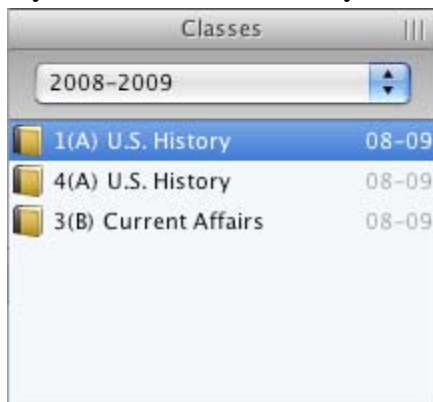


How to view a dropped student in PowerTeacher Gradebook

A student who drops a class is no longer listed in the class roster in PowerTeacher Gradebook. Teachers often need to access class information for dropped students who transfer into another class.

How to View a Dropped Student in PowerTeacher Gradebook

1. Launch PowerTeacher Gradebook.
2. Select a class from the Classes area. Information for the selected class will be displayed. If you do not see the class you wish to select, make sure you have selected the correct scheduling term from the drop down menu.



3. Select the **Scoresheets** tab if you wish to view assignment scores for a dropped student. Select the **Students** tab if you wish to view general information about a dropped student in the selected class.

4. In the **Student Groups** area, select **Filter Selected** from the drop down menu.

5. Select the **Dropped** filter. Only dropped students will be displayed on the Scoresheet and Students tabs.

Students (1)	Student Number	Birthday	Gender	Grade Level	Home Phone
Bailey, Jenilyn	35	03/07/1992	F	9	916-555-1511