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

- 1. Login to APEX: <u>www.apexvs.com</u>
- 2. Make sure you are listed as a Site Coordinator

😽 Apex Learnin	g.
Menu	
My Dashboard	- Site Coordinator ~
Organization: St	Site Coordinator
Usage by Solution	Mentor
20k	, ,

- 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)

Cla	ssrooms				
Solutio	n	_			/
COUR	SES - Alice B Landrum MS	Show Archived Only			Add Classroom
				Sr th:	mj lang
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

Organ	zation						1			
Alice	3 Landrum I	Middle School		Show Arct	hived Only 🗌 Show En	rolled Only		-		
Search:										
Edit	Transfer	Last Name	First Name	Email	Username	Password	External ID	Enrollments	Coaches	Arch
Zaure	Transfer							2	~	C
	Transfor		_					2	~	C
Edit	manarer									
Edit Edit	Transfer	'E						2	~	C

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.

From Organization	To Organization	
Alice B Landrum Middle Sch	Alice B Landrum Middle 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 ~~~ 7 (V9908017)	No Transfer V No Transfer Transfer	
	Create Copy	Transfer

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.

rom Organization		lo Organization			
lice B Landrum Middle School		Alice B Landrum Middle School			
electing No Transfer below creates an additional role for the student at the receiving organization but does not transfer the studen nrollment or any of the student's course enrollment data to the receiving organization. From Classroom(s) Action To Classroom(s)					
From Classroom(s)	Action	To Classroom(s)			
4J Language Arts 3 🔨	Transfer	▼ Select Classroom ▼			
V9908017)		Select Classroom			
		MJ Language Arts 3 V8995842)			
		MI Language Arts 3 (V/22/09/)			
		MJ Language Arts 3 V9284813)			
		MJ Language Arts 3 V9220294)			
		MJ Language Arts 3 (V9704296)			
		MJ Language Arts 3 (V1599648)			
		MJ Language Arts 3			
		Mi Language Arts 31			
		MJ Language Arts 3 ((V8472465)			
		MJ Language Arts 3 (V2679245)			
		MJ Language Arts 3 (V8067705)			
		MJ Language Arts 3 (V6358823)			
		MJ Language Arts 3 (V1384244)			
		MJ Language Arts 3 V (V4825950)			

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

Transfer Student:			HELP X
From Organization		To Organization	
Alice B Landrum Middle School		Alice B Landrum Middle School	~
Selecting No Transfer below creates an additic enrollment or any of the student's course enrol	nnal role for the student at the liment data to the receiving or	receiving organization but does not transfer the st ganization.	udent's
From Classroom(s)	Action	To Classroom(s)	
MJ Language Arts 3	Transfer 🗸	(V7227897)	~
(V9908017)			
			Transfor
			Tansier
		2	