

Quick Guide: Assign2 Pilot (Winter 2026) – For Instructors

1. Create an Assign2 Assessment Link in Brightspace

- a) For every assessment using Assign2 in your course, you will need to create a new link as outlined in steps 1 and 2 below:
 - (1) In your Brightspace course, go to **Course Admin** → **External Learning Tools**.
 - (a) See **Image 1.1 Course Admin** → **External Learning Tools** below for reference
 - (2) Click **New Link**.
 - (a) **Deployment:** Select *Assign2*
 - (b) **Name:** e.g. 2025-10-20-XXXX1000-Fall2025-Midterm
 - (c) **URL:** <https://carletonpilot.assign2.edufide.com/lti/1.3/launch>
 - (d) Leave other fields unchanged.
 - (e) Click **Save and Close**.
 - (f) See **Image 1.2 Create Link** below for reference
 - (g) For assessments with more than one version, a new link must be created for each version.

2. Add the Assessment Link to a Module

- a) From your course home or Table of Contents, choose a module.
- b) Click **Existing Activities** → **External Learning Tools**.
 - (1) See **Image 2.2 Existing Activities** → **External Learning Tools** below for reference
- c) Scroll and Select the assessment you just created.
 - (1) A link to the assessment will now appear at the bottom of the module.
 - (2) See **Image 2.3 Scroll and Select** below for reference

3. Bubble-Sheet Exams in Assign2

- **Creating Bubble-Sheet Exam:** See [Creating a bubble-sheet only exam](#) on the Assign2 Support Page.
 - Once the steps in 1 and 2 are complete, click on the link to the assessment in your Brightspace course. On the next page that loads, select PDF Assessment (See **Image 3.1** for reference)
 - On the next page that loads, select 'CREATE MCQ ONLY EXAM' (See **Image 3.2** for reference)
- **Printing Exams:** Follow [Printing and Distributing Assessments to Students](#) (steps 1–5 only).
 - Print double-sided.

- Step 2 should read **Generate exams**.
- Notes
 - Always print more bubble sheets than needed – around 10% more should suffice in most cases. Mishaps can happen with exam papers.
 - Bubble sheets can be printed on coloured paper and still scan correctly, and this is a useful practice when instructors use multiple versions or groups.
 - Prior to printing, ensure the QR code, Barcode and 8-character ID are to be printed on each printed page and not cut off. After printing, review for same codes to ensure pages can be read by the system after scanning.
 -
- **Answer Key / Grading:** See [How to grade the bubble-sheets](#) on the Assign2 Support Page.

4. Instructions for Students

Assign2 analyzes and assigns scanned assessments to students based on their handwritten name and student number. Bubbling the student number ensures scanned assessments can be manually assigned to students if needed.

Please ask students to write their First Name, Last Name in ALL CAPS and their student ID clearly and legibly to minimize the need to manually assign assessments to students.

5. Scanning Completed Bubble-Sheets

There are two multi-function printers on campus. Each department should have either a Konica Minolta C258 or C458. Additionally, there are 25 [CU On the Go](#) printers found in a variety of [locations](#) on campus.

- **C458 (preferred):** Faster, double-sided scan in one pass, larger auto-feeder.
- **C258:** Slower, requires back-feeding.

***In order to reduce the number of scan jobs and scan at a higher quality, it is recommended to Scan to USB using a USB drive (formatted to FAT32).

Scan to USB Settings (Available on departmental devices only)

Once logged into your multi-function device, insert the your USB drive (formatted to FAT32) into the USB port close to the front panel (located on right side of device), select 'save a document to external memory'. The following settings should be the default and are recommended:

- **Simplex/Duplex:** 2-sided
- **Resolution:**
 - 300 dpi, no change to Density, use Regular PDF File Type
- **Color:** Auto Color
- **File type:**
 - PDF
- **Scan size:** Auto
- **Name/Subj Name/Other:** On
- **Separate Scan:** Off

It is also recommended to rename your scan if you are scanning multiple batches of exams for tracking purposes.

Page number limits per scan are currently under review. At present a higher quantity of pages and higher quality of scan can be completed using this method.

For additional details please see the [Save Scanned Data on a USB Memory](#) documentation page at Konica Minolta User's Guide site, and double check you can save to the USB drive from the scanner once it's been formatted to FAT32.

Scan to Email Settings (available on all MFDs)

- **Simplex/Duplex:** 2-sided
- **Resolution:**
 - 200 dpi, no change to Density, use Regular PDF File Type
- **Color:** Grey scale
- **File type:**
 - Regular PDF (see resolution above)
 - Can scan approximately 30 double-sided pages in a batch to be delivered to your email address.
- **Scan size:** Auto
- **Name/Subj Name/Other:** On
- **Separate Scan:** Off

See **Image 5.1 and 5.2** below for reference

Higher resolution, density or scanning more than the recommended number of pages may result in an email delivery error due to file size limitations.

6. Uploading and Grading in Assign2

When uploading and grading multiple batches of a single assessment/exam, please note the following:

- a) If you upload and grade the first batch of exams before receiving the PMC or deferred exams, you will need to redo all manual grading and verifications once the second batch is uploaded.
- b) To avoid redoing work, consider one of the following alternatives:
 - i) Wait for all completed exams before scanning, uploading and grading
 - ii) Create two separate assessment items: one for the first batch of exams and another for the PMC and deferred batches, allowing each batch to be processed independently.

To upload and grade, please do the following:

- a) Download your scanned files from your email, rename in sequence
 - (1) e.g., 2025-10-20-XXX1000-Fall2025Midterm-COMPLETEDEXams1
- b) In your Brightspace course, click your assessment
 - (1) e.g., 2025-10-20-XXXX1000-Fall2025Midterm
- c) Follow [Scanning and Uploading Assessments](#) instructions on the Assign2 Support Page.
 - i) Recommendation: When grading bubble sheets, turn on the 'Enhance the processing of multiple-choice question by annotating the responses where multiple options have been filled in (beta)' option when prompted for improved handling of bubble sheets. See **Image 6.1** below for reference
- d) Assign2 will grade bubble-sheets automatically.
 - (1) Read [How to grade the bubble-sheets](#) on the Assign2 Support Page for more information.
 - (2) NOTE:
 - (a) As this is a pilot, reviewing your results is a great way to become familiar with how the autograder works. Doing so will give you helpful insights into the tool and provide valuable feedback that will guide improvements as we move forward.
 - (b) When conducting your review, items surrounded by a yellow rectangle require review and confirmation by an instructor or grading team member. See **Image 6.2** for reference
 - (c) If everything looks OK on this page, you can simply click enter on your keyboard or click the  button on the 'Enter Marks' keypad.

- (d) If the grades need to be adjusted, you can open the Enter Marks function on the page, then clear the mark by clicking the c or pushing backspace on your keyboard, then type in the new grade using the number keys. Number pads on the right side of a keyboard do not work at this time. See **Image 6.2** for reference.
- (e) If you have a PDF page from an exam you would like to add to a learner's exam, you can do so by clicking the 'upload pages to this question' button and dragging and dropping the pages into the drop box and clicking 'save. See **Images 6.3 and 6.4** for reference.

(3) Once you are ready to push grades back to Brightspace, go to the dashboard and click the Push Grades Icon. Assign2 will create a new grade item in Brightspace at this time. See **Image 6.5** below for reference.

- (a) If you would like to push to a previously created grade item, you can do so through Brightspace
 - (i) Click on the assessment link on the next Brightspace page that loads, click on 'Add Grade item' and select a previously created grade item or create a new one. See **Image 6.6** for reference. Once the link is made, you can push grades as outlined above.
 - 1. NOTE – only one Assign2 assessment item can be linked to a grade item in the Brightspace gradebook.
- (b) NOTE: When pushing grades to Brightspace, some grades that are expected to have whole numbers may display a number with up to two decimal places. This is a known issue with a fix underway. For now, please manually adjust before releasing the grades.

e) Review results and statistics.

- (1) Read [Reviewing MCQ Statistics](#) on the Assign2 Support Page for more information.
- (2) To remove a question from the answer key
 - (a) After reviewing your exam, if you decide to remove a problematic question, change the grade box to 0. See **Image 6.7** for the grade box.
 - (i) Note: When the grade for a question is set to 0, the system will automatically scale all re-graded exams to the original total marks.
 - 1. For example, if your exam originally had 10 questions worth 1 mark each (total: 10 marks), and you remove one question, the system will calculate grades as follows: (number of correct responses ÷ 9) × 10. Grades may result in decimals.
 - (b) Following the removal of the question above, it is recommended to adjust the 'Question Entry Score' to match the new total grade to reflect the grade achieved by students. In order to do this, go to:
 - (i) 'Edit Exam' under 'Assessment Details' on the marking page (see **Image 6.8** for reference)
 - (ii) Scroll to page 2 and update the total score to reflect the eliminated question(s). See **Image 6.9**
 - 1. Scroll down and click 'Save Exam'

(iii) Return to the Marking page and click 'Score Multiple Choice Questions.' This will recalculate the grades based on the new total score. See **Image 6.10**

7. Troubleshooting

- [Partially Scanned Exams](#)
- [Unassigned Exams](#)
- [Marking exams \(Grading Workflow\)](#)
- [Dashboard statistics overview](#)

8. Images and Pictures

1.1 Course Admin → External Learning Tools

Course Administration

Category	Name
Tools	
 Announcements	 Assignments
 Availability Date Defaults	 Awards
 Calendar	 Checklists
 Classlist	 Competencies
 Course Builder	 Course Offering Information
 External Learning Tools	 Glossary
 Groups	 Homepages
 Intelligent Agents	 Links
 Manage Files	 Quick Eval
 Rubrics	 Self Assessments
 Widgets	 Attendance
	 Broken Links
	 Class Progress
	 Content
	 Discussions
	 Grades
	 Import / Export / Copy Components
	 Manage Dates
	 Quizzes
	 Surveys

A red arrow points from the 'External Learning Tools' link in the left sidebar to the 'External Learning Tools' link in the list of tools.

1.2 Create Link

Create Link

Enabled

Deployment * Select Deployment ?

Name * Enter a name for the assessment:
e.g. 2025-10-20-XXX1000-Midterm

URL * Copy/Paste URL here: <https://carletonpilot.assign2.edufide.com/lti/1.3/launch>

Description

Substitution Parameters What are Substitution Parameters used for?

Save and Close Save Cancel

2.2 Existing Activities → External Learning Tools

Add a description...

Upload / Create ▾ Existing Activities ▾ Bulk Edit Expand All | Collapse All

Assign2	Ares Course Reserve Item	✓
External Learning Tool	Assignments	
A collaborative gradin	Brightspace Media Library	
Adding...	Checklist	▼
	cuPortfolio submission	
Upload / Create ▾	Discussions	
TEST 2	External Learning Tools	✓
External Learning	FeedbackFruits	



2.3 Scroll and Select

Add Activity

← ▾

Scroll until you find your newly created Assign2 Assessment, Select

Search

LTI Link	LTI Advantage Deployment
Access Pearson	Pearson
Ares Course Reserve Home	Ares Course Reserves Deployment
Assign2	Assign2
Elsevier Evolve Link	Elsevier Evolve Link
help	Assign2
Macmillan Achieve Course Tools	Macmillan Achieve Course Tools
Mahara Basic Launch Link	Mahara Basic Launch



Image 3.1

Assessment
Please select assessment type

 Homework Online assessment submitted directly by students. Submissions can be partially or fully autograded. <input type="button" value="SELECT"/>	 PDF Assessment Paper based assessment created with a PDF template. <input type="button" value="SELECT"/>	 Any Exam (Beta) Any paper based assessment scanned and uploaded as a PDF by instructor. Coversheet is required between exam. <input type="button" value="SELECT"/>	 Coding Assignment (Beta) Coding assignment where students can submit their code and files. <input type="button" value="SELECT"/>
 Saved Template Select Template <input type="button" value="SELECT"/>			



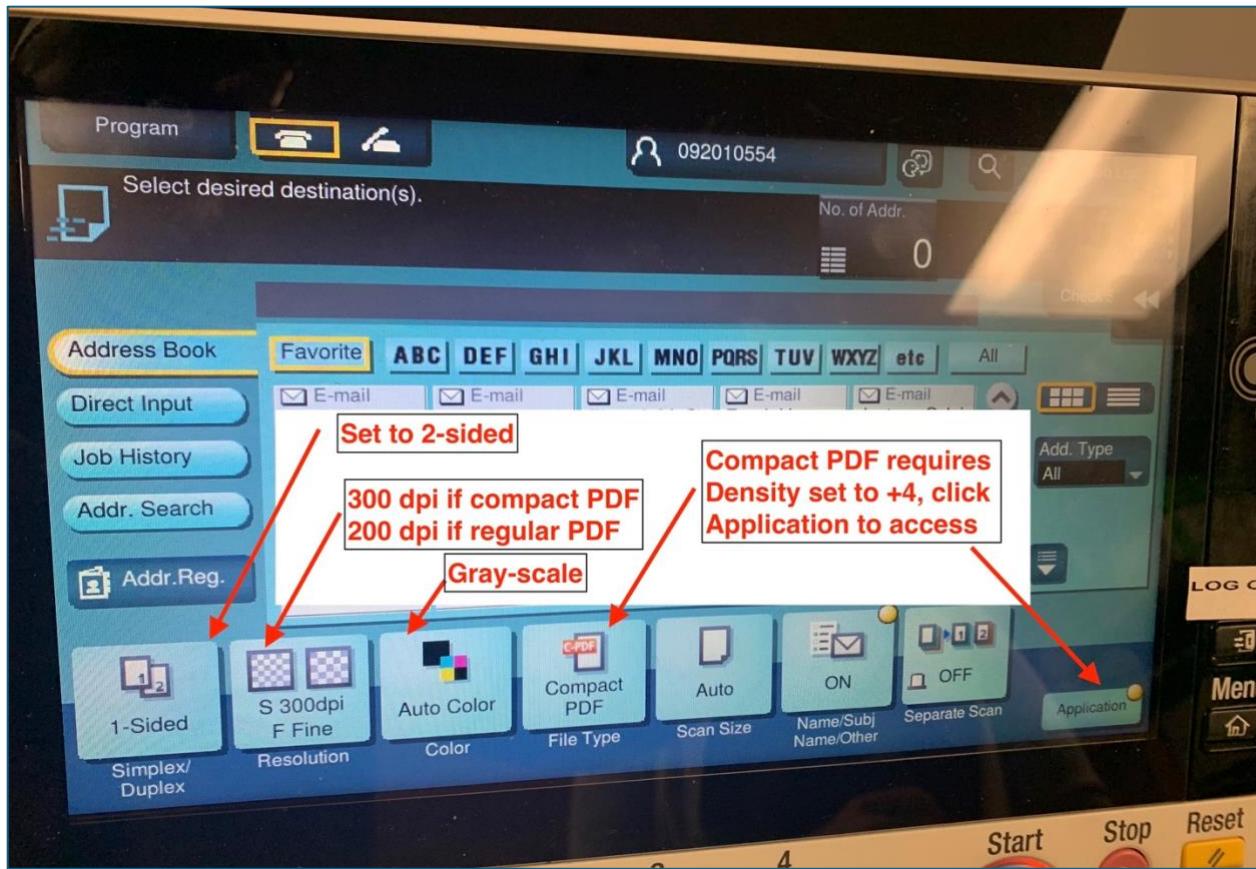
Image 3.2

Drag & drop template file here or click to upload (pdf files are supported. Max file size is 10mb)

