



## MASS DELETING STUDENTS

### Mass Delete Students from ProgressBook

The Delete Students option allows you to delete individual or numerous students at once from ProgressBook by specifying the appropriate search criteria. Since this option permanently deletes all data associated with students, make sure to carefully review the classes, assignment marks, report card marks, forms and homeroom attendance marks associated with the students before deleting.

To return the fewest number of students when searching for students to delete, select as many of the available options as possible in the Additional Search Criteria and Sorting Options areas.

1. On the Administrator Home Page under Tools, click **Delete Students**.
2. On the Delete Students screen in the Additional Search Criteria area on the left side of the screen, select the appropriate **code** in the Enrollment Status list.
3. Select greater than (>), less than (<) or equal to (=) in one or more of the following lists:
  - Birthday
  - Graduation Date
  - Last System Update
  - Withdrawal Date
4. Click  to select the appropriate date for any of the lists selected above.
  - ***Since it is not recommended to delete students who have forms associated with them, such as an Special Education forms, do not select the Show Students with Forms check box.***
5. Select the **Show Students with Forms** option to view students who have forms associated with them.
6. Select one or more of the following options in the Sorting Options lists:
  - Birthday
  - Enrollment Status
  - Grade
  - Graduation Date
  - HR
  - ID
  - Last System Update
  - Name
  - School
  - Withdrawal Date
7. Select the Asc (Ascending) or Desc (Descending) option for any of the lists selected above.
8. Click **Search**.
9. A list of students displays matching the search criteria entered. If the student has forms,  displays next to the student's name. You can place your cursor over the icon to view the number of forms associated with the student.

10. Click the **check box in the Delete? column** of the student(s) you want to delete.



You can click the **Select All** link to select all the students in the list or click the **Unselect All** link to deselect all the students.

11. Click **Review student activity before deleting**.

12. Review the student's activity and if you still want to delete the student(s), click **Delete Students**.

13. Click **OK** on the confirmation window.

"Success" appears in the Delete Results column if the student was deleted and "Students successfully deleted" displays in red text at the bottom of the screen.