**Send Grades to Students via E-mail**

**Setup e-mail preferences**

1. Click **Edit** from the top grey menu.
2. Under the **Preferences For** drop-down box choose **Email**.
3. Enter the correct options replacing your e-mail address in the **Instructor E-mail Address** field (see example at right).
   
   **Note:** the most common cause of e-mail failure is if **Use Chariot’s E-mail delivery service** is checked (by default) instead of **Use an SMTP Server**.
4. Make sure the SMTP server option is enabled and type `mail.cedarville.edu` > Click **[OK]**.

**Send the Student Summary report**

These steps have been tested to ensure that each student only receives his/her individual grades, not the entire classes’ grades.

Be very careful to follow these instructions exactly as you cannot retract e-mail in Micrograde!

1. Choose **Reports > Choose Student Summary** from the top menu bar.

   *(The **Student Summary Report for Grading Period:** __ dialog box will open.)*
2. Click in the left pane to choose the **Categories** (e.g., Exams, Presentations, and/or Homework) that you wish to send.
3. Click the radio button for **One Student Per Page**.
4. Choose **Current class** from the drop-down list of **Students To Print**.

   **Note:** If you would like to test these options before sending out the student grades, add yourself as a student to the class and enter grades for yourself. Then choose **Your Selection** and highlight **Your Name** in the drop-down box from the **Students to Print:** section.

5. To continue to send e-mail to students, choose **E-mail 1** from the drop-down box for **Output to**.
6. Click **[OK]**.

The e-mail each student receives will look like this report (left).