

## **InteGrade Information**

To access your class rosters:

1. Click the Integrate Pro icon from any faculty desktop

If the program asks for an authentication code use the following:

Licensee Name: **Christian Brothers Academy**

Site Number: **1010649**

Authorization Key: **T8U-7MG-QRAVAD** *Must be in CAPS and include the dashes*

If you are asked about servers click "Cancel".

2. Choose "Create a New Gradebook" then click next.
3. Click "Next"
4. Click "Local"
5. Choose "Create Using Class Rosters" then click "Next".
6. Click "Next"
7. Use the drop down box in the center of the screen to find the **Marks\$(M:)** drive. Choose the folder labeled **IGPro**. In the 101 folder find your teacher number and go into that directory. Click on the class file (the only one in the directory) then click "Open".
8. Click "Next" if the correct name is displayed.
9. Click "Save".
10. Type a name for your grade book such as **2008Grades** then click "Save".

To print your class rosters:

1. Open your gradebook file.
2. Select the appropriate class from the drop-down box labeled "Class"
3. You may wish to sort your students by name. To do this click the label "Students Name" then choose "sort by column".
4. Click the print icon.
5. Choose CLASS ROSTER REPORT.
6. If you want to use this sheet to take attendance then check the box next to Vertical Lines. Click "Next".
7. Click "Print"
8. Repeat this process for every class.