

How do I delete a duplicate student from AIMSweb?

[You will need to remove the data \(including progress monitor cases\) from the duplicate student and reenter the data on the student you wish to keep and then delete the duplicate student.](#)

To remove the scores:

1. Log into an AIMSweb manager account.
2. Click the **Scoring** (orange) tab.
3. Choose the measure in which the scores were recorded.
4. Click the **Score** (blue) link next the class in which the student is assigned.
5. Copy the scores of the student.
6. Highlight the score of the duplicate student.
7. Press the **Delete** key.
8. Click **Save**.

To add the scores to the new student:

1. Click the **Scoring** (orange) tab.
2. Choose the measure in which the scores were recorded.
3. Click the **Score** (blue) link next the class in which the student is assigned.
4. Enter the scores for the transferred student.
5. Click the **Save** button.

To delete a student:

1. Click the **Manage** (brown) tab.
2. Click the **Students** link.
3. Checkmark the student's name.
4. Click **Delete**.

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<https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=3905>