

ORIGO ACCESS BULK REMOVAL & BULK DELETION GUIDE

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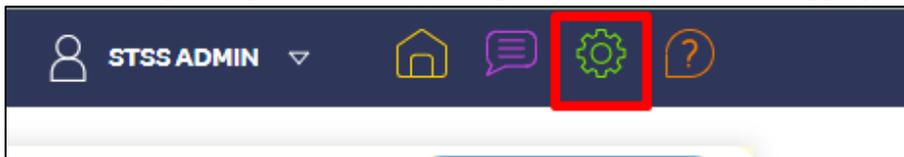
This guide will assist the district and school administrators with the features of bulk removal of users with classes and bulk deletion of classes and users. These features are applicable for all districts or schools rostering their classes and users. Although the features have not been automated, it will allow the district and school administrators to remove users and delete classes in bulk. The deletion of users can be done after confirming they are not returning for the new school year. **Once a user is deleted the action cannot be undone.** The deletion of classes prevents the returning teachers and students from signing into the incorrect class or show outdated classes appearing on the teacher or student dashboards for the new school year.

Please see the instructions on how to unassign and/or delete users with classes for those rostering using Manual and CSV rostering or those rostering via Clever or ClassLink.

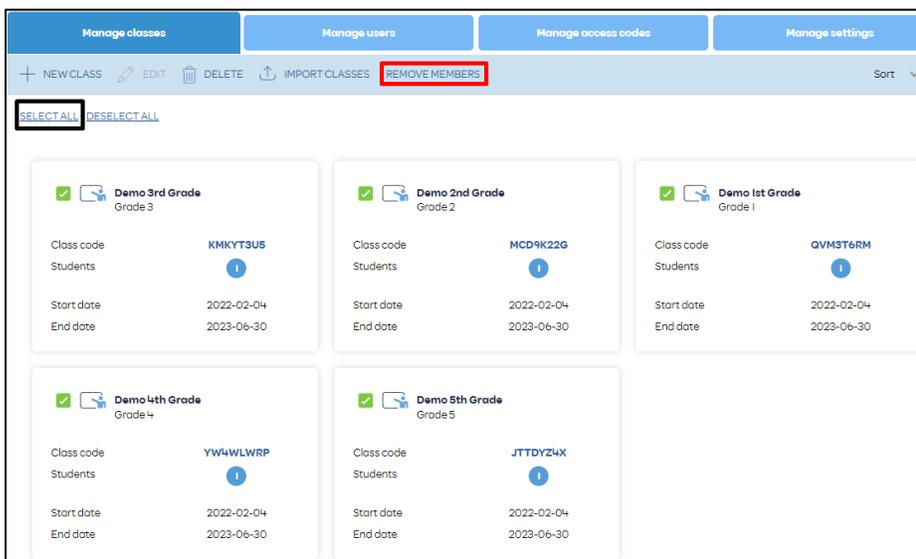
Manual and CSV Rostering

Unassign Users

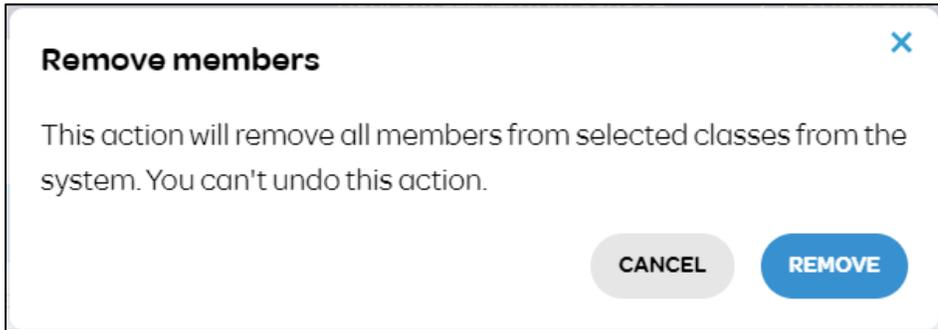
1. Click on the **green gear** in the upper right-hand corner after logging into ORIGO Access.



2. Click **Manage Classes**. Click **Select All** to remove users from all classes then click **Remove Members**.



- A pop-up box will appear informing the action will remove all members from selected classes from the system and the action cannot be undone.



