

# GradeScan



When Integrity Matters®

# USER GUIDE

Basic Edition

February 12, 2025

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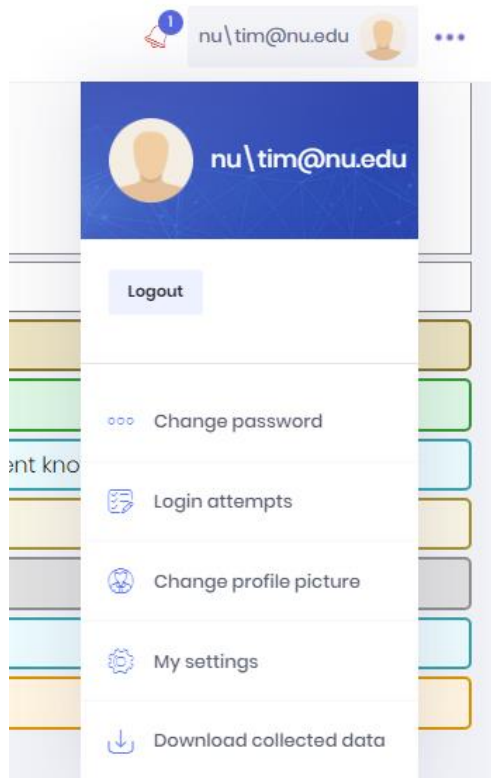
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## Introduction

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


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 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](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>.

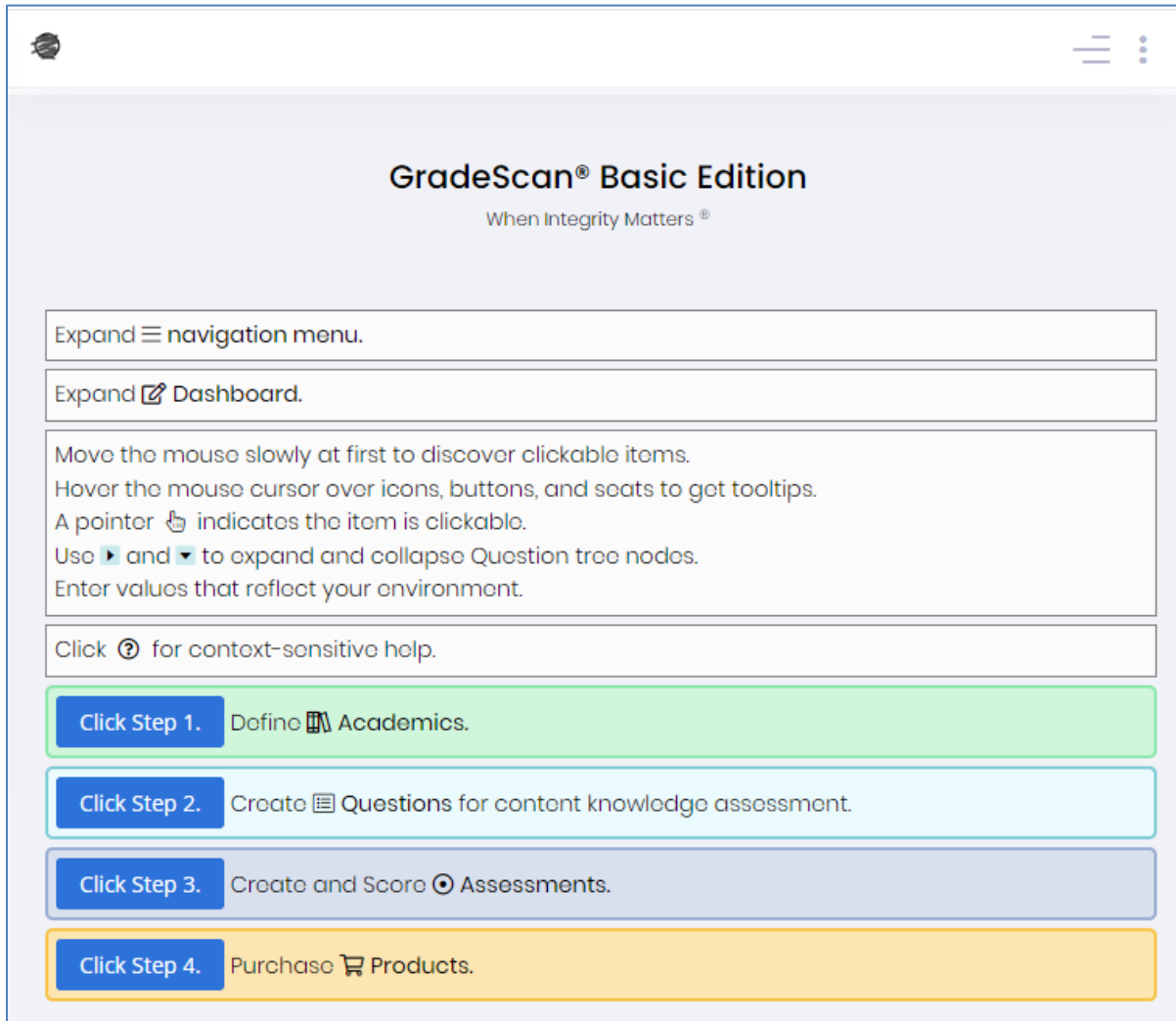
There is no charge for support.

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<sup>1</sup> Registered trademark of Blackboard, Inc.

## Quick Start





Follow the instructions on the Welcome page.



The screenshot shows the GradeScan Basic Edition interface. At the top, the title "GradeScan® Basic Edition" is displayed with the tagline "When Integrity Matters®". Below the title, there are several instructional callouts in white boxes with colored borders:

- 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.

Below these callouts are four colored buttons, each with a step number and an instruction:

- Click Step 1.** Define  Academics.
- Click Step 2.** Create  Questions for content knowledge assessment.
- Click Step 3.** Create and Score  Assessments.
- Click Step 4.** Purchase  Products.

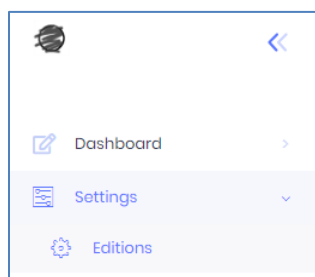
Click the colored buttons Step 1 through Step 4.

## 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>





















## 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.

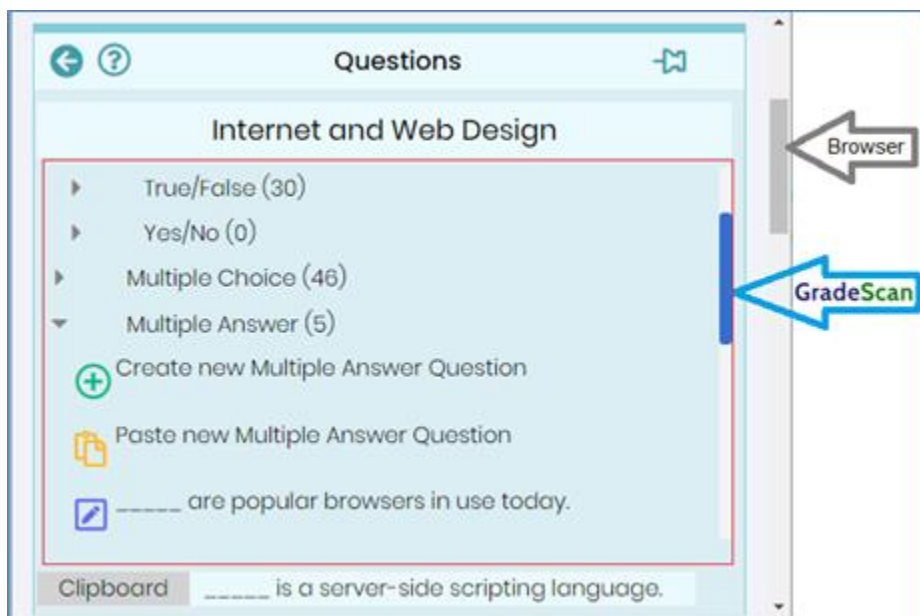
Use your browser's Zoom setting for additional UI scaling.

  Shopping Cart	  Create Assessments
  Purchase History	  Preview Assessments
  Courses	  Score Assessments
  Question Banks	  Graded Assessments
 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.

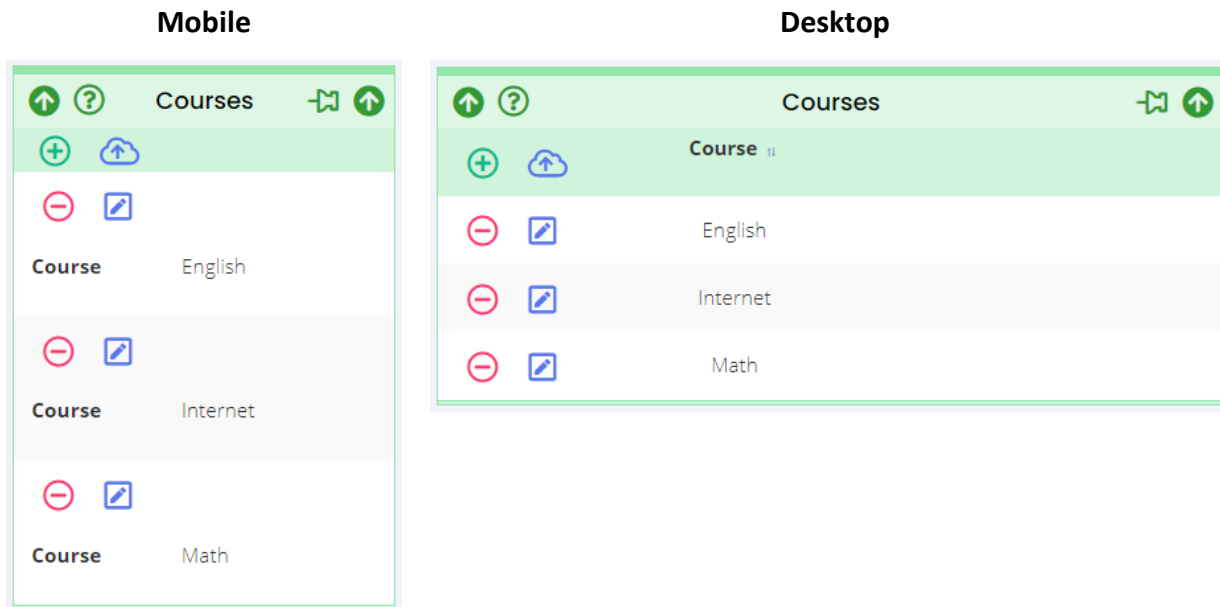



# Courses


## 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 label 'Course' followed by a text input field containing the word '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' with a circular arrow icon and 'Save' with a checkmark icon.

Enter the Course name.

Below the text entry box are 3 numbers:

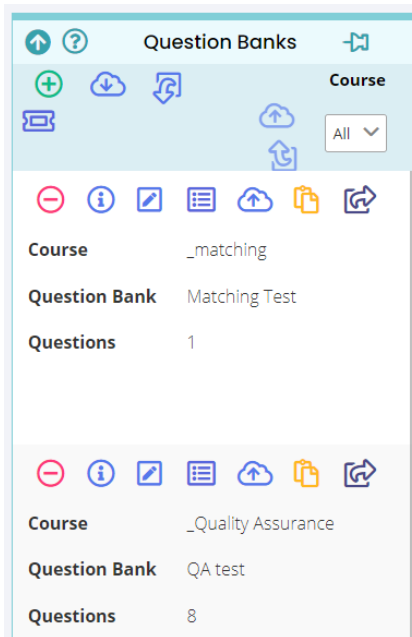
Minimum characters required / Current number of characters / Maximum characters allowed.

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

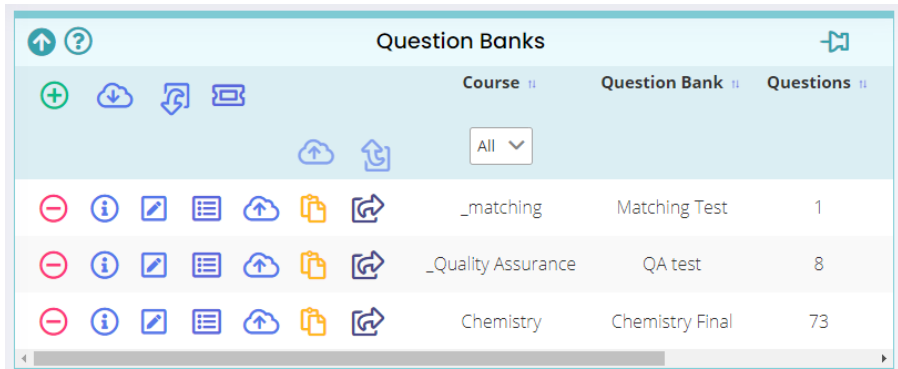
# Question Banks


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.

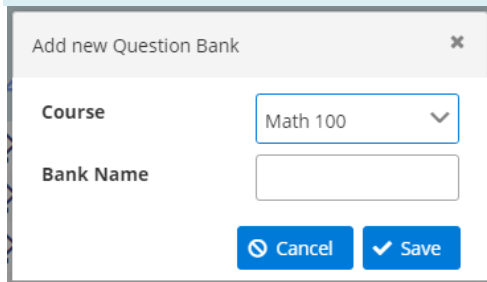
The Clipboard is automatically populated with the most recent Question Bank.

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

**(more on next page)**



Click  to enter a Question Bank name for a Course.




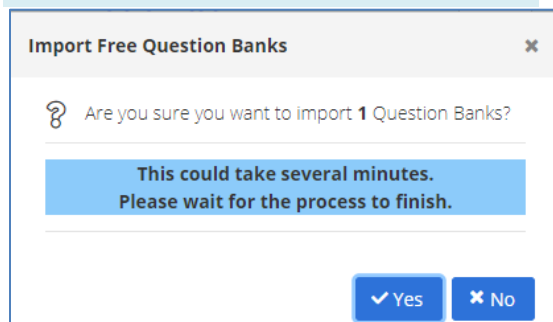
The dialog box is titled "Add new Question Bank" with a close button (X) in the top right corner. It contains two input fields: "Course" with a dropdown menu showing "Math 100" and a "Bank Name" with an empty text box. At the bottom, there are two buttons: "Cancel" with a circular arrow icon and "Save"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




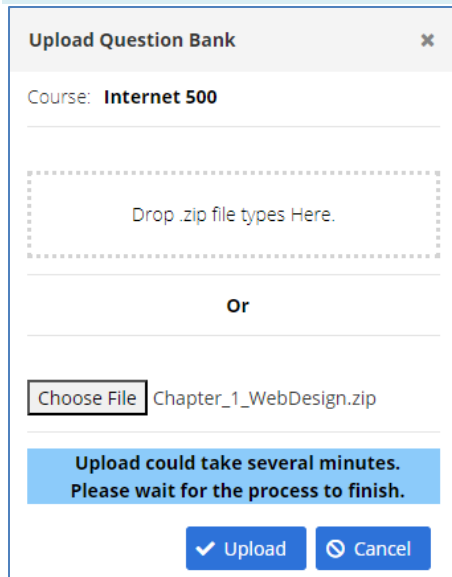
The dialog box is titled "Import Free Question Banks" with a close button (X) in the top right corner. It contains a question mark icon followed by the text "Are you sure you want to import 1 Question Banks?". Below this is a blue box with the text "This could take several minutes. Please wait for the 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.

**(more on next page)**

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).

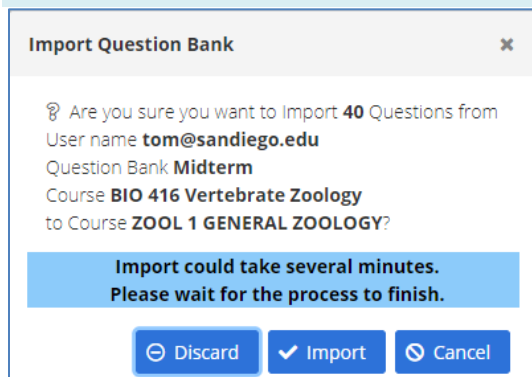
Drag-and-drop or **Choose File** for the Course's Question Bank questions.

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.

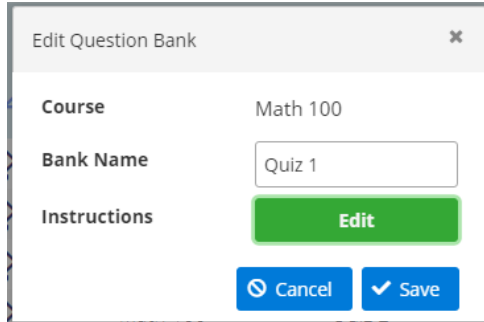


A Course must be selected for the  icon to enable (mouse-over for tooltip).

