INTRODUCTION TO
GRADESCOPE BUBBLE SHEETS
Get to Know Gradescope Series

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Instructional Technology Specialist
AGENDA

• When is Gradescope replacing Scantron?
• Gradescope Bubble Sheet Basics
  – Accessing Gradescope/CourseLink Integration
  – Printing and Scanning Gradescope Bubble Sheets
  – Setting up your Answer Key and Versioning
  – Importing Scans & Student to Bubble Sheet Matching
  – Grading, Verifying Uncertain Marks, Posting to CourseLink
• Summary of the Bubble Sheet Steps + Full Demo
• Support for Gradescope Bubble Sheets
• Question and Answer Period
WHEN IS GRADESCOPE REPLACING SCANTRON?
WHEN DO YOU NEED TO SWITCH FROM SCANTRON TO GRADESCOPE?

As of Fall 2022 Scantron will no longer be supported

- Courses using bubble sheets for quizzes, midterms, or final exams *must* switch over to Gradescope after S22
- Support resources will be available through OpenEd’s Support and Documentation site ahead of F22
- Gradescope also has a comprehensive Help Centre site including instructional videos ([https://help.gradescope.com/](https://help.gradescope.com/))
- Additional webinars and workshops will be available in advance of F22 as well
## Bubble Sheet System Availability

<table>
<thead>
<tr>
<th></th>
<th>Winter 2022</th>
<th>Summer 2022</th>
<th>Fall 2022</th>
</tr>
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<tbody>
<tr>
<td><strong>Scantron</strong></td>
<td>Available ✔</td>
<td>Available ✔</td>
<td>Not Available ✗</td>
</tr>
<tr>
<td><strong>Gradescope</strong></td>
<td>Limited Pilot ✔</td>
<td>Open Pilot ✔</td>
<td>Available ✔</td>
</tr>
</tbody>
</table>
ACCESSING GRADESCOPE
**Accessing Gradescope**

- Gradescope can be accessed in two ways:
  1. Via the CourseLink Integration (Content tool)
  2. Directly via gradescope.ca using SSO
ABOUT GRADESCOPE’S COURSELINK INTEGRATION

- The CourseLink Integration allows you to:
  - Connect your course site to an existing Gradescope course/assignment or create a new Gradescope course/assignment
  - Sync your CourseLink “Classlist” to the Gradescope “Roster”
  - Automatically create grade items associated with the Gradescope assignment in CourseLink’s Grades tool
  - Push scores from Gradescope assignments to their associated CourseLink grade item
ACCESSING GRADESCOPE VIA SSO

- The Gradescope SSO login allows you to:
  - Create a new Gradescope course/assignment
  - See and manage any Gradescope courses/assignments you have at UofG
Recommendations for Bubble Sheets when using the CourseLink Integration

- Hide the content module or item when you add the bubble sheet assignment to in CourseLink
  - You will maintain access, but students won’t see the link, which can avoid confusion (when not providing feedback through Gradescope)

![Bubble Sheet Module](image)

Add dates and restrictions...

Add a description...

Visibility

Final Exam MC

This is a link to a Gradescope assignment.
**Recommendations for Bubble Sheets when using the CourseLink Integration**

- Go to Manage Grades after creating the bubble sheet assignment to hide the grade item Gradescope creates and adjust its max points value (defaults to 1)
  - If you are unsure of your max points value, come back and adjust when you know (before exporting)
**Recommendations for Bubble Sheets when using the CourseLink Integration**

- If it is your first/only Gradescope assignment, be sure to access Gradescope and sync the Roster with the Classlist.
  - If you do this early in the semester, you may want to re-sync closer to the assessment to ensure you have the most up-to-date roster on Gradescope.
PRINTING AND SCANNING GRADESCOPE BUBBLE SHEETS
Printing Gradescope Bubble Sheets

- Gradescope’s bubble sheet template is simply downloaded from their application as a PDF.
- Once downloaded, you may print as many sheets as required to distribute to students (print a few extras).
- Gradescope bubble sheets can accommodate up to 200 multiple choice questions.
  - For 100 or less you can simply print page one.
  - For over 100 questions, print both pages double-sided.
- You do not need to create your answer key before printing!
Printing Gradescope Bubble Sheets

Accessing the 200-question template from the Answer Key

Bubble Sheet Answer Key

<table>
<thead>
<tr>
<th>Version A</th>
<th>Add Version</th>
</tr>
</thead>
</table>

Bubble sheet assignments use our [200-question template].

Allocate answers to the numbered questions. Any question without an allocated answer will not be graded. If your assignment contains multiple versions, all submissions will be automatically assigned to their version during upload.

