

# Manage Class- Reading Eggs Guide (Teacher Account)

Move students into your class from school admin

## STEP ONE

Click 'Move students'.

The screenshot shows the 'Manage Class' interface. On the left is a navigation menu with categories: MANAGEMENT (Manage Class), TEACHING RESOURCES (K-2, 3-4, 5-6, Big Books, Book Notes, NAPLAN), MY ACCOUNT (Edit My Details, Logout), QUICK LINKS (Research Reports, Parent Letter, Teacher Guides / Brochures, Pricing / Order Form, Tell a Colleague), and SUPPORT. The main content area shows a table of students:

<input type="checkbox"/>	Name	Role	Username	Status
<input type="checkbox"/>	Sam	Fireman	sam3581	done38
<input type="checkbox"/>	Pat	Postman	pat104	nose21
<input type="checkbox"/>	Peter	Pretend2	peter920	army85

Below the table are buttons for 'Manage student progress', 'Login details', 'Games' (OFF), and 'Playroom' (OFF). A '1' is shown in a box below the table. Below this is the 'Add students to your class' section with a 'Create new student' form (First Name, Last Name, Go), an 'Import from CSV' link, and a 'Move students into your class' link. A black arrow points to the 'Move students into your class' link.

## STEP TWO

Select the student(s) you'd like to move.

The screenshot shows the 'Students without a teacher' interface. On the left is a navigation menu with categories: Home, READING EGGS (Preview Lessons, Student Stats), READING EGGS PRESS (Preview Lessons, Student Stats), MANAGEMENT (Manage Class), TEACHING RESOURCES (K-2, 3-4, 5-6, Big Books, Book Notes, NAPLAN), MY ACCOUNT (Edit My Details, Logout), QUICK LINKS (Research Reports, Parent Letter, Teacher Guides / Brochures, Pricing / Order Form), and SUPPORT. The main content area shows a table of students:

<input type="checkbox"/>	First Name	Last Name	Username
<input type="checkbox"/>	Lisa	Simpson	lisa447
<input checked="" type="checkbox"/>	Bart	Simpson	bart19
<input type="checkbox"/>	Milhouse	Van Houten	milhouse1
<input type="checkbox"/>	Ralph	Wiggum	ralph52
<input type="checkbox"/>	Jimbo	Jones	jimbo7
<input type="checkbox"/>	Rodd	Flanders	rodd1
<input type="checkbox"/>	Todd	Flanders	todd140
<input type="checkbox"/>	Nelson	Muntz	nelson187
<input type="checkbox"/>	Martin	Prince	martin347

Below the table is a '1' in a box and a 'Move into class' button. A blue banner at the top says 'You can add 100000 students to your class. [How can I add more?](#)'. A black arrow points to the 'Move into class' button.

## STEP THREE

Select the destination class and click 'Move into class'.