



GradeCam for *Edusoft*

User Manual



DRAFT Version 0.4

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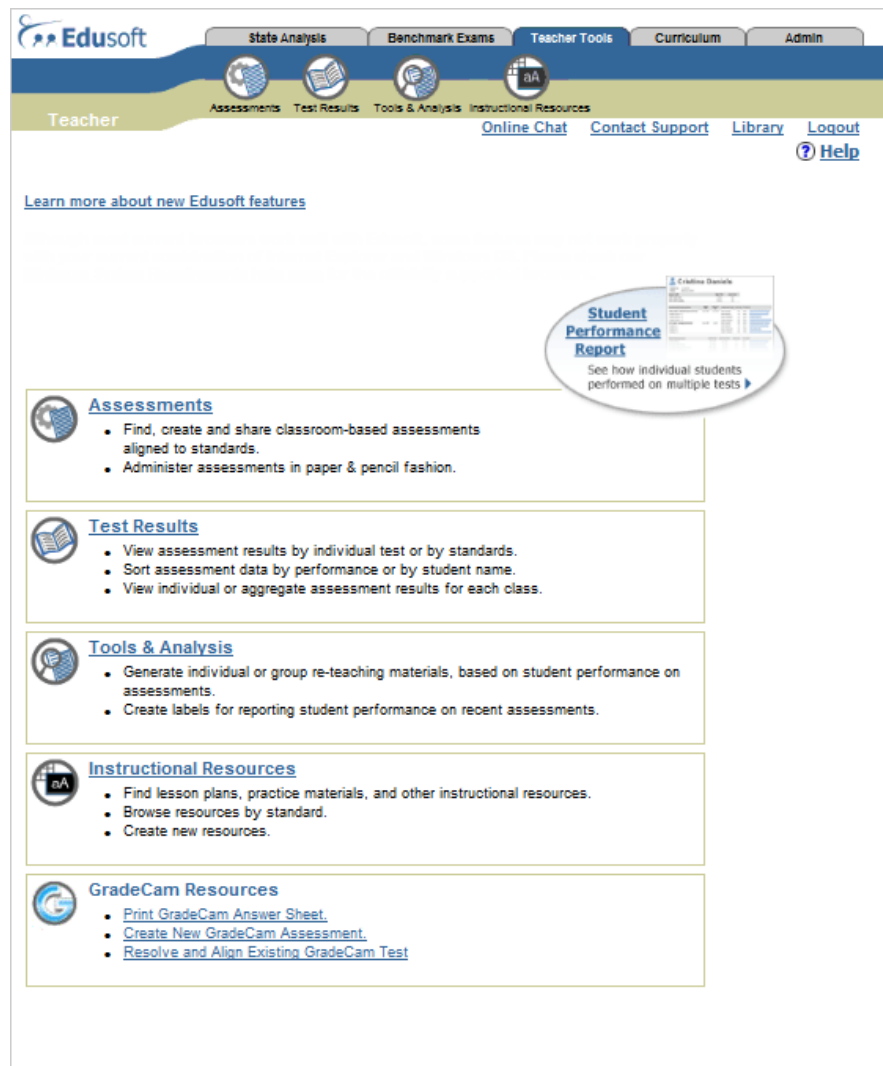
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What is GradeCam?

GradeCam is a feature that has been integrated in Edusoft that allows classroom teachers equipped with the proper camera accessory to instantly scan and grade multiple-choice assessments. The student responses are immediately available for transmission into *Edusoft* for scoring and reporting.

Features

- Create assessments with GradeCam and save them to *Edusoft*
- Use a web or document camera to immediately capture student responses.
- Use GradeCam to copy and paste scores or grades into a third-party gradebook.
- Provide students immediate feedback by allowing students to scan their own assignments or assessments using *Student View*.
- Create and print answer forms on plain paper.
- Create a generic answer document and laminate it for use all year long.



The screenshot shows the Edusoft Teacher interface. At the top, there are navigation tabs for State Analysis, Benchmark Exams, Teacher Tools, Curriculum, and Admin. Below these are icons for Assessments, Test Results, Tools & Analysis, and Instructional Resources. A 'Teacher' label is on the left, and links for Online Chat, Contact Support, Library, Logout, and Help are on the right. A link to 'Learn more about new Edusoft features' is present. A callout box highlights the 'Student Performance Report' feature. Below this are five feature boxes:

- Assessments**
 - Find, create and share classroom-based assessments aligned to standards.
 - Administer assessments in paper & pencil fashion.
- Test Results**
 - View assessment results by individual test or by standards.
 - Sort assessment data by performance or by student name.
 - View individual or aggregate assessment results for each class.
- Tools & Analysis**
 - Generate individual or group re-teaching materials, based on student performance on assessments.
 - Create labels for reporting student performance on recent assessments.
- Instructional Resources**
 - Find lesson plans, practice materials, and other instructional resources.
 - Browse resources by standard.
 - Create new resources.
- GradeCam Resources**
 - [Print GradeCam Answer Sheet](#).
 - [Create New GradeCam Assessment](#).
 - [Resolve and Align Existing GradeCam Test](#)

Installing the GradeCam Plug-in

Review the information in the following subsections and take all necessary actions BEFORE you begin the installation procedure

Before you begin....

GradeCam must be enabled for your district and school. If GradeCam has **not** been enabled, you will not see the option to download the plug-in, and you will not see the links to create or print a GradeCam assessment.

