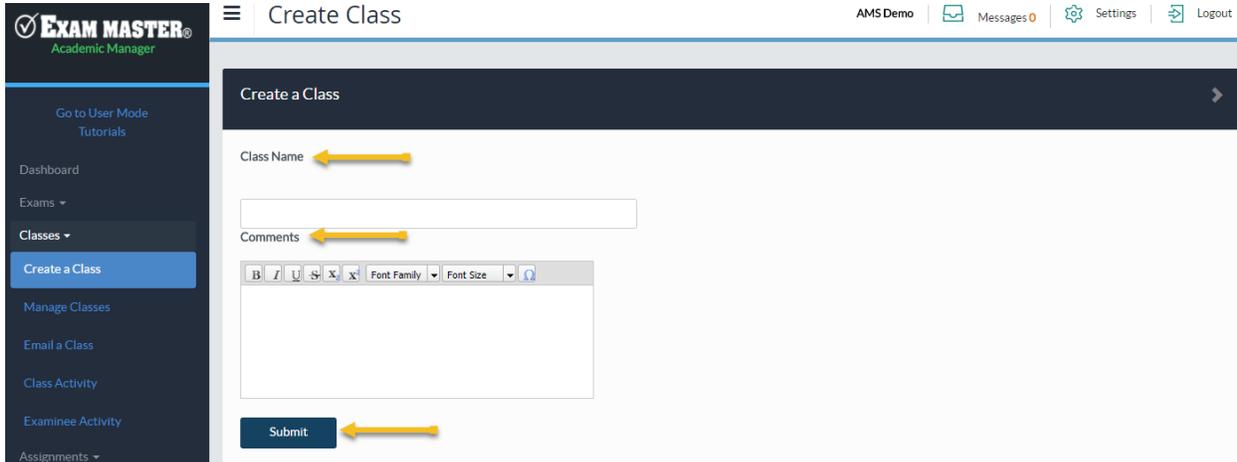


Creating A Class (using Excel)

1. Click **Classes**



The screenshot shows the 'Create Class' interface. On the left sidebar, 'Create a Class' is selected. The main area contains a form with the following elements:

- Class Name:** A text input field with a yellow arrow pointing to it.
- Comments:** A text area with a yellow arrow pointing to it.
- Rich Text Editor:** A toolbar with options for Bold (B), Italic (I), Underline (U), Strikethrough (X), Font Family, and Font Size.
- Submit:** A dark blue button with a yellow arrow pointing to it.

2. Select **Create a Class**

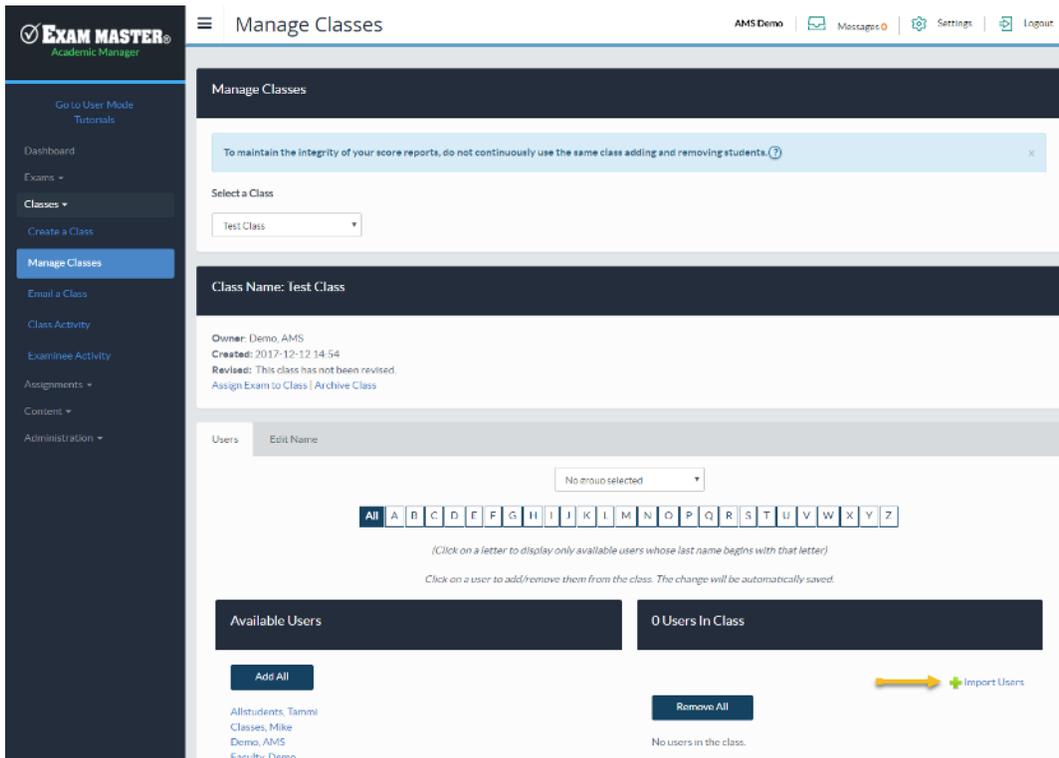
3. Give the Class a name

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



The screenshot shows the 'Manage Classes' interface. The main content area displays the following information:

- Class Name:** Test Class
- Owner:** Demo, AMS
- Created:** 2017-12-12 14:54
- Revised:** This class has not been revised.
- Actions:** Assign Exam to Class | Archive Class
- Users:** A section with a dropdown menu (No group selected) and a grid of letters (A-Z) for filtering users by last name.
- Available Users:** A list of users including Allstudents, Tammi; Classes, Mike; Demo, AMS; and Faculty, Demo.
- 0 Users In Class:** A summary box showing the current number of users in the class.
- Buttons:** Add All, Remove All, and Import Users (highlighted with a yellow arrow).

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. On the left is a dark sidebar with a menu including 'Go to User Mode Tutorials', 'Dashboard', 'Exams', 'Classes', 'Create a Class', 'Manage Classes', 'Email a Class', 'Class Activity', 'Examinee Activity', 'Assignments', 'Content', and 'Administration'. The main area is titled 'Import Users' and contains three dropdown menus: 'Class Group' (with 'Test Class' selected), 'Program Group' (with 'Please Select...' selected), and 'Study Area' (with 'Please Select...' selected). Below these is a checkbox for 'Upload Users as Faculty'. A large text area labeled 'Import Instructions/Information' is provided for user input. At the bottom, there is a checkbox for 'Don't send registration emails' and a dark blue 'Import Users' button. A red 'HELP' button is located in the bottom right corner. Yellow arrows highlight the 'Study Area' dropdown, the 'Import Instructions/Information' text area, the 'Don't send registration emails' checkbox, and the 'Import Users' button.

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	E	F	G	H	I	J	K	L	M
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!									
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													

☰ Manage Classes

AMS Demo | Messages 0 | Settings | Logout

Import Users
➔

Class Group

Test Class

(optional)

Program Group

Please Select...

(optional)

Study Area

Please Select...

(Required)

Upload Users as Faculty

Import Instructions/Information

Users

Abb	John	Johnabb@email.com	Student1!
Acc	Jane	Janeacc@email.com	Student1!
Add	Joe	Joeadd@email.com	Student1!

Don't send registration emails ?

Import Users

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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