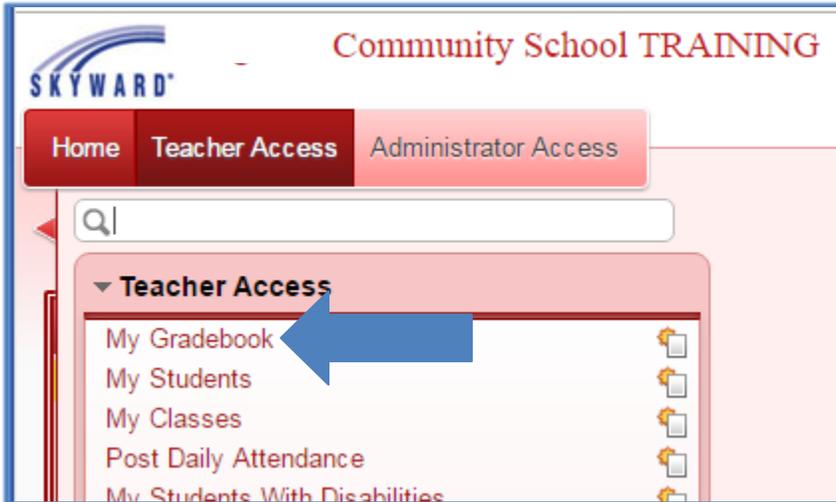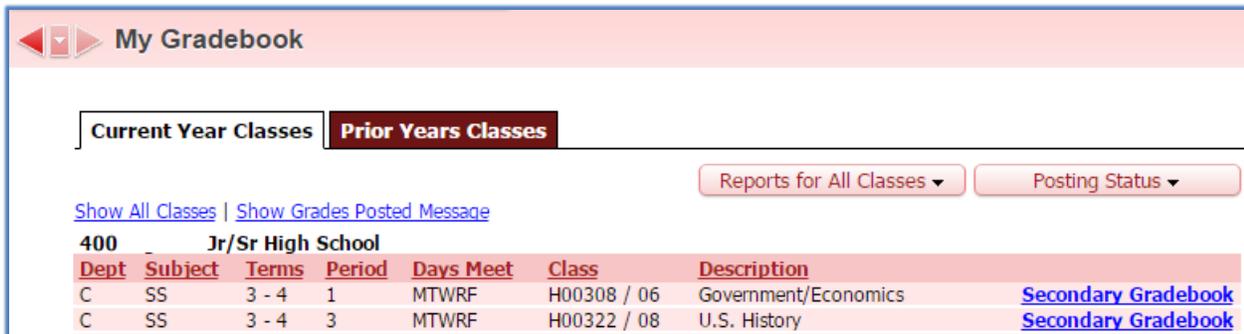**How to Display Dropped Students in a Teacher's Gradebook**

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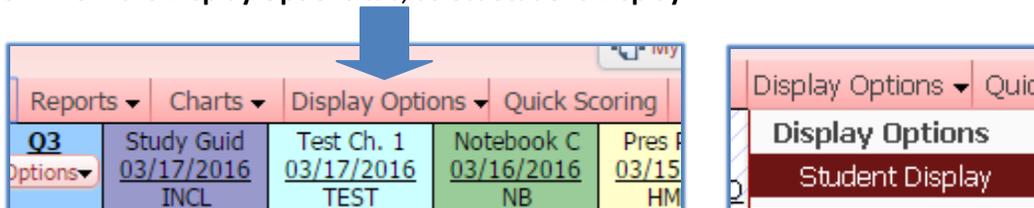
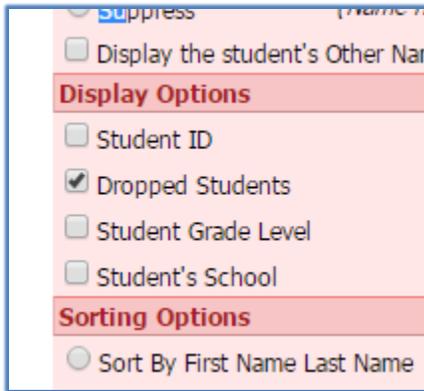1. From **Teacher Access**, click on **My Gradebook**

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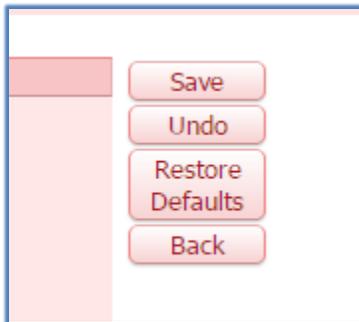

3. From the **Display Options** tab, select **Student Display**

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

How to display dropped students in my grade book
4/2016-vr