



# YouTestMe

How to configure email notifications

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## 1 Introduction

This document explains how to configure email notifications that college and non-college students will receive when certain actions in the system are performed.

The main difference between college and non-college students is that non-college cannot book, cancel or change the testing session. IFSE CSR will perform those actions for them.

Therefore, a list of email notifications college and non-college students will receive slightly differs.

College students can receive the following email notifications:

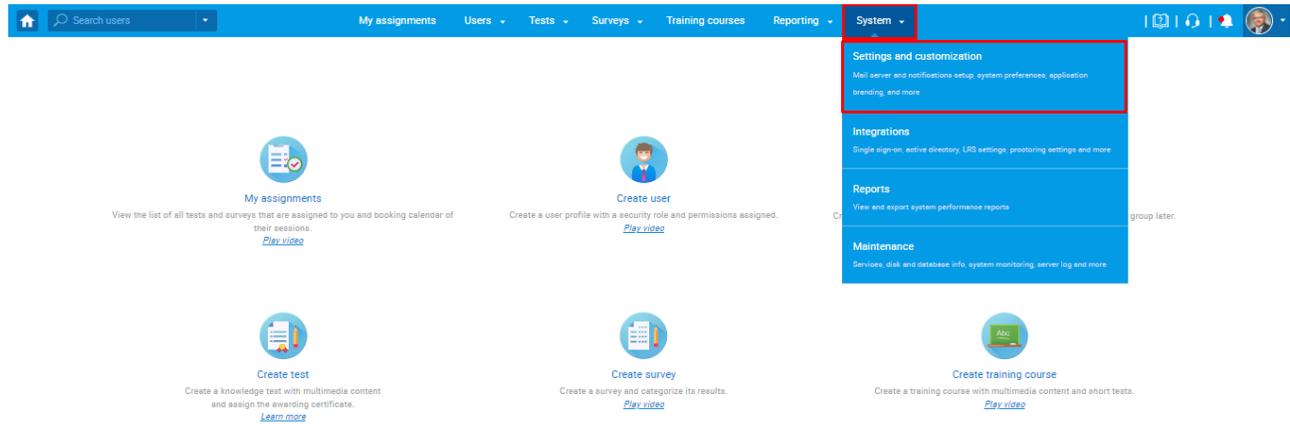
1. Booked assignment notification
2. Notification about the canceled attempt
3. Upcoming assignment notifications
4. Session rescheduled notifications

Non-college students can receive the following email notifications:

1. Test published – Instead of the booking notification, the students that IFSE CSR added to the individual private testing session will receive the test published notification
2. Notification about the canceled attempt
3. Upcoming assignment notifications
4. Session rescheduled notifications

## 2 Editing default notifications

To edit email notifications, navigate to "System" and select "Settings and customization".



**Note:** All college and non-college students notifications should be modified. Below is an example of how to edit one of the email notifications.

On the "Notifications" tab, open one by notification you should configure by clicking on the "Edit". The "Test published" notification will be edited in this particular example.

Search users
My assignments Users Tests Surveys Training courses Reporting System

Settings and customization ?

System preferences Theme and language **Notifications** Job scheduler Support Attachments library Custom properties

**Notifications**  
Customize, enable and disable the email and application notifications. [View more](#)

#	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 occurred 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 rescheduled 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

