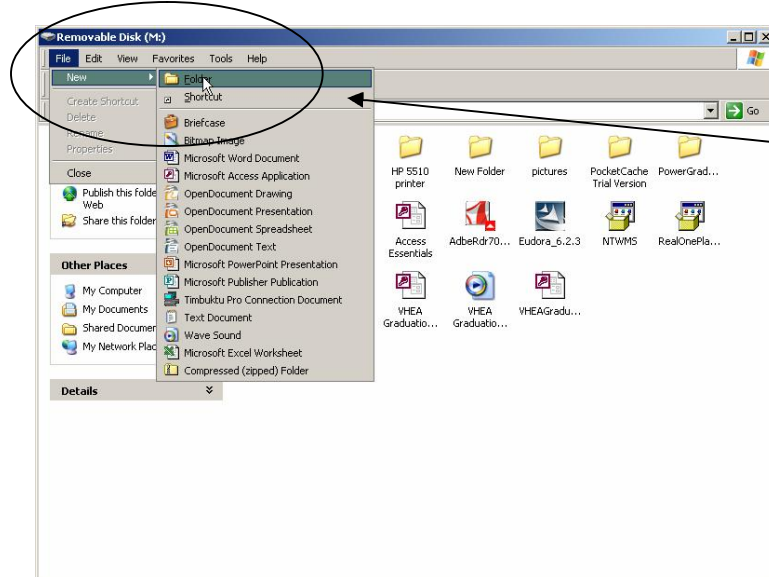
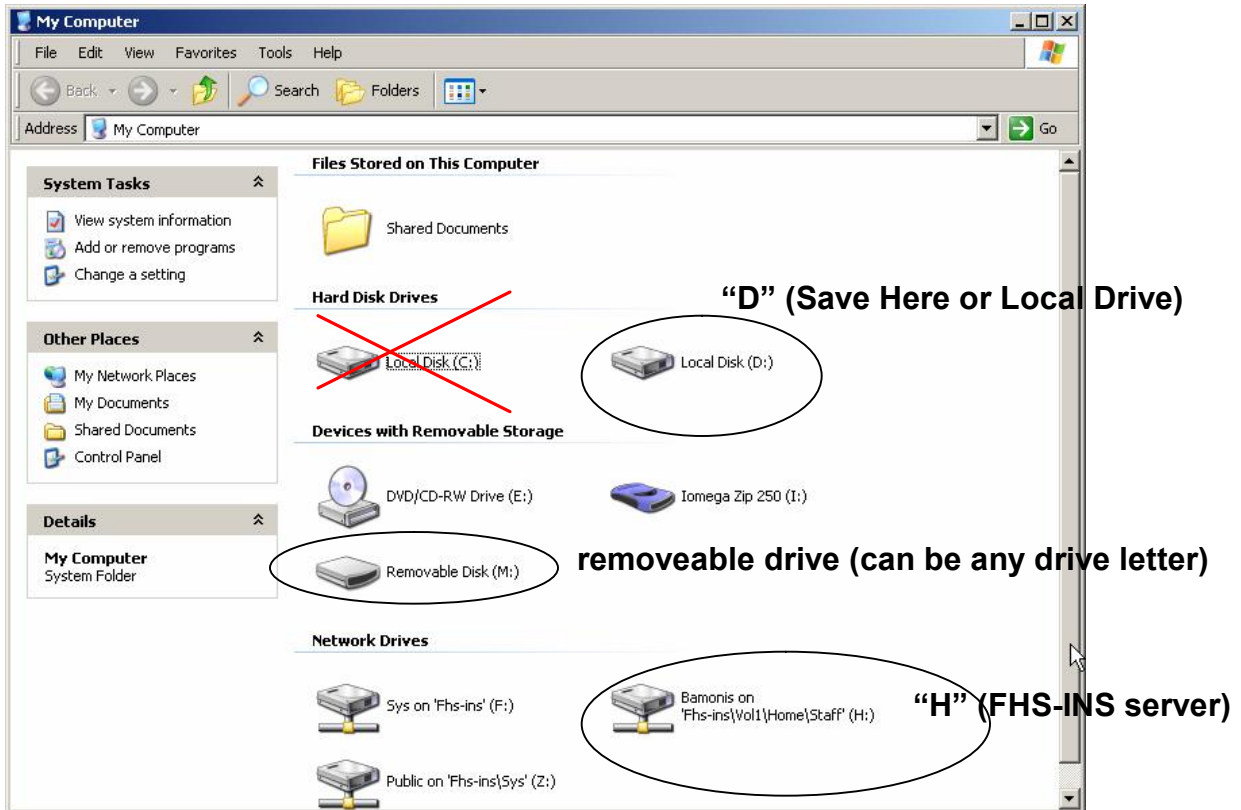


Setting up a new data file on PowerGrade

DO NOT SET UP YOUR FILE ON DRIVE “C” IN THE POWERGRADE PROGRAM FOLDER. Drive “C” is “FROZEN” and you will lose your file. You need to store it on another drive:

From “My Computer”, select the drive you want to use and double click to open it.



