

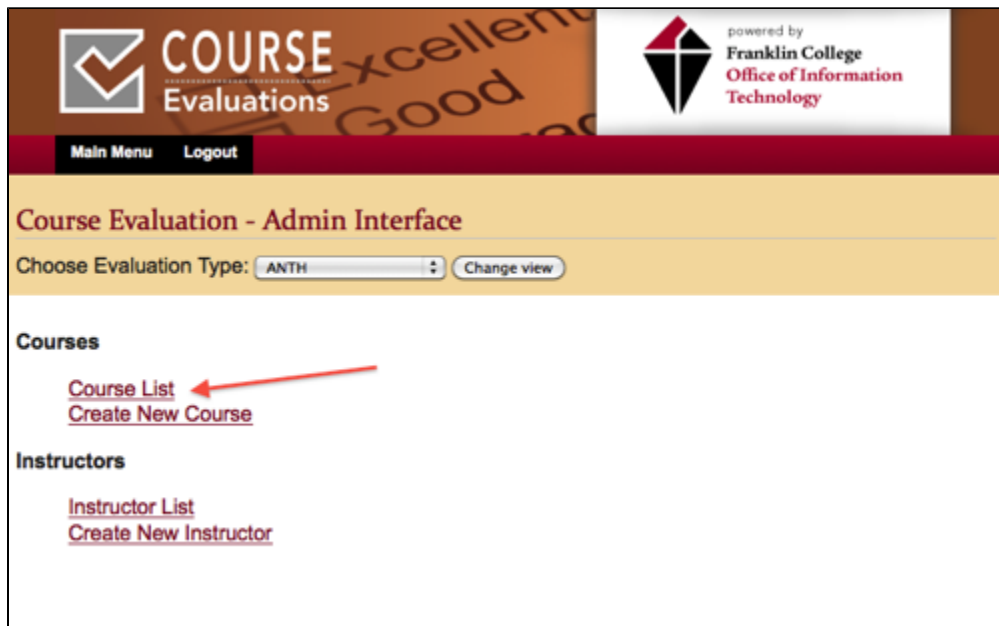
Add/edit/delete students from evaluation

Step-by-step guide

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- [Step 3: Go to the roll for the course](#)
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Step 1: Locate the course

To view all courses, click the [Course List](#) link. See below:



Step 2: Filter the results by semester

Click the drop down box that says [All Semesters](#). Choose the semester you are interested in and click the [Apply Filter](#) button. See below:

Step 3: Go to the roll for the course

Once you have located the course you need to add or delete a student from, click the "Roll" link next to the course. See below.

Current courses (83):

Select	Course	Call #	Period	Semester	Instructor	Eval Start Date	Eval End Date	Stats	Roll	Edit	Delete
<input type="checkbox"/>	AFAM2000: INTRO AFRI AMER ST	09-955	05:00P-06:15P TR	Fall 2008	LESLEY G FERACHO	19 Nov 2008 12:00AM	11 Dec 2008 12:00AM	Stats	Roll	Edit	Delete
<input type="checkbox"/>	AFAM2000: INTRO AFRI AMER ST	40-183	11:00A-12:15P TR	Fall 2008	MORROW	19 Nov 2008 12:00AM	11 Dec 2008 12:00AM	Stats	Roll	Edit	Delete
<input type="checkbox"/>	AFAM2000: INTRO AFRI AMER ST	69-936	05:45P-07:40P M	Fall 2008	RHYM	19 Nov 2008 12:00AM	11 Dec 2008 12:00AM	Stats	Roll	Edit	Delete
<input type="checkbox"/>	AFAM2000: INTRO AFRI AMER ST	78-438	12:20P-01:10P MWF	Fall 2008	FIELDS	19 Nov 2008 12:00AM	11 Dec 2008 12:00AM	Stats	Roll	Edit	Delete
<input type="checkbox"/>	AFAM2000: INTRO AFRI AMER ST	78-925	03:30P-04:45P TR	Fall 2008	LEE	19 Nov 2008 12:00AM	11 Dec 2008 12:00AM	Stats	Roll	Edit	Delete
<input type="checkbox"/>	AFAM2020: AFRICAN AM SOCIETY	74-860	09:30A-10:45A TR	Fall 2008	PARKER	19 Nov 2008 12:00AM	11 Dec 2008 12:00AM	Stats	Roll	Edit	Delete

Step 4: Make your student changes

You can edit a student's info (810 number, first or last name, or email address), drop a student from the roll, or add a new student to an evaluation on this screen.

Admin: List Students in course

[Course List](#)

Course Name: AFAM Demo [[Stats](#) | [Edit](#) | [Delete](#)]

Call Number: 12-345

Period: 01:00P-02:00P M

Semester: Fall 2008

Instructor: Sample Instructor

Evaluation Start Date: 01 Nov 2011

Evaluation End Date: 01 Dec 2011

There is one student in that class:

Student	StudentID	Edit	Drop from class
Sample Student	111111111	Edit	Drop from class

Edit Student info

Drop student from evaluation

Add new student to evaluation

Add the following student to this course:

Student ID	First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Related articles

- [Send E-mail Reminders to Students](#)
- [Loading Courses to be evaluated](#)
- [E-mail Reminders](#)
- [Change evaluation start and end dates](#)
- [Add/edit/delete students from evaluation](#)