You must have the ability to download and install software on your computer. If you don't have rights to download and install software, the GradeCam plug-in may need to be installed by your system administrator.

Recommended Best Practices

Before installing the GradeCam plug-in, install any necessary drivers for your web or document camera, then connect your camera and turn it on.

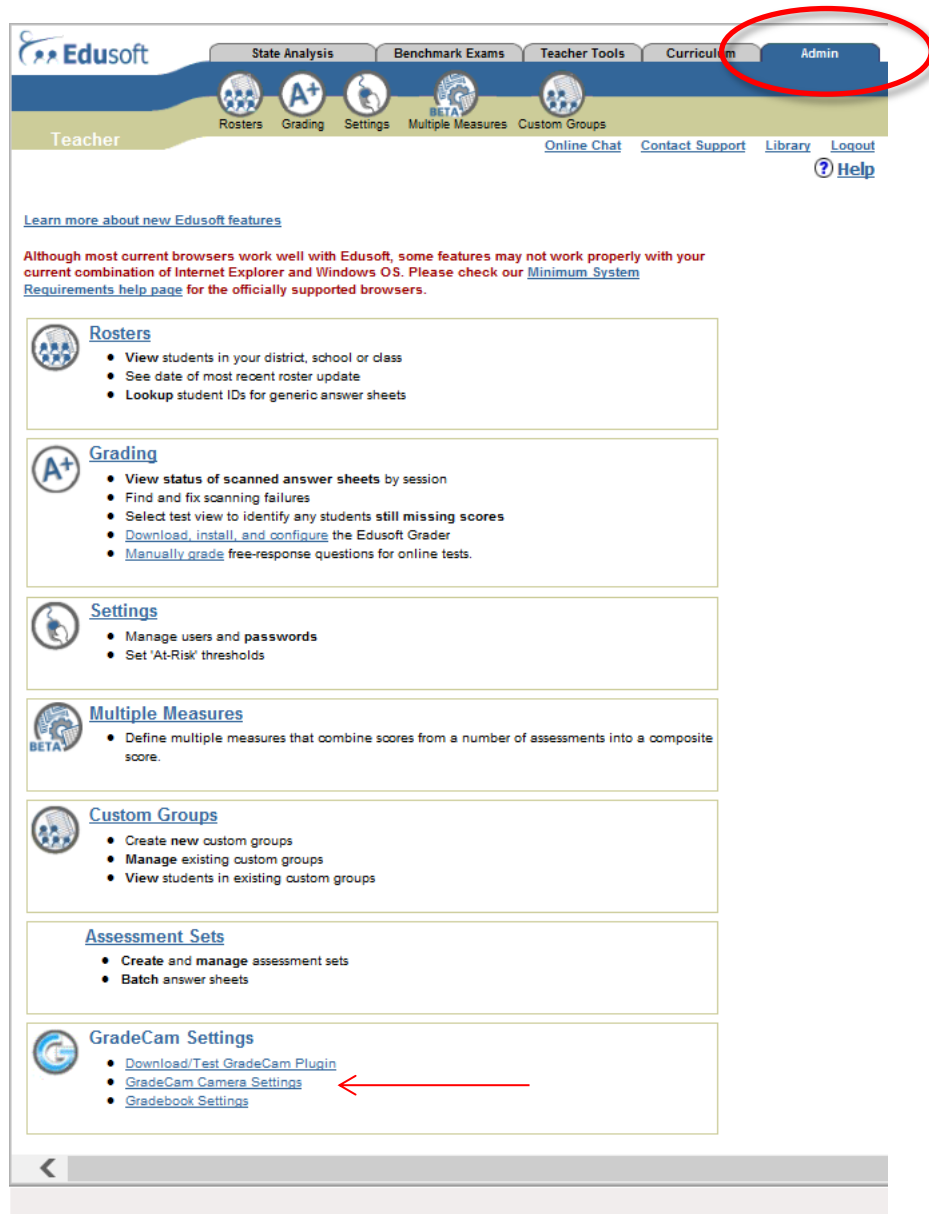
Notes:

- Your camera may not work with GradeCam if multiple tabs, including other camera applications, are open (*i.e.*, Gmail).
- If you have problems installing the GradeCam plug-in, try closing all open browsers, and then download through a browser with a single tab open.
- If your camera does not load, try clearing your browser's cache. (For instructions on clearing the web browser cache for your specific version or browser, search your browser's Help menu for "clear cache". After clearing your browser's cache, exit or quit your browser completely before attempting to access the site again.)

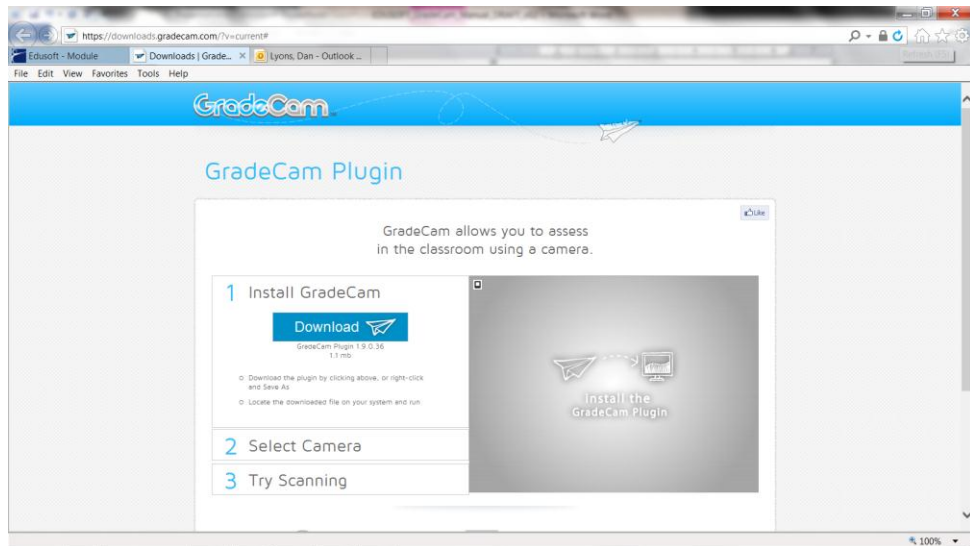
Installation Procedure

Follow these steps to download and install the plug-in from the Edusoft interface:

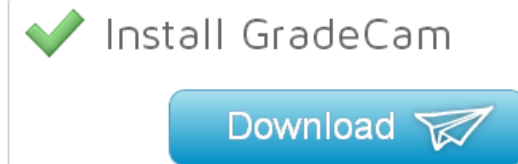
1. Login to Edusoft as a TEACHER.
 - a. Click the *Edusoft Admin* tab
 - b. In the *GradeCam Settings* subsection, click **Download/Test GradeCam Plugin** (refer to the screen capture below).



The GradeCam website opens in a separate window (refer to the screen capture below).

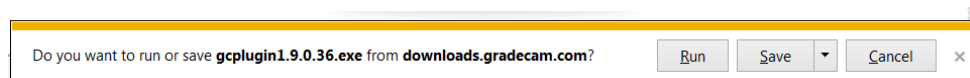


2. On the GradeCam website, under *Install GradeCam*, click the **Download** button (refer to the screen capture below).



Note: A **green** check mark appears next to each step as it is completed.

3. Install the GradeCam plug-in by running the executable (.exe) file. In the dialog box which appears, click *Run* (refer to the screen capture below).



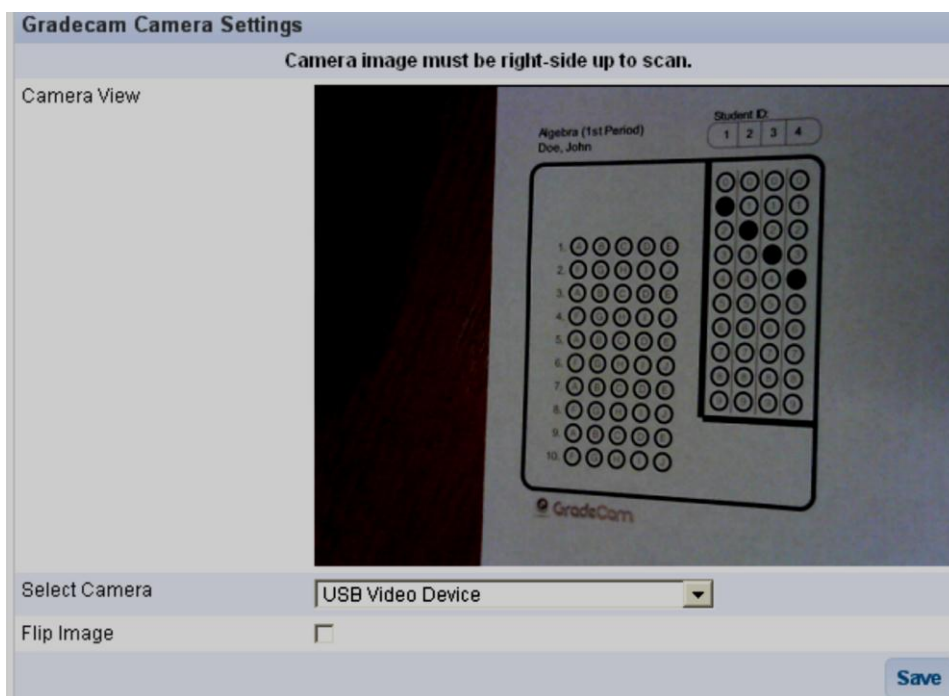
4. An on-screen notification will confirm that the plug-in has installed; you then have the option to return to the GradeCam webpage to print and scan a test page.

Choosing Your Camera Settings

Use this function to configure your camera before scanning answer documents with GradeCam. If you have multiple camera drivers installed on your computer, use the *Select Camera* dropdown menu to choose from the available cameras. Configure your camera before scanning answer documents with GradeCam; the camera image must be right-side up to scan (refer to the screen capture below).

To flip the image that appears in the camera window, simply click the *Flip Image* checkbox.

To save your changes, click **Save**.

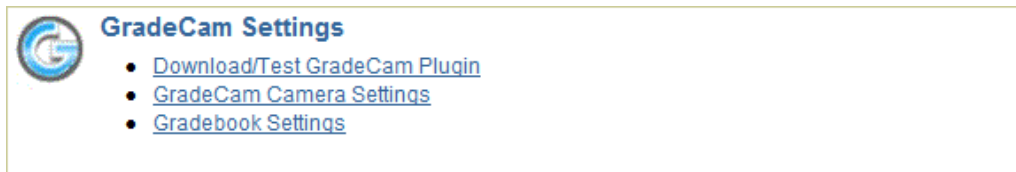


Managing GradeBook Settings

GradeCam scores can be transferred to your electronic gradebook.

