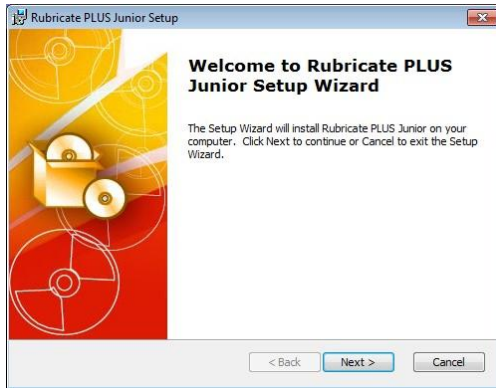


STEP-BY-STEP GUIDE TO INSTALLING RUBRICATE PLUS JUNIOR ON A NETWORK

Step 1: Installing on the Computer

A. Install the **Rubricate PLUS Junior** programme, by inserting the CD-ROM in your computer's CD-ROM drive and it will run automatically. It may take **many minutes** to check for the paths to Microsoft Word and Excel so **please be patient**.



B. Click on 'Next'.

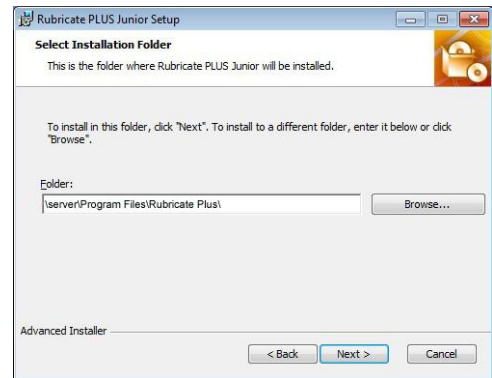


C. Accept the Rubricate End-User Licence Agreement by clicking in the checkbox.

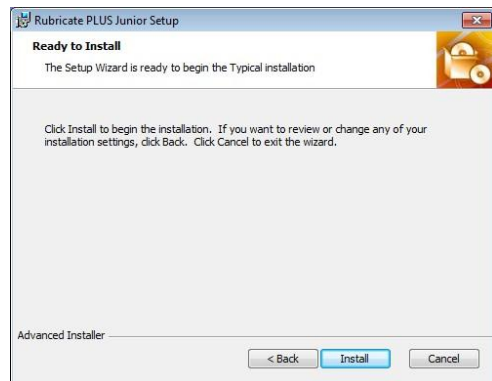


D. Click on 'Next'.

E. Click on 'Browse' to install in a Rubricate Plus folder on the Server, e.g. [\\Server\Program Files\ Rubricate Plus\](#) then click on 'Next'.



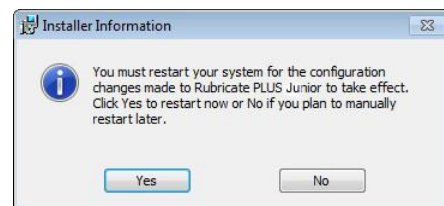
F. Click on 'Install'.



G. Once installation is complete, the following will open.



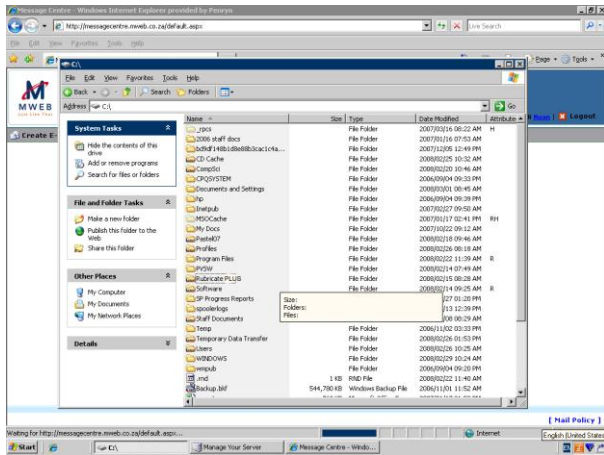
H. Click on 'Finish'.



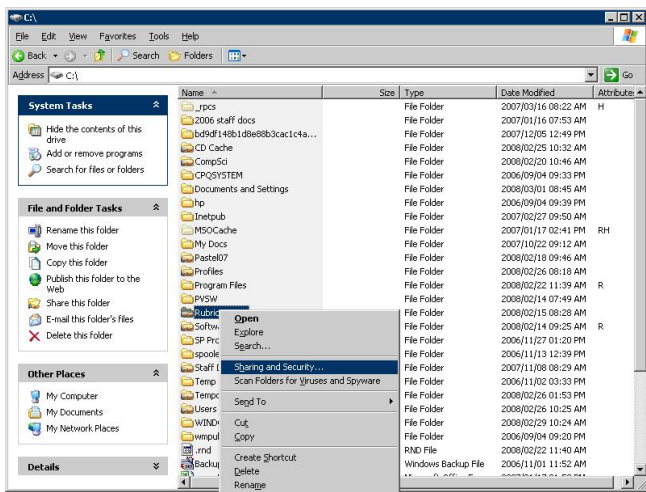
I. Click on 'No' to prevent the Server from restarting.

