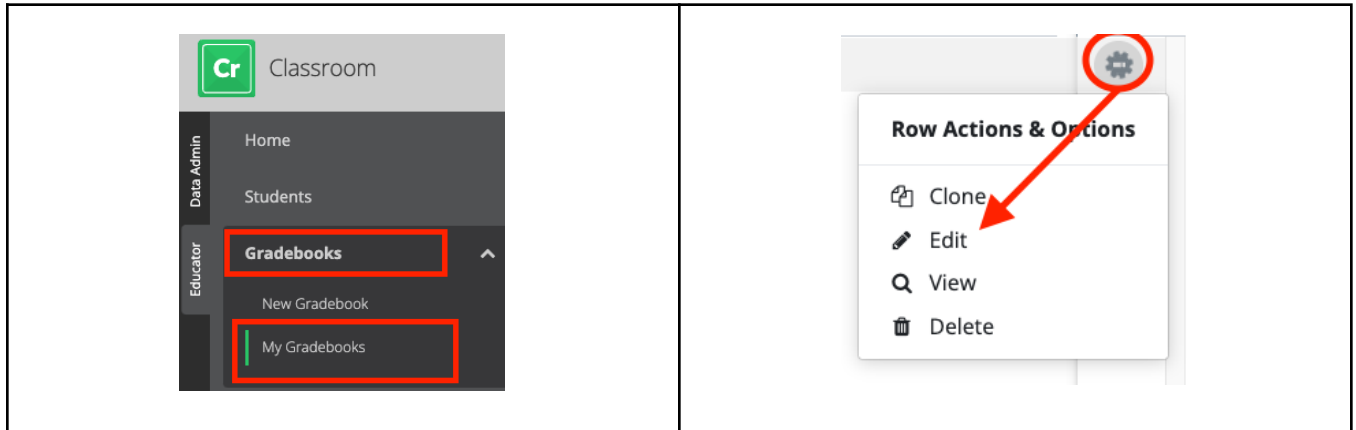


Creating a Gradebook - Interviews Tab

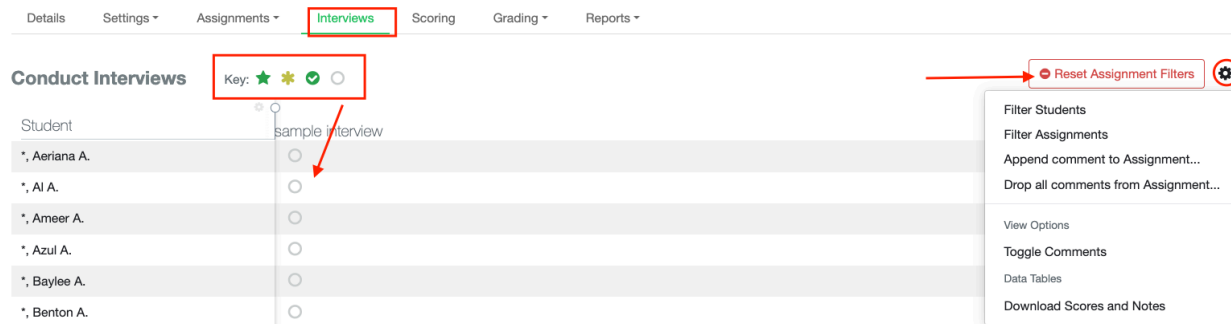
1. Continue from the Details tab in the New Gradebook. See [Creating a Gradebook - Details Tab, Class Roster](#) for more information.
2. Or, start under **Gradebooks** in the left navigation menu and choose **My Gradebook**. Then, Select the **Row Actions Gear** to the far right and choose **Edit**.



