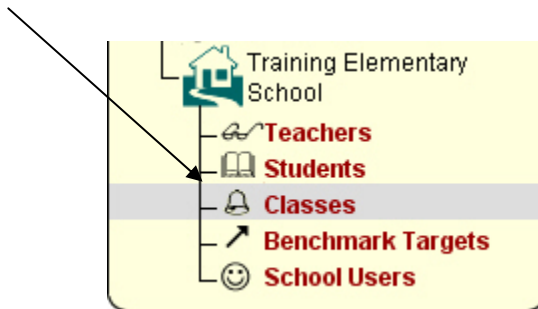




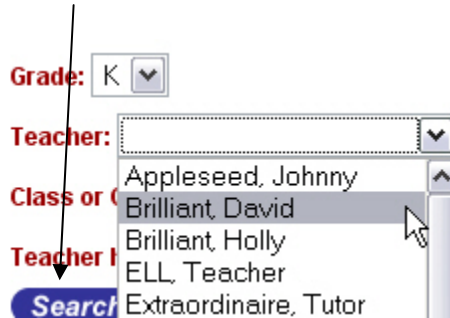
## Moving Students between Classes

AIMSweb allows you to move individual or groups of students between classes, which is helpful if your enrollment increases and you need to add a teacher to a grade level or if a student needs to be moved for another reason.

If you have not done so, login to the AIMSweb system using your School Manager account and select the **Classes** area for your school. If you are already logged in, select the area for your school.



Select the grade level the student is currently enrolled in and, if possible, the teacher to whom the student is currently assigned. Click the **Search** button.



Select **Edit Roster** in the Action area.

**Classes and Groups**

Grade	Teacher Name	Name	Action
K	Brilliant, David	Homeroom	<a href="#">Edit Roster</a> <a href="#">Delete</a>

Classes in red are Read Only classes.

Click the checkbox next to the student you want to add to the class and click the **Move** button.

**Manage Roster**

Teacher: David Brilliant School: Training Elementary School  
Grade: K Year: 2007-2008

**Class Roster**

<input type="checkbox"/>	AIMSWeb ID	Unique Identifier	Student Name	Current Grade
<input checked="" type="checkbox"/>	19848658	4088555	Appleseed, Johnny Crispin	K

Transferred students in RED.

**Move Remove**

Select the teacher you want the student to be moved to using the drop-down menu.

**Move Students**

**Student(s) to Move**

ID	Last Name	First Name	Grade
19848658	Appleseed	Johnny Crispin	K

Move student(s) to: Brilliant, David (Current Class) ▼  
Brilliant, David (Current Class)  
Brilliant, Holly

**Move Cancel**

Click the **Move** button. Verify that the move was successful.

**Manage Roster**

**Student(s) moved to new class.**

Teacher: David Brilliant School: Training Elementary School  
Grade: K Year: 2007-2008

**Class Roster**

<input type="checkbox"/>	AIMSWeb ID	Unique Identifier	Student Name	Current Grade
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Transferred students in RED.

**Move Remove**

The student will now be added to the new teacher's class roster and available for data entry.