

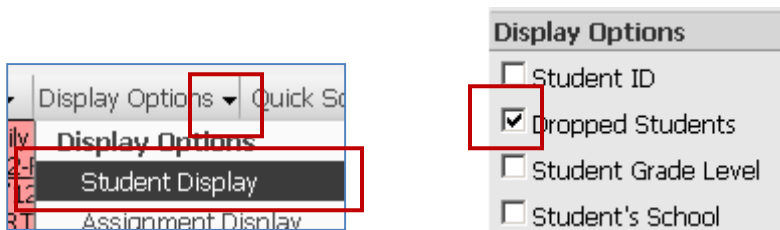
How to add grades for a student who has dropped your class and the window is still open

This documentation was created for teachers who had students that were in their class long enough to receive a grade, but dropped the class prior to the grade being entered. In this scenario, the window to add/change grades is still open

1. Log into Teacher Access and click on My Gradebook
2. Click on the Gradebook link for the appropriate course
3. Look to see if you see the dropped student in the list of students. If not, continue with step 4, otherwise, skip to step 7

Don't see dropped kids appearing in your roster?

4. Click on the dropdown arrow on the **Display Options** tab and select **Student Display**
5. Check the box to display **Dropped Students**

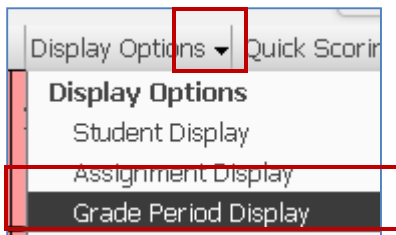


6. Click on **Save**

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7. Look to see if the term you need to change is appearing on your gradebook screen. In my example, I need to enter a Q1 grade. Don't see Q1? Proceed to next step. Otherwise, skip to step 11

Grade Marks	Posting	Reports	
Daily W09-F 10/31 PART 5	Random W09-F 10/31 TEST 20	Q1 Report Card	Q1 Options
5	*		705/720

8. Click on the dropdown arrow for Display Options and select Grade Period Display



9. Check the appropriate box:

<input type="checkbox"/>	<input type="checkbox"/>	Progress 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Quarter 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Progress 2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Quarter 2/Sem 1

10. Click on **Save**

11. Click in the cell for Q1 for any student

es	Grade Marks		Posting ▼	Reports ▼	Charts ▼
h	Daily W09-E 10/31 PART 5	Random W09-E 10/31 TEST 20	Q1 Report Card	Q1 Options▼	Daily W10-M 11/03 PART 5
5	5	*		705/720	5
5	5	14		646/705	5
5	5	*		678/705	5

12. Here, you can adjust the grade. Once entered, click on **Save**

ed	Adjustment	
ent	Grade	Amount C
9.00	<input type="text"/>	<input type="text"/>
8.00	<input type="text"/>	<input type="text"/>
7.00	<input type="text"/>	<input type="text"/>

13. Repeat for any remaining students/courses