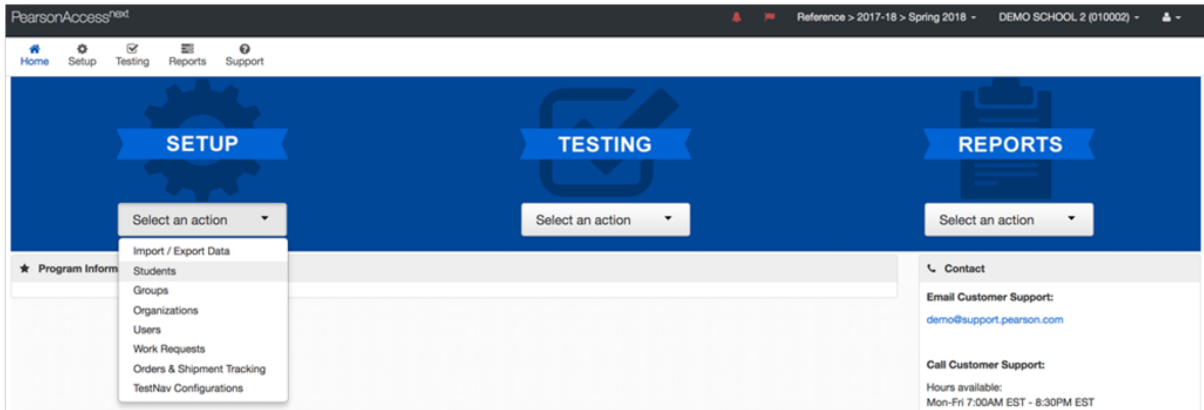


# Move Test Assignments Between Students

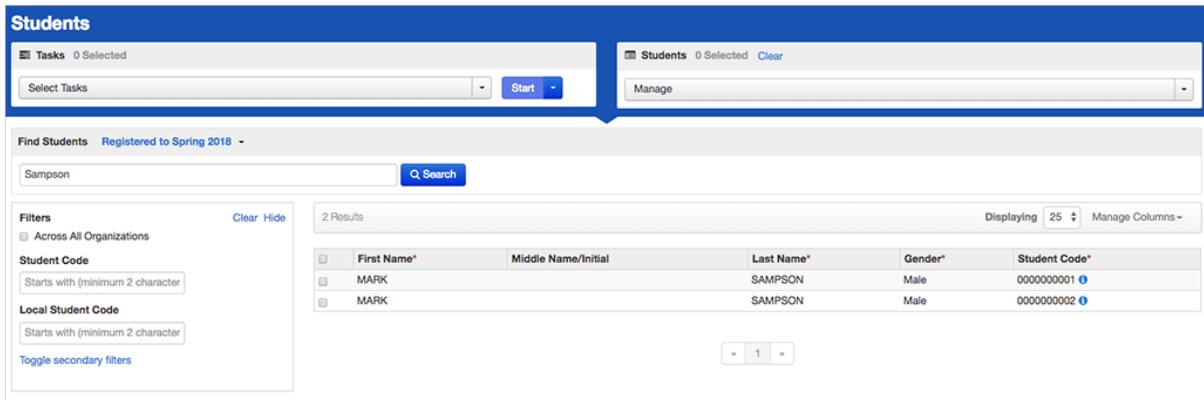
You can move a test assignment to assign a test to the correct student record when two student records have been created for the same student.

