



YouTestMe

Including suspended test attempts in the reports

File name	Including suspended test attempts in the reports
Author	YouTestMe
Confidentiality	Internal or Public
Last save date	Tuesday, October-25-2022 at 3:06:00 PM

Table of Contents

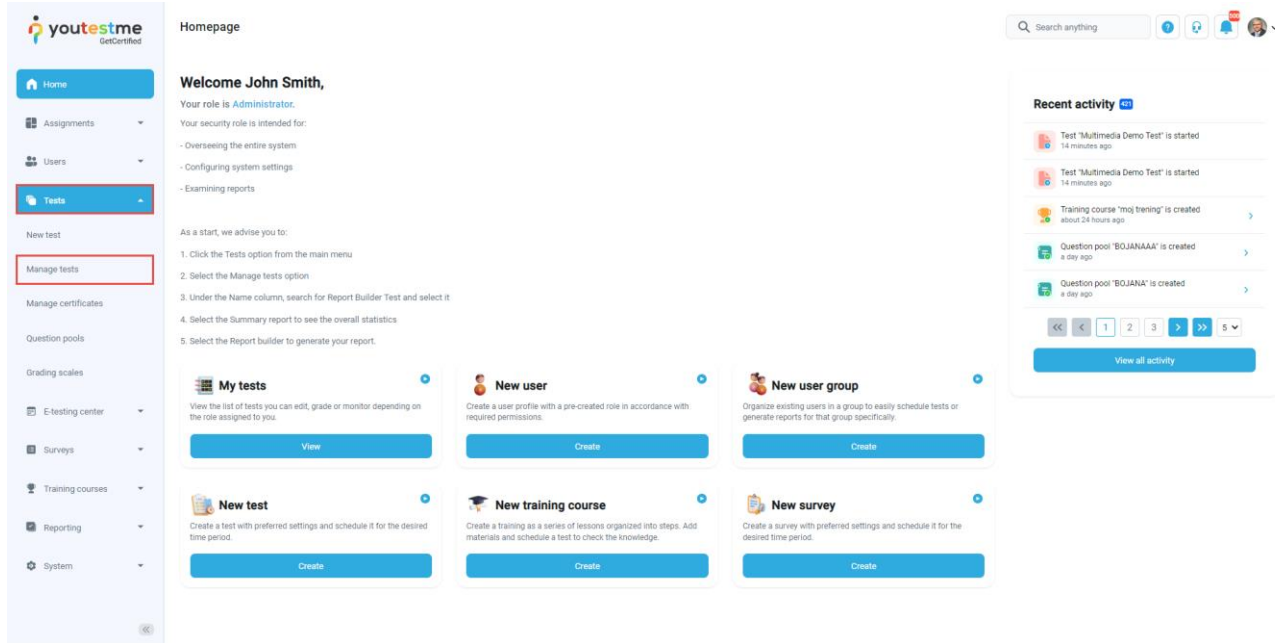
1	Introduction.....	2
2	Accessing the test	3
3	Generating report	4
4	Filtering attempts.....	5
5	Displaying suspended test attempts in the summary report.....	6

1 Introduction

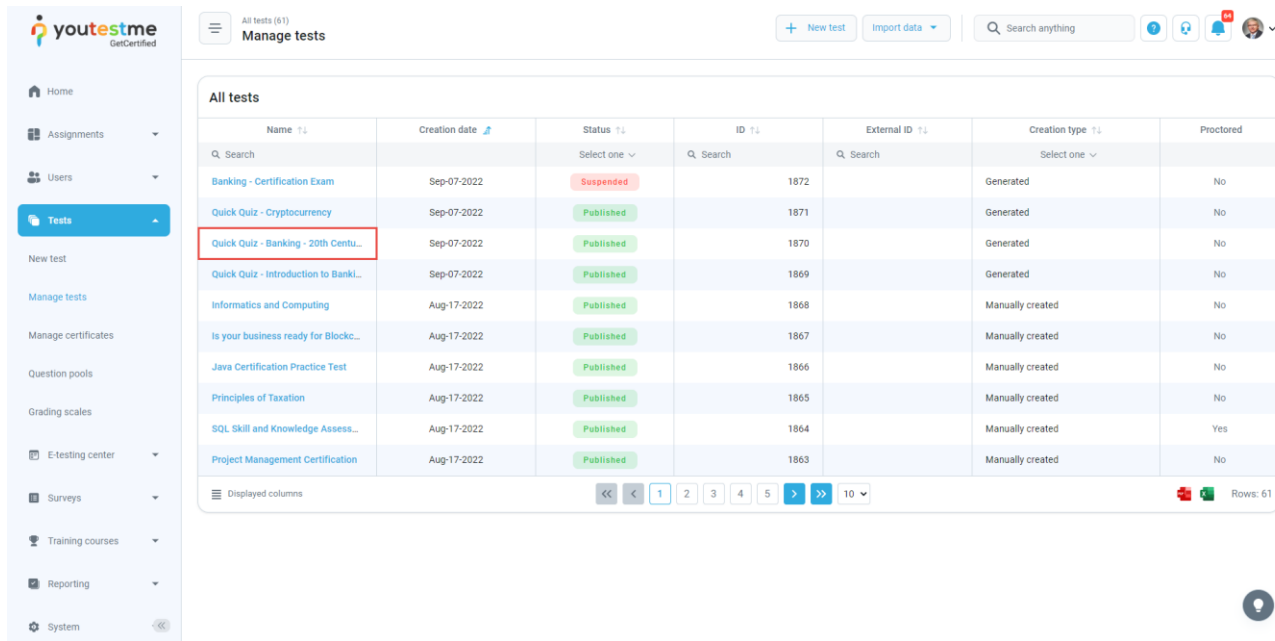
This document explains how to view suspended test attempts. Also, explains how to use the advanced search.

2 Accessing the test

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



Choose the desired test.



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 builder

Create a custom report. Save it as a report template and use it when needed.

Load template: Test results

Report columns

Create a new custom report by selecting options from the list below. Each option will be featured as a column in the report table.

Group columns

User columns	Session columns	Test columns	Question columns	Pool columns	Custom property report columns
<input type="checkbox"/> ID	<input type="checkbox"/> ID	<input type="checkbox"/> ID	<input checked="" type="checkbox"/> ID	<input type="checkbox"/> Points	<input type="checkbox"/> Points
<input type="checkbox"/> External ID	<input type="checkbox"/> Name	<input type="checkbox"/> External ID	<input checked="" type="checkbox"/> External ID	<input type="checkbox"/> Total points	<input type="checkbox"/> Total points
<input checked="" type="checkbox"/> Username		<input type="checkbox"/> Name	<input checked="" type="checkbox"/> Text	<input type="checkbox"/> Score (%)	<input type="checkbox"/> Score (%)
<input type="checkbox"/> Employee ID		<input type="checkbox"/> Version	<input checked="" type="checkbox"/> Type	<input type="checkbox"/> Passed	<input type="checkbox"/> Passed
<input type="checkbox"/> First name		<input type="checkbox"/> Version ID	<input checked="" type="checkbox"/> Correct answer	<input type="checkbox"/> Grade	<input type="checkbox"/> Grade
<input type="checkbox"/> Last name		<input type="checkbox"/> Archived	<input checked="" type="checkbox"/> Answered		
<input type="checkbox"/> Middle name		<input type="checkbox"/> Archivation date	<input checked="" type="checkbox"/> Points		
<input type="checkbox"/> Email		<input type="checkbox"/> Result verified	<input checked="" type="checkbox"/> Total points		
<input type="checkbox"/> Date of birth		<input type="checkbox"/> Verification date	<input checked="" type="checkbox"/> Time to answer		
<input type="checkbox"/> Gender		<input type="checkbox"/> Started	<input checked="" type="checkbox"/> Question pool		
<input type="checkbox"/> Phone number		<input type="checkbox"/> Finished	<input checked="" type="checkbox"/> Topic area 2		
<input type="checkbox"/> Affiliation		<input type="checkbox"/> Time spent	<input checked="" type="checkbox"/> Topic area 1		
<input type="checkbox"/> Street		<input type="checkbox"/> Points			
<input type="checkbox"/> City		<input type="checkbox"/> Total points			
<input type="checkbox"/> State		<input type="checkbox"/> Score (%)			
<input type="checkbox"/> Country		<input type="checkbox"/> Grade			
<input type="checkbox"/> ZIP-code		<input type="checkbox"/> Passed			
		<input checked="" type="checkbox"/> 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.

Manage tests

Back to report builder

User	Test	Questions	Points	Total points	Time to an...	Question p...	Topic area 2					
Username	Suspended	ID	External ID	Text	Type	Correct an...	Answered	Points	Total points	Time to an...	Question p...	Topic area 2
saron	No	15439		What is the W...	Fill in the blan...	financial, 1944	1. financial 2...	1.00	1	00:00:14	Banking - 20T...	No
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

Rows: 2

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.

The screenshot shows the 'Manage tests' interface with the 'Advanced search' section highlighted. The search configuration is as follows:

- Group filter: Not
- Conjunction: AND
- Column: Username
- Criteria: equal
- Value: aaron

In the 'Monitoring' column, the 'Suspended' checkbox is checked, and other filters like 'External ID', 'Text', 'Type', 'Correct answer', 'Answered', 'Points', 'Total points', 'Time to answer', 'Question pool', 'Topic area 2', and 'Topic area 1' are also checked.

Now you can see only suspended test attempts.

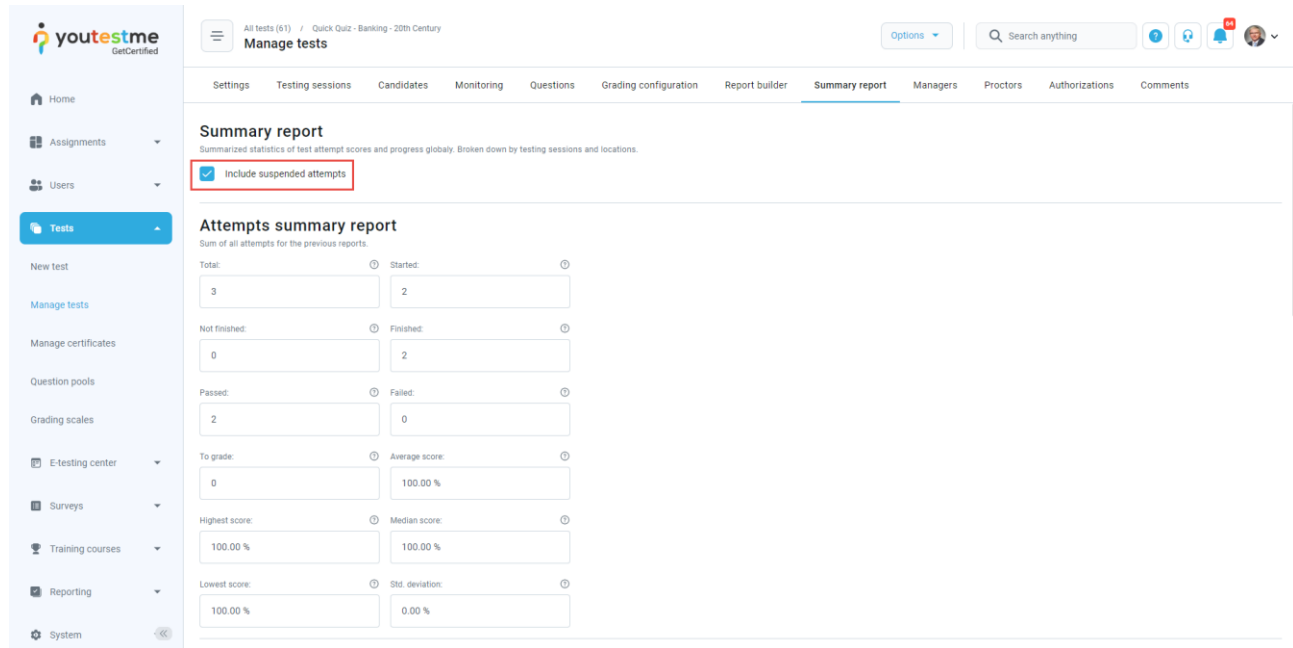
The screenshot shows the 'Report builder' interface with a table of test attempts. The table has the following columns: User, Test, Questions, External ID, Text, Type, Correct an..., Answered, Points, Total points, Time to an..., Question p..., and Topic area 2. The data row shows:

User	Test	Questions	External ID	Text	Type	Correct an...	Answered	Points	Total points	Time to an...	Question p...	Topic area 2
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

The 'Suspended' column is highlighted in blue, indicating that only suspended test attempts are displayed.

5 Displaying suspended test attempts in the summary report

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



The screenshot shows the 'Manage tests' interface in the 'Summary report' section. A red box highlights the 'Include suspended attempts' checkbox, which is checked. Below this, the 'Attempts summary report' section displays various statistics:

Statistic	Value
Total	3
Started	2
Not finished	0
Finished	2
Passed	2
Failed	0
To grade	0
Average score	100.00 %
Highest score	100.00 %
Median score	100.00 %
Lowest score	100.00 %
Std. deviation	0.00 %

Data in the summary report now are updated with suspended attempts