



Using Footnotes in the Gradebook

A footnote is a letter code that you can attach to a mark that doesn't affect the student 'mark.' For example, a teacher can use this to track late assignments.

Part 1 – Creating Footnotes

1. Click the **Tools** top tab
2. Click the **Footnotes** side tab. Your screen should look like this:

3. Click **Options**, then **Add**

4. Click the **Footnotes** Side Tab to see the list of footnotes

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	AD	Adapted Assignment
<input type="checkbox"/>	L	Late



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Part 2 – Adding Footnotes to assignments

1. Click into the gradebook (**Gradebook** Top Tab, **Scores** side tab) for a particular course
2. Click the cell that you want to add the footnote to.

NHI	NHI	3	8	5	4
Exc	15	3	10.5	NHI	11
NHI	11		NHI	5	13
Exc	17	4	10.5		15
7	16		NHI	NHI	
7	12	5	9.5	5	9
NHI	17	5	10	5	8
8	11	5	7	5	7
Exc	16	5	14.5	5	17
8	9	1	9	NHI	10
8	13	3	9		15

3. Hit [Ctrl] + N to bring up a pick list of footnotes.

Code	Description
<input checked="" type="radio"/> AD	Adapted Assignment
<input type="radio"/> L	Late

Select Footnote

OK Cancel

Click here

Notes:

1. You can only have one footnote per cell.
2. Footnotes do not appear in the printed progress report
3. Footnotes do not appear in the Parent/Student Portal

NHI	NHI	3	8	5	4
Exc	15	3	10.5	NHI	11
NHI	11		NHI	5	13
Exc	17	4	10.5		15
7	16		NHI	NHI	
7	12	5	9.5	5	9 L
NHI	17	5	10	5	8
8	11	5	7	5	7
Exc	16	5	14.5	5	17
8	9	1	9	NHI	10
8	13	3	9		15



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Part 3 – Removing Footnotes

Note: This process DOES NOT WORK IN CHROME because the keying sequence is used for something else.

1. Click into the gradebook (**Gradebook** Top Tab, **Scores** side tab) for a particular course
2. Click the cell that you want to remove the footnote from

NHI		3	8	5	4
Exc	15	3	10.5	NHI	11
NHI	11		NHI	5	13
Exc	17	4	10.5		15
7	16		NHI	NHI	
7	12	5	9.5	5	8
NHI	17	5	10	5	8
8	11	5	7	5	7
Exc	16	5	14.5	5	17
8	9	1	9	NHI	10
8	13	3	9		15

3. Hit [Ctrl] + [Shift] + N to bring up a pick list of footnotes.