

How to use the EZip Grader with RamCT

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I. EZIP Grader Overview

The EZip Grader system (web-based) was created in 2005 by CSU professor Dick Bowen to format the scanned results from test center bubble sheets into files that can be edited online by faculty, then downloaded for use in either RamCT or Microsoft Excel.

This system was created in collaboration with Dawn Watson of the University Testing Center and is supported by ACNS staff.

II. Benefits – RamCT Instructors can:

- Easily upload exam grades directly into RamCT.
- Export the online test results to an Excel file for further review or manipulation.
- Provide electronic grades & EZip strips to students online, 24/7

III. Grade and Download Files from CSU's Grader Program

- a. Login to the Grader program
<https://grader.colostate.edu/> using your eID and password.

Here an Instructor can view the classes that they have established with the Testing Center for that semester, edit their test results, and electronically grade (or re-grade) their scanned exams.

- b. You will see the list of courses that you have registered this semester with the Testing Center. *Click on* the **course** that contains your exam and *click on* the **Display Class Data** button.

- c. Click on the **Grade Exam** link.



- d. The Grader program will grade the exam and create a number of files:
- 1) The Ekeys.zip, grader-scores.csv and grader-keylinks.csv files are used to bring EZip information in to RamCT.

The ekeys.zip and the grader-keylinks files work together to create the electronic version of the ezip strip. The grader-scores file contains just the score that your students received on the test.

- 2) If you use a program such as Microsoft Excel to maintain your grades you can download and import the examscores.csv file into your spreadsheet. This file contains student names, enames, student CSUID numbers, and the exam scores. You can also use this file to import student CSU ID numbers in to RamCT.

Files to Download (click Help above for instructions on use)

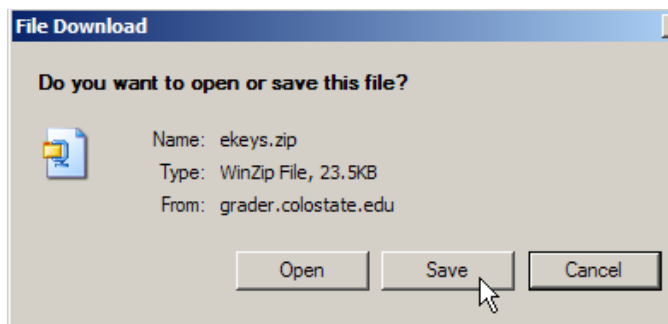
Note: There have been several changes to accomodate adoption of RamCT. *Please examine the Help*

If you use RamCT:

- download [ekeys.zip](#) (upload to RamCT and unzip)
- download [grader-scores.csv](#) (import directly from your PC into RamCT gradebook)
- download [grader-keylinks.csv](#) (import directly from your PC into RamCT gradebook)

If you use a spreadsheet for grades rather than RamCT: download [examscores.csv](#)

- e. Download the three files to import in to RamCT by doing the following:
Click on the **ekeys.zip** file. You will be prompted to *save* this **file** to your computer. *Save* the **file** where you can easily find it on your computer.

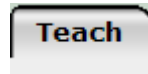


Follow this same process outlined in step III e. to download the grader-scores.csv and the grader-keylinks.csv files to your computer.

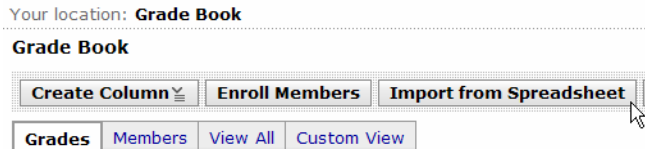
IV. Import the grader-scores.csv file into the RamCT Grade Book

Instructors and TA's can import information from a comma separated value file in a program such as Microsoft Excel into the RamCT Grade Book. The grader-scores.csv file contains the User ID (ename) and the score the student received on the exam.

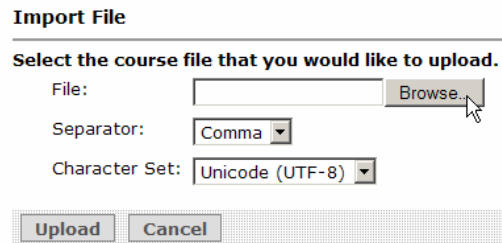
- a. From the **Teach** tab, under **Instructor Tools**, select the **Grade Book**



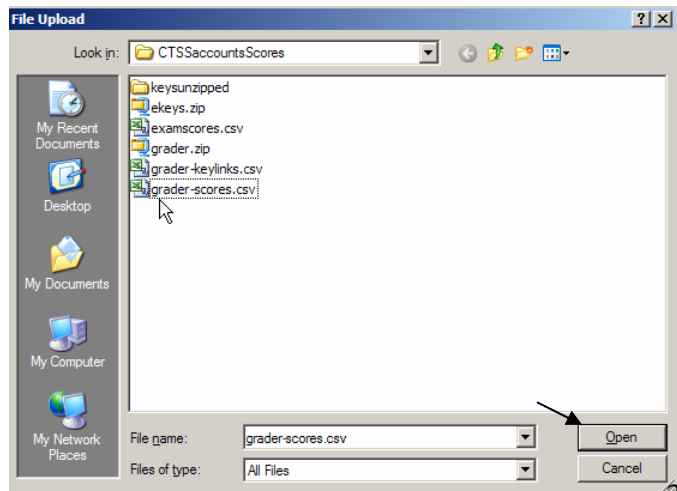
- b. Click on the **Import from Spreadsheet** button



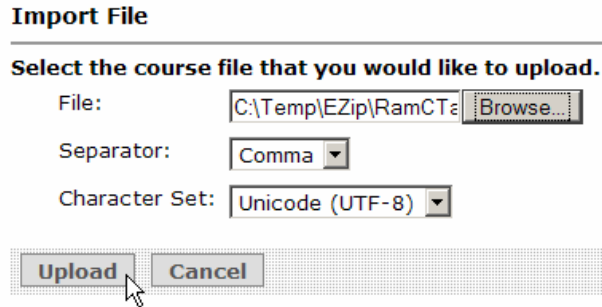
- c. In the **Import File** window click on the **Browse** button



- d. Browse on your **local computer** to the grader-scores.csv file that you downloaded and saved from the grader program.
- e. Click on *grader-scores.csv* file.
- f. Click on the **Open** button

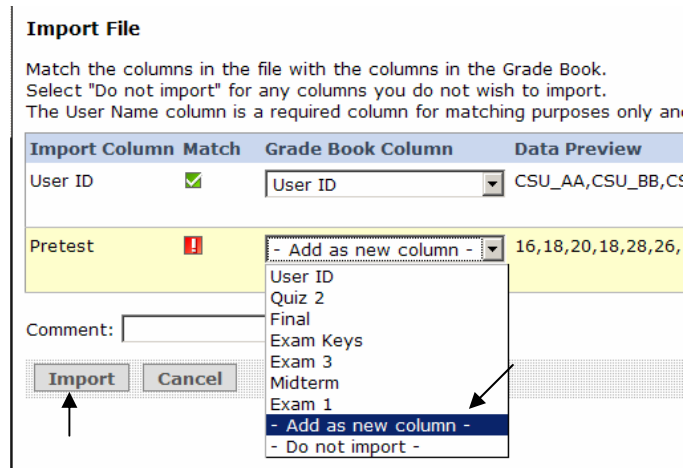


- g. In the **Import File** window *click* on the **Upload** button.



The **Import File** window will display the User ID column which is the CSU eID. It will also display the name of the column you are importing into the Grade Book. In our example, the new column is called Pretest and we are importing it as a new column.

(If you had previously set up columns in your gradebook you could use the drop down list next to the exam name and point these imported scores to one of those columns.)



- h. *Click* on the **Import** button

Once the import is complete you will be returned to the Grade Book window.

V. Change Imported Column Attributes so Scores Will Be Displayed Properly in the RamCT Grade Book

By default, a column imported into the RamCT Grade Book comes in as a non-gradable, text type of column. We need to change this column to a gradable, numeric column type.

- a. Under the **Teach** tab, under the **Instructor Tools**, *click* on the **Grade Book** link.

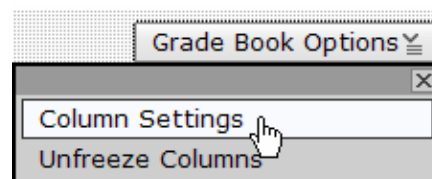
b. Click on the **View All** tab.



