

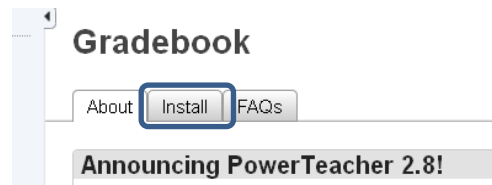
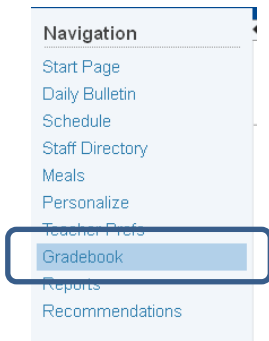
With the current version of PowerTeacher Gradebook, there are a couple of ways to launch the gradebook. The BEST and preferred way is to install the shortcut to your desktop. By doing this, you do not need to open PowerTeacher every time you want to use your gradebook. The second way to launch the Gradebook is to use the Instantly Launch Gradebook option within PowerTeacher. Directions for both are below.

Installing and Launching the Gradebook in Firefox

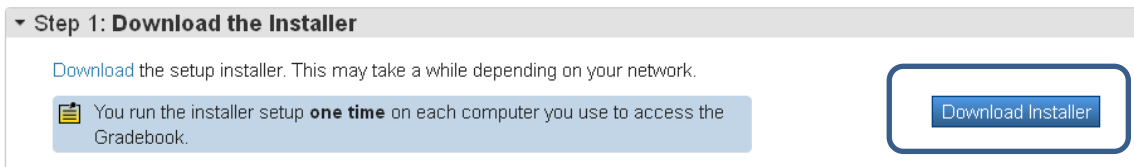
Firefox is the preferred browser, as the Gradebook seems to display better.

HOW TO INSTALL THE SHORTCUT

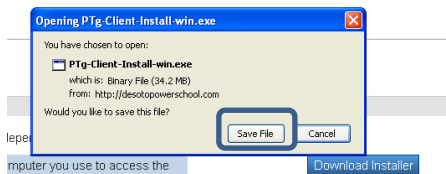
1. Open Firefox. Launch PowerTeacher by navigating to <http://desotopowerschool.com/teachers> and login with your username and password.
2. Click on the Gradebook option in the Navigation Pane.



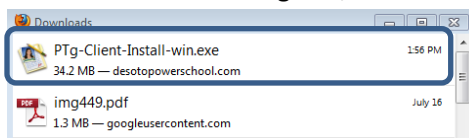
3. Click on the Install Tab.
4. Click on Download Installer on the right side of the screen.



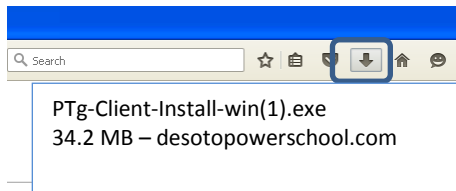
5. The below screen will appear. Click on Save File.



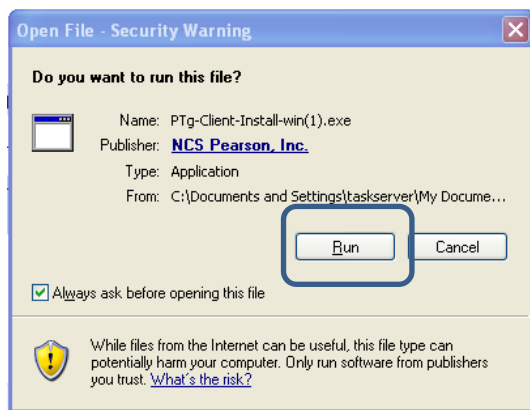
6. A Downloads dialog box, like the one below, should appear. If it does not, skip to step 8 of these instructions.



