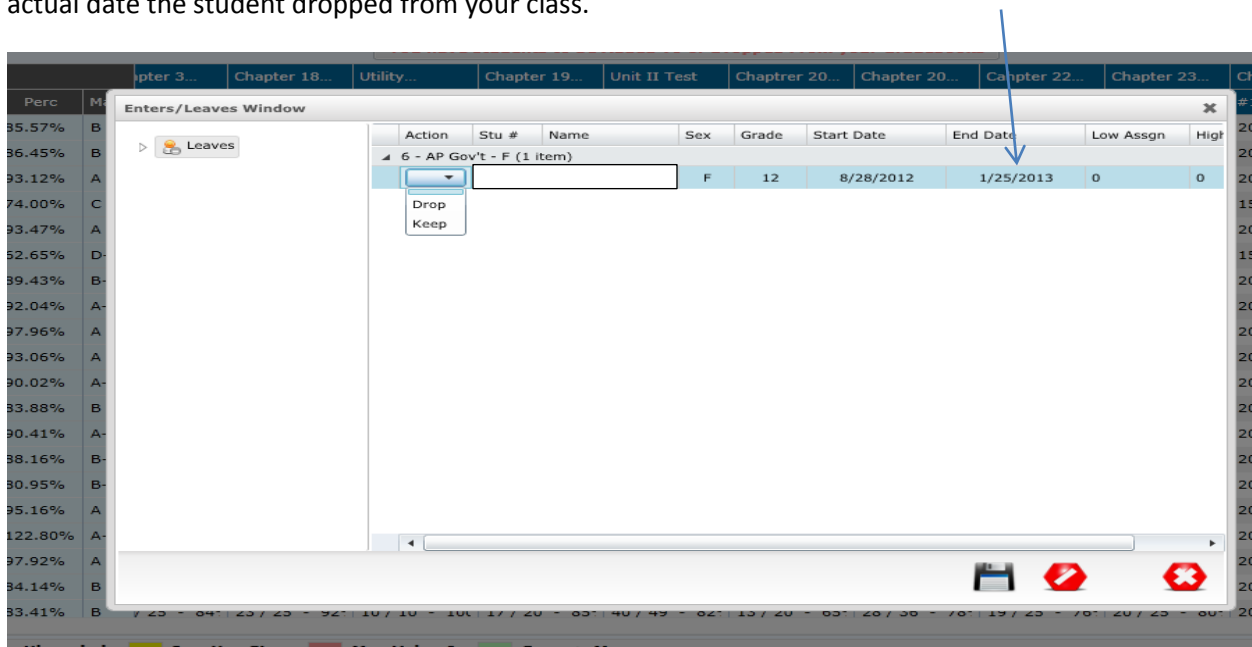# HOW TO DROP A STUDENT FROM THE GRADEBOOK

When a student drops a class they also need to be dropped from the teacher gradebook. The student can be deleted using the "Manage Students" feature if they don't have any grades. This feature is useful when student schedules are changing at the beginning of the term. Students who have earned grades for assignments should be dropped. The steps to drop a student form a grade book are the same in Aeries.net as they were in ABI. The gradebook requires that you enter the date the student actually dropped from the class AND that you enter the last assignment the student was responsible for. Without these two pieces of information the gradebook will continue to factor the grade using missed assignments.

When the teacher logs into the gradebook a red message will appear at the top of the screen if there are students that need to be added or dropped.
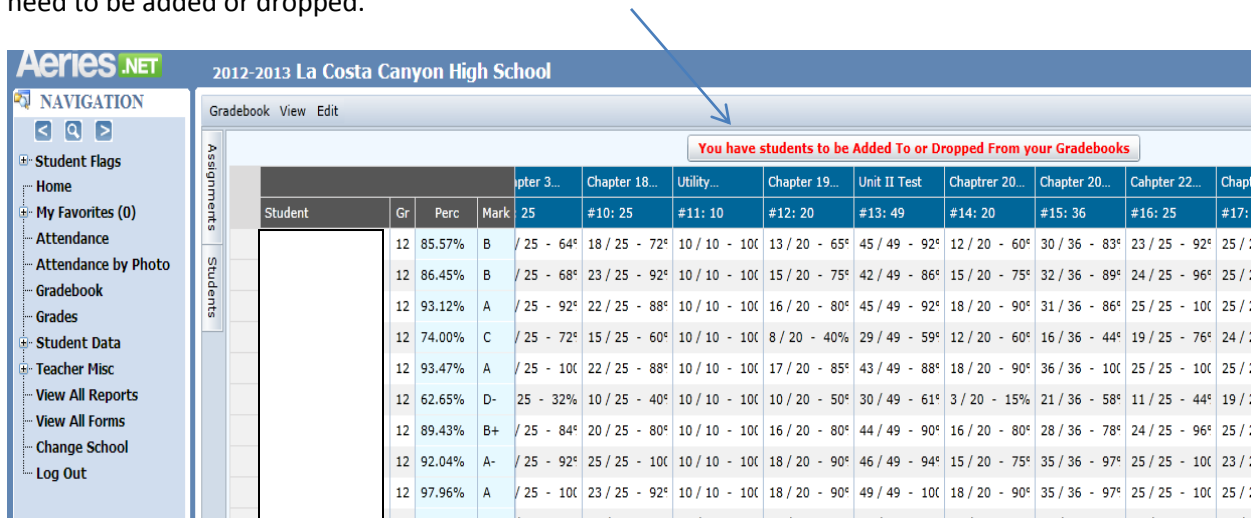

