



How do I get rid of inactive students?

What is an inactive student?

When a student decides to de-register for your course at Academic Administration, clickUP will make the student inactive. You might wonder why clickUP does not delete the student record. Due to the fact that when the student de-registers, a human intervention is necessary on the PeopleSoft system to change the status of that student for that course. Humans make mistakes and therefore if clickUP deletes the student record, then all the data of that student is also deleted. If a mistake was made, then a lot of information has been deleted that cannot be retrieved, hence the inactive status.

This is what it would look like in clickUP:

Grade Centre : Full Grade Centre

Filter Work Offline

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: 22 October 2012 16:43

Last Name	First Name	Username	Student ID	Last Access	Availability	Wiki Total	Blog Total
Bell	Tinker (S19)	student191		05 October 2011	Available	--	--
Cricket	Jiminy (S7)	student71		05 October 2011	Available	85.00	--
Crow	Jim (S6)	student61		05 October 2011	Available	--	--
De Spell	Magica (S10)	student101		05 October 2011	Available	--	--
DeVillie	Cruella (S3)	student31		04 October 2011	Available	--	--
Duck	Donald (S4)	student41		04 October 2011	Available	--	--
Jack	Monterey (S13)	student131		05 October 2011	Available	--	--
Kahn	Shere (S16)	student161		05 October 2011	Available	--	--
McDuck	Scrooge (S15)	student151		05 October 2011	Unavailable	85.00	--
Mouse	Mickey (S11)	student111		05 October 2011	Unavailable	--	--
Mouse	Minnie (S12)	student121		05 October 2011	Available	85.00	--
Pan	Peter (S14)	student141		05 October 2011	Available	--	--

The two students whose Availability status is Unavailable are the ones who have deregistered. But you can imagine it is a nightmare to keep track of these in a large class. So, you might want to hide these unavailable students.

