

“How To” for SounTracker (Reassign a student to another teacher)

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Step 1: **Important!** Confirm that the teacher to whom you are reassigning a student has completed the steps to registering for the SounTracker.

Step 2: **Log in** to the SounTracker.

Step 3: Go to your **Student List** and click on the name of the child you wish to reassign.

Step 4: Scroll to the bottom of the **Student Information** page and click on **Reassign the student to another teacher**. A list of teachers appears.

Step 5: Scroll through the list – alphabetical by last names – and click on the receiving teacher’s name. Scroll down and click **Reassign**.

Step 6: Confirm with the receiving teacher that the child is in her student list. **All data for the child is forwarded with the reassignment**, so the receiving teacher knows where the child is in the Souns sequence

To **Archive** a student, click on the **Student Information** page, click on **Edit Student Information** near bottom of page. You will see two options: **current** or **archived**. Choose **archived** and **Modify**. The child will be saved in the **archived** file for future reference or reassignment.

We recommend **deleting** students who leave your program before the academic year has been completed. Students who complete your academic year should be **archived**, even if they graduate out of your program. It will be good to follow a student’s success and know you can show your contribution to their story.

To **Reassign a student** from the **archived** list, go to the **archived** list and click on the student’s name. Click on **Reassign this student to another teacher**. Confirm the student has been successfully reassigned.

Questions about SounTracker? Email contact@souns.org or phone Brenda Erickson at 770-335-2743. Technical questions about SounTracker? Email contact@lattery.com .