

# FluencyLink - Promote Students to Another Class

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## Promote Students to Another Class

This feature allows school/district admins and individual teachers (NOT teachers within a school/district) to promote students from one class to the next. By doing so, the student is removed from the previous class and is associated with the new class.

The promoted student can access the content, homework, assessments assigned in the previous class, therefore the teacher will need to unassign the content manually if they want to remove visibility of the content from the previous classes.

Follow the below steps to promote the student:

1. Click "Roster" on the left-hand side menu.
2. Click "Class" in the sub-menu. You will be redirected to the "Manage Classes" page.
3. Click "Promote" from the class you want to promote the students. You will be redirected to the "Promote Students" page.

The screenshot shows the 'Manage Classes' interface. On the left, a navigation menu has 'Class' selected and highlighted with a red box. The main area displays a table of classes. The table has columns for Class, Section, Room, Students, Content Assigned, Edit, Delete, and Promote Students. The 'Promote Students' button for the 'Video Tutorial Class 2' is highlighted with a red box.

Class	Section	Room	Students	Content Assigned	Edit	Delete	Promote Students
Video Tutorial Class 2			3				<b>Promote</b>

4. Select a Class to which you want to promote the student. (Here, you can select more than one class if you want to promote students in multiple classes.)

5. Check the student name checkbox to promote the student.

Dashboard > Manage Classes > Promote Students

## Promote Students

Promote from Class: Video Tutorial Class 2

Promote to Class\*

- CT Internal Test Class 4
- Test Class J**
- Test Class K
- Video Tutorial Class 1

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Video Tutorial Student 3
<input checked="" type="checkbox"/>	Video Tutorial Student 4
<input type="checkbox"/>	Video Tutorial Student 7

**+ Promote** **x Cancel**

You will see the below message when the student is promoted to the new class.

Selected Students have been promoted to the next class. x

**Note:** The Promote Student feature will be enabled for only those classes in which the student is already rostered. You can add students to the class to enable the promote feature.

**Confirmation Message**

There are Students already available in the Class being promoted to.  
Do you still want to promote the selected Students?

**✓ Yes** **x No**