YouTestMe

How to configure email notifications

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1   Introduction

This document explains the workflow of sending different notifications to students, where notification content depends on the session type they are assigned to.

2   Setting the message templates

You can create the "**Session instructions**" messages through the system parameter and set the default one that will automatically appear when creating a testing session, depending on whether it is a private or public session.

To do that, follow the steps below:

1. Navigate "**System**" in the main menu and choose "**Settings and customization**".
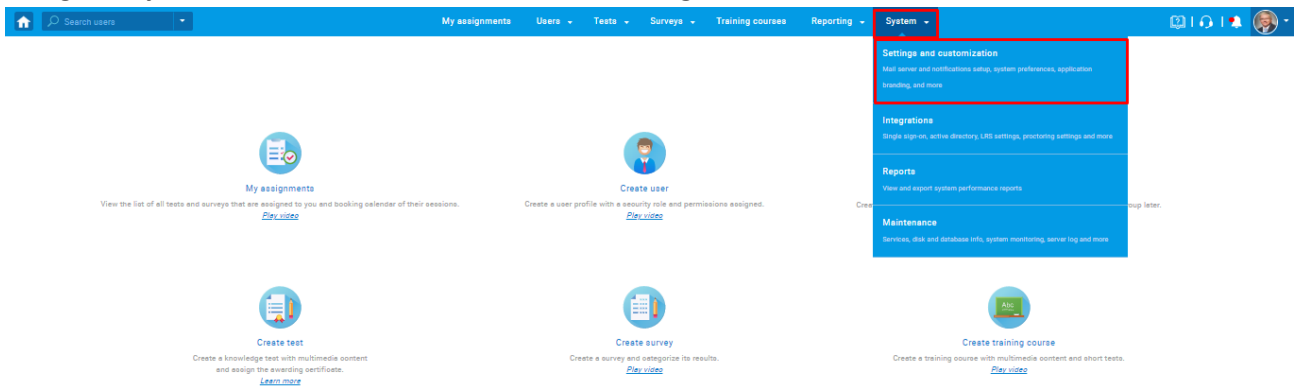
2. Enter the side-tab "**Message templates**" and click on the "**Add new message templates**" button.
3. The "**Add new message template**" pop-up will appear where you need to configure the message template. To do that, follow the next steps:
   3.1. Enter the name of the message template you are creating.
   3.2. Optionally add its description.
   3.3. Select the language in which you want to enter the desired message.
       3.3.1. Let's first select "**English**".
       Note: You can add the same messages in French and English. Once you create the individual testing session, the displayed language message will correspond to the language preference set on the test.
       3.3.2. Enter the desired message and click on the "**Save text**" button.
       3.3.3. Select "**French**".
   3.3.4. Enter the desired message and click on the "**Save text**" button.
   Note: You need to create a default message template for both public (self-enrollment option enabled) and private (self-enrollment option disabled) testing session.
4. Select the message template you want to appear automatically when creating a public testing session.
5. Select the message template you want to appear automatically when creating a private testing session.
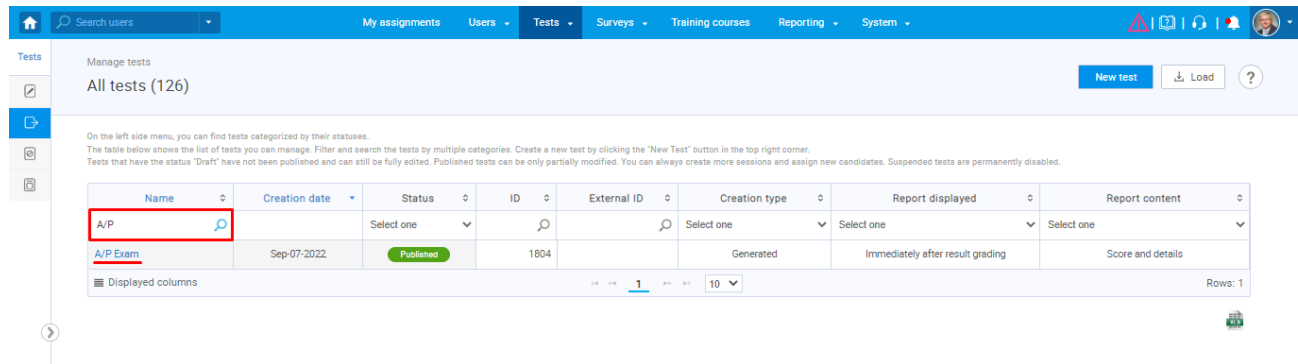
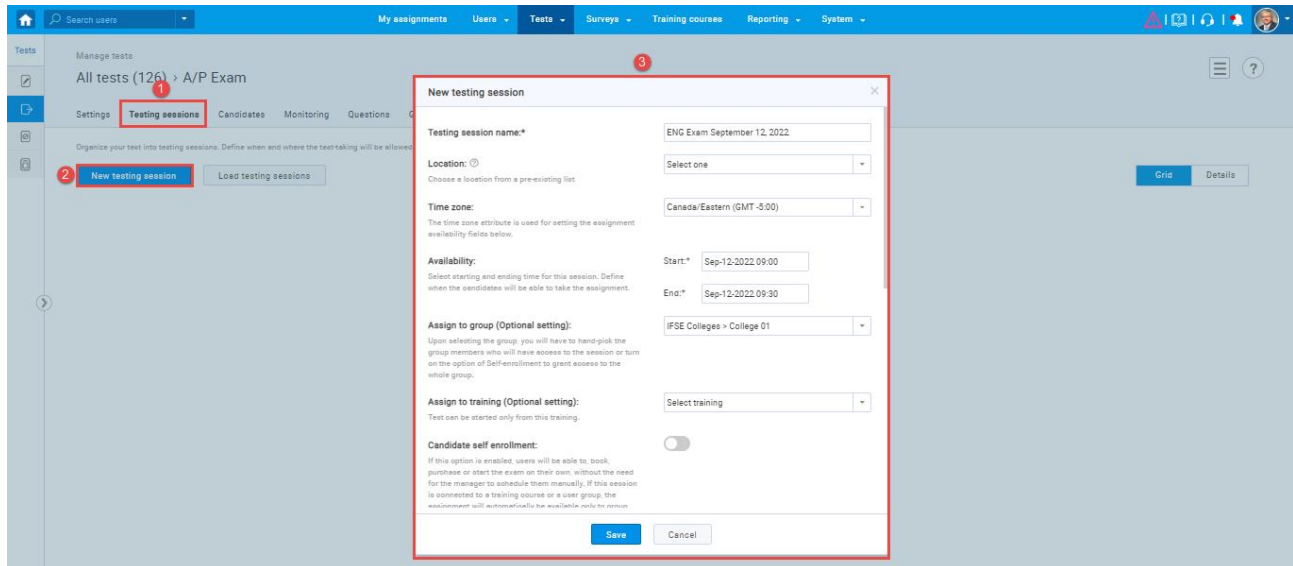# 3 Creating testing session

