



YouTestMe

Workspaces

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1 Introduction

This document explains how to perform UAT for the “**Workspaces**” module that includes the following requirements:

1. Req #56 - Possibility to create an unlimited number of workspaces
2. Req #54 - The dashboard for managing workspaces (edit existing workspaces and create new ones)
3. Req #58 - Introducing the role of a super admin
4. Req #59 - Allowing the creation of multiple super admins
5. Req #64 - Allowing super admins to access and compare the individual reports - Basic reporting
6. Req #60 - Introducing the role of a department admin
7. Req #63 - Enabling department admins to have access to the current full set of standard reports within the workspace scope
8. Req #62 - Enabling multi-layer creation of custom question properties
9. Req #57 - Adding a unique workspace identifier into tests
10. Req #55 - A security layer that allows data separation and permission to access workspaces
11. Req #66 - Allowing unique logo design and color theme for each workspace
12. Req #61 - Enabling automatic assignment of user roles
13. Req #65 - Allowing super admins to access and compare the individual reports - Reports that show workspace activity

2 Req #56 - Possibility to create an unlimited number of workspaces

2.1 Pre-conditions

To create a workspace, a user must have the following permission in addition to permissions listed in the chapter 7.1:

- Create new workspace

Note: The “Access workspaces page” permission will be automatically checked.

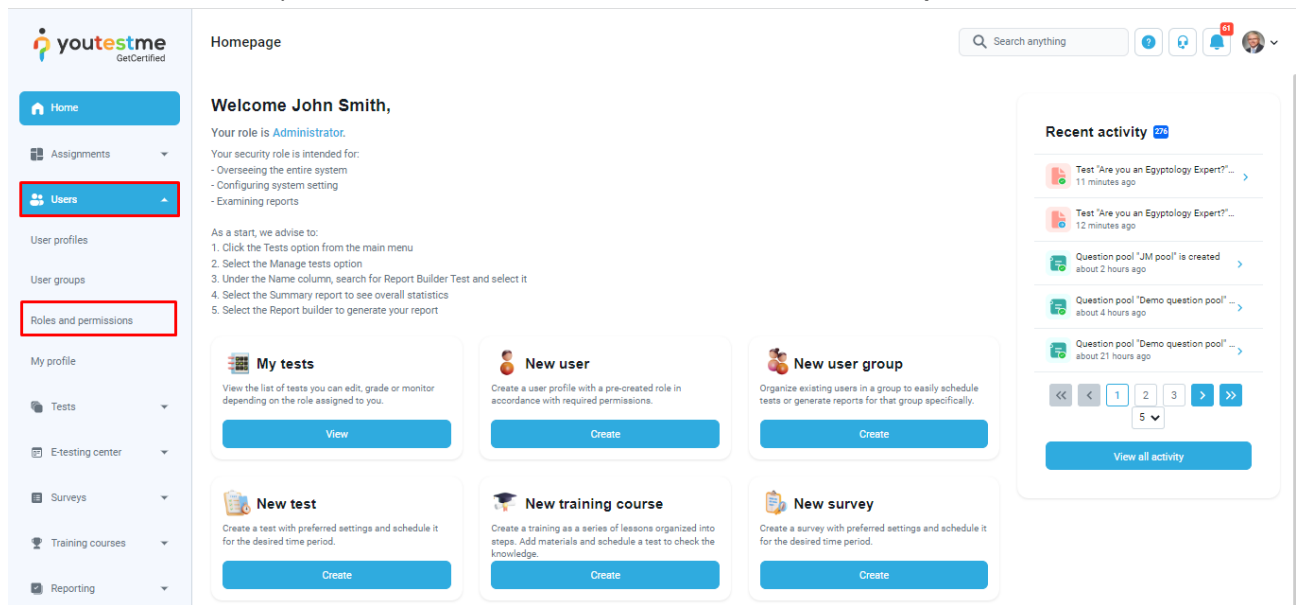
To manage any workspace in the system, a user must have the following permission in addition to the permissions listed in the chapter 7.1:

- Manage any workspace

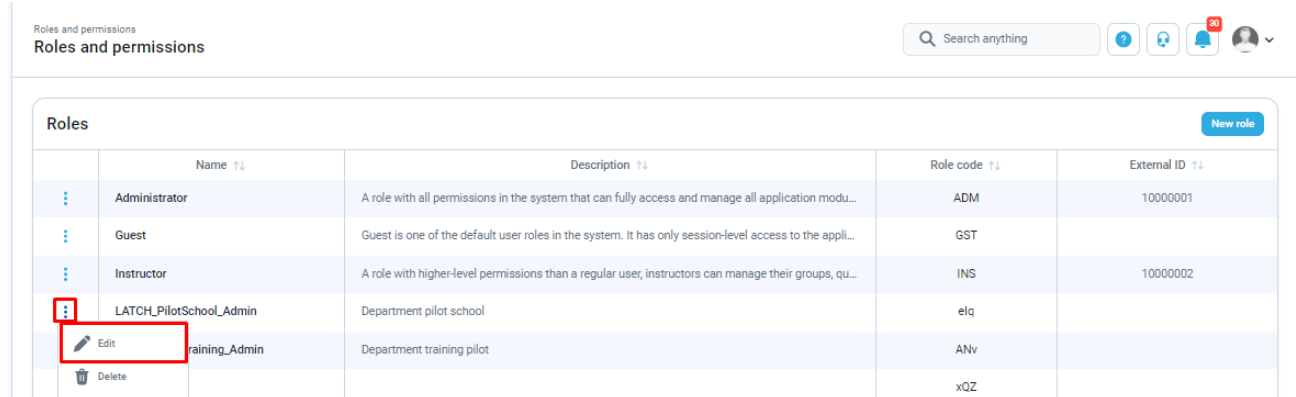
Note: The “Access workspaces page” and “Create new workspace” permissions will be automatically checked.

