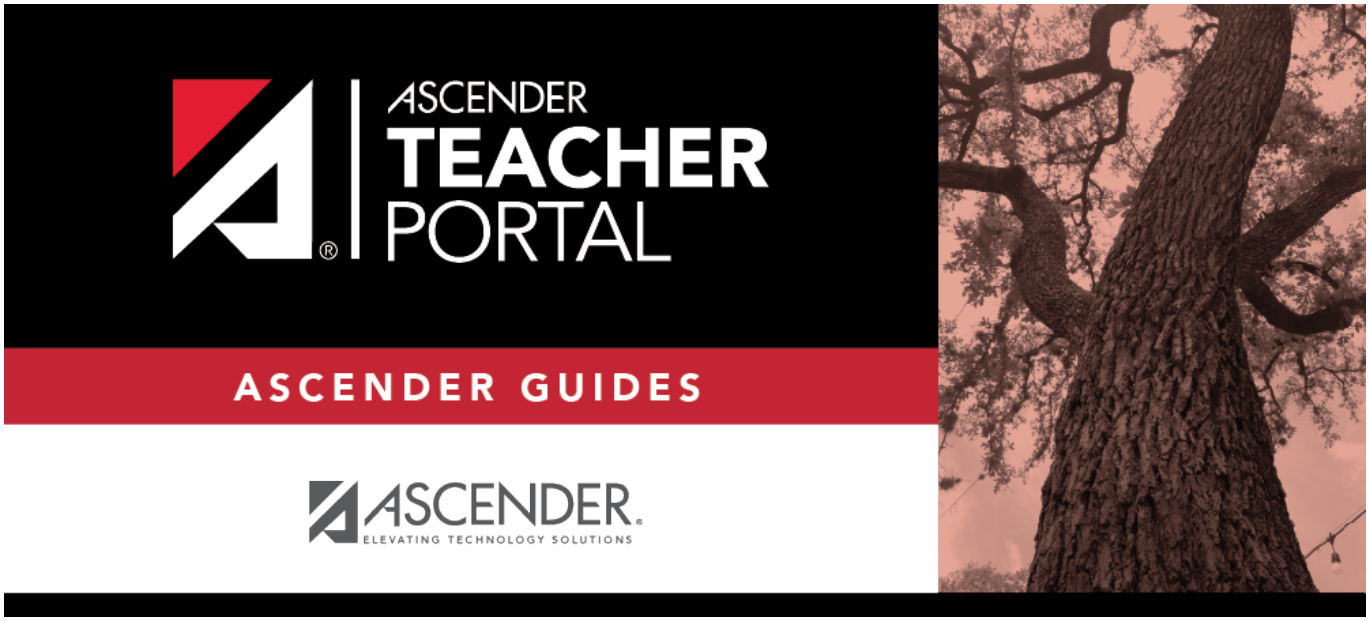


Copy Teacher Settings

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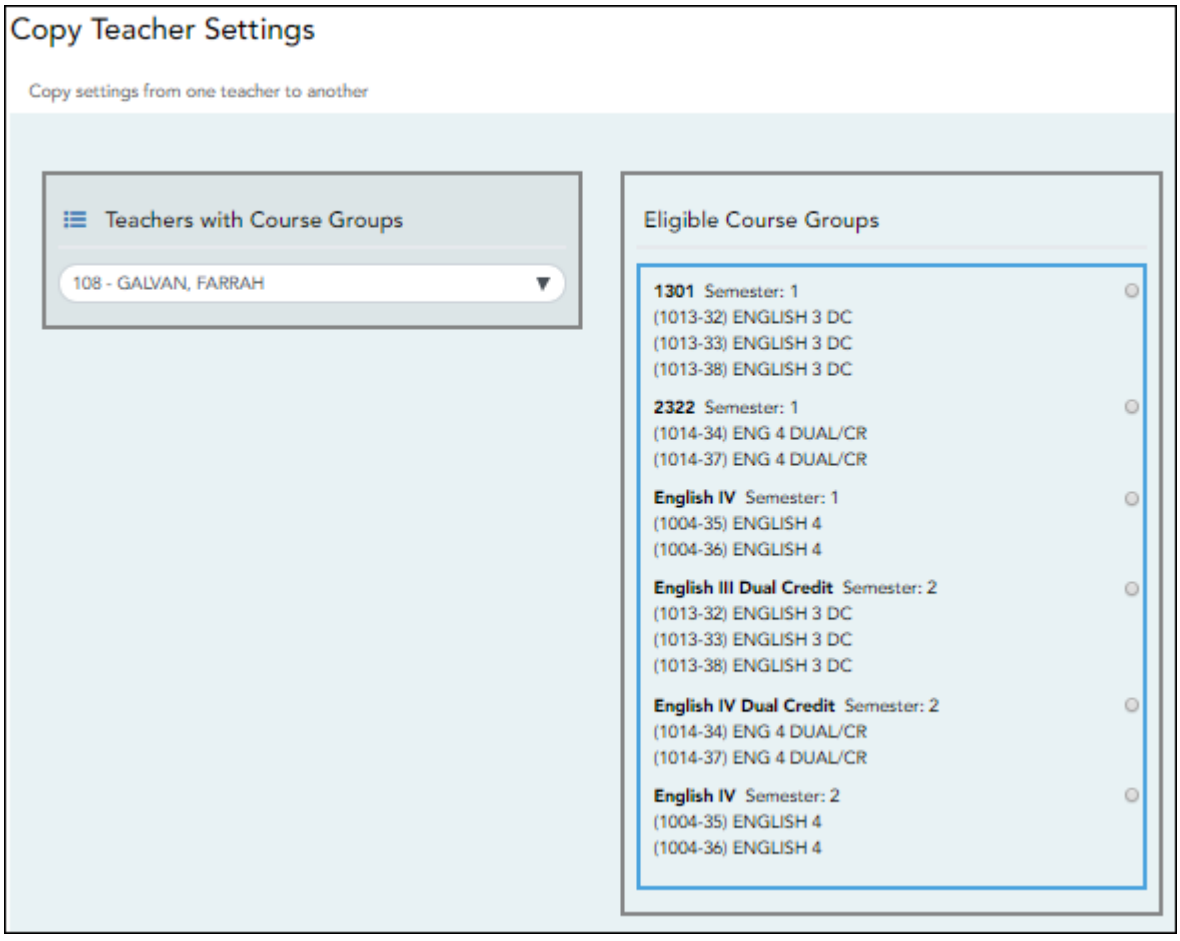
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Copy Teacher Settings

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.



Update data:

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: • 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.” • 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. • 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.

Teachers with Course Groups	
Eligible Course Groups	
Move Group to this Instructor	There are three possible situations that can occur: • 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.” • 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. • 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.

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

❑ You are prompted to confirm that you want to move the data. Click **OK**.