

Aliases	
Enter student aliases for a class.	Use Class Management > Roster . Refer to the online help for more information.
Assignments	
Add an assignment.	Click  on the Gradebook toolbar to use the Assignment Details drawer. Or, you can use Gradebook > Setup .
Delete an assignment.	Click the assignment header to use the Assignment Details drawer. Then click Delete . Or, you can use Gradebook > Setup . Note that you cannot delete an assignment if any scores have been entered.
Edit an assignment.	Click the assignment header to use the Assignment Details drawer. Or, you can use Gradebook > Setup .
Add an assignment category for the class.	Use Gradebook > Setup . Click Category tab. Click  .
Attendance	
Display student's attendance for an assignment's due date.	Click on the student's score cell. Then, select Action/Reports > View Attendance .
See if students were absent or tardy for the assignment due dates.	Click  , select the Attendance checkbox. If the checkbox is disabled, click Show Indicators .
Averages	
View the student's average for a category.	Use the Filter field to select the category. To view the average, the Average column must be in Displayed Columns within Show/Hide Columns.
View the student's average for a mark.	Use the Filter field to select the mark. To view the average, the Average column must be in Displayed Columns within Show/Hide Columns.
Override a student's average.	Use the Filter field to select the category. Click in student's Average cell. Enter adjusted average. Click  .* For information on overriding a competency grade, refer to <i>Competencies</i> .
Remove student average override.	Click in student's Average cell. Highlight adjusted average and press DELETE. Click  .*
Classes	
Switch class.	Click Change , and then select the desired class from the selector.
Comments	
Enter a comment for the student.	General comments for students are entered as notes. Refer to <i>Notes</i> .
Enter a comment for a student score.	Click on the student's score cell. Then, select Action/Reports > Enter Score Comments .
Enter comments for many scores.	Click  to open the Assignment Detail page or  to open the Rubric Score Entry page.
See which scores have comments entered.	Click  , select the Comments checkbox. If the checkbox is disabled, click Show Indicators .
Competencies	
Override the grade to load to Report Cards.	From the Home page, click  button. Use Filter fields to select competency and mark type to display. Change the Grade value for student. Click  .*
See assignments for a competency.	From the Home page, click  button. Use Filter to select competency and mark type to display.

*You will not need to click  if you have selected to enable auto saving in your Settings.

Grades	
Adjust a student's mark.	Override the student's average for the mark type. Refer to <i>Averages</i> .
Change student's Grading Scale.	Click on the student's score cell. Then, select Action/Report > Edit Grading Scale .
Change Grading Scale for class.	Use Gradebook > Setup .
Load marks from Gradebook to Report Cards or Interim Progress.	Click the  button on the Report Card or Interim Progress page.
Notes	
Delete a note.	Click on name to display Student Details drawer. Enter check in Delete box, then click Delete .
Display notes for a student.	Click on student name to display Student Details drawer. Click on a row to display full note.
Enter a note for a student.	Click on the student name to display Student Details drawer. Click  .
Enter a note for a student's score.	Notes specific to a student's assignment are entered as comments. Refer to <i>Comments</i> .
Publish	
Publish an assignment.	Click the Publish indicator to change the assignment's status to  .
Publish assignment and score.	Click the Publish indicator to change the assignment's status to  .
Unpublish assignment.	Click the Publish indicator to change the assignment's status to  .
Scores	
Save scores.	Click  or press CTRL+S.*
Enter score for a student.	Click in the cell and enter numeric or alpha score. To display alpha scores, double-click in the cell. Click  or press CTRL+S to save scores periodically.*
Enter a retake score.	Click in the cell and enter retake score. Then, select Action/Report > Mark Score as Retake .
Import scores for new students.	Click  next to the student's name and then select dropped class you want to import from.
Import scores from PerformancePLUS.	Click  in the assignment's header. Requires PerformancePLUS Integration.
Import scores from CSV or TXT file.	Click  in the assignment's header, and select Import Scores From File .
Mass enter scores.	Click  in the assignment's header, and select Update Scores .
Navigate scores horizontally.	TAB, the RIGHT ARROW key, the LEFT ARROW key
Navigate scores vertically.	ENTER, the DOWN ARROW key, the UP ARROW key
Record a score as an adjustment.	Click in the cell and enter adjusted score. Then, select Action/Report > Mark Score as Adjustment .
Record a score as a correction.	Click in the cell and enter corrected score. Then, select Action/Report > Mark Score as Correction .
See which scores are dropped.	Click  , select the Dropped Scores checkbox. If the checkbox is disabled, click Show Indicators .
See which scores exceed the maximum points.	Click  , select the Exceeds Maximum checkbox. If the checkbox is disabled, click Show Indicators .
See which scores were changed.	Click  , select the History/Retake checkbox. If the checkbox is disabled, click Show Indicators .
Walk-in grade for new student.	Click  next to the student's name and then enter a percentage grade to calculate scores.
Use rubric to enter scores.	Click  in the assignment's header.

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