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. <mark>This will not allow you to add new assignments, only grades.</mark>
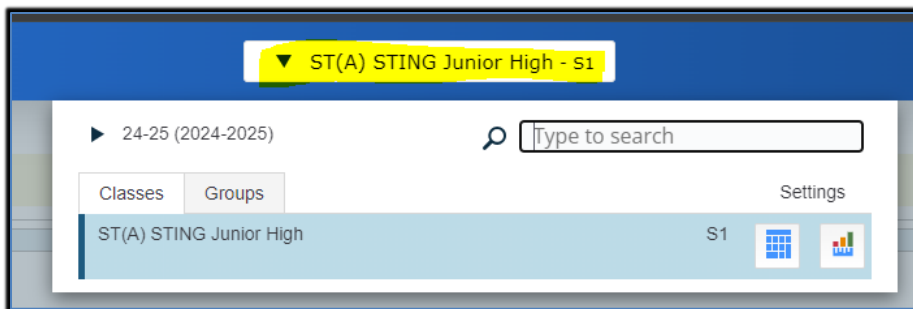
Overview
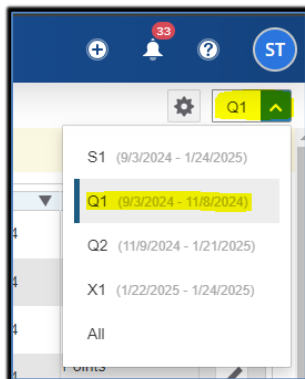**This document will cover the following process: Adding Grades for dropped students**

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
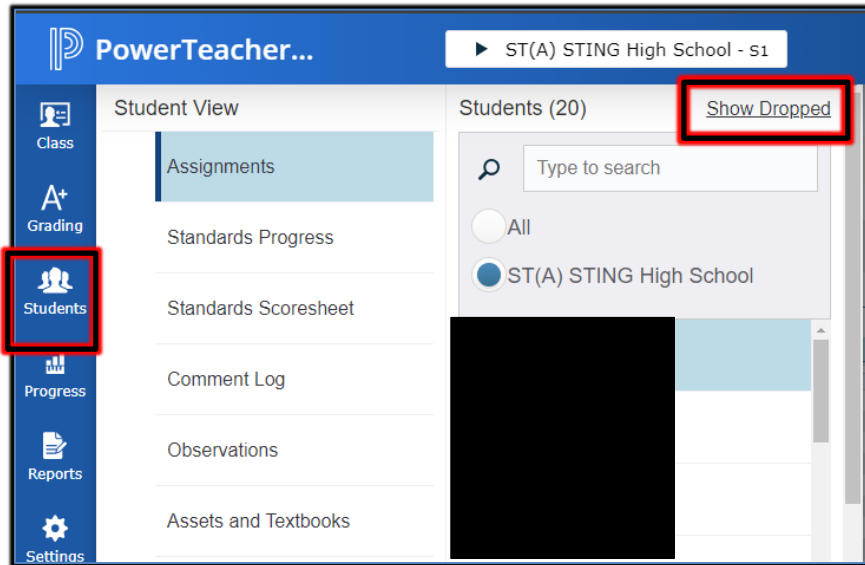

2. **Select the Correct Grading Term**

   ☐ Navigate to the correct grading term: Please note if the grading term is locked the administrative staff will need to unlock it
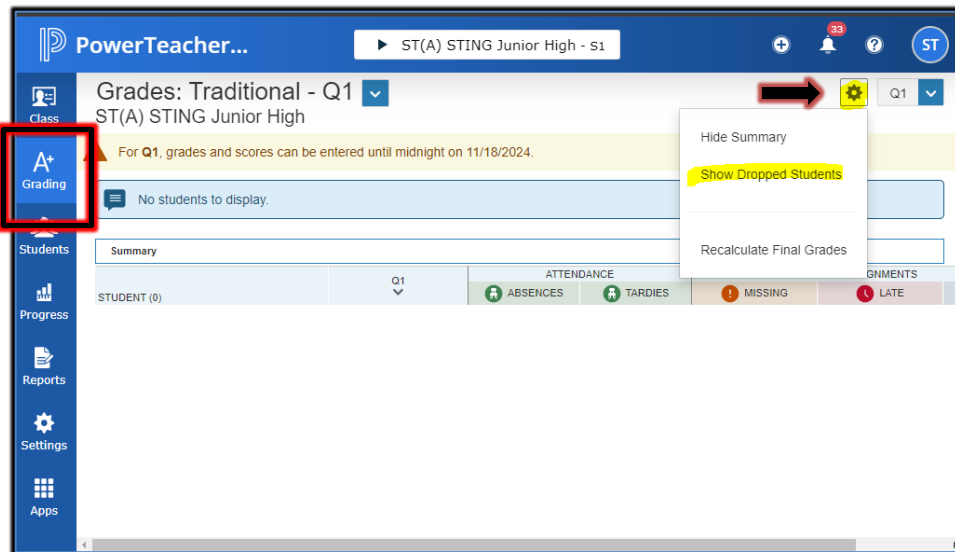
3. **Add Grades to the dropped student's record**

☐ Navigate to the Students Icon > Show Dropped > Select the student you need to work with

☐ 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

- 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