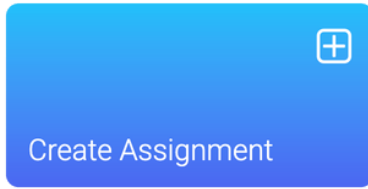


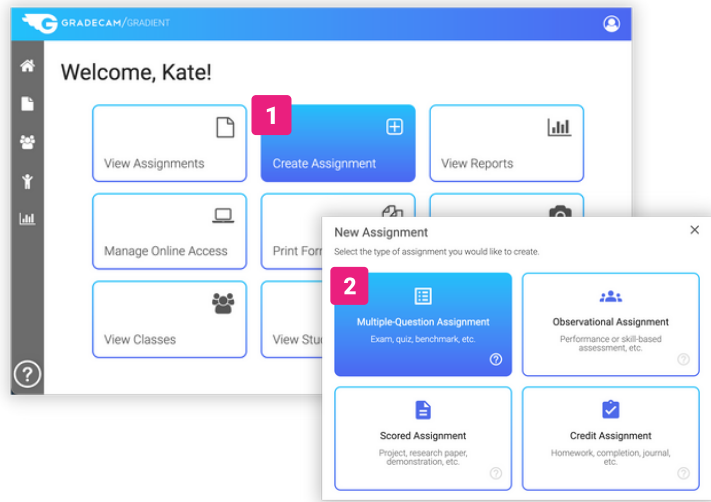
Create a Multiple-Question Assignment



Overview: Multiple-Question assignments are commonly used assignment type. These assignment keys are created and can utilize both auto-graded and rubric-scored options. Responses can be collected from scanned forms or using the online portal.

Create a New Assignment

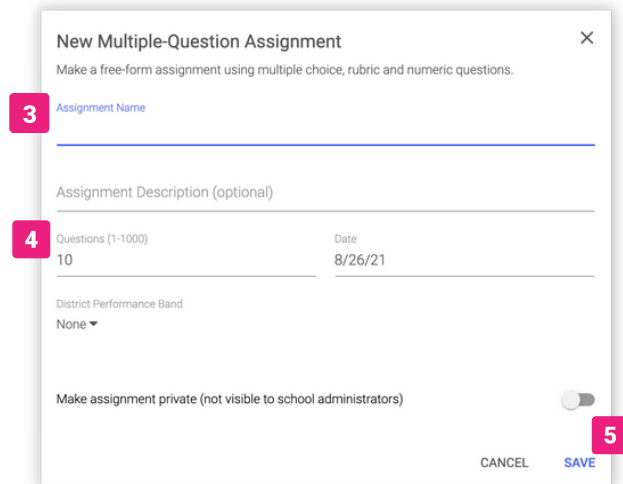
- 1 From the home page, select **Create Assignment**
- 2 Choose the **Multiple-Question Assignment** option



Assignment Details

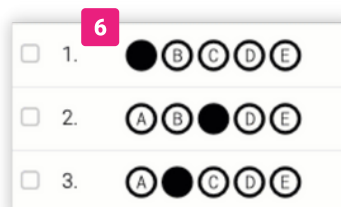
Fill in the required fields.

- 3 **Assignment Name** - Use a naming convention for easy searching. *Ex. Chap 2 - Unit 3 - US Expansion Exit Ticket*
- 4 **Questions** - Adjust the number of questions on the assignment
- 5 Click **Save**



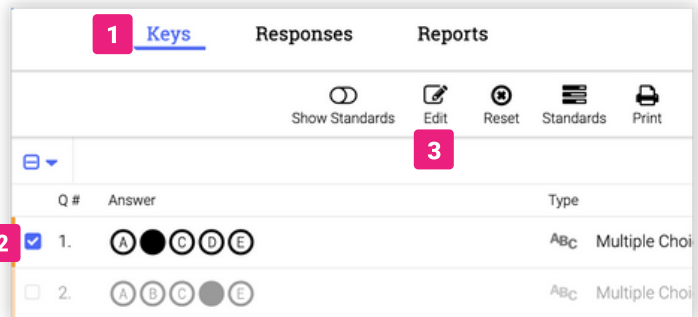
Select the Answer

- 6 Select the correct response for each question to make a key



Change the Question Type

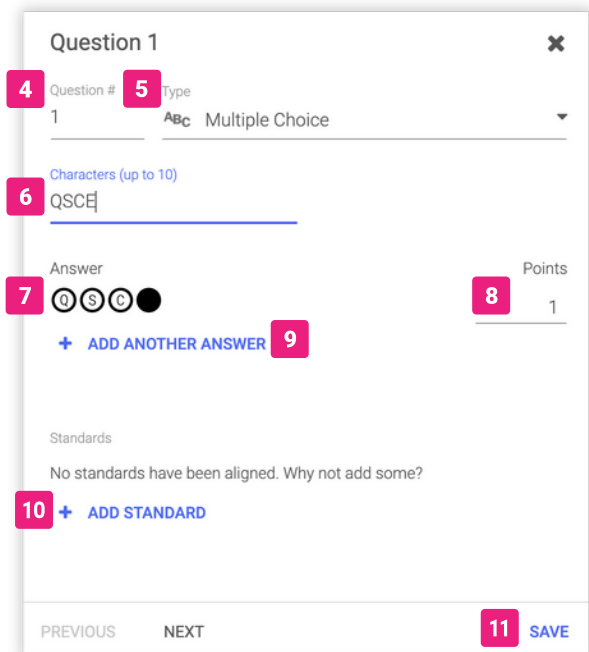
- 1 From the **Keys** tab
- 2 **Check the box** next to question
- 3 Select **Edit** from the toolbar



Question Editor

Customizable question types, answers choices, points, standards, and more.

