

# Contextual menu

All cells except the grades cell have a contextual menu with more options:

1. **Group cell:** *long press* on the group cell:

Edit group
Sort and hide columns
Show all columns
Sort students
Show all students
Add comment

2. **Student cell:** long press on student's cell:

Edit
Delete student from term
Delete student from group
Change color
Delete color
Add comment
Add icon
Height
Charts

3. **Column header cell:**

Edit
Delete column
Duplicate
Change color
Delete color
Add icon
Hide column
Charts

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## Grades screen settings

You can change the rows size, columns size, font size,.. and many other settings options:

- **Click on the group cell**, you will see the next settings window:

Grupo Mates Ejemplo

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Classroom

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Color:



Reset Color

Apply to all terms/trimesters

OFF

Hide student number

OFF

Hide photos

OFF

Width:



300/1000

Height:



100/1000

Student height:



61/500

Photo:



50/80

Font sizes:

Group:



19/40

Student



16/40

Title



16/40

Subtitle



14/40

Grade



22/40

Cancel

OK

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# Rearrange columns and students

You can rearrange the columns or students. You can also hide/show columns or student. You have two ways to do this:

1. **OPTION 1:** *Long press* on group cell. You will see a

settings windows, on the bottom you have two buttons:



Grupo Mates Ejemplo

Grupo Mates Ejemplo

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Classroom


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**Font sizes:**





**Font color:**

Group:  

Students: 

Columns:  

Cancel OK







2. **OPTION 2:** *long press* on group cell. You will see this contextual menu:

- Edit group
- Sort and hide columns
- Show all columns
- Sort students
- Show all students
- Add comment

3. To drag & drop do a **long press and drag** the left grey square. The **green eye** is to hide/show columns or students:

Ordenar y ocultar columnas

Arrastra y suelta los elementos para ordenarlos.

<b>Examen Tema 1</b> Teoría y práctica	
<b>Actividad 1</b> Teoría	
<b>Actividad 2</b> Salir pizarra	
<b>Práctica 3</b> Práctica	
<b>Examen Unidad 2</b> Teoría	
<b>Cuestionario</b> Actitud	
<b>Nota final</b> 14/09/2016	
<b>Ejercicios de clase</b>	

Cancelar Aceptar