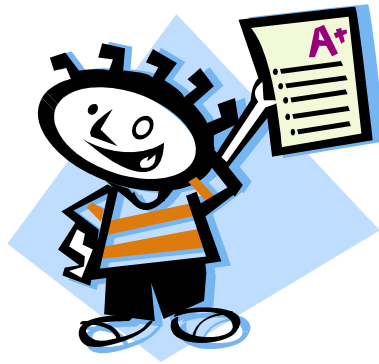


InteGrade[®] Pro



New School Year Quick Start Guide

**Georgetown ISD
September 2007**

Version 9.4

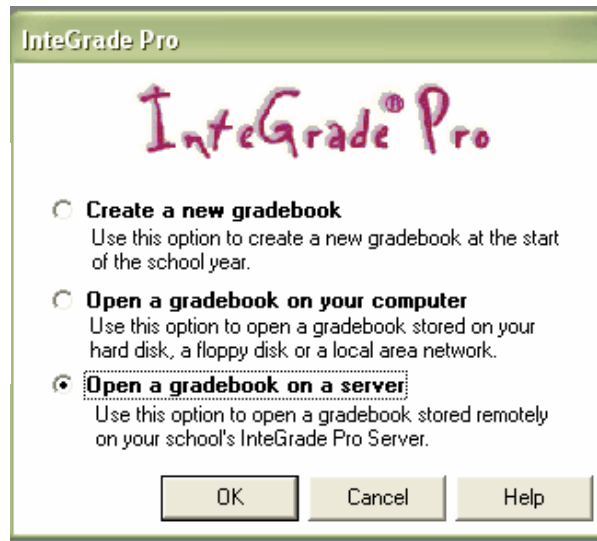
Opening Gradebooks on the School's Server



A. Double click on the **InteGrade Pro** icon located on your desktop.

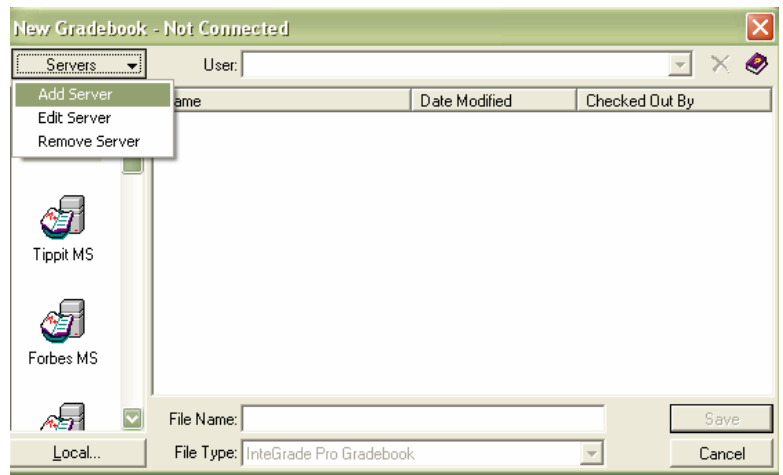
B. Select **Open a gradebook on a server** option; Click **OK**.

NOTE: If option to "Open a gradebook on a server" is dimmed, contact your Campus Technology Facilitator for assistance.



C. If your campus server is **NOT** listed; follow step **D.**; if your campus server is listed; go to step **E.**

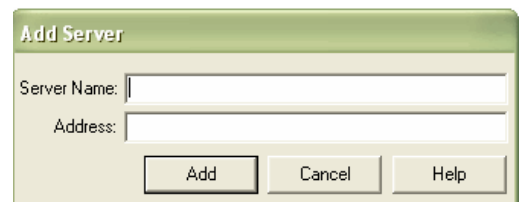
D. Click on **Servers** at the top left of the screen; Click **Add Server**.



