

## Removing Students from a List

### Step 1: Select the List from which to Remove Students

#### Student Data→Edit Lists

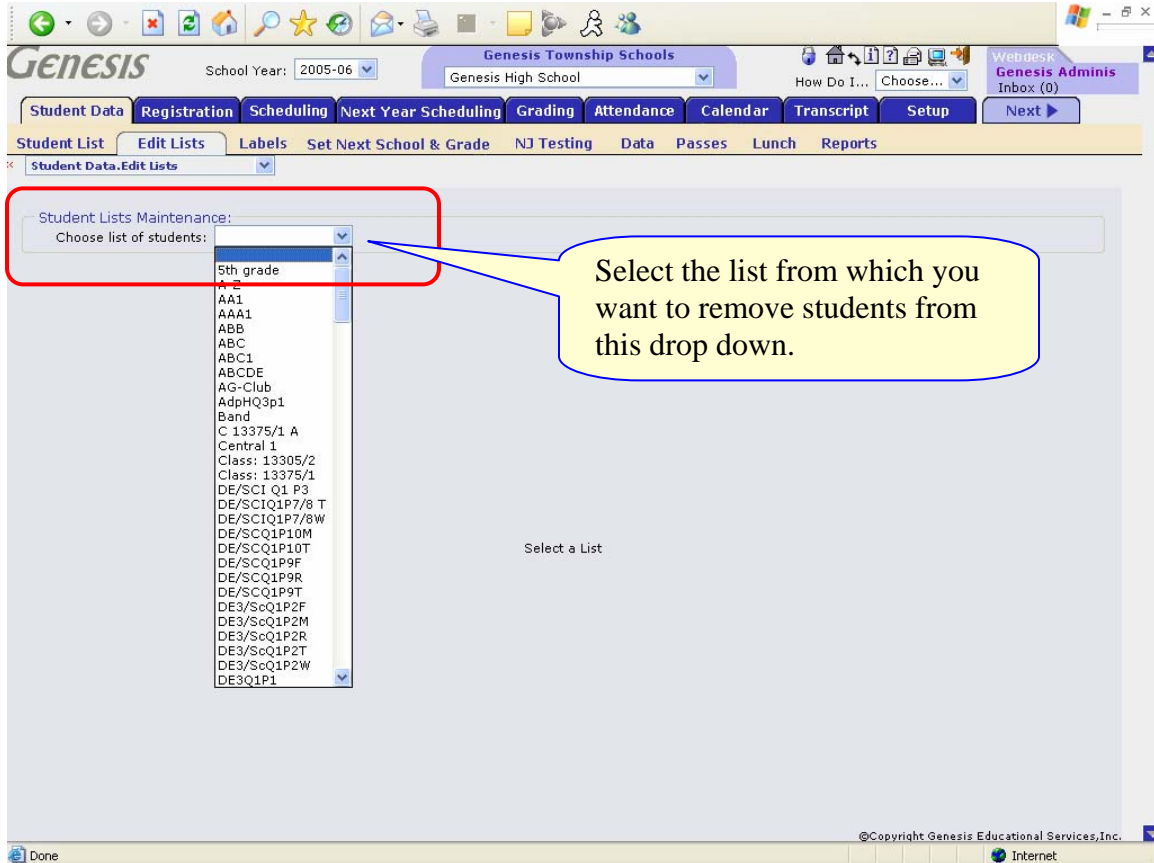


Figure 31 – Student Data→Edit Lists – Find a list to either remove students from it – or delete the list itself

### Removing Students from a List

1. Go to the [Student Data→Edit Lists](#) screen
2. Select the list from which you wish to remove students from the drop down list.
3. Identify the students you wish to remove from the selected list.

This procedure remove students is simple: select the list, delete the students individually.

## Step 2: Remove Students the List

### Student Data→Edit Lists

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 – Find a list to either remove students from it – or delete the list itself

### Removing Students from the Selected List

1. Identify a student you wish to remove from the selected list.
2. Click on the trashcan **Delete** icon button for that student

### What if the List is a Shared List?

When a list is shared, all users who can access the list access the *same* list. When you delete a student from a shared list, all users see the deletion (that is, no longer have the student on “their” list).