Question Grading Defaults

<table>
<thead>
<tr>
<th>Points</th>
<th>Scoring</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Exact</td>
</tr>
</tbody>
</table>

Full credit is awarded only for the exact correct answer.

**PAGE 1**

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Question 26</th>
<th>Question 51</th>
<th>Question 76</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>C</td>
<td>D</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>D</td>
<td>E</td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>E</td>
<td>A</td>
<td>C</td>
<td>D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question 2</th>
<th>Question 27</th>
<th>Question 52</th>
<th>Question 77</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>C</td>
<td>D</td>
<td>E</td>
<td>A</td>
</tr>
<tr>
<td>D</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>E</td>
<td>C</td>
<td>A</td>
<td>B</td>
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</tbody>
</table>
# Printing Gradescope Bubble Sheets

Accessing the 200-question template from the Answer Key

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Marking Instructions**

Be sure to completely fill in the appropriate bubble.

Example

```
1  2  3  4  5
6  7  8  9  10
11 12 13 14 15
16 17 18 19 20
21 22 23 24 25
26 27 28 29 30
31 32 33 34 35
36 37 38 39 40
41 42 43 44 45
46 47 48 49 50
51 52 53 54 55
56 57 58 59 60
61 62 63 64 65
66 67 68 69 70
71 72 73 74 75
76 77 78 79 80
81 82 83 84 85
86 87 88 89 90
```

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**University of Guelph**

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OPEN LEARNING AND EDUCATIONAL SUPPORT
SCANNING GRADESCOPE BUBBLE SHEETS
SCANNING GRADESCOPE BUBBLE SHEETS

Since Gradescope bubble sheets use standard paper and do not require a proprietary scanner, you have options!

• **Option 1: Self Scan**
  – Collect the bubble sheets and scan them to a PDF file on your department’s printer/scanner

• **Option 2: Use the CCS Scanning Service**
  – CCS continues to offer scanning for Gradescope bubble sheets, just as they did for Scantron
  – The service is limited to only single page per student scans (double sided for 200 questions)
SCANNING GRADESCOPE BUBBLE SHEETS

Scanning Considerations:

• Does your department have a quality printer/scanner that can scan multiple of pages to a single PDF file?

• How large is your class?
  – Self scan may be a better option for smaller classes (<100 students)

• Do you have access to the CCS Scanning Service?
  – Satellite campuses (Ridgetown/Guelph-Humber) will not

• Do you want more control over when your sheets are scanned?
  – The CCS Scanning Service has limited hours and can get busy during exam period
SCANNING GRADESCOPE BUBBLE SHEETS

What do you need from the scan?

• A PDF file of all the scanned bubble sheets
  – Ideally a single file, however you may upload multiple files to Gradescope as well (e.g., scan section 01 on Monday, section 02 on Tuesday)
  – If you are using multiple versions of a test with different answer keys, you may scan them all to a single file
    • Scan in any order – Gradescope will sort them automatically based on the version indicated by the student
    • No manual pre-sorting required!
SETTING UP YOUR ANSWER KEY AND VERSIONING
**SETTING UP YOUR ANSWER KEY**

- All questions on the bubble sheet can be set with:
  - A custom point value (default = 1)
  - A custom scoring method (default = exact)
SETTING UP YOUR ANSWER KEY

Gradescope’s 3 Scoring Method Options

1. **Exact**: There is only one correct answer or set of answers. Selecting any incorrect option results in a zero.

2. **Partial**: There are multiple correct answers and students get partial credit for each one selected. Selecting any incorrect option results in a zero.

3. **Either/Or**: There are multiple correct answers and students get full credit for any correct option selected. Selecting any incorrect option results in a zero.
SETTING UP YOUR ANSWER KEY

Scoring Method Example:
The question is scored out of 1 point. The correct answers are B and C on the answer key. The student has selected B as their answer.

- **Exact**: Student receives **0 points** (did not select C)
- **Partial**: Student receives **0.5 points** (selected 1 of 2 correct)
- **Either/Or**: Student receives **1 point** (selected a correct answer)
SETTING UP YOUR ANSWER KEY

- Answer Keys are then set up by selecting the correct answer(s) for each question
SETTING UP YOUR ANSWER KEY

- At the question level, any question can have their point value or scoring method adjusted
  - E.g., Questions 21-25 are worth 5 points and allow for Either/Or scoring, while all the other questions are worth 1 point and use Exact scoring
**Answer Key Versioning**

- Up to 5 different answer sheet versions can be created for each test
  - Students indicate which version they receive
  - Answers are selected in the key for each version
  - Gradescope auto-grades based on the version

