

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.**

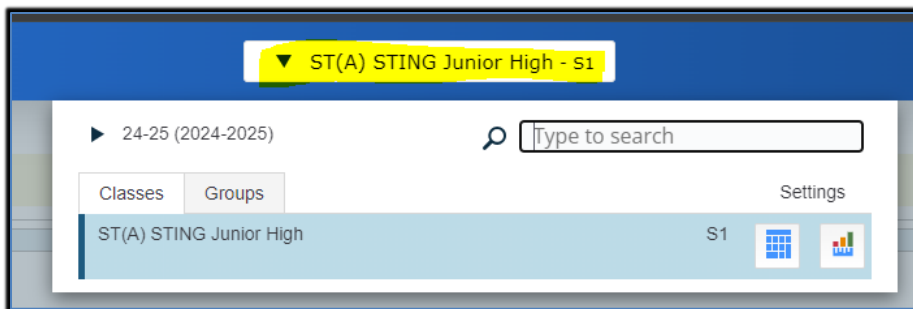
Overview

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

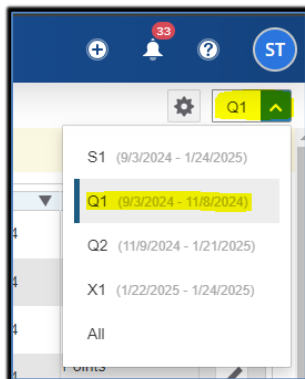
Adding a Student's grade for a dropped course:

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



2.

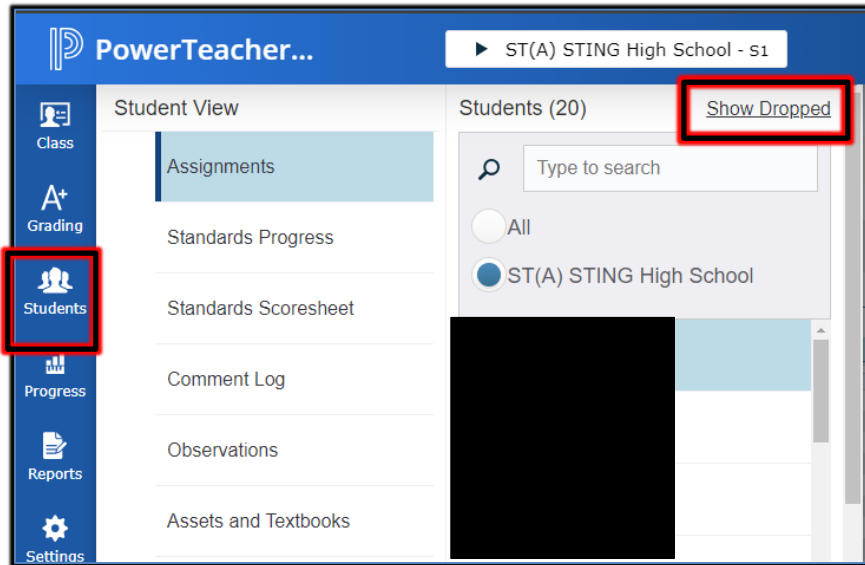


Select the Correct Grading Term

- 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

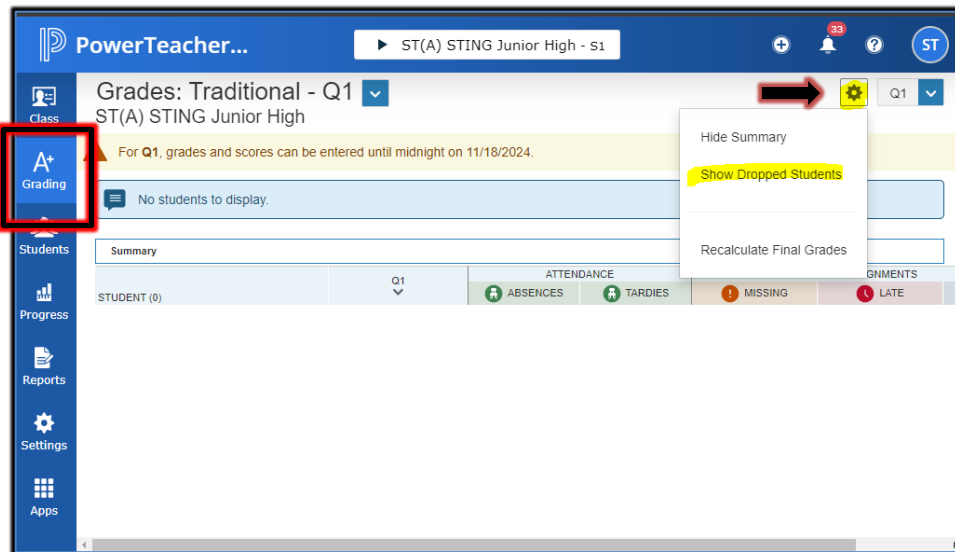
- Navigate to the Students Icon > Show Dropped > Select the student you need to work with



- 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

PowerTeacher... ST(A) STING Junior High - s1

Grades: Traditional - Q1
ST(A) STING Junior High

⚠ For Q1, grades and scores can be entered until midnight on 11/18/2024.

Class Grade: Q1 Calculation: Category Weighting Show More

Grade Scale Type: (A - E) Grade: A | 99.31% | --

STUDENT (21)	Q1	ATTENDANCE		ASSIGNMENTS	
		ABSENCES	TARDIES	MISSING	LATE
	A	99.31%	2	--	--
	A	100%	2	2	--
	A	100%	--	--	--
	A	100%	10	--	--
	A	100%	--	--	--
	A	100%	3	--	--
	A	100%	--	--	--
	A	100%	9	--	--
	A	98.28%	--	--	--
	A	100%	3	--	--
	A	100%	3	--	--
	A	100%	--	--	--
	A	100%	2	--	--
	A	100%	6	--	--
	A	100%	2	--	--
	A	100%	2	--	--