



## 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.

=	My Classes					
A Home		Welcome	Back,			View All -
iii My Classes		Math 2 - 8	3th			24 STUDENTS
👔 Student Performance		Periods	Grade: 08	Session(s): Semester 1	Class Code:	

2. Select the Administration option and the Administration name.

Grade 10 Reading Periods: Grade: 10 Session(s): 2024-2025	40 1 STUDENTS AI	DMINISTRA	TION	
District Tests 1	View: Ro	ster Admir	nistration	
Test Program ND 2024-2025 Gr 3-8	i T Filter Administrations			Sort By: Most Recent -
PVE2E_ND A+ Interim 2 Grade 5           Math SY 2425           Grade: 05         Math           Nov 14, 2024 - Feb 21, 2025	TEST PROGRESS	0% SCORED	No Scores Available ()	

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

Test Report: Interim I Grade 8 Math Administration	<b>⊖</b> ≜ 2		
Program: ND 2024-2025 Gr 3-8			
Interim 1 Grade 8 Math Administration Sep 9, 2024 - Nov 12, 2024 Grade: 08 Math	Math 2 - 8th TEST 0% PROGRESS SCORED		
AVO SCALE SCORE 0 300 SCORE GROUPS	805		

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: Administration: Proctor Group: Testing School:	ND A+ Interim 1 Grade 8 Math Interim 1 Grade 8 Math Administration Math 2 - 8th - 2832496	Test Window: Proctor Name: Klosk Only:	09/09/24 - 11/12/24 27 ¥es	Test Code: Proctor Password:	FASFSX ** 3CSZ42

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