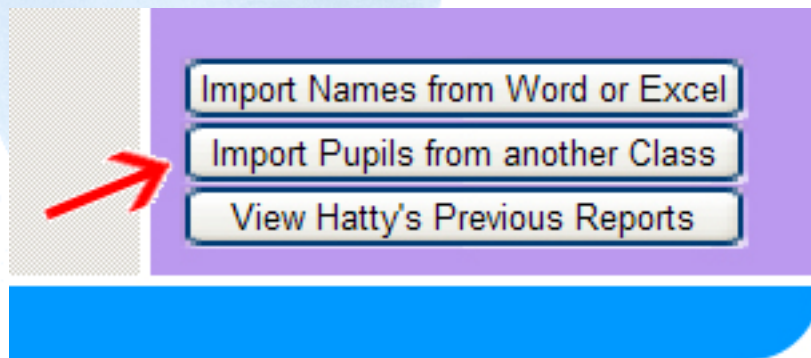



## StarReports Quick Step Guide – Moving & Copying Pupils between Classes

1. On the **Class Setup** page, select the Class you wish to move or copy pupils into. Then click the **Pupils** button
2. In the bottom right hand corner, click **Import Pupils from another Class**



3. The Move Pupils page appears, displaying a list of pupils from all classes

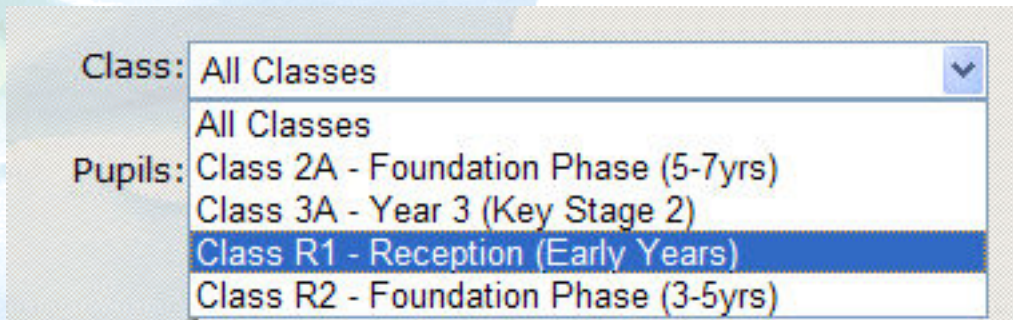
Move or Copy pupils into Class 1A - Year 1 (Key Stage 1)

Class:  

Pupils:

- Charles Chatterbox
- Zoe Doesbetter
- Jennifer Golightly
- Gertrude Goodwork
- Micheal Mixwell
- Robert Niceboy
- Katherine Playswell
- Julia Settledown
- Kerry Stayquiet
- Samuel Stopthat
- Thomas Tryharder
- Thomas Worknow

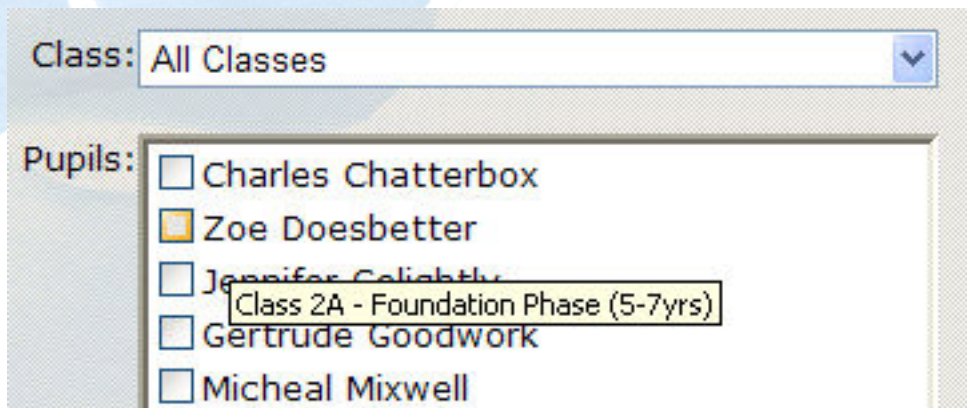
4. You can select individual Classes from the Class dropdown to display all the pupils in that particular Class



Class: All Classes

Pupils: Class 2A - Foundation Phase (5-7yrs)  
Class 3A - Year 3 (Key Stage 2)  
Class R1 - Reception (Early Years)  
Class R2 - Foundation Phase (3-5yrs)

