

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

HOW TO VIEW A DROPPED STUDENT IN YOUR GRADE BOOK

Purpose

To view a student in your grade book that has withdrawn from your class.

This change will reflect on all of your courses inside your grade book.

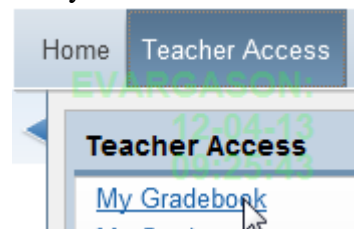
Change Password

First you need to log into Skyward as a teacher.

Then proceed to Teacher Access



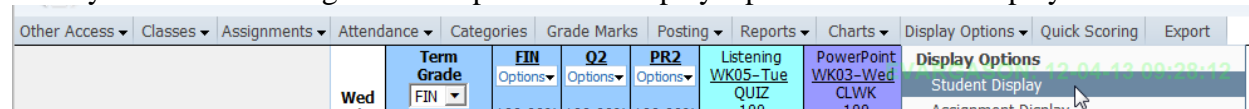
> My Gradebook



> Select a section

Dept	Subject	Terms	Period	Days Meet	Class	Description	
5	5	1 - 1	1	12	450 / 01	StdySkl7	Gradebook
5	5	2 - 2	1	12	450 / 02	StdySkl7	Gradebook

Once you are inside the grade book proceed to Display Options > Student Display:



If you would like to view students that have been dropped check the Dropped Students box under Display Options:

Name Display			Sample
<input type="radio"/> First Last	Full	Separated	Anthony A Anderson
<input type="radio"/> First Last	Full	Grouped	Anthony A Anderson
<input type="radio"/> First Last	Short	Separated	Antho Ander
<input checked="" type="radio"/> Last, First	Full	Separated	Anderson Anthony A
<input type="radio"/> Last, First	Full	Grouped	Anderson, Anthony A
<input type="radio"/> Last, First	Short	Separated	Ander Antho
<input type="radio"/> Suppress	Name	Completely	No Name Appears

Display Options
<input checked="" type="checkbox"/> Student ID
<input checked="" type="checkbox"/> Dropped Students
<input checked="" type="checkbox"/> Student Grade Level
<input type="checkbox"/> Student's School

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- Save
- Undo
- Restore Defaults
- Back

This change will reflect on all of your courses inside your grade book.