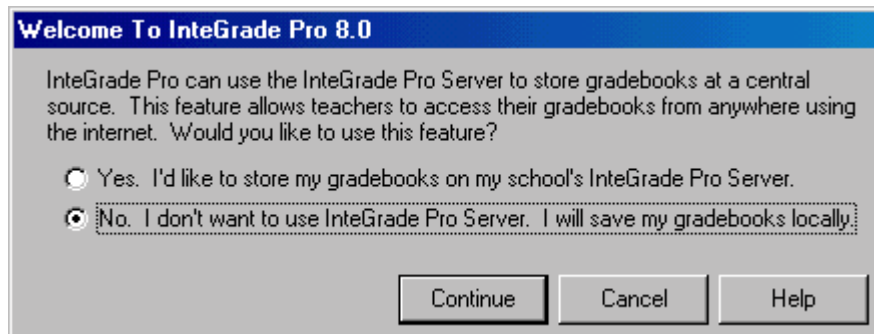
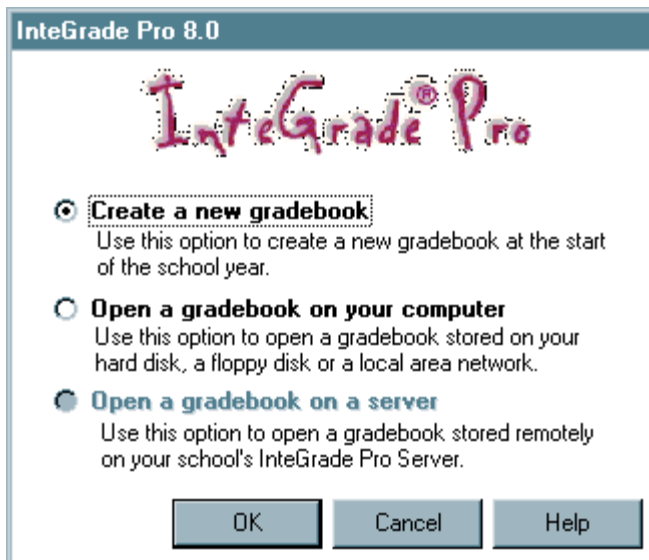


Getting Started

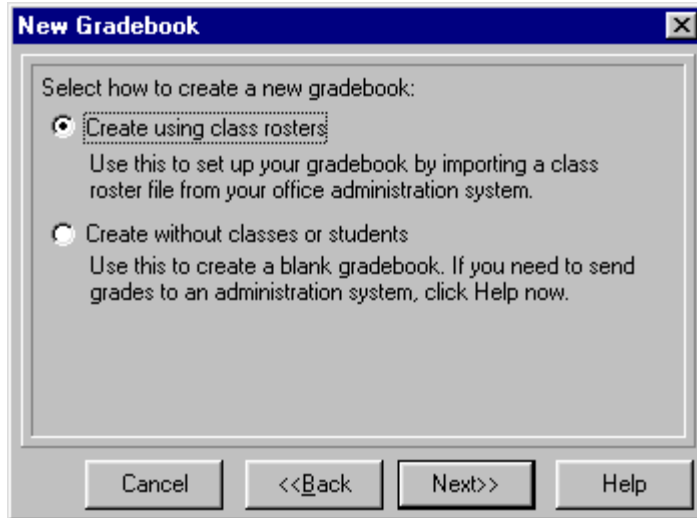
1. Whenever you need InteGrade Pro talk to the SASI database on the server, you have to be at school. To import you new classes you need to be at school.
2. Open the InteGrade Pro program.



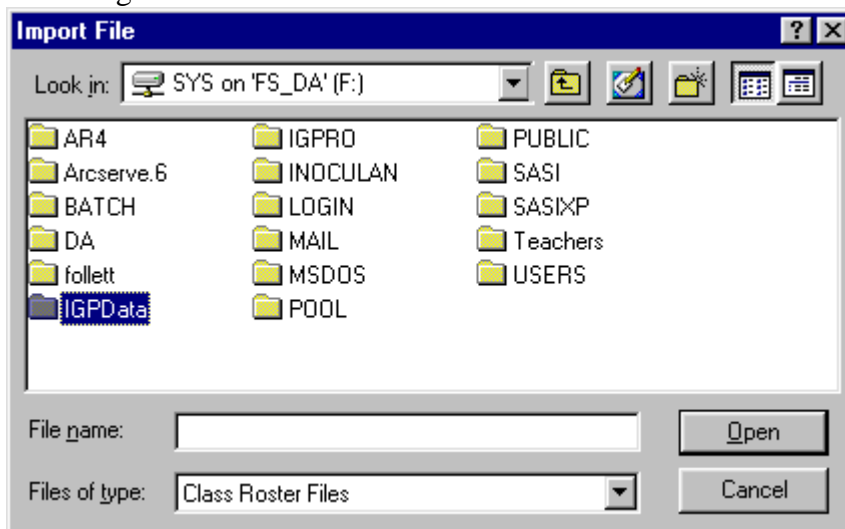
3. Select No. This allows you to save your grade book to your hard drive or diskette.
4. Click **Continue**.



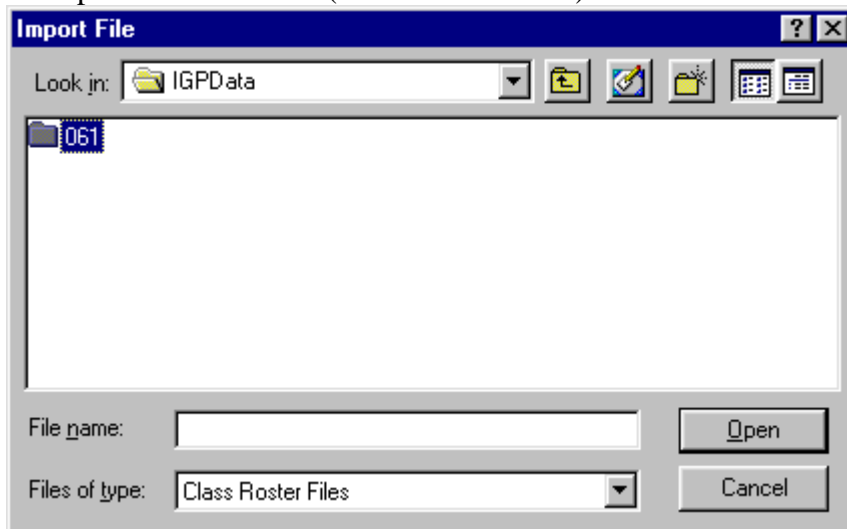
5. Select **Create new grade book**.
6. Click **OK**.



7. Select **Create using class rosters**.
8. Select Click **Next**.
9. Click **Next**.
10. Navigate to the **F drive** and select **IGPData**.



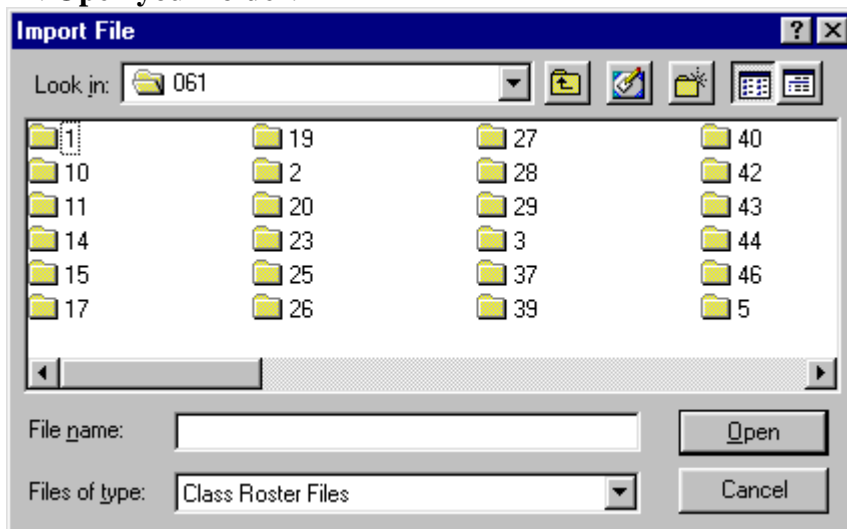
11. Open the 061 folder. (Double click on it).



