

# Scoresheets

## About Scoresheets

Using the Scoresheet window, you can create and score assignments, and view and edit final grades for students enrolled in a class.

The Scoresheet window is comprised of the following three modes:

Mode	Function
Assignments	<p><b>Summary:</b></p> <p>Assignments mode is where assignments are created, scores entered, and the overall course grade is calculated. Teachers enter in assignment details and student scores and comments that appear in the parent portal. Assignments mode is also where standards are associated with assignments, and where the standards drawer appears for quick standards score entry on each assignment.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Create assignments</li> <li>• View/edit assignment details</li> <li>• Associate standards to assignments</li> <li>• View associated assignment standards via the standards drawer</li> <li>• Enter/edit assignment scores and attributes</li> <li>• View mean/median/mode summary scores</li> <li>• View total absent and tardy marks for a student for the selected reporting term.</li> </ul>
Final Grades	<p><b>Summary:</b></p> <p>Final Grade mode displays all students' final standards and course grades, along with the category totals, for the selected reporting term. Changes made in Assignments mode and Student View mode display immediately in Final Grades mode. This is a great mode to review student's final grades before report card time. It is also a convenient way to quickly fill in standards final grades for the whole class at once. It can be used even if teachers are not using standards with assignments.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• View additional final grade items and details</li> <li>• Enter/edit final grades for course standards and other</li> </ul>

Mode	Function
	<p>measures</p> <ul style="list-style-type: none"> <li>• Revert to calculated grade</li> <li>• Enter final grade comments</li> <li>• View mean/median/mode summary scores</li> <li>• View total absent and tardy marks for a student for the selected reporting term.</li> </ul>
Student View	<p><b>Summary:</b></p> <p>The Student View mode lists all assignments on the left, and the standards across the top. Teachers can select any student to get a concise look at all of a student's assignment and standard scores, course grades, and standards final grades, across all reporting terms. They can also select multiple students and/or groups to view aggregated results across students. Any score changes made in other modes are seen immediately in the Student View mode. This mode was designed for analyzing a student's performance, reviewing the calculated standards grades, and making final grades determinations. This mode is also great for parent/teacher or student/teacher conferences.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• View/edit scores for all assignments for a single student for the selected term</li> <li>• View all previous reporting term scores</li> <li>• View all comments for a single student for the selected term</li> <li>• Override the final score for a student</li> <li>• View average scores for all students in a selected group</li> <li>• View mean/median/mode summary scores, as well as standards calculations for a single student or averages for all selected students</li> <li>• View total absent and tardy marks for a student for the selected reporting term.</li> </ul>

## View Scoresheets

To view assignments and scores for a particular class, select the class and click the **Scoresheet** tab. Then select **Assignments**, **Final Grades**, or **Student View** mode.

**Note:** Past assignments are separated from future assignments by a divider and appear slightly shaded.

## How to View a Scoresheet

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab, then select the applicable mode. The Scoresheet window for the selected mode appears.  
**Note:** To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. On the **Grading** tab of the Preferences dialog, set how you want to view grades in Assignment and Final Grade modes. For more information, see the Preferences dialog field description table in the Appendix.

## Filter Scoresheets

By default, the Scoresheet window displays assignments and scores for all categories for students enrolled in the entire length of the class. You can customize the appearance on the Scoresheet window using filtering. Filtering allows you to indicate which assignments and scores appear based on reporting term, student group, category, or combination of.

## How to Filter a Scoresheet

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab, and select the applicable mode.  
**Note:** To increase or decrease the size of the contents within the window, choose **View > Zoom**.
3. Do one of the following:
  - Choose a reporting term, week, or month from the **Reporting Term** pop-up menu. The Scoresheet window refreshes and displays only those assignments and scores with a due date that falls within that selected reporting term, week, or month.  
**Note:** The selected reporting term becomes the new default setting.
  - To filter by student groups, see **Filter by Student Groups**.
  - To filter by category, see **Filter by Categories**.

## View Scoresheet Statistics

The Summary section of the Scoresheet provides statistical information for assignments and final grades.

The mean is the mathematical average of the scores you entered. The median represents the middle of all values: one-half of the scores will be above this number and one-half will be below it. The mode indicates the most common value.

All of these values are indicators of how well students do on assignments. If any one of them is unexpectedly low, it may be that students need additional practice on the skills and concepts being assessed, or the assessment needs to be revised.

## How to View Scoresheet Statistics

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab, then select the applicable mode. The Scoresheet window appears.

**Note:** To increase or decrease the size of the contents within the window, choose **View > Zoom**.

3. Click **Summary** if not already displayed. The mean, median, and mode for each assignment and final grade appears.
4. Select an assignment. The points earned, percentage, and grade to date appear in the lower-left corner of the Scoresheet.

## Mark Assignments Collected Using Scoresheet

To indicate that an assignment for a student has been collected, mark the assignment as Collected from the Scoresheet window or the **Score Inspector**. An assignment can be marked as collected with or without entering a score. If no score is entered, a green checkmark appears within the selected student assignment score field. If a score is entered, the checkmark is replaced with the score.

