TestWiz™
Adding a Student

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Overview

TestWiz allows you to add students directly to the underlying database as a group or one at a time. This document describes how you can add one or more students manually to the database. For any student you are adding, you must simultaneously assign a teacher and a Teacher Type for the student.

Student information is often imported directly from a student information system. Refer to the document Importing Student Information for more details.

Note: Please contact TestWiz Client Services prior to following the steps outlined in this document. Your particular group may have student data set up using course assignment information as opposed to teacher assignments, and the functionality described here is not useful for data oriented around course assignments.

Adding a Student

To add a student to your database from the Utilities Console:

1. Go to the Utilities Console by clicking Utilities from the top menu bar.
2. From the Student Records menu, choose Student followed by Add Student (School Level).
3. Use the drop-down menus to select a district, school, Teacher Type, teacher assignment (teacher name), and grade for the student(s) being added. Optionally, you may also choose Special Codes to specify for students being added.
4. Click Next to move to the next page.
5. Enter the following information for as many students as you like: Student ID, Last Name, First Name, Middle Name (optional). Enter a Date of Birth in the form mm/dd/yyyy. You can optionally enter an alternative ID in the Alt. ID text area. If you selected any Special Codes, you can select values for them from the drop-down menus.

6. Click Add Students when you are finished adding students.

7. You should see a message indicating the number of students that were added to the database. Their names are listed on the right under “Recently added students.”

Once you have added or edited student records, you will probably want to check your work, or perhaps send out class rosters to others in the school system for confirmation. To print class rosters, go to Utilities, move your mouse to the Utility Reports and select Class Rosters.

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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