

Quick and Dirty Grades(MTG 9.0) on Your FrontPage Website The FIRST TIME

Step 1 : Open Making the Grade (Your student ID numbers must already be entered.)

1. Go to any class and open it
2. File > Export student data > The WED ePublisher: GROUPEd Home page documents
3. Then you will go through a few pages with some choices on how you would like the display to look.
 - a. PIN - decide if want to use Personal Identification Numbers in addition to the PUSD student ID number
 - b. Chronological, Categorical, Daily - (your choice)
 - c. Student group – choose “EVERY student in this class”
 - d. Options for reporting – I would recommend, “ The PERCENTAGE EQUIVALENT for each assignment” and “The Percentage and grade equivalent for THE ENTIRE TERM”
 - e. Email and message - I would recommend the emailing option, and be sure to rewrite the message to say what you would like it to say. I would recommend adding exactly what part of the student ID number that they need, and take out the reference to PIN and the last sentence if you aren't using PINs. You can write whatever you'd like here, e.g. See me privately if your records differ from mine. Check the “no name tray” if you think you have not gotten credit for a paper that you are sure you turned in., etc.
 - f. Line Library Comments – add some, or click to “next”.
 - g. Add Classes – Add “All Classes in Folder”, or go one by one to add just the ones that you want in the order that you want them.
4. Save changes made to this file now? – Click, “next”
 - h. Make a folder in MTG on your C drive called “grades”
 - i. Make sure that this new folder is open, and save into it. (It will save as “classes” in the “grades” folder in “MTG”.)
 - j. Then it will say “WARNING” you are about to delete files...click on “yes”.

Step 2: Open FrontPage

5. Select the root directory, the top folder
6. File > Import > Add Folder
7. Find that file that you just created by double-clicking to the “C” drive>Mtg file>grades
8. You will see lots of files. Click “OK”
9. This part is very cool, you will see scores of little web pages flashing on the bottom left bar of your computer and the little globe will be spinning on the top right corner.

Step 3: Linking to your page

10. Chose a location on your FrontPage web site that you want to link the grades from, this is usually on the default, or home page. Write “Grade Check” or “Link to Check Grades”. Highlight it, use the link button to link to the “grades” folder, and then specifically to the “classes” file within the folder. YOU ARE DONE!