

# Guest Access to Grade Book

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**Classic:** [Scheduling](#) > [Courses](#) > [Section](#) > [Guest Grade Book \(Also Sections list and Schedule\)](#)

**Search Term:** Guest

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.

Settings		In Progress			Categories		TFW	W1R
Grade Book Setup		Grade Totals	Percent	Post Grade	Homework	Tests	Seq: 1.00 Due: 09/01 Homework Points: 5	Seq: 1.00 Due: 09/11 Homework Points: 5
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

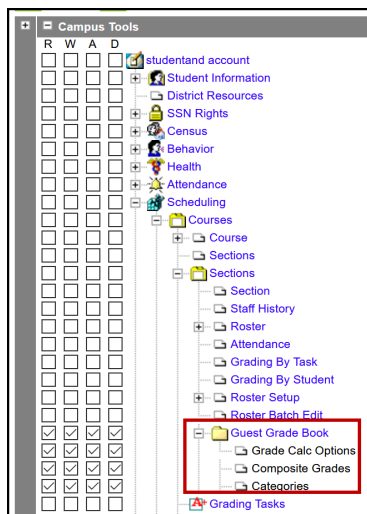
## Campus Instruction Grade Book

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 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:



- 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 > Section > Guest Grade Book. This right includes subrights for modifying the Grade Calc Options, Composite Grades, and Categories, all found in the Grade Book settings menu.
- Additionally, users may 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 > **Sections** (Note the difference between the Sections tool in the Courses tools and the Sections tool group. Users can access grade books with rights to the Sections tool without having rights to the Sections tool group.)
  - Census > People > **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 Setup 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.

## 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

**PATH:** [Census](#) > [People](#) > [Schedule](#)

Use the [Schedule](#) tab 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.

Teacher Schedule ☆			
<a href="#">Census</a> > <a href="#">Staff</a> > Teacher Schedule			
Print			
	Term 1 (07/01/19-10/04/19)	Term 2 (10/07/19-12/27/19)	
0	EMPTY	EMPTY	
1	3600-4 AP Literature Primary Teacher <a href="#">Grade Book</a>	3600-4 AP Literature Primary Teacher <a href="#">Grade Book</a>	
2	EMPTY	EMPTY	
3	3200-12 English 10 Primary Teacher <a href="#">Grade Book</a>	3200-12 English 10 Primary Teacher <a href="#">Grade Book</a>	
4	3700-2 American & British Literature Primary Teacher <a href="#">Grade Book</a>	3700-2 American & British Literature Primary Teacher <a href="#">Grade Book</a>	

### 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](#). Click the blue Grade Book link to launch that section's grade book in another window.

0003 Skills Seminar A I										
Course	Sections	Grading Tasks	Standards	Categories	Grade Calc Op					
Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access		
<a href="#">Edit</a> 1	Backes, Pearce	1176	1	A-B	01	(21/30)	Orange	<a href="#">Grade Book</a>		
<a href="#">Edit</a> 2	Lifellearn, Mike	1018	1	A-B	02	(23/30)		<a href="#">Grade Book</a>		
<a href="#">Edit</a> 3	Riley, Melissa	1211	1	A-B	03	(23/30)		<a href="#">Grade Book</a>		
<a href="#">Edit</a> 4	Backes, Pearce	1176	1	A-B	04	(22/30)	Orange	<a href="#">Grade Book</a>		
<a href="#">Edit</a> 5	Lifellearn, Ian	1175	2	A-B	01	(23/30)	Orange	<a href="#">Grade Book</a>		
<a href="#">Edit</a> 6	Matthews, Dexter	1001	2	A-B	02	(24/30)		<a href="#">Grade Book</a>		
<a href="#">Edit</a> 7	Lifellearn, Mike	1018	2	A-B	03	(24/30)		<a href="#">Grade Book</a>		
<a href="#">Edit</a> 8	Backes, Pearce	1176	2	A-B	04	(22/30)	Orange	<a href="#">Grade Book</a>		
<a href="#">Add a Section</a>										

## 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](#)
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