Add/edit/delete students from evaluation

Step-by-step guide

- Step 1: Locate the course
- Step 2: Filter the results by semester
- Step 3: Go to the roll for the course
- Step 4: Make your student changes
- Related articles

Step 1: Locate the course

To view all courses, click the “Course List” link. See below:

![Course List](image1)

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:

![Filter Semester](image2)
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.

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  11111111  Edit  Drop from class

Add the following student to this course:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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