

Gradescope submission guide

This guide contains important information that will help you to prepare for and complete the online exam for your module if it uses the **Gradescope** assessment platform.

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Learn which 'assignment type' will be used

Gradescope is a flexible system with a range of different functions that are called 'assignment types' - it is important to establish which will be used for your online exam. You can use the **exam format** to help you discover this using the table below, but you should clarify with your Module Leader if you are unsure.

Exam format	Gradescope assignment type
MCQ only	Online Assignment
Combination of MCQ and non-MCQ	Online Assignment
No MCQ questions	Homework/Problem Set

Access your exam on Minerva

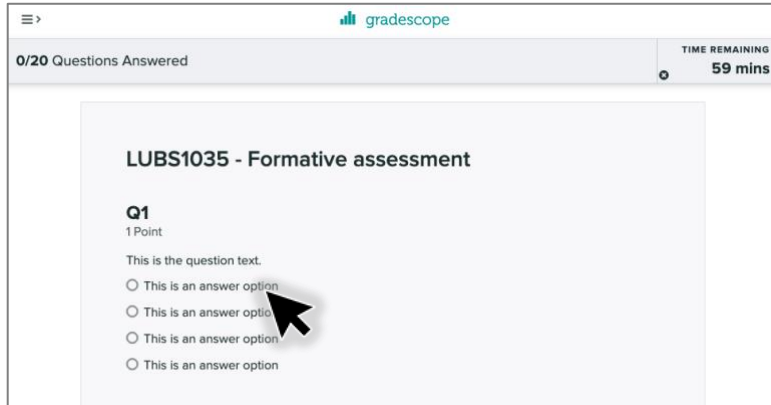
Navigate to the module area on Minerva and open the **My Online Exam** section from the main navigation. A link to start your exam will be available from the start date and time of the exam, you may need to refresh your page to see this.

Exams with a time-limit

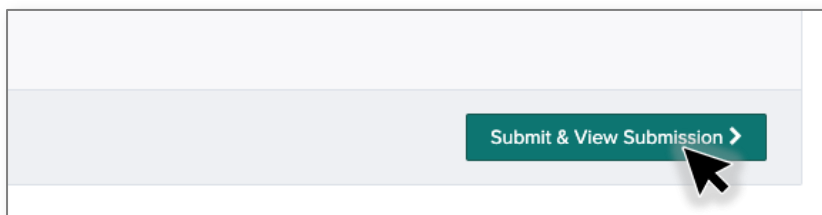
If your exam has a time-limit you will see how long is remaining in the top-right corner of the browser window after you have started the exam.

Assignment type 1: Online Assignment

If your exam consists entirely of multiple-choice questions (**MCQ**), or is a combination of MCQ with some none-MCQ, it will use the Online Assignment type.



All questions are presented to you on a single scrollable page. As you answer questions they will be **automatically saved**. If your exam has a time-limit you will see the time remaining in the top-right corner of the screen.



When you have completed all the questions select the **Submit & View Submission** button. Only by doing so will you ensure that your exam has been successfully submitted.

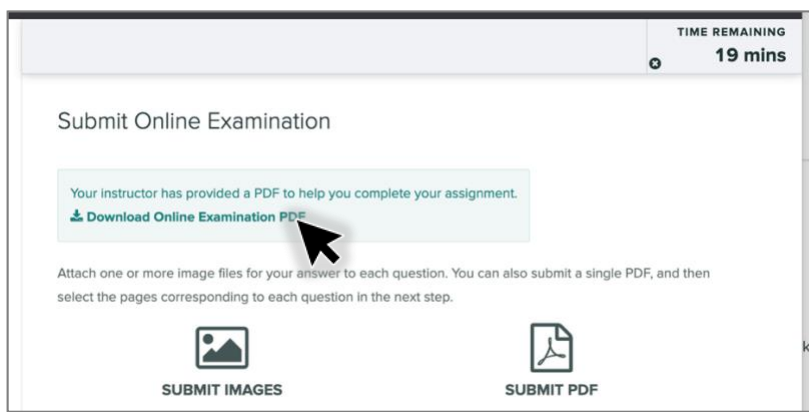
The next page that loads will allow you to review your answers and resubmit (providing the time limit has not been exceeded).

Assignment type 2: Homework/Problem Set

If your exam has no MCQ's, it will use the Homework/Problem Set assignment type and you will be expected to produce your answer sheet either by hand or digitally using Microsoft Word.

We strongly recommend producing and submitting a **PDF file**, especially if your exam has optional questions (i.e., when you have a choice as to which questions you answer).

Download the question paper



After you have started the exam, download a copy of the question paper in a grey box like the one shown above. We recommend that you stay on this webpage while completing your answers especially if your exam has a time-limit, as it will show how long is left. If you do get disconnected this will count against your time limit, but you can access the exam via Minerva at any point up to the exam deadline.

Produce answer sheets


- Answer each question on a **new sheet of paper or page**
- Put your **Student ID** and **Question Number** at the top of **every** page
- Ensure that any digital images are **readable**
- If you have created handwritten answer sheets you can use the free Microsoft Office Lens app (which is available for [Android](#) and [iOS](#) devices) to create electronic versions of them. The app allows you to create image JPEG and PDF files using your mobile device. For information on how to use Office Lens to create a PDF see [Appendix 1 of this document](#), there are other methods of digitising handwritten answers which are explored in this [Gradescope guide](#).


Upload your PDF file to Gradescope

Submit Online Examination

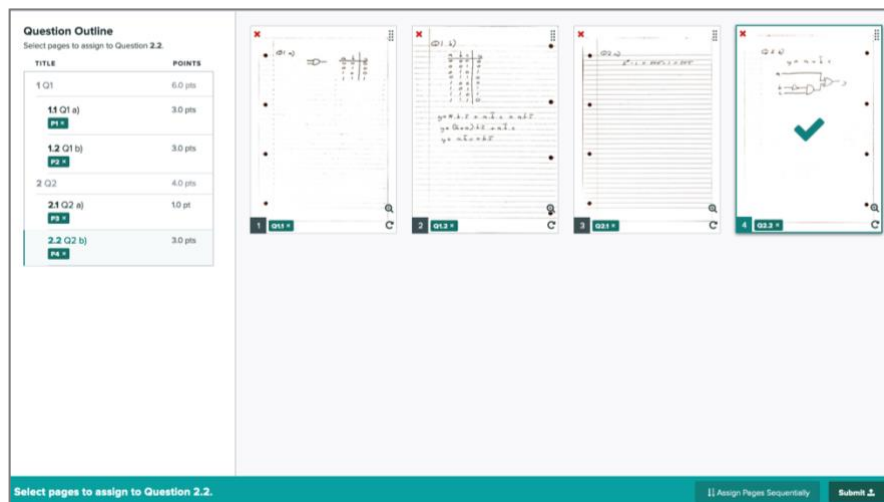
Your instructor has provided a PDF to help you complete your assignment.
[Download Online Examination PDF](#)

Attach one or more image files for your answer to each question. You can also submit a single PDF, and then select the pages corresponding to each question in the next step.

 **SUBMIT IMAGES**

 **SUBMIT PDF**

When you are ready, use the **Submit PDF** icon to upload your answers to Gradescope.



The screenshot shows the Gradescope interface. On the left is the 'Question Outline' table, and on the right is a multi-page PDF viewer.

TITLE	POINTS
1 Q1	6.0 pts
1.1 Q1 a)	3.0 pts
1.2 Q1 b)	3.0 pts
2 Q2	4.0 pts
2.1 Q2 a)	1.0 pt
2.2 Q2 b)	3.0 pts

The PDF viewer shows four pages. The first three pages contain handwritten mathematical work, and the fourth page shows a green checkmark, indicating a correct answer.

When your file is uploaded you **must** use the Question Outline section to tell the marker where they will find the answer to each question. Simply select the Question number in the left-hand panel, before selecting the appropriate page(s) on your submission.

