

Exam Taker Management

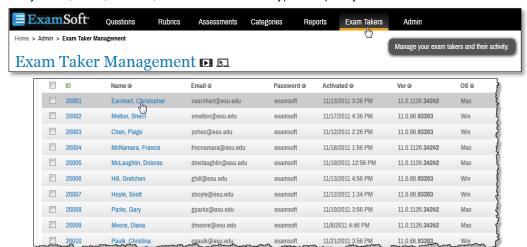
Edit Exam Taker

Courses For ET

Email Address: 0

Password:

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.



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



- To edit an Exam Taker, click the **Pencil** icon that is in line with the Exam Taker's name.
- Click on the number in the Course column to view the courses each Exam Taker is enrolled in.
- Click the **Hourglass** icon to view Exam Taker history.
- Click the **Gear** icon to view the options for adding columns to your search results.
- To add Comments or change the Max Downloads, select the Exam Takers and click Bulk Edit Selected. 7.

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- 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.
- Click **Envelope** icon to email all selected Exam Takers, or choose an individual.



- 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.



