



**Making the  
Grade™  
And  
EDLINE™  
Enterprise  
Edition**



**Improving  
Education  
Through Technology**



**Making the  
Grade™  
And  
EDLINE**

**User's  
Manual**

**JAY KLEIN  
PRODUCTIONS**

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Every effort has been made to ensure that the information in this manual is timely and accurate.

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# 1

## About MTG and Edline

Welcome to one of the most exciting unions of software technologies in the history of Jay Klein Productions! With this exciting and new *Making the Grade Windows-Edline* connection, teachers will discover an unprecedented ease in populating their gradebook rosters and then posting student academic and attendance information to the Web—from home or school. Parents will then be able to receive immediate alerts and detailed reports on their business or home computers when students' grades or behaviors become “noteworthy,” in any respect. And, at long last, teachers will no longer be held hostage to the dreaded floppy disk for archiving class files and transporting them home, for all such records can be saved to Edline servers and retrieved at will from anywhere in the world.

### About Making the Grade for Windows

**Grade Busters: Making the Grade Windows (MTG)** is a comprehensive teacher productivity tool featuring an integrated Gradebook, Daily Record, Seating Chart, Automatic Voice-Processing link, OMR module, Portrait Studio, Web ePublisher, Palm OS connection . . . and Edline publishing/data retrieval interface.



## About Edline

Edline provides the world's leading web publishing and secure communications platform for K-12 schools. Edline helps schools succeed by improving the flow of information among students, parents, and teachers. Representing a complete Internet solution that serves schools' websites or becomes a companion website, Edline is easy to implement, saves teachers time, and enhances parent-teacher communication.



Using your school's existing software, SIS system, *Making the Grade*, and office applications, Edline can transform your website into an extraordinary extension of your school, where each visitor sees the exact targeted information that you want available to them.

Edline parents know what's going on everyday—from lunch menus to their child's latest grades, attendance, school news, class news, future assignments, activity calendars, and much more!

## For More Information

<http://www.edline.com>



<http://www.gradebusters.com>

# 2

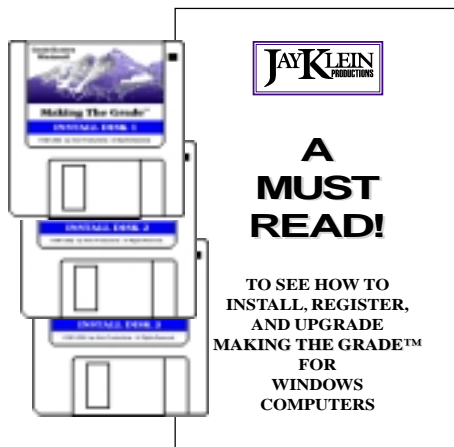
## Setting Up MTG Win



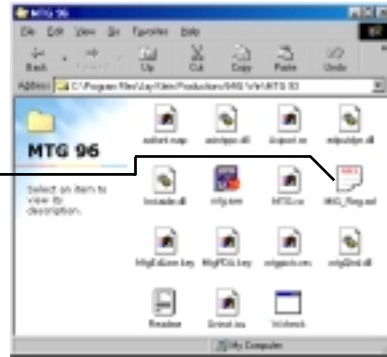
Because Edline requires no additional applications, plug-ins, or inits at the user level, the focus at this point must fall on individual teacher workstations and *Making the Grade Windows* . . . and only two very simple steps are required there.

### Step 1: Installing/Authorizing MTG Win

- If you haven't done so already, install **Making the Grade™ Windows** onto your hard drive. Detailed instructions about this process can be found in the **A MUST READ** booklet that came with your Program CD/Disks, so consult it first. (Don't forget to **register** your copy of the program as soon as possible.)



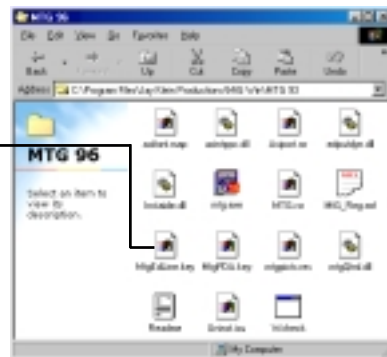
- Now, open your newly-installed MTG folder and see if you can locate the one file that activates and authorizes the MTG application: **MtG\_Reg.mrf** (right). Without this crucial key file (**MtG\_Reg.mrf**), your program will run only in “Demo” mode; that is, it will not save any class files or newly edited data whatsoever.



