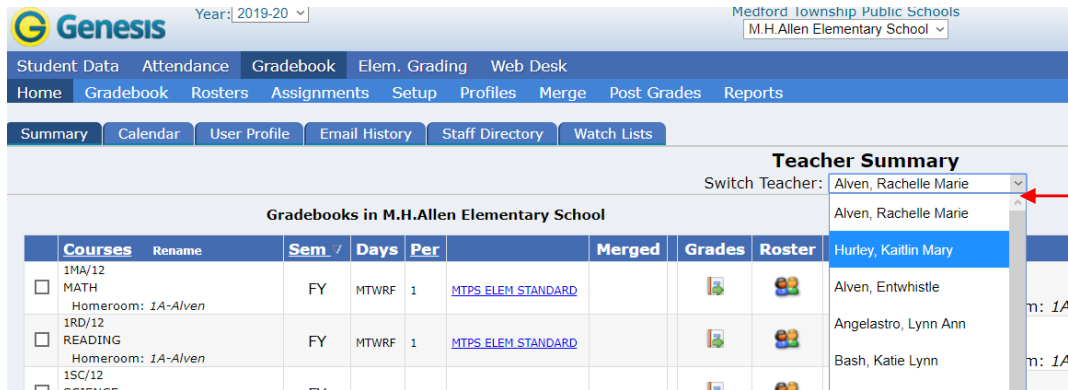


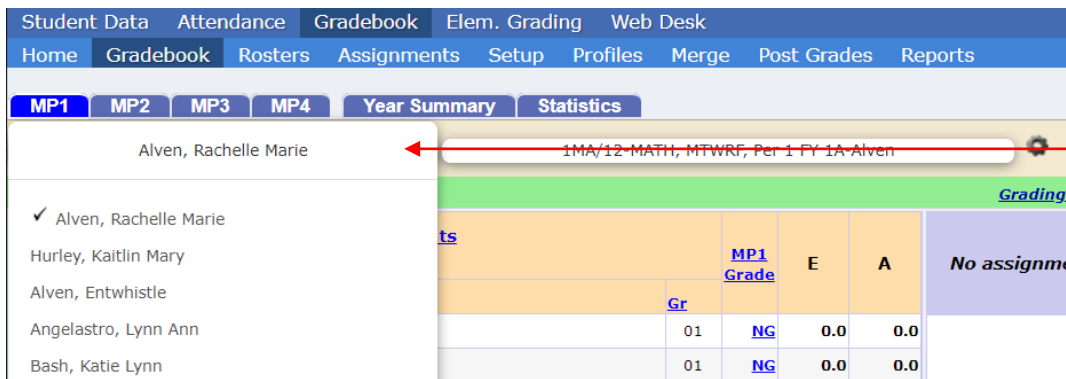
Switch Teachers & Setting Default Teacher in Genesis Gradebook

- From the **Gradebook>Home>Summary** tab use the drop-down menu “Switch Teacher:”



OR

- On the **Gradebook>Gradebook** Spreadsheet screen use the “Teacher” button



- To set the “Default” Teacher (specifies which gradebook to open 1st after logging in) on the **Gradebook->Home->User Profile** tab scroll down to the Gradebook Setup section. Use the “Default Teacher:” drop-down menu to select a name.
- Hit the Save Screen button at the bottom of the page.

