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## How To...

### Move a student from one class to another

Login as Administrator

#### **PART 1: Remove student from the class they are no longer in:**

- Click on **Groups** at the top of the screen
- Click on the class you want to remove the student from on the left of the screen
- Toggle over the "info" button for the student you want to remove from the class, and click on **Remove from group**
- Click **yes** to confirm

*The user is now no longer part of the class.*

#### **PART 2: Add student to the class they are now in:**

- Click on **Groups** at the top of the screen
- Click on the class you want to add the student to on the left of the screen
- Click on **Invite learners**
- Click on **Email invitation**
- Click on **Choose from existing learners** (at bottom left of the invite box)
- Either scroll to find the student in the list, or click on the Search Icon (magnifying glass) at the top, and type part of the students name to narrow down the list of choices as you type  
Note: you can add multiple students at once by selecting each student you want to add
- Click **Submit**

*The learner is now part of the new class.*

We are very happy to have you as a Gallopade customer and are eager to serve you any way we can.  
Sincerely, The Gallopade Team