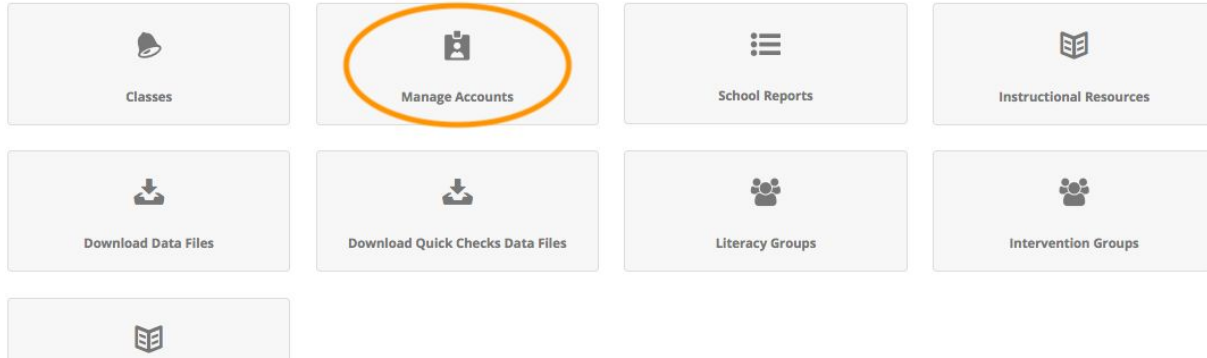


Assigning a Current Class to A Different (New) Teacher

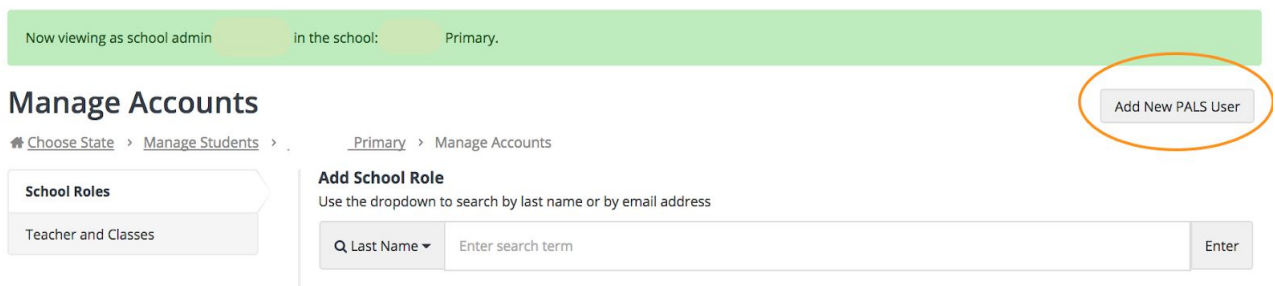
1. First, you will need to make sure the new teacher already has an account in the online system. If not, please click on “Manage Accounts.”

School Home Page

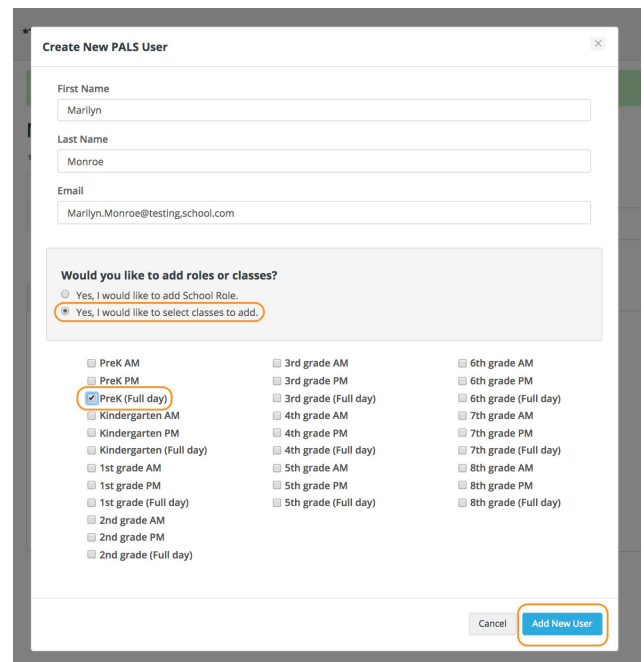
Choose State > Choose Division > Atlanta Public Schools, GA > School List > Beecher Hills



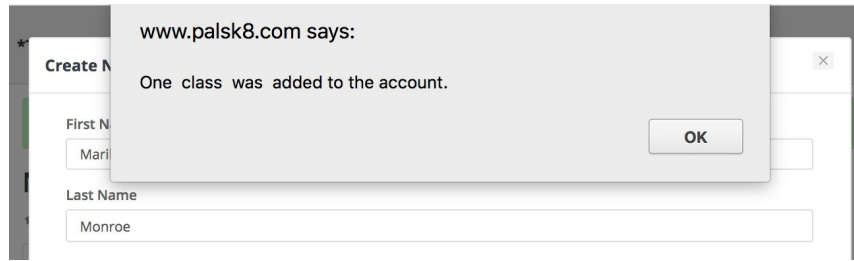
2. Click on “Add New PALS User.”



3. Enter the teacher’s information, and select the *adding a class* option. A window will pop-up. Please select the class you want to assign to the new teacher, and then select “Add New User”.

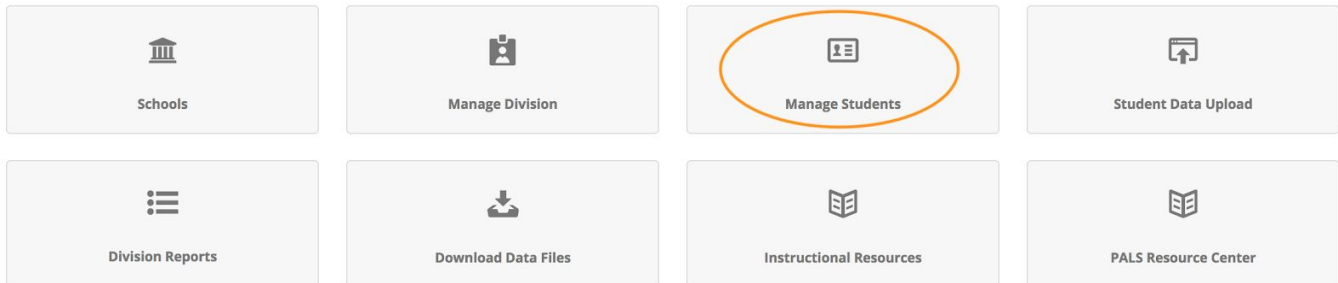


4. The system will pop-up a message confirming your actions.



5. Return to the School Home page and select the "Manage Students" tile.

Choose State > Choose Division > Pendleton County Schools, WV

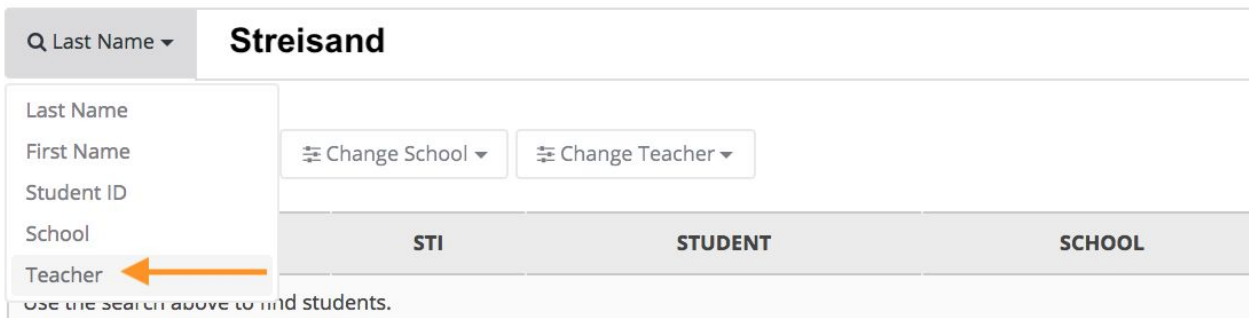


6. Click on the Search magnifying glass, select "Teacher" to search by teacher, and enter the last name of the previous teacher (the one you would like to replace), and click "Enter".

Manage Students

Choose State > Choose Division > |

Manage Students



7. Click in the box next to each student currently assigned to the previous teacher, and then click on "Change Teacher" to select the new teacher... et voila! The students are now with the new teacher.

Manage Students

Add or Transfer New Student

Choose State > Choose Division > Pendleton County Schools, WV > Manage Students

Q Teacher ▾ Streissand Enter

Remove from Class Change School ▾ Change Teacher ▾ Click here to select new teacher

SELECT	STI	STUDENT	SCHOOL	TEACHER	GRADE	GENDER	DOB
<input checked="" type="checkbox"/>	660004772	Carla Bruni	Hollywood Elementary School	Barbara Streisand	1	F	03/30/2012
<input checked="" type="checkbox"/>	660004621	Julia Roberts	Hollywood Elementary School	Barbara Streisand	1	M	04/19/2012
<input checked="" type="checkbox"/>	660004783	Tom Cruise	Hollywood Elementary School	Barbara Streisand	1	F	01/04/2012
<input checked="" type="checkbox"/>	660004784	Robert De Niro	Hollywood Elementary School	Barbara Streisand	1	F	08/15/2012
<input checked="" type="checkbox"/>	660004902	Sofia Vergara	Hollywood Elementary School	Barbara Streisand	1	F	03/12/2012
<input checked="" type="checkbox"/>	660004774	Salma Hayek	Hollywood Elementary School	Barbara Streisand	1	M	09/18/2011

8. You can double-check by going to “Classes”, selecting the grade, and scrolling down to the new teacher. Click on the new teacher’s name and then on the “Student List” tile, and check to make sure all of the students are there.

(When selecting the “Change Teacher” button, if you cannot find the new teacher, it probably means you created an account but did not assign an empty class to the new teacher. You can then go to the *Manage Accounts’* tile, select “Teacher and Classes,” and search by last name and to find the new teacher’s account. Select “Add class,” assign an empty class for the correct grade level, and click the “Update” button.)