How to Merge Duplicate Students

1. In TE, go to Records/Students/Demographics

This will open a lister.

2. Click on the student record you want to merge.

3. Then hold the shift key and click the duplicate record

**Important notes:**

- The records you want to merge have to be adjacent to one another in the list in order to select both. You’ll need to re-sort your lister based on item that is most similar — first name, last name or ID, etc.), or use the filter to pull them up by a similar item.

- Student records you want to merge must be located under the same site. If they are not, edit one of the student records to match sites.
4. In the toolbar above the lister (most likely under the “More” button) click Miscellaneous then Merge.

5. A screen will appear asking you to verify which records you want to keep for each.

6. Click Solve for each item with a solved conflict.
7. Or, using the toolbar, you can choose the items by group rather than items one by one:
   - Set All to Record 1
   - Set All to Record 2
   - Set All to Newer
   - Set All to Older

8. Close the **Merge tab** and return to your **Student Lister tab**. You will now see your merged student.