Open the folder labeled "Leaves" to display the student who has left the class. Click on the drop down menu to select "Drop". The default end date for the class will be the end date of your gradebook. This date needs to be changed to the actual date the student dropped from your class.

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After you have entered the end date for the student the last step is to enter the number of the last assignment the student was responsible for. In this screen shot the end date for the student was changed to 10/19/2012, the date the student left the class, and the highest assignment the student was responsible for is assignment number 10.
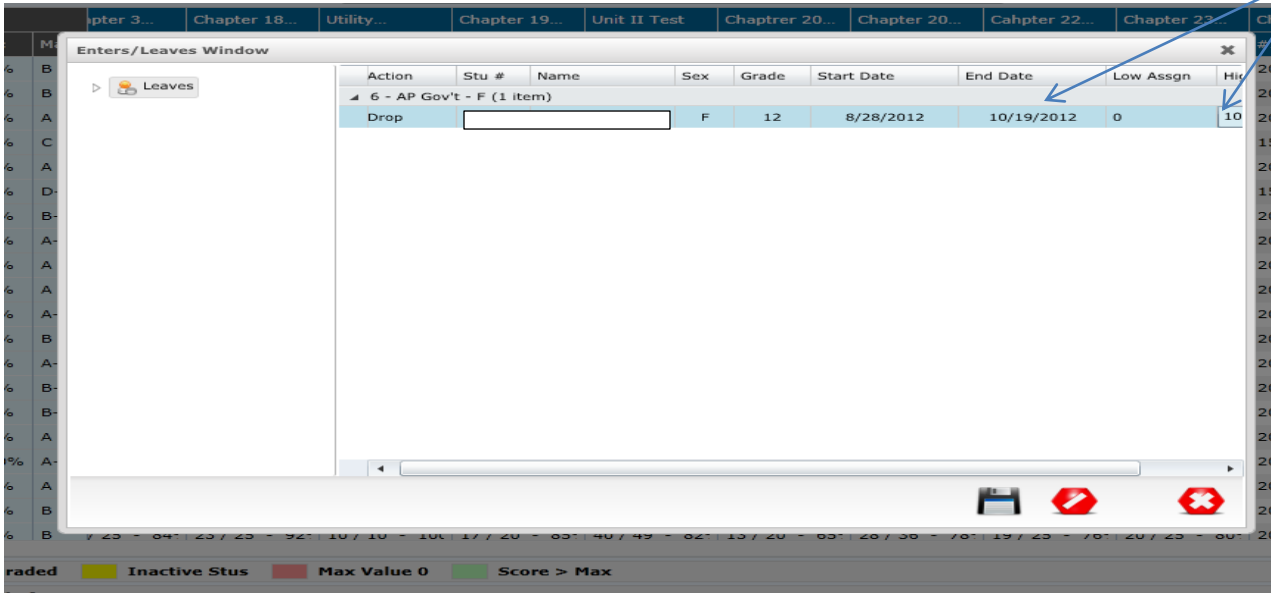
Click the floppy disk icon on the bottom of the page to save the changes.

The gradebook will now calculate the grade based on the actual assignments the student was responsible for when they were in the class.
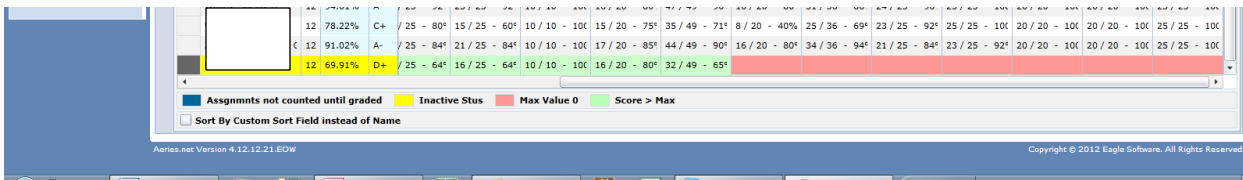
To update information for students were dropped previously, use the "Manage Students" tab on the gradebook "Add/Edit" screen. The students that have been dropped will display at the bottom of the page. Update the information by sliding the bar to display the fields that need to be populated. Enter the information and click the save icon.