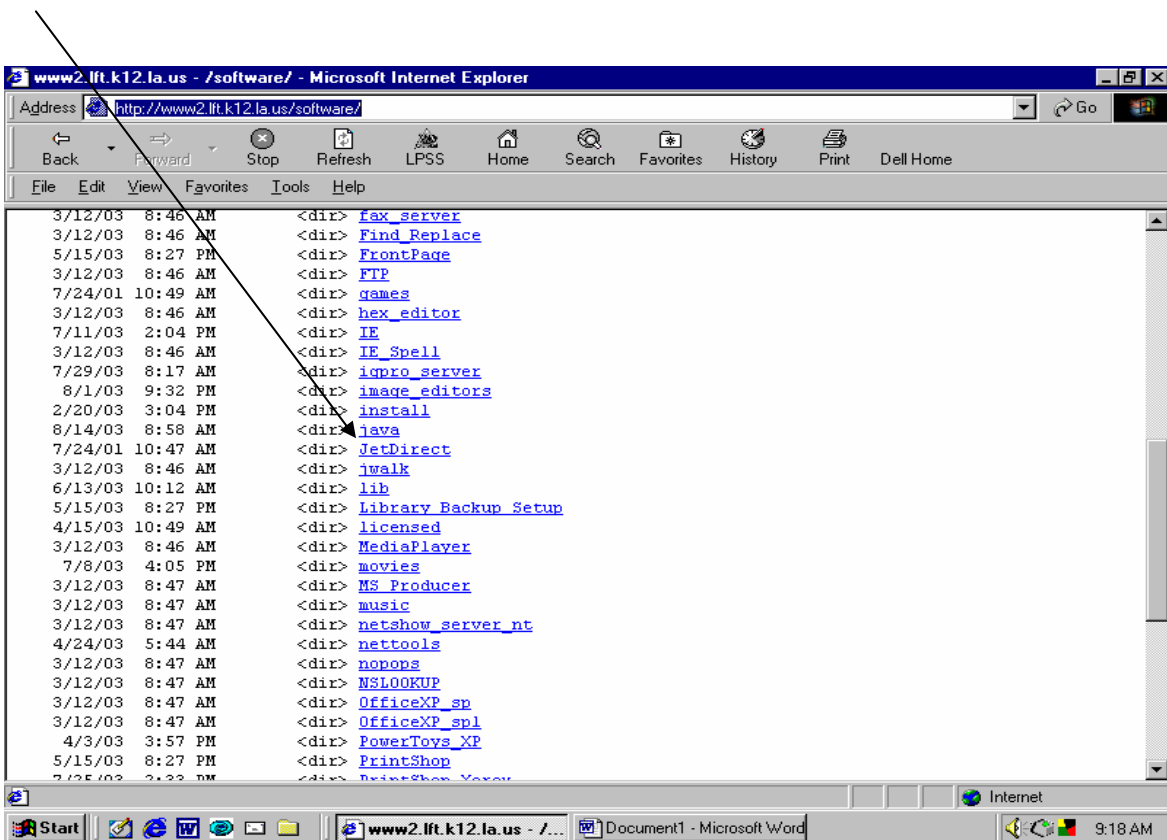


Integrate Pro Online Users Manual

Integrate Pro Online is accessible through any computer outside of the Lafayette Parish School System. **Those computers running Windows 98 or older versions of the Windows operating system must enable java script and TCP/IP through the internet browser. (Explorer or Netscape).** In addition, the cookies function must be enabled in order for the program to run correctly.

