

## Table of Contents

Delivering Scantrons for Processing: .....	2
Scantron Processing and Delivery:.....	2
Receiving and Reviewing Scantron Results:.....	2
Uploading Scantron Grades to Canvas: .....	2
Uploading Scantron Grades to Blackboard:.....	5
Gotchas for uploading Scantron Grades to Blackboard:.....	7
Have questions or need help? .....	7

## Scantron Process at the University of Oregon

### Delivering Scantrons for Processing:

#### Instructors:

- Deliver completed Scantron exams to the Tech Desk for processing
- Fill out Scantron intake forms at the Tech Desk
  - Specify which LMS (Blackboard or Canvas) the Scantron results formatted for.

#### Tech Desk:

- Receive Scantrons from instructors
- Have instructors fill out necessary intake forms
- Create an RT ticket and forwarded ticket to Rebecca
- Scantrons stored in lockbox until they're processed by Rebecca

### Scantron Processing and Delivery:

#### Scanning Services:

- Processes the Scantrons and generates the import file for Blackboard or Canvas
  - Based on the instructors request at the Tech Desk intake form, Instructors may also receive any or all of the following reports:
    - results for import to Blackboard or Canvas
    - rosters with name and ID number
    - percentage and raw scores
    - histogram
    - frequency of response per question
    - statistic by question
    - test overview statistics
    - individual student response reports
- Processed Scantron files are put into an instructor specific folder on UO Docs within two business day, guaranteed turnaround time.
- Rebecca sends an email titled, "Rebecca Albrich has shared some resources with you"
  - This email provides a link to the UO Docs folder with the Scantron results
- Rebecca closes RT ticket

### Receiving and Reviewing Scantron Results:

#### Instructors:

- Receive email from Rebecca titled, "Rebecca Albrich has shared some resources with you"
  - Follow email link to UO Docs and login with your DuckID and password to access the Scantron results
- Download the Scantron results (Scantron results should include at least the Blackboard or Canvas specific Scantron grades.)
- Instructors then review the results of the Scantron report
- Upload Scantron results to Blackboard or Canvas (see instructions below)

### Uploading Scantron Grades to Canvas:

- Go to <https://canvas.uoregon.edu/> and log in with your DuckID and password.
- Navigate to the appropriate Canvas course

## Scantron Process at the University of Oregon

- Go to “Assignments” > Create a new “Assignment” > Add Title, point value, Choose “No Submission” for Submission Type and add other details as appropriate for your assignment > “Update Assignment” > Publish
  - In Canvas, instructors will need to create an assignment to be associated with the Scantron results before proceeding to the process of uploading the Scantron scores.
- Then, go to "Grades"
- Click "Import"



- Click, "Choose File" to attach the Scantron results (Grades-Course\_Name.csv)

? What should the CSV file look like? [↗](#)

Choose a CSV file to upload: **Choose File** No file chosen

**Upload Data**

- Find the (Grades-Course\_Name.csv) file provided by Scanning Services and upload the file
- Then click the blue "Upload Data" button
- Canvas will then match the Student's 95#s from the “Grades-Course\_Name.csv” file to the 95#s in Canvas. Once this has processed a screen will appear for an instructor to review.
- If there are students that cannot be matched, a list of “Student in question” and options for “This person is really” will appear to allow the instructor to match students.
  - Note: This happens when students incompletely or inaccurately enter their name or student ID number on the Scantron form.

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded rows for the following students, I couldn't decide which student in your class they are. Please tell me which student they are.

Student in question	This person is really
SMITH	Test Student ▼
BOY	Tyler Student ▼

- Instructors will also be asked for more information about what to do with the new grade data from the Scantron file.
  - The Scantron results are housed within a column titled, “Existing Assignment” inside of the “Grades-Course\_Name.csv” file that Scanning Services provides.
  - If a Scantron related assignment has been previously made for the results of the Scantron file, instructors will want to update the “Existing Assignment” by choosing an existing assignment (In Canvas) to associate with the Scantron assignment. Then, choose “Bogus, ignore it” from the dropdown list next to “A New Assignment”.

