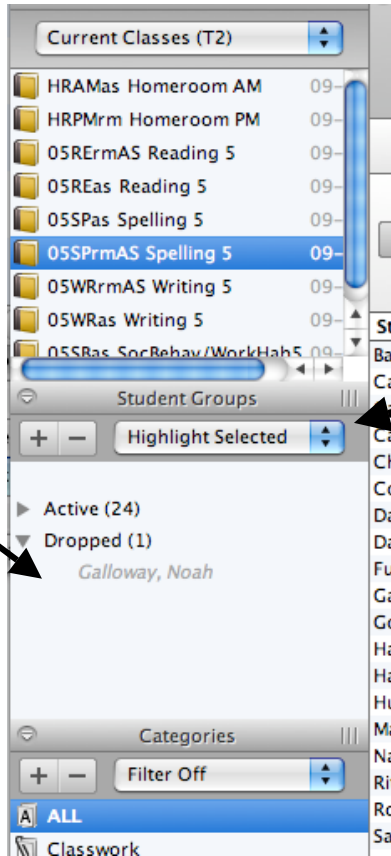


Viewing Grades of Dropped Students

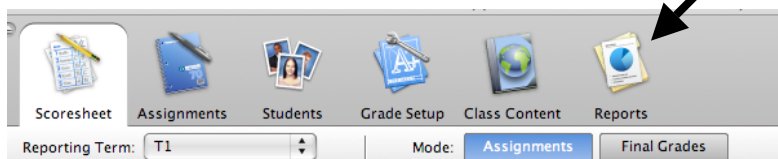
1. Go to the section that the student was formerly enrolled in. Under the **Student Groups** section there is a Dropped category. Click on the triangle to drop down the student's name.



You can view the grades on the spreadsheet by clicking on the Filter and choosing Filter selected.

If you want to print a report for the dropped student, follow the directions below.

2. Go to the **Reports** section on the top choices.

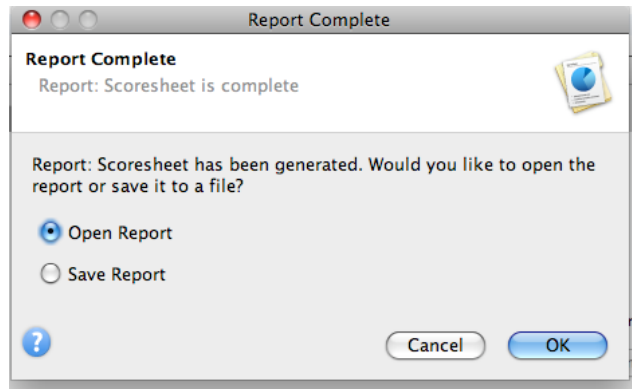


3. Highlight the **Scoresheet**. Double click on this and it will pull up a drop-down menu.

Name:	Description:
Attendance Grid	Student and date grid template for taking atten...
Category Total Report	Summary of category totals by section or by st...
Final Grade and Comment...	Final grades and comments by reporting term
Individual Student Report	Summary of class activity per student
Missing Assignment Report	Listing of assignments that have not been scored
Scoresheet	Student grade and assignment data
Student Multi-Section Report	Student information from all of a student's secti...
Student Roster	Student demographic information listed one ro...

- In the drop-down menu Choose the **Selected Groups and/or Students** bubble.

- In the bottom right corner click on **Run Report**.
- A question box will pop-up asking you if you want to run it or save it. Hit Run it. Adobe will open and you will have a PDF of the student's grades and assignments.



- Print them off. Use these to re-enter the grades, but save these in case anything else happens!

Scoresheet Section: Spelling 5 05SPrmAS

	T1	T2	T3	Unit 1 SX Sep 10, 2009 PTS 10	Unit 1 Test Sep 10, 2009 PTS 100	Unit 1 Book Work Sep 15, 2009 PTS 100	Unit 2 SX Sep 17, 2009 PTS 10	Unit 2 Book Work Sep 22, 2009 PTS 100	Unit 2 Test Sep 23, 2009 PTS 100	Unit 3 SX Sep 24, 2009 PTS 10	Unit 3 Book Work Sep 29, 2009 % 100	Unit 3 Test Sep 29, 2009 % 100	Unit 4 Sep 30, 2009 % 100	Unit 4 SX Sep 30, 2009 PTS 10	Unit 4 Book Work Oct 6, 2009 % 10
Galloway, Noah	C+ 79%			5	90	65	10	83	90	10	75%	75%	75%	10	83%