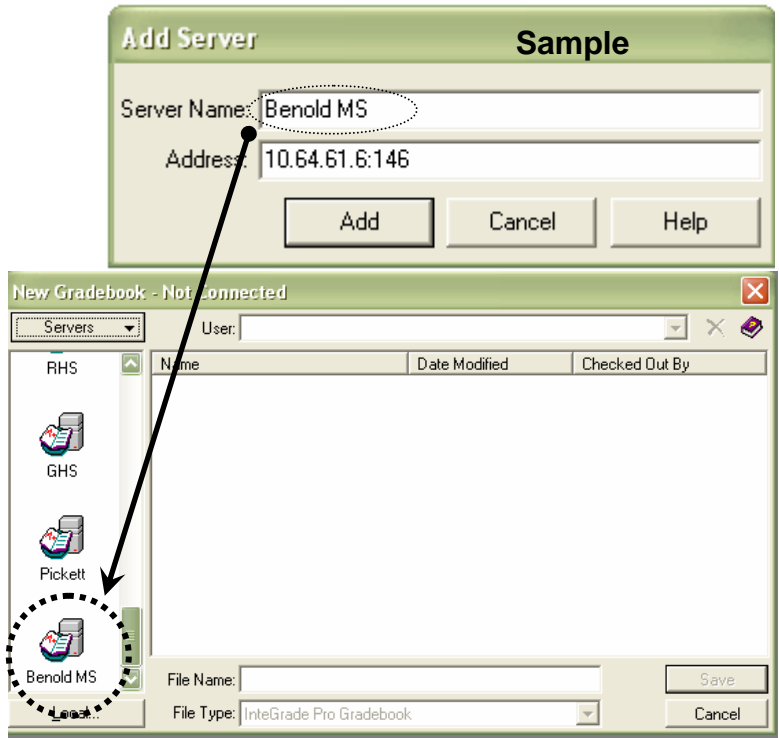
In the **Server Name** field, enter a name for this server. The name entered here appears on the left side of the Open Gradebook screen

In the **Address** field, enter the IP Address of the server. (see *IP Address listing for your campus at the end of this booklet*)

Click **Add**. A new icon appears on the left side of the Open screen.



E. If your campus server is listed or if you just created a new server icon: **Double-click** on the server icon



F. Enter your User ID and password.

Your User ID will be the **first initial of your first name followed by your last name**

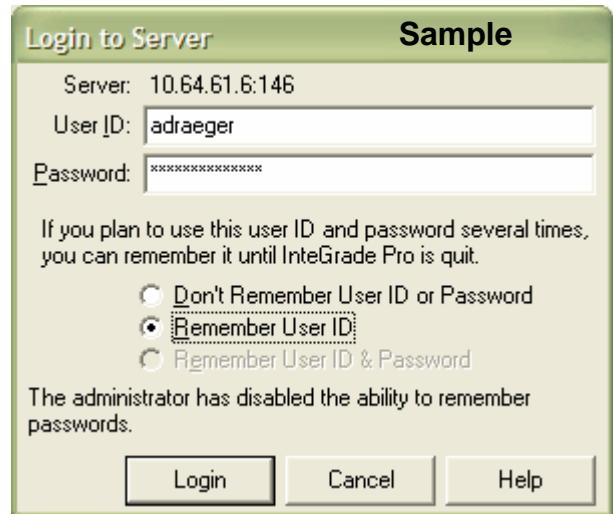
EX: Paul Smith would be **psmith**

****Your initial password at the start of each school year will be **sasi-sasi-sasi******

You can select **Remember User ID**, but the ID will only be remembered until IG Pro is closed.

The first time that you login, you will be asked to change your password. Type a new password and then re-type it to confirm the change.

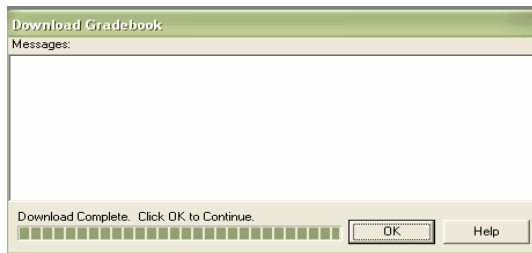
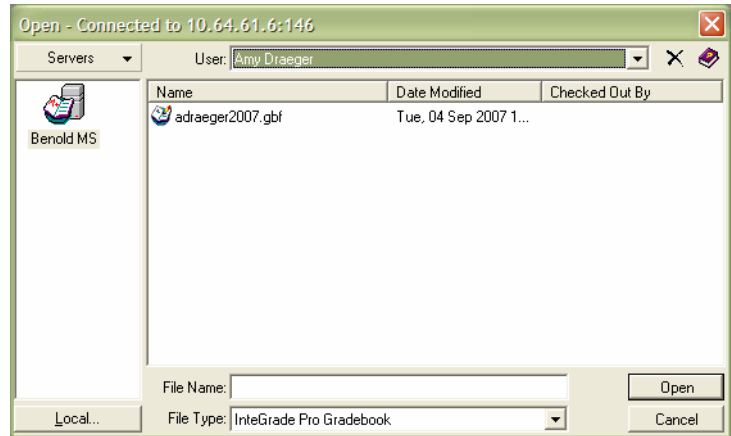
(If you write down your password, store it in a secure place.)



