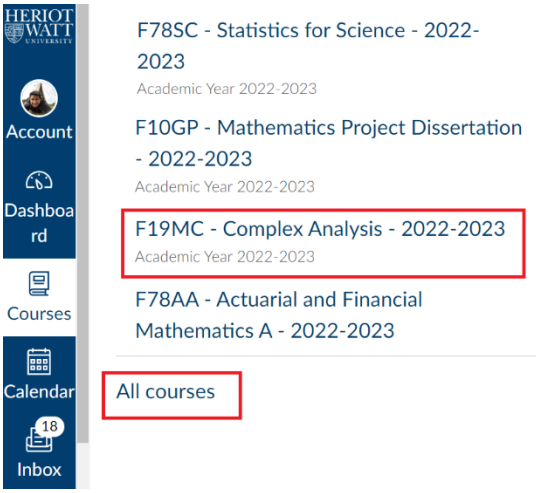
Checking Exam Scripts on Gradescope

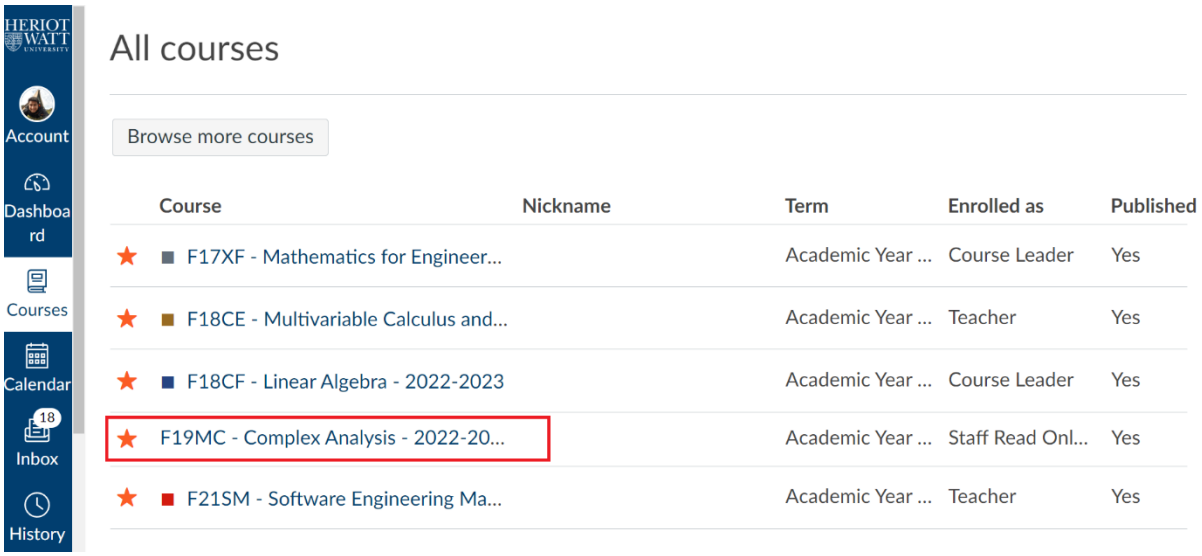
Accessing Gradescope in Canvas

Log in to Canvas. Select **Courses** in the leftmost blue ribbon menu.

