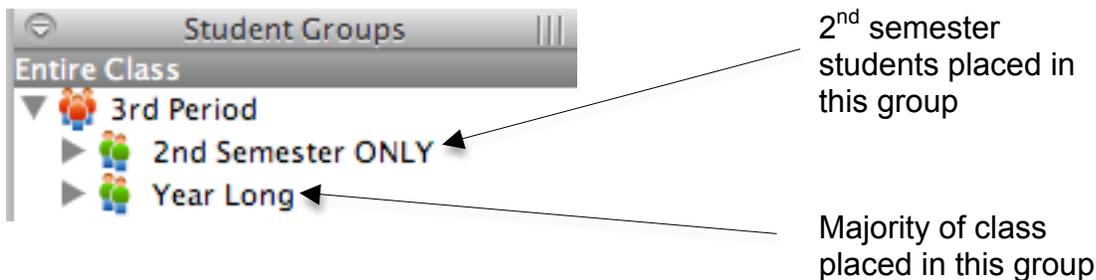


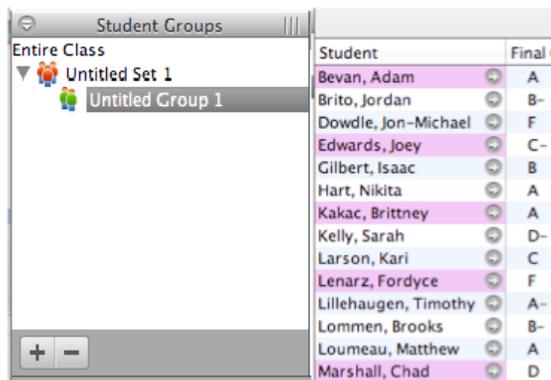
High School Students Registered for only 2nd Semester of a Year Long Course

A student taking only the second semester of a year long course will appear in the Gradebook for the entire year. This student cannot be removed.

In order to have a VISUAL REMINDER that his student should not receive grades in the first semester teachers can create a group and place these students in that group. A second group would be created for the remainder of the class. By selecting the larger group a teacher can easily identify those students that should have grades and correct any errors that might have been made.



Creating a Set and Groups



Note: Reports will run for the entire class until you set up student groups. A student must be in a group before he or she can be selected for individual reporting.

- Click the **Students** tab
- Click the **Plus (+)** in the lower left hand corner
- PowerTeacher Gradebook will automatically create **Untitled Set 1** and **Untitled Group**
- Double-click **Untitled Set 1** and enter a name for the Set, such as **Reading**
- Press the **Enter** key
- Double-click **Untitled Group 1** and enter a name for the Group, such as **Early Readers**.
- Press the **Enter** key
- Click the **Plus (+)** again and click **Group**
- Enter a name for your group and press the **Enter** key

Adding Students to a Group

- Click the **Students** tab, and click on a student's name.
- Drag the name of the student to the appropriate group.
- Add students to each of the groups you created. Notice that you cannot add a student to more than one group within a set, but you can add them to more than one group if the groups are in different sets.
- When you click on the name of a group, the names of the students in the group are highlighted in the main window.
- You can delete a student from a group by clicking the student's name in the group list, then clicking the Minus (-) at the bottom-left corner of the PowerTeacher Gradebook window.

Moving Students Between Groups

A student cannot be in more than one group of a set, but you can transfer a student from one group to another.

- Click the arrow to the left of the group name to open the group and display the names of the students in that group.
- Click the name of the student you would like to move and drag it to the folder for one of the other groups.

RESULTS

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Students (20)	(Q1) Fin...
STUDENT NAME	--
STUDENT NAME	A ...
STUDENT NAME	--
STUDENT NAME	A ...
STUDENT NAME	A ...

With the group selected the two students in 2nd semester should have no average.