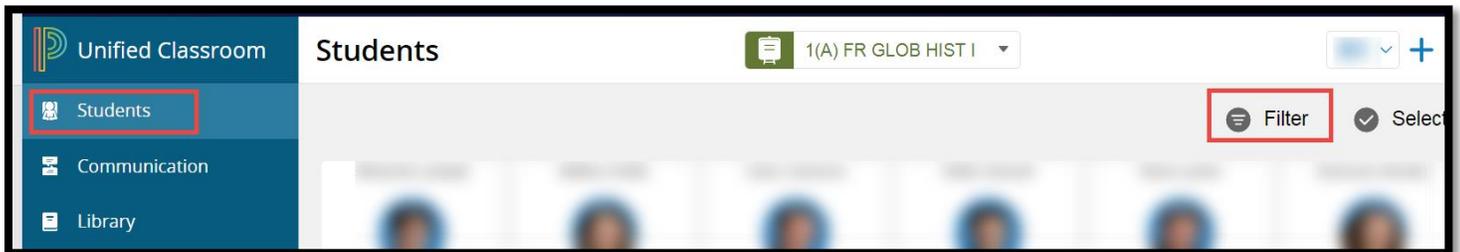


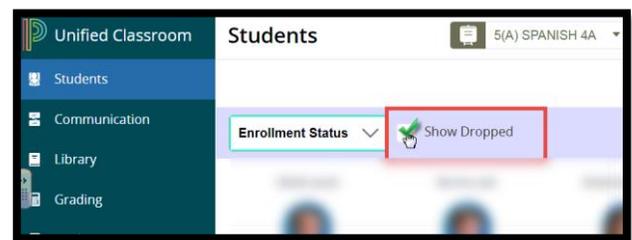
Accessing Dropped Students

Students sometimes change teachers and / or hours. When they are dropped from your class they are removed from your gradebook. Follow the steps below to access their grades. These assignment grades will not be automatically transferred to the new class, but they can be printed, or take a screenshot to share with the new teacher.

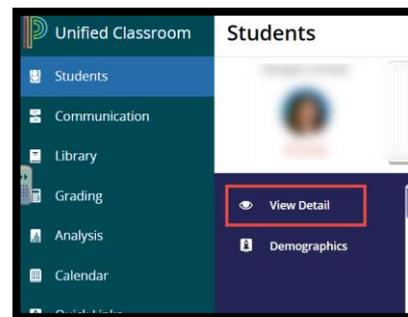
1. Click the Student tab on the left navigation bar, then click Filter at the right.



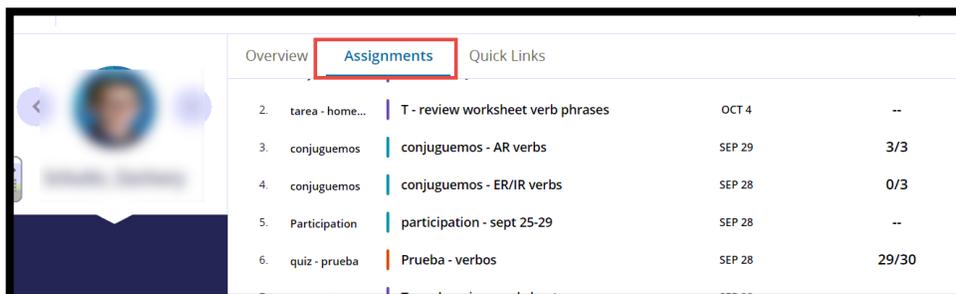
2. Select Enrollment Status from the dropdown menu.
3. Click the "Show Dropped" option at the top of the screen.



4. Click the View Detail Option



5. Click assignments to see the assignment list. Print the page or use the Snipping Tool to take a picture so the grades can be passed to the new teacher or entered in the new hour.



| | Overview | Assignments | Quick Links |
|----|-----------------|-----------------------------------|--------------|
| 2. | tarea - home... | T - review worksheet verb phrases | OCT 4 -- |
| 3. | conjuguemos | conjuguemos - AR verbs | SEP 29 3/3 |
| 4. | conjuguemos | conjuguemos - ER/IR verbs | SEP 28 0/3 |
| 5. | Participation | participation - sept 25-29 | SEP 28 -- |
| 6. | quiz - prueba | Prueba - verbos | SEP 28 29/30 |