
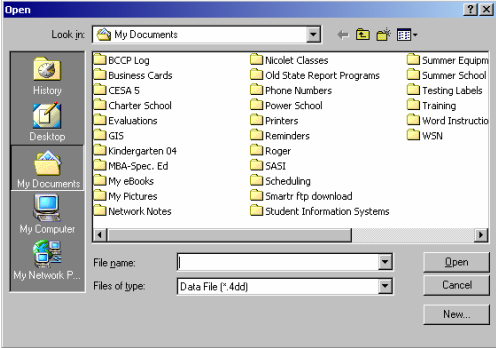
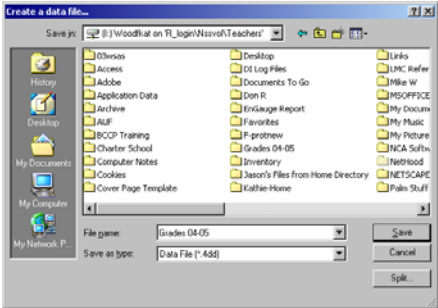
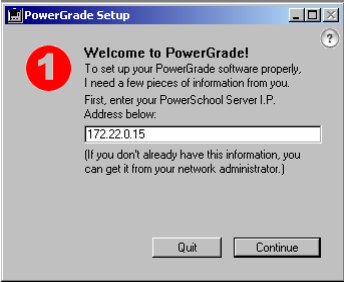
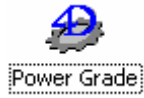
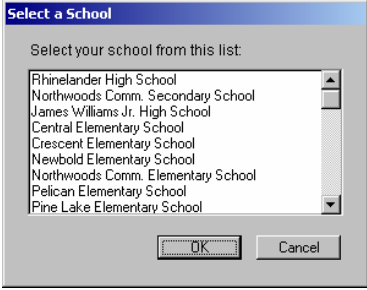
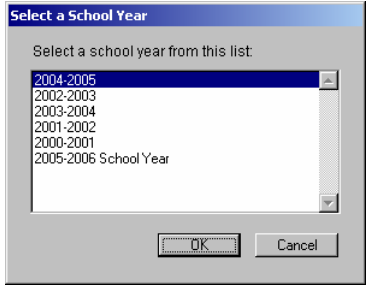
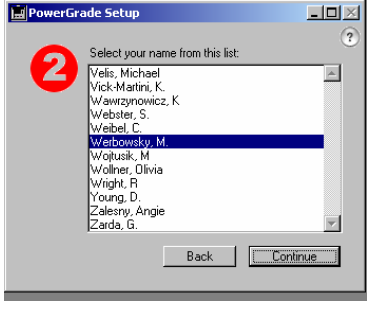
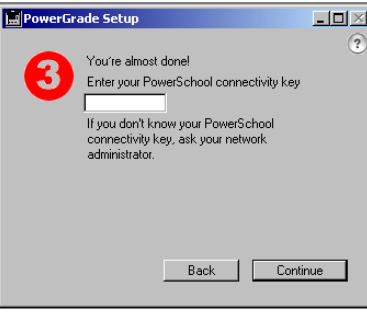
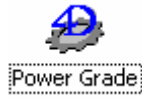
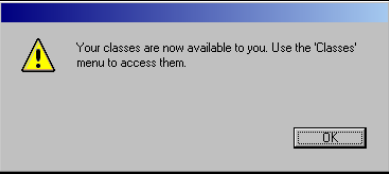
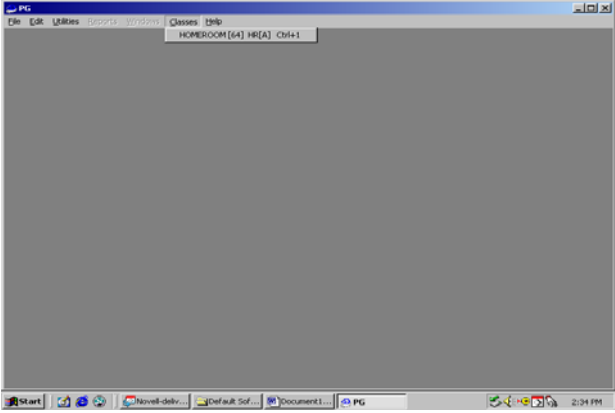
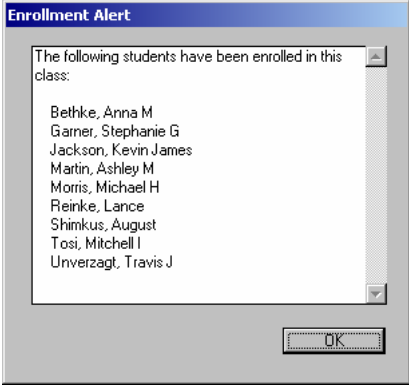

