



# YouTestMe

Importing test candidates (User enrollment)

## Table of Contents

- 1 Introduction..... 2
- 2 Importing test candidates ..... 2

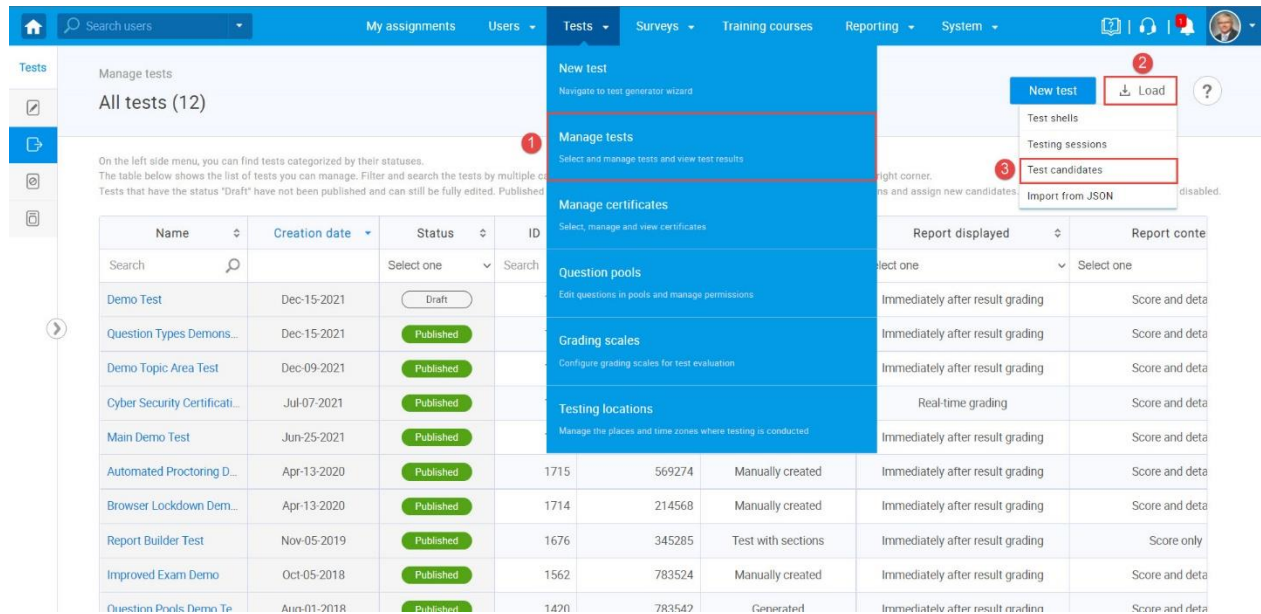
## 1 Introduction

This document's purpose is to explain how to import test candidates appropriately (Using user enrollment).

## 2 Importing test candidates

To import test candidates, do the following:

1. Click on the “Manage test” tab in the main menu.
2. Click on the “Load” button from the top right corner.
3. Select the option “Test candidates”.



4. Choose the Excel template “Agile.”
5. Download the Excel Template and fill in the information.

**Load test candidates** ✕

Load users from an Excel spreadsheet (supported file types are .xls or .xlsx).

You must use this [Excel template](#) to assign users to the testing session.

Detailed instructions for 5 this procedure can be downloaded [here](#).

Select excel template:\*  ▼

YOUTESTME

AGILE

4 Select file

Upload
Cancel

Fill in the required information:

A	B	C
AGILE Scheduled Offering ID	AGILE User ID	Source providing information (AGILE)
179	12347	AGILE

After filling in the information in the Excel file that was downloaded:

6. Upload the file that is filled with information.
7. Click on the “Confirm” button.

**Load test candidates** ✕

Load users from an Excel spreadsheet (supported file types are .xls or .xlsx).

You must use this [Excel template](#) to assign users to the testing session.

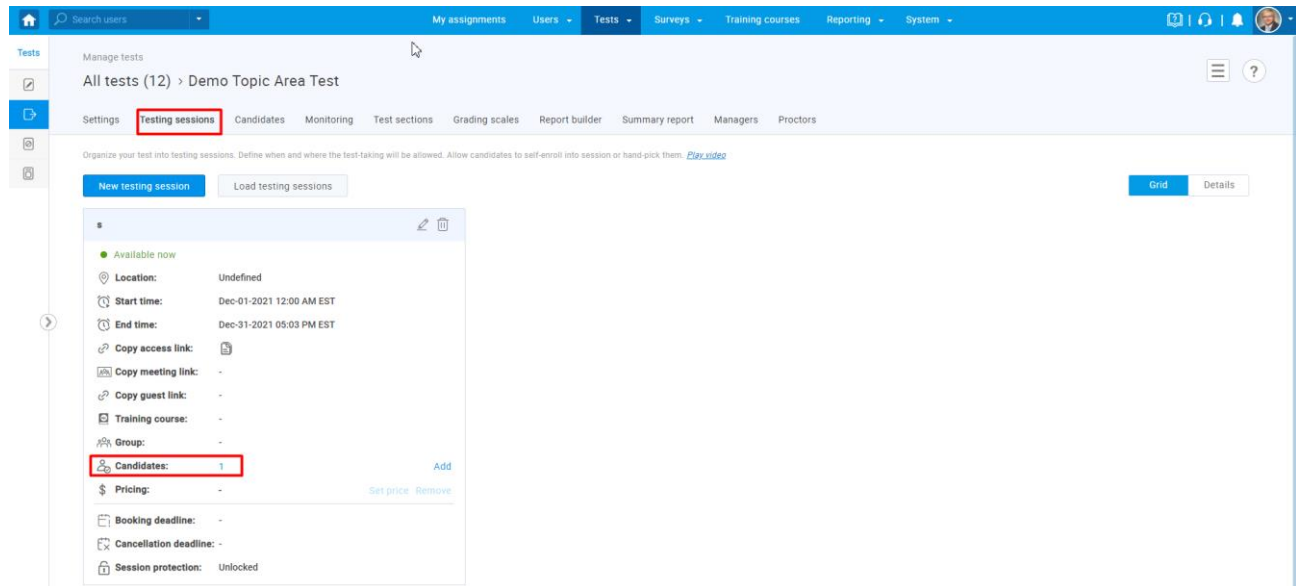
Detailed instructions for this procedure can be downloaded [here](#).

Select excel template:\*  ▼

Select file TestCandidatesAgileTEMPLATE.xlsx

6
Select file
7
Upload
Cancel

When opening the test and navigating to the “Testing session” section, we can see that now has one candidate.



If we click on that number, we can see that that’s the candidate we uploaded.

### s - Candidates

Add or remove candidates from this test. View test attempts and grade them.

[Add candidates](#)

Marked for review: 0 Filter by start date: ☉ From  To

<input type="checkbox"/>	Username	Session	Status	Score (%)	Result	Actions	Report verified	Test finished	Grade resolved
<input type="checkbox"/>	Abled1997	s	Not attempted			<input type="button" value="Refresh"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>	-	-	-

Displayed columns: Rows: 1

Show suspended attempts