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

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Teachers		0	Title	Current Y	ear
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- 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**

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I School	٢	Class Level	Teacher	Room	Class Title		
Teachers		1st 🔹	Jones John	Add to School Record	1st - Jones John		

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.

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Year: 2010-2011 Add 🧨 Edit 🗊 Delete 🖼 🗷										
0	Class Level	Teacher	Room	Class Title	LS	Pupil	Count			
1	2nd	Moriarty Norma		2nd - Moriarty Norma			<u>23</u>			
1	3rd	Shaw Helen		3rd - shaw Helen			<u>0</u>			
1	4th	Coffey Sarah		4th - Coffey Sarah			<u>0</u>			

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**

SCORZ CJ Fallon Demo School										
😘 Home	Year: 20	010-2011 🔻 Class:	2nd - Moriarty No	orma	• O /	Û	¢	- 🛃 🔹 💌	🔒 🤛	
I School	Pupil ID	Full Name		Gender	Pupil Roll No	Age	÷	Move Up	tive	Last MICR/
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By Class	22910	Corcoran Flonv		м		11:04	2	8/05/2012	1	

8. This brings you into the **Transfer Pupils** screen. Ensure you have the correct **School Year** and **Class** selected on the right



- 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