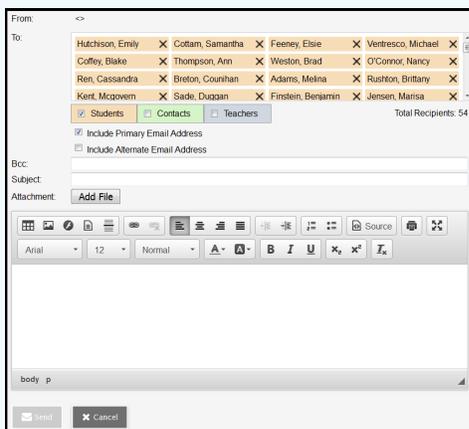


Gradebook > Scores

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 special codes, grade scales or footnotes.
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.

Mass Emails

Since you cannot view sent emails after you send them, add your email address to the **Bcc** field:



Student Information Icons

-  **Quick Status:** Displays student's current location and next class, along with attendance history.
-  **Medical:** Displays student's medical conditions.
-  **504 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.
-  Download assignment submitted online (late).
-  Enter text comment with grade.
-  Enter Assignment feedback or Teacher's Notes.
-  Create new grade column set.
-  Enter grades but not able to post to transcript yet.
-  Enter grades and post to transcript.
-  Grades are posted; you might be able to change a grade and repost, or you might need to ask the office for help.
-  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

Reuse Assignments

Copy assignments from within a section

1. Log on to Staff view.
2. Click **Gradebook** tab, **Assignments** side-tab.
3. Select the assignment(s) you want to copy.
4. On the **Options** menu, click **Copy Assignments**.
5. The system asks if you want to copy the number of assignments you selected. Click **OK**. The copies appear in the list of assignments.

Create recurring assignments

1. Log on to Staff view.
2. Click **Gradebook** tab, **Assignments** side-tab.
3. On the **Options** menu, click **Add > Add Assignment**.
4. Enter information for the assignment.
5. Select one of the following **Recurring Options**:
 - Click **Daily** to define a daily schedule. In **Frequency** field, type the number that determines how often the assignment recurs. For every other day, type **2**.
 - Click **Weekly** to define a weekly schedule.
 - Click **Monthly** to define a monthly schedule.
6. If you want to add this assignment to linked classes, select the class(es) under **Also add this assignment to linked classes**.
7. Click **Save**.

Import assignments from another class or year

1. Log on to Staff view.
2. Click **Gradebook** tab, **Assignments** side-tab.
3. On **Options** menu, click **Import Assignments**.
4. At **Import from** field, click  to select the section you want to copy from.
5. Click **OK**.
6. Select one of the following to indicate which assignments you want to copy:
 - **Selected** to select specific assignments from section. Select checkboxes for assignments and click **OK**.
 - **Category** to select entire categories of assignments. Select checkboxes for each category, and click **OK**.
 - **All Assignments** to copy all assignments from section.
7. Click **Import**.

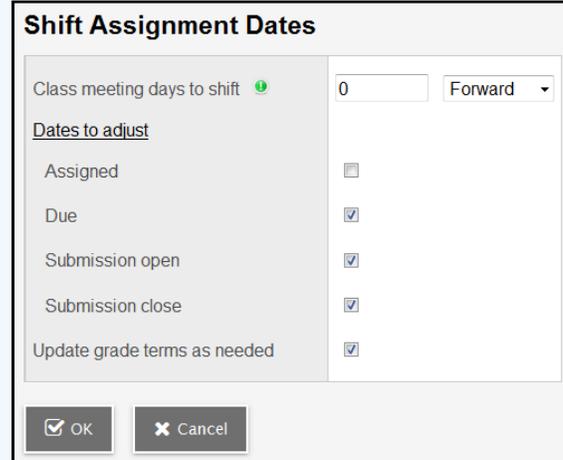
Link Course Sections

If you teach more than one section of a course, link the sections to use the same assignments and categories without creating them in each place.

Shift Assignment Dates

In case of snow day or last-minute schedule change, shift assignment dates forward or backward.

1. Log on to Staff view.
2. Click **Gradebook** tab.
3. Select class section and click **Assignments** side-tab.
4. On **Options** menu, click **Shift Assignment Dates**. The following pop-up appears:



5. In **Class meeting days to shift** box, type number of days. Click the drop-down to select **Forward** or **Backward**.
6. Below **Dates to adjust**, select appropriate checkbox(es) (**Assigned**, **Due**, **Submission open**, **Submission close**).
7. Select **Update grade terms as needed** to update value in **Grade Term ID** field if the new date is in another grade term.
8. Click **OK**.

Enter New Assignments Directly on Scores Page

Do one of the following:

- Press **CTRL+A** (you might need to allow pop-ups for this to work).
- Click the **Add Assignment** button (appears when **Grade Columns** are set to an assignment category).
- On **Options** menu, click **Add Assignment**.