

# 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 as 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:  $(\text{number of correct responses} \div 9) \times 10$ . 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'

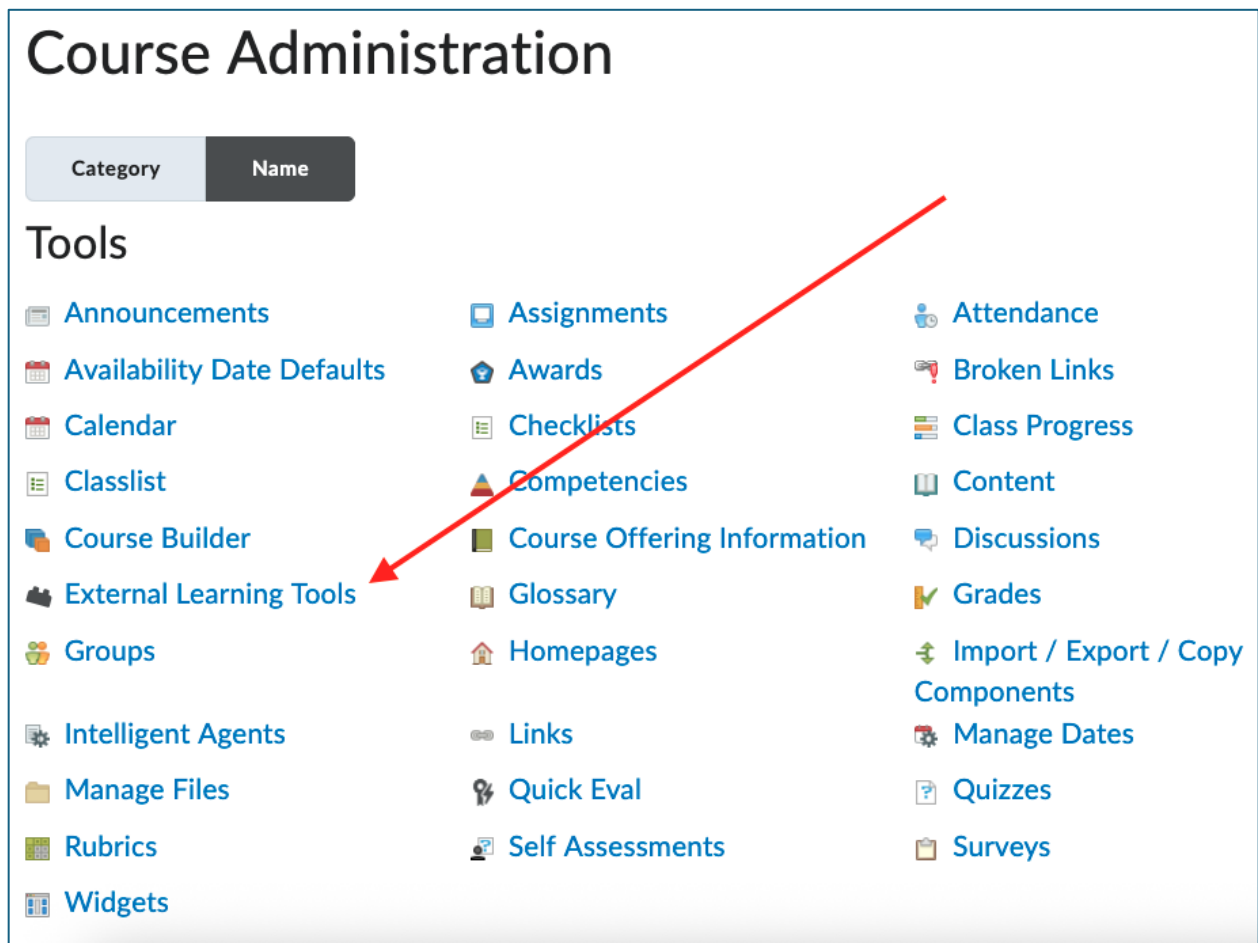
- (iii) Return to the Marking page and click 'Score Multiple Choice Questions.' This will recalculate the grades based on the new total score. See **Image 6.10**

## 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





## 1.2 Create Link

### Create Link

Enabled ☒

Deployment \*  
Select Deployment ?

