



YouTestMe

How to organize users in a group and assign them to take a test

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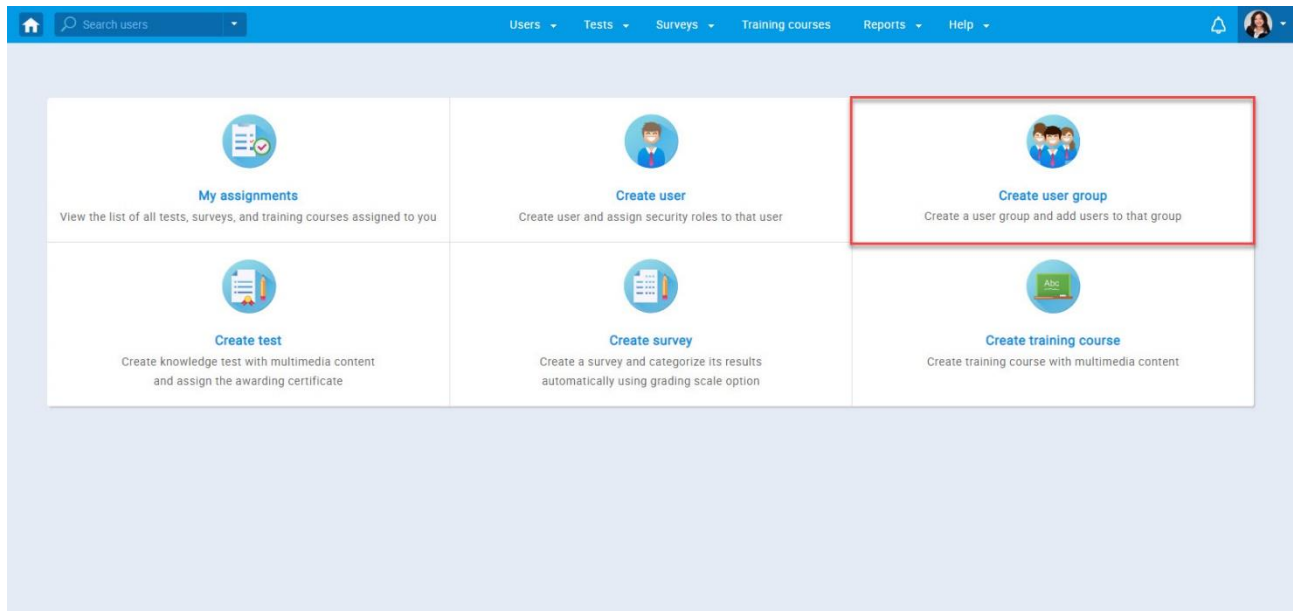
1 Introduction

This document's purpose is to explain how to create user groups and enroll that group in a test.

