

2018

YouTestMe GetCertified

User Manual 5.2.0

YouTestMe GetCertified
Online Examination, Training and Survey Software

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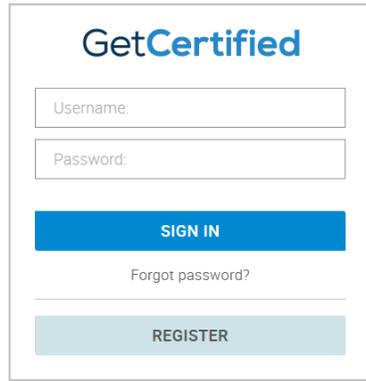
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1 Signing in/Registration

The first page you will see when you start Get Certified is the Login/Registration page. On this page, you can create your account or sign in if you already have an account.

You need to enter your username and password to sign in. Once you enter your credentials, click on the 'Sign in' button and you will be redirected to your personal profile page.



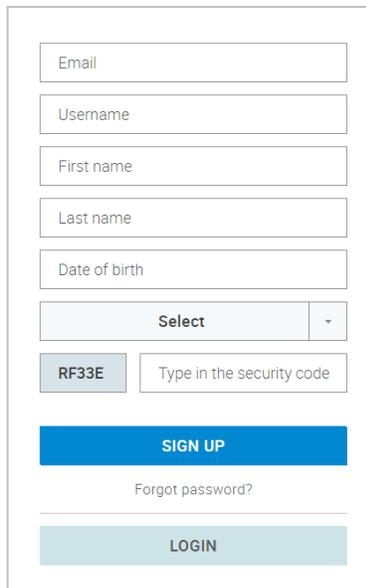
The login form features the 'GetCertified' logo at the top. Below it are two input fields: 'Username:' and 'Password:'. A blue 'SIGN IN' button is positioned below the password field. Underneath the button is a link for 'Forgot password?'. At the bottom of the form is a light blue 'REGISTER' button.

Figure 1 Login Form

If you don't have an account, click on the 'Register' button and enter:

1. Email
2. Username
3. First name
4. Last name
5. Date of birth
6. Security code

Once you click the 'Sign up' button, your registration request will be sent for approval by the system administrator. Once the administrator approves your registration request, you will receive an email



The registration form contains several input fields: 'Email', 'Username', 'First name', 'Last name', and 'Date of birth'. Below these is a dropdown menu labeled 'Select'. A 'RF33E' label is placed to the left of a 'Type in the security code' input field. A blue 'SIGN UP' button is located below the security code field. Underneath the button is a link for 'Forgot password?'. At the bottom of the form is a light blue 'LOGIN' button.

Figure 2 Registration Form

notification.

In case you've forgotten the password of your account, you can click on the 'Forgot password' link. A new pop-up will open asking you to enter your email address, and new system generated password will be sent

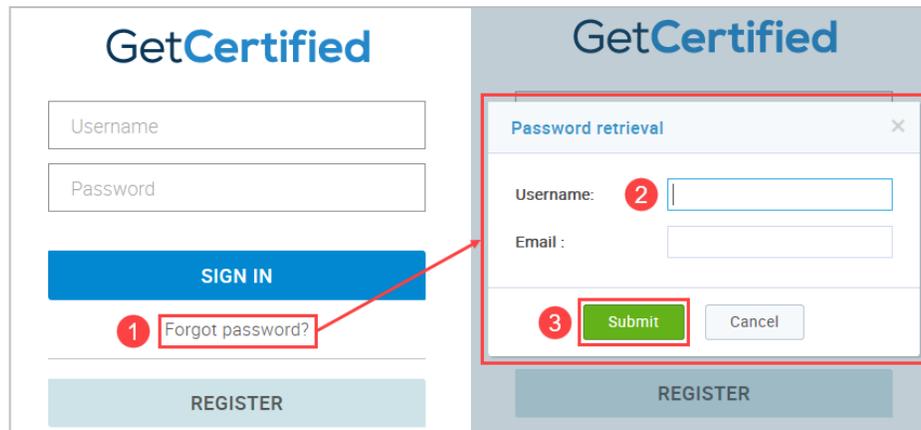


Figure 3 Forgot password

to your email address.

NOTICE! For best user experience, we recommend users to use the latest version of Google Chrome browser with default Zoom level.

2 Quick Actions

Once you sign in, a quick actions panel will be displayed. Quick actions panel can also be accessed from any part of the application by clicking on a flag in the top left corner. You can find shortcuts to common actions on the Quick actions panel, such as:

1. **Add new users to the system** – Create users by inserting their details. Email with credentials will be sent.
2. **Configure permissions** – Each user has a role with a customizable set of permissions
3. **Organize users** – Create multi-leveled groups for a better user and test/survey organization
4. **Create tests with certificates** – Create tests manually or by using the test generator and attach a certificate
5. **Create trainings**– Create trainings through steps and enrich them with different multimedia files
6. **Create surveys** – Create a survey and categorize its results automatically by using profiling option
7. **Create profiling** – Define appropriate profiling labels in order to categorize results for your surveys
8. **Create PDF certificates** – Add new certificates by inserting your company logo and branding
9. **See reports** – Generate different custom reports and analyze their data

Quick actions		
 Create user Create user and assign him/her security roles	 Create security role Create security role and configure its permissions	 Create user group Create a user group and add users to it
 Create test Create knowledge test with multimedia content and assign the awarding certificate	 Create survey Create a survey and categorize its results automatically using profiling option	 Create training course Create training course with multimedia content
 Create test certificate Create test certificate with your company logo and branding	 Create survey profiling Define profiling labels to categorize results for your surveys	 Reports Browse existing or create new reports

Figure 4 Quick Actions

3 Personal Profile

To access your personal profile, click on your name in the top right corner of the application.



Figure 5 Access to Personal Profile

3.1 Personal Information

You will see your Certificates on the left sidebar and a panel with your personal information once you access your profile page. As an administrator, you can change any of your personal information and create/modify/delete other users.

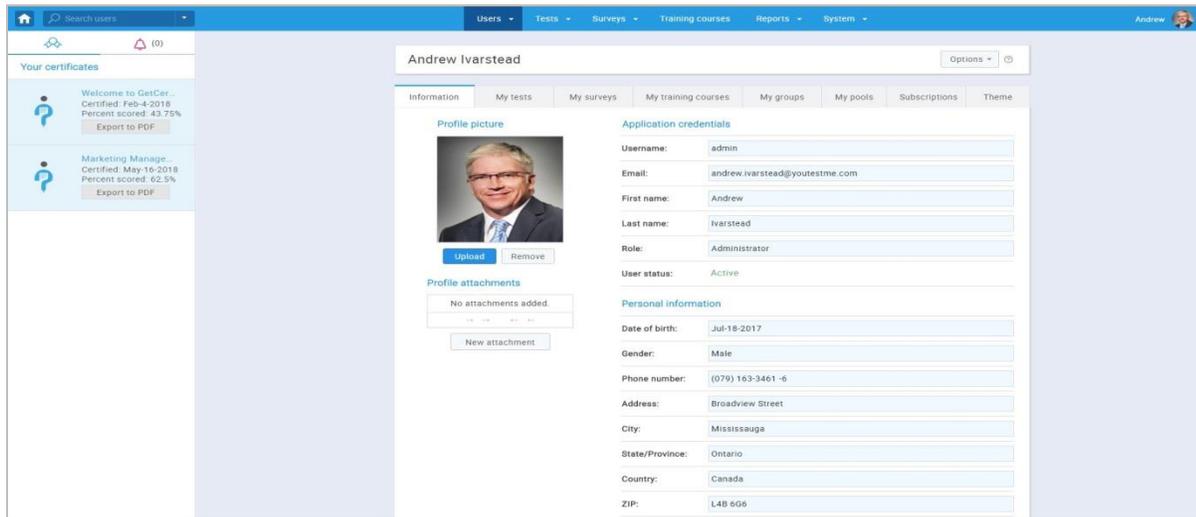


Figure 6 Personal Profile

On the Personal profile panel, you can also:

1. Change password
2. Enable all hints – if they are disabled
3. Disable all hints – if they are enabled
4. Suspend your account
5. Lock your account
6. Delete your account
7. See help

ATTENTION: if you are the only administrator in the application, by choosing ‘Suspend’, ‘Lock’ or ‘Delete’, no one will be able to administer the application. In this case, contact YouTestMe Support.

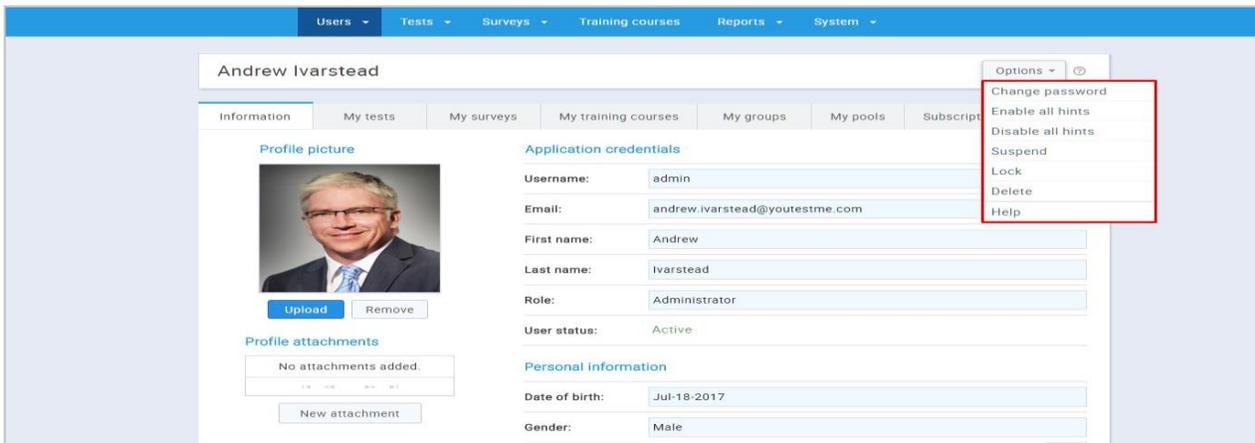


Figure 7 Personal Profile Options

3.2 My Tests

Panel 'My tests' shows you the list of tests assigned to you. By clicking on the select drop-down list next to 'Table displays', you can choose a table to display active tests, scheduled tests or finished tests.

Andrew Ivarstead

Options

Information My tests My surveys My training courses My groups My pools Subscriptions Theme

View the list of tests you can start now, those who will be available in the future, and the ones you already attempted. [Got it!](#) [Disable all hints](#)

View the list of: Tests currently available for taking

	Test name	Certificate	Available period	Result valid until	Pass mark
	Search	Search			Search
	Marketing	Welcome to GetCertified!	Jul-1-2018 12:00 AM to Jul-31-2018 3:05 PM	Indefinitely	1%

1 10 Rows: 1

Export as Excel

Figure 8 My Tests

3.3 My Surveys

Panel 'My surveys' shows you the list of surveys assigned to you. By clicking on the select drop-down list next to 'Table displays', you can choose a table to display active surveys, scheduled surveys or finished surveys.

The screenshot displays the 'My Surveys' section of a user interface. At the top, there is a navigation bar with tabs for 'Users', 'Tests', 'Surveys', 'Training courses', 'Reports', and 'System'. The user's name, 'Andrew Ivarstead', is shown in the top right corner. Below the navigation bar, there is a search bar for the user's name and an 'Options' dropdown. The main content area has several tabs: 'Information', 'My tests', 'My surveys' (which is active), 'My training courses', 'My groups', 'My pools', 'Subscriptions', and 'Theme'. Under the 'My surveys' tab, there is a dropdown menu labeled 'View the list of:' with the selected option 'Surveys currently available for taking'. Below this is a table with the following structure:

	Survey name	Available period	Profiling name
	Search		Search
	Career path	Apr-30-2018 6:00 PM to Jul-31-2018 3:09 PM	

At the bottom of the table, there is a pagination bar showing '1' of 10 rows. An 'Export as Excel' button is located at the bottom right of the table area.

Figure 9 My Surveys

3.4 My Training Courses

Panel 'My trainings' shows you the list of trainings assigned to you with the progress of each step and test attached to those trainings.

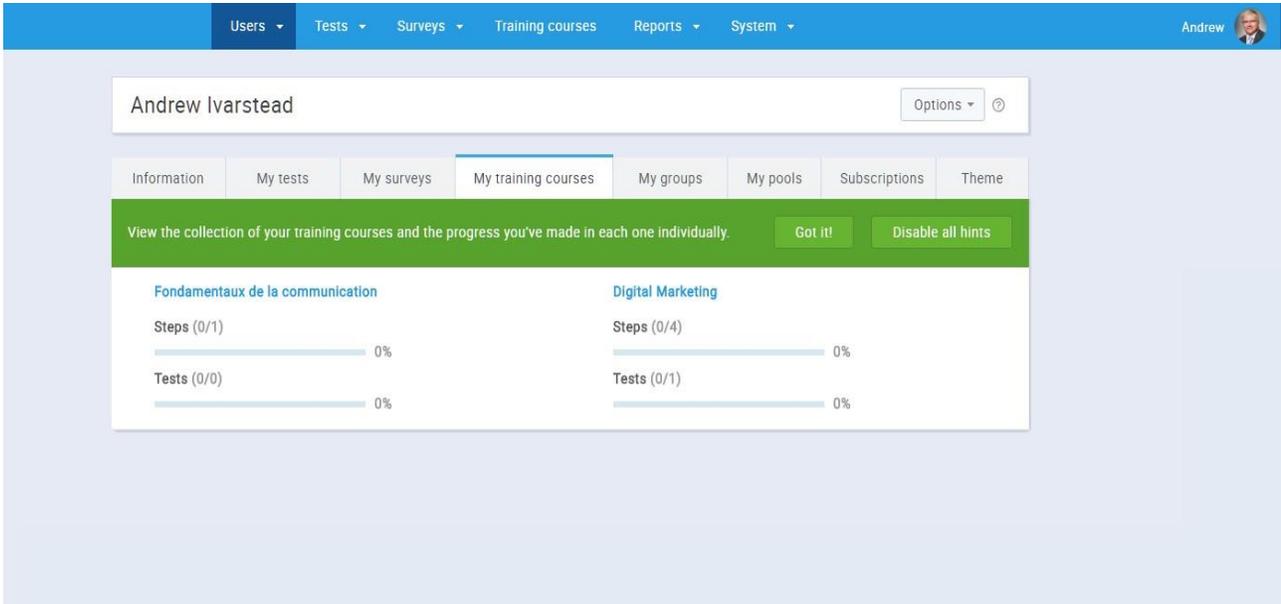


Figure 10 My Training Courses

3.5 My Groups

'My groups' panel shows you the list of groups you are assigned to as a user or as a manager. Being an administrator, you are able to assign yourself a different role within the group you are a member of. You can do this by clicking on 'Assign as' button and change your role.

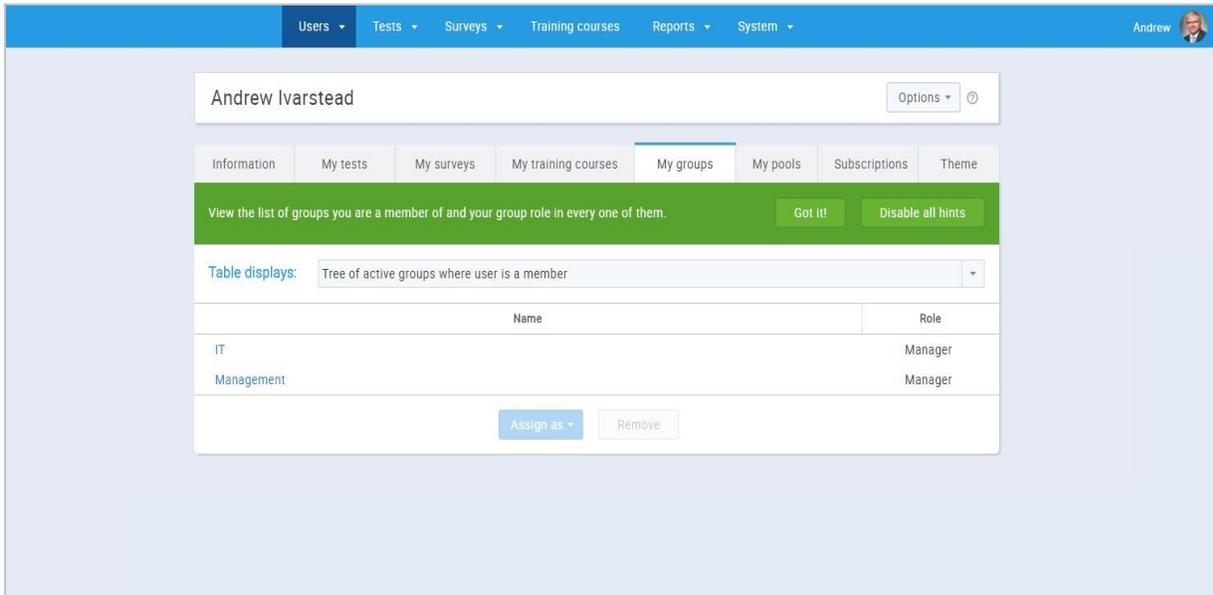


Figure 11 My Groups

3.6 My Pools

'My pools' panel is a place where you can see the list of pools you have created or you have been assigned to. As an administrator, you can choose to have a Modify or a Read-only role for a certain question pool. If you have Modify role, you are able to edit question pools, and you cannot do it with a Read-only role.

Andrew Ivarstead Options

Information My tests My surveys My training courses My groups **My pools** Subscriptions Theme

View the list of pools you are a member of and your pool role in every one of them. Got it! Disable all hints

Table displays: Tree of question pools where user is member

Name	Role
All question types	Modify
All questions types 1	Modify
All types of questions (FR)	Modify
▶ Australian Citizenship	Modify
Banking	Modify
▶ Digital Marketing	Modify
▶ General Knowledge	Modify
Healthcare	Modify
▶ IT	Modify
▶ Management	Modify
▶ Survey Questions	Modify

Set pool role to Remove

- Read-only
- Modify

Figure 12 My Pools

3.7 Subscribers

Manage the persons who will receive email notifications of your activities within the application (tests assigned to you, your test results, etc.).

Andrew Ivarstead

Options

Information My tests My surveys My training courses My groups My pools Subscriptions Theme

View the list of email addresses added to receive notifications of user's test and survey attempts. Modify it, if necessary. Got it! Disable all hints

Table displays: All subscribers

<input type="checkbox"/>	Group name	Description	Subscribe list	Actions
<input type="checkbox"/>	HR Management	HR Managers who will receive the results of employees' test results.	hr@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com	<input checked="" type="checkbox"/> <input type="edit"/>
<input type="checkbox"/>	Top Management	List of Top Management members who will receive the results of employees' test results.	ceo@youtestme.com, managers@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com	<input checked="" type="checkbox"/> <input type="edit"/>
<input type="checkbox"/>	HR Subscribers	HR Department Subscribers	hr@youtestme.com, jane.smith@youtestme.com	<input checked="" type="checkbox"/> <input type="edit"/>

1 10

Create new Remove selected Export as Excel

Figure 13 Subscribers

3.8 Theme

'Theme' panel feature includes:

1. Application rebranding according to your company/organization colors (global or just for you as an administrator)
2. Logo change – upload your own logo. This change is global, and it will be visible to all users on the application login screen
3. Full-size panels

Information My tests My surveys My trainings My groups My pools Subscriptions **Theme**

Make changes to the application theme. Change the size of panels, use custom colors in the application or change the application logo. Got it! Disable all hints

Theme options

Full size panels

Make changes global (it will affect all users)

Colors

Use custom colors in application

Background color

Header background

Header items

Information font

Main button

Confirmation button

Table button

White button

Notifications

Hint background

Logo

Logo change is global and it will be visible for all users on the application login screen. You can always switch back to default logo.

Change logo Default logo

GetCertified

Confirm Cancel

Figure 14 Theme Panel

4 Users – Manage Users

‘User profiles’ panel is a place where you can see the list of all users, manage registration requests, create new users manually. In the list of all users you can change their status to active, locked, suspended or deleted. In order to access these options, click on the ‘Set status to’ button and choose one of the mentioned options.

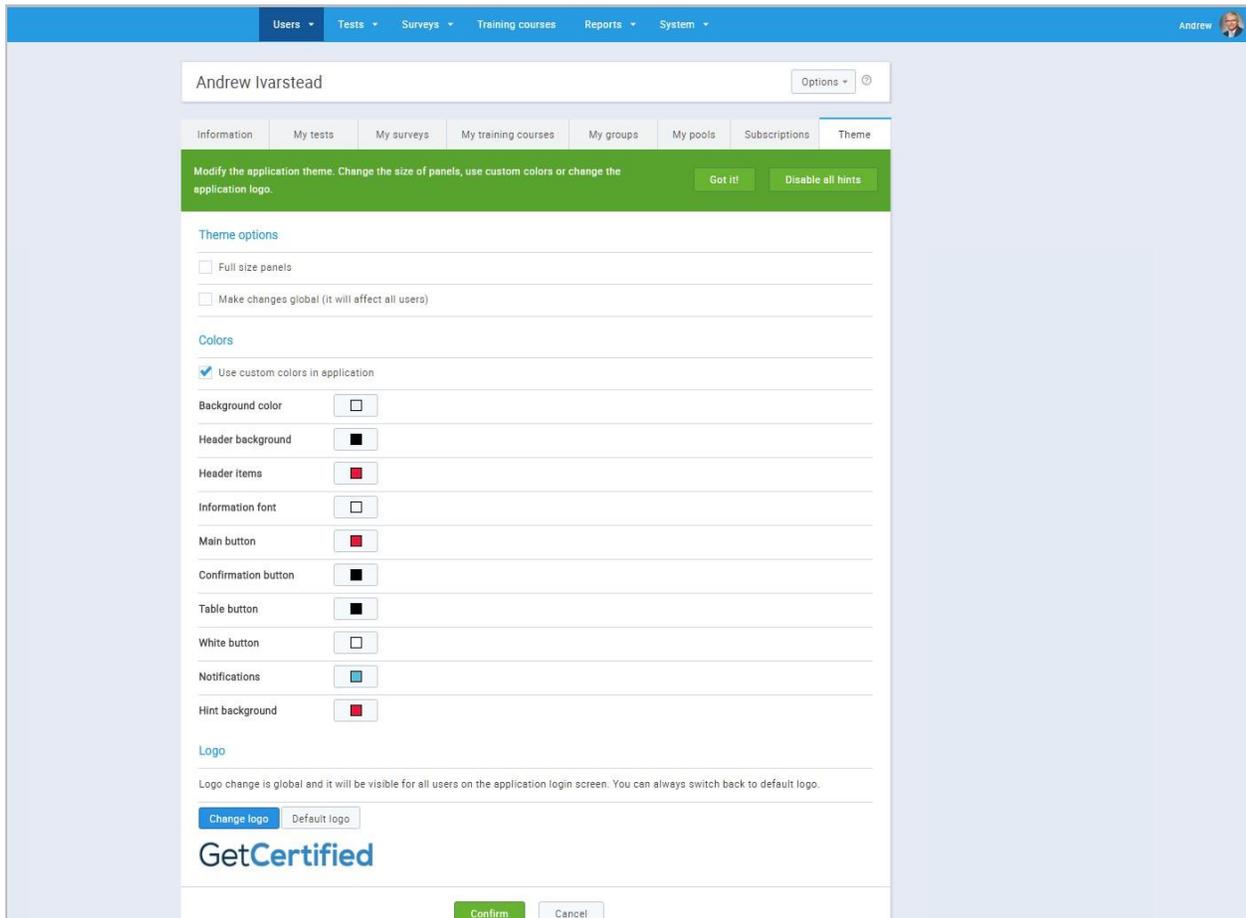


Figure 15 User Profiles

4.1 Create New User

List of all users Registration requests **Create new user**

When creating a user, it is only necessary to enter the parameters marked with an asterisk (*).
Generated passwords will be sent via e-mail to the new user. [Got it!](#) [Disable all hints](#)

Profile picture

Application credentials

Username:*

Email:*

First name:*

Last name:*

User status:*

Role:*

Groups:

Password

Password:*

Password expires:

Insert:

Retype:

Personal information

Date of birth:

Gender:

Phone number:

Address:

City:

Country:

ZIP:

Figure 9 Create New User

In 'Create new user' panel you can manually add a new user by inputting his/her personal information and setting his/her role.

You can also add new users directly to a group by clicking on the 'Assign to groups' button.

The screenshot shows the 'Create new user' form with the following fields:

- Profile picture: Upload/Remove buttons
- Application credentials:
 - Username:*
 - Email:*
 - First name:*
 - Last name:*
 - User status:*
 - Role:*
 - Groups: (highlighted with a red box and a plus sign icon)

Figure 15 Assign to Groups

The 'Assign to groups' dialog box contains a table with the following data:

	Name	Description	Group path
	Search	Search	Search
<input type="checkbox"/>	IT	Group of people in IT department.	IT
<input type="checkbox"/>	Application Developer	Group of learners studying back-end developing.	IT > Application Developer
<input type="checkbox"/>	Database Administrator	Group of learners studying databases.	IT > Database Administrator
<input type="checkbox"/>	Front-End Developer	Group of learners studying front-end developing.	IT > Front-End Developer
<input type="checkbox"/>	IT Support	Group of learners studying supporting.	IT > IT Support
<input type="checkbox"/>	Web Administrator	Group of learners studying web administration.	IT > Web Administrator
<input type="checkbox"/>	Management	A Group of people in Management department.	Management
<input type="checkbox"/>	Financial Management	Group of learners studying financial management.	Management > Financial Management
<input type="checkbox"/>	HR	Human Resources Department.	Management > HR

At the bottom of the table, there is a pagination control showing page 1 of 10 and a 'Rows: 13' indicator. A green 'Confirm' button is located below the table.

Figure 16 Assign to Groups

You can also load multiple users with an Excel template. In order to do this, click on the 'Load users' button, browse an Excel template on your computer and click on the 'Confirm' button.

