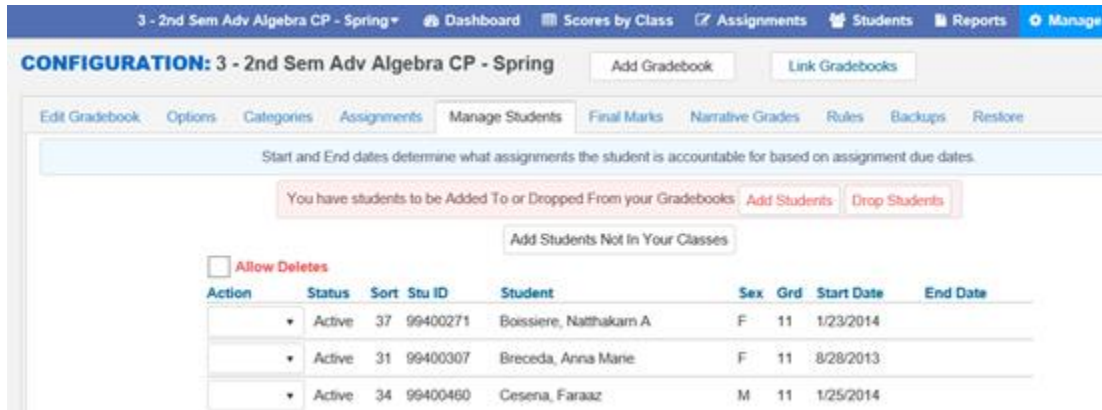# Gradebook - Manage Students

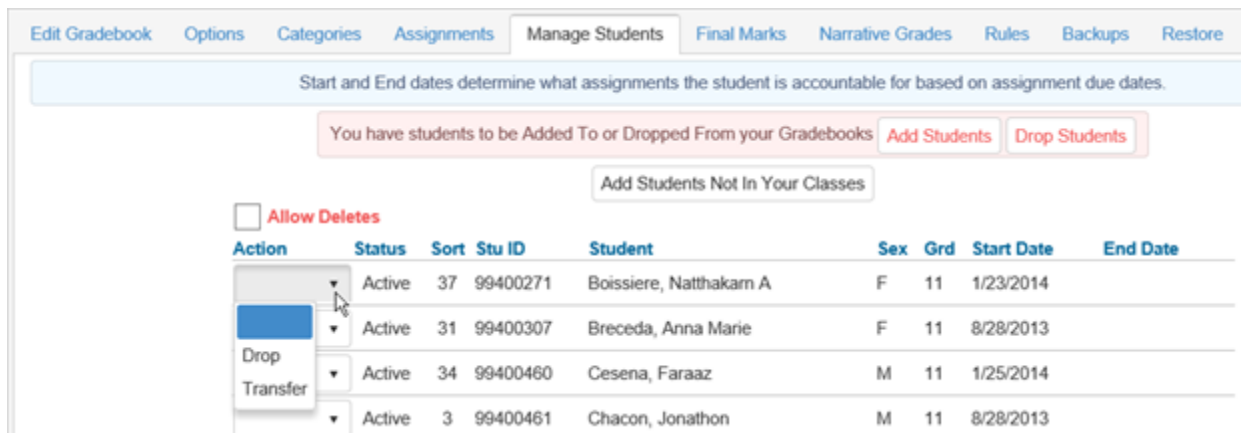Modified on: Tue, Feb 13, 2018 at 2:27 PM

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.

| Edit Gradebook | 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	

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.

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**.

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.