

## Adjusting Student Roster Appearance in Gradebook

There are three quick things that you may want to change in your roster:

- First, you will want to remove the red word “New” that appears after each name when you first open your gradebook, so that when/if a new student is added to your class you will notice that there is a “New” student in the list.
- Second, students whose schedule changed or left the school and are no longer in your class will drop to the bottom of the class roster (shaded in a mustard color) and will remain there for the entire school year. They will be included in any report you print out. You cannot delete them, but you can “hide” them and prevent them from being included.
- Third, there may be some student who do not wish to be called by their given name but instead will write a different name on the papers they turn in to you, so you may wish to have that name appear in the list of student names for your class.

8 Active Students 1 Dropped Students				MP4 Calc.	E	A	No ass
ID	Name	G	Grade				
+ H 1004415	Bale, John <i>New</i>		NG	0.0	0.0	0.0	
+ H 1005892	Burchell, Fred S. <i>New</i>		NG	0.0	0.0	0.0	
+ H 105900	Chavez, Raul MADISON <i>New</i>		NG	0.0	0.0	0.0	
+ H 1000154	Dusak, Erv <i>New</i>		NG	0.0	0.0	0.0	
+ H 1000285	Garcia, Leo DAWN <i>New</i>		NG	0.0	0.0	0.0	
+ H 505615	Montreuil, Al REGINA <i>New</i>		NG	0.0	0.0	0.0	
+ H 505616	Moolic, George L. <i>New</i>		NG	0.0	0.0	0.0	
+ H 505651	Morris, Bugs M. <i>New</i>		NG	0.0	0.0	0.0	
+ H 1000347	Gordon, Sid ASHLEY <i>Dropped</i>		NG	0.0	0.0	0.0	

All three of these changes can be made by either clicking on the **Blue # of Active students**, at the top of the list of student names OR by selecting the Roster Tab.

Both of these will take you to the same screen, where we can take care of the changes.

Student Roster									
ID	Student Name	Grade	Gradebook ID	Gradebook Name	Group	Status	Accepted	Show	Responsible Teacher
1004415	Bale, John	12	1004415	Bale, John		ACTIVE as of 06/27/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1005892	Burchell, Fred S.	10	1005892	Burchell, Fred S		ACTIVE as of 06/27/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
105900	Chavez, Raul MADISON	10	105900	Chavez, Raul MADISON		ACTIVE as of 06/27/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1000154	Dusak, Erv	10	1000154	Dusak, Erv		ACTIVE as of 06/27/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1000285	Garcia, Leo DAWN	10	1000285	Garcia, Leo DAWN		ACTIVE as of 06/27/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505615	Montreuil, Al REGINA	10	505615	Montreuil, Al REGINA		ACTIVE as of 06/27/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505616	Moolic, George L.	10	505616	Moolic, George L		ACTIVE as of 06/27/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
505651	Morris, Bugs M.	10	505651	Morris, Bugs M		ACTIVE as of 06/27/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers
1000347	Gordon, Sid ASHLEY	10	1000347	Gordon, Sid ASHLEY		DROPPED as of 05/25/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All teachers

Active Students: 8 Dropped Students: 1

Save

- First, to remove the “New”, click on the “Accepted” at the top of the column and the entire column will fill with checks.
- Second, to hide the dropped student, uncheck the box in the “Show” column right next to the “Accepted” column. (You can always come back and replace the check if you need to see grades for this student at a later date.)
- Third, to change a name, simply type the name change in the “Gradebook Name” column for the student(s) that you wish to change. NOTE: The changes you make to the name are only within your personal gradebook and have NO effect on the student’s permanent record of information.

REMEMBER - - if you make any changes on a screen, be sure to click the SAVE button before you leave the screen so that your changes will take effect.