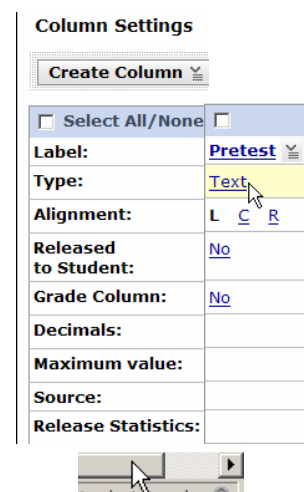
Note the column we imported from our .csv spreadsheet is listed as a **Text** type of column.



c. Under the **Grade Book Options** drop down menu select **Column Settings**.



d. In the **Column Settings** window scroll until you can see your new column. In our example, the imported column is named Pretest.



e. We need to change the following values for this column:

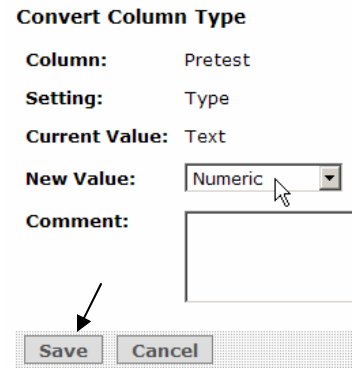
Type: from text to numeric

Released to Student: from No to Yes

Grade Column: from No to Yes

In the imported **Pretest** column *click* on the word **Text**.
The **Convert Column Type** window opens.

- f. In the **New Value** box *change* the value to **Numeric**.
- g. *Click* on the **Save** button.



The **Confirm New Values** window appears. This shows what values will appear in the Pretest column when you change the type from Text to Numeric.

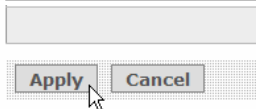
- h. *Click* on the **Apply** button.

Confirm New Values

Column: Pretest

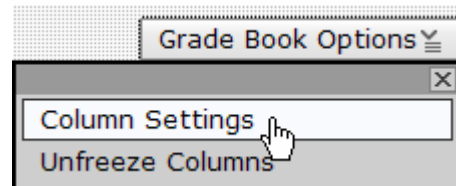
The last column on the right displays the new values for this converted column.
When converting to a numeric column, all alphabetic values will be removed.

First Name	Last Name	User ID	Pretest (Text) Original value	Pretest (Num) Converted value
Annie	Accurate_CSU	CSU_AA	16	16
Melody	Auditor	melody_auditor		
Barney	Blake_CSU	CSU_BB	18	18
Richard	Bowen	rbowen		
Clarence	Clark_CSU	CSU_CC	20	20
Daisy	Dillon_CSU	CSU_DD	18	18
Egbert	Elliott_CSU	CSU_EE	28	28



You will be returned to the Grade Book window.

- i. Under the **Grade Book Options** drop down menu *select* **Column Settings**.



- j. Under the **Pretest** column in the **Released to Student** row *click* on **No**. This will change the value to Yes.

	<input type="checkbox"/>
Label:	Pretest ▾
Type:	<u>Num</u>
Alignment:	L <u>C</u> R
Released to Student:	<u>No</u>
Grade Column:	<u>No</u>

	<input type="checkbox"/>
Label:	Pretest ▾
Type:	<u>Num</u>
Alignment:	L <u>C</u> R
Released to Student:	Yes
Grade Column:	Yes

- k. In the **Grade Column** row *click* on **No**. This will change the value to Yes.

You will usually assign a Maximum Value (number of points) to a numeric column in RamCT. The maximum number of points allowed for our Pretest example is 30.

- l. In the **Maximum Value** row under the Pretest column *click* on **N/A**.

<input type="checkbox"/> Select All/None	<input type="checkbox"/>
Label:	Pretest ▾
Type:	<u>Num</u>
Alignment:	L <u>C</u> R
Released to Student:	Yes
Grade Column:	Yes
Decimals:	<u>0</u>
Maximum value:	<u>N/A</u>

The Edit Column Value window will appear.

- m. In the **New Value** box *type* **30**.
- n. *Click* on the **Save** button.

Edit Column Value

Column: Pretest

Setting: Maximum value:

Current Value: N/A

New Value:

Minimum: 0.0
Maximum: 100000.0

- o. Use the **breadcrumbs** at the top left of the **Column Settings** window to *return* to the **Grade Book** window.

