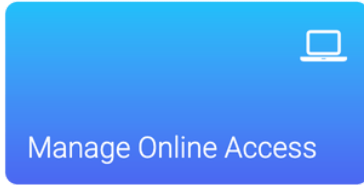


## Add Online Access to Assignments



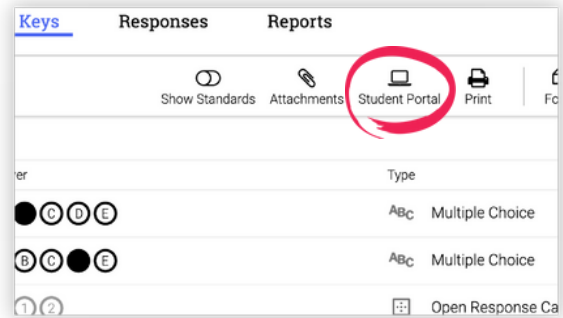
Overview: After an assignment has been created, the assignment will be published to Student Portal to provide online access for classes and/or individual students with the chosen settings.

### Prepare Assignment for Student Portal

Login to your account at [app.gradecam.com](http://app.gradecam.com) (or use the GradeCam mobile app).

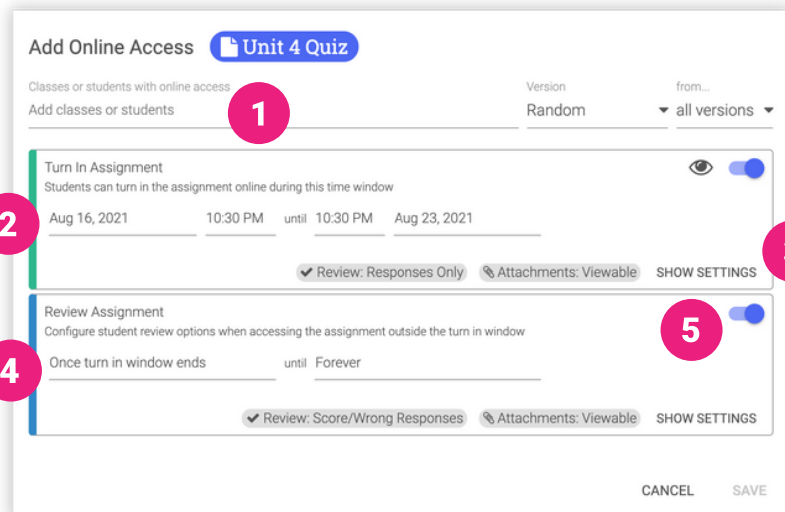
Create a new assignment or select an existing assignment.

Select Student Portal from the toolbar to manage online access.



### Edit Online Settings for an Assignment

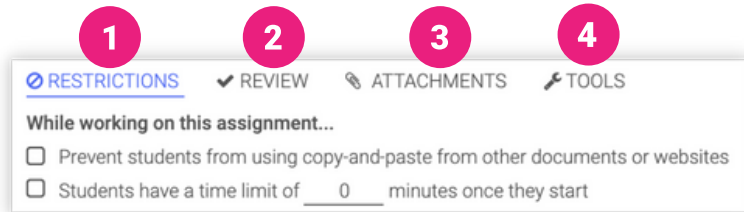
- 1 Type class(es) or specific students
- 2 **Assignment Availability Window** - Adjust the date and time range for students to complete the assignment.
- 3 **Show Settings** - Customize options for students while completing the assignment and during review.
- 4 **Review Assignment Window** - Adjust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

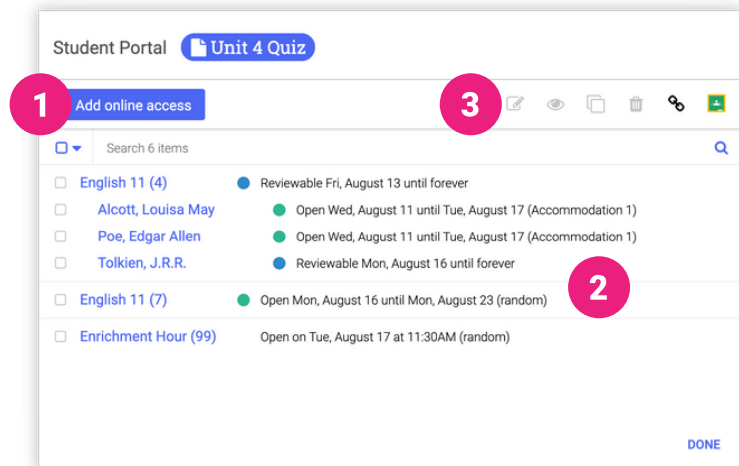
**Review** settings are used after end of Turn In window timeframe.



