

2018

YouTestMe

Classroom2020

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1 First Page

1.1 Logging in

URL: cl2020-review.youtestme.com

To log into the system, it is necessary to enter:

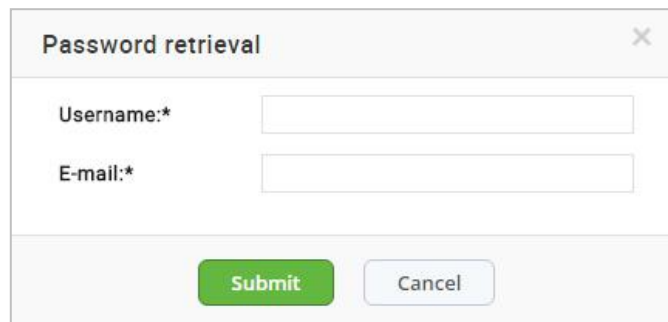
Username – in this field, you need to enter your unique username.

Password – in this field, you need to enter your password.

In case you forgot your password, you can ask for its retrieval by clicking the “**Forgot password?**” link. It is only necessary to enter your username and e-mail.



The login form for Classroom2020. It features the 'Classroom2020' logo at the top. Below the logo are two input fields: 'Username' and 'Password'. At the bottom left of the form is a red-bordered link labeled 'Forgot password?'. At the bottom right is a green button labeled 'Sign in'.



The 'Password retrieval' dialog box. It has a title bar with a close button (X). Inside, there are two input fields: 'Username:*' and 'E-mail:*'. At the bottom, there are two buttons: a green 'Submit' button and a light blue 'Cancel' button.

1.2 Contact Support

You can contact the support team by clicking the contact button at the top of the screen.

Contact application support

Your email:*

Subject:*

Body:*

FEP12

Refresh captcha

Captcha code:*

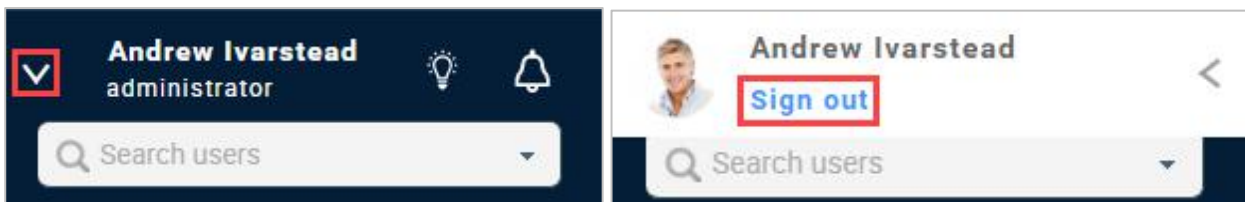
Send

Cancel

2 Personal Profile

A personal profile is the first page that you see once logged in. To access your personal profile from other pages, click on your first and last name in the top left corner of the screen. On the personal profile page, you can view information related to your personal profile: information and the list of subscribers for your profile.

To sign out of the system, click on the arrow next to your name in the top left corner and choose the “Sign Out” option.



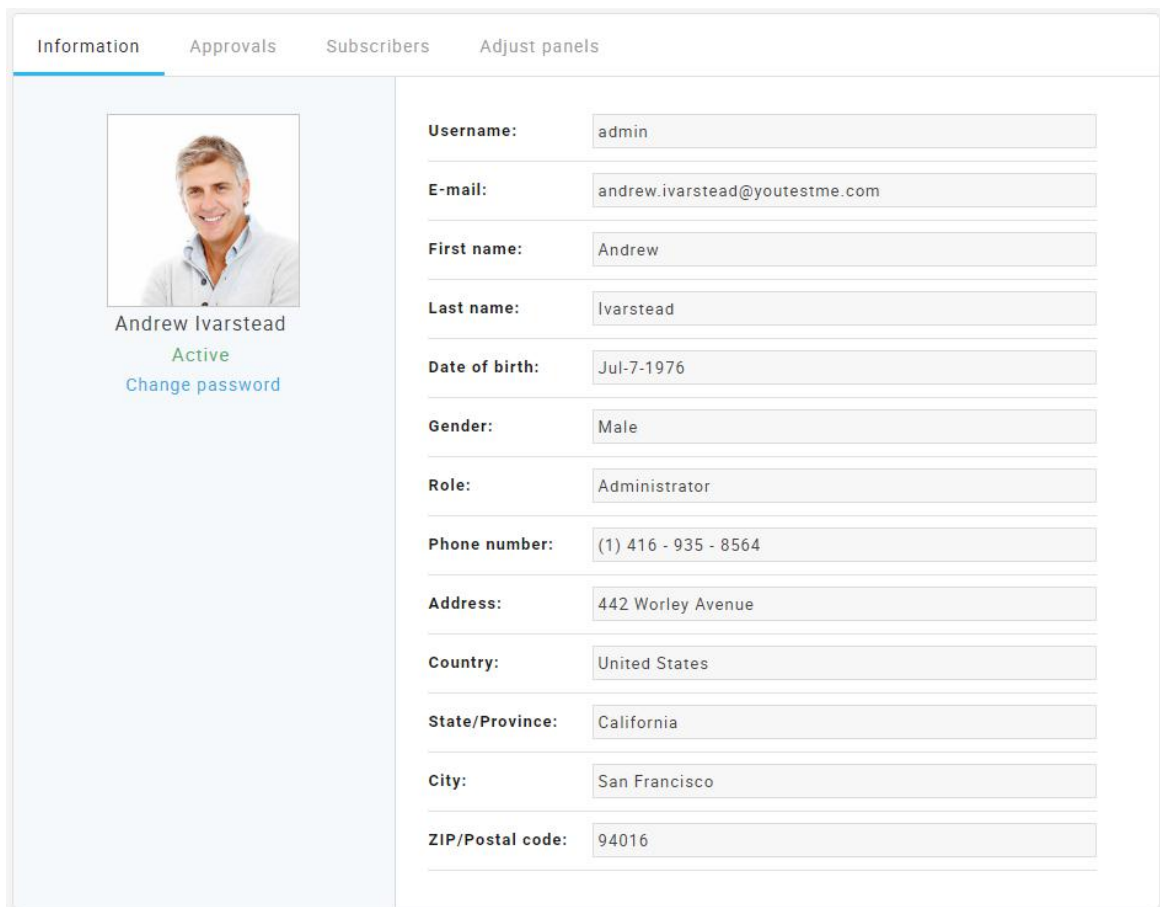
The user can have one of the following statuses:

- **Locked** – the user has to change the password during the login process
- **Suspended** – the user with this status is not able to login to the system
- **Active** – the user can access the system
- **Archive** – the user is archived

2.1 Information

This page contains a users personal information. Also, on this page, it is possible to change user status, as well as password. The following information is available on this page: Username, E-mail, First name, Last name, Date of birth, Gender, Role, Phone number, address, Country, State/Province, City, ZIP/Postal code.

It is also possible to change user status via options below the name on the top of the screen – lock, suspend, delete.



The screenshot shows a user profile page with a navigation bar at the top containing 'Information', 'Approvals', 'Subscribers', and 'Adjust panels'. The 'Information' tab is selected. On the left, there is a profile image of a man, the name 'Andrew Ivarstead', the status 'Active', and a 'Change password' link. On the right, there is a form with the following fields:

Username:	admin
E-mail:	andrew.ivarstead@youtestme.com
First name:	Andrew
Last name:	Ivarstead
Date of birth:	Jul-7-1976
Gender:	Male
Role:	Administrator
Phone number:	(1) 416 - 935 - 8564
Address:	442 Worley Avenue
Country:	United States
State/Province:	California
City:	San Francisco
ZIP/Postal code:	94016

To change the password, click on the **“Change password”** link below the profile image. It is possible to input new password manually or generate a random password with the help of system. It is also necessary to provide the password expiry date and time. Later, the user can change this generated password.

2.1.1 Update/upload profile image

Profile image can be updated by clicking on the **“Update profile image”** message that is displayed on mouse hover inside the profile image area. In case that you want to change the image, a new menu will be opened.

2.2 Approvals

The “**Approvals**” tab allows you to manage requests for changing scores in courses and tests. Request for changing scores can be submitted only by users with an adequate set of permissions. The same goes for the approval process.

Information Approvals Report card Subscribers Adjust panels							
Requested final course scores							
#	User	Group	Course	Requested by	Time of request	Score	Status
1	Thompson Aaron	Group 1	Anatomy and Physiology	Higgins Ted	Jan-19-2018 17:00	100%	<input checked="" type="checkbox"/> <input type="checkbox"/>
<div> <div>1</div> <div>10</div> </div> <div>Rows: 1</div> <div>Export to Excel</div>							
Requested test scores							
#	User	Group	Test name	Requested by	Time of request	Score	Status
1	Thompson Aaron	Group 1	assign	Higgins Ted	Jan-19-2018 17:00	67%	<input checked="" type="checkbox"/> <input type="checkbox"/>
<div> <div>1</div> <div>10</div> </div> <div>Rows: 1</div> <div>Export to Excel</div>							





2.3 Subscribers

The table within this tab contains the subscribers assigned to the current student profile. Subscribers are persons that receive e-mail notifications and reports connected to that student. Subscribing to student profile i.e. done via e-mail.

Information Approvals Subscribers Adjust panels				
Table displays: Personal subscribers				
<input type="checkbox"/>	Title	Description	Subscribe list	Actions
<input type="checkbox"/>	HR Department	HR department subscriber list that will receive the email notifications on progress of this user.	hr@youtestme.com	<input type="checkbox"/> <input type="checkbox"/>
<div> <div>1</div> <div>10</div> </div> <div>Create new Remove selected</div> <div>Export to Excel</div>				

In this table, it is possible to have an overview of all persons that are subscribed to any student within the system. You can do this by clicking on the **“Filter”** drop-down menu and choosing **“All Subscribers”** or **“Personal subscribers”** to see only subscribers for the current user profile.

By clicking the icon **“Unsubscribe”** for a particular user profile, the persons connected to that profile will stop receiving the notifications. Later, you can subscribe them again by clicking the **“Subscribe”** button when the filter is set to **“All users”**.

<input type="checkbox"/>	Title	Description	Subscribe list	Actions
<input type="checkbox"/>	HR Department	HR department subscriber list that will receive the email notifications on progress of this user.	hr@youtestme.com	 
<input type="checkbox"/>	Management	List of managers who will receive the email notifications on progress of this user.	ceo@youtestme.com, marketing@youtestme.com, sales@youtestme.com	 

1 10

To remove the subscribers, you need to mark the field next to subscribers’ names, and then click on **“Remove selected”**. This way, the subscriber is deleted from the system and that action cannot be undone.

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	HR Department	HR department subscriber list that will receive the email notifications on progress of this user.
<input type="checkbox"/>	Management	List of managers who will receive the email notifications on progress of this user.

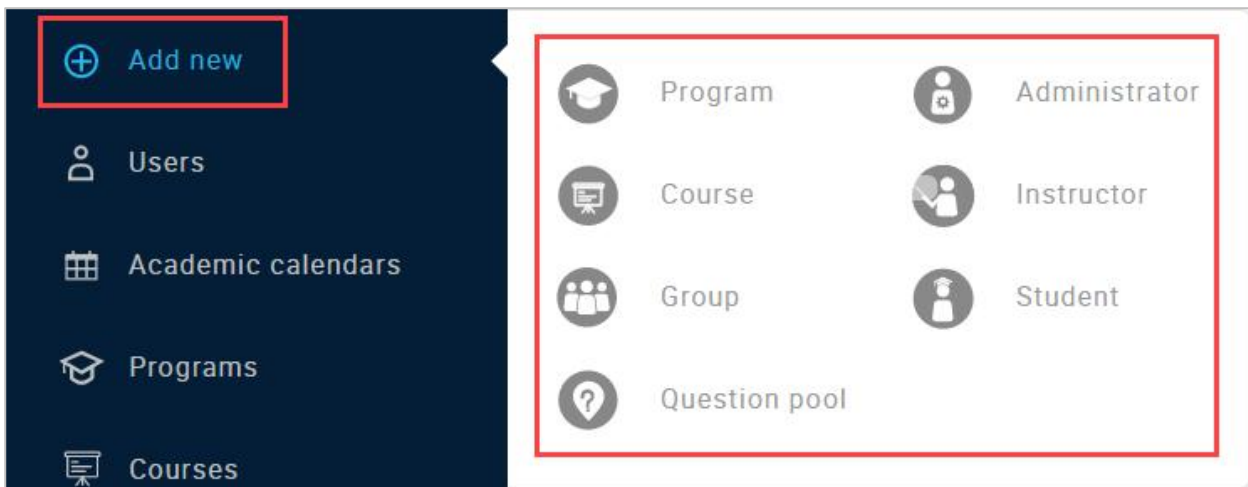
1 10

Create new Remove selected 2

3 Add New

The “Add New” is a quick action menu that allows you to quickly add new:

