

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## TO VIEW A DROPPED STUDENT'S GRADES

### Purpose

To view a student's grades after a student has dropped your class.

### How?

Follow these instructions:

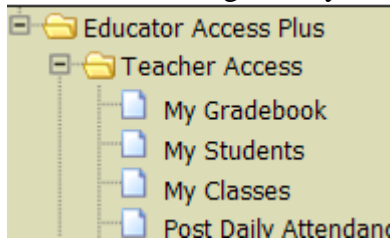
First Log into Skyward as a teacher.



Sayre Area School District

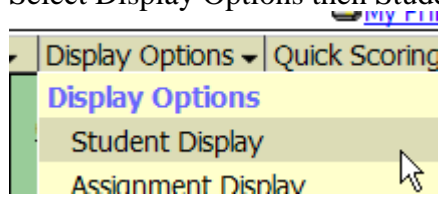
A screenshot of the Skyward login interface. It features a light gray background with a white login box. Inside the box, there are two input fields: "Login ID:" and "Password:". Below these fields is a blue "Sign In" button. In the bottom right corner of the login box, the date "04.11" is displayed. Below the login box, there is a "Login Area:" label followed by a dropdown menu currently set to "All Areas".

Now we need to go to My Gradebook on the left hand side.



Once there you need to select the class that the student was dropped from.

Select Display Options then Student Display:



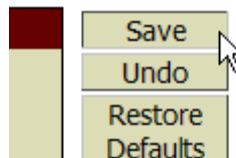
Now under Display Options check the box labeled Dropped Students:

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

**IMPORTANT MAKE SURE YOU SELECT SAVE BEFORE EXITING.**



Now when you go back into the grade book where you had a student drop you will be able to view the student and his/her grades.

Also note to reverse this uncheck the Dropped Students box.