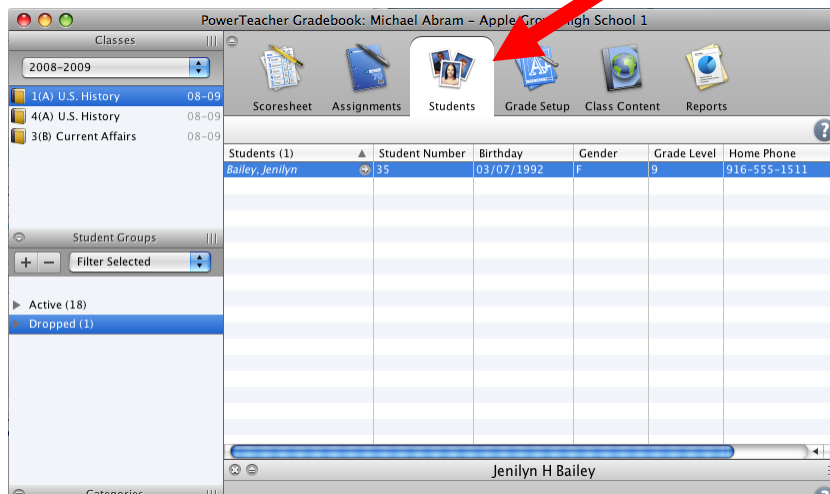




# How to View or Enter Grades For Students Who Have Dropped A Class

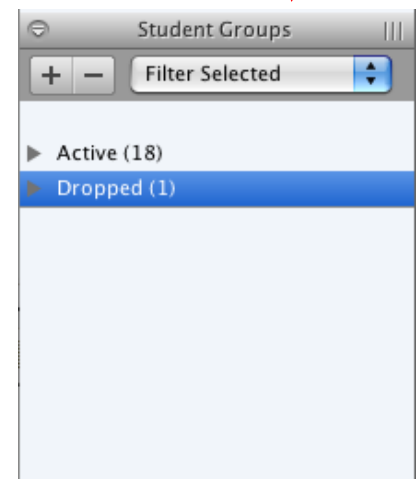
When A student is dropped, their records do not leave your gradebook. Instead, they are filtered out of your active student list into your dropped student list. To display information for dropped students:

1. Launch PowerTeacher Gradebook.
2. Select a class from the Classes area.
3. Select the Scoresheets tab you wish to view the assignment scores for a dropped student. Select the Students tab if you want to view general information about the student.



4. In the Student Groups area, change 'Hightlight Selected' to 'Filter Selected' in the dropdown menu to see the grades for the dropped students.

5.



Select the Dropped filter. Only dropped students will show in the Scoresheet and Students tabs and you can add/edit the records as usual.

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