

Tools Reference

Up to twenty tools can be placed on the tool bar. To place a tool on the tool bar, press and hold on any unused tool or on an empty location. From the menu that pops up, select the desired tool.



Add Assignment

Opens the Records window to the first empty assignment record.



Add Furniture

Adds a piece of furniture to the seating chart.



Add Student

Opens the Records window to the first empty student record.



Auto-fill Attendance Scores

Replaces blank scores on selected assignments with special scores based on attendance marks.



Change Scores

Changes all occurrences of a certain score to another score.



Class Options

Opens a window where class options can be edited.



Copy Class Data

Copies selected students, assignments and options to other classes.



Curve Scores

Opens a window where the distribution of scores can be changed.



Delete

Deletes the selected scores, students, assignments, furniture, etc.



Export Attendance

Exports one day's attendance data to a text file over a network.



Export

Opens the Export window.



Fill Across

Repeats the selected data across a row to the last column.



Fill Down

Repeats the selected data down a column to the last row.



Find

Opens a window where search text can be entered.



Find Again

Finds the next matching student or assignment.



Help

Opens the in-context Help window.



Import

Opens the Import window.



Internet

Opens a window where reports can be emailed or prepared for posting on the web.



Lock Gradebook

Locks the gradebook and opens the Lock window.



Next Class

Switches to the next class in the current term.



Next Term

Switches to the next term of the current class.



Print

Opens a window where reports can be printed.



Prior Class

Switches to the prior class in the current term.



Prior Term

Switches to the prior term for the current class.



Restricted Access

Turns the RA mode on and off.



Records

Opens a window with class, student, assignment and standard records.



Rotate Seat

Rotates the selected furniture 90° clockwise.



Save Copy

Makes a backup copy of the current gradebook.



Score Note

Opens a window where text can be entered about a score.



Sort

Sorts students, assignments and seats based on the current chart.



Summaries

Opens a window with extensive summaries.



Undo

Reverses the last action.