

## Moving Accepted Students to Another Class or Course in Your Board or Another Board



The [Move Students](#) feature allows you to move an individual OR multiple students to ANY class or course in ANY semester offered by ANY Board. As such, **it must be used cautiously** and, as you will see, movements will not be permitted until you **confirm the following warning messages** that appear. Please **read carefully** so that you fully understand how this feature works:

You are about to move students to another class. **By clicking YES below you are confirming the following:**

1. You understand the students you have selected **will be automatically accepted** into the selected class whether the class is OPEN or CLOSED.
2. You understand the students you have selected **will be automatically accepted** into the selected class provided ALL of the following apply:
  - a. The class **has sufficient space for the total number of students** you have selected to move.
  - b. The class **has sufficient space for the total of the OOB students** you have selected to move (i.e., the class' Maximum Allowable # of OOB students is high enough to accommodate the number of OOB students in your selection).
3. You understand that the students you have selected will **NOT be automatically accepted but instead will ALL be added to the waitlist** for the selected course if ANY of the following apply:
  - a. The class **does NOT have sufficient space for all of the students** you have selected to move.
  - b. The class **does NOT have sufficient space for all of the OOB students** you have selected to move (i.e., the class' Maximum Allowable # of OOB students is not high enough to accommodate the number of OOB students in your selection)
3. You have **consulted with and coordinated this move with the DeLC of the Board hosting the class** that will be receiving these students.

To move a student(s) to another class, please:

Go to [Course Management – Manage Course Offerings](#). Use the filters or search functions, if required, to locate the appropriate class.

Click the [Action](#)  button next to the class and select [View](#).

Click the [Move Students](#) tab.

Check the box(es) next to the student(s) you wish to move to another class or course in your Board or another Board.



Click the [Move Students](#) **MOVE STUDENTS** button.

**READ THE WARNINGS CAREFULLY and COMPLETELY BEFORE PROCEEDING.**

To locate the correct destination class, filter by selecting the appropriate [Course Type](#), [Subject](#), and [Semester](#).

Note carefully all of the information on this screen... It shows:

**Current Course** – the class from which the student(s) is being moved

**Student Verification** – the student(s) you are moving

**Select Course** – the **OPEN** classes that are available based on the filters you have entered

NOTE: If the destination class is not appearing in the list, it is because the class is NOT **OPEN**... You will need to **request that the DeLC of the Board hosting the class OPEN the class.**

**Open Seats** – the number of seats available based on the Max Class Size and/or the Max # of OOB students

REMEMBER: If the number of open seats is not high enough accommodate the number of students you are moving, **ALL of the students you have selected to move will be added to the waitlist.**

NOTE: If there isn't a sufficient number of seats to accommodate the number of students you are moving, you will need to **request that the DeLC of the Board hosting the class adjust the Maximum Class Size and/or the Maximum # of OOB students.**

**Current Course**  
DEMO Semester 1 - Regular Regular Class 1

**Student Verification**  
Demo1 Student (111111111) OtherDemo2 Student (222222222) Other

Select Course Type: Regular X ▾  
Select Subject: Business Studies X ▾  
Select Semester: Semester 2 - Regular X ▾

Select Course

- BAF3M Class - Regular - Hamilton-Wentworth District School Board - Open Seats 5
- BAF3M Class 41 - Regular - Ottawa-Carleton District School Board - Open Seats 4
- BAF3M Class 1 - Regular - Renfrew County District School Board - Open Seats 6

Select the appropriate class...

Set the **Send Email Notification** toggle to indicate whether or not you want Stakeholders receive PRISM-generated removal messages as indicated here: [http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails) .

Click the **Yes** **YES** button.