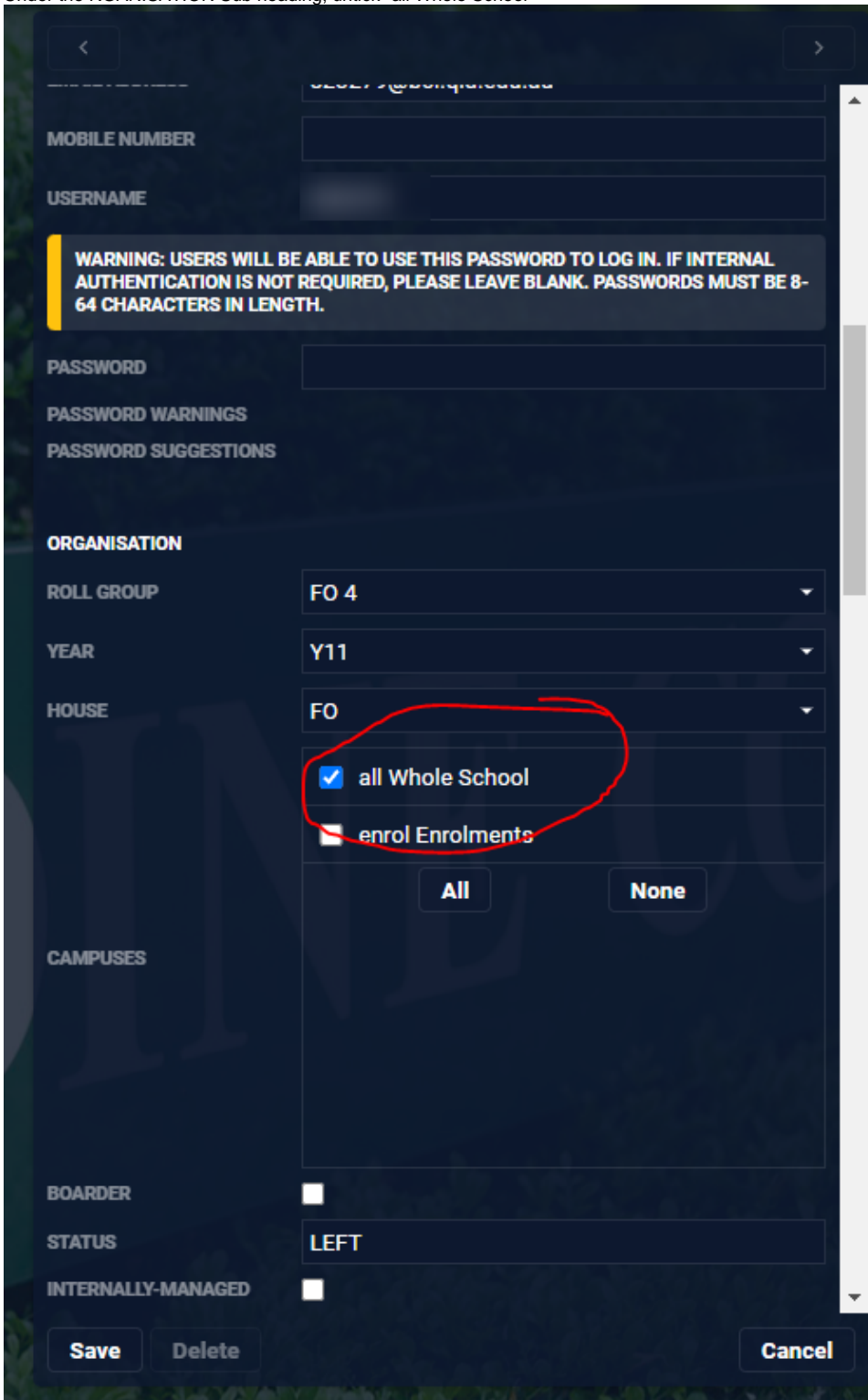


Removing student from Marks book

1. Navigate to [Data Management](#) > Students
2. Search for student and select them
3. Make sure STATUS is set to LEFT
4. Under the ORGANISATION Sub heading, untick "all Whole School"



The screenshot shows a student management interface with a dark blue background. At the top, there are navigation arrows and a search bar. Below the search bar are input fields for MOBILE NUMBER and USERNAME. A yellow warning box states: "WARNING: USERS WILL BE ABLE TO USE THIS PASSWORD TO LOG IN. IF INTERNAL AUTHENTICATION IS NOT REQUIRED, PLEASE LEAVE BLANK. PASSWORDS MUST BE 8-64 CHARACTERS IN LENGTH." Below this is a PASSWORD field. Further down are sections for PASSWORD WARNINGS and PASSWORD SUGGESTIONS. The ORGANISATION section contains dropdown menus for ROLL GROUP (FO 4), YEAR (Y11), and HOUSE (FO). Below these are two checkboxes: "all Whole School" (checked) and "enrol Enrolments" (unchecked). A red circle highlights the "all Whole School" checkbox. Below the checkboxes are buttons for "All" and "None". The CAMPUSES section is empty. At the bottom, there are checkboxes for BOARDER and INTERNALLY-MANAGED, and a STATUS dropdown set to "LEFT". At the very bottom are "Save", "Delete", and "Cancel" buttons.

< >

MOBILE NUMBER

USERNAME

WARNING: USERS WILL BE ABLE TO USE THIS PASSWORD TO LOG IN. IF INTERNAL AUTHENTICATION IS NOT REQUIRED, PLEASE LEAVE BLANK. PASSWORDS MUST BE 8-64 CHARACTERS IN LENGTH.

PASSWORD

PASSWORD WARNINGS

PASSWORD SUGGESTIONS

ORGANISATION

ROLL GROUP FO 4

YEAR Y11

HOUSE FO

☒ all Whole School

☐ enrol Enrolments

All None

CAMPUSES

BOARDER

STATUS LEFT

INTERNALLY-MANAGED

Save Delete Cancel