

Promoting and Assigning Students to New Classes

Login to FITNESSGRAM

Only School or District Administrators can promote students; Teachers are not allowed to promote.

Logged in as Teacher

Logged in as Teacher

Promote utility is not available.

Logged in as School Administrator

Promote utility is available.

Select the Promote utility to begin process.

Select School

Highlight the name of the school or schools to promote.

Carefully read the Warning!

Moves ALL students in database one grade higher & also takes everyone out of their classes and into the Unassigned class.

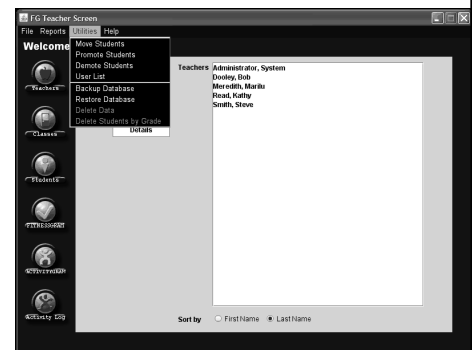


Note: Promote cannot be undone. The Demote utility will reassign the original grade level, but will not restore the school/teacher/class relationships.

Assign Students to New Classes

- Use the Move Student Utility
- Re-import with new teacher and class information

Select the Move Student Utility



The Move Student Utility

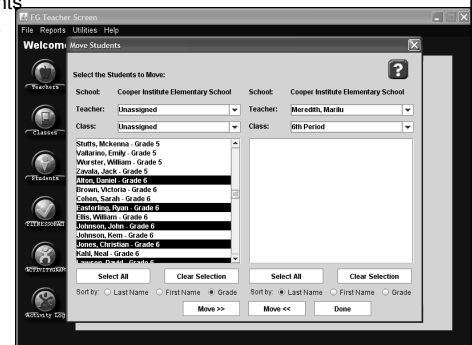
List may be sorted by grade or last name.

Move students from Unassigned to a selected teacher and class.



Select students to be moved.

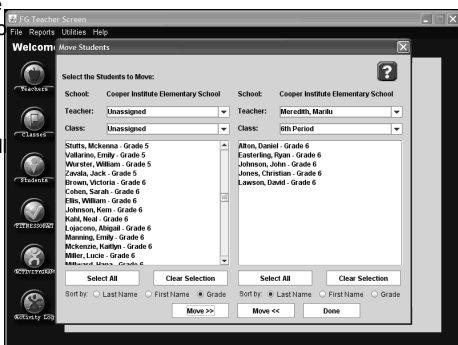
Click on the Move button.



The Move Student Utility

Students have been moved to the new class assignments.

Repeat until all students have been reassigned.



Reassign by Re-importing

- Obtain the import file from the IT staff. It should contain the new teacher and class assignment information for physical education classes.
- Repeat the same import process as used last year.