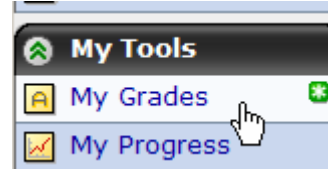
Your location: [Grade Book](#) > **Column Settings**

Note that the **Pretest** column type is now **numeric** with a maximum value of 30.

Grades	Members	Pretest
<input type="checkbox"/>	▼ Last Name Alphanumeric ↕	Numeric (out of 30)
<input type="checkbox"/>	▼ Accurate_CSU	16
<input type="checkbox"/>	▼ Auditor	--
<input type="checkbox"/>	▼ Blake_CSU	18
<input type="checkbox"/>	▼ Bowen	
<input type="checkbox"/>	▼ Clark_CSU	
<input type="checkbox"/>	▼ Dillon_CSU	20
<input type="checkbox"/>	▼ Elliott_CSU	18
<input type="checkbox"/>	▼ Frugal_CSU	28

When a student logs in to their RamCT section they will go under **My Tools** and select **My Grades**.

Note: The My Grades Tool must be one of the tools you have elected to use in your RamCT section.



Students will see any grades that you have released.

Your location: **My Grades**

My Grades
August 31, 2007

Student: Accurate_CSU, Annie () (CSU_AA)
Course: EZIP Practice Course
Section: EZIP section1
Section Instructor: Swab, Kevin ()

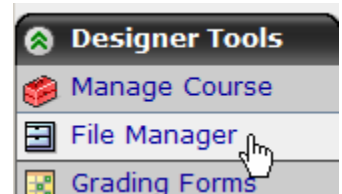
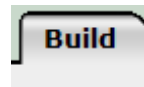
Item	Grade
Pretest:	16

(XX) - Indicates a grade that is partial or not complete

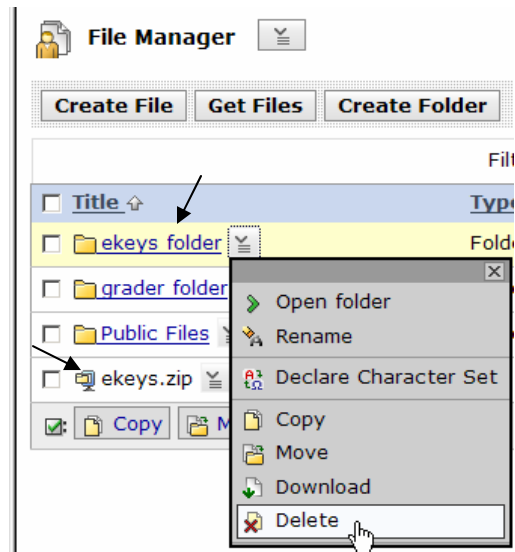
VI. Import the ekeys folder into RamCT

The ekeys folder, combined with the grader-keylinks.csv file, allows students to see an html, electronic version of their “zip strip”. (How their answers compare to the test’s answer key.) The ekeys folder is loaded into the File Manger in RamCT. (This folder **MUST BE NAMED** “ekeys folder”) in order to work. The grader-keylinks file is imported into the Grade Book.

- a. From the **Build** tab, under **Designer Tools**, select **File Manager**.

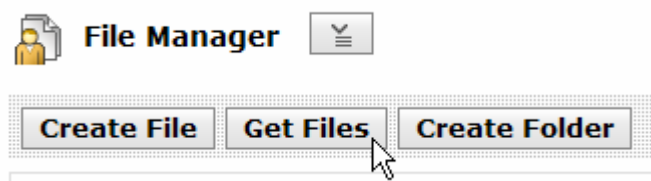


- b. Check to see if you have a previous version of the **ekeys folder**. If this folder exists, use the **Action Links** drop down menu next to the **ekeys folder** and *delete* the folder. You will need to start fresh each time you upload your ekeys.
- c. Also check previous versions of the **ekeys.zip** file. If it is present, use the **Action Links** next to the **ekeys.zip** file and *delete* the file

