



At a Glance...

- Teacher prints DIY scantron type sheets
- After assessment, simply hold up scantron to device camera - and it will be automatically graded!
- Up to 100 questions using Mastery Connect Gradecam
- great use of technology that still gives you a paper backup

Access It At...

gradecam.com (use Chrome) or mobile app

Required Knowledge...

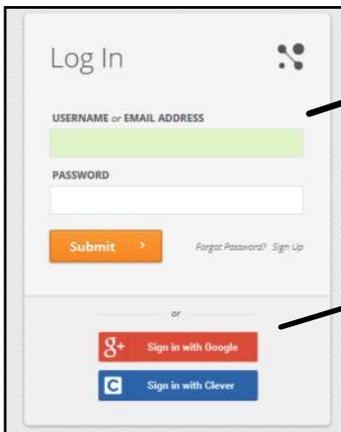
- Basic MS Windows / PC operation
- OR Basic iPad and/or Android device experience

Username / Password

- Teachers: Use Mastery Connect login (your WCPSS email address)
- Students: Not needed

Note that WCPSS staff has access to Gradecam through the Mastery Connect service. This tutorial covers the Gradecam aspects of Mastery Connect, but there are many other features available to you in Mastery Connect not covered in this tutorial. See the school IRT for more info.

Use a teacher laptop for our tutorial. In **Google Chrome**, load the website www.masteryconnect.com.

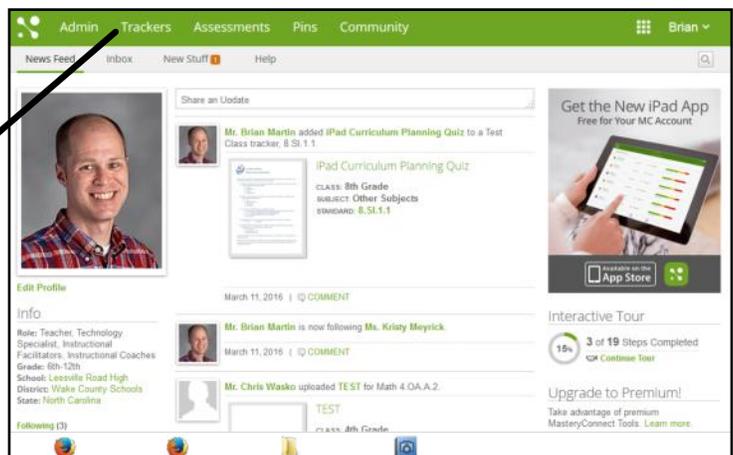


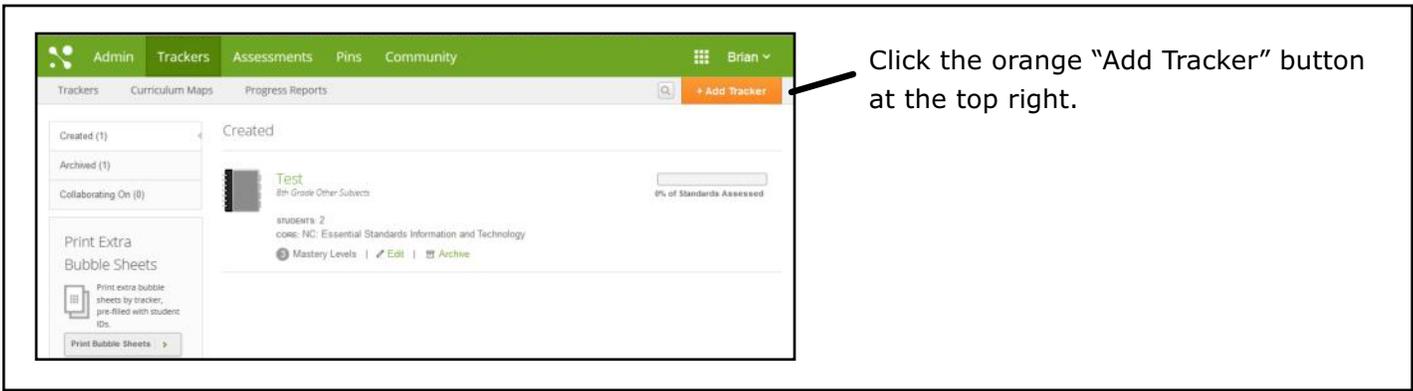
Your username is your WCPSS email address. At some point you received an email with your initial password. You likely no longer have that email. So, you can choose "Forgot password" and be emailed instructions on how to reset your password.

