Manage Students to Drop or Delete

The **Manage Students** tab will display all students in a selected gradebook. Click the mouse on Manage Gradebooks from the Details button on the dashboard page. Click the mouse on the **Manage Students** tab. The following page will display with the selected gradebook name on the top of the form.

3 -	2nd Sem Adv Algeb	ra CP - Sp	oring v	🔹 Dashb	ooard 🎟 S	cores by Class	🕼 As	signr	nents	😁 Student	s 💾 Reports	• Mana
ONFIGURAT	FION: 3 - 2nd S	em Ad	v Alge	ebra CP -	Spring	Add Grad	ebook		Lini	Gradebooks		
Edit Gradebook	Options Categor	ies As	signmer	nts Mana	ge Students	Final Marks	Narrativ	ve Gr	ades	Rules B	ickups Restor	e
	Start	and End o	lates de	termine wha	t assignments	the student is a	ccountabl	le for	based	on assignmen	due dates.	
)	ou have s	tudents	to be Added	To or Droppe	d From your Gra	adebooks	Add	l Stude	nts Drop St	idents	
					Add Stude	ents Not In Your	Classes					
	Allow De	letes										
	Action	Status	Sort	Stu ID	Student			Sex	Grd	Start Date	End Date	
		Active	37	99400271	Boissiere, N	latthakarn A		F	11	1/23/2014		
		Active	31	99400307	Breceda, Ar	nna Marie		F	11	8/28/2013		
		Active	34	99400460	Cesena, Fa	raaz		м	11	1/25/2014		

The **Action** dropdown will allow you to **Drop or Delete** a student from the selected gradebook. To Drop a student, click the mouse into the Action field and select the Drop option from the dropdown to the left of the Student's name. The End Date will be auto populated based on the student's class leave date.

Edit Gradebook	Options Cate	gories A	ssignme	ents Mana	ige Students	Final Marks	Narrativ	re Gra	ades	Rules	Back	aups	Restore
	St	art and End	dates d	letermine wha	at assignments	s the student is a	ccountabl	e for	based	on assigr	nment du	ue dates	
		You have	You have students to be Added To or Dropped From your Gradebook						Stude	ents Drop Students		ents	
					Add Stude	ents Not In Your	Classes						
	Allow	Deletes											
	Allow	Deletes	Sort	Stu ID	Student			Sex	Grd	Start Da	te	End Da	te
	Allow	Deletes Status	Sort 37	Stu ID 99400271	Student Boissiere, N	Natthakam A		Sex F	Grd 11	Start Da 1/23/201	te 4	End Da	te
	Allow	Deletes Status Active Active	Sort 37 31	Stu ID 99400271 99400307	Student Boissiere, N Breceda, Ar	Natthakam A nna Marie		Sex F	Grd 11 11	Start Da 1/23/201 8/28/201	te 4 3	End Da	te
	Drop Transfer	Active • Active • Active • Active	Sort 37 31 34	Stu ID 99400271 99400307 99400460	Student Boissiere, N Breceda, Ar Cesena, Fa	Natthakam A nna Mane araaz		Sex F F	Grd 11 11 11	Start Da 1/23/201 8/28/201 1/25/201	te 4 3 4	End Da	te

Dropped students will display highlighted in yellow at the bottom of the student list.

Dropped	1	99400271	Boissiere, Natthakarn A	F	11	1/15/2014	10/15/2013
Dropped	2	99400307	Breceda, Anna Marie	F	11	8/26/2013	11/3/2013

Deleting a student will delete a student's scores and must be done with caution.

To Delete a student, click the mouse on the check box at the top of the form. The check box at the top of the form MUST be checked.

Edit Gradebook	Options	Categorie	es Ass	signme	As Mana	ige Students	Final Marks	Narrativ	/e Gr	ades	Rules	Backups	Restore
		Start a	ind End	ates d	etermine wha	at assignments	the student is a	accountable	e for	based	on assignn	nent due date	es.
		×	a have st	udent	s to be Addee	d To or Droppe	d From your Gr	adebooks	Add	Stude	ents Drop	Students	
		×				Add Stude	ents Not In Your	Classes					
	\checkmark	Allow Del	etes										
	Acti	on	Status	Sort	Stu ID	Student			Sex	Grd	Start Date	End	Date
		•	Active	37	99400271	Boissiere, N	latthakarn A		F	11	1/23/2014		
			Actives	24	00400207	Decendra A	an Maria	(i)	e .		0000040		

Select the **Delete** option from the Action dropdown to the left of the Student's name. The student and their scores will be deleted from the gradebook.