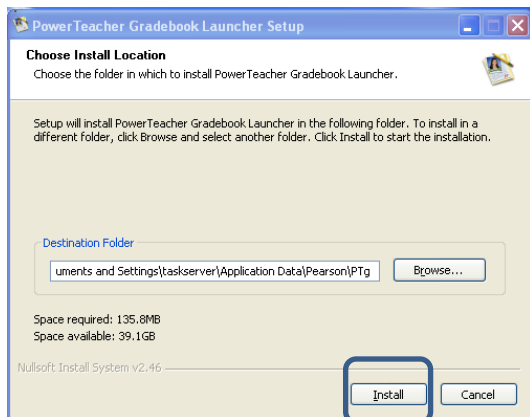
7. Double-Click that file name (PTg-Client-Install-win.exe) to begin the installation.
8. If the Downloads dialog box does not automatically appear, Click on the Arrow Pointing downward in the upper right corner of your screen. The downloaded file (PTg-Client-Install-win(1).exe) will appear in this window. Double-Click that file name to begin the installation.



9. Click on RUN when the below screen appears.



10. Click INSTALL on the next dialog box as below.



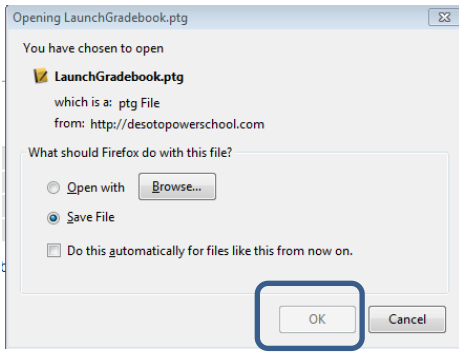
11. Follow the prompts on the screen until you FINISH the installation.
12. Close the Downloads dialog box if it is still open.
13. Go back to PowerTeacher and click on Step 4, Activate Installation.

▶ Step 1: **Download the Installer**
 ▶ Step 2: **Choose Install Location**
 ▶ Step 3: **Finish Installation**
 ▼ Step 4: **Activate Installation**

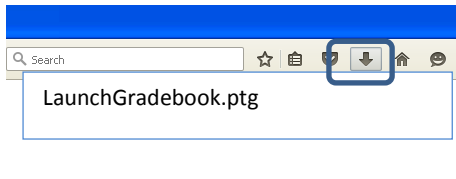
Click **Launch** to activate the Gradebook. The Gradebook opens and the setup for the new launch method is complete.

Launch

14. Click on LAUNCH on the right side of the screen.
15. Choose SAVE FILE and click OK.

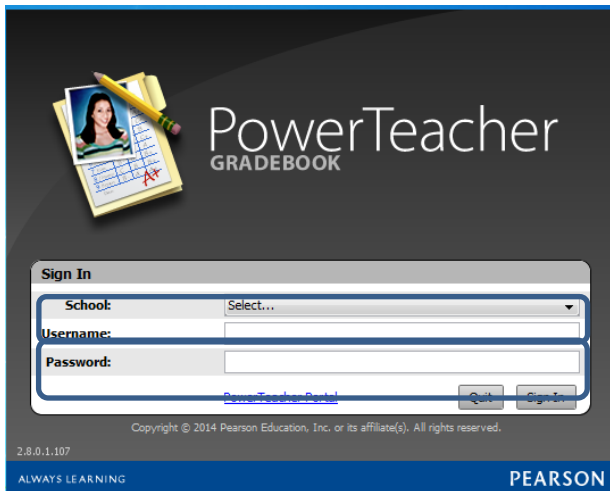


16. A Downloads dialog box should appear. Double-click on LaunchGradebook.ptg.
17. If the Downloads box does not appear, click on the arrow in the upper right screen, then click on the



