



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

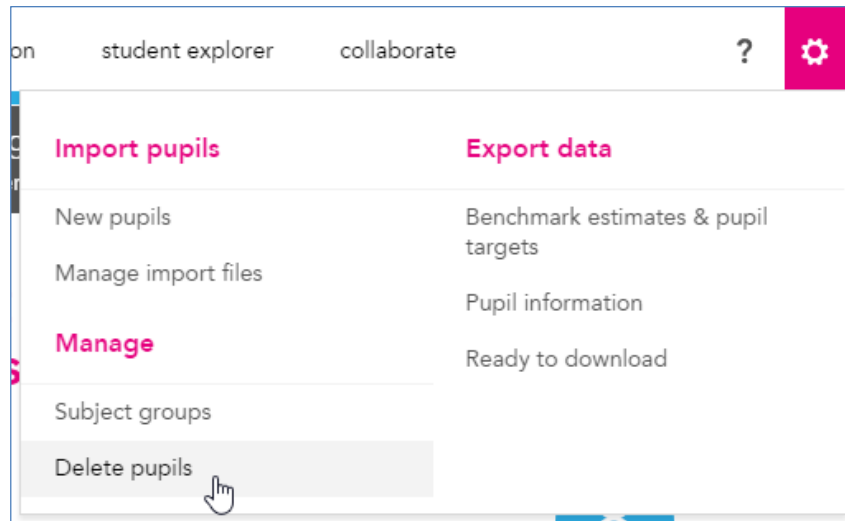


V3.0

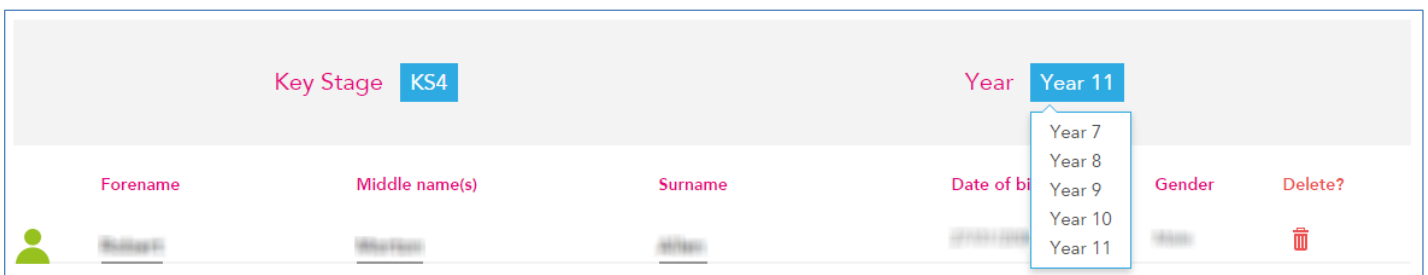
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Delete Pupils

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.



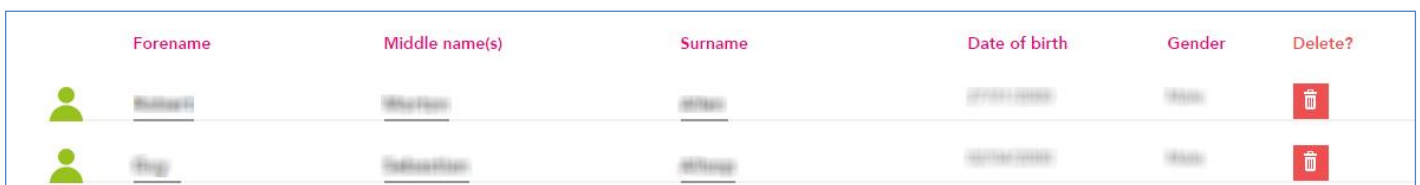
3. Select the Key Stage and Year Group using the dropdown.



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

Key Stage **KS4** Year **Year 11**

	Forename	Middle name(s)	Surname	Date of birth	Gender	Deleting
	Robert	William	Allen	27/01/2005	Male	
	Ray	William	Allen	27/01/2005	Male	

Delete pupils or [Change selections](#)

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.

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**

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

2 pupils deleted