YouTestMe GetCertified

Help System

version 6.0.5r

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Signing in/Registration

When you first access GetCertified, you will be navigated to the Login/Registration page. On this page, you can create your account or sign in if you already have an account.

- 1. If you already have an account
 - 1. Enter your username
 - 2. Enter your password
 - 3. Click the **"Sign in"** button

	GetCertified
1	Username
2	Password
6	Password
3	SIGN IN
	Forgot password?
	REGISTER
	Copyright © YouTestMe. All Rights Reserved.

If you have forgotten your password go to "Forgot password?"

	Contact
📙 Get Certif	ied
GetCertif	estMe
Username	
Password	
SIGN IN	
Forgot password?	
REGISTER	
Copyright & YouTestMe. All Rights Re	served.



- 1. Enter your username
- 2. Enter your email address
- 3. Click the **"Submit"** button

After these steps, you will receive an email with your new password, generated by the system.

2. If you don't have an account

To create an account, click the **"Register"** button.

GetCertified by YouTestMe Username Password SIGN IN	Username Password	Username Password SIGN IN	Username Password SIGN IN Forgot password?	Username Password SIGN IN Forgot password?	Username Password SIGN IN Forgot password?	
Username Password SIGN IN	Username Password SIGN IN	Username Password SIGN IN Forgot password?	Username Password SIGN IN Forgot password?	Username Password SIGN IN Forgot password?	Username Password SIGN IN Forgot password?	
Username Password SIGN IN	Username Password SIGN IN	Username Password SIGN IN Forgot password?	Username Password SIGN IN Forgot password?	Username Password SIGN IN Forgot password?	Username Password SIGN IN Forgot password?	
Password SIGN IN	Password SIGN IN	Password SIGN IN Forgot password?	Password SIGN IN Forgot password?	Password SIGN IN Forgot password?	Password SIGN IN Forgot password?	GetCertified
SIGN IN	SIGN IN	SIGN IN Forgot password?	SIGN IN Forgot password?	SIGN IN Forgot password?	SIGN IN Forgot password?	Username
		Forgot password?	Forgot password?	Forgot password?	Forgot password?	Password
		Forgot password?	Forgot password?	Forgot password?	Forgot password?	
	Porgot password?					

John.thompson@gmail.com
2 John
3 John
4 Thompson
5 07/07/1990
6 Select one -
7 D4WX8 D4WX8
SIGN UP 8
Forgot password?
SIGN IN
Copyright & Vou/TestMer. All Rights Reserved.

- 1. Enter your email address
- 2. Enter your username
- 3. Enter your first name
- 4. Enter your last name
- 5. Insert your date of birth

6. Choose your system role

- 7. Type in the security code
- 8. Click the **"Sign up"** button

Once you click the **"Sign up"** button, your registration request will be sent for approval of the system administrator. Once the administrator approves your registration request, you will receive an email notification.

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

3.

If you face any problems using the application contact our customer support at **Contact** option.

	Contact
GotCortified	
Contact application support () X	
 Vour email:*	
2 subject.*	
Body.*	
1MP2P Refresh captcha Captcha code:*	
6 Send Cancel	
Copyright & YouTestMe. All Rights Reserved.	

- 1. Enter your email address
- 2. Enter the subject of the email
- 3. Explain the problem you are facing
- 4. Enter the captcha code
- 5. By clicking the **"Refresh captcha"** button, you can display a new captcha code
- 6. Click the **"Save"** button to send the email to the support center

IMPORTANT: Mail will be delivered to the email address listed at the "Support email" in the Mail server.

Signing in/Registration

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Quick actions

1. Quick actions

In the **"Quick actions"** panel you can find shortcuts to standard actions, such as:

1. **"Create user"** – Create users by inserting their personal data. An email with the login credentials will be sent to each newly created user. For more information please visit **Create new user**

2. "Create security role" – Create new security role by choosing specific sets of permissions. Each user needs to have a security role assigned in order to access system functions and data. For more information please see Roles and permissions

3. **"Create user group"** – Create multi-leveled groups to organize users better, and to easily distribute and examine the test results. If you need help with this you should visit Manage groups

4. **"Create test"** – Create tests manually or by using the test generator. Optionally, attach an appropriate certificate. If you need help with this you should visit New test

5. "Create test certificate" – Add new certificates by inserting your company logo and branding. If you need help with this you should visit Manage certificates

6. "Create training course" – Create training courses with steps and enrich them with different multimedia files. If you need help with this you should visit Training courses

7. **"Create survey"** – Create a survey and categorize its results automatically by using the "Profiling" option. If you need help with this you should visit New survey

8. "Create survey profiling" – Define appropriate profiling labels to categorize results for your surveys. If you need help with this you should visit Profiling

9. **"Reports"** – Find an adequate report related to a specific application module and examine its results. If you need help with this you should visit **Standard report**





In the top left corner, you can find a search bar. You are able to choose the filter for searching. Available filters are "Users",

"Groups", "Pools", "Managed surveys", "Managed tests", "Managed certificates", "Managed training courses".



Quick actions

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Assignments

GetCertified gives users insight into all of the assignments they have.

1. Accessing the page

Once you sign in, the **"Assignments"** panel will be displayed. Anytime you wish to access it from another page, you can click on the **"Home"** button at the top of the page.

Search users	•		Users • Tests • Surveys • Training courses Reports • System	•
(3) Continue:		Home		?
1 Test Sep-12-2018 10:51 AM	0	Quick act	tions Assignments	
Start: 1 Survey Sep-12-2018 10:39 AM	0	Туре:	Any (10) - Sort order: Pinned first	
Start: Test Sep-11-2018 4:46 PM	0	Status:	Any 👻 🔀 Search	
			Survey - 1 Demonstrates a survey with profiling and immediately after Taken: Jul-6-2018	in progress
		Ŷ	Test - 1 Demonstrates a test with 8 types of timed questions and on _ Pass mark: 1% Taken: May-16-2018	Waiting for report
			Survey - 1 Survey	10:42 AM - Sep-12-2018 5:30 PM Start
			Test - 1 Test Pass mark: 51% Taken: Sep-12-2018	Continue
		Ŷ	Test - 2 Demonstrates a test with 8 types of timed questions with m_ Pass mark: 1% Taken: Jul-6-2018 Open previous attempts	Failed Score: 0.00% (0/8) Report
			ie ≪ <u>1</u> 2 → → 5 ▼	

You can also access the assignments by selecting the **"Assignments"** tab from **"My profile"** page.

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Your certif	(3)	John Smith					Options -
ò	Welcome to GetCer Certified: Feb-4-2018 Percentage score: 43.75%	Information	Assignments	My groups	My pools	Subscriptions	Theme
	Export to PDF	Profi	le picture	Application cred			
		Í.		Username:	admin		
			51	Email:	youtestme@noreply	y.com	
				First name:	John Smith		
				Last name: Role:	Administrator		
		Upload	Remove	User status:	Active		
		Henry	A definition of the second s				
				Personal information			
				Date of birth:	Jul-18-2017		
				Gender:	Male		
				Phone number:	(079) 163-3461 -6		
				Address:	Broadview Street		
				City:	Mississauga		
				State/Province:	Ontario		
				Country: ZIP:	Canada		
				Z1P:	L4D 000		

2. Refining assignments

You can choose assignments you want to be shown to you by type. Default shows all, but you can pick between the following three:

1. "Tests"

2. "Surveys"

3. "Training courses"

▲ (s) Continue: Trees Suppresentations in the second sec
1 Heft Image: Sep 12 2018 10.51 AM Image: Sep 12 2018 10.42 AM Image: Sep 12 2018 10.42 AM Image: Sep 12 2018 10.42 AM S
1 Survey Sep:12:018 4:46 PM Sep:11:2018 4:46 PM Sep:11:2018 4:46 PM Sep:11:2018 4:46 PM
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Start
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Test - 2 Demonstrates a test with 8 types of timed questions with m Failed Pass mark: 1% Score: 0.00% (0/8) Taken: Jul-6-2018 Open previous attempts Report
i ← ← <u>1</u> 2 → → → 5 ▼

You can refine your assignments by any order you want. There are several orders to sort by:

- 1. "Pinned first" shows pinned assignments if any exist
- 2. " $\textbf{A} \rightarrow \textbf{Z}$ " alphabetical order
- 3. "A \leftarrow Z" reverse alphabetical order

Search users	-		Users • Tests • Surveys • Training courses Reports • System •
(3)			
Continue: 1 Test		Home	?
Sep-12-2018 10:51 AM Start:	D	Quick actio	ns Assignments
1 Survey Sep-12-2018 10:39 AM	0	Туре:	Any (10) v Sort order: Pinned first v
Start: Test		Status:	Any - T Pinned first
Sep-11-2018 4:46 PM	0		
			Survey - 1 Demonstrates a survey with profiling and immediately after In progress Faken: Jul-6-2018
		•	Fest - 1 Demonstrates a test with 8 types of timed questions and on
		?	Pass mark: 1% Waiting for report Faken: May-16-2018
			akel, may 10-2010
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			Test - 1 Test
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		r r	Pass mark: 1% Score: 0.00% (0/8) Faken: Jul-6-2018 Open previous attempts Report
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You can refine your assignments by the availability of the assignments. Automatically, only currently available are shown, but you can choose between any of the following:

- 1. "Any" shows all
- 2. "Available" shows only currently active assignments
- 3. "Upcoming" shows scheduled assignments
- 4. "**Pending**" shows pending assessments
- 5. "**Completed**" assignments that are completed
- 6. "Suspended or expired" assignments that are canceled and expired

Search users	•		Users 🕶 Tests 👻 Surveys 👻	Training c	ourses Reports -	System 👻	
(3) Continue:		Home					?
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If you are looking to find a particular assignments, you can use the search box and enter a keyword.

↑ Search users		Users • Tests • Surveys • Training co	urses Reports	 ✓ System +
(1)	Home			?
iep-11-2018 4:46 PM 🜔	Quick acti	ons Assignments		
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	Status:	Any 👻	C .	Search
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	•	Taken: Jul-6-2018 Open previous attempts		Report
		Survey - 3 Demonstrates a survey with profiling, multimedia Taken: Jul-6-2018	a and report	In progress
		Test - 3 Demonstrates a test generated by test generator w	rith the en	Passed
		Pass mark: 1% Taken: May-16-2018		Score: 80.00% (8/10) Report
		и.н. <u>1</u>	2 => == 5	•

You can choose how many results per page you get by selecting from the box at the bottom of the page.

To show assignments that are available for taking right now, click the hourglass icon next to the "**Status**" filter.

C Search users	•		Users • Tests • Surveys • Training courses Reports • System •		Ja	John 🧯	John 候	John 候	John 候	John 📦	John 👰	John 👰	John 👰 💽
🛆 (1)		Home	?										
Start: Test Sep-11-2018 4:46 PM	0	Home	r										
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			Survey - 3 Demonstrates a survey with profiling, multimedia and report In progress Taken, Jul-6-2018										



3. Using assignments

Scores of previously attempted assignments are available for you to see by clicking the **"Open previous attempts"** option.

♠ Ø Search users		Users - Tests - Surveys - Training courses Reports	• System •	John 👰
(1) art: set sp-11-2018 4:46 PM			?	
	ту	Assignments • Sort order: pe: Any (8) • Sort order: atus: Any • •	Pinned first * Search	
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	0	Survey - 3 Demonstrates a survey with profiling, multimedia and report Taken: Jul-6-2018	In progress	
	(Fast - 3 Demonstrates a test generated by test generator with the en Pass mark: 1% Taker: May-16-2018	Passed Score: 80.00% (8/10) Report	
		и и <u>1</u> 2 ж н <u>5</u>	T	
 Test 	- 6 Demonstrates a manually cre	ated, timed test with immediat	Fai	led

•	Test - 6 Demonstrates a manually created, timed test with immediat	Failed
P	Pass mark: 1%	Score: 0.00% (-8/16)
•	Taken: Aug-28-2018 Close previous attempts	Report
		Failed
	Demonstrates a manually created, timed test with immediately after f	Suspended
Pass m	ark: 1%	
	Feb-4-2018	Score: 0.00% (-8/16)

You can take a test, a survey or a training course available by clicking the **"Start"** button.

Image: Comparison of the comparison o
Barry Image: Sep 12 2018 10 39 AM Set: Test Test Type: Any (0) Sort order: Pined first Search Status: Any Image: Search Search Image: Search Improgress Improgress Test - 1 Demonstrates a survey with profiling and immediately after Improgress Test - 1 Demonstrates a survey with profiling and immediately after Improgress Test - 1 Demonstrates a survey with profiling and immediately after Improgress Test - 1 Demonstrates a survey with profiling and immediately after Improgress Test - 1 Demonstrates a survey with profiling and immediately after Improgress Test - 1 Demonstrates a survey with profiling and immediately after Improgress Test - 1 Demonstrates a survey with profiling and immediately after Improgress Test - 1 Demonstrates a survey with profiling and undicated and on Pass mark : 1% Test - 1 Demonstrates a survey with profiling and undicated and on Sep:12.2018 10.42 AM - Sep:12.2018 5.30 PM Sep:12.2018 10.42 AM - Sep:12.2018 5.30 PM
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Survey - 1 Demonstrates a survey with profiling and immediately after In progress Image: Survey - 1 Demonstrates a test with 8 types of timed questions and on Waiting for report Pass mark: 1% Taken: Juli -6 2018 Waiting for report Survey - 1 Survey Sep-12-2018 10.42 AM - Sep-12-2018 5:30 PM
Taker: Jul-6-2018 In progress Pass mark: 1% Taker: Jul-6-2018 Waiting for report Taker: May-16-2018 Survey - 1 Survey Sep-12-2018 10.42 AM - Sep-12-2018 5.30 PM
Pass mark: 1% Waiting for report Taker: May-16-2018 Sep-12-2018 10-42 AM - Sep-12-2018 5-30 PM
Survey - 1 Survey
Test - 2 Demonstrates a test with 8 types of timed questions with m Failed Pass mark: 1% Score: 0.00% (0/8) Taker: Jul-6-2018 Open previous attempts Report
Survey - 3 Demonstrates a survey with profiling, multimedia and report In progress Teken: Jul-6-2018
14 44 <u>1</u> 2 +++ 15 +

You can continue a test, a survey or a training course you have already started by clicking the **"Continue"** button.

♠ Search users •	Users - Tests - Surveys - Training courses Reports - System -	John 👰 .
(3) Continue: 1 Teot Sep-12-2018 10:51 AM	Home	?
Sep-12-2018 10:51 AM	Quick actions Assignments	

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			?	Pass ma		st with 8 types of tim	ed questior	ns and on	Walting	or report	
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Assignments can have one of the following statuses:



	Survey - 4 Demonstrates a survey with reporting on managers approval Taken: Aug-30-2018 Open previous attempts	Continue
?	Test - 6 Demonstrates a manually created, timed test with immediat Pass mark: 1% Taken: Feb-4-2018	Passed Score: 43.75% (7/16) Report
?	Test - General Knowledge Pass mark: 1%	Expired Aug-17-2018 9

- 1. "Pinned" assignments that are pinned to home screen are available for all users to start
- 2. "Start" assignments that are available for taking
- 3. "In progress" assignments that have been started but not finished
- 4. "Waiting for report" assignment that need to be resolved by assignment manager
- 5. "Failed" failed assignment
- 6. "Suspended" suspended assignment that is no longer available for taking
- 7. "Continue" assignment that can be continued
- 8. "Passed" passed assignment
- 9. "Expired" assignment that has expired with the expiration date

Assignments

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Manage users

In this section, you can create new users and manage registration requests, see the list of users you created and the list of all users.

1. Accessing the page

To access the **"Manage users"** page, you should hover over the **"Users"** section in the application's main menu, and then select the **"Manage users"** option.



2. List of all users

This table displays a list of all users in the system including the list of deleted users (special permission is required to view these users). In the list of all users you can change their status to "Active", "Locked", "Suspended" or "Deleted".

	Show deleted users						
	Username	\$	User 🗘	Ema	ail \$	Status	\$
	Search	Q	Search ${\cal O}$	Search	Q	Select one	
	aaron		Thompson Aaron	aaron.thompson@y	youtestme.com	Active	
	Abadvionand		VA BE	BettyEValencia@gu	ustr.com	Active	
	Abled1959		Averill Rey	ReyKAverill@cuvox	de	Active	
	Abled1997		Daley Jessica	JessicaKDaley@su	perrito.com	Active	
~	Accon1956		Coffin Micheal	MichealLCoffin@da	ayrep.com	Active	
~	Acessier		Curry Victoria	VictoriaMCurry@te	leworm.us	Active	
~	Acesturod		Blackburn Janet	JanetDBlackburn@	einrot.com	Active	
	Acrew1969		Carpenter Eva	EvaMCarpenter@ar	rmyspy.com	Active	
	Actat1963		Forth Christopher	ChristopherMForth m	@jourrapide.co	Active	
	adam		Moore Adam	adam.moore@yout	estme.com	Active	
			⊨ ≪ <u>1</u> 2 3 4 5 ►	► ► 10 ▼		Rows: 554	4

1. Select the users whose statuses you want to change

2. Click on the **"Set status to"** button and choose one of the previously mentioned options

3. You can export the list of all users by clicking the **"Export as Excel"** button

You can also load multiple users with an Excel template.

User profiles			1 Load users Options -						
List of all users	Users created by me	Registration requests	Create new user						
Profile	picture	Application credentials	S						
		Username:*							
Load users	Load users ×								
possible to uploa To upload data i Detailed instruct	ad a large number of use nto the application you n	ng it into application. Using t rs into the system using sing eed to fill in the Excel templa icedure can be downloaded h	readsheet.						
	3 Confirm	enerated							
		Insert:							
	Retype:								

- 1. Click on the **"Load users"** button
- 2. Select an Excel template you previously filled
- 3. Click on the "Confirm" button

If you need help with filing in the Excel template, you can download the detailed instructions from the same dialog displayed in the picture above.

3. Users created by me

This table displays a list of users created by you. Here, you can change their status to "Active", "Locked", "Suspended" or "Deleted".

U	sername \$	User	\$	Email	≎ Status :
Search	Q	Search	Q	Search 🔎	O Select one
aaron		Thompson Aaron		aaron.thompson@youtestme.com	Active
Abadvionand		VA BE		BettyEValencia@gustr.com	Active
Abled1959		Averill Rey		ReyKAverill@cuvox.de	Active
Abled1997		Daley Jessica		JessicaKDaley@superrito.com	Active
Accon1956		Coffin Micheal		MichealLCoffin@dayrep.com	Active
Acessier		Curry Victoria		VictoriaMCurry@teleworm.us	Active
Acesturod		Blackburn Janet		JanetDBlackburn@einrot.com	Active
Acrew1969		Carpenter Eva		EvaMCarpenter@armyspy.com	Active
Actat1963		Forth Christopher		ChristopherMForth@jourrapide.co m	Active
adam		Moore Adam		adam.moore@youtestme.com	Active

4. Registration requests

On this screen, you can approve or decline registration requests. Users will receive an email informing them if the registration request is approved.

	Username	\$	User	\$	Email	\$	Date of birth
	Search	Q	Search	Q	Search	Q	
	adam.adams		Adams Adam		a.admas@co.com		Sep-4-1974
•	adam.white		White Adam		a.white@co.com		Aug-5-1975
~	aimee.wilson		Wilson Aimee		a.wilson@co.com		Feb-14-1962
	alex.garcia		Garcia Alex		a.garcia@co.com		May-19-1975
	alexander.jason		Jason Alexander		a.jason@co.com		May-7-1977
	alfred.martin		Martin Alfred		a.martin@co.com		May-13-1971
	alicia.broom		Broom Alicia		a.broom@co.com		Dec-26-1960
	annie.smith		Smith Annie		a.smith@co.com		Feb-28-1965
	arlo.miller		Miller Arlo		a.miller@co.com		May-17-1960
	arthur.dali		Dali Arthur		a.dali@co.com		Jun-14-1970
			ia <a <b="">1	2 🔛	⊳ ⊫⊨ 10 ▼		Rows: 20

- 1. Select the members whose requests you want to approve/decline
- 2. Click the "Action" button and choose the desired action

5. Create new user

In the **"Create new user"** panel you can manually add a new user by inputting his/her personal information and setting his/her role. A new user profile is created by inputting user information, password, and a profile picture. On this screen, a user is also assigned a security role. The new user will be notified by email that their profile is created in the YouTestMe system.

List of all users	Users created by	me Registration reque	sts Create new user
Profile	picture	Application crede	ntials
		Username:*	
		2 Email:*	
		First name:*	
		Last name:*	
8 Upload	Remove	User status:*	Active 👻
		5 Role:*	Student 👻
		Groups:	(+)
		Password	
		Password:*	Generated 👻
		Password expires:	
		Insert:	
		Retype:	

1. Insert username. This value has to be unique for each user

2. User's email address

3. User's first and last name

4. This value represents the current status of the user's account in the system. You can choose between:

"Active" - "Active" users can enter the application

"Suspended" - User with the administrator role can change the status of any student into "Suspended". Users cannot enter the system until the administrator changes their status to "Active" again, but their statistics are still shown

"Locked" - The user's account becomes locked after 21 failed login attempts. The "Locked" user needs to follow the "Forgot password" procedure (if you need help with this, go see Signing in/Registration), and will be able to gain the status of an "Active" user again. As the administrator, you can change the status of a "Locked" user by going to his profile and clicking the "Activate" button after which the system will automatically send the email with a newly generated password. This is possible only if the mail server is activated. If the mail server is not activated, the administrator needs to change the user's password manually.

		Users 👻	Tests - Sun	eys 👻	Training courses	Reports 👻	System 👻		John
Oscar Jackso	on							Activate Options *	
Information	Assignments	My groups	Му ро	ols	Subscriptions	Theme		Change pas Enable all hi	
	Profile picture		Applicat	on crede	entials			Suspend Delete	
			Username	¢	oscar				
			Email:		oscar.jackson@you	testme.com			
			First nam	ð:	Oscar				
			Last nam	F:	Jackson				
	Upload Remove		Role:		Student				
	New attachment		User state	IS:	Locked				
			Persona	informa	ation				
			Date of b	rth:	Jul-9-1979				
			Gender:		Male				
			Phone nu	nber:	(020) 125-1140				
			Address:		Pembroke				
			City:		Toronto				
			State/Pro	/ince:					
			Country:		Ontario				
			ZIP:		M5A 2N8				

5. This value represents a user's role in the system. Predefined roles in the system are "Student", "Administrator" and "Instructor" however you can create an unlimited number of custom roles with specific permissions. Please check the **Create new role** help section to see how to create a custom role

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

7. User's password needed to enter the system. You can choose either it to be entered manually or generated. You can also set the expiration date for password

8. Upload user's profile picture

	Personal information	in
	Date of birth:	
	Gender:	Select one
	Phone number:	
9	Address:	
•	City:	
	State/Province:	
	Country:	
	ZIP:	



9. Here you can enter personal information about the user

10. After entering all the necessary information about the new user click the "Create" button

Manage users

Help system

Manage groups

Users in the system can be organized into user groups. Each group can have an unlimited number of sub-groups. Members of a certain user group are also members of its parent group. Users with proper privileges can make their own tree hierarchy of groups, while users with administrative privileges can manage any group in the system.

1. Accessing the page

To access the "Manage groups" page, you should click on the "Users" menu and select "Manage groups".



2. Page layout

On the left side of the **"Manage groups"** page, you will find the sidebar where you can search for groups, filter them, create a new one or select a group to see its detailed information and modify it.

↑ Search users	Users - Tests - Surveys - Training courses Reports - System -	
L (1) User groups P Create	User groups	Help
User groups (4) 2 ▶ □ IT (1) (4) 4 ▶ □ Management (1) 4	Select a group from the navigation tree on the left or create a new one. Add new members to the group. Groups can be used for easier test assigning process.	

1. To search for a group, you must click on the button with a magnifying glass image and then enter the name of the group in the pop-up window.



2. In order to filter the list of tables, you should click on the button with a funnel image and then choose the group status and privacy of the groups you want to see. A group's status can either 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 sub-groups are set to be inactive automatically. The "Privacy" setting has two options, you can either set it to "Personal" or "All". If you choose "Personal", only groups where you are a member will be displayed, and if you choose "All", all existing groups will be displayed.

Search users	Users • Tests • Surveys • Training courses Reports • System •	Andrew 😡
E (0) User groups P V Create	User groups Help	
Group status ⑦	Select a group from the navigation tree on the left or create a new one. Add new members to the group. Groups can be used for easier test assigning process.	
Privacy 🔊		

3. To create a new group, click on the **"Create"** button. Once clicked, a pop-up window will open where you need to set the name and the description of the group, and the group's status as well.

New group		×
Parent group:	Groups	
Name:*		
Description:*		
Status:*	Active Inactive	



4. To view information about a group that exists or to modify it, you need to find the group in the group tree. In the group tree, you will find that some of the nodes have bullets on the left. This means that the group has sub-group(s) and that you can see them by clicking on the bullet and in that way expand the node. To select a group, simply click on its name in the tree.



3. Group details

When a group is selected, you can add a sub-group to the selected group, you can look at the additional options for that group, or you can view the detailed attributes of the group on the **"Information**", **"Members"** and **"Statistics"** tabs.

Search users	Users • Tests • Surveys • Training courses Reports • System •	An
Image: Test of the second state (0) User groups ▷ ▽ Create • User groups (4) □ □ ③ • □ Management (1) ③ ③	User group • IT Group of people in IT department. Information Members Statistics 5	
•wunugenen (1)	Group name: IT Group description: Group of people in IT department.	
	Group path: IT User group ID: 5000	
	Created by: Andrew Ivarstead Time of creation: Aug-18-2017 6:27 AM	
	Updated by: Andrew Ivarstead Update time: Feb-26-2018 3:02 PM	

1. Clicking on the **"New sub-group"** button will open the same pop-up you get when creating a new group. All the instructions for that window apply to this one as well.

2. In the **"Options"** drop-down list you are able to enable/disable all the hints for this page, you can delete the selected group and you can activate/deactivate it depending on its current status

roup of people in IT	department.				 Enable all hints
Information	Members	Statistics			Delete Deactivate
Group name:	IT				
Group description:	Group of people in IT departme	nt.			
Group path:	ІТ		User group ID:	5000	
Status:	Active		Your role:		
Created by:	John Doe		Time of creation:	Aug-18-2017 6:27 AM	
Updated by:	John Doe		Update time:	Feb-26-2018 3:02 PM	

3. Information

The "Information" tab has all the basic information of a group.

