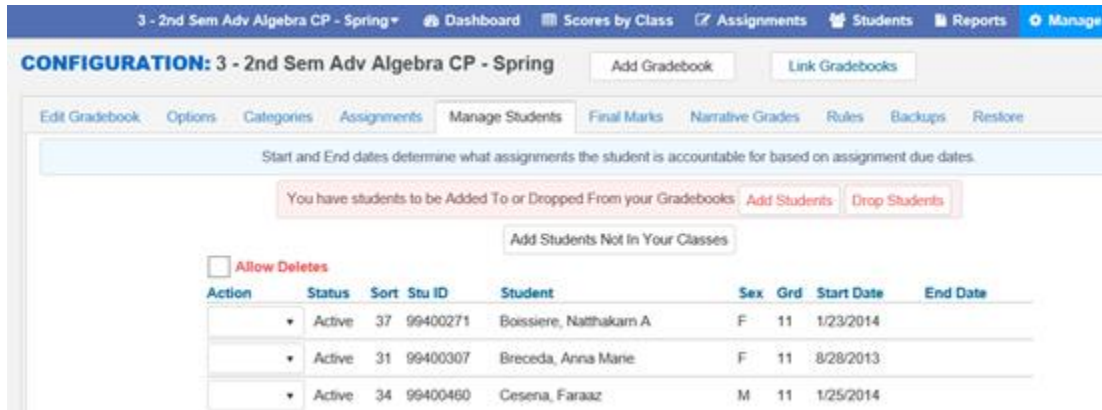


Gradebook - Manage Students

Modified on: Tue, Feb 13, 2018 at 2:27 PM

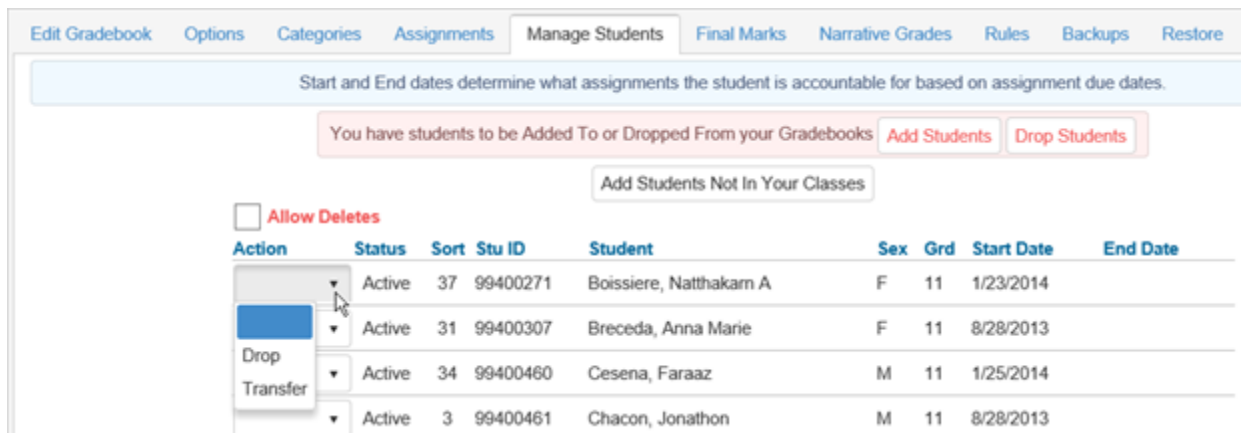
The **Manage Students** tab will display all students in a selected gradebook. Click the mouse on **Manage Gradebooks** from the **Details** button on the dashboard page. Click the mouse on the **Manage Students** tab. The following page will display with the selected gradebook name on the top of the form.



The **Manage Students** tab will display all students in a selected gradebook. The **Custom Sort** and **Transfer** options (if applicable) are available on the **Manage Students** tab.

The **Action** dropdown will allow you to **Drop** or **Delete** a student from the selected gradebook. To **Drop** a student, click the mouse into the **Action** field and select the **Drop** option from the dropdown to the left of the Student's name. The **End Date** will be auto populated based on the student's class leave date.

The students **End Date** will ensure that the student is not responsible for assignments with due dates after the students **End Date**.



Dropped students will display hi-lited in yellow at the bottom of the student list.

Dropped	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	10/15/2013
Dropped	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	11/3/2013

To **Delete** a student, click the mouse on the **check box** at the top of the form. The check box at the top of the form **MUST** be checked.

The screenshot shows the 'Manage Students' tab in a software interface. At the top, there are navigation tabs: Edit Gradebook, Options, Categories, Assignments, Manage Students (selected), Final Marks, Narrative Grades, Rules, Backups, and Restore. Below the tabs is a light blue banner with the text: 'Start and End dates determine what assignments the student is accountable for based on assignment due dates.' Below this banner is a pink box with the text: 'You have students to be Added To or Dropped From your Gradebooks' and two buttons: 'Add Students' and 'Drop Students'. Below the pink box is a button: 'Add Students Not In Your Classes'. Below the buttons is a checkbox labeled 'Allow Deletes' which is checked. Below the checkbox is a table with the following columns: Action, Status, Sort, Stu ID, Student, Sex, Grd, Start Date, and End Date. The table contains two rows of student data.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	

Select the **Delete** option from the **Action** dropdown to the left of the Student's name. The student and their scores will be deleted from the gradebook.

NOTE: Deleting a student will delete a student's scores and must be done with caution.

CUSTOM SORT

The **Manage Students** form display's a **Sort** field. The default sort number is alphabetical by the student's last name. A **Custom Sort Order** can be assigned to students.

Options Categories Assignments **Manage Students** Final Marks Narrative Grades Rules Backups Restore

Start and End dates determine what assignments the student is accountable for based on assignment due dates.

You have students to be Added To or Dropped From your Gradebooks [Add Students](#) [Drop Students](#)

[Add Students Not In Your Classes](#)

Allow Deletes

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
▼	Active	37	99400271	Boissiere, Natthakarn A	F	11	1/23/2014	
▼	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	

To change the sort order, click the mouse in the **Sort** field and type over the sort number or use the up and down arrows.

The **Scores by Class** page has a **Sort By Custom Student Sort** option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Class**.

Show Filters

Sorting by: Student Name ↓

Sort Options

- Student Name
- Custom Student Sort
- Overall Percent/Mark
- Grade Level

	%	Mark
	75.9	C
	80.0	B-
	71.7	C-

The **Scores by Assignment** page has an option to Sort Students by Custom Sort Field Instead of Name option. If the option is selected the students will display by the **Custom Sort Order** on the **Scores by Assignment** page.

1 - IBHstAm2/HEcCv - Fall Dashboard Scores by Class **Assignments** Students Reports Manage

Bullock (12/20/2014) #48 - WWII Gallery Walk Conferences (01/08/2015)

Assigned: Sun Dec 21, 2014 Due: Thu Jan 8, 2015 Category: Classwork Is Grading Completed?

Number Correct Possible: 5 Total Points Possible: 5

Only Display Students Missing Scores Sort Students by Custom Sort Field Instead of Name