2 Steps

2.1 Create a new "User group"

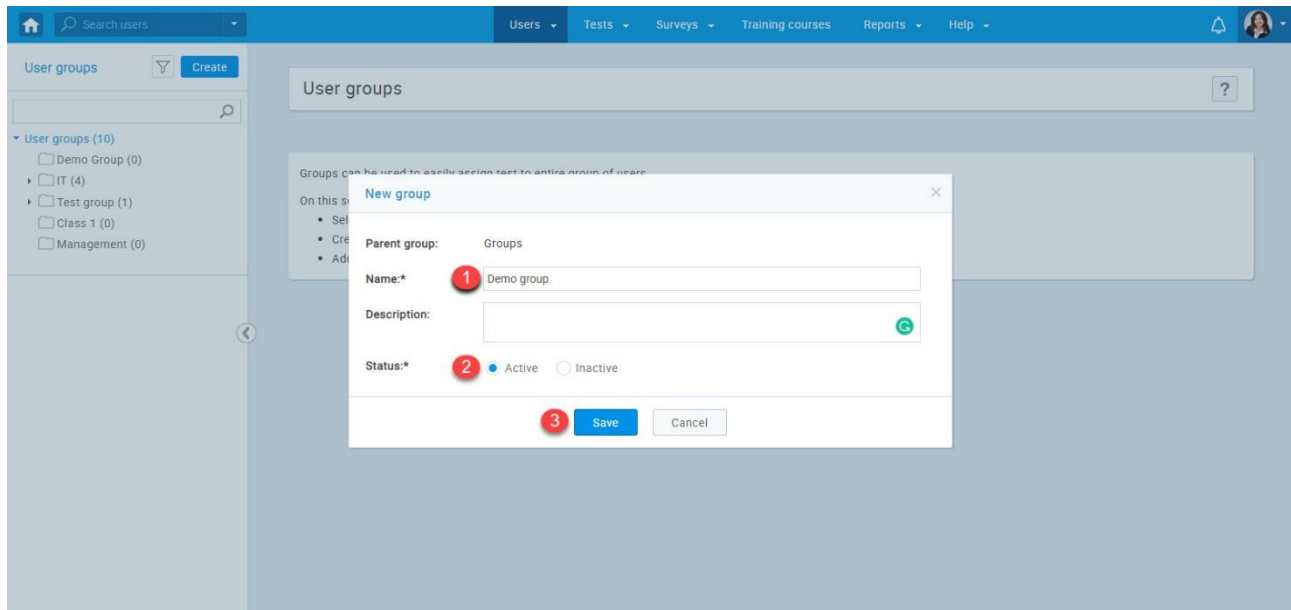
To create a new group of Users, select the "Create user group" option on the home page.



A new popup window will show up:

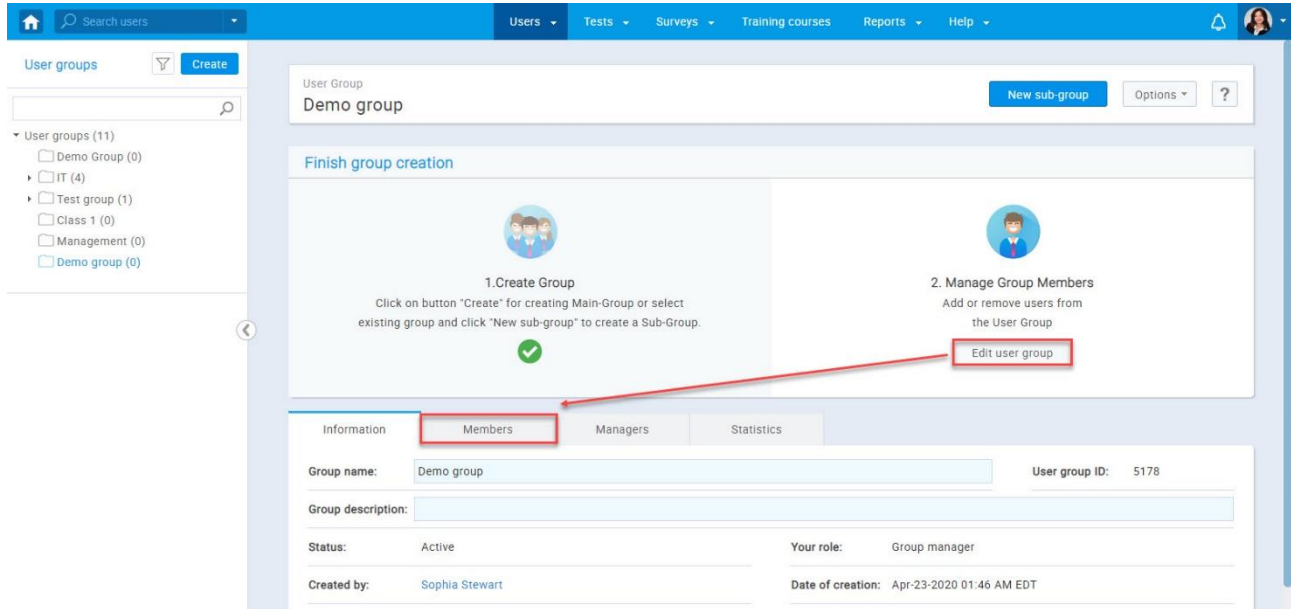
1. Set the “Name” of the group
2. Set “Status” to “Active”
3. Click on the “Save” button.

