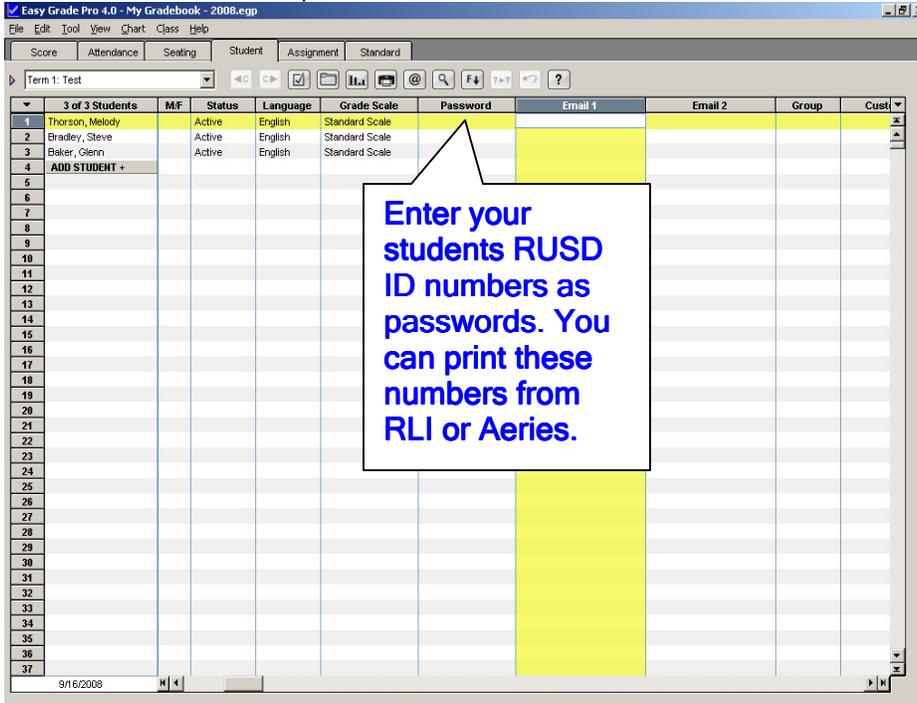


Uploading Grades to the Internet

Make your grades accessible for parent viewing on your Class Web Page!

The steps are easy to follow: One time step - **Your lab tech will create the template on your w:/drive.**

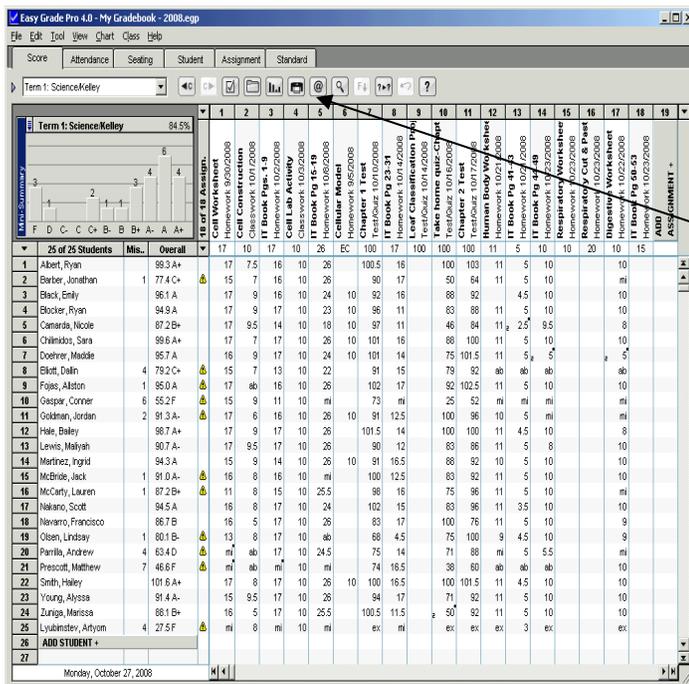
1. Create a username and password for each student. The username defaults as the students' last name. There is no need to enter it. The password is the students RUSD ID.



If your class roster is the same for all subjects, you only need to enter your student ID numbers under one subject. If you are departmentalized, you will enter the student ID numbers for each different class.

4. Uploading process: you can select the a). @ symbol from the tool bar or b). select File from the menu bar, then Internet.

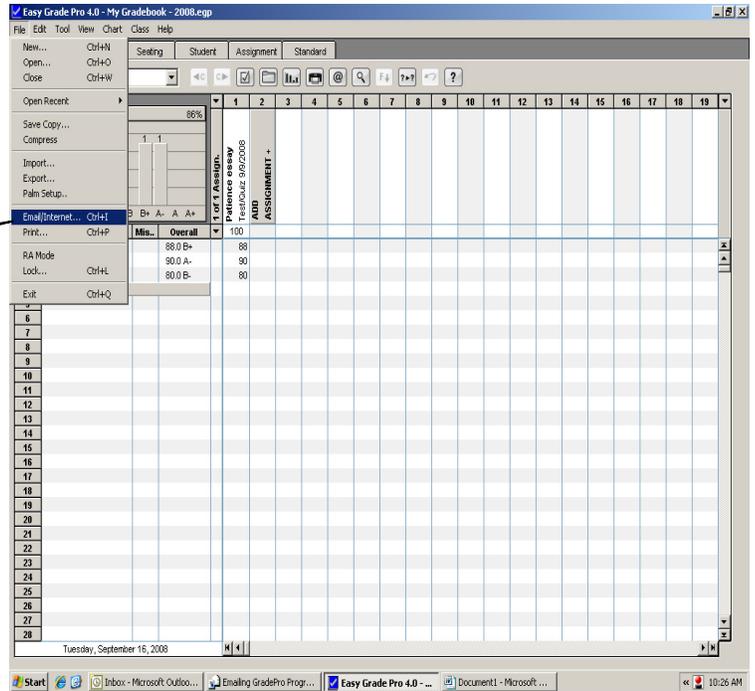
a.



Or

b.

