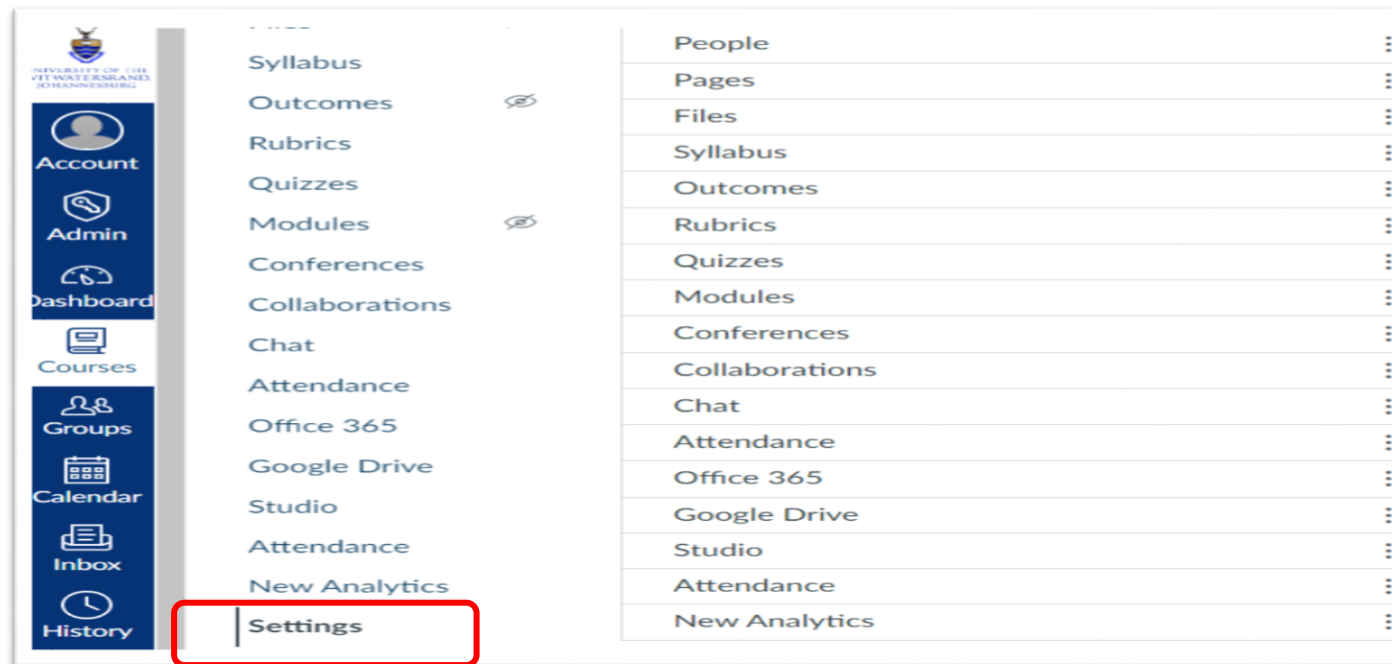


How to access Gradescope in Ulwazi

1. To add gradescope to your course, click on settings under course tool list.



2. Click on Navigation under settings.

Neo Petlele's Training Sandbox > Settings

Home Course details Sections **Navigation** Apps Feature Options

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	⋮
Assignments	⋮
Discussions	⋮
Grades	⋮
People	⋮
Pages	⋮
Files	⋮

