Transferring Scores from GradeCam to Gradebook

Step 1: Change Settings
1. Log in to GradeCam Insight
2. Click on the arrow next to your name and select “Settings”
3. Choose “Gradebook” tab on the left hand side of window
4. Change the settings to the following (see below):
   a. Name Sorting = Last Name, First Name
   b. HotKey = F8
   c. Return Key = Return
   d. Speed = Fast
   e. Missing Assignments = Skip
5. Click “Done”

Step 2: Copy Scores from GradeCam
1. Click on your assignment from the home page
2. Click on the score of the first student in the class you want to copy
3. Hit Fn+F8 to copy the scores

Step 3: Paste Scores into Gradebook
1. Click on the cell in the assignment column for the first student in the same class
2. Hit Fn+F8 to paste the scores

Note: If you just hit F8, you will turn off your wireless network!! Be sure to hit Fn+F8!!