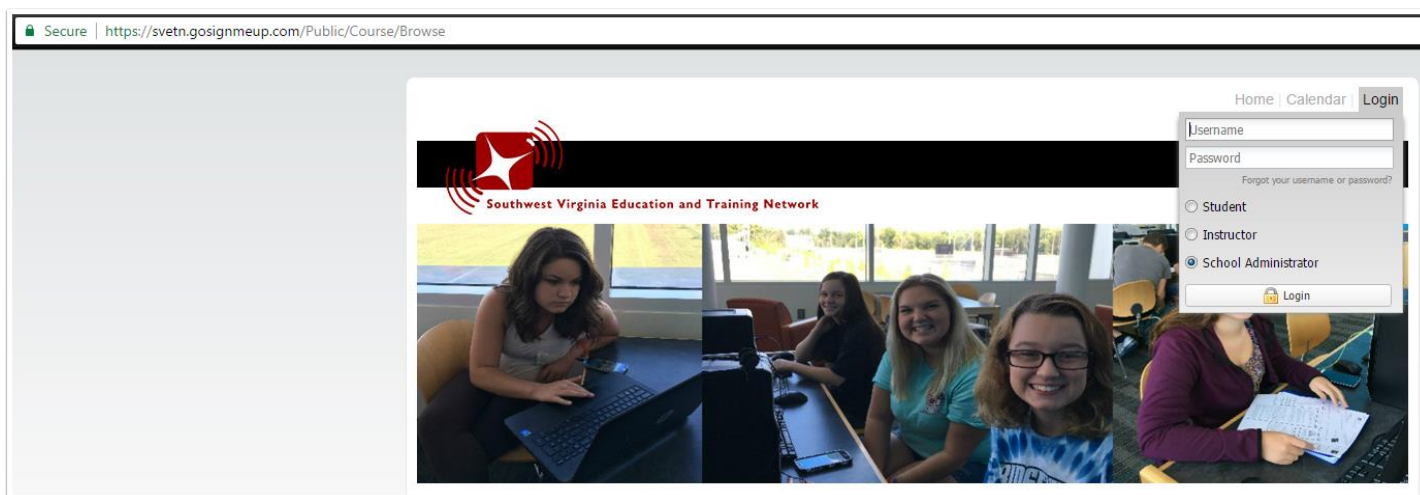


SVETN School Administrators: How to Drop/Withdraw a Student from a Course

If you need to drop/withdraw a student from a course, follow the instructions below.

Step 1: Go to <https://svetn.gosignmeup.com> to log in to your School Administrator Account using your provided credentials. *NOTE: You may click the “Forgot your username or password?” link if you need to recover/reset your credentials.*



Step 2: Once logged in, find the name of the student for which you need to drop/withdraw from a course. Click the dropdown box beside the student’s name under the “Actions” column. Next, click on “Edit” as indicated in the screenshot below.

Welcome Test SchoolAdmin School Administrator Dashboard Empty

Identity

Username: sa_test
Password: *****

Student List

Search Export to Excel

Page 1 of 1 Hide Inactive:

First Name	Last Name	Email	UserName	Enrolled	Complete	Inactive	Waiting	Actions
Test	Student	student...	stu_test	4	1	No	0	select...
Test	Student2	student...	stu_test2	2	1	No	0	Enroll
test	Student3	student...	stu_test3	3	1	No	0	Edit
Test	Student5	Student...	Stu_test5	1	0	No	0	Email this Student
Test	Student6	student...	stu_test6	2	0	No	0	Transcript

Step 3: On the next screen, find the name of the course you wish to drop/withdraw for the student under the “Courses” area. Click the dropdown box under the “Action” column. Next, click on the “Cancel Course” selection.

Welcome Test SchoolAdmin

Edit Student Info

Please enter information required.

Student Information

First Name * : Test
Middle * : Test
Last Name * : Student
Suffix : III
Date of Birth * : 01/01/2000
Gender * : Female
Ethnicity : White/Not Hispanic origin
Graduation Year * : 2019
Grade Level * : 12th
E-mail Address * : student@svetn.org
Confirm E-mail Address * : student@svetn.org
Username : (Your email address will be your username)

Student Contact Details

Student phone : (276) 619-4300
Mailing Address :

Received Email

Search

Page 1 of 2 | Displaying 1 - 5 of 10

Date	Subject
04/20/2017	[SVETN Elite Learning] Enrollment Confirmation
04/20/2017	[SVETN Elite Learning] Enrollment Confirmation
04/20/2017	[SVETN Elite Learning] Enrollment Confirmation
03/21/2017	Enrollment Confirmation
03/14/2017	Cancellation Notice

Courses

Print Show Grid

Enrolled Waiting Past Unofficial Transcript Cancelled M

#	Course Name	Enrolled by	Start Date	Action
Order Number: CK3H06Z41000961				
2570	Testing 101 (Fall) Selected Credit(s) Credit Hours 3		08/01/2017	select... Cancel Course View Coursework
Order Number: CTYA4JK36805651				
2571	Testing 102 (Sprin... Selected Credit(s)		05/19/2017	select...

Step 4: A confirmation prompt will appear (see image below for example). Click “Yes” to drop/withdraw the student from the course.

Date of Birth : 01/01/2000
Gender * : Female
Ethnicity : White/Not Hispanic origin
Graduation Year * : 2019
Grade Level * : 12th
E-mail Address * : student@svetn.org
Confirm E-mail Address * : student@svetn.org
Username : (Your email address will be your username)

Confirm Action

Are you sure you want to cancel?

Yes No

Received Email

03/14/2017 Cancellation Notice

Courses

Show Grid

Waiting Past Unofficial Transcript Cancelled M

#	Course Name	Enrolled by	Start Date	Action
Order Number: CK3H06Z41000961				
2570	Testing 101 (Fall) Selected Credit(s) Credit Hours 3		08/01/2017	select...

Step 5: Repeat step 4, if necessary, to drop the student from other courses.

Step 6: When done, click the “My Account” link in the top right corner of the screen to return to your dashboard.

Home **My Account** Calendar | Log out

Southwest Virginia Education and Training Network

[School Administrator Enrollment Help](#)

IMPORTANT ENROLLMENT INFORMATION
Important announcements will be posted here.

Empty

Welcome Test SchoolAdmin [Edit Student Info](#)

Please enter information required.

Student Information

First Name * : Test
Middle * : Test
Last Name * : Student
Suffix: III
Date of Birth * : 01/01/2000

Received Email

Search

Page 1 of 2 | Displaying 1 - 5 of 10

Date	Subject
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03/21/2017	Enrollment Confirmation
03/14/2017	Cancellation Notice

Congratulations! You have successfully dropped/withdrawn a student from a course!

Questions/Issues?

Open a trouble ticket at <http://support.svetn.org>