- 4 Edit **Question Number**
- 5 Select Response **Type**
- 6 Response options customization
- 7 Select the **Answer**
- 8 **Points Value**
- 9 **Add answers** ([Partial Credit](#))
- 10 **Add Standard** to the question
- 11 Select **Save**

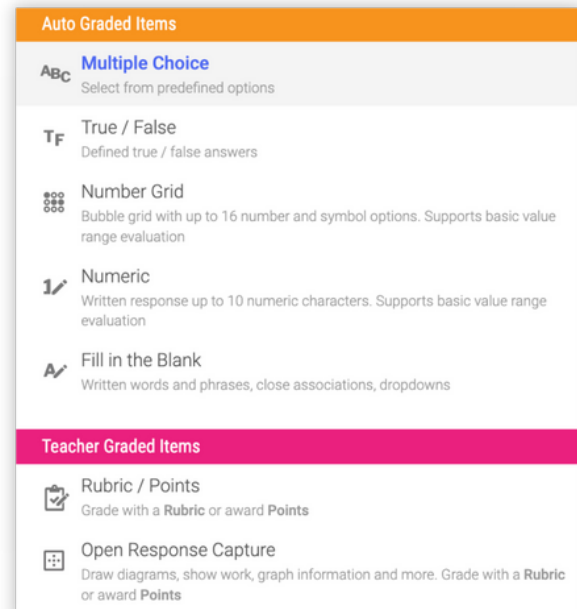


Response Types

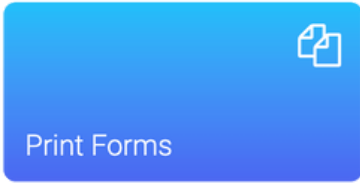
Auto Graded Items have a selected answer and will be graded upon submission.

Teacher Graded Items are graded using a rubric scale or points for an extended or performance-based task.

[Learn more about question types.](#)



Print and Scan Student Responses



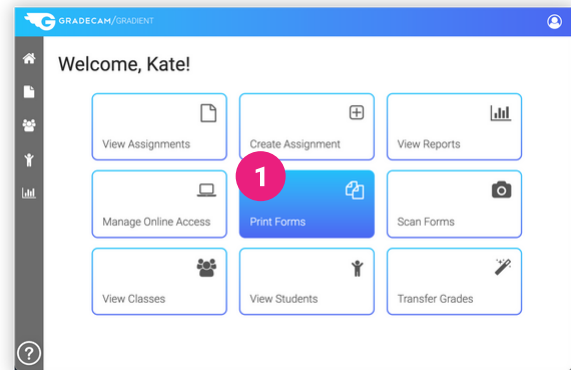
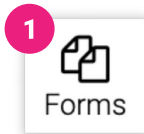
Overview: Generate and print forms for students to fill in responses for an assignment. Forms can be created as generic in order to make multiple copies or specifically assigned to students in a class.

Print Forms

- 1 From the home page, select **Print Forms**. Search for assignment.

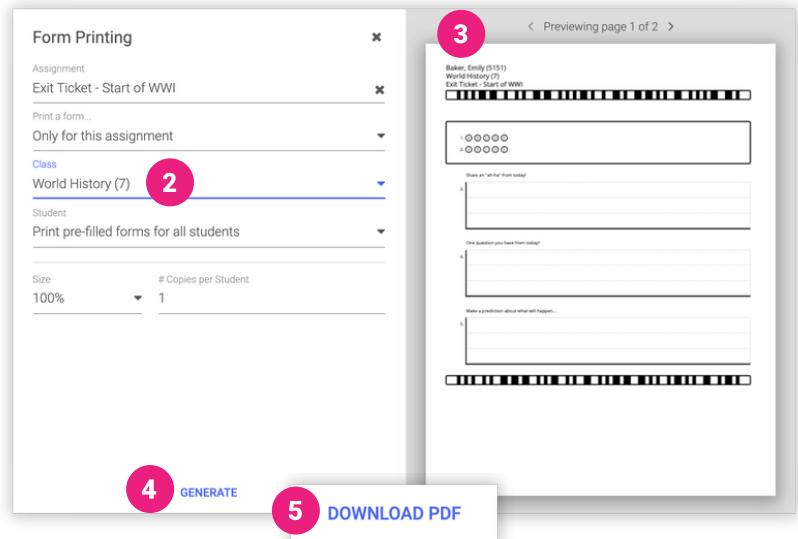
-- or --

- 1 After creating key, select **Forms** from toolbar.



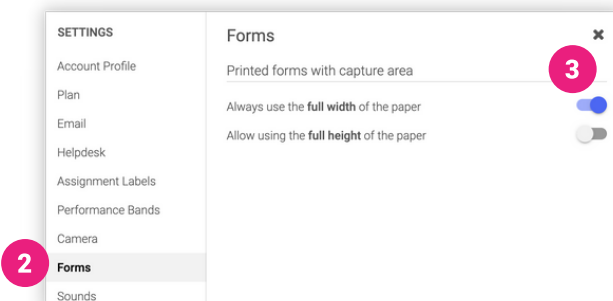
Form Printing Window

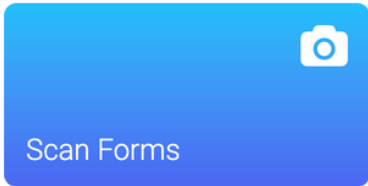
- 2 Select a specific **class** to print forms
- 3 **Preview** form setup
- 4 Click **Generate**
- 5 Click **Download PDF** and print forms



Adjust Form Settings

- 1 Select **Settings** from Profile
- 2 Select **Forms**
- 3 **Toggle** desired form settings

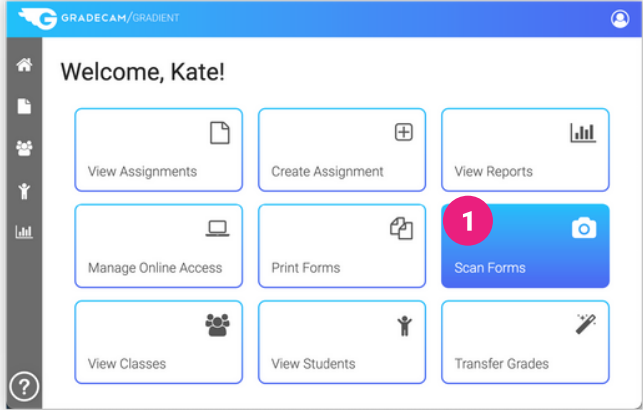




Overview: Once forms have been completed by students, they are scanned in Student or Teacher view. Auto-graded questions will be graded in order to provide immediate feedback.

Scan Forms

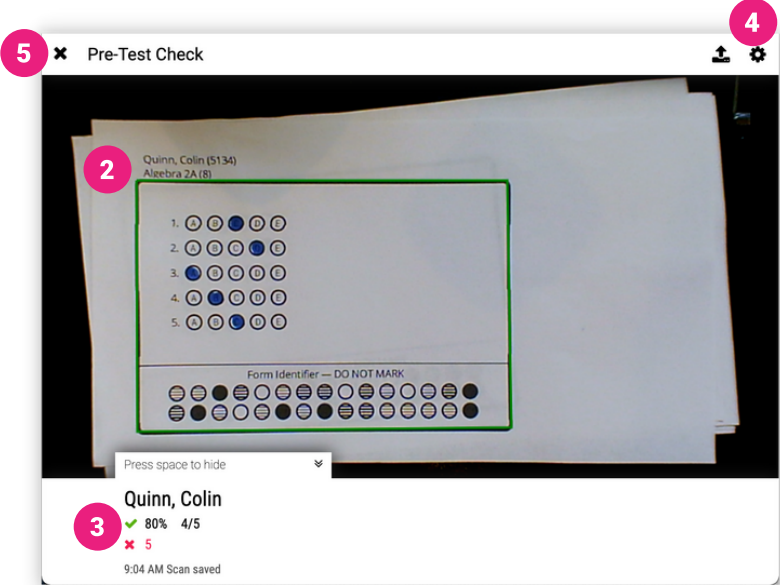
- 1 From the home page, select **Scan Forms**. Search for assignment.



