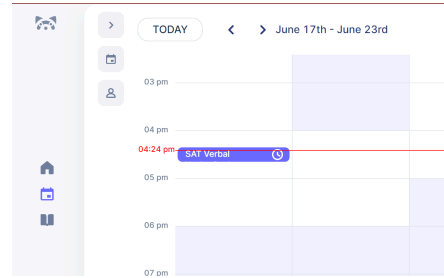


Accessing a Student's Spreadsheet

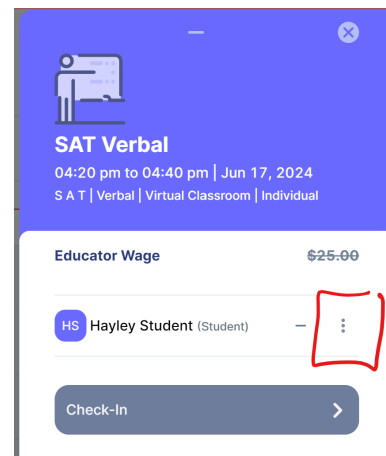
1. Log into Your LivePrep Calendar

Go to your **Calendar** on LivePrep and click on the student's upcoming class.



2. Open Up the Lesson Details

Click on the icon of the three dots to the right of the student's name.



3. Open Up the Spreadsheet

Select **"Course Materials"** from the menu, which will automatically open up the student's spreadsheet in a new tab.

***Note:** If a student is just starting classes, their spreadsheet may not be linked immediately after they are added to your schedule, but it will be linked there by the day of your first class with them.*

