2018

YouTestMe

GetCertified

User Manual 5.2.0

YouTestMe GetCertified
Online Examination, Training and Survey Software

youtestme

Table of Contents

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.

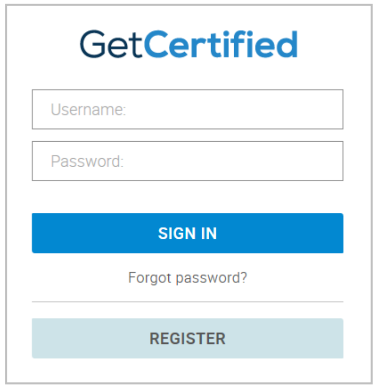


Figure 1 Login Form

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

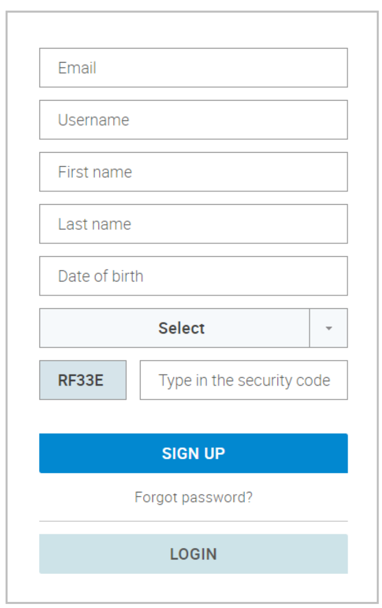


Figure 2 Registration Form

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

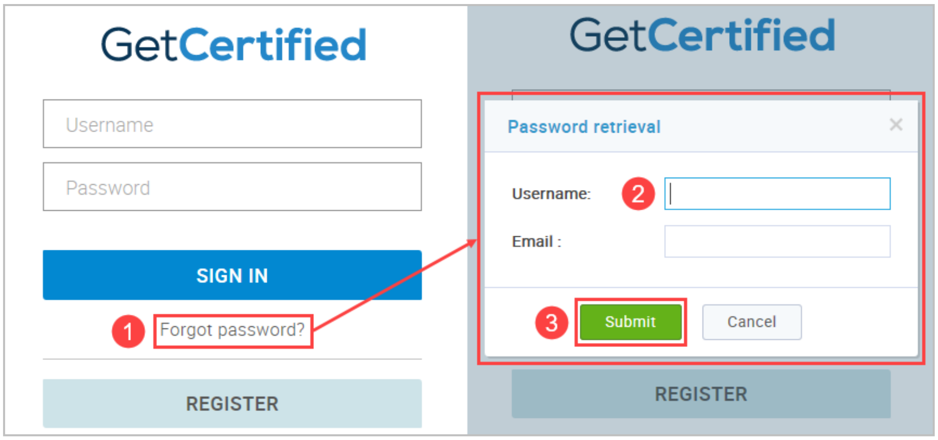


Figure 3 Forgot password

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

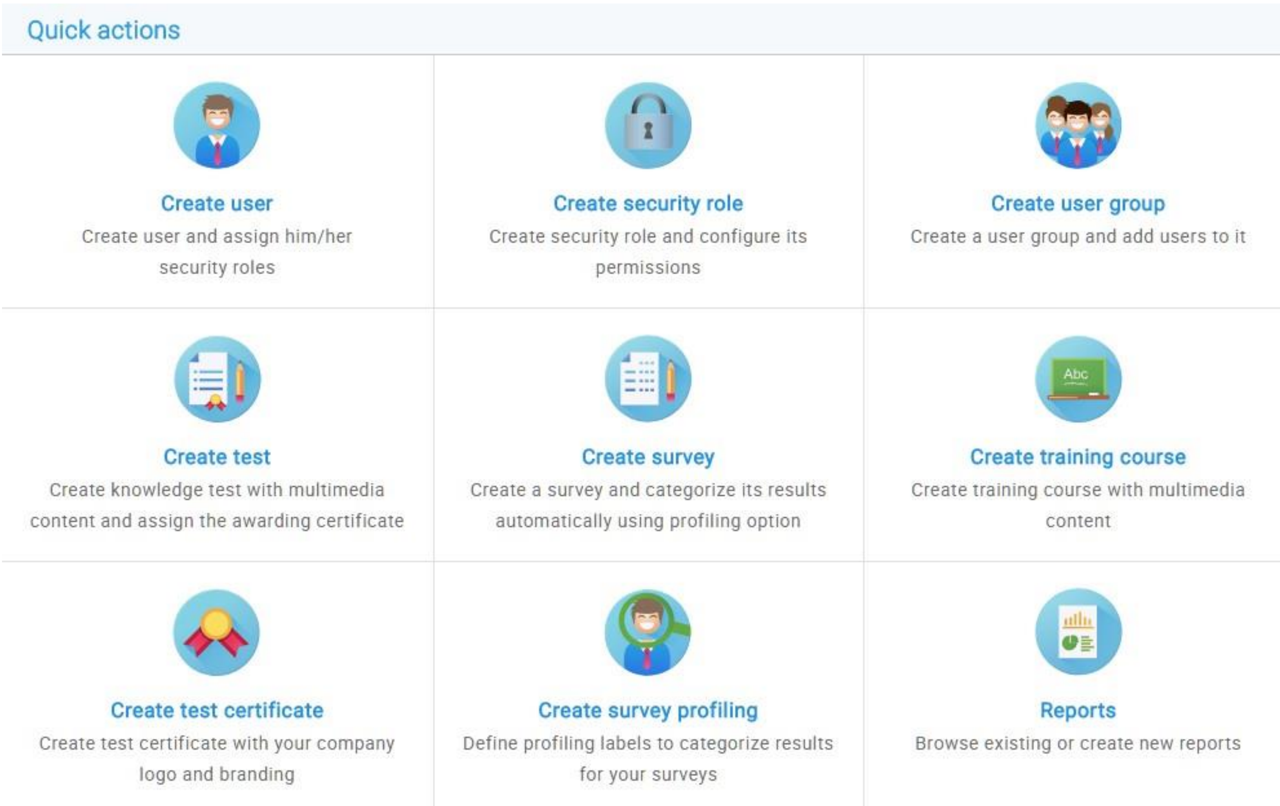


Figure 4 Quick Actions

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.

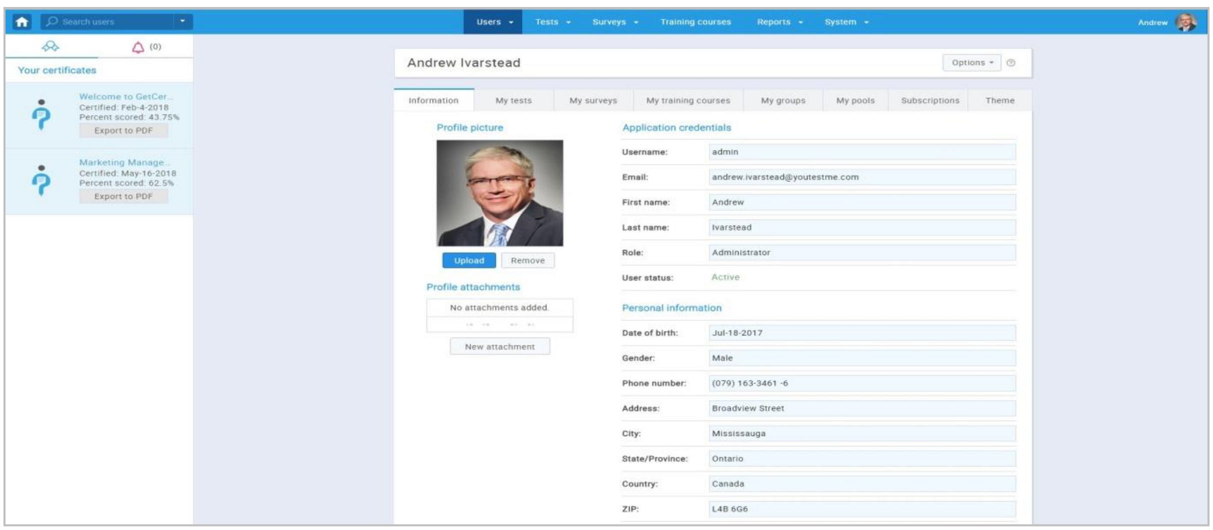


Figure 6 Personal Profile

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.

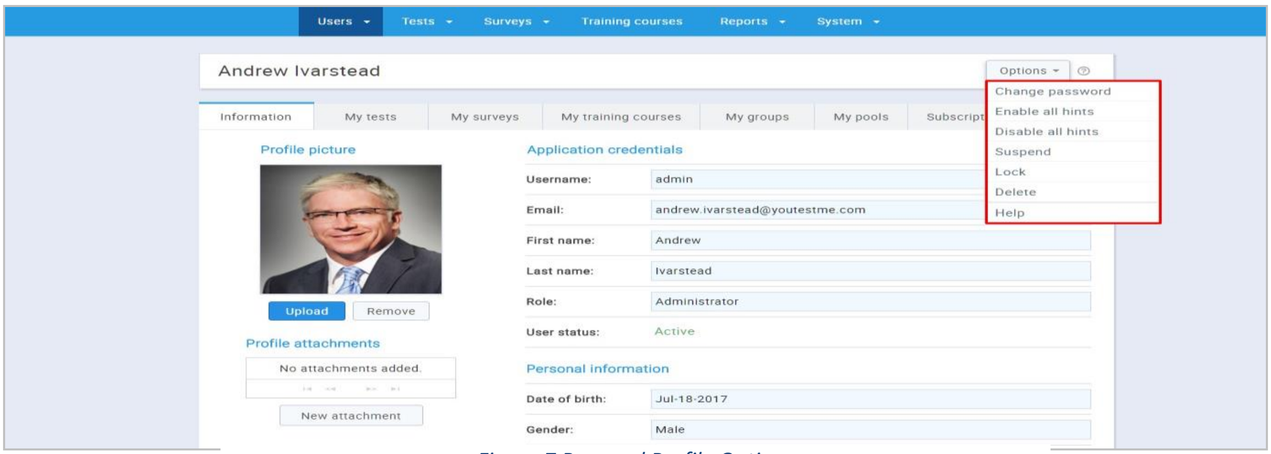


Figure 7 Personal Profile Options

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.

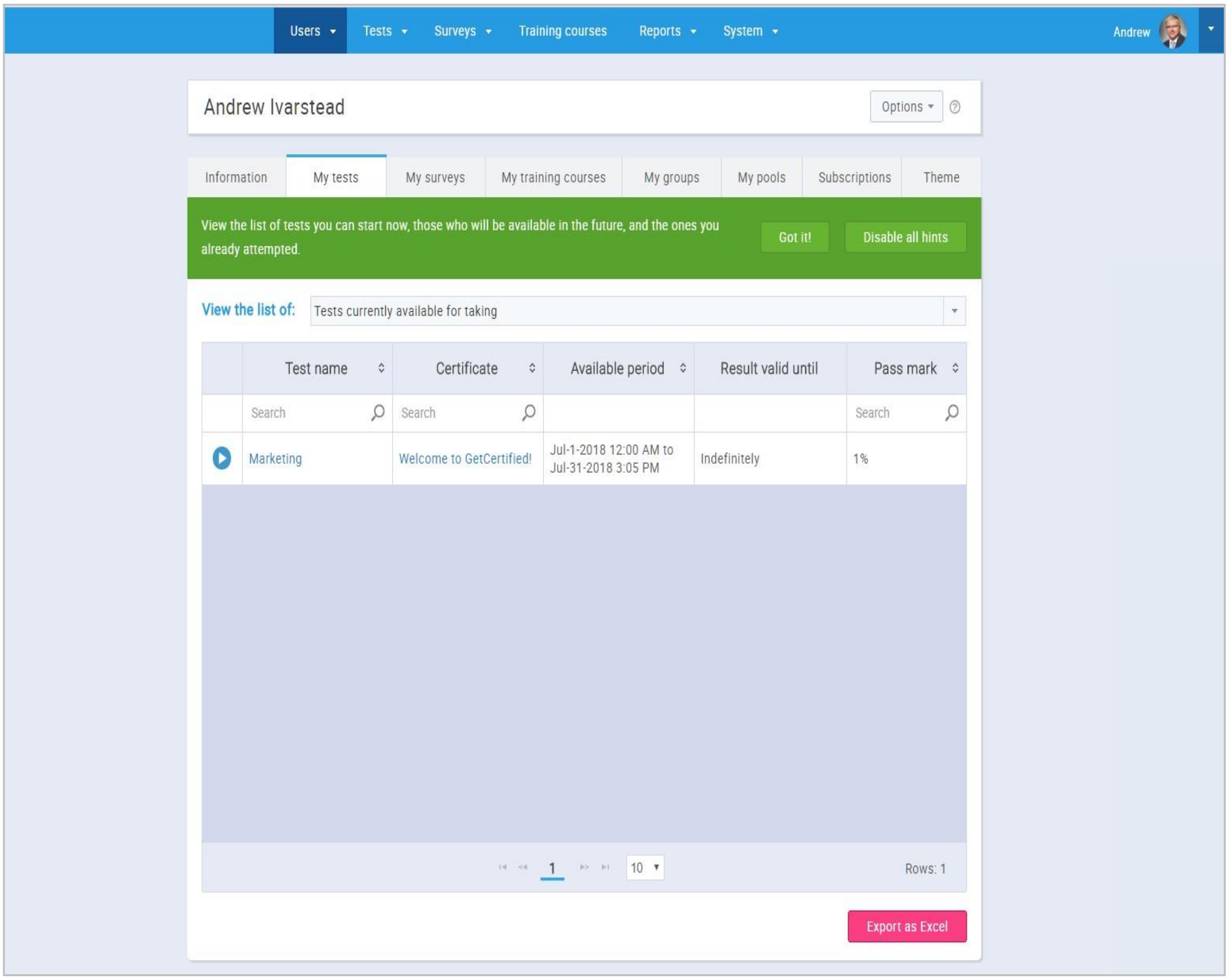


Figure 8 My Tests

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.

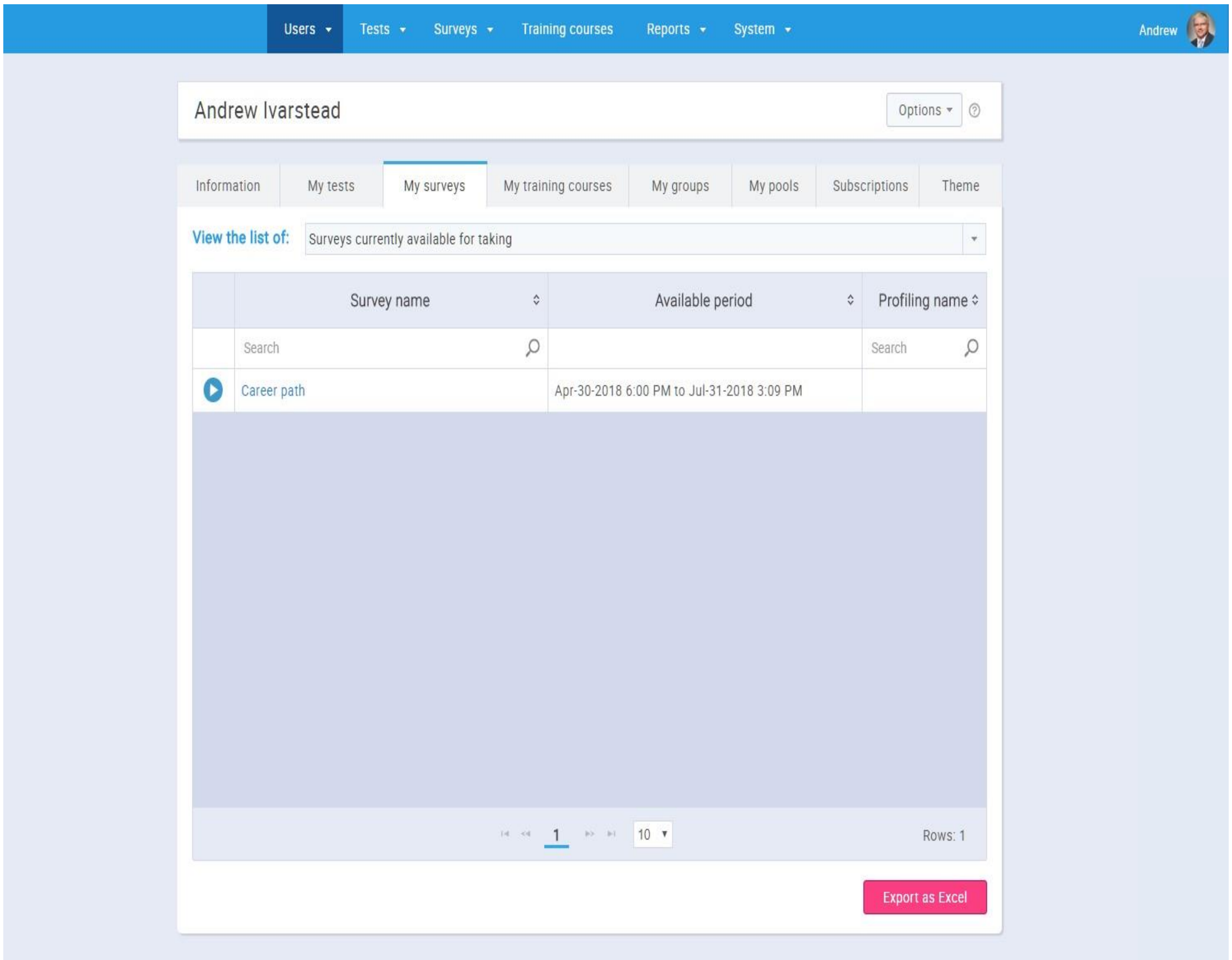


Figure 9 My Surveys

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.

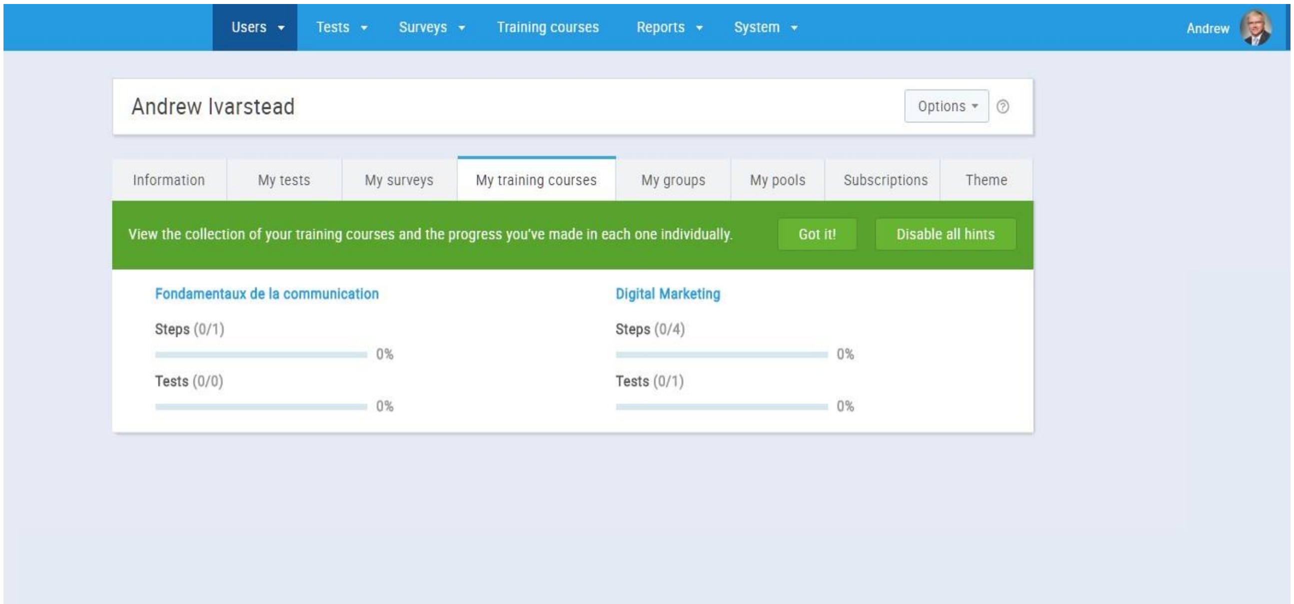


Figure 10 My Training Courses

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.

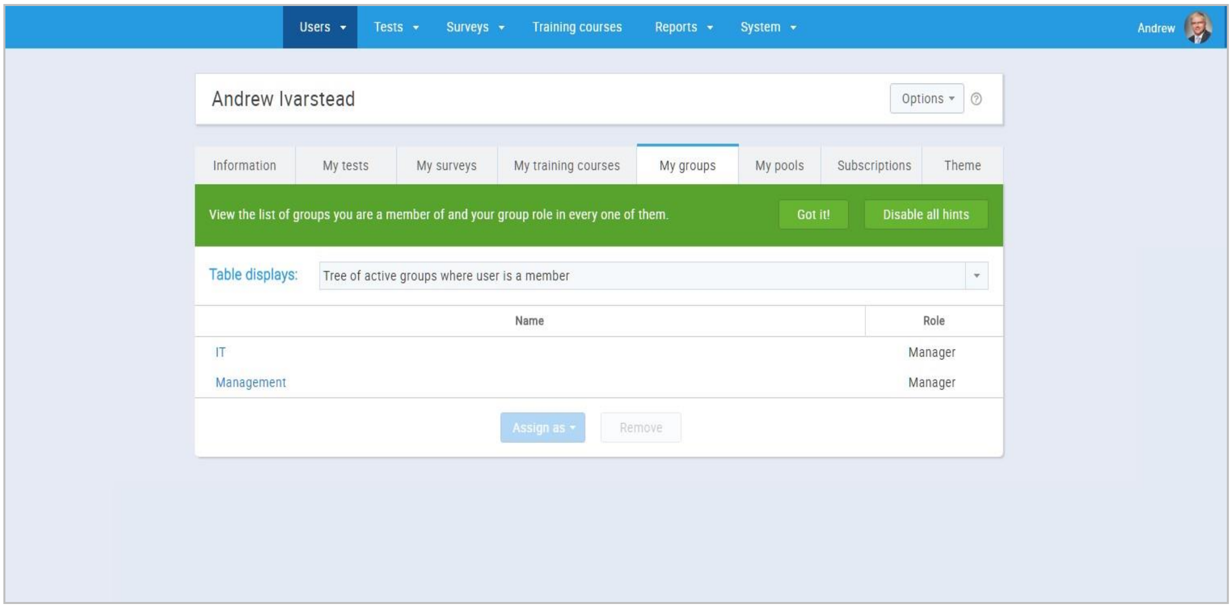


Figure 11 My Groups

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.

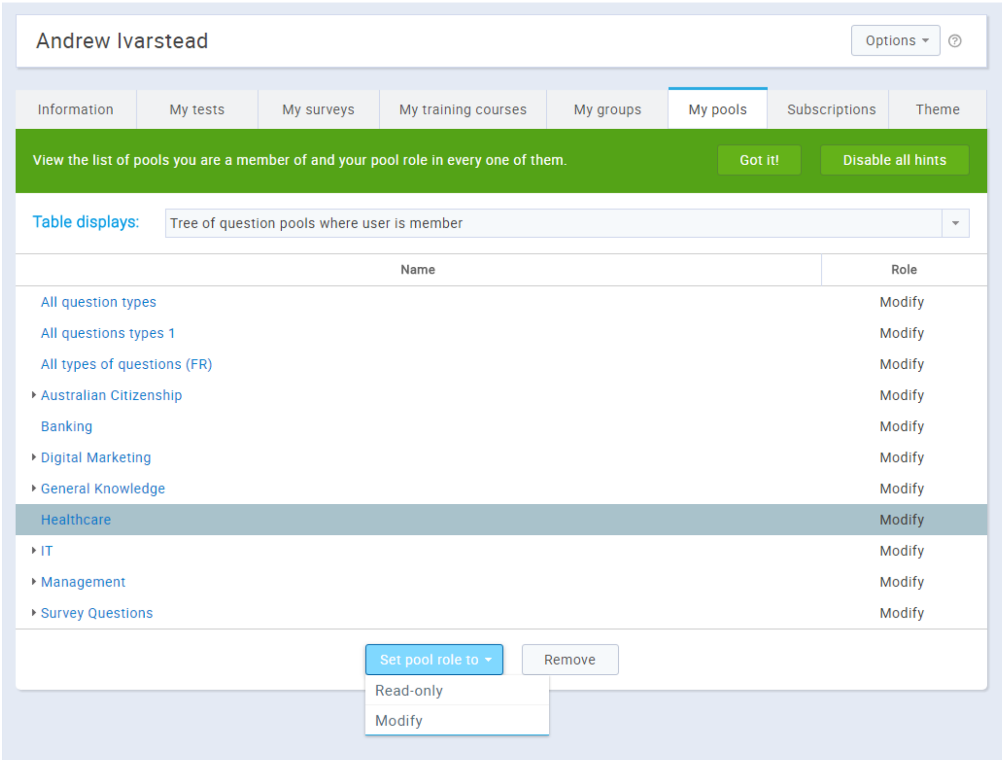


Figure 12 My Pools

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.).

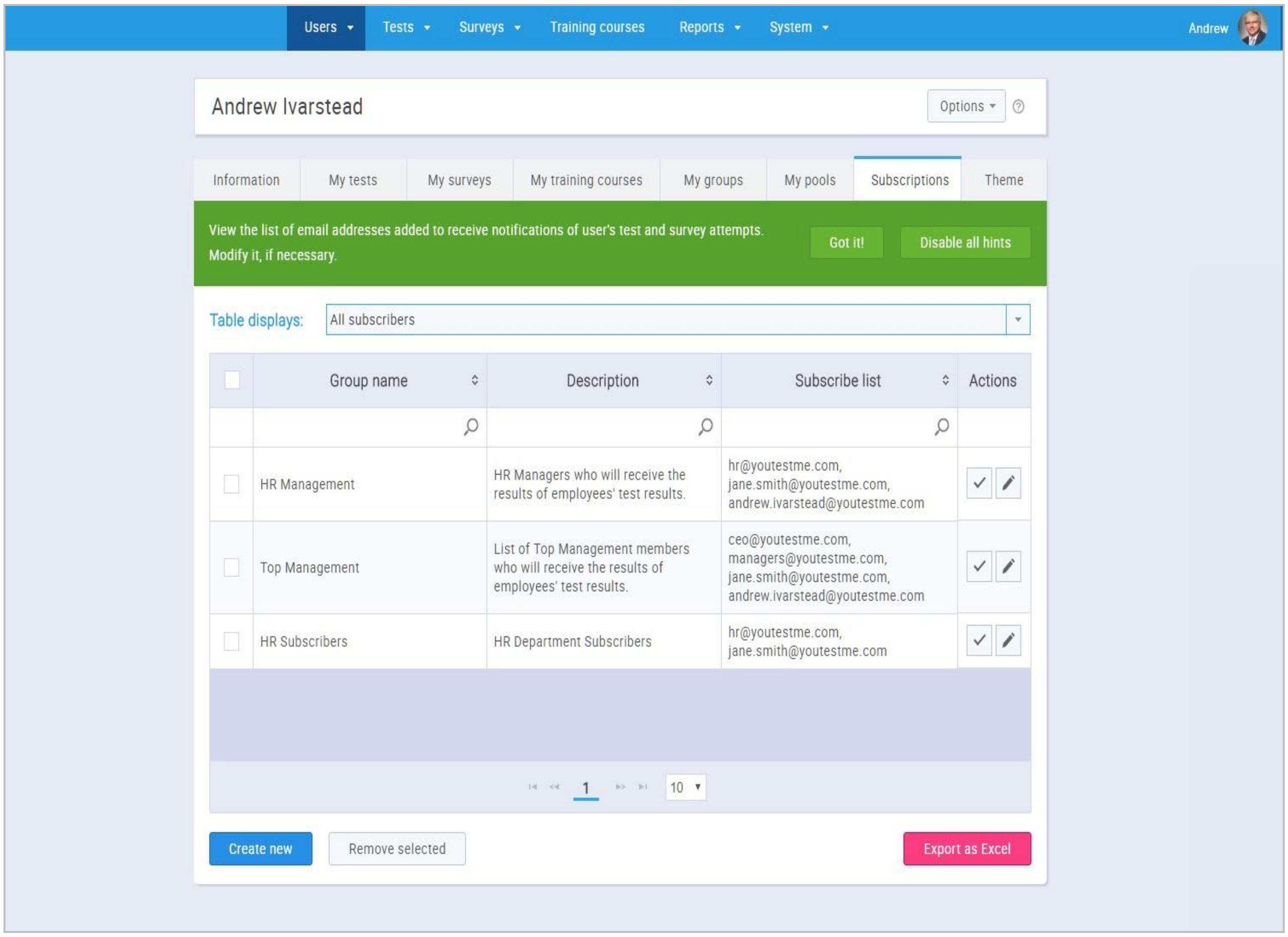


Figure 13 Subscribers

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

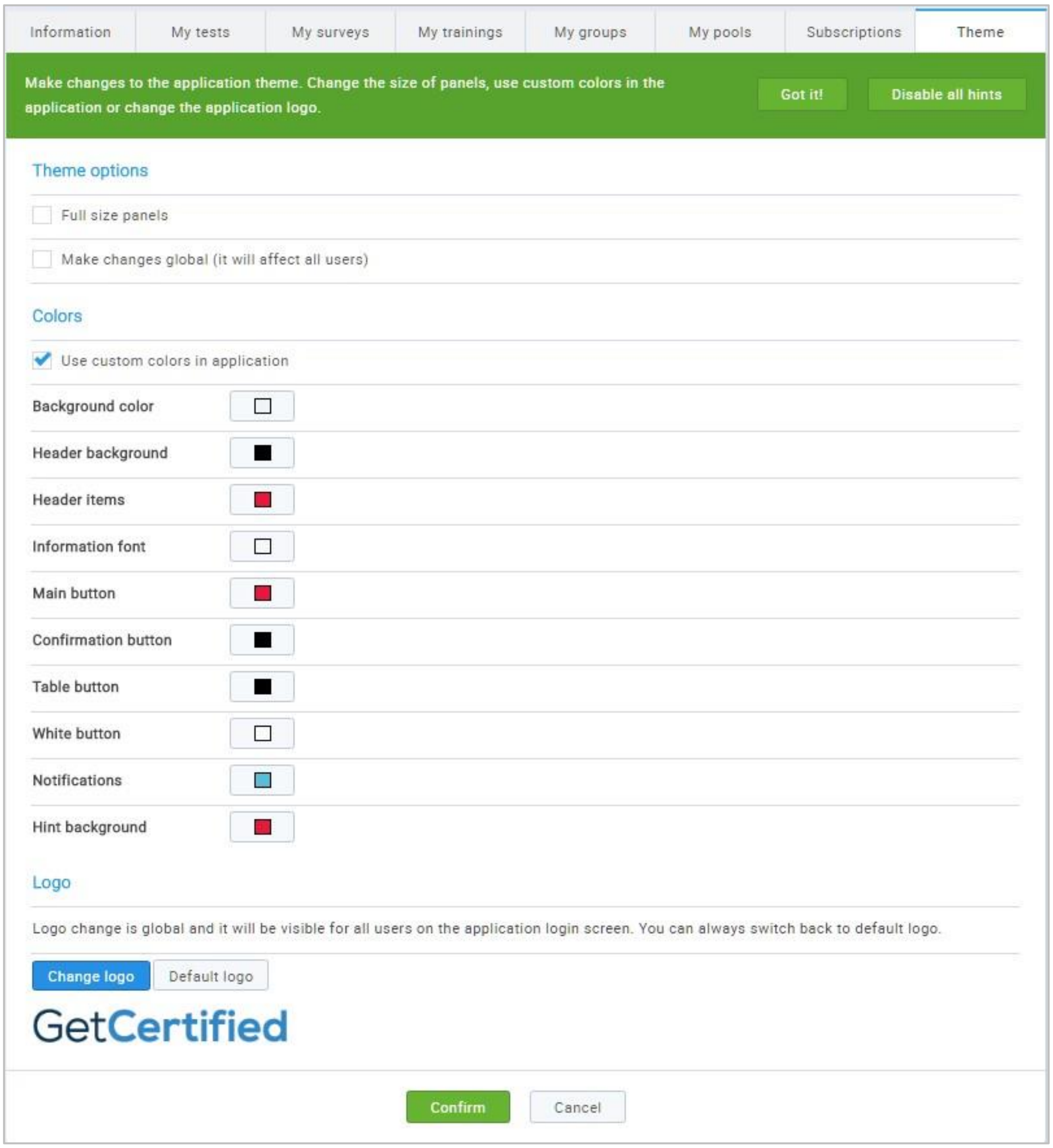


Figure 14 Theme Panel

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.

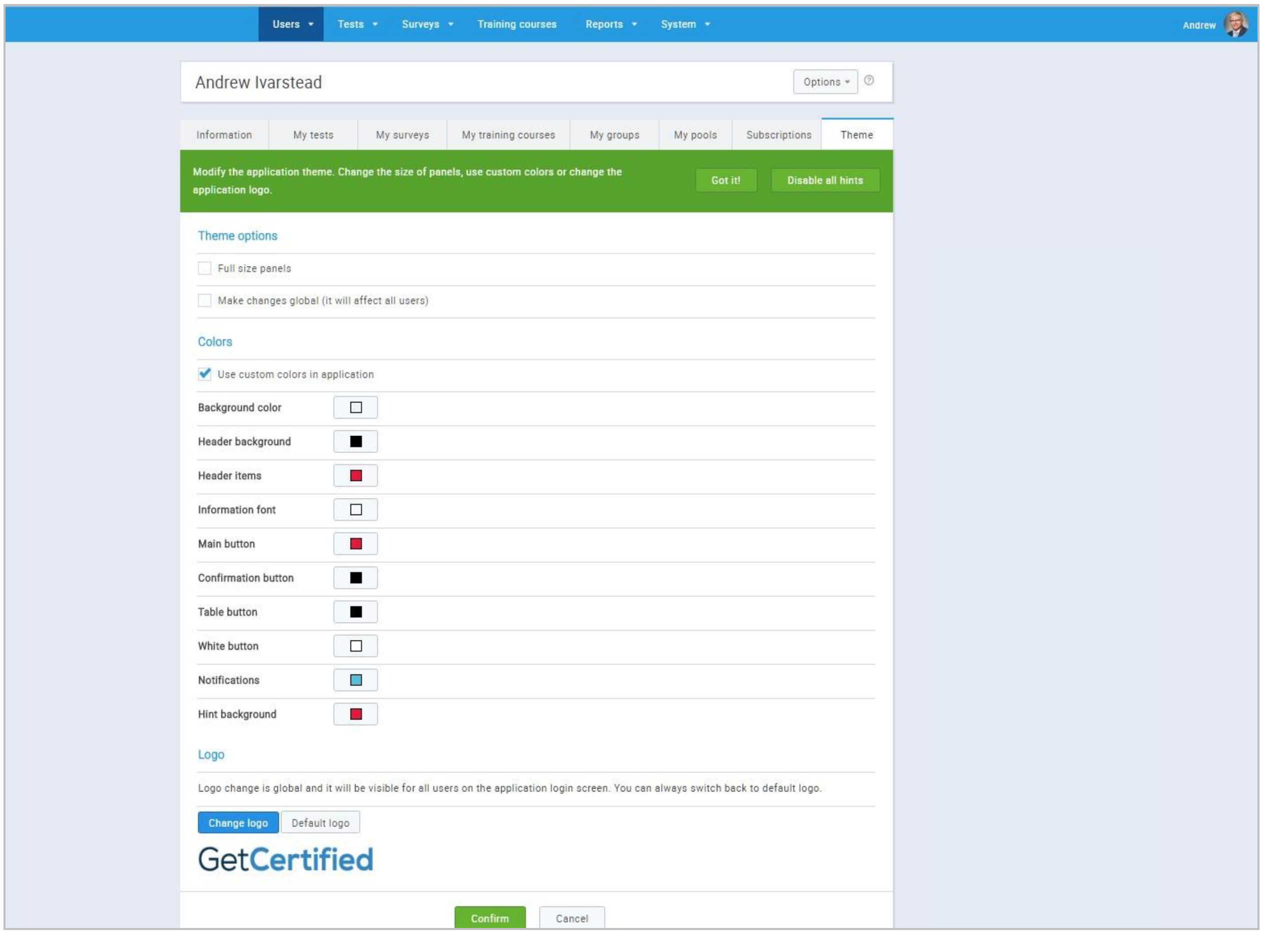


Figure 15 User Profiles

4.1 Create New User

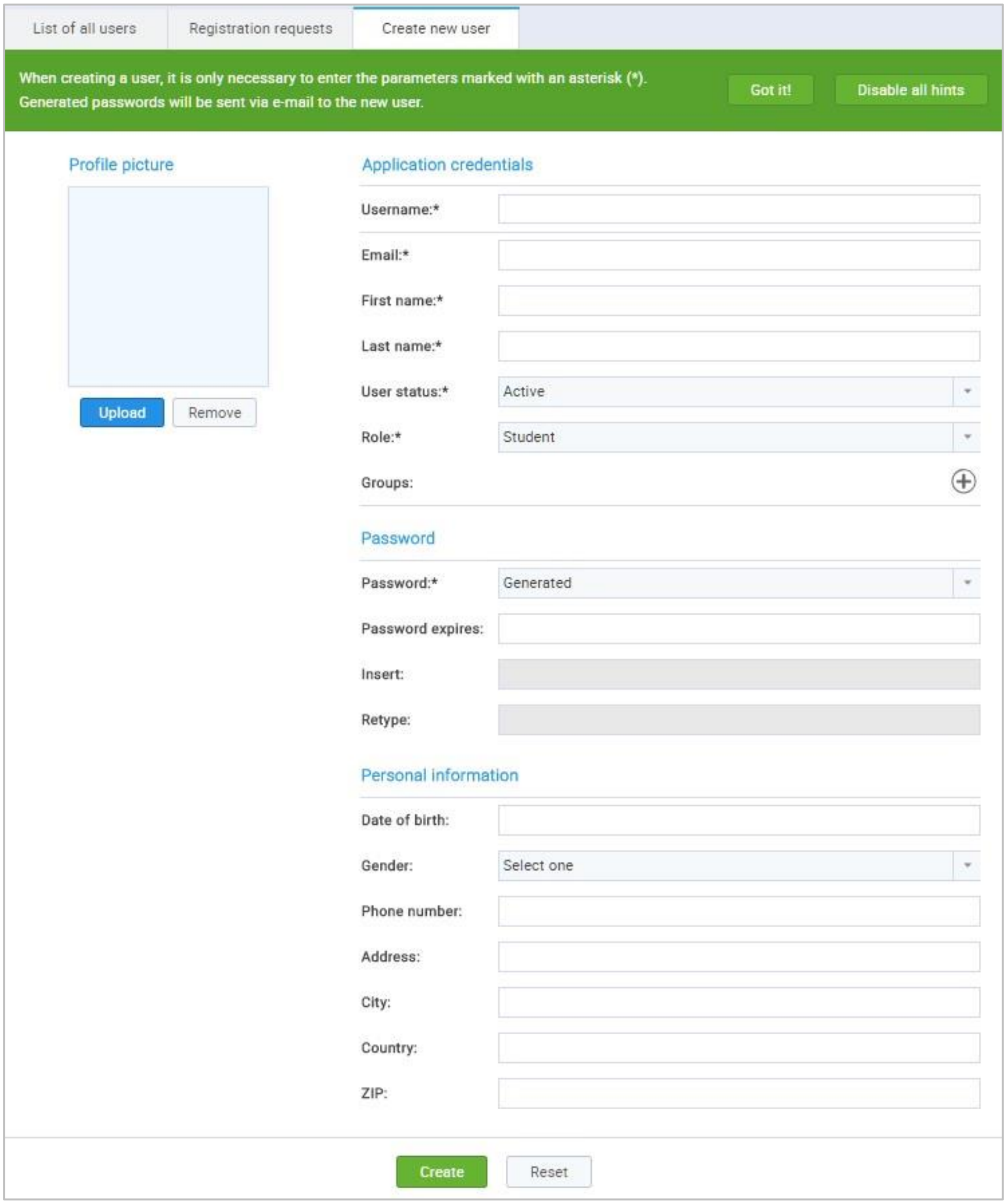


Figure 9 Create New User

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.

