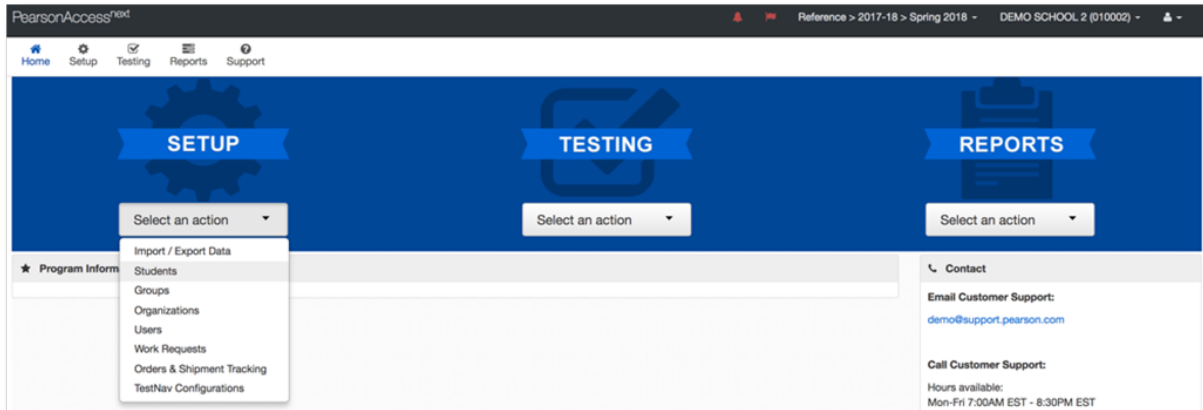


Move Test Assignments Between Students

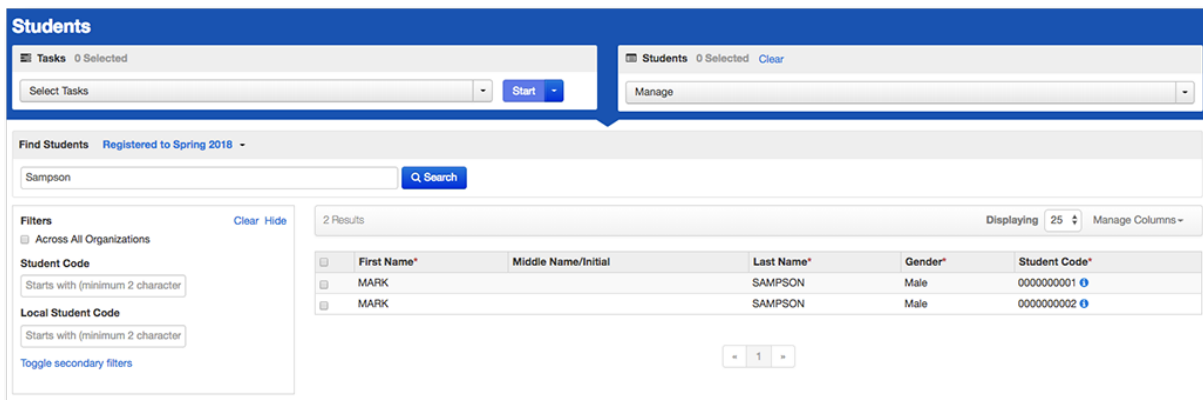
You can move a test assignment to assign a test to the correct student record when two student records have been created for the same student.

Step-by-Step

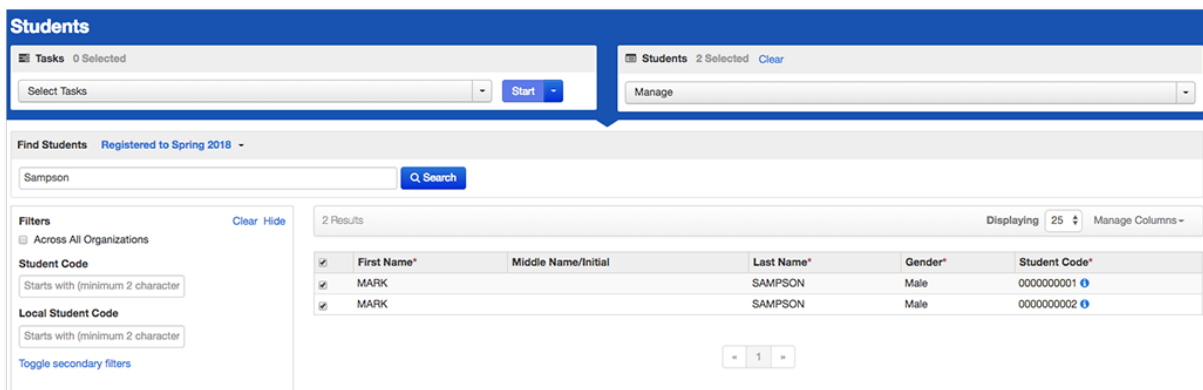
1. From **Setup**, select **Students**.



