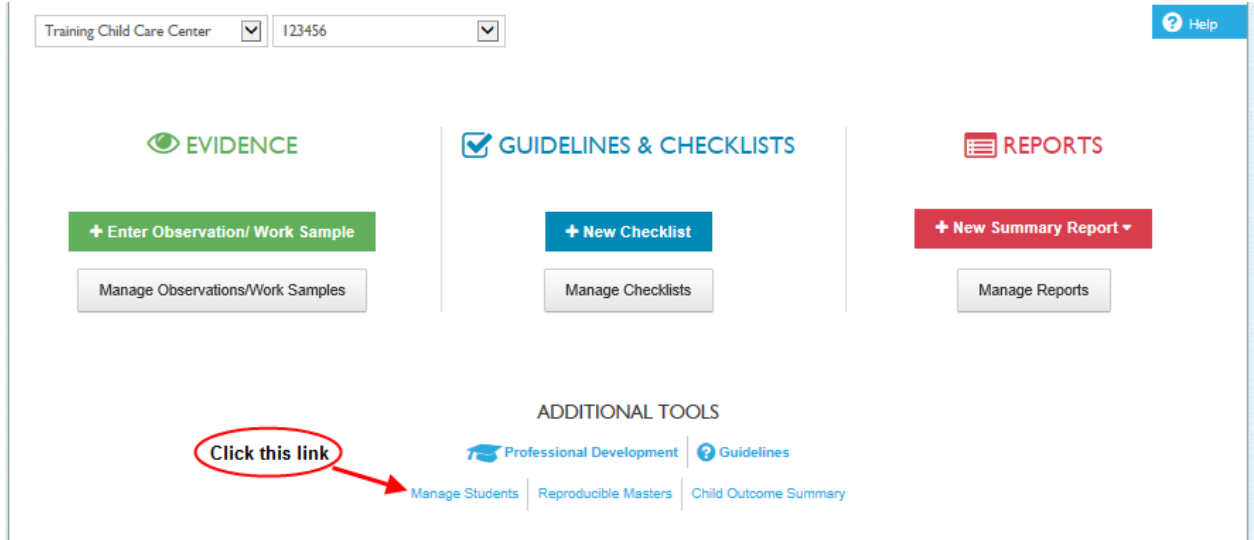


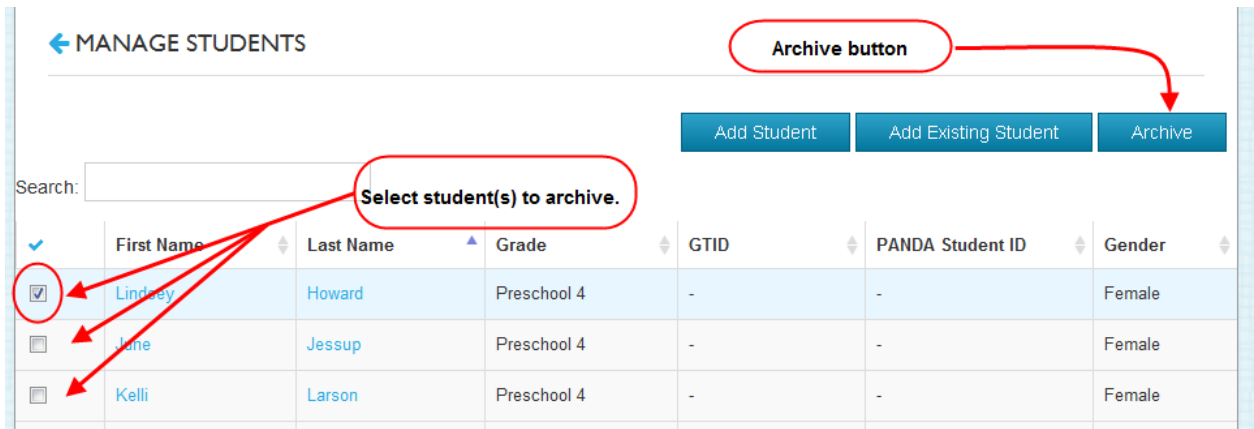
HOW TO ARCHIVE A STUDENT

(Updated 7/21/15)

To archive a student in WSO, on your WSO Home screen click the 'Manage Students' link.



On the 'MANAGE STUDENTS' screen, click the checkbox next to the student(s) you wish to archive. Then click the blue 'Archive' button.



HOW TO ARCHIVE A STUDENT

(Updated 7/21/15)

On the pop up screen, click 'OK'.