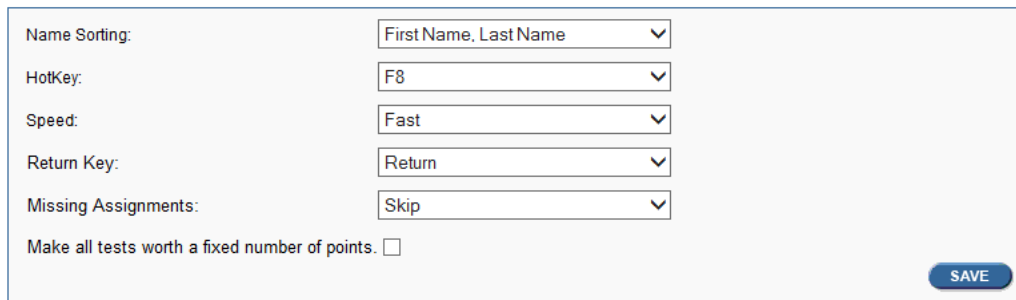
You may find that you need to adjust some default settings to match those of your gradebook; The *Edusoft* link “*GradeBook Settings*” allows you to access GradeCam settings, and customize them to match your electronic gradebook.

GradeBook settings are accessed from the **Admin** tab of the Edusoft webpage; in the *GradeCam Settings* subsection of the menu, click **GradeBook Settings** (refer to the screen capture below).



The *GradeBook Settings* dialog box appears (refer to the screen capture below).

Gradebook Settings



The screenshot shows a dialog box titled "Gradebook Settings" with several configuration options:

Name Sorting:	First Name, Last Name	▼
HotKey:	F8	▼
Speed:	Fast	▼
Return Key:	Return	▼
Missing Assignments:	Skip	▼

Make all tests worth a fixed number of points.

SAVE

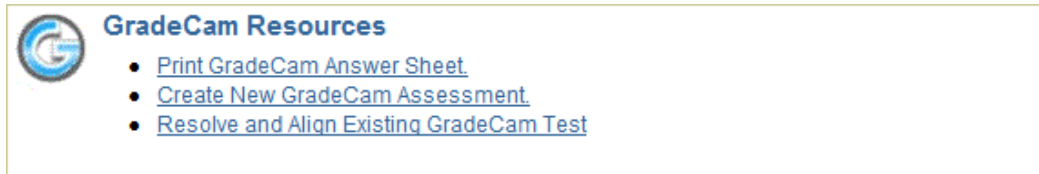
The following options can be set:

- *Name Sorting*: Name order on the GradeCam scan page (set to match the order of the names in your gradebook).
- *HotKey*: A “hot” key (default is F8) to transfer grades to your gradebook.
- *Speed*: Speed of transfer.
- *Return Key*: A “return key” to advance to the next line.
- *Missing Assignments*: Decide handling of missed assignments (skip or assign zero).

Note for MAC users: The function keys on your system must be set to operate as normal function keys. On Mac platforms, you may need to check the system settings for the keyboard. Some keyboards may have a function-key lock that introduces special behavior; if you have problems with gradebook entries, check your function-key settings.

Creating a GradeCam Assessment

In Edusoft, the *Create New GradeCam Assessment* link is available on both the *Teacher Tools* tab and the *Benchmark Exam* tab, in the *GradeCam Resources* subsection (refer to the screen capture below).



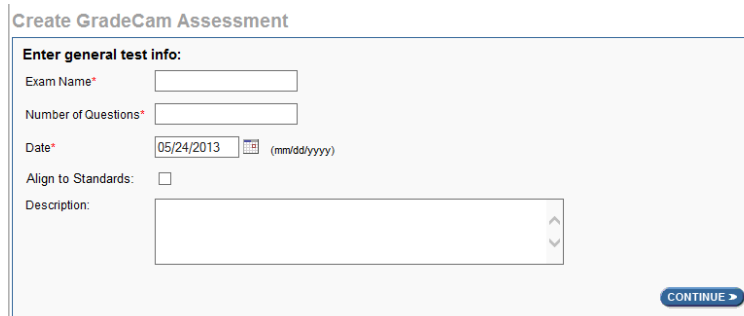
GradeCam Resources

- [Print GradeCam Answer Sheet](#)
- [Create New GradeCam Assessment](#)
- [Resolve and Align Existing GradeCam Test](#)

Note: You must be logged in as a teacher to use GradeCam; if you are not logged in as a teacher, you will not see the GradeCam options.

Follow these steps to create a GradeCam Assessment:

1. In the *GradeCam Resources* subsection of either the *Teacher Tools* or the *Benchmark Exam* tab, click **Create New GradeCam Assessment**; the *Create GradeCam Assessment* dialog box appears (refer to the screen capture below).



Create GradeCam Assessment

Enter general test info:

Exam Name*

Number of Questions*

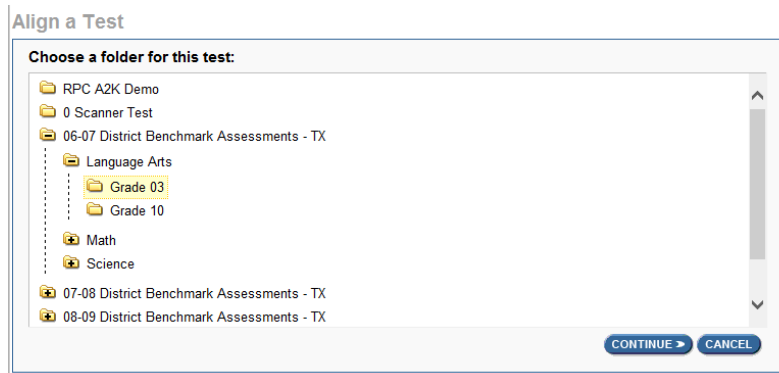
Date* (mm/dd/yyyy)

Align to Standards:

Description:

CONTINUE >

Enter the general test information, and then click the **Continue** button. If you checked the *Align to Standards* box, the *Align a Test* dialog box appears (refer to the screen capture below). If the user does not click the *Align to Standards* checkbox, skip to step 8.



