

TRANSFERRING STUDENTS' BLOGS TO THEIR NEW CLASS:

Using the "whole school code" when initially setting up a class blog allows the transfer of blogs from class to class when needed.

The process involves the previous teacher orphaning the student's blog from their class blog. When done, the new classblog organiser can adopt the student's orphaned blog.

To Orphan Your Students:

- Class Panel
- Your Class Name
- Class Roster
- Next to each child click "Edit"
- Alongside "Class:" click the down arrow
- Select -Orphan- from the drop down list
- Click "Make Change"

To Adopt a Student blog once they have been orphaned:

- Class Panel
- Your Class Name
- View Orphans
- A list of students from your school should appear
- Beside each student, select the teacher they now have.
- Submit Change
- Note: If the student has left, you have the option to delete the blog
- Go To Edit to ensure the student is no longer registered as orphaned and is in fact aligned to correct classblog.
- You can also edit further the student's details if required
- Click Make Change.

Problem Solving:

If students do not appear on your class list, it maybe because they have not been assigned a class and are officially still registered as an orphan.

You can check this by going to:

- Class Panel
- Your Class Name
- Class Roster
- Next to each child click "Edit"
- Alongside "Class:" click the down arrow
- Select the appropriate class from the drop down list
- Click "Make Change"