



## Introducing the Site-Licensed Version of WebGrade

### Features and Benefits

- Each school has a dedicated WebGrade site for student/parent access
- Teachers can log in once and upload multiple classes
- Students and/or parents only need one ID and one password to see reports for all classes
- Students and/or parents can change the password for enhanced security
- Students and/or parents can add or edit their email addresses on line
- Counselors/administrators can see a student's grades for all classes

### Requirements for getting started

To implement this version of WebGrade at your school, three requirements must be met.

**First**, all participating teachers must install the new version of MicroGrade. This version (6.02) uses a serial number that identifies your school to the WebGrade system. Version 6.02 looks and functions just like the current version (5.0+) and it will open any existing class files.

**Second**, each student at the school must have a unique student identification number. Most schools use the student identification number that is generated by their school information system.

**Third**, each student must have one password that will permit access to all classes. To accommodate this requirement, the WebGrade system automatically generates a unique password the first time that a student is uploaded by a teacher. (See the next section for a more complete discussion about the password process.)

### A few words about passwords

This version of WebGrade requires that each student have the same password for all classes. The easiest way to accommodate this requirement is to have the computer assign passwords. Because the system automatically generates passwords, teachers do not have to be concerned about password assignment.

### How it works

The first time a teacher uploads reports for a student, the computer generates a password for that student. When other teachers subsequently upload reports for that student, the system recognizes that the student already has a password and does not create another one.

### Frequently Asked Questions

How are parents and students notified of their password and log in information?

- WebGrade provides email notification and a printed handout.

Why does the system allow the student or parent to change passwords?

- Allowing the student to change passwords greatly enhances security.

What if a student changes his/her password and doesn't tell a parent?

- When a student or a parent makes a password change, all email addresses for that student's account get notified. Once students become aware of this, they'll only change passwords for security reasons.

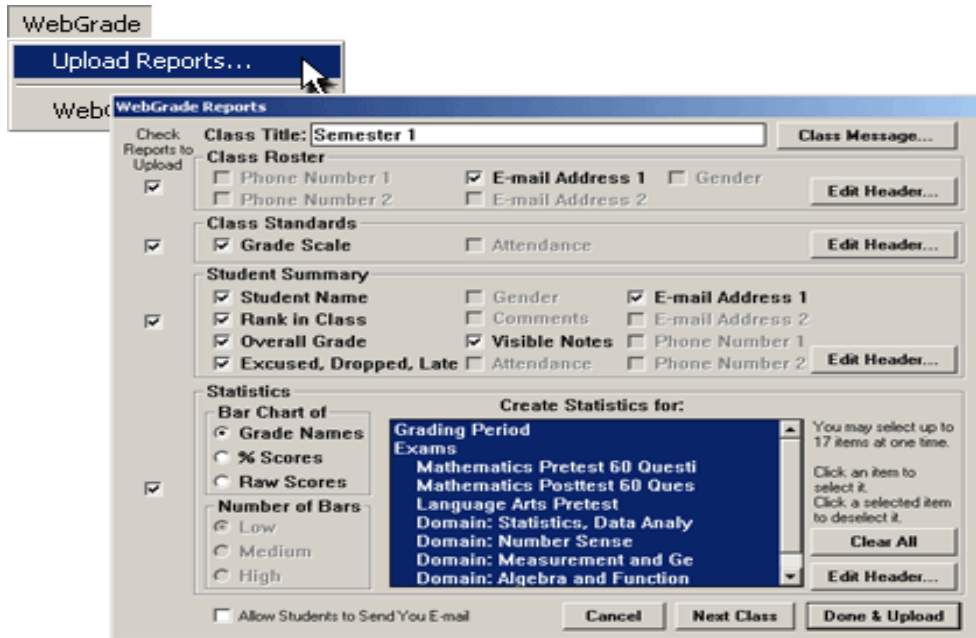
Will teachers be able to see student passwords?

