	Status	Remove
------	----------	--------	--------

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

The best choice is a scanner with a document feeder 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 not 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:

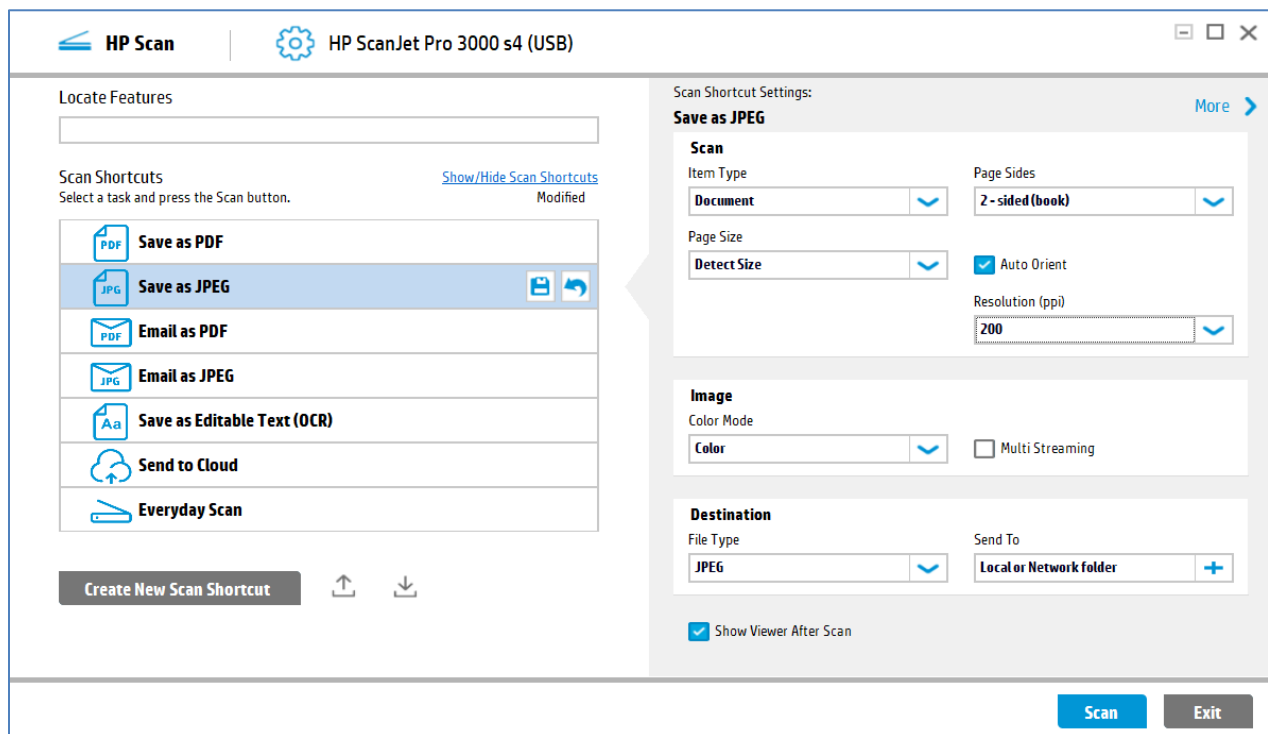
- Output Color: Color
- Paper Size: Letter
- Image Type: JPEG or PNG
- Scan Resolution: 200

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

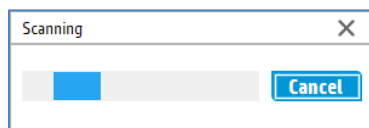
## Use a scanning software application on your computer

Make selections like the ones you see in this image. Place one page in the scanner.

Click **Scan** to begin scanning.

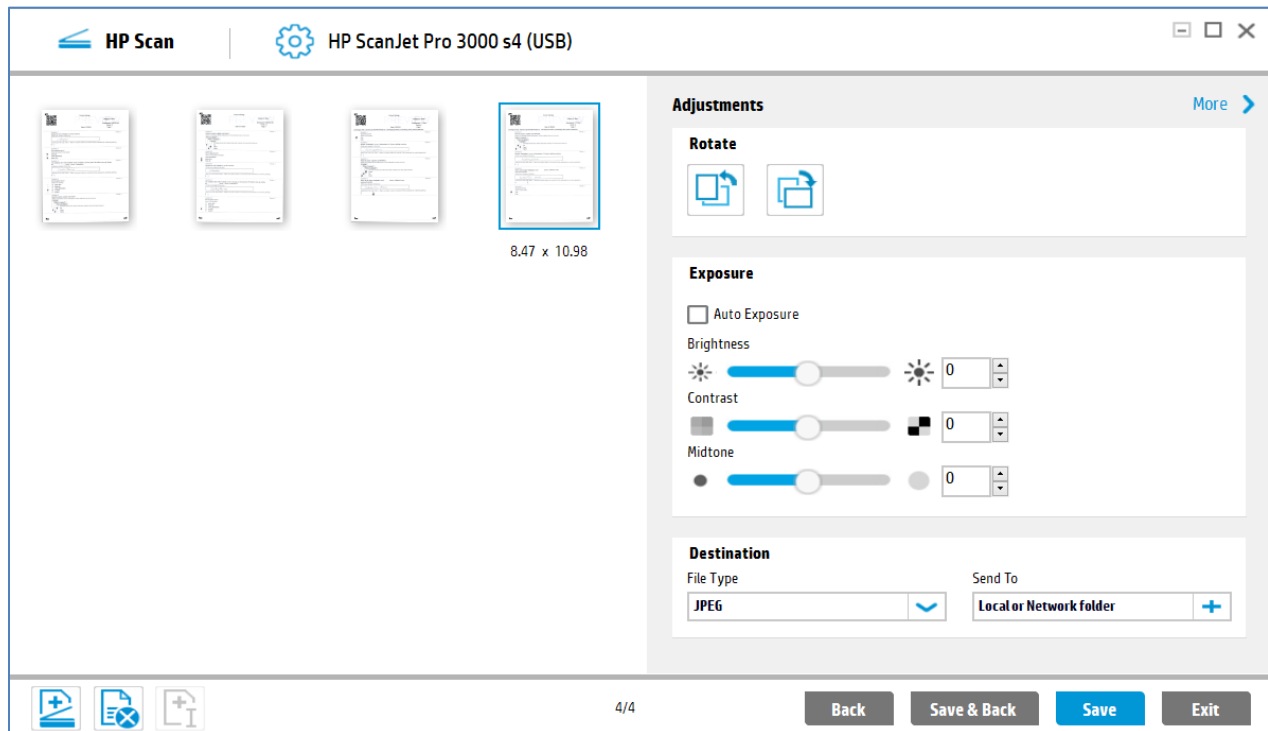


You may see a progress bar like this, which is normal.




(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.