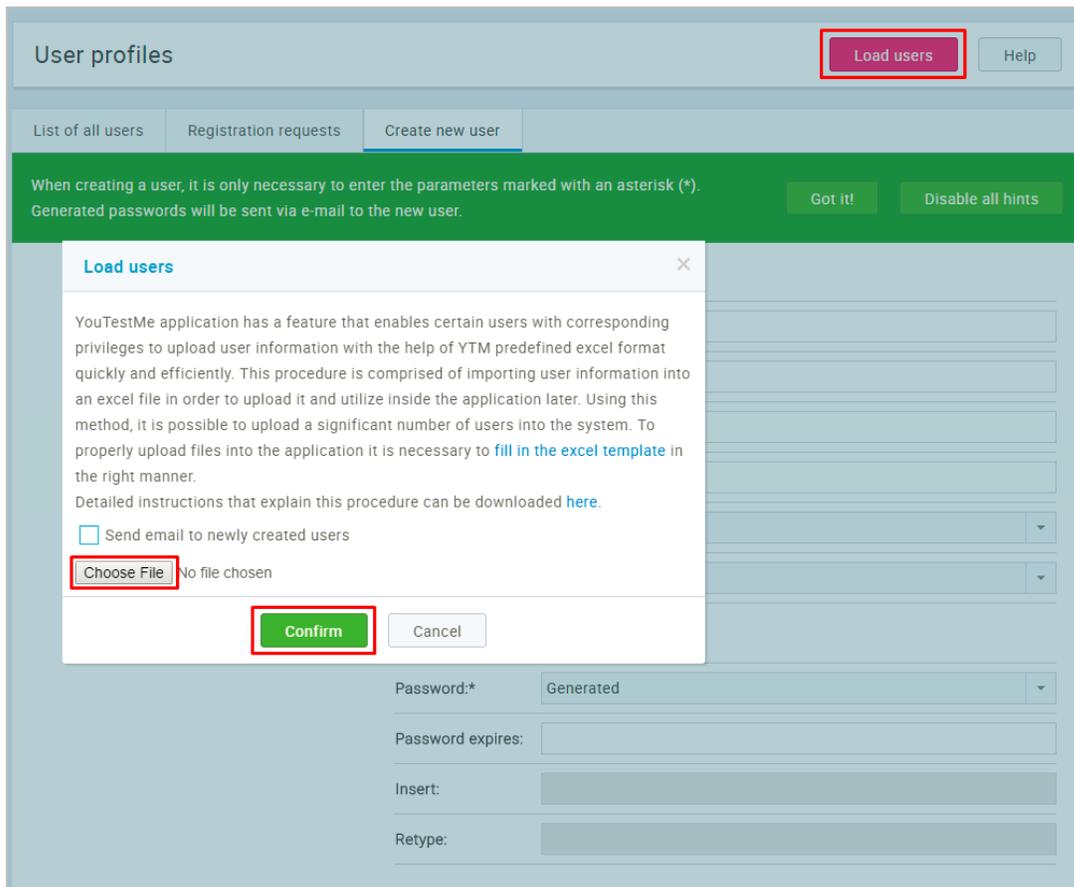


Figure 17 Load Users

5 Manage Groups

Users in the system can be organized into user groups. Each group can have either one or no parent groups, and an unlimited number of subgroups. Groups can be "Active" or "Inactive". Only the users from "Active" groups may be added as members to tests and pools. If a group is set to "Inactive" then all of its subgroups are set to inactive automatically. Members of a certain group are also members of its parent group. Group members can have one out of the two roles in the group: "User" role or "Manager" role. Having the "Manager" role on a certain group, enables the user to manage all of its sub-groups as well. Users with corresponding privileges can make their own tree organization of groups, while users with higher level privileges can manage any group in the system. Once created, you can assign users to specific groups and manage them. To create a group, click on the 'Create' button in the group's tree.

To create a new group, click on the 'Create' button in the left sidebar of the application. Once clicked, a pop up window will open where you need to type in group name, group description and group status (Active/Inactive).

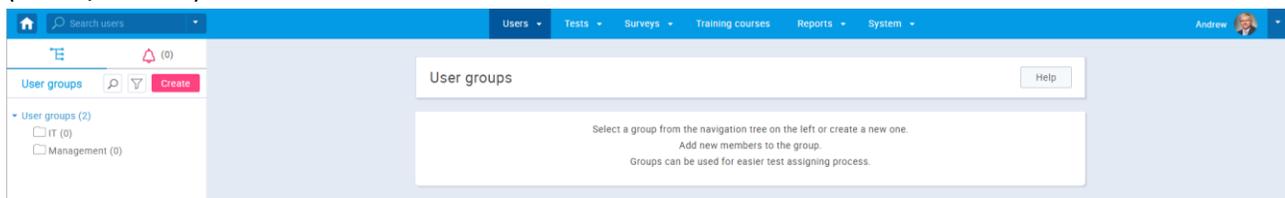


Figure 18 User Groups

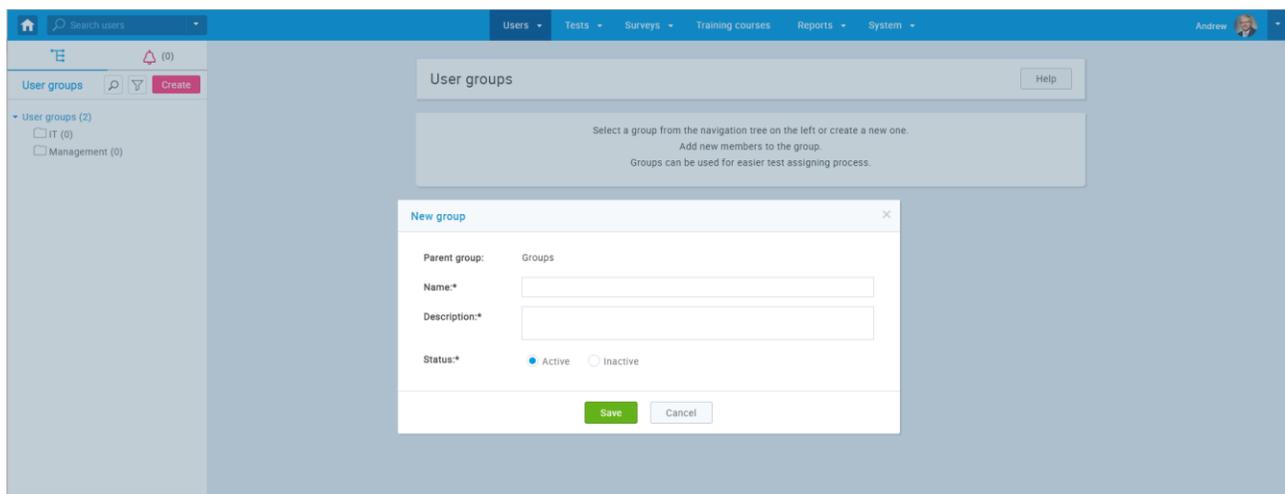


Figure 19 Create Group

5.1 Manage Groups – Information

When you create a group, or open an existing one, an information panel will open where you can see information regarding the selected group:

1. Group name
2. Group path
3. Group description
4. Status (Active/Inactive)
5. Your role (Read-only/Modify)
6. Created by
7. Time of creation

Inside the group information panel, you are also able to create new sub group by clicking on 'New Sub-group' button.

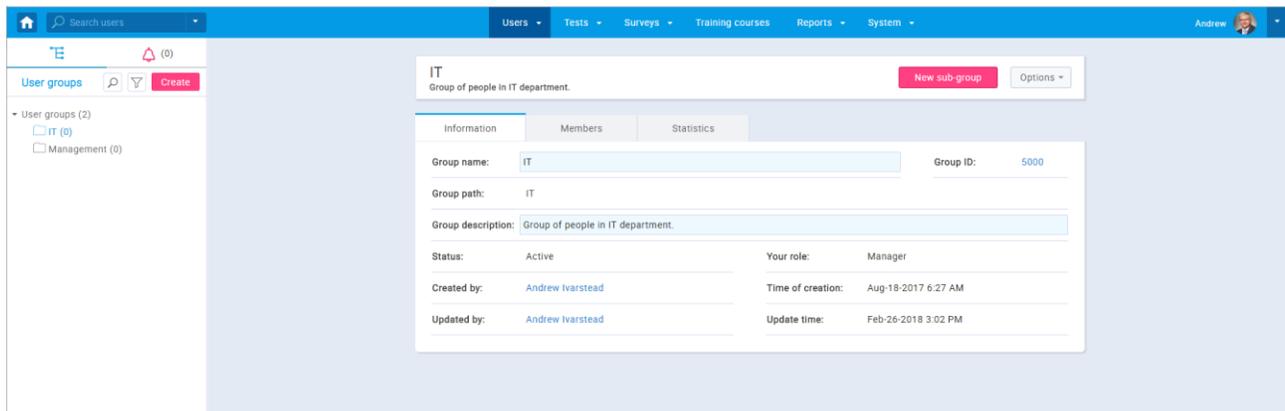


Figure 20 Group Information

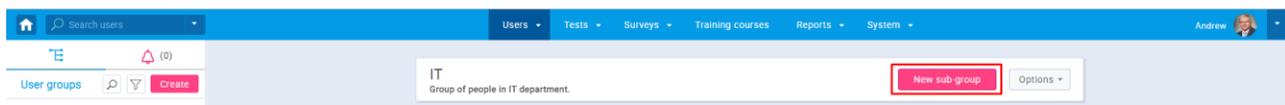


Figure 21 Create Sub-group

5.2 Manage Groups – Members

‘Members’ panel inside a selected group gives an overview of all group members and allows you to add new members to the group. To add a user to the group, click on the checkbox next to the user(s) you want to assign to the group, click on the ‘Assign as’ button and choose between user and manager roles.

Application Developer
Group of learners studying back-end developing.

New sub-group
Options ▾

Information
Members
Statistics

Table displays: Members of the selected group ▾

<input type="checkbox"/>	Username	User	Status	Role in group
	Search 🔍	Search 🔍	Select ▾	Select ▾
<input type="checkbox"/>	admin	Ivarstead Andrew	Active	Manager
<input type="checkbox"/>	Knoting1976	Murphy Andrew	Active	User
<input type="checkbox"/>	Leamaband77	Malloy Curtis	Active	User
<input type="checkbox"/>	Leareved2	Lewis Daniel	Active	User
<input type="checkbox"/>	Leas1981	Turner Betty	Active	User
<input type="checkbox"/>	Lecought	Long Cynthia	Active	User
<input type="checkbox"/>	Lieniner2	Balcom Ruthie	Active	User
<input type="checkbox"/>	Lievaight77	Lugo Richard	Active	User
<input type="checkbox"/>	Lifely	Reyna Jc	Active	User
<input type="checkbox"/>	Lishat	Epp Nancy	Active	User

1 2 3 4 5 10 ▾

Rows: 50

Assign as ▾
Remove selected

Figure 22 Group Members

5.3 Manage Groups – Statistics

‘Statistics’ panel inside a selected group displays the statistical data of members of that group. You can populate the statistics by adding tests (‘Add tests’ button) and/or by adding users (‘Add members’ button) that are part of the selected group.

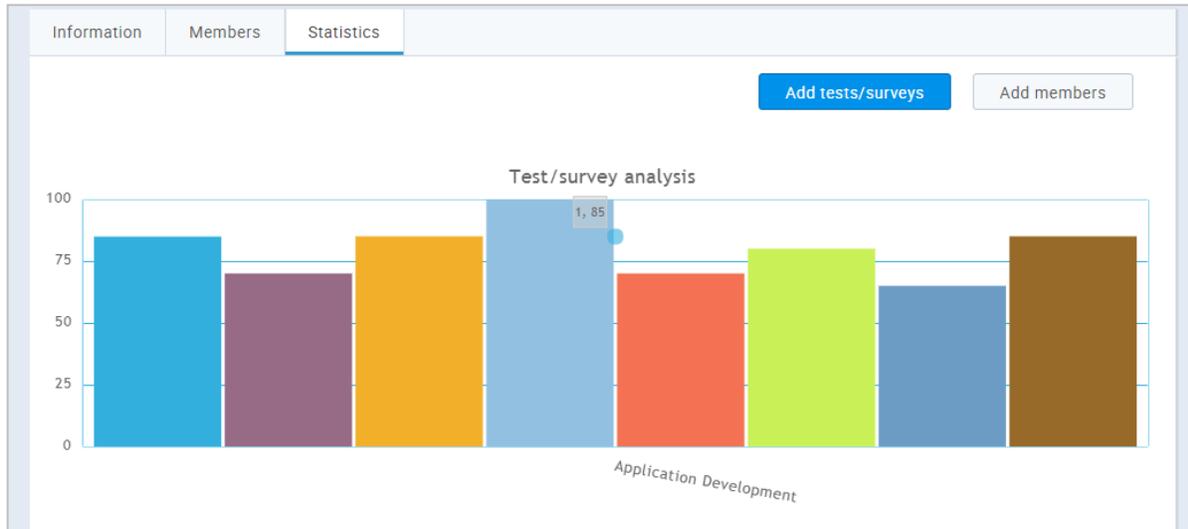


Figure 23 Group Statistics

6 Roles and Permissions

'Roles and permissions' is another section under the User management menu. It allows the administrator to create new and manage existing user roles and their permissions. To create a new role, click on the 'New role' button. Once clicked, you will need to input role code and role name. Optionally you can input role description.

Roles and permissions
New role

Roles and permissions

Edit an existing security role or create a new one with custom permissions.
Got it!
Disable all hints

Select role:

Role code:* **Role name:***

Role description:

Permissions - User

<input checked="" type="checkbox"/>	1. Log in	Log in.
<input checked="" type="checkbox"/>	2. Manage a role	Create, edit or delete a role.
<input checked="" type="checkbox"/>	3. Grant roles to users	Grant roles to other users.
<input checked="" type="checkbox"/>	4. Manage subscriptions	Manage subscribers. Create, edit or delete subscriptions.
<input checked="" 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 a list of all users	View the list of all users at the 'Profiles' page.

Figure 24 Roles and Permissions

7 Subscribers

In the 'Subscribers' panel you can add people that will receive regular reports for a selected user. To add subscriber(s) click on the 'Create new' button and a new panel will open below the existing one. Input the subscribers list title in that panel, its description and subscribers' email addresses.

Subscriber lists

Create a set of email addresses that will receive notifications after every test and survey attempt of any selected user. Edit the existing sets, if necessary.

Got it!
Disable all hints

<input type="checkbox"/>	List name	Description	Subscriber e-mails	Actions
	Search	Search	Search	
<input type="checkbox"/>	HR Management	HR Managers who will receive the results of employees' test results.	hr@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com	
<input type="checkbox"/>	HR Subscribers	HR Department Subscribers	hr@youtestme.com, jane.smith@youtestme.com	
<input type="checkbox"/>	Top Management	List of Top Management members who will receive the results of employees' test results.	ceo@youtestme.com, managers@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com	

Rows: 3

Create new
Remove selected
Export as Excel

New subscriber list ^ x

List name:*

Description:

Subscriber e-mails:*

Save
Cancel

Figure 25 Subscriber List

8 Tests

Tests consist of four parts. The first section is the 'New Test'. By clicking on the 'New Test' button, you'll start the test creation process inside the 'Test generator'.

Test Generator is an advanced GetCertified feature whose main purpose is to reduce the amount of time spent on test creations and evaluation. It is very simple to use: all you need to do is to enter certain test parameters, assign them to the members and choose the pass mark, attach a certificate and test instruction.

The test generator is divided into 5 steps.

8.1 Test Settings

The first step in the test creation process is 'Test settings'. It consists of the following fields:

1. **Name** – the name of the test
2. **Description** – describes the test
3. **Template** – if someone had created the test settings, you can select it in this field in order to load the settings and questions from that test
4. **Creation type**
 - Manually created – handpicking questions from the pool or typing them in
 - Generated – when set to this option, you may choose certain question pools that will be used for generating a test
5. **Duration type** – choose between time per test (total time), time per question or unlimited
6. **Test duration** – set the timer for the test. The time format is HH:MM:SS
7. **Network access** – limit the access to test only to people within your local (internal) network or put an open access to allow access to people both inside and outside your network
8. **Show report** – choose the way users will see the test report. Reports can be shown after each question, on manager's approval or immediately after test completion
9. **Report contents** – choose if users will see both their grade and answers preview, or only their grade
10. **Randomize questions** – this option tells the system to randomize the order of test questions in a such way so that each test taker will get questions in a different order
11. **Randomize answers** – by selecting this option, the system will randomize the answers ordering on each question, in a way that for the same question each of test takers will get a different answer ordering
12. **Allow continuation** – candidates can save selected answers, take a pause and continue within allowed time

Figure 26 Test Settings

Also, before continuing to the next step, you can upload a test created in Excel template. To upload a test created in Excel template, click on 'Load' button in 'Test settings' tab within the test generator. Once the 'Load test' window is opened, click on browse, locate the prepared test template and select 'OK' button.

If you need help for creating a test in Excel template, please see detailed instructions explaining this procedure. Note that you don't define other test settings in Excel template (such as: duration type, test duration, network access, show report, report contents, randomize questions and randomize answers).

Figure 27 Upload Test

8.2 Questions

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

8.2.1 Add Questions Manually

When it comes to creating tests manually, you can add questions in several ways. The first way is to add questions manually. You can choose between 8 types of questions. To add a question, click on 'Add new question' button and select 1 out of 8 question types.

Once clicked, a section for question adding will be added. To see how to add a new question to the question pool, please refer to the [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.

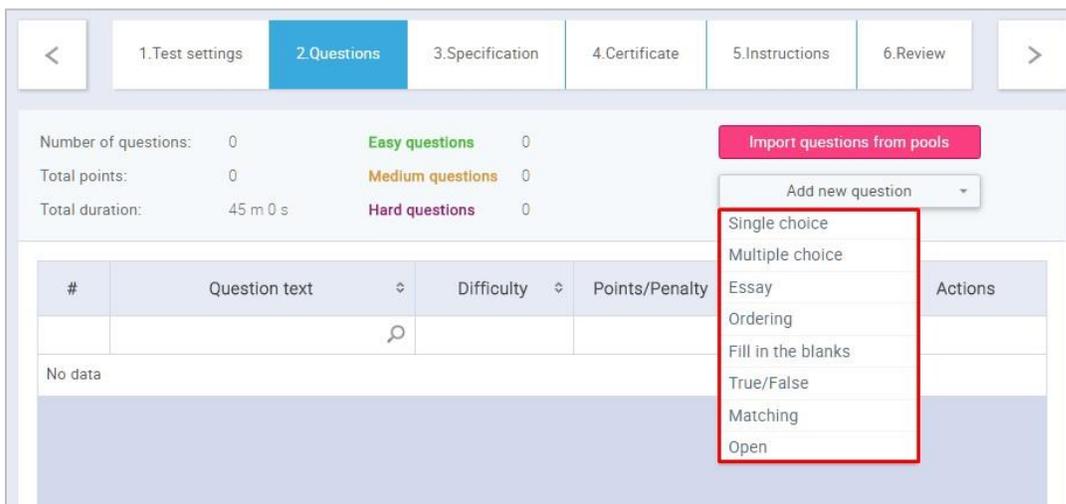


Figure 28 Add Question Manually

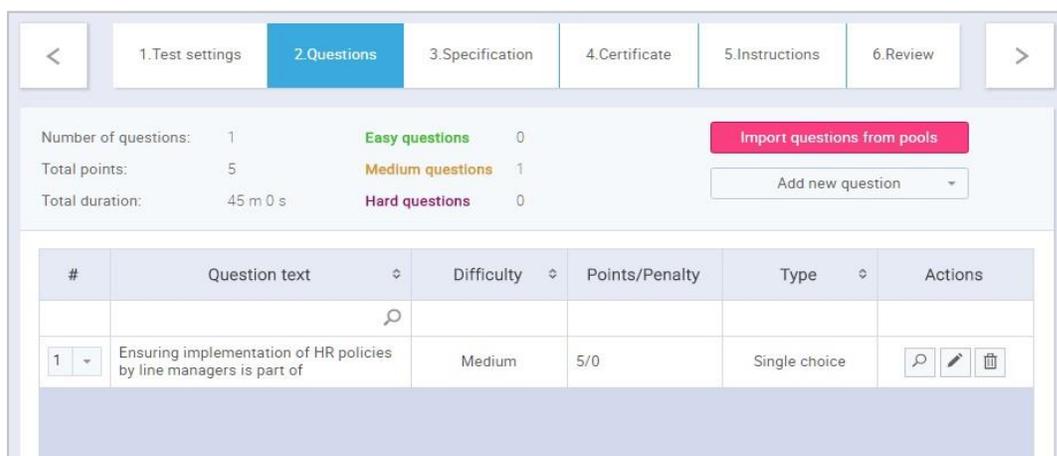


Figure 29 Added Question

The second mode 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, the page will scroll down to 'Import from Pool' section. The first step is to select the existing questions pool from which you wish to load questions in your new test. The second step is to choose the question(s) you wish to assign to your test and click on the 'Assign' icon. The questions will be added to the question list as shown in the picture below.

Import questions ✕

Select pool: 1 General Knowledge > General Knowledge - Basic

Question text	Parent pool	Difficulty	Type	Actions
Search	Search	Select	Select	2
From the following list select fruits.	General Knowledge - Basic	Hard	Multiple choice	↓
In Canadian football how many players are on the field per side?	General Knowledge - Basic	Medium	Single choice	↓
Select fruits which is enriched with vitamin C.	General Knowledge - Basic	Hard	Multiple choice	↓
Select years of beginning and ending of WW1.	General Knowledge - Basic	Easy	Multiple choice	↓
The largest organ of human body is?	General Knowledge - Basic	Medium	Single choice	↓
The unit structure of genes is made up of ?	General Knowledge - Basic	Medium	Single choice	↓
What is the color of carrot?	General Knowledge - Basic	Easy	Single choice	↓
Which is the hottest place in the earth?	General Knowledge - Basic	Medium	Single choice	↓

Rows: 10

Figure 30 Adding Questions Manually

The third mode for adding questions is to assign all questions from a particular question pool. To assign all questions from a question pool, select a question pool and on the bottom of the selected questions pool click 'Assign all' button.

Select pool:

Cancel

Question text	Parent pool	Difficulty	Type	Actions
Search	Search	Select	Select	
After a compliance officer develops a base of knowledge of regulations, he or she must begin the art of applying regulations in a risk management environment. Which of the following is NOT out of a few things to be kept in mind when determining what to do FIRST?	Test pool sreda	Easy	Single choice	<input type="text"/> <input type="button" value="↓"/>
In a compliance program, tactical compliance procedures should be integrated into business line procedures, such as how to deliver an Adverse Action Notice when an application is declined. In this case:	Test pool sreda	Easy	Multiple choice	<input type="text"/> <input type="button" value="↓"/>
In Compliance regulation and risk assessment key performance indicators usually include:	Test pool sreda	Easy	Multiple choice	<input type="text"/> <input type="button" value="↓"/>
In Requirements section of Adjusted Mortgage Regulation (12 CFR 34), for loans subject to both the OCC ARM				

10 | 1 2 | Rows: 17

Assign all

Figure 31 Assign All Questions

After creating or importing questions for the test, you can proceed to next step called 'Specification'. In this step, you define the number of total points (represented in %) needed for the pass mark. Additionally if the 'Inclusive pass mark' checkbox is selected candidates will pass the test if they gain a score that is equal or greater than the pass mark.

1. Test settings | 2. Questions | **3. Specification** | 4. Certificate | 5. Instructions | 6. Review

Generator settings Help

Inclusive pass mark

Pass mark(%):

Figure 32 Pass Mark

8.2.2 Generated Test Creation

The generated test creation includes importing 'Questions' from resources – question pools. This is done by clicking the 'Add pool resource' button or even editing existing pools (if the test was loaded via template).

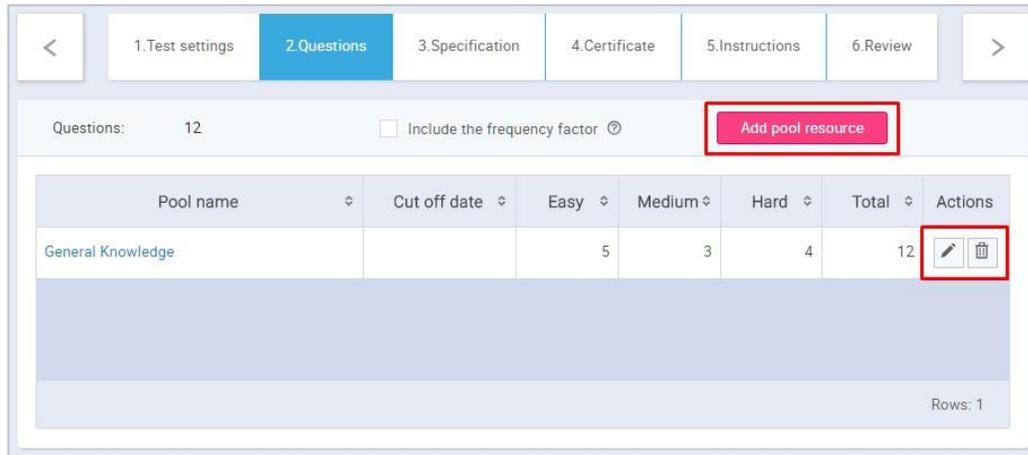


Figure 33 Add Pool Resource - Generated Test Creation

After that, it is necessary to enter question pool resources for that test, optionally defining the frequency factor and a cut-off date. The only pools that can be chosen are those where you are a member in. Entering individual questions is also possible, allowing test managers to add questions to both the test and a pool.

Frequency factor is an optional feature representing several frequency attributes that can be attached to each question: Never, Rarely, Normal, Often and Always. Each of these attributes represent how likely is for that question to appear in the test. Another optional feature is a **cut-off date**. This feature serves to avoid the repetition of questions in consecutive tests. For example, last week you have created a test and you don't want to include questions from that test in the one planned for next week. Upon setting all these parameters, they can be reviewed in a table.

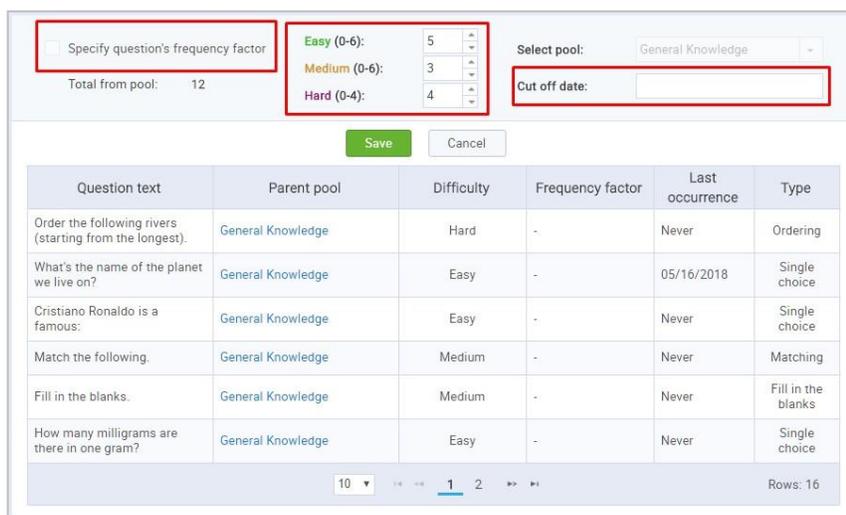


Figure 34 Frequency Factor

The 'Specification' step requires specifying the number of test versions (question combinations in a test) in a test and the pass mark required to pass the test (and gain a certificate, if applicable). It is also necessary to specify points achieved and the duration for each question difficulty (Easy, Medium, Hard). You may review the parameters you have set so far on the left side of the panel and go back at any moment to make any alterations.

Information		Generator settings	
Questions:	12	<input checked="" type="checkbox"/> Inclusive pass mark ⓘ	
Duration:	00:45:00	Pass mark(%):	60
Points:	23	Test versions:	1
Easy questions:	5	Points per question	
Medium questions:	3	Easy	1
Hard questions:	4	Medium	2
		Hard	3
		Penalty per question	
		Easy	3
		Medium	2
		Hard	1

Figure 35 Specifications - Generated Test

8.3 Certificate

The next step is to create a 'Certificate' for users who pass the test. By checking 'Attach a certificate to the test', a Certificate designer will be opened. That is a place where you can choose an existing certificate design in the 'Certificate' option or you can create a new one. In the certificate settings, you can also set or change the certificate title, subtitle and company name. Optionally, you can choose visual elements (certificate background, certificate logo and company logo) which will make certificate looking more professional.

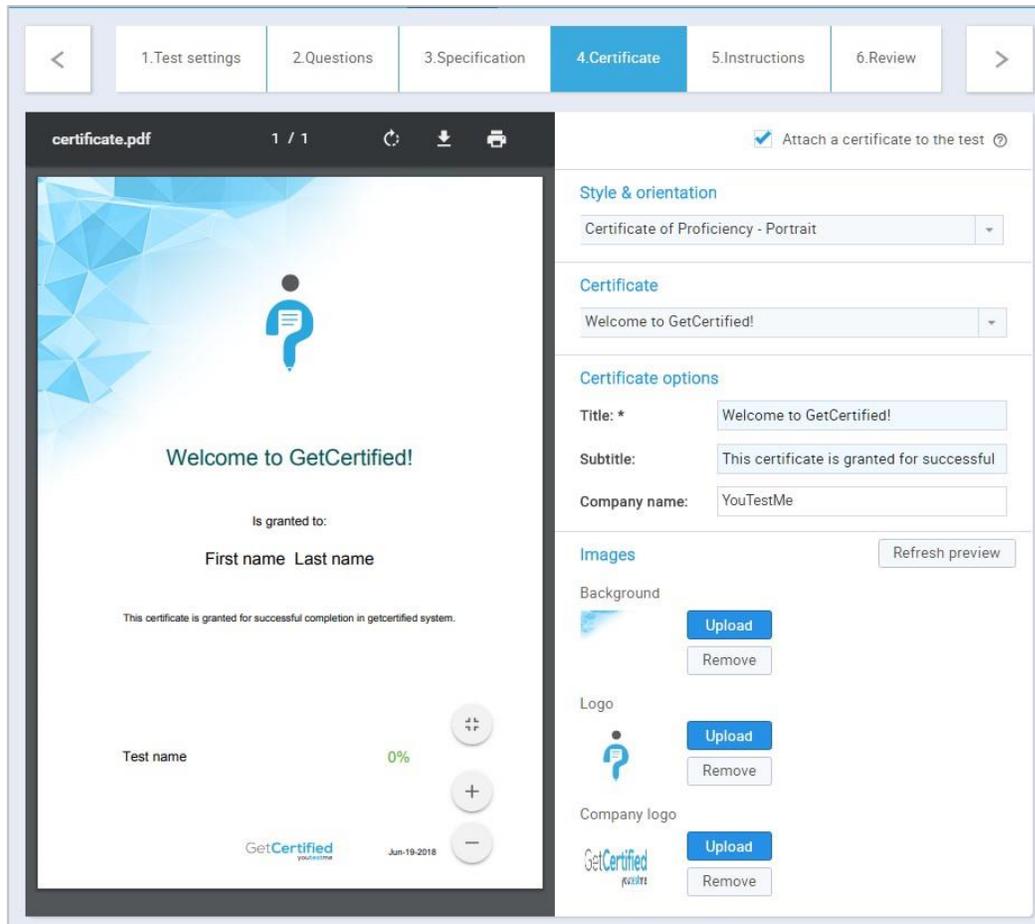


Figure 36 Certificate Designer

8.4 Instructions

The "Instructions" step can be used to create a specific message (guidelines, confidentiality statement, etc.) that will be displayed to the student in a pop-up dialog prior to test taking.

You will only need to check the "Attach instructions" box and write your text or copy an already formatted one inside of the text box below.

Navigation: < 1. Test settings 2. Questions 3. Specification 4. Certificate **5. Instructions** 6. Review >

Copy from another managed test: Select one Attach instructions

Rich Text Editor:

Test instruction example:

- students may not use any sources such as phones, laptops, tablets, books, or other electronic or print media during the exam
- students may not open any other web pages, email or any other applications during the exam
- students agree to keep the exam contents confidential and WILL NOT DISCUSS THE EXAM CONTENTS with peers, educators or anyone else

Buttons: Preview Clear All

Figure 37 Instructions

By clicking on the "Preview" option you can see the way the instructions dialog will look from the students perspective.

Preview

GetCertified
General Knowledge

General Knowledge test with 10 questions.

Duration type:	Time per test	Duration:	00:45:00
Show report:	Immediately after finishing	Report contents:	Grade and preview
Enabled from:	Jun-1-2018 12:00 AM	Enabled to:	Jun-30-2018 3:01 PM

Test instruction example:

- students may not use any sources such as phones, laptops, tablets, books, or other electronic or print media during the exam
- students may not open any other web pages, email or any other applications during the exam
- students agree to keep the exam contents confidential and WILL NOT DISCUSS THE EXAM CONTENTS with peers, educators or anyone else

I understand and agree with the instructions and rules of this test

Start test

Figure 38 Instructions

Review

The last step in the test creation process is 'Review'. It contains a short summary of test settings and a list of questions.

The screenshot displays the 'Review' step of the test creation process. At the top, a navigation bar shows steps 1 through 6, with '6. Review' highlighted in blue. Below this, the 'Information' section includes a 'Save template' button and a 'Help' link. The 'General Knowledge' section features a green 'Finish wizard' button. The test settings are as follows:

- Network access: Open access
- Look type: One question per page
- Duration type: Unlimited
- Duration: Unlimited
- Test creation type: Generated
- Test versions: 1
- Show report: Immediately after finishing

A summary table provides the following details:

Total questions:	15	Easy questions	4	Time to answer:	-	Points/Penalty:	1/3
Total duration:	Unlimited	Medium questions	5	Time to answer:	-	Points/Penalty:	2/2
Total points:	32	Hard questions	6	Time to answer:	-	Points/Penalty:	3/1

Below the summary table is a table of question pools:

Pool name	Cut off date	Easy	Medium	Hard	Total questions
Management		4	5	6	15

The interface also includes a 'Rows: 1' indicator at the bottom right of the table area.

Figure 39 Review

After reviewing the test, you can save it as a template for a future similar test. That will reduce the time needed for creating the next test.

The last step in this process is clicking on the 'Finish wizard' button.

8.5 Test Preview

Once you click the 'Finish wizard' button, you will be taken to a page for scheduling the test. Before scheduling the test, you can check how your test looks like by clicking the 'Options' drop-down button and selecting 'Preview'. This option allows you to go through a test in the same manner as the test taker will. Results of a Preview test will not be recorded in the system.

Test • Test 130
Assigned: 2, Started: 0, Not finished: 0, To grade: 0, No. of passed: 0, No. of failed: 0;

Availability

Options

- Preview
- Delete
- Export test
- Export key
- Suspend
- Create copy
- Help

Information | Manage candidates | Test scores | Questions | Report

Test information

Test name: Test 130

Description:

Test status: Expired | Test ID: 100110

Enabled from: Nov-14-2017 19:32 PM | Enabled to: Nov-15-2017 0:00 AM

Created by: Andrew Ivarstead | Create time: Nov-14-2017 17:26 PM

Updated by: Andrew Ivarstead | Update time: Nov-14-2017 17:26 PM

Test settings

Look type: One question per page | Network access: Open access

Show report: Immediately after finishing | Report contents: Grade and preview

Duration type: Unlimited

Pass mark (%): 4 | Test versions: 1

Figure 40 Test Preview

9 Sending the Test

You need to add test participants before sending the test. Adding test participants (test takers and test managers) to the test can be performed either from the list of all users or filtered according to groups. Once you send the test, you can add more participants, as long as the test is active.

Complete test preparation
⤴ ⤵



1. Create test
Start a wizard to create a test and optional certificate

✓



2. Add test candidates
Add test candidates and test managers: 0

Go manage



3. Schedule test
For people to access your test you need to schedule a date.

Schedule test

Information
Manage candidates
Test scores
Questions
Report

Assign application users as test managers or test takers.
 Got it!
Disable all hints

Select users from: List of all users

<input type="checkbox"/>	Username	User	Assigned from
<input type="checkbox"/>	aaron	Thompson Aaron	
<input type="checkbox"/>	Abadvionand	Valencia Betty	
<input type="checkbox"/>	Abled1959	Averill Rey	
<input type="checkbox"/>	Abled1997	Daley Jessica	
<input type="checkbox"/>	Accon1956	Coffin Micheal	
<input type="checkbox"/>	Acessier	Curry Victoria	

Figure 41 Add Test Participants

9.1 Scheduling Test

To schedule the test, click on 'Schedule test' and set the test availability (from-to).

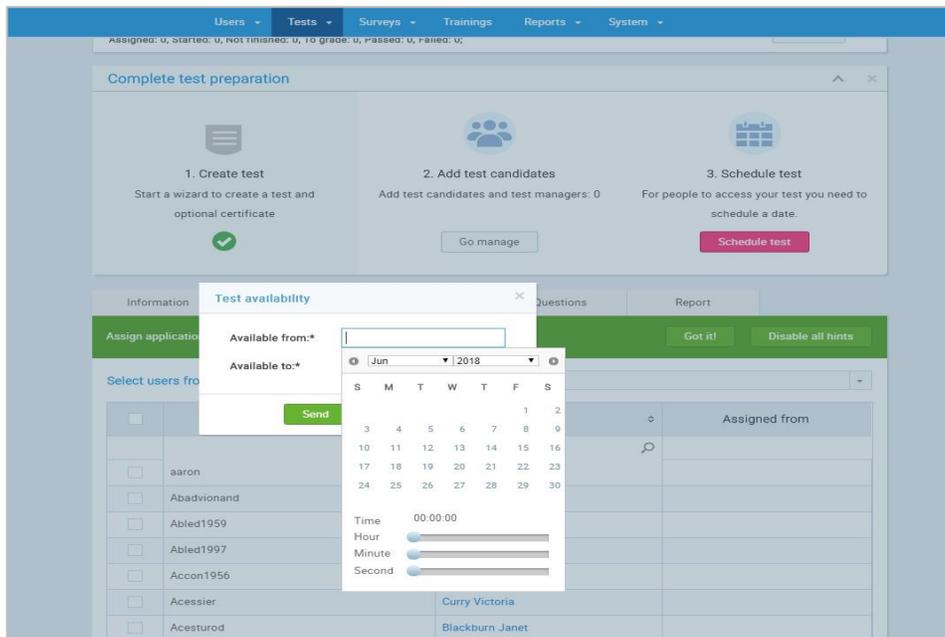


Figure 42 Schedule Test

9.2 Exporting Test

GetCertified allows you to export the test to a PDF file, ready for immediate printing. By clicking the 'Export test' button, all of the test versions will be exported.

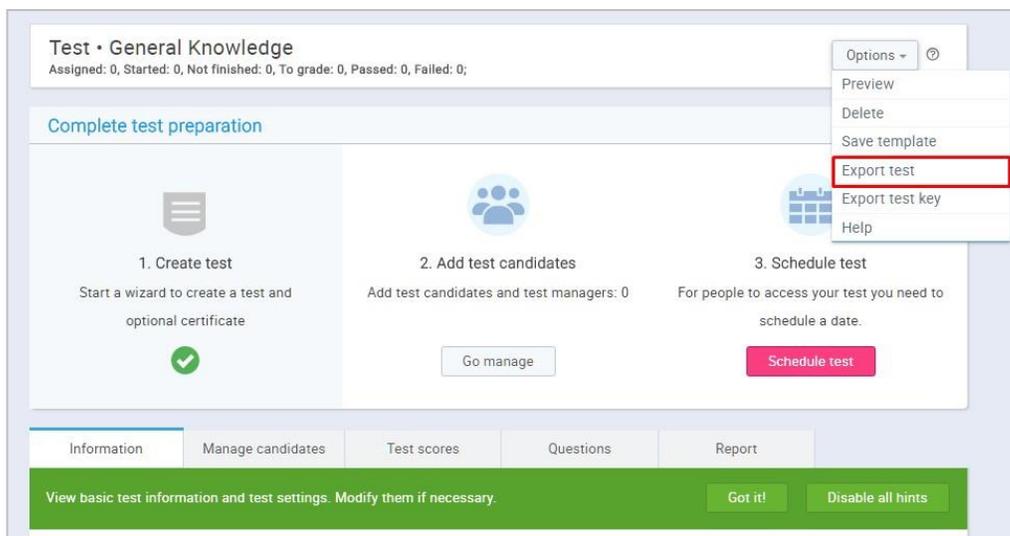


Figure 43 Export Test

To export test, first click on options and then 'Export test'

9.3 Exporting Key

The export key option enables you to export the test answer key to PDF. The answer key itself looks exactly the same as the exported test. The only difference is that test key contains correct answers. To access this option, click the 'Options' drop-down button and select 'Export test key'.

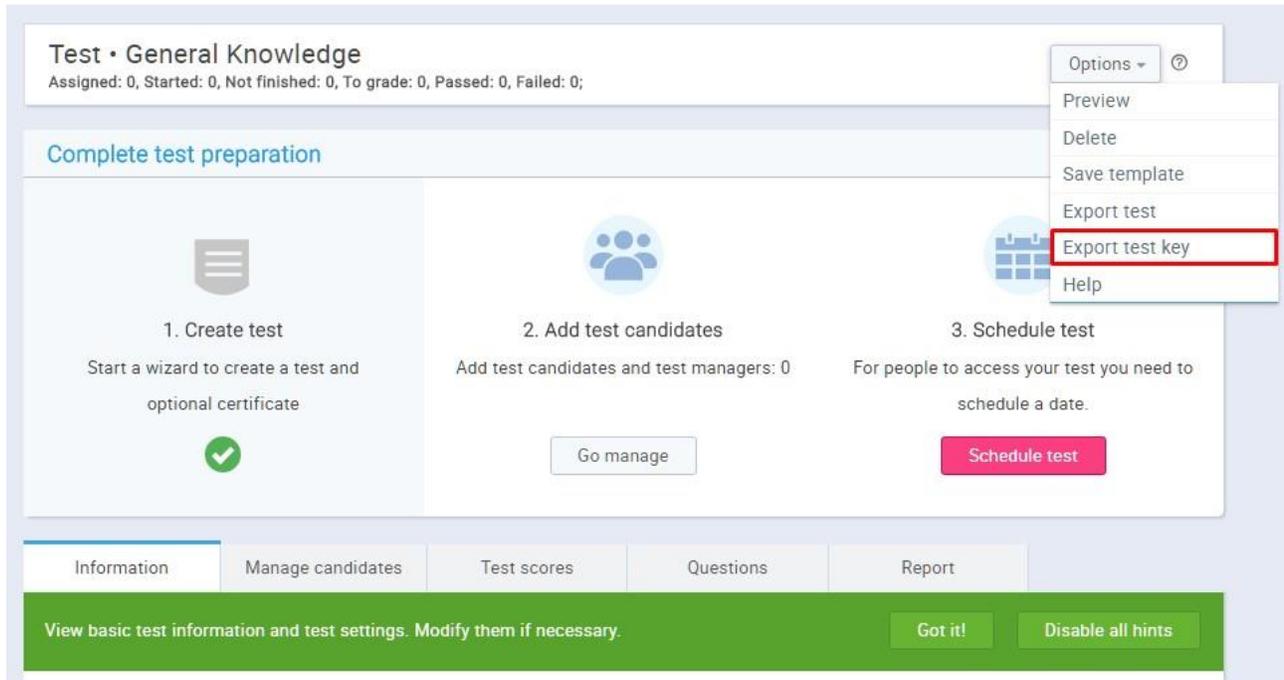


Figure 44 Export Answer Key

9.4 Changing Test Settings

The changes that can be made after the test is being sent are regarding the test name, report contents and the pass mark. It is also possible to add more participants and change the test's availability (if it hasn't expired already).

Test • General Knowledge

Assigned: 0, Started: 0, Not finished: 0, To grade: 0, Passed: 0, Failed: 0;

Availability

Options ▾ ⓘ

Information

Manage candidates

Test scores

Questions

Report

Certificate

Select a certificate: ⓘ

Current certificate: Welcome to GetCertified!

Test information

Test name: General Knowledge

Description: General Knowledge test with 10 questions.

Instructions: Test instruction example: ⓘ

Test in training: No

Test status: Running

Test ID: 1420

Available from: Jun-1-2018 12:00 AM

Available to: Jun-30-2018 3:01 PM

Created by: Andrew Ivarstead

Time of creation: Jun-19-2018 3:00 PM

Updated by: Andrew Ivarstead

Update time: Jun-22-2018 12:37 PM

Test settings

Creation type: Generated

Test versions: 1

Show report: Immediately after finishing

Report contents: Grade and preview

Duration type: Time per test

Duration: 00:45:00

Network access: Open access

Allow continuation ⓘ

Pass mark (%): 60

Inclusive pass mark ⓘ

Figure 45 Change Test Settings

9.5 Copy/Delete Test

It is possible to create a copy of existing test or to delete it.

To create a copy of existing test, choose the desired test within 'Manage tests' page. Once you select the test you want to copy, click on the test 'Options' and then click on 'Create copy'.

Notice: Test participants are not copied with test. Besides, test copy creating is not possible with generated tests. It is only possible to copy created test manually.



Figure 46 Copy Test

Option for deleting the test is also located within the 'Options' menu of the selected test. To delete the test, click on 'Options' button and then click on 'Delete' to delete the selected test.

Notice: Delete test option deletes all the data related to the test that you want to delete. For keeping the test data for archive, choose 'Suspend' option within the selected test.

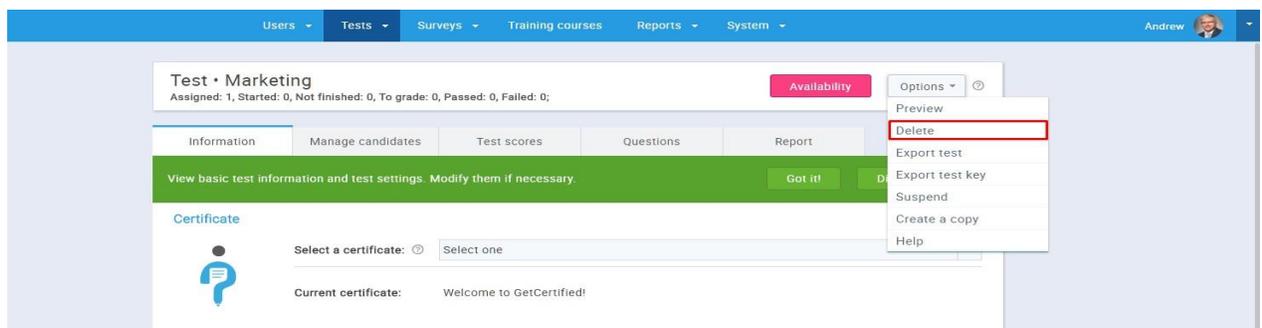


Figure 47 Delete Test

9.6 Test Repetition

If you want to allow users to retake the test which they have failed, navigate to that test within the 'Manage tests' page, select 'Manage Participants' tab, find user(s) that you want to allow test repetition and click on the 'Reset' link.

Notice: When you allow test repetition to user(s), the system keeps the record of previous results.

Test - General Knowledge

Assigned: 18, Started: 18, Not finished: 0, To grade: 0, Passed: 18, Failed: 0;

Availability
Options ▾
?

Information
Manage candidates
Test scores
Questions
Report

Select users from: List of all users ▾

<input type="checkbox"/>	Username	User	Assigned from	Actions
<input type="checkbox"/>	aaron	Thompson Aaron		Send test
<input type="checkbox"/>	Abadvionand	Valencia Betty	List of all users	Reset
<input type="checkbox"/>	Abled1959	Averill Rey	List of all users	Reset
<input type="checkbox"/>	Abled1997	Daley Jessica	List of all users	Reset
<input type="checkbox"/>	Accon1956	Coffin Micheal	List of all users	Reset
<input type="checkbox"/>	Acessier	Curry Victoria	List of all users	Reset
<input type="checkbox"/>	Acesturod	Blackburn Janet	List of all users	Reset
<input type="checkbox"/>	Acrew1969	Carpenter Eva	List of all users	Reset

Figure 48 Test Repetition

10 Test Results & Report

As soon as someone finishes the test, you are able to track the test results and other important statistics.

10.1 Test Scores

On the 'Test Scores' tab within the selected test, you can see the list of users that took the test and whether they have passed or failed the test. For each of the test takers, you are able to see a detailed report by clicking on the test score.

Information		Manage candidates		Test scores	1	Questions	Report
#	Username	User	Group	Score	Actions		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select			
1	admin	Ivarstead Andrew		Passed (24 of 25 points; 96.00%)	>> >>> ▾		
2	Chring	Stover Corey	Marketing, Advertising, and PR	Passed (21 of 25 points; 84.00%)	2 >> >>> ▾		
3	Ciragow	Martinez David	Marketing, Advertising, and PR	Passed (25 of 25 points; 100.00%)	>> >>> ▾		
4	Clate1973	Ross Timmy	Marketing, Advertising, and PR	Failed (19 of 25 points; 76.00%)	>> >>> ▾		

Personal report - Corey Stover				
Test version:	1	Test score:	84.00%	
Started:	Sep-8-2017 13:55 PM	Time spent:	00:08:29	
Group:	Marketing, Advertising, and PR			
Certificate				
#	Question text	Type	Percents	Actions
1	There is no established template for documenting compliance risk. Each institution should develop a risk assessment that fits its risk profile. The components that are commonly used throughout the industry are as follows EXCEPT:	Single choice	100% (Points: 1)	<input type="text"/> 1
2	They also embrace the concept of risk-based compliance management. They expect compliance management to be tailored to the bank, be it large or small, offering standard or specialty financial services, simple or complex products lines, and adjusted as appropriate for the customer base as that issued for the Bank Secrecy Act, also establishes their expectatins that a bank's program be risk based. Who are they?	Single choice	100% (Points: 1)	<input type="text"/>
3	After a compliance officer develops a base of knowledge of regulations, he or she must begin the art of applying regulations in a risk management environment. Which of the following is NOT out of a few things to be kept in mind when determining what to do FIRST?	Single choice	100% (Points: 1)	<input type="text"/>
Rows: 20				

10.2 Questions

On the 'Questions' tab you are able to track the following statistics:

1. Success Ratio – the percentage of correct answers on the question level
2. Question Occurrence – how many times the particular question has appeared on the test
3. Item Reliability – how does a success on a particular question relates to a success on a test in whole

10.2.1 Success Ratio

The success ratio for a particular question represents the percentage of correct answers. By selecting the question, an additional panel will appear, showing you more details for the selected question.

#	Question text	Type	Difficulty	Success ratio	Icon
1	What is the correct order for the steps in job analysis?	Ordering	Medium	78%	
2	A compliance professional's responsibilities include all of the following EXCEPT:	Single choice	Easy	93%	
3	Compliance professionals have a duty to keep senior management and the board apprised of the state of compliance within the bank through which of the following:	Single choice	Easy	85%	

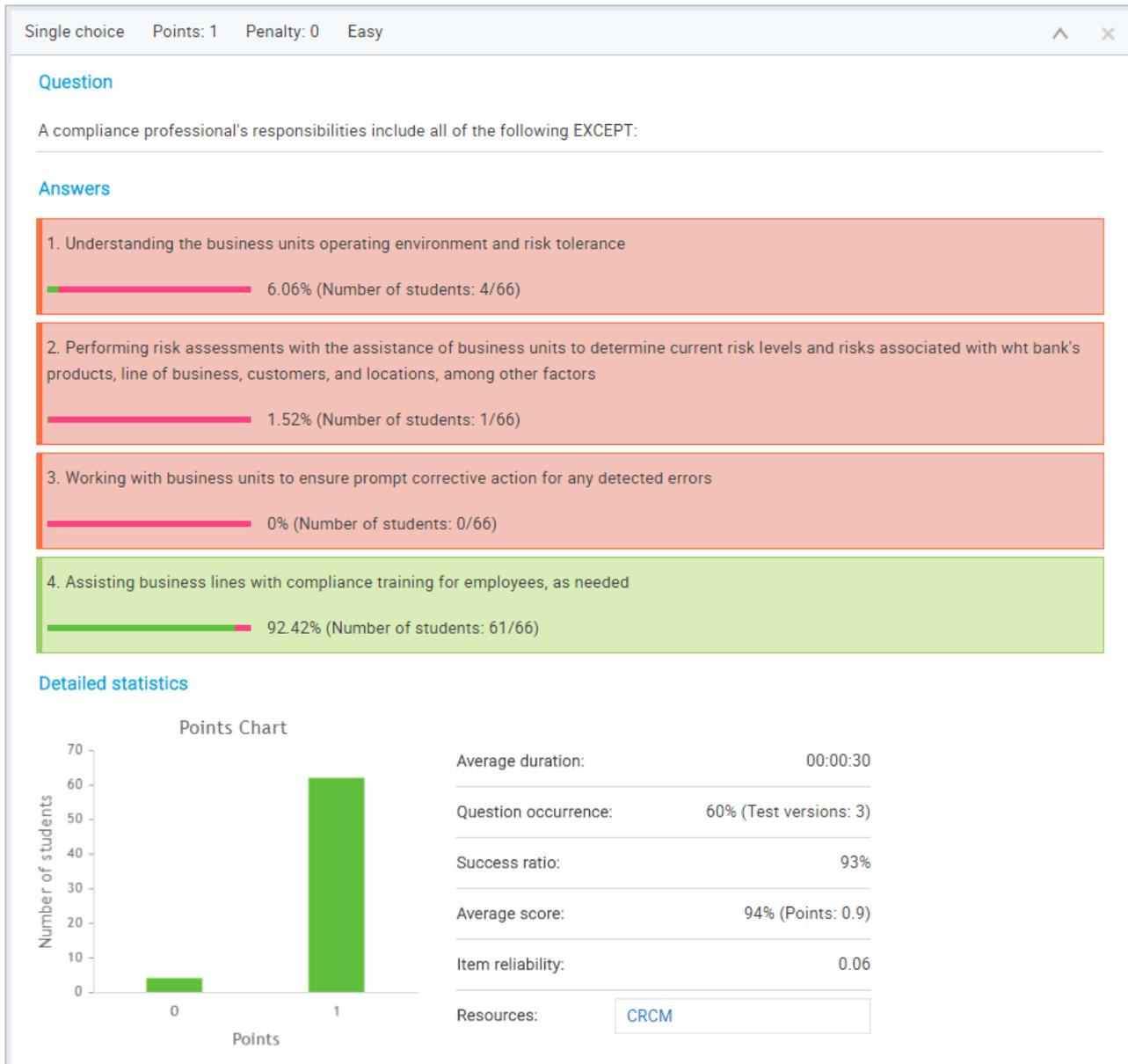


Figure 50 Success ratio

10.2.2 Question Occurrence

The question occurrence shows the percentage how frequent was the particular question on the test. For example, 60% of all test takers had all of the questions from the screenshot below.

Appearance filter: All Statistic parameter: Question occurrence

#	Question text	Type	Difficulty	Success ratio	Question occurrence	Item reliability
1	What is the correct order for the steps in job analysis?	Ordering	Medium	60% (Test versions: 3)		
2	A compliance professional's responsibilities include all of the following EXCEPT:	Single choice	Easy	60% (Test versions: 3)		
3	Compliance professionals have a duty to keep senior management and the board apprised of the state of compliance within the bank through which of the following:	Single choice	Easy	60% (Test versions: 3)		
4	Which of the following is out of the FIRREA penalties included in the enforcement section of Adjusted Mortgage Regulation (12 CFR 34)?	Multiple choice	Easy	60% (Test versions: 3)		
5	Which set of terms correctly describes F.E. Webster's 'Decision Making Unit' (DMU) concept?	Multiple choice	Medium	60% (Test versions: 3)		
6	To be effective, compliance risk management professionals must design a framework to ensure that bank management understands the risks and the steps that must be taken to mitigate them. The many roles compliance professionals fill incorporate risk management aspects including:	Single choice	Easy	60% (Test versions: 3)		

Rows: 33

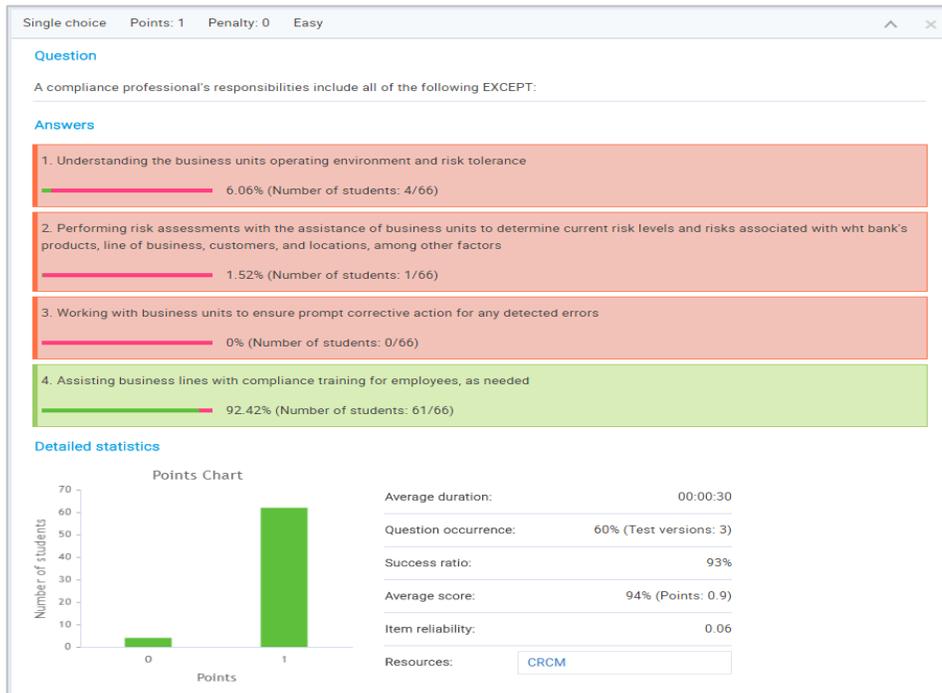


Figure 51 Question Occurrence

10.2.3 Item Reliability (RPB)

Item reliability or point-biserial correlation (r_{pb}) is a correlation coefficient used when one variable is dichotomous.

The point-biserial correlation is mathematically equivalent to the Pearson (product moment) correlation, that is, if we have one continuously measured variable X and a dichotomous variable Y, $r_{XY} = r_{pb}$. This can be shown by assigning two distinct numerical values to the dichotomous variable.

The point-biserial correlation coefficient is calculated as follows:

$$r_{pb} = \frac{M_1 - M_0}{S_n} \sqrt{pq}$$

M1 - mean (for the entire test) of the group that received the positive binary variable (i.e. the “1”).

M0 - mean (for the entire test) of the group that received the negative binary variable (i.e. the “0”).

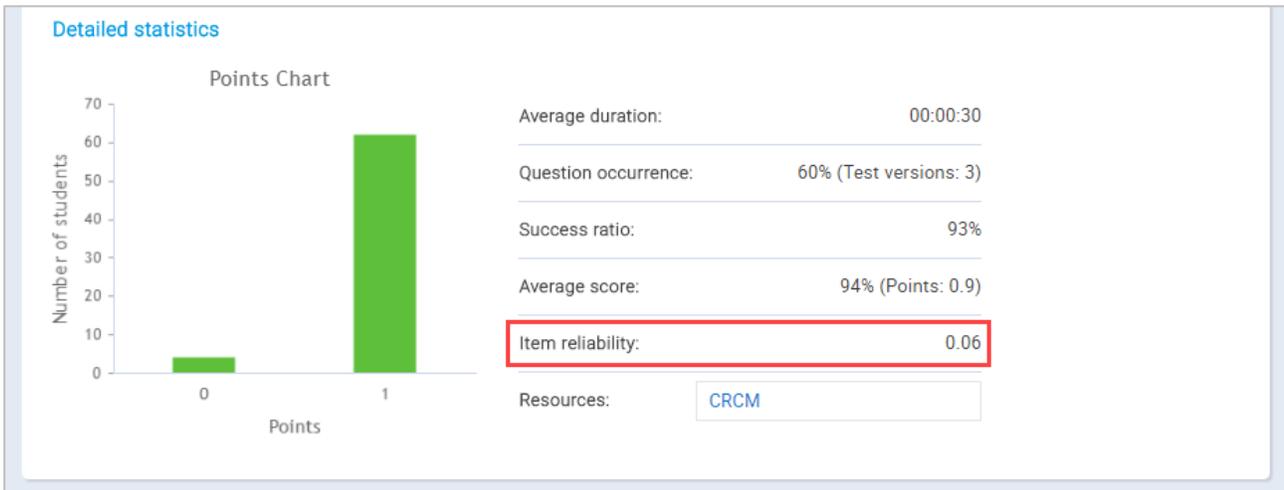
Sn - standard deviation for the entire test.

p - Proportion of cases in the “0” group.

q - Proportion of cases in the “1” group.

On the screenshot below, you can see an example of item rpb coefficient.

#	Question text	Type	Difficulty	Item reliability	Actions
1	What is the correct order for the steps in job analysis?	Ordering	Medium	0.46	[Icon]
2	A compliance professional's responsibilities include all of the following EXCEPT:	Single choice	Easy	0.06	[Icon]
3	Compliance professionals have a duty to keep senior management and the board apprised of the state of compliance within the bank through which of the following:	Single choice	Easy	0.34	[Icon]
4	Which of the following is out of the FIRREA penalties included in the enforcement section of Adjusted Mortgage Regulation (12 CFR 34)?	Multiple choice	Easy	0.36	[Icon]
5	Which set of terms correctly describes F.E. Webster's 'Decision Making Unit' (DMU) concept?	Multiple choice	Medium	0.41	[Icon]
6	To be effective, compliance risk management professionals must design a framework to ensure that bank management understands the risks and the steps that must be taken to mitigate them. The many roles compliance professionals fill incorporate risk management aspects including:	Single choice	Easy	0.18	[Icon]



10.3 Report

In the 'Report' tab you can see the pie chart and graph that are showing the number of passed-failed test takers, as well as the points distribution.

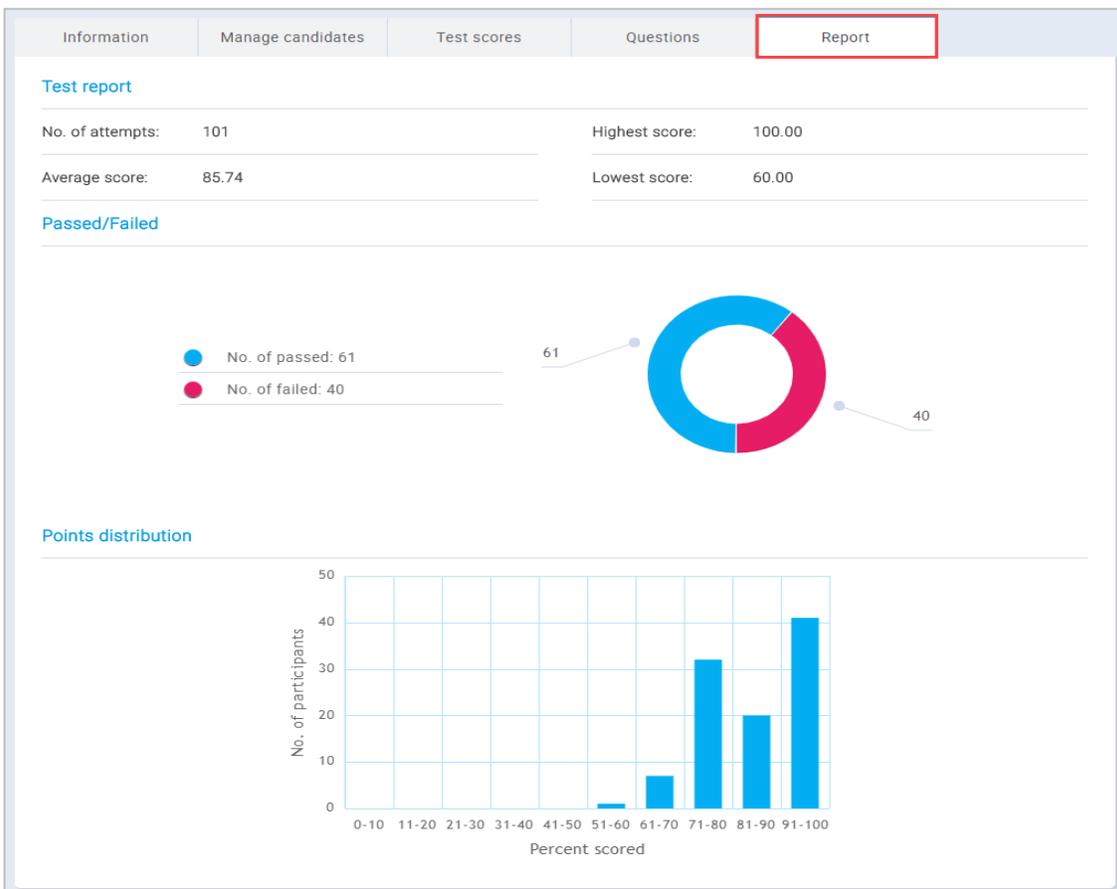


Figure 52 Report

11 Tests – Manage Tests

The second section in the ‘Tests’ menu is ‘Manage Tests’ and it shows you the following list of tests:

1. **All tests** - list of all tests in the system
2. **Not scheduled** – tests that are created, but are waiting to be scheduled and sent to the users
3. **Running** – tests that are currently active
4. **Scheduled** – tests that are scheduled, but are not active yet
5. **Expired** – tests that have expired
6. **Suspended** – tests that are canceled
7. **Test templates** – test patterns that are saved for the creation of the future tests with similar test settings

12 Tests – Manage Certificates

The third section in ‘Tests’ menu is ‘Manage Certificates’. It shows you the list of all certificate templates that you have designed. The process of creating new certificates is the same as the process of creating certificates during the test creation.

13 Tests - Question Pools

The fourth section in ‘Tests’ menu is called ‘Question Pools’. Question pools can theoretically hold an infinite number of questions. Pool access is restricted only to pool members. To create a test question pool, click on the ‘Create’ button in the left sidebar. Once clicked, a new pop up window will open. The information that you need to input are pool name and pool description. Click ‘save’, once finished.

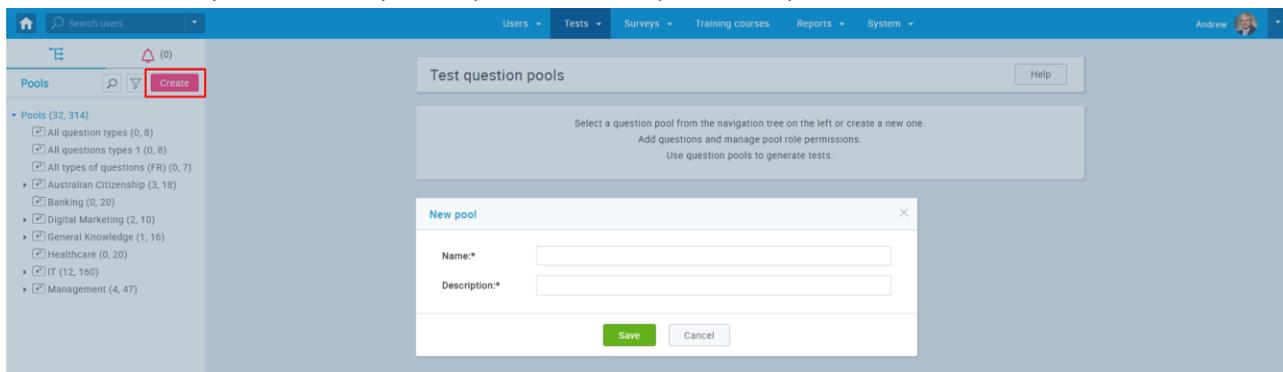


Figure 53 Test Question Pool

13.1 Question Pools – Information

When you create or open one of the question pools, a panel with information of the selected pool will be displayed. This is the place where you can see basic information of the selected group:

1. Pool name
2. Pool ID
3. Description
4. Your role
5. Pool type
6. Created by
7. Create time

It is also possible to create sub-pools. To do this, click the ‘New sub-pool’ button and input sub-pool name and sub-pool description.

The screenshot shows a web interface for managing a question pool. At the top, there's a 'Management' header with a 'New sub-pool' button and an 'Options' dropdown. Below this is a tabbed interface with 'Information', 'Users', 'Questions', and 'Report' tabs. The 'Information' tab is active, displaying the following details:

Pool name:	Management	Pool ID:	4
Description:	This pool contains questions related to general management.		
Your role:	Modify	Pool type:	Test pool
Created by:	Sophia Stewart	Time of creation:	Jul-18-2017 9:58 AM
Updated by:	Andrew Ivarstead	Update time:	May-31-2018 10:34 AM

Figure 54 Test Question Pool Information

13.2 Test Question Pools – Users

Mechanism of adding users to a specific question pool is the same as of adding members to a group. The difference is that this is the place in which you need to select if you want the table to display pools users, my user groups or all users.

The screenshot displays the 'Australian Citizenship' test question pool user management interface. The 'Users' tab is selected, and the 'Select users from' dropdown is set to 'Pool users'. The table lists 12 users, all with 'Active' status and 'Read-only' roles. The interface includes navigation controls and action buttons at the bottom.

<input type="checkbox"/>	Username	User	Status	Pool role
	Search	Search	Select one	Select one
<input type="checkbox"/>	aaron	Thompson Aaron	Active	Read-only
<input type="checkbox"/>	Abadvionand	Valencia Betty	Active	Read-only
<input type="checkbox"/>	Abled1959	Averill Rey	Active	Read-only
<input type="checkbox"/>	Abled1997	Daley Jessica	Active	Read-only
<input type="checkbox"/>	Accon1956	Coffin Micheal	Active	Read-only
<input type="checkbox"/>	Acessier	Curry Victoria	Active	Read-only
<input type="checkbox"/>	Acesturod	Blackburn Janet	Active	Read-only
<input type="checkbox"/>	Acrew1969	Carpenter Eva	Active	Read-only
<input type="checkbox"/>	Actat1963	Forth Christopher	Active	Read-only
<input type="checkbox"/>	adam	Moore Adam	Active	Read-only

Figure 55 Question Pool Users

13.3 Test Question Pools – Questions

The ‘Questions’ panel is where you are modifying questions by adding new ones, previewing or editing the existing ones, moving/copying them to another question pools or deleting them. To copy or move a question to another question pool, click on ‘Copy’ or ‘Move’ button and select one of the available question pools.

General Knowledge New sub-pool Options

Information Users **Questions** Report

Number of questions by difficulty

Easy questions: 6 Medium questions: 6 Hard questions: 4

<input type="checkbox"/>	Question text	Source pool	Difficulty	Type	Actions
	Search	Search	Select one	Select one	
<input type="checkbox"/>	A caterpillar may transform into a (select multiple):	General Knowledge	Hard	Multiple choice	
<input type="checkbox"/>	Albert Einstein was a golfer.	General Knowledge	Easy	True/False	
<input type="checkbox"/>	Blue whale sounds have been detected as far away as 1000 miles (1700 km.).	General Knowledge	Hard	True/False	
<input type="checkbox"/>	Cristiano Ronaldo is a famous:	General Knowledge	Easy	Single choice	
<input type="checkbox"/>	Fill in the blanks.	General Knowledge	Medium	Fill in the blanks	
<input type="checkbox"/>	How many milligrams are there in one gram?	General Knowledge	Easy	Single choice	
<input type="checkbox"/>	How many workdays are there usually in one week?	General Knowledge	Medium	Single choice	
<input type="checkbox"/>	If you pass the second person in a race you take the first place.	General Knowledge	Medium	True/False	

1 2 10 Rows: 16

Add question Move Copy Export as Excel

Figure 56 Test Question Pools - Questions

13.3.1 Question Pools – Adding New Question

To add a new question, navigate to ‘Questions’ panel inside the selected question pool, click on ‘Add question’ button and choose one of the desired question types.

Once you choose the question type, a new panel will expand below the table. Inside that panel, you shall define:

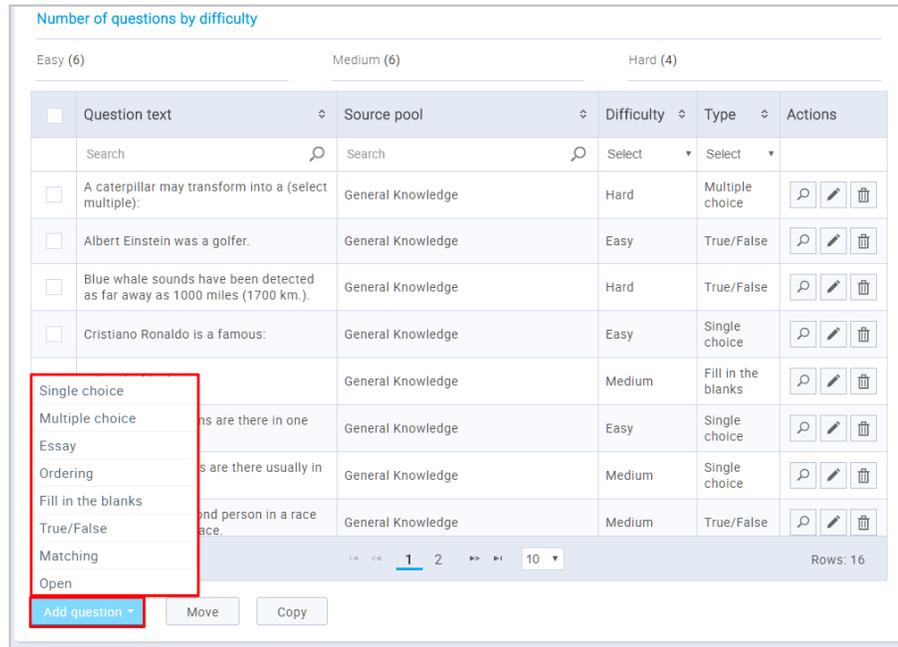


Figure 57 Add Question

1. **Points** – the number of points for correct answer
2. **Difficulty** – select the question difficulty level (Easy, Medium, Hard)
3. **Penalty** – set the number of negative points for wrong answer
4. **Duration** – set how much time candidate has for answering the question
5. **Frequency** – choose the frequency of question appearance in the tests (Never, Rarely, Normal, Often, Always)
6. **Question text** – enter the question text with the help of the rich text editor
7. **Options** – preview the question and/or add an image to the question
8. **Answers** – by clicking on ‘Add answer’ button you add the needed number of offered answers
9. **Correct** – click on the checkbox next to the correct answer(s)
10. **Options** – preview the answer, delete it or add an image
11. **Answer generator** – if checked, it allows you to define the number of displayed correct and wrong answers (i.e. if your question has 10 correct and 10 wrong answers, and you define each user to see one correct and two wrong answers, each candidate will see different correct and wrong answers)
12. **Assistance** – by clicking on ‘Add assistance’ button you can add help to the question:
 - Learning feedback – add a hint that will make question clearer for the candidate
 - Additional time – allocate more time for answering
 - Minus one wrong answer – reduce the number of wrong answers by one

You can set the number of negative points when using each of the above mentioned helps.

Once you define your question, answers and other parameters, click on 'Add to pool' button.

Options

Points: Difficulty: Penalty:

Duration: Frequency:

Single choice

Question text

B I U x x² **T- rT- T₂**

Select correct answer

Options

Answers

Correct **Options**

1	<p>B I U x x² T- rT- T₂ </p> <p>correct answer</p>	<input checked="" type="checkbox"/>	
2	<p>B I U x x² T- rT- T₂ </p> <p>wrong answer</p>	<input type="checkbox"/>	
3	<p>B I U x x² T- rT- T₂ </p> <p>another wrong answer</p>	<input type="checkbox"/>	

Answer generator

Display number of correct answers:

Display number of wrong answers:

Add answer

Figure 58 Question Editor

14 Surveys

Surveys consist of four parts. The first section is 'New Survey'. By clicking on 'New Survey' button, you start the survey creation process inside the 'Survey generator'. Survey generator is very similar to 'Test generator'. It is very simple to use, since all you need is to enter certain survey parameters, assign to members and choose its profiling. The survey generator is divided into 3 steps.

14.1 Survey Settings

The first step in the test creation process is 'Survey settings'. It includes the following fields:

1. **Name** – the survey name
2. **Description** – describes the survey
3. **Network access** – limit the test access only to people within your local (internal) network or put an open access to allow access to people both inside and outside of your network
4. **Show report** – choose the way users will see the test report. Reports can be shown on manager's approval or immediately after the survey completion
5. **Report contents** – choose if you want users to see their results and answers preview, or only their results
6. **Randomize questions** – this option instructs the system to generate random questions from the question pool. For example, if you are creating a survey with 10 questions, by selecting 'Randomize questions', the system will randomize the order of those 10 questions in a way that each survey taker will get questions in a different order
7. **Randomize answers** – by selecting this option, the system will show randomized answers ordering on each question, in a way that for the same question each of the survey takers will get a different answer ordering
8. **Allow continuation** – candidates can save selected answers, take a pause and continue within allowed time

Figure 59 Survey Settings

Furthermore, you can upload a survey created in Excel template before continuing to the next step. To upload a test created in an Excel template, click on 'Load' button in 'Survey settings' tab within the survey generator. Once the 'Upload survey' window is opened, click on browse, locate the prepared survey template and select the 'OK' button.

If you need help for creating a survey in an Excel template, you can see detailed instructions explaining this procedure.

Note that you don't define other survey settings in an Excel template (look type, network access, show report, report contents, randomize questions and randomize answers).

The screenshot shows the 'Survey settings' tab in the survey generator. The interface is divided into two main sections: 'Survey information' and 'Survey settings'. The 'Survey information' section includes fields for 'Name:*' (filled with 'Career Path') and 'Description:' (filled with 'This survey will be used to determine your career path'). The 'Survey settings' section includes options for 'Network access:' (set to 'Open access'), 'Show report:' (set to 'Immediately after finishing'), and 'Report contents:' (set to 'Result and preview'). There are also checkboxes for 'Allow continuation', 'Randomize questions', and 'Randomize answers'. A 'Load' button is highlighted with a red box in the top right corner of the 'Survey settings' section.

Figure 60 Upload Survey

14.2 Questions

The next step in survey creation process is adding questions.

You can add questions in several ways. The first way is to add questions manually. To do this, click on 'Add new question' button.

Once clicked, a section for adding question will be added. You can add only a single choice question in the surveys. To see how to add a new question to the question pool, read [Survey Question Pools](#) chapter.

The screenshot shows the '2. Questions' tab in the survey generator. At the top, there are navigation buttons for '1. Survey settings', '2. Questions', '3. Instructions', and '4. Review'. Below the navigation, there is a 'Number of questions: 18' indicator and two buttons: 'Add new question' and 'Import questions from pools'. The main area contains a table with the following data:

#	Question text	Actions
1	I was trained adequately for my current position.	[Edit] [Delete]
2	I am skillful enough to fulfill my responsibilities.	[Edit] [Delete]
3	I have enough time to fulfill all my responsibilities.	[Edit] [Delete]
4	I am required to work a proper number of hours.	[Edit] [Delete]
5	I find my current position secure.	[Edit] [Delete]
6	I think my work is appreciated enough.	[Edit] [Delete]

At the bottom of the table, there is a pagination control showing '1' of 10 items.

Figure 61 Add Question Manually

Once you've entered your question, offered answers, and their weights, you shall click 'Add to survey' button in order to add your question to the question list.

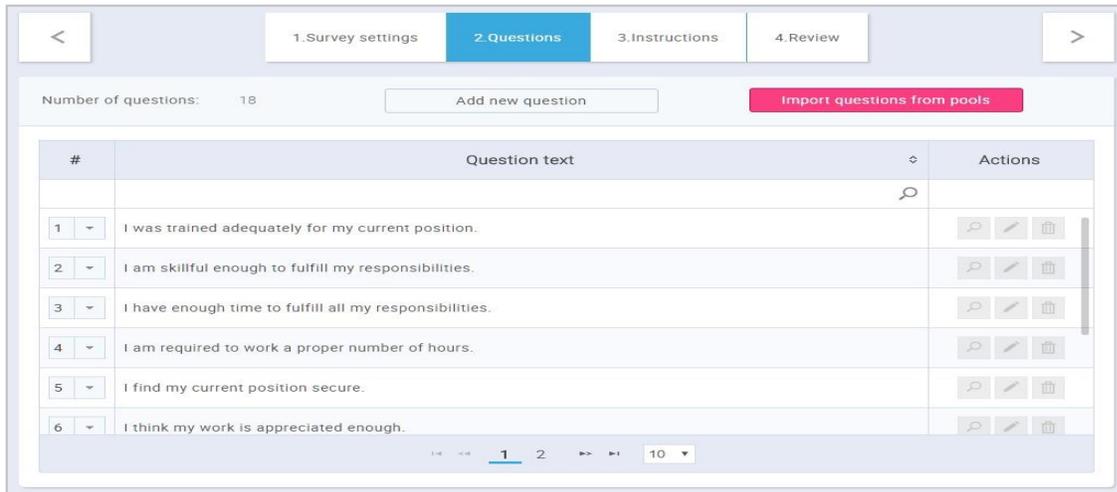


Figure 62 Added Question

The second way to add questions to your survey is to import them from the question pools. To do this, click on 'Import questions from pools' button. Once clicked, it will scroll the page down to the 'Select pool' section. The first step is to select the existing questions pool from which you wish to load questions in your survey. The second step is to choose the question(s) you wish to assign to your survey and click on the 'Assign' icon. The question(s) will be added to the question list just like it's shown in the picture below.