3.1 Individual testing session

To create the individual testing session, navigate "**Tests**" in the main menu and choose "**Manage tests**".
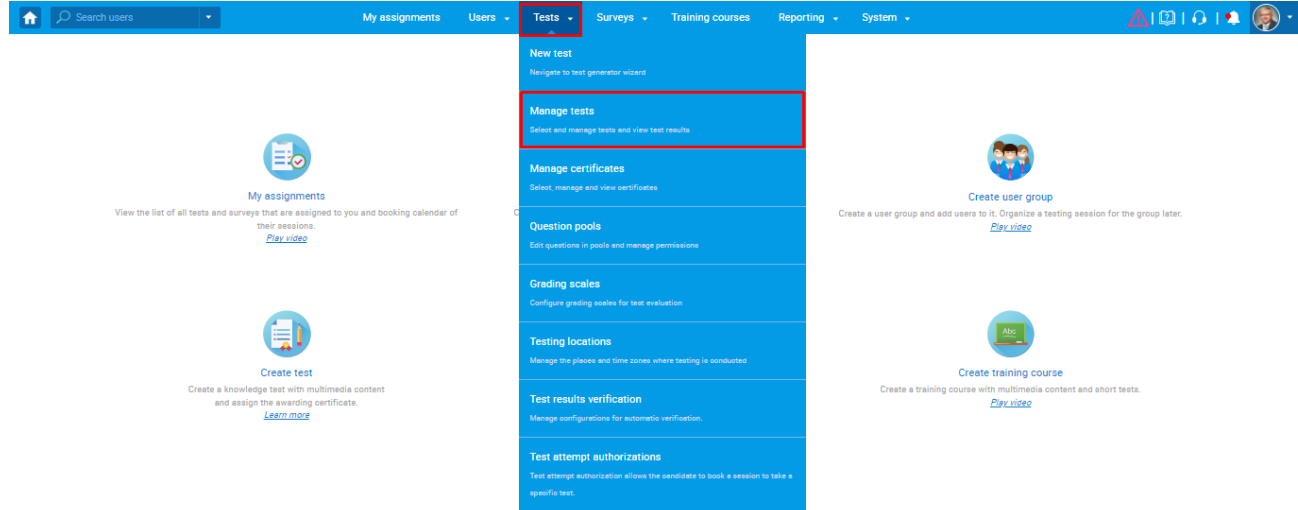

Use the search box to find the test for which you want to create an individual testing session, and click on the name of the test to open it.

