



YouTestMe

How to generate a report to show attempts suspended for technical reasons

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1 Introduction

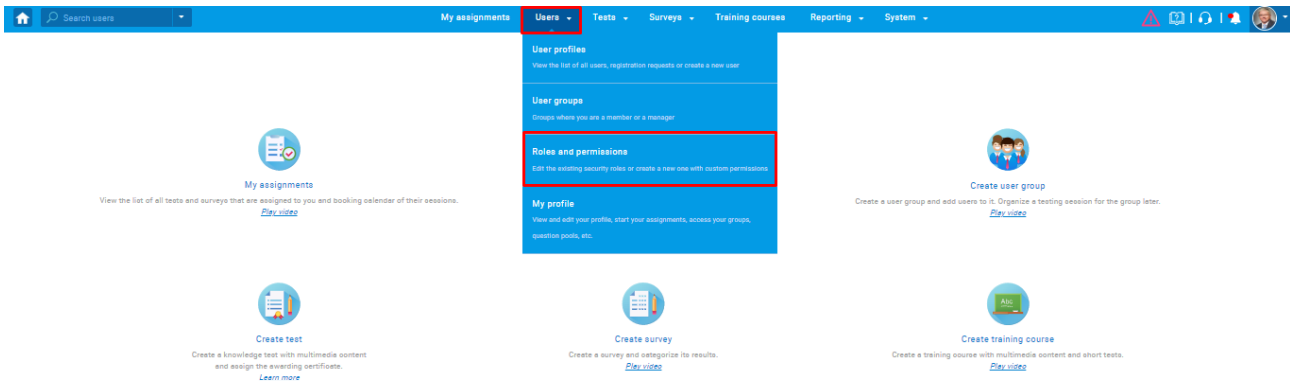
This document explains how to download the report and use filters to show the number of attempts suspended due to technical reasons.

2 Steps

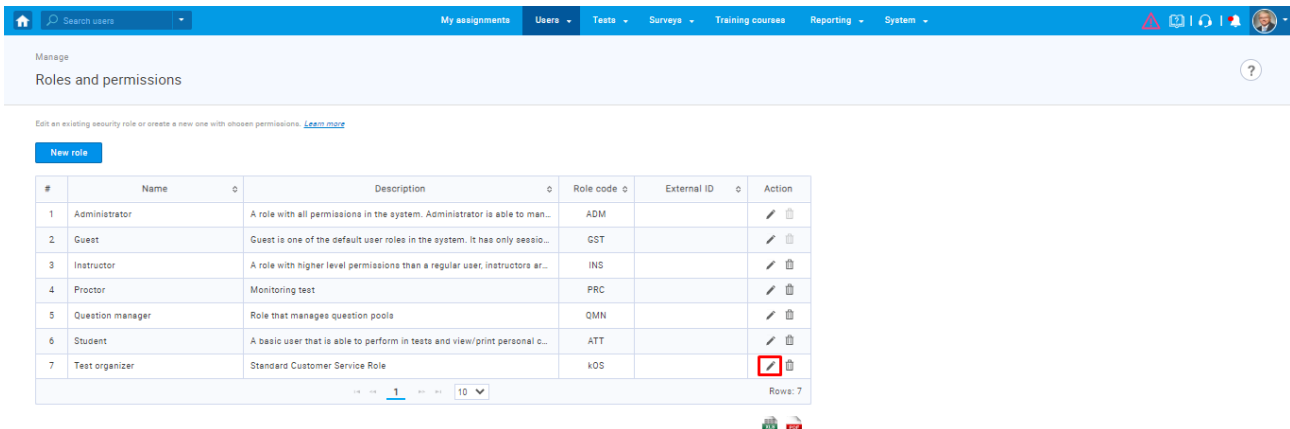
2.1 Adding permission to access the report

The user should have a role with appropriate permissions to access the desired report.

Log in with the administrator role and hover over the "Users" tab in the main menu, then select "Roles and permissions".



Click on the "Pencil" icon from the "Actions" column to add the permissions to the desired user role.



