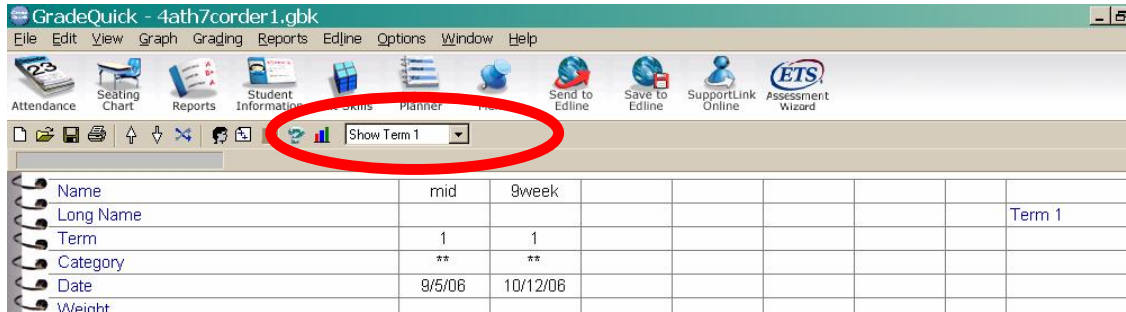
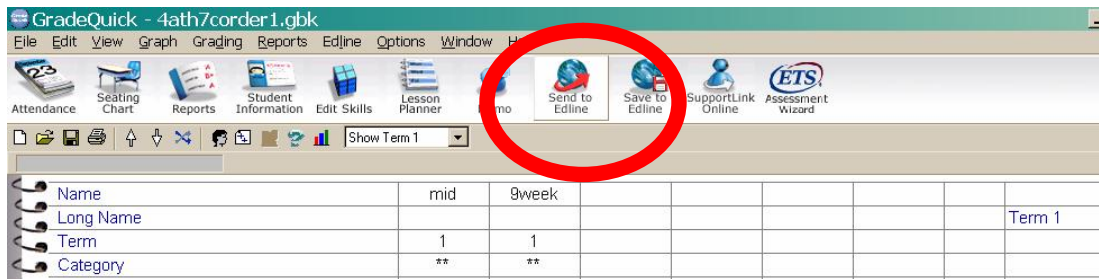


Uploading 9 Weeks Report Card Grade

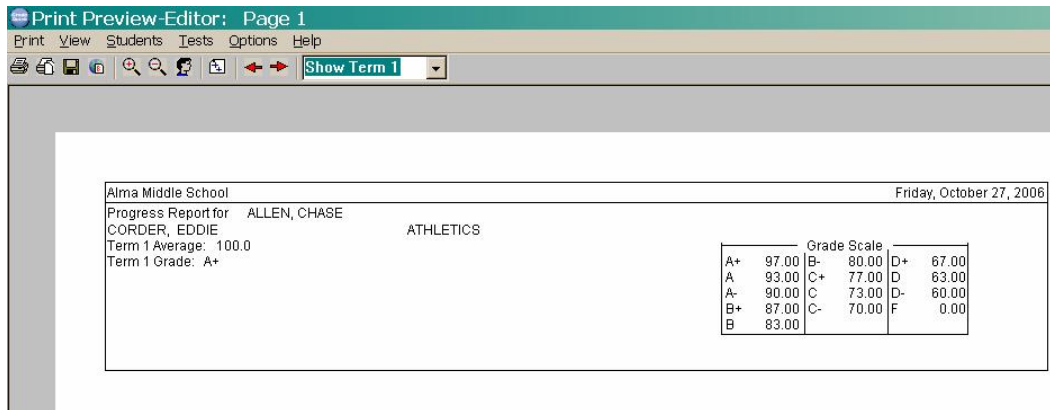
Open 1 of your gradebooks MAKE SURE ON THE VIEW ALL TERMS PULL DOWN MENU THAT IS SHOWS: SHOW TERM1



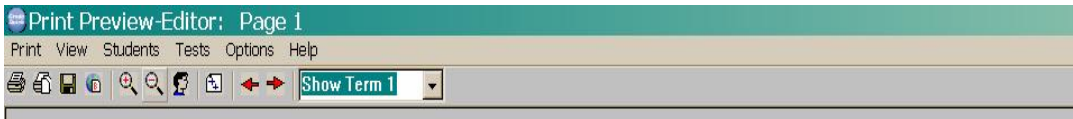
Once your are sure it is showing Term 1 Select the icon “Send to Edline”



Once on the Print Preview Editor there are several items you need to make sure you select and de-select.

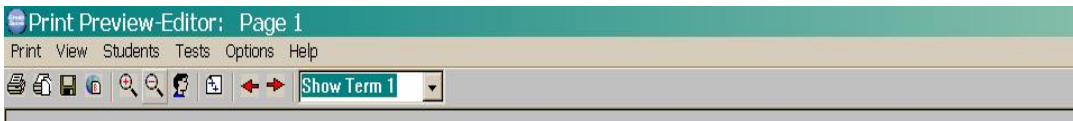
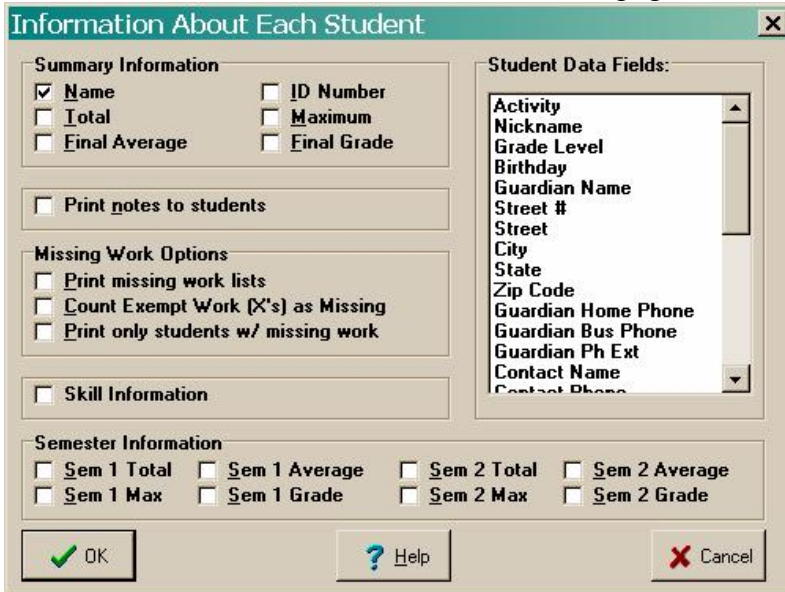


We only want the above items showing on your report. We are striving for consistency within all buildings, so be sure you follow the steps for creating your report.



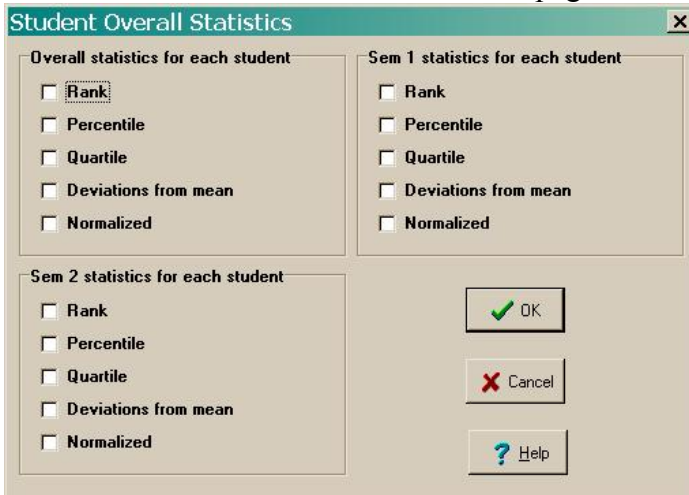
From the Print Preview Editor Select Students>Student Info

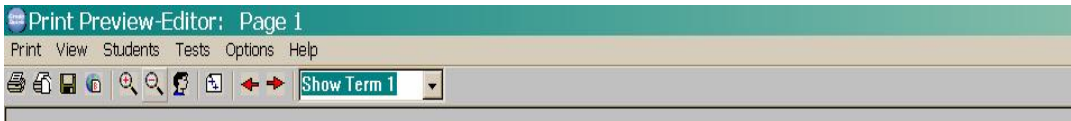
Make sure that the ONLY item checked on this page is NAME then select OK



From The Print-Preview-Editor select Students > Students Overall Statistics

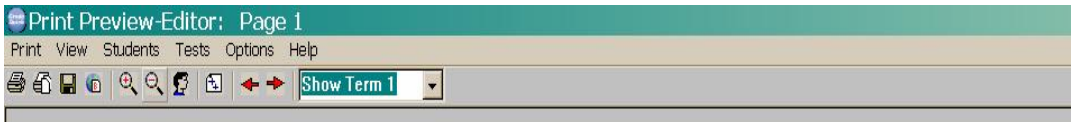
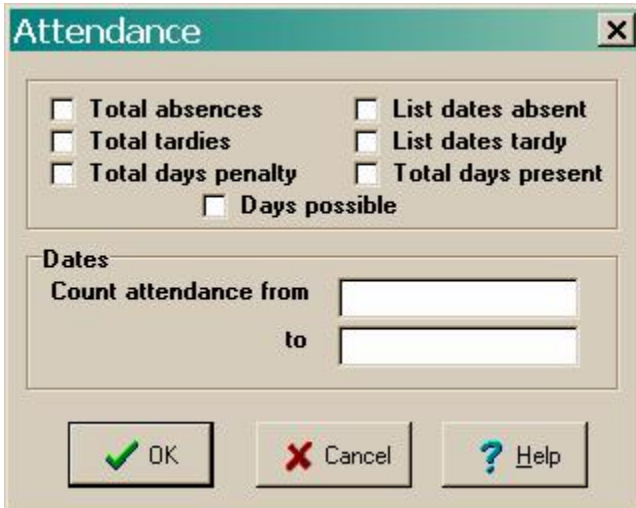
Make sure NOTHING is checked on this page and select OK





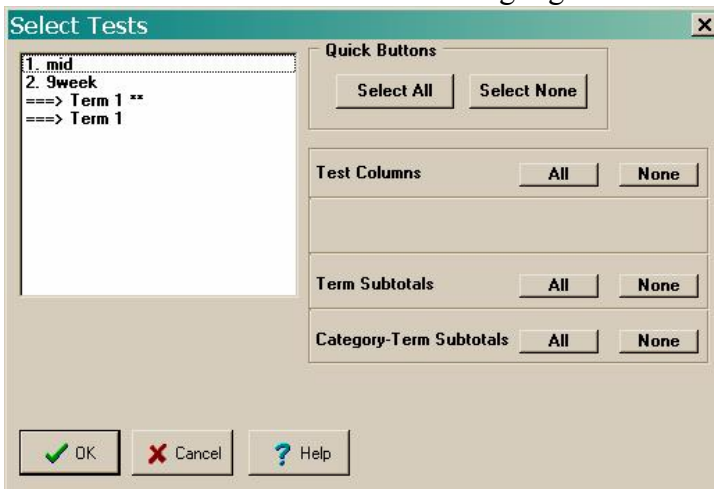
From the Print-Preview-Editor Select Students>Attendance

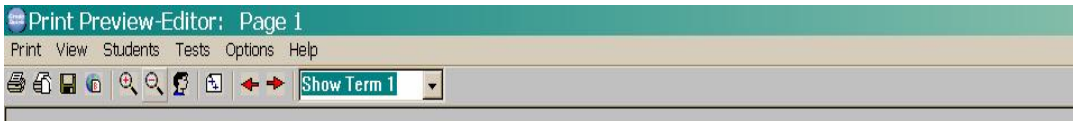
Make sure NOTHING is selected on the Attendance page



From the Print-Preview Editor Select Tests>Select Test and Subtotals

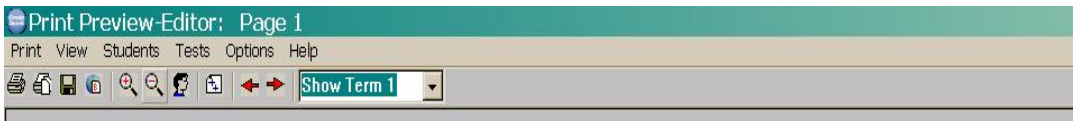
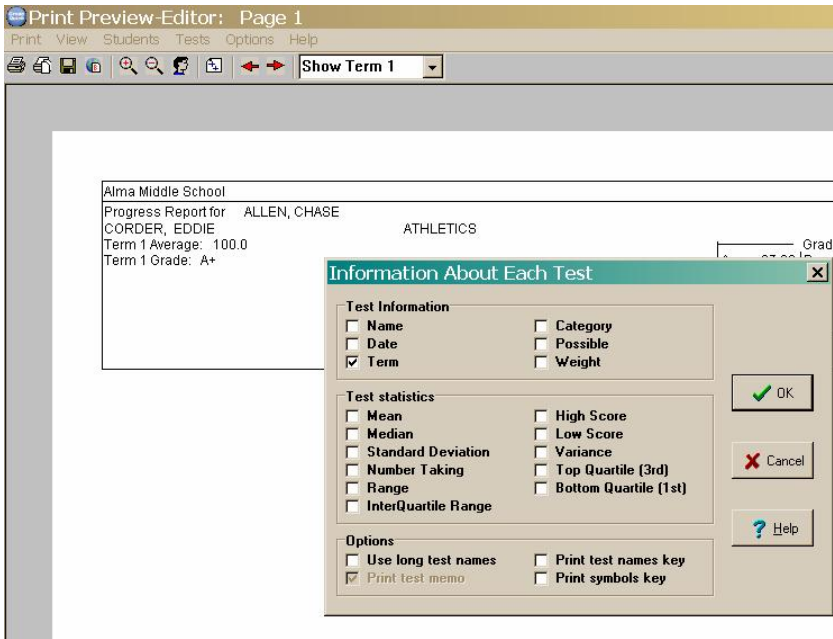
Make sure NOTHING is selected or highlighted on this page and Select OK





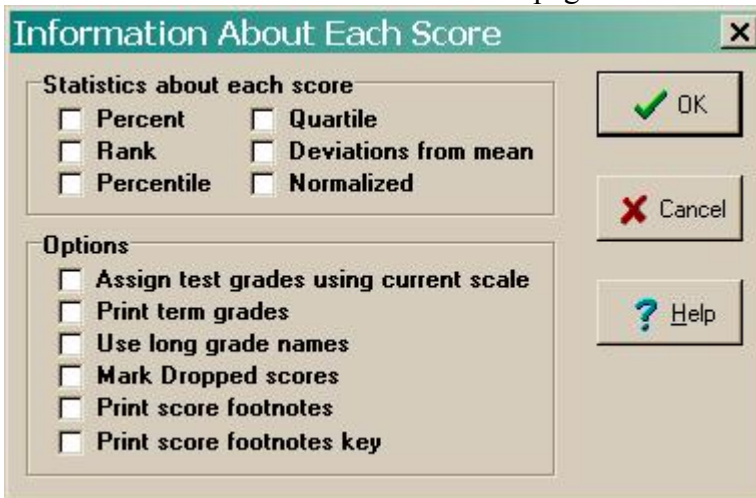
From the Print-Preview Editor Select Tests>Tests Info

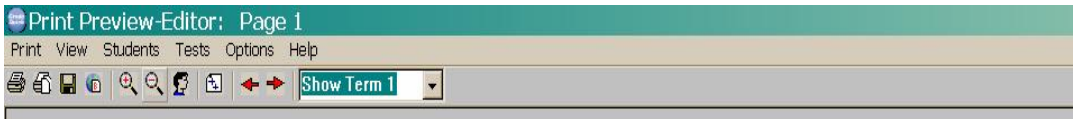
Make sure the ONLY THING SELECTED is TERM then select OK



From the Print-Preview Editor Select Tests>Score Info

Make sure NOTHING is selected on this page and select OK

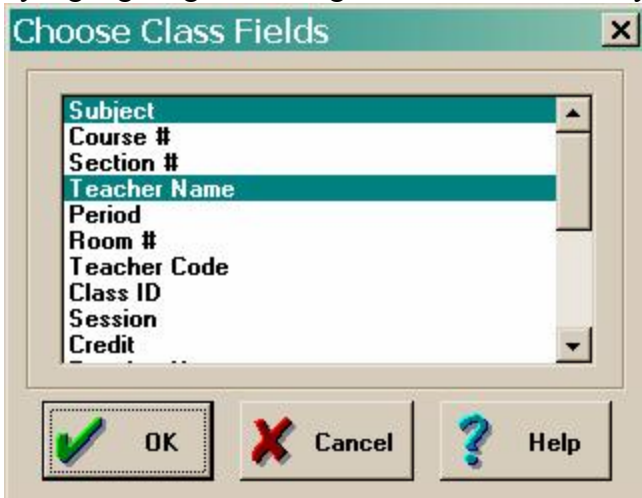




From the Print-Preview Editor Select Options MAKE SURE THERE IS NOT A CHECK NEXT TO PRINT REPORT MEMO

Then scroll down to the end of the menu and select Class Information

Make sure the ONLY things SELECTED are SUBJECT and TEACHER NAME (select by highlighting or clicking once to make sure they are highlighted) then select OK



BE SURE YOU DO THE FOLLOWING: SELECT PRINT > SELECT “**SAVE CONFIGURATION**”

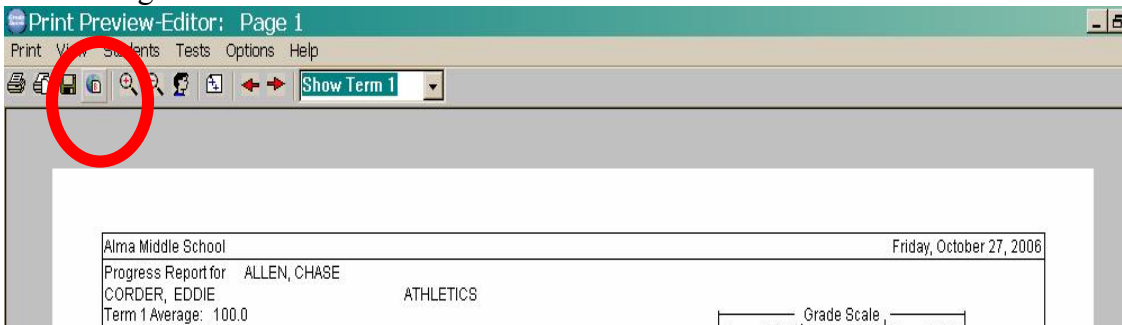
(I can't get a shot of this).

This will save the report format to all your gradebooks.

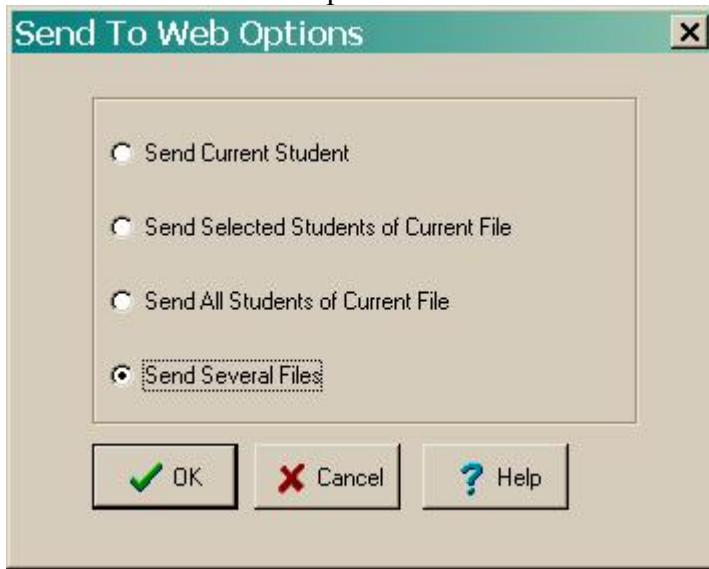
Expert users see end of memo for a message

Back to Instruction:

Select the globe icon “Send to Edline”



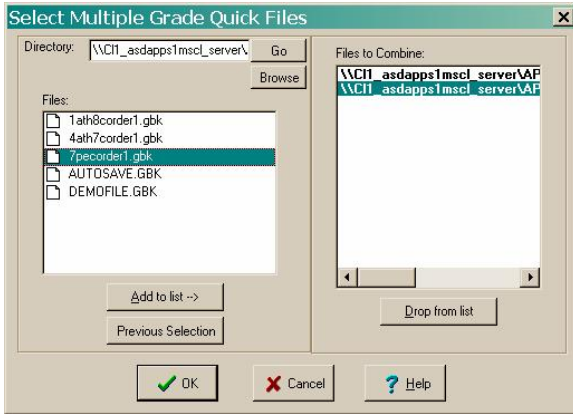
From the Send to Web Options menu Select “SEND SEVERAL FILES”



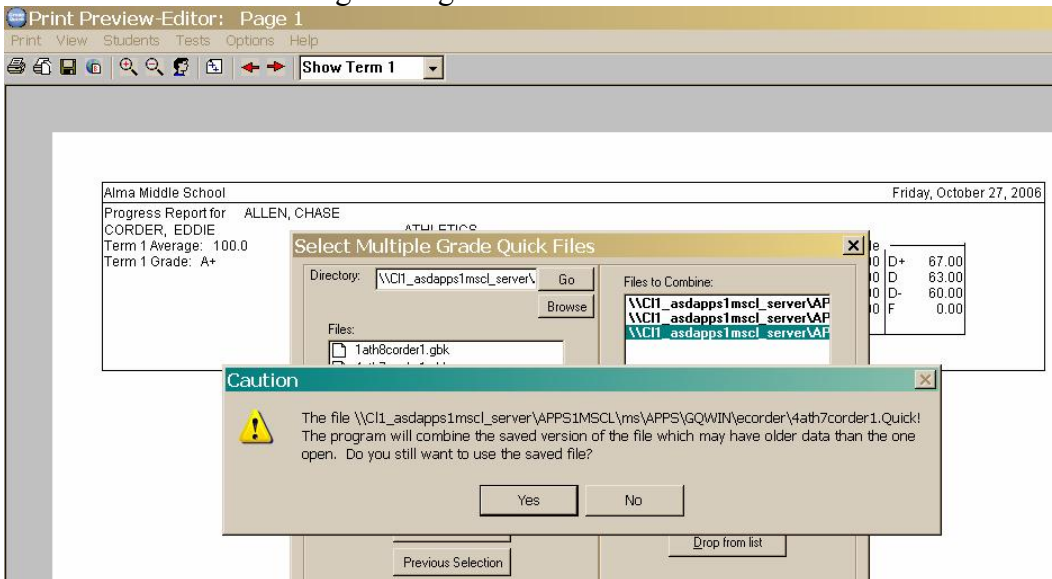
You will get a For Your Information warning message select OK



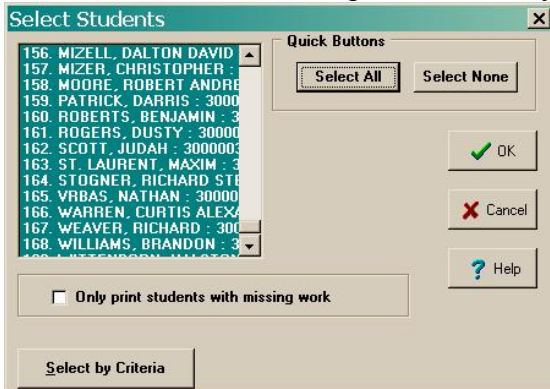
From the Select Multiple Grade Quick Files menu Highlight each grade book individually and move it to the right side of your screen by selecting “Add to list” Select ALL your gradebooks EXCEPT do not include Autosave, Demofile or any other book you may have created. Select ONLY the Active gradebook files for your classes. Select OK



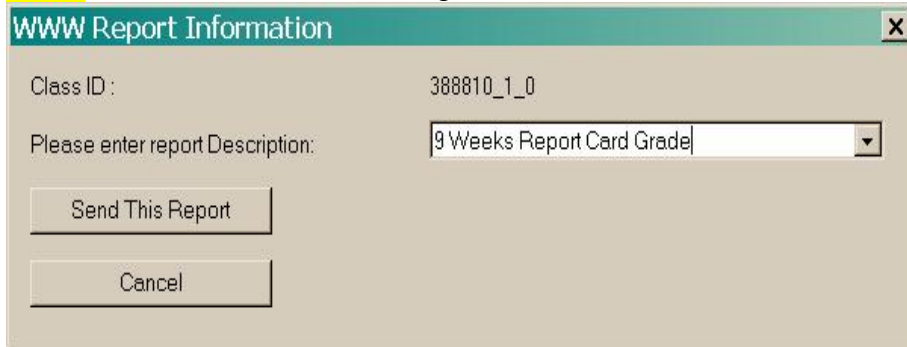
You will receive a warning message Select YES



From the Select Students option Be Sure you SELECT ALL then select OK



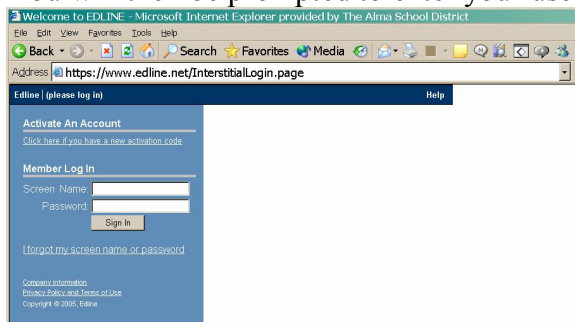
Once on the WWW Report Information Menu type the following: **9 Weeks Report Card Grade** then select Send This Report



The screenshot shows a dialog box titled "WWW Report Information". It contains the following fields and buttons:

- Class ID: 388810_1_0
- Please enter report Description: 9 Weeks Report Card Grade (selected in a dropdown menu)
- Send This Report button
- Cancel button

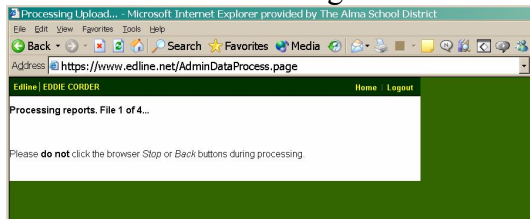
You will then be prompted to enter your username and password to the Edline pages



The screenshot shows the Edline login page in a Microsoft Internet Explorer browser. The address bar shows "https://www.edline.net/InterstitialLogin.page". The page content includes:

- Activate An Account link
- Member Log In section with input fields for Screen Name and Password, and a Sign In button.
- Forgot my screen name or password link
- Copyright information: Copyright © 2005, Edline

You will receive a message that the files are Processing

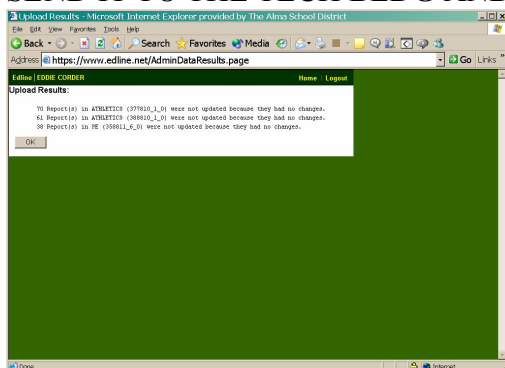


The screenshot shows the Edline processing page in a Microsoft Internet Explorer browser. The address bar shows "https://www.edline.net/AdminDataProcess.page". The page content includes:

- Processing Upload... - Microsoft Internet Explorer provided by The Alma School District
- Edline | EDLINE CORDER | Home | Logout
- Processing reports. File 1 of 4...
- Please do not click the browser Stop or Back buttons during processing.

You will see a message that says YOU have successfully uploaded.....
(This shot says it was not updated because I had already uploaded the same thing for practice.)

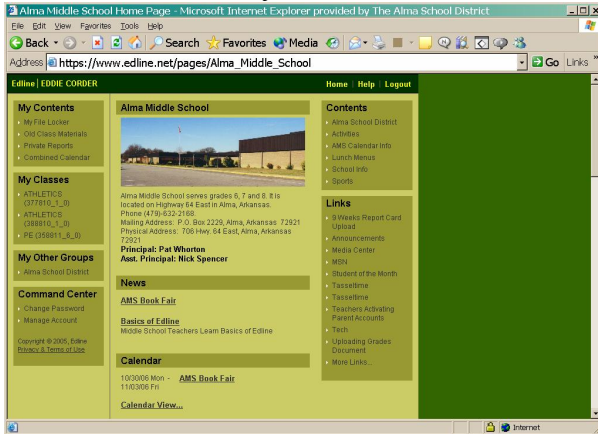
IF YOU HAVE ANY ERROR MESSAGES PLEASE PRINT THE PAGE OFF AND SEND IT TO THE TECH BLDG AND THEN LOG A TICKET.



The screenshot shows the Edline upload results page in a Microsoft Internet Explorer browser. The address bar shows "https://www.edline.net/AdminDataResults.page". The page content includes:

- Upload Results - Microsoft Internet Explorer provided by The Alma School District
- Edline | EDLINE CORDER | Home | Logout
- Upload Results:
- Message box: "30 Request(s) in ATHLETICS (377810_1_0) were not updated because they had no changes. 40 Request(s) in ATHLETICS (377810_1_0) were not updated because they had no changes. 30 Request(s) in PE (388810_1_0) were not updated because they had no changes." with an OK button.

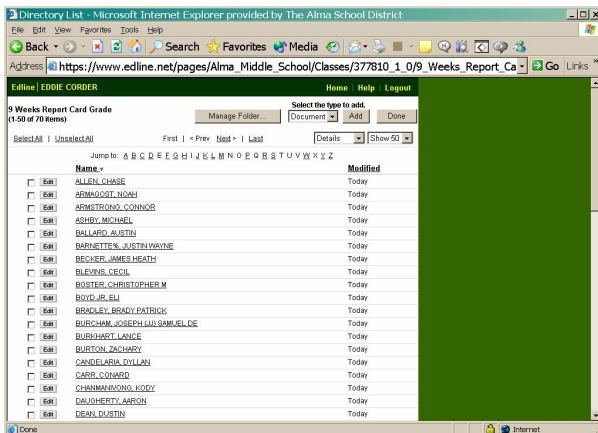
Select OK and then you will be on Your School's Edline Home page



Select one of your classes from the "MY CLASSES" box and then look in the top right hand corner in the "Contents" box and you should see "9 Weeks Report Card Grade"



If you select or double click on this you should then see all the students in your class and their reports.



BE SURE YOU HAVE SENT YOUR 9 WEEKS GRADES EDLINE REPORT BY THE END OF THE SCHOOL DAY ON MONDAY, OCTOBER 30TH.

WE WILL RESUME TO SENDING WEEKLY REPORTS NEXT THURSDAY-NOVEMBER 2ND BY NOON. YOU WILL RECEIVE INFORMATION ABOUT SENDING YOUR WEEKLY REPORTS.

PLEASE DO NOT READ THIS IF YOU HAVE NOT BEEN USING SAVE CONFIGURATION OR YOU DON'T CONSIDER YOURSELF AN EXPERT USER.

EXPERT GRADE QUICK USERS ONLY: Those of you who frequently use Save Configuration will understand this. I saved this entire setting in my School template file so that the report would default to look like what is at the top of the page; however, if you are using Save Configuration for your other reports you CAN OVERWRITE my settings. There is no problem with you selecting SAVE CONFIGURATION with all of the reports you want set a certain way in your gradebook, but the next time you print off a report for a student (something you may do weekly in your classes) make sure that you check the report that all your settings are there Before you print---to be safe---Save Configuration again--- because your last Save Configuration – to put it simply may be confused about whether you or I have control to Save Configuration. The way it is suppose to work is that Save Configuration works on each INDIVIDUAL report. This is just an FYI.