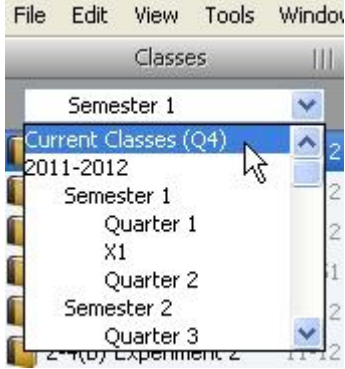
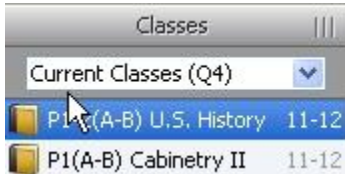


PT Viewing a Dropped Student and Printing their Grades

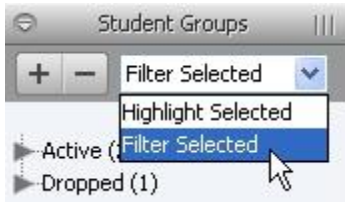
1. Log in to PowerTeacher Gradebook as the teacher or through the PowerTeacher Administrator Login.
2. Select the term from the **Classes** menu. The classes for that term display.



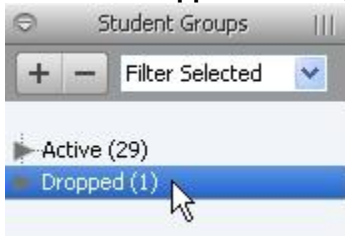
3. Select the section from the **Classes** menu.



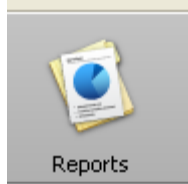
4. Select **Filter Selected** from the **Student Groups** menu.



5. Select the **Dropped** student group from the **Student Groups** menu.



The student may now be worked with just as any active student.



6. Select the **Reports** tab
7. Double-click **Individual Student Report**.

The screenshot shows a software window titled "Individual Student Report". At the top, there are two tabs: "Criteria" and "Layout", with "Layout" being the active tab. On the left side of the window, there is a large icon of a report folder with a pie chart. The main area of the window contains the following configuration options:

- Name:** Individual Student Report
- Description:** Summary of class activity per student
- Output Type:** PDF HTML Export (CSV)
- Sections:** Selected Class Active Classes **Order By:** Section, Student
- Students:** All Enrolled Selected Groups and/or Students
- Student Field:** Student Name Student Number **Sort By:** Number
- Abbreviate:** Assignments Categories
- Include:** Final Grades Assignments Comments Categories
- Date Range:** ALL This term only

At the bottom right of the window, there is a "Run Report" button with a mouse cursor hovering over it.

8. Click **Run Report**.