Update Student Registration

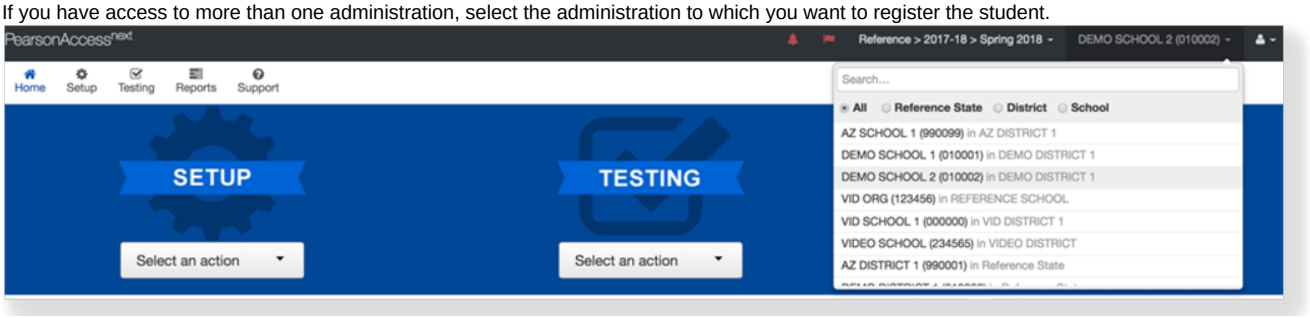
You can update the test administration tied to a student record.

Prerequisites

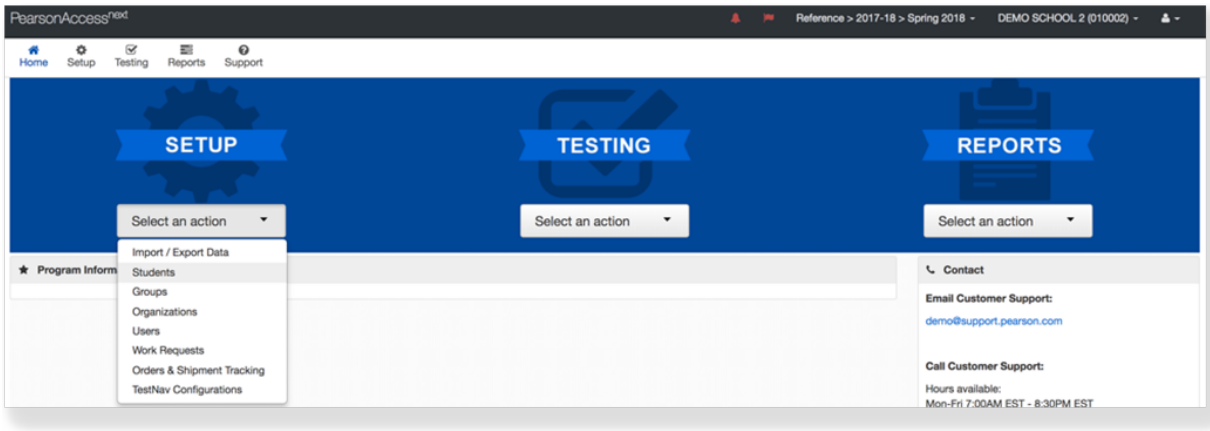
You must remove all tests tied to that student record before you register the student. You cannot unregister a student if tests are assigned.

Step-by-Step

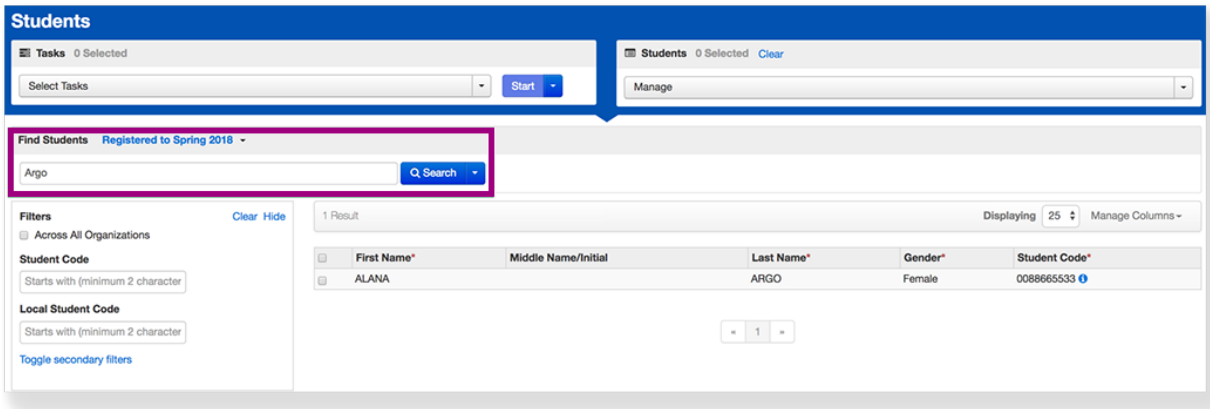
If you have access to more than one administration, select the administration to which you want to register the student.



