Teacher Schedule Tool Rights

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Staff can be given limited rights to view and print an individual **Teacher Schedule**, or additional rights, including guest access to teacher grade books.

> See the Teacher Schedule article and the Guest Access to Grade Book article to learn more about using these tools.

Census > Staff > Teacher Schedule

Additional tool rights are needed for users who need Guest Access to Grade Book.

- **Section Guest Grade Book -** includes subrights for modifying the Grade Calc Options, Composite Grades, and Categories, all found in the Grade Book settings menu.
- **Calendar** rights determine which teachers' grade books will be accessible. Staff who are only assigned calendar rights at one elementary school, for example, cannot access grade books at other schools in the district.
- Read rights are needed to access the **Grade Book** link and view a grade book.
- All other access grants RWAD rights. Few people should have this level of access.

Available Tool Rights

R	W	A	D
View teacher schedule. *Grade Book link does not appear. Assign Section Guest Grade Book rights/subrights to grant access to Grade Book link.*	N/A	N/A	N/A

Suggested User Groups

- Counselors
- Front Office Staff
- Principals
- Registrars
- Schedulers
- Transportation

See User Groups and Suggested Roles for more information.