

PowerTeacher Quick Entry Tips

To help you to quickly accomplish tasks you perform frequently, you can use the following quick entry tips, which include a number of shortcut keys. Shortcut keys consist of pressing one of a combination of keys on the keyboard to complete a task.

Scoresheet Keyboard Shortcuts

Task	Shortcut (Windows)
<p>Assignments: Assign 100% of points possible</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter an equal sign (=) and press ENTER to assign 100% of points possible for the assignment • Open the Score Inspector and enter an equal sign (=) in the Score field
<p>Collected: Mark or clear a student's assignment as collected</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter Col in the score field (repeat to remove) • Enter period (.) in the score field (repeat to remove) • Right-click in the score field and select Collected (repeat to remove) • Open the Score Inspector and select the Collected checkbox (deselect the checkbox to remove) • Use Fill Scores command to apply to multiple students
<p>Comments: Add a comment to a student's assignment score</p>	<p>Do one of the following and enter comments in the Comment field:</p> <ul style="list-style-type: none"> • Press and hold CTRL+SHIFT+I • Right-click on a score field and select Show Score Inspector • Use Fill Scores command to apply to multiple students
<p>Comments: Add a comment to a student's final grade</p>	<p>Do one of the following and enter comments in the Comment field:</p> <ul style="list-style-type: none"> • Double-click on a student's final grade • Press and hold CTRL+SHIFT+I • Right-click on a final grade and select Show Score Inspector • Use Fill Scores command to apply to multiple students
<p>Exempt: Mark a student's assignment as exempt</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter Ex in the score field • Right-click in the score field and select Exempt • Open the Score Inspector and select the Exempt checkbox • Use Fill Scores command to apply to multiple students.

Task	Shortcut (Windows)
<p>Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Right-click on a score field and select Fill Scores • Select Fill Scores from the Tools menu
<p>Late: Mark or clear a student's assignment as late</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter Lt in the score field (repeat to remove) • Enter asterisk (*) in the score field (repeat to remove) • Right-click in the score field and select Late (repeat to remove) • Open the Score Inspector and select the Late checkbox (deselect the checkbox to remove) • Use Fill Scores command to apply to multiple students simultaneously
<p>Missing/Not Handed In: Mark or clear a student's assignment as missing</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Enter Mi in the score field (repeat to remove) • Enter forward slash (/) in the score field (repeat to remove) • Right-click in the score field and select Missing (repeat to remove) • Open the Score Inspector and select the Missing checkbox (deselect the checkbox to remove) • Use Fill Scores command to apply to multiple students simultaneously
<p>Override a Final Grade</p>	<p>Do one of the following and select the Manual Override checkbox:</p> <ul style="list-style-type: none"> • Double-click in a Final Grade field • Right-click in a Final Grade field and select Score Inspector • Press and hold CTRL+SHIFT+I
<p>Zoom In</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Click on a final grade field or assignment header and press and hold CTRL+SHIFT+= • Select Increase on the View menu
<p>Zoom Out</p>	<p>Do one of the following:</p> <ul style="list-style-type: none"> • Click on a final grade field or assignment header and press and hold CTRL+SHIFT+- • Select Decrease on the View menu

Score Inspector Keyboard Shorts

Task	Shortcut (Windows)
Navigate to the next assignment	Press and hold CTRL+ALT+RIGHT ARROW
Navigate to the next student	Press and hold CTRL+ALT+DOWN ARROW
Navigate to the previous assignment	Press and hold CTRL+ALT+LEFT ARROW
Navigate to the previous student	Press and hold CTRL+ALT+UP ARROW
Open Score Inspector	Do one of the following <ul style="list-style-type: none"> • Right-click in a score field and select Score Inspector • Press and hold CTRL+SHIFT+I • Select Score Inspector from the Tools menu

Main Menu Keyboard Shortcuts

Task	Shortcut (Windows)
Copy	Press and hold CTRL+C
Cut	Press and hold CTRL+X
Hide Other Application Windows	Press and hold ALT+TAB
Hide PowerTeacher Gradebook Window	Press and hold ALT+TAB
Open Assignments Window	Press and hold CTRL+SHIFT+2
Open Categories Window	Press and hold CTRL+SHIFT+C
Open Class Info Window	Press and hold CTRL+SHIFT+5
Open Grade Scale Window	Press and hold CTRL+SHIFT+G
Open Grade Setup Window	Press and hold CTRL+SHIFT+4
Open Gradebook Online Help	Press F1
Open New Gradebook Window	Press and hold CTRL+N
Open Reports Window	Press and hold CTRL+SHIFT+6
Open Scoresheet Window	Press and hold CTRL+SHIFT+1
Open Students Window	Press and hold CTRL+SHIFT+3
Open the Preferences Window	Press and hold CTRL+,