GradeScan

When Integrity Matters®

USER GUIDE

Basic Edition

February 12, 2025

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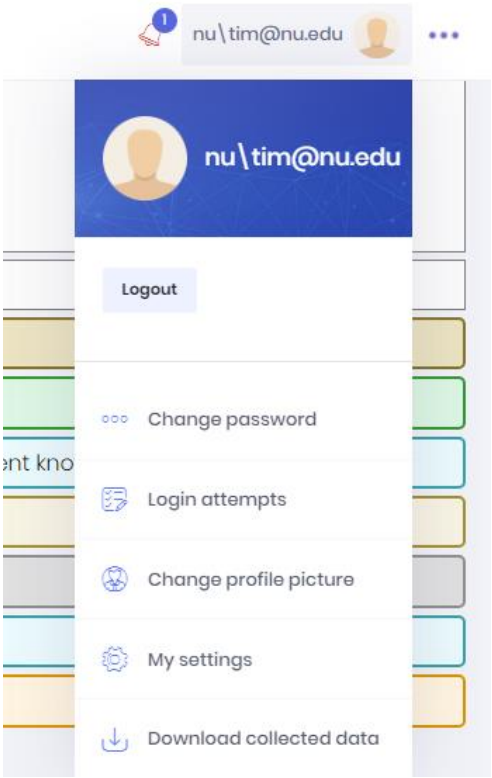
Introduction

Welcome to the GradeScan Basic Edition User Guide.

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, you can 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 which overwrites previous values.

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

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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 Basic Edition is designed to:

- be used over multiple academic Terms.
- anonymize Student information for institutions that have PII confidentiality policies.

GradeScan is deployed on Microsoft Azure, one of the world's most secure platforms. In the unlikely event our site is hacked, the hacker will find little of value. 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.

[1] Registered trademark of Blackboard, Inc.

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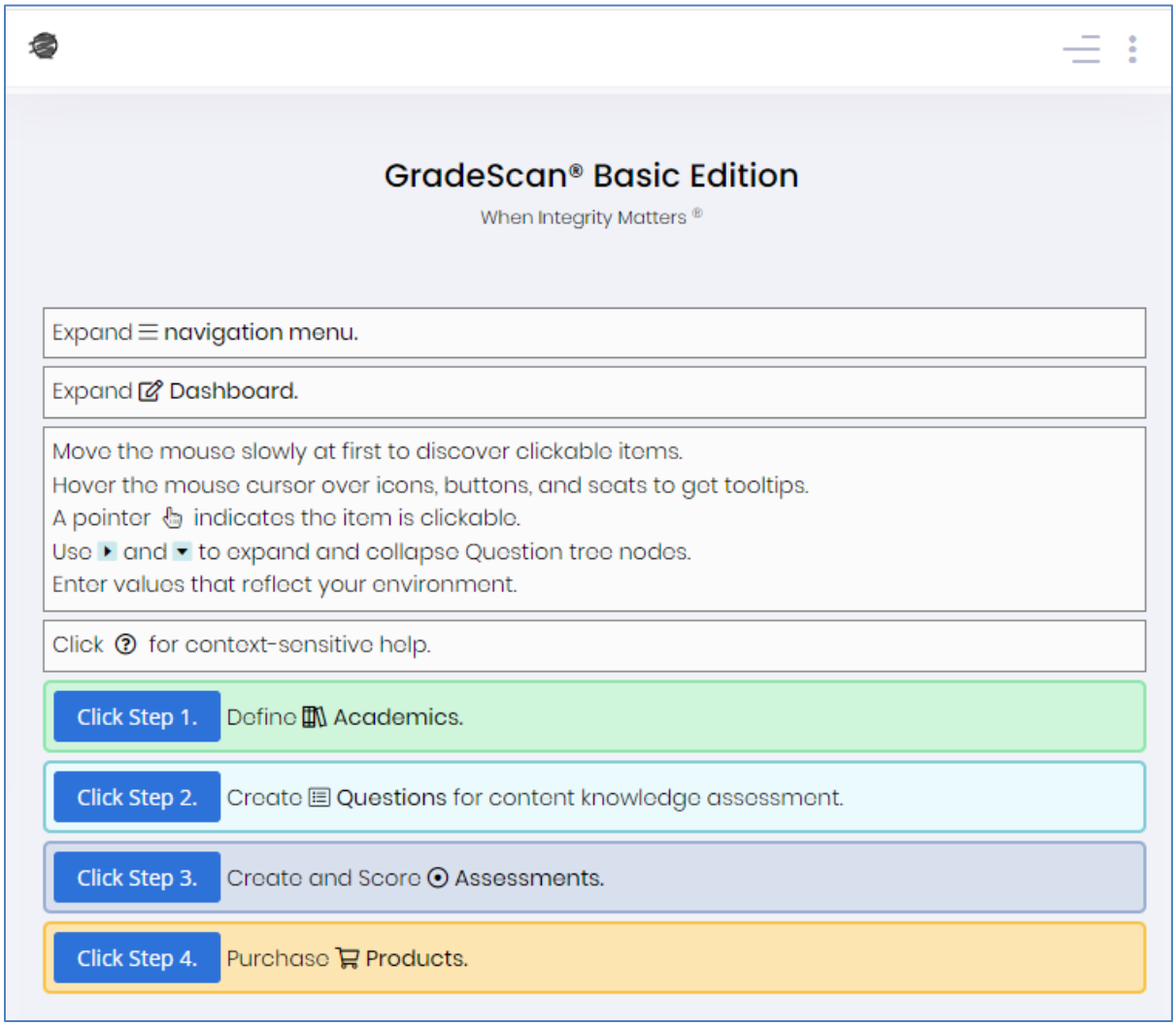
Quick Start

Follow the instructions on the Welcome page.



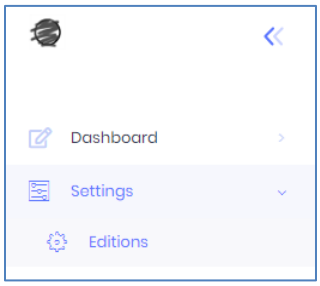
Click the colored buttons Step 1 through Step 4.

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



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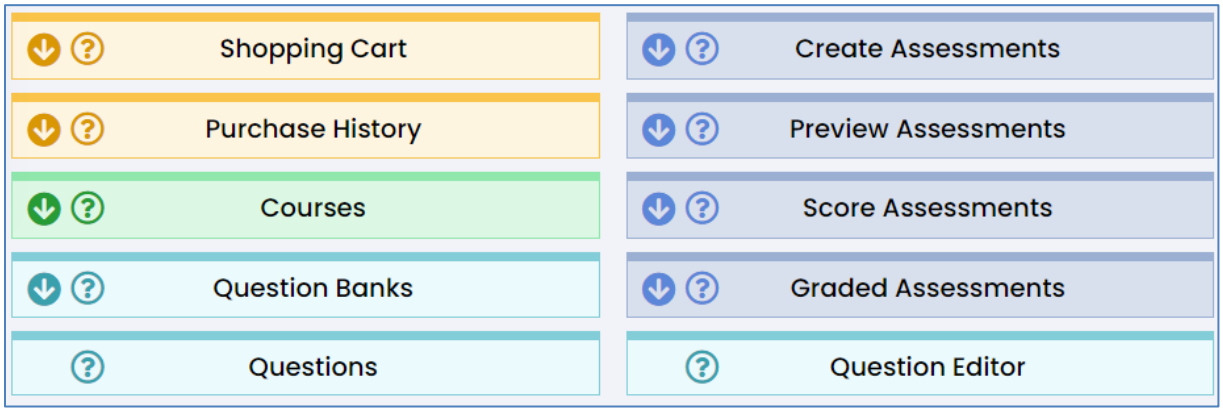
Layout and Focus

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.

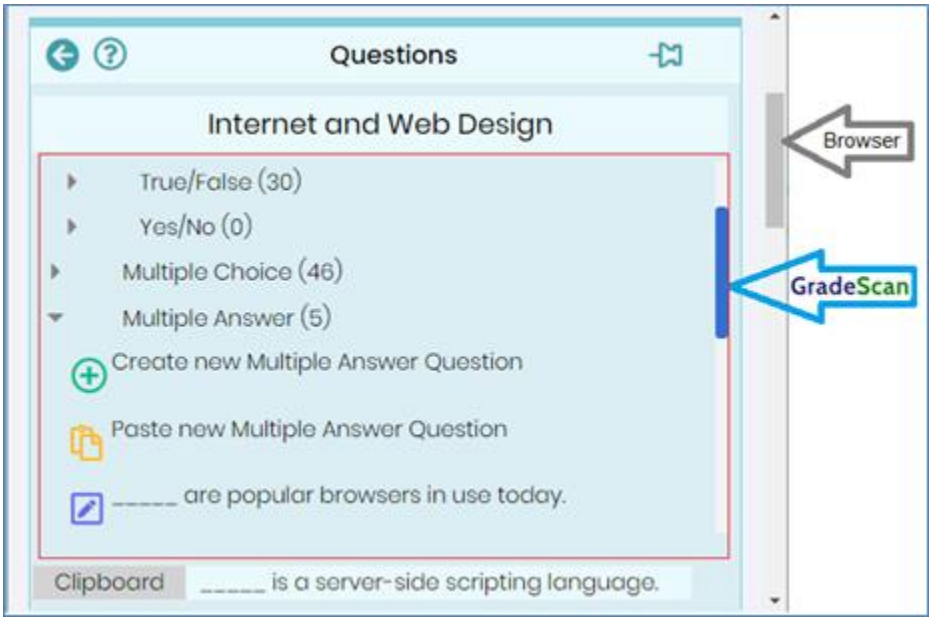
Use your browser's Zoom setting for additional UI scaling.



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.



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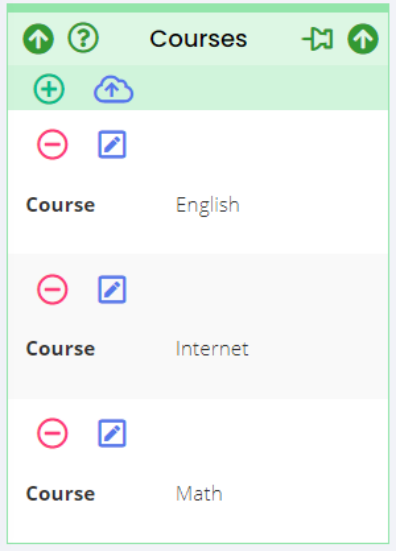
Courses

First Step: Start here.

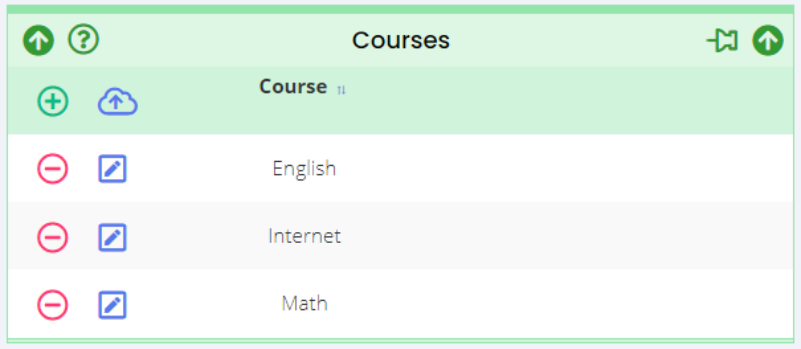
Assessments are organized by Courses.

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

Mobile



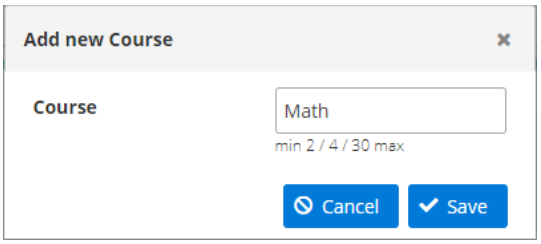
Desktop



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.

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

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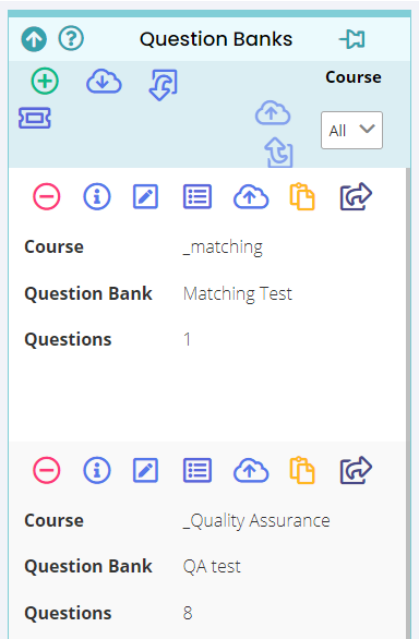
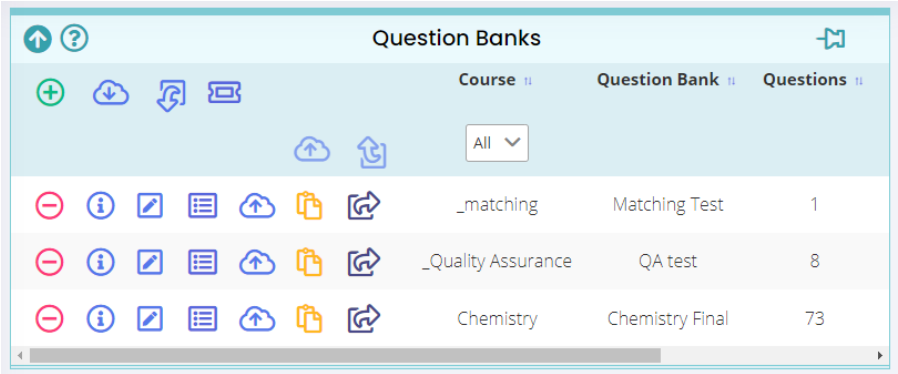
Question Banks

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 1 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.

(more on next page)

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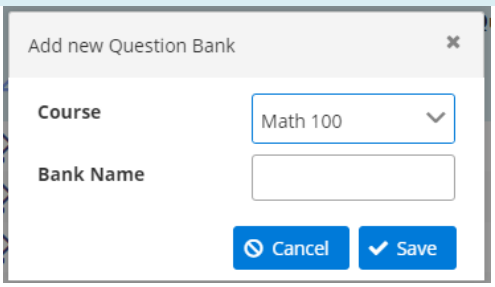
Click ⊕ to enter a Question Bank name for a Course.