Enabling Java Script and TCP/IP

1. At the following Internet address, <http://www2.lft.k12.la.us/software/> , click on the java listing.



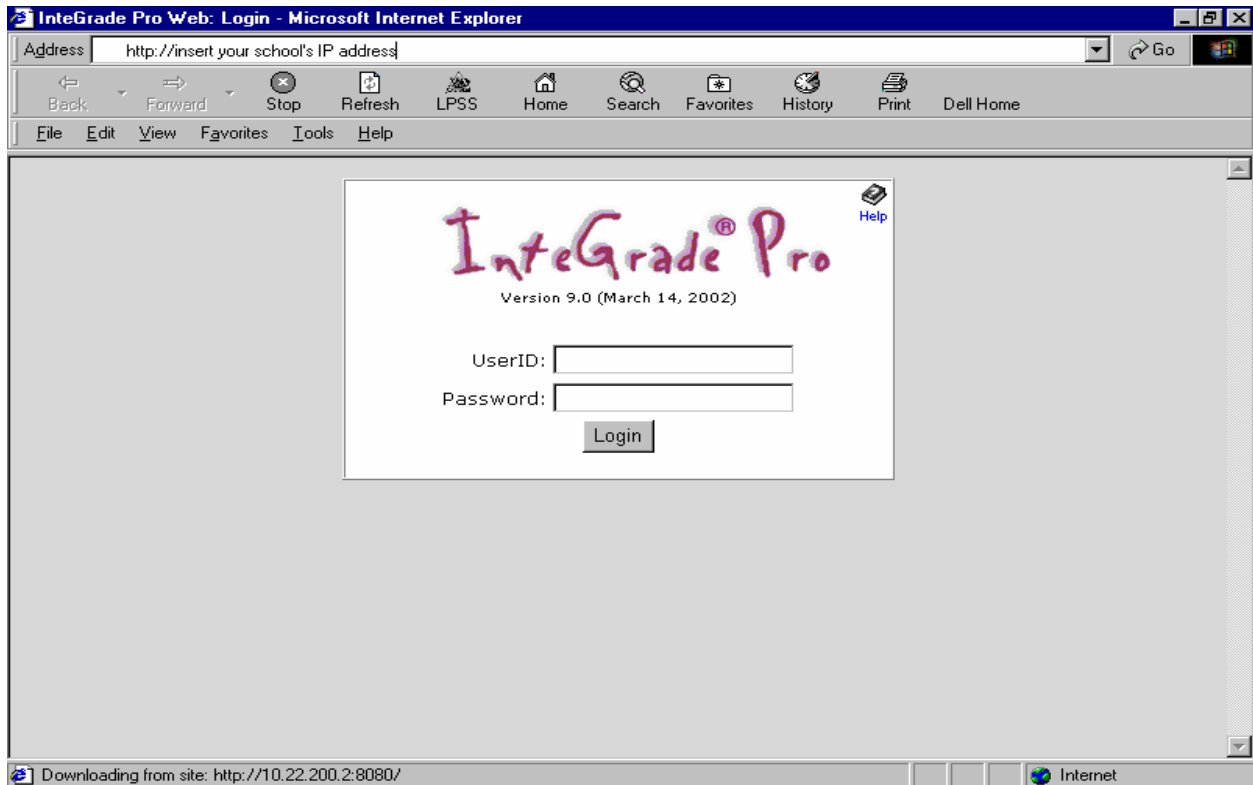
2. Click on the 8015928 listing which reads j2re-1_4_1_01-windows-i586.exe to install java script.
3. Click on the 986400 listing which reads w95ws2setup.exe to install TCP/IP.

*****NOTE: Most browsers enable java automatically. Try to use the Integrate online program before you install these features.**

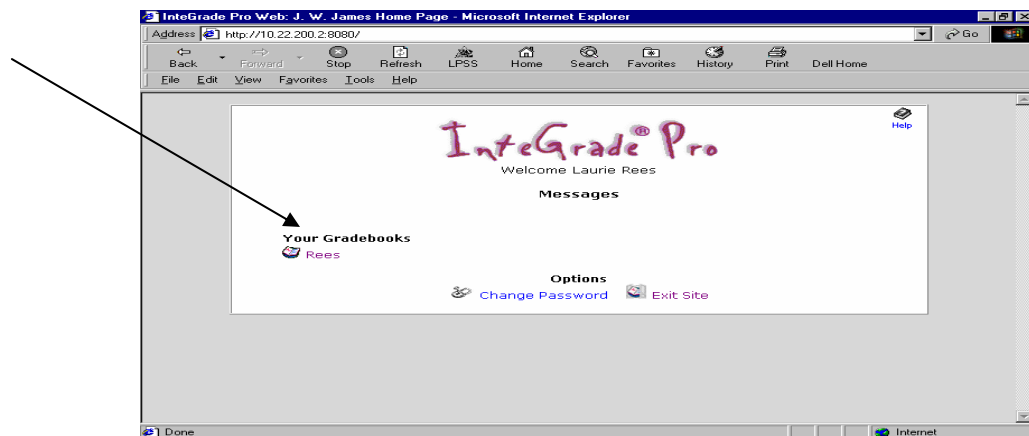
Accessing the School Server

In the address box, type the IP address of your school's server (http://schoolIPaddress). This information may be obtained from your librarian.

The following screen will appear. Type your userID and password in the space provided. The userID and password is given to each teacher by the designated Integrate Pro administrator.



The next screen will contain your gradebook. Click on your name to view your gradebook located on the school's server.



