

GRADING – POSTING GRADES FOR DROPPED STUDENTS

Gradebook→Post Grades

The screenshot displays the 'Post Grades for Marking Period 2' screen. At the top right, there is a 'Show dropped students' control with radio buttons for 'Yes' and 'No'. A yellow callout box highlights this control with the text: 'The "show dropped students" control is here. Select "Yes" to grade any dropped students.' The main table lists students with their names, total absences, total tardies, and scores for various marking periods (MP1, MP2, ME, SM1, MP3, MP4, FE, FG). The student '105870 - Castleman, Slick G' is highlighted in olive-grey, indicating they are a dropped student.

Figure 1 – The Gradebook→Grade Posting Screen illustrating the “Show Dropped Students” control

Grading Dropped Students

When a student is dropped from a course section prior to Marking Period grades being posted, grades will not automatically be collected for them in the section they were dropped from. However a function exists to allow the responsible teacher to post grades for any of the students who have dropped the section.

Procedure to Grade Dropped Students

1. Initiate grade posting normally (i.e. click the “Grading Open” message on the Gradebook→Gradebook spreadsheet screen). E.g. [MP2 Grading Open](#). This brings up the Gradebook→Grade Posting screen.
2. At the top right of the Gradebook→Grade Posting screen, locate the Show dropped students: Yes No field and set it to “Yes”. Then wait for the screen to refresh and the dropped student(s) to be displayed.
3. Grade dropped students normally along with all other students.

Dropped students appear with a olive-grey color on their Name/header line:

14	1012100 - Daisey, George SHANNEE <i>Dropped 01/24/2008</i>	Total Absences: 0.0	Total Tardies: 0.0	MP1	MP2	ME	SM1	MP3	MP4	FE	FG
	MP2 Grade: <input type="text"/> or <input type="text"/>	GB MP2 Score: 83.2 (B)	District: 83.2 Use Score								
	MP2 Comment 1: <input type="text"/>										
	MP2 Comment 2: <input type="text"/>										
	MP2 Comment 3: <input type="text"/>										
	Mid-term Exam: <input type="text"/> or <input type="text"/>	GB ME Score: 88.0 (B)	District: 88.0 Use Score								