## Step-by-Step

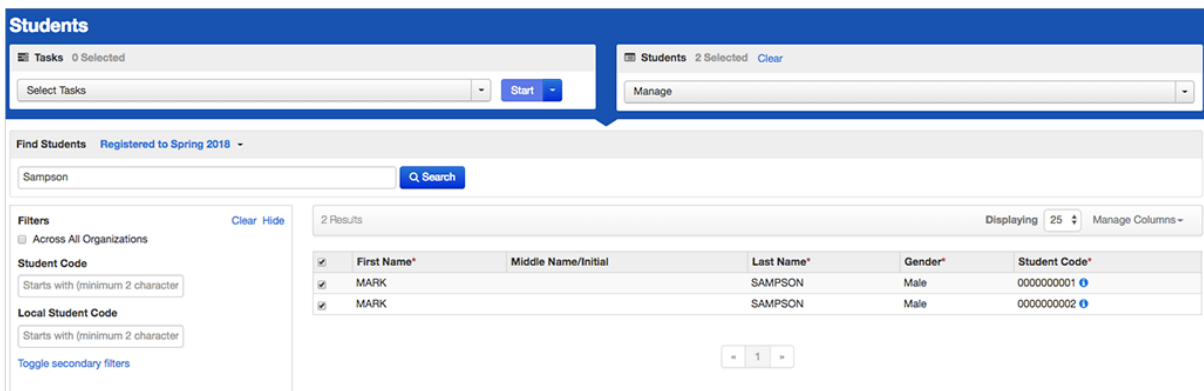
1. From **Setup**, select **Students**.



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**.

Students

Tasks 1 Selected

Select Tasks

Create / Edit Students

Registration

Register Students

Manage Student Tests

Manage Groups

Manage Enrollments

☒ Move Student Tests (select exactly 2 students)

Delete Students

Start

Q Search

2 Results

| <input checked="" type="checkbox"/> | First Name* | Middle Name/Initial |
|-------------------------------------|-------------|---------------------|
| <input checked="" type="checkbox"/> | MARK        |                     |
| <input checked="" type="checkbox"/> | MARK        |                     |

Starts with (minimum 2 character)

Local Student Code

Starts with (minimum 2 character)

Toggle secondary filters

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

Move Student Tests (select exactly 2 students)

Move Student Tests (select exactly 2 students)

Move Tests Reset

|                                     | SAMPSON, MARK<br>(0000000001)       | SAMPSON, MARK<br>(0000000002) | Test<br>Administration | Organization           | Test              | ELL | Special<br>Programs<br>Title 1 | Do Not<br>Report<br>Reason | Special<br>Education | Gifted | Service<br>Plan<br>504 | UUID                                 |
|-------------------------------------|-------------------------------------|-------------------------------|------------------------|------------------------|-------------------|-----|--------------------------------|----------------------------|----------------------|--------|------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                               | Spring 2018            | DEMO SCHOOL 2 (010002) | Discovery<br>Demo |     |                                |                            |                      |        |                        | 8b4818e2-8225-4486-8f95-21e5bb5201ca |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                               | Spring 2018            | DEMO SCHOOL 2 (010002) | Math              |     |                                |                            |                      |        |                        | deffeb74-2264-49dd-a246-43aa5be82215 |

\* Required

Move Tests Reset

- Click **Move Tests**.

Move Student Tests (select exactly 2 students)

Move Student Tests (select exactly 2 students)

Move Tests Reset

|                                     | SAMPSON, MARK<br>(0000000001)       | SAMPSON, MARK<br>(0000000002) | Test<br>Administration | Organization           | Test              | ELL | Special<br>Programs<br>Title 1 | Do Not<br>Report<br>Reason | Special<br>Education | Gifted | Service<br>Plan<br>504 | UUID                                 |
|-------------------------------------|-------------------------------------|-------------------------------|------------------------|------------------------|-------------------|-----|--------------------------------|----------------------------|----------------------|--------|------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                               | Spring 2018            | DEMO SCHOOL 2 (010002) | Discovery<br>Demo |     |                                |                            |                      |        |                        | 8b4818e2-8225-4486-8f95-21e5bb5201ca |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                               | Spring 2018            | DEMO SCHOOL 2 (010002) | Math              |     |                                |                            |                      |        |                        | deffeb74-2264-49dd-a246-43aa5be82215 |

\* Required

Move Tests Reset

## 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.