

MicroGrade & Administrative Access

Some versions of the Windows and Mac operating systems (Windows NT, 2000, and XP; Mac OS X) have, for the purpose of security, provided different levels of access to the various systems and components of the personal computer. (If you do not use one of these operating systems, you do not need to read any further; this discussion does not pertain to your computer.) The highest level of access, with the ability to make changes to any computer system or component, is often called the "administrative" level. Another level, a lower level where the ability to make changes to the systems and components of the computer is severely restricted, is frequently referred to as the "user" level.

Installing, Registering, and Activating MicroGrade

If you are logged into your computer at the user level, you will be unable to successfully complete the installation, registration, or activation of MicroGrade. You must be logged in at the administrative level to complete these tasks.

Using MicroGrade

After MicroGrade is installed, registered, and activated, you will have no difficulty running MicroGrade to maintain your class gradebooks, even if you are logged into your computer at the user level. Administrative level access is not necessary to use MicroGrade on a daily basis; but you may use administrative level access if you desire.

What Is My Access Level?

If you don't know what level of access you have on your computer, it will not hurt to attempt to install MicroGrade. Your computer operating system will warn you if you do not have sufficient access to complete the installation; nothing will be harmed by making the attempt. If someone with administrative access installs MicroGrade on your computer but does not register the program (provide the serial number and user information), when you attempt to use MicroGrade for the first time, MicroGrade will warn you if you do not have sufficient access to register the program; nothing will be harmed by making the attempt. However, until MicroGrade is successfully installed and registered, you will not be able to use all the functionality of the program.

So What Do I Need To Do?

This document is intended to explain how MicroGrade can be installed successfully.

Administrative access can be defined as the ability to install programs, make changes to the System Registry (on Windows computers) or the Global Preference Files (on Mac computers), add or remove crucial system files, and other major functions often necessary when using a computer.

Typically, if you are using a school computer, you may not have administrative access and will be logged in as a "restricted" or "power" user, which have limited ability to make changes on the computer.

If this is the case, you will need to contact your school's technical coordinator for assistance in installing MicroGrade on your computer.

Affected Operating Systems

The operating systems that require administrative access to perform an installation, registration, and activation of MicroGrade are:

- Windows NT
- Windows 2000
- Windows XP
- Mac OS X

When Do I Need To Have Administrative Access?

The following procedures in MicroGrade require administrative access to be completed successfully:

- Running MicroGrade for the first time
- Entering or changing your registration information
- Activating your registration online
- Entering your MicroGrade validation code
- Updating your registration
- Unregistering MicroGrade

If you are not able to complete any of these operations successfully, you will receive a message similar to the following:

