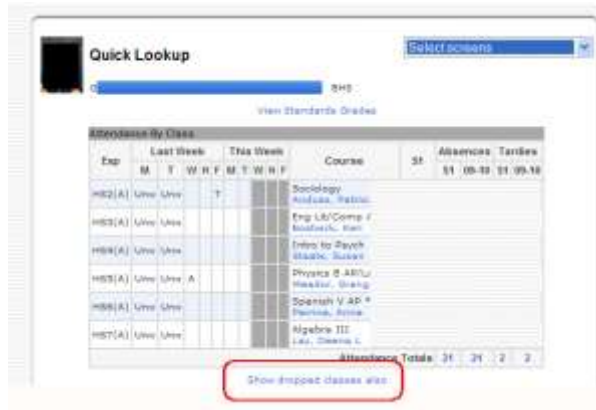
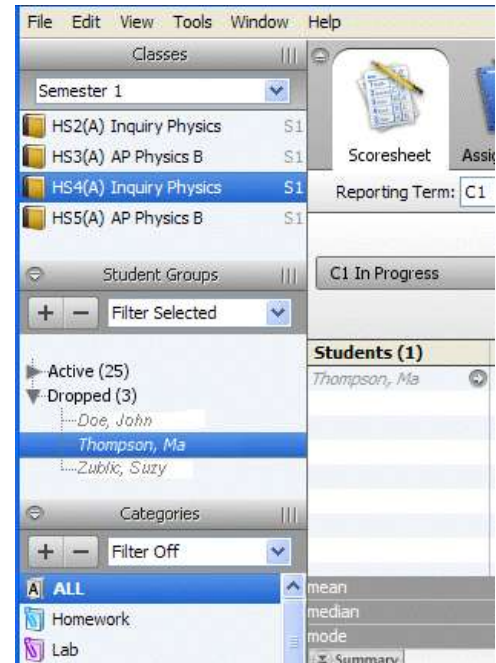


HOW DO I RETRIEVE GRADES FOR A STUDENT WHO SWITCHED SECTIONS?

From within the PowerTeacher Gradebook, you can expand the “Student Groups” option in the left column. It will show “Active” and “Dropped” students. Double-click if needed to expand the “Dropped” category, select a student’s name (it will be grayed out but readable), and their grades will show up.

If a student simply switched into another section you teach, you can also see old grades in PowerTeacher itself. At the main screen, click the backpack icon for the section the student is now enrolled in. Then click on the student’s name in the left column. If you don’t see his or her schedule, pick the “Quick Look-Up” option.



Click the “Show dropped classes also” link underneath the schedule. Now the dropped sections and grades will be visible, and you should click on the grade in the dropped class.

Exp	Last Week								This Week								Course	S1	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F	S1	09-10	S1	09-10								
HS2(A)	Unx	Unx			T						Sociology Anduss, Patricia	B	0	0	0	0						
HS3(A)											Physics B AP/Lab Meador, Granger	84	0	0	0	0						

Then you’ll see the grade summary from the dropped class, which you can use or also print out in your web browser.