

Grade Master Guide

Manual Scoring

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

Computer Capture of Results

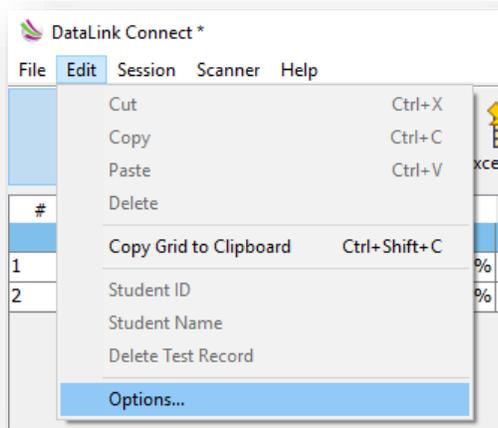
1. Press the **Reset** button until you see “Ready” mode.
2. To start the Datalink software, log in to the computer. If there is no Datalink icon on the desktop, find the program under Apperson > Datalink from the Start button > Programs.
3. Scan or load your key.* (See 5B). On the key, fill in the “Key” bubble and the “Verify” bubble (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 grade book.* (You will need to set preferences before grading the tests—see next sections.)
 - C. View the reports on screen (optionally save to PDF files).

Uploading GradeMaster Grades to Canvas

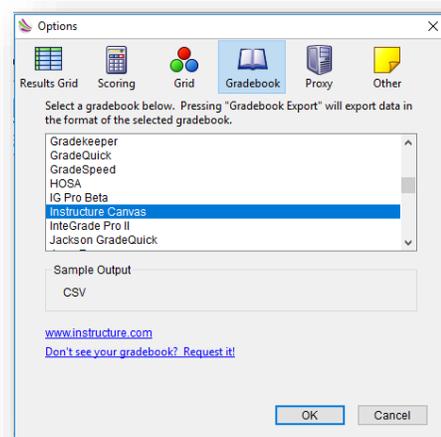
Exporting the Grades from DataLink

Open DataLink on a computer connected to the GradeMaster 600 grading machine.

1. In the Edit tab in DataLink, click **Options**.

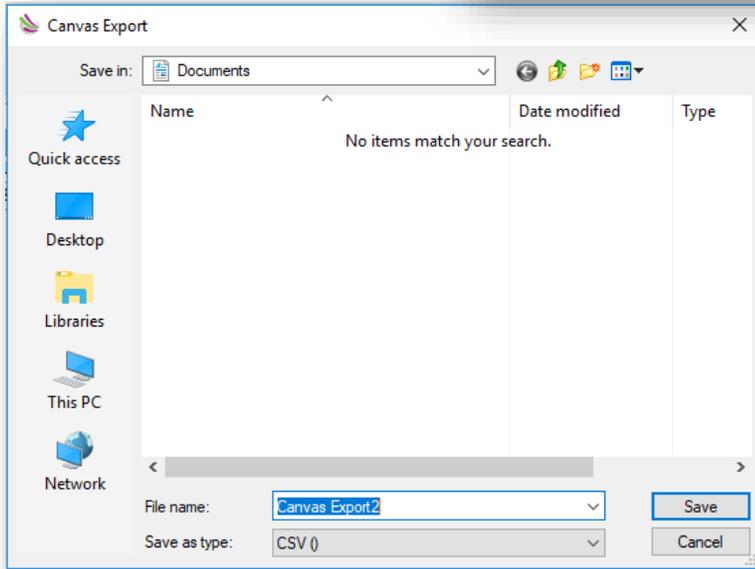
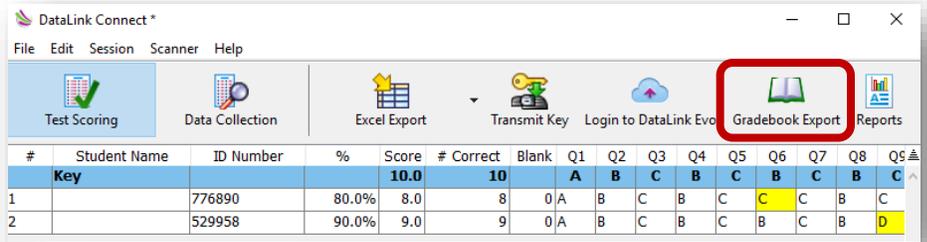


