

Edit a Student Record


On this page:

[General Information](#) [Instructions](#) [What's Next?](#)

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



(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**.*

[Back to the top](#)