Gradebook > Scores

| Shortcut	Action
↑ ↓ ← → (arrow keys)	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.

Mass Emails

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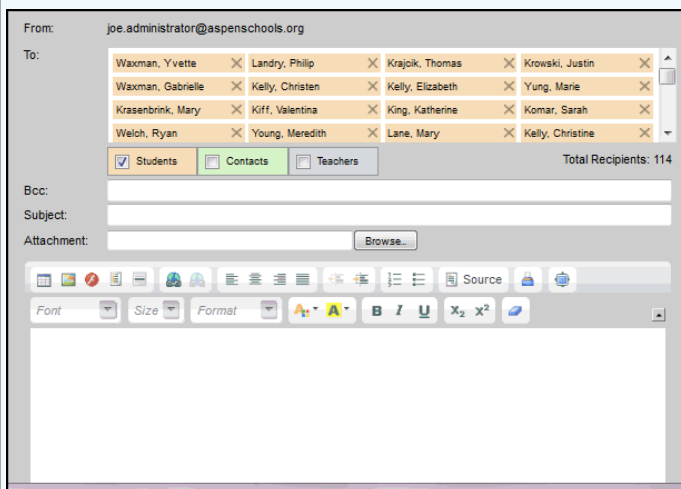
Student Information Icons

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

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.

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.

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 **Also add this assignment to linked classes** checkbox.
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.**
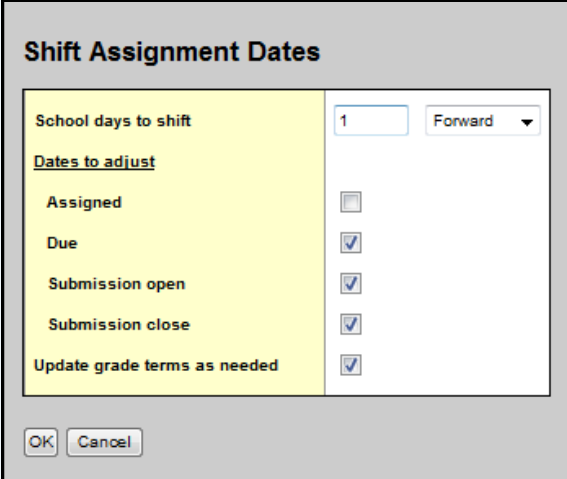   - **All Assignments** to copy all assignments from section.
7. Click **Import.**

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.** Dialog box appears:

5. In **School 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 closed).**
7. Select **Update grade terms as needed** to update value in **Grade Term ID** field if the new date is in another grade term.

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 **Add** button in last column.
- On **Options** menu, click **Add Assignment.**