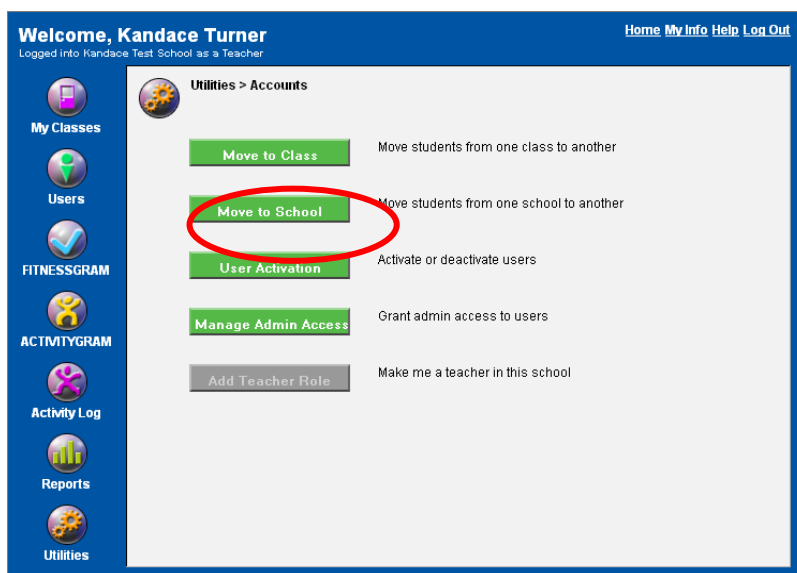


# How to Move a Student to a New School Manually

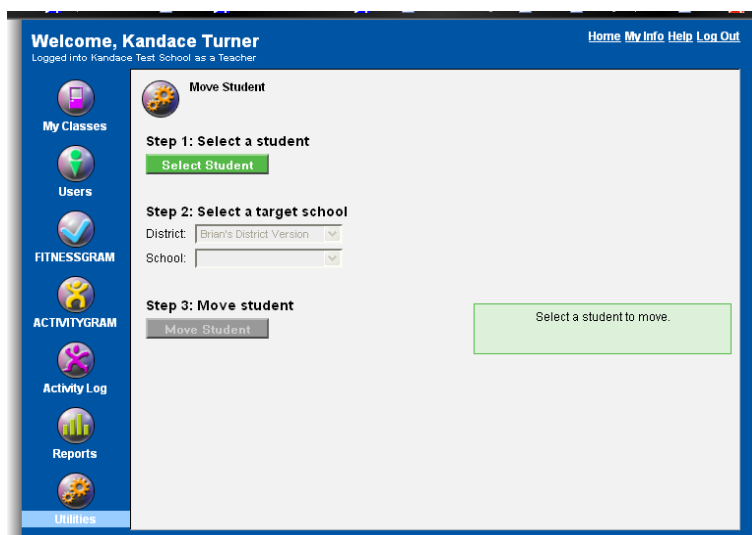
## Move to School

The Move to School feature is used to move students from one school to another. This can be done at any time within the program.

To access the Move to School feature, go to the Utilities menu and click on Accounts. On the next screen, click on the Move to School tab (see screen shot below).



You will then see the Move Student screen:



Select the student you want to move by clicking Select Student (see previous screen). The next screen presents a list of students to choose from. You can search for students by first or last name using the search tool at the top, or you can scroll through the list of students.

The screenshot shows the 'Users' search interface. At the top, it says 'Welcome, Kandace Turner' and 'Logged into Kandace Test School as a Teacher'. There are navigation links for 'Home', 'My Info', 'Help', and 'Log Out'. On the left, there is a sidebar with icons for 'My Classes', 'Users', 'FITNESSGRAM', 'ACTIVITYGRAM', 'Activity Log', 'Reports', and 'Utilities'. The main area has a search section with 'Search for:' (set to 'FirstLast Name'), 'Role:' (set to 'Student'), and input fields for 'First:' and 'Last:'. A green 'Search' button is below. Below the search section is a 'Students' section with a 'Select' button, a 'Cancel' button, and a green box indicating 'Total found: 200'. A table lists students with columns for Last Name, First Name, MI, Grade, Age, and Info. The first few rows are: Abreeanna Bisenius (Grade 6, Age 12), Adam McIntier (Grade 4, Age 9), Alfredo Orozco (Grade 6, Age 12), Allegra Thomas (Grade 6, Age 12), Allyiah French (Grade 5, Age 11), Amanda Lesjak (Grade 6, Age 12), Amy Sprague (Grade 3, Age 9), Andrea Santana (Grade 3, Age 9), Angel Aguilar (Grade 4, Age 10), Angenay Harrington (Grade 4, Age 10), and Anthony Harrington (Grade 6, Age 11). Each row has a 'More Info' link.

When you have located your student, select his or her name and click Select.

The screenshot shows the 'Users' search interface after a search. The 'Search for:' dropdown is still 'FirstLast Name', but the 'First:' input field now contains 'turner'. The 'Search' button is green. Below the search section, the 'Students' section shows a green 'Select' button circled in red, a 'Cancel' button, and a green box indicating 'Total found: 1'. The table below shows one student: HAWKINS TURNER (Grade 3, Age 9) with a 'More Info' link.

The next step is to choose the school you are moving the student to. You will need to select both the district and the school name.

Welcome, Kandace Turner  
Logged into Kandace Test School as a Teacher

Home My Info Help Log Out

**Move Student**

**Step 1: Select a student**

Select Student

Name: TURNER HAWKINS  
Email:  
Username: THAWKINS  
Grade: 3  
Birthdate: 10/13/2000

**Step 2: Select a target school**

District: Brian's District Version  
School: Bismark-Henning

**Step 3:**

Move Student

Select a school.

The next step is to move the student.

Welcome, Kandace Turner  
Logged into Kandace Test School as a Teacher

Home My Info Help Log Out

**Move Student**

**Step 1: Select a student**

Select Student

Name: TURNER HAWKINS  
Email:  
Username: THAWKINS  
Grade: 3  
Birthdate: 10/13/2000

**Step 2: Select a target school**

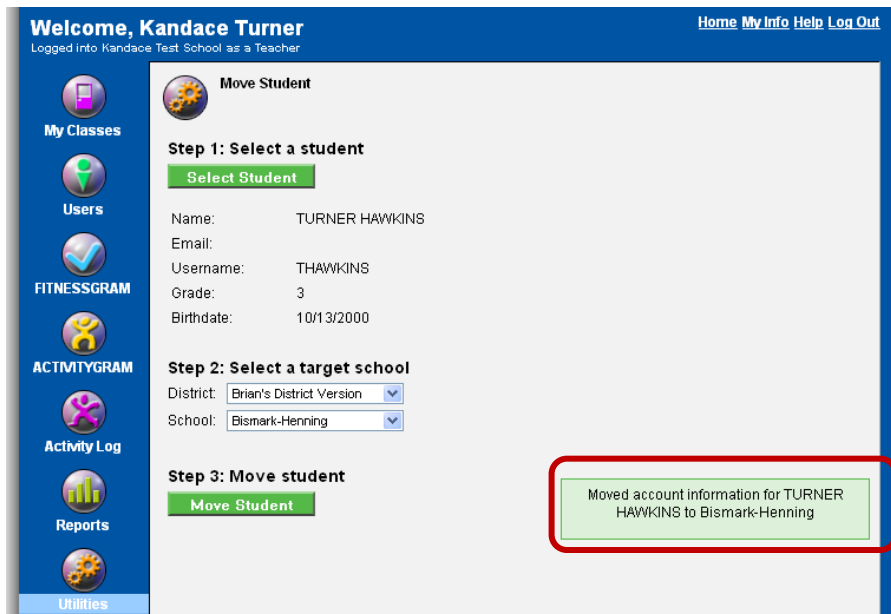
District: Brian's District Version  
School: Bismark-Henning

**Step 3: Move student**

Move Student

Select a school.

After clicking on Move Student, a confirmation window will open asking if you are sure you want to move the student to the designated school. Clicking Cancel will end the process and the student will not be moved. Clicking OK will move the student and you will see a confirmation message on your screen.



If you have questions or need assistance, please contact Human Kinetics Technical Support.

### Technical Support

Monday through Friday, 7 a.m. to 7 p.m. CST, except holidays

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