











Indicator Description	Indicator Meaning
Small "c" in blue dot next to score 	There is a comment attached
Small "L" in red dot next to score 	Assignment turned in late
Small "M" in orange dot next to score 	Assignment is missing
Green check in a cell 	Assignment turned in but not graded
Italicized faint score <i>Ex</i>	Assignment does not count toward final grade OR was marked as exempt after scoring.
Small Hourglass in assignment heading 	Assignment published on certain date
Circle with line through it in assignment heading 	Assignment is never to be published
Small red exclamation mark next to italicized final grade 	Final grade changed by manual override
Yellow exclamation mark in the assignment heading 	Scores are not published

Activity 9 – Score Inspector

Use the Score Inspector to add score notes, and to mark assignments collected, late, and exempt.

1. On the Tools menu click **Score Inspector**.
2. On the Scoresheet, click in the assignment column in the first empty cell next to the appropriate student. In the Score Inspector, select the **Collected** box instead of entering a score. You can replace the check mark with a score later. Mark a few more empty cells as **Collected**.
3. Click the down arrow to move to the next student. Select the **Late** box.
4. Click the down arrow to move to the next student. Select the **Missing** box.
5. Navigate to the student you have been assigned. Select the **Exempt Score** box for one assignment. Exempt a few more of the empty cells.
6. Click the right arrow to move to another assignment. Enter a comment in the Score Inspector. Note: The Clear button on the Score Inspector clears the score completely, not just the comment or a Collected check.
7. Click on the term grade for your assigned student. Use the Score Inspector to enter a comment. Note the Reporting Term here: _____