Getting Started

You will find the following inside your GradeCam box:

- Camera & triangular base
- GradeCam software CD
- 500 Score Form labels
- One 20-question test tablet
- One 40-question test tablet
  (100 sheets each)

Images for all GradeCam forms can be printed from the software under the Forms tab.

Camera Assembly
To assemble the camera, hold the pipe upright and insert it into the hole in the white triangular base, pushing and twisting it until it is secure. The pipe will be at a slight angle.

GradeCam Functions
GradeCam Scanner Pro does a multitude of tasks to help you improve student learning and manage student paperwork. Use it to do the following:

- Grade multiple-choice tests with up to 100 questions

- Link questions to state standards and monitor student progress towards your state standards

- Conduct ongoing formative assessments

- Automatically enter test results and transfer scores from graded papers into your electronic gradebook

- Quickly award points for credit/no credit student work and identify whose is missing

- Generate reports

- Create and print custom forms based on the length of student ID numbers and number of questions

- Print sets of forms with student IDs already bubbled

- Give multiple versions of the same test

There is complete information on all of the above in the GradeCam User Manual online at www.gradecam.com under the Resources tab. This Quickstart Guide, though, is the easiest way to learn what you need to know to start using GradeCam in your classroom right away.

Installing the Camera Driver and GradeCam Software

The instructions for installing GradeCam software begin towards the bottom of this page. Those of you using a GradeCam camera, though, first need to install the camera driver. *Do not plug the camera into your USB port until the instructions tell you to do so.*

If you are using GradeCam with a document camera, after following the instructions below for installing the GradeCam software, make sure that your document camera program (or any other camera program) is closed. Then with your camera plugged in, start GradeCam and from the toolbar go into GradeCam, Preferences, then Camera. Choose the camera option GradeCam gives you.

Camera Driver Installation for PC Users
Insert the GradeCam CD into your CD drive. Double click on the CD and open the Driver folder.

Double click on the CP3221xv.exe file and install. Generally, you can simply click [Next >], [OK], or [Finish] until the installation process is complete. Shut down your computer, plug your camera into any available USB port, and restart. Your computer will then finish the driver installation process. PC users might get a Windows hardware installation warning. If so, click the **Continue Anyway** or **Ignore** button.

Camera Driver Installation for Mac Users
Insert the GradeCam CD into your CD drive. Double click on the CD and open the driver folder.

Double click on the Ken-A-Vision OSX 1.3.1 file and install. Generally, you can simply click [Next >], [OK], or [Finish] until the installation process is complete. Mac users will be asked to enter a camera driver serial number during the driver installation process. If there is no serial number included with your GradeCam, please email support@gradecam.com or call 1-866-472-3339 to receive one.

GradeCam Software Installation

1 Insert the GradeCam CD into your CD drive.

2 Double click on the CD and open the folder corresponding to your platform (Mac or PC).

3 Double click on setup.exe if you are a PC user or GradeCam.pkg if you are on a Mac. Generally, you can simply click [Next >], [OK], or [Finish] until the installation process is complete.

4 Plug in your camera (if you have not already done so), click on the GradeCam icon, and follow the registration instructions. Use your registration number to complete the registration process. If you do not have a registration number included with GradeCam, please email support@gradecam.com or call 866-472-3339.

Mac users will need to go into Applications, open the GradeCam folder, then drag the GradeCam icon from the folder onto your dock before starting the registration.

After you have completed your registration, GradeCam will open. If your camera is connected you should see a live video displayed in the GradeCam window.

Focusing Your Camera
You will see the camera's view field on your screen in the upper right-hand section of GradeCam's Scan window. Place a GradeCam form on the base of your camera and adjust the picture to make the view as clear as possible. (GradeCam cameras have a focus ring around the camera lens.)

You are now ready to go.

Using GradeCam to Test Students

A sample class named "Demo" is pre-entered in GradeCam and sample assignments are included in your Quickstart envelope. Use these while working through this Quickstart Guide.

Pull the stack of test forms with the word "Demo" written in the assignment space and use them for the following exercise.

Step 1 – Scan the answer key.

1   Choose the Answer Key tab.

2   Enter 16 in the Number of Questions box.

3   Place the Answer Key under the camera.
The entire form needs to be visible in the camera's view field. ***GradeCam needs to find the rectangle surrounding the bubbles. Make sure your thumb is outside of the rectangle.***

You should hear a sound indicating the answer key has been scanned and see the correct answer to each question appear next to each number. If you see the correct answers appear but do not hear a sound, from the toolbar go to GradeCam⇒ Preferences⇒ Scanning and browse to choose an Answer Key sound.

Step 2 – Scan student tests.

1 Choose the Scan tab.

2 Choose Test in the Form Type drop-down menu and Demo in Current Class.

3 Place student tests in the camera view.
As you place each test form under your camera, the student's name and the number he or she answered correctly will appear in the answer section in the upper left-hand side of your Scan window. Results for each question appear below that with a red X next to those answered incorrectly.

GradeCam will make a sound to let you and your students know the test has been read. If you do not hear one, from the toolbar go to GradeCam⇒ Preferences⇒ Scanning and browse to choose a scan sound. (Of course, also make sure your speakers or on.)

Step 3 – Use F8 to enter scores into your gradebook.
For the purpose of this Quickstart check, create a sample assignment in your electronic gradebook with 16 entered for the number of points possible. Position your curser in the top cell of your gradebook (in the place where you would enter a score for the first student listed in your gradebook), and hit F8. Obviously you will want to delete this assignment.

