

How to delete students

1
Log into Spellzone.



2
Click '**Students**'.



3
Select the student(s) that you want to delete by ticking the box in right hand column.



4
Scroll to the bottom of the page.
Press '**Delete**' button.
Note: This does not immediately delete them from the Spellzone.



5
Click '**Recently deleted students**'.



6
Select the student(s) that you want to **permanently delete** by ticking the box in right hand column.



7
Press '**Permanently Delete**'
or if you have changed your mind, press '**Restore**'

Note:

Permanently deleting students from Spellzone removes all progress, activity and results.