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 an individual teacher’s schedule and grade book, use the instructions below.

By Teacher

Path: Index > Census > People

- Search for the teacher name in the **Search Tab under All People**
- Select the teacher name from the results list.
- Select the **Schedule** tab. The teacher’s schedule will appear.
- Click **Grade Book** in the desired class in the teacher’s schedule.

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.