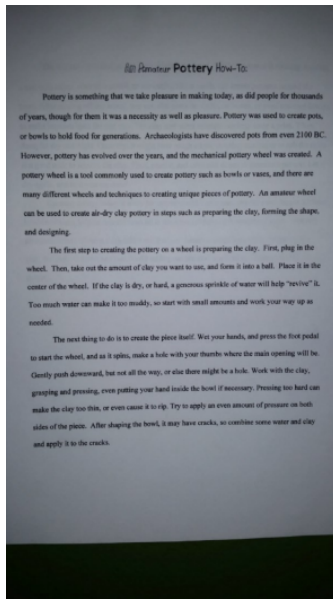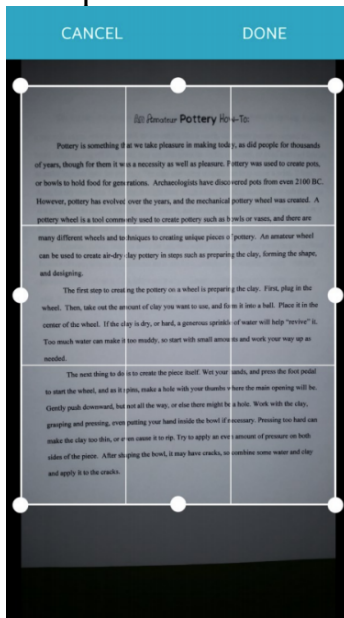# Cymera: How to Input a Letter Grade onto a Student Sample
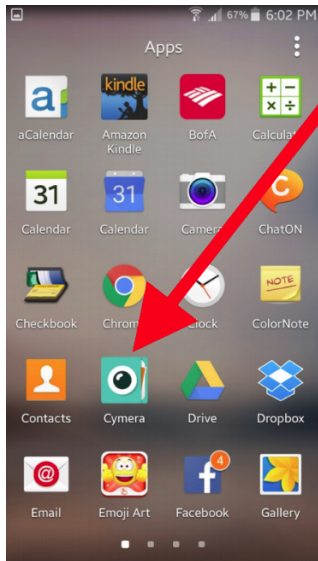
1. Take your sample photo using your camera app. (flash suggested)

   *Make sure that you have already graded the sample prior to taking the photo (i.e. editing marks if necessary, etc.).
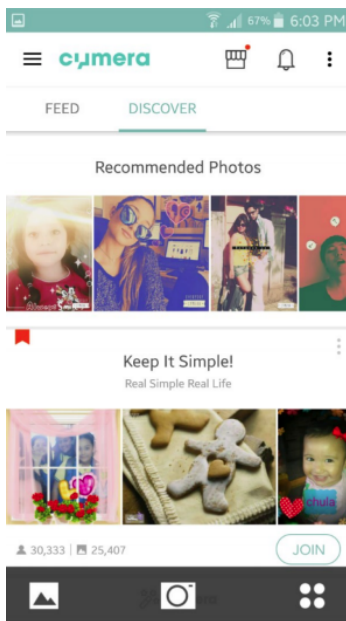

2. Crop if needed.
   This photo will be saved in your phone "Gallery".
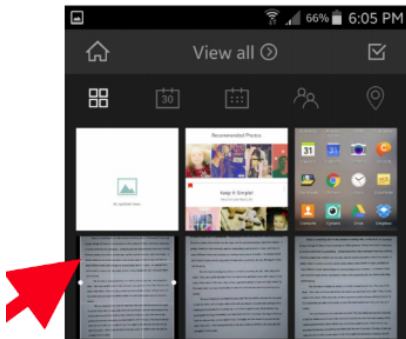

3. Open the Cymera App.

4. Once Cymera is open, you may see this screen. You have the option of removing these notifications. Select the three vertical dots and make your selection.

5. When you are on either screen, you will see this box (an image of a mountain in a frame). This box represents your photo gallery. Click on it.
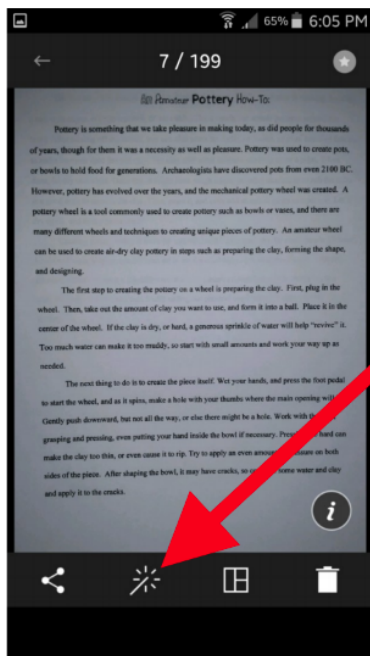
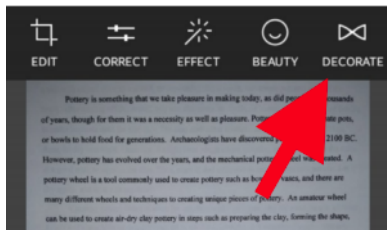A "View all" box will open up with your pictures in it.

