

Gradescope in Canvas

Quick Guide for Faculty

Gradescope is an AI-assisted grading platform that can automatically grade bubble sheets and other handwritten assessments within Canvas.

Link your Canvas Course with Gradescope

- Open [Assignments](#) from the Course Navigation Menu, select the three-dot icon to open Assignments Settings, then select **Gradescope** and the Gradescope Dashboard will open.
- In the Link to Canvas Gradebook Course dialog box, select to **Link With: A New Gradescope Course**, then select **Link Course**.
- In the "Link to Canvas Gradebook Assignment" dialog box, do not select anything to Link With and instead select **Close**. You will link new assignments later.

Sync your Roster

- In the Gradescope Dashboard, select the **Roster** link from the left sidebar, then select **Sync Canvas Gradescope Roster**. By default, Gradescope will email users to notify them that they have been added to the course. Uncheck this setting if you do not want students to be notified. Select the **Sync Roster** button to initiate the sync.
 - If students add/drop after this initial sync, be sure to re-sync the roster. Grades for dropped students will be preserved. In the Gradescope Dashboard, with the **Roster** link selected, select the **More** button at the bottom of the Dashboard, then select **Sync Canvas Gradebook Roster** to re-sync the roster.
- If the sync fails for a student, the student is likely missing an email address in Canvas. Ask the student to submit a help ticket at eLearning@helenacollege.edu.

Assignment Configuration

- Gradescope can only be used with the Assignment activity in Canvas. It will not work with Discussion or Quiz activities. To use Gradescope to auto-grade a quiz or exam, you must use the Assignment activity type in Canvas.
- There are four types of Gradescope Assignments: Bubble Sheet, Exam/Quiz, Homework/Problem Set, and Programming. For each type of Gradescope Assignment:
 - Begin in your Canvas course by [creating a new assignment](#), set the total number of points, select the correct Assignment Group, choose how to Display Grade as, and set submission type to **External Tool**, then select **Find**. Then, select **Gradescope** from the list of external tools.
 - In the Gradescope Dashboard, select **Link With: A New Gradescope Assignment**, then select **Link Assignment**. Then, select the **Assignment Type** (specific instructions on creating each assignment type below), then select **Next**.

- Configure the Assignment Settings based on your preferences. It is recommended for the instructor to upload submissions for Bubble Sheet and Exam/Quiz Assignment Types. The following links provide specific instruction on how to create each Gradescope assignment type (after building the Assignment in Canvas):
 - [Bubble Sheet Assignment](#)
 - [Exam/Quiz Assignment](#)
 - [Homework/Problem Set Assignment](#)
 - [Programming Assignment](#)
- Once you've configured all assignment settings, select **Create Assignment** to finalize settings.
- In the "Configure External Tool" window in Canvas, select the **Select** button. Then save the Assignment in Canvas.
- Note that if you have a pre-existing Assignment built in Canvas, you can change the submission type to External Tool and follow the steps above.

Scanning & Grading Submissions

- In assignments configured for the instructor to upload submissions, you will scan submissions and upload them to the Gradescope Assignment in Canvas. This only applies to Bubble Sheet and Exam/Quiz Assignment Types.
- Check the Gradescope Guides to learn how to manage scans for the [Bubble Sheet Assignment](#) and [Exam/Quiz Assignment](#).
- The following links provide specific instruction on how to grade each assignment type:
 - [Bubble Sheet Assignment](#)
 - [Exam/Quiz Assignment](#)
 - [Homework/Problem Set Assignment](#)
 - [Programming Assignment](#)

Things to Remember

- If building an Exam/Quiz or Homework/Problem set, you will create a Template, save as a PDF, and upload the Template during assignment creation. Your template must include space for Student Name and Student ID. Print the template and distribute it to students. If you modify the template, you must re-upload the new version to Gradescope.
- If your scanned file of student submissions is too large to send with a Helena College printer, choose to send via OneDrive instead.

Learn More

- Consult the [Canvas Instructor Guides](#) for updated information on how to use Canvas.
- Find on-demand resources and support at [HC Gradescope](#) webpage.

For further assistance, please contact the eLearning Team at eLearning@HelenaCollege.edu.