2. In the **Gradebook** tab, select **Instructure Canvas** and click **OK**.



3. Scan your students' tests.

4. Click **Gradebook Export** to export a Canvas compatible file.



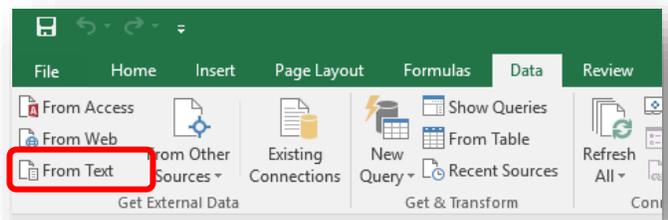
5. Choose the location where you wish to save the file and click **Save**.

Adjusting the CSV File in Excel

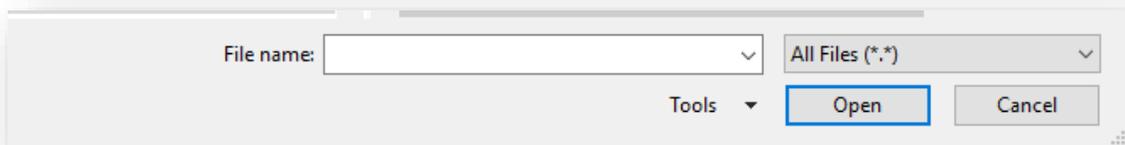
Opening the CSV File

Since BJU student IDs often contain leading zeros, it is important to follow steps 1-8 below if any of your students' ID numbers begin with zero. If no student ID numbers begin with zero, skip to [Editing and Saving the CSV File](#).

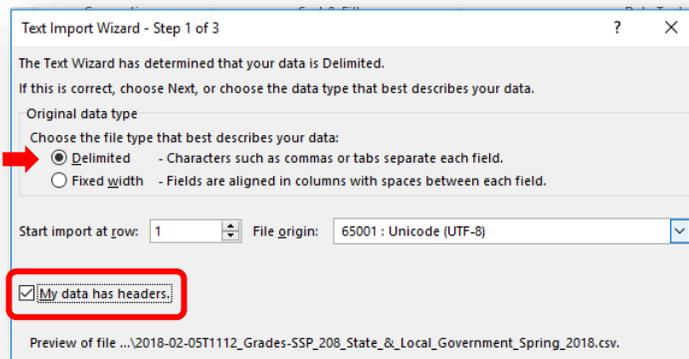
1. Open Excel as if starting a new, blank spreadsheet.
2. In the **Get External Data** group in the **Data** tab, click choose **From Text**.
3. Select the file you exported from Canvas and click **Import**.



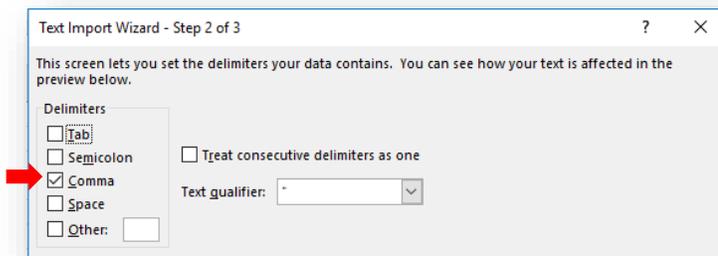
NOTE: If your exported file does not appear in the location where you saved it, DataLink may not have included the .csv extension. You can select "All Files" to see it, or rename the file and add .csv to the end.



