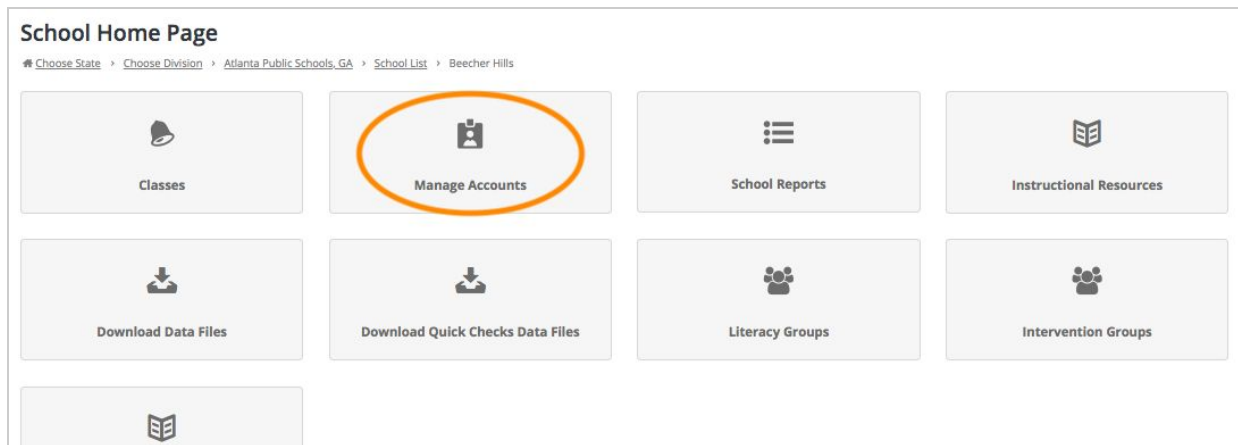
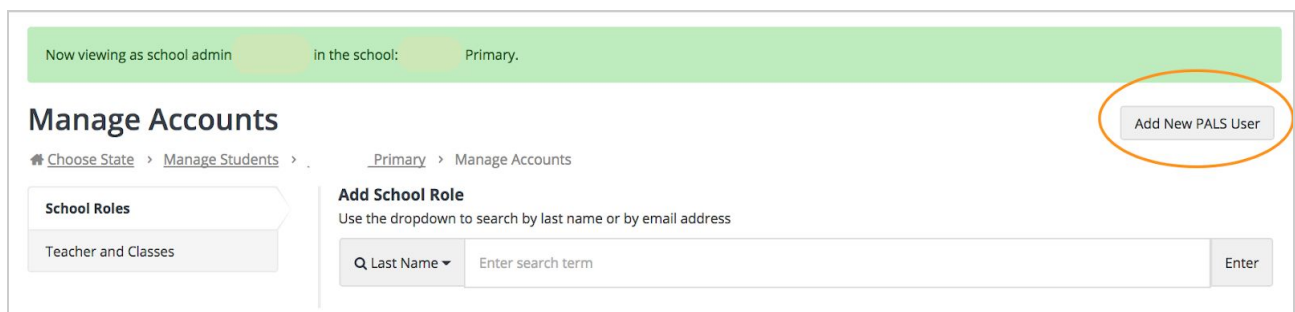


Assigning a Current Class to A Different (New) Teacher

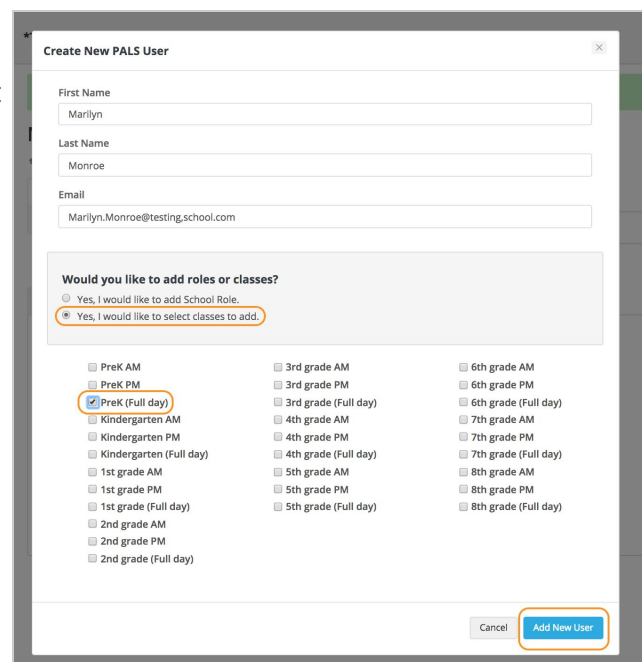
1. First, you will need to make sure the new teacher already has an account in the online system. If not, please click on *Manage Accounts*.



