Transferring a Student Profile

A student profile is a collection of information that uniquely identifies a student in the MAP system. Student profiles include identifying information, grade, ethnic group, and any programs to which they are assigned. This procedure explains the steps necessary to move a student profile to another school.

Submit new students to the district to Assessment Support.

Tips	▪ To allow a student to take a test in the MAP system, the system must have a profile for the student with basic information defined. In addition, the profile must include the term in which the student will test.
	▪ To allow student test results to appear on MAP reports, the student profile must contain complete information.

Locate the Student

To locate a student profile and moving to your school for testing and reporting:

1. In the left navigation pane, select **Manage Students**.

2. **Search** for the student using the student's ID number or last name. **Hint:** Follow the last name with an asterisk (*) to find students with multiple last names.

Add a School

To move a student to a new school for testing and reporting:

1. Click the **Edit/Add** Term button (if not creating a new student profile).

2. Click **Add School**.

3. Enter the name of a school or search for schools of a similar type. For example, searching for "ele" finds all schools with "elementary" in their names.

4. Select the desired school from the search results.

5. Click **Add School**.

Add a Class

1. Click **Add Classes**.

    a. From the School drop-down menu, select the school for this student.

    b. In the Instructor text box, type the instructor's name, last name first. *As you type, a box appears, listing instructors whose names match the letters you have typed.*

    c. Select the desired instructor. *The instructor's name fills the text box, and the classes assigned to that instructor at the selected school appear in the Available Classes table.*

    d. Select the class(es) you want to assign to this student.

e. Click **Add Class**. *The selected class(es) move to the Classes to Assign table, which also shows the instructor for each class.*

f. Click **Add Classes**. *The Student Profile page refreshes, displaying the term, school, and class information assigned to this student.*

3. Click **Add Term**. *The Student Profile Basic Information page appears.*

4. Click **Continue**. *The Student Profile - Summary page appears.*

5. Review the student information.

    a. If the information is correct, go to the next step.

    b. If the information is not correct, click Return to Student Profile and make the needed corrections.

6. Click **Submit**. *A message confirms that the MAP system has created the student profile.*

Important!

You must click **Submit** to create the student profile. If you do not see the confirmation message, the MAP system has not created the profile. If your MAP session times out because of inactivity before you click Submit, the MAP system does not create the profile, and all of the student information you specified is lost.