



WHERE IS IT?

Teacher

Teaching

Students

Enrolment

Teacher Profile

1. Access a Teacher profile and go to the *Teaching* tab.
2. Add classes by selecting **ADD CLASS**, and searching for class in school level
3. Add courses by selecting **ADD COURSES**, and search by *class*, *class level*, or *subject*
4. **Transfer classes/courses** is from the Active teacher -> New Teacher. Find them by name, check boxes & confirm transfer

Student Profile

1. Access Student Profile, and go to Enrolment box next to them.
2. Class enrolment dates are set for the scholastic year
3. Course dates can be edited in bulk by checking the
4. Select **Edit course dates**, to set the start/end date
5. *Do not* use start date, nor end date to manage enrolment.

GOOD TO KNOW

1. Students are grouped in a class for the scholastic year. If students are enrolled in a wrong class in the same school, then add correct class details, and edit dates.
2. If a student has not attended any class/course and the entry was a mistake, then **DELETE Class/Course** enrolment
3. If student leaves the education system, then set class/course dates accordingly. MySchool will transfer the student to the withdrawn class
4. If the student/Teacher record is held in another school, then initiate a **change request** for access, set the appropriate dates *DURING* the change request

