



## Posting Grades from Easy Grade Pro

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# Posting Grade Reports on SchoolSpeak

This document provides step by step instructions on how to post grade reports on SchoolSpeak from Easy Grade Pro.

There are three steps in posting grade reports:

1. Create Internet grade report files. Grade reports will be stored on a folder on your computer.
2. Post the grades reports on SchoolSpeak. Grade reports will be uploaded from your computer to SchoolSpeak.
3. Announce the new grade reports available on SchoolSpeak by sending email to the parents.

## ***1. Create Internet Grade Report Files***

In this section you will create Internet grade reports for each student on your computer.

1. Create a folder on your desktop for each class/subject you want to post grades for.  
  
E.g. Create a folder called **Gr8Science** for 8<sup>th</sup> Grade Science and **Gr4Literature** for 4<sup>th</sup> Grade Literature.

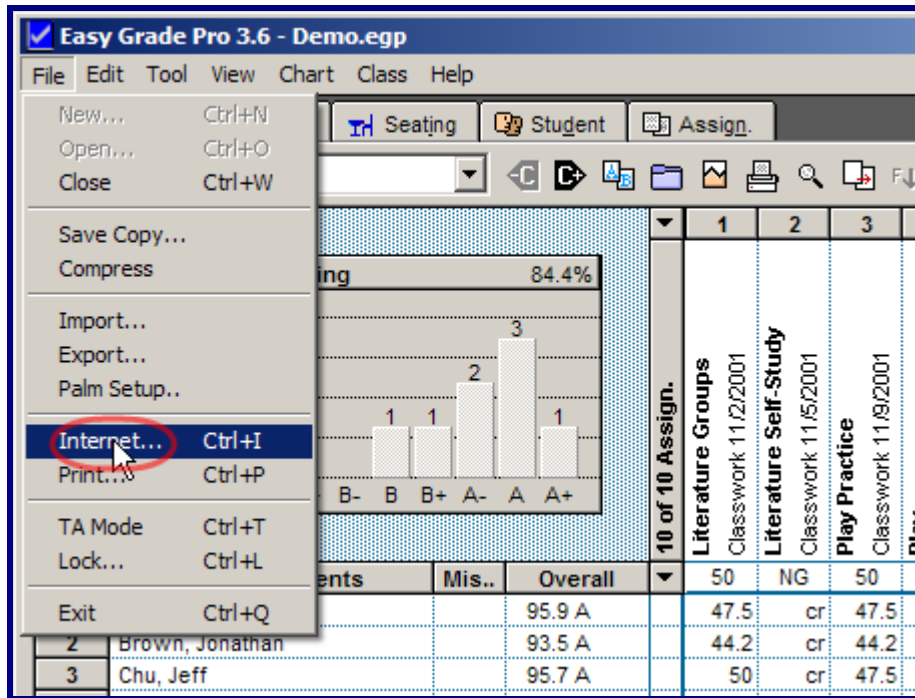
This step will be done only once.

2. Delete all existing files (if any) in the folder for the class/subject you are going to create new grade reports for.

E.g. Delete all files and folders in **Gr4Literature** if you going to create new grade reports for 4<sup>th</sup> Grade Literature.

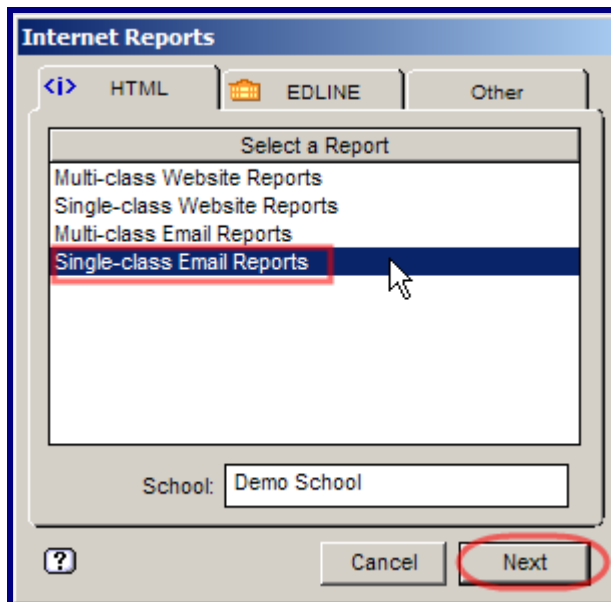
**The following steps will guide you through how to create Internet Grade Reports in Easy Grade Pro (EGP)**

