



YouTestMe

Roles and permissions

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1 Introduction

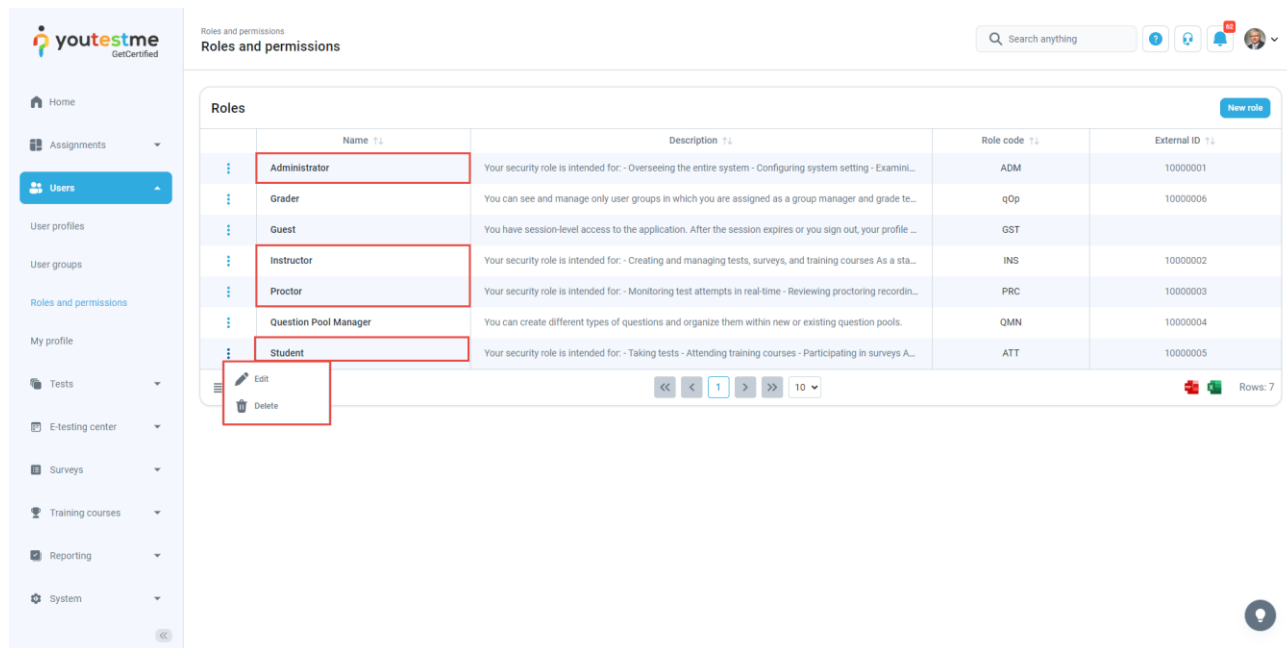
This document explains the existing default roles in the system, how to assign default roles to users, and create new custom roles. User roles are formed based on permissions that grant users different authorization rights within the application. These authorization rights convey different levels of access.

2 Roles

There are four default roles in the system:

1. **Administrator** -A role with all permissions in the system that can fully access and manage all application modules.
2. **Instructor** – A role with higher-level permissions than a regular user, instructors can manage their groups, question pools, tests, and reports, while only preview the content not managed by them.
3. **Proctor** – Proctors can monitor candidate progress on tests and supervise them in real-time.
4. **Student** -A basic user who can take assigned tests, surveys, training courses, and view/print personal certificates.