Full Screen Scan (Student View)

A student can scan their forms without viewing results of others.

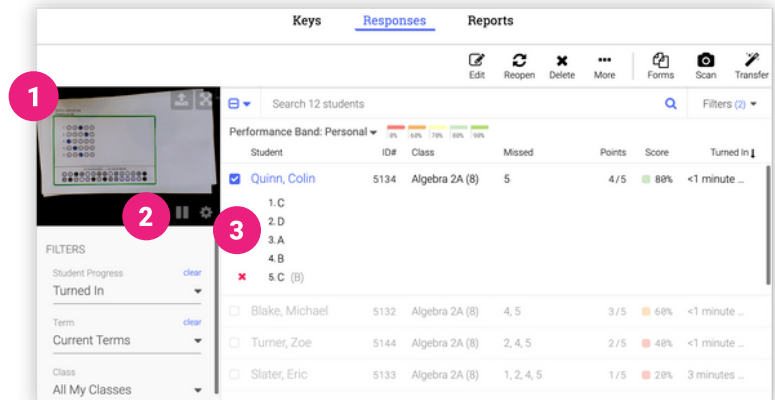
- 2 Position form in scan window till green borders appear
- 3 **Student score** displayed. Press space bar to hide
- 4 Adjust **Camera Settings** as needed
- 5 **Close** Student View to return to all assignment responses



All Assignment Responses (Teacher View)

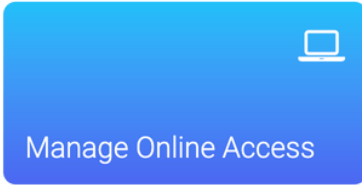
Collect and review responses for all students.

- 1 Position form in scan window till green borders appear
- 2 **Pause/Play** video
- 3 Student response details



QUICK START GUIDE

Add Online Access to Assignments



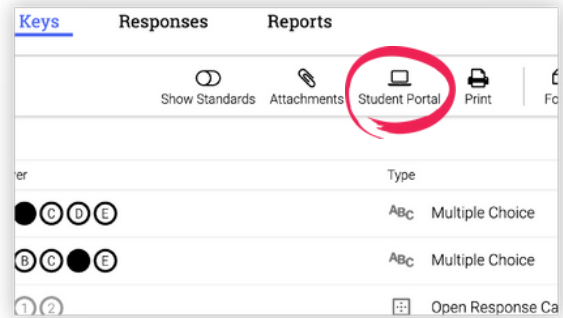
Overview: After an assignment has been created, the assignment will be published to Student Portal to provide online access for classes and/or individual students with the chosen settings.

Prepare Assignment for Student Portal

Login to your account at app.gradecam.com.

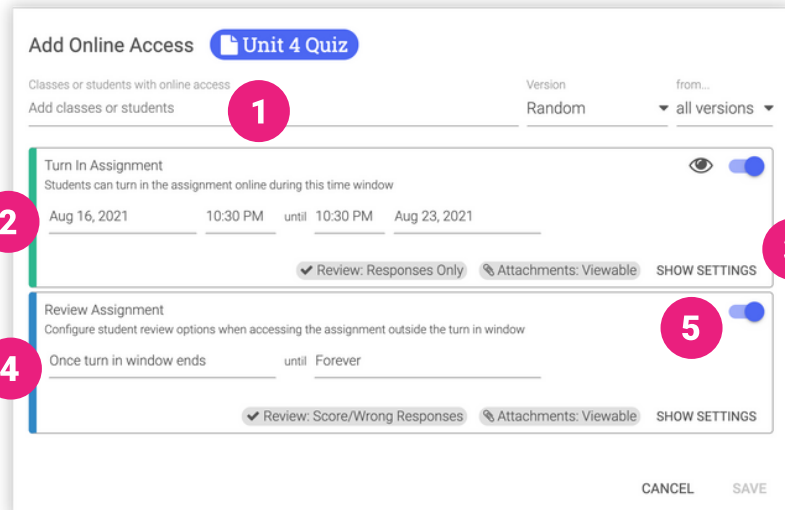
Create a new assignment or select an existing assignment.

Select Student Portal from the toolbar to manage online access.



Edit Online Settings for an Assignment

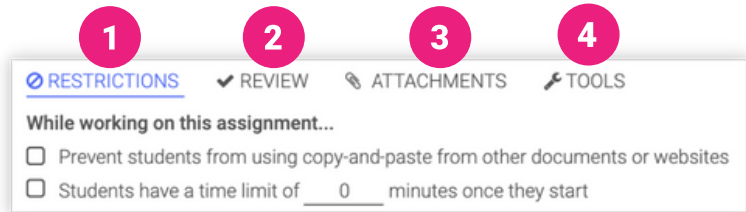
- 1 Type class(es) or specific students
- 2 **Assignment Availability Window** - Adjust the date and time range for students to complete the assignment.
- 3 **Show Settings** - Customize options for students while completing the assignment and during review.
- 4 **Review Assignment Window** - Adjust the time and settings for students during review.
- 5 **Toggle to Disable** all settings for the Turn In or Review window.



Show Settings Options

Turn In settings are used during assignment availability window.

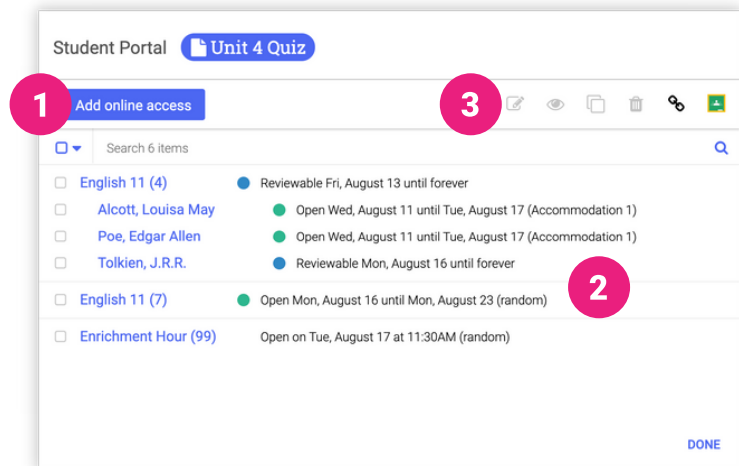
Review settings are used after end of Turn In window timeframe.



