

Setting Up to Allow Teachers to Grade Students Not in their Homerooms – Registrar Instructions

The homeroom teacher requests that the registrar (usually the school secretary) allow certain teachers access to grade students in her/his homeroom.

1. The registrar logs in to eSIS and, if she has access to more than one school, selects the school of the teacher making the request.
2. On the menubar, select **School>School Info>Homeroom Maintenance**.
3. Highlight the line of the teacher whose class will be shared.
4. Click the "**Additional Teachers**" button.
5. Highlight the name of each teacher being allowed to grade the students in this class.
6. **Be sure to Save.** (If you exit without saving, you will NOT be prompted and the setup will be lost.)
7. Repeat for any other teachers.
8. **Exit** when sharing set up is complete.
9. Notify the teachers that the sharing is set up and send them instructions like those below.