

Adding Report Templates to PowerGrade

Steps for copying files from server
and storing on your hard drive so they
can be used by PowerGrade.

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Step 1: Connect to Server

- From the **Go** menu, choose **Connect to Server**
- Put your name and password in the box the comes up and click **Connect**
- In the next box, choose **Faculty** from the list of items and click **OK**
- The server window will open on your desktop

Step 2: Locate Files to Copy

- When the server window opens, find the folder entitled **Software** from the list.
- Click on the folder to open it and find the folder called **PowerGrade** in there.
- Inside that folder is another folder called **Report Templates**. Click it one time and drag it to your desktop to copy it.
- Also, click once on the file entitled **PG_ReportList.doc** and drag this to your desktop to copy it there.

Step 3: Put Templates in PowerGrade

- Open the hard drive of your computer
- Open the **Applications** folder
- Find the **PowerGrade** folder and open it
- Open the **School Reports** folder
- Go back to the **Report Templates** folder on your desktop and select all of the templates (**Edit -> Select All**)
- Drag the whole group into the **School Reports** folder in the **PowerGrade** folder

Step 4: Use Templates

- You are now ready to begin using the templates from your classes in **PowerGrade**. Open PowerGrade and open any class. Go to the **Reports** menu to choose the template you wish to use.
- The file you copied, **PG_ReportList.doc** gives you the list of the reports as well as descriptions of each. Print this page for your reference when choosing which report to use!