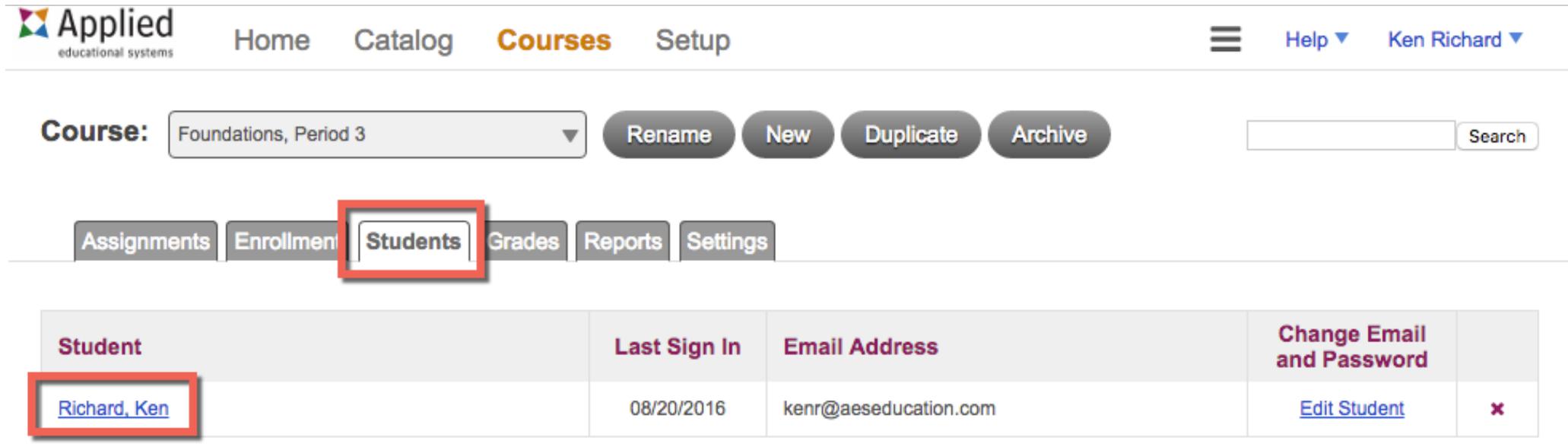


# Move a Student

Sign in as a teacher and go to the course the student is currently in. Click the **Students**, find the student, and click their name.

