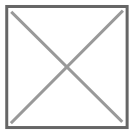
Group Delete Students And Teachers After Scheduling

How to delete students and teachers from a course section after they have been scheduled.

Sometimes school administrators are required to delete students and/or teachers from a course section after the scheduling has been completed. By deleting the schedule, the system does not keep a record of the transaction and the admin user can start over.

To group delete students or teachers, go to **Main menu >> Scheduling >>Group Delete. **Search and select the course section. The system will list the scheduled Teacher(s) and Students. Select who you want to delete and click on the **Delete Selected Students and/or Teachers from the Course Section** button to complete the deletion.



Remember, if there are attendance or grades given by the teacher, then none of the users can be deleted. This feature is useful for erroneous scheduling remediation.

Revision #6
Created 2026-01-26 21:00:54 UTC by Administrator
Updated 2026-01-26 21:56:46 UTC by Administrator