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)**

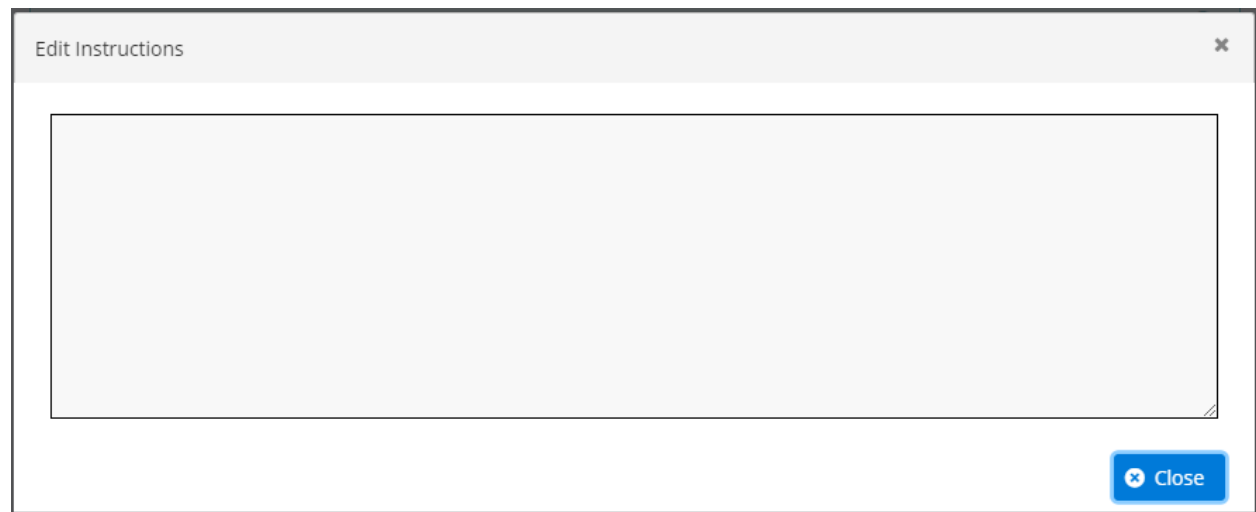
Click  to change the name of the Question Bank, or to edit the default Instructions page for an Assessment sourcing Questions from this Question Bank.



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 rectangular 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.

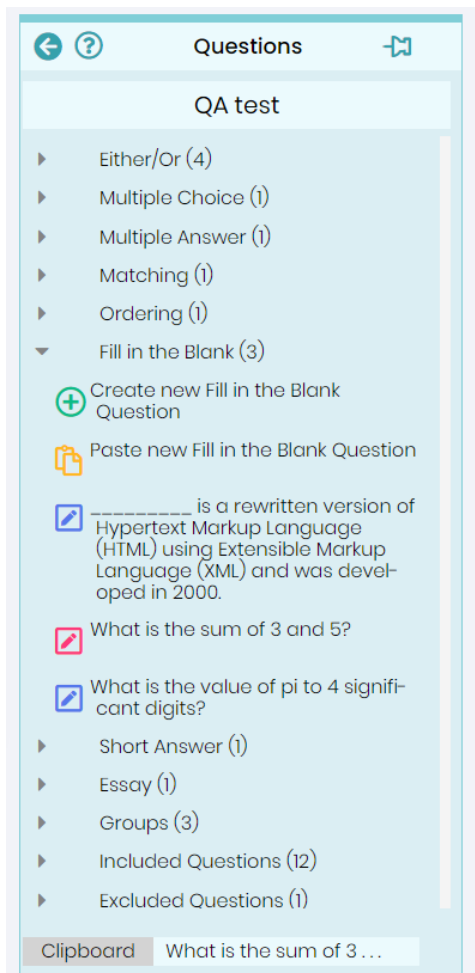
Click  to create a new Questions of the selected type.

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

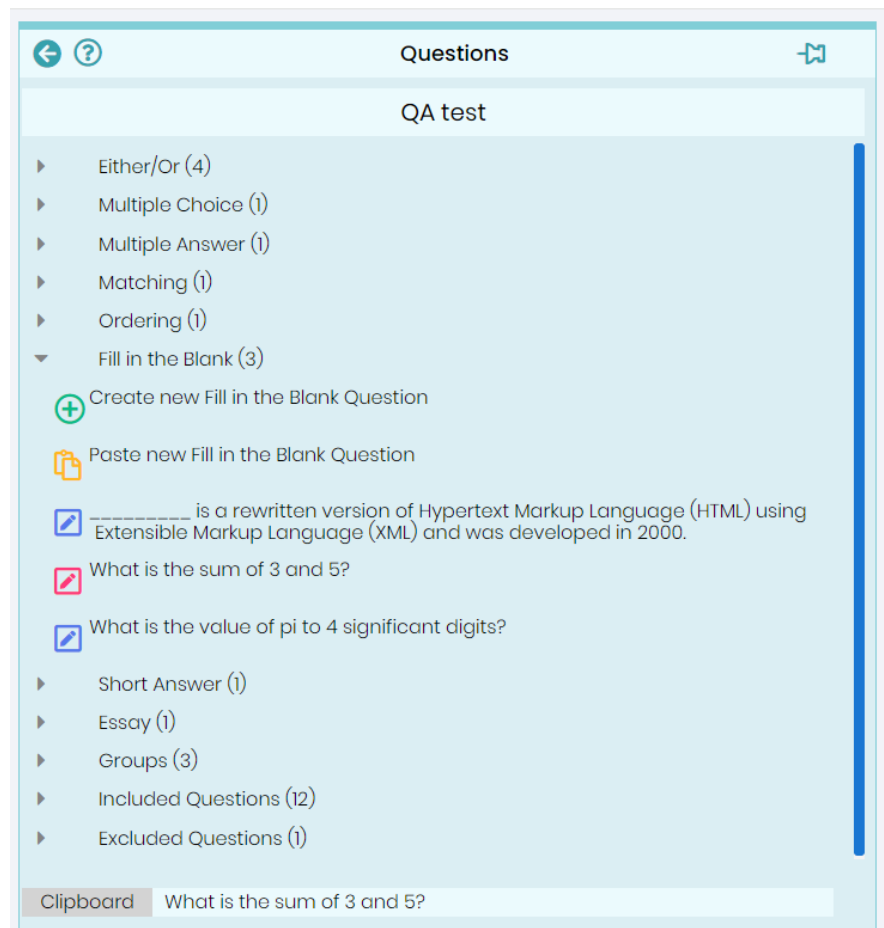
## Questions

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.

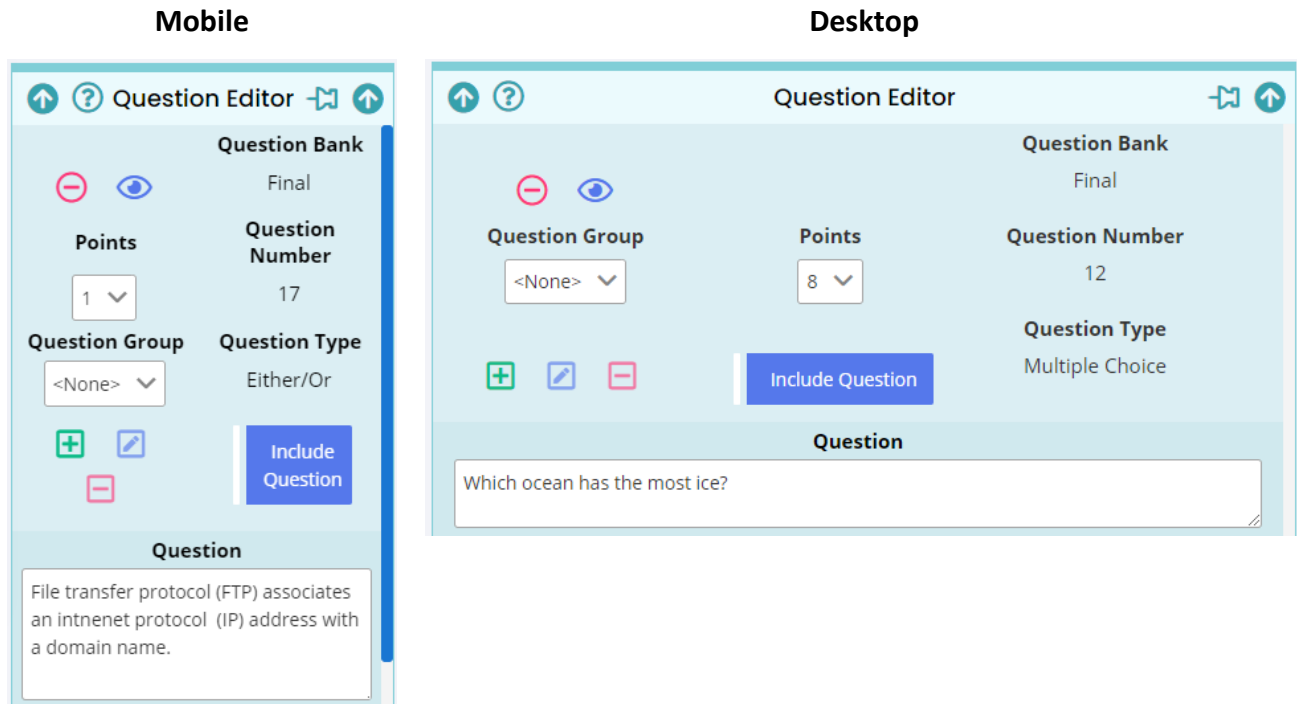
Click + to create a new Question.

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 currently set to 'Agree/Disagree'. Below this is a section titled 'Answer' containing two radio button options: 'Agree' and 'Disagree'. The 'Disagree' option is selected, indicated by a filled black circle.