### How to Mark an Assignment as Collected

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student whose assignment has been collected. The score field appears as an editable text field.
5. Enter **Col** in the score field.  
**Note:** For additional entry options, see **Quick Entry Tips**.
6. Click **Save**. The score appears on the Scoresheet window.

**Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

## Mark Assignments Exempt Using Scoresheet

To indicate that an assignment for a student is exempt, mark the assignment as Exempt from the Scoresheet window or the **Score Inspector**. An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized "Ex" appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

### How to Mark an Assignment as Exempt

1. Select a class from the **Classes pane**.

- To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
- Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
- Click the assignment score field of the student who you want to exempt from the assignment. The score field appears as an editable text field.
- Enter **Ex** in the score field.  
**Note:** For additional entry options, see [Quick Entry Tips](#).
- Click **Save**. The score appears on the Scoresheet window.

**Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

## Mark Assignments Late Using Scoresheet

To indicate that an assignment for a student is late, mark the assignment as Late from the Scoresheet window or the **Score Inspector**. An assignment can be marked as late with or without entering a score. When marked as late, a red circular "L" appears within the selected student assignment score field.

### How to Mark an Assignment as Late

- Select a class from the **Classes pane**.
- To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
- Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
- Click the assignment score field of the student whose assignment is late. The score field appears as an editable text field.
- Enter **Lt** in the score field.  
**Note:** For additional entry options, see [Quick Entry Tips](#).
- Click **Save**. The score appears on the Scoresheet window.

**Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

## Mark Assignments Missing Using Scoresheet

To indicate that an assignment for a student is missing, mark the assignment as Missing from the Scoresheet window or the **Score Inspector**. If marked as missing, an orange circular "M" appears within the selected student assignment field. If the assignment is marked as Collected, the orange "M" is replaced with a green checkmark. If a score is entered, the orange "M" is replaced with is replaced with the score.

### How to Mark an Assignment as Missing

- Select a class from the **Classes pane**.
- To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.

3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student whose assignment is missing. The score field appears as an editable text field.
5. Enter **Mi** in the score field.  
**Note:** For additional entry options, see [Quick Entry Tips](#).
6. Click **Save**. The score appears on the Scoresheet window.

**Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

## Mark Assignments Using Score Codes

Score codes are created by the teacher and used to mark assignments by applying a pre-determined percentage or numeric grade value, or making the assignment score exempt from the final grade calculation.

You must first set the score code preferences before you can mark an assignment with a score code. For more information, see [Set Score Code Preferences](#).

### How to Mark an Assignment Using Score Codes

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student whose assignment is missing. The score field appears as an editable text field.
5. Do one of the following.
  - Use the Quick Fill command to fill all assignment score fields with the applicable score code.
  - Use the Fill Scores command to fill all assignment score fields with the applicable score code.
  - Right-click on an assignment score field and select the score code from the **Grades** sub-menu.
  - Select or enter the applicable score code on the Score Inspector.

**Note:** If you remove a score code, or change the numeric range to make it invalid for an assignment score field, it displays in red on the Scoresheet. This occurs if you begin teaching another teachers section where they used custom score codes that you do not have defined in your gradebook. Invalid score codes are still used to calculate the final grade. You can either manually enter a valid score code, or edit an existing score code and recalculate the final score. For more information, see [Set Score Code Preferences](#).

6. Click **Save**. The score appears on the Scoresheet window.

**Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

## Enter Scores Using Scoresheet

You can enter scores from the Scoresheet window or the [Score Inspector](#).

**Note:** For information on entering extra credit, see Extra Points.

### Shortcut Key

When entering scores, you can use the equal sign (=) to populate the score field with the maximum score possible for an assignment based on the scoring type of the assignment. For percentage, 100% is entered. For points, the maximum possible points for the assignment are entered. For a letter grade, the highest possible grade in the grade scale associated with the section is entered.

### How to Enter a Score

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student for which you want to enter a score. The score field appears as an editable text field.
5. Enter the score in the score field.

**Note:** For additional entry options, see [Quick Entry Tips](#).

Press **ENTER** or **RETURN**. The score appears, the final grade automatically recalculates, and the cursor advances to the next assignment field.

**Note:** The score field and the final grade field appear shaded until you click **Save**.

6. Click **Save**. The score appears on the Scoresheet window.

**Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

## Edit Scores Using Scoresheet

You can edit a score from the Scoresheet window or the [Score Inspector](#).

### How to Edit a Score

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student for which you want to edit a score. The score field appears as an editable text field.
5. Enter the new score in the score field.

**Note:** For additional entry options, see [Quick Entry Tips](#).

Press **ENTER** or **RETURN**. The new score appears, the final grade automatically recalculates, and the cursor advances to the next assignment field.

**Note:** The score field and the final grade field appear shaded until you click **Save**.

6. Click **Save**. The new score appears on the Scoresheet window.

**Note:** The **Save** and **Revert** buttons appear shaded until information is entered.

## Delete Scores Using Scoresheet

You can delete a score from the Scoresheet window or the [Score Inspector](#).

