Prior to the V2 upgrade, you will need to delete any users that are no longer needed, and tidy class and set lists. These include:

- any teachers and students that will no longer be at your school from the start of the 2014/15 academic year
- Classes that have no pupils in them
- Sets that will not be used

so that the information you will see on V2 is current and relevant.

**Deleting Students**

1. Click on the **Teacher Area** button.

2. Then click on the **User Management** tab.

3. Scroll down and click **Annual Class Transfer**.

4. You will be asked for your **Feature Password**. Please enter it, and click Log-in*.

*If you don’t know your feature password, please contact your EducationCity.com administrator in your school.

The basic controls you’ll need to select pupils are detailed below.

When you roll over a name, the line will highlight orange. Once a line is selected it will turn blue (it will go orange if the mouse is over it still).

To **select a single pupil**:
- left click it with the mouse.

To **select multiple pupils** do one of the following:
- Click the first pupil then hold the shift key down whilst clicking the last pupil you want to choose. This will select everything in between the 2 names clicked on.
- Hold the control key down and click on the names you want to select. This allows you to select multiple pupils which aren’t necessarily next to each other.
1. Select those pupils leaving the school using one of the methods described in section 2 of this guide.

2. Click the **Delete** button.

3. You can then see the ‘status’ of the pupils.

4. Click **Apply** to make the change. (If you have gone wrong, click **Reset All** to reset any pupils you have selected for deletion.)

5. You will then be taken to a summary screen so that you can double-check any changes you are about to make, and also have the chance to **Download** a spreadsheet of scores for a class.

6. You can double-check any changes due to be made before clicking the **Apply** button to make the changes, or **Cancel** to return to the previous screen.
1. Click on the **Teacher Area** button.

2. Then click on the **User Management** tab.

3. Click **Manage Pupil Details**.

4. You will be asked for your **Feature Password**. Please enter it, and click **Log-in**.

   *If you don’t know your Feature Password, please contact your EducationCity.com administrator in your school.

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1. Click on **delete** next to the empty class.

2. Click **delete** to confirm the action.
Deleting Sets

1. Click on the Teacher Area button.

2. Then click on the User Management tab.

3. Scroll down and click Create Sets.

4. You will be asked for your Feature Password. Please enter it, and click Login*.

*If you don’t know your Feature Password, please contact your EducationCity administrator in your school.

Deleting a Set

1. Click Delete Set next to the set name you would like to delete.

2. Click Delete to confirm the action.
**Deleting Teachers**

1. Click on the **Teacher Area** button.

2. Then click on the **User Management** tab.

3. Click **Manage Teacher Details**.

4. You will be asked for your **Feature Password**. Please enter it, and click Log-in*.

*If you don’t know your feature password, please contact your EducationCity.com administrator in your school.

1. Click **delete** next to any staff that need deleting.

4. Confirm this action by clicking **Delete**.