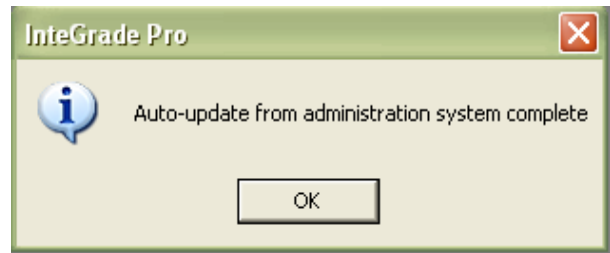
G. When you click on **OK**, the screen to the right displays.

Your gradebook file will appear.

You can **double-click on the file** or highlight the file and click on open.



Click **OK**



Click **OK**

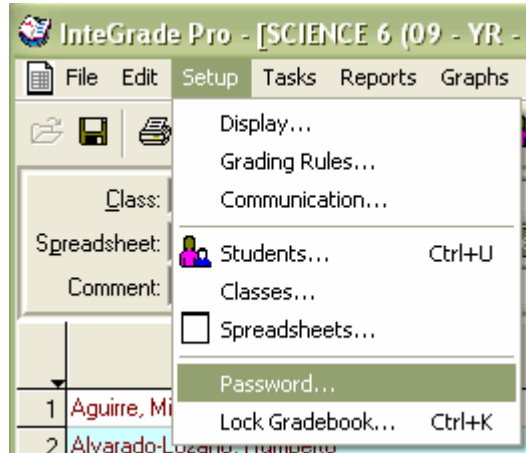
Your gradebook will open and import the appropriate classes and students.

NOTE: *If the appropriate classes and/or students are not listed please see your campus Registrar/PEIMS clerk.*

Resetting Your Password

If you were not prompted to change your password, or if you ever need to change the password on your gradebook:

- A. Click the **Setup** menu
- B. Trace down and click on **Password**
- C. Type new password
- D. Click **Next**
- E. Re-type new password
- F. Click **Next**
- G. Click **OK**

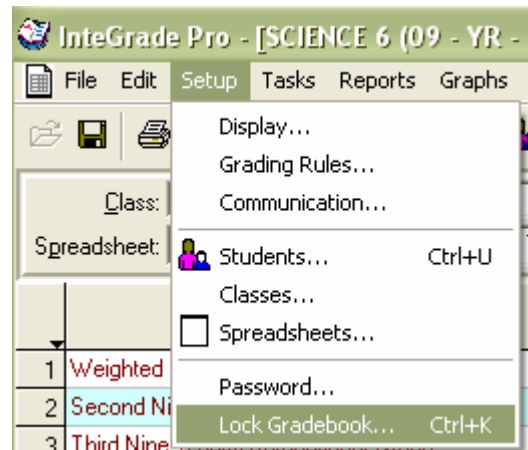


Locking Your Gradebook Screen

You can lock your gradebook screen and hide any student data if you need to leave your gradebook while you are working. *If you are going to be away from your gradebook for more than a few minutes, you should close your gradebook rather than lock your gradebook.*

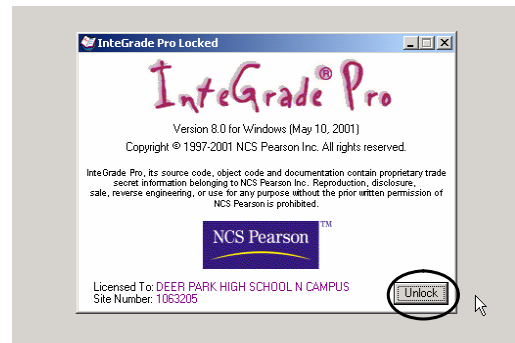
To Lock Your Gradebook:

- A. Go to the **Setup** menu.
- B. Select **Lock Gradebook**.



To Unlock Your Gradebook:

- A. Click on the **Unlock** button.
- B. Type in your InteGrade Pro password.
- C. Press the Enter key or click on the **OK** button.



NOTE: DO NOT LEAVE YOUR GRADEBOOK OPEN OVERNIGHT. If server connection is lost, it can corrupt your gradebook. Always quit IG Pro before logging off of your computer at the end of the school day.

