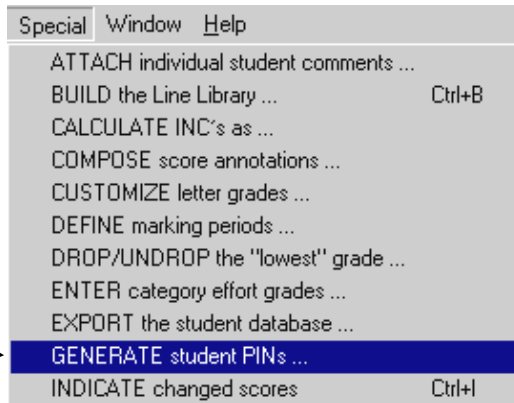
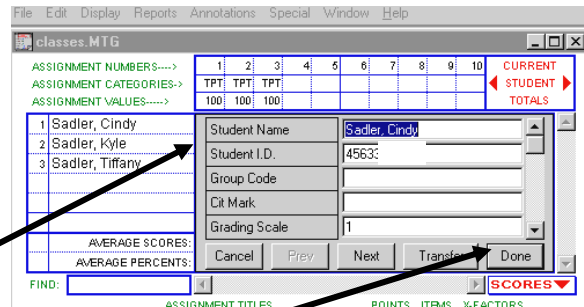




Posting Grades OnLine with Making the Grade

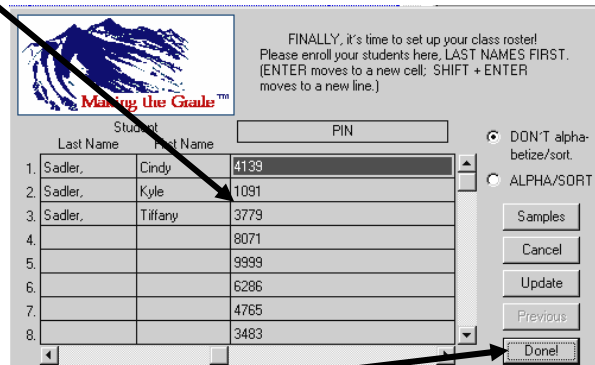
STEP 1: Assigning a Student ID Numbers

- Log into Making the Grade.
- Open any Making the Grade class file.
- Make sure all your students have a **student ID** number.
(either their social security # -or- one that has been assigned by the Making the Grade Program -or- one you assigned)
- To verify ID numbers, click once on a **student's name** and the student ID box will appear.
- After you have verified this, click on the word **DONE**.
- If students do not have an ID number, you will need to type them in.
(Most will already have an ID.)



STEP 2a: Randomly Assigning PIN Numbers

- Click on **SPECIAL** → **GENERATE STUDENT PINS.**
- Notice how MTG assigned random numbers with extras for new students.
- Click on **DONE.**
- Do this for **ALL** your classes before proceeding.



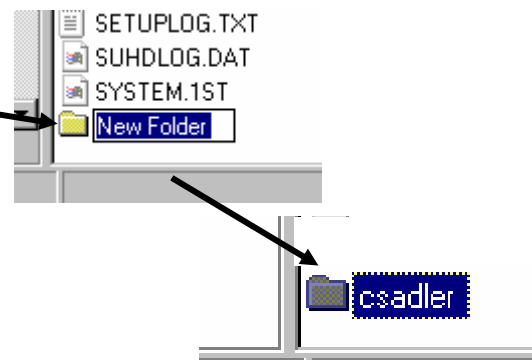
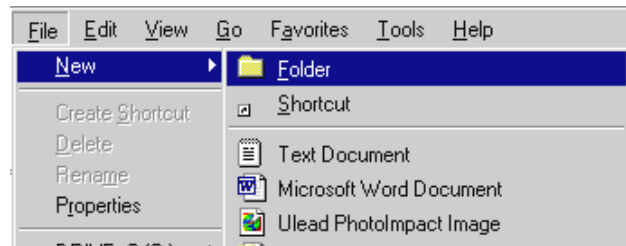
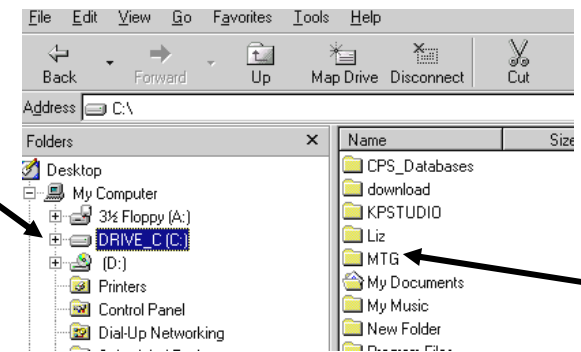
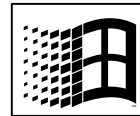
**STUDENT PIN
NUMBERS MUST BE
KEPT CONFIDENTIAL**

