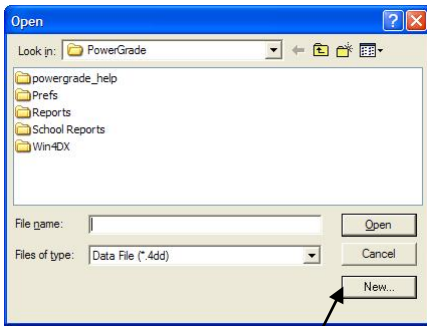


How to Create a New School Year Grade Book File (Windows)

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...

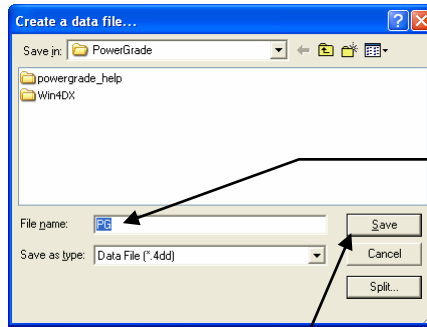
Note: If the gradebook has already been setup, but you need to create a new data file, hold down the Alt key immediately after starting PowerGrade. Keep the Alt key down until the window in step 1 appears. Then begin with Step 1.

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



Click New

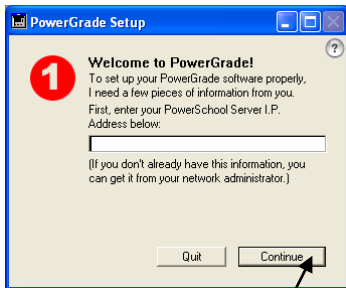
2. Name the file (optional) and click Save.



Click Save

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

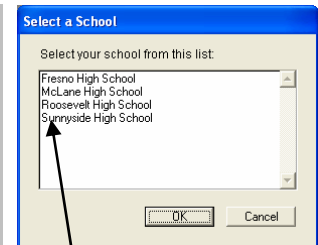
3. Type in the IP address for your school (see chart)... and click Continue.



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	
IP from outside FUSD...			
63.202.49.70	63.202.49.69	63.202.49.49	63.202.49.63

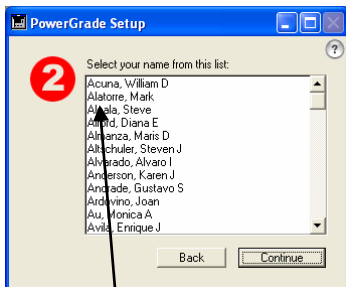
4. Select the school from the list and click OK



Click the name of your school and click OK

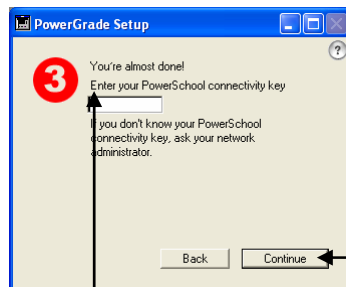
5. Select the current school year and click OK

6. Select teacher name and click Continue



Select teacher name and click Continue

7. Enter the teacher connectivity key and click OK



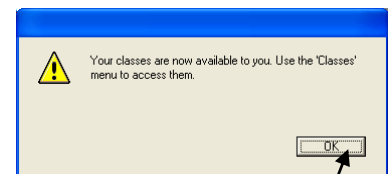
Click Continue

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