



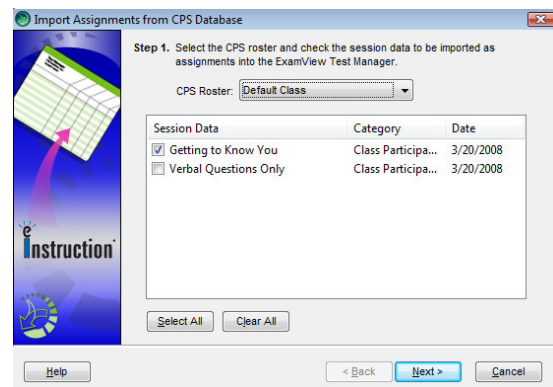
ExamView Quick Step Guide

Import CPS Sessions

Importing sessions from CPS brings in data that includes student responses, points earned, correct answers, difficulty level, and standards associated with the questions in the CPS session data.

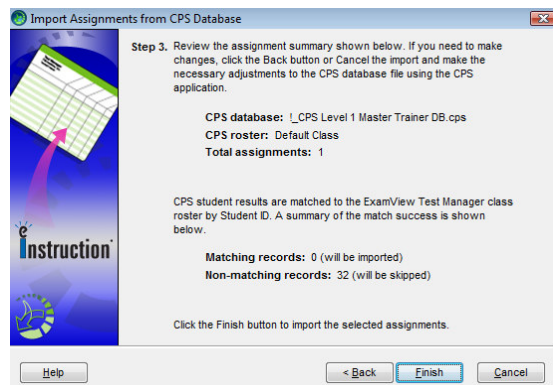
1. Select **File > Import > Assignments from CPS Database...** from the menu options. The Select CPS Database window will appear.
2. Navigate to the CPS database file and click the **Open** button. The Import Assignments from CPS Database window will appear.
3. Complete **Step 1** information, selecting the class and corresponding session data to be imported, and click the **Next** button.

Note: The student IDs in the CPS database roster must match the student IDs in the Test Manager class file.



Import Assignments window

4. Once the roster is verified, select some or all of the session data listing that is selected will import into **Test Manager** as a separate assignment.
5. Complete **Step 2** information, assigning point values.
6. Click the **Next** button.
7. Review the summary information. Click **Finish** to accept the imported assignments into **Test Manager**.



Import Assignments window, final step

