



ExamView Quick Step Guide

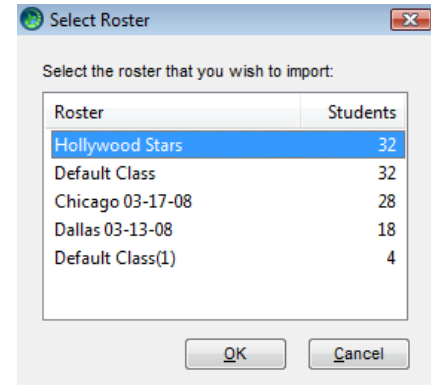
Import/Export Class Rosters

Import CPS Class Roster

Test Manager allows you to quickly import your class roster from an existing CPS database. Student last names, first names, pad IDs, student IDs and other student information are imported into the Test Manager class file.

1. Open or create a class in **Test Manager**.
2. Select **File > Import > Class Roster from CPS Database** from the menu options. The Select CPS Database window appears.
3. **Select the CPS database** (".cps" file) and click the **Open** button.
4. If more than one roster is detected in the database file, the Select Roster window will appear. The Select Roster window shows the roster names and number of student in each roster. Select the roster to import and click the **OK** button.

Note: **Test Manager** requires that a unique student ID is assigned to every student. Either assign student IDs to all students within CPS prior to import or select the option to automatically add student IDs to the imported roster.



5. Click the **OK** button.

Export Class Roster as CPS Database

Test Manager allows you to quickly export your class roster for use with the CPS software. Student last names, first names, pad IDs, student IDs, and other student information are exported to a new CPS database file with just a few clicks.

1. From the **File** menu in Test Manager, select **Export > Class Roster as CPS Database**.
2. Enter a file name for your CPS database (".cps" file) and choose a save location.
3. Click **Save**.

Note: CPS requires that a pad ID is assigned to every student. Either assign pad IDs manually or select the option to automatically add pad IDs to the exported roster. Automatic pad ID assignments will be made by assigning the lowest number pad available to students alphabetically.

