Deleting pupils from FFT Aspire Target Setting: a help guide for schools

Deleting pupils from FFT Aspire Target Setting

fft aspire

V4.0

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Before you begin

Please note that the following steps to delete pupils from in FFT Aspire can only be performed by users with Report Administration rights.
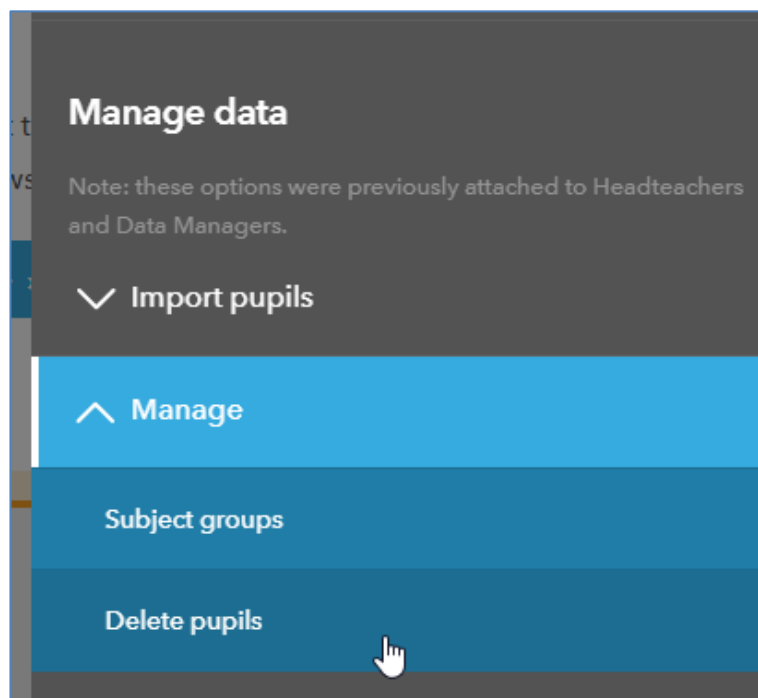
If you are not sure of your administration access or do not have this account type, please speak to your school's FFT Aspire Administrator.
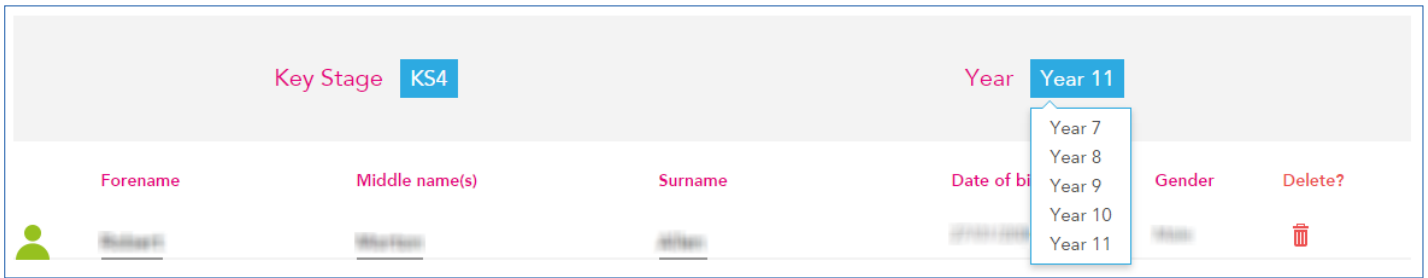
Delete Pupils

1. Log into the Aspire site https://fftaspire.org

2. Select the Administration icon in the top right hand of the screen and a menu will display on the right side.
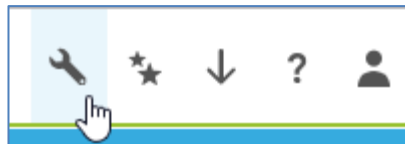
3. Under Manage data, select **'Manage'** and **'Delete pupils'** from the dropdown options.
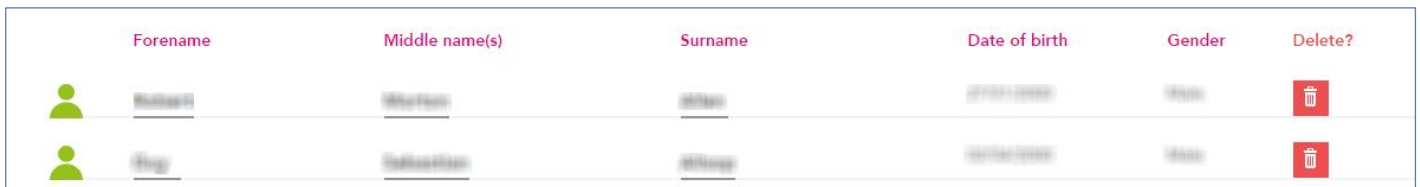
4. Select the Key Stage and Year Group using the dropdown.