Now, if this authorization key is not yet present in the MTG directory, you may have to obtain it from Jay Klein Productions or the appropriate support specialist at your school. In site license and personalized CDs shipped directly from our offices, the **MtG\_Reg.mrf** file comes pre-installed within the MTG folder (above). If your key is sent to you via e-mail channels, just move (copy or drag) it into the installed MTG folder on your hard drive at your earliest convenience, and you’ll be all set to go.

## Step 2: Authorizing MTG Win for Edline

- Almost nothing could be simpler than activating MTG-Edline, for only one authorization file is required for the connection: **MtgEdline.key** (right). Without this file, the Edline module in *Making the Grade Windows* will not function, and accessing its options in the main menu bar will display only an information screen from the Edline web-site (next page).



Welcome to Edline - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print

Address http://www.edline.com/mtg/index.html Go Links

Monday, June 09, 2003 9:47:55 AM

# EDLINE

Solutions Services Company Login Home

## Making The Grade and Edline

If you believe that your school subscribes to Edline, please contact your computer coordinator for activation instructions.

### Special offer

**Save over \$500 per school**

Save over \$500 per school on every new Edline order or letter of intent that is received by June 30, 2003. To learn more call 800.491.0010, or [click here](#).

### 5 Great Reasons to Use Edline

- 1. Parents access current Making The Grade reports online**  
Parents review current grades and attendance online from home.
- 2. Secure parental email alerts**  
Private alerts on urgent grade, attendance or other information.
- 3. No more floppy disks**  
Stop carrying Making The Grade files home on disks. Just click "Save-to-Edline."
- 4. Add functionality to your website**  
Add secure logins, homework, email, calendars, teacher web pages and more.
- 5. Fast and easy set up**  
There's no hardware to buy, software to install or servers to manage.

### Edline Schools in the News

["Edline's" a real asset for the faculty!](#)

["Edline" saves a lot of phone calls!](#)

[Parents adore "Edline!"](#)

Click on a quote to read the full article.

For more TV, newspaper, and magazine stories on Edline [click here](#).

Top | Solutions | Services | Company | Login | Home

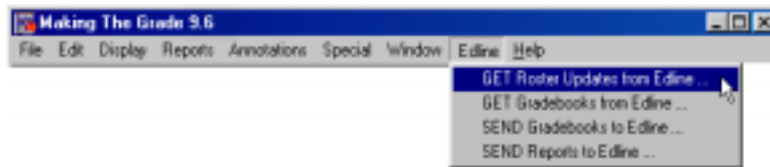
©2003 Edline, Inc. All rights reserved.

Done Internet

Again, if the **MtgEdline.key** authorization file is not present in the MTG directory—and yours is, indeed, an MTG/Edline school—you may have to obtain it from Jay Klein Productions or the appropriate support specialist at your school. In site license and personalized CDs shipped directly from our offices, the **MtgEdline.key** file comes pre-installed within the MTG folder. Again, if your key is sent to you via e-mail channels, just move(copy or drag) it into the installed MTG folder on your hard drive and you'll be all set to go with your new Edline connection.

# 3

## Getting Roster Updates from Edline



As shown in the above menu, the MTG-Edline connection features four main options, the first of which—**GET Roster Updates from Edline**—is not available to all teachers. Rather, only those sites and districts whose SIS shares class and student data directly with Edline can take advantage of this marvelous timesaving feature. (If this functionality is not presently part of your Edline package, you may wish to skip this section for now and proceed with the next major portion of the manual.)

### Step 1: Checking the Connection

At the risk of being a bit redundant, you must have three requisite items in hand before this MTG-Edline function is enabled.

1. An active account with Edline, complete with SIS roster

downloading/updating capabilities

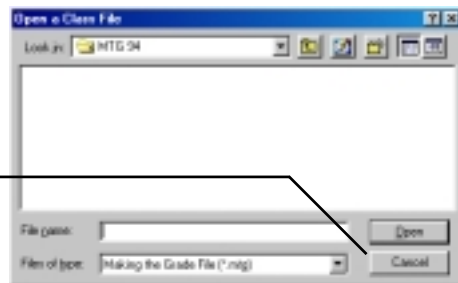
2. A current *Making the Grade-Edline* authorization key (**MtgEdline.key**) in the main MTG folder
3. An internet connection and browser with which to reach the Edline website

## Step 2.1: Getting New Class Rosters

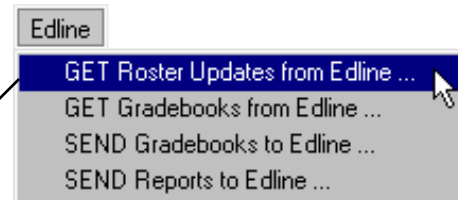
### ALERT!