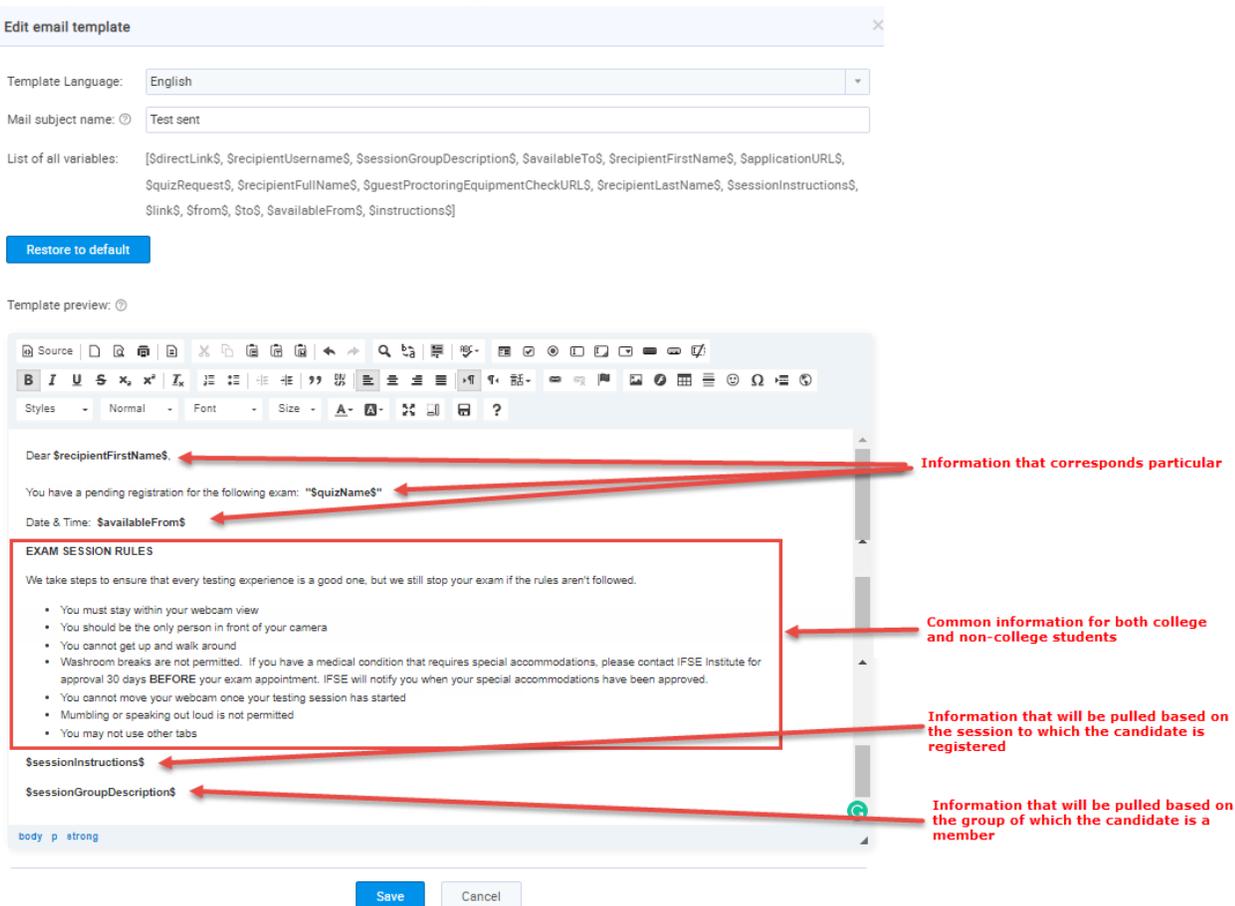
Rows: 49

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 the following:

1. The common text for all candidates, regardless of a private/public session and French/English language criteria
2. The corresponding old and new variables. New variables are:
  - 2.1. `SessionInstructions` - This variable provides students the information pulled from the “**Session instructions**” field from the testing session they are assigned to.
  - 2.2. `SessionGroupDescription` - This variable provides students with the information pulled from the “**Group description**” field of the group they are a member of.

**Example of the email notification configuration:**



The screenshot shows the 'Edit email template' interface. At the top, the 'Template Language' is set to 'English' and the 'Mail subject name' is 'Test sent'. A list of variables is provided, including `SessionInstructions` and `SessionGroupDescription`. A 'Restore to default' button is visible.

The 'Template preview' section shows the rendered email content with several annotations:

- Dear `RecipientFirstName`**: An annotation points to this line, stating 'Information that corresponds particular'.
- You have a pending registration for the following exam: "`SquizName`"**: An annotation points to this line, also stating 'Information that corresponds particular'.
- Date & Time: `AvailableFrom`**: An annotation points to this line, also stating 'Information that corresponds particular'.
- EXAM SESSION RULES**: A red box highlights the 'EXAM SESSION RULES' section, which contains common information for both college and non-college students. An annotation points to this section, stating 'Common information for both college and non-college students'.
- `SessionInstructions`**: An annotation points to this variable, stating 'Information that will be pulled based on the session to which the candidate is registered'.
- `SessionGroupDescription`**: An annotation points to this variable, stating 'Information that will be pulled based on the group of which the candidate is a member'.

At the bottom, there are 'Save' and 'Cancel' buttons.