Select Email/Internet

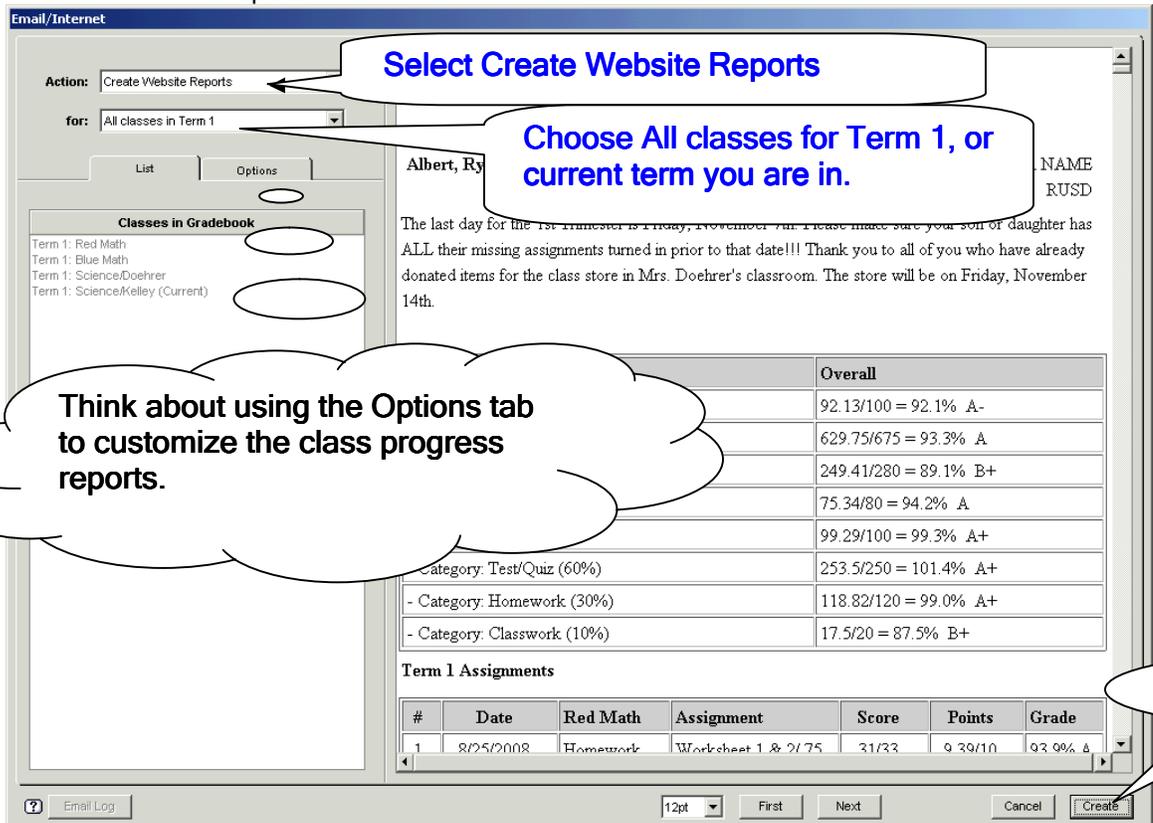


5. Create Website Reports

Select Create Website Reports

Choose All classes for Term 1, or current term you are in.

Think about using the Options tab to customize the class progress reports.



Select Create

6. Saving the new index.html file:



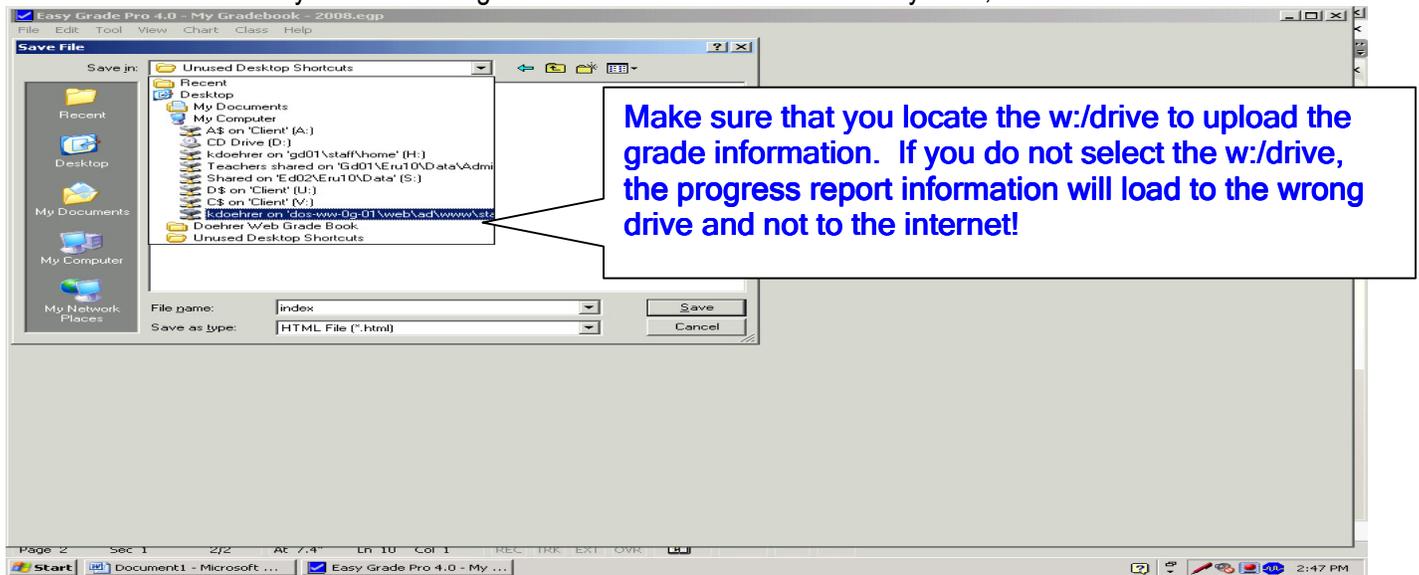
NOTE

In the next window you will select the location to save the main 'index.html' file. Be sure to save it to an empty folder. (Create and open a new folder in the window if necessary). Report files for students with passwords will then be automatically created.

OK

Always select Yes

7. **This step is very important** – uploading your grades to the correct drive and folder is essential. Use the Save in drop down menu and be sure you are selecting the w:/drive. You will look for the key word, “web” in the address line.



Save File

Save in: [Drive list]

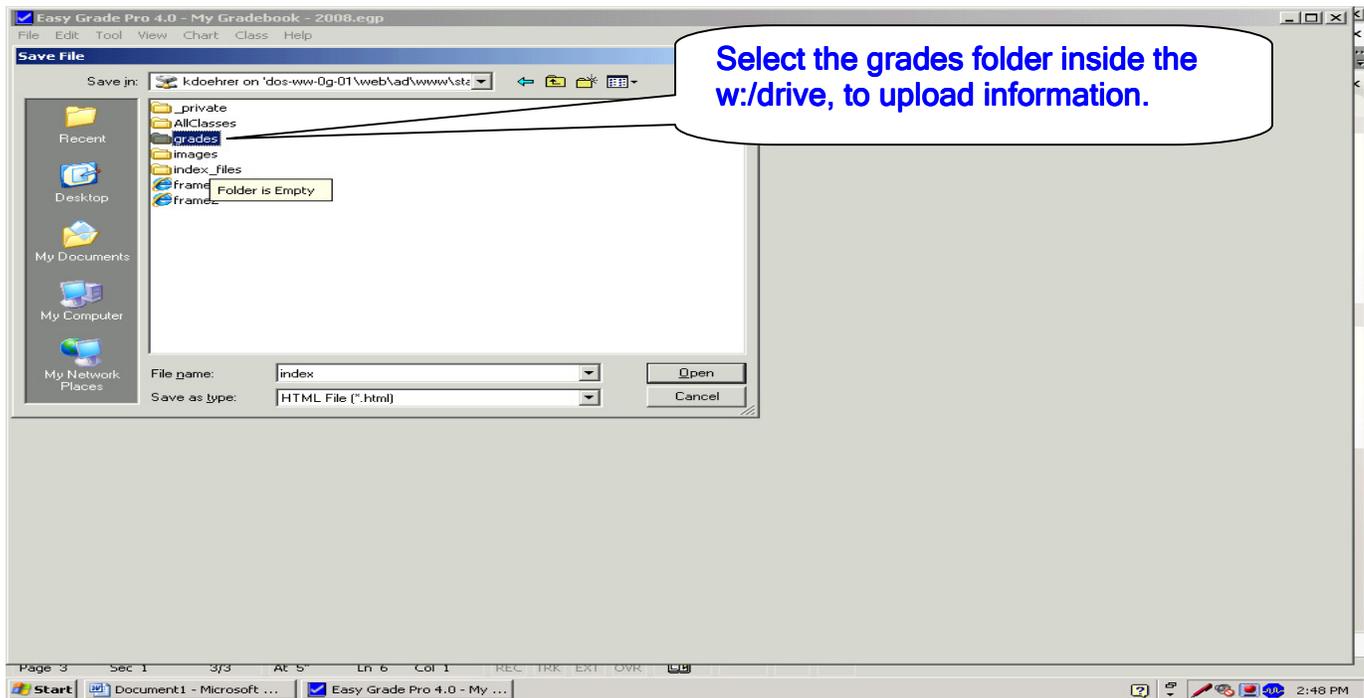
File name: index

Save as type: HTML File (*.html)

Save Cancel

Make sure that you locate the w:/drive to upload the grade information. If you do not select the w:/drive, the progress report information will load to the wrong drive and not to the internet!

8. Grades folder:



Save File

Save in: kdoehner on 'dos-ww-0g-01\web\ad\www\stz'

