How to Exclude Students from Class Rank

This document provides direction on how to exclude students from Class Rank.

Overview

This document will cover the following process: Excluding Students from Class Rank

Step 1-Select the Student(s) to be excluded from Class Rank Step 2-Exclude Student(s) from Class Rank

Excluding Student(s) from Class Rank:

- 1. Select the Student(s) to be excluded from Class Rank: Start Page
 - □ From the Start Page search for and create a list of students to be excluded from Class Rank
- 2. Navigate to the Student Pages by clicking on one of the student's names:
 - A Student Profile **Student Details** Quick Lookup Academic Records ▶ Addresses Attendance ▶ Demographics Digital Equity & Learning Behavior ⊾ Preferences Email Compliance ۱. Modify Info Courses and Programs Other Info Student Photo Data Exchange ►
 - From the Student Pages select **Student Profile > Other Info**

- □ Check the box to Exclude from Class Rank
- $\hfill\square$ Click SUBMIT to Save your changes

Other Info 👈			
Homeless Code	I	Equip Flag	v
Date Of Entry Into USA	MM/DD/YYYY	MESA	~
AFDC Application Number		AFDC Approved	~
Primary Language Code		PHLOTE	
Secondary Language Code		Exclude From Class Ranking	
		Fee Exemption Status	Student Not Exempted