**For example:** When entering grades, once you’ve clicked on one student’s grade, you can push the up and down arrows to move to students’ grades up and down the list. This is SO much faster than clicking and typing.

**Other keyboard commands:** Tab can move through links and text fields on the page. The space bar works like a mouse click.

**Of course, don’t forget the basics:** Ctrl+C = copy, Ctrl+X = cut, Ctrl+V = paste, Ctrl+Z = undo. Another favorite: Ctrl+K = add a link. (Use Command instead of Ctrl on a Mac.)

Not all keyboard commands are faster than clicking with a mouse, but you can definitely find some that save you time

Student Work

When viewing an assignment, there’s no button to open all of the student files at once. But, if you hold control while you click the files (Command on a Mac), it will open them one by one as new tabs in your browser window.