Information	Members	Statistics			
Group name:	IT				
Group description:	Group of people in IT dep	artment.			
Group path:	IT		🚺 User group ID:	5000	
Status:	Active		8 Your role:	Manager	
Created by:	Andrew Ivarstead		9 Time of creation:	Aug-18-2017 6:27 AM	
Updated by:	Andrew Ivarstead		10 Update time:	Feb-26-2018 3:02 PM	

1. Group's name

2. Group's description

3. This represents the group's path. You can see all the group's ancestor groups here

4. The status of the group

5. This is the user who created the group. By clicking on the name of this user, you are redirected to his profile page

6. This is the user who last updated the group. By clicking on the name of this user, you are redirected to his profile page

7. This is the unique ID of this group. It is used in some other functionalities of the application, like importing Excel files

8. This represents your role in the group. Group members can have one out of the two roles in the group: the "User" role or the "Manager" role. Having the "Manager" role in a certain group enables the user to manage all of its sub-groups as well

9. This is the exact time this group was created

10. This is the exact time this group was last updated

4. Members

The **"Members"** tab gives an overview of all group members and allows you to add new members to the group and remove users that are already members. You can also export members into an Excel file.

	Username	\$	3 U	lser \$	Status \$	Role in group
Search		Q,	Search	Q	Select one	Select one
admin			Ivarstead Andrew		Active	Manager
Knoting	1976		Murphy Andrew		Active	User
Leamab	and77		Malloy Curtis		Active	User
Leareve	d2		Lewis Daniel		Active	User
Leas198	31		Turner Betty		Active	User
Lecoug	nt		Long Cynthia		Active	User
Lieniner	2		Balcom Ruthie		Active	User
Lievaigh	1t77		Lugo Richard		Active	User
Lifely			Reyna Jc		Active	User
Lishat			Epp Nancy		Active	User

1. From this drop-down list, you can choose which members will be shown. The offered options are: "Members of the selected group", "All users from the system", "Users created by me"

displays:	Users created by me Members of the selected gr All users from the system Users created by me	oup		
admin		Ivarstead Andrew	Active	Manager
Knoting19	76	Murphy Andrew	Active	User
Leamabar	nd77	Malloy Curtis	Active	User
Leareved2	2	Lewis Daniel	Active	User
Leas1981		Turner Betty	Active	User
Lecought		Long Cynthia	Active	User
Lieniner2		Balcom Ruthie	Active	User
Lievaight7	77	Lugo Richard	Active	User
Lifely		Reyna Jc	Active	User
Lishat		Epp Nancy	Active	User
	14 4	1 2 3 4 5 ⊷ ⊷ 10 ▼		Rows: 285

2. By clicking on the check-boxes you can add or remove users from the current selection, and the actions such as assigning

and removing will only have an impact on these users

3. You can search users either by their username, first and last name, status or role

4. The **"Assign as"** drop-down list has two buttons: **"User"** and **"Manager"**. Clicking on either of these will change the selected users' role to the one you selected. Users which have the **"Role in group"** field blank are not members of the group and can be added to it by changing their status to either **"User"** or **"Manager"**.

able	displays:	Members of the selec	cted group						.
		Username	\$		User	\$	Status	\$	Role in group ≎
	Search		Q	Search		Q	Select one	٣	Select one
	admin			Ivarstead Andrew			Active		Manager
	Knoting19	76		Murphy Andrew			Active		User
	Leamaban	d77		Malloy Curtis			Active		User
	Leareved2			Lewis Daniel			Active		User
•	Leas1981			Turner Betty			Active		User
~	Lecought			Long Cynthia			Active		User
	Lieniner2			Balcom Ruthie			Active		User
	Lievaight7	7		Lugo Richard			Active		User
	Lifely			Reyna Jc			Active		User
	Lishat			Epp Nancy			Active		User
User			14 <4	1 2 3 4	5 ⊮ ⊧	10 🔻			Rows: 285

5. The **"Remove selected"** button will remove the selected users which are group members from the group. No action will take place for users that are not group members. Removing a user from the group will set his/her **"Role in group"** to blank

6. The **"Export as Excel"** button will export in an Excel file all the members that have been filtered as part of your search

5. Statistics

The **"Statistics"** tab displays the statistical data of members of that group.



1. When the **"Add tests/surveys"** button is clicked, a pop-up window will appear. You can search the tests/surveys you want to add or remove by name or course that they are a part of. Using the below-highlighted buttons, you can add or remove them from the graph view in the **"Statistics"** tab.

Test/survey		Course		Available period	Actions
Search	Q	Search	Q		
Object-oriented programming		IT		Jul-25-2018 12:00 AM - Jul-25-2018 1:30 PM	\downarrow ×
Procedural programming		IT		Jul-25-2018 12:00 AM - Jul-25-2018 1:40 PM	\downarrow ×

2. By clicking the **"Add members"** button, you will open a pop-up window. In this window, you can search for members whose statistics you want to see by username or by first and last name. By clicking on the button highlighted in the picture below you can add the user's statistics to the graph view in the **"Statistics"** tab.

	Username	User	Action
	Q		Q
admin		Ivarstead Andrew	Ļ
Knoting1976		Murphy Andrew	Ļ
Leamaband77		Malloy Curtis	\downarrow
Leareved2		Lewis Daniel	\downarrow
Leas1981		Turner Betty	\downarrow
Lecought		Long Cynthia	\downarrow
Lieniner2		Balcom Ruthie	\downarrow
Lievaight77		Lugo Richard	\downarrow
	u 1 - 0	4 5 ⊨ ⊨ 10 ▼	Rows: 285

Added members can be removed from the view on the **"Statistics"** tab.

User Group • I Group of people in IT d				New sub-group	Options •
Information	Members	Statistics			
			Add tests	Add surveys	Add members
100		Score a	nalysis		
	85			78	



3. The graph can be represented by lines if the **"Line"** button is selected.

	er Group • 1 ⁻ p of people in IT de				New sub-group	Options 👻	?
I	nformation	Members	Statistics				
				Add tests	Add surveys	Add members	
100			Score a	nalysis			
75		85			78		
50							
25							
0		Procedural programn	ning	Obj	ject-oriented programm	ning	
	Line	Bar 📕 IT					
•	Details						
~	Line	Bar Andrew Ivar	stead 🗙				
+	Details						

4. The graph can be represented by bars if the **"Bar"** button is selected.



Page 25

Roles and permissions

GetCertified allows the administrator to create new and manage existing user roles and permissions.

1. Accessing the page

To manage roles and permissions, you should click on the **"Users"** menu in the application's toolbar and then choose **"Roles and permissions"**.



2. First page

"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. On the top of the page there is a search bar, where you can choose a role and view its permissions.

	sers • Tests • Surveys • Training courses Reports • System •	Andrew 똃
Roles and p	ermissions New role ?	
Roles and permis	/	
Select role:	Select one	
	Select one Administrator Instructor	
	Student	
	Jsers • Tests • Surveys • Training courses Reports • System •	Andrew 阈

Roles and permissions

Role	es and permission	ns					
1 Se	lect role:	Student				*	
2 Rol	le code:*	ATT	Role name	ne:*	Student		4
3 Rol	le description:	A basic user	that is able to	o perf	form in tests and view/print personal certificates.		
					Permissions - User		
	🖊 1. Log in			Acc	ccess the application using your unique credentials.		
	2. Manage a r	ole		Cre	eate, edit or delete a role.		
	3. Grant roles	to users		Cha	nange other user's roles on their personal profile pages.		
	4. Manage su	bscriptions		Ma	anage subscribers. Create, edit or delete subscriptions.		
	5. Manage sy	stem setting	s	Vie	ew and manage system settings page.		
	6. Access the	'Profiles' pa	ge	Acc	ccess the page for managing user's accounts.		
	7. View a list	of all users		Kee	ep track of all users using 'List of all users' on 'Profiles' page.		
	8. Manage us	er's status		Cha	ange user's status (activate, lock, suspend or delete).		
	9. Export use	rs to Excel		Exp	port list of users as an Excel table on 'Profiles' page.		
	10. View dele	ted users		Kee	ep track of deleted users using 'List of all users' on 'Profiles' page.		
	11 Monogo P	anistration r	queete	140	anago registration requests (approve or decline)		

New role ?

1. Select a role you want to give new permissions to

2. Enter the role code(ATT for "Student" role, INS for "Instructor" role, ADM for "Administrator" role, or the code for a role you have created). The role code is used in the feature **"Load users"** in Manage users section, this code gives each user a specific role and permissions

3. Displayed here is the description of a role you have selected

4. Role name is displayed on each profile("Student", "Instructor", "Administrator")

Users 👻 Tests 👻	Surveys - Training courses Reports - System -	Andrew 🥵
20. Create groups	Create a group, automatically becoming its manager.	
21. Manage any group	Edit basic information, members or various connections with other groups.	
	Permissions - Pools	
22. Access the 'Pools' page	Access the 'Pools' page and work with pools you are a member of.	
23. Create a pool	Create a pool, automatically becoming its manager.	
24. Manage any pool	Manage any pool. Edit pool information, questions or its members.	
24. Manage any poor		
	Permissions - Tests, Surveys, Training courses	
25. Page Access	Access 'Tests', 'Surveys' and 'Trainings' pages.	
26. Create test, survey or training	Create tests, surveys or a training.	
26. Greate test, survey of training	Create tests, surveys of a training.	
27. Create a certificate	Create and attach certificate to a test.	
28. Assign group members	Assign members of groups you manage to tests or surveys and follow their results.	
29. Fully manage personal tests and	In tests and surveys where you are assigned as manager edit information, adjust the	
surveys	availability, change settings, assign any user from the system and see detailed reports.	
30. Manage any test, survey or training	Edit test description, manage questions and certificates, send, suspend or delete a test. Manage candidates, managers and steps in training. Manage candidates, questions and	
uaning	profiling in surveys.	
31. View questions	Access the questions and details about them through tests and surveys you manage.	
33. Create a test template	Save test settings in a reusable template at the final step of test creation.	
34. Set a test template to be public	Set the privacy marker to 'Public' so it becomes available for other user's to utilize.	
	2 Update Reset	

- 1. Select the permissions you want to give to the role you have chosen
- 2. Click the **"Update"** button

3. New role

Users 👻 Tests 👻	Surveys • Training courses Reports • System •	Andrew 🦃 🔹
Roles and permissions	1 New role ?	
Roles and permissions		
2 Select role: Select one	* ·	
3 Role code:* NRE Ro	Die name:* New role 4	
5 Role description: This is the example	e of a new role	
	Permissions - User	
🗹 1. Log in	Access the application using your unique credentials.	
2. Manage a role	Create, edit or delete a role.	
3. Grant roles to users	Change other user's roles on their personal profile pages.	
4. Manage subscriptions	Manage subscribers. Create, edit or delete subscriptions.	
5. Manage system settings	View and manage system settings page.	
6. Access the 'Profiles' page	Access the page for managing user's accounts.	
7. View a list of all users	Keep track of all users using 'List of all users' on 'Profiles' page.	
8. Manage user's status	Change user's status (activate, lock, suspend or delete).	
9. Export users to Excel	Export list of users as an Excel table on 'Profiles' page.	
10. View deleted users	Keep track of deleted users using 'List of all users' on 'Profiles' page.	



1. To create a new role, click on the "New role" button

2. This drop down menu is now left unused

3. Enter the role code. Role code is used in feature **"Load users"** in Manage users section, this code gives each user a specific role and permissions. The role code must contain 3 letters

4. Enter the role name

5. Enter the description of a role you are creating. This is not obligatory

		urveys • Training courses Reports • System •	Andrew 🌍 🔹
	20. Create groups21. Manage any group	Create a group, automatically becoming its manager. Edit basic information, members or various connections with other groups.	
		Permissions - Pools	
	22. Access the 'Pools' page	Access the 'Pools' page and work with pools you are a member of.	
	23. Create a pool	Create a pool, automatically becoming its manager.	
	24. Manage any pool	Manage any pool. Edit pool information, questions or its members.	
		Permissions - Tests, Surveys, Training courses	
	25. Page Access	Access 'Tests', 'Surveys' and 'Trainings' pages.	
	26. Create test, survey or training	Create tests, surveys or a training.	
1	27. Create a certificate	Create and attach certificate to a test.	
-	28. Assign group members	Assign members of groups you manage to tests or surveys and follow their results.	
	29. Fully manage personal tests and surveys	In tests and surveys where you are assigned as manager edit information, adjust the availability, change settings, assign any user from the system and see detailed reports.	
	30. Manage any test, survey or training	Edit test description, manage questions and certificates, send, suspend or delete a test. Manage candidates, managers and steps in training. Manage candidates, questions and profiling in surveys.	
	✓ 31. View questions	Access the questions and details about them through tests and surveys you manage.	
	33. Create a test template	Save test settings in a reusable template at the final step of test creation.	
	34. Set a test template to be public	Set 2 ivacy mark 3 'Public' so 4 omes available for other user's to utilize.	
		Create Reset	

- 1. Select the permissions you want to give to the role you are creating
- 2. If you want to save the changes you have created click the **"Create"** button
- 3. If you want to delete the role click the **"Delete"** button
- 4. If you want to reset all changes you have made click the **"Reset"** button

4. Select the permissions

	urveys • Training courses Reports • System •	Andrew 👰 🔹
20. Create groups	Create a group, automatically becoming its manager.	
21. Manage any group	Edit basic information, members or various connections with other groups.	
	Permissions - Pools	
22. Access the 'Pools' page	Access the 'Pools' page and work with pools you are a member of.	
23. Create a pool	Create a pool, automatically becoming its manager.	
24. Manage any pool	Manage any pool. Edit pool information, questions or its members.	
	Permissions - Tests, Surveys, Training courses	
25. Page Access	Access 'Tests', 'Surveys' and 'Trainings' pages.	
26. Create test, survey or training	Create tests, surveys or a training.	
27. Create a certificate	Create and attach certificate to a test.	
28. Assign group members	Assign members of groups you manage to tests or surveys and follow their results.	
29. Fully manage personal tests and	In tests and surveys where you are assigned as manager edit information, adjust the	
surveys	availability, change settings, assign any user from the system and see detailed reports.	
30. Manage any test, survey or	Edit test description, manage questions and certificates, send, suspend or delete a test.	
training	Manage candidates, managers and steps in training. Manage candidates, questions and profiling in surveys.	
31. View questions	Access the questions and details about them through tests and surveys you manage.	
33. Create a test template	Save test settings in a reusable template at the final step of test creation.	
34. Set a test template to be public	Set the privacy marker to 'Public' so it becomes available for other user's to utilize.	
	2 Update Reset	

- 1. Select the permissions you want to give to the role you have chosen
- 2. Click the **"Update"** button

Page 28

Subscriptions

On the "Subscriptions" page you can add people that will receive regular reports for a selected user.

1. Accessing the page

To access the "Subscriptions" page, you should click on the "Users" menu and select "Subscriptions".



2. Page layout

On the **"Subscriptions"** page you will find a list of subscriber lists as well as options for creating new lists, removing and modifying existing lists and exporting the subscriber lists in an Excel file.

ıbscri	iptions				?
Subscribe	er lists				
	List name	÷	2 Description \$	Subscriber emails \$	Action
1 50	earch	Q	Search ${\cal P}$	Search ${\cal P}$	6
HF	R Management		HR Managers who will receive the results of employees' test results.	hr@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com	
Н	R Subscribers		HR Department Subscribers	hr@youtestme.com, jane.smith@youtestme.com	
	n Managamant		List of Top Management members who	ceo@youtestme.com, managers@youtestme.com,	



1. By clicking on the check-boxes you can add or remove subscriber lists from the current selection.

2. You can search subscriber lists either by their list name, description or subscriber emails.

3. When you click on the **"Create new"** button you will see an expandable form appear. In it, you need to enter the new list's name as well as a list of email addresses that will receive notifications. A description of the subscriber list is optional.

	List name	٥	Description \$	Subscriber emails	٥	Actio
	Search	Q	Search O	Search	Q	
	HR Management		HR Managers who will receive the results of employees' test results.	hr@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com		/
	HR Subscribers		HR Department Subscribers	hr@youtestme.com, jane.smith@youtestme.com		/
	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		/
			ia <a <u="">1 ⊳> ≥i 10 ▼	_		Rows: 3
Сгеа	ate new Remove selecte	d	ra <a <u="">1 >> >i 10 ▼	Ex		
	ate new Remove selecte	d	ra <a <u="">1 >> >i 10 ▼	Ex		
	ubscriber list	d	⊨a <a <u="">1 >> >⊨ 10 v	Ex		as Exce
ew s ist na	ubscriber list	d	ra <a <u="">1 >> >= 10 ▼	Ex		as Exce
ew s ist na	ubscriber list					Rows: 3

4. By clicking on the **"Remove selected"** button you will delete all of the selected subscriber lists.

5. Editing existing subscriber lists is done by clicking on the button in the **"Action"** column, in the row of the list you want to modify. An expandable form will appear, similar to the one that opens when creating a new list. This form also has a table of users whom the subscriber list is following.

List name:*	HR Manageme	ent						
Description:	HR Managers v	who will receive the results of	employees	' test results.				
Subscriber emails:*	hr@youtestme	.com, jane.smith@youtestme.	com, andre	ew.ivarstead@youtestme.com				
		Update		Cancel				
	ified about ever ubscriptions on	nts relevant to users selecte	d from the	e table below	_	1		
	ubscriptions on		d from the	e table below Email	\$	Status	\$	Actions
able displays: S	ubscriptions on	ıly			¢	1 Status Select one	\$	Actions
able displays : S Usernar	ubscriptions on	lly User	٥	Email			\$ •	
able displays: S Usernam Search	ubscriptions on	l y User Search	٥	Email Search		Select one	Ŷ	3

tionas	Daker momas	thomas.baker@youtestme.com	Active	
harry	Henderson Harry	harry.henderson@youtestme.com	Active	×
ethan	Nelson Ethan	ethan.nelson@youtestme.com	Active	×
sophia	White Sophia	sophia.white@youtestme.com	Active	×
	14 <4 <u>1</u> i> i	⊨ 10 ▼	Ro	ows: 6
			4 Export as	Excel

1. From this drop-down list, you can choose which users will be shown. The offered options are: "All users" and "Subscriptions only".

.ist name:*	HR Manageme	nt			
Description:	HR Managers v	vho will receive the results of employees	test results.		
Subscriber emails:*	hr@youtestme.	com, jane.smith@youtestme.com, andre	w.ivarstead@youtestme.com		
			Cancel		
_	tified about ever Subscriptions on	its relevant to users selected from the	a table below		_
	All users	'y			
	Subscriptions of	only			
Search	0	Second O			
	Q,	Search O	Search O	Select one •	
oscar	Q	Jackson Oscar	oscar.jackson@youtestme.com	Select one • Active	×
	ر	/-			×
oscar	ų	Jackson Oscar	oscar.jackson@youtestme.com	Active	
oscar charlie	ţ	Jackson Oscar Allen Charlie	oscar.jackson@youtestme.com charlie.allen@youtestme.com	Active Active	×
oscar charlie thomas harry		Jackson Oscar Allen Charlie Baker Thomas	oscar.jackson@youtestme.com charlie.allen@youtestme.com thomas.baker@youtestme.com	Active Active Active	×
oscar charlie thomas		Jackson Oscar Allen Charlie Baker Thomas Henderson Harry	oscar.jackson@youtestme.com charlie.allen@youtestme.com thomas.baker@youtestme.com harry.henderson@youtestme.com	Active Active Active Active	×××

2. You can search the users either by their username, first and last name, email or status.

3. Adding or removing users for whom their subscribers will receive notifications is done by clicking on the button in the "Action" column, in the row of the user you want to add/remove. This button will either add or remove the user from the list, depending on their current status.

Usern	ame	\$	User	\$	Email	\$	Status	\$	Action
Search		Q	Search	Q	Search	Q	Select one	٣	
ethan			Nelson Ethan		ethan.nelson@youtestme.com		Active		×
sophia			White Sophia		sophia.white@youtestme.com		Active		×
charlotte			Flores Charlotte		charlotte.flores@youtestme.co	m	Active		~
alice			Thompson Alice		alice.thompson@youtestme.co	m	Active		~
isabella			Mitchell Isabella		isabella.mitchell@youtestme.co	om	Active		~
benjamin			Lewis Benjamin		benjamin.lewis@youtestme.com	n	Active		~
benjamin			Lewis Benjamin			n	Active		~

4. The **"Export as Excel"** button will export in an Excel file all the users that have been filtered as part of your search.

6. The "Export as Excel" button will export in an Excel file all the subscriber lists that have been filtered as part of your search.

Subscriptions

My profile

GetCertified allows you to have a good look at your personal information.

1. Accessing the page

To access the **"My profile"** page, you should click on the **"Users"** in the application's toolbar, and then choose **"My profile"** or click on your name in the top right corner of the application.



2. Information

Once you access your profile page you will see your certificates on the left sidebar and a panel with your personal information. In the **"Information"** tab as an administrator, you can change any of your personal information and create/modify/delete other users when you are on their profile. On the Personal profile panel, you can also:

- 1. Change your 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

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.

		Users 👻	Tests 👻 Surveys 👻	Training courses Reports 👻	System 👻	John 😡		
Image: Weight of the second	John te5t					Options • ? Change password		
Certified: Feb-4-2018 Percentage score: 43.75%	Information Assignments Profile picture	My groups	My pools Application cred	Subscriptions Theme		Enable all hints 2 Disable all hints 3 Suspend 4 Lock 5 Delete 6		
Export to PDF			Username:	admin	min Lock Delete			
			Email:	youtestme@noreply.com		Delete		
			First name:	John				
	Upload Remove		Last name: Role:	te5t Administrator				
	Profile attachments		User status:	Active				
		K	Personal inform	ation				
		K	Date of birth:	Jul-5-1939				
	New attachment		Gender:	Female				
			Phone number:	(079) 163-3461 -6				
			Address:	Broadview Street				

Information	Assignments	My groups	My pools	Subscriptions	Theme	
	Profile picture		Application crede	entials		
			Username:	admin		
	and the		Email:	youtestme@noreply.c	com	
			First name:	John		
			Last name:	te5t		
0	Upload Remove]0	Role:	Administrator		
Pro	file attachments		User status:	Active		
	Example of MP4 Example of MP3	×××	Personal informa	ation		
	ы « 1 » ы		Date of birth:	Jul-5-1939		
	New attachment	3	Gender:	Female		
			Phone number:	(079) 163-3461 -6		
			Address:	Broadview Street		
			City:	Mississauga		
			State/Province:	Ontario		
			Country:	Canada		
			ZIP:	L4B 6G6		

- 1. By clicking the **"Upload"** button you can upload your image
- 2. By clicking the **"Remove"** button you can remove your profile picture
- 3. By clicking the **"New attachment"** button you can add multimedia, pdf, etc files to your profile

3. User assignments

The tab **"Assignments"** shows you the list of assignments. For more information please visit "Assignments" section.

Туре:	Any (26)		-	Sort order:	Pinned first	
Status:	Any		Ŧ		Search	

	Pass mark: U% Taken: Aug-28-2018 Open previous attempts	Report
	Test - 001 - aca n - manual	
	Pass mark: 0% Taken: Aug-23-2018 Open previous attempts	In progress
	Survey - 1 Demonstrates a survey with profiling and immediately after finishing reporting Taken: Aug-27-2018 Open previous attempts	In progress
ė	Test - 1 Demonstrates a test with 8 types of timed questions and on managers approval reporting Pass mark: 1%	Waiting for report
· ·	Taken: May-16-2018	
	Test - 2 Demonstrates a test with 8 types of timed questions with multimedia and certificate	Failed
9	Pass mark: 1%	Score: 0.00% (0/8)
	Taken: Jul-6-2018 Open previous attempts	Report
	⊨	

4. My groups

The **"My groups"** tab shows you the list of groups you are assigned to as a user or as a manager. If you are an administrator, you are able to assign yourself a different role within the group you are a member of.

John Smith Options • Information Assignments My groups My pools Subscriptions Theme Table displays: Tree of active groups where the user is a member • • • Group name Role • • • Manager Manager Manager 2 Sastign as • Remove User Manager	ch users 🔹	Users • Tests • Surveys • Training courses Reports • System •	
Table displays: Tree of active groups where the user is a member Group name Role II II Manager Manager Manager C III III Manager III Manager III III III III III III III III III I	A △ (0) artificates	John Smith	Options - ?
Group name Role Ir Manager Management (Demonstrates group statistics) Manager User	Welcome to GetCer Certified: Feb.4-2018 Percentage score: 43.75%		
Management (Demonstrates group statistics) Manager	Export to PDF		
User			-
Manager			
		Manager	

- 1. Click on the name of a group you want to change your role in
- 2. Click the button "Assign as" and choose a desired role

5. My pools

"My pools" tab is a page 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.