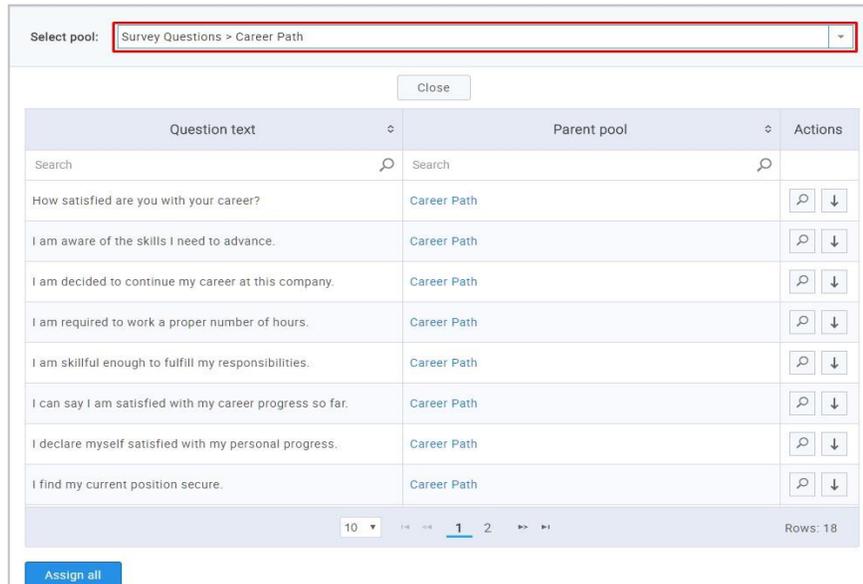


Figure 63 Import Questions from Pools

14.3 Instructions

The "Instructions" step can be used to create a specific message (guidelines, confidentiality statement, etc.) that will be displayed to the student in a pop-up dialog prior to test taking.

You will only need to check the "Attach instructions" box and write your text or copy an already formatted one inside of the text box below.

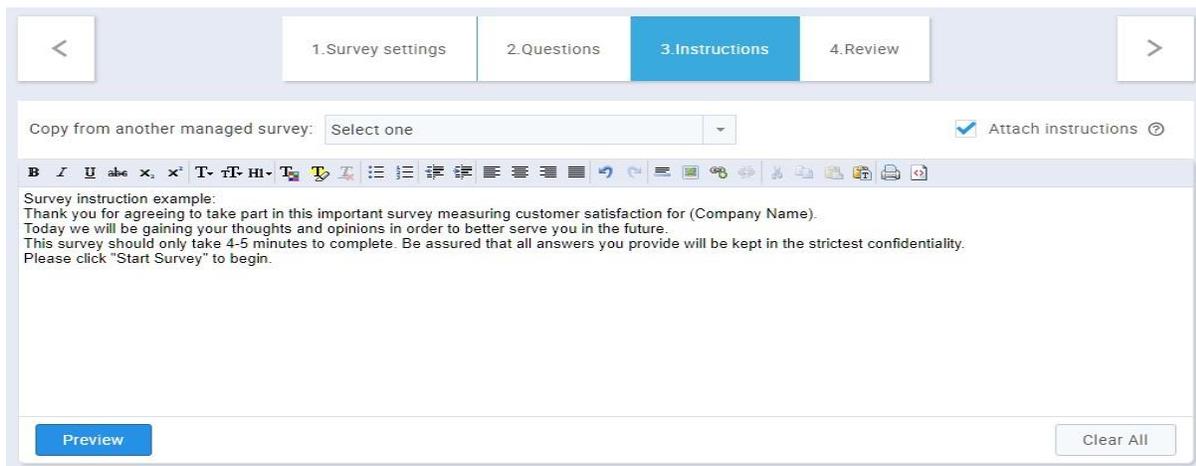


Figure 64 Instructions

14.4 Review

The last step in the Survey generator is 'Review'. You can check your survey setting and its questions here once again to make sure that everything is set as it should be. You can also return on the previous steps and make changes if needed.

Once you are sure that everything is as it should be, click on the 'Finish Wizard' button to finish survey creation.

The screenshot displays the 'Review' step of a survey creation wizard. At the top, a navigation bar contains tabs for 'Users', 'Tests', 'Surveys', 'Training courses', 'Reports', and 'System'. Below this, a breadcrumb trail shows four steps: '1. Survey settings', '2. Questions', '3. Instructions', and '4. Review' (which is highlighted in blue). A left-pointing arrow is visible on the far left of the breadcrumb area.

The main content area is titled 'Information' and includes a 'Help' link on the right. Under the 'Career path' section, there is a green 'Finish wizard' button. The text below reads: 'This survey will be used to determine your career path.' The settings listed are: 'Network access: Open access', 'Look type: One question per page', and 'Show report: Immediately after finishing'.

Summary statistics are shown below: 'Number of questions: 18' and 'Total points: 76'.

A table lists the first four questions:

#	Question text
1	I was trained adequately for my current position.
2	I am skillful enough to fulfill my responsibilities.
3	I have enough time to fulfill all my responsibilities.
4	I am required to work a proper number of hours.

At the bottom right of the table, it says 'Rows: 18'.

Figure 65 Revised

15 Sending the Survey

Before sending the survey, you need to assign profiling to survey and add survey participants.

First you need to click the 'Profiling' button. You will see the 'Profiling' tab and a dropdown list containing the list of all survey profiles. To see how to add new profiling, read the PROFILING chapter.

Adding survey participants (survey takers and survey managers) can be performed either from the list of all users or filtered according to groups. Once you send the survey, you can add more participants manually, as long as the survey is within the scheduled time.

Survey - Career Path

Options

Complete survey preparation

1. Assign profiling template
Automatically assign users to predefined categories based on their survey scores.
Select profiling
2. Add survey participants
Assign users to take the survey. Appoint additional survey managers, if necessary.
Go manage
3. Schedule survey
Set the period when users will be allowed to access the survey.
Schedule survey

Information | **Manage candidates** | Survey results | Questions | Profiling

Assign application users as survey managers or survey participants. Got it! Disable all hints

Select users from: List of all users

<input type="checkbox"/>	Username	User	Assigned from
<input type="checkbox"/>	aaron	Thompson Aaron	
<input type="checkbox"/>	Abadvionand	Valencia Betty	
<input type="checkbox"/>	Abled1959	Averill Rey	
<input type="checkbox"/>	Abled1997	Daley Jessica	
<input type="checkbox"/>	Accon1956	Coffin Micheal	
<input type="checkbox"/>	Accessier	Curry Victoria	
<input type="checkbox"/>	Acesturod	Blackburn Janet	

Figure 66 Add Survey Participants

15.1 Schedule Survey

To schedule the survey, click on 'Schedule survey' and set the survey availability (from - to).

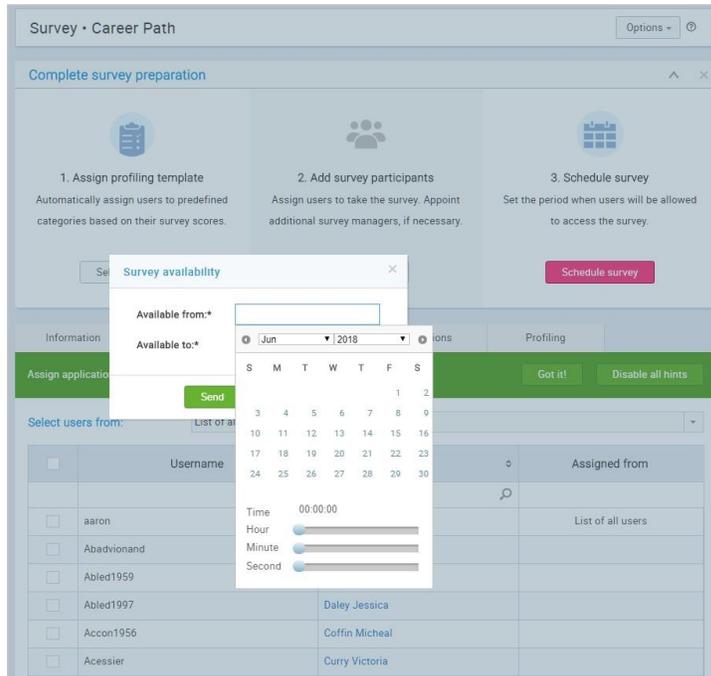


Figure 67 Schedule Survey

15.1.1 Export Survey

GetCertified allows you to export the survey to a PDF file, ready for immediate printing. By clicking the 'Export survey' button, surveys will be exported.

To export the survey, first click on 'Options' and then 'Export survey'.

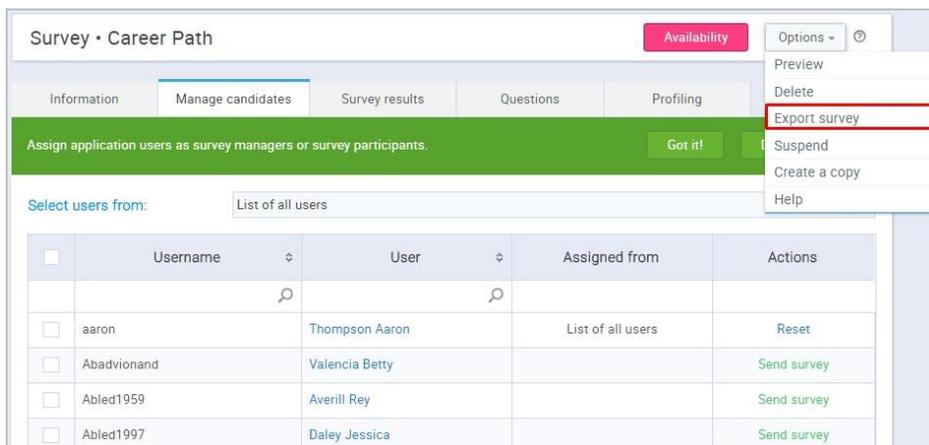


Figure 68 Export Survey

15.2 Changing Survey Settings

The changes that can be performed after the survey is sent, are the ones concerning the survey name, description, look type, network access, show report and report contents. It is also possible to add more participants and change the survey's availability.

Survey • Career path Availability Options

Information | Manage candidates | Survey results | Questions | Profiling

View basic survey information and settings. Modify them if necessary. Got it! Disable all hints

Survey information

Survey name: Career path

Description: This survey will be used to determine your career path.

Instructions: +

Survey status: Running Survey ID: 1461

Available from: Jun-1-2018 12:00 AM Available to: Jun-30-2018 1:29 PM

Created by: Andrew Ivarstead Time of creation: Jun-22-2018 1:28 PM

Updated by: Andrew Ivarstead Update time: Jun-22-2018 1:29 PM

Survey settings

Show report: Immediately after finishing Report contents: Result and preview

Network access: Open access Allow continuation

Figure 69 Change Survey Settings

15.3 Copy/Delete Survey

It is possible to create a copy of the existing survey or to delete it.

To create a copy of the existing survey, choose the desired survey within the 'Manage Surveys' page. Once you select the survey that you want to copy, click on 'Options', then click on 'Create copy'.

Notice: Survey participants are not being copied together with the survey.

Option for deleting the survey is also located with the option menu of the selected survey. To delete the survey, click on 'Options' button and then click on 'Delete' to delete the selected survey.

Notice: Delete survey option deletes all the data related to survey that you want to delete. In order to keep the survey data in the archive, choose 'Suspend' option within the selected survey.

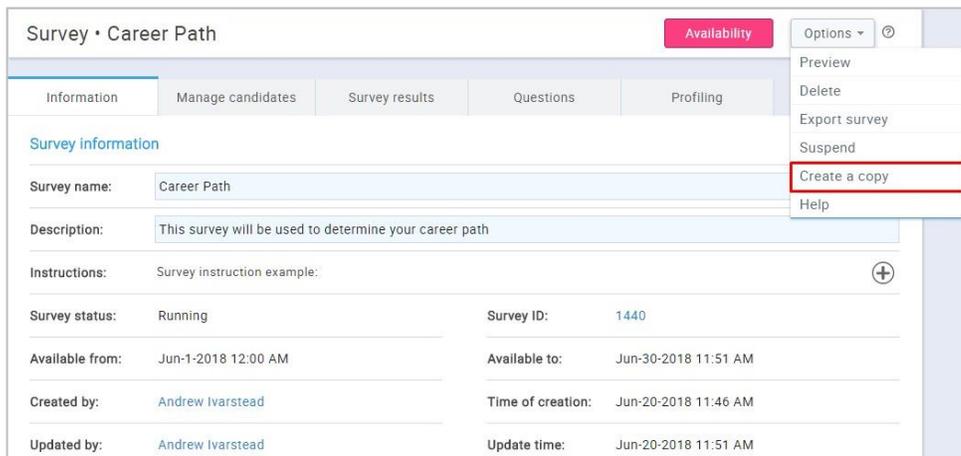


Figure 70 Copy Survey

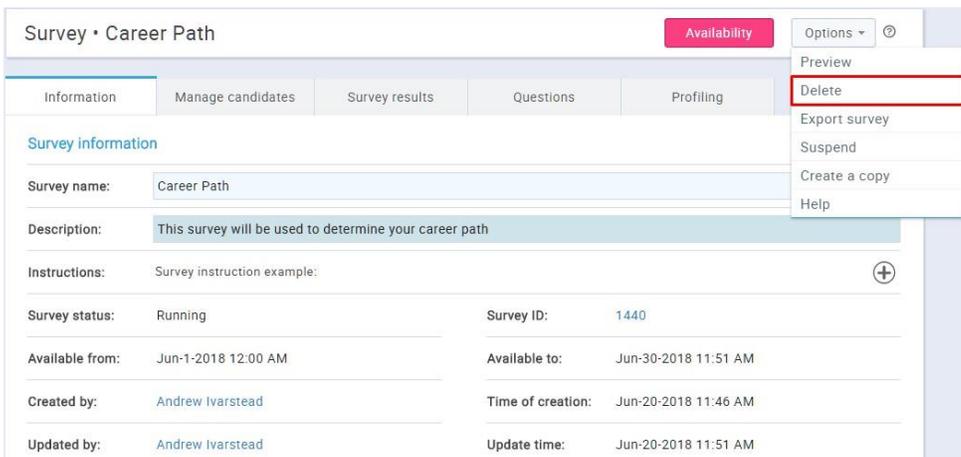


Figure 71 Delete Survey

15.4 Survey Repetition

If you want to allow users to retake the survey, navigate to that survey within the 'Manage surveys' page, select 'Manage Participants' tab, find user(s) you want to allow survey repetition and click on the 'Reset' link.

Notice: When you allow survey repetition to user(s), the system keeps the record of previous results.

The screenshot shows the 'Survey · Career Path' interface. At the top, there are tabs for 'Information', 'Manage candidates', 'Survey results', 'Questions', and 'Profiling'. Below the tabs is a green banner with the text 'Assign application users as survey managers or survey participants.' and buttons for 'Got it!' and 'Disable all hints'. Underneath, there is a 'Select users from:' dropdown menu set to 'List of all users'. A table lists users with columns for 'Username', 'User', 'Assigned from', and 'Actions'. The 'Reset' button for the user 'aaron' is highlighted with a red box.

<input type="checkbox"/>	Username	User	Assigned from	Actions
<input type="checkbox"/>	aaron	Thompson Aaron	List of all users	Reset
<input type="checkbox"/>	Abadvionand	Valencia Betty		Send survey
<input type="checkbox"/>	Abled1959	Averill Rey		Send survey
<input type="checkbox"/>	Abled1997	Daley Jessica		Send survey

Figure 72 Survey Repetition

16 Surveys – Manage Surveys

Second section in 'Surveys' menu is 'Manage Surveys' and it shows you the list of surveys organized as:

1. **All surveys** – list of all surveys in the system
2. **Not scheduled** – surveys that are created, but are waiting to be scheduled and sent to the users
3. **Running** – currently active surveys
4. **Scheduled** – survey that are scheduled, but are not active yet
5. **Expired** – surveys that are no longer active
6. **Suspended** – canceled surveys

17 Surveys – Profiling

The third section in the ‘Surveys’ menu is ‘Profiling’. In this section, you can create and manage profiles that will be used for your surveys.

17.1 Collection

Profiling templates tab gives you an overview of your profiles and you can also edit them.

The screenshot shows the 'Profiling templates' interface. At the top, there are two tabs: 'Profiling templates' (selected) and 'New profiling'. Below the tabs is a green banner with the text 'View existing profiling templates. Modify them if necessary.' and two buttons: 'Got it!' and 'Disable all hints'. Below the banner is a search bar with the text 'Table displays: List of all profiling templates in the system'. Below the search bar is a table with the following data:

Profiling name	Description	Actions
Career Path	Findings from this profiling will be used to determine your career path satisfaction at this point in your life.	[Edit] [Delete]
Employee Survey	Profiling employees based on the assessment of their level of satisfaction with targeted areas at the job there	[Edit] [Delete]
General Event Feedback	This profiling shows visitors feedback about our event.	[Edit] [Delete]
Job performance	Categorizes employees by the degree of their reliability	[Edit] [Delete]
Job Satisfaction Profiling	Profiling that display level of satisfaction for Job Satisfaction survey	[Edit] [Delete]

Figure 73 List of all Survey Profiles

17.2 New Profiling

In the ‘New Profiling’ tab you can create new profiles for surveys by defining the profiling name, privacy and description. Once you set these parameters, you need to define the profiling labels.

The screenshot shows the 'New Profiling' form. The form is titled 'Profiling template' and has the following fields and options:

- Name:*** Job Satisfaction Profiling
- Privacy:** Public Private
- Description:*** Profiling that display level of satisfaction for Job Satisfaction survey
- Created by:** Andrew Ivarstead
- Create time:** Sep-8-2017 13:44 PM
- Profiling label:** Strongly Disagree, Very Unhappy. From %: 0 To %: 25
- Profiling label:** Disagree, Unhappy. From %: 25 To %: 45
- Profiling label:** Agree, Happy. From %: 45 To %: 70
- Profiling label:** Strongly Agree, Very Happy. From %: 70 To %: 100

At the bottom of the form, there are two buttons: 'Action' and 'Cancel'. A blue button labeled 'Profiling label' is also present.

Figure 74 Creating new Profile for Surveys

18 Survey - Question Pools

The fourth section in the 'Surveys' menu is called 'Question Pools'. Question pools can hold a theoretically infinite number of questions. Pool access is restricted only to pool users. To create a survey question pool, click on the 'Create' button in the left sidebar. Once clicked, a new pop up will open. The information you need to input are pool name and pool description. Once finished, click 'Save'.

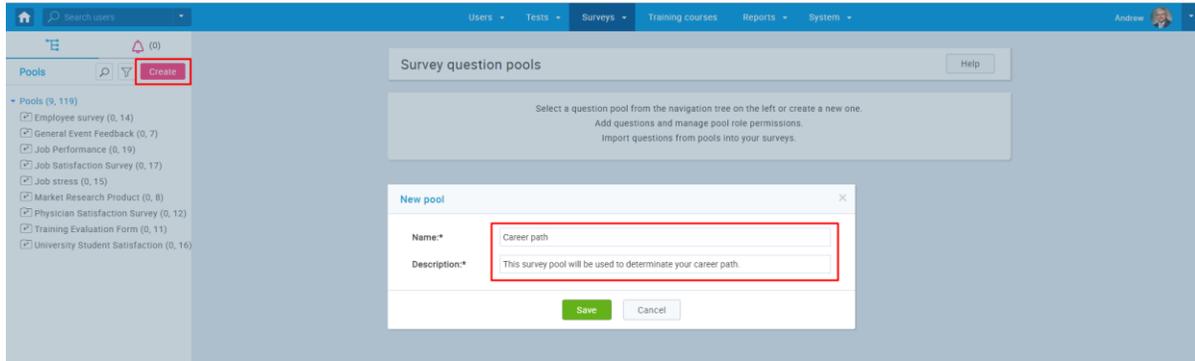


Figure 75 Create Survey Question Pool

18.1 Survey Question Pools – Information

When you create or open one of the question pools, a panel with information of the selected pool will be displayed. In this panel, you can see the basic information of the selected group:

1. Pool name
2. Pool ID
3. Description
4. Your role
5. Pool type
6. Created by
7. Create time

It is also possible to create sub-pools. To do this, click the 'New sub-pool' button and input sub-pool name and sub-pool description.

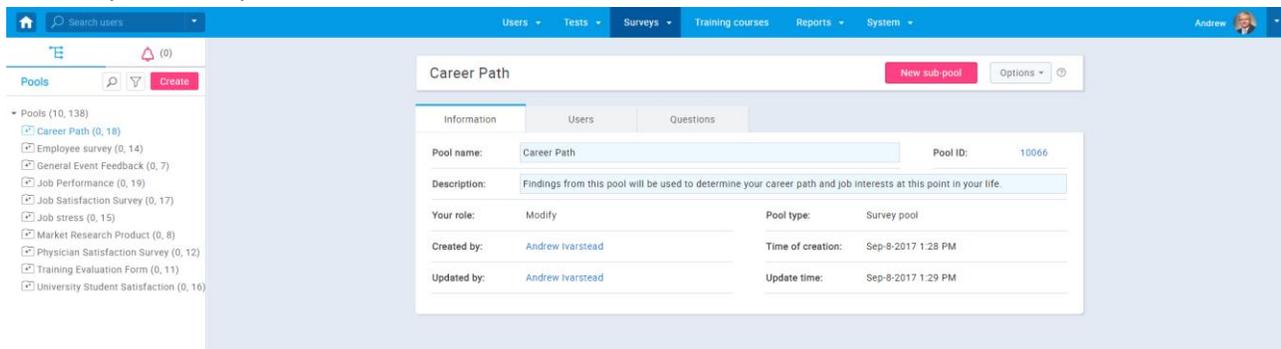


Figure 76 Survey Question Pool Information

18.2 Survey Question Pools – Users

Mechanism of adding users to a specific survey question pool is the same as adding members to a group. The difference is that here you need to select if the table shall display selected pool users, my user groups or all users from the system.

The screenshot shows the 'Career Path' user management interface. At the top, there is a 'New sub-pool' button and an 'Options' dropdown. Below this are tabs for 'Information', 'Users', and 'Questions'. The 'Users' tab is active, and a dropdown menu shows 'Select users from: Pool users'. The main area contains a table with the following data:

<input type="checkbox"/>	Username	User	Status	Pool role
<input type="checkbox"/>	adam	Moore Adam	Active	Read-only
<input type="checkbox"/>	admin	Ivarstead Andrew	Active	Modify
<input type="checkbox"/>	Afrand	Dukes Mary	Active	Read-only
<input type="checkbox"/>	albert	Harris Albert	Active	Read-only
<input type="checkbox"/>	alexander	Robinson Alexander	Active	Read-only
<input type="checkbox"/>	alfred	Green Alfred	Active	Read-only
<input type="checkbox"/>	instructor	Stewart Sophia	Active	Modify

At the bottom of the table, there is a pagination control showing '1' of 10 rows and a 'Rows: 7' indicator. Below the table are three buttons: 'Set pool role to', 'Remove selected', and 'Export as Excel'.

Figure 77 Question Pool Users

18.3 Survey Question Pools – Questions

The ‘Questions’ panel is where you are managing questions by adding new questions, previewing or editing the existing ones, moving/copying them to another question pools or deleting them. To copy or move a question to another question pool, click on ‘Copy’ or ‘Move’ button and select one of the available question pools.

The screenshot displays the 'Career Path' survey question pool management interface. At the top, there is a header with the title 'Career Path', a 'New sub-pool' button, and an 'Options' dropdown menu. Below the header, there are three tabs: 'Information', 'Users', and 'Questions', with 'Questions' being the active tab. The main content is a table with the following columns: 'Question text', 'Source pool', and 'Actions'. The table contains 10 rows of questions, all sourced from the 'Career Path' pool. Each row has a checkbox on the left and three icons (search, edit, delete) in the 'Actions' column. At the bottom of the table, there is a pagination control showing '1' of 10 rows, and a 'Rows: 18' indicator. Below the table, there are four buttons: 'Add question', 'Move', 'Copy', and 'Export as Excel'.

<input type="checkbox"/>	Question text	Source pool	Actions
	Search	Search	
<input type="checkbox"/>	How satisfied are you with your career?	Career Path	
<input type="checkbox"/>	I am aware of the skills I need to advance.	Career Path	
<input type="checkbox"/>	I am decided to continue my career at this company.	Career Path	
<input type="checkbox"/>	I am required to work a proper number of hours.	Career Path	
<input type="checkbox"/>	I am skillful enough to fulfill my responsibilities.	Career Path	
<input type="checkbox"/>	I can say I am satisfied with my career progress so far.	Career Path	
<input type="checkbox"/>	I declare myself satisfied with my personal progress.	Career Path	
<input type="checkbox"/>	I find my current position secure.	Career Path	

At the bottom of the interface, there are four buttons: 'Add question', 'Move', 'Copy', and 'Export as Excel'.

Figure 78 Survey Question Pools - Questions

18.3.1 Survey Question Pools – Adding New Question

To add a new question, navigate to the 'Questions' panel inside the selected question pool and click on 'Add question' button.

<input type="checkbox"/>	I am decided to continue my career at this company.	Career Path			
<input type="checkbox"/>	I am required to work a proper number of hours.	Career Path			
<input type="checkbox"/>	I am skillful enough to fulfill my responsibilities.	Career Path			
<input type="checkbox"/>	I can say I am satisfied with my career progress so far.	Career Path			
<input type="checkbox"/>	I declare myself satisfied with my personal progress.	Career Path			
<input type="checkbox"/>	I find my current position secure.	Career Path			

1 2 10

Rows: 18

Add question
Move
Copy
Export as Excel

Question text Options

B I U x, x' |

Answers Weight Options

Add answer

Add to pool
Cancel

Figure 79 Add Question

Once you choose the question type, a new panel will expand below the table. Inside that panel, you shall define:

1. **Question text** – enter the question text with the help of rich text editor
2. **Options** – preview the question and/or add an image to the question
3. **Answers** – by clicking on the 'Add answer' button you add the needed number of offered answers
4. **Weight** – define the impact that answer has on the survey outcome
5. **Options** – preview the answer, delete or add an image to it

Once you define your question, answers and other parameters, click on 'Add to pool' button.