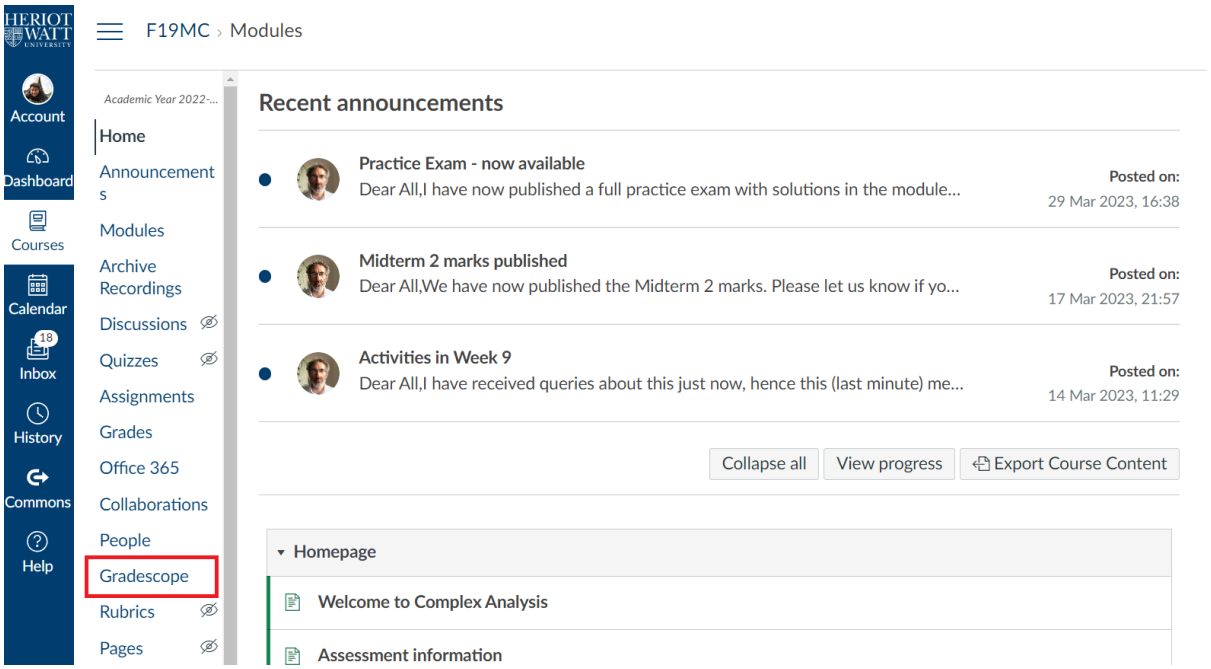


You will see courses where you are currently enrolled. Look for the course corresponding to the exam you are looking for the current academic year. E.g., **F19MC – Complex Analysis – 2022-2023**. (The naming convention is Course Code – Course Name – Academic Year.)

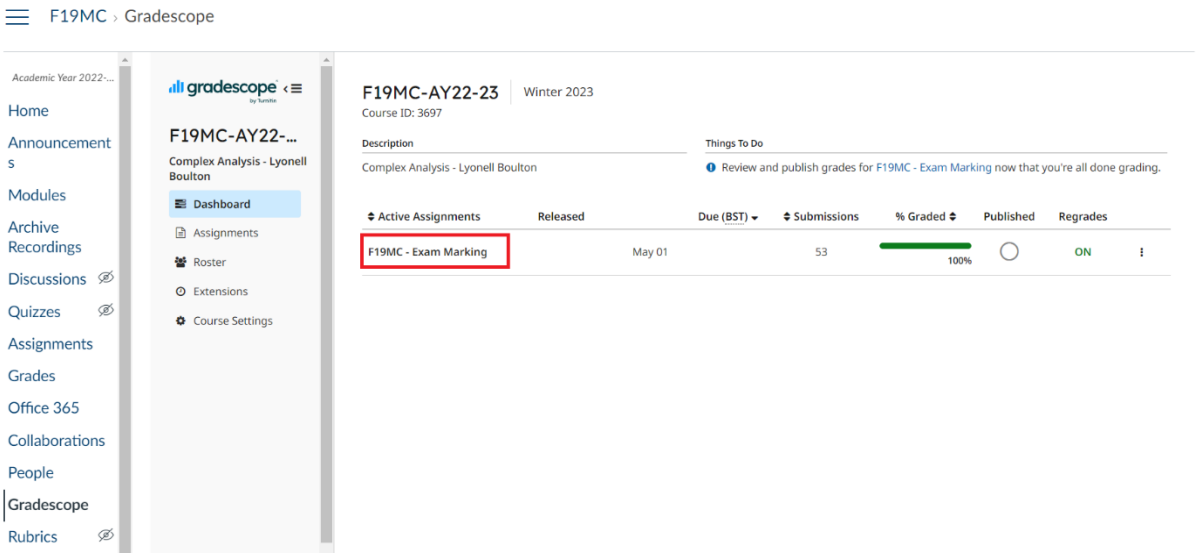
Note: If you do not see the corresponding course, scroll down and click on **All courses** to find the list of all present and past courses you are enrolled in, and click on the corresponding course.



On the course page, select **Gradescope** in the menu on the left:



Once the Gradescope window is open, click on the name of the exam. E.g., **F19MC - Exam Marking**



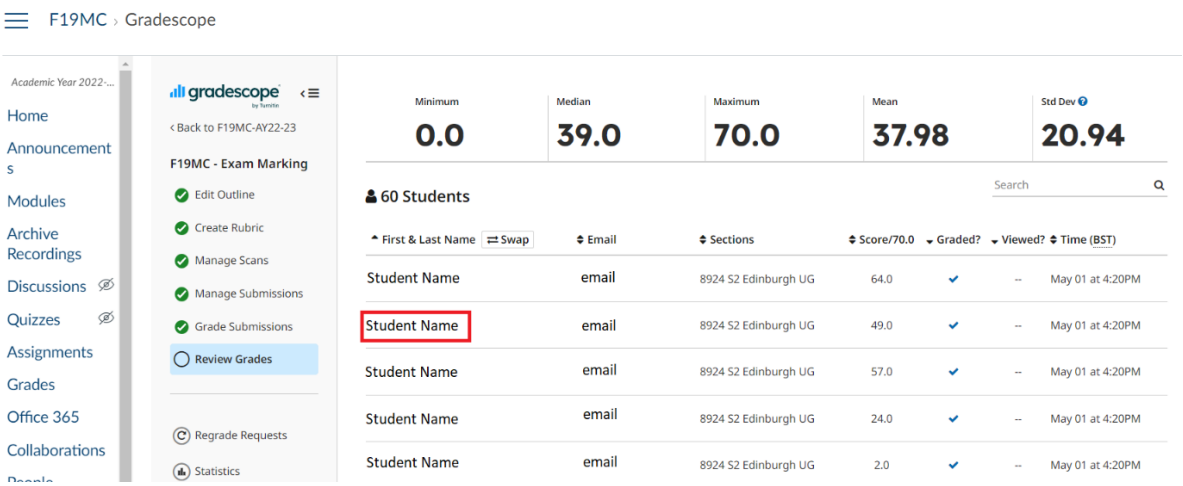
Reviewing Scripts in Gradescope

To access the scripts, click on **Review Grades** (if you haven't already been taken directly to this screen).

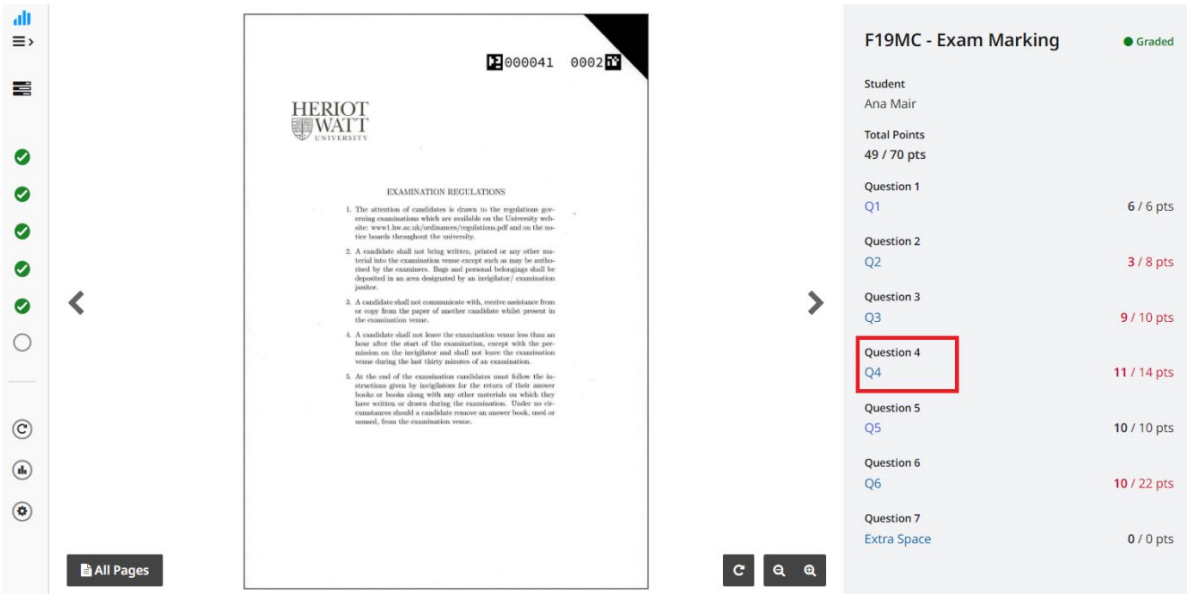
IMPORTANT: Please make sure to only click on **Review Grades** and not on any of the other options above, as **Review Grades** displays the scripts in read-only mode, and marks/comments/etc. cannot be altered.

