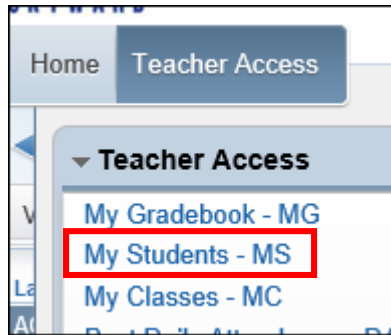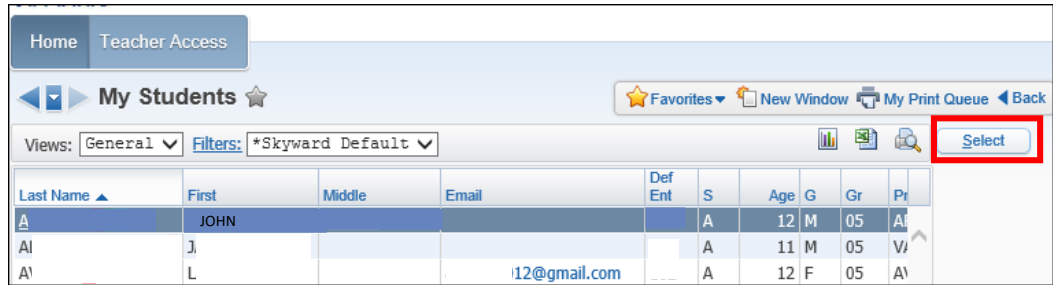# Teacher access to enter or update parent/guardian email through gradebook
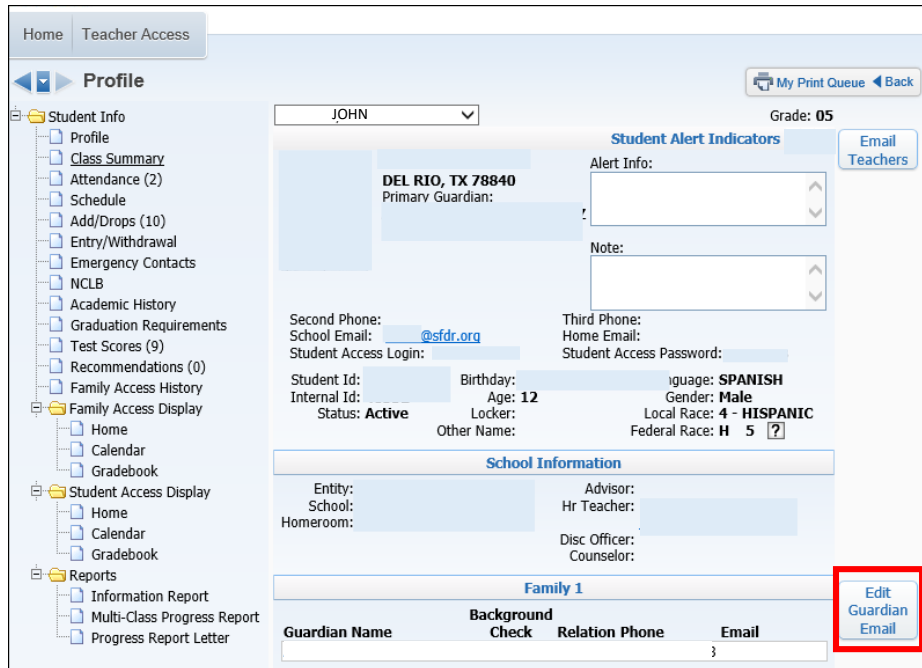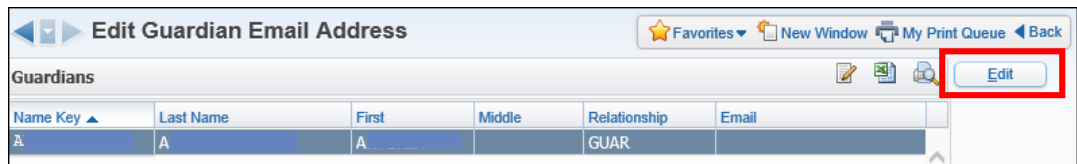
Select *My Students*

Highlight student name and click on the *Select* button

Click on *Edit Guardian Email*

Click on *Edit*

Enter the parent/guardian's email and *Save*