Student Class Reassignment

How to reassign a student from one course section to another.

Sometimes school administrators are required to reassign a student from one course section to another course section of the same course in the middle of a session (for various reasons that are irrelevant to this article).

After such reassignment, the new teacher gets access to the student's old attendance and gradebook information.

To reassign a student from one course section to another, go to **Main menu >> Scheduling>> Reassign Student**.

Search and select the course section. The system will list all the students who are enrolled in that section. Choose the student you want to reassign.

Search and select the new course section. Once you have correctly chosen the new course section, click on the **Reassign Student** button.

The selected student will be reassigned to the new course section.



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