**This step pertains only to teachers who have NOT set up any of their classes yet. If you have already obtained class rosters from Edline and simply wish to UPDATE them now, proceed to Step 3, page 11.**

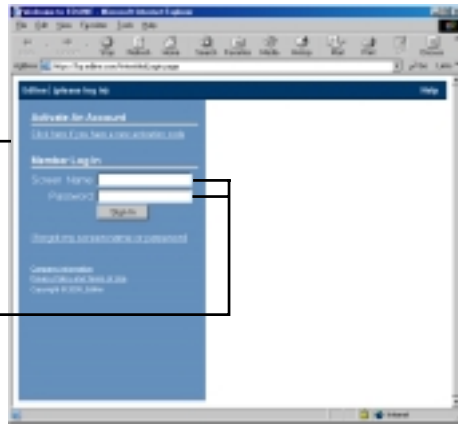
- Once you have tailored MTG with your personal information, **close the open/save dialog** that follows (by clicking the **Cancel** button) so that all you see is the application's main menu bar.



- Click on the **Edline** item there and select the first option, **GET Roster Updates from Edline**.



- You **MUST** be able to connect to the internet at this point via a browser like Internet Explorer™, for you will be taken automatically to the **Edline Member** sector (right).



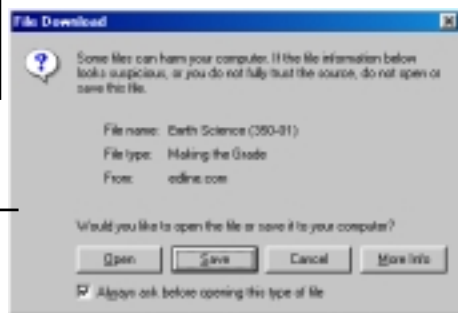
Log in there with your **Screen Name** and **Password** (from Edline and your site or district coordinator).

- Once you have successfully logged in, you will see your very own **Class Data Sync** screen (at right).



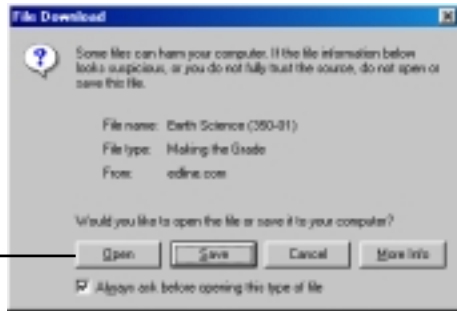
Here you will see a list of the classes you have been assigned (five Earth Science sections in this sample). If you see discrepancies in this catalog, see your Edline or SIS administrator immediately.

- Once you have read the final instruction set on this screen, **Click here to begin Class Data Sync Download.**

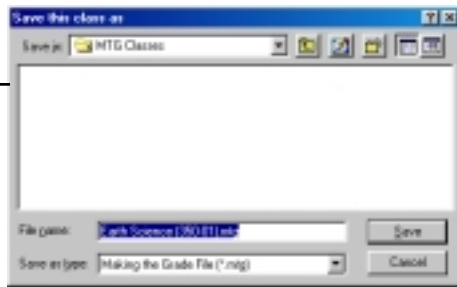


The **File Download** window (at right) will open to confirm what you're about to do.

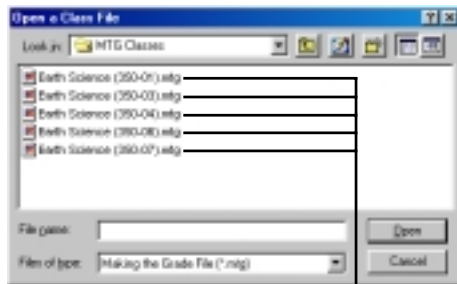
- **IMPORTANT:** Be sure to click on the Open button here, not the Save button (as noted in the Class Data Sync screen). Rest assured that you will be able to save this class file to your hard drive after it is opened.



- Once you click the Open button, the Save this class as dialog (at right) will appear. Navigate to the folder of your choice (“MTG Classes” in this example), and then click the Save button.



- Now here’s the really good news! Not only does the MTG-Edline connection save the first class shown on the Class Data Sync screen . . . it downloads and saves all of them at the same time!



That is, even though a single class title was listed in the top File Download window [Earth Science (350-01)], four other classes were cued up and ready to be saved automatically to the hard drive. Keep in mind that this leaves us less than half way through the class setup process, for only the gradebook component of each class was created, with only the student roster included in each. Other critical elements of each class file remain to be defined, elements over which you possess sole custody and which await your special touch.