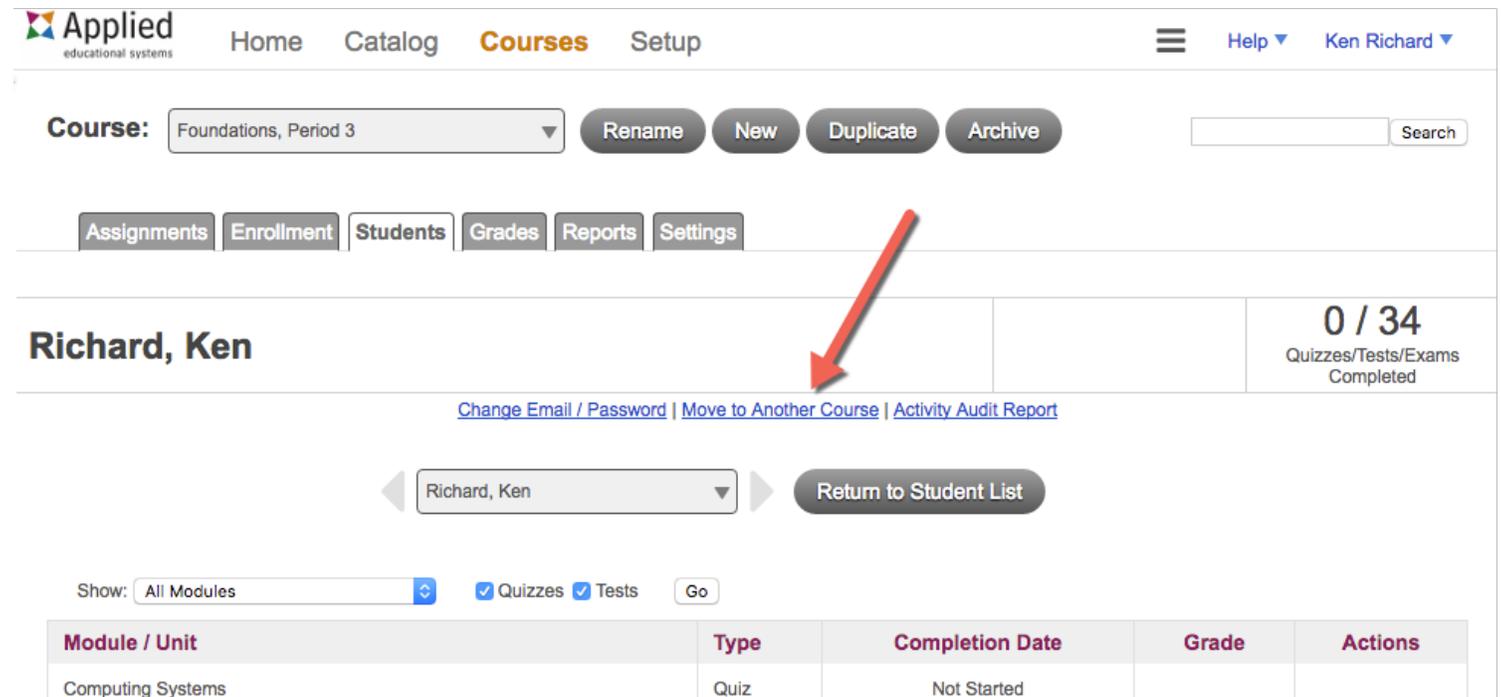


The screenshot shows the Applied educational systems interface. At the top, there is a navigation bar with the Applied logo, 'Home', 'Catalog', 'Courses' (highlighted), and 'Setup'. On the right, there is a hamburger menu, 'Help', and 'Ken Richard'. Below the navigation bar, there is a 'Course:' dropdown menu set to 'Foundations, Period 3', followed by buttons for 'Rename', 'New', 'Duplicate', and 'Archive'. A search box is also present. Below this, there is a row of tabs: 'Assignments', 'Enrollment', 'Students' (highlighted with a red box), 'Grades', 'Reports', and 'Settings'. Below the tabs, there is a table with the following data:

Student	Last Sign In	Email Address	Change Email and Password	
<a href="#">Richard, Ken</a>	08/20/2016	kenr@aeseducation.com	<a href="#">Edit Student</a>	✕

Click the link that says:

“Move to Another Course”

