Processing Adds and Drops in Jupiter Ed

When a student is added to, or dropped from, your class, you still need to process the change. A green ✚ or red ✖ will appear next to their name on the **Dashboard** page.

Select the student from the list of names on the left side of the screen.

- If a student was added, you may be prompted, "(Student's name) was added (date of drop)." Press **OK**.
  o The prompt may not appear if you already began inputting assignment data for the student.
- If a student was dropped, you will be prompted, "(Student's name) was dropped from this class on (date of drop)." Press **Drop** <u>once all of the following are completed</u>:
  o You have inputted all assignments for the student.
  o If the student left MoHS, note their grade and submit a withdrawal grade to the Registrar's office.
  o Important note: The student will be dropped from your class once you press **Drop**. While it is possible to temporarily add the student back in if you forgot to do something, please try to make sure you are completely done before pressing **Drop**.

Please make sure to process all drops. The student (and their parents) still see your class on their accounts until the drop is processed.