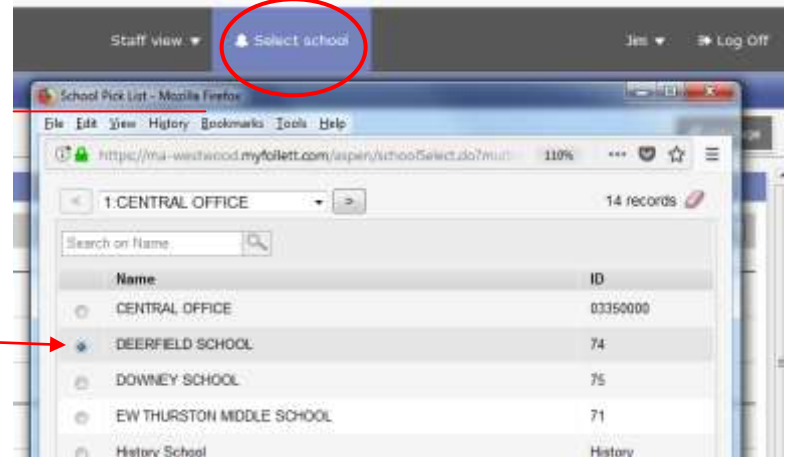


## How to change schools and see a list of classes in the other building(s) you service

1. In the top, right-hand corner of the window, click on Select School.

2. A Pop-up window will appear on your screen with a list of all Westwood schools you have access to. Click on the radio button of the building where you have additional classes and then click OK at the bottom.



You can move back and forth between schools. You can grade in any school in any order. Remember to post your grades at least once before the portal closes so that the grades and comments appear on the student report cards.

- ✚ The process for posting grades is the same for specialists as it is for classroom teachers. For those instructions go to the Self-help web page and click on the link titled "[Posting Elementary Grades](#)" or click [HERE!](#)