3. Open EGP and select the class you want to create Grade Reports for.

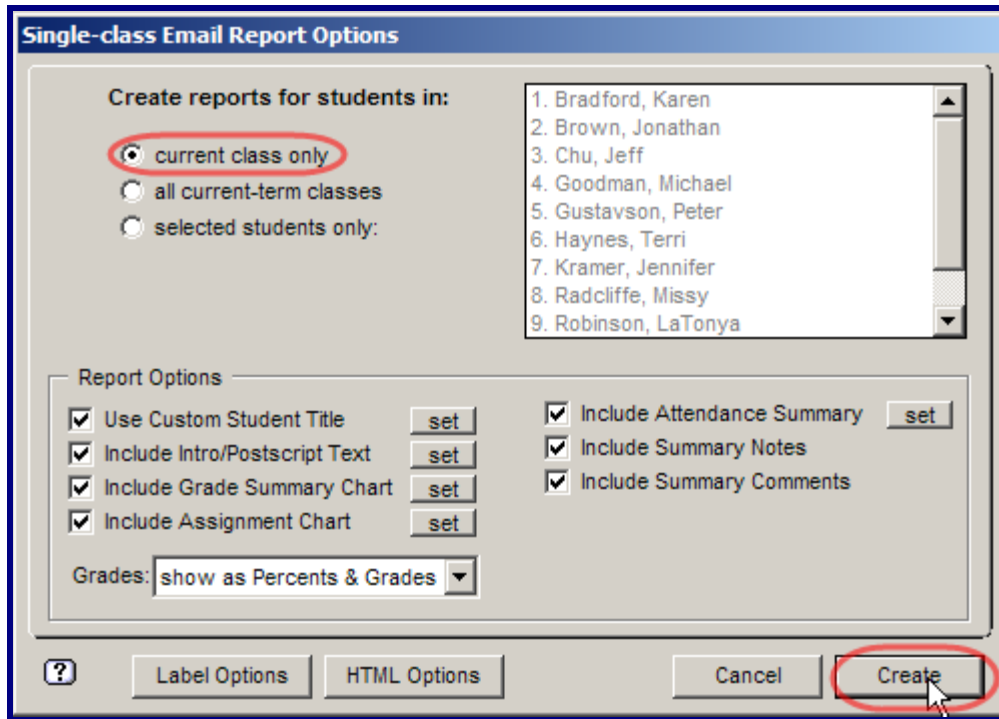


4. Select 'Internet' option from file menu

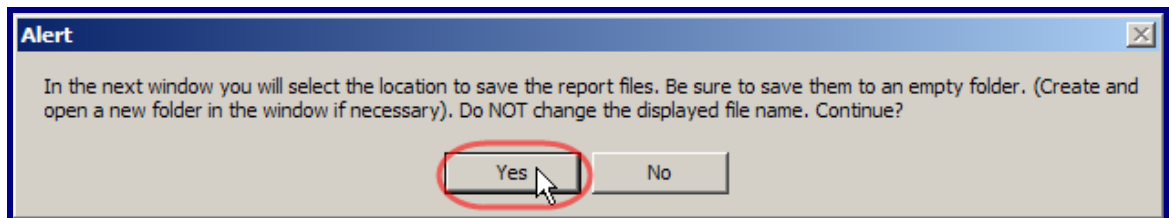
The following window appears:



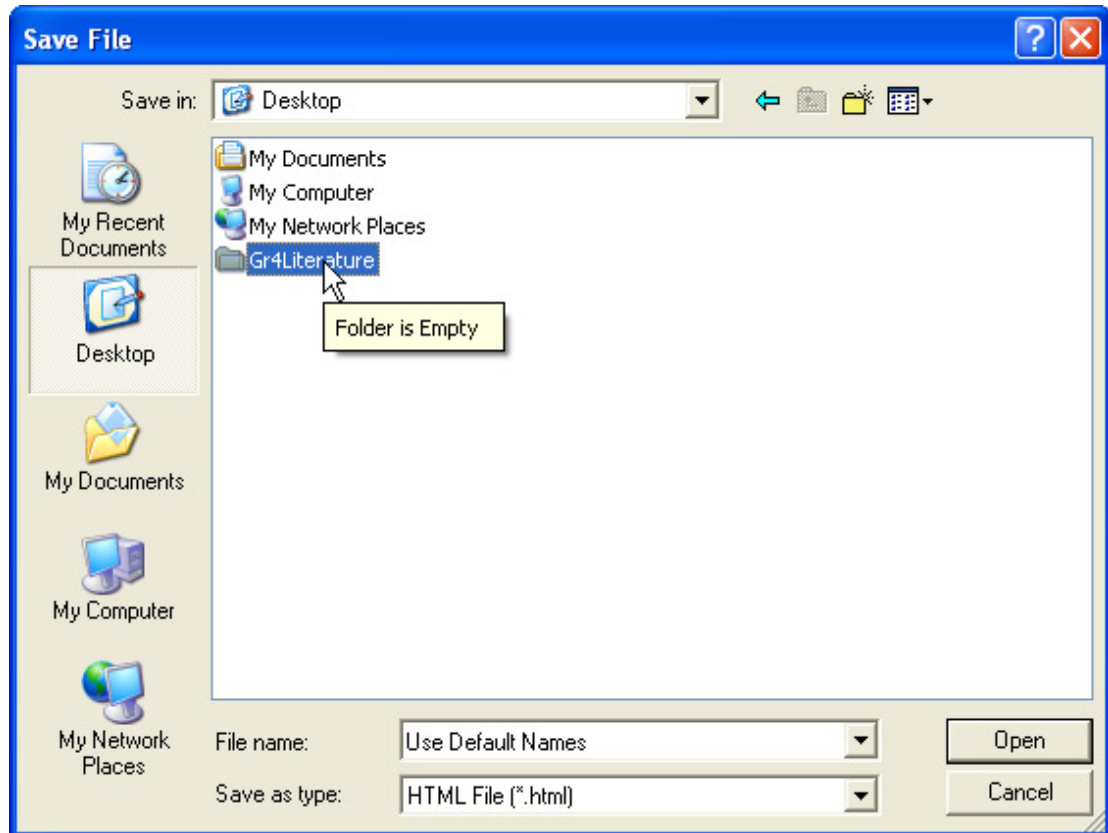
5. Select 'Single-Class Email Reports' and Click 'Next'



