



STUDENT PORTAL - TEACHER QUICK START

Sharing Assignments to Student Portal

GRADECAM

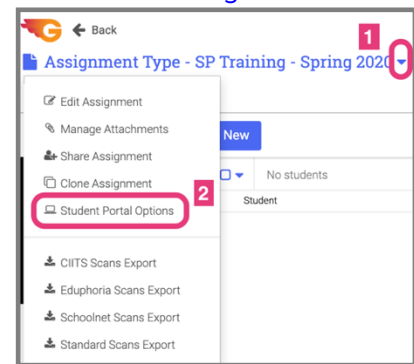
Overview: After an assignment has been created, each assignment will be shared to Student Portal for classes and or individual students. Specific criteria for each assignment will be selected for when the assignment is available for both turning in and review after expiration date of completion.

Prepare Assignments & Share to Student Portal

Assignment

Log into your GradeCam account using the URL <https://app.gradecam.com> or the GradeCam mobile app. Add the Attachments if needed (Tutorial: [12b. Add Attachments to a Student Portal Assignment](#))

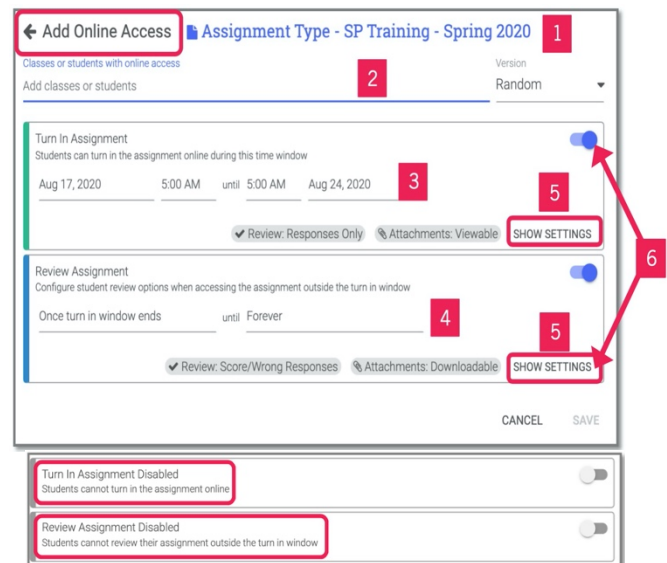
- Select the assignment by clicking the Assignment name.
- Select the (1) blue triangle to the right of the Assignment title, then select (2) Student Portal Option.



Navigating & Assigning in Student Portal

Add Online Access window

- Name of the assignment. (1)
- Begin typing the class/student to assign for Student Portal access. Select as the name from the options that appear. Repeat this process to select multiple classes/students. (2)
**Multiple classes can be added or multiple students*
- **Assignment availability window** - Select the **date and time** range for the assignment to be available in the Student Portal for students to take. (3)
- **Assignment Review** - After the window has expired, students can review results. Select **date and time** range for the assignment the Student Portal. (4).
- **Show Settings** - Opens more options for the Turn In Assignment and Review Assignment.
- **Toggle to Disable** - Disables the Turn In Assignment and Review Assignment.

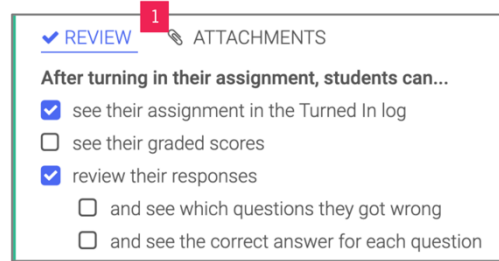


Turn in Assignment Settings

After selecting the Show Settings button, there will be options to choose while students are taking assignment online.

Review tab allows selection of options immediately after the assignment has been turned in.

Attachments tab allows selection of options for attachments while students are taking the assignment online.

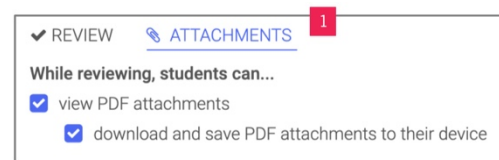
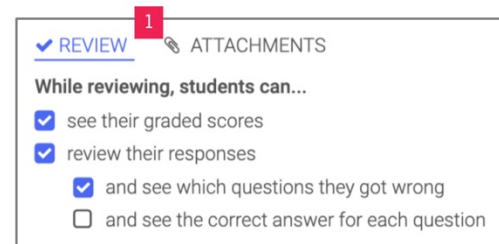


Review Assignment Settings

After selecting the Show Settings button, there will be options to choose for students to review the assignment outside the turn in window.

Review tab allows selection of options after the assignment has been turned in.

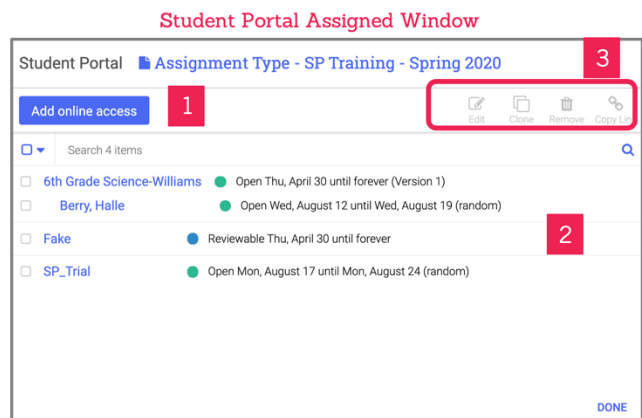
Attachments tab allows selection of options for attachments after the assignment has been turned in.



After choosing Settings, select SAVE.

Student Portal Assigned Window

- **Add online access** - Navigates back to the window to add more classes to Student Portal. (1)
- **List of current classes** the assignment is assigned to Student Portal. (2)
- **Actions** that can be selected after a class has been selected by clicking in the check box to the left of the class. (3)



Actions for Classes

- **Edit** - Navigates back to the Online Access window change access for the class selected. (1)
- **Clone** - (need wording) (2)
- **Remove** - Removes from the Student Portal. (3)
- **Copy Link** - allows teachers to capture the link for the Student Portal assignment here to post in Classroom, Blackboard, Schoology, Canvas, Micro 365, email, etc. (4)

