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.

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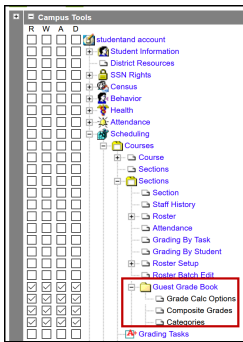
Users with Guest Grade Book rights can view and/or edit grade books based on their Calendar Rights. Users with tool rights are given access to ALL grade books in a calendar.

Click to Enlarge

Tool Rights in the Classic View of Campus

▸ Click here to expand...

In the Classic View of Campus, the rights are located in:
- Scheduling > Courses > Section > **Guest Grade Book**

and rights to the two access tools are located in:
- Scheduling > Courses > **Sections**
- Census > People > **Schedule**

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.

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.

	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 Gr
2	EMPTY	EMPTY
3	3700-4 American & British Literature (Day Daily) Primary Teacher Grade Book	3700-4 American & B Primary Teacher Gr
4	EMPTY	EMPTY
5	3850-1 Creative Writing (Day Daily) Primary Teacher Grade Book	3850-1 Creative Writi Primary Teacher Gr

	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	Lifellearn, 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	Lifellearn, 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	Lifellearn, 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	**By Section**
PATH: *Census > People > Schedule*	**PATH:** *Scheduling > Courses > Section > Grade Book*
Use the Schedule tab to access a grade book for a specific teacher.	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