

2. Scoring exams

- Take your exams, along with a **scoring request form** to the basement of Carter Hall (where exams are currently scored) for scanning
- When your exam is ready for grading, **you will receive an email alerting you**. At that time, you may go into Ursa, under the "Grader" tab to view the results from your class
- You may establish a Grademaster in the system if you wish. This person will also receive the email alert when exams are ready for grading. They will also see your course under their "Grader" tab

Share access carefully- they will be able to see and change exam data!



Exam scoring request form:

The Ursa "Grader" tab:

- Grader is located on a secure server, so when you go to the "Grader" tab in Ursa, you will be asked for your login information again.

In Grader, you are dealing with your sensitive exam data!

- Always log out of the system when you are not using it.
- Grader will automatically log you out after 5 minutes of inactivity.
- Grader also doesn't like the "back" button on your browser- *always click forward through links.*

The **select class** screen displays all classes that you are the instructor of record for.

This information is obtained from Banner, you should automatically see your classes here.

Please let your School admin and the TSC desk know if you do not see your classes on this screen.



The **display class data** is the main Grader screen for each of your classes

- Here, you may access all the utilities that Grader provides
- The main features are "Edit Exam", "View/ Edit Responses" and "Grade Exam"
- "Edit class data" can also be useful if you wish to allow a grading assistant ("Grademaster") access to your exam data



Adding a Grademaster using the **edit class data** screen

Enter that person's PDID (ie: Firstname.Lastname for faculty) and their email address here.



Edit exam allows you to double check all of the parameters that you established for your exam

These will be entered by the IT staff initially (from the exam scoring request), but you should double check and you can make changes if needed.

If you have made any errors, you may change the number of questions, percent or raw score or utilize variable credit for questions, if so desired.



[Exit Exam](#) [View/Exit Responses](#) [Grade Exam](#)

Score report

Clicking "Grade Exam" will re-grade all exam data against current exam parameters and keys then display a "score report"

- You will need to click this again after making any changes to rescore exams
- This will also regenerate student ekeys
- Question by question statistics and overall exam statistics are given
- Questions that are answered less than 35% correct are highlighted in yellow
- Response frequencies are also displayed

Downloading grades

Your exam data will remain in Grader for at least one year

Please get in the habit of downloading the grade output file

This file can be directly opened in Excel and saved for record keeping

To download exam scores to your computer, click the "examscores.csv" link

A download dialog box will appear

Select "Save"

Save Grader output files to your local machine

Save the Grader output file on your computer (in a location where you can find it again)

Note: Grader outputs are automatically titled by class and time of scanning by default (ie: "BIO-101-014-20070514")

You may change this if you desire (ie: "bio101 exam1")

Grader output, viewed using Microsoft Excel

Excel can be used as a grade book for calculations, etc.

Beginning fall '07, you will be able to use the Grader output file to upload exam scores directly to Blackboard (not available summer session)

Graders' Future...

We appreciate you bearing with Grader and a few growing pains, as we add more features over the summer

Coming soon:

- ekeys that can be distributed to students
- An additional exam scoring drop-off location on West Campus
- The ability to import exam scores directly from Grader output files into Blackboard

Thank you for taking the time to learn about Grader and enjoy using the program!

Visit www.unco.edu/it/grader.htm for more information or to view an online video tutorial