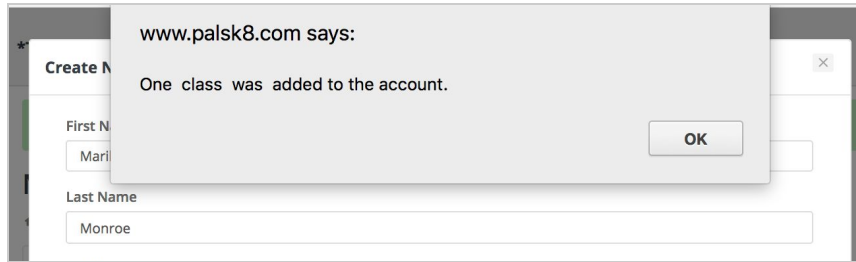
2. Click on *Add New PALS User*.



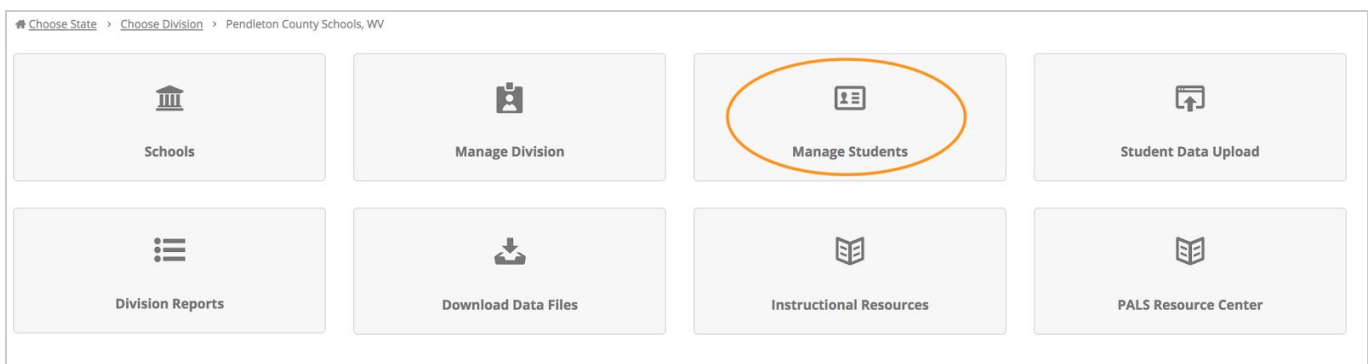
3. Enter the teacher's information, and select the option *Yes, I would like to select classes to add*. A window will popup. Please select the class you want to assign to the new teacher, and then select *Add New User*.



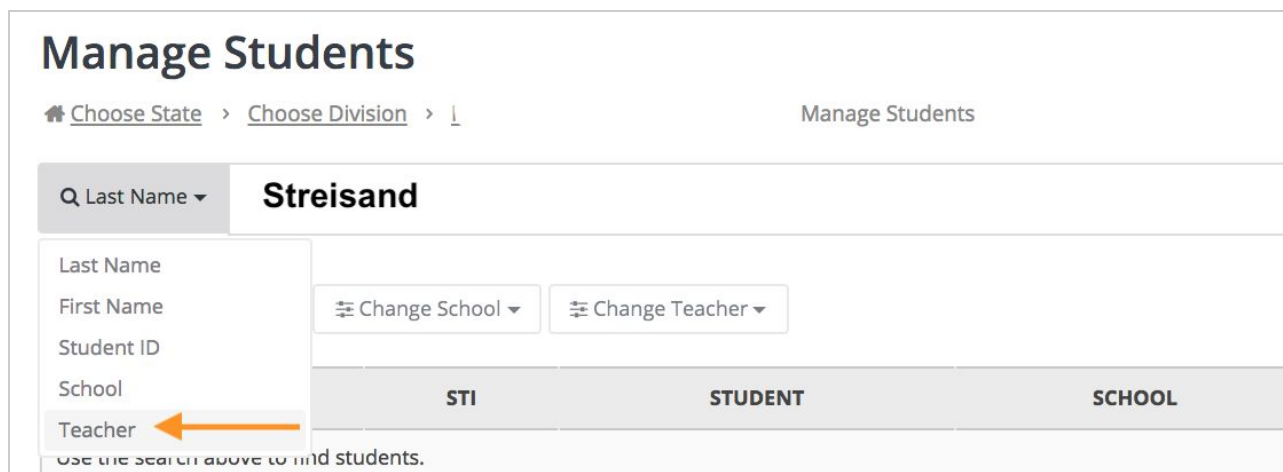
4. The system will show a message confirming your actions.



5. Return to the *School Home Page* and select the *Manage Students* tile.



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



- 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. The students are now with the new teacher.

Note: 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. Go to the *Manage Accounts* tile, select *Teacher and Classes*, and search by last name to find the new teacher's account. Select *Add Class*, assign an empty class for the correct grade level, and click the *Update* button.

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 ▾
Show School Pool

Meryl Streep
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

- 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.