

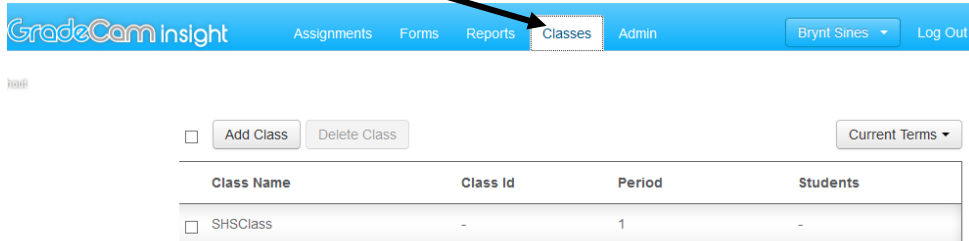
Creating Classes in GradeCam

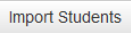
Step 1: Save class lists from the Staff Portal > Student Information System

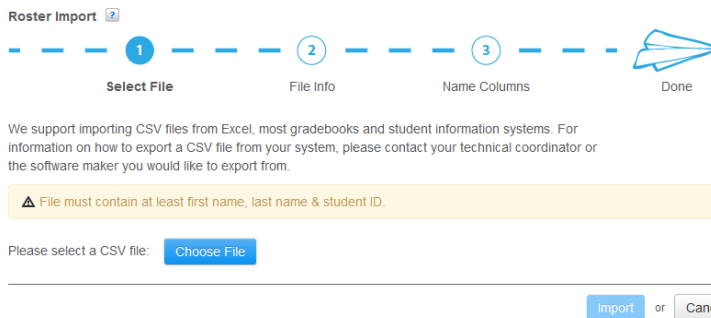
- Login to the Staff Portal
- Select Student Information System
- Select a class to display the class list and press Show Me
- Use the Export Results button to save the data as an Excel spreadsheet. Remember where you are saving the file and name the file with an appropriate filename.
- Repeat steps c and d for all of your classes.

Step 2: Using FireFox, Login to your GradeCam account. <http://insight.gradecam.com>

- Select the Classes tab at the top



- If the Class does not exist, select Add Class and then click on the Class
- If the Class exist, click on the Class
- Select the  button



- Press Choose File and browse for class you saved from SIIS in Step 1.
- Press Import
- Press Next for the File Info (it is the blue button at the bottom)
- Change the Columns to match
- Press Next
- Press Submit

First Name	<input sfirst"="" type="text" value="Column 3: "/>
Last Name	<input slast"="" type="text" value="Column 2: "/>
Student ID	<input studid"="" type="text" value="Column 1: "/>
Gradecam ID	<input studid"="" type="text" value="Column 1: "/>