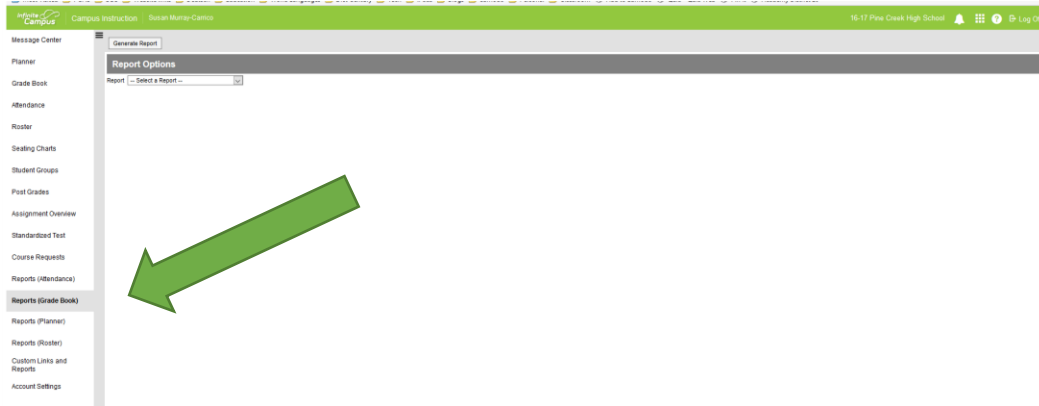
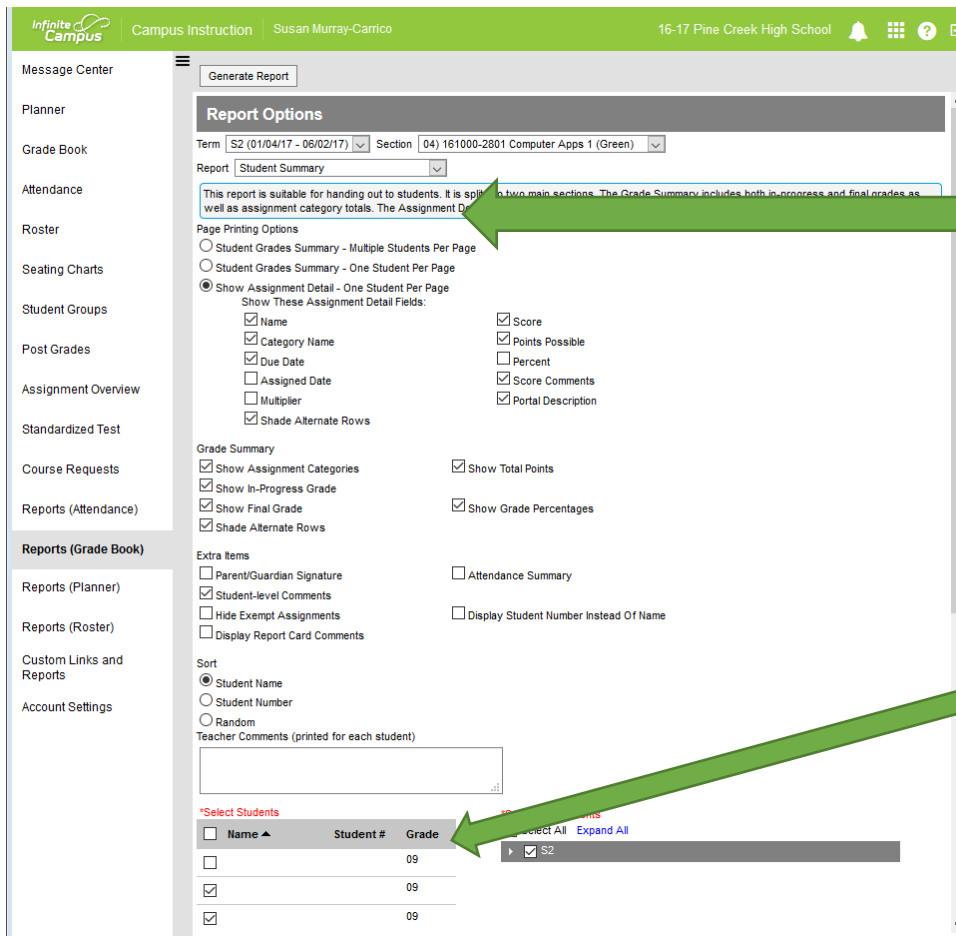


