Assessment Submission via Gradescope - Templated Assignment

Comprehensive guide on submitting your work for assessment using Gradescope where the submission point has been configured to expect a fixed length *templated* assignment.   See links at the end of this document for a video guide.

Note that this guide focuses on submission from a laptop or desktop computer rather than a mobile device.

Where you (as a student) are expected to make your own submission to Gradescope, it's likely that it will be one of the following types of assignment submission:

- Variable Length
  - You produce a single submission that contains your response to the assessment brief. Your submission doesn't need to have a specific page count or your responses don't have to be in set positions within your submission. For example, you produce as many pages as needed in response to the brief
- Templated
  - You produce a single submission that contains your response to the assessment brief. The format of your submission needs to specifically conform to a template that will be provided to you by your department. For example, the template might pose questions and provide spaces within the template where you are expected to enter your answers to those questions
    - ***This guide is focussed on this type of submission***
- Programming
  - This is a more specific type of assessment configuration where you are required to produce a single ZIP submission specifically structured for the assessment of a (computer) programming language brief. If you need to make this kind of submission your department will provide you with the necessary information you need to be able to produce your submission

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Identifying types of submission point

The different submission point types available in the VLE have a different icon.
- Gradescope assignments have the Gradescope logo; it's a teal colour and looks like a bar chart
- TurnItIn (TII) assignments have the TII logo; it's light blue and is an arrow pointing into a rectangular outline
- Ultra assignments have an icon that looks like a checklist
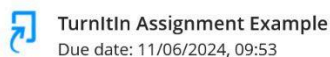
Additionally, when clicked on, a submission point will initially cause a side panel on the right side of your screen to open, showing some basic details about the assessment.
- Gradescope Assignments have a **Launch** button at the bottom of the panel
- TurnItIn Assignments also have a **Launch** button at the bottom of the panel
- Ultra Assignments have a **Start Attempt** *number* button at the bottom of the panel, where the number shown is the number of the attempt you are about to make

Guidance on submitting a Gradescope assignment - Variable Length Assignment (Google Doc)

Guidance on submitting to a TurnItIn assignment (Google Doc)

Guidance on submitting to an Ultra assignment (Google Doc)

Section 1 Preparing to submit for a Gradescope handled assignment

Submit in good time

Always give yourself enough time to make your submission. Never leave it until the last few minutes to make an assessment submission.

- For an open assessment, It's advised that you make your submissions **at least thirty minutes before your deadline**.

Make sure you know where a submission point is well in advance of needing to use it.

Browser and OS support for Gradescope

We advise using a current version of Chrome or Firefox under a recent version of Windows (8.1 or later) or OSX (El Capitan 10.11 or later).

Gradescope submission under the Linux OS or with Opera as your browser, for example, is not supported.

Anonymity

Unless informed otherwise, do not include any identifying information **AT ALL** within your submission.

Do not include:

- your name
- your username
- your student ID
- your email address
- your exam number

Make sure the filename itself doesn't identify you and be sure to clear identifying metadata from the document you are submitting. Note that your file-name will need to be less than forty characters in length and, to avoid potential difficulties, do not include non-alpha-numeric or unusual characters in the file name (e.g. do not include colons (:) forward slashes (/) or question marks (?).

File size

- Gradescope will accept files of up to one hundred megabytes (100MB) in size

If you are expected to use Gradescope for a submission, and your file is one hundred megabytes or larger in size, then you will need to either reduce the file size or contact your department for advice on what to do.

If submitting image files they should not collectively exceed 100MB.

File format and file submission limitations

Gradescope fixed length/templated assignments will only accept a PDF file submission.

You will likely, however, be provided with both a PDF template and a (*Microsoft Word*) DOCX template.

Where you choose to develop your submission using a provided DOCX template, you will still need to ultimately save it as a PDF from **Word** in order to be able to submit it to Gradescope.

Using a provided template

It's important that you try not to deviate from the provided template when developing your submission. Make sure your responses to a question are confined to the provided box or area set aside for answering that question.

If a *DOCX* template has been provided it will likely have *Restricted Editing* applied to it. *Restricted Editing* means the document will only allow text entry or content insertion in specifically designated parts of the document when you are editing it with *Word*. This should make it easier for you not to deviate from the template, while still using *Word*'s many text and content editing features. *Word* also provides a way to quickly navigate from one editable region to the next.

Note that all students have [access to Office 365](#) (and thus *Word*) through the University.

Be sure to read any additional information provided by your department on use of the template before developing your submission.

If you would rather not use *Word* and develop your work in the PDf format then you will need a PDF editing app to do this. The University provides ABBYY Finereader for PDF editing:

- If on campus you can go to [a PC lab](#) and use ABBYY Finereader there
- If not on campus, or if wanting to do this on a personal computer, [connect to the VDS](#) and use ABBYY Finereader through the VDS.

[Guidance on using ABBYY Finereader](#) (from IT Services).

Section 2 Making your submission

Locate the submission point

- Log into the VLE and access the VLE site through which you need to make your submission
- Locate the Gradescope submission point you need to make your submission to within the VLE site

Note that it's worth making sure you know exactly where to make an assessment submission well in advance of having to make the submission. If you are in any doubt as to where you need to make a submission, contact your department for the necessary details.

Access the submission point
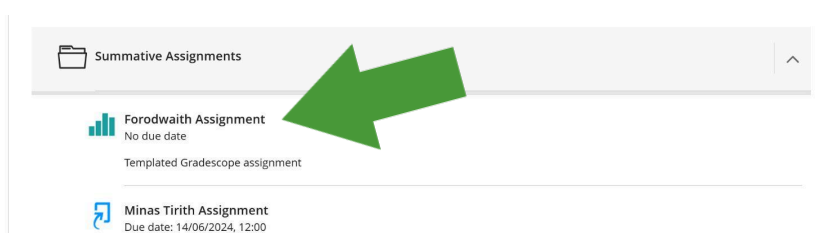
- Click on the title of the submission point

- Click the **Launch** button at the bottom of the panel that appears
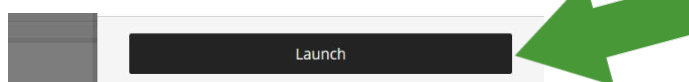
  - Note that there will be a short delay while the submission point launches

Staff attachments made available via the submission point

If the submission point has been set up to provide a supporting document, for example the PDF version of the assessment template, you can access this from the shaded box at the top of the main part of the interface using the provided **Download** link. Note that a *DOC*X version of the template, where one has been made available, will be uploaded separately (likely near/in the same location as the Gradescope submission point in the VLE).
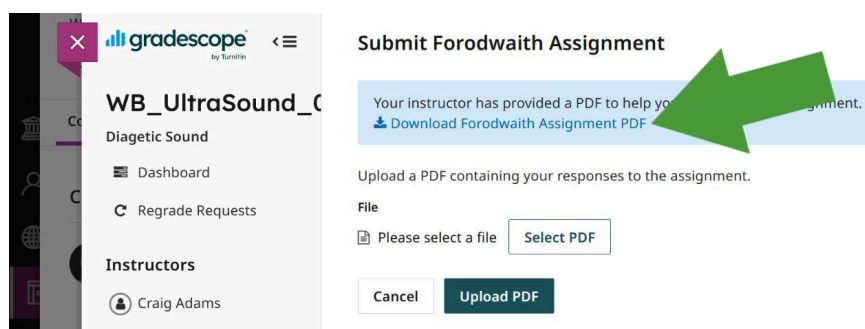
Note that if you do not see a shaded box then the submission point hasn't been set up to provide you with a supporting document. Supporting material may however have been made available elsewhere (in the VLE site for example). If you are expecting supporting material but can't find it then contact your department for further information.

Viewing deadline details for the submission point

- Click on the **Dashboard** option shown in the left menu.

The main screen will refresh to list all the Gradescope submission points currently in the VLE site. The release date and time, due date and time and, where configured, the late due date and time are shown at the right of a listed submission point's row.

When at the **Dashboard** you can click on the name of the submission point, as displayed in the main area of the Dashboard screen, to bring up a panel allowing you to continue making your submission.

IMPORTANT: Note that this is the ONLY place to accurately see the deadline set for the submission point. Before you enter the submission point the VLE might indicate that there is no due date set or may display a due date not specific to you.

Extensions, Self Certs and SSPs

If you have an extension, the due date and time shown by Gradescope may specifically reflect your own personal due date and time. This is however only the case if the submission point has been specifically configured to take your extension into account.

Your department may not choose to configure extensions directly within Gradescope but rather track extensions by some other means. If in any doubt about when an assessment submission is due, contact your department.

Important note about the submission point due time information

Make sure you are clear what time zone the Due Time for the submission point is set in and when you are expected to have made your submission by, in order not to be penalised for lateness.

Be especially careful if your local computer's time zone is not set to the same time zone as the stated Due Time for the assessment.

If in any doubt as to the Due Time of an assessment, contact your departmental assessment administration team.
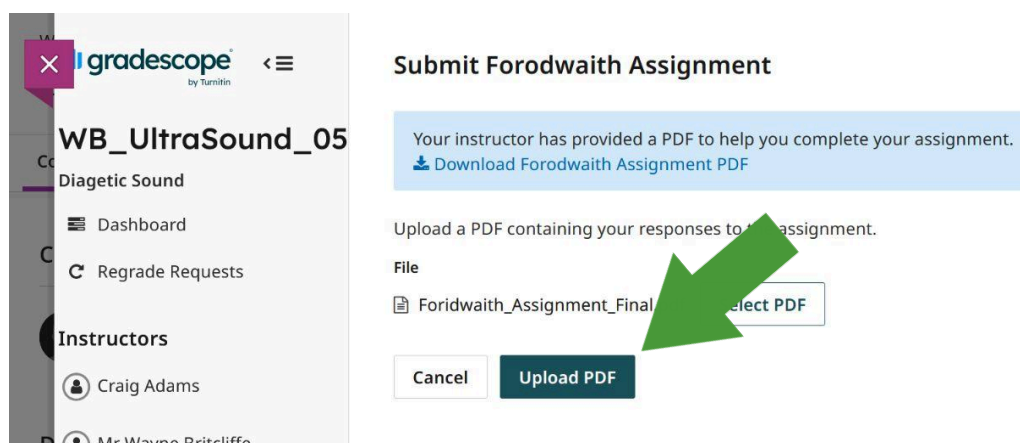
Attaching a PDF

If you haven't already made a submission to the Gradescope submission point:

- Click the **Select PDF** button, browse for the file you wish to submit and open it to attach it for upload
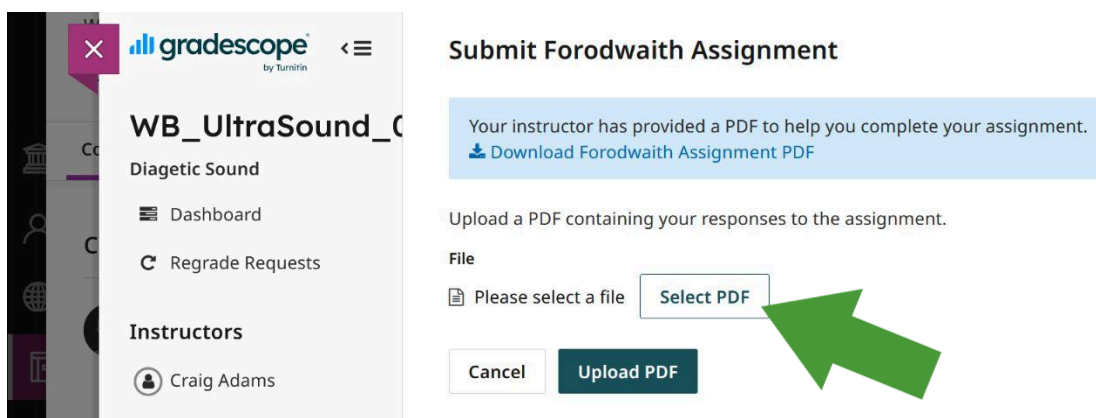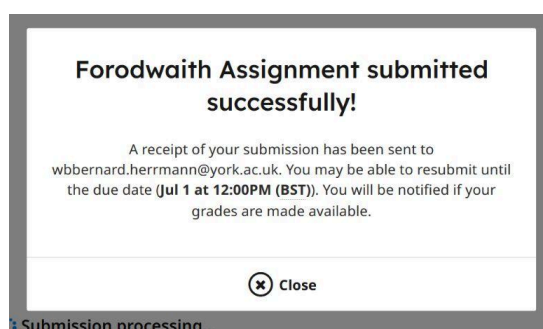

The name of the file you have selected for upload will be displayed to the left of the **Select PDF** button.

- Click the **Upload PDF** button to upload your submission

- On successful upload you will be presented with a panel indicating this. Click **Close** on this panel to view your submission in the Gradescope interface

Check your submission is as expected

IMPORTANT: It's critical that you ALWAYS check your submission looks as expected after making it. You are responsible for submitting the correct file and checking that what you have submitted has integrity.

Submitting the wrong file by accident is not something that will be considered as an extenuating circumstance.

Submitting content that cannot be viewed or is corrupted will also not be considered an extenuating circumstance.

Check your submission after you have made it. Check that you have submitted the correct version of your work and that it is viewable in the Gradescope interface as expected. If you have submitted the wrong material or your work is not viewable as expected in the Gradescope interface, re-submit your work.

If your file won't submit or doesn't display as expected, and you are unsure why and in danger of submitting late, make your submission via your department's 'emergency' route. If you don't know what the 'emergency' route is, contact your department to find out (it's typically an email address but may be to use another online service).

Using Gradescope's viewer to check your submission

On successful submission of your work you should see the first page or image of your submission displayed in Gradescope's viewer.

You can access the view of your submission at any time by re-accessing the submission point. If you have already made a submission when you access a Gradescope submission point, you will immediately be shown the first page of the document you last submitted.

- Click on the question links in the outline displayed on the right to navigate to the box/area within the template that your answer to that question should appear

IMPORTANT NOTE: Check that every answer in your submission is as expected. If you notice you have made an error (or something appears wrong within your submission) then amend your original file, re-save it and re-submit it.

The onus is on you to ensure that any submission you make is the material you intended to submit and that it has successfully uploaded and appears to you as expected.

- Note that you can also use the the next and previous page arrows available on either side of the displayed page to navigate through the pages of your submission

Submission receipt

You will be emailed a confirmation receipt of a successful submission to a Gradescope submission point. This will be sent to your University email address. The receipt includes the exact time and date of your submission along with a note of the submission point's Due Date/Time and, where one has been set, the Late Due Date/Time.

Section 3 Resubmission - Superseding your current submission with a new version of your work

You can make a re-submission to a Gradescope submission point up until the submission point's due date and time has elapsed. If a late due date and time has been set then you will be able to submit up until this date/time.

IMPORTANT NOTE: It's strongly advised, if you have already successfully made a submission, that you do not re-submit your work if it is likely to be received after the Due Date and Time has elapsed. It is possible in this circumstance that you will be penalised for late submission. Gradescope only makes your most recent submission available for marking.

To re-submit:

- Log into the VLE and access the VLE site through which you need to make your re-submission
- Locate the Gradescope submission point you need to make your re-submission to within the VLE site
- Click on the title of the submission point
- Click the **Launch** button at the bottom of the panel that appears
  - Note that there will be a short delay while the submission point launches
- When your current submission is displayed, click the **Resubmit** button at the bottom right
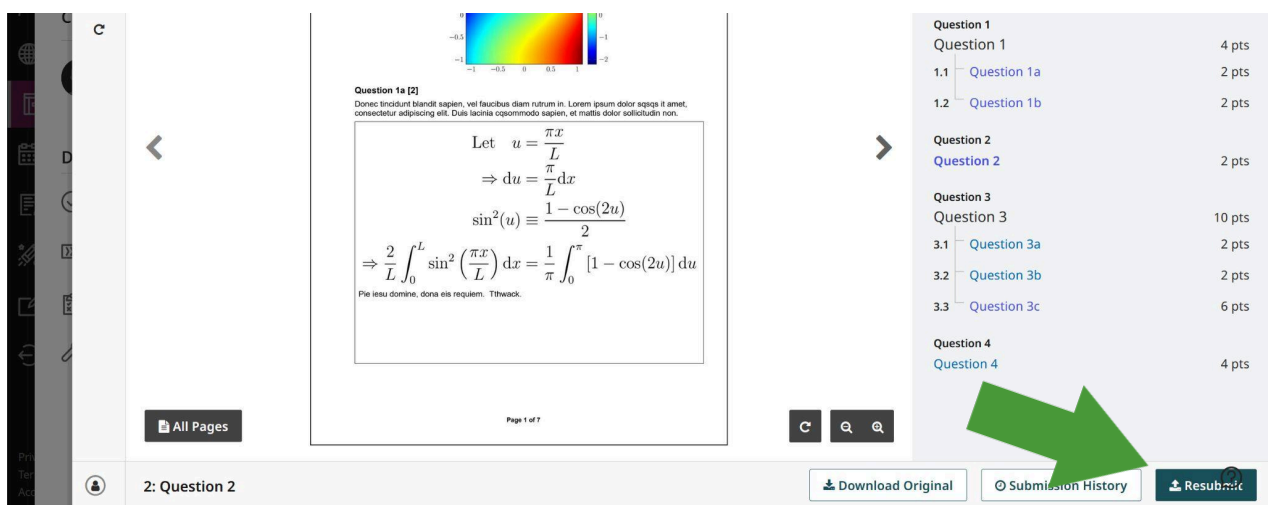
- When the *Submit Assignment* panel appears click on the **Select PDF** button, attach your file and click the **Upload PDF** button
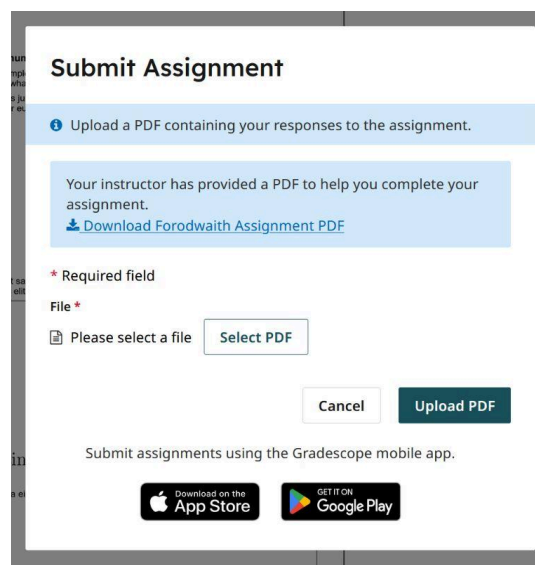
- When your re-submission has been successfully received, check through all the pages of your submission (as displayed in the Gradescope interface) to ensure all is as expected

Section 5 Additional information relating to making a variable length Gradescope submission

The Gradescope Mobile App

When at certain panels in Gradescope you may notice that the *Gradescope Mobile* app is mentioned.

Submit assignments using the Gradescope mobile app.

While we generally advise making your assessment submission from a laptop or desktop computer with a [supported combination of OS and browser](), you could choose to try and make your submission from the app.

If you choose to do this be aware that we can't currently support any problems you might have with your specific mobile device. If you contact central support due to running into problems trying to submit via the Gradescope mobile app you will be advised to try making your submission using a desktop or laptop computer (which has a supported combination of OS/Browser installed) for making your submission.

[Guide on submitting for a variable length assignment via the Gradescope App]() (Google Doc).

If you do choose to try and make a submission from the mobile app, make sure you give yourself plenty of time to successfully complete the submission. **If you do run into any problems trying to make a submission via the mobile app, don't persist with trying to make it work especially if your deadline is approaching. Download the file you need to submit from your mobile device to a desktop or laptop computer and then upload the file as described in this guide**.

Section 6 Viewing marks and feedback (after their release)

When marking is complete and you are informed that your feedback and marks have been made available for a Gradescope handled assessment:

- Log into the VLE, access the VLE site and locate the Gradescope submission point
- Click on the title of the submission point
- Click the **Launch** button at the bottom of the panel that appears
- Your submission will be displayed

Use Gradescope's interface to review your marks and feedback.

Gradescope's interface

Using the question outline to view feedback

Click on the question links in the outline displayed on the right to view your score for a question and any feedback provided specifically for that question (1 below). Your submission will be navigated to the box/area set aside for your answer to that question and any feedback comments or insertions made on your actual submission will be shown on that page.

Rather than clicking on the individual question links in the outline, you can click the **Next Question** button (4 below) to step through the questions in the outline sequentially (from the currently selected question) to view your scores/feedback.

Navigating and manipulating display of the pages of your submission

Click on the **All Pages** button (2 below) to see thumbnail images of all the pages in your submission. Click on a thumbnail image of a page to navigate to it.

Use the next and previous arrows available on either side of the currently displayed page (3 below) to navigate through the pages of your submission.

Use the magnifying glass icons at the bottom right of the page display window to zoom in or out of the displayed page.

Other useful options

Download Original

To download the original file you submitted for the assessment, and which has been marked, click the **Download Original** button at the bottom of the viewing interface.

Download Graded Copy

To download your submission that includes your marks/feedback, click the **Download Graded Copy** button at the bottom of the viewing interface.

The More button

If your browser window is sufficiently zoomed in or sufficiently narrow some buttons disappear from the bottom of the interface. To access the buttons that have disappeared click the **More** button and select your desired option from the drop-down that appears.

Additional notes

Button availability

In the screen-shot further above you can see buttons along the bottom of the interface such as **Request Regrade**. These will not be available, disappear or be greyed out depending on the current state of the submission point and/or the submission point's settings. Generally speaking, when the last deadline has passed, the **Resubmit** button (if present) will disappear and the **Request Regrade** button (if visible) will be greyed out.

Rubric visibility

Gradescope submission points can be flexibly configured by your staff. How your marks and feedback are displayed in Gradescope is up to your department. The options for rubric visibility open to staff are as follows:

- Show all rubric items
- Show applied rubric items only
- Show all rubric items for positive scoring and applied rubric items for negative scoring
- Hide all rubric items

What you see will be the result of one of these selections. If what has been made available to you is not what you are expecting to see you will need to raise this with your department.

Further Help

- Assessment Submission via Gradescope (Variable Length/Templated) video (YouTube | Panopto)
- Guidance on submitting a Gradescope assignment - Variable Length Assignment (Google Doc)
- File Prepping - Anonymising Your Work (Google Doc)
- File Prepping - Compressing File Sizes (Google Doc)
- File Prepping - Converting Your File Type (Google Doc)
- Assessment Submission via TurnItIn video guide (YouTube) (Panopto/Replay)
- Guidance on submitting to a TurnItIn assignment (Google Doc)
- Guidance on submitting to an Ultra assignment (Google Doc)
- See our "Introduction to Learning Technologies" Help Pages
- Contact Us, the Digital Education Team