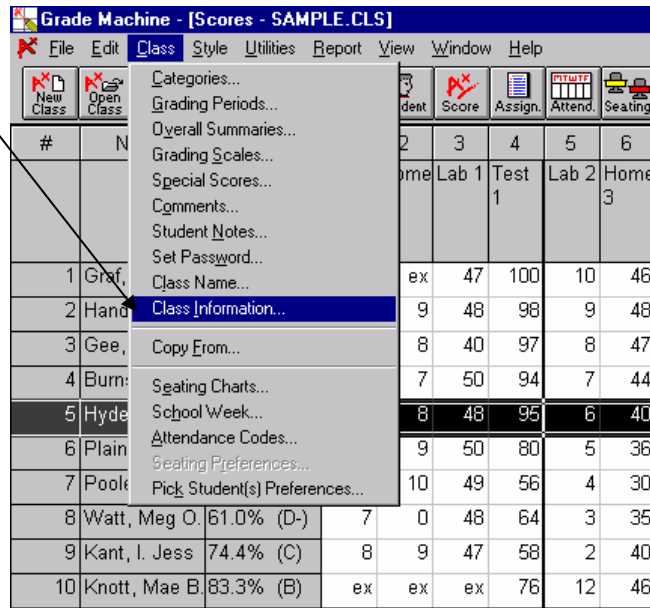


# Exporting Grades to a Web Page

## ~Preparation Steps~

1. Open up Grade Machine. Open up one Grade Machine file.
2. Click on **Class**, and select **Class Information**.



3. In the Class Information box, make sure the **Course Code** (found on class list or Webwise), **Course Name**, **Section Number**, **Period**, and **Teacher Name** are all filled in.

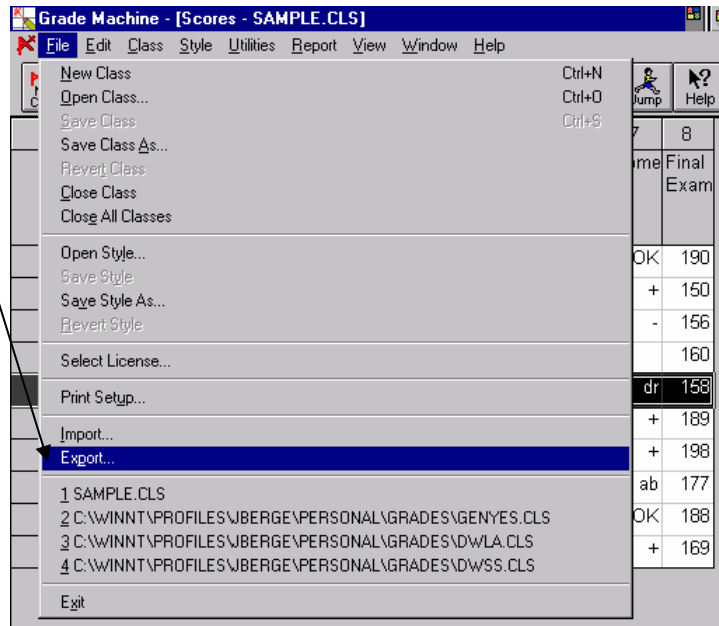
The 'Class Information' dialog box contains the following fields:

- Course Code: COM333
- Course Name: Practice Class Name
- Grade Level: (empty)
- Period: 1
- Section Number: \_02
- Teacher ID: (empty)
- Teacher Name: Mrs. Berge
- Terms: (empty)
- Misc 1: (empty)
- Misc 2: (empty)
- Misc 3: (empty)