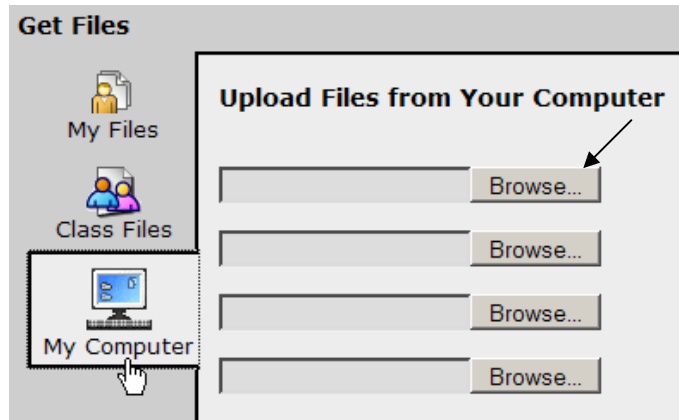


Remember, there can only be ONE “ekeys folder” item in your File Manager at a time. Delete any previous versions before you upload the most recent version of the ekeys.zip file.

- d. In the **File Manager** click on the **Get Files** button

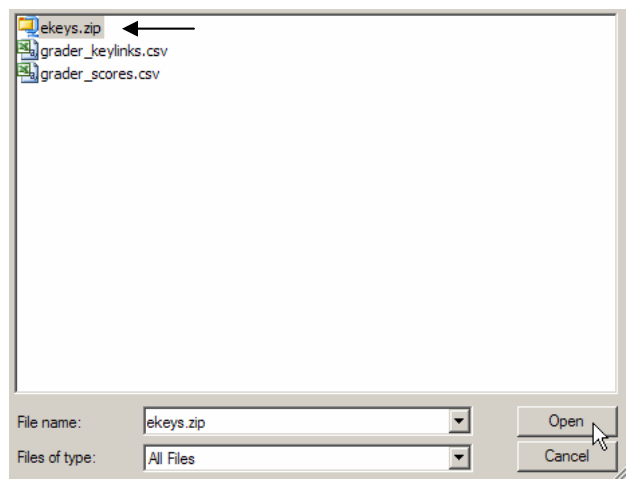


- e. Click on the **My Computer** icon
- f. Click on the **Browse** button

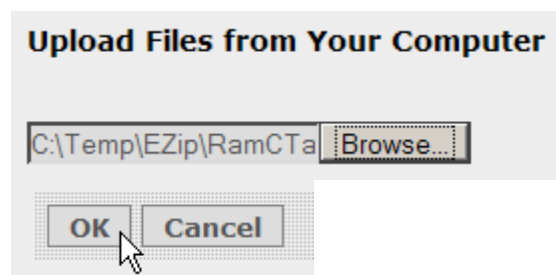


- g. Browse to the location on your computer where you saved your **grader files**.

- h. Click on the **ekeys.zip** file.
- i. Click **Open**.

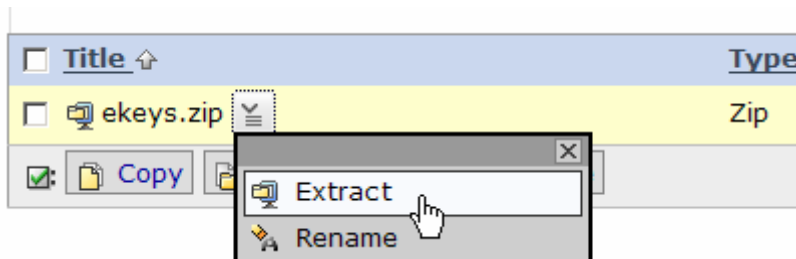


- j. Click on the **OK** button at the bottom of the page.

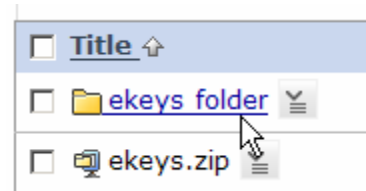


The **ekeys.zip** file will be uploaded into the **File Manager** of your RamCT section.

- k. In your **File Manager** window, *click* on the **Action Links** next to the **ekeys.zip** file and *select* **Extract**.



A folder called **ekeys folder** will be *created* in your **File Manager**. This folder contains the html version of your students' EZip strips. There can be only one of these folders in the File Manger in order for the program to work properly. The EZip system is programmed to look for a folder with this name in the File Manager.

