

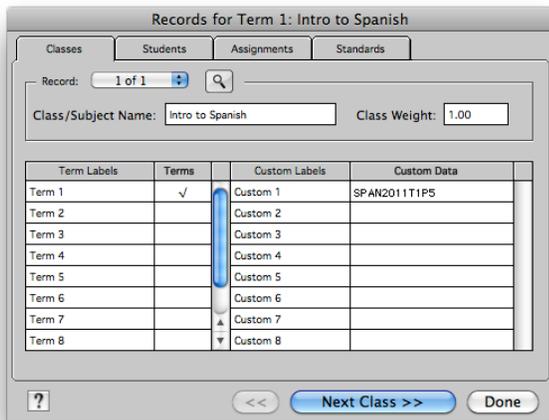


# Easy Grade Pro 4: Post Scores to ATA Basmati

## 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.
3. 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.



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.

6. Under the options tab, make sure your username is shown next to **Tchr Email**.



7. **Tchr ID** is your Basmati password. Ask your school tech if you are not sure what it is.

8. Click the **Create** button.

9. You will be asked where to save **Basmati.txt**.

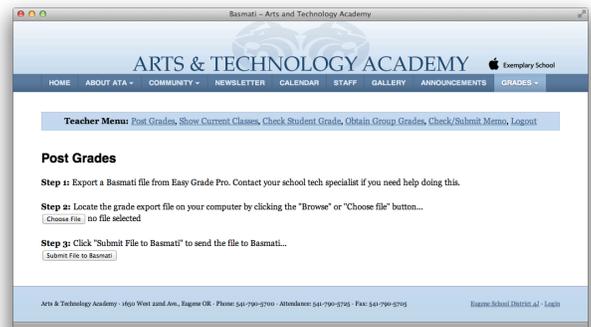
10. Select the **Desktop**, then click the **Save** button.

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.



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.