TestWiz™

Adding or Editing a District, School, or Teacher

Updated: July 2017
Overview
You can add, edit, or delete districts, schools, or teacher names directly in the TestWiz database.

Adding a District, School, or Teacher
To add a district, school, or teacher to your database:

1. Go to Utilities to open the TestWiz Utilities Console.

2. Choose District-Add from the Student Records menu at the top of the TestWiz Utilities Console. Or choose School-Add or Teacher-Add if you are adding a school or teacher.

3. Enter a name for the district in the Name box. If you are adding a school, choose a District for the school and then enter a name. If you are adding a teacher, choose a District and School and then enter a name.

4. If you want to add an ID for a teacher, enter one in the ID box. If you enter the ID for a teacher, you can use that when assigning access for a teacher user account. If a teacher has an ID associated with him/her, any user account that uses this ID will then always
have access to any students assigned to that teacher.

This is particularly useful when you have more than one teacher name for a particular teacher to denote specific classes. For example, you might have SmithAlg1 and SmithAlg2, both referring to Mr. Smith who teaches two classes of Algebra. If you use the same Teacher ID for SmithAlg1 and SmithAlg, you can use it on a user account for Mr. Smith so that he has access to all his students.

![Add New Teacher Record](image)

*Note: Click Show Existing to see a list of the districts, schools, or teachers you already have.*

5. Click **Add**.

Refer to the document *Assigning Teachers* for information on assigning a new teacher to one or more students.

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**Editing or Deleting a District, School, or Teacher**

To change the name or other attributes of a District, School, or Teacher:

1. Go to **Utilities** and choose **District-Edit, Merge or Delete** from the **Student Records** menu at the top of the TestWiz Utilities Console. Or choose **School-Edit, Merge or Delete** or **Teacher-Edit, Merge or Delete** if you are editing or deleting a school or teacher.

![TestWiz Utilities Console](image)

2. If you are editing a school or teacher, choose a **School** and/or **District** from the drop-down menu at the top.
3. Click the **Edit** link next to the district, school, or teacher you want to edit. Or click **Delete** if you want to remove it.

4. The field opens if you are editing. Edit the name in the text box as needed.

5. Click the **Update** link located to the left. The change is saved.
Contact Information
Please contact Certica Solutions for help using TestWiz.

Toll-free Help line: 877-456-8949
Alternate line: 978-456-3464
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