Name \*

URL \*

Description

Substitution Parameters  
[What are Substitution Parameters used for?](#)

Select Assign2

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

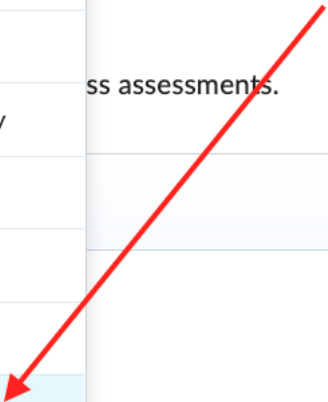
Copy/Paste URL here: <https://carletonpilot.assign2.edufide.com/lti/1.3/launch>

## 2.2 Existing Activities → External Learning Tools

Add a description...

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

⋮ Assign2 External Learning Tool A collaborative gradi ss assessments.	Ares Course Reserve Item Assignments Brightspace Media Library Checklist cuPortfolio submission Discussions External Learning Tools FeedbackFruits	✓      ▼  ✓
⋮ Adding...		
⋮ TEST 2 External Learning		✓



## 2.3 Scroll and Select

**Add Activity** ✕


← ▼


**Scroll until you find your newly created Assign2 Assessment, Select**


LTI Link ▲	LTI Advantage Deployment
<a href="#">Access Pearson</a>	Pearson