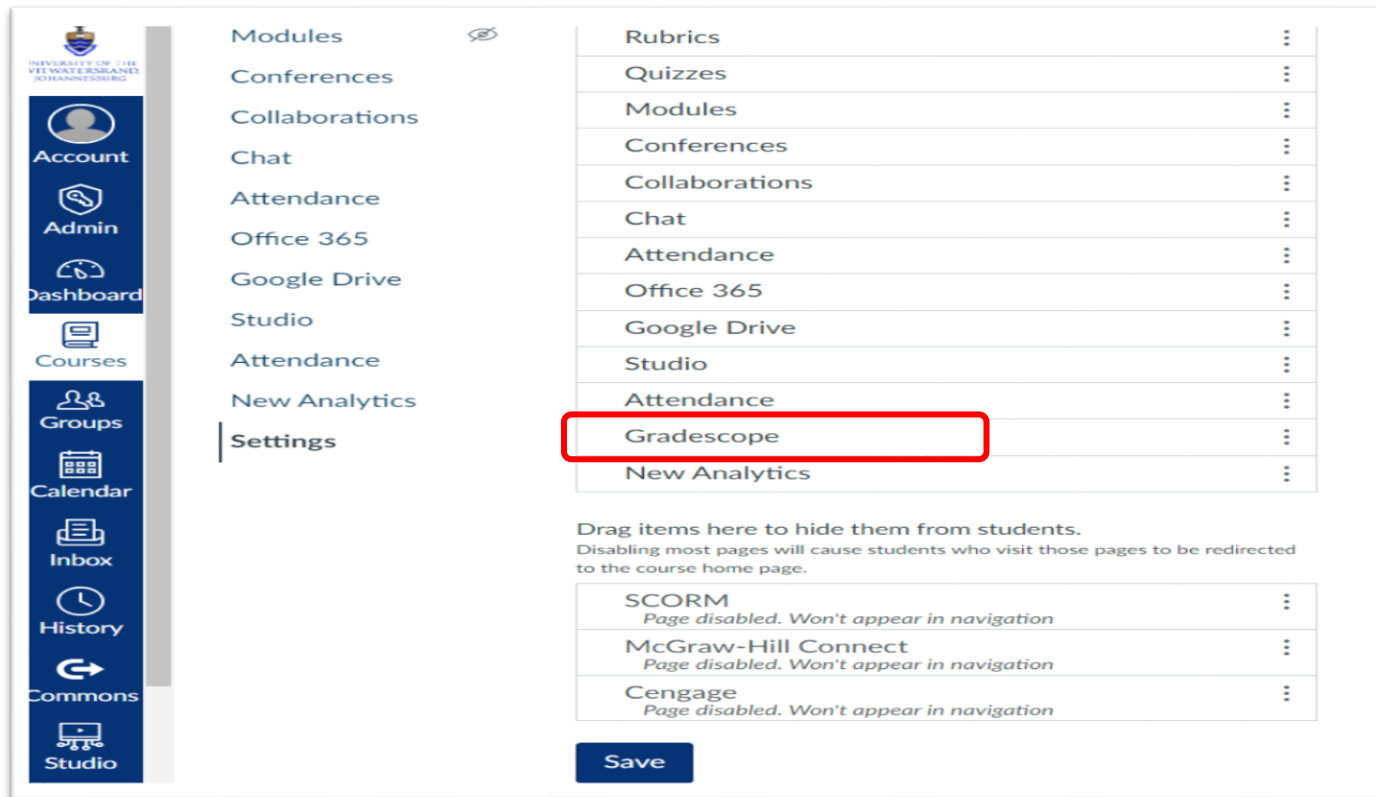
3. Click on gradescope to drag and drop to the tool list above.

The screenshot shows the Canvas LMS interface for a course. On the left is a navigation sidebar with icons for Dashboard, Courses, Groups, Calendar, Inbox, History, and Commons. The main content area is titled 'STUDIO' and includes 'Attendance', 'New Analytics', and 'Settings'. Below 'Settings' is a list of tools to be hidden from students:

Google Drive	⋮
Studio	⋮
Attendance	⋮
New Analytics	⋮
Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.	
Gradescope <i>Page disabled. Won't appear in navigation</i>	
SCORM <i>Page disabled. Won't appear in navigation</i>	⋮
McGraw-Hill Connect <i>Page disabled. Won't appear in navigation</i>	⋮
Cengage <i>Page disabled. Won't appear in navigation</i>	⋮