Enable access to the "Test results" report.

Manage Role name
Roles and permissions > Test organizer

Role **Access to predefined reports**

Enable access to available predefined reports based on selected user role. The enabled reports will appear on the "Predefined reports" page of the users with this user role.

#	Report name	Description	Report access
			Enable/disable all
1	Users audit trail	User actions, taken throughout the application, logged for audit purpo...	Disabled
2	Users basic info	List of all users with their basic profile information	Disabled
3	Last login activity	Record of the last login for all users within the system	Disabled
4	Logins and logouts	List of every login and logout activity for all users within the system	Disabled
5	Test results	The final outcome for each user who attempted taking any test within ...	Enabled
6	Achieved certificates	Every successfully finished certification attempt with date and basic d...	Disabled
7	Training course participants	List of all training participants in all courses with their training course ...	Disabled
8	Certificates per user	Number of achieved certificates for each user in the system	Disabled
9	Test question pools members	List of all test question pools members with their pool roles	Disabled
10	Users average scores	List of all users with information about their average, highest, and low...	Disabled

Rows: 55

2.2 Accessing the report

Log in with the user that has permission to access the "Test results" report.

Hover over the "Reporting" tab in the main menu, then select "Predefined reports".

My assignments Users Tests Surveys Training courses **Reporting**

- Report builder
- Predefined reports**
- Favorite reports
- Scheduled reports

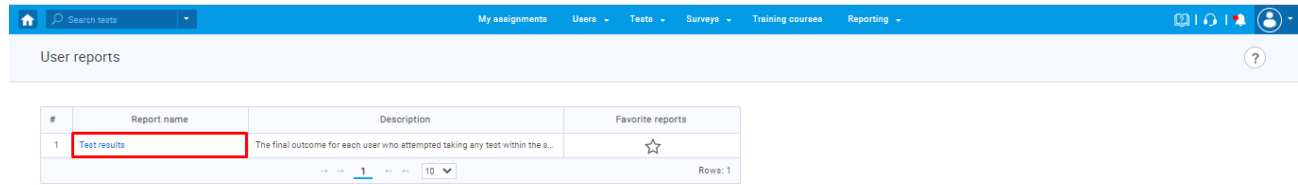
Click on the "User reports".

Predefined reports categories

Different kinds of report categories. [View more](#)

<p>User reports (1)</p> <table border="1"> <tr><td>Administrators:</td><td>22</td></tr> <tr><td>Instructors:</td><td>3</td></tr> <tr><td>Students:</td><td>883</td></tr> <tr><td>Others:</td><td>38</td></tr> </table>	Administrators:	22	Instructors:	3	Students:	883	Others:	38	<p>Test reports (0)</p> <table border="1"> <tr><td>Published:</td><td>108</td></tr> <tr><td>Suspended:</td><td>6</td></tr> <tr><td>Drafts:</td><td>17</td></tr> </table>	Published:	108	Suspended:	6	Drafts:	17	<p>Survey reports (0)</p> <table border="1"> <tr><td>Published:</td><td>5</td></tr> <tr><td>Suspended:</td><td>0</td></tr> <tr><td>Drafts:</td><td>0</td></tr> </table>	Published:	5	Suspended:	0	Drafts:	0
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Suspended:	0																					
Drafts:	0																					
<p>User groups reports (0)</p> <table border="1"> <tr><td>Active groups:</td><td>37</td></tr> <tr><td>Inactive groups:</td><td>0</td></tr> </table>	Active groups:	37	Inactive groups:	0	<p>Test question pools reports (0)</p> <table border="1"> <tr><td>No. of test pools:</td><td>101</td></tr> </table>	No. of test pools:	101	<p>Survey question pools reports (0)</p> <table border="1"> <tr><td>No. of survey pools:</td><td>12</td></tr> </table>	No. of survey pools:	12												
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Inactive groups:	0																					
No. of test pools:	101																					
No. of survey pools:	12																					
<p>Training course reports (0)</p> <table border="1"> <tr><td>Total training courses:</td><td>6</td></tr> <tr><td>No. of managers:</td><td>7</td></tr> <tr><td>No. of candidates:</td><td>34</td></tr> </table>	Total training courses:	6	No. of managers:	7	No. of candidates:	34	<p>Question reports (0)</p> <table border="1"> <tr><td>Test questions:</td><td>2573</td></tr> </table>	Test questions:	2573	<p>Overall statistics (0)</p> <table border="1"> <tr><td colspan="2">General information about the other eight categories.</td></tr> </table>	General information about the other eight categories.											
Total training courses:	6																					
No. of managers:	7																					
No. of candidates:	34																					
Test questions:	2573																					
General information about the other eight categories.																						

