

## Setting up Powergrade

1. Log into Powerschool Teacher
2. Click the Powergrade link on the left
3. Download the Macintosh or Windows Installer
4. Double click on the Powergrade installer once it's finished downloading
5. A box will pop up. Click the New button.
6. Leave all of the defaults and click Save.
7. Enter **10.3.76.251** when asked for the Powerschool server IP Address
8. Select your school from the list
9. Select your name from the list
10. Enter your Connectivity Key:  
(Can Be Obtained from Your PowerSchool Administrator)  
(Most Likely Your Password)
11. Begin using Powergrade

\*If you are using a Mac the Program will be located in HD -> Applications -> Powergrade Folder. You may drag the Powergrade Icon into your dock for easy access.