

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 cursor 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.