

Removing Students from a Class in ThinkCentral

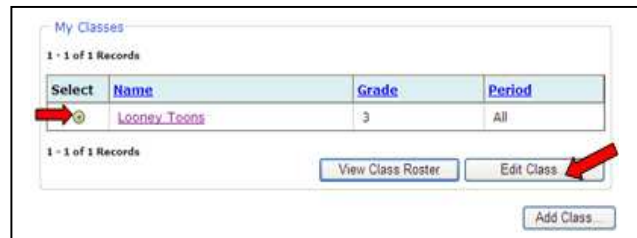
1. Login to ThinkCentral.



2. Click on *Classes and Students*.



3. Select the *Class* where the student(s) you want to remove are located. Click **Edit Class**.



4. The *Edit Class* screen will appear. At the bottom click **Assign Students**.

Edit Class

1. Define class details 2. Assign students to class

Class Name: Description:

Grade: Period:

Check the programs or products to put in the students' library:

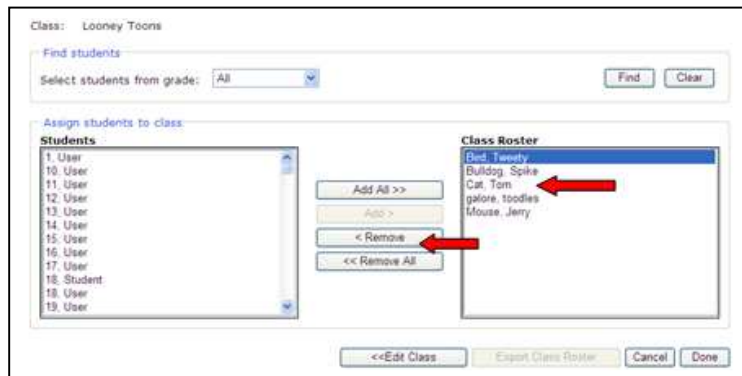
| Include | Product | ISBN |
|-------------------------------------|------------------------------|---------------|
| <input checked="" type="checkbox"/> | Journeys Leveled Practice L3 | 9780547356464 |
| <input type="checkbox"/> | Journeys Leveled Readers L3 | 9780547356952 |

| | | |
|--------------------------|--|---------------|
| <input type="checkbox"/> | Think Math! Lesson Activity Book G3 (SE) | 9780153812668 |
| <input type="checkbox"/> | Think Math! Practice Workbook G3 (SE) | 9780153722097 |
| <input type="checkbox"/> | Think Math! Spiral Review G3 (SE) | 9780153721984 |
| <input type="checkbox"/> | Think Math! Student Handbook G3 (SE) | 9780153721885 |
| <input type="checkbox"/> | iTools (Intermediate) | 9780153616259 |

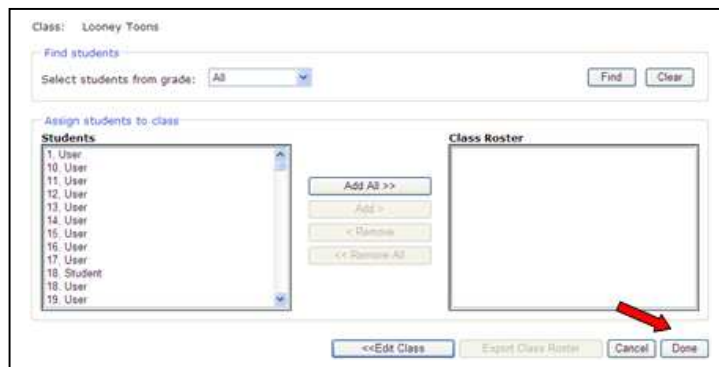
Groups:

| Name | Subject | Level |
|------|---------|-------|
| | | |

5. To remove students click on the student's name and click **Remove**.
*Note: If you are removing all students at the end of the year click **Remove All**.*



6. Click **Done**.



7. ThinkCentral will ask you to make sure you want to remove students, click **OK**.
 8. If you are removing **all** of the students within a class for the end of the year, ThinkCentral will now ask if you wish to assign students to this class. Click **Cancel**. ThinkCentral will confirm that the move was successful.



**If you are in need of further assistance, please contact us at
 Digital Customer Services.**

1-800-210-9157

techcare@hmhpub.com