Your group is now created.

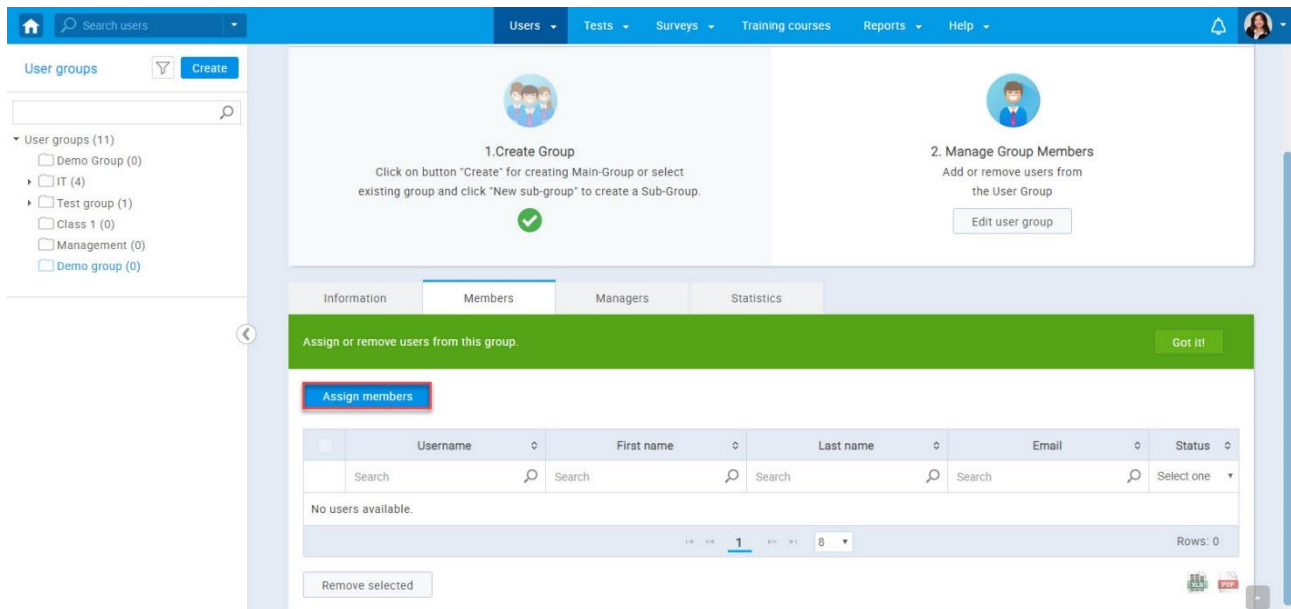


2.2 Manage members of a group

After creating a group, you need to assign members of that group. You can easily do that by clicking on the “Edit user group” that will open the “Members” tab.