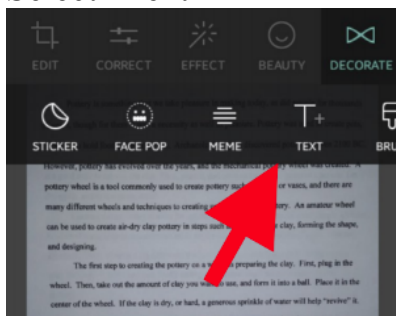

Select the student sample photo you want

6. Once your photo is open in Cymera, select the "edit" symbol (looks like a wand).
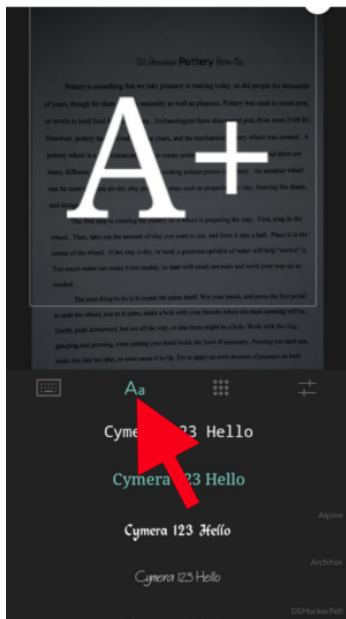
7. Select "Decorate"

8. Select "Text"

9. Your keyboard will pop up. Type the grade that belongs to the sample.
   *Make sure that you have already graded the sample prior to taking the photo.

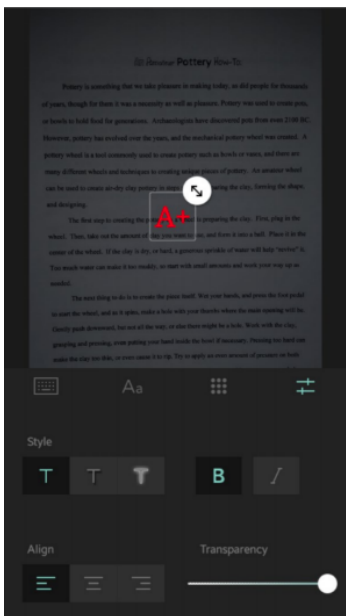10. You can change the font type to a more traditional type if needed.

11. You can also change the color of the font if needed, as well as different effects (i.e. bold, italics, etc.).
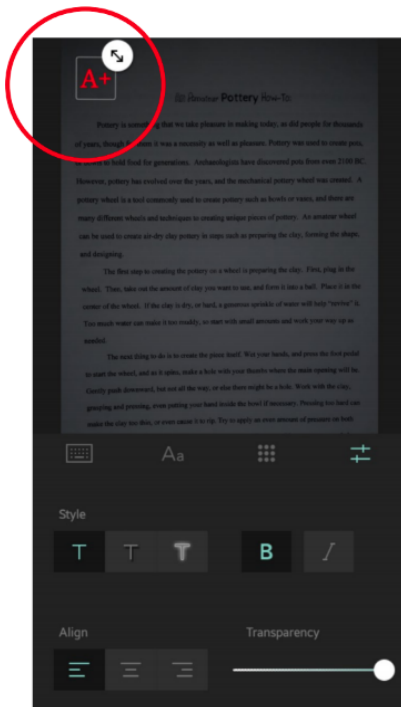
12. Touch the letter to move or resize it.

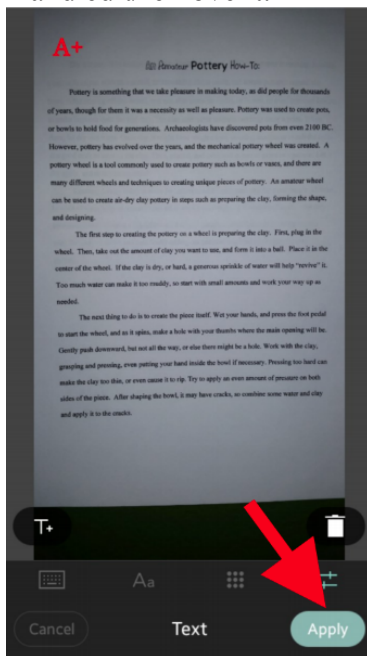*The right-hand arrows in the circle will not only change size, but photo angle.

13. Use your finger to touch and move the letter grade to the top left-hand corner.

*Do not place it in the top right-hand corner: this is reserved for the sample label.
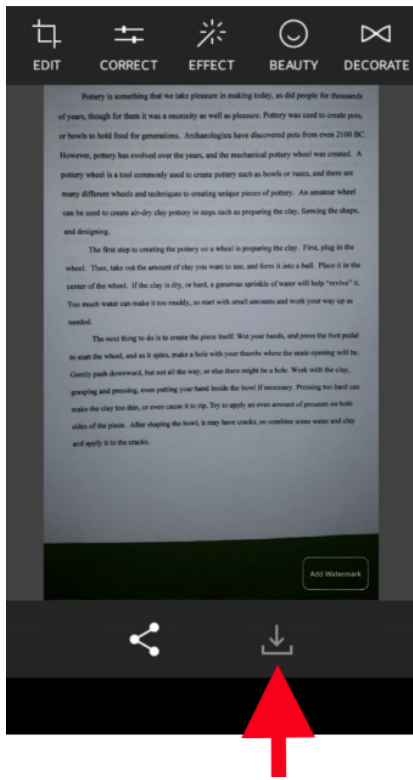
14. Once the grade is where you want it and the sample is complete, select "Apply".
    *CAUTION: This will finalize the grade in the corner and you will NOT be able to go back and edit/remove it.

15. Save/download the graded sample.

16. The final copy will be saved in your photo gallery in a folder called "Cymera". When prompted by SIS, upload the sample from your phone following the directions from pathways.