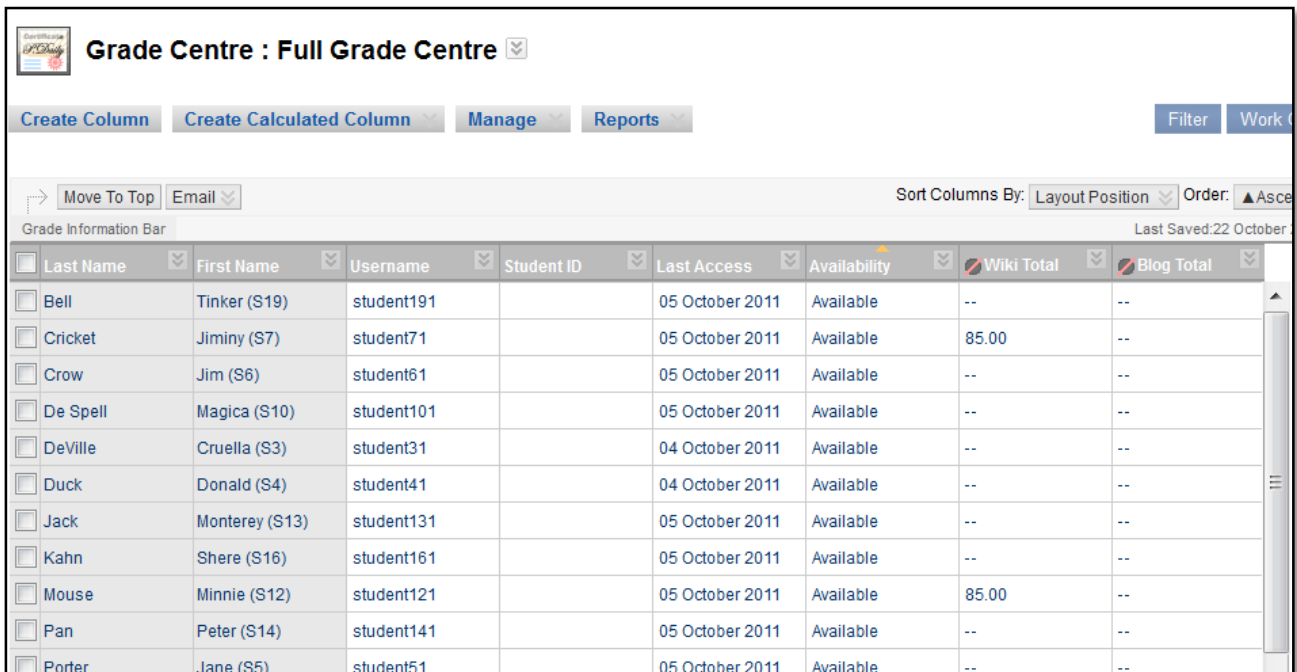
How to hide the inactive student

There are two ways in which you don't display the students:

Hide the students using Row visibility

- Click on **Grade Center**
- Click on **Full Grade Center**
- Click on the action link next to the **Availability** heading
- Click on **Sort Ascending** – all the Unavailable students will then be displayed together at the bottom of your class list.

- Click on **Manage**
- Click on **Row Visibility**
- Click on the tick boxes before the students whose status is Unavailable
- Click on **Hide Rows**
- Click on **Submit**
- Now you will not have any students with an Unavailable status on your screen anymore. It should look like this:



Grade Centre : Full Grade Centre

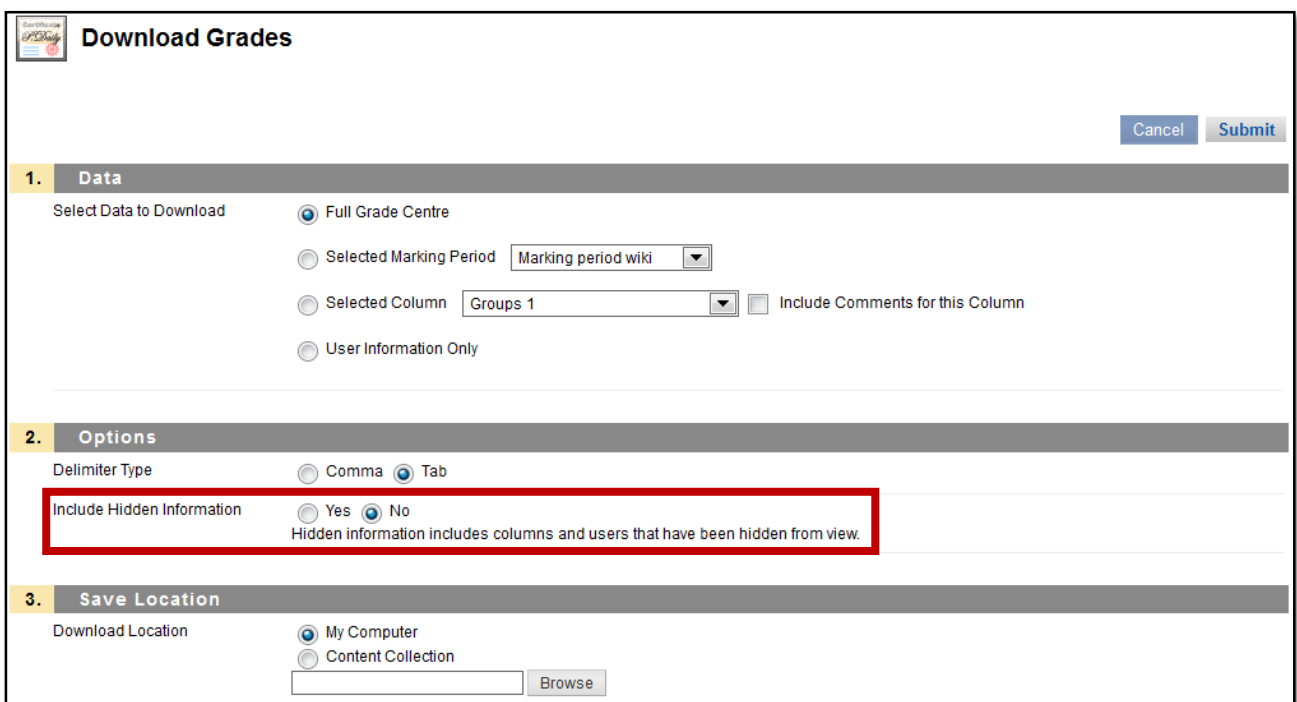
Buttons: Create Column, Create Calculated Column, Manage, Reports, Filter, Work