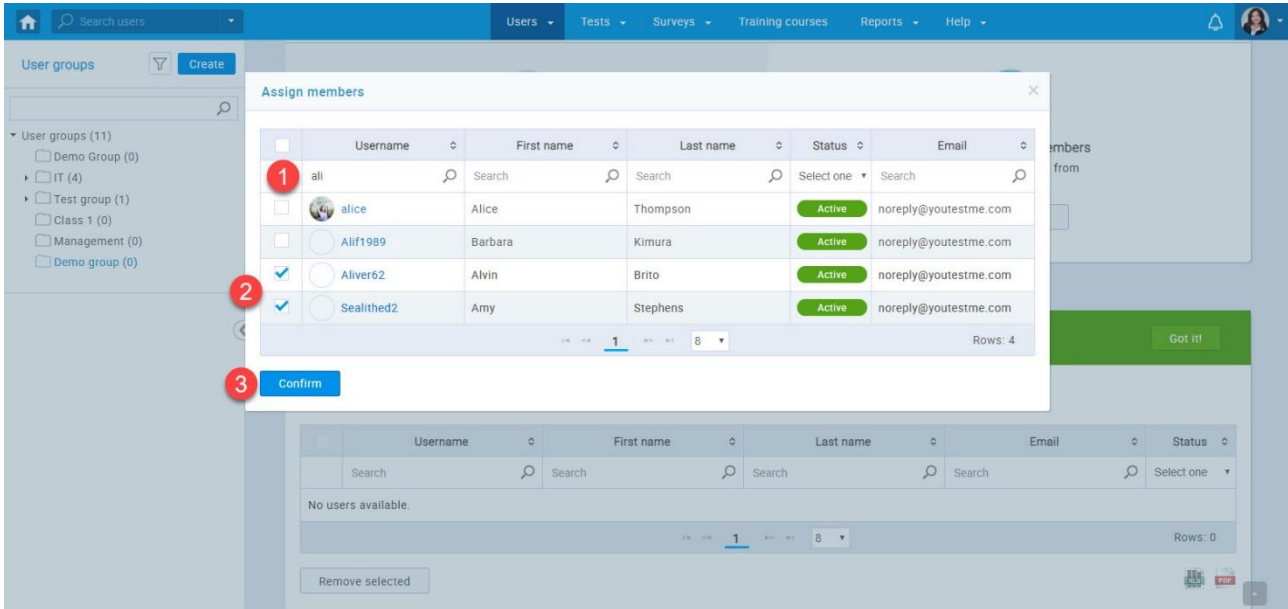


Click the “Assign members” button to open a window for assigning candidates/members.



When the popup window shows up, you can do the following:

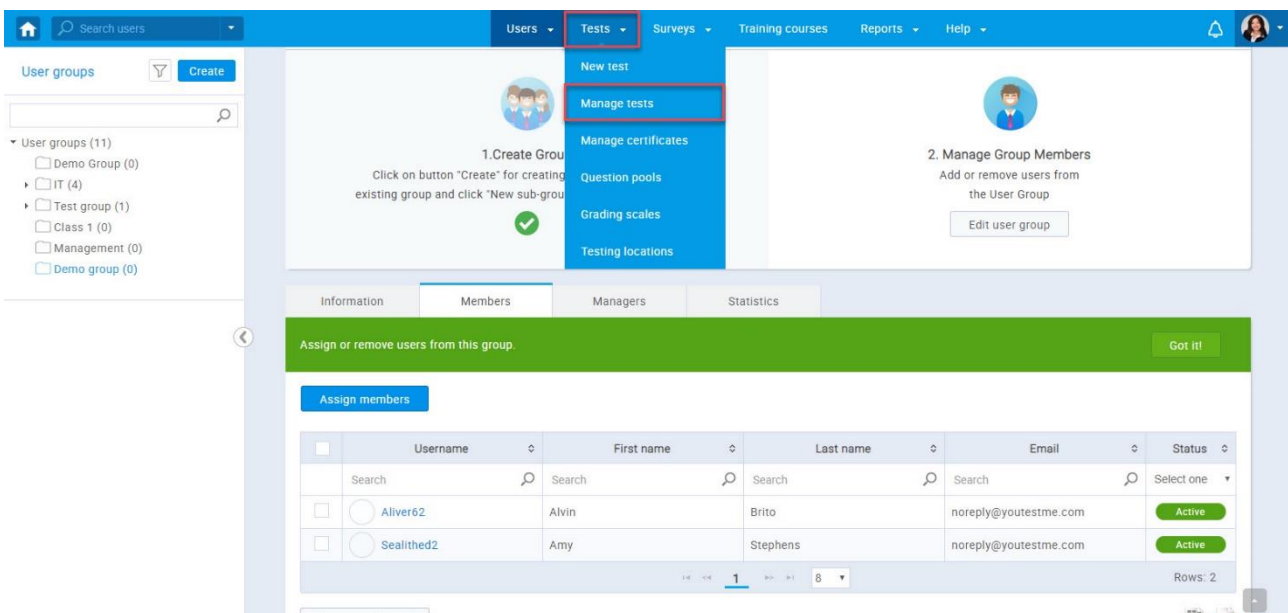
1. Use the search field to find the username of a candidate that you want to be a part of a group.
2. Click the checkbox next to the username.
3. Click the “Confirm” button



All the users that you chose in a previous step are now part of a group.

