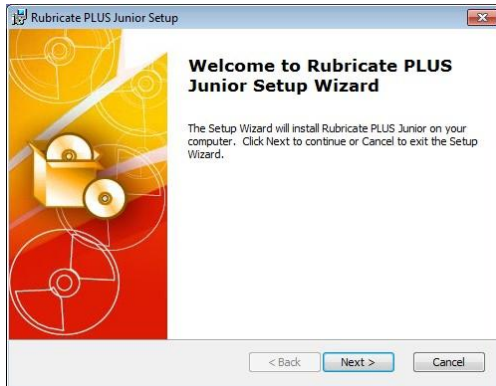


STEP-BY-STEP GUIDE TO INSTALLING RUBRICATE PLUS JUNIOR ON A STAND-ALONE COMPUTER

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'.

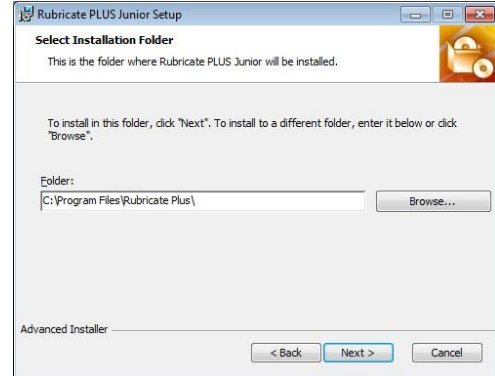


C. Accept the Rubricate End-User Licence Agreement by clicking in the checkbox.

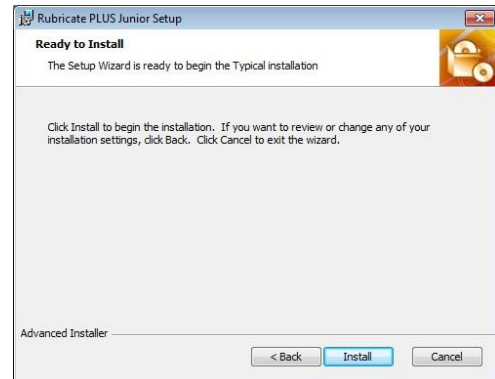


D. Click on 'Next'.

E. Install in the recommended folder by clicking on 'Next'



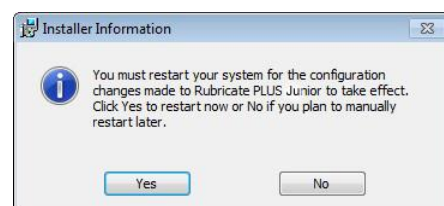
F. Click on 'Install'.



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



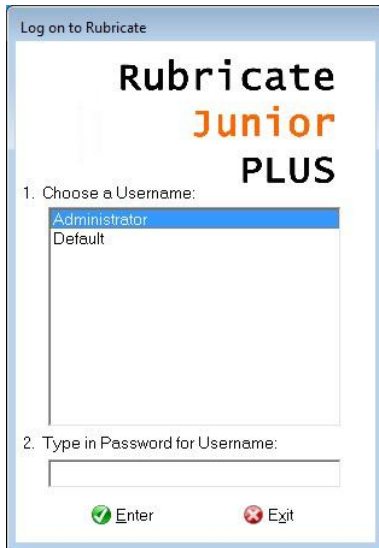
H. Click on 'Finish'.



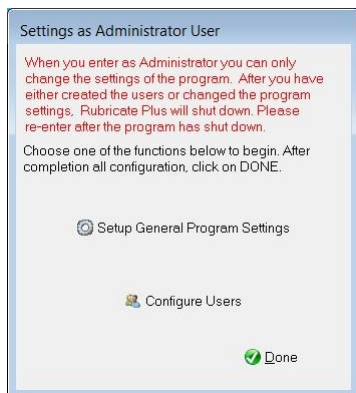
I. Click on 'Yes' to restart your computer.

Step 2: Creating a Username

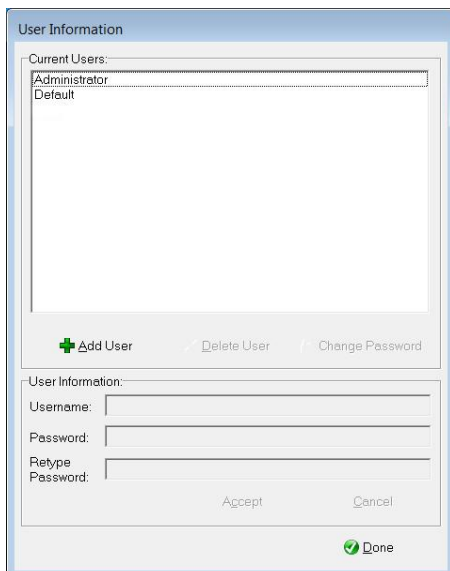
A. To create a Username, enter **Rubricate PLUS Junior** by double-clicking on the desktop icon. The 'Log on to Rubricate' window will open.



B. The Administrator password is '123'. Type this password in and click on 'Enter'. The Settings window opens:

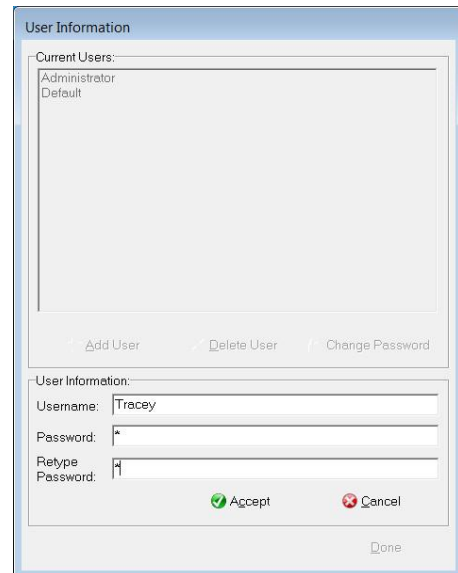


C. Click on Configure Users. This window opens:

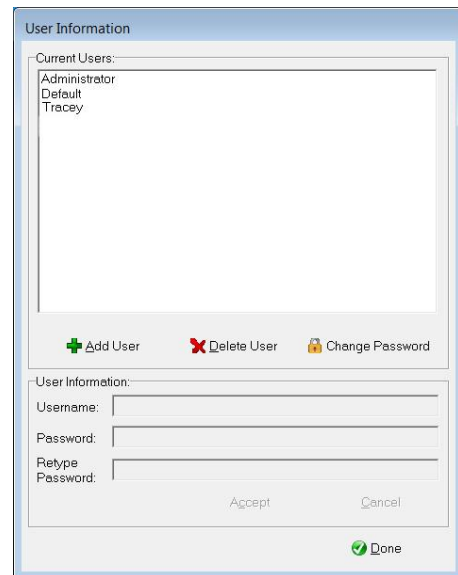


D. Click on 'Add User'.

E. Type in a Username and Password for yourself. Retype the Password and write it down in a safe place so that you do not forget it.



F. Click on 'Accept'



G. Click on 'Done'.

H. Click on 'Done' again.

You will now automatically exit **Rubricate PLUS Junior** and must re-enter **Rubricate PLUS Junior** on your new username and password. Re-enter the programme as described before but log on with your new username and password. Make sure that you click on your name before typing in your password. Now any work you create will be secure and accessible only to you.

For more information on how to enter and use **Rubricate PLUS Junior**, please consult the **Rubricate Junior HELP** file on your **Rubricate PLUS Junior** User Support CD in your package.