

TO MAKE A NEW SHORT CUT TO GRADESPEED ON YOUR DESKTOP Using Internet Explorer

1. First, click on the following link or copy and paste it into the URL box in your Internet browser: <http://fortstockton.gradespeed.net/gs/>
2. Click “Favorites” and choose “Add to Favorites” (See Figure 1).
3. Once the URL is added to your Favorites, then Click on Favorites again and scroll down to the GradeSpeed link you just created.
4. **Right** click “Sign to GradeSpeed” link in your Favorites and choose “send to”, then choose “desktop (create shortcut) (See Figure 2)
5. POOF! You have a shortcut to the new GradeSpeed server in San Antonio on your desktop.

Figure 1

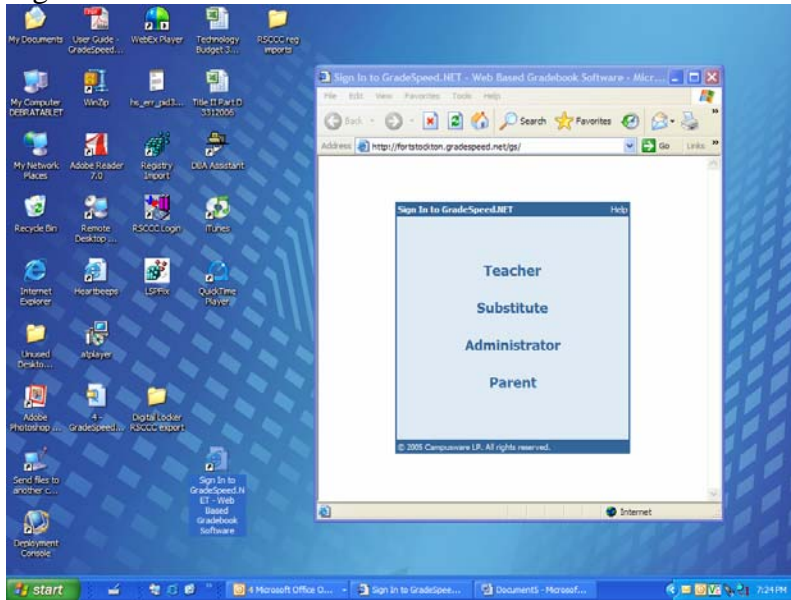


Figure 2

