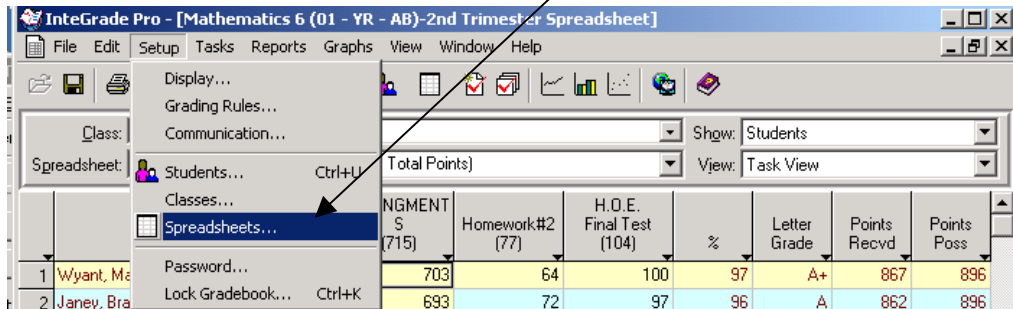


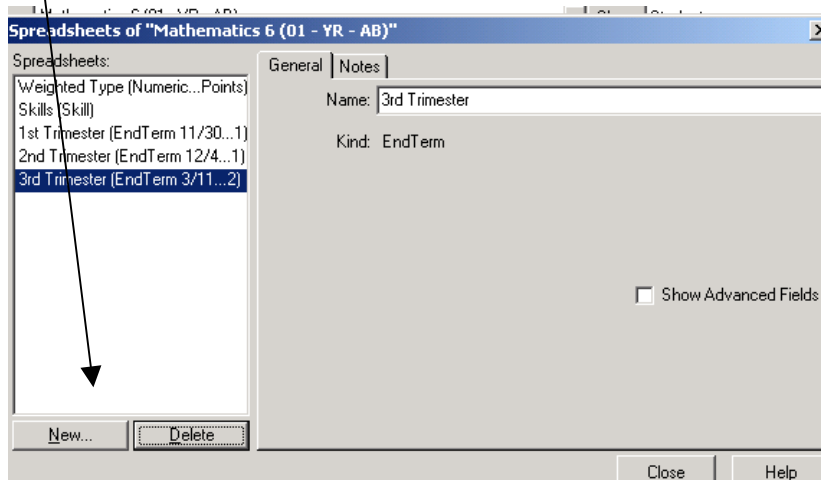
Creating a New Spreadsheet in InteGrade Pro Updated 1/18/06

Each grading period (i.e.- quarter, trimester), a new spreadsheet must be created. This keeps the assignments and scores for each grading period separate.

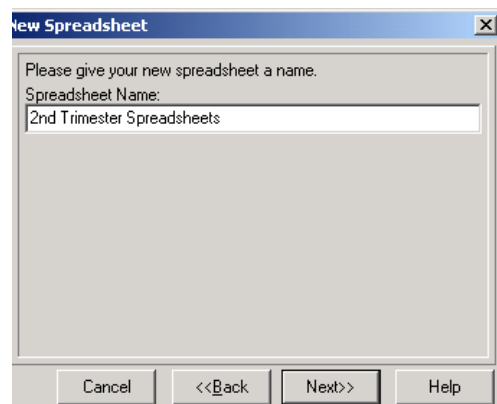
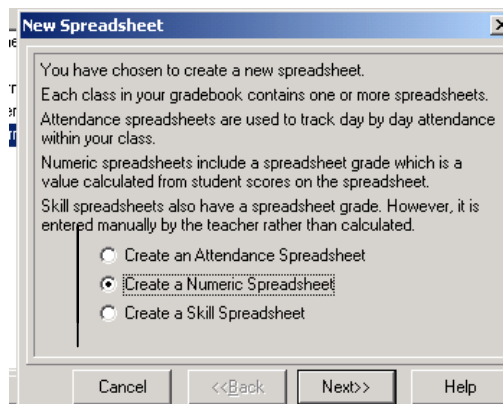
To create a new spreadsheet within the gradebook:
Go to "Setup" in the menu and select spreadsheet



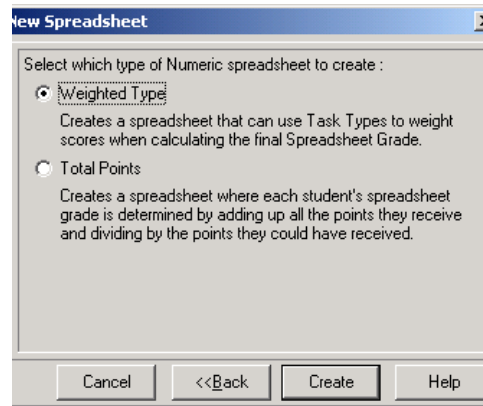
Select "new"



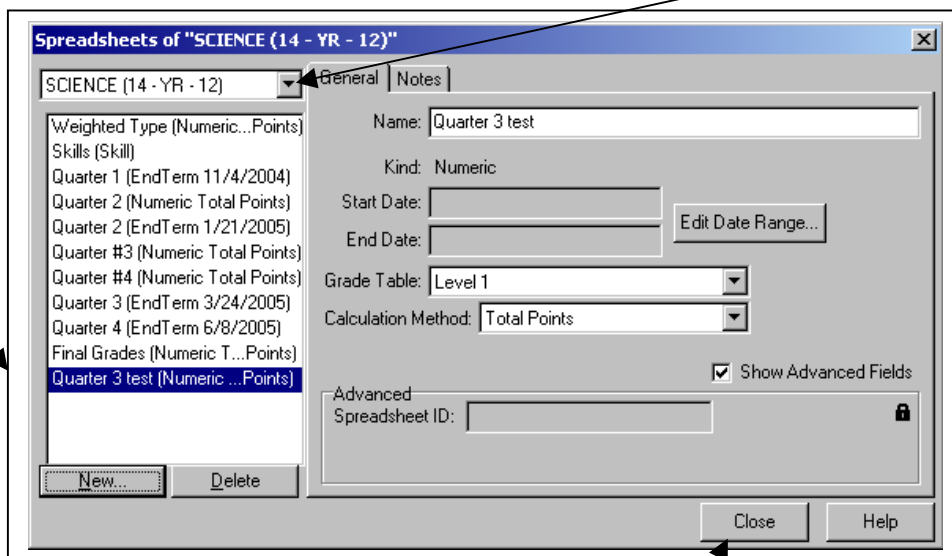
Follow the prompts and name it with the appropriate grading period:



Make sure you choose the correct type of spreadsheet that you want to use with your gradebook



The new spreadsheet will show up at the bottom of the list. You will need to create a new spreadsheet for each class. Select the next class from the pulldown menu.



After creating spreadsheets for each class, click the close button. You are now ready to display the spreadsheet for each class you just created by selecting it from the pulldown menu labeled "spreadsheet"

