

Changing the Class a Student is Enrolled In

You can change the class that a student is enrolled in by following the steps below. Before changing a student's enrollment, you may want to create an export file to back up the data.

- ❑ Click on the **Go** Menu and select **Classes**.
- ❑ Click on the class that the student or students are enrolled in now.
- ❑ On the right side of the **Classes** screen select the students who need to be enrolled in a different class.

The screenshot shows the 'Accelerated Reader Management-Administrator' window. On the left, there is a sidebar with a 'Classes' button and several action buttons: 'Add...', 'Edit...', 'Delete', 'Enroll...', and 'Unenroll'. The main area is divided into two panes. The left pane, titled 'Classes', contains a table with columns 'Name' and 'Teacher'. The right pane, titled 'Third Grade', contains a list of 'Enrolled Students'. Below the panes, there is a section for 'Third Grade' with fields for 'Teacher: Miss Katrina Wong', 'Comment:', 'ID:', 'Date of Birth:', 'Grade:', 'Gender:', and 'Locked:'. At the bottom left, there are 'Help' and 'School' buttons.

Name	Teacher
Fifth Grade	Garcia, Jose
First Grade	Smith, John
High School	Jantzen, Lance
Kin-First	Smith, Marilyn
Middle School	Expert, John
Third Grade	Wong, Katrina
Training	Smith, John

Enrolled Students
Angelo, Paul
Brandl, Mitch
Cha, Mary
Fox, Emily
Franklin, Cayla
Hafermann, Samuel
Jacobs, Eric
Nelson, Teri
Nichols, Tonya
Shin, Sara

▼ Third Grade
Teacher: Miss Katrina Wong
Comment:
ID:
Date of Birth:
Grade:
Gender:
Locked:

- ❑ To select more than one student, hold down the <Ctrl> key (Windows) or the <⌘> key (Macintosh) as you select the student. To select a group of students, click the first one, hold down the <Shift> key, and click the last one.
- ❑ Click on the **Classes** menu and select **Change Enrollment**.
- ❑ The **Change Student Enrollment** dialog box will appear. Click on the class that you want to transfer the student(s) to. Then, click the **OK** button. You will return to the **Classes** screen. When you click on the student's or students' new class, the student(s) will be listed on the right side of the screen.