1. Login to Grade Cam

2. On the home page, click on the appropriate assessment.

3. The assessment will automatically open to the scan screen.

4. You will need to click on the KEY bar.

5. Once KEY is selected, click on FORMS.

6. The FORMS window will appear. Click on the drop down beside BLANK FORM and select the appropriate class. A sheet for every student in the class should appear.

7. Double check the number of digits being used for IDs. “Using 9 digit IDs” should be selected.

8. Click PRINT.