

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. Students are given the code to log into the teacher's proctor group and they are automatically added as they log into TestNav.

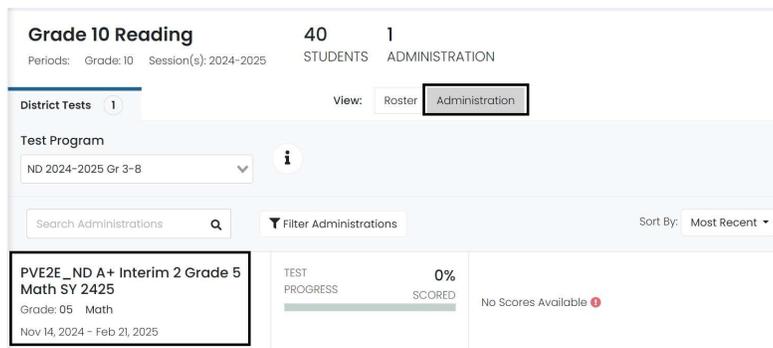
Note: K-2 teachers will not be able to create proctor groups from their classes if they wish to use the QR codes. Teachers attempting to use the QR code will not be able to do so since the students are not automatically added to the proctor groups.

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
Test: ND A+ Interim 1 Grade 8 Math Administration: Interim 1 Grade 8 Math Administration Proctor Group: Math 2 - 8th - 2632496 Testing School:	Test Window: 09/09/24 - 11/12/24 Proctor Name: Kiosk Only: Yes	Test Code: FASFSX 21 Proctor Password: 3CS242

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