LaunchGradebook.ptg

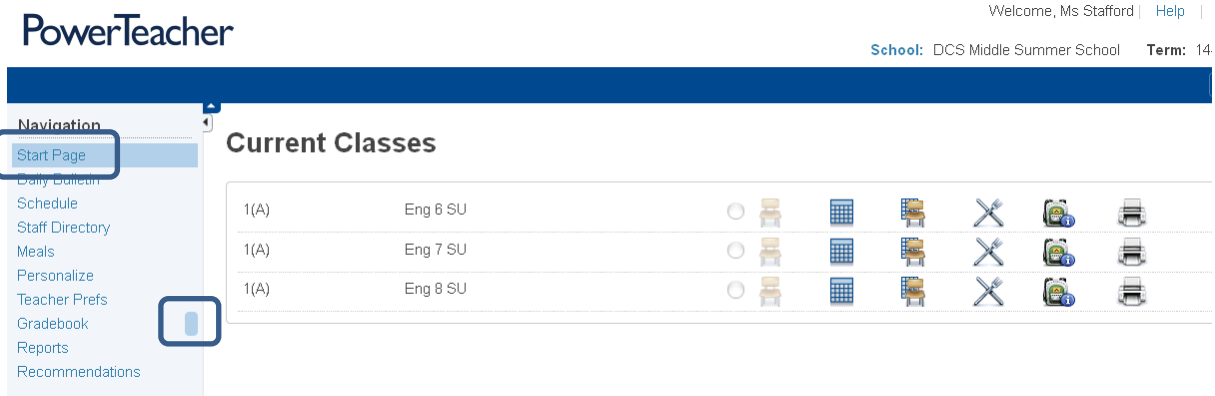
18. The gradebook will be launched.
19. Close the Gradebook.
20. Minimize PowerTeacher and any other applications running.
21. Locate the new Gradebook icon on your desktop. Double-click the gradebook icon from the desktop.
22. The following window will appear when you launch the gradebook from the desktop.
23. Click on the drop down beside School and select your school (if it is not selected already).



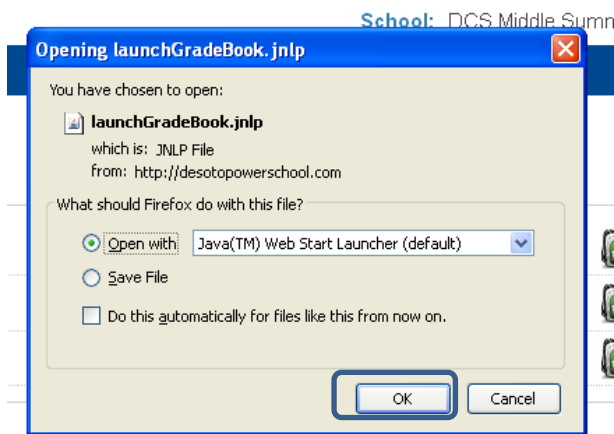
24. Enter your Teacher Login and Password.
25. Click on Sign In.
26. Your Gradebook will be launched.

HOW TO RUN POWERTEACHER USING THE INSTANTLY LAUNCH FEATURE IN THE GRADEBOOK USING FIREFOX

1. From the Start Page, Instantly launch the Gradebook by clicking the small box to the right of the Gradebook option in the Navigation Pane.



2. Once you click the Instantly Launch icon, the following will appear.



3. Click Ok.
4. Then click RUN on the screen that appears.
5. You are now ready to work in your Gradebook.

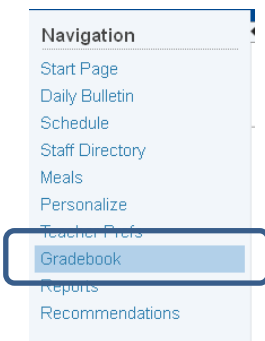
With the current version of PowerTeacher Gradebook, there are a couple of ways to launch the gradebook. The BEST and preferred way is to install the shortcut to your desktop. By doing this you do not need to open PowerTeacher every time you want to use your gradebook. The second way to launch the Gradebook is to use the Instantly Launch Gradebook option. Directions for both are below.

Installing and Launching the Gradebook in INTERNET EXPLORER

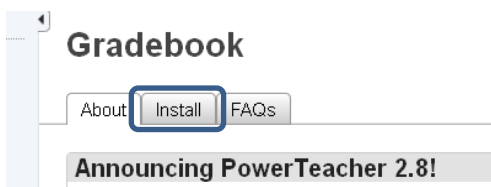
Firefox is the preferred browser, as Internet Explorer sometimes does not display pages accurately. If you experience trouble with Internet Explorer, switch to Firefox.