### Desktop

The desktop interface shows a light blue header with the text 'Answer Type' and a dropdown menu currently set to 'Right/Wrong'. Below this is a section titled 'Answer' containing two radio button options: 'Right' and 'Wrong'. The 'Right' option is selected, indicated by a filled black circle.


Click ☐ or ☒ to identify the correct ☒ Answer.

Select an Answer Type from the drop down selector.

A dropdown menu titled 'Answer Type' is shown. The menu is open, displaying several options: 'Right/Wrong' (selected and highlighted in blue), 'Agree/Disagree', 'Right/Wrong', 'True/False', and 'Yes/No'. Each option has a small downward arrow next to it.

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

A 'Preview Question' window is shown. It contains the text: 'Question : 7', 'The Internet is widely used today.', and '(Mark one answer)'. Below this text are two radio button options: 'Agree' and 'Disagree'. At the bottom of the window, there 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

Question Editor

Answer Order

Shuffle Answers

Answer

- ☒ Arctic
- ☐ Atlantic
- ☐ Pacific
- ☐ Indian

## Desktop

Answer Order

Do Not Shuffle

Answer

- ☒ A Arctic
- ☐ B Atlantic
- ☐ C Pacific
- ☐ D Indian

+

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.

Preview Question

Question : 12

Which ocean has the most ice?

(Mark one answer)

- ☐ A Atlantic
- ☐ B Arctic
- ☐ C Pacific
- ☐ D Indian

Show Answer Key Hide Answer Key Zoom Close

Click to return to the Question Bank when finished.

# Multiple Answer

## Mobile

The mobile interface shows a question titled 'Multiple Answer'. At the top, there are two tabs: 'Answer Order' and 'Points Credit'. Under 'Answer Order', the 'Answers Shuffled' tab is selected. Under 'Points Credit', the 'All or Nothing' tab is selected. Below these tabs, there is a list of five answer options: 'cat', 'carrot', 'shale', 'granite', and 'carbon'. Each option has a checkbox to its left and a red minus sign in a circle to its right. The 'shale' and 'granite' options are currently selected, indicated by dark blue checkboxes. At the bottom of the list, there is a green plus sign in a circle and a blue arrow pointing up.

## Desktop

The desktop interface shows a question titled 'Multiple Answer'. At the top, there are two tabs: 'Answer Order' and 'Points Credit'. Under 'Answer Order', the 'Answers Shuffled' tab is selected. Under 'Points Credit', the 'All or Nothing' tab is selected. Below these tabs, there is a list of five answer options: 'cat', 'carrot', 'shale', 'granite', and 'carbon'. Each option has a checkbox to its left and a red minus sign in a circle to its right. The 'shale' and 'granite' options are currently selected, indicated by dark blue checkboxes. At the bottom of the list, there is a green plus sign in a circle.

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' tab is selected under the 'Answer Order' header. Each option has a checkbox, a text input field, a red minus icon, and a blue arrow icon (up or down). Option C is selected. A green plus icon is at the bottom left, and a blue arrow icon is at the bottom right.

### 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' tab is selected under the 'Answer Order' header. Each option has a checkbox, a text input field, a red minus icon, and a blue arrow icon (up or down). Option C is selected. A green plus icon is at the bottom left.

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 form for creating a matching question. At the top, there are two tabs: 'Answer Order' (selected) and 'Points Credit'. Under 'Answer Order', there are two buttons: 'Answers Shuffled' (selected) and 'All or Nothing'. Below these, there is a section titled 'Answer' with a list of questions and answers. Each question and answer is in a text input field. To the right of each answer field is a red minus sign in a circle, indicating a delete button. At the bottom right, there is a blue plus sign in a circle, indicating an add button. The questions are: 'animal', 'vegetable', 'metal', 'mineral', and 'element'. The answers are: 'cat', 'carrot', 'iron', 'granite', and an empty field.

## Desktop

The desktop interface shows a form for creating a matching question. At the top, there are two tabs: 'Answer Order' (selected) and 'Points Credit'. Under 'Answer Order', there are two buttons: 'Answers Shuffled' (selected) and 'All or Nothing'. Below these, there is a section titled 'Answer' with a list of questions and answers. Each question and answer is in a text input field. To the right of each answer field is a red minus sign in a circle, indicating a delete button. At the bottom right, there is a blue plus sign in a circle, indicating an add button. The questions are: 'animal', 'vegetable', 'metal', 'mineral', and 'element'. The answers are: 'cat', 'carrot', 'iron', 'granite', and 'carbon'.


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 'Question' field with the text 'animal'. Below it, there are five 'Answer' fields labeled A through E, containing the words 'cat', 'vegetable', 'carrot', 'metal', and 'iron'. To the right of each answer field are two small circular icons: a red one with a minus sign and a blue one with a plus sign. At the bottom, there are two tabs: 'Answers Ordered' (highlighted in pink) and 'Partial Credit' (highlighted in orange). A blue vertical bar is on the right side of the interface.

Desktop

The desktop interface shows a 'Question' field with the text 'animal'. Below it, there are five 'Answer' fields labeled A through E, containing the words 'cat', 'vegetable', 'carrot', 'metal', and 'iron'. To the right of each answer field are two small circular icons: a red one with a minus sign and a blue one with a plus sign. At the bottom, there are two tabs: 'Answers Ordered' (highlighted in pink) and 'Partial Credit' (highlighted in orange). A blue vertical bar is on the right side 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 header with two tabs: 'Answer Order' (selected) and 'Points Credit'. Under 'Answer Order', there are two buttons: 'Answers Shuffled' (selected) and 'All or Nothing'. Below this is a list of six answer boxes, each containing a sentence and a red minus icon for deletion. 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 for adding an answer and a blue up arrow icon.

## Desktop

The desktop interface is similar to the mobile one but with a wider layout. It features the same 'Answer Order' and 'Points Credit' tabs, with 'Answers Shuffled' and 'All or Nothing' buttons. The list of six answer boxes is more spacious, and the red minus icons for deletion are clearly visible. The sentences are the same as in the mobile version. At the bottom, there is a green plus icon for adding an answer and a blue up arrow icon.


Click  to add an Answer.

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

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

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

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

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

**(continued on next page)**


## Ordering (cont'd)


### Mobile

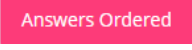


The mobile interface shows a list of six answers in a single column. At the top, there are two tabs: 'Answers Ordered' (highlighted in pink) and 'Points Credit' (highlighted in orange). Below the tabs is a section titled 'Answer' containing a list of six items, each with a number, a text box, a red minus icon, and a blue double-headed arrow icon. The items are: 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, and 6. the World Wide Web was created. At the bottom of the list is a green plus icon.

### Desktop


The desktop interface shows a list of six answers in a single column. At the top, there are two tabs: 'Answers Ordered' (highlighted in pink) and 'Points Credit' (highlighted in orange). Below the tabs is a section titled 'Answer' containing a list of six items, each with a number, a text box, a red minus icon, and a blue double-headed arrow icon. The items are: 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, and 6. the World Wide Web was created. At the bottom of the list is a green plus icon.

Click  to add an Answer.

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


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

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

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

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

Click  to return to the Question Bank when finished.

# Fill in the Blank

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

Mobile

Desktop

	Case Ignore setting ignores case. In the example above 'html', 'hTtP', 'XmL' are valid Answers.
	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 means all mismatches are ignored. Only exact matches are valid Answers.
	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**

The mobile interface shows a question box with the text "What is the sum of 3 and 5?". Below the question is the "Answer Type" section, which includes a dropdown menu set to "Numeric Only" and a pink button labeled "Single Integer". At the bottom, the "Answer" section contains a text input field with the number "8".

**Desktop**

The desktop interface shows a question box with the text "What is the sum of 3 and 5?". Below the question is the "Answer Type" section, which includes a dropdown menu set to "Numeric Only" and a pink button labeled "Single Integer". At the bottom, the "Answer" section contains a text input field with the number "8".

---

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**

The mobile interface shows a question box with the text "What is the sum of 3 and 5?". Below the question is the "Answer Type" section, which includes a dropdown menu set to "Numeric Only" and a pink button labeled "Single Integer". At the bottom, the "Answer" section contains a text input field with the number "8".

**Desktop**


The desktop interface shows a question box with the text "What is the value of pi to 4 significant digits?". Below the question is the "Answer Type" section, which includes a dropdown menu set to "Numeric Only" and a blue button labeled "Real Number Range". At the bottom, the "Answer" section contains two text input fields, the first with "3.1415" and the second with "3.1416".

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.)

