

# PowerTeacher Pro Gradebook Tips and Tricks

## Zoom

To magnify or reduce the PowerTeacher Pro pages, you can use keyboard shortcuts or use the browser **View** menu. Remember that changing the view will affect all other websites you view with the browser.

### Windows

Press **Ctrl** and **+** to magnify.

Press **Ctrl** and **-** to reduce.

Press **Ctrl** and **0** to restore the default view.

### Mac

Press **Command** and **+** to magnify.

Press **Command** and **-** to reduce.

Press **Command** and **0** to restore the default view.

## Scroll bars Invisible

If you are using a Mac, you may not be able to see scrollbars on certain pages of PowerTeacher Pro. This is a feature of the operating system that is easily corrected. Change the system preferences on your Mac to always display scrollbars. Go to **Apple Menu > System Preferences > General**, and then set the Show scroll bars setting to **Always**.

## Print Screen

When printing certain pages in PowerTeacher Pro, you can specify in your browser if you want to print background graphics. Printing the background graphics will print detailed information available on these pages. However, you can also avoid printing background graphics on pages to conserve toner. Consult your browser application online help for instructions on printing background graphics.

## Hot Keys

Use keyboard shortcuts, or hot keys, to enter score attributes quickly. Press **Enter** to view the indicator in the cell.

Hot Key Code	Description
COL or (.)	Marks an assignment collected.
LA or (*)	Marks an assignment late.
MI or (/)	Marks an assignment missing.
EX	Marks an assignment exempt.
AB	Marks an assignment incomplete due to student absence.
IN	Marks an assignment incomplete.