

PRINTING A GRADE REPORT FOR A STUDENT THAT HAS LEFT YOUR CLASS

1. In the upper left-hand corner of your gradebook, select the class that the student *left* from.
2. Under Student Groups, click on the triangle next to “Dropped” to expand the list, then highlight the name of the student that left your class.



3. Click on the Reports icon at the top of your gradebook and double-click on the Individual Student Report. On the Criteria tab, next to Students, choose “Selected Groups and/or Students.” Under Date Range, choose Manual and enter the Start and End date of when the student was enrolled in your class. Click the Run Report button.

