

This allows parents with their child's student ID and password to look at their child's grades in ALL classes of teachers who choose to use this program. It never attaches their name to any information; student ID number does it all. If you'd like to see a sample account, go to <http://demo.basmati.cc/basmati/source/login.php> and use "1000" for the student ID and password.

The actual address for parents & students to check their grades is <http://www.jamiesonschool.org/basmati/login.php>

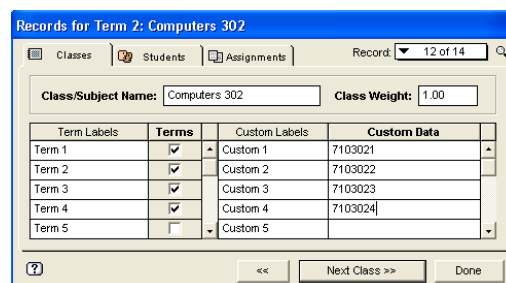
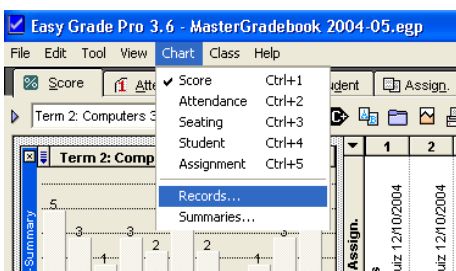
### Pre Step:

Make sure that you have student ID's for all of your students. The on-line grade book program will only work with student ID's, names are never displayed for security and privacy reasons. If you need help importing student ID's, talk to Mr. Toledo.

### Step 1: Easy Grade Pro Settings

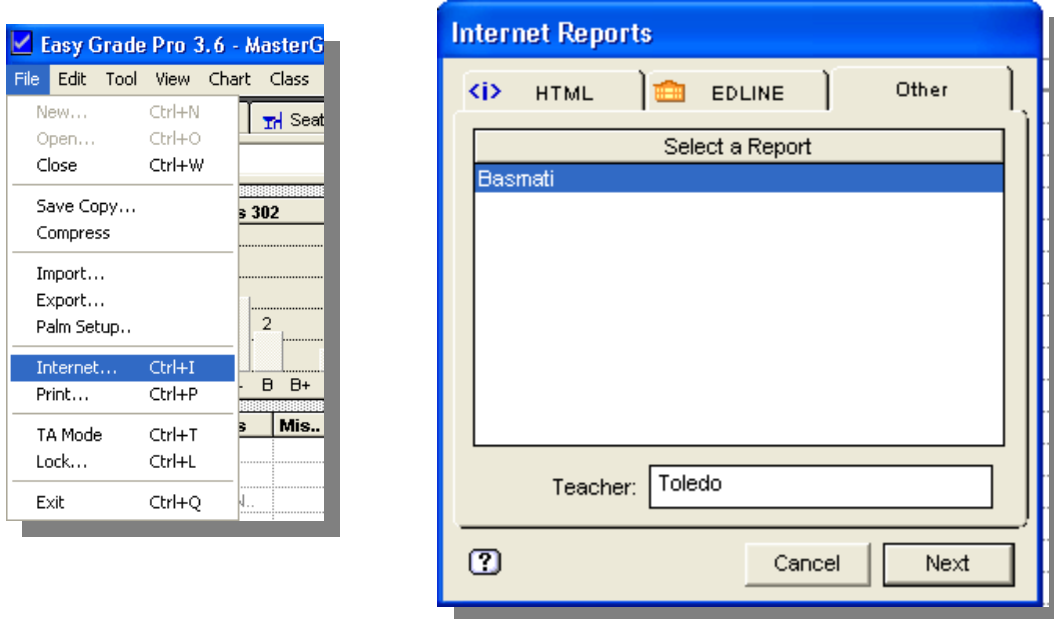
- In your grade book, click on the "Chart" - "Records." Click on the "Classes" tab. Under "Custom Data" put course code (i.e. 7103031). The course code is based on a 7 digit number as detailed below. (The Grade = 1 digit, Subject = 2 digit, Group/HR = 3 digit and Quarter = 1 digit.) So following the chart below; 7<sup>th</sup> Grade Group 1 Math class would have a course code number of 7010011, term 2 would be 07010102 and so on. Click the "Next Class" button and repeat this process for all of your classes.

<b>Grade (one digit) 1, 2, 3, etc.</b>
<b>Subject Codes (two digit)</b>
01 – Math
02 – Social Studies
03 – Science
04 – Reading (or General Language Arts if you keep only a Language Arts grade book)
05 – Writing
06 – Speaking
07 – Listening
08 – Art
09 – Music
10 – Computer
11 – Gym
<b>Grouping 1, 2, 3, or HR (three digit 001 or 303)</b>
<b>Quarter (Term) 1, 2, 3, 4 or 5 for final grades (one digit)</b>
IE 5 <sup>th</sup> grade Science Group 1, 2 <sup>nd</sup> Quarter would be 5030011
*If you have a question with course codes check with Mr. Toledo.

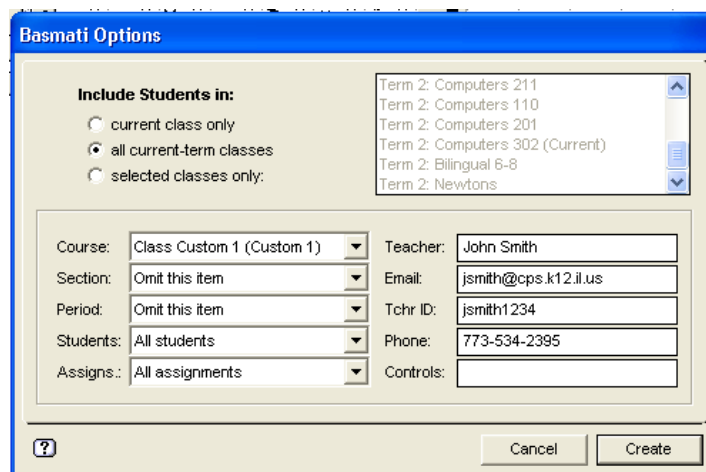


## Step 2: Create Gradebook Text File

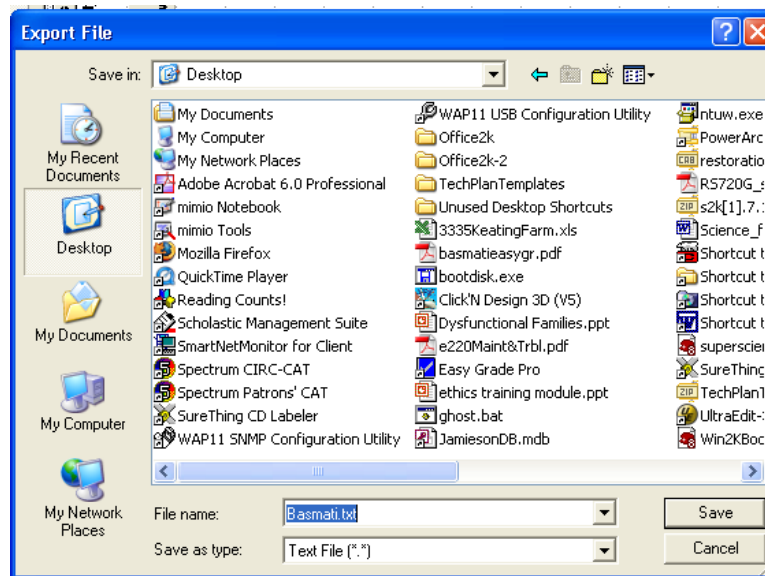
- ❑ From the "File" menu, choose "Internet." Click on the "Other" tab, and select "Basmati." Click "Next."



- ❑ In the "Basmati Options" box that opens, where it says "course" choose "class custom 1," for quarter 1 or "class custom 2", for quarter 2.
- ❑ Include Students in ALL CURRENT TERM CLASSES if you want all classes.
- ❑ Fill in teacher, e-mail (use your jamiesonmail address –even if that is not the email you use! i.e. jsmith@jamiesonschool.org), Tchr ID (same as your report card password), and school phone#. Click the "Create" button.



- If you have left required information blank the program will tell you what the problem is. (I.E. missing student ID or no course # etc.)
- If all goes well an "Export File" box will appear. Save your file somewhere you can remember (your desktop or your PersonalDrive\$ (P:) are good places. Notice the file is named "Basmati.txt." Click the "Save" button.



#### Step 4: Post Gradebook Text File to Basmati.

- Go to the Jamieson website select Faculty Gradebook. Or you can just visit this link: <http://www.jamiesonschool.org/basmati/faculty.htm>
- Click on "faculty login" in the left window. Your username are the same as for entering report cards. Hit the "Log In" button.
- Click "Submit File" link in the left window. Click the "Browse" button in the right window. This opens a "Choose File" window. Locate the file you saved in Step 3. Click on the "Open" button.
- Click on the "Submit File to Basmati" button in the right window.

Boom-Shakalaka! You're Done!

**Each time you want to update online, repeat steps 3 and 4.**