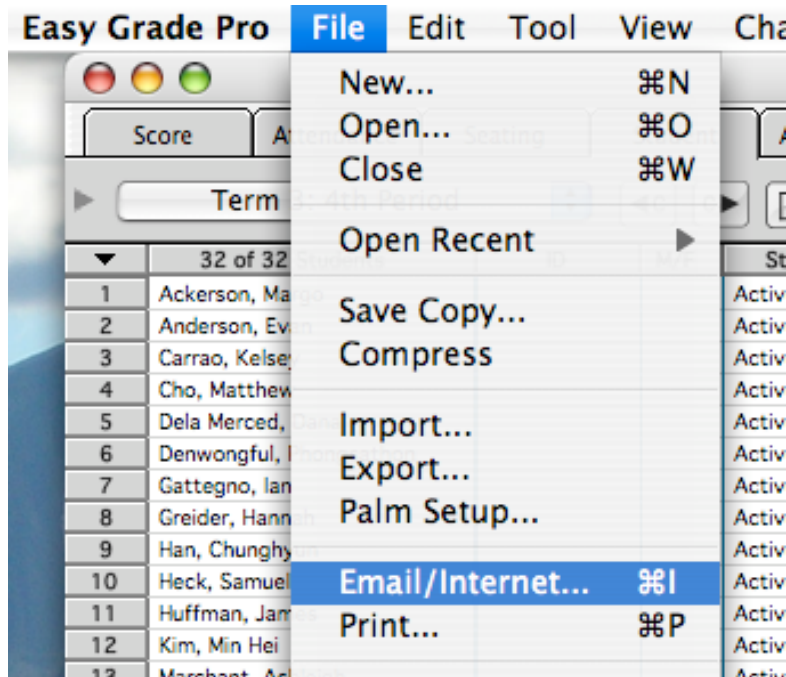
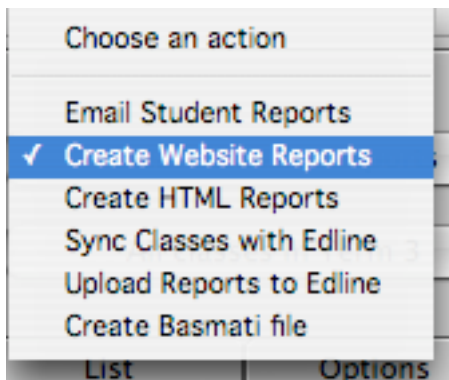


Uploading EGP Version 4 to SWIFT

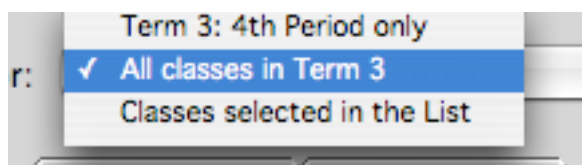
1. Click onto your desktop and create an empty folder (File -> New Folder). Title it (Example: 10_31_07_Grades).
2. Open Easy Grade Pro.
3. Go to FILE -> Email/Internet.



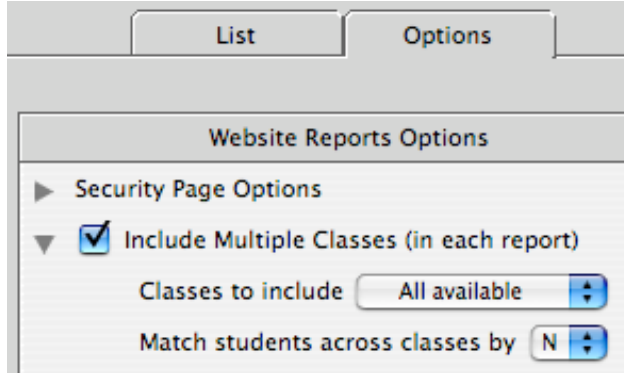
4. Select **Create Website Reports**.



