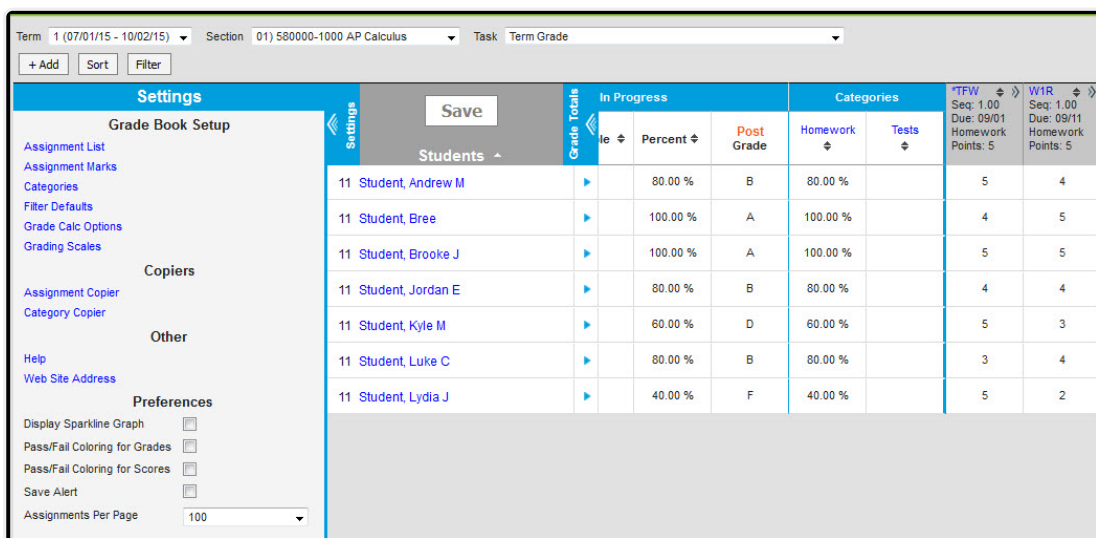# Section Guest Grade Book Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

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.

See the Section Guest Grade Book article to learn more about how this tool is used.

Scheduling & Courses > Courses > Section Guest Grade Book

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**

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.

Available Tool Rights

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 (e.g. Counselors).
- Full RWAD rights grant complete edit and delete rights everything in the grade books, including student scores and grades (e.g. Principals).
- Full rights should be granted sparingly

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- Counselors
- Front Office
- Principal

See User Groups and Suggested Roles for more information.