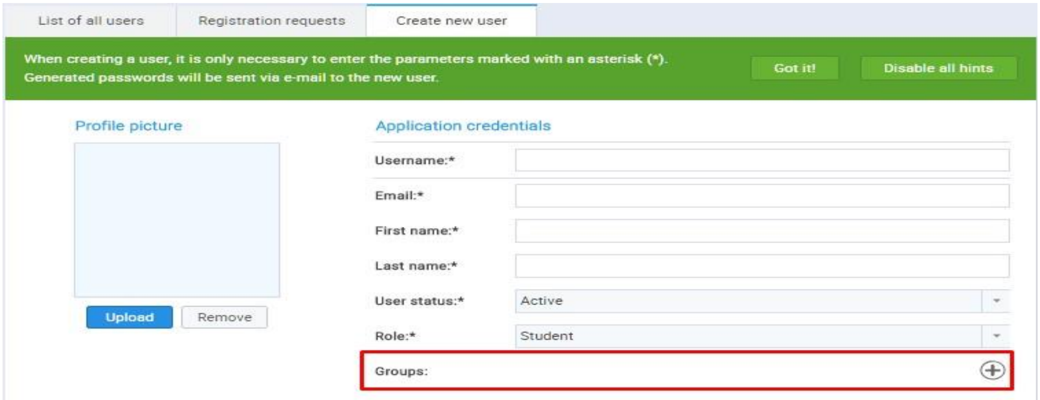


Figure 15 Assign to Groups

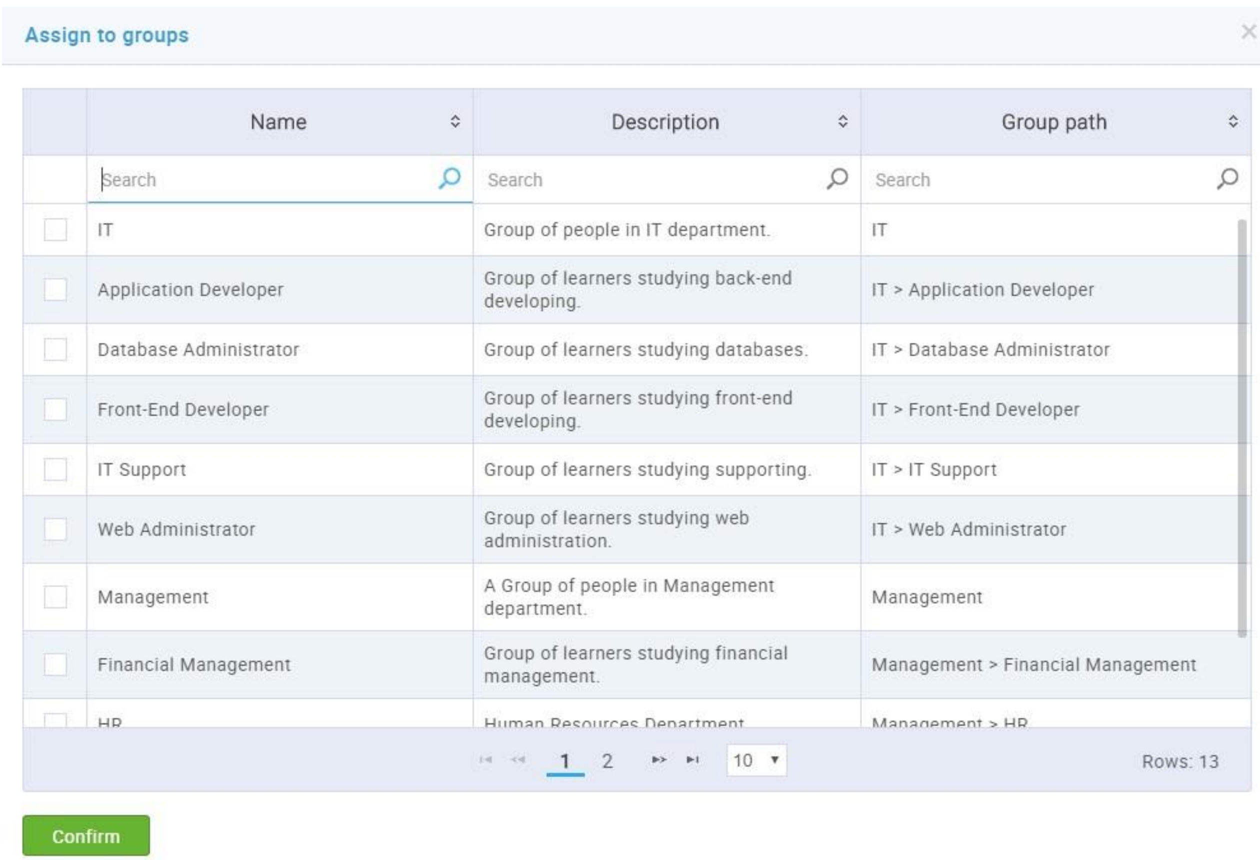


Figure 16 Assign to Groups

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.

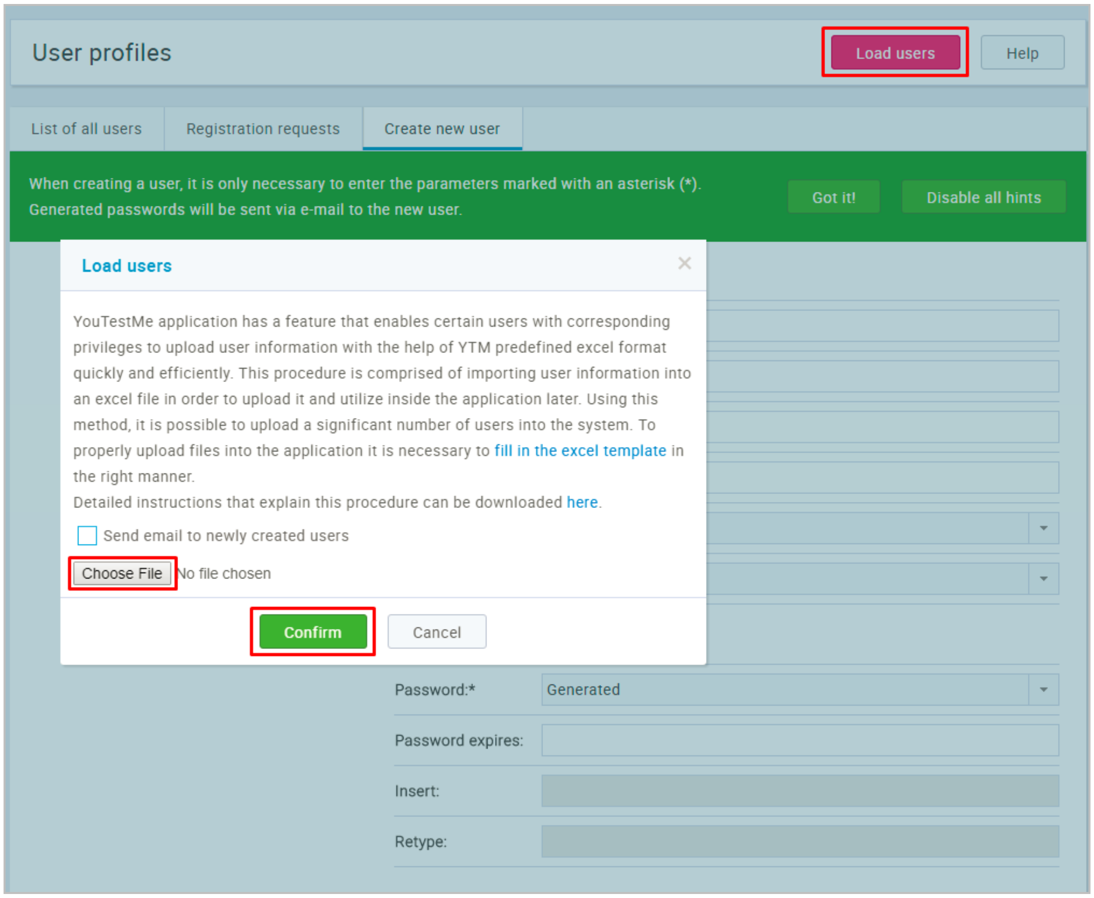


Figure 17 Load Users

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).

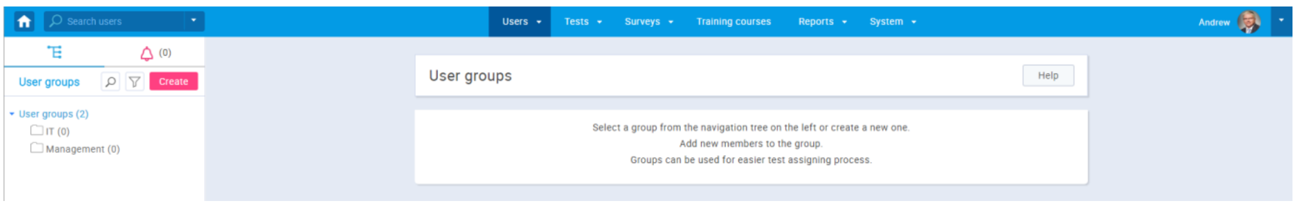


Figure 18 User Groups

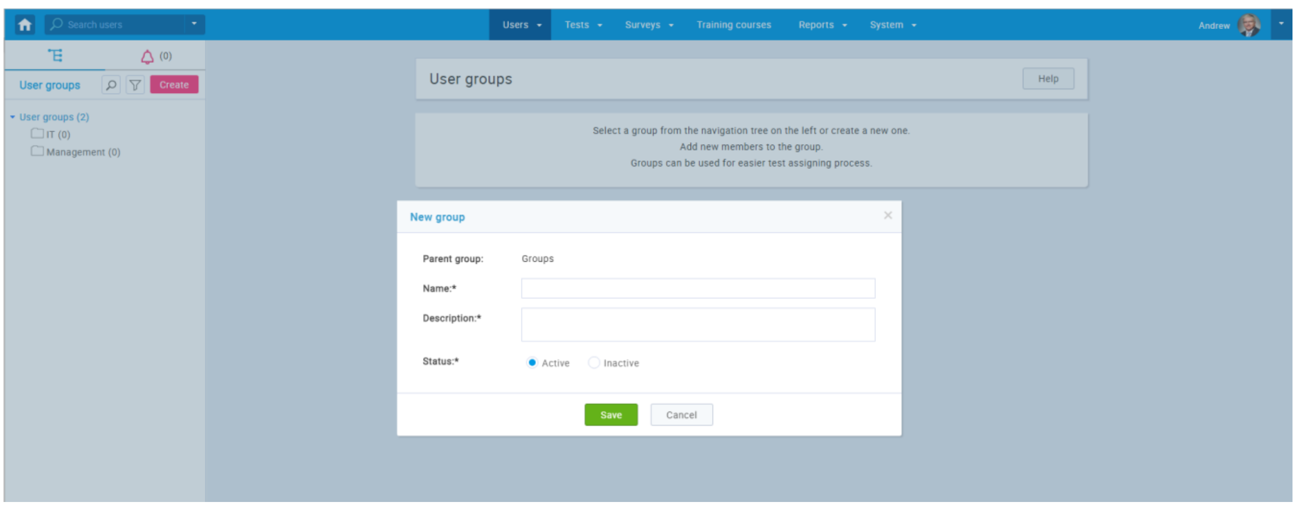


Figure 19 Create Group

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.

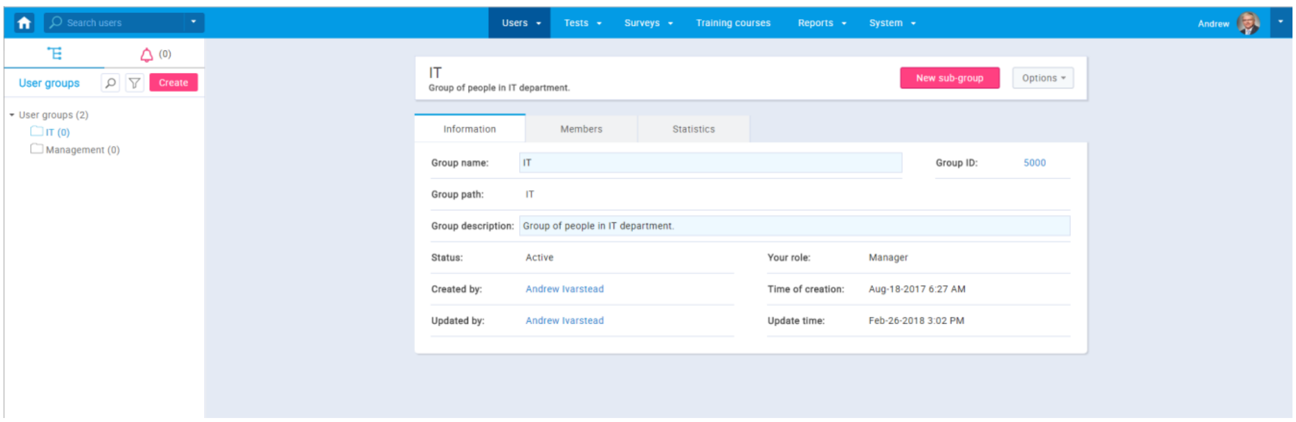


Figure 20 Group Information

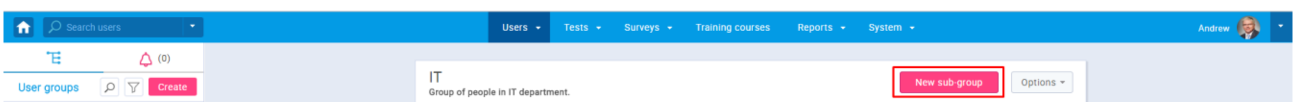


Figure 21 Create Sub-group

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.

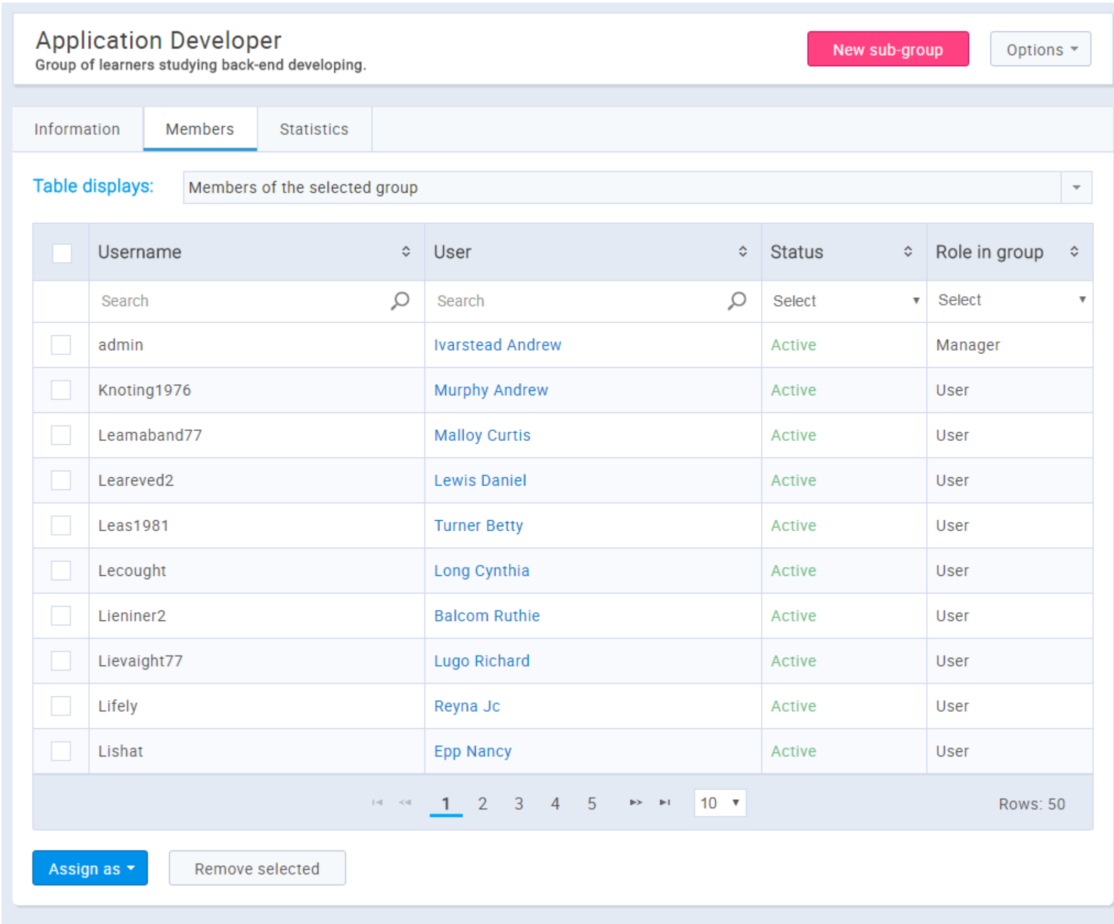


Figure 22 Group Members

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.

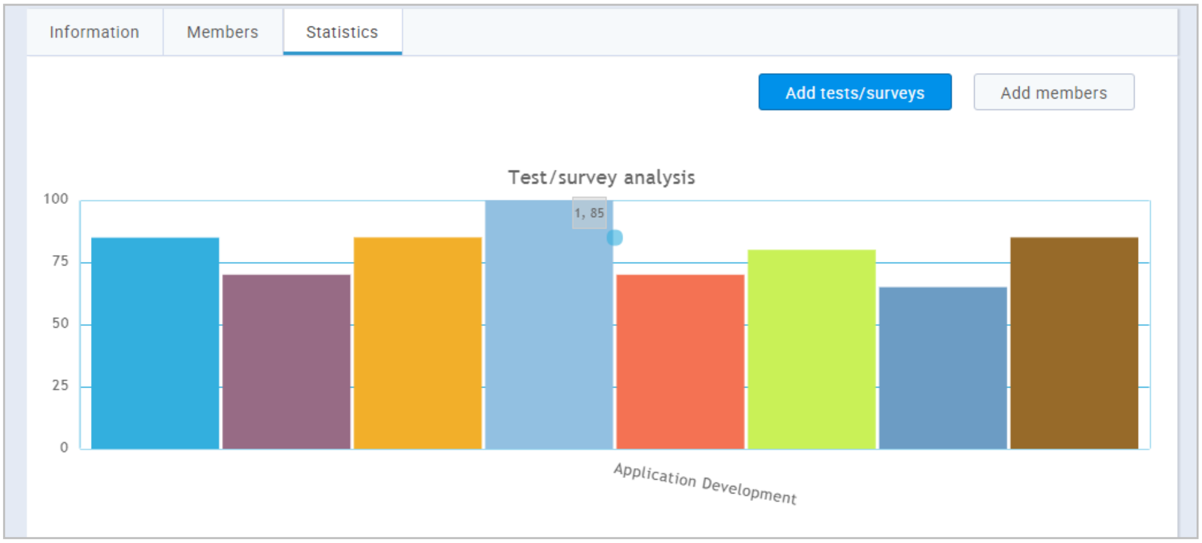


Figure 23 Group Statistics

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.

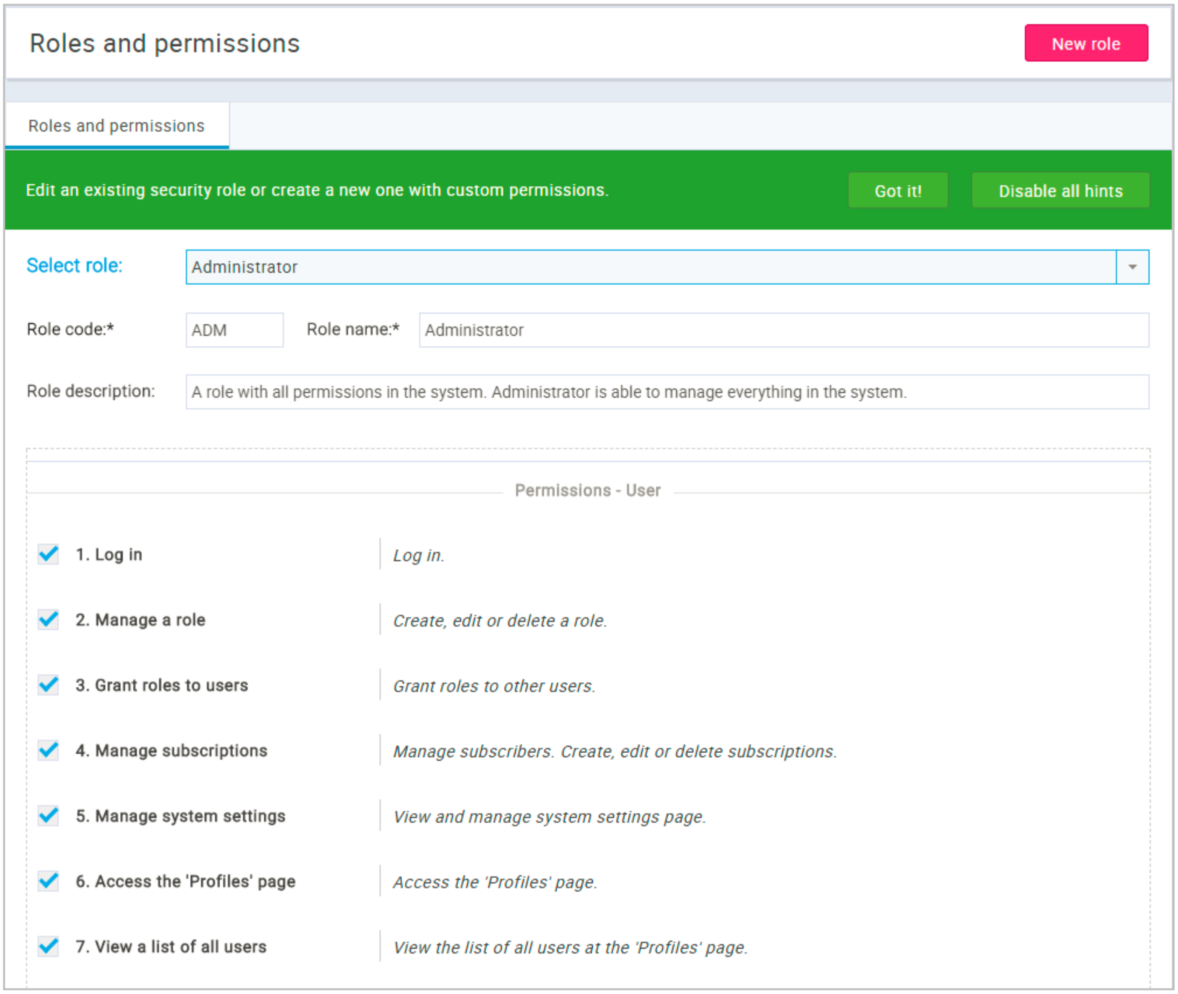


Figure 24 Roles and Permissions

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.

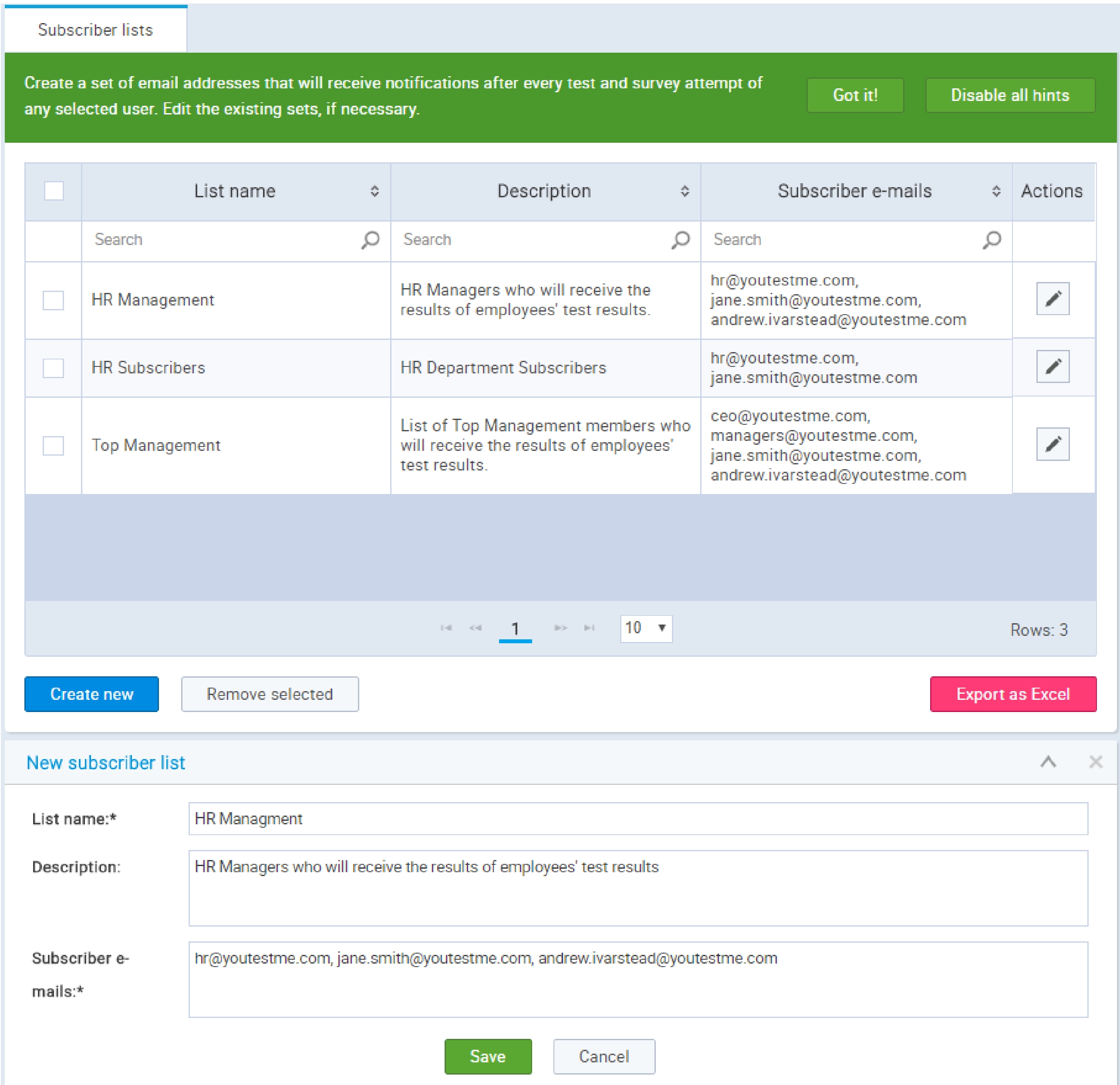


Figure 25 Subscriber List

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

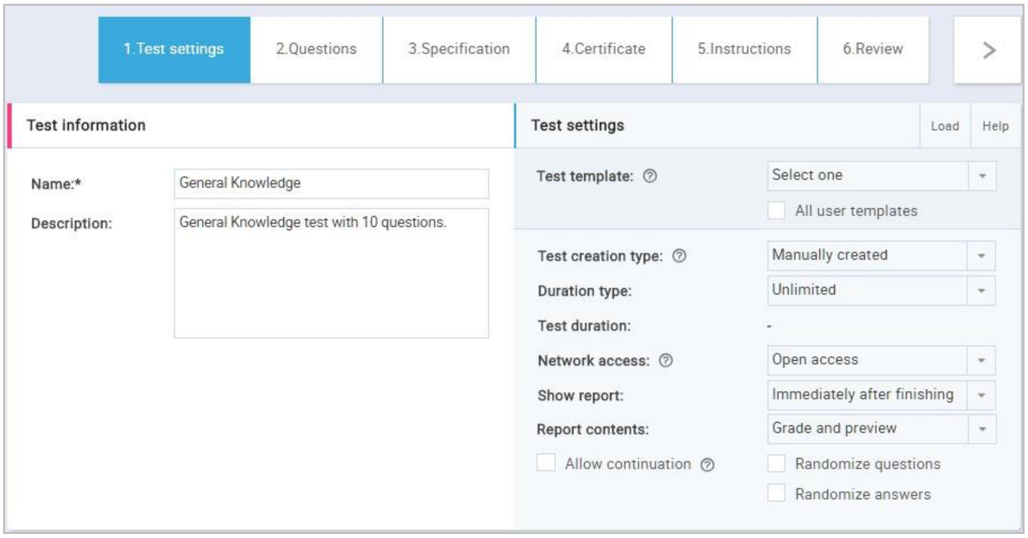


Figure 26 Test Settings

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).

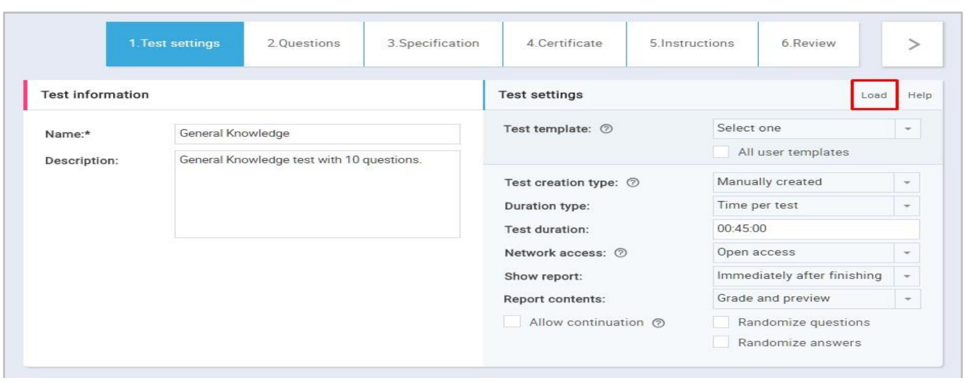


Figure 27 Upload Test

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.

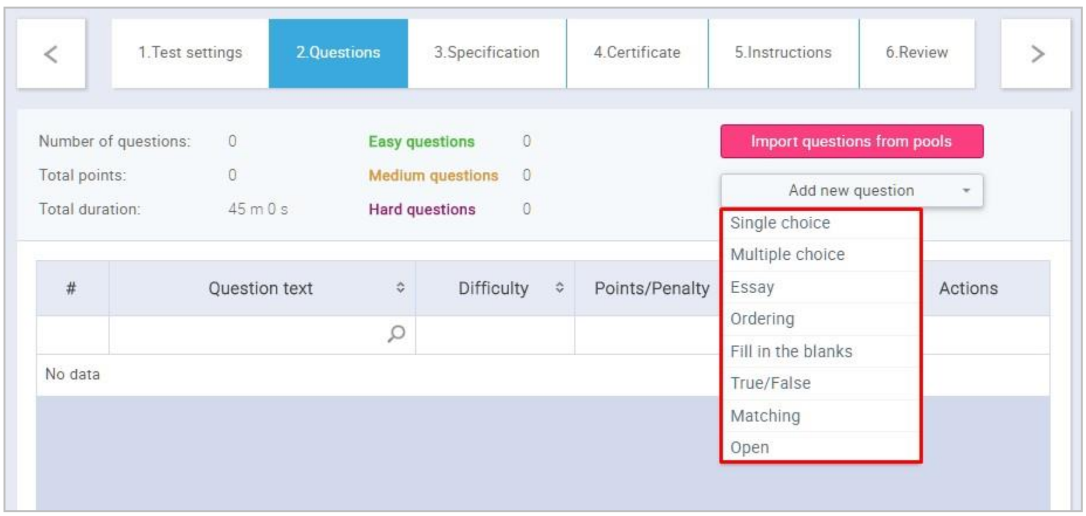


Figure 28 Add Question Manually

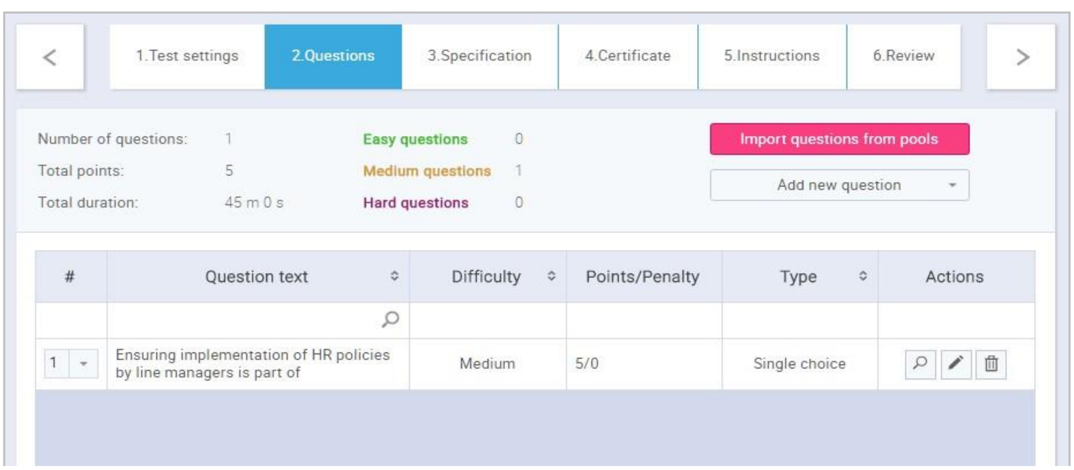


Figure 29 Added Question

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.

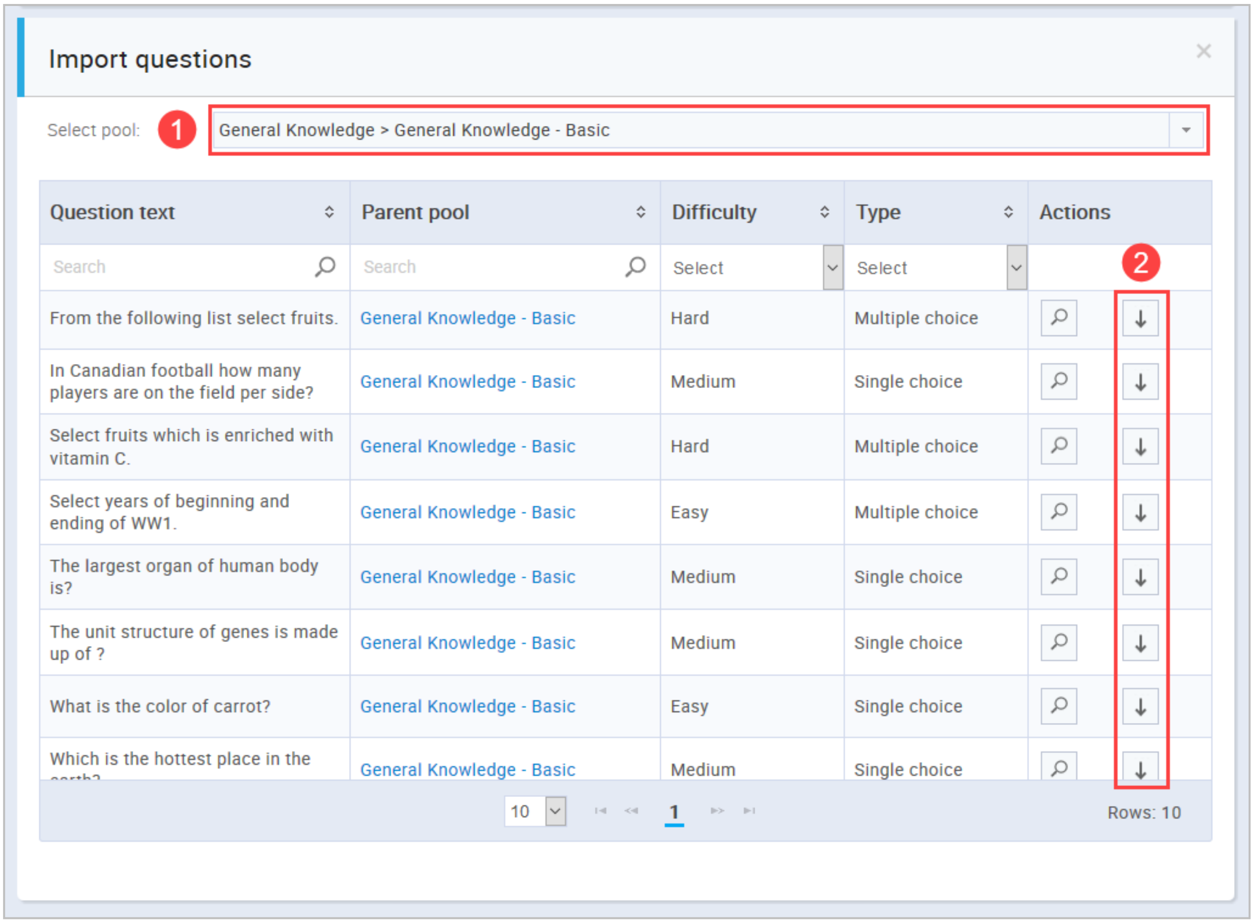


Figure 30 Adding Questions Manually

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.

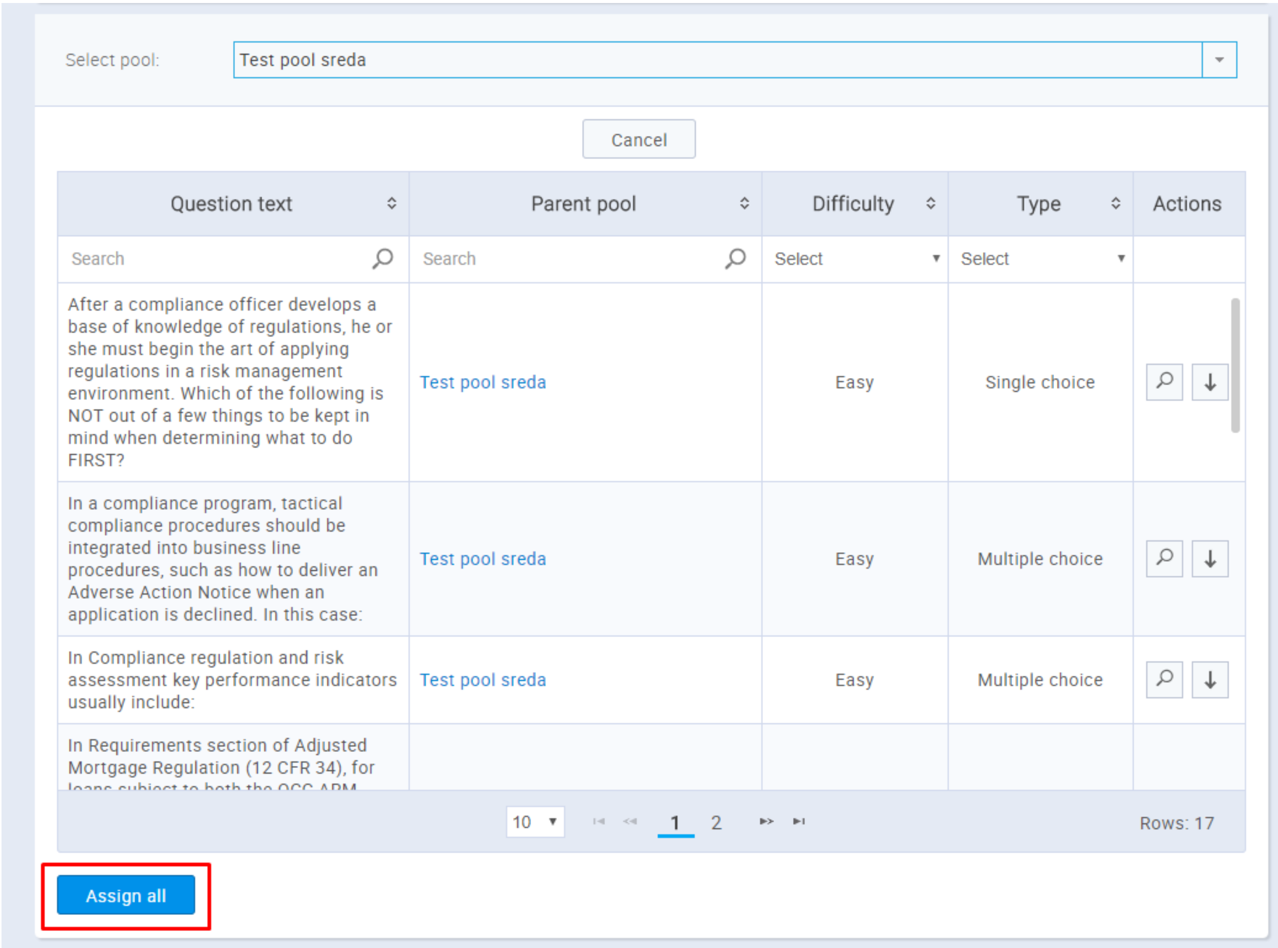


Figure 31 Assign All Questions

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.

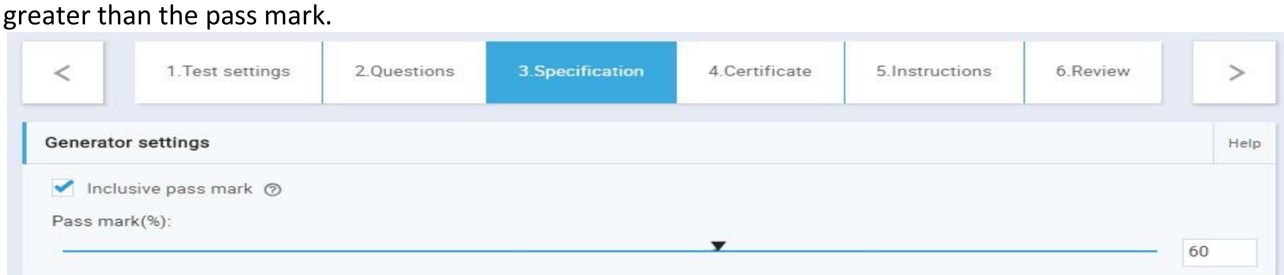


Figure 32 Pass Mark

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).

