

Unenrolling Students in Classes

You can unenroll students from the Accelerated Reader program without deleting them from your school database. It is not recommended that you delete the students unless you are sure they will not return. You may unenroll any student in your class. NOTE: When a student is unenrolled, he will not be able to take a Reading Practice quiz until he is enrolled in another class.

- Log into the AR Management.
- From the **Go** menu, choose [Classes].
- At the **Classes** screen, select the class to unenroll students into
- Select the student you want to unenroll. To unenroll more than one student, hold the <Control> key (Windows) or <Command> key (Macintosh) and click the names of the students you wish to unenroll. To select a continuous range of students, click on the first student you want to select. Then hold the <Shift> key and click the last student you want to select.
- Select the **Unenroll** button.
- Select YES to unenroll the selected students.

The screenshot shows the 'Accelerated Reader Management-Administrator' window. On the left, there is a 'Classes' sidebar with a list of classes and buttons for 'Add...', 'Edit...', 'Delete', 'Enroll...', and 'Unenroll'. The main area is divided into two panes: 'Classes' and 'Fifth Grade'. The 'Classes' pane shows a table with columns 'Name' and 'Teacher'. The 'Fifth Grade' pane shows a list of 'Enrolled Students'. A dialog box is open in the center, asking 'Are you sure you want to unenroll Michael Lee from Fifth Grade?' with 'No' and 'Yes' buttons. Below the dialog, the 'Fifth Grade' pane shows 'Michael Lee' selected, with his details: ID: 2376, Date of Birth: 5/15/92, Grade: 5, Gender: Male, and Locked: No.

Name	Teacher
Fifth Grade	Garcia, Jose
First Grade	Smith, John
High School	Jantzen, Lance
Kin-First	Smith, Marilyn
Middle School	Expert, John
Third Grade	Wong, Katrina

Enrolled Students
Adams, Emily
Ashbeck, Mary
Conner, Tina
Jenkins, Evan
Khang, Mao
Lee, Michael
Roberts, Tim
Rodriguez, Maria
Wilder, Jason

Are you sure you want to unenroll Michael Lee from Fifth Grade?

No Yes

Michael Lee
ID: 2376
Date of Birth: 5/15/92
Grade: 5
Gender: Male
Locked: No