## Scantron Process at the University of Oregon

- Note: In Canvas, instructors will need to go to the Course > Assignments > Create Assignment to be associated with the Scantron results before uploading the Scantron scores (Instructions listed above). If a point value was not specified when the assignment was created, Canvas will ask the instructor to provide a point value during the import step.
- Once finished, click “Continue”

You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

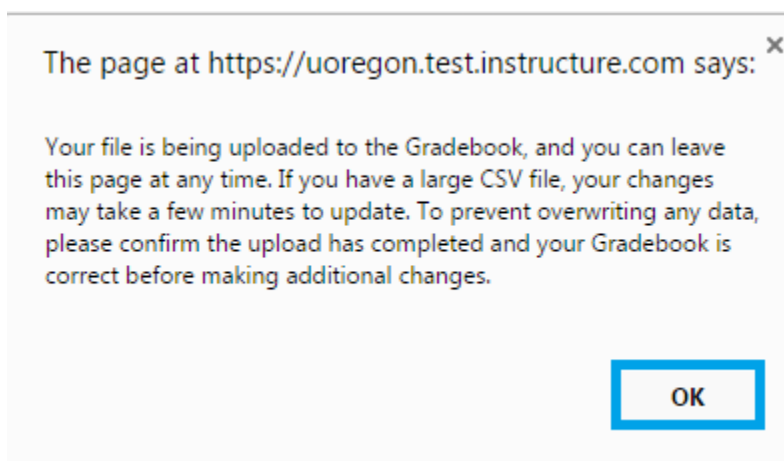
Assignment in question	This Assignment is
Existing Assignment	Scantron Example ▼
A New Assignment	Bogus, ignore it ▼

Continue →

- Another screen will appear and allow the instructor to review the changes that will be made to the gradebook. This will show the Student, and the grades associated with the students for the Existing Assignment.

Existing Assignment		
Student	From	To
SMITH		96
BOY		76

- After reviewing the changes, click “Save Changes”
- A pop-up will then appear letting the instructor know the file is being uploaded to the gradebook. Click “OK” to continue.
  - Note: depending on the size of the class, it might take a while for all of the grades to load.



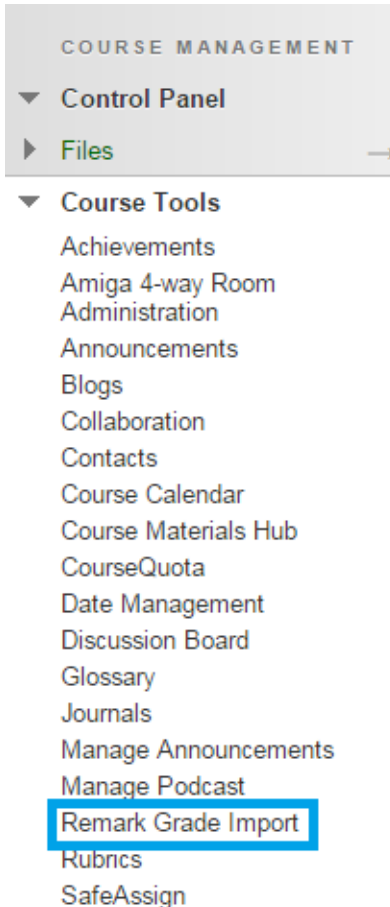
- Once the grades have finished populating, the screen will update to show the gradebook. Instructors may navigate away from this screen to work on something else while the grade uploads are being processed.

## Scantron Process at the University of Oregon

- **Multiple Exam Versions:** if you have multiple versions of an exam (Exam 1a, 1b, 1c), you will want to repeat the upload process for each version of the exam. Upload the results for each exam version to the same "Existing Assignment" during the grade upload process.