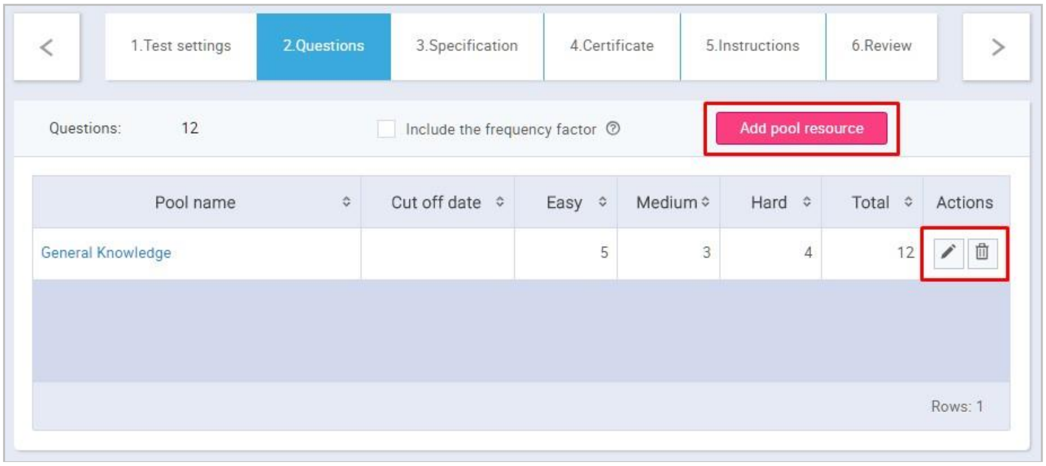


Figure 33 Add Pool Resource - Generated Test Creation

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.

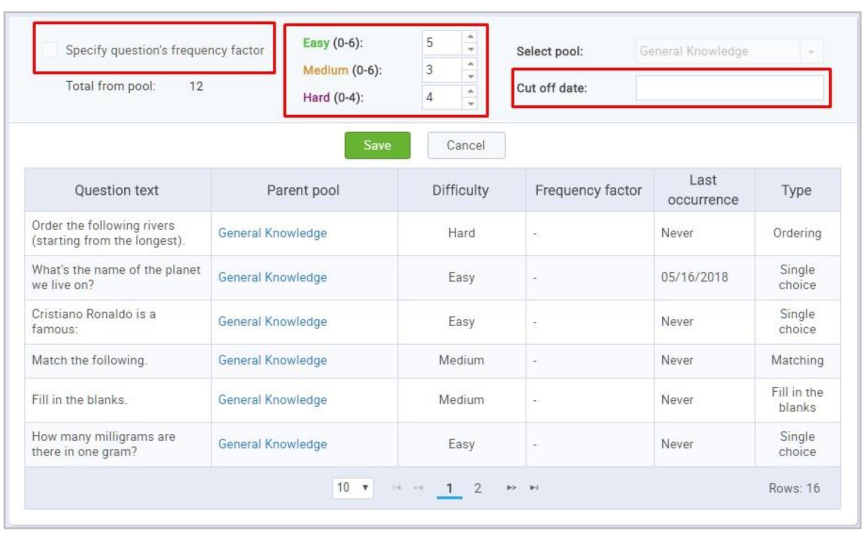


Figure 34 Frequency Factor

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.

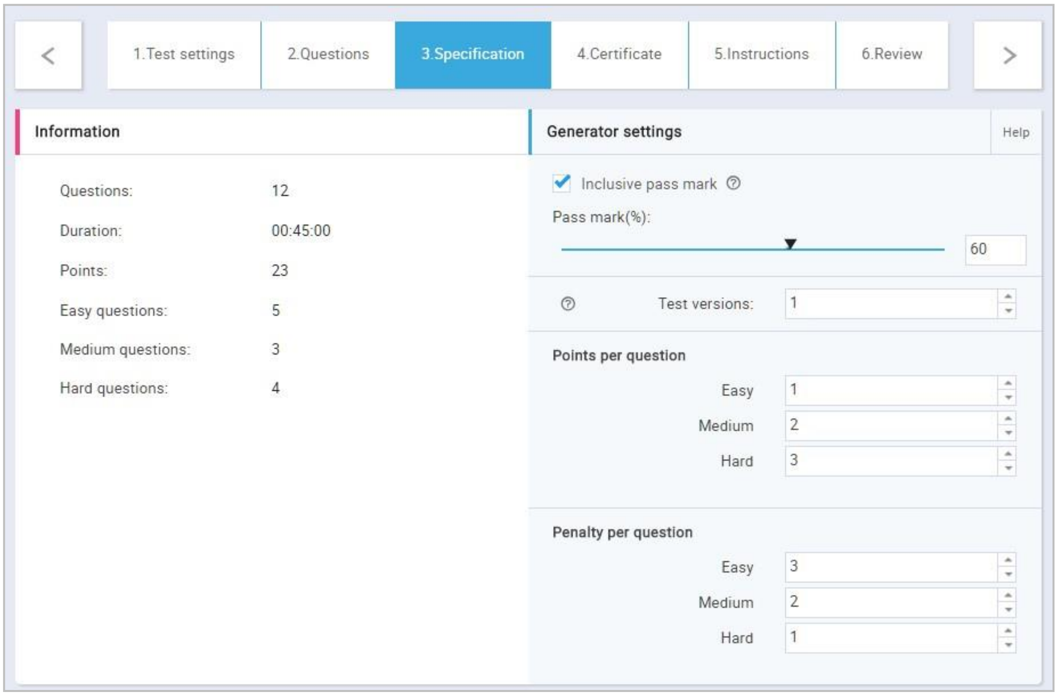


Figure 35 Specifications - Generated Test

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.

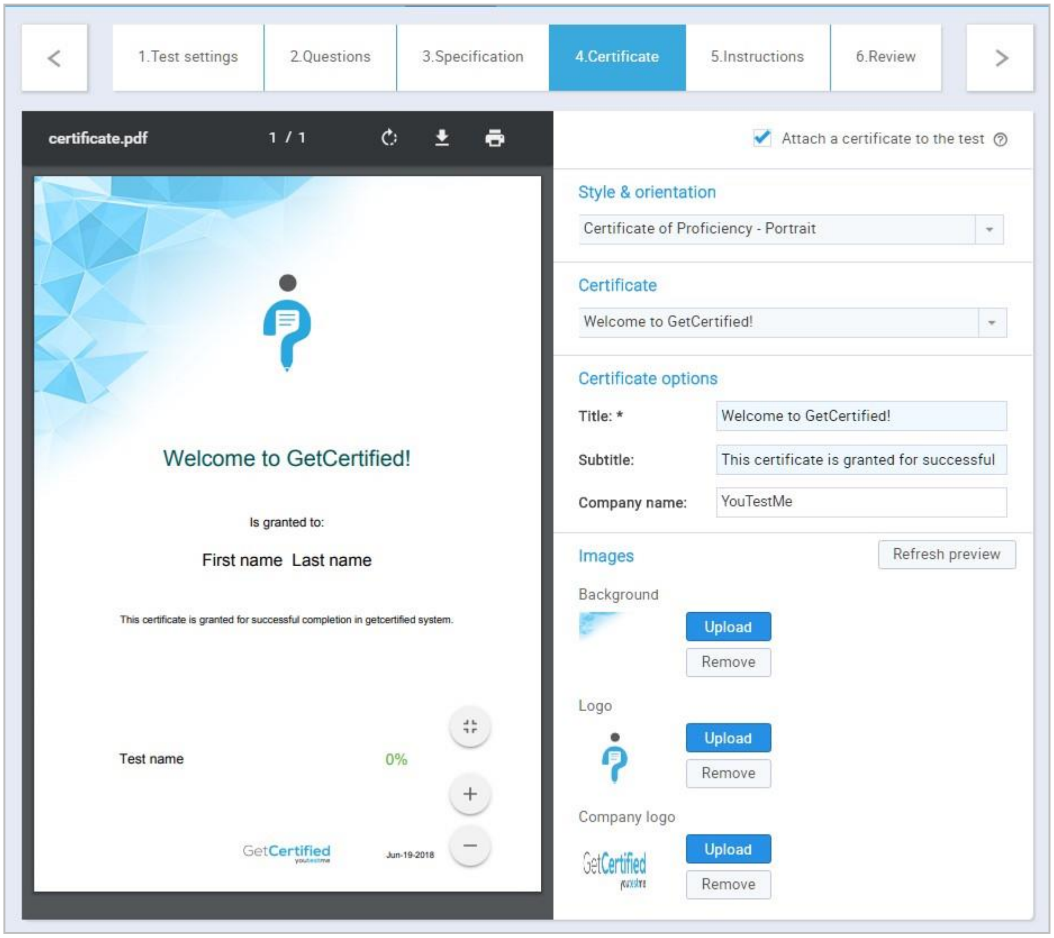


Figure 36 Certificate Designer

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.

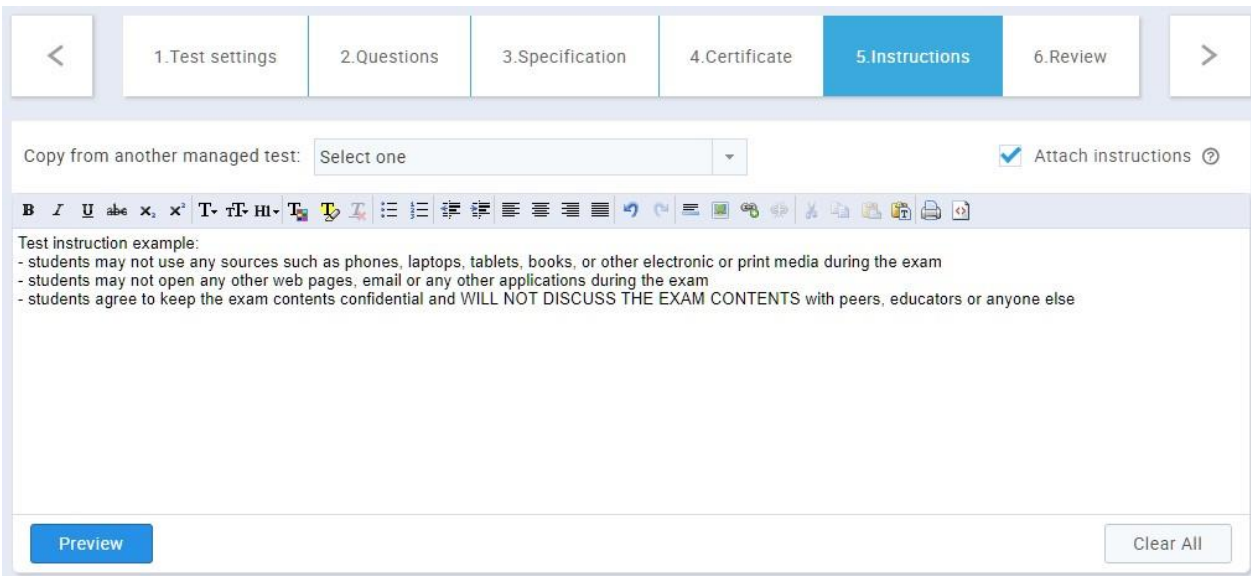


Figure 37 Instructions

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

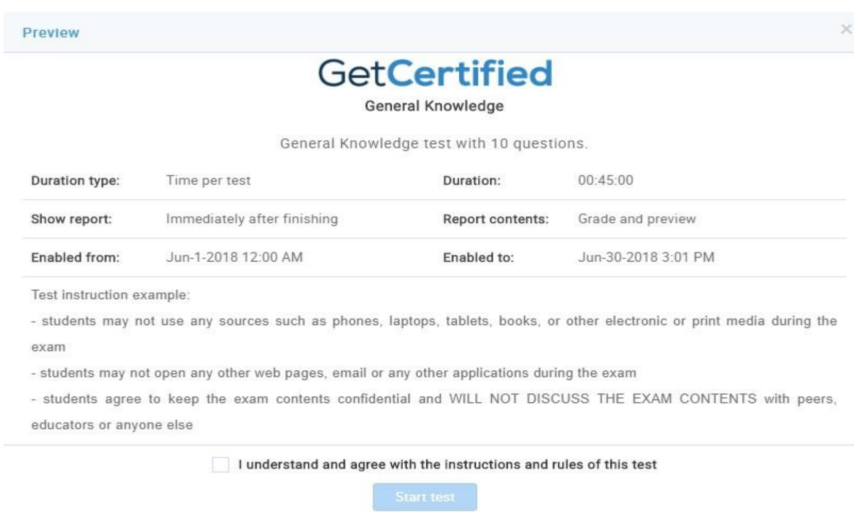


Figure 38 Instructions

Review

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

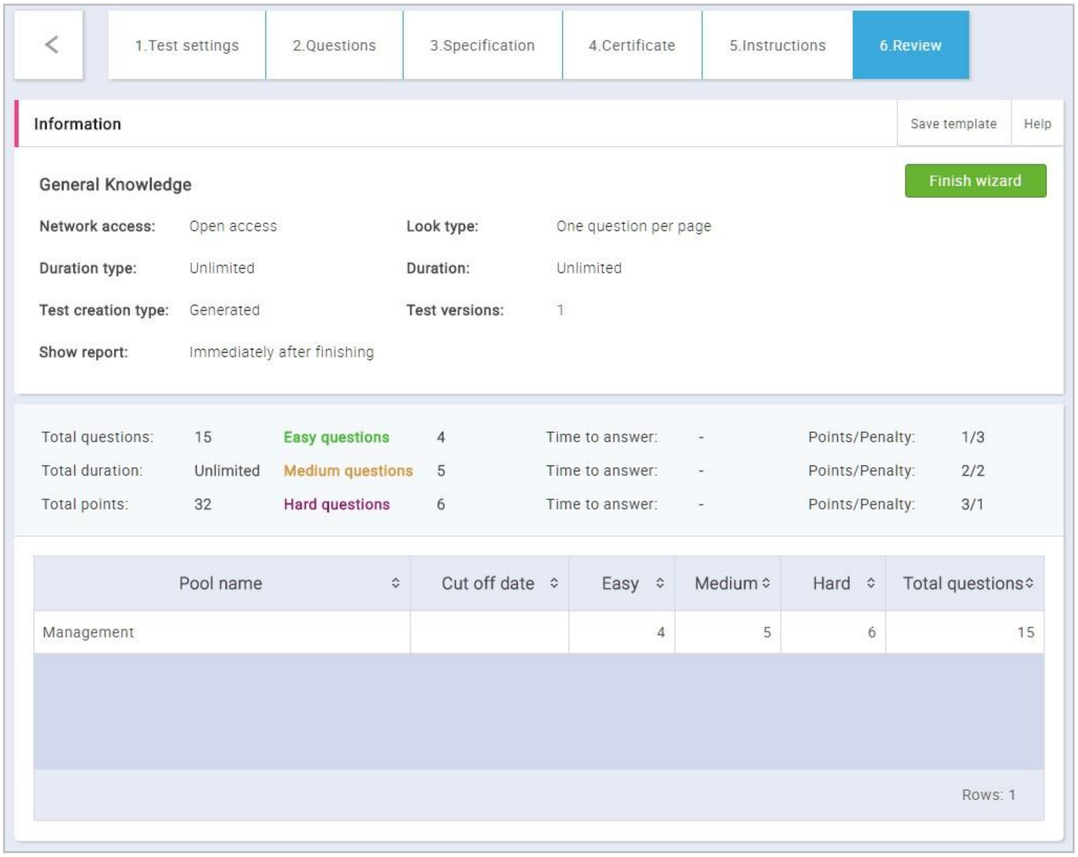


Figure 39 Review

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.

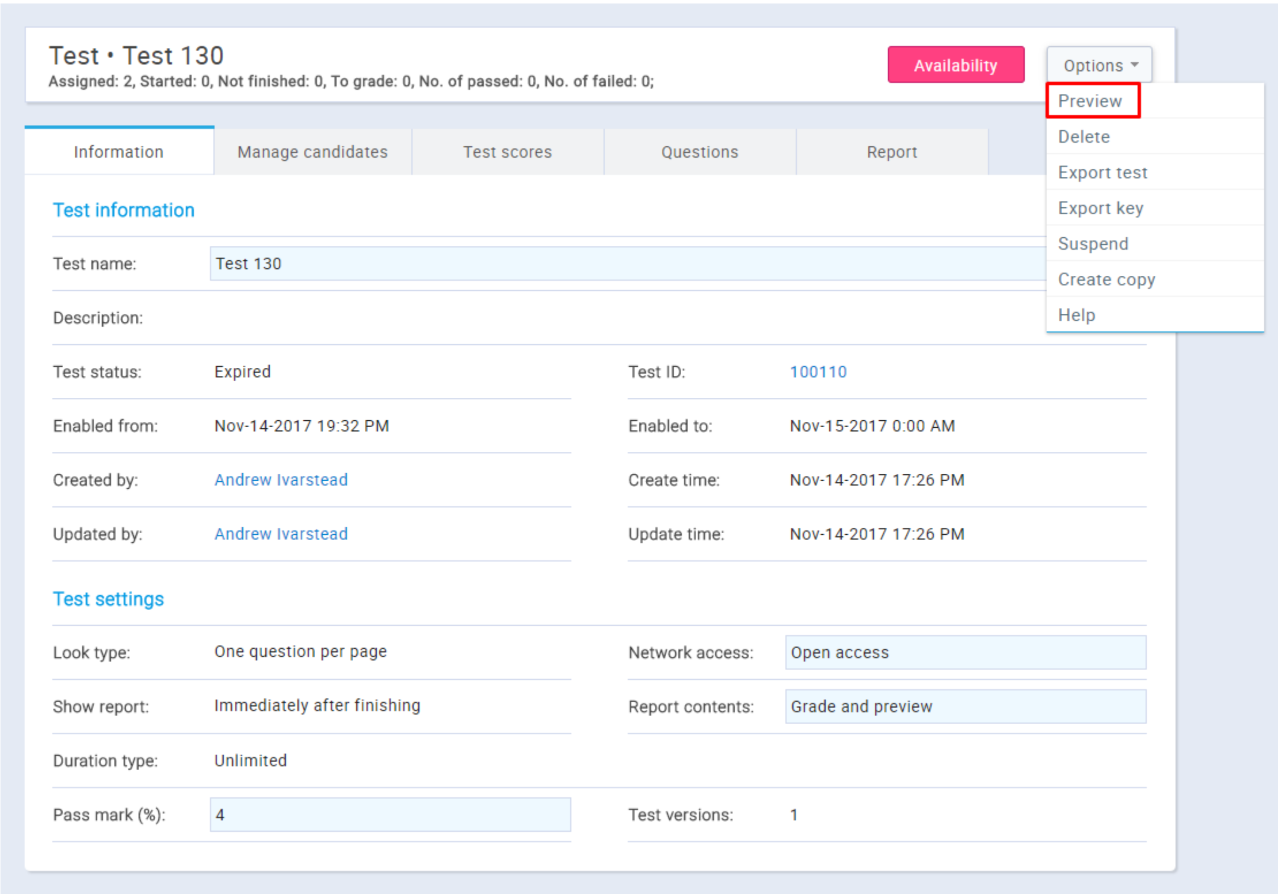


Figure 40 Test Preview

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.

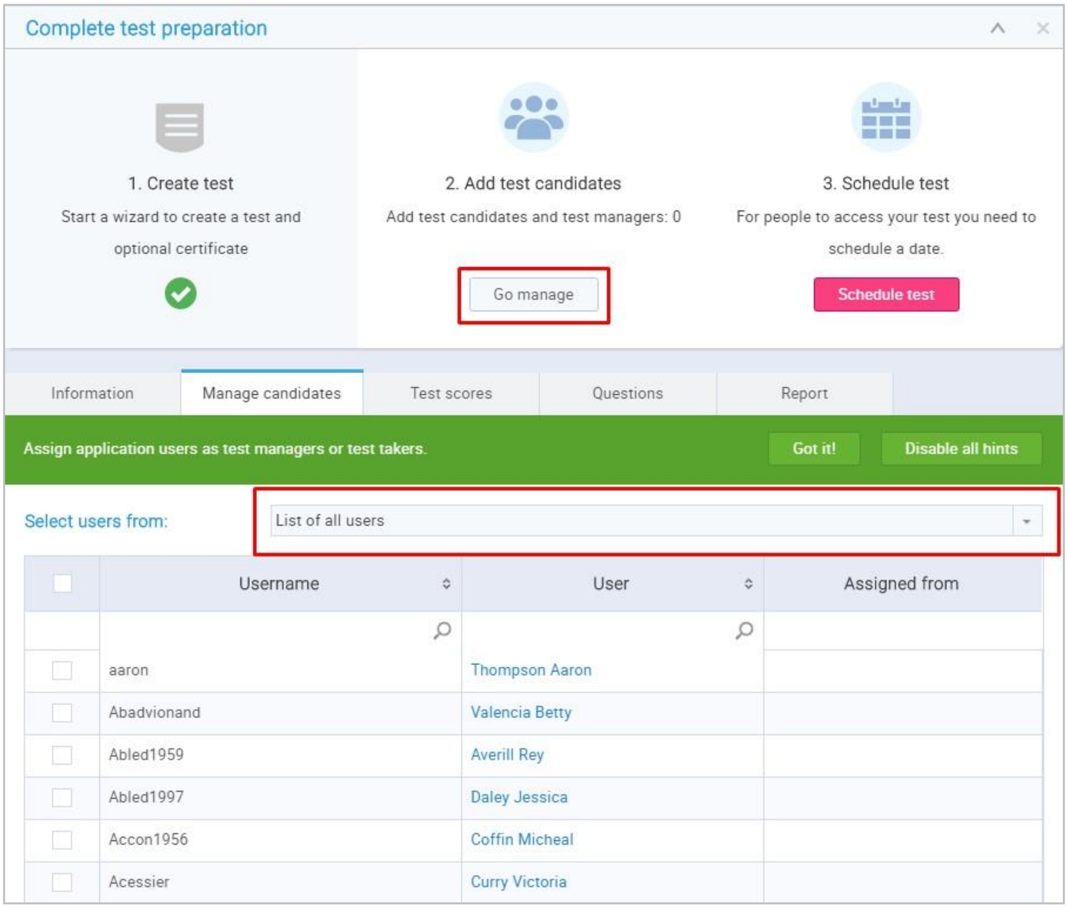


Figure 41 Add Test Participants

9.1 Scheduling Test

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

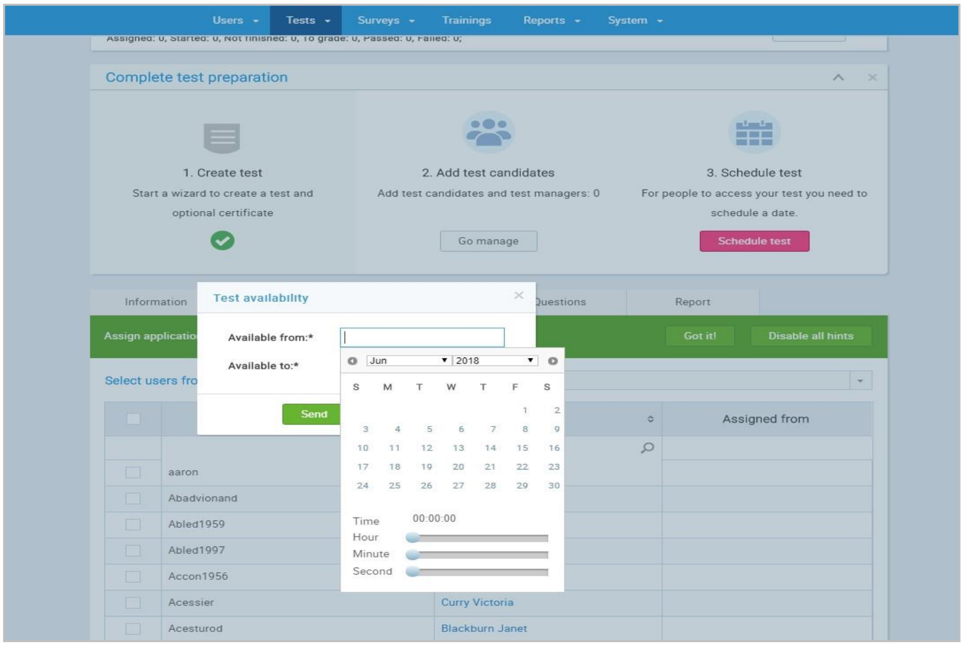


Figure 42 Schedule Test

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.

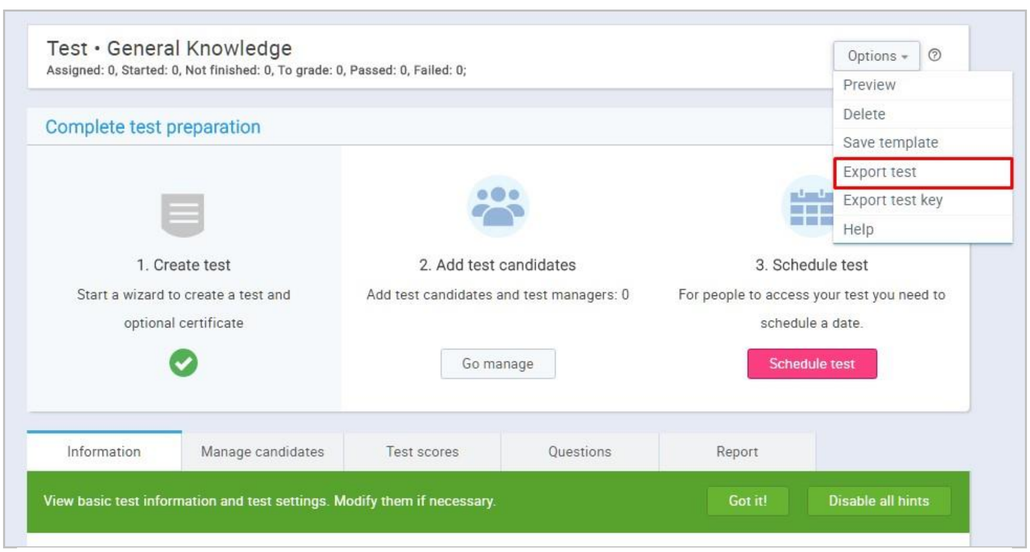


Figure 43 Export Test

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'.

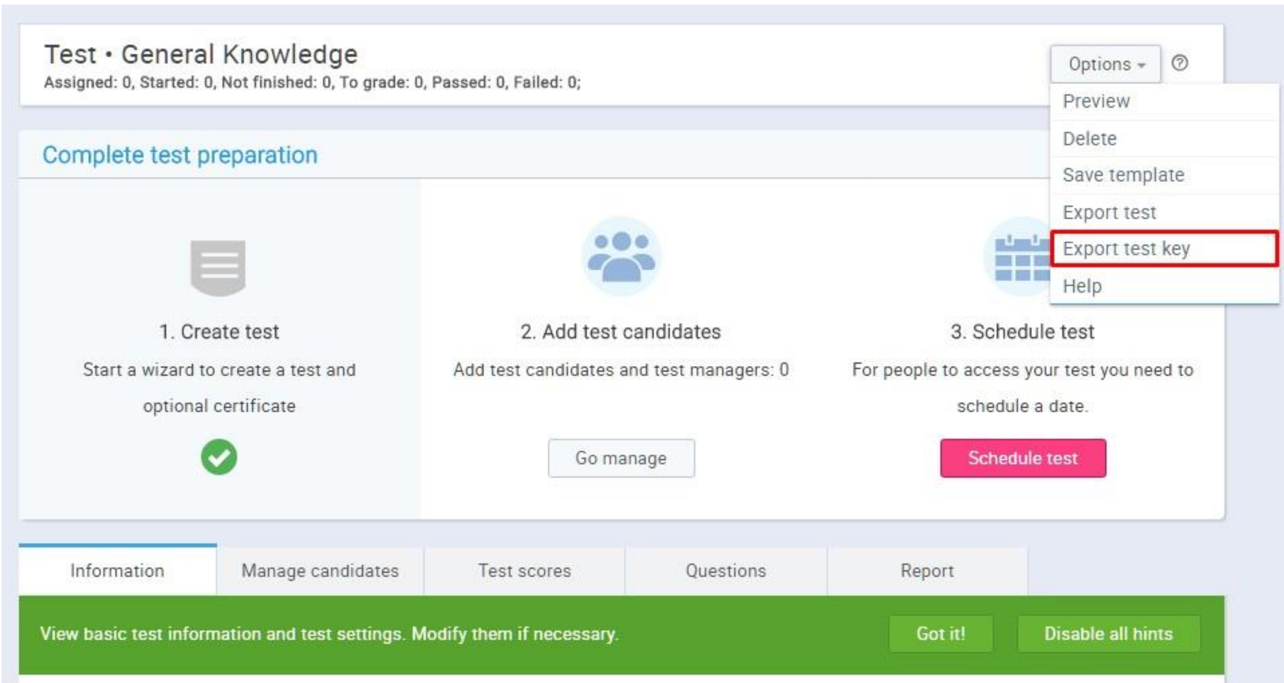


Figure 44 Export Answer Key

9.4 Changing Test Settings

The changes that can 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).

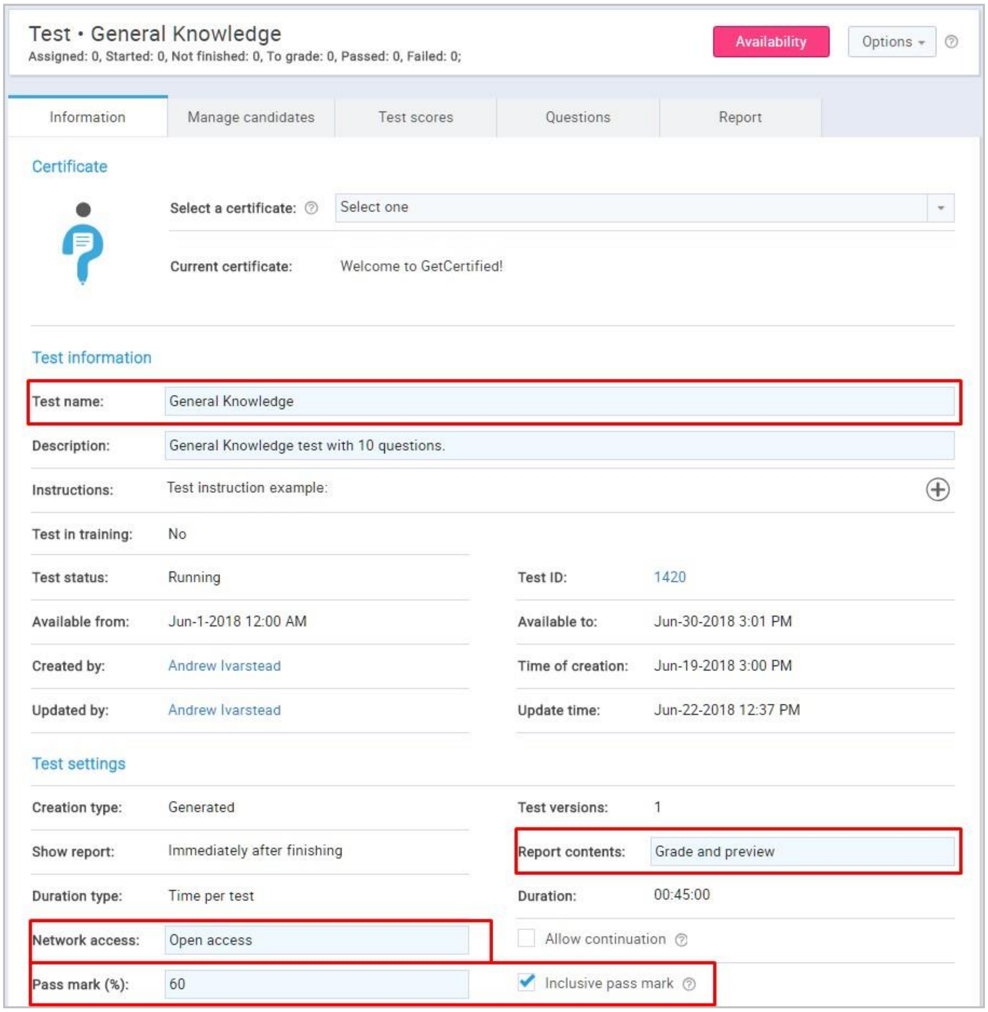


Figure 45 Change Test Settings

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.

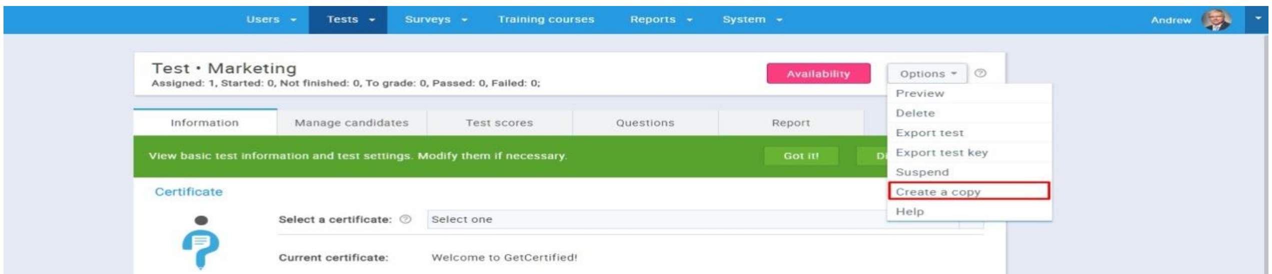


Figure 46 Copy Test

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.

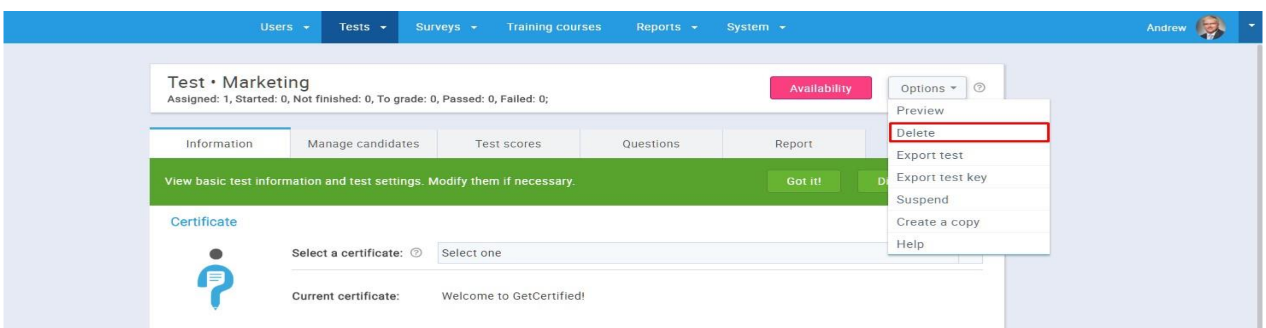


Figure 47 Delete Test

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.

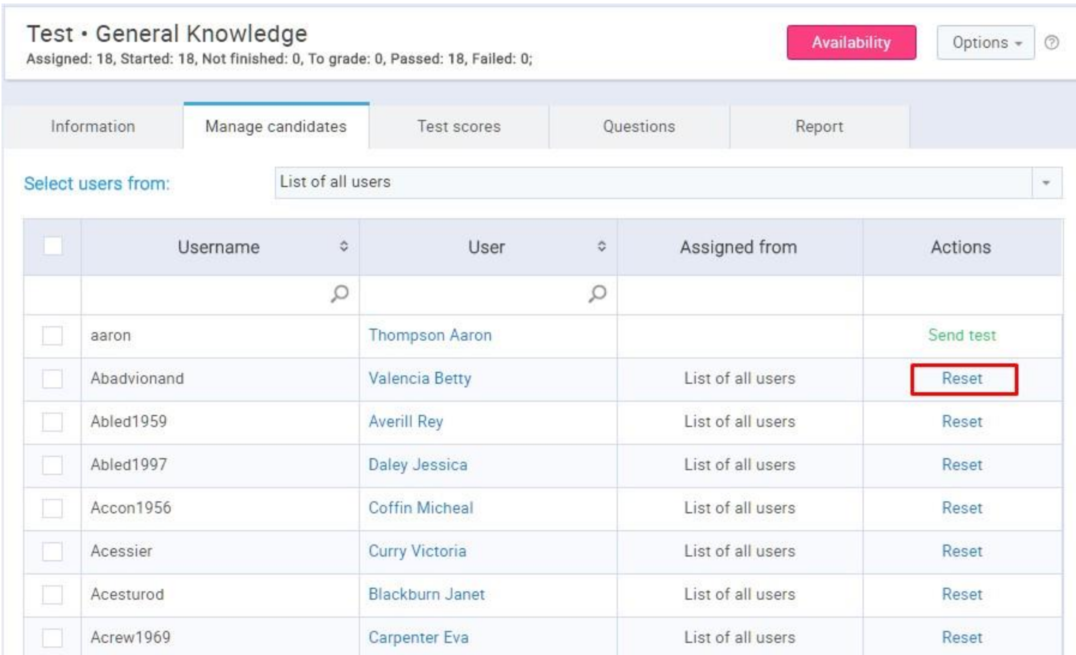


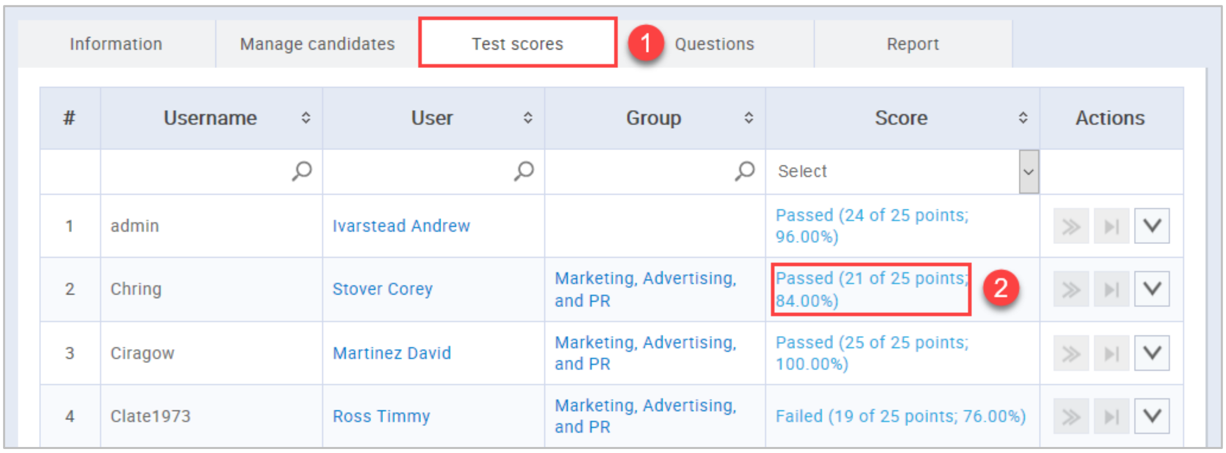
Figure 48 Test Repetition

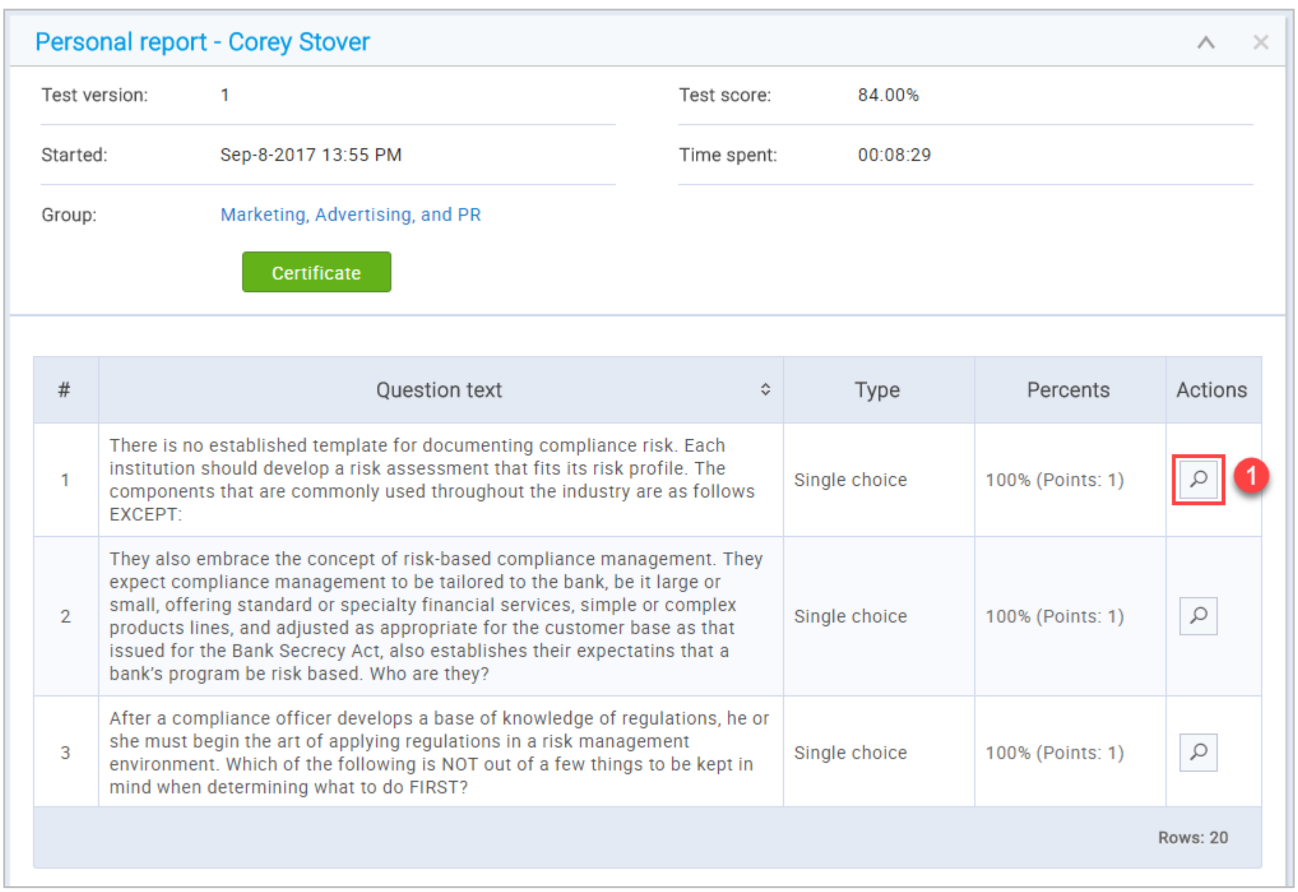
10 Test Results & Report

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.





