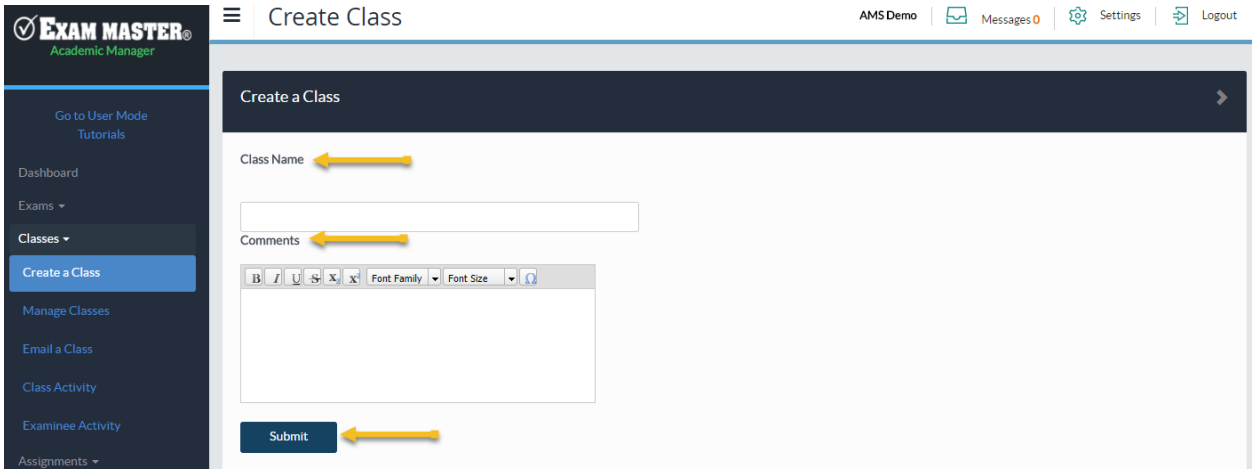
Creating A Class (using Excel)

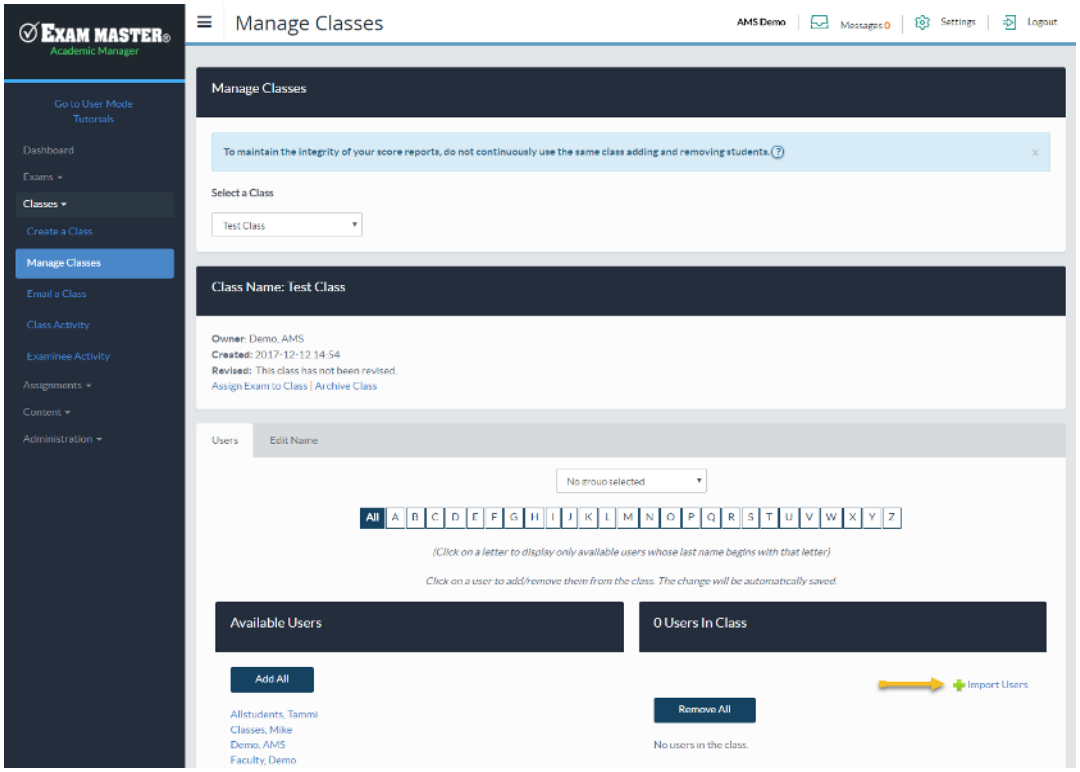
1. Click **Classes**



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

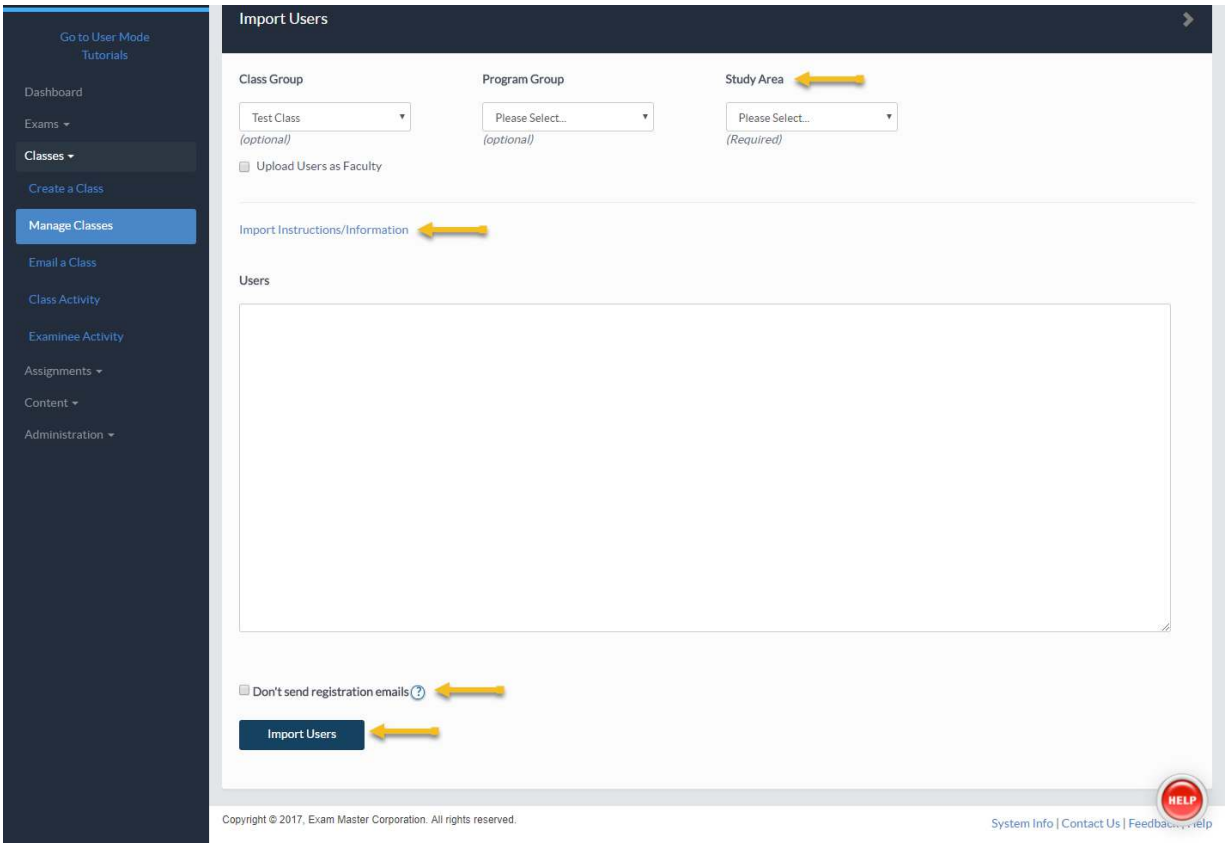
6. You will be directed to the Manage Classes Page



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:



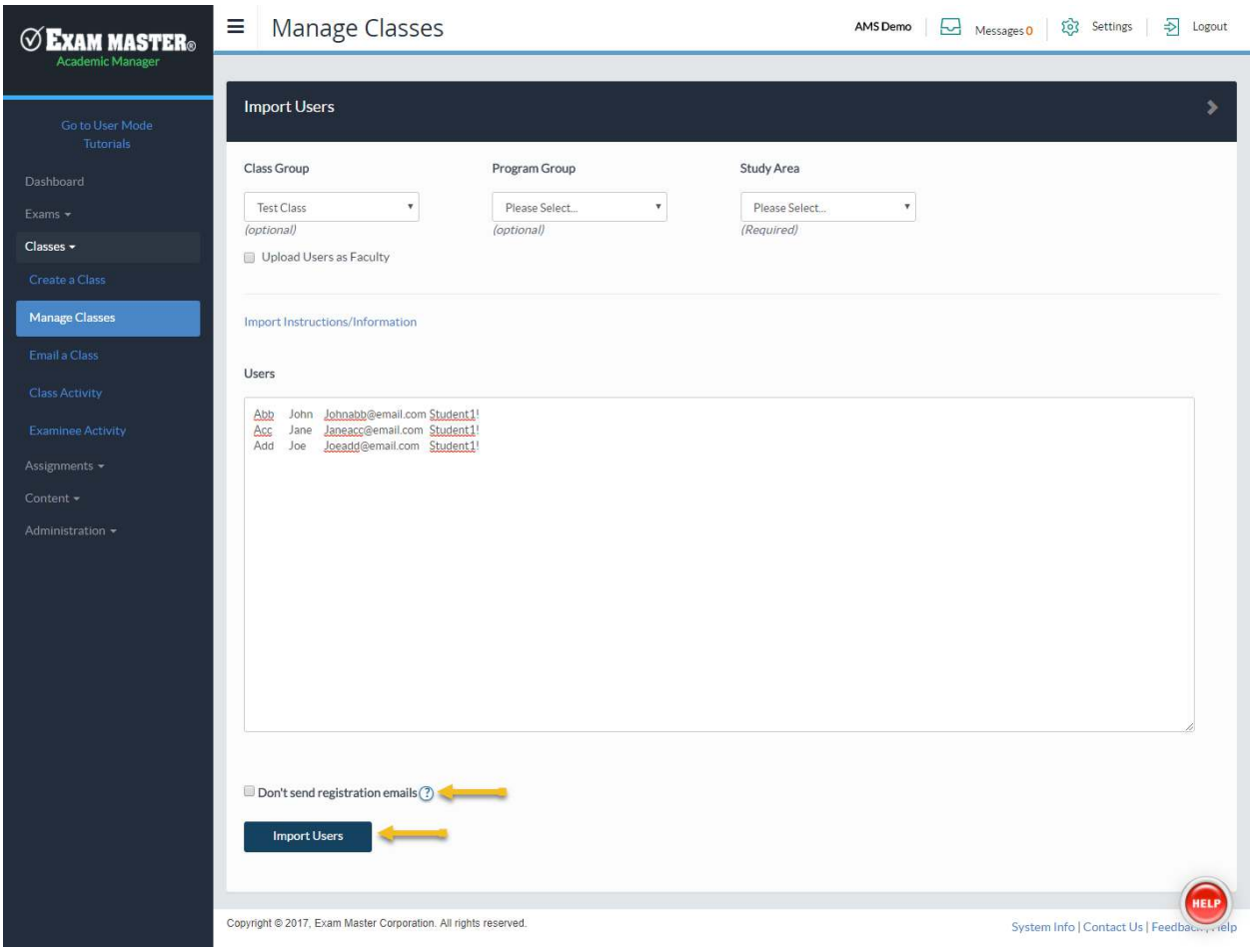
To input a user:

1. Choose a **Study Area**
2. Input User information in this order: Last Name, First Name, Email Address, Password (optional), Student ID (optional)
3. If you're using excel, copy and paste the name, email and password fields into text window (See image below)

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

	A	B	C	D
1	**Last Name**	**First Name**	**Email**	**Password**
2	Abb	John	Johnabb@email.com	Student1!
3	Acc	Jane	Janeacc@email.com	Student1!
4	Add	Joe	Joeadd@email.com	Student1!

Sheet1



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**