Options

Points: Difficulty: Penalty:

Duration: Frequency:

Multiple choice

Question text

B I U x, x² [List icons] [Text icons] [Media icons]

Select correct answers

Options

Answers

1	Correct answer	<input checked="" type="checkbox"/>	[Icons]
2	Wrong answer	<input type="checkbox"/>	[Icons]
3	Correct answer	<input checked="" type="checkbox"/>	[Icons]

Answer generator

Display number of correct answers:

Display number of wrong answers:

Correct Options

Add answer

Learning feedback

Additional time

Minus one wrong answer

Add assistance

Add to pool

Cancel

Figure 80 Question Editor

19 Training Courses

Training courses is a new module in GetCertified since the version 3.0. training courses can be organized in training steps (chapters). Each training step can have assigned test and attachments (training materials).

19.1 Create Training Course

To create new training course:

1. Click the **“Create”** button
2. Enter the training course name
3. Enter the training course description
4. Click the **“Save”** button

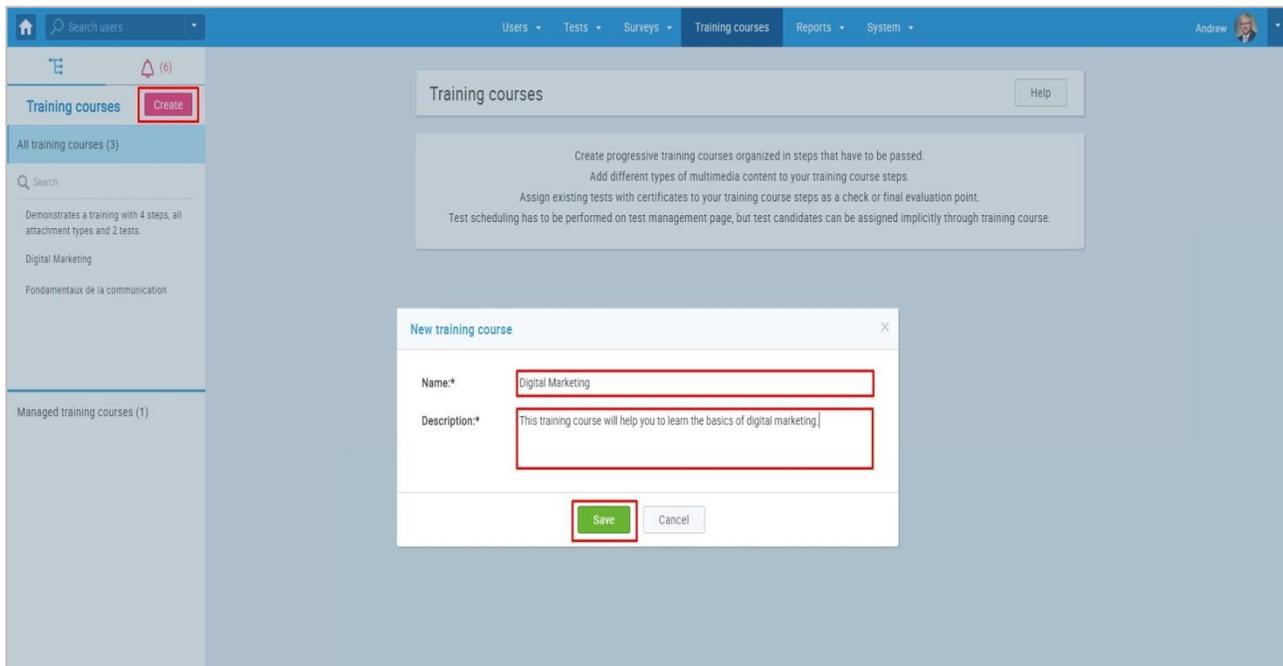


Figure 81 Create Training Course

19.2 Training Course Candidates

Each training course can have as many candidates (training takers) as you want. To assign candidates to training course:

1. Go to **“Candidates”** tab
2. Click the **“Assign candidates”** button
3. Select the users that you want to assign
4. Click the **“Confirm”** button

Training · Digital Marketing Delete

Information **Candidates** 1 Managers Steps

Assign candidates 2

<input type="checkbox"/>	Username	User	Email
<input type="checkbox"/>	Search	Search	Search
<input type="checkbox"/>	Abadvionand		
<input type="checkbox"/>	Acrew1969		
<input type="checkbox"/>	bob		
<input type="checkbox"/>	brian		
<input type="checkbox"/>	candidate		
<input type="checkbox"/>	Earde1957		
<input type="checkbox"/>	edward		
<input type="checkbox"/>	gabrielle		

Remove selected candidates

Assign candidates ×

<input type="checkbox"/>	Username	User	Email
<input type="checkbox"/>	Search	Search	Search
<input type="checkbox"/>	Happriberan1980	Trumbo Jane	JaneDTrumbo@gustr.com
<input checked="" type="checkbox"/>	Haread	Tillis Albert	AlbertNTillis@fleckens.hu
<input checked="" type="checkbox"/>	Hateplan	Abel Bobby	BobbyGAbel@superrito.com
<input type="checkbox"/>	Hateplould93	Woods Gary	GaryHWoods@superrito.com
<input type="checkbox"/>	Hatiankin1959	Albright Howard	HowardRALbright@jourrapide.com
<input checked="" type="checkbox"/>	Hatich	Thomas Raymond	RaymondDThomas@rhyta.com
<input type="checkbox"/>	Hationly81	Hicks Barbara	BarbaraFHicks@gustr.com
<input type="checkbox"/>	Hattly1996	Bonin Patrick	PatrickBBonin@teleworm.us
<input type="checkbox"/>	Haveran	Clark Jesse	JesseMClark@superrito.com
<input type="checkbox"/>	Headdy	Woodring Billie	BillieSWoodring@teleworm.us

Rows: 535

Confirm 4

Figure 82 Training Course Candidates

To remove candidates from training course:

1. Go to **“Candidates”** tab
2. Select the candidate(s) that you want to remove from the training course
3. Click the **“Remove selected candidates”** button at the bottom of the **“Candidates”** table

19.3 Training Course Managers

Each training course can have as many managers as you want. To assign managers to training course:

1. Go to **“Managers”** tab
2. Click the **“Assign managers”** button
3. Select the users that you want to assign as managers
4. Click the **“Confirm”** button

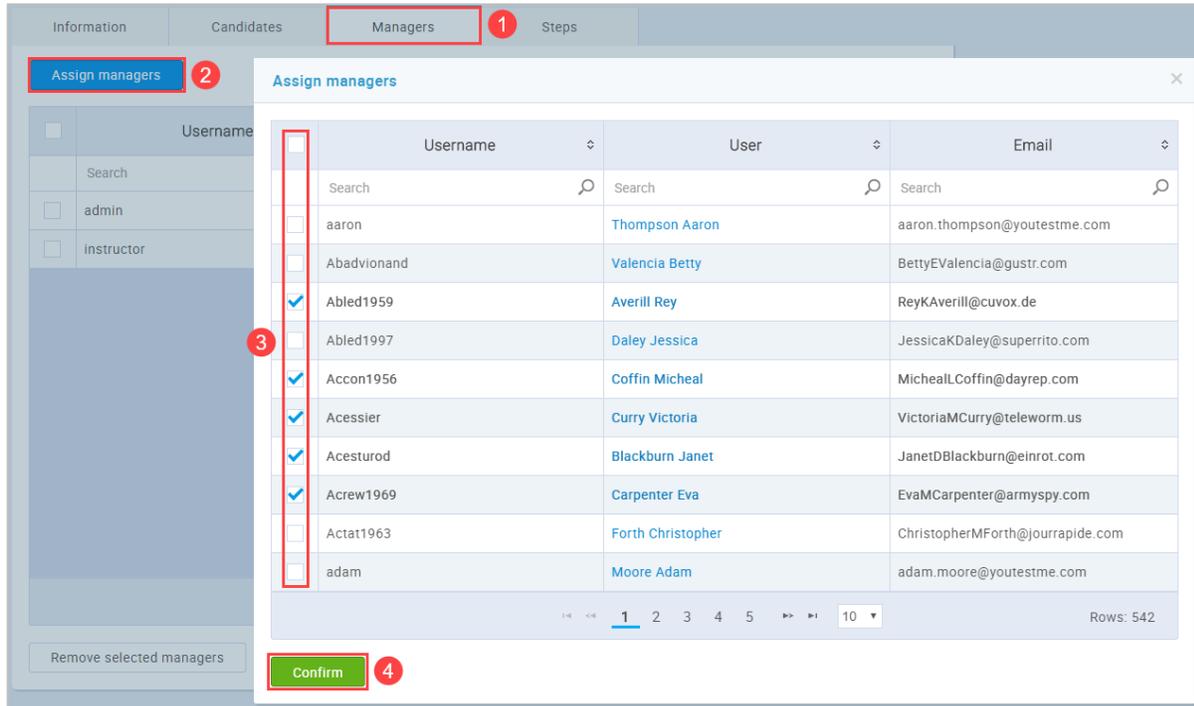


Figure 83 Training Course Managers

19.4 Training Course Steps

Each training course can have as many steps (chapters) as you want.

#	Step	Attachment	Test	Actions
1	The Basics of Digital Marketing	1 ◀	-	Assign test Settings ▾
2	SEO	3 ◀	-	Assign test Settings ▾
3	Social Media	2 ◀	-	Assign test Settings ▾
4	CERTIFICATION EXAM	0	Digital Marketing Certification Exam	Settings ▾

Figure 84 Steps Overview

To add a new step to your training course:

1. Go to **“Steps”** tab
2. Click the **“Add step”** button
3. Enter the step name
4. Enter the step description
5. Click the **“Save”** button

The screenshot displays the 'Steps' tab of a training course management system. At the top, there are tabs for 'Information', 'Candidates', 'Managers', and 'Steps'. The 'Steps' tab is selected and highlighted with a red box and a red circle containing the number 1. Below the tabs is a blue 'Add step' button, also highlighted with a red box and a red circle containing the number 2. A table below the button shows a single step with the following details:

#	Step	Attachment	Test	Actions
1	The Basics of Digital Marketing	1 ◀	-	Assign test Settings ▾

A modal window titled 'New training step' is open. It contains a 'Name:*' field with the text 'The Basics of Digital Marketing' (highlighted with a red box and a red circle containing the number 3). Below it is a 'Description:' field with a rich text editor toolbar and the text: 'Digital Marketing is use of digital technology for carrying out marketing activities. Firms across the globe have woken up to this new tool available to them to reach out to more and more customers in number of ways. Digital Marketing is also referred as 'Online Marketing', 'Internet Marketing' and 'Web Marketing' in various countries around the world.' (highlighted with a red box and a red circle containing the number 4). At the bottom of the modal, there is a green 'Save' button (highlighted with a red box and a red circle containing the number 5) and a grey 'Cancel' button.

Figure 85 Add Step

19.5 Training Course Literature

Each training step within the training course can have attached training material (literature). There are 8 types of attachments that can be added to training steps:

1. Video (MP4)
2. Audio (MP3)
3. PDF
4. Google Docs
5. Archive (.ZIP)
6. YouTube video
7. External link
8. Picture

19.5.1 Attaching Training Material to Step

To attach training material to step:

1. Within the **“Steps”** tab, click the **“Settings”** button and choose **“Add attachment”**
2. Enter the attachment name
3. Enter the attachment description
4. Choose the attachment type
5. Click the **“Save”** button

The screenshot shows the 'Steps' tab in a training course management system. A table lists training steps with columns for '#', 'Step', 'Attachment', 'Test', and 'Actions'. The first step is 'The Basics of Digital Marketing'. A 'Settings' dropdown menu is open for this step, and a 'New attachment' dialog box is displayed over the table. The dialog box has fields for 'Name:*' (Attachment Name), 'Description:' (Attachment description), and 'Attachment type:*' (Select one). A 'Save' button and a 'Cancel' button are at the bottom of the dialog. Red boxes and numbers 1-5 highlight the 'Settings' button, the 'Name' field, the 'Description' field, the 'Attachment type' dropdown, and the 'Save' button respectively.

#	Step	Attachment	Test	Actions
1	The Basics of Digital Marketing	1	-	Assign test Settings
2	SEO			
3	Social Media			
4	CERTIFICATION EXAM			

Figure 86 Add Attachment

19.5.2 Attachment Preview

To preview the attachment, open the “Steps” tab and:

1. Next to step, in the attachment column click the arrow icon and a list of attachments for that step will appear
2. Click the magnifying glass icon next to the attachment that you want to preview and attachment will be previewed below the steps

#	Step	Attachment	Test	Actions
1	The Basics of Digital Marketing	1  1	-	Assign test Settings
Attachments				
The 6 Fundamentals of Digital Marketing				2   
2	SEO	3 	-	Assign test Settings
3	Social Media	2 	-	Assign test Settings
4	CERTIFICATION EXAM	0	Digital Marketing Certification Exam	Settings

Attachment preview ^ x



Figure 87 Attachment Preview

Each of the attachments can be previewed and/or downloaded and removed from the steps.

19.5.3 Assigning Tests

Each step within the training course can have assigned test. To assign test to a step:

1. Click the **“Assign test”** button next to a step
2. Find the test that you want to assign and click the **„Assign“** button

The screenshot shows the 'Steps' tab of a training course. A table lists steps, with the first step 'The Basics of Digital Marketing' having an 'Assign test' button highlighted. A modal window 'Assign test' is open, displaying a list of tests. The 'Digital Marketing Certification Exam' is selected, and its 'Assign' button is highlighted.

#	Step	Attachment	Test	Actions
1	The Basics of Digital Marketing	1 ▼	-	Assign test (1) Settings ▼

Test name	Actions
Application Development	↓
Australian Citizenship	↓
Digital Marketing Certification Exam (2)	↓
Financial Management	↓
General Knowledge	↓

Figure 88 Assign Test

20 Test validity

Create a validation period for each of your tests and define the retake period on which test-takers will be notified that their test result is about to expire. During the retake period or after the validity expiration, test taker is available to retake the test.

20.1 Test validity setup

Each test/survey has the option of validity period assignment. Validity period defines the period during which test/survey result is valid. If this option is not defined, it is assumed that validity period has unlimited duration.

After test creation, test manager has the option to set validity period and available for retake fields inside **Manage tests -> Information tab**. There is a section inside this tab called **Validity**, and inside that section the test manager can assign for how many days that particular test is valid and also to define **Available for retake** parameter that will be used to determine in how many days prior to expiration system should notify the test-taker.

For example: If some particular test has been done by the test-taker on 7th of June 2018, and validity period is 365 days (1 year), if available for retake is set to 5 days, system will start notifying the test taker **5 days before the 7th of June 2019**.

The screenshot displays the 'Test Validity' configuration page. The 'Validity' section is highlighted with a red box, showing the following settings:

- Test validity (in days):** 2
- Available for retake (in days):** 1

Other visible settings include:

- Test name:** 3 Demonstrates a test generated by test generator with the enabled continuation and timed questions
- Description:** Test 3 (Generated, immediately after finishing, Time per question, Continuation)
- Test status:** Running
- Test ID:** 1260
- Available from:** May-1-2018 12:00 AM
- Available to:** May-5-2027 2:39 PM
- Created by:** Andrew Ivarstead
- Time of creation:** May-11-2018 1:06 PM
- Updated by:** Andrew Ivarstead
- Update time:** Jun-13-2018 9:26 AM
- Creation type:** Generated
- Test versions:** 1
- Show report:** Immediately after finishing
- Report contents:** Grade end preview
- Duration type:** Time per question
- Duration:** 00:20:00
- Network access:** Open access
- Pass mark (%):** 1
- Allow continuation:**
- Inclusive pass mark:**

Figure 89 Test Validity

20.2 Retaking the test

During the **Available for retake** period, test-taker has the option to retake the test from **My profile -> My Tests -> List of Finished Tests**. One more important thing is that **only test that was finished can be retaken**. By finished it means that it has been resolved, either by a system or the professor. As soon as the test-taker clicks the button “Retake”, system suspends the previous test and create a new one – notification appears and test-taker can take the new test.

The screenshot shows the user interface for Andrew Ivarstead's 'My tests' page. The page title is 'Andrew Ivarstead' with an 'Options' dropdown. Below the title are navigation tabs: 'Information', 'My tests' (selected), 'My surveys', 'My trainings', 'My groups', 'My pools', 'Subscriptions', and 'Theme'. A green banner provides instructions: 'View the collection of your tests, sorted by status: scheduled, not scheduled, expired, running, suspended. You can also see the test templates and certificates.' There are 'Got it!' and 'Disable all hints' buttons. Below this is a 'Table displays:' section with a dropdown set to 'Finished'. The table has columns: 'Test', 'Certificate', 'Taken', 'Valid until', and 'Result'. The first row is a search bar. The second row shows a test 'GetCertified!' taken on Jun-8-2018 3:25 PM, valid until Jul-2-2018 3:15 PM, with a result of 'Passed (5 of 5 points; 100.00%)'. The third row shows a test 'Welcome to GetCertified!' taken on Jun-11-2018 12:55 PM, valid until Jun-15-2018 1:38 PM, with a result of 'Passed (0 of 30 points; 0.00%)'. A red box highlights a green 'Retake' button in the 'Result' column of the third row. At the bottom, there is a 'Show suspended attempts' checkbox, a pagination control showing '1' of 10 rows, and an 'Export as Excel' button.

Test	Certificate	Taken	Valid until	Result
Search	Search			
GetCertified!		Jun-8-2018 3:25 PM	Jul-2-2018 3:15 PM	Passed (5 of 5 points; 100.00%)
Welcome to GetCertified!		Jun-11-2018 12:55 PM	Jun-15-2018 1:38 PM	Passed (0 of 30 points; 0.00%)

Figure 90 Retaking the test

If, for some reason, test-taker does not retake his test during Available for retake period - after the test has expired, **system retakes the test for the test-taker and the effect is the same as with the retake button**.

21 Broadcast sharing

In this section, the test manager can decide whether he wants to allow HTML Link or Pin sharing of the test.

Information	Manage candidates	Test scores	Questions	Report
<p>Certificate</p> <p>Select a certificate: <input type="text" value="Select one"/></p> <p>Current certificate: Welcome to GetCertified!</p>				
<p>Test information</p> <p>Test name: <input type="text" value="4 Demonstrates a manually created test with multimedia and unlimited time"/></p> <p>Description: <input type="text" value="Test 4 (Manual, Unlimited, Multimedia, Immediately after finishing, Grade and preview)"/></p> <p>Instructions: <input type="text" value="Test instruction example:"/> +</p> <p>Test in training: <input type="text" value="No"/></p> <p>Test status: <input type="text" value="Running"/> Test ID: <input type="text" value="1281"/></p> <p>Available from: <input type="text" value="May-1-2018 12:00 AM"/> Available to: <input type="text" value="May-6-2027 2:39 PM"/></p> <p>Created by: <input type="text" value="Andrew Ivarstead"/> Time of creation: <input type="text" value="May-14-2018 2:30 PM"/></p> <p>Updated by: <input type="text" value="Andrew Ivarstead"/> Update time: <input type="text" value="Jun-19-2018 3:20 PM"/></p>				
<p>Test settings</p> <p>Creation type: <input type="text" value="Manually created"/> Test versions: <input type="text" value="1"/></p> <p>Show report: <input type="text" value="Immediately after finishing"/> Report contents: <input type="text" value="Grade and preview"/></p> <p>Duration type: <input type="text" value="Unlimited"/></p> <p>Network access: <input type="text" value="Open access"/> <input type="checkbox"/> Allow continuation ?</p> <p>Pass mark (%): <input type="text" value="1"/> <input checked="" type="checkbox"/> Inclusive pass mark ?</p>				
<p>Validity</p> <p>Test validity (in days): <input type="text"/></p> <p>Available for retake (in days): <input type="text" value="Please enter test validity first."/></p>				
<p>Broadcast sharing options</p> <p><input type="checkbox"/> Pin this test globally ? The test is not pinned to the dashboard. Only directly assigned users can take it.</p> <p><input type="checkbox"/> Allow HTML link sharing ? The test is not publicly shared.</p>				

Figure 91 Broadcast sharing

21.1 Pin sharing

Pin sharing a test/survey or training. If a test is pinned, it will automatically appear on the home screen of every registered user in the application. This option is only possible if a manager has the privilege of 'assigning a test to any user.

Broadcast sharing options

Pin this test globally ⓘ The test is pinned to the dashboard. Each registered or a newly registered user can take it.

Allow HTML link sharing ⓘ The test is not publicly shared.

Figure 92 Pin sharing

Pinned tests/surveys or trainings are ready for taking from the home screen of the user's dashboard. In case that user is also directly assigned to do the assessment – pinned task will not show up. If the test/survey or training is unpinned it will be removed from the home screen.

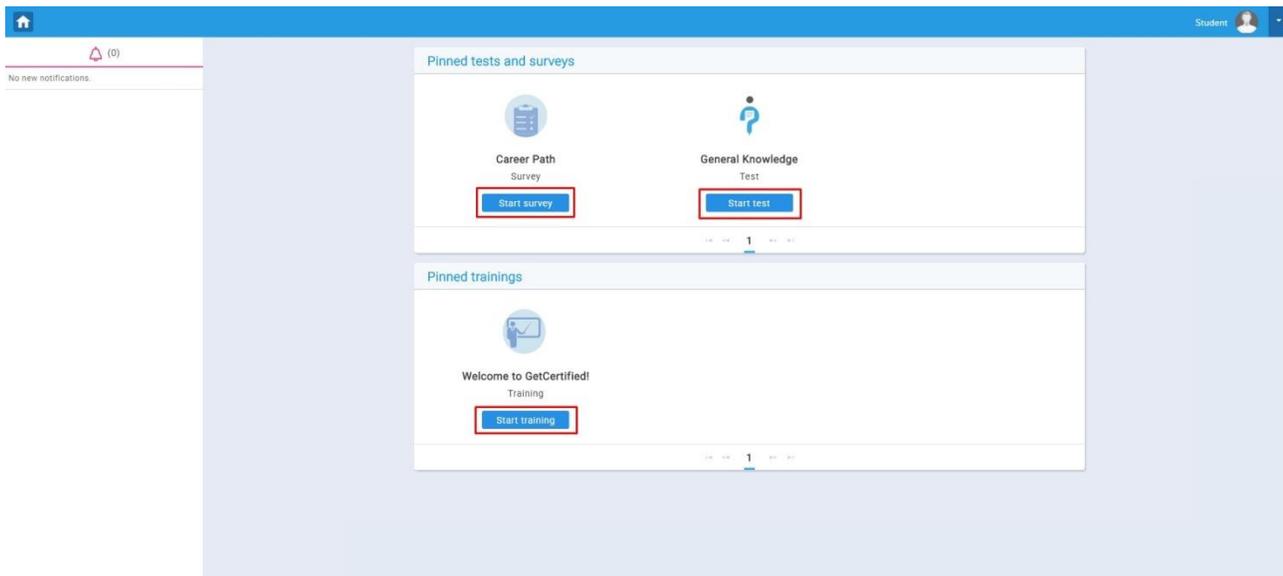


Figure 93 Pin sharing dashboard

21.2 HTML link sharing

If the test is shared using a HTML link the manager can decide whether he will copy the link and share it publicly, or use the built-in option to send the test request via email by typing the list of emails and clicking invite.

Broadcast sharing options

Pin this test globally ⓘ The test is not pinned to the dashboard. Only directly assigned users can take it.

Allow HTML link sharing ⓘ **Public test link:** `http://192.168.1.8:9011/login.xhtml?quizId=1`

Enter email addresses of people that you wish to take your test. Once you are done, click 'Invite'.

example@gmail.com, example1@gmail.com

Invite

Figure 94 HTML link sharing

The choice of HTML Link sharing is only possible if the user has a privilege of creating a new user because link sharing allows auto-registration approval of new users that are trying to access the test.

GetCertified

ytm.system@gmail.com

.....

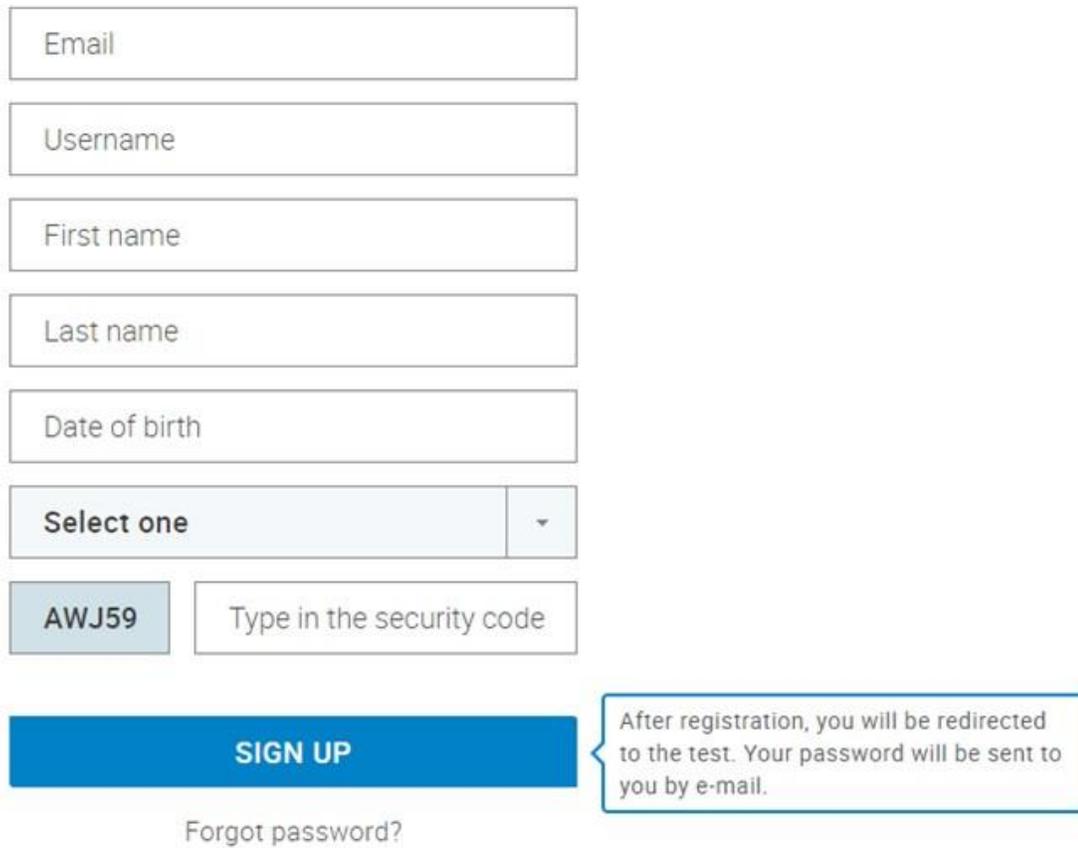
SIGN IN

Forgot password?

