

For a teacher to add additional staff to their gradebook:

1. In the Class Dashboard click on the "Setup Gradebook Access" in the center Gradebook Administration area.
2. On that screen click on the link that says "Add Teachers to my Grade Book".
3. Put a check in the box beside the teacher name that you want to add and click update.
4. You then have a choice to change the date range, which is one year by default.
5. You can also copy the access to other classes that they have by putting a check in the box beside the class and clicking copy.