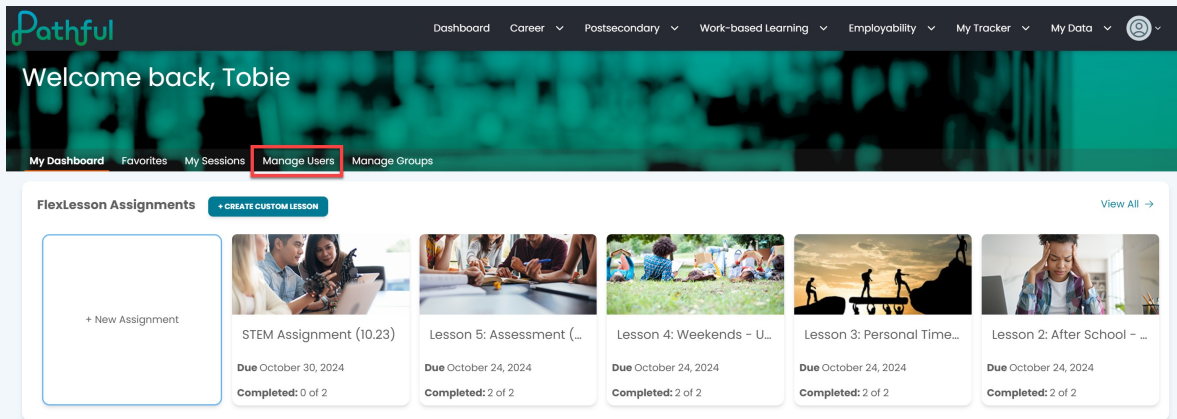


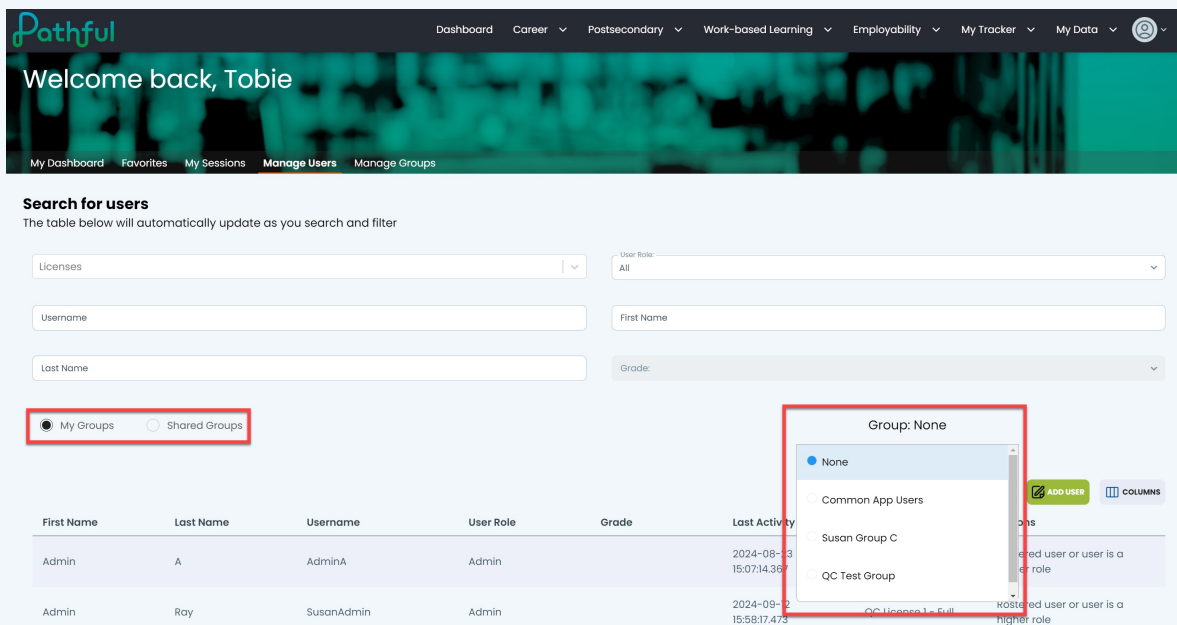
Delete a User

Last Modified on 10/24/2024 8:08 am EDT

1. From your **Dashboard**, select **Manage Users**.



2. Use the filters to locate the desired user. You can filter by License, User Role, My Groups, Shared Groups, or Group Name. You can also type directly into the search boxes. The filters are active and begin to search as you type. Optionally, you can press enter to search once you have applied a filter or typed in a search box.



3. Under the Actions column, select **Delete**.

Welcome back, Tobie

My Dashboard Favorites My Sessions **Manage Users** Manage Groups**Search for users**

The table below will automatically update as you search and filter

Licenses User Role: All

Username First Name

Last Name Grade:

My Groups Shared Groups

Group: Susan Group C

First Name	Last Name	Username	User Role	Grade	Last Activity Date	Main License	Actions
Cameron	Carter	SusanStudent13	User	Grade 11		QC License 1 - Full	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Dominique	Daylen	SusanStudent14	User	Grade 11		QC License 1 - Full	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Eden	Elliot	SusanStudent15	User	Grade 12		QC License 1 - Full	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
Finley	Fritz	SusanStudent16	User	Grade 11		QC License 1 - Full	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

4. In the pop-out window, select **Confirm** to delete the student. *Note: when you delete a student, it is permanent.*
It can take up to 3 hours for your change to be effective.