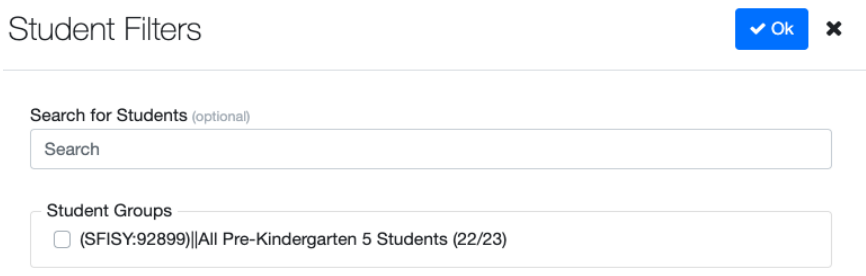
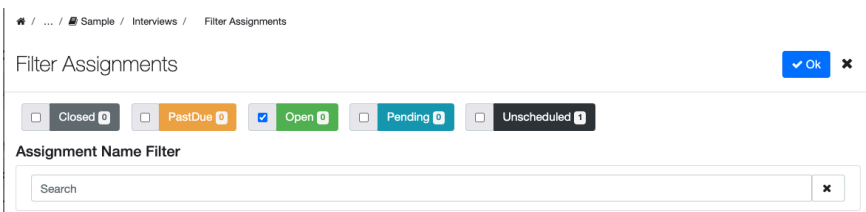
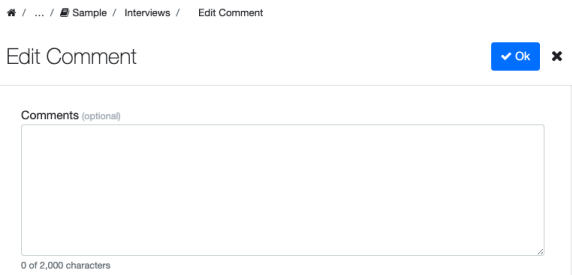

3. You will see several tabs at the top for easy navigation. Click on the **Interviews Tab**.

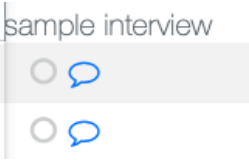
Interviews Tab

Click the **Actions Gear** to the far right for further actions. To **reset** the assignment filters click the red minus icon.



Key	
★	Assignment score migrated with items to assess
✳	Assignment practiced (not submitted)

	<table border="1"> <tr> <td data-bbox="581 226 740 338"> <input checked="" type="checkbox"/> </td> <td data-bbox="740 226 1411 338">Assignment submitted</td> </tr> <tr> <td data-bbox="581 338 740 430"> <input type="checkbox"/> </td> <td data-bbox="740 338 1411 430">Assignment not started</td> </tr> </table>	<input checked="" type="checkbox"/>	Assignment submitted	<input type="checkbox"/>	Assignment not started
<input checked="" type="checkbox"/>	Assignment submitted				
<input type="checkbox"/>	Assignment not started				
Filter Students	<p>Search for by name or student group. Click Ok when finished.</p>  <p>The screenshot shows a dialog box titled "Student Filters" with a blue "Ok" button and a close "x" icon. Below the title is a search bar labeled "Search for Students (optional)" and a section for "Student Groups" with a checkbox and the text "(SFISY:92899) All Pre-Kindergarten 5 Students (22/23)".</p>				
Filter Assignments	<p>Filter assignments by Closed, Past Due, Open, Pending, Unscheduled, or by searching keywords.</p>  <p>The screenshot shows a dialog box titled "Filter Assignments" with a blue "Ok" button and a close "x" icon. It features a breadcrumb trail "Sample / Interviews / Filter Assignments". Below the title are radio buttons for "Closed", "PastDue", "Open" (which is selected), "Pending", and "Unscheduled". There is also an "Assignment Name Filter" search bar.</p>				
Append comment to Assignment	<p>Add any additional comments.</p>  <p>The screenshot shows a dialog box titled "Edit Comment" with a blue "Ok" button and a close "x" icon. It contains a text area for "Comments (optional)" and a character count "0 of 2,000 characters".</p>				
Drop all comments from Assignment	<p>Click OK to drop all comments.</p>  <p>The screenshot shows a dialog box titled "Drop Comments" with a blue "Ok" button and a close "x" icon.</p>				

<p>Toggle Comments</p>	<p>sample interview</p>  <p>Toggle on the comments. Click the blue hyperlink to view.</p>
<p>Download Scores and Notes</p>	<p>Download Scores and Notes in PDF form by selecting the checkmark to the left and then clicking Download.</p> <p>Select Assignments to Download <input type="button" value="Download"/></p> 