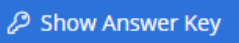
☐ 0 ☐ 1

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

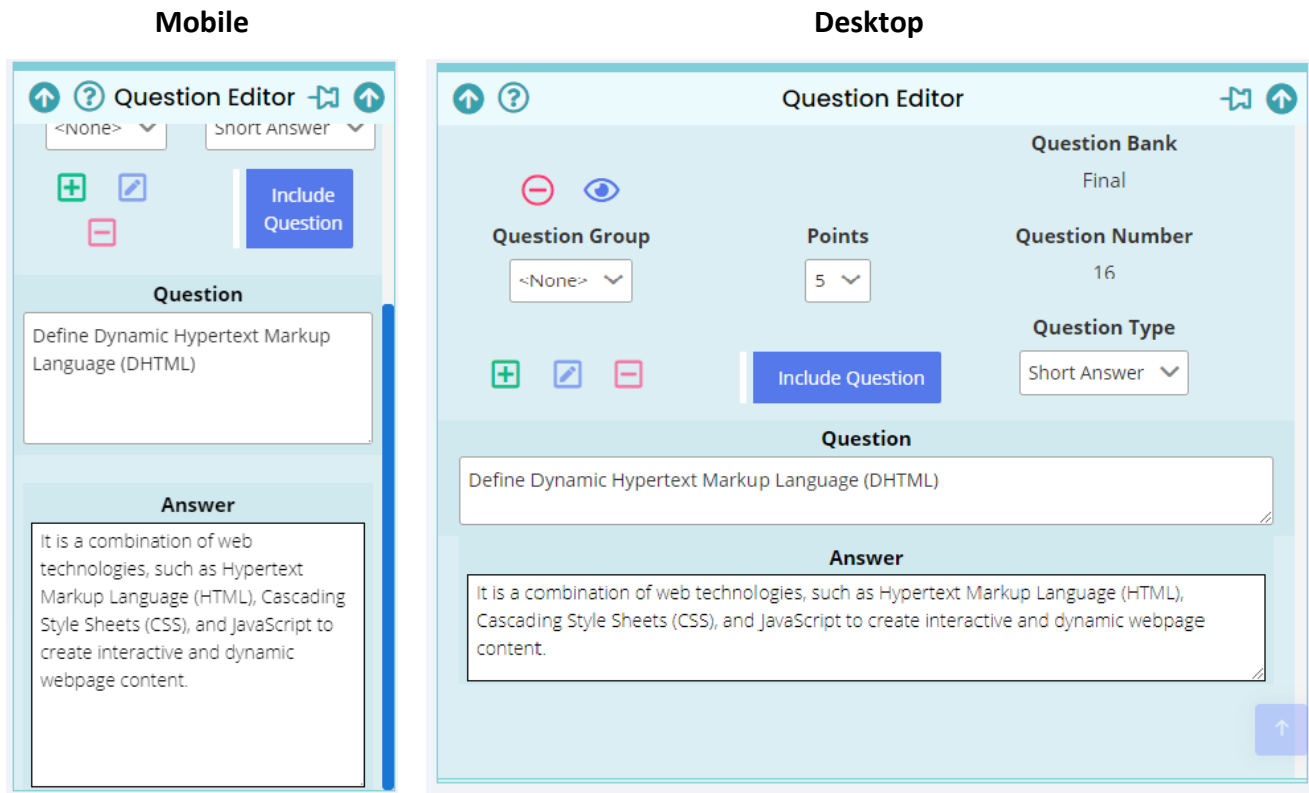
Close

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.




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.

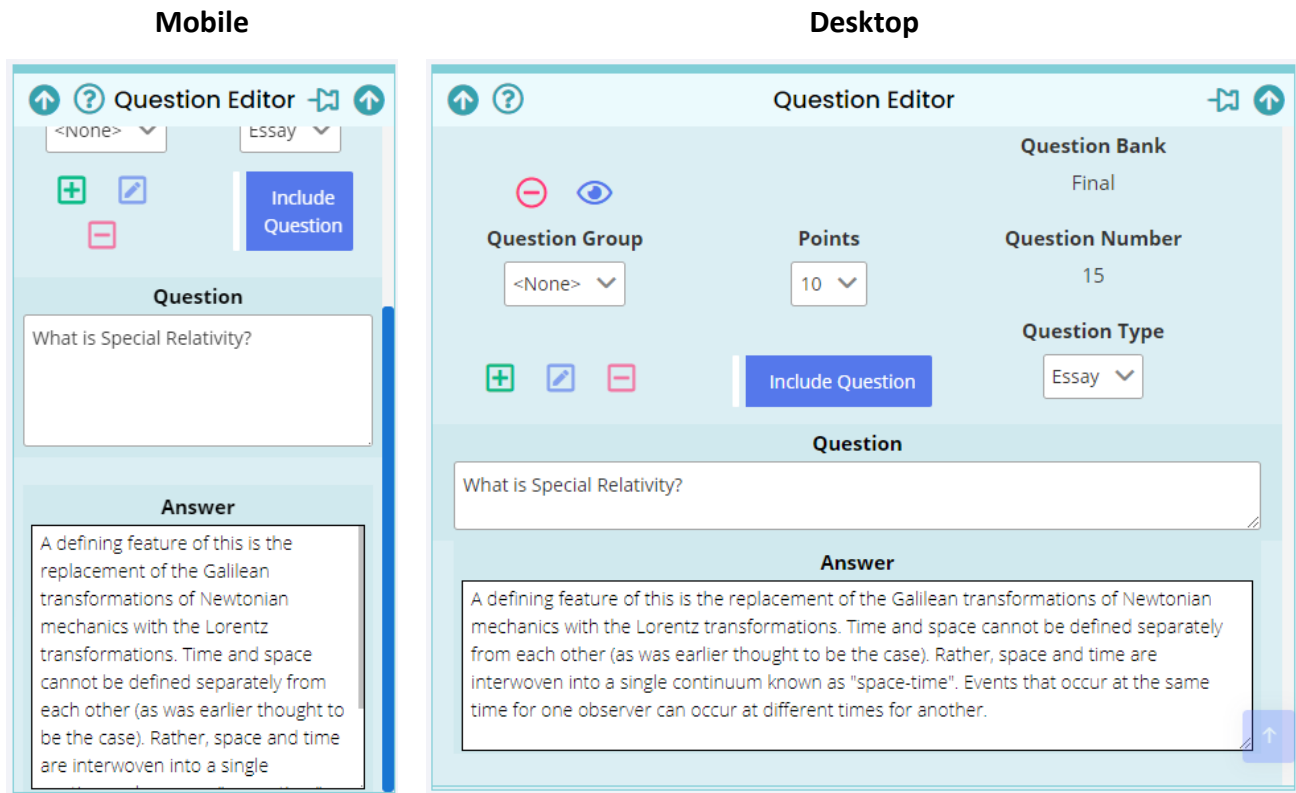
Use  at the bottom of the frame to resize the frame. Hold down your mouse's left button when the double-ended arrow  appears, and drag to size.

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.




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.

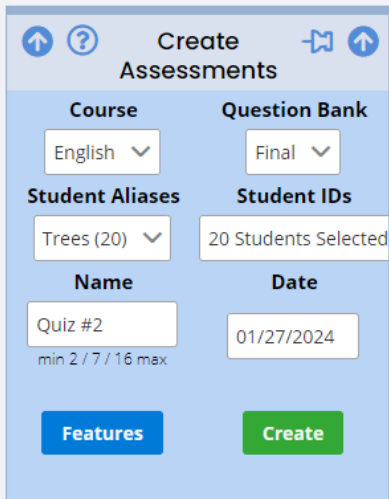
The instructor can override the Points awarded by GradeScan (in the Grade Report) by filling-in the appropriate bubble and scanning the page again with ☐ Ignore INSTRUCTOR USE ONLY bubbles. on the Score Assessment frame unchecked.

Click  to return to the Question Bank when finished.

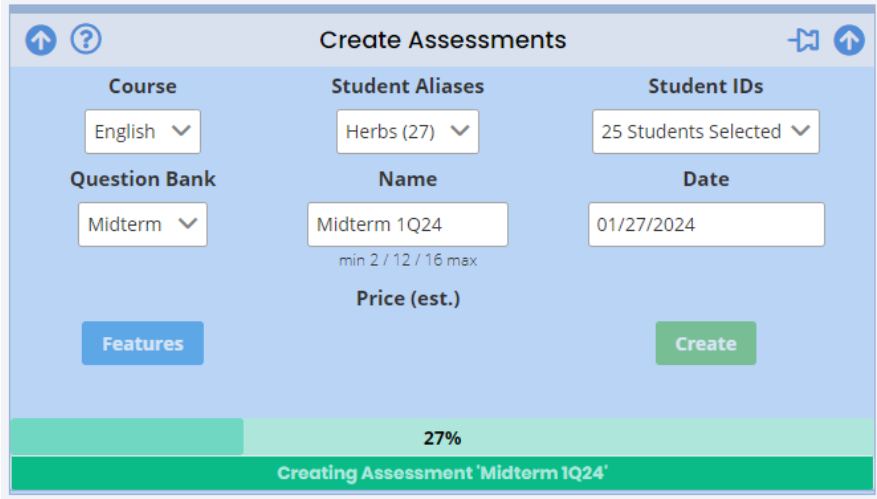
Next step: Create an Assessment.

