Grade Book Keyboard Shortcuts

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Tool Search: Grade Book

The following keyboard shortcuts are available when using the Grade Book:

Key Command	Result
Arrow Keys, Tab, Shift, Enter	Navigate among score cells in the direction of the arrow, Tab to move right, Enter to move down, Shift Tab to move left, Shift Enter to move up.
ALT . (period)	Moves to the next task in the currently selected term.
ALT , (comma)	Moves back one task in the currently selected term.
ALT A	Expands the Assignment area for using the Fill Options and entering score comments and flags.
ALT S	Expands the Student area to view student demographics and performance graphs.
ALT E	Opens the Assignment Tool for the current assignment to be edited.
ALT N	Opens the Assignment Tool within the Grade Book to create a new assignment.
ALT T	Expands or collapses the Grade Totals area.
ALT G	Expands or collapses the Settings area.
ALT Y	Opens the Filter menu.
ALT R	Opens the Sort menu.
ALT Enter	Saves the current state of the grade book.
Esc	Closes an open side panel. If there is unsaved data, user is prompted to save.