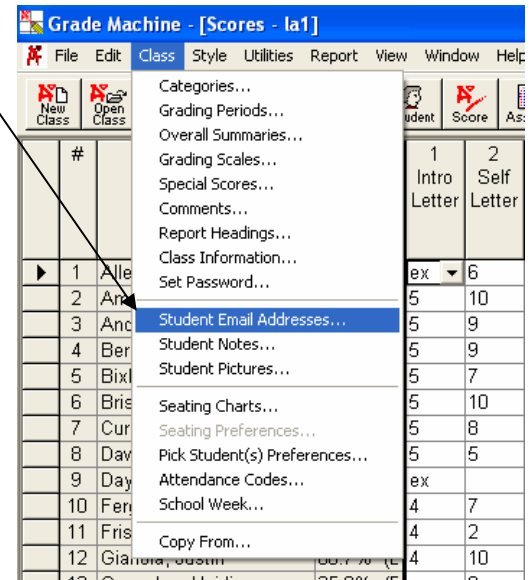
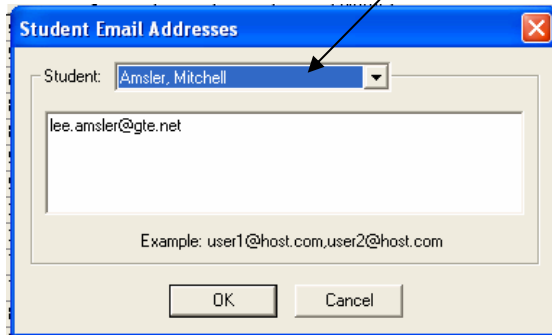
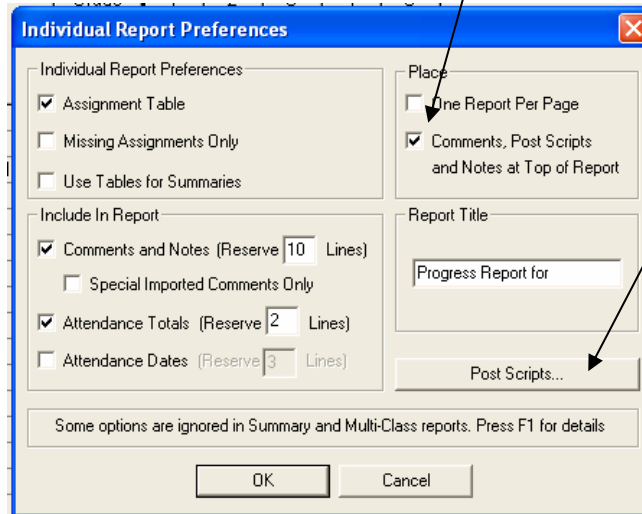


Emailing Progress Reports in Grade Machine

1. Enter Student Email Addresses. You will need to select each student's name one at a time and type the address in. Once typed, select the next student's name and so on.



2. Prepare any "post scripts" you would like to send to parents (Style, Individual Report Preferences). I suggest that you locate the post scripts at the top, so that parents will read your generic message first.



3. Make sure Outlook is open and minimized.
4. Click on **Report**, **Individual Report**, and click on the **Email** box at the bottom.

Individual Reports For:

Assignments 1 through 5
 Only assignments that are highlighted in Assignments window

Students # 1 through 29
 Only students who are highlighted in Students window
 Students with 1 or more missing assignments
 Students with percentages less than 70.0 %
 Students with percentages more than 90.0 %

Date for Reports: 09/18/02

Preview... Print... Email Cancel

5. Once you've chosen to Email the progress reports, you may select **View**, to look at them first, or **Send All**, to send them. Because of our virus protection software, you will be prompted before each student's progress report gets sent to say "Yes", you do want another program to send an email.
6. Finally, you'll receive an error message for any students who might not have had an email address. Simply acknowledge, and you're done.
7. As a first time tip, you might want to send just a message through the post script without any actual grades (click on Style and Grades). This will let you check the email address before you send any grade information.