î ک					Users 👻		rs 👻 Training courses	Reports 👻			John 🃢
�	(9)										
Your certi	ficates		John te5t								Options - ?
ė	Title Certified: Feb-4-2018		Information	Assignments	My groups	My pools	Subscriptions	Theme			
7	Percentage score: 43.75% Export to PDF	View the list of pools you are a member of and your pool role			nd your pool role in eve	ry one of them.				Got it!	Disable all hints
			Table displays:	Tree of question pools	where the user is a mer	mber					Ŧ
	Pool name									Role	
All question types									Modify		
	All questions types 1									Modify	
			All types of question	ns (FR)							Modify
			Australian Citizensh	nip							Read-only
		1	Banking								Modify
		_	Digital Marketing								Modify
			• General Knowledge								Modify
			Healthcare								Modify
			→ IT								Modify
			Management								Modify
			Survey Questions								Modify
			p1								Modify
			probada								Modify
							et pool role to 👻	emove pool role			
							dify				

- 1. Click on the name of a pool you want to modify
- 2. Click the "Set pool role to" button and choose a desired role

On the **"Subscriptions"** tab you can manage the people who will receive email notifications of your activities within the application (tests assigned to you, your test results, etc.). You can create your list of subscriptions or remove it. You can also export this list as an Excel file by clicking the button **"Export as Excel"**.

h ρ se						Users 👻			Training courses	Reports 👻	System 👻			John 🧔
A Your certif	(9) Ticates		John	te5t Ç									Option	s • ?
ė	Title Certified: Feb-4-2018 Percentage score: 43.75%			w rmation	Assignments	My groups		My pools	Subscriptions	Theme				
r	Export to PDF		View the	e list of email a	ddresses added to receiv	e notifications of u	ser's test and	l survey attempts	. Modify it, if necessa	ry.		Got it!	Disable	e all hints
			Table o	displays: M	ly subscribers									v
					List name		٥		Description		0	Subscribe list	¢	Actions
							Q				Q		Q	
				HR Subscribe	rs		HR	Department Subs	cribers		hr@youtestme.com	n, jane.smith@youtestme.com		×
								14	≪ <u>1</u> ⇒ ⊨	10 🗸				
		1	Crea	ate new	Remove selected								Export	as Excel

- 1. Click the "Create new" button
- 2. Enter the list name
- 3. Enter the description of the list
- 4. Add emails of members of the list
- 5. Click the button **"Save"**

Subscriber		^	<
2 List name:* 3 Description:			
3 Description:			
4 Subscriber emails:*	Enter emails divided by comma.		
	6 Save Cancel		

7. Theme

On the **"Theme"** tab you can:

- 1. Make the panels full size
- 2. Choose whether the changes are going to be global or just for you as an administrator
- 3. Make application rebranding according to your company/organization colors
- 4. Upload your own logo. This change is global, and it will be visible to all users on the application login screen
- 5. After making the desired changes click the **"Confirm"** button

β Search users	•		Users 🕶 Tests 👻 Surveys 👻	Training courses Reports 👻	System 👻	John 😡		
Vour certificates	(9)	John te5t				Options - ?		
Certified: Feb-4-20 Percentage score		Information Assignments	My groups My pools	Subscriptions Theme				
Export to PDF		Modify the application theme. Change the size of p Theme options Theme options Make changes global (it will affect all users) Colors Use custom colors in application		cation logo.	Got II	Disable all hints		
	Logo This logo will be visible to all users on the application login screen. You can always switch back to the default logo. Change logo Default logo Default logo GetCertified by YouTestMe							
			6	Confirm				

My profile
Help system

New test

The test creation process happens inside the "Test generator". The Test Generator is an advanced GetCertified feature whose primary purpose is to reduce the amount of time spent on test creation and evaluation. It is very simple to use, all you need to do is to enter specific test parameters, assign questions and choose the pass mark, attach a certificate and test instruction.

1. Accessing the page

The first step in creating a new test is to go to "Tests" in the application's toolbar, and then choose "New test".



2. Test settings

The Test Generator is divided into 5 steps. The first step is "Test settings".

1.Test settings	2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>
Test information			Test settings		15 Load	Hel
Name:*		3	Test template: ⊘	Select	one	*
Description:				All	test templates	
		4	Test creation type:	⑦ Manua	lly created	-
		6	Duration type:	Unlimit	ted	*
		6	Test duration:			
		0	Network access: ②	Open a	iccess	*
		8	Show report:	Immed	liately after finishing	-



1. You should first write the name of the test you want to create

2. You can write a description of the test. However this is not obligatory

3. If someone had already created the test settings and saved them as a test template, you can select it in this field to load the settings and questions from that test

4. Here you can choose between:

1. Manually created – handpicking questions from the pool or typing them in

2. Generated – when set to this option, you may want specific question pools that will be used for generating a test

5. Here you can choose between time per test (total time), time per question or unlimited

6. If you have selected time per test here, you can set the timer for the test. The time format is HH:MM:SS

7. Here you can 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. Here you can choose the way users will see the test report. Reports can be shown after each question, on the manager's approval or immediately after test completion

9. Here you can choose if users will see both their grade and answers preview, or only their grade

10. Selecting this option allows candidates to save selected answers, take a pause and continue within the allowed time

11. Selecting this option allows candidates to re-take the test within the allowed time

12. Selecting this option will enable you to replace wrongly answered question with substitute questions. Question branching can only be used for manually created tests. Question branching cannot be used with the continuation option and does not allow randomizing questions

13. By choosing this option, the system will randomize the order of test questions in such a way so that each test taker will get questions in a different order

14. By choosing this option, the system will randomize the answers ordering on each question, in a way that for the same question each of the test takers will get a different answer ordering

15. Also, before continuing to the next step, you can upload a test created in the Excel template. If you need help with this look up Loading test from Excel

1.Te	st settings	2.Questions	3.Specification	4.Certificate	5.Instructio	ons 6.Revi	ew	>
Test information				Test settings			Load	Help
Name:* Description:	Test exampl	e xample of the test.		Test template: ⊘		Select one All test temp	ates	-
Description.	This is the c.	vaniple of the test.		Test creation type: Duration type: Test duration:		Manually created	1	•
				Network access: ⑦ Show report: Report contents: Allow continuat Allow repeating Allow question	tion ⑦	Open access Immediately afte Grade and previe Randomize q Randomize a	wuestions	*

3. Manually created questions

The next step in the test creation process is adding questions. Depending on the test creation type (manual or generated), the next step varies. When it comes to creating tests manually, you can add questions in several ways.

Number of questior Total points: Total duration:		Easy ques							
				0			Import question	s from poo	pls
rotar aaration.	0 Unlimited	Medium qu Hard ques		0			Add new qu	uestion	<u> </u>
	ommed	nara quee		Ŭ			Single choice		
	Question to t	b Diff				Denski	Multiple choice		A
#	Question text	≎ Diffio	≎ culty	Ρ	°oints ≎	Penalty	< Essay Ordering		Actions
		Q					Fill in the blanks		
No data							True/False	_	
							Matching	_ 1	
							Open	_	
								_	
			14 <4	1> 1-1	10 🔻				

1. The first way is to add questions manually. You can choose between 8 types of questions. To add a question, click on the **"Add new question"** button and select 1 out of 8 question types

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

Options Points: 5 Difficulty: Medium Penalty: 0	True/False
Question text	Options
B I ⊥ ×, × ⊨ ≡ ≡ ≡ T · T · T · T · T · T · T · T · T	P 🖪
Check if the answer is correct	Correct Upload
1 * 2 * False	
Add to pool ⑦	
Add assistance 🔻	
2 Add to test Cancel	

Or you can add questions from pools.

Number of ques Total points: Total duration:	stions: 0 0 Unlimited		Easy questions Medium questions Hard questions)	1	Import questi	_	
#	Question text	\$	Difficulty	\$	Points \$	Penalty ≎	Туре	\$	Actions
No data		Q							
	Select one								
	Select one All question types						-		
2		1							
2	All question types				-				
2	All question types All questions types	ns (FR)							
2	All question types All questions types All types of question	ns (FR) iip		ble		/			
2 Select pool:	All question types All questions types All types of question Australian Citizensh	ns (FR) iip		ble					

- 1. Click the **"Import questions from pools"** button
- 2. Select the desired pool source

	4 Close				
Question text	≎ Parent pool	\$	Difficulty	≎ Туре <	Actions
Search	Search	Q	Select one	 Select one 	12
Fill in the blanks.	All question types		Hard	Fill in the blanks	₽ ↓
A compliance professional's responsibilities include all of the following EXCEPT:	All question types		Medium	Single choice	ب
In a compliance program, tactical compliance procedures should be integrated into business line procedures, such as how to deliver a Adverse Action Notice when an application is declined. In this case:	All question types		Medium	Multiple choice	₽ ↓
Describe the concept of viral marketi	ng. All question types		Hard	Essay	₽ ↓
Reorder the following terms to get th most logical progressive sequence.	All question types		Easy	Ordering	₽ ↓
Terms: product, price, place, promoti people, process, physical evidence represent the '7 Ps' of service	All question types		Medium	True/False	P ↓

1. You can view the question by clicking the button with the magnifying glass image

2. You can manually import questions from the pool by clicking the button with the image of an arrow

3. Or you can import all questions from the selected pool by clicking the "Assign all" button

4. When you are done click the **"Close"** button

3.1. Automatically generated questions

The generated test creation includes importing "Questions" from resources – question pools. This is done by clicking the **"Add question pool"** button or even editing existing pools (if the test was loaded via template). You can include frequency factor by selecting the option **"Include the frequency factor"**.

<	1.Test settings	2.Questions	3.Specification	4.Certif	icate !	5.Instructions	6.Review	>
Questions:	12		Include the freque	ncy factor 🧿		Add question	n pool	
	Pool name	\$	Cut off date \$	Easy ≎	Medium ≎	Hard ≎	Total ≎	Actions
General Know	ledge			5	3	4	12	1
								Rows: 1

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.

Specify question's frequent Total from pool: 12	Easy (0-6): Medium (0-6): Hard (0-4):	3	Select pool: Cut off date:	Seneral Knowledge	*
	3 Sav	e Cancel			
Question text	Parent pool	Difficulty	Frequency factor	Last occurrence	Туре
Order the following rivers (starting from the longest).	General Knowledge	Hard	-	Never	Ordering
What's the name of the planet we live on?	General Knowledge	Easy	-	05/16/2018	Single choice
Cristiano Ronaldo is a famous:	General Knowledge	Easy	-	Never	Single choice
Match the following.	General Knowledge	Medium		Never	Matching
Fill in the blanks.	General Knowledge	Medium		Never	Fill in the blanks
How many milligrams are there in one gram?	General Knowledge	Easy		Never	Single choice
	10 🔻	ia ≪a 1 2 ⊮>	₽-I		Rows: 16

1. 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 represents how likely is for that question to appear in the test

2. Here you can adjust the number of questions based on their dificulty

3. 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

4. Click the **"Save"** button

To see how to add a new question to the question pool, please refer to the Question pools.

3.2. Questions

GetCertificate allows you to choose between eight question types.

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<	1.Test settings 2.Que	stions 3.Specifi	cation	4.Cer	tificate	5.Instructions	6.Review	>
Number of qu Total points: Total duration	0	Easy questions Medium questions Hard questions	0 0			-		
#	Question text	 Difficulty 	≎ Po	oints ≎	Penalty	 3 Essa 4 Orde 	ay ering	
No data						6 True	n the blanks /False ching	
						8 Oper	n	
				10 -				
		1-4 <4	⇒ ⇒1	10 🔻				

1. Single choice

Options 1 2 3 Points: 5	Single choice
Question text	Options
B I ∐ x, x [*] ⋮Ξ 票 書 ≣ IT TT T ₂ % ↔ <7 (* What is the capital of France?	
Answers	Correct Options
	5 Add answer
Add to pool ⑦	
Add assistance 👻	

- 1. Adjust the value of the question
- 2. Choose the question difficulty ("Easy", "Medium", "Hard")
- 3. Adjust penalty points for the question
- 4. You should enter the question text
- 5. Click the button **"Add answer"**

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Options	Single choice
Points: 5 A Difficulty: Easy Penalty: 1 A	
Question text	Options
B I ∐ x, x' 등 등 등 등 등 등 T TT Tg % ↔ * (*	
What is the capital of France?	<u>۹</u>
Answers	Correct Options
B I 및 x, x') 플 플 플 플 플 T- rT- Tg 역 4 기 (*	2 3 4 5
1 Belgrade	
B I 빈 ×, ×' 汪 토 홈 클 트 T+ 1T+ T ₂ % ↔ *) (*	
2 T London	
B I U ×, ×' 注 Ε Ξ Ξ T · T · T · T · T · · · · · · · · ·	
Paris	
Answer generator ⑦	Add answer
Add to pool ⑦	
Add assistance 👻	
Add to test Cancel	

1. You can choose the answer's ordinal number

2. You should select the correct answer

3. By clicking the button with the magnifying glass you can view the answer/question as a test taker

4. By clicking the button with the bin you can delete the answer

5. By clicking the button with the image you can add an image to your answer/question

B I I ×, ×' ::::::::::::::::::::::::::::::::::	Correc	t Options
Answers B I 型 ×, ×' 注 ⋿ ≡ ≡ T- Belgrade		t Options
$\begin{array}{c c} \mathbf{B} & I & \underline{\mathbf{U}} & \mathbf{x}, & \mathbf{x}^* \end{array} \\ \hline \mathbf{B} & \mathbf{I} & \underline{\mathbf{U}} & \mathbf{x}, & \mathbf{x}^* \end{array} \end{array} \equiv \overline{\mathbf{E}} \equiv \overline{\mathbf{E}} = \overline{\mathbf{T}} \mathbf{T} \mathbf{T} \mathbf{T} \mathbf{T} \mathbf{T} \mathbf{T} T$		
1 👻 Belgrade	rT-T _{in} ® (*) (*)	р 🖞 🖪
B ∠ U x, x' 는 E E E E T.		
	rT-T ₂ % #) (*	
London		
B I <u>U</u> ×, ×)∃ ≣ ≣ ≣ T-	rT-T ₂ % %) (*	
Paris		
1 🗸 Answer generator 💿		Add answer
Display number of correct answers: 1	* *	
Display number of wrong answers: 2	* *	
Add to pool ② All question types		

1. Checking the **"Answer generator"** option allows you to define the number of displayed correct and wrong answers

2. By checking the **"Add to the pool"** option you can add the question to one of the existing pools. After checking it a drop-down menu with existing pools will appear on the screen and you will just need to choose one

3. You can add assistance by clicking the **"Add assistance"** button and choose whether you want it to be given with a hint or minus one wrong answer

- 4. Now you can add your question to the test by clicking the "Add to test" button
- 5. If you are not satisfied with the changes you have made click the **"Cancel"** button

Options	Multiple choice
Points: 5 🗘 Difficulty: Medium 👻 3 Penalty: 0 🗘	
Question text	Options
B I U x ₂ x ² ⋮ ≡ ≡ ≡ T · rT · T ₃ % ↔ ♥ (* Who received a Nobel Prize for discovering the structure of DNA?	R
Answers	Correct Options
Add to pool ⑦	5 Add answer
Add assistance 👻	

- 1. Adjust the value of the question
- 2. Choose the question difficulty ("Easy", "Medium", "Hard")
- 3. Adjust penalty points for the question
- 4. You should enter the question text
- 5. Click the button **"Add answer"**

Answers		Correct	Options
1 -	B I ∐ ×, ×' ﷺ 票 票 ≡ T+ TF T≊ % ↔ ♥ ♥ Francis Crick	2	3 4 5
2 👻	B I 単 ×, × 注 副 書 ≡ Ⅱ T+ 元- 指 ● ◆ ♥ ♥ Will Rock		
1 3 👻	B エ 亚 ×, × 注目 副 晋 田 王・元・王 雪 物 ゆ ウ で Rosalind Franklin		₽ 🛍 🖪
4 -	B ℤ Щ ×, ×' 注目 副 目 T+ TF- Ta % ↔ ヴ (* James Watson	✓	۹ 🛍 🖪
5 👻	B ℤ Щ ×, ×' 注目 副 目 T+ TF Te % % づ C* Oliver Stone		₽ 🛍 🖪
	Answer generator ③	A	dd answer
Add to	pool 💿		
	ssistance 🔻		
	Add to test Cancel		

1. You can choose the answer's ordinal number

2. You should select the correct answers

3. By clicking the button with the magnifying glass you can view the answer/question as a test taker

4. By clicking the button with the bin you can delete the answer

5. By clicking the button with the image you can add an image to your answer/question

Answers		Correct	Options
1 -	B $I \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	✓	
2 💌	B		۵ 🖻
3 -	B ∠ ⊥ ×, ×' ⊨ ≡ ≡ ≡ T- 1- T ₂ % ↔ <) (* Rosalind Franklin		۵ 🖻 🖪
4 -	B I ∐ ×, ×' ⊟ ≡ ≡ ≡ T- r⊡- T ₂ % ∲ ♥) (* James Watson		۵ 🖻 🖪
5 👻	B I 世 ×, ×' 注 臣 喜 遭 Ⅱ T+ TF+ Tg %		۵ 🖻 🖪
0	Answer generator ⑦	A	dd answer
2 Add to	pool 💿		
Add as	sistance –		
	4 Add to test Cancel		

1. Checking the **"Answer generator"** option allows you to define the number of displayed correct and wrong answers.

2. By checking the **"Add to the pool"** option you can add the question to one of the existing pools. After checking it a drop-down menu with existing pools will appear on the screen and you will just need to choose one

3. You can add assistance by clicking the "Add assistance" button and choose whether you want it to be given with a hint or minus one wrong answer

4. Now you can add your question to the test by clicking the **"Add to test"** button

5. If you are not satisfied with the changes you have made click the **"Cancel"** button

3. Essay

Options Points: 3 2 Difficulty: Easy 3 Penalty: 0 *	Essay
Question text	Options
B ℤ Щ ×, × 注 臣 吾 君 圖 T・T-F Tg % ↔ 約 0	
What do you think about the open work-space?	ρ 🖪
Add to pool @	
Add to pool ⑦	
Add to pool ③ Add assistance	

- 1. Adjust the value of the question
- 2. Choose the question difficulty ("Easy", "Medium", "Hard")

3. Adjust penalty points for the question

4. You should enter the question text

Options Points: 3 * Difficulty: Easy * Penalty: 0	Essay
Question text	Options
B I U x, x' 注 E E E E I T- rT- T ₂ % ↔ ♥ ♥ What do you think about the open work-space?	
1 Add to pool ③ All question types	•
2 Add assistance Hint	
3 Add to test Cancel	

1. By checking the **"Add to the pool"** option you can add the question to one of the existing pools. After checking it a drop-down menu with existing pools will appear on the screen and you will just need to choose one

2. You can add assistance by clicking the **"Add assistance"** button and choose whether you want it to be given with a hint

- 3. Now you can add your question to the test by clicking the **"Add to test"** button
- 4. If you are not satisfied with the changes you have made click the **"Cancel"** button

4. Ordering

	Ordering
Points: 5 2 Difficulty: Medium - 3 Penalty: 1	
Question text	Options
B ∠ ∐ ×, × ;= ≡ ≡ ≡ T- rF- T ₂ % ↔ * (*	
Put in order animals by size, begin from the smallest.	۹ ا
Answers	
Allsweis	
	5 Add answer
	5 Add answer
Add to pool ⑦	

- 1. Adjust the value of the question
- 2. Choose the question difficulty ("Easy", "Medium", "Hard")
- 3. Adjust penalty points for the question
- 4. You should enter the question text
- 5. Click the button **"Add answer"**

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Options	Ordering
Points: 5 A Difficulty: Medium V Penalty: 1	
Question text	Options
B I 世 ×, ×, 注 臣 吾 君 重 T- ff- T ₂ % ↔ り (*	
Put in order animals by size, begin from the smallest.	
Answers	2
1 - A dog	節
2 🗸 A mouse	節
3 🔹 An elephant	節
4 🗸 Alion	節
5 👻 A goat	節
	Add answer
Add to pool ③	
Add assistance 💌	
Add to test Cancel	

1. You can choose the answer's ordinal number

2. By clicking the button with the bin you can delete the answer

ephant f	2 A mouse I 3 An elephant I 4 A lion I 5 A goat I	Put in ord	ler animals by size, begin from the smallest.	
puse file of the second	1 • A dog f 2 • A mouse f 3 • An elephant f 4 • A lion f 5 • A goat f			
ephant [at	2 ~ 3 ~ An elephant 4 ~ A lion 5 ~ A goat Idanswer	Answers	3	
ephant [3 An elephant I I 4 A lion I I 5 A goat I Add answer Add answer I • •	1 -	A dog	
n I	4 → A lion 5 → A goat Add answer	2 -	A mouse	
at	5 - A goat Add answer	3 👻	An elephant	
	Add answer	4 -	A lion	
Add answer		5 👻	A goat	
	Add to pool ⑦ All question types			Add answer
	✓ Add to pool ⑦ All question types			
All question types		Add to	pool 📀 All question types	
D All question types		Add to	o pool 💿 All question types	
		Add a	assistance •	

1. By checking the "Add to the pool" option you can add the question to one of the existing pools. After checking it a drop-down menu with existing pools will appear on the screen and you will just need to choose one

2. You can add assistance by clicking the "Add assistance" button and choose whether you want it to be given with a hint

3. Now you can add your question to the test by clicking the **"Add to test"** button

4. If you are not satisfied with the changes you have made click the **"Cancel"** button

5. Fill in blanks

Options	Fill in the blanks
1 Points: 5 🔹 2 Difficulty: Medium 🔹 3 Penalty: 0 🚖	
Question text	Options
B / ឬ x, x' 注 票 署 署 置 T- ff- T ₂ % ↔ ッ ?	
4 Fill in blanks:	
Answers	
	5
	Add answer
Add to pool ③	
Add assistance 🔻	
Add to test Cancel	

- 1. Adjust the value of the question
- 2. Choose the question difficulty ("Easy", "Medium", "Hard")
- 3. Adjust penalty points for the question
- 4. You should enter the question text
- 5. Click the button **"Add answer"**

Question text	Option
B / 近 ×, ×, 注 臣 吾 酒 重 T+ rT- Tg 哟 ↔ ゥ ♡	
Fill in blanks:	
Answers	4
Text 1 - The Eiffel Tower was built in	[r
Blank 1 - Paris 2	ť
Text 2 - in 1889.	Ţ
-	Add answer
Add to pool ⑦	
Add assistance 💌	

- 1. You should enter the text before the blank
- 2. You should enter the text that should be filled in
- 3. You should enter the text after the blank

4. By clicking the button with the bin you can delete the answer

		Options
B I U x, x')⊟ ≣ ≣ ≣ T Fill in blanks:	• TI- 10 00 00 - 1 (-	
Answers		
Text 1 - The Eiffel Tower was	s built in	۵
Blank 1 👻 Paris		節
Text 2 👻 in 1889.		節
		Add answer
Add to pool ⑦ All question types		•
Add assistance 🔻	3 4	
	Add to test Cancel	

1. By checking the "Add to the pool" option you can add the question to one of the existing pools. After checking it a drop-down menu with existing pools will appear on the screen and you will just need to choose one

2. You can add assistance by clicking the **"Add assistance"** button and choose whether you want it to be given with a hint

- 3. Now you can add your question to the test by clicking the **"Add to test"** button
- 4. If you are not satisfied with the changes you have made click the **"Cancel"** button

6. True/False

Options	True/False
Points: 10 2 Difficulty: Hard 3 Penalty: 5 2	
Question text	Options
B I II ×. ×. ⊨ ≡ ≡ II T- T-<	۹
Check if the answer is correct	Correct Upload
1 🔻 True	
2 v False	
Add to pool ③	
Add assistance Add to test Cancel	

- 1. Adjust the value of the question
- 2. Choose the question difficulty ("Easy", "Medium", "Hard")
- 3. Adjust penalty points for the question
- 4. You should enter the question text

Question text	Options
B I U x, x ² ⋮ ≡ ≡ ≡ I + rT+ T ₂ % ⇔ ♥ ♥ Jellyfish evaporate in the sun. The are 98% water.	<u>۶</u>
Check if the answer is correct	Correct Upload
1 × True	✓ 💌
2 v False	
Add to pool ⑦	
Add to test Cancel	

- 1. You can choose the answer's ordinal number
- 2. You should select correct answers
- 3. By clicking the button with the image you can add an image to your answer/question

Question text	Options
B / 旦 ×, × 注言 言 言 言 T- T- Ta % ↔ り 🕫	
Jellyfish evaporate in the sun. The are 98% water.	
Check if the answer is correct	Correct Uploa
1 True	
2 • False	
Add to pool ③ All question types	
Add assistance -	
Add to test Cancel	

1. By checking the **"Add to the pool"** option you can add the question to one of the existing pools. After checking it a drop-down menu with existing pools will appear on the screen and you will just need to choose one

- 2. You can add assistance by clicking the "Add assistance" button and choose whether you want it to be given with a hint
- 3. Now you can add your question to the test by clicking the **"Add to test"** button
- 4. If you are not satisfied with the changes you have made click the **"Cancel"** button

7. Matching

Options				Matchin
1 Points:	5 📫 2 Difficult	y: Medium 👻	3 Penalty: 0 🚔	

Question text	Options
B I U x, x' H = = = = T · 1T · T · · · · · · · · · · · · · ·	P 🖪
4 Match the cities with its states.	
Match left to right	
5 Left	6 Right
Add to pool ③	
Add assistance 💌	
Add to test Cancel	

- 1. Adjust the value of the question
- 2. Choose the question difficulty ("Easy", "Medium", "Hard")
- 3. Adjust penalty points for the question
- 4. You should enter the question text
- 5. Click the button "Left" for adding answers. These answers should be matched with the answers on the right
- 6. Click the button "**Right**" for adding answers

B I ∐ x, x ² ⋮≡ ≡ ≡ □	- fl- T ₂ % 🔅 ") (*		
Match the cities with its states.			
Match left to right			3
1 💌 Athents	Ш 1.	Greece	t
2 💌 Rome	1 2 2.	Italy	ť
2 👻 Venice	۵.	France	ť
Left			Right
Add to pool ⑦			
Add assistance 👻			

1. You should write the answers. Answers on the left should be matched with the ones on the right. It is possible that two answers on the left match the same one on the right. It is also possible that some of the answers on the right stay unmatched.

2. Here you should write the answers.

3. By clicking the button with the bin you can delete the answer

Match left to right			
1 - Athents	山	1. Greece	Ū
2 v Rome		2. Italy	
2 👻 Venice		3. France	
Left			Right
✓ Add to pool ⑦ All question types			•

1. By checking the **"Add to the pool"** option you can add the question to one of the existing pools. After checking it a drop-down menu with existing pools will appear on the screen and you will just need to choose one

2. You can add assistance by clicking the "Add assistance" button and choose whether you want it to be given with a hint

3. Now you can add your question to the test by clicking the "Add to test" button

4. If you are not satisfied with the changes you have made click the **"Cancel"** button

8. Open

Options	Open
Points: 5 2 Difficulty: Medium v 3 Penalty: 0 *	
Question text	Options
B / U x, x' 注 票 吾 吾 言 T- T- T₂ % ↔ *) (*	67
In which year was google founded?	
Correct answer	
1998.	
Add to pool ⑦	
Add assistance	
Add assistance 👻	
Add assistance -	

- 1. Adjust the value of the question
- 2. Choose the question difficulty ("Easy", "Medium", "Hard")
- 3. Adjust penalty points for the question
- 4. You should enter the question text
- 5. You should write the answer to the question
- 6. By clicking the button with the magnifying glass you can view the question as a test taker
- 7. By clicking the button with the image you can add an image to your question

Question text		Options
		options
B I ∐ x, x ²) Ξ ≡ Ξ ≡ □ In which year was google founded?	I- 1I- Ty 🤫 🦃 🦻 (*	
Correct answer		
1998.		
Add to pool ③ All question type:	3	•

1. By checking the **"Add to the pool"** option you can add the question to one of the existing pools. After checking it a drop-down menu with existing pools will appear on the screen and you will just need to choose one

- 2. You can add assistance by clicking the "Add assistance" button and choose whether you want it to be given with a hint
- 3. Now you can add your question to the test by clicking the **"Add to test"** button
- 4. If you are not satisfied with the changes you have made click the **"Cancel"** button

4. Specifications

The next step in the test creation process is **"Specifications"**. Here you can adjust the pass mark required to pass the test (and gain a certificate, if the test has a certificate)

<	1.Test settings	2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>
Generato	r settings						Help
Pass ma	rk(%):						
			•				50

1. If the inclusive pass mark is selected, candidates will pass the test if they gain a score that is equal to or greater than the pass mark

4.1. Specifications for generated tests

If you have chosen that the test creation type to be generated this step looks a bit different.

