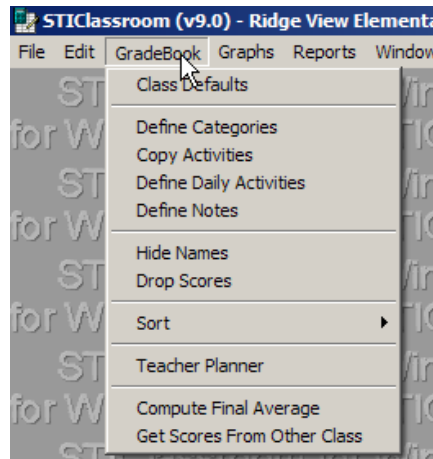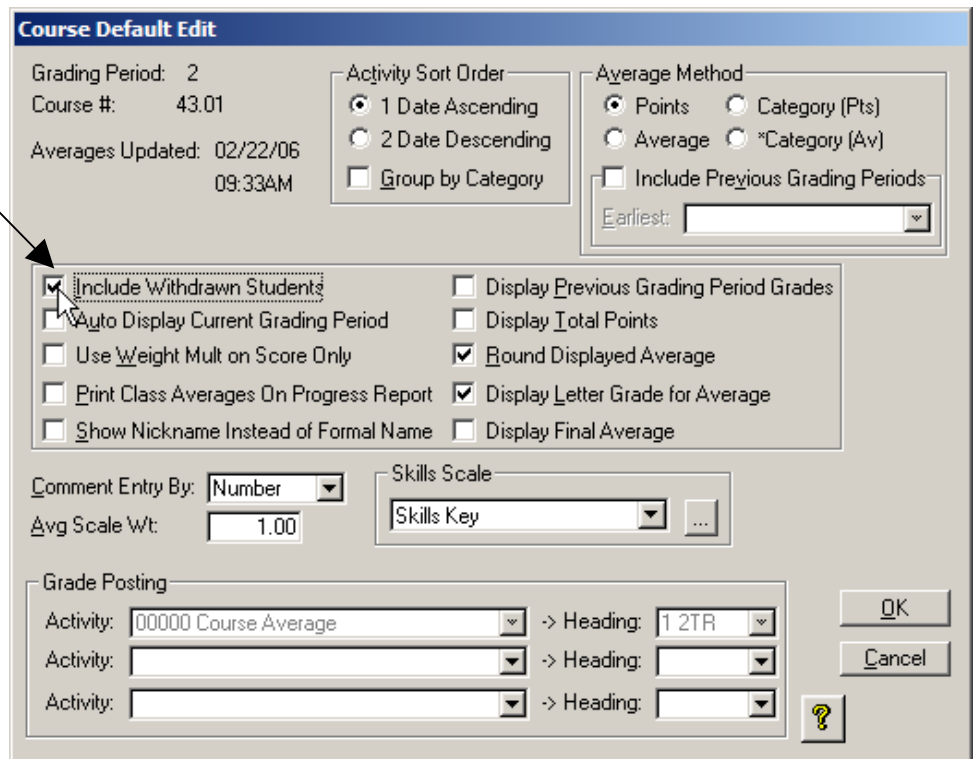To Print Report Cards on and Progress reports for withdrawn students :

1. Open each subject area one at a time.
2. On each, go to Gradebook, Class Defaults

STIClassroom (v9.0) - Ridge View Elementar
File   Edit   GradeBook   Graphs   Reports   Window

Class Defaults

Define Categories
Copy Activities
Define Daily Activities
Define Notes

Hide Names
Drop Scores

Sort   ▶

Teacher Planner

Compute Final Average
Get Scores From Other Class

3. Click on Include Withdrawn Students —you must do this for each subject area
4. These students will now appear in your gradebook
5. Follow the procedure for printing the skills report card <u>without posting</u>
6. Scroll through the report cards until you find the correct student to print and print only those pages individually

Course Default Edit

Grading Period: 2
Course #:   43.01
Averages Updated: 02/22/06
                   09:33AM

Activity Sort Order
◉ 1 Date Ascending
○ 2 Date Descending
☐ Group by Category

Average Method
◉ Points   ○ Category (Pts)
○ Average ○ *Category (Av)
☐ Include Previous Grading Periods
Earliest: [   ]

☑ Include Withdrawn Students
☐ Auto Display Current Grading Period
☐ Use Weight Mult on Score Only
☐ Print Class Averages On Progress Report
☐ Show Nickname Instead of Formal Name

☐ Display Previous Grading Period Grades
☐ Display Total Points
☑ Round Displayed Average
☑ Display Letter Grade for Average
☐ Display Final Average

Comment Entry By: Number ▼
Avg Scale Wt: 1.00

Skills Scale
Skills Key ▼ [...]

Grade Posting
Activity: 00000 Course Average ▼ -> Heading: 1 2TR ▼
Activity: [   ] ▼ -> Heading: [   ] ▼
Activity: [   ] ▼ -> Heading: [   ] ▼

OK
Cancel

You will be printing a Report Card for the previous term and you should also print a Progress Report for the present term.