To give the desired permissions to a certain role, you should follow the next steps:

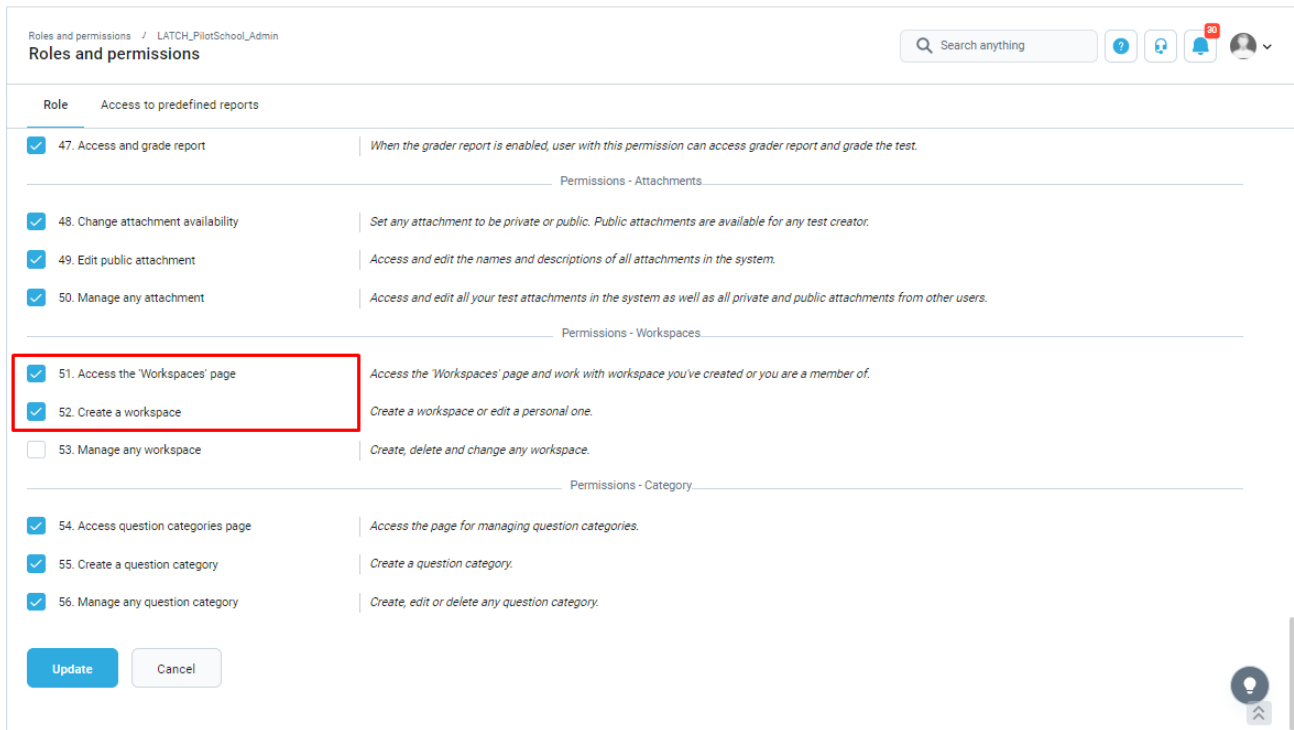
1. Click the “Users” option in the left-side menu, and select the “Roles and permissions” tab.



2. Click the “Edit” option in the action column in a table on the role you want to preview.



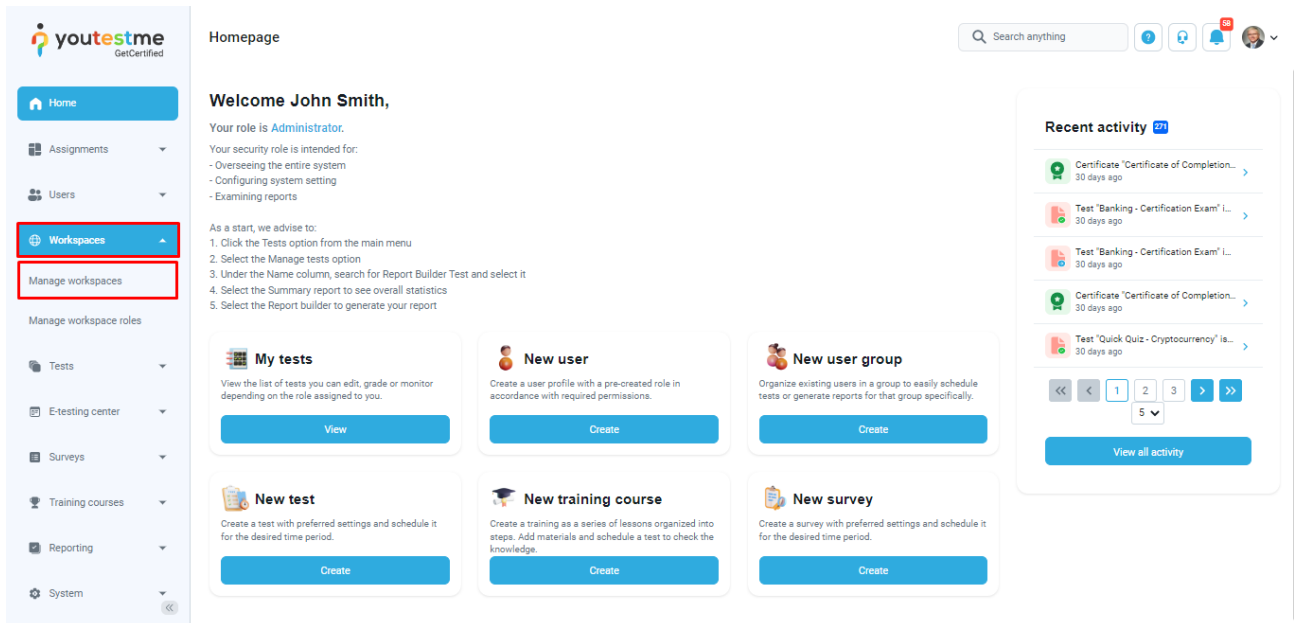
- Ensure the user has at least **“Access workspaces page”** and **“Create new workspace”** permissions, as shown in the image below.



