Emailing Progress Reports on a Regular Basis from the IP GradeBook

This document assumes that the user knows how to set up and print Progress Reports. If you do not know how to do this please consult the "IP GradeBook Part 3" instructional video on the Teachers' page of our website at http://jmcinc.com/teachers.

1. When you set up a progress report in **Reports: New Progress Report Setup**, you have two choices for selecting students for which you would like to email Progress Reports to Primary Contacts (Parents/Guardians):
   - You can "Print All" students in each class. When you email these Progress Reports, every primary contact of the students in your classes who has given the school their email address will receive an emailed Progress Report. After the Progress Reports have been sent, a list of parents who have not had their Progress Reports successfully emailed will be displayed.
   - You can ask parents if they want progress reports emailed on a regular basis. If they do, instruct them to give the office their email address. After compiling the list of primary contacts, set up a progress report named "Email" and select the students for each of those primary contacts. *Please note: one advantage of this is that you can then create a "non-email" list of Students/Primary Contacts as well. When it comes time to print Progress Reports for Midterms (or other times) you can email the "email" group and print progress reports for the "non-email" list of students.*

2. After you have set up the progress report go to **Reports: Email Progress Reports.** Choose the progress report you created by highlighting it and hit the "Choose" button. This will email the selected Progress Reports.

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3. To email Progress Reports at a later date, go to **Reports: Edit Progress Report Setup**. The **Report Date** listed will be the date that the progress report was previously created.

4. Update the **Report Date** to the desired date and click the **Calculate** button. Click the **Done** button.

5. Repeat Step **2** above.

6. Repeat Steps **3 – 5** every time you want to email updated Progress Reports.