

Easy Grade Pro 4: Post Scores to ATA Basmati

Verify Your Gradebook Setup

This step only needs to be done once per term.

- 1. Open your Easy Grade Pro gradebook file.
- 2. Select the Student tab.
- Select your first class and make sure each student's ID is correctly listed in the ID column.
- 4. Repeat for each additional class.
- 5. Click the folder icon in the toolbar.
- 6. Select the Classes tab.
- 7. Check that a course code appears in the Custom 1 field. It is recommended to use the eSIS course code. Technically you can put in anything as long as it is unique. Two classes within the same school may not use the same code.

	Records	fo	r Term 1: Int	ro to	Spanish	
Classes St	udents	Υ	Assignments	St	andards	L
Record: 1 of 1	•	٩]			
Class/Subject Name	: Intro to	Spa	nish		Class We	ight: 1.00
Term Labels	Terms	1	Custom Labe	ls	Cus	stom Data
Term 1	~		Custom 1	-	SP AN2011	T1P5
Term 2			Custom 2			
Term 3			Custom 3			
Term 4			Custom 4			
Term 5			Custom 5			
Term 6			Custom 6			
Term 7		Ă	Custom 7			
Term 8		۳	Custom 8			
?			<< C	Nex	t Class >	> Done

8. Repeat for each of your other classes. Click the **Done** button when you have checked them all.

Export from Easy Grade Pro

This step needs to be done every time you update your grades.

- 1. Open your Easy Grade Pro gradebook file.
- 2. Click the "@" (Internet) button.
- 3. In the action menu, choose Create Basmati File.
- 4. In the for: menu, pick All Classes in Term (to post all your current classes) or Classes selected in the List (if you only wish to post grades for some classes.)

- 5. If you chose Classes selected in the List, click on the List tab and highlight the desired classes.
- Under the options tab, make sure your username is shown next to Tchr Email.
- Tchr ID is your Basmati password. Ask your school tech if you are not sure what it is.

0	Email/Internet	
Action: O	reate Basmati file	
for: All	classes in Term 1	
List	Options	
Ba	smati Options	
Course# Clas	s Custom 1 (Custom 1) 🔹	
Section#	Omit this item	
Period#	Omit this item	
Students	All students	
Assignments	All assignments	
Tchr Name Sally Se	nth	
Tchr Email Smith		
Tchr ID passworthe		
Phone		
Controls		
Email Log	12pt 🛟 (First Next Cancel)	Cre

- 8. Click the Create button.
- 9. You will be asked where to save Basmati.txt.
- 10.Select the **Desktop**, then click the **Save** button.
- **11.**You may be asked if you want to replace an older file by the same name. Go ahead and replace it.

Post Grades to Basmati

This step needs to be done every time you update your grades.

- 1. Go to http://ata.4j.lane.edu/grades in Safari or Firefox.
- 2. Click the teacher login link.
- 3. Type your Basmati name and password, and Sign In.
- 4. Click the Post Grades link.

	Д	ARTS &	TECHI	NOLO	GY ACA	DEMY	É Exemplary School
HOME	ABOUT ATA -	COMMUNITY -	NEWSLETTER	CALENDAR	STAFF GALLERY	ANNOUNCEMEN	ITS GRADES -
Те	acher Menu: Pos	st Grades, Show C	urrent Classes, Cl	eek Student Grad	de, Obtain Group Gra	ides, Check/Subm	it Memo, Logout
Post	Sradee						
	anados						
Step 1: I	xport a Basmati fi	ile from Easy Grad	le Pro. Contact yo	ur school tech sp	ecialist if you need h	lp doing this.	
Step 1: I Step 2: I Choose Fi	xport a Basmati fi ocate the grade es on file selected	lle from Easy Grac sport file on your (de Pro. Contact yo computer by click	ur school tech sp ing the "Browse"	ecialist if you need h or "Choose file" butto	lp doing this. n	
Step 1: I Step 2: 1 Choose Fi Step 3: 0 Submit Fi	xport a Basmati fi ocate the grade es a) no file selected Click "Submit File t to Basmati.	lle from Easy Grac sport file on your o to Basmati" to sen	de Pro. Contact yc computer by click d the file to Basm	ur school tech sp ing the "Browse" ati	ecialist if you need h or "Choose file" butto	lp doing this. n	

- 5. Click Browse (Firefox) or Choose File (Safari.)
- 6. Select the Basmati.txt file that was exported earlier.
- 7. Click the Submit File to Basmati button.