Alternatively, you can click "Sign in with Google." You'll be able to use your WCPSS email address and your Google login credentials to get in.

Once your in, you'll be greeted with your News Feed.

To begin with, let's setup a class of students. To do that, click the "Trackers" tab at the top.





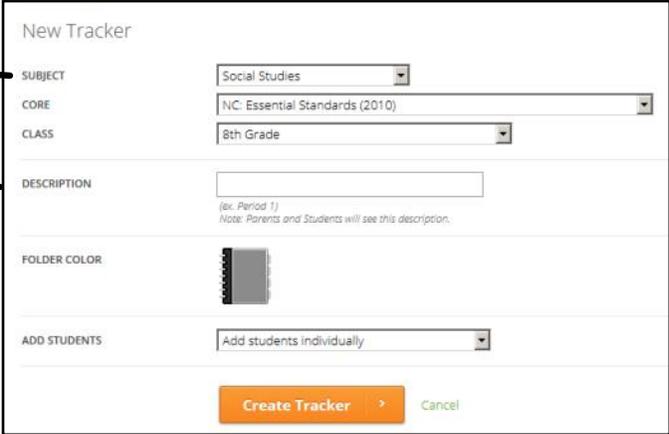
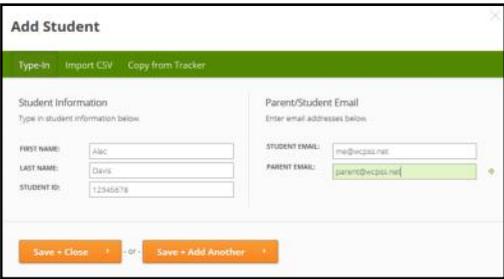
Click the orange "Add Tracker" button at the top right.

Choose your subject area, curriculum, and grade level.

Write a short description, such as "1st Period."

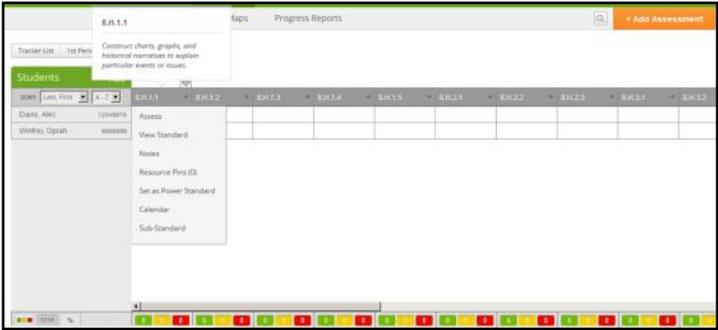
You'll notice you can add your students in manually, or upload a file from Power School with your roster.

Let's choose to add individually for our tutorial, then click "Create Tracker."

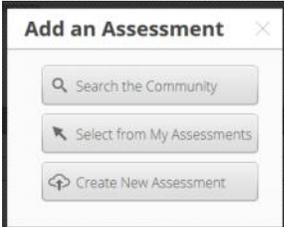



Next you will enter student information. **Be sure to include an ID number** (that's how these will be scored). You can then either save and exit or add another student. Go ahead and add a second student for our tutorial, so we have 2 students to use. After that, click "Save and Close."

Now you will see what looks like a grade-book view. Your students are listed on the left, with curriculum standards forming columns on the right. You can click the standard to access a drop-down with helpful links - such as viewing the standard.



Let's create an assessment. Click the orange "Add Assessment" button at the top right.



You can search the community to find assessments others have created that you can use!

Or, select from previous saved assessments.

But for now, let's "create new assessment."

