

## How do I move a pupil to another class?

### Step 1: Login

Login.

#### Login

Username

Password

Login

Click on the pupil's current class.

CheckInSchools

Home

Classes

Add Class

8M

7M

### Step 2: Pupil

Click on the pupil to view their dashboard.

Add Pupil

Child's Name

Powerful | Proud

28-06-2018

Delete Class

Edit Class

Class: 7M

### Step 3: Edit Pupil

At the bottom of the page, click on "Edit pupil."

June 26, 2018, 11:28 a.m. Sad | Depressed Nobody listens to me my voice is important Add Comment

June 26, 2018, 9:30 a.m. Joyful | Happy So far so good. I'm feeling happy Add Comment

Delete Pupil Change Password Edit Pupil

### Step 4: Choose Class

View the "Class" drop down menu and choose the desired class. Finally, click "Update."

Update Child's Name

First name: Child's

Last name: Name

Username: stjara required: 150 characters or fewer. Letters, digits and @/./\_ only

Class: St James Primary 7M

Update