Align a Test

Choose a folder for this test:

- RPC A2K Demo
- 0 Scanner Test
- 06-07 District Benchmark Assessments - TX
 - Language Arts
 - Grade 03
 - Grade 10
 - Math
 - Science
- 07-08 District Benchmark Assessments - TX
- 08-09 District Benchmark Assessments - TX

CONTINUE > **CANCEL**

- Navigate to the appropriate standards folders and select the standards using the dropdown menus, then click the **Continue** button. The dialog box reflects your entries and selections, and provides Properties checkboxes for options.

Align a Test

Enter general test info:

Exam Name: (required)

Administration Date: (required)
(e.g. June 2004)

Description:

Standards Group:

Properties:

- Allow this test to be copied
- Show overall performance on reports

CONTINUE >

- Review the entries and the *Properties* options, then click the **Continue** button. A *Choose standards category* dialog box is presented, with dropdown selection options (refer to the screen capture below).

Align a Test - test-test1

Choose standards category:

Group:

Subject:

Course/Grade:

- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- English Language Arts and Reading Reading

CONTINUE >

- Choose the appropriate selections and click the **Continue** button; the *Choose Specific Standards* dropdown then appears (refer to the screen capture below).

test-test1

Choose specific standards:

CONTINUE >

- Listening/speaking**
 - 1 - Listening/speaking/purposes.** The student listens actively and purposefully in a variety of settings. The student is expected to:
 - A - determine the purposes for listening such as to gain information, to solve problems, or to enjoy and appreciate (4-8);
 - B - eliminate barriers to effective listening (4-8);
 - C - understand the major ideas and supporting evidence in spoken messages (4-8); and
 - D - listen to learn by taking notes, organizing, and summarizing spoken ideas (6-8).
 - 2 - Listening/speaking/critical listening.** The student listens critically to analyze and evaluate a speaker's message(s). The student is expected to:
 - A - interpret speakers' messages (both verbal and nonverbal), purposes, and perspectives (4-8);
 - B - analyze a speaker's persuasive techniques and credibility (7-8);

- Select the specific standards and click the Continue button; a confirmation message appears (refer to the screen capture below).

Align a Test - test-test1

Standard chosen for this test:

- TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F

- Review the confirmation and either click **Add More Standards**, or click the **Continue** button. The *Start a section* dialog box appears (refer to the screen capture below).

Align a Test - test-test1

Start a section:

Section name:

of questions:

Question type:

 Multiple Choice - with possible choices per question

 Short Answer

 Long Answer - graded on a

Questions for which partial credit is allowed.

 Show the user's answers on answer sheets

Default value per question: points

Note: You can change the point values for individual questions later.

Answer sheet layout:

 Include this section on the student answer sheet

 Create a teacher score sheet for this section

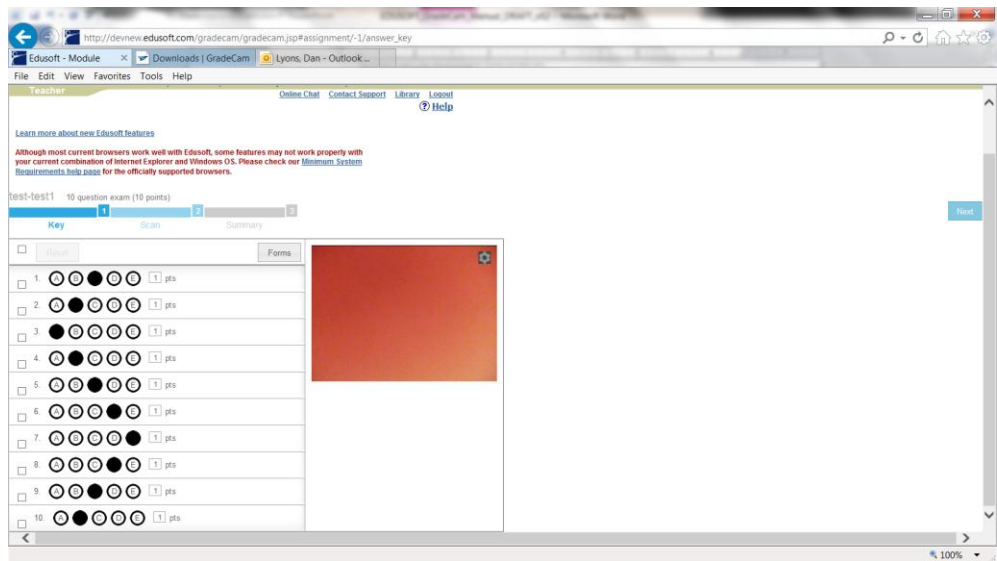
- Default values are entered for the *Section Name*, and values for the number of questions has already been determined, as well as the question type. Select the number of possible choices, and the default value for each question, and then click the **Continue** button. The dialog box displays the list of questions in the section, the standards with which the questions are aligned (or dropdown selection menus), and the possible correct answers for the assessment.