	1.Test settings	2.Questions	3.Specification	4.Certificate	5.Instruct	tions	6.Review	3	>
Information	1			Generator settings					Help
Questions Duration:	:	12 Unlimited	2	✓ Inclusive pass I Pass mark(%):	mark 🕜			50	
Points: Easy ques	tions:	58 5	3	⑦ Test	t versions:	1			*
Medium q	uestions:	3		Points per question					
Hard ques	tions:	4			Easy	3			*
			4		Medium	5			*
					Hard	7			*
				Penalty per questio	n				
					Easy	1			*
			5		Medium	2			*
			-		Hard	3			*

1. This is the information about the test that you have already entered

2. You can adjust the pass mark required to pass the test (and gain a certificate, if the test has a certificate). If the inclusive pass mark is selected, candidates will pass the test if they gain a score that is equal to or greater than the pass mark

- 3. Define the number of different versions that will be created for this test
- 4. You can choose the number of points for the questions of the same difficulty
- 5. You can choose the penalty for the questions of the same difficulty

5. Certificate

The next step is **"Certificate"** where you can add a certificate for users who pass the test. By clicking the **"Continue** button you will be able to design your own custom branded certificate or add an already existing one to your test.

<	1.Test settings	2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>
Optional	certificate						
			Add certifi	cate			
			akers who pass the tes		icate		
			By clicking continue yo sign your own custom				

sign your own custo	
Continue	Skip

The certificate designer will open. That is a place where you can choose an existing certificate design in the "Certificate" dropdown list or you can create a new one.



5.1. Create a certificate

You can also create your own certificate.

< 1.Test se	ttings 2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>
certificate.pdf	1/1	± ē			Remove certifica	te 💿
			Style & orientati	ion		
			1 Certificate of Pro	oficiency - Portrait		-
			Certificate			
			New certificate			-
			Certificate optic	ons		
			2 Title: *	Junior Applicati	ion Developer	
Junio	r Application Develo	oper	3 Subtitle:	This certificate	is awarded for ach	eving
			Company name:			
	Is granted to: First name Last name		Images		Refresh p	oreview
			Background			
This certificate	is awarded for achieving excellent results i development.	n application	5	Upload		
				Remove		



1. Choose style and orientation (Portrait, Landscape, Rounded, Gold)

2. Add a title to your certificate

3. Add a subtitle to your certificate. This is not obligatory

4. Add your company name to the certificate. This is not obligatory

5. Update or remove the background

6. Update or remove your logo

6. Instructions

The next step is **"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 taking the test.

By clicking the **"Continue"** button you will be able to create custom instructions for the test.

<	1.Test settings	2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>				
Optional	Optional instructions										
	Add instructions All test takers must read instructions before starting the test										
	By clicking continue you will be able to create custom instructions for the test										
	Continue										

You can write your own text or copy an already formatted one inside of the text box below.

<	1.Test settings	2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>			
	nother managed test:		l, Unlimited, Immediate			Remove instructio	ons 🕜			
B I 및 abs x, x' T+ fT- HI+ T ₂ T ₂ T ₂ I = 1= 1= 1= 1= 1 0 0 ⊂ = ■ ∞ ∞ ↓ C = ∞ ∞ ↓ C = ■ ∞ ∞ ↓ C = ∞ ∞ ↓ C = ∞ ∞ ↓ C = ∞ ∞ ↓ C = ∞ ∞ ↔ ↓ C = ∞ ↔ ↓ C = ∞ ↔										
- students ma - students ma	For 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									
etacono agi										
Preview						CI	ear All			

1. By clicking on the **"Preview"** button you can see the way the instructions dialog will look from the student's perspective.



Show report:	Immediately after finishing	Report contents:	Grade and preview							
Enabled from:		Enabled to:								
Add arbitrary text like test instructions to be displayed to the candidate at the beginning of the test For 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 th	ne exam							
- students agree to	keep the exam contents confidential an	d 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								

7. Review

The last step in the test creation process is **"Review"**. It contains a short summary of the test settings and a list of questions. Now you have to click the button **"Finish wizard"** in order to save your test.

<	1.Test set	tings 2.Qu	estions	3.Specification	4.	Certificate	5.lr	nstructions		6.Review	
Informa	ation									Save test template	Help
	Test example Finish wizard										
Certific		ne test. unior Application	Developer								
		pen access									
	Duration type: Unlimited Test creation type: Manually created										
Show re	eport: Ir	mmediately after f	finishing								
	r of questions:	1		uestions 0							
Total po Total du		5 Unlimited		m questions 1 Juestions 0							
#	Q	uestion text	٥	Difficulty	\$	Points	¢	Penalty	¢	Туре	\$
1	The capital city	of France is Paris	s?	Medium	5		0			True/False	
										Rows:	1

You can also save the test settings as a test template.

< 1	I.Test settings	2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review				
Information					0	Save test te	mplate Help			
Test example	e					Fini	sh wizard			
This is the test	t example.									
Certificate:	Junior App	lication Developer								
Network acce	Test template					×				
Duration type	Name:*	2 Test templa	te name							
Test creation Show report:	Description:	3 Test templa	te description							
Show report.	Privacy:*	4 O Public	Private							
Number of qu	Added questions will not be saved for manually created test template. Number of qu									
Total points:		5	Save	Cancel 6						
Total duratior										

#	Question text	\$ Difficulty	\$ Points	\$ Penalty	\$ Type \$
1	The capital city of France is Paris?	Medium	5	0	True/False
					Rows: 1

1. Click the **"Save test template"** button and choose the **"Create new"** option

2. You should write the name of your template

3. You should write the description of your test template, this is not obligatory

4. You can choose the privacy ("Public" - the test template is available to all users with the adequate permissions, "Private" - the test template is available only to the user who has created it)

5. Click the **"Save"** button

6. If you are not satisfied with the test template you have made click the "Cancel" button

If you need help with scheduling the test and assigning it to the users see Manage tests.

New test

Page 56

Help system

Manage tests

This page is the landing page after the test creation process and can also be accessed via the main menu. It allows you to work on the tests you have access to. You can view and edit basic test information, add test candidates and appoint test managers. Here, you can also examine test scores and work with test questions (add, delete or modify them). You can view basic test reports and export them as an Excel table.

1. Accessing the page

To access the "Manage tests" page, you should hover over the **"Tests"** section of the application's main menu and select the **"Manage tests"** option.



2. Page layout

On the left side of the **"Manage tests"** page, you will find the sidebar where you can see a list of tests organized as:

Search users	•			Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	
	(0)		Tests							Help
Tests ⑦	Create	8								
Il tests (18)							est from the navigation and manag			
inning (13)						View test re	esults and export ther	n as an Excel tab	le.	
heduled (0)										
pired (3)										
uspended (0)										
est templates (3) 🛛 7										

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**" currently available tests
- 4. "Scheduled" tests that are scheduled, but are not available yet
- 5. "Expired" availability period ended, currently not available for taking
- 6. "Suspended" test taking and modifications permanently disabled
- 7. "**Test templates**" store test settings, can be reused in creating new tests

8. You can also create a new test by clicking the **"Create"** button. If you need help with creating new test see the New test help section

3. To select one of the tests, you should navigate to the tree view on the left side of the screen and expand one of the available test collections. You can select the one you would like to work with by clicking on it.

	Users • Tests • Surveys • Training courses Reports • System •	Andrew
Tests ③ Create	Test • Test example Availability Options * © Assigned: 3, Started: 0, Not finished: 0, To grade: 0, Passed: 0, Failed: 0; Options * ©	
III tests (18)	Information Manage candidates Test scores Questions Report	
Procedural programming Test 4.1 - Manual, Unlimited, Multimedia, Immediately after finishing, Grade and preview	Certificate Select a certificate: Select one	
Test example Training 1 (Generated, Time per Question)	Current certificate: Junior Application Developer	
Training 2 (Manual, Unlimited, Immediately after finishing)	Test information	
lot scheduled (2)	Test name: Test example	
Running (13)	Description: This is the example of the test.	
icheduled (0)	Instructions: Add arbitrary text like test instructions to be displayed to the candidate at the beginning of the test	
xpired (3)	Test in training course: No	
suspended (0)	Test status: Running Test ID: 1460	
rest templates (3)	Available from: Jul-26-2018 7:00 AM Available to: Jul-27-2018 10:59 PM	
	Created by: Andrew Ivarstead Time of creation: Jul-26-2018 10:29 PM	
	Updated by: Andrew Ivarstead Update time: Jul-26-2018 10:58 PM	

4. Information

Once you select a test, you will be navigated to its "Information" tab. Here you can view all of the basic test settings.

4.1. Test Information

Information	Manage candidates	Test scores	Questions	Report						
Certificate										
	Select a certificate: ⑦	Select one			~					
· · · ·	Current certificate:	Welcome to GetCertified	d!							
Test information	i.									
Name:	1 Demonstrates a test wi	th 8 types of timed quest	ions and on managers	approval reporting						
Description:	Test 1 (Generated, Time p	Test 1 (Generated, Time per question, On managers approval, All question types, Certificate)								
Instructions:	Add arbitrary text like test	instructions to be displaye	ed to the candidate at t	he beginning of the test	[]					
Part of: ⑦	No training									
Test status:	Running		ID:	1262						
Available from:	May-1-2018 12:00 AM	(8	Available to:	May-3-2028 2:38 PM						
Created by:	Andrew Ivarstead		Time of creation:	May-11-2018 2:42 PM						

- 1. The certificate which will be awarded to users that pass the test. You can select any of the certificates you manage
- 2. The test name, which you can change
- 3. The description of the test. You can edit this
- 4. The instructions for the test takers. You can edit this

5. Here you can see if the test is included in any of the training courses

6. The test status ("Expired", "Running", "Not scheduled", "Scheduled", "Suspended")

7. The time from which the test is available for taking

8. The time to which the test is available for taking

9. The name of a user who created the test and the time when the test was created

10. The name of a user who updated the test and the time when the test was updated

4.2. Test settings

Test settings									
Creation type:	Manually created		2	Test versions:	1				
3 Show report:	Immediately after	finishing	4	Report contents:	Grade and preview				
5 Duration type:	Unlimited								
6 Network access:	Open access		Branching questions: No						
8 Allow continua	tion ⊘		9	 Allow repeating 	0				
10 Pass mark (%):	50		11	✓ Inclusive pass n	nark 💿				
Validity									
12 Enable validity	period								
Test sharing optic	ons								
13 Pin this test to	Pin this test to home screen ③ The test is not pinned to the home screen. Only directly assigned users can take it.								
14 Allow HTML lin	k sharing ⊘	The test is not publicly share	red.						

1. The creation type ("Manually or "Generated")

2. The number of test versions (of a "Generated" test)

3. The type of show report ("After each question", "On manager's approval", "Immediately after finishing")

- 4. The type of report content ("Grade and preview", "Grade only"), this can be changed
- 5. The duration type ("Time per test", "Time per question", "Unlimited")
- 6. The network access ("Open access", "Internal network"), this can be changed
- 7. Displays if the test allows branching
- 8. Displays if the test allows continuation, this can be changed
- 9. Displays if the test allows repeating, this can be changed
- 10. Displays the pass mark (%), this can be changed
- 11. Displays if the pass mark is inclusive, this can be changed

12. Here you can enable validity period. Represent the validity duration of each attempted test after which the test becomes invalid and it is necessary to be retaken

- 13. Here you can pin the test so that all users can start it from the home screen
- 14. Here you can allow HTML link sharing so that the test can be entered by it

5. Manage candidates

To add test candidates or appoint additional test managers, you should navigate to the **"Manage candidates"** tab. Here, you can display the "List of test managers", "List of test takers", "List of all users" and "Groups you manage" and select the appropriate users. If the test has not yet been scheduled you can do this by selecting the **"Go manage"** button.

Page 59

	Test exa 0, Started: 0,	mple Not finished: 0, To grade: 0,	, Passed: 0, Fail	ed: 0;		Options 🔻 🗇
Comple	ete test pr	eparation				~ >
					T)
	1. Crea	te test	2.	Add test candidates	3. Schedule	test
Start a v	vizard to crea	ate a test and attach	Assign u	sers to take the test. Appoint	Set the period when users	will be allowed
	an optional	certificate.	additiona	l test managers, if necessary.	to attempt the	test.
Inform	nation	Manage candidates	Test sco	Go manage	Schedule te Report	st
Select us	sers from:	List of all users				
		Select one List of test manag	1070			
		List of test takers				
		List of all users				
	aaron	Groups you manag	ge			
	Abadviona	nd		VA BE		
	Abled1959			Averill Rey		
	Abled1997	,		Daley Jessica		
	Accon195	e		Coffin Micheal		

Inforr	nation	Manage candidates	Test scores	Questions		Report	
Select u	sers from:	List of all users					Ŧ
		Username	\$	User	\$	Assi	gned from
			Q		Q		
~	aaron		Tho	mpson Aaron			
~	Abadviona	ind	VA	BE			
~	Abled1959)	Ave	rill Rey			
	Abled1997	7	Dale	ey Jessica			
	Accon195	б	Cof	fin Micheal			
	Acessier		Cur	ry Victoria			
	Acesturod		Blac	ckburn Janet			
	Acrew196	9	Car	penter Eva			
	Actat1963	1	For	h Christopher			
	adam		Mod	ore Adam			
	2	3	< <u>1</u> 2 3	4 5 ▶> ▶1 10	•		Rows: 554
Assign	selected -	Remove selected 👻				4	Export as Excel
To be t	he test mana	ager					

1. Select the users you want to assign the test to

2. By clicking the **"Assign selected"** button you can choose to assign the selected users "To take the test" or "To be the test manager"

3. By clicking the **"Remove selected"** button you can choose to remove the selected users "From taking the test" or "From managers"

4. By clicking the **"Export as Excel"** button you can export the list as an Excel table

Note: Once you send the test, you can add more participants, as long as the test is active.

6. Scheduling Test

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

Note: The test cannot be attempted by any of the test takers if it's not scheduled.

	Test ex 3, Started:	ample 0, Not finished: 0, To grad	de: 0, Passed: 0, Fail	ied: 0;		Options 🔻 🖉
Comple	ete test p	reparation				A :
	C					(*)
	1. Cre	eate test	2.	Add test candidates		3. Schedule test
Start a w	vizard to cr	eate a test and attach	Assign u	sers to take the test. Appoint	Set t	he period when users will be allowed
	an opti	Test availability		🗙 necessary.		to attempt the test.
Inform	nation	Available from:* Available to:*	07/26/2018 07:00	:59 Questions		Schedule test
Select us	sers from:	List of all users	Cancel	5		
		Username	\$	User	\$	Assigned from
			Q		Q	
	aaron			Thompson Aaron		List of all users
	Abadvio	nand		VA BE		List of all users
	Abled19	59		Averill Rey		List of all users
	Abled19	97		Daley Jessica		

- 1. Click the **"Schedule test"** button
- 2. Add the time from which it will be available for taking
- 3. Add the time to which it will be available for taking
- 4. If you are satisfied with the changes you have made click the **"Send"** button
- 5. If you are not satisfied with the changes you have made click the **"Cancel"** button

7. Test scores

Here you can view the outcome of each test attempt. By clicking the button with the image of an arrow you can see the outcome of the previous attempts. You can also export the list by clicking the **"Export as Excel"** button.

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Info	rmation	Manage candi	dates	Tes	t scor	res	Questions		Report		
Date fr	om: 07/25/20	18 00:00:00		Date to	:	07/25/2018	8 00:00:00		Confirm	S	now all
Showin	ng filtered results	from/to: Show	ving all i	results							
#	Username	; User	\$	Group	\$		Score	\$	Test started	\$	Actions
	Ç)	Q		Q	Select one		•			
1	admin	Ivarstead Andrew				Passed (5	of 35 points; 14.	29%)	Jul-25-2018 3:09 PM	И	\gg
No pr	revious attempts	-									
				1-0	<4	1 🔛	▶ 10 ▼				Rows: 1
										E	kport as Excel
▹ Stuc	lents summary	,									

You can also set a date for which you want to see the outcome.

Info	ormation	Ν	Manage candi	idates	Test	sco	res	Quest	tions		Report		
Date fr	rom: 07/	25/2018	00:00:00		Date to:		07/25/20	018 00:00:00			2 Confirm	S	show all
Showir	ng filtered i	results f	rom/to: Sho	wing all	results								
#	Userna	ame ≎	User	\$	Group	\$		Score		\$	Test started	\$	Actions
		Q		Q		Q	Select or	ne		۳			
1	admin		Ivarstead Andrew				Passed	(5 of 35 point	ts; 14.29%	6)	Jul-25-2018 3:09 PM	1	\gg > \checkmark
					14	<4	_1 ⊳	▶ ▶ 10	7				Rows: 1
												E	Export as Excel
	donto ourr												



1. Set a date

2. Click the **"Confirm"** button

By clicking on the value of the "Score" column, you will be navigated to the "Personal report" for that particular test candidate.

	ormation	Manage cano	lidates	Test	scores	Question	S	Report	
Date f	rom:			Date to:				Confirm	Show all
Showi	ng filtered resu	Ilts from/to: Sho	owing all	results					
#	Username	e ≎ User	\$	Group	Ŷ	Score	\$	Test started	
		Q	Q	,	O Select	one	*		
1	admin	lvarstead Andrew			Passe	d (5 of 35 points; 1	4.29%)	Jul-25-2018 3:09 Pt	M 🔌 🕨 🗸
				14	⊲ <u>1</u>	⊳> ⊨1 10 ▼			Rows: 1
				14	ल <u>1</u>	⊳> ⊳1 10 v			Rows: 1 Export as Excel
	dents summa			14 -	∝ <u>1</u>	⊳ ⊳⊨ 10 ▼			

You can view the details about every question by clicking the button with a magnifying glass. When you open the panel with information related to a specific question, you will be able to see the question text and the answer that the test candidate provided. You can then, grade the question and add feedback to it:

est v	ersion: 1	Test score:	14.29%		
tarte	d: Jul-25-2018 3:09 PM	Time spent:	00:25:39		
iroup	Certificate				
#	Question text	\$	Type \$	Percents	\$ Actions
			Select one		
1	Le calcul des parts de marché est calculer de la manière suivant de l'entreprise (en volume ou valeur) / les ventes du marché (ver l'ensemble d'un seul concurrent)		True/False	0% (Points: 0)	R
2	Relier les termes de droite avec les termes correspondant sur la	gauche	Matching	0% (Points: 0)	Q
3	Transformer les abréviations suivantes en mots complets: FdV, PV, HT, TTC, GMS.		Open	0% (Points: 0)	Q
4	Prix, produit, place, promotion		Single choice	0% (Points: 0)	Q
5	Regardez attentivement la vidéo publicitaire de Jonny Walker et commentaire sur cette méthode de communication.Quelle métho marketing est-elle utilisée ? Que pensez-vous de cette méthode ?	ode de	Essay	0% (Points: 0)	Q



1 of 7	True/False	Points: 5	Penalty: 0	Medium	All types of questions (FR)	^	×
Le cal	cul des parts de	marché est o	calculer de la m	ianière suiva	inte:		
les ver	ntes de l'entrepr	ise (en volum	ie ou valeur) / I	es ventes du	u marché (ventes de l'ensemble d'un seul concurrent)		_
					Answers:		
1. Tr	ue						
2. Fa	lse						
	Add feedback	for this ques	stion 2		1 Points achieved: 0	orrect bmit 3	

1. Assign an appropriate number to the "Points achieved" field

2. Select the **"Add feedback for this question"** checkbox if feedback to the test candidate is necessary and fill in the text field that appears upon selection.

3. Click on the **"Submit"** button

8. Questions

In the **"Questions"** tab you can view and edit the test questions. If the test has not yet been scheduled, you can still add, modify and remove questions from the test. After the scheduling, modifications are no longer available.

8.1. Test not scheduled

If the test is not yet scheduled, the following options are available:

Easy que No. of qu		Medium questions: Total points:	30	Hard questions: 1 Total duration: Unlimited		
Rand	lomize questions	Randomize answ	ers			
# ≎	Question text	\$	Points/Penalty ≎	Difficulty ≎	Type ≎	Actions
		Q		Select one	Select one 🔻	4
1 -	A compliance professional's respons the following EXCEPT:	ibilities include all of	5/0	Medium	Single choice	P 🖊 🛍
2 💌	In a compliance program, tactical co should be integrated into business lin as how to deliver an Adverse Action application is declined. In this case:	ne procedures, such	5/0	Medium	Multiple choice	
3 -	Reorder the following terms to get th progressive sequence.	e most logical	5/0	Easy	Ordering	₽ 🖍 🗓
4 -	Terms: product, price, place, promoti physical evidence represent the '7 Ps marketing?		5/0	Medium	True/False	
5 👻	Match the following statements with	correct term.	5/0	Easy	Matching	₽ /
6 -	Fill in the blanks.		5/0	Hard	Fill in the blanks	ρ 🖍 🗓

1. Randomize questions

- 2. Randomize answers
- 3. Change questions order
- 4. Preview, edit or remove a question
- 5. Import new questions
- 6. Create new question

8.2. Test scheduled

If the test has been scheduled, you can examine question statistics for each question by clicking on the magnifying glass in the **"Actions"** column.

isy (questions: 1	Medium questions:	1	н	ard questions:	1	
o. of	f questions: 3	Total points:	6	Т	otal duration:	Unlimited	
R	andomize questions	Randomize ans	wers				
#	Quest	ion text	\$	Points/Penalty ≎	Difficulty ≎	Type ≎	Actions
			Q		Select one	Select one 🔻	
1	What are the colours of the Austra	alian Aboriginal Flag?	1/0	Easy	Single choice	Q	
2	What do we remember on Anzac I	Day?		2/0	Medium	Single choice	Q
3	Which official symbol of Australia property?	identifies Commonwealth		3/0	Hard	Single choice	Q

9. Report

The purpose of this section is to summarize and display basic information related to successfully completed test attempts. It is divided into three sub-sections:

1. Descriptive statistics - the number of participants, highest score, lowest score and central tendencies measures

2. Pass rate - graphical representation of the ratio between the number of test takers that passed the tests and that failed the test

3. Distribution of scores - graphical representation of test scores, suitable for comparing with the bell curve



10. Advanced options

10.1. Exporting Test

GetCertified allows you to export the test to a PDF file, ready for immediate printing. By clicking the **"Option"** drop-down button and choosing the "Export test" option, all of the test versions will be exported.

Info	ormation	Manage candid	ates	Test scores	Qu	lestions	Report		Preview Delete
elect	users from:	List of all use	ers						Export test
								_	Export test key
	L	Isername	\$	User	\$	Assig	ned from	-	Suspend
			Q		Q				Create a copy
	aaron			Thompson Aaron		List o	f all users	_	Help Reset
	Abadvionand			VA BE		List o	f all users		Reset
	Abled1959			Averill Rey		List o	f all users		Reset
	Abled1997			Daley Jessica				Se	end test
	Accon1956			Coffin Micheal				Se	end test
	Acessier			Curry Victoria				Se	end test
	Acesturod			Blackburn Janet				Se	end test
	Acrew1969			Carpenter Eva				Se	end test
	Actat1963			Forth Christopher				Se	end test
	adam			Moore Adam				Se	end test
				a <a <u="">1 2 3 4	5 ⊮	• ► 10 ▼			Rows: 554
	n selected 🔻	Remove selec							port as Excel

10.2. Exporting Test Key

The option to export test key enables you to obtain the PDF of the test with the correct answers already labeled (suitable when tests are distributed in a paper form). To access this option, click the **"Options"** drop-down button and select "Export test key"

option.

Info	ormation	Manage candi	dates	Test scores	Qu	lestions	Report	Preview
elect	users from:	List of all us	sers					Export test
	ι	Jsername	\$	User	\$	Assigr	ned from	Export test key , Suspend
			Q		Q			Create a copy Help
	aaron			Thompson Aaron		List of	all users	Reset
	Abadvionand			VA BE		List of	all users	Reset
	Abled1959			Averill Rey		List of	all users	Reset
	Abled1997			Daley Jessica				Send test
	Accon1956			Coffin Micheal				Send test
	Acessier			Curry Victoria				Send test
	Acesturod			Blackburn Janet				Send test
	Acrew1969			Carpenter Eva				Send test
	Actat1963			Forth Christopher				Send test
	adam			Moore Adam				Send test
			ŀ	a <a <u="">1 2 3 4	5 ⊮	• ⊨ 10 ▼		Rows: 554

Note: Modifications available after the test has been distributed to the test candidates are related to 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).

10.3. Copy/Delete Test

It is possible to create a copy of an existing test or to delete it. To create a copy of an existing test, choose the desired test within the **"Manage tests"** page. Once you have selected it, click on the **"Options"** drop-down and then select the **"Create a copy"** option.

Note: When the test is copied, he has none of the test candidates assigned to it, since the test candidates are not copied from the original test.

✓ Search users	Us	ers - Tests - Su	rveys 👻 Training cou	ses Repo	orts 👻 S	ystem 👻	
ts ⑦ Create	Test • Test e Assigned: 3, Started:	xample : 0, Not finished: 0, To grade:	0, Passed: 0, Failed: 0;			Availabil	lity Options ▼ ⑦
ts (18)	Information	Manage candidates	Test scores	Questi	ons	Report	Preview
rch edural programming	Select users from	List of all users					Export test
.1 - Manual, Unlimited, Multimedia, diately after finishing, Grade and w		Username \$	User	¢	Assigne	d from	Export test key Suspend
xample		Q		Q			Create a copy Help
ng 1 (Generated, Time per Question)	aaron		Thompson Aaron		List of a	ll users	Reset

		Abadvionand	VA BE	List of all users	Reset
		Abled1959	Averill Rey	List of all users	Reset
		Abled1997	Daley Jessica		Send test
		Accon1956	Coffin Micheal		Send test
		Acessier	Curry Victoria		Send test
		Acesturod	Blackburn Janet		Send test
		Acrew1969	Carpenter Eva		Send test
		Actat1963	Forth Christopher		Send test
		adam	Moore Adam		Send test
			⊲ ≪ <u>1</u> 2 3 4 5 ►	⊳ ⊨i 10 ▼	Rows: 554
	Assig	n selected - Remove selected -			Export as Excel
,	Stud	dents summary			
			 Abled1959 Abled1959 Accon1956 Acessier Acesturod Acrew1969 Actat1963 adam 	Abled1959 Averill Rey Abled1957 Daley Jessica Accon1956 Coffin Micheal Accon1956 Coffin Micheal Accon1956 Curry Victoria Accon1956 Curry Victoria Accon1956 Carpenter Eva Actar1963 Forth Christopher adam Moore Adam	Abled1959 Averill Rey List of all users Abled1997 Daley Jessica Image: Selected - Selec

To delete the test, click on the **"Options"** button and then click on the **"Delete"** option.