Click on the "**Testing session**" button on the "**New testing session**" tab. The pop-up window will appear where you need to enter information about the individual testing session you are creating.


The "**Candidate self-enrollment**" option is disabled by default when creating the individual testing session. This means that this testing session will automatically shown the message you previously set in the "**Private session – session instructions**" parameter.
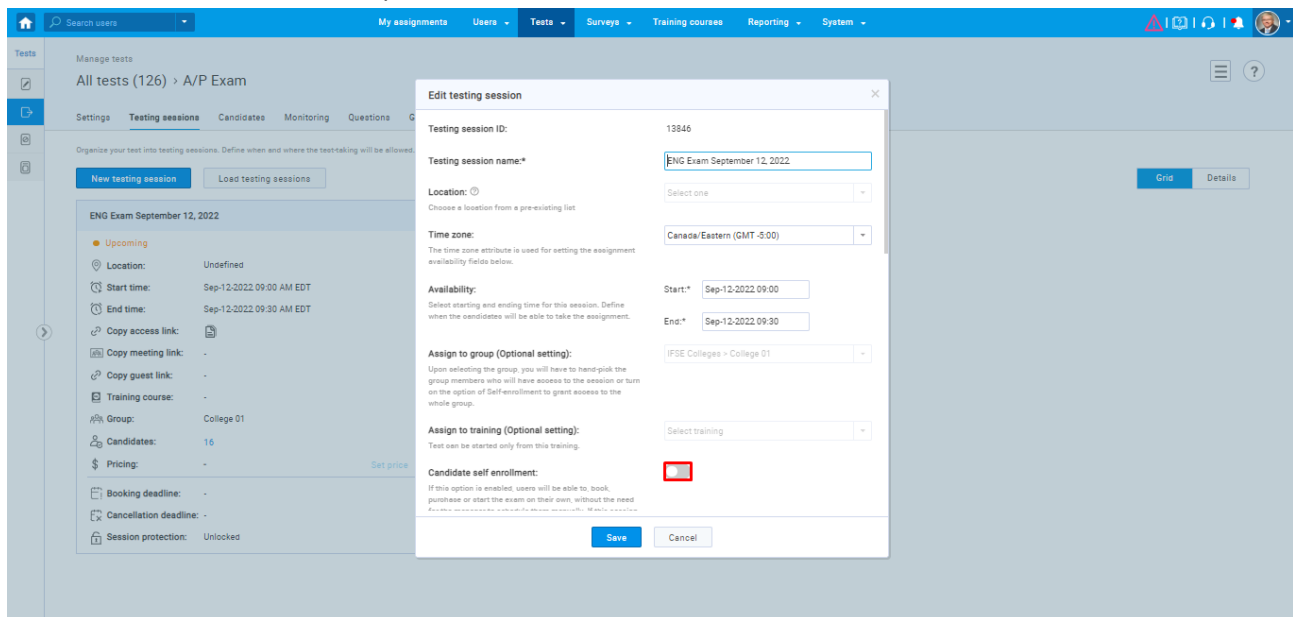
Note: The language of the displayed message depends on the language preference of the test.

