

Exclude and Include Students

Students who are absent can be excluded from your classroom session with the **Exclude** command. This command will temporarily hide the student from your Screens and Timeline views. Students can be excluded and re-included at any time during your session. Excluding a student will not delete them from your roster.

To Exclude One Student:

1. Click the 3 dots button in the corner of a student's tile
2. Click the **Exclude student** button

To Exclude Multiple Students

1. Click the **Exclude from session** button
2. Select All or check the boxes next to specific students
3. Confirm by clicking the **Exclude students** button

The screenshot shows a classroom management interface. At the top, there is a breadcrumb trail: [Classrooms](#) > [Example Class](#) > Live Session. On the right, a timer shows 253 mins remaining. Below the breadcrumb, there are navigation tabs: Screens, Timelines, Screenshots, Call Students, Pear Deck, and Check-Ins (NEW). On the far right, there are toggle switches for Chat (OFF) and another Chat (OFF). A blue action bar contains the text "Choose an action to guide students" and three buttons: "Open Tab", "Lock/Unlock device", and "Exclude from session" (which is highlighted with a red box). Below the action bar, there are filters: "Select students" (with a dropdown arrow), "Sort By: First Name" (with a dropdown arrow), and "Tile size: max per row" (with a dropdown arrow). The main area displays three student tiles. The first tile is for "Student 3" showing an IXL math page. The second tile is for "Student 5" showing a "Website Blocked by Administrator" message. The third tile is for "Student 6" showing a Facebook page for "Kid Rock". A blue arrow points to the three-dot menu icon in the top right corner of the Student 6 tile. A context menu is open over this tile, listing the following options: "Lock student's device", "Open Tab", "Exclude student" (highlighted with a red box), and "Chat with student" (with a sub-note "CHAT IS CURRENTLY DISABLED").

Exclude students from this session



You won't see their activity for the rest of the session (244 mins). Select the "Re-include student" button on the student tile to include them back in the session.

Sort By:

First Name ▾

2 students selected

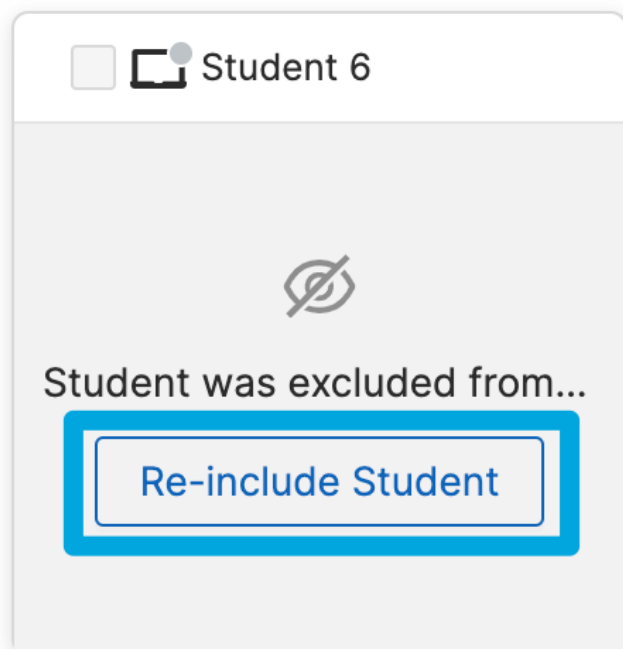
<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> ● Student 3	<input checked="" type="checkbox"/> ● Student 5
<input type="checkbox"/> ● Student 6		

Cancel

Exclude students

To Include a Student:

1. Find the excluded student's tile
2. Click the **Re-include Student** button



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