



## **ROSTER TIPS**

### **Moving a student from one class to another within your program**

- In the Student Information section, click the last name of the student you are moving.
- Click the Move Student button located at the top right corner of the screen.
- Enter the end date in the current class or click in the box if the student never attended the class.
- Select the site the student is moving to from the drop-down list.
- Select the class the student is moving to from the drop-down list.
- Enter the begin date in the new class.
- Click the Save button.
- PANDA will close the student in the current class with an end date that is the day before the begin date in the new class.
- *Record moved successfully* will display once the student is moved to the new class.
- Click OK to return to the roster.

Make sure that the class the student is moving to will not exceed the maximum allowance of enrolled students. If 22 students are currently reported on the class roster, the error message below will display. Review the roster and enter an end date for students who withdrew from the class.

Please review the following errors:

- No. of students at the new class exceeds permissible number

If you have questions or issues entering or updating student data email [panda.rosters@dec.al.ga.gov](mailto:panda.rosters@dec.al.ga.gov).