PowerTeacher Gradebook Keyboard Shortcuts

To quickly accomplish tasks performed frequently, use the following quick entry tips, including a number of shortcut keys. Shortcut keys consist of pressing a combination of keys on the keyboard to complete a task.   [PTG v 2.5.0.0.12]

	Task	Shortcut (Windows)	Shortcut (Mac)	
PTG	Preferences	CTRL+,	Command-,	⌘,
	Hide PowerTeacher Gradebook	ALT+TAB	Command-H	⌘h
	Hide Other Applications	ALT+TAB	Control-command-H	⌥⌘h
	Quit	CTRL+X	Command-Q	⌥⌘h
File	Save	CTRL+s	Command – S	⌘s
	Revert	CTRL+R	Command – R	⌘r
	Lock Gradebook	CTRL+L	Command – L	⌘L
Edit	Copy	CTRL+C	Command – C	⌘c
	Cut	CTRL+X	Command-X	⌘x
View	Scoresheet	CTRL+SHIFT+1	Control-shift-1	^⇧1
	Assignments	CTRL+SHIFT+2	Control-shift-2	^⇧2
	Student Info	CTRL+SHIFT+3	Control-shift-3	^⇧3
	Grade Setup	CTRL+SHIFT+4	Control-shift-4	^⇧4
	Class Info	CTRL+SHIFT+5	Control-shift-5	^⇧5
	Reports	CTRL+SHIFT+6	Control-shift-6	^⇧6
Tools	Check Spelling	CTRL+SHIFT+L	Control-shift-L	^⇧l
	Categories	CTRL+SHIFT+C	Control-shift-C	^⇧c
	Score Inspector	CTRL+SHIFT+I	Control-shift-I	^⇧i
	Recalculate Final Scores	CTRL+SHIFT+R	Control-shift-R	^⇧r
	Email Students and Parents	CTRL+SHIFT+E	Control-shift-E	^⇧e
	Birthdays	CTRL+SHIFT+B	Control-shift-B	^⇧b
Attendance	Single Day	CTRL+SHIFT+A	Control-shift-A	^⇧a
	Multi- Day	CTRL+SHIFT+G	Control-shift-G	^⇧g
	Seating Chart	CTRL+SHIFT+S	Control-shift-S	^⇧s
	PowerTeacher Start Page	CTRL+SHIFT+H	Control-shift-H	^⇧h
	Gradebook Online Help	Press F1	Command-shift-?	⌘⇧?

Scoresheet

The Scoresheet window is used to enter student scores for class assignments and to view and edit final grades for students enrolled in a class.

Task	Shortcut
Assignments: Assign 100% of points possible	Do one of the following: • Enter an equal sign (=) and press **ENTER** to assign 100% of points possible for the assignment • the Score Inspector and enter an equal sign (=) in the **Score** field
Collected: Mark or clear a student's assignment as collected	Do one of the following: • 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) • the Score Inspector and select the **Collected** checkbox (deselect the checkbox to remove) • Use **Fill Scores** command to apply to multiple students
Comments: Add a comment to a student's assignment score	Do one of the following and enter comments in the **Comment** field: • **CTRL+SHIFT+I** • Right-click on a score field and select **Show Score Inspector** • Use **Fill Scores** command to apply to multiple students
Comments: Add a comment to a student's final grade	Do one of the following and enter comments in the **Comment** field: • Double-click on a student's final grade • **CTRL+SHIFT+I** • Right-click on a final grade and select **Show Score Inspector** • Use **Fill Scores** command to apply to multiple students
Exempt: Mark a student's assignment as exempt	Do one of the following: • Enter **Ex** in the score field • Right-click in the score field and select **Exempt** • the Score Inspector and select the **Exempt** checkbox • Use **Fill Scores** command to apply to multiple students.
Fill Scores: Assign a score, comment, and/or flag (late, collected, missing, exempt) to multiple students for an assignment	Do one of the following: • Right-click on a score field and select **Fill Scores** • Select **Fill Scores** from the Tools menu
Late: Mark or clear a student's assignment as late	Do one of the following: • 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) • the Score Inspector and select the **Late** checkbox (deselect the checkbox to remove) • Use **Fill Scores** command to apply to multiple students simultaneously
Missing/Not Handed In: Mark or clear a student's assignment as missing	Do one of the following: • 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) • the Score Inspector and select the **Missing** checkbox (deselect the checkbox to remove) • Use **Fill Scores** command to apply to multiple students simultaneously
Override a Final Grade	Do one of the following and select the **Manual Override** checkbox: • Double-click in a **Final Grade** field • Right-click in a **Final Grade** field and select **Score Inspector** • **CTRL+SHIFT+I**
Zoom In	Do one of the following: • Click on a final grade field or assignment header and **CTRL+SHIFT+=** • Select Increase on the **View** menu
Zoom Out	Do one of the following: • Click on a final grade field or assignment header and **CTRL+SHIFT+-** • Select Decrease on the **View** menu

Score Inspector

Task	Shortcut (Windows)	Shortcut (Mac)
Navigate to the next assignment	CTRL+ALT+RIGHTARROW	Command – Option – Right Arrow
Navigate to the next student	CTRL+ALT+DOWN ARROW	Command – Option – Down Arrow
Navigate to the previous assignment	CTRL+ALT+LEFT ARROW	Command – Option – Left Arrow
Navigate to the previous student	CTRL+ALT+UP ARROW	Command – Option – Up Arrow
Score Inspector	Do one of the following • Right-click in a score field and select Score Inspector • Press and hold CTRL+SHIFT+I • Select Score Inspector from the Tools menu	