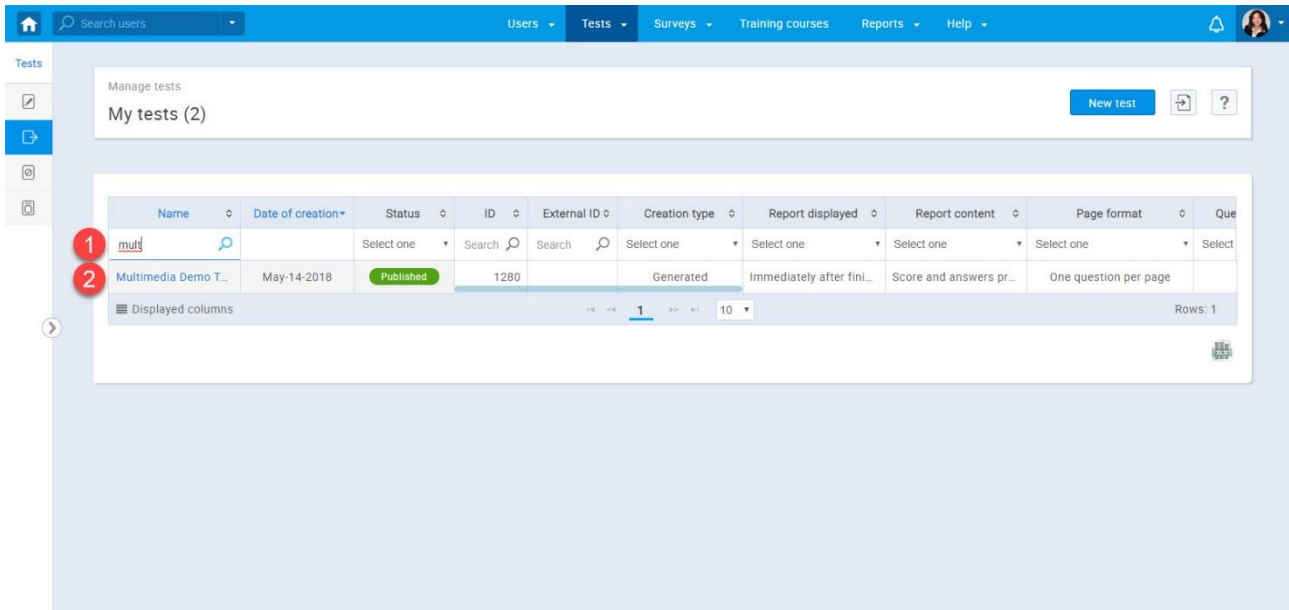
2.3 Assign a group to take a test

Navigate to the “Tests” tab from the main menu and choose the “Manage tests” option

