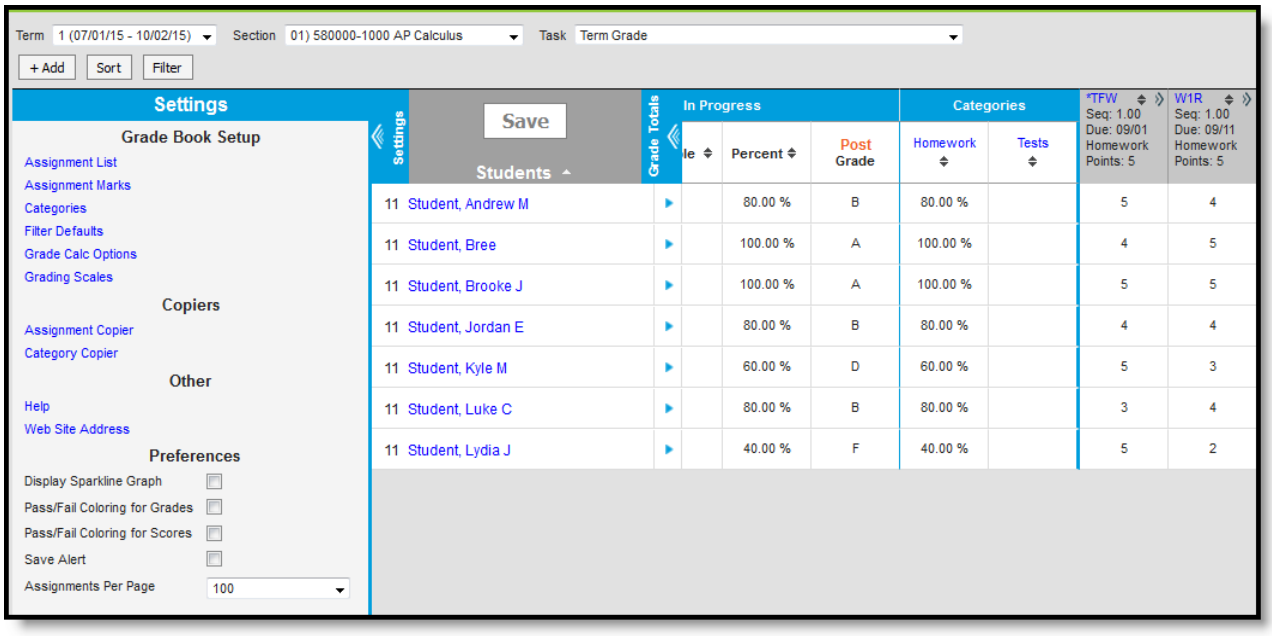
Guest Access to Grade Book

Last Modified on 07/14/2026 12:49 pm CDT

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.



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.

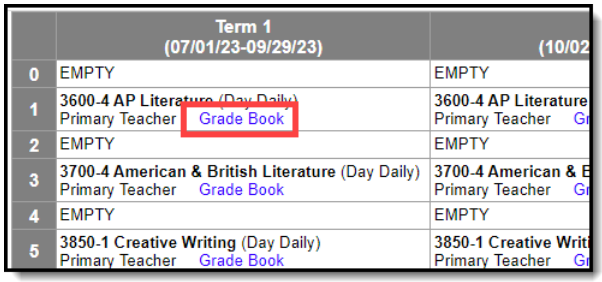
If multiples users are modifying the same data in a grade book at the same time (such as scoring the same assignment), the last person to save may overwrite other users' changes from the same session.

See the Section Guest Grade Book Tool Rights article for information about rights needed to use this tool.

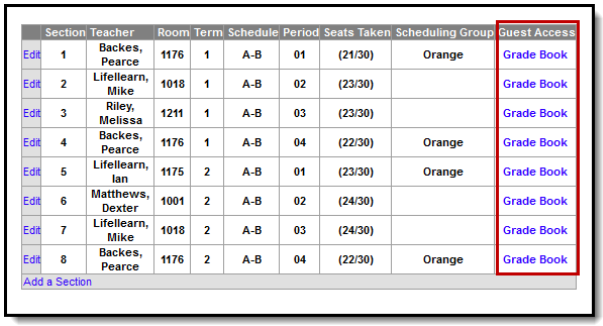
Access Grade Books as a Guest

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.



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.



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 the district has a Campus Learning License.

- Advanced Assignment Options
- Individualized Assignments
- Curriculum
- Assignments Received from Other Programs
- Discussions
- Score Analysis
- Student Submission
- Google Drive Integration