

## POSTING GRADES 1-2-3

### Open Making the Grade

1. Open your 1<sup>st</sup> period class
2. Click File, Export, Group (This is as the very top of the long list)
3. On the first window, choose **Do Not Use Pin Numbers**
4. \*\*\*From here you can just click Next, Next, Next...
5. Stop at the **ADD CLASS** to List.....
  - a. Click **ADD all From a folder** (button in bottom left of window) and select the rest of your classes to export
6. The Next Window is where you will...
  - a. Navigate to your desktop (click the Little Black arrow at the end of the text box and look at the very bottom and you will see "Grades for Posting")
  - b. **GRADES FOR POSTING** Folder and double click
  - c. Now click SAVE
  - d. Answer Yes (the all the questions you just answered)....Yes ( I am sure)
7. Close Making the Grade.

### Zippping your grade folder

1. Drag the **Grade for Posting** folder onto WINZIP Icon
2. **tap** your right arrow key to move to the end of the path
3. type "10-14" Date ( Use a dash "-" ....you will throw this away when done)
4. Click ADD
5. Close Winzip (Note: do not just use the word Grades..be safe and use the date.)

### Log into Learningpoint

1. Click the LearningPoint TAB and enter your electronic classroom

### From Your Course

2. Click on the **GRADES** button in your course – note the words "edit view" in the upper right corner of the white area...click that and you are ready to add.
3. Remove OLD grades if you have them.
4. Click Add New ITEM.....

### Click the NEW ITEM Button

5. Type in Grades as of {current date} (helps parents and kids)
6. Scroll down until you see the Content Attachment
7. Click **Browse** and find your ZIPPED grade file which is on the desktop
8. On the **Name of Link Line**...type Click Here to View
9. On the **Special Action Line**...select Unpackage this file
10. Click **Submit Only Once!!**
11. Watch the status bar at the bottom and wait....
12. When the ENTRY Point Window appears, look for **CLASSES.HTM** in the list (it will be a short file.. use the scroll bar to look for the short file)
13. Highlight the classes.htm file and then scroll to bottom of window to find the **submit** button.

To make this process easier, I create on my desktop the following links

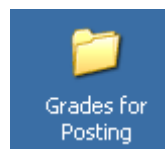
Making The Grade



Winzip



Grades for Posting



LearningPoint