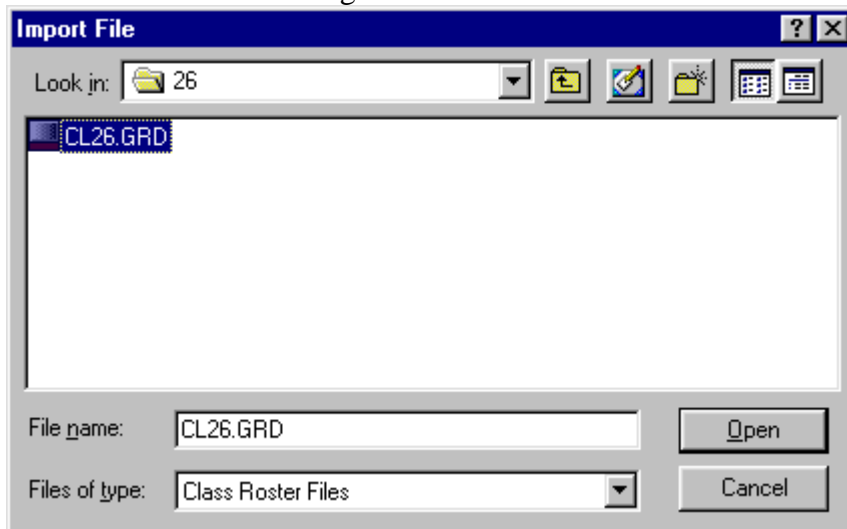
12. Next you will need to find your teacher folder. We all have code numbers for our grades. It is important you don't mess with someone else's file; please be careful.

13. Genna will now tell you your number. Write it here. _____.

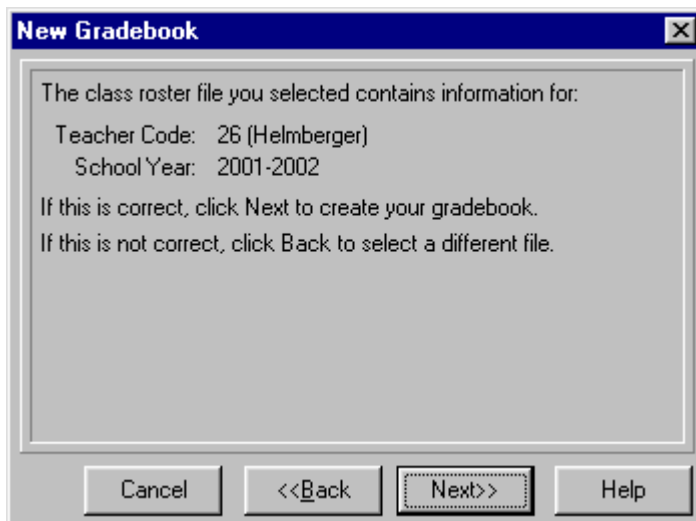
14. **Open your folder.**



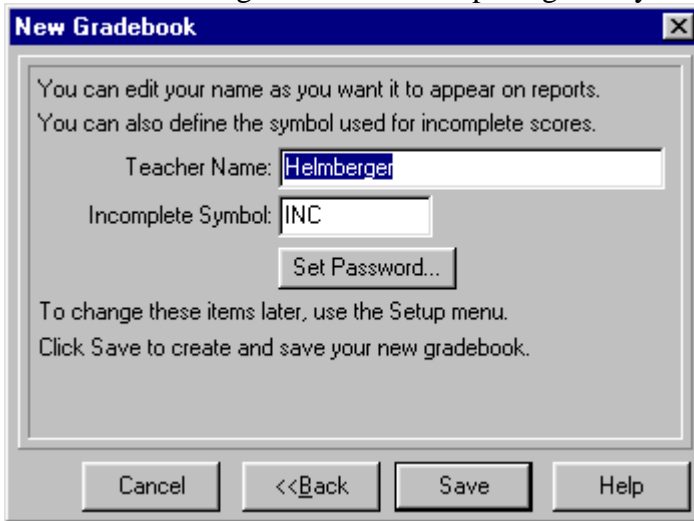
15. Click on the file ending in GRD.



16. A window will pop-up confirming you are the correct teacher. If it is correct click on **Next**.



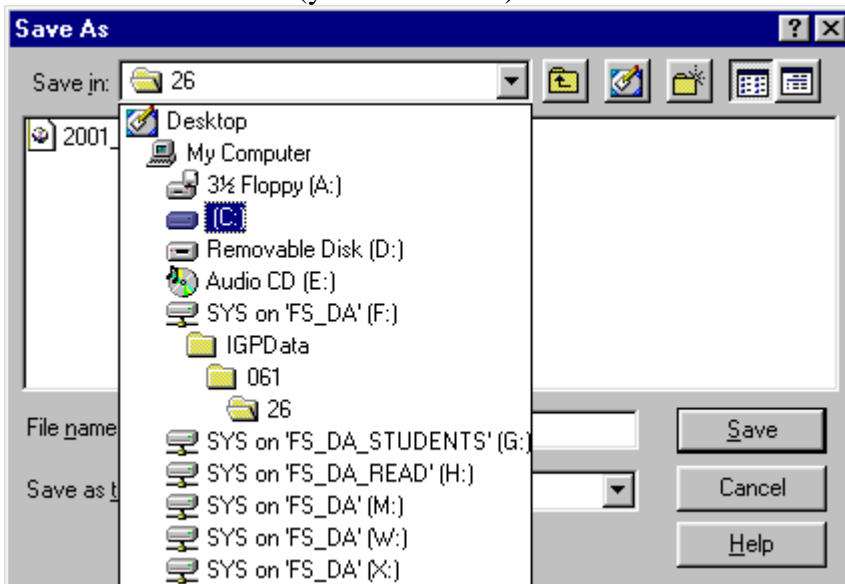
17. If the following name and incomplete grade symbol work for you, then click on **Save**.



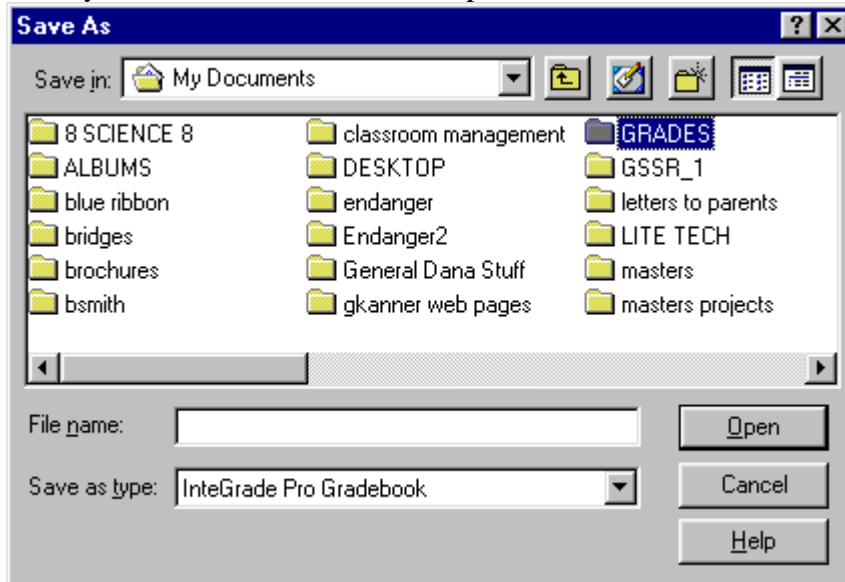
18. Next you will need to decide where to save it. I'd recommend first working with your file on the hard drive and then saving it to a diskette to take home later. These instructions show you how to save it to your hard drive.

19. Click on the **Save** in drop down menu.

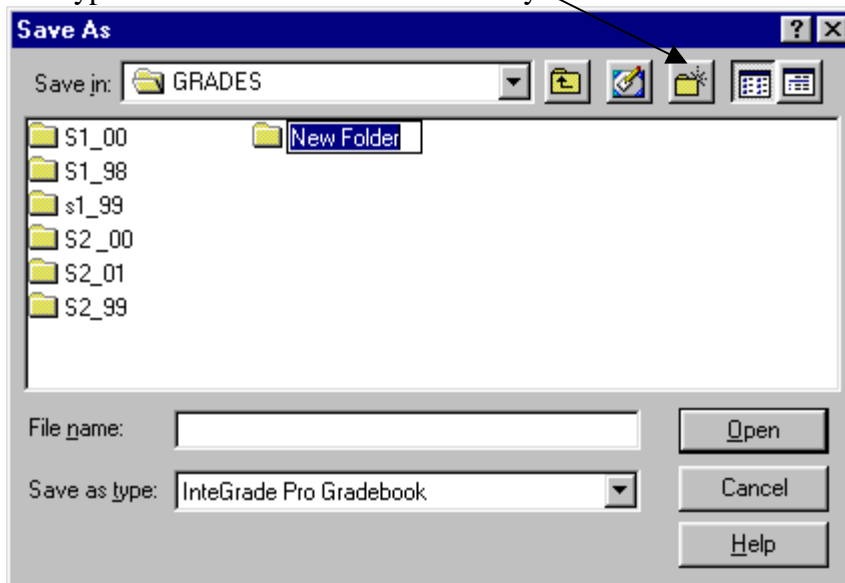
20. Select the C: drive (your hard drive).



21. On the C: drive double click on **My Documents**.
22. If you have a GRADES folder open it.

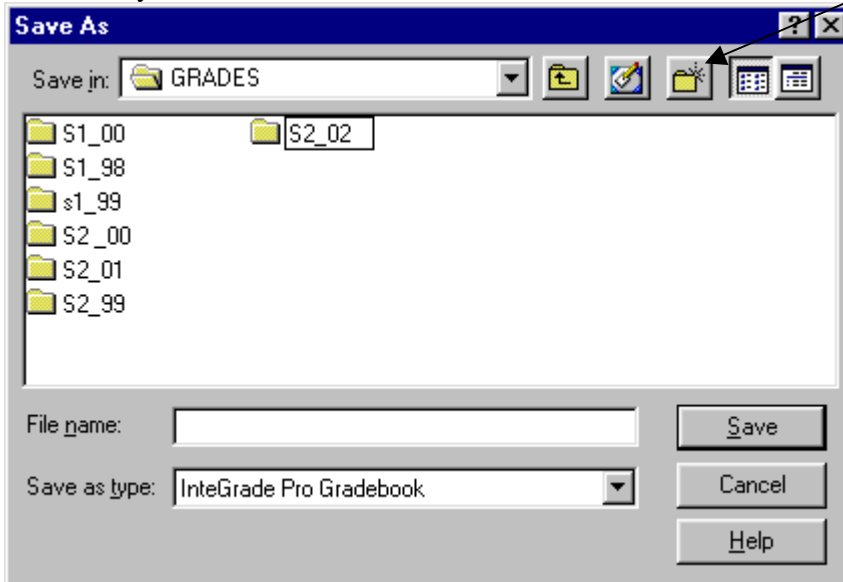


23. If you don't have a folder for your grades make one.
24. Click on the sparkly folder button.
25. Type the word GRADES where it says new folder.

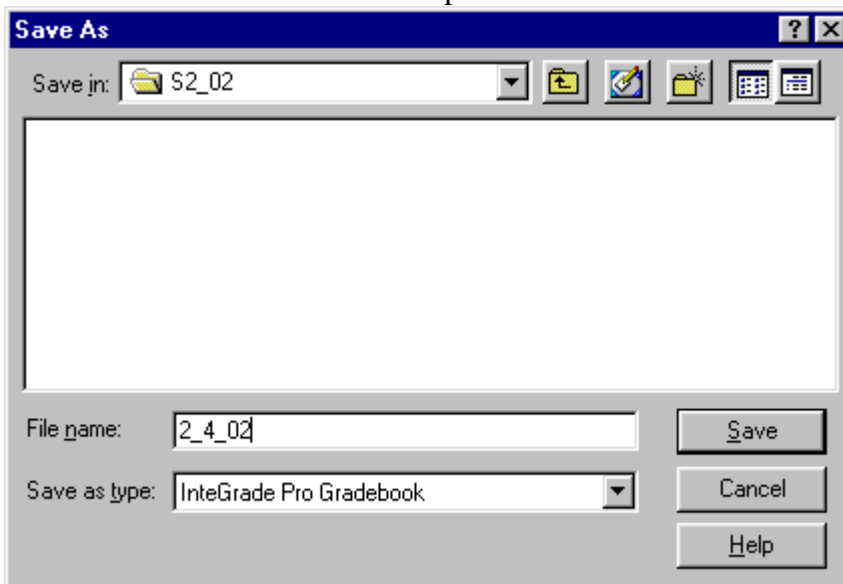


26. Open the GRADES folder.

27. Create another new folder for second semester. Click on the sparkly folder.
28. Name your new folder. I use S2 for semester 2 and 02 for the year.



29. Double click on the folder to open it.



30. Name the file of your grade book. I'd recommend naming it the date it was created. Every time I save my grade book I create a new one so I can save the old one as a back-up.
31. Name your file and click save.
32. You now have a new grade book saved to the hard drive of the computer you are working on. For your own computer this is good. To make sure you don't leave it in room 13 today, right now we will save it to a diskette.
33. Insert your floppy disk to your computer.
34. Pull down the file menu, select **Save As**.
35. Pull down the Save in drop down menu.

36. Select the **A: floppy** drive.
37. Name your file again.
38. Click on **Save**.
39. Your grade book is now on your floppy drive. We will work there today. When you open up your grade book file from your computers you can open it from here.