

## Delete Student Behaviors

There are two ways to delete behavior records, depending on the reason the record is being removed. For example, in the event that a record was entered in error, or you want to remove a behavior incident for some other reason, you can delete a single behavior record.

However, because student behaviors remain in the data set from year to year, you might also find it necessary to delete behaviors for all students or for specific groups of students at the end of the school year or prior to the beginning of a new school year. To do this, you will need to use the Mass Change feature.

1. On the Home screen, click **Behavior**.
2. Select the behavior you want to delete.
3. On the toolbar, click **Delete**.
4. When the confirmation message displays, click **Yes**.

1. On the File menu, click **Mass Change**.
2. Double-click **Students**.
3. Click **Behaviors**.
4. Select one of the following:
  - To remove behavior records that occurred on any date, select **All Dates**.
  - To specify behavior records within a specific time period, such as the first semester, select **Date Range** and enter beginning and ending dates.
5. Click **Select All**.
6. Click **Delete**.
7. To confirm, click **Yes**.
8. Click **OK**.

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  - To remove behavior records that occurred on any date, select **All Dates**.
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5. Click **Select**.
6. Click **Delete**.
7. Select the students you want to remove behaviors for.
8. Review the list and remove students for whom you don't want to remove behaviors. Click **OK**.



### Useful Information

Student names that are removed from the list will retain their behaviors.

9. Click **Delete**.
10. To confirm, click **Yes**.
11. Click **OK**.