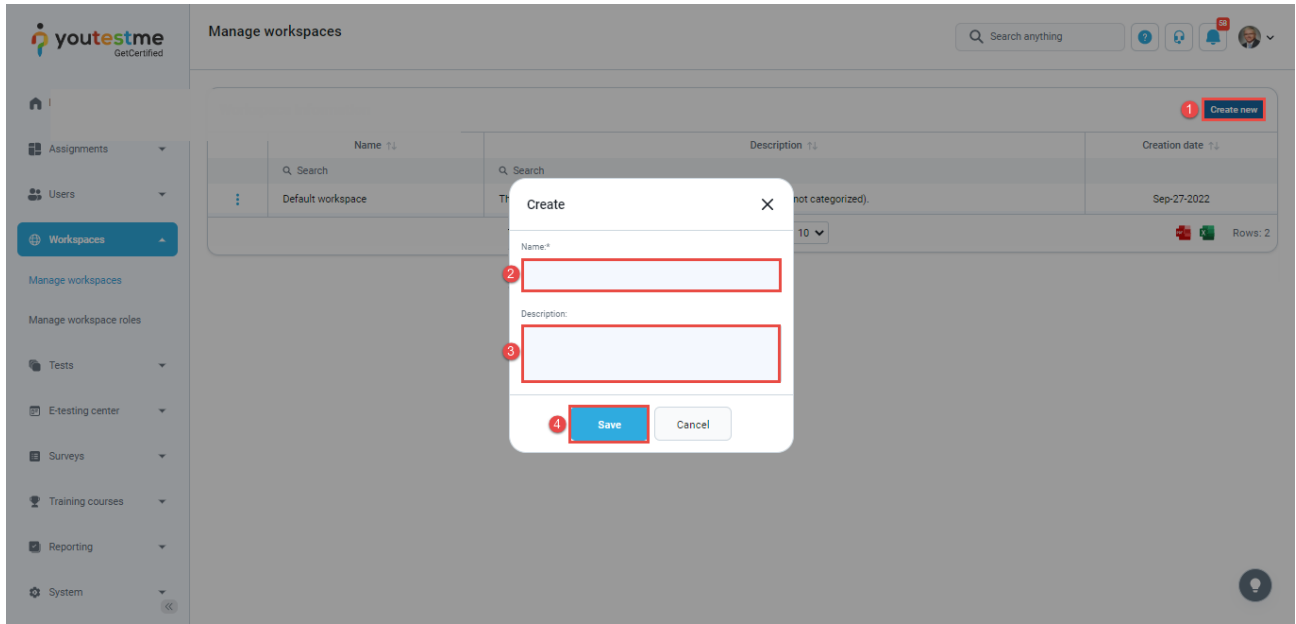
2.2 Creating the workspace

To create a workspace, you should follow the next steps:

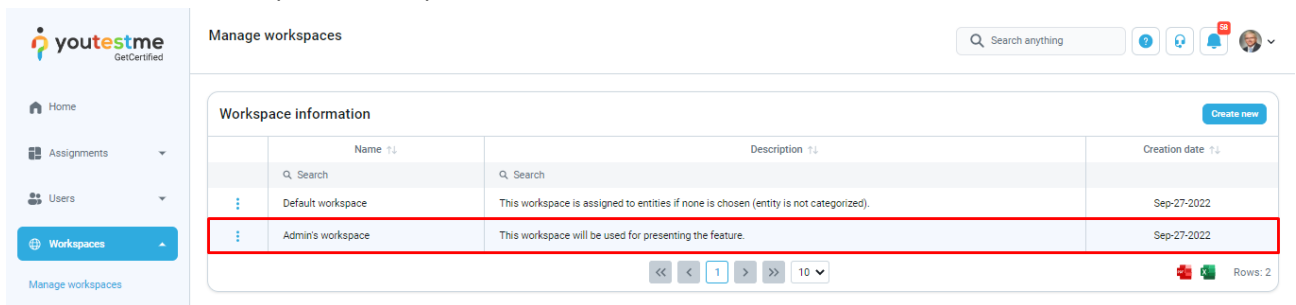
- Click the **“Workspaces”** option in the left side menu, and select the **“Manage workspaces”** tab.



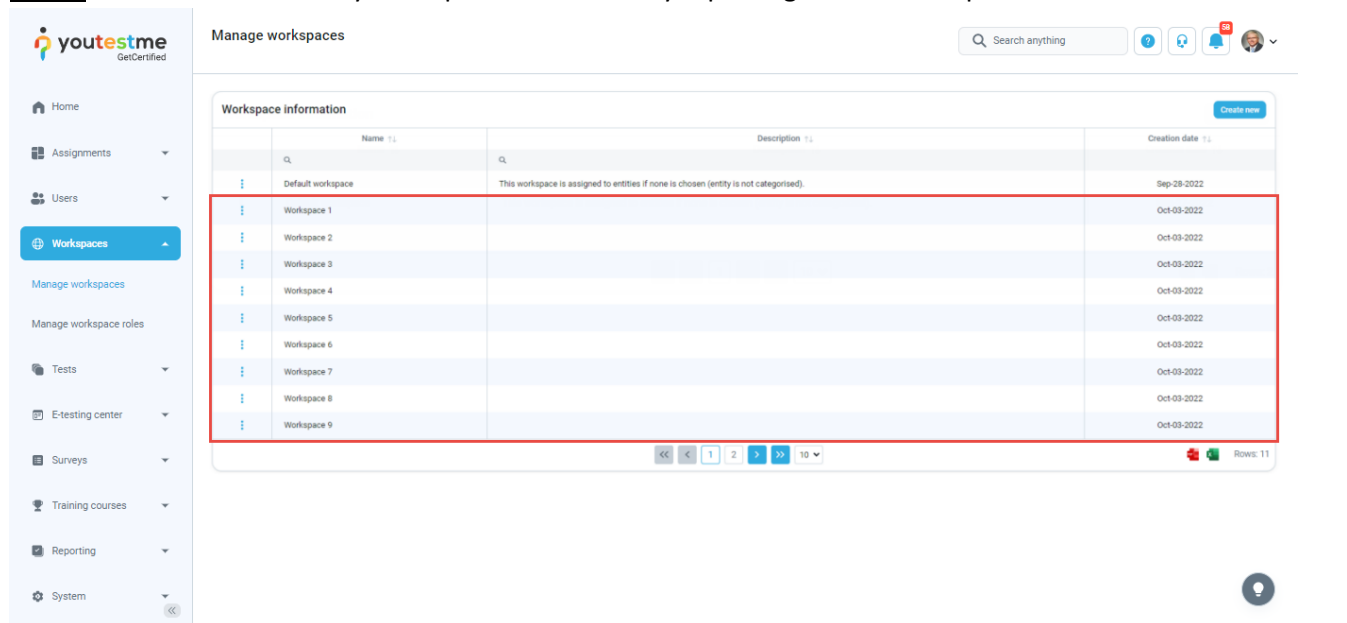
- Click the **“Create new”** button. Provide an optional description and a required unique name. Click the **“Save”** button, and the workspace should appear in the table.



