

Remove Students from a Class (Teacher)

This teacher tutorial provides instructions for removing students from a class you have created in ELEteca, the learning management system for Cambridge Spanish materials.

1. To see a list of students enrolled in each of your classes, go to My classes:



2. Select a class and click the unenroll from class icon to the right of the student's name under Enrollments:

ollments	add t
First name ofile email Unenroll from (class
 Teacher One teacherss1@yopmail.com Unenroll from classes 	ss
Student 11 studentss11@yopmail.com	
Student 12 studentss12@yopmail.com	
Student 13	

3. If you are sure that this student shouldn't be in your class anymore, **click OK** in the pop-up window that appears:



Questions about....

Need additional help? Please go to https://edinumen.es/ele-help

Scheduling a Training? To schedule a training, please fill out this form (<u>https://goo.gl/forms/ngo2G5mDRWeaB9c93</u>)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp

Other questions? Contact your <u>K-12 Language Specialist</u> (<u>http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states</u>) or your <u>Higher Ed Language Specialist</u> (<u>http://www.cambridge.org/gb/cambridgeenglish/contact/united-states</u>?contact-type=Sales+Representative#contact-data)