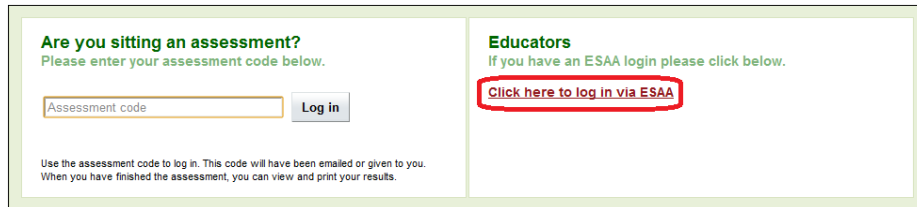


How to remove a Learner from a Group

Learners may be removed from groups by both Organisation Administrators and Educators.

1. Log into the Assessment Tool using your ESAA username and password:



Are you sitting an assessment?
Please enter your assessment code below.

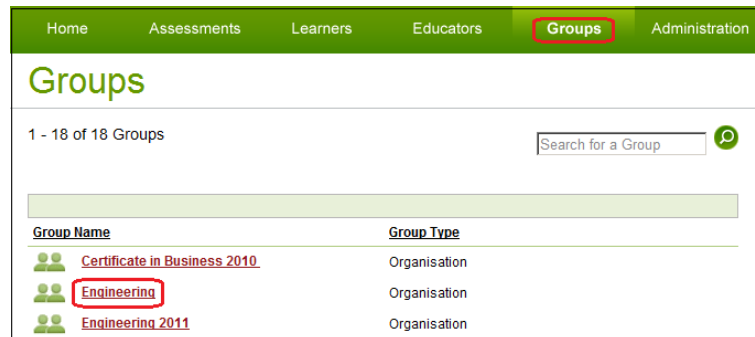
Assessment code

Use the assessment code to log in. This code will have been emailed or given to you. When you have finished the assessment, you can view and print your results.

Educators
If you have an ESAA login please click below.

[Click here to log in via ESAA](#)

2. Click on the Groups tab and select the group containing the Learner to remove:



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Groups

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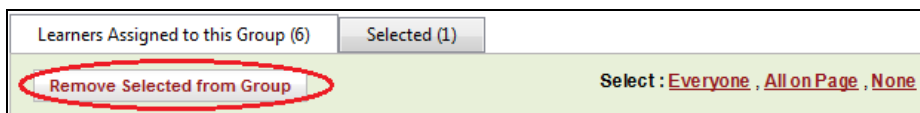
Group Name	Group Type
Certificate in Business 2010	Organisation
Engineering	Organisation
Engineering 2011	Organisation

3. Select the Learner that you want to remove from the group:



<input type="checkbox"/>	Newson, Rachael Groups: Engineering, Engineering 2011, Group of All Learners, Literacy 101. View Details
<input checked="" type="checkbox"/>	Turner, Brian Groups: Engineering, Group of All Learners, Group of All Learners, Sports Administration. View Details


4. From the top of the list of Learners select 'Remove Selected from Group':



Learners Assigned to this Group (6) Selected (1)

Remove Selected from Group Select: [Everyone](#) , [All on Page](#) , [None](#)

5. You will receive the following message:



1 Learner(s) were successfully removed

Note: the Learner has been removed from a single group only. They are still attached to any other groups they were a member of previously.