## 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.

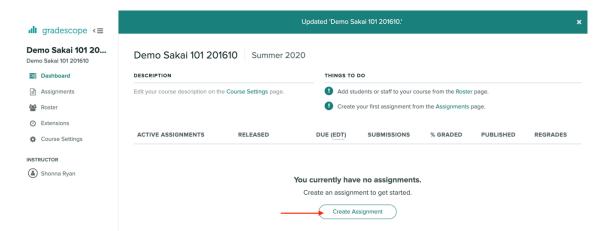
3. A settings page will appear. Once you review all settings, scroll down and click "Update Course".

Edit Course		
Basic Settings		
COURSE NUMBER		
Demo Sakai 101 201610		
COURSE NAME		
Demo Sakai 101 201610		
COURSE DESCRIPTION		
TERM	YEAR	
Summer 🗸	2020	•
SCHOOL		
Providence College		•
ENTRY CODE		
Allow students to enroll via course entry code		
SAKAI COURSE		
% Linked to: Demo Sakai 101 201610 Change Link	k Unlink	

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

ıllı gradescope <≡	Course Roster All 🗸		
<b>Demo Sakai 101 20</b> Demo Sakai 101 201610	▲ FIRST & LAST NAME  Swap	\$ EMAIL	ROLE
Dashboard	Shonna Ryan	sryan13@providence.edu	Instructor 👻
Assignments			
🚰 Roster			
② Extensions			
Course Settings			
INSTRUCTOR		You haven't added a	anyone to your course yet.
Shonna Ryan		Add students or othe	er instructors to your course.
Sync Sakai Roster			Sakai 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")

ASSIGNMENT TYPES	
🖥 Exam / Quiz	
Homework / Problem Set	Eun
Bubble Sheet	
Programming Assignment	
Online Assignment     BETA	Select an Assignment Type
	Gradescope supports a variety of paper-based, online, and
	code assignments. Click on one to learn more.

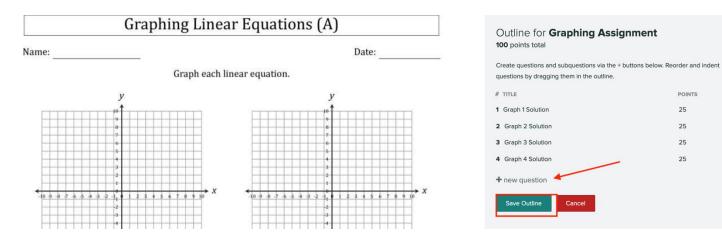
7. Set up the assignment. Note that you will need to include a PDF template and set release/due dates. It is also advisable that you allow students to download the PDF. When done, click, "Create Assignment".

## Assignment Settings

ASSIGNMENT TYPE	ASSIGNMENT NAME Graphing Assignment TEMPLATE (REQUIRED) algebra_graph_linear_slope_intercept_00 Select PDF WHO WILL UPLOAD SUBMISSIONS? Instructor I 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)				
	<ul> <li>SUBMISSION TYPE</li> <li>Variable Length Students submit any number of pa question responses are.</li> </ul>	ges and indicate the pages where their				
	O Templated (Fixed Length)	ers are in fixed locations (like worksheets).				
	GROUP SUBMISSION					
	Enable Group Submission	Limit Group Size: No Max				
	TEMPLATE VISIBILITY	ownload 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.

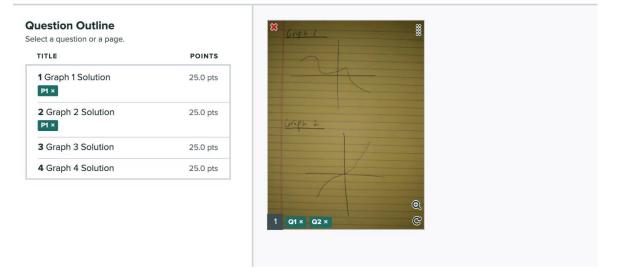
ali	gradescope <≡	<= Demo Sakai 101 201610 Summer 2020							
Demo Sakai 101 20 Demo Sakai 101 201610		DESCRIPTION		THINGS T	O DO				
		Edit your course description on the Course Settings page.		-	How do you like Gradescope? Please send us your feedback, and vote on our product roadmap!				
₽	Assignments								
	Roster	ACTIVE ASSIGNMENTS	RELEASED	DUE (EDT) 🗸	SUBMISSIONS	% GRADED \$	PUBLISHED	REGRADES	
0	Extensions	Demo Assignment	SEP 14	DEC 31 AT 4:00PM	0	0%		ON	1
¢	Course Settings		367.14	DEC STAT 4.00PM		0.8			
INST	RUCTORS								
۲	Julie DeCesare								
۲	) Shonna Ryan								

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**.

Graphing Assignment | Assign Questions and Pages

## SUBMITTED AT: AUGUST 25, 2:01 PM

Select questions and pages to indicate where your responses are located. Use esc to deselect all items and hold shift to select multiple questions.



10. Once you are ready to grade student submissions, you can go to the "Assignments" page of Gradescope and select "Grade Submissions".

ull gradescope <≡	Manage Submissions			
< Demo Sakai 101 201610 Graphing Assignm	On this page you can replace individual submission PDFs and remove submissions.  1 Submission All 1 Students Have Submitted		All 0 Unassigned	ed Search by name
Edit Outline     Manage Submissions	STUDENT Stu Ryan	SUBMITTED Aug 25 02:01 PM	GRADED ● 0%	Show Details
Grade Submissions Review Grades	< Previous	Submissions 1 - 1 of 1 total		Next>
C Regrade Requests				
<ul><li>(iii) Statistics</li><li>(iv) Settings</li></ul>				
Account ^			🛓 Upload Submiss	sion 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.

<b>⊮</b> <sup>≭</sup> Full Page	2 <b>T</b> / <b>D</b> /	1: Graph 1 Solution 🗸	
	Graph 1		Rubric Settings Collapse View •
	Should not be this far off X axis	1 -10.0 Correct ✦ Add Rubric Item ■ Create Group	ž Import
<	>	SUBMISSION SPECIFIC ADJUSTMENTS Point Adjustment 0 Close, but not quite	
		APPLY PREVIOUSLY USED COMMENTS	¥

12. Once done grading you can "Review Grades" to see overall data on the assignment, such as grade average.