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.

Students						
Tasks 0 Selected			Students 0 Selecter	d Clear		
Select Tasks	•	Start -	Manage			•
Find Students by Ignoring Spring 2018 Registrations						
Last Name start O Registered to Spring 2018 O by Ignoring Spring 2018 Registrations Filters	Q Search -				Disp	laying 25 \$ Manage Columns -
Across All Organizations						
Student Code	First Name*	Middle Name/Initial		Last Name*	Gender*	Student Code*
Starts with (minimum 2 character	OSearch or select a filter to view result	its.				
Local Student Code Starts with (minimum 2 character						
Toggle secondary filters						

Step-by-Step

1. From Setup, select Students.

PearsonAccess ^{nee}	đ	4 H F	teference > 2017-18 > Spring 2018 - Reference State (ref) - 📥 -
Home Setup Te	esting Reports Support		
	Select an action	TESTING Select an action	REPORTS Select an action
★ Program Inform	Import / Export Data Students Groups Organizations Users Work Requests Orders & Shipment Tracking TestNav Configurations		C Contact Email Customer Support: demo@support.paerson.com Call Customer Support: Hours available: Mon-Fri 7:00AM EST - 8:30PM EST

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

Students								
E Tasks 0 Selected				Students 0 Selected	d Clear			
Select Tasks		•	Start 💌	Manage				•
Find Students Registered to Spring 2018 -								
Argo		Q Search 👻						
Filters Clear Hide	1 B	sut				1	Displaying 25 \$ Manage	Columns -
Across All Organizations Student Code		First Name*	Middle Name/Initia		Last Name*	Gender*	Student Code*	
Starts with (minimum 2 character		ALANA			ARGO	Female	0088665533 ()	
Local Student Code Starts with (minimum 2 character				м	1 =			

3. Click the checkbox next to the student.

Students				
El Tasks 0 Selected		Students 1 Selected Clear		
Select Tasks	• Start •	Manage		•
Find Students Registered to Spring 2018 -				
Argo	Q Search +			
Filters Clear Hide Across All Organizations	1 Result		c.	Displaying 25 Columns -
Student Code Starts with (minimum 2 character	First Name* Middle Name/Ini ALANA	ial Last Name* ARGO	Gender* Female	Student Code* 0088665533 ()

4. Click Start and select Create / Edit Students.

Students									
El Tasks 0 Selected					Students 1 S	elected	Clear		
Select Tasks			•	Start -	Manage				•
				All Tasks					
Find Students Registered to Spring 2018 -				Create / Edit Stud	dents				
Argo			Q Search -	Registration	sts (select exactly 2 stud	(ante)			
Filters Clear Hide		1 Result Delete Studer Generate San		Delete Students Generate Sample	Students e Sample Students				Displaying 25 \$ Manage Columns -
Student Code			First Name*	View Historical St			Last Name*	Gender*	Student Code*
Starts with (minimum 2 character		8	ALANA				ARGO	Female	0088665533 ()
Local Student Code									
Starts with (minimum 2 character						α	1 -		
Toggle secondary filters									

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

asks for Students			
Create / Edit Students			
UDENTS (1)	DETAILS		
• Create Students	ARGO, ALANA (0088	665533)	
ARGO, ALANA (0088665533)	Organization*		
	Unique Student Code*	Date of Birth*	
	0088665533	08/07/2002	6
	First Name*	Gender*	
	ALANA	Female	\$
	Middle Name/Initial	Local Student Code	
	Last Name*		
	ARGO		
	Ethnicity*		
	Not Hispanic/Latino	\$	
	Race American Indian or Alaskan	Native Pacific Islander	
	No	¢	\$
	Asian	White	
	Yes	\$	\$

Tasks for Students Create / Edit Students				O Add Task	< Previous Task Next Task > Exit Tasks ×
STUDENTS (1)	DETAILS				
Create Students ARGO, ALANA (0088665533)	ARGO, ALANA (008	8665533)			Save
ANGU, ALANA (000000000)	Organization* X DEMO SCHOOL 1 (01000	ŋ			Show Student Details Show Audit Trail
	Unique Student Code*	Date of Birth*			
	0088665533	08/07/2002	-		
	First Name*	Gender*			
	ALANA	Female	٥		
	Middle Name/Initial	Local Student Code			
	Last Name*				
	ARGO				
	Ethnicity*				
	Not Hispanic/Latino	٥			
	Race American Indian or Alaskar	Native Pacific Islander			
	No	•	•		
	Asian	White			
	Yes	•	\$		

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.

Processes may vary by program.

- From Setup, select Students.
 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.

First Name*	Last Name*	Gender*	Student Code*
TESTSTUDENT	ALPHA	Male	123456789 🚯
TESTSTUDENT	BETA	Female	123456790 🚯