## Step 2.2: Setting Up New MTG Files



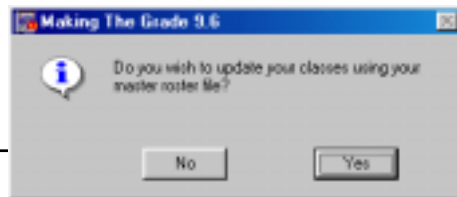
- Once again, Edline’s “Get Roster Updates” function delivers to your desktop a *Making the Grade* file containing **only** student roster information. It does **not** contain your type of Grading System, Grading Scale(s), Assignment Categories, Rounding Preferences, Daily Record, Seating Chart(s), and the like. You must, therefore, open each of your newly-downloaded MTG gradebooks, following the pathway above, and set up the remainder of the class file.

The upside here, however, is that once you have taken the time to set up the first of your classes, the rest require very little effort at all—thanks to the **Import** button found on almost every screen. (Please investigate the complete *Making the Grade Windows Documentation* for more information about this process.)

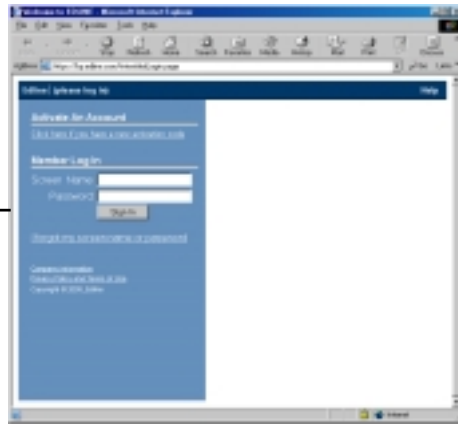
## Step 3: Getting Updates from Edline

This is probably the simplest and easiest of the four Edline functions to use, for it is activated automatically each time you launch *Making the Grade Windows*.

- The first time you launch MTG for the day and open **any one** of your classes, the dialog box at right will appear.



- If you click the **Yes** button, you will be taken immediately to the **Edline Member** screen where you must log in again your with **Screen Name** and **Password**.



**FYI:** If you click **No** at this point, you can begin the Update sequence later via the **Getting Roster Updates from Edline** menu option.

- From this point on, the process for synchronizing existing class rosters is identical to that for getting them in the first place.



That is, once the Class Data Sync screen at right displays, **Click here to begin Class Data Sync Download**.

- And once again, be absolutely sure to click on the **Open** button here, not the Save button. **All** of your rosters will be updated at the same time, not just the first class in the list. Is that easy or what?



# 4

## Sending Reports to Edline



Whether you obtained your class rosters from Edline, from another third party SIS, or from a list placed in your box in the office, you've set up the rest of your class files now, entered a few assignments, and are ready to post student reports on the web for all authorized parties to see. Correct? Well, you've come to the right place, for *Making the Grade Windows* and Edline have made this final step as simple and easy as it can possibly be.

### Step 1: Activating the Report Option

- Until you open **one** of your class files, you'll note that the **SEND Reports to Edline**

A close-up of the 'Edline' menu options from the screenshot above. The options are: 'GET Roster Updates from Edline ...', 'GET Gradebooks from Edline ...', 'SEND Gradebooks to Edline ...', and 'SEND Reports to Edline ...'. A black arrow points from the text 'SEND Reports to Edline' in the adjacent list item to the 'SEND Reports to Edline ...' option in this menu.

GET Roster Updates from Edline ...  
GET Gradebooks from Edline ...  
SEND Gradebooks to Edline ...  
SEND Reports to Edline ...



- The second MTG-Ed-line report, A **CATEGORICAL** listing of **all assignments**, is available only to those teachers who have broken down their assignments into subheadings and wish to report data along those lines. Depending upon the number of categories used and the number of assignments given, this report can be rather lengthy (at right) . . . but since it involves no actual paper consumption, what's the downside? The way we look at it, the more information a parent, student, or administrator has access to, the better, and this report just about says it all!

A detailed analysis of this report, its features, contents, and printing options can be found in the MTG documentation on pages 59 and 62.

