

GUEST ACCESS TO GRADE BOOK

Guest access to the teacher grade book allows administrative staff access to view teacher assignments and grades.

If you wish to look at all grade books for a certain course, use instructions below.

By Section

Path: Search Tab > Course Section

- Search for the course name in the **Search Tab**.
- Select the course name from the results list.
- Select the **Sections** tab. A list of the available sections will appear.
- Click **Grade Book** under **Guest Access**. The teacher grade book will open showing the course selected.

Course	Sections	Grading Tasks	Standards	Categories	Grade Calc Options																																																																																	
	<table border="1"><thead><tr><th>Section</th><th>Teacher</th><th>Room</th><th>Term</th><th>Schedule</th><th>Period</th><th>Seats Taken</th><th>Scheduling Group</th><th>Guest Access</th></tr></thead><tbody><tr><td>Edit 1</td><td>Lifellearn, Gabe</td><td></td><td>1</td><td>A-B</td><td>01</td><td>(23/30)</td><td>Blue</td><td>Grade Book</td></tr><tr><td>Edit 2</td><td>Matthews, Dexter</td><td>1001</td><td>1</td><td>A-B</td><td>02</td><td>(21/30)</td><td></td><td>Grade Book</td></tr><tr><td>Edit 3</td><td>Matthews, Dexter</td><td>1001</td><td>1</td><td>A-B</td><td>03</td><td>(23/30)</td><td></td><td>Grade Book</td></tr><tr><td>Edit 4</td><td>Smith, Lars Alfred</td><td></td><td>1</td><td>A-B</td><td>04</td><td>(23/30)</td><td></td><td>Grade Book</td></tr><tr><td>Edit 5</td><td>Lifellearn, Kelvin</td><td>1002</td><td>2</td><td>A-B</td><td>01</td><td>(23/30)</td><td></td><td>Grade Book</td></tr><tr><td>Edit 6</td><td>Kane, Kyle</td><td></td><td>2</td><td>A-B</td><td>02</td><td>(22/30)</td><td></td><td>Grade Book</td></tr><tr><td>Edit 7</td><td>Lifellearn, Gabe</td><td>1002</td><td>2</td><td>A-B</td><td>03</td><td>(23/30)</td><td></td><td>Grade Book</td></tr><tr><td>Edit 8</td><td>Lifellearn, Kelvin</td><td></td><td>2</td><td>A-B</td><td>04</td><td>(23/30)</td><td></td><td>Grade Book</td></tr></tbody></table>	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access	Edit 1	Lifellearn, Gabe		1	A-B	01	(23/30)	Blue	Grade Book	Edit 2	Matthews, Dexter	1001	1	A-B	02	(21/30)		Grade Book	Edit 3	Matthews, Dexter	1001	1	A-B	03	(23/30)		Grade Book	Edit 4	Smith, Lars Alfred		1	A-B	04	(23/30)		Grade Book	Edit 5	Lifellearn, Kelvin	1002	2	A-B	01	(23/30)		Grade Book	Edit 6	Kane, Kyle		2	A-B	02	(22/30)		Grade Book	Edit 7	Lifellearn, Gabe	1002	2	A-B	03	(23/30)		Grade Book	Edit 8	Lifellearn, Kelvin		2	A-B	04	(23/30)		Grade Book				
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The grade book will only show the selected section. This is a view only function.

To see an individual student, please continue to search by student name, click on the **Schedule** tab, and click on the gradebook icon in the desired course.

Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summary
Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option Walk-in							
	Term Q1 (07/01/13-09/30/13)	Term Q2 (10/01/13-12/31/13)	Term Q3 (01/01/14-04/02/14)	Term Q4 (04/03/14-06/30/14)			
4005-123 Math I 2 00 teacher1, teacher1	4005-123 Math I 2 teacher1, teacher1	4005-123 Math I 2 teacher1, teacher1	4005-123 Math I 2 teacher1, teacher1	4005-123 Math I 2 teacher1, teacher1			
							