Setting up Gradescope

1. Add tool to Sakai course site (Site Info> Manage Tools> Select Gradescope and follow prompts).   Launch Gradescope from the Sakai menu.

2. Gradescope will open in a new tab and ask if you are adding a new site or adding a section to a pre-existing course.

3. A settings page will appear. Once you review all settings, scroll down and click "Update Course".

4. Note that you can sync your Sakai roster by going to "Roster".

5. To create your first assignment, go to Dashboard and click "Create Assignment".

6. Select which type of assignment you will be creating (in this tutorial we will demo "Homework/ Problem Set")

7. Set up the assignment. Note that you will need to include a PDF template and set release/due dates. It is also advisable that you allow students to download the PDF. When done, click, "Create Assignment".

Assignment Settings

ASSIGNMENT TYPE

📕 Homework / Problem Set

ASSIGNMENT NAME

Graphing Assignment

TEMPLATE (REQUIRED)

📄 algebra_graph_linear_slope_intercept_00...   Select PDF

WHO WILL UPLOAD SUBMISSIONS?

○ Instructor   ◉ Student

RELEASE DATE (EDT)   **DUE DATE (EDT)**

Aug 25 2020 01:45 PM   Dec 31 2020 05:00 PM

☐ Allow late submissions   **LATE DUE DATE (EDT)**

Click to set date & time

☐ Enforce time limit   **MAXIMUM TIME PERMITTED (MINUTES)**

SUBMISSION TYPE

◉ Variable Length
   Students submit any number of pages and indicate the pages where their question responses are.

○ Templated (Fixed Length)
   Students submit work where answers are in fixed locations (like worksheets).

GROUP SUBMISSION

☐ Enable Group Submission   Limit Group Size: No Max

TEMPLATE VISIBILITY

☐ Allow students to view and download the template

Cancel   **Create Assignment**

8. Add questions and point values to the template. When done, click "Save Outline".

9. The student will now see the assignment display when they go into Gradescope.

9. Note that students do not need to download or print the template as long as the assignment doesn't require it for completion. They can write out their answers and take a picture of the assignment for upload, but it **must be in PDF format**.
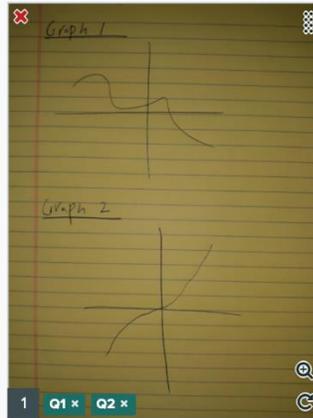
10. Once you are ready to grade student submissions, you can go to the "Assignments" page of Gradescope and select "Grade Submissions".

11. Note that you write directly on the submission using the tools seen here. Use the "Point Adjustment" line to indicate any point reductions.
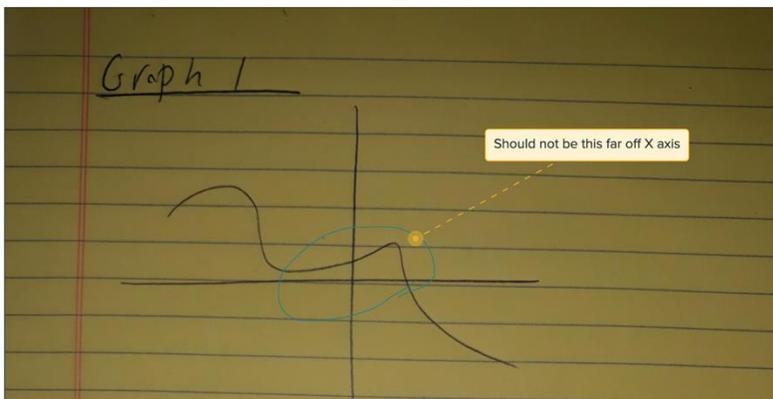
12. Once done grading you can "Review Grades" to see overall data on the assignment, such as grade average.