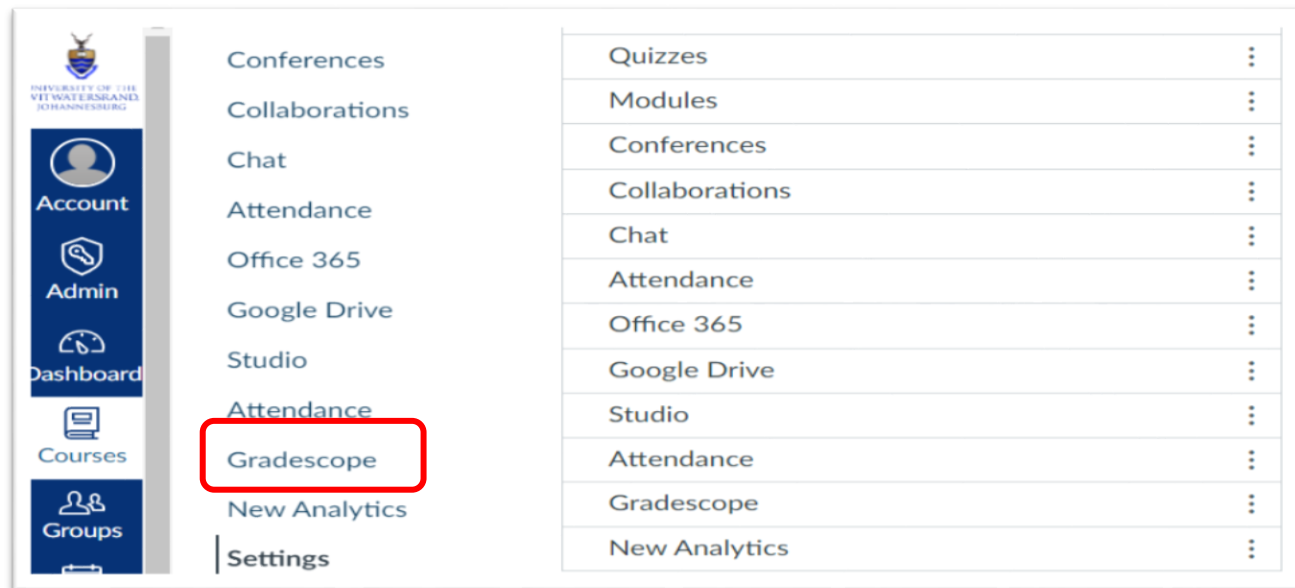
A red box highlights the 'Gradescope' entry in the list. Below the list is a 'Save' button.

4. Once gradescope appears on the tool list for items made available to students, click save.



The screenshot shows the Canvas LMS interface for a course. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and Studio. The main content area is divided into two columns. The left column lists course tools: Modules, Conferences, Collaborations, Chat, Attendance, Office 365, Google Drive, Studio, Attendance, New Analytics, and Settings. The right column, titled 'Available to students', lists the same tools with a three-dot menu icon to the right of each. The 'Gradescope' item is highlighted with a red rectangular box. Below this list is a section titled 'Drag items here to hide them from students.' with a sub-note: 'Disabling most pages will cause students who visit those pages to be redirected to the course home page.' This section contains three items: SCORM (Page disabled. Won't appear in navigation), McGraw-Hill Connect (Page disabled. Won't appear in navigation), and Cengage (Page disabled. Won't appear in navigation). At the bottom of the interface is a blue 'Save' button.

5. Click on Gradescope on the course tool list to access your gradescope account.



6. The Gradescope account will reflect the course code/name of course it is integrated with.

gradescope <≡

Neo Petlele's Traini...
Neo Petlele's Training Sandbox

Dashboard
Assignments
Roster
Extensions
Course Settings

INSTRUCTOR
Neo Petlele

Account

Neo Petlele's Training Sandbox | Spring 2021

DESCRIPTION
Edit your course description on the Course Settings page.

THINGS TO DO

- Finish grading test 1 - gradescope.
- Finish grading test 2 - gradescope.
- Finish grading test 3 - gradescope.

