YouTestMe

Including suspended test attempts in the reports





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1 Introduction

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



2 Accessing the test

Hover over the **Tests** in the left side main menu and select **Manage tests**.

	ne	Homepage			Q. Search anything 🛛 🖗 📭 🌍 🗸
A Home		Welcome John Smith, Your role is Administrator.			Recent activity 🖽
Assignments	Ť	Your security role is intended for: - Overseeing the entire system			Test "Multimedia Demo Test" is started
Users	÷	Configuring system settings			Test "Multimedia Demo Test" is started
🍋 Tests	-	- Examining reports			Training course "moj trening" is created
New test		As a start, we advise you to:			26 about 24 hours ago 2 Question pool 'BOJANAAA' is created
Manage tests		Click the Tests option from the main menu Select the Manage tests option			a day ago >
Manage certificates	_	3. Under the Name column, search for Report Builder Test and select it			Question pool "BOJANA" is created >
Question pools		 Select the Summary report to see the overall statistics Select the Report builder to generate your report. 			≪ < 1 2 3 > >> 5 ♥
Grading scales		My tests	New user	Sew user group	View all activity
E-testing center	-	View the list of tests you can edit, grade or monitor depending on the role assigned to you.	Create a user profile with a pre-created role in accordance with required permissions.	Organize existing users in a group to easily schedule tests or generate reports for that group specifically.	
Surveys	•	View	Create	Create	
Training courses	-	New test	New training course	New survey	
Reporting	•	Create a test with preferred settings and schedule it for the desired time period.	Create a training as a series of lessons organized into steps. Add materials and schedule a test to check the knowledge.	Create a survey with preferred settings and schedule it for the desired time period.	
🗘 System	•	Creste	Creste	Create	
	10				

Choose the desired test.

o youtestr		All tests (61) Manage tests			+ Nev	+ New test Import data • Q Search anything 2 2				
Home		All tests								
Assignments	-	Name ↑↓	Creation date 🦼	Status ↑↓	ID ↑↓	External ID $\uparrow\downarrow$	Creation type $\uparrow\downarrow$	Proctored		
		Q, Search		Select one $ \smallsetminus $	Q, Search	Q, Search	Select one ~			
Users	*	Banking - Certification Exam	Sep-07-2022	Suspended	1872		Generated	No		
Tests		Quick Quiz - Cryptocurrency	Sep-07-2022	Published	1871		Generated	No		
less de sé		Quick Quiz - Banking - 20th Centu	Sep-07-2022	Published	1870		Generated	No		
lew test		Quick Quiz - Introduction to Banki	Sep-07-2022	Published	1869		Generated	No		
anage tests		Informatics and Computing	Aug-17-2022	Published	1868		Manually created	No		
lanage certificates		Is your business ready for Blockc	Aug-17-2022	Published	1867		Manually created	No		
uestion pools		Java Certification Practice Test	Aug-17-2022	Published	1866		Manually created	No		
ading scales		Principles of Taxation	Aug-17-2022	Published	1865		Manually created	No		
ading scales		SQL Skill and Knowledge Assess	Aug-17-2022	Published	1864		Manually created	Yes		
E-testing center	*	Project Management Certification	Aug-17-2022	Published	1863		Manually created	No		
Surveys	*	Displayed columns		<< < 1	2 3 4 5 > >	10 🗸		🗧 🚺 Rows		
Training courses	×									
Reporting	*									
\$ System										



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.

Report builde		and use it when needed.			0	Save as 🔻 Display repo
oad template:			•			4
Test results 🙎			~			
Report colum		n the list below. Each option w	I be featured as a column in th	e report table.		Edit column title
Group columns						
ser columns	Session columns	Test columns	Question columns	Pool columns	Custom property report columns	
ID	D	D	U 🔽	Points	Points	
External ID	Name	External ID	External ID	Total points	Total points	
		Name	Text	Score (%)	Score (%)	
Employee ID		Version	🗾 Туре	Passed	Passed	
First name		Version ID	Correct answer		Grade	
Last name		Archived	Answered			
Middle name		Archivation date	Points			
Email		Result verified	Total points			
Date of birth		Verification date	Time to answer			
Gender		Started	Question pool			
Phone number		Finished	Topic area 2			
Affiliation		Time spent	Topic area 1			
Street		Points				
City		Total points				
State		Score (%)				
Country		Grade				
ZIP-code		Passed				
		3 🔽 Suspended				

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.

or youtestn	ne ified	All tests (61)	J Quick Quiz - Banking e tests	g - 20th Century						Op	tions 👻	2 Search anything	0	e 📫 🏟 -
Home		Settings Te	sting sessions C	andidates Moni	toring Questions	Grading config	uration Report b	ouilder Summary	report Manage	rs Proctors	Authorizations	Comments		
Assignments	-	Back to report builder												
Users	~	User	Test	Questions Question 1										
🛅 Tests		Username	Suspended	ID	External ID	Text	Туре	Correct an	Answered	Points	Total points	Time to an	Question p	Topic area 2
New test		aaron	No	15439		What is the W_	Fill in the blan	financial, 1944	1. financial 2	1.00	1	00:00:14	Banking - 20t	No
Manage tests		student	Yes	15439		What is the W	Fill in the blan	financial, 1944	1. financial 2	1.00	1	00:00:07	Banking - 20t	No
Manage certificates							~	< 1 > >>	10 🗸					💼 🚺 Rows: 2
Question pools														
Grading scales														
E-testing center	-													
Surveys	•													
Training courses	÷													
Reporting	~													
System														
	**													



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, set these values for the query and click on the **Display report** button.



Now you can see only suspended test attempts.

Home														
		Settings Tes	ting sessions C	andidates Moni	toring Questions	Grading config	aration Report b	uilder Summary	report Manage	rs Proctors	Authorizations	Comments		
Assignments • Back to report builder														
Users	¥	User	Test	Questions Question 1										
Tests	•	Username	Suspended	ID	External ID	Text	Туре	Correct an	Answered	Points	Total points	Time to an	Question p	Topic area 2
v test		aaron	No	15439		What is the W	Fill in the blan	financial, 1944	1. financial 2	1.00	1	00:00:14	Banking - 20t	No
nage tests							~~	< 1 > »	10~					💼 🚛 Rows
nage certificates														
stion pools														
stion pools ding scales														
	÷													
ding scales	*													
ding scales E-testing center														
ding scales E-testing center Surveys	÷													



5 Displaying suspended test attempts in the summary report

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

	e	All tests (61) / Quick Quiz - Ban Manage tests	king - 20th Century		Options • Q	Search anything 🔹 😥 🚔 🌍 🗸
A Home		Settings Testing sessions	Candidates Monitoring Que	estions Grading configuration Report builder	Summary report Managers Procto	ors Authorizations Comments
Assignments	÷	Summary report Summarized statistics of test attempt scores	and progress globaly. Broken down by testing	g sessions and locations.		
Users	Ŧ	Include suspended attempts				
🍋 Tests	•	Attempts summary rep Sum of all attempts for the previous reports.	port			
New test		Total:	③ Started:	0		
Manage tests		3	2			
		Not finished:	D Finished:	0		
Manage certificates		0	2			
Question pools		Passed: (3 Failed:	0		
Grading scales		2	0			
E-testing center	*		Average score:	0		
Surveys	÷	0	100.00 %			
Surveys	Ť	Highest score: (3 Median score:	•		
Training courses	*	100.00 %	100.00 %			
Reporting	•	Lowest score:	3 Std. deviation:	0		
		100.00 %	0.00 %			
🛱 System						

Data in the summary report now are updated with suspended attempts