- Yes, the student password is the same for all classes. Teachers can view their class roster online at anytime and see their student's passwords.

## Uploading reports

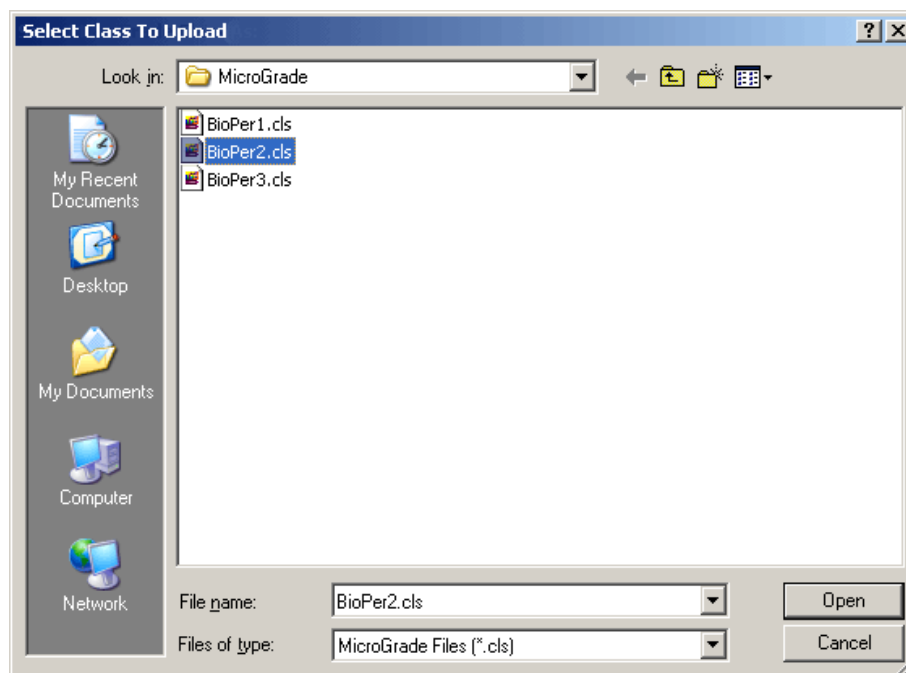
### Step 1

To begin using the new WebGrade, select Upload Reports from MicroGrade's WebGrade menu. When the WebGrade Reports dialog appears, configure your class reports according to your preferences. This version lets teachers upload more than one class at a time. If you have additional classes to be uploaded, click the **Next Class** button.



### Step 2

The Select Class To Upload dialog will appear and prompt you to select the next class you want to upload. Select the class you want, and then click the **Open** button to continue



### Step 3

The WebGrade Reports dialog will appear again and allow you to configure reports for this class. You can continue to upload additional classes by clicking the **Next Class** button. When all of your classes have been configured, click the **Done and Upload** button

The screenshot shows the 'Biology Period 2' dialog box. It has a 'Check Reports to Upload' checkbox on the left. The 'Class Title' is 'Biology Period 2'. Under 'Class Roster', 'Phone Number 1', 'Phone Number 2', 'E-mail Address 1', and 'Gender' are checked. Under 'Class Standards', 'Grade Scale' and 'Attendance' are checked. Under 'Student Summary', 'Student Name', 'Rank in Class', 'Overall Grade', 'Excused, Dropped, Late', 'Gender', 'Comments', 'Visible Notes', and 'Attendance' are unchecked. Under 'Statistics', 'Grade Names' is selected for the 'Bar Chart of' section, and 'Low' is selected for the 'Number of Bars' section. At the bottom, 'Allow Students to Send You E-mail' is unchecked. Buttons for 'Cancel', 'Next Class', and 'Done & Upload' are at the bottom right.