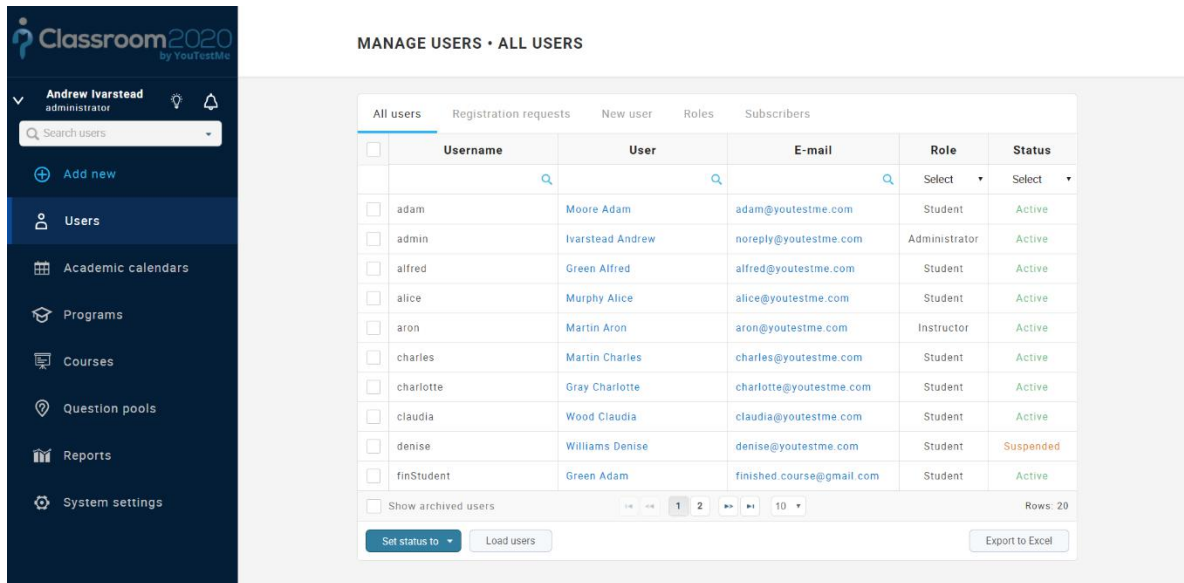
- Program
- Course
- Group
- Question Pool
- Administrator
- Instructor
- Student



4 Users

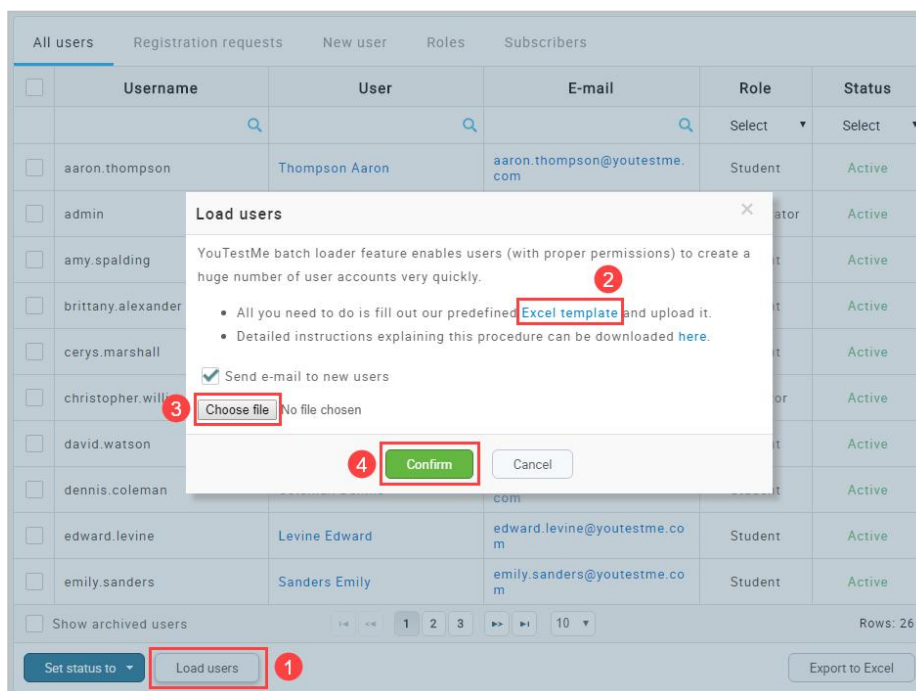
On this page, you can see all user profiles and their data. The only person that can manage the user profiles data is an administrator, or instructor, while for the rest of the users this page is “read-only” unless it is defined differently in “Roles and permissions”.

Under the “Users” module you can: manage users, registration requests, add new users, manage roles and subscribers.



4.1 Loading users

Loading users to the system can be done via Microsoft Excel. It is done by clicking the **“Load users”** button, by which, a new dialog box is opened where you can download an Excel template, fill it in with user information and upload it to the application.



4.2 Users Overview

You can overview the users by clicking the **“Users”** menu item. You can change the user status by marking one or several users and then from the drop-down menu **“Set status to”** choose one of the statuses. Each of the table columns can be used for search by typing the search term next to the magnifying glass icon.

All users Registration requests New user Roles Subscribers					
<input type="checkbox"/>	Username	User	E-mail	Role	Status
<input type="checkbox"/>				Select ▼	Select ▼
<input checked="" type="checkbox"/>	aaron.thompson	Thompson Aaron	aaron.thompson@youtestme.com	Student	Active
<input type="checkbox"/>	admin	Ivarstead Andrew	andrew.ivarstead@youtestme.com	Administrator	Active
<input checked="" type="checkbox"/>	amy.spalding	Spalding Amy	amy.spalding@youtestme.com	Student	Active
<input checked="" type="checkbox"/>	brittany.alexander	Alexander Brittany	brittany.alexander@youtestme.com	Student	Active
<input type="checkbox"/>	cerys.marshall	Marshall Cerys	cerys.marshall@youtestme.com	Student	Active
<input type="checkbox"/>	christopher.willis	Willis Christopher	christopher.willis@youtestme.com	Instructor	Active
<input checked="" type="checkbox"/>	david.watson	Watson David	david.watson@youtestme.com	Student	Active
<input type="checkbox"/>	dennis.coleman	Coleman Dennis	dennis.coleman@youtestme.com	Student	Active
<input type="checkbox"/>		Levine Edward	edward.levine@youtestme.com	Student	Active
<input type="checkbox"/>		Sanders Emily	emily.sanders@youtestme.com	Student	Active

Active
Locked
Suspended
Archived

1

2

3

10

Rows: 26

Set status to ▼
Load users
Export to Excel

4.2.1 Export Users to Excel

Export of all users can be done by clicking the **“Export to Excel”** button. The list of users is exported to Excel document and it is ready for immediate printing.

Set status to ▼
Load users
Export to Excel

4.3 Registration Requests

The “**Registration Requests**” tab allows you to handle registration requests by approving or declining them. The registration requests also appear in your notification area.

The screenshot displays the Classroom2020 user management interface. On the left sidebar, the user 'Andrew Ivarstead administrator' is logged in. Below the search bar, there are two notification items for registration requests from 'John Smith' and 'Jessy Pearsons'. The main area is titled 'MANAGE USERS • REGISTRATION REQUESTS' and contains a table with the following data:

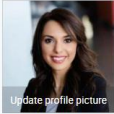
All users Registration requests New user Roles Subscribers				
<input type="checkbox"/>	Username	User	E-mail	Date of birth
<input type="checkbox"/>	jessy.pearsons	Pearsons Jessy	jessy.pearsons@youtestme.com	Mar-16-1998
<input type="checkbox"/>	john.smith	Smith John	john.smith@youtestme.com	Sep-2-1997

At the bottom of the table, there are buttons for 'Approve selected', 'Decline selected', and 'Export to Excel'. The table also includes pagination controls showing '1' of 10 rows.

4.4 Creating New User Profile

After clicking the “**New user**” tab item, a form for creating new user will open. Required fields during the process of creating new user are marked with (*). When setting up a user password, you need to know that there are two types of passwords, system generated and manual password creation.

All users
Registration requests
New user
Roles
Subscribers


Update profile picture

Username:*
michele.thompton

E-mail:*
michele.thompton@youtestme.com

First name:*
Michele

Last name:*
Thompson

Date of birth:
06/10/2018

Gender:
Female

User status:*
Active

Phone number:
(1) 416-935-8564

Address:
112 Washington Avenue

Country:
United States

State/Province:
Select one

City:
Washington D.C.

ZIP/Postal code:
20001

Role

Role:*
Instructor

Courses:
☒ Dental Anatomy For The Dental Assistant
☐ Dental Materials II
☒ Dental Materials Theory
☒ Dental Radiography I
☒ Dental Specialties
☐ Dental and Orofacial Anatomy I

Password

Password:*
Generated

Insert:

Retype:

Password expires:
26/02/2026 14:32:20

Create

4.5 Roles

Changing existing and adding new roles in the system can be done only by users that have that permission. By default, it is the administrator. If you want to change an existing role, you can select one from the drop-down menu. Default user roles are: **“Administrator”**, **“Instructor”** and **“Student”**. The differences between these roles are the permissions within the application itself. The **“Administrator”** represents a user with all enabled permissions, the **“Instructor”** has a certain level of permissions on courses, while the **“Student”** is a user with permission for taking the tests, without the abilities of managing and editing.

All users
Registration requests
New user
Roles
Subscribers

Select role:
Instructor
New role

Role name:*
Instructor

Role description:*
Instructor or professor of a course

Permissions

Permissions - User

<input checked="" type="checkbox"/> 1. Log in	Log into the system.
<input type="checkbox"/> 2. Manage a role	Create, edit or delete a role.
<input type="checkbox"/> 3. Grant roles to users	Grant roles to other users.
<input type="checkbox"/> 4. Manage subscriptions	Manage subscribers. Create, edit or delete subscriptions.
<input type="checkbox"/> 5. Manage system settings	View and manage system settings page.
<input checked="" type="checkbox"/> 6. Access the 'Profiles' page	Access the 'Profiles' page.
<input checked="" type="checkbox"/> 7. View the list of all users	View the list of all users at the 'Profiles' page.
<input type="checkbox"/> 8. Manage user status	Change user status (activate, lock, suspend or delete).





Each role contains certain parameters that define: **role code**, **role name**, and **role description**. These parameters have to be filled in in order to create a new role.

Each permission gives an access to a certain functionality within the system, that is noted in the permission description. It is necessary to mention that the levels of access are a core of the application.

If you want to save or remove a new role after creating it, go to the end of the table of roles click the **“Update”** button or **“Remove”**.

4.6 Subscribers

Subscribers are persons (their e-mail addresses), that are subscribed to receive test results of a certain user from the system. Here you can create or manage subscriptions for an existing user.


All users Registration requests New user Roles Subscribers				
Create or manage subscriptions for an existing user. Subscribed users will receive regular reports about the user they are subscribed to.				
<input type="checkbox"/>	Title	Description	Subscribe list	Action
				
<input type="checkbox"/>	HR Department	HR department subscriber list that will receive the email notifications on progress of this user.	hr@youtestme.com	
<div> 1 10 </div>				Rows: 1
Create new		Remove selected		Export to Excel

Within this table, you can find all subscribers from the system as well as the users on which they are subscribed. By clicking the **“Create new”** button, a new window for adding new subscriber is opened. Within one subscriber it is possible to add multiple email addresses.

In order to choose users on which certain email addresses are being subscribed, it is necessary to click on the action **“Edit”** within the subscriber's table, after which a new window will open. That window contains the table of current subscribers (if a subscriber is new, this table will be empty). In order to add new users for subscription, it is needed to set **“Filter”** menu to **“All users”**.

All users
Registration requests
New user
Roles
Subscribers

Create or manage subscriptions for an existing user.
Subscribed users will receive regular reports about the user they are subscribed to.

<input type="checkbox"/>	Title	Description	Subscribe list	Action
<input type="checkbox"/>	HR Department	HR department subscriber list that will receive the email notifications on progress of this user.	hr@youtestme.com	<div>1</div> 

1
10

Rows: 1

Create new
Remove selected
Export to Excel

Subscriber





Title:*
HR Department
Description:
HR department subscriber list that will receive the email notifications on progress of this user.
Subscribe list:*
hr@youtestme.com

Update
Cancel

Table displays:

2
Subscriptions only
3
All users

Usernames
Subscriptions only

			Select	
admin	Ivarstead Andrew	andrew.ivarstead@youtestme.com	Active	
robbie.gonzales	Gonzales Robbie	robbie.gonzales@youtestme.com	Active	
finlay.tomlinson	Tomlinson Finlay	finlay.tomlinson@youtestme.com	Active	
jimmy.kerr	Kerr Jimmy	jimmy.kerr@youtestme.com	Active	

1
10

5 Academic Calendars

5.1 Time Frames

Time Frames lets you define the number of semesters and label them according to your needs. To create new time frame, go to Academic Calendars module and next to the time frames click the **“Create New”** button. The time frames are consisted out of time units. The time units can have custom names. The number of time units that you can add is not limited.

MANAGE ACADEMIC CALENDARS

Academic calendars > New time frame

New time frame

Time frame name:*

1.	<input type="text" value="Semester 1"/>
2.	<input type="text" value="Semester 2"/>
3.	<input type="text" value="Semester 3"/>
4.	<input type="text" value="Semester 4"/>
5.	<input type="text" value="Semester 5"/>
6.	<input type="text" value="Semester 6"/>

In “**Academic Calendars**” module you are able to define academic calendars (generations). To create a new academic calendar (generation), navigate to “**Academic Calendars**” page and click the “**Create New**” button. Then, choose whether the academic calendar will be blank by choosing the “**Create empty academic calendar**” radio button, or choose the “**Copy programs and courses from previous academic calendar**” if your courses and programs are the same as in one of the previous academic calendars. Next, you need to define the “**Start**” and “**End**” dates for the semesters. By default, the academic calendar has predefined labels for semesters (from Semester 1 to Semester 8). Once you have defined the duration of semesters, click on “**Save**” button and new academic calendar will be created.

MANAGE ACADEMIC CALENDARS

Academic calendars > New academic calendar

New academic calendar

Name:* Select time frame:


☒ Create empty academic calendar
☐ Copy from other academic calendar

1. Semester 1	Label: <input type="text" value="Semester 1"/>	Start: <input type="text" value="06/02/2018"/>	End: <input type="text" value="06/05/2018"/>
2. Semester 2	Label: <input type="text" value="Semester 2"/>	Start: <input type="text" value="06/05/2018"/>	End: <input type="text" value="06/08/2018"/>
3. Semester 3	Label: <input type="text" value="Semester 3"/>	Start: <input type="text" value="06/08/2018"/>	End: <input type="text" value="06/11/2018"/>
4. Semester 4	Label: <input type="text" value="Semester 4"/>	Start: <input type="text" value="06/11/2018"/>	End: <input type="text" value="06/02/2019"/>
5. Semester 5	Label: <input type="text" value="Semester 5"/>	Start: <input type="text" value="06/02/2019"/>	End: <input type="text" value="06/05/2019"/>
6. Semester 6	Label: <input type="text" value="Semester 6"/>	Start: <input type="text" value="06/05/2019"/>	End: <input type="text" value="06/08/2019"/>
7. Semester 7	Label: <input type="text" value="Semester 7"/>	Start: <input type="text" value="06/08/2019"/>	End: <input type="text" value="06/11/2019"/>
8. Semester 8	Label: <input type="text" value="Semester 8"/>	Start: <input type="text" value="06/11/2019"/>	End: <input type="text" value="06/02/2020"/>

The number of academic calendars (generations) that you can add is not limited.





