

Review Dropped Enrollments

The Review Dropped Enrollments Screen allows a school to review **Inactive Course Enrollments** within their school.

To use this screen do the following:

- 1) Choose which reporting term (i.e. the bucket in PowerTeacher Pro or PowerTeacher Gradebook where the grades have been recorded) to view:

Include grades <u>from Gradebook Reporting Term:</u>	S1 ▼
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- 2) Choose one or more scheduling terms (i.e. these are the terms that the courses are **scheduled** to meet). You can choose up to four scheduling terms.

Parameters	
Include grades <u>from Gradebook Reporting Term:</u>	S1 ▼
Scheduling Term 1:	2016-2017 ▼
Scheduling Term 2:	▼
Scheduling Term 3:	▼
Scheduling Term 4:	▼
Course Type:	All ▼
▼ Filter	
Include Attendance Percent >=:	50
Include Mark >=:	25
Submit	

- 3) Choose which course type to review:

All ▼
All
Diploma Only
Non Diploma Only
JH/Non ABED Courses Only

- 4) Under “Filter” you can edit the default screen criteria it uses to identify potentially fundable enrolments. *Please be aware that the Include mark is the Gradebook Mark, not the Padded mark. If there are any missed assignments, it will only lower the padded*

mark and therefore you see a few records that don't meet the requirement but they are the records you do want to look closer at to verify with the teachers...

5) After you click submit, it will list students that meet the criteria selected.

Reviewing Inactive Enrolments

After submitting the parameters, the screen will populate with the following information for the students listed:

Student Name (Grade)	Clickable, will take you to the "All Enrollments" screen for that student
Course/Section	Course Name, Number and Section Information
Teacher Name	Name of the Lead teacher of the section
Gr./%	The current "Letter Grade" and the "Percent" for that student
Padded Mark	The "Mark" for that student if a 0 is filled in for all remaining assignments
Padded Wht Comp	<p>Every assignment in the system is worth a certain amount of "points".</p> <p>This simply compares the total number of points associated with assignments the student was assessed on versus the total number of points for all possible assignments.</p> <p>This is an approximation of the answer to the funding criterias "has been assessed on 50% or more of the course material".</p>
Info	Clickable, will take you to a detailed breakdown of the student's performance in that class.
Periods Attended	¹ The number of Periods attended (assumes Period Attendance)
Course Length	The total number of periods associated with the course section
% Attendance	A calculation of the % Attendance based upon the previous two fields.
Funding Flag	² Editable, the Alberta Education Funding Flag for this enrollment

¹ Will not contain accurate information if attendance is not taken by period for this class

² Changes made will not be saved unless the district administrator has chosen to enable this functionality

Comp Method	Editable, the Alberta Education Completion Method
Comp. Status	Editable, the Alberta Education Completion Status
	Clickable, a link to a page describing the history of that student's performance in courses sharing the course prefix (e.g SCN)