

Linking GradeBooks

You can "link" GradeBooks so that a column added in one class will automatically add to the other "linked" classes.

Create all your courses before "linking".

After you have created all of your gradebooks . . .

1. Click the closed blue book icon.
2. Click "change".
3. Open one of the GradeBooks you want to link.
4. Click "GradeBook Link Options".
5. Select the GradeBooks you want to link.
6. You only have to do this once, not for each linked class.