



Score a Single Assignment

Score a single assignment manually, add a flag using a hot key code, and add a comment.

1. Click **Grading**
2. Select **Assignment List**
3. Click the name of an assignment
4. Click in the first student's score cell and type a score, such as 72
5. View the assignment summary above the list of students to see which score type to use.
6. Click in the second student's cell and type in a hot key code, such as LA to mark the assignment late
7. Click the Comment icon in the Score Inspector
8. Enter a comment, such as Needs to turn work in on time, then shrink the comment window and expand the Scoresheet by clicking the icon that looks like a numeric key pad
9. Click the right-facing Score arrow in the Score Inspector to move to a standards score cell
10. Enter a standards score for the student
11. Click **Show More** in the assignment summary above the list of students to see which grade scale type to use.
12. Save the scores

Score Assignments on the Scoresheet

Use the Score Inspector and the Fill function to score assignments.

1. Click **Grading**
2. Select **Scoresheet**
3. Locate an assignment with blank score cells or delete some of the scores for an assignment (you may have to scroll to the right by clicking the blue column with right-facing arrow at the end of the rows)
4. Notice that when you delete a score, a small gear icon appears next to the values in the student's Grade column because they are being edited. Once you save the changes, the student's grades will be recalculated using the new score.
5. Click in a student's blank score cell for the selected assignment and enter a score in the Score Inspector
6. Click the vertical Fill icon to fill all of the blank score cells with the score you entered in the Score Inspector
7. In the alert window that lists the number of scores that were filled, click **Ok**
8. Click in a different student's score cell for a different assignment and click the Exempt score indicator
9. Save the scores