REGISTER

Please sign in or register to start the publicly shared test!

Figure 95 HTML link sharing



Email

Username

First name

Last name

Date of birth

Select one ▾

AWJ59 Type in the security code

SIGN UP

Forgot password?

After registration, you will be redirected to the test. Your password will be sent to you by e-mail.

Figure 96 HTML link sharing

22 Reports

'Reports' are an advanced module in GetCertified since the 2.0.0s version. The default set contains 5 types of reports which are possible to export to Excel:

1. **Finished tests statistics** – reports for tracking statistics of finished tests in the system
2. **User success on tests** – reports for tracking statistics of users and tests they took
3. **User outcome on surveys** - Reports for tracking statistics of users and success on surveys with attached profiling
4. **General user statistics** - See statistics for each user in the system
5. **Certificates** – reports for tracking statistics of users and achieved certificates in a system
6. **Question pools** – reports for tracking information of question pools in a system
7. **Groups** – reports for tracking users in groups within a system

It is important to mention that the reporting system is developed so that it can export all sorts of statistics easily, resulting in a theoretically unlimited number of report types.

You can access the 'Reports' page from the main menu. Once opened, you can get one of the 7 types of reports in just 3 simple steps.

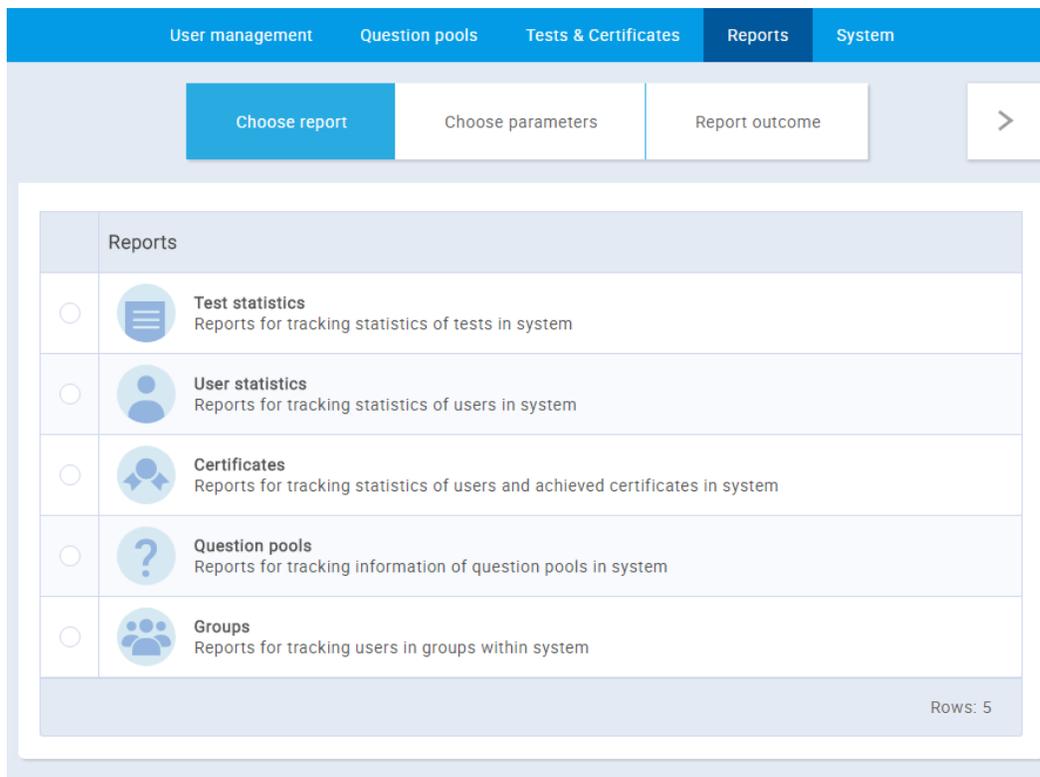


Figure 97 Reports

22.1 Standard Reports

Standard reports are new since the version 3.1. in the standard reports module, you can find 9 standard reports categories

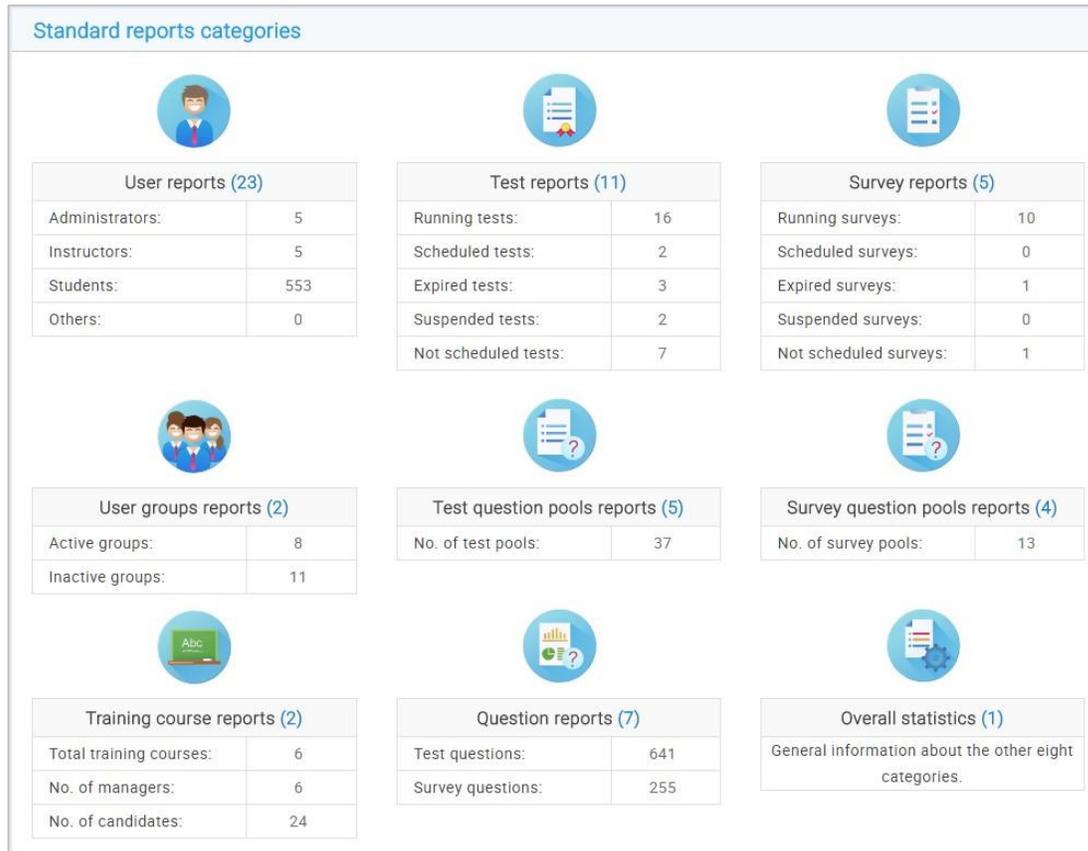


Figure 98 Custom Reports

Each category contains a set of reports related to different parts of GetCertified application, in total there are over 50 standard reports and each report can be exported to Excel.

User reports			
Administrators	Instructors	Students	Others
3	1	545	0
#	Reports name	Description	
1	Users basic info	List of all users with their basic profile information	
2	Last login activity	Record of the last login for all users within the system	
3	Logins and logouts	List of every login and logout activity for all users within the system	
4	Test results	The final outcome for each user who attempted taking any test within the system	
5	Achieved certificates	Every successfully finished certification attempt with date and basic details	
6	Training participants	List of all training participants with their training roles	
7	Certificates per user	Number of achieved certificates for each user in the system	
8	Test question pools members	List of all test question pools members with their pool roles	
9	Survey question pools members	List of all survey question pools members with their pool roles	
10	Users average scores	List of all users with information about their average, highest, and lowest test scores	
<p>1 2 3 10</p>			Reports: 23

23 System Administration

23.1 Mail Server

Mail server(s) and the internal network can be managed in the system administration administrator. Mail server panel serves to set parameters for a mail server that will be used for sending various notifications to administrator and users over an email. There is no limit regarding the number of mail servers which can be set, so you can have an unlimited number of backup mail servers. To test the mail server, input your email in the 'Send test email' field and click on 'Send' button.

Figure 99 Mail Server

To add a new mail server, click on 'Add new' button inside the 'Mail server' panel. Input the parameters of your mail server and click on 'Create new' button.

Figure 100 Add new Mail Server

23.2 Internal Network

The next panel in system administration is the 'Internal network'. This allows you to define the IP addresses or IP addresses range within your local network from which the application can be accessed. If you define the internal network, none of the other IP addresses will be allowed to access the application.

Figure 101 Internal Network

24 Active Directory Integration (on demand)

Active Directory (AD) is a directory service for Windows domain networks. It manages all users and computers via LDAP in a Windows domain type network.

With this integration you can easily add AD users from existing domain to GetCertified application. The user information can be kept up-to-date. There is no need to manually add new users to GetCertified.

24.1 Features

- The user can be authenticated in GetCertified using AD credentials.
- Changes in the Active Directory, such as name changes or new users, are periodically or on admin demand updated in GetCertified.
- Users that have been removed from the Active Directory will be deleted in GetCertified automatically.

24.2 Authentication & Synchronization

AD user can log in GetCertified with his **sAMAccountName** attribute as username and AD password as password.

Periodical synchronization - GetCertified once a day polls the AD for changes and updates the users' profiles to keep them synchronized with AD.

Manual synchronization - Administrator role has a privilege to manually synchronize the users' profiles. It can be done by clicking the **Sync with Active Directory** button on the **User profiles** page (see the figure below).

The screenshot shows the 'User profiles' page in the GetCertified application. The page has a navigation bar at the top with 'Users' selected. A dropdown menu is open under 'Users', showing options: 'Manage users', 'Manage groups', 'Roles and permissions', 'Subscriptions', and 'My profile'. The main content area displays a table of users with columns for Username, User, Email, and Status. Below the table, there are buttons for 'Set status to', 'Sync with Active Directory' (highlighted with a red box), and 'Export as Excel'. The table contains the following data:

Username	User	Email	Status
aaron	Thompson Aaron	aaron.thompson@youtestme.com	Active
Abadviand	Valencia Betty	BettyEValencia@gustr.com	Active
Abled1959	Averill Rey	ReyKAverill@cuvox.de	Active
Abled1997	Daley Jessica	JessicaKDaley@superrito.com	Active
Accon1956	Coffin Micheal	MichealL.Coffin@dayrep.com	Active
Accessier	Curry Victoria	VictoriaMCurry@telemorm.us	Active
Acesturod	Blackburn Janet	JanetDBlackburn@einrot.com	Active
Acrow1969	Carpenter Eva	EvaM.Carpenter@armyspy.com	Active
Actat1963	Forth Christopher	ChristopherMForth@jourrapide.com	Active
adam	Moore Adam	adam.moore@youtestme.com	Active

Figure 102 Active Directory

24.3 SFTP Transfer

In the SFTP Transfer section, you can activate sending of reports regarding test completion, stored in a CSV format.

If activated, reports will be sent at regular intervals and will contain information that refers to all new successfully completed test attempts (empty CSV file will be sent if none of the test attempts was completed successfully in a defined interval).

In this section you can handle all **necessary configurations** regarding the transfer:

1. Insert the parameters of your FTP server
2. Define the interval for sending reports
3. Activate/deactivate transfer

In order to successfully direct data to the desired location, it is necessary to **insert the parameters of your FTP server** by filling in the following fields:

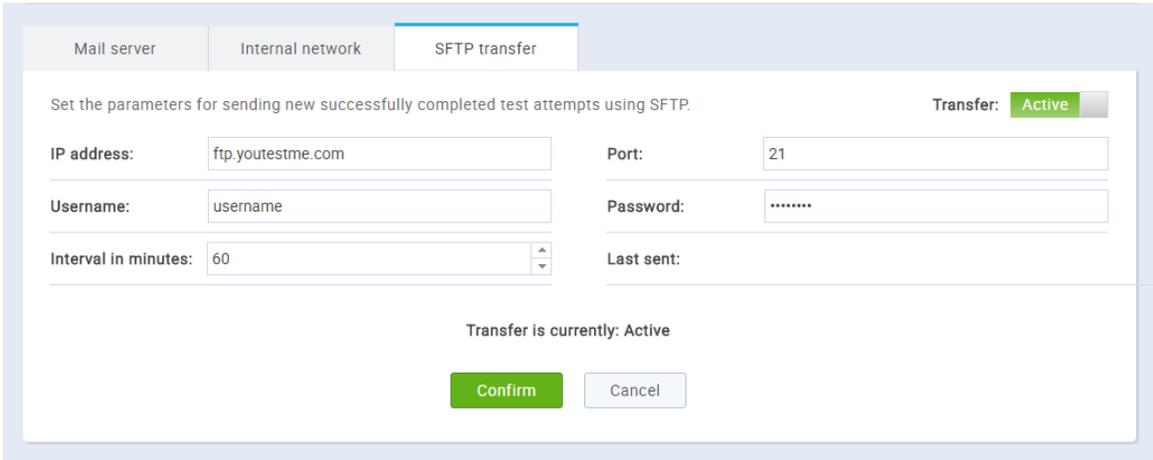
1. IP address
2. Port
3. Username
4. Password

In order to **define the interval for sending reports**, you need to define the value of the “Interval in minutes” field

In case you are interested in the date and time of the last sent report, this information is available in the field labeled as “Last sent”

Finally, if you wish to **activate/deactivate transfer**, you can do this by manipulating the value of the button in the top right corner next to the “Transfer” label.

You can check whether the transfer is active or not, by looking at the information about its status, located below all above-mentioned field.



Mail server Internal network SFTP transfer

Set the parameters for sending new successfully completed test attempts using SFTP. Transfer: Active

IP address: ftp.youtestme.com Port: 21

Username: username Password:

Interval in minutes: 60 Last sent:

Transfer is currently: Active

Confirm Cancel

24.4 System Reports

System reports give insights to an on the system performances, such as:

1. CPU usage per user
2. Current session info
3. Database files
4. DB implementation info
5. Database size
6. Dead locks
7. Instance info
8. Invalid objects
9. Invalid user objects
10. Last SQL by object
11. Last SQL fired
12. Long running SQL
13. NLS info
14. Running SQL
15. Running SQL 2
16. State stats
17. Space by schema
18. Space by table
19. Space by YTM schema
20. SQL connections by app
21. SQL connections
22. System info
23. Table space used
24. Top reads by execution

System reports module can easily be extended regarding the number of types of reports.

You can access the 'System reports' page from the main menu, under the 'System' menu. Once opened, you can get one of the 24 different types of system reports in just 3 simple steps.

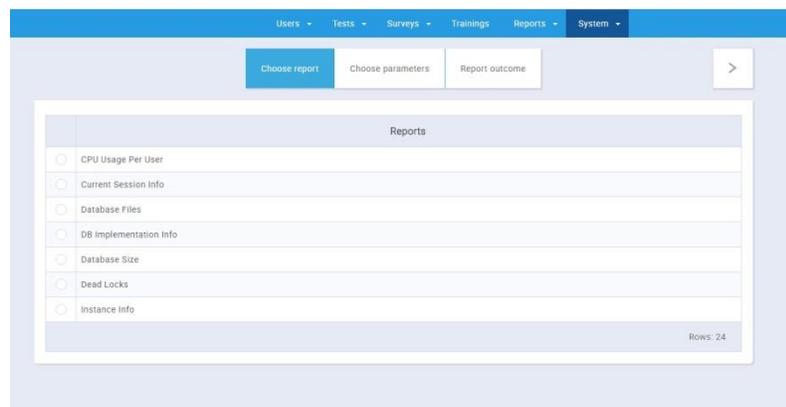


Figure 103 System Reports

25 Taking a Test

Test participants can start taking the test through their personal profile, notification sidebar or through active tests in the quick look on the Tests page. In case of any interruptions such as power shortages, internet connection disruptions, accidental browser closing, etc. – the user is able to return to the test and continue with it, if the test manager allows that. If the test is time-limited, the timer will continue counting time, regardless of the user’s presence.

The screenshot shows a user profile for Andrew Ivarstead. On the left is a sidebar with a list of test requests and reports. On the right, there are tabs for 'Information', 'Tests for taking', 'My groups', 'My pools', and 'Subscribers'. Below the tabs is a green banner with the text: 'View the collection of your tests, sorted by status: scheduled, not scheduled, expired, running, suspended. You can also see the test templates and certificates.' There are 'Got it!' and 'Disable all hints' buttons. Below this is a table displaying active tests.

Test name	Certificate	Available period	Pass mark
Astronomy	Geography and Astronomy	Feb-1-2017 0:00 AM to Feb-28-2025 0:00 AM	51%
Geography	Geography and Astronomy	Feb-1-2017 0:00 AM to Feb-23-2017 17:00 PM	51%

Figure 104 Taking the Test from Profile

The screenshot shows a test interface for 'General Knowledge'. The main area displays a question: 'The largest organ of human body is?'. Below the question is a diagram of human anatomy with labels for various organs. The answer options are: 1. Heart, 2. Liver, 3. Skin, 4. Brain. The 'Skin' option is marked as correct with a green checkmark. On the right sidebar, there is a 'Remaining' timer showing 00:07:30, an 'Answered questions' section showing 9/10 questions, and a 'Real time grading' section showing 14 points (36.84%) - Passed.

Figure 105 Inside the Test

26 Continue Later

The 'Continue later' option is available since the 2.0.0. version. It is possible for the test which is already started to be continued later on, and to save current progress at the point where the user left the test. This feature is also useful in case of technical issues on users' computer or any other technical issue. In case of any problem, the system saves the progress of test automatically, so the user can continue with the test once the issue is being solved.

To use the 'Continue later' option, navigate pointer to 'Continue later' button inside the test, click on it and your test will be saved and you will be transferred to your profile page.

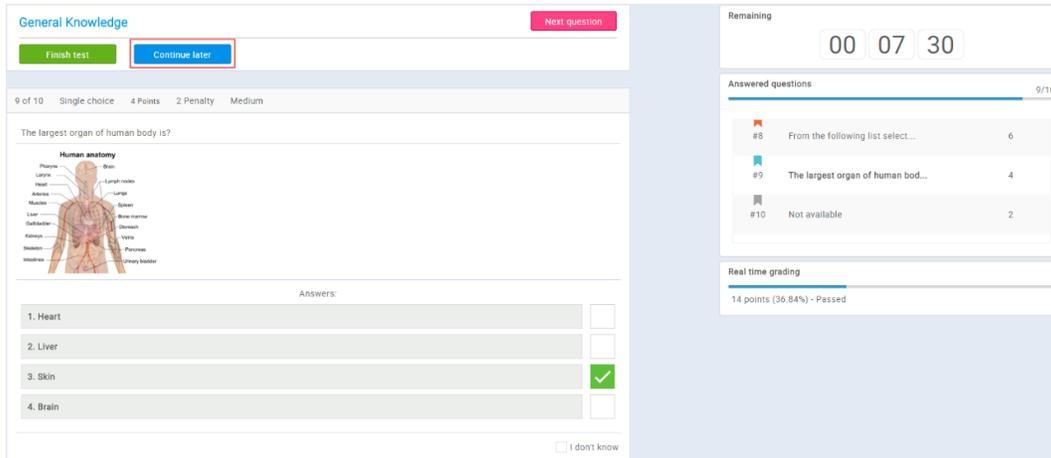


Figure 106 Continue Later

To continue the test, navigate to notification sidebar, locate the test that you have left and click on the 'Yellow arrow' button.

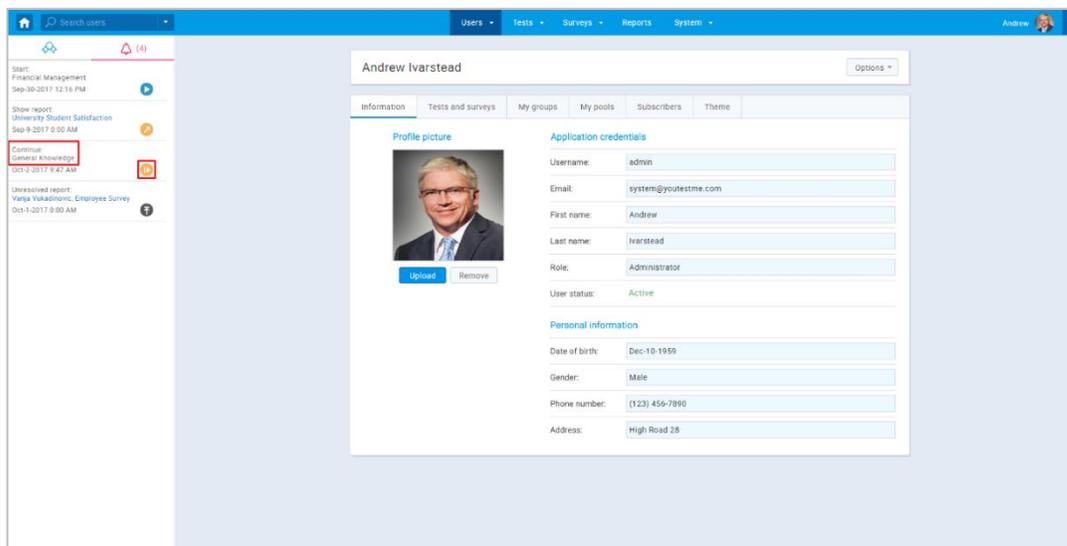


Figure 107 Continue the Test

27 Finishing the Test

Once you come to the last question, the 'Next question' button will disappear and you will be able to click 'Finish test' only. If you have skipped some questions, you will get a notification informing you that on having some unanswered questions and you will be asked if you are sure you want to complete the test.

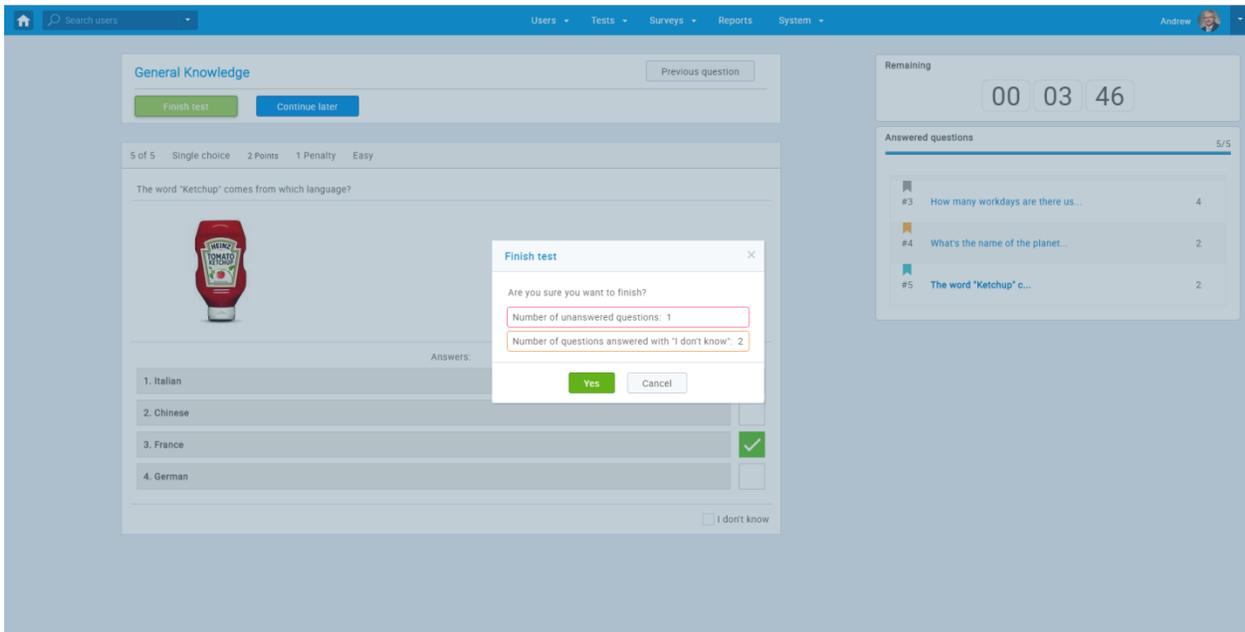


Figure 108 Unanswered Questions

28 Test Results

You can see your test results in two ways. The first way is right after the test, if it is predefined by the test creator and your test results will be available after the test is finished. The second way is to view the results from your personal profile.

Navigate to your personal profile, go to the 'Tests and surveys' tab and choose 'Finished' under the 'Table displays' drop-down list. Choose the test for which you want to see the results.

Andrew Ivarstead Options ▾

Information **Tests and surveys** My groups My pools Subscribers Theme

View the collection of your tests, sorted by status: scheduled, not scheduled, expired, running, suspended. You can also see the test templates and certificates. Got it! Disable all hints

Table displays: Finished ▾

Test/Survey name	Certificate	Taken	Result
Algebra	Science Expert	Sep-30-2017 10:58 AM	Passed (2 of 2 points; 100.00%)
Application Development	Junior Application Developer	Aug-29-2017 15:10 PM	Failed (14 of 20 points; 70.00%)
Career Path		Never	Not attempted

Figure 109 Choosing Finished Test

Once chosen, a new page with test results will be opened.

Personal report - Andrew Ivarstead

Geography and Astronomy

This certificate is awarded for achieving excellent results in HR management.

Test name: [Geography](#)

Description: A regular test from geography.

Test started: Feb-23-2017 16:18 PM

Time allowed: Unlimited

Test score: 57.89% (44 of 76 Points) - Passed

Pass mark: 51% Time spent: 20:29:04

Test passed Export to PDF

Scores by subject area (Question pool)

Question pool	Score
Geography	57.89% (44 of 76 Points) - Passed

Figure 110 Personal Report

See Results on the Test Level To access the results of all users for a specific test, navigate to the ‘Manage Tests’ page under ‘Tests’ menu, expand ‘Running’ tests, choose the test for which you want to see the results and open ‘Questions’ tab. On this page, you can filter the statistics parameters by success ratio and by question occurrence.