The timetables can also be modified or deleted from the **“Academic Calendars”** page, by clicking the **“Settings”** or **“Delete”** icon.

MANAGE ACADEMIC CALENDARS

 > Academic calendars









Time frames ?

Create new

American College Time Frame	 
Community College Time Frame	 

Academic calendars ?

Create new

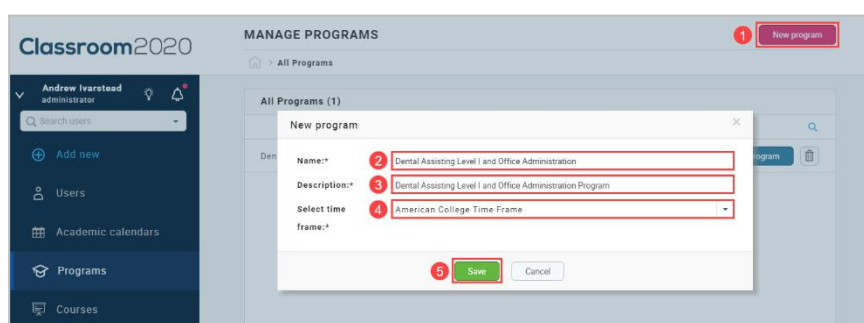
Generation 2017 - 1	 
Generation 2017 - 2	 
Generation 2018	 
Primary School Generation 2018/2019	 

6 Programs

The programs module helps you organize as many college programs as needed. Each program can be assigned to one or more academic calendars (generations). Within the program, you can add and manage groups for all semesters and assign different courses to each of semesters. Each generation has assigned group(s) and each of semesters has assigned different courses.

6.1 Managing Programs

To add a new program, navigate to Programs page and click the **“New Program”** button. A popup form will open. Define the program name, description, assign it to a proper time frame and click on the **“Save”** button.



6.2 Managing Program Courses

After you have added groups to your program, you can proceed to the process of assigning courses to the program.

Information

Students

Name:

Dental Assisting Level I and Office Administration

Description:

Dental Assisting Level I and Office Administration Program

Select academic calendar:

Generation 2018

Courses

1

Assign

Groups: Generation 2018

Add

Semester 1
Feb-5-2018

Semester 2
May-5-2018

Semester 3
Aug-5-2018

Semester 4
Nov-5-2018

Semester 5
Feb-5-2019

Semester 6
May-5-2019

Semester 7
Aug-5-2019

Semester 8
Nov-5-2019

Assign courses

	Course name
<input checked="" type="checkbox"/>	Applied Pharmacology & Emergency Procedures
<input checked="" type="checkbox"/>	Clinical Techniques - Theory
<input checked="" type="checkbox"/>	Collaborative Health Care In Canada
<input type="checkbox"/>	Dental Specialties
<input checked="" type="checkbox"/>	Oral Biochemistry
<input checked="" type="checkbox"/>	Periodontal Disease
<input type="checkbox"/>	Preventative Dental Care
<input checked="" type="checkbox"/>	Principles of Pharmacology

1

50

Rows: 8

3

Assign courses

Cancel

6.3 Managing Program Groups

Once a new program is created, you will be taken to the **“Information”** tab within the created program. Within the **“Information”** tab you can add groups to each of the semesters, to manage members of the groups or delete the group(s). To add a new group within the program, in the **“Groups”** section within the program, click the **“Add”** button, type in the name of the group and optionally define the group code and description and click the **“Save”** button.

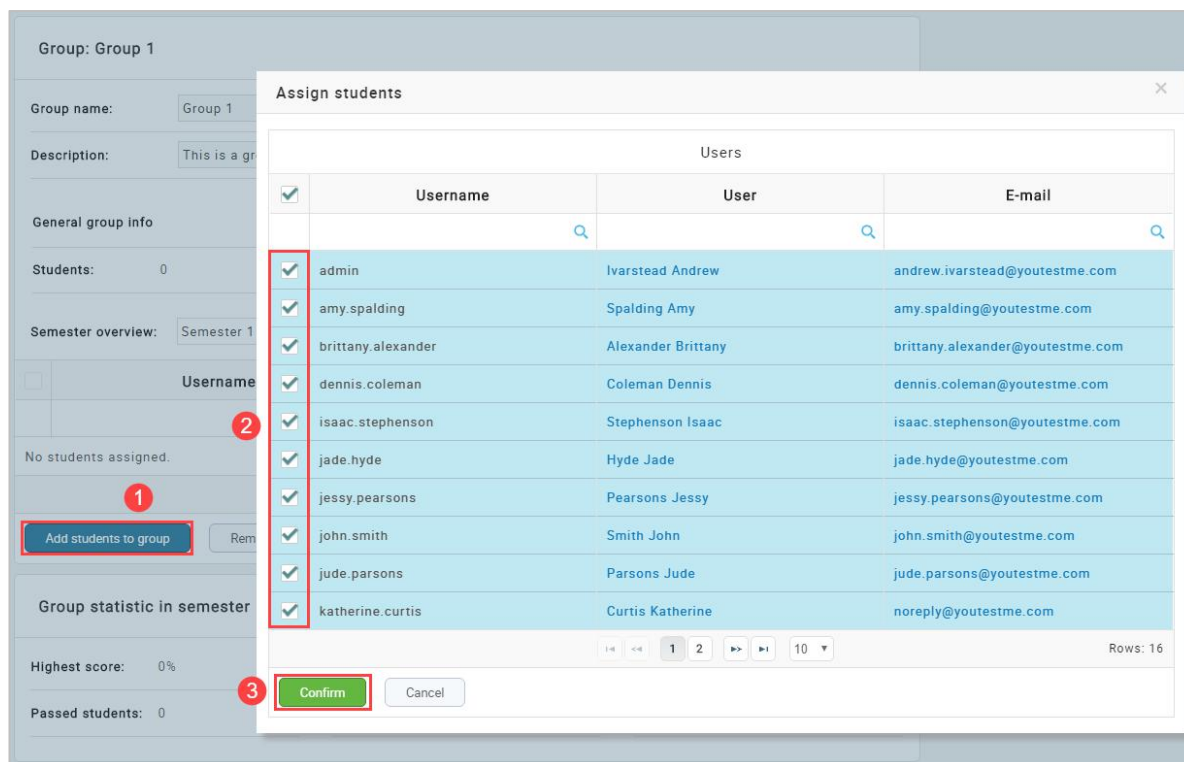
The screenshot shows the 'Add new group' dialog box in the Classroom2020 interface. The dialog box has the following fields and buttons:

- Group name*:** A text input field containing 'Group 1'.
- Group code:** A text input field containing 'GR1'.
- Description:** A text input field containing 'This is a group of 50 students.'
- Save:** A green button at the bottom right of the dialog box.
- Cancel:** A grey button at the bottom right of the dialog box.

The background interface shows the 'Information' tab for a program named 'Dental Assisting Level I and Office Administration'. The 'Groups' section for 'Generation 2018' shows 'No groups added' and an 'Add' button.

Once created, you can add users to your new group. To do this, navigate to your new group and click the **“Settings”** icon button. Once clicked, you will be taken to a page of your group. The page contains the information on the group, as well as the list of group members. Users can be either added to a group or removed from it.

To add users (students) to a group, click the **“Add Students to Group button”** and select students from the system that you want to add to the group.



7 Courses

Courses are the major module of the system. It consists of lessons, literature, tests, statistics, and forums.



7.1 Creating New Course

To create new course, open “Courses” page and click the “New Course” button in the top right corner. Once clicked, a popup window will open, asking you to define the course parameters.

Parameters for creating new course are:

1. **Course Name** – has to be unique. The maximum number of characters is 100
2. **Course Description** - The maximum number of characters is 1,000
3. **Pass mark**

The screenshot shows the 'MANAGE COURSES' page in Classroom2020. On the left is a sidebar with navigation options like 'Add new', 'Profiles', 'Academic calendars', 'Programs', 'Courses', and 'Show my courses'. The main area is titled 'MANAGE COURSES' and contains a 'New course' button (1). Below this, there's a section for picking a course or creating a new one, with sub-sections for 'In a course you can:' and 'You can also track:'. A 'New course' popup form is open, showing fields for 'Course name:*' (2) with the value 'Anatomy and Physiology II', 'Course description:*' (3) with the value 'This course contains lessons and progress tests.', and 'Pass mark:*' (4) with a dropdown set to '51%'. At the bottom of the popup is a 'Save' button (5) and a 'Cancel' button.

7.2 Course – Information

On the “**Information**” tab within the course, you can see the course information. If you have a proper set of permissions, you can edit the course name, description and pass mark.

COURSE • Anatomy and Physiology New course Delete

Information Instructors Students Lessons Availability Tests Statistics Forum

Course name: Course ID: 1

Description: Pass mark:

Created by: [Andrew Ivarstead](#) Create time: Feb-12-2018 10:35

Updated by: [Andrew Ivarstead](#) Update time: Feb-24-2018 10:32

7.3 Course – Instructors

On the “**Instructors**” tab within the course, you can handle the list of users who can manage the course. Each course can have as many instructors as needed. To assign new instructors, click the “**Add instructors**” button, after which a pop-up window will appear, then select the users that you want to add as course instructors and click the “**Confirm**” button.

Information **Instructors** Students Lessons Availability Tests Statistics Forum

☐ ted.higgins
☐ christopher.wilkinson
☐ edward.levine
☐ admin

1 Add instructor

2

Assign instructors

Users

<input type="checkbox"/>	Username	User	E-mail	Role
<input checked="" type="checkbox"/>	amy.spalding	Spalding Amy	amy.spalding@youtestme.com	Instructor
<input type="checkbox"/>	brittany.alexander	Alexander Brittany	brittany.alexander@youtestme.com	Instructor
<input type="checkbox"/>	cerys.marshall	Marshall Cerys	cerys.marshall@youtestme.com	Instructor
<input checked="" type="checkbox"/>	david.watson	Watson David	david.watson@youtestme.com	Instructor
<input type="checkbox"/>	dennis.coleman	Coleman Dennis	dennis.coleman@youtestme.com	Instructor
<input checked="" type="checkbox"/>	emily.sanders	Sanders Emily	emily.sanders@youtestme.com	Instructor
<input type="checkbox"/>	finlay.tomlinson	Tomlinson Finlay	finlay.tomlinson@youtestme.com	Instructor
<input type="checkbox"/>	isaac.stephenson	Stephenson Isaac	isaac.stephenson@youtestme.com	Instructor
<input type="checkbox"/>	jade.hyde	Hyde Jade	jade.hyde@youtestme.com	Instructor
<input type="checkbox"/>	jessy.pearsons	Pearsons Jessie	jessy.pearsons@youtestme.com	Instructor

3 Confirm Cancel







Rows: 23

7.4 Course – Students

On the “**Students**” tab you can have an overview of the students that are attending the particular course, their final score, allow them to retake the course and see the report.













Information
Instructors
Students
Lessons
Availability
Tests
Statistics
Forum

Select program: All
Select semester: All
Group: All

<input type="checkbox"/>	Username	Program	Group	Semester	Final score	Actions
<input type="checkbox"/>	edward.levine	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 2	Generation 2017 -1 Semester 1	42% (Passed)	  
<input type="checkbox"/>	finlay.tomlinson	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 1	Generation 2017 -1 Semester 1	74% (Passed)	  

Previous final scores

Changed by: Andrew Ivarstead	Update time: Dec-12-2017 9:41	Group: Dental Assisting Level I - Class 1	Score: 74%
Changed by: Andrew Ivarstead	Update time: Dec-11-2017 19:34	Group: Dental Assisting Level I - Class 1	Score: 87%
Changed by: Andrew Ivarstead	Update time: Dec-11-2017 15:06	Group: Dental Assisting Level I - Class 1	Score: 87%
Changed by: Andrew Ivarstead	Update time: Dec-11-2017 15:06	Group: Dental Assisting Level I - Class 1	Score: 18%

<input type="checkbox"/>	christopher.willis	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 2	Generation 2017 -1 Semester 1	46% (Passed)	  
<input type="checkbox"/>	william.fulcher	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 1	Generation 2017 -1 Semester 1	75% (Passed)	  
<input type="checkbox"/>	jimmy.kerr	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 1	Generation 2017 -1 Semester 1	46% (Passed)	  
<input type="checkbox"/>	cervs.marshall	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 1	Generation 2017 -1 Semester 1	80% (Passed)	  