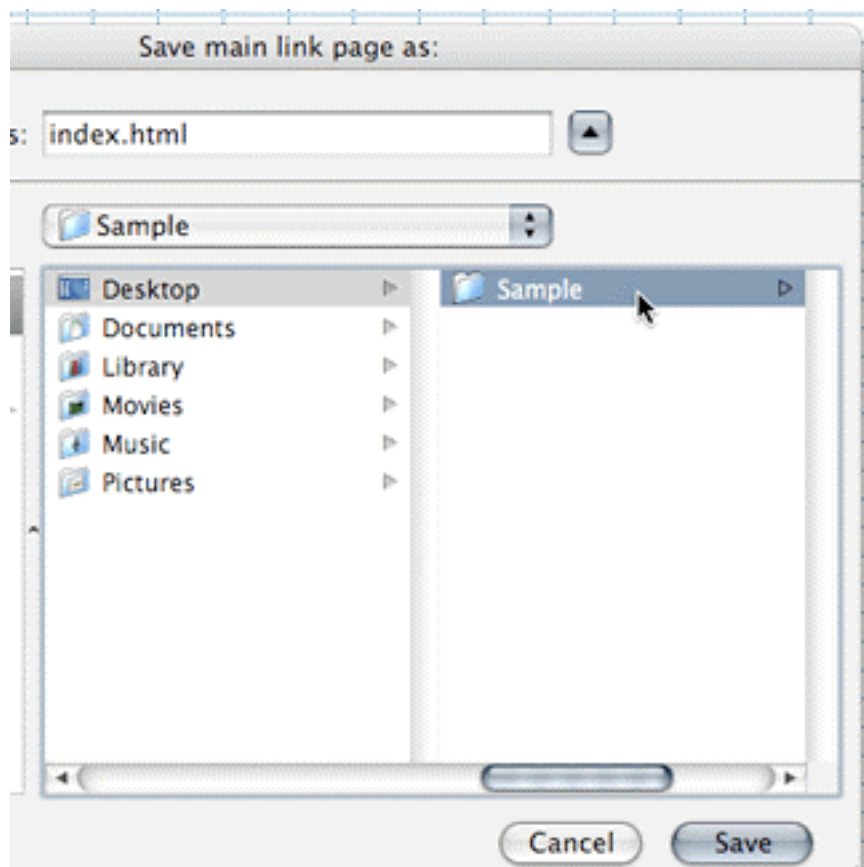
5. If you want to upload grades for all of your classes, choose **All classes in Term 3** or the current term that you have selected. You can also select each class individually by choosing Classes selected in the List. Then you would need to highlight the classes you want to use.



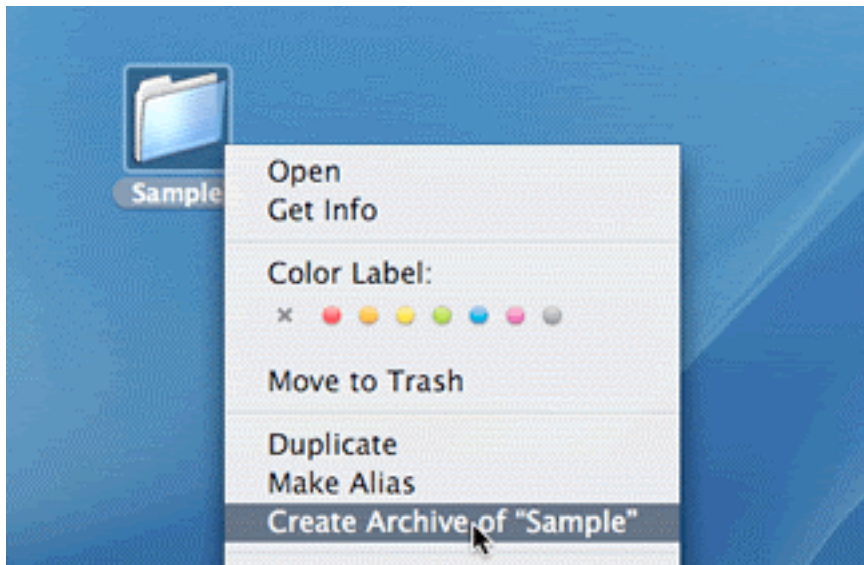
- You will also need to click on Options (Do this the first time you are using the program to upload grades). Check the box **Include Multiple Classes** (in each report). Make sure that **All Available** is selected in the Classes to include option.



- Click **Create**.
- Do not re-title the file you've created! Save the index.html file to the empty folder you created earlier (in our case, we've used "Sample" as the name of the folder).



- When that's done, you can close Easy Grade Pro.
- On the desktop, locate the folder you created. Hold the Control key and click its icon. A menu will appear. Select **Create Archive of "Whatever You Named Your Empty Folder"**, in our example case it is **"Sample."**



11. Finally, return to the SWIFT grades tab, then click the **Browse...** button to locate the new file you've created. In our example, it is named Sample.zip. It will have a zipper as the icon. Select the file, click **Open**, and click **Upload File**.
12. If all went smoothly, you should see the number of student records that have been added and the date and time you last updated. If you click View Website and select Grades in the website menu, you will see a login screen with last name and password. Try one of the last name/password combinations you've created. You should see a progress report for that student!