How to Add or Remove a Student in Grade Cam

1. Login to Grade Cam and Click on the Setup tab.
2. Click on the course you want to add a student.
3. Click the ADD button
4. The Add student window will appear.
5. You will need to go to Pinnacle to get the student’s ID number. You will either hover over the student’s name or double click on their name and the demographic window will appear.
6. Then return to Grade Cam Add student window and type in their student ID number. If the student is already in the system the rest of the Add Student window will populate with the necessary information.
7. Click Add Student.

To Remove a Student:
1. Login to Grade Cam and Click on the Setup tab.
2. Click on the course from which you want to remove a student.
3. Check the box in front of their name and click the REMOVE button.