1 2 3 4 10
Rows: 32

Assign calculated scores
Export to Excel

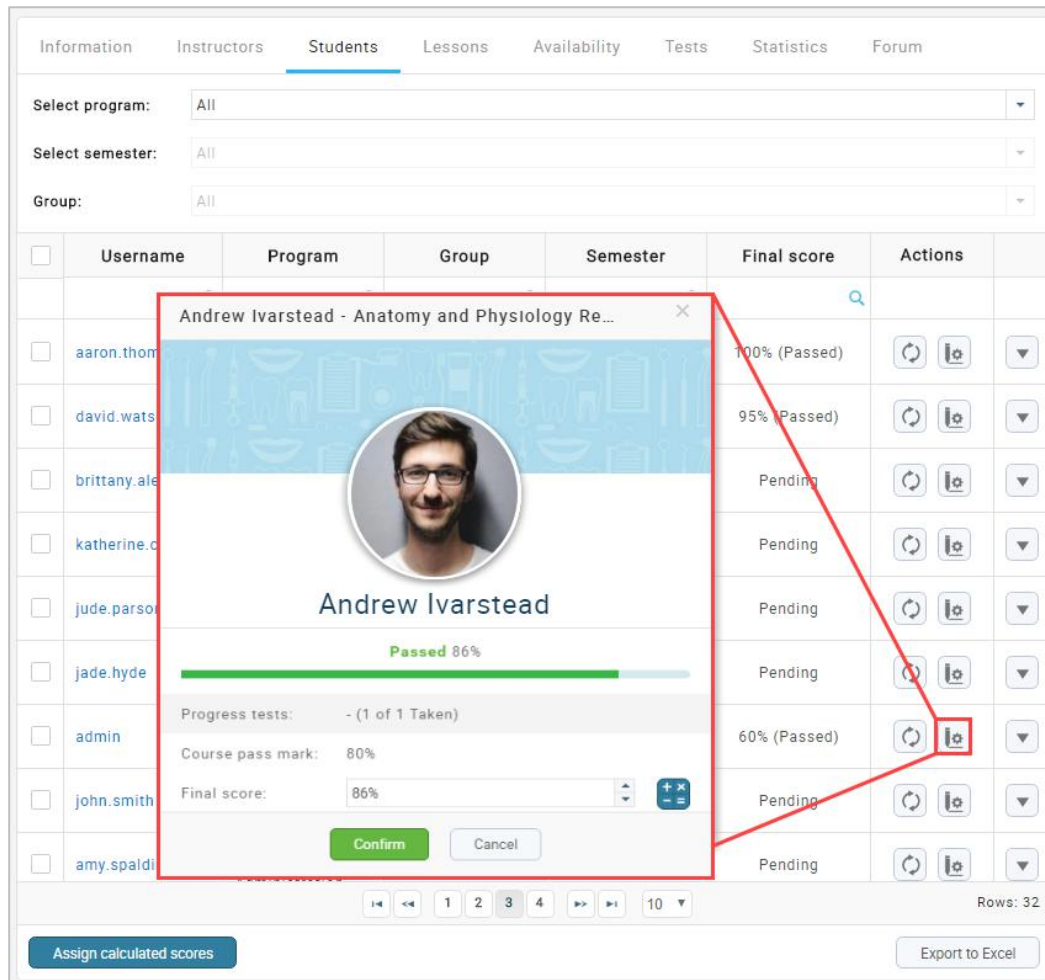
7.4.1 Retake Course

For various reasons, your students would have to retake some course. To allow a student to retake the course, find the student in the list of students and click the “**Retake**” icon.




























<input type="checkbox"/>	Username	Program	Group	Semester	Final score	Actions
<input type="checkbox"/>	edward.levine	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 2	Generation 2017 -1 Semester 1	42% (Passed)	  
<input type="checkbox"/>	finlay.tomlinson	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 1	Generation 2017 -1 Semester 1	74% (Passed)	  
<input type="checkbox"/>	christopher.willis	Dental Assisting Level I and Office Administration	Dental Assisting Level I - Class 2	Generation 2017 -1 Semester 1	46% (Passed)	  

7.4.2 Student Details

As a course instructor, you are able to see the student report. The report contains the average score in the progress tests, course pass border and final score. Final score can be changed only by the course instructor. To access the student report, find a student for which you want to see the details and click the **“Edit Details”** icon.



The screenshot shows the 'Students' tab in the Classroom2020 interface. A modal window is open for a student named Andrew Ivarstead. The modal displays a profile picture, the student's name, and the program 'Anatomy and Physiology Re...'. Below the name, a green progress bar indicates 'Passed 86%'. The modal also shows 'Progress tests: - (1 of 1 Taken)', 'Course pass mark: 80%', and a 'Final score' field set to 86%. At the bottom of the modal are 'Confirm' and 'Cancel' buttons. In the background, a table lists students with columns for Username, Program, Group, Semester, Final score, and Actions. A red box highlights the 'Edit Details' icon (a gear) in the 'Actions' column for the student 'john.smith', with a red arrow pointing from it to the modal.

Information	Instructors	Students	Lessons	Availability	Tests	Statistics	Forum
Select program:	All						
Select semester:	All						
Group:	All						
	Username	Program	Group	Semester	Final score	Actions	
	aaron.thom				100% (Passed)	  	
	david.wats				95% (Passed)	  	
	brittany.ale				Pending	  	
	katherine.c				Pending	  	
	jude.parsol				Pending	  	
	jade.hyde				Pending	  	
	admin				60% (Passed)	  	
	john.smith				Pending	  	
	amy.spaldi				Pending	  	

Assign calculated scores

Export to Excel

7.5 Lessons

Opening lessons related to the course is done by clicking the **“Lessons”** tab item.

Once the lessons tab is opened, you will get an overview of all lessons related to the selected course and you will be able to add, remove, change or view them.

Information	Instructors	Students	Lessons	Availability	Tests	Statistics	Forum
				<div>New supplemental test</div> <div>Add lesson</div>			
1	Lesson Item 1 Attached literature: 1		TEST 1	Test weight: 26	51% of total		
2	Lesson Item 2 Attached literature: 1		-	Test weight: -	- % of total		
3	Lesson Item 3 Attached literature: 1		-	Test weight: -	- % of total		
4	Lesson Item 4 Attached literature: 1		-	Test weight: 25	49% of total		

To add a new lesson, click the **“Add lesson”** button, and in a new window, that will open, define the lesson name and its description (up to 30,000 characters).

The lesson can have a literature. It can be added by clicking the three dots icon on the right side of the table and by choosing the **“Add literature”** option. After that, in the overview of the lesson, you will be able to see its literature and add/remove it.

To see all literature for a particular lesson, you need to click the **“X Literature”** item, where the **“X”** represents the number of added literature to the selected lesson. Here you also add the progress test. Elements that define each lesson are:

1. Name
2. Description (optionally)
3. Literature (optionally)
4. Test (optionally)

Lesson description represents text that user can read while he/she is learning the particular lesson. It is possible to add literature to the lesson, to make it more attractive with multimedia content.

7.6 Learning Lesson

Candidates can access lessons from their personal profile by opening **“Report Card”** tab, browsing the list of assigned programs and opening the desired course within a program. By clicking on the course’s name, its page will open and the candidate will see the lesson list related to that course on the left side panel. By clicking the first item, the first lesson will open, its content, possible literature and the test. It is not possible to proceed to the next lesson before you pass the progress test (if it exists within the lesson).

7.7 Course Literature

To open the literature window, click on the “**Literature**” menu item within the lesson.

The screenshot shows the Classroom2020 interface with the 'Lessons' tab selected. At the top, there are tabs for Information, Instructors, Students, Lessons, Availability, Tests, Statistics, and Forum. Below these, there are buttons for 'New supplemental test' and 'Add lesson'. A table lists lesson items:

Item ID	Lesson Item	Attached literature	TEST	Test weight	% of total	Actions
1	Lesson Item 1	Attached literature: 1	TEST 1	Test weight: 26	100% of total	[Menu]
Literature						
Essentials of Anatomy and Physiology 1						
2	Lesson Item 2	Attached literature: 1	-	Test weight: -	- % of total	[Add] [Edit] [Menu]
3	Lesson Item 3	Attached literature: 1	-	Test weight: -	- % of total	[Add] [Edit] [Menu]
4	Lesson Item 4	Attached literature: 1	-	Test weight: -	- % of total	[Add] [Edit] [Menu]

Below the table, a large viewer window displays the selected literature item: 'Essentials of Anatomy and Physiology 1'. The viewer shows a chapter title 'The Human Organism'.

The system supports 8 types of literature:

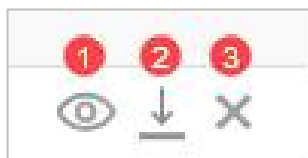
1. MP4 video
2. MP3 audio
3. PDF document
4. “Google Docs”
5. ZIP archive that can be stored and dragged
6. YouTube – embedded within the page
7. Link to other websites
8. Image (PNG, JPG format)

The screenshot shows the Classroom2020 interface with the 'Lessons' tab selected. The 'Literature' section is expanded, and a context menu is open over the first lesson item. The menu options are:

- Delete lesson
- Edit lesson
- Add literature (highlighted with a red box)
- Edit test weight
- Remove test

Adding the new literature is done by clicking the **“Add literature”** button. Literature consists of the name, description (optionally) and literature type. Once the new literature is added, all users from the course get an e-mail notification. Also, new literature can be seen on the personal profile.

By clicking the **“Upload”** button, choose the desired literature from your computer in the format that you choose as the literature type and wait for it to upload.



By clicking the view icon (1) you open the overview of the desired literature.

Literature can be downloaded by clicking the download icon (2).

By clicking the remove icon (3) literature is deleted from the system.

8 Progress Test

By clicking the **“New progress test”** icon next to a lesson, a test creation wizard will launch. For more information on create tests, please read the [Tests](#) chapter. The default test weight and pass border for progress tests is 1%.

In order to remove the test, you need to click the **“Remove Test”** in the options context menu next to the lesson.

Information Instructors Students Lessons Availability Tests Statistics Forum					
<div>New supplemental test Add lesson</div>					
1	Lesson Item 1 Attached literature: 1	TEST 1	Test weight: 26	100% of total	⋮
2	Lesson Item 2 Attached literature: 1	-	Test weight: -	- % of total	📄 📄
3	Lesson Item 3 Attached literature: 1	-	Test weight: -	- % of total	📄 📄
4	Lesson Item 4 Attached literature: 1	-	Test weight: -	- % of total	📄 📄

Delete lesson
Edit lesson
Add literature
Edit test weight
Remove test

This way the test is removed only from the lesson, but it is not deleted – in order to delete it completely, you need to click the test name. A new page will open where you will see the options for managing the test, as well as the option to delete the test. This serves for better records keeping and archiving.

COURSE • Anatomy and Physiology > TEST • TEST 1

Delete

Information Students Questions Test instructions Test weight log

Test name: TEST 1

Test ID: 1000

Description: Anatomy and Physiology Test 1

8.1 New Tests

New tests can be created through the page “**Courses**” within the item “**Lessons**”. Each lesson from the right side of its row in the table has the button “**New progress test**” that once clicked opens a new page in the browser where you can create a new progress test. This way you can generate different tests (with different questions), but uniform settings.

8.1.1 Test Wizard – Step 1 – Test Settings

1. Test settings 2. Questions 3. Specification 4. Test instructions 5. Review >

Name:* Anatomy and Physiology Exam

Description: Midterm exam

Test weight: 25 Pass mark: 51%

Test creation type: Generated

Duration type:* Time per test

Show report:* After every question

☐ Include public templates

Test template: Select one

Network access:* Internal network

Test duration:* 01:00:00

Report contents:* Grade and preview

Test creation can be done by creating a completely new test or by choosing the test template (if it exists). If you want to create a new test, you should not use the field “**Test template**”. Required fields are marked with star (*).

1. **Name*** – test name that will be displayed within the lesson
2. **Test template** – saved test parameters that can be used for faster test creation. They can be **personal** and **public**. By turning on the option “Public test templates of other users” you can choose one of the available public test templates created by other users
3. **Description** – test description

4. **Test weight** – the percentage that represents the impact of test on the user’s final course score
5. **Pass mark** – the minimum percentage that user has to achieve in order to pass the test
6. **Test creation type:**
 - **Manually created** – handpicking questions from the pool or typing them in
 - **Generated** – when set to this option, you may choose the question pools that will be used for generating a test
7. **Duration type*** - this option determines the time duration of the test:
 - **Unlimited** - means that the test is not limited by time
 - **Time per question** - means that the candidate will have a certain time frame for each question to answer
 - **Time per test** - limits the duration of the whole test, regardless the number of questions
8. **Test duration*** – this parameter determines how long will the test last if the duration type is set to **Time per test**
9. **Network access*** – this parameter can limit the test access within the internal network, or to be opened for access through the internet from any location
10. **Show report*** – determines the type of report that will be shown to the candidates:
 - **After every question** - will display the table on the right side of the test where the candidate will be able to see in real-time if he/she answered the question correctly, as well as the final grade
 - **On instructor’s approval** - allows instructors to choose at what moment the test results will be displayed to candidates
 - **Immediately after finishing** - will show the reports after the candidate finishes the test, unless it is necessary to manually grade certain questions (“essay” and “fill in the blanks”)
11. **Report contents*** - this parameter determines what will candidates see in the report:
 - **Grade and preview** - will display the result (in percentage or final grade) and whole test, with marked mistakes, as well as the correct answers
 - **Grade only** - will show only the results as a percentage of the final grade.

8.1.2 Test Wizard – Step 2 – Questions

Next step in test creation process is adding questions. Depending on the test creation type (manual or generated), next step varies.

8.1.3 Generated Test Creation

Questions are imported from the question pools via the button **“Add pool resource”**, which opens the new window in which you need to choose one of the pools that you are member of, define the number of questions that will be included in the test generator with the help of the question difficulty on the right-side menu.

#	Pool name	Cut-off date	Easy	Medium	Hard	Total	Actions
No data							

#	Question text	Difficulty	Frequency factor	Last occurrence	Type
1	Why should Selenium be selected as a test tool? Software management pool	Easy	-	03/09/2018	Multiple choice
2	What are the different types of locators in Selenium? Software management pool	Easy	-	03/09/2018	Multiple choice
3	Verify command checks whether the given condition is true or false. If the condition is true then the program control will execute the next test step but if the condition is false, the execution would stop and no further test would be executed. Software management pool	Easy	-	03/09/2018	True/False

To turn on the frequency factor for determining the chances that a certain question will appear during the test generation, first, you need to tick the checkbox next to the option **“Include the frequency factor”**. Frequency factor – for each question in the pool you can determine the frequency factor that can be used in unique tests for each user. Also, it determines if and how many times a certain question will appear in the test. There are 5 frequency factors: **Never**, **Rarely**, **Normal**, **Often**, **Always**.

