HOW-TO REMOVE A STUDENT FROM YOUR ROSTER ON WWW. FASTalk .ORG



STEP 1

Enter your school email and FASTalk password on www.fastalk.org.

Then, click LOG IN to access your FASTalk teacher account.



STEP 2

On your Dashboard, click STUDENTS to open your roster.

If your district shared roster information with the FASTalk team, your students and their details are pre-loaded with information from your school's student information system.

STUDENTS	SEARCH						
BROWSE	# • PARENT NAME	PARENT PHONE	PHONE TYPE	▲▼ SEND MESSAGES ? ▲▼	LANGUAGE	ADDITIONAL CONTACT	ACTION
CREATE NEW	Kelsey Hodge Anthony Elliott	4698347135 8176911421	mobile	yes	English	0	N (2 0
BULK UPLOAD				,	•		

fastalk.org says

Are you sure you want to delete this student?



STEP 3

Find the name of the student you wish to remove from your roster. Scroll to the right and click the TRASHCAN under ACTION.

STEP 4

Click 'OK' in the confirmation pop-up to permanently remove this student from your roster.