

HOW TO E-MAIL PROGRESS REPORTS TO RESOURCE TEACHERS

1. Open Gradebook
2. From the **Setup** menu Select **Students**
3. Select the class that the student is in from the pull down arrow
4. Click on the student's name
5. Click on the **Contacts** Tab
6. Click **New** in the **Contacts** window
7. Type "Resource" in the **Name** text box
8. Type dritta@esu7.org for HS Students in the **Email Address** text box
Type slampsh@esu7.org for MS Students in the **Email Address** text box
9. Click on checkbox for "**send e-mail reports to this contact**"

Repeat steps 3-9 for each Resource Student

10. When finished click the **Close** box

