



canvas
BY INSTRUCTURE

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Scantron Guide



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A. Processing and Delivery

1. Delivering Scantrons for Processing:

- Deliver completed Scantron exams to the Tech Desk located in room 151, McKenzie Hall for processing.
- Fill out the Scantron intake forms at the Tech Desk or found here on their [website](#).
 - Specify that the Scantron results need to be formatted for Canvas

Note: 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 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

Scanning Services
scanning@uoregon.edu
Monday – Friday 8:00am-5:00pm
151 McKenzie Hall
541-346-1739
<https://it.uoregon.edu/is-scanning>



A. Processing and Delivery

Step 2 of 2

2. Processing:

1. Scanning Services processes the Scantrons and generates the import file for Canvas.
2. Processed Scantron files are put into an instructor specific folder on a private OneDrive within two business days. *This is the guaranteed turnaround time.*
3. Rebecca Albrich or Juan Gonzalez (from Scanning Services) will send an email with a link to [OneDrive](#) where instructors can login with their UO email and password to access the Scantron results.



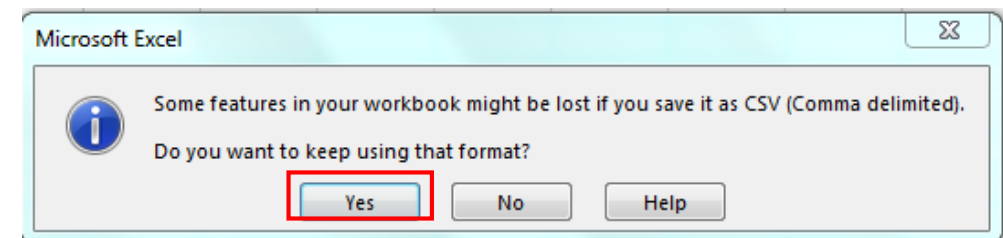
UO Office 365: <https://office.uoregon.edu>

B. Receiving and Reviewing Results

Step 1 of 1

1. Receiving Scantron Results

1. Click on the OneDrive link provided by Rebecca or Juan in the Scantron email.
2. Upon successful login, instructors will be redirected to the folder where they can access and download the Scantron results.
3. The .CSV file used to import grades into Canvas is typically titled: *Grades_Course_Name.csv*
4. Instructors should open the .CSV file in Excel to review the results of the Scantron exam.
5. Once the grades have been reviewed, save the file to your computer.
 - A message will pop-up asking to change the file format, select **Yes** to keep the .CSV file format.
 - Close the file and proceed to importing.



NOTE: To curve scores in Excel, you can complete this step now. However, see all curving options in [FAQs/Tips!](#)



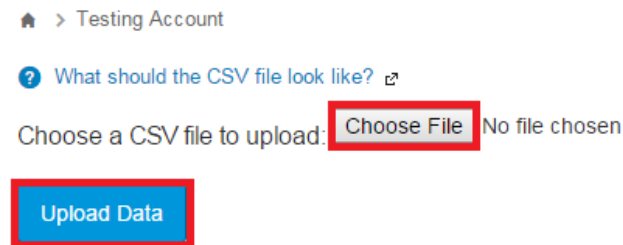
C. Uploading Grades to Canvas

1. Navigate to Canvas

- Go to <https://canvas.uoregon.edu>, log in and navigate to the desired course.
- Navigate to **Grades** and select **Import**



- Select **Choose File** and select the downloaded file provided by Scanning Services (e.g. Grades_Course_Name.csv).
- Then select **Upload Data**.



C. Uploading Grades to Canvas

2. Importing Grades

- Canvas will match the students' 95-numbers from the .csv file. Once this process has completed, you will then be able to review results.
- Often, students will accidentally fill-in their 95-numbers incorrectly; if so, the message below will prompt you to match the student with their last name from their 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 ▼

- The **Student in question** is the last name of the incorrect 95-number (e.g. smith), select the correct student from the **This person is really** drop-down menu.



C. Uploading Grades to Canvas

3. Importing Grades...continued.

- Canvas will ask if you have already created a grade column (assignment) or if you would like to create a new grade column (assignment) for the Scantron results.

Please follow the instructions for the desired import method (A or B):

A. Existing Assignment: (you have already created a grade column)

1. Select the desired assignment from **Existing Assignment** (e.g. Exam 1)
2. Select **Bogus, ignore it** from the drop-down menu for **A New Assignment**.
3. Press **Continue** when finished.

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

Continue -->

B. Create a New Assignment

1. Select **Bogus, ignore it** from the drop-down menu for **Existing Assignment**
2. Select **A New Assignment** from the **A New Assignment** drop-down menu and input the Points Possible.
3. Press **Continue** when finished.

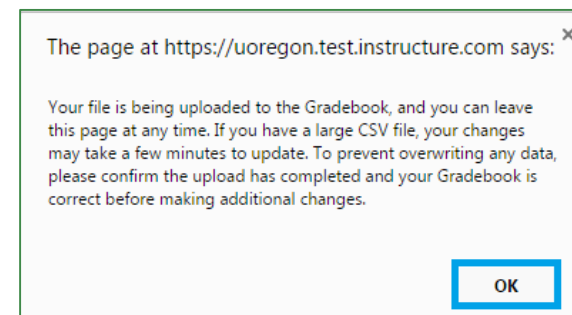
NOTE: The title of the new assignment will use the column title from the CSV, therefore you may have to go in and edit the assignment name within Canvas after the grades have been uploaded: Assignments > Edit Assignment > type in new name > Save.



C. Uploading Grades to Canvas

3. Review Grades

- Another screen will appear and allow the instructor to review the gradebook changes.
- After reviewing the changes, select **OK** to finishing importing grades.
- A message will pop-up to let you know that the import process may take a few minutes depending on class size. Instructors may navigate away from this screen while the grade upload is being processed.
- Once the grades have finished populating, the page will update and display the gradebook.



D. FAQ/Tips

- **Not ready for students to see their grades yet?**
 - In Canvas, go to **Grades** and find the desired grade column (Ex: Essay 1). Hover your mouse over the title of the column until a small downward facing arrow appears, click on that and select **Mute Assignment**. Another message will pop-up to confirm, select **Mute Assignment** again.
- **Would you like to curve the scores? (Before or After Importing)**
 - A. Scanning Services offers to apply any curves to the grades before uploading grades, talk to them before sending in your Scantrons!
 - B. During [Step B: Reviewing Results](#), apply a curve in Excel before importing results.
 - C. If you have already have uploaded grades and “muted” the assignment (recommended):
 - Export the gradebook, use Excel to curve the grade column and then import the gradebook back into Canvas.
 - D. A curve tool does exist in the Canvas Gradebook; however, please read the guide –or– contact CMET before doing so: <https://guides.instructure.com/m/4152/l/55003-how-do-i-curve-grades-in-the-gradebook>
- **Multiple Exam Versions:**
 - If you have multiple versions of an exam (Exam 1a, 1b, 1c), you will repeat the upload process for each version of the exam. Upload the results for each exam version to the same **Existing Assignment** during the import process.





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Brought to you by the UO Canvas Support team!

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Knight Library room 19

Monday-Friday 8:00a-5:00p

541-346-1942



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