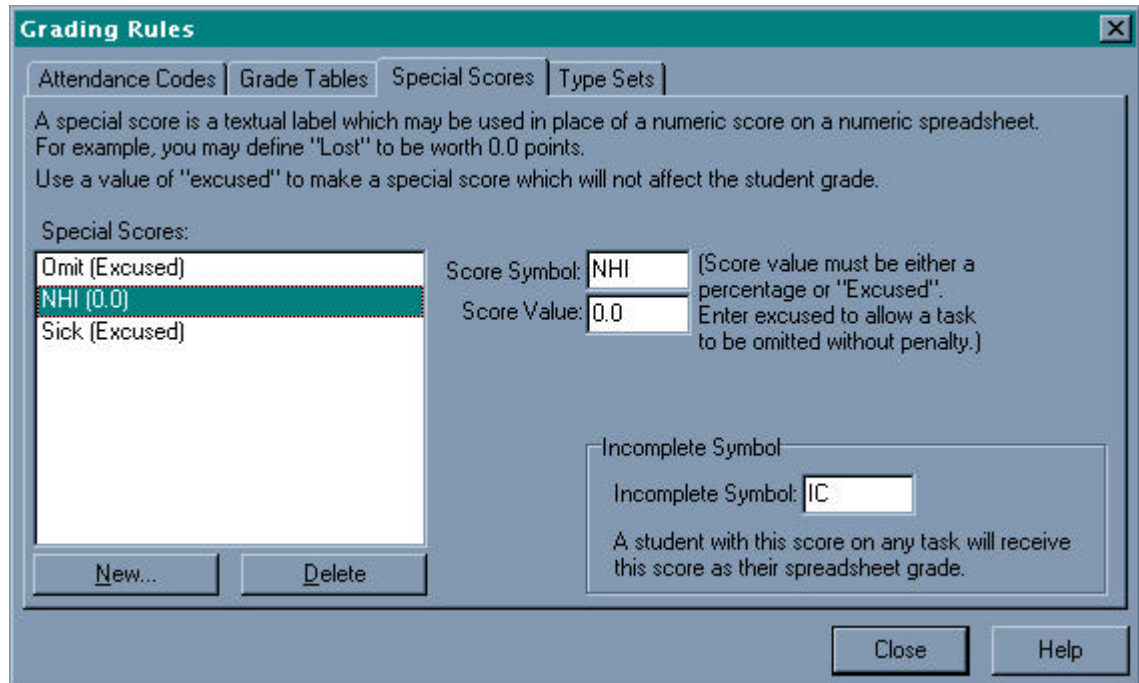


## Special Scores

Special scores are scores that might be given to a student rather than an numeric score. For example, if a student was excused from an assignment, a teacher might give that student a score of 'Omit' or 'EX', which would show that they were excused.

The 'Special Scores' tab will look similar to the window shown below:



Users can use abbreviations as shown in these examples, or symbols such as an \*, a minus sign (-), or a checkmark (✓). Note the incomplete symbol at the bottom right of the window. Do not change this symbol, as it comes from the administrative system.

Users may want to remember to use short special score symbols. For example, if the special score is Excused, use the letter E or X as the symbol rather than the word 'excused.' If a long special score is used, all columns in the spreadsheet will adjust to be the size necessary to fit the long special score, regardless if that score is actually used in the column.