GRADESCOPE TIPS

1. Basics

- Solo plan: $1 per student per semester, team plan: $3 per student per semester. Instructors pay.
- Enroll students using spreadsheets. IDs can be extracted.
- Upload scanned files in bulk. Set Name/ID region and draw problem area.
- Grade by setting up the rubrics and select item.

2. Grading

- Quick commands: Z for next ungraded problem, G to zoom in, number keys for selecting rubrics item.
- Import rubrics from another assignment. This is helpful when there are multiple forms of the same exam.
- Can go back and replace template, redraw problem area, name/ID region, adjust rubrics etc.
- Can look up all students who made a specific mistake.
- Can release ungraded HW. Students can see scans but not scores.
- One problem region can cover multiple pages.
- Student scans are listed in a fixed order so one can go back and regrade.

3. Scanning

- Sort through HW and scan separately: single-sided print vs. double-sided print.
- Use the highest density setting.
- For exams, staple the exams on the *upper-right* corner and cut out the staples before scanning. To do this, place the exams upside-down into the feeder, and select "2-sided to 2-sided".
- For exams, perhaps helpful to count the number of submissions before cutting off the corners.
- Scan a blank sheet in the case of incomplete page submission.

4. Class logistics

- If you write your own problems, leave enough space between problems, and have the students print *single-sided*.
- If you use problems from a book, perhaps let students use copier paper and write one problem per page, and one page per sheet of paper.
- Communicate to students they should preserve the physical copy in case of scanning issues.
- Regrade requests available.

5. Working with a grader

- Perhaps "publish grades" before even start grading.
- A grader can make their own choice of using Gradescope vs. by hand. The only difference is whether students should staple their HW.