Grading and Help Sessions
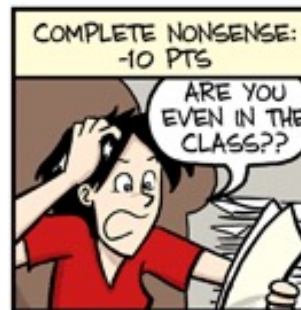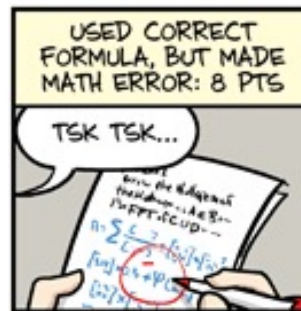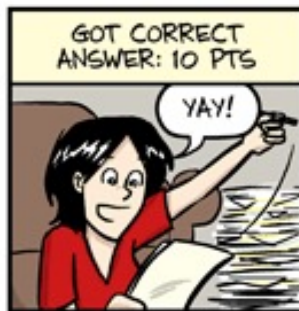
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Grading

Grading: Rules

- FERPA
  - Most secure way to share grades is to post in Canvas
  - ONLY email grades using official department/university email.
  - Files MUST be encrypted!
- Grading exams may only be done under the professor's direct supervision
- Grading should average about 10 hours/week

Grading: Preparation

Before you start to grade:
- Have detailed solutions with a rubric (partial credit assignment)
- Glance at a few papers to make sure solution is correct
- If possible, anticipate common mistakes and decide partial credit accordingly

Grading by hand: Being Consistent

- Grade one problem at a time
- When you find an unexpected mistake, determine partial credit and *make a note in your rubric*
- Don't be influenced by appearance
- Try to avoid looking at students' names
- Try to return papers within one week of deadline.

Grading by hand: Being Consistent

(Strongly recommended…)
- Do not deduct maximum points for one early mistake; verify the remaining steps follow logically.
- Points earned vs. Points deducted-try to clearly indicate the reason in either case
- Randomly re-order papers after each problem

Grading by hand: Giving Feedback

- Comments OK, but don't overdo it ("sea of red")
- Good to indicate minor errors (negative signs, mis-copied step, etc.)
- Frequent mistakes should be noted for the professor

Gradescope: Advantages

- Grading automatically done one problem at a time and anonymous.
- Determine Rubric and give 1-click feedback.
- Can adjust rubric in the middle and AUTOMATICALLY apply to previous papers!
- Gradescope linked to Canvas so grades can be automatically transferred.

Gradescope: Setup

- Activate within Canvas
  - Log into Canvas course
  - Click on "Settings"(left menu), then "Navigation" (top of page)
  - Drag "Gradescope" from bottom menu to top, then click "Save"
  - Gradescope now appears in left menu

Gradescope: Setup

- Create assignments
  - Click on "Assignments" in left menu of Gradescope, then "Create Assignment"
  - Enter name of assignment, then upload template PDF file
  - For online submissions, select "Student" upload. For scanned papers, select "Instructor" upload
  - Select deadline(s)
  - "Variable" length: useful if students uploading work on their own paper-student selects pages on which the problems are worked.
  - "Fixed" length: Gradescope automatically finds the problems.

Gradescope: Setup

- Link Gradescope assignments to Canvas to automatically synch scores
  - Create an assignment in Canvas and use "External Tool" for submission type (can "Find" Gradescope)
  - Under settings of your assignment in Gradescope, you can Link the assignment to an assignment created in Canvas
  - After grading assignment in Gradescope and Reviewing the grades, you can Publish scores to Canvas

Help Sessions: Preparation

- Math Learning Center will set everything up
- Responsible for making sure your shift is covered (get a substitute if needed!)
- Make sure you are prepared for upcoming topics: see course homepage and/or an instructor's homepage for schedule
- See Sherry or Ana-Rose in 305 for textbook if available

Help Sessions: Whose definition of "Help"?

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Help Sessions: Whose definition of "Help"?

- Your goal: assist them in finding their mistakes and learning the material

- Their goal (usually): get the answers to the homework!

Help Sessions: Whose definition of "Help"?

"Give someone a fish, and you feed them for a day. Teach them to fish, and you feed them for a lifetime."

--Chinese proverb

How do you help without just being a "solution manual"?

Help Sessions: Being Interactive

- KEY: Answer a question with a question!
  - "How do I start?" "What does this word/statement tell you?"
  - "Where is my mistake?" "How did you get from this statement to the next one."
- Give them time to respond!
- You do not have to stay with the student until they finish the problem: let them work on it while you help others.

Help Sessions: Being Interactive

- Other tips/suggestions (in-person)
  - If no one is asking questions, walk around the room periodically (don't make them come to you!)
  - When not walking around, don't work on anything else (students may feel they are bothering you).
  - If several students have a similar question, put key points/ideas on the board.
- Other tips/suggestions (online)
  - Keep video ON
  - Have a Breakout Room available for in-depth questions
  - Use Screen Share Whiteboard to write down key points/ideas (tablet recommended)

Questions?