



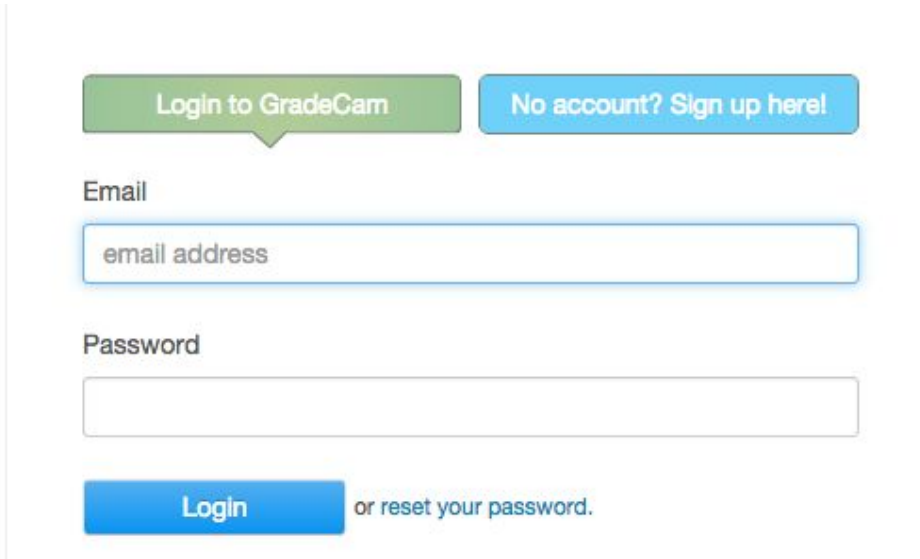
**GRADECAM**

**STUDENT PORTAL TRAINING GUIDE**

**Teachers**

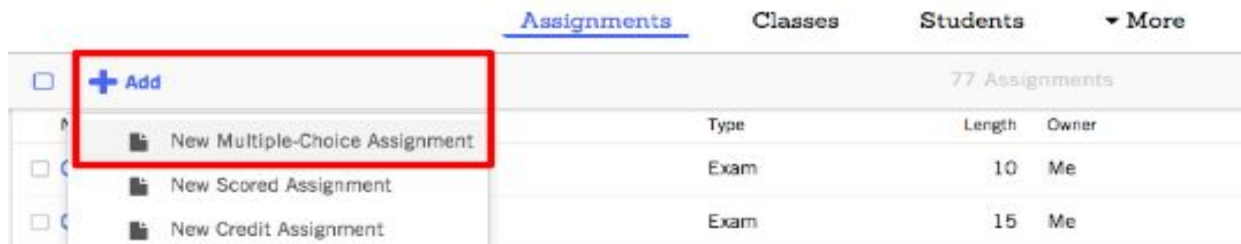
## Preparing an assessment for the Student Portal

1. Log into your GradeCam account at [app.gradecam.com](http://app.gradecam.com)



The login form features two buttons at the top: a green 'Login to GradeCam' button and a blue 'No account? Sign up here!' button. Below these are two input fields: 'Email' with a placeholder 'email address' and 'Password'. At the bottom, there is a blue 'Login' button followed by the text 'or reset your password.'

2. Create an assignment



The 'Assignments' page has a navigation bar with 'Assignments', 'Classes', 'Students', and 'More'. A table shows 77 assignments with columns for Type, Length, and Owner. A red box highlights the '+ Add' button, which has opened a dropdown menu with three options: 'New Multiple-Choice Assignment', 'New Scored Assignment', and 'New Credit Assignment'.

Type	Length	Owner
Exam	10	Me
Exam	15	Me

3. Title the assignment and determine number of questions



The configuration form has a title field containing 'Math Review' and a 'Save' button. Below the title, there are two settings: 'LENGTH' set to 3 and 'DATE' set to 8/27/15.

4. Create the answer key and format questions accordingly

**Math Review** (3 pts)

Keys Scans Reports Classes More

Back 3 Questions More

Correct	Type	Bubbles	Points	Standards
<input type="checkbox"/> 1. ● (B) (C) (D) (E)	Multiple Choice	ABCDE	1	0
<input type="checkbox"/> 2. (A) (B) ● (D) (E)	Multiple Choice	ABCDE	1	0
<input type="checkbox"/> 3. (A) ● (C) (D) (E)	Multiple Choice	ABCDE	1	0

5. Attach the assignment document to the key. PDF files are only supported and there is not a limit on the number of files attached.

