

## 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 or a combination of keys on the keyboard to complete a task. See the respective sections for detailed procedures.

**Note:** If you frequently refer to this page, you may find it helpful to print it and place it at your workstation.

## Scoresheet Keyboard Shortcuts

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

	<ul style="list-style-type: none"> <li>• Right-click on a final grade and select <b>Show Score Inspector</b></li> <li>• Use <b>Fill Scores</b> command to apply to multiple students</li> </ul>
Exempt: Mark a student's assignment as exempt	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Enter <b>Ex</b> in the score field</li> <li>• Right-click in the score field and select <b>Exempt</b></li> <li>• Open the Score Inspector and select the <b>Exempt</b> checkbox</li> <li>• Use <b>Fill Scores</b> command to apply to multiple students</li> </ul>
Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Right-click in a score field and select <b>Fill Scores</b></li> <li>• Select <b>Fill Scores</b> from the Tools menu</li> </ul>
Late: Mark or clear a student's assignment as late	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Enter <b>Lt</b> in the score field (repeat to remove)</li> <li>• Enter asterisk (*) in the score field (repeat to remove)</li> <li>• Right-click in the score field and select <b>Late</b> (repeat to remove)</li> <li>• Open the Score Inspector and select the <b>Late</b> checkbox (deselect the checkbox to remove)</li> <li>• Use <b>Fill Scores</b> command to apply to multiple students simultaneously</li> </ul>
Missing/Not Handed In: Mark or clear a student's assignment as missing	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Enter <b>Mi</b> in the score field (repeat to remove)</li> <li>• Enter forward slash (/) in the score field (repeat to remove)</li> <li>• Right-click in the score field and select <b>Missing</b> (repeat to remove)</li> <li>• Open the Score Inspector and select the <b>Missing</b> checkbox (deselect the checkbox to remove)</li> <li>• Use <b>Fill Scores</b> command to apply to multiple students simultaneously</li> </ul>
Navigate to next or previous student on the Scoresheet Student View window	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Use the arrow buttons on the Scoresheet Student View to navigate to the previous or</li> </ul>

	<p>next student in the selected list on the <a href="#">Classes pane</a></p> <ul style="list-style-type: none"> <li>• Press and hold <b>CTRL+ALT+RIGHT ARROW</b> on Windows or <b>COMMAND+RIGHT ARROW</b> on Mac to navigate to the next student</li> <li>• Press and hold <b>CTRL+ALT+LEFT ARROW</b> on Windows or <b>COMMAND+LEFT ARROW</b> on Mac to navigate to the previous student</li> </ul>
Override a Final Grade	<p>Do one of the following and select the <b>Manual Override</b> checkbox:</p> <ul style="list-style-type: none"> <li>• Double-click in a <b>Final Grade</b> field</li> <li>• Right-click in a Final Grade field and select <b>Score Inspector</b></li> <li>• Press and hold <b>CTRL+SHIFT+I</b></li> </ul>
Quick Fill: Assign a score to all blank fields in a column.	<ol style="list-style-type: none"> <li>1. Right-click on the assignment or standard column header and select <b>Quick Fill</b>.</li> <li>2. Select the applicable score from the pop-up menu.</li> </ol>
Zoom In	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Click on a final grade field or assignment header and press and hold <b>CTRL+SHIFT+=</b></li> <li>• Select <b>Increase</b> on the <b>View</b> menu</li> </ul>
Zoom Out	<p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Click on a final grade field or assignment header and press and hold <b>CTRL+SHIFT+-</b></li> <li>• Select <b>Decrease</b> on the <b>View</b> menu</li> </ul>

## Score Inspector Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Navigate to the next assignment	Press and hold <b>CTRL+ALT+RIGHT ARROW</b>	Press and hold <b>CTRL+OPTION+RIGHT ARROW</b>
Navigate to the next student	Press and hold <b>CTRL+ALT+DOWN ARROW</b>	Press and hold <b>CTRL+OPTION+DOWN ARROW</b>

Navigate to the previous assignment	Press and hold <b>CTRL+ALT+LEFT ARROW</b>	Press and hold <b>CTRL+OPTION+LEFT ARROW</b>
Navigate to the previous student	Press and hold <b>CTRL+ALT+UP ARROW</b>	Press and hold <b>CTRL+OPTION+UP ARROW</b>
Open Score Inspector	Do one of the following: <ul style="list-style-type: none"> <li>• Right-click in a score field and select <b>Score Inspector</b></li> <li>• Press and hold <b>CTRL+SHIFT+I</b></li> <li>• Select <b>Score Inspector</b> from the Tools menu</li> </ul>	

## Main Menu Keyboard Shortcuts

Task	Shortcut (Windows)	Shortcut (Mac)
Copy	Press and hold <b>CTRL+C</b>	Press and hold <b>COMMAND+C</b>
Cut	Press and hold <b>CTRL+X</b>	Press and hold <b>COMMAND+X</b>
Hide other application windows	Press and hold <b>ALT+TAB</b>	Press and hold <b>OPTION+COMMAND+H</b>
Hide PowerTeacher Gradebook window	Press and hold <b>ALT+TAB</b>	Press and hold <b>COMMAND+H</b>
Open Assignments window	Press and hold <b>CTRL+SHIFT+2</b>	
Open Categories window	Press and hold <b>CTRL+SHIFT+C</b>	
Open Class Info window	Press and hold <b>CTRL+SHIFT+5</b>	
Open Grade Scales window	Press and hold <b>CTRL+SHIFT+G</b>	
Open Grade Setup window	Press and hold <b>CTRL+SHIFT+4</b>	
Open Gradebook online help	Press <b>F1</b>	Press and hold <b>COMMAND+?</b>
Open New Gradebook window	Press and hold <b>CTRL+N</b>	Press and hold <b>COMMAND+N</b>
Open Reports window	Press and hold <b>CTRL+SHIFT+6</b>	
Open Score Inspector	Do one of the following: <ul style="list-style-type: none"> <li>• Right-click in a score field and select <b>Score Inspector</b></li> <li>• Press and hold <b>CTRL+SHIFT+I</b></li> </ul>	
Open Scoresheet window	Press and hold <b>CTRL+SHIFT+1</b>	
Open Students window	Press and hold <b>CTRL+SHIFT+3</b>	
Open the Preferences window	Press and hold <b>CTRL+,</b>	Press and hold <b>COMMAND+,</b>

Paste	Press and hold <b>CTRL+V</b>	Press and hold <b>COMMAND+V</b>
Quit PowerTeacher Gradebook	Press and hold <b>ALT+F4</b>	Press and hold <b>COMMAND+Q</b>
Recalculate Final Scores	Press and hold <b>CTRL+SHIFT+R</b>	
Revert (discard unsaved changes)	Press and hold <b>CTRL+R</b>	Press and hold <b>COMMAND+R</b>
Save	Press and hold <b>CTRL+S</b>	Press and hold <b>COMMAND+S</b>