

What's in the Box

If you have purchased camera kits, you will find the following inside each:

- Camera and Base
- 20-question Test Tablet
- 6ft USB Cable
- 40-question Test Tablet
- 360 Score Form Labels

Camera Assembly

When you insert the camera upright into the base, it is essential that you ensure it has snapped in securely in order for the USB cable to connect.

Installing the Camera Driver and GradeCam Software

If you are using a document camera, go straight to GradeCam Software Installation.

GradeCam Driver Installation



- Double click on the **PC Driver folder**.
- Double click on the **USB PC Camer-168** file.
- Follow the instruction that appear in the dialog boxes. If you get a warning about an unsigned drive, select **Install Anyway**.
- When the **Install Shield Wizard** completes, click **Finish**.
- When the **Found New Hardware Wizard** appears, click **Install the software automatically**, press **Next** and then **Finish**.
- Shut down your computer, plug the camera into any available USB port and restart. Your computer will then finish the driver installation.



- Open the **Install GradeCam Camera Driver.pkg** found in the **MacDriver** folder.
- Select **Continue** then the **Macintosh HD** destination.
- Select **Continue** then **Install**. When **Install Complete** appears, select **Close**.
- Plug the camera into an available USB port.

GradeCam Software Installation



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**.



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**. 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 registration process. *Those who have a camera kit will find this number on the outside of the box.* 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 GradeCam Camera

The camera's field of view will be shown in the upper-right section of GradeCam's Scan window. Place a GradeCam form on the base and adjust the picture to make the view as clear as possible.

Instructions for Document Camera Users

After installing the GradeCam software, make sure that your document camera program (or other camera program) is closed. Start GradeCam, from the toolbar go into **Preferences - Camera**, and choose your camera from the list of options.

Tutorial: Using GradeCam to Test Students

A sample class named **Demo** is pre-entered in GradeCam. 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

1. Choose the **Answer Key** tab.
2. Enter **16** in the **Number of Questions** box.
3. Place the answer key under the camera.

GradeCam needs to find the rectangle surrounding the bubbles. Make sure your thumb is outside of the rectangle.

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 under the camera, the student's name and the number of questions answered correctly will appear in the answer section in the upper-left of the Scan window. Results will appear below with a red X next to those answered incorrectly.

Step 3 – Use F8 to enter scores into your Gradebook.

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 to Transfer Scores

GradeCam **Score Forms** allow you to transfer scores from student work into your gradebook quickly and accurately. Using an electronic image or one of the Score Form Labels, attach this to the master copy before making copies. Show students how to bubble their IDs and as you grade, bubble the number of points earned. (Underneath the yellow sheet in your Quickstart packet, you will find three papers that represent student work.)

In the Scan Window

- Step 1** – Choose **File, New Assignment** 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 or No Credit Work

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 practice.)

In the Scan Window

- Step 1** – Choose **File, New Assignment** to clear current scans.
- Step 2** – In the **Credit** box, enter the point value for the papers and scan the papers.
- Step 3** – Position the cursor at the top of the assignment column in your gradebook and press **F8**.