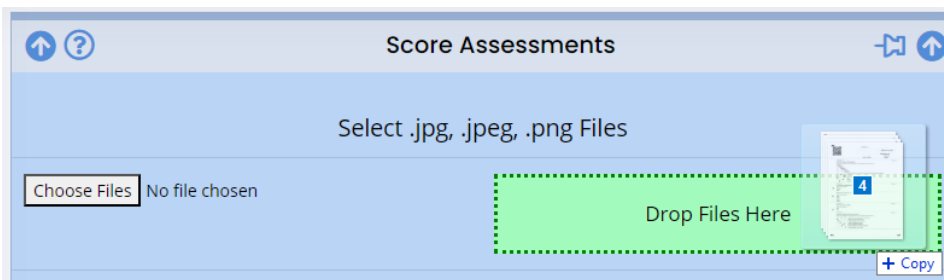
**(continued on next page)**



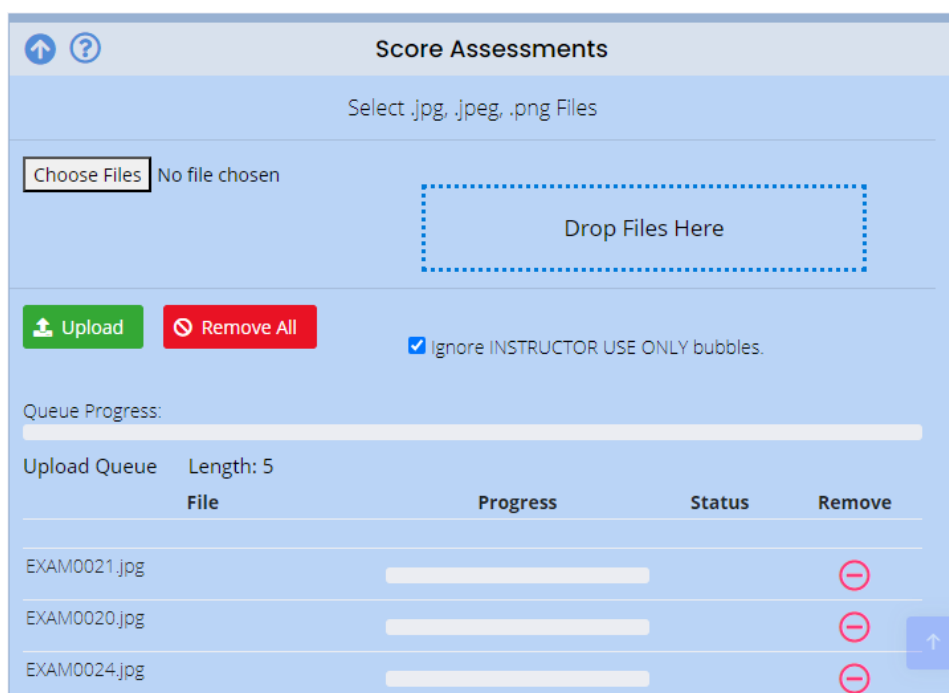
When all Assessment pages have been scanned the files can be sent to GradeScan for grading.

Click the **Choose Files** button 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.

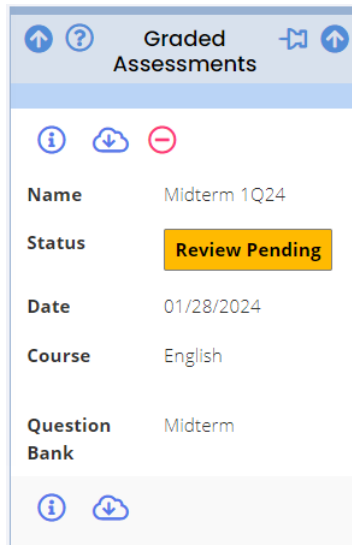
When MSC misinterprets a written answer you as the instructor can override MSC's score by filling in the appropriate points awarded bubble on the Assessment page, re-scanning the page, and uploading the pages with the box unchecked.

**(continued on next page)**



# Graded Assessments


## Mobile




## Desktop

Graded Assessments			
	Name	Status	Date
<i>(i)</i> <i>(cloud)</i> <i>(-)</i>	Midterm 1Q24	Review Pending	01/28/2024
<i>(i)</i> <i>(cloud)</i>	Quiz #2	Ready for Download	01/28/2024

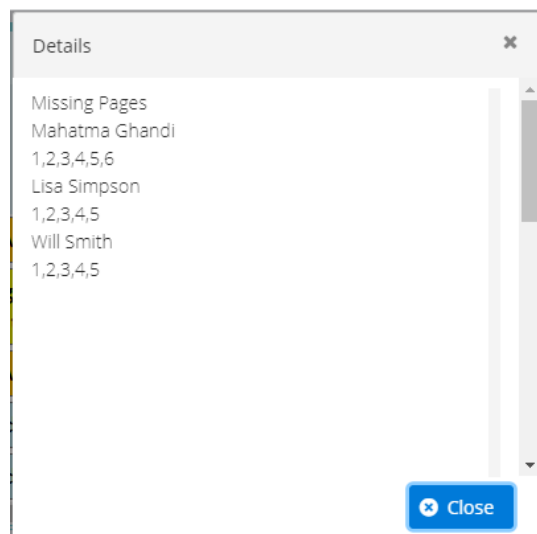
Graded Assessments displays the Assessments that have been created and downloaded.

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.

AutoSave On Assessment\_Math\_Quiz\_Three\_2023-11-30 Saved to this PC Search

File Home Insert Page Layout Formulas Data Review View Automate Developer Help Load Test Team

Clipboard Font Alignment Number Styles Cell Styles Cells Editing Add-ins Analyze Data

Assessment

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Assessment	Date	Course								Question Bank			
2	Quiz Three	11/30/2023	Math								Midterm			
3			Points								Student Question Number			
4		Grade	Awarded	Awardable							Question Bank Question Number			
5	Class Average	87%	11	13										
6					Questions Credit				Percent Correct			100%	67%	67%
7	Student ID				Full	Partial	None	No Mark	Points Awarded			Points Awarded		
8	Earth	69%	9	13	2	0	1	0	1	0	8	8	1	0
9	Jupiter	92%	12	13	2	0	0	0	4	8		8		4
10	Mars	100%	13	13	3	0	0	0	1	4	8	8	1	4
11	Move cursor over a cell for more information													
12	Grade Color Key													
13	A	90% - 100%												
14	B	80% - 89%												
15	C	70% - 79%												
16	D	60% - 69%												
17	F	< 60%												

Ready Accessibility: Investigate

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...

AutoSave

Off

Assessment\_Physics\_632\_am\_wed\_2023-12-13.xlsx

Protected View

Saved to this PC

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Automate

Developer

Help

Load Test

Team

PROTECTED VIEW

Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

A1

✕

✓

fx

Assessment Preview

	A	B	C	D	E	F	G	H	I	J
1	Assessment Preview	Date	Course							
2	632 am wed	12/13/2023	Physics							
3			Points							
4		Grade	Awarded	Awardable						
5	Class Average	100%	2	2						
6					Questions Credit				Percent Correct	
7	Student ID				Full	Partial	None	No Mark	Points Awarded	
8	Mercury	#VALUE!	#VALUE!	2	#VALUE!	#VALUE!	#VALUE!	#VALUE!	1	1
9	Venus	#VALUE!	#VALUE!	2	#VALUE!	#VALUE!	#VALUE!	#VALUE!	1	1

Enable Editing

...click the 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, not the **Question Bank Question Number** columns.

	A	B	C	D	E	F	G	H	I	J		
1	Assessment Preview	Date	Course									
2	632 am wed	12/13/2023	Physics									
3			Points								Student Question Number	
4		Grade	Awarded	Awardable								
5	Class Average	100%	2	2	Points							
6					Questions Credit				Percent Correct			
7	Student ID				Full				Partial	None	No Mark	Points Awarded
8	Mercury	50%	1	2	2	0	0	0	1	0		
9	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

Section Attendance	
 	
<b>Students</b>	6
<b>Course</b>	Basic Docs
<b>Section</b>	CAN-HIST
<b>Term</b>	2024 Summer
<hr/>	
 	
<b>Students</b>	4
<b>Course</b>	Web Computer Programming

### Desktop


Section Attendance				
	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

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.

