Uploading Easy Grade Pro grades onto the jfkcougars website

Creating and placing content on the EGP folder and Generating student Passwords

1. Right click anywhere on the desktop, click on "new" and select "folder". Right click on the new folder, choose "rename " and name it "EGP Folder".

2. Open Easy Grade Pro in "Score Chart" mode.

3. Double click on the first student of the first class. On the student information box, click on the blue down arrow (at the end of the "Website Password" box).

4. On the "Auto Passwords Options" box, click on "Automatic Passwords" and click the down arrow at the end of the "Type" box and select "Random alphanumeric". *Don't forget to click "Done" when finished.*

5. The Student info box will reappear with a password. Click on "next" and random passwords will be automatically assigned to each student. Repeat this step for all classes.

6. When finished assigning passwords, stay on the Score Chart" and click on the "Internet" icon (it's the "@" button right below the "Standards" tab). The "Email/Internet" page will appear. Under "Actions", select "Website Reports" and on the "for" box, click on "All Classes in term 1".

7. Click on the "Options" tab and put a check mark on the following boxes: Include Student Title Data, Include Grade Summary Chart, and Include Assignment Chart. Click on "General Options for all Reports" and type in your own information on the boxes that appear.

8. On the same page, go to the bottom right hand corner and click on "Create". The "NOTE" box will appear. Click "Ok". The "Save File" box will appear. Select "Desktop" on the left hand side. Look for the "EGP Folder" on the main screen. Select it and click on "Save" at the bottom of the page.

All your grades are now saved on the folder. It's now time to upload these grades onto the school website.

Creating a Link on jfkcougars.org

1. Go to admin.jfkcougars.org and login to your account. On the left side, click on "My Pages". If the formatting icons under the "Title" box are not there, click on "Rich Text Formatting". Go to the upper right hand corner of the same page, click on the down arrow and select "Create New Page". The "Create New Page" box will appear. Select "Other". Name the page "Grades" then click on "Create Page".

2. A new page will appear titled "Grades". On this new page, type "Click HERE to see grades". Highlight the word "HERE". Click on the link icon (it's the icon that has the picture of the earth with a chain link) on the formatting bar.

3. A pop up warning should appear on top of the page. Right click on this and select "Temporarily allow.....". The "Explorer User Prompt" box should appear. Highlight everything in the box (if there are any), and replace it **exactly** with the following:

http://jfkcougars.org/ourpages/users/*yourusername***/EGP Folder/**

"*yourusername*" should be your jfkcougars username, e.g. ajolie, or bpitt.

4. The word "HERE" should now be blue and underlined.

Uploading Grades onto jfkcougars.org

1. Login to admin.jfkcougars.org

2. On the left side of your page, click on "File Manager". On the lower right hand corner of the page, click on "Upload Multiple Files" under the "File Upload" box.

3. On the new page, click on the "Browse" button. Click on the "Desktop" icon on the left hand side. Look for the "EGP Folder" on the right and select it. The contents of this folder will appear. Click on the "Upload" button below (It might take a little while for this process to finish). When all the files are done uploading, **do not forget to click on "Apply Changes"** at the bottom of the page.

4. The "Message from webpage" box will appear. Click "Ok".

Congratulations! Your grades are now online. All you have to do is provide the password that EGP generated for each student and their grades can be viewed on the school website.

Please contact me (Rances) in room S102 (x 5203) if you have any comments or questions.