

YOUR GUIDE TO  
**Parentapps Connect**

**PROMOTING STUDENTS**

The Parentapps Connect platform allows schools and nurseries to manually promote and move their year groups or classes ready for a new school year.

To successfully promote children, you will need to start from the eldest class and work your way down.

## 1 CREATING NEW YEAR GROUPS AND CLASSES

Depending how your school is organised, you may need to create multiple new classes and year groups for a new school year so you can move the students into these before deleting the previous groups.

The first step is to add new year groups by clicking **Settings > Years** from down the left-hand side. Click *'Create New'* before entering the class's name.

Create Year

Year Details

Name ⓘ

Leavers 2018-2019

You should create a *'Leavers'* year group so you have somewhere to store your older students before you delete them.

Under **Settings > Classes**, you can also create new class names or edit existing ones depending on the structure of your organisation.

## 2 TO PROMOTE A SINGLE-FORM ENTRY CLASS

To promote a single-form entry class straight up into the next year, select *'Students'* from the left-hand side menu. This will show a list of your entire school. Click the blue *'Promote'* button in the top right-hand corner to begin.

Begin with your oldest year group. Select the year and all the students which you wish to promote by ticking the *'select all'* button, before clicking the green next button.

Promote Students

Years ▾

Classes ▾

Select All

Art Club

Breakfast Club

Choir

KS2 Football

Parent Governors

Test

Test2

Search for Student...

Selected Students 6

Select All

Abbie ANDREWS

India BASS

Lucas GILL

Ryan MASON

Molly NEARY

Maisie ROBERTS

Cancel Reset Next

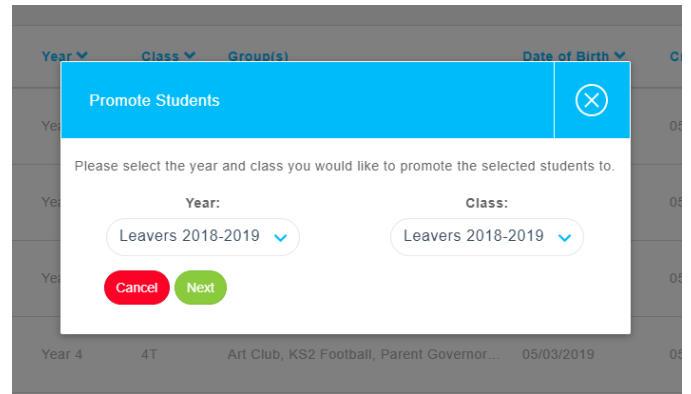
Active Leavers 2018-2019 Leavers 2018-2019 Art Club, KS2 Football 05/03/2019 05/03/2019 05/03/2019

Choose the year group and class you would like these children to now belong in and click next.

You will need to confirm the changes before saving the new year group.

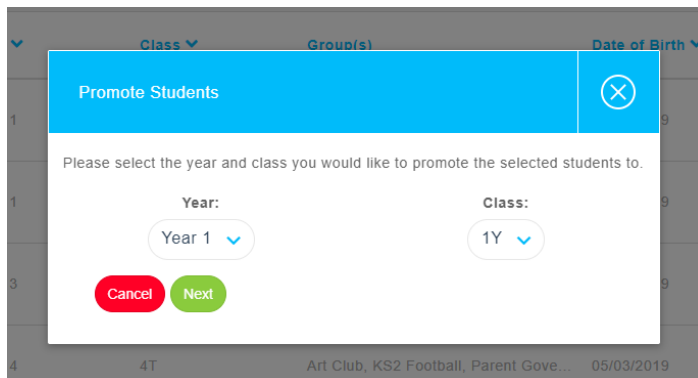
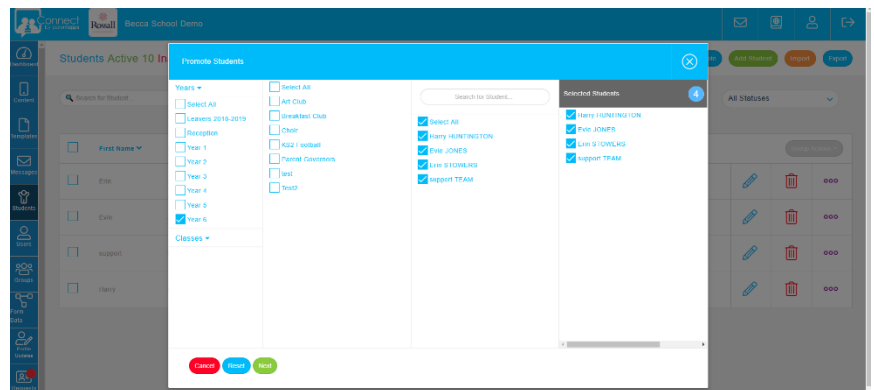
You will see a success message to confirm that all changes have now been made.

Repeat the process for all remaining year groups.



### 3 PROMOTING MULTIPLE CLASSES

To promote multiple classes per year group straight into the same classes for the next year, select 'Students' from the left-hand side menu. This will show a list of your entire school. Click the blue 'Promote' button in the top right-hand corner to begin.



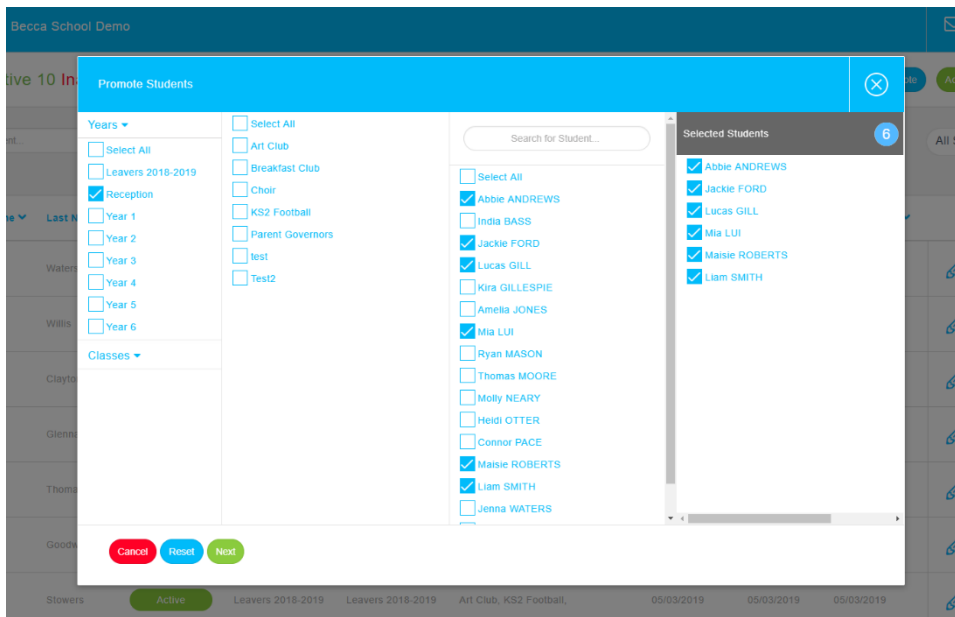
Filter by class and select your students before clicking next. For example, Reception Y will be going into Year 1Y. You will need to confirm the changes and see a success message to confirm that all changes have now been made.

Repeat the process for all remaining year groups.

### 4 PROMOTING AND MERGING CLASSES

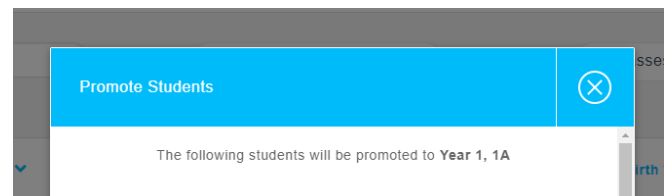
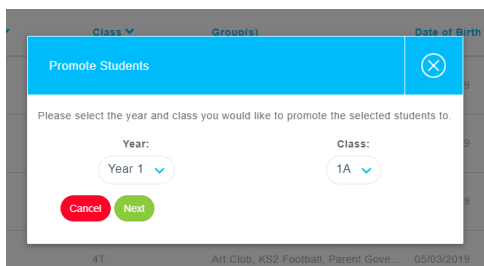
If your school is merging and restructuring classes for the new school year, you must first create each new class as instructed above. Once the new classes have been made you can promote your students.

Select 'Students' from the left-hand side menu. This will show a list of your entire school. Click the blue 'Promote' button in the top right-hand corner to begin.



Choose the year group and select individual children you wish to move into their new class. By clicking the next button, you will be able to choose their new class from the drop-down list before confirming and returning to move the remaining children to their new class.

Repeat the process for all remaining year groups and classes.



## SUPPORT

For any other advice or support regarding Parentapps Connect please contact our office via the methods below or use our free chat through the website.

Telephone: 0800 808 0093

Email: [support@parentapps.co.uk](mailto:support@parentapps.co.uk)

Website: [www.parentapps.co.uk](http://www.parentapps.co.uk)