

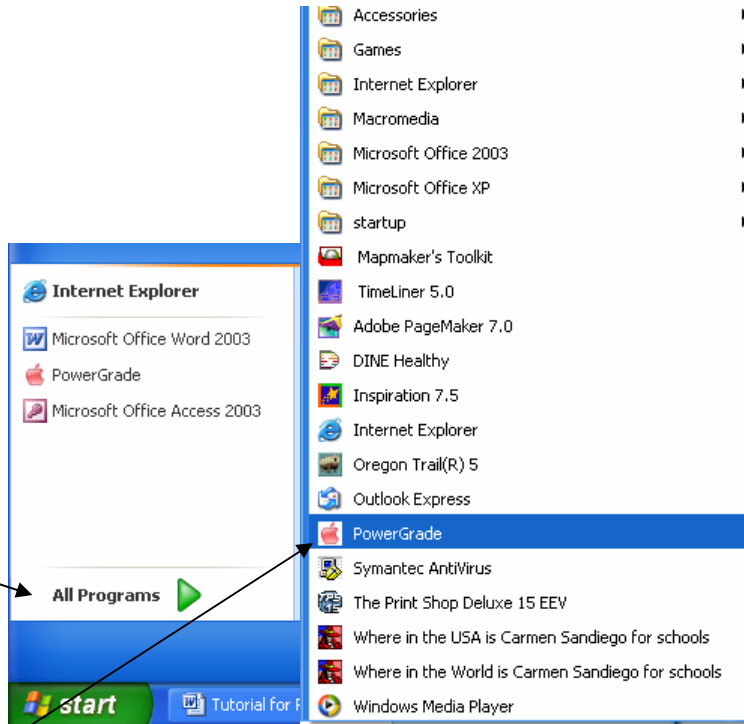
To Download your PowerGrade Data File

Start here

1) Click **Start** button

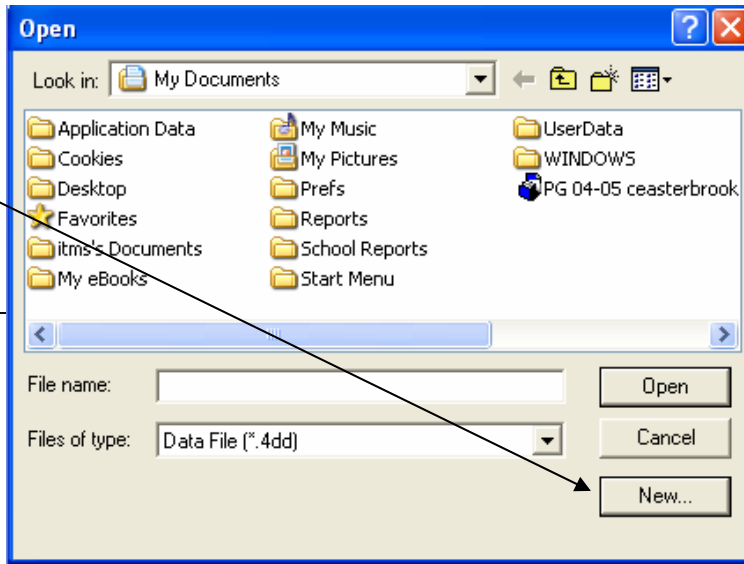


2) Click **All Programs**



3) Choose **PowerGrade**

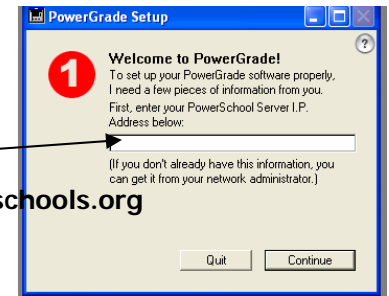
4) Click **New**



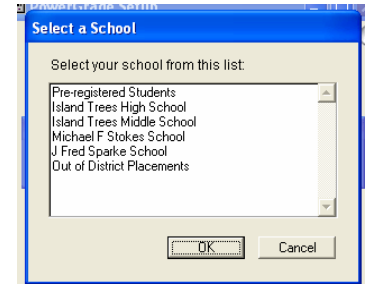
5) In **File Name** box – type
"PG 05-06 your name"
Example – "PG 05-06
CEasterbrook"

6) Click **Save**

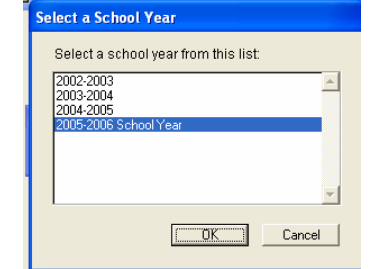
7) Type here
itpowerschool.islandtreesschools.org
then click **Continue**



