# YouTestMe

Report builder





| File name       | Report builder                         |
|-----------------|--|
| Author          | YouTestMe                              |
| Confidentiality | Internal or Public                     |
| Last save date  | Tuesday, October-25-2022 at 2:05:00 PM |

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#### **1** Introduction

This document explains how to achieve the following requirement:

• Test administrators/users should have access to the following metrics and be able to include any of these fields in any of these customizable reports: candidate ID, exam date, total exam time, time to answer each item, response to each unscored item (e.g., demographic survey questions), response to each exam item, correct response to each exam item, score on each exam item, score.

Below is an example of a report the YTM may produce:

| Candid<br>ate ID | Candidate     | Eurom             | Demographic<br>Questions |     | Exam Section A |                    |               |             | Exam Section B |                    |                     |                | Overall      |             |                    |
|------------------|---------------|-------------------|--------------------------|-----|----------------|--------------------|---------------|-------------|----------------|--------------------|---------------------|----------------|--------------|-------------|--------------------|
|                  | ate ID        | Name              | Date                     | Age | Gender         | Q1<br>Resp<br>onse | Q1<br>Correct | Q1<br>Score | Q1<br>Time     | Section<br>A Score | Q51<br>Resp<br>onse | Q51<br>Correct | Q51<br>Score | Q51<br>Time | Section<br>B Score |
| 123456           | John<br>Smith | 31-<br>Jan-<br>19 | 43                       | м   | в              | В                  | 1             | 125<br>sec  | 26             | с                  | A                   | 0              | 62 sec       | 22          | 92                 |



## 2 Steps

#### 2.1 Accessing the Report builder tab

To access the **Report builder** tab, do the following:

- 1. Navigate to the Manage tests tab in the main menu.
- 2. Choose one of the desired tests.

|                       | 1e  | = All tests (61)<br>Manage tests   |                 |                               | + Net       | w test Import data 💌             | Q Search anything                    | D Q 📫 🎯 v    |
|-----------------------|-----|------------------------------------|-----------------|-------------------------------|-------------|----------------------------------|--------------------------------------|--------------|
| f 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 $ \smallsetminus $        |              |
| Users Users           | *   | Banking - Certification Exam       | Sep-07-2022     | Suspended                     | 1872        |                                  | Generated                            | 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           |
| New test              |     | Quick Quiz - Introduction to Banki | Sep-07-2022     | Published                     | 1869        |                                  | Generated                            | No           |
| Manage tests <b>2</b> |     | Informatics and Computing          | Aug-17-2022     | Published                     | 1868        |                                  | Manually created                     | No           |
| Manage certificates   |     | Is your business ready for Blockc  | Aug-17-2022     | Published                     | 1867        |                                  | Manually created                     | No           |
| Question pools        |     | Java Certification Practice Test   | Aug-17-2022     | Published                     | 1866        |                                  | Manually created                     | No           |
| Grading scales        |     | Principles of Taxation             | Aug-17-2022     | Published                     | 1865        |                                  | Manually created                     | No           |
|                       |     | 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: 61 |
| Training courses      | •   |                                    |                 |                               |             |                                  |                                      |              |
| Reporting             | •   |                                    |                 |                               |             |                                  |                                      | 0            |
| 🕸 System              | ~ « |                                    |                 |                               |             |                                  |                                      |              |

Navigate to the **Report builder** tab and:

- 1. Turn off all the columns except for the Username, and Time to answer.
- 2. Click on the **Display report** button.

|                               | ne | All tests (65) Manage t                     | Guick Quiz - Banking - 2<br>ests       | Oth Century                        |                                |                   |                                     | Options                          | o o 🚔 🎯 -                |  |  |  |  |
|-------------------------------|----|---|--|------------------------------------|--------------------------------|-------------------|-------------------------------------|----------------------------------|--------------------------|--|--|--|--|
| f Home                        |    | Settings Testin                             | ng sessions Cano                       | lidates Monitoring                 | Questions Grading              | configuration Rep | ort builder Summary report Managers | Proctors Authorizations Comments |                          |  |  |  |  |
| Assignments                   | *  | Report builde<br>Create a custom report. Sa | <b>F</b><br>ve it as a report template | and use it when needed.            |                                |                   |                                     |                                  | Save as 👻 Display report |  |  |  |  |
| users Users                   | *  | Load template:<br>Select one                | Land template.                         |                                    |                                |                   |                                     |                                  |                          |  |  |  |  |
| Tests                         | •  |   |  |                                    |                                |                   |                                     |                                  |                          |  |  |  |  |
| New test                      |    | Create a new custom report                  | ns<br>t by selecting options from      | n the list below. Each option will | be featured as a column in the | report table.     |                                     |                                  | Edit column titles       |  |  |  |  |
| Manage tests                  |    | Group columns                               | 0                                      | Testerla                           | 0                              | Besterle          |                                     |                                  |                          |  |  |  |  |
| Manage certificates           |    | ID  | ID                                     | ID                                 | ID                             | Points            | Points                              |                                  |                          |  |  |  |  |
| Question pools                |    | External ID                                 | Name                                   | External ID                        | External ID                    | Total points      | Total points                        |                                  |                          |  |  |  |  |
| fireding ecolor               |    | 0 Username                                  |  | Name                               | Text                           | Score (%)         | Score (%)                           |                                  |                          |  |  |  |  |
| Grading scales                |    | Employee ID<br>First name                   |  | Version ID                         | Correct answer                 | Passed            | Grade                               |                                  |                          |  |  |  |  |
| E-testing center              | *  | Last name                                   |  | Archived                           | Answered                       |                   |                                     |                                  |                          |  |  |  |  |
| Surveys                       | *  | Middle name                                 |  | Archivation date                   | Points                         |                   |                                     |                                  |                          |  |  |  |  |
| Training courses              | ÷  | Email Date of birth                         |  | Result verified                    | Total points                   |                   |                                     |                                  |                          |  |  |  |  |
| Reporting                     | ÷  | Gender                                      |  | Started                            | Question pool                  |                   |                                     |                                  |                          |  |  |  |  |
| <ul> <li>Reporting</li> </ul> |    | Phone number                                |  | Finished                           | Topic area 2                   |                   |                                     |                                  |                          |  |  |  |  |
| System                        | Ť  | Affiliation                                 |  | Time spent                         | Topic area 1                   |                   |                                     |                                  |                          |  |  |  |  |
|                               |    | City  |  | Total points                       |                                |                   |                                     |                                  |                          |  |  |  |  |
|                               | *  | State                                       |  | Score (%)                          |                                |                   |                                     |                                  |                          |  |  |  |  |



The picture below shows how long it took each candidate to answer each question individually.

|                               | e | All tests (65) / Quick Quiz - Banking - 20th Century<br>Manage tests |                                 |                |                              | Options 👻               | Q Search anything            | 0 0 📫 🚳 -   |
|-------------------------------|---|--|---------------------------------|----------------|------------------------------|-------------------------|------------------------------|-------------|
| f Home                        |   | Settings Testing sessions Candidates Monitoring                      | Questions Grading configuration | Report builder | Summary report Managers      | Proctors Authorizations | Comments                     |             |
| Assignments                   | ÷ | Back to report builder   |                                 |                |                              |                         |                              |             |
| Users                         | * | User   | Test                            |                | Questions                    |                         |                              |             |
| 🍋 Tests                       | • | Username   | Passed                          |                | Question 1<br>Time to answer |                         | Question 2<br>Time to answer |             |
| New test                      |   | aaron  | Yes                             |                | 00:00:14                     |                         | 00:00:33                     |             |
| Manage tests                  |   | student  | Yes                             |                | 00:00:07                     |                         | 00:00:06                     |             |
| Manager                       |   |  |                                 | << 1           | > >> 10~                     |                         |                              | 💼 🍋 Rows: 2 |
| Manage certificates           |   |  |                                 |                |                              |                         |                              |             |
| Question pools                |   |  |                                 |                |                              |                         |                              |             |
| Grading scales                |   |  |                                 |                |                              |                         |                              |             |
| E-testing center              | * |  |                                 |                |                              |                         |                              |             |
| Surveys                       | * |  |                                 |                |                              |                         |                              |             |
| Training courses              | * |  |                                 |                |                              |                         |                              |             |
| Described                     | J |  |                                 |                |                              |                         |                              |             |
| <ul> <li>Reporting</li> </ul> |   |  |                                 |                |                              |                         |                              |             |
| System                        | * |  |                                 |                |                              |                         |                              |             |
|                               |   |  |                                 |                |                              |                         |                              |             |
|                               | * |  |                                 |                |                              |                         |                              |             |