



The screenshot shows the Gradebook Entry interface with the following callouts:

- Filter:** Located at the top left of the page.
- Gradebook Mode Selector:** Located at the top, showing options for GB Entry, SBGB Summary, and SBGB Detail.
- Gradebook Toolbar:** A row of icons for various actions like Home, Attendance, Gradebook, etc.
- Header Row:** The top row of the student data table.
- Show Withdrawn Students:** An icon in the toolbar to toggle the visibility of withdrawn students.
- Score Alerts Indicator:** An icon in the toolbar to manage score cell indicators.
- Add Assignment:** An icon in the toolbar to add a new assignment.
- Page Settings:** An icon in the toolbar to adjust the page layout.

Below the screenshot, there are three columns of instructions:

- Student information columns:**
  - Right-click heading to change columns.
  - Click the name to open Student Details drawer.
- Student score columns:**
  - Double-click to view list of alpha scores.
  - Click, then right-click for comments, attendance, score history, or to change student's grading scale.
  - Triangle in top left corner of score field indicates not saved.

### Options in Gradebook Toolbar

	Click to switch between modes:  GB Entry,  SBGB Summary,  SBGB Detail. Typically, you'll use GB Entry mode. Use SBGB Summary mode to see the student's marks for all competencies within a competency group. Use SBGB Detail mode to see assignments and marks for individual competencies.
	Click to switch between displaying Multiple classes for the period and the Single course-section you selected. This option only displays when you teach multiple classes in a period.
<b>Change</b>	Click to switch the class or marking period.
<b>Action/Report</b>	Click to display drop-down list of available actions and reports.
	Click to change how withdrawn students are displayed. This image indicates you are hiding withdrawn students.
	Click to change how withdrawn students are displayed. This image indicates you are showing withdrawn students sorted with active students.
	Click to change how withdrawn students are displayed. This image indicates you are showing withdrawn students grouped at the bottom.
	Click to manage score cell indicators. To hide all indicators, click <b>Hide Indicators</b> . To show cell indicators, you must click <b>Show Indicators</b> and, then select the indicators to display. You can display indicators to identify cells where: <ul style="list-style-type: none"> <li>The student was absent or tardy from class on the assignment due date.</li> <li>A comment has been entered for this student's assignment.</li> <li>The score has been changed.</li> <li>The score has been dropped.</li> <li>The score exceeds the assignment's maximum.</li> <li>The assignment score is below the threshold points value, and you selected to highlight in purple.</li> <li>The student's average or assignment score is below the threshold value.</li> </ul> The last two indicators must be enabled on the Settings page. Refer to the online Help for details about the indicators.
	Click to add an assignment.
	Click to save scores you have entered or to save overrides for student averages. This icon does not display if you have selected Auto Saving in Settings.
	Click to show or hide columns or to save or restore page settings.

### Options on Assignment Tabs

	Click to open the Assignment Detail page so you can focus your view to scores and comments for a single assignment.
	Click to score an assignment that is associated with a rubric.
	Click to change published status of assignment. Empty circle indicates assignment is not published in Home Access Center. Half-filled-in circle indicates assignment is published in Home Access Center. Filled in circle indicates assignment and score are published in Home Access Center.
	Enter a default score for students or import scores from a file or PerformancePLUS.

### Indicators Displayed in Score Cells that do not depend on the Score Cell Indicator (🚫)

	Score is not saved.
	Score is not valid.
	Indicates score cannot be entered for this cell. There are several reasons that a score cannot be entered. <ul style="list-style-type: none"> <li>• Student was not enrolled in the class on the assignment due date.</li> <li>• Assignment has a rubric. Click  in the assignment’s header to enter scores.</li> <li>• You are working with multiple classes and the assignment is not defined for the student’s class.</li> </ul>

### Indicators Displayed in Average/Grade Cells

If your building is configured to allow teachers to override Gradebook’s calculations, you can override how a student’s mark will be loaded from Gradebook. The mode you use determines where that override is entered.

- GB Entry mode – You can override the student’s average for a category or mark in the **Avg** column.
- SBGB Detail mode – You can change the student’s grade for the competency mark in the **Grade** column.

	Value was changed and is not yet saved.
	Value was changed to an invalid mark.