

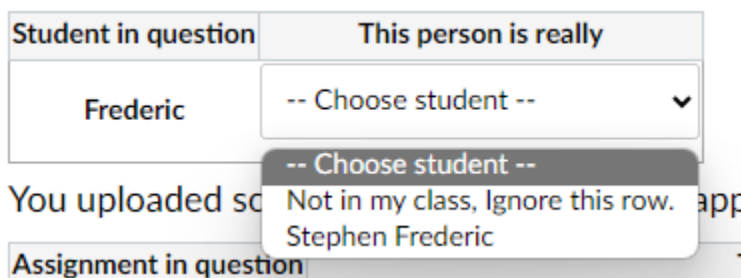
Scantron FAQs

Do I need to get new Scantron exam sheets for the new scanner?

No, you do not have to come get new exam sheets. The new scanner functions the same and uses the same exams sheets as the old one so there is nothing you need to change in your process for giving exams.

What if one of my students has not entered their 9-digit ID or has entered it incorrectly?

If a student's exam sheet is incorrect and does not match their 9-digit ID in Canvas, you will have a chance to correct it. When you first upload your file to Canvas, the screen that appears to allow you to select the assignment you are uploading and will also bring up a box saying it could not recognize one or more rows in the upload as students in your class, listed by their last name(s). It will give you a drop-down list that allows you to verify their identity as a member of your class or to ignore that row in the upload.



Once you choose an option you can continue with you upload as normal. If you cannot identify the student and choose to ignore this row, you can still upload the student's grad manually through the gradebook.

What if I need to curve the grades for my exam?

If you review your reports and you determine that you want to curve your exam, you can go ahead and upload the file as is and use the "Curve Grades" option in the Canvas gradebook. You can also edit the Excel CSV before you upload it into Canvas. If you choose to edit your spreadsheet, please see the question below.

What if I am having problems editing my spreadsheet?

The grades spreadsheet is generated as a .csv (comma delimited) file type, so certain edits may not save properly or may be erased if reopened before being uploaded. If you are worried about this happening, we recommend saving the spreadsheet as an .xlsx (standard Excel) file type before make your edits. Once you have made and saved all edits, then resave the spreadsheet as .csv and do your upload.

If you have any other questions or feedback please do not hesitate to contact us. We will be expanding this FAQ as we hear back from faculty and continue to improve this process. Please direct any questions or comments to ClassClimate@ir.msstate.edu or call (662) 325-3920.