Switching Between Gradebooks

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

2. Select My Gradebook

3. Select the class with the assignment that you want to add grades for.

4. To switch to another gradebook, hover over the dropdown menu from the Classes tab.

5. Find the gradebook that you want to go to and select it.

6. It will take you the main screen for that gradebook.
   You can notice the change in class section in the upper left-hand corner.