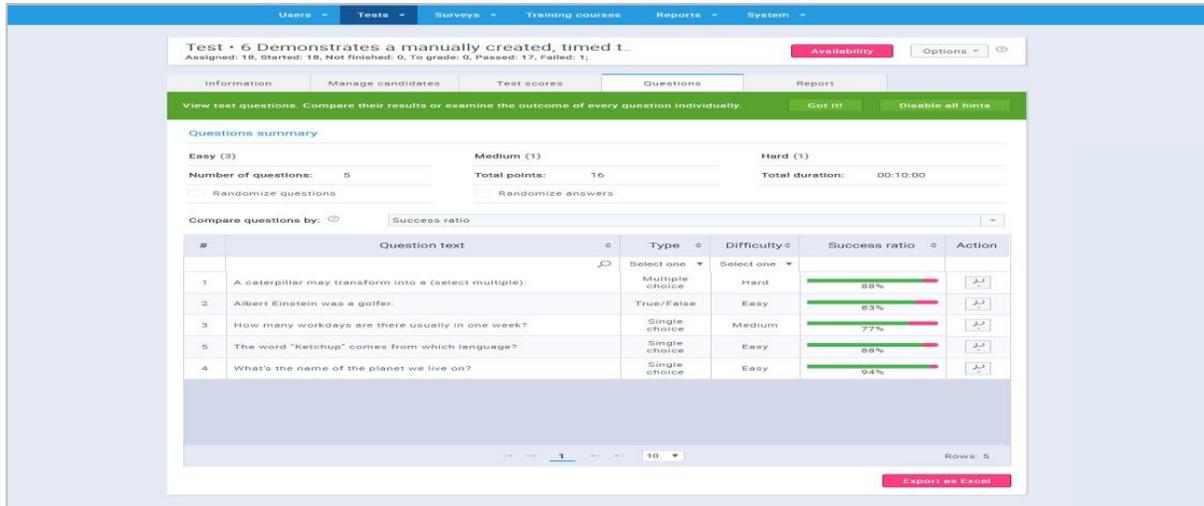


Figure 111 Results on the Test Level

29 Taking a Survey

Survey participants can start taking the survey through their personal profile, notification sidebar or through active surveys in the quick look on the ‘Tests and Surveys’ tab within your profile. In case of any interruptions such as power shortages, internet connection disruptions, accidental browser closing, etc. – the user is able to return to the survey and continue with it, if the survey manager allows that. If the test is

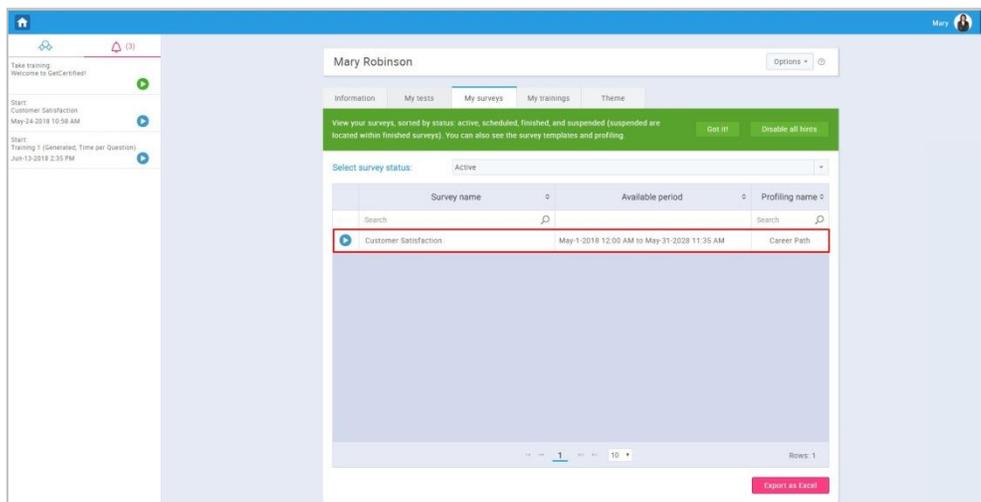
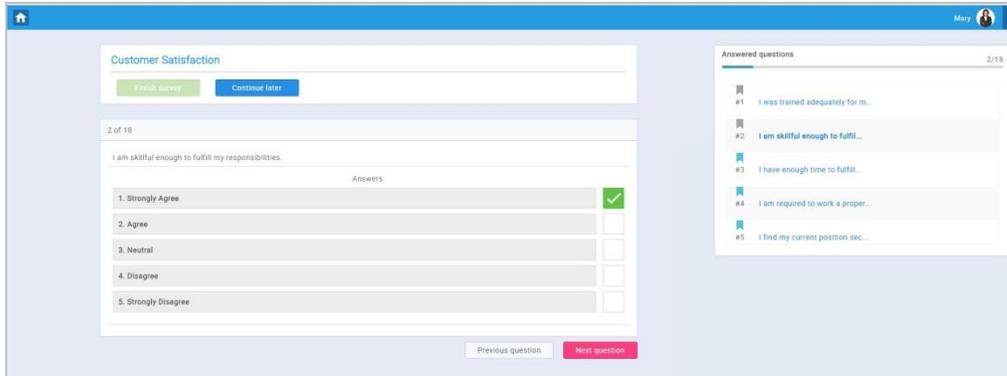


Figure 112 Taking the Survey from Profile



time-limited, the timer will continue working, regardless of the user's presence.

Figure 113 Inside the Survey

30 Continue Later

The 'Continue later' option allows users to continue survey that they have already started later on, saving their current progress at the point where user left the test. This feature is also useful in case of technical issues on users' computer or any other technical issue. In case of any problem, the system saves the survey progress automatically, so that user can continue doing the test once the issue is being solved.

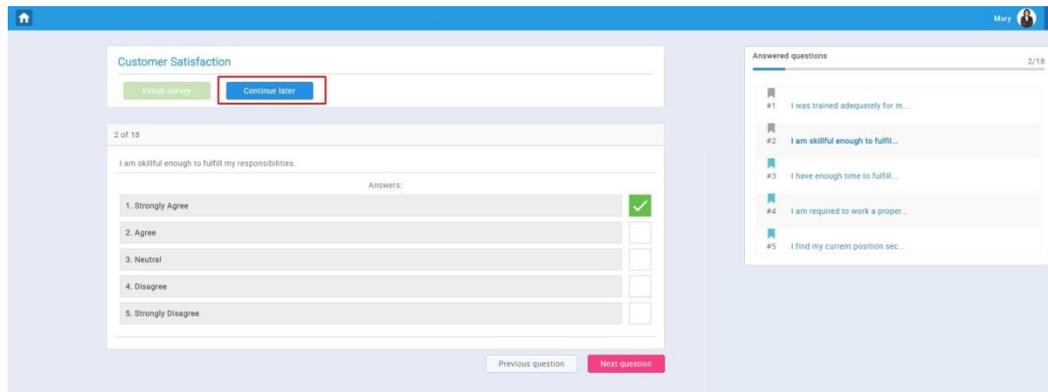


Figure 114 Continue Later

To use the 'Continue later' option, navigate pointer to 'Continue later' button inside the survey, click on it and your survey will be saved and you will be transferred to your profile page.

To continue the survey, navigate to notification sidebar, locate the survey that you have left and click on the 'Yellow arrow' button.

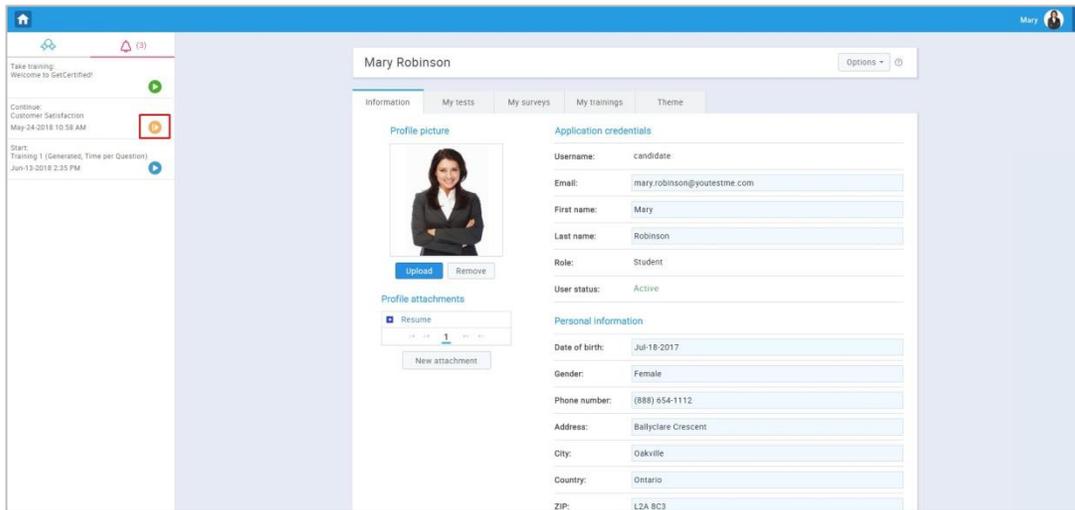


Figure 115 Continue the Survey

31 Finishing the Survey

Once you come to the last question, the 'Next question' button will disappear and you will only be able to click the 'Finish survey'. If you have skipped some questions, you will not be able to finish the survey.

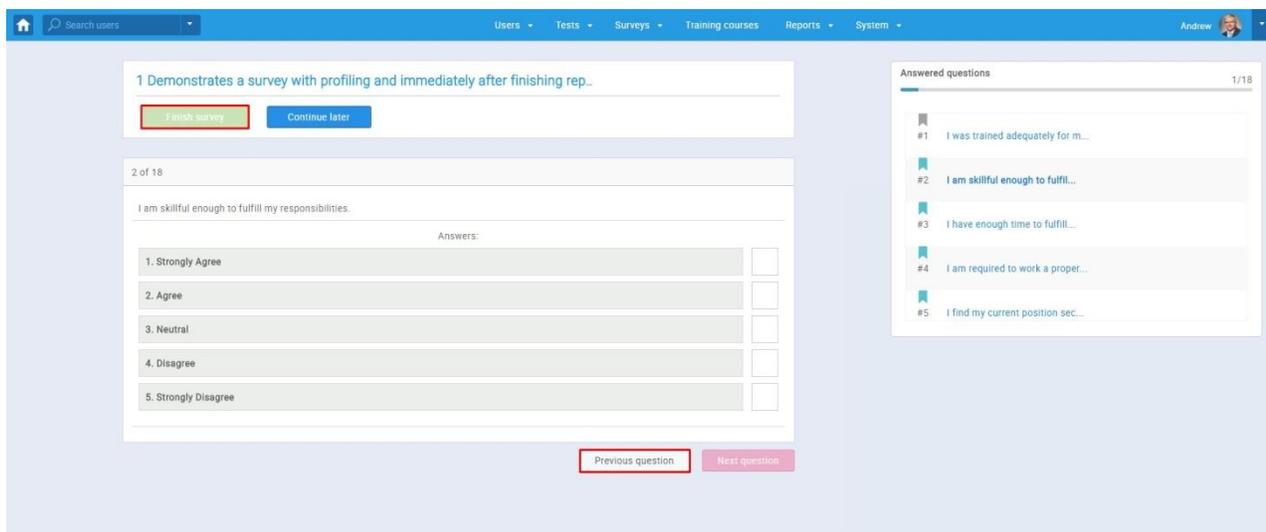


Figure 116 Unanswered Questions

32 Survey Results

You can see your survey results in two ways. The first way is right after the survey, if it is predefined by the test creator and your survey results will be available after the survey is finished. The second way is to view the results from your personal profile.

Navigate to your personal profile, go to 'Tests and surveys' tab and choose 'Finished' under the 'Table displays' drop-down list. Choose the survey for which you want to see the results.

#	Username	User	Group	Outcome	Test started	Actions
1	Abadvionand	Valencia Betty		Extremely Satisfied	May-16-2018 11:42 AM	
2	Abled1959	Averill Rey		Satisfied	May-16-2018 11:45 AM	
3	Abled1997	Daley Jessica		Unsatisfied	May-16-2018 11:47 AM	
4	Baboure	Bush Robert		Satisfied	May-16-2018 11:50 AM	
5	Bandayste	Stoneking Whitney		Indifferent	May-16-2018 11:54 AM	
6	Cariely	Dosch Ruby		Indifferent	May-16-2018 11:59 AM	
7	Carnall	Weber Claude		Extremely Satisfied	May-16-2018 12:02 PM	
8	Castraveight	Faircloth Peter		Indifferent	May-16-2018 12:10 PM	

Figure 117 Choosing Finished Survey

Once chosen, a new page with survey results will open.

Personal report - Andrew Ivarstead

Survey name: [Employee Survey](#)

Description:

Survey started: Oct-2-2017 10:17 AM

Time allowed: Unlimited

Time spent: 00:06:34

Very satisfied

Figure 118 Personal Report

32.1 See Results on the Survey Level

To access the results of all users for a specific survey, navigate to the ‘Manage Surveys’ page under ‘Surveys’ menu, expand ‘Running’ surveys, choose the survey for which you want to see the results, and open ‘Questions’ tab. On this page, you can see the users’ answer on each of the survey questions.

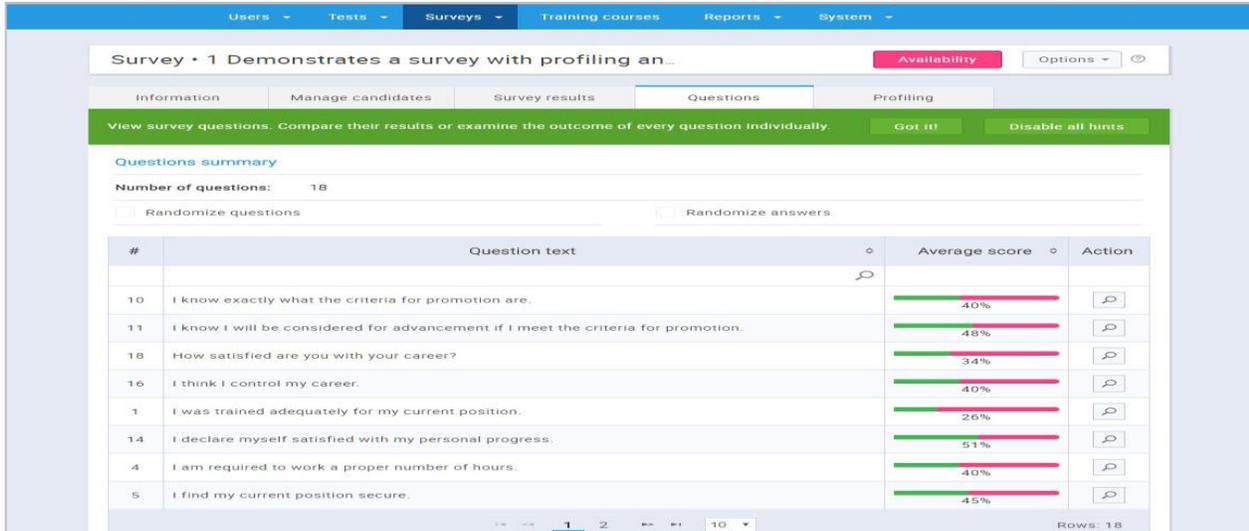


Figure 119 Results on the Survey Level

33 Taking Training Course

Training takers can start taking the training course through their personal profile, notification sidebar or through active training courses in the quick look on the “My trainings” tab within personal profile. Training takers can leave the training course and continue taking it at any time. If the step within a training course has assigned test, test taking process is the same as regular test taking.

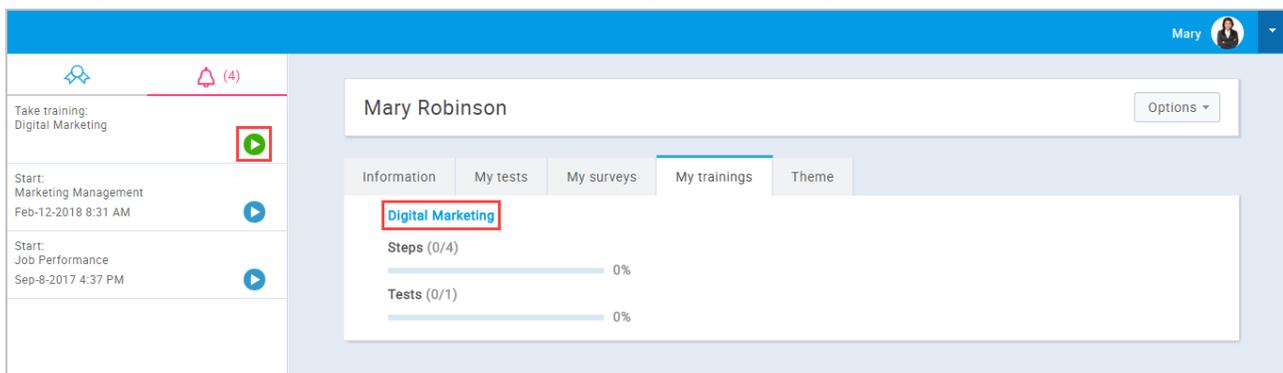


Figure 120 Take Training Course

33.1 Training Steps

Each training course consists of training steps. Each training step has its name and description, optionally it can have a training material (attachments) and/or assigned test.



Figure 121 Training Step Description



Figure 11 Training Course Attachment

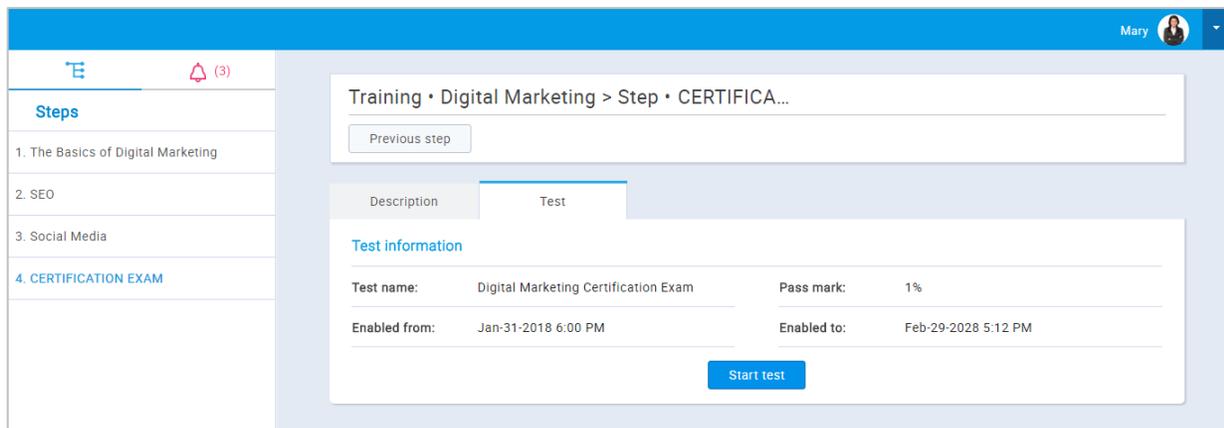
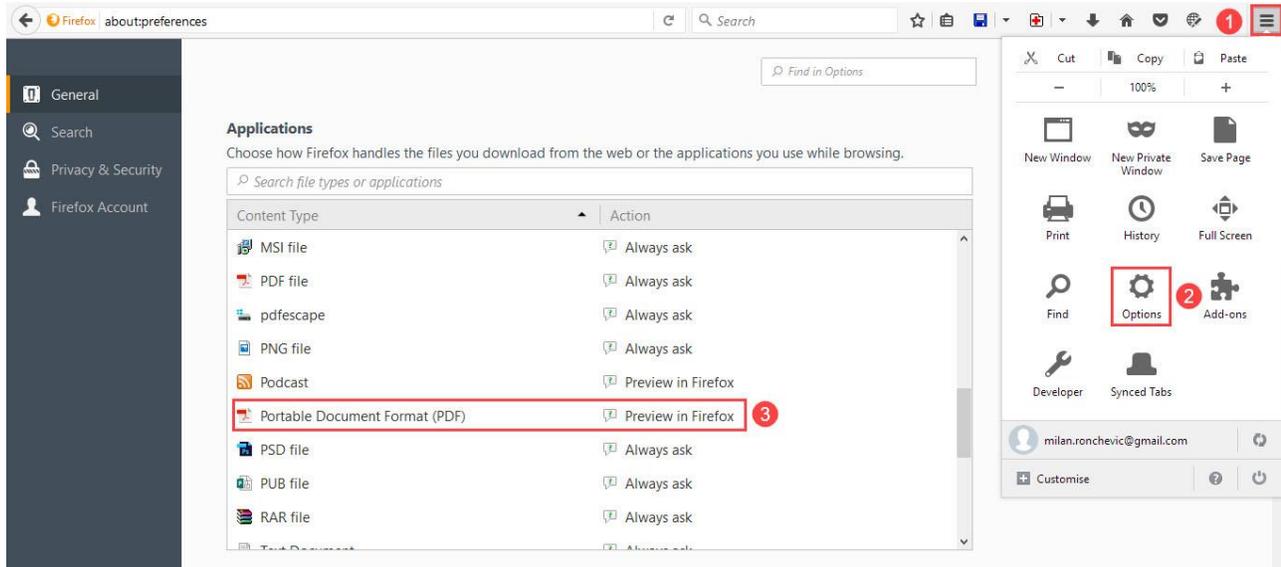


Figure 122 Training Course Test

34 Troubleshooting

34.1 No certificate preview in Mozilla Firefox

If you are using Mozilla Firefox and you have trouble previewing certificates in certificate designer, that is because your Firefox is set to save PDF files. To change this, go to Firefox Options, in “General” tab scroll down to “Applications” section, find “Portable Document format” and set the action to “Preview in Firefox”.



35 Question branching

To enable this feature click on the “Allow question branching” checkbox. Enabling this feature will automatically set Test creation type to “Manually created”.

The screenshot shows the 'Test settings' tab in the software interface. The 'Test settings' panel is active, showing various configuration options. The 'Allow question branching' checkbox is checked and highlighted with a red box. Other settings include 'Test creation type' set to 'Manually created', 'Duration type' set to 'Unlimited', and 'Network access' set to 'Open access'.

On the Questions tab, create a question and to make a branch of it you just need to create a new question and click on the “Use this as a substitute question” checkbox.

The screenshot shows the 'Options' tab in the software interface. The 'Options' panel is active, showing various configuration options for a question. The 'Use this as a substitute question' checkbox is checked. The 'Question text' field contains 'Question 1'. The 'Answers' section shows two answer options, 'Answer 1' and 'Answer 2', with a 'Correct' checkbox next to 'Answer 1'.

This will be the result: One question and its' substitute question.

Users Tests Surveys Training courses Reports System

1. Test settings **2. Questions** 3. Specification 4. Certificate 5. Instructions 6. Review

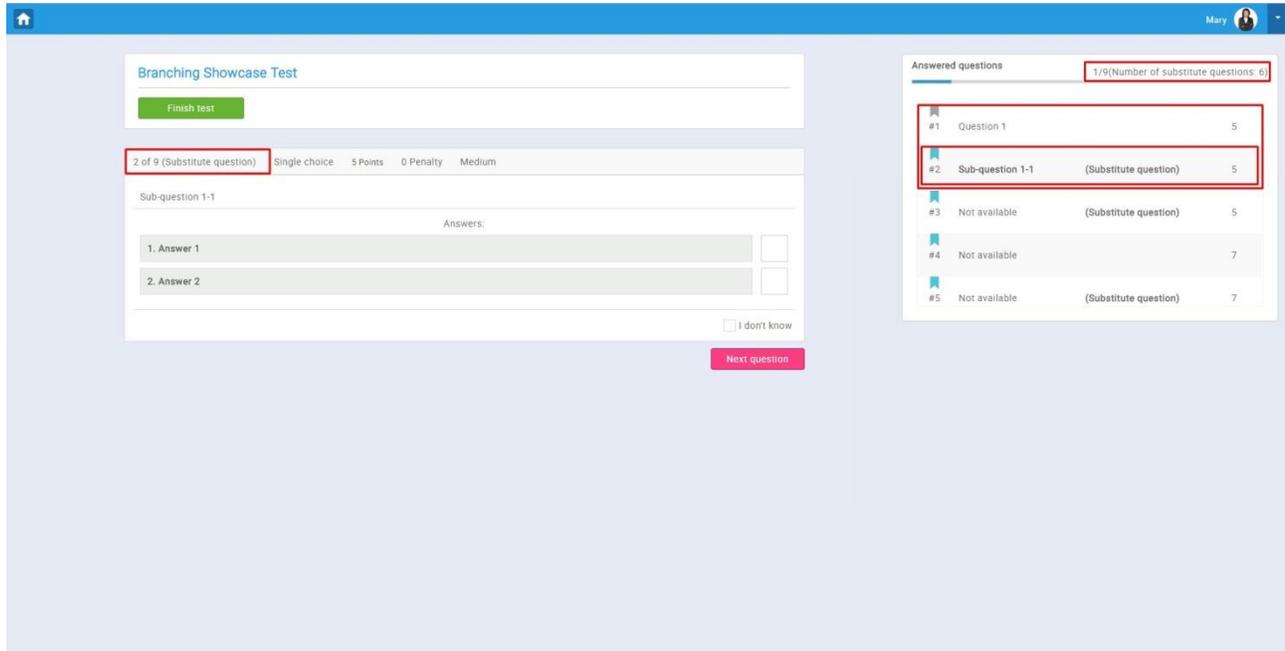
Number of questions: 2 Easy questions 0 [Import questions from pools](#)
 Total points: 10 Medium questions 2 [Add new question](#)
 Total duration: Unlimited Hard questions 0

#	Question text	Difficulty	Points/Penalty	Type	Actions
1	Question one!	Medium	5/0	True/False	
2	Substitute question! (Substitute question)	Medium	5/0	Single choice	

1 10

35.1 Test taking with question branching enabled

When a student answers a branched question correctly, all of its substitute questions will be skipped, but if the student gives a wrong answer they will get a substitute question. If the student answers wrong on all substitute questions, they will be redirected to the next question.



The picture above showcases a student answering wrong on the main question and therefore getting redirected to a substitute question.

35.2 Personal report page

When branching is enabled, all of the questions and their substitute questions are shown on the personal report page.

Personal report - Mary Robinson

Test name: Branching Showcase Test

Description: A test showcasing the use of branching

Test started: Jul-16-2018 4:34 PM

Time allowed: Unlimited

Test score: 100.00% (15 of 15 Points) - Passed

Branching questions: Yes

Pass mark: 51% Time spent: 00:10:47

Test passed

1 of 9 Single choice Points: 5 Penalty: 0 Medium

Question 1

Answers:

1. Answer 1

2. Answer 2

Incorrect Points achieved: 0

2 of 9 (Substitute question) Single choice Points: 5 Penalty: 0 Medium

Sub-question 1-1

Answers:

1. Answer 1

2. Answer 2

Correct Points achieved: 5

Figure 127 Personal report page

36 Supported browsers

GetCertified works best in the newest and last prior version of these browsers:

1. Google Chrome (Recommended)
2. Firefox
3. Safari
4. Microsoft Edge

Note: For best user experience, we recommend users to use the latest version of Google Chrome browser with default Zoom level.