



Quickstart Guide

GradeCam Software Installation

You should have received an email with software and registration information. If not, ask your tech specialist or email support@gradecam.com with your contact information.



PC - In the **PC GradeCam folder**, select **Install GradeCam.msi**. **Welcome to the GradeCam set up Wizard** will appear. Follow the prompts until the installation is complete and click **Close**.



Mac - Open the **GradeCam.mpkg** in the Mac installation folder. **Welcome to the GradeCam set up Wizard** will appear. Follow the prompts until the installation is complete and click **Close**. Plug the camera into any available USB port. Open the GradeCam folder and drag the GradeCam icon onto your dock before starting the registration process.

Both PC and Mac users click on the GradeCam icon and follow the registration instructions using your registration number to complete the process. GradeCam will open once you have finished, and if your camera is connected you should see a live video displayed in the upper-right hand section of the GradeCam window.

To find your document camera for GradeCam to use, please follow these steps: Open GradeCam and go to **Tools -> Preferences** and open the **Camera** box. Locate your camera from the list and click **Choose This Camera**. Restart GradeCam.

GradeCam Tutorials

In order to make learning the basics of this easy-to-use program even easier, GradeCam has a sample class named **Demo** already entered for you, and there are sample tests and assignments included in this Quickstart Guide. Work through the three tutorials on the opposite page to learn how to test students and transfer scores into your electronic gradebook.

TUTORIAL: USING GRADECAM TO TEST STUDENTS

When scanning GradeCam forms, know that GradeCam needs to find the rectangle surrounding the bubbles. Make sure your thumb is outside of the rectangle.

Use the sample test forms for the students in the **Demo** class underneath the orange sheet in your Quickstart packet to complete the following tutorial.

Step 1 – Scan the Answer Key

Choose the **Answer Key** tab, enter **16** in the **Number of Questions** box, and place the answer key under the camera.

Step 2 - Scan Student Tests

Choose the **Scan** tab, choose **Test** in the **Form Type** drop-down menu, and choose **Demo** in **Current Class**. Place student tests in the camera view. *As you place each test under the camera, the student's name and the number of questions answered correctly will appear above the answer section in the upper-left of the Scan window. Results will appear below that with a red X next to those answered incorrectly.*

Step 3 - Enter scores into your Gradebook using F8.

For the purpose of this tutorial, create a sample assignment in your gradebook with 16 entered for the number of points possible. Position the cursor in the top cell of the assignment column where you would enter a score for the first student and press **F8**.

Scanning Tests in Student View

The **Student View** button (located beneath the camera view) takes you to a window that provides a friendly interface for student scanning. To keep results private, students press the space bar to clear their results. To return to teacher view, press escape.

TUTORIAL: USING GRADECAM FOR PAPERS YOU HAVE GRADED

GradeCam Score Forms allow you to transfer scores from graded student work into your gradebook quickly and accurately. Attach a Score Form label or copy the Score Form electronic image on your master before making copies. Teach students to always bubble their IDs and as you grade, bubble the number of points earned. Underneath the yellow sheet you will find three papers that represent graded student work.

In the Scan Window

Step 1 - Choose **Assignment, New** to clear current scans.

Step 2 - In the **Form Type** drop-down menu, choose **Score**.

Step 3 - Scan student work.

Step 4 - Position the cursor at the top of the assignment column in your gradebook and press **F8**.

TUTORIAL: USING GRADECAM TO POST CREDIT/NO CREDIT

The credit option can be used to identify missing homework and/or assign effort points to students. Since you tell GradeCam how many points to give, there is no need to bubble in scores. Underneath the green sheet in your Quickstart packet, you will find three papers representing homework assigned as practice.

In the Scan Window

Step 1 - Choose **Assignment, New** to clear current scans.

Step 2 - In the **Credit** box, enter the point value for the assignment and scan the papers.

Step 3 - Position the cursor at the top of the assignment column in your gradebook and press **F8**.