*Bubble Sheet Answer Key*

- Version A

*Bubble sheet assignments use our [200-question template.]*

*Question Grading Defaults*
IMPORTING SCANS & STUDENT TO BUBBLE SHEET MATCHING
IMPORTING BUBBLE SHEET SCANS

• Once your answer key is set up, the PDF file(s) from your scan are added to the bubble sheet assignment through the Manage Scans page
IMPORTING BUBBLE SHEET SCANS

- Gradescope then splits the scans into their appropriate pages by student
  - If any pages are not split correctly, you can manually adjust them (rare for Bubble Sheets)
IMPORTING BUBBLE SHEET SCANS

- When everything looks good, click **Manage Submissions** to match the scans to students.
STUDENT TO BUBBLE SHEET MATCHING

- On the **Manage Submissions** page, Gradescope uses advanced text recognition to auto-assign completed bubble sheets to students listed on the Gradescope roster.
STUDENT TO BUBBLE SHEET MATCHING

- If a match cannot be found automatically you will be prompted to match manually for unmatched students
  - This process restricts matching options to students who are not already matched, simplifying the process
STUDENT TO BUBBLE SHEET MATCHING

- Once the bubble sheets are matched, click **Grade Submissions** to complete the grading process
GRADING AND VERIFYING UNCLEAR MARKS
GRADING BUBBLE SHEETS

• Once student submissions are matched, Gradescope will then auto-score based on the answer key(s)
• If any questions contain uncertain marks from students, they are flagged by Gradescope for a manual review
  – Multiple bubbles, used a slash or x instead of filling in the circle, etc.

<table>
<thead>
<tr>
<th>Question</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>9: Question 9</td>
<td>1.0</td>
<td>100% GA</td>
</tr>
<tr>
<td>10: Question 10</td>
<td>1.0</td>
<td>70% GA</td>
</tr>
</tbody>
</table>

Assignment grading progress: 97%
**Grading Bubble Sheets**

- For questions with uncertain marks, Gradescope suggests an answer for each student based on what it sees, which you can confirm or modify.
  - Once all uncertain marks are resolved, you may move on to Review Grades.
**EXPORTING GRADES TO COURSELINK**

- From Review Grades in the bubble sheet assignment, you can see some basic overall statistical data as well as the scores for the students.
EXPORTING GRADES TO COURSELINK

• To send the scores from Gradescope to CourseLink, simply click the Post Grades to CourseLink button
  – Remember to ensure the max points of the grade item matches the score total for the bubble sheet
  – If the grade item is hidden, students will not see their score or receive a notification
EXPORTING GRADES TO COURSELINK

• For bubble sheets, there is typically no need to click Publish Grades, as there likely will not be any feedback for students to review on Gradescope
  – If you publish students will see their scores on Gradescope, even if the CourseLink grade is hidden
STEP-BY-STEP REVIEW
STEP-BY-STEP: GRADESCOPE BUBBLE SHEETS

1. Create a link to your Gradescope course/assignment via the CourseLink integration (Content > Existing Activity > Gradescope)
   – Hide the content item/module
   – Hide the grade item created and adjust the max points
   – Sync your Classlist with the Gradescope Roster
2. Print bubble sheets & have students complete them (Answer Key)
3. Define bubble sheet answers/versions (Answer Key)
4. Scan the completed bubble sheets to a PDF file
   – Self scan or CCS Scanning Service
5. Upload the PDF to Gradescope (Manage Scans)
6. If necessary, match students manually (Manage Submissions)
7. Review any questions with unclear marks (Grade Submissions)
8. Post grades to CourseLink (Review Grades)
GRADESCOPE BUBBLE SHEET SUPPORT
GRADESCOPE BUBBLE SHEET SUPPORT

• Pilot Participation Requests
  – Instructional Technology Specialist (ITS) Team: insttech@uoguelph.ca

• General Gradescope Support
  – CourseLink Support: courselink@uoguelph.ca or x.56939

• Documentation
  – OpenEd Documentation and Support Site (currently under construction)
THE GET TO KNOW GRADESCOPE SERIES

- 5 sessions over the course of March
  - Introduction session (recording available)
  - Today’s bubble sheet session (recording available soon)
  - 3 additional sessions on other assignment types:
    - Exams/Quizzes (Mar. 17)
    - Homework & Problem Sets (Mar. 21)
    - Online Assignments (Mar. 29)
  - Register: https://opened.uoguelph.ca/instructor-resources/winter-2022-programming#Gradescope

- Further programming will follow in S22 and F22