NAME AND GRADE		DATE		CLASS		GRADE		COURSE	
DORIS M. BROWN		10/24/74		10/24/74		10/24/74		10/24/74	
<b>JAMES L. CHANCELLOR</b>									
TEACHER									
Below is a listing of the assignments you have received for for this grading period and the scores you earned for each. If your scores differ in any respect, please let me privately know as possible.									
<b>CATEGORY: MATERIALS CHECKS</b>									
( 5.00 of Cumulative Grade)									
ASSIGNMENT	DATE	SCORE	GRADE	SCORE	GRADE	SCORE	GRADE	SCORE	GRADE
4. Materials Check I: List of Files	10/24	100	A	100	A	100	A	100	A
5. Materials Check II: List of Files	10/24	100	A	100	A	100	A	100	A
6. Materials Check III: List of Files	10/24	100	A	100	A	100	A	100	A
7. Materials Check IV: List of Files	10/24	100	A	100	A	100	A	100	A
<b>CATEGORY SUMMARY</b> -----									
		400	A	400	A	400	A	400	A
<b>CATEGORY: SPELLING/POEMS DEF</b>									
( 10.00 of Cumulative Grade)									
1. Spelling/ Poem Def. #1	10/24	95	B	95	B	95	B	95	B
2. Spelling/ Poem Def. #2	10/24	95	B	95	B	95	B	95	B
3. Spelling/ Poem Def. #3	10/24	95	B	95	B	95	B	95	B
4. Spelling/ Poem Def. #4	10/24	95	B	95	B	95	B	95	B
5. Spelling/ Poem Def. #5	10/24	95	B	95	B	95	B	95	B
6. Spelling/ Poem Def. #6	10/24	95	B	95	B	95	B	95	B
7. Spelling/ Poem Def. #7	10/24	95	B	95	B	95	B	95	B
8. Spelling/ Poem Def. #8	10/24	95	B	95	B	95	B	95	B
9. Spelling/ Poem Def. #9	10/24	95	B	95	B	95	B	95	B
10. Spelling/ Poem Def. #10	10/24	95	B	95	B	95	B	95	B
11. Spelling/ Poem Def. #11	10/24	95	B	95	B	95	B	95	B
12. Spelling/ Poem Def. #12	10/24	95	B	95	B	95	B	95	B
13. Spelling/ Poem Def. #13	10/24	95	B	95	B	95	B	95	B
14. Spelling/ Poem Def. #14	10/24	95	B	95	B	95	B	95	B
15. Spelling/ Poem Def. #15	10/24	95	B	95	B	95	B	95	B
16. Spelling/ Poem Def. #16	10/24	95	B	95	B	95	B	95	B
17. Spelling/ Poem Def. #17	10/24	95	B	95	B	95	B	95	B
18. Spelling/ Poem Def. #18	10/24	95	B	95	B	95	B	95	B
19. Spelling/ Poem Def. #19	10/24	95	B	95	B	95	B	95	B
20. Spelling/ Poem Def. #20	10/24	95	B	95	B	95	B	95	B
<b>CATEGORY SUMMARY</b> -----									
		1900	B	1900	B	1900	B	1900	B
<b>CATEGORY: LITERARY ACTIVITIES</b>									
( 10.00 of Cumulative Grade)									
4. Literary Classification Exercise	10/24	100	A	100	A	100	A	100	A
5. List of the Five	10/24	100	A	100	A	100	A	100	A
6. List of the Five	10/24	100	A	100	A	100	A	100	A
7. List of the Five	10/24	100	A	100	A	100	A	100	A
8. List of the Five	10/24	100	A	100	A	100	A	100	A
9. List of the Five	10/24	100	A	100	A	100	A	100	A
10. List of the Five	10/24	100	A	100	A	100	A	100	A
11. List of the Five	10/24	100	A	100	A	100	A	100	A
12. List of the Five	10/24	100	A	100	A	100	A	100	A
13. List of the Five	10/24	100	A	100	A	100	A	100	A
14. List of the Five	10/24	100	A	100	A	100	A	100	A
15. List of the Five	10/24	100	A	100	A	100	A	100	A
16. List of the Five	10/24	100	A	100	A	100	A	100	A
17. List of the Five	10/24	100	A	100	A	100	A	100	A
18. List of the Five	10/24	100	A	100	A	100	A	100	A
19. List of the Five	10/24	100	A	100	A	100	A	100	A
20. List of the Five	10/24	100	A	100	A	100	A	100	A
<b>CATEGORY SUMMARY</b> -----									
		1900	A	1900	A	1900	A	1900	A
<b>CATEGORY: WRITING ASSIGNMENTS</b>									
( 10.00 of Cumulative Grade)									
26. Composition I: The Boy in the Boat	10/24	100	A	100	A	100	A	100	A
<b>CATEGORY SUMMARY</b> -----									
		100	A	100	A	100	A	100	A
<b>CATEGORY: ORAL PRESENTATIONS</b>									
( 10.00 of Cumulative Grade)									
27. Directed: "Lesson of Leadership"	10/24	100	A	100	A	100	A	100	A
<b>CATEGORY SUMMARY</b> -----									
		100	A	100	A	100	A	100	A
<b>CATEGORY: PARENT PARTICIPATIONS</b>									
( 5.00 of Cumulative Grade)									
19. Parental Involvement: Book Report I	10/24	100	A	100	A	100	A	100	A
20. Parental Involvement: Book Report II	10/24	100	A	100	A	100	A	100	A
<b>CATEGORY SUMMARY</b> -----									
		200	A	200	A	200	A	200	A
<b>CATEGORY: QUANTILE FINAL TESTS</b>									
( 20.00 of Cumulative Grade)									
28. Quarter I: Vocabulary Final Test	10/24	100	A	100	A	100	A	100	A
29. Quarter I: Spelling Final Test	10/24	100	A	100	A	100	A	100	A
<b>CATEGORY SUMMARY</b> -----									
		200	A	200	A	200	A	200	A
<b>TOTALS AND AVERAGES</b> -----									
		4000	A	4000	A	4000	A	4000	A
<b>ABBREVIATIONS</b>									
* 100% = 100%    ** 90% = 90%    *** 80% = 80%    **** 70% = 70%    ***** 60% = 60% ** 50% = 50%    *** 40% = 40%    **** 30% = 30%    ***** 20% = 20%    **** 10% = 10% * 0% = 0%    ** 10% = 10%    *** 20% = 20%    **** 30% = 30%    ***** 40% = 40%									
ASKED L. CHANCELLOR, you have received 95.00% of the "MATERIALS CHECKS," and your grade is A. Currently, you rank #1 in this class of 24. Please call me at (714) 832-2900, Ext. 2900 if I can be of further help.									
PARENT SIGNATURE _____					DATE _____				

- The third MTG-Edline report, **A DAILY RECORD summary**, is available only to those teachers who have set up that portion of the program, the **Daily Record**.

A detailed analysis of this report can be found in the MTG documentation on pages 100 and 101.

**DAILY RECORD REPORT FOR JAMES L. CRANE KIDDER**  
 SEPTEMBER 1985      OCTOBER 1985

September 1985							October 1985						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		6	7	8	9	10			5	6	5	6	7
11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31				

**CATEGORY TOTALS DATES**

CATEGORY	TOTALS	DATES
1. ABSENT - EXCUSED BY PARENT(S)	1	Sep 21, Sep 22
2. ABSENT - EXCUSED BY SCHOOL	0	
3. ABSENT - ALL DAY (NO REPORT)	0	
4. ABSENT - UNEXCUSED (BY SCHOOL)	0	
5. ABSENT - UNEXCUSED (BY PARENT)	0	
6. ABSENT - TRIP (BY SCHOOL)	0	
7. ABSENT - TRIP (BY PARENT)	0	
8. ABSENT - TRIP (BY OTHER)	0	
9. ABSENT - TRIP (BY OTHER)	0	
10. ABSENT - TRIP (BY OTHER)	0	

JAMES L. CRANEKIDDER, you have received 86.5% of the "weighted grade," and your grade is a B. (Normally, you would be an A-B or B-C.)  
 Please call me at (170) 520-2500, EXT. 1509 or I can be at PUEBLO H.S.D.

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### Step 3: Choosing Report Options

- Tailoring the content and layout of the three HTML reports is a matter of selecting all, none, or a few of the options in the screen at right. More information about each item can be found in the MTG documentation on page 62.

The MTG-Edline Editor

Date of this report: June 25, 2005

Please select the option(s) you wish these reports to include:

- The student's GRADE SCORE on each assignment
- The PERCENTAGE EQUIVALENT for each assignment
- The LETTER GRADE EQUIVALENT for each assignment
- Percentage and grade equivalent FOR THE ENTIRE TERM
- Each student's CURRENT NAME IN CLASS
- or CURRENT CITIZENSHIP NAME

Cancel Previous Next

### Step 4: Adding Line Library Comments

- Because the reports you've selected within the MTG-Edline module are "paperless," you can really run amok with this feature—and we heartily suggest that you do! Keep in mind that the comments you

select here will appear on **all** student reports sent to the Edline site. Consider this function a “batch file” approach to sending home information of a school-wide nature: open house dates, upcoming athletic and academic contests, and the like.



**IMPORTANTNOTE:** Any comments you’ve assigned to an individual student within the **MTG database (CTRL + K)** will also go home in these reports, so do make sure that all remarks are current.