### Uploading Scantron Grades to Blackboard:

- Go to <https://blackboard.uoregon.edu/> and log in with your DuckID and password
- Navigate to the appropriate Blackboard course
- Under Course Management, go to Course Tools and click on "Remark Grade Import"



- Step 1: Choose Assessment
  - Select whether to import the grades into an existing assessment (column) or create a new one. When creating a new assessment, enter a name in the adjacent field to the option.
- Step 2: Select Method
  - Choose "Import using Student ID"
- Step 3: Select File
  - Click, "Choose File" and navigate to the (.RBBX) file from Scanning Services
- Step 4: Submit your grades
  - Click, "Submit"

### Remark Grade Import

Welcome to the Remark Grade Import Building Block  
CHOOSE ASSESSMENT

---

*Please choose whether you want to import grades into a pre-existing assessment or create a new assessment.*

☒ I would like to create a new assessment and import grades into it.

Assessment Name:

☐ I would like to import grades into a pre-existing assessment.

Select assessment:

SELECT METHOD

---

*Please select whether you wish to import grades using the student ID or the student name. This selection should match whichever field is your respondent ID on the Remark template from which you exported.*

☒ Import using Student ID.

☐ Import using Student Name.

SELECT FILE

---

*Please select the gradebook file to import. The file should be in the Remark Blackboard Export Format (\*.rbbx).*

Choose File

No file chosen

Cancel

Submit

- The next page that appears provides an opportunity to review the Scantron results being uploaded. This page will present any duplicate or unidentifiable students not explicitly matched from the Scantron file. This happens when students incompletely or inaccurately enter their name or student ID number on the Scantron form.
  - Step 1: Review Exceptions
    - This step allows instructors to match "Unmatched ID (Score):" to a "Replace with:" option for unmatched students
  - Step 2: Confirm Data
    - This step allows instructors to review the Student ID and Raw Score being given
  - Step 3: Submit your grades
    - Click, "Submit"

## Scantron Process at the University of Oregon

Remark Grade Import

Review Import

**1. Review Exceptions**

Please review and resolving exceptions that were found while validating your import file against the course roster.

The following user IDs were found in your data and do not match any user ID within the system. Please select how to handle each exception below:

Unmatched ID (Score):	Replace with:
ABRAMSEN ABBY 950000000 (4 pts)	Ignore
ALLEN CHRIS 950000002 (2 pts)	Ignore
AVERON DAVID 950000003 (5 pts)	Ignore
ADKIN BRENDA 950000001 (2 pts)	Ignore

**2. Confirm Data**

The following scores were successfully matched with valid student IDs and will be imported into the gradebook:

Student ID: Raw Score:

**3. Submit your grades**

Cancel Submit

### Gotchas for uploading Scantron Grades to Blackboard:

- Please keep in mind the total points possible for Scantron and there-in-turn Blackboard has to be a whole number.
- By default, Blackboard calculates a total column as a "Running total". The calculation ignores columns in which no grades have been entered, so students will get an accurate sense of their grade throughout the term. At the end of the term that setting could actually end up giving students with un-submitted work a grade total that is higher than they deserve since the calculated total is ignoring their empty cells in the gradebook. To fix this, instructors can either make sure to put in a zero for all un-submitted work, or change the Weighted Total column to no longer be a Running Total; therefore giving un-submitted work a zero grade when calculating the weighted grade.
  - When editing a Total Column within the Edit Column Information, scroll down to the section titled, "Select Columns" which is underneath the area where items or categories and their weights can be selected. Next to "Calculate as Running total." Click, "No".
  - Note: if the "Select Columns, do not show a way to indicate the file to upload, go to the "My UO" tab in Blackboard > Tools > click on "Personal Info" > "Change Personal Settings". If the page instructions are set to "No", change "Select Page Instructions Options" to "Yes".

### Have questions or need help?

#### Scanning Services:

- Location: Tech Desk
- Hours: 8am - 5pm, M-F
- Phone: 541-346-1739
- Email: [scanning@uoregon.edu](mailto:scanning@uoregon.edu)
- Website: <https://it.uoregon.edu/is-scanning>

#### CMET Consulting (Uploading Scantron grades to Blackboard or Canvas):

- Location: Knight Library, Room 19
- Hours: 9am - 6pm, M-F
- Phone: 541-346-1942
- Email: [cmctconsult@ithelp.uoregon.edu](mailto:cmctconsult@ithelp.uoregon.edu)
- Website: <https://library.uoregon.edu/cmet/consulting/index.html>