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.

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.