

Gradescope Integration Checklist

- Create your [Gradescope](#) account using your UC San Diego (@ucsd.edu) email address
 - Integration can take up to two weeks so plan accordingly
- Create your course within Gradescope
 - Enter the correct **Course Number**, **Course Name**, and a **Course Description** of the course
 - Choose correct **Term**, **Year**, and **School**
- Once your course has been created, please email edtech@ucsd.edu from your UC San Diego email account to get the integration process started. *Again, full integration can take up to two weeks*
 - This process will need to be repeated for every individual class, and every new quarter, regardless of if you've taught the class before
- You will receive an email after your course has been integrated. To finish the process, navigate to your **Course Settings** on your Gradescope dashboard
 - Under **Blackboard Course**, click the **Link** button
 - Select the correct course and click **Link Course**
- After your course has been linked, you'll be able to upload your roster directly from TritonEd
 - Navigate to the **Roster Tab** in the Gradescope course
 - Click **Sync Blackboard Roster** in the bottom right-hand corner
 - Choose whatever settings you would like, then hit **Sync**
- Once you have your roster uploaded, you're ready to scan in assignments and begin grading

Some things you can do while waiting for integration

1. Create assignments and tests within Gradescope
2. Familiarize yourself with all of Gradescope's awesome features
3. Decide what you're going to do with all of your free time now that grading won't take forever!