HOW TO INSTALL THE SHORTCUT

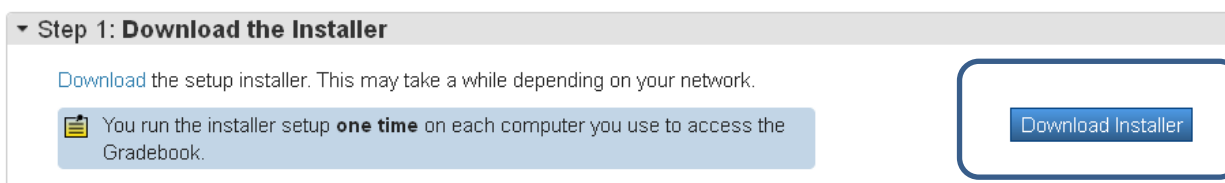
1. Open Internet Explorer. Launch PowerTeacher by navigating to <http://desotopowerschool.com/teachers> and login with your username and password.
2. Click on the Gradebook option in the Navigation Pane.



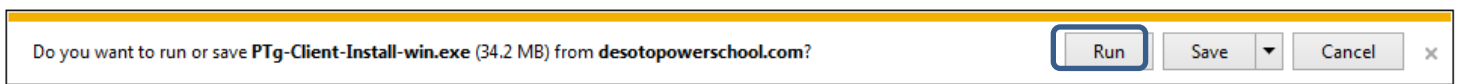
3. Click on the Install Tab.



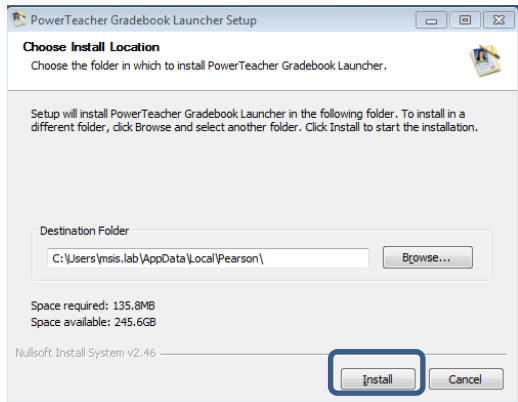
4. Click on Download Installer on the right side of the screen.



5. This message will appear at the bottom of the screen. Click on RUN.

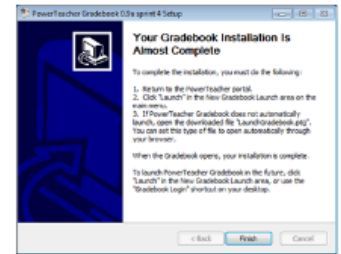


6. Click **INSTALL** on the next dialog box as below.



7. Follow the prompts on the screen until you **FINISH** the installation.

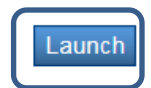
On the next screen, click **Finish**. To finish the installation setup, you must launch the Gradebook from the PowerTeacher portal.



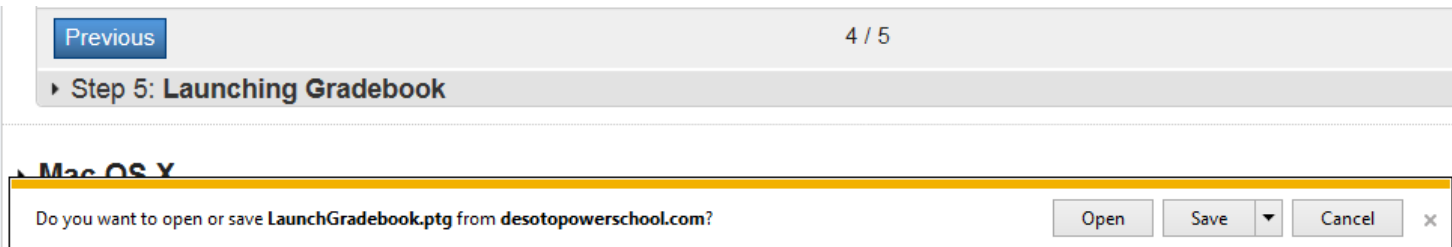
8. Go back to PowerTeacher. Click on Step 4: Activate Installation, then click the **LAUNCH** button.

▼ Step 4: Activate Installation

Click **Launch** to activate the Gradebook. The Gradebook opens and the setup for the new launch method is complete.