5. Hover the mouse cursor over a pupil's name to see which class they currently belong to



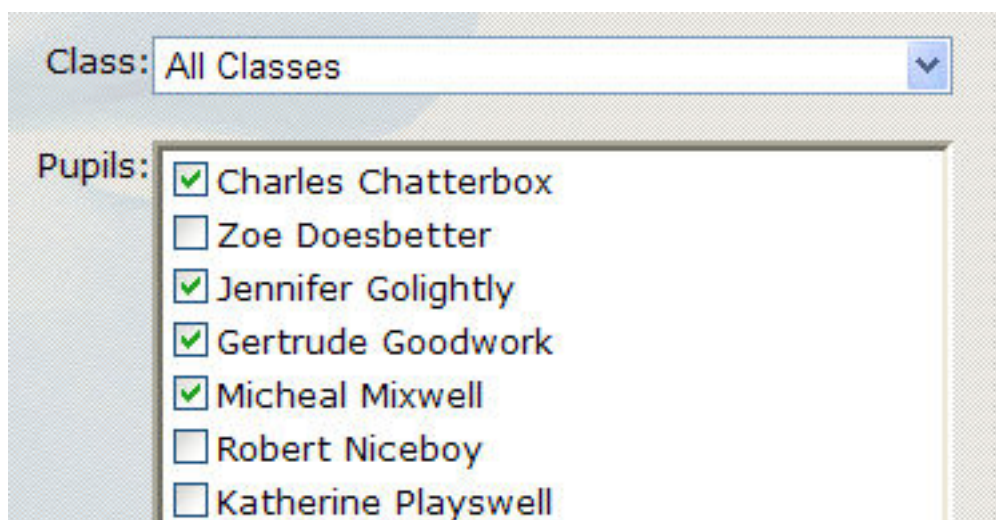
Class: All Classes

Pupils:

- Charles Chatterbox
- Zoe Doesbetter
- Jennifer Golightly
- Gertrude Goodwork
- Micheal Mixwell

Class 2A - Foundation Phase (5-7yrs)

6. Select the pupils you wish to move or copy by clicking their names. You can also use the Select All and Clear All buttons

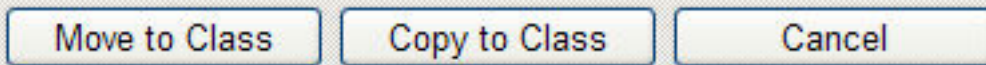


Class: All Classes

Pupils:

- Charles Chatterbox
- Zoe Doesbetter
- Jennifer Golightly
- Gertrude Goodwork
- Micheal Mixwell
- Robert Niceboy
- Katherine Playswell

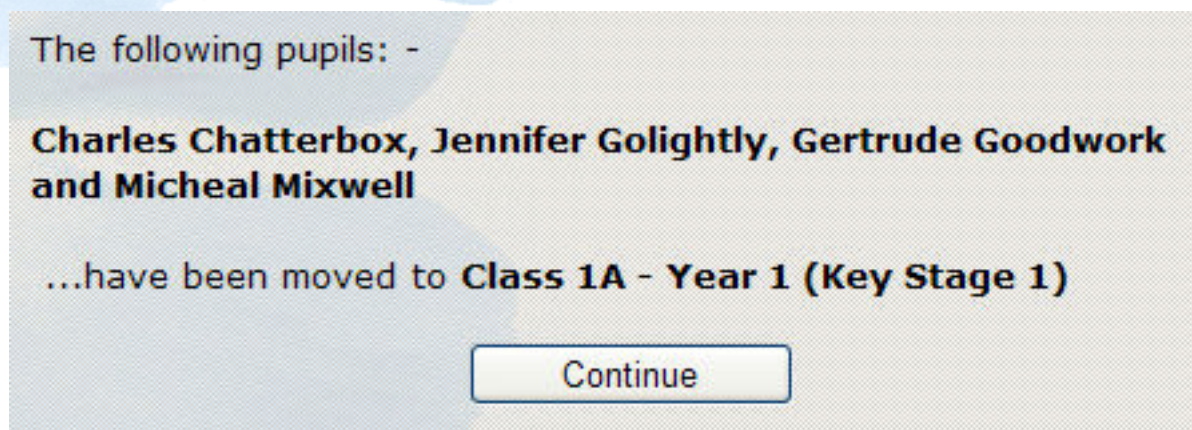
7. Click the **Move to Class** button to move pupils into the Class you selected at step 1



*Note. Using the **Copy to Class** button will leave the existing pupil in their current class and create a new pupil in your selected Class. It will also create new copies of their existing reports*

*The Copy function is only really intended for sharing copies of Class or Group Template reports*

8. A page will be displayed highlighting the changes you have made



9. Clicking **Continue** will take you back to your selected class where the newly added pupils should appear in the list

*Note. You can Move and Copy pupils between classes as many times as you like. Their details and existing report will never be deleted.*