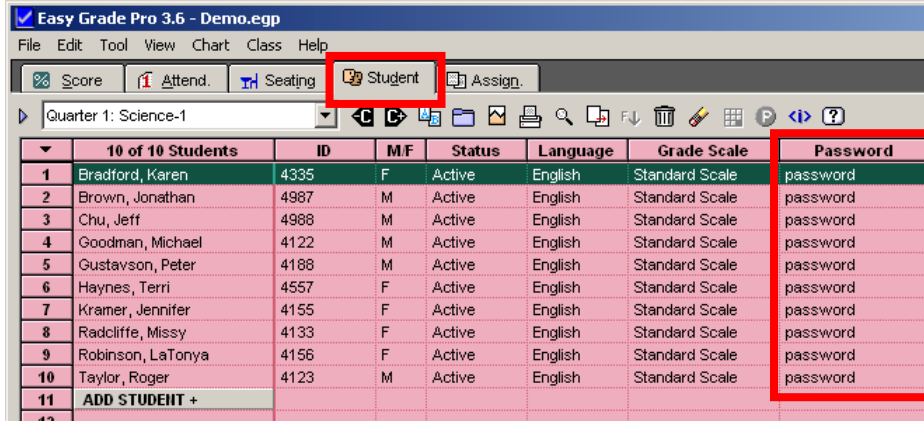


Post Easy Grade Pro Grades to the Web

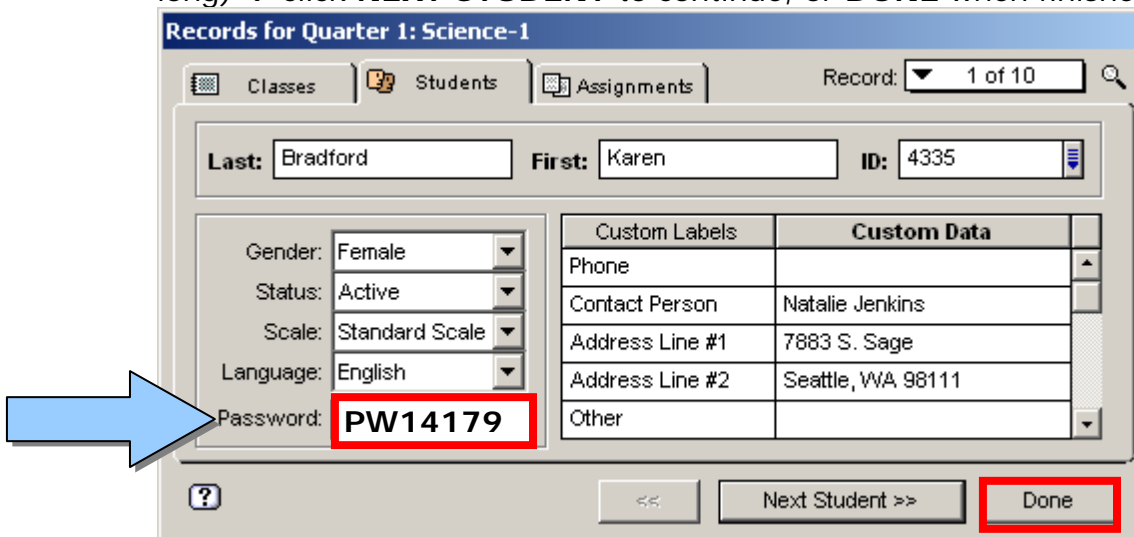
1. Open **Easy Grade Pro**



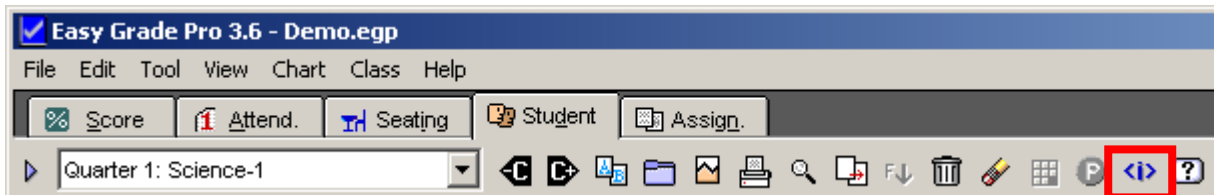
2. Click the **STUDENT** tab at the top of the screen



3. Assign a **unique password** to each student (give to parents at Open House to help keep passwords private)
 - a. **Double click** one of the student's names
 - b. In the bottom left of the dialog box, type a unique password (at least 6 characters long) → click **NEXT STUDENT** to continue, or **DONE** when finished



