Gradebook 2: *Navigational and Visual Aids*

(2 panes shown below: left pane has gradebook with items; right pane has columns)

- Click triangle to expand or collapse gradebook
- Indicates that the category is dropping one or more lowest items
- Click to expand or collapse a pane
- Mouse over and drag to resize column
- Mouse over and click for possible actions
- Mode reminder

**Check to show all gradebook entries in right pane columns**

- Blue: these scores have been released to students
- Green: these points are extra credit and included in the grade
- Gray Italics: these points are not included in the grade

**Indicates values do not total 100%**

**Gray Italics:** these points are not included in the grade

**Check to show all gradebook entries in right pane columns**

- Green = success: the score entry is within the range.
- Red = failure: the score entry is not in range.
- Yellow = comment: a comment has been entered

**Triple Asterisks (***): indicate that there are one or more fields where there are items remaining to be graded. (Item Score(s) still set to null)**

**Red strikeout:** indicates an Excused score or a score for a Dropped Item

**Indicates values do not total 100%**

**Gray Italics:** these points are not included in the grade

**Green  =  success:** the score entry is within the range.

**Red  =  failure:** the score entry is not in range.

**Yellow  =  comment:** a comment has been entered