

Manage pupil details

Once you have loaded your pupil details, you can edit them by selecting 'Manage pupil details'.



Manage Pupil Details for ASPECTS

On this page you can add and edit pupil details. Use the filters to specify the year group or class you wish to view.

Filters

Year:

Class:

NEW **EDIT** **MOVE** **DELETE**

<input type="text"/> <input type="button" value="Q"/> <input type="button" value="i"/>								
	edit	First name	Surname	Gender	Date Of Birth	Class	Year Group	UPN/studen...
<input type="checkbox"/>	Edit	Alice	Clyde	F	01/09/2016	Hedgehog	Pre-School	
<input checked="" type="checkbox"/>	Edit	Del	Dee	M	03/09/2016	Hedgehog	Pre-School	
<input type="checkbox"/>	Edit	Tammie	Tweed	F	08/12/2016	Hedgehog	Pre-School	

Edit pupil details

Select the student you want to edit by ticking the box next to the 'Edit' button. This will bring up the student profile for you to amend details as necessary.

Edit Pupil

Forename *	<input type="text" value="Del"/>
Surname *	<input type="text" value="Dee"/>
DOB * (dd/mm/yyyy)	<input type="text" value="03/09/2016"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Class Name *	<input type="text" value="Hedgehog"/>
Year Group *	<input type="text" value="Pre-School"/>
UPN/student code	<input type="text"/>
Ethnicity	<input type="text" value="- not specified -"/>
English as an Additional Language	<input type="text" value="- not specified -"/>
Looked After Child	<input type="text" value="- not specified -"/>
SEN	<input type="text" value="- not specified -"/>
SEN Type	<input type="text" value="- not specified -"/>
Born in UK	<input type="text" value="- not specified -"/>
Postcode	<input type="text"/>

* Required

Click 'Save' once you have edited the details required.

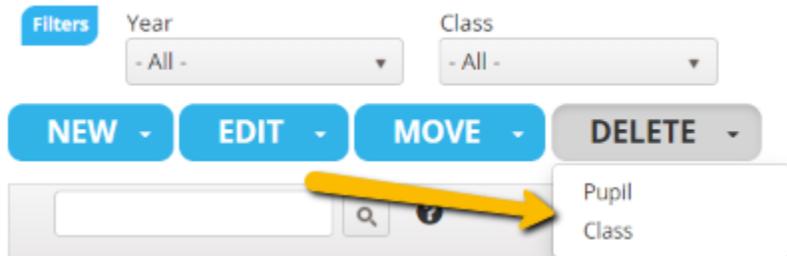
Create a new pupil or class

Click on 'New' and select either 'Pupil' or 'Class'.

A box will appear for you to add the required information for a new pupil or class. Select 'Save' once done.

Delete a pupil record

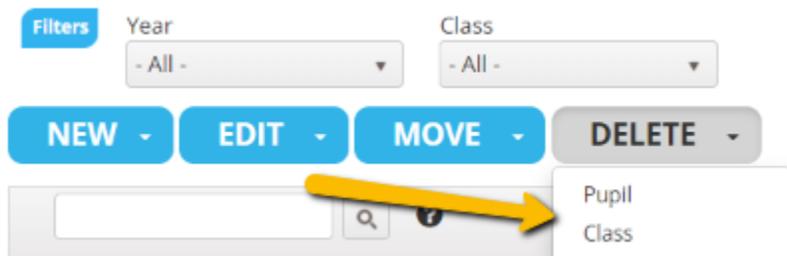
Click on 'Delete' and choose 'Pupil'.



You can then put a tick next to the candidates you want to delete in your current list.

Delete a class record

Click on 'Delete' and choose 'Class'.



A box will appear and will ask you to select the class you want to delete from the drop-down menu.

Delete Class

Choose Class to delete

Move a pupil into a new year group/class

Select the pupil you want to move to another class by clicking the tick box next to the 'Edit' button.

NEW EDIT MOVE DELETE

edit	First name	Surname	Gender	Date Of Birth	Class	Year Group	UPN/studen...
<input checked="" type="checkbox"/> Edit			M		SCHOOL YEAR 1	Year 0	

Choose either 'Year Group' or 'Class'.

NEW EDIT MOVE DELETE

Year Group
Class

You can then select where you want to transfer the pupil.

Move Year Group

You have selected 1 pupil(s).

Year Group

- select -

MOVE

CANCEL