Click on the "Test results".

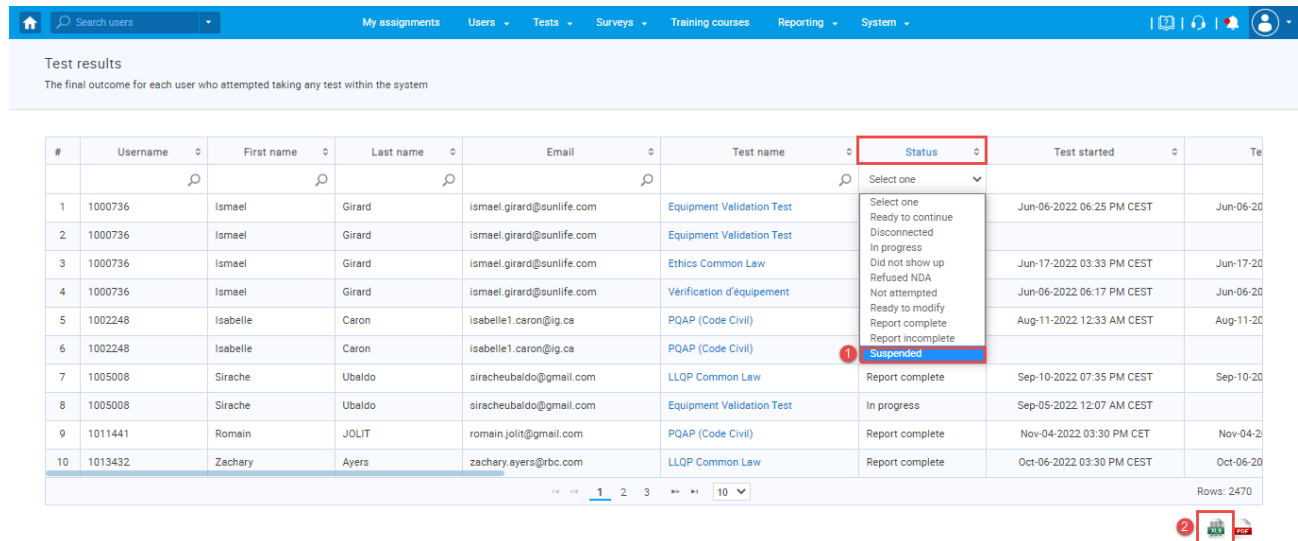


Note: The table from above can show only this report or many others, which depends on the user's permission level.

A report with a list of all attempts will be displayed.