ACTIVE ASSIGNMENTS	RELEASED	DUE (SAST)	SUBMISSIONS	% GRADED	PUBLISHED	REGRADES
test 3 - gradescope	MAR 25	MAR 26 AT 2:00PM	1	19%	<input type="radio"/>	ON
test 2 - gradescope	MAR 18	MAR 19 AT 3:00PM	1	40%	<input type="radio"/>	ON
test 1 - gradescope	MAR 11	MAR 13 AT 3:00PM	1	0%	<input type="radio"/>	ON

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7. Click on course settings to edit settings such as course description, year, term .

NB: the course is integrated with ulwazi therefore there is no need to tick the entry code option to allow students to allow via course code

The screenshot displays the 'Edit Course' page in Gradescope. On the left sidebar, the 'Course Settings' option is highlighted with a red box. The main content area is titled 'Edit Course' and contains the following sections:

- Basic Settings**
 - COURSE NUMBER**: Neo Petele's Training Sandbox
 - COURSE NAME**: Neo Petele's Training Sandbox
 - COURSE DESCRIPTION**: (Empty text area)
 - TERM**: Spring (dropdown menu)
 - YEAR**: 2021 (dropdown menu)
 - SCHOOL**: University of the Witwatersrand
 - Note: If you would like to add this course to a different school, contact us at help@gradescope.com.
 - ENTRY CODE**: Allow students to enroll via course entry code
 - CANVAS COURSE**: Linked to: Neo Petele's Training Sandbox (Change Link) (Unlink)
 - SAKAI COURSE**: (Link)

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8. Grading defaults :

Rubric type are set to negative by default and can be changed to positive scoring

Score bounds are set to ceiling maximum score as per outline and floor minimum of 0.0

Spring 2021

SCHOOL
University of the Witwatersrand

ENTRY CODE
 Allow students to enroll via course entry code

CANVAS COURSE
Linked to: Neo Petlele's Training Sandbox Change Link Unlink

SAKAI COURSE
Link

Grading Defaults
Any newly created assignments will have these settings. Existing assignments won't be changed.

DEFAULT RUBRIC TYPE
 Negative Scoring
 Positive Scoring

DEFAULT SCORE BOUNDS
 Ceiling (maximum score is determined by the **Assignment Outline**)
 Floor (minimum score is **0.0**)

Update Course Delete course

Account

9. Click on assignment to view assignments details i.e. points, released dates, submission, graded submission, published assignments and regrades

gradescope < ≡

Neo Pettele's Traini...

Neo Pettele's Training Sandbox

Dashboard

Assignments

Roster

Extensions

Course Settings

INSTRUCTOR

Neo Pettele

4 Assignments

NAME	POINTS	RELEASED	DUE (SAST)	SUBMISSIONS	% GRADED	PUBLISHED	REGRADES
gradebook testing	12.0	MAR 31	APR 01 AT 2:00PM	1	100%	<input checked="" type="checkbox"/>	ON
test 3 - gradescope	12.0	MAR 25	MAR 26 AT 2:00PM	1	19%	<input type="checkbox"/>	ON
test 2 - gradescope	14.0	MAR 18	MAR 19 AT 3:00PM	1	40%	<input type="checkbox"/>	ON
test 1 - gradescope	12.0	MAR 11	MAR 13 AT 3:00PM	1	0%	<input type="checkbox"/>	ON

10. Roster tool allows you to sync your class list on to canvas. Click sync roster to pull students enrolled on the linked course into the gradescope course account.

The screenshot displays the Canvas LMS interface. On the left, a sidebar menu is visible with the 'Roster' option highlighted in a red box. The main content area shows the 'Course Roster' page for 'Neo Petele's Training Sandbox'. A modal dialog box titled 'Sync With Canvas Roster' is open in the center, outlined in red. The dialog box contains the following information:

- Sync With Canvas Roster**
- Update the roster using enrollments from a linked Canvas course.**
- INSTRUCTIONS**
 - + New users from the linked course will be added and linked.
 - + Existing users will be linked if their email address matches.
 - Linked users' roles and enrollment statuses will be updated to match Canvas.
- LINKED CANVAS COURSE**
 - Neo Petele's Training Sandbox
- EMAIL NOTIFICATION**
 - Let new users know that they were added to the course
- Buttons:** Sync Roster (green), Cancel (red)

The background interface shows a list of students: Antoinette Malgas, Neo Petele, and Zandile Sityata. At the bottom of the screen, a dark teal bar contains navigation and action buttons: Account, 2 students, 1 instructor, Download Roster, Sync Canvas Roster, Sync Sakai Roster, Send Enrollment Notification, and Add Students or Staff +.

