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Aliases	
Enter student aliases for a class.	Use <b>Class Management &gt; Roster</b> .
Assignments	
Add an assignment.	Click  on the Gradebook toolbar to use the Assignment Details drawer. Or, you can use <b>Gradebook &gt; Setup</b> .
Delete an assignment.	Click the assignment header to use the Assignment Details drawer. Then click <b>Delete</b> . Or, you can use <b>Gradebook &gt; Setup</b> . 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. Or, you can use <b>Gradebook &gt; Setup</b> .
Select another category for the class.	Use <b>Gradebook &gt; Setup</b> .
Attendance	
Display student's attendance for a date.	Click on the student's score cell. Then, select <b>Action/Reports &gt; View Attendance</b> .
See if students have an absence or tardy for the assignment due dates.	From the Gradebook toolbar, click on the Select Indicator icon. Select  . 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  .* For information on overriding a competency grade, refer to <i>Competencies</i> .
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 <b>Change</b> 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 <i>Notes</i> .
Enter a comment for a student score.	Click on the student's score cell. Then, select <b>Action/Reports &gt; Enter Comment</b> .
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  . 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 <i>Averages</i> .
Change student's Grading Scale.	Click on the student's score cell. Then, select <b>Action/Report &gt; Edit Grading Scale</b> .
Change Grading Scale for class.	Use <b>Gradebook &gt; Setup</b> .
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 <b>Delete</b> .
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 <i>Comments</i> .
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. 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  . Note that the Select Indicator may display as any one of these icons:     
See which scores exceed the maximum points.	From the Gradebook toolbar, click on the Select Indicator icon. Select  . Note that the Select Indicator may display as any one of these icons:     
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. <b>Warning:</b> 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.