



Teachers: How to Remove a Student from a Class

Teachers can remove a student from a class using the Roster Archive feature.

Archived students no longer have active access to that class but can be restored at any time.

Note: Archiving a student only removes them from the selected class. To remove a student from your organization entirely, please contact your school's Singapore Math Hub administrator.

How to Remove (Archive) a Student from a Class

Step 1: Log In

- Log in to your Singapore Math Hub account at <https://hub.singaporemath.com>.
- If your account has multiple roles, select the Teacher role. *You must enter through the Teacher role to add students to a class.*
- Once logged in, click the "Classes" tab.

Step 2: Open Your Class Roster

- Locate your desired class, then click the "Roster" button.

Step 3: Archive the Student

- Select the "Active" tab.
- Locate the student you want to remove.
- Click the "Archive" button next to their name.
- A pop-up will appear. Click "Archive" to confirm.
- The student will no longer have access to the class.

Step 4: View the Archived Student(s)

- Click the "Archived" section to review inactive students.

How to Reactivate (Unarchive) a Student in a Class

- Follow steps 1-2 above.
- On the class roster page, select the "Archived" tab.
- Locate the student you want to activate.
- Click the "Activate" button next to their name.
- A pop-up will appear. Click "Activate" to confirm.
- The student's access to the class will be restored.