## Manage pupil details

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

	select asse	sments		import			manag	ye pupil details	carry out assess	ments		status reports		
Ma On this	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.													
Filts	Filture Year Class   - All - + Hedgehog													
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	<b>EW</b> - edit Edit	EDIT • First name Alice	Q. T	Surname Clyde	De T	Gender	Ŧ	Date Of Birth 01/09/2016	Class <del>y</del> Hedgehog	Year Group Pre-School	Ŧ	UPN/studen	Ŧ	
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### 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 *	Del				
Surname *	Dee				
DOB * (dd/mm/yyyy)	03/09/2016	Ē			
Gender *	Male O Femal	le			
Class Name *	Hedgehog		×		
Year Group *	Pre-School		*		
UPN/student code					
Ethnicity	- not specified -		¥		
English as an Additional Language	- not specified -		*		
Looked After Child	- not specified -		~		
SEN	- not specified -		~		
SEN Type	- not specified -		~		
Born in UK	- not specified -		*		
Postcode					
* Required				SAVE	CANCEL

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.



### 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.

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Z	edit	First name.	т	Sumame	Ŧ	Gender	Ŧ	Date Of Birth	Class	т	Year Group	Year Group 🔫	Year Group y UPN/stude	Year Group 🔫 UPN/studen.
ø	Edit	-		-				-	SCHOOL YEAR	•	ear 0	ear O	war 0	war 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