New Student Missing Button

1. Click on the Teacher Access tab in Educator Access Plus.

2. Select My Gradebook

3. Select the class with the new student
4. Click on the name of the student that is missing the New Student button. A new window will open.

5. Select the New Student tab.

6. In this window, you can transfer grades based on option number that best suits the student’s transfer situation. *(New Student Options Explanation is located in the iCafe under Gradebook: New Students)*

Once you are done, click Back.

7. This will take you back to the Main Gradebook Screen.