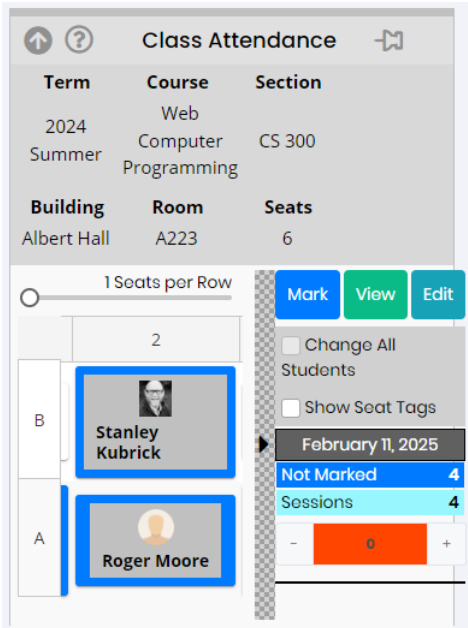
The icon will be enabled when the first day's class attendance is recorded.

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

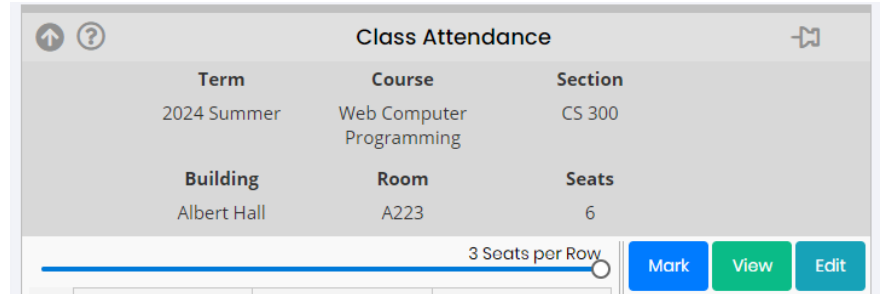
# Class Attendance

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  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  to view detailed Student information without making any changes.

Click  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 photo or name to change their attendance status.

The screenshot shows the GradeScan interface. At the top, there's a '4 Seats per Row' label and a slider. Below it is a grid of student seats arranged in 3 rows (A, B, C) and 4 columns (1, 2, 3, 4). Each seat contains a student's photo and name, with a colored border indicating their attendance status. To the right of the grid is a summary panel with buttons for 'Mark', 'View', and 'Edit'. Below these buttons are checkboxes for 'Change All Students' and 'Show Seat Tags', followed by the date 'August 26, 2024'. The summary panel also displays a list of students with their attendance status and count: Albert A (Present, 1), Present (1), Absent (1), Excused (1), Not Marked (2), and Sessions (5). A vertical bar is located between the grid and the summary panel, with an arrow pointing to it from the text below.

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.

4 Seats per Row

C

Edwin E

Jim H HJZ

Ian M

Maple P

B

Albert A

Meredith M

Oliver Z

A

C C 123

Carly S

Karl S

Mark

View

Edit

☐ Change All Students

☐ Show Seat Tags

August 26, 2024

Classroom

Present

4

Absent

2

Tardy

1

Excused

1

Not Marked

2

Students

10

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
  - Post the Seating Plan where Students can see their seat location.
    - (If applicable)
  - Ensure electronic devices are not accessible.
  - Distribute Assessments
    - Hand over to Student at the lectern, or
    - Distribute after all Students are seated.
  - Instruct Students to begin taking the Assessment.
  - Collect completed Assessments at the end of the examination period.
- In the Office after the Assessments have been collected from the students:
  - Login to GradeScan
  - Scan Assessments (see [Score Assessments](#))
  - 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
  - Log in to GradeScan. You may want to create a shared (credentials) account for the sole purpose of scoring (uploading) scanned pages.
  - 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.
  - 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.
  - 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 student 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 single sided. 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
  - The Administrative Assistant Logs in to GradeScan using their own credentials.
  - Load Assessment pages for any Course into the scanner document feeder.
  - Follow scan device's instructions to scan multiple pages to a USB memory stick.
  - Plug the USB memory stick into the computer.
  - In the Score Assessments frame, upload files to be scored.
  - 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.
  - 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](mailto: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](mailto:support@gradescan.net).