MANDATORY PROCEDURE:

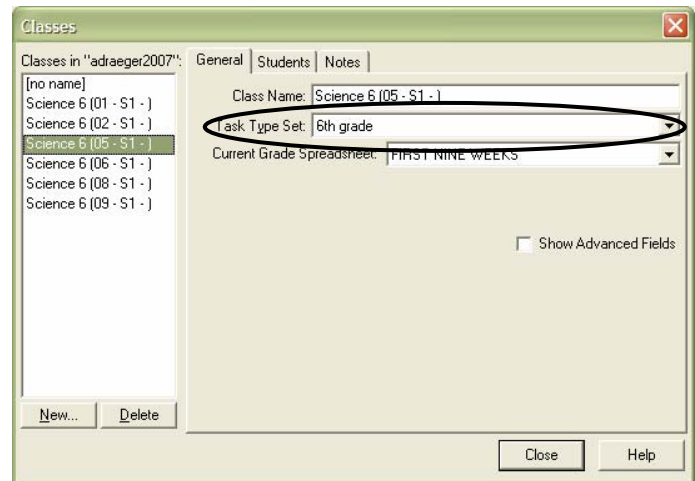
Setup Correct Daily and Test Percentages for Your Classes (Task Type Sets)

You need to do this procedure at the beginning of each semester, **OR** whenever a new class is added to your schedule during the school year.

- A. Click the **Setup** menu
- B. Select **Classes**
- C. Click the **General** tab
- D. Click on the **name of the class** in the left-hand side of the window.
- E. Choose the correct percentages for the class from the *Task Type Set* drop-down list.

NOTE: If you are unsure of which *Type Set* to use, consult the GISD grading policies/regulation in your employee handbook, GISD Website and/or discuss with your supervisor.

- F. **REPEAT** the process above for each class in the left-hand side of the window. You must **click individually on each class name** and choose the correct *Type Set* for each class.



Daily and Test Percentages – For Viewing Only

For Viewing ONLY:

Click the **Setup** menu; Select **Grading Rules**; Click **Type Sets** tab. Your Grading Rules screen will look similar to one of the pictures below. This was set up based on District policy. You **CANNOT** change these percentages; this screen is just for your information.

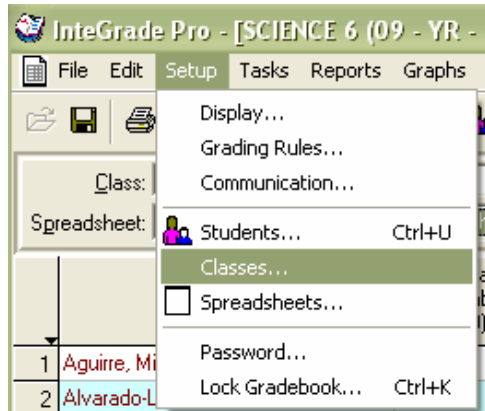
	No weight	6th grade	7th and 8th	HS 9-12
homework/classwork	100	40	23.2	25
assessments/tests		60	66.7	75
Total	100,000	100,000	100,000	100,000

	ELEM 40-60	No weight	ELEM 80-20
homework/classwork	40	100	80
assessments/tests	60		
spelling			20
Total	100,000	100,000	100,000

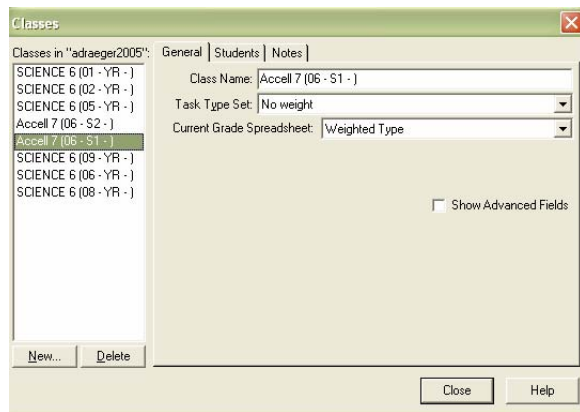
Organize Your Class Lists

You can re-order your class list in your gradebook to make it more efficient.

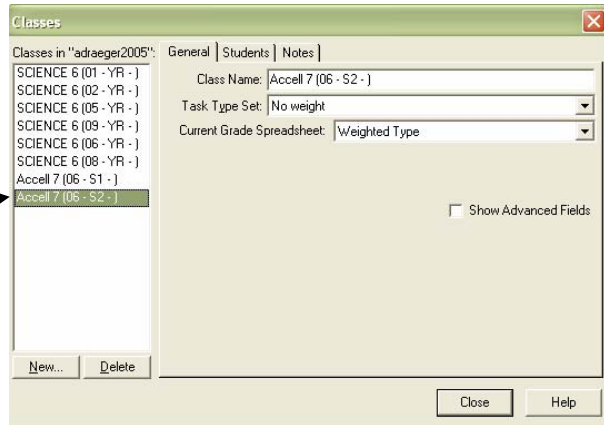
A. On the **Setup** menu, select **Classes**



