



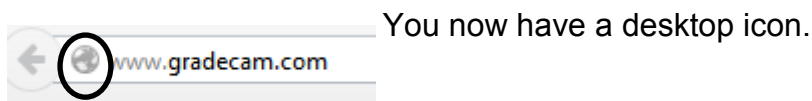
TO MAKE THINGS EASIER DO THIS FIRST!

CREATE A DESKTOP ICON FOR YOUR GRADE CAM (or any website)

Go to gradecam.com and restore down your screen



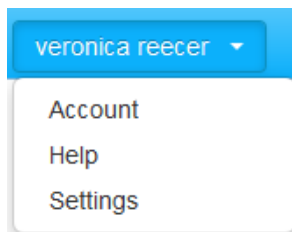
Click on the symbol to the left of the url name, click and drag it to your desktop.



You now have a desktop icon.

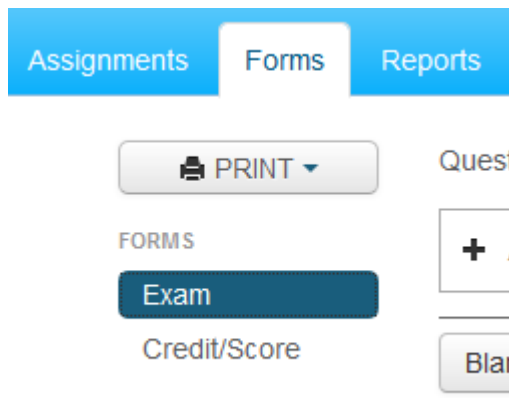
Log into Gradecam.com. **CHANGE SETTINGS TO LIST STUDENTS NAMES WHEN YOU PRINT ANSWER SHEETS**

Under your name, click the dropdown arrow and go to settings, gradebook, under name sorting, choose the way you want the students name to appear. Also set your Speed to Slow .



CREATE AN EXAM CATEGORY IN INFINITE CAMPUS SO YOU CAN TRANSFER GRADES WHEN SCANNING IS COMPLETE (Middle and High School)

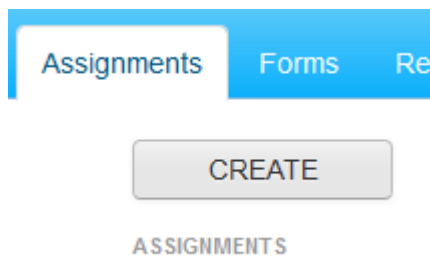
CREATE FORMS FOR TESTS



Forms—Exam—Choose Number of Questions, Click on Advanced Options and choose how you want the answers to be listed as ABCD or 1234. Just delete or change the letters the way you prefer. In order to print more than one answer sheet per page (then cut them apart) you must choose Attempt Multiples Per Page and then change the Form Size to 70% or less depending on what it looks like. Then click on Blank Form to choose your class and print forms.

CREATE AN ASSIGNMENT




Click the Assignments tab and then CREATE



Fill in the blanks in the popup window to suit your test needs.

CREATE AN ANSWER KEY

Click on Assignments, click on the square beside the assignment, click on the name of the test.

Name	Key	Scale
<input checked="" type="checkbox"/>  Test Application	<input type="checkbox"/> <input type="button" value="Reset"/> <input type="button" value="Standards"/> <input type="button" value="Type"/>	The bubble sheet appears. Bubble in the answers.
<input type="checkbox"/>  Unnamed Assignment Jul 15, 2014	<input type="checkbox"/> 1. (A) (B) (C) (D) (E)	Or, a quicker way is to print out a blank form and bubble in the answers with a pen.
<input type="checkbox"/>  Example 10 Question Exam	<input type="checkbox"/> 2. (A) (B) (C) (D) (E)	Hold it up to the camera and scan it.
	<input type="checkbox"/> 3. (A) (B) (C) (D) (E)	
	<input type="checkbox"/> 4. (A) (B) (C) (D) (E)	
	<input type="checkbox"/> 5. (A) (B) (C) (D) (E)	
	<input type="checkbox"/> 6. (A) (B) (C) (D) (E)	

SCAN STUDENTS TEST

After you scan or create your key, the next time you click on the assignment, choose the class and begin scanning. You can use student view or teacher view. If you choose student view it will only show one student at a time. That way, you can have the student beside you when you scan. If you do teacher view, you can scan the tests in any order and the grade goes in.

After you have create the file in Infinite campus, open both windows by sizing down. **Click in the top cell** of the newly created assignment as if you are going to type in a score. **Press your GradeCam HotKey** (default is F8). As soon as you press your GradeCam HotKey the scores will be entered into your gradebook.