How to email an IC grade update (from a desktop or laptop)

Open IC and click on “Reports (Grade Book)”



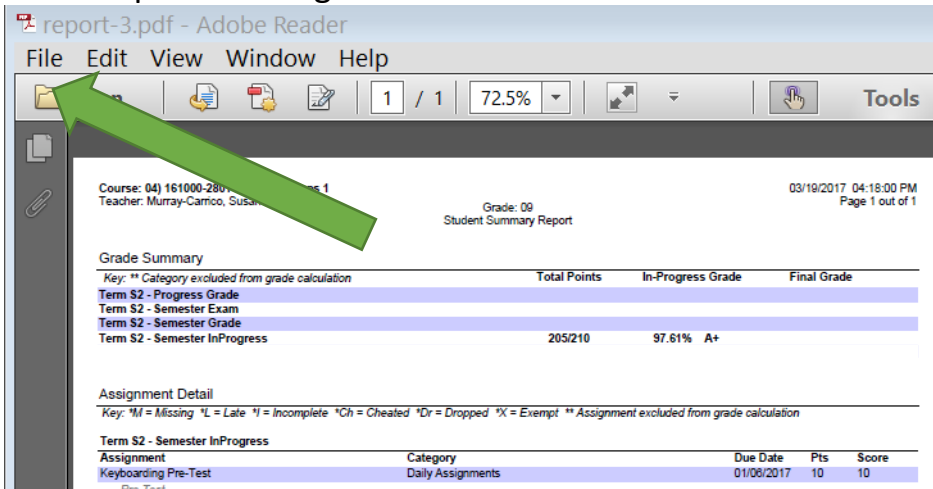
From the “Report” drop down menu, choose “Student Summary.” This will produce a complete assignment detail for that student (or all students) in your class.



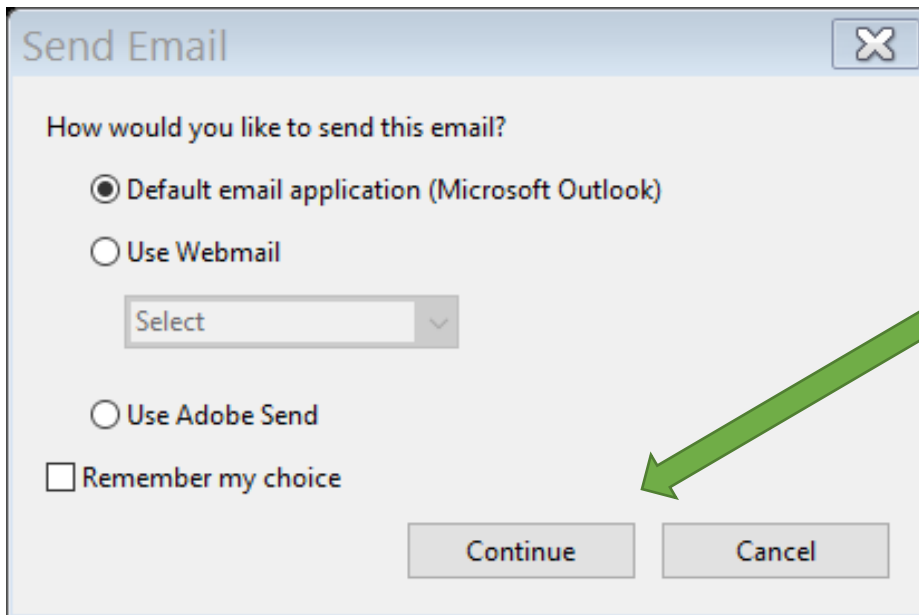
You may also choose “Missing Assignments” if that’s what your student’s parents are more interested in having.

Select the student

A PDF report will be generated.



Click on the "File" menu.



Choose "Send File"

Click "Continue"

Your Outlook email will open with the report as an attachment.