

## **Customize Grade Book Display Name and Visibility**

To make a course more descriptive, you can customize a course name alias different from the official course name. For example, if a teacher finds that the course title "Latin 4" doesn't provide enough information, he or she could customize it to say "Latin Literature."

To change the grade book display name on TeacherPlus Portal:

1. Click on your name in the right hand side of the top menu bar > select Settings.
2. Enter a Display Name for you, as well as for your parents and students, as appropriate.
3. This is where you may also select which courses are visible on the Portal to you and/or to your parents and students.
4. Scroll to the bottom of the page and Click OK to save the changes.

To change the grade book display name on TeacherPlus Gradebook:

1. Click Settings > View Settings on the navigation menu.
2. Click the Gradebooks tab.
3. In the Display As column, click the grade book row you would like to name.
4. Add the name to the Display As column.
5. You may elect to inactivate any grade books which you do not want to see in your list of grade books.
6. Click Save.