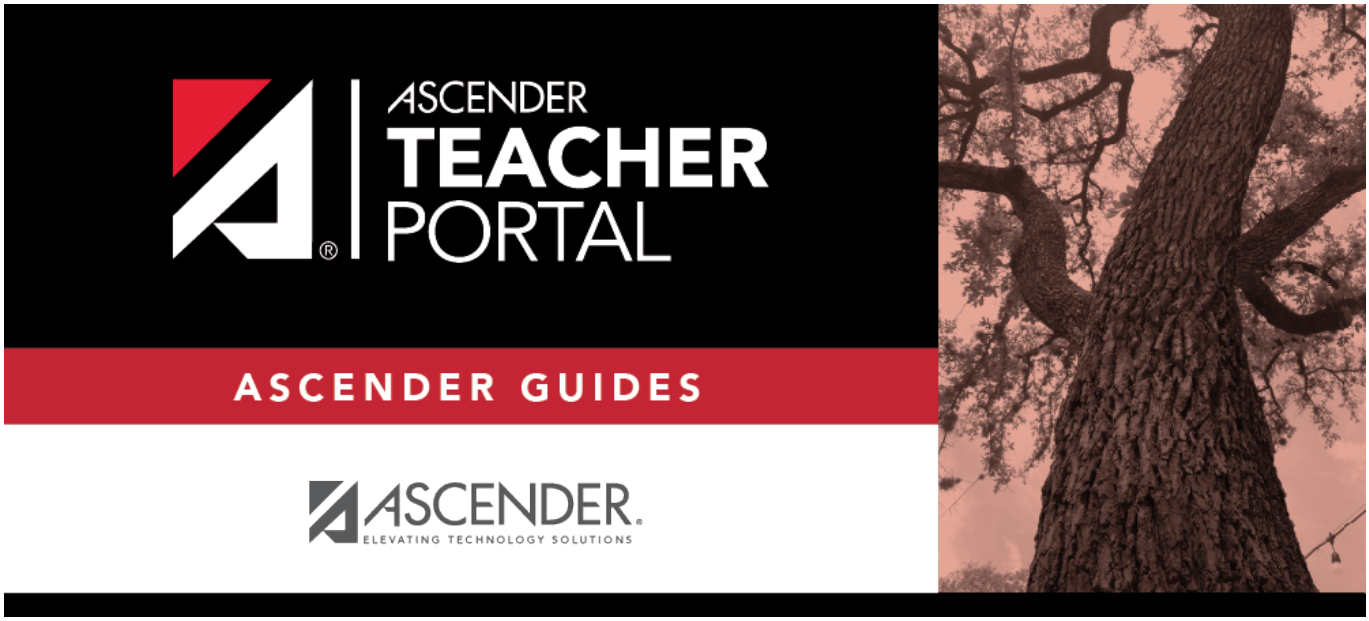



# Miscellaneous Administrator Tasks

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# TeacherPortal Administrator Guide

# Miscellaneous Administrator Tasks

Copy Student Groups

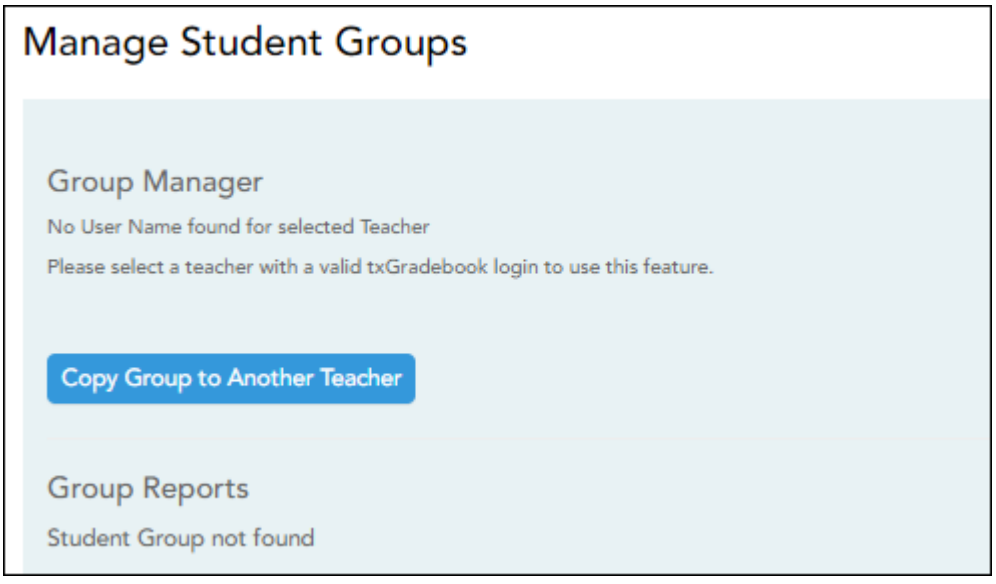
Settings > Student Group Manager

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

Once a teacher has established a student group using Settings > Manage Student Groups, you can copy the teacher's groups (with the students) to another teacher.

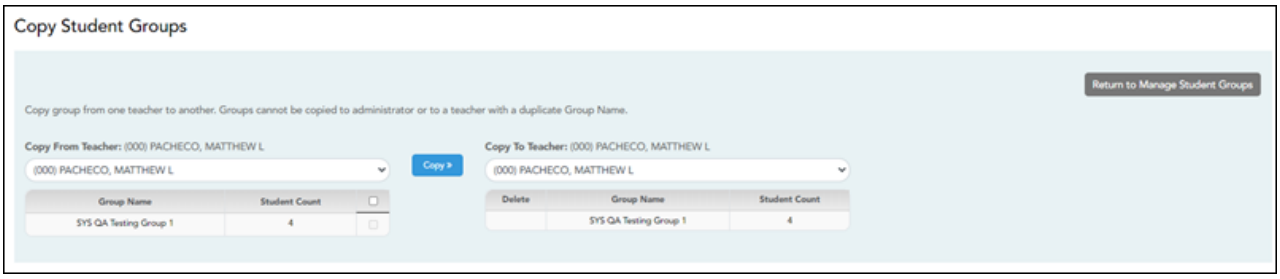
This page is only accessible from the Manage Student Groups page.

If you are logged on as an administrator, the **Copy Group to Another Teacher** button is displayed on the Manage Student Groups page.




❑ From the Manage Student Groups page, click **Copy Group to Another Teacher**.

The Copy Student Groups page opens.




| | |
|---|---|
| **Copy From Teacher (left grid)** | The teacher you are impersonating (i.e., the teacher you selected in the **Run as Teacher** field on the Administrator Options page) is selected by default. You can select another teacher if you have administrative access to that teacher.<br><br>The selected teacher's groups are listed.<br>**Student Count** — The number of students added to the group is displayed.<br>**Copy** — Select for the group(s) you want to copy from this teacher to another teacher.<br><br>You can only copy groups that do not already exist for the other teacher, and the other teacher must have an active TeacherPortal account.<br>**TIP:** If you hover over a disabled **Copy** field, a pop-up message displays the reason the group cannot be copied (e.g., “Exists in destination”). |
| **Copy To Teacher (right grid)** | The teacher you are impersonating is selected by default. Select another teacher to copy the groups *to*.<br><br>The selected teacher's existing groups are listed.<br>**Student Count** — The number of students added to the group is displayed.<br>🗑 — Click to delete the group from the instructor's list of groups. **WARNING:** You can only delete a group that has been copied to another teacher immediately after it has been copied (i.e., if it was copied by mistake). Once you select another teacher under **Copy To Teacher** or leave the page, the 🗑 is no longer available. |

❑ Click **Copy»**. The selected group(s) moved to the **Copy To Teacher** list.

❑ Click **Return to Manage Student Groups** to return to the Manage Student Groups page.

Remove a course from a teacher’s group.

Course Grouping Flow Chart

If the course-section is part of a group, and the teacher for a course changes during the year, the new teacher will not be able to add the course to a group. When the new teacher attempts to add a course to a group on Settings > Manage Course Groups, the message “Exists in another group” will be displayed next to the course in the **Ineligible Courses** list.

Settings > Manage Courses

To resolve this issue so that the new teacher can add the course to a group, a TeacherPortal administrator must delete the course from the original teacher's group as follows:

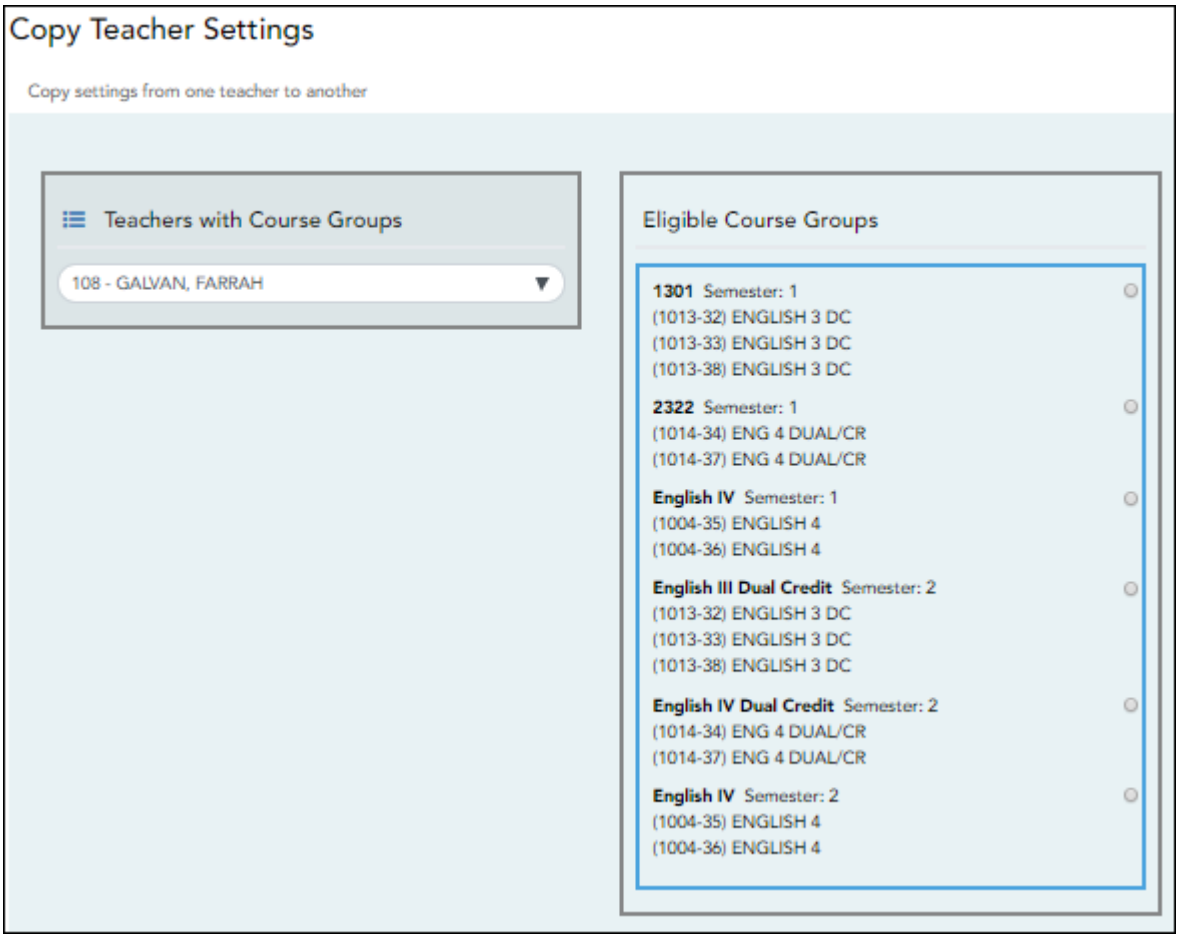
1. Log on to TeacherPortal and impersonate the new teacher.
2. While impersonating the new teacher, go to Settings > Manage Courses. Retrieve the course-section, and then click  to delete the course from the group.
3. Click **Save**.
4. Repeat for all applicable courses.

Copy teacher settings.

TeacherPortal Admin > Copy Teacher Settings

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This page allows you to move the group settings from one teacher to another, such as moving a student group from one teacher to another.




| | |
|---|---|
| **Teachers with Course Groups** | Select the teacher currently assigned to the group. |
| **Eligible Course Groups** | The selected teacher's current groups are listed. Below each group name are the courses associated with the group. Select a group. |
| **Move Group to this Instructor** | There are three possible situations that can occur:<br>• If the selected teacher is the teacher for all of the courses listed in the selected group, the group cannot be moved to another teacher and following message is displayed: “This group is already with the correct teacher. No teacher exchange necessary.”<br><br>• If the courses in the selected group are assigned to multiple teachers, the group cannot be moved to another teacher, and the following message is displayed: “Multiple teacher found. Cannot exchange this group.” In this case, an administrative user can remove a course from a group for a teacher on Settings > Manage Courses.<br><br>• If the selected teacher is no longer the teacher for any of the courses listed in the selected group, and another teacher now teaches all of those courses, the new teacher for the courses is listed under **Move Group to this Teacher**, and the **Move** button is displayed next to the new teacher's name. |

**NOTE**: You will not receive not a prompt to confirm you want to move data. Before clicking

**Move**, ensure moving the group to another teacher is what is intended.

❑ Click **Move** to move a group to the teacher who is currently assigned to the courses.