9. The following will appear at the bottom of the screen. Click on **OPEN**.



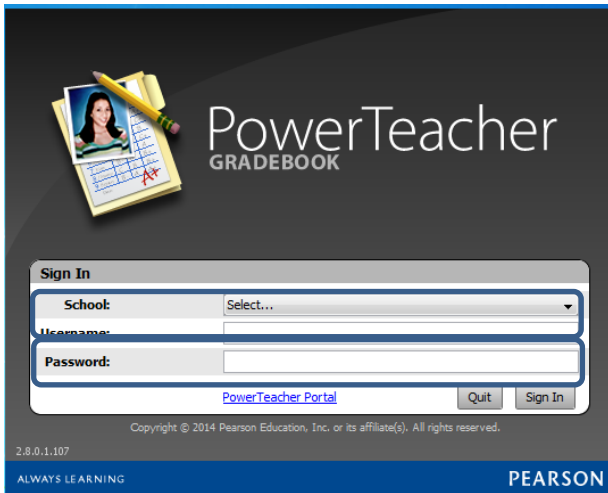
10. Your Gradebook should launch.

11. Close your Gradebook.

12. Minimize PowerTeacher and any other applications running. Locate the Gradebook icon on the desktop.

13. Double-click the Gradebook icon.

14. Click on the drop down beside School and select your school (if it is not selected already).



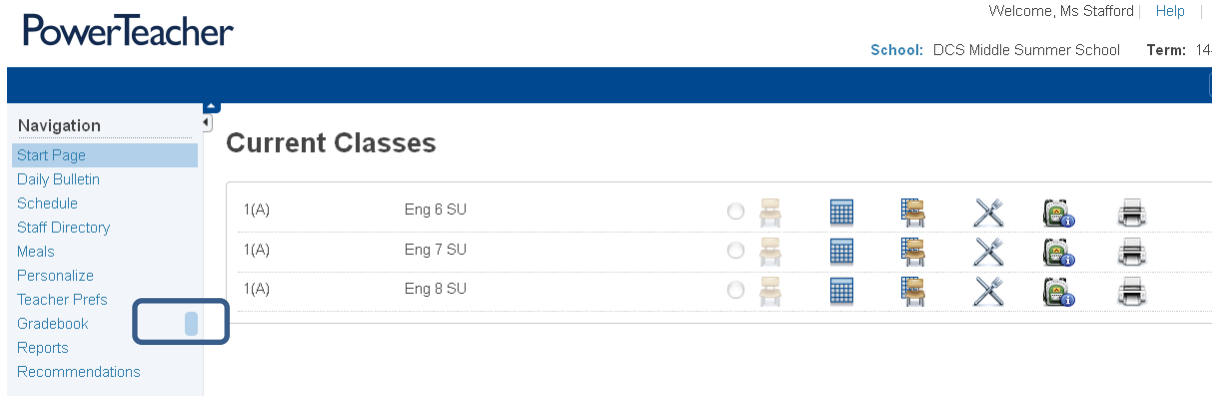
15. Enter your Teacher Login and Password.

16. Click on Sign In.

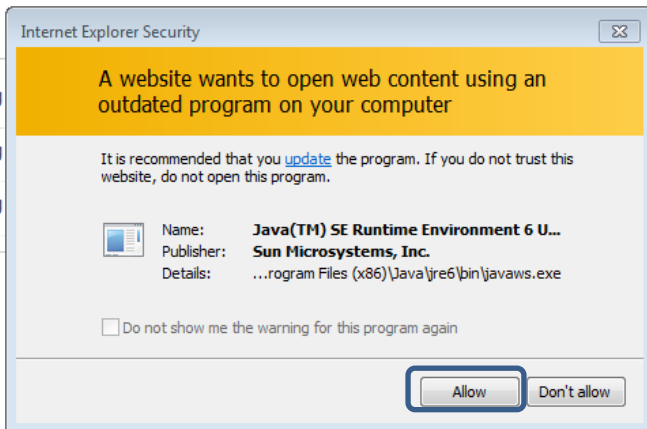
17. You are now ready to work in your gradebook.

HOW TO RUN TEACHER GRADEBOOK USING THE INSTANTLY LAUNCH THE GRADEBOOK FEATURE IN INTERNET EXPLORER

1. From the Start Page, Instantly launch the Gradebook by clicking the small box to the right of the Gradebook option in the Navigation Pane.



2. Once you click the Instantly Launch icon, the following will appear.



3. Click ALLOW.
4. Then click RUN on the screen that appears.
5. You are now ready to work in your Gradebook.