<a href="#">Ares Course Reserve Home</a>	Ares Course Reserves Deployment
<a href="#">Assign2</a>	Assign2
<a href="#">Elsevier Evolve Link</a>	Elsevier Evolve Link
<a href="#">help</a>	Assign2
<a href="#">Macmillan Achieve Course Tools</a>	Macmillan Achieve Course Tools
<a href="#">Mahara Basic Launch Link</a>	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.  
[SELECT](#)

  
**PDF Assessment**  
Paper based assessment created with a PDF template.  
[SELECT](#)

  
**Any Exam (Beta)**  
Any paper based assessment scanned and uploaded as a PDF by instructor. Coversheet is required between exam.  
[SELECT](#)

  
**Coding Assignment (Beta)**  
Coding assignment where students can submit their code and files.  
[SELECT](#)


  
**Saved Template**  
Select Template  
[SELECT](#)

Image 3.2



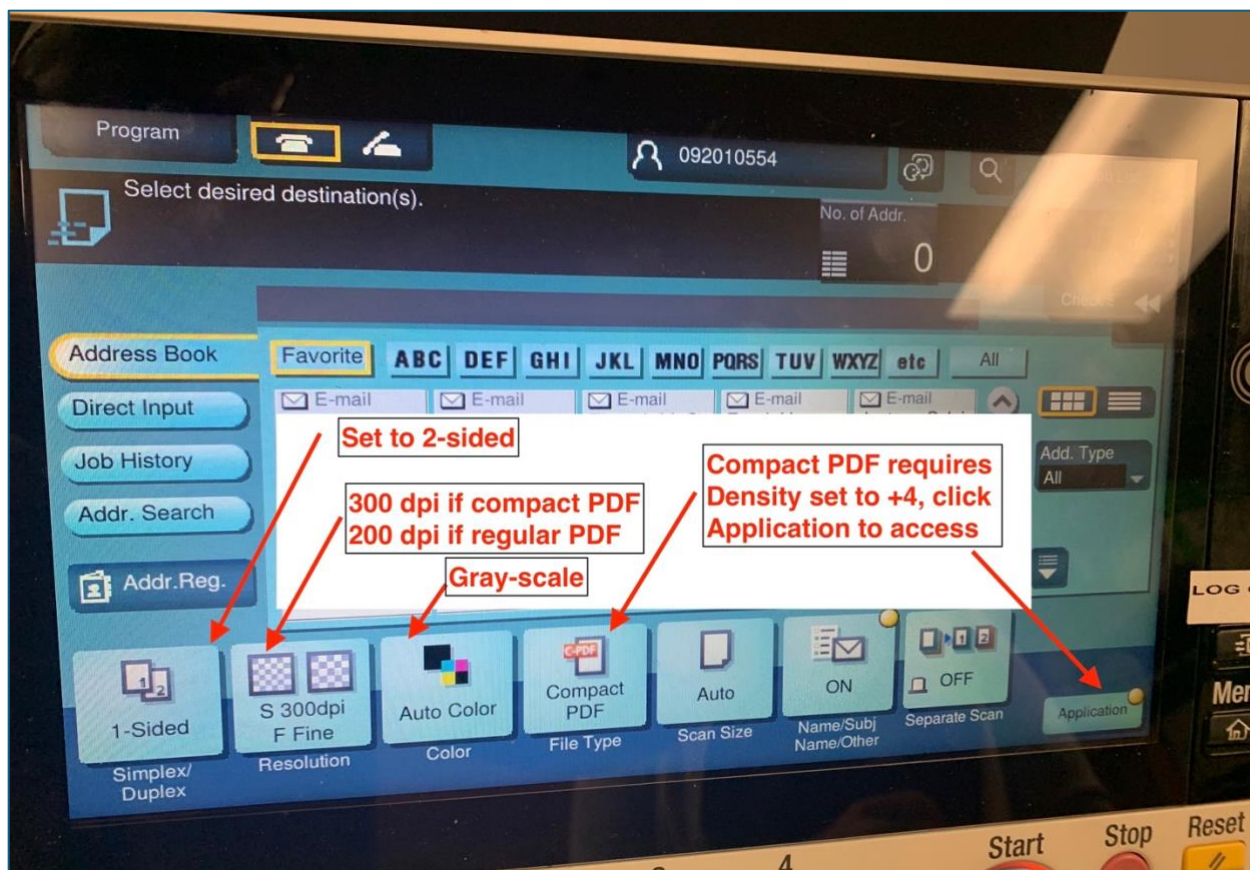
Drag & drop template file here or click to upload (pdf files are supported. Max file size is 10mb)

