E-mailing Integrade.

Here are the Steps:

1> Open Up Integrade Pro 8
2> Under the Setup Menu - Choose Students
3> Choose the Contacts Tab
4> Enter the Email of the Students' Parents and check the box that says "Send email reports to this contact". If you want to e-mail more than one person, separate their addresses with a COMMA and a space
5> Do this for all the students you want to contact their parents via email.

6> Under the Setup Menu - Choose Communication
7> On General Tab: Enter your Teacher Name if not there already
8> Enter your Teacher SCHOOL DISTRICT email address OR your home if you wish. eg.
fsmith@sd61.bc.ca
9> You can leave the website blank OR you can enter https://oakbay.sd61.bc.ca/for the School Website.
10> Go to Outgoing Email Tab
11> Under Server Type - Make sure it says SendMail (SMTP)
12> Under Email Server: Type **mail.sd61.bc.ca**
13> Under account Name - Type: **sd61 or Integrade**
14> Click the Close Button
15> This information will save in your Grade Book You will Need to Re Enter it for EVERY GradeBook you have. For example, next term or semester, you will need to enter the information again.
16> Copy these Instructions into Word so you have a Copy you can keep.

To Send Email to Parents or multiple addresses:
1> Under Reports - Choose "Email Student Progress"
2> You will see the Students at the top and the Tasks listed at the bottom. Select the Tasks you want included and the Students you want to email. Remember that they MUST have an email address in their contacts or it won't work.
3> Clicking the "None" Button deselects them all so you can select only one or two students.
4> When done, click the Next Button
5> This will give you a Preview of the Report. The First Student's Report will be listed.
6> Use the SLIDER BAR on the TOP of the page (between Setup and Send All buttons) to View the different students.
7> Note the Email Address on the left side. This is the one in the contacts sheet. There may be NO way to know if the email doesn't go through as we have no "receiving" account. It may send an email to your email if it doesn't send, but I am not sure on that. Make sure the parents email accounts are new and up to date.
8> When you have previewed, Click "Send All".