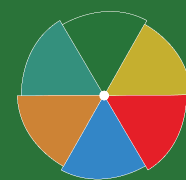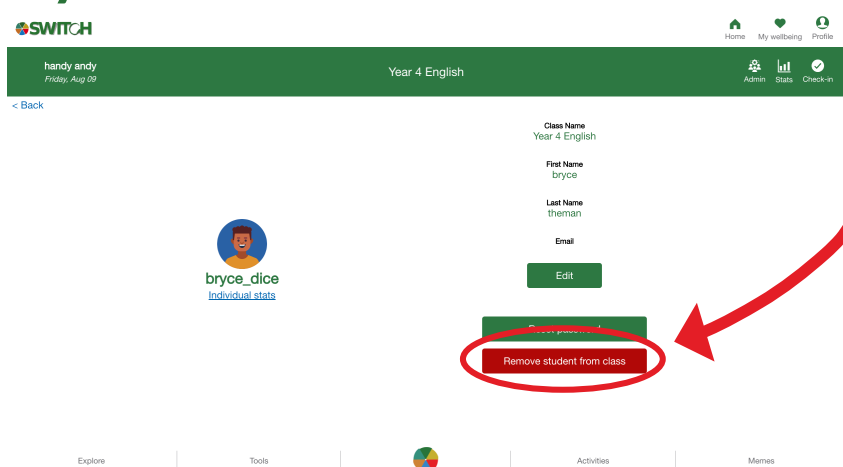# Quick reference guide
Class Roll Over

It's the start of a new school year and you need to refresh your Switch set up to ensure the right classes have the right teacher and students assigned. There are a number of ways to do this.
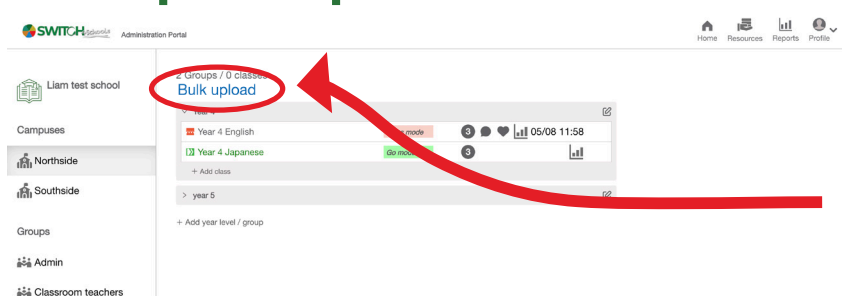
If you are a teacher...

From the Class Admin page you are able to remove students individually by selecting the student, then selecting the option to remove student from class. Teachers are not able to change the class name or remove students in bulk. Please seek assistance from your school administrator or the Switch team.

If you are an administrator...
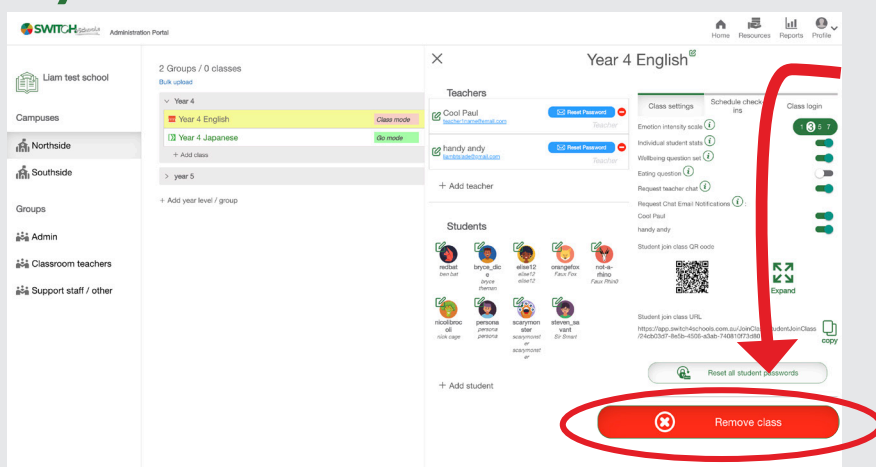
From the home page on the administrator's portal the first step is to select the class you would like to update, then remove the class. This will not delete the teacher or student accounts or associated check-in data, it just archives the information into the background. Then create a new class, assigning the teachers and students individually as required.

Bulk upload option...

If you have a lot of changes to be made, or you just need some help, please collate your class list details to send through to the Switch team via email at: support@switch4schools.com.au
You will find a link to the templates you can use on your administrator's portal. Once the Switch team receives your updated class lists (or you ask us to) the previous data and set up will be archived and replaced with your new requirements.

PLEASE NOTE - Be sure to export any data you need to retain for your student records, as once the information is archived it will no longer be accessible to you.