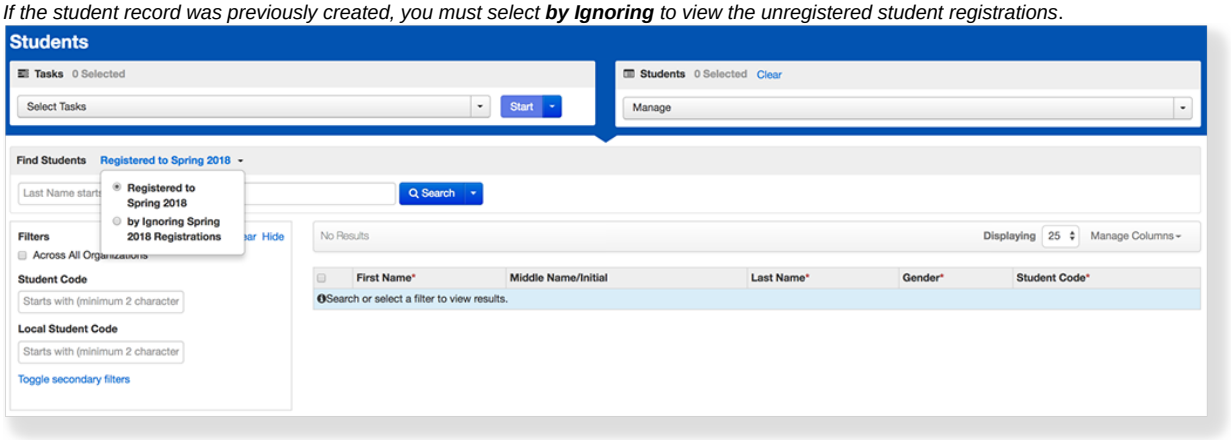
1. From **Setup**, select **Students.**



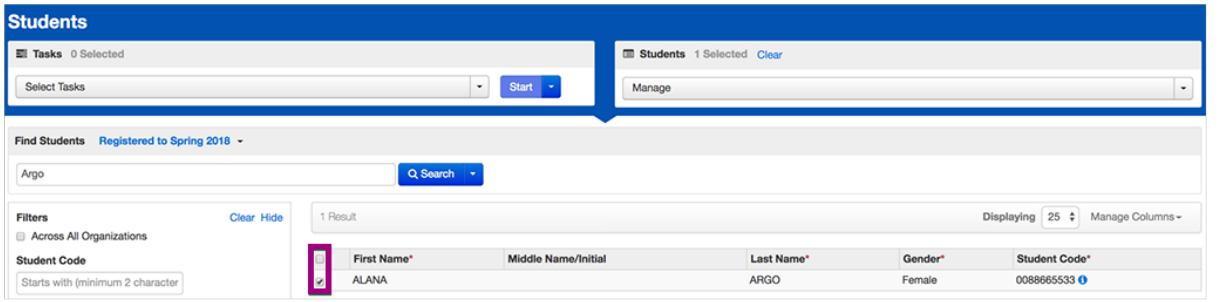
2. Type the student name into the search field, and click **Search.**