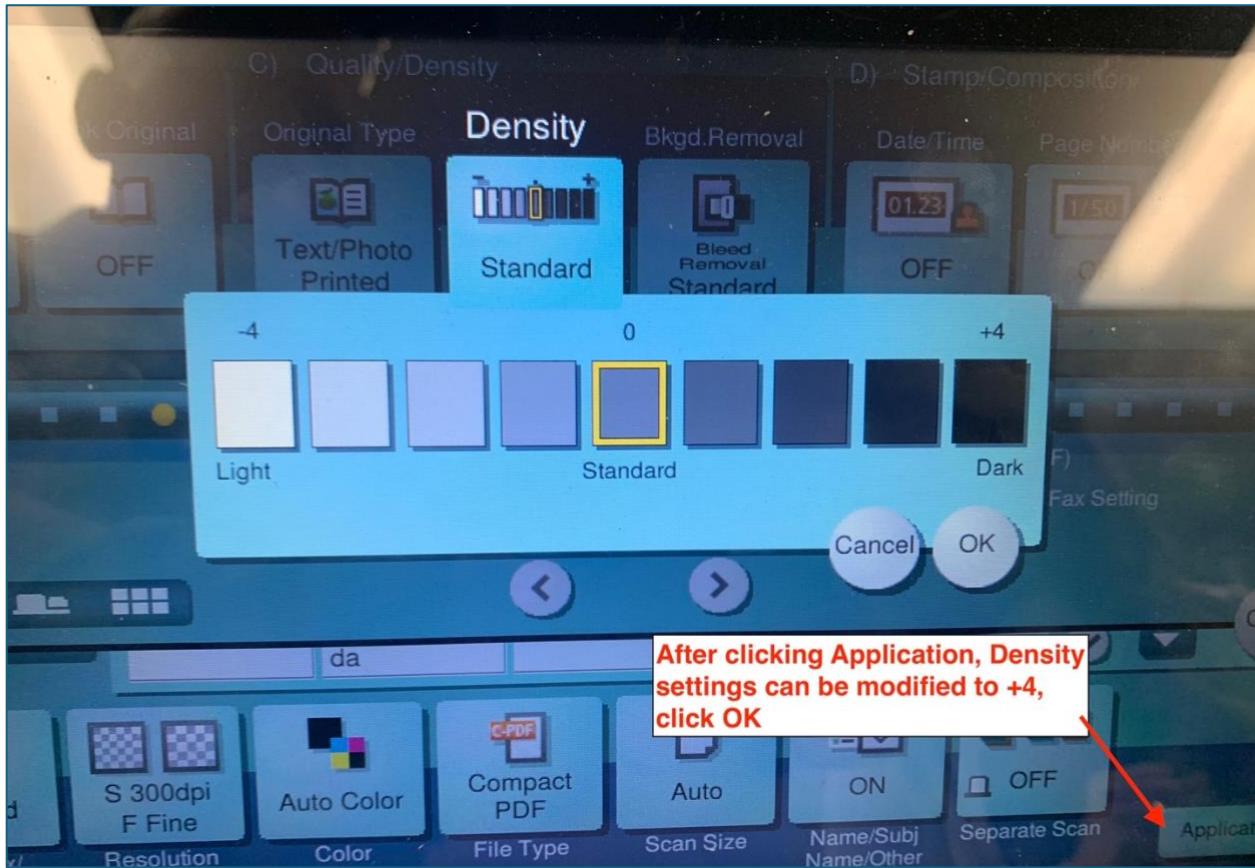
[CREATE EXAM](#)

[CREATE MCQ ONLY EXAM](#)

5.1 Recommended Scan Settings



5.2 Density Settings



6.1 Process MCQs

Process MCQs X

Enhance the processing of multiple choice questions by annotating the responses where multiple options have been filled in. (beta)

PROCESS

6.2 Marking Review

Enter Marks

Not Marked Yet

7	8	9
4	5	6
1	2	3
.	0	←

No comments created

19 / 19

Do not write outside this panel. Please ensure that bubbles are filled completely.

001	026	051	076
002	027	052	077
003	028	053	078
004	029	054	079
005	1030	055	080
006	1031	056	081
007	032	057	082
008	033	058	083
009	034	059	084
010	035	060	085
011	036	061	086
012	037	062	087
013	038	063	088
014	039	064	089
015	1040	065	090
016	1041	066	091
017	042	067	092
018	043	068	093
019	044	069	094
020	045	070	095

Q1 marking progress: !

Exam List

- 5 DJPDEAOA Q1 0
- 6 UVNTLFCO Q1
- 7 LMLSEBCA Q1 19
- 8 ANRGDVOC Q1
- 9 HCSBPJDU Q1
- 10 MGKDWAWG Q1

6.3 Upload pages to this question

Enter Marks

Not Marked Yet

No comments created

Upload pages to this question

19 / 19

Do not write outside this panel. Please ensure that bubbles are filled completely.