- 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.*



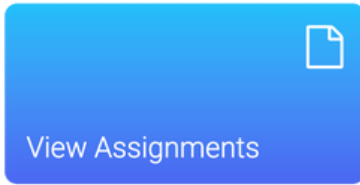
## Online Access Actions

- 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:** See tutorials for using GradeCam with [Canvas](#) and [Schoolology](#).

## Monitor and Review Online Responses



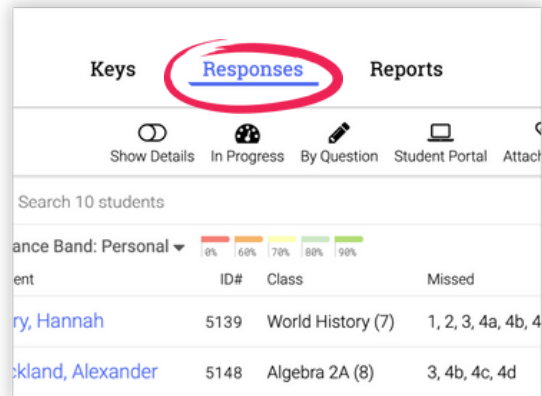
Overview: After an assignment has been published to the Student Portal, monitor in progress activity and review student responses.

### Review Student Responses

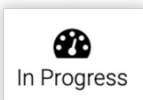
Login to your account at [app.gradecam.com](http://app.gradecam.com) (or use the GradeCam mobile app).

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

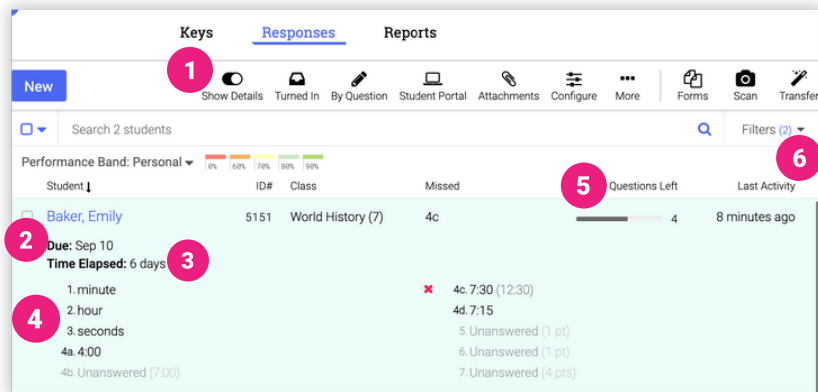
2 **Assignment Due Date**

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

4 **Current responses entered** by student

5 **Number of Questions Left** to answer

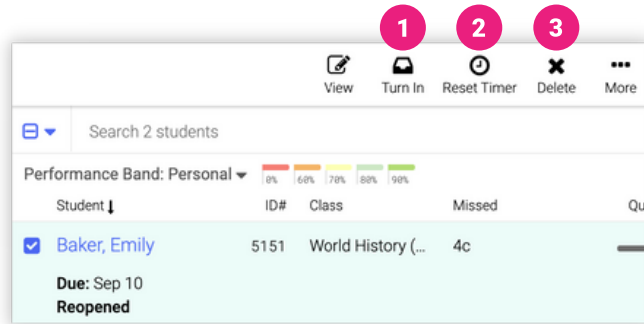
6 **Time since Last Activity** by the student