It is also possible to set the **“Cut off date”**, that represents the date in the past that will exclude all questions appeared in the tests after the date. For example, if you input February 1st as the cut-off date, all questions that appeared in tests after February 1st will not be included in the generation of the test.

The pool can be removed from resources by clicking the button **“Remove pool resource”** in the **“Actions”** column.

Editing the pool resource is done by clicking the button **“Edit pool resource”** in the **“Actions”** column.

Button for saving the settings is located at the end of the page.

8.1.4 Manual Test Creation

When it comes to manually creating tests, you can add questions in several ways. The first way is to manually add questions. You can choose between 7 types of questions. To add a question click on **“Add question button”** and choose 1 out of 7 types of questions.

1. Test settings | **2. Questions** | 3. Specification | 4. Test instructions | 5. Review

Questions per test: 4 | Total duration: 1 h 0 m 0 s | Total points: 12

Easy questions: 2 | Medium questions: 2 | Hard questions: 0

Questions in test

#	Question	Difficulty	Points / Penalty	Type	Actions
1	Hypersens the followi	Easy	2 / 1	Single choice	View Edit Delete
2	What nerve	Easy	2 / 1	Ordering	View Edit Delete
3	A flat ston face of the	Medium	4 / 2	Multiple choice	View Edit Delete
4	Fluoride is	Medium	4 / 2	True/False	View Edit Delete

Import from Pool | Add question Single choice
Multiple choice
Essay
Ordering
Fill in the blanks
True/False
Matching 1

Once clicked, a section for adding question will be added. To see how to add a new question to the question pool, read [Test Question Pools](#) chapter.

Once you’ve entered your question, offered answers, and other options, you can click **“Add to test”** button and your question will be added to the question list.

The second way to add questions to your test is to import them from question pools. To do this click on **“Import questions from Pools”** button. Once clicked, it will scroll the page down to **“Import from Pool”** section. The first step is to select the existing pool of questions from which you wish to load questions in your new test. The second step is to choose the question(s) that you wish to assign to your test and click on **“Assign”** icon. Then the questions will be added to the question list as shown in the image below.

Import from Pool

Select pool: 1 Dental Hygiene

Questions in pool

#	Question text	Parent pool	Difficulty	Type	Actions
			Select	Select	2
1	Hypersensitivity of a root lessens as the tooth forms which of the following?	Dental Hygiene	Easy	Single choice	
2	What nerve supplies the intrinsic muscles of the tongue?	Dental Hygiene	Easy	Ordering	
3	Which of the following is the most radioresistant?	Dental Hygiene	Easy	Single choice	
4	Fluoride is typically introduced in all of the following ways except by vitamins.	Dental Hygiene	Medium	True/False	
5	Gingivitis is considered controlled when:	Dental Hygiene	Medium	Single choice	
6	A flat stone may be used to sharpen a curette by hand. The face of the curette should be at what angle to the stone?	Dental Hygiene	Medium	Multiple choice	
7	Which of the following is not a characteristic of an overdenture?	Dental Hygiene	Hard	Multiple choice	

10 (1 of 2) Rows: 19

8.1.5 Test Wizard – Step 3 – Specification

NOTE If the duration type is set to be “Time per question” you specify the details in this step, by the question difficulty of each question. This step is being skipped if you choose Manually created test creation type in Step 1.

In this step, you define the number of points that are rewarded for each correct answer, for each difficulty type. This way you also define the penalty points. On the left side of this window, you can see a short overview of the test parameters defined in the previous steps.

1. Test settings
2. Questions
3. Specification
4. Test instructions
5. Review

Questions: 11 Duration: 01:00:00 Points: 21

Easy questions: 4 Medium questions: 4 Hard questions: 3

Points per question

Easy: 1 Medium: 2 Hard: 3

Penalty per question

Easy: 2 Medium: 1 Hard: 0

8.1.6 Test Wizard – Step 4 – Test Instructions

On the Test Instructions tab, you can write down the instructions related to a test. Test takers are required to read and accept the test instructions before starting the test. The maximum number of characters that you can have in test instructions is 30,000.

Once you write the test instructions, you can see how it will look from the test takers' point of view by clicking the **"Preview"** button.

8.1.7 Test Wizard – Step 5 – Overview

The last step of test creation is the review of the test settings. Before generating the test, you can save its template by clicking the button **“Save test template”**, thus updating the existing template, or as a new one.

<

1. Test settings

2. Questions

3. Specification

4. Test instructions

5. Review

Test name: Anatomy and Physiology Exam

Description: Midterm exam.

Exam type: Progress test

Network access: Internal network

Test creation type: Generated

Look type: One question per page

Show report: After every question

Duration type: Time per test

Duration: 01:00:00

Total questions: 11

Total duration: 01:00:00

Total points: 21

Easy questions: 4

Time to answer: -

Points/Penalty: 1/2

Medium questions: 4

Time to answer: -

Points/Penalty: 2/1

Hard questions: 3

Time to answer: -

Points/Penalty: 3/0

Pools

Pool name	Cut off date	Easy	Medium	Hard	Total questions
Anesthesia and Pain Control		1	2	2	5
Dental Hygiene		3	2	1	6

Save test template

Finish wizard

By clicking the **“Finish wizard”** button, the process of test generation is started and most of the parameters cannot be edited anymore.

8.2 Test Details

The test details can be accessed by clicking its link next to the lesson. Once the test details are opened, you are able to:

- See the test information
- View the list of students, their score, allow test retake
- View the list of questions assigned to test, question success ratio and question occurrence
- Modify the test instructions
- See the test weight log

8.2.1 Test Information

The test information tab shows you the details related to test and gives you the ability to change some of the following parameters:

- Test name
- Description
- Pass mark – if the test is not running
- Report contents – if the test is not running
- Network access

Information	Students	Questions	Test instructions	Test weight log
Test name:	Anatomy and Physiology Exam		Test ID:	1000
Description:	Midterm exam			
Show report:	After every question		Report contents:	Grade and preview
Test type:	Progress test		Network access:	Open access
Pass mark (%):	51			
Test status:	Active			
Duration type:	Time per test		Duration:	01:00:00
Created by:	Andrew Ivarstead		Create time:	Feb-16-2018 12:22
Updated by:	Andrew Ivarstead		Update time:	Feb-16-2018 14:32

8.2.2 Students

Students tab shows the list of all students that are assigned to the course in which you have created the particular test.

Information

Students

Questions

Test instructions

Test weight log

Table displays:

All attempts

#	Username	User	Group name	Score
2	amy.spalding	Spalding Amy	Group 1	Not attempted
3	amy.spalding	Spalding Amy	Dental Assisting Level II - Class 2	Passed (40.00%) Reset
4	amy.spalding	Spalding Amy	Dental Assisting Level II - Class 2	Not finished Suspended
5	brittany.alexander	Alexander Brittany	Dental Assisting Level II - Class 1	Failed (10.00%) Reset
6	cerys.marshall	Marshall Cerys	Dental Assisting Level I - Class 2	Failed (10.00%) Reset
7	christopher.willis	Willis Christopher	Dental Assisting Level I - Class 2	Passed (47.00%) Reset
8	david.watson	Watson David	Group 1	Passed (100.00%) Reset
9	dennis.coleman	Coleman Dennis	Dental Assisting Level II - Class 2	Passed (63.00%) Reset
10	edward.levine	Levine Edward	Dental Assisting Level I - Class 2	Passed (42.00%) Reset
11	emily.sanders	Sanders Emily	Dental Assisting Level I - Class 2	Passed (74.00%) Reset

1

50

Rows: 24

Export to Excel

Grade statistics

Passed:

21

All attempts:

24

Not finished:

1

Failed:

2

Started:

23

To grade:

0

8.2.3 Questions

On the “Questions” tab you are able to track the success ratio which is the percentage of correct answers on the question level.

Information

Students

Questions

Test instructions

Test weight log

Questions per test:

10

Total points:

20

Total duration:

-

Easy questions

0

Medium questions

10

Hard questions

0

Question statistics - Success ratio

#	Question text	Type	Difficulty	Success ratio	Action
		Select	Select		
1	Which of the following terms refers to the ability to breathe comfortably only when in an upright position?	Single choice	Medium	<div><div></div></div> 66%	
2	Menarche refers to which of the following?	Single choice	Medium	<div><div></div></div> 66%	
3	The term "lithiasis" is best described by which of the following?	Single choice	Medium	<div><div></div></div> 33%	
4	Which of the following terms means drainage from the nose?	Single choice	Medium	<div><div></div></div> 50%	
5	The general meaning of "corpus" is best described by which of the following?	Single choice	Medium	<div><div></div></div> 66%	
6	Which of the following is the term for abnormally large breasts in men?	Single choice	Medium	<div><div></div></div> 50%	
7	The combining form "cephal/o" refers to which of the following?	Single choice	Medium	<div><div></div></div> 33%	
8	Which of the following is the term for an abnormally low white blood cell count?	Single choice	Medium	<div><div></div></div> 16%	
9	Adipose tissue is made of which of the following?	Single choice	Medium	<div><div></div></div> 50%	
10	An area of dead myocardial tissue is best described by which of the following?	Single choice	Medium	<div><div></div></div> 33%	

1

10

Rows: 10

Export to Excel

You can also see more details for each of the question success ratio by clicking the “Preview” icon next to the question.

8.2.4 Test Instructions

On the “Test instructions” tab, you can see the current test instructions text and modify it if needed.

Information

Students

Questions

Test instructions

Test weight log

B I U abc x₂ x³ T- TT HI- T₂ T₃ T₄ T₅ T₆ T₇ T₈ T₉ T₁₀ T₁₁ T₁₂ T₁₃ T₁₄ T₁₅ T₁₆ T₁₇ T₁₈ T₁₉ T₂₀ T₂₁ T₂₂ T₂₃ T₂₄ T₂₅ T₂₆ T₂₇ T₂₈ T₂₉ T₃₀ T₃₁ T₃₂ T₃₃ T₃₄ T₃₅ T₃₆ T₃₇ T₃₈ T₃₉ T₄₀ T₄₁ T₄₂ T₄₃ T₄₄ T₄₅ T₄₆ T₄₇ T₄₈ T₄₉ T₅₀ T₅₁ T₅₂ T₅₃ T₅₄ T₅₅ T₅₆ T₅₇ T₅₈ T₅₉ T₆₀ T₆₁ T₆₂ T₆₃ T₆₄ T₆₅ T₆₆ T₆₇ T₆₈ T₆₉ T₇₀ T₇₁ T₇₂ T₇₃ T₇₄ T₇₅ T₇₆ T₇₇ T₇₈ T₇₉ T₈₀ T₈₁ T₈₂ T₈₃ T₈₄ T₈₅ T₈₆ T₈₇ T₈₈ T₈₉ T₉₀ T₉₁ T₉₂ T₉₃ T₉₄ T₉₅ T₉₆ T₉₇ T₉₈ T₉₉ T₁₀₀ T₁₀₁ T₁₀₂ T₁₀₃ T₁₀₄ T₁₀₅ T₁₀₆ T₁₀₇ T₁₀₈ T₁₀₉ T₁₁₀ T₁₁₁ T₁₁₂ T₁₁₃ T₁₁₄ T₁₁₅ T₁₁₆ T₁₁₇ T₁₁₈ T₁₁₉ T₁₂₀ T₁₂₁ T₁₂₂ T₁₂₃ T₁₂₄ T₁₂₅ T₁₂₆ T₁₂₇ T₁₂₈ T₁₂₉ T₁₃₀ T₁₃₁ T₁₃₂ T₁₃₃ T₁₃₄ T₁₃₅ T₁₃₆ T₁₃₇ T₁₃₈ T₁₃₉ T₁₄₀ T₁₄₁ T₁₄₂ T₁₄₃ T₁₄₄ T₁₄₅ T₁₄₆ T₁₄₇ T₁₄₈ T₁₄₉ T₁₅₀ T₁₅₁ T₁₅₂ T₁₅₃ T₁₅₄ T₁₅₅ T₁₅₆ T₁₅₇ T₁₅₈ T₁₅₉ T₁₆₀ T₁₆₁ T₁₆₂ T₁₆₃ T₁₆₄ T₁₆₅ T₁₆₆ T₁₆₇ T₁₆₈ T₁₆₉ T₁₇₀ T₁₇₁ T₁₇₂ T₁₇₃ T₁₇₄ T₁₇₅ T₁₇₆ T₁₇₇ T₁₇₈ T₁₇₉ T₁₈₀ T₁₈₁ T₁₈₂ T₁₈₃ T₁₈₄ T₁₈₅ T₁₈₆ T₁₈₇ T₁₈₈ T₁₈₉ T₁₉₀ T₁₉₁ T₁₉₂ T₁₉₃ T₁₉₄ T₁₉₅ T₁₉₆ T₁₉₇ T₁₉₈ T₁₉₉ T₂₀₀ T₂₀₁ T₂₀₂ T₂₀₃ T₂₀₄ T₂₀₅ T₂₀₆ T₂₀₇ T₂₀₈ T₂₀₉ T₂₁₀ T₂₁₁ T₂₁₂ T₂₁₃ T₂₁₄ T₂₁₅ T₂₁₆ T₂₁₇ T₂₁₈ T₂₁₉ T₂₂₀ T₂₂₁ T₂₂₂ T₂₂₃ T₂₂₄ T₂₂₅ T₂₂₆ T₂₂₇ T₂₂₈ T₂₂₉ T₂₃₀ T₂₃₁ T₂₃₂ T₂₃₃ T₂₃₄ T₂₃₅ T₂₃₆ T₂₃₇ T₂₃₈ T₂₃₉ T₂₄₀ T₂₄₁ T₂₄₂ T₂₄₃ T₂₄₄ T₂₄₅ T₂₄₆ T₂₄₇ T₂₄₈ T₂₄₉ T₂₅₀ T₂₅₁ T₂₅₂ T₂₅₃ T₂₅₄ T₂₅₅ T₂₅₆ T₂₅₇ T₂₅₈ T₂₅₉ T₂₆₀ T₂₆₁ T₂₆₂ T₂₆₃ T₂₆₄ T₂₆₅ T₂₆₆ T₂₆₇ T₂₆₈ T₂₆₉ T₂₇₀ T₂₇₁ T₂₇₂ T₂₇₃ T₂₇₄ T₂₇₅ T₂₇₆ T₂₇₇ T₂₇₈ T₂₇₉ T₂₈₀ T₂₈₁ T₂₈₂ T₂₈₃ T₂₈₄ T₂₈₅ T₂₈₆ T₂₈₇ T₂₈₈ T₂₈₉ T₂₉₀ T₂₉₁ T₂₉₂ T₂₉₃ T₂₉₄ T₂₉₅ T₂₉₆ T₂₉₇ T₂₉₈ T₂₉₉ T₃₀₀ T₃₀₁ T₃₀₂ T₃₀₃ T₃₀₄ T₃₀₅ T₃₀₆ T₃₀₇ T₃₀₈ T₃₀₉ T₃₁₀ T₃₁₁ T₃₁₂ T₃₁₃ T₃₁₄ T₃₁₅ T₃₁₆ T₃₁₇ T₃₁₈ T₃₁₉ T₃₂₀ T₃₂₁ T₃₂₂ T₃₂₃ T₃₂₄ T₃₂₅ T₃₂₆ T₃₂₇ T₃₂₈ T₃₂₉ T₃₃₀ T₃₃₁ T₃₃₂ T₃₃₃ T₃₃₄ T₃₃₅ T₃₃₆ T₃₃₇ T₃₃₈ T₃₃₉ T₃₄₀ T₃₄₁ T₃₄₂ T₃₄₃ T₃₄₄ T₃₄₅ T₃₄₆ T₃₄₇ T₃₄₈ T₃₄₉ T₃₅₀ T₃₅₁ T₃₅₂ T₃₅₃ T₃₅₄ T₃₅₅ T₃₅₆ T₃₅₇ T₃₅₈ T₃₅₉ T₃₆₀ T₃₆₁ T₃₆₂ T₃₆₃ T₃₆₄ T₃₆₅ T₃₆₆ T₃₆₇ T₃₆₈ T₃₆₉ T₃₇₀ T₃₇₁ T₃₇₂ T₃₇₃ T₃₇₄ T₃₇₅ T₃₇₆ T₃₇₇ T₃₇₈ T₃₇₉ T₃₈₀ T₃₈₁ T₃₈₂ T₃₈₃ T₃₈₄ T₃₈₅ T₃₈₆ T₃₈₇ T₃₈₈ T₃₈₉ T₃₉₀ T₃₉₁ T₃₉₂ T₃₉₃ T₃₉₄ T₃₉₅ T₃₉₆ T₃₉₇ T₃₉₈ T₃₉₉ T₄₀₀ T₄₀₁ T₄₀₂ T₄₀₃ T₄₀₄ T₄₀₅ T₄₀₆ T₄₀₇ T₄₀₈ T₄₀₉ T₄₁₀ T₄₁₁ T₄₁₂ T