6. Select **'current class only'** and click **'Create'**



7. Click **'Yes'**

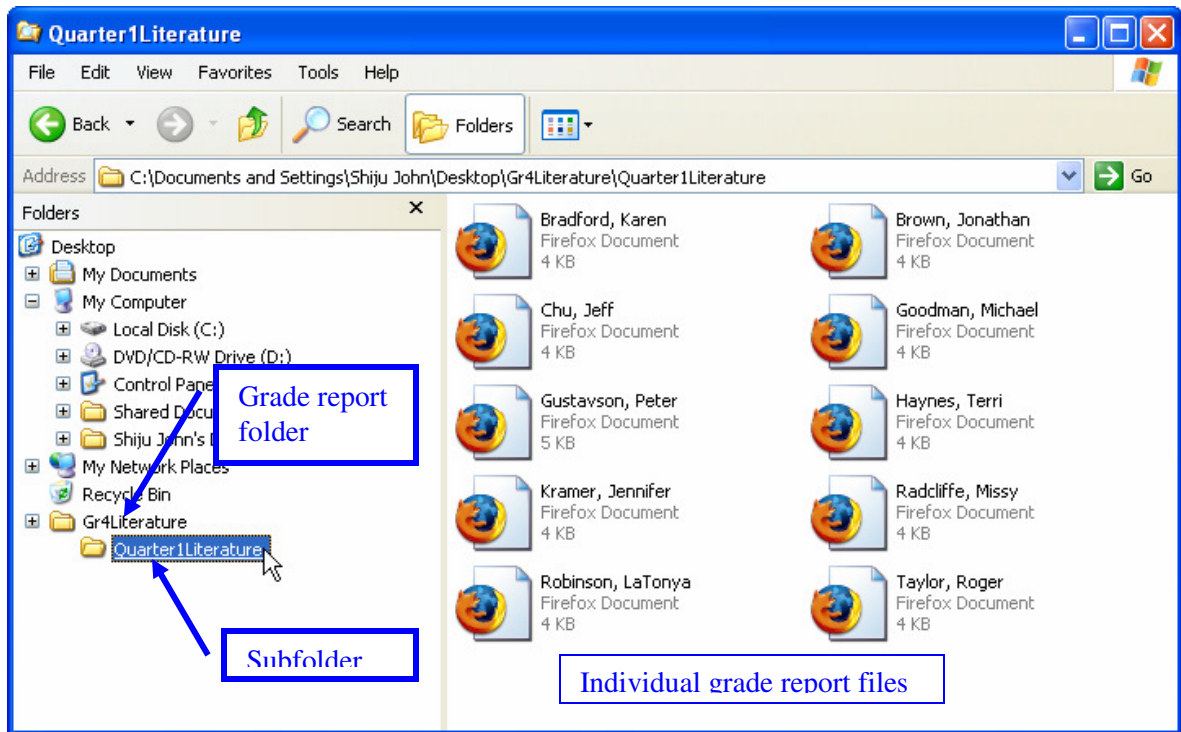


8. Select the folder that has been created in Step 1 to save the grade reports, e.g. Gr4Literature from Desktop, and click **'Open'**
9. Click **'Save'**

The Grade Report files will be saved in the selected folder.

**Note:** Easy grade pro creates a sub folder under this folder with term and subject name. E.g. 'Quarter1Literature' is created under 'Gr4Literature'. Individual grade reports are saved under this sub folder. There is an html file for each student under this sub folder with student name. E.g. Bradford, Karen.html.

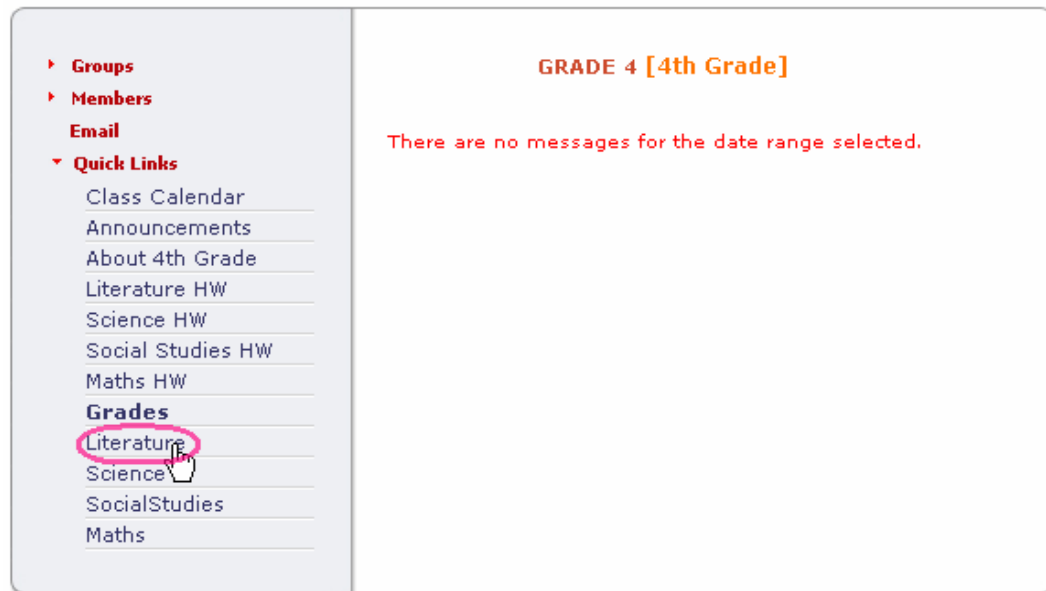
During the next step, these student files will be uploaded to SchoolSpeak.