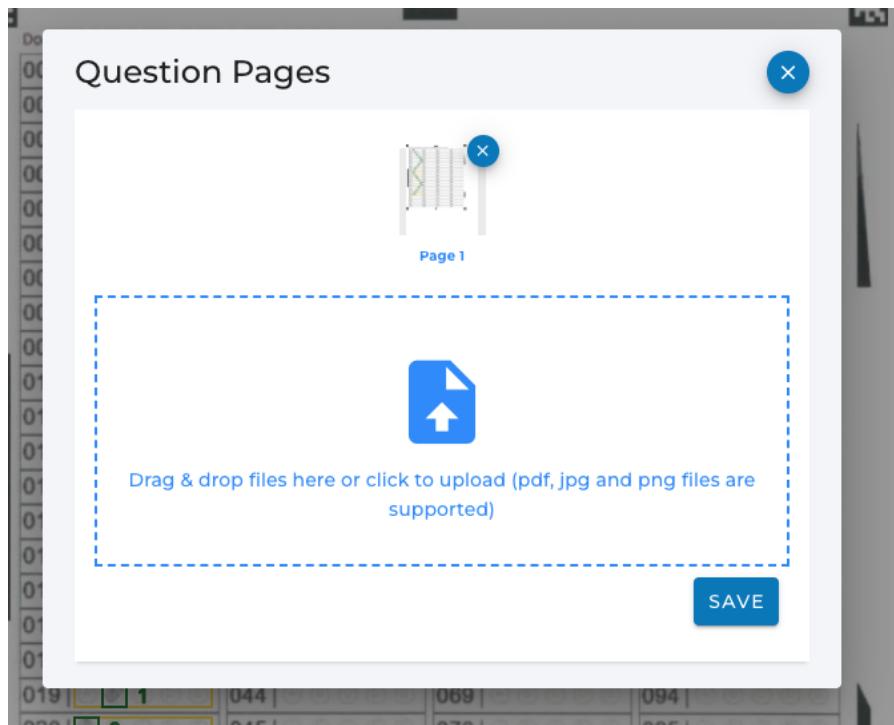
001	026	051	076
002	027	052	077
003	028	053	078
004	029	054	079
005	1030	055	080
006	1031	056	081
007	032	057	082
008	033	058	083
009	034	059	084
010	035	060	085
011	036	061	086
012	037	062	087
013	038	063	088
014	039	064	089
015	1040	065	090
016	1041	066	091
017	042	067	092
018	043	068	093

Q1 marking progress: !

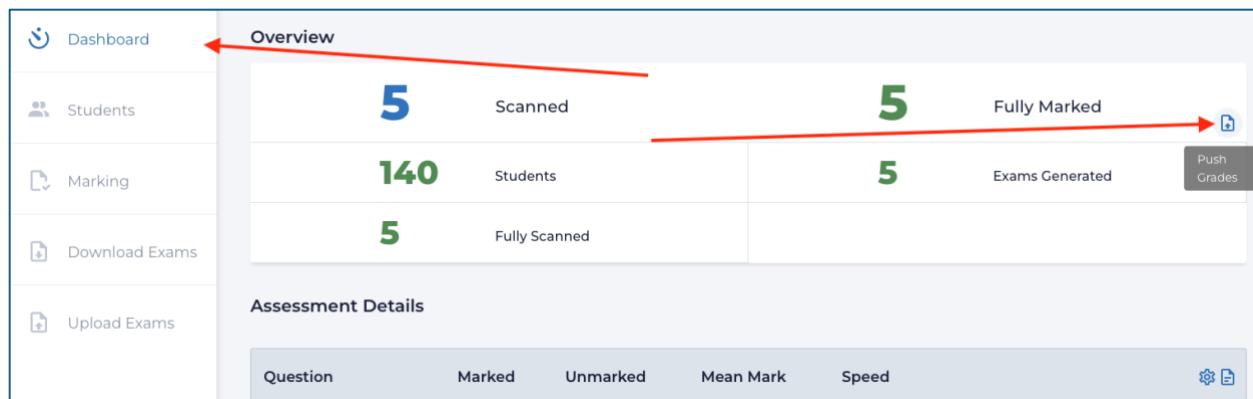
Exam List

- 5 DJPDEAOA Q1 0
- 6 UVNTLFCO Q1
- 7 LMLSEBCA Q1 19
- 8 ANRGDVOC Q1 14
- 9 HCSBPJDU Q1 2
- 10 MGKDWAWG

6.4 Drag, Drop, Save



6.5 Push Grades



6.6 Linking to a previously created grade item.

 External Resource
Test MC

[Open in New Window](#)

Activity Details Completion Summary

Visible

Required: Automatic

View this topic to complete the activity

Add dates and restrictions...

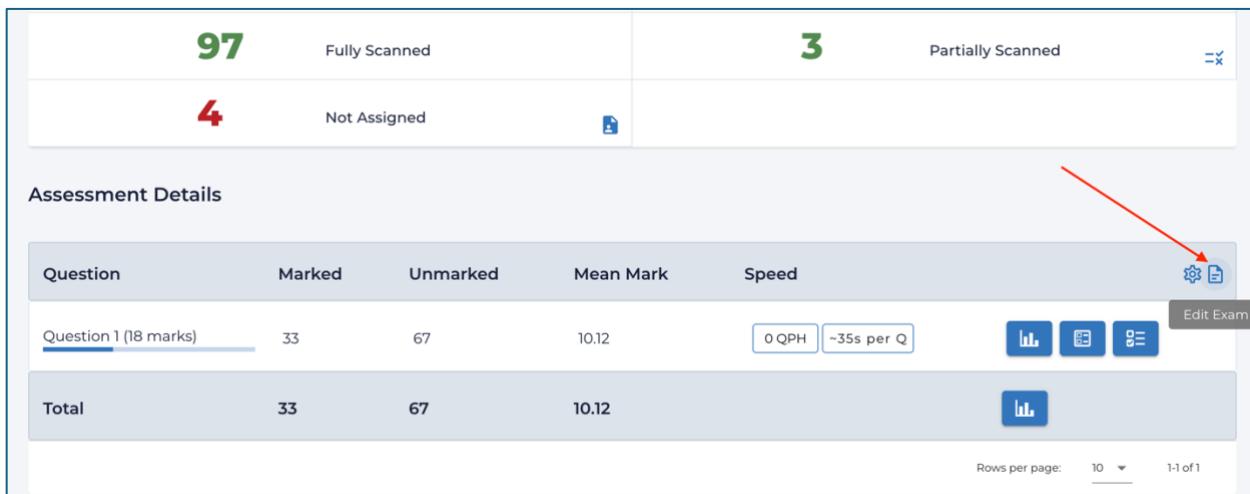
Assessment
Add a grade item...

