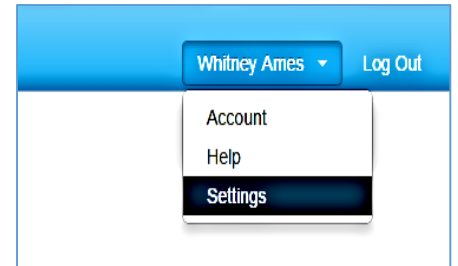


Transferring Scores from GradeCam to Gradebook

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”

A screenshot of the 'Settings' window in GradeCam Insight, specifically the 'GradeBook Settings' tab. The window has a sidebar with options: Camera, GradeBook (selected), Forms, State, and Sounds. The main content area is titled 'GradeBook Settings' and contains a description: 'These settings affect how GradeCam transfers scores and should be set to match your gradebook.' Below this are five settings, each with a dropdown menu: 'Name Sorting' (Last Name, First Name), 'HotKey' (F8), 'Return Key' (Return), 'Speed' (Fast), and 'Missing Assignments' (Skip). At the bottom, there is a checkbox for 'Make all tests worth a fixed number of points.' and a 'Done' button.

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!!**