Easy Grade Pro 4: Website Reports

Introduction

The Website Reports feature of Easy Grade Pro allows you to publish your grades online for students and parents to access. Before you begin, make sure you are logged into the wireless.

Set Student Passwords

1. It is important to set passwords so that your students' grades remain private. To begin, click the **Chart** menu, then **Student**.
2. Give each student a unique password in the **Password** column. You may set the same passwords they already use to access the Internet, or you can assign your own set of unique passwords.

3. Click the **Chart** menu, then **Score**, to return to your student grading screen.

Connect to the Server

1. Click on the smiling **Finder** icon in your Dock.
2. Select the **Go** menu, then **Connect to Server…**.
3. A **Connect to Server** window will appear, which contains a text field labeled **Server Address**. Delete anything that appears in this blank, and type the address **files1.4j.lane.edu** instead.
4. Click the **Connect** button at the bottom of the window.
5. You will briefly see a window indicating that your computer is attempting to connect to the server.
6. A window will appear with blanks for your name and password. Enter the same name and password you use to access your 4J email account, then click the **Connect** button.

Note: If this window mentions **Kerberos**, click **Cancel** and wait for a second window similar to the one above.

Export Your Grade Website

1. Select the **File** menu, then **Email/Internet…**.
2. In the **Action** menu, select **Create Website Reports**.
3. In the **For** menu, choose whether you wish to publish only the selected class, all classes in the selected term, or only selected students.
4. In the **Options** tab, change settings as desired. For example you can choose which data to include in your published grades (attendance, etc.), set a personal greeting, and more. **Security Note:** Edline, the creator of Easy Grad Pro, makes the following recommendation: "For the greatest security, we recommend that you either turn off the Include Student Title Data option or that you set the Student Identifiers option to Omit for Security. This will help ensure that, even if a report is hacked, the identity of the student will remain unknown."
5. Click the **Create** button, then **OK**.
6. You will be asked where to save your exported grades. Select the files1 server. Note that the server may be titled with your username or as "files1", depending on which version of the Mac system software you have.
7. On the server, select the folder **public_html**.
8. If you do not already have a folder called **grades** inside of **public_html**, create one by clicking the **New Folder** button.
9. Click the **Save** button. Do not change the name of the "index.html" file that is being saved.
10. Click **Replace** if you are asked whether you wish to replace your existing grades site.
11. Your site will be published and should now be accessible at the address below. Try visiting it in Safari or Firefox. (Replace "username" with your actual 4J email name.) http://staff.4j.lane.edu/~username/grades

Link from iWeb (optional)

1. Create a button or some text in iWeb, labeled "click here for grades" or something similar. Exact wording is up to you.
2. Make sure your button and/or text it is highlighted.
3. Click the blue "i" **Inspector** button.
4. Click the **Link inspector** button, which is a blue circle with a white arrow inside.
5. Check the box **Enable as a hyperlink**.
6. Select **Webpage** from the **Link To:** menu.
7. Enter the address of your grades.
8. Save and publish your iWeb site.