**From File,
Select New
Folder**

**Name the folder with
yournameGrades0607**

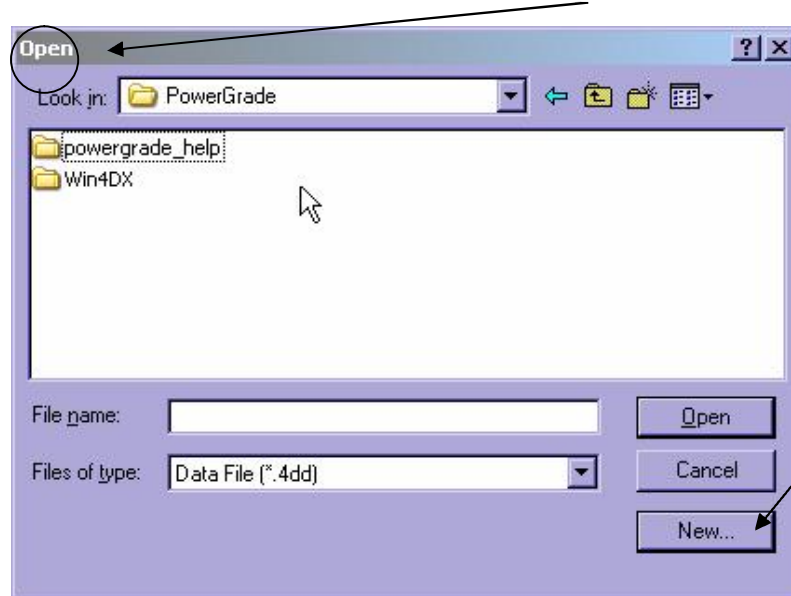
Instructions for setting up PowerGrade file on FHS-INS Server, "Save Here" drive, or USB ("Jump", "key", "flash") drive

1. From any school computer with Novell and PowerGrade installed, log into Novell with your user name and password.
2. Open PowerGrade from the Start Menu. (Note, you may have a "blank" icon instead of the "apple". On Windows, PowerGrade does not install an icon.)

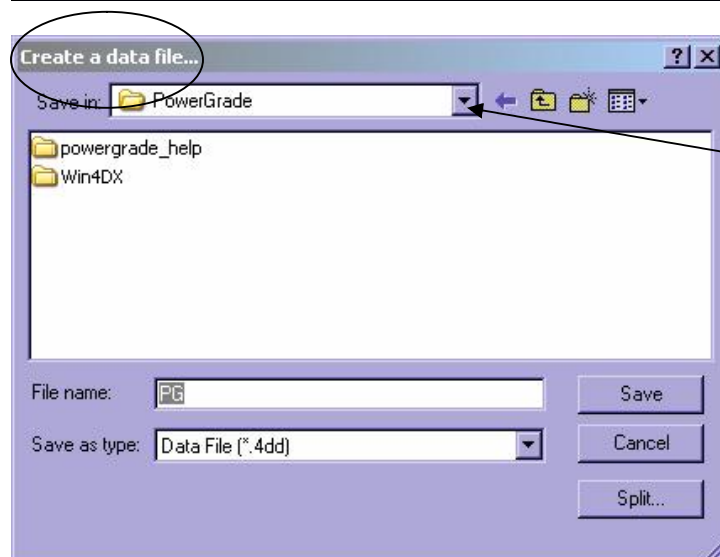


PowerGrade remembers the last file opened. If you were not the last person to open your PowerGrade file, you may need to do the following:

As you start to open PowerGrade, press the "ALT" key on your keyboard and hold it until it opens to an "OPEN" window.



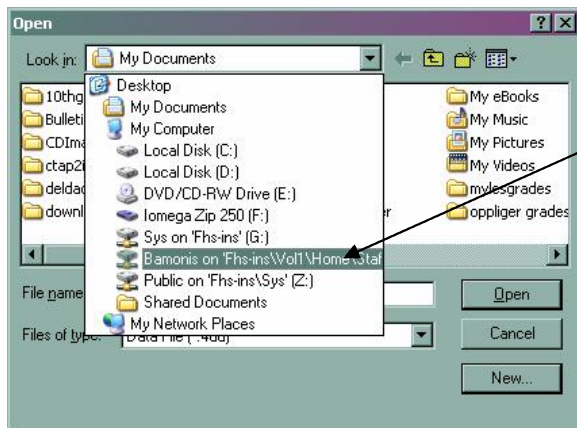
Then click "New".