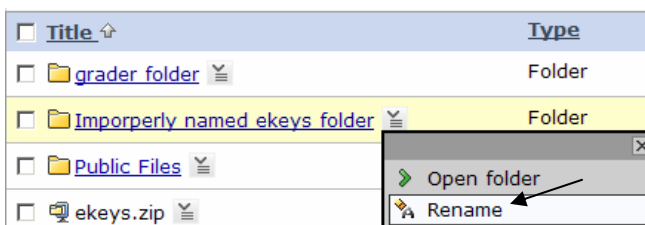


The folder in file manager MUST BE NAMED ekeys folder. (That's ekeys space folder.)

If the folder unzips with a **different name**, *click* on the **action link** next to the folder and *select* **Rename**.

In the **New name box** *type*: ekeys folder

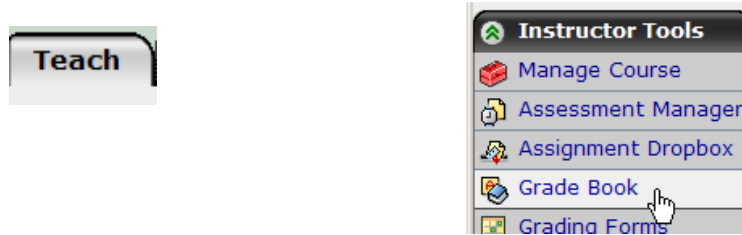
Click on the **OK** button



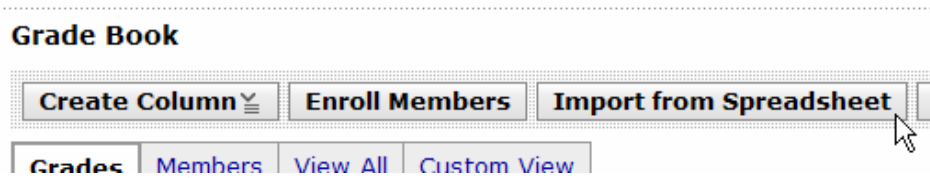
VII. Import the grader-keylinks.csv file into the RamCT Gradebook

The grader-keylinks.csv file contains links that point to the ekeys you imported in step VI and will allow students to see their EZip Strips.

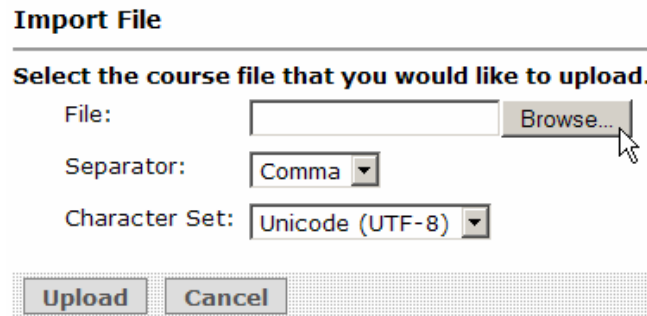
- a. Under the **Teach** tab, under **Instructor Tools** click on the **Grade Book** link.



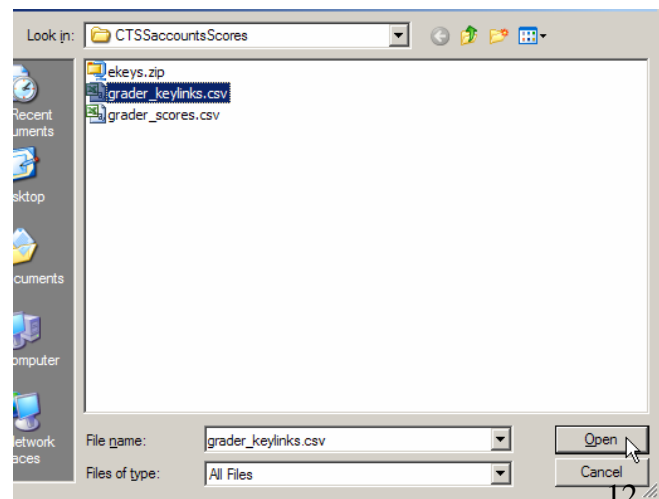
- b. In the **Grade Book** click on the **Import from Spreadsheet** button.



- c. In the **Import File** window click on the **Browse** button.



- d. *Browse* to the **grader** files you saved on your computer
- e. *Click* on the **grader-keylinks.csv** file
- f. *Click* on the **Open** button.



g. Click on the **Upload** button

Import File

Select the course file that you would like to upload.

File:

Separator:

Character Set:

h. The **Import File** match columns window appears.
This will match this file based on User ID (ename)
This will also create a column called Exam keys.

i. Click on the **Import** button.