Create Assessment *Indicates a required field

TRACKER* 1st Period: 8th Grade Social Studies

STANDARD* Multi-Standard

TITLE*

DESCRIPTION

ASSESSMENT SOURCE*

PRIVACY

QUESTION TYPE* Multiple Choice

NUMBER OF QUESTIONS*

QUESTIONS*
(Input the number of questions.)

SCORING
Possible: Mastery* Near M...

Enter information about this assessment. Choose a standard, give it a title (a description isn't necessary).

"Assessment source" permits you to upload a copy of the assessment questions (for example, if it's a teacher-made quiz, you could upload your quiz document here). For simplicity's sake, we're going to choose "No File to Upload." Instead, we'll imagine we've hand-written a 15 question multiple choice quiz to give to students.

Privacy settings permit you to share this assessment with the world - or not.

Next, choose your question type. Let's use Multiple Choice.

Enter the number of questions. For our example, let's use 15.

You'll then see your questions below. Choose the correct answer for each question using the dropdowns. You can also determine the point value of each question.

QUESTION TYPE* Multiple Choice

NUMBER OF QUESTIONS* 15

QUESTIONS*

01:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
02:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
03:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
04:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
05:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
06:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
07:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
08:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
09:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
10:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1
11:	8.H.1.1	Multi-Choice	ANSWER: -	POINTS: 1

SCORING

Total Points Possible*

Mastery*

Near Mastery*

Finally, determine the thresholds for "Mastery" and "Near Mastery." Then, click "Create Assessment."

Install GradeCam Plugin for Scanning and Exporting

To scan bubble sheets and export scores to a gradebook, you'll need to install the GradeCam plugin. You'll need administrator access on this computer to install the plugin.

Instructions:

- Download the plugin installer.
- If your browser prompts you to save the file, downloaded the file and double click it. If your browser gives you the option to run the file simply click "Run".
- Restart your web browser.

or Disable Scanning & Don't Show This Again.

If this is your first time using the Gradecam element, you'll be prompted to install the plugin. Click the orange "Download" button.

Opening gcplugin.1.11.1.8.exe

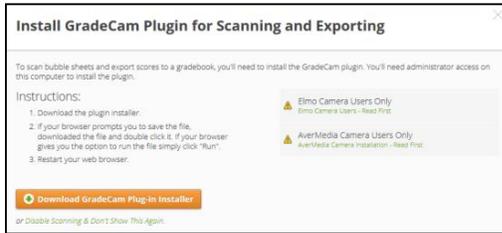
You have chosen to open:

gcplugin.1.11.1.8.exe
which is: Binary File
from: https://downloads.gradecam.com

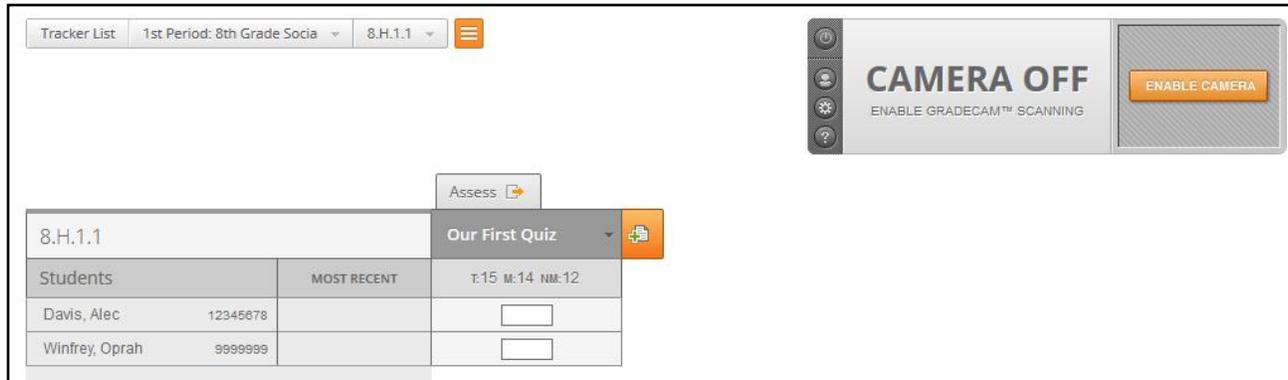
Would you like to save this file?

Save the file.

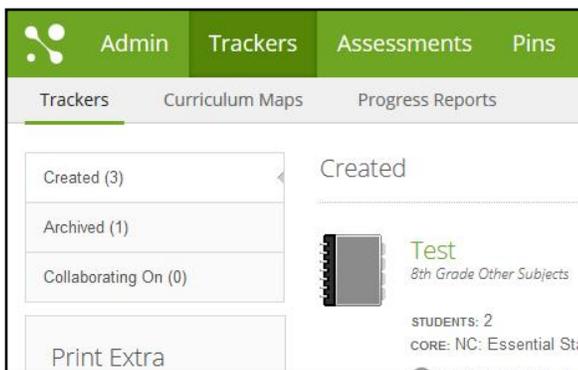
Run the file by double clicking it in the location you saved it to. It will install in just a few seconds. Once you receive a message that it has been installed, go back to your browser window and click the "X" at the top right of the pop-up to close this window.



Click "X" to close



You have now created an assessment. Normally at this point, you would go on with your day and administer the quiz at a later date. To simulate this, let's imagine we've logged out and several days have passed.



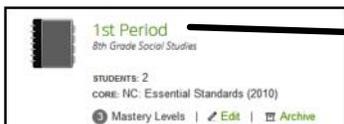
You would log back into Mastery Connect, and click the "Trackers" button at the top.

You'll notice here you can print bubble sheets.

Click it to print a few sample bubble sheets. The student ID number



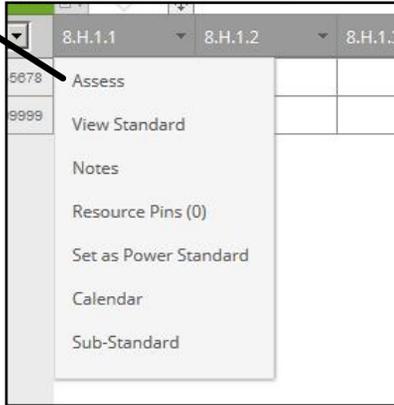
As your students are taking the quiz, you could go ahead and open up Mastery Connect to this Trackers section. You should see the class we created - which was "1st Period." Clicking that will take us to the gradebook-style view.



Click



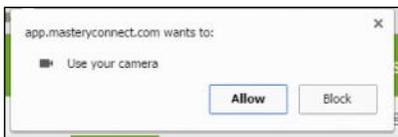
Mouse over the standard at the top of the column you're assessing. Choose "Assess" from the choices.



If you receive the Gradecam plugin pop-up window, click the "X" to close it (since you've already installed it).



From there, click "Enable Camera" to turn your laptop's camera on.

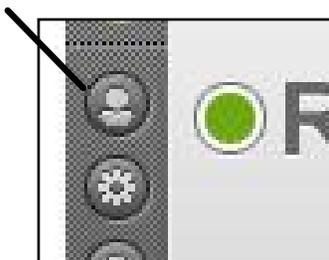


Choose to allow access to the camera.

You'll now see your camera is active. At this point, you can hold up the completed student bubble sheets and let GradeCam score them for you.

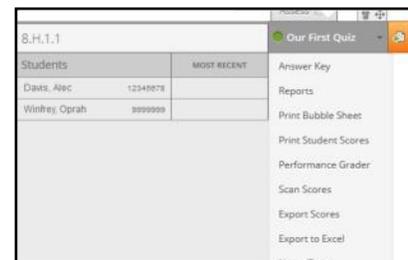


You may find it easier to allow students to bring their completed quiz up to your laptop and hold it up to the camera themselves. To prevent students from seeing other private information, click the "person" button, which will make the camera view larger and prevent students from seeing others' scores.



At the top of the column of scores, you can choose to export grades, print a report, or other choices.

According to the options, you can "export scores," which copies your column, which you can paste into PowerSchool.



You can find additional support for Mastery Connect in WCPSS at:

<https://sites.google.com/a/wcpss.net/itlmsprojects/tools/mastery-connect>