

## Incorrect Number of Students Assigned to Teacher SRI/SRC

This problem occurs when a teacher has the incorrect number of students assigned to his/her class. The number of students assigned to the teacher in the management suite differentiates from the actual number of students in their class.

- Sign in as each individual teacher.
  - To see what each teacher's password is, sign in as the Administrator, click on the **Teachers Tab**. Highlight the teacher's name and click **Edit**. You will be able to see the teacher's password at this screen.
- The *Student Tab* should be selected. At this screen, place a *check* next to each student that should *NOT* be in the list.

Scholastic Management Suite: Students

File Edit Tools Help

EASY START REPORTS SETTINGS TOOLS BOOK EXPERT HELP SIGN OFF

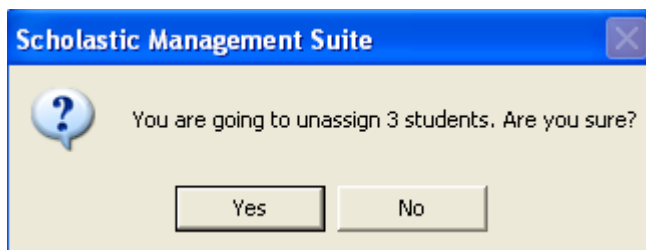
Welcome Mrs. Angie Tuttle Aug 16, 2005 9:17 AM

Students Classes Groups Teachers Student Summary

Student Name	ID #	Grade	Lexile	SRI	RC
<input type="checkbox"/> Aarnink, Cole		3		✓	✓
<input type="checkbox"/> Alexander, Allen		3		✓	✓
<input checked="" type="checkbox"/> Allen, Mika		5			✓
<input type="checkbox"/> Allen, Nathan		2		✓	✓
<input type="checkbox"/> Allen, Rashad		3		✓	✓
<input checked="" type="checkbox"/> Alvey, Kaleb		3		✓	✓
<input type="checkbox"/> Amanda, Decker		5			✓
<input checked="" type="checkbox"/> Ames, Donald		2		✓	✓
<input type="checkbox"/> Ames, Jacob		3		✓	✓
<input type="checkbox"/> Arquello, Nathaniel		3		✓	✓
<input type="checkbox"/> Atkinson, Amber		5			✓

73 Students, 3 Selected Filter By: Mrs. Sara Arnold Add... Edit... Delete

- Once each of the students that should not be assigned to the teacher has been selected, click **Delete**.
- You will see the following message:



- Click **Yes**.
- Please make sure that the message says **“UNASSIGN”** the students, and not “delete.” If it says *delete*, please click **NO** and try the steps again.

If you have any questions or concerns with this procedure, please call Angie Tuttle at ext. 401.