

# Guest Access to Grade Book

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Tool Search: Guest Grade Book; **Location:** Course Sections > click Grade Book link; Teacher Schedule > click Grade Book link

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.

Settings		In Progress			Categories		*TFW	WIR
Grade Book Setup		Grade Totals	Percent	Post Grade	Homework	Tests	Seq: 1.00 Due: 09/01 Homework Points: 5	Seq: 1.00 Due: 09/11 Homework Points: 5
Assignment List	Save	11 Student, Andrew M	80.00 %	B	80.00 %		5	4
Assignment Marks	Students	11 Student, Bree	100.00 %	A	100.00 %		4	5
Categories		11 Student, Brooke J	100.00 %	A	100.00 %		5	5
Filter Defaults		11 Student, Jordan E	80.00 %	B	80.00 %		4	4
Grade Calc Options		11 Student, Kyle M	60.00 %	D	60.00 %		5	3
Grading Scales		11 Student, Luke C	80.00 %	B	80.00 %		3	4
Copiers		11 Student, Lydia J	40.00 %	F	40.00 %		5	2
Assignment Copier								
Category Copier								
Other								
Help								
Web Site Address								
Preferences								
Display Sparkline Graph								
Pass/Fail Coloring for Grades								
Pass/Fail Coloring for Scores								
Save Alert								
Assignments Per Page	100							

## 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.

See the [Section Guest Grade Book Tool Rights](#) article for information about rights needed to use this tool.

# 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)		Term 2 (10/02/23-12/15/23)	
0	EMPTY	EMPTY	EMPTY
1	3600-4 AP Literature (Day Daily) Primary Teacher <a href="#">Grade Book</a>	3600-4 AP Literature Primary Teacher <a href="#">Grade Book</a>	
2	EMPTY	EMPTY	
3	3700-4 American & British Literature (Day Daily) Primary Teacher <a href="#">Grade Book</a>	3700-4 American & B Primary Teacher <a href="#">Grade Book</a>	
4	EMPTY	EMPTY	
5	3850-1 Creative Writing (Day Daily) Primary Teacher <a href="#">Grade Book</a>	3850-1 Creative Writ Primary Teacher <a href="#">Grade Book</a>	

## 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
1	Backes, Pearce	1176	1	A-B	01	(21/30)	Orange	<a href="#">Grade Book</a>
2	Lifellearn, Mike	1018	1	A-B	02	(23/30)		<a href="#">Grade Book</a>
3	Riley, Melissa	1211	1	A-B	03	(23/30)		<a href="#">Grade Book</a>
4	Backes, Pearce	1176	1	A-B	04	(22/30)	Orange	<a href="#">Grade Book</a>
5	Lifellearn, Ian	1175	2	A-B	01	(23/30)	Orange	<a href="#">Grade Book</a>
6	Matthews, Dexter	1001	2	A-B	02	(24/30)		<a href="#">Grade Book</a>
7	Lifellearn, Mike	1018	2	A-B	03	(24/30)		<a href="#">Grade Book</a>
8	Backes, Pearce	1176	2	A-B	04	(22/30)	Orange	<a href="#">Grade Book</a>

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

▶ [Click here to expand...](#)

### By Teacher

**PATH:** *Census > People > Schedule*

Use the [Schedule](#) tab to access a grade book for a specific teacher.

### By Section

**PATH:** *Scheduling > Courses > Section > Grade Book*

Users with rights can also access a section's grade book from the list of a course's [sections](#).

# 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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