If a student has exited a teacher's class, and the teacher still needs to enter grades for that student, there is an option that can to be turned on in the Gradebook to display dropped students.

1. From **Teacher Access**, click on **My Gradebook**

Community School TRAINING								
Ho	ome	Teacher Access	Administrator Access					
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	My My My Po	/ Gradebook / Students / Classes / St Daily Attendance	e					

2. Click on the Gradebook for the class the student dropped

	My Gradebook								
Current Year Classes Prior Years Classes									
	-						Reports for All Classes 🗸	Posting Status 🗸	
	Show /	All Classes	Show Gra	ades Poste	d Message				
	400 _ Jr/Sr High School								
	<u>Dept</u>	Subject	<u>Terms</u>	Period	Days Meet	Class	Description		
	С	SS	3 - 4	1	MTWRF	H00308 / 06	Government/Economics	Secondary Gradebook	
	С	SS	3 - 4	3	MTWRF	H00322 / 08	U.S. History	Secondary Gradebook	

3. From the Display Options tab, select Student Display

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Reports 🗸		Charts 🗸	Display Option	ns 👻 Quick Scoring		_	Display Options 🚽 Quic
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4. In the **Display Options** section, check the box for **Dropped Students**



5. Click on Save



Note: these steps will need to be performed for each course the student is in