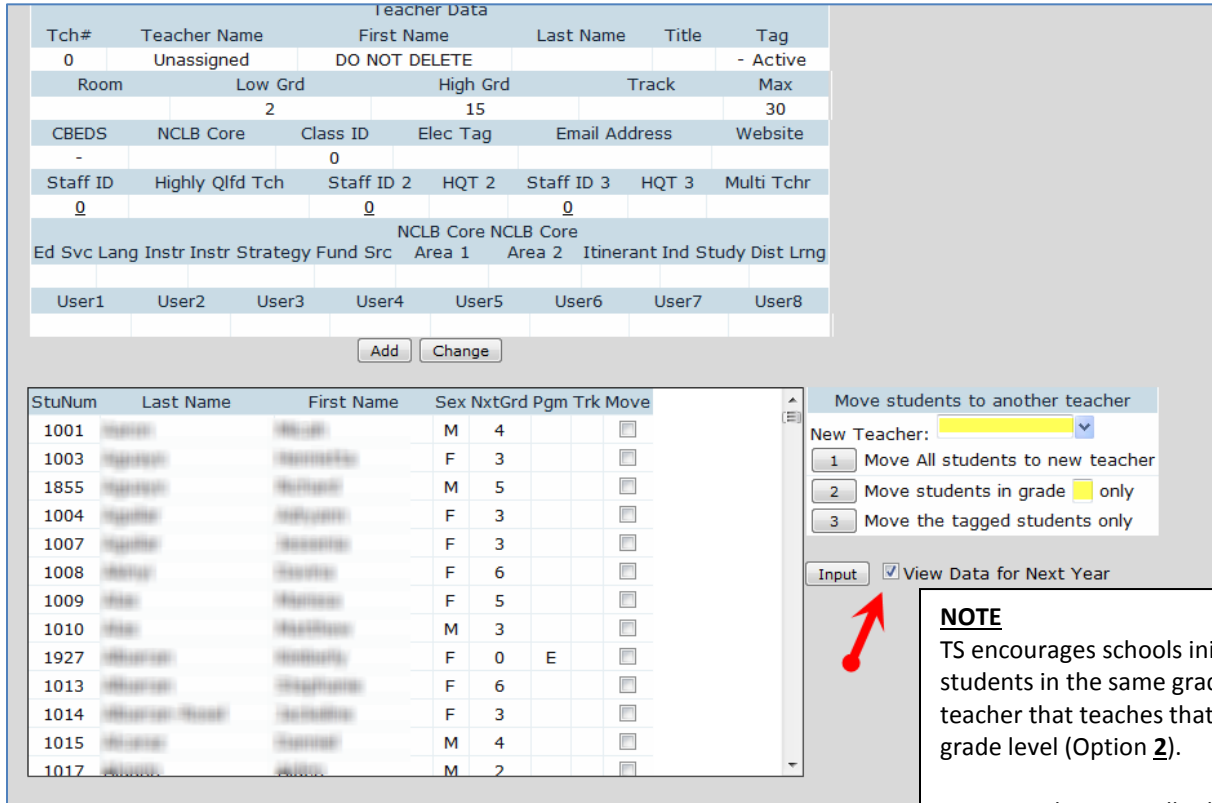**TECHNOLOGY SERVICES**

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
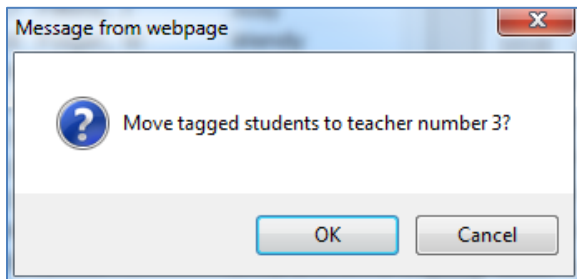

4. There are several ways to mass assign students to a teacher:
   - Move **ALL** students to a new teacher
   - Move students in grade "**X**" only
   - Move the **Tagged** students only
5. The first step to assigning multiple students is select the "**New**" **Teacher** number in the highlighted box **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 **2**

NOTE

TS encourages schools initially **move** students in the same grade to a teacher that teaches that specific grade level (Option **2**).

For example, move all 4th grade students to teacher 115 – Ms. Applebee. She teaches 4th grade.

Therefore, select teacher #115 in the **New Teacher:** field.

Type **4** 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 **2**, 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 **3**.

Message from 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

Tch#	Teacher Name	First Name	Last Name	Title	Tag
3	Bekkedahl, J	Jessie	Bekkedahl		- Active

Room	Low Grd	High Grd	Track	Max
7	0	0		30

CBEDS	NCLB Core	Class ID	Elec Tag	Email Address	Website
1000- Self-Contained Class	E	0	A	jbekkedahl@rusd.k12.ca.us	

Staff ID	Highly Qlfd Tch	Staff ID 2	HQT 2	Staff ID 3	HQT 3	Multi Tchr
131086	A	0		0		

Ed Svc	Lang Instr	Instr Strategy	Fund Src	NCLB Core Area 1	NCLB Core Area 2	Itinerant Ind Study Dist Lrng
ELD and SDAIE But Not Primary Language		Structured English Immersion				

User1	User2	User3	User4	User5	User6	User7	User8

Add   Change

StuNum	Last Name	First Name	Sex	NxtGrd	Pgm	Trk	Move
1001			M	4			☐
1015			M	4			☐
2055			F	4			☐
2054			M	4			☐

Move students to another teacher

New Teacher: Bekkedahl, J

1 Move All students to new teacher
2 Move students in grade ____ only
3 Move the tagged students only

Input ☑ View Data for Next Year