Merging Student Data

Frequently Asked Question:

Merging Student Data

Answer:

If you enter a student whose name, date of birth, and gender matches that of a student who has already been entered, you will get the option to merge your students into one record.

AZELLA Rapid Reports checks for duplicate students based on First Name, Middle Initial, Last Name, Date of Birth, and Gender. This check is performed anytime a student is edited or rostered to another class. A duplicate student may be imported into Rapid Reports only if he has a different SAIS ID. If you have received this message, please take this opportunity to verify whether these two students are the same person. If so, then you can merge both records into one (as long as they do not both have assessments in the current test period). All historical assessments will be available for the merged student. If these two records are not the same student, then cancel the merge and go back to validate the student's Name, Date of Birth, and Gender. If all these fields are the same for the two different students, then try entering or deleting the student's middle initial to make him unique.

Note: Students with an assessment in an active test period cannot be re-rostered through the duplicate student page. Duplicate students cannot be merged if both have assessments in an active test period. When student data is merged, the demographic data from the student with the current assessment overrides the demographic data of the student with no current assessments

Verify that the data shown on screen is correct and click OK or Merge to merge the data into one record. When you merge the student assessment data, all assessment data, including all historical assessments, will be merged.

Note: Even though you can move or re-roster students with assessments in the current test period to another class, they will not be included in the Class Proficiency report. This report will only display students assessed in that class. However, individual student reports may be generated for the students with assessments not listed in the class report.

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https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=2123