# How to Access Your Gradebook

To access your Gradebook, log in to Skyward, click on Teacher Access, click on My Gradebook.

If you teach multiple courses within the same class period i.e. 8th period (Tech Theatre 1, Tech Theatre 2) you can combine sections for attendance and/or gradebook.

To combine multiple classes into a gradebook, click on the "Combine Multiple Classes into a Gradebook button".
**Master Class:** One class must be selected as the Master Class.

**Combine Class:** These are the other classes that will be combined with the Master Class. All existing data in these gradebooks will be removed. **More than one course can be selected as a Combine Class.**

Click on the **Combine Classes Button**

A prompt appears reminding you that continuing will delete all data connected to the Combine Classes, and that this cannot be undone. Click **Combine to combine the Gradebooks.** Cancel will void the request to combine the Gradebooks.

The **Gradebook Selection Screen** will look slightly different after loading the Combined Gradebooks. All Combined Gradebooks will be listed under their own tab near the bottom of the page.