TestWiz™
Merging Districts, Schools, Teachers, or Students

Updated: July 11, 2017
Overview

If two or more names in the TestWiz database refer to the same district, school, teacher, or student, you may merge the records. Any teachers or scores, etc. associated with the merged entities are all included on the merged record.

Merging Districts, Schools, Teachers, or Students

To merge districts, school, teachers, or students:

1. Go to Utilities and choose the Edit, Merge, or Delete option from District, School, Teacher or Student under the Student Records menu at the top of the TestWiz Utilities Console.

2. From your list of districts, schools, teachers, or students, identify the one you want to merge into another and click the From button next to it. Identify the district, school, teacher, or student into which you want to merge the other. Click on the To button next to it.

3. Click Merge.

4. A message appears asking if you are sure you want to merge the records. Click OK.

5. The records are merged. The record selected as From is removed and its information is merged into the record selected as To.
System Messages
Some changes that you make changes in Student Records using TestWiz require lists and controls to be adjusted. These changes include:

- Assigning a teacher to a student
- Creating or deleting a Teacher type
- Merging or deleting students, teachers, schools, or districts

After you make these changes, TestWiz needs to adjust its database accordingly. A System Message option appears at the menu bar.

This alerts you to the fact that TestWiz now needs to adjust/reconcile records according to the changes you made. You have two choices:

- Allow TestWiz to adjust the records overnight. For this to happen, you don't need to do anything.
- Adjust the records now.

To adjust the records now, click on the System Message and click the Reconcile button at the bottom.

Warning: If you click Reconcile, others in your group who are using TestWiz may see an error message.
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