**Grade Cam – Transferring to PB**

1. **Scan an assignment.**
2. Leave the assignment open and on the **Scan** page in GradeCam. GradeCam must be open and on the Scan page in order to transfer scores.
3. Open your electronic gradebook and **create a new assignment** with the maximum score being at least as large as the largest score scanned into GradeCam.
4. **Click into the top cell of the newly created assignment** as if you were going to type in a score.
5. **Press your GradeCam hotkey (usually F8).** As soon as you press your GradeCam hotkey the scores will be entered into your Gradebook.
6. **Be sure that the settings is set to “return” in Grade Cam**
7. Use IE