| **Aliases** | |
|---|---|
| Enter student aliases for a class. | Use **Class Management > Roster**. |
| **Assignments** | |
| Add an assignment. | Click on the Gradebook toolbar to use the Assignment Details drawer. <br> Or, you can use **Gradebook > Setup**. |
| Delete an assignment. | Click the assignment header to use the Assignment Details drawer. Then click **Delete**. <br> Or, you can use **Gradebook > Setup**. <br> Note that you cannot delete an assignment if any scores have been entered for it. |
| Edit an assignment. | Click the assignment header to use the Assignment Details drawer. <br> Or, you can use **Gradebook > Setup**. |
| Select another category for the class. | Use **Gradebook > Setup**. |
| **Attendance** | |
| Display student's attendance for a date. | Click on the student's score cell. Then, select **Action/Reports > View Attendance**. |
| See if students have an absence or tardy for the assignment due dates. | From the Gradebook toolbar, click on the Select Indicator icon. Select . <br> Note that the Select Indicator may display as any one of these icons:  |
| **Averages** | |
| Override a student's average. | Click in student's Average cell. Enter adjusted average. Click .* <br> For information on overriding a competency grade, refer to *Competencies*. |
| Remove student average override. | Click in student's Average cell. Highlight adjusted average and press DELETE. Click .* |
| 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 Configure 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 Configure Columns. |
| **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 *Notes*. |
| Enter a comment for a student score. | Click on the student's score cell. Then, select **Action/Reports > Enter Comment**. |
| 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. | From the Gradebook toolbar, click on the Select Indicator icon. Select . <br> Note that the Select Indicator may display as any one of these icons:  |
| **Competencies** | |
| Override the grade to load to Report Cards. | 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. | Click button. Use Filter fields 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 the mark a student will receive. | Override the student's average for the mark type. Refer to *Averages*. |
| 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 ⟳ option on the Report Card or Interim Progress Report pages. |

| 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 *Comments*. |

| 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 a numeric or alpha score. To display a list of the alpha scores, double-click in the cell. <br> Click 💾 or press CTRL+S to save scores periodically. * |
| 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. |
| Mass enter scores. | Click 📋 in the assignment's header. |
| Navigate scores horizontally. | TAB, the RIGHT ARROW key, the LEFT ARROW key |
| Navigate scores vertically. | ENTER, the DOWN ARROW key, the UP ARROW key |
| See which scores are dropped. | From the Gradebook toolbar, click on the Select Indicator icon.  Select ⊖. <br> Note that the Select Indicator may display as any one of these icons: ❗ C ⬆ ↗ ⊖ |
| See which scores exceed the maximum points. | From the Gradebook toolbar, click on the Select Indicator icon. Select ⬆. <br> Note that the Select Indicator may display as any one of these icons: ❗ C ⬆ ↗ ⊖ |
| Walk-in grade for new student. | Click 🌼 next to the student's name and then enter percentage grade to calculate scores. |
| Use rubric to enter scores. | Click 🖌 in the assignment's header. |

| Student | |
|---|---|
| Display student and contacts. | Click on student name to display Student Details drawer. |
| Display Gradebook information for a single student. | Click on student name to hide the rows for other students. This opens the Student Details drawer. **Warning:** Some actions in Gradebook may close drawer and display all students. |

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