### How to Delete a Score

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student for which you want to delete a score. The score field appears as an editable text field.
5. Highlight the score and press **Delete**.
6. Press **ENTER** or **RETURN**. The score no longer appears on the Scoresheet window and the cursor advances to the next assignment field.

## Fill Scores

Use the Fill Scores command to quickly and easily enter the same score for all students or for only those with unrecorded scores. For example, if all but two students in a class receive the same assignment score, use the **Fill Scores** function to enter that score for the class with the exception of the scores already entered for the two students.

You can fill scores from the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

### How to Fill Assignment Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Select the assignment column header for which you want to fill scores.
5. From the gradebook menu bar, choose **Tools > Fill Scores**. The [Fill Assignment Scores dialog](#) appears.

**Note:** For additional entry options, see [Quick Entry Tips](#).

6. Indicate whether you want to only fill empty scores or replace all scores by selecting one of the following options:
  - **Items with No Score**
  - **Replace All**
7. Select assignment attributes or enter a score value.
8. To fill comments, see [Fill Comments](#).
9. Click **OK**.

## Fill Comments on Traditional Assignments and Final Grades

Use the Fill Scores command to quickly and easily enter the same comment for all students or for only those with unrecorded comments. If you are entering comments for standards final grades, you can use the Fill Comments command to accomplish the same results. For more information, see [Fill Comments on Standards Final Grades](#).

You can select the Fill Scores command from the gradebook menu bar. Alternately, you can right-mouse click on a column if you are using a two-button mouse and select **Fill Scores**.

### How to Fill Comments on Traditional Assignments and Final Grades

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** or **Final Grade** mode. The applicable Scoresheet window appears.  
**Note:** You cannot enter comments on standards assignments.
4. Select the assignment column header for which you want to fill comments.
5. Right-click on the applicable column and select **Fill Scores**. The [Fill Assignment Scores dialog](#) or [Fill Final Grades dialog](#) appears.
6. Use the options provided to indicate whether you want to only fill empty comments or replace all comments.
7. Select the **Comments** checkbox.
8. Enter a comment manually in the field provided, or click the **Comments** tab to select a comment from the comment bank. If using Smart Text, the text substitutions do not display until you click **OK**.
9. To filter comments that display in the Comment Bank:
  - Select a filter option from the Show Comments pop-up menu.  
**Note:** Click the **star** in the Favorites column next to a District comment to add it to the My Comment Bank filter.
  - Enter text in the Find field, and the Comment Bank is automatically filtered by the text you entered. Use spaces and/or commas to separate the values to further define the filter. The filter criteria searches data in the Code, Comment, and Category columns.

10. Click **OK** on the Fill Scores dialog. A blue circular "C" appears on the Scoresheet within the selected student assignment score field.

**Note:** To view the comment, hover the mouse over the comment icon.

## Quick Fill Scores

The Quick Fill command provides an alternate method for entering the same score for all students.

Like the Fill Scores command, you can enter the same score for all students or for only those with unrecorded scores. However, Quick Fill allows you to assign only the points possible or grade scale associated with the assignment or final grade.

The Quick Fill command is available on the Scoresheet window on the Assignment Shortcut Menu or the Standards Assignment Shortcut Menu.

### How to Quick Fill Assignment Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. **Right-click** (or press **Ctrl+click**) on the assignment column header (or standards column header, if applicable) for which you want to fill scores and select **Quick Fill** from the shortcut menu.
5. Select the applicable score from the selection menu. The score you selected appears in any score field that was previously blank.
6. Click **Save**.

### How to Quick Fill Final Grades

1. Select a class from the **Classes pane**.
2. Click the **Scoresheet** tab, then click **Final Grades mode**. The Scoresheet Final grades window appears.
3. **Right-click** (or press **Ctrl+click**) on the final grade column header for which you want to fill scores and select **Quick Fill** from the shortcut menu.
4. Select the applicable score from the selection menu. The score you selected appears in any score field that was previously blank.
5. Click **Save**.

## Copy and Paste Assignment Scores

You can copy scores entered in one assignment to any other on the Scoresheet.

## How to Copy and Paste Assignment Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Right-click on the assignment column header for which you want to copy scores and select **Copy Scores** from the shortcut menu.
5. Right-click on the assignment column header for which you want to paste scores and select **Paste Scores** from the shortcut menu. A confirmation message appears. Click **OK** to proceed.  
**Note:** You can only paste valid scores in an assignment column. For example, you cannot paste letter grades into a column that is assigned a numeric grade scale.
6. The copied scores and attributes appear in the column you selected and the fields are shaded until you save the changes.
7. Click **Save**.

## Clear Assignment Scores

Use the Clear Scores command to remove all previously entered assignment scores and attributes.

### How to Clear Assignment Scores

1. Select a class from the **Classes pane**.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.
4. Right-click on the assignment column header for which you want to fill scores and select **Clear Scores** from the shortcut menu. A confirmation message appears. Click **OK** to proceed.
5. The previously entered scores and attributes are removed from the selected column.
6. Click **Save**.