Info	ormation	Managa	lidataa	Test second	0.		Depart	Enable all hints Preview
inic	ormation	Manage cand	lidates	Test scores	QL	lestions	Report	Delete
elect	users from:	List of all u	isers					Export test
								Export test key
	ι	Jsername	\$	User	\$	Assig	ned from	, Suspend
			Q		Q			Create a copy
	aaron			Thompson Aaron		List of	f all users	Help Reset
	Abadvionand			VA BE		List of	all users	Reset
	Abled1959			Averill Rey		List of	all users	Reset
	Abled1997			Daley Jessica				Send test
	Accon1956			Coffin Micheal				Send test
	Acessier			Curry Victoria				Send test
	Acesturod			Blackburn Janet				Send test
	Acrew1969			Carpenter Eva				Send test
	Actat1963			Forth Christopher				Send test
	adam			Moore Adam				Send test
			Ŀ	1 2 3 4	5 🕬	▶ 10 ▼		Rows: 554
Assig	gn selected 👻	Remove sel	ected 👻					Export as Excel

10.4. Test Repetition

If you want to allow users to retake the test navigate to that test within the **"Manage tests"** page, open the **"Manage candidates"** tab and select a specific user. In order to allow the selected user to take the test again, click on the **"Reset"** link.

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

Info	ormation	Manage can	didates	Test scores	Qu	estions	Report	
elect	users from:	List of all	users					
	1	Username	\$	User	\$	Assigr	ned from	Actions
			Q		Q			
	aaron			Thompson Aaron		List of	all users	Reset
	Abadvionanc	i		VA BE		List of	all users	Reset
	Abled1959			Averill Rey		List of	all users	Reset
	Abled1997			Daley Jessica				Send test
	Accon1956			Coffin Micheal				Send test
	Acessier			Curry Victoria				Send test
	Acesturod			Blackburn Janet				Send test
	Acrew1969			Carpenter Eva				Send test
	Actat1963			Forth Christopher				Send test
	adam			Moore Adam				Send test



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

10.5. Already scheduled

If necessary, you can change the tests' availability period.

			ng fondamental (Not finished: 0, To grade: 0		ed: 0;			0[Availability	Options 🔻 🕝
	Inform	ation	Manage candidates	Test sc	ores	(uestions		Report	
5	elect us	ers from:	List of all users							•
			Username	\$		l	Jser	\$	Assigne	d from
				Q				Q		
		aaron T	est availability			×				
		Abady 2	Available from:* 07	/25/2018 00:00	.00					
		Abled								
		Abled 3	Available to:* 07	/25/2018 19:08	:51					
		Accor	4 Update	Cancel	6					
		Acess								
		Acesturod	I		Blackburn	Janet				
		Acrew196	9		Carpenter I	Eva				
		Actat1963	3		Forth Chris	topher				
		adam			Moore Ada	m				
			14	< <u>1</u> 2	3 4	5	▶> ▶1 10 ▼			Rows: 554
,		elected -	Remove selected -							Export as Excel

- 1. Select the "Availability" button
- 2. Add the time from which it will be available for taking
- 3. Add the time to which it will be available for taking
- 4. If you are satisfied with the changes you have made click the "Update" button
- 5. If you are not satisfied with the changes you have made click the **"Cancel"** button

11. Test templates

Test templates represent saved test configurations that can be loaded and used when creating new tests. If you open any test template you can see basic information about it.

Search users	•		Users 👻	Tests - Surveys -	Training courses Reports	→ System →	John 🧖
Ŧ	(44)						
Tests ⑦	Create	Test templ	ate • Application Development T	emplate			Options * ?
A-Z All tests (140)		Information					
! Not scheduled (14)		Template info	rmation				
O Running (49)		1 Name:	Application Development Template				
 Scheduled (0) 		2 Description:	Application Development Template				
X Expired (57)		3 Privacy:	Public				
Suspended (3)		Created by:	John Doe		4 Time of creation	n: Aug-29-2017 8:23 AM	
Test templates (3)		Template para	imeters		-		
Application Development Ter	mplate	5 Network access	: Open access		9 Test versions:	5	
Financial Management Temp		6 Show report:	Immediately after finishing		10 Report content	s: Grade only	
General Knowledge - Templa	ite	7 Duration type:	Time per test		11 Duration:	00:20:00	
		8 Pass mark:	75 %		12 🗹 Allow cont	inuation ②	

1. The name of a test template you have selected

2. The description of a test template you have selected

3. The privacy of a test template you have selected("Public", "Private")

4. The name of a user who has created the test template and time of creation

5. The network access ("Open access", "Internal networks")

6. Displays when the report will be shown ("After each question", "On manager's approval", "Immediately after finishing")

7. The duration type ("Time per test", "Time per question", "Unlimited")

8. The pass mark

9. The number of test versions, for "Generated" tests

10. The report content ("Grade and preview", "Grade only")

- 11. The test duration if it is selected
- 12. Displays if the test continuation option is selected

This part of the **Information** tab is displayed only if the test is "Generated". It displays the information about the question pools from which the test will be generated.

Easy questions:	20		Medium questior	ns: 0		Hard	questions:	0	
Points:	1		Points:	0		Point	s:	0	
Penalty:	0		Penalty:	None		Pena	lty:	None	
Questions sumn	nary								
No. of questions:	20		Total points:	20		Total	duration:	00:20:00	0
#		Pool name		\$	Easy ≎	Medium ≎	Hard :	Cut o	off date
1 Web Deve	lopment				20	0	(D	
									Rows: 1

Manage tests

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Manage certificates

The test can have a Certificate that will be awarded to candidates who successfully complete the test. Certificate manager can designate other users as Certificate managers.

1. Accessing the page

To manage certificates, you should click on the **"Tests"** in the application's toolbar and then choose **"Manage certificates"**.



2. A list of all certificates is displayed in the navigation tree in the left part of the page. You can choose the certificate you want to manage by selecting it in the navigation tree. When you select a certificate, its name is displayed, as well as the **"Information"** tab.

Search users	•	Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻		Andrew
	(0) Create	Certificates						Help	
All certificates (9)				Start creati	ng a certificate or mar	nage existing one	·S.		
Managed certificates (9)				Assign	managers and tests t	o a certificate.			

3. Information

The **"Information**" tab contains all the basic information about the certificate, which you can modify if necessary.

	Users - Tests - Surveys - Training courses Reports - System -
E (0) Certificates Create	Certificate • Junior Product Manager
All certificates (9)	Information Managers Tests
Q Search Australian Citizenship Certificate of Completition Junior Application Developer Junior Product Manager Marketing Management Marketing danagement Managed certificates (9)	certificate.pdf 1 / 1 C3 Style & orientation Certificate of Proficiency - Portrait Certificate options Title: * Junior Product Manager Subtilie: This certificate is awarded for achieving Company name: Images Refresh preview
	Junior Product Manager
	Is granted to:
	First name Last name The certificate is awarded for achieving escellent results in product encodings + - Company logo Cellenting Upload Remove Company logo
	Test name 0%
3.1. Create a new certificate

Here, you can also create a new certificate.

E (0) Certificates Certificates All certificates (9) Certificate or manage existing ones.		Users • Tests • Surveys • Training courses Reports • System •	Andrew 똃
All certificates (9)	Έ (0)		
All certificates (9) Start creating a certificate or manage existing ones.	Certificates 1 Create	Certificates	
	All certificates (9)	Start creating a certificate or manage existing ones.	
Managed certificates (9) Assign managers and tests to a certificate.	Managed certificates (9)	Assign managers and tests to a certificate.	

- 1. Click the "Create" button
- 2. Choose style and orientation (Portrait, Landscape, Rounded, Gold)
- 3. Add a title to your certificate
- 4. Add subtitle to your certificate. This is not obligatory
- 5. Write your company's name
- 6. Update or remove the background
- 7. Update or remove your logo
- 8. Update or remove your company's logo
- 9. Click the "Save" button to save your certificate



4. Managers

The **"Managers"** tab contains a list of all managers of the certificate.

Ø Search users	User	s 🕶 Tests 👻	Surveys 👻	Training course	es Reports -	System 👻	
℃ (0)							
Certificates Create	Certificate • J	unior Applica	ation Develo	oper			Options 👻
l certificates (9)	Information	Managers	т	ests			
Search	Add managers						Q
Australian Citizenship Certificate of Completition				Manage	ers		
Junior Application Developer	1. Andrew Ivarst	ad					×
Junior Product Manager	2. Betty Bartlett						×
Marketing Management							
Marketing Management							
Nanaged certificates (9)							

On the top of the tab is a search bar that can help you find the users you want to assign as certificate managers.

↑ Search users	Users • Tests • Surveys • Training courses Reports • System •
۵) 🕇	
Certificates Create	Certificate • Junior Application Developer
All certificates (9)	Information Managers Tests
Q Search	Adam
Australian Citizenship	1 adam Adam Moore
Certificate of Completition	Adam Adam Johnson
Junior Application Developer	Onlyzen Adam Boyd
Junior Product Manager	2. Betty Bartlett
Marketing Management	
Marketing Management	
Managed certificates (9)	

- 1. Search for the name of a user you want to assign as a certificate manager and just click on it
- 2. You can also remove a user from the position of a certificate manager by clicking the **"X"** button

5. Tests

The **"Test"** tab contains a list of the tests that certificate has been assigned to. On the top of the tab is a search bar that can help you find the tests you want to assign the certificate to. **Note** that one test can have only one certificate at a time.

Certificates Create
II certificates (9)
Q Search Australian Citizenship
Certificate of Completition
Junior Application Developer
Junior Product Manager
Marketing Management
Marketing Management
Managed certificates (9)

- 1. Search for the name of the test you want to assign a certificate to and just click on it
- 2. You can also remove the certificate from a test by clicking the **"X"** button

Search users	Users • Tests • Surveys • Training courses Reports • System •
Create	Certificate • Junior Application Developer
ertificates (9)	Information Managers Tests
Search Australian Citizenship	Add tests p Test 4.1 - Manual, Unlimited, Multimedia, Immediately after finishing, Grade and preview (Not scheduled)
Certificate of Completition	1. Marketing fondamental (France)
Junior Product Manager Marketing Management	
Marketing Management	
anaged certificates (9)	

Manage certificates

Page 73

Question pools

Questions are organized in question pools also known as question banks. Pool access is restricted only to pool members.

1. Accessing the page

To access the "Question pools" page you should go to "Tests" in the application's toolbar and choose "Question pools".



2. On this page, you can use the sidebar on the left to search, edit or create new question pools.



1. To search for a pool, you must click on the button with a magnifying glass image and then enter the name of the pool in the pop-up window.

A Search users ▼	Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	
TE (1)							
Pools	Test question poo	ls					Help
✓ Pools (33, 314)		Select a	question pool fr	om the navigation tree	on the left or cr	eate a new one	



2. In order to filter pools that are displayed to you, you should click on the button with a funnel image and then choose the privacy of the pool you want to see.



3. To view information about a pool that exists or to edit it, you need to find the pool name in the pool tree. In the pool tree, you will find that some of the nodes have bullets on the left. This means that the pool has a sub-pool and you can see them by clicking on the bullet and in that way expanding the node. To select a pool, simply click on its name in the tree.

E (1)
Pools P Create
event (33, 314) * All question types (0, 8) * All questions types 1 (0, 8) * All types of questions (FR) (0, 7)
김 Australian Citizenship (3, 18) 김 Banking (0, 20) 김 Digital Marketing (2, 10) 김 General Knowladge (0, 0)
 General Knowledge (1, 16) Healthcare (0, 20) IT (12, 160) Management (4, 47)

3. Create a question pool

GetCertefied allows you to create your own question pools.

♠ Ø Search users	Users • Tests • Surveys • Training courses Reports • System •	Andrew
℃ Ѻ (1) Pools ₽ ℃ Create 1	Test question pools	
Pools (33, 314) * All question types (0, 8) * All questions types 1 (0, 8) * All types of questions (FR) (0, 7) * Australian Chitzenship (3, 18) * Banking (0, 20) * Digital Marketing (2, 10) * General Knowladge (0, 0) * General knowledge (1, 16)	Select a question pool from the navigation tree on the left or create a new one. Add questions and manage pool role permissions. Use question pools to generate tests.	
 ➡ Healthcare (0, 20) ➡ IT (12, 160) 	New pool X	
→ 🍽 Management (4, 47)	Name:* 2	
	4 Save Cancel	

- 1. Click on the "Create" button
- 2. Enter the name of a question pool
- 3. Enter the description of your question pool
- 4. Click the **"Save"** button

4. Information

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

Pool • Gene	ral Knowledge	Ne	ew sub-pool	Options 🔻 🥝		
Information	Users	Questions	Report			
Pool name:	General Knowledge				Pool ID:	7
2 Description:	This pool contains quest	ions related to general kr	nowledge.			
Your role:	Modify		6 Pool type:	Test pool		
Created by:	Sophia Stewart		7 Time of creation:	Jul-18-201	17 9:58 AM	
5 Updated by:	Andrew Ivarstead		8 Update time:	May-31-20)18 4:49 AM	

- 1. This is the pool name
- 2. This is the description of a pool
- 3. This is your role in a pool("Modify", "Read-only")
- 4. This is the name of a user who created the pool
- 5. This is the name of a user who updated the pool
- 6. This is the type of a pool("Test pool", "Survey pool")
- 7. This is the time of creation
- 8. This is the update time

You can also add a sub-pool to already existing pools.

		Use	rrs ▼ Tests ▼ S	urveys 👻 Training cou	urses Reports 👻	System	1 👻	
E (1) Pools P Create		Pool • Genera	al Knowledge		(New sub-pool	Options 👻 ⊘
 Pools (33, 314) All question types (0, 8) 		Information	Users	Questions	Report			
 All questions types 1 (0, 8) All types of questions (FR) (0, 7) 		Pool name:	General Knowledge				Pool ID:	7
 Australian Citizenship (3, 18) Banking (0, 20) 		Description:	This pool contains ques	tions related to general kn	owledge.			
 * Digital Marketing (2, 10) 		Your role:	Modify		Pool type:	Test po	ol	
 General Knowladge (0, 0) General Knowledge (1, 16) 	١	lew pool				×	2017 9:58 AM	
 IT (12, 160) IT (12, 160) IT Management (4, 47) 	2	Pool path:	General Knowledge				-2018 4:49 AM	
	3	Name:*						
	4	Description:*						
			5 Save	Cancel				

- 1. Click the "New sub-pool" button
- 2. This is the name of a parent pool
- 3. Here you should enter the name of a sub-pool
- 4. Here you should enter the description of the sub-pool
- 5. Click the **"Save"** button

5. Users

The **"Users"** tab gives an overview of all pool users, allows you to add new ones, and remove already existing ones. On the search bar, you can choose to see the list of pool users, all users, or users from user groups you manage. You can also export the list as an Excel file by clicking the **"Export as Excel"** button.

Informati	ion	Users	Questions	Report	
Select use	rs from:	Pool users			·
		Select one			· · ·
		L Pool users			
Sea	urch	All users			
000	iren	My user groups			
adm	nin		Trailotoda / Indion		 mouny

	alice	Thompson Alice	Active	Read-only
	benjamin	Lewis Benjamin	Active	Read-only
	charlie	Allen Charlie	Active	Read-only
	charlotte	Flores Charlotte	Active	Read-only
	david	Watson David	Active	Read-only
	edward	Simmons Edward	Active	Read-only
	emily	Moore Emily	Active	Read-only
	ethan	Nelson Ethan	Active	Read-only
	harry	Henderson Harry	Active	Read-only
	14	≪ <u>1</u> 2 3 ↦ ⊨ 10 ▼		Rows: 22
Set	pool role to 🔻 Remove selected		[Export as Excel

Informati	on	Users		Questions	Report				
Select use	rs from:	Pool users							
		Username	\$		User	\$	Status	\$	Pool role
Sea	rch		Q	Search		Q	Select one	٣	Select one
adm	in			Ivarstead Andrew			Active		Modify
alice	e			Thompson Alice			Active		Read-only
benj	amin			Lewis Benjamin			Active		Read-only
char	lie			Allen Charlie			Active		Read-only
🖌 chai	lotte			Flores Charlotte			Active		Read-only
🗸 davi	d			Watson David			Active		Read-only
🖌 edw	ard			Simmons Edward			Active		Read-only
< emil	У			Moore Emily			Active		Read-only
etha	in			Nelson Ethan			Active		Read-only
harr	у			Henderson Harry			Active		Read-only
2		3	14	< <u>1</u> 23	⊳ ⊳i 10 V				Rows: 22

- 1. Select the users you want to give a pool role to
- 2. Click the **"Set a pool role"** button and choose the desired role
- 3. You can also remove the users from the pool by clicking the **"Remove"** button

6. Questions

In the **"Questions"** tab you can modify question pools by adding new ones, preview or edit the existing questions, move/copy them to another question pool or delete them. You can also export the list by clicking the **"Export as Excel"** button.

Easy o	questions: 6	Medium questions: 6	Hard quest	ions: 4	
	Question text \$	Source pool \$	Difficulty ≎	Type ≎	Actions
	Search 🔎	Search 🔎	Select one	Select one 🔻	
	A caterpillar may transform into a (select multiple):	General Knowledge	Hard	Multiple choice	
	Albert Einstein was a golfer.	General Knowledge	Easy	True/False	₽ 🖍 🗓
	Blue whale sounds have been detected as far away as 1000 miles (1700 km.).	General Knowledge	Hard	True/False	₽
	Cristiano Ronaldo is a famous:	General Knowledge	Easy	Single choice	
	Fill in the blanks.	General Knowledge	Medium	Fill in the blanks	₽ 🖊 🖞
	How many milligrams are there in one gram?	General Knowledge	Easy	Single choice	
	How many workdays are there usually in one week?	General Knowledge	Medium	Single choice	
	If you pass the second person in a race you take the first place.	General Knowledge	Medium	True/False	P 🖍

You can move questions from one pool to another.

asy q	uestions: 6	Medium questions:	б	Hard quest	ions: 4	
	Question text 🗢	Sour	ce pool 🗘	Difficulty ≎	Type ≎	Actions
	Q		Q	Select one	Select one 🔻	
	A caterpillar may transform into a (select multiple):	General Knowledge		Hard	Multiple choice	۵ 🖍
	Albert Einstein was a golfer.	General Knowledge		Easy	True/False	Ω 1
~	Blue whale sounds have been detected as far away as 1000 miles (1700 km.).	General Knowledge		Hard	True/False	P 🖊 🖞
~	Cristiano Ronaldo is a famous:	General Knowledge		Easy	Single choice	۵ 🖍 🖞
~	Fill in the blanks.	General Knowledge		Medium	Fill in the blanks	ρ 🖍 🖞
	How many milligrams are there in one gram?	General Knowledge		Easy	Single choice	ρ 👔
	How many workdays are there usually in one week?	General Knowledge		Medium	Single choice	₽ / ₫
	If you pass the second person in a race you take the first place.	General Knowledge		Medium	True/False	₽ / 🛍
	2	1 << <u>1</u> 2	▶ ▶ 10 ▼			Rows: 16

- 1. Select the questions you want to move to another pool
- 2. Click the **"Move"** button
- 3. Choose the desired pool in the search bar
- 4. Click the **"Check"** button if you are satisfied with the selection you have made
- 5. If you are not satisfied with the selection you have made click the **"X"** button

Or you can copy question to another pool.

Easy o	juestions: 6	Medium questions: 6	Hard quest	ions: 4		
	Question text \$	Source pool	\$	Difficulty ≎	Type ≎	Actions
	Q	\$	0	Select one	Select one 🔻	
	A caterpillar may transform into a (select multiple):	General Knowledge		Hard	Multiple choice	P /
	Albert Einstein was a golfer.	General Knowledge		Easy	True/False	۵ 🖍
~	Blue whale sounds have been detected as far away as 1000 miles (1700 km.).	General Knowledge		Hard	True/False	ρ /
~	Cristiano Ronaldo is a famous:	General Knowledge		Easy	Single choice	P / 1
~	Fill in the blanks.	General Knowledge		Medium	Fill in the blanks	ρ / ΰ
	How many milligrams are there in one gram?	General Knowledge		Easy	Single choice	P /
	How many workdays are there usually in one week?	General Knowledge		Medium	Single choice	
	If you pass the second person in a race you take the first place.	General Knowledge		Medium	True/False	P /
	2	··· ·· <u>1</u> 2 → ▶· <u>10 ▼</u>				Rows: 16

1. Select the questions you want to copy to another pool

2. Click the **"Copy"** button

3. Choose the desired pool in the search bar

- 4. Click the "Check" button if you are satisfied with the selection you have made
- 5. If you are not satisfied with the selection you have made click the " \mathbf{X} " button

6.1. Add Questions

It is also possible to add questions to the pool.

Easy questions: 6		Medium questions: 6		Hard quest	ions: 4		
Questio		stion text	Source pool	\$	Difficulty ≎	Type ≎	Actions
		ړ	C	Q	Select one	Select one 🔻	
	A caterpillar may t multiple):	ransform into a (sele	General Knowledge		Hard	Multiple choice	P /
	Albert Einstein wa	s a golfer.	General Knowledge		Easy	True/False	ρ 🖍
		s have been detected 00 miles (1700 km.).	General Knowledge		Hard	True/False	₽ 🖊
	Cristiano Ronaldo	is a famous:	General Knowledge		Easy	Single choice	ρ 🖍 🗓
Single	e choice		General Knowledge		Medium	Fill in the blanks	₽ 🖋 🗓
Multi Essay	ple choice	ns are there in one	General Knowledge		Easy	Single choice	₽ 🖊 🗓
Order	ing	s are there usually in	General Knowledge		Medium	Single choice	₽ /
	the blanks	ond person in a race	Conoral Knowledge		Medium	True / Falco	
True/	False	ace.	General Knowledge		Medium	True/False	

- 1. Click the "Add question"
- 2. Choose the question type

Options								Single choic
Points:	5	2 3	Difficulty:	Medium	-	5 Penalty: 0		
Duration:	00:02	.00 4	Frequency:	Normal	Ŧ			
Question	text							Options
BIU	×2 ×		≣ ≣ ≣ T•	• TI• T ₄ 🤏 🌼	2 64			P
Answers							Correct	Options
							Ad	d answer



- 1. You can adjust the value of this question
- 2. Set how much time candidates will have for answering the question
- 3. Select the question difficulty level ("Easy", "Medium", "Hard")
- 4. Choose the frequency of a question's appearance in the tests ("Never", "Rarely", "Normal", "Often", "Always")
- 5. Set the number of negative points for wrong answers
- 6. Click the button **"Add to pool"**
- If you need help with creating new questions see Questions

7. Report



- 1. This is the number of questions by difficulty
- 2. This is the number of questions by type

Question pools

Page 80

New survey

In the "New survey" page you can create new surveys to be taken by users.

1. Accessing the page

To access the "New survey" page, you should click on "Surveys" in the application's toolbar and select "New survey".



2. Survey settings

The first step in the survey creation process is "Survey settings".

	Users 👻 Te	ests 👻 Surveys	Training cours	ses Repo	orts 👻 System 👻		
	1.Survey settings	2.Questions	3.Instructions	4.Review		>	
Survey information			Survey settings		9	Load He	elp
Name:*		3	Network access: ⑦		Open access	*	
Description:		4	Show report:		Immediately after fini	shing 👻	
·		5	Report contents:		Result and preview	-	
		6	Allow continuation	on @ 7	Randomize question Randomize answe		



1. This is the survey name.

2. This the survey's description.

3. Limit the survey access only to people within your local (internal) network by choosing "Internal network" or put an open access to allow access to people both inside and outside of your network by choosing "Open access".

	1.Survey settings	2.Questions	3.Instructions	4.Review			>
Survey information			Survey settings			Load	Help
Name:*			Network access: ⑦ Show report: Report contents: Allow continuation		pen access pen access nternal network Randomize questi Randomize answe		

4. Choose the way users will see the survey report. Reports can be shown "On manager's approval" or "Immediately after finishing".

	1.Survey settings	2.Questions	3.Instructions 4.Re	view		>
Survey information			Survey settings		Load	Help
Name:*			Network access: ⑦ Show report:	Open access Immediately after fi		▼ ▼
			Report contents:	Select one On manager's app Immediately after		

5. Choose if you want users to see both their result and answer preview by choosing "Result and preview", or only their result by choosing "Result only".

	1.Survey settings	2.Questions	3.Instructions	4.Review		>
Survey information			Survey settings		Lo	ad Help
Name:* Description:			Network access: ⑦ Show report: Report contents: Allow continuatio	Im S∉ 01	en access mediately after finishin elect one n manager's approval nmediately after finisl	П

6. Allow candidates to save selected answers, take a break and continue the survey later within the allowed time.

7. 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.

8. When this option is selected, the system will show randomized answer ordering on each question, in a way that for the same question each of the survey takers will get a different answer ordering.

9. You can upload a survey created in an Excel template by clicking on the **"Load"** button. Once the **"Upload survey"**

window is opened, click on browse, locate the prepared survey template and select the **"OK"** button. You can download the template from the **"Upload survey"** window by clicking on the link.

Upload survey ×
YouTestMe application has a feature that enables users to import surveys from .xlsx (Microsoft Excel) files in a quick and efficient manner. This way, users can create a survey with the help of a predefined template, import it using the application's interface and utilize it later. To properly upload files into the application it is necessary to fill in the template in the right manner. Detailed instructions that explain this procedure can be downloaded here.
Choose File No file chosen Confirm Cancel

3. Questions

The next step in the survey creation process is adding questions.