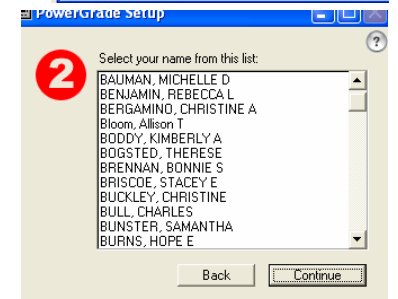
8) Click on your school
then click **OK**



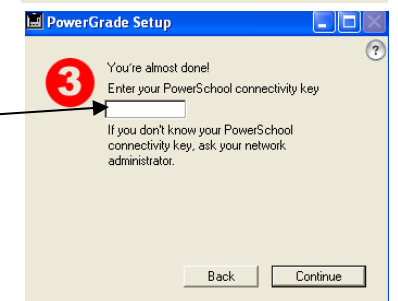
9) Click on 2005-2006
then click **OK**



10) Click on your name
then click **Continue**



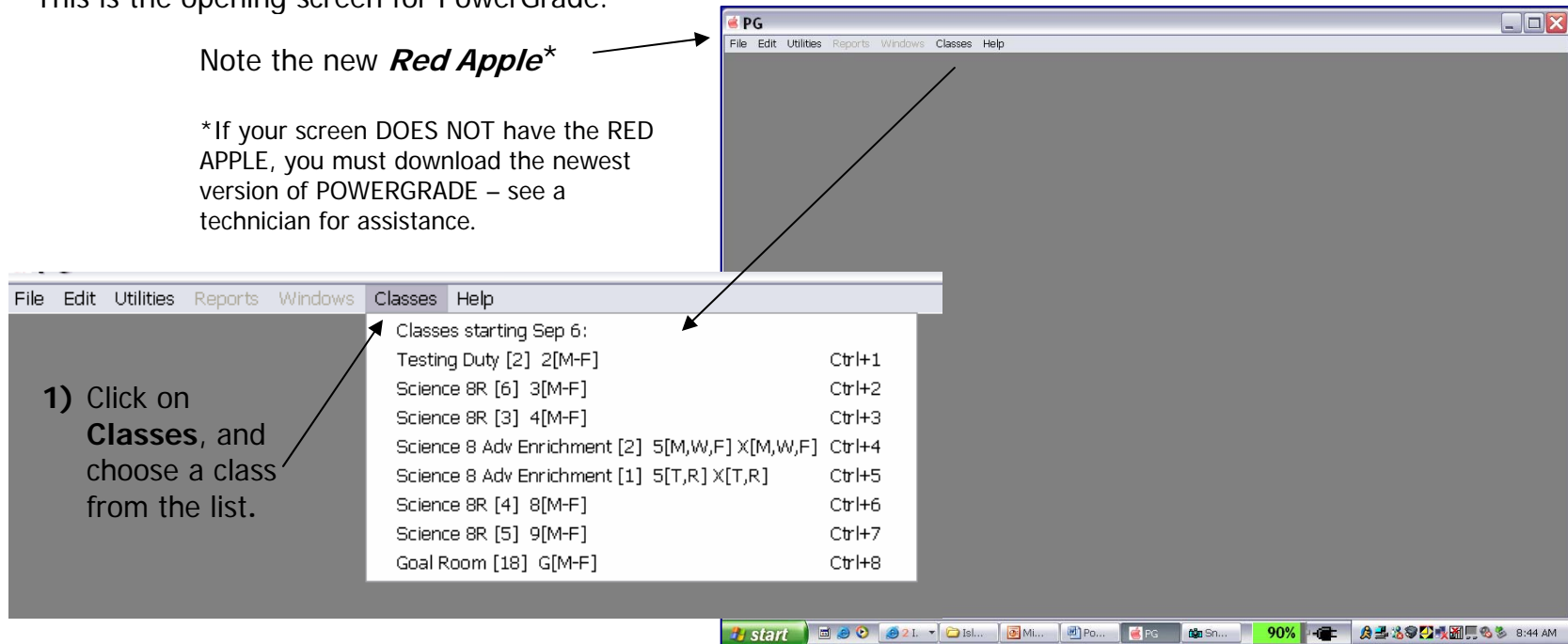
11) Type here
islandtrees
then click **Continue**



This is the opening screen for PowerGrade.

Note the new **Red Apple***

*If your screen DOES NOT have the RED APPLE, you must download the newest version of POWERGRADE – see a technician for assistance.



