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

Step 1: Locate the course

To view all courses, click the ‘Course List’ link. See below:

![Image of 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:

![Image of Filter Results](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.
Related articles

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