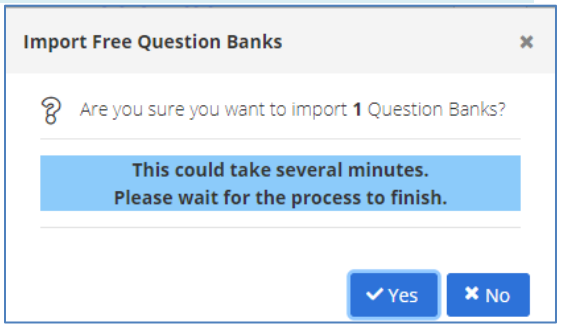


Select a Course from the drop-down list.

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.



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.

(more on next page)

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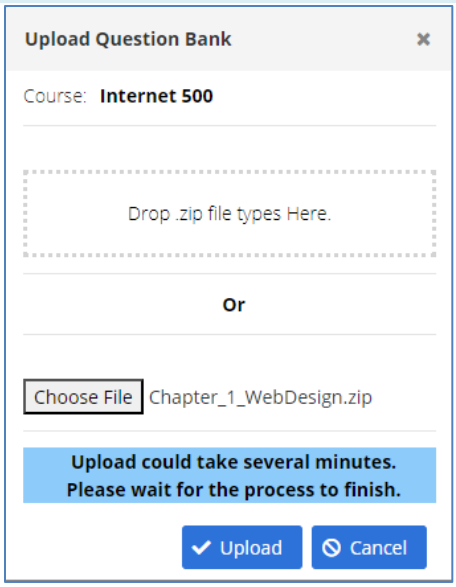
Click to upload load a Blackboard .zip file for the selected Course.



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

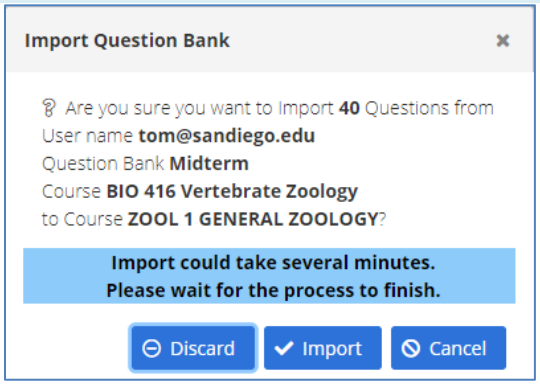
Drag-and-drop or Choose File for the Course's Question Bank questions.

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.

Adobe PDF files are processed by AI and may not be 100% accurate.

Verify (edit) each question after uploading.

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.

(more on next page)

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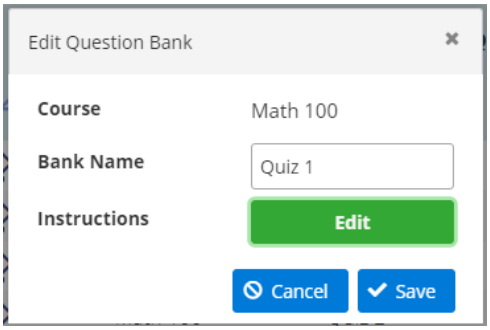
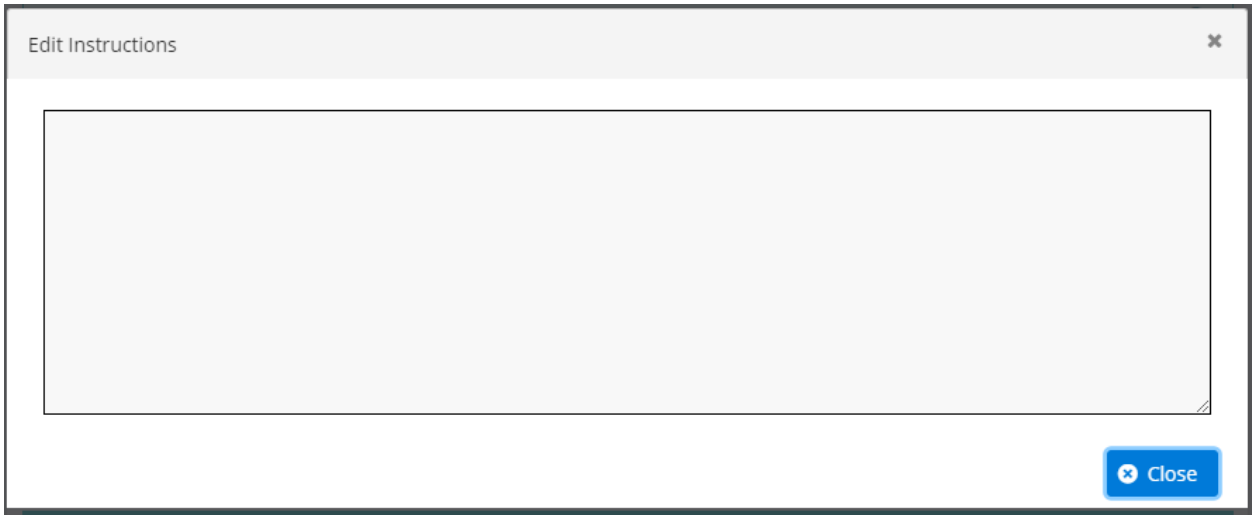
Click ✎ to change the name of the Question Bank, or to edit the default Instructions page for an Assessment sourcing Questions from this Question Bank.



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.



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.

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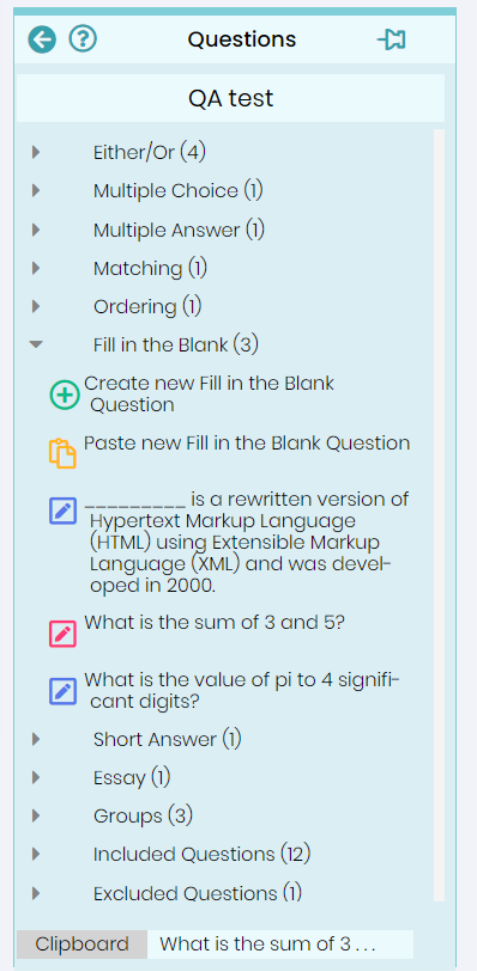
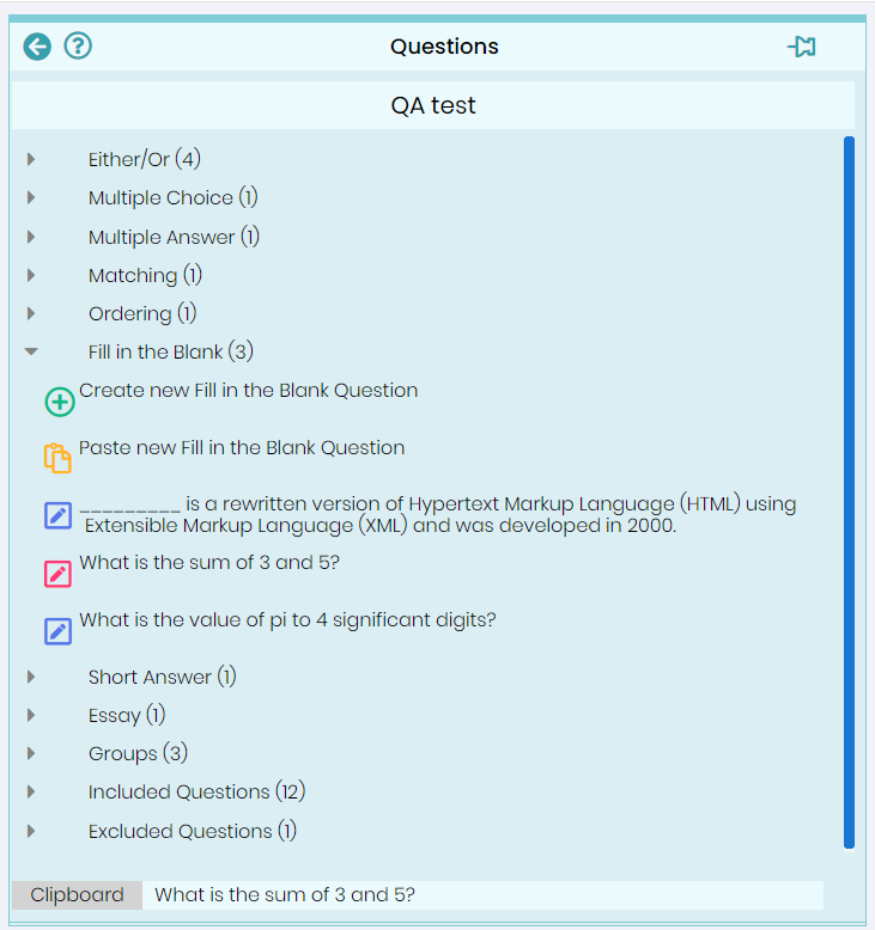
Questions

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.

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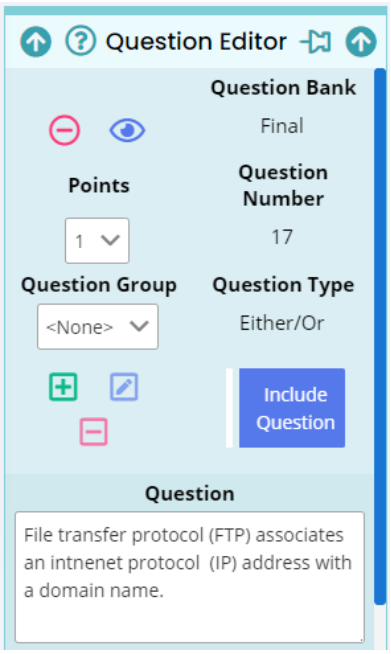
Question Editor

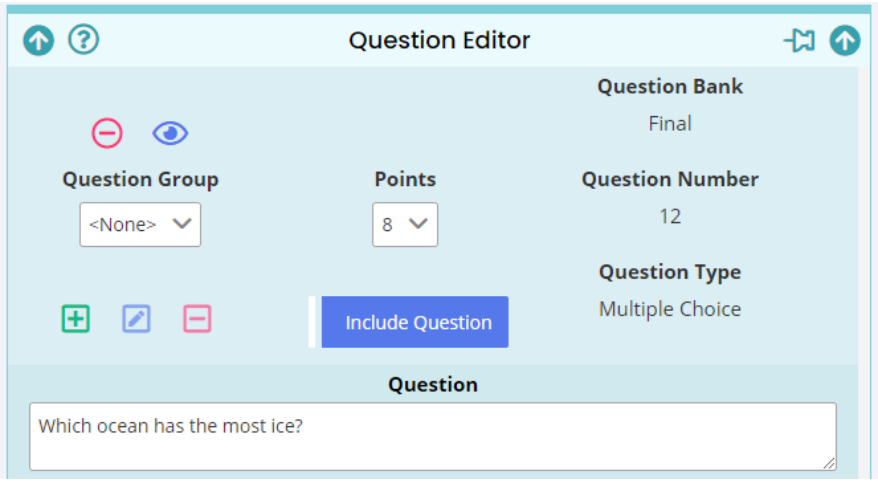
The Question Editor is where the Questions and Answers are entered.

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.

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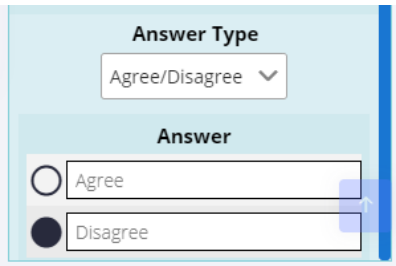
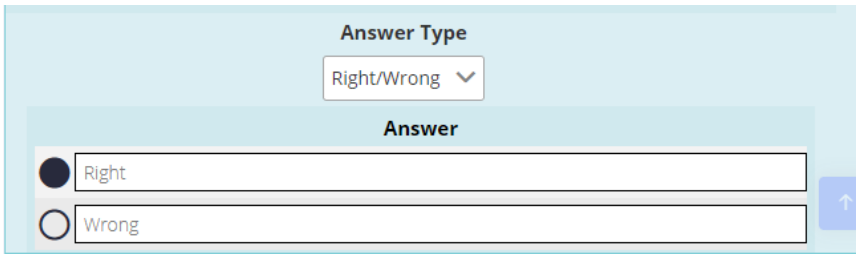
Either/Or

Mobile

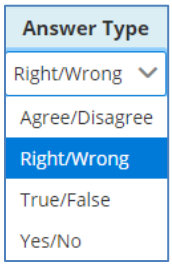


Desktop

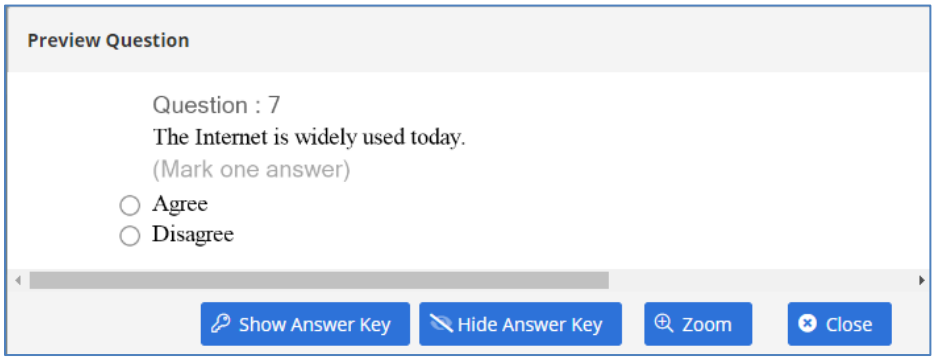


Click ○ or ● to identify the correct ● Answer.

Select an Answer Type from the drop down selector.



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 editing.