**Math Review** (3 pts)

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Manage Attachments

6. Select Upload to file a file on your computer to attach

Manage Attachments Save

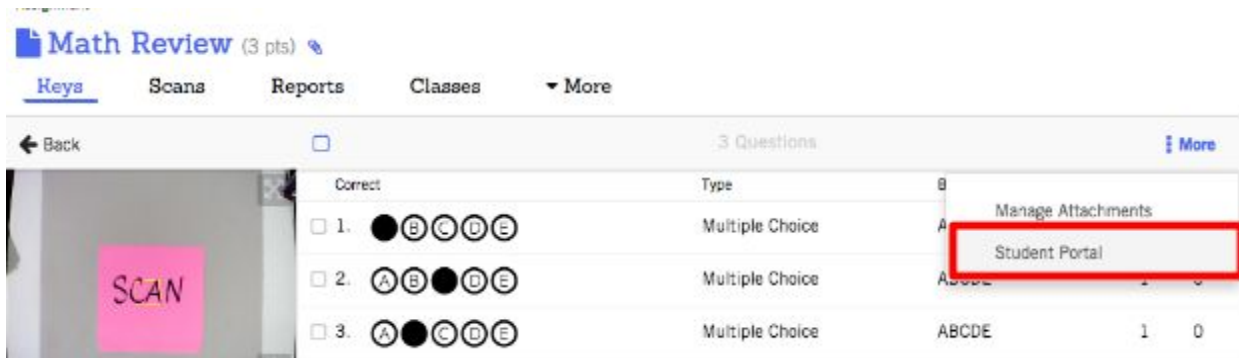
No Attachments

Upload

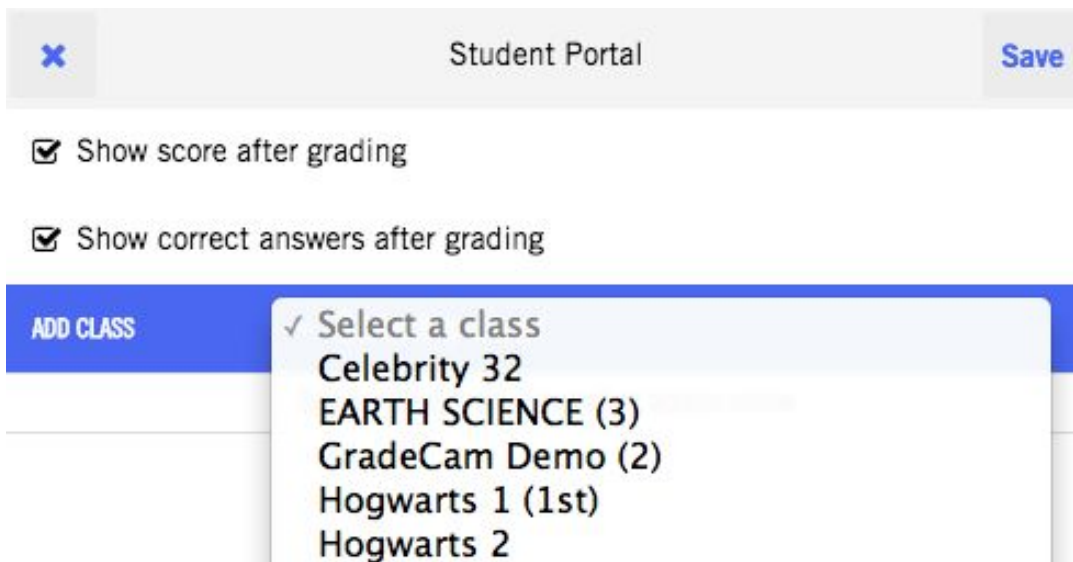
7. Select "Show in Student Portal" for students to have access to the assignment.



8. Select Student Portal to assign permissions of the assignment



9. Select your class and determine if students can view results and when.




10. Determine the start and end date of the assignment.

1 class has access to this assignment online

EARTH SCIENCE (3)

Remove

FROM  Aug 27, 2015

TIME  10:00 AM

UNTIL  Aug 28, 2015

TIME  10:50 AM

August 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

11. Determine the start and end time of the assignment.

1 class has access to this assignment online

EARTH SCIENCE (3)

Remove

FROM  Aug 27, 2015

TIME  10:00 AM

UNTIL  Aug 28, 2015

TIME  10:50 AM

8	40	
9	45	
10	50	AM
11	55	PM
12	00	

12. Save the settings

✕
Student Portal
Save

Show score after grading  
 Show correct answers after grading

ADD CLASS
▼ Select a class

---

1 class has access to this assignment online

EARTH SCIENCE (3)
Remove

FROM	📅 Aug 27, 2015	TIME	🕒 10:00 AM
UNTIL	📅 Aug 28, 2015	TIME	🕒 10:50 AM

13. Classes tab will provide the student log in codes for students to access their portal

Assignments
Classes
Students
▼ More

🔍

Open

Edit

⋮ More

Name ↓	Period	Assignments	Students	
<input type="checkbox"/> Celebrity 32		10	28	Import Students
<input checked="" type="checkbox"/> EARTH SCIENCE	3	158	9	Student Login Codes
				Delete

14. Student log ins are generated by GradeCam and can not be edited

✕ Done
🖨️ Print

🐾 Math

Student	First Name	Last Name	Login Code
Delancey, Drew	Drew	Delancey	s3rtra
Jenkins, Darla	Darla	Jenkins	34zt1k
Ryan, Blake	Blake	Ryan	6u755a
Smelser, Elizabeth	Sonia	Garcia	luyevl
Smith, Emma Sue	Emma Sue	Smith	Op1pxg