



# 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:

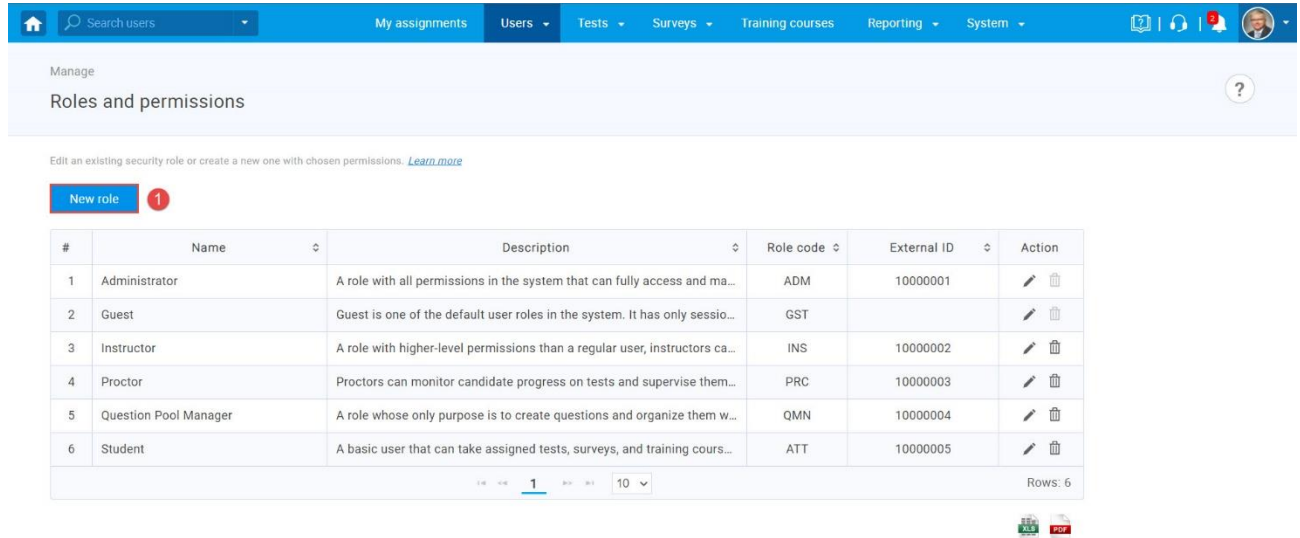
1. **“Administrator”** -A role with all permissions in the system that can fully access and manage all application modules.
2. **“Instructor”** – A role with higher-level permissions than a regular user, instructors can manage their groups, question pools, tests, and reports, while only preview the content 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 in the **“Action”** column.