3. The created workspace will be presented in the table.



Note: You can create as many workspaces as needed by repeating the above steps.



3 Req #54 - The dashboard for managing workspaces (edit existing workspaces and create new ones)

3.1 Pre-conditions

3.1.1 Editing “own” workspaces

A user must have the following permission:

- **“Create new workspace”**

After creating a workspace, they become its manager. This means that they will be able to edit it.

3.1.2 Editing workspaces for which the user is assigned as manager

A user must have the following permission:

- **“Create new workspace”**

Even though the user did not create a certain workspace, they will be able to edit it if they are assigned as managers of that workspace.

3.1.3 Editing any workspace in the system

A user must have the following permission:

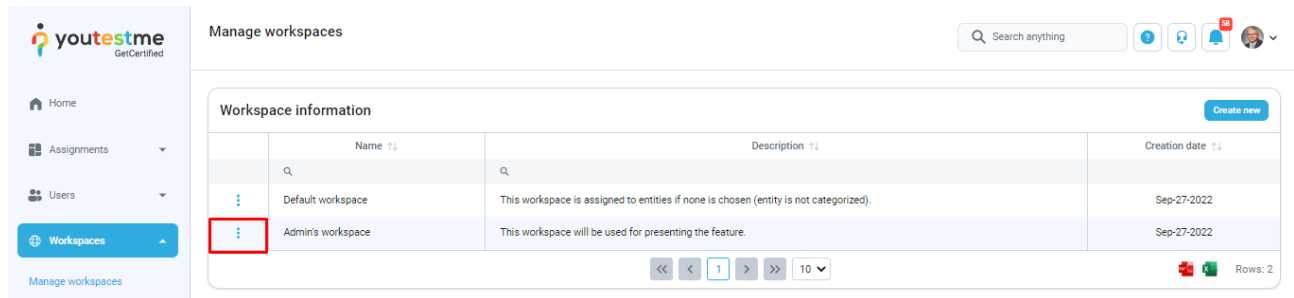
- **“Manage any workspace”**

This global permission allows the user to manage any workspace in the system.

3.2 Managing a workspace

For an already created workspace, its manager can perform two actions:

1. **Editing**
2. **Removing**



Once you click on edit, you will access the following tabs:

1. **Information** – In this tab, the user can change the following items: name, description, theme, logo, and favicon.
2. **Workspace members** – In this tab, the user can define a membership rule where all users with the specified role are automatically mapped as workspace members.
3. **Users** – In this tab, the user will be able to assign other users to this workspace and specify their roles.

Note: After the change is made, the user should see a notification about a successful update, and the change should be immediately visible in the fields and the data table.

4 Req #58 - Introducing the role of a super admin

Super admin is a user with the default role in the system named “Administrator”. Super admin has all permissions in the system and can fully access and manage all application modules, including all workspaces.

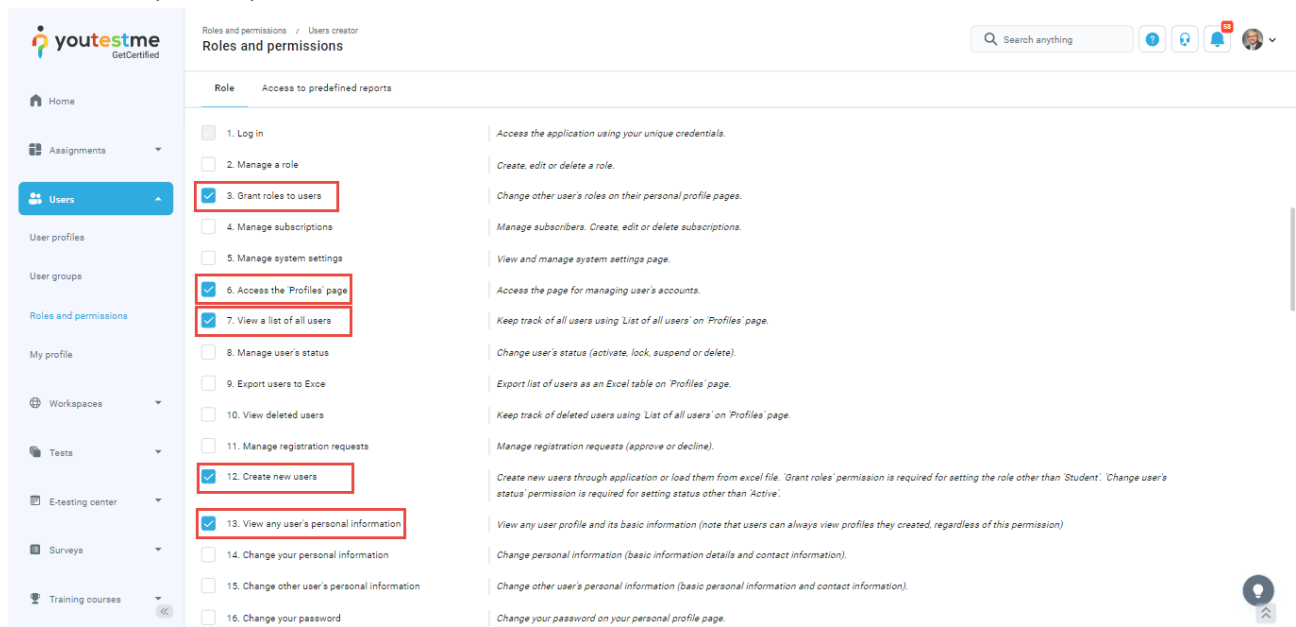
Name	Description	Role code	External ID
Administrator	Your security role is intended for: - Overseeing the entire system - Configuring system setting - E...	ADM	10000001
Grader	You can see and manage only user groups in which you are assigned as a group manager and g...	qOp	10000006
Guest	You have session-level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

