



YouTestMe

Getting Started with
YouTestMe GetCertified

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1 Introduction

This document aims to provide the complete guide to getting started with YouTestMe GetCertified and recommendations for the best use cases, enabling you to easily organize the whole testing process.

2 How to

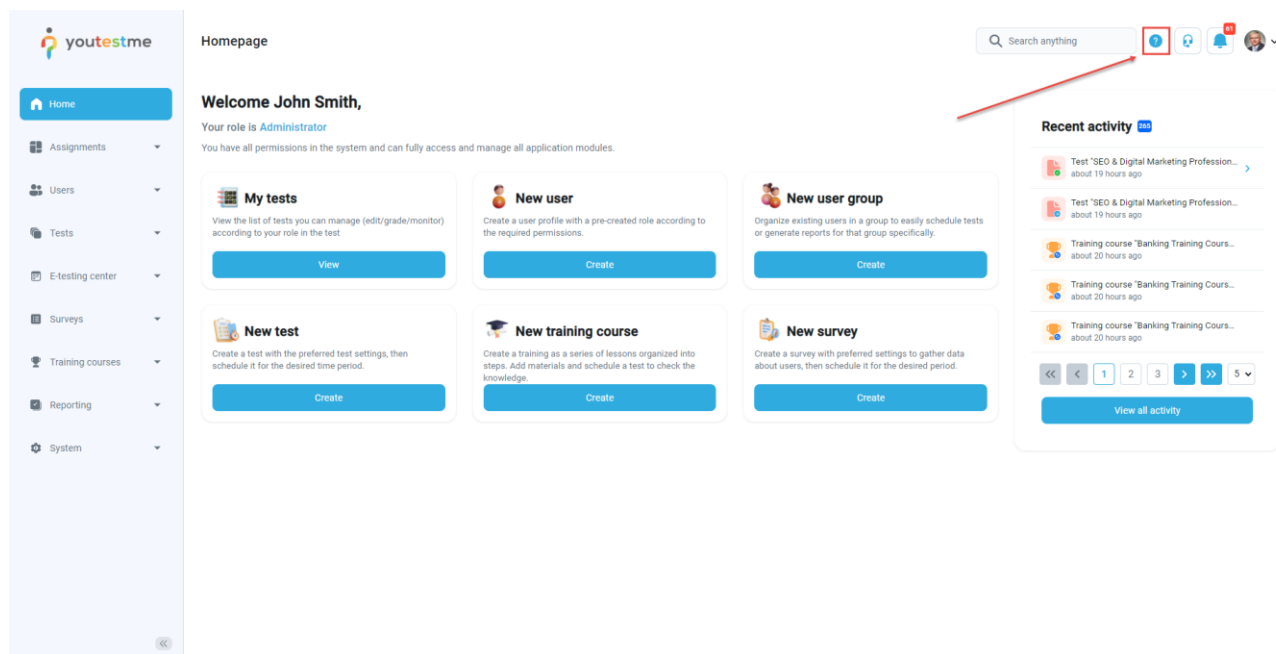
2.1 How to get around with useful materials

In addition to this guide, our team has prepared more useful resources to help you and your candidates have the best user experience. The following resources are provided:

1. In-app help system
2. Knowledge base with useful articles and answers to frequently asked questions
3. Instructional videos

2.3 In-app help system

After you log in, you will land on the application home page. To access the details in the app help system, click on the “question mark” icon.



Use the headers from the table of contents to navigate to the help on different parts of the application.

On each page of the application, there is a “Question mark” icon. By clicking on this icon, you will be redirected to a specific feature in the help system.

In the image below, you can see the "Roles and Permissions" page. After clicking on the “Question mark” icon, you will be directed to the "Roles and Permissions" section in our Help System:

Name	Description	Role code	External ID
Administrator	You have all permissions in the system and can fully access and manage all application modules.	ADM	10000001
Grader	You can see and manage only user groups in which you are assigned as a group manager and grade te...	qOp	10000006
Guest	You have session-level access to the application. After the session expires or you sign out, your profile ...	GST	
Instructor	You can manage your user groups, pools, tests, surveys, and reports. However, you can only preview th...	INS	10000002
Proctor	You can view the tests where you are assigned as proctor and follow the candidate's progress on these...	PRC	10000003
Question Pool Manager	You can create different types of questions and organize them within new or existing question pools.	QMN	10000004
Student	You can take your assignments (tests, surveys, and/or training courses) and, depending on the system ...	ATT	10000005

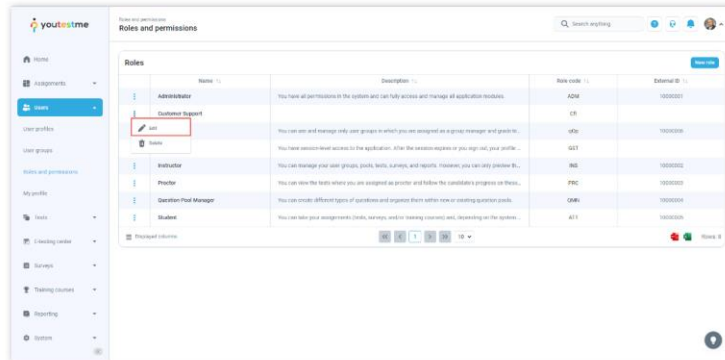
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- ▶ General help
- ▶ Student help
- ▶ Best practices and use cases

2. Page layout

"Roles and permissions" section allows an administrator to create new and manage the existing user roles and their permissions. The table on the "Roles and permissions" page contains all the roles that exist in the system. An administrator can choose any role, view it, and edit its permissions.

To edit the specific role, click on three dots of the desired role and select the "Edit" option.



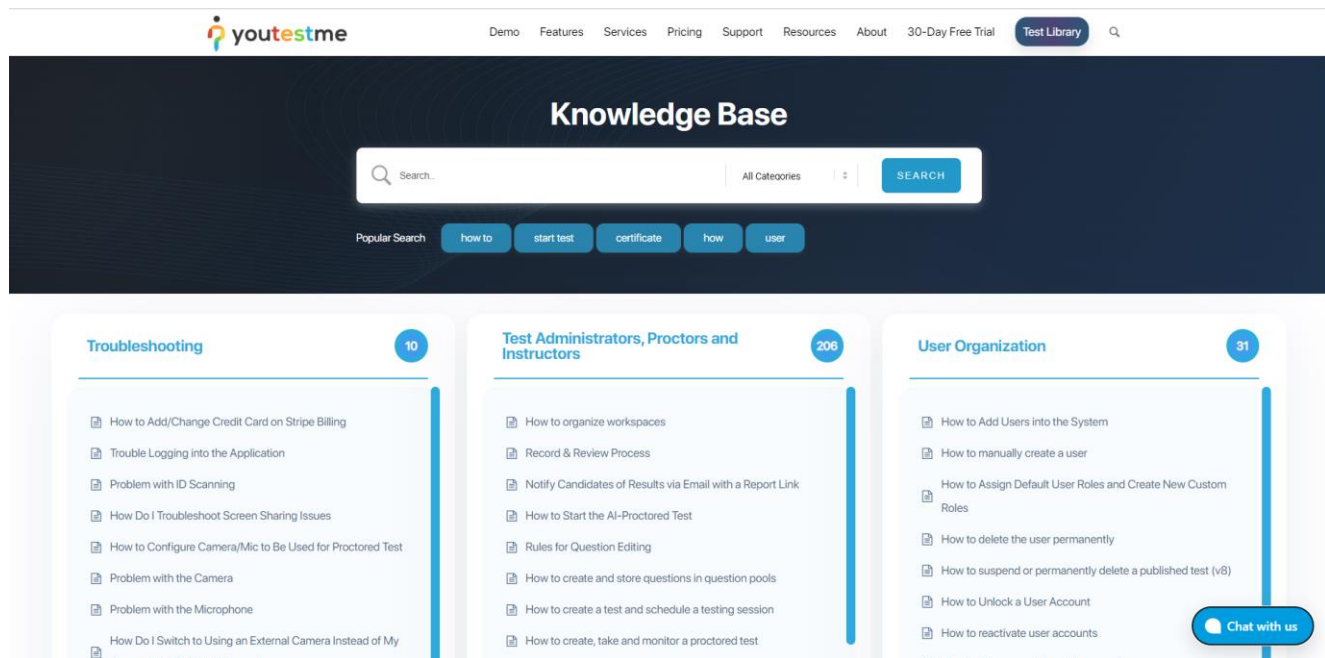
To edit an existing security role or create a new one with selected permissions, you should input:

1. **Role name** - It is displayed on each profile ("Student", "Instructor", "Administrator", "Proctor" or a custom role).
2. **Role code** - It is used for loading users through the Excel template. It links the users you want to load with existing roles in the application.

2.4 Knowledge base

Check our rich knowledge base with up-to-date manuals and best practices for users and administrators on this [link](#).

1. Type the keyword to search all related articles.
2. Click on the related topic to open all articles related to it.



2.5 Instructional Videos

Get to know our application functionalities with videos that demonstrate application processes and explain concepts. [Here](#) you can access the playlists with instructional videos.

2.2 How to Customize Application

2.6 Change logo, theme and add instructions to login page

You can fully customize the following things in the application:

1. Set up your company logo.
2. Adjust the application colors according to your corporate standards.
3. Use the login page as a space for the detailed guidelines or instructions that candidates should acknowledge.