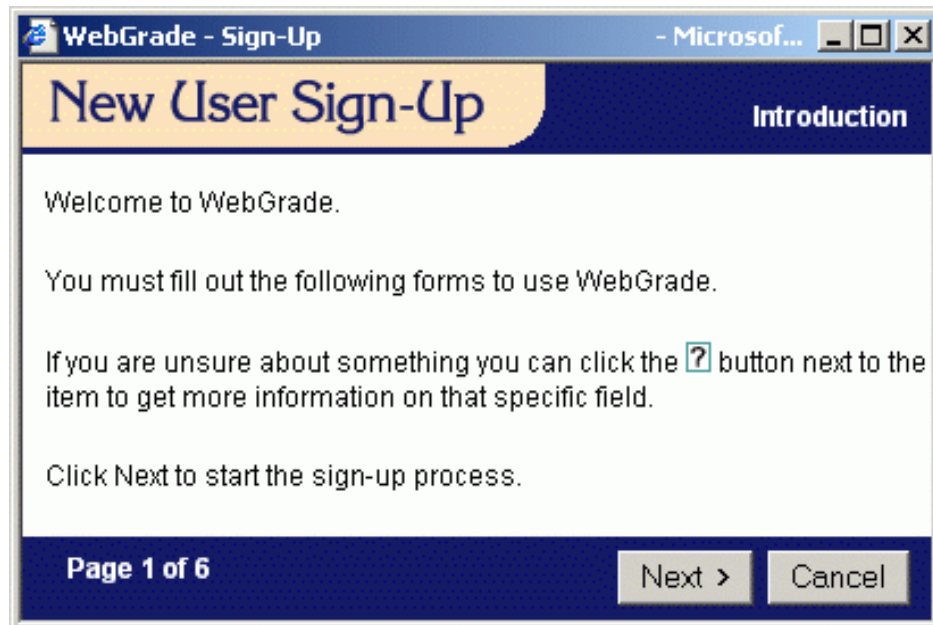
### Step 4

Clicking the **Done and Upload** button connects you to the WebGrade login site. The **first time** you use this version of WebGrade, you must create a new account. To do so, click on the **Create Account** button. Be sure to have your school's MicroGrade serial number available before you start the account creation process.

The screenshot shows the 'WebGrade: Login' page in Microsoft Internet Explorer. The address bar shows 'http://sc.webgrade.classmanager.com/'. The page has a 'Welcome to WebGrade!' message and instructions. There are two main sections: 'Login to WebGrade below.' with 'Username' and 'Password' input fields, a 'Login' button, and a 'Forgot Login Info?' link; and 'No WebGrade account? Create one.' with a 'Create Account...' button. Below that is 'Students Can Log In Here:' with a 'Student Login Page' button.