STEP 2b: Manually Assigning PIN Numbers

- Click once on a **student's name** to open the student data window.
- Scroll through the list until the space for the PIN is shown.
- Type the PIN number you would like to use for that student.
- Click **Next** to go to the next student and repeat the process.
- Click Done when all PINs have been assigned.

STEP 3: Creating a New Folder

- Open Window Explorer or My Computer
 - On your **KEYBOARD**, hold down the **WINDOWS** key then
 - Press the **LETTER E** key **1-time - quickly**.
- Double-click** on the **(C:) Drive**.
- Double-click** on the **MTG folder**.
- Click on **FILE** → **New** → **Folder**.
- Type your first initial and last name as the folder name.
(for example: csadler)
- Press your **<ENTER>** key to accept the name.
- Click on **FILE** → **CLOSE**.



STEP 4: CONVERTING Student Progress Reports to a WEB DOCUMENT.

(**must do before moving on)

- a. Go back to **Making the Grade** and open one of your classes.
- b. Click on **FILE** → **EXPORT student data** → **The WEB ePUBLISHER GROUPED home page documents**.

You will be given several menus to select options for web publishing....

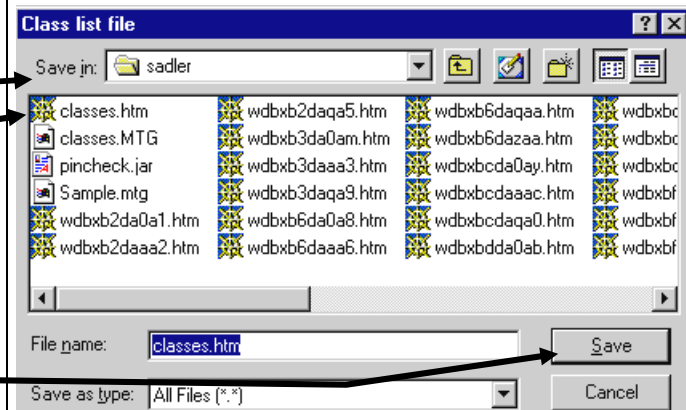
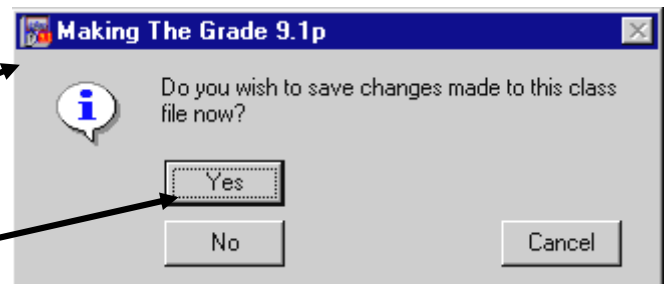
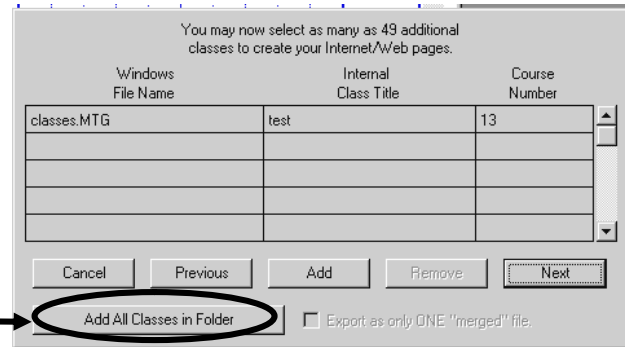
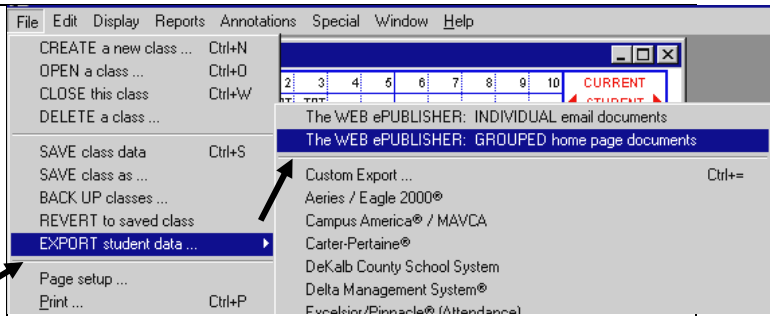
- c. Click **NEXT** as you make your choices.
- d. When you get to this menu, **tell it to Add All Classes in the Folder (every file)**. (This gets **EVERY** student in **ALL** of your **CLASSES**.)

