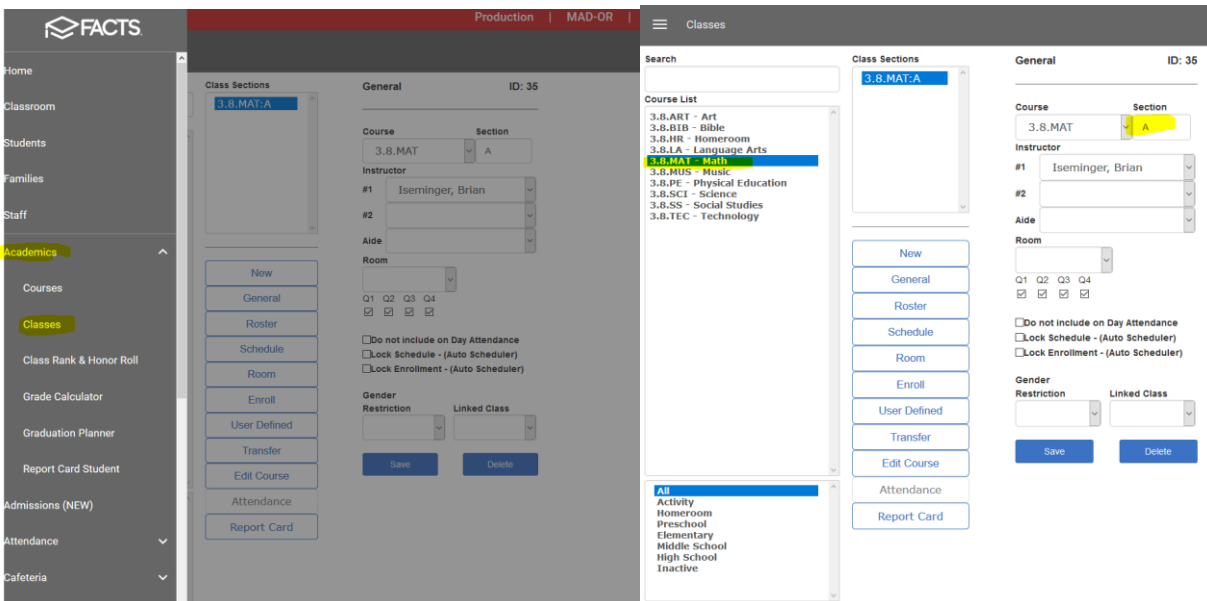


How to separate out classes in RenWeb

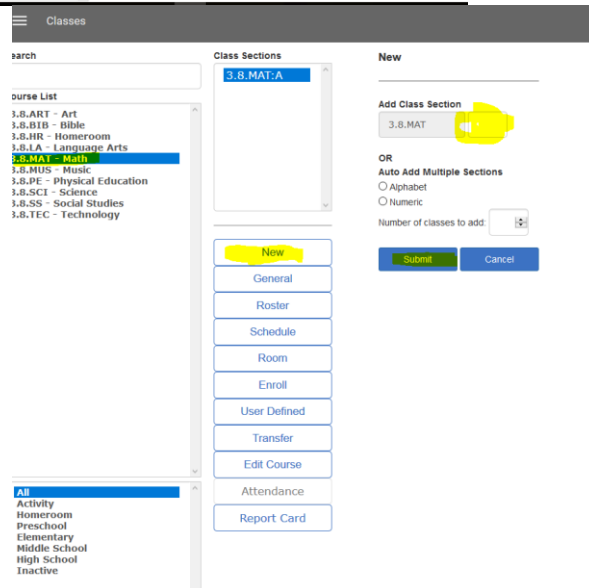
Step 1: Create the new classes.

1. RenWeb
2. Academics
3. Click on course
4. Edit current class section. Example 3.8.MAT: A can be renamed 3.8.MAT: 3 for 3rd grade. SAVE
5. Select New to create new class sections for each grade.
6. Name new class section and Submit



7. Once you have all the new class sections created now Students can be transferred into those new classes.

8. See next page for student transferring instructions.



How to Transfer a Student into a new Class.

Do not unenroll a Student and enroll them into a new class because their report card grades and attendance will not transfer and errors will happen.

Use this method if the student is going from one class to another class of the same subject.

1. RenWeb
2. Go to Students
3. Choose Student
4. Choose Schedule from the right side menu.
5. Choose Transfer from the top menu
6. Make sure you are on right quarter
7. Choose FROM class in drop down
8. Choose TO class in drop down
9. Make sure you transfer any report card grades, and attendance.
10. Select Transfer.
11. Student is now in the new class.

The screenshot displays the 'People Management' interface. On the left, there are filters for 'Student', 'Enrolled', and 'Substatus', along with a 'District Wide Filter' checkbox and a search bar. The main area shows a 'Schedule' view for a student, with tabs for 'Template View', 'Week View', 'Enroll', 'Transfer', and 'Requests'. The 'Transfer' tab is active. Below the tabs, there is a 'Schedule' section with a dropdown for 'Q1'. The 'From' class is '3.8.BIB-5.6W' and the 'To' class is '3.8.BIB-3.4A'. There are three checkboxes: 'Transfer Report Card Grade(s)' (checked), 'Transfer Attendance' (checked), and 'Transfer Grade Book Grade(s)' (unchecked). There is also an 'Assignment Transfer Mapping' button and a 'Print Transfer Approval Receipt' checkbox. A 'Transfer' button is at the bottom. On the right side, there is a sidebar menu with options: Behavior, Demographics, EC/PU Contacts, Email History, Family, Finance, Interests, Medical, P/T Conference, Portfolio, Religion, Report Card, and Schedule (highlighted).