

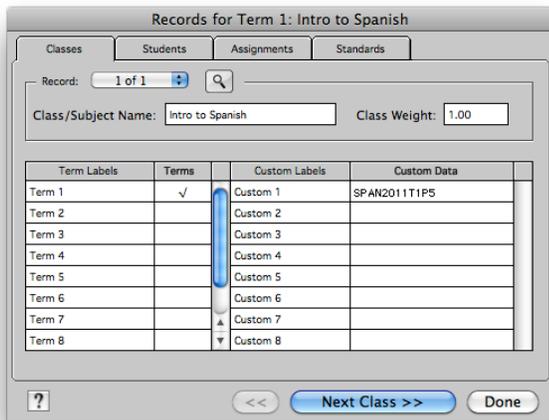


Easy Grade Pro 4: Post Scores to ATA Basmati

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.

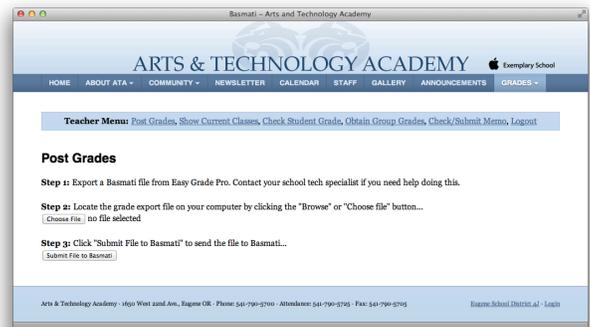


8. Click the **Create** button.
9. You will be asked where to save **Basmati.txt**.
10. Select the **Desktop**, then click the **Save** button.
11. You may be asked if you want to replace an older file by the same name. Go ahead and replace it.

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.