4. Click the **Internet** button <i>

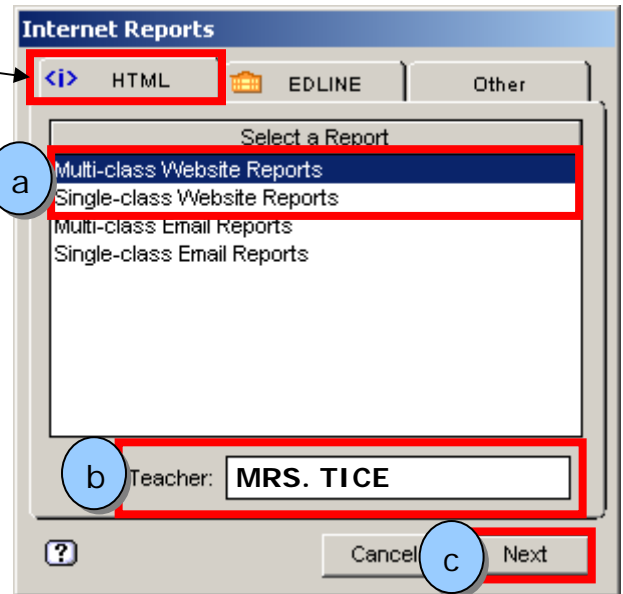


5. Be sure the HTML tab is selected

a. Click either **SINGLE** or **MULTI-CLASS WEBSITE REPORTS**

b. Fill in the **TEACHER** field with your name (i.e., **Mrs. Tice** or **Cheryl Tice**). This will appear in your **Contact Info** on the web site.

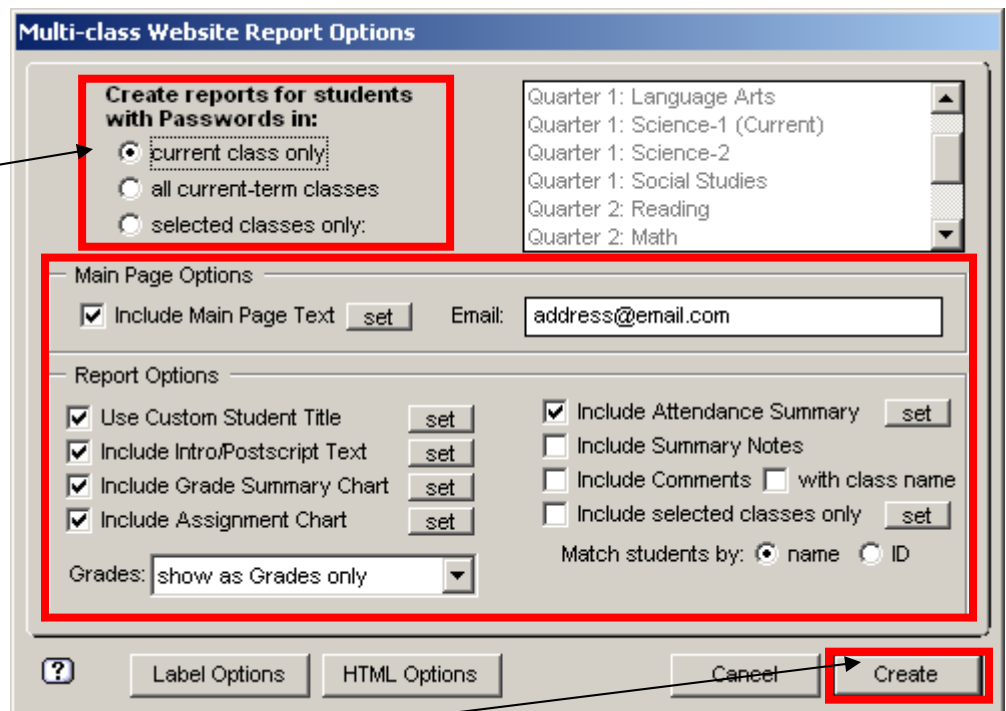
c. Click **NEXT** (see image below)



6. Choose the way you want to display your students' information on the web page by clicking the **SET** buttons, check boxes, and drop down arrows and making your choices.

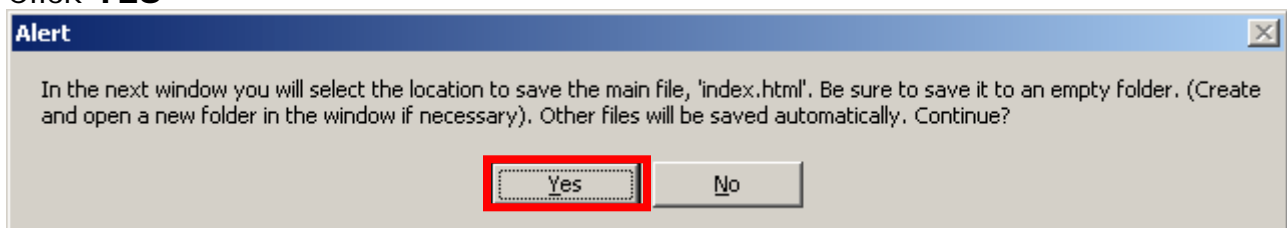
Be sure to select whether you want:

- Current class only
- All current-term classes
- Selected classes only (choose classes from the list on the right side of the box)

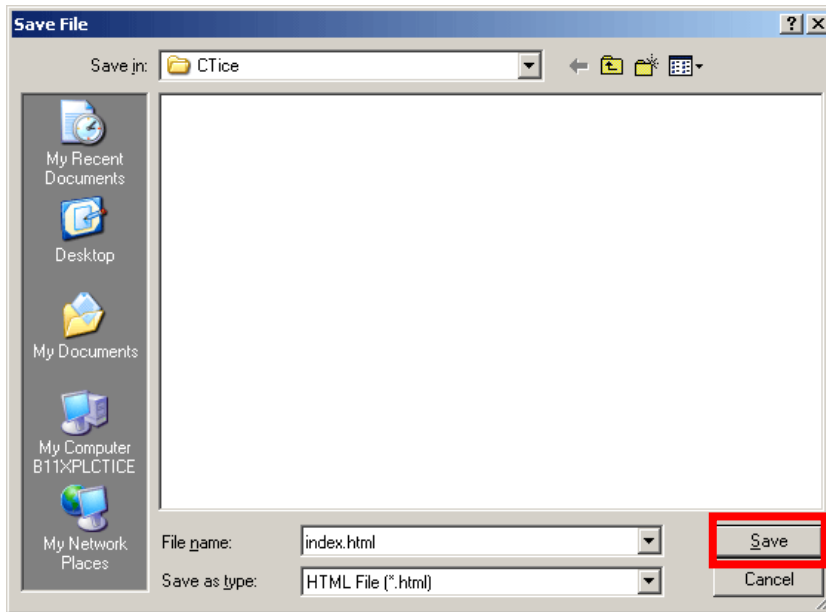


7. Click **CREATE**

8. Click **YES**



9. Click **SAVE**

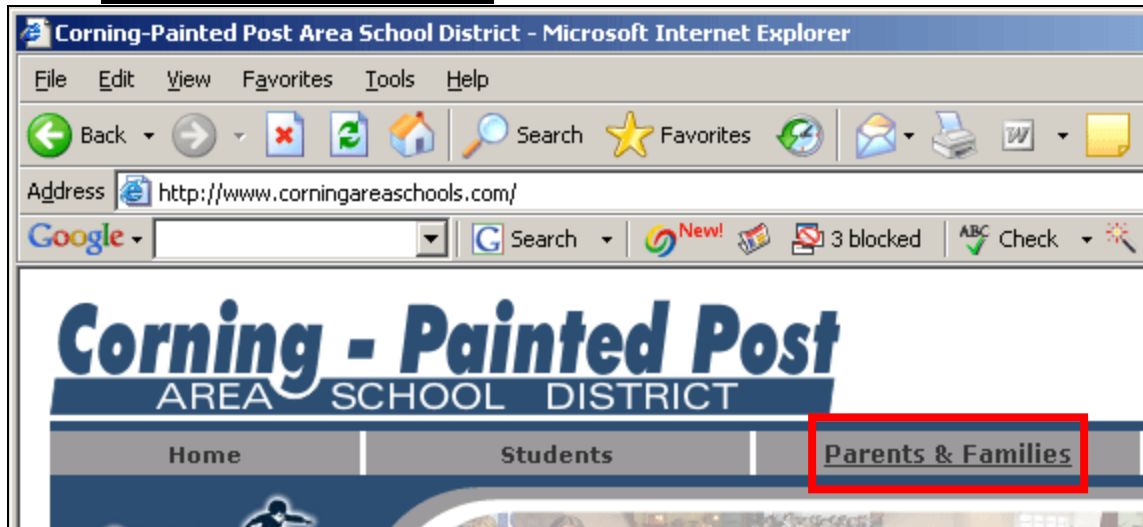


Following the above directions will automatically put your students' grades online.

To periodically update your grades, follow the directions above.

Help Students Find Grades Online

1. Open **Internet Explorer**
2. Go to www.corningareaschools.com
3. Click **PARENTS & FAMILIES**



4. Click [EZ Grade Pro Online – check your child’s grades](#)
5. Click on the teacher’s name.
6. Type the student’s last name and the password provided by the teacher → click **VIEW REPORT**
7. If you choose to give the password to your child, please encourage him or her **not** to share the password with others.

