

# GradeMaster Scanner Quick Start

## ***Manual Scoring***

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1. Press the Reset button until you see **Ready** mode.
2. Scan or load your key. On the key, fill in the **Key** and **Verify** bubbles (prints correct answers.)
3. Scan the student tests.
4. Press **Summary** to see question-by question analysis.

## ***Computer Capture of Results***

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1. Press the Reset button until you see **Ready** mode.
2. To start the *Datalink* software, log in to the computer. If there is no *Datalink* icon on the desktop, find the program from the Start button under Apperson >Datalink.
3. Scan or load your key. (\*\* See 5B below). On the key, fill in the **Key** and **Verify** bubbles (if you also want correct answers printed).
4. Scan the student tests.
5. Get results in three ways:
  - A. Export to Excel.
  - B. Export to your gradebook.\*\* (You need to set preferences before grading tests—see next sections.)
  - C. View the reports on screen (optionally save to PDF files).

## ***Export to BJUOnline***

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1. Set your preferences in the Edit tab. Edit >Options>Gradebook. Choose *Desire2Learn*.
2. Grade the test.
3. Click **Gradebook export**.
4. Select the file name and location and save it.
5. Correct the file format for import into BJUOnline.
  - A. Open Excel in a blank spreadsheet (do **not** use File>Open to open the *D2L* export file).
  - B. In the **Get External Data** group in the **Data** tab, click **From Text**.
  - C. Locate and open the saved file and in the Import Wizard choose **Delimited** as the data type.
  - D. Click **Next** and choose **Comma** (only) under Delimiters.
  - E. Click **Next** and, with the OrgDefinedID column selected, choose **Text** for the Column data format.
  - F. Click **Finish** and **OK** to exit the wizard; then save as a CSV (comma delimited) file.
6. In your *BJUOnline* course, go to **Grades** and select the **Enter Grades** tab,
7. Click Import >Choose File. Under Item Creation select "Create new grade item when an unrecognized item is referenced."
8. Click **Continue** and follow the instructions on each page.

## ***Export to Micrograde***

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1. Set your preferences in the **Edit** tab. Edit >Options>Gradebook. Choose *Micrograde*.
2. Grade the test.
3. Click **Gradebook export**.
4. Select the file name and location and save it.
5. Open your *Micrograde* gradebook and select the class and assignment.
6. Select Scores>Import Scores. Select *Micrograde* and follow the directions.