

How to rename students

How To rename students:

1. Click the Search Students hyperlink from Main screen to open the View Search Students screen.
2. Select the region, district, school, and/or class from the corresponding drop-down boxes. Your access level determines which options are available for selection or are prefilled with the appropriate data.
3. Click Next to open the Student List screen. If you are searching for a student outside of your permission level, you must enter information into the following fields: Last Name, First Name, Date of Birth, and Gender. The entered information must be identical to the information on the website. For instance, if you are searching for John Smith, but enter Jon, the student will not be found. When searching outside of your permission level, you cannot use Wildcard Search.\
4. Click the Edit link next to the student you wish to view or edit. This will open the View Student Data page.
 - The only fields on this page that can be changed are:
 - First Name
 - Last Name
 - Middle Initial
 - Student ID
 - Date of Birth
 - Gender
 - (All other fields are view only)
 - Enter the updated information into the appropriate fields, if necessary.
 - Click Save to save your changes.

All of the scored data is view only. If you see an error in this data, please contact your account administrator.

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