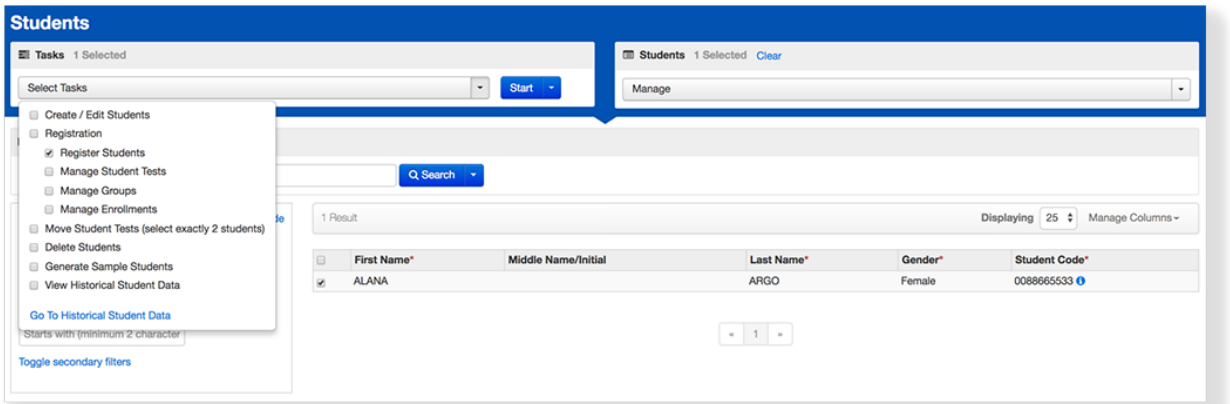
*If the student record was previously created, you must select **by Ignoring** to view the unregistered student registrations.*



3. Click the checkbox next to the student.

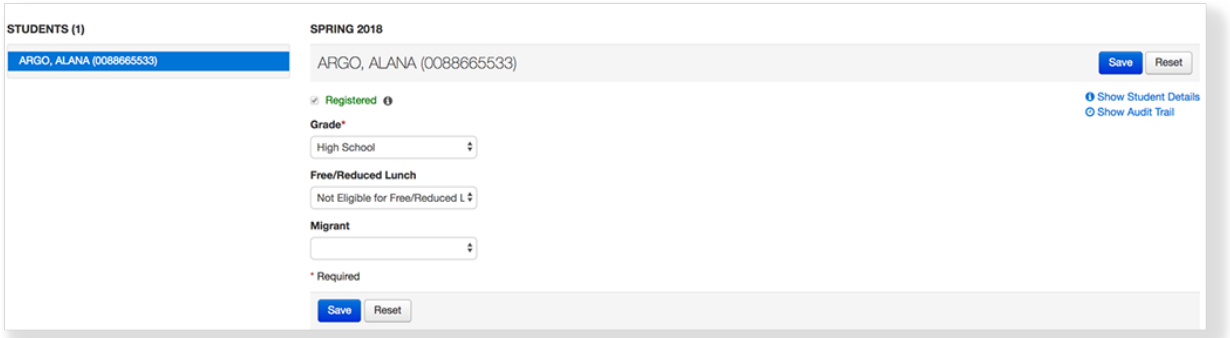


4. Click **Select Tasks**, select **Register Students,** and click **Start.**

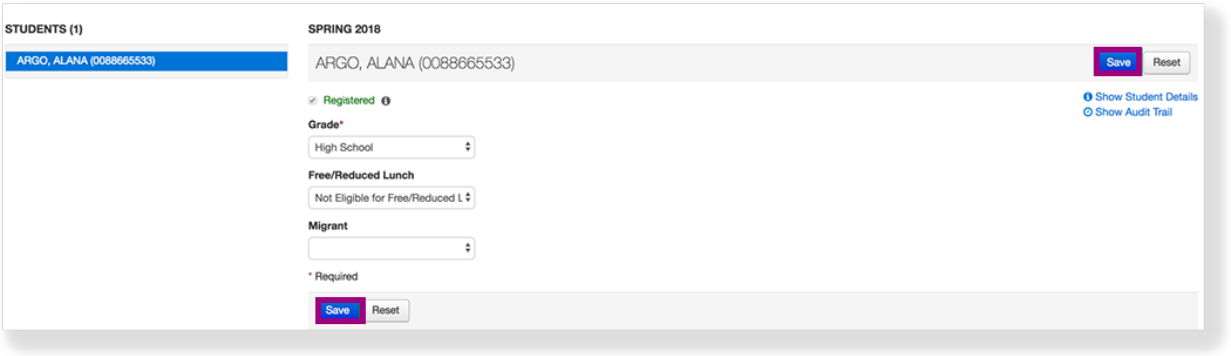


5. Select the information to update the registration.

    a. To remove a student from the selected administration, deselect Register under the student's name.



6. Click **Save**.



Video

What's Next?

Assign students to paper or online tests, assign accommodations, place them in a session, and enable them to test. *Required steps vary by program.*