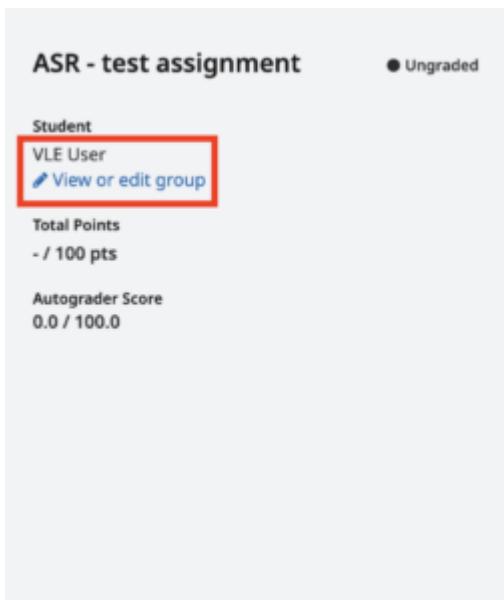


# Gradescope Group Assignments: adding a fellow group member

If your instructor has allowed you and other students to submit as a group, you can (and should) add group members to your submission.

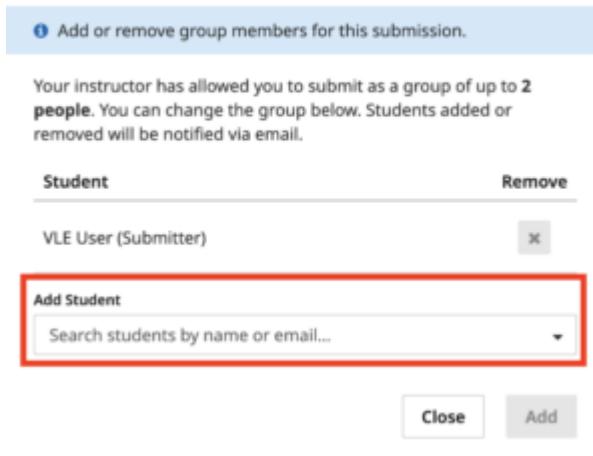
To add group members to an assignment submission:

- On your submission page, either select Group Members in the action bar (along the bottom of the screen) or select 'View or Edit Group' in the outline area of the submission (in the right hand panel).



- In the Group Members modal, enter a name to add other students, and then select **Add**.

## Group Members



1 Add or remove group members for this submission.

Your instructor has allowed you to submit as a group of up to **2 people**. You can change the group below. Students added or removed will be notified via email.

Student	Remove
VLE User (Submitter)	

**Add Student**

Search students by name or email...

**Close** **Add**

Note: If you cannot see your group member(s) listed in Gradescope, please contact the Course Secretary to ask them to re-sync the Gradescope roster with Learn.

---

# Learn Ultra basics for Instructors

All teaching staff will need to interact with Learn Ultra, even if the course materials are hosted on Drupal. We have compiled links to instructions on the most common tasks you will need to perform in Learn below. If you do not see what you need below, please check out the following page, which has additional instructions and guidance materials on a range of other aspects of Learn Ultra: [Using Learn as an Instructor](#).

**Introduction to Learn Ultra**: a series of short videos providing an overview of Ultra and how to navigate the site.

### Adding and organising content:

- [Types of Course Content](#) – start here to get a definition of the terminology used for content types in Ultra

- [Learning Modules and Folders](#)
- [Adding Documents](#)
- [Web and course links\\*](#)
- [Copying content in Learn Ultra](#)
- [Add a video to your course](#)

\*If you want to share a link with students to a file you have uploaded to the Content Collection for a course, you will need to adjust the permission settings in the Content Collection folder following [these instructions from Blackboard](#).

### **Assessment and marking:**

Please remember that the Course Secretary is now in charge of setting up most assignment submissions, so please contact the ITO about the creation of assignment submission boxes. Below we have provided links for guidance on accessing student submissions and how to give marks and feedback.

#### For Learn Assignments:

- [Marks and Gradebook, Feedback, additional information on marking and the Gradebook](#)
- [Uploading marks \(and feedback\) to Learn Ultra](#)
- [Creating and managing tests](#)

#### For Turnitin assignments:

- See the Marking, Feedback and Grading section [here](#)

#### For Gradescope assignments:

- See our blog post [Marking an exam or homework assignment in Gradescope](#)

### **Tools:**

- [Communicating with your students](#) (incl. Announcements and how to email a Group in Learn)
- [Managing Groups](#) and [Group Import and Export](#)
- If you don't use Piazza for your course, you can set up

a discussion board in Learn. This can be linked to Groups, so that students can talk to their group members: [Create and manage Discussions](#)

- Adding tools to your Learn course (e.g. Zoom, CodeGrade, Noteable): [Adding Tools via Content Market](#); for more on Zoom, see [Adding a Zoom session to your Learn Ultra course](#)

Note: All students, the Course Organiser, and Course Secretary will be automatically enrolled on the Learn course via a feed from EUCLID. All other teaching staff (i.e. additional lecturers and teaching support staff) will be enrolled via a feed from the School's own databases; teaching support staff will only be enrolled in Learn once their contract is confirmed in PiP.

As an Instructor on a Learn course, you can also [add any other member of staff to your course as an Instructor or Staff Participant](#), if they want to view materials on the site.

---

# Collecting coursework submissions: Learn or Gradescope?

This blog post is intended to help course organisers decide which platform is most suitable for their needs with regards to coursework submission and marking. Learn Ultra – and its accompanying Gradebook – is quite a different beast to Learn Original, and so I thought it work highlighting the advantages and challenges of each approach. For simplicity sake, I have highlighted only those assignment types which are commonly used in the School of Informatics. If you have a requirement

which sits outside of what is listed below (eg a graded blog) please get in touch with us and we can talk you through further options.

## Learn Ultra

Learn Ultra supports the following ways of assessing students online:

- [Learn Assignment](#)
- [Learn Test](#)
- [Turnitin](#)

## Gradescope

- [Homework assignment](#)
- [Online assignment](#)
- [Programming assignment](#)
- [Group assignment](#)
- [Exam](#) (more about the history of using Gradescope for exam marking can be found [here](#))

---

## Scenario 1 – student submits one individual PDF for marking

### Learn Ultra

Learn Ultra can accept multiple files and file types. If one PDF is submitted, this should be displayed in the marking interface (although there have been multiple problems with how Learn handles PDFs in its own reader – particularly on a Mac – and so users are encouraged to download the PDF and open in their native application). A space is provided for the marker to enter grades and feedback. Delegated grading can be enabled for large courses where marking is distributed amongst a team of markers. In addition, parallel marking is now supported in

Learn Ultra. This allows two markers to mark the same submission independently, with the course organiser acting as reconciler. Please note: parallel marking can only be enabled for individual submissions (ie \*not\* group assignments).

## **Gradescope**

The Gradescope Homework assignment can only accept one PDF file upload. Marking can be distributed 'horizontally' – ie different markers marking different sections of the submission. Like all the Gradescope assignment types, anonymous marking is supported intuitively – and can be enabled and disabled as needs dictate. A marking scheme can be created in advance, encouraging consistency. Rubrics can be created in advance, or 'on the fly'. One of the main advantages of Gradescope is the ability to change rubric values mid-way through marking, with marks previously assigned recalculated automatically.

---

## **Scenario 2 – group assignment**

### **Learn Ultra**

Learn Ultra can support a group assignment. The workflow remains: the groups needs to be created, a group assignment is submitted, one member of the group submits on behalf of the group. This is marked and the marks / feedback are cascaded to each member of the group. Please note: parallel marking can \*not\* be enabled for a group assignment – nor can delegated grading. So this is best suited for courses with only one marker. Also, anonymity can not be enabled for group assignments.

### **Gradescope**

Gradescope can now support group assignments. As with Learn

Ultra, the marker(s) mark as normal, but the grades / feedback are cascaded to each member of the group. However, with Gradescope group assignments, the responsibility for creating the group falls to the student submitting the coursework. Unlike with Learn Ultra, anonymity can be enabled however double blind marking is also not supported.

---

## Scenario 3 – programming assignment

### Learn Ultra

Learn Ultra can support a student uploading multiple files. These files can then be downloaded by the marker, with marking taking place offline. [Marks and feedback can then be uploaded to the Gradebook via a CSV file upload.](#)

### Gradescope

Gradescope has a dedicated programming assignment type. Students can upload unlimited files, of any file type. Markers can build and use an autograder to automatically grade parts of the submission. Markers can also manually grade submissions. One of the main advantages of using Gradescope over Learn Ultra for programming assignments is you can [perform a code similarity check within Gradescope.](#)

\* Please note: Gradescope Programming Assignments behave differently to Gradescope Homework assignments, in that the student can choose which submission they would like the marker to mark. Consider this when designing your assignment policy and communications.

---

## Scenario 3 – multiple choice quiz

### Learn Ultra

Learn Ultra has an inbuilt test functionality. Since the move from Learn Original, many of the question types are no longer supported. LaTeX is, in theory, supported in Learn tests. However, in practice, this has proved problematic across the College and we currently do not recommend this approach.

### Gradescope

Gradescope's [online assignment type](#) can be used for MCQ type tests / quizzes. It has several advantages over Learn Ultra test:

- a more intuitive interface for both question setter and student
- you can use LaTeX and Markdown to format the question text
- an in-built student preview (not available in Ultra tests).

---

## Scenario 4 – marking by tutorial group

In the past, you may have appreciated the ability to mark by tutorial group in Turnitin. It is worth noting that Gradescope can now support this workflow. Please speak with a member of the ITO to help you set this up.

---

## Summary

Gradescope provides a good user experience for all users and has become the default assessment platform for many courses

across the School. We hope the above is useful, but please don't hesitate to get in touch with us if you'd like to discuss specific requirements for your course.

---

## Allowing students extra time on quizzes

If students are permitted extra time on timed pieces of coursework as part of their extended time adjustments, then you will need to set this up for any timed quizzes/tests on your course.

If you are a member of teaching staff, **please ensure that you talk to the ITO** about this before enabling it for any student on your course, as there are different types of extra time adjustments that a student may have and they will help clarify for your course how these need to be applied.

Below are links for how to add these extended time adjustments in the two commonly used coursework quiz/test platforms. For both Gradescope and Learn tests, you can set up an adjustment for a student that extends across a whole course and any timed assignments within that course or grant an adjustment just for one or more individual assignments.

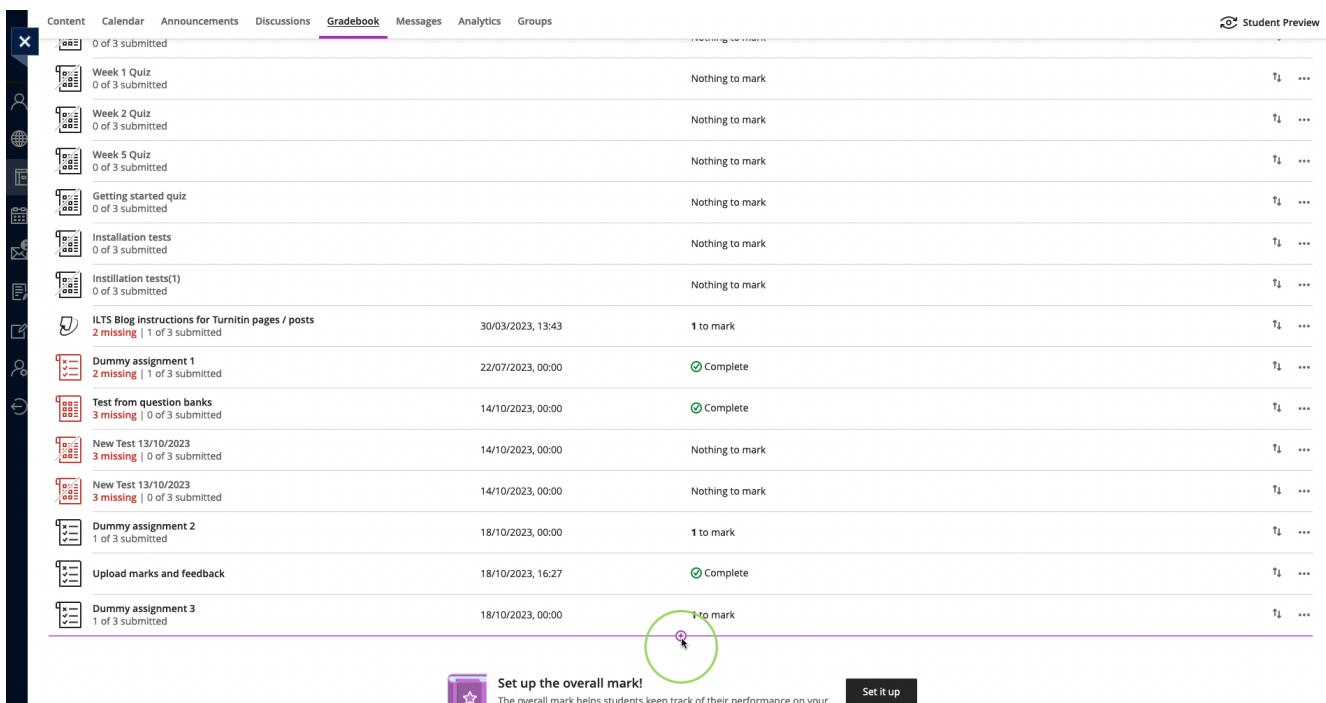
Gradescope: [Extending assignment release dates, due dates, and time limits](#)

Learn: [Accommodations and Exceptions in Blackboard Ultra](#) (with thanks to Teeside University for writing much better instructions on this than Blackboard itself provides)

# Uploading marks (and feedback) to Learn Ultra

Note: Due to an ongoing bug in Learn Ultra, if you upload feedback to submission box in Learn, it will not be visible to students. If you want to upload feedback for an assignment that students submitted to via Learn, follow the instructions below to create a new “item” directly within the Gradebook itself, which (for some reason!) allows students to view the feedback you upload. **Update: This bug appears to have been fixed, but let us know if you encounter any problems with the visibility of feedback for students.**

1. Go to the Gradebook in the course Learn page.
2. Add a new Item to the Gradebook by hovering over where you want to add it in the list and clicking on the purple (+) when it appears and then select “Add Item”.



The screenshot shows the Gradebook page in Learn Ultra. The top navigation bar includes Content, Calendar, Announcements, Discussions, Gradebook (which is highlighted in purple), Messages, Analytics, and Groups. The Gradebook table lists various assignments and their status:

Assignment	Due Date	Status	Actions
Week 1 Quiz	0 of 3 submitted	Nothing to mark	...
Week 2 Quiz	0 of 3 submitted	Nothing to mark	...
Week 5 Quiz	0 of 3 submitted	Nothing to mark	...
Getting started quiz	0 of 3 submitted	Nothing to mark	...
Installation tests	0 of 3 submitted	Nothing to mark	...
Instillation tests(1)	0 of 3 submitted	Nothing to mark	...
ILTS Blog instructions for Turnitin pages / posts	30/03/2023, 13:43	1 to mark	...
Dummy assignment 1	22/07/2023, 00:00	Complete	...
Test from question banks	14/10/2023, 00:00	Complete	...
New Test 13/10/2023	14/10/2023, 00:00	Nothing to mark	...
New Test 13/10/2023	14/10/2023, 00:00	Nothing to mark	...
Dummy assignment 2	18/10/2023, 00:00	1 to mark	...
Upload mark and feedback	18/10/2023, 16:27	Complete	...
Dummy assignment 3	18/10/2023, 00:00	No mark	...

At the bottom of the Gradebook table, there is a call-to-action: "Set up the overall mark! The overall mark helps students keep track of their performance on your course." A "Set it up" button is located to the right of this text.

Then make the following adjustments when the item settings

window opens:

- It will give the item the default name of “New Item and the current date”; change this to the actual assignment’s name to ensure that students can locate it easily.
- We recommend keeping this item hidden from student view for now.
- The due date doesn’t really matter for this, so you can leave it as the default of the current time.
- Set the marking as required (points, percentage, etc.) and, if points, the maximum number possible for this assignment.
- For “Mark category”, choose Assignment.
- Add a description if you want, but it’s not required.
- Press Save.



## GitHub assignment

Hidden from students ▼

### Due date

19/10/2023 ▼ 15:25 ▼

### Marking

#### Mark using

Points ▼

#### \* Maximum points

50

#### Mark category

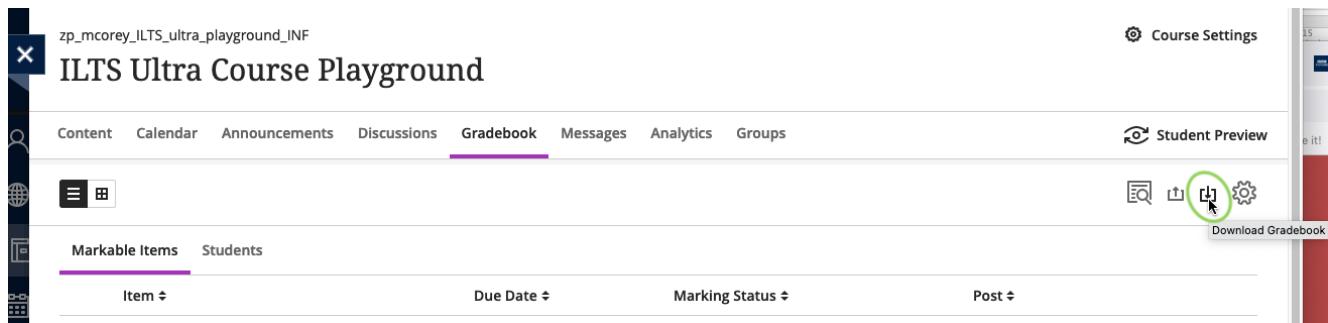
Assignment ▼

Type a description

Cancel

Save

3. Download the Gradebook, selecting just the new item that you created. Make sure to tick the option to include Feedback (unless you just want to upload marks, in which case, leave it unticked). Choose to save it as an xlsx file and save it to your computer.



zp\_mcorey\_ILTS\_ultra\_playground\_INF

## ILTS Ultra Course Playground

Content Calendar Announcements Discussions Gradebook Messages Analytics Groups

Student Preview

Markable Items Students

Item Due Date Marking Status Post

Download Gradebook

## ILTS Ultra Course Playground Download Marks

### Download Options

#### Mark Records

Full Gradebook  
All marks in the Gradebook

Mark History  
History of changes made to marks

---

#### Record Details

Choose which assignments, assessments or items to include in your download

Select All Items

Dummy assignment 2

Upload marks and feedback

Dummy assignment 3

GitHub assignment

Include feedback for the selected item

---

#### File Type

Depending on your computer, the file format opens with different spreadsheet software

Tab-separated File (.xls)

Comma Separated Values (.csv)

---

#### Save Location

My Device

Content Collection

---

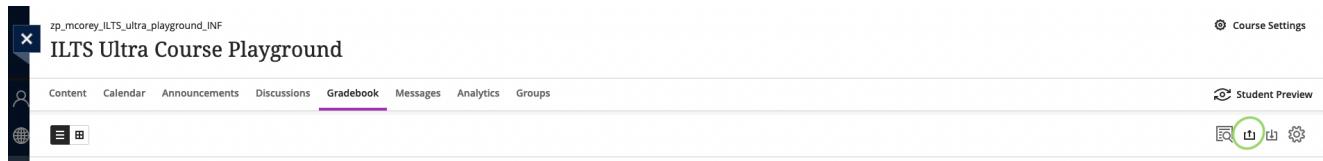
Cancel Download

4. Open the file on your device.

5. Make sure that the header for Column G is the assignment you want to be uploading marks for (i.e. the item you just created in the Gradebook).
6. Input the marks in Column G.
7. Input the feedback in Column J, if you need to share this with students.

Note: Make sure you do **not** change the header of any of the columns or Learn may not be able to read the file properly when you upload the marks. If you need to copy and paste data from another spreadsheet, make sure that it aligns with the columns as laid out in the file you downloaded from Learn.

8. Save the file.
9. Return to the Gradebook in Learn and now select “Upload Gradebook”.



10. Choose “Upload Local File” and select the spreadsheet you have just saved. Once it has loaded, **untick** the option for “Select All” and just leave the assignment you want to upload marks for ticked. Click “Upload”.

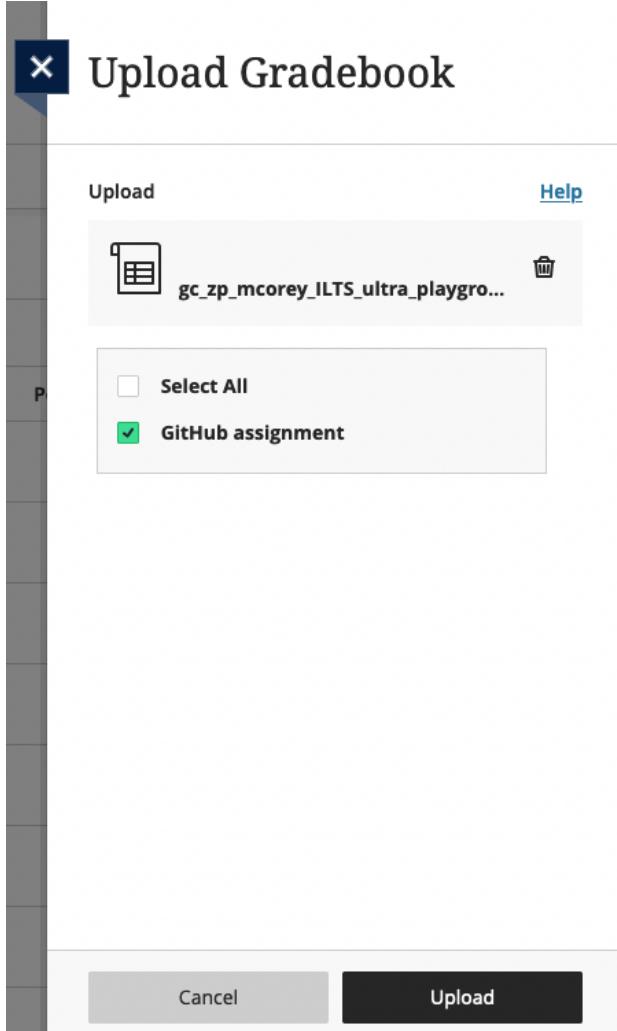
**Upload Gradebook**

Upload [Help](#)

 gc\_zp\_mcoreyILTSLTS\_ultra\_playgro... 

**Select All**  
 **GitHub assignment**

[Cancel](#) **Upload**



11. Once Learn has uploaded the document, you will see how many students there are not marks for (i.e. those who did not submit the assignment) and also the option to post the marks that you just uploaded.

 GitHub assignment 18/10/2023, 16:57 1 to mark [Post 2 marks](#) 



12. Before you post the marks, it's worth quickly checking that your upload worked. Click on the assignment name and you will be taken through to a list of all the students on the course. You can then check a few of their marks and feedback in Learn with your spreadsheet to make sure that the upload worked properly.

Note: If you only want to post marks to certain students, you can do that from this view. Just click the "Post" button next to the name(s) of the student(s) whose marks you are to post.

13. Once you are ready to share the marks with the students, Click to Post the marks. And then “Post All Marks” when the dialogue box opens.
14. Go back in to the Edit view of the assignment (by clicking the three dots ... at the end of the row for it) and from the drop-down menu choose to make it “Visible to students”. Press Save. The students will now be able to view their marks and feedback for this assignment.

---

## Noteable 1.3

With the new release of Noteable in August 2022, ISG have configured a new way to connect your Learn course to Noteable – Noteable LTI 1.3.

The Noteable LTI 1.3 integration has been successfully set up in Learn and Learn Ultra and the old connection method for Noteable will be **switched off by 16th September**. If there are any old links in any of your courses, they will break. Please simply delete them and add the new Noteable LTI 1.3 instead. Instructions below.

Step 1. Select the Noteable LTI 1.3 link from the Tools menu.

learn.ed.ac.uk/ultra/courses/\_91643\_1/cl/outline

Noteable

Build Content Assessments Tools Partner Content

**Noteable Old**

**Noteable LTI 1.3** Enabled: Statistics Tracking

**Noteable Intro**

Discussion Board Achievements Media Hopper Create Gallery (Ultra)

Blogs Announcements Media Hopper Create Gallery

Journals Blackboard Collaborate Ultra My Grades

Wikis Blackboard Help

Groups Calendar Noteable LTI 1.3

Tools Area Contacts Piazza

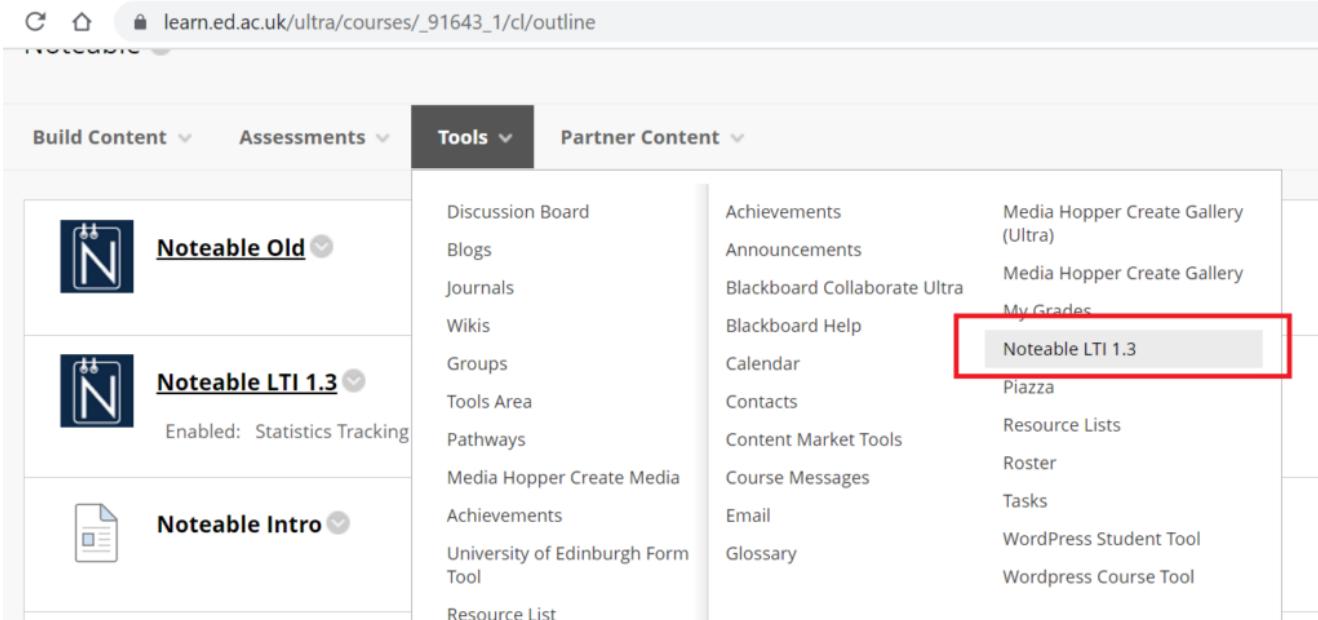
Pathways Content Market Tools Resource Lists

Media Hopper Create Media Course Messages Roster

Achievements Email Tasks

University of Edinburgh Form Glossary WordPress Student Tool

Tool Resource List Wordpress Course Tool



Step 2. Check the settings and then click on Submit.

learn.ed.ac.uk/ultra/courses/\_91643\_1/cl/outline

Miki Sun Playground Course Noteable Create Link: Noteable LTI 1.3

Create Link: Noteable LTI 1.3

\* Indicates a required field.

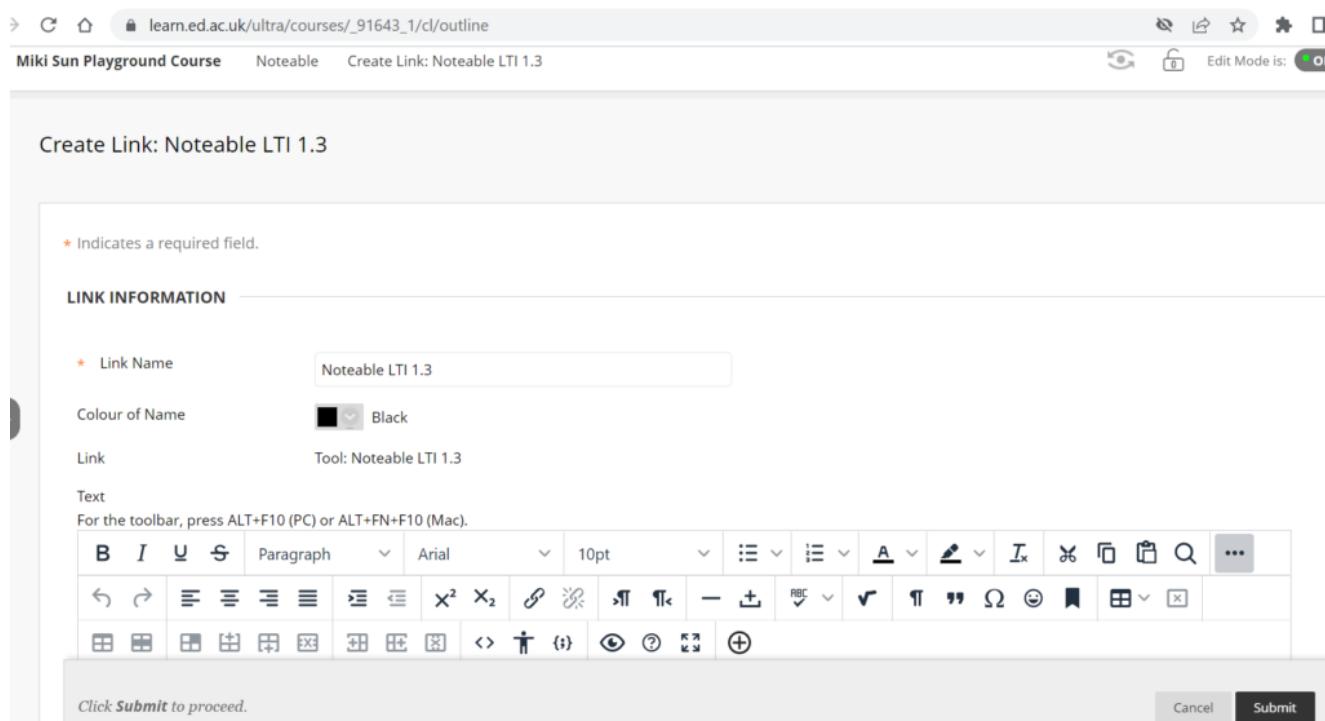
**LINK INFORMATION**

\* Link Name: Noteable LTI 1.3

Colour of Name: Black

Link: Tool: Noteable LTI 1.3

Text: For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Step 3. The Noteable link will appear in the Learn course page. Click on it, it will launch on a new tab.

[About Noteable](#) [Documentation](#) [Status](#) [Log out](#) [Contact Us ▾](#)



The University of Edinburgh

Please select a personal notebook server

Standard Notebook (Python 3) ▾

[Start](#)

**What does a *Collaborative Session* notebook do?**

"Collaborative Session" notebooks allow for two or more people to edit the same document by sharing a link.  
Collaborative Sessions launch in the newer JupyterLab interface.  
See our [documentation](#) for more information.

# Reporting on submission times in Gradescope

There are many times when you may need to check submission dates and times for coursework or exam hand-ins. The way you do so will depend on the mechanism used to submit.

The following instructions are for when a student has submitted via the Gradescope link within Learn.

Go to the course in Learn and find and select the link to Gradescope.



## Submit via Gradescope

Availability: Item is available, but some students or groups may not have access.

Enabled: Adaptive Release

Select the assignment name within Gradescope to open. Select Review Grades.



< INFR090192020-1SV1SEM1

### **INFR09019 - Mock ...**

Edit Outline

Manage Submissions

Grade Submissions

Review Grades

Sort by the Time column header to see which submissions were made after the deadline.

◆ FIRST & LAST NAME	Swap	◆ EMAIL	◆ SCORE/75.0	◆ GRADED?	◆ VIEWED?	◆ BLACKBOARD	▼ TIME (GMT)
Anonymous Student			0.0	✓	🕒	%	Dec 10 at 12:46PM
Anonymous Student			0.0	✓	🕒	%	Dec 10 at 9:03AM
Anonymous Student			0.0	✓	🕒	%	Dec 10 at 8:46AM
Anonymous Student			0.0	✓	🕒	%	Dec 10 at 6:46AM
Anonymous Student			0.0	✓	🕒	%	Dec 09 at 9:32PM
Anonymous Student			0.0	✓	🕒	%	Dec 09 at 9:00PM
Anonymous Student			0.0	✓	🕒	%	Dec 09 at 8:24PM

## Associated links

[Reporting on submission times in Learn](#)

---

# Gradescope: guidance for students

This blog post is aimed at all students sitting an exam or submitting coursework using Gradescope Homework assignment.

## Submitting your PDF to Gradescope

- Navigate to the appropriate area in your Learn course (this will be the “Exam” content area for taking an exam, or the “Assessment” area if submitting coursework)
- Open Gradescope by clicking “Submit via Gradescope”
  - Gradescope will open in a new tab
  - You will be taken directly to the corresponding course area in Gradescope
- Open the submission area for the question
- Select the file you wish to upload for your answer – this can be uploaded directly from your device. Upload your file – note that Gradescope does not provide a progress bar, and so it will look like nothing is happening while your file submits. Please be patient and do not click Back or Submit again while you wait.
- You will be shown a preview of your submission. You can rearrange pages if required.
- You will be required to tag which pages from your document correspond to the question part being answered. If your answer to a particular section spans multiple pages please tag each corresponding page. Please also

make sure you have labelled each page with a note of which question you are answering. This tagging process takes place after the submission and can be done after the submission deadline without affecting your timestamp for submitting your response.

- Check all pages have been tagged correctly, and confirm your submission by clicking Submit.

### **Video Demonstration of the PDF Upload & tag process**

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## **Marking an exam or homework assignment in Gradescope**

Gradescope is now the School of Informatics' default platform for marking exams and some coursework assignments.

The technology takes a much more innovative approach to marking which better aligns to the standard practices for marking paper-based exams, with some added benefits over traditional marking.

- Horizontal marking (i.e. Mark papers by question) by default
- Rubric based marking, with the option of dynamic edits which recalculate previously marked papers
- Inline annotation / notes for markers

The exam spaces and initial setup is now managed by the ITO team.

## **Marking Submissions**

You'll find detailed help and guidance from the [Gradescope](#)

[Help section](#), but some key elements and videos have been highlighted in this article.

## Horizontal Marking

The preferred marking workflow is to mark each question across all submissions, rather than marking a whole paper one submission at a time. The interface for marking is set up this way to apply your mark to the question and then proceed to the next ungraded question.

## Rubric Marking

The points per question will be setup prior to the exam. The rubrics will use positive marking by default. Ahead of the exam, course organisers will have a chance to discuss with ILTS how they want their rubric initially setup for all questions. One of the key features for Gradescope is that the rubric can change and be adapted throughout the marking process with the changes being reflected in papers that have already been marked.

Making changes to the rubric can be done by any marker and could be for the following reasons:

- Tagging responses marked in a certain way
- Tagging responses for additional review
- Awarding partial points based on certain criteria
- Realising the original rubric design needed altered

### [Grading a Simple Question](#)

## Some tips

### Students map their questions to the pages

## **submitted**

As part of the submission process students are asked to map which questions have been answered on which page of their PDFs. Some question components may be answered across multiple pages. You can check to see if there is an additional page by using the next arrow or using the “K” keyboard shortcut.

## **Rubric components can be scored the same and culminative**

You can use rubric components for identifying features of how a question has been answered. You can award a rubric item the same points as any other rubric element. This allows you to allocate marks while identifying features of how the question was answered. You can then report on the marking breakdown by each rubric component to get a detailed understanding of how each question was answered across the cohort.

You can select more than one rubric element for each question and the score can build a running total. These settings can be customised and configured as required.

## **Moderation during the marking process**

A suggested workflow for moderation during the marking process is as follows:

- CO marks first sample of questions to confirm the rubric fits well
- Markers continue to mark remaining questions
- CO reviews rubric changes and areas for attention in stages throughout the marking process
- Papers can be filtered based on the rubric criteria to look for anomalies
- Standard moderation after marking can still take place

# Keyboard Shortcuts

To help speed up marking Gradescope uses a number of keyboard shortcuts to apply the rubric components using the number keys, and you can traverse your stack of marking using a number of keyboard shortcuts.

An overview is available via the video below:

[Grading Even Faster with Keyboard Shortcuts](#)

## Practice exam

Finally, we would like to stress the importance of running a practice exam, using Gradescope accessed via Learn. As with the real exams, the ILTS team will set these up, but you should identify a suitable timescale to run these, and ensure all students have completed this process prior to the date of their real exam.

## Feature requests?

If you are interested in the development of Gradescope, you can view and contribute towards their roadmap here:

- <https://trello.com/b/36UN761q/gradescope-roadmap>

---

## CodeGrade

Following a successful pilot in 2019-20, pre-honours Informatics students will have access to [CodeGrade](#) for select courses. Please get in touch to see if there is a budget to cover a CodeGrade license for your course.

You can find helpful videos covering all aspects of your interaction with CodeGrade on their YouTube channel here: <https://www.youtube.com/channel/UCedAzCuj07aT2pFbnzlMc80/playlists>.

If you do not have access to YouTube, or prefer your guidance in text format, you can find extensive documentation on using CodeGrade here: <https://docs.codegra.de>.

## For Students

- [Guidance for students using CodeGrade](#)

## For Markers

- [Assignment Setup](#)
- [Grading Workflow](#)
- [Automatic Grading in CodeGrade](#)