How to Add or Remove Students from Roll Class

- Click  alongside the roll class name you wish to add students.
- Student Group Management window shows

![Image showing the Student Group Management window]

- Click the **Add Students** button, the **Search Criteria** window shows. Filter the data with appropriate detail, and then click the **Go** button to get result.

![Image showing the Search Criteria window]

- Tick the check box  at the end of student record. After selection, click the **Add Selected students** button at the bottom. Multiple students can be ticked.

![Image showing the Matching Students window]
- **Remove students**: tick the check box ☐ at end of the student record, click the **Remove student’s** button at the bottom of the page. Message will pop up to confirm your action. Multiple students can be ticked.

- Click the **Close** button once you have finished your selection

Staff and students are now added into a roll class.