Suppose that the "**English**" is set in the language preference of the "**A/P exam**". Then the default message for the "**Session instructions**" will be in English.
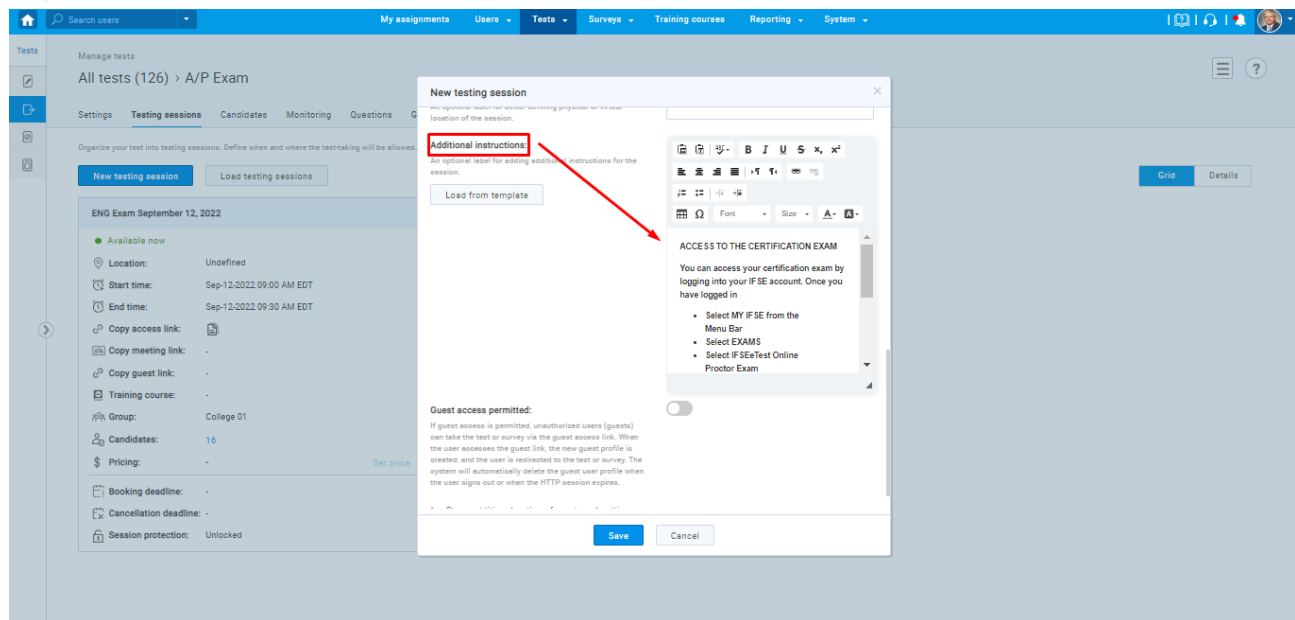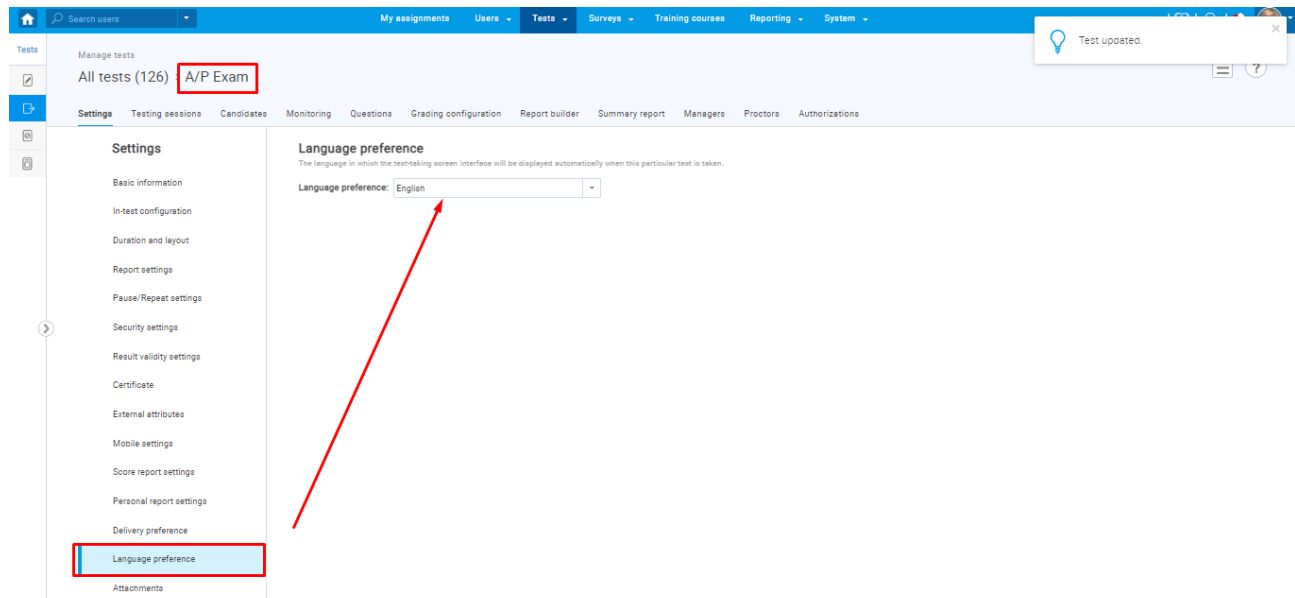
3.2 Common testing session