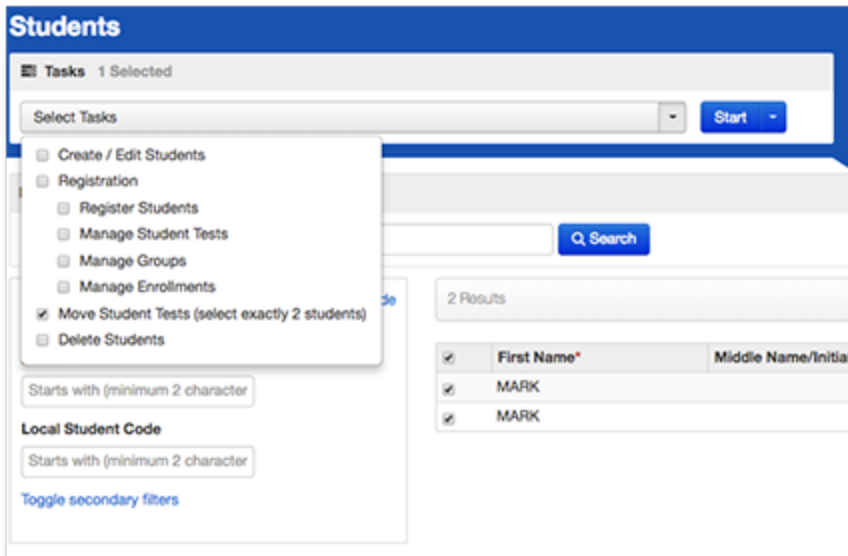
2. Type the student name into the search field, and click **Search**.



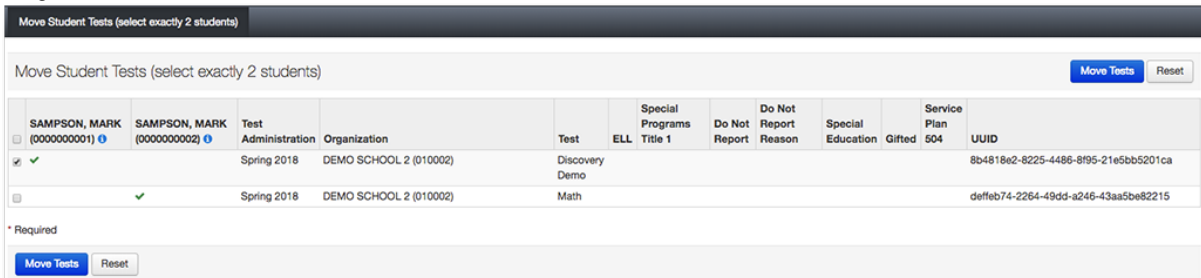
3. Click the checkboxes next to the two student names.



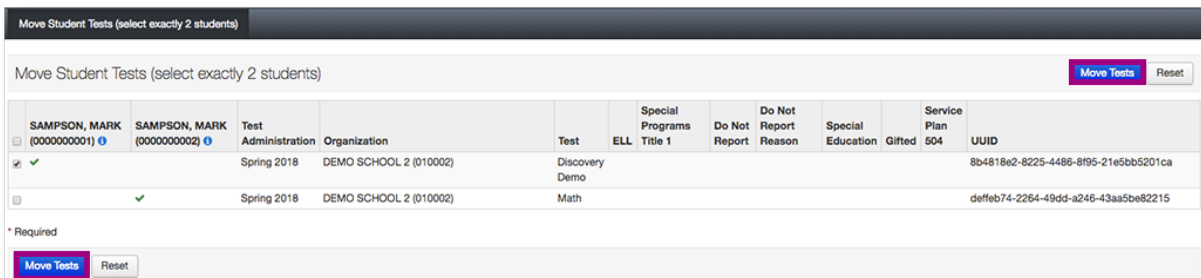
4. Click **Select Tasks**, select **Move Student Tests**, (or **Students - Move Test**), and click **Start**.



- Click the checkbox next to the test assignment to incorporate it into the other student record. *You can move multiple test assignments.*



- Click **Move Tests**.



Effects

The system will now report all test results for the student together, rather than in two separate reports.

What's Next? (Optional)

After you move the test assignment, you can delete the student record you do not want to use.