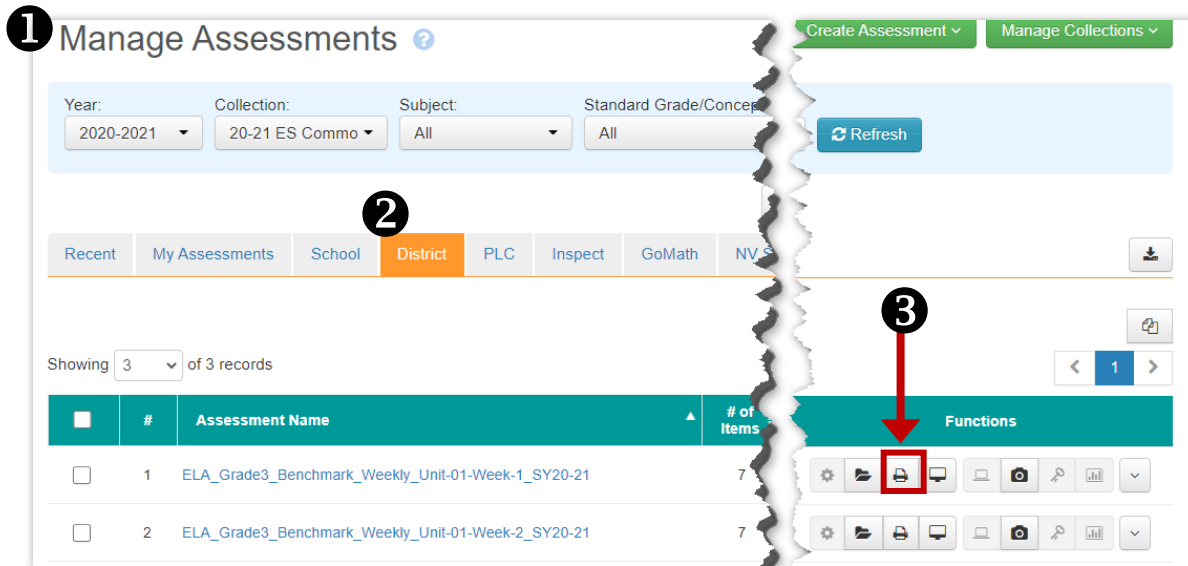


# Scoring Assessments through GradeCam

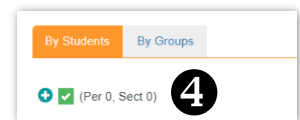
## ► How to Print Answer Sheets

Before administering an assessment, plan to print answer sheets that students will use to record their responses.

1. Navigate to the **Manage Assessment** ❶ page.
2. Click the tab where the assessment is located. This may be a personal, school, or district assessment. ❷
3. Select the printer button ❸ for the answer sheet that you need to print.

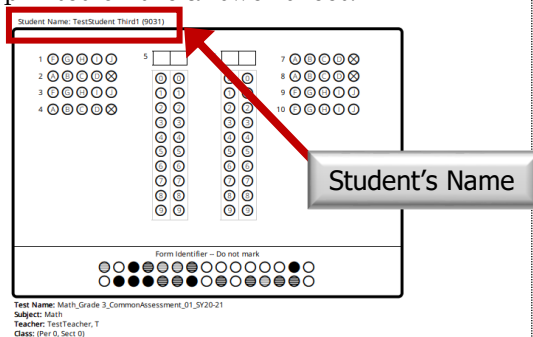


4. Select your class ❹ and one of the **two** options for printing (located in the bottom right corner of the screen).



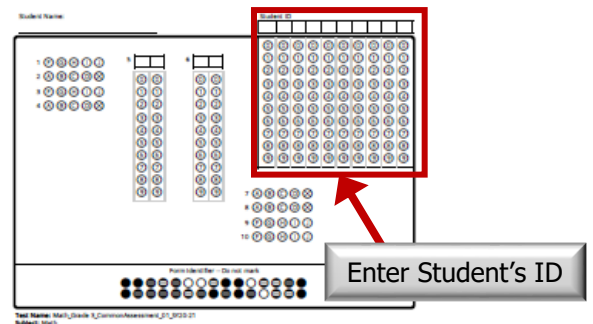
### Print Answer Sheets

One page is printed for each student. The student's name is printed at the top of the page. Make sure to match the student with the name printed on the answer sheet!



### Generic Bubble Sheet

One page is printed. Print multiple bubble sheets using a copier. The teacher or student must bubble in the Student ID.

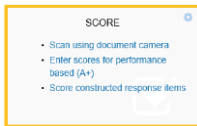


5. A *pdf* file of the answer sheet will open in a new window. Download or print the answer sheets.

## ► How to Score and Upload Results

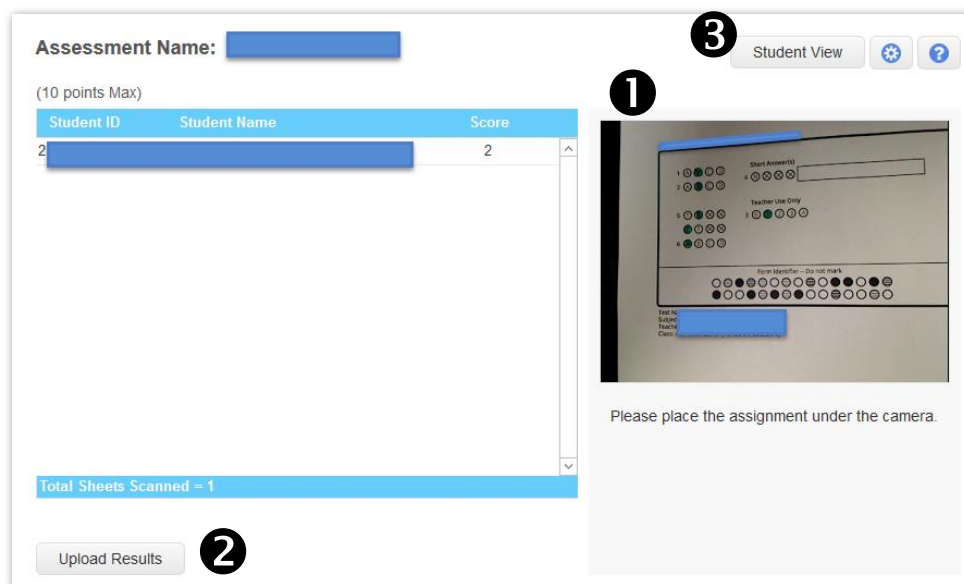
*The first time that GradeCam is used on the computer, the plug-in must be installed. Click inside the camera area to install the GradeCam Plugin.*

1. Make sure the document camera is displaying a live image.
2. In the **Manage Assessments** page, click the corresponding camera icon for the test that is to be graded.



**TIP:** To score answer sheets, you may also select the “Score” tile found on the Launchpad and then selecting the assessment you need to print.

3. Place the answer sheet under the document camera ❶ until you see a green box around the responses and hear a beep.
4. The student’s score will appear on the screen. Continue placing answer sheets under the camera until all documents are scored.
5. Click the “Upload Results” ❷ button to submit the students’ scores.



**Option:** Students may score their own answer sheets. *(Check with the specific test’s administration instructions to ensure this is an allowable option.)*

1. Click the “Student View” ❸ button to remove the student scores display.
2. After scoring the answer sheet, the student sees his/her score and then presses the space bar to ready the computer for the next student.
3. When completed, switch back to the “Teacher View” and upload the results ❷.