



GradeCam Quick Sheet



To set up your account:

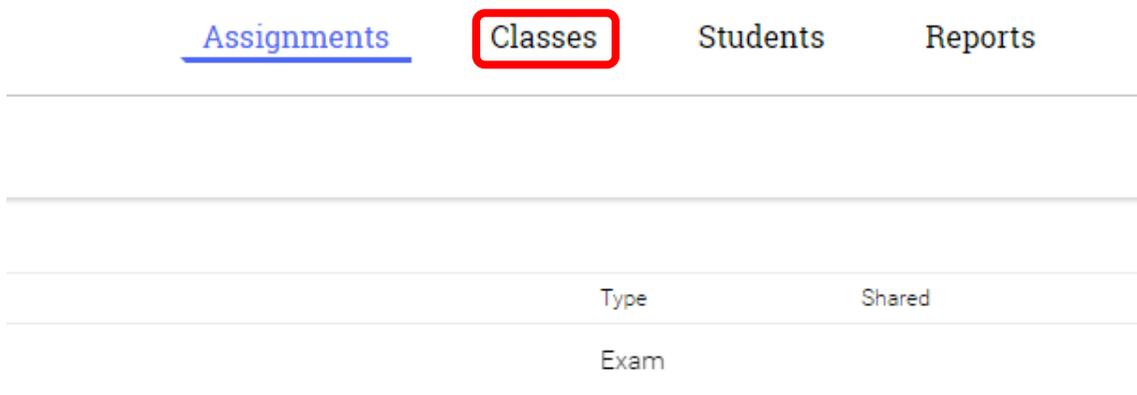
1. Email Robert Comtois at robert.comtois@cambriancollege.ca or Orville Andrews at orville.andrews@cambriancollege.ca to get your invite for GradeCam.
2. Once logged in, click on your name in the upper right-hand corner and go to 'settings'. Under the camera tab, you must enable (check the box) that says, 'Verify questions that are blank or have extra answers bubbled'.
Verify that this option is enabled every time you go to scan tests as the setting "lives" in the browser cache.

To set up your class:

1. In Mycambrian, save a copy of your classlist (CSV file, see below) to your desktop, or elsewhere.



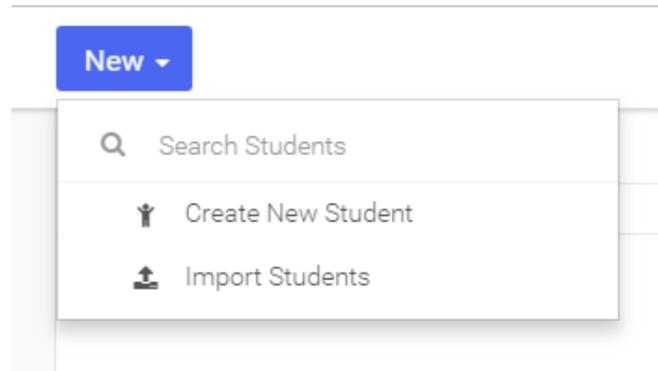
2. Log into your GradeCam account and click on the 'Classes' tab.



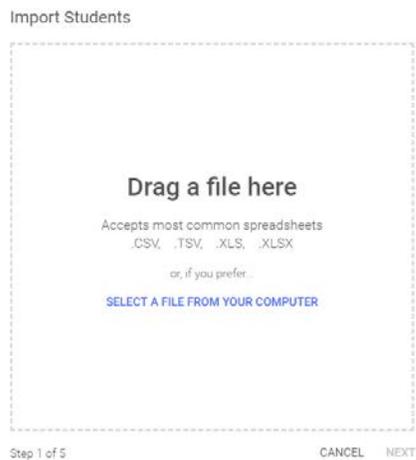
3. Click on the "New" button.
4. Type a Class Name (the 'period' field is optional, useful if you have several sections).

ie. Class Name: BIO1003 2018; Period: 90051

5. Click on the "New" button and select 'Import Students'



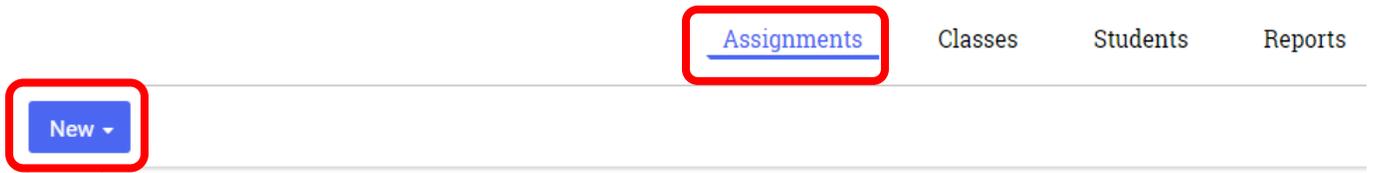
6. Drag-and-drop the class list CSV you downloaded earlier into the file upload box.



