

If either of the below mentioned scenarios apply to you then follow the directions:

1. I've got a student teacher and I want to share my class with him/her. Remember the student teacher must sign and AUP and have an account created with access to DSL in order to share the grade book.
2. I have an inclusion teacher with me in my classroom or I co-teach a class with another teacher.

Directions for sharing a class:

- Logon to Progress Book
- On the right hand side underneath the Administration heading click Setup Grade Book Access.
- Open the drop down menu- 'Class' and select one of your classes.
- You should see your name and your role listed as primary.
- Click on the link- Add Teachers to my Grade Book
- Scroll through the list until you find your student teacher/long term sub's name and check the box next to their name.
- Click update
- You'll return to the Setup Grade Book Access window but now you'll see the additional name. Their role needs to be ADDITIONAL not substitute. Put the date range that this person will be with you. If you select substitute they won't be able to add assignments etc.
- Beneath the name section is a pink box listing all your classes. Place a check next to EVERY class you want this person to have access to. Click the copy button and for good measure click the update button.
- Once the individual is no longer with you...you'll need to return to this screen and select the delete check box to totally remove them