

Gradebook Entry Quick Reference

Filter
Gradebook Mode Selector
GB Entry | SBGB Summary | SBGB Detail

Show Withdrawn Students
Score Alerts Indicator
Add Assignment
Page Settings

Gradebook Toolbar

Header Row





Student information columns.
Right-click heading to change columns.
Click the name to open Student Details drawer.

Student score columns.
Double-click to view list of alpha scores.
Click, then right-click for comments, attendance, or to change student's grading scale.
Triangle in top left corner or score field indicates not saved.






Options in Gradebook Toolbar

	Click to switch between modes: GB Entry, SBGB Summary, SBGB Detail. Typically, you'll use GB Entry mode. Use SBGB Summary mode to see the student's marks for all competencies within a competency group. Use SBGB Detail mode to see assignments and marks for individual competencies.
	Click to switch between displaying Multiple classes for the period and the Single course-section you selected. This option only displays when you teach multiple classes in a period.
Change	Click to switch the class or marking period.
Action/Report	Click to display drop-down list of available actions and reports.
	Click to change how withdrawn students are displayed. This image indicates you are hiding withdrawn students.
	Click to change how withdrawn students are displayed. This image indicates you are showing withdrawn students sorted with active students.
	Click to change how withdrawn students are displayed. This image indicates you are showing withdrawn students grouped at the bottom.
	Click to change the score cell indicator displayed. This image indicates you are displaying no indicators for scores.
	Showing indicator for dropped score. Click to change indicator displayed.
	Showing indicator for score exceeded maximum points for assignment. Click to change indicator displayed.
	Showing indicator for student was absent or tardy from class on the assignment due date. Click to change indicator displayed.
	Showing indicator that a comment has been entered for the student's assignment score. Click to change indicator displayed.
	Click to add an assignment.
	Click to save scores you have entered or to save overrides for student averages. This icon does not display if you have selected Auto Saving in Settings.
	Click to show or hide columns or to save or restore page settings.

Options on Assignment Tabs

	Click to open the Assignment Detail page so you can focus your view to scores and comments for a single assignment.
	Click to score an assignment that is associated with a rubric.
	Click to change published status of assignment. Empty circle indicates assignment is not published in Home Access Center. Half-filled-in circle indicates assignment is published in Home Access Center. Filled in circle indicates assignment and score are published in Home Access Center.
	Enter a default score for students or import scores from a file or PerformancePLUS.



Indicators Displayed in Score Cells

See Options in Gradebook Toolbar for information on these indicators: 	
	Score is not saved.
	Score is not valid.
	Indicates score cannot be entered for this cell. There are several reasons that a score cannot be entered. <ul style="list-style-type: none"> • Student was not enrolled in the class on the assignment due date. • Assignment has a rubric. Click  in the assignment's header to enter scores. • You are working with multiple classes and the assignment is not defined for the student's class.

Indicators Displayed in Average/Grade Cells

If your building is configured to allow teachers to override Gradebook's calculations, you can override how a student's mark will be loaded from Gradebook. The mode you use determines where that override is entered.

- GB Entry mode – You can override the student's average for a category or mark in the **Avg** column.
- SBGB Detail mode – You can change the student's grade for the competency mark in the **Grade** column.

	Value was changed and is not yet saved.
	Value was changed to an invalid mark.