7. Verify the student last name column, any blanks will cause that student and any below to be dropped. If you find a blank space, cancel the import and correct the CSV file by opening it (usually in Excel).
8. If you have a student register late you can manually input the information by clicking on the 'New' button and selecting 'Create New Student'. You will need to know their full name and student ID.

To create an assignment:

1. Click on the 'Assignments' tab.



2. Once on the 'Assignments' page, click 'New' and select 'Multiple-Question Assignment'.
3. Enter a name for the assignment, description (optional), the number of questions, & date (optional), then click on the 'Save' button.

New Multiple-Question Assignment

Make a free-form assignment using multiple choice, rubric and numeric questions.

Assignment Name

Assignment Description (optional)

Questions (1-1000)

10

Date

9/17/18

CANCEL

SAVE

To create a form:

1. Open the assignment and click on the 'Forms' button

Form Printing ✕

Assignment
Demo ✕

[Print a form that creates scans...](#)

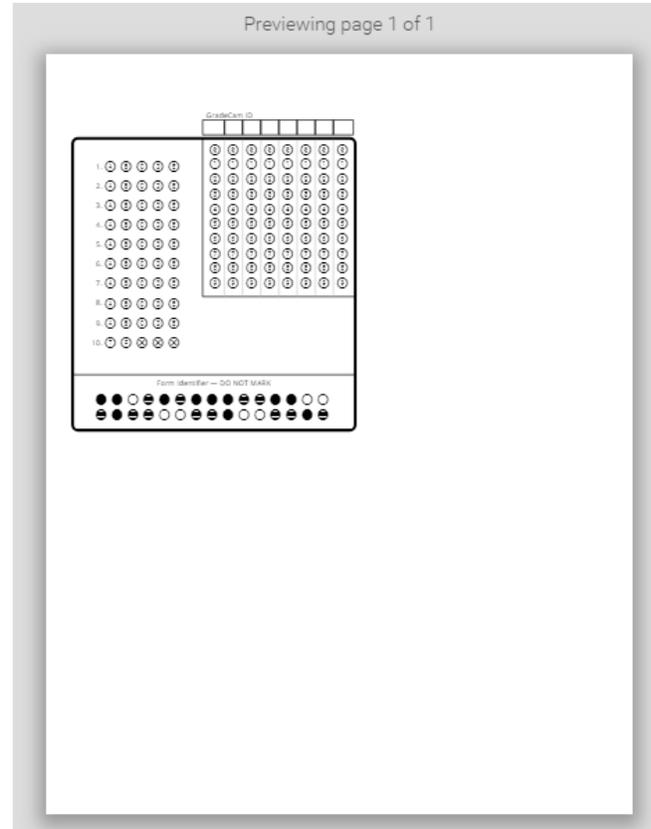
For assignments with a compatible key ▼

Class
Print generic form for any class ▼

Student ID digits
8 ▼

Size	# Copies	Fit
100% ▼	1	1 form per page ▼

GENERATE



2. Under the 'Print a form that creates scans...' option, select 'For assignments with a compatible key' (optional but recommended).
3. Make sure the 'Class' option is set to 'Print generic form for any class' & the 'Student ID digits' is set to '8'.
4. It's not recommended to use the 'Size', '# Copies', or 'Fit' options.
5. Click 'Generate'
6. Select the format in which the form will be generated (PDF or PNG)

To mark assignments via computer with camera:

1. Log into your GradeCam account and click on the 'Assignment' tab, then select the test.
2. If you haven't already entered your answer key, click on the correct answer for the corresponding questions.
3. Once your answer key has been filled out, click the 'Scans' tab.
4. Start scanning your student forms. When it has scanned each form, you will see the student grade come up right away. ****Note: make sure you've checked the option 'Verify questions that are blank or have extra answers bubbled' under 'settings'.**
5. When you are done scanning all the forms, click the 'reports' tab to access the summary reports. Here you can view and print a variety of reports.

GradeCam also has a smartphone/tablet app which can be downloaded for Apple & Android devices which looks and functions identically to the GradeCam website.