This will take you to the **Create a data file menu...**

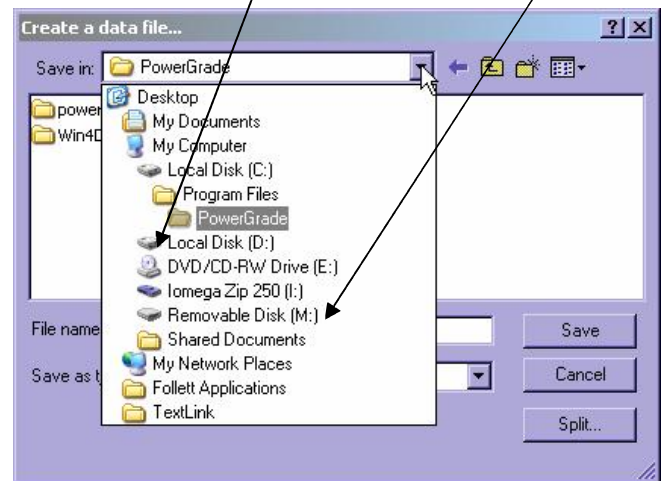
Click the drop-down menu.

- From the dropdown menu, look for the drive where you want to put your gradebook file. your "user" name on "FHS-INS\Vol1\Home\Staff\Yourusername (H)



"Save Here" or "Local Drive" (D)

Removable drive (can be any drive letter)

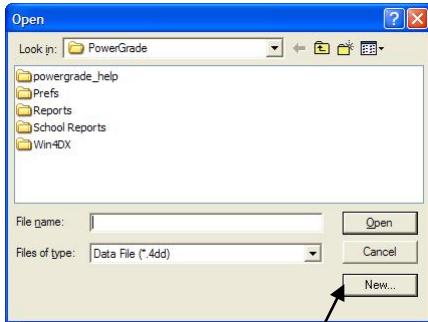


When you find the correct drive icon, click on it to open it.
Now continue setting up the file Starting from #3 on the next page.

How to Create a New School Year Grade Book File (Windows)

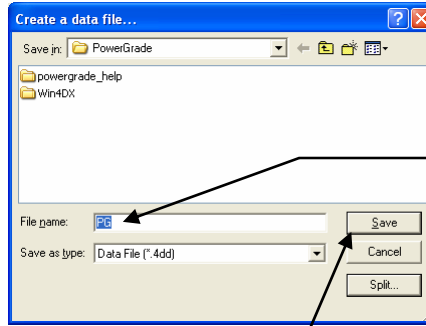
In order to use PowerGrade, a data file needs to be created. A new data file contains students and classes information. To create a new data file, follow the steps below...

1. Start PowerGrade, when the "Open" window appears, click New.



Click New

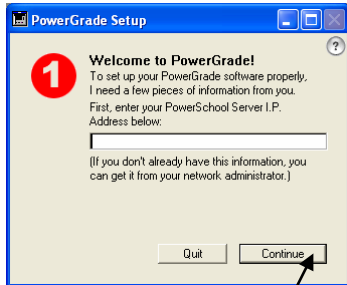
2. Name the file (optional) and click Save.



Click Save

Before clicking Save, you may change the name that identifies the file as the teacher's.
Example: SmithGrades

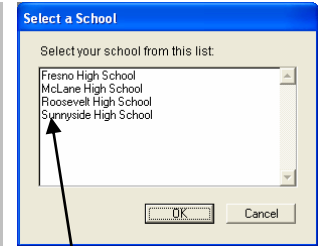
3. Type in the IP address for your school (see chart)... and click Continue.



Click Continue

172.16.4.200	172.16.4.202	172.16.4.204	172.16.4.206
Fresno	Bullard	Baird	Ahwahnee
McLane	Duncan	Bullard Tal.	Carver
Roosevelt	Edison	Computech	Cooper
Sunnyside	Hoover	Ft. Miller	Kings Can.
Design Science		Hamilton	Scan
		Lawless	Sequoia
		Tehipite	Tioga
		Tenaya	Yosemite
		Terronez	
		Wawona	

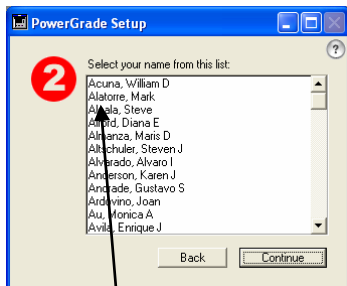
4. Select the school from the list and click OK



Click the name of your school and click OK

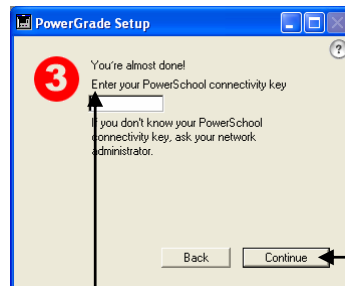
5. Select the current school year and click OK

6. Select teacher name and click Continue



Select teacher name and click Continue

7. Enter the teacher connectivity key and click OK

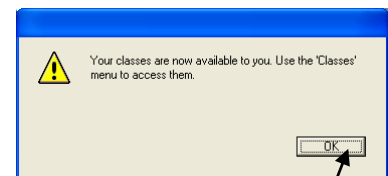


Click Continue

The connectivity key is the last four digits of the teacher's SSN and the last two digits of the teacher's birth year.
Example: 123465 (no spaces)

Last 4 of SSN | Last 2 of birth year

8. Accept classes by clicking OK



Click OK