



# SOP: Deleting Students

## Purpose:

This SOP explains how to delete a student from a single class or remove them completely from the Digit Music Portal.

## Pre-requisites:

- Digit Music Portal account (email + password)
  - Access to the **Admin Portal** (yellow highlight box)
  - At least one student already created in the portal
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## Step-by-Step Instructions

### Option 1: Delete a Student from a Class (But Keep Them in the Portal)

#### 1. Log In & Navigate to Classes

- Log in to the portal and ensure you are in the **Admin Portal**.
- Click **Classes** from the left-hand menu.

#### 2. View the Class

- Find the class containing the student you want to remove.
- Under **Actions**, click **View Class** (eye icon).

#### 3. Remove the Student

- Under **Students in Class**, find the student's name.
- Click the **bin icon** under **Actions**.
- The student will be removed from this class but will still remain in the student database.

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## Option 2: Delete a Student Entirely from the Portal

### 1. Navigate to Students Tab

- From the dashboard, click **Students** on the left-hand menu.

### 2. Locate the Student

- Find the student's name in the list.
- Under **Actions**, click the **bin icon** next to their name.

### 3. Confirm the Delete Action

- You will be asked to confirm the deletion, as this removes the student from the portal entirely.
- Click **Delete**.
- The student is now permanently removed from the portal.

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## Tips & Common Mistakes:

-  If you just want to move a student to another class, **don't delete them from the portal** — instead use **Add Existing Student** in the new class.
-  Deleting a student from the portal cannot be undone — make sure you really want to remove them entirely.

## Last Updated:

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