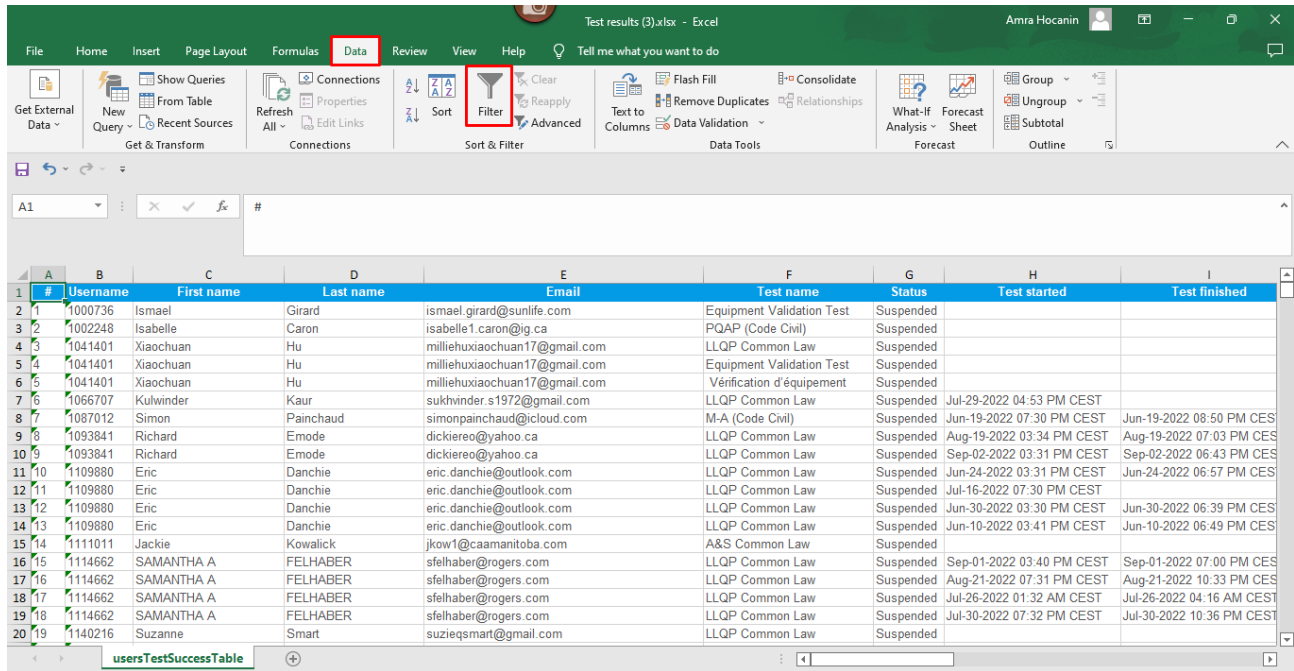
2.3 Downloading the report

Set the "Status" filter to "Suspended" and download the report in .xlsx format.



2.4 Filtering the report

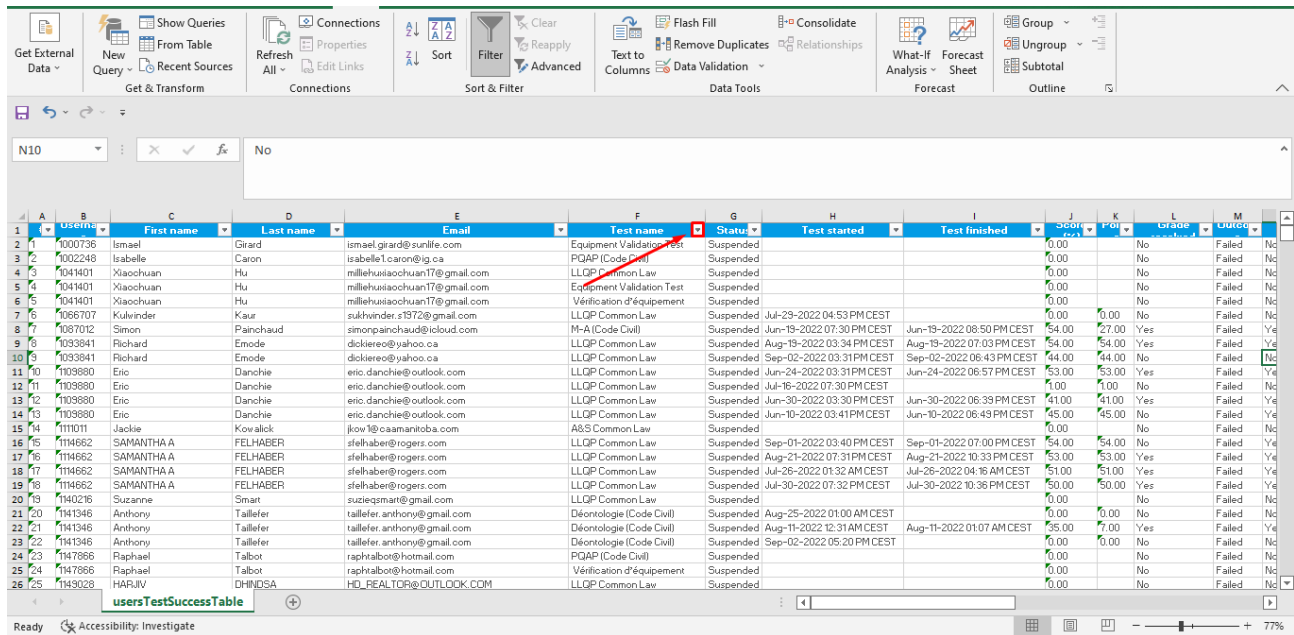
Open the report you previously downloaded, turn on the filter from the "Data" tab, and click on the "Filter" option.



2.4.1 Excluding exams for checking the equipment

Attempts on equipment check tests are part of the report. They need to be excluded from the statistics.

1. Click on the arrow from the "Test name" column.



2. Uncheck the following tests and click on the "OK" button:

- Equipment Validation Test

• Vérification d'équipement

2.4.2 Test started

There must be a test start time to know that the attempts were suspended for technical reasons and not because the student did not show up. Therefore, a filter to exclude "Blanks" should be used.

1. Click on the arrow from the "Test started" column.

2. Scroll down and uncheck the "Blanks" and click on the "OK" button.

The screenshot shows an Excel spreadsheet with a 'Text Filters' dialog box open. The dialog box is set to filter the 'Test started' column. The '(Blanks)' option is checked and highlighted with a red arrow. The spreadsheet data includes columns for User ID, First name, Last name, Email, Test name, Test finished, Score, and Report verified. The status of the tests is 'Suspended' for many entries.

2.4.3 Test verified

If the attempt is suspended for technical reasons, it will not be verified. Therefore the filter within the "Verified report" column should be used.

1. Click on the arrow from the "Verified report" column.

The screenshot shows an Excel spreadsheet with a red arrow pointing to the 'Report verified' column header. The spreadsheet data includes columns for Email, Test name, Status, Test started, Test finished, Score, and Report verified. The status of the tests is 'Suspended' for many entries.

2. Uncheck the "Yes" and click on the "OK" button.

The screenshot shows an Excel spreadsheet with columns for Email, Test name, Status, Test started, Test finished, Score, Report verified, and Report verification date. A context menu is open over the 'Report verified' column, showing options like 'Sort A to Z', 'Sort Z to A', 'Filter by Color', and 'Text Filters'. The 'Text Filters' menu is open, and the 'Yes' checkbox is unchecked. The 'OK' button is highlighted in red.

2.4.4 Session

To see a list of attempts suspended due to technical reasons in a specific month, use the filter in the "Session" column.

Suppose you want to see statistics for October only.

1. Click on the arrow from the "Session" column.

The screenshot shows an Excel spreadsheet with columns for Grade, Report verified, Report verification date, Visible to students, Test version, Version unique code, Session, Enabled from, and Enabled to. The 'Session' column is selected, and a dropdown arrow is visible next to it. A red arrow points to the dropdown arrow.

2. Enter the month in the "Search" and click on the "OK" button.

The screenshot shows a data table with columns: P, Q, R, S, T, U. The 'Test session' column (Q) is filtered with the search term 'octob'. A search results dialog is open, showing a list of exams for October 2022. The 'OK' button is highlighted with a red box.

P	Q	R	S	T	U
Report verified	Report verification date	visible to student	Test session	version	unique
1888					
944					
1856					
1933					
2082					
20					
69					
130					
1968					
21					
346					
1329					
1874					
2014					
368					
421					
1915					
327					
1952					
1873					
1983					
2100					
15					
49					