

YouTestMe

Naming Conventions

Content

- General rule for naming components
- Main component types
- Examples of the naming conventions

General rules

The naming convention for components in YouTestMe GetCertified is:

COMPONENT NAME + COMPONENT TYPE

The ***component name*** is visible in the application as a label or a header of that component.

The ***component type*** is usually self-explanatory (button, table, tab, etc.)

Examples:

- New test + button = New test button
- All users + table = All users table


NOTE: Examples with screenshots are displayed few slides after this one

Component types

These are the most common component types in YouTestMe GetCertified:

- Section – one of the main application modules visible in the main menu (e.g., Tests section)
- Page – a sub-section of an application module with a unique URL (e.g., Manage tests page)
- Menu:
 - Main menu – horizontal set of options located on the top of the screen
 - Drop-down menu – list of options bundled together vertically (e.g., Tests section drop-down menu)
 - Sidebar – side menu visible on the left side of the application (e.g., Manage tests sidebar)
- Panel – part of the page with all options related to a single functionality (e.g., Candidates panel)
- Tab – horizontal option for switching between the panels (e.g., Candidates tab)
- Table – data set displayed in a tabular manner (e.g., Candidates table)
- List – data set displayed in a vertical manner (e.g., My assignments list)
- Button – clickable area of the application which initiates a specific action (e.g., New test button)

Login page

 **GetCertified**
by YouTestMe

Username

Password

[Forgot your password?](#)


[Create account](#)

Organize professional and secure tests with the YouTestMe platform

Instructions for getting started:

- [Creating a Simple Test](#)
- [Creating and Using Question Pools](#)
- [Creating and Using User Groups](#)

Find all the application tutorials at our [Help Center](#).

 Language [Contact Support](#)

Login page
instructions panel

Home page

Main menu

Home icon | Search users | My assignments | Users section | Tests section | Surveys section | Training courses section | Reporting section | Settings | Help | Notifications (388) | My profile button

My assignments
List of all tests, surveys, and training courses assigned to you.
[Play video](#)

Create user
Create a user profile with a security role and permissions assigned.
[Play video](#)

Create user group
Create a user group and add users to it. Organize a testing session for the group later.
[Play video](#)

Create test
Create a knowledge test with multimedia content and assign the awarding certificate.
[Learn more](#)

Create survey
Create a survey and categorize its results.
[Play video](#)

Create training course
Create a training course with multimedia content and short tests.
[Play video](#)

Quick actions panel

Home page

Help button

Contact support button

Home icon | Search users | My assignments | Users | Tests | Surveys | Training courses | Reporting | System | Help icon | Contact support icon | Notifications icon | Profile icon

Notifications

No new notifications.

5

Clear all

Notifications bar



My assignments

View the list of all tests, surveys, and training courses assigned to you.

[Play video](#)



Create user

Create a user profile with a security role and permissions assigned.

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Create user group

Create a user group and add users to it. Organize a testing session for the group later.

[Play video](#)



Create test

Create a knowledge test with multimedia content and assign the awarding certificate.

[Learn more](#)



Create survey

Create a survey and categorize its results.

[Play video](#)



Create training course

Create a training course with multimedia content and short tests.

[Play video](#)

My assignments panel

The screenshot shows the 'My assignments panel' interface. At the top, there is a blue navigation bar with a home icon, a search bar for users, and tabs for 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', and 'Reporting'. On the right side of the navigation bar are icons for settings, help, a notification bell with '388', and a user profile icon.

Below the navigation bar, the user's name 'Admin' is displayed. To the right of the name is an 'Options' dropdown and a 'Help button' (a question mark icon in a circle). Below the name is a horizontal menu with tabs: 'Information', 'My assignments' (highlighted with a red box), 'My groups', 'My pools', 'My activity log', 'My subscribers', 'My favorite reports', 'My certificates', and 'Balance'.

The main content area starts with the text 'List of all tests, surveys, and training courses assigned to you.' Below this are filter controls: 'Filter by type' (set to 'Tests, Surveys and Training courses'), 'Filter by status' (set to 'Available (14)'), and 'Sort order' (set to 'Available first'). A search bar contains the text 'Testing' and is highlighted with a red box, with a 'Search bar' label next to it.

The main content area is dominated by a red-bordered box containing a list item for a test. The list item is titled 'Testing CSS with sections' and includes a 'Start' button (highlighted with a red box) and a 'Book' button. The test details are as follows:

Availability	Booking deadline	Cancellation deadline	Seats available
Sep-01-2021 07:00 AM - Sep-30-2021 01:28 PM CEST	Sep-29-2021 07:00 AM CEST	Sep-30-2021 07:00 AM CEST	Unlimited

Below the table, there is a pagination control showing '1' of 10 items. At the bottom right of the red-bordered box are icons for downloading the test details in XLS, PDF, CSV, and XML formats.

Red annotations include: 'My assignments tab' pointing to the 'My assignments' tab; 'Help button' pointing to the question mark icon; 'Start test button' pointing to the 'Start' button; and 'My assignments list' pointing to the red-bordered box containing the test details.

User profiles page

User profiles

List of all users Users created by me Create new user Custom user properties

Tabs

Load multiple user accounts from Excel file to create user profiles faster and synchronize with external systems more efficiently. Change multiple user statuses at once by selecting them, clicking the "Set status to" button and picking the adequate status.

[Learn more](#)

Load users

Load user certificates

<input type="checkbox"/>	Username	First name	Middle name	Last name	Email	Role	Status	Employee ID
<input type="checkbox"/>	1231231	123		321	fjifoq@yahoo.com	Student	Suspended	
<input type="checkbox"/>	12321	asdasd		asd	asdasd@gmail.com	Student	Suspended	
<input type="checkbox"/>	aaliyah.barker	Aaliyah		Barker	noreply@youtestme.com	View user prof...	Active	
<input type="checkbox"/>	aaliyah.barnett	Aaliyah		Barnett	noreply@youtestme.com	Administrator	Active	
<input type="checkbox"/>	aaliyah.barry	Aaliyah		Barry	aleksandra.josic@youtes...	Student	Active	
<input type="checkbox"/>	aaliyah.begum	Aaliyah		Begum	noreply@youtestme.com	Student	Active	
<input type="checkbox"/>	aaliyah.berry	Aaliyah		Berry	noreply@youtestme.com	Student	Active	
<input type="checkbox"/>	aaliyah.brookes	Aaliyah		Brookes	noreply@youtestme.com	Student	Active	

All users table

Manage tests page

The screenshot shows the 'Manage tests' interface. At the top, a blue navigation bar contains 'My assignments', 'Users', 'Tests' (highlighted with a red box), 'Surveys', 'Training courses', and 'Reporting'. On the right of the navigation bar are icons for settings, help, a headset, a notification bell with '388', and a user profile. Below the navigation bar, the 'Tests section' header is centered. On the left, a sidebar titled 'Tests' contains icons for 'All tests', 'Drafts', 'Suspended', and 'Published'. The main content area shows 'All tests (887)' with a red box around the number. To the right are 'New test' and 'Load' buttons, both highlighted with red boxes. Below this is a text block explaining test management. A table lists various tests with columns for Name, Creation date, Status, ID, External ID, Creation type, Report displayed, and Report content. The 'Name' column is highlighted with a red box.

Tests section

New test button

Load button

Number of tests in the system

Tests section sidebar

Name column (in All tests table)

Name	Creation date	Status	ID	External ID	Creation type	Report displayed	Report content
demo proctoring test	Jul-09-2021	Draft	100987		Manually created	Immediately after finishing	Score and details
Main Demo Test 1	Jul-08-2021	Suspended	100951		Test with sections	On manager's approval	Score and details
Demo Test	Jun-17-2021	Published	100847		Manually created	Immediately after finishing	Score and details
Demo Test	Jun-17-2021	Published	100846		Manually created	Immediately after finishing	Score and details
Main Demo Test	Jun-02-2021	Published	100807		Manually created	Immediately after finishing	Score only
Main Demo Test 003	Jun-01-2021	Published	100802		Test with sections	Immediately after finishing	Score and details
Demo test - Certificate	May-27-2021	Published	100784		Manually created	Immediately after finishing	Score and details
Main Demo Test	May-26-2021	Published	100780		Manually created	On manager's approval	Score and details

Question pools page

My pools button

All pools button

Sub-pools

Pools

Home Search users My assignments Users Tests Surveys Training courses Reporting System

New Import from JSON

My pools All pools

Search

▼ Pools (57, 357)

- ▶ All Question Types (16, 17)
- ▶ Demo Pool (1, 4)
- ▶ Digital Marketing (2, 12)
 - ▶ Basics of Digital Marketing (0, 4)
 - ▶ SEO (0, 5)
- ▶ Economics (1, 26)
- ▶ Essay Questions (0, 20)
- ▶ Example Pool (0, 0)
- ▶ Finance (1, 11)
- ▶ General Knowledge (0, 17)
- ▶ Generic Parent (1, 1)
- ▶ Informatics (0, 4)
- ▶ Insurance (2, 20)
- ▶ Investment (0, 8)
- ▶ IT (12, 160)
- ▶ Management (4, 47)
- ▶ Tax (2, 10)

Organize and store questions in pools. Question pools can be hierarchically organized. You can use question pools to create randomly generated test versions. [Play video](#)

On this page you can do the following:

- Select a question pool from the navigation tree on the left or create a new one..
- Define user roles in question pools. You can choose between the "Read-only" and "Modify" role. The "Read-only" role allows users to use questions in tests. The "Modify" role allows users to manage the question pool and its questions.
- Create new questions or bulk load them from an Excel file to the question pool. View, modify or delete the existing questions. Copy or move them to another question pool.

Test creation wizard (page)

The screenshot shows the 'Test creation wizard' interface. At the top, there is a navigation bar with a search box and menu items: 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', 'Reporting', and 'System'. Below this is a 'Test creation steps' section with a progress indicator showing steps 1 through 8. Step 1, 'Test information', is highlighted with a red box. The main content area is titled 'Create Test Wizard' and features a 'Next' button, also highlighted with a red box and labeled 'Next button'. The 'Test information' section includes fields for 'Name:*', 'Description:', and 'Label: ?'. There is a checkbox for 'Test with sections' with a link to 'Play video'. The 'Test instructions' section has a note that this setting is optional and a link to 'Read more'. Below this is a dropdown menu for 'Copy previously created instructions:' with 'Select one' as the current selection. At the bottom, there is a rich text editor toolbar with various formatting options like bold, italic, underline, and link.

