



ExamView Quick Step Guide

Create a Class Roster

Introduction to ExamView Test Manager

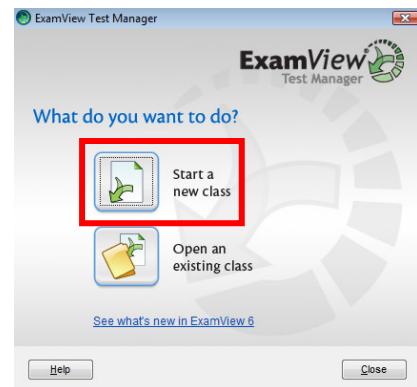
The ExamView Test Manager provides the features you need to track results for paper and online tests. To begin, you must create a new class. Then, you can manually enter the student information or import a roster from another format such as your gradebook.

Create a New Class

Before you enter student information, you must create a new class. To do so, you must enter information about your class (e.g., class name, class ID, period, and section) and yourself (name, ID, school name, school ID, city, and state). Just a few of the fields are required. Other fields, such as the password and school ID, are optional.


Create a Class Roster in Test Manager

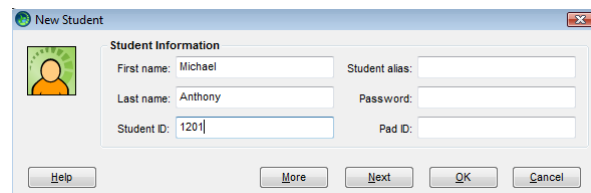
1. Launch the **ExamView Test Manager**. A startup window with two options will appear. Choose the **Start a new class** option.
2. Enter the **class name** and other fields as needed.
3. Enter **your name, school name, city, and state**. The other fields are optional.
4. Click the **OK** button to record the class information.



Test Manager Welcome window

Add Students to the Class Roster in Test Manager

1. Click the **Add New Student** button  or choose **Student > Add New Student** from the menu options.
2. Enter the student's **first name, last name, and student ID**.
3. Click **More** to display additional student information.



Basic Student Entry window





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4. If desired, you can enter additional information about each student including **gender**, **sociological/economic** information, **race/ethnicity**, and more.

Tips for entering student data:

- The more optional information you enter about your students, the more detailed class and individual reports you will be able to generate with the **Exam View Test Manager**.
- You can use the additional information as filters when you create a report.
- If you teach multiple sections of the same class, you can create a separate class file for each class or you can combine all of your students into one class file.

If you combine your students into one file, you can use the Custom fields to differentiate your classes. For example, you could enter "Period 1", "Period 2", etc. into the Custom 1 field. Then, you could print a report using this field as a filter.

Advanced Student Entry window

3. Click the **Next** button to record the student. When you click the **Next** button the program records the student and clears the data entry field so that you can enter the next student.
4. Repeat the previous steps to enter all of your students.
5. Click the **OK** button when you are finished entering students.

