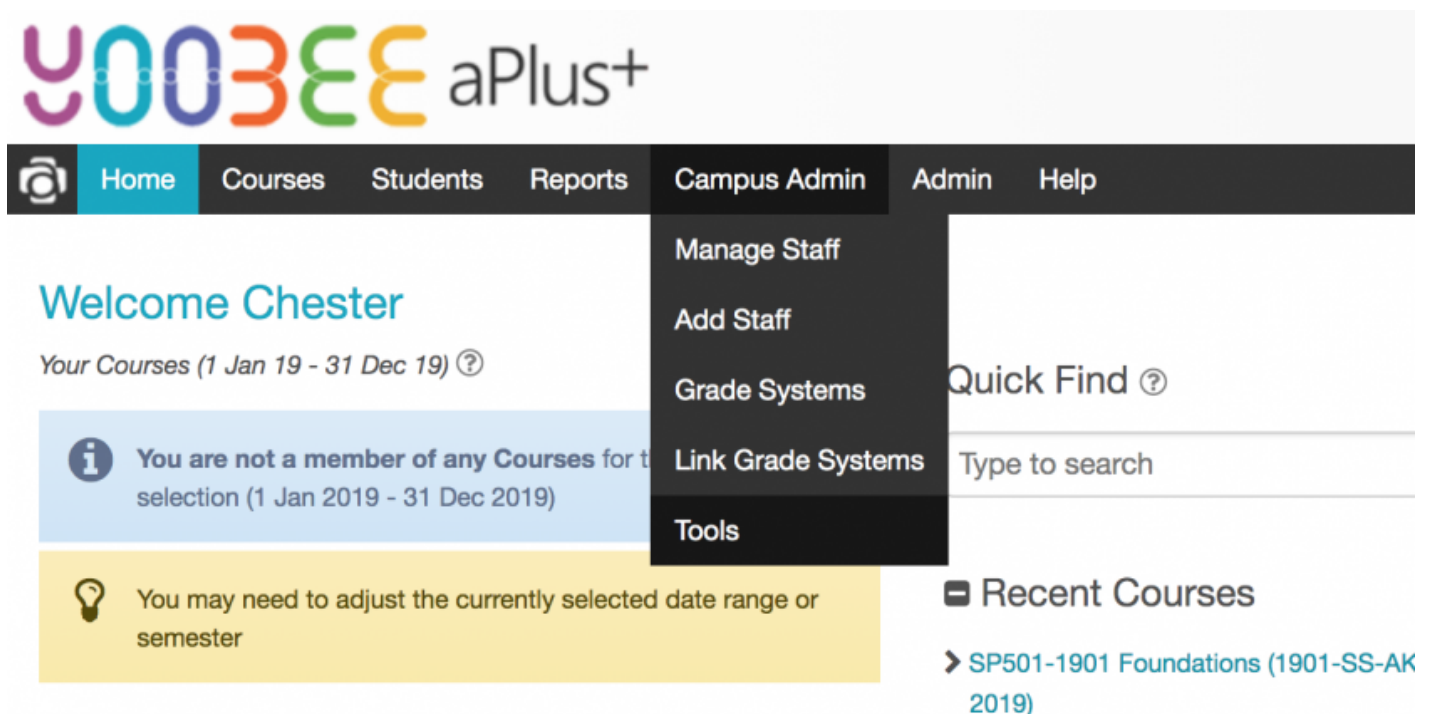


Removing enrolments (and double ups)

Occasionally there is a need to remove a student from a course in Aplus+ because they were accidentally enrolled in programme incorrectly or they have been transferred, or they appear twice in the roll. In most cases the student will disappear from the a course automatically however if the student has attendance or assessment data recorded against them, they may continue to show up.

We can remove these anomalies by going to **Campus Admin->Tools** in the main tabbed menu.



The screenshot shows the Y003EE aPlus+ interface. At the top, there is a navigation bar with tabs: Home, Courses, Students, Reports, Campus Admin, Admin, and Help. The 'Campus Admin' tab is active, and a dropdown menu is open, showing options: Manage Staff, Add Staff, Grade Systems, Link Grade Systems, and Tools. The 'Tools' option is highlighted. Below the navigation bar, the main content area displays 'Welcome Chester' and 'Your Courses (1 Jan 19 - 31 Dec 19)'. There are two informational messages: a blue one stating 'You are not a member of any Courses for the current selection (1 Jan 2019 - 31 Dec 2019)' and a yellow one stating 'You may need to adjust the currently selected date range or semester'. On the right side, there is a 'Quick Find' search bar and a 'Recent Courses' section with a link to 'SP501-1901 Foundations (1901-SS-AK 2019)'.

then selecting **Course enrolments to be removed...**

City Road Auckland - Tools

Approve Enrolment Removal

This system keeps up to date with data from an external system. Enrolments that are removed from the can be performed manually with this tool.


> [Course enrolments to be removed...](#)

> [Unit enrolments to be removed...](#)

You will be presented with a table containing a list of courses and student enrolments that no longer exist in Take2.

Selecting **Allow removal of no-empty enrolments** will enable tick boxes next to enrolments that have data recorded against them.


City Road Auckland - Remove Course Enrolments

City Road Auckland 

The following list shows enrolments which no longer appear in the external student management system. These are not automatically removed by aPlus+.

Warning: After removal, it is not possible to restore enrolments.

WARNING: Some of the enrolments below may have results recorded against them. Deleting these will remove those results and this can not be undone. Check each enrolment before deleting.

<input type="checkbox"/>	Course	Start-Finish	Student	External SCID	Empty? 
<input type="checkbox"/>	WG01 Design Foundation (1804-YB-AK-WGD-A)	30 Apr 2018-8 Oct 2018	BELKIN, Juri	2740855	Not empty
<input type="checkbox"/>	WG02 Web Design (1804-YB-AK-WGD-A)	30 Apr 2018-8 Oct 2018	BELKIN, Juri	2740856	Not empty
<input type="checkbox"/>	WG04 Interface Design (1804-YB-AK-WGD-A)	23 Jul 2020-23 Nov 2020	BELKIN, Juri	2740858	Not empty
<input type="checkbox"/>	12144901-1902 Modelling and Texturing (1902-YB-AK-DAN)	11 Feb 2019-13 Dec 2019	Verma, Mohit	2749919	Not empty
<input type="checkbox"/>	WG04 Interface Design (1804-YB-AK-WGD-A)	30 Apr 2018-19 Apr 2019	Wu, Yi	2740692	Not empty

Tick the enrolment you wish to remove and click **Remove Selected enrolments**.

<https://nextcloud.chesterwhitwell.co.nz/index.php/s/EApaxYNTTYmdJC8>

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