## 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



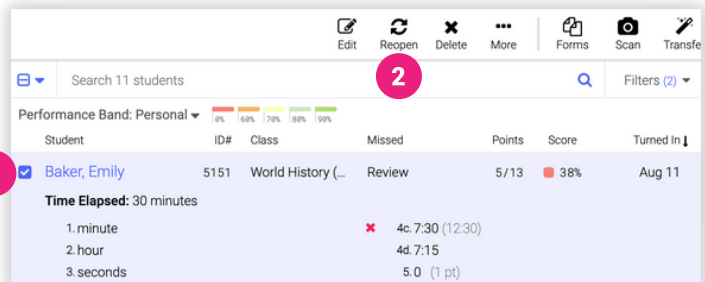
## Reopen Online Assignments



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

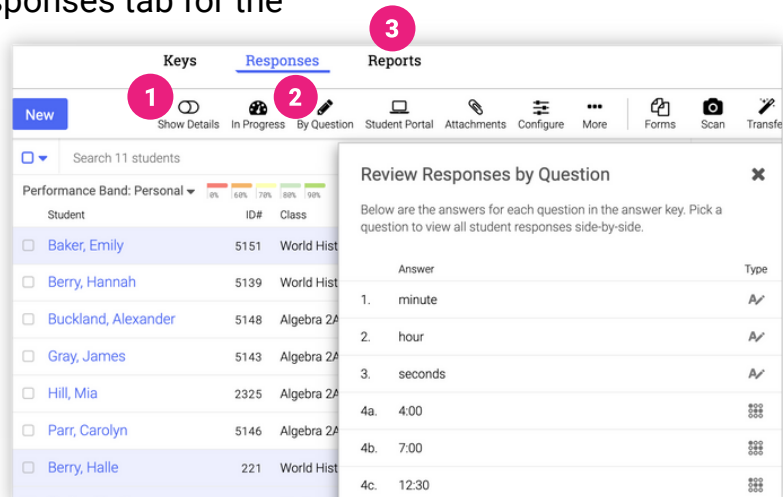
**\*Note:** [Adjust the Turn In window](#) to be open if the timeframe has expired.



## Review Student Responses

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

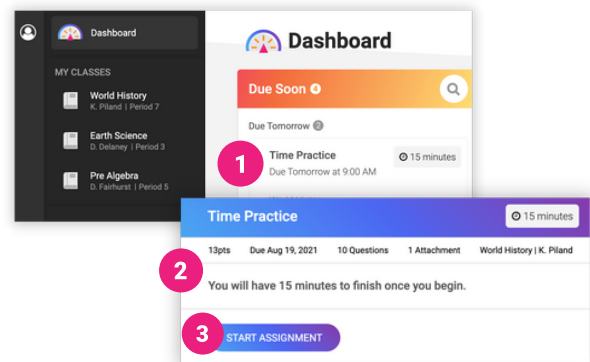
- 1 **Show Details** to expand responses for each student
- 2 Review all responses **By Question**
- 3 View **Reports** to review student learning data



# Complete an Assignment Online

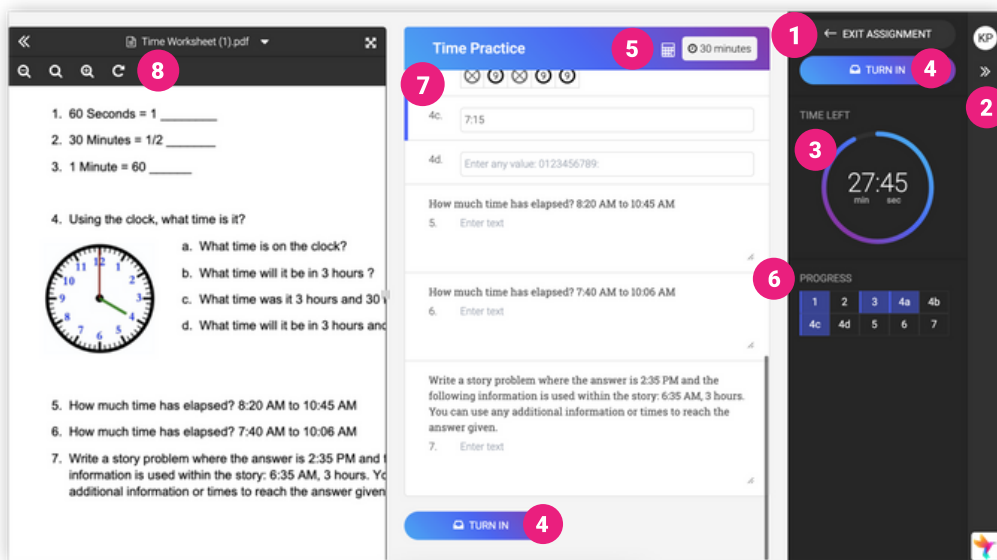
## Start Assignment

- 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.

