Remove Members from Organization



Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

1 Login to your Capti account as a district or school administrator.

2 Click "MANAGE"								
Номе	🚺 LIBRARY	Q _✿ VOICES	S MANAGE -					
- Quick Start								
Î	Organize stud	ents ()		=	Assign work			
	29 students in total		O students in your classes		33 assignments in			
	Manage roster	r Group stu	dents		New assignr			
- 11	Share content	: ①			Analyze repo			

3 Click "Members"



4 Click the location dropdown menu at the top to switch locations, if necessary.

capti	HOME DI LIBRARY Q VOICES S MANAGE -
	Members of Middle School
	Davis, Forest Student • Forest@April.edu
	Gainey, Hunter District Admin + hunter@team.captivoice.com
	Harris, Aluson Student • Allison@April.edu Hophner, Dawn
	Johnson, Max Student • Max@April.edu

5 Click on your desired location.

capti	HOME 🖸 LIBRARY 🔩 VOICES 🤮 MANAGE 🔻				
	Members of Middle School 👻				
	All Members				
	Members of Capt Demonstration ny Status -				
	Members of Elementary School				
	, Members of High School				
	Members of Middle School				
	District Admin - hunter@team.captivoice.com				
	Harris, Allison Student • Allison@April.edu				
	Hophner, Dawn Student • Dawn@April.edu				
	Johnson, Max Student • Max@April.edu				

6 Click on the three dots next to the member that you want to remove.

	Faculty:	9/ unlimited	& Enroll
03/18/	2020 📀	Active	
05/10/	2023 📀	Active	
08/03/	2022 📀	Active	
07/31/	2023 📀	Active	
10/19/	2022 📀	Active	
	0	Active	
04/04/	2023 📀	Active	
12/07/	2021 📀	Active	

7 Click "Remove from organization..."



8 Click "Remove"

Rasmus Rasmus_Dahlin@captivoice.com		03/18/2020	e
on, Emily Emily_Dickenson@captivoice.com	Remove From Organization	05/10/2023	e
Jack Jack_Eichel@captivoice.com	08/03/2022	e	
Hunter dmin • hunter@team.captivoice.com	07/31/2023	e	
anny Danny_Gare@captivoice.com	Remove	10/19/2022	e
e s, Maria Maria_Gonzales@captivoice.com			e
Mia Mia_Hamm@captivoice.com		04/04/2023	e
Dominik Dominik_Hasek@captivoice.com		12/07/2021	e
Manager			

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The Capti user will no longer be a member of your organization. You will lose access to their Capti Assess data. Please export Capti Assess data before removing members.