Align Questions - test-test1

Align each question to a standard by making a selection from the drop down lists. All questions must be aligned in order to proceed. The answer keys may be entered here or entered/scanned in later.

Section 1 - Multiple Choice		Add More Standards	
Question	Standard	Answer	Points
1	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
2	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
3	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
4	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
5	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
6	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
7	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
8	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
9	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>
10	TEKS--English Language Arts and Reading (1998)--Grade 7--Writing--16 F	<input type="text" value="a"/> <input type="text" value="b"/> <input type="text" value="c"/> <input type="text" value="d"/> <input type="text" value="e"/>	<input type="text" value="1"/>


- Enter the correct answer for each of the questions, and then click the **Continue** button. The Assessment (or, answer sheet) is displayed for review (refer to the screen capture below).



9. At this point, clicking the Step 2: Scan bar in the graphic (or, the Next box on the right-hand edge of the screen) will display the Student List. Scanning of the students' test answer sheets can begin immediately.

Print GradeCam Answer Sheet

In Edusoft, the *Print GradeCam Answer Sheet* link is available on both the *Teacher Tools* tab and the *Benchmark Exam* tab, in the GradeCam Resources subsection (refer to the screen capture below).

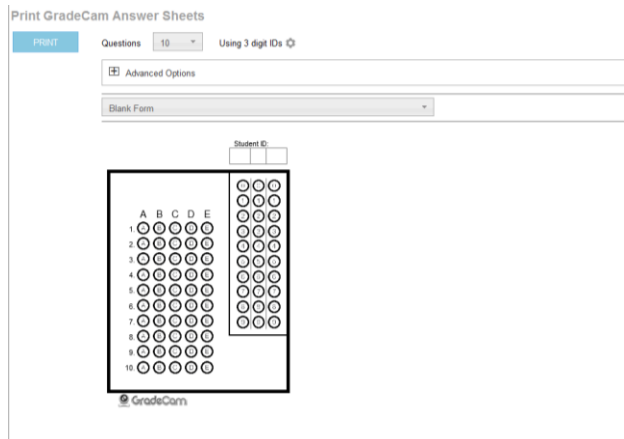



GradeCam Resources

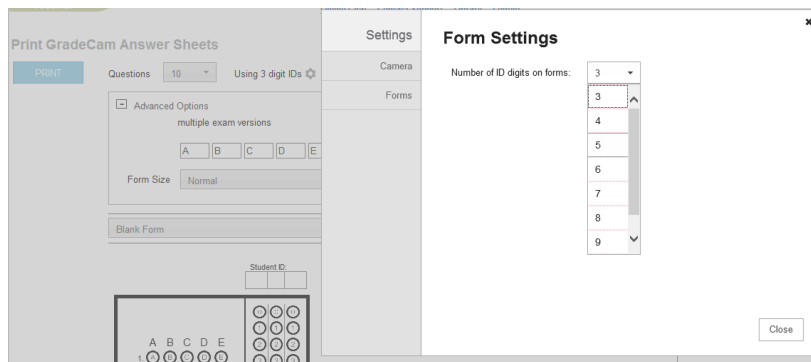
- [Print GradeCam Answer Sheet](#)
- [Create New GradeCam Assessment](#)
- [Resolve and Align Existing GradeCam Test](#)

The Print GradeCam Answer Sheet feature can be used to print a single GradeCam answer sheet (to create an answer key), or answer sheets for an entire class of students (to administer the test).

1. Click the *Print GradeCam Answer Sheet* link; the *Print GradeCam Answer Sheets* dialog box appears (refer to the screen capture below).




2. Select the number of questions using the dropdown menu.
3. To modify the number of student ID digits for the form, click the  icon to display the *Form Settings* dialog box (refer to the screen capture below).



4. Click the “+” box to open the *Advanced Options* dialog box. Options are available to:
 - a. Create alternating answer choices “Odd” and “Even” rows.
 - b. Change the font size.
5. Choose to either print a blank form (to create an answer key), or to print blank answer sheets for the class. To print answer sheets with pre-filled student names and IDs, from the dropdown menu, select a class.
6. Click the **Print** button to print your selection.

Resolve and Align a GradeCam Assessment

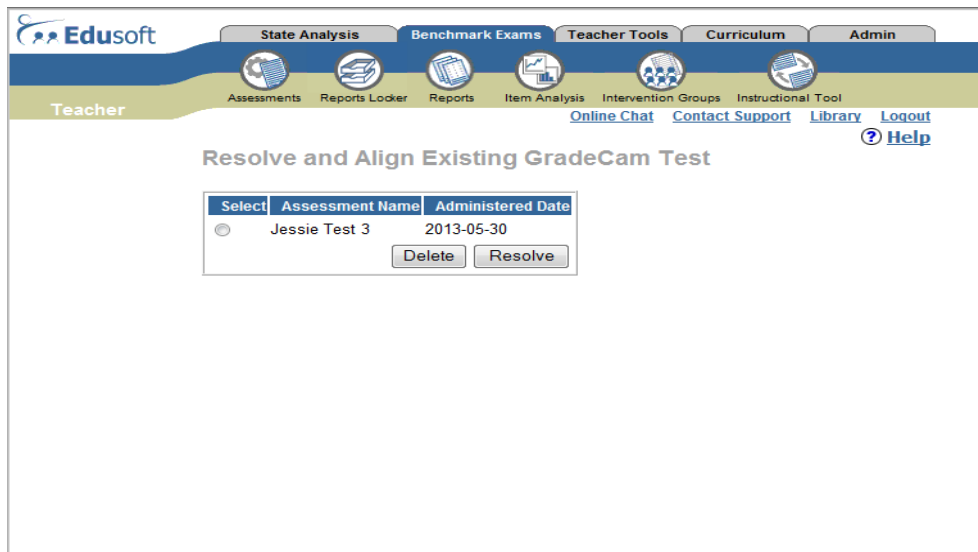
In Edusoft, the *Resolve and Align a GradeCam Assessment* link is available on both the *Teacher Tools* tab and the *Benchmark Exam* tab, in the *GradeCam Resources* subsection (refer to the screen capture below).



GradeCam Resources

- [Print GradeCam Answer Sheet](#)
- [Create New GradeCam Assessment](#)
- [Resolve and Align Existing GradeCam Test](#)

1. Click on Either the Teacher Tools or Benchmark Tab
2. Click on the Resolve and Align Existing GradeCam Test. You will see all unresolved GradeCam Test that you have scanned in within the last 72 hours. (refer to the screen capture below)



Select	Assessment Name	Administered Date
<input type="radio"/>	Jessie Test 3	2013-05-30

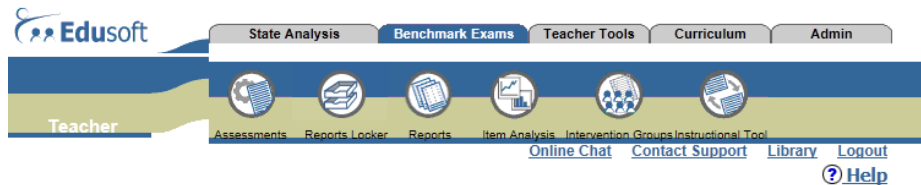
Delete Resolve

3. Click the radio button for the desired test, then click the Resolve Button. The user will then need to follow steps 2-7 listed in the “Creating a GradeCam Assessment” section of this manual, to resolve and align an assessment by assigning standards to the questions. **Note:** Users cannot change the default point value for each question while resolving and aligning a GradeCam Assessment. The user must resolve and align the assessment first, then they can go in and edit the point value for each question through the standard Edusoft Edit Assessment flow.

Administering an Assessment with GradeCam in Edusoft

Follow these steps to Administer an assessment using GradeCam:

1. Locate and open the **Assessment** page from the Benchmark or Teacher Tools Tab and click the “View Details” button.
2. Click the **Print GC Answer Sheets Button** from the Test Details Page (refer to the screen capture below)



Test Details

< [Back](#) to the Assessments locker

Test

None

5 Questions:

- 5 Multiple choice
- 0 Short answer
- 0 Long answer - point scale
- 0 Long answer - weighted rubric

[View Question Details](#)

[View Participation Report](#)

Students with scores: 1

Standards Covered:

- [COAF--Reading \(2004\) Standard 1](#)
- [COAF--Reading \(2004\)--Grade 3--1 Framework Statement 1.a](#)
- [COAF--Reading \(2004\)--Grade 3--1 Framework Statement 1.b](#)

Performance Bands:

[View Details](#) [Create New Bands](#) [Add Question Groups](#)

Overall Performance: 4 bands

Per Standard: 3 standards / 2 bands each

Question Groups: 0 groups

Properties:

- Test can be copied
- Show overall performance on reports

Created by:
Yasmin Garza

May 2013

Private
[Make Public](#)

Visible

[PRINT ANSWER SHEETS](#)

[PRINT GC ANSWER SHEETS](#)

[SCAN GC ANSWER SHEETS](#)

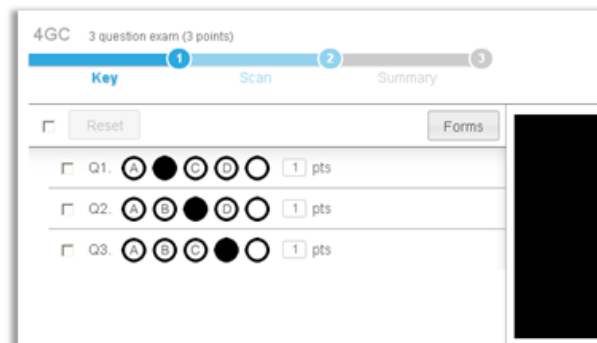
[PRINT LABELS](#)

[EDIT](#)

[COPY](#)

[UPLOAD TEST](#)

The answer key and scan window is displayed (refer to the screen capture below).