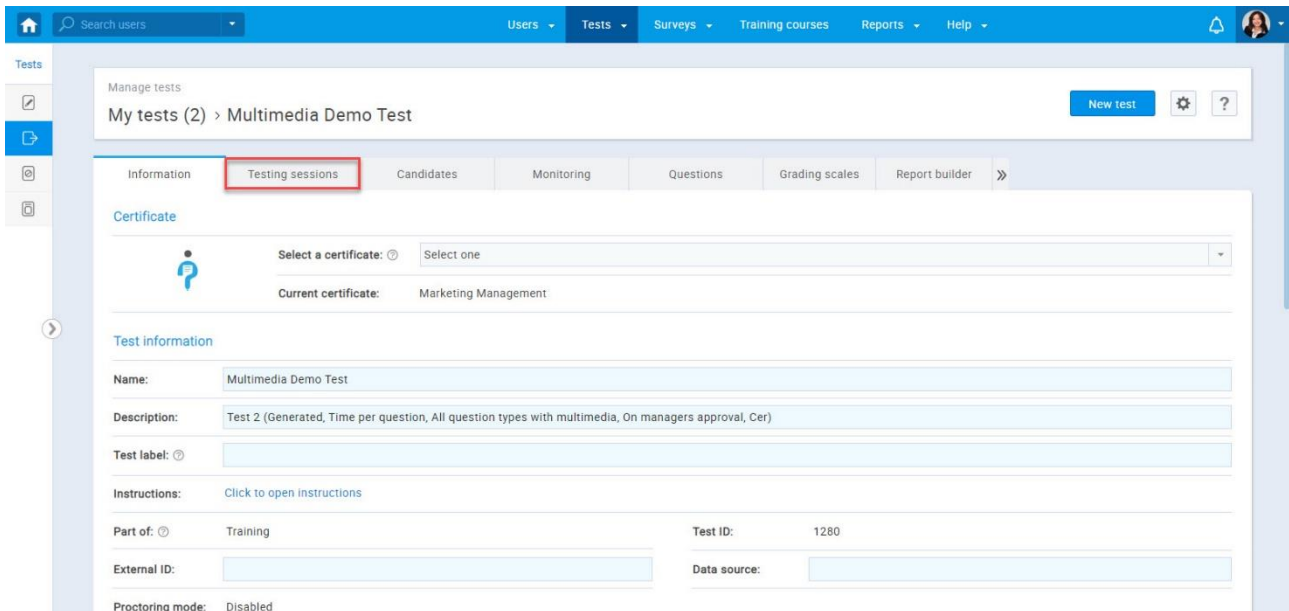


The Manage tests page with a list of all created tests will appear

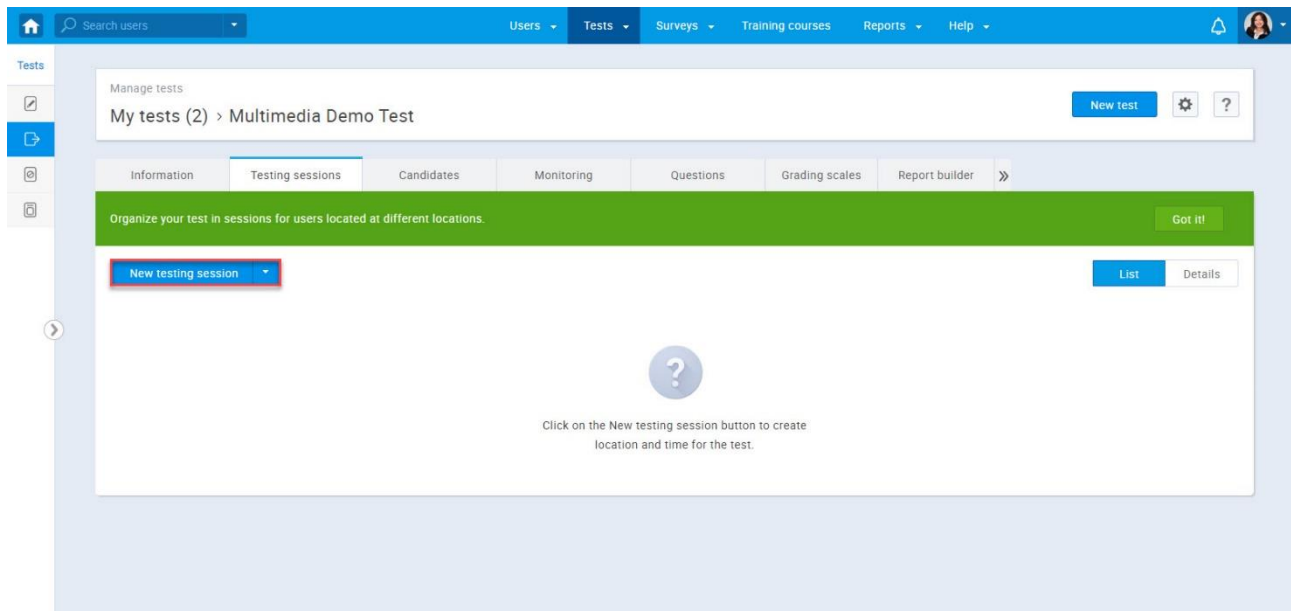
1. Search for the name of the adequate test
2. Click on the test name



Select the "Testing sessions" tab

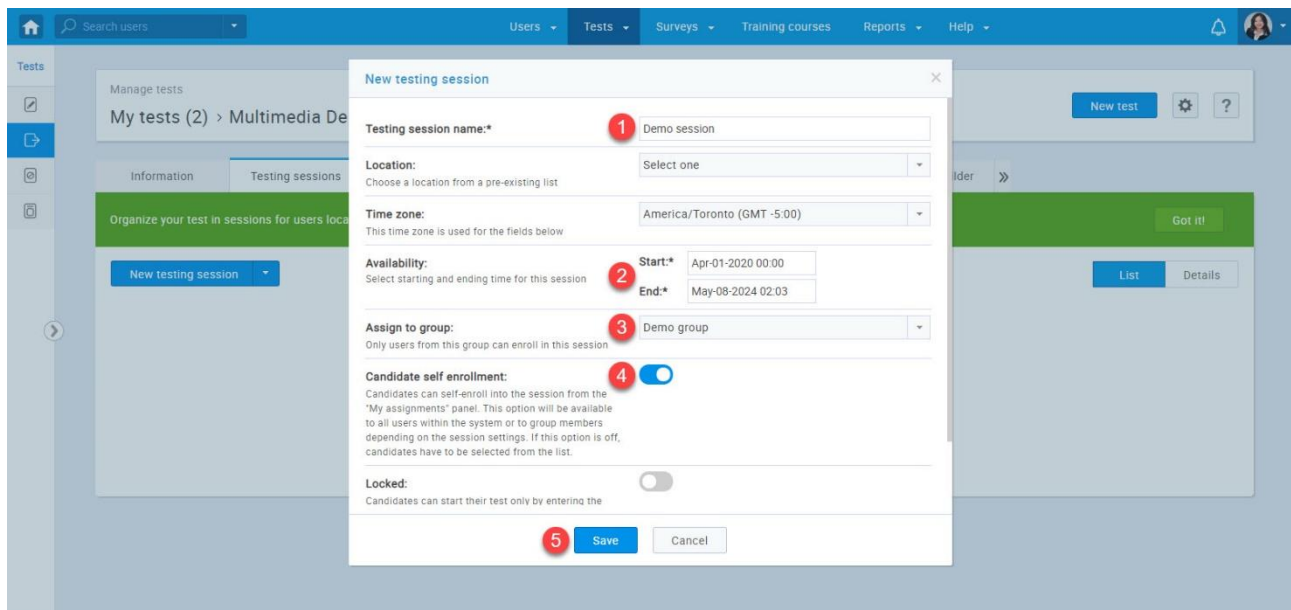


Click on the “New testing session” button



Configure the new testing session settings

1. Enter the Testing session name
2. Set the time of availability for this session.
3. Click on the “Assign to group” dropdown menu and select the group you want to enroll
4. Turn on the “Candidate self-enrollment” option so candidates from your group can self-enroll into the session from the “My assignments” panel.
5. Click the “Save” button, and the users from your group will be able to take a test.



3 Important links

- Brief instructions on how to use our in-app Help System
[How to use integrated Help System](#)
- For more tutorials and information, see our help center:
[Secure-exams Help Center](#)
- To explore more interesting features, see our website:
<https://www.youtestme.com/online-examination-software>