Number of questions: 0 # Question text Question text Actions No data	<	1.Survey settings	2.Questions	3.Instructions	4.Review	>
No data	Number of questions: 0	1	Add new question	2	Import questions fr	om pools
No data	#		Question text		\$	Actions
					Q	
10 V	No data					
14 <4 P> PI 10 V						
NA KA DE NI 10 V						
ia <a 10="" <b="" ⊨i="" ⊳⊳="">v						
ia <a ⇒=""> ≥i 10 v						
iet <et>>>> >= 10 v</et>						
re <e>> >r 10 v</e>						
			14 <4 >> >1	10 🔻		

1. One way of adding questions is adding them manually (creating new questions). When you click on the **"Add new question"** button an expandable form will appear.

Question text	Options
B I Ц x, x' 注 臣 吾 吾 〓 王 rT- Tg % ↔ " ?	
Question example.	
Answers	Weight @ Options



- 1. Here you can enter the question text.
- 2. This represents the answer's ordinal number in the question.
- 3. Here you can enter the answer text.

4. Here you can set the answer's weight which defines the impact that the answer has on the survey outcome.

5. In the **"Options"** section you can toggle between edit and preview a question/answer and you can add a picture to the question/answer. Removing is available only for answers.

6. Click on the **"Add answer"** button to add another answer to the form.

7. Choosing the **"Add to pool"** option will allow you to the question you are creating to an existing question pool.

Question text	Options
B $I \ \underline{U} \ \mathbf{x}_{*} \ \mathbf{x}^{*} \ \Xi \equiv \Xi \equiv \mathbf{T} \cdot \mathbf{r} \mathbf{T} \cdot \mathbf{T}_{\underline{s}} \ \mathfrak{B} \ \phi \ \mathfrak{O}$ Question example.	
Answers	Weight ⑦ Options
B I U x. x ² I I I I I 1 ▼ Answer 1	
B I U x, x* !:= E I I T- T	
	Add answer
Add to pool ⑦ Select one	Y
Add to survey Cancel	

8. Clicking on the "Add to survey" button will add the question to your survey.

9. Clicking on the **"Cancel"** button will close the expanding form and the question will not be added to your survey.

2. Another way of adding questions is by importing them from question pools. When you click on the **"Import questions from pools"** button an expandable form will appear.

	Close 2	
Question text 🗘	Parent pool ≎	Actions
Search $ ho$	Search 3 \wp	4
Participation and interaction were encouraged.	Training Evaluation Form	♦
The content was organized and easy to follow.	Training Evaluation Form	ل (
he materials distributed were helpful.	Training Evaluation Form	۲
The meeting room and facilities were adequate and comfortable.	Training Evaluation Form	ک
The objectives of the training were clearly defined.	Training Evaluation Form	₽ ↓
The time allotted for the training was sufficient.	Training Evaluation Form	ل
The topics covered were relevant to me.	Training Evaluation Form	ل ۵
The trainer was knowledgeable about the training topics.	Training Evaluation Form	<u>ل</u> م



1. From this drop-down list, you can choose from which pool you want to add questions.

Select pool:	Survey Questions > Training Evaluation Form		·
	Survey Questions > Job Performance		
	Survey Questions > Job Satisfaction Survey		
	Survey Questions > Job stress		
	Survey Questions > Market Research Produc	t	
Search	Survey Questions > Physician Satisfaction S	лгеу	
Participation	Survey Questions > Training Evaluation Form		
The content w	as organized and easy to follow.	Training Evaluation Form	
The content w	as organized and easy to ronow.		~ +
The materials	distributed were helpful.	Training Evaluation Form	4
The meeting re comfortable.	oom and facilities were adequate and	Training Evaluation Form	₽ ↓
The objectives	s of the training were clearly defined.	Training Evaluation Form	4
The time allot	ted for the training was sufficient.	Training Evaluation Form	↓ Q
The topics cov	vered were relevant to me.	Training Evaluation Form	4
The trainer wa	is knowledgeable about the training topics.	Training Evaluation Form	4
	10 💌	ia <a <u="">1 2 ▶ ▶1	Rows: 11
A			
Assign all			

2. By clicking on the **"Close"** button, you will close the expandable form.

3. You can search the questions by their question text or by their parent pool.

4. You can either preview a question or add it to the survey by clicking on one of the buttons in the **"Action"** column, in the row of the question that you want to either preview or add.

5. By clicking on the **"Assign all"** button you can add all of the questions from the selected question pool to the survey.

3. You can choose to preview, delete or edit existing questions.

<	1.Survey settings	2.Questions	3.Instructions	4.Review		>
Number of questions: 1		Add new question		Import quest	ions from p	pools
#		Question text			\$	Actions
					Q	
1 - Question example.						₽ ∕ ₫
		ia <a <u="">1 >> >	⊧ 10 ▼			

4. Instructions

You can choose to skip adding the instructions by clicking on the button **"Skip"** or you can add them by clicking the **"Continue"** button.

<	1.Survey settings	2.Questions	3.Instructions	4.Review	>
Optional instructions					
		E			
		Add instruc	t ions ons before starting th		
	By	clicking continue yo te custom instructio	u will be able to	e suivey	
		Continue	Skip		

After clicking **"Continue"** this form will appear on the screen.



1. By clicking on the **"Remove instructions"** you will be taken back to the previous display.

2. From this drop-down list, you can choose from which survey that you manage you want to (if you want to) copy the instructions from.

<	1.Survey settings 2.Questions 3.Instructions 4.Review	>
Copy from another managed surv	Selectione	Remove instructions 🧑
Add arbitrary text like survey instruction For example: Thank you for agreeing to take part in t	3 Demonstrates a survey with profiling, multimedia and reporting imme 2 Demonstrates a survey with profiling and continuation	ediately after finishing
Today we will be gaining your thoughts This survey should only take 4-5 minut Please click "Start Survey" to begin.	1 Demonstrates a survey with profiling and immediately after finishing	reporting
	4 Demonstrates a survey with reporting on managers approval and rest	ults only in the report content
Preview		Clear All

3. By clicking on the **"Preview"** button, you will see how your instructions will look.

	•	et Certified by YouTestMe	
		Demo survey	
Duration type:	Unlimited	Duration: -	
Show report:	Immediately after finishing	Report contents: Result and preview	
Enabled from:		Enabled to:	
Example instruction	ons.		

4. By clicking on the **"Clear all"** button, all the text from the text editor will be deleted.

5. Review

The last step in creating a survey is the **"Review"** section. You can check your survey settings and its questions here once again to make sure that everything is set as it should be. You can also return to 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.

<		1.Survey settings	2.Questions	3.Instructions	4.Review	
Inform	ation					Help
Netwo	o survey ork access: Open ad report: Immedi	ccess iately after finishing				Finish wizard
Numbe Total p	er of questions: 1 points: 1					
#			Questi	ion text		٥
1	Question example.					
						Rows: 1

6. Completing survey preparation

Before sending the survey, you need to assign a profiling to the survey and add survey participants, as well as determine the start and end dates of the survey. All of this is explained in the Manage surveys help section.

Survey • Der	no survey				Options 👻 📀
Complete surv	vey preparation				~ ×
			19		
1. Assign a	profiling template	2. Add survey	participants	3. Schedule	e survey
Automatically as	sign users to predefined	Assign users to take	the survey. Appoint	Set the period when us	ers will be allowed
ca	ategories	additional survey ma	nagers, if necessary.	to access the	e survey.
based on th	neir survey scores.				
Selec	ct a profiling	Go ma	nage	Schedule	survey
Information	Managa candidataa	Curvey regults	Questions	Drofiling	
Information	Manage candidates	Survey results	Questions	Profiling	
Information Survey informat		Survey results	Questions	Profiling	
		Survey results	Questions	Profiling	
Survey informat	ion	Survey results	Questions	Profiling	
Survey informat	ion	Survey results	Questions	Profiling	÷
Survey informat Survey name: Description:	ion Demo survey	Survey results	Questions	Profiling 1481	÷

New survey

Page 88

Manage surveys

1. Accessing the page

To access the "Manage surveys" page, you should hover over the **"Surveys"** section of the application's main menu and select the **"Manage surveys"** option.



2. Page layout

On the left side of the "Manage surveys" page, you will find the sidebar where you can see a list of surveys organized as:

Search users	1		Users 👻 Te	sts 👻	Surveys 👻	Training courses	Reports 👻	System 👻	
Έ (0)									
Surveys ⑦ Create	0	Surveys							Help
All surveys (6)					Select a si	urvey from the navig	ation bar on the le	ft.	
Not scheduled (2)						y questions and man results and export t			
Running (4)									
Scheduled (0)									
Expired (0) 5									
Suspended (0)									

- 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" – surveys that are scheduled, but are not active yet

- 5. "Expired" surveys that are no longer active
- 6. "Suspended" canceled surveys

7. You can also create a new survey by selecting the **"Create"** button. If you need help with creating a new survey see New survey

3. In order to select one of the surveys, you should navigate to the tree view on the left side of the screen and expand one of the available survey collections. You can select the one you would like to work with by clicking on it.

	User	s 🕶 Tests 🕶 Surveys 👻 Traini	ng cours	es Reports -	System 👻	
L (0) Surveys () Create	Survey • 1 Der	monstrates a survey with prof	iling a	an	Availability	Options 🕶 💿
All surveys (6)	Information	Manage candidates Survey result	s	Questions	Profiling	
L Search 1 Demonstrates a survey with profiling and immediately after finishing reporting 2 Demonstrates a survey with profiling and continuation		1 Demonstrates a survey with profiling and				
commanion 3 Demonstrates a survey with profiling, multimedia and reporting immediately after finishing	Description:	Survey 1 (Immediately after finishing, Result Add arbitrary text like survey instructions to b			-	(i)
4 Demonstrates a survey with reporting on managers approval and results only in the report content Not scheduled (2)	Survey status: Available from:	Running May-1-2018 12:00 AM		Survey ID: Available to:	1320 May-31-2028 11:35 AM	
nning (4)	Created by: Updated by:	Andrew Ivarstead		Time of creation:	May-16-2018 10:56 AM	
heduled (0) pired (0)	Survey settings					
ispended (0)		Immediately after finishing Open access		Report contents:	Result and preview	
	Allow continuation	on				
	Survey sharing op	o home screen ③ The survey is not pinned	to the h	ome screen. Only dire	ectly assigned users can take i	it.
	Allow HTML link	sharing ⑦ The survey is not public	y shared			

4. Information

Once you select a survey, you will be navigated to its **"Information"** tab. Here you can view all of the basic survey settings.

	_				
Information	Manage candidates	Survey results	Questions	Profiling	
Survey information	on				
Survey name:	1 Demonstrates a survey	with profiling and immed	iately after finishing re	eporting	
Description:	Survey 1 (Immediately after	er finishing, Result and p	review, Continuation, F	Profiling)	
Instructions:	Add arbitrary text like surve	ey instructions to be displ	ayed to the candidate a	t the beginning of the survey	(
Survey status:	Running		Survey ID:	1320	
Available from:	May-1-2018 12:00 AM	(Available to:	May-31-2028 11:35 AM	
Created by:	Andrew Ivarstead	(Time of creation:	May-16-2018 10:56 AM	
Updated by:	Andrew Ivarstead	(Update time:	Jul-23-2018 1:09 PM	
Survey settings					
Show report:	Immediately after finishing	g 🚺	Report contents:	Result and preview	
Network access:	Open access				
Allow continua	ation ⊘				
Survey sharing o	pitions				
Pin this survey	to home screen ⑦ The su	rvey is not pinned to the	home screen. Only dir	ectly assigned users can take	it.

- 1. The survey name, which you can change
- 2. The description of the survey. You can edit this

3. The instructions for the survey takers. You can edit this

4. The survey status ("Expired", "Running", "Not scheduled", "Scheduled", "Suspended")

5. The time from which the survey is available for taking

6. The time to which the survey is available for taking

7. The name of a user who created the survey and the time when the survey was created

8. The name of a user who updated the survey and the time when the survey was updated.

9. The type of show report ("On manager's approval", "Immediately after finishing")

10. The type of report content ("Result and preview", "Result only"), this can be changed

11. The network access ("Open access", "Internal network"), this can be changed

12. Displays if the survey allows continuation, this can be changed

13. Here you can pin the survey so that all users can start it from the home screen

14. Here you can allow HTML link sharing so that the survey can be entered by it

5. Manage candidates

In order to add survey participants or appoint additional survey managers, you should navigate to the **"Manage candidates"** tab. On this tab is a list of users. You can choose in the search bar to view "List of the survey managers", "List of survey participants", "List of all users" and "Groups you manage". If the survey has not yet been scheduled you can go to this tab by clicking the **"Go manage"** button too.



Information	Manage candidates	Survey results	Questions		Profiling	
Select users from	List of all users					
	Username	Ŷ	User	\$	Assigned fron	n
		Q		Q		
aaron		Thomps	son Aaron			

~ ~	Abadvionand	VA BE	
•	Abled1959	Averill Rey	
	Abled1997	Daley Jessica	
	Accon1956	Coffin Micheal	
	Acessier	Curry Victoria	
	Acesturod	Blackburn Janet	
	Acrew1969	Carpenter Eva	
	Actat1963	Forth Christopher	
	adam	Moore Adam	
<mark>Assign</mark> To take	2 3 selected • The survey age the survey	3 4 5 ↦ ⊨ 10 ▼	Rows: 554

1. Select the users you want to assign the survey to

2. By clicking the **"Assign selected"** button you can choose to assign the selected users "To take the survey" or "To manage the survey"

3. By clicking the **"Remove selected"** button you can choose to remove the selected users "From taking the survey" or "From managers"

4. By clicking the "Export as Excel" button you can export the list as an Excel table

Note: Once you send the survey, you can add more participants, as long as the survey is active.

6. Scheduling Survey

To schedule the survey, click on **"Schedule survey"** and set the survey availability (from-to). **Note:**The survey cannot be accessed by any of the survey participants if it is not scheduled.

Survey	• Demo survey				Options 🔻 🗇		
Comple	te survey preparation				~ >		
			(77)		*		
1. A	ssign a profiling template	2. Ad	d survey participants		3. Schedule survey		
Automat	ically assign users to predefined	Assign user	s to take the survey. Appoint				
	c Survey availability		× f necessary.		to access the survey.		
ba	Set	7/02/2018 00:00:0 7/31/2018 15:00:0		1	Schedule survey		
Inform Select us	ers from: List of all users	Cancel	Questions		Profiling		
	Username	\$	User	\$	Assigned from		
		Q		Q			
	aaron		Thompson Aaron		List of all users		
	Abadvionand		VA BE		List of all users		
	Abled1959		Averill Rey		List of all users		
	Abled1997		Daley Jessica				

- 1. Click the **"Schedule survey"** button
- 2. Add the time from which it will be available for taking
- 3. Add the time to which it will be available for taking
- 4. If you are satisfied with the changes you have made click the "Send" button

5. If you are not satisfied with the changes you have made click the **"Cancel"** button

7. Survey results

Here you can view the outcome of each survey attempt. By clicking the button with the image of an arrow you can see the outcome of the previous attempts. You can also export the list by clicking the **"Export as Excel"** button.

Date f	from:		Date to:		Confirm	how all
Showi	ing filtered results	from/to: Showing all	results			
#	Username ≎	User ≎	Group ≎	Outcome	Test started ≎	Actions
	Q	Q	Q			
1	Abadvionand	VA BE		52.94%	May-16-2018 11:38 AM	\gg \checkmark
2	Abled1959	Averill Rey		37.25%	May-16-2018 11:44 AM	\gg V
3	Abled1997	Daley Jessica		54.90%	May-16-2018 11:46 AM	> ^
Nop	previous attempts.					
4	Baboure	Bush Robert		45.10%	May-16-2018 11:49 AM	\gg \checkmark
5	Bandayste	Stoneking Whitney		50.98%	May-16-2018 11:53 AM	\gg \checkmark
6	Cariely	Dosch Ruby		49.02%	May-16-2018 11:58 AM	\gg \checkmark
7	Carnall	Weber Claude		41.18%	May-16-2018 12:00 PM	\gg \checkmark
			14 <4	1 2 ▶ ▶ 10 ▼		Rows: 19
						xport as Excel

You can also set a date for which you want to see the outcome.

Info	Information Manage candidates		Survey res	Sults Questions	Profiling				
ate f	rom: 07/25/20	18 00:00:00	Date to:	07/28/2018 00:00:00	2 Confirm S	how all			
Showing filtered results from/to: Showing all results									
#	Username	≎ User ≎	Group ≎	Outcome	Test started ≎	Actions			
	Ç	Q Q	Q						
1	Abadvionand	VA BE		52.94%	May-16-2018 11:38 AM	\gg \checkmark			
2	Abled1959	Averill Rey		37.25%	May-16-2018 11:44 AM	\gg V			
3	Abled1997	Daley Jessica		54.90%	May-16-2018 11:46 AM	> ^			
Nop	previous attempts	5.							
4	Baboure	Bush Robert		45.10%	May-16-2018 11:49 AM	\gg \checkmark			
5	Bandayste	Stoneking Whitney		50.98%	May-16-2018 11:53 AM	\gg \checkmark			
6	Cariely	Dosch Ruby		49.02%	May-16-2018 11:58 AM	\gg V			
7	Carnall	Weber Claude		41.18%	May-16-2018 12:00 PM	\gg \checkmark			
			14 <4	1 2 ▶ ▶ 10 ▼		Rows: 19			



1. Set the date

2. Click the **"Confirm"** button

By clicking on the value of the "Outcome" column, you will be navigated to the "Personal report" for that particular survey participant.

showi	ing filtered results f	from/to: Showing all	results			
#	Username ≎	User ≎	Group \$	Outcome	Test started \$	Actions
	Q	Q	Q			
1	Abadvionand	VA BE		52.94%	May-16-2018 11:38 AM	\gg \checkmark
2	Abled1959	Averill Rey		37.25%	May-16-2018 11:44 AM	\gg \checkmark
3	Abled1997	Daley Jessica		54.90%	May-16-2018 11:46 AM	\gg \checkmark
4	Baboure	Bush Robert		45.10%	May-16-2018 11:49 AM	\gg \checkmark
5	Bandayste	Stoneking Whitney		50.98%	May-16-2018 11:53 AM	\gg \checkmark
6	Cariely	Dosch Ruby		49.02%	May-16-2018 11:58 AM	\gg \checkmark
7	Carnall	Weber Claude		41.18%	May-16-2018 12:00 PM	\gg \checkmark
8	Castraveight	Faircloth Peter		60.78%	May-16-2018 12:09 PM	\gg \checkmark
			ia <a <b="">1	2 ↦ ы 10 ▼		Rows: 19

You can view the details about every question by clicking the button with the magnifying glass. When you open the panel with information related to a specific question you will be able to see the question text and the answer that the survey participant provided.

urvey	y version: 1	Survey score:	54.90%		
tarte	d: May-16-2018 11:46 AM	Time spent:	00:00:34		
roup					
#	Question text	Percents \$	Actions		
1	I have confidence in the hospital leadership to implement the pl	an.		0% (Points: 0)	Q
2	I like the type of work that I do			100% (Points: 3)	Q
3	I am given enough recognition by management for work that's w	vell done		66.67% (Points: 2)	Q
4	There is adequate planning of hospital objectives.			33.33% (Points: 1)	Q
5	I contribute to the planning process at the Hospital.			33.33% (Points: 1)	Q
	I am proud to work for this Hospital			33.33% (Points: 1)	Q





8. Question

In the **"Questions"** tab you can view and edit the survey questions. If the survey has not yet been scheduled, you can still add, modify and remove questions from the survey. After the scheduling, modifications are no longer available.

8.1. Survey not scheduled

If the survey is not yet scheduled, the following options are available:

Information	Manage candidates	Survey results	Questions	Profiling				
Questions sumr	nary							
No. of questions: 1								
Randomize qu	uestions		Randomize answ	rers				
# \$		Question to	ext					
					<u>۶</u>			
1 👻 Questio	on example.				₽ ∕ ₫			



- 1. Randomize questions
- 2. Randomize answers
- 3. Change questions order
- 4. Preview, edit or remove a question
- 5. Import new questions
- 6. Create new question

8.2. Survey scheduled

If the survey has been scheduled, you can examine question statistics for each question by clicking on the magnifying glass in the **"Actions"** column.

Info	ormation	Manage candidates	Survey results	Questions	Profiling			
Ques	tions summa	гу						
No. of	f questions:	1						
Randomize questions Randomize answers								
#	# Question text \diamond Act							
						Q		
1	Question exa	ample.					Q	
						I	Rows: 1	
						Export a	is Excel	

9. Profiling

In the **"Profiling"** tab you can organize your survey results by enabling automatic assigning of users to predefined categories (called **"Profiling labels"**) based on their survey scores. You can do that by assigning a specific **"Profiling template"** (a predefined set of "Profiling labels") to a survey.

Information	Manage candidates	Survey results	Questions	Profiling	
Assign a profiling	template ⊘				
Change profiling:	Select one				•
Current profiling:					
		Assign to survey	Cancel		

10.1. Exporting survey

GetCertified allows you to export the survey to a PDF file, ready for immediate printing. By clicking the **"Option"** drop-down button and choosing the "Export survey" option.

Surv	ey•Demo	survey					Availab	ility	Options ▼ ⑦ Enable all hints
Info	rmation	Manage cano	didates	Survey results	Qu	estions	Profiling		Preview
									Delete
Select	users from:	List of all	users					- 1	Export survey Suspend
	U	sername	\$	User	\$	Assig	ned from		Create a copy
			Q		Q				Help
	aaron			Thompson Aaron		List o	f all users		Reset
	Abadvionand			VA BE		List o	f all users		Reset
	Abled1959			Averill Rey		List o	f all users		Reset
	Abled1997			Daley Jessica				Ser	nd survey
	Accon1956			Coffin Micheal				Ser	nd survey
	Acessier			Curry Victoria				Ser	nd survey
	Acesturod			Blackburn Janet				Ser	nd survey
	Acrew1969			Carpenter Eva				Ser	nd survey
	Actat1963			Forth Christopher				Ser	nd survey
	adam			Moore Adam				Ser	nd survey
			I-I	1 2 3 4	5 ⊮	▶ 10 ▼			Rows: 554
Assig	n selected 🔻	Remove se	lected 🔻					Ex	xport as Excel
Stud	dents summai	у							

10.2. Copy/Delete survey

It is possible to create a copy of an existing survey or to delete it. To create a copy of an existing survey, choose the desired survey within the **"Manage surveys"** page. Once you have selected it, click on the **"Options"** drop-down and then select the **"Create a copy"** option.

Note: When the survey is copied, he has none of the participants assigned to it, since the participants are not copied from the original survey.

Info	ormation	Manage can	didates	Survey results	Qu	Jestions Profiling		Preview	V
elect	users from:	List of all	users					Delete Export	
	l	Jsername	\$	User	\$	Assig	ned from	Suspen Create	
			Q		Q			Help	
	aaron			Thompson Aaron		List of all users		Reset	
	Abadvionand	I		VA BE		List of all users		Reset	
	Abled1959			Averill Rey		List o	f all users	Reset	
	Abled1997			Daley Jessica				Send survey	y
	Accon1956			Coffin Micheal				Send survey	y
	Acessier			Curry Victoria				Send survey	y
	Acesturod			Blackburn Janet				Send survey	y
	Acrew1969			Carpenter Eva			Send survey		
	Actat1963			Forth Christopher			Send surv		y
	adam			Moore Adam				Send survey	y
			ŀ	1 2 3 4	5 ⊮	▶ 10 ▼		Rows	: 554
Acci	gn selected 🔻	Remove se	lacted x					Export as I	Excel

To delete the survey, click on the **"Options"** button and then click on the **"Delete"** option.

Info	ormation	Manage can	didates	Survey results	Qu	lestions	Profiling	Prev	
elect	users from:	List of all	users					Dele	ort survey
	l	Jsername	\$	User	\$	Assig	ned from	Sus Crea	oend ite a copy
			Q		Q			Help	
	aaron			Thompson Aaron		List of	f all users	Rese	t
	Abadvionand	I		VA BE		List of	f all users	Rese	t
	Abled1959			Averill Rey		List of	f all users	Rese	t
	Abled1997			Daley Jessica				Send su	rvey
	Accon1956			Coffin Micheal				Send su	rvey
	Acessier			Curry Victoria				Send su	rvey
	Acesturod			Blackburn Janet				Send su	rvey
	Acrew1969			Carpenter Eva				Send su	rvey
	Actat1963			Forth Christopher				Send su	rvey
	adam			Moore Adam				Send su	rvey
			1-	1 2 3 4	5 ⊮	• ► 10 ▼		Ro	ws: 554
Assi	gn selected 🔻	Remove se	lected -					Export	as Excel

10.3. Survey Repetition

If you want to allow users to retake the survey navigate to that survey within the **"Manage surveys"** page, open the **"Manage** candidates" tab and select a specific user. In order to allow the selected user to take the survey again, click on the **"Reset"** link.

Note: When you allow survey repetition to the user, the system keeps the record of previous attempts.

Info	ormation	Manage can	didates	Survey results	Que	stions	Profiling	
Select	users from:	List of all	users					~
	l	Username	\$	User	\$	Assig	ned from	Actions
			Q		Q			
	aaron			Thompson Aaron		List of	f all users	Reset
	Abadvionand	I		VA BE		List of	f all users	Reset
	Abled1959			Averill Rey		List of	f all users	Reset
	Abled1997			Daley Jessica				Send survey
	Accon1956			Coffin Micheal				Send survey
	Acessier			Curry Victoria				Send survey
	Acesturod			Blackburn Janet				Send survey
	Acrew1969			Carpenter Eva				Send survey
	Actat1963			Forth Christopher				Send survey
	adam			Moore Adam				Send survey
			I	a <a <u="">1234	5 ⊳>	▶ 10 ▼		Rows: 554
Assig	jn selected 🔻	Remove se	elected 👻]				Export as Excel

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

10.4. Already scheduled

If necessary, you can change the surveys' availability period.

