

Editing Pupil Details

If you have to make changes or add extra information to your pupil details you will need to open the Pupil Editor within the Assessment Centre.

Edit Pupil

First Name(s) *	<input type="text" value="Liam"/>
Surname *	<input type="text" value="James"/>
DOB * (dd/mm/yyyy)	<input type="text" value="27/02/2010"/>
Sex *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Class *	<input type="text" value="Rabbits"/>
Year Group *	<input type="text" value="Reception"/>
UPN	<input type="text" value="Z0012341505"/>
English as an Additional Language	<input type="text" value="- not specified -"/>
Cognitive and Learning Difficulties	<input type="checkbox"/>
Emotional, Behavioural and Social Difficulties	<input type="checkbox"/>
Sensory and Physical Difficulties	<input type="checkbox"/>
Communication and Interaction Difficulties	<input type="checkbox"/>
Other Need	<input type="checkbox"/>
Deafness	<input type="text" value="- not specified -"/>
Free School Meals	<input type="text" value="- not specified -"/>
Ethnic origin	<input type="text" value="- not specified -"/>
Born in UK	<input type="text" value="- not specified -"/>
Reception full/part time	<input type="text" value="- not specified -"/>
Nursery (t)	<input type="text" value="- not specified -"/>
Preschool (t)	<input type="text" value="- not specified -"/>
Postcode	<input type="text"/>

* Required

The Pupil Editor can be used to enter the details of a new pupil, or to amend the details of a pupil currently in the system.

You can access the Pupil Editor by selecting this icon in the Assessment Centre:



A partnership between

Which brings up a screen similar to this:

Manage Pupil Details for BASE EOY Trial 2015

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**

edit	First Name(s)	Surname	Sex	DOB	Class	Year Group	UPN
<input type="checkbox"/> Edit	Graham	O'Dowd	M	08/03/2010	Hedgehogs	Reception	Z0012341514
<input type="checkbox"/> Edit	Jayne	Everett	F	12/12/2010	Hedgehogs	Reception	Z0012341510
<input type="checkbox"/> Edit	Neil	Pick	M	06/10/2010	Hedgehogs	Reception	Z0012341509
<input type="checkbox"/> Edit	Phillippa	Cole	F	01/04/2010	Hedgehogs	Reception	Z0012341511
<input type="checkbox"/> Edit	Terri	Harris	F	18/05/2010	Hedgehogs	Reception	Z0012341515
<input type="checkbox"/> Edit	Liam	James	M	27/02/2010	Rabbits	Reception	Z0012341505
<input type="checkbox"/> Edit	Melissa	Stroud	F	09/09/2010	Rabbits	Reception	Z0012341507
<input type="checkbox"/> Edit	Susan	Smith	F	08/01/2010	Rabbits	Reception	Z0012341504
<input type="checkbox"/> Edit	Tom	Fox	M	15/06/2010	Rabbits	Reception	Z0012341501
<input type="checkbox"/> Edit	Andrew	Arthur	M	07/02/2010	Voles	Reception	Z0012341508
<input type="checkbox"/> Edit	Catherine	Anderson	F	26/05/2010	Voles	Reception	Z0012341513
<input type="checkbox"/> Edit	Chloe	Higgs	F	04/05/2010	Voles	Reception	Z0012341512
<input type="checkbox"/> Edit	David	Hopkins	M	30/03/2010	Voles	Reception	Z0012341503
<input type="checkbox"/> Edit	Fiona	Liversedge	F	02/04/2010	Voles	Reception	Z0012341502
<input type="checkbox"/> Edit	Harry	Compton	M	14/03/2010	Voles	Reception	Z0012341506

50 items per page 1 - 15 of 15 items

There are four main controls:

NEW ▼	Allows you to add a new pupil or a new class name
EDIT ▼	Allows you to change pupil details or a class name
MOVE ▼	Allows you to move a pupil or group of pupils to a different class or year group
DELETE ▼	Allows you to remove a pupil from the system or to delete a class name (you can only delete an empty class)

A partnership between