## YouTestMe

Importing testing sessions





File name	Importing testing sessions
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Confidentiality	Internal or Public
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## **1** Introduction

This document's purpose is to explain how to import testing sessions (scheduled offerings) by manually uploading Excel files.



## 2 Importing testing sessions

To import testing sessions, do the following:

- 1. Hover to the **Test** tab in the main menu.
- 2. Click on the Manage tests tab.
- 3. Click on the Import data button from the top right corner.
- 4. Select the option Import testing session.

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🐚 Tests 🚯		Quick Quiz - Cryptocurrency	Sep-07-2022	Published		1871			Generated			No	
New test		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 (2)		Informatics and Computing	Aug-17-2022	Published		1868			Manually cre	ated		No	
Manage certificates		Is your business ready for Blockc	Aug-17-2022	Published		1867			Manually cre	ated		No	
Question pools		Java Certification Practice Test	Aug-17-2022	Published		1866			Manually cre	ated		No	
Grading scales		Principles of Taxation	Aug-17-2022	Published		1865			Manually cre	ated		No	
		SQL Skill and Knowledge Assess	Aug-17-2022	Published		1864			Manually cre	ated		Yes	
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- 5. Choose the Excel template Agile.
- 6. Download the Excel Template and fill in the information.

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Manage tests		Informatics and Computing	Aug-17-2022	downloaded here .		1868		Manually created	No
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Training courses	-								
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Fill in the required fields for information and save the file:

A	BC		D	E	F	
AGILE Item ID	AGILE Scheduled Offering ID	AGILE DOMAIN in Scheduled Offering	Start Date	End Date	Source providing inforamtion (AGILE)	
0001	(1) 59	1	12/12/2021	12/31/2021	AGILE	

Use the same dialog where the file was downloaded now to upload it:

- 1. In the Excel template, choose Agile.
- 2. Upload the file to the system.

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🕒 Users 👻	Banking - Certification Exam	Sep-07-2022	Load testing esseione	18	372	Generated	No
🖗 Tests 🔹 🔺	Quick Quiz - Cryptocurrency	Sep-07-2022	Load testing sessions	18	371	Generated	No
	Quick Quiz - Banking - 20th Centu	Sep-07-2022	Load testing sessions from an Excel s types are .xis or .xisx).	preadsheet (supported file	370	Generated	No
New test	Quick Quiz - Introduction to Banki	Sep-07-2022	You must use this Excel template to o	reate testing sessions.	369	Generated	No
Manage tests	Informatics and Computing	Aug-17-2022	downloaded here .	18	368	Manually created	No
Manage certificates	Is your business ready for Blockc	Aug-17-2022	Select excel template:*	18	367	Manually created	No
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Oradian analar	Principles of Taxation	Aug-17-2022	Select file KB	gileTEMPLATE.xlsx 11.6	365	Manually created	No
Grading scales	SQL Skill and Knowledge Assess	Aug-17-2022		18	364	Manually created	Yes
E-testing center	Project Management Certification	Aug-17-2022	Ø Upload	Cancel	363	Manually created	No
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When opening the test and navigating to the **Testing sessions** tab, we can see that the session that we just imported is there:

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A Home	Settings Testing sessions Candidates Monitoring Questions Grading configuration Report builder Summary report Managers Proctors Authorizations Comments	
Assignments 👻	New testing sessions	
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e Tests	654 Training Course Testing Session	
New test	Available to: Available to: Available to: Second Se	
Manage tests		
Manage certificates	Accessibility and candidates Add candidates Accessibility and candidates Add candidates Enrolled candidates: Settemvoltment	
Question pools	More and A More and A	
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