## Step 5: Selecting/Sending MTG Classes

- The final step in sending HTML documents to Edline is simple and intuitive, involving as few as two mouse clicks! Here you must choose the classes from which reports are to be generated. (If you keep them all in the same folder, a single click will select them automatically!)



Once you have selected your classes and clicked the **Next** button, MTG will automatically link with the Edline site and present the familiar **Member Log In** screen. Enter your Screen Name and Password; MTG will then process the reports you have set up and post them to the appropriate locations.

Upon completion of this process, the screen below will appear, confirming that you have successfully **uploaded** reports for the first time or **updated** existing sets thereof.



# 5

## Send Gradebooks to Edline

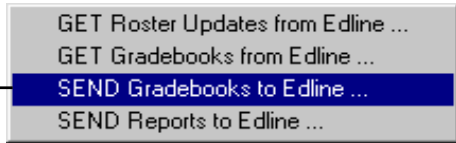


Only those of us who have had the dubious pleasure of toting floppy diskettes between home and school (not to mention between workroom and classroom) can fully appreciate the beauty of this MTG-Edline feature. In the “good old days” of electronic recordkeeping, the only way to transfer gradebook files to other computers and locations was to copy them manually onto a portable medium and then copy them off again at the second site. The process was tedious, time-consuming, and often fraught with anger and disappointment when a class file failed to move intact from floppy to hard drive and back again. Thanks to this new MTG-Edline connection, however, those days are finally over . . . and good riddance to them!

### Step 1: Activating the SEND Option

- Until you open one of your class files, you’ll note that the **SEND**

**Gradebooks To Edline** option is dimmed and temporarily unavailable. To change this, open any one of your gradebook files (it really doesn't matter which), and then select the third item in the menu.

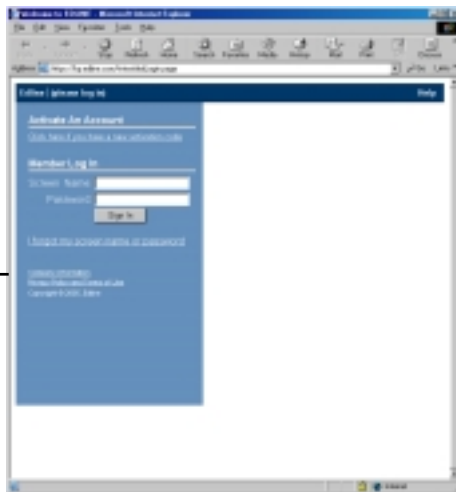


## Step 2: Selecting/Sending MTG Classes

- The second step in storing your class files on Edline is to choose which ones you wish to send there. (Again, if you keep them all in the same folder, a single click will select them automatically.)



- Once you have selected your classes and clicked the **Next** button, MTG will automatically link with Edline and present the familiar **Member Log In** screen. Enter your Screen Name and Password—and then stand back!



Each of the classes you selected in the previous MTG screen is prepared for transfer and

cued for storage on Edline's servers. The screen at right shows the current status and progress of the file processing sequence, the important *caveat* here being not to interrupt the transfer in any fashion whatsoever.

- If all goes as intended at this point (and why would it not?), a file transfer confirmation screen will appear (right), indicating that your class files have been safely stored on the Edline servers.

**Good News:** You now have at least one **backup set** of gradebook files stored “off site” and away from the computer(s) you normally use. We cannot stress how important it is to take advantage of this Edline feature on a regular basis. In fact, please consider using it each and every day!



# 6

## Getting Gradebooks from Edline

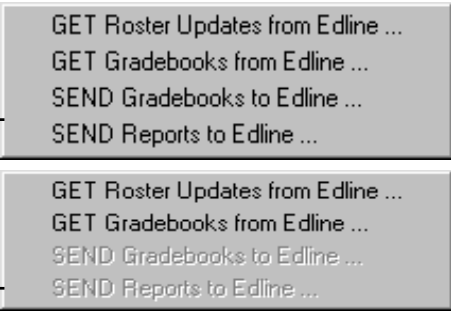


Please excuse us while we gush over this particular MTG-Edline feature, for it has proven to relieve more angst and frustration among our more experienced teachers than we could have ever foreseen. Just imagine: You'll never have to lug floppies, Zip Disks, portable hard drives, and the like between work and home, workroom and classroom ever again. Just STORE (back up) your gradebook files on the Edline site from one location and then RETRIEVE copies from another! With this feature your new mantra should be "Send/Get, Send/Get, Send/Get," for when it comes to accessing your data from anywhere in the world, this is all you need to know!