You can now scroll down and click on any student's name to access their script:

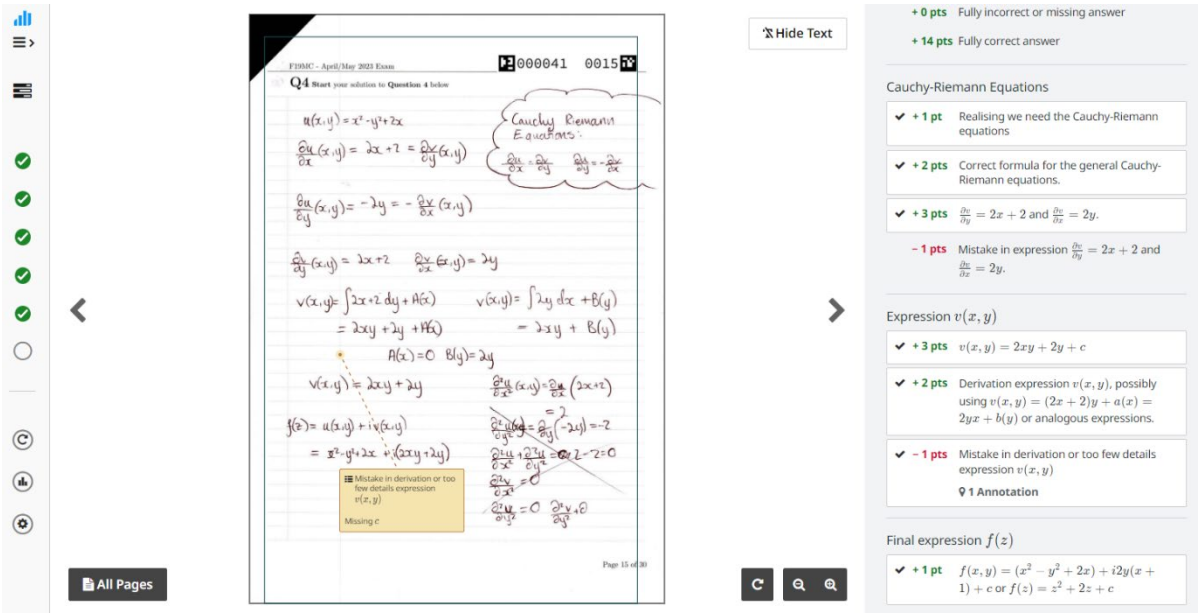
Note: The screenshot below has been modified to anonymise student names