Info	rmation	Manage candio	lates	Survey results	Qu	lestions	Profiling		
elect	users from:	List of all us	ers						
		Username	\$	User	\$	Assig	ned from	Actions	
			Q		Q				
	aaron Survey availability			×	List of	f all users	Reset		
	Abadvio				List of	f all users	Reset		
	Abled19 Available from:* 05/0			5/01/2018 00:00:00		List o	f all users	Reset	
	Abled19	Available to:*	07	7/31/2018 23:58:58		List of	f all users	Reset	
	Accon19							Send survey	
	Acessie		ate	Cancel 5				Send survey	
	Acesturod			Blackburn Janet				Send survey	
	Acrew1969			Carpenter Eva				Send survey	
	Actat1963			Forth Christopher				Send survey	
	adam			Moore Adam				Send survey	
				a <a <u="">1 2 3 4	5 ⊧∾	• ▶ 10 ▼		Rows: 554	

- 1. Select the "Availability" button
- 2. Add the time from which the survey will be available for taking
- 3. Add the time to which the survey will be available for taking
- 4. If you are satisfied with the changes you have made click the **"Update"** button
- 5. If you are not satisfied with the changes you have made click the **"Cancel"** button

Manage surveys

Page 99

Profiling

In this section, you can create and manage profiling that will be used for your surveys.

1. Accessing the page

To access the **"Profiling"** page, you should go to **"Survey"** on the appplication's toolbar and choose **"Profiling"**.



2. Profiling templates

A profiling template is a set of predefined categories(profiling labels) used to organize survey results. The **"Profiling templates"** tab gives you an overview of your profiling which you can edit or delete. In order to delete the profiling click the button with an image of a bin next to the profiling's description. You can also export the list as an Excel file by clicking the **"Export as Excel"** button.

Profiling templates New profiling			
Cable displays: List of profiling templates you of	created		
Profiling name	¢	Description \$	Actions
	Q	م	
Career Path		Findings from this profiling will be used to determine your career path satisfaction at this point in your life.	1
Employee Survey		Profiling employees based on the assessment of their level of satisfaction with targeted areas at the job there	1
General Event Feedback		This profiling shows visitors feedback about our event.	1
Job performance		Categorizes employees by the degree of their reliability	1
Job Satisfaction Profiling		Profiling that display level of satisfaction for Job Satisfaction survey	1
Job stress (multiple categories)		Profiling that shows the degree of stress in employees	1
Job stress (two categories)		Profiling that differentiates between stressed and not stressed employees	1
Market Research Product		This profiling shows visitors feedback about our product.	1
	ia <a <b="">1	2 🕨 🖬 10 🔻	Rows: 11

Job stress (multiple	e categories)	Profiling that shows the degr	ee of stress	s in emp	oloyees		1	۵	
Job stress (two cat	egories)	Profiling that differentiates between stressed and not stressed employees					1	Û	
Market Research Pr	oduct	This profiling shows visitors feedback about our product. 🚺 📝 🛍							
	14 <4	1 2 ▶ ▶ 10 ▼				Ro	ows: 1	11	
						Export a	s Exc	cel	
Profiling template	0								
Name:*	Market Research Product	5 Privacy:	Public	ic 🤇	Private				
Description:*	This profiling shows visitors feedback about	it our product.							
Created by:	Andrew Ivarstead	6 Time of creation:	Sep-8-20	17 1:35	PM			9	
#1 Profiling label:	Very negative	8	From %:	0	To %:	20	÷	Ű	
#2 Profiling label:	Somewhat negative		From %:	20	To %:	40	*	Ű	
#3 Profiling label:	Neutral		From %:	40	- - - To %:	60	*	Û	
#4 Profiling label:	Somewhat positive		From %:	60	- - To %:	80	*	Û	
#5 Profiling label:	Very positive		From %:	80	🗘 To %:	100	*	Û	
	Upda	te existing		10	Add	profilin	g labe	el	
	Save	new							
		on 🗸 Cancel 12							

- 1. Click the button with the image of a pen
- 2. This is the name of your profiling
- 3. This is the description of the profiling
- 4. This is the name of a user who created the profiling
- 5. You can choose the privacy of a profiling.("Public" or "Private")
- 6. This is the time of creation of a profiling
- 7. Profiling labels which you can edit
- 8. You can adjust the value of the label(in %)
- 9. By clicking the button with the bin you can delete the profiling label
- 10. You can add more profiling labels by clicking the "Add profiling labels" button

11. If you are satisfied with the changes you have made click the **"Action"** button and choose to save your changes as a new profiling by selecting the option **"Save new"** or to update the existing profiling by clicking the **"Update existing"** option

12. If you are not satisfied with the changes you have made click the "Cancel" button

3. New profiling

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

Profiling		
Profiling templates	New profiling	
Profiling template	0	
1 Name:*	Job Satisfaction Profiling OPrivacy: Public OPrivate	
Description:*	Profiling that display level of satisfaction for Job Satisfaction survey	
#1 Profiling label:	Disagree, Unhappy 6 From %: 0 + To %: 50 +	
#2 Profiling label:		
	4 Add profiling label	1
	7 Save Cancel 8	

- 1. You should enter the name of your profiling
- 2. You should enter the description of the profiling
- 3. You can choose the privacy of a profiling.("Public" or "Private")
- 4. Click the **"Add profiling labels"** to add profiling labels
- 5. You should enter the profiling labels
- 6. You can adjust the value of the label(in %)
- 7. If you are satisfied with the profiling you want to create click the **"Save"** button
- 8. If you are not satisfied with the profiling you want to create click the **"Cancel"** button

Profiling

Page 102

Survey question pools

Question pools can theoretically hold an infinite number of questions. Pool access is restricted only to pool users.

1. Accessing the page

To access the "Question pools" page, you should click on the "Surveys" menu and select "Question pools".



2. On this page, you can use the sidebar on the left to search, edit or create a new question pool.

Search users	Users 👻	Tests 👻 S	urveys 👻	Training courses	Reports 👻	System 👻	
E (1)							
Pools 1 P 7 Create	Survey question po	ols					Help
 Pools (11, 138) ² Survey Questions (10, 138) ⁴ Career Path (0, 18) ² Employee survey (0, 14) ³ 		Select a que	Add quest	om the navigation tre ions and manage poo uestions from pools i	I role permission:	S.	
 ** General Event Feedback (0, 7) ** Job Performance (0, 19) ** Job Satisfaction Survey (0, 17) ** Job stress (0, 15) 							
 Market Research Product (0, 8) Physician Satisfaction Survey (0, 1) Training Evaluation Form (0, 11) 							
University Student Satisfaction (0							

1. To search for a pool, you should click on the button with a magnifying glass image and then enter the name of the pool in

the pop-up window



2. In order to filter pools that are displayed to you, you should click on the button with a funnel image and then choose the privacy of the pool you want to see



3. To view information about a pool that exists or to edit it, you need to find the pool name in the pool tree. In the pool tree, you will find that some of the nodes have bullets on the left. This means that the pool has a sub-pool and you can see them by clicking on the bullet and in that way expanding the node. To select a pool, simply click on its name in the tree



3. Create a question pool

GetCertefied allows you to create your own question pools.

Search users		Users + Tests + Surveys + Training courses Reports + System +	
E Q (1) Pools P Create	0	Survey question pools	Help
 Pools (11, 138) ^e Survey Questions (10, 138) ^e Career Path (0, 18) ^e Employee survey (0, 14) ^e General Event Feedback (0, 7) ^e Job Performance (0, 19) ^e Job Satisfaction Survey (0, 17) ^e Job stress (0, 15) 		Select a question pool from the navigation tree on the left or create a new one. Add questions and manage pool role permissions. Import questions from pools into your surveys.	
House (0, 15) Market Research Product (0, 8) Physician Satisfaction Survey (0,		New pool ×	
 fraining Evaluation Form (0, 1)		Name:* 2	
		Cancel	

1. Click on the **"Create"** button

2. Enter the name of a question pool

3. Enter the description of your question pool

4. Click the **"Save"** button

4. Information

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

Pool • Gene	ral Event Feedback		N	ew sub-pool	Options 🔻 🕐		
Information	Users	Questions					
Pool name:	General Event Feedback				Pool ID:	10064	
2 Description:	General Event Feedback						
Your role:	Modify		6 Pool type:	Survey po	ool		
Created by:	Andrew Ivarstead		7 Time of creation:	Sep-8-201	17 1:27 PM		
5 Updated by:	Andrew Ivarstead		8 Update time:	Sep-8-2017 1:27 PM			

- 1. The pool name
- 2. The description of a pool
- 3. Your role in a pool ("Modify", "Read-only")
- 4. The name of a user who created the pool
- 5. The name of a user who updated the pool
- 6. The type of a pool ("Test pool", "Survey pool")
- 7. The time of creation
- 8. The update time

You can also add a sub-pool to already existing pools.

Search users		U	sers 🕶 Tests 👻 Su	rveys 👻 Training co	urses Reports -	System	n 👻	
E (1) Pools Image: Create		Pool • Gener	ral Event Feedback			0	New sub-pool	Options 👻 🗷
 ▼ Pools (11, 138) ▼		Information	Users	Questions				
 ** Career Path (0, 18) ** Employee survey (0, 14) 		Pool name:	General Event Feedback				Pool ID:	10064
General Event Feedback (0, 7) Job Performance (0, 19)		Description:	General Event Feedback					
* Job Satisfaction Survey (0, 17)		Your role:	Modify		Pool type:	Survey	pool	
 ➡ Job stress (0, 15) ➡ Market Research Product (0, 8) ➡ Physician Satisfaction Survey (0, 	N	lew pool				×	2017 1:27 PM	
 Training Evaluation Form (0, 11) University Student Satisfaction (0) 	2	Pool path:	Survey Questions > Genera	l Event Feedback			2017 1:27 PM	
	3	Name:*						
	4	Description:*						
			5 Save	Cancel				

- 1. Click the **"New sub-pool"** button
- 2. The name of a parent pool
- 3. Here you should write the name of a sub-pool
- 4. Here you should write the description of the sub-pool
- 5. Click the **"Save"** button

The **"Users"** tab gives an overview of the pool users, allows you to add new users, and remove already existing users. In the dropdown list, you can choose to see the list of pool users, all users, or my users groups. You can also export the list as an Excel file by clicking the **"Export as Excel"** button.

Info	ormation	Users	Questions								
Select	t users from:	All users Select one Pool users			•						
	aaron	All users My user groups	All users								
	Abadvionand		VABE	Active							
	Abled1959		Averill Rey	Active							
	Abled1997		Daley Jessica	Active							
	Accon1956		Coffin Micheal	Active							
	Acessier		Curry Victoria	Active							
	Acesturod		Blackburn Janet	Active							
	Acrew1969		Carpenter Eva	Active							
	Actat1963		Forth Christopher	Active							
	adam		Moore Adam	Active							
		14 <4	<u>1</u> 2 3 4 5 ↦ ⊨ 10 ▼		Rows: 554						
Set	pool role to 👻	Remove selected			Export as Excel						

You can also assign pool roles to users.

Information		Users		Questions					
Select	users from:	All users							~
		Username	\$		User	\$	Status	\$	Pool role
			Q			Q	Select one	•	
	aaron			Thompson Aaron			Active		
	Abadvionand			VA BE			Active		
	Abled1959			Averill Rey			Active		
~	Abled1997			Daley Jessica			Active		
~	Accon1956			Coffin Micheal			Active		
~	Acessier			Curry Victoria			Active		
~	Acesturod			Blackburn Janet			Active		
	Acrew1969			Carpenter Eva			Active		
	Actat1963			Forth Christopher			Active		
	adam			Moore Adam			Active		
	2	3	141 <41	1 2 3 4	5 ⊧> ⊧	10 🔻			Rows: 554

Modify

1. Select the users you want to give a pool role to

2. Click the "Set a pool role" button and choose the desired role

3. You can also remove the users from the pool by clicking the **"Remove"** button

6. Questions

The **"Questions"** tab is where you can modify question pools by adding new questions, preview or edit the existing questions, move/copy questions to other question pools or delete questions. You can also export the list by clicking the **"Export as Excel"** button.

Pool	• Genera	l Event Feedback				New sub-pool	Options 🔻 ⊘
Info	ormation	Users	Questions				
		Question text	\$		Source pool	\$	Actions
	Search		Q	Sear	ch	Q	
	How friendly was the staff?			Gene	eral Event Feedback		₽ 🖌 🖞
	How helpful	was the staff?		Gene	eral Event Feedback		₽ 🖍 🖞
	How likely is it that you would recommend the event to a friend or colleague?			Gene	eral Event Feedback		₽ 🖊 🖞
	How organiz	ed was the event?		Gene	eral Event Feedback		₽ 🖍 🗒
	Overall, how	would you rate the event?		Gene	eral Event Feedback		₽ 🖍 📋
	Prior to the event, how much of the information that you needed did you get?			Gene	eral Event Feedback		₽ / □
	Was the ever	nt length too long, too sho	ort or about right?	Gene	eral Event Feedback		₽ 🖊 🖞
	ia <a <u="">1				▶ 10 ▼		Rows: 7
Add	Add question Move Copy						Export as Excel

You can move questions from one pool to another.

Info	ormation	Users	Questions			
		Question text	\$	Source pool	\$	Actions
			Q		Q	
	How friendly was the staff?			General Event Feedback		ρ / 📋
~	How helpful v	vas the staff?	G	General Event Feedback		P 🖊 🖞
~	How likely is it that you would recommend the event to a friend or colleague?			General Event Feedback		P 🖊 🖞
~	How organize	ed was the event?	G	General Event Feedback		P 🖊 🖞
	Overall, how would you rate the event?			General Event Feedback		ρ 👔
	Prior to the event, how much of the information that you needed did you get?			General Event Feedback		ρ 👔
	Was the even	t length too long, too short	or about right? G	General Event Feedback		۵ 🖍
	2					
Add	question	Move	3 4	5		
Noving	to: Survey Qu	lestions > University Studen	t Satisfa 👻 🗸	×	E	xport as Excel

1. Select the questions you want to move to another pool

2. Click the **"Move"** button

3. Choose the desired pool in the search bar

4. Click the ,**"Check"** button if you are satisfied with the selection you have made

5. If you are not satisfied with the selection you have made click the **"X"** button

Or you can copy questions to another pool.
	Info	ormation	Users	Questions			
			Question text	\$	Source pool	¢	Actions
				Q		Q	
		How friendly	was the staff?		General Event Feedback		Q /
	~	How helpful	was the staff?		General Event Feedback		P / 1
	~	How likely is friend or coll	it that you would recomn eague?	nend the event to a	General Event Feedback		P / 1
	~	How organiz	ed was the event?		General Event Feedback		P / 1
		Overall, how	would you rate the event?	,	General Event Feedback		Q 1
		Prior to the e needed did y	event, how much of the inf ou get?	formation that you	General Event Feedback		Q 1
		Was the ever	nt length too long, too sho	ort or about right?	General Event Feedback		Q 1
			2	14 ×4 <u>1</u>	⊳> ⊳i 10 ▼		Rows: 7
	Add	question	Move] ₆ (4 5		
C	opying	g to: Survey Q	Questions > University Stu	dent Satisfa 👻	× ×	E	xport as Excel

- 1. Select the questions you want to copy to another pool
- 2. Click the **"Copy"** button
- 3. Choose the desired pool in the search bar
- 4. Click the **"Check"** button if you are satisfied with the selection you have made
- 5. If you are not satisfied with the selection you have made click the **"X"** button

6.1. Add Questions

It is also possible to add questions to the pool.

Info	ormation	Users	Questions			
		Question text	\$	Source pool	\$	Actions
			Q		Q	
	How friendly	was the staff?		General Event Feedback		₽ 🖊 🖞
	How helpful	was the staff?		General Event Feedback		₽ 🖍 🗓
	How likely is friend or colle	it that you would recomn eague?	nend the event to a	General Event Feedback		₽ 🖍 🗓
	How organize	ed was the event?		General Event Feedback		₽ 🖍 🛍
	Overall, how	would you rate the event?	?	General Event Feedback		₽ 🖍 🗓
	Prior to the e needed did ye	vent, how much of the int ou get?	formation that you	General Event Feedback		₽ 🖍 🗓
	Was the even	it length too long, too sho	ort or about right?	General Event Feedback		₽ 1

1	10 v	Rows: 7
Add question Move Copy		Export as Excel

Question	text	Options
<u>в г ц</u>	x, x' 註 書 書 〓 I + TI+ T₂ % 纷 ッ (*	
Answers		Weight ⑦ Options
1 -	B I ∐ ×, × 注 ⋿ ≡ ≡ T· T· T₂ % ∲ り №	6 7 8 9
4 2 •	B I ∐ ×, × ﷺ ≣ ≣ ≣ T- fF- T ₂ % ∲ ♥ ♥	0 📫 👂 🛍 🖪
3 💌	B I ∐ ×, ×' 注 匡 喜 酒 Ⅲ T+ TF- Tg % % ヴ ♥	0 📫 👂 🛍 🖪
	3	Add answer
	Add to pool Cancel	

- 1. Click the **"Add question"** button
- 2. Enter the question text
- 3. Click the **"Add answer"** button
- 4. Choose the ordinal numbers of the answers
- 5. Enter your answers
- 6. The weight if an answer defines an impact that the answer has on the survey outcome
- 7. By clicking the button with the magnifying glass you can view the answer/question as a survey taker
- 8. By clicking the button with the bin you can delete the answer
- 9. By clicking the button with the image you can add an image to your answer/question
- 10. Click the **"Add to pool"** button
- 11. If you are not satisfied with your question click the **"Cancel"** button

Survey question pools

Help system

Training course

Training courses are organized in training steps (chapters). Each training course step can have a test and attachments (training course materials). The training course manager is a user who can change training course. By default, the training course creator is the training course manager. Managers can give managing privileges to other users.

1. Accessing the page

To access the **"Training courses"** select **"Training courses"** from the application's toolbar.



2. Page layout

A list of training courses is displayed in the navigation tree in the left part of the page.

Search users	Users + Tests + Surveys + Training courses Reports + System +	
۵) 🖒 🔁		
Training courses Create	Training courses	Help
Il training courses (3)	Create progressive training courses organized in steps that have to be passed.	
lanaged training courses (1)	Add different types of multimedia content to your training steps. Assign existing tests with certificates to your training steps as a check or final evaluation point.	
	Test scheduling has to be performed on test management page, but test candidates can be assigned implicitly th	rough training.

- 1. "All training courses" displays all training courses in the system
- 2. "Managed training courses" displays training courses that user is a manager of
- 3. Information

When you select a training course, its name and description are displayed, as well as the **"Information"** tab showing basic information about the training course.

Information	Candidates	Managers	Steps		
Name:	Demonstrates a training w	vith 4 steps, all attachme	nt types and 2 tests.	Training course ID: 1060	
Description:	Banking (Four Steps, All a	ttachment types, two test	ts)		

1. This is the name of a training course

2. This is the description of training courses

3. Here you can choose whether the training course is pinned. When you pin the training course all users in the system will be able to start it from the home screen

4. Candidates

A list of all candidates of the selected training course is shown on the **"Candidates"** tab, as well as their progress in the selected training course. To assign the course to candidates:

Inf	ormation	Assig	n candidates		
Ass	sign candidates		Username \$	User ≎	Email
	Userr		Search \wp	Search \wp	Search
	Search		Accon1956	Coffin Micheal	MichealLCoffin@dayrep.com
	aaron 2		Acessier	Curry Victoria	VictoriaMCurry@teleworm.us
		~	Acesturod	Blackburn Janet	JanetDBlackburn@einrot.com
	Abadvionand		Acrew1969	Carpenter Eva	EvaMCarpenter@armyspy.com
	Abled1959		Actat1963	Forth Christopher	ChristopherMForth@jourrapide.com
	Abled1997		adam	Moore Adam	adam.moore@youtestme.com
	Baboure		Adam	Johnson Adam	aaaa@fff.com
	Baboure		admin	Ivarstead Andrew	youtestme@noreply.com
	Bandayste		admin2	Admin 2 Admin 2	youtestme@noreply.com
	barry		admin3	Admin 3 Admin 3	youtestme@noreply.com
	candidate		14 <4	<u>1</u> 2 3 4 5 ↦ ⊨ 10 ▼	Rows: 539
		Con	firm		

- 1. Click on the **"Assign candidates"** button
- 2. Select the users that you want to assign
- 3. Click the **"Confirm"** button

To remove a candidate from a selected training course:

Trair	ning co	urse • Demonstrate	s a training with	4 st		Options 👻 🤅
Info	ormation	Candidates	Managers	S	Steps	
Ass	sign candid	ates				
		Username	> Nam	е	٥	Progress
	Search	2			Q	
~	aaron		Aaron Thompson			100% Steps (4/4) 0% Tests (0/1)
	Abadvio	Confirmation dialogue		×		25% Steps (1/4) 0% Tests (0/1)
	Abled19	Are you sure you wan	t to remove selected cano	didates?		75% Steps (3/4) 0% Tests (0/1)
	Abled10		No			25% Steps (1/4)

		Abled19 3 Yes	NO	0% Tests (0/1)
I		Baboure	Robert Bush	75% Steps (3/4) 0% Tests (0/1)
I		Bandayste	Whitney Stoneking	0% Steps (0/4) 0% Tests (0/1)
I		barry	Barry Walker	25% Steps (1/4) 0% Tests (0/1)
I		candidate	Mary Robinson	0% Steps (0/4) 0% Tests (0/1)
e	2		⊨ <= <u>1</u> 2 → ► 10 ▼	Rows: 15
	Re	move selected candidates		

1. Select the users that you want to remove

2. Click on the **"Remove candidates"** button

3. Click on the "Yes" button in the confirmation dialog

5. Managers

A list of all managers of the selected training course is shown on the "Managers" tab. To assign the manager to the course:

Information	Са	Assigr	n managers					
Assign managers			Username	\$	User	\$	Email	;
	Userna		Search	Q	Search	Q	Search	2
Search			aaron		Thompson Aaron		aaron.thompson@youtestme.com	
admin	2		Abadvionand		VA BE		BettyEValencia@gustr.com	
			Abled1959		Averill Rey		ReyKAverill@cuvox.de	
instructor			Abled1997		Daley Jessica		JessicaKDaley@superrito.com	
			Accon1956		Coffin Micheal		MichealLCoffin@dayrep.com	
			Acessier		Curry Victoria		VictoriaMCurry@teleworm.us	
			Acesturod		Blackburn Janet		JanetDBlackburn@einrot.com	
			Acrew1969		Carpenter Eva		EvaMCarpenter@armyspy.com	
			Actat1963		Forth Christopher		ChristopherMForth@jourrapide.com	
			SearchSearchSearchSearchSearchSearchaaronThompson Aaronaaron.thompson@youtestme.comAbadvionandVA BEBettyEValencia@gustr.comAbled1959Averill ReyReyKAverill@cuvox.deAbled1997Daley JessicaJessicaKDaley@superrito.comAccon1956Coffin MichealMichealLCoffin@dayrep.comAcessierCurry VictoriaVictoriaMCurry@teleworm.usAcesturodBlackburn JanetJanetDBlackburn@einrot.com					
				14 <4	<u>1</u> 2 3 4 5 ▶ ▶	10 🔻	Rows: 5	2
		Con	firm 3					

- 1. Click on the "Assign managers" button
- 2. Select the users that you want to assign
- 3. Click the "Confirm" button

To remove a manager from a selected training course:

Train	ing cou	urse • Demonstrate	s a trai	ning with	4 st			Options	• 0
Info	rmation	Candidates	Ma	nagers		Steps			
Assi	ign manage	ers							
		Username	\$		Name		\$	Email	<
	Search		Q				Q		Ç
~	admin		And	lrew Ivarstead				youtestme@noreply.com	
	instructo	Confirmation dialogue			×			sophia.stewart@youtestme.com	
		Are you sure you wan	t to remove	e selected cano	didates?				
		3 Yes	No						



1. Select the users that you want to remove

2. Click on the **"Remove selected managers"** button

3. Click on the **"Yes"** button in the confirmation dialog

6. Steps

To access the training steps and manage them click on the **"Steps"** tab.

Inf	ormation Candidates	Mana	gers	Steps		
Ad	d step					
#	Step	Attachm	ent	Test	Actio	าร
1	Introduction to web development	2	•	-	Assign test	Settings 👻
2	HTML	1	•	-	Assign test	Settings 👻
3	Java Script tutorial	1	•	-	Assign test	Settings 👻
4	Blockchain	1	•	Introduction to Web Development		Settings 🔻

To create a new step:

	Training course • Demonstrates a training with 4 st									
	Info	ormation	Candidates	Managers	Steps					
1	Add	l step								
	#		Step	Attachment	Test		Actions			
	1	Introduction	to web development	2 ◀	-	Assign te	Settings 👻			
New training cour	se step					>	Settings 👻			
Name:*	Exam	ple					Settings 👻			
B Description:		B ℤ ∐ abs x, x' T- fT- H- T ₂ T ₂ ℤ ⊟ Ξ Ξ Ξ Ξ = ೨ ୯ = Ξ ■ % ↔ ½ № № № № №								
	This is	s the example of	the training course.							
			Save	Cancel						

- 1. Click the **"Add step"** button
- 2. Enter the step name
- 3. Enter the step description
- 4. Click the **"Save"** button

To assign a test to a step:

	Training course • Demonstrates a training with 4	Options 🔻 💿	
Assign test		×	
	Test name	Actions	•



1. Click on the **"Assign test"** button in the "Actions" column

2. Select a test from the list you want to assign

3. Click the "Assign" button

To attach literature to a step:

raining course • Demonstrates a training with 4 st Options • @									
Info	rmation	Candidates	Mana	gers	Steps				
Add	step								
#		Step	Attachm	ent	Test	Actio	ns		
1	Introduction	to web development	2	•		Assign test	Settings -		
2	HTML		1	•		Assign test	Settings -		
3	Java Script t	utorial	1	•	-	Assign test	Settings 👻		
4	Blockchain		1	•	Introduction to Web Development	2	Edit Add attachmen		
							Delete		

- 1. Click the **"Settings"** button
- 2. Chose "Add attachment"

Training course • Demonstrates a training with 4 st Options • @									
Information	Candidates	Managers	Steps						
Add step									
#	Step	Attachment	Test			Actio	ns		
New attachment				×		Assign test	Settings 👻		
Name:*						Assign test	Settings 👻		
Description:						Assign test	Settings 👻		
					nt		Settings -		
Attachment type:*	YouTube video		*						
Web link:									
	4 Save	Cancel							

- 1. Enter the attachment name
- 2. Enter the attachment description
- 3. Chose the attachment type
- 4. Click the **"Save"** button

7. New training course

In order to create a 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

Training courses

Report builder

The **"Report builder"** module provides customizable reports on different sections of the application, allowing for advanced customization by specifying the parameters by which you wish to filter your reports.

1. Accessing page

To access the "Report builder" page, you should click on the "Reports" menu and select "Report builder".



2. Choose reports

Upon opening the screen, you are prompted to select one of the following 7 reports :

		Choose report Choose parameters Report outcome						
		Reports						
		Finished tests statistics Reports for tracking statistics of finished tests in the system						
20		User success on tests Reports for tracking users' success on any test they took						
30		User outcome on surveys Reports for tracking statistics of users and their success on a survey (with an attached profiling)						
	?	General user statistics See statistics for each user in the system						
		Certificates Reports for tracking statistics of users and achieved certificates in the system						
	(?)	Question pools Reports for tracking information of question pools in the system						



- 1. "Finished test statistics"
- 2. "User success on tests"
- 3. "User outcome on surveys"
- 4. "General user statistics"
- 5. "Certificates"
- 6. "Question pools"
- 7. "Groups"

3. Choose parameters

3.1. Finished test statics

Finished test statistics provides reports for tracking statistics of finished tests in the system. You can customize the report by optionally entering the following parameters:

<		Choose report	Choose parameters	Report outcome	>
Finished test Reports for t	a s statistics racking statistics of finis	hed tests in the system	m		Help
Parameters					Sort order
1 Test name:	Contains	Exact			1. 🗪
2 Average points:	Less than	Greater than	Exact		2.
Advanced query spec	cification				
Sort direction:	Ascending	Descending			

- 1. "Test name" enter the desired test name by which you wish to filter the report
- 2. "Average points" enter the average points by which you wish to filter the report

3.2. Users success on tests

Users success on tests provides reports for tracking users' success on any test they took in the system. You can customize the report by optionally entering the following parameters:

<	Choose report Choose parameters Report outcome	>
User succe Reports for	ss on tests tracking users' success on any test they took	Help
Parameters		Sort order
Username:	O Contains	1. 🔪
First name:	O Contains	2. 🖊
Last name:	O Contains	3.
Test name:	O Contains 💿 Exact	4.
Success:	O Contains 💿 Exact	5. 🗪
Advanced query spo	ecification	
Sort direction:	Ascending Descending	

- 1. **"Username"** enter the username of the desired test taker
- 2. "First name" enter the first name of the desired test taker

3. "Last name" - enter the last name of the desired test take

4. "Test name" - enter the desired test name

5. "Success" - enter the success parameter of the desired test (can be 'Passed' or 'Failed')

3.3. User outcome on surveys

User outcome on surveys provides reports for tracking statistics of users and their success on a survey (with attached profiling). You can customize the report by optionally entering the following parameters:

<		Choose report	Choose parameters	Report outcome	>
	ne on surveys tracking statistics of user	s and their success or	n a survey (with an attached	l profiling)	Help
Parameters					Sort order
Username:	Contains	Exact			1.
2 First name:	Contains	Exact			2.
3 Last name:	Contains	Exact			3.
4 Survey name:	Contains	Exact			4.
Advanced query spe	cification				
Sort direction:	• Ascending	Descending			

- 1. "Username" enter the username of the desired survey taker
- 2. "First name" enter the first name of the desired survey taker
- 3. "Last name" enter the last name of the desired survey taker
- 4. "Survey name" enter the desired survey name

3.4. General user statistics

General user statistics provides statistics for each user in the system. You can customize the report by optionally entering the following parameters:

<	Choose rep	ort Choose parameters	Report outcome	>
	er statistics ics for each user in the system			Help
Parameters				Sort order
Username:	Contains • Exact			1. 🖍
First name:	Contains • Exact			2. 🖍
Last name:	Contains • Exact			3. 🖍
Gender:	Select one			✓ 4.
Status:	Select one			✓ 5.
Advanced query spo	ecification			
Sort direction:	Ascending Descending			

- 1. "Username" enter the username of the desired user
- 2. "First name" enter the first name of the desired user
- 3. "Last name" enter the last name of the desired user
- 4. "Gender" select the desired gender from the drop-down menu
- 5. "Status" select the users' status from the drop-down menu

3.5. Certificates

Certificates provide reports for tracking statistics of users and achieved certificates in the system. You can customize the report by optionally entering the following parameters:

<		Choose report	Choose parameters	Report outcome	>
Certificates Reports for tra	acking statistics of users	s and achieved certific	cates in the system		Help
Parameters					Sort order
Username:	Contains	Exact			1. 🧪
First name:	Contains	Exact			2. 🔪
Last name:	O Contains	Exact			3.
Certificate name:	Contains	Exact			4. 🗪
Test name:	Contains	Exact			5. 🖍
Advanced query speci	fication				
Sort direction:	Ascending	Descending			

- 1. "Username" enter the username of the desired user that has achieved the certificate
- 2. "Firs name" enter the first name of the desired user that has achieved the certificate
- 3. "Last name" enter the last name of the desired user that has achieved the certificate
- 4. "Certificate name" enter the desired certificate name
- 5. "Test name" enter the name of the test that has the desired certificate

3.6. Question pools

Question pools provide reports for tracking information of question pools in the system. You can customize the report by optionally entering the following parameters:

<		Choose report	Choose parameters	Report outcome	;
Question pools Reports for trac	king information of qu	estion pools in the sy	stem		Help
Parameters					Sort order
Question difficulty:	Select one				× 1. 🌶
Question type:	Select one				✓ 2.
Pool name:					3. 🧨
	🔵 Contains 🛛 🧕	Exact			
Advanced query specifi	cation				
Sort direction:	Ascending	Descending			

- 1. "Question difficulty" select the desired question difficulty from the drop-down menu
- 2. "Question type" select the desired question type from the drop-down menu
- 3. "Pool name" enter the desired question pool

Groups provide reports for tracking users in groups within the system. You can customize the report by optionally entering the following parameters:

<		Choose report	Choose parameters	Report outcome	>
Groups Reports for t	tracking users in groups w	vithin the system			Help
Parameters					Sort order
Username:	Contains	Exact			1. 🖍
2 First name:	Contains	Exact			2. 🖍
3 Last name:	Contains	Exact			3.
4 Group name:	Contains	Exact			4.
Advanced query spe	cification				
Sort direction:	• Ascending	Descending			

- 1. "Username" enter the username of the desired user that is assigned to the desired group
- 2. "First name" enter the first name of the user that is assigned to the desired group
- 3. "Last name" enter the last name of the user that is assigned to the desired group
- 4. "Group name" enter the desired group name

4. Generating the desired report

Upon finalizing the selection of the desired report and entering the optional parameters, you can generate the desired report in the following way:

<		Choose report	Choose parameters	Report outcome	1 >
Finished tests a Reports for trad	statistics cking statistics of finis	hed tests in the syster	n		Help
Parameters					Sort order
Test name:					1. 🖍
	O Contains	Exact			
Average points:					2. 🖍
	O Less than	Greater than 🛛 💿	Exact		
Advanced query specifi	ication				
Sort direction:	• Ascending	Descending			

inished tests statistics			
Test name	Average points	Average percent	Maximum points
1 Demonstrates a test with 8 types of timed questions and on managers approval reporting	6	75	8
2 Demonstrates a test with 8 types of timed questions with multimedia and certificate	5.79	72.37	8
3 Demonstrates a test generated by test generator with the enabled continuation and timed questions	8.65	86.5	10
4 Demonstrates a manually created test with multimedia and unlimited time with allowed repeating	25.53	85.09	30
	1-4 <4 1	⊳ ⊳i 100 ▼	Rows: 15

1. Click the right arrow in the upper right part of the screen

2. Export the desired report by clicking the **"Export to Excel"** button

Note: For advanced querying, you can use the **"Sort order"** and **"Sort direction"**.

<		Choose report	Choose parameters	Report outcome	
Finished tes Reports for	ts statistics tracking statistics of finis	hed tests in the syste	m		Help
Parameters					1 Sort order
Test name:	Contains	Exact			1. 🖍
Average points:	Less than	Greater than	Exact		2.
Advanced query spe	cification				_
Sort direction:	Ascending	Descending 2			

1. **"Sort order"** designates the order of the parameters by which your reports will be sorted. The numbers are assigned by default and you can change them by clicking on the pencil icon

2. "Sord direction" allows choosing between "Ascending" and "Descending" order

Report builder

Standard reports

YouTestMe GetCertified offers various standard reports in order to aggregate and organize information stored in the database. All of the reports are displayed in a tabular format (some of them with additional graphical representations) and can be exported as an Excel file.

1. Accessing the page

In order to access the **"Standard reports"** page, you should hover over the **"Reports"** section of the main menu and select the **"Standard reports"** option. This will lead you the navigation page, with nine report categories that contain multiple reports and are related to a specific application module.

tandard reports cate	gories			Report builder	
				Standard reports	
User reports (2	23)	Test reports (11)	Survey reports (5)
Administrators:	б	Running tests:	13	Running surveys:	4
Instructors:	2	Scheduled tests:	0	Scheduled surveys:	0
Students:	546	Expired tests:	3	Expired surveys:	0
Others:	0	Suspended tests:	0	Suspended surveys:	0
		Not scheduled tests:	2	Not scheduled surveys:	3
800					
	rts (2)	Test question pools r	eports (5)	Survey question pools re	eports (4)
User groups repor	-ts (2) 4	Test question pools r		Survey question pools re	
User groups repor Active groups: Inactive groups:		Test question pools r No. of test pools:	eports (5) 33	Survey question pools re No. of survey pools:	eports (4) 11
Active groups:	4				
Active groups:	4 11	No. of test pools:	33		11
Active groups: Inactive groups:	4 11	No. of test pools:	33	No. of survey pools:	11
Active groups: Inactive groups:	4 11 orts (2)	No. of test pools:	33 s (7)	No. of survey pools:	11

2. Page layout

The reports are generated uniformly, which means that the rules and steps that apply to one report category, applies to all of them.

?							
User reports (23)		Test reports (11) 2	Survey reports (Survey reports (5)		
Administrators:	6	Running tests:	13	Running surveys:	4		
Instructors:	2	Scheduled tests:	0	Scheduled surveys:	0		
Students:	546	3 Expired tests:	3	Expired surveys:	0		
Others:	0	Suspended tests:	0	Suspended surveys:	0		
		Not scheduled tests:	2	Not scheduled surveys:	3		
???							
User groups repor	rts (2)	Test question pools r	reports (5)	Survey question pools re	eports <mark>(4)</mark>		
User groups report Active groups:	rts (2) 4	Test question pools r No. of test pools:	reports (5) 33	Survey question pools re No. of survey pools:	eports <mark>(4)</mark> 11		
		No. of test pools:					
Active groups:	4 11		33		11		
Active groups: Inactive groups:	4 11	No. of test pools:	33	No. of survey pools:	(1)		
Active groups: Inactive groups:	4 11 orts (2)	No. of test pools:	33 ts (7)	No. of survey pools:	(1)		

- 1. By clicking on the report category icon or name, you can open the list of all related reports
- 2. Displays the number of reports related to a specific category in the round brackets next to the report category name
- 3. Displays basic aggregated information related to the application module tied to a specific report category

3. Accessing reports

By clicking on one of the report categories, you will be navigated to a list of all reports related to that category, with their names and descriptions. In order to open the desired report, you should simply click on its name.

	Running tests	Sch	eduled tests	Expired	tests	Suspend	led tests	Not sche	duled te
	13		0		3		0		
#	Reports	name			De	escription			
1	Test size		Total numb	per of questions for ea	ach test in th	ne system			
2	Test questions by	Test questions by difficulty		easy, medium and ha	rd questions	s in each test			
3	Test results	Test results		The final outcome for each user who attempted taking any test within the system					
4	Tests basic info		List of all t	List of all tests with their descriptions and creation details					
5	Item reliability		Central tendencies measures for each attempted test and item reliability on ques		y on question le	vel			
6	Achieved certifica	tes	Every succ	essfully finished certi	fication atte	mpt with date	and basic de	tails	
7	Test pass rate		The ratio b	etween attempted and	d passed tes	sts			
8	Average test durat	ion	List of ave	rage duration for each	attempted	test with limite	d duration		
9	Test questions by	type	Number of	Number of questions for each test broken down by question type					
10	Tests status and a	vailability	List of all t	ests in system with so	ome basic in	formations			

4. Actions

All of the reports have a tabular structure and allow the same actions:

#	User	≎ Test name ≎	Test started ≎	Score (%)≎	Outcome 🗧
2	م ب	Q	Q	Q	, C
71	James Nunn	1 Demonstrates a test with 8 types of timed questions and on managers approval reporting	May-16-2018 10:47 AM	87.50	Passed
72	Maxwell Timmons	3 Demonstrates a test generated by test generator with the enabled continuation and timed questions	May-16-2018 10:46 AM	70.00	Passed
73	Maxwell Timmons	4 Demonstrates a manually created test with multimedia and unlimited time with allowed repeating	May-16-2018 10:47 AM	100.00	Passed
74	Maxwell Timmons	2 Demonstrates a test with 8 types of timed questions with multimedia and certificate	May-16-2018 10:47 AM	75.00	Passed
75	Maxwell Timmons	1 Demonstrates a test with 8 types of timed questions and on managers approval reporting	May-16-2018 10:47 AM	87.50	Passed
76	Ana Cannon	5 Demonstrates a timed test with after every question reporting and certificate	May-16-2018 10:46 AM	100.00	Passed
77	Larry Moore	6 Demonstrates a manually created, timed test with immediately after finishing reporting	May-16-2018 10:46 AM	81.25	Passed
		ia <a 7="" <b="">8 9 ⊳> ⊳i	10 🔻		Rows: 176

- 1. Sorting the results
- 2. Filtering the results
- 3. Exporting the results as an Excel table

Standard reports

System settings

Mail server(s), the internal network, custom emails and system information are located in the "System settings" page.

1. Accessing the page

To access the "System settings" page, you should click on the "System" menu and select "System settings".



2. Page layout

On the "System settings" page you will find four tabs: "Mail server", "Internal network", "Custom emails", and "System information".

ystem setti ersion: 6.0.3r	ngs (2) (3) (4)	Options • ?
Mail server	Internal network Custom Emails System information	
Mail server:	smtp.gmail.com (Active)	✓ Add new
lost:	smtp.gmail.com	
Port:	587	
SMTP Auth.:	Start TLS:	
Jsername:	ytm.system@gmail.com	
Password:		
system email:	ytm.system@gmail.com	
upport email:	ytm.system@gmail.com	

	Update existing Create new	
Mail server is activate	ted.	
Send test email to:	Type email address Send	

1. Mail server

The **"Mail server"** tab serves to set parameters for a mail server that will be used for sending various notifications to administrators 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.

System setting Version: 6.0.3r	gs	Options -
Mail server	Internal network Custom Emails System information	
2 Mail server:	smtp.gmail.com (Active)	- Add new
3 Host:	smtp.gmail.com	
4 Port:	587	
5 SMTP Auth.:	Start TLS:	
6 Username:	ytm.system@gmail.com	
7 Password:		
8 System email:	ytm.system@gmail.com	
9 Support email:	ytm.system@gmail.com	
	10 Update existing Create new (1)	
Mail server is activat	ted.	
Send test email to:	Type email address Send	

1. Clicking the **"Add new"** button will reset all the parameters shown on the screen enabling you to create your own mail server.

ersion: 6.0.3r	ngs	Options *
Mail server	Internal network Custom Emails System information	
fail server:	Select one	✓ Add new
lost:		
Port:		
MTP Auth.:	Start TLS:	
sername:		
assword:		
ystem email:		
upport email:	support@youtestme.com	

2. The "Mail server" drop-down list determines the mail server from which the parameters are displayed.

Mail server	Internal network	SFTP transfer	OS information	System information	
Mail server:	smtpasdasd.gmail.com	(Active)			Add new
	Select one				
Host:	smtpasdasd.gmail.co	m			
Port:	smtpasdasd.gmail.co	m (Active)			
SMTP Auth.:			Start TLS:		
Username:	ytm.systemasdasd@gma	il.com			
Password:					
System email:	ytm.systemasdasda@gm	ail.com			
Support email:	ytm.systemasdasd@gma	il.com			
		Update existing	Create new		



Only one mail server can be active at a time. You can set a mail server to be active by clicking on the **"Activate"** button in the form of an inactive mail server.

Mail server	Internal network	SFTP transfer	OS information	System information	
Mail server:	smtpasdasd.gmail.com			Ŧ	Add new
Host:	smtpasdasd.gmail.com				
Port:	587123				
SMTP Auth.:			Start TLS:		
Username:	ytm.systemasdasd@gmai	l.com			
Password:					
System email:	ytm.systemasdasda@gma	ail.com			
Support email:	ytm.systemasdasd@gmai	l.com			
	Up	date existing C	reate new Delet	e	

Also, only inactive mail servers can be deleted, by clicking on the **"Delete"** button in the form of the inactive mail server.

System adr Version: 5.3	ninistration 3.0s
Mail server	Internal network SFTP transfer OS information System information
	r IP addresses (example: 192.168.*, 257.142.1*) that you wish to represent the internal network. Only the devices that are vork will be able to access the closed-type tests.
IP mask:	192.168.1.
Client's IP:	192.168.1.132
	3 Confirm Cancel 4

- 3. This is the host name of the mail server.
- 4. This is the port number of the mail server.
- 5. These are security parameters.
- 6. This is the username of the mail server.
- 7. This is the password for the mail server.
- 8. This is the system email of the mail server.
- 9. This is the support email of the mail server. **IMPORTANT:** Make sure that your support email is:

ytm.system@gmail.com if you want to contact the GetCertefied support team.

10. By clicking the **"Update existing"** button the entered parameters will be applied to the selected mail server.

11. By clicking on the **"Create new button"** button you will create a new mail server with the entered parameters.

12. You can test if the mail server works by sending an email to the address you specify in the **"Send test email to"** field by clicking the **"Send"** button.

2. Internal network

The **"Internal network"** tab allows you to define the IP addresses within your local network from which certain parts of the application can be accessed.

Mail server	Internal network	SFTP transfer	OS information	System information	
Set the masks fo	or IP addresses (example: 192		you wish to represent the i	nternal network. Only the o	devices that are in
this internal netv	vork will be able to access the	e closed-type tests.			
IP mask:	192.168.1.				
	192.168.1.132				
Client's IP:	192.100.1.132				

1. This is the IP mask of the internal network, only machines with IP addresses starting with this prefix will be allowed access.

- 2. This is the client's IP address.
- 3. Clicking the **"Confirm"** button will save the changes you have made.
- 4. Clicking the **"Cancel"** button will invalidate all the changes you have made.

3. Custom email

The **"Custom email"** tab contains email templates that are sent automatically when a certain action is made inside the application. The emails are predefined but can be edited by changing email templates. When editing templates, the variables (text places between \$ signs) cannot be edited.

Template: Account activated Select one Template preview Account activated Account activated B I I aber T Changed status Changed status Class assigned User removed from a class Account activated removed from a class	Mail server	Internal network	Custom Emails	SFTP transfer	OS information	System informatio
Template preview Account activated B I U abs T Approved registration Changed status Class assigned User removed from a class User removed from a class	Template:	Account activated	×			
B I U abd T Approved registration Changed status Class assigned User removed from a class User removed from a class		Select one				
Changed status Class assigned User removed from a class	Template preview	Account activated				
Changed status Class assigned User removed from a class	B I U abe T-	Approved registration				
User removed from a class						
		Class assigned				
Accienced on anomalous of a neuron		User removed from a class	5			
		A :				
Save						

First, you must choose the email template that you want to change.

Mail server	Internal network	Custom Emails	SFTP transfer	OS information	System information
Template:	Account activated	· 2	List of all variables:	[from, pass, to, uname]	
Template previe	ew: 💿 🚺				



1. This is the body of the email. Text can be edited, but all the variables must be kept because the system uses it to fill in with data.

2. This is the list of all variables of a selected email template.

Mail server	Internal network	Custom Emails	SFTP transfer	OS information	System information
Template:	Account activated	.	List of all variables:	[from, pass, to, uname]	
Template preview	: ⑦	2	List of missing variab	oles: [from]	
$B {\cal I} \underline{U} abs T_{\tau}$	rT• H1• Ta 🍢 🗄 🗄 🗮 🗮	≡ ≡ ø @			
Your account has be Your credentials are Username: \$uname Password: \$pass\$ Best Regards,		1	8		

1. To save the modified e-mail template, click on the **"Save"** button. If some of the variables are missing, you will be prompted with an error message.

- 2. If you accidentally deleted any of the variables, you can see which one it is in the list of missing variables.
- 3. Clicking the **"Reset"** button changes body of the email to the predefined template.

4. SFTP transfer

On the **SFTP Transfer** tab, 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 (an empty CSV file will be sent if none of the test attempts was completed successfully in a defined interval).

Mail server	Internal network	SFTP transfer	OS information	System information	
Set the parameters fo	or sending new successfu	lly completed test attem	npts using SFTP.		nsfer: Active
2 IP address:	ftp.youtestme.com		3 Port:	21	
4 Username:	username		5 Password:		
6 Interval in minutes:	60	* *	7 Last sent:	Aug-3-2018 3:24 PM	
		Transfer is cur	Cancel 9		

- 1. Here you can adjust if the transfer is **"Active"** or **"Inactive"**
- 2. Here you should write the IP address
- 3. Here you should insert the port
- 4. Here you should write the username
- 5. Here you should write the password
- 6. Here you should insert the time interval(in minutes)
- 7. Displayed here is the time when the last report was sent
- 8. Click the "Confirm" button

9. If you are not satisfied with the changes you have made click the "Cancel" button

Note: insert the parameters of your FTP server.

5. OS information

On the **"OS Information"** tab you can get information about your operating system, by clicking the **"Display operating** system information" button.

Mail server	Internal network	SFTP transfer	OS information	System information			
OS information							
Display operating	system information						
	Command		(Command output			
free			total used free shared bu 3894320 1131800 20225 6452872 0				
grep MemTotal /proc	/meminfo		MemTotal: 8173644 kB 0				
grep SwapTotal /proc	c/meminfo		SwapTotal: 8404984 kB 0				
uname -m			x86_64 0				
uptime			15:55:32 up 8 days, 6:20,	1 user, load average: 0.04	4, 0.36, 0.51 0		

6. System information

Basic information about your system is displayed on the "**System information**" tab.

System admin Version: 5.3.0					
Mail server	Internal network	SFTP transfer	OS information	System information	
System informatio	on				
 VM IP addres Linux Hostna 					
 Database nar Instance nar 	me: ytm-1				
	rtup time: 09:37 26-JUL-18 initiated DB session: ytm6				

System settings

System reports

"System reports" offer insight into the system performance.

1. Accessing the page

To access the "System reports" page, you should click on the "System" menu and select "System reports".



2. Page layout

On the **"System reports"** page you can see system reports by completing three simple steps.

0	Choose report	Choose parameters	Report outcome	3	>
		2			
		Reports			
CPU Usage Per User					
Current Session Info					
Database Files					
DB Implementation Info					
Database Size					
Dead Locks					
Instance Info					
					Rows: 24

1. The first step is to choose the report you want to see. When you click on the desired report, you will be taken to the next

step.

2. The second step is to enter the parameters for your report. If you don't put any parameters you will receive all the records from the database for that report. To proceed, click on the arrow in the top right corner. To go back to the previous step, click on the arrow in the top left corner.

arameters			
File ID:			
File Name:			
Tablespace Name:			
File Size (MB):			
Blocks:			
Status:			
Additional explanation			

3. The final part of the process is to review your report. You can export the report as an Excel file by clicking the **"Export as Excel"** button. If you have entered the wrong parameters, you can go back to the previous step by clicking on the arrow in the top left corner.

<		Choose report	Choose parameters	Report outcome			
atabase F	iles						
File ID		File Name		Tablespace Name	File Size (MB)	Blocks	Status
8	/home/oracle/app/oracle/oradata/	ytmdb/pdytm1/syster	n01.dbf	SYSTEM	470.00	60160	AVAILABLE
9	/home/oracle/app/oracle/oradata/	ytmdb/pdytm1/sysau	x01.dbf	SYSAUX	590.00	75520	AVAILABLE
10	/home/oracle/app/oracle/oradata/	ytmdb/pdytm1/pdytm	1_users01.dbf	USERS	14,486.25	1854240	AVAILABLE
		14	- < 1 => == 100) 🔻			Rows: 3
						Exp	ort as Excel

System reports

System maintenance

On this page, you can find the support for the "System maintenance" of GetCertified.

1. Accessing the page

To access the "System maintenance" page, you should click on the "System" menu and select "System maintenance"



2. Upgrade

Browse the upgrade package and click the **"Upload patch**" button. Upload patch file as the archive, do not extract it. The upgrade will not work if the file format is different from '.zip'. **IMPORTANT:** We strongly suggest that you perform a snapshot and export of YouTestMe Virtual Machine before applying any changes and verify that the virtual machine can be restored from the created export file.

System mainte	enance			
Upgrade	Disk info	System update	System diagnostic	
Upgrade applicatio	n			
Browse the upgrade p	backage and click the 'Up	load patch' button. Uploa	d patch file as the archive	e - do not extract it. The upgrade will not work
if the file format is di	fferent from '.zip'.			
IMPORTANT: We stro	ngly suggest that you pe	rform a snapshot and exp	oort of YouTestme Virtual	Machine before applying any changes and
verify that the virtual	machine can be restored	I from the created export	file.	
Upload patch				

3. Disk info

Displayed here is the basic information of the memory usage of the partition on the Linux virtual machine.

System mainten	ance					
Upgrade	Disk i	nfo	System update	System diagnostic		
File system		Tota	al disk space (GB)	Free disk space	(GB)	Usable disk space (GB)
/			27.00		12.00	12.00
/home			78.00		22.00	22.00
/ytmdata			0.00		0.00	0.00
/boot			0.00		0.00	0.00

4. System update

By clicking the **"Execute"** button, the system will rebuild itself, meaning that the newest version will be updated from the server. The rebuild process lasts 10 - 15 minutes approximately, and during this period, the system will be offline. Displayed here will also be the dates of the last updates

System mainte	enance			
Upgrade	Disk info	System update	System diagnostic	
Rebuild application	n			
, ,	ute" button, the system w			will be updated from the server. The rebuild
Execute				

5. System diagnostic

By clicking the **"Diagnostic script"** button, a script will be executed on the system. This script's purpose is to gather information about the system, and it takes a few minutes to finish its work. After that, the script's log file will download on your machine and you can send it to us so that we can perform a detailed analysis. **IMPORTANT:** Do not close this browser tab while the script is being executed. If you close it, the script will not download. You can continue your work in the application in a new tab.

stem mainte	enance			
Upgrade	Disk info	System update	System diagnostic	
agnostic script				
stem, and it takes				urpose is to gather information about the d on your machine and you can send it to us



Quick actions