

## ASSIGN TO STUDENTS IN EZSCORECAM MODE

Using this method will NOT allow you to push grades to Google Classroom, Schoology, or Canvas. Grades will need to be manually entered in your grade book. Under the Assignment Results tab, there is a Scores Report to show you the grades for the assignment.

1. Assign the Assignment
  - a. From within the assignment editor window, choose **Assign to Students** (lower left)

**OR**

- b. From the My Assignments window click on the Assign/Monitor icon

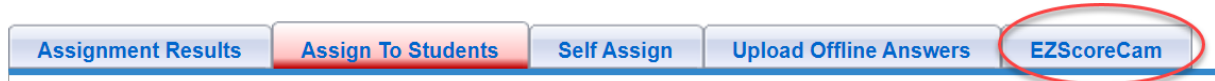


2. Click on the tab **Assign to Students**

3. Choose the **Class** to assign to

**NOTE:** If you choose to assign to all classes under Assign to Students, you will have to load results in for all classes and not by individual classes. It may be easier to load results by class as they finish since they are taking the assignment during their class period and sometimes you want immediate results.

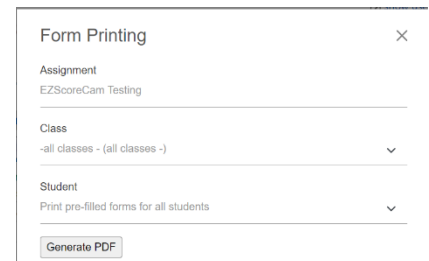
4. Select the students to assign to (for all students in a class use Check All)
5. Click on the radio button next to the Mode **EZScoreCam**
6. Click on **Assign**
7. You will notice there is now an **EZScoreCam** tab added to the assign tab bar at top



## PRINTING BUBBLE SHEETS

If you left the previous screen before selecting the EZScoreCam tab, you will need to go to My Assignments, click on the Assign/Monitor icon, choose the Assignment Results tab then the EZScoreCam tab.

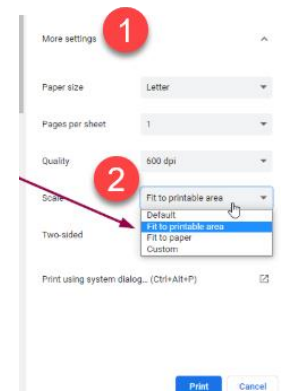
1. Select the **Class** or **All Classes** that were assigned EZScoreCam
2. Choose **Forms**
3. Choose a specific class to print your bubble sheet forms
4. Click **Generate PDF**



5. Click on the Printer icon



6. Be sure the bubble sheets fit on a page without being cut off at the bottom. If so, click on **Print**
  - a. If they don't fit, click on **More settings** then change the Scale to Fit to Printable Area
7. Close the Form Printing window
8. Usually two print to a page. You will need to cut to distribute to students



## PRINTING ASSIGNMENT

1. To provide students with a copy of the assignment, click on **My Assignments** from the Teacher Center
2. Click on the printer icon found to the far right of the assignment you wish to print
3. Choose **EZScoreCam Printing** (this prevents questions from being moved around) then click on **Continue**
4. Choose any print options you wish to use before selecting **Printing** then **Print to PDF**
5. Print as many copies as you need for the students from the PDF that was generated
6. Close the PDF and the Printing window when done



## SCANNING BUBBLE SHEETS

Once students have finished filling out their bubble sheet(s), they can, or you can scan the sheet using your computer's webcam or a document camera

1. Go to **My Assignments**
2. Click on the green Assign/Monitor icon
3. Click on the **EZScoreCam** tab
4. Choose the class to scan
5. Click on **Responses**      Keys      Responses      Forms
6. Click on **Scan**
7. Hold the sheet in front of the camera steady until you see the results. This has recorded the answers. If more than one page, scan each page individually before moving onto the next student
8. You will see your results below the scanning space in Responses

## GRADING CR

1. If you need to enter a Constructed Response grade manually, click on My Assignments, then choose the Assign/Monitor icon to the right of the assignment
2. Go to the Assignment Results tab, choose the Class, scroll down past the student results, and select **Grade CR**

## REVIEW THE RESULTS

1. Click on My Assignments then choose the Assign/Monitor icon to the right of the assignment
2. Go to the **Assignment Results** tab and choose the Class
3. Notice the results to the right of each student in addition to a Report and Responses option to the far right
4. You can also scroll down and choose the Assignment Comprehensive Report, Class Cumulative Report and Scores Report for more detailed data