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: 22 October 2011

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability	Wiki Total	Blog Total
<input type="checkbox"/>	Bell	Tinker (S19)	student191		05 October 2011	Available	--	--
<input type="checkbox"/>	Cricket	Jiminy (S7)	student71		05 October 2011	Available	85.00	--
<input type="checkbox"/>	Crow	Jim (S6)	student61		05 October 2011	Available	--	--
<input type="checkbox"/>	De Spell	Magica (S10)	student101		05 October 2011	Available	--	--
<input type="checkbox"/>	DeVille	Cruella (S3)	student31		04 October 2011	Available	--	--
<input type="checkbox"/>	Duck	Donald (S4)	student41		04 October 2011	Available	--	--
<input type="checkbox"/>	Jack	Monterey (S13)	student131		05 October 2011	Available	--	--
<input type="checkbox"/>	Kahn	Shere (S16)	student161		05 October 2011	Available	--	--
<input type="checkbox"/>	Mouse	Minnie (S12)	student121		05 October 2011	Available	85.00	--
<input type="checkbox"/>	Pan	Peter (S14)	student141		05 October 2011	Available	--	--
<input type="checkbox"/>	Porter	Jane (S5)	student51		05 October 2011	Available	--	--

Tip: When you download the Grade Center, DO NOT include the hidden information.



Download Grades

Buttons: Cancel, Submit

1. Data

Select Data to Download

- Full Grade Centre
- Selected Marking Period: Marking period wiki
- Selected Column: Groups 1 Include Comments for this Column
- User Information Only

2. Options

Delimiter Type: Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

3. Save Location

Download Location: My Computer Content Collection

Browse

Set-up a Smart View to only display active students:

- Click on **Grade Center**
- Click on **Full Grade Center**
- Click on **Manage**
- Click on **Smart Views**
- Click on **Create Smart View**
 1. Provide a name for the Smart View, e.g. Active students
 2. Ensure that you select the tick box to make this a Favourite
 3. Select the **Custom** option
 4. The user criteria must display all Active students in other words those whose Availability status = Available.
 5. Filter results – select **All columns**.

Create Smart View

A Smart View is a focused look at the Grade Center. It shows only the data that matches a set of criteria. Smart Views are useful to quickly find data when the Grade Center includes a great number of students and columns. [More Help](#)

** Indicates a required field.*

Cancel Submit

1. Smart View Information

1 * Name: Active students

Description:

Type: Custom

2 Add as Favorite:

2. Selection Criteria

Type of View

- Course Group View one or more Course Groups.
- Performance View specific users based on their performance on a single item.
- User View individual users.
- Category and Status View items by their category and status.
- 3** Custom Build a query based on user criteria.

Select Criteria *Select the users' grade criteria to benchmark.*

4 User Criteria: Availability Condition: Equal to Available / Unavailable

Add User Criteria

Formula Editor *Change the operators and insert parentheses to edit the formula.*

1

Manually Edit

Filter Results 5 Columns to Display in Results: All Columns Include Hidden Information

3. Submit

Click Submit to proceed. Click Cancel to go back.

Cancel Submit

Tip: When you want to download only the Active students:

6. Click on the Smart View for the Active Students
7. Click on Work Offline.

You will then only download the information displayed on this Smart View.

Grade Center : Active students

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Groups 1	Groups 1
Bell	Tinker (S19)	student191			Available	--	1.00		
Cricket	Jiminy (S7)	student71			Available	--	3.00	⚠	⚠
Crow	Jim (S6)	student61			Available	--	11.00		
De Spell	Magica (S10)	student101			Available	--	6.00		
DeVile	Cruella (S3)	student31			Available	--	11.00		
Duck	Donald (S4)	student41			Available	--	12.00		
Jack	Monterey (S13)	student131			Available	--	12.00		
Kahn	Shere (S16)	student161			Available	--	9.00		