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11. Extension tool allows you to add an extension for individual student in terms of time limit set for an assignment.

The screenshot displays the Canvas LMS interface for a course titled "Neo Petelele's Training Sandbox - Spring 2021". The left sidebar shows the navigation menu with "Extensions" highlighted. The main content area shows the "Extensions" page for the course, with a modal dialog titled "Add an Extension" open. The modal dialog contains the following fields and options:

- STUDENT:** A search dropdown menu with the placeholder text "Search students by name or email...".
- EXTENSION TYPE:** Three radio button options:
 - Maximum Time Permitted
 - Multiply available time by 1.5
 - Add 30 minutes
- Buttons:** "Cancel" and "Add Extension".

12. Creating an Assignment

12.1 The first step is create an assignment link on the assignment tool in ulwazi. Click on Assignment tool – and click ad assignment

The screenshot shows the ulwazi interface for 'Neo Petlele's Training Sandbox > Assignments'. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, Courses, Groups, and Calendar. The main content area has a search bar for assignments and a '+ Group' button. A red box highlights the '+ Assignment' button. Below this, a group named 'gradescope' is shown with a '10% of total' progress indicator. The group contains three assignments: 'test 1 - gradescope' (Closed, Due 20 Mar at 23:59, 50 Pts), 'test 2 - gradescope' (Closed, Due 23 Mar at 23:59, 50 Pts), and 'test 3 - gradescope' (Closed, Due 26 Mar at 23:59, 100 Pts). Each assignment has a green checkmark and a vertical ellipsis menu icon.

13. Assignment details

13.1 Type in assignment title and instruction on the text box.

13.2 Select points

13.3 Select assignment group

13.4 Select grade as points

The screenshot displays the Canvas LMS assignment creation interface. On the left is a vertical sidebar with navigation icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and Studio. The main content area is titled 'Assignments' and contains a text box for the assignment title, a rich text editor for instructions, and a settings section at the bottom. The title field contains 'gradescope assignment'. The instructions text area contains 'assignment instructions'. The settings section includes three fields: 'Points' set to 50, 'Assignment group' set to 'gradescope', and 'Display grade as' set to 'Points'. A red box highlights the title field, another red box highlights the instructions text area, and three red boxes highlight the 'Points', 'Assignment group', and 'Display grade as' fields respectively. The bottom right of the settings section shows '2 words' and a code icon.

14. Submission type

14.1 Select external type under submission type, then click on find to select gradescope.

14.2 select the option to load tool in a new tab(optional)

Gradescope

New Analytics

Settings

Do not count this assignment towards the final grade

Submission type

External tool

External Tool Options

Enter or find an external tool URL

Load this tool in a new tab

15. Submission Attempts: select number of attempts allowed
- 16: Assign assignments by selecting selection or everyone
17. Select available date, due date and until date for the assignment and click save and publish.

The screenshot displays the Canvas LMS interface for setting up an assignment. A vertical sidebar on the left contains navigation icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, and Studio. The main content area is divided into three sections, each highlighted with a red box:

- Submission Attempts:** This section includes a dropdown menu for 'Allowed attempts' set to 'Limited' and a numeric input field for 'Number of Attempts' set to '1'.
- Assign:** This section includes a dropdown menu for 'Assign to' set to 'Everyone'.
- Due:** This section includes a date and time picker for 'Due' set to '31 Mar 23:59' (Wed, 31 Mar 2021 23:59). Below it are two date and time pickers for 'Available from' (set to '1 Mar 9:00' on Mon, 1 Mar 2021) and 'Until' (set to '31 Mar 23:59' on Wed, 31 Mar 2021). A '+ Add' button is located at the bottom of this section.

