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How To...
Delete a student account from a school (permanently)

- **Login** as Administrator
- **Choose** the appropriate school-grade (institution) if you have access to more than one:
  - To change institutions, click on the profile icon in the top right and choose Change institutions
  - Then select the one you want

PART 1: Remove student from the class they are no longer in:
- Click on **Groups** at the top of the screen
- Click on the class you want to remove the student from on the left of the screen
- Toggle over the "info" button for the student you want to remove from the class, and click on **Remove from group**
- Click **yes** to confirm

The user is now no longer enrolled as a learner in the class.

PART 2: Remove student from the school:
- Click on **Users** at the top of the screen
- Type part of the User ID for the student account you wish to remove in the Search Box
- Hover over the **3-dots-icon** for that student, and select **Remove from institution**
- Verify that this is the student account you wish to permanently delete; if so, select **Yes** (If not, select **No**)

The student account has now been removed from the institution.

We are very happy to have you as a Gallopade customer and are eager to serve you any way we can.
Sincerely,   The Gallopade Team