

Assigning Students to Grades and Classes

At the beginning of each school year, students may be promoted to the next grade and assigned to new classes using their existing accounts. Students will use the same log in information as the previous year when this method is used.

Moving Students from Grade to Grade

1. Log into the eProducts system as a District or School Administrator to access the tools necessary to move students from grade to grade and class to class.
2. Click the **Students** button on the left side of the page.
3. Select **Move from Class to Class** from the list.
4. Select the school from the drop down list, then select the grade you are moving students from (The Original Grade) and destination grade that you are moving students to (The New Grade), then click **Next**.
5. You will now see a list of students in the Original Grade. Select the students that you want to promote by clicking the box in front of the student's name.
6. Click **Next**. The selected students are now in the new grade.

Assigning Students to Classes

To assign students to classes perform the steps below.

1. Log into the eProduct system as a District or School Administrator to access the tools necessary to move students into classrooms.
2. Click the **Classrooms** button on the left side of the page.
3. Select **Assign Students to a Class** from the list.
4. Select the school from the drop down list, then the teacher, class and grade for the class. Click **Submit**.
5. You will now see a list of available students on the left. These students may be moved into the class by highlighting their name and then clicking the **Add** button. Click **Submit** when you have completed the class list.
6. You will now see a list of the students enrolled in that class.

There are many functions that can be similarly performed using the menu options on the right side of the page including adding schools, teachers, and classes.