

## ADDING A STUDENT TO YOUR GRADECAM CLASS:

1. Within your GradeCam account, select the class in which you wish to add the student:

SETUP


**Classes**

ADMIN

Add Class  Delete Class

Class Name	Class Id	Period	Term
<input type="checkbox"/> LHS Test	-	0	AY
<input type="checkbox"/> Sample Class	-	2	AY

*Note:* If you're looking for camera or gradebook settings, the settings have been moved from this



2. Open the class and you will see a button to add students:

GradeCam Insight Assignments Forms Reports Setup

SETUP

**Classes**

ADMIN

Schools

Classes

Term

Teachers

Students


Import

### LHS Test 0 period

School	Lake High	Name	LHS Test
Term	AY	Id	-
Instructor	Joy Sama	Period	0

Student Name	Student ID
No Students Found	

*Note:* If you're looking for camera or gradebook settings, the settings have been moved from this page to the account dropdown at the top right of the page. Simply click on your name, and then click 'Settings'.



3. Click on the add button and you will receive this prompt:

IS Test 0 period  
ool Lake High Name LHS Test

Add Student

Student ID \*

Gradecam ID

First name \*

Middle name

Last name \*

Create and Add Student

4. Enter the students 9 digit student ID number:

Add Student

Student ID \* 555555555

Gradecam ID 555555555

First name \* Student5

Middle name Middle name

Last name \* Five

Add Student

As you key in the student ID, the student first name, last name, and GradeCam ID will populate. Be sure to click the Add Student box at the bottom once the screen populates.

5. If the student is a student that was new to the district during the school year and is not part of the GradeCam database (you will know this is the case if you enter the Student ID number and the other fields mentioned above do not populate) then once you enter the nine digit ID number, enter the student first name and last name.