## 2. Upload Grade Reports Files on SchoolSpeak

In this section you will upload grade reports files on SchoolSpeak.

10. Login to SchoolSpeak. Go to the grade home page.



11. Click on the Grade quick link you want to post grades. E.g. Literature.

12. Click on 'New Grade Report'

13. Enter following information and Click 'Add'

**Prompt Date:** Date of publishing the Grade report.

**Prompt Till:** The Date till when you want the grade report to show up on the home page.

**Description:** A brief description to identify the grade reports posted.

**Message:** Message to parents and students

**After clicking 'Add', the new page will take few seconds to reload. Two security warning will appear. Click 'Yes' for both warnings.**

SchoolSpeak is now ready for uploading grade report files. The new page will have the



above information entered, button to add and upload files, and it will show the students with and without grade reports.

The screenshot shows a web interface with a message box and a file upload section. The message box contains the text: "Dear Parents, Please review the grade report with your child and sign. Thank you". Below the message is an "Update" button. The "Upload Report Files:" section has three tabs: "List", "Details", and "Tree". The "List" tab is active. To the right of the file list are four buttons: "Add Files" (highlighted with a pink box and a tooltip that says "Press to open file chooser to"), "Remove Files", "Upload Files", and "Stop upload". Below the upload section, there is a heading "Following students don't have grade reports:" followed by a table with three rows of student names: "Bradford, Karen", "Brown, Jonathan", and "Chu, Jeff". Each name has a blue checkmark to its right.

Message

Dear Parents,  
Please review the grade report with your child and sign.  
Thank you

Update

Upload Report Files:

List Details Tree

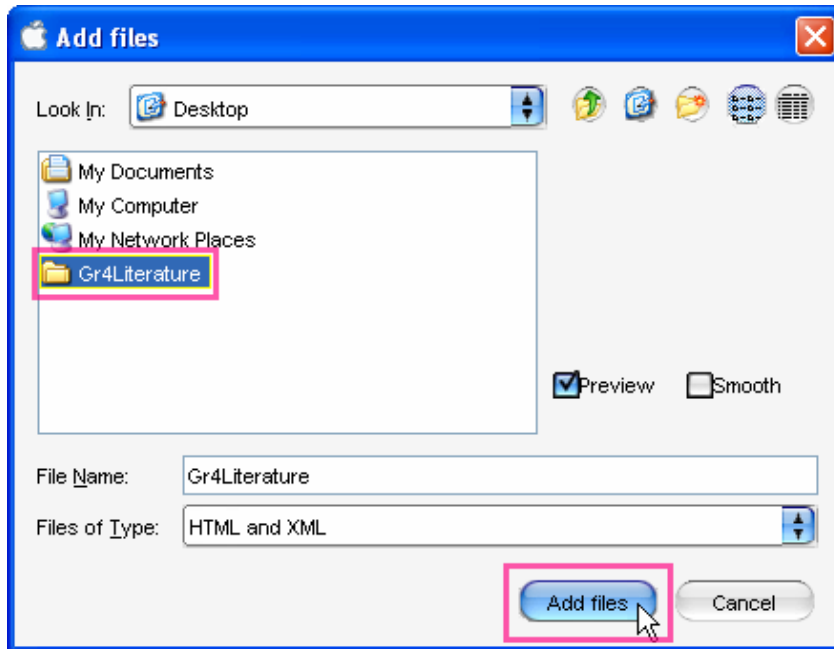
Add Files  
Remove Files  
Upload Files  
Stop upload