grades

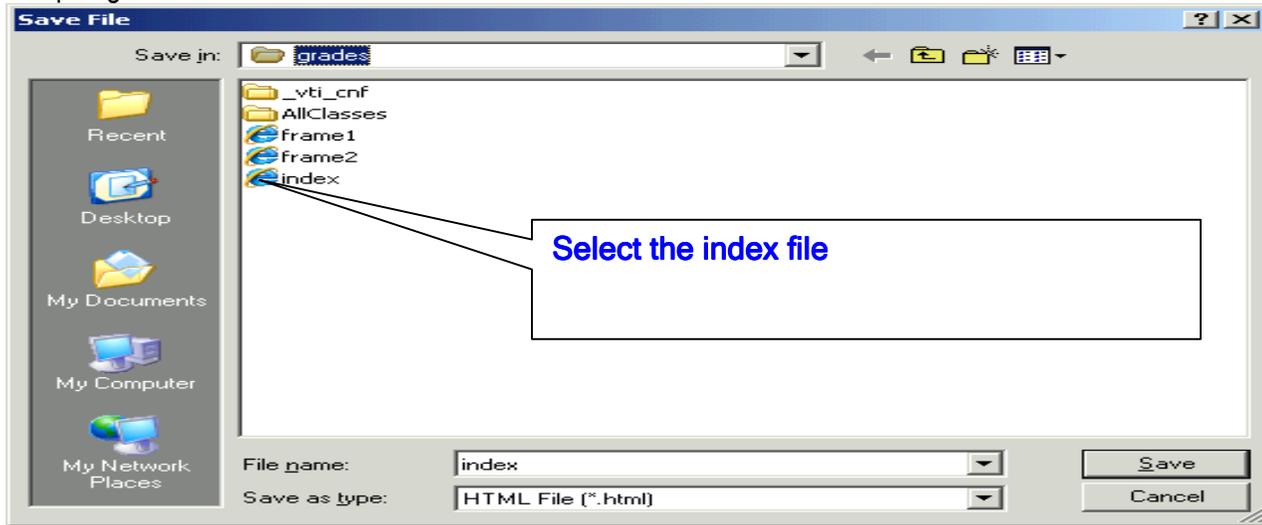
File name: index

Save as type: HTML File (*.html)

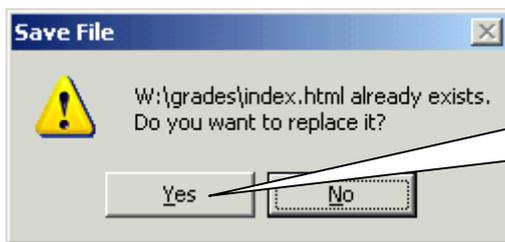
Open Cancel

Select the grades folder inside the w:/drive, to upload information.

9. Open grades folder and locate index folder.



10. The index file is the file you will overwrite each time. You are placing your information in this index file. Once you hit Save, you will get a little message box that says:

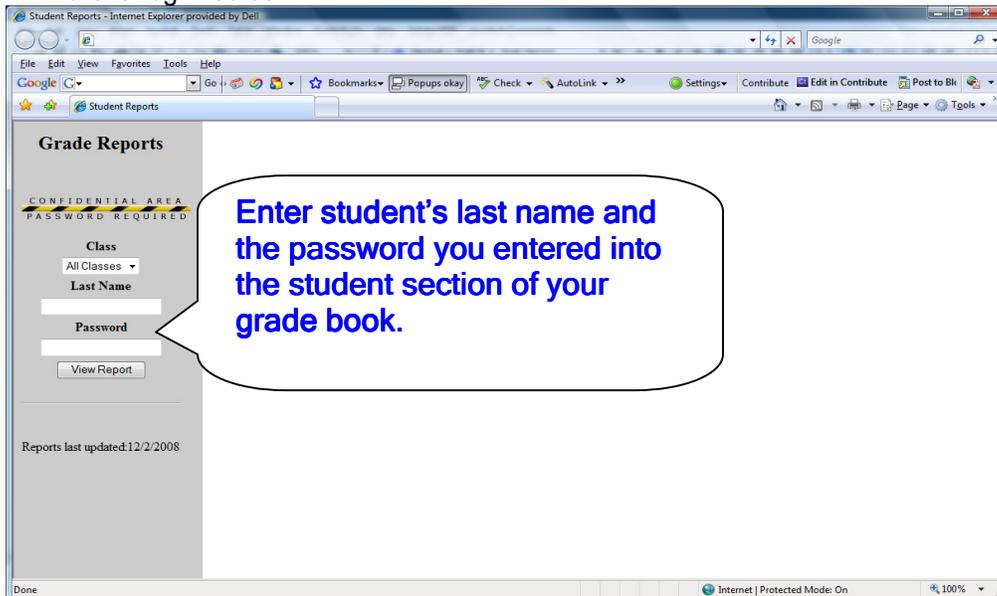


Always press **Yes...** you do want to replace the existing file.

You are now done! Your screen will return to your assignment book and you have successfully uploaded your grades to the Internet. Test your upload by going to your web page and choosing the Progress Report Button(your Lab Tech can assist you with this link) which should be connected to a link using the following address:

[http://www.rocklin.k12.ca.us/staff/\(yourrusid\)/grades/](http://www.rocklin.k12.ca.us/staff/(yourrusid)/grades/)

11. Parent Log in screen:



A student progress report will display on the page (due to confidentiality, an example of the progress report is not being used in this document).