### Step 1: Selecting GET Gradebooks

- You'll note that only two MTG-Edline options are active at all times:

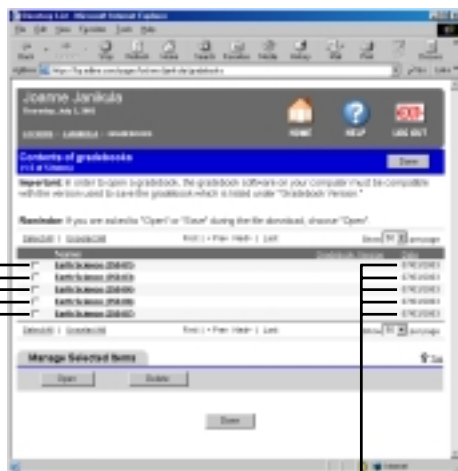
**GET Roster Updates from Edline** and **GET Gradebooks from Edline**. That is, these two Edline options are available whether you have a specific MTG gradebook file open at the time (top) or not (bottom).



## Step 2: Selecting & Getting Gradebooks

- As soon as you select this, the gradebook retrieval option, we will automatically launch your browser, link with Edline, and present the familiar **Member Log In** screen. Enter your Screen Name and Password, as usual.

The next screen to appear (**Contents of Gradebooks**, at right) presents a list of all the classes you've stored on Edline and the date(s) of their upload.



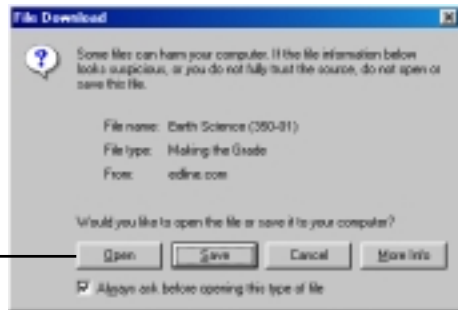
**IMPORTANT NOTE 1:** To retrieve a class from this list, all you must do is check the box next to its title. **However, and for the present, you may check (and retrieve) only one class at a time.** (This restriction is only temporary and will be removed in the next upgrade of the MTG-Edline module.) Remember, classes are STORED on Edline in a batch, but must be retrieved **one at a time**.

- **A Quick Reminder:** For the time being, do **not** click either of the two **Select All** buttons on this Class Retrieval screen. Again, that feature **is** coming, but, for now, you must download your classes one at a time.



- Select the (one) class you wish to download first by checking the box to its left. Then click the **Open** button under the **Manage Selected Items** tab.

- The familiar **File Download** window will then appear, at which point you must click the **Open** button one more time to retrieve and save the class to your hard drive.



- Repeat this simple process four more times (in our sample setup), and all five gradebooks will be retrieved from Edline and relocated on your second computer. Keep in mind that this process does not remove or otherwise modify the classes stored on Edline. They remain there in their last-uploaded form until they are replaced with newer versions. **NOTE:** If, for some reason you wish to remove the gradebook files last stored on the Edline servers, you may do so by clicking the **Delete** button for each class selected (checked) under the **Manage Selected Items** tab.



## A WORD OF WARNING!

Working on *Making the Grade* class files in two different locations on two different computers presents a host of potential problems, all of which involve the loss of student data and substantial amounts of your valuable time!

Here's the frightening scenario:

- (1) You work on your MTG gradebook files throughout the day at school and then, just before going home, send copies up to the Edline server for temporary storage.
- (2) Later that evening (at home) you retrieve your gradebooks from the Edline server and record several new sets of assignments and amended scores in each file.
- (4) The next morning (back at school) you retrieve your MTG-Edline classes once again . . . only to discover that all of the additions and changes you made the night before are gone! Horrors! How could this have happened?

The answer is simple: It happened because of a missing step in the scenario above. This Item (3) should have been included in the list: **Before retiring for the evening, you send copies of your latest files back up to the Edline server for temporary storage, replacing the older ones sent from school that afternoon.** Got it? Send, get, send, get, send, get, ad infinitum!



# 7

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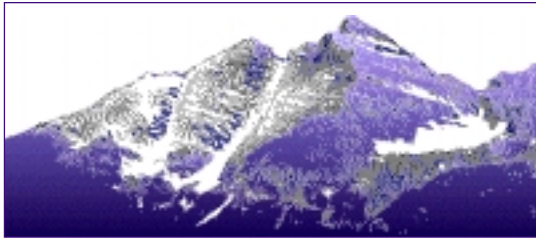
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