

SuccessNet Plus

Manage Duplicate Users

How to avoid adding inactive users to your classes

You may wish to set users to inactive if they have moved to another school, or if they have duplicate usernames/accounts in your SuccessNet Plus organization. As a best practice, inactive users should not be added to classes. Here's how to make sure that doesn't happen.



Step 1

The SuccessNet Plus school administrator will need to individually mark each inactive user. This can be done from the Users tab in the administration window.

To set a user as inactive, hover your pointer over the name. Click the down-arrow to open the Options menu and select **Set to Inactive**.

The screenshot shows the 'User Management' interface with the following data:

<input type="checkbox"/>	Name	Username
<input type="checkbox"/>	Acuna-Rodrique...	eacun3b3b4
<input type="checkbox"/>	Acuna-Rodrique...	eacun69709
<input type="checkbox"/>	Adam Charles	charles.adam@p...
<input type="checkbox"/>	Adams Abigail	ladygreat1
<input type="checkbox"/>	Adams Abby	AbbyAdams
<input type="checkbox"/>	Adams Abby	AAdams
<input type="checkbox"/>	Adams Abigail	Abby1
<input type="checkbox"/>	Adams Abigail	AbigailAdams

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Step 2

After the SuccessNet Plus administrator has marked users as inactive, administrators and teachers can search for active users only when creating a class or managing enrollment.

Teachers now add students to each class using the Enroll from School open while creating the class or managing class enrollment (see the screen pictured below).

From the enrollment window:

1. Click **Create New** and select **Enroll from School**.
2. Click **Search** near the top of the window. This brings up a box that allows you search by Username, First name, Last name, and Status.
3. Select Username, First name, or Last name.
4. Click the Status drop-down menu and select **Active**.
5. Select a criterion and enter a word or name to search on and click **Search**. This brings up a list of active users who match your search criteria.

Note: Your search returns active users only.

6. Select the student or students you want to add to your class and click **Add**.

The screenshot shows the 'Enroll from School' window with a 'Find Users' modal open. The modal has a search bar and a 'Search' button. Below the search bar are three radio buttons for 'Name': 'Username' (selected), 'First name', and 'Last name'. Below that is a 'Status' dropdown menu set to 'Active', with a red arrow pointing to it. Below the status is an 'Equals' dropdown and a text input field. At the bottom of the modal is another 'Search' button. The background window shows a list of users with checkboxes, including '1,mustang', '1,Student', '12-1,mrms', '123456,Test', '2,mustang', '2,mustang', '3,mustang', '4,mustang', '5,mustang', and '6,mustang'. To the right, a 'Class Roster' window is partially visible, showing names like 'rvill,Tom' and 'disson,Kyle'. At the bottom of the main window, it says 'Showing Page 1 of 111'.