

Removing Students From Your Grade Book

Go to Your Teacher "Welcome" Page

1. Click the "My Account" link at the top of the page.
2. Select "My Teacher Account."
3. If you are not already logged on, you will need to do so now.

You should now be at the Teacher "welcome" page.

Go to Your Grade Book

4. Click the "Manage Students" link.

Remove Student

1. Click the "Manage Assigned Students" button.
2. Select the checkbox next to the student last name.
3. Click the "Remove Selected Students" button.
4. Click the "Yes Remove Selected Students" button.

Important Note

When you (the teacher) remove a student from your Grade Book, all you are doing is causing your Teacher ID to be removed from their student profile. You are not affecting the records of their grades. So, if you inadvertently remove a student, it's really not much of a problem. All you need to do is to have the student re-enter your Teacher ID into their student profile, and you will once again be able to see all of their work.