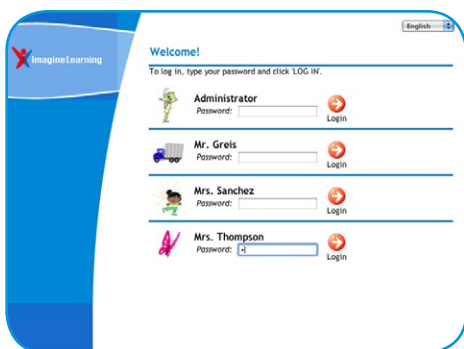


# How to Transfer Student Data MAC

Welcome back to school! Here's a reminder about how to transfer a student's *ILE* data from last year's class to your class. Your students will continue where they left off, and the curriculum will automatically adjust to their individual needs.


- 1 Log in to Imagine Manager.** Enter your password and select **SETUP** from the left menu.

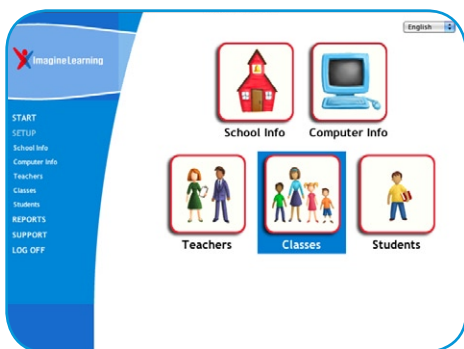


Log in

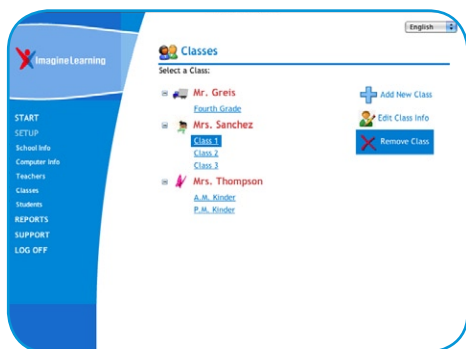


Setup


- 2 Delete your classes from last year.** Click the **Classes**  icon. Select your classes one at a time, and click **Remove Class** . If logged in as an administrator, you can delete all classes for every teacher. Don't worry—all student data will remain safely stored.

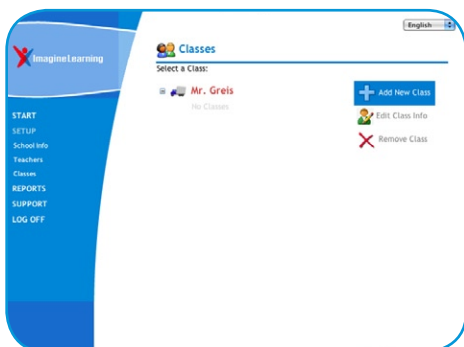


View classes

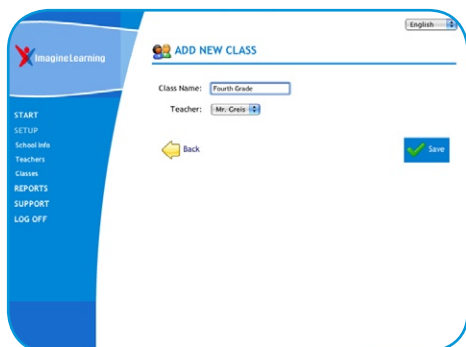


Delete classes

- 3 Add classes for the current school year.** Click **Add New Class** , and enter a name. You can name it the same as last year if you want.



Add a new class

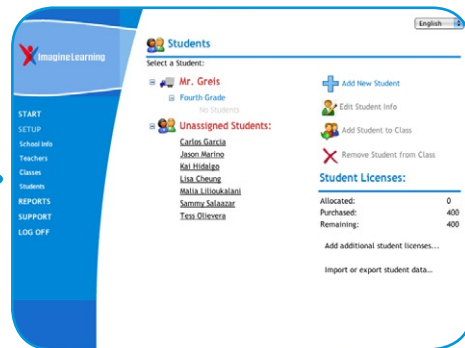


Name your class

**4 Place students in your new class.** Select **Students** from the left menu. This will take you to a list of last year's unassigned students who are not yet placed in a classroom.




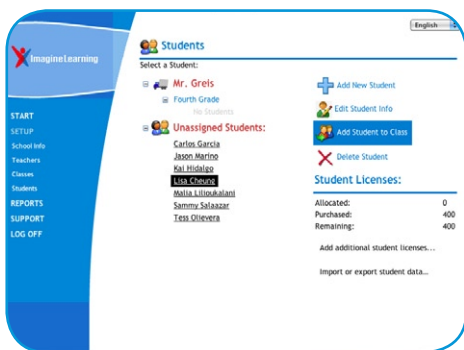
Select students



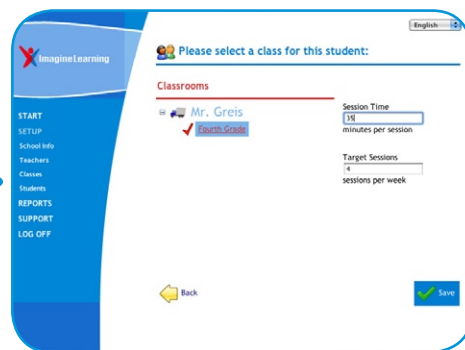
Locate unassigned students

Click a student's name, and then click **Add Student to Class** . If you need to change any student information, select **Edit Student Info**  instead.

Next, select the class in which you want to place the student and check the session time. Click **Save** . Remember, the consistent use of *Imagine Learning English* for the recommended time will give you the achievement results you want.



Add student to class



Adjust session time and save

**Congratulations! Your new class is ready to go.** Imagine Learning wants to thank you for all the good things you do for kids—and especially for using *Imagine Learning English*.

If you have any further questions, please call to talk with a live representative: **1.866.457.8776**.

Have a wonderful year!