

# k - state online

## CREATING SCANTRON ASSIGNMENTS

### OVERVIEW

Scantron assignments work in conjunction with the use of paper scantron exam answer sheets. After creating this type of assignment, answer sheets are scanned and the resulting output file is imported into K-State Online. The assignment is then graded and the resulting scores displayed in the Gradebook.

Because of the access to WIDs, special privileges are needed within K-State Online to create, score and resolve conflicts with scantron assignments. Anyone with the K-State Online *system role* of Instructor (those who can create a course) has full rights by default. GTAs need to be given the *system role* of GTA within K-State Online in order to work with scantron assignments. This role is granted to the GTA by the IT Help Desk at the request of the course Instructor. In addition, when added to the course roster by the instructor, GTAs should be given one of the following *course roles* and have WID view enabled:

**Primary Instructor** - Can create and grade scantron assignments and can delete the course.

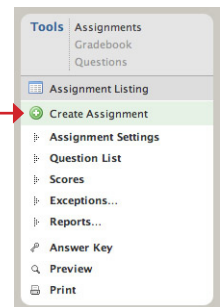
**Secondary Instructor** - Can create and grade scantron assignments but can't delete the course.

**Grader** - Can create *and* grade scantron assignments.

**Assignment Creator** - Can create scantron assignments.

### GETTING STARTED

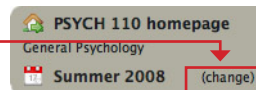
1. Go to <http://online.ksu.edu> and sign in.
2. Click the course name link of the desired course.
3. On the **Course Tools** page, click the **Assignments** link under the **Assessment Tools** section.
4. On the menu, click the **Create Assignment** link.



**Note:** Make sure the semester displayed is the semester you want the assignment to be available.

#### CHANGING THE SEMESTER

1. Click the **change** link.
2. In the **Choose Semester** box, click the desired semester.



### ASSIGNMENT SET UP

#### DEFINE ASSIGNMENT DETAILS

1. Click the **Scantron** assignment type.
2. In the **Assignment Name** box, type a name for your assignment.
3. In the **Versions** list, select the number of assignment versions.
4. In the **Questions per version** box, type the number of questions on the assignment.
5. Indicate whether questions should allow for multiple answers.
6. Select how to score the assignment:
  - **Specify individual question weights:** questions have different point values.
  - **Enter total points:** questions have the same point values. Type the number of total points in the box.
7. Click the **Advanced** tab to set additional properties.
8. Click **Save** and then build the answer key.


#### SET ADDITIONAL PROPERTIES

Select any of the following options:

- **Gradebook Title** - A short title for the gradebook column header.
- **Other instructors of this course can edit or delete this assignment** - Those with the K-State Online role of Assignment Creator role should select this option when creating assignments so that Primary and Secondary Instructors can edit them.
- **Students can view assignment statistics** - Assignment statistics include mean, median, and high and low scores (students don't see individual scores).
- **Apply scores to final grade**
- **Scores are extra credit**
- **Assignment Categories** - Useful when applying grading rules (dropping two lowest quizzes, for example). Create your own assignment groups by clicking the **Assignment Categories** link to the right of the **Assignment Details** tab and then clicking the **Create Category** link.
- **Additional points from manual portion of assignment** - Select this option if, in addition to the online portion of the assignment, there is also a manually graded portion.

# BUILDING THE ANSWER KEY

## BUILDING THE ANSWER KEY

1. Mark the answer to each question.
2. Click **Continue**.

#	A	B	C	D	E
1.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Note:** With multiple versions of an assignment, clicking **Continue** brings up an answer key for the next version to mark answers. After all keys have been built, clicking **Continue** takes you to the **Import Scantron Scores** page.

## BUILDING THE ANSWER KEY - INDIVIDUAL QUESTION WEIGHTS DEFINED

If defining individual question weights for an assignment:

1. In the **Weight** column, type the points (weight) for each question.
2. Follow instructions for Building the Answer Key above.

#	Weight	A	B
1.	<input type="text" value="2"/>	<input checked="" type="radio"/>	<input type="radio"/>
2.	<input type="text" value="1"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	<input type="text" value="1"/>	<input type="radio"/>	<input type="radio"/>

## BUILDING THE ANSWER KEY - MULTIPLE ANSWERS

If you have allowed for multiple answers, select how you want the responses graded: single, exact, or partial.

- **Single Grading** - Correct with only one answer selected.
- **Exact Grading** - Correct only when all answers are selected.
- **Partial Grading** - Correct when one or more of the answers are selected.

Each correct answer gets a fraction of the points allotted to the question. Indicate number of choices (1-5) the student can select using **Answer Options** menu.

### Examples:

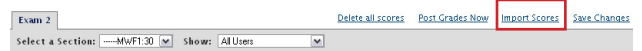
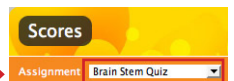
- **Checking A, B, and Single** - Student can answer A or B for full credit, but not both.
- **Checking A, B, and Exact** - Student must answer both A and B for full credit.
- **Checking A, B, and Partial** - Student must answer A and/or B. If there are 5 possible answers & the student answer is ABD, then score is 4: 1 point for answering A, 1 point for answering B, 1 point for NOT answering C, 0 points for answering D, 1 point for NOT answering E.

#	A	B	C	D	E	Grading	Answer Options
1.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Set All - Single	- Set All -
2.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exact	
3.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Partial	5
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Single	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Single	

# SCORE ASSIGNMENT

## UPLOAD SCANTRON FILE

1. If you are not already on the **Import Scantron Scores** page, to to the **Course Tools** page and click **Assignments**.
2. In the **Assignment** list, select the assignment whose scores you want to upload.
3. On the menu, click **Scores**.
4. Click the **Import Scores** link.
5. Click **Browse**, browse to the scantron file's location and then click **Open**.
6. Click the **Upload** button and then click the **Finish** link.



## RESOLVING CONFLICTS

To resolve any conflicts that may arise:

**Note:** You must have **WIDView Enabled** to perform this function.

1. On the **Course Tools** page, click **Assignments**.
2. In the **Choose an assignment** list, select the assignment whose scores you want to resolve.
3. On the menu, click **Exceptions** and then click **Resolve Conflicts**.
4. Correct conflicts by selecting a number that corresponds to the correct student listed in the **Students without scores** table.
5. Click **OK**.

- You may need to refer to scanned cards to match scores.
- Students who didn't complete the assignment, or whose card wouldn't scan, will remain on the list of students without scores and their scores will have to be entered in the Gradebook manually.

#	Student	WID	Points	Version	Sequence #
1	Unknown, Unknown	-----	10.0	1	3
2	Unknown, Unknown	899065842	5.0	1	2
3	Unknown, Unknown	8623-3114	0.0	1	1

Students without scores		
Student	WID	
1 Computer, Adam	862323114	
2 Computer, Susan	899065847	
3 Computer, Betty		

### Conflicts that can be resolved include:

- Student(s) with incomplete card data or card information that needs repaired.
- Student(s) who have an account but are not enrolled in the course can be added.
- Student(s) who have changed their student identification number can be attached to the correct assignment.
- Student(s) who have made a mistake entering their student identification number can be attached to the correct assignment.