
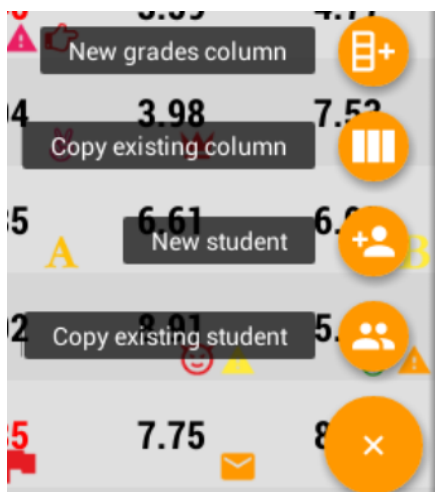


# Add and delete students


You have 3 ways to add a student:

1. **Add a new student manually:** on the main grades window

press  button. Pick the option **"New student"**:



2. **Copy an existing student from one group to another:** on

the main grades window press  button. Pick the option **"Copy existing student"**.

3. **Auto import students:** this option is to do an auto import from a CSV file (Excel or LibreOffice Calc) . More info at [this article](#).

## DELETE A STUDENT

**IMPORTANT:** When you delete a student from a group, he/she is not really deleted from the database. He/she is moved to a special group named **"-No group-"**. So you can reuse the student in future school years. You also can delete the student permanently.

There are 3 ways to delete a student:

1. **Delete a student from the term:** this option is used to delete a student just from the current term. To do that

just do a **long press** on the student's cell, and select the option "**Delete student from term**" on the contextual menu shown:

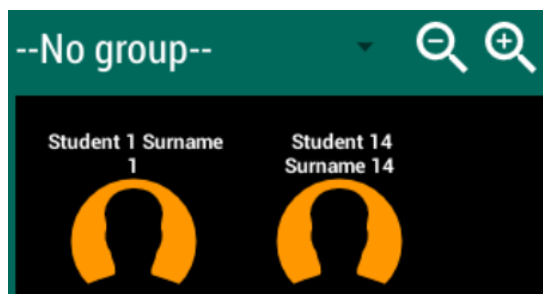
Edit
Delete student from term
Delete student from group
Change color
Delete color
Add comment
Add icon
Height
Charts

2. **Delete a student from the group:** this option is used to delete a student from the current group. The student is not deleted from the database, he/she is moved to a special group named "**-No group-**". So you can reuse the student in future school years. To do that just do a **long press** on the student's cell, and select the option "**Delete student from group**" on the contextual menu shown:

Edit
Delete student from term
Delete student from group
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Delete color
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Charts

3. **Delete a student permanently:** with this option you delete a student from the database, and all his data. To do the permanent delete, you must delete him from the special group called “**-No group-**”. Follow these steps:

1. Go to menu -> **Class plan**
2. Select the group “**-No group-**”:



3. Click on the student to delete:



4. Press on **X** to delete him permanently