Double-click on the JPAMs icon on your desktop. It looks like a coffee cup. A login box will appear. Enter your username and your password. Press **Enter** or click **OK**. You will often see a window notifying you of available updates. You should download the updates every few days to make sure your JPAMs version is current.

The Teacher WorkStation menu screen will then appear. Click on the **JGradebook** button.

The setup box will appear (as shown). For Installed and ocation of Pictureshould be set to Server. Click the **OK** button at the bottom.

Your name should appear in the bottom left corner of the screen. In thek OK

After entering the information, click Save

Posting Skips

4. Under remarks, key in a complete description of the