- e. **Finally** you will get this menu: Do you wish to save....
- f. Select **YES**.

- g. Select the folder you created in **STEP 3** above. (*1st initial, last name*)
- h. Leave the file name as **CLASSES.HTM**.
- i. Click on **SAVE**.

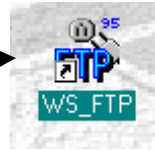
- j. Making The Grade will tell you that you are going to delete (over-write) all the other files in the folder. (**** You are only deleting old webpage files, not actual MTG grade files.**)

- k. Click **YES** to continue.



STEP 5: FTP Your Grades to the Web

a. Open **WS_FTP**.



b. Type in your **Profile Name, Host Name/Address, User ID, and Password.**

(Sample to the Right →)

***Please keep your password in a safe place. It was not included here for security reasons.*

c. Click on **Apply** → **OK**.

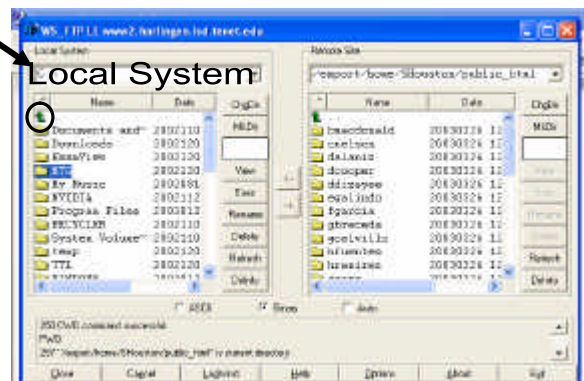
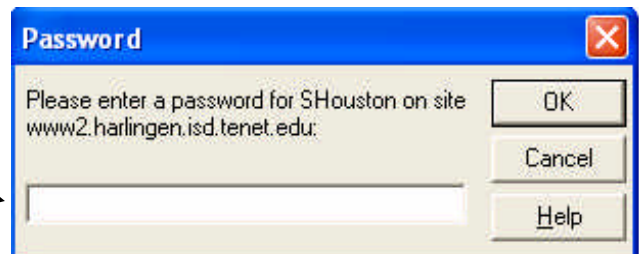
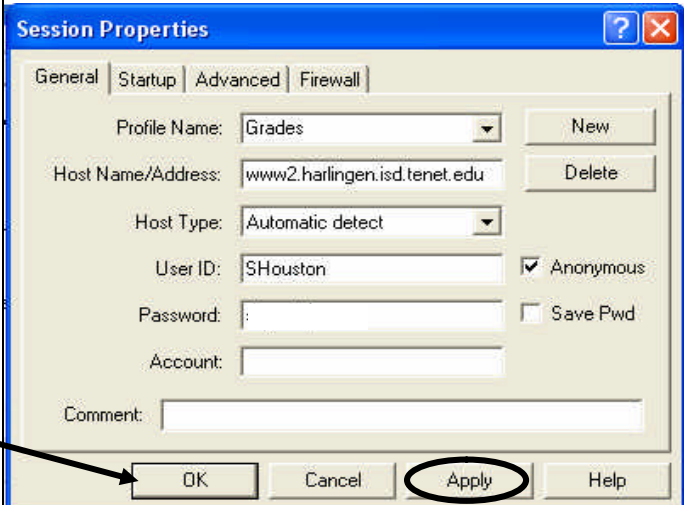
d. Type your password in a second time. (This is because we did not tell it to Save the Password.)

