

Teacher Access Icon Guide

Familiarizing yourself with the various icons that display in **Teacher Access** allows you to take advantage of features found within the software. You may find it helpful to print a copy of this guide to use as a quick reference while becoming familiar with the various features within **Teacher Access**.











Within each **Gradesheet** in **Teacher Access**, various icons display to indicate additional information about [Assignments](#), grade columns, students, [Grading Periods](#), and [Student Groups](#). You can view these icons and their explanation by clicking **Legend** near the top right of the screen. In the image below, the **Gradesheet Legend** window displays what each indicator represents as well as the hotkeys you can use on the screen.
















Gradesheet Legend















<p>ASSIGNMENT ICONS</p> <ul style="list-style-type: none"> Attendance Information Comment Do Not Post to Family / Student Access Dropped Assignment Missing Multiple Attempts No Count Online Assignment Over Max Extra Credit Allowed Score Clarifier Timed Assignment Transferred Assignment <p>GRADING PERIOD ICONS</p> <ul style="list-style-type: none"> Completed Grading Period Grading Period Unlocked In a Closed Grading Period <p>HOTKEYS</p> <p>Undo: Ctrl + Z Redo: Ctrl + Y Toggle Missing: M or Ctrl + M (for grade mark scoring) Toggle No Count: E or Ctrl + E (for grade mark scoring) Zero Score: Z Student Name Seek: Alt + Student Name Letter</p>	<p>GRADE COLUMN ICONS</p> <p>Bolded Grade Marks represent an Overridden Grade</p> <ul style="list-style-type: none"> Do Not Post Over Max Extra Credit Allowed Student Comment Enter Transfer Grades No Count <p>MISCELLANEOUS ICONS</p> <ul style="list-style-type: none"> More Information <p>Grades with a background represent not reviewed closed grading period grade changes. Grades with a background represent denied closed grading period grade changes or invalid grades.</p>	<p>STUDENT ICONS</p> <ul style="list-style-type: none"> Adjusted Transaction Dropped Transaction New Student Enter Transfer Grades Student Note Alternative Credit Course
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Close

The following table provides examples of additional icons you may use while navigating **Teacher Access**.

Icon	Icon Name	Icon Function
	Honors/Rewards Eligibility	Student has an active academic achievement record which displays on the Student Thresholds sub-tab of the General tab group in the student's profile.
	Activity	Student is active in an Activity that has the box checked to Show Student Indicator on the Selected Year sub-tab of the Activity tab group in the student's profile. You can click the indicator to see the details of the activity, participation dates, and eligibility information for the student.
	Activity/Athletic Eligibility	Student has an active threshold record entered on the Activity/Athletic Eligibility sub-tab of the Activity tab group in the student's profile and is ineligible to participate in activities due to not meeting the associated threshold.
	Alert	Student has an active alert entered on the Alerts sub-tab of the General tab group in the student's profile.
	Attendance Note	Student has an active note in the Attendance Notes sub-tab of the Attendance tab group in the student's profile.
	Chevron Down	Enables you to collapse additional browses on a screen with multiple browses. You might use this icon to quickly view additional records in the top browse on a list screen. This icon is located at the bottom right of the browse screen.
	Chevron Up	Enables you to expand additional browses on a screen with multiple browses. You might use this icon to quickly access additional records attached to a browse record. This icon is located at the bottom right of the browse screen.
	Cog	Enables you to view the Column Options menu, where you can insert or delete a column, or customize the display of the selected column. This icon is located in the column headers of list screens throughout the software.
	Column Sort Down	Indicates the column is sorted in descending order. The number next to the icon identifies the order in which the columns are sorted. This icon is located in the column headers of list screens throughout the software.
	Column Sort Up	Indicates that the column is sorted in ascending order. The number next to the icon identifies the order in which the columns are sorted. This icon is located in the column headers of list screens throughout the software.