CREATE EXAM

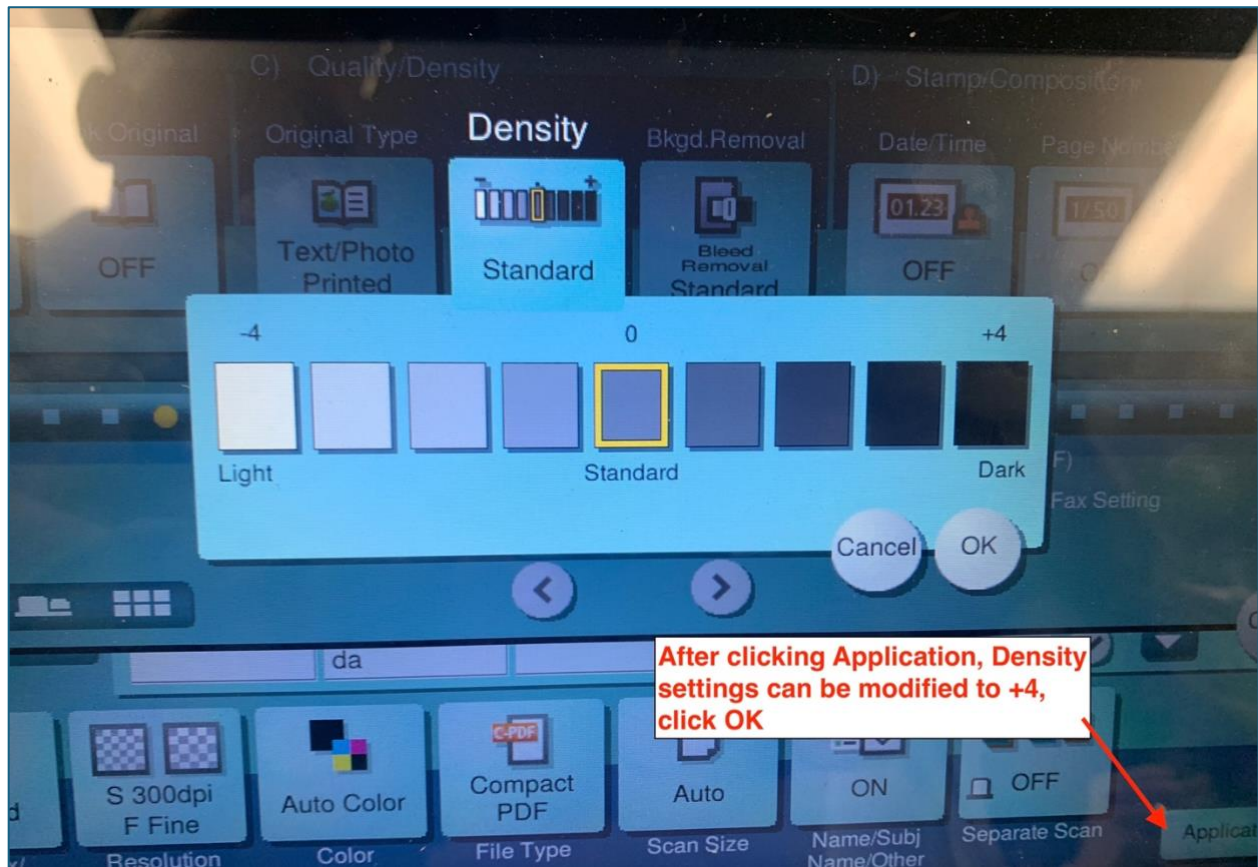
CREATE MCQ ONLY EXAM



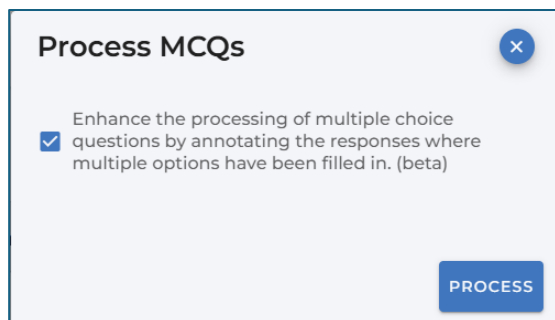
## **5.1 Recommended Scan Settings**



## 5.2 Density Settings



## 6.1 Process MCQs



## 6.2 Marking Review

Enter Marks

19 / 19

19

Not Marked Yet

X

C

7

8

9

4

5

6

1

2

3

.

0

←

No comments created

↓

↑

📎

17/1

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

001	1	026	051	076
002	1	027	052	077
003	1	028	053	078
004	1	029	054	079
005	1	030	055	080
006	1	031	056	081
007	1	032	057	082
008	1	033	058	083
009	1	034	059	084
010	1	035	060	085
011	1	036	061	086
012	1	037	062	087
013	1	038	063	088
014	1	039	064	089
015	1	040	065	090
016	1	041	066	091
017	1	042	067	092
018	1	043	068	093
019	1	044	069	094
020	0	045	070	095

Q1 marking progress: 100%

Exam List

5 DJPDEAOA

Q1

0

6 UVNTLFQO

Q1

7 LMLSEBCA

Q1

19

8 ANRGDVOC

Q1

9 HCSBPJDU

Q1

10 MGKDWWAG

Q1

## 6.3 Upload pages to this question

Enter Marks

19 / 19

19

Not Marked Yet

No comments created

Upload pages to this question

↓

↑

📎

17/1

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

001	1	026	051	076
002	1	027	052	077
003	1	028	053	078
004	1	029	054	079
005	1	030	055	080
006	1	031	056	081
007	1	032	057	082
008	1	033	058	083
009	1	034	059	084
010	1	035	060	085
011	1	036	061	086
012	1	037	062	087
013	1	038	063	088
014	1	039	064	089
015	1	040	065	090
016	1	041	066	091
017	1	042	067	092
018	1	043	068	093

