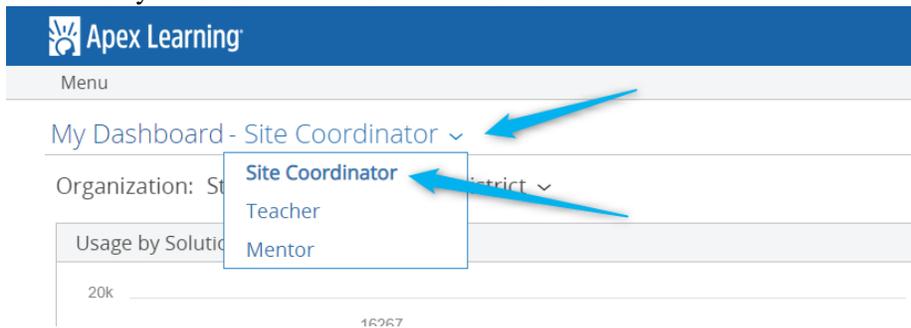


How to Transfer a Student from One Class to Another Class in APEX (same school) (Site Coordinator)

1. Login to APEX: www.apexvs.com
2. Make sure you are listed as a Site Coordinator



3. First thing is to find the Ecode of the class that you are transferring the student into. *Course must be the same course build up for the transfer to work. Meaning Civics semester 1 with teacher A period 1, must be identical to Civics semester 1 with teacher B.
4. Finding the **Ecode**:
 - a. Go Menu
 - b. Classrooms
 - c. Then when you see the list of classrooms, look over under column 5 (Ecode)

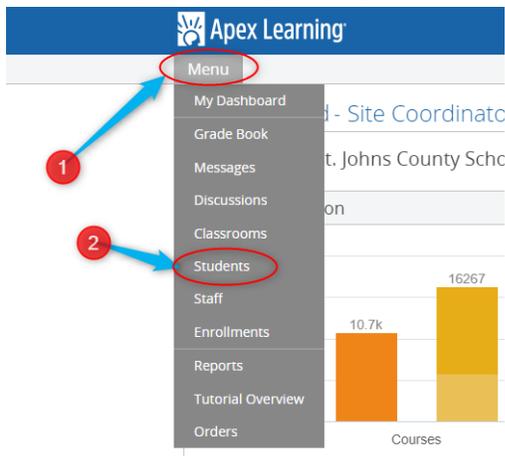
Classrooms

The screenshot shows the 'Classrooms' page for 'Alice B Landrum MS'. A table lists classrooms with columns for Edit, Classroom Name, Primary Teacher, Starts, Ecode, and External ID. The Ecode column contains values V8033385, V7008127, and V7909241, which are highlighted in yellow. A blue arrow points to the Ecode column header.

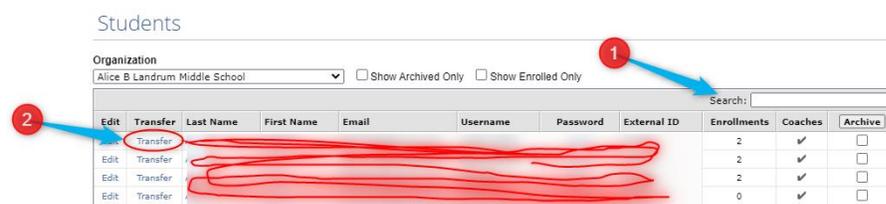
Edit	Classroom Name	Primary Teacher	Starts	Ecode	External ID
Edit	2020-2021 - MJ Language Arts 1 Sem 1 (For First-time Credit)		12 Aug 2020	V8033385	ALMSMMS.V4167521
Edit	2020-2021 - MJ Language Arts 1 Sem 2 (For First-time Credit)		12 Aug 2020	V7008127	ALMSMMS.V3306159
Edit	2020-2021 - MJ Language Arts 2 Sem 1 (For First-time Credit)		12 Aug 2020	V7909241	ALMSMMS.V2731079

- d. *Please notice the highlighted **Ecodes**. All are different and unique to that specific course.

5. Click **Menu** and then **Students**



6. Now that your students are pulled up, search for your specific student and then click on the hyperlinked Transfer



How to Transfer a Student from One Class to Another Class in APEX (same school) (Site Coordinator)

7. A new window will open and you will see: Transfer Student: Student Name. Under you will see **(From Organization)** and then to the right **(To Organization)**, put the organization as your school.

8. Now look below and you will see **(From Classroom(s))** May be more than one enrollment for this student. In the middle column you will see Action. Change to **Transfer**

From Classroom(s)	Action	To Classroom(s)
MJ Language Arts 3 (V9908017)	<div style="border: 1px solid black; padding: 2px;"> No Transfer ▼ No Transfer Transfer Create Copy </div>	

9. Once that happens, a new dropdown will appear under **(To Classroom(s))**. This is where you take that Ecode from steps 3 and 4 and find the course you wish to transfer to.

10. Now, you chose your transfer classroom. Last thing to do is select the **Transfer Button**