Access to gradebooks on the Web

The InteGrade Pro home page displays a list of all gradebooks to which you have access. Some of the gradebooks will allow you read access only. In other words, you may look at the gradebook information but you may not change it. Others will allow you read and write access. This means that you can both look at and make changes to the gradebook. The icons located to the left of the gradebook name indicate the type of access you have.



This icon beside a gradebook indicates that the gradebook has been checked out by another user. You may look at it but you may not make any changes. This icon will also appear if you did not exit the gradebook correctly.



This icon beside a gradebook indicates that you have both read and write access to the gradebook (unless it has been checked out in which case you must wait for it to be checked back in). You may look at it and make changes to the information in the gradebook.





This icon beside a gradebook indicates that you have read access only. You may look at the information but you may not make any changes.

Class Information

The gradebooks you access via InteGrade Pro Web are located on your school's InteGrade Pro network server. They are the same gradebook files that you access when you are at school. Thus, any information already entered in the gradebook at school will be available to you when you open the gradebook using InteGrade Pro Web. Likewise, any changes you make while working on the gradebook in InteGrade Pro Web will be saved back to your school's server. There is no need to copy files onto diskettes or send them via e-mail in order to work on them at home!





Working with the Gradebook

Use this procedure to move from one page to another within InteGrade Pro Web.

1. If you have made changes, it is recommended that you click **Save Gradebook**  before moving to a new page.
2. To move to a new page, click on the appropriate icon on the toolbar. For example, if you are on a spreadsheet and you wish to go to the student demographic pages, click **Edit Student** .

Creating a task for a spreadsheet is a two-part process. You must first add the new task to the system and then edit the task to add additional details that cannot be added during the task creation process.



All task types

1. If you are not already on the spreadsheet page, click **Edit Scores** .
2. Select the **Class** and **Spreadsheet** to which you wish to add a task.
3. Click **New Task** .
4. Make sure the **Add to:** Class and Spreadsheet boxes contain the correct class and spreadsheet combination.
5. In the **Task Name** field (it will say "New Task"), type a name for the new task.
6. Enter a **Date Assigned** and the **Due Date** for the task.
7. From the **Task** drop-down list, select the task type for this task. These task types must have been previously setup using InteGrade Pro.
8. Click **Send** and then **Save Gradebook** .
9. Click **Edit Task**  to add additional information for the task you have just created.
10. Refer to the procedure for Editing tasks for information on completing the Task tabs.

Numeric task types

If you are entering a numeric type task, you will also have to complete the following fields.

1. In the **Out of (Raw)** box, enter the number of points the task is "out of".
2. In the **Scale Factor** box, specify how the scores for this task should be scaled.
3. In the **Maximum Score** box, specify the maximum score permitted for the task if there is one.
4. Click **Send**. The page will be re-displayed and the Points Required for Mastery field will be displayed at the bottom of the page.

5. Enter the **Points Required for Mastery**.
6. Click **Send** and then **Save Gradebook** .
7. Click **Edit Task**  to add additional information for the task you have just created.

Important points to remember

Submitting and Saving Changes

It is extremely important to understand the difference between using the **Send** button (located at the bottom of each page) and using the **Save Gradebook** icon on the toolbar.

Send 

Be sure to use both the Send and the Save Gradebook button each time you make changes to data. This will ensure that all data is saved at all times

Save Gradebook 

These instructions apply with or without JavaScript enabled!


Clicking the Save Gradebook button saves all changes that have been submitted to the web server. The changes are saved to the actual gradebook file on the InteGrade Pro Web server. Until you click Save, changes submitted using the Send button are not actually saved to the gradebook file and could possibly be lost.


Back/Forward buttons

Warning: Do not use the Forward and Back browser buttons on your web browser toolbar. These buttons are not part of the InteGrade Pro Web application and therefore do not perform the checks and saves that are necessary when moving from page to page.

Closing a gradebook

Use this procedure when you have finished making changes to a gradebook and you want to log off of InteGrade Pro Web.

1. Click **Save Gradebook**  to ensure that all changes have been saved to the gradebook file on the server. This function will not apply if you are viewing a gradebook for which you have read-write access only.

2. Click **Close Gradebook** .
3. If you have write access to the gradebook, the system will ask you to save any unsaved changes. You will be returned to the InteGrade Pro Web home page. If you have read-only access you will simply be returned directly to the home page.
4. Select **Exit Site** to log off InteGrade Pro Web. **WARNING: If you do not “Exit Site”, you will not be able to open your gradebook because it will be considered open on the school server.**

DO NOT change the password on the online version. These passwords are assigned by the Integrate Pro program and emailed to your Igpro administrator.