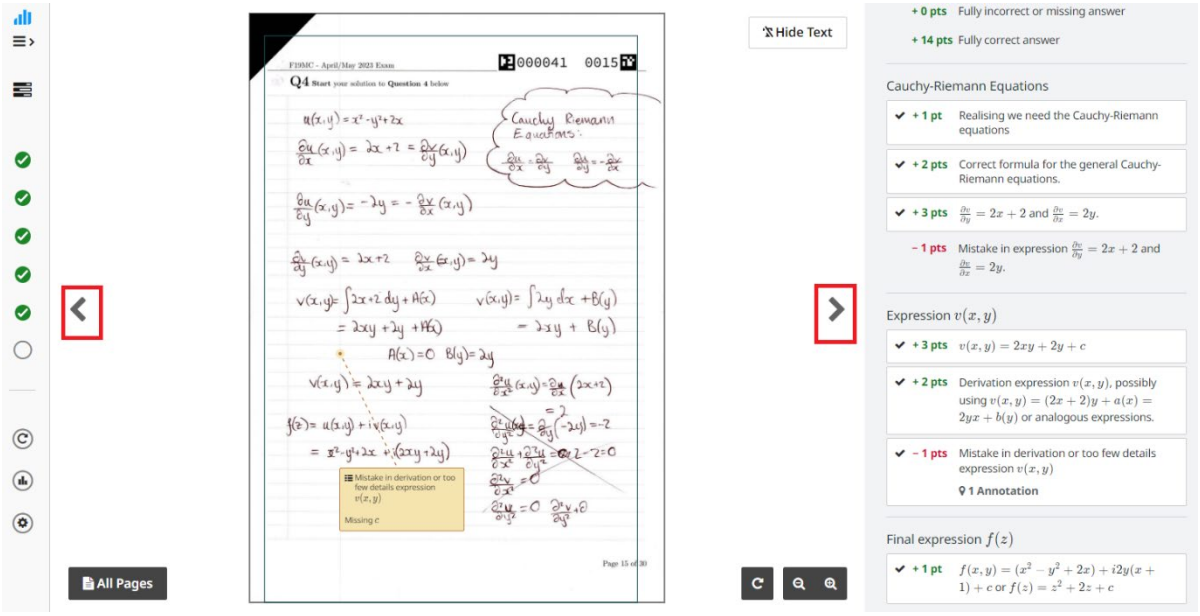
Once the script is displayed, you will see the marks for each question/problem on the right. To see the comments on the scripts and the details of the marks for a given question/problem, click on the corresponding question/problem on the rightmost column. E.g., **Q4**



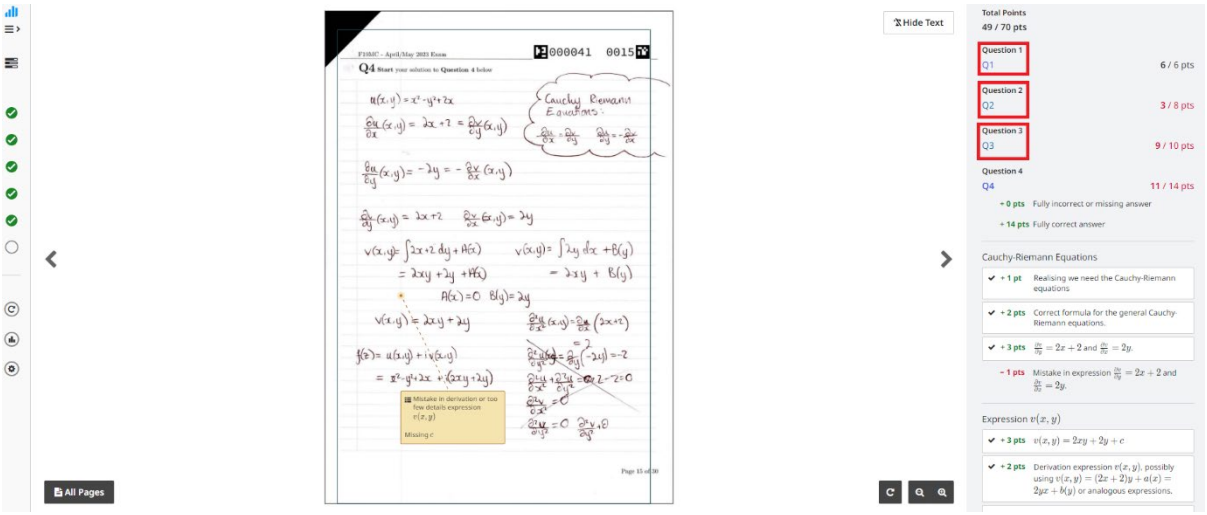
You can now see the details of the marks for each sub-question the right, as well as the various comments appearing on the script.



You can use the keyboard arrow keys (or click the arrows displayed on the page) to browse through the script's pages. When you select a question number, the script will jump to the start page for that question, and you will only see the comments/annotations corresponding to the question/problem you selected.



To navigate to a different question/problem, click the corresponding question number displayed on the rightmost column. E.g., **Q1, Q2,** or **Q3**



To go back to the menu to check a different script, click on the icon on the left of the script corresponding to **Review Grades.**

Note: If the menu collapses when opening scripts, hover your mouse over the icons to generate the infotips. It should be the sixth round one from the top.