- 1 **Restrictions** while completing assignment (Turn In window only)
- 2 **Review** options for responses visibility after assignment is turned in
- 3 **Attachments** options while completing assignment and after it is turned in
- 4 **Tools** available while completing assignment (Turn In window only)

Online Access List

- 1 **Add Online Access** for additional class(es) or student(s)
- 2 **Current classes/students** with published online access to the assignment
- 3 **Actions** for published assignments. *Check the box next to class/student.*



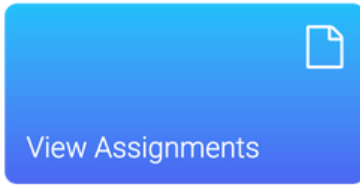
Online Access Actions

- 1 **Edit** online access settings selected class/student.
- 2 **Preview** selected assignment as a student.
- 3 **Clone** online access settings of selected class/student to additional class/student.
- 4 **Remove** online access for selected class/student.
- 5 **Copy** the assignment link to post in other services.
- 6 **Share to Google** to post assignment in connect Google Classroom.



***Note:** Preview the teacher experience for [Canvas](#) and [Schoolology](#).

Monitor and Review Online Responses



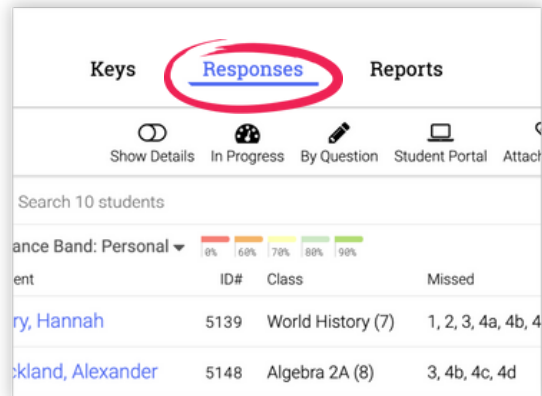
Overview: After an assignment has been published to the Student Portal, monitor in progress activity and review student responses.

Review Student Responses

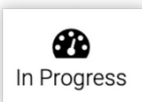
Login to your account at app.gradecam.com.

Locate an assignment that has been published to the student portal.

Select the Responses tab to view student responses.



View In Progress



Select **In Progress** from the toolbar to see assignments that been started but not turned in.

1 **Show Details** to expand responses for each student

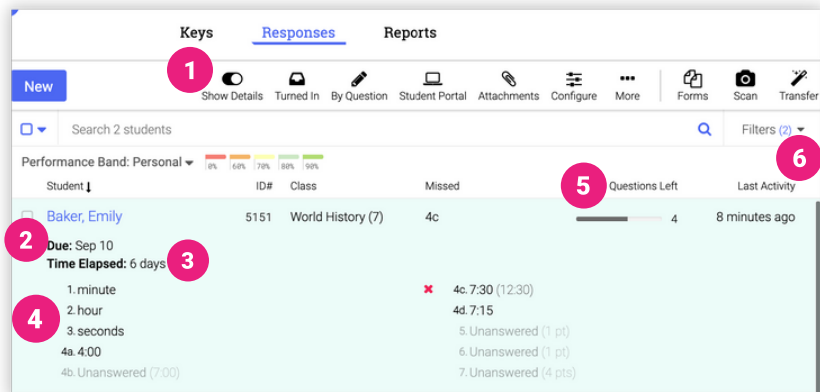
2 **Assignment Due Date**

3 **Time Elapsed** since student started the assignment

4 **Current responses entered** by student

5 **Number of Questions Left** to answer

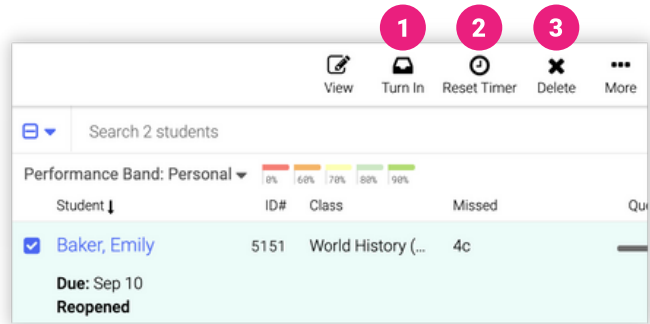
6 **Time since Last Activity** by the student



Options for In Progress Assignments Online

Check the box next to the student(s) for additional options.

- 1 **Turn In** assignment for selected student(s)
- 2 **Reset Timer** for assignment (only if a timer has been added)
- 3 **Delete** current student assignment



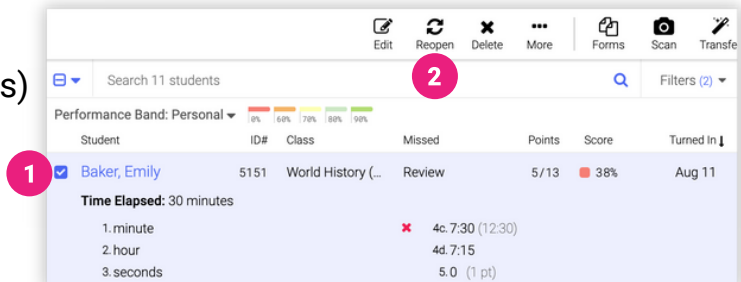
Reopen Online Assignments



Select **Turn In** from the toolbar to see assignments that been turned in.