At the bottom of the form, there is a checkbox labeled 'Notify users that this content has changed' which is currently unchecked. To the right of the checkbox are three buttons: 'Cancel', 'Save & publish', and 'Save'.

**18. The second step is to create Assignment in gradescope:
Click on assignment tool, then create assignment to choose the assignment types .**

The screenshot displays the Gradescope interface. On the left, a sidebar shows navigation options like Dashboard, Assignments, Roster, Extensions, and Course Settings. The main area shows a list of assignments with columns for NAME, PUBLISHED, and REGRADES. A 'Create Assignment' modal is open in the center, titled 'Create Assignment' with a close button. The modal lists 'ASSIGNMENT TYPES' with options: Exam / Quiz, Homework / Problem Set, Bubble Sheet, Programming Assignment, and Online Assignment (BETA). Below the list, it says 'Select an Assignment Type' and 'Gradescope supports a variety of paper-based, online, and code assignments. Click on one to learn more.' At the bottom of the modal are 'Cancel' and 'Next' buttons. In the bottom right corner of the interface, a 'Create Assignment' button is highlighted with a red box.

19. Exam/Quiz type

Allows instructor to scan student handwritten work to mark online.

Click on link below to view steps on creating exam/quiz type

https://help.gradescope.com/article/h7ztxlg164-instructor-assignment-types#exams_quizzes

The screenshot displays the 'Create Assignment' modal in Gradescope. On the left, a sidebar shows the course 'Neo Petelele's Training Sandbox' with a list of assignments: 'gradebook testing', 'test 3 - gradescope', 'test 2 - gradescope', and 'test 1 - gradescope'. The 'Create Assignment' dialog is open, showing 'ASSIGNMENT TYPES' with 'Exam / Quiz' selected. Below this, there are options for 'Homework / Problem Set', 'Bubble Sheet', 'Programming Assignment', and 'Online Assignment' (marked as BETA). A preview of the exam content is shown, including a header with 'Name:' and 'Student ID:' fields, and a title 'Introduction to Gradescope Fall 2014 Midterm'. The preview includes two questions: 'Q1.1 [3pt] What is the integral of x?' and 'Q2. [2pt] United States Geography'. Below the preview, the text 'Exam / Quiz' is followed by a description: 'Instructors administer an assessment then collect and scan student work. Students answer each question in designated regions.' and a 'Learn More' link. At the bottom right of the dialog, there are 'Cancel' and 'Next' buttons.

20. Homework/Problem set

Allows instructor to set release date and time limit for student to submit scanned handwritten assignment

- Click on link below to view steps on creating exam/quiz type

https://help.gradescope.com/article/h7ztxl9164-instructor-assignment-types#homework_problem_sets

The screenshot shows the 'Create Assignment' modal in Gradescope. The 'Homework / Problem Set' option is selected under 'ASSIGNMENT TYPES'. The modal displays a preview of handwritten work for two problems:

- $f'(x) = 30x^4 + 132x^3 - 90x^2$
 $= 6x^2(5x^2 + 22x - 15)$
 $= 6x^2(5x-3)(x+5)$
- $\frac{d}{dx} e^{2x} \sin(5x) = 2e^{2x} \sin(5x) + 5e^{2x} \sin(5x)$

The modal also includes a description of the assignment type and a 'Next' button.

21. Bubble sheet

Bubble sheet assignment are purely for MCQ assessments

- Click on link below to view steps on creating bubble sheet assignment

https://help.gradescope.com/article/h7ztxlg164-instructor-assignment-types#bubble_sheets

Create Assignment

ASSIGNMENT TYPES

- Exam / Quiz
- Homework / Problem Set
- Bubble Sheet**
- Programming Assignment
- Online Assignment **BETA**

	A	B	C	D	E
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

	A	B	C	D	E
26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Bubble Sheet

Using the [Gradescope Bubble Sheet Template](#) instructors can mark the correct answers for each question ahead of time, and all student submissions will be automatically graded. [Learn More](#)

