Gradebook > Scores

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moves cursor up and down columns and across rows.</td>
<td></td>
</tr>
<tr>
<td>Moves across rows or down columns (depending on gradebook preferences).</td>
<td></td>
</tr>
<tr>
<td>Opens pick list for selecting special codes, grade scales or footnotes.</td>
<td></td>
</tr>
<tr>
<td>Copies value in selected column for all students. If a few students received a different grade, go back and edit those.</td>
<td></td>
</tr>
<tr>
<td>Reverts score to last saved score.</td>
<td></td>
</tr>
<tr>
<td>Marks assignment score exempt. You will have a record of grade, but it will not count towards average.</td>
<td></td>
</tr>
<tr>
<td>Looks up footnote to add to score.</td>
<td></td>
</tr>
<tr>
<td>Shows history of a changed score; change score back to previous one.</td>
<td></td>
</tr>
</tbody>
</table>

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.