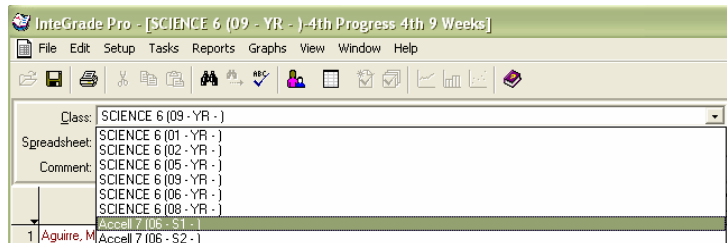
B. Highlight the class you want to move. Hold down the **Ctrl** key on your keyboard and use your mouse to drag the class name up or down in the list.



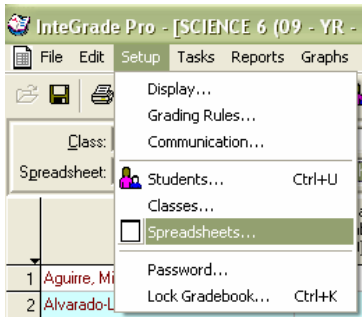
Example: Moved Accell 7 (06-S1) & Accell 7 (06 -S2) to the bottom of the list.



C. Click **Close**. Now click on the class dropdown. You should see the classes are rearranged.

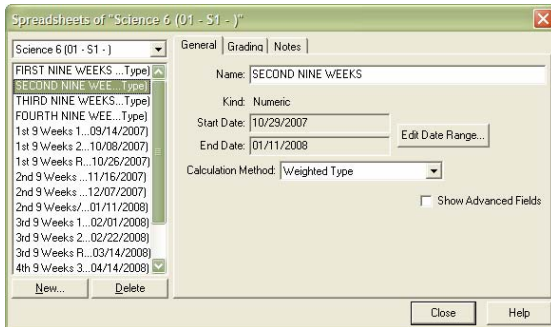


Organize Your Spreadsheets

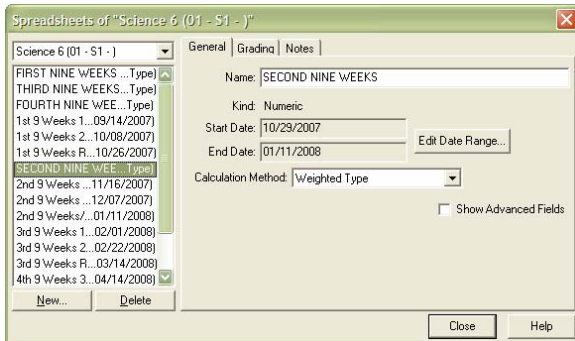


The spreadsheets in each class can be reorganized to help you more easily access the spreadsheets you work with most often.

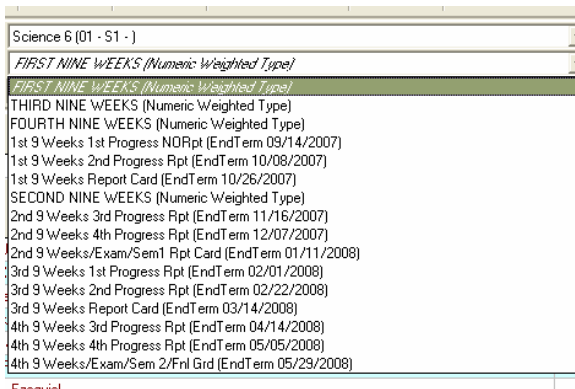
A. On the **Setup** menu, select **Spreadsheets**.



B. Highlight the spreadsheet to move. Hold down the **Ctrl** key on your keyboard and use your mouse to drag the spreadsheet name up or down in the list.



Example: Moved *SECOND NINE WEEKS* spreadsheet so it now displays after all of the 1st 9 Weeks spreadsheets.



C. Click **Close**. Now click on the spreadsheet dropdown. You should see the spreadsheets are rearranged.

IGPRO Server IP Addresses (Inside GISD Only)

Campus	IP Address
Benold	10.64.61.6:146
Carver	10.64.61.9:146
Cooper	10.64.61.7:146
Forbes	10.64.61.223:146
Ford	10.64.61.7:146
Frost	10.64.61.9:146
GHS	10.64.61.225:146
McCoy	10.64.61.8:146
Ninth Grade Campus	10.64.61.224:146
Pickett	10.64.61.8:146
Purl	10.64.61.10:146
Richarte	10.64.61.10:146
Tippit	10.61.61.222:146
Village	10.64.61.8:146
Williams	10.64.61.8:146
GAP	10.64.61.10:146