



YouTestMe

Importing testing sessions

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1 Introduction

This document's purpose is to explain how to import testing sessions (scheduled offerings) by manually uploading Excel files.

2 Importing testing session

To import testing sessions, do the following:

1. Hover to the “Test” tab in the main menu.
2. Click on the “Manage Tests” tab.
3. Click on the “Load” button from the top right corner.
4. Select the option “Testing session”.

The screenshot shows the YouTestMe web application interface. The top navigation bar includes 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', 'Reporting', and 'System'. The 'Tests' menu is open, showing options like 'New test', 'Manage tests', 'Manage certificates', 'Question pools', 'Grading scales', and 'Testing locations'. A 'Load' button is highlighted in the top right corner, and a dropdown menu is open, showing 'Testing sessions' selected. Below the menu, a table lists various test sessions with columns for Name, Creation date, Status, ID, and Report displayed.

Name	Creation date	Status	ID	Report displayed	Report content
Demo Test	Dec-15-2021	Draft		Immediately after result grading	Score and data
Question Types Demons...	Dec-15-2021	Published		Immediately after result grading	Score and data
Demo Topic Area Test	Dec-09-2021	Published		Immediately after result grading	Score and data
Cyber Security Certificati...	Jul-07-2021	Published		Real-time grading	Score and data
Main Demo Test	Jun-25-2021	Published		Immediately after result grading	Score and data
Automated Proctoring D...	Apr-13-2020	Published	1715	Immediately after result grading	Score and data
Browser Lockdown Dem...	Apr-13-2020	Published	1714	Immediately after result grading	Score and data
Report Builder Test	Nov-05-2019	Published	1676	Immediately after result grading	Score only
Improved Exam Demo	Oct-05-2018	Published	1562	Immediately after result grading	Score and data
Question Pools Demo Te	Apr-01-2018	Published	1420	Immediately after result grading	Score and data

5. Choose the Excel template “Agile.”
6. 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

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Fill in the required fields for information and save the file:

A	B	C	D	E	F
AGILE Item ID	AGILE Scheduled Offering ID	AGILE DOMAIN in Scheduled Offering	Start Date	End Date	Source providing information (AGILE)
0001	9	1	12/12/2021	12/31/2021	AGILE

Use the same dialog where the file was downloaded now to upload it:

1. In the Excel template, choose “Agile”.
2. Upload the file to the system.

Load testing sessions ✕

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

You must use this [Excel template](#) to create testing sessions.

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

Select excel template:*

1

2

TestingSessionsAgileTEMPLATE.xlsx

When opening the test and navigating to the “Testing sessions” tab, we can see that the session that we just imported is there:

