Introduction
The Email Student Reports feature of Easy Grade Pro allows you to quickly email grades to parents with the click of a button. Before you begin, make sure you are logged into the wireless network.

Adding Email Addresses
1. Click the Chart menu.
2. Select Student.
3. In the Email 1 column, enter the parent email addresses for each student.
4. If you have multiple email addresses (for each parent, for example), enter additional email addresses in the Email 2 column.
5. When you are finished, click the Chart menu, then Score to return to the main Easy Grade Pro screen.

Configuring and Sending Your First Report
1. Click on the File menu, then Email/Internet....
2. In the Action menu, select Email Student Reports.
3. In the For menu, choose whether you wish to publish only the selected class, all classes in the selected term, or only selected students.
4. In the Options tab, you may choose to change certain settings such as the Email Subject.
5. Click the gray triangle next to the Email Setup section to show your email account settings.
6. In the Teacher Email field, enter your own 4J email address, including the @4j.lane.edu portion.
7. In the Teacher Name for Email field, enter your name as you want it to appear in the recipient's inbox. For example Jane Smith or Mrs. Smith.
8. In the SMTP (email) Server field, enter smtp.lane.edu
9. Check the box next to SMTP Server requires authentication.
10. In the Account ID and Password fields, enter your 4J username (not your entire email address) and password.
11. Check the box labeled Batch emails to avoid spam-blocking.
12. Set Emails in batch to 5.
13. Set Delay between batches to 5 sec.
14. Scroll through the rest of the settings and see if there are any others you wish to change. For example, an introduction or postscript to your email.
15. Check the preview panel to the right to see how your email will appear when parents receive it.
16. When all configuration options have been set to your liking, click the blue Send button at the bottom right corner of the screen.

Sending Additional Reports
Easy Grade Pro remembers your email settings for future use. To send additional email reports, simply repeat the first three steps of Configuring and Sending Your First Report, then click the Send button.