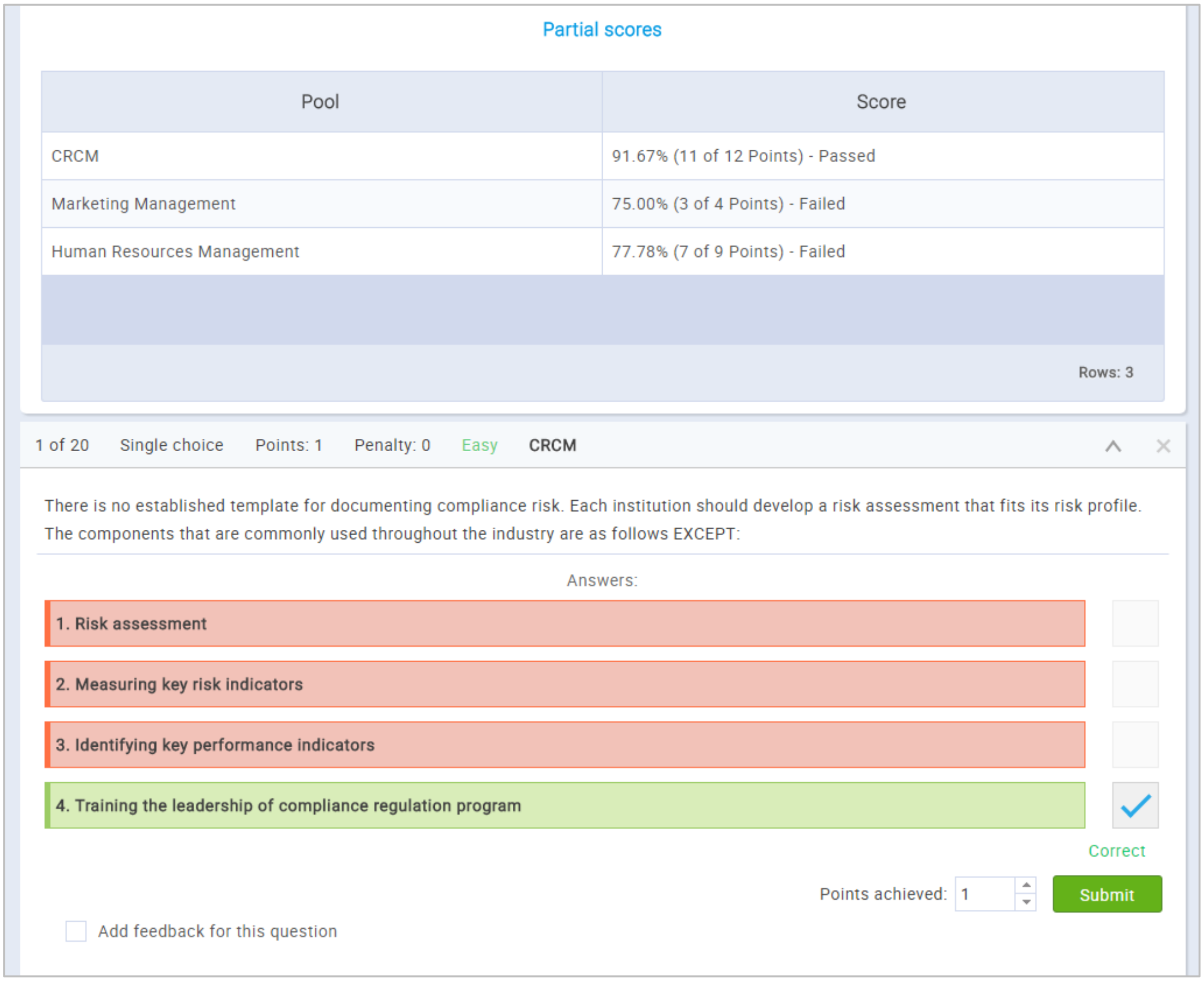


Figure 49 Test Report and Results

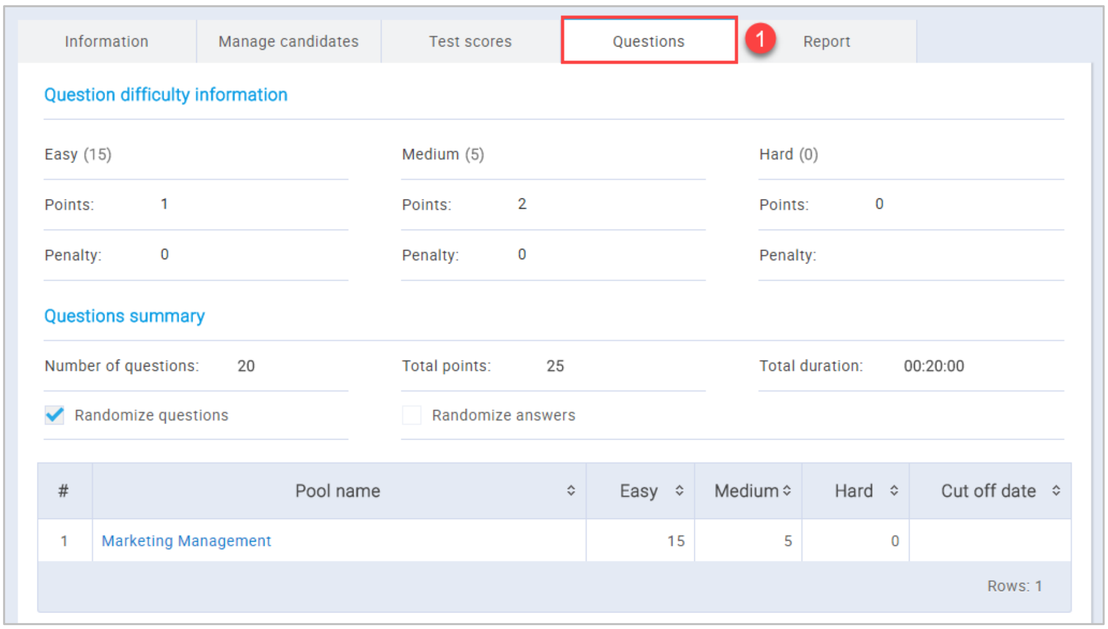
10.2 Questions

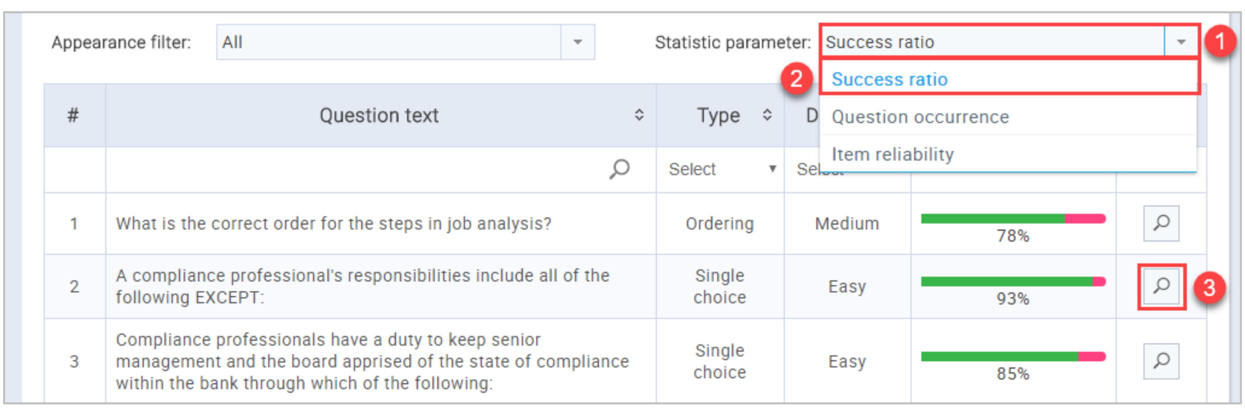
On the 'Questions' tab you are able to track the following statistics:

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.





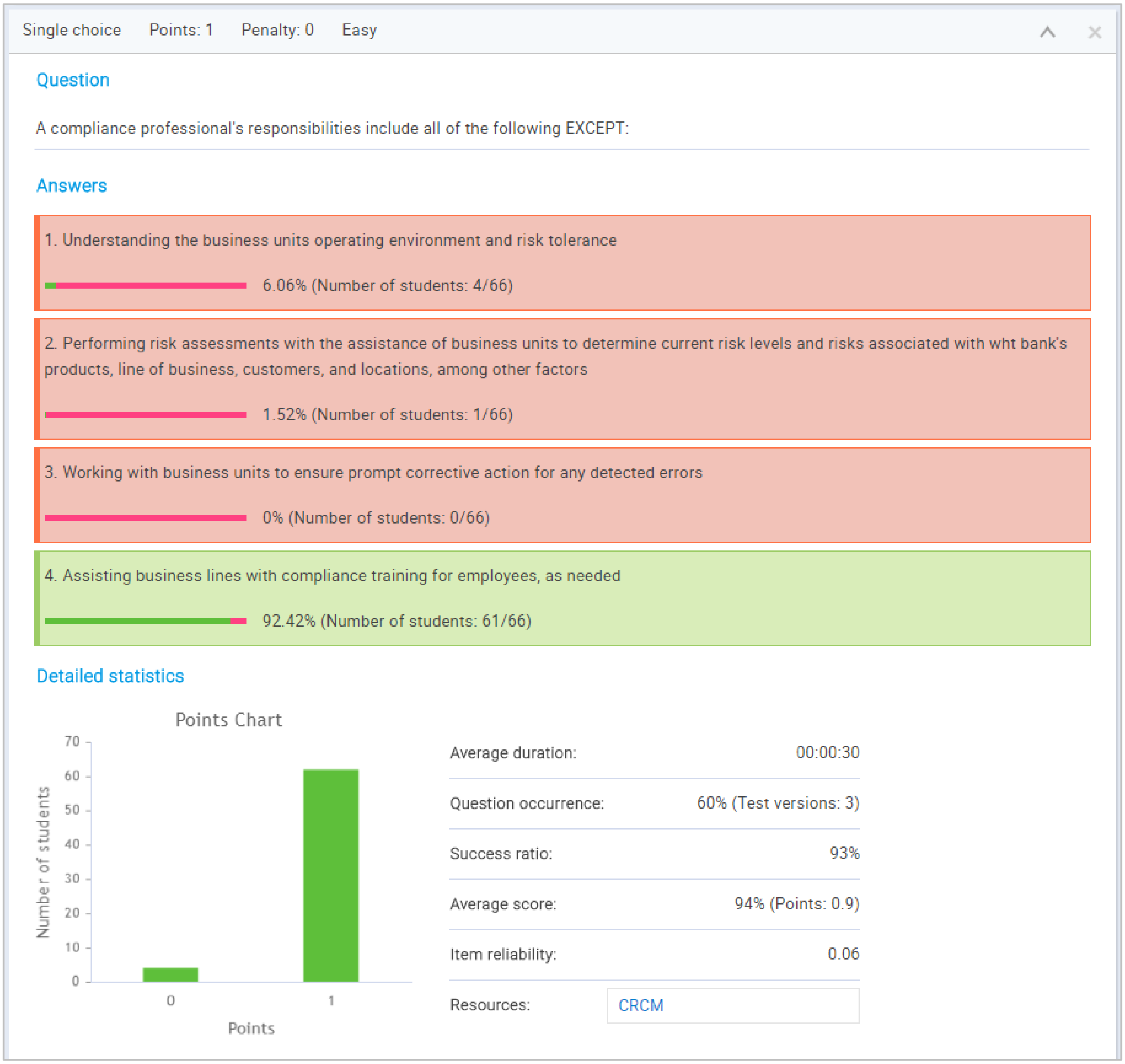


Figure 50 Success ratio

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.

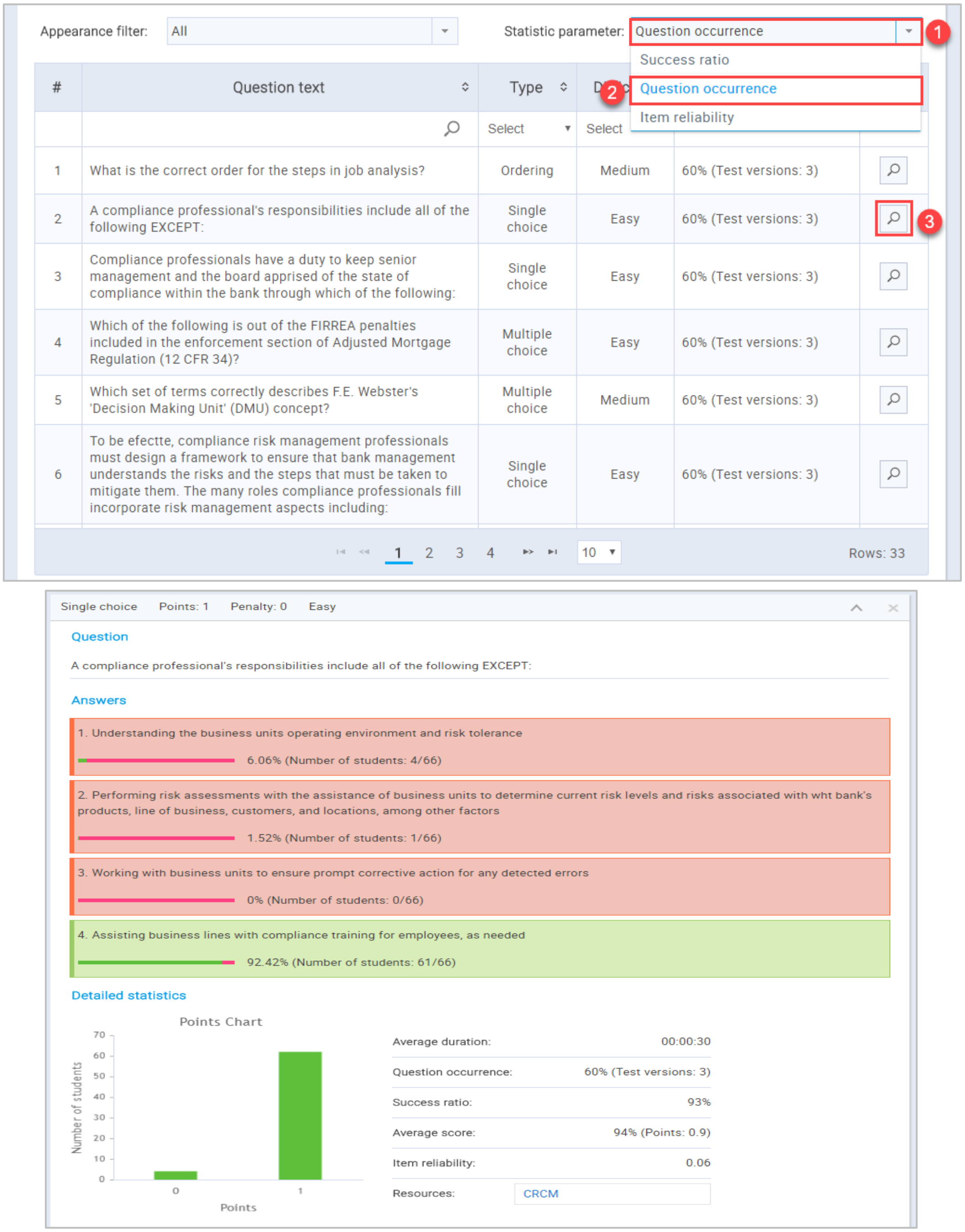


Figure 51 Question Occurrence

10.2.3 Item Reliability (RPB)

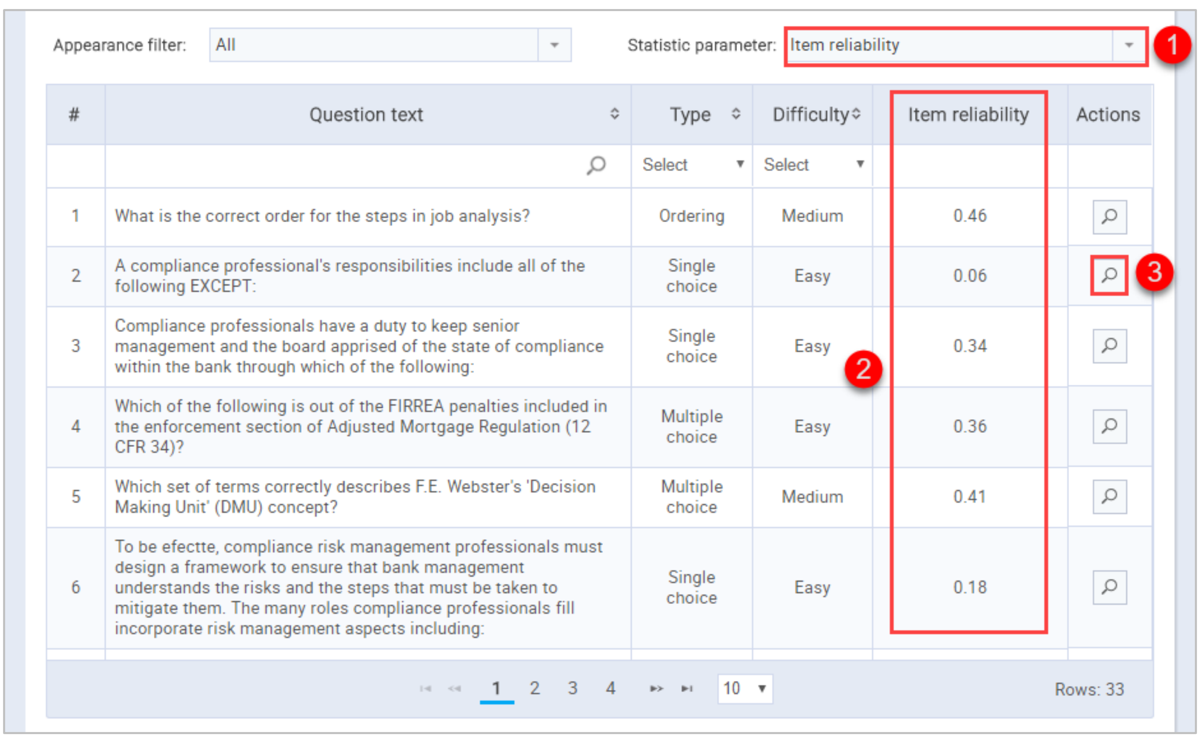
Item reliability or point-biserial correlation (r_{pb}) is a correlation coefficient used when one variable is dichotomous.
The point-biserial correlation is mathematically equivalent to the Pearson (product moment) correlation, that is, if we have one continuously measured variable X and a dichotomous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

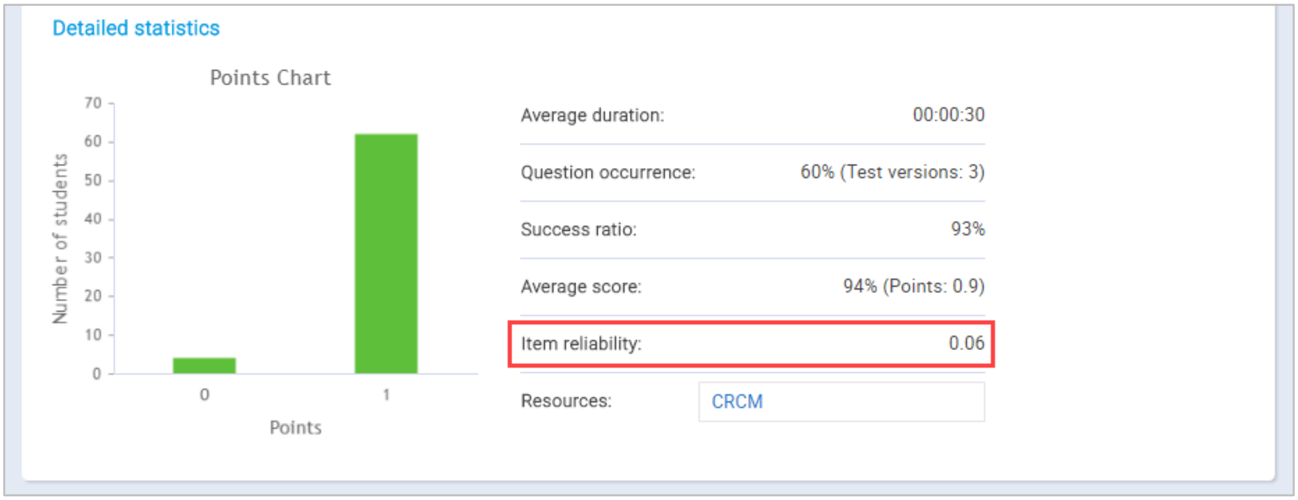
The point-biserial correlation coefficient is calculated as follows:

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

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.





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.

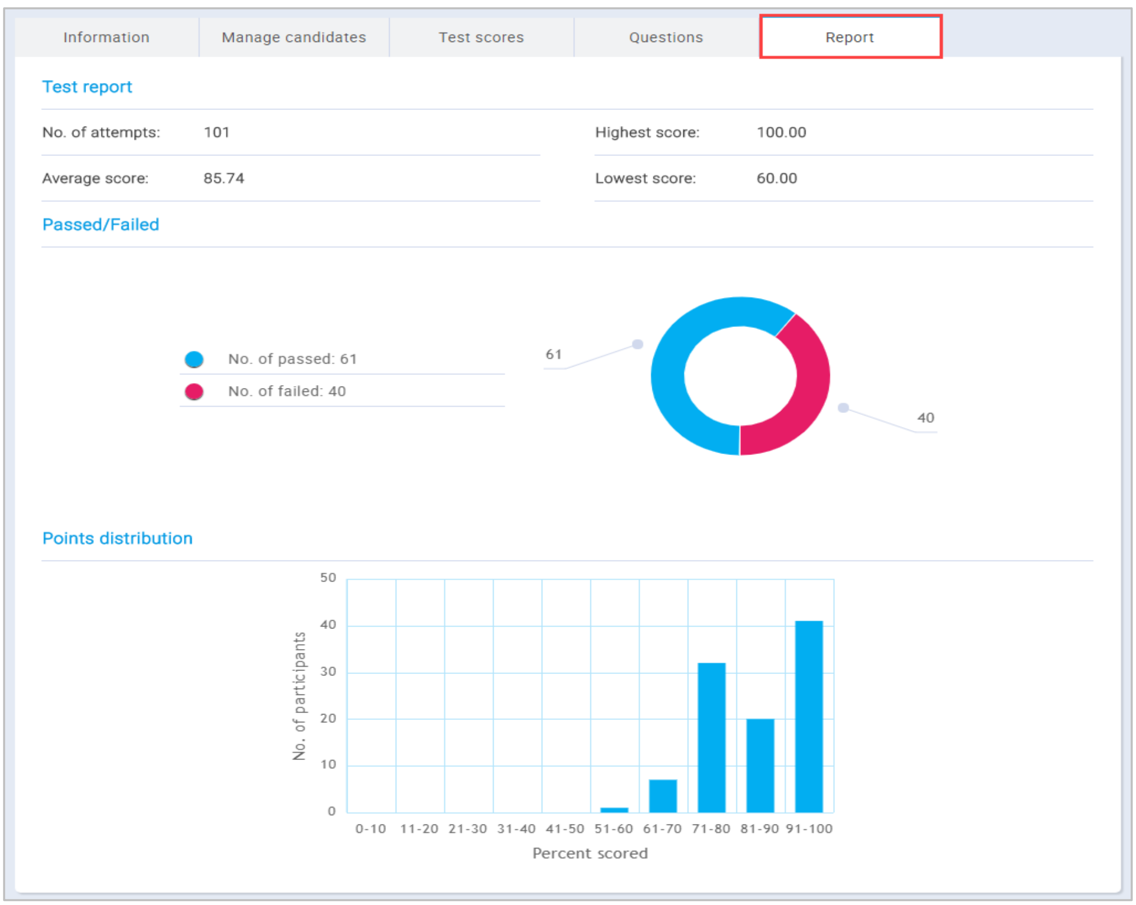


Figure 52 Report

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.

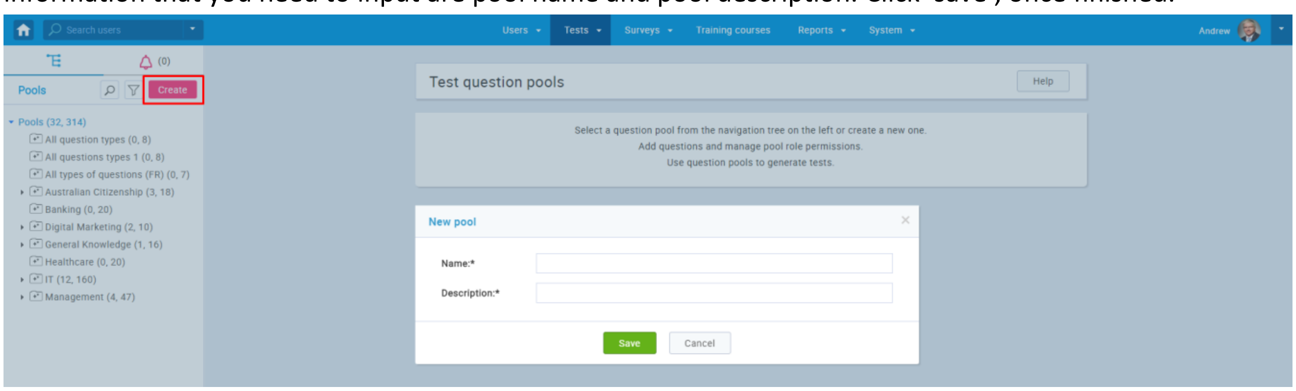


Figure 53 Test Question Pool

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.

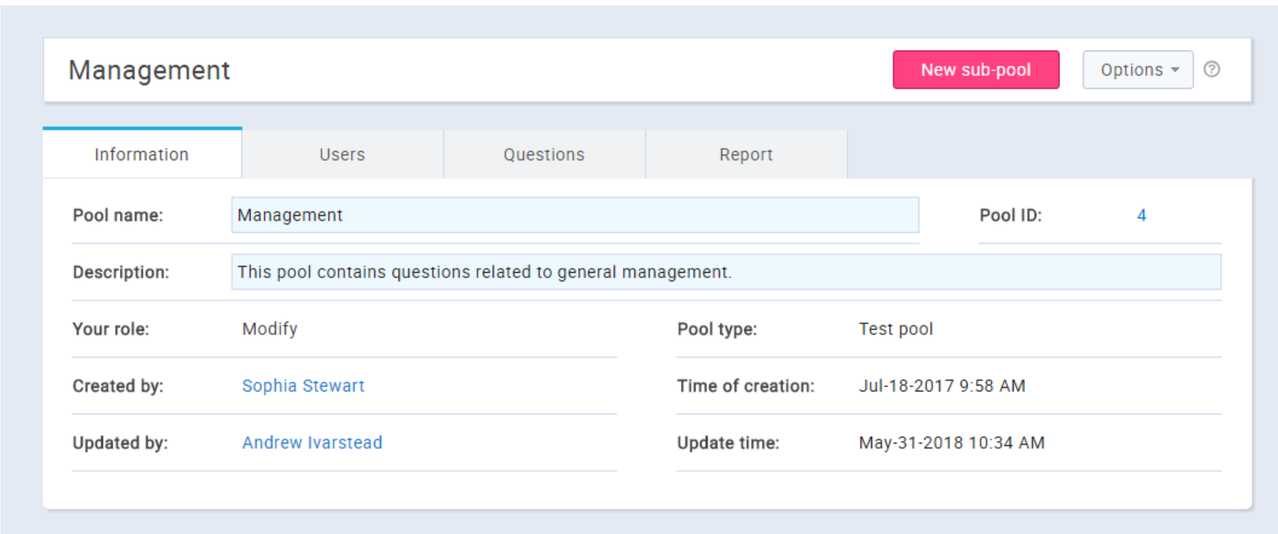


Figure 54 Test Question Pool Information

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.

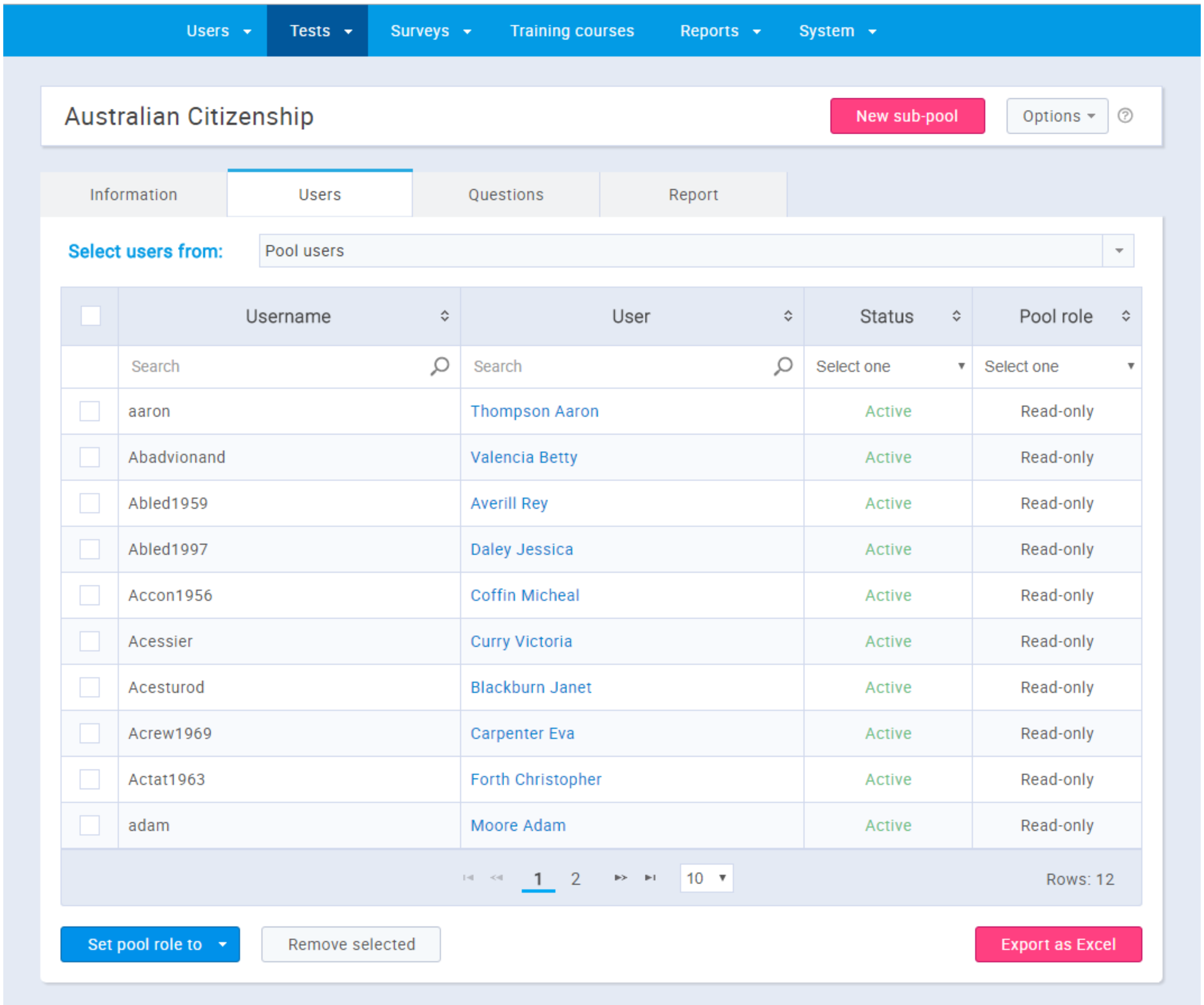


Figure 55 Question Pool Users

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.

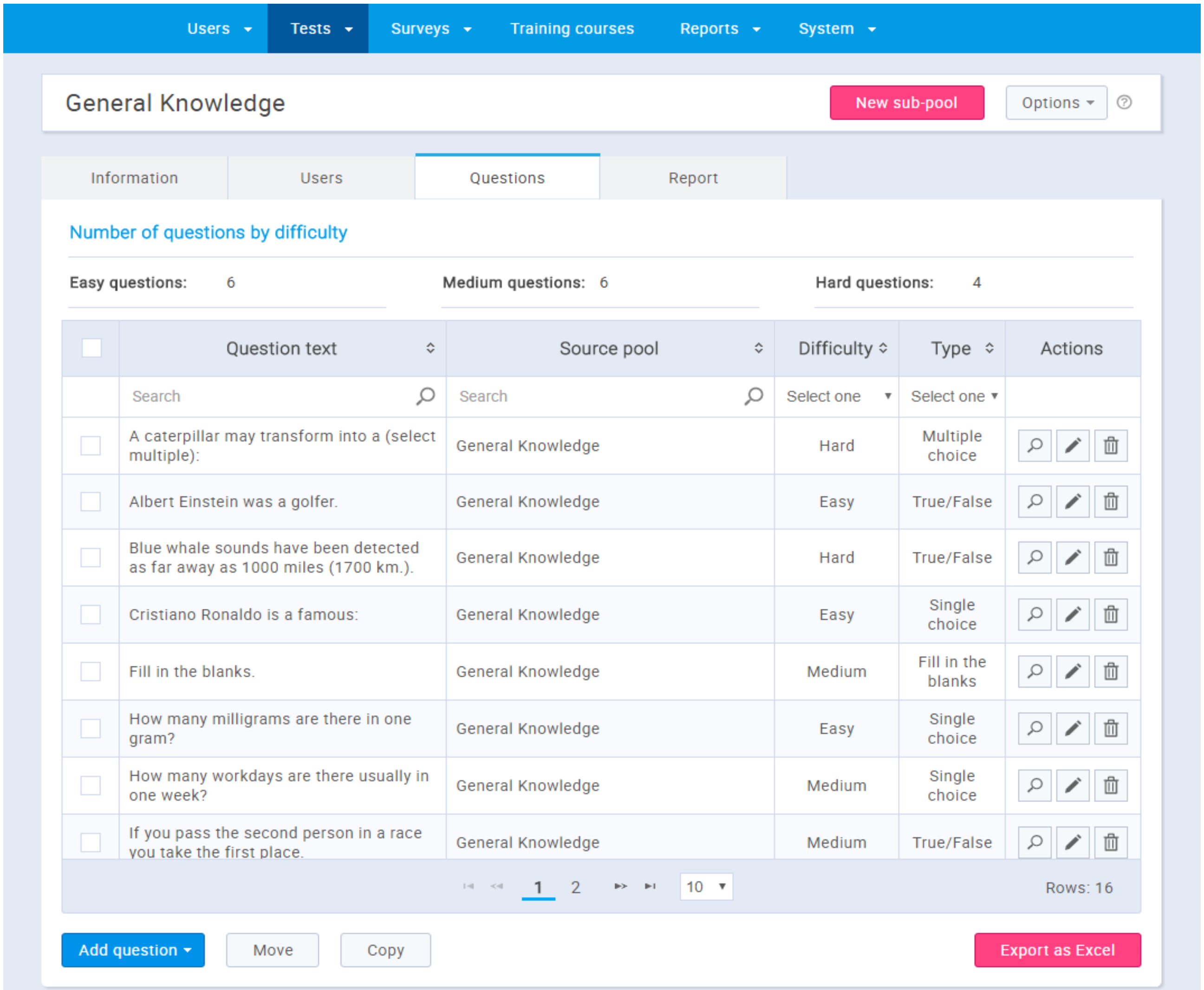


Figure 56 Test Question Pools - Questions

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:

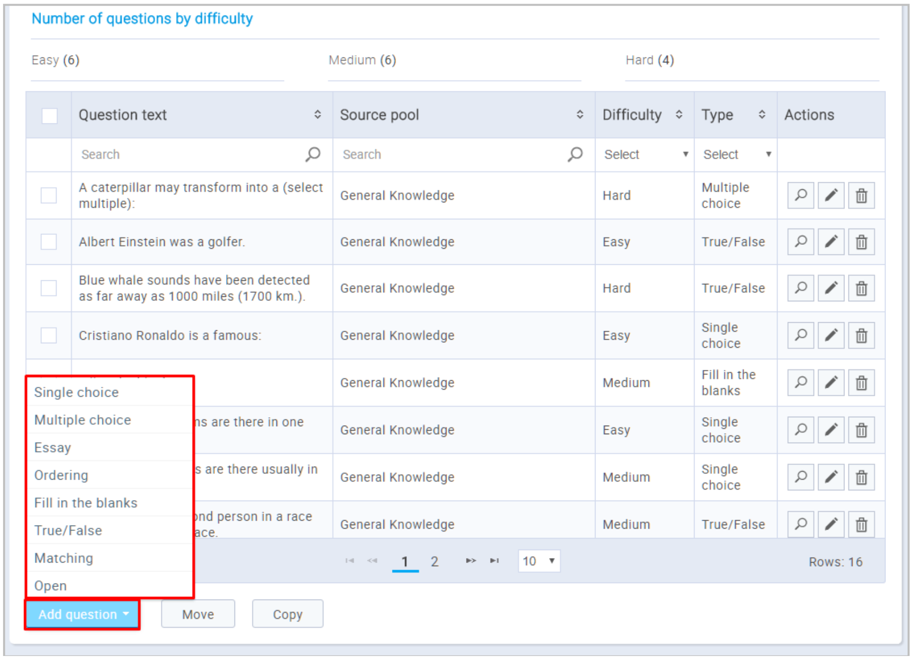


Figure 57 Add Question

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.