- 1 Check the box next to the student(s)
- 2 Select **Reopen** from the toolbar

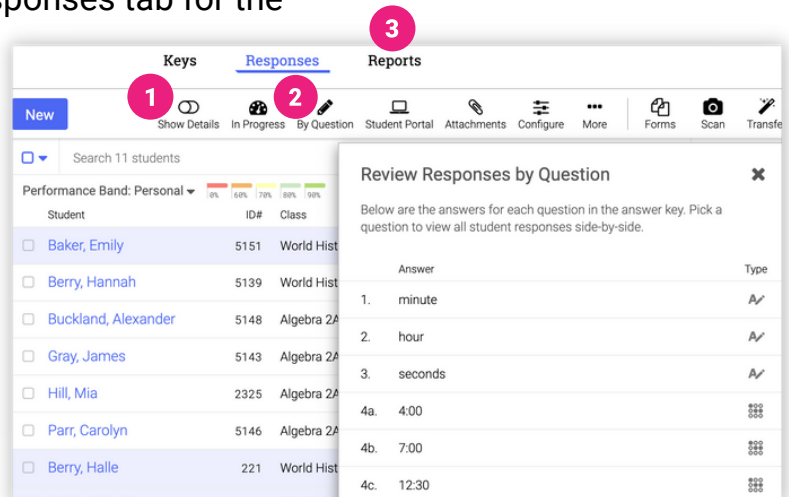
***Note:** You may have to [edit the Turn In window](#).



Review Student Responses

All student responses, both scanned and online submissions, are collected together in the Responses tab for the assignment.

- 1 **Show Details** to expand responses for each student
- 2 Review all responses **By Question**
- 3 View **Reports** to review student learning data



Getting Logged In & Online Navigation

Student Login

Website

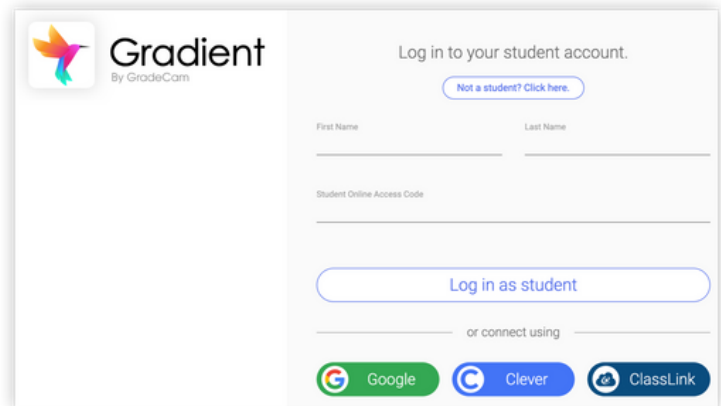
Student account login using a browser at app.gradecam.com/studentLogin.

Student Access Code

Access code is required for Gradient only login or to authenticate with your Google account.

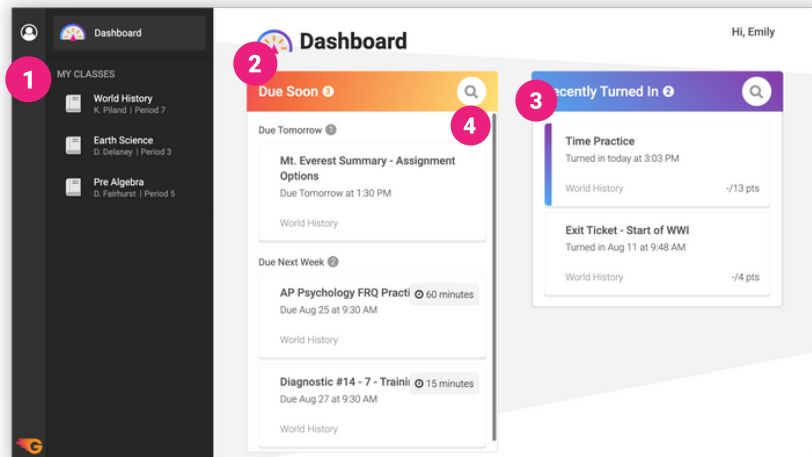
Single Sign-On Service

Authenticate using Clever or ClassLink.



Student Portal Dashboard

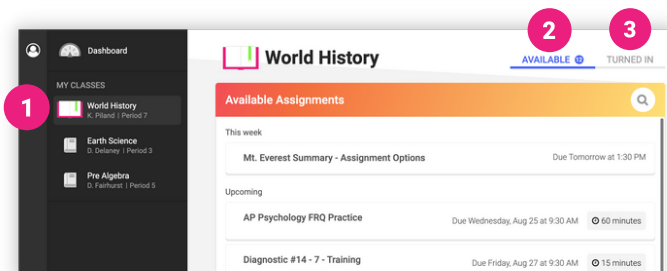
- 1 Classes** - List of classes with assignments
- 2 Due Soon** - Available assignments due within two weeks*
- 3 Recently Turned In** - Assignments submitted recently*
- 4 Search** listed assignments



**Note: Visible data and assignments vary by teacher set permissions.*

Assignments for a Specific Class

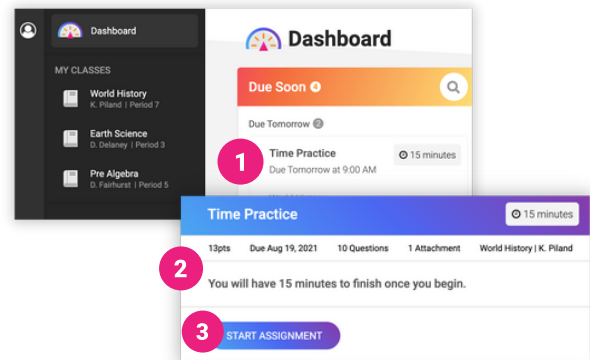
- 1** Select Class from left sidebar
- 2 AVAILABLE** tab to view all available assignments for the selected class
- 3 TURNED IN** to view all submitted assignments available for review



Complete an Assignment Online

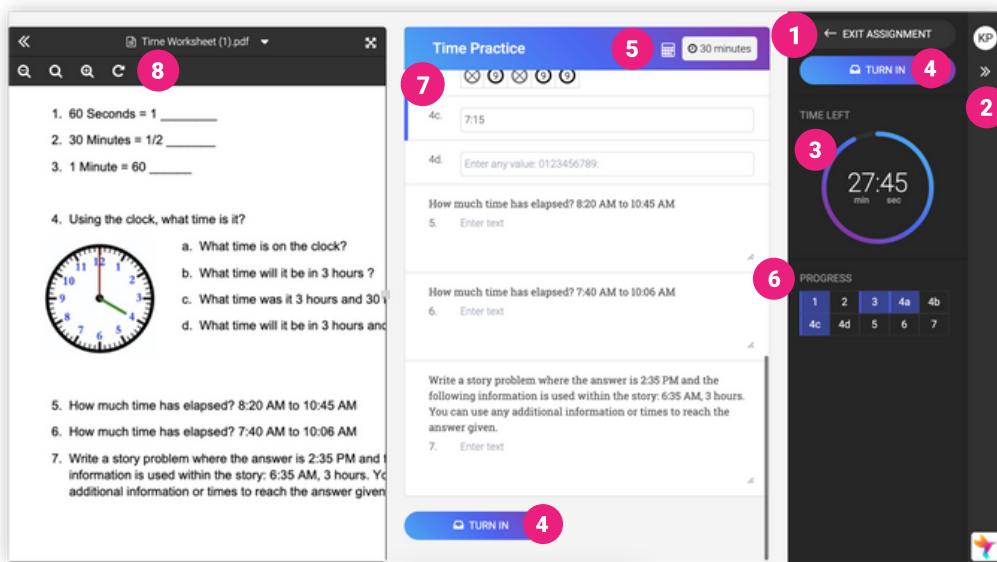
Start Assignment

- 1 Locate and select the assignment in **Due Soon** section on the Dashboard
- 2 Assignment Details
- 3 Select **Start Assignment**



