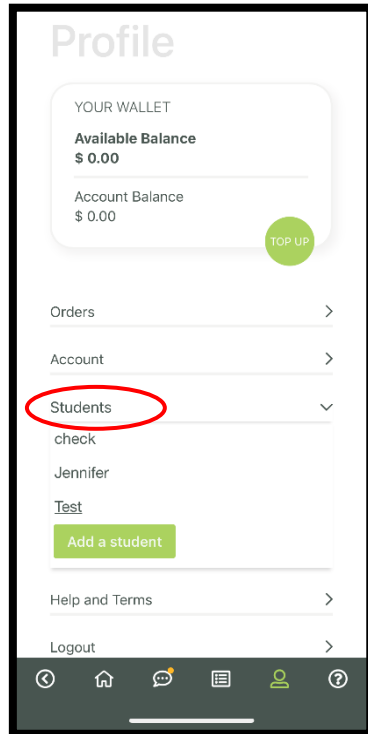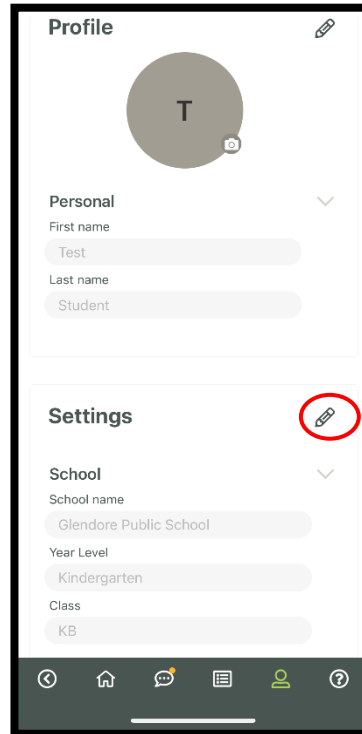# Glendore Public School
FANTASTIC FEASTS

How to change or update your child/children class. This needs to be done at the start of each year.
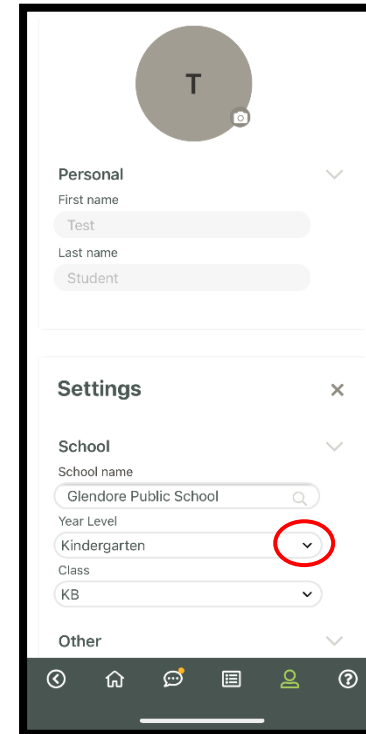

Firstly, Ensure you are logged into Flexi-Schools (using the App is the easiest way to do this).

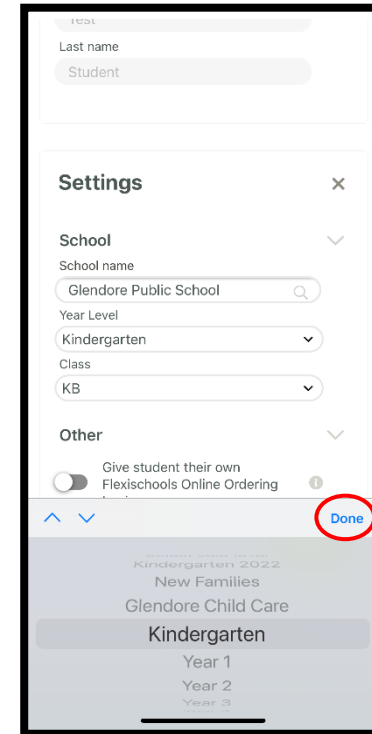Select the Profile icon on the grey navigation bar.

Following this, select 'Students' – you should see a list of your child/children under this heading.

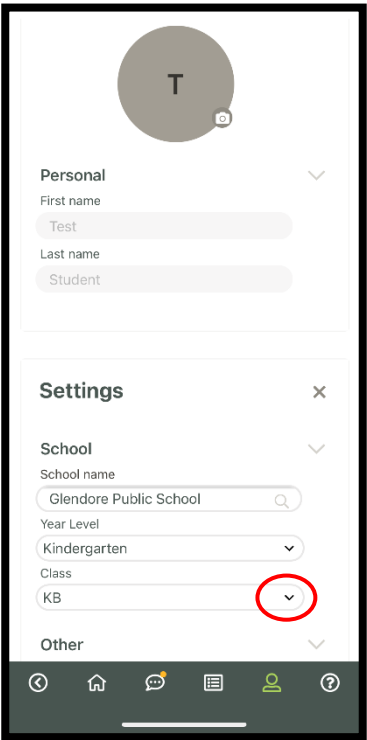Select the relevant student to expand their details.

A new screen will appear listing the childs details.
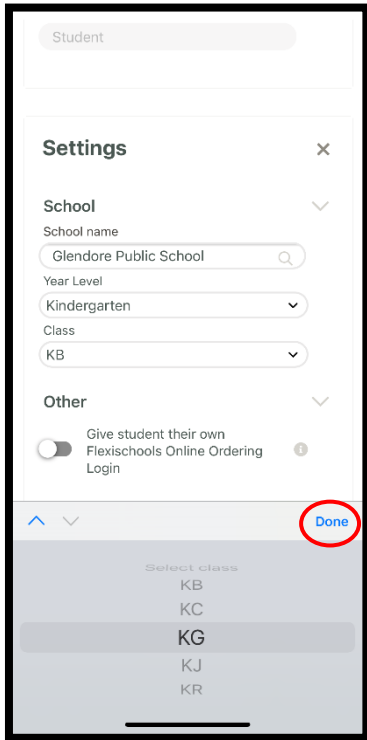
Click on the edit pencil.

You can now see an arrow next to the year level.

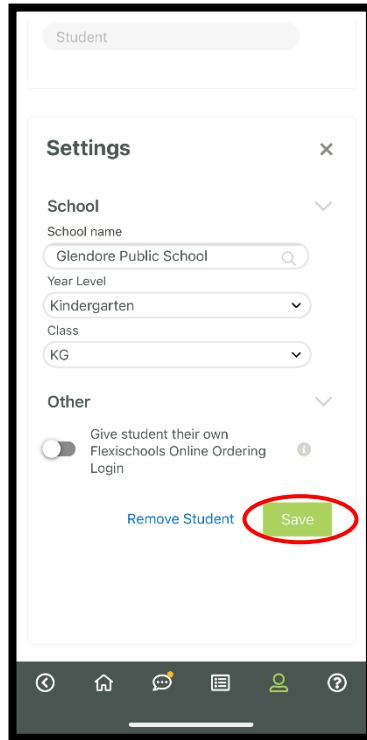Press the little arrow to update these details.

A new dropdown menu will appear, showing all years to choose from.

Select the correct year option and press done/ok.

You can now see an arrow next to the class.

Press the little arrow to update these details.

A new drop down menu will appear, showing all classes to choose from.

Select the correct year option and press done/ok.

Please remember to save after editing.

To update / change other children please follow these steps from the beginning.

Select the Profile icon on the grey navigation bar.