

Classing

Student Classing 05/01/98 to 09/01/98

Options Manual Classing Move Student Class Summaries Student Review Reports

Sort Field: Surname

List includes previously classed students

ID	Name	Age	Course	M/T	T/S	Level	G	From
69	Akimine Yuri	27	BGE25	Japa	30	Intermediate	F	05/01/98
69	Akimine Yuri	27	BESP-I	Japa	30	Intermediate	F	05/01/98
84	Al Habsi Sultan	22	BGE25	Arab	80	Advanced	M	05/01/98
80	Al Mashari Moha	19	BGE25	Arab	89	Advanced	M	05/01/98
94	Al-Suwaih Abdul	29	BGE25	Arab	90	Advanced	M	05/01/98
79	Alhasany Abdel	20	BGE25	Arab	45	Advanced	M	05/01/98
104	Barbosa Rodrigo	20	BGE25	Porti	30	Intermediate	M	05/01/98
31	Buehler Sarah	19	BGE25	Gerr	0		F	05/01/98
123	Egami Mariko	18	BGE25	Japa	0		F	05/01/98
57	Eifler Sandrine	28	BGE25	Fren	0		F	05/01/98
141	Firsova Elena	34	BGE20	Rus:	0		F	05/01/98
118	Frydman Leonel	20	BGE20	Spai	0		M	05/01/98
122	Fujinaka Sayaka	21	BGE25	Japa	0		F	05/01/98
142	Fukuda Yuiko	22	BGE25	Japa	0		M	05/01/98

Class: ADV - Advanced 1, ADV - Advanced 2, BEG - Beginners 1, BEG - Beginners 2, FCE - FCERT 1

Students in class 05 Jan 98 --> 09 Jan 98 8/14

ID	Name	T/S	Course	From
94	Al-Suwaih Abdulrah	90	BGE25	05/01/98
141	Firsova Elena	0	BGE20	05/01/98
122	Fujinaka Sayaka	0	BGE25	05/01/98
61	Hernandez Carlos	0	BGE25	05/01/98
24	Heuberger Melanie	0	BGE25	05/01/98
106	Hinder Martina	0	BGE25	05/01/98
81	Makhmasi Ali Moha	0	BGE25	05/01/98
100	Rocha Ana Claudi	0	BGE25	05/01/98

Manual Classing : To select several students for same class, highlight first student using column to left of student ID. Hold down <Ctrl> key to select further students individually or <Ctrl>_<Shift> keys to mark start and end of selection
 Move Student : Highlight students as above. Click and hold right mouse button. Move over new class and release button

Close

Select Class (Top right) – Students in Class are displayed (bottom right)
 Double click single student (left hand side) to “Class” or select a group of students for Classing.
 Students highlighted in Blue have already been classed at least once. (They may need to be classed into a second or supplementary class).

Moving Students between Classes – uses drag & drop:

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ADV - Advanced 1 8/14	ADV - Advanced 2 1/14	BEG - Beginners 1 2/12	BEG - Beginners 2 5/10
FCE - FCERT 1 0/6	INT - Intermediate 1 2/12	INT - Intermediate 2 6/8	UPP - Upper Intermed 0/14
UPP - Upper Intermed 0/14	VAC - Vacation Studs 0/99	BGE25, Barbosa, Rodrigo BGE25, Buehler, Sarah BGE25, Fukuda, Yuiko BGE25, Heuberger, Melani BGE25, Hrstkova, Simone BGE20, Iino, Ryoko	

UP DOWN
TransferList

Classing Date: 05/01/98
 (Change in 'Options' tab)

Move Student
 Copy Student

Delete Class Record

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Close

Students can be moved (or copied) from one Class to another by highlighting then “dragging & dropping.”
 Students on holiday can be optionally put into a “Vacation” class.