

## GradeSpeed: Hiding Inactive Students

If a student has been “dropped” from a class, their name still remains on the roster. It should now be preceded with a **(D)** and sorted to the end of the list. You can choose to hide those names.

1. From any window in Gradespeed, click on the name of the teacher. You should now see a window similar to that on the right.
2. Click on the drop-down labeled **View**. It currently has the **User Profile** selected.

The screenshot shows the 'User Profile' window. At the top left, a dropdown menu labeled 'View' is circled in red and contains the text 'User Profile'. To its right is a 'Cancel' button. Below the dropdown, there are several input fields and checkboxes: 'Teacher's Email' (some.one@someplace.edu), 'Conference Period' (Second period and by appointment after school), 'Minimum passing grade' (60), and a checkbox for 'Displaying failing Grades in Red'. A section for 'Gradebook Attendance Total Column (Choose up to 3)' contains checkboxes for 'Abs. this Cyc.', 'Abs. this Sem.', 'Abs. this Yr.', 'Tardies this Cyc.', 'Tardies this Sem.', and 'Tardies this Yr.', along with an 'Include Attendance entered by other teachers' checkbox. At the bottom, there are fields for 'Semester Exam Weight' (20), 'Maximum Retake Grade' (empty), 'Retake Behavior' (Highest), and 'Startup Page' (Gradebook), plus a checkbox for 'Display points earned and points possible next to average'.

3. Select **Display Student Fields**.

The screenshot shows the 'Display Student Fields' window. At the top left, a dropdown menu labeled 'View' is circled in red and contains the text 'Display Student Fields'. To its right are 'Update' and 'Cancel' buttons, with the 'Update' button also circled in red. Below the dropdown, there is a 'Mode' dropdown set to 'Gradebook'. A list of checkboxes follows: 'Student Name (Full)' (checked), 'Student Name (Short)', 'Student ID', 'Grade Level', 'Student Characteristics', 'Sub-School', and 'Hide Inactive Students.' (checked and circled in red). Below this is a 'Sort Order' section with a list of fields: 'Student Name', 'Student ID', 'Grade Level', 'Student Characteristics', and 'Sub-School'. To the right of this list are 'Move Up' and 'Move Down' buttons. A red arrow points from the 'Update' button back to the 'Hide Inactive Students' checkbox.

4. Check the box to **Hide Inactive Students**
5. Click the **Update** button