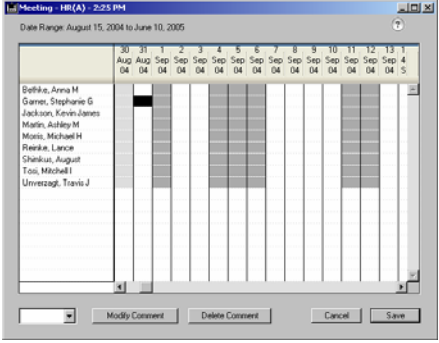



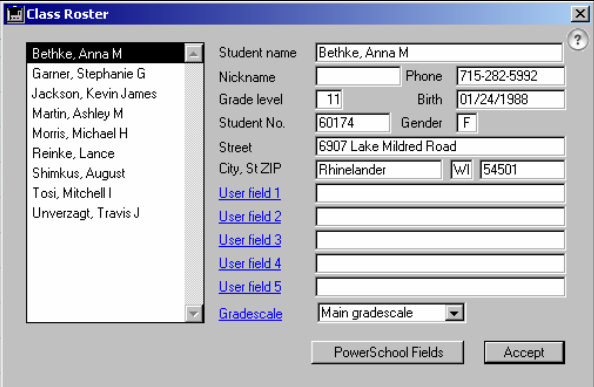

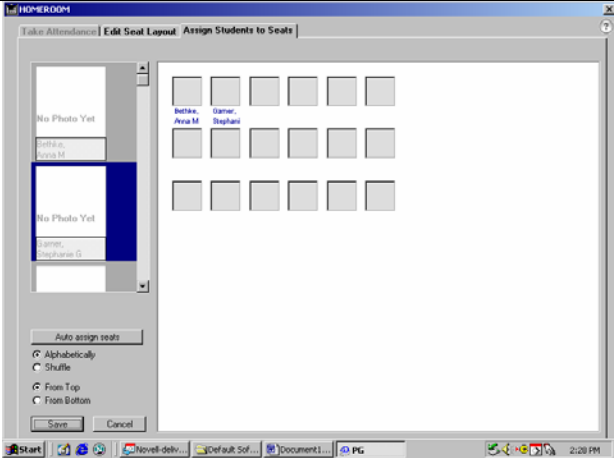
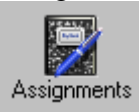
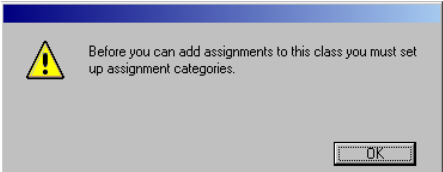
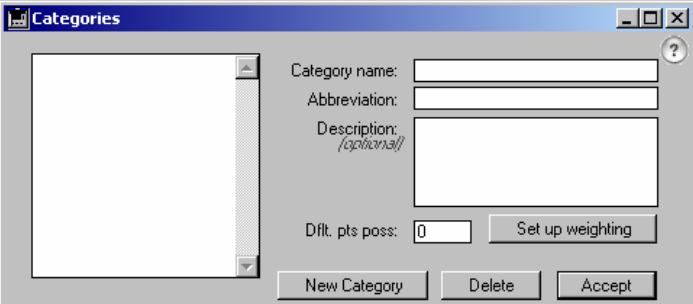
| First Time Use | |
|---|--|
| <ul style="list-style-type: none">• Open up Application Launcher.• Double click Power Grade |  |
| <ul style="list-style-type: none">• When the Open Dialogue box opens, click on New down on the bottom right. |  |
| <ul style="list-style-type: none">• Browse to your Home Directory• Name the file Grades 07-08.• Click Save |  |
| <ul style="list-style-type: none">• Type in the IP Address. 172.22.0.15• Click Continue |  |

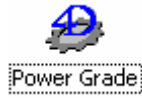


| | |
|---|--|
| <ul style="list-style-type: none">• Select your school |  |
| <ul style="list-style-type: none">• Select 2007 – 2008 School Year |  |
| <ul style="list-style-type: none">• Choose your name |  |
| <ul style="list-style-type: none">• Hit Continue |  |
| <ul style="list-style-type: none">• Click on OK | |



| | |
|---|--|
| |  |
| <ul style="list-style-type: none"> • Click on Classes. • Select the class that you want to access. |  |
| <ul style="list-style-type: none"> • Click on Ok in the Enrollment list. |  |
| <p>Attendance</p>  <ul style="list-style-type: none"> • Click on Attendance • Right click on the Student's name and date. • Choose appropriate absence code. • Click on Save when complete. |  |

| | |
|---|--|
| <p>Class Roster</p>  <p>Class Roster</p> |  |
| <p>Seating Chart</p>  <p>Seating</p> <ul style="list-style-type: none"> Click on Auto Assign Seats to arrange seats automatically. <p>Or</p> <ul style="list-style-type: none"> Click and drag students to seats. Click on Save. |  |
| <p>Assignments</p>  <p>Assignments</p> <ul style="list-style-type: none"> Click on Assignments to set up your categories for your grade book. Click OK on the warning message. You will only get this if you haven't set up categories. |  |
| <ul style="list-style-type: none"> Create new categories such as <ul style="list-style-type: none"> Tests Assignments Quiz |  |



Returning to Power Grade

- If you are the only one using your computer for Power Grade, your classes will come up when you open up Power Grade.
- If multiple teachers are using a computer or you are a traveling teacher, do the following:
- Hold down the ALT key when you double click on Power Grade.
- The open dialogue window will appear.
- Browse to your home directory.
- Locate the Grades **07-08** file.
- Click Open

