# Exam View Suite Step by Step – Test Manager

### Create an Exam View data folder

- Start / My computer / browse to your C:, or G: or PLC drive (you decide)
- File / New folder: Example name: ExamView Data
- Close window

### From your Desktop

- Open the ExamView Suite folder located on your desktop.
- Click the Test Manager icon.
- Start a new class or open existing class.

## Start a New Class

- Enter your class name and other required information.
- Click Preferences button to determine where you want the data stored.
- Click OK

# **Enter Students**

- Select Student / Add New or the New Student icon button.
- Enter student's name, unique numeric ID, and numeric Pad number.
- Click OK or Next and continue adding your students.
- File / Save (make sure it saved to your ExamView Data folder.

	Class Information	
$\Omega$	Class name:	
$\sim$	Class ID:	(optional)
	Period:	(optional)
	Section:	(optional)
	Password:	(optional) Preferences
	Instructor / School Informat	lion
	Instructor / School Informat	lion
	Instructor / School Informat	(optional)
	Instructor / School Informat Instructor name: Instructor ID: Instructor Email:	(optional) (optional)
	Instructor / School Informat Instructor name: Instructor ID: Instructor Email: School name:	lion (optional) (optional)
	Instructor / School Informat Instructor name Instructor ID Instructor Email School name School ID	lion (optional) (optional) (optional) (optional)
	Instructor / School Informat     Instructor name:     Instructor ID:     Instructor ID:     Instructor Enait     School name:     School ID:     City:	lion (optional) (optional) (optional) (optional) StateRegion:



# AFTER you create a test in Test Generate you will return to this software and assign the review/quiz/test to your rosters using the steps below.

#### How to Assign a Test

- Open ExamView Test Manager
- Open your class
- Click in column and select Assignment / Create New Assignment
  - Step 1: Name your assignment
  - Step 2: Select the way the test will be administered.
- Click the Next button
- Browse to test location. (Ex. ExamView Data folder)

