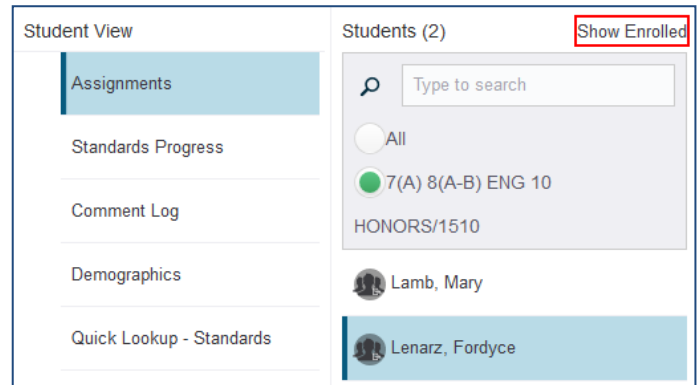
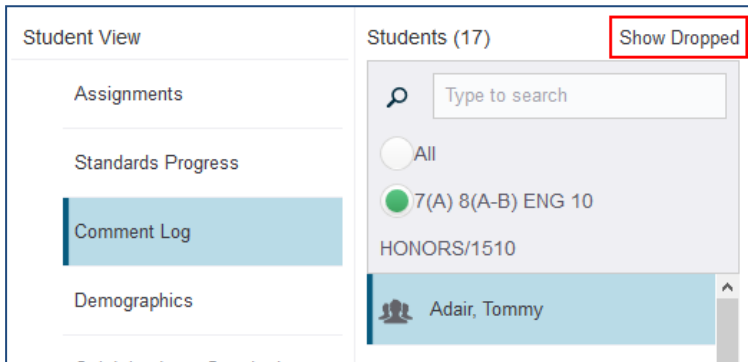


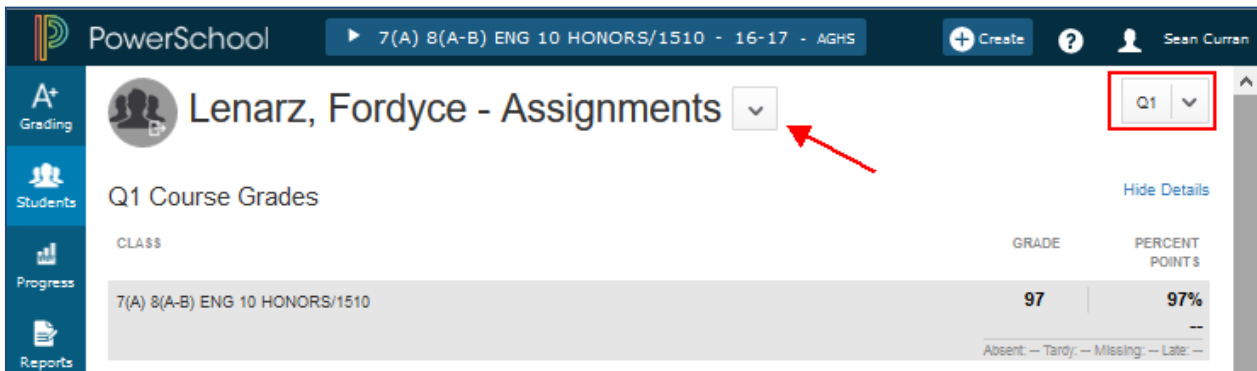
When a student has been dropped from a class, you can still access and modify their grades and assignments. To work with or view information on students in the Gradebook who have been dropped from a course you can do the following:

**VIEWING DROPPED STUDENT INFORMATION AND GRADES:**

1. From **PowerTeacher** open the **PT Pro Gradebook** by clicking the **PowerTeacher Pro** link on the left side of the screen or beneath the class name.
2. In **PT Pro**, select the class that you would like to work with.
3. Next click the **Students** link from the left hand column.
4. Click the **Show Dropped** text link to view the students who have been dropped from the course. *(NOTE: To see students who are actively enrolled in the course, click the text link titled **Show Enrolled**)*



5. Click on the **Name of the dropped student** to view and modify student information including assignment grades, demographic information, Quick Lookup, and comments.
6. After selecting the dropped student, use the **drop-down menu** located at the **top** of the screen to change the view for the student.
7. When working with student assignments and grades, in order ensure that you are working with the desired grades and assignments, be sure to select the **desired term** from the **reporting term drop-down menu**.



*\*NOTE: Any of the student screens selected above can be printed by going to **File > Print** in your browser.*

**EDITING ASSIGNMENT GRADES FOR A DROPPED STUDENT:**

1. In **PT Pro** select the *class* you would like to work with
2. Next click the *Students* link from the left hand column and click the text link titled “*Dropped Students*”
3. Click on the **name** of the student you would like to work with.
4. Once the student is selected choose the *Assignments* view option from the drop down menu located at the top of the page.
5. Change the *Reporting Term* to the desired term that you would like to work with assignments for. This will allow you to view the student’s assignments and current overall grade for the selected reporting term.
6. Click in the **Cell** in the **Score** column for the assignment grade that you would like to enter or modify. Doing this will bring up the Score Inspector for the assignment.
7. Use the **Score Inspector** to enter the desired grade
8. Click *Save*

The screenshot displays the 'Assignments' page for a student named 'Lenarz, Fordyce'. The page features a sidebar with navigation options: Grading, Students, Progress, Reports, Settings, and Apps. The main content area shows a table of assignments with the following data:

ASSIGNMENT	SCORE	DUE DATE	STANDARD
Proj 1. Example		10/4/2016	0
Home 2. Multiple Section Ass...	90	9/7/2016	0
Lab 3. Essay 17	100	9/6/2016	0

The 'Score' column for the second assignment is highlighted with a red arrow. A 'Score Inspector' overlay is open on the right side of the screen, showing a numeric keypad with '90' entered. A red arrow points to the '90' in the keypad. A 'Save' button is highlighted with a red box at the bottom of the table.

**MANUALLY OVERRIDING REPORTING TERM GRADES FOR A DROPPED STUDENT:**

1. In **PT Pro**, select the *class* you would like to work with
2. Next click the *Students* link from the left hand column and click the text link titled “*Dropped Students*”
3. Click on the **name** of the student you would like to work with.
4. Once the student is selected, choose the *Assignments* view option from the drop-down menu located at the top of the page.
5. Change the *Reporting Term* to the desired term in which you would like to override a grade. This will allow you to view the student’s assignments and current overall grade for the selected reporting term.
6. At the top of the screen click on the *Course Grade* or *Percent* for the selected reporting term. Doing this will bring up the score inspector for the grade.
7. Modify both the grade and percent as desired using the Score Inspector.

- To undo the changes and allow the grade calculated by the Gradebook to remain, click the *refresh* button in the score inspector.



8. Click *Save* to keep the changes.

The screenshot displays the PT Pro interface for a student named Lenarz, Fordyce. The main section is titled "Q1 Course Grades" and contains a table with the following data:

CLASS	GRADE	PERCENT POINTS
7(A) 8(A-B) ENG 10 HONORS/1510	97	97%

Below the table, there is an "Assignments" section with a filter and a table of assignments:

ASSIGNMENT	SCORE	DUE DATE	STANDARDS
Proj 1. Example		10/4/2018	0
Home 2. Multiple Section Assignment		9/7/2018	0
Lab 3. Essay 17	100	9/8/2018	

A "Save" button is located at the bottom right of the interface. On the right side, a "Score Inspector" is open, showing a grid with "97" and "97%" entered, and a "refresh" button.