

How to View a Dropped Student in PowerTeacher Gradebook

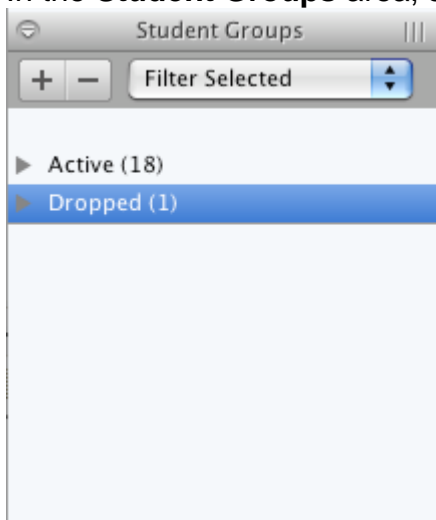
When a student drops a class, the student is no longer listed in the class roster in PowerTeacher Gradebook. Teachers often need to access class information for dropped students who transfer into another class. This article describes how to view a dropped student in PowerTeacher Gradebook.

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.

The screenshot shows the PowerTeacher Gradebook interface for Michael Abram at Apple Grove High School 1. The 'Classes' sidebar on the left lists three classes: 1(A) U.S. History (08-09), 4(A) U.S. History (08-09), and 3(B) Current Affairs (08-09). The 'Student Groups' sidebar shows a filter set to 'Filter Selected', with 'Active (18)' and 'Dropped (1)' options. The 'Students' tab is active, displaying a table with one student: Jenilyn H Bailey (Student Number 35, Birthday 03/07/1992, Gender F, Grade 9). The bottom of the window shows the student's name, Jenilyn H Bailey.

Students (1)	Student Number	Birthday	Gender	Grade Level
Bailey, Jenilyn	35	03/07/1992	F	9