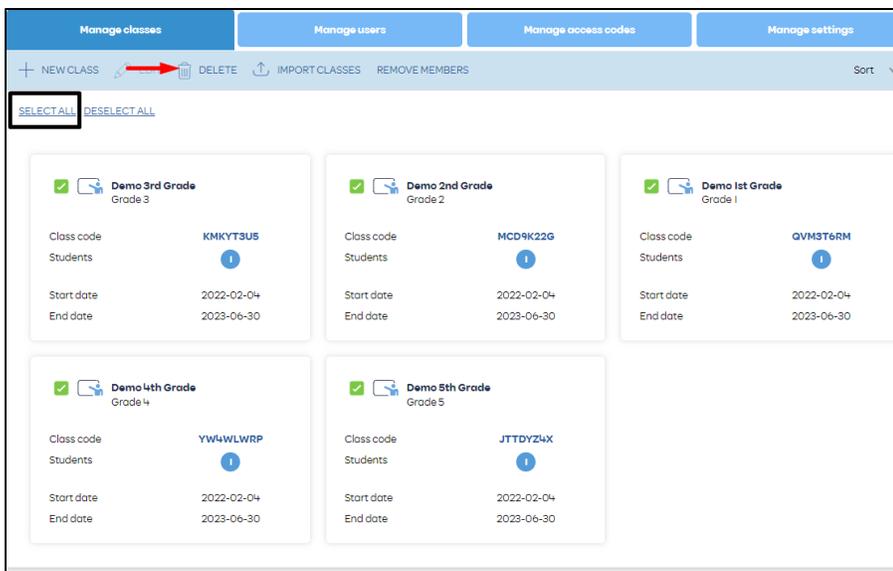
- Click **Remove** to remove users selected or **Cancel** if you do not want to perform the action. After clicking Remove users are no longer assigned to their classes.

Note* A single class can be chosen to remove members from a class.

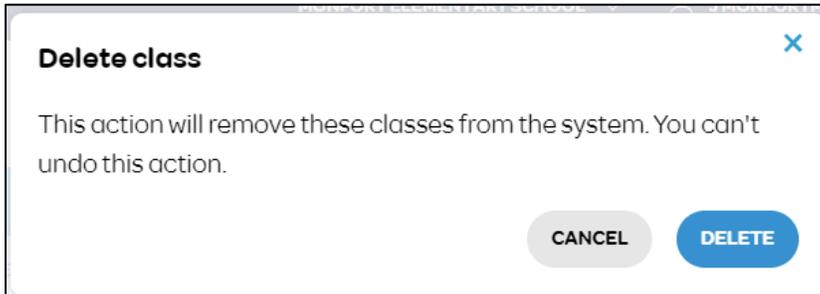
Delete Classes

Classes should be deleted at the end of the school year. This prevents returning teachers and students from choosing the incorrect class. Classes should only be deleted after unassigning the teachers and students associated with the classes.

- Click on the **green gear** in the upper right-hand corner after logging into ORIGO Access.
- The default setting is Manage classes.
- Click on **Select All** to select the classes listed and click on **Delete** to delete the selected classes.



- A pop-up box will appear informing them that the action will delete all classes from the system and the action cannot be undone.



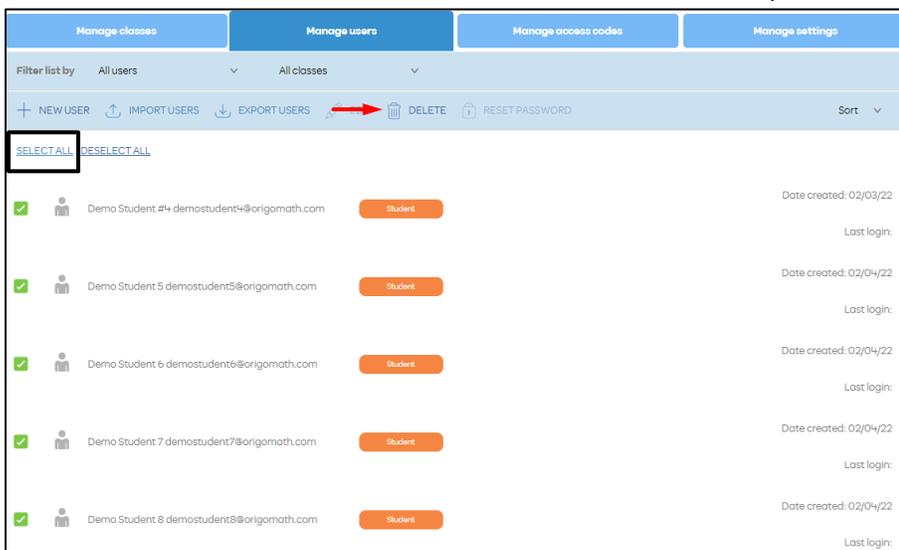
- Click **Delete** to remove classes selected or **Cancel** if you do not want to perform the action.

Note* A single class can be chosen for deletion purposes.

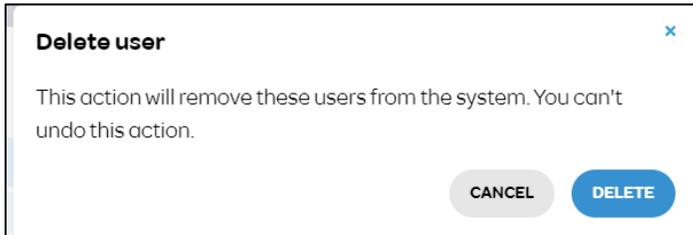
Delete Users

This option is used **only** for those schools using manual or csv rostering who have confirmed users are not returning for the upcoming school year. **Once a user is deleted the action cannot be undone.**

- Click on the green gear in the upper right-hand corner after logging into ORIGO Access.
- Click **Manage users**. You can filter to show teachers, students, and school administrators by choosing the Filter list by. You can also sort by name and date created. If you want to delete all users do not choose a filter.
- Click **Select All** and click **Delete** to delete all users from the platform.



