

Using Gradescope: Scanning Exams in the Economics Department
By Melissa Famulari and Adrian Wolanski, 4/6/18

There are two places you can scan exams in the department: Econ 304 and the grad lounge. Below are instructions to scan the exams, convert to .pdf files and upload to Gradescope.

Scanning is best done with 3 people: one to cut off the staple, one to scan the exams, and one to re-staple the test. The slowest step is re-stapling the exams. If the students write their name on each page of the exam, it is probably not necessary to re-staple the exams.

I. Using the Scanner in the Grad Lounge

- Make sure the scanner is connected to the computer and turned on. Note: if you are having problems, turn everything off and try again.
- Sign into the MacBook computer to econgrader using password: gradescope
- Open Vuescan
- Select desired settings. Importantly, if scanning double sided exams make sure it is set to duplex feeder not document feeder.
- Be sure to name your scans and save them in an appropriate location. A suggested organizational method is to have folders for each course, with subfolders for the different quarters, and then for different exams, and then for different versions.
- Scan exams. If there are different exam versions, scan the different versions separately. Note that you can scan multiple exams at once but be careful not to scan too many pages at the same time as this will slow down the process and increase the chances of a scanning error.
- Note on errors: the most common error is the scanner feeding through multiple pages at once. This does not happen often, but the likelihood increases with batch size. When this happens, the easiest fix is to continue the scan as normal. Once it has finished, open the pdf, find the exam(s) where the error occurred, rescan those exam(s) in a separate batch, and delete the errors from the original pdf.

II. Using the Scanner in Econ 304

- Place a batch of exams in the tray face up and right-side up (top of page closest to window).
- You can either have the scans e-mailed to you or scan directly to a USB drive. USB is better because waiting for the e-mail to send can take time.
 - Press “email”, type in your UCSD email address, press “ok”
 - To scan to a USB by inserting a USB drive, selection "Scan to USB", then optionally re-name the PDF file.
- Scans are 1-sided by default. To switch to double sided scanning, press “2-sided scanning”, select the 2-sided scanning option, and press “ok”
- By default, the pdf scans are named “Scanned from a Xerox multifunction printer,” and will come in an email with the same title. I recommend changing at least one of these things (to record batch number and exam version). To do so, press “attachment” or “subject”, type in the desired name, and press ok.
- Once you have the desired scanning settings, press the big green “start” button on the scanner
- If e-mailing scans: After you receive the email with the scan, download the PDF. If scans are taking too long to appear in your email, try reducing the number of pages in your batches.
- Notes about time and batch sizes. It takes 3-5 minutes to complete a scan of 30-80 pages, and scan time increases somewhat slowly with batch time. You can monitor how quickly the scanner is processing your scans by pressing the “job status” button on the scanner and toggling between “active jobs” and completed jobs”

Using Gradescope: Uploading Scanned Exams to Gradescope

Go to [gradescope.com](https://www.gradescope.com), select the course you are working with, and go to the assignments tab and click 'create assignment' (if there are multiple exam versions, create a separate assignment for each version)

I. Create the Template

- Upload a single exam as the template
- Press the 'create name region' button, and drag the box over the name section of the exam
- Repeat for the student ID number
- To add questions, press the 'new question' button and drag the box over the question and answer section. Set the number of points for the question
- Save the outline when finished

II. Upload the scanned exams (**must be a .pdf file**)

- Go to the manage scans section
- Click on 'select pdf files'
- Upload the scans
- Once a submission is uploaded, click 'show'. Check that the proposed submissions are correct (namely that they have the correct page length and order). Once ready, click 'create submission'.

III. Assign Students to their Exams

- Gradescope will automatically attempt to match submissions to students.
- Sometimes this feature does not work properly and the names must be matched manually. To do this, simply click the 'enter student name' button and begin typing in the student's name

IV. Grading (note: All TAs can grade at once)

- Make sure you provide detailed feedback for each error:
 - helps students learn,
 - helps instructor understand what the students do not understand,
 - reduces regrade requests,
 - if there is an error in grading it is simple to fix as long as you have marked the error.

V. Regrade Requests

- Make sure to limit the regrade period (this is a setting in Gradescope)
- Asking for a regrade is very easy with Gradescope and the request will come right to the TA who graded the question). Make sure to penalize students if the regrade request was not granted.