

Redundant students: bulk removing, archiving, retrieving

Note that removing smaller numbers of students is described in 'FOR SCHOOLS – setting up and managing users' under the sub-title 'Removing users, editing user details'.

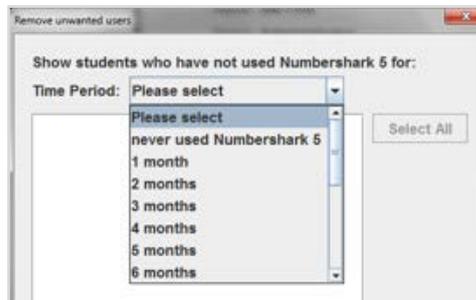
Removing/Archiving Redundant students files

This option allows you to remove or archive any students that have not used Numbershark for some time, and is particularly useful when large numbers of students leave a school.

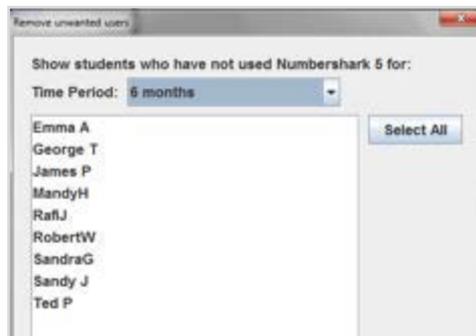
Under *Remove* choose *Redundant students*.



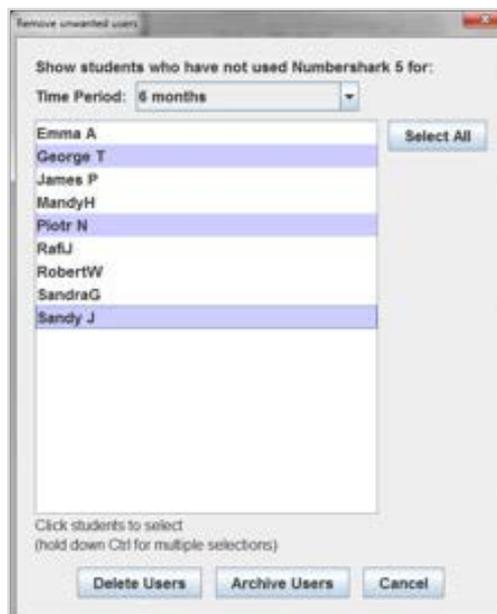
From the drop down menu choose the time period you wish to check.



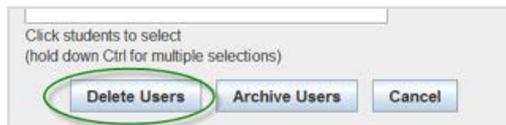
Students meeting the criteria will be shown.



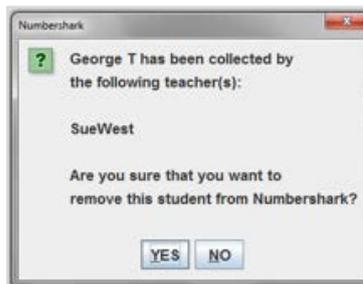
Select those you wish to remove/archive; holding down the Ctrl key will allow you to select several users or *Select All* will allow you to choose all those in the list.



To **remove** the users from the program click *Delete Users*. They will be totally erased from the program. If the user is needed in the future they will need to be added again as a new student.



If a user is also in another *administrator/teacher's* list you will be prompted to confirm deletion.

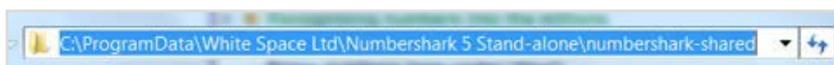


To **archive** the users, click *Archive Users*. They will no longer appear in the program but all their files and records will be saved. They can be retrieved in the future by using the *Import* button.



Retrieving Redundant students files.

Locate the *RedundantUsers* folder within the *numbershark-shared* folder. (A quick way to do this is under *Admin\Advanced features*.) Make a note of its location.



Signed in as a Numbershark Administrator and choose *Admin\Add and Manage students and staff*.

Click the *import* option at the bottom of the list of users.



Navigate to your *numbersharkshared\RedundantUsers* folder.

Choose the Archive date required. Select the user or use Ctrl to choose multiple users and then click on *Open*. The users will be imported straight into the program.

