

## GRADESCOPE BUBBLE SHEETS HOW-TO

Gradescope Bubble Sheets is a paper-based multiple-choice tool integrated with ICON, allowing for online upload and scoring of scanned student sheets. We've created a step-by-step guide to help instructors get started.

### How do I add Gradescope in my course?

1. On the side bar of your ICON page, click **Settings**.
2. Then click **Navigation** and find Gradescope among the options.
3. Drag Gradescope to the top section and place it in the desired location.
4. Scroll to the bottom and click **Save**.
5. Click the Gradescope link you have just made visible.
6. In Gradescope, click **Roster**.
7. At the bottom of the page, click **More**, then click **Sync Roster**.
8. Gradescope is now ready to be used in your course.

### How do I create a Bubble Sheets assignment?

1. Click **Assignments**, then the **vertical ellipsis** on the top right adjacent to +Group and +Assignment.
  2. Select **Gradescope**.
  3. A window to your Gradescope dashboard will appear, click **A new Gradescope assignment**, then **Link Assignment**.
  4. Select **Bubble Sheet** and click **Next**.
  5. Name the assignment.
  6. For "Who will Upload Submissions?" select **Instructor**.
  7. Click **Create Assignment**.
  8. On the ICON Assignments page, scroll down to find the Gradescope assignment you created, click on the assignment, which will open to the Gradescope screen.
  9. Create your answer key.
  10. If you have multiple versions, click **+Add Version** at the top. Up to 5 different versions can be made.
  11. Once you are done, click **Save Answer Key**.
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## How can I get Bubble Sheets for my students?

- Print the forms yourself by downloading the blank Bubble Sheet PDF file. A link to the PDF is found at the top of the Answer Key in the Gradescope section of your ICON course.
- A second option is to pick up copies of the Bubble Sheets from the UCC Copy Center. Their staff are also available to assist in scanning exams. Be sure to complete the job ticket.

## How do I upload student responses?

After students have taken the exam, you can either scan their exams yourself or bring the exams to the Copy Center to be scanned for you

1. If you bring them to the Copy Center, you will need to fill out a **Bubble Sheets Job Ticket**, which can be found at the Copy Center.
2. The Copy Center will provide you a PDF with the scanned exams.
3. To then upload the pdf, go to your course's ICON page and click **Gradescope** in the course navigation.
4. Click on the name of the exam or assignment.
5. On the Manage Scans page, click **Select PDF Files** and upload the PDF of the scanned exams.
6. Gradescope will separate each student's bubble sheet and attempt to link them to each student's account.
7. Click **Manage Submissions**.
8. Review that each student is matched correctly. To find students that have not been matched, click **Unassigned** at the top of the page.
9. If a student is unmatched or matched incorrectly, click **edit** next to the incorrect name and either type in the student's name or select it from the dropdown menu.

## How do I post grades to ICON?

After an assignment has been graded, you can review grades, look at statistics of the class's performance, and see an Item Analysis of each question.

1. To allow students to see their scores without sharing which questions they got right or wrong, click **Post Grades to ICON**.
2. To allow students to see their graded submission, including which questions they got wrong and what the correct answer was, click **Publish Grades**.

## Additional Tips

- Tell students to **print** their name clearly and legibly and to use their name as it appears in ICON to ensure Gradescope can match the student to their assignment.
  - Ask students to use a dark writing utensil. In our testing, blue or black ink or pencils worked best. Be sure to fill in the circles completely.
  - For more information, please go to our website at [teach.its.uiowa.edu/gradescope](https://teach.its.uiowa.edu/gradescope).
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