

Mass Assigning Students to a Teacher(s) – Aeries Web

- 1. From the Navigation Tree, click on the School Info>Teachers
- 2. The Teacher **0 Unassigned** will be the first teacher listed
- 3. On the far right hand side, put a check mark in the View Data for Next Year option

Tch# 0			Teac	her Dat	a					
-	Teacher Name First Na			ame	ame Last Nam			Title	Tag	
Decre	Unassigne	d	DO NOT DELETE						- Active	
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StuNum	Last Name		First Name			rd Pgm [·]			(Ē)	Move students to another teacher
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1003	#1#563/F		115-1-12	F	3					1 Move All students to new teacher
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1004	1.010	100000	1887	F	3					3 Move the tagged students only
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1015	1010			м	4					
1010	and the second se	10.000		M	2					grade level (Option <u>2</u>).

- Move ALL students to a new teacher
- Move students in grade "X" only
- Move the **Tagged** students only
- 5. The first step to assigning multiple students is select the "**New**" **Teacher** number in the highlighted box **New Teacher**:
 - IF you're moving ALL students to a single teacher, select option 1
 - IF you're moving all students from a specific grade level to one teacher, select option <u>2</u>

Type **<u>4</u>** in the highlighted field, and

then click on option 2.



- IF you're moving only the tagged students, select option 3
- 6. If you used option <u>2</u>, once you've assigned the students to a grade level teacher, you can begin to disperse those students from that teacher to the student's correct grade-level teacher per their class assignment(s).
- 7. Use the list of teachers on the left hand side to locate the teacher that the students were just moved to so you can begin to disperse the students from that teacher into their assigned teacher.
- 8. Type the next teacher's number in the **New Teacher:** field, and then begin to '**tag**' the students who should be moved to the new teacher by clicking on the student's corresponding checkbox under the **Move** column.
- 9. Once all students are tagged with a checkmark for the new teacher, select option <u>3</u>.

Message fr	om webpage
?	Move tagged students to teacher number 3?
	OK Cancel

- 10. Click on the **OK** button.
- 11. All students selected to move will now be assigned to the teacher selected.

Teacher Data														
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	7 0						0					30		
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