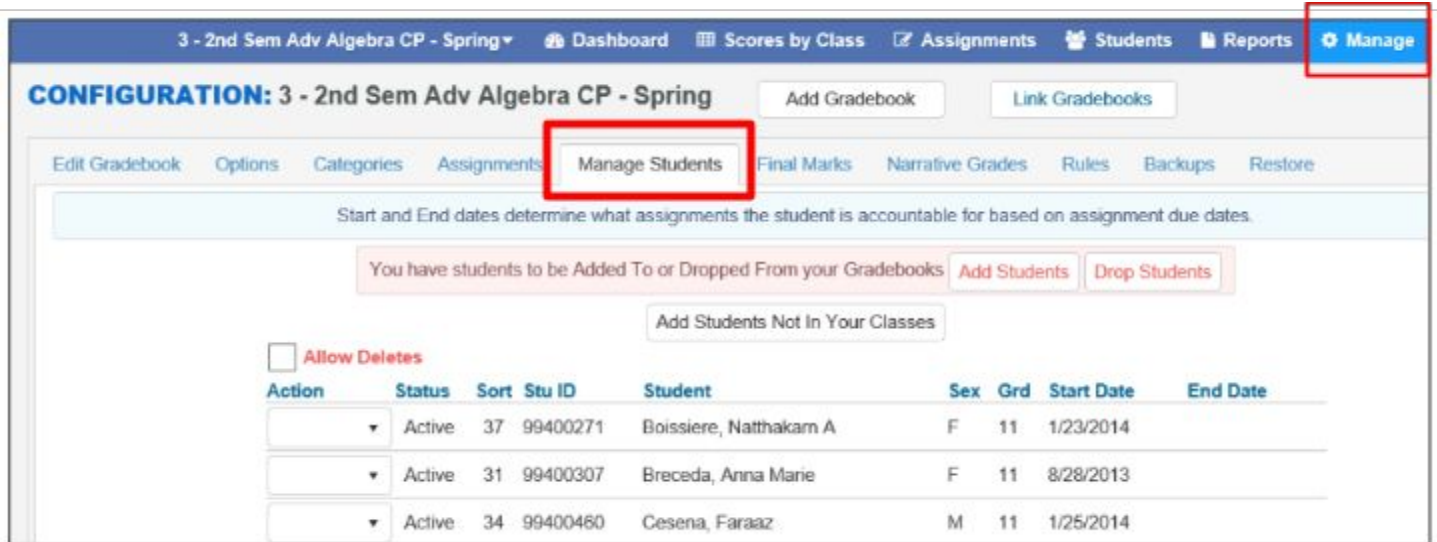
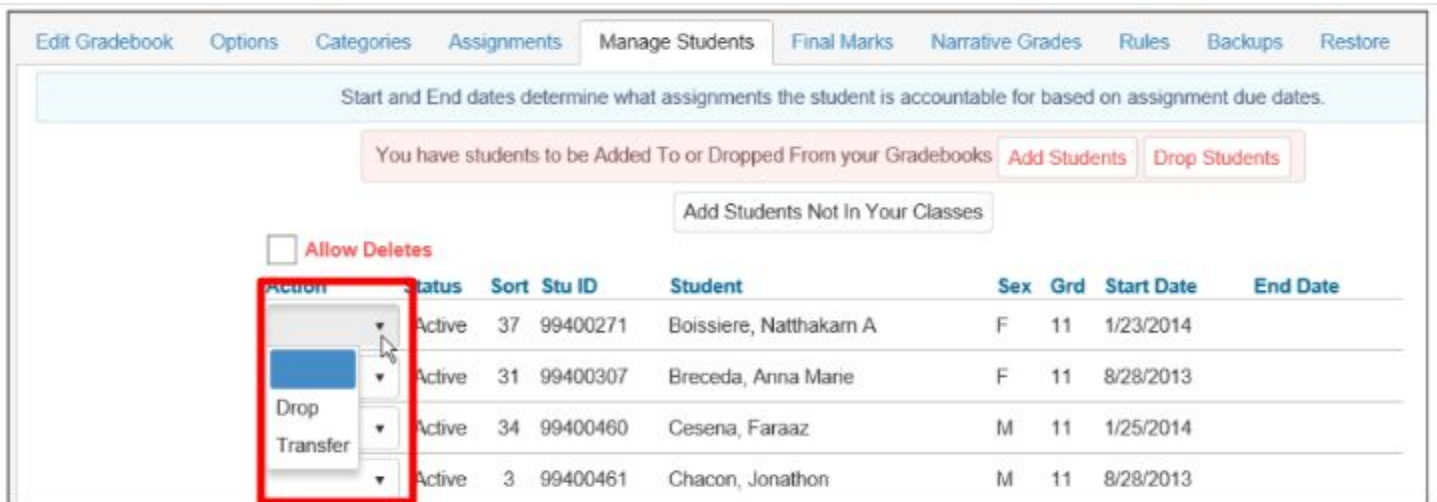