5 Req #59 - Allowing the creation of multiple super admins

The user can create multiple users with the “Administrator” role. To create super admin users, you must have the following permissions:

1. Grant roles to users
2. Access the “Profiles” page
3. View a list of all users

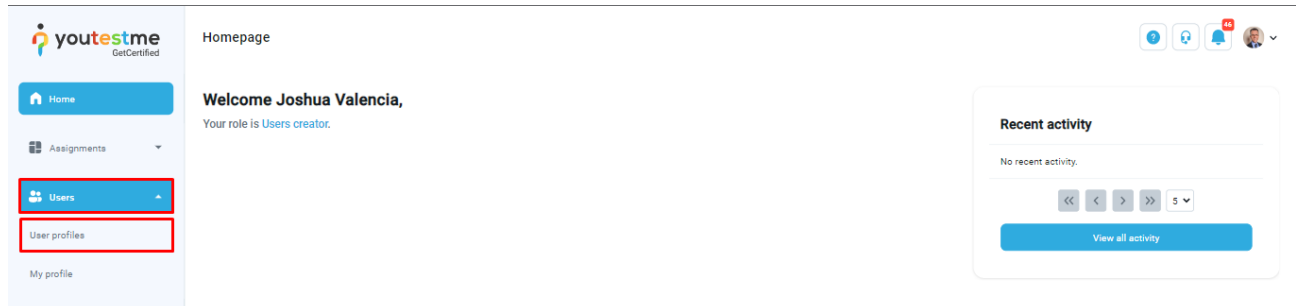
4. Create new users
5. View any user's personal information



5.1 Creating super admin users

To create super admin users, follow the next steps:

1. Click the “Users” option in the left-side menu and select “User profiles”.



2. In the “Create new user” tab, enter the required fields and select the role “Administrator”. Click the “Save” button.

Note: Repeat the previous steps to create as many users with the super admin role as you need. Users with this role will be able to see and manage data from all workspaces and configure system parameters.

6 Req #64 - Allowing super admins to access and compare the individual reports - Basic reporting

Super admin can fully access and manage all application modules, including reports. To access the reports module, follow the next steps:

1. Click the **“Reporting”** option in the left side menu.
2. Select the **“Predefined reports”** item.

Note: The super admin will see all available reports in the system and access them by clicking on their name.

Predefined reports

Search anything

Reports for various categories:

<p>User reports (26) View all</p> <table border="1"> <tr><td>Administrators:</td><td>14</td></tr> <tr><td>Instructors:</td><td>7</td></tr> <tr><td>Students:</td><td>591</td></tr> <tr><td>Others:</td><td>19</td></tr> </table>	Administrators:	14	Instructors:	7	Students:	591	Others:	19	<p>Test reports (7) View all</p> <table border="1"> <tr><td>Number of published tests:</td><td>61</td></tr> <tr><td>Number of suspended tests:</td><td>0</td></tr> <tr><td>Number of draft tests:</td><td>0</td></tr> </table>	Number of published tests:	61	Number of suspended tests:	0	Number of draft tests:	0	<p>Survey reports (3) View all</p> <table border="1"> <tr><td>Number of published surveys:</td><td>2</td></tr> <tr><td>Number of suspended surveys:</td><td>1</td></tr> <tr><td>Number of draft surveys:</td><td>0</td></tr> </table>	Number of published surveys:	2	Number of suspended surveys:	1	Number of draft surveys:	0
Administrators:	14																					
Instructors:	7																					
Students:	591																					
Others:	19																					
Number of published tests:	61																					
Number of suspended tests:	0																					
Number of draft tests:	0																					
Number of published surveys:	2																					
Number of suspended surveys:	1																					
Number of draft surveys:	0																					
<p>User groups reports (1) View all</p> <table border="1"> <tr><td>Active groups:</td><td>33</td></tr> <tr><td>Inactive groups:</td><td>0</td></tr> </table>	Active groups:	33	Inactive groups:	0	<p>Test question pools reports (2) View all</p> <table border="1"> <tr><td>Number of test question pools:</td><td>78</td></tr> </table>	Number of test question pools:	78	<p>Survey question pools reports (1) View all</p> <table border="1"> <tr><td>Number of survey question pools:</td><td>8</td></tr> </table>	Number of survey question pools:	8												
Active groups:	33																					
Inactive groups:	0																					
Number of test question pools:	78																					
Number of survey question pools:	8																					
<p>Training course reports (3) View all</p> <table border="1"> <tr><td>Number of training courses:</td><td>8</td></tr> <tr><td>Number of managers:</td><td>7</td></tr> <tr><td>Number of candidates:</td><td>37</td></tr> </table>	Number of training courses:	8	Number of managers:	7	Number of candidates:	37	<p>Question reports (4) View all</p> <table border="1"> <tr><td>Number of test questions:</td><td>1812</td></tr> </table>	Number of test questions:	1812	<p>Overall statistics (2) View all</p> <p>General information about the other eight categories. Create unique statistics reports with statistics report builder.</p>												
Number of training courses:	8																					
Number of managers:	7																					
Number of candidates:	37																					
Number of test questions:	1812																					
<p>Usage reports (5) View all</p> <table border="1"> <tr><td>Total registered users:</td><td>630</td></tr> <tr><td>Total active users:</td><td>148</td></tr> <tr><td>Total test attempts:</td><td>248</td></tr> <tr><td>Total proctoring hours:</td><td>00h:26m</td></tr> </table>	Total registered users:	630	Total active users:	148	Total test attempts:	248	Total proctoring hours:	00h:26m														
Total registered users:	630																					
Total active users:	148																					
Total test attempts:	248																					
Total proctoring hours:	00h:26m																					

7 Req #60 - Introducing the role of a department admin

Workspace admin is a user role that allows the user to manage a workspace and all its entities, such as tests, surveys, training courses, question pools, question categories, users, reports, etc.

The user with the necessary permissions for managing the workspace will be assigned as a workspace admin once they become a member of that workspace.

