TABLE OF CONTENTS

What is DigitalDesk? 2
DigitalDesk Features 2
1: Accessing DigitalDesk 3
2: Viewing Exam Reports 5
3: Rescoring Exams 6
  3.1: Adding Bonus Points 6
  3.2: Rescoring Individual Student Responses 7
  3.3: Editing Student Response Sheet Information 7
4: Editing Answer Keys 8
  4.1: Assigning Partial Credit to an Answer 8
5: Assigning Associate Instructor or Teaching Assistants to a Section 8
6: Exporting Exam Grades to Canvas 9
WHAT IS DIGITALDESK?

DigitalDesk is a scanning software designed to streamline the exam scanning process for instructors. With an online profile, instructors will have the ability to access and review their scores through comprehensive exam analysis reports consisting of Standard Deviation, Cronbach’s Alpha, Distractor Analysis and much more. Instructors will save time through this DigitalDesk’s ability to generate and distribute reports to instructors and students via email and transfer grades from their DigitalDesk profile to their Canvas profile.

DIGITALDESK FEATURES

DigitalDesk offers instructors several ways to analyze and manage their exams including the ability to:

1. Rescore exams and add bonus points to all or to individual student response sheets.
2. Review student responses, make corrections to responses or demographic information and reassign different answer keys post-scanning.
3. Run reports on all or individual student responses, and generate custom report exports including the ‘Canvas Report’ for uploading of scores into the Canvas LMS.
1: ACCESSING DIGITALDESK

To access DigitalDesk


2. Click on ‘Scanning Results’ and log into the Central Authentication Service.
3. Use the Duo Two-factor Authentication Prompt to verify your identity. Information on enrolling in Duo Two-factor Authentication can be found at https://kb.iu.edu/d/bfgm if you are not currently enrolled.

4. The DigitalDesk Instructor Tools Dashboard will be presented upon successful authentication and authorization.

The dashboard displays the current status of exams processed the current day. Messages from the system administration will be displayed here.
2: VIEWING EXAM REPORTS

To view reports in DigitalDesk:

1. Click on the ‘Reports’ navigation panel.
2. Use the dropdown to select your exam.
3. Double click on the exam to see the student results listing. Student results list will appear.
4. To filter results by section, click the ‘section’ window.
5. Select the section.
6. To filter by form, select the form by clicking on the ‘form’ window.
7. Click ‘Back to Exams’ to return to exam listings.
8. **Check the box** corresponding to the section for which you want reports.

9. Go to ‘Report Options’ and select the type of report you want and click ‘Run’.

   9.1.1 **Student Score Report**: creates a one-page PDF for each student with grade information and the questions the student missed as well as the correct answer for missed questions.

   9.1.2 **Roster Report**: Creates a PDF with a line for each student. Contains number of questions missed, points, and score.

   9.1.3 **Exam Analysis**: a PDF containing statistics including mean, median, as well as information on how many people selected each option for a question.

   9.1.4 **CSV Score Export**: Creates two CSV files. Score Export has a row for each student and contains information in the Roster Report as well as any bonus points awarded. The Score Export- Missed Response Analysis contains a row for each student and lists the answer they selected on the questions they missed as well as grade received.
9.1.5 **Data Export**: CSV file with a row for each student containing their answer for every question.

9.1.6 **Score Graph**: a PDF with a bar graph showing the relationship between grade and frequency.

10. The ‘Downloads’ tabs will display the number of reports generated.

11. Click the ‘Downloads’ tab to view generated reports.

12. Click the ‘Download’ button to retrieve the desired report.

13. Your custom report will be listed in the ‘Available Reports’ section.

3: **RESCORING EXAMS**

To rescore exams in DigitalDesk:

1. Click on the ‘Rescore’ navigation panel at the top of the screen to review your examination.
2. Click on the ‘Current’ semester icon to review exams for this semester. To review previous exams, click on the ‘Previous’ semester icon.
3. Select the exam you wish to rescore by clicking on the dropdown menu.

3.1: **ADDING BONUS POINTS**

If you wish to add bonus points, check the box to ‘Add Bonus Points’ and:

1. Enter the number of bonus points you wish to assign.
2. Click ‘Rescore Exams’.
3. Bonus points will be displayed in the ‘Bonus’ points column.
4. The resulting grade with the bonus points is now updated in the ‘Grade’ column.
5. To add bonus points to an individual student, select the box labelled ‘Individual’.
6. Select the desired student.
7. Enter the number of bonus points in the ‘Add Bonus Points’ window.
8. Click ‘Rescore Exams’.
9. The bonus points for that individual student will be displayed in the ‘Bonus’ columns.

3.2: RESCORING INDIVIDUAL STUDENT RESPONSES
Individual student responses can be rescored as follows:
1. Click on the ‘Sheet Data’ navigation panel.
2. Use the dropdown to select your exam. Student exam results will be listed here.
3. Click the student’s record. The selected student demographic and test item selection will be displayed in the ‘Sheet Responses’ section.
4. To change a student’s response, click on the student’s response item.
5. Click the dropdown to correct any response error.

6. Click ‘update’ and ‘save’. Student response and grade is updated.

3.3: EDITING STUDENT RESPONSE SHEET INFORMATION
To change a student’s demographic information (such as student ID, Name, Admin):
1. Click ‘Edit’ in the ‘Student Responses’ section.
2. Make desired changes and click ‘Save’.
4: EDITING ANSWER KEYS
DigitalDesk allows for the editing of Answer Keys post-scanning. To edit your answer key:

1. Click on the ‘Answer Sheet’ panel in the Instructor Dashboard.
2. Use the dropdown to select your exam.
3. Use the dropdown to select ‘Key’ form.
4. The ‘Answer Key’ will display in the questions section on the right hand side of your screen.
5. Click on an item to change the key.
6. The key with point value is displayed in the ‘Modify value item’ section on the lower left hand side of your screen.
7. Input new responses and review.
8. Click ‘Update’.
9. The ‘Answer Key’ is now updated in the ‘Questions’ section.

4.1: ASSIGNING PARTIAL CREDIT TO AN ANSWER
To assign partial credit to an answer:

1. Click on the question underneath the ‘Questions’ panel.
2. Click ‘Partial Credit’ for selecting the answer letter.
3. Click ‘Update’.
4. ‘Update Key’ will display in the ‘Questions’ section on the right hand side of the screen.
5. Click ‘Save’ to save the new key values.
6. You will be prompted to confirm your changes.
7. Click ‘Yes’ to confirm.
8. You will be prompted to rescore student exams.
9. Click ‘Yes’ to rescore.

5: ASSIGNING ASSOCIATE INSTRUCTOR OR TEACHING ASSISTANTS TO A SECTION
1. To review your sections, please click on the ‘Sections’ dropdown under the ‘Settings’ navigation panel.
2. Select desired section.
3. Enter the TA user name, email address or ID number.
4. Click ‘Search’.
5. You will be promoted to confirm your selection.
6. Click ‘Add TA’.
7. The TA is now associated with this section.

6: EXPORTING EXAM GRADE REPORTS FOR IMPORTING INTO CANVAS

Please note: You CANNOT import exam grades from DigitalDesk if students did not bubble in their 9 digit student identification number (general form) or their username (Kelley form).

To export exam grade reports for importing into Canvas LMS:
1. Check the box of the exam you wish to export.
2. Under report options click on ‘Custom’ and then ‘Run’.

3. Click on the ‘Downloads’ tab to retrieve your exported grade report and download to your computer.
4. The report will look like this:
5. You will then log into Canvas and import the exam grades by clicking on the import tab in the course gradebook.