

Correcting an Individual Student

Required MAP role: **Data Administrator** or **Proctor**

1. In the left navigation pane, select **Manage Students**.
- 2.
3. Enter criteria to search for the student and click **Search**.
4. **Tip:** To broaden your search, try using an asterisk (*) as a wildcard in the student names. To narrow your search, try specifying the Term when the student was added.
5. Select the student to update and click **View/Update**.
6. Select the term and click **View/Update Term**.

The screenshot shows a web interface titled "Terms". It features a table with two columns: "Term" and "Grade". The first row of the table contains the text "Fall 2014-2015: Aug 15 2014 - Nov 30 2014" under the "Term" column and the number "5" under the "Grade" column. Above the table, there are two sections: "Row Actions" and "Table Actions". The "Row Actions" section contains two buttons: "View/Update Term" (which is highlighted with an orange box) and "Remove Term". The "Table Actions" section contains one button: "Add Term". To the left of the "View/Update Term" button, there is a yellow callout box with the text "To make changes, click here...". Below the table, there are two buttons: "Continue" and "Cancel and Return to Search Results". To the left of the "Continue" button, there is another yellow callout box with the text "...not here:" and an orange arrow pointing to the "Continue" button.

Term	Grade
Fall 2014-2015: Aug 15 2014 - Nov 30 2014	5

7. Complete any gaps in the profile, particularly the attributes marked **R** (Required for reporting) so that the student appears on MAP reports.
8. Click **Update Term**.
9. Click **Continue**.
10. Click **Submit**.
11. You are finished when you see: "**Student profile has been updated successfully.**"