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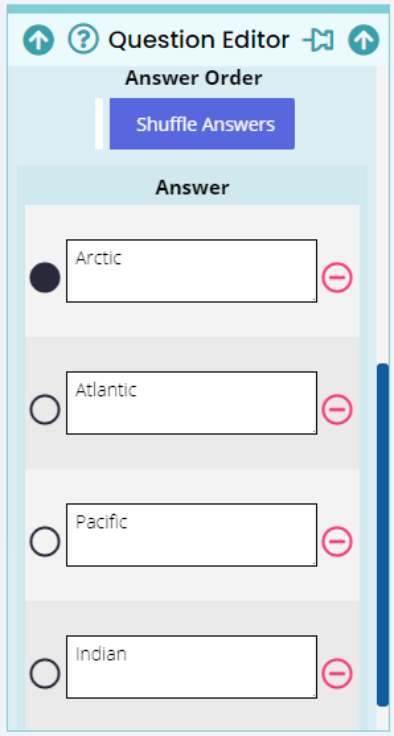
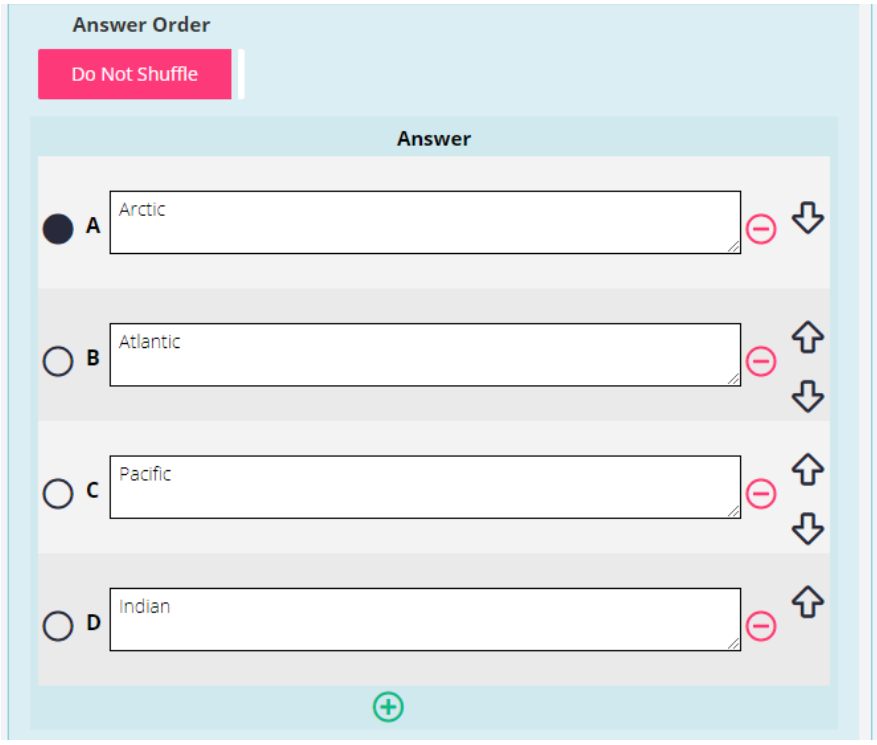
Multiple Choice

Mobile



Desktop



Click ○ or ● to identify the correct ● Answer.

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

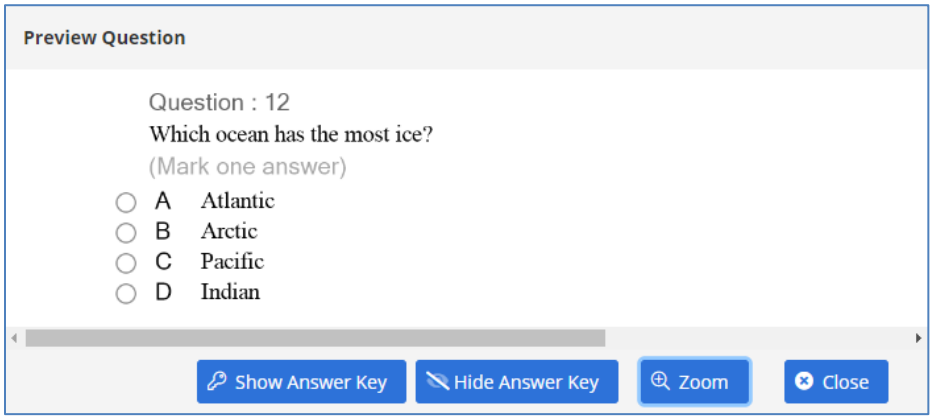
What you see is what you get. Mouse over the selection for additional information.

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.

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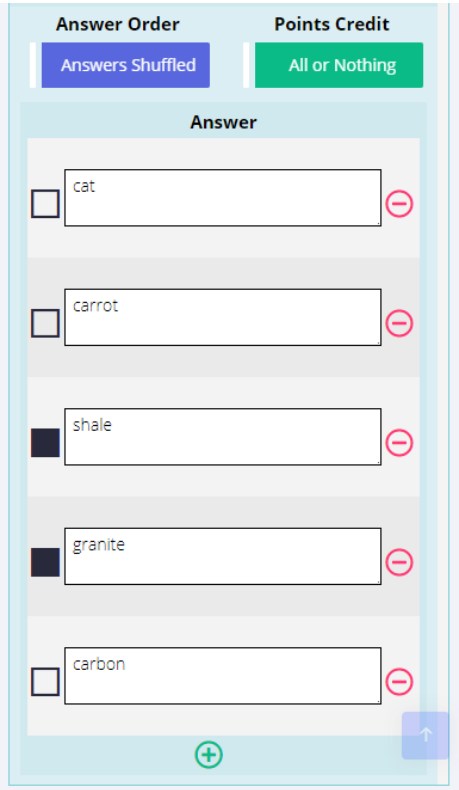
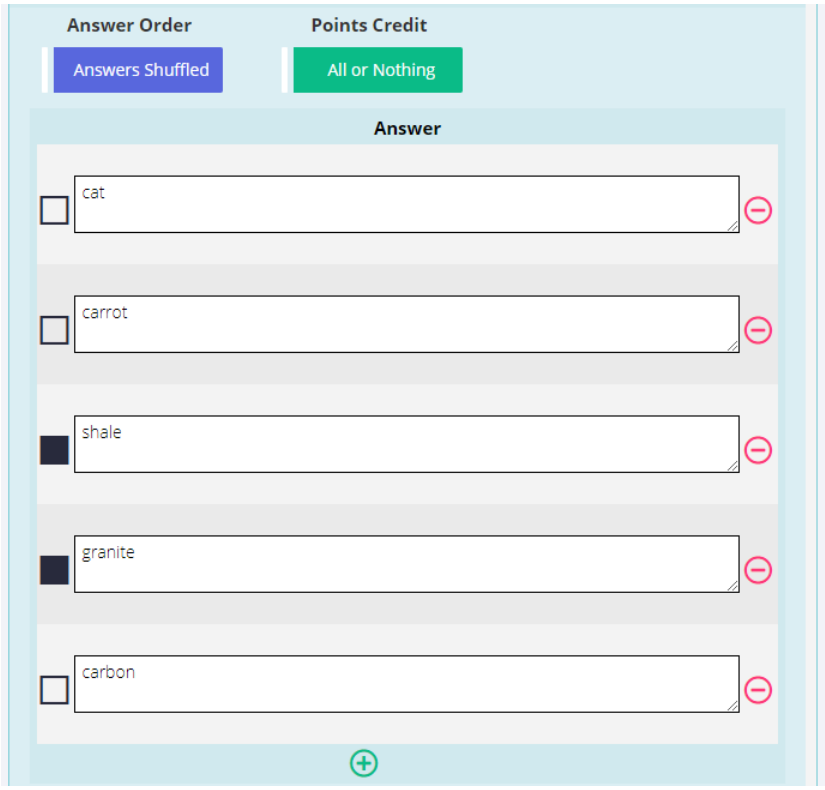
Multiple Answer

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)

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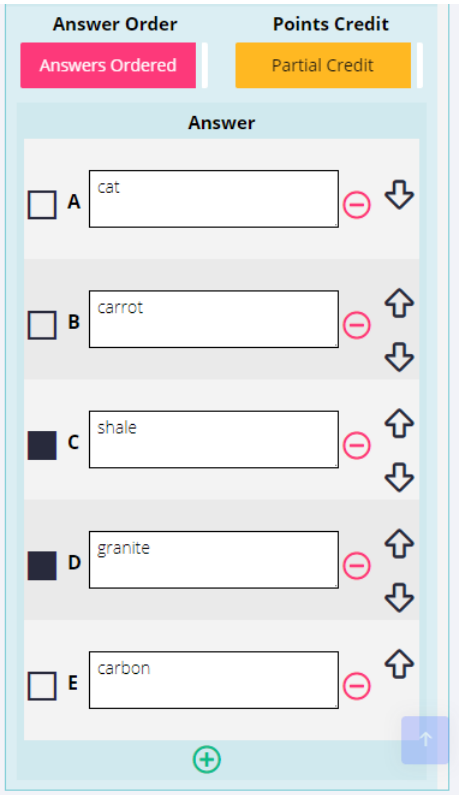
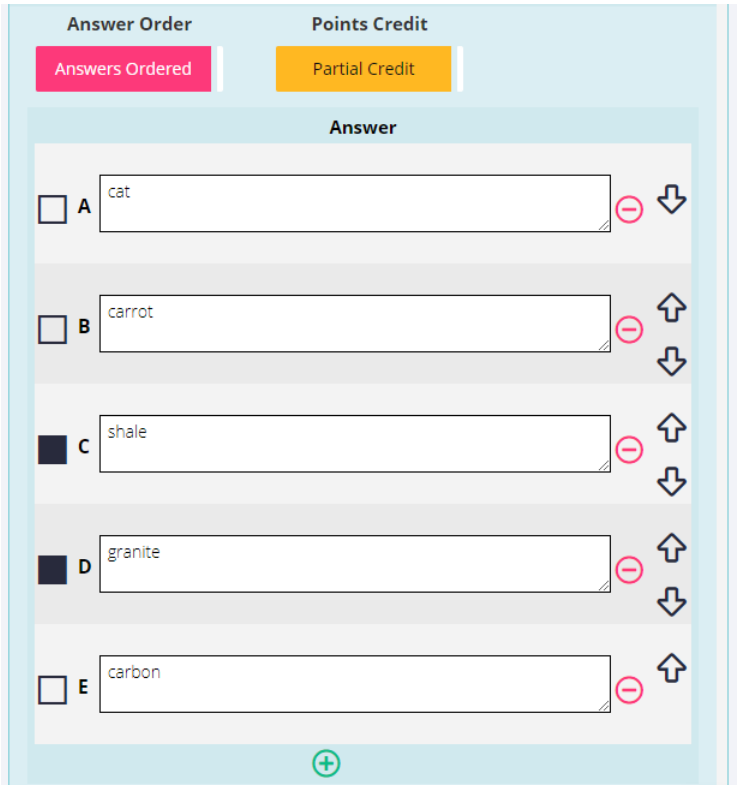
Multiple Answer (cont'd.)

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.

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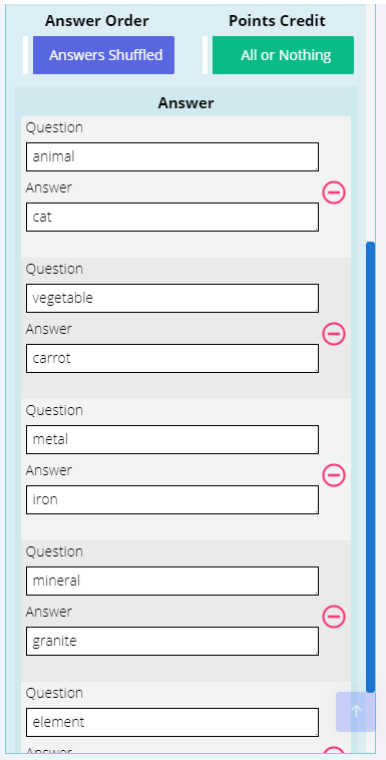
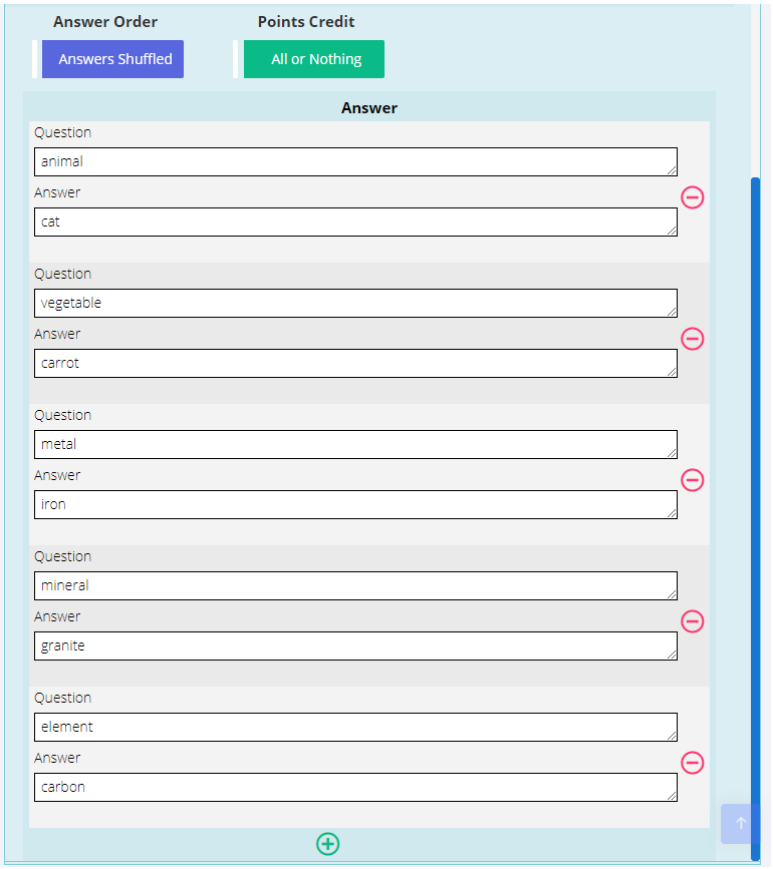
Matching

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)

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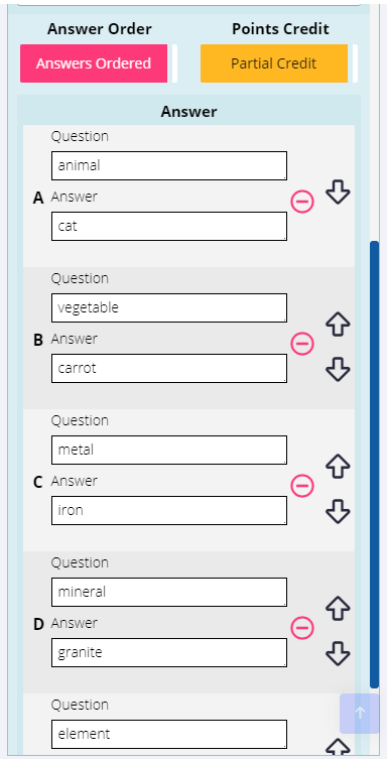
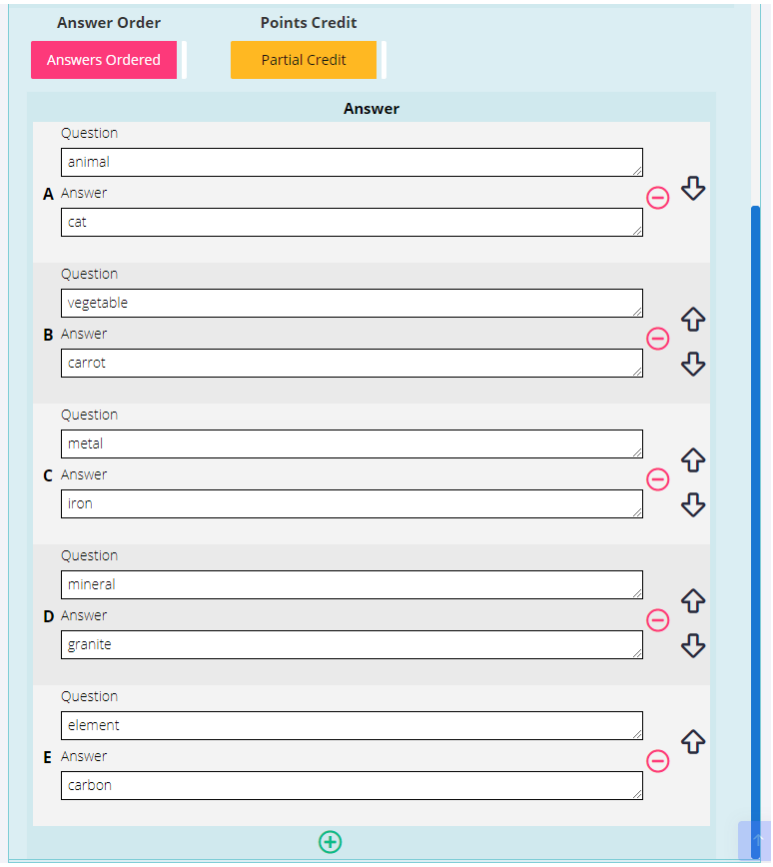
Matching (cont'd)

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)

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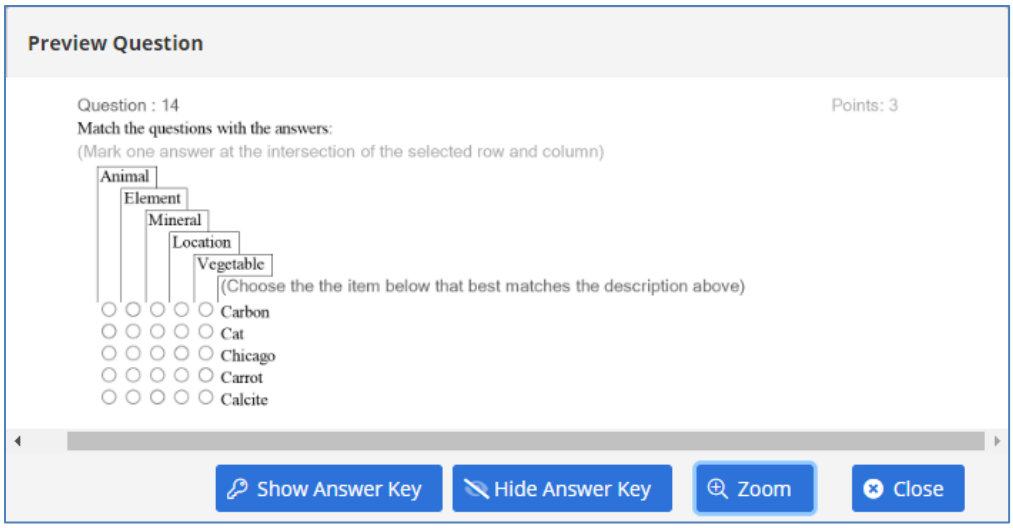
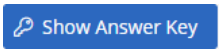
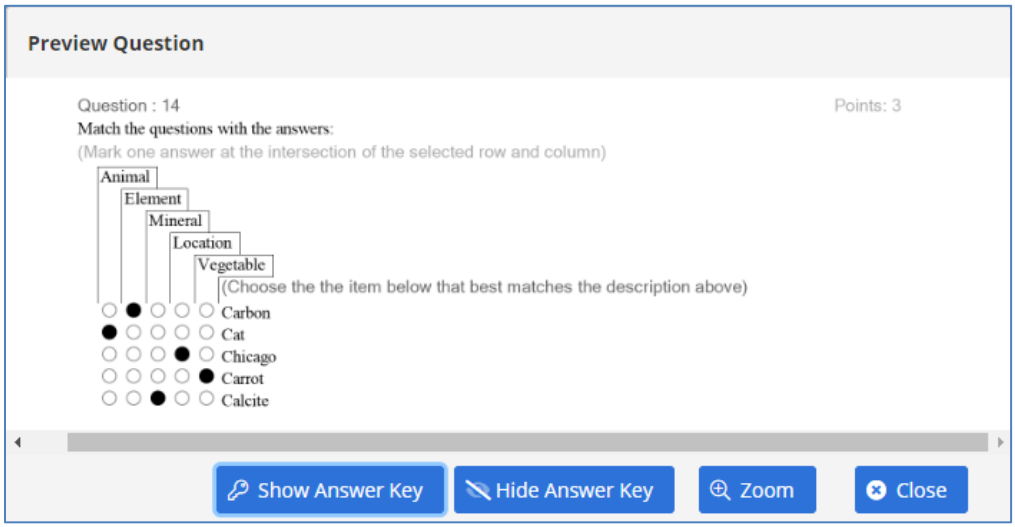
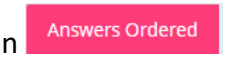
Matching (cont'd)

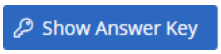


When 

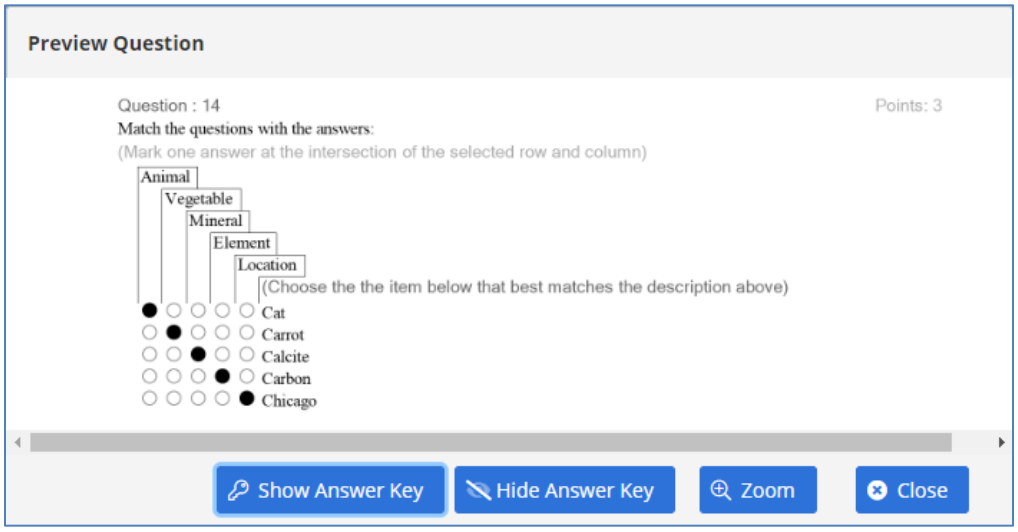
is clicked.



When 

is selected and 

is clicked.



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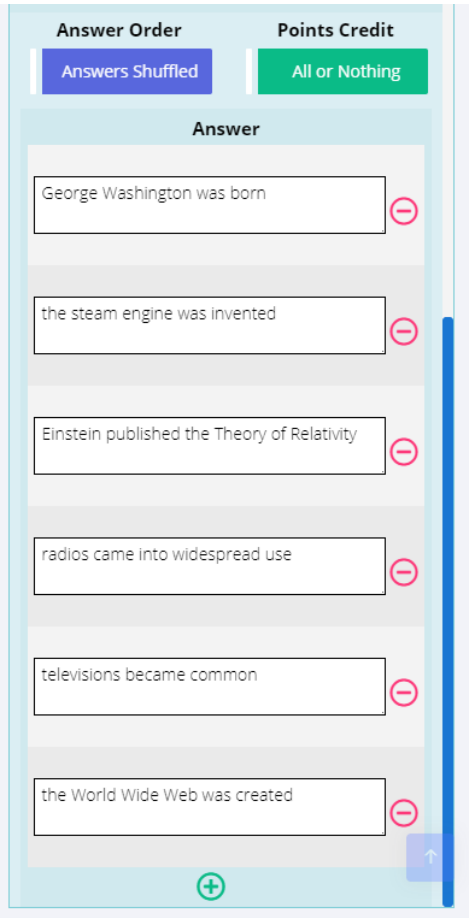
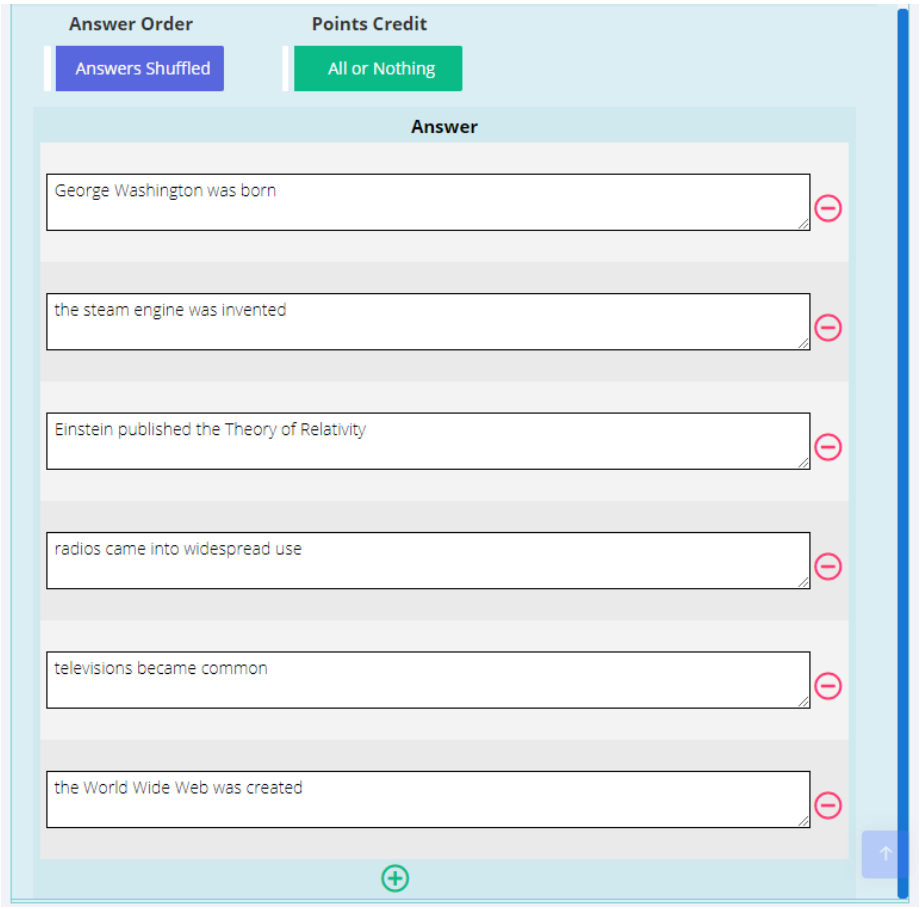
Ordering

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.

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)

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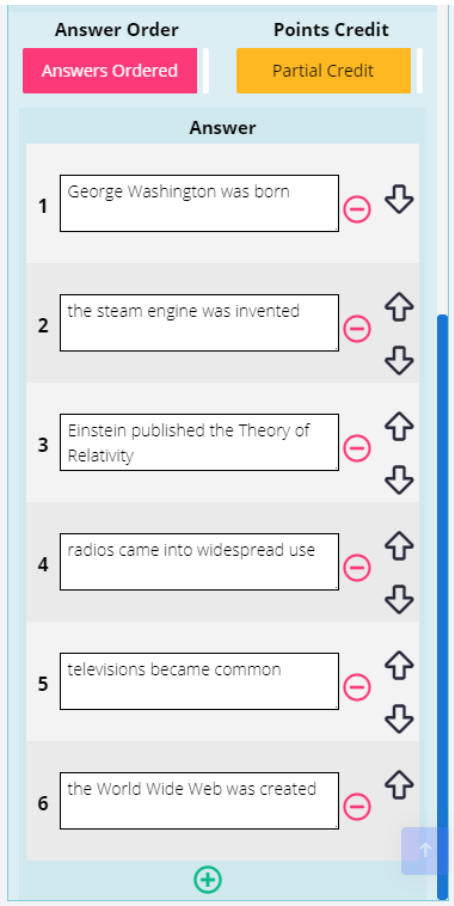
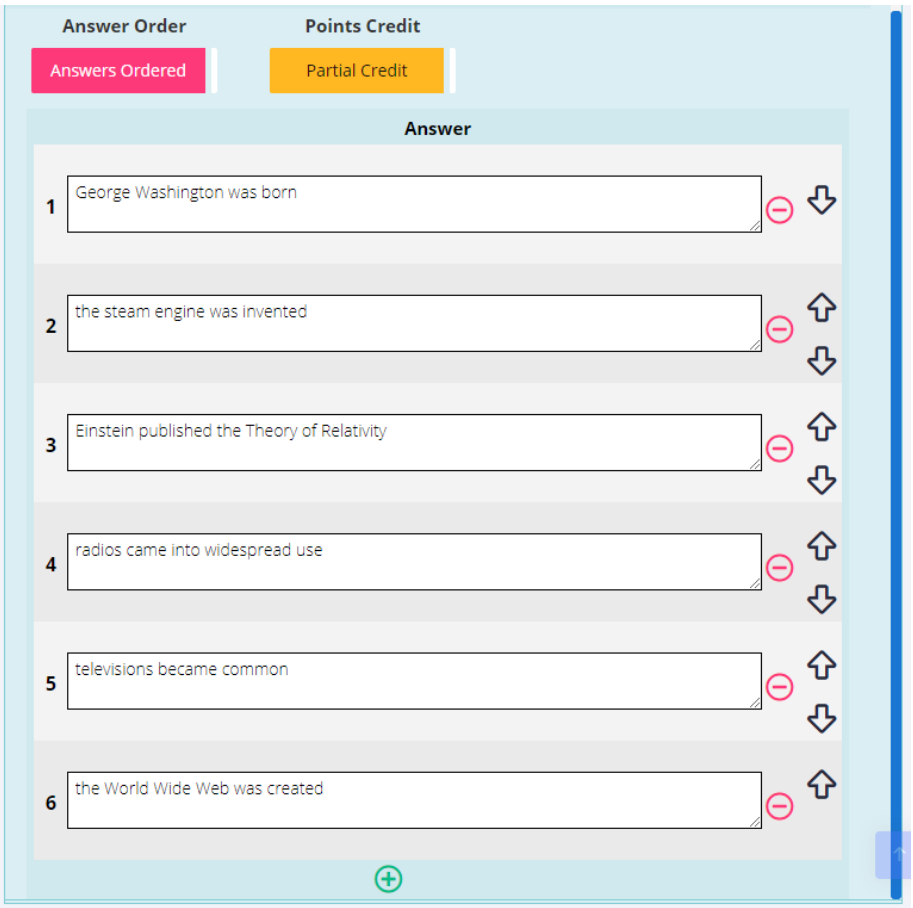
Ordering (cont'd)

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.

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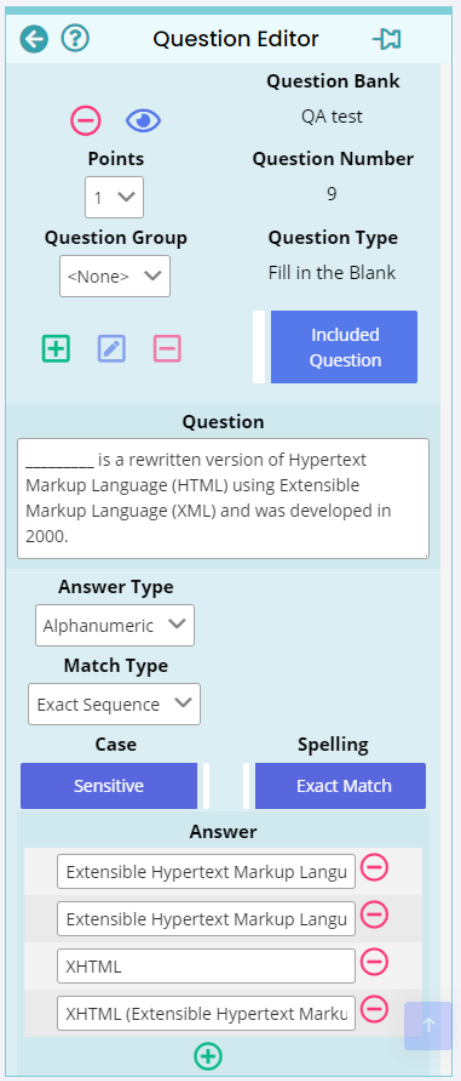
Fill in the Blank

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)

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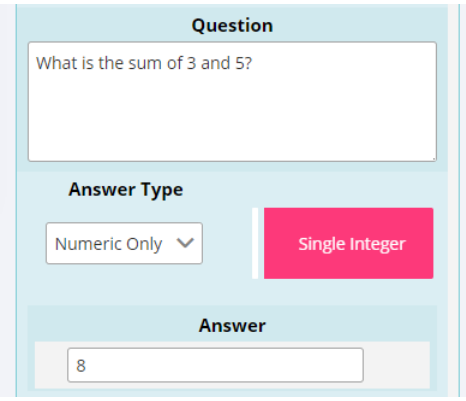
For Answer Type **Alphanumeric**, Match Type has 3 matching selection types:

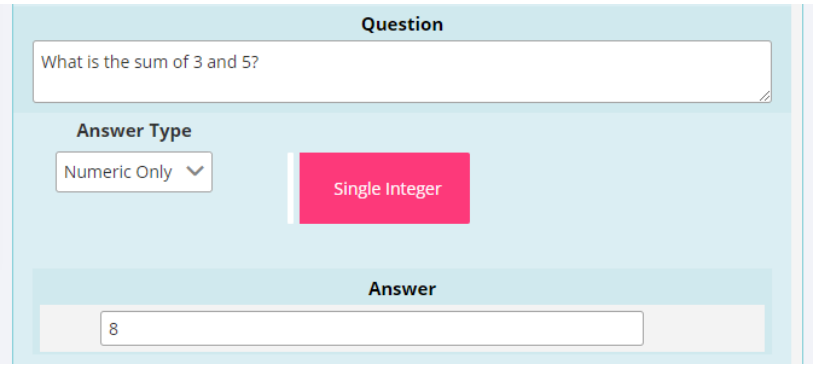
1. **Contains All Words**
   The student's response must contain all the words in any Answer.
2. **Contains Any Words**
   The student's response may contain any one words in any Answer.
3. **Exact Sequence**
   The student's response must an exact match for any Answer.

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

Mobile

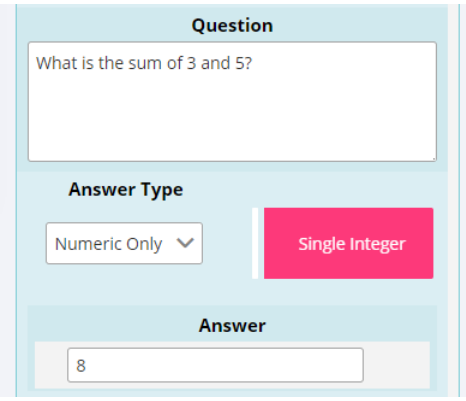


Desktop

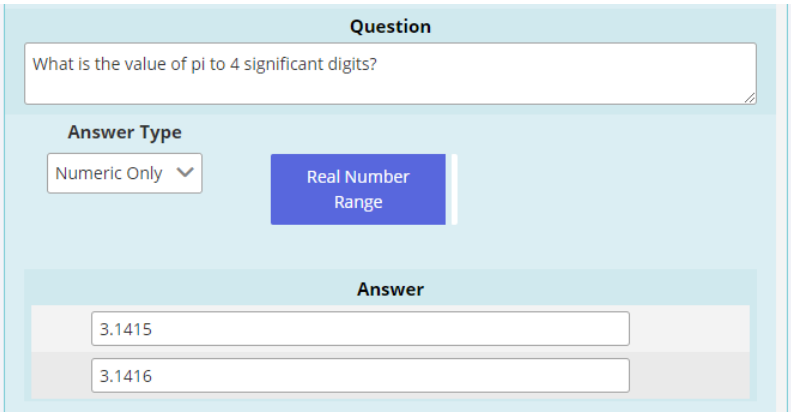


For Answer Type **Numeric Only**, the answer is evaluated as a real number. Since a real number can have an infinite number of decimal digits, the answer must be specified as fitting between a minimum and maximum value.

Mobile



Desktop



Click ⊕ to add an Answer.

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

(continued on next page)

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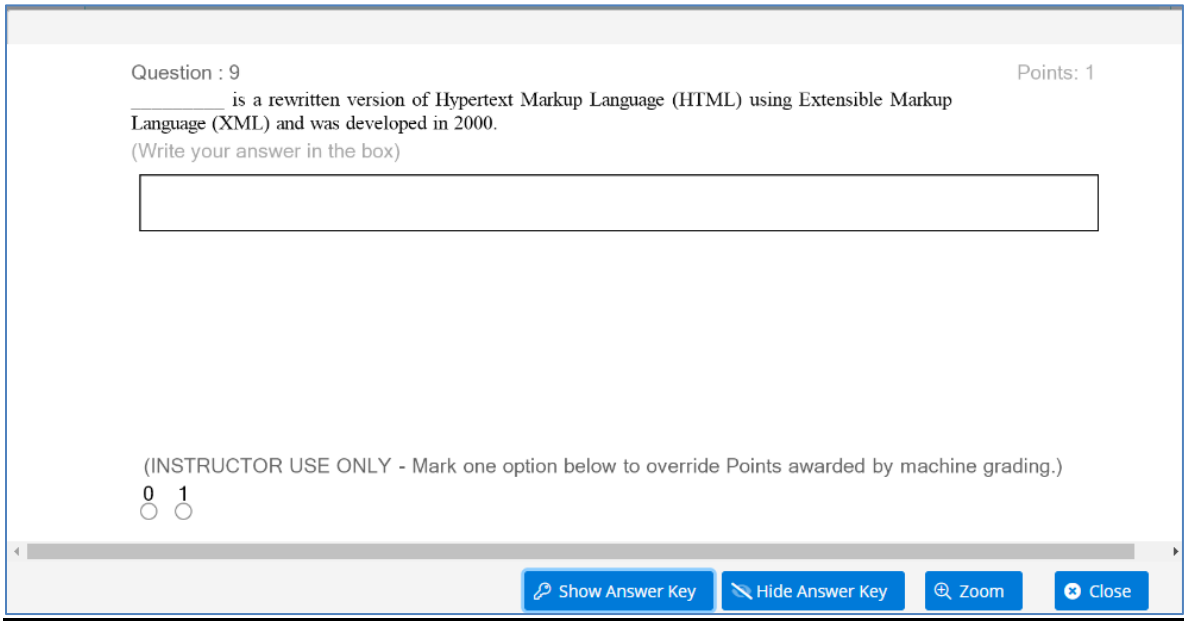
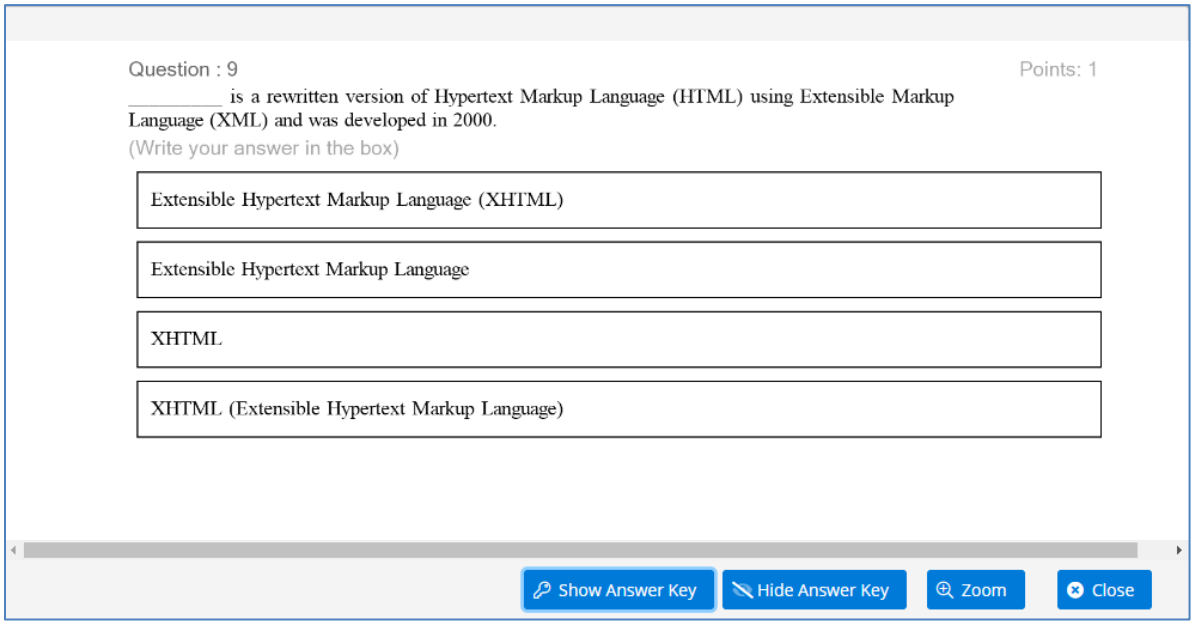
Click to see a preview of the Question as it will appear when rendered on an assessment.



Click Show Answer Key to see the Answer Key.



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.

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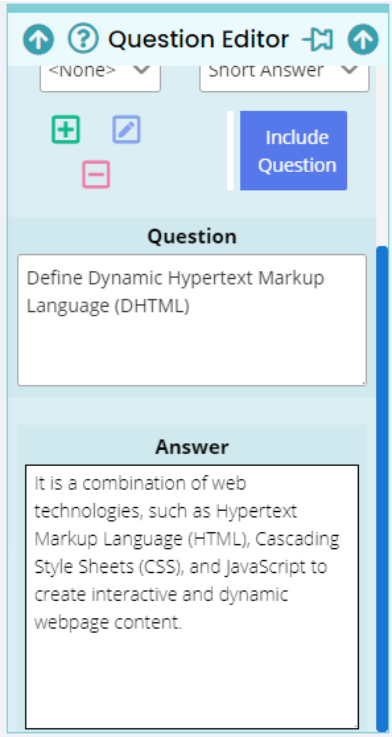
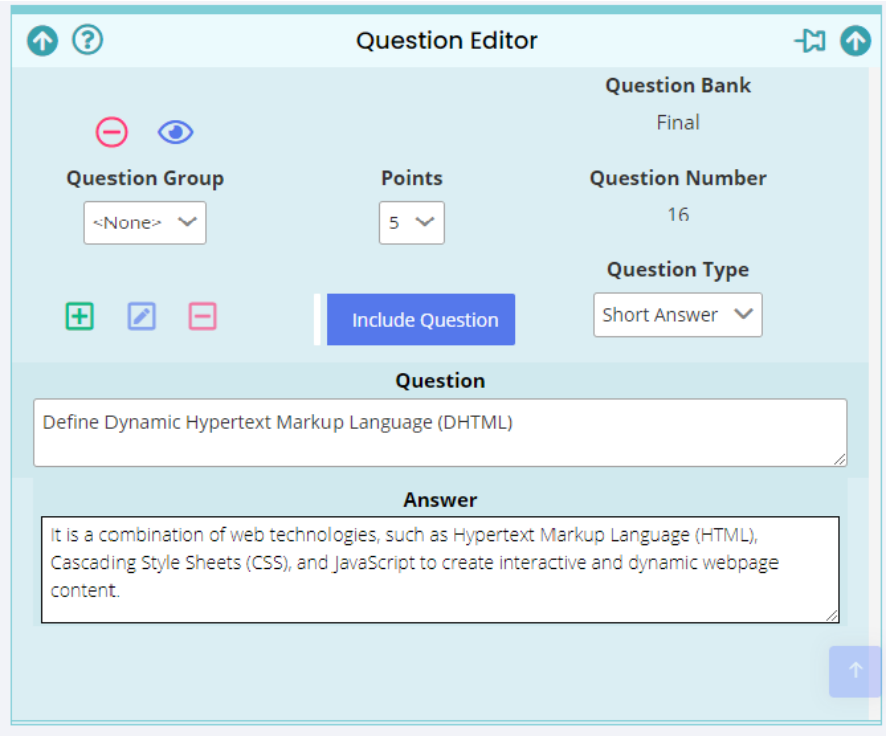
Short Answer

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.