Scanning Tests in Student View
Now is a good time to check out the Student View feature.   The Student View button (located beneath the camera view), takes you to a window that provides a friendly interface for student scanning. To keep test results private, have students hit the space bar to clear their results before the next student scans. To return to teacher view, press the escape key.

GradeCam and Your Electronic Grade Book

If you just worked through Step 3 in the previous exercise and GradeCam did not enter scores for the tests you scanned, you will need to customize the way GradeCam works with your gradebook. To set these preferences, from the toolbar go to GradeCam⇒ Preferences⇒ Gradebook Entry. GradeCam's online user manual has more information on each gradebook entry option.

Order of Students
If you worked through Step 3 in **Using GradeCam to Test Students** and GradeCam *did* enter scores for the tests you scanned, you are probably now aware of the most important thing to keep in mind when using GradeCam with your electronic gradebook. When you switch to your gradebook program, GradeCam is no longer paying attention to student ID numbers when it enters scores. It is simply entering them in order. Therefore, ***it is imperative that you have your student names in GradeCam listed in the exact same order as they are in your gradebook before hitting F8 to enter scores!***

Some teachers read the above instructions to mean that they must have students scan in a certain order. Absolutely not! Within the GradeCam program itself, GradeCam uses ID numbers to know whose work is whose; it does not matter if a student is the first, fifth, or last to scan.

Once you have your students listed in GradeCam in the same order as your gradebook, GradeCam will do the work of putting scores in the correct order. The **Working with Student Rosters** section of GradeCam's online manual gives instructions that show how easy it is to keep your students listed correctly in GradeCam.

Students Whose Work is Missing

Users have a choice between leaving a cell blank or having GradeCam drop a "0" into it when a student's work is missing. Go to GradeCam⇒ Preferences⇒ Gradebook Entry and select your preference in the drop-down box next to Missing Assignment.

Number of Points

Another very important factor you need to be aware of when using GradeCam with your electronic gradebook has to do with the number of points possible for any given assignment. When you create an assignment in your gradebook and it asks you for the number of points possible, you must not enter a value that is less than the highest point value a student received when you scanned using GradeCam. If you do, GradeCam will fail to record the correct scores.

If you are a teacher who gives students more than the number of points possible on occasion (for extra credit, for example), there is an easy way to make GradeCam and your gradebook work together to record scores for that assignment. When you create the assignment in your electronic gradebook, simply enter a value for number of points possible as high or higher than the maximum total points a student received in GradeCam. After hitting **F8** to enter the scores, edit the assignment to reflect its true value.

Fixed Number of Points

If you need to make tests worth a point value different than the raw score for gradebook purposes, from the toolbar go to GradeCam⇒ Preferences⇒ Gradebook Entry and check the box **Make all tests worth a fixed number of points**. Underneath the box, enter the number of points you want tests to be worth. For example, if you enter 50 in this box and give a test with 10 questions, GradeCam will make each question worth 5 points when it enters the results in your gradebook., Once you have checked this box and entered a point value, GradeCam will continue to make each test worth that number of points regardless of the number of questions it contains until you change this default in preferences.

More Things You Need to Know

Student ID for Answer Key

When you scan your answer key, you must have a number bubbled in the student ID section. Although it doesn't matter what number you use, all columns must be bubbled.

Filling in and Erasing Bubbles

Students may use pen or pencil to fill in forms.   Since pen ink does not reflect light and pencil lead does, pen ink usually reads faster.   Whiteout works well if students use pen and then want to change an answer. However, students should white out the bubble only, not the black dots on both sides of the bubble.

Questions Left Blank

Students may not leave questions unanswered.   If GradeCam were to allow unanswered questions, accuracy would be sacrificed. When a question has no answer, GradeCam will analyze each answer space and may read one as being darker than the others and decide to choose it as the answer choice; however, most of the time it will not read the form at all. Teach students to look for questions they have left unanswered before scanning.

Using GradeCam to Transfer Scores for Papers that have been Graded

Scores can be transferred to your electronic gradebook quickly and accurately by including the image of a GradeCam Score Form on the assignment. You can do this in one of three ways—paste the electronic image (found under the Forms tab) into your electronic document, stick a label on your master before making copies, or have students stick a Score Form label on their work before turning it in. Teach them to always bubble in their ID, then while you are grading their work, bubble in the number of points earned in the score section of the rectangle.

Pull the stack of papers representing student work that you have graded and given a score from your Quickstart Guide and use them to complete the following exercise.

Begin in the Scan window.

Step 1 – From the toolbar, choose File ⇒ New Assignment to clear the current scans.

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

Step 3 – Scan student work.

Step 4 – Position your curser at the top of the assignment column in your electronic gradebook and hit F8 to enter scores.

Using GradeCam to Post Credit/No Credit Work

The Credit option is a tool that can be used to tell who has and who has not turned in an assignment moments after you have collected it and to quickly award points to students. This option is particularly useful for homework assigned as practice. Because you tell GradeCam how many points to give students before scanning, there is no need to enter anything in the score section of the Score Form.

In your Quickstart envelope you will find pages representing homework assigned as practice clipped together. Use these for the following exercise.

Begin in the Scan window.

Step 1 – Choose File ⇒ New Assignment to clear scans and choose Credit for Form Type.

Step 2 – In the credit box, enter the point value for the papers you will be scanning.
Not all papers in an assignment must be scanned with the same point value. If, for example, you want to give some students partial credit, sort the papers into piles and enter the appropriate point value before scanning each pile.

Step 3 – Position the curser at the top of the assignment column in your electronic gradebook and hit F8.