

Update Student Registration

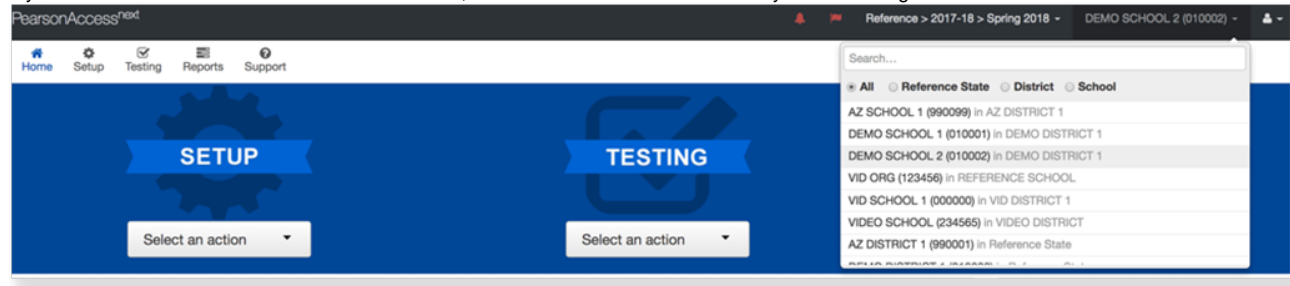
You can update the test administration tied to a student record.

Prerequisites

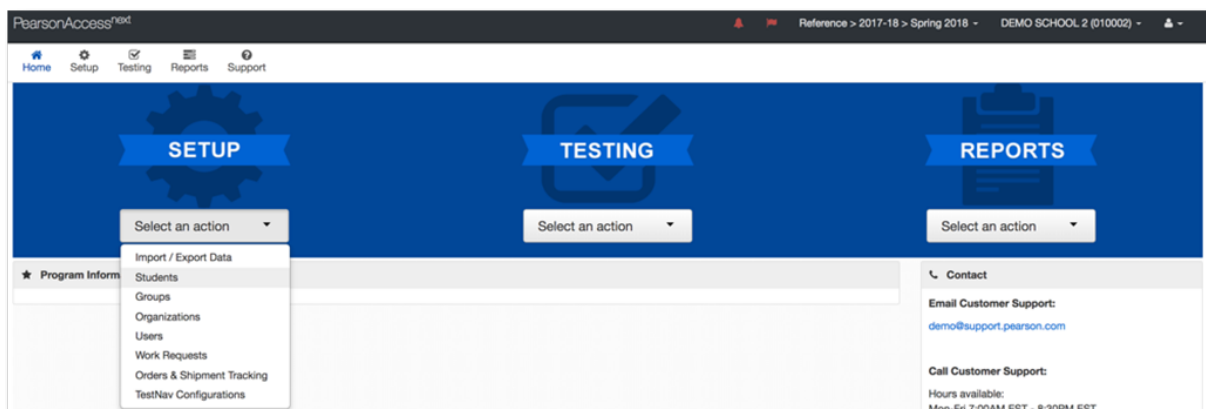
You must remove all tests tied to that student record before you register the student. You cannot unregister a student if tests are assigned.

Step-by-Step

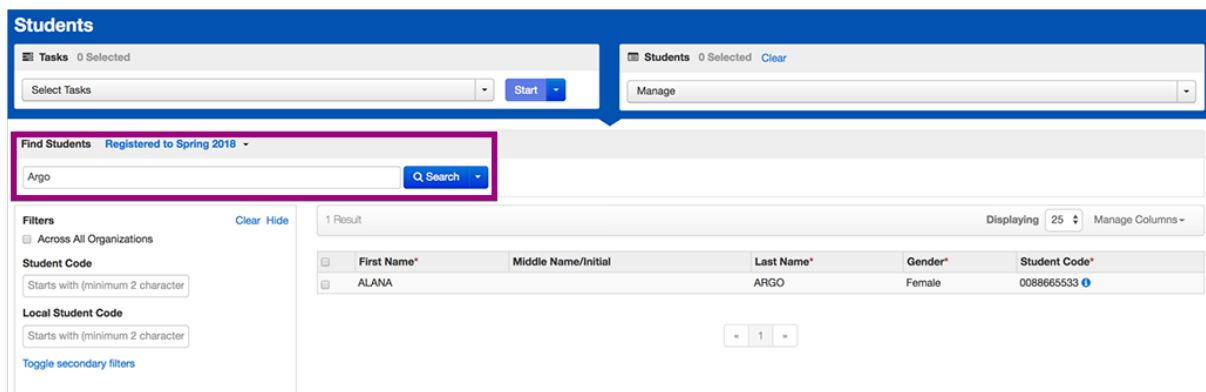
If you have access to more than one administration, select the administration to which you want to register the student.



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 | Students: 0 Selected | Clear

Find Students: Registered to Spring 2018

Search: 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

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 | Students: 1 Selected | Clear

Find Students: Registered to Spring 2018

Search: Argo Q Search

Filters:

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

1 Result

First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
<input checked="" type="checkbox"/>	ALANA	ARGO	Female	0088665533

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

Students

Tasks: 1 Selected | Students: 1 Selected | Clear

Select Tasks: [] Start

Find Students: Registered to Spring 2018

Search: Q Search

Filters:

- Create / Edit Students
- Registration
- ☒ Register Students
- Manage Student Tests
- Manage Groups
- Manage Enrollments
- Move Student Tests (select exactly 2 students)
- Delete Students
- Generate Sample Students
- View Historical Student Data
- Go To Historical Student Data

1 Result

First Name*	Middle Name/Initial	Last Name*	Gender*	Student Code*
<input checked="" type="checkbox"/>	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)

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.*