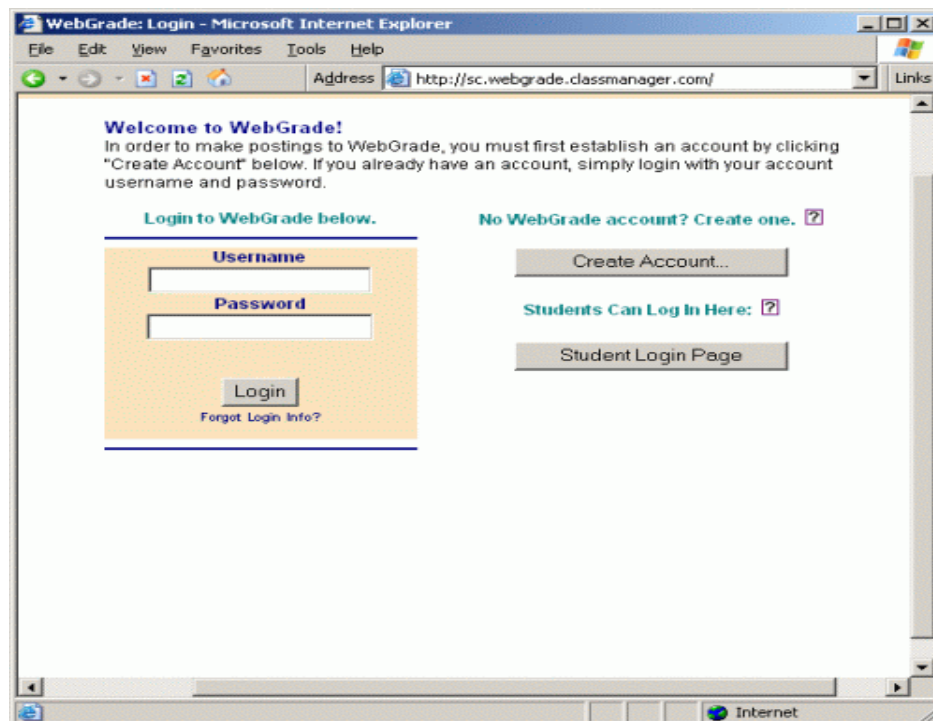
### Step 5

The new account creation process will only take a few moments. **Note:** Be sure to have the MicroGrade serial number available.



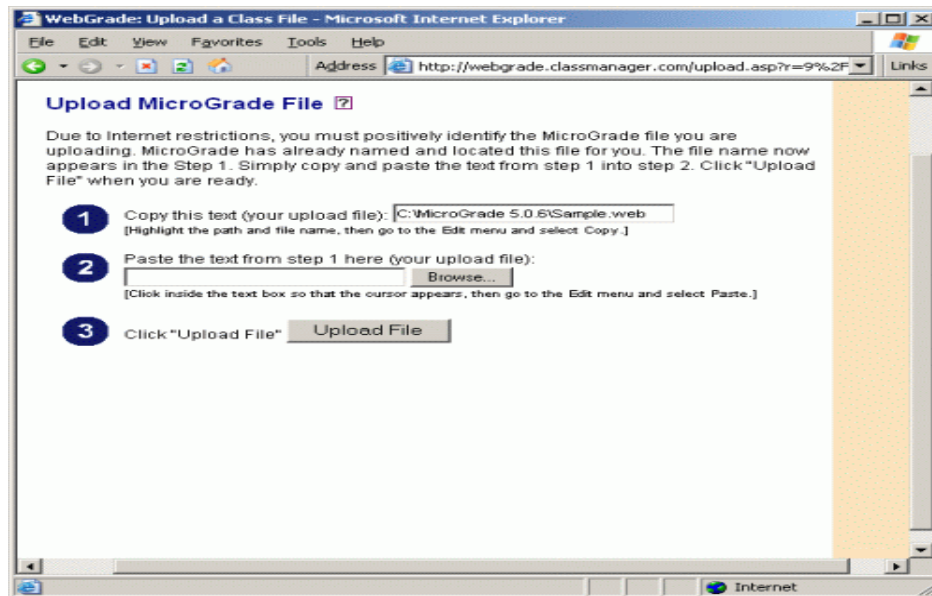
### Step 6

When the account creation process is complete, log in with your new ID and Password to complete the upload process.



