TestWiz™

Editing a Student Record

Updated: July 11, 2017
Overview

You may edit any student’s information directly using menu options in the Utilities Console. You may make changes to information such as a student’s name, grade, DOB, teacher assignments, and Special Codes. It is also possible to delete a student from the database if necessary.

Student information is often edited by importing updated information from a student information system. Refer to 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.

Editing a Student’s Information

To make any changes to a student:

1. Go to Utilities and from the Student Records menu, choose Student followed by Edit Students (School Level).

2. Use the drop-down menus provided to select a grade, district, school and Teacher Type for the student records you want to edit. You may also select Special Codes to view or edit.
3. Click **View Students** at the bottom of the screen to continue.

4. A list of students appears with the grade, district, school and Teacher Type you selected. To change the information for a student, edit the information in the text boxes or make other selections from the drop-down menus.

5. Click **Update Students** when you are finished editing.
6. A message appears, indicating the number of student records that were edited.

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**Editing or Deleting a Student’s Information**

You can also edit or delete any student’s information (including his/her name, grade, DOB, teacher assignments, and Special Codes) if your account has permission to access all students in the database. To make any changes to a student if your account has permission to edit the details of any student in the database:

1. Go to **Utilities** and choose **Student** followed by **Edit, Merge, or Delete (District Level)** from the **Student Records** menu.

![TestWiz Utilities Console](image)

2. By default, the list of students is filtered to the first school in your database. Information such as name, grade, and DOB are shown.

![Filter Options](image)

3. To change the information shown, click on **Columns to Show** and select the items you want to show. To control which teacher you see listed from the database, use the **Teacher Type** drop down menu in the top filter section.
4. Optionally, you can use the filter options to select a different school, or to find a student based on name, ID, or grade then click **Filter**. (To remove filters and view all the students in your database, remove the check mark next to **Filter on Selected School** and click **Filter**.) The students who are filtered from the database appear.

![Filter Options](image)

**Note:** To hide the filter information, click **Filters**.

5. To delete a student, click the **Delete** link next to the name of the student. **Note:** Rather than delete a student, you should consider merging a student record with another one (if the student record is a duplicate of another student), or changing the student’s district to **zUnspecified** (if the student has left the district).

6. To view the full information for a student, click the **Edit** link next to the name of the student. The student field opens. You can edit the student name, DOB, and Grade, make changes as needed using the text boxes provided.

![Edit Student Information](image)

7. Click **Save Changes** after you make any edits.

8. The student’s teacher assignments appear in the Student’s Teachers section on the right. To assign teachers to the student, make changes by selecting a **Teacher Type**. Then make selections in the
drop-down menus for **District**, **School**, and **Teacher** name.

9. Click **Assign Student to Teacher** when you are finished.

   **Note:** For more information on assigning teachers, including ways to assign teachers to more than one student at a time, refer to the Help Document titled, **Assigning Teachers**.

10. The “Special Codes” section at the bottom shows the student’s Special Codes. To edit a student's Special Codes, use the drop-down menus.

11. Click **Save Changes** after you have made the edits.

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**Related Documents**

Refer to these separate documents as needed. To get to them, go to the Welcome page of TestWiz and click **Help Documents** on the left sidebar.

For more information on Special Codes, including other ways to assign them

- **Working with Special Codes**

For information on merging two students into one or assigning teachers:

- **Merging Districts, Schools, Teachers, or Students**
- **Assigning Teachers**
Contact Information

Please contact Certica Solutions for help using TestWiz.

**Toll-free Help line:** 877-456-8949

**Alternate line:** 978-456-3464

**Email:** TestWiz@CerticaSolutions.com

**FAX:** 978-456-3391