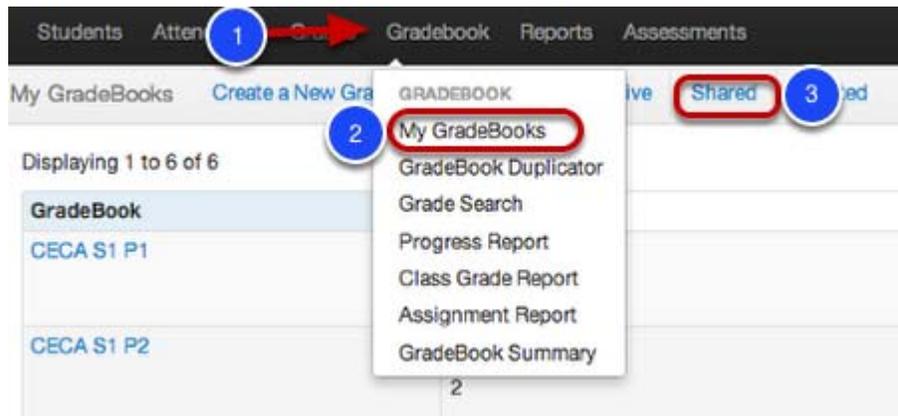


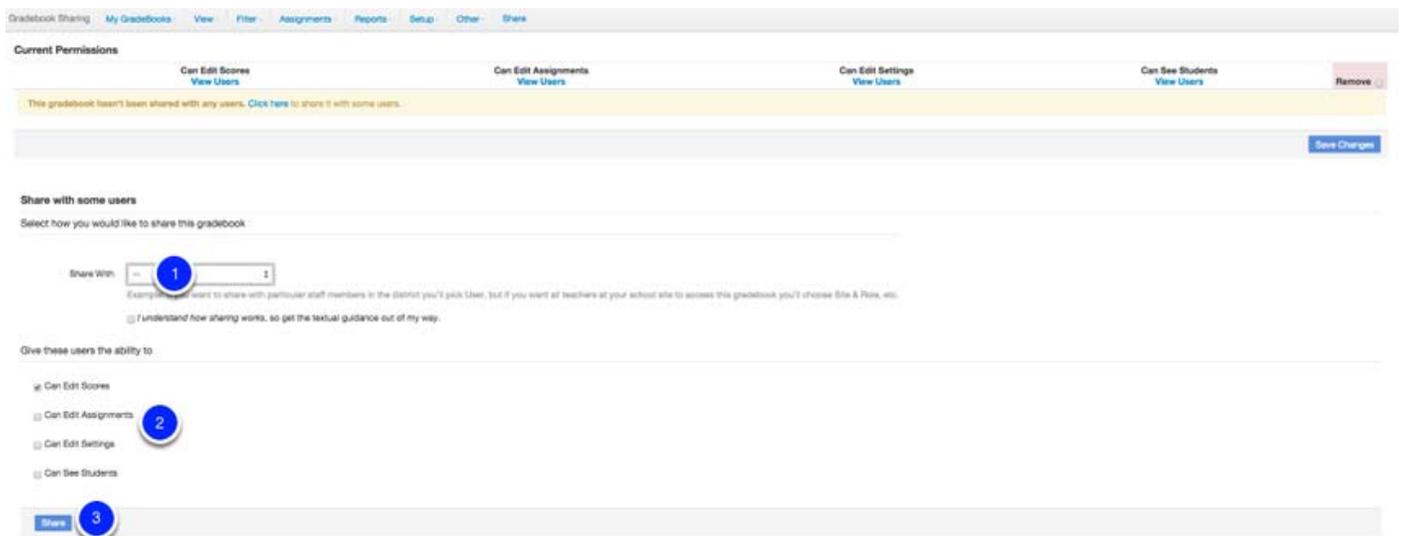
Sharing Gradebooks with other Teachers

Where to Start



1. Click **Gradebook**,
2. Click **My Gradebooks**, and then click on any of your Gradebook subjects.
3. Once you are in your gradebook, select the **Share** tab.

Gradebook Sharing



1. Start by selecting the *users* to share the gradebook with. Use the drop down to select an option to Share With:

- **Site & Role** All teachers at my school site
- **Site & Grade Level** Anyone affiliated with 4th grade students at Earl E. Lerner Elementary School, typically teachers or users with rostered students in 4th grade
- **Site & Department** All users/roles in the Math Department at Ames High School, typically teachers or users with rostered students to a course/class in the Math Department
- **Site & Course** Anyone who teaches English 6 at Ames High School, typically teachers or users with rostered students to the site and course

Sharing Gradebooks with other Teachers

- **User** An individual or selected group of users such as Anita Book, Al Jibra, & Kurt Lecture, regardless of site, role, course or department. Traditionally, you may share with any user(s) whom you share students with.
2. Then, select the checkbox(es) for the permissions you want the users to have:
- **Unselect Can Edit Scores** shares just the gradebook as a *View Only* option, with no editing abilities but can view the gradebook once students are assigned. This is also where users can duplicate the gradebook acting similar to that of a template and allowing the user to duplicate it.
 - **Can Edit Scores** allows user(s) to edit scores within the gradebook, selected by default.
 - **Can Edit Assignments** allows user(s) to change assignment name, total points, due date, etc., any assignment details
 - **Can Edit Settings** allows user(s) to modify the settings in the **Setup** sub tab of the gradebook which can change how calculations, grading scales, custom marks, and other preferences are displayed in the gradebook
 - **Can See Students** allows the shared user's GradeBook to look identical to the GradeBook the owner has (if the option for Can See Students is enabled), meaning it show the same dynamic list of students (in Spreadsheet View and Student List View). In other words, it reflect any and all scheduling changes that are made in the section/roster associated with the owners' GradeBook roster. Only the GradeBook owner can modify/remove sections and students. This new feature works on Points-Based GradeBooks and Standards Based GradeBooks.
3. Click **Share** to save sharing preferences and share the gradebook with others.

Review and Manage Sharing



Once shared, a green confirmation bar will appear at the top of the page.

- In the *Current Permissions* section, the **check boxes (1)** indicate which permissions you gave. You can always make changes to the permissions by using the check boxes below each of the permission levels and **Save Changes (4)**.
- At any time, select **View Users (2)** to display what users have that permission. *This is a great way to check sharing needs!*
- If you ever need to **Remove (3)** permissions, use the check boxes in the remove column to select which permissions should be completely removed.
- Be sure that anytime you make a change to select **Save Changes (4)**