

USING ZIPGRADE TO GRADE MULTIPLE CHOICE QUESTIONS

Find and install the ZipGrade app on your phone. It works on iOS and Android.

Making a custom answer sheet

I find it best to make a custom answer sheet because it can put the team name and number on the answer sheet for you. You do this on the computer. Open the ZipGrade program on your computer. Choose answer sheets on the menu. At the bottom of the page, choose custom answer sheet wizard. Then choose new answer sheet. Then enter an answer sheet name of your choice. Then keep Name clicked but change it to Team Name. Unclick quiz. Keep class and change it to Tournament and go to next. Change number of student ID digits to two, this will be the team number. Change student ID label to Team Number and unclick key version section to have only one form of the test (if you want more than one form of the test, keep this). Choose next. Choose multiple choice questions. Leave internal questions and choose the number of multiple choice questions on your test. For those using my tests, this is 30. Then choose add questions. This displays a preview of your answer sheet. Then choose next. Then choose publish. You will see the same screen you did when you choose custom answer sheet, but your new answer sheet name will be displayed at the bottom. In the "for printing column" choose one per page and this will download a pdf with your answer sheet ready to print. However, you can upload the team names and numbers to print them with this info on it instead of having students fill this in. I upload this to make sure the team name and number is readable by your phone, so I do not print this file yet.

Uploading team names and numbers and printing the answer sheets

You need a spreadsheet with the team names, team numbers, and tournament name in the columns. You might want to change the team number column to text data so it keeps a two digit team number, otherwise you will not get 01, 02, but rather 1, 2, etc. You also need to add a column with the header last name. I just leave the column blank and do not really use this data since it is not displayed on the custom answer sheet, but ZipGrade will look for it. You need to save this spreadsheet as a CSV type file so ZipGrade can read it (change file type to CSV. Click "has header row" if your CSV file has a header row. Then upload the file. You will see the data read from the file and on the left is some boxes to associate the data with the labels you put into the custom answer sheet. Under ZipGrade ID, choose team number. Under first name, choose team name. Under last name, choose last name. Under class, choose tournament. Skip external reference. Then choose finish import. You should see that it imported all teams. Then click on students to see that all of your teams have been imported (the order is confusing, but all teams should be there). To print the answer sheets, choose classes from the top menu. Click on answer sheet packet for the class that you entered. Choose the name of the custom answer sheet and one per page. This will download a file with the answer sheets. Print this file and you have your answer sheets with all team names and numbers entered in them.

Making the answer key

This is done on your phone. Open the ZipGrade app. Choose quizzes. Select new quiz. Give it a quiz name, such as Sounds Tiger. Choose the class (tournament name) that you made earlier (in making a custom answer sheet). Choose select sheet. Choose the custom answer sheet that you made for this. Click on the ZipGrade header to go to the quiz page. Click on the class (tournament) name. Choose edit

key. Click on the correct answers for your questions. Click on the ZipGrade header when done. Click on edit key to review the answers to make sure they were correctly recorded.

Scanning answer sheets

Open the ZipGrade app. Choose quizzes. Choose the class (tournament) name. Click on scan papers. Align the white squares on your screen with the black squares on the corners of the answer sheet. When aligned, it will automatically take a picture of the answer sheet. Then it automatically shows the answer sheet with all of the answers graded and a score displayed at the top. I recommend checking a few answers to make sure they were graded properly, especially if there were any erased answers or extra marks on the answer sheet. Record the grade and go to the next answer sheet. This is real nice!

Questions??

If you have any questions, feel free to contact Dave Moyer at 610-751-1500.