HOW TO EDIT STUDENT INFORMATION
(Updated 7/21/15)

To edit/change the information for a student in your class, on your WSO 'Home' screen, click the 'Manage Students' link at the bottom of the screen.

When the 'MANAGE STUDENTS' screen is displayed, hover your mouse over either the first or last name of the student to be edited and then left click.

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The 'EDIT STUDENT' screen will be displayed for you to enter/change any data you choose for your student. The initial screen does not display all the fields available for change. You will need to scroll down to see the additional fields. Once you have made all your changes, click the 'Save' button at the bottom of either segment of the scrollable 'Edit Student' screen.

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These are the fields displayed after scrolling down the 'Edit Student' screen.