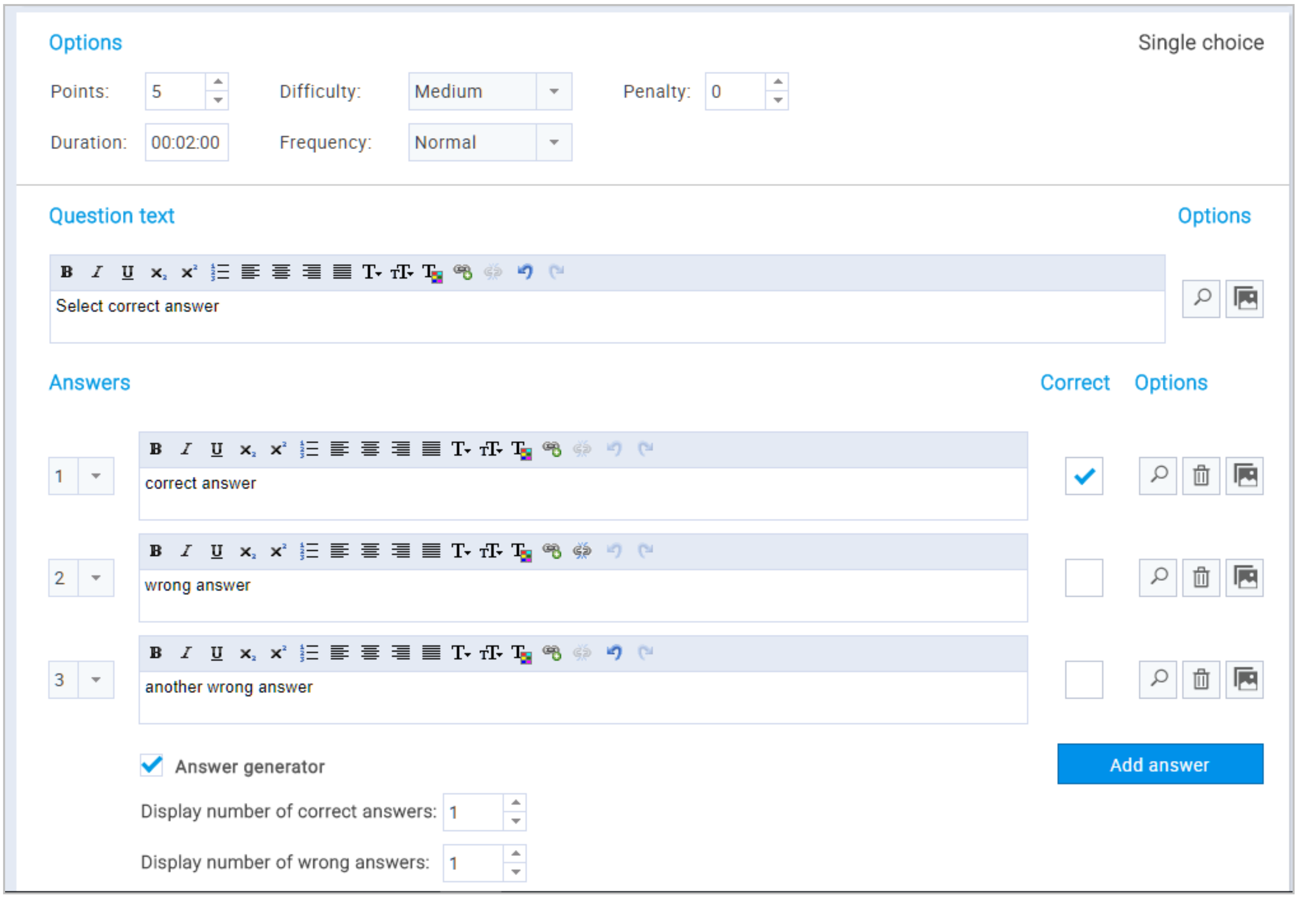


Figure 58 Question Editor

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

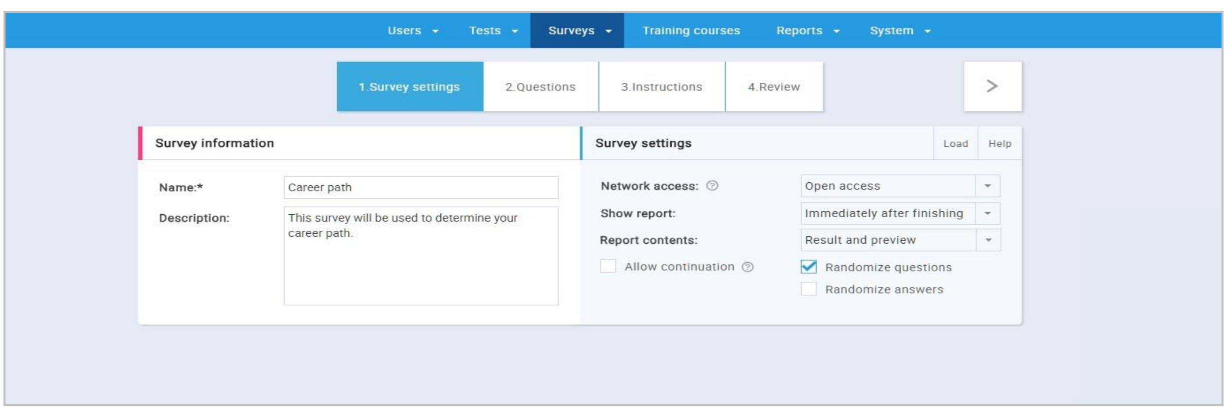


Figure 59 Survey Settings

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).

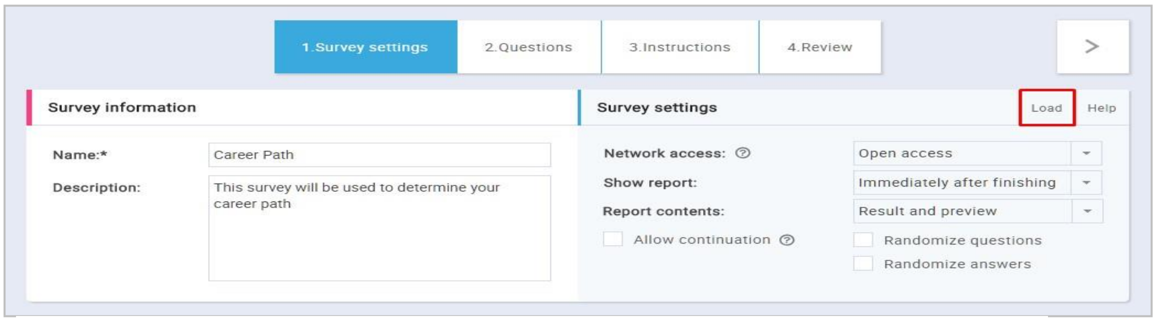


Figure 60 Upload Survey

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.

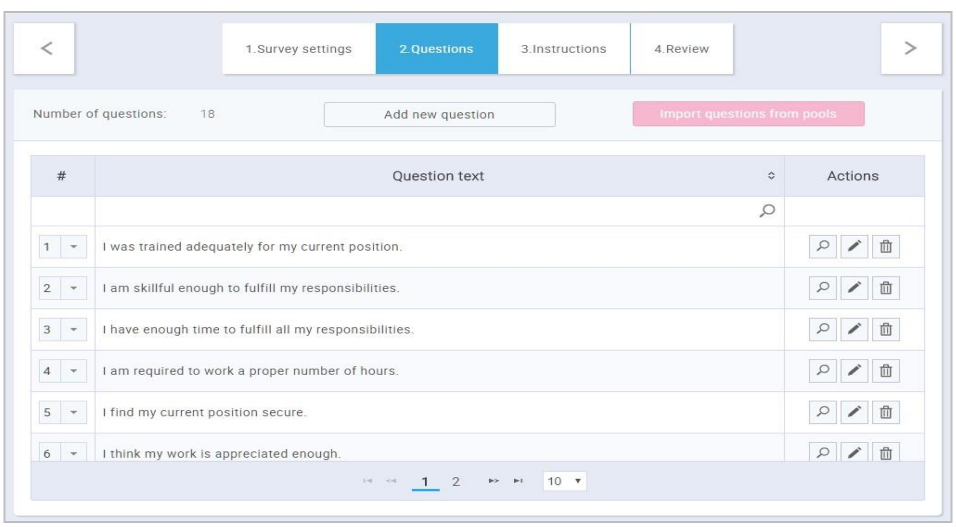


Figure 61 Add Question Manually

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.

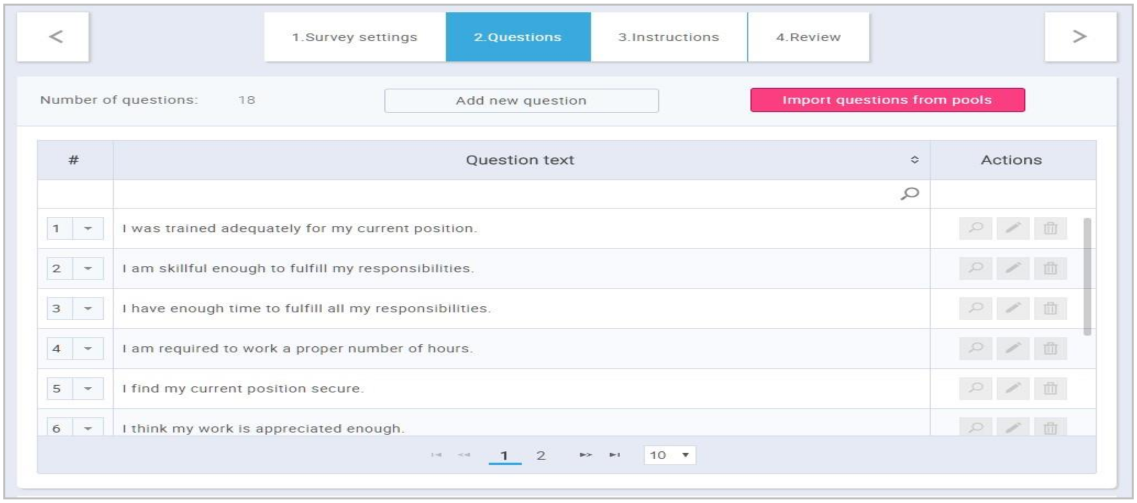


Figure 62 Added Question

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.

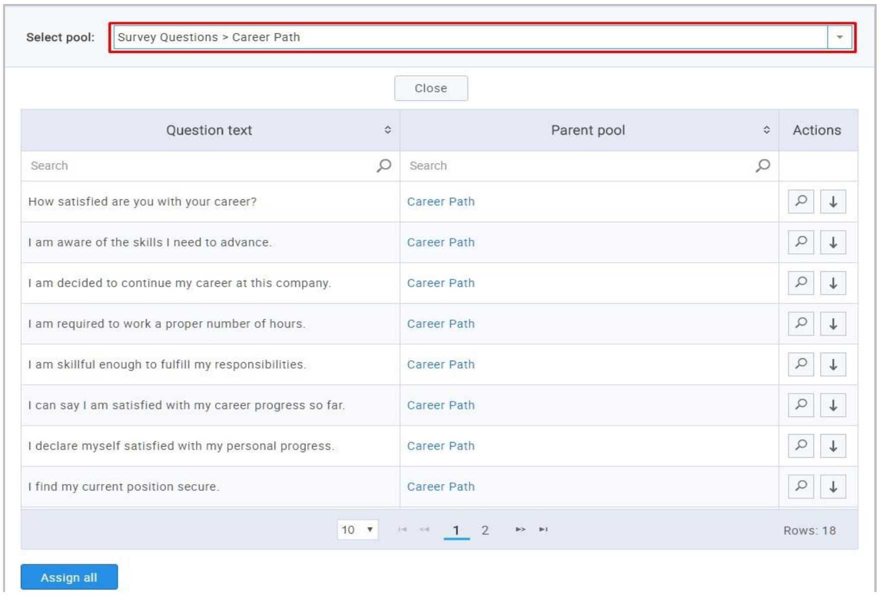


Figure 63 Import Questions from Pools

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.

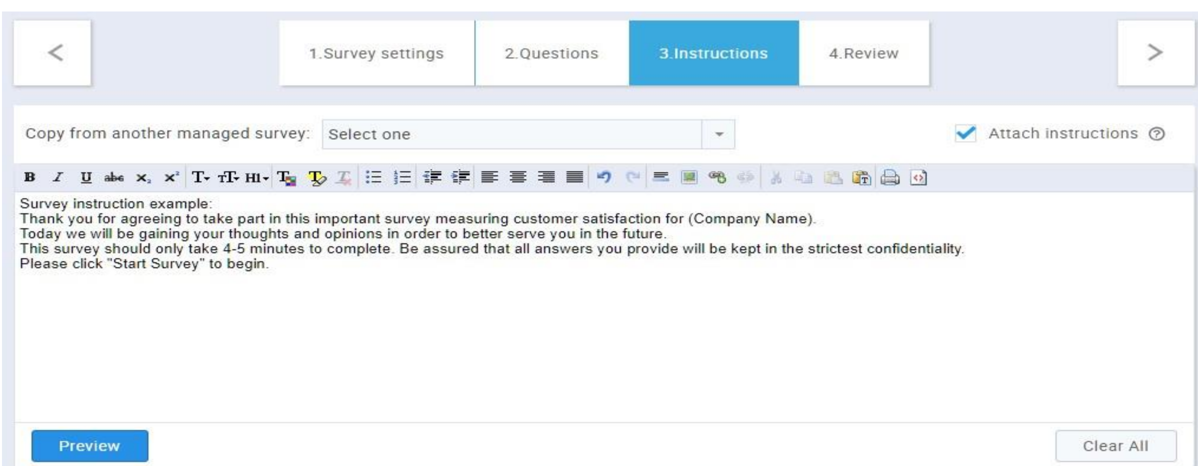


Figure 64 Instructions

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.

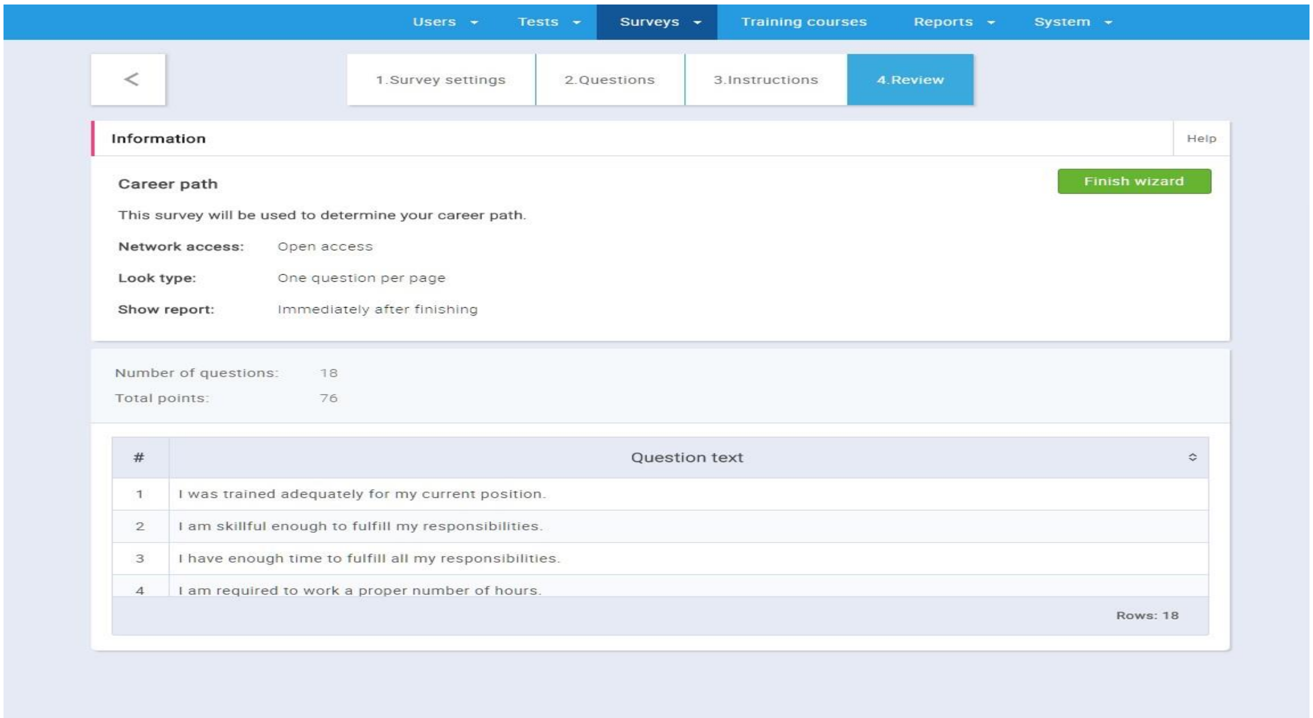


Figure 65 Revied

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.

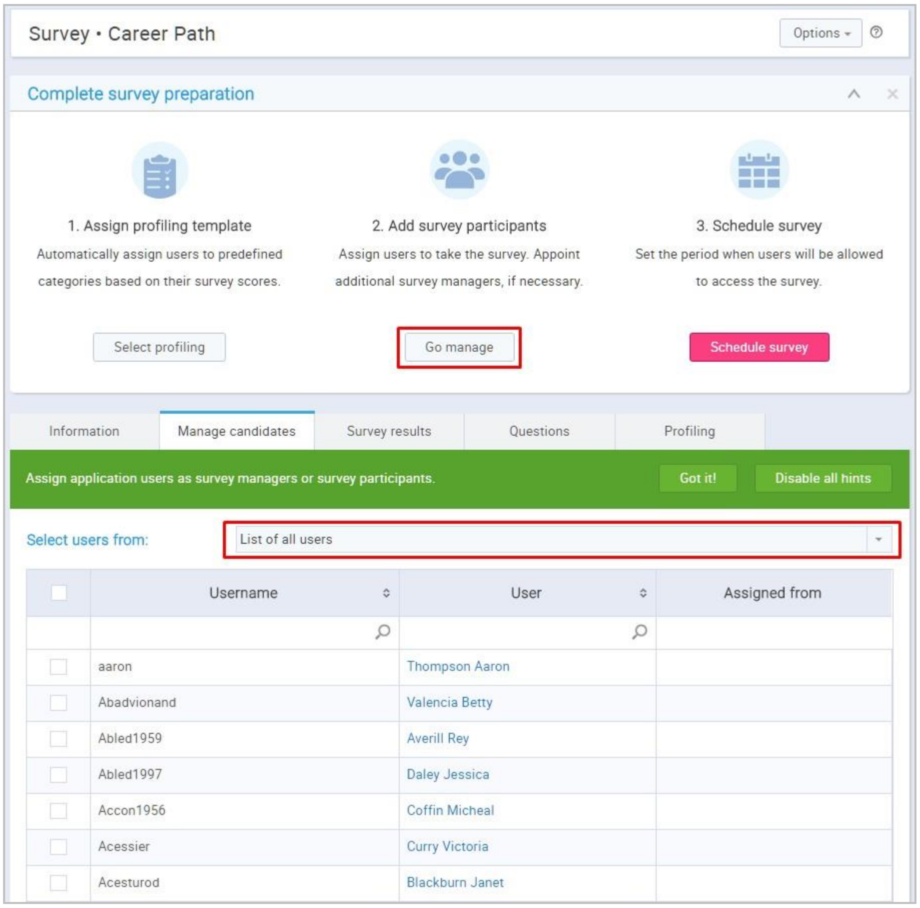


Figure 66 Add Survey Participants

15.1 Schedule Survey

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

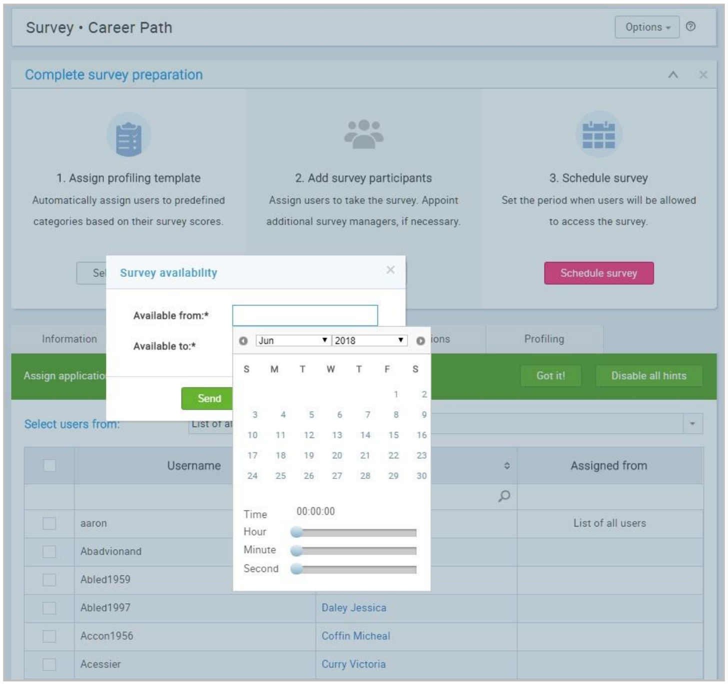


Figure 67 Schedule Survey

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’.

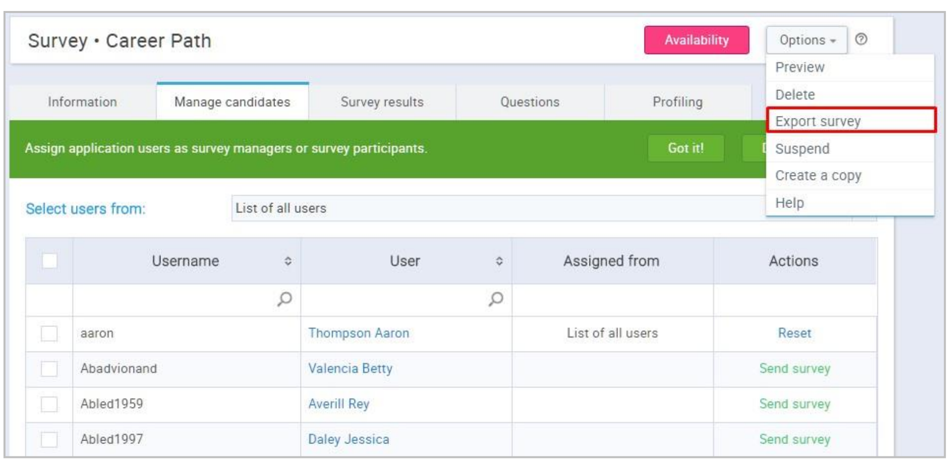


Figure 68 Export Survey

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.

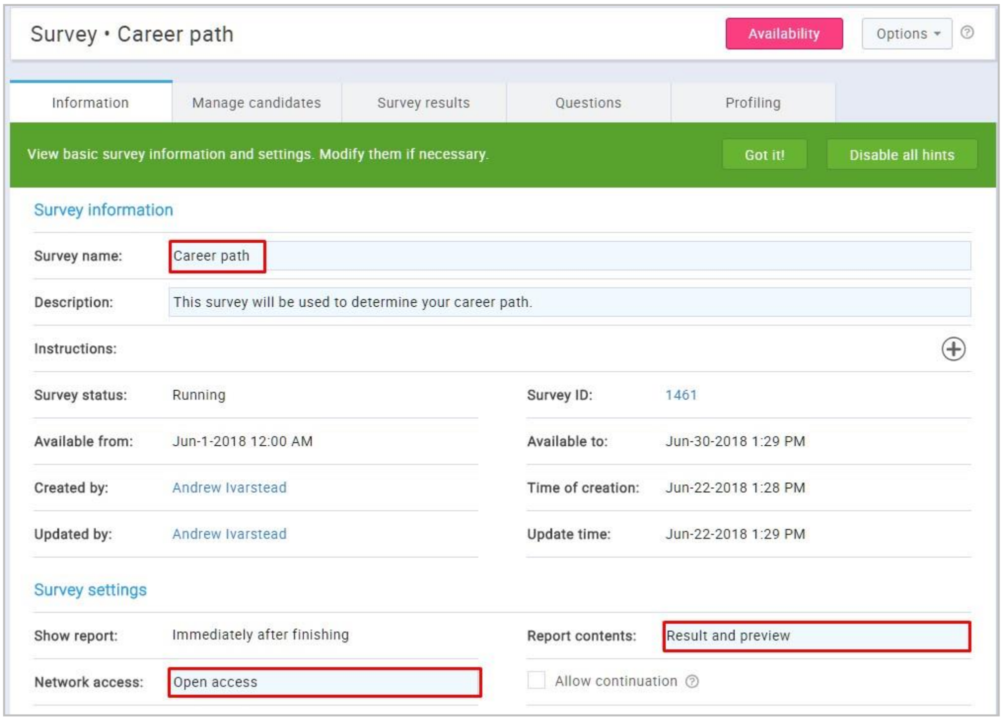


Figure 69 Change Survey Settings

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.

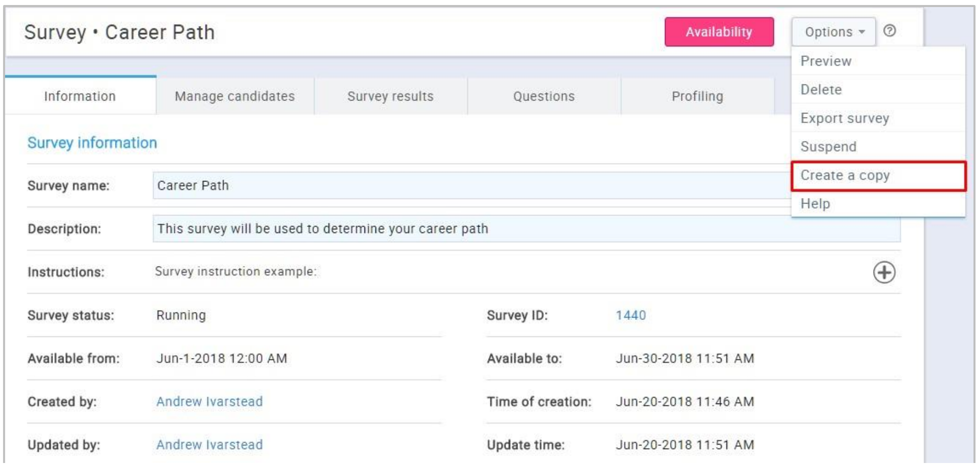


Figure 70 Copy Survey

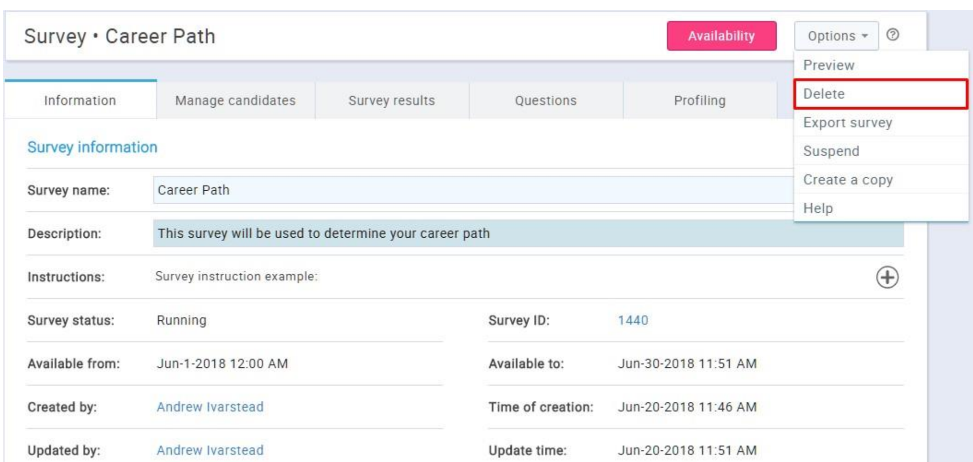


Figure 71 Delete Survey

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.

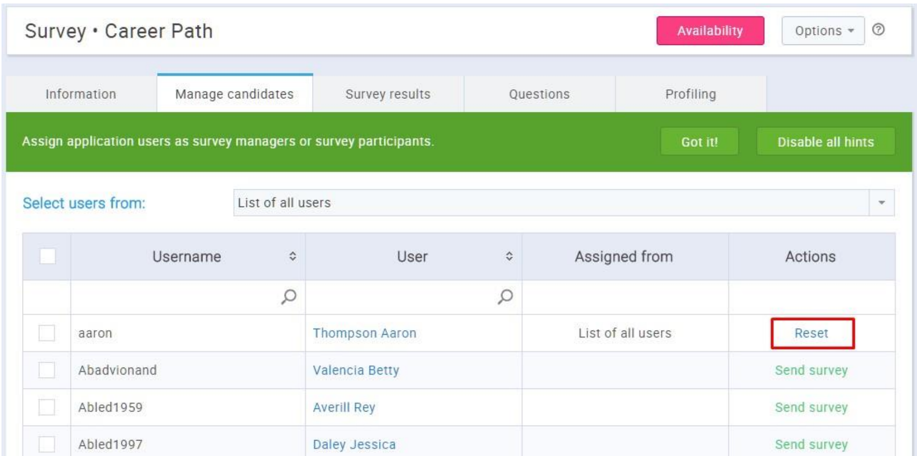


Figure 72 Survey Repetition

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.

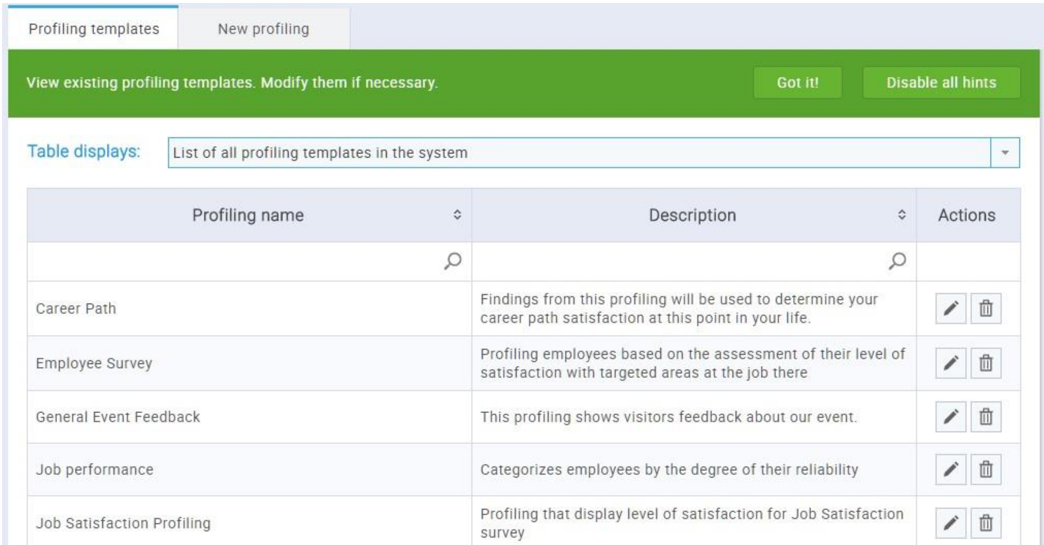


Figure 73 List of all Survey Profiles

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.

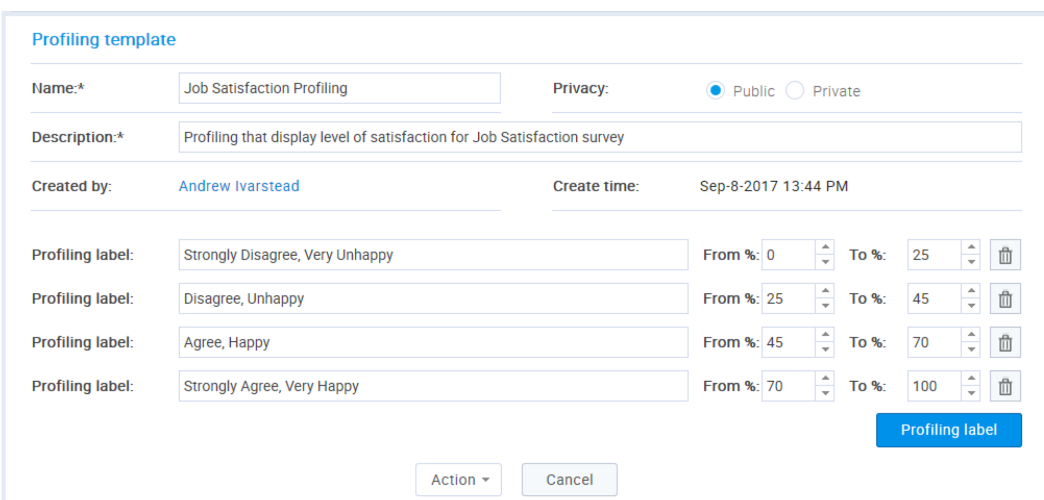


Figure 74 Creating new Profile for Surveys

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’.

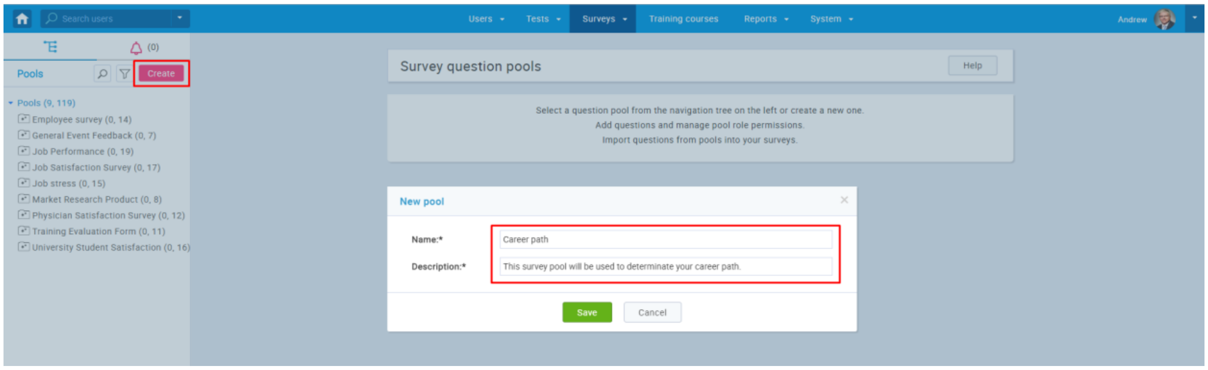


Figure 75 Create Survey Question Pool

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.

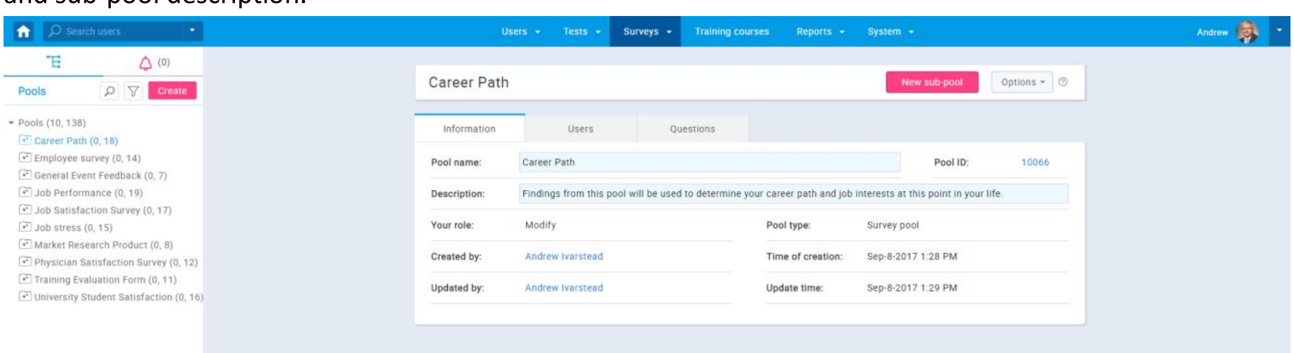


Figure 76 Survey Question Pool Information

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.

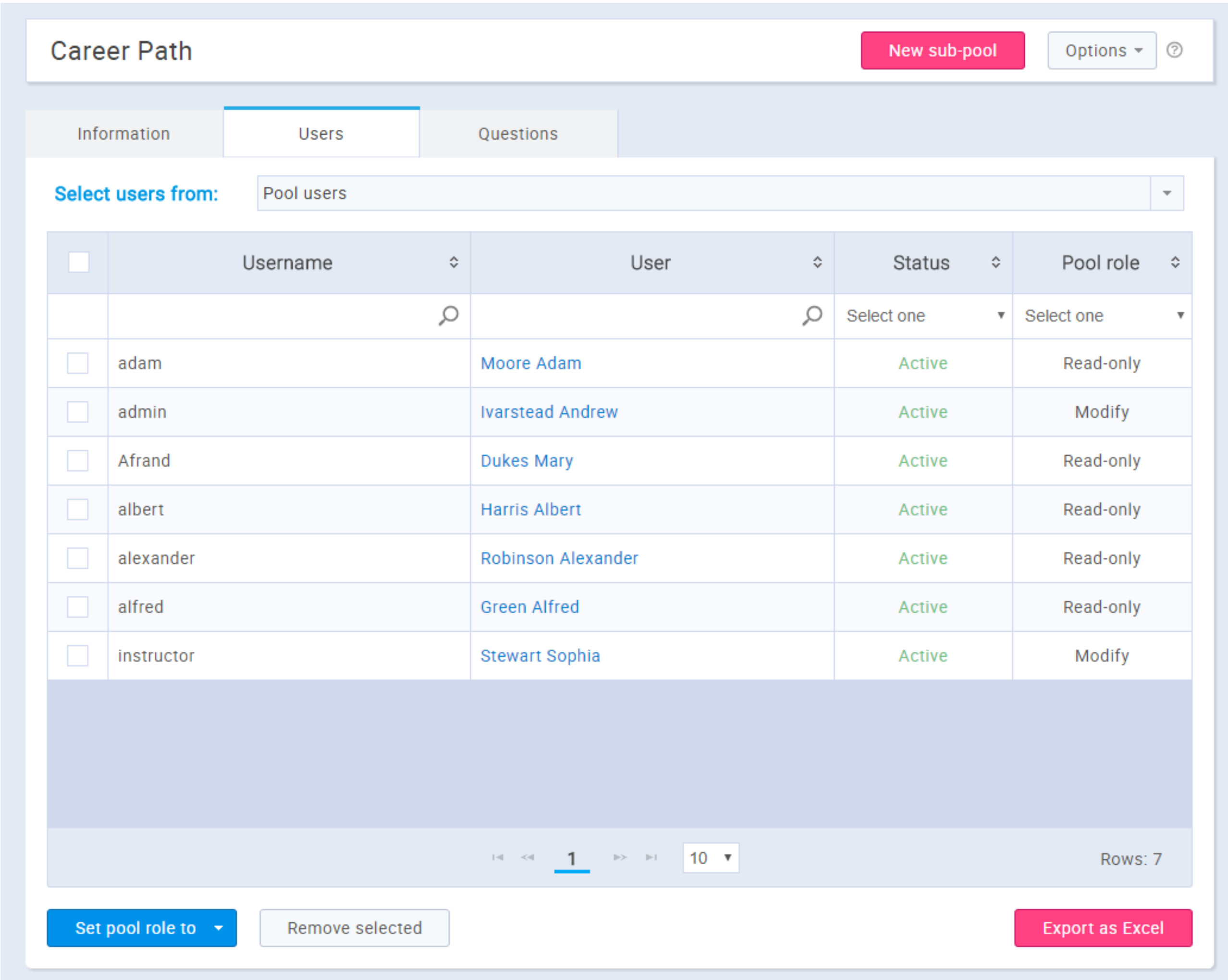


Figure 77 Question Pool Users

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.

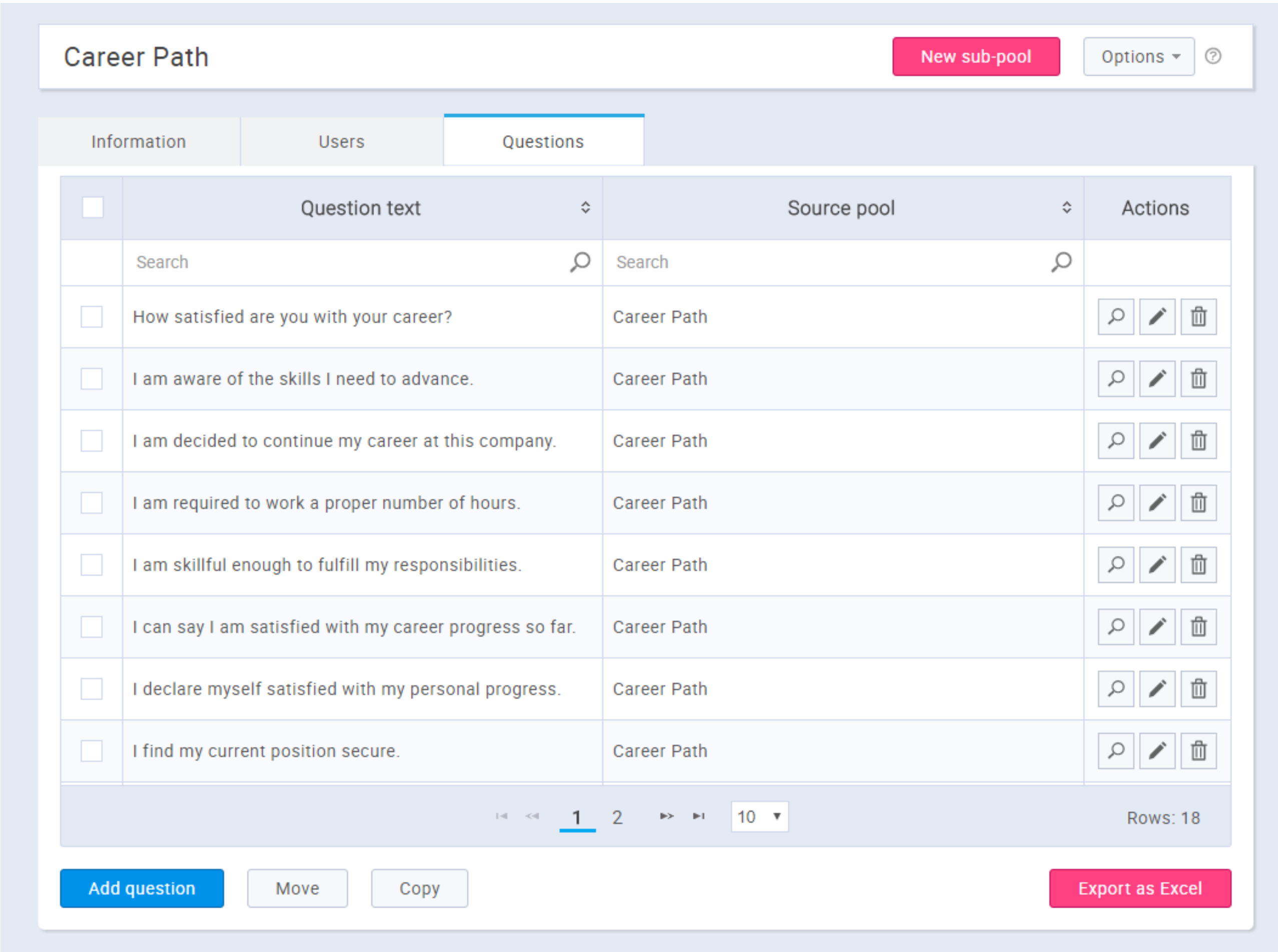


Figure 78 Survey Question Pools - Questions

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.

