YouTestMe

Importing test candidates (User enrollment)





File name	mporting 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.

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								Import test shells				
A Home		All 44-					-	Import testing ses	sions	-		
		All tests						Import test candid	ates			
Assignments	*	Name 👈	Creation date 🚮	Status ↑↓	ID ↑↓			Import test from J	SON	ation type $\uparrow \downarrow$		Proctored
		Q. Search		Select one $ \smallsetminus $	Q Search		Q Se	Export Dearson VI	Frandomized data	Select one $ \smallsetminus $		
Users	*	Banking - Certification Exam	Sep-07-2022	Suspended		1872		Import Remark res	ults			No
🛅 Tests	-	Quick Quiz - Cryptocurrency	Sep-07-2022	Published		1871			Generated			No
Newtest		Quick Quiz - Banking - 20th Centu	Sep-07-2022	Published		1870			Generated			No
	_	Quick Quiz - Introduction to Banki	Sep-07-2022	Published		1869			Generated			No
Manage tests	0	Informatics and Computing	Aug-17-2022	Published		1868			Manually cr	eated		No
Manage certificates		Is your business ready for Blockc	Aug-17-2022	Published		1867			Manually cr	eated		No
Question pools		Java Certification Practice Test	Aug-17-2022	Published		1866			Manually cr	eated		No
Grading scales		Principles of Taxation	Aug-17-2022	Published		1865			Manually cr	eated		No
		SQL Skill and Knowledge Assess	Aug-17-2022	Published		1864			Manually cr	eated		Yes
E-testing center	*	Project Management Certification	Aug-17-2022	Published		1863			Manually cr	eated		No
Surveys	-	Displayed columns		<< < 1	2 3 4 5	> >>	10 🔹	•			4	Rows: 61
Training courses	•											
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- 4. Choose the Excel template AGILE.
- 5. Download the Excel template and fill in the information.

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		Q, Search		Select one \sim	Q. Search		Q. Search	Select one $ \smallsetminus $			
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Tests		Quick Quiz - Cryptocurrency	Sep-07-2022			1871		Generated	No		
_		Quick Quiz - Banking - 20th Centu	Sep-07-2022	Load users from an Excel spreadsheet (supported file types ar .xls or .xlsx).		1870		Generated	No		
New test		Quick Quiz - Introduction to Banki	Sep-07-2022	You must use this Excel template to session.	assign users to the testing	1869		Generated	No		
Manage tests		Informatics and Computing	Aug-17-2022	Detailed instructions for this procedure can be downloaded here .		1868		Manually created	No		
Manage certificates		Is your business ready for Blockc	Aug-17-2022	Select excel template:*		1867		Manually created	No		
Question pools		Java Certification Practice Test	Aug-17-2022	4 AGILE	~	1866		Manually created	No		
		Principles of Taxation	Aug-17-2022	Select file		1865		Manually created	No		
Grading scales		SQL Skill and Knowledge Assess	Aug-17-2022			1864		Manually created	Yes		
E-testing center	*	Project Management Certification	Aug-17-2022	Upload	Cancel	1863		Manually created	No		
Surveys	•	Displayed columns		« < 1	2 3 4 5	> »	10 🗸		🤹 🍋 Rows: 61		
Training courses	-										
Reporting	-								0		
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Fill in the required information:

A	В	С
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.





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

	All tests (s1) / Quick Quitz - Cryptocurrency Manage tests Q Search anything Q Search anything	📮 🎯 ~
A Home	Settings Testing sessions Candidates Monitoring Questions Grading configuration Report builder Summary report Managers Proctors Authorizations Comments	
Assignments 👻	New testing session Load testing sessions	
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Manage tests		
Manage certificates	Accessibility and candidates Condidates Condidates I More info	
Question pools		
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Surveys		
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Reporting 👻		0
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If we click on that number, we can see that that's the candidate we uploaded.

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A Home	Settings Testing sessions Candida	s Monitoring Questions Grading configuration Report builder Summary report Managers Proctors Authorizations Comments						
Assignments 👻	October 25, 2022 Show all all candidates							
💭 Users 👻	Sep-01-2022 05:14 PM EDT Available now	Username ↑↓ Session ↑↓ Status ↑↓ Result Score (%) ↑↓ Test finished Grade resolved Visible to ca	ndidate					
e Tests	Training Course Testing Session 1	Image: student Training Course Tes Not attempted - -						
New test	« < 1 > »	E Displayed columns	Rows: 1					
Manage tests								
Manage certificates								
Question pools								
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