

Using the “Manage Students” function to add students to class lists *for administrators only*

New students must be added by an administrator via a Student Data Upload or the Add/Transfer link. If a student already exists in the system and is assigned to a class or to a school pool within your district, an administrator may assign that student record to a particular class by using the process described below.

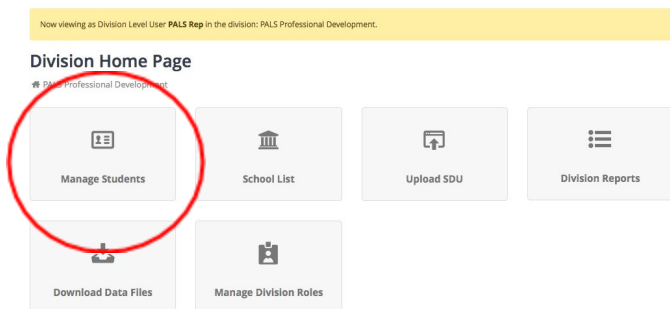
Log in as an administrator and click on “Manage Students.”

Students assigned to a particular school, but not assigned to classes, are in the “school pool.” They can be added to a class list by an administrator. Students already on a class list can be moved to a different class by using the “Change School” or “Change Teacher” functions.

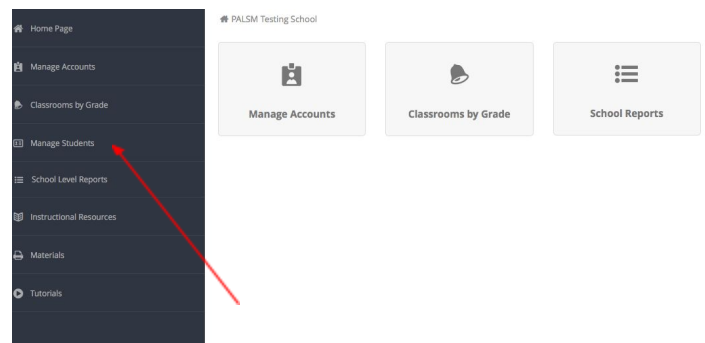
As a division level user, you can use the “Manage Students” page to move students onto class lists both WITHIN and BETWEEN schools. As a school level user, you can use it to move students within the school, but not from other schools. You must be logged in as an administrator to use these features.

To get started, click on the “Manage Students” tile on the home screen of your division level user account or the “Manage Students” tab on the left hand side of your school level user account.

district-level view



school-level view



Search for the student by last name, first name, student ID, school, or teacher.

Select the student and use “Remove from Class” to add the student to the School Pool, “Change School” to move the student to a different school within the division (this feature can only be used by division level users), or “Change Teacher” to switch the student into a different class.

Manage Students

Add or Transfer New Student

🏠 PALS Professional Development > Manage Students

Q Last Name ▾ student Enter

Combine Remove from Class Change School ▾ Change Teacher ▾

SELECT	STUDENT	SCHOOL	TEACHER	GRADE	GENDER	DOB
<input type="checkbox"/>	Pretend Student	Play School	Play TeacherEn	K	F	05/06/2012
<input type="checkbox"/>	PracticeJ StudentR	Example School	Example Firstteacher	1 (PM)	F	09/06/2011

Showing 1 to 2 of 2 entries < 1 >

You do not have to save your selections. Click on the Home Page tab to use your School List or Classrooms by Grade tiles to confirm that the student has been moved to the correct location.