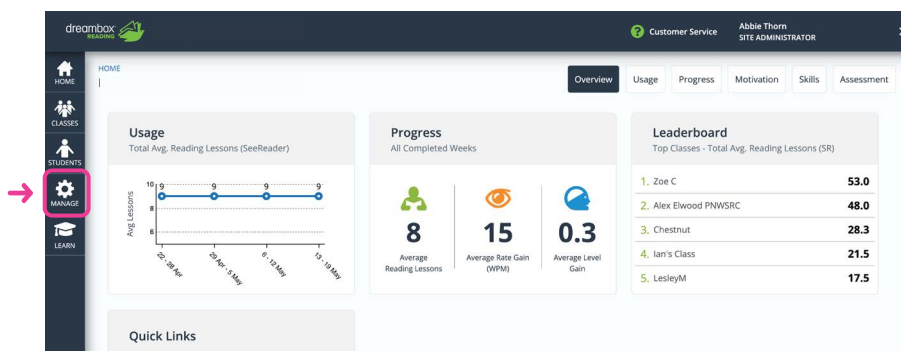


Editing student information on Reading Plus

How to guide

Step one

To edit student information on Reading Plus, log in as an Educator to Reading Plus and select the **Manage** tab.

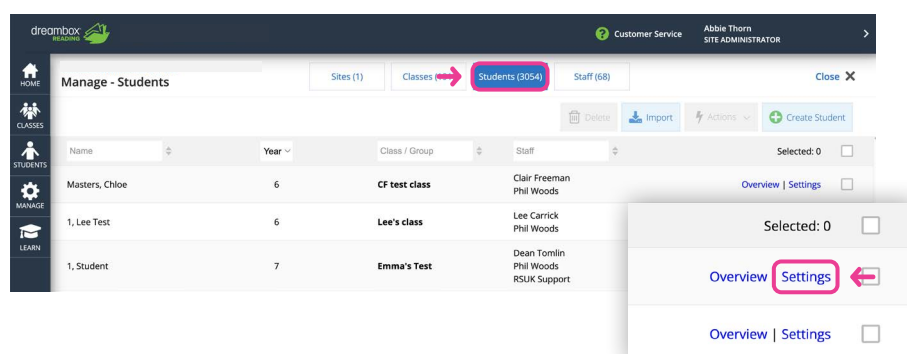


Step two

Select **Students**.

Step three

Locate the student that you want and select **Settings** next to their name.



Step four

You can then edit their **Student Information** Class (and Group if necessary).

Step five

If you want to change which **Class/Group** they are in, select **Enrolment** to switch their classes/groups.

Step six

After editing the student's information, remember to press **Save**.

