



Easy Grade Pro 4: Email Student Reports

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.

ID	M/F	Status	Language	Grade Scale	Password	Email 1	
1. Bradford, Karen	4155	F	Active	English	Standard Scale	password	address@server.com
2. Brown, Jonathan	4987	M	Active	English	Standard Scale	password	
3. Chu, Jeff	4988	M	Active	English	Standard Scale	password	
4. Goodman, Michael	4122	M	Active	English	Standard Scale	password	
5. Gustavson, Peter	4188	M	Active	English	OSU Scale	password	
6. Hayden, Tim	4157	F	Active	English	Standard Scale	password	
7. Kramer, Jennifer	4155	F	Active	English	Standard Scale	password	
8. Radcliffe, Missy	4133	F	Active	English	Standard Scale	password	
9. Robinson, La'Tanya	4156	F	Active	English	Standard Scale	password	
10. Taylor, Roger	4123	M	Active	English	Standard Scale	password	
11. Vandewick, Allison	4450	F	Active	English	Standard Scale	password	
12. ADD STUDENT +							
13.							
14.							
15.							
16.							
17.							

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.

This is the same username and password combination that you use to log into the Internet and webmail.

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.

Email Options

Email Subject: Student Progress Report
... with Student

Email To:

Student Email Address 1
 Student Email Address 2
 Teacher Email: nelson_d@4j.lane.edu
 Other

▼ Email Setup

Teacher Email
Teacher Name for Email
SMTP (email) Server
 Override default SMTP port:
 SMTP Server requires authentication
Account ID
Password
 Batch emails to avoid spam-blocking
Emails in batch
Delay between batches
Default @domain for incomplete email addresses: