

Loading Remark (test-scan) results into Blackboard

IF THIS IS YOUR FIRST TIME USING THIS TOOL →

You must first (only once, **per course shell**) activate the OpScan tool. This is a two-step process.

1. Open your course shell and expand the Customization section of the Course Management menu – then click on “Tool Availability”.
2. Find “UT Opscan Upload” in the list of tools on the Tool Availability page – check its box, and click Submit.

The image shows a screenshot of the Blackboard interface. On the left is the 'COURSE MANAGEMENT' menu, which is expanded to show the 'Customization' section. A green arrow points to the 'Tool Availability' option. A blue arrow points from 'Tool Availability' to the 'Tool Availability' page on the right. The page has a title 'Tool Availability' and a subtitle 'Use this page to control what tools can be used,'. Below this is a table with two columns: 'Tool' and 'Available'. The 'Tool' column contains 'UT Opscan Upload' and the 'Available' column contains a checked checkbox. A dashed purple arrow points from the checkbox to a blue 'Submit' button.

Tool	Available
UT Opscan Upload	<input checked="" type="checkbox"/>

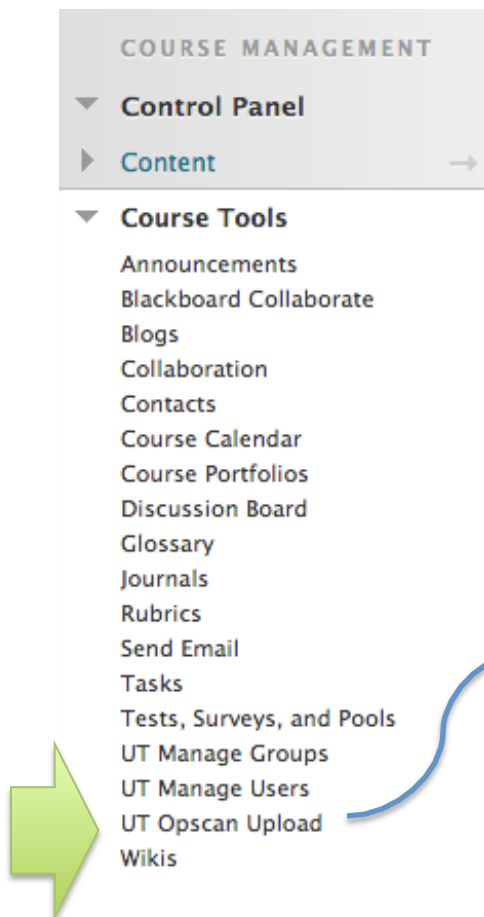
Loading Remark/Scantron RESULTS into your Blackboard Grade Center

Before you begin →

1. Have you received your test results from scan-services? It will arrive as an email containing a detailed set of reports (.PDF file), and a Microsoft Excel data file (*_gradedata.CSV). You will need to have the .CSV file saved on your computer (e.g. Desktop) before you proceed.
2. Do you have column in your course's Grade Center for the results to be loaded into? If no, you will first want to create this. For Grade Center assistance, please visit our website at <http://uoft.me/BbGrades> or contact us directly: Adon Irani (airani@utsc.utoronto.ca) or Brian Sutherland (sutherland@utsc.utoronto.ca)

Ready to Proceed?

Visit the Blackboard course shell, expand the Course Tools menu and select the "UT Opscan Upload":



STEP 1 of 3 – Getting Started

1. Select a Grade Center Column

* Select a Grade Center Column to load grades into.

Select one

[Click here to create a new grade column](#)

2. Select a File

* Browse to your csv or xls file containing Student Numbers and Grades.

Choose File No file chosen

- Use the "Select a Grade Center Column" to indicate which column is to receive the grade data (e.g. Test 1)
- Click on the "Choose File" button, and use the file browser window to find the *_gradedata.csv file that was provided by scan-services via email
- Click the Submit button.

STEP 2/3 – Using the Opscan Upload Tool

UT Opscan Upload Tool

INSTRUCTIONS:

From the drop down menu, select "Student" for the column that contains Student Numbers.

From the drop down menu, select "Grade" for the column that contains the grades you wish to upload.

Leave all other columns set at the default option that reads "Select One".

Select one ▾	Select one ▾	✓ Select one Grade Student	Select one ▾
"Last Name"	"First Name"		"Question1"
"GLOOP"	"A "	995478576	"B"
"WONKA"	" "	998963000	"A"
"BEAUREGARD"	"V "	998186868	"D"
"SALT"	"V "	998373549	"A"
"TEAVEE"	"M "	997159177	"B"
"BUCKET"	"C "		"D"

Step 2A: Locate the "ID" column containing student numbers, as shown above. Use the dropdown above this column to select Student.

Step 2B: Scroll in the web browser to the far right, and locate the "Total Score" column. Use the dropdown above this column to select Grade

Once you had indicated both columns, click the Submit button.

Select one ▾	Select one ▾	Select one ▾	Select one ▾	✓ Select one Grade Student
"Grade"	"Number Correct"	"Number Incorrect"	"Percent Score"	
"F"	5	29	14.71	5.00
"F"	8	26	23.53	8.00
"F"	8	26	23.53	8.00
"F"	9	25	26.47	9.00
"F"	7	27	20.59	7.00
"F"	5	28	14.71	5.00

Please note: Generally you do not want to use the letter grade column. Be sure to select the "Total Score" column for greater reporting accuracy.






Step 3/3 – Review Results

Please note: the student names in the image below have been blurred for privacy reasons

UT Opscan Upload Success

Grade upload complete
Friday, March 1, 2013 11:19:13 AM EST

[Download These Results to a .csv File](#)

Column A Student marks uploaded successfully	Column B Students from opscan results not listed in Grade Center	Column C Students from Grade Center not listed in opscan results
995478576  998963000  998186868  998373549  997159177 	10101	

Step 3A: Please review the results of the Grade import. In Column A you will see a list of all students (numbers + names) that have been successfully imported to the Grade Center.

Step 3B: If you see numbers in Column B, this means that there are grades **that have not been imported!** This will occur when a student has not correctly indicated their student number on their Scantron answer sheet. In this case, you will likely want to review the physical answer sheets from your students to cross-reference these results. A record of these import results can be saved to your computer using the “Download These Results to a .csv File”.

Step 3C: If you see students listed in this column, **it means that they missed the test and were not included in the imported grade data!**

Please contact scan-services@utsc.utoronto.ca or Adon Irani (airani@utsc.utoronto.ca) if you require further assistance on these matters.

OPTIONAL CHECK AND BALANCE

Upon completion of Step 3, the grade data will be automatically updated in your course shell Grade Center. As a check and balance, you may want to load up the grade center to confirm that the results look proper. For instance, when you load grade data into a column *it is crucial that the Points Possible for the column exactly equals the number of questions on the Remark/Scantron forms.

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