

GUEST ACCESS TO GRADE BOOK

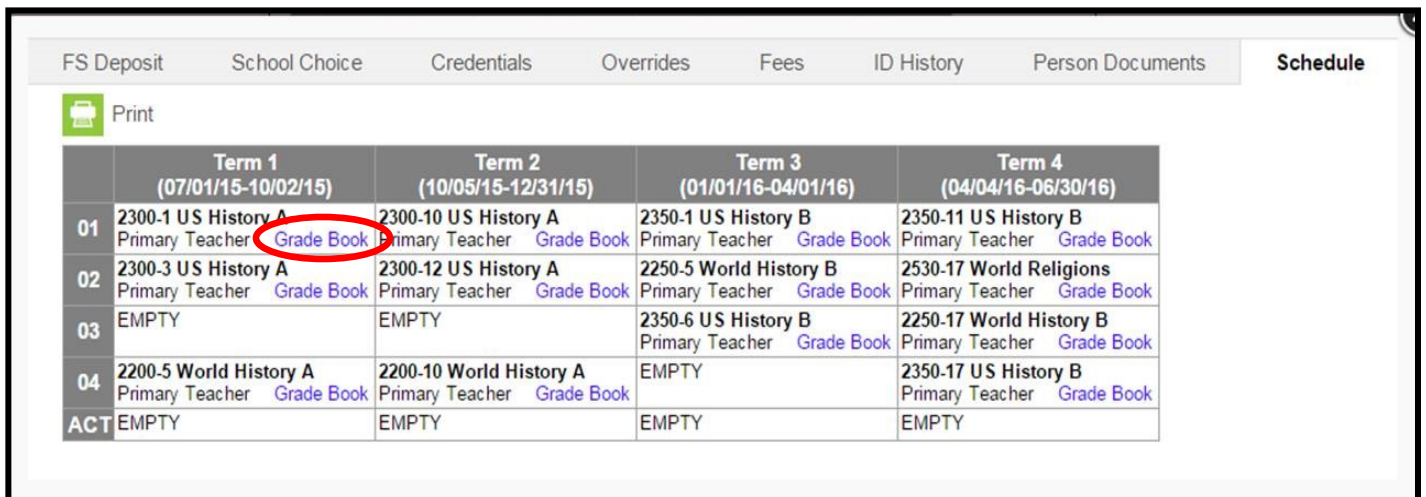
Guest access to the teacher grade book allows administrative staff access to view teacher assignments and grades.

If you wish to look at an individual teacher's schedule and grade book, use the instructions below.

By Teacher

Path: Index > Census > People

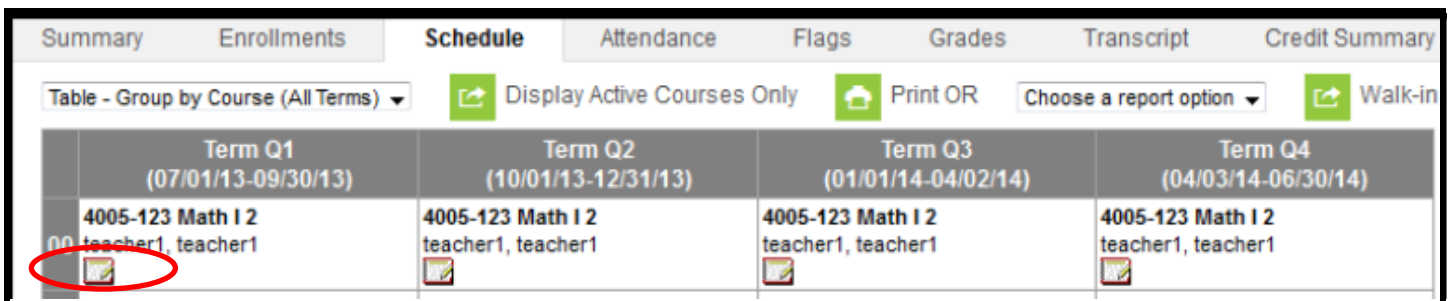
- Search for the teacher name in the **Search Tab under All People**
- Select the teacher name from the results list.
- Select the **Schedule** tab. The teacher's schedule will appear.
- Click **Grade Book** in the desired class in the teacher's schedule.



	Term 1 (07/01/15-10/02/15)	Term 2 (10/05/15-12/31/15)	Term 3 (01/01/16-04/01/16)	Term 4 (04/04/16-06/30/16)
01	2300-1 US History A Primary Teacher Grade Book	2300-10 US History A Primary Teacher Grade Book	2350-1 US History B Primary Teacher Grade Book	2350-11 US History B Primary Teacher Grade Book
02	2300-3 US History A Primary Teacher Grade Book	2300-12 US History A Primary Teacher Grade Book	2250-5 World History B Primary Teacher Grade Book	2530-17 World Religions Primary Teacher Grade Book
03	EMPTY	EMPTY	2350-6 US History B Primary Teacher Grade Book	2250-17 World History B Primary Teacher Grade Book
04	2200-5 World History A Primary Teacher Grade Book	2200-10 World History A Primary Teacher Grade Book	EMPTY	2350-17 US History B Primary Teacher Grade Book
ACT	EMPTY	EMPTY	EMPTY	EMPTY

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.



	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 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