Add/Remove Student or Teacher from a class

- 1. Log into Gibbon as administrator.
- 2. Select 'Admin > 'Timetable' option from the menu bar.

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Select the report 'Course Enrolment by person' link

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	1, Issue, 1, Log Abdul Khader, Zara	Staff Student	RCP YR4	RCP Y04SA	Ĩ		

Search for student by name and then click the 'pencil' icon next to student

You can Add a Student & or Teacher to a class from the 'Add Class' Section

- 1. Select a Class
- 2. Select a role (Student or Teacher)
- 3. Click Submit

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You can **REMOVE** a Student & or Teacher to a class from the 'Current Enrolment' Section

- 1. Select a Checkbox linked to class as in step 1
- 2. Select option 'Mark as Left' as in step 2
- 3. Click 'Go' button as in step 3

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