

How to roster a student

How To roster a student:

Moving a child to another class within your school:

- Logon to Rapid Reports and select Search Student from the Main page.
 - Choose the class the child is currently in. If you want to see all of the children in this class, click Next. If you want a specific child from that class, enter his/her name and click Next.
 - You will see the child or children's names. Click Roster to the right of the screen.
 - Click on the drop down menu for Class and choose the class you would like to move the student in to. Click Save at the bottom of the page.
 - Click Yes to confirm the move.
 - Click OK.
- The student has now been moved into the chosen class.

Re-roster to another school:

- Logon to Rapid Reports and select Search Student from the Main page.
- Choose the class the child is currently in. If you want to see all of the children in this class, click Next. If you want a specific child from that class, enter his/her name and click Next.
- You will see the child or children's names. Click Roster to the right of the screen.
- Choose the Region, District, School and Class you want to move the child to. Again, if you are unsure of what class they will be in, choose Default Class.
- Click Save at the bottom of the screen.
- Click Yes to confirm the move.
- Click OK.

NOTE: You may roster (i.e. move) a student TO any other class in the account. However, you may only roster FROM a class in your school or district to which you have access.

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