Icon	Icon Name	Icon Function
	Critical Alert	Student has an active alert that has the box for Critical checked on the Alerts sub-tab of the General tab group in the student's profile.
	Date	Enables you to select a date when you are creating a date-sensitive record, or when you run utilities or create a report that includes date ranges.
	Delete	Enables you to delete a record. These icons are typically located within the Record Options drop-down menu, on a details screen, or within the Reorder window.
	Discipline Note	Student has an active note in the Discipline Notes sub-tab of the Discipline tab group in the student's profile.
	Double Left Arrows	Enables you to expand the detail panel of a browse screen. You might use this icon to make changes to a record from the browse screen instead of using the  icon. This icon is located at the top right of a list screen.
	Double Right Arrows	Enables you to collapse the detail panel of a browse screen. You might use this icon to view more of the browse screen columns on your screen. This icon is located to the left of the Detail panel after it has been expanded.
	Down Arrow	Display throughout the software, including to the right of the  icon, district or entity, and year selectors, and within fields containing an option to choose from a drop-down list. This icon also displays near the top right of list screens and when clicked displays the List Options menu. This icon enables you to select a portal such as the Teacher Access portal.
	Drop-down	Display a Record Options drop-down menu for the record. For example, you could see options that include Delete, Submit, and Clone. This icon is typically located to the right of the  icon.
	Entry Withdrawal Note	Student has an active note in the Enrollment Notes sub-tab of the Enrollment tab group in the student's profile.
	Failed Wellness Screening	Student has a failed wellness screening record which displays on the Wellness Screenings sub-tab of the Health tab group in the student's profile.
	Favorite	Enables you to add the screen you are viewing to or remove it from your Favorites List . A  icon that is filled-in indicates the screen is currently a favorite. If the icon is not filled in, this indicates the screen is not a favorite. This icon is located to the right of the screen name.

Icon	Icon Name	Icon Function
	Fee Management Note	Student has an active note in the Fee Management Notes sub-tab of the Fee Management tab group in the student's profile.
	Food Service Note	Student has an active note in the Food Service Notes sub-tab of the Food Service tab group in the student's profile.
	General Note	Student has an active note on the General Notes sub-tab of the General tab group in the student's profile.
	Gifted And Talented Note	Student has an active note in the Gifted and Talented Notes sub-tab of the Special Programs tab group in the student's profile.
	Globe	Enables you to select an external link that was provided by your organization. This icon is located between the ★ and 🏠 icons if external links have been configured by your organization.
	Health	Student has an active health condition entered on the Health Condition sub-tab of the Health tab group in the student's profile.
	Home	Enables you to return to the home screen of the software. This icon is located near the top left of the screen.
	Health Plan	Student has an active health plan record entered on the Health Plans sub-tab of the Health tab group in the student's profile.
	Intervention Note	Student has an active note in the Intervention Notes sub-tab of the MTSS tab group in the student's profile.
	Intervention Plan	Student has an active intervention record on the Intervention Plans sub-tab of the MTSS tab group in the student's profile.
	Locator	Displays for each student and when selected, the detail shows the current location based on the student's schedule, health office visit, or guidance office visit based on the current time.
	Menu	Enables you to open the navigation browse in the software. This icon is located near the top left of the screen.
	MTSS Watchlist	Student is active on at least one watchlist, which can be viewed on the Watchlist sub-tab of the MTSS tab group in the student's profile. This indicator only displays if the box for Show Student Indicator is checked on the watchlist threshold.
	Method of Instruction	Student has an active method of instruction record entered on the Method of Instruction sub-tab of the General tab group in the student's profile.

Icon	Icon Name	Icon Function
	Open	Enables you to open the selected record and display the details of that record. This icon is typically located on list screens, such as in the Student List of the Student module.
	Parental Consent Note	Student has an active note with the Parental Consent box checked for the Note Type on the General Notes sub-tab of the General tab group in the student's profile.
	Relative Date	Enables you to choose a date in relation to the current date.
	Restricted Access	Student has a guardian who has a current restricted access record attached to them, which displays on the Family sub-tab of the Family tab group in the student's profile.
	Scheduling Ineligibility	Student has an active threshold record entered on the Scheduling Eligibility sub-tab of the Scheduling tab group in the student's profile and is no longer eligible to take a course that they were previously eligible for.
	Skyward Logo	Enables you to return to the home screen of the software. This icon is located in the top left corner of the screen.
	Transportation Note	Student has an active note in the Transportation Notes sub-tab of the Transportation tab group in the student's profile.

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