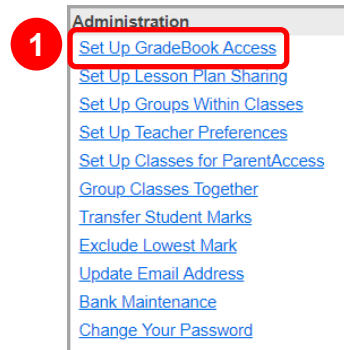




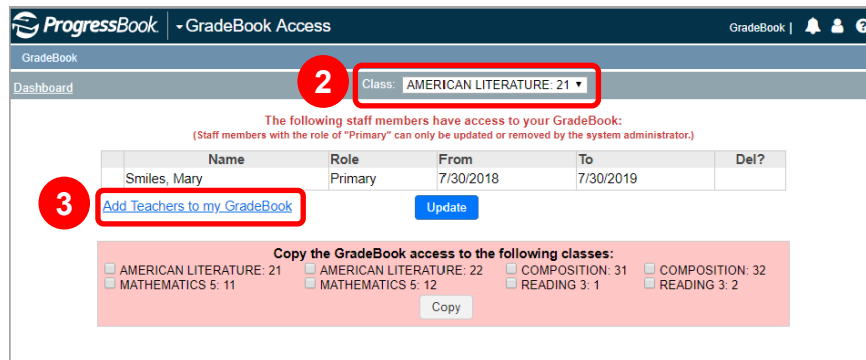
Sharing GradeBook Access

1 On the **Teacher Home Page**, below **Administration**, click **Set Up GradeBook Access**.



2 On the **GradeBook Access** screen, select the desired class from the drop-down list.

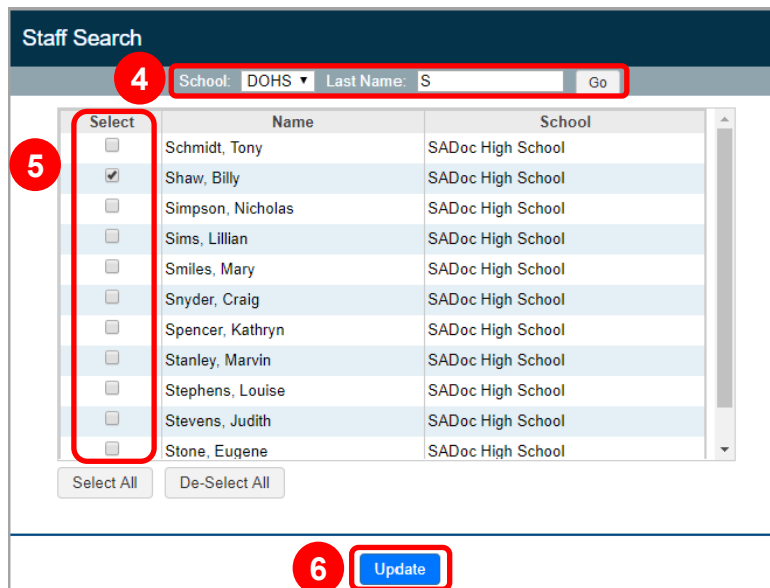
3 Below the grid that displays, click **Add Teachers to my GradeBook**.



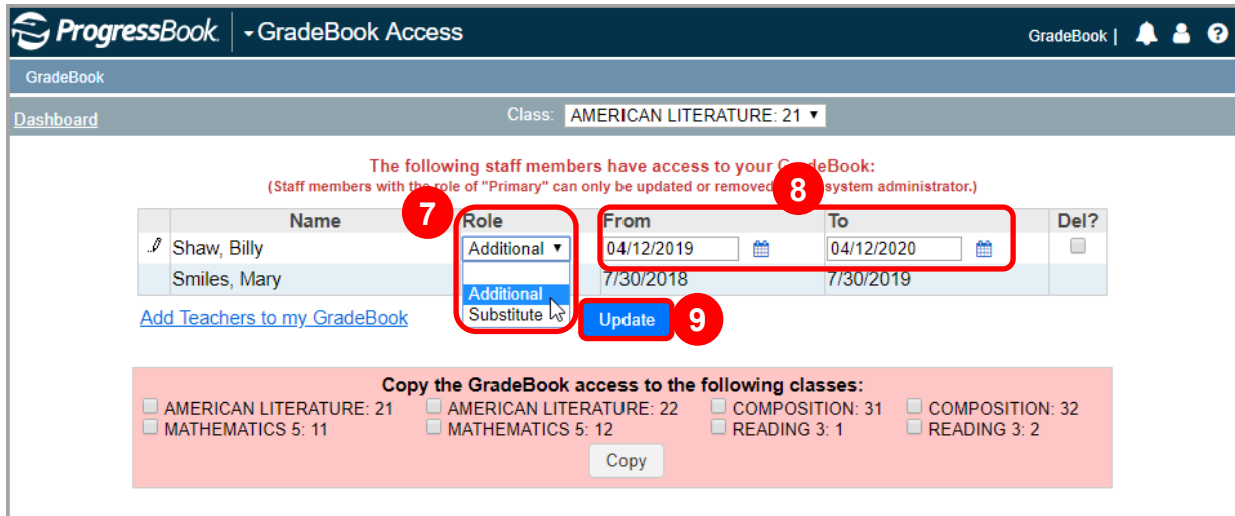
4 On the **Staff Selection** window, use the **School** drop-down list and the **Last Name** field to search for the staff member to whom you want to give access. Click **Go**.

5 In the row of the staff member you want to give access, in the **Select** column, select the checkbox.

6 Click **Update**.



- 7 In the row of the newly added staff member, in the **Role** column, select **Additional** or **Substitute** from the drop-down list.
- 8 In the **From** and **To** fields, enter or select dates to indicate the timeframe during which the staff member will have access to your grade book.
- 9 Click **Update**.



ProgressBook - GradeBook Access

GradeBook | [Notifications] [User] [Help]

Dashboard Class: AMERICAN LITERATURE: 21

The following staff members have access to your GradeBook:
(Staff members with the role of "Primary" can only be updated or removed by a system administrator.)

Name	Role	From	To	Del?
Shaw, Billy	Additional	04/12/2019	04/12/2020	<input type="checkbox"/>
Smiles, Mary	Additional	7/30/2018	7/30/2019	<input type="checkbox"/>

[Add Teachers to my GradeBook](#) [Update](#)

Copy the GradeBook access to the following classes:

AMERICAN LITERATURE: 21
 AMERICAN LITERATURE: 22
 COMPOSITION: 31
 COMPOSITION: 32
 MATHEMATICS 5: 11
 MATHEMATICS 5: 12
 READING 3: 1
 READING 3: 2

[Copy](#)

ADDITIONAL teachers can perform
the same functions as you.

SUBSTITUTE teachers can perform
the same functions except for
creating recurring assignments,
updating class rosters, and setting
up additional GradeBook access.