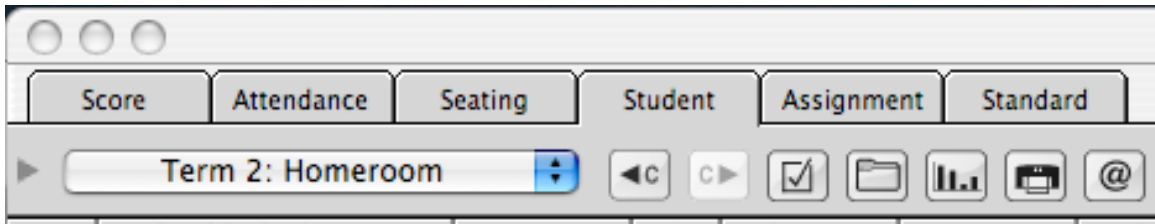


Emailing Progress Reports with Easy Grade Pro

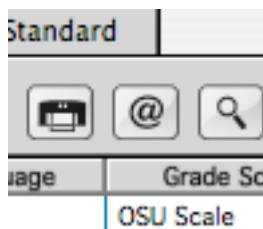
1. Open Easy Grade Pro 4.0
2. Click on the 'Student' tab at the top of the screen



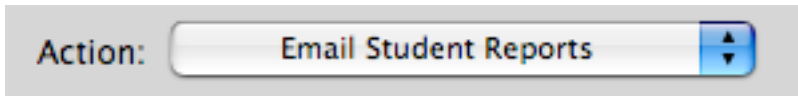
3. On the right side you will see 'Email 1' and 'Email 2'. Here is where you can add up to two email addresses for each student. You can also add email address by double-clicking a student's name to open their information box.

Password	Email 1	Email 2
351311		
350969		
351200		
502728		
403055		

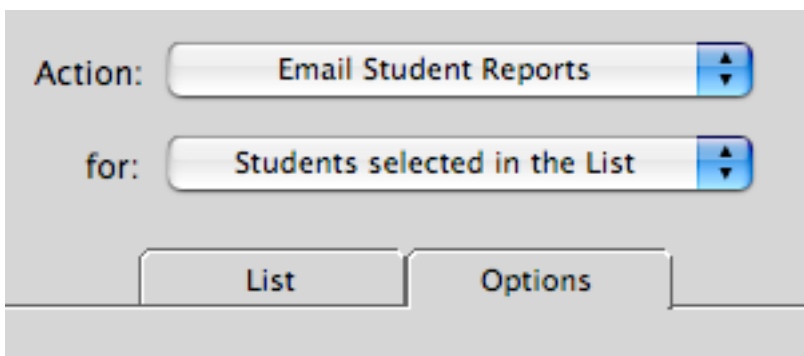
4. After you have entered the email address you can send progress reports for that class. If you have a student in more than one class you can send progress reports for multiple classes in the same email, so you only need to put their email address in for one class.
5. To send emails click on the '@' symbol or go to File-Email/Internet.



6. In the 'Action' drop-down menu choose 'Email Student Reports'.



7. In the 'for:' menu you have three options:
- Choose 'All students in Term 'x': classname' to send email reports just to the students in that class.
 - Choose 'All students in Term 'x' to send email reports to all of the classes in that term. Note: this will only work if you have email addresses in all of your classes.
 - Choose 'Students selected in the list' to choose individual students you want to send to. If you choose this option your next step is to choose the 'List' tab to choose which students you want to email to. If you want to choose more than one student hold down the Apple key and click the mouse button on each student.



8. Click on the 'Options' tab to choose the options you want for your emails.

The screenshot shows a dialog box titled "Email Options". It contains the following elements:

- Email Subject:** A text input field containing "Student Progress Report".
- ... with Student:** A dropdown menu currently showing "Name only".
- Email To:** A section with four checkboxes:
 - Student Email Address 1
 - Student Email Address 2
 - Teacher Email Address
 - Other [Empty text field]
- Email Setup:** A button with a right-pointing arrow.

9. In 'Email Options' you can customize your emails.
 - In 'Email Subject' you can type whatever you want for the subject of your emails. The default is 'Student Progress Report'
 - In '...with Student' you can choose if you want just the name to be emailed or if you want the ID # included, or just the ID # (or nothing at all).
 - In 'Email To:' you can choose to send just to the primary email address or to both email address. By checking 'Teacher Email Address' you will get a copy of each email.
10. Click on the arrow next to 'Email Setup' and you will get the following box.

▼ Email Setup

Teacher Email

Teacher Name for Email

SMTP (email) Server

Override default SMTP port:

▶ SMTP Server requires authentication

▶ Batch emails to avoid spam-blocking

Default @domain for incomplete email addresses:

11. In the 'Teacher Email' box type your complete email address.
12. In 'Teacher Name for Email' type your name as you would like it to be seen in the emails.
13. In 'SMTP (email) Server' you need to type 'mail.wsd.wednet.edu'.
14. You do not need to add anything else in this box.
15. In the bottom box on the left are the options for the reports.

Reports Options

▶ Include Multiple Classes (in each report)

▶ Include Student Title Data

▶ Include Intro/Postscript Text

▶ Include Grade Summary Chart

▶ Include Assignment Chart

▶ Include Standard Chart

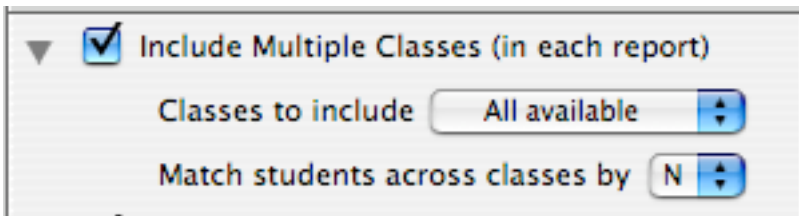
▶ Include Attendance

▶ Include Notes & Comments

▶ Display Options

▶ General Options for all Reports

16. If you are emailing reports to students that you have in more than one class then check the 'Include Multiple Classes (in each report)' box. You only need to have the email addresses in one of the student's classes.
17. Click on the arrow next to 'Include Multiple Classes (in each report)' for more options



18. In 'Classes to include' you can select other classes to email or just leave it as 'All available'.
19. In 'Match students across classes by' choose Name or ID. (Note: you need to make sure all of your names are spelled the same and/or your ID numbers are all the same.)
20. You can select other options in the rest of the box that suit your needs.
21. When you're ready to send your emails click the 'Send' button on the lower right and EGP will send the emails.
22. After EGP is done it will ask you if you want to see a log of the emails you sent. This is not necessary, but you can save it as proof that you have sent emails.

If you have any questions please talk with your friendly, neighborhood TRT.