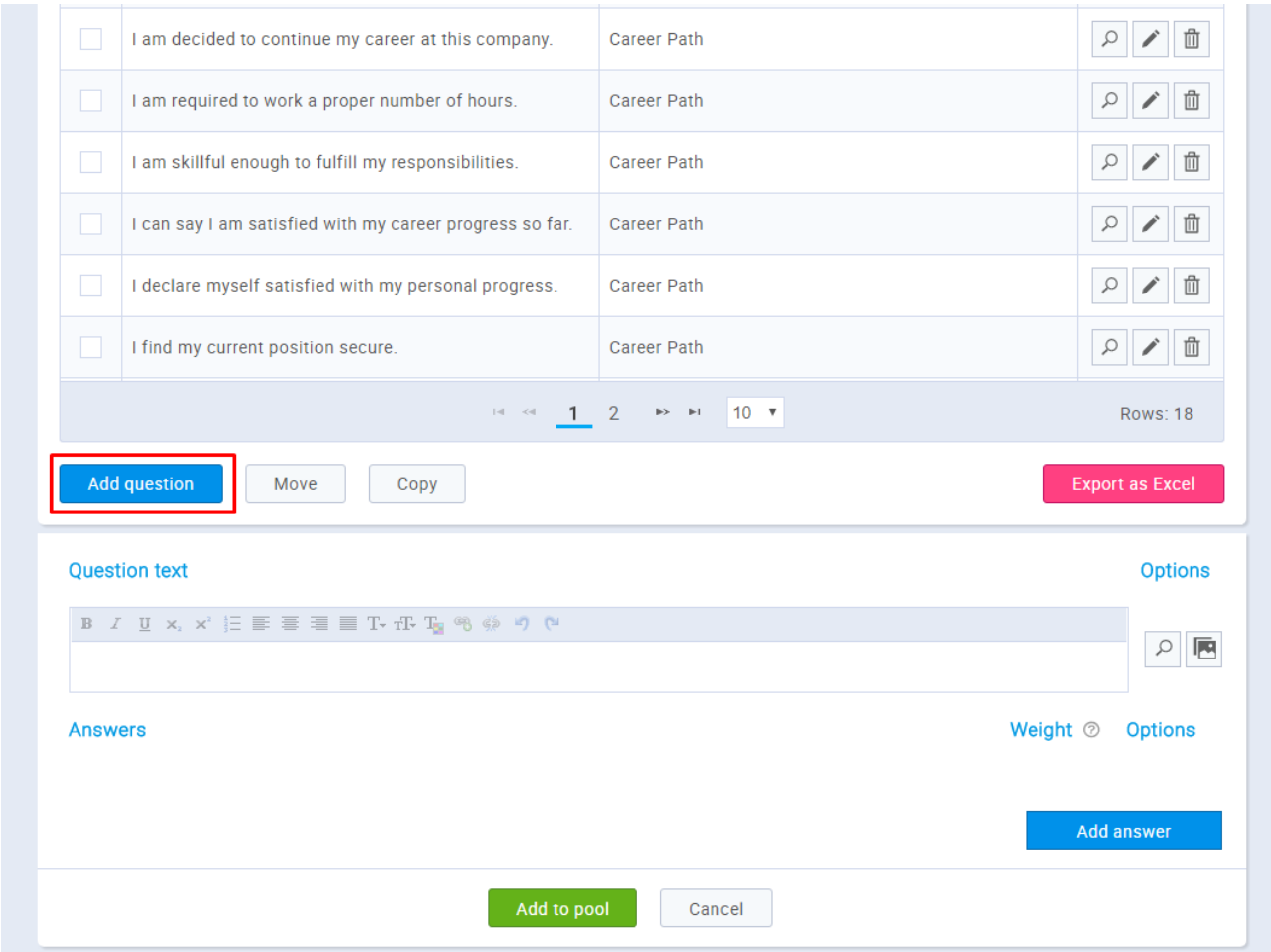


Figure 79 Add Question

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.

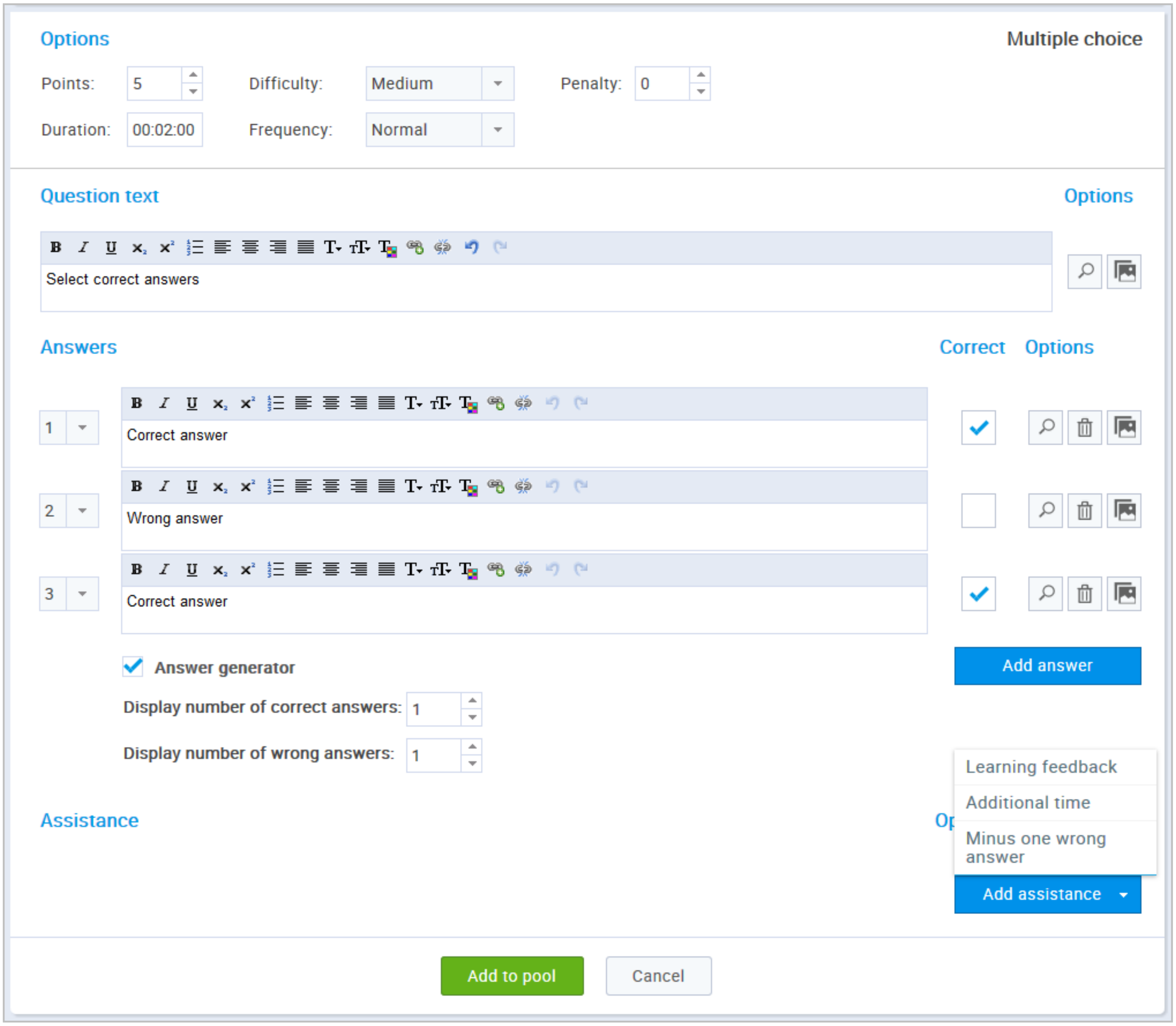


Figure 80 Question Editor

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

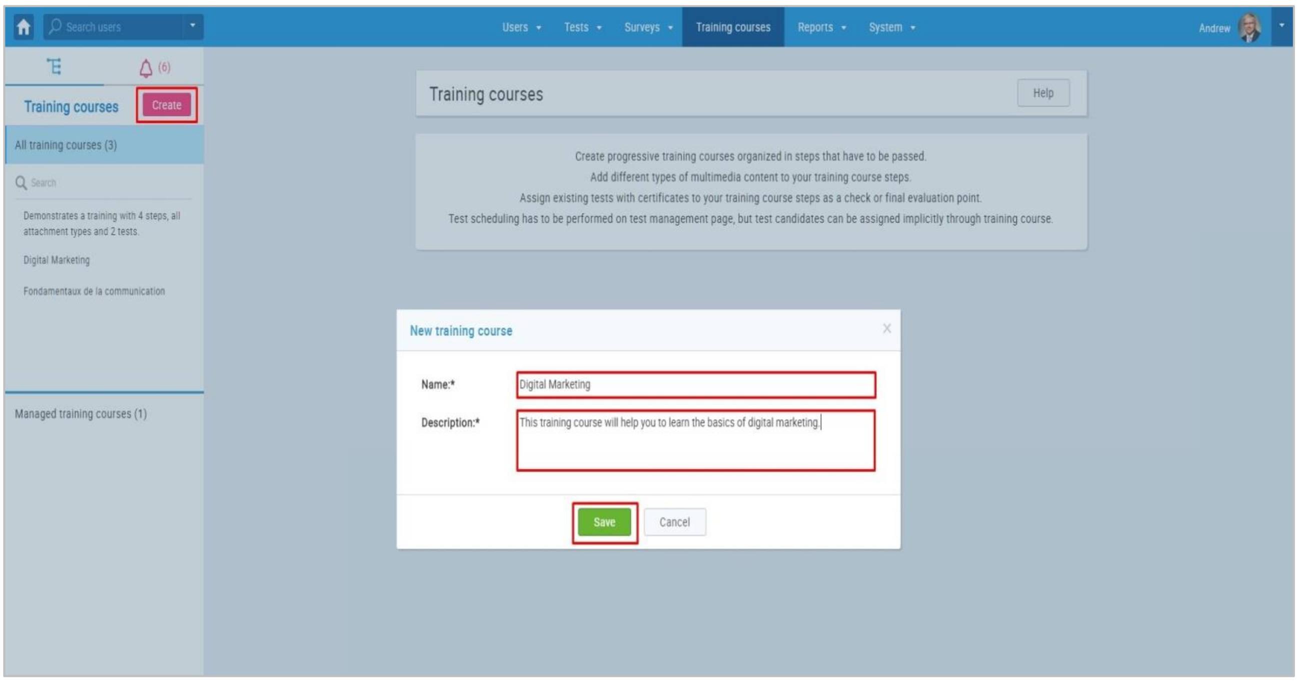


Figure 81 Create Training Course

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

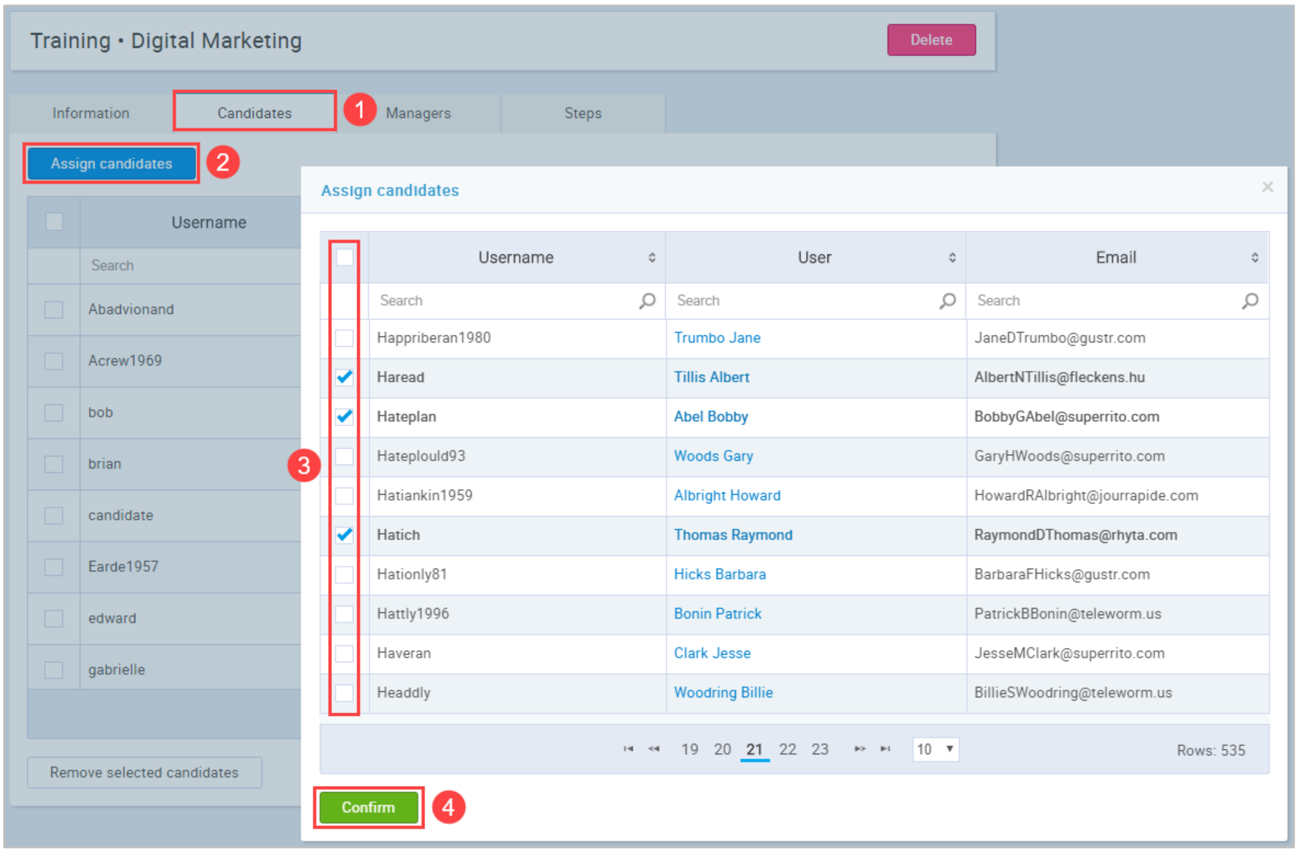


Figure 82 Training Course Candidates

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

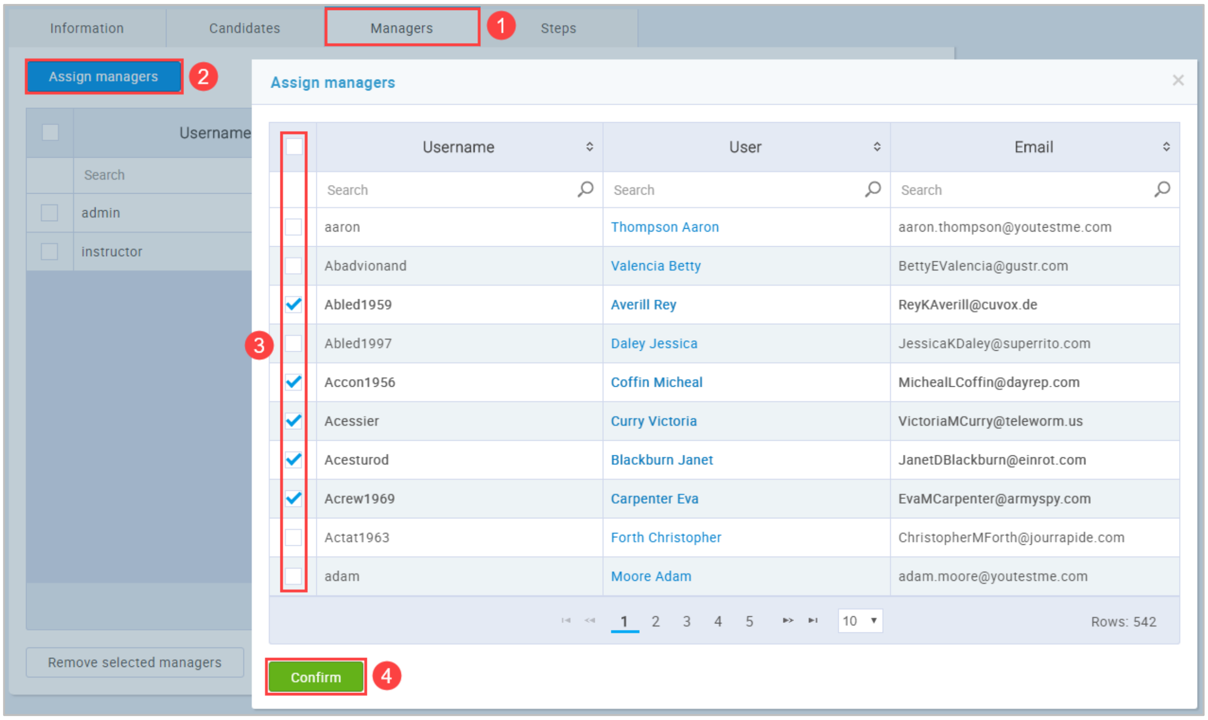


Figure 83 Training Course Managers

19.4 Training Course Steps

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

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

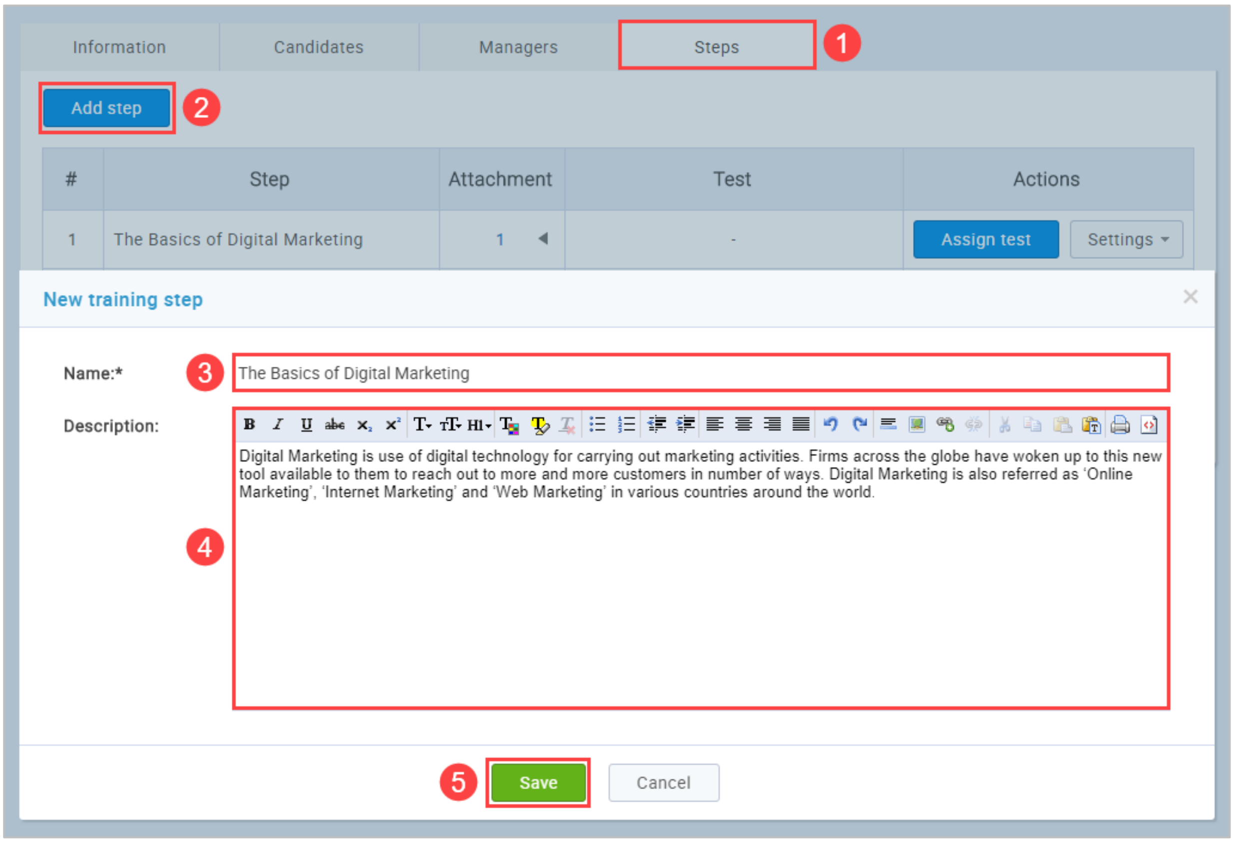


Figure 85 Add Step

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

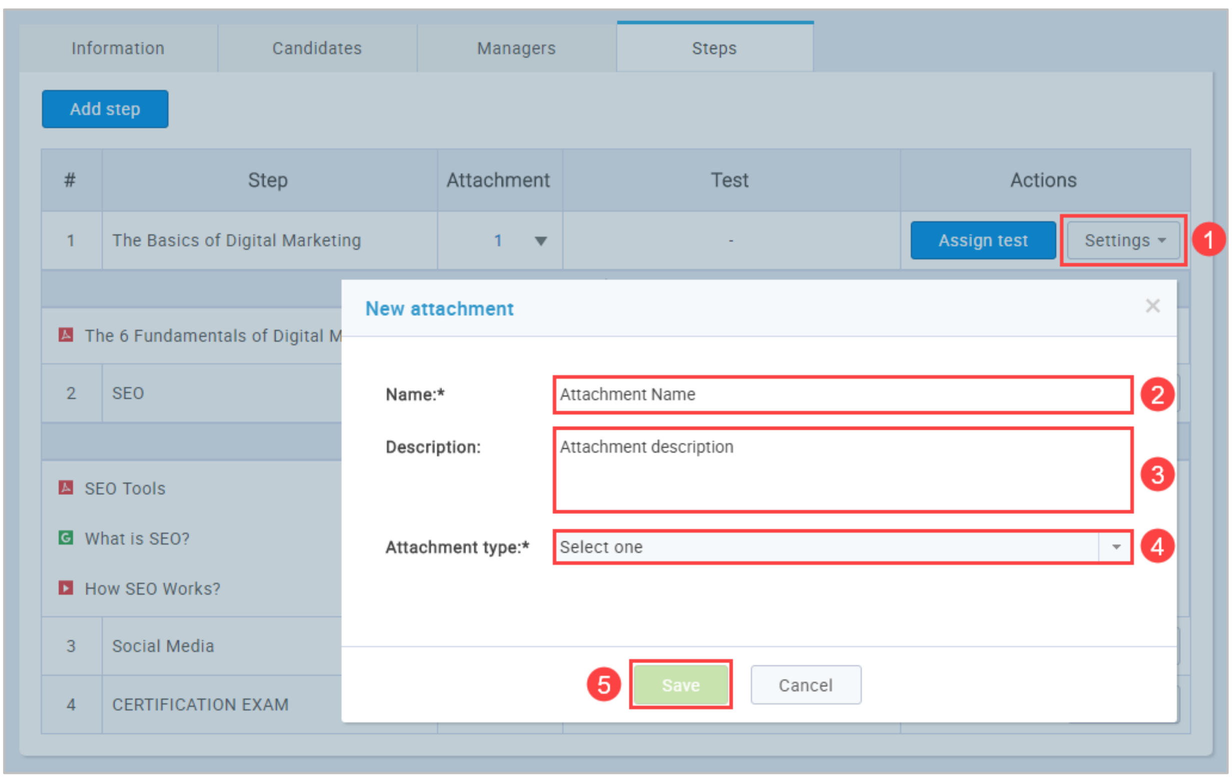


Figure 86 Add Attachment

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

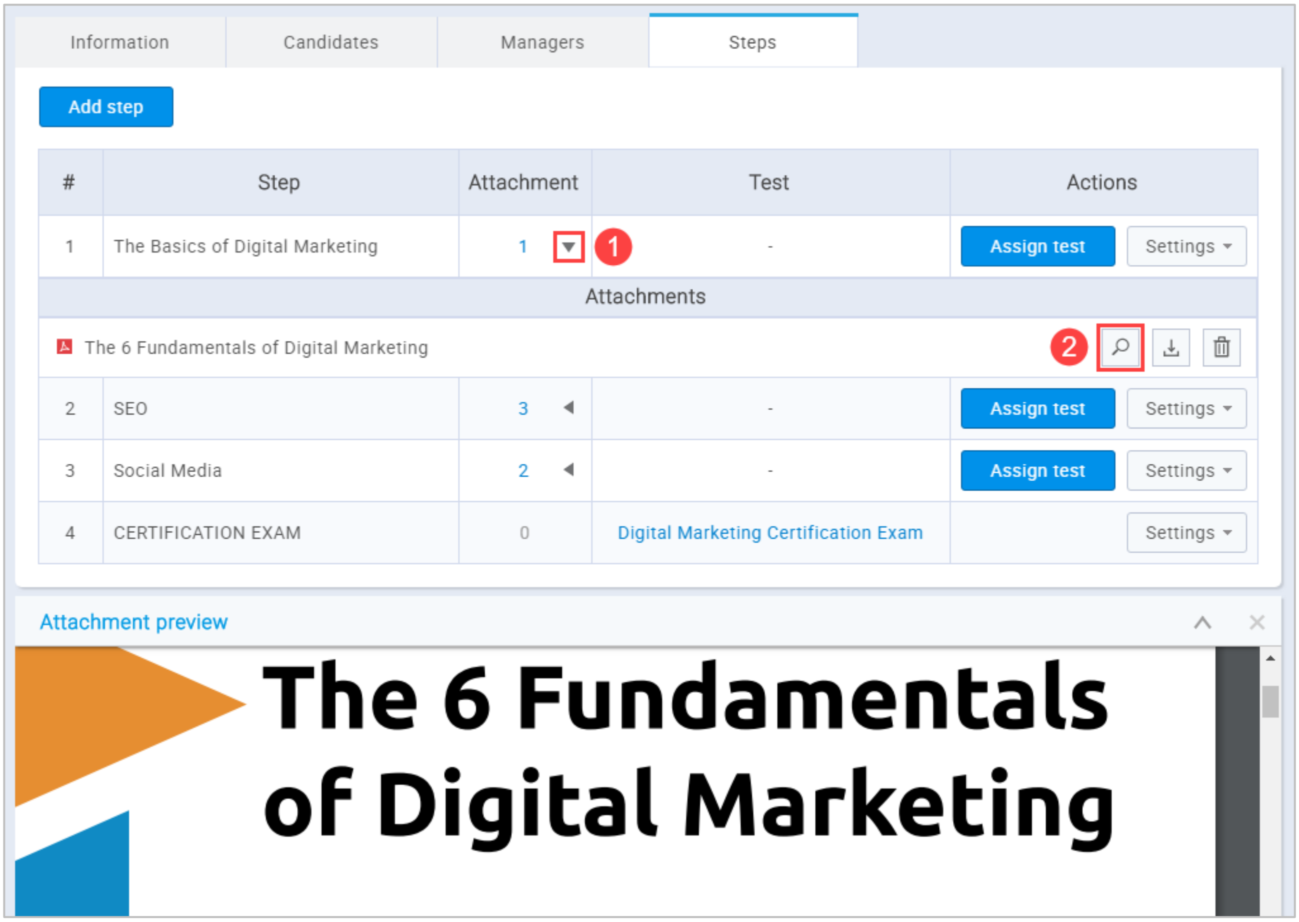


Figure 87 Attachment Preview

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

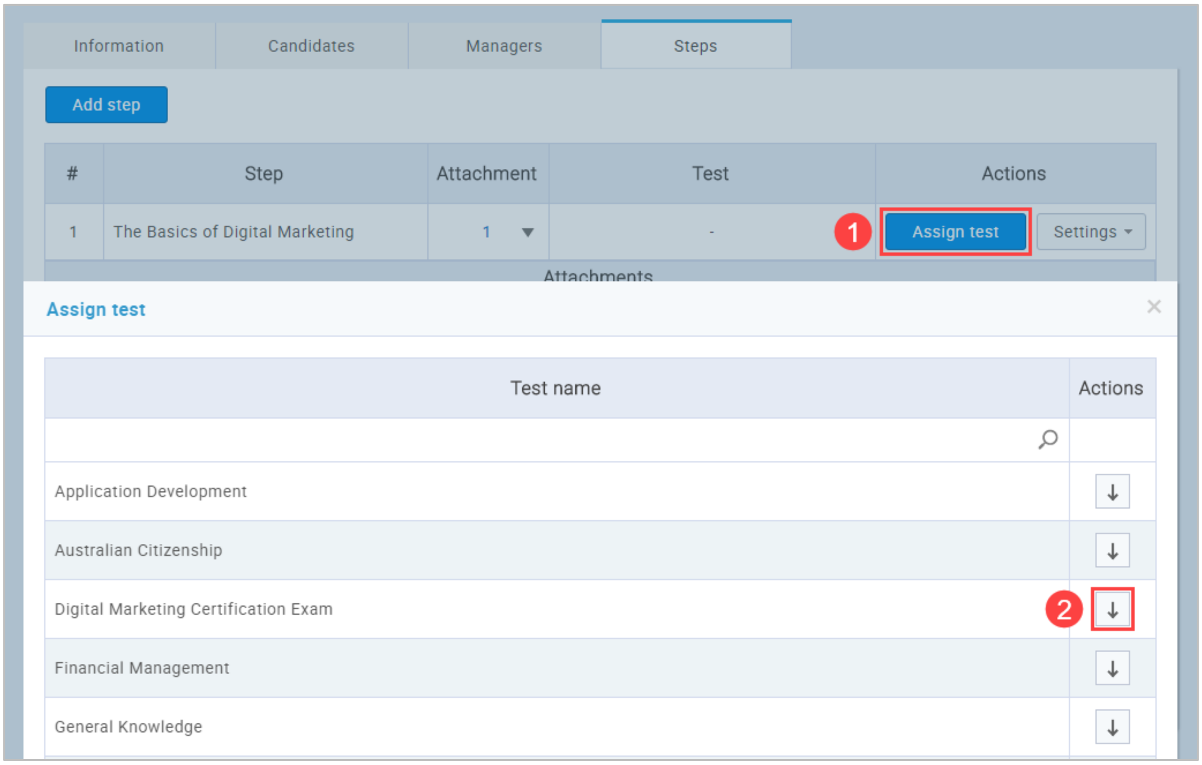


Figure 88 Assign Test

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.**

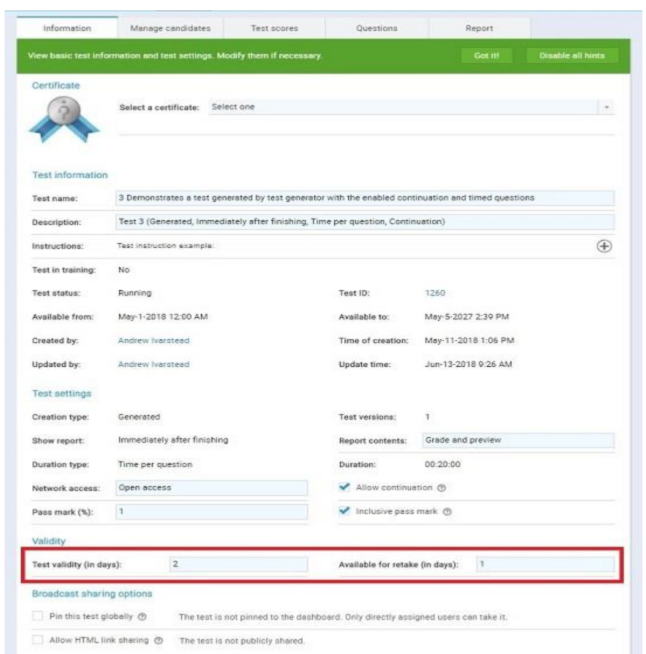


Figure 89 Test Validity

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.

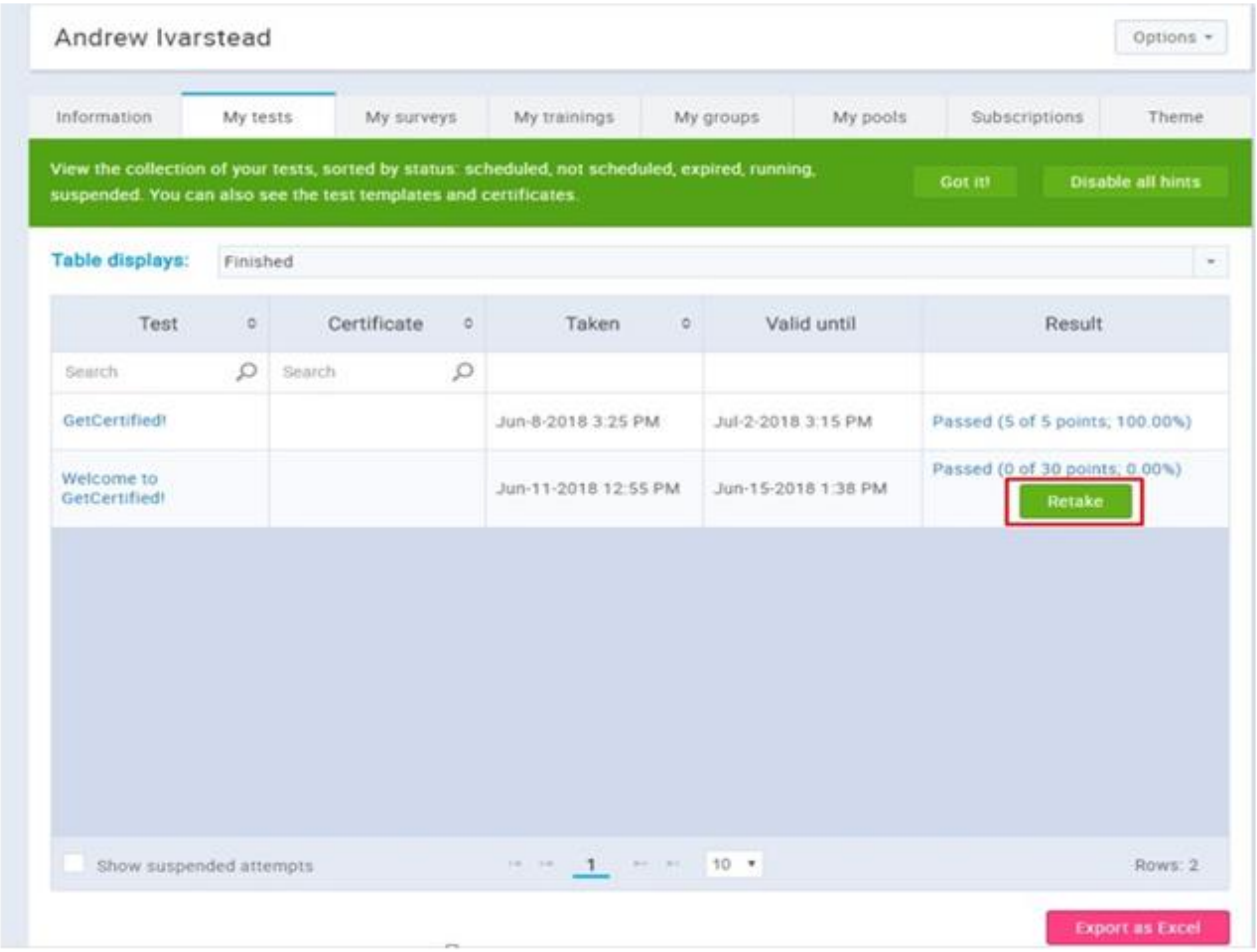


Figure 90 Retaking the test

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.

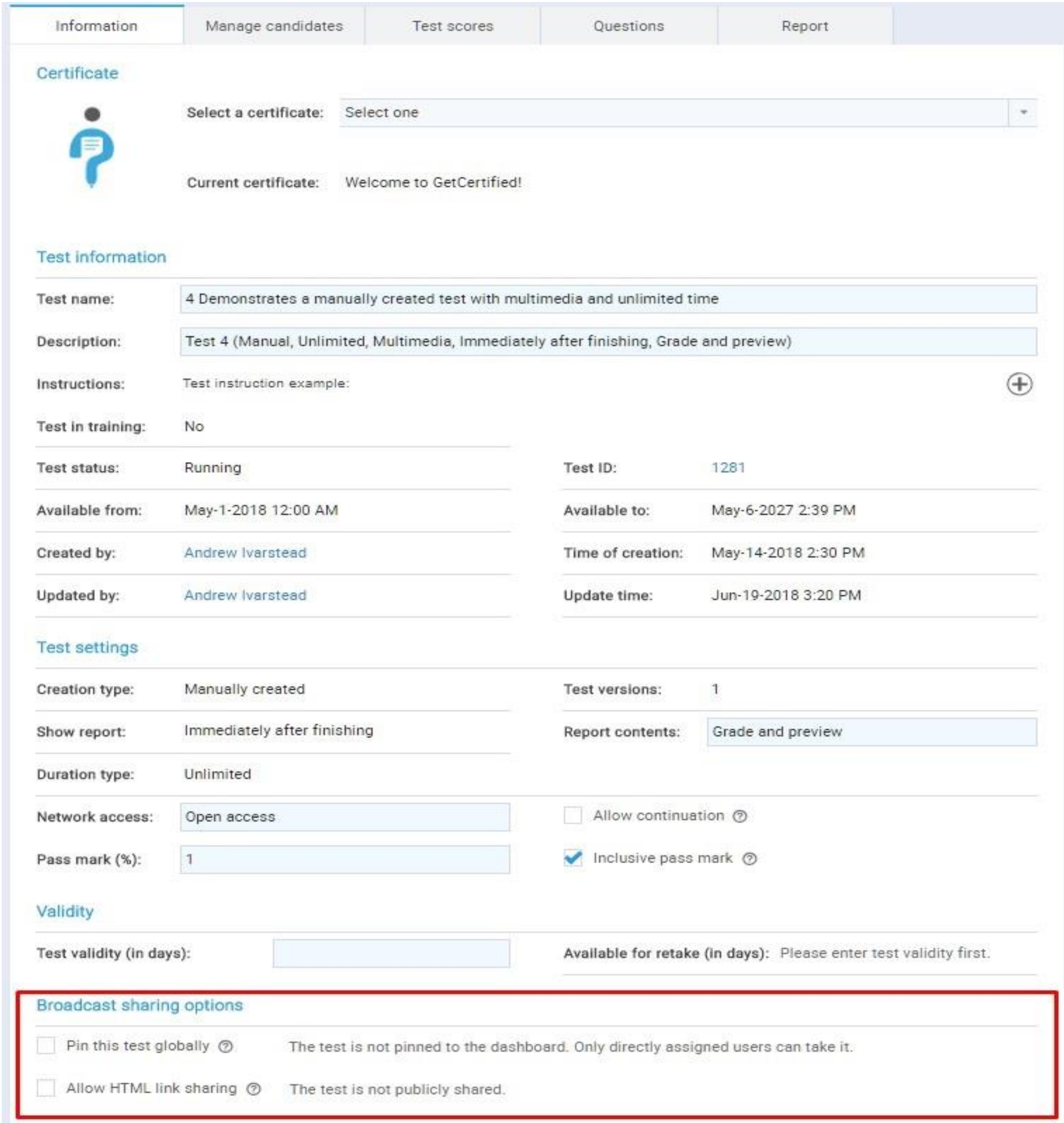


Figure 91 Broadcast sharing

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.

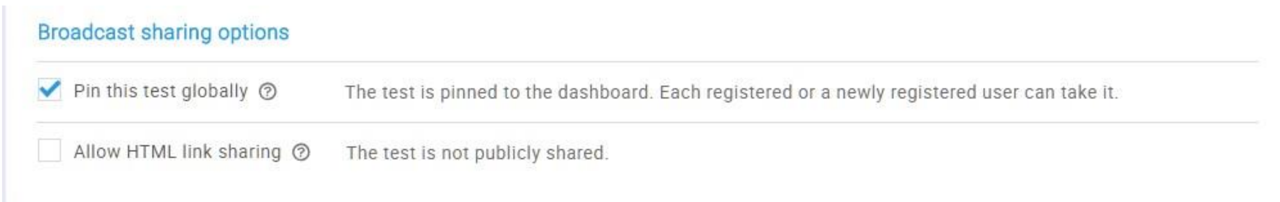


Figure 92 Pin sharing

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.

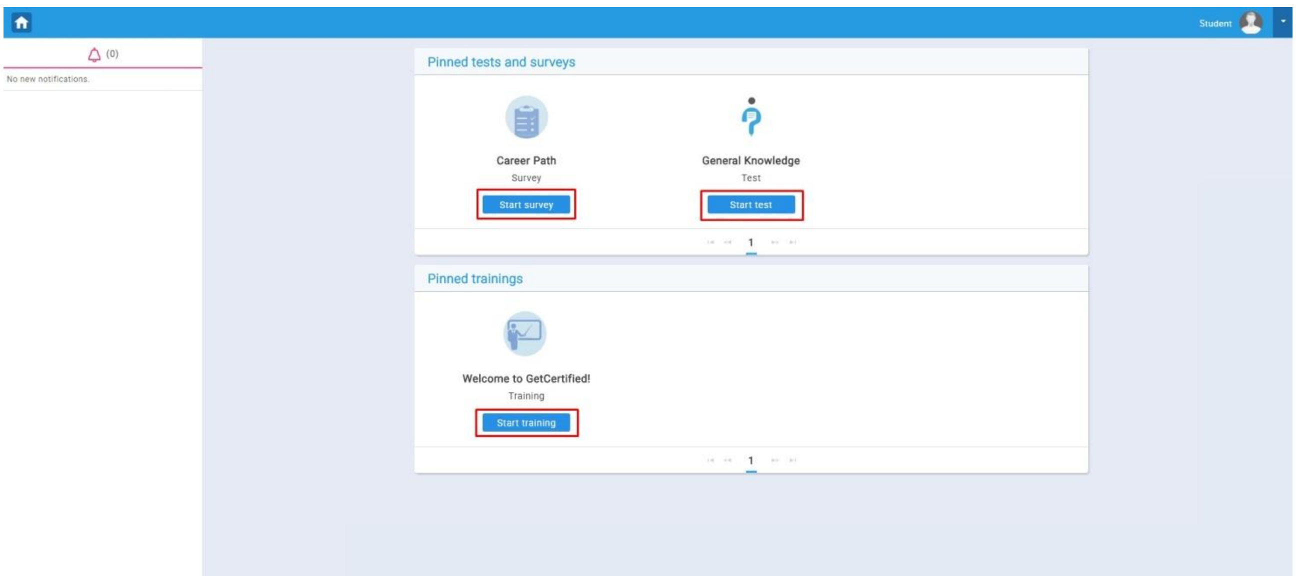


Figure 93 Pin sharing dashboard

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.

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.

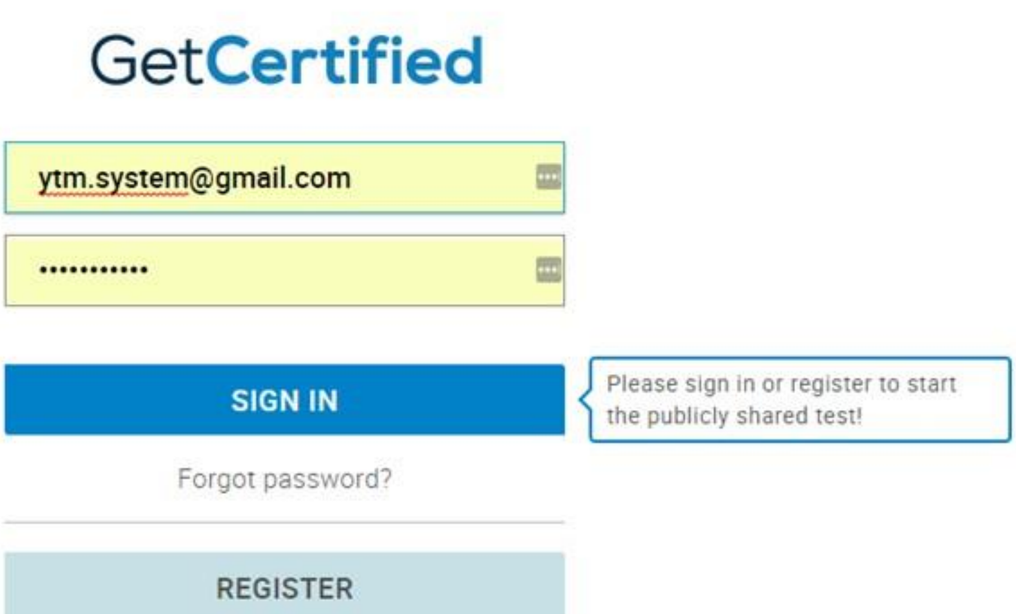


Figure 95 HTML link sharing

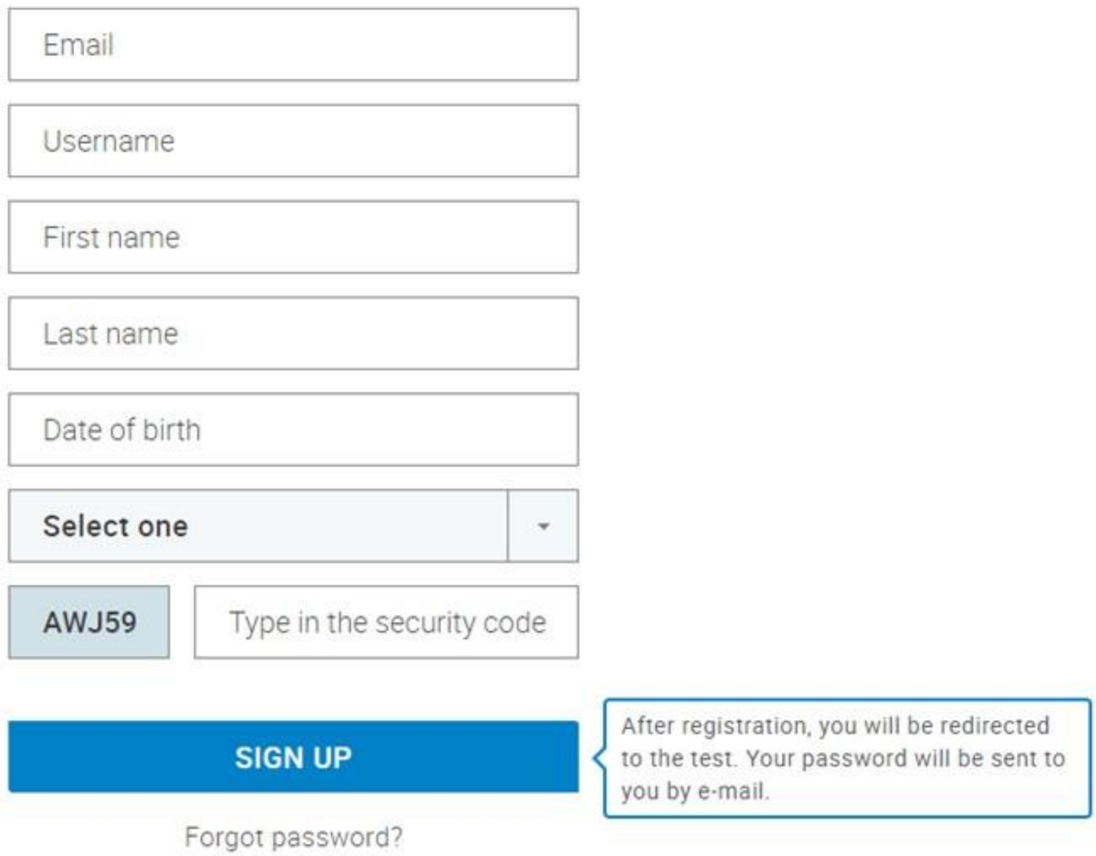


Figure 96 HTML link sharing

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.

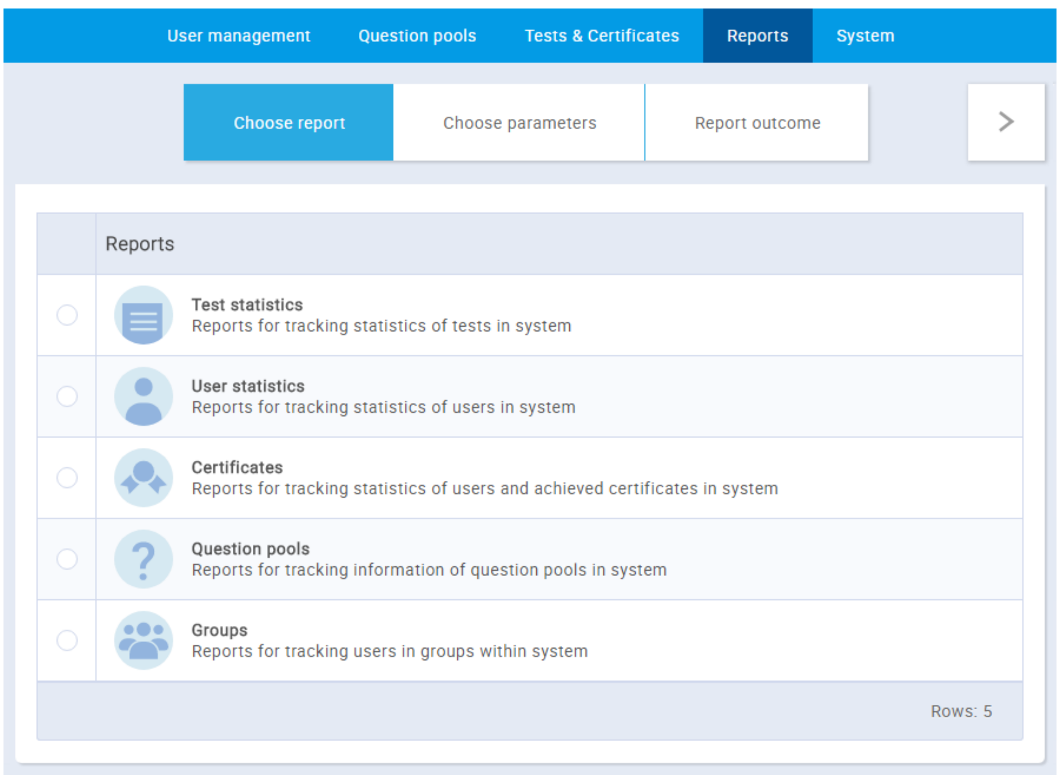


Figure 97 Reports

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

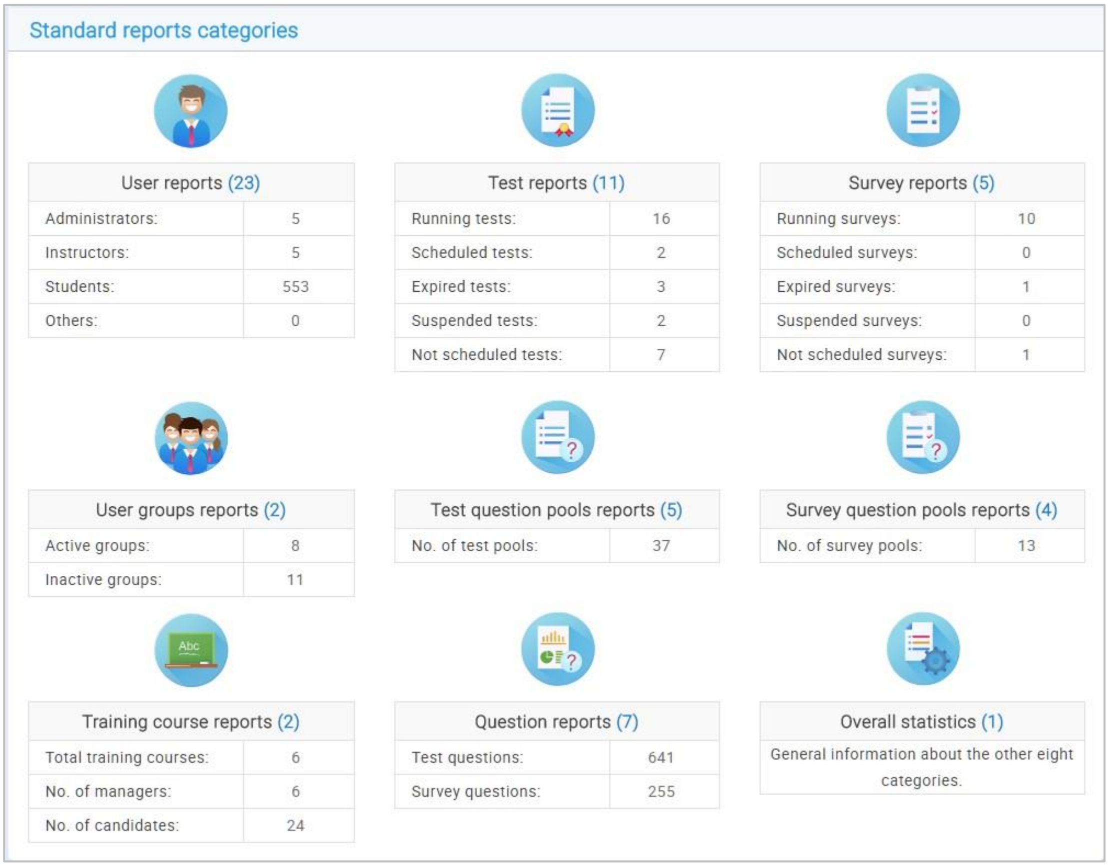
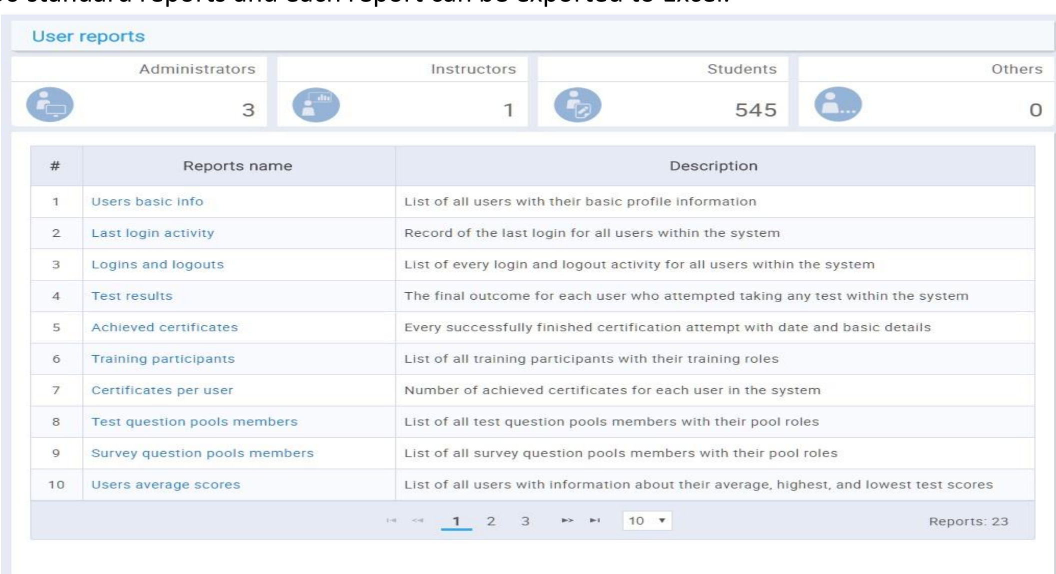


Figure 98 Custom Reports

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.



#	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

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.

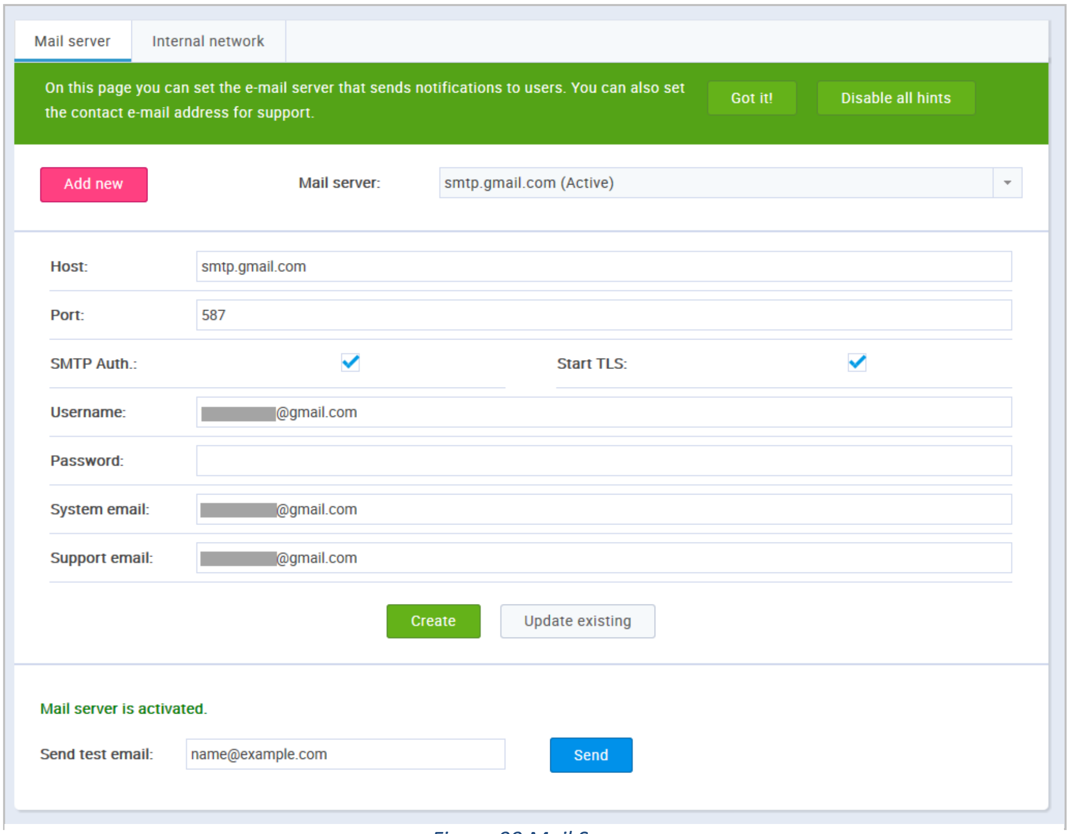


Figure 99 Mail Server

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.

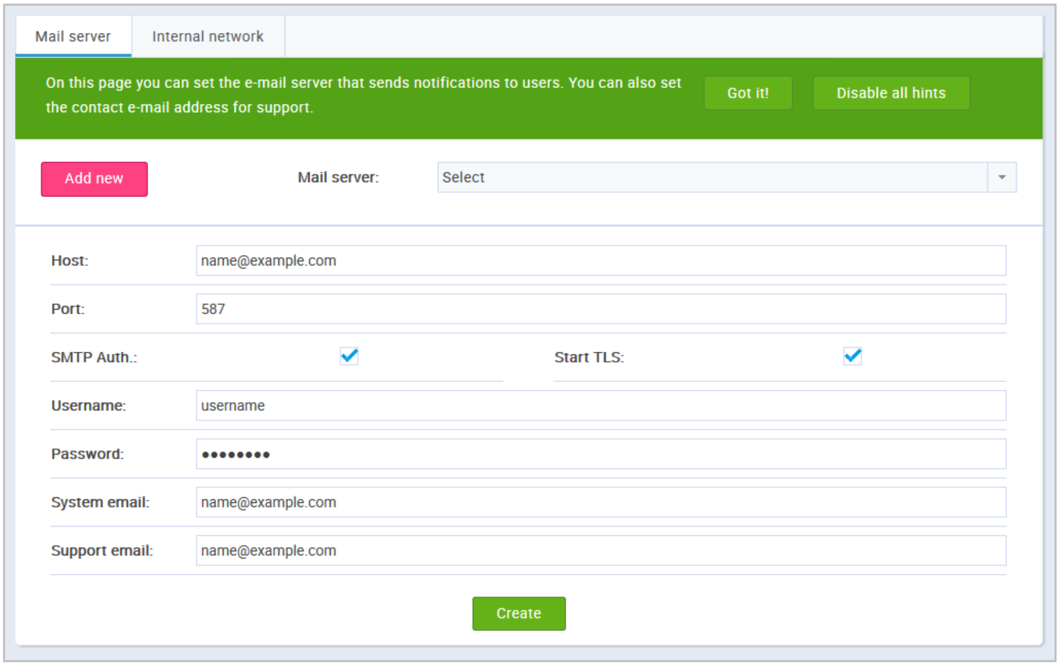


Figure 100 Add new Mail Server

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.

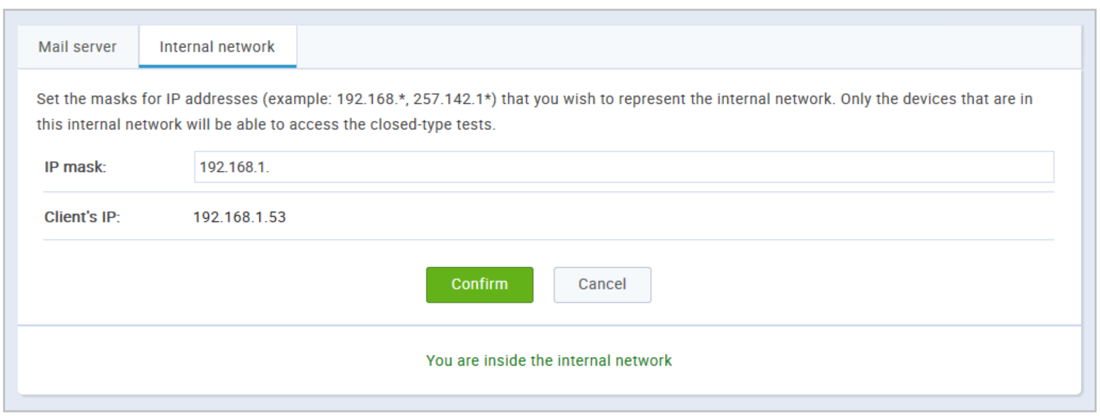


Figure 101 Internal Network

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).

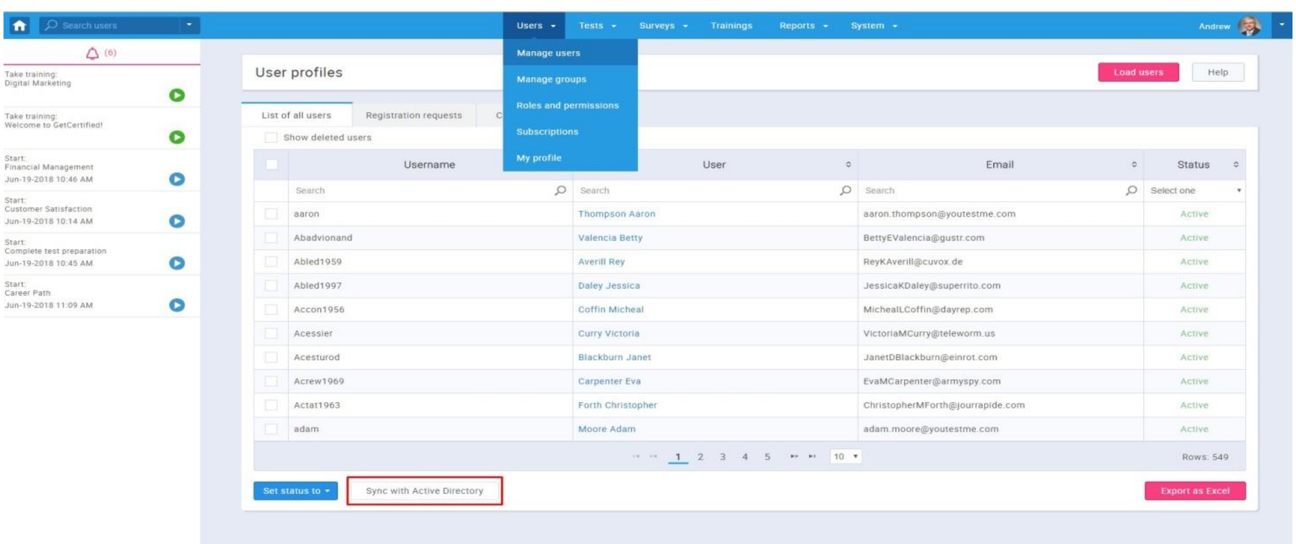


Figure 102 Active Directory

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

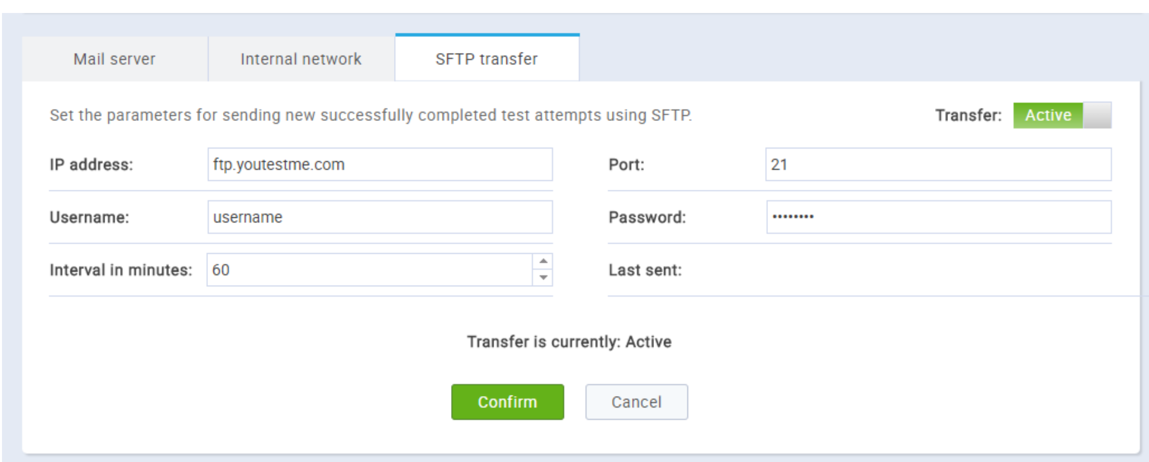
In order to successfully direct data to the desired location, it is necessary to **insert the parameters of your FTP server** by filling in the following fields:

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.



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.

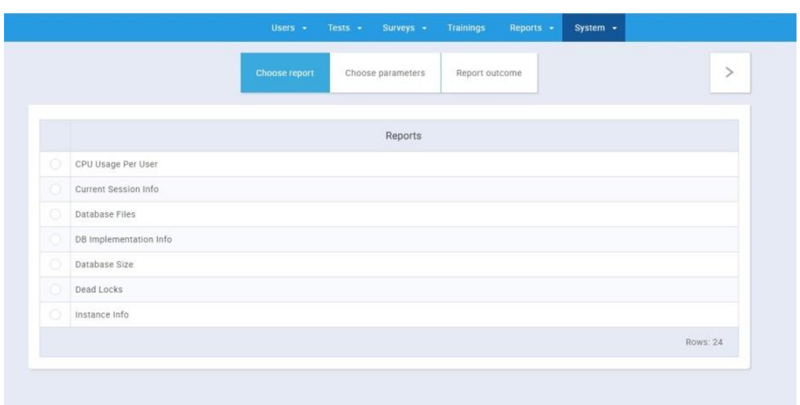


Figure 103 System Reports

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.

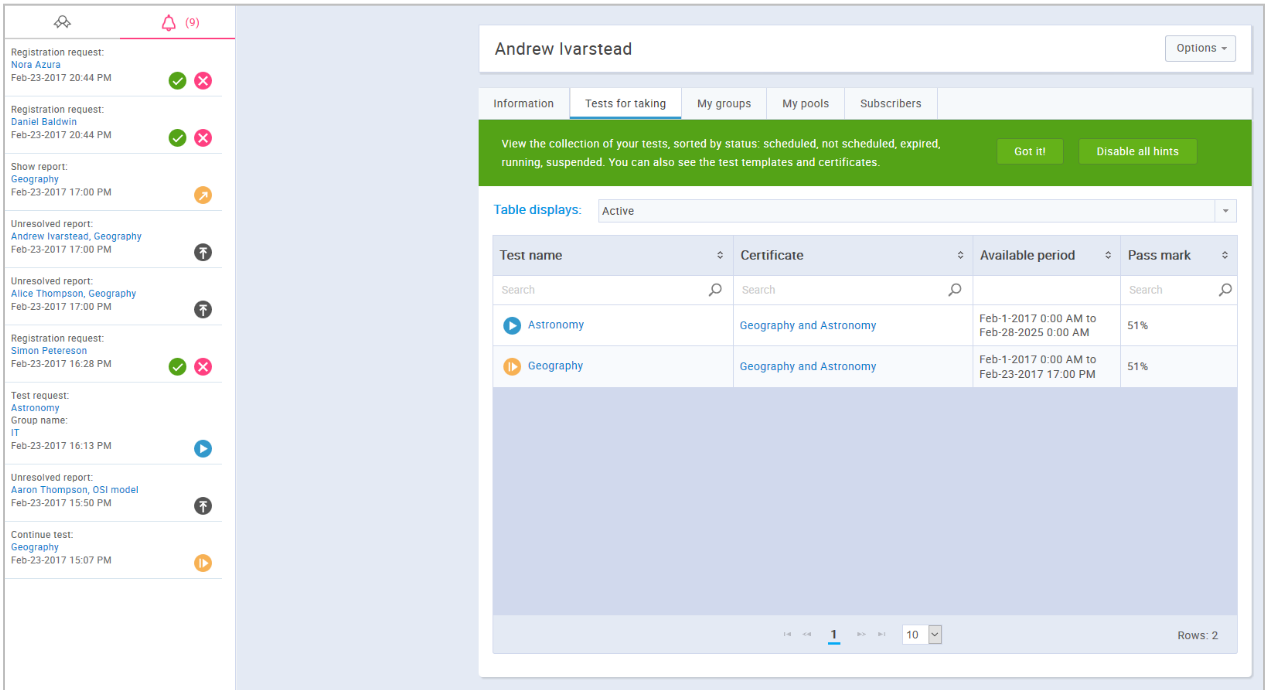


Figure 104 Taking the Test from Profile

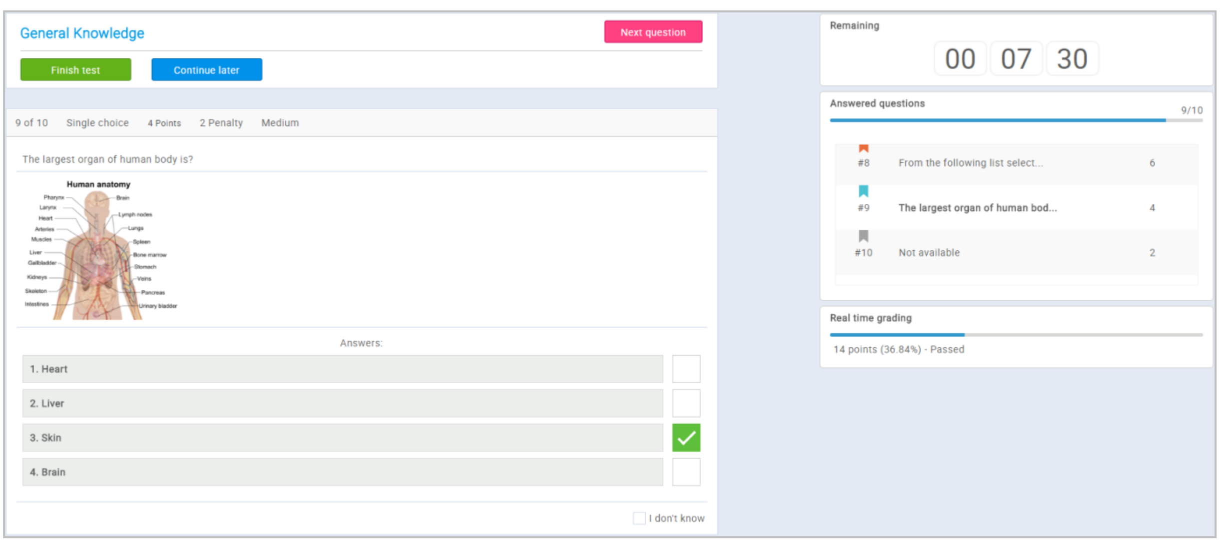


Figure 105 Inside the Test

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.

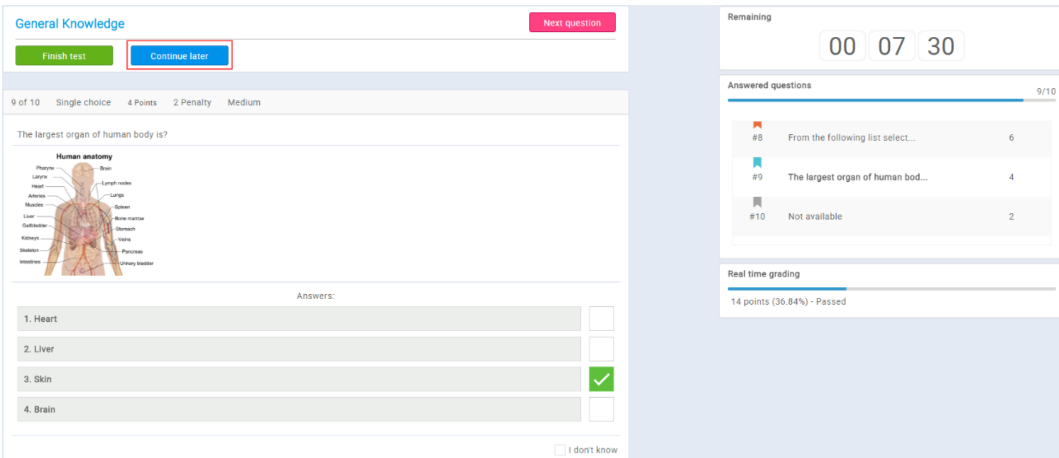


Figure 106 Continue Later

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

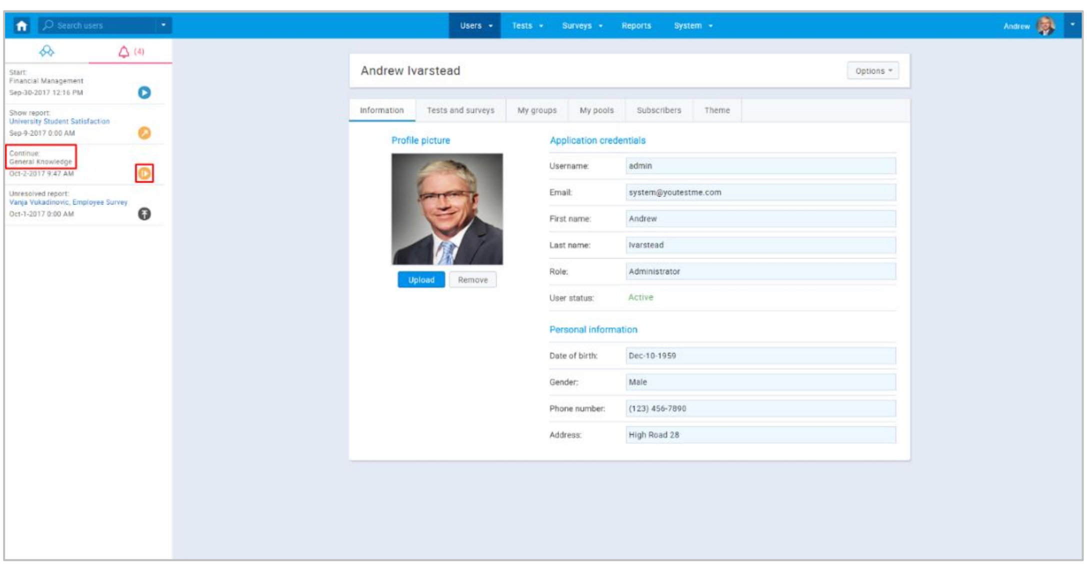


Figure 107 Continue the Test

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.

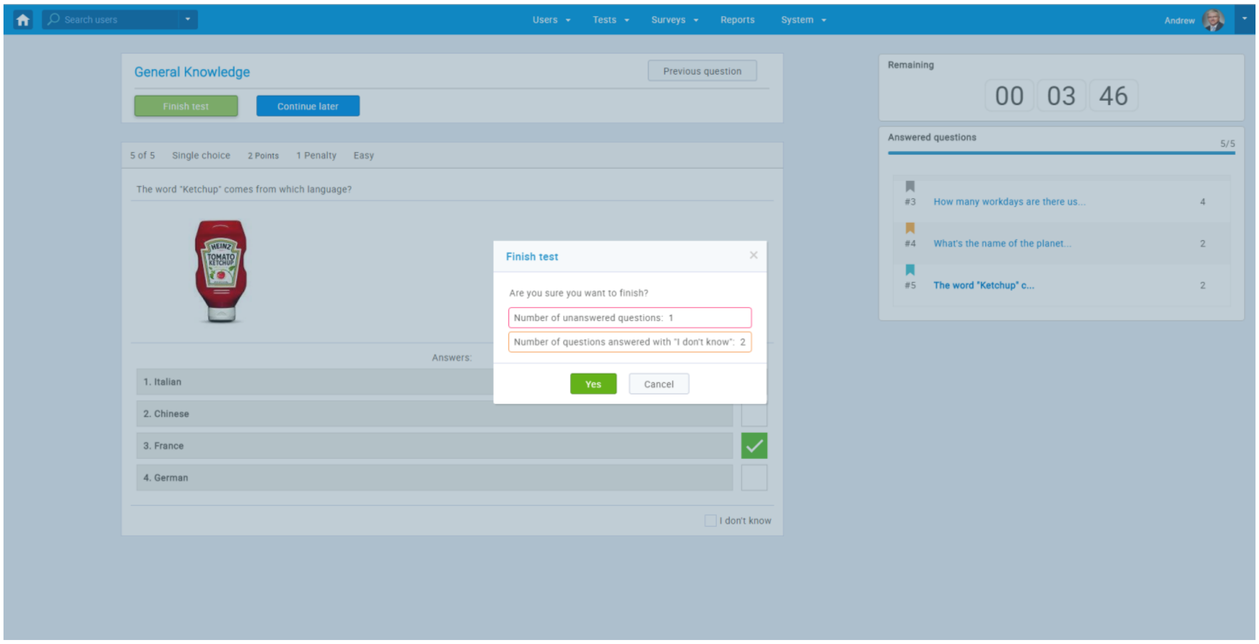


Figure 108 Unanswered Questions

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.

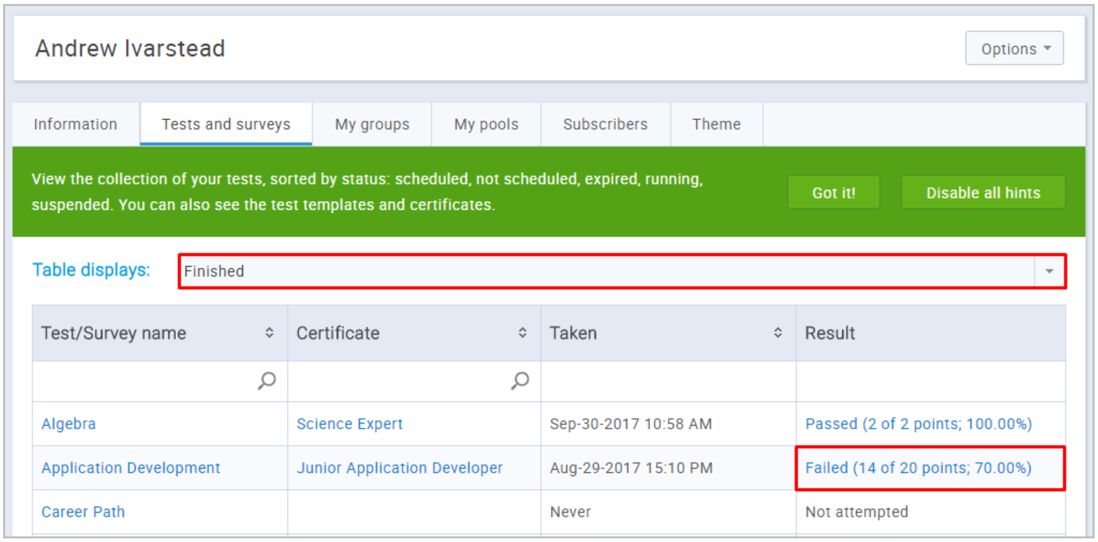


Figure 109 Choosing Finished Test

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

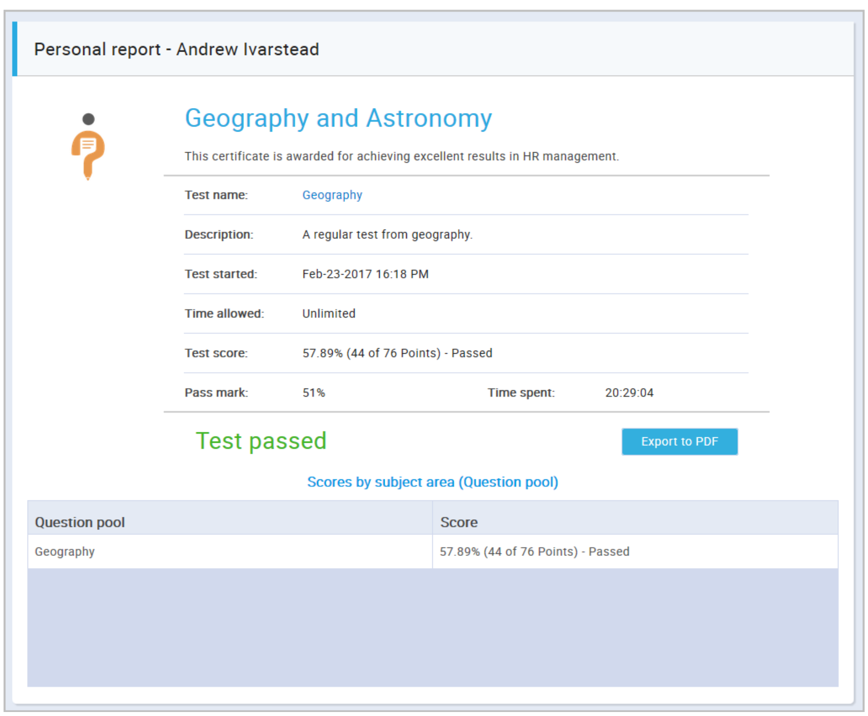


Figure 110 Personal Report

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.

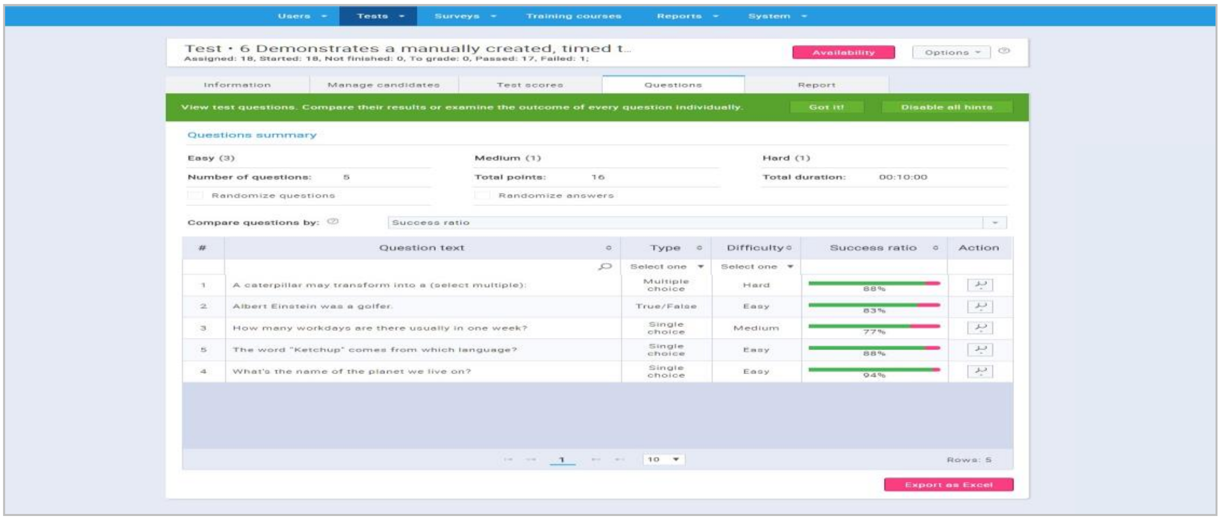


Figure 111 Results on the Test Level

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

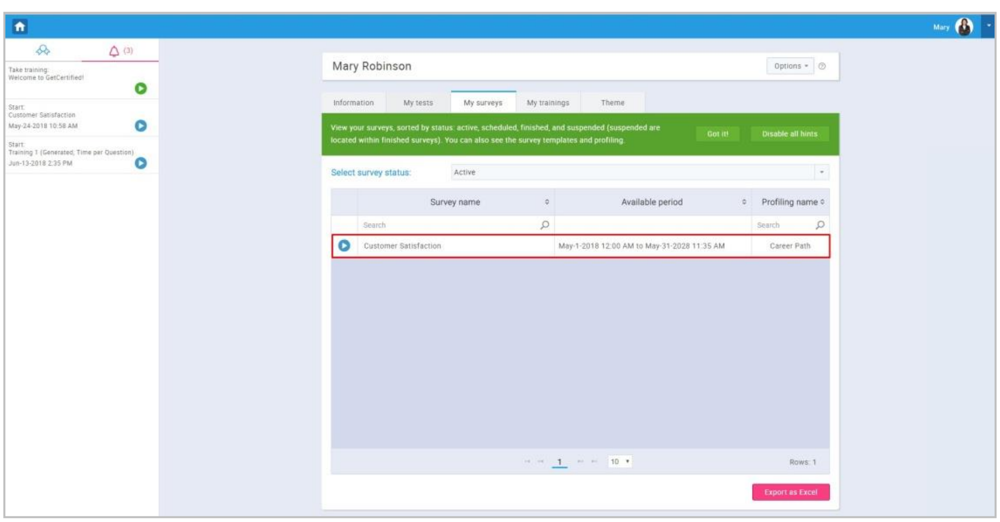
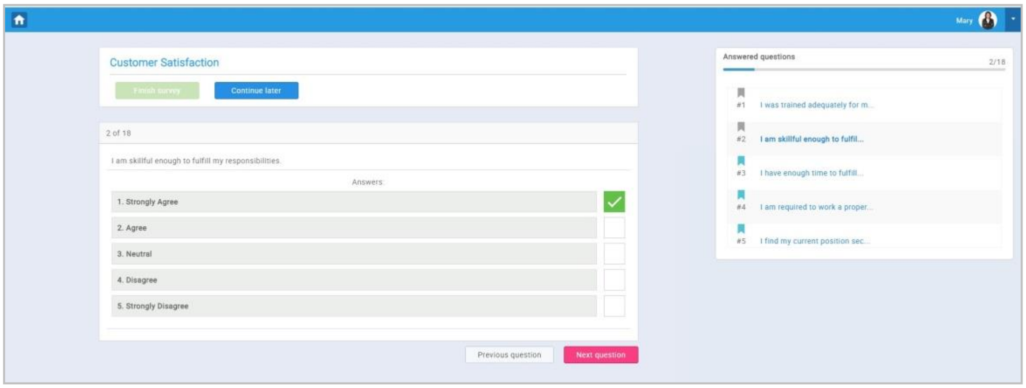


Figure 112 Taking the Survey from Profile



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.

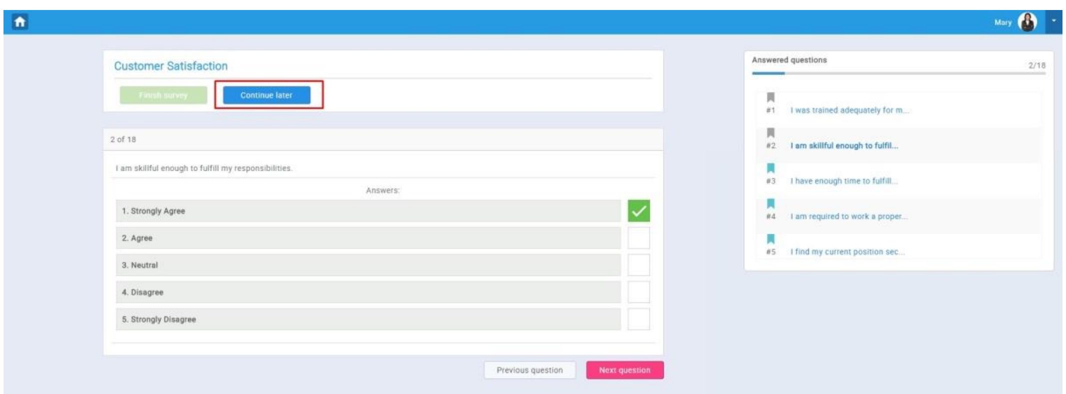


Figure 114 Continue Later

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.

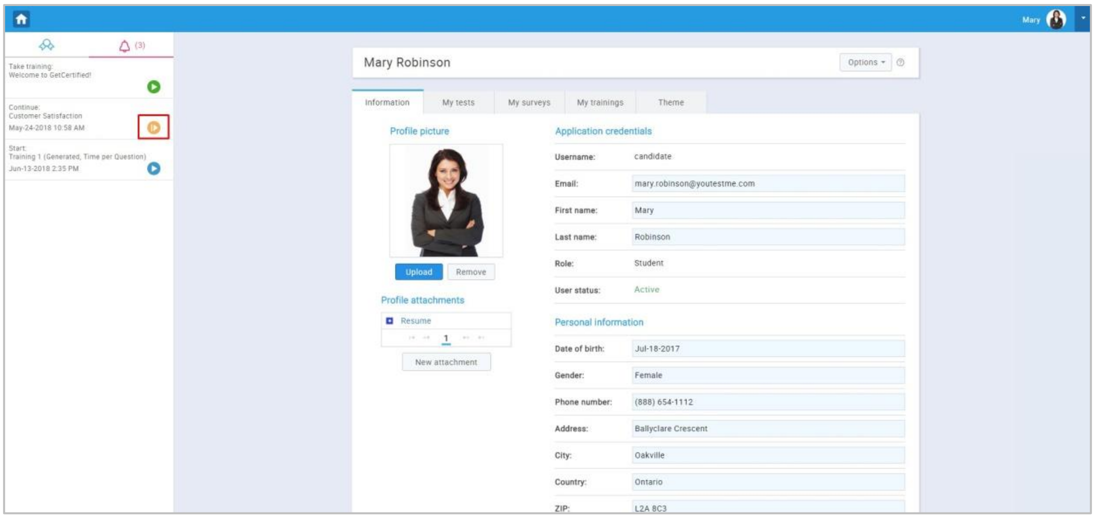


Figure 115 Continue the Survey

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.

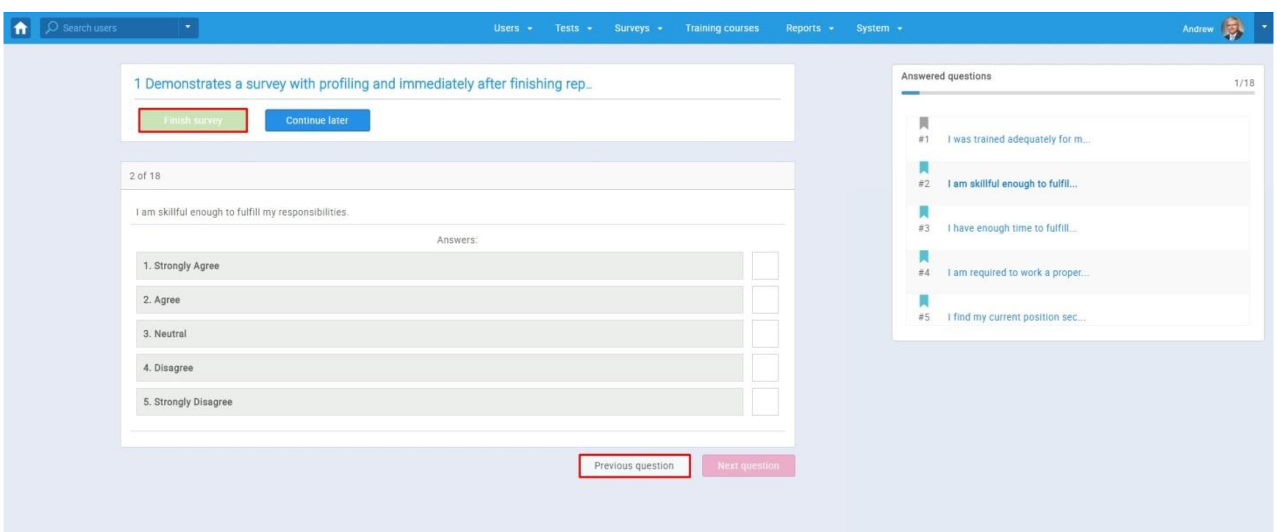


Figure 116 Unanswered Questions

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.

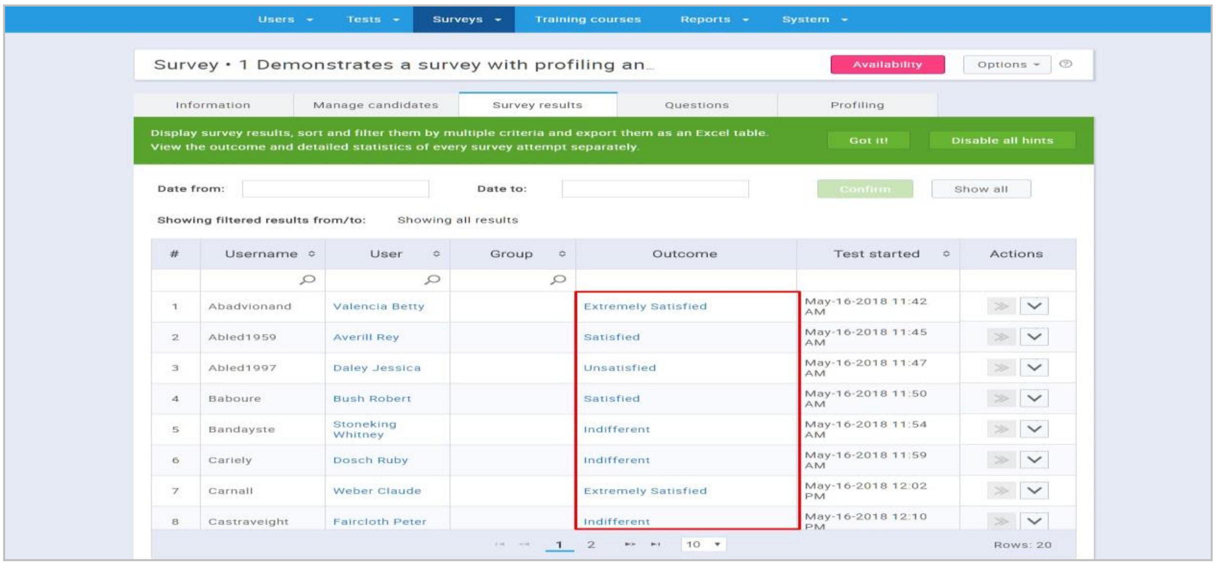


Figure 117 Choosing Finished Survey

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

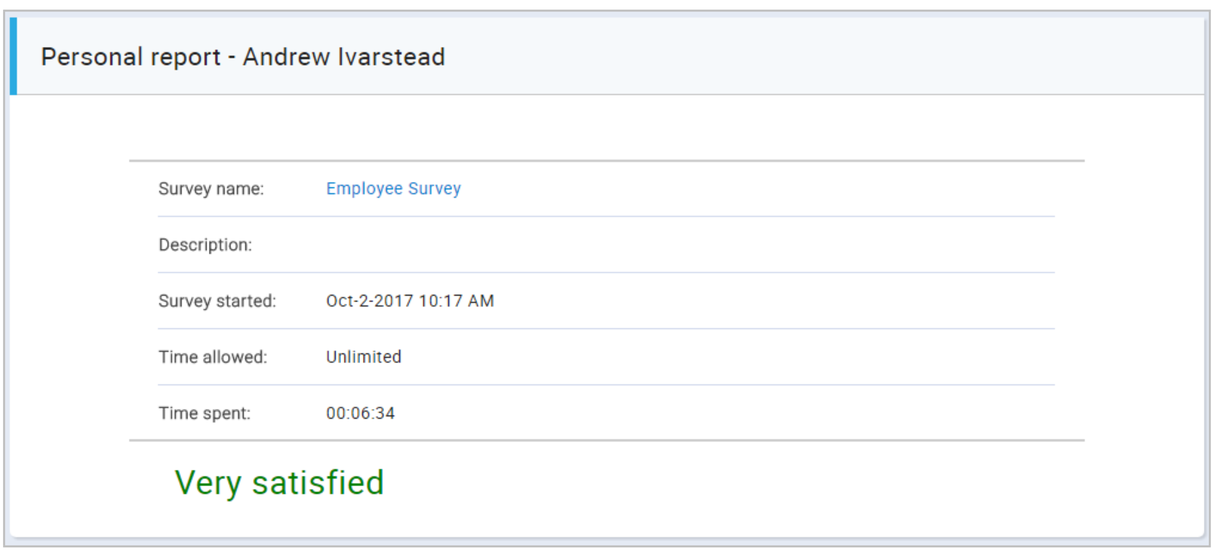


Figure 118 Personal Report

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.

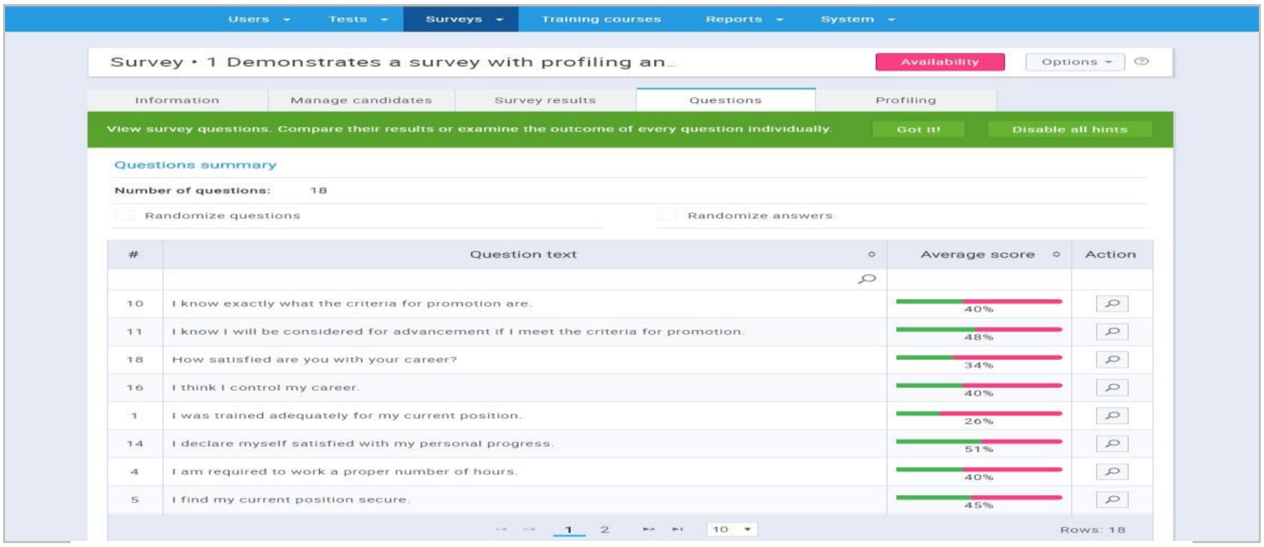


Figure 119 Results on the Survey Level

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.

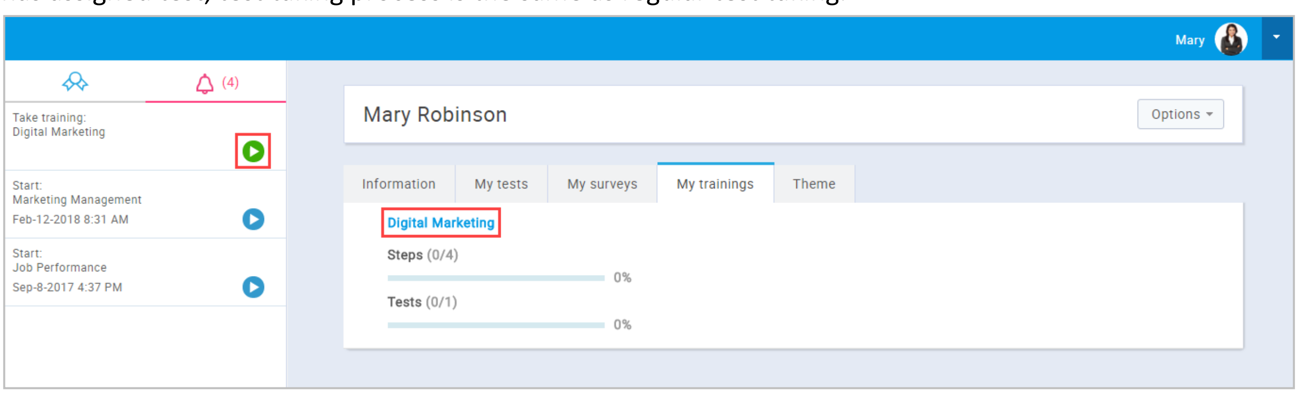


Figure 120 Take Training Course

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

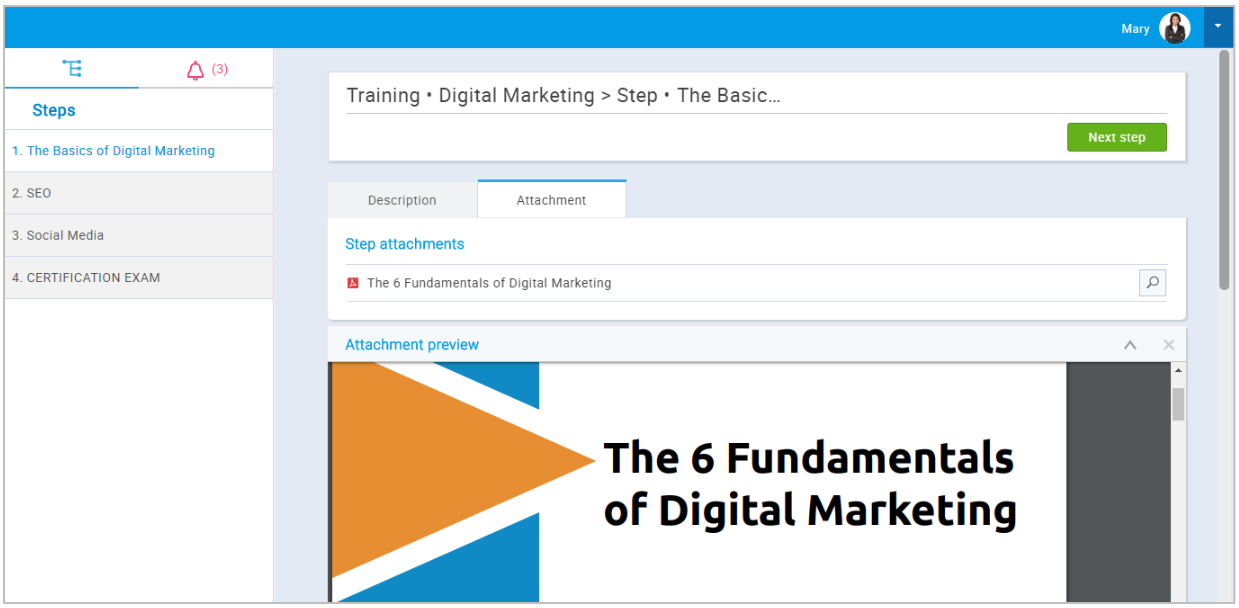


Figure 11 Training Course Attachment

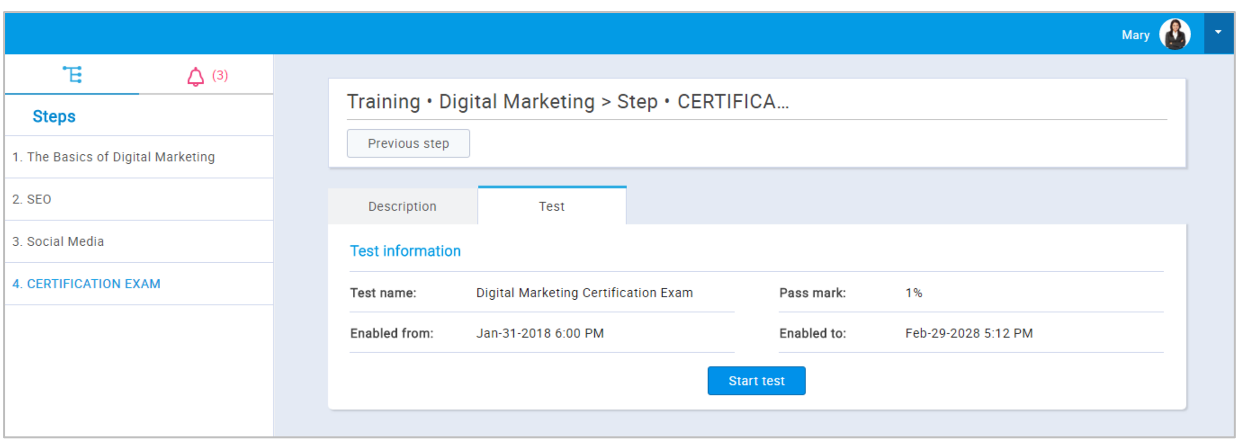
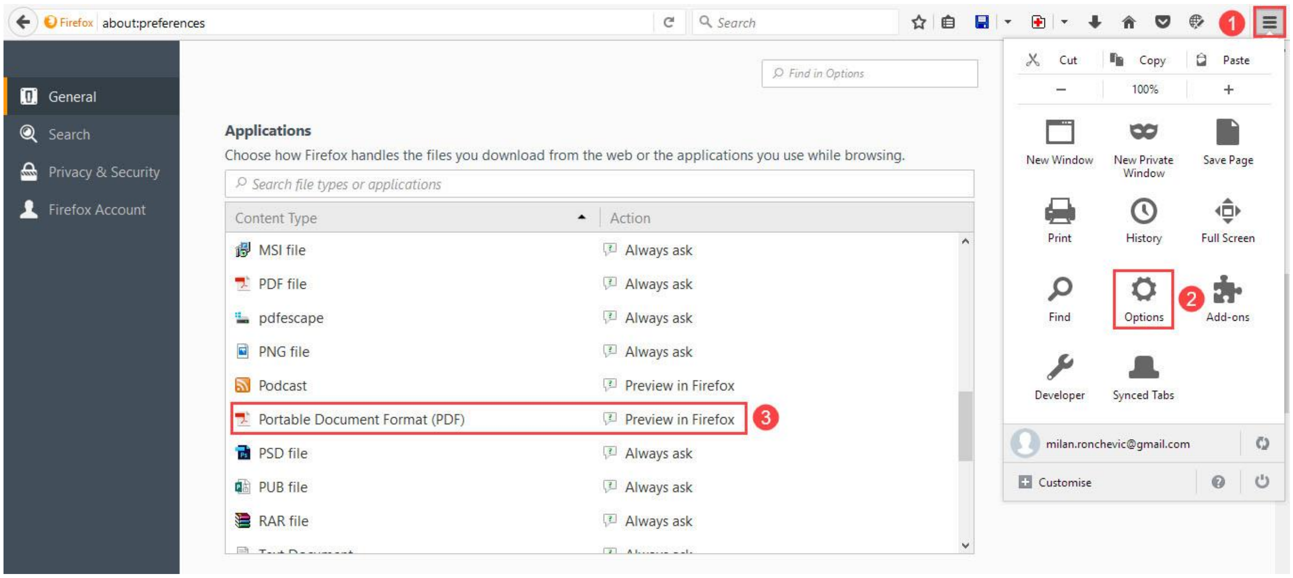


Figure 122 Training Course Test

34 Troubleshooting

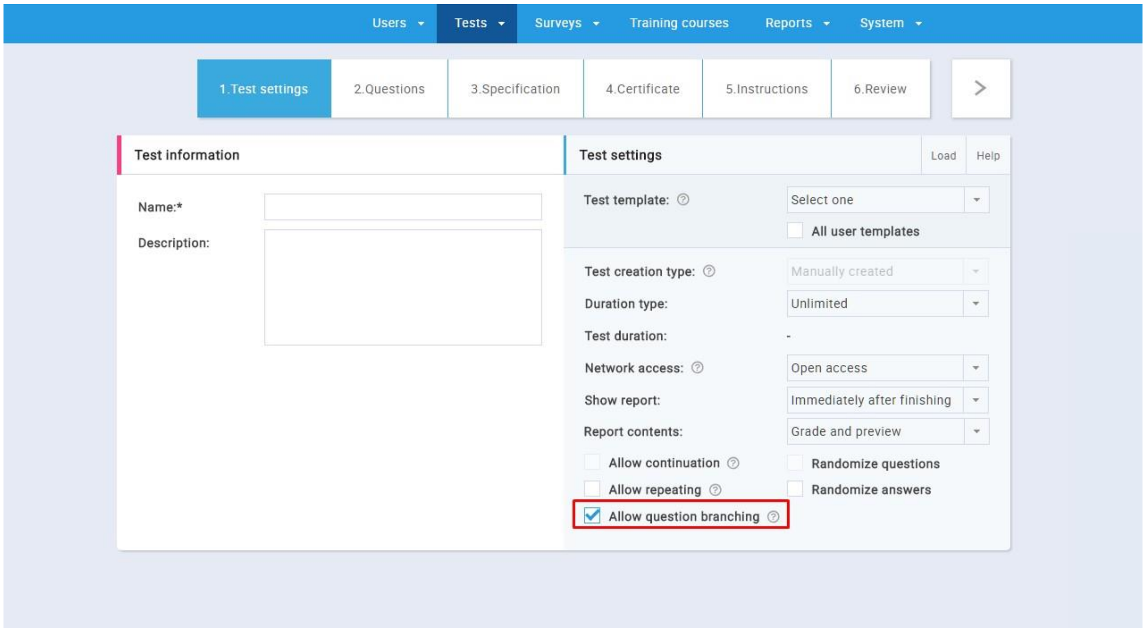
34.1 No certificate preview in Mozilla Firefox

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”.

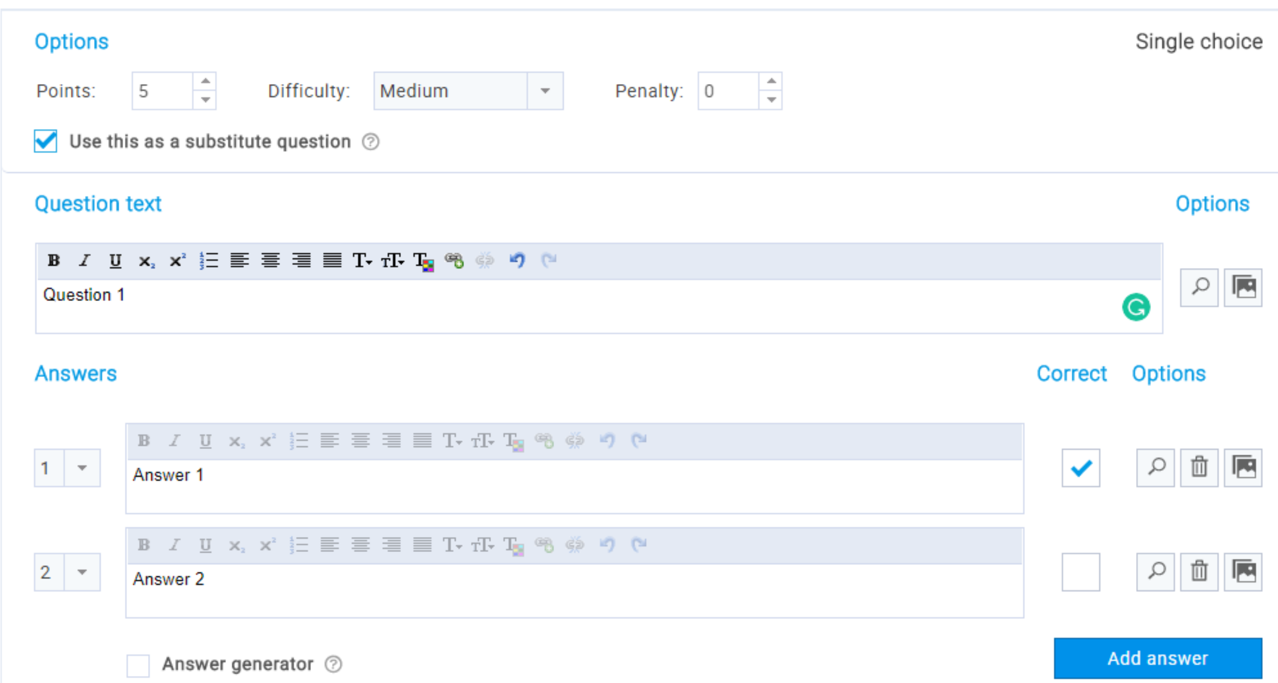


35 Question branching

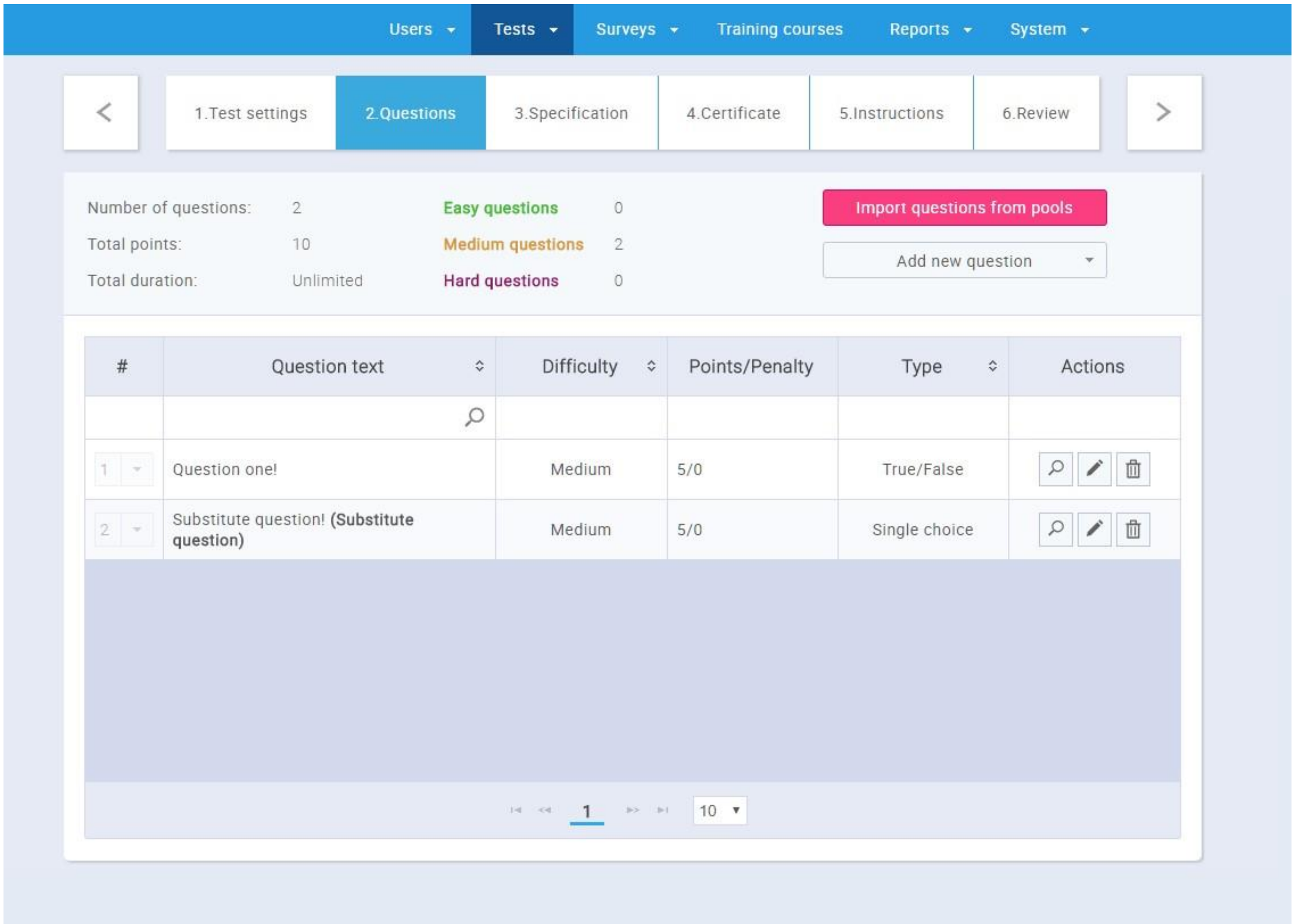
To enable this feature click on the “Allow question branching” checkbox. Enabling this feature will automatically set Test creation type to “Manually created”.



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.

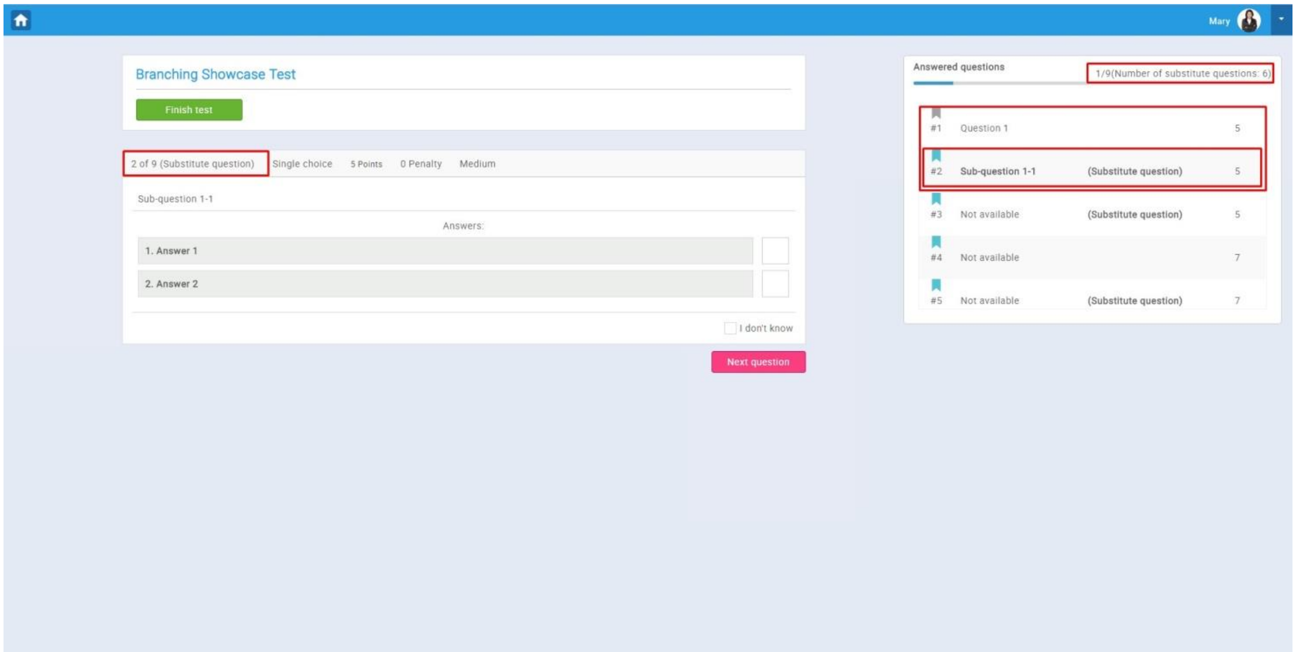


This will be the result: One question and its' substitute question.



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.

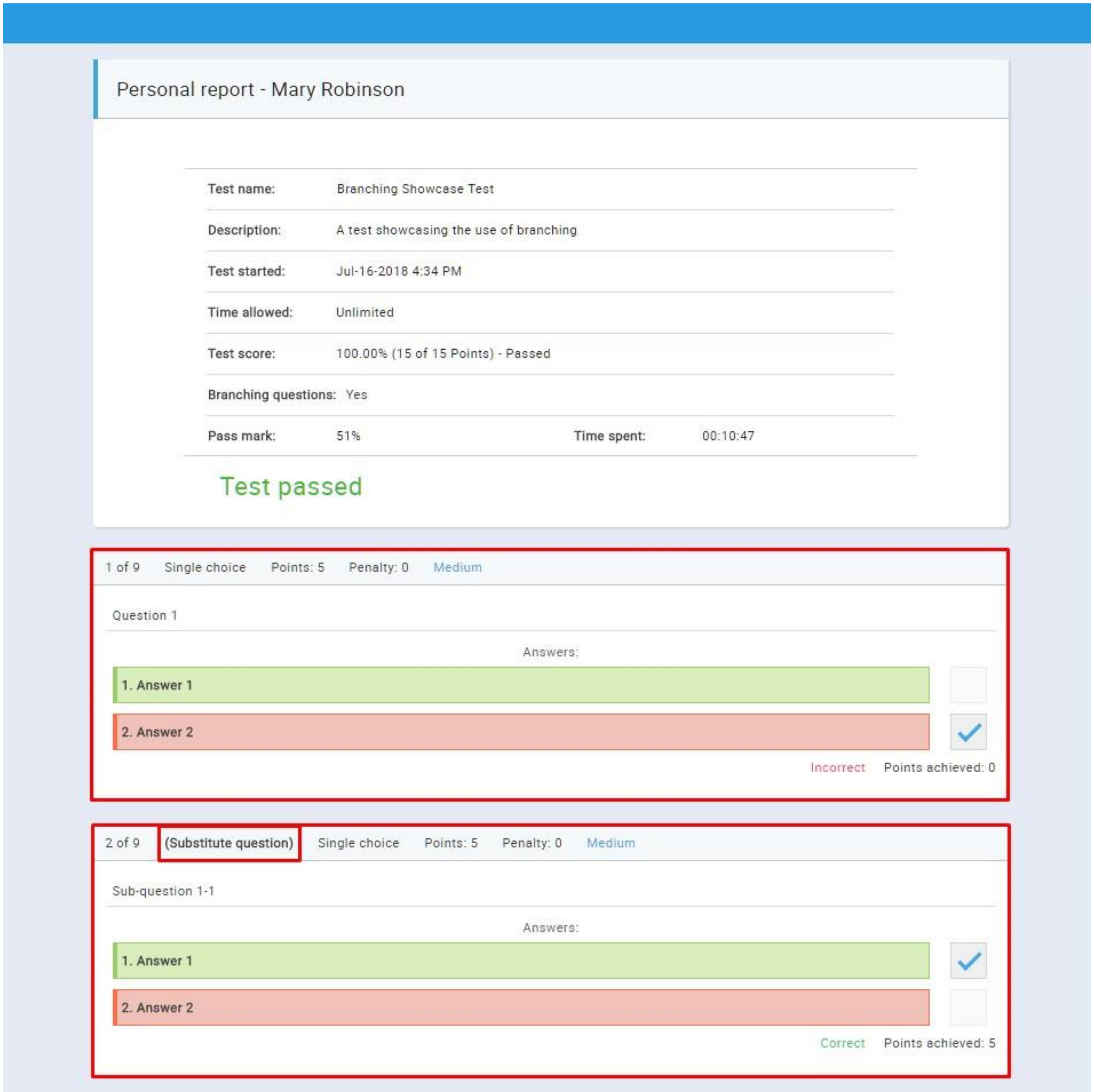


Figure 127 Personal report page

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.