To create the individual testing session, navigate "**Tests**" in the main menu and choose "**Testing locations**".
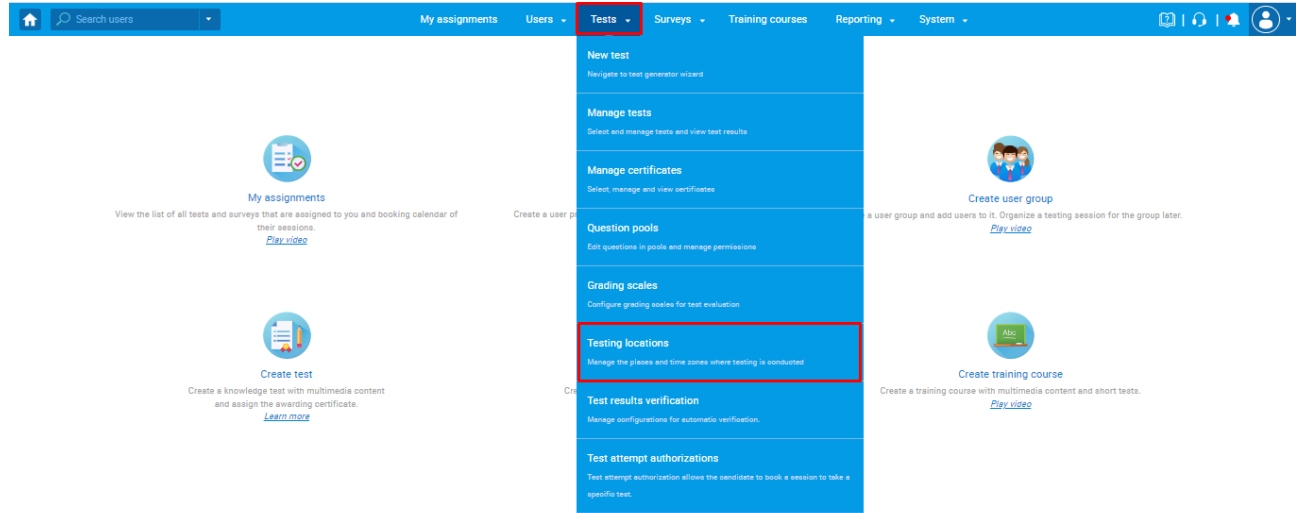
Create the common session on the desired testing location by the "**Create common session**" icon on the FRENCH location. The default message template will be first created a template in the system settings.

To change the default message template, click on the "**Load from template**" button and select the desired template and language on which the message should be presented.
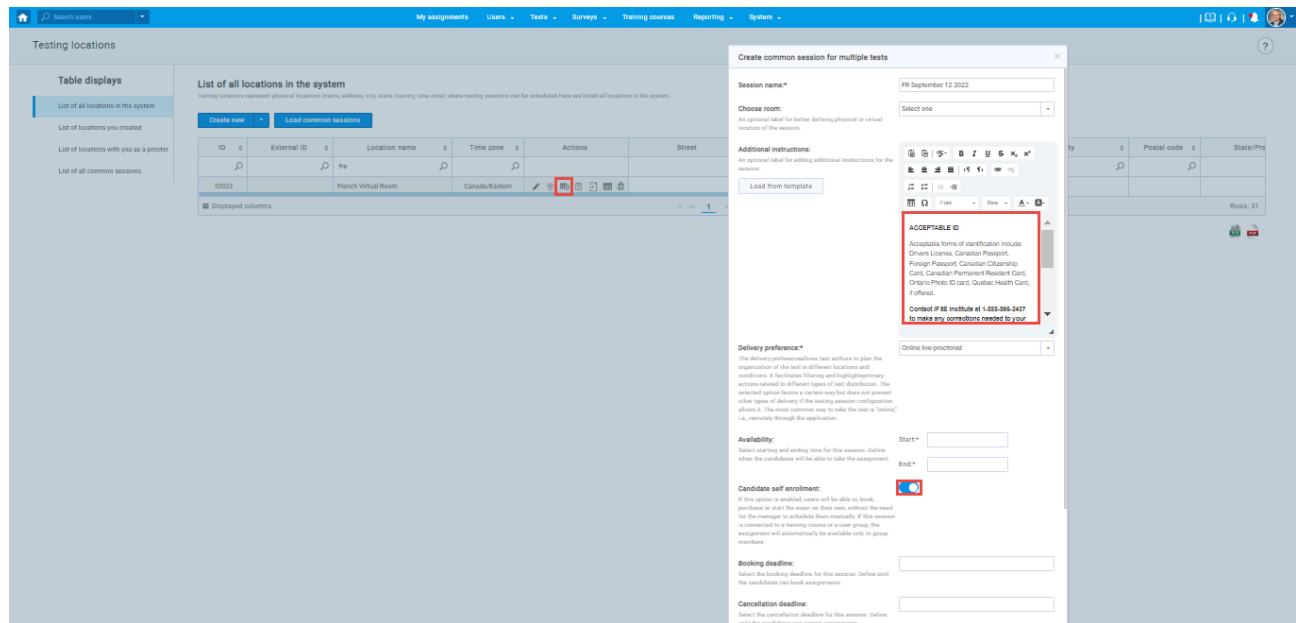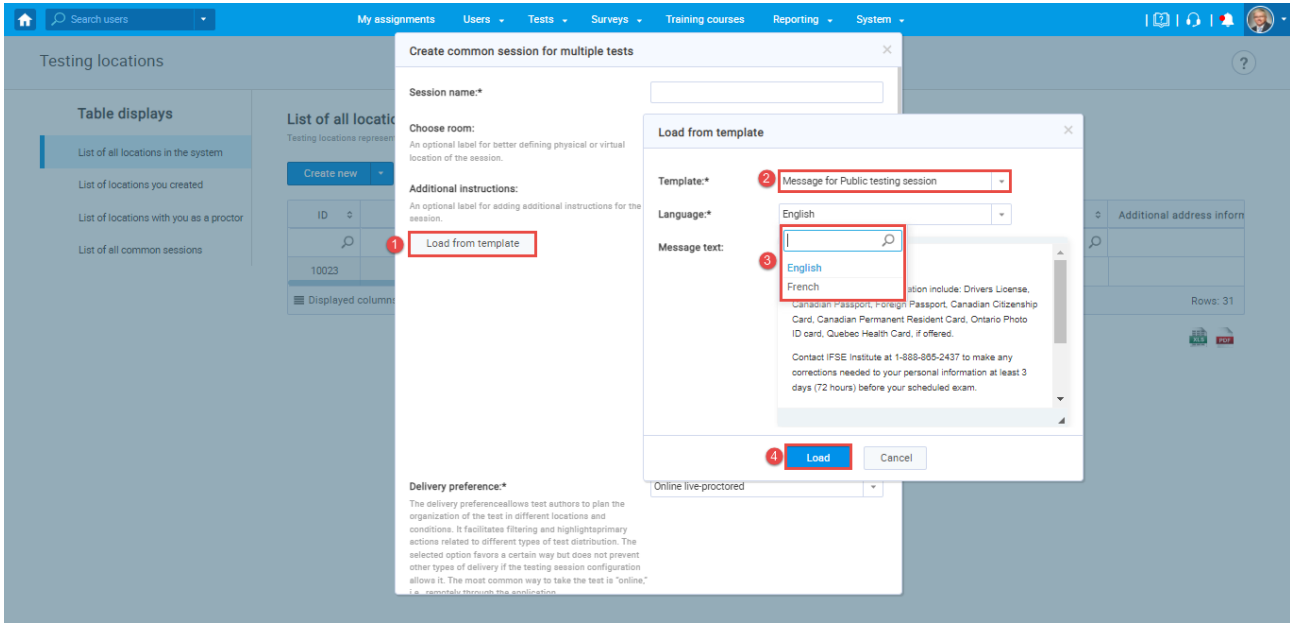

