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 resheduled 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 resheduled notifications



2 Editing default notifications

Search users My assignments	Users - Tests - Surveys - Training courses Reporting	- System -
		Settings and customization Mai serve and notifications entry, system petermes, application transfing, and inves
		Integrations Single eign-on, active directory, LRS extings, prostoring extings and more
My assignments View the list of all tests and surveys that are assigned to you and booking calendar of	Create user Create a user profile with a security role and permissions assigned.	Reports View and export system performance reports Cr group later.
ther sessions. Bisz vieto	<u>1187 11842</u>	Maintenance Services, disk and database info, system monitoring, server log and more
Create test Create a knowledge test with multimedia content and assign the avrading certificate.	Create survey Create a survey and categorize its results. <u>Play vione</u>	Create training course Create a training course with multimedia content and abort tests. <u>Play video</u>

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.

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Setting	as and customization					(.
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System pre	references Theme and language Notifications Job scheduler Support Attachments library Custom properties					
Notifica	ations					
Customize, e	enable and disable the email and application notifications. Read more					
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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 V	Edit
5	An error occured in the system	Disabled	~	Edit	Disabled V	Edit
6	åssinner av a nruun mananar	Enabled		Edit	Enabled V	Edit
7	Accigned as a group manager	Enabled	•	Edit	Enabled V	Edit
,		Enabled	•	Eur	Enabled V	Eur
8	Assigned as a pool manager	Enabled	•	Edit	Enabled V	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 renistration remuest	Enabled	~	Edit	Enabled V	Edit
22	New upper profile asseted	Disabled		Edit	Enabled .	Eait
22	wew user prome created	Disabled	*	Ealt	Enabled V	Edit
23	No graders remain	Enabled	•	Edit	Enabled V	Edit
24	Notification about the cancelled attempt	Enabled	•	Edit	Enabled V	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 V	Edit
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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



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.

Edit email template Template Language: English Mail subject name: ⑦ Test sent List of all variables: [\$directLink\$, \$recipientUsername\$, \$sessionGroupDescription\$, \$availableTo\$, \$recipientFirstName\$, \$applicationURL\$, SquizRequest\$, \$recipientFullName\$, \$guestProctoringEquipmentCheckURL\$, \$recipientLastName\$, \$sessionInstructions\$ SlinkS, SfromS, StoS, SavailableFromS, SinstructionsS] Restore to default Template preview: ⑦ B I U S x, x* I x 注 Ξ 非 17 财 主 云 크 Ξ /1 1/ 話· 📟 🕫 🏴 🖬 Ø 丽 🚍 Θ Ω 🖼 ઉ - Normal - Font - Size - 🗛- 🔯 - 🔀 🗐 🖶 📍 Styles Dear \$recipientFirstName\$, 🧹 Information that corresponds particular You have a pending registration for the following exam: "\$quizName\$" Date & Time: \$availableFrom\$ -EXAM SESSION RULES We take steps to ensure that every testing experience is a good one, but we still stop your exam if the rules aren't follo · You must stay within your webcam view Common information for both college You should be the only person in front of your camera and non-college student You cannot get up and walk around Washroom breaks are not permitted. If you have a medical condition that requires special accommodations, please contact IFSE Institute for approval 30 days BEFORE your exam appointment. IFSE will notify you when your special accommodations have been approved You cannot move your webcam once your testing session has started Information that will be pulled based on the session to which the candidate is registered Mumbling or speaking out loud is not permitted You may not use other tabs \$sessionInstructions\$ \$sessionGroupDescription\$ Information that will be pulled based on the group of which the candidate is a member body p strong Cancel

Example of the email notification configuration: