

Teachers—Transfer Students between Classes

Introduction

This guide explains how teachers can transfer students between classes on SuccessNet Plus. If your district has integrated its Pearson Student Information System—such as PowerSchool or Schoolnet—with SuccessNet Plus, then these instructions do not apply to you. Look for your instructions in the section titled Student Information System Integration Resources on this Web page.

Preparing to Transfer Students

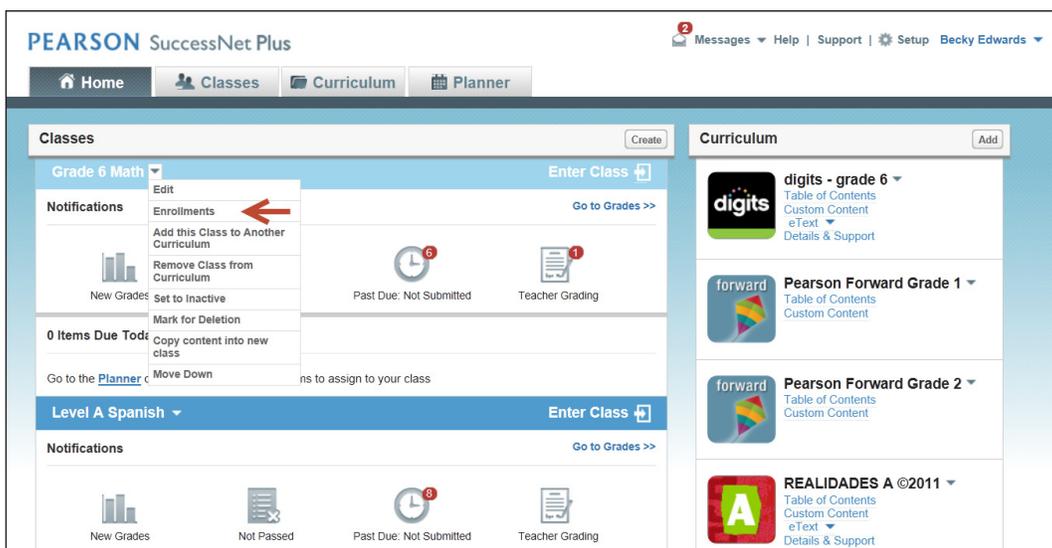
Student data is not transferred with students from one class to another. The current teacher must run and export student data reports prior to removing the student from the class and then provide those reports to the new teacher. For more information on running and exporting student data, view the SuccessNet Plus Reports tutorials on this Web site.

Transferring Students

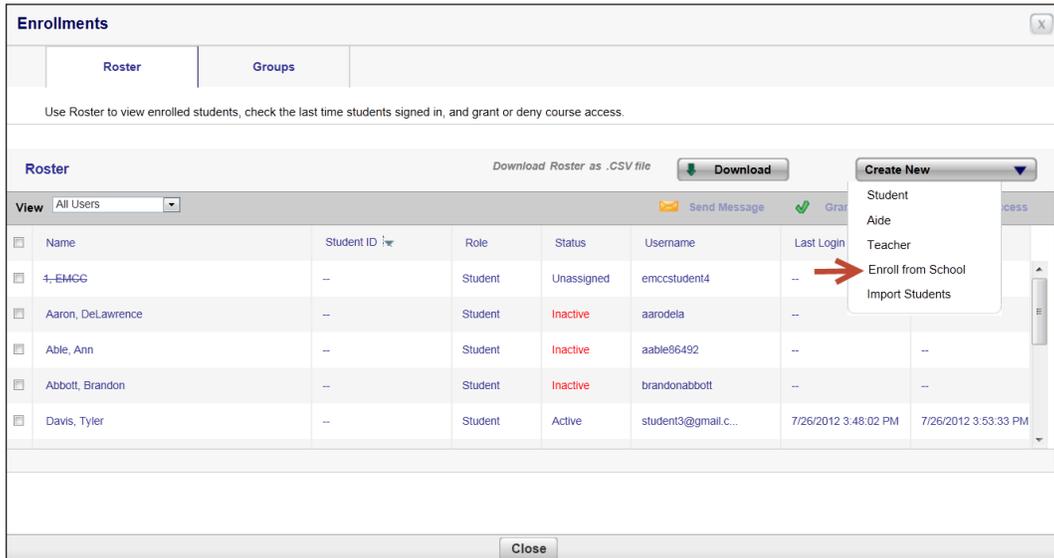
Transferring students from one class to another is a two-step process. First, the teacher must remove students from the class. Then, students can be added to another class. This will prevent students from seeing two classes in their account for the same program. SuccessNet Plus administrators can also transfer students to a new class. For more information on how administrators transfer students, view the How to Transfer Students tutorial guide for administrators on this Web site.

Removing Students from a Class

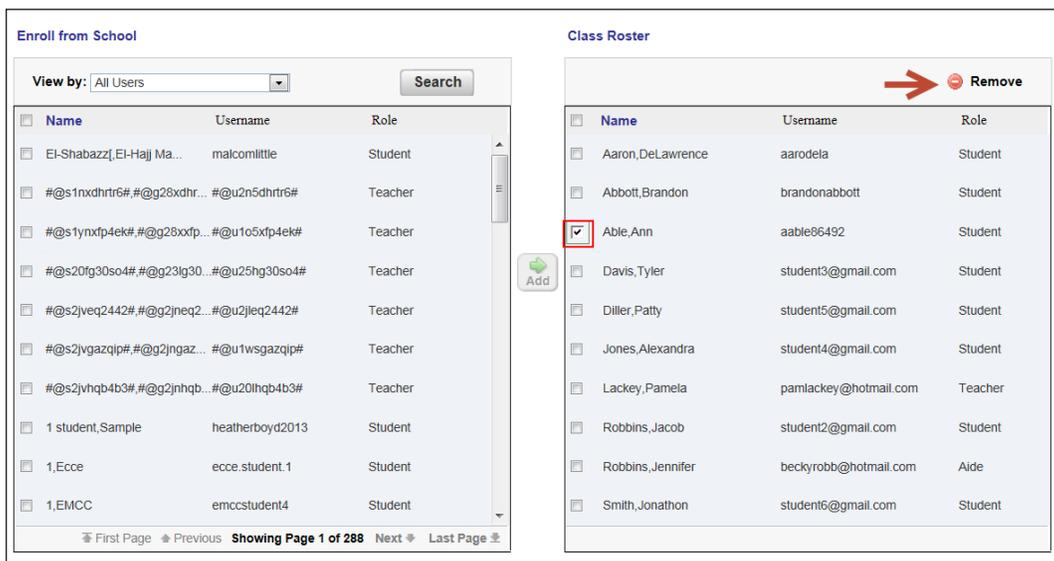
To remove students from a class, click the down arrow next to the class on the teacher Home page and select **Enrollments**.



On the Enrollments page, click the down arrow next to Create New and then select **Enroll from School**.



The current class roster will appear on the right. Select the students you wish to remove from the class by clicking the box next to their names and then select **Remove**.



Adding Students to a Class

Once students have been removed from a class, they can be added to another class. Click the down arrow next to the class on the teacher Home page and select **Enrollments**.

On the Enrollments page, click the down arrow next to Create New and then select **Enroll from School**.

The school roster appears on the left in the Enroll from School section, and the Class Roster appears on the right. Select **Search** to search for the student you wish to add by first name, last name, or username. Select the students from the school roster by clicking the box next to their names and then select **Add**. The students will now appear in the Class Roster.

The screenshot shows two side-by-side panels. The left panel, titled "Enroll from School", features a "View by:" dropdown menu set to "All Users" and a "Search" button with a red arrow pointing to it. Below this is a table with columns for Name, Username, and Role. The first row is selected with a checkmark. The right panel, titled "Class Roster", has a "Remove" button and a table with columns for Name, Username, and Role. A red circle highlights a green "Add" button with a plus sign, located between the two tables.

Name	Username	Role
<input checked="" type="checkbox"/> 1,Student	student1@oregon	Student
<input type="checkbox"/> 1,Test	t159940109	Student
<input type="checkbox"/> 1,Test	rumba_internal_cgportal...	Student
<input type="checkbox"/> 10,Nash	nash.student10	Student
<input type="checkbox"/> 10,SE Training	setraining_10	Student
<input type="checkbox"/> 10,student	student.10@peasron.com	Student
<input type="checkbox"/> 10,Test	rumba_internal_cgportal...	Student
<input type="checkbox"/> 106182,Lauren	hsbc380625	Student
<input type="checkbox"/> 11,Nash	nash.student11	Student
<input type="checkbox"/> 11,SE Training	setraining_11	Student

Name	Username	Role
<input type="checkbox"/> Aaron,DeLawrence	aarodela	Student
<input type="checkbox"/> Abbott,Brandon	brandonabbott	Student
<input type="checkbox"/> Able,Ann	aable86492	Student
<input type="checkbox"/> Davis,Tyler	student3@gmail.com	Student
<input type="checkbox"/> Diller,Patty	student5@gmail.com	Student
<input type="checkbox"/> Jones,Alexandra	student4@gmail.com	Student
<input type="checkbox"/> Lackey,Pamela	pamlackey@hotmail.com	Teacher
<input type="checkbox"/> Robbins,Jacob	student2@gmail.com	Student
<input type="checkbox"/> Robbins,Jennifer	beckyrobb@hotmail.com	Aide
<input type="checkbox"/> Smith,Jonathon	student6@gmail.com	Student

Review

This guide explained how teachers can transfer students between classes on SuccessNet Plus.