

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

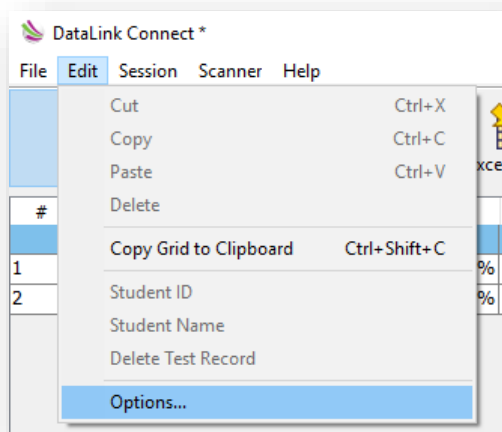
1. Press the **Reset** button until you see “Ready” mode.
2. To start the Datalink software, log in to the computer. If there is no Datalink icon on the desktop, find the program under Apperson > Datalink from the Start button > Programs.
3. Scan or load your key.* (See 5B). On the key, fill in the “Key” 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

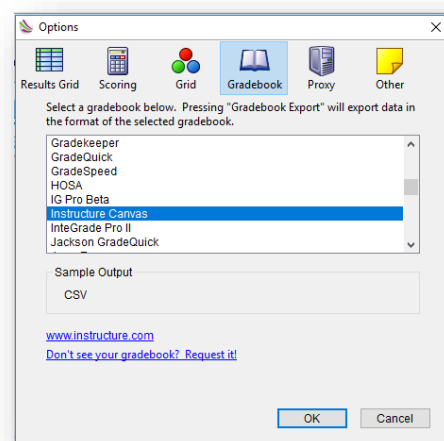
Exporting the Grades from DataLink

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

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

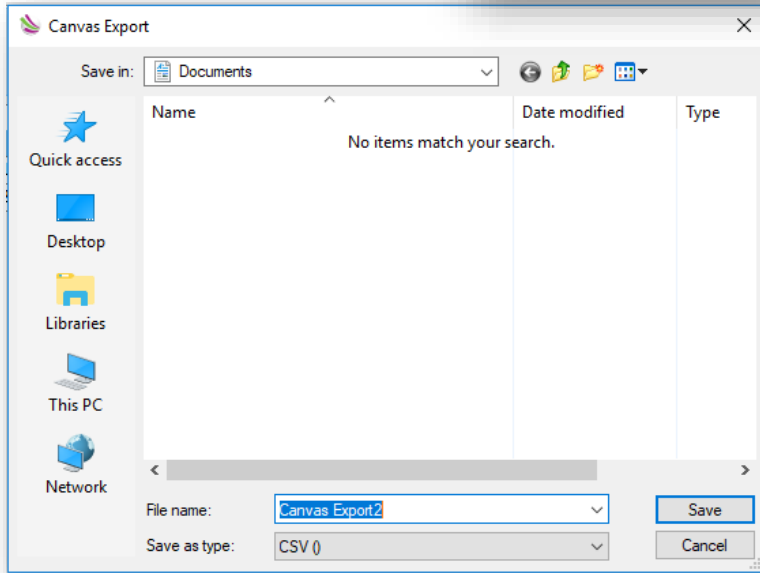
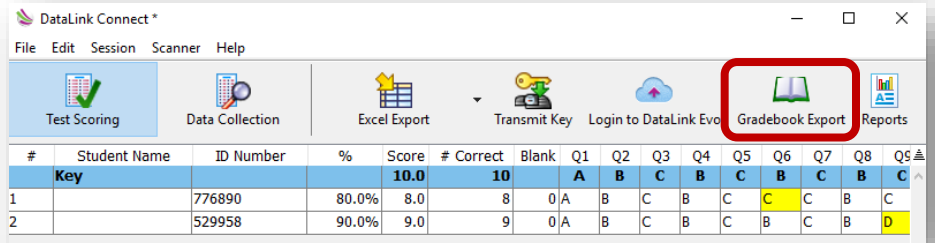


2. In the **Gradebook** tab, select **Instructure Canvas** and click **OK**.



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**.

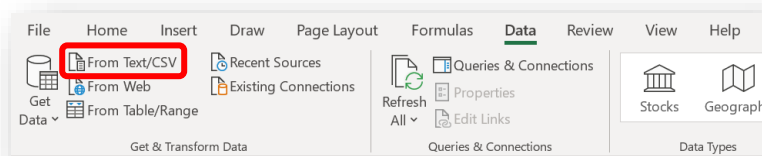
Adjusting the CSV File in Excel

Opening the CSV File

1. Open the file in Excel but see the note below first.

NOTE: If any of your students have leading zeros in their ID numbers, follow the instructions directly below to preserve those zeros: otherwise, go to [Editing and Saving the CSV File](#).

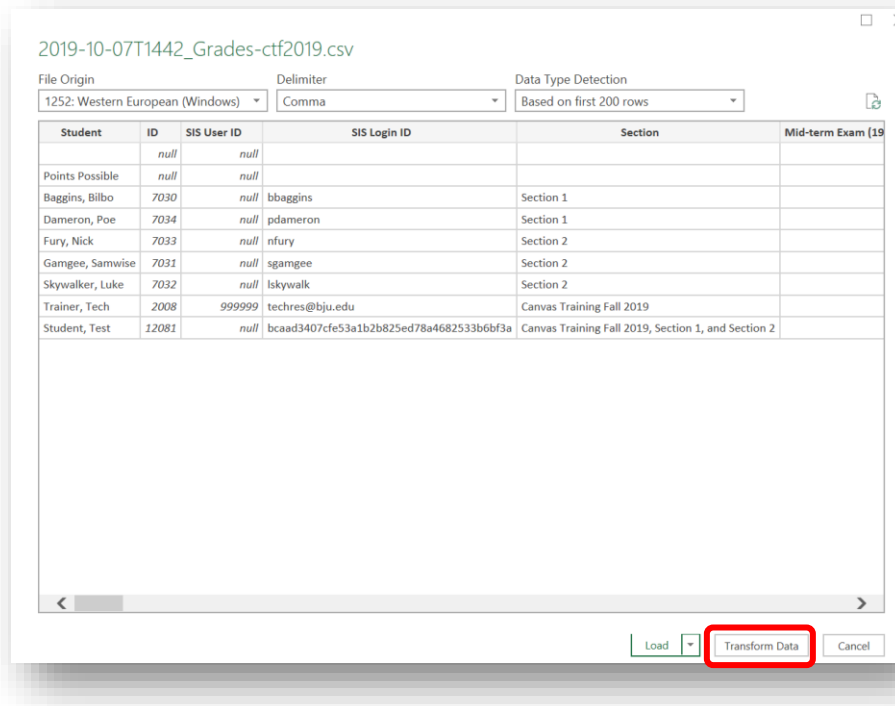
- Open Excel as if starting a new, blank spreadsheet.
- In the **Get and Transform Data** group in the **Data** tab, click choose **From Text/CSV**.



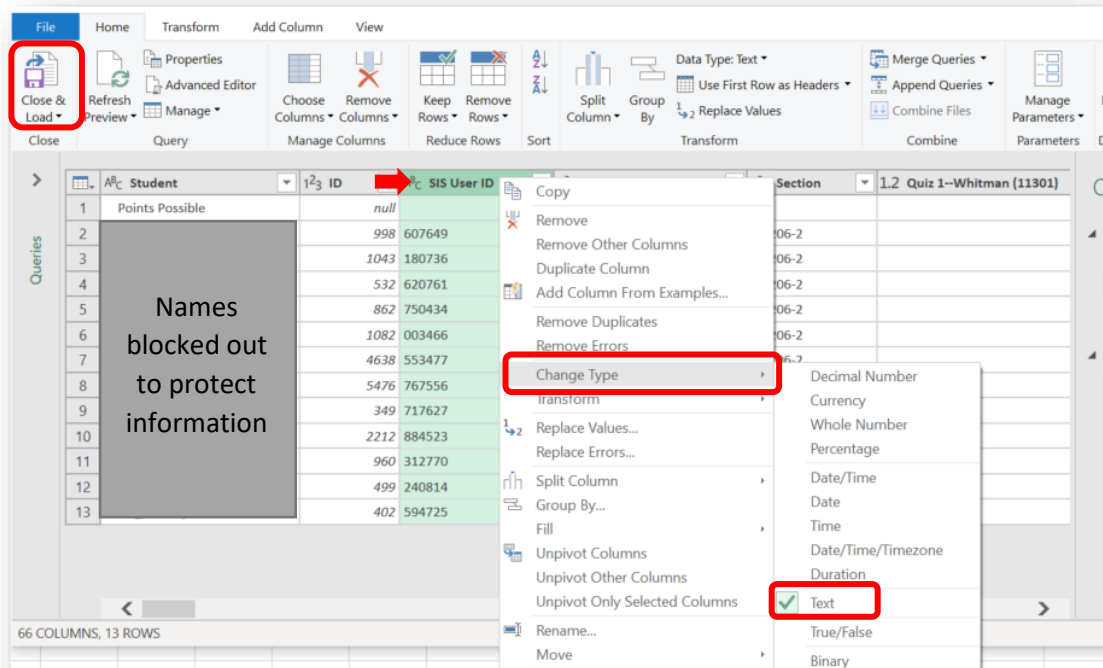
c. Select the file you exported from Canvas and click **Import**.

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.

- d. When a window opens displaying data options, click **Transform Data**.



- e. In the window that opens, right click on the **SIS User ID** column header and select **Change Type** and then choose **Text**. When prompted, choose **Replace current** to preserve the leading zeros in the ID numbers.



- f. At the top left of the window, click **Close and Load**.

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.

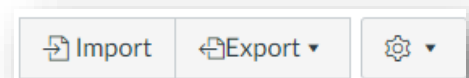
	A	B	C	D	E	F
1	Student	ID	SIS User ID	SIS Login ID	Section	New Assignment
2	Points Possible					10
3			776890			8
4			529958			9

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**.

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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

Save Changes Cancel

Your grades are posted!

