Score Inspector

About Score Inspector

The Score Inspector provides an alternative way of entering scores and, in many cases, comments. After you open the Score Inspector window, it floats above the Scoresheet window. You may want to move it to a convenient location on your desktop, so you can work with the Scoresheet. The Score Inspector remains open until you close it.

The Score Inspector changes depending on the score field you select. For example, when you view the Score Inspector for a final grade, the options are different than the Score Inspector for an assignment.

Score Comments

On the Score Inspector Comment tab, you can enter predefined comments from the Comment Bank, or manually enter comments.

If you have multiple final grade items, distinct final grade comment sets appear on the Scoresheet, and the Comment Inspector is used to enter predefined or manually entered comments. The Comment Inspector functions just like the Score Inspector, allowing you to easily select predefined comments or enter your own comments. If you do not have multiple final grade items, use the Comment tab on the Score Inspector to enter comments.

View Assignment Score Details

You can view assignment details from the Score Inspector window.

How to View Assignment Score Details

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 view assignment score details.

5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

View Student Final Grade Details

You can view final grade details from the Score Inspector window.

How to View Final Grade Details

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. Click the final grade field of the student for which you want to view final grade details.
4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Final Grade Score Inspector dialog** displays the final grade details.

Mark Assignments Collected Using Score Inspector

To indicate that an assignment for a student has been collected, mark the assignment as Collected using the Score Inspector or the **Scoresheet window**. 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.
5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.
   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.
   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.
5. Select the **Collected** checkbox.

   Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

    Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

Mark Assignments Exempt Using Score Inspector

To indicate that an assignment for a student is exempt, mark the assignment as Exempt using the Score Inspector or the **Scoresheet window**. 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.**

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 who you want to exempt from the assignment.

5. Do one of the following:

    - From the gradebook menu bar, choose **Tools > Score Inspector**.

    - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

    - If using a two-button mouse, right-click and select **Score Inspector**.

    The **Score Inspector window** displays the assignment details.

5. Select the **Exempt** checkbox.

    Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

    Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

Mark Assignments Late Using Score Inspector

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

How to Mark an Assignment as Late

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 late.

5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

5. Select the **Late** checkbox.

   Note: For additional entry options, see *Quick Entry Tips*.

6. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

7. Click **Save** on the Scoresheet window.

Mark Assignments Missing Using Score Inspector

To indicate that an assignment for a student is missing, mark the assignment as Missing using the Score Inspector or the **Scoresheet window**. If marked as missing, an orange "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

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.

5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

The **Score Inspector window** displays the assignment details.

6. Select the **Missing** checkbox.

    Note: For additional entry options, see *Quick Entry Tips*.

7. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

    Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

8. Click **Save** on the Scoresheet window.

Enter Scores Using Score Inspector

You can enter assignment scores using the Score Inspector or the **Scoresheet window**.

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

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.
5. Do one of the following:

    - From the gradebook menu bar, choose **Tools > Score Inspector**.
    - If using a one-button mouse, press **COMMAND+click** and select **Show Score Inspector**.
    - If using a two-button mouse, right-click and select **Show Score Inspector**.

    The **Score Inspector window** displays the assignment details.

6. Enter the score in the **Score** field.

    Note: For additional entry options, see *Quick Entry Tips*.

7. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

    Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

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

Edit Scores Using Score Inspector

You can edit a score using the Score Inspector or the **Scoresheet window**.

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 or grade.

5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The assignment **Score Inspector window** displays the assignment details.

6. Enter the new score in the **Score** field.

   Note: For additional entry options, see **Quick Entry Tips**.

7. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

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

Delete Scores Using Score Inspector

You can delete a score using the Score Inspector or the **Scoresheet window**.

How to Delete a Score

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

2. Click the **Scoresheet** tab. The Scoresheet window appears.

3. Click the assignment score field of the student for which you want to delete a score.

4. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

6. Highlight the score and press **DELETE**.

7. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.

> **Note:** Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the Score Inspector window.

8. Click **Save** on the Scoresheet window. The score no longer appears on the Scoresheet.

Add Assignment Score Comments

When entering an assignment score comment, you can use plain text, HTML, predefined, and personal comments. After entering an assignment score comment, this information may be shared with administrators, parents, and students. In order for parents and student to view this information, you need to **publish it**.

Use the Fill Comments feature to fill comments for all student. For more information, see *Fill Comments*.

Note: Comment length is defined by your PowerSchool administrator and may be limited to a certain number of characters, which may not be exceeded.

How to Add an Assignment Score Comment

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 comment.

5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

6. Click to **Comment** tab.

7. Manually enter final grade comments in the **Comment** field. Smart Text fields can be manually entered, or copied and pasted from a separate file, if needed.

8. Click **Comment Bank** to select one or more predefined comments. Smart Text options display the appropriate information once selected. For more information on Smart Text, see *Add Comments to the Personal Comment Bank*.

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. Use the **Previous** and **Next** arrows to add comments for each student, if applicable.
Note: Click **Clear** to discard changes made to the selected student's assignment, or click **Close** to close the **Score Inspector window**.

11. Click **Save** on the Scoresheet window. A blue circular "C" appears within the selected student assignment score field.

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

Edit Assignment Score Comments

You can edit an assignment score comment using the Score Inspector.

How to Edit a Score Comment

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

2. Click the **Scoresheet** tab. The Scoresheet window appears.

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

4. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.

5. Click the **Scoresheet** tab, then click **Assignments** mode. The Scoresheet Assignments window appears.

6. Click the assignment score field of the student for which you want to edit a score comment.

7. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   - The **Score Inspector window** displays the assignment details.

8. Manually enter assignment score comments in the **Comment** field. Smart Text fields can be manually entered, or copied and pasted from a separate file, if needed.

9. Click **Comment Bank** to select one or more predefined comments. Smart Text options display the appropriate information once selected. For more information on Smart Text, see **Add Comments to the Personal Comment Bank**.

10. 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.

11. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
    Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the **Score Inspector window**.

12. Click **Save** on the Scoresheet window.

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

Delete Assignment Score Comments

You can delete an assignment score comment using the Score Inspector.

How to Delete a Score Comments

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 comment.

5. Do one of the following:

   - From the gradebook menu bar, choose **Tools > Score Inspector**.

   - If using a one-button mouse, press **COMMAND+click** and select **Score Inspector**.

   - If using a two-button mouse, right-click and select **Score Inspector**.

   The **Score Inspector window** displays the assignment details.

6. Highlight the comment text in the **Comment** field and press **Delete**.

7. Use the **Previous** and **Next** arrows to repeat for each student, if applicable.
   Note: Click **Clear** to discard changes made to the selected student's assignment or click **Close** to close the **Score Inspector window**.
8. Click **Save** on the Scoresheet window.