# 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.

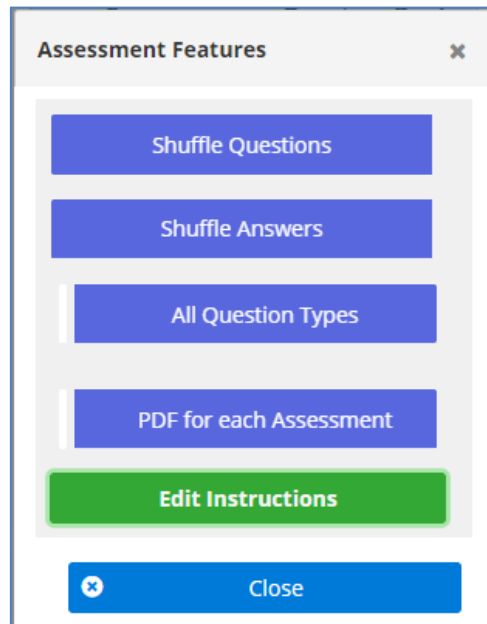
Upgrade to Professional Edition if actual student names are required.

Operation:

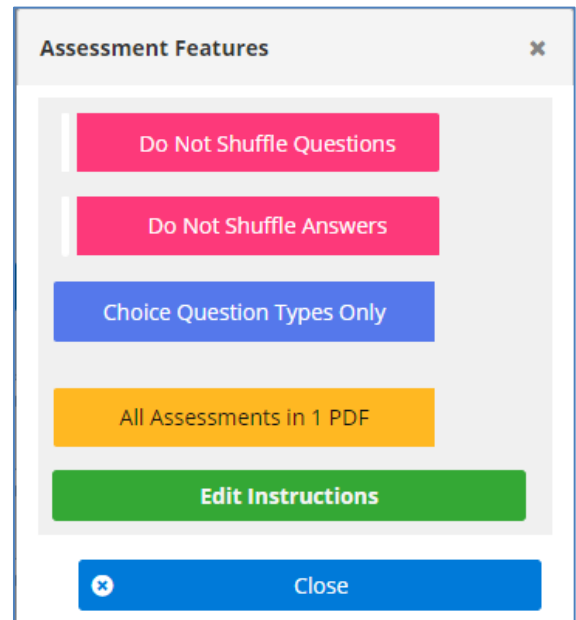
1. Select an Assessment Date that the Assessment will be given.
2. Create an Assessment Name. A warning will appear if you attempt to use a name that has already been used.
3. Click the **Features** button to specify details of how Assessment will be created.
4. Click the **Create** button to create a Preview Assessments for 2 randomly selected Students.
5. A progress bar will appear. Created Assessments appear in the **Assessment Previews** frame.

## 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.

## 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)	Da
	Quiz #3	<b>In Cart</b>	\$0.99	01/28
  	Midterm 1Q24	<b>Add To Cart</b>	\$1.25	01/28

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.

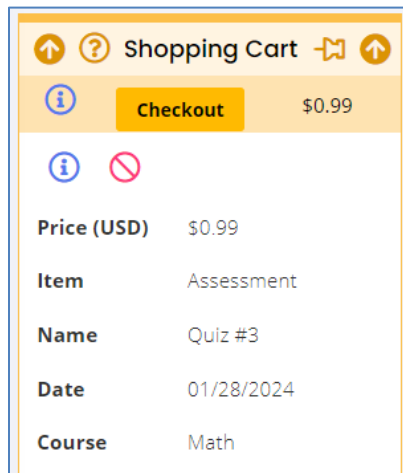
Downloading and taking the Preview Assessment yourself is strongly recommended. This will enable you to proof the Questions and Answers and ensure that the Grade Report meets your expectations.

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

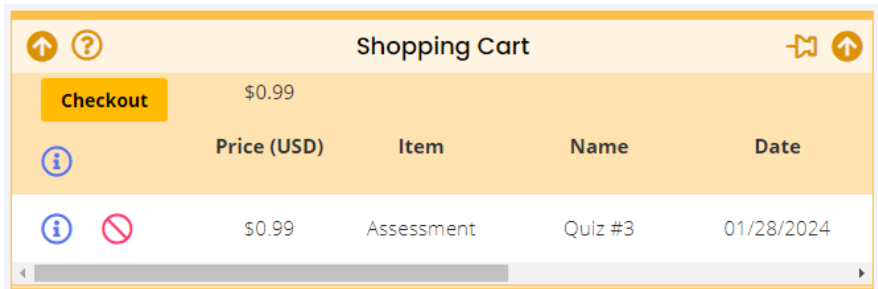
Please refer to **Assessment Administration Scenarios** at the end of this document.

# Shopping Cart

## Mobile



## Desktop



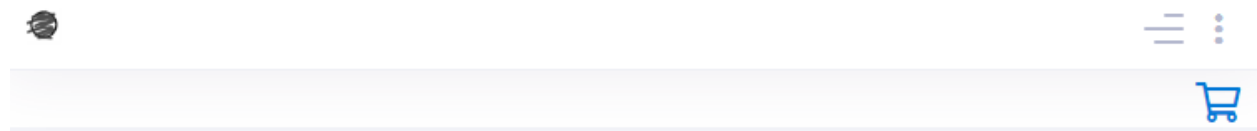
Click ⓘ to view summary order information.

Click ✕ to remove items from the Shopping Cart.

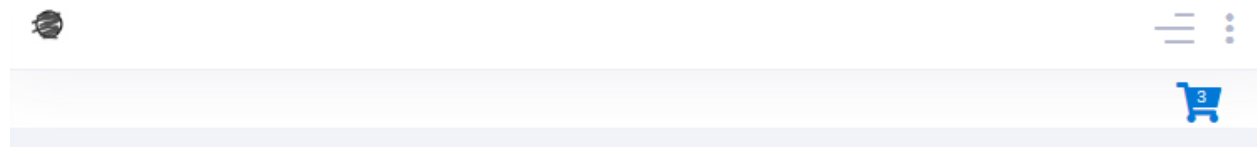
Assessments are returned to the Assessment Preview frame.

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.

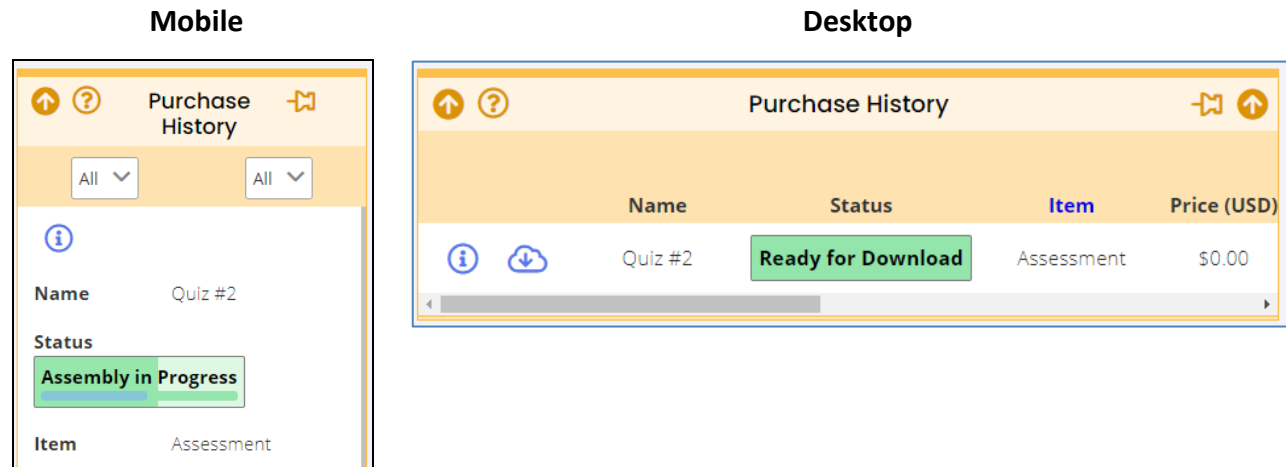


This shopping cart icon shows the number of items (3) in the cart.



Click on the icon to view the shopping cart.

# Purchase History



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**.

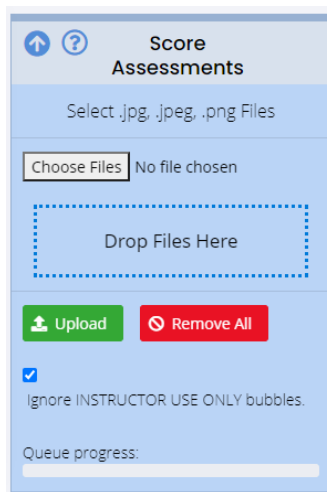
The  icon is enabled the 60 days after the Assessment date:

- 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.

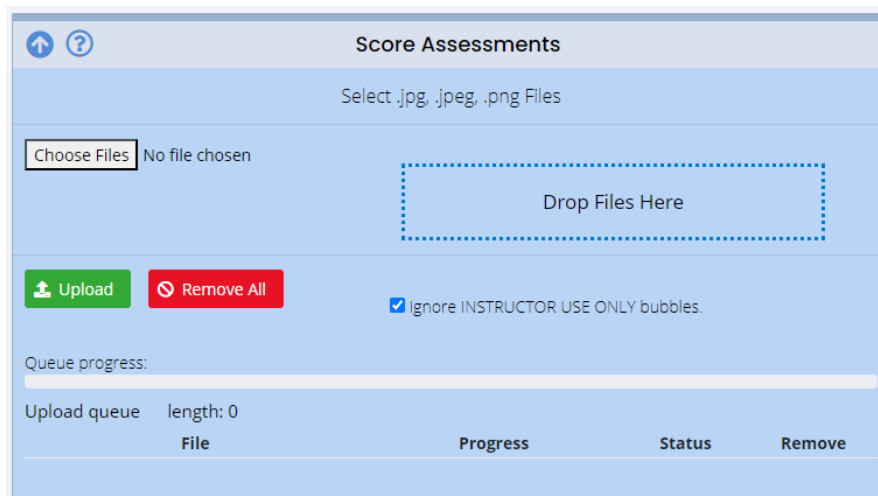
## Score Assessments

### Mobile



The mobile interface for Score Assessments features a header with an upward arrow and a question mark icon. Below the header, the title "Score Assessments" is displayed. A text prompt "Select .jpg, .jpeg, .png Files" is followed by a "Choose Files" button and 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:" label with a progress bar.

### Desktop



The desktop interface for Score Assessments has a header with an upward arrow and a question mark icon. The title "Score Assessments" is centered. Below it, the text "Select .jpg, .jpeg, .png Files" is shown. A "Choose Files" button and "No file chosen" text are on the left, while a dashed blue box labeled "Drop Files Here" is on the right. Below these are "Upload" and "Remove All" buttons, a checked checkbox for "Ignore INSTRUCTOR USE ONLY bubbles.", and a "Queue progress:" label with a progress bar. At the bottom, a table displays the upload queue with columns for "File", "Progress", "Status", and "Remove".

File	Progress	Status	Remove
Upload queue length: 0			

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:

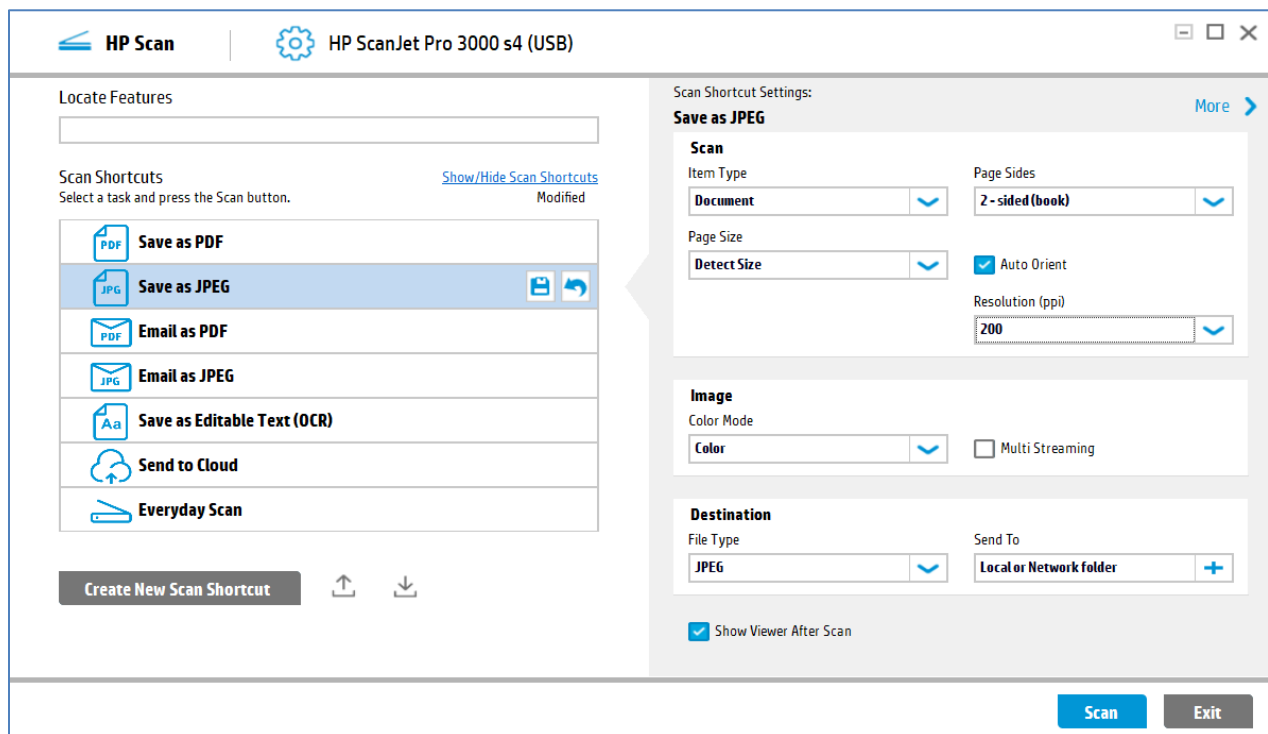
- Output Color: Color
- Paper Size: Letter
- Image Type: JPEG or PNG
- Scan Resolution: 200

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.

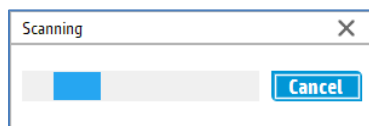
## Use a scanning software application on your computer

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

Click **Scan** to begin scanning.

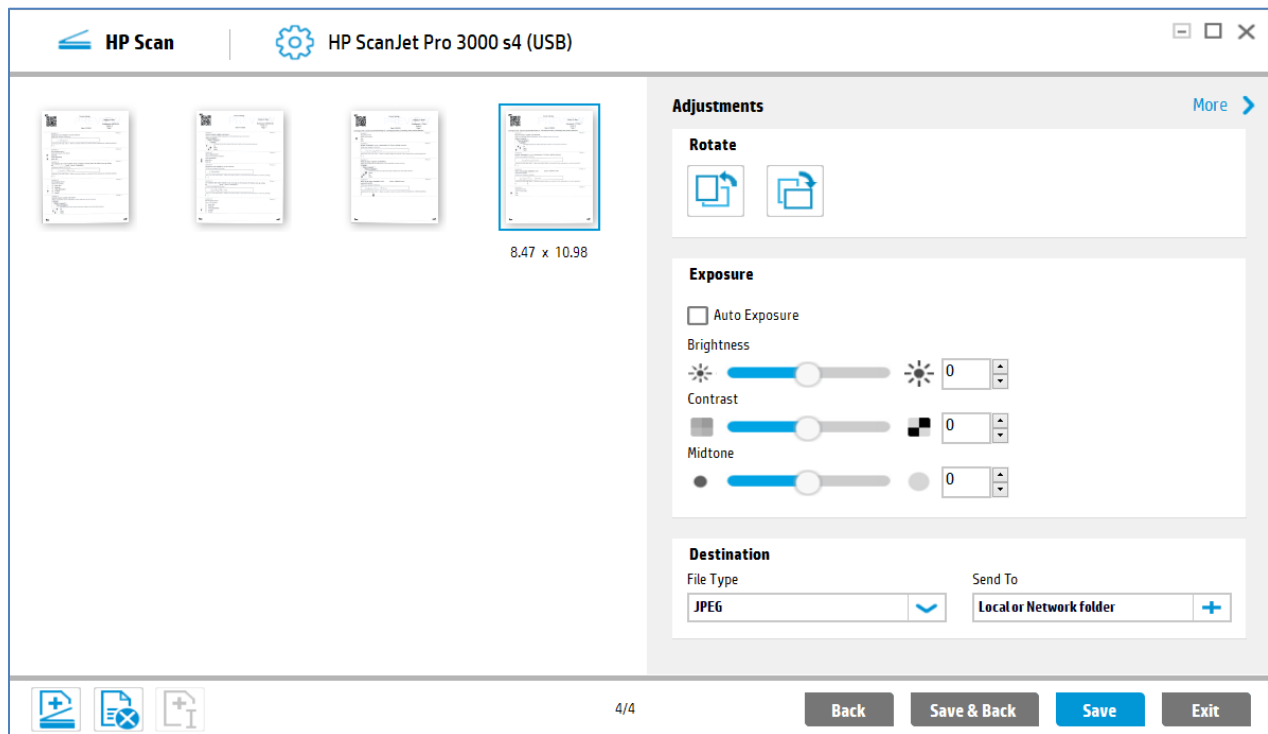


You may see a progress bar like this, which is normal.




(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.