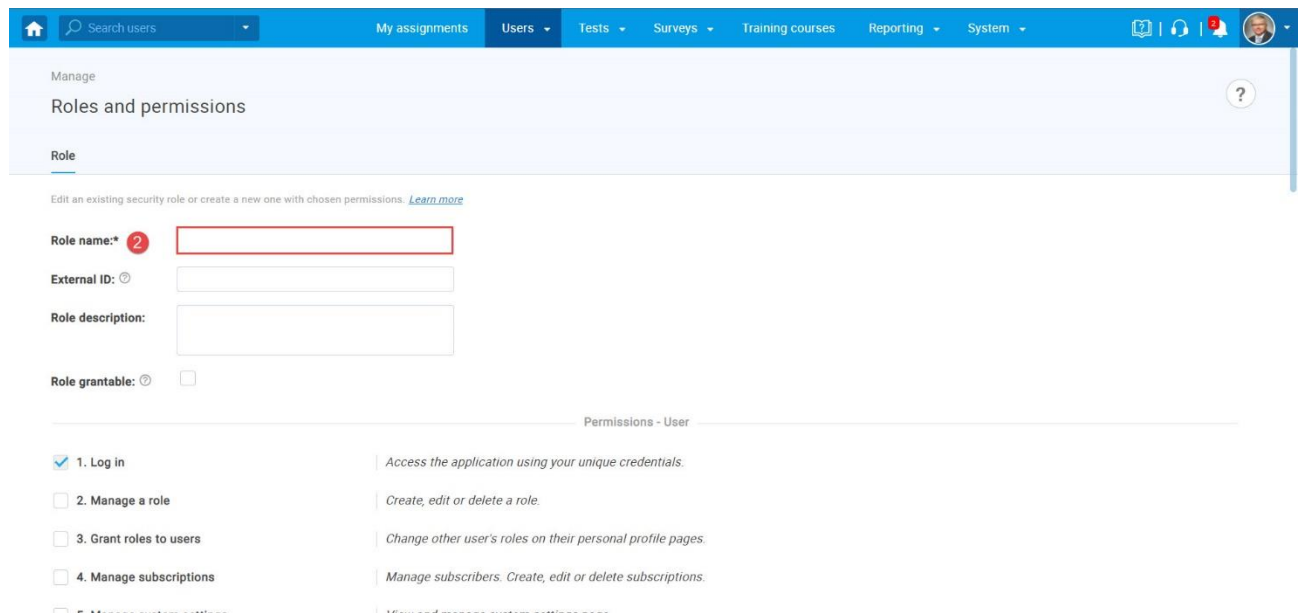
#	Name	Description	Role code	External ID	Action
1	Administrator	A role with all permissions in the system that can fully access and ma...	ADM	10000001	
2	Guest	Guest is one of the default user roles in the system. It has only sessio...	GST		
3	Instructor	A role with higher-level permissions than a regular user, instructors ca...	INS	10000002	
4	Proctor	Proctors can monitor candidate progress on tests and supervise them...	PRC	10000003	
5	Question Pool Manager	A role whose only purpose is to create questions and organize them w...	QMN	10000004	
6	Student	A basic user that can take assigned tests, surveys, and training cours...	ATT	10000005	

### 3 Permissions

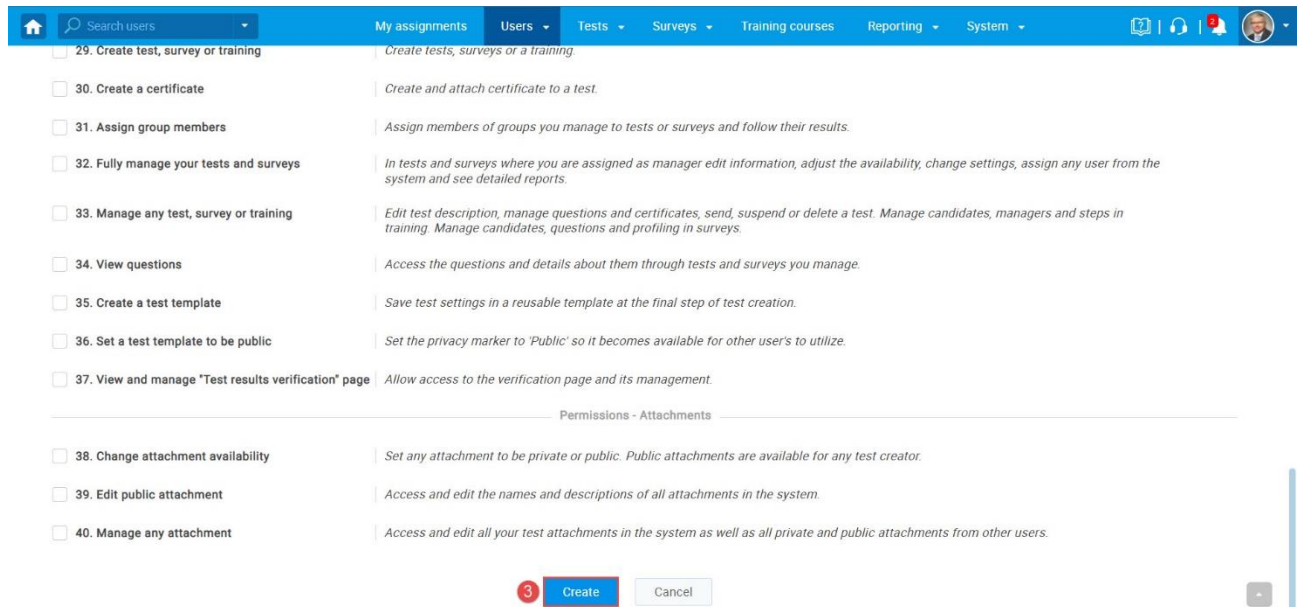
1. Permissions grant users different authorization rights within the application. These authorization rights convey different access levels and allow you to create a new, custom role by combining the set of permissions. To create a new role, select the **“New role”** button.



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.



Permissions - Attachments

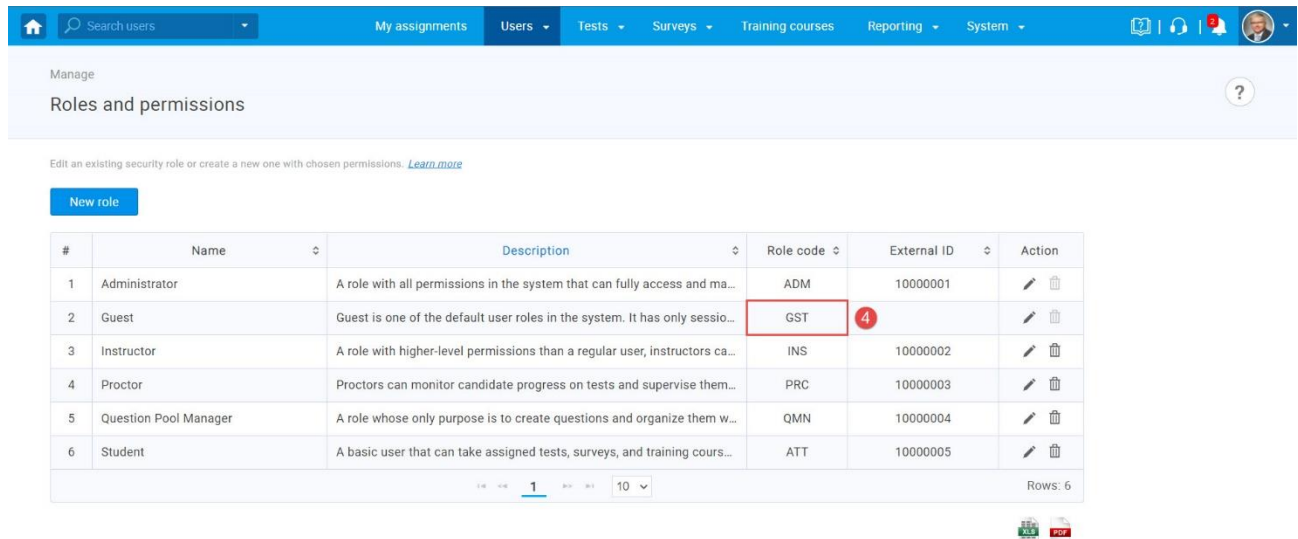
- 29. Create test, survey or training | Create tests, surveys or a training
- 30. Create a certificate | Create and attach certificate to a test.
- 31. Assign group members | Assign members of groups you manage to tests or surveys and follow their results.
- 32. Fully manage your tests and surveys | In tests and surveys where you are assigned as manager edit information, adjust the availability, change settings, assign any user from the system and see detailed reports.
- 33. 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.
- 34. View questions | Access the questions and details about them through tests and surveys you manage.
- 35. Create a test template | Save test settings in a reusable template at the final step of test creation.
- 36. Set a test template to be public | Set the privacy marker to 'Public' so it becomes available for other users to utilize.
- 37. View and manage "Test results verification" page | Allow access to the verification page and its management.

Permissions - Attachments

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

**3** 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.



Manage Roles and permissions

Edit an existing security role or create a new one with chosen permissions. [Learn more](#)

**New role**

#	Name	Description	Role code	External ID	Action
1	Administrator	A role with all permissions in the system that can fully access and ma...	ADM	10000001	
2	Guest	Guest is one of the default user roles in the system. It has only sessio...	<b>GST</b>		
3	Instructor	A role with higher-level permissions than a regular user, instructors ca...	INS	10000002	
4	Proctor	Proctors can monitor candidate progress on tests and supervise them...	PRC	10000003	
5	Question Pool Manager	A role whose only purpose is to create questions and organize them w...	QMN	10000004	
6	Student	A basic user that can take assigned tests, surveys, and training cours...	ATT	10000005	

Rows: 6

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.

