

# Grade Book Keyboard Shortcuts

Last Modified on 10/22/2022 9:30 am CDT

The following keyboard shortcuts are available when using the [Grade Book](#):

Key Command	Result
<b>Arrow Keys, Tab, Shift, Enter</b>	Navigate among score cells in the direction of the arrow, Tab to move right, Enter to move down, Shift Tab to move left, Shift Enter to move up.
<b>ALT .</b> (period)	Moves to the next task in the currently selected term.
<b>ALT ,</b> (comma)	Moves back one task in the currently selected term.
<b>ALT A</b>	Expands the Assignment area for using the Fill Options and entering score comments and flags.
<b>ALT S</b>	Expands the Student area to view student demographics and performance graphs.
<b>ALT E</b>	Opens the Assignment Tool for the current assignment to be edited.
<b>ALT N</b>	Opens the Assignment Tool within the Grade Book to create a new assignment.
<b>ALT T</b>	Expands or collapses the Grade Totals area.
<b>ALT G</b>	Expands or collapses the Settings area.
<b>ALT Y</b>	Opens the Filter menu.
<b>ALT R</b>	Opens the Sort menu.
<b>ALT Enter</b>	Saves the current state of the grade book.
<b>Esc</b>	Closes an open side panel. If there is unsaved data, user is prompted to save.