



GradeCam

Quick Start for Teachers

with New School or District Licenses

This guide will help with the basics of GradeCam.

Other skills, such as Assignment Sharing or Standards Tracking can be added later.

[Help Resources](#)

- Tutorials covering ALL aspects of GradeCam Insight are available at: <https://gradecam.zendesk.com/hc/en-us>
- Regularly scheduled, topical webinars are available at: <https://gradecam.zendesk.com/hc/en-us>
- Archived webinars covering a range of topics can be accessed here: www.teachertube.com > search "GradeCam"
- Contacts: Gary Fleck gary.fleck@provenlearning.com, 859-351-8585
- GradeCam Support: support@gradecam.com, 866-472-3339

1. Log-in and establish my password from the GradeCam invitation

- a. Once your school/district GradeCam administrator has uploaded all of the class data into GradeCam, you will receive an invitation from GradeCam to log-in and create a password.
- b. Your log-in ID will be your school email address.

2. Set up my camera and/or iPad

- a. In order for your document or web camera to function as a scanner, you will need to download the GradeCam Plug-in onto your computer. This is a one-time download that runs in the background of your computer.
- b. GradeCam supports the vast majority of document cameras (i.e., Lumens, Elmo, Epson) and web cameras like those on a laptop. Your camera type can be checked at: <http://www.gradecam.com/cameras/>. Some, listed at the bottom of that page, require an additional download. The camera must be connected directly to the computer (usually via USB) for GradeCam to "see" it. The document camera software (upgraded with the newest drivers) must be turned off.
- c. GradeCam is accessible on your iPad as well. The iPad GradeCam App is available from the App Store. It accesses (via the web) the same site as your computer does, using the iPad camera as the bubble sheet scanner. You cannot be logged on twice; hence you must log off on your iPad to access your homepage via your computer or vice-versa.

3. Create an assignment

- a. From your Home page, click on the “CREATE” button on the top left. Fill in the assignment data with
 - i. A logical name as a part of your filing system (assignments can always be changed or deleted).
 - ii. Click on the type of assignment (for beginners, click on “Exam” for now).
 - iii. Type in the number of questions (maximum 100).
 - iv. Click the “Done” button.
- b. Set up my answer key for this assignment
 - i. By checking the boxes next to each (or multiple) questions, you have options to add Standards, change the question type or set varying points for each question.
 - ii. Click in bubbles for correct answers OR place a completed bubble sheet answer key under the document camera. (The Key can be modified at any time in the future by clicking on “Key” for that assignment)

4. Print my Students’ bubble sheets

- a. On the answer key window, click “Forms”
- b. Choose the default form with Blank ID or choose the proper class from the dropdown in the upper left
- c. Click the “Print” button and choose “Save to PDF,” then print as needed
- d. Students can bubble in with any type of writing device.
- e. Bubble Sheets can also be laminated or placed in non-glare sheet protectors and marked with dry or wet erase markers.

5. Scan my students’ forms

- a. From the set up key, click “Scan” or the “Next” button.
- b. Choose the proper student roster from the drop down menu
- c. When placing the bubble sheets under the camera, the camera must “see” the box around the bubbles

6. View my results

- a. Click “Summary”
- b. Types of reports are accessible across the top row: Summary, Item Analysis, etc.

7. Transfer results to my GradeBook (Infinite Campus, PowerSchool, Skyward, etc.)

- a. Open your GradeBook and create the lesson in the appropriate column.
- b. With both windows open; GradeCam (with all sheets scanned), and your electronic GradeBook, highlight the first cell where you would normally type in the grade.
- c. Press the F8 key on your computer; grades should automatically fill down the column.
- d. Factors affecting the transfer: There are settings at “Your name dropdown > Settings > Gradebook “ that can help correct some common problems.