Edit a Student Record

Search

You can edit a student record to change the organization to which a student is tied. The student record includes biographical data (for example - name, date-of-birth, and gender. *Editing student test details does not allow you to change a student's responses.*

Pearson recommends that you make updates to multiple student records through a file import.

If the student record was only created and not registered in an administration, you must select **by Ignoring ...** and then search for the student record. 📷

Step-by-Step

📖 Read It

(Click 📷 to view image)

1. From **Setup**, select **Students.** 📷
2. Type the student name into the search field and click **Search.** 📷
3. Click the checkbox next to the student. 📷
4. Click **Start** and select **Create / Edit Students.** 📷
5. Type/select the student information to update. *If you have multiple students, select the student test to update.* 📷
6. Click **Save.** 📷

What's Next?

˅ Allow a student to test...

After you create/edit a student record, you or an authorized user can allow a student to test by:

- Registering the student in a grade.
- Assigning a test.
- Setting accommodations.
- Placing the student in a testing group.

🛈 *Processes may vary by program.*

⌄ View student information... (Optional)

1. From **Setup,** select **Students.**

2. Type a student name into the search field.

3. Click the checkbox next to the student record.

4. Click the information icon in the **Student Code** column. 📷 *If this column is not visible, click* ***Manage Columns***, *select the checkbox for* ***Student Code***, *and click* ***Apply***.