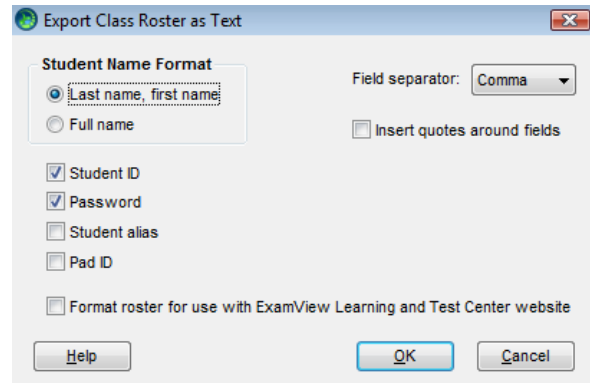




# ExamView Quick Step Guide

## Export Text Class Rosters

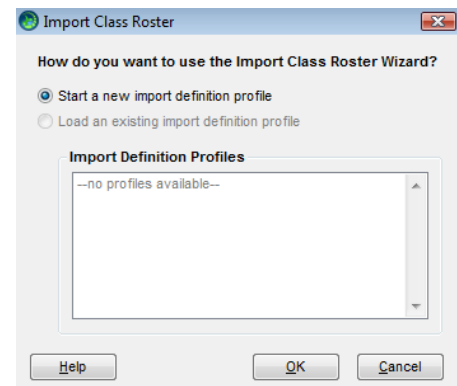
1. Select **Export > Class Roster as Text** from the **File** menu. The Export Class Roster as Text window appears.
2. Depending on the requirements of the program into which you wish to import the file, select the appropriate name format, data, field separator, and quote option.
3. Click **OK**.
4. Enter a file name for your text file and choose an appropriate save location.
5. Click the **Save** button.



*Export Class Roster as Text window*

## Import Text Class Rosters

1. Select **File > Import > Class Roster from Text...** from the menu options. A file selection window will appear.
2. Select the text file to import and click the **Open** button. The Import Class Roster Wizard start-up screen will appear.
3. Select the option to **Start a new import definition profile**.
4. Click the **OK** button. The first step of the Import Class Roster Wizard will appear.



*Import Class Roster window*

The Import Class Roster Wizard is a three-step process that allows advanced import mapping of a text file (.txt, .csv, or .tsv) to the Test Manager's Student Information.



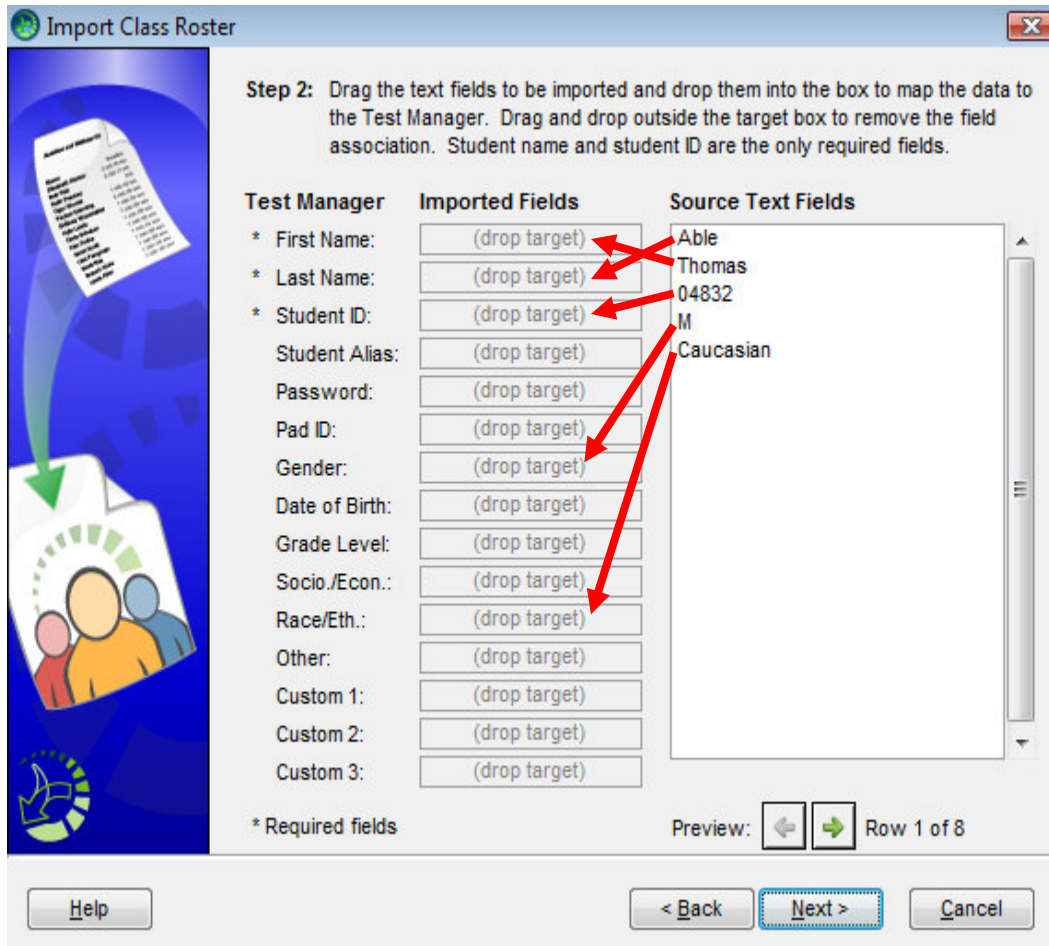




# ExamView Quick Step Guide

## To use the wizard, step 2:

1. Drag the names of field that you want to import from the text file to the target boxes next to the corresponding Test Manager field name. Field names not dragged into a target box will not be imported.



*Import Class Roster window, data mapping*

- Student name and Student ID fields are required for import, all other fields are optional.
- Student IDs must be unique for the record to successfully import. If a duplicate ID is found in the existing class or within the text file, that record will not be imported.
- Field names can be dragged to more than one target box. For example, the student's last name can be mapped to both Last Name and Password.
- Use the arrow buttons to advance or reverse the contents being previewed.





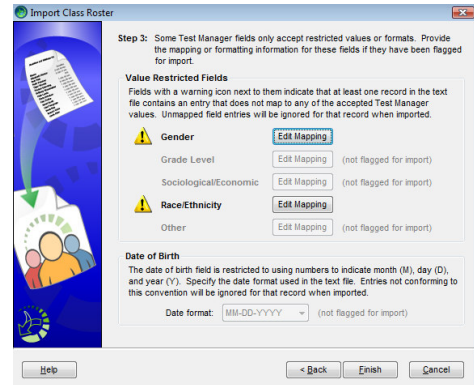
## ExamView Quick Step Guide

- The **preview** will be updated in both the Source Text Fields list and in the import target boxes. This is a useful tool for verifying that the desired import data is mapped to the proper Test Manager category.
- Click the **Next** button.

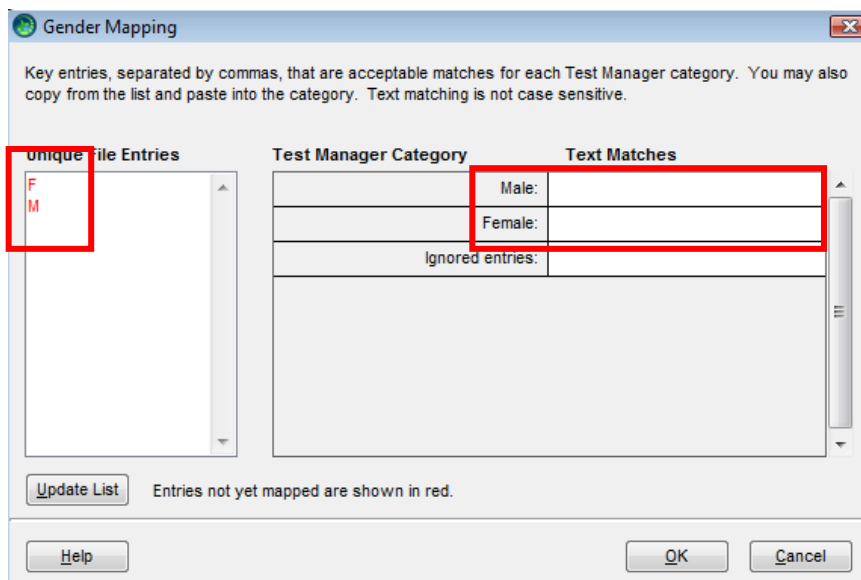
### To use the wizard, step 3:

Some data requires additional text mapping, denoted with either a checkmark or warning icon next to their name. For example, Test Manager needs to know if *M means male* and *F means female*.

- Click **Edit Mapping** next to the field with the exclamation point. The advanced mapping window will appear.
- In the example below, the text file contains the values of "M" and "F". You would type M next to the Male category and F next to the Female category.



*Import Assignments window, advanced field mapping*



*Gender Mapping window*

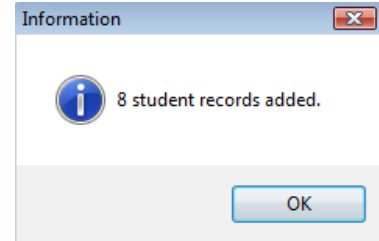
- You may continue with the import process and ignore the warnings, but values that are not mapped to a check box will be ignored when imported.
- When finished with the advanced mapping, click the **OK** button.





## ExamView Quick Step Guide

4. Click the **Finish** button. A message will appear asking if you want to save the import definition profile.
5. Click the **Yes** button.
6. After the import process is complete, a message will appear showing the number of student records successfully added and the number of records that were skipped. Click the **OK** button.



*Completion window*