Manage Students to Drop or Delete

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.



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.

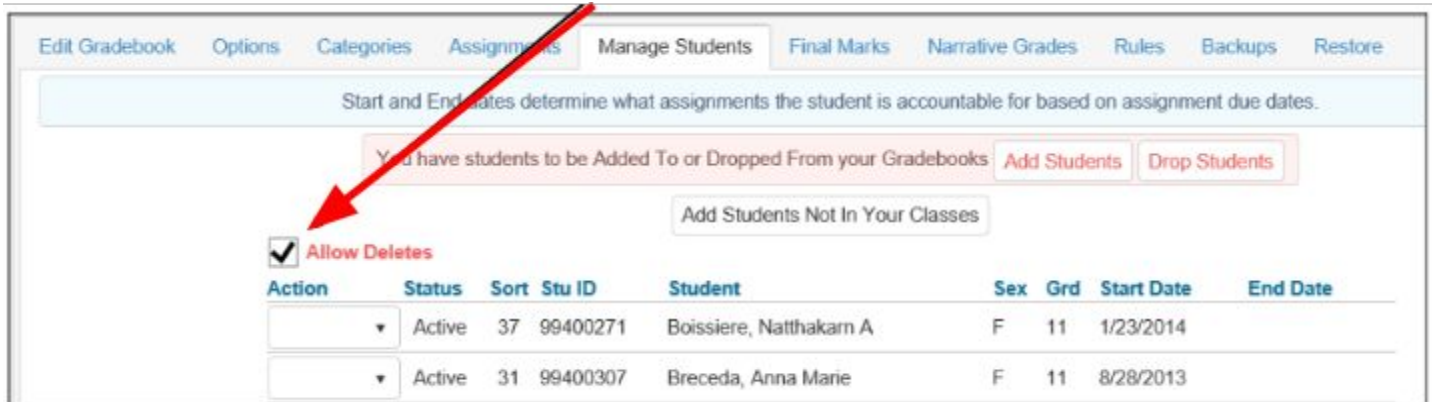


Dropped students will display highlighted in yellow at the bottom of the student list.

Dropped	1	99400271	Boissiere, Natthakam 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.



The screenshot shows a web interface for managing a gradebook. At the top, there are navigation tabs: Edit Gradebook, Options, Categories, Assignments, Manage Students (selected), Final Marks, Narrative Grades, Rules, Backups, and Restore. Below the tabs, a light blue banner contains the text: "Start and End dates determine what assignments the student is accountable for based on assignment due dates." Below this banner, a red-bordered box contains the text: "You have students to be Added To or Dropped From your Gradebooks" followed by "Add Students" and "Drop Students" buttons. Below that is a button labeled "Add Students Not In Your Classes". A red arrow points to a checked checkbox labeled "Allow Deletes". Below this is a table with the following columns: Action, Status, Sort, Stu ID, Student, Sex, Grd, Start Date, and End Date. The table contains two rows of student data.

Action	Status	Sort	Stu ID	Student	Sex	Grd	Start Date	End Date
<input type="checkbox"/>	Active	37	99400271	Boissiere, Natthakam A	F	11	1/23/2014	
<input type="checkbox"/>	Active	31	99400307	Breceda, Anna Marie	F	11	8/28/2013	

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.