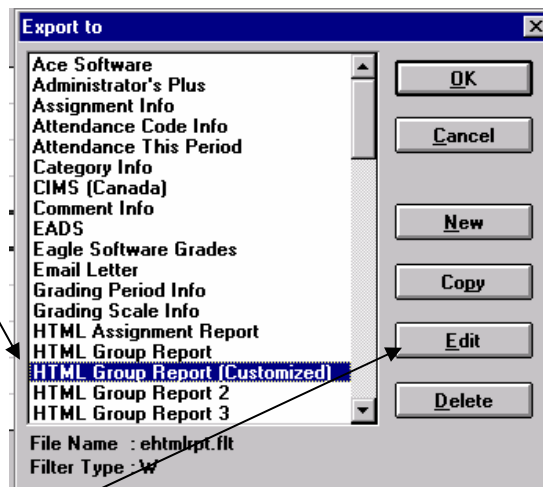
Buttons: OK, Cancel

4. Click **OK**.

5. Click **File**, then **Save Class**.
6. Click **File**, then **Export**.

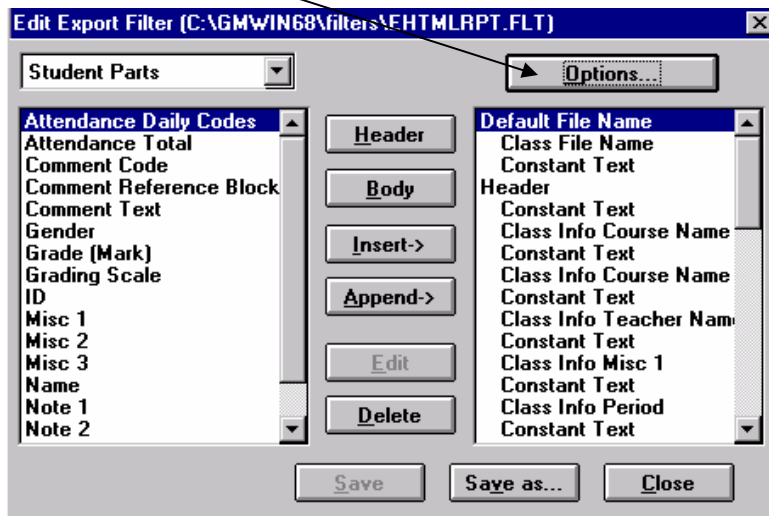


7. Click once on **HTML Group Report (Customized)**.

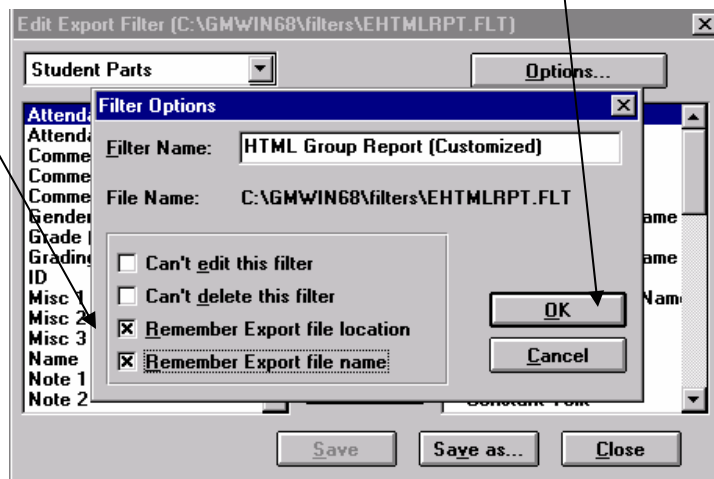


8. Click **Edit**.

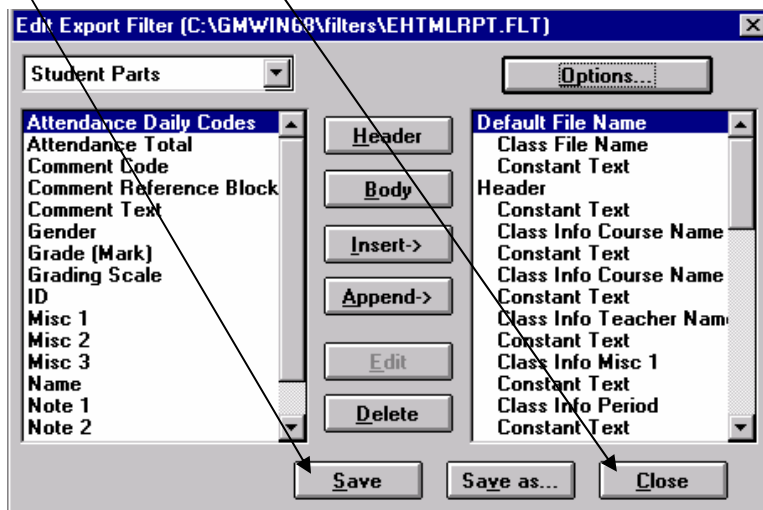
9. Click on **Options**.



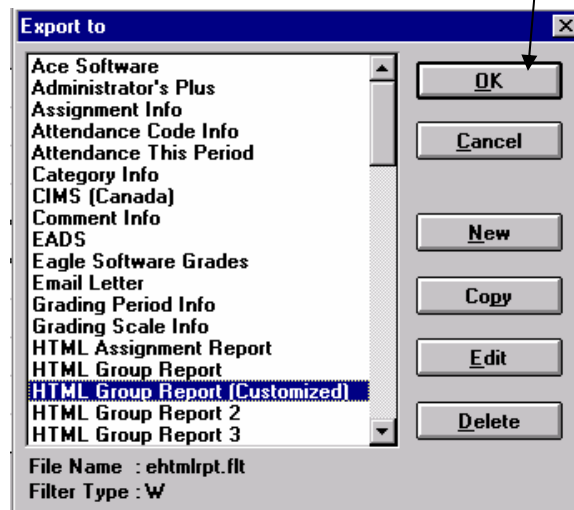
10. Click in the little box next to **Remember Export file location**. Click in the little box next to **Remember Export file name**. Click **OK**.



11. Click **Save**. Then click **Close**.



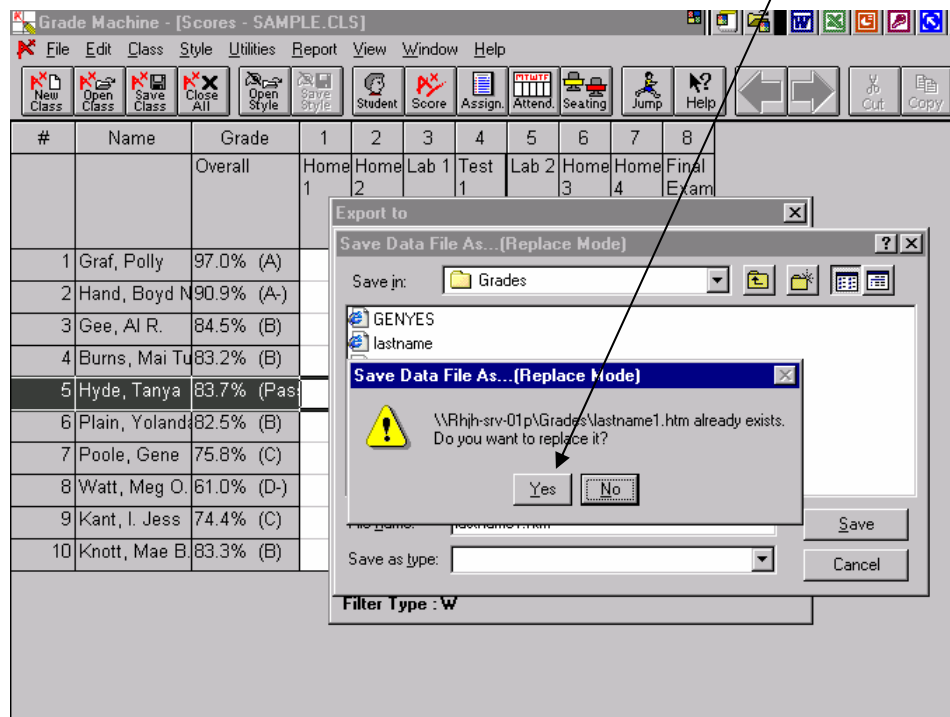
12. When you're back in the **Export to** box, click on **OK**.



13. Click on the down arrow next to **Save in**. Select Network Neighborhood. Then select RHJH-SRV-01P. Then select Grades.
14. Name the file with your last name and the class period, then .HTM. Don't put in any spaces. For example, my fourth period class would be named **BERGE4.HTM**. It doesn't matter whether it's in all caps or lower case letters.
15. Click **Save**.
16. You'll see a little green bar travel across the screen. Breathe a sigh of relief, because you're done with the setup part!



5. When it asks you if you want to replace the file, click Yes.



6. When you see the little green bar go across the screen, you'll know it's worked correctly.
7. Repeat this process for each grade file, whenever you update them.
8. When you quit the grade file, you will be asked to save your changes. Choose Yes.
9. To view how the grades will look, you can go to <http://wwwrjhj.lkwash.wednet.edu>, and follow the links to Grades. They are organized by teacher name and period number. The grades will be updated on the Internet once a week, probably on Monday afternoon.