**Remote Assessment of Learning**

**What are the steps involved in assessment?**

As you are planning an online assessment, keep these three required tasks in mind:

1. The instructor must make the assessment available to the students
2. The students must complete the assessment and make their answers available to the instructor
3. The students must receive feedback on their work (this may be a grade, written comments, a key, or a combination; the feedback usually comes from the instructor, but can come from peers or be self-generated).

**How can I accomplish these steps remotely?**

There are several tools in Canvas that can help with remote assessment and grading. Which tools you choose to use to accomplish the three tasks may be influenced by the type of assessment you are giving. This guide may help you determine when to use Canvas Quizzes, Canvas Assignments, Speedgrader, and Gradescope.

Note: Any of these options can work in cases where students have to write or draw something by hand, scan or photograph their work, and then submit a file.

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| **Tool** | **Pros** | **Cons** | **Consider using if…** |
| **Canvas Quizzes** | * Easy access through Canvas * Many types of question available * Automatic and manual grading * Question groups for “versions” * Flexible settings * Compatible with Proctorio * Students can upload files * Give feedback using Speedgrader | * Instructors must enter most question types into the quiz * Rubric (key) applies to entire quiz, not individual questions | * Your assessment is composed of multiple choice and/or a combination of short-answer question types. |
| **Canvas Assignments** | * Easy access through Canvas * Students can upload files * Instructor can specify acceptable file types for upload * A rubric (key) can be included * Give feedback using Speedgrader | * Students most likely have to upload a document * Not compatible with Proctorio. | * The assessment has few questions and the answers are on the longer side. |
| **Gradescope** | * Easy access through Canvas * Fast, fair, flexible grading * Automatic update to grading changes * AI component for automatic grading and grouping similar answers * Rubric (key)-based comment-based feedback | * Requires PDF upload * Not compatible with Proctorio. | * The grading load is heavy (eg. in large classes) and/or multiple people will be grading |

**Option 1: Canvas Quizzes**

*Go to the Faculty Innovation Center’s information about* [*Creating Online Assignments*](https://utexas.instructure.com/courses/633028/pages/keep-teaching#Assignments)

*Look here for more information about setting up a* [*Canvas Quiz*](https://community.canvaslms.com/docs/DOC-10152-415241475)

* Task 1: Instructors make the assessment available in a Canvas Quiz.
* Select from many question types, some automatically graded
* Type of copy/paste the questions into individual quiz questions
* Easily include diagrams in the question entry
* Control general settings (such as when the quiz is available, how long students have to take the quiz, and how many attempts students have) and individual settings (such as time extensions)
* Task 2: Students access the assessment and submit answers through the Canvas Quiz
* Depending on the question types, students may be able to answer all of the questions directly in the Canvas quiz.
* Alternatively, the “file submission” question type allows a student to answer a question outside of Canvas (eg. in a different software or on a piece of paper). The student then scans or photographs their answer, converts it into an appropriate file type, and submits.
* Task 3: Instructors grade and give feedback using Speedgrader
* Some question types are automatically graded. Instructors can provide feedback within each question (eg. add feedback to distractors in MC question type)
* Speedgrader is used for manual grading of some question types. A rubric (or key) can be added to the quiz as a whole, not individual questions.

**Option 2: Canvas Assignments (online submission)**

*Go to the Faculty Innovation Center’s information about* [*Creating Online Assignments*](https://utexas.instructure.com/courses/633028/pages/keep-teaching#Assignments)

*Look here for more information about* [*Canvas Assignments*](https://community.canvaslms.com/docs/DOC-10151-415241295)

* Task 1: Instructors make the assessment available in a Canvas Assignment.
* Instructors can link to the assessment file (.docx, .pdf, etc.) in the Canvas Assignment instructions.
* The Assignment is set up to require either a text entry (students type copy/paste their type-written answers into a text box) or file upload (instructors can specify the file extensions allowed).
* Task 2: Students access the assessment and submit answers through the Canvas Assignment
* If the Assignment is text entry, students type copy/paste their type-written answers into a text box.
* Alternatively, a “file uploads” assignment allows a student to answer a question outside of Canvas (eg. in a different software or on a piece of paper). The student then scans or photographs their answer, converts it into an appropriate electronic file type, and submits.
* Task 3: Instructors grade and give feedback using Speedgrader
  + Speedgrader is used for manual grading.
  + A rubric (or key) can be added to the quiz as a whole, not individual questions.

**Option 3: Gradescope**

*For more information, see the Gradescope* [*Remote Assessment FAQ*](https://www.gradescope.com/help#help-center-section-remote-assessment)

*To get started, see this* [*Gradescope quick start guide*](https://www.gradescope.com/get_started)

* Task 1: The instructor creates a Canvas Assignment and connects it to a Gradescope assignment
  + Gradescope is integrated with Canvas, so the connection is made easily
  + The Gradescope assignment must be configured to allow student submission.
* Task 2: Students access the assessment through the Canvas Assignment and submit answers to the Gradescope assignment.
* This step requires students to upload a .pdf to Gradescope. If they answered the questions electronically, they need to save the file as a .pdf. If they answered the questions on paper, they will need to scan their answers and convert the scans to a single .pdf for submission. Gradescope provides [instructions to students](https://gradescope-static-assets.s3.amazonaws.com/help/submitting_hw_guide.pdf) for accomplishing this task.
* Task 3: Instructors grade and give feedback using Gradescope (see document about the Gradescope workflow here)