

Delete 'n' Drop

Use the Delete 'n' Drop function to remove a tag from a student you no longer need to see during CSI.

1. From the "Teachers" menu, click "Manage Tags," then "My Tags" and then "Delete 'n' Drop."

The screenshot displays the edYOUshed at Skowhegan Area High School interface. The top navigation bar includes Home, Priority Schedule, Students, Teachers, and Administrators. The breadcrumb trail shows Teachers → Manage Tags → My Tags. The main content area features several buttons: My Tags (circled in orange), School Reports, Available Advisees, My Calendar, My Attendance, My Requests, Transfer Tag, and Delete 'n' Drop (circled in orange).

2. From the "Delete 'n' Drop" menu, search for the student that you would like to remove a tag from.
 - a. Change "yes" to "no" under "Step 1: Allow Students to be Tagged Again."
 - b. Click "delete" under "Step 2: Delete Tag."

Step 1: Allow Students to be Tagged Again

Please drop students back into the tagging pool.

Yes = the student is still tagged by you.

No = the student is free to be tagged by another teacher.

Student Name

Search [reset](#)

Change from "yes" to "no."

Name	Grade Level	Monday	Tuesday	Wednesday	Thursday	Friday
Henderson, Daniel	13	No	No	Yes	No	No

Step 2: Delete Tag

Click on delete to delete the tag of the student you dropped back into the pool in Step 1.

[add filters](#)

10 per page

Student Name	Task Type	Quick Task Selection(s)	Other Task Description	Delete Tag
10/05/2016				
edYOUshed, Hello	Intervention	Additional Support/Check-in	No additional description provided.	delete
Henderson, Daniel	Intervention	Additional Support/Check-in, Missing Work	No additional description provided.	delete