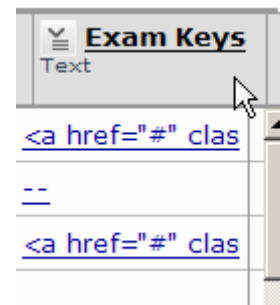
Import File

Match the columns in the file with the columns in the Grade Book.
Select "Do not import" for any columns you do not wish to import.
The User Name column is a required column for matching purposes only and will not

Import Column	Match	Grade Book Column	Data Preview
User ID	<input checked="" type="checkbox"/>	<input type="text" value="User ID"/>	no_eName,no_eName,abacal
Exam Keys	<input checked="" type="checkbox"/>	<input type="text" value="Exam Keys"/>	<input type="button" value="Test Keys"/> <input type="button" value="Test Keys"/>

Comment:

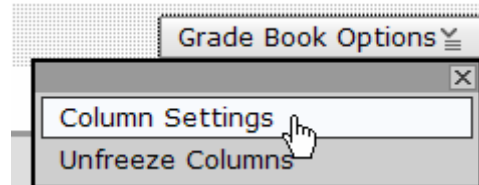
The **Exam Keys** column will be created in your Grade Book.
Instructors will see just the html code – this code will create the **Test Keys button** that students will see under My Grades. When a student clicks on that button it will allow them to view their EZip strips.



VII. Release the Exam Keys Column so Students can See Their EZip Strips

The Exam Keys column needs to be released to the students so they can see their EZip strips.

- a. From the **Teach** tab, **Instructor Tools** *click* on the **Grade Book** link.
- b. In the **Grade Book** *click* on the **Grade Book Options** drop down menu and *select* **Column Settings**.



- c. In the **Column Settings** window *scroll* over until you can see the **Exam Keys** column.

In the **Released to Student** row *click* on the word **No**. This will change this value to Yes and allow students to see the **Test Keys** button under their My Grades link.

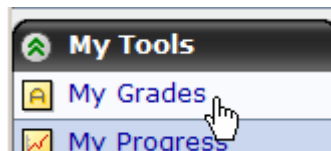
Column Setting:

Create Column

<input type="checkbox"/> Select All/None	<input type="checkbox"/>
Label:	Exam Keys
Type:	Text
Alignment:	L C R
Released to Student:	No
Grade Column:	

<input type="checkbox"/>	
Exam Keys	
Text	
L C R	
Yes	
No	

When a student logs in to your RamCT section under **My Tools** they can *click* on the **My Grades** link.



They will see any grades you have released.

They will also see the Exam Keys **Test Keys** button.

My Grades
 September 4, 2007
Student: Accurate_CSU, Annie () (CSU_AA)
Course: EZIP Practice Course
Section: EZIP section1
Section Instructor: Swab, Kevin ()

Item	Grade
Midterm:	
Final:	
Exam 1:	85
Pretest:	16
Exam Keys:	Test Keys

(XX) - Indicates a grade that is partial or not complete

When a student *clicks* on the **Test Keys** button they will see the electronic version of the EZip Strip. This shows their test score and indicates how well their answers match up to the test's answer key.

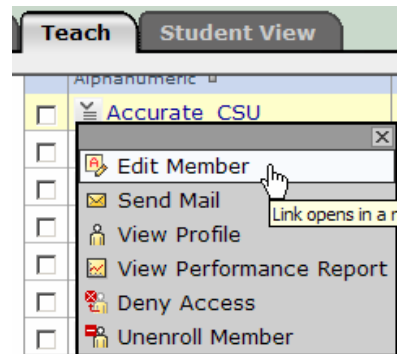
Key for Pretest - Student a CSU_AA Form A: Score = 26

	1	2
	12345678901234567890	
Key Answers	BBBBBABB	BBBBBBBABB
Mistakes		
Your Answers	BAABAABA	ABBBBABABB

IX. Verify That Students Can See Their EZip Strip

You can copy the EZip strip from one of your students and paste it in to the Demo Student's record in the Grade Book. You will then be able to use the Student View tab to determine if the EZip strip is working properly.

- Under the **Teach** tab, under **Instructor Tools**, *click* on the **Grade Book**.
- Next to **one of your students** who has an EZip strip *click* on the **Action Links** drop down box and *select* **Edit Member**.

