

INSTRUCTIONS ON HOW TO POST GRADES VIA INDIVIDUAL E-MAILS

-Courtesy of Dr. Chip Bouzard-

MAKE A SPREAD SHEET ON MSEXCEL

1. Copy and paste your class list from INET onto a blank Excel spread sheet.
2. Copy and paste the same class list from the first Excel spread sheet to a second sheet, this time including only those fields you want to transfer to your grade page. This step allows you to eliminate the annoying little box that, otherwise, you can not erase. You should definitely include the student e-mail address as this whole thing won't work without it. I find it useful to manually add a row that includes the first name of the student (or nick name) so that I can "personally" address the e-mail text.
3. The second (and final) spread sheet should have a column header on each row.
4. Enter your grades or any other information you may want to transmit to your students. I've simply been keeping my grades on the spread sheet, so the grades are already there. Note too that with the "sheet" tabs at the bottom of the spread sheet, you can keep as many class records on one file as you choose, renaming, adding or deleting them as you see fit.
5. Save and exit the MS Excel program.

WRITE YOUR GRADE REPORT

1. Open a new document in MS Word.
2. Under the "Tools" pull down menu, click the "Letters and Mailings" option, then the "Mail Merge Wizard"
3. Follow the instructions of the "Wizard" for mail merging your report. Basically, you will be asked to identify the spread sheet you closed and then to write a letter with fields from the spread sheet. Thus, you may have a note like the following where <<XXX>> represents column headings (fields) on your spread sheet.

Dear <<First Name>>,

On your first examination you earned a score of <<First Exam>> and on your second Examination you earned a <<Second Exam>> for an average of <<PrelimAverage>>. Given your performance in this class so far, you would do well to drop out of College immediately and "discover and claim your calling" as one who professionally neuters sheep--in New Zealand.

*Sincerely,
C. Bouzard*

Okay, so you may want to reconsider the last line.

4. The last step of the Wizard merges your e-mail with the spread sheet data and puts individual e-mails in your Outlook e-mail.
5. Hit the "Send" button in Outlook (or your preferred e-mail program) to mail your reports.

This is a lot less time consuming that you might think. I am presently tracking 75 RE 101 students and 16 Hebrew students. There is a slight learning curve the first time through, but I can now set up the spread sheet in about five minutes or less. I keep track of grades on the spread sheets, so for me there is no middle step; I just make the e-mail with the MS Word "Wizard," and it is forwarded to the outbox of my e-mail software.

Again, I have no doubt that many of you have full knowledge of this MS Word function. But, for those who don't, it may save you time and frustration when posting your student's grades.