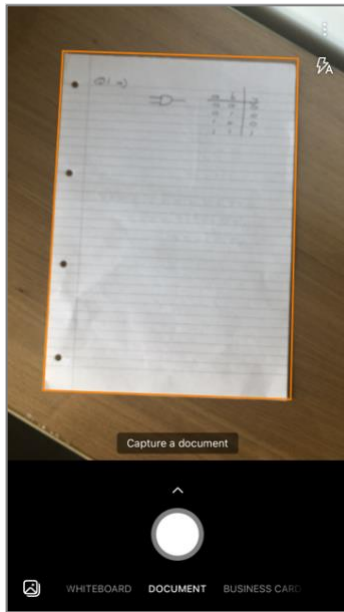
Check your submission and Submit

Ensure that you have uploaded and correctly tagged your images or PDF file before **selecting Submit** to confirm your submission.

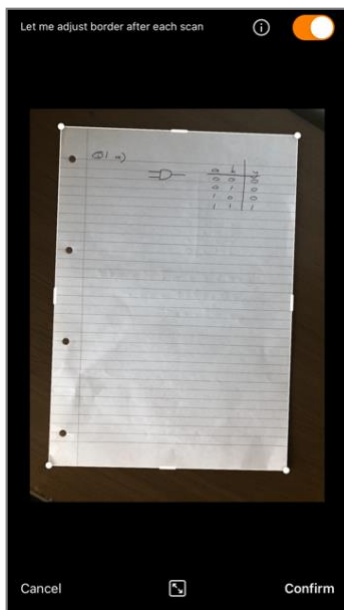
Check your university email address for a digital receipt

A digital receipt for your submission will be sent to your University of Leeds email address. Please retain this receipt as it is proof of submission.

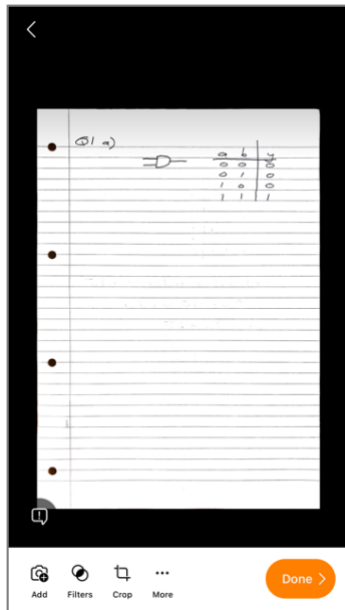
Appendix 1: Create a PDF using Office Lens



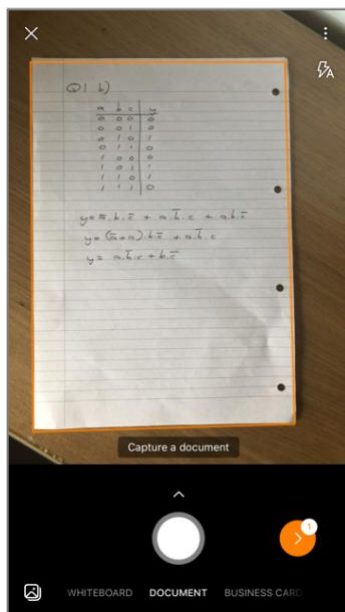
Capture the page that contains the answer to your first question.



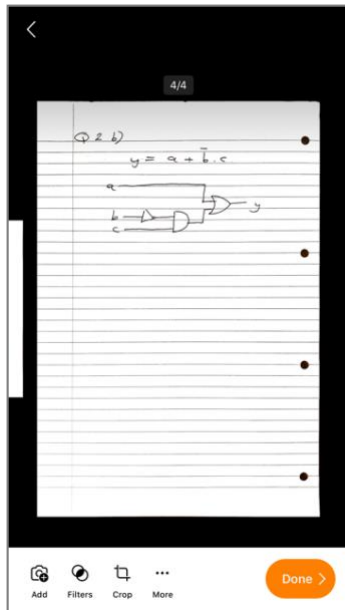
The border will be detected, and you can confirm the capture.



Select **Add** to add more images. You may also choose to apply filters to make the images clearer.



You can capture more images to add to the file, a badge in the orange circle shows how many images are in the file.



When you have captured all your pages select **Done**.

You can then either export the PDF to your University of Leeds OneDrive from which you can retrieve it and submit to Gradescope or send the PDF to the device you are submitting on another way.