

Add users by importing list of users from text file.

FORMAT OF TEXT FILE: Each line of the file contains three fields separated by a tab or semicolon.

FIELD 1: User name (up to 30 characters).

FIELD 2: User password (up to 8 characters). If you don't want the user to have a password, then enter the text "none" (without the quotes). If you want the user to create their own password the first time they logon, then enter "user" (without the quotes).

FIELD 3: Class name (up to 100 characters). This field specifies an optional class (i.e. class name, teacher's name or class description) that this student is assigned to. This will allow other operations (i.e. viewing test results, exporting test results...) to occur on a class basis. If you don't want the user to be assigned to a class, then enter "none" (without the quotes).

Example import file entries:

Sam Smith; none; none

Sue Ingram; user; Mrs. Franks Class

Mike Ward; mw2309; none