admin-remove-course-from-group

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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.