# YouTestMe

## Including suspended test attempts in the reports



File name	Including suspended test attempts in the reports
Author	YouTestMe
Confidentiality	Public
Last save date	Friday, March-04-2022 at 7:35:00 PM

#### **Table of Contents**

1	Introduction	. 2
2	Accessing test	. 3
3	Generating report	.4
4	Filtering attempts	. 5

#### **1** Introduction

This document explains how to view suspended test attempts. Also, explains how to use the advanced search.



#### 2 Accessing test

	ents Users <del>-</del>	Tests 🔹		Training courses	Repor	rting 🖌	\$	<b>?</b> 🎣	۰	💮 ·
		New test Navigate to test								
		Manage tes Select and man				<u></u>				
My assignments		Manage cer Select, manage				Create user gro				
View the list of all tests, surveys, and training courses assigned to you.	Create a user profile					and add users to it. Org: group later	inize a testing sess	ion for the		
		Grading sca Configure gradi	ales ing scales for test evalu							
Create test Create a knowledge test with multimedia content	Create a	Testing loca Manage the play	ations ces and time zones who	ere testing is conducted		Create training co	ourse a content and short	tests.		
and assign the awarding certificate.										

Hover over the "Tests" tab in the main menu, then choose "Manage tests".

Then, choose the desired test.

ŵ	D Search users 🔹			Tests 🔹		Training courses R	eporting 👻	🌣 🛛 0. 🌲 🌘
Tests	Manage tests All tests (12)							New test 🔁 ?
	On the left side menu, you can find tests categ The table below shows the list of tests you can Tests link have the status "Oral" have nut bee	prized by their statuses. manage. Filter and search the tes in published and can still be fully ed	ts by multiple categories. Create a n dited. Published tests can be only pa	ew test by clicking tially modified. Yo	the "New Test" buttor u can always create r	n in the top right corner. nore sessions and assign n	ew candidates. Suspended tests are permanent	ly disabled.
6	Name o	Creation date -	Status o	ID o	External ID o	Creation type	C Report displayed	Report content
	Search 🔎		Selectione v	Search 🔎	Search 🔎	Select one	<ul> <li>Selectione</li> </ul>	✓ Select one
	Main Demo Test 2021	Mar-15-2021	Unaft	1771		Test with sections	Immediately after finishing	Score and details
	Main Demo Test-new version	Dec-25-2020	( Draft )	1765		lest with sections	Immediately after finishing	Score and details
6	Main Demo Test-in progress	Dec-24-2020	()	1730		lest with sections	Immediately after finishing	Score and details
	Automated Proctoring Demo Test	Apr-13-2020	Published	1715		Manually created	Immediately after finishing	Score and details
	Browser Lockdown Demo Test	Apr-13-2020	Published	1714		Manually created	Immediately after finishing	Score and details
	Main Demo Test	Nov-06-2019	Published	1703		Test with sections	Immediately after finishing	Score and details
	Report Builder Test	Nov-05-2019	Published	1676		Test with sections	Immediately after finishing	Score only
	Improved Exam Demo	Oct-05-2018	Published	1562		Manually created	Immediately after finishing	Score and details
	Initial Exam Demo	Oct-05-2018	Published	1560		Manually created	Immediately after finishing	Score and details
	Question Pools Demo Test	Aug-01-2018	Published	1420		Generated	Immediately after finishing	Score and details
	Displayed columns				an at 10 w			Bours 12



### 3 Generating report

#### Please follow these steps:

- 1. Navigate to the "Report builder" tab.
- 2. Choose the "Test results" template.
- 3. Make sure that the "Suspended" option is checked.
- 4. Click on the "Display report" button.
- 5. Export data from the table by clicking on the export icon.

Q	Search users	*	My assignments	Users - Test	s 🔹 Surveys 👻 Ti	raining courses Reporting -	· · · · · · · · · · · · · · · · · · ·
	Manage tests						
	All tests (237)	> Demo Webex	Test				New test
		-			<b>A</b>		
	Settings Testing s	essions Candidates	Monitoring Questio	ns Grading scales	Report builder Sum	mary report Managers Pro	octors
	Create a custom report. S	Save it as a report template an	d use when needed.				
	Report templat	e					
	Load template: © 2	Test results	•				
	Report column	s					
0	Create a new custom rep	ort by selecting options from t	he list below. Each option will	be featured as a column ir	the report table.		
	Group columns		Session columns	Test columns	Question columns	Pool columns	
		External ID				Points	
	Username	Employee ID	Name	External ID	External ID	Total points	
	First name	Last name		Name	Text	Score (%)	
	Middle name	Email		Report date	Туре	Passed	
	Date of birth	Gender		Started	Correct answer		
	Phone number	Affiliation		Finished	Answered		
	Street	City		Time spent	Points		_
	State	Country		V Points	Total points		
	ZIP-code			🗹 Total points	Time to answer		
				Score (%)	Question pool		
				🗹 Grade			
				V Passed			
			6	Suspended			
)	Cot oustom titles						
	Set custom titles						
	Advanced sear The advanced search allo	<b>ch</b> ws you to build structured que	ries. The simple filter filters ti	e results according to the	chosen column, criteria, and va	lue. The group filter is a conjunction (AN	ND) or disjunction (OR) of more filters. Negation can be
	applied to any filter.						
	~ 🗌 Not 🔤 AND	0 * Options *					
	Not S	elect Item *	Options *				

Now you can see the table with all attempts and in the column named "Suspended," you can see if the attempts are suspended or not and export data from this table.



î	O Search users	•			Му	assignments Us	ers 🗸 Tests 🗸	Surveys - Trair	ing courses Repo	rting -				* 0 0 🖷 🕃
Tests	Manage tests All tests (23 Settings Testin	7) > Demo Webex	Test Monitoring Ques	tions Grading scale	s Report builder	Summary report	Managers Proctors						N	rw test
0	Back to repo	nt builder												
0	User	ser Test												
	Usernam	e ID	External ID	Name	Report date	Started	Finished	Time spent	Points	Total points	Score (%)	Grade	Passed	Suspended
	admin	100302		Demo Webex Test		May-13-2021 02:32	May-13-2021 02:33	00:01:00	-5	152	0.00		No	No
	alexandra.clark	100302		Demo Webex Test		Nov-04-2020 03:43	Nov-04-2020 03:44	00:01:00	-7	152	0.00		No	No
	aaliyah.ali	100302		Demo Webex Test		May-13-2021 02:35	May-13-2021 02:37	00:02:00	-5	152	0.00		No	Yes
	aaliyah.ali	100302		Demo Webex Test		May-13-2021 02:40	May-13-2021 02:41	00:01:00	-1	152	0.00		No	No
۲														
							1 is in 1	10 ¥						Rows: 4
														5

#### 4 Filtering attempts

For filtering the report table, you can use the advanced search.

The advanced search allows you to build structured queries. The simple filter filters the results according to the chosen column, criteria, and value. The group filter is a conjunction (AND) or disjunction (OR) of more filters. Negation can be applied to any filter.

To see only suspended test attempts, follow these steps:

- 1. Set these values for the query.
- 2. Click on the "Display report" button.

_	Search users	•			My assignr	ts Users - Tests - Surveys - Training courses Reporting -	o o 📮 😩
	Manage tests						
	All tests (237)	> Demo Webex	Test				New test
	Settings Testing	sessions Candidates	Monitoring Questi	ons Grading scales	Report builder Summ	report Managers Proctors	
	Create a custom report.	Save it as a report template an	d use when needed.				
	Report templat	e					
	Load template: ①	Test results	-				
	Report column	-					
	Create a new custom rep	<ul> <li>ort by selecting options from t</li> </ul>	the list below. Each option wi	I be featured as a column in	the report table.		
	Group columns			_			
	User columns	Cotomol ID	Session columns	Test columns	Question columns	Point	
	Ilearnama	External ID	ID	External ID	External ID	Total points	
	Eirst name	Last name		Name	Text	Score (%)	
	Middle name	Email		Report date	Type	Passed	
	Date of birth	Gender		Started	Correct answer		
	Phone number	Affiliation		Finished	Answered		
	Street	City		Time spent	Points		
	State	Country		Points	Total points		
	ZIP-code			Total points	Time to answer		
				Score (%)	Question pool		
				Grade			
				Passed			
				Suspended			
	Set custom titles						
	Advanced sear	ch					
	The advanced search allo	owe you to build structured qu	eries. The simple filter filters	the results according to the	chosen column, criteria, and valu	e group filter is a conjunction (AND) or diajunction (OR) of more filters. Negation can be applied to any filter.	
	V Not ANI	0 v Options v					
		uspended ~	equal ~	Yes - Option	15 - Ē		



Now you can see only suspended test attempts.

f	₽ Searct	h users 🔹	1			Му	assignments Use	ers - Tests -	Surveys - Train	ing courses Repo	rting 👻				🌣 🛛 🖓 🥰 🕒 ·
Tests	Mar	nage tests I tests (237) > I	Demo Webex T	Test										N	ww test
0	Set	tings Testing sessi Back to report build	ons Candidates	Monitoring Quest	tions Grading scales	Report builder	Summary report	Managers Proctors							
Ö		User Test													
		Username	ID	External ID	Name	Report date	Started	Finished	Time spent	Points	Total points	Score (%)	Grade	Passed	Suspended
		aaliyah.ali	100302		Demo Webex Test		May-13-2021 02:35	May-13-2021 02:37	00:02:00	-5	152	0.00		No	Yes
đ	۲							» * <u>1</u>	n n 10 <b>v</b>						Rows: 1

#### 5 Displaying suspended test attempts in the summary report

To include suspended test attempts in the summary report, please check this option:

<b>Î</b>	$\mathcal{O}$ Search users	•	My assignments Users	<ul> <li>Tests - Surveys</li> </ul>	<ul> <li>Training course</li> </ul>	s Reporting <del>-</del>	🌞 🖗 🖓 🛱 😩 T					
Tests	Manage tests All tests (238	8) > Demo Webex	Test				New test					
G	Settings Testing	g sessions Candidates	Monitoring Questions Grad	ing scales Report builder	Summary report	Managers Proctors						
0	View summary informa	ation about candidates' progress	s in the test. View detailed statistics for testir	ng sessions and testing locations.								
	✓ Include suspen	ided attempts					I					
	Attempts sun	Attempts summary report										
	Total:	8	Started:	8								
(2	Not finished:	3	Finished:	5								
	Passed:	1	Failed:	4								
	To grade:	0	Average sco	re: 18.82 %								
	Highest score:	50.66 %	Median:	15.79 %								
	Lowest score:	0.00 %	Std. deviatio	on: 19.03 %								
	Passed/Failed	d										
				4								

Data in the summary report now are updated with suspended attempts.