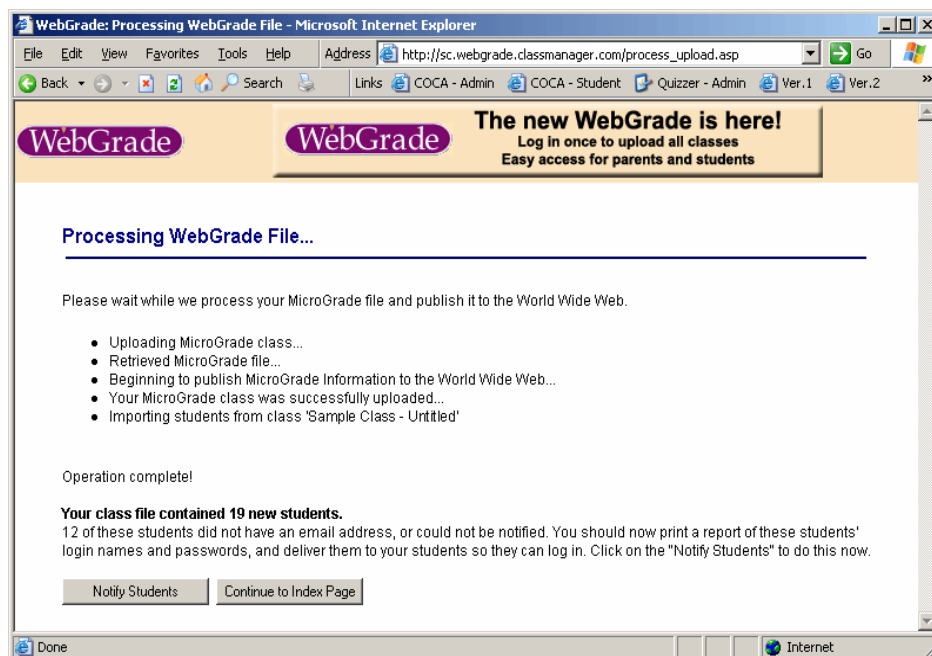
## Step 7

After logging in, you will be taken to the familiar [Upload MicroGrade File](#) page. To upload your file, follow the on-screen instructions.



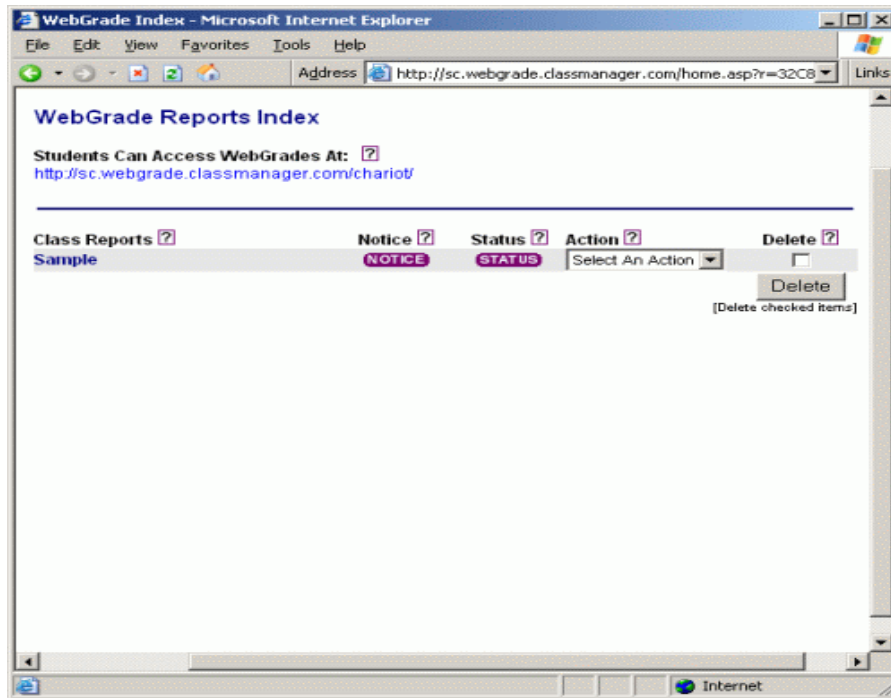
## Status report

WebGrade provides a status report of the upload process and the number of new students uploaded. Click the **Notify Students** button and WebGrade will send login information via email to students uploaded for the first time.



