# Adjusting Student Roster Appearance in Gradebook

There are three quick things that you may want to change in your roster:

- First, you will want to remove the red word "New" that appears after each name when you first open your gradebook, so that when/if a new student is added to you class you will notice that there is a "New" student in the list.
- Second, students whose schedule changed or left the



school and are no longer in your class will drop to the bottom of the class roster (shaded in a mustard color) and will remain there for the entire school year. They will be included in any report you print out. You cannot delete them, but you can "hide" them and prevent them from being included.

- Third, there may be some student who do not wish to be called by there given name but instead will write a different name on the papers they turn in to you, so you may wish to have that name appear in the list of student names for your class.

All three of these changes can be made by either clicking on the Blue # of Active students, at the top of the list of student names OR by selecting the Roster Tab.
Both of these will take you to the same screen, where we can take care of the changes.



- First, to remove the "New" , click on the "Accepted" at the top of the column and the entire column will fill with checks.
- Second, to hide the dropped student, uncheck the box in the "Show" column right next to the "Accepted" column. (You can always come back and replace the check if you need to see grades for this student at a later date.)
- Third, to change a name, simple type the name change in the "Gradebook Name" column for the student(s) that you wish to change. NOTE: The changes you make to the name are only within your personal gradebook and have NO effect on the student's permanent record of information.

REMEMBER - - if you make any changes on a screen, be sure to click the SAVE button before you leave the screen so that your changes will take effect.