Q1 marking progress: 100%

Exam List

5 DJPDEAOA

Q1

0

6 UVNTLFQO

Q1

7 LMLSEBCA

Q1

19

8 ANRGDVOC

Q1

14

9 HCSBPJDU

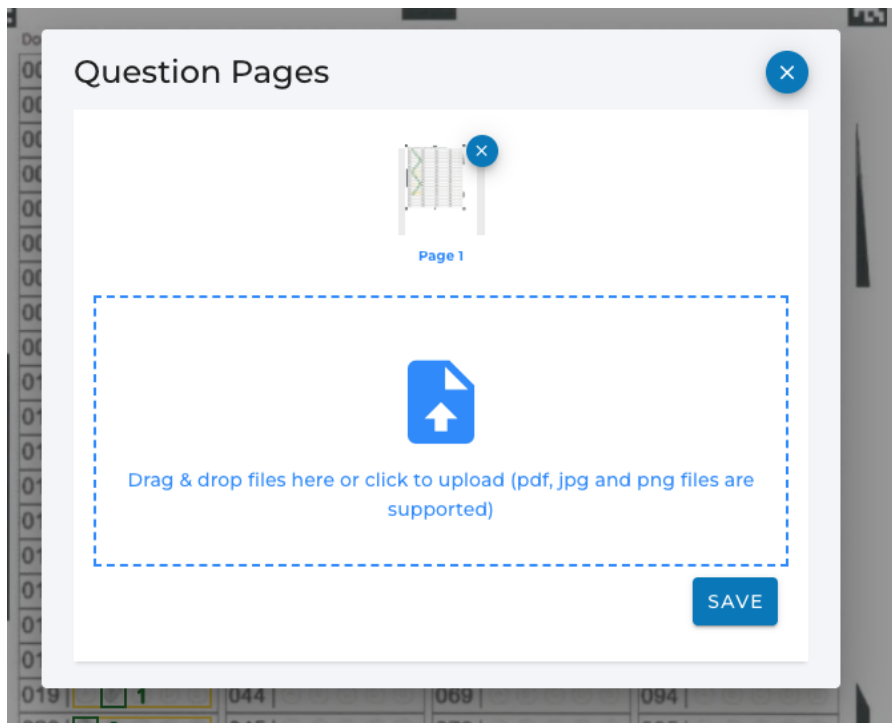
Q1

2

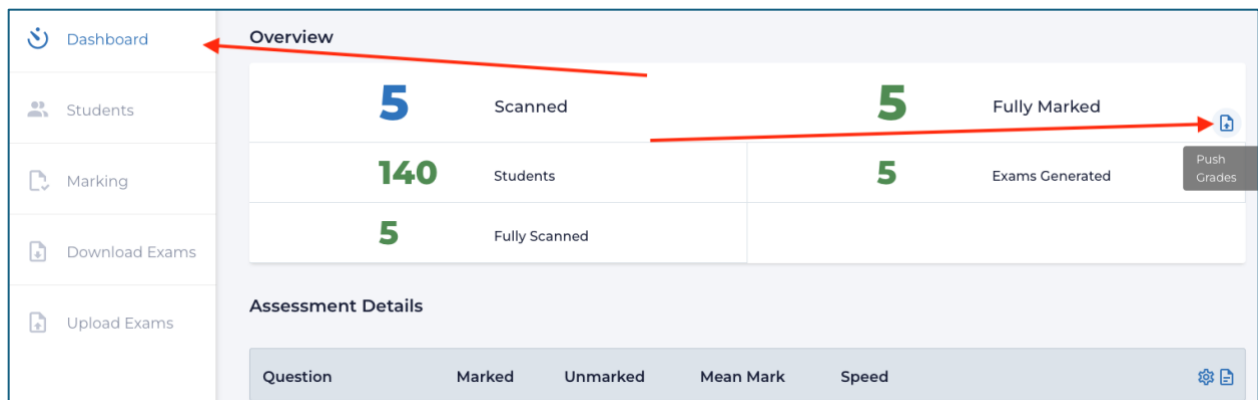
10 MGKDWWAG

Q1


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

SAVE

## 6.8 Edit Exam

97

Fully Scanned





3

Partially Scanned

4

Not Assigned

Assessment Details

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

 Edit Exam

## 6.9 Update Total Score

MCQ1 | Score: 20

Questions Entry Score

Q 1 Score

20

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	
<a href="#">Question 1 (10 marks)</a>	328	0	5.41	0 QPH ~31s per Q	
<a href="#">Question 2 (10 marks)</a>	328	0	5.70	0 QPH ~43s per Q	
<a href="#">Question 3 (30 marks)</a>	328	0	18.79	0 QPH	
Total	984	0	29.90		

Score Multiple Choice Questions

Rows per page: 10 1-3 of 3