

If students change periods for the same class and teacher, follow these directions to retrieve grades from previous period. Grades will need to be entered into the new class period.

1. Highlight the student name under "dropped students"
2. From the reports menu, choose the "ScoreSheet Report" for that student.
3. When running the report, select "selected groups and/or students" under the report criteria tab.

This report will list grades to enter for the new period.