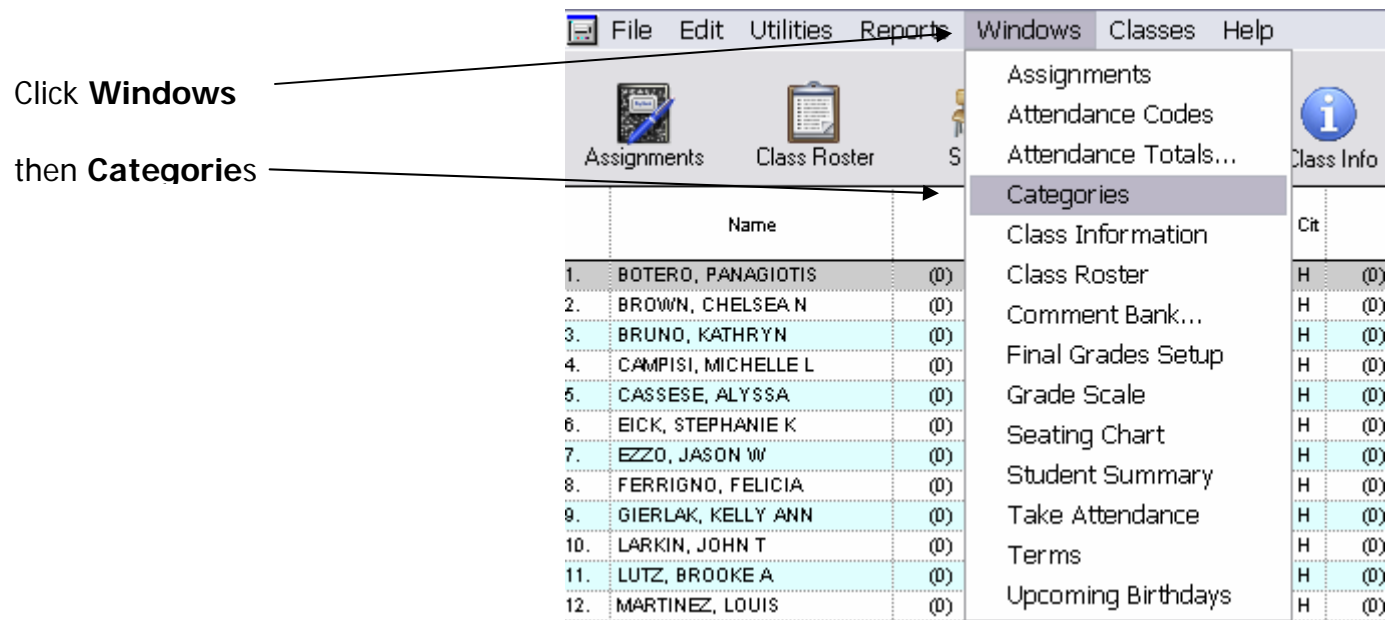
Sequence to set up your **Gradebook**:

First – Set up Categories

Second – Set up Weighting of Categories

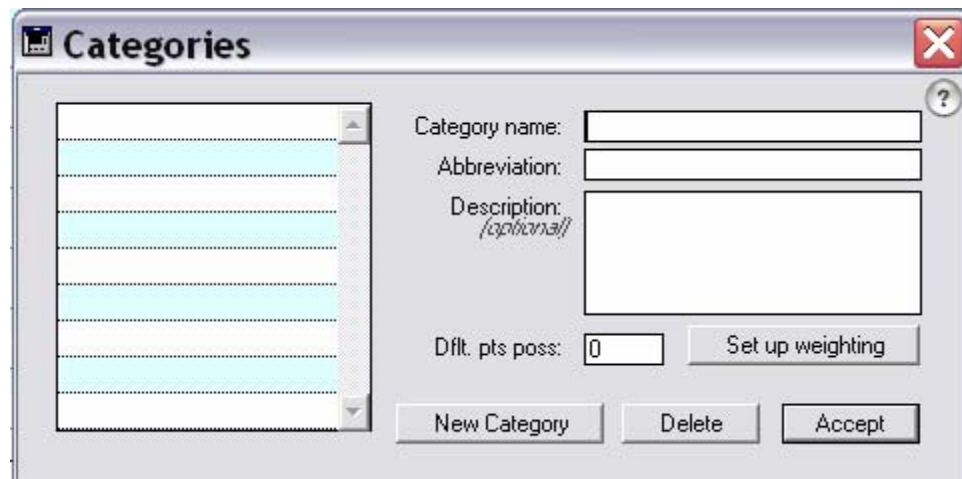
Third – Set up Assignments

Fourth – COPY Categories and Assignments for all Classes



First – Set up Categories

1. Click in **Category Name:**
type *Test*
2. Click in **Dflt. pts. poss.:**
type *100*
3. Click **Accept**
4. Click *New Category*
5. Repeat steps 1-4 for each category name (i.e. Quizzes, Homework, Participation, etc.)



Fourth – COPY Categories and Assignments for all Classes

1. Pick another class from **CLASSES**

2. When asked, click **Save**

3. Click on **UTILITIES**
then **Copy Class Info...**

4. Then Click **OK**

5. Check **all these boxes**

click **Replace**

then click **Copy**