6.7 Grade Box

001	A	B	C	D	E	2
002	<input checked="" type="radio"/>	B	C	D	E	2
003	<input checked="" type="radio"/>	B	C	D	E	2
004	<input checked="" type="radio"/>	B	C	D	E	2
005	<input checked="" type="radio"/>	B	C	D	E	2
006	<input checked="" type="radio"/>	B	C	D	E	2
007	<input checked="" type="radio"/>	B	C	D	E	2
008	<input checked="" type="radio"/>	B	C	D	E	2
009	<input checked="" type="radio"/>	B	C	D	E	2
010	<input checked="" type="radio"/>	B	C	D	E	2
011	<input checked="" type="radio"/>	B	C	D	E	2
012	<input checked="" type="radio"/>	B	C	D	E	2
013	<input checked="" type="radio"/>	B	C	D	E	2
014	<input checked="" type="radio"/>	B	C	D	E	2
015	<input checked="" type="radio"/>	B	C	D	E	2
016	<input checked="" type="radio"/>	B	C	D	E	2
017	<input checked="" type="radio"/>	B	C	D	E	
018	<input checked="" type="radio"/>	B	C	D	E	
019	<input checked="" type="radio"/>	B	C	D	E	
020	<input checked="" type="radio"/>	B	C	D	E	
021	<input checked="" type="radio"/>	B	C	D	E	
022	<input checked="" type="radio"/>	B	C	D	E	
023	<input checked="" type="radio"/>	B	C	D	E	
024	<input checked="" type="radio"/>	B	C	D	E	
025	<input checked="" type="radio"/>	B	C	D	E	
026	A	B	C	D	E	
027	A	B	C	D	E	
028	A	B	C	D	E	
029	A	B	C	D	E	
030	A	B	C	D	E	
031	A	B	C	D	E	
032	A	B	C	D	E	
033	A	B	C	D	E	
034	A	B	C	D	E	
035	A	B	C	D	E	
036	A	B	C	D	E	
037	A	B	C	D	E	
038	A	B	C	D	E	
039	A	B	C	D	E	
040	A	B	C	D	E	
041	A	B	C	D	E	
042	A	B	C	D	E	
043	A	B	C	D	E	
044	A	B	C	D	E	
045	A	B	C	D	E	
046	A	B	C	D	E	
047	A	B	C	D	E	
048	A	B	C	D	E	
049	A	B	C	D	E	
050	A	B	C	D	E	
051	A	B	C	D	E	
052	A	B	C	D	E	
053	A	B	C	D	E	
054	A	B	C	D	E	
055	A	B	C	D	E	
056	A	B	C	D	E	
057	A	B	C	D	E	
058	A	B	C	D	E	
059	A	B	C	D	E	
060	A	B	C	D	E	
061	A	B	C	D	E	
062	A	B	C	D	E	
063	A	B	C	D	E	
064	A	B	C	D	E	
065	A	B	C	D	E	
066	A	B	C	D	E	
067	A	B	C	D	E	
068	A	B	C	D	E	
069	A	B	C	D	E	
070	A	B	C	D	E	
071	A	B	C	D	E	
072	A	B	C	D	E	
073	A	B	C	D	E	
074	A	B	C	D	E	
075	A	B	C	D	E	
076	A	B	C	D	E	
077	A	B	C	D	E	
078	A	B	C	D	E	
079	A	B	C	D	E	
080	A	B	C	D	E	
081	A	B	C	D	E	
082	A	B	C	D	E	
083	A	B	C	D	E	
084	A	B	C	D	E	
085	A	B	C	D	E	
086	A	B	C	D	E	
087	A	B	C	D	E	
088	A	B	C	D	E	
089	A	B	C	D	E	
090	A	B	C	D	E	
091	A	B	C	D	E	
092	A	B	C	D	E	
093	A	B	C	D	E	
094	A	B	C	D	E	
095	A	B	C	D	E	
096	A	B	C	D	E	
097	A	B	C	D	E	
098	A	B	C	D	E	
099	A	B	C	D	E	
100	A	B	C	D	E	

SAVE

6.8 Edit Exam



The screenshot shows a summary table with three rows: 'Fully Scanned' (97), 'Partially Scanned' (3), and 'Not Assigned' (4). Below this is an 'Assessment Details' table with columns for Question, Marked, Unmarked, Mean Mark, and Speed. The 'Speed' column includes QPH and time per question metrics. A red arrow points to the 'Edit Exam' button in the top right corner of the table.

97	Fully Scanned	3	Partially Scanned	
4	Not Assigned			

Question	Marked	Unmarked	Mean Mark	Speed
Question 1 (18 marks)	33	67	10.12	0 QPH ~35s per Q
Total	33	67	10.12	

Rows per page: 10 1-1 of 1

6.9 Update Total Score



The screenshot shows a 'Questions Entry Score' dialog with a 'Q1 Score' field containing '20'. A red arrow points to the 'Add Question' button. The background shows a list item 'MCQ1 | Score: 20'.

MCQ1 | Score: 20

Questions Entry Score

Q1 Score 

Add Question

Add Multiple Choice

6.10 Rescore

327 Fully Scanned	1 Partially Scanned
330 Not Scanned	

Assessment Details

Question	Marked	Unmarked	Mean Mark	Speed	
Question 1 (10 marks)	328	0	5.41	0 QPH ~31s per Q	
Question 2 (10 marks)	328	0	5.70	0 QPH ~43s per Q	
Question 3 (30 marks)	328	0	18.79	0 QPH	
Total	984	0	29.90		

Score Multiple Choice Questions

Rows per page: 10 1-3 of 3