4   Editing default notifications

To set the content of "**Test published**" (this is booking notification for the private sessions), **Booked assignment notifications**", "**Notification about the canceled attempt,**" and "**Upcoming assignment notifications"** notifications, navigate to "**System**" and select "**Settings and customization** ".
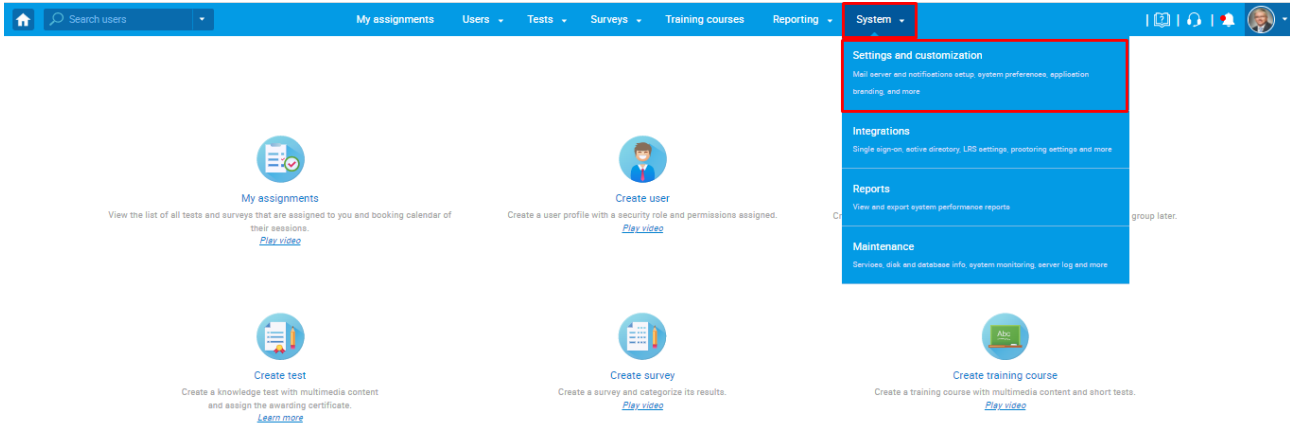
On the "**Notifications**" tab, open one by notification you should configure by clicking on the "**Edit**".

| #	Notification event name	Application notification		Email notification	
		Status	Template message	Status	Template message
1	Accommodation removed	Enabled ⌄	Edit	Enabled ⌄	Edit
2	Accommodation request	Enabled ⌄	Edit	Enabled ⌄	Edit
3	Accommodation request response	Enabled ⌄	Edit	Enabled ⌄	Edit
4	Allowed test/survey continuation	Enabled ⌄	Edit	Enabled ⌄	Edit
5	An error occured in the system	Disabled ⌄	Edit	Disabled ⌄	Edit
6	Assigned as a group manager	Enabled ⌄	Edit	Enabled ⌄	Edit
7	Assigned as a group user	Enabled ⌄	Edit	Enabled ⌄	Edit
8	Assigned as a pool manager	Enabled ⌄	Edit	Enabled ⌄	Edit
9	Assigned as a pool user	Enabled ⌄	Edit	Enabled ⌄	Edit
10	Assigned as a training course manager	Enabled ⌄	Edit	Enabled ⌄	Edit
11	Assigned as a training course user	Enabled ⌄	Edit	Enabled ⌄	Edit
12	Attempt modification allowed	Enabled ⌄	Edit	Enabled ⌄	Edit
13	Booked assignment notifications	Enabled ⌄	Edit	Enabled ⌄	Edit
14	Broadcast notification	Enabled ⌄	Edit	Enabled ⌄	Edit
15	Expiring assignment reminder	Enabled ⌄	Edit	Enabled ⌄	Edit
16	Feedback Sent	Disabled ⌄	Edit	Enabled ⌄	Edit
17	Grader report submitted	Enabled ⌄	Edit	Enabled ⌄	Edit
18	Grading request	Enabled ⌄	Edit	Enabled ⌄	Edit
19	Grading response	Enabled ⌄	Edit	Enabled ⌄	Edit
20	Job executed	Enabled ⌄	Edit	Enabled ⌄	Edit
21	New registration request	Enabled ⌄	Edit	Enabled ⌄	Edit
22	New user profile created	Disabled ⌄	Edit	Enabled ⌄	Edit
23	No graders remain	Enabled ⌄	Edit	Enabled ⌄	Edit
24	Notification about the cancelled attempt	Enabled ⌄	Edit	Enabled ⌄	Edit
25	Password changed	Enabled ⌄	Edit	Enabled ⌄	Edit
26	Proctors added to the testing session	Enabled ⌄	Edit	Enabled ⌄	Edit
27	Product purchased	Enabled ⌄	Edit	Enabled ⌄	Edit
28	Profile information updated	Enabled ⌄	Edit	Enabled ⌄	Edit
29	Registration request approved	Disabled ⌄	Edit	Enabled ⌄	Edit
30	Registration request declined	Disabled ⌄	Edit	Enabled ⌄	Edit
31	Session resheduled notifications	Enabled ⌄	Edit	Enabled ⌄	Edit
32	Survey published	Enabled ⌄	Edit	Enabled ⌄	Edit
33	Survey result notification to subscribers	Disabled ⌄	Edit	Enabled ⌄	Edit
34	Survey results	Enabled ⌄	Edit	Enabled ⌄	Edit
35	Survey suspended	Enabled ⌄	Edit	Enabled ⌄	Edit
36	Test published	Enabled ⌄	Edit	Enabled ⌄	Edit
37	Test result notification to subscribers	Disabled ⌄	Edit	Enabled ⌄	Edit
38	Test results	Enabled ⌄	Edit	Enabled ⌄	Edit
39	Test results on the manager's approval	Enabled ⌄	Edit	Enabled ⌄	Edit
40	Test suspended	Enabled ⌄	Edit	Enabled ⌄	Edit
41	Tomcat Start	Disabled ⌄	Edit	Disabled ⌄	Edit
42	Tomcat Stop	Disabled ⌄	Edit	Disabled ⌄	Edit
43	Unresolved test/survey report	Enabled ⌄	Edit	Enabled ⌄	Edit
44	Upcoming assignment notifications	Enabled ⌄	Edit	Enabled ⌄	Edit
45	User notification of the purchased session	Enabled ⌄	Edit	Enabled ⌄	Edit
46	User removed from a group	Enabled ⌄	Edit	Enabled ⌄	Edit
47	User removed from a pool	Enabled ⌄	Edit	Enabled ⌄	Edit
48	User's status changed	Disabled ⌄	Edit	Enabled ⌄	Edit
49	When the user's status is changed to active	Disabled ⌄	Edit	Enabled ⌄	Edit

Rows: 49

☐ Send application and email notifications to users upon creation or publishing of global self-enrollment testing/survey sessions.

Given that exam instructions are contained in message templates, the notification should contain only the following:

1. The common text for all candidates, regardless of a private/public session and French/English language criteria
2. The corresponding variables - $sessionGroupDescription$ and $sessionInstructions$ are the new ones.

   2.1. $sessionGroupDescription$ - This variable will allow students to get the information found in the description of the group they are a member of.

   To add group description information, navigate "**Users**" in the main menu and choose "**User groups**".
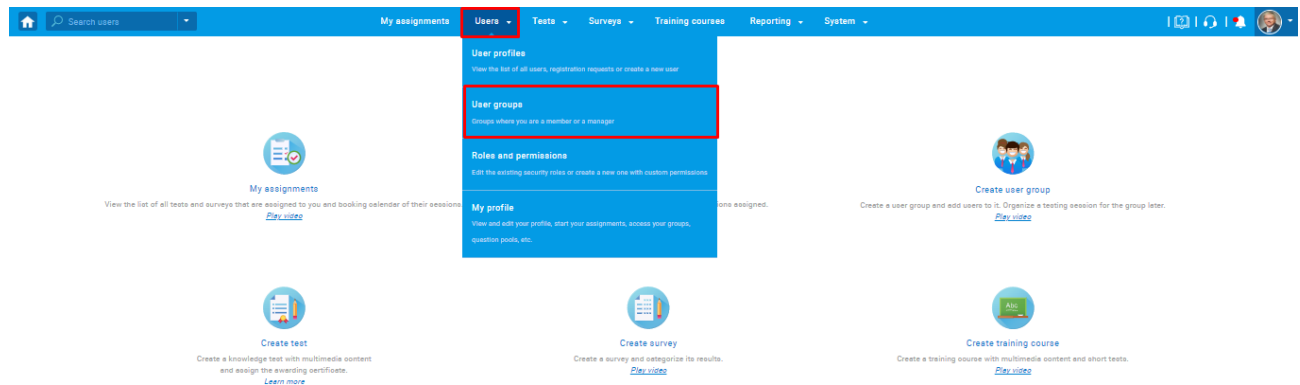
   Select "**All groups**" end enter the desired one by clicking on its name.
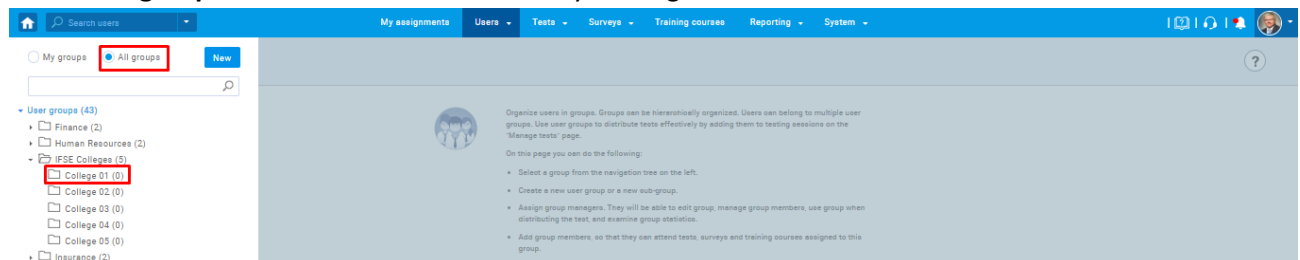
   Note: Users will be automatically assigned to the corresponding group when their profile is sent from the IFSE to the YTM system through the API. For testing purposes, you can manually create a user group. For more information on how to do that, please read this article.

   2.2. $sessionInstructions$ - This variable will ensure that all content defined in the message template is shown in the notification candidates will receive.

An example of how the "Booked assignment notifications" should be configured and what the candidate will receive is shown in the picture below.

Dear College 01,

You have a pending registration for the following exam: **"A/P exam"**

Date & Time: **Sep-13-2022 06:00 AM CEST**

Contact of college is: 111 222 333

*** Please note that the scheduled Exam Date & Time displayed above is in EASTERN TIME ZONE. Please make sure you convert the exam time to your local time zone, to ensure you attend the exam on time ***

English speaking proctors & English support are only available for the English proctored exam sessions. Similarly, French speaking proctors & French support are only available for the French proctored exam sessions.

ACCESS TO THE CERTIFICATION EXAM

You can access your certification exam by logging into your IFSE account. Once you have logged in

Select MY IFSE from the Menu Bar