Transferring GradeCam Grades to Pinnacle

1. Login to Grade Cam and click on Settings.
2. The Settings window will appear. Click on GradeBook. You will need to take a look at two items:
   a. Name Sorting – click on the pull down menu and select Last Name, First Name
   b. Missing Assignments – click on the pull down menu and select either skip or enter zero
      i. This determines what will be entered for assignments that have not been scanned.
3. Next you will go to the Assignment tab in GradeCam.
4. Click on the assignment from which you want to transfer grades to Pinnacle.
5. Select the class from the pull down menu under KEY, SCAN, & SUMMARY
6. In a separate tab open your Pinnacle Grade book.
7. Make sure the class rosters in Pinnacle and GradeCam are identical. If there are additional or missing students on your Grade Cam roster this needs to be corrected before you transfer the grades.
8. Once the rosters match:
   a. Go to your Pinnacle Grade book and create the assignment.
   b. Under the new assignment you just created click in the cell next to the first student.
   c. Click F8.
This process simply pastes the scores from GradeCam to Pinnacle.