

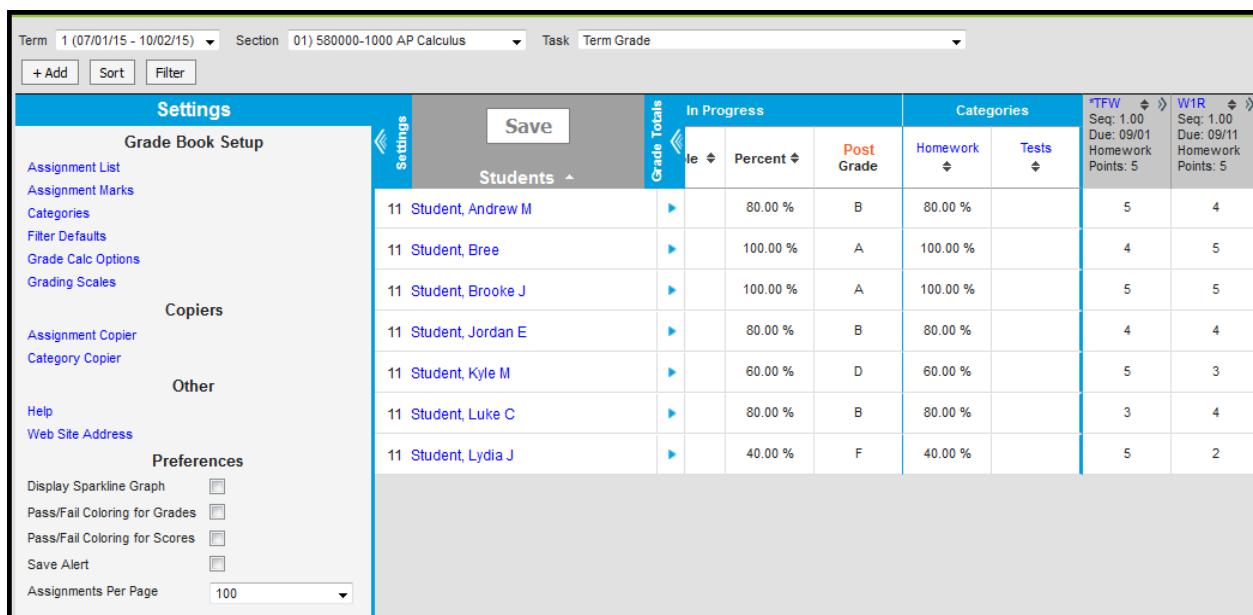
Guest Access to Grade Book

Last Modified on 01/30/2026 2:31 pm CST

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.



The screenshot shows a software interface for managing a grade book. At the top, there are dropdown menus for 'Term' (01 07/01/15 - 10/02/15), 'Section' (01 580000-1000 AP Calculus), and 'Task' (Term Grade). Below these are buttons for '+ Add', 'Sort', and 'Filter'. The main area is titled 'Settings' and contains a 'Grade Book Setup' sidebar with links for Assignment List, Assignment Marks, Categories, Filter Defaults, Grade Calc Options, and Grading Scales. The main table is titled 'In Progress' and shows student grades for various assignments. The columns are: Grade Total, Grade, In Progress, Post Grade, Homework, Tests, TFW, and WIR. The table data is as follows:

Grade Total	Grade	In Progress	Post Grade	Homework	Tests	TFW	WIR
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 multiple 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)		(10/02)
0	EMPTY	EMPTY
1	3600-4 AP Literature (Day Daily) Primary Teacher Grade Book	3600-4 AP Literature Primary Teacher Grade Book
2	EMPTY	EMPTY
3	3700-4 American & British Literature (Day Daily) Primary Teacher Grade Book	3700-4 American & British Literature (Day Daily) Primary Teacher Grade Book
4	EMPTY	EMPTY
5	3850-1 Creative Writing (Day Daily) Primary Teacher Grade Book	3850-1 Creative Writing (Day Daily) Primary Teacher Grade Book

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
Edit 1	Backes, Pearce	1176	1	A-B	01	(21/30)	Orange	Grade Book
Edit 2	Lifelearn, Mike	1018	1	A-B	02	(23/30)		Grade Book
Edit 3	Riley, Melissa	1211	1	A-B	03	(23/30)		Grade Book
Edit 4	Backes, Pearce	1176	1	A-B	04	(22/30)	Orange	Grade Book
Edit 5	Lifelearn, Ian	1175	2	A-B	01	(23/30)	Orange	Grade Book
Edit 6	Matthews, Dexter	1001	2	A-B	02	(24/30)		Grade Book
Edit 7	Lifelearn, Mike	1018	2	A-B	03	(24/30)		Grade Book
Edit 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

► 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 is in 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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