

Guest Access to Grade Book

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Search Term: Guest

Guest access to a section's grade book allows administrators and others to assist teachers, review and enter grades and scores, and troubleshoot issues. Access to grade books is determined by tool and calendar rights.

The Grade Book for a section can be accessed from Guest Grade Book in the context of a section, or from the Course Section list or teacher's schedule.

The screenshot shows the 'Grade Book Setup' interface for section '01) 580000-1000 AP Calculus'. The main table displays student performance across various categories. The 'Settings' sidebar on the left includes options for 'Grade Book Setup', 'Copiers', 'Other', and 'Preferences'.

Student	In Progress	Post Grade	Homework	Tests	*TFW	W1R
Student	Percent	Grade	Points	Points	Seq: 1.00 Due: 09/01 Homework Points: 5	Seq: 1.00 Due: 09/11 Homework Points: 5
11 Student, Andrew M	80.00 %	B	80.00 %		5	4
11 Student, Bree	100.00 %	A	100.00 %		4	5
11 Student, Brooke J	100.00 %	A	100.00 %		5	5
11 Student, Jordan E	80.00 %	B	80.00 %		4	4
11 Student, Kyle M	60.00 %	D	60.00 %		5	3
11 Student, Luke C	80.00 %	B	80.00 %		3	4
11 Student, Lydia J	40.00 %	F	40.00 %		5	2

Campus Instruction Grade Book

When accessing the grade book of a section, users should be in close contact with teachers. Saving complications can result in multiple users making changes to a grade book at the same time.

If multiples users are modifying the same data in a grade book at the same time (such as scoring the same assignment), the last person to save may overwrite other users' changes from the same session.

Tool Rights

There are three tool rights that govern guest access to grade books. Users need rights to the Guest Grade Book itself, and rights to at least one of the two tools from which it is accessed.

Primarily, users must have the guest access tool right to access the Guest Grade Book in Course > Sections. This right is found in Scheduling & Courses > Courses > **Section Guest Grade Book** and includes subrights for modifying the Grade Calc Options, Composite Grades, and Categories, all found in the Grade Book settings menu.

Additionally, users should have rights to one or both of the tools from which the grade book can be accessed. Rights can be granted to these tools without giving Grade Book access.

- Scheduling & Courses > Courses > **Course Sections**
- Census > Staff > **Teacher Schedule**

When assigning the Guest Grade Book tool right, the only distinction is between just Read rights and full rights (RWAD). Read rights give the user read-only access to grade books, whereas full RWAD rights grant complete edit and delete rights everything in the grade books, including student scores and grades. Full rights should be granted sparingly.



Click to Enlarge

Users with Guest Grade Book rights can view and/or edit grade books based on their [Calendar Rights](#). Users with tool rights are given access to ALL grade books in a calendar.

Tool Rights in the Classic View of Campus

▶ [Click here to expand...](#)

Accessing Grade Books as a Guest

In addition to accessing the Grade book as a guest through the Guest Grade Book tool, a specific section's grade book can be opened from the following tools:

By Teacher

Tool Search: Teacher Schedule

View the [Teacher's Schedule](#) to access a grade book for a specific teacher. Click the blue Grade Book link to launch that section's grade book in another window.

	Term 1 (07/01/23-09/29/23)	(10/02)
0	EMPTY	EMPTY
1	3600-4 AP Literature (Day Daily) Primary Teacher Grade Book	3600-4 AP Literature Primary Teacher G
2	EMPTY	EMPTY
3	3700-4 American & British Literature (Day Daily) Primary Teacher Grade Book	3700-4 American & B Primary Teacher G
4	EMPTY	EMPTY
5	3850-1 Creative Writing (Day Daily) Primary Teacher Grade Book	3850-1 Creative Writ Primary Teacher G

By Section

Tool Search: Course Sections

Users with rights can also access a section's grade book from the list of a course's [sections](#). Click the blue Grade Book link to launch that section's grade book in another window.

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access
Edi	1	Backes, Pearce	1176	1	A-B	01	(21/30)	Orange	Grade Book
Edi	2	Lifellearn, Mike	1018	1	A-B	02	(23/30)		Grade Book
Edi	3	Riley, Melissa	1211	1	A-B	03	(23/30)		Grade Book
Edi	4	Backes, Pearce	1176	1	A-B	04	(22/30)	Orange	Grade Book
Edi	5	Lifellearn, Ian	1175	2	A-B	01	(23/30)	Orange	Grade Book
Edi	6	Matthews, Dexter	1001	2	A-B	02	(24/30)		Grade Book
Edi	7	Lifellearn, Mike	1018	2	A-B	03	(24/30)		Grade Book
Edi	8	Backes, Pearce	1176	2	A-B	04	(22/30)	Orange	Grade Book

[Add a Section](#)

Accessing the Grade Book as a Guest in the Classic View of Campus

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Using the Grade Book

Check out the following Campus Instruction articles for more information about using the grade book:

- [Grade Book Settings](#)
- [Creating Assignments](#)
- [Scoring Assignments in the Grade Book](#)
- [Grade Book Analysis Tools](#)
- [Posting Grades through the Grade Book](#)

Campus Learning Options

Additional assignment options are available in the Grade Book if its section in is a school or district that has a Campus Learning [License](#).

- [Advanced Assignment Options](#)
- [Individualized Assignments](#)
- [Curriculum](#)
- [Assignments Received from Other Programs](#)

- [Discussions](#)
 - [Score Analysis](#)
 - [Student Submission](#)
 - [Google Drive Integration](#)
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