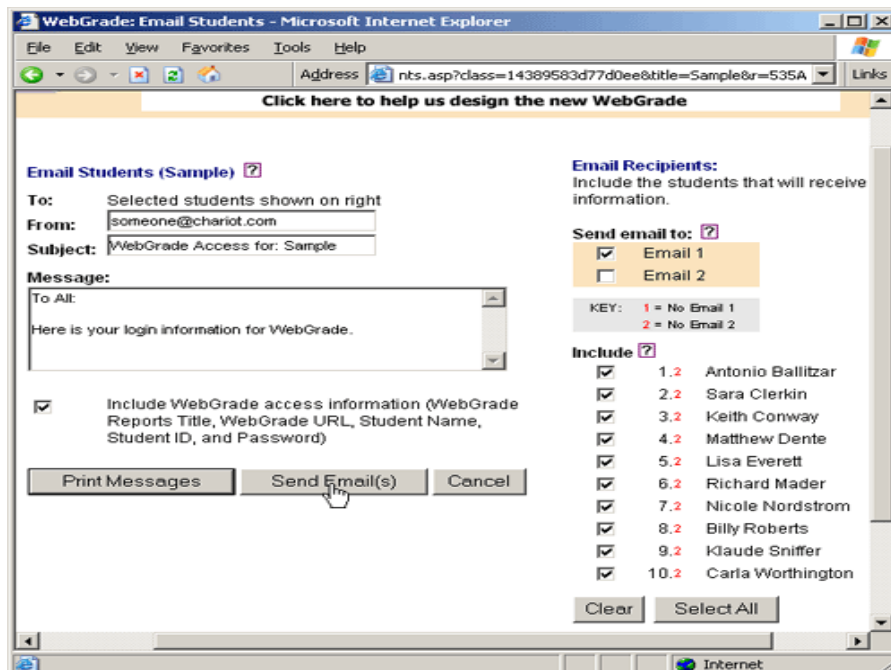
## WebGrade reports index page

When the upload process is complete, you will be taken to the [WebGrade Reports Index](#) page. Teachers have access to the same WebGrade functions that were in the previous version.



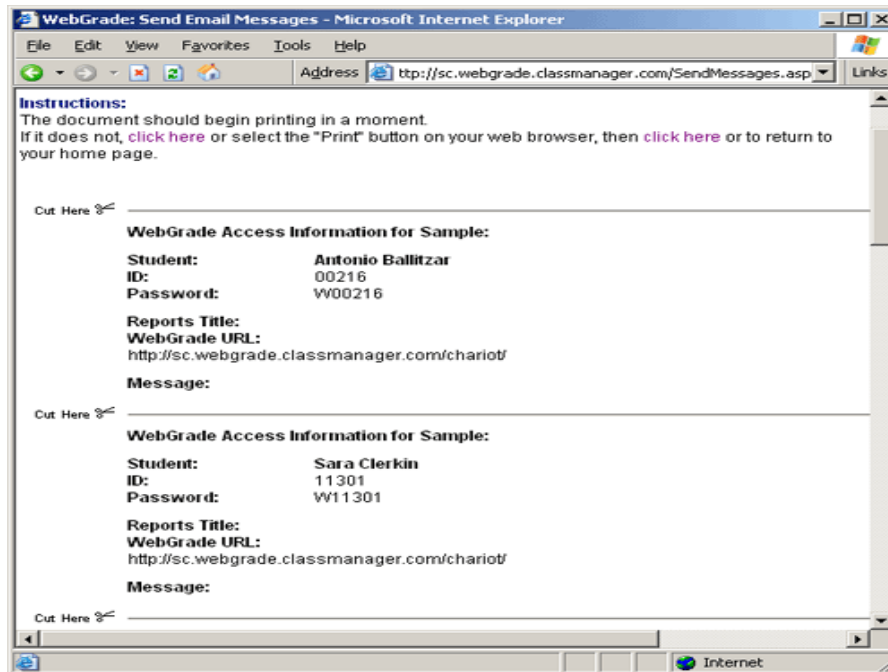
## Login information notification to students: By email

To email your students their login information and site location, select [Email Students](#) from the report menu and either print or email the information. The email or printed report will tell students their ID, password and the location of your school's WebGrade home page.



### Login information notification to students: By printed hand-out

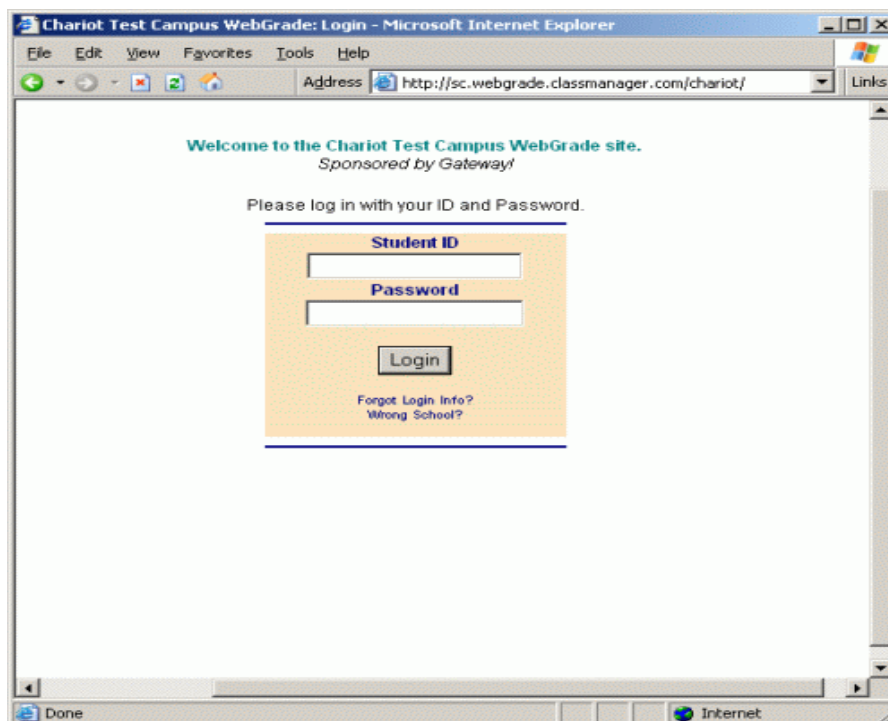
For students/parents that do not have email, you can print their login information by using the **Print Messages** button on the Email Students page.



### Student/Parent access

Once on your school's WebGrade log in page, students login with their ID number and password.

**Note:** the [www.eClassInfo.com](http://www.eClassInfo.com) site is not used by this version of WebGrade.



## The student's "My Grades" page

Once the student/parent has logged in, all classes that have been uploaded will be displayed along with the student's grade-to-date and percentage score for that class. Clicking on each class will display the available reports posted by the instructor.

WebGrade  
MicroGrade  
Wish All of Your Instructors Used WebGrade?  
Click Here for more Information

**Welcome to WebGrade!**  
Locate your class in the list below, then click the class title to view reports. ?

Teacher	Class Name	Grade	Score
Jeff Battles	<a href="#">Speech F2002 - Fall 2002</a>	A	92.6%
Justin Krutz	<a href="#">Speech F2002 - Fall 2002</a>	A	92.6%

## The student's "My Profile" page

Students/parents can change the password for the account by clicking on the [My Profile](#) link. The dialog presented below also allows them to add or change email addresses.

WebGrade  
MicroGrade  
Wish All of Your Instructors Used WebGrade?  
Click Here for more Information

**User Profile for Antonio Ballitzar ?**  
You can edit your user profile by using the form below. Click on "update" when finished, or "cancel" to return to your grades page.

Name:  Password:

Login ID: 00216 Confirm Password:

**Email Addresses: ?**

Delete	Email Address	Type
<input type="checkbox"/>	<a href="#">aball@school.edu</a>	1
<input type="checkbox"/>	<a href="#">momsaddress@abc.com</a>	1