Press to open file chooser to

Following students don't have grade reports:

Name
Bradford, Karen /
Brown, Jonathan /
Chu, Jeff /

14. Click on 'Add Files'

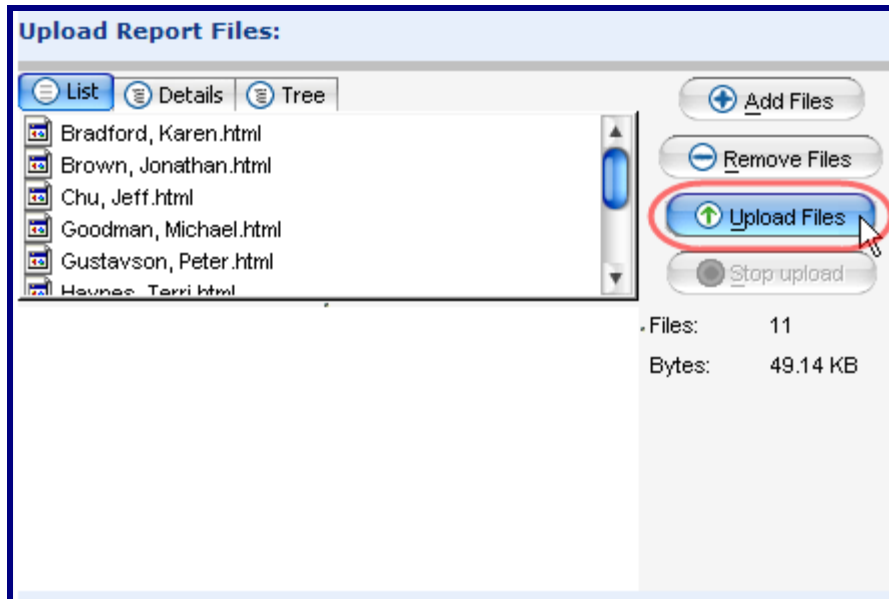


15. Select the directory with the grade reports created in Step 1, e.g. Gr4Literature, and click on **'Add files'**.

**Note:** While creating new grade report, remember to select the grade folder 'Gr4Literature' or the sub folder 'Quarter1Literature' and click 'Add files'. All files under the selected folder will be included for upload. If you are in the sub folder with individual student files, remember to select all student files or go up the directory hierarchy and select the grade folder or the subfolder.

Please note that 'Add files' window remembers where you picked up the files last and the file or folder selected last time. Remember to select the right folder/file.

If you need to correct grade report for one or more students, go down to the sub folder and select the files for those students and click 'Add files'



16. Click 'Upload Files'

The upload operation will take few seconds depending on the file size and your Internet connection speed.

You will be presented with a new page with the results of the upload. Errors could be due to following reasons:

- a. Incorrect student name in EGP. Correct the student name in EGP.
- b. Student name missing in SchoolSpeak – Contact SchoolSpeak administrator for the School.

You may also find students missing grade reports – check the student name in EGP. Add the student in the EGP, if missing.

**If you make corrections to EGP, new report files need to be created as follows:**

- a. Repeat 'Create Internet Grade Report files.
- c. Repeat steps **14-16** in 'Upload Grade Report Files on SchoolSpeak'.

Now the grade reports are posted.

### ***3. Announce new Grade Reports by email***

This is an optional, but desirable step after posting grades – inform all parents regarding the new grade reports by email.

17. Go to the grade home page

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of links under the heading 'Grades', with 'Literature' highlighted in a pink box. A mouse cursor is pointing at the 'Literature' link, and a tooltip box says 'Click to View'. The main content area has the heading 'GRADE 4 [4th Grade] [Edit]' and '4th Grade Literature grade reports'. Below this, there is a yellow banner with the text 'UPDATED!' followed by a link 'Progress Report 9/18/2007 more >>'.

18. Click on the Grade Resource link, e.g. Literature, on the left margin

The screenshot shows the same web interface as above, but now the 'Literature' link in the sidebar is selected. The main content area has the heading '4th Grade Literature grade reports [4Gr-Reading]' and 'Class ID: 11111001:6:4Gr-Reading'. Below this, there are links for '[New Grade Report]' and '[Manage Options]'. A yellow banner shows 'View for 9/24/2007 - 9/24/2007' and a 'Change Date' section with a dropdown menu, 'OR', date input fields, and an 'Apply' button. Below the banner, it says 'Click View >> to view grade reports.' There is a table with the following data:

Date	Description	[Edit]	[Delete]
9/18/2007	Progress Report 9/18/2007	[View >>]	

A mouse cursor is pointing at the '[View >>]' link, and a tooltip box says 'Click to view grade report'.

*If you don't see the grade report posted, change the view dates to include the date that you published the grade report on SchoolSpeak.*

19. Click on 'View' next to the grade report you want to email.

[Groups](#)  
[Members](#)  
[Email](#)  
[Quick Links](#)  
[Class Calendar](#)  
[Announcements](#)  
[About 4th Grade](#)  
[Literature HW](#)  
[Science HW](#)  
[Social Studies HW](#)  
[Maths HW](#)  
**Grades**  
[Literature](#)  
[Science](#)  
[SocialStudies](#)  
[Maths](#)

**4th Grade Literature grade reports [4Gr-Reading]**  
 Class ID: 11111001:6:4Gr-Reading  
**Progress Report 9/18/2007**  
[\[List\]](#) [\[Edit\]](#) [\[Delete\]](#) [\[New\]](#) [\[Notify\]](#) [\[Remind\]](#) [\[Options\]](#)

Click to notify grades posted

Click **View>>** to view grade reports.

Name	Date Posted	Signed
<a href="#">Bradford, Karen [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Brown, Jonathan [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Chu, Jeff [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Goodman, Michael [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Gustavson, Peter [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Haynes, Terri [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Kramer, Jennifer [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Radcliffe, Missy [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Robinson, LaTonya [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No
<a href="#">Taylor, Roger [View&gt;&gt;]</a>	9/18/2007 11:00:08 PM	No

20. Click on the ‘**Notify**’ link in the Heading bar at the top of the page.

This will take you to an Email page. A link to the posted grade reports will be added in the email below your message.

Note: This email can be sent to whole class (parents and/or students) or to a selected parent or student. When a parent or student logs in, he/she will see only their child’s or his/her grade report.

**Email ==> Select groups and members [To Cc]**

From : "Shiju John" <shiju@schoolsspeak.com>

**To** Grade 4.All

Show CC, options..

**Subject** Subject Grades Posted : 4Gr-Literature

Message

Css Class Normal Times New Roman Size

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, insert video, insert audio, insert link, insert unlink, insert table, insert video, insert audio, insert link, insert unlink.

Parents,  
Please review the grade reports with your child and sign.  
Thank you  
Ms. Teacher

Normal HTML Preview <div>

**Send** Clear

Add attachments:

Forwarded URL: [Secure/GradeReportView.aspx?Id=84&name=4Gr-Reading&group=6&Community=11111001](#)

Forwarded content:  
Progress Report 9/18/2007

21. Fill in the **subject** and **message body**. The 'To' field is populated to send the email to all parents, students and teachers in the grade.

22. Send the email by clicking the '**Send**' button below message.

Ensure that you receive a message indicating email success.

Congratulations !! You have successfully posted the Grade Reports online.