There are two ways for a user to become a workspace admin:

1. By the **global role**.
2. By the **identifier**.

7.1 Creating a global role

Before assigning members, the user must create a global role *suitable* for the workspace admin role.

Note: The *suitable* role refers to a role with all permissions necessary to access entities not affected by the workspaces. For example, attachments are not affected by the workspaces, and therefore the workspace admin must have a global role with the **“Manage any attachment”** permission and **NOT** the **“Manage any test, survey or training”** permission.

The user must have the **“Manage a role”** permission to create a global role.

Roles and permissions / Users creator
Roles and permissions

Role Access to predefined reports

Default welcome page: Select one

Role grantable

Users with this role will be publicly available

Permissions - User

- 1. Log in *Access the application using your unique credentials.*
- 2. Manage a role** *Create, edit or delete a role.*
- 3. Grant roles to users *Change other users' roles on their personal profile pages.*
- 4. Manage subscriptions *Manage subscribers. Create, edit or delete subscriptions.*
- 5. Manage system settings *View and manage system settings page.*

To create a global role for the workspace admin, follow the next steps:

1. Click the “Users” option in the left-side menu, and select “Roles and permissions”.

Homepage

Welcome John Smith,
Your role is Administrator.
Your security role is intended for:
- Overseeing the entire system
- Configuring system setting
- Examining reports

As a start, we advise to:
1. Click the Tests option from the main menu
2. Select the Manage tests option
3. Under the Name column, search for Report Builder Test and select it
4. Select the Summary report to see overall statistics
5. Select the Report builder to generate your report

My tests
View the list of tests you can edit, grade or monitor depending on the role assigned to you.
[View](#)

New user
Create a user profile with a pre-created role in accordance with required permissions.
[Create](#)

New user group
Organize existing users in a group to easily schedule tests or generate reports for that group specifically.
[Create](#)

New test
Create a test with preferred settings and schedule it for the desired time period.
[Create](#)

New training course
Create a training as a series of lessons organized into steps. Add materials and schedule a test to check the knowledge.
[Create](#)

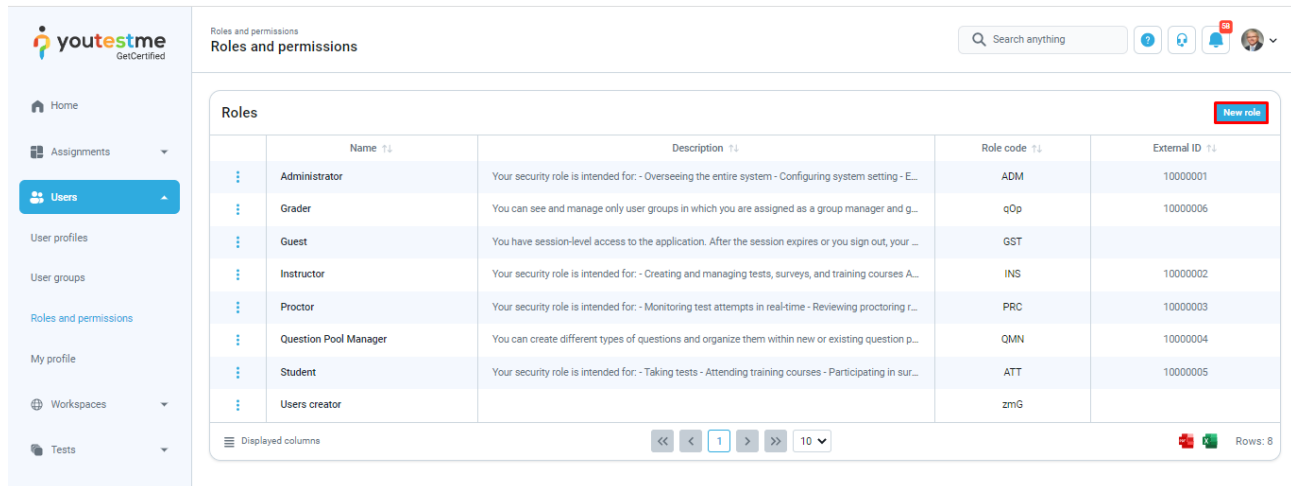
New survey
Create a survey with preferred settings and schedule it for the desired time period.
[Create](#)

Recent activity 27

- Certificate "Certificate of Completion..." 30 days ago
- Test "Banking - Certification Exam" L... 30 days ago
- Test "Banking - Certification Exam" L... 30 days ago
- Certificate "Certificate of Completion..." 30 days ago
- Test "Quick Quiz - Cryptocurrency" is... 30 days ago

View all activity

2. Click the “New role” option.



Roles and permissions

Roles and permissions

Search anything

Roles

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

Displayed columns

Rows: 8

3. Enter a name and select the following permissions:

- Manage a role
- Manage subscriptions
- Manage system settings
- Access the 'Profiles' page
- Export users to Excel
- Manage registration requests
- Change your personal information
- Change your password
- Access the 'My groups' section
- Access the 'My pools' section
- Access the 'My certificates' section
- Access the 'My activity log' section
- Access the 'My subscribers' section
- Access the 'Groups' page
- Access the 'Pools' page
- Page access for Tests, surveys and training courses
- Fully manage your tests and surveys
- View questions
- Create a test template
- Set a test template to be public
- View and manage 'Test results verification' page
- View all accommodations
- Manage accommodations
- Manage quiz authorizations
- Respond to accommodation requests
- Access and grade report
- Change attachment availability

- Edit public attachment
- Manage any attachment
- Access the 'Workspaces' page
- Access question categories page