Cancel Next

22. Programming Assignment

- Click on link below to view steps on creating programming assignment

https://help.gradescope.com/article/h7ztxl9164-instructor-assignment-types#programming_assignments

The screenshot shows the Gradescope interface with a 'Create Assignment' modal open. The modal has a dark green header with the title 'Create Assignment' and a close button. On the left, under 'ASSIGNMENT TYPES', the 'Programming Assignment' option is highlighted with a green bar. Other options include 'Exam / Quiz', 'Homework / Problem Set', 'Bubble Sheet', and 'Online Assignment' (marked as BETA). The right side of the modal shows a code editor with Python code for a calculator, a 'Good documentation string' input field, and a 'TOTAL POINTS' section with a score of 6.0 / 10.0 pts and three criteria: '+4.0 Followed coding', '+2.0 Sufficient docur', and '+4.0 Efficient algorith'. At the bottom of the modal are 'Cancel' and 'Next' buttons.

23. Online Assignment

Online assignment consists of the following question types: MCQ, short answer, fill in the blank and file up

- Click on link below to view steps on online assignment

https://help.gradescope.com/article/h7ztxlq164-instructor-assignment-types#online_assignments_beta

Create Assignment

ASSIGNMENT TYPES

- Exam / Quiz
- Homework / Problem Set
- Bubble Sheet
- Programming Assignment
- Online Assignment** **BETA**

QUESTION 1 Algorithmic Complexity **POINTS** 5 **Delete Question**

PROBLEM What is the runtime complexity of binary search?

() $O(1)$
(X) $O(\log(n))$
() $O(n)$
() $O(n^2)$
() $O(2^n)$

Insert Field

- Short Answer
- Free Response
- Multiple Choice
- Select All

Online Assignments are in beta. Feedback or ideas? Reach out to us at help@gradescope.com.

Online Assignment

Instructors create questions directly on Gradescope. Students will be able to log in and submit responses within the Gradescope interface.

[Learn More](#)

Cancel **Next**

24. Linking gradescope assignment to the assignment link created on Ulwazi

Click on the assignment settings

gradescope < ≡

Neo Petlele's Traini...

Neo Petlele's Training Sandbox

Dashboard

Assignments

Roster

Extensions

4 Assignments

NAME	POINTS	RELEASED	DUE (SAST)	SUBMISSIONS	% GRADED	PUBLISHED	REGRADES
gradebook testing	12.0	MAR 31	APR 01 AT 2:00PM	1	100%	<input checked="" type="checkbox"/>	ON ⋮ ⚙️ Assignment Settings 🗑️ Delete Assignment
test 3 - gradescope	12.0	MAR 25	MAR 26 AT 2:00PM	1	19%	<input type="checkbox"/>	
test 2 - gradescope	14.0	MAR 18	MAR 19 AT 3:00PM	1	40%	<input type="checkbox"/>	ON ⋮

25. Selecting assignment link creating on Ulwazi on the dropdown then click link assignment.

The screenshot shows the 'Edit Assignment' interface in Ulwazi. A modal dialog box titled 'Link Canvas Assignment' is open, highlighted with a red border. The dialog contains the following elements:

- Link Canvas Assignment** (Title)
- Select the Canvas assignment matching this one from the list.** (Instruction)
- SELECT ASSIGNMENT TO LINK** (Section header)
- test 3 - gradescope** (Selected item in the dropdown menu)
- Link Assignment** (Green button)
- Cancel** (Red button)

The background interface shows the 'Edit Assignment' page with the following details:

- gradescope** (Course name)
- test 3 - gradescope** (Assignment name)
- Basic Settings** (Section header)
- TEMPLATE** (Section header)
- template_-_test_1.pdf** (Template name)
- TITLE** (Section header)
- test 3 - gradescope** (Title value)
- WHO WILL UPLOAD SUBMISSIONS?** (Section header)
- Instructor** (Radio button)
- Student** (Selected radio button)
- CANVAS ASSIGNMENT** (Section header)
- Link** (Button)
- SAKAI GRADEBOOK ITEM** (Section header)
- No Sakai course linked. (edit)** (Warning message)