

## **Inactivating/Unenrolling Students in Renaissance Place**

(Addition to Renaissance Learning Knowledge Base article #10150563)

### **Export the data**

If students are leaving the district or moving to a different school that does not share the same Renaissance Place hosted site, you should export their records before unenrolling or deleting them. Click the Users tile on the Home page, and choose “Export Information” under Related Student Tasks. Drill down to the student, click the “Export” link next to the student’s name, and choose the type of export you want to create.

- ) Renaissance Place Export – Choose this option if you are exporting student information that will be imported into the database of a Renaissance Place program. When you choose this option, “Export student data only” means that you will export only the students’ personal data, but **no** quiz, test, or assessment data. If you choose one of the products listed, the students’ quiz, test, and assessment data will also be exported. All of the data will be in one export file.
- ) Desktop Export – Choose this option if you are exporting student information that will be imported into one of Renaissance Learning’s desktop software programs, such as Accelerated Reader 6.x or STAR Math 2.x. When you choose this option, you receive a separate export file for each program you choose.

### **To unenroll/inactivate students by grade level:**

Use this option when all students in a grade will be leaving. For example, you might be inactivating all twelfth graders at a high school because they are graduating, or all fifth graders because they are moving on to the middle school.

- 1) Click the Users tile on the Home page.
- 2) Click “Edit Multiple School Enrollments”.
- 3) Use the fields at the top of the page to search for the students you want to inactivate. You can select the school and/or grade and/or enter the first name and/or last name. You may not need to enter all information to find the students. After entering the information, click [Search]. The search results will appear below and to the right.
- 4) Check the box next to each student whose school enrollment you want to change. If the list of search results is long, it may be split into more than one page. If so, click [Next>>] to see the next part of the page or [<<Previous] to go back. To select all students on the page, check the

- Student box at the top of the list but be sure to uncheck students that will remain at the school, perhaps because they have been held back.
- 5) Check the box next to “Unenroll from current school”. **Note:** If you are a district user and the students are all moving to the same new school, check the “Enroll in” option and select their new school from the drop-down menu.
  - 6) Click [Apply] to save the change.
  - 7) The next page will show you the number of students affected. After reading this information, click [Done] to close the page.

### **To unenroll/inactivate individual students:**

Use these steps if you have already unenrolled most students, but need to later inactivate a single student.

- 1) Click the Users tile on the Home page.
- 2) Click “View Students”.
- 3) Search for the student you want to inactivate. You can enter the first name, last name, and/or ID in the appropriate blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Click [Search] to see the results. If you are a school user, you will only have the option to unenroll students from your school, although students enrolled in other schools may appear in your search results depending on the criteria entered.
- 4) Click on the student’s name whose information you want to edit.
- 5) If not currently selected, click on the School Enrollment tab.
- 6) Click “Unenroll” next to the school(s) the student will no longer be attending next year.
- 7) Click [Save] to save your changes to the school enrollment.