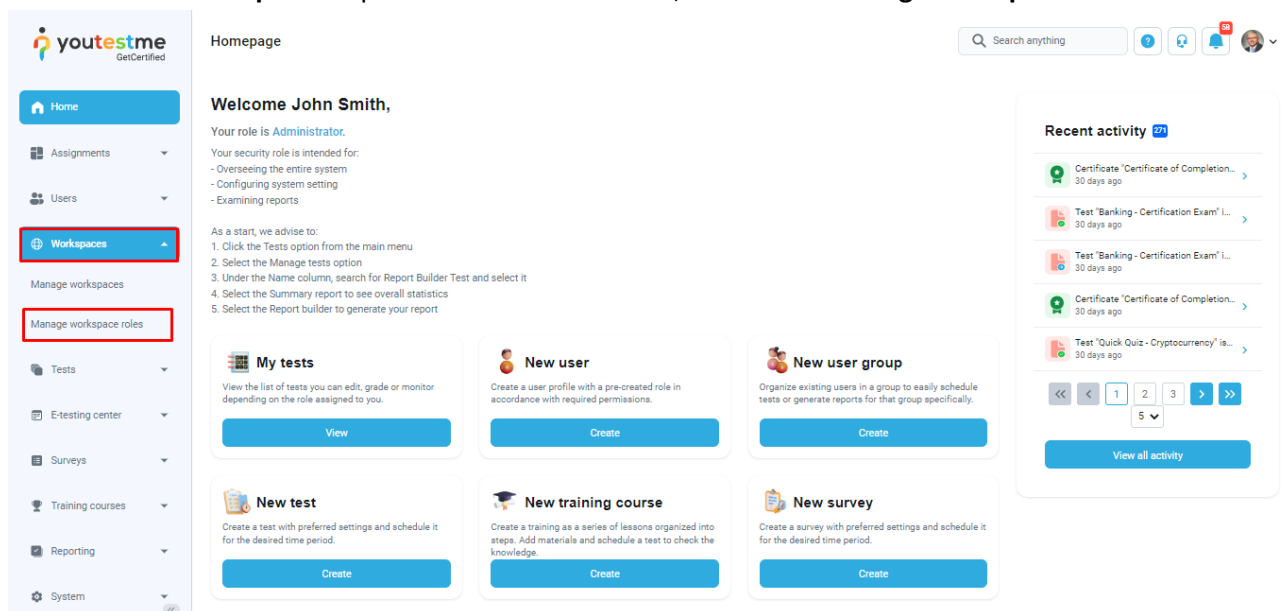
7.2 Creating a workspace role

A workspace role will give the user required permissions for workspace entities when one becomes its member.

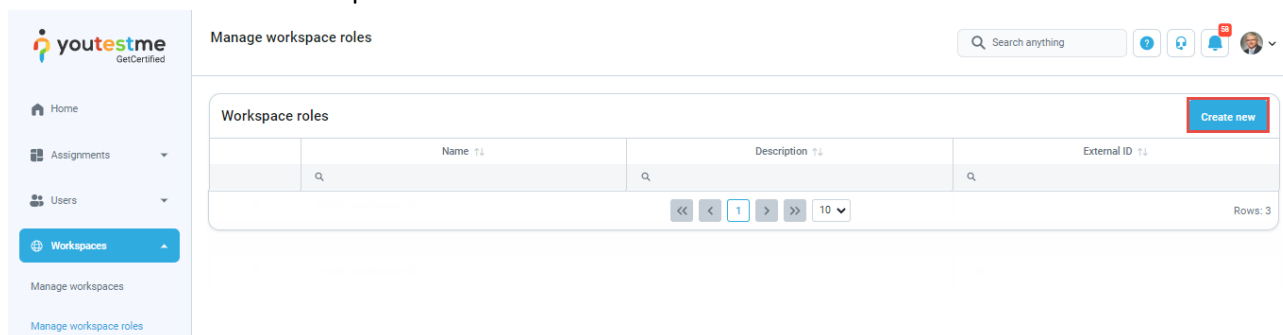
The user must have the “**Manage any workspace**” permission to access the workspace roles page and manage workspace roles.

To create a workspace role, follow the next steps:

1. Click the “**Workspaces**” option in the left side menu, and select “**Manage workspace roles**”.



2. Click the “**Create new**” option.



3. Enter the name and click the “**Select all**” checkbox to select all the permissions.

4. Scroll down and click the “Save” button.

7.3 Assign a member by the global role

To assign a new member to a workspace, a user that is a workspace manager should follow the next steps:

1. Click the “Workspaces” option in the left side menu, and select the “Manage workspaces” item.

Homepage

Welcome John Smith,
Your role is Administrator.
Your security role is intended for:
- Overseeing the entire system
- Configuring system setting
- Examining reports

As a start, we advise to:
1. Click the Tests option from the main menu
2. Select the Manage tests option
3. Under the Name column, search for Report Builder Test and select it
4. Select the Summary report to see overall statistics
5. Select the Report builder to generate your report

Recent activity

- Certificate 'Certificate of Completion...' 30 days ago
- Test 'Banking - Certification Exam'... 30 days ago
- Test 'Banking - Certification Exam'... 30 days ago
- Certificate 'Certificate of Completion...' 30 days ago

2. On the desired workspace, click on the **“Edit”** from the **“Actions”** column.

Manage workspaces

Workspace information

Name	Description	Creation date
Default workspace	This workspace is assigned to entities if none is chosen (entity is not categorised).	Sep-28-2022
Workspace 1		Oct-03-2022
Workspace 2		Oct-03-2022
Workspace 3		Oct-03-2022
Workspace 4		Oct-03-2022
Workspace 5		Oct-03-2022
Workspace 6		Oct-03-2022
Workspace 7		Oct-03-2022
Workspace 8		Oct-03-2022
Workspace 9		Oct-03-2022

3. On the **“Workspace members”** tab, click the **“Assign”** button.

Manage workspaces / Workspace 1

Manage workspaces

Information **Workspace members** Users

Workspace members

Role name	Workspace role name	Created

4. Select the user (global) role and workspace role.

Assign members



Assign new members to a workspace by linking their role to a workspace role. For example, by selecting the role "Instructor" and workspace role "Workspace Instructor", all users in the system with the role "Instructor" will become members of the workspace with workspace role "Workspace Instructor". The selected workspace role will grant users permissions of that workspace role.

User's role:* ①

LATCH_PilotSchool_Admin

Workspace role:* ①

Workspace admin

Save

Cancel

5. Click the "Save" button.

Assign members



Assign new members to a workspace by linking their role to a workspace role. For example, by selecting the role "Instructor" and workspace role "Workspace Instructor", all users in the system with the role "Instructor" will become members of the workspace with workspace role "Workspace Instructor". The selected workspace role will grant users permissions of that workspace role.