Check this [article](#) to see how to customize the application.

2.7 Set up your support contacts

You can set up different contact settings that will be used for application support. You can set multiple email addresses of all people involved in the testing process, allowing users to get adequate help. For example, you can create one form for the instructor, one for the proctor, etc.

To see how to create different contact forms, please check this [article](#).

2.8 Configuring mail server

You have the ability to set up parameters for a mail server that will be used for sending various notifications to users via email. By setting up your mail server, candidates will receive all notifications via email address with your domain.

To see how to configure your own mail server, please check this [article](#).

2.3 How to organize a test

There are multiple ways to organize a test, depending on your needs. The most common scenario can be found in this article:

- [How to create and share a test via email](#)

It is a step-by-step guide through the whole process of setting up a test, from logging in as an Administrator, to receiving scheduled reports via email. Most likely, it will be all you need.

2.9 Adding users

Create users in one of the following ways:

1. [Bulk import large number of users](#)
2. [Enable self-registration mode](#) and [allow users to self-register](#)

Once you have imported the users, you can organize them into groups. Here is how:

3. [User Groups](#)

2.10 Test creation

Use the "Test creation wizard" which will lead you through the process of creating a test step-by-step. To see how to create a simple test, please check this [article](#).

To create a more complex test with multiple versions, use the following article:

- [How to Use the Test Generator for Different Versions of the Test](#)

2.11 Question types and pools

Question pools, or banks, are a collection of stored questions for repeated use and usually refer to the specific subject area.

In [this video](#), you can see an overview of the functionality. To create and use question pools, refer to this article:

- [Create and use question pools](#)

There are multiple question types you can add to your tests – here is an overview of what they are:

- [Question Types](#)

2.12 Grading

Depending on your needs, tests can be graded in multiple ways.

To change passing marks, modify grading settings, and allow or prevent modifications affecting candidates' scores, watch this video:

- [How to Define Grading Configuration](#)

To configure your own grading scales, watch this video:

- [Grading Scales](#)

2.13 Certificates

Certificates are important as they serve as tangible evidence of one's skills, knowledge, and accomplishments, providing a sense of validation and recognition for hard work and dedication. To add them to your tests, start here:

- [How to Create and Add Certificates to a Test](#)

2.14 Reports

The reporting module provides over 40 types of predefined reports on users and tests and an indefinite number of custom-tailored reports generated using our Report Builder and advanced search options.

Here is a video overview to help you understand the possibilities of reports:

- [Reports Overview](#)

To learn more about our reporting system, please check the following articles:

1. [Report builder](#)
2. [How to schedule reports](#)
3. [How to access and use predefined reports](#)

3 Custom email notifications for candidates

3.1 Good examples

Notifications allow users to automatically receive messages in the application and via email following any important actions. Here is how they work:

- [How to Configure Email and Application Notifications](#)

The most important notification is the one announcing to the candidate that they are assigned to take an exam. This notification should contain all instructions and information that candidates should acknowledge before taking an exam.

Here is an article on how to personalize the notifications, followed by a good example which can help you create your own:

- [How to Personalize Notifications](#)

Example:

Dear [Candidate name],

You have a pending test request: [test name].

The test is available for taking from [date] to [date].

The test can be accessed at [application link]

Before taking an exam, you must review all provided instructions.

Instructions to candidates:

- For a detailed guide on the online examination system, review the test-taking guide and watch the video tutorial of the test-taking process.
- For further information, visit [Client help page]
- If you encounter any difficulties in using the application, please check the answers to the FAQ.
- Duration of the exam will be [duration]
- To pass the test, you must achieve more than [points]

The following items are NOT allowed during the exam:

- Mobile phone
- Tablet
- Books and notebooks with materials
- Paper (you will be provided with the notes part in the application).

The following items are allowed during the exam:

- Calculator
- Google Chrome Browser
- Mozilla Firefox Browser

Kindly note that cheating of any kind is forbidden.

Good luck!

4 Cheating prevention mechanisms

There are several ways to prevent candidates from cheating:

1. [Question and answer randomization](#) – change the order of questions and/or answers for each attempt.
2. [Browser lockdown](#) - restrict access to certain browser features.
3. AI or live proctoring – [Administrator’s perspective](#) and [Candidate’s perspective](#)

5 Training courses and surveys

Training courses provide learners with structured, organized learning experiences that are designed to help them acquire new knowledge, skills, and competencies.

To get started with using this feature, you can watch this video:

- [How to Create a Training Course](#)

Our survey feature facilitates the systematic collection of feedback and insights from your candidates. Watching the following video will give you a better understanding of how our surveys work:

- [How to Create a Survey](#)