**How to view a dropped student in PowerTeacher Gradebook**

When a student drops a class, the student is no longer listed in the class roster in PowerTeacher Gradebook.  Teachers often need to access class information for dropped students who transfer into another class. This article describes how to view a dropped student in PowerTeacher Gradebook.

**How to View a Dropped Student in PowerTeacher Gradebook**

1. Launch PowerTeacher Gradebook.
2. Select a class from the Classes area.  Information for the selected class will be displayed.  If you do not see the class you wish to select, make sure you have selected the correct scheduling term from the drop down menu.
3. Select the **Scoresheets** tab if you wish to view assignment scores for a dropped student.  Select the **Students** tab if you wish to view general information about a dropped student in the selected class.
4. In the **Student Groups** area, select **Filter Selected** from the drop down menu.
5. Select the **Dropped** filter.  Only dropped students will be displayed on the Scoresheet and Students tabs.

If the student had grades prior to dropping them you should see them, I can.

1. You must click on the **arrow** to view your dropped students
2. Click on the **dropdown arrow** that says: **Highlight Selected**
3. Select **Filter Selected**
4. **Select the student** and should see the grades.
5. Select the correct **Reporting Terms IE: Q1** that contains your grades you are trying to view

If you can't see the dropped student they may not be dropped correctly. Have your PS admin person check the drop date and possible overlapping enrollment records.