# Proficiency Gradebook (Teacher Programs)

The Proficiency Gradebook offers teachers with various ways to enter grades, configure the gradebook, add and edit assignment categories, add and edit assignments (customized details, resources, standards, and additional settings), as well as generate gradebook reports, all broken down by proficiency standards.

ℹ️ In order to use the Proficiency Gradebook, your district must first enable the preference to **Use Proficiency Gradebook** via Setup > System Preferences > Default School Preferences/School Preferences > Grading.

Teacher Search

1. In the **Users** menu, click **Gradebook**.
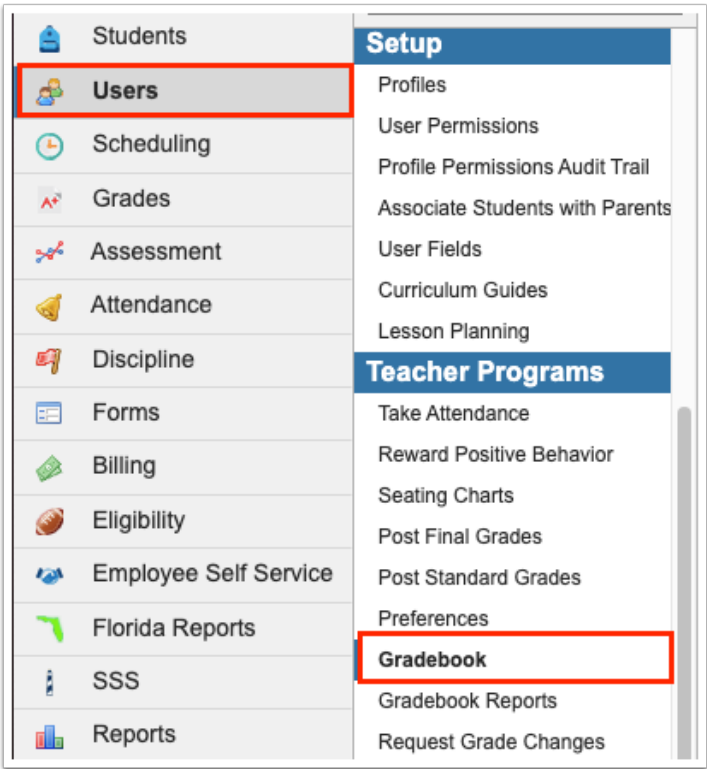
This will lead you to a **Find a Teacher** user search module where you can begin setting criteria for a search. The Search Screen module includes a search bar, the More Search Options feature, and options to Search All Schools, Include Parents, and Include Inactive Users.

2. Enter the user's name, user's ID, or EIN in the **User** text box.

> 💡 Click the **User List** tab for a complete list of users without conducting a search. You can also simply click the **Search** button and leave the User text box empty to pull all active users.

3. Click **More Search Options** to search for groups of users with similar information in any number of user fields and/or user data.

4. Click **Search**.

5. When you find the correct user, click on the user's name to open the user's gradebook.

6. Clicking the user's name navigates to the user's Gradebook screen. The user's name is displayed in the top left corner. Click the small red **X** next to the user's name to close the user and search for another one.

ℹ️ To open the selected user's User Info record, click on the user's photo displayed in the header (next to the red x).

7. Select the applicable section from the corresponding pull-down in order to view the teacher's gradebook for the selected section.

Proficiency Gradebook

See [Proficiency Gradebook](#) for all other details, such as Gradebook Navigation, Gradebook Categories & Assignments, Entering Grades, Viewing Grades, and more.