e. Click **OK**.

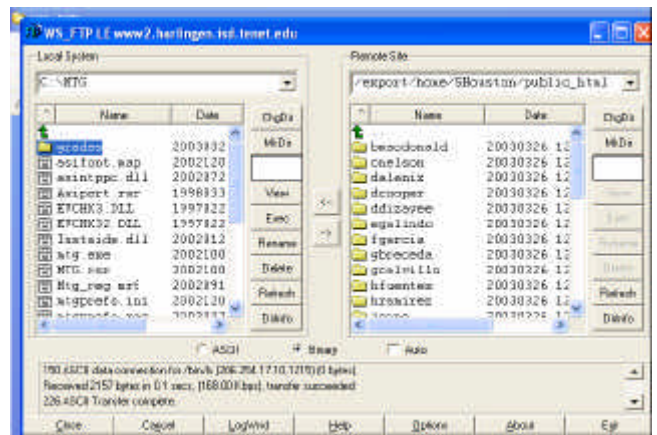
f. On the **Local System** (left side of the screen), change to the Directory created earlier.

It should contain your *classes.htm* file, a .jar file, and multiple files with a strange file names.

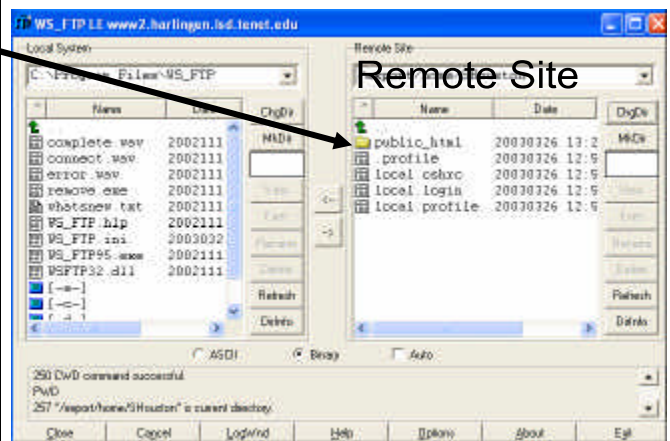
(Do this by double-clicking on the green arrow pointing up until you see the MTG folder, then double click to open the MTG folder and find the folder with your first initial and last name that we created earlier.)



g. Your directory should look like this: →



h. On the **REMOTE SITE** (right hand side), double-click to OPEN the public_html folder.

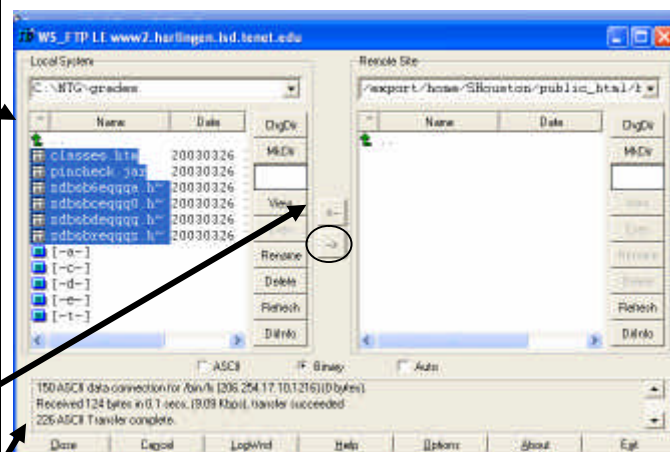


i. Inside public_html, look for the folder with your name on it. Double click to open this folder. This is where you will upload your grades.

