

FTPing Grades using Core FTP

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Viewing a Sample Report

To view a demo progress report page visit <http://www.amphi.com/~pgreenle/egp/grades/index.html> or <http://www.amphi.com/teachers/jsample> and click on Grading Policy. To see what a demo report looks like:

- Under Class select “All Classes”
- Under Name type Taylor.
- Under Password type password.

Security Tips

- Keep your web account password very private.
- Make unique passwords for each student. The student id is not a good password.
- There is a place when you are creating the progress reports in Easy Grade Pro to include only the ID and not the student’s name on the progress report or not to put either the ID or NAME, you need to select one of these option. That way even if someone hacked into the progress report page they would not have a name to go with the grades.

FTPing to the Amphi Server

After you have changed your index page, documents and created your progress report pages in Easy Grade Pro, you must move

- the index.html document (the starting document)
- all progress report documents and folders

to **your public_html Folder** at (**amphi.com/~yourusername**). This puts the information on our server so that others can view it on the Internet.

Remember:

Your first page must be index.html

Filenames should be lower case.

Filenames should not have spaces.

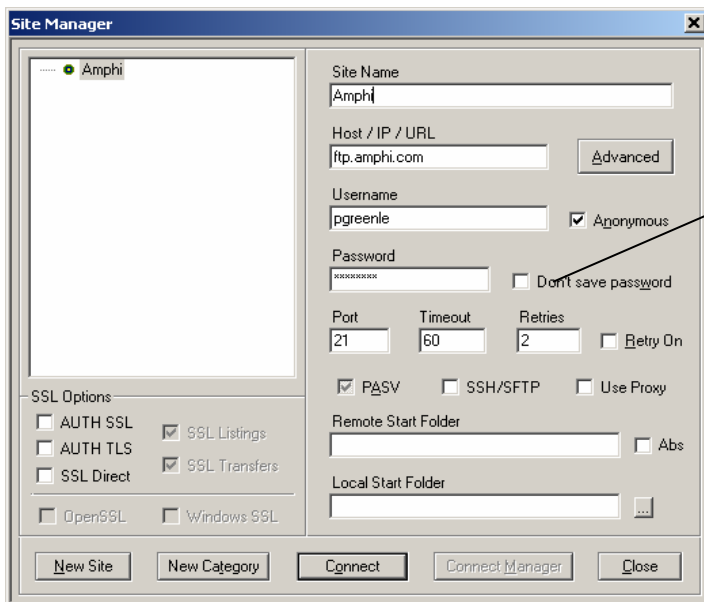
Run the Core FTP Lite application

Open the Core FTP Lite application

(If you are trying to do this from your classroom you need to make sure the program is installed on your computer. You can get the program from your Tech Specialist)

1. Go to **Start** on the Task Bar
2. Go to **Programs** and slide to **Core FTP** and then select **Core FTP**

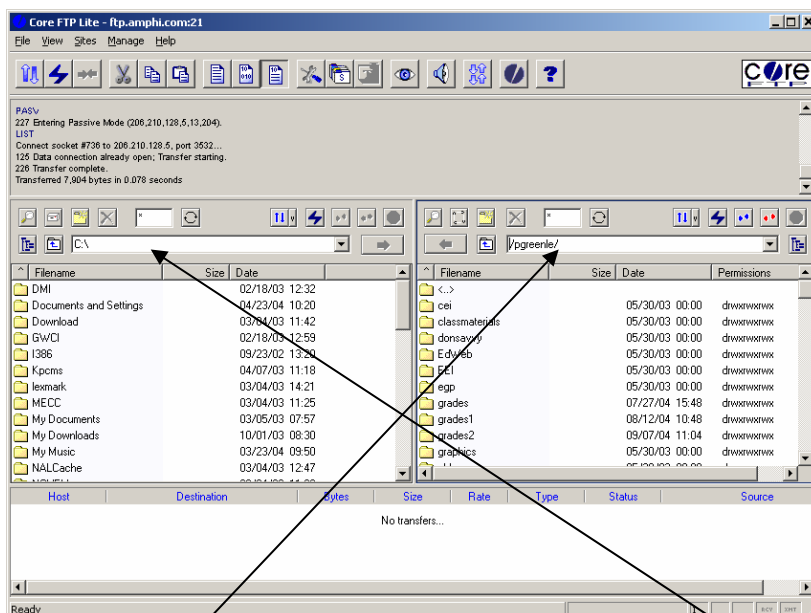
You will see the screen below. Make sure the information is the same as below, using your web username and password.



You will want to check this box on a computer that others have access to.

1. Enter
 - Site Name: amphi
 - Host Name/Address: ftp.amphi.com
 - Username: *username*
 - Password: *your password*
2. Click **Connect**.

This will take you to the following screen where you **copy the files from your folder on the hard drive (or floppy) to the your web server folder**.



Understanding the FTP window

On the right should be your /username/ folder.

The location of the files you want to move to the web server should be **on the left**.

Left-Hand Side (Local files)


On the left-hand side you will tell the computer where to find your files to send to the server.

If the files or folders are in the same directory (folder) that is listed on the top of the left-hand side, you should be able to see the files or folders you want to send in the white window on the left-hand side. If you want to **open a folder in that directory, double click on the folder.**

To **move up a level in a directory, click** on the  button.

If the files are in a different directory or folder you will have to switch the directory at the top of the left-hand side.

To Switch to a Different Directory on a Different Storage Device

On the left-hand side, click on the  button to select the directory where your files are.

So if you want to access files from the floppy you would click on the A: in that window to select that device. The files and folders you can see in the white window area will now reflect what is stored on the floppy disk.

Right-Hand Side (Files on Web Server)

When you log into Core FTP Lite, you should already be in your account on the web server. You just need to make sure that it says /username/. **So if doesn't say /username/ on the top of the right-hand side click on the directory tree button on the toolbar above the white window on the right-hand side.**

The rest of the Information pertains to both sides of the FTP screen.

To Transfer Files over From Your Directory to the Server

Every file (html document, image or graphic) will need to be transferred over.

To Send a Single File

1. **Single click** on the document (on the left-hand side) you want to transfer from your computer to the Internet server.
2. Click on the **arrow pointing to the right on the toolbar above the left-hand white window.**
3. Repeat the last 2 steps for all documents and graphics you need to move – **make sure you put them in the correct folder.**

To Send a Entire Folder (i.e. grades)

1. **Single click** on the folder (on the left-hand side) you want to transfer from your computer to the Internet server.
2. Click on the **arrow pointing to the right on the toolbar above the left-hand white window.**
3. Confirm that you want to send the entire folder to the right side.

To Make a Folder

If you need to make a directory (folder) click on **Make Directory** buton in the appropriate window. Type the name **EXACTLY** as it appears in your HTML code in terms of upper case and lower case letters. Click **OK**.

To Rename a File or Folder

You can also rename a file by single clicking on the file then right click and select **Rename** in the menu that appears.

To Exit the Program

On the menu bar select **File** and slide down and select **Exit** to quit the application.

Run Internet Explorer

Check your page ([www.amphi.com/~ username](http://www.amphi.com/~username)) to make sure everything looks good.

Every time you update your web page you must repeat the steps for FTPing.