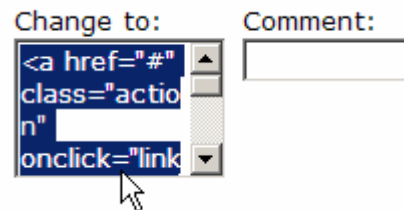


- c. *Scroll* down until you see the **Exam Keys** item.

Exam Keys: `Test Keys`

- d. *Scroll* to the **right** until you can see the actual code for the ekey in the **Change to** box.

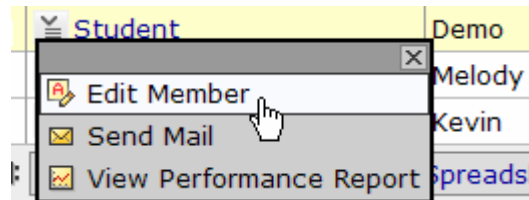
- e. *Highlight everything in the Change to box* and *press the Control + c* keys on your Windows keyboard. This will make a copy of the content in the **Change to** box.



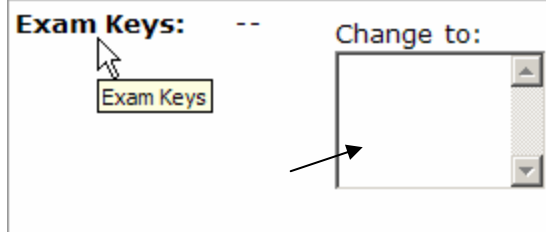
- f. *Scroll* back to the **bottom left** corner of the Edit window and *click Cancel*.



- g. In your **Grade Book** *scroll down* to the entry for **Student, Demo**. This student is included in every RamCT section and is the student linked to the Student View tab.

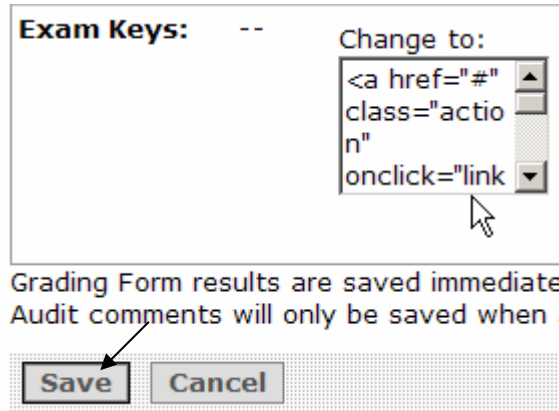


- h. *Click* on the **Action Menu** next to **Student, Demo** and *select Edit Member*.

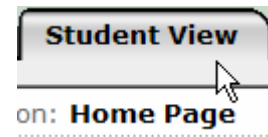


- i. *Scroll down* to the **Exam Keys** item.

- j. Click in the **Change to** box and press the **Control + v** keys on your Windows keyboard. This will *paste* the EZip code from the first student into your Demo Student's record.
- k. Scroll down to the bottom left corner and click on the **Save** button.

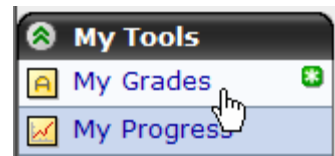


- l. In the **top left corner** of your **Grade Book** window click on the **Student View** tab.



- m. In the **left column** scroll down to **My Tools** and click on the **My Grades** item.

(This assumes that you chose to use the My Grades Tool in your RamCT section.)



- n. Click on the **Exam Keys Test Keys** button.

Your location: **My Grades**

My Grades
September 25, 2007

Student: Student, Demo () (webct_demo_1)
Course: EZIP Practice Course
Section: EZIP section1
Section Instructor: Swab, Kevin ()

Item	Grade
Midterm:	
Final:	
Exam 1:	
Pretest:	
Exam Keys:	<input type="button" value="Test Keys"/>

(XX) - Indicates a grade that is partial or not complete

You should see the EZip strip that you copied over to your Demo Student. This confirms that your EZip strips are working properly and have been released to your students.

Key for Pretest - Student CSU_AA, Test Form A: Score = 16

	1	2
	12345678901234567890	
Key Answers	BBBBB	ABBBBBBBBBBBBBB
Mistakes		
Your Answers	BAABA	ABAABBBBBBABBB

If you have any questions or concerns please email us at: ramctsupport@colostate.edu