

Moving a Teacher to Another Center

This document explains how to move a teacher to another center.

If the teacher to be moved has linked groups (and/or students), a replacement teacher must be assigned during the move process. If the replacement teacher is new, a new teacher account must be created.

You must be logged in as an administrator to move a teacher.

- Step 1:** Log in to [Jasperactive](#). If necessary, select an administrator role from the Role menu.
- Step 2:** Click the **Find Users** option in the panel to display the Find Users page.
- Step 3:** In the **Role** drop-down menu, select **Teacher** and then complete the remaining search fields as desired.
- Step 4:** Click the **Search** button to display the results.

Find Users

Search Users

In this section you can search, edit and view system users.

First Name:
Last Name:
Email:
Role:

Country:
State/Province/Region:
Associated Partner:

Search

Use the Edit (✎) icon to manage user roles and personal data.

Name	Role	Partner	Email	Country	State/Province/Region	Options
Locklear, Nicole	Teacher	TA - Seattle	nlocklear@tolano.com	United States	Washington	  

- Step 5:** In the search results table, locate the row for the teacher you want to move and in the Options column, click the **Center Options** () icon. The Center Options window appears.

Center Options

User Information

User Name: Locklear Nicole
Email: nlocklear1@tolano.com

Current User Roles		
Partner Type	Partner	Role
Center	Tolano Adventures - Seattle	Teacher

Options

Choose one of the following options:

- Convert to Teacher
- Add as a Teacher to a Center
- Move the Teacher to another Center
- Remove the Teacher from a Center
- Remove Teacher role and convert to Student

Assign the teacher to a new center, and maintain previous roles and associations.

Show only Centers who depend directly on me

New Center: *

License Code: *

Close **Save**

Step 6: In the Options section, click the **Move the Teacher to another Center** radio button.

Center Options

User Information

User Name: Locklear Nicole
Email: nlocklear@tolano.com

Current User Roles			
Select	Partner Type	Partner	Role
<input type="radio"/>	Center	TA - Seattle	Teacher

Options

Choose one of the following options:

- Convert to Teacher
- Add as a Teacher to a Center
- Move the Teacher to another Center
- Remove the Teacher from a Center
- Remove Teacher role and convert to Student

Remove the teacher from the center selected in the Current User Role dialog box and assign to a new center with an available license code using the drop-down menus below.

Show only Centers who depend directly on me

New Center: * Select an option

License Code: * Select an option

Step 7: In the **Current User Roles** table, click the radio button beside the center from which you want to move the teacher.

If the teacher has linked groups (and/or students), a notification bar appears and the **Move groups to a new teacher** drop-down menu appears. Select the desired teacher in the drop-down menu.

Step 8: In the **New Center** drop-down menu, select the center to which you want to move the teacher.

If you do not see the desired Center, clear the **Show only Centers who depend directly on me** check box to deselect this option.

Step 9: In the **License Code** drop-down menu, select the appropriate license code.

Center Options

User Information

User Name: Locklear Nicole
Email: nlocklear@tolano.com

Select	Partner Type	Partner	Role
<input checked="" type="radio"/>	Center	TA - Seattle	Teacher

Options

Choose one of the following options:

- Convert to Teacher
- Add as a Teacher to a Center
- Move the Teacher to another Center
- Remove the Teacher from a Center
- Remove Teacher role and convert to Student

Remove the teacher from the center selected in the Current User Role dialog box and assign to a new center with an available license code using the drop-down menus below.

Show only Centers who depend directly on me

New Center: * Tolano Adventures - New York

License Code: * Order: 28 Center License Duration: 2017-09-14 to 2018-09-15

Step 10: Click **Save**. A notification bar appears and the search results table updates, indicating the teacher was successfully moved.

For more information about modifying a teacher role, refer to the ***Adding a Teacher*** and ***Removing a Teacher from a Center*** articles.

If you need further assistance, contact Jasperactive Support (<http://support.jasperactive.com/>) or call them at (800) 668-1669.