Test settings panel

Home Search users My assignments Users Tests Surveys Training courses Reporting System

1 Test information 2 Settings 3 Certificate 4 Method 5 Add questions 6 Grading 7 Review 8 Save test

Test settings step

Previous Create Test Wizard Next

Test template settings

Test template: Select one (optional)

Test settings

Duration type: Unlimited

Page format: One question per page

Show report: Immediately after result grading

Report content: Score and details

Delivery preference: Online

Configure report lifespan [Play video](#)

Require answering all questions

Enable 'I don't know' answer to avoid negative points

Disable going backwards in test

Test settings panel

System section

Home | Search users | My assignments | Users | Tests | Surveys | Training courses | Reporting | **System** | ? | Help | Notifications | Profile



My assignments

View the list of all tests, surveys, and training courses assigned to you.
[Play video](#)



Create user

Create a user profile with a security role and permissions assigned.
[Play video](#)



Create test

Create a knowledge test with multimedia content and assign the awarding certificate.
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Create survey

Create a survey and categorize its results.
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Create training course

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[Play video](#)

Settings and customization

Information, mail server, network setup, preferences, modules and more

Integrations

Single sign-on, active directory, LRS settings, proctoring settings and more

Reports

View and export system performance reports

Maintenance

Services, disk and database info, system monitoring, server log and more

System section drop-down menu

Settings and customization page

Settings and customization

System Setup Preferences Theme and Language Notifications Job Scheduler Custom Data Type Support

System Setup

Included Modules

Mail server

Internal network

Web Session Parameters

Allow delete data

Password configuration

Included Modules

Enable additional modules.

Active Directory

Synchronize GetCertified users with accounts from Microsoft Active Directory [Read more](#)

Privacy

Hide users' private information such as date of birth, address etc.

SFTP transfer

Configure SFTP Protocol and automatically receive test results on your FTP server

Passed / Failed labels

Show or hide Passed/Failed labels throughout the application

Self-Registration

Allow users to register in application without administrators approval. [Read more](#)

Useful help links

Allow showing useful videos and articles that serve to facilitate navigation in the application.

Active Directory toggle button

Included modules panel

Settings and customization sidebar

User groups page

My groups button

Search users

My assignments Users Tests Surveys Training courses Reporting System

My groups All groups New

All groups button

User groups (34)

- Customer Services (0)
- Finance (2) **User groups**
 - Banking (0)
 - Investment (0)
- Human Resources (2)
 - Administration (0)
 - Recruiting (0)
- IT (9) **Sub-groups**
 - Application Developers (0)
 - Database Administrators (0)
 - Development (2)
 - Interns (0)
 - IT Support (0)
 - QA (0)
 - Web Administrator (0)
- Legal (0)
- Logistics (0)
- Management (8)
- Manufacturing (0)
- Marketing (0)
- Research & Development (0)
- Sales (2)

Organize users in groups. Groups can be hierarchically organized. Users can belong to multiple user groups. Use user groups to distribute tests effectively by adding them to testing sessions on the "Manage tests" page.

On this page you can do the following:

- Select a group from the navigation tree on the left.
- Create a new user group or a new sub-group.
- Assign group managers. They will be able to edit group, manage group members, use group when distributing the test, and examine group statistics.
- Add group members, so that they can attend tests, surveys and training courses assigned to this group.

Roles and permissions page













Manage Roles and Permissions

Edit an existing security role or create a new one with chosen permissions. [Learn more](#)

New role button

New role

Security roles table

#	Name	Description	Role code	External ID	Action
1	Administrator	A role with all permissions in the system. Administrator is able to man...	ADM		 
2	Instructor	A role with higher level permissions than a regular user, instructors ar...	INS		 
3	Proctor	Monitoring test	PRC		 
4	Question manager	Role that manages question pools	QMN		 
5	Student	A basic user that is able to perform in tests and view/print personal c...	ATT		 
6	Test Manager	Can manage tests, but cannot acces user profiles, and edit questions.	LRs		 

Rows: 6

Edit button



Delete button

Predefined reports page

Predefined reports categories

Predefined reports categories panel

Number of predefined survey reports

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

User reports option

User reports (24)

Administrators:	14
Instructors:	4
Students:	592
Others:	6

Test reports (6)

Published:	16
Suspended:	0
Drafts:	5

Survey reports (3)

Published:	2
Suspended:	0
Drafts:	0

User groups reports (1)

Active groups:	34
Inactive groups:	0

Test question pools reports (2)

No. of test pools:	57
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Survey question pools reports (1)

No. of survey pools:	8
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Training course reports (3)

Total training courses:	3
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Question reports (4)

Test questions:	1146
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Overall statistics (2)

General information about the other eight categories.