

Undelete Students

Students should be undeleted if they were deleted in error.

Steps *To undelete a student:*

1. Visit **Students / create new** in the left menu.
2. Search for the student you wish to undelete. Make sure the **deleted** checkbox is checked when performing the search.
3. Check the checkbox next to the student to undelete in the list. Then click the button **Actions > Undelete**.
4. If the student has any documents which should be restored, you must separately undelete them.