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a smarter way to grade

Instructor Tips Using GradeHub for Blackboard

1. Review the "Teacher Overview" on GradeHub's help site. Find detailed help instructions under GradeHub for Blackboard.

2. Create your exam (i.e., "build content") early enough for you or your students to print their answer sheets.

   IMPORTANT - the first time you create a GradeHub exam for a given course immediately click and open the "content" item created by Blackboard to start the roster syncing process. GradeHub syncs your course roster hourly after you click the exam.

3. You can print answer sheets from your instructor or a TAs' login by selecting the GradeHub exam in Blackboard. See printing instructions below.

4. If students are printing their answer sheets, remind them to bring their answer sheet to class and to ensure that they are printed correctly. Before the exam, instruct your students to check their answer sheets for the black bracket on all corners of the answer sheet and that there was sufficient ink from the student's printer. If not, have the student obtain an extra answer sheet from the instructor.

5. When scanning the completed answer sheets use the following settings: PDF file format, B&W, US Letter, and 200 DPI.

6. Create an answer key before analyzing results.

7. If there are student responses improperly completed, an icon will appear for you to verify the responses.

8. After you've analyzed the exam and are satisfied with the results, select the release grades button to sync results back to Blackboard's Grade Center.

Contact us at help@gradehub.com or chat with us on our website (https://gradehub.com), we're here to help.