

# Redundant students: bulk removing, archiving, retrieving

Note that removing **smaller** numbers of students is described in the PDF 'FOR SCHOOLS - collecting students, creating groups, removing users, changing user details' which is to be found in this section.

## Removing/Archiving Redundant students files

This option allows you to remove or archive any students that have not used Wordshark for some time, and is particularly useful when large numbers of students leave a school.

Under *Remove* choose *Redundant students*.

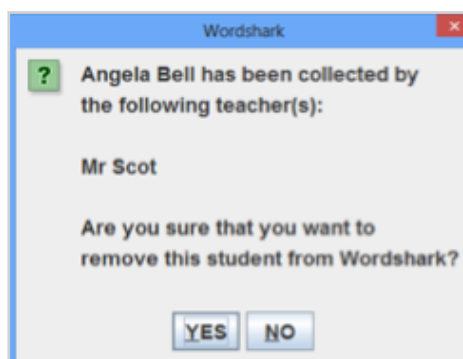
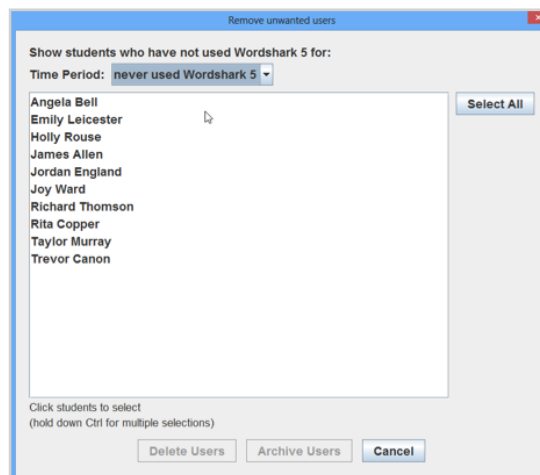
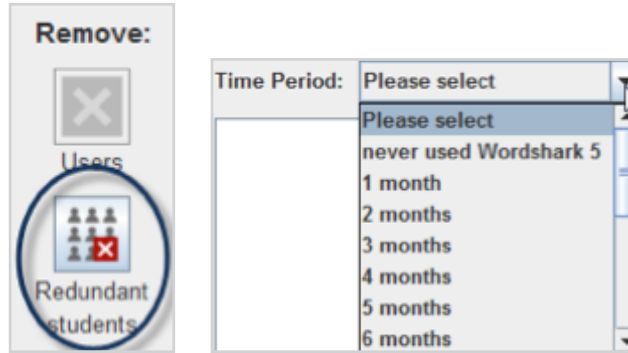
From the drop down menu choose the time period to check.

Pupils meeting the criteria will be shown.

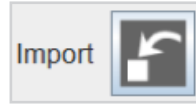
Holding down the Ctrl key will allow you to select several users or *Select All* will allow you to choose all users.

**To remove** the users from the program click *Delete Users*. They will be totally erased from the program. If the user is needed in the future they will need to be added again as a new student.

If a user is also in another *administrator/teacher's* list you will be prompted to confirm deletion:



To archive the users, click *Archive Users*. They will no longer appear in the program but all their files and records will be saved. They can be retrieved in the future by using the *Import* button.



### Retrieving Redundant students files.

Locate the *RedundantUsers* folder within the *wordshark-shared* folder.



Make a note of its location.

Sign into Wordshark as the Wordshark administrator.

Choose *Admin\ Add and Manage students and staff*.

Click the *import* option at the bottom of the list of users.

Navigate to the *RedundantUsers* folder and choose the Archive date required.

Select the user or use Ctrl to choose multiple users and then click open. The users will be imported into the program.