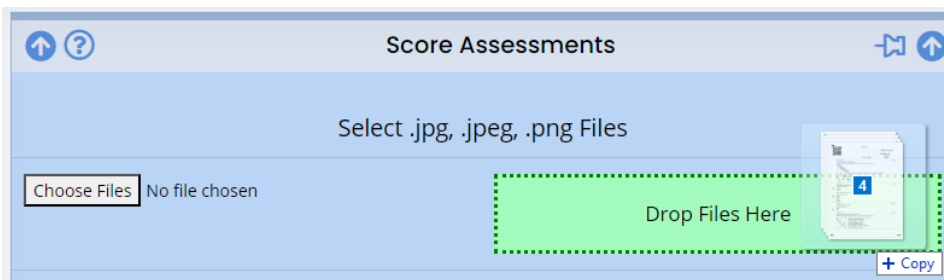
Each page of the Assessment must be saved as an individual file.

**(continued on next page)**

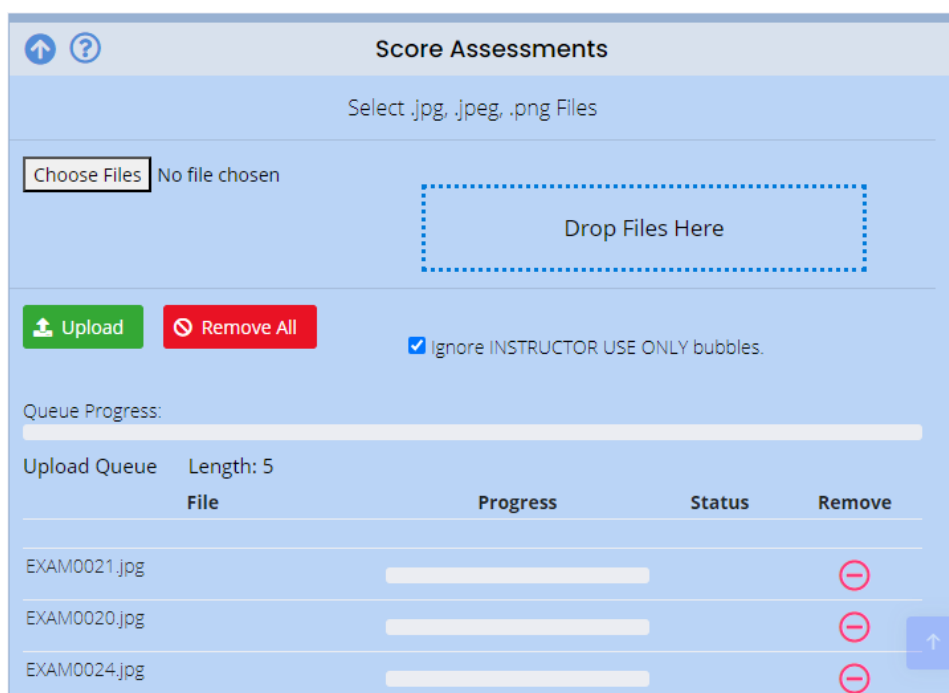
When all Assessment pages have been scanned the files can be sent to GradeScan for grading.

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.

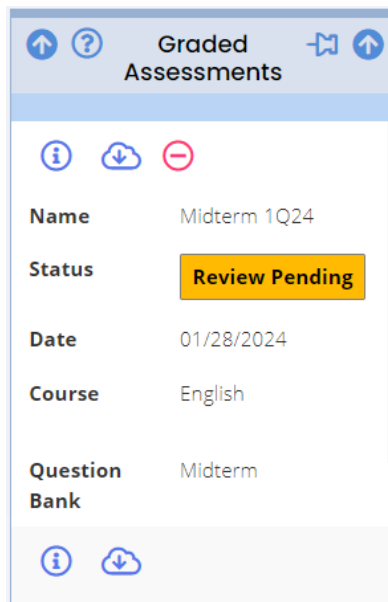
When MSC misinterprets a written answer you as the instructor can override MSC's score by filling in the appropriate points awarded bubble on the Assessment page, re-scanning the page, and uploading the pages with the box unchecked.

**(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

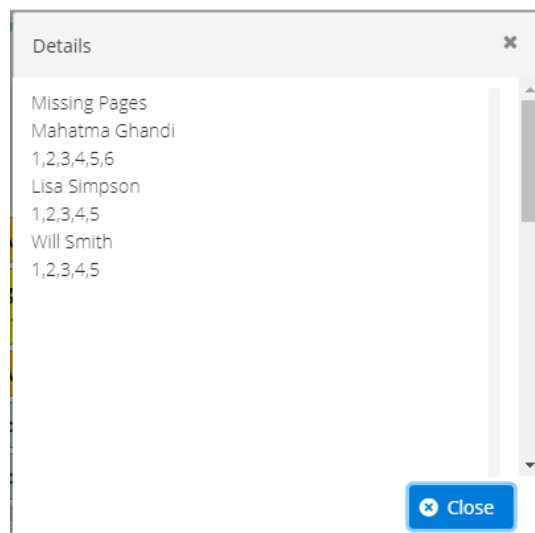
Graded Assessments displays the Assessments that have been created and downloaded.

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 *(i)* 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.







If the grade report looks like this...

Assessment_Physics_632_am_wed_2023-12-13.xlsx - Protected View • Saved to this PC									
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									
Assessment Preview									
Assessment Preview	Date	Course						Student Question Number	
632 am wed	12/13/2023	Physics						1	2
		Points							
	Grade	Awarded	Awardable						
Class Average	100%	2	2					Points	
				Questions Credit				Percent Correct	
Student ID				Full	Partial	None	No Mark	Points Awarded	
Mercury	#VALUE!	#VALUE!	2	#VALUE!	#VALUE!	#VALUE!	#VALUE!	1	1
Venus	#VALUE!	#VALUE!	2	#VALUE!	#VALUE!	#VALUE!	#VALUE!	1	1

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.

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

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

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

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

# 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.

### 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.

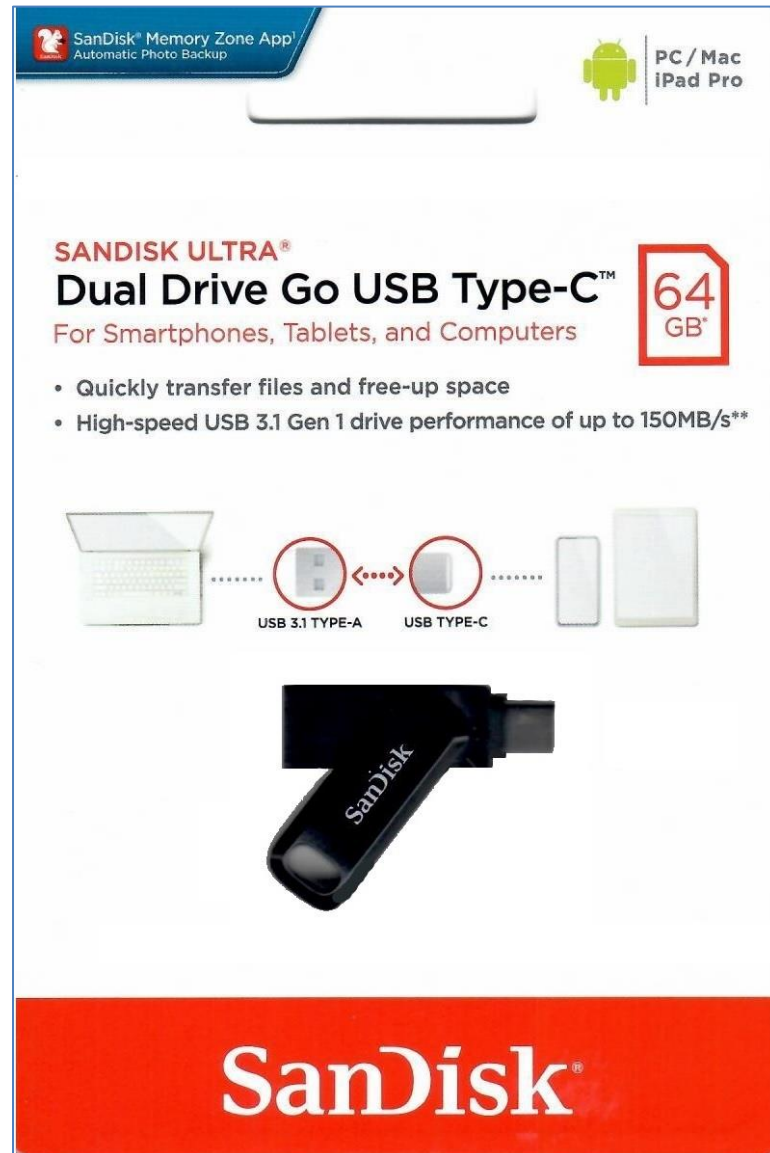
## 5. Delegating to an Administrative Assistant

- 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).