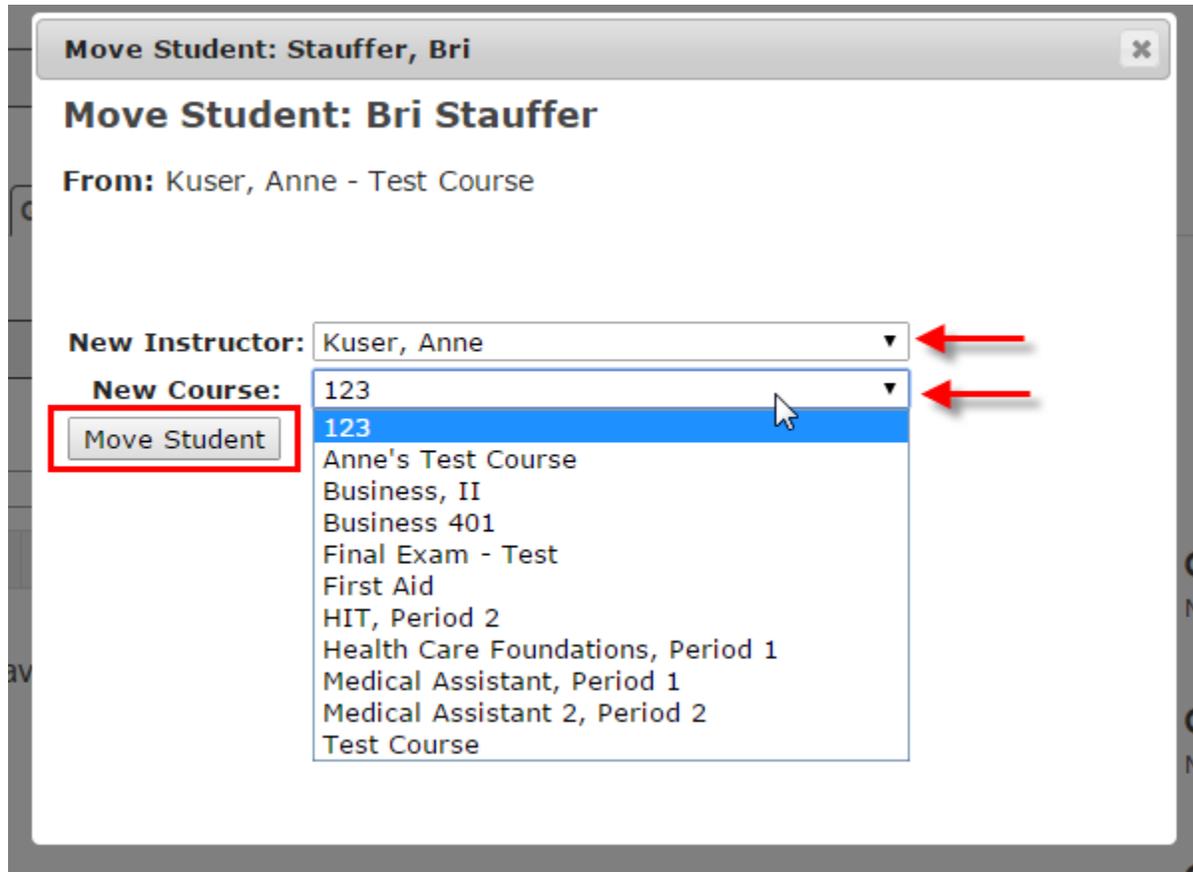


The screenshot shows the Applied educational systems interface. At the top, there is a navigation bar with 'Home', 'Catalog', 'Courses', and 'Setup'. The 'Courses' tab is active. Below the navigation bar, there is a course selection dropdown set to 'Foundations, Period 3'. To the right of the dropdown are buttons for 'Rename', 'New', 'Duplicate', and 'Archive'. A search bar is also present. Below these are tabs for 'Assignments', 'Enrollment', 'Students', 'Grades', 'Reports', and 'Settings'. The main content area shows the student's name 'Richard, Ken' and a progress indicator '0 / 34 Quizzes/Tests/Exams Completed'. Below the student name, there are links for 'Change Email / Password', 'Move to Another Course', and 'Activity Audit Report'. A red arrow points to the 'Move to Another Course' link. Below the links, there is a dropdown menu showing 'Richard, Ken' and a 'Return to Student List' button. At the bottom, there is a 'Show:' dropdown set to 'All Modules' and checkboxes for 'Quizzes' and 'Tests', with a 'Go' button. Below this is a table with the following data:

Module / Unit	Type	Completion Date	Grade	Actions
Computing Systems	Quiz	Not Started		

When you click Move to Another Course, this will open a “Move Student” window.

Here you have the option to choose which instructor, and which course to put the student under.



Move Student: Stauffer, Bri

**Move Student: Bri Stauffer**

From: Kuser, Anne - Test Course

New Instructor: Kuser, Anne

New Course: 123

123  
Anne's Test Course  
Business, II  
Business 401  
Final Exam - Test  
First Aid  
HIT, Period 2  
Health Care Foundations, Period 1  
Medical Assistant, Period 1  
Medical Assistant 2, Period 2  
Test Course

Move Student

Don't forget to click Move Student!

Still need help? Don't worry!

Just contact the AES Support Team, we'd be happy to help.

Phone – 800-220-2175 ext. 8

Email – [support@aeseducation.com](mailto:support@aeseducation.com)