Assignment Window Overview

- 1 Return to Dashboard*
- 2 Collapse sidebar
- 3 Timer (if applied)
- 4 Turn In assignment
- 5 Tools (if applied)
- 6 Progress Bar (jump to question)
- 7 Answer Area
- 8 Attachment View Controls

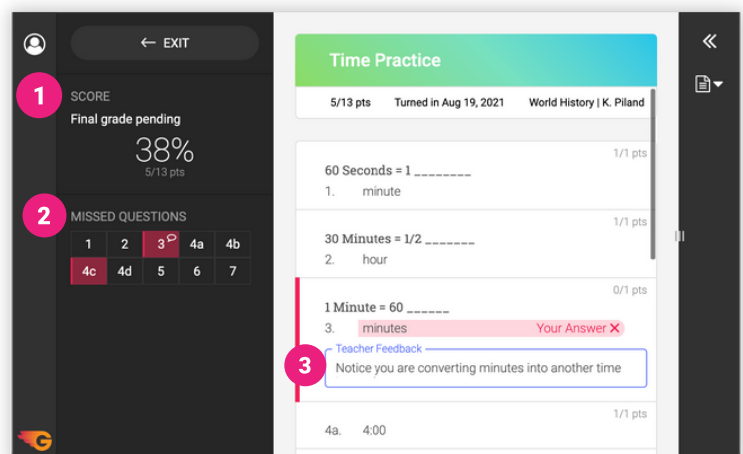


***Note:** If you exit the assignment without Turning In, responses are saved but not submitted for grading.

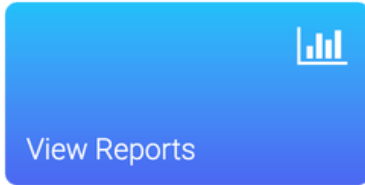
Review Turned In Assignment

- 1 **Score** - Grade is pending if items need to be reviewed
- 2 **Missed Questions** highlight in red
- 3 **Teacher Feedback** (if applicable)

Note: Review information displayed depends on assignment settings from the teacher.



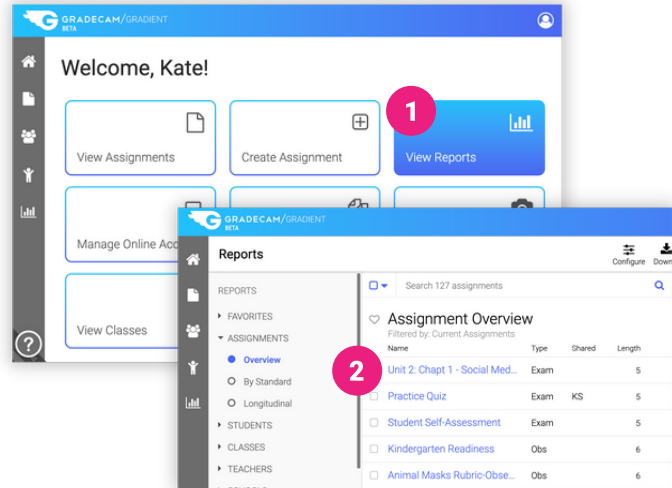
Data Reports and Analysis



Overview: After collecting assignment responses from students, immediately review meaningful and flexible data reports.

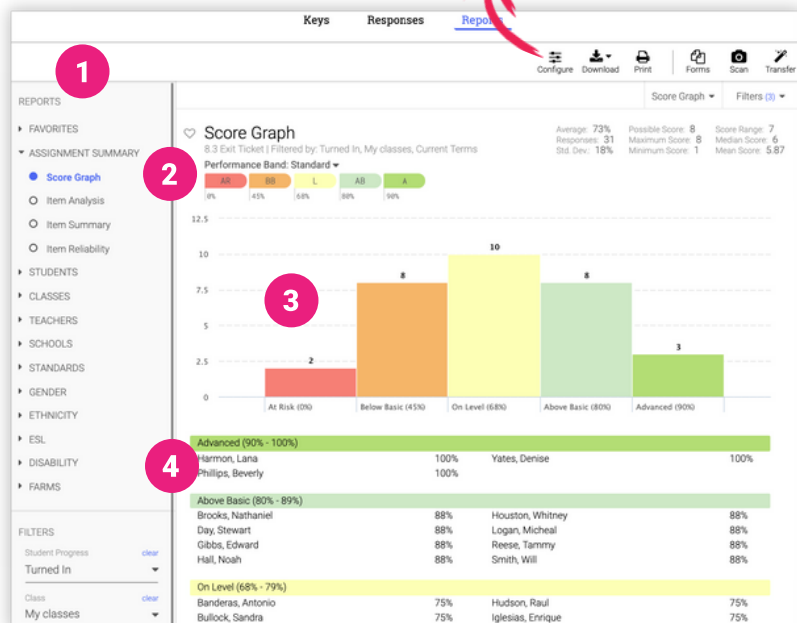
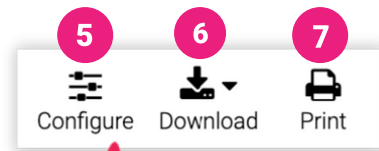
Viewing Reports

- 1 From the home page, select View Reports.
- 2 Select the assignment to review assignment specific data.



