

Update Student Registration

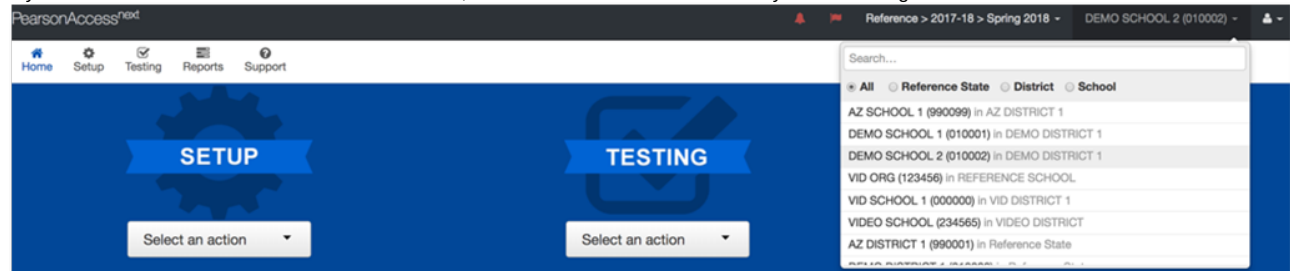
You can update the test administration tied to a student record.

Prerequisites

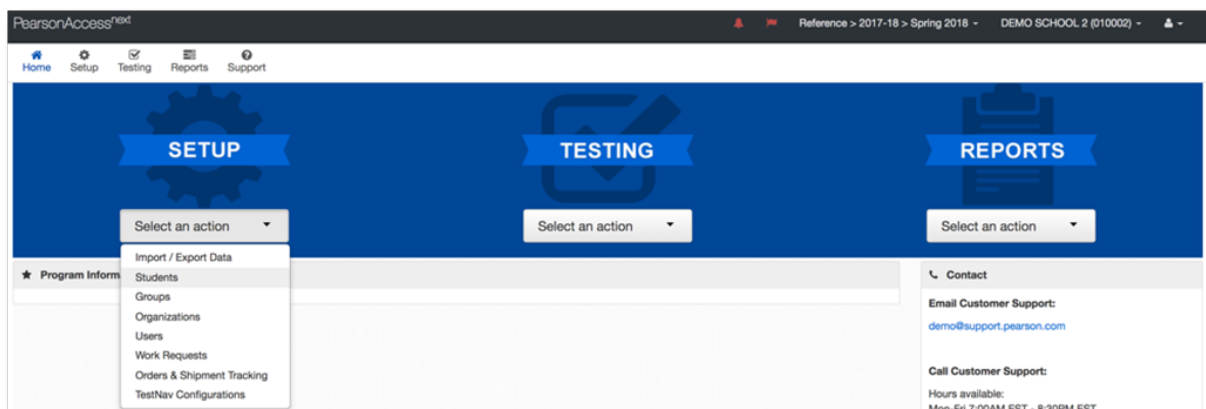
You must remove all tests tied to that student record before you register the student. You cannot unregister a student if tests are assigned.

Step-by-Step

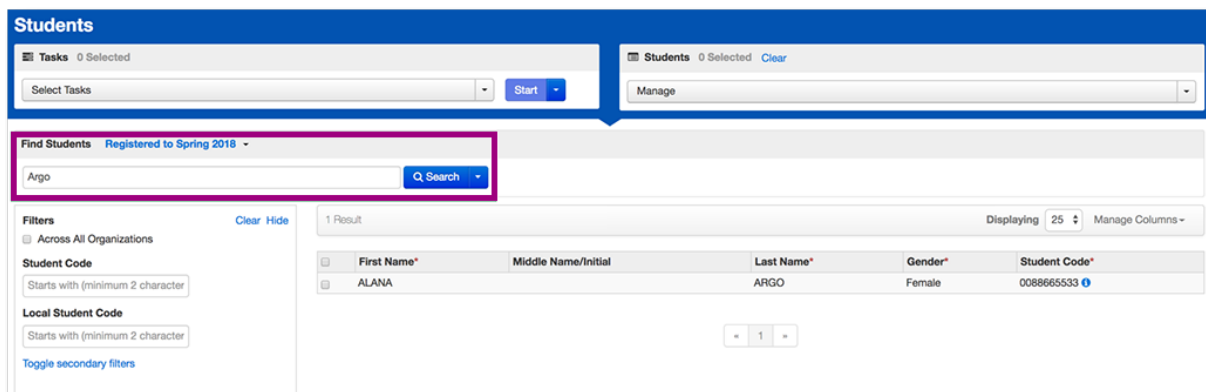
If you have access to more than one administration, select the administration to which you want to register the student.



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.

Students

Tasks 0 Selected

Select Tasks Start

Students 0 Selected Clear

Manage

Find Students Registered to Spring 2018

Last Name starts with Q Search

Filters

- Across All Organizations
- Student Code
 - Starts with (minimum 2 character)
- Local Student Code
 - Starts with (minimum 2 character)

Toggle secondary filters

No Results

Displaying 25 Manage Columns

First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
Search or select a filter to view results.				

- Click the checkbox next to the student.

Students

Tasks 0 Selected

Select Tasks Start

Students 1 Selected Clear

Manage

Find Students Registered to Spring 2018

Argo Q Search

Filters

- Across All Organizations
- Student Code
 - Starts with (minimum 2 character)

1 Result

Displaying 25 Manage Columns

First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
☒	ALANA	ARGO	Female	0088665533

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

Students

Tasks 1 Selected

Select Tasks Start

Students 1 Selected Clear

Manage

Find Students Registered to Spring 2018

Argo Q Search

Filters

- Across All Organizations
- Student Code
 - Starts with (minimum 2 character)

1 Result

Displaying 25 Manage Columns

First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
☒	ALANA	ARGO	Female	0088665533

- Select the information to update the registration.
 - To remove a student from the selected administration, deselect Register under the student's name.

STUDENTS (1)

ARGO, ALANA (0088665533)

SPRING 2018

ARGO, ALANA (0088665533)

Save Reset

☒ Registered

Grade*

High School

Free/Reduced Lunch

Not Eligible for Free/Reduced L

Migrant

* Required

Save Reset

Show Student Details

Show Audit Trail

- Click **Save**.

STUDENTS (1)

ARGO, ALANA (0088665533)

SPRING 2018

ARGO, ALANA (0088665533)

SaveReset

☒ Registered ⓘ

Grade*
High School

Free/Reduced Lunch
Not Eligible for Free/Reduced L

Migrant

* Required

SaveReset

Show Student Details

Show Audit Trail

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.*