Step 2: Setting up the Server

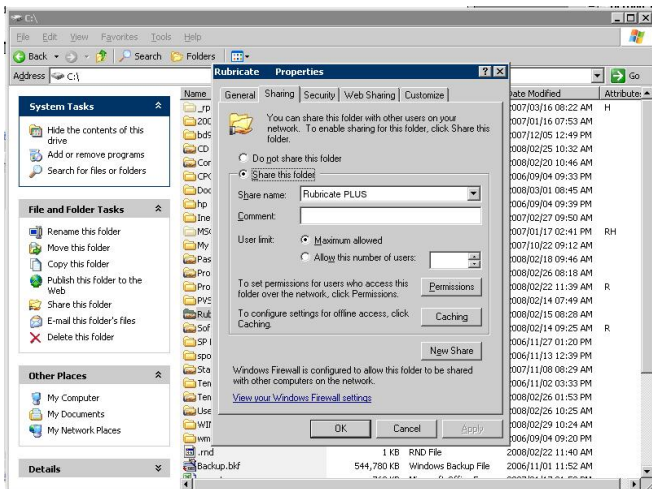
A. Open the Server directory.



B. Right-click on the Rubricate Plus folder. Select 'Sharing and Security ...'.

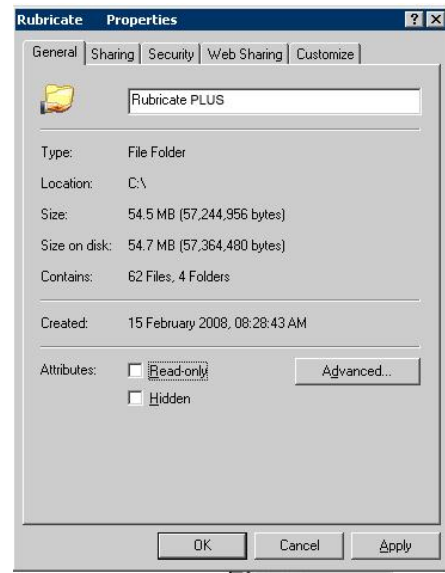


C. On the 'Sharing' tab, click on 'Share this folder' and Share name as 'Rubricate Plus'. Click on 'Maximum allowed' for User limit.



D. Click on the 'Permissions' button. Make sure that all user can read and write to the Rubricate files by ensuring that 'Everyone' has the 'Change' and 'Read' permissions allowed. Click on 'OK'.

E. Click on the 'General' tab. Make sure that the 'Read-only' attribute is not checked.

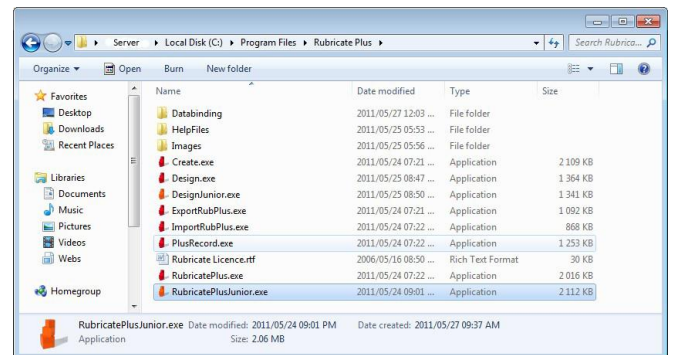


F. Click on 'OK'.

The Server Setup is now complete.

Step 3: Setting up on the Workstations

A. On each individual workstation computer, locate the Rubricate Plus folder on the Server and double-click to open it.



B. Locate the RubricatePlus Junior.exe file in this folder and right-click on it. Choose 'Send to' and 'Desktop (create shortcut)'.

C. You should see the icon appear on the desktop of the workstation computer. Right-click on the icon and choose 'Rename'. Type in 'Rubricate PLUS Junior'.



Step 4: Setting up Usernames

Please consult the Step-by-Step Guide to Installing Rubricate PLUS Junior on a Stand-alone Computer or the Rubricate PLUS Junior Help File included in your package.