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 Once the Grade book screen appears, in the upper right hand is the SHOW/HIDE WITHDRAWN STUDENT icon.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 2\textsuperscript{nd} 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 3\textsuperscript{rd} 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 To hide the inactive students – Click on the SHOW/HIDE WITHDRAWN STUDENT icon to access the drop down of choices and select the head with do not show red circle icon.