**Students: Gradescope Submission Details**

Example by Ashmeet Singh

We will be using an online grading platform called Gradescope (<http://www.gradescope.com>) for all submissions and their grading. Please carefully read these instructions on how to use Gradescope:

1. Assignments will be submitted electronically on Gradescope. While assignments will be accessible on the course website, submissions will be done on Gradescope.
2. Caltech has a institute-wide Gradescope license and you can sign-up/login to Gradescope using your access.caltech credentials from the following Caltech single sign-on page: <https://www.gradescope.com/auth/saml/caltech>  
   Caltech is also listed on the list of universities on Gradescope’s website: <https://www.gradescope.com/saml?show_disabled=1>  
     
   To enroll in a course, either use the course entry code provided by your instructor(s), or respond to the link in case they decide to add students manually. *Signing up on Gradescope is not enough to be enrolled in the course. You also have to be enrolled on the official Caltech REGIS roster.*
3. The submission feature on Gradescope is mostly self-explanatory—for each assignment, you can submit either a pdf or a collection of images of your solutions. Gradescope will ask you to mark/assign which question is available on which submitted image/pdf page. (Should be rather straightforward once you actually do it). For coding assignments, you will be able to submit your code to be either graded manually or using an autograder depending on your course. You can find more details here: <https://www.gradescope.com/get_started#student-submission>
4. While Gradescope allows resubmissions until the due deadline, please be sure to go through your course policy on whether it allows for resubmissions until the due deadline. Some courses allow for late submissions on Gradescope with a late token policy. Please be aware of the late submission policy of your course if you need to submit late.
5. If you face any issues with Gradescope and need assistance, you can get in touch with the Head TA or course instructor(s). If it’s a nuanced technical Gradescope issue, directly email Gradescope at [help@gradescope.com](mailto:help@gradescope.com) (and cc the instructors to keep them in the loop).
6. Once an assignment has been fully graded, you will be able to see your graded submission on Gradescope itself.
7. Gradescope also has a “Regrade” feature where you can request regrading of an assignment, should there be a need. Please check your course policy to see how this is implemented.

We recommend checking out Gradescope a little in advance so you are comfortable with the platform. If there are any questions, please feel to get in touch with the instructors for the course.

**TAs/Graders: Gradescope Grading Guidelines**

Example by Ashmeet Singh

Grading will be done on an online platform called Gradescope (<http://www.gradescope.com>). Here are some quick pointers for the TAs to keep in mind:

Caltech has a institute-wide Gradescope license and you can sign-up/login to Gradescope using your access.caltech credentials from the following Caltech single sign-on page: <https://www.gradescope.com/auth/saml/caltech>

Caltech is also listed on the list of universities on Gradescope’s website: <https://www.gradescope.com/saml?show_disabled=1>

1. When creating a course on Gradescope, you can use an entry key for the course which students can use to sign up for the course. Alternatively, you can upload the class roster (including student emails) and Gradescope will send them an email and enroll them in the class.  
     
   *Signing up on Gradescope is not enough to be enrolled in the course. Students also have to be enrolled on the official Caltech REGIS roster.*
2. You should create an assignment on Gradescope which will entail defining the basic parameters of the assignment, such as the due date and time, whether it will be variable or fixed length answers, whether students will upload it or the instructors etc. You will also be able to set a late submission deadline if there is a late assignment policy for your course.  
     
   You will also be asked to upload a pdf of the assignment (though the students will not be able to see the pdf of the assignment on Gradescope, they will be accessing the assignment on the usual course website). Upon uploading the pdf, you will be asked to create an outline of the assignment i.e. creating a list of questions and the point allotted to each question.
3. Students will submit their solutions either as a pdf or a collection of images and they will be asked to match each question with the particular page(s) they solved it on. Here are some broad features of Gradescope that you can use.   
   For more details, please refer to: <https://www.gradescope.com/get_started#grading-simple>

* For each question, you will be able to create a set of rubric items that you can apply to each assignment. Each rubric item can also be applied using a keyboard shortcut.
* Rubric items can be assigned either negative or positive scoring depending on how you want to structure it.
* Rubric items are “dynamic” in the sense that any change to a rubric item (description or point assignment) will automatically change it for all the submissions that have that rubric item applied to them.
* You can also leave individual comments for an assignment which do not fit in the general rubric outline. In addition, you can take or give away points for an individual submission independent of the rubric too, if needed.
* Gradescope also offers features such as annotating a submission, free style cursor writing, etc. You can zoom, pan and move the page you are grading as required.
* When you grade a question, you will be seeing the pages the student associated with that question while uploading, though you will also be able to access the entire submission at any given time.
* While grading, Gradescope will naturally take you through a given question for all submissions first before moving onto the next question. This is best recommended for homogeneity.
* You can also import rubric items from previously graded assignment or courses, create a group of rubric items, eg. bundling them for a given question. You can also use comments applied to a previous assignment.
* Once you are done grading, please review everything and “Publish” the grades. This will send out an email to the students who can then go and go through their graded work and score on Gradescope.
* Students can submit regrade requests for assignments if they have concerns regarding the grading. The regrade process is fairly straightforward and similar to the overall grading flow.

1. **Grading Code:** Gradescope also provides the ability to grade code manually, or with an autograder. Manual grading can be enabled when creating assignments or in the assignment settings page. Manual grading works similarly to grading other assignments, with comments and dynamic rubrics.   
     
   Autograder files are uploaded on Gradescope in zip format. This requires a setup script and an autograder script. When students submit code to Gradescope, they can have their work evaluated on demand. Test case visibility can be controlled for student accounts in the autograder scripts, while the instructor account is able to see all test results. It is also possible to add a leaderboard using Gradescope for programming contests. The leaderboard is created using quantities generated by the autograder.   
     
   For more details, please refer to: <https://gradescope-autograders.readthedocs.io/en/latest/>

* To check code similarity between students, there is a button in the assignment statistics page called “Review Similarity”. The results will be sorted by length of similar code across each pair of assignments.   
    
  For more details on code similarity, please refer to: <https://www.gradescope.com/help#help-center-item-programming-assignments-review-similarity>