(ALL files that are generated by MTG for the web page must be placed INSIDE public_html and INSIDE the folder that bears your name on the Remote Site.)

j. Highlight all the files in your local folder. (**Click on classes.htm, hold down the shift key, and click on the last of the "zdb..." files –or– click on classes.htm and hold down the ctrl key and click on all of the other files you want, one by one.**)

**Do NOT select the .MTG files, .ini files, .dll files or .exe files that are part of Making The Grade. We only want the files that are intended for viewing grades on the Web.



k. Click on the arrow in the middle to transfer the files from the **LOCAL** to the **REMOTE** site. (circled here)

l. You will get a message that the transfer was complete.

m. Close and Exit the WS_FTP program.

STEP 6: How Students and Parents Access their Grades.

- a. You can either **email** the student(s) or parent(s) with a link to an On-Line Grade web site (example at right).

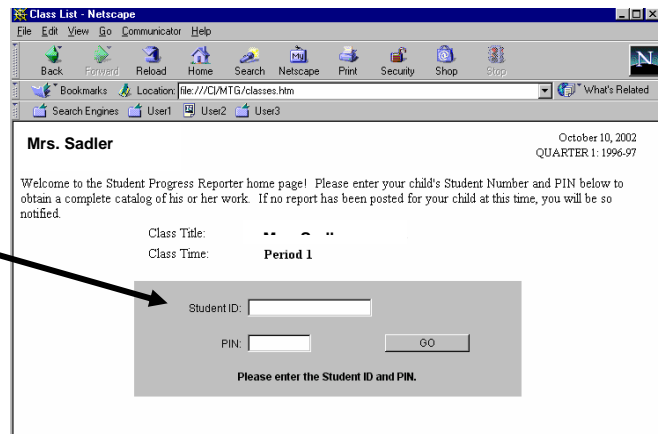
-or-

Create a form letter to send or mail to the parents (*sample attached*) with access information.

- b. The link opens and prompts the students for their **Student ID** and **PIN** numbers.
- c. Type in the appropriate information and click **GO**.
- d. The Student's progress report will open with the information the teacher has chosen.
- e. The student/parent can then click on the **Back** or **Home** button on the toolbar to exit the page.

*** Each time you upload **NEW** grades, you will be told that, by doing so, all files will be deleted. This is OK since it only concerns the .html files that will go on the Internet. Your *mtg (making the grade) files will still be safe.☺

<http://www2.harlingen.isd.tenet.edu/~SHouston/>



STUDENT 659-703-903 - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location file:///C:/MTG/zdbst6eq0q8.htm Search Engines User1 User2 User3 What's Related

Below is a listing of the assignments you have received thus far in this grading period and the scores you earned for each. If your records differ in any respect, please see me privately as soon as possible.

ASSIGNMENT TITLES	YOUR SCORES	AVERAGE SCORES	POINTS POSSIBLE	%=LETTER GRADES
1. Author Identification Exercise [09/07]	0	31	30	0.0=F-
2. PRETEST: Spelling/Vocabulary Dev [09/07]	65	N/A	?	N/A
3. Spelling/Vocab Unit 01 Homework [09/08]	35	38	41	85.3=B
4. Spelling/Vocabulary Unit 01 Quiz [09/12]	38	35	45	84.4=B
5. Spelling/Vocab Unit 02 Homework [09/13]	38	42	50	76.0=C
6. Materials Check 1: Lord of Flies [09/14]	10	10	10	100.0=A++