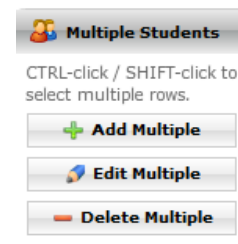# Changing a Student's Class

In the **Students** menu, we firstly have the student or students we wish to change, clearly displayed on the screen.

At this point we can either choose a single student by clicking on that student to highlight them, or if we wish to move, say, 4 students at once, we highlight the first, then press down the 'shift' key, and tap the downward arrow key three times. We now have 4 students highlighted.

Actions	Class	Name		Login	Password	Login s	Most Recent	Lessons Att.	Lessons Passed
Edit — D		Info	Amos, Clifford	CA1051	onset62	0		0	0
Edit — D		Info	Ayeni, Emily	EA1051	tone34	0		0	0
Edit — D		Info	Balshaw, Made	MB1051	hire88	0		0	0
Edit — D		Info	Barbour, Matth	MB1051	both61	0		0	0
Edit — D	7M1	Info	Anderson, Adar	AA1051	sent45	0		0	0
Edit — D	7M1	Info	Bermingham,	ABman	farm94	0		0	0
Edit — D	7M1	Info	Bernacer, Chel	CB1051	kilo17	0		0	0

We then choose 'Edit Multiple' in the multiple students menu on the right hand side of the screen, but in the case of changing a single student, we would select 'Edit Single' from the single students menu.

Multiple Students

CTRL-click / SHIFT-click to select multiple rows.

+ **Add Multiple**

Edit Multiple

— **Delete Multiple**

A new prompt will appear with the student or students selected, clearly displayed.

Edit Multiple Students ✕

Students for editing:

Class	Name
	Barbour, Matthew
	Balshaw, Madeline
	Ayeni, Emily
	Amos, Clifford

New Class:

7M1   Set

Pass grade: 90

— **Clear Results**

Close

We then click on 'New Class', choose the class we wish them to join from the drop-down menu, then click on 'Set', confirm this change and close the prompt window.

We will then immediately see the changes just made to the relevant students on our student list.