4. A pop-up box will appear informing the action will delete all users from the system and the action cannot be undone.



5. Click **Delete** to remove users selected or **Cancel** if you do not want to perform the action.

Note* The option to delete one to two or a few students is still available.

ClassLink and Clever Rostering

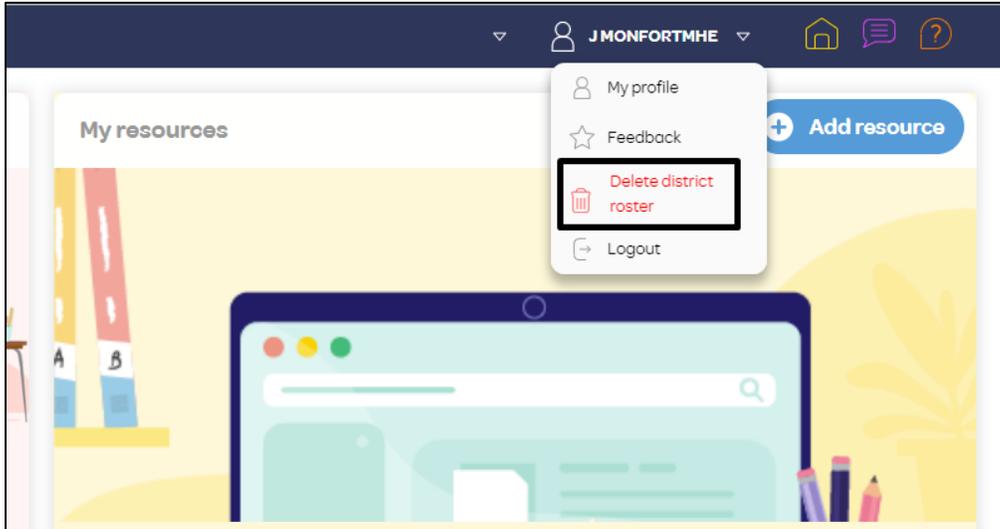
Districts rostering with ClassLink and Clever will need to bulk delete all users and classes. While ClassLink and Clever roster classes and users, it will not remove the current year's classes and users. These classes and users will remain in the new school year if they are not removed. Please see the instructions on how to use the bulk deletion option for removing classes and users at the district administrator role.

The bulk deletion option can also be used by manual and CSV rostering district administrators. Please note using this option will remove all classes and users except for district administrators. If all users and classes should not be removed, we highly advise you to use the Manual and CSV rostering deletion option.

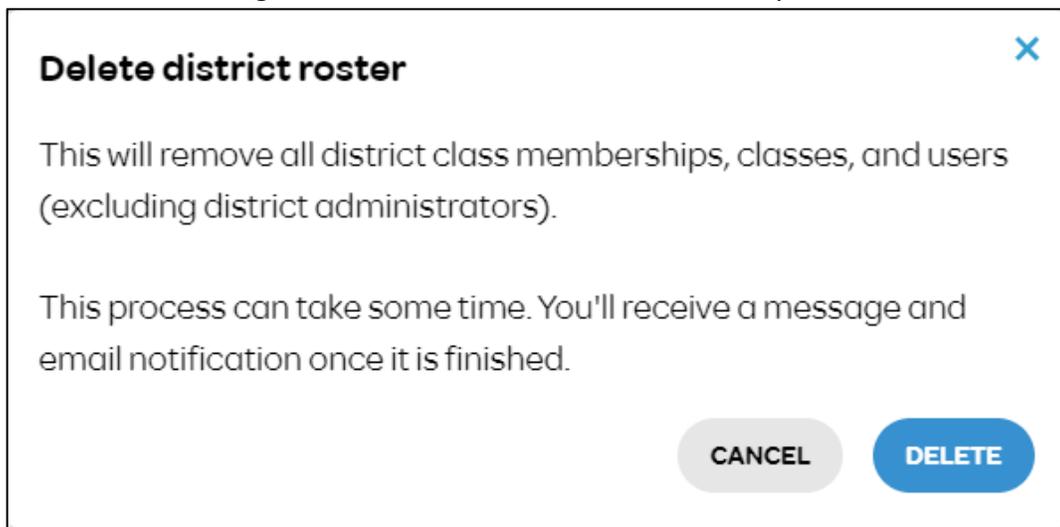
District Admin Bulk Deletion Option

District administrators can remove all class memberships uploaded into Access including classes in a single click option instead of clicking into each institution or school to bulk delete all users and classes. ***If this option is chosen, your data cannot be restored. PLEASE MAKE SURE THIS IS THE CORRECT OPTION YOU WANT TO USE.***

1. Log into Access with your district admin credentials
2. Click the drop-down arrow next to your name and click on **Delete district roster**



3. A pop window will appear indicating all district classes, and users (excluding district administrators) will be removed. The process can take some time. Once completed, you will receive a message and email notification that it has completed.



4. Click **Delete** to move forward with the removal of all district classes, and users (excluding district administrators). If this is not the option you want to use, click **Cancel** to be taken back to your dashboard.