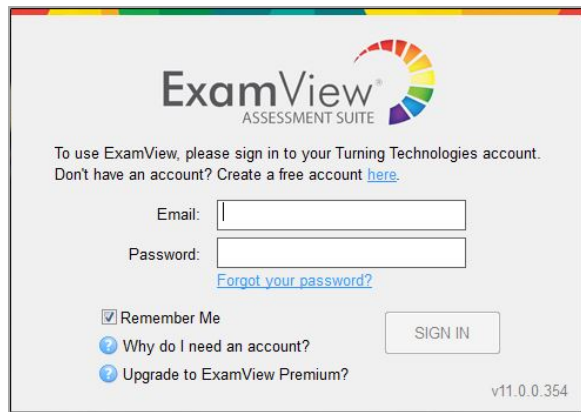


Creating A New Class Using Test Manager

1 Start ExamView Test Manager.

The *ExamView Assessment Suite* log in screen appears.



2 Enter the **email** and **password** for your Turning Technologies Account in the fields provided.

3 Click **Sign In**.

4 Open ExamView Test Manager and select .

5 Enter the class **name**.

6 Optionally, enter other class information, such as a **Class ID**, **Period**, **Section**, and **Password**.

7 Optionally, enter your **Instructor ID** and **School ID**.

8 Click **OK** to record the class information.

Manually Adding a Student

1 Before creating students, you must create or open a class in which to create the students.


2 Click **Student** from the menu bar and select **Add New Student** or click .

3 Enter the student's **first name**, **last name** and **student ID**.

4 Optionally, enter the student's **alias** and **password**.


5 If you wish to add additional students, click **Next**. If you are finished adding students, click **OK**.

Saving a Class

1 To save a class, click **File** from the menu bar and select **Save** or click .

2 To save a class with a different name, click **File** from the menu bar and select **Save As** and enter a different name.

Opening an Existing Class

- 1 At the welcome screen, select  .
If you already have a class file open, save it (if necessary) and then select File > Open Class from the menu or click the toolbar icon.
- 2 Select a **class** (CLS extension) file to open. If necessary, navigate to the folder that contains class files.
- 3 Click **Open**.