User's role:* ①

LATCH_PilotSchool_Admin

Workspace role:* ①

Workspace admin

Save

Cancel

Note: Once the membership is created, all the users with the selected user role will be assigned within the workspace with the specified role.

Click the "Remove" button in the action column to remove a member.

Manage workspaces / Workspace 1

Manage workspaces

Information **Workspace members** Users

Workspace members Assign

	Role name <small>↑↓</small>	Workspace role name <small>↑↓</small>	Created <small>↑↓</small>
⋮	LATCH_PilotSchool_Admin	Workspace admin	Oct-04-2022

Rows: 1

7.4 Assign a member by the identifier

To assign a new member to a workspace, the workspace manager user should follow the next steps:

1. Click the **“Workspaces”** option in the left side menu and select the **“Manage workspaces”** item.

The screenshot shows the Youtestme homepage for John Smith, Administrator. The left sidebar menu has 'Workspaces' highlighted in red, with 'Manage workspaces' also highlighted in red below it. The main content area shows a welcome message and a 'Recent activity' section.

2. Select the desired workspace and enter it by clicking on its row.

The screenshot shows the 'Manage workspaces' page. The left sidebar menu has 'Workspaces' highlighted in red. The main content area shows a table of workspace information. The first row, 'Workspace 1', is highlighted in red.

	Name <small>↑↓</small>	Description <small>↑↓</small>	Creation date <small>↑↓</small>
⋮	Default workspace	This workspace is assigned to entities if none is chosen (entity is not categorised).	Sep-28-2022
⋮	Workspace 1		Oct-03-2022
⋮	Workspace 2		Oct-03-2022
⋮	Workspace 3		Oct-03-2022
⋮	Workspace 4		Oct-03-2022
⋮	Workspace 5		Oct-03-2022
⋮	Workspace 6		Oct-03-2022
⋮	Workspace 7		Oct-03-2022
⋮	Workspace 8		Oct-03-2022
⋮	Workspace 9		Oct-03-2022

3. In the **“Users”** tab, you will be presented with all workspace members with these origins: **Inherited** (for users assigned by the role) and **Local** (for users assigned by the identifier).

Workspace members All users with access Local workspace members

Username	Role name	Workspace role name	Origin	Creation date
Abadivionand	LATCH_PilotSchool_Admin	Workspace admin	Inherited	Oct-04-2022
Abled1997	Student	Workspace admin	Local	Oct-04-2022
Accon1956	Student	Workspace admin	Local	Oct-04-2022
Acessier	Student	Workspace admin	Local	Oct-04-2022
Acesturood	Student	Workspace admin	Local	Oct-04-2022
Acrew1969	Student	Workspace admin	Local	Oct-04-2022
Actat1963	Student	Workspace admin	Local	Oct-04-2022
adam	Student	Workspace admin	Local	Oct-04-2022
Adam	Super admin creator	Workspace admin	Local	Oct-04-2022

Rows: 9

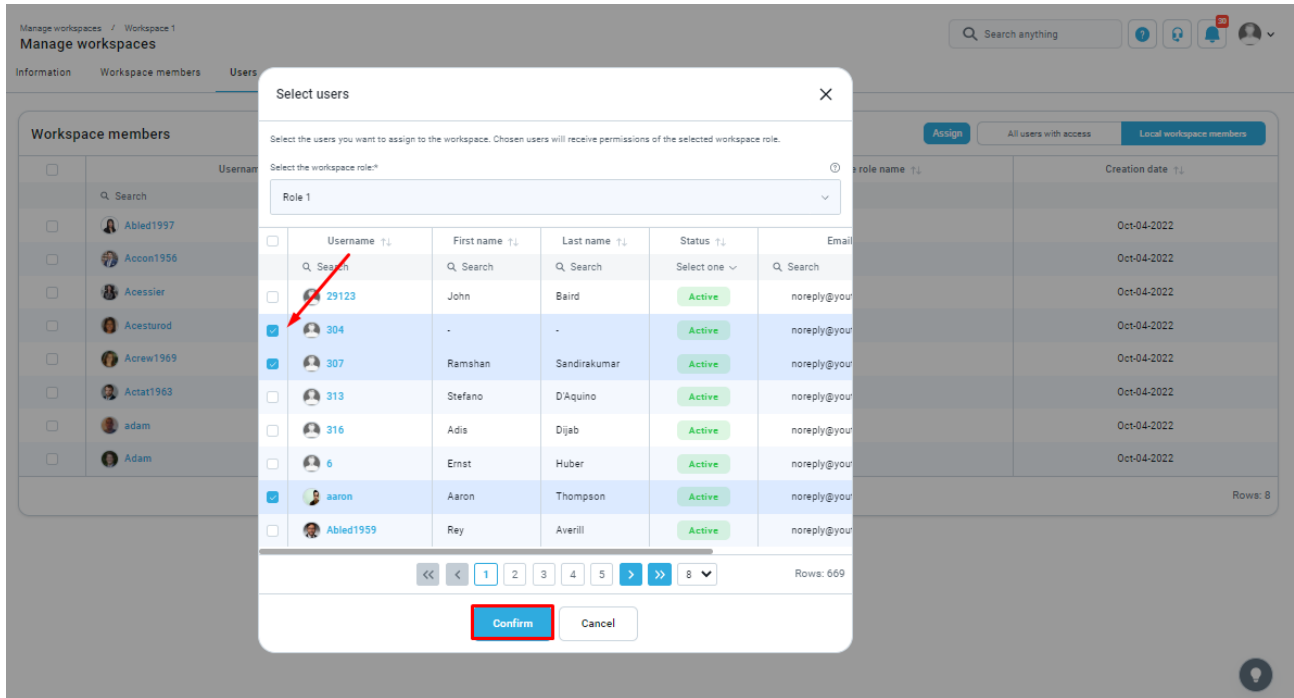
4. Select the **“Local workspace members”** button and click the **“Assign”** button.

Workspace members Assign All users with access Local workspace members

<input type="checkbox"/>	Username	Role name	Workspace role name	Creation date
<input type="checkbox"/>	Abled1997	Student	Workspace admin	Oