

Editing a Student Name

Teacher Directions

Students appear on your roster in alphabetical order by last name. This ordering likely mirrors the order in which students appear in your electronic grade book. And that's important if you wish to import scores from one of our score exports. But unfortunately, the name is sometimes spelled wrong in Task Tracker and needs to be changed.

It's easy for a student to edit their name if they are logged into their account. A student Account screen is displayed at the right. By tapping on the link named **Edit Profile Settings**, the student can edit the spelling of their first and last name.

Edit Profile Settings

View/edit your name and password. Teachers can edit the time zone used for their classes.




Tasks and Courses





















View the tasks currently assigned to you by your instructor.

Sign Out

If the above fails to get done, then it is easy for a teacher to edit the spelling of a student's name from the Class page. Here's how:

1. From the Account page, tap on the **Classes** link. Your classes will be listed.
2. Find the class for the student whose name you wish to edit. Tap on the **View** icon (eyeball) to view details of the class.
3. Your student roster appears. Tap on the **Name Change** button to the left of the student's name. A **Student Name Change** dialogue appears on the screen. Change the spelling of the first and/or last name. Then tap on the **Set** button.

Actions	Name
  	Hendy's Physics, Period 1

<input type="checkbox"/> Select All	Student
<input type="checkbox"/>    	de Darke, Alfredo
<input type="checkbox"/>    	Formula, Noah
<input type="checkbox"/>    	Katron, Ella
<input type="checkbox"/>    	Litical, Anna
<input type="checkbox"/>    	Zistance, Reese

Name Change button

Editable fields

Student Name Change

Student Email:

1010@nothere.com

First Name:

Alfredo

Last Name:

de Darke

Set