8.2.5 Test Weight Log

Test weight log displays the average test weight that depends on the total number of tests in the course and on their weight.

Information Students Questions Test instructions Test weight log				
#	First name	Last name	Assigned weight	Date created
1	Andrew	Ivarstead	29.00%	2018-02-28 12:38:51.0
2	Andrew	Ivarstead	35.00%	2018-02-28 12:38:38.0
3	Andrew	Ivarstead	52.00%	2018-02-28 12:38:19.0
4	Andrew	Ivarstead	53.00%	2018-02-28 12:36:58.0
5	Andrew	Ivarstead	97.00%	2018-02-28 12:36:47.0
6	Andrew	Ivarstead	99.00%	2018-02-28 12:36:27.0
7	Andrew	Ivarstead	99.00%	2018-02-28 12:36:07.0
8	Andrew	Ivarstead	100.00%	2018-02-28 12:28:54.0

1 10

Rows: 8

[Export to Excel](#)

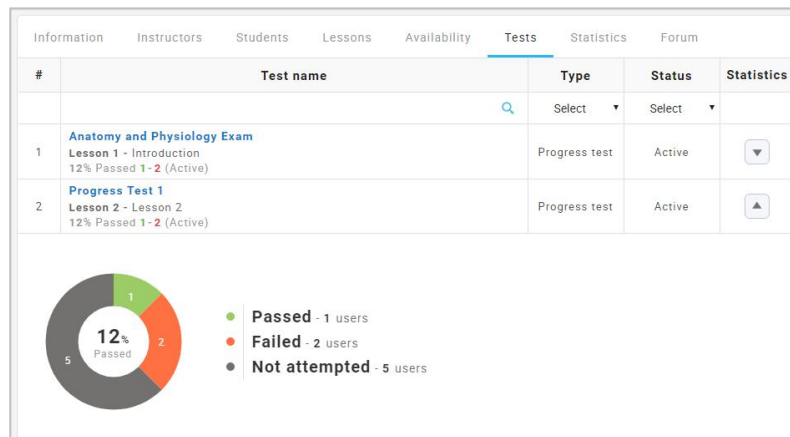
8.3 Lesson Availability

Lesson availability tab within the selected course shows the information related to the availability period for each of lessons within the course. The availability of lessons can be modified independently for each of the programs and semesters to which the particular course is assigned to.

Information Instructors Students Lessons Availability Tests Statistics Forum	
Lesson	Availability
Program: Dental Assisting Level I and Office Administration Semester: Generation 2017 -1 Semester 1 Group: Dental Assisting Level I - Class 1	
Program: Dental Assisting Level I and Office Administration Semester: Generation 2017 -1 Semester 1 Group: Dental Assisting Level I - Class 2	
1. Lesson Item 1	From <u>Oct-1-2017</u> to <u>Dec-24-2017</u>
2. Lesson Item 2	From <u>Oct-1-2017</u> to <u>Dec-24-2017</u>
3. Lesson Item 3	From <u>Oct-1-2017</u> to <u>Dec-24-2017</u>
4. Lesson Item 4	From <u>Oct-1-2017</u> to <u>Dec-24-2017</u>
Program: Dental Assisting Level II Semester: Generation 2017 -1 Semester 1 Group: Dental Assisting Level II - Class 1	
Program: Dental Assisting Level II Semester: Generation 2017 -1 Semester 1 Group: Dental Assisting Level II - Class 2	
Program: Dental Assisting Level I and Office Administration Semester: Semester 1 Group: Group 1	

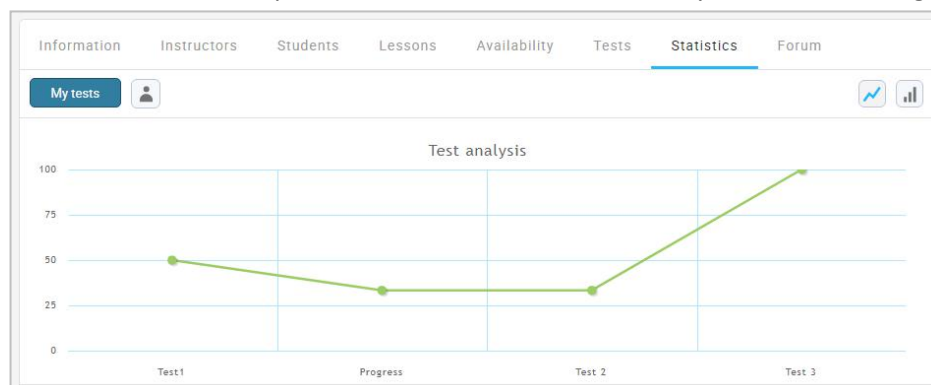
8.4 Tests

The tests tab contains the list of all tests assigned to the course lessons and its statistics.



8.5 Statistics

Course statistics can be accessed by clicking the **“Statistics”** tab. Within the statistics, you can see the last tests on that course. The vertical axis represents an average passing percentage of the test (from 0 to 100), while the horizontal axis represents individual tests, ordered by the date of taking.



8.6 Forum

All new topics and comments notifications in the forum are being sent to users via e-mail.

The test will be held on February 20, 2018 at 3 PM. Good luck!

Replies

#1

Andrew Ivarstead

A little heads up: we will cover the entire course.

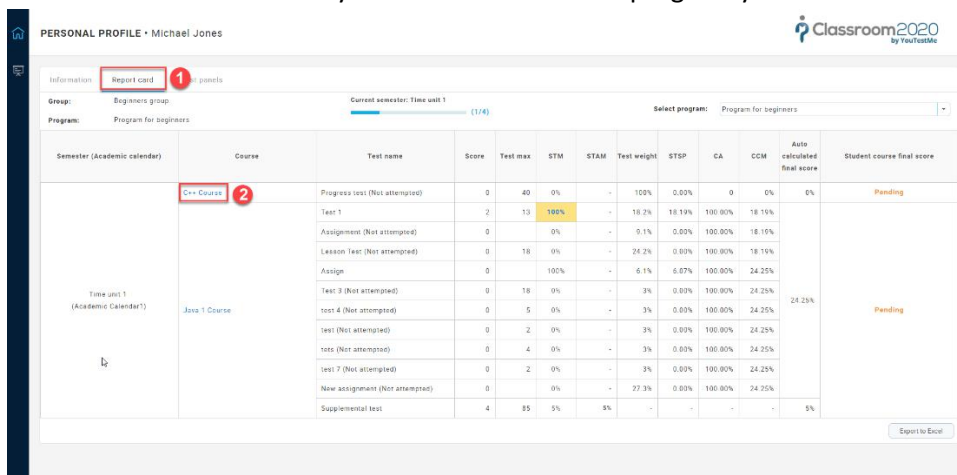
Feb-16-2018 14:57

New reply

Note: only instructors can create new topics, while candidates can only leave comments.

8.6.1 Taking the Course

In order to take the course and its test(s), you need to open the **“Report card”** tab under your personal profile, and then select the course that you want to take from a program you have been assigned to.



PERSONAL PROFILE • Michael Jones

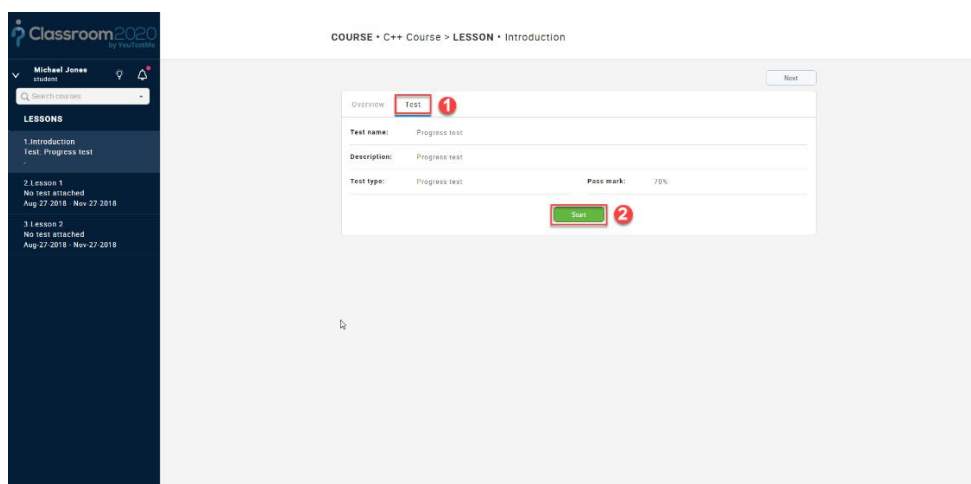
Information **Report card** 1 in panels

Group: Beginners group Current semester: Time unit 1 (1/4) Select program: Program for beginners

Semester (Academic calendar)	Course	Test name	Score	Test max	STM	ST&R	Test weight	STSP	CA	CCM	Auto calculated final score	Student course final score
Time unit 1 (Academic Calendar1)	C++ Course	Progress test (Not attempted)	0	40	0%	-	100%	0.00%	0	0%	0%	Pending
		Test 1	2	13	100%	-	18.2%	18.19%	100.00%	18.16%		
		Assignment (Not attempted)	0	-	0%	-	0.1%	0.00%	100.00%	18.16%		
		Lesson Test (Not attempted)	0	18	0%	-	24.2%	0.00%	100.00%	18.16%		
		Assign	0	-	100%	-	6.1%	6.67%	100.00%	24.25%		
		Test 3 (Not attempted)	0	18	0%	-	3%	0.00%	100.00%	24.25%		
		Test 4 (Not attempted)	0	5	0%	-	3%	0.00%	100.00%	24.25%		
		Test (Not attempted)	0	2	0%	-	3%	0.00%	100.00%	24.25%		
		Test (Not attempted)	0	4	0%	-	3%	0.00%	100.00%	24.25%		
		Test 7 (Not attempted)	0	2	0%	-	3%	0.00%	100.00%	24.25%		
		New assignment (Not attempted)	0	-	0%	-	27.3%	0.00%	100.00%	24.25%		
		Supplemental test	4	85	5%	5%	-	-	-	-	5%	

Export to Excel

Inside the course, you are able to see the course overview, literature and test. The test is started by opening the **“Test”** tab and clicking the **“Start”** button.



COURSE • C++ Course > LESSON • Introduction

Overview **Test** 1

Test name: Progress test

Description: Progress test

Test type: Progress test Pass mark: 70%

Start 2

After answering the question, you need to click the button **“Next question”** in order to proceed to the next question.

Anatomy and Physiology Exam

Classroom2020

Next question

1 of 5 Single choice 5 Points 0 Penalty Medium

Where would you find the gland that prepares the body to react to stress by releasing epinephrine?

Answers:

1. Pineal ☐

2. Thyroid ☐

3. Adrenal gland ☒

4. Pancreatic islets ☐

☐ I don't know

Jimmy Kerr

00:59:02

Answered questions 1/5

#1 Where would you find t. 5p

#2 Not available 5p

#3 Not available 5p

#4 Not available 5p

#5 Not available 5p

Once you answer the last question, the test is being finished by clicking the **“Finish test”** button. The test report is received depending on the report parameters predefined by the instructor – immediately after finishing, after every question or on instructor’s approval.

8.6.2 Accessing the Personal Report of Candidate and Test Reset

Once the results are available, the candidates get an e-mail notification that their report is available. To access the personal report, you need to go back in the lesson navigation within the page of the course. Then, once you click the lesson in which you took the test, you just need to click the test name and you will see a personal report (if available). It is important to mention that the generation of the personal report might take some time, depending on the number of questions in the test.

Classroom2020

COURSE • Anatomy and Physiology > LESSON • Lesson Item 1

Jimmy Kerr student

Search courses

LESSONS

1. Lesson Item 1
Test: Anatomy and Physiology Exam
Jan-1-2018 - Mar-1-2018

2. Lesson Item 2
No test attached
Jan-1-2018 - Mar-1-2018

3. Lesson Item 3
No test attached
Jan-1-2018 - Mar-1-2018

4. Lesson Item 4
No test attached
Jan-1-2018 - Mar-1-2018

Next

Overview Test


Test name: Anatomy and Physiology Exam

Description: Midterm exam

Exam type: Progress test Pass mark: 51%

Last attempt: Anatomy and Physiology Exam (100.00% PASSED) - Feb-16-2018 12:42

Information



Student: Jimmy Kerr

Test: Anatomy and Physiology Exam

Course: Anatomy and Physiology

Test started: Feb-16-2018 12:42

Exam type: Progress test

Status: Passed 100% (25 of 25 Points)

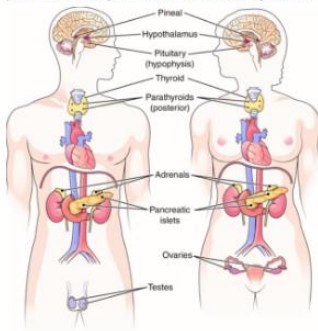
Lesson: 1. Lesson Item 1

Time spent: 00:07:14

Duration type: Time per test

1 of 5 Single choice Points: 5 Medium

Where would you find the gland that prepares the body to react to stress by releasing epinephrine?



Answers:

1. Pineal

2. Thyroid

If for some reason, the student was not able to finish the test or if you just want to allow him to retake the test, that is possible. To reset the test, you need to click on the desired course, then click the **“Tests”** tab. After that, you need to click on a certain test, which will take you to the test setting page. By clicking the **“Members”** tab, you open the list of course members that have the test. If they already took the test, you will see the percentage and below it, you will see an option **“Reset”**.

Information <u>Students</u> Questions Test Instructions Test weight log				
Table displays: All attempts				
#	Username	User	Group name	Score
1	jimmy.kerr	Kerr Jimmy	Dental Assisting Level I - Class 1	Passed (100.00%) Reset
<div> <div>1</div> <div>10</div> </div> <div>Rows: 1</div> <div>Export to Excel</div>				

8.6.3 Test Reports

The test report can be accessed from within the lesson by clicking the **“Tests”** tab item, and then on the test name. A new page will open where you can see test members and their results and questions from the test.


Information	Students	Questions	Test instructions	Test weight log
Table displays: All attempts				
#	Username	User	Group name	Score
1	jimmy.kerr	Kerr Jimmy	Dental Assisting Level I - Class 1	<div>Resolve</div> <div>Reset</div>
<div> <div><<</div> <div><</div> <div>1</div> <div>></div> <div>>></div> <div>10</div> </div>				Rows: 1

Resolving the test can do only the user with instructor level of permissions on the test. It means that candidate cannot see the report of test that he took until instructor manually grades the questions that require manual grading and/or to allow the access to test reports. Manual grading is required for two question types: Essay and Fill in the Blanks. They cannot be graded automatically, so instructor has to manually grade them, based on the number of points. As students finish the test, the course instructor receives the notification for resolving the test.

If the report is set to **“On instructor’s approval”**, the report will not be available to the candidates until instructor clicks the option **“Show to candidates”** on the test page.

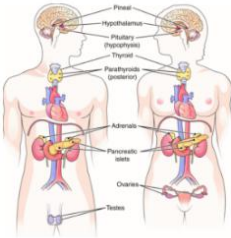
The test can be resolved in the following way:

On the image below, you can see how to resolve the test. There is a fill in the blanks question type that can't be graded automatically. Click on the **"Details"** icon allows you to grade question.

#	Question text	Type	Percent	Action
1	Fill in the blank.	Fill in the blanks		

1 of 1 Fill in the blanks Penalty: 0 Points: 5 Medium

Fill in the blank.



Your answer:

Formed elements are produced in the Red bone marrow .

Correct answer:

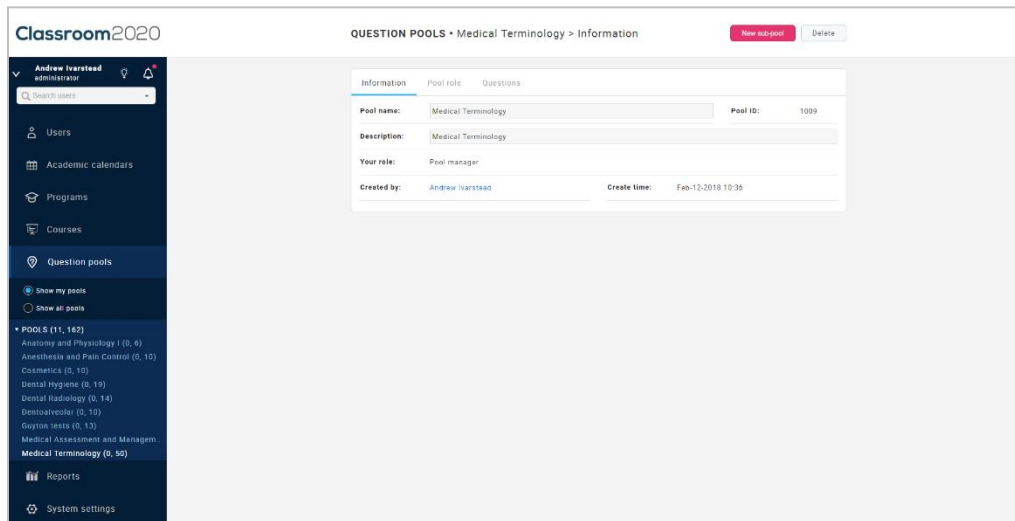
Formed elements are produced in the Red bone marrow .

Points achieved: 5

☐ Add feedback for this question

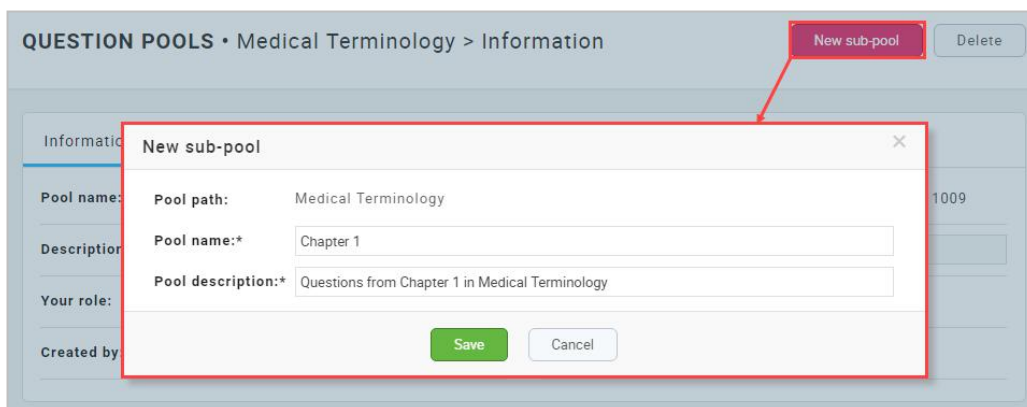
9 Question Pools

Question pools are the entities with questions and there is no limit in the terms of the number of questions that pool can contain. Users can see only those pools that they are assigned to as pool users or pool managers. Each pool can have an unlimited number of sub-pools. Pay attention that the question pool names are not unique and that it is possible to have more pools with the same name. However, the question pool ID is a unique value and it can be used for the differentiation of pools.



9.1 Adding New Question Pool

Opening the window for adding new question pool can be done by clicking the **“New sub-pool”** button on the upper side of the screen, next to the question pool title. All you need to do for adding new sub-pool is to define the pool **name** and **description**.



Pools that belong to multileveled pools cannot have the same names.

9.2 Question Pools Overview

All question pools can be seen in the left side navigation panel. In order to open the pool, you only need to click once on its name. By clicking the triangle on the left side of the pool name, it will expand and show all sub-pools within the selected pool. Pool instructors can change the parameters of the pool. In order to create new sub-pool within the particular pool, it is necessary to mark that question pool and then click on **“New sub-pool”** item.

QUESTION POOLS • Medical Terminology > Information New sub-pool Delete

Information	Pool role	Questions
Pool name:	Medical Terminology	Pool ID: 1009
Description:	Questions from Medical Terminology	
Your role:	Pool manager	
Created by:	Andrew Ivarstead	Create time: Feb-12-2018 10:36
Updated by:	Andrew Ivarstead	Update time: Feb-16-2018 16:08

Question pools can be searched by clicking the magnifying glass icon in the upper right side of the navigation panel. A new window will open in which you can search pools by its name.



9.3 Question Pool Role

To overview the pool members and their roles, click on the **“Pool Role”** tab within the opened question pool.

There are two types of pool roles, **“Pool User”** and **“Pool Manager”**. The pool user has the permission only to see the questions within the pool and use them in tests without the permission to modify the questions. The pool manager has the permission to add and remove questions as well to edit the pool information and add/edit questions. Adding users to pool with an adequate pool role is done by changing the filter at the top of the window to an appropriate filter (**“All users from the system”** and **“Courses instructors”**), marking the users that need to be added, clicking the **“Assign as”** and choosing the desired pool role.

Information Pool role Questions			
Table displays:		<div> Authorized users Select one Authorized users All users from system Course instructors </div>	
<input type="checkbox"/>	User	Status	Pool role
<input type="checkbox"/>	admin	Select	Select
<input type="checkbox"/>	finlay.tomlinson	Active	Pool manager
<input type="checkbox"/>	robbie.gonzales	Active	Pool user
<input type="checkbox"/>	sofia.dennis	Active	Pool manager
<input type="checkbox"/>	william.fulcher	Active	Pool user

It is recommended that pools and courses with the same name have the same instructors, for the better experience of managing the tests.

Changing the status of the user inside the pool is done by selecting that user, clicking the **“Assign as”** button, and then choosing between the **“Pool User”** and **“Pool Manager”** roles. Removing the users from the pool is done by marking one or multiple users and clicking the **“Remove Selected”** button.

9.4 Adding and Managing Questions inside the Pool

Adding questions in the pool (see question types in the [Questions](#) chapter) can be done by clicking the “Questions” tab within the pool, after which a window with questions will be opened.

Information	Pool role	Questions		
Easy questions: 6	Medium questions: 9	Hard questions: 4		
Question text	Parent pool	Difficulty	Type	Actions
<input type="checkbox"/> Hypersensitivity of a root lessens as the tooth forms which of the following?	Dental Hygiene	Easy	Single choice	
<input type="checkbox"/> What nerve supplies the intrinsic muscles of the tongue?	Dental Hygiene	Easy	Ordering	
<input type="checkbox"/> Which of the following is the most radioresistant?	Dental Hygiene	Easy	Single choice	
<input type="checkbox"/> Fluoride is typically introduced in all of the following ways except by vitamins.	Dental Hygiene	Medium	True/False	
<input type="checkbox"/> Gingivitis is considered controlled when:	Dental Hygiene	Medium	Single choice	
<input type="checkbox"/> A flat stone may be used to sharpen a curette by hand. The face of the curette should be at what angle to the stone?	Dental Hygiene	Medium	Multiple choice	
<input type="checkbox"/> Which of the following is not a characteristic of an overdenture?	Dental Hygiene	Hard	Multiple choice	
<input type="checkbox"/> After an outbreak of herpetic gingivostomatitis, the herpes simplex virus may remain dormant in sensory ganglion.	Dental Hygiene	Hard	True/False	
<input type="checkbox"/> Radiographic intensifying screens are used for reducing the patient dose.	Dental Hygiene	Hard	True/False	
<input type="checkbox"/> A dental carie is another name for a _____.	Dental Hygiene	Hard	Ordering	

Rows: 19

Add question Load questions Move Copy Export to Excel

In this window, the user has an overview of all questions from the selected pool, as well as the permission for adding, removing, editing, copying and moving the questions from the pool.

Adding questions is done by clicking the “Add question” button, and then choosing the question type ([Questions](#) chapter). Create the desired question and add it to the pool by clicking the “Add to pool” button. Your question will be added to the desired pool.

Add question Load questions Move Copy

- Single choice
- Multiple choice
- Essay
- Ordering
- Fill in the blanks
- True/False
- Matching

Copying questions from one pool to other is done by marking the question or several questions, clicking the **“Copy”** button and then choosing the destination pool.

<input checked="" type="checkbox"/>	After an outbreak of herpetic gingivostomatitis, the herpes simplex virus may remain dormant in sensory ganglion.	D
<input checked="" type="checkbox"/>	Radiographic intensifying screens are used for reducing the patient dose.	D
<input type="checkbox"/>	A dental carie is another name for a _____.	D

1 2

Add question Load questions Move Copy

Select destination

Select destination

- Anatomy and Physiology I
- Anesthesia and Pain Control
- Cosmetics
- Dental Hygiene
- Dental Radiology

Moving the questions is done by marking a question(s), clicking the **“Move”** button and choosing the destination pool.

<input checked="" type="checkbox"/>	After an outbreak of herpetic gingivostomatitis, the herpes simplex virus may remain dormant in sensory ganglion.	Dental Hygiene
<input checked="" type="checkbox"/>	Radiographic intensifying screens are used for reducing the patient dose.	Dental Hygiene

1 2

Add question Load questions Move Copy

Select destination

Select destination

- Anatomy and Physiology I
- Anesthesia and Pain Control
- Cosmetics
- Dental Hygiene
- Dental Radiology

*Pools show all questions that are inside them or their sub-pools.

