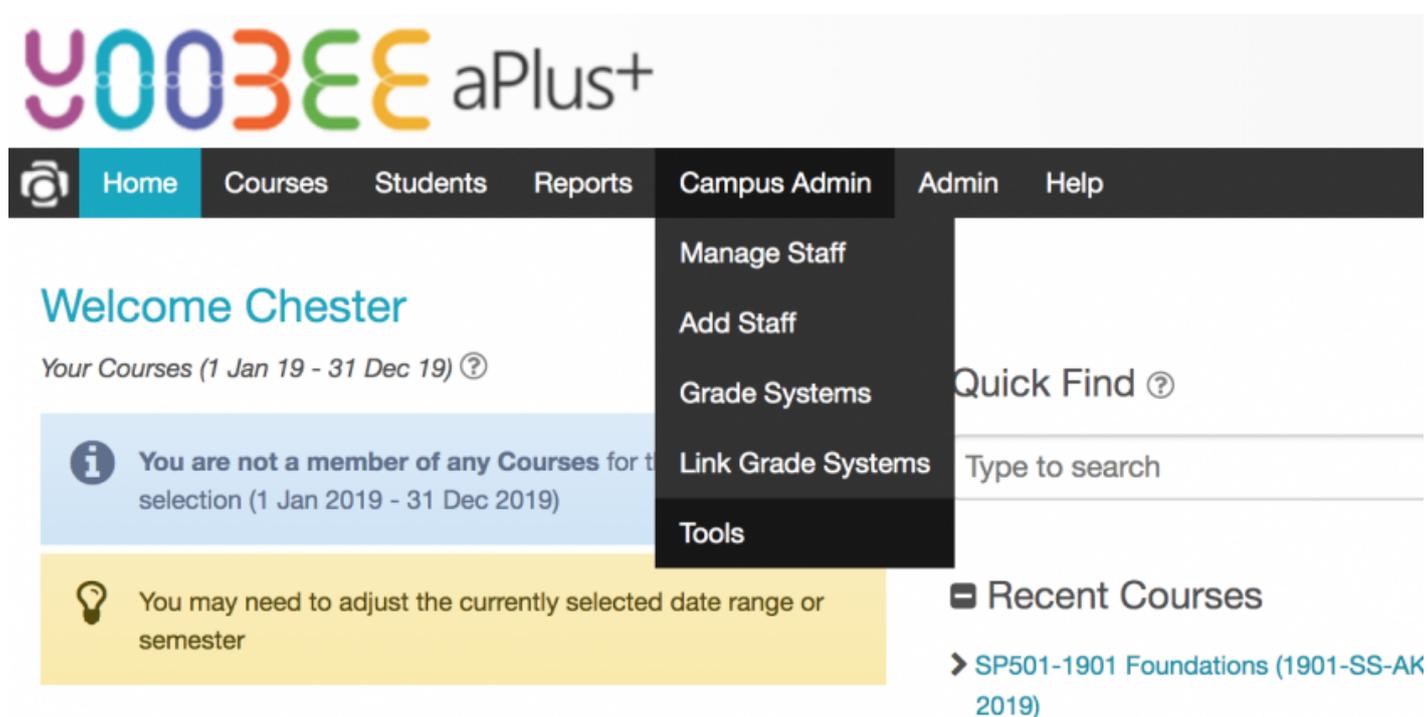


Removing enrolments (and double ups)

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 of 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 selected, 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, there is a 'Welcome Chester' message and a 'Your Courses' section. A blue information box states: 'You are not a member of any Courses for the selection (1 Jan 2019 - 31 Dec 2019)'. A yellow warning box says: 'You may need to adjust the currently selected date range or semester'. On the right, there is a 'Quick Find' search bar and a 'Recent Courses' section listing 'SP501-1901 Foundations (1901-SS-AK 2019)'.

then selecting **Course enrolments to 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

Remove Selected Enrolments

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

<https://nextcloud.chesterwhitwell.co.nz/index.php/s/EApxaYNTTYmdJC8>

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