

Once **Exam Takers** are imported into ExamSoft, they are listed under the Exam Takers tab. All pertinent information is listed for each Exam Taker such as their email addresses, version of SofTest, and number of courses enrolled. Users can search for Exam Takers by name, email, courses, and a few other filter types to quickly find them.

ID	Name	Email	Password	Activated	Ver	OS
20001	Eamhart, Christopher	ceamhart@esu.edu	examsoft	11/13/2011 3:36 PM	11.0.1126.34242	Mac
20002	Melton, Sherri	smelton@esu.edu	examsoft	11/17/2011 4:36 PM	11.0.86.93203	Win
20003	Chen, Paige	pchen@esu.edu	examsoft	11/12/2011 2:26 PM	11.0.86.93203	Win
20004	McNamara, Francis	fmcnamara@esu.edu	examsoft	11/18/2011 1:56 PM	11.0.1126.34242	Mac
20005	McLaughlin, Dolores	dmcLaughlin@esu.edu	examsoft	11/18/2011 12:56 PM	11.0.1126.34242	Mac
20006	Hill, Gretchen	ghill@esu.edu	examsoft	11/13/2011 4:56 PM	11.0.86.93203	Win
20007	Hoyle, Scott	shoyle@esu.edu	examsoft	11/12/2011 1:34 PM	11.0.86.93203	Win
20008	Parks, Gary	gparks@esu.edu	examsoft	11/10/2011 3:56 PM	11.0.1126.34242	Mac
20009	Moore, Diana	dmoore@esu.edu	examsoft	11/8/2011 4:46 PM	11.0.1126.34242	Mac
20010	Paulk, Christina	cpaulk@esu.edu	examsoft	11/21/2011 3:56 PM	11.0.86.93203	Win

1. Navigate to the **Exam Takers** tab.
2. To add new Exam Takers:
 - a. Click **Create Exam Taker** to add a single Exam Taker. Note, passwords are case-sensitive.
 - b. Click **Import Exam Takers** to import multiple Exam Takers via a tab delimited Excel® file.

Be sure to read the **Data Import Overview** and **Data Import Instructions** to upload multiple Exam Takers.

3. To edit an Exam Taker, click the **Pencil** icon that is in line with the Exam Taker's name.
4. Click on the number in the **Course** column to view the courses each Exam Taker is enrolled in.
5. Click the **Hourglass** icon to view Exam Taker history.
6. Click the **Gear** icon to view the options for adding columns to your search results.
7. To add **Comments** or change the **Max Downloads**, select the Exam Takers and click **Bulk Edit Selected**.
8. Click the file export icons at the top of the search pane to export the list of Exam Takers to **CSV**, **Excel** or **Word** formats.
9. Click **Envelope** icon to email all selected Exam Takers, or choose an individual.

ID	Name	Email	Password	Activated	Ver	OS	Last Reg	Course	Actions
20001	Eamhart, Christopher	ceamhart@esu.edu	examsoft	11/13/2011 3:36 PM	11.0.1126.34242	Mac	11/13/2011 3:36 PM	12	[Icons]
20002	Melton, Sherri	smelton@esu.edu	examsoft	11/17/2011 4:36 PM	11.0.86.93203	Win	11/17/2011 4:36 PM	2	[Icons]
20003	Chen, Paige	pchen@esu.edu	examsoft	11/12/2011 2:26 PM	11.0.86.93203	Win	11/12/2011 2:26 PM	6	[Icons]

All Exam Takers

One Exam Taker

10. To delete a single Exam Taker, click the **red X** in line with the Exam Taker, or select all Exam Takers to delete and choose **Delete Selected**.
11. To reactivate an Exam Taker, click on the **Green Plus** icon in the actions column of the deactivated Exam Taker.

