Tips for Faculty Using Gradescope

* Add a blurb to your syllabus on Gradescope. Feel free to adopt or adapt the **syllabus blurb** we’ve drafted for your use (see below).
* Include an “Assignment 0” in your course that students are required to submit but that is not assigned points or that is very low stakes (points).   
  NOTE: If you already have a diagnostic assignment (especially one that is not for a grade), it would be natural to adapt the instructions we’ve provided for **Assignment 0** (see below) to wrap around your preliminary assignment.
* If students have technical how-to Gradescope questions, you can remind them that they can receive **technical support** by contacting us at:   
  canvas-help@andrew.cmu.edu
* For **your first Gradescope grading session,** feel free to invite an Eberly technology consultant to sit in/stand by to respond to questions as they arise.

When Using Gradescope for Homework Assignments

* Be sure to create a “question outline” before you release a homework assignment that students will be submitting online to Gradescope. This way, students will be prompted to indicate where each question is located within their submission (and hence speed the grading process).

When Using Gradescope for Exams Completed In Class (on paper)

* Set up a template for your exam to enable grading efficiency.   
  We can provide feedback on tweaks to your exam format that could foster easier/speedier grading.
* Remind students to use a dark pencil or pen when writing their exam responses.
* After collecting students’ completed exams, cut off the corner with the staples (e.g., using a big paper cutter) for efficient scanning.

We are here to help!

If you’d like help with any of these steps, please do not hesitate to contact your Eberly Center support team at [canvas-help@andrew.cmu.edu](mailto:canvas-help@andrew.cmu.edu) or 412-268-9090.

Syllabus blurb on Gradescope

[ Feel free to adopt/adapt as you see fit. ]

In this course, we will be using Gradescope (a tool accessed through our Canvas course) to grade and provide feedback on assignments and exams. This will allow your graders to provide more timely and effective feedback. It also promotes fairer grading practices by facilitating anonymous grading and question-by-question (rather than student-by-student) grading. In addition, Gradescope makes it easy for you to access and review all your (graded) work.

During the semester, students will use Gradescope to (a) submit work online, (b) view feedback and scores on graded work, and (c) make a re-grade request within prescribed guidelines. To access Gradescope, simply log on to our course’s Canvas site and click on the Gradescope assignment(s) link.

This website (www.cmu.edu/teaching/gradescope/) provides students with more information on using Gradescope, including how to scan assignments via your mobile device, where to find copier/scanners around campus, and how to submit assignments online to Gradescope.

Note: A key step in submitting your work to Gradescope is getting a high-quality scan (i.e., digitized version) of your work. Be sure to take the following important policies and procedures into account whenever you are submitting work to Gradescope:

* If you are writing your assignment by hand (on paper), be sure to use a dark pencil or pen, and write clearly!
* When you upload your work to Gradescope, be sure to (a) indicate where each question is located within your submission via the click-and-select Gradescope interface and   
  (b) after you submit, review each page of your uploaded submission to make sure everything is clear and legible.
* Give yourself some extra time to prepare and submit your assignment online to Gradescope, especially for the first few assignments when you are still getting familiar with it. (See “Assignment 0”: it is designed to give you a chance to practice a successful Gradescope submission workflow you can use throughout the semester.)
* Keep a soft copy of each scanned assignment for your records.
* *<INSERT HERE: If you have a* ***re-grading request policy/parameters/timeframe****.>*
* If you need help with technical issues related to Gradescope, email:   
  [*canvas-help@andrew.cmu.edu*](mailto:canvas-help@andrew.cmu.edu)*.*
* **Important grading policy**: If the grader cannot read your submission, there is no way to award points, so the default grade will be 0.

Gradescope Assignment 0

[ Feel free to adopt/adapt as you see fit. ]

This assignment is designed to give you a chance to practice submitting to Gradescope and to confirm that your workflow leads to a successful submission.

1. Consider how you will be completing most of your assignments for this course   
   (e.g., with paper and pencil) and complete this homework in the same manner.
2. Write out a two-page assignment:

Page 1 should include your name and Andrew ID at the top and then “1.” (for question number 1) with <your favorite animal>.

Page 2 should include “2.” (for question number 2) with <your favorite number>.

1. Create a high-quality scan (pdf file) of your two pages. Then, transfer the file to a web-enabled device (e.g., by mailing it to yourself and downloading). Visit this website [www.cmu.edu/teaching/gradescope](http://www.cmu.edu/teaching/gradescope/) for specific tips and a map of available scanners around campus.
2. From the device with your downloaded scan, log into Canvas to locate the Gradescope assignment link. Click on “Assignment 0” to begin the submission process.
3. Follow the prompts to (a) submit a pdf, (b) browse to the correct file, (c) click “Upload”. Then use the Gradescope web interface to assign question 1 to page 1 and question 2 to page 2 before clicking “Submit”. This last step of identifying the page where each question is located is important to make the grading process more efficient.
4. Review your online submission to make sure it is clear and legible within Gradescope.   
   Otherwise, return to step 3.