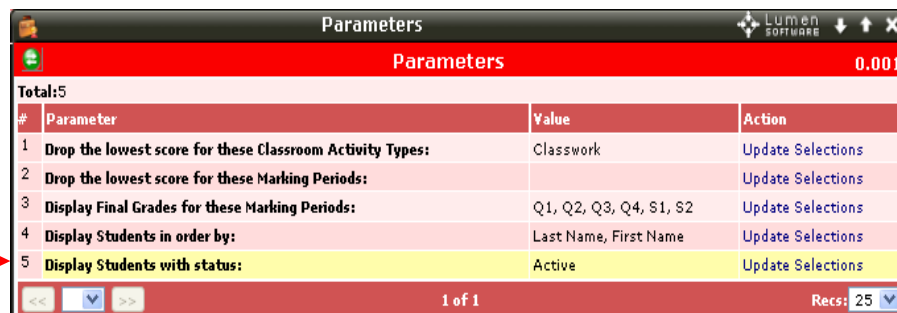


# WORKING WITH INACTIVE STUDENTS


**When a student leaves your class either due to a schedule change** (moving to another class period or teacher) or they leave the school, the student is dropped from your class roster and Gradebook on the date of their withdrawal. The student is no longer active in your class but all their information should still be available.

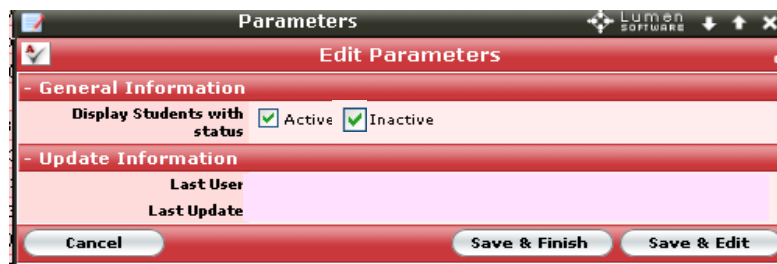
If you need to see an inactive student in your Gradebook to enter or view grades, you will need to display the inactive students. **Follow these steps:**

- In the Instructor Suite, open the class in which the student was previously enrolled.
- Open the Gradebook
- From the Gradebook toolbar, select the **Parameters** button (it looks like a wrench).
- In the Parameters dialog box, select row **5 Display Students with status:**

#	Parameter	Value	Action
1	Drop the lowest score for these Classroom Activity Types:	Classwork	Update Selections
2	Drop the lowest score for these Marking Periods:		Update Selections
3	Display Final Grades for these Marking Periods:	Q1, Q2, Q3, Q4, S1, S2	Update Selections
4	Display Students in order by:	Last Name, First Name	Update Selections
5	Display Students with status:	Active	Update Selections

- Check both **Active** and **Inactive** to display students with that status in your Gradebook.
- Click **Save and Finish**
- **Row 5** now shows that both **Active and Inactive** students will be displayed. 



**Edit Parameters**

**General Information**

Display Students with status:  Active  Inactive

**Update Information**

Last User: \_\_\_\_\_  
Last Update: \_\_\_\_\_

Buttons: Cancel, Save & Finish, Save & Edit



5	Display Students with status:	Active, Inactive	Update Selections
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- Click **Update Selections**
- In the Gradebook student list, any Inactive students will be displayed in light grey text and will include the date on which they were withdrawn. The grades for these students are still in the Gradebook. You can add grades, change grades, print reports, etc. with these students as long as they are displayed.
- To remove Inactive students from your Gradebook display, go back into the Parameters and uncheck the Inactive box. Update the Selections again and only the Active students will display.

**NOTE to Elementary teachers:** Even though you may not enter grades in the “regular” Gradebook, this is still the method you will use to show Inactive students in the Standards Based Items area.