



YouTestMe

Importing test candidates (User enrollment)

File name	Importing test candidates (User enrollment)
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Confidentiality	Internal or Public
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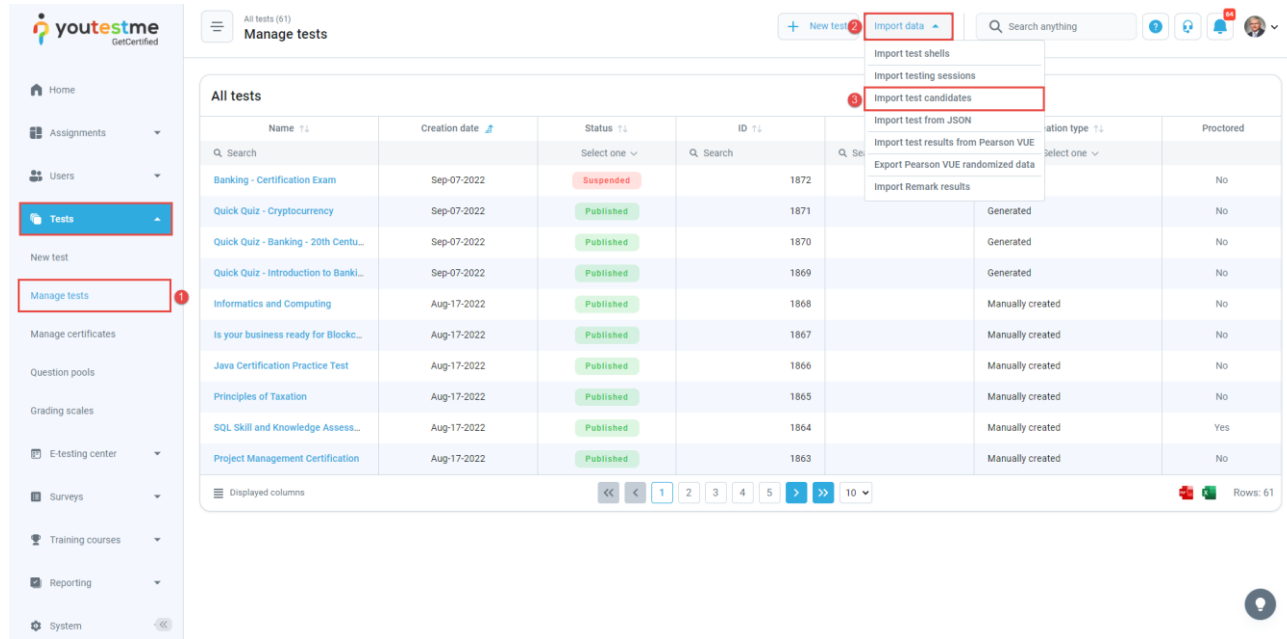
1 Introduction

This document's purpose is to explain how to import test candidates appropriately (Using user enrollment).

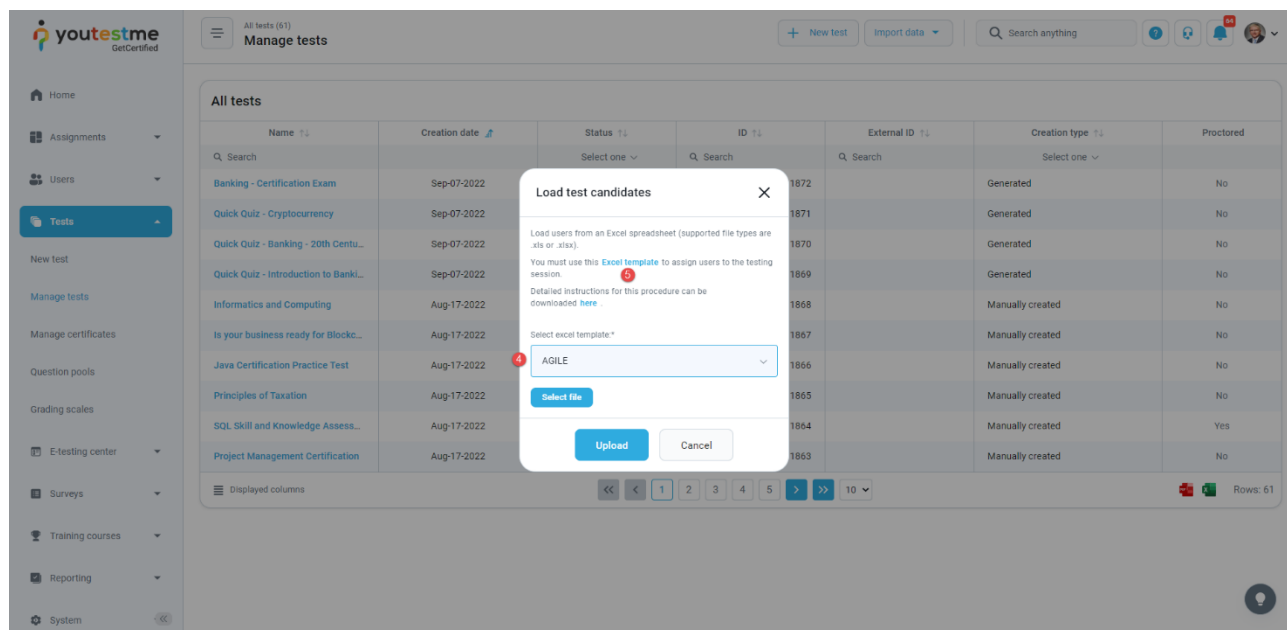
2 Importing test candidates

To import test candidates, do the following:

1. Click on the **Manage tests** tab in the main menu.
2. Click on the **Import data** button from the top right corner.
3. Select the option **Import test candidates**.



4. Choose the Excel template **AGILE**.
5. Download the Excel template and fill in the information.



Fill in the required information:

A	B	C
AGILE Scheduled Offering ID	AGILE User ID	Source providing information (AGILE)
179	12347	AGILE

After filling in the information in the Excel file that was downloaded:

6. Upload the file that is filled with information.
7. Click on the **Upload** button.

The screenshot shows the 'Manage tests' interface in the Youtestme application. A modal dialog titled 'Load test candidates' is open, allowing the user to upload an Excel spreadsheet. The dialog contains the following text:

Load users from an Excel spreadsheet (supported file types are .xls or .xlsx).
 You must use this [Excel template](#) to assign users to the testing session.
 Detailed instructions for this procedure can be downloaded [here](#).

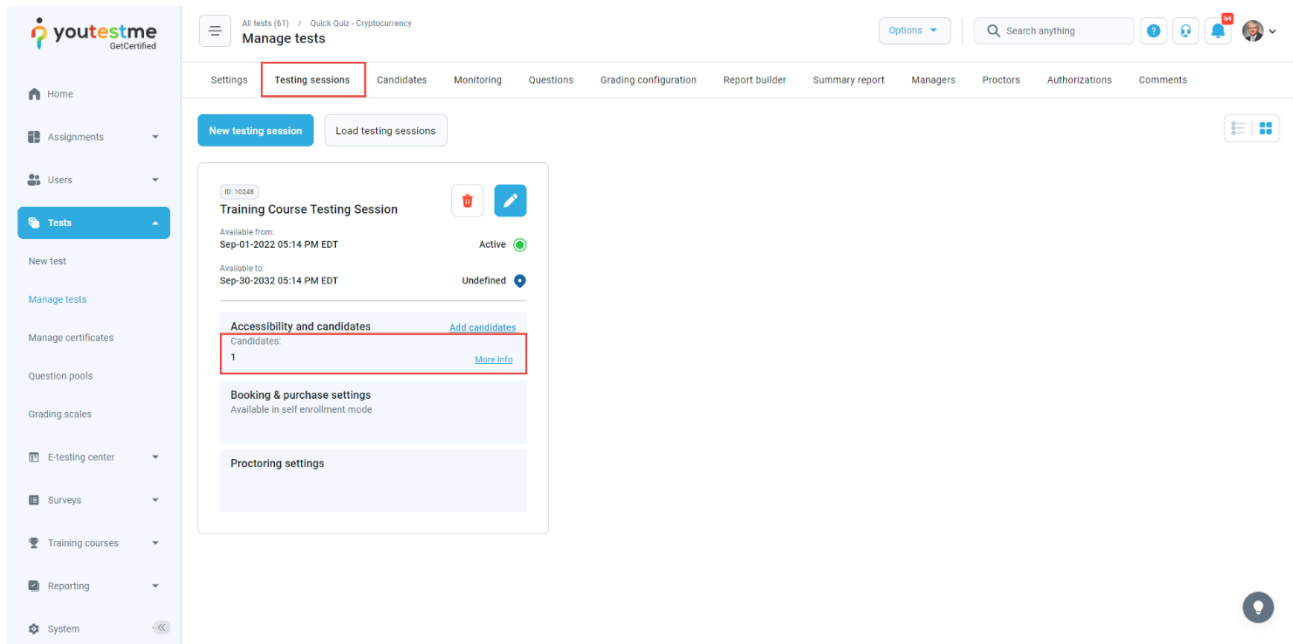
Select excel template*
 AGILE

Select file: TestCandidatesAgileTEMPLATE.xlsx 9.8 KB

Buttons: Upload, Cancel

The background interface shows a table of tests with columns: Name, Creation date, Status, ID, External ID, Creation type, and Proctored. The table lists various tests such as 'Banking - Certification Exam', 'Quick Quiz - Cryptocurrency', and 'Project Management Certification'.

When opening the test and navigating to the **Testing session** section, we can see that now has one candidate.



If we click on that number, we can see that that's the candidate we uploaded.

