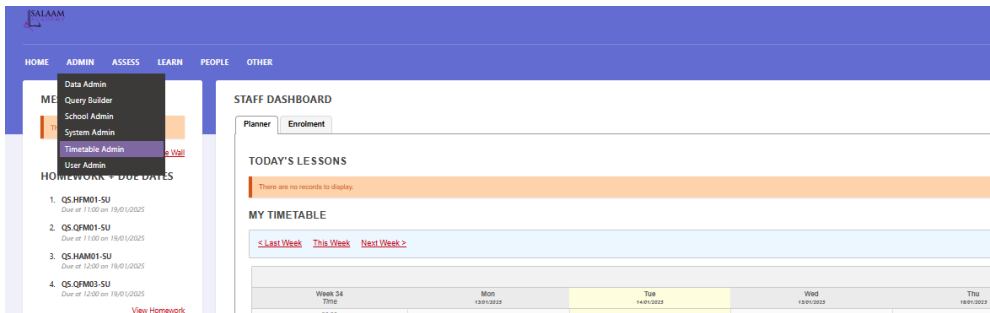
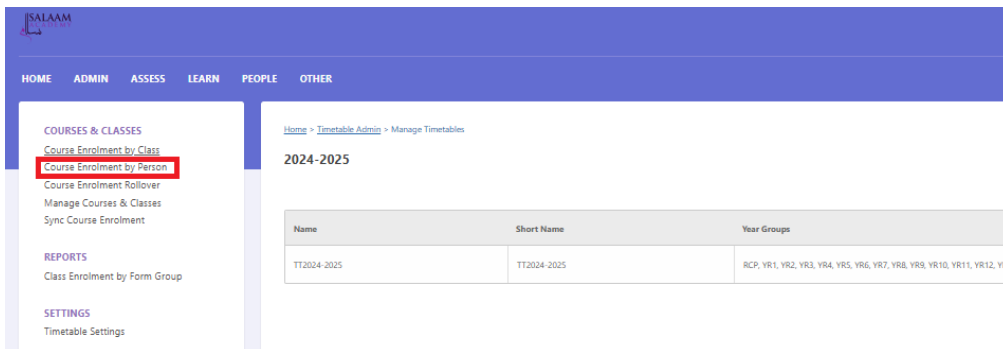


Add/Remove Student or Teacher from a class

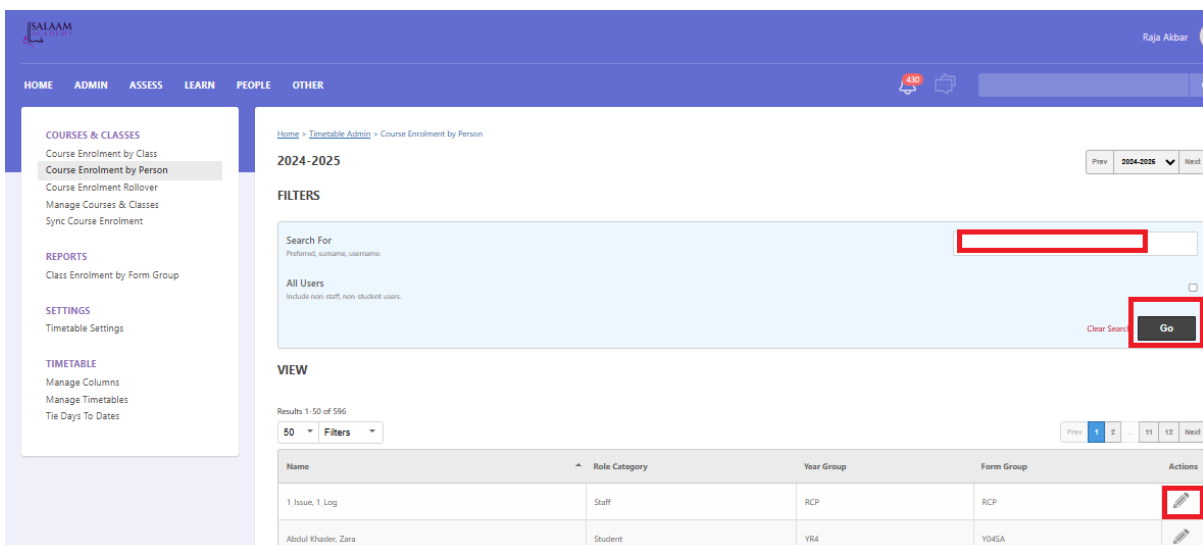
1. Log into Gibbon as administrator.
2. Select **'Admin > Timetable'** option from the menu bar.



Select the report **'Course Enrolment by person'** link

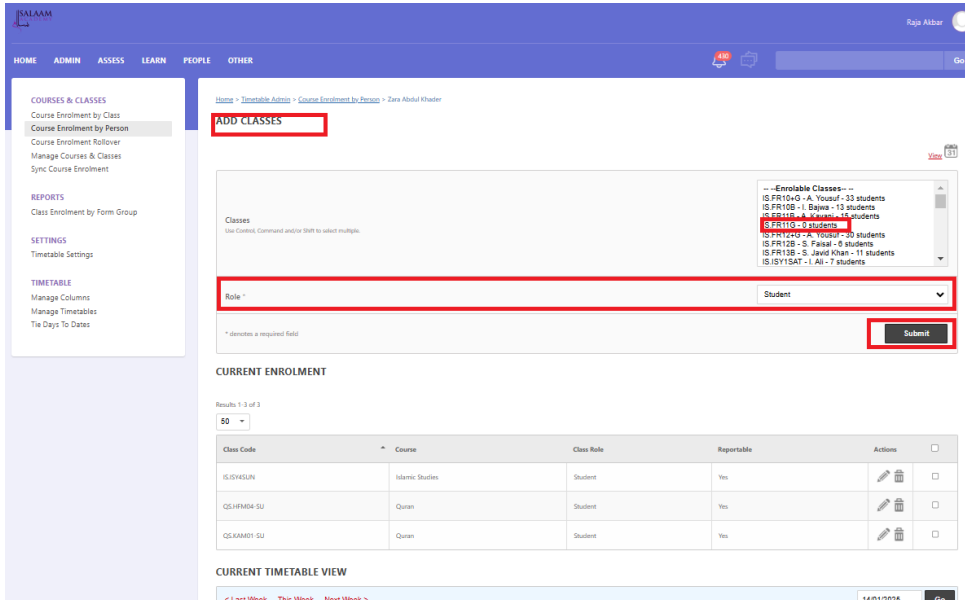


Search for student by name and then click the **'pencil'** icon next to student



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



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

