SCORZ - HOW TO MOVE CLASSES DOWN TO A PREVIOUS LEVEL

1. Go to **School** - **School Year**
2. Click on the + symbol to Add a New School Year – it this case below we are adding the school year 2009-2010
3. Click **Current Year** to make 2009-2010 the current year and then **Save**

4. Go to **Teachers** and add your Teacher – if already not in the system - **Save**
5. Go to **Classes** – make sure the Year is 2009-2010 and press + to Add a New Class. In the case below we are creating a 1st Class for John Jones for the academic year 2009-2010. **Save**
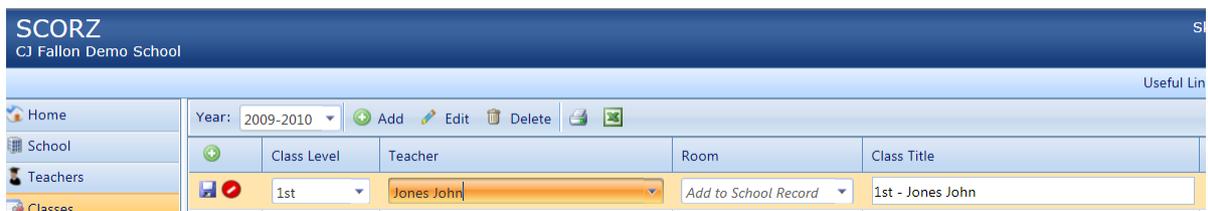
6. In **Classes**, change the Year to 2010-2011. We are going to transfer Norma Moriarty's 23 2nd Class Pupils to their previous class 1st Class with John Jones as their teacher.
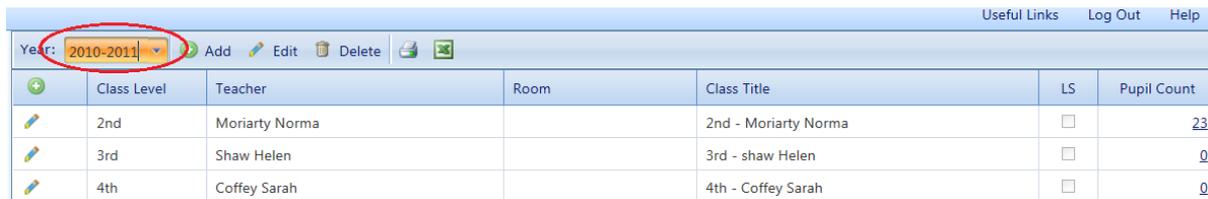
7. Click on the **Pupil Count** – in this case 23. This brings you into the screen below. Click on the green arrow – **Move Pupils To Another Class** - to see the Menu options. Select **Move Down**
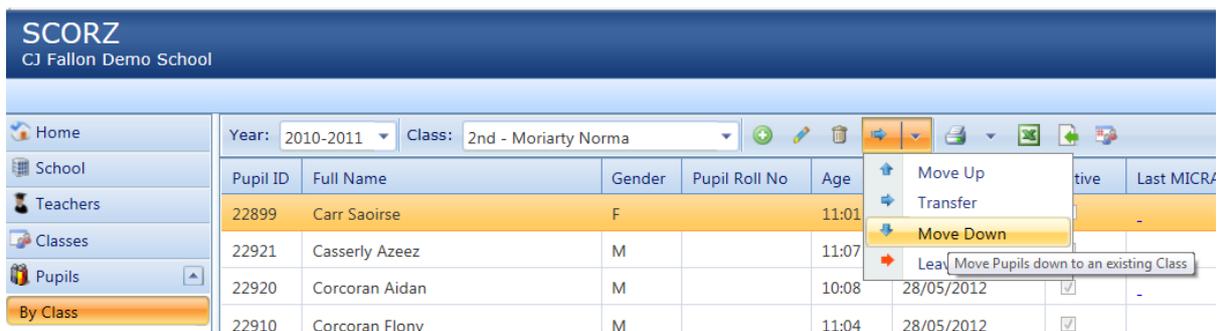
8. This brings you into the **Transfer Pupils** screen. Ensure you have the correct **School Year** and **Class** selected on the right
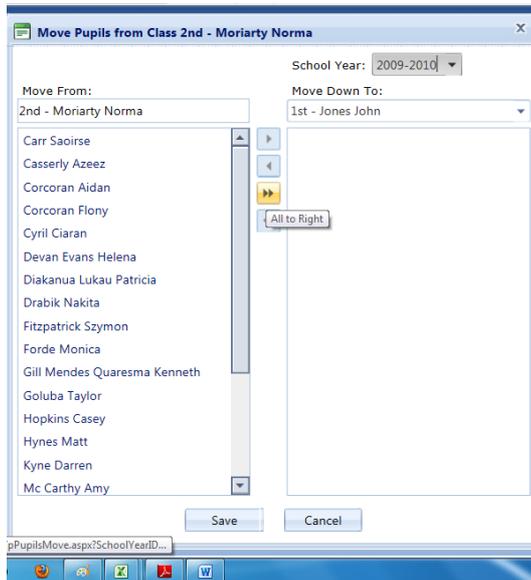
9. Press >> to move all pupils, or highlight an individual and press > to move pupils one at a time. ***Be aware that some users reported that at this section, right screen goes blank and there are no pupils on either right or left*** Press **Save** irregardless
10. You are now ready to go into **Tests New MICRA-T** or **New SIGMA-T** and Create a New Test