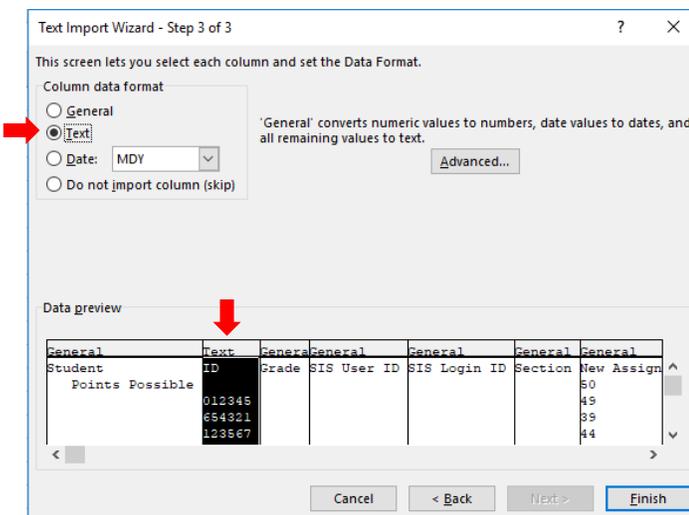
4. In **Step 1** of the Text Import Wizard, make sure **Delimited** is selected along with **My data has headers**.



5. Click **Next**.
6. In **Step 2**, under **Delimiters**, select only the **Comma** check box and click **Next**.



7. In **Step 3**, click the **ID** column to select it, and then choose **Text** under **Column data format**.



8. Click **Finish** and then **OK** in the next box.

Editing and Saving the CSV File

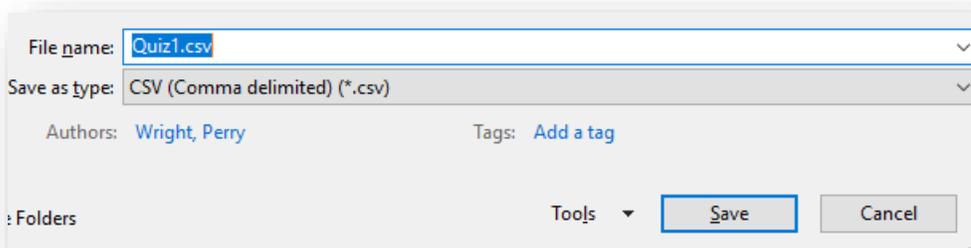
The contents of the file you exported should look like the image below.

| | A | B | C | D | E | F |
|---|-----------------|--------|-------------|--------------|---------|----------------|
| 1 | Student | ID | SIS User ID | SIS Login ID | Section | New Assignment |
| 2 | Points Possible | | | | | 10 |
| 3 | | 776890 | | | | 8 |
| 4 | | 529958 | | | | 9 |

1. DataLink places the BJU student ID number in the “ID” column. You will need to highlight all the ID numbers and cut and paste them into the “SIS User ID” column instead.

| | A | B | C | D | E | F |
|---|-----------------|--------|-------------|--------------|---------|----------------|
| 1 | Student | ID | SIS User ID | SIS Login ID | Section | New Assignment |
| 2 | Points Possible | | | | | 10 |
| 3 | | 776890 | | | | 8 |
| 4 | | 529958 | | | | 9 |

2. Save the new file as a **CSV** (Comma delimited) file.



3. If asked if you want to keep using this format, click **Yes**.
4. Close Excel. If asked if you want to save your changes, click **Don't Save**. You've already saved them.

Importing the File into the Canvas Gradebook

1. In the Canvas gradebook, click **Import** at the upper right.
2. Click **Choose File**, select the CSV file you just saved and click **Open**.
3. Click **Upload Data**.
4. When prompted, choose the assignment for the grades and click **Continue**.



| Assignment in question | This Assignment is | |
|------------------------|--|--------------------|
| New Assignment | -- Choose assignment -- | Points Possible 20 |
| Continue → | -- Choose assignment -- A new assignment Bogus, ignore it GradeMaster Test 1 | |

5. Once the page processes you will be shown the students names and the grades. If everything looks correct, click **Save Changes**.

6. Read the following alert and then click **OK**.

bjui.instructure.com says

You will be redirected to Gradebook while your file is being uploaded. If you have a large CSV file, your changes may take a few minutes to update. To prevent overwriting any data, please confirm the upload has completed and Gradebook is correct before making additional changes.

OK

| Test Assignment 1 | | |
|-------------------|------|----|
| Student | From | To |
| Student 1 | | 19 |
| Student 2 | | 16 |
| Student 3 | | 16 |

Your grades are posted!

