

Controlling the Display of Pre-registered Students in PowerTeacher Gradebook

At times it is necessary to enroll a student in the second or subsequent term of a multi-term course prior to the beginning of the term during the current school year, commonly referred to as pre-registering a student. Teachers may not want to see the pre-registered students in the PowerTeacher Gradebook Scoresheet. Controlling the display of pre-registered students in PowerTeacher Gradebook Scoresheets involves student enrollment date and individual teacher PowerTeacher Gradebook preference setting.

Example Student Modify Schedule

Adams, Corby: Modify Schedule — Future Date (Beginning of S2)

Functions

Enrollments

Effective Enrollment Date

1/16/2016

Search Available Classes

Course Number

Period 1

Find

Quick Enroll

Course.Section

ENG2100.4 **Enroll**

Adams, Corby: Schedule Following Future Date Enrollment

| Lock | Exp | Trm | Crs-Sec | Course Name | Note | Teacher | Room | Enroll | Leave | Drop |
|------|--------|-------|------------|---------------|------|--------------------|------|------------|------------|--------------------------|
| | 1(A) | S1 | OPstudy-16 | Open Study | | Accatino, Steve | LL | 05/25/2015 | 11/29/2015 | <input type="checkbox"/> |
| | 1(A) | S2 | OPmedia-9 | Open Media | | Accatino, Steve | 141 | 11/29/2015 | 05/22/2016 | <input type="checkbox"/> |
| | 1(B) | 15-16 | SOC2100-4 | World History | | Wilson, Prescott X | 400 | 05/25/2015 | 05/22/2016 | <input type="checkbox"/> |
| | 1(B) | 15-16 | ENG2100-4 | Speech | | Lura, Colleen R | 115 | 01/19/2016 | 05/22/2016 | <input type="checkbox"/> |
| | 2(A-B) | S1 | MAT2000-3 | Pre-Calculus | | Carlson, Steven N | 204 | 05/25/2015 | 11/29/2015 | <input type="checkbox"/> |

PowerTeacher Gradebook Scoresheet with Preference
 Hide pre-registered students" *deselected*

PowerTeacher Gradebook Scoresheet with Preference
 Hide pre-registered students" *selected*

The screenshot shows the 'Student' tab of the Preferences dialog box. The 'Student Name Display' is set to 'Last, First'. Under 'Sort Students By', 'Last Name' is selected. The checkbox for 'Hide pre-registered students' is unchecked. The 'Add newly enrolled students to the bottom' checkbox is also unchecked. The 'OK' button is highlighted.

The screenshot shows the 'Student' tab of the Preferences dialog box. The 'Student Name Display' is set to 'Last, First'. Under 'Sort Students By', 'Last Name' is selected. The checkbox for 'Hide pre-registered students' is checked. The 'Add newly enrolled students to the bottom' checkbox is also checked. The 'OK' button is highlighted.