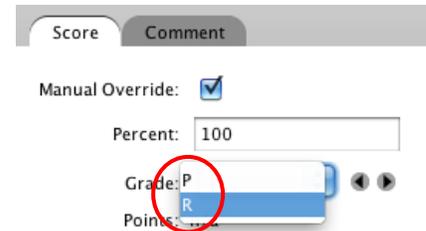


10. If a single student is being retained:

Double click on the "P" for that student and select "R" for that student and close the window.

If multiple students are being retained:

Use the arrows beside the student name in the **Score Inspector** to scroll to each student that should be retained, change to "R" and scroll to the next student. When you have completed your list of retentions click **Close**.



11. Click **Save** and quit the gradebook.

