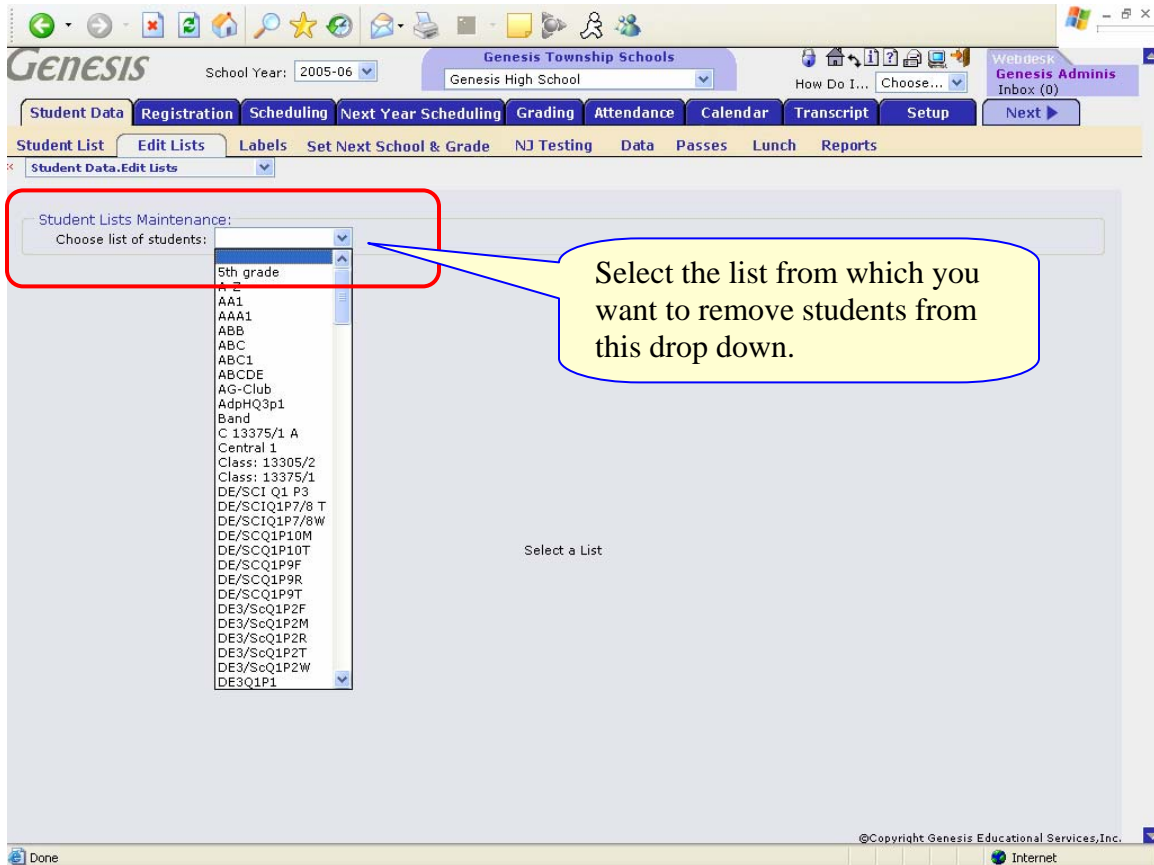


Remove a Student List

Step 1: Select the List from which to Remove Students

Student Data→Edit Lists



Removing a Student List

1. Go to the [Student Data→Edit Lists](#) screen
2. Select the list which you wish to remove from the drop down list
3. Click the “[Delete this list](#)” trashcan button

Step 2: Delete the Selected List

Student Data→Edit Lists

To remove the list itself, click the trashcan **Delete-this-list** icon button.

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status
1005597	Brown	Jarvis	2002	202	12	F	ACTIVE
504668	Fisher	Don	2002	208	12	F	ACTIVE
1010280	Beltre	Adrian	INACT		PG	F	INACTIVE
403599	Hearn	Ed	2002	D212	12	M	ACTIVE
504833	Hardy	Alex	2002	B145	12	F	ACTIVE
504613	Eischen	Joey	2002	C145	12	F	ACTIVE

Figure 31 – Student Data→Edit Lists – Delete the list itself by clicking the trashcan icon button next to the lists name

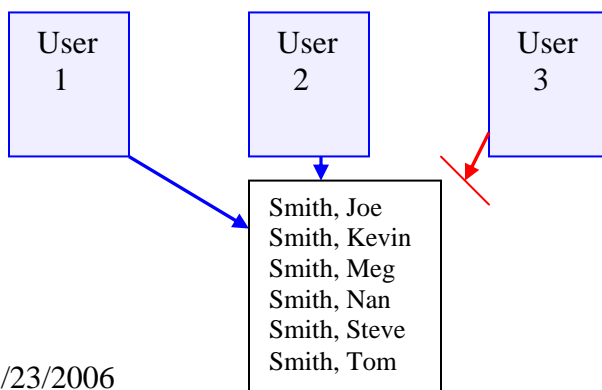
Remove the List itself

Click on the trashcan **Delete** icon for *the list itself*. This is a trashcan icon that appears next to the name of the list.

Removing a list is a “one click” operation.

What if the Deleted List is a Shared List?

When a list is shared, all users who can access the list access the *same* list. When you delete the list you are only deleting *your own access to it*. All other users can still access the list.



When is a Shared List “Really” Deleted?

Only when the last user who has access to the shared list deletes their own access to it is the list actually deleted.

