Manage and Edit Students



This guide provides a simple way to manage and edit student records, with steps to customize views, filter data, and export information—ideal for efficient education data management.



2 Select "Manage".



3 Select "Columns" to customize your table.

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- manage							Select	
(III) Print Labels	Select	Select	Select	Select	Sel	ect		Select
Staff >							Assigned Unassigned	
ft Locations >	K0801041	9478294628	Abdullah	Tahir	Khan			K0801041@STUDENTS.KATYISD.ORG
	H1202259	1815789123	Jesus	Alexander	Hernandez			H1202259@STUDENTS.KATYISD.ORG
Help Desk >	F1201572	8859813743	Abraham	Emerson	Freeman			F1201572@STUDENTS.KATYISD.ORG
🏂 Parts 🛛 🗲	E1109952	1178362833	Abigail	Elva	Espinoza		17358	E1109952@STUDENTS.KATYISD.ORG
	D1109056	3696545465	Abner		Dawit			D1109056@STUDENTS.KATYISD.ORG
	D1007107	1951633679	Aaron Justin	Hilario	Dano			D1007107@STUDENTS.KATYISD.ORG
→ Imports >	C1111348	5511938661	Abby	Grace	Culpepper			C1111348@STUDENTS.KATYISD.ORG
🖹 Reports 🛛 >	C1109261	5891438143	Abril		Castro			C1109261@STUDENTS.KATYISD.ORG
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	B1110794	1198628995	Grayson	Robert	Baker		17357	B1110794@STUDENTS.KATYISD.ORG
	B1108051	2365774792	Adebisi	Oladele	Bello			B1108051@STUDENTS.KATYISD.ORG
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Use the fields to filter results.

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-		H1202259@STUDENTS.KATYISD.ORG	QAMS		Middle School	8	
Help Desk >		F1201572@STUDENTS.KATYISD.ORG	QAHS		High School	12	
🏂 Parts 🛛 🗲	17358	E1109952@STUDENTS.KATYISD.ORG	QAHS	Family	High School	12	HS217
Invoices		D1109056@STUDENTS.KATYISD.ORG	QAHS		High School	12	
		D1007107@STUDENTS.KATYISD.ORG	QAHS		High School	11	
→ Imports >		C1111348@STUDENTS.KATYISD.ORG	QAHS		High School	11	
📑 Reports >		C1109261@STUDENTS.KATYISD.ORG	QAHS		High School	9	
Settings >		C1101536@STUDENTS.KATYISD.ORG	QAHS		High School	12	
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	17357	B1110794@STUDENTS.KATYISD.ORG	QAMS		Middle School	8	
		B1108051@STUDENTS.KATYISD.ORG	QAHS		High School	12	-
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5 Select "Export" to download a CSV File.

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ff Locatio	ons >			K0801041@STUDENTS.KATYISD.C	RG	QAHS		Family		High School		12		HS200
		_		H1202259@STUDENTS.KATYISD.C	RG	QAMS				Middle School		8		
Z Help D	esk >			F1201572@STUDENTS.KATYISD.O	RG	QAHS				High School		12		
羚 Parts			17358	E1109952@STUDENTS.KATYISD.O	RG	QAHS		Family		High School		12		HS217
Invoice	is >			D1109056@STUDENTS.KATYISD.C	RG	QAHS				High School		12		
				D1007107@STUDENTS.KATYISD.C	RG	QAHS				High School		11		
→ Imports	5 >			C1111348@STUDENTS.KATYISD.O	RG	QAHS				High School		11		
📑 Report	s >			C1109261@STUDENTS.KATYISD.C	RG	QAHS				High School		9		
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		_	021430	B1201148@STUDENTS.KATYISD.O	RG	QAHS				High School		10		
			17357	B1110794@STUDENTS.KATYISD.O	RG	QAMS				Middle School		8		
				B1108051@STUDENTS.KATYISD.O	RG	QAHS				High School		12		
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6 Select a record to view or edit student details.

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Assets >					C Refr	esh Column Finder	✓ Page Size 50 ✓
💌 Students 🗸 🗸	View Applied: Stand	dard Modified					
🗄 Manage	Student ID 🔶	Student State ID 🗢	First Name 🗘	Middle Name 🗘	Last Name 🗘	Assigned Asset	Email 🗘 🗘
Frint Labels	Select	Select	Select	Select	Select	Select	Select
Staff >						Assigned Unassigned	
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	<u>B1108051</u>	2365774792	Adebisi	Oladele	Bello		B1108051@STUDENTS.KATYISD.ORG