10 Questions

The system has 7 question types:

1. Single choice (Code: SNC)
2. Multiple choices (Code: MLC)
3. True - False (Code: TFC)
4. Ordering (Code: ORD)
5. Essay (Code: ESY)
6. Fill in the blanks (Code: FBL)
7. Matching (Code: MCH)

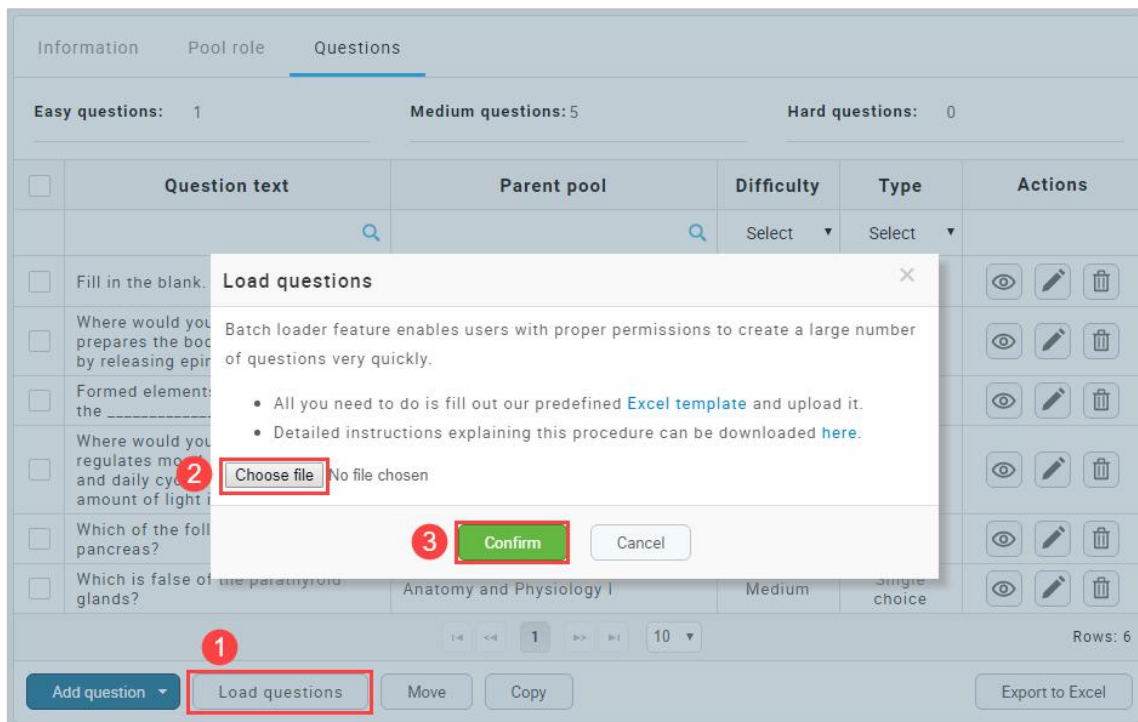
Adding questions is done by clicking the **“Add question”** and choosing the question type from the drop-down menu. There is no limit in the terms of a number of answers.

Each question type has a question and answer editor in which the questions and answers can be formatted (changing font size, font color, thickness, text style, etc.).

Also, it is possible to enrich both questions and answers with images, by clicking the image icon on the right side of the question and/or answer editor.

10.1 Loading Questions via Excel Templates

It is possible to load questions via Excel templates by clicking the **“Load questions”** button. Once clicked, a new window will open from which you can download the Excel template that needs to be filled in with the questions and uploaded back to the application by clicking the **“Choose File”** button. Finally, click the **“Confirm”** button and the questions will upload into your question pool.



10.2 Question Parameters

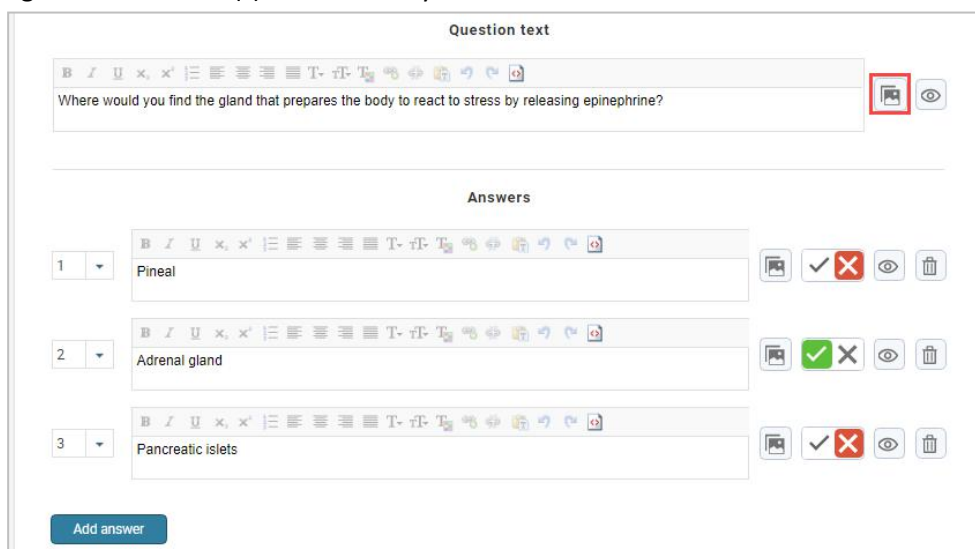
Each question consists out of the 5 following parameters:

1. **Frequency (optional)** – each question can have its frequency factor that can be used in unique tests. It also determines whether and how often a certain question will appear in the test. There are 5 different frequency factors: **Never** (0% of chance that the question will appear in the test), **Rarely** (1–30%), **Normal** (31–50%), **Often** (51–70%) and **Always** (100%)
2. **Difficulty** – serves as a guideline to the instructors and candidates if the question is **easy**, **medium** or **hard**
3. **Question text** – represents the content of the question. The maximum number of characters is limited to 30,000
4. **Answers** – depending on the question type, there are different rules for adding answers. Maximum number of characters is limited to 30,000
5. **Assistance** – determines a certain help to the candidate while answering the question

10.2.1 Adding Images to Questions

Each question besides description can contain the image. In order to add an image, you need to click the image icon next to the question text field. If necessary, candidates can, while taking the test, open the image in the new browser window to see more details. Also, the image will be displayed within the question (under the question text).

You can add images to the answer(s) the same way.



The screenshot displays the Classroom2020 interface for creating a question. At the top, there is a 'Question text' section with a text input field containing the question: 'Where would you find the gland that prepares the body to react to stress by releasing epinephrine?'. To the right of the text field is a red-bordered icon for adding an image. Below the question text is an 'Answers' section. It contains three answer entries, each with a dropdown menu for selection, a text input field, and a set of icons for adding an image, marking as correct (green checkmark), incorrect (red X), visible (eye), and deleting (trash). The answers are: 1. Pineal, 2. Adrenal gland, and 3. Pancreatic islets. At the bottom left of the answers section is a blue 'Add answer' button.

10.3 Single Choice

The single choice question can have only one correct answer. This question type is graded automatically by the system.

10.4 Multiple Choice

Multiple choice questions can have one or more offered correct answers. This question type is graded automatically by the system.

10.5 True/False

The true/false question has only two possible answers (correct or incorrect) and only one answer can be correct. This question type is graded automatically by the system.

10.6 Essay

Essay question has a free-form answer. The candidate types the answer in the text field while taking the test. It is necessary that the person responsible for tests (Instructor) reviews the answer and decide if the answer is correct or not by entering the number of achieved points.

10.7 Ordering

In ordering question type, it is necessary to order the answers in the correct order. Questions are displayed from the first to the last answer. If it is not defined differently in the test generator, the answer order will be displayed to the candidate the same way it is defined during the creation of the ordering question.

10.8 Fill in the Blanks

Fill in the blanks questions require from candidate to input answers in offered blanks. By clicking the **"Add Answer"** button, a set of three fields for **"Text"** and one field for **"Blank"** are added. In the fields with **"Text"** label, you add the text that will be shown to the candidates, while in the fields with the **"Blank"** label you input the text that will be displayed as blank to the candidate and it represents the correct answers. This question type requires manual grading.

10.9 Matching

During the creation of matching question type, you need to define answers on the left and right side. Answers on the left side need to be connected to the related answers on the right side (this connection is made by selecting numbers next to answers on the left and right side).

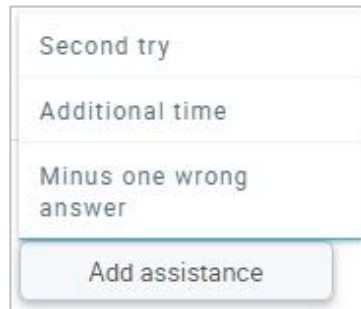
There is no limit in the terms of the number of answers on the right side, while on the left side each answer must have an indicator that connects it with the answer on the right side. It is possible that two answers on the left side have an indicator on the same answer on the right side.

10.10 Assistance

Assistance is an option that candidates get while taking the test. It helps them in providing the correct answer. There are 4 assistance types:

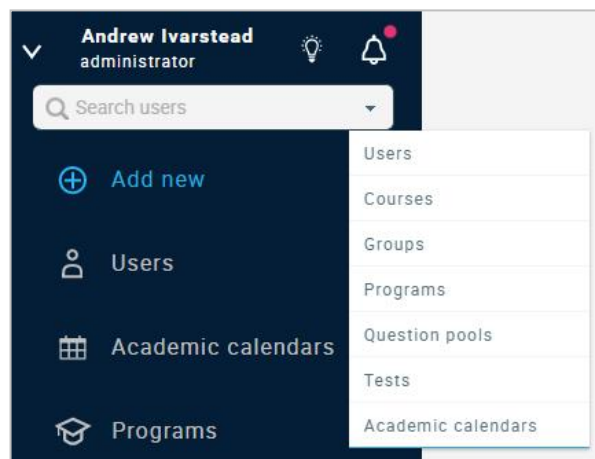
1. **Second try** – candidate can use this assistance if he gave a wrong answer to the question and wants to try again
2. **Additional time** – if the test is timed per question, you can add an extra time as an assistance for the question

3. **Minus one wrong answer** – this assistance works only with single choice and multiple choice question types



11 Search

Search is done via the search field on the top of left side navigation panel, just below the user's name.



12 System Settings

In order to access to system settings, you need to have a permission to do that. System settings can be accessed by clicking the **"System Settings"** button on the left side navigation panel.

Classroom2020

MANAGE SYSTEM SETTINGS • Version: 2.2.1r

Andrew Ivarstead
administrator

Search users

Add new

Users

Academic calendars

Programs

Courses

Question pools

Reports

System settings

Mail server
Internal network
Custom logo

Mail server: smtp.gmail.com (Active)
Add new

Host:* smtp.gmail.com
Port:* 587

SMTP Auth. ☒
Start TLS ☒

Username:* test.mail@gmail.com
Password:*

System e-mail:* test.mail@gmail.com
Support e-mail:* test.mail@gmail.com

Update existing
Create new

Mail server is activated.

Send test e-mail:*
Send

12.1 Setting up E-Mail Server

It is required to input the parameters of e-mail server in appropriate fields: username and password.

System e-mail serves to send system notifications (new test, test results, etc.).

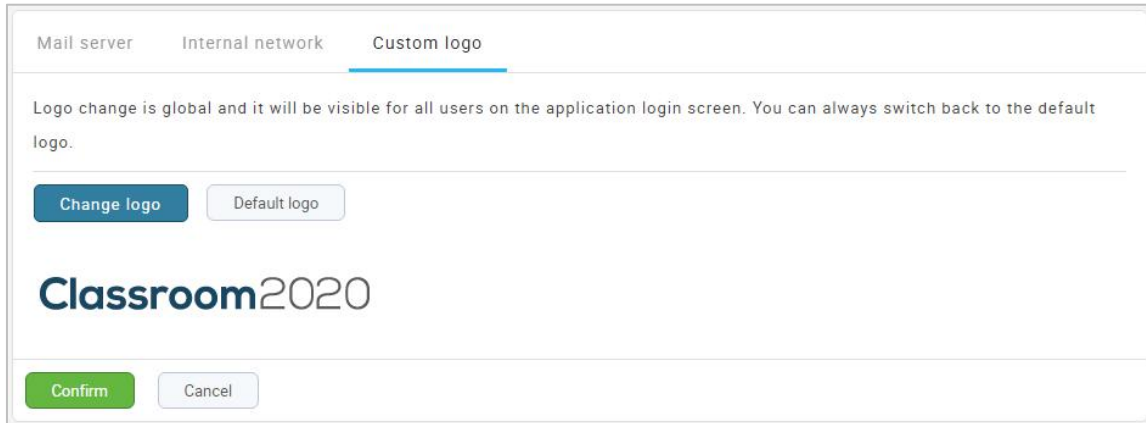
E-mail support opens a contact form for contacting the administrator.

12.2 Internal Network Settings

Within this setting, you can set up the internal network for taking tests. Define the IP address mask (i.e. 192.168.*, 257.142.1*) that you want to add to the internal network of the system. Only computers that belong to the internal network will be able to access tests that are limited to the internal network.

12.3 Custom Logo

In Classroom2020 you can rebrand the application by adding your own logo. The logo change is global and it is visible to all users.



The screenshot shows a web interface for configuring the Classroom2020 application. At the top, there are three tabs: "Mail server", "Internal network", and "Custom logo", with the "Custom logo" tab selected and underlined in blue. Below the tabs, a text message states: "Logo change is global and it will be visible for all users on the application login screen. You can always switch back to the default logo." Below this message, there are two buttons: a blue "Change logo" button and a light blue "Default logo" button. In the center of the form, the "Classroom2020" logo is displayed. At the bottom, there are two buttons: a green "Confirm" button and a light blue "Cancel" button.