### Tips and Shortcuts — Teachers

#### Quick Reference Card

**Student Information Icons**

- **Quick Status**: Displays student’s current location and next class, along with attendance history.
- **Medical**: Displays student’s medical conditions.
- **Education Plan**: Displays summary of student’s modifications and accommodations.
- **Individualized Education Plan**: Displays unique educational needs of a child who might have a disability.
- **Legal**: Displays legal guidelines for student.
- **Other**: Displays any other important information not covered by other alerts.

**Gradebook Column Icons**

- Use the Single Assignment Entry page to enter scores for that assignment only.
- Download assignment submitted online.
- Enter text comment with grade.
- Enter feedback for a specific score.
- Create new grade column set.
- Enter grades but not able to post to transcript yet.
- Enter grades and post to transcript.
- Grades have been posted; changes made will not update on transcript.