

# Quick Guide for Teachers Creating Proctor Groups from their Classes.

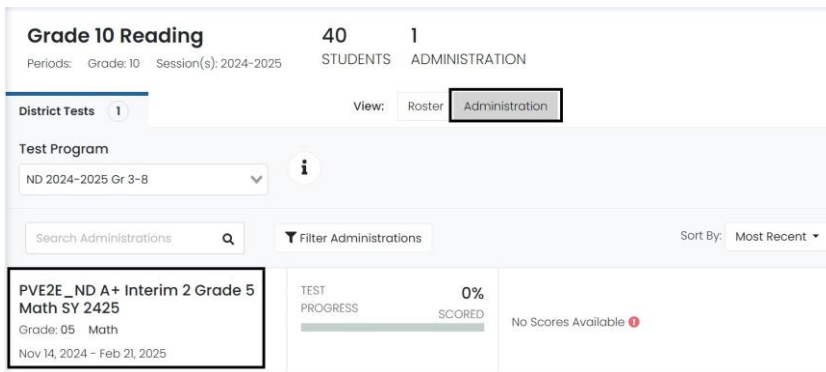
This purpose of this guide is to provide a step-by-step process for teachers to create proctor groups from their classes. Student are given the code to log into the teacher's proctor group and they are automatically added as they log into TestNav.

## Tasks for teachers to create proctor groups from My Classes.

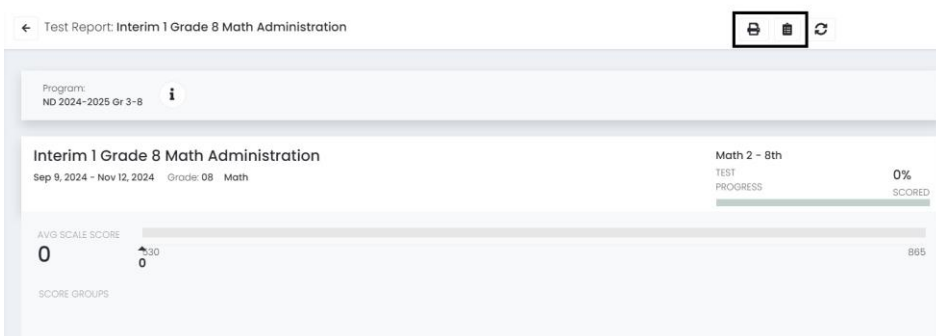
1. Within ADAM, navigate to the My Classes menu and select your class.



2. Select the Administration option and the Administration name.



3. Select the clipboard icon to create a proctor group and the printer icon to print the student test cards.



4. Provide the proctor code to all students along with their test cards. As students log into TestNav to test, they will automatically be added to the teacher's proctor group.

Testing Information	Config Information	Actions
<p><b>Test:</b> ND A+ Interim 1 Grade 8 Math <b>Administration:</b> Interim 1 Grade 8 Math Administration <b>Proctor Group:</b> Math 2 - 8th - 2632496 <b>Testing School:</b></p>	<p><b>Test Window:</b> 09/09/24 - 11/12/24 <b>Proctor Name:</b> <input checked="" type="checkbox"/> <b>Kiosk Only:</b> Yes</p>	<p><b>Test Code:</b> FASFSK <b>Proctor Password:</b> 3CSZ42</p>