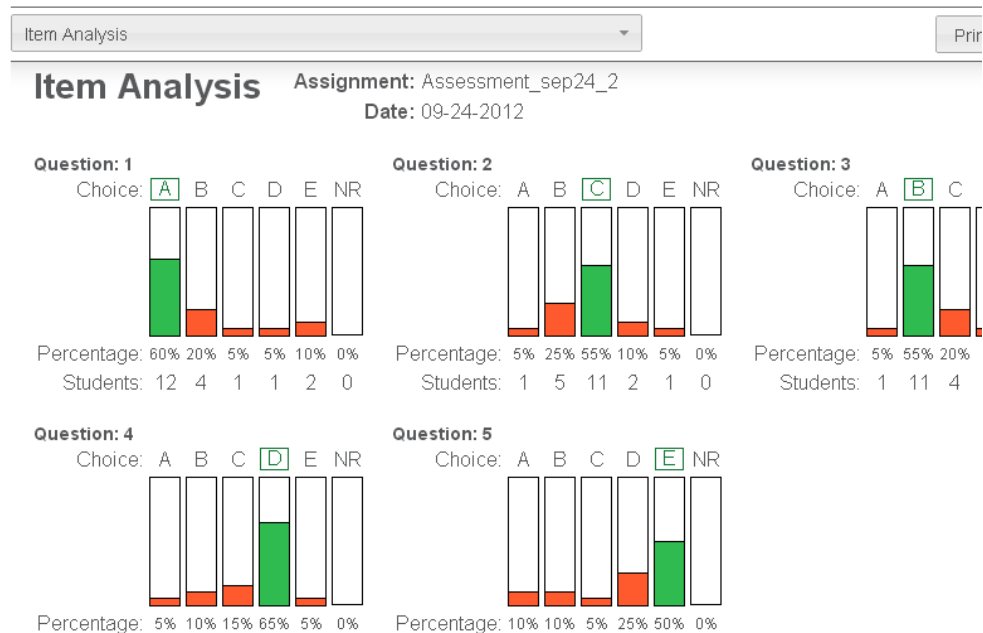
- In the upper-right corner of the answer key, click the **Forms** box (refer to the screen capture below).



- In the dialog box which appears, choose a class for which to print answer sheets; optionally, select the sheets to be pre-populated with the student name and ID.
- Click **Print**, and then close the print window to return to the answer sheet.
- Click **Scan** (refer to the screen capture below); the student list is displayed.



- From the dropdown list, select the class.
- Place the first student answer sheet in the camera view, and wait for the confirmation tone; continue scanning answer sheets until the class is complete.
- When you have completed scanning, click **Next** or **Summary**. The GradeCam *Item Analysis* report is displayed, summarizing how students responded to each question (refer to the screen capture below).



- Click **Done**.
The scanned results will be reflected in the *Edusoft Application*.

Editing a GradeCam Assessment

You can edit an assessment created in GradeCam or one that has been enabled for GradeCam. The Standard Edusoft Assessment Editing rules will apply

Note: not all fields can be edited.

Changes you cannot make:

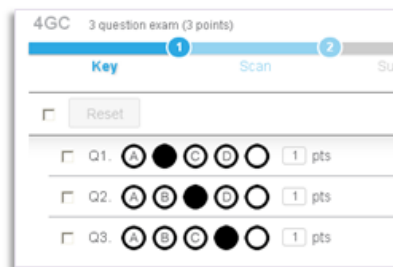
- Add sections.
- Add questions or change the question type, or label.
- Delete questions.
- Move questions.

Follow these steps to edit the assessment:

1. Search for and open the assessment overview.
Select **Edit Assessment**; the *Edit Answer Sheet Assessment* page opens.
2. Make the desired changes.
3. Click **Save Changes**.
The answer key and point values can be edited in GradeCam.

Follow these steps to edit the answer key or "point value"

1. From the *Assessment Overview* page, follow the link for **Assessment Options**.
Click the link **Begin scanning with GradeCam**; the GradeCam answer key is displayed (refer to the screen capture below).



2. Click the bubble to deselect the original answer choice.
3. Click the bubble to select the new answer choice.
4. Type in the new point value (if desired).
5. Click **Next**.

Editing an Incorrect Answer Selection

You can edit an incorrect answer selection in an answer key after scanning your student responses.

Update and then re-scan the answer key to change incorrect answer(s); the new answer selections will override the earlier answer choices. The students' raw score and percentage-correct values will also be updated, reflecting the answer key rescan.

The assessment will be scored based on the updated and re-scanned answer key (and the number of points assigned per question).

Using GradeCam to Enter Scores into an Electronic Gradebook

GradeCam will transfer scores for the student answer sheets you have scanned into your electronic gradebook.

Follow these steps to transfer scores from GradeCam to your gradebook:

1. Open your gradebook and create an assignment.
2. In your gradebook. Position your cursor at the top of the assignment column in the cell where you would enter a score for the first student listed in your gradebook.
3. Press **F8** on the keyboard.
4. GradeCam will enter scores for the students whose tests you have scanned.

If you need to change GradeCam's defaults, navigate to *Admin Tab*, then click on the *Gradebook Settings Link* under *GradeCam Settings*.

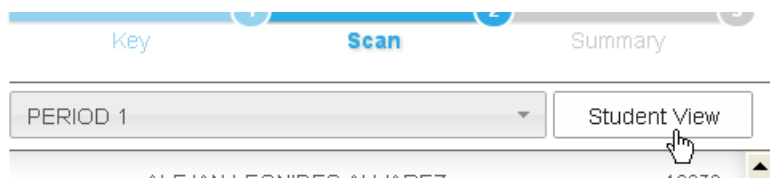
GradeCam Student View

Selecting *Student View* allows students to scan their own answer documents.

Note: Selecting *Student View* displays the student scoresheet within the Edusoft application. While students are reviewing their own answer documents, ensure they don't click *Edusoft* navigation features, and after they review their own performance, they then walk away, rather than linger to view other students' performance.

Follow these steps to use *Student View*.

1. In the *Scan* window, click the *Student View* box (refer to the screen capture below).



2. Have the student place his/her document in the camera viewing area.
3. Tell the students to wait to hear a confirmation sound, indicating that the assessment has scanned. After scanning the answer document, each student can view the number of questions he/she answered correctly, as well as the number missed, and the percentage correct.
4. To exit *Student View*, press the *Escape* key on the keyboard.