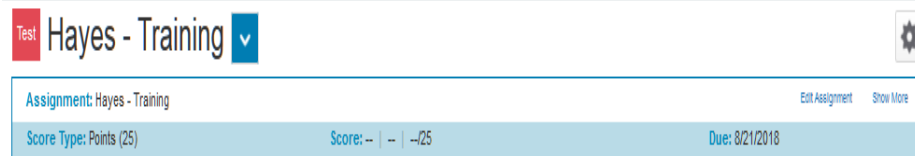## Working with Grades

When entering scores, make sure to use the type of score that you set up when you created the assignment. For example, use numbers for points and percentages or letters for letter grades.

To enter scores:

1. Click **Grading**

2. Click **Assignment List** or **Scoresheet**

3. From the Assignments or Scoresheet pages, enter a student's assignment score by clicking in the cell where the student's name intersects with the assignment name and type in the score
   View the summary above the list of assignments to see the selected assignment's score type, as well as the student's existing score (if the assignment was previously scored), and the due date. In the summary, click **Edit Assignment** to edit the assignment details. Click **Show More** to view additional information, such as the associated grade and special codes scales.

Test **Hayes - Training** ⌄		⚙
Assignment: Hayes - Training		Edit Assignment Show More
Score Type: Points (25)	Score: -- | -- | --/25	Due: 8/21/2018

Using the Score Inspector and Score Indicators

While you can enter scores manually, use the Score Inspector to provide more details about the student's performance, such as when a student has a missing or late assignment. Also use the Score Inspector to enter a comment about a student's score.
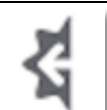
As a district we have associated a special code scale to the regular grade scale as used in the past. You can click **Codes** in the Score Inspector and select a special code, such as **INC**, to score a student's assignment.

To open the Score Inspector, click in a score cell on the Assignments or Scoresheet pages.

The following table provides brief explanations of the score indicators and other icons available in the gradebook.

Indicator or Icon	Description
✓ Collected	Indicates that an assignment was collected
🕐 Late	Indicates that an assignment is late
! Missing	Indicates that an assignment is missing
/ Exempt	Indicates that an assignment is exempt
🪑 Absent	Indicates that an assignment wasn't completed due to the student being absent
◒ Incomplete	Indicates that an assignment is incomplete

View assignments on both the Assignments and Scoresheet pages.

Indicator or Icon	Description
	Indicates that a comment was added
	Indicates that evidence exists for mastery that may differ from a student's calculated standard score
	Indicates that the standard grade is auto-calculated from the lower-level standards scores
	Indicates that the assignment score is used to auto-calculate the scores for the standards aligned to the assignment

Filling Scores

Use the Fill Scores functions to either fill scores for one assignment for all of the students in a class, or to fill all assignment scores for one student. Scores will be filled in cells that do not already have scores. Additionally, use the fill scores functions to fill comments.

To fill students' scores for one assignment:

1. For the selected assignment, click in a score cell on the Assignments or Scoresheet pages
2. Enter the score or select the score indicator in the Score Inspector
3. Click the Fill icon with the vertical arrows
4. Click **Save**

To fill multiple assignment scores for one student:

1. For the selected student, click in a score cell on the Assignments or Scoresheet pages
2. Enter the score or select the score indicator in the Score Inspector
3. Click the Fill icon with the horizontal arrows
4. Click **Save**

Adding Comments

As you enter scores or indicators for assignments, use comments to record specific details about student performance. Add comments manually or choose comments from the comment bank. Click the star next to a comment in the bank to set it as one of your favorite comments. Include smart text, such as <first name> or <he/she>, to personalize comments.

To add a comment:

1. Click the Comment icon in the Score Inspector
2. Either enter a comment in the text box, or click **Comment Bank** and select a comment.

   A blue Comment icon appears in the student's score cell.

3. Click **Save**
4. Click the icon to read the comment