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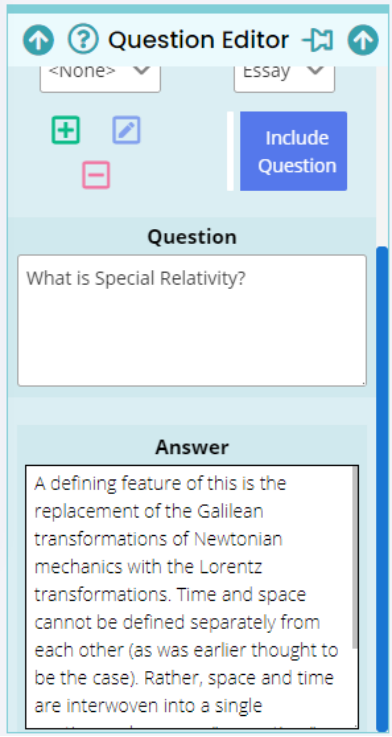
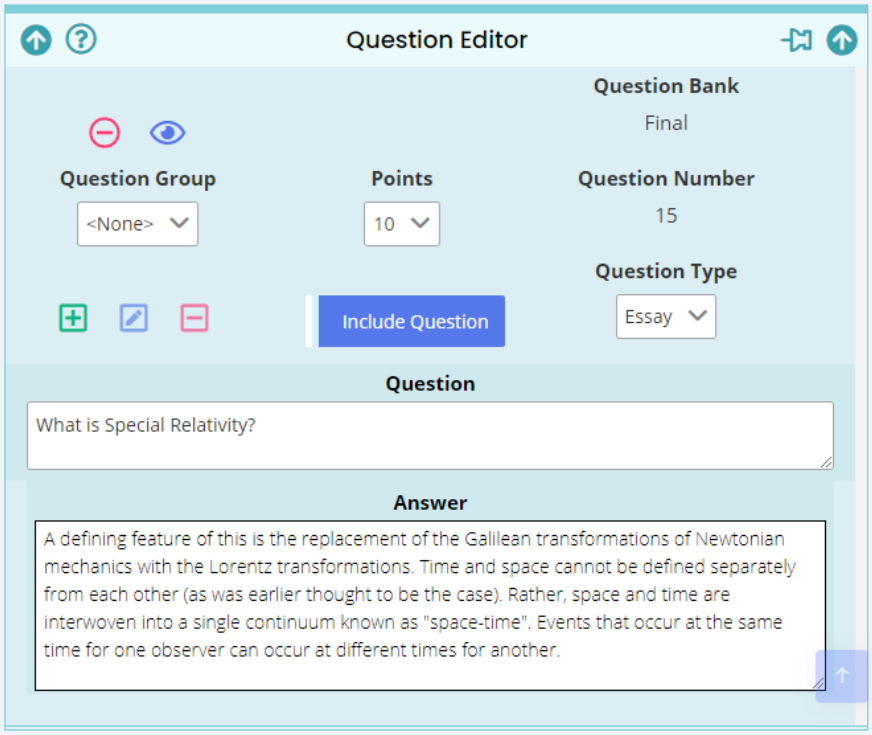
Essay

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.

Next step: Create an Assessment.

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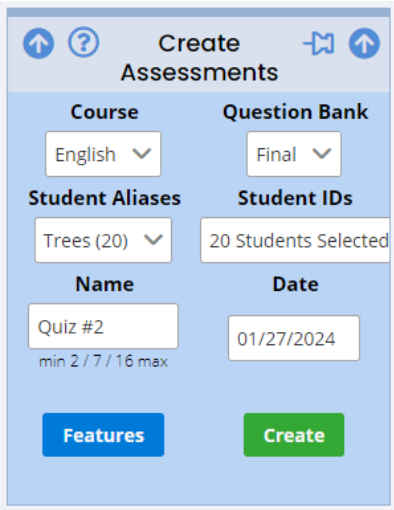
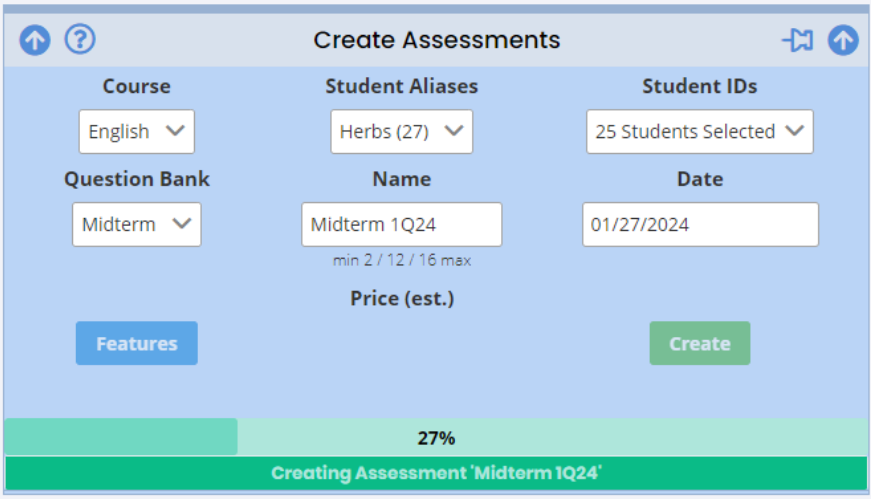
Create Assessments

Mobile



Desktop



The **Course** list contains Courses that have at least one Question Bank.

The **Question Bank** list identifies Question Banks for the selected Course.

The **Student Aliases** list contains groups of names that are used to anonymously identify Students.

The **Student IDs** list contains the names of things in Student Aliases.

Select an appropriate **Student Aliases** group and the number of **Student IDs** to be generated.

Deselect Students the number of Students taking the Assessment exceeds the number in the list.

Student names cannot be entered in Basic Edition.

Upgrade to Professional Edition if actual student names are required.

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 a Preview Assessments for 2 randomly selected Students.
5. A progress bar will appear. Created Assessments appear in the **Assessment Previews** frame.

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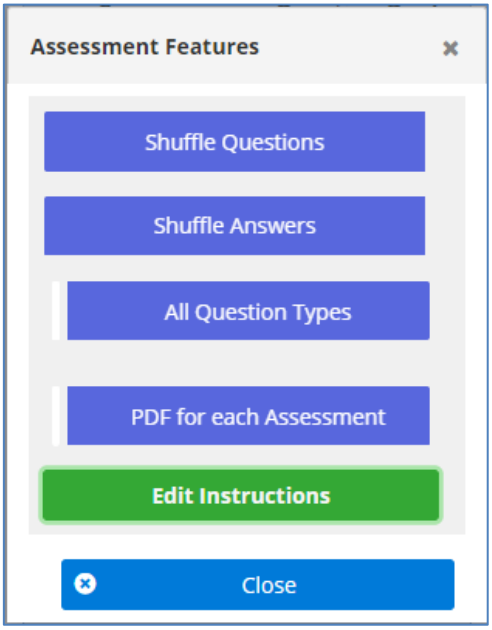
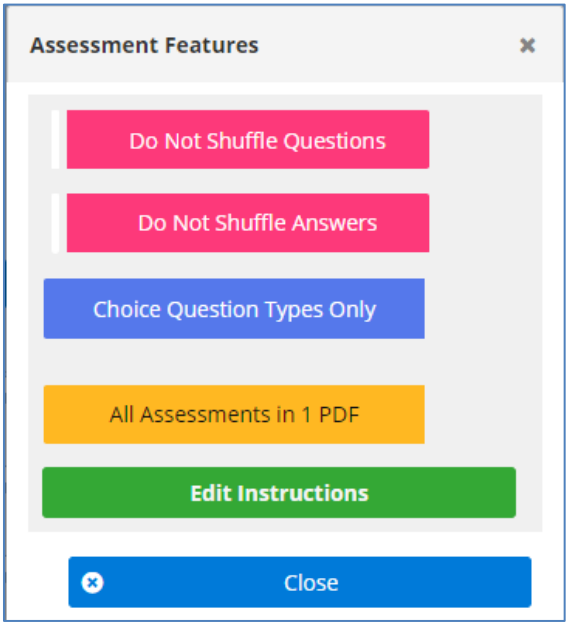
Assessment Features

Default Selections



Alternate Selections



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.

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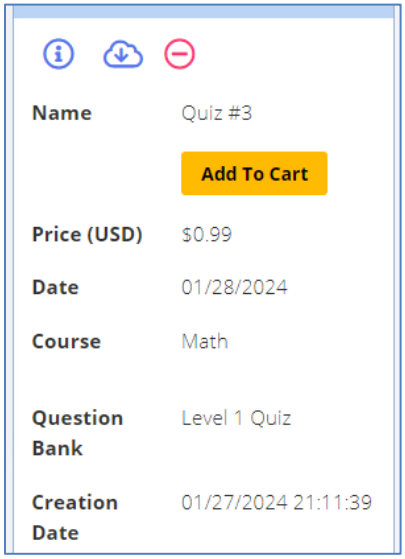
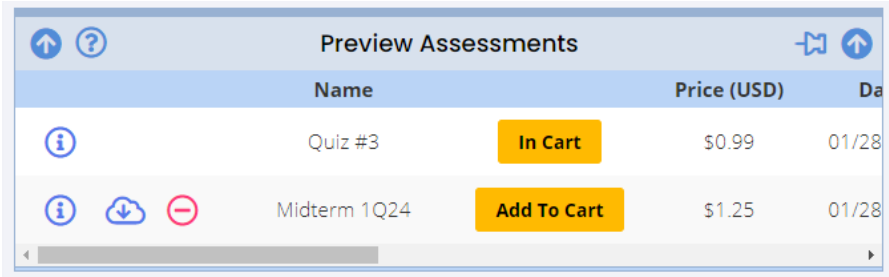
Preview Assessments

Mobile



Desktop



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.

You can create as many Assessments previews as required until you are satisfied with the features you want applied to your Assessment. 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.

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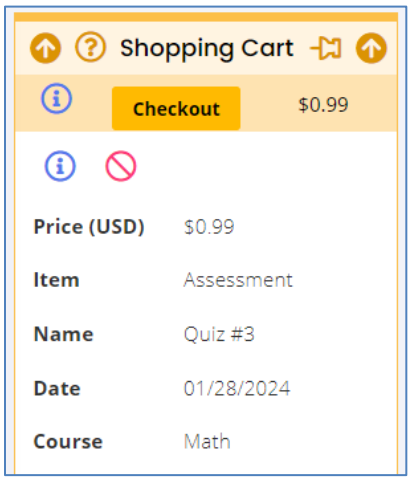
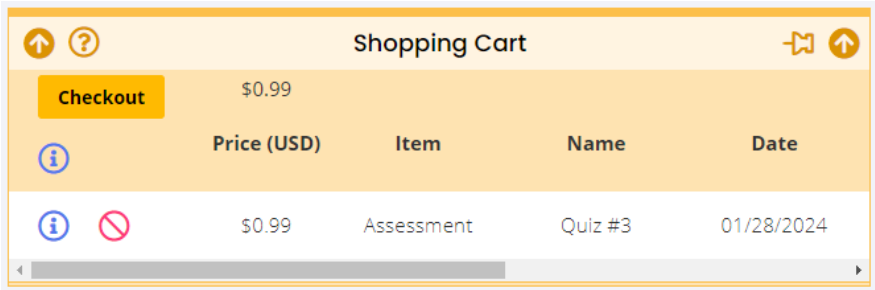
Shopping Cart

Mobile



Desktop



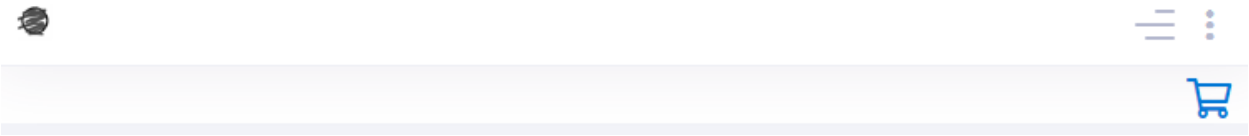
Click ⓘ to view summary order information.

Click 🚫 to remove items from the Shopping Cart.

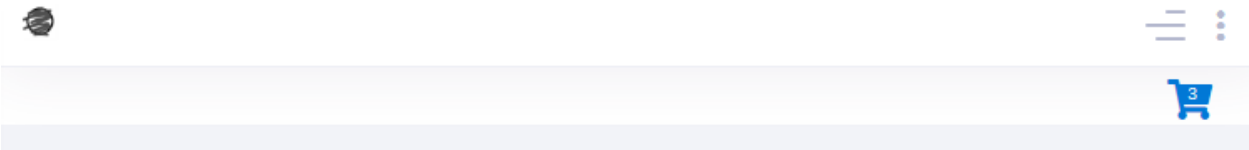
Assessments are returned to the Assessment Preview frame.

Click 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.

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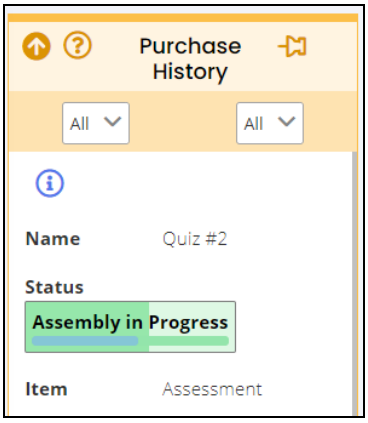
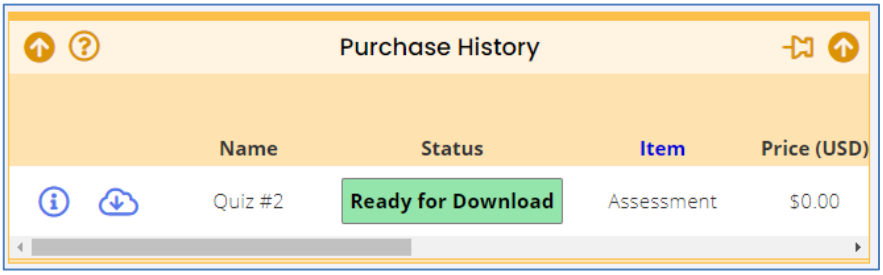
Purchase History

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)

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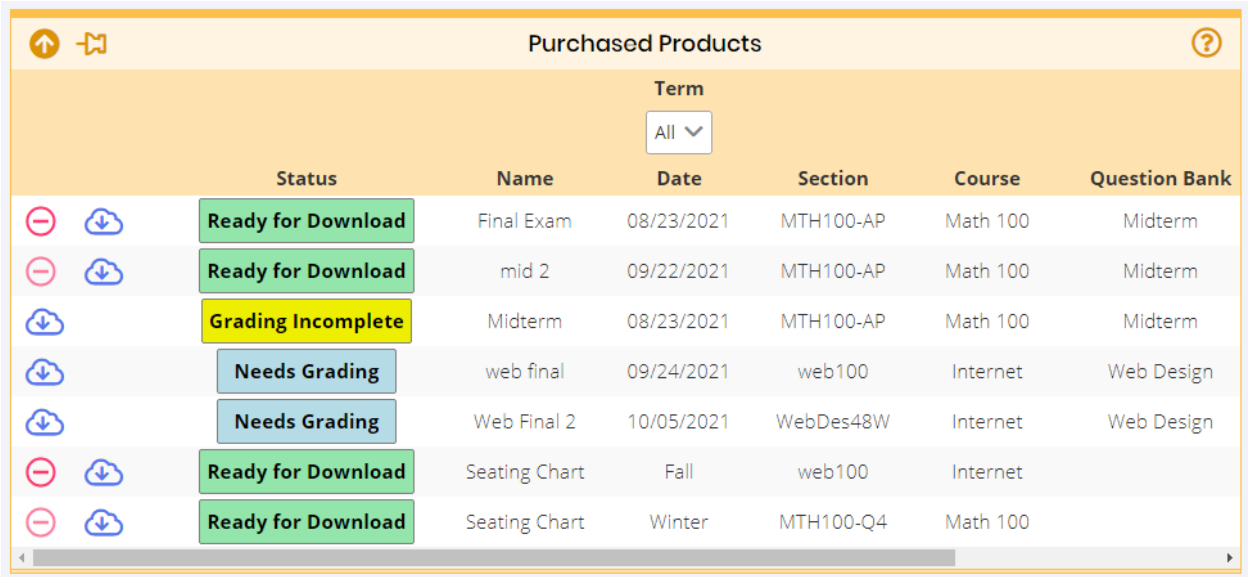
Purchase History (cont'd.)



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.

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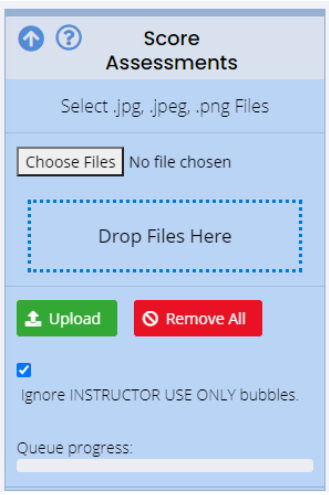
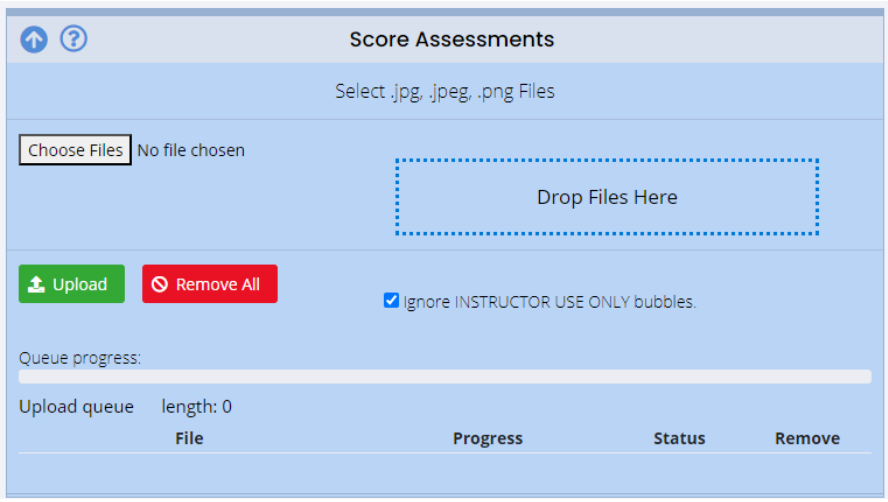
Score Assessments

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)

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Scenario 5: Scan pages to USB memory stick

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

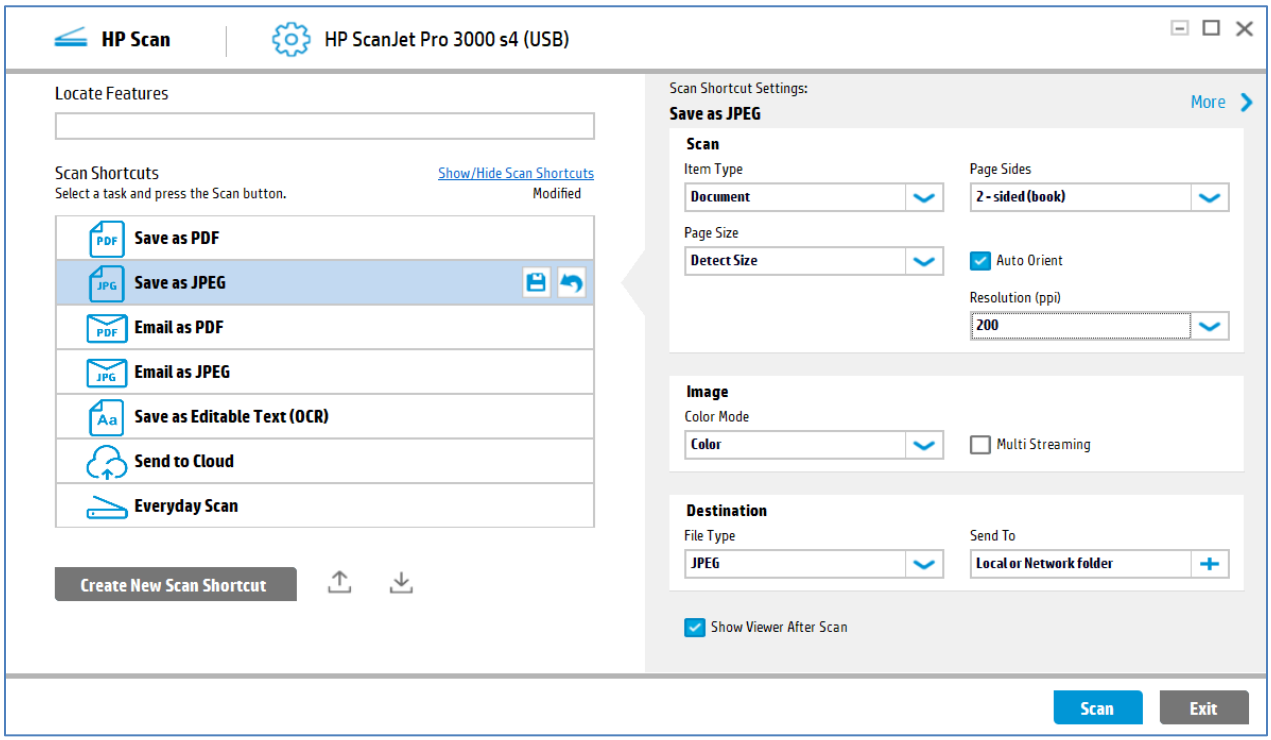
- Output Color: Color
- Paper Size: Letter
- Image Type: JPEG or PNG
- Scan Resolution: 200

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.

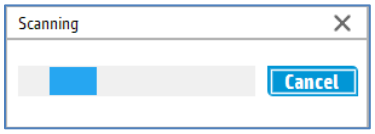
Use a scanning software application on your computer

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.



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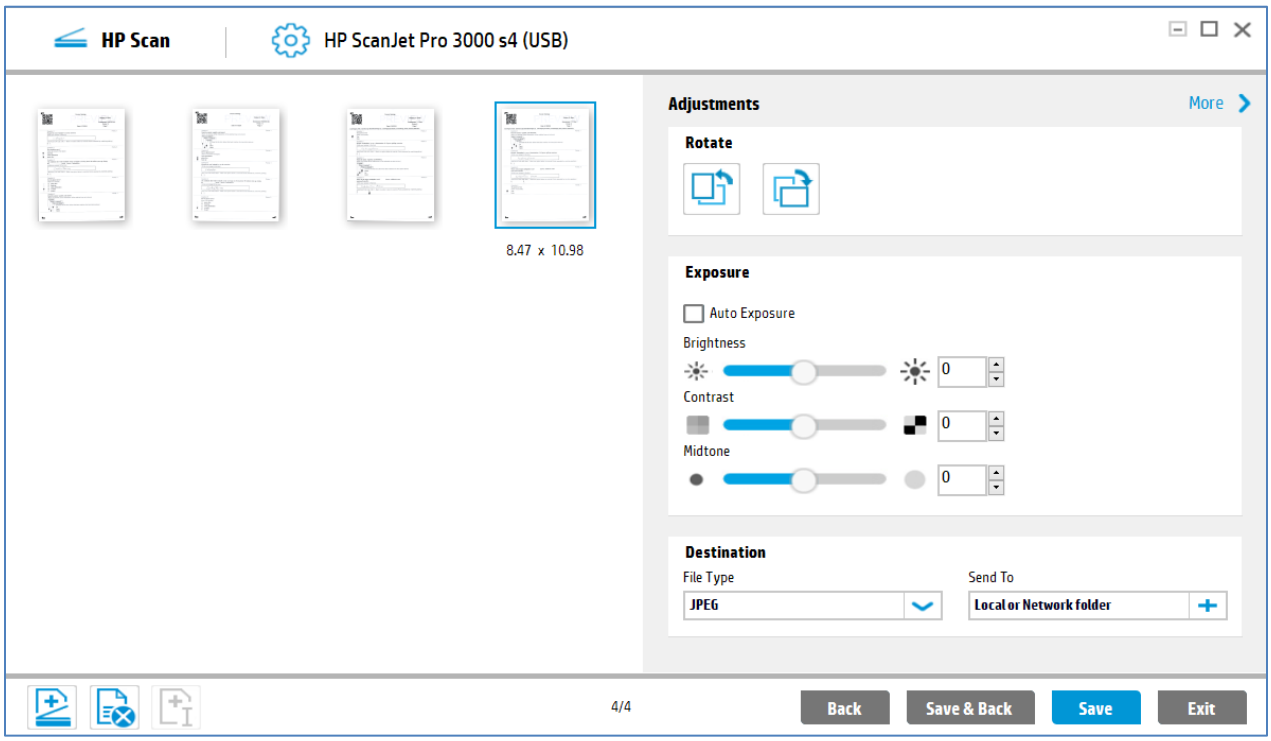
When scanning the page is complete, click Save. Give the file a unique name. Click the Back button.



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)

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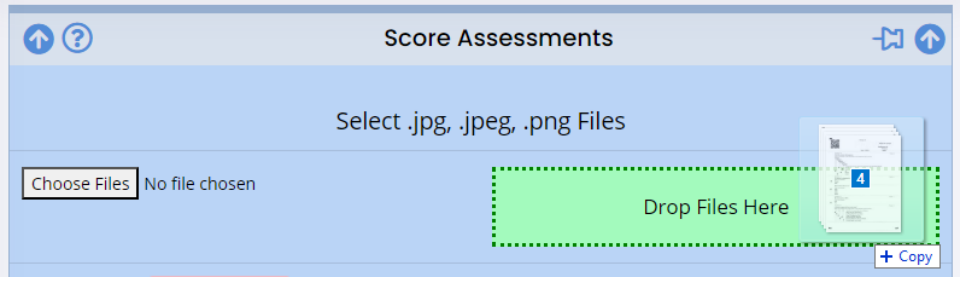
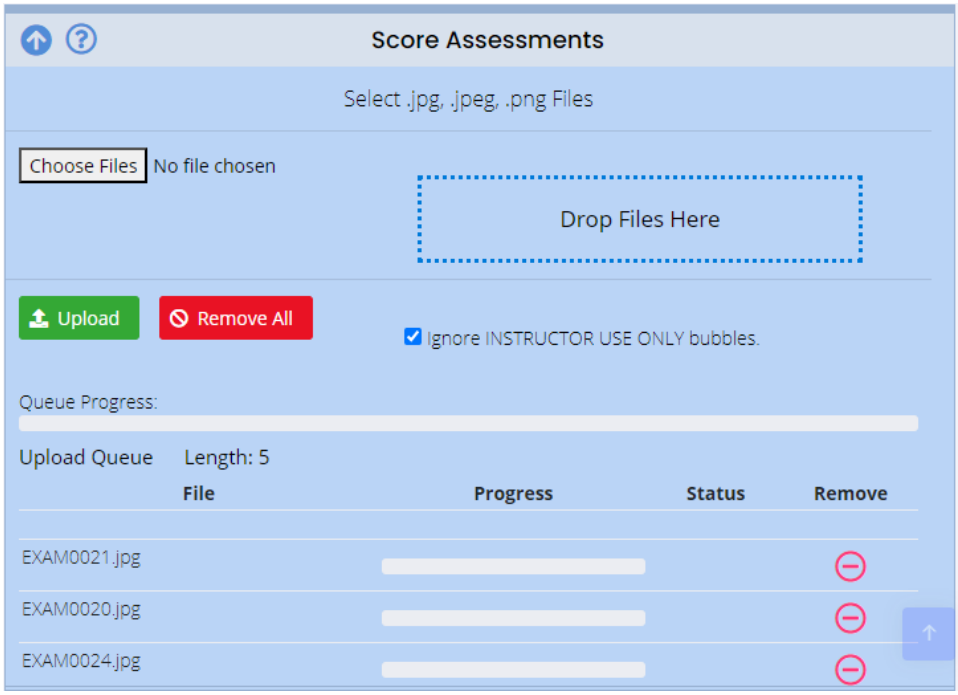
When all Assessment pages have been scanned the files can be sent to GradeScan for grading.

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 unchecked.

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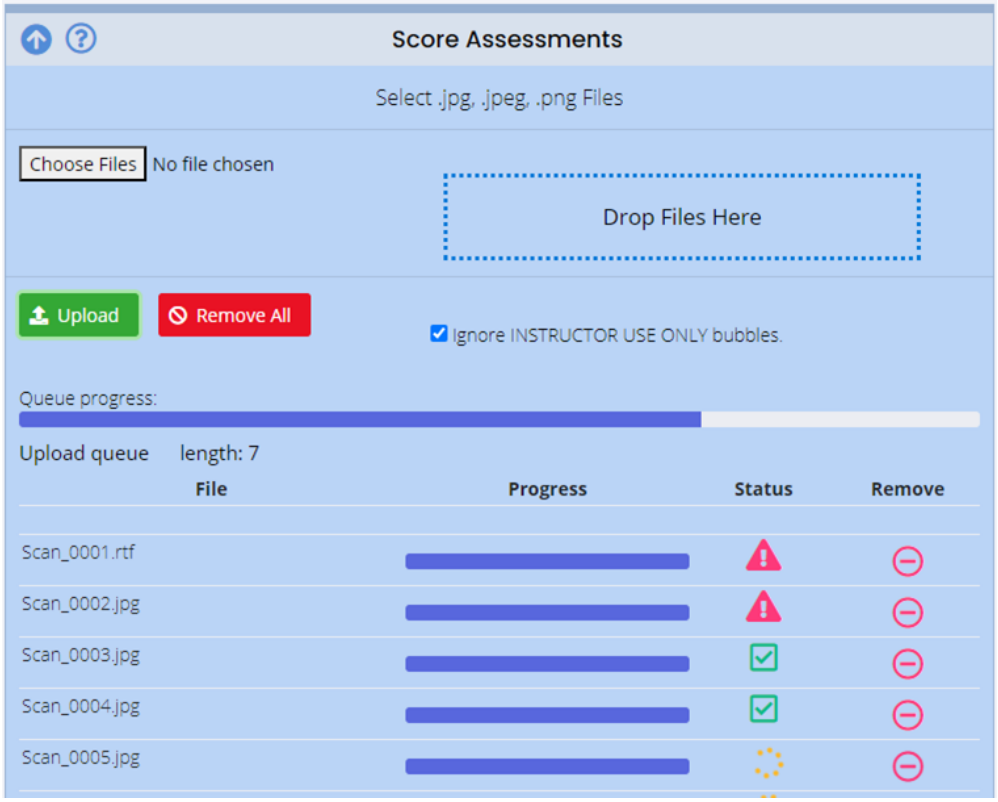

Hover the mouse over a Status icon for more information about the file.
Press and hold a Status icon for a tooltip with more information about the file.

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.

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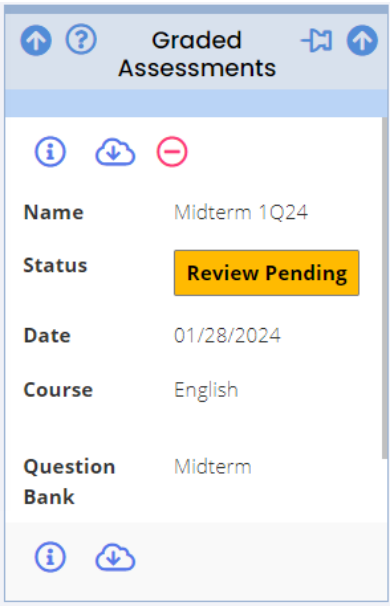
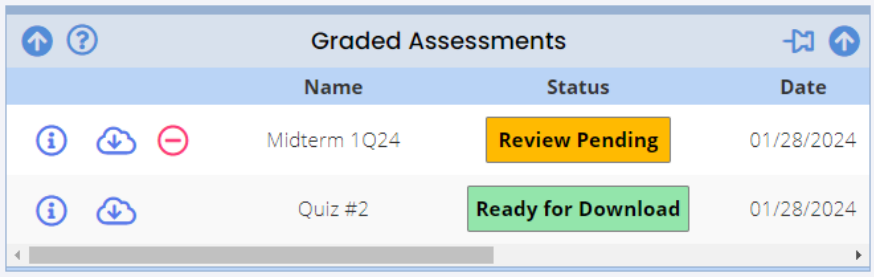
Graded Assessments

Mobile



Desktop



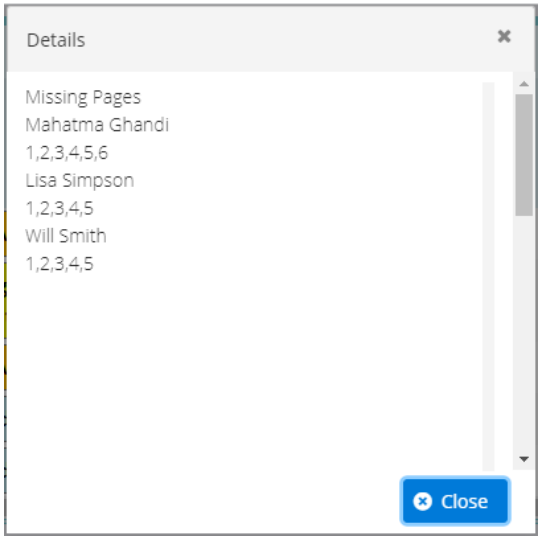
Graded Assessments displays the Assessments that have been created and downloaded.

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.



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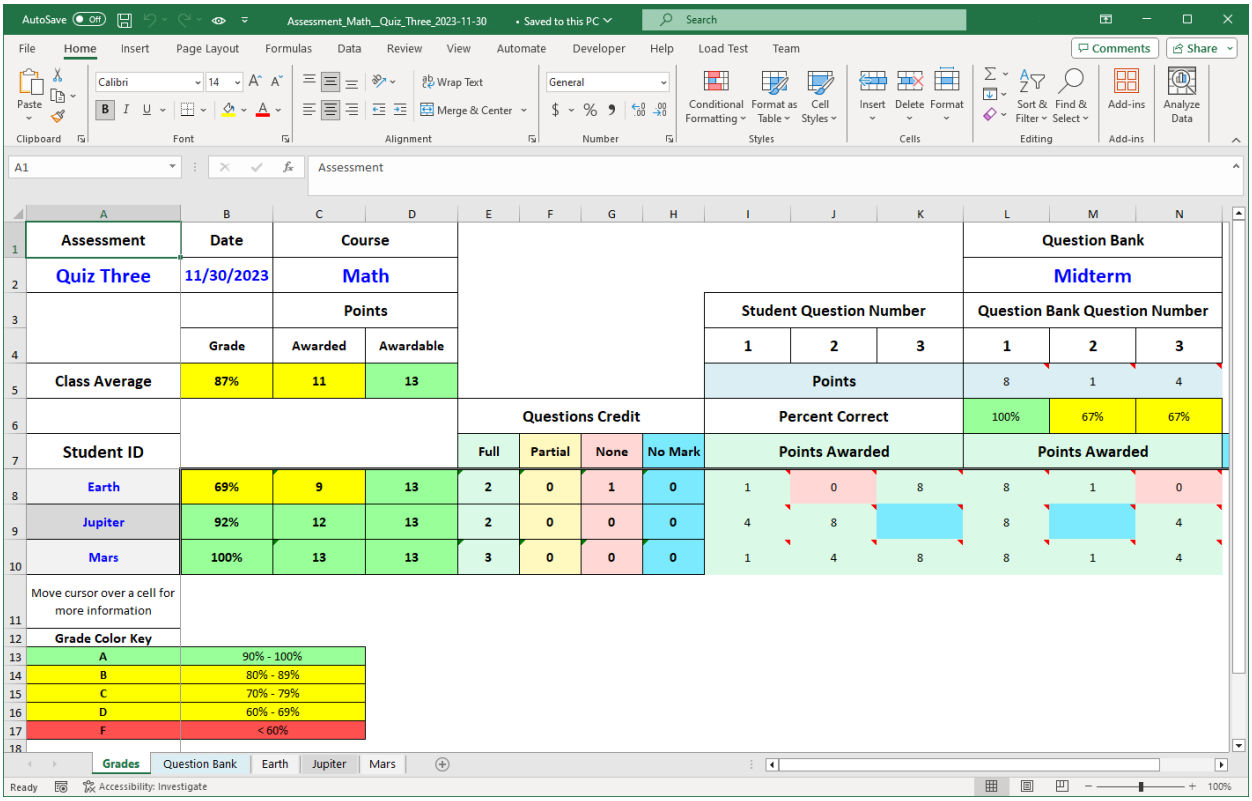
Click to download a grade report.

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



Assessment	Date	Course									Question Bank		
Quiz Three	11/30/2023	Math									Midterm		
		Points						Student Question Number			Question Bank Question Number		
	Grade	Awarded	Awardable					1	2	3	1	2	3
Class Average	87%	11	13					Points			8	1	4
				Questions Credit				Percent Correct			100%	67%	67%
Student ID				Full	Partial	None	No Mark	Points Awarded			Points Awarded		
Earth	69%	9	13	2	0	1	0	1	0	8	8	1	0
Jupiter	92%	12	13	2	0	0	0	4	8		8		4
Mars	100%	13	13	3	0	0	0	1	4	8	8	1	4

Move cursor over a cell for more information

Grade Color Key	
A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	< 60%

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.

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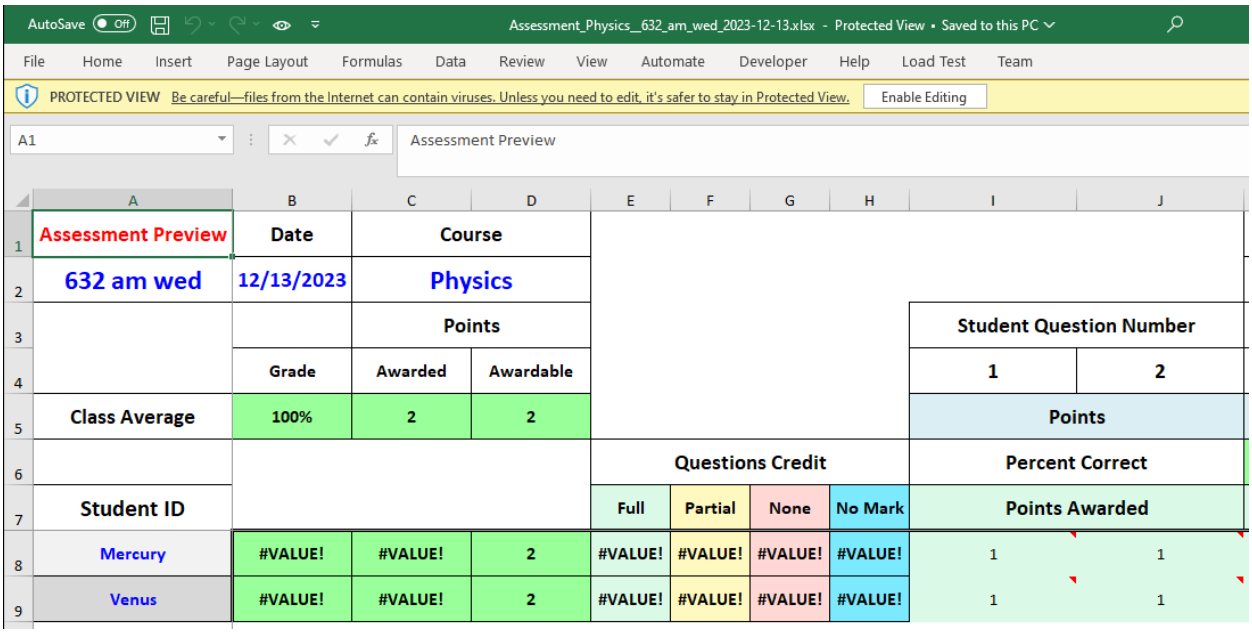
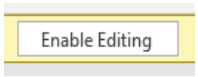
If the grade report looks like this…



	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					1	2
5	Class Average	100%	2	2					Points	
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

…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, <u>not</u> 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					1	2
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 from publishing your Assessment questions and answers on a public forum.

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Assessment Administration Scenarios

1. **Single Assessment**
   - In the Classroom:
     - Ensure electronic devices are not accessible.
     - Distribute Assessments
       - Hand the Assessment 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:
     - Log in to GradeScan
     - Scan Assessments (see **Score Assessments**)
     - Download Grade Report (see **Graded Assessments**)
       - Re-scan any pages missing from the report.

2. **Multiple Assessments – when a scanner is shared by multiple users**
   - In the Classroom – same as **Single Assessment**.
   - In the 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.
     - Owner/Users of Assessment Courses:
       - Log in to GradeScan.
       - Download the Grade Report (see **Graded Assessments**)
       - Re-scan pages missing from the report.

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3. **Maintaining Student confidentiality – obscuring personally identifiable information**
   - GradeScan Basic Edition does not have any facility to enter a student name. If you want the ability to enter actual student names, upgrade to Professional Edition or higher.
   - Select a Student Alias group (Fruits, Trees, Flowers, etc.) Enable/disable Student IDs for the number of students that will be taking the assessment.
   - When creating an assessment, two Instructions pages are created, one for the student and one for the instructor. On the Instructions page to be handed in with the assessment a space for the student to write their real name is provided:

     Name (last, first) _____

     The first Instructions page is the instructor's cross-reference of the Student ID Alias assessment and an identifiable student.
   - The second Instructions page is for the student to keep contains their Student ID Alias. Encourage students to keep their Student ID confidential. The QR Code on the page can be used to obtain the grade for only that Assessment.
   - 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 scan an Instruction page no image is retained. GradeScan discards all images lacking a GradeScan QR Code.
   - Download a grade report for the assessment with Student ID aliases.
   - Enter grades into your grading system using the instructor's cross-reference pages.

4. **Timing – when to prepare the Assessment**
   - GradeScan recommends the following.
     a. Create a short quiz (2 – 4 pages) to give to your students if you are a first-time user.
     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.

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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.

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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

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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.

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