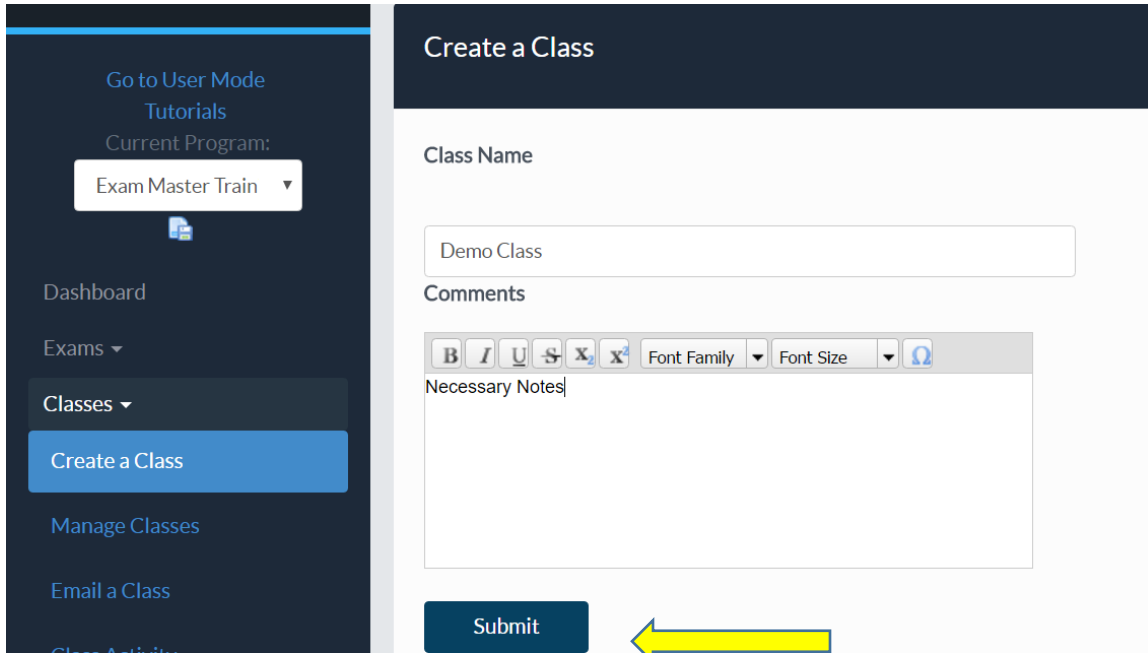


Creating a Class

1. Click **Classes**



2. Select **Create a Class**

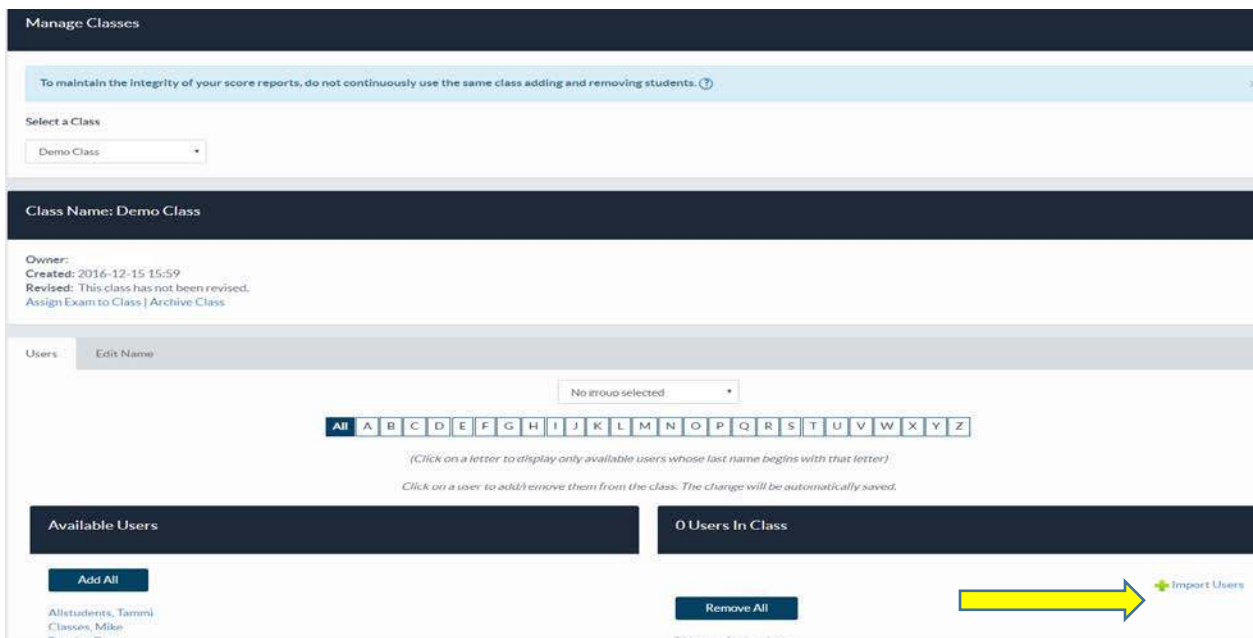
3. Give the Class a name

4. Add any necessary comments to the Class for other faculty members

5. Click **Submit**

*Examinees will not be able to see any of your notes

6. You will be directed to the Manage Classes Page



7. Manually click examinee's name (from left column) to add them to the class (click name from the right column to remove the user from the class)

Click **Import Users** to upload examinees into the system (this will register the user to Exam Master)

If you click Import Users you will be redirected to this screen:

The screenshot shows the 'Import Users' interface. It features a sidebar on the left with navigation options. The main area has three dropdown menus for 'Class Group', 'Program Group', and 'Study Area'. A yellow arrow points to the 'Study Area' dropdown. Below these is a checkbox for 'Upload Users as Faculty'. Underneath is a section for 'Import Instructions/Information' and a large empty box for 'Users'. At the bottom left, there is a checkbox for 'Don't send registration emails' and a blue 'Import Users' button. Two yellow arrows point to these elements.

To input a user:

1. Choose a **Study Area**
2. Input User information in this order: Last Name, First Name, Email Address, Forced Password (optional), Student ID (optional)

****It is highly suggested you set a password for your users during the import process.**

3. Check the box **Don't Send Registration Emails** to avoid triggering Spam filters. Emails will not send passwords to users; if you assign users a password, please send it to them in an email.
4. Click **Import Users**