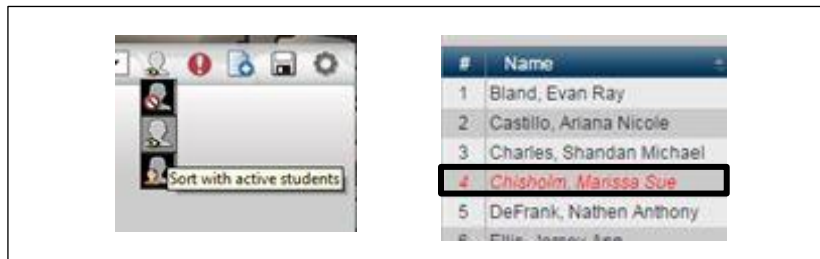


How to View Inactive Students in Gradebook

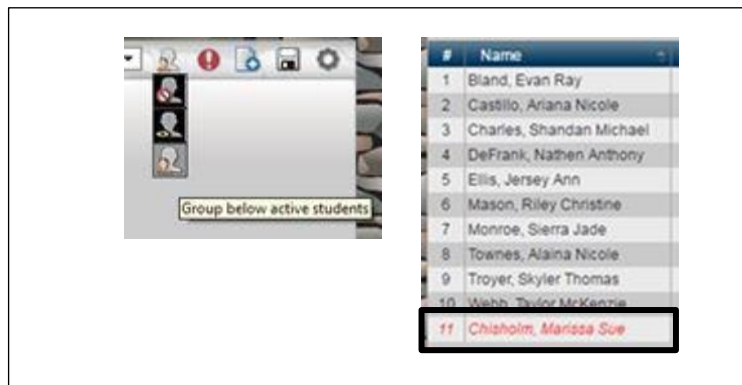
1. Login to SunGard.
2. Select a course.
3. Once the Grade book screen appears, in the upper right hand is the SHOW/HIDE WITHDRAWN STUDENT icon. The default is HIDE INACTIVE STUDENTS.



4. Click on this icon. Two options will appear.
 - Option 1 – hover over the 2nd picture – a head with a green eye to the left.
 - This icon will sort the inactive students alphabetically with the active students.
 - The student(s) will appear in red italicized text.



- Option 2 – hover of the 3rd picture – a head with another head to the left.
 - This icon will group all inactive students at the bottom of the roster.
 - The student(s) will appear in red italicized text.



5. To hide the inactive students – Click on the SHOW/HIDE WITHDRAWN STUDENT icon to access the drop down of choices and select the head with do not show red circle icon.