

Gradebook > Scores

Shortcut	Action
	Moves cursor up and down columns and across rows.
TAB	Moves across rows or down columns (depending on gradebook preferences).
CTRL+L	Opens pick list for selecting grade or comment.
CTRL+D	Copies value in selected column for all students. If a few students received a different grade, go back and edit those.
CTRL+K	Reverts score to last saved score.
CTRL+E	Marks assignment score exempt. You will have a record of grade, but it will not count towards average.
CTRL+N	Looks up footnote to add to score.

Gradebook Column Icons

-  Assignment is private and does not appear in portals. Click to change to public.
-  Assignment is public and appears in portals. Click to change to private.
-  Assignment is public and appears in portals, but grades are private and do not appear.
-  The column is locked and you cannot enter scores. Click to unlock.
-  The column is unlocked and you can enter scores. Click to lock.

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.
-  Student shares address with another student.
-  Student shares contact with another student.

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.