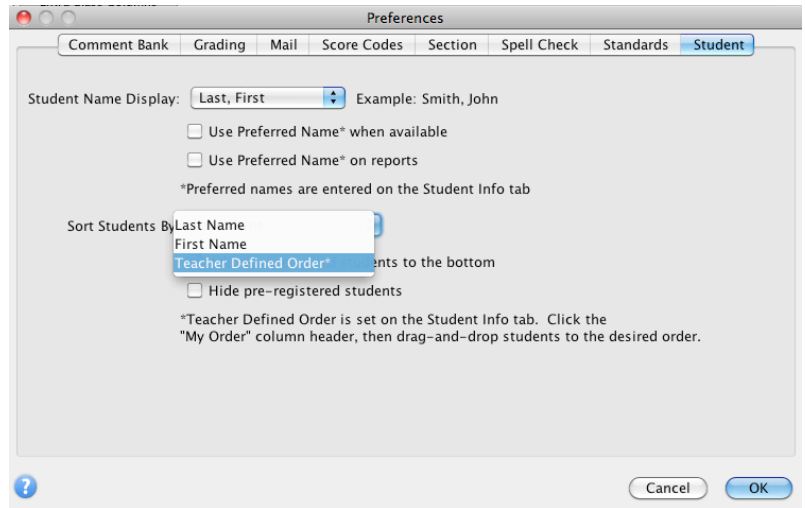


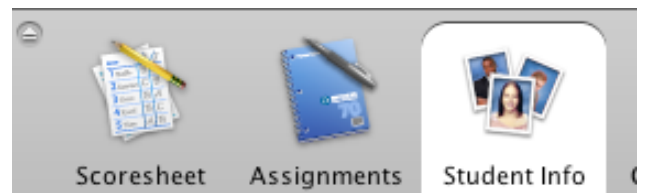
Change the order of students in your gradebook

1. Open your gradebook
2. Select PowerTeacher in the top menubar
3. Select Preferences
4. Pop up box comes up – select the Student tab (very last one on the right)
5. Select Teacher Defined Order in the Sort Students by drop down
6. Select OK



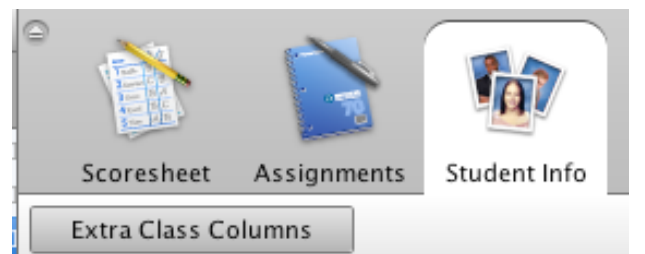
In your Gradebook

1. Select the desired section
 2. Go to the Student Info tab
- Lets say you want to put Hallman at the bottom of the list...



My Order ▲	Student Name (6)	Preferred
1	Carter, Damon	→
2	Constance, Ryan	→
3	Hallman, Trevor	→
4	Hudson, Oddessey	→
5	Kollar, Alex	→
6	Weinreich, Jeffrey	→

3. Select the number that corresponds to the student you to move (in this case 3) and drag it to the bottom of the list and let go (as you drag the icon in the bottom picture will show). Hallman will now be number 6 in the order
4. Select Save in the bottom right corner



My Order ▲	Student Name (6)	Preferrec
1	Carter, Damon	→
2	Constance, Ryan	→
3	Kollar, Alex	→
4	Weinreich, Jeffrey	→
5	Hudson, Oddessey	→
6	Hallman, Trevor	→

When you go to the Scoresheet tab you will now be able to work with the students in your desired order.