# PTP Gradebook-Adding Grades for Dropped Students

This document will outline the steps needed for a teacher to add a grade for a student who has been dropped during the middle of a course term length. This will not allow you to add new assignments, only grades.

#### **Overview**

This document will cover the following process: Adding Grades for dropped students

# Adding a Student's grade for a dropped course:

#### 1. Navigate in PTP to the Course with the dropped Student:

- From the Teacher Portal, navigate to the PTP Gradebook
- From the dropdown menu of courses, select the course

		ST(A) STING Junior High - S1		
▶ 24-25 (2024-2025)				
Classes	Groups			Settings
ST(A) STII	NG Junior Hig	h	S1	<b>II 4</b>

2.



# Select the Correct Grading Term

Navigate to the correct grading term: Please note if the grading term is locked the administrative staff will need to unlock it

# 3. Add Grades to the dropped student's record

 $\Box$  Navigate to the Students Icon > Show Dropped > Select the student you need to work with

	PowerTeacher	ST(A) STING High School - S1				
<b>F</b>	Student View	Students (20)	Show Dropped			
Class	Assignments	Type to search				
Grading	Standards Progress	All				
<u>ft</u> Students	Standards Scoresheet	ST(A) STING High School				
u. Progress	Comment Log					
Reports	Observations		- 11			
	Assets and Textbooks					

- Once you select a student the Assignments list will pop up, you can add missing grades where needed.
- □ You can't add new assignments for a student once the student has been dropped from the course

# 4. Manually add a Final Grade to the dropped student's record

□ Navigate to the A+ Grading tab > Grades > Traditional > Click the Gear Icon > Click show dropped students

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- □ Click in the Q1 box to manually add a grade for a student
- □ Once this is completed, click the gear icon again and select: Recalculate Final Grades

D	PowerTeacher		ST(A) ST	ING Junior High	- 51	÷	🚆 🕐 🚺				
Class	Grades: Traditional - Q1 - ST(A) STING Junior High										
A <sup>+</sup>	For Q1, grades and scores can be entered until midnight on 11/18/2024.										
Grading	Class Grade: Q1		Calculation: Cate	egory Weighting			Show More				
	Grade Scale Type: (A - E)			Grade: A	99.31%						
36		Q1 V		ATTEN	DANCE		ASSIGNMENTS				
Students	STUDENT (21)			ABSENCES	TARDIES	I MISSING	LATE				
		А	99.31%	2		-					
		Α	100%	2	2						
Progress		Α	100%			-	-				
		Α	100%	10							
<b>-</b> 5.		A	100%			-	-				
		A	100%	3			-				
Reports		A	100%								
		A	100%	9		-	-				
- 45		A	98.28%			-	-				
Cottings		Α	100%	3			-				
Setungs		Α	100%	3		-	-				
		Α	100%				-				
		Α	100%	2							
Apps		Α	100%	6			-				
		A	100%	2		-					