

Removing a Teacher from a Center

This document explains how to remove a teacher from a center and convert a teacher to a Student role.

Before removing a teacher from a center, please make note of the following:

- If the teacher to be removed has linked groups (and/or students), a replacement teacher must be assigned during the removal process. If the replacement teacher is new, a new teacher account must be created.
- The teacher role is removed from the selected center only. All other assigned roles are maintained.
- If the user has only one assigned role, you have the option to use the Remove Teacher role and convert to Student option or to deactivate the user account using the Edit option in Find Users.

You must be logged in as an administrator to remove a teacher.

Step 1: Log in to [Jasperactive](#). If necessary, select an administrator role from the Role menu.

Step 2: Click the **Find Users** option in the panel to display the Find Users page.

Step 3: In the **Role** drop-down menu, select **Teacher** and then complete the remaining search fields as desired.

Step 4: Click the **Search** button to display the results.

Find Users

Search Users
In this section you can search, edit and view system users.

First Name:
Last Name:
Email:
Role:

Country:
State/Province/Region:
Associated Partner:

Use the Edit (✎) icon to manage user roles and personal data.

Name	Role	Partner	Email	Country	State/Province/Region	Options
Abe, Honest	Teacher	RBC,School Of Technology	abe@cci.com	Canada	British Columbia	✎ ✕ 🗑️
D, Ruth	Distributor Admin,Teacher	School Of Technology,Tolano Inc.	student@cci.com	Canada	British Columbia	✎ ✕ 🗑️

Step 5: In the search results table, locate the row for the teacher you want to remove and in the Options column, click the **Center Options** (🗑️) icon. The Center Options window appears.

Center Options

User Information

User Name: Abe Honest
Email: abe@cci.com

Current User Roles		
Partner Type	Partner	Role
Center	RBC	Teacher
Center	School Of Technology	Teacher

Options

Choose one of the following options:

- Convert to Teacher
- Add as a Teacher to a Center
- Move the Teacher to another Center
- Remove the Teacher from a Center
- Remove Teacher role and convert to Student

Assign the teacher to a new center, and maintain previous roles and associations.

Show only Centers who depend directly on me

New Center: *

License Code: *

Step 6: In the Options section, click either the **Remove the Teacher from a Center** or the **Remove Teacher role and convert to Student** radio button.

The Remove Teacher role and convert to Student option converts the teacher to a student at the selected center.

Center Options

User Information

User Name: Abe Honest
Email: abe@cci.com

Current User Roles			
Select	Partner Type	Partner	Role
<input type="radio"/>	Center	RBC	Teacher
<input type="radio"/>	Center	School Of Technology	Teacher

Options

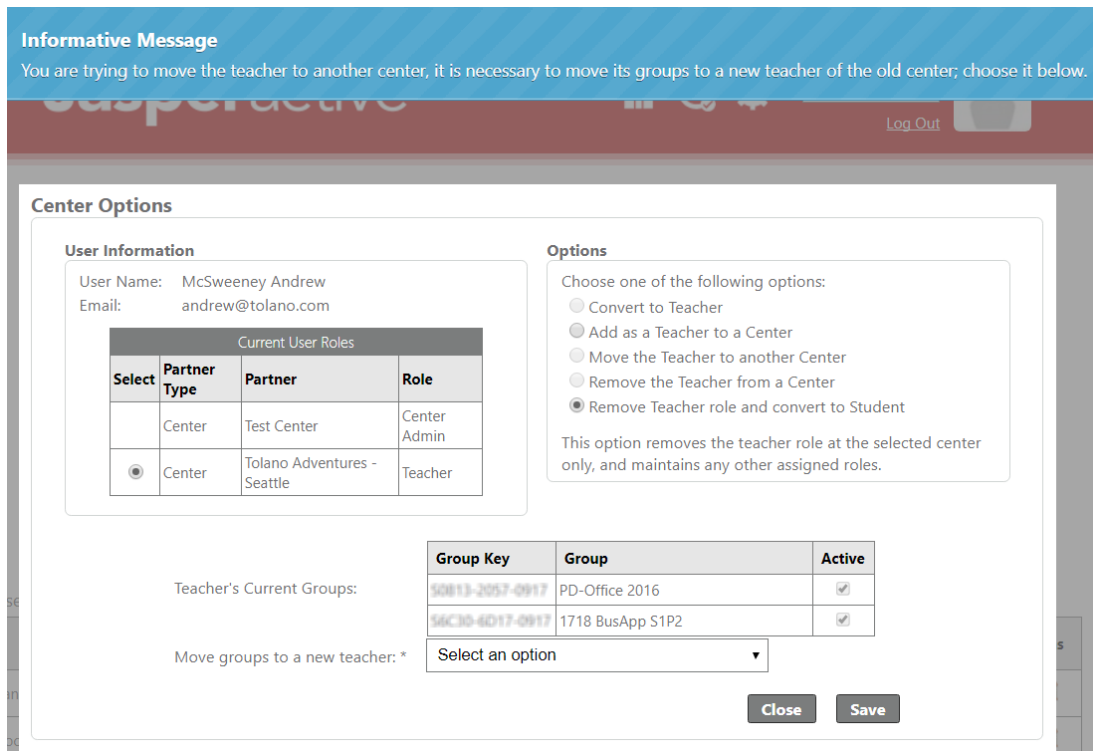
Choose one of the following options:

- Convert to Teacher
- Add as a Teacher to a Center
- Move the Teacher to another Center
- Remove the Teacher from a Center
- Remove Teacher role and convert to Student

Remove the teacher from the selected center. (Click the Select button in the Current User Roles section to select the Center.)

Step 7: In the **Current User Roles** table, click the radio button beside the center from which you want to remove the teacher.

If the teacher has linked groups (and/or students), a notification bar appears and the **Move groups to a new teacher** drop-down menu appears.



Step 8: If necessary, select the desired teacher in the **Move groups to a new teacher** drop-down menu.

Step 9: Click **Save**. A notification bar appears indicating the teacher was successfully removed.

For more information about modifying a teacher role, refer to the **Adding a Teacher** and **Moving a Teacher to Another Center** articles.

If you need further assistance, contact Jasperactive Support (<http://support.jasperactive.com/>) or call them at (800) 668-1669.