

Edit a Student Record

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.

The screenshot shows the 'Students' management interface. At the top, there are tabs for 'Tasks' and 'Students'. Below these, there are search and filter options. The 'Find Students' dropdown is set to 'by Ignoring Spring 2018 Registrations'. The search field is empty, and the results table shows 'No Results'.

Step-by-Step

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

The screenshot shows the PearsonAccessNext Setup menu. The 'Students' option is highlighted in the dropdown menu.

2. Type the student name into the search field and click **Search**.

The screenshot shows the 'Students' management interface. The search field contains the name 'Argo', and the results table shows one result: ALANA ARGO.

3. Click the checkbox next to the student.

Students

Tasks 0 Selected Start

Students 1 Selected Clear

Find Students Registered to Spring 2018

Argo Q Search

Filters Clear Hide

1 Result

Displaying 25 Manage Columns

Student Code	First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
<input checked="" type="checkbox"/>	ALANA		ARGO	Female	0088665533

- Click **Start** and select **Create / Edit Students**.

Students

Tasks 0 Selected Start

Students 1 Selected Clear

Find Students Registered to Spring 2018

Argo Q Search

Filters Clear Hide

1 Result

Displaying 25 Manage Columns

Student Code	First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
<input checked="" type="checkbox"/>	ALANA		ARGO	Female	0088665533

All Tasks

- Create / Edit Students
- Registration
- Move Student Tests (select exactly 2 students)
- Delete Students
- Generate Sample Students
- View Historical Student Data

- Type/select the student information to update. *If you have multiple students, select the student test to update.*

Tasks for Students

Create / Edit Students

STUDENTS (1)

Create Students

ARGO, ALANA (0088665533)

DETAILS

ARGO, ALANA (0088665533)

Organization*

DEMO SCHOOL 1 (010001)

Unique Student Code*

0088665533

Date of Birth*

08/07/2002

First Name*

ALANA

Gender*

Female

Middle Name/Initial

Local Student Code

Last Name*

ARGO

Ethnicity*

Not Hispanic/Latino

Race

American Indian or Alaskan Native No

Pacific Islander

Asian Yes

White

- Click **Save**.

Tasks for Students

Add Task
Previous Task
Next Task
Exit Tasks

Create / Edit Students

STUDENTS (1)

Create Students
ARGO, ALANA (0088665533)

DETAILS

ARGO, ALANA (0088665533)

Organization*

DEMO SCHOOL 1 (010001)

Unique Student Code*

0088665533

Date of Birth*

08/07/2002

First Name*

ALANA

Gender*

Female

Middle Name/Initial

Local Student Code

Last Name*

ARGO

Ethnicity*

Not Hispanic/Latino

Race

American Indian or Alaskan Native

Pacific Islander

Asian

White

Save

Reset

Show Student Details
Show Audit Trail

What's Next?

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.

i Processes may vary by program.

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**.

<input type="checkbox"/>	First Name*	Last Name*	Gender*	Student Code*
<input type="checkbox"/>	TESTSTUDENT	ALPHA	Male	123456789 i
<input type="checkbox"/>	TESTSTUDENT	BETA	Female	123456790 i