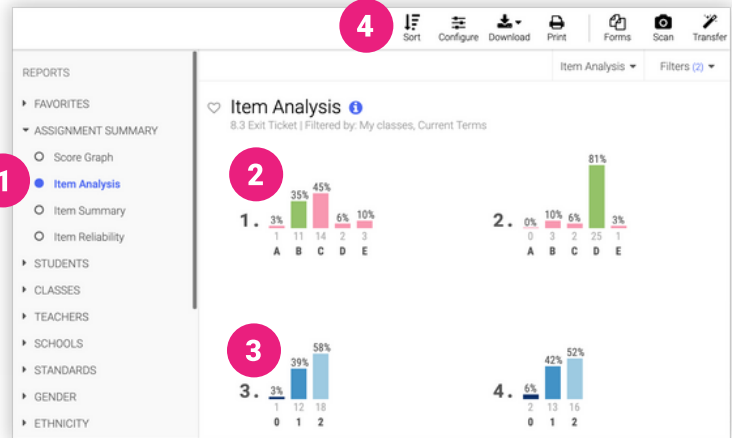
Assignment Score Graph

- 1 Sidebar navigation for reports
- 2 Adjust the **Performance Band**
*A Gradient System Admin can [customize district grading scales](#).
- 3 Scores displayed using assigned performance band
- 4 Students per performance level
*Hide student names using **Configure**.
- 5 **Configure** settings to display and download reports
- 6 **Download** report data for use in other programs
- 7 **Print** report visualizations



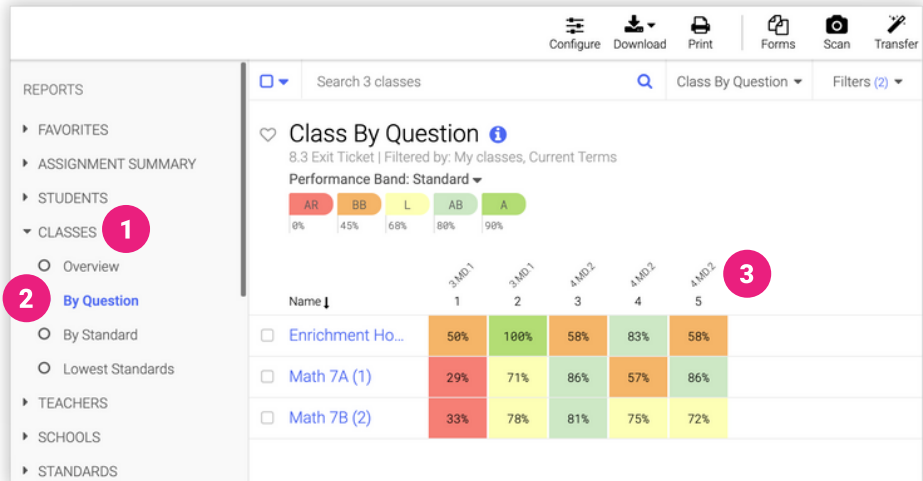
Item Analysis Report

- 1 Select **Item Analysis** from Reports list in sidebar
- 2 Auto-graded responses with the correct answer (Ex. MC, Fill in Blank, Numeric, etc)
- 3 Performance tasks using points or rubric scale (Ex. Rubric, Open Response)
- 4 **Sort** answers by most responses

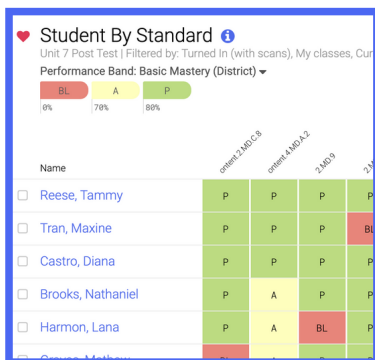


Class By Question Report

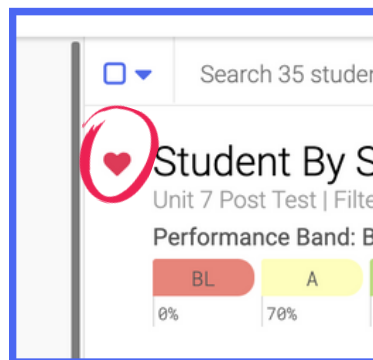
- 1 Select **Classes**
- 2 Select **By Question**
- 3 **Configure** to show Standards in header if they have been added to the questions



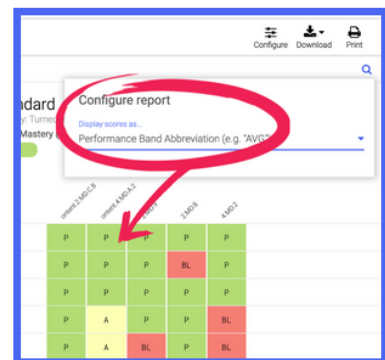
Report Tips and Tricks



Add **Standards** to questions, even after collecting responses.

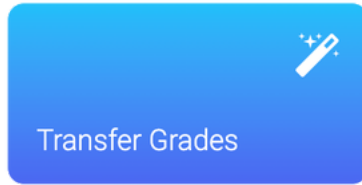


Favorite reports that are used often.



Configure reports to display performance band abbreviations.

Transfer Grades to Gradebook



Overview: After collecting assignment responses from students, easily transfer grades to your digital gradebook.

See the Help Center for more details on [Grade Transfer options](#).

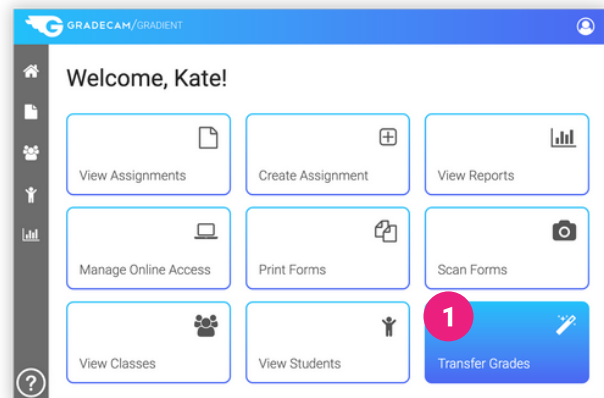
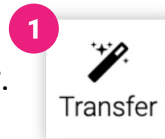
Transfer Grades

Note: For best results, we recommend using Chrome or Firefox on Windows or Mac.

- 1 From the home page, select **Transfer Grades**. Search for assignment.

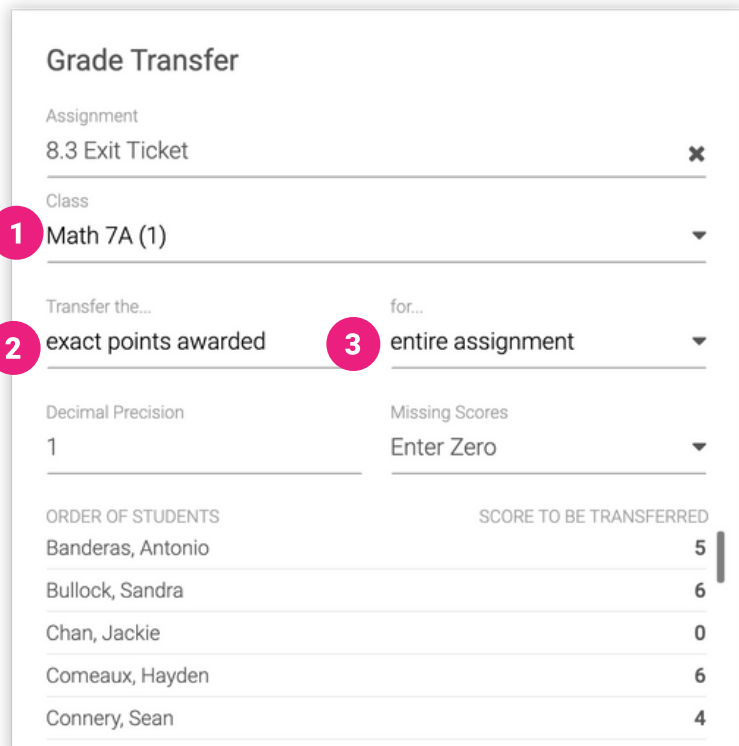
-- or --

- 1 After collecting responses, select **Transfer** from toolbar.



Grade Transfer Window

- 1 Select the **Class** to transfer
- 2 Transfer options:
 - **Exact Points Awarded** - Actual number of points earned out of total points possible
 - **Percent Points Awarded** - Converts points earned to percentage out of set max points
 - **Performance Band Abbreviation** - Enters abbreviation from the Performance Band (Ex. AB for above average)
- 3 Select to **transfer for entire assignment or specific standard***
**Note: Standards must be added to questions.*

A screenshot of the "Grade Transfer" window. It shows the following fields:

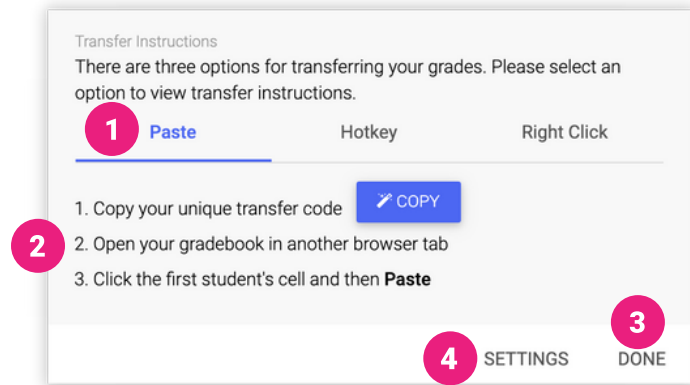
- Assignment: 8.3 Exit Ticket
- Class: Math 7A (1)
- Transfer the...: exact points awarded
- for...: entire assignment
- Decimal Precision: 1
- Missing Scores: Enter Zero

Below these fields is a table with two columns: "ORDER OF STUDENTS" and "SCORE TO BE TRANSFERRED".

ORDER OF STUDENTS	SCORE TO BE TRANSFERRED
Banderas, Antonio	5
Bullock, Sandra	6
Chan, Jackie	0
Comeaux, Hayden	6
Connery, Sean	4

Pick a Transfer Method

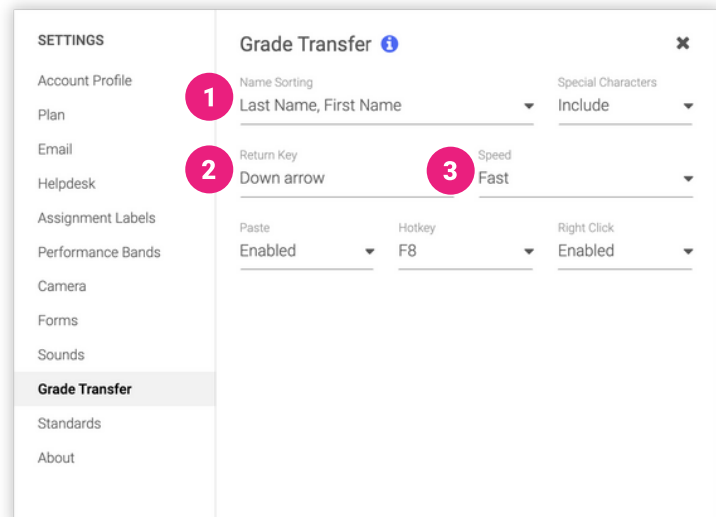
- 1 Select one of the three methods for transferring grades
- 2 Follow directions provided for that method
- 3 Select **Done**
- 4 Adjust transfer **Settings**



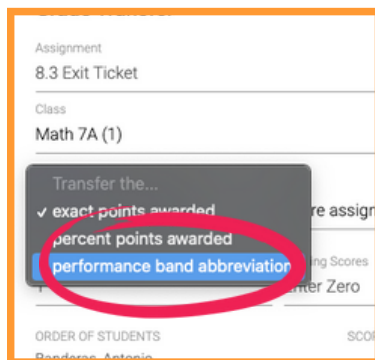
Transfer Settings - Troubleshooting

If grades are not being transferred properly you can adjust the Settings to match how your unique grade book will input the grades.

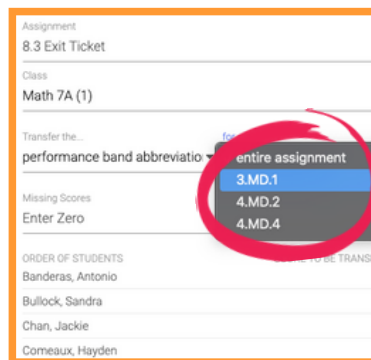
- 1 **Name Sorting** - Ensure the order matches how names are listed in your grade book.
- 2 **Return Key** - Change to a setting that will properly input the scores. *Return twice is a good option to try.*
- 3 **Speed** - Adjusting to a slower speed will often correct errors.



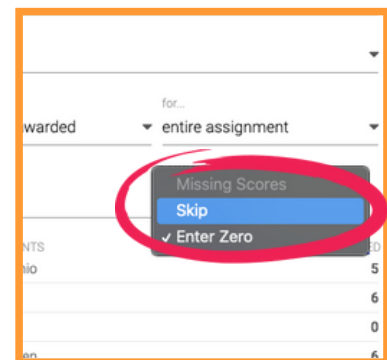
Grade Transfer Tips and Tricks



Transfer the custom **performance band abbreviations**.



Transfer **scores per standard** for Standards-Based grading.



Adjust to **skip or enter zero** for missing student scores.