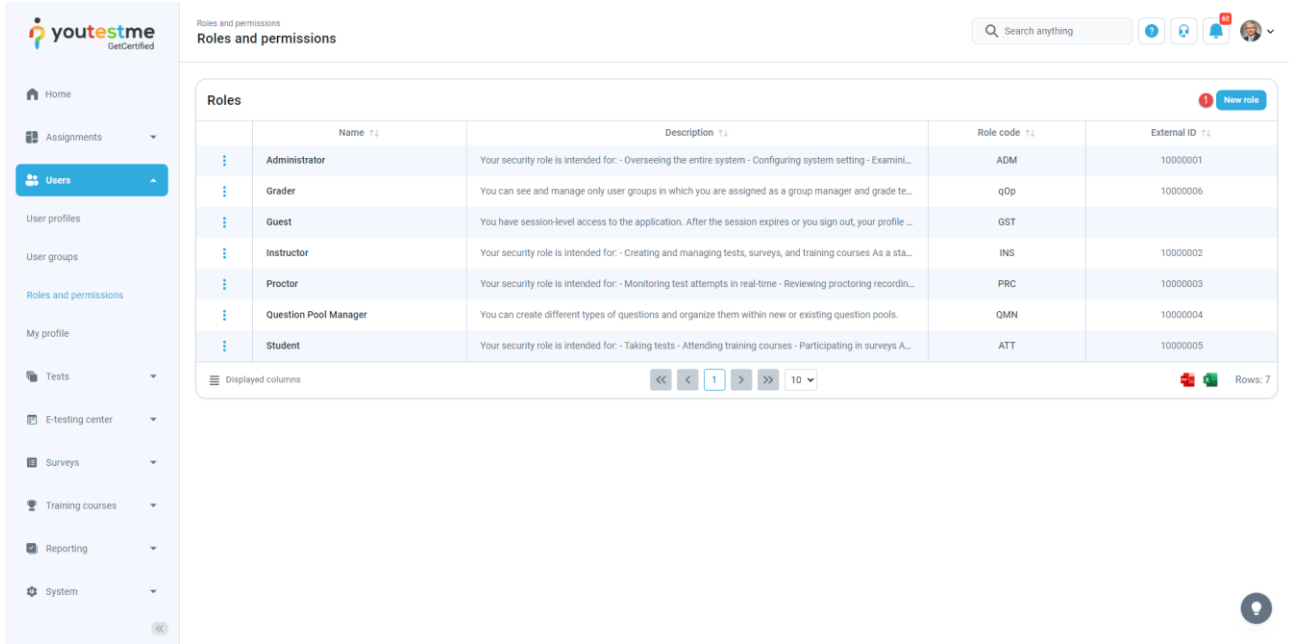
Each role has its code. Role codes are required for loading users through an Excel file. They link users you want to load with existing roles in the application. You can edit or remove each role in the system by selecting the **Pen** and **Trash** icon from the **Action** option.



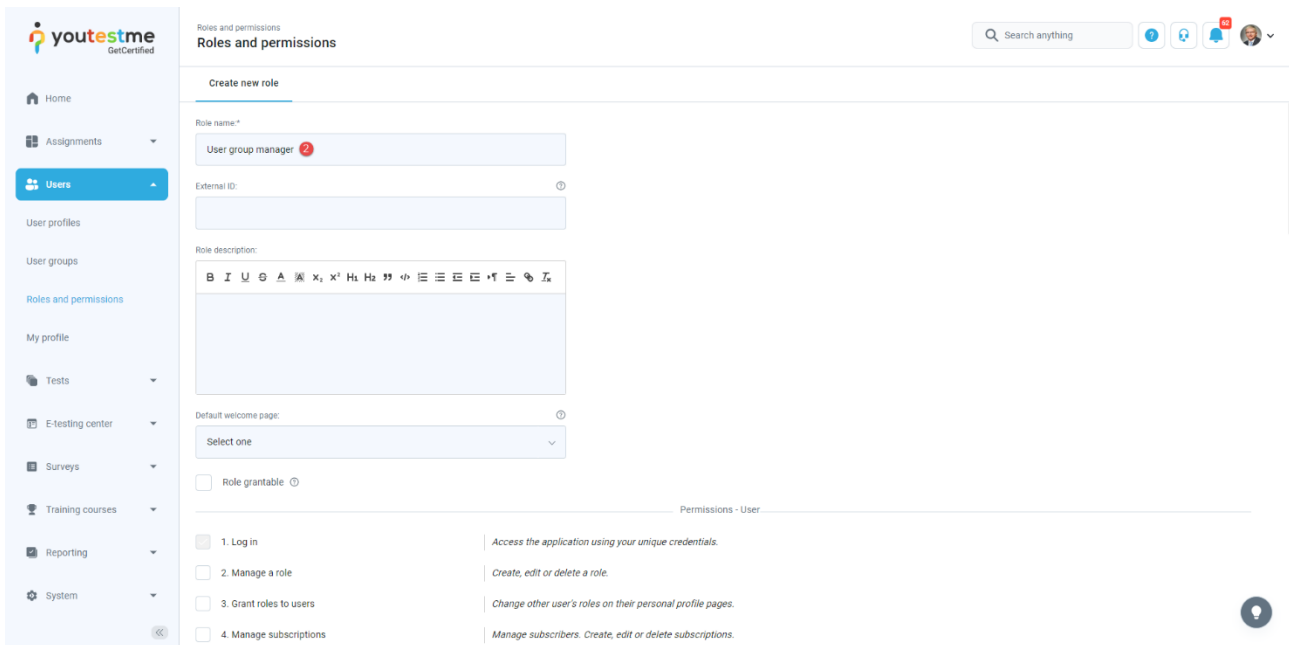
	Name	Description	Role code	External ID
	Administrator	Your security role is intended for: - Overseeing the entire system - Configuring system setting - Examin...	ADM	10000001
	Grader	You can see and manage only user groups in which you are assigned as a group manager and grade te...	qOp	10000006
	Guest	You have session-level access to the application. After the session expires or you sign out, your profile ...	GST	
	Instructor	Your security role is intended for: - Creating and managing tests, surveys, and training courses As a sta...	INS	10000002
	Proctor	Your security role is intended for: - Monitoring test attempts in real-time - Reviewing proctoring recordin...	PRC	10000003
	Question Pool Manager	You can create different types of questions and organize them within new or existing question pools.	QMN	10000004
	Student	Your security role is intended for: - Taking tests - Attending training courses - Participating in surveys A...	ATT	10000005

3 Permissions

1. Permissions grant users different authorization rights within the application. These authorization rights convey different access levels and allow you to create a new, custom role by combining the set of permissions. To create a new role, select the **New role** button.



2. Enter the role name (e.g., **Question Manager**, **User Group Manager**), a mandatory field, and optionally add a description.



- Each assigned permission defines actions a role can perform. Select the permissions from the list, and click on the **Create** button to create a new role.

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Search anything

Create new role

- 38. Manage any test, survey or training
Edit test description, manage questions and certificates, send, suspend or delete a test. Manage candidates, managers and steps in training. Manage candidates, questions and profiling in surveys.
- 39. View questions
Access the questions and details about them through tests and surveys you manage.
- 40. Create a test template
Save test settings in a reusable template at the final step of test creation.
- 41. Set a test template to be public
Set the privacy marker to 'Public' so it becomes available for other user's to utilize.
- 42. View and manage 'Test results verification' page
Allow access to the verification page and its management.
- 43. View all accommodations
View the list of all accommodations and accommodation columns on particular tables.
- 44. Manage accommodations
Create new accommodations for the candidates.
- 45. Manage quiz authorizations
Allow management of the authorizations, their creation, update, and deactivation.
- 46. Respond to accommodation requests
Respond to accommodation requests by approving or rejecting them.
- 47. Access and grade report
When the grader report is enabled, user with this permission can access grader report and grade the test.

Permissions - Attachments

- 48. Change attachment availability
Set any attachment to be private or public. Public attachments are available for any test creator.
- 49. Edit public attachment
Access and edit the names and descriptions of all attachments in the system.
- 50. Manage any attachment
Access and edit all your test attachments in the system as well as all private and public attachments from other users.

Create Cancel

- A newly created role will be assigned a role code so that you can grant this role to users uploaded through an Excel file.

Roles and permissions

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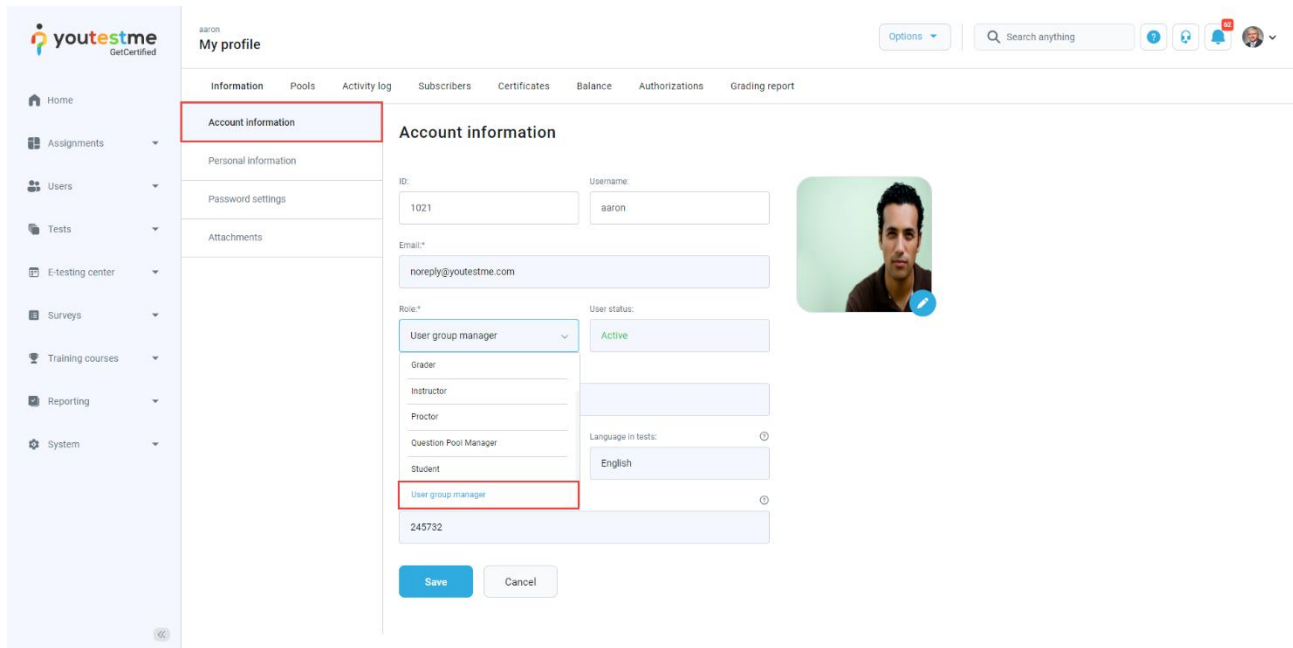
Search anything

Roles

Name	Description	Role code	External ID
Administrator	Your security role is intended for - Overseeing the entire system - Configuring system setting - Examine...	ADM	10000001
Grader	You can see and manage only user groups in which you are assigned as a group manager and grade te...	qOp	10000006
Guest	You have session-level access to the application. After the session expires or you sign out, your profile ...	GST	
Instructor	Your security role is intended for - Creating and managing tests, surveys, and training courses As a sta...	INS	10000002
Proctor	Your security role is intended for - Monitoring test attempts in real-time - Reviewing proctoring recordin...	PRC	10000003
Question Pool Manager	You can create different types of questions and organize them within new or existing question pools.	OMN	10000004
Student	Your security role is intended for - Taking tests - Attending training courses - Participating in surveys A...	ATT	10000005
User group manager		qHV	

Displayed columns: << < 1 > >> 10 Rows: 8

5. You can assign a newly created role to any user in the system. Navigate to the user's profile and then to the **Account information** in the **Information** tab.



The screenshot shows the 'My profile' page for user 'aaron'. The 'Account information' tab is selected and highlighted with a red box. The page contains the following fields and options:

- ID:** 1021
- Username:** aaron
- Email:** noreply@youtestme.com
- Role:** User group manager (selected from a dropdown menu)
- User status:** Active
- Grader:** (empty field)
- Instructor:** (empty field)
- Proctor:** (empty field)
- Question Pool Manager:** (empty field)
- Student:** (empty field)
- Language in tests:** English
- 245732:** (empty field)

At the bottom of the form are 'Save' and 'Cancel' buttons. A profile picture of a man is shown to the right of the form.