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

V3.0

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Delete Pupils

1. Login to the main Aspire site https://fftaspire.org

2. Select the ‘Delete Pupils’ option from the cog icon in the top right hand of the FFT Aspire screen.

3. Select the Key Stage and Year Group using the dropdown.

4. Select the pupils to be deleted by clicking of the ‘Delete’ icon.

5. The ‘Delete’ icon will be highlighted for each pupil selected.

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

![Check and confirm pupils to delete](image)

8. Amendments to the list of pupils highlighted for deletion can be made by selecting the ‘Change selections’ option.

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

10. 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.

![Confirmation message](image)

11. The ‘Delete pupils’ page confirms the number of pupils which have been removed.

![2 pupils deleted](image)