	Key Stage	KS4		Year	Year 11		
					Year 7		
					Year 8		
	Forename	Middle name(s)	Surname	Date of bi	Year 9	Gender	Delete?
					Year 10		
					Year 11		🗑

5. Select the pupils to be deleted by clicking of the 'Delete' icon. 🗑

6. The 'Delete' icon will be highlighted for each pupil selected.

	Forename	Middle name(s)	Surname	Date of birth	Gender	Delete?
👤						🗑
👤						🗑

7. Once all the pupils to be deleted have been selected, click the **Continue** button.
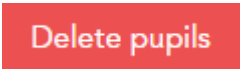
8. The 'Check and confirm pupils to delete' page displays details of all the pupils highlighted for deletion.

Check and confirm pupils to delete

	Key Stage	KS4		Year	Year 11	
	Forename	Middle name(s)	Surname	Date of birth	Gender	Deleting
👤						🗑
👤						🗑

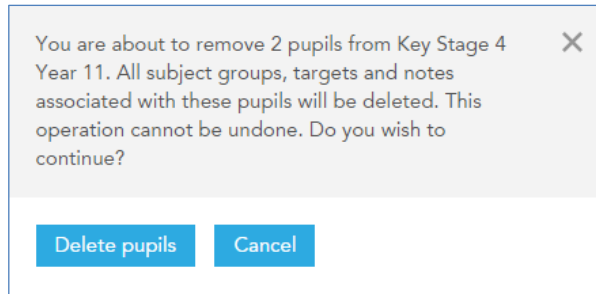**Delete pupils** or Change selections
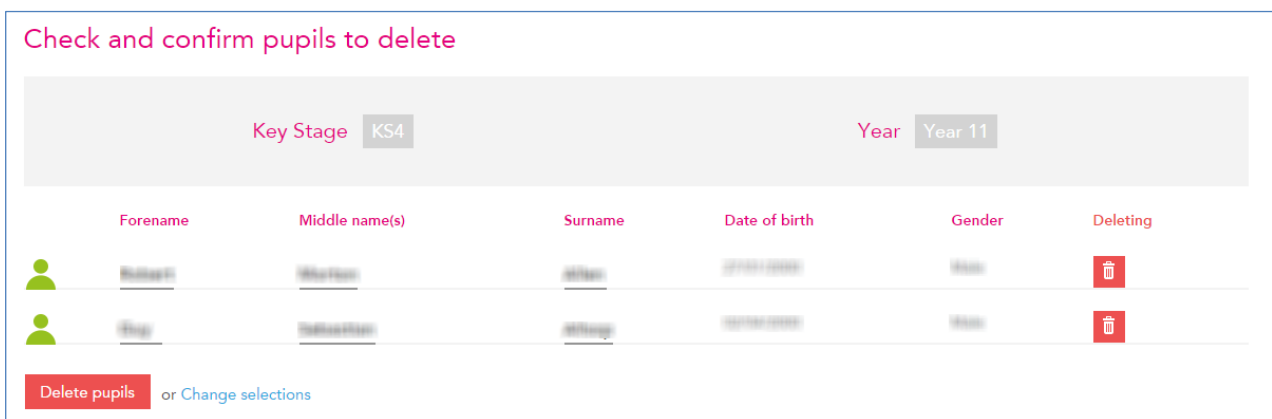
9. Amendments to the list of pupils highlighted for deletion can be made by selecting the 'Change selections' option.

10. Once the list is finalised, select the **Delete pupils** button.

11. A final confirmation message will be displayed. Confirm the deletion of the highlighted pupils by selecting the 'Delete pupils' button. The 'Cancel' button returns the browser to the 'Check and confirm pupils to delete' page.

You are about to remove 2 pupils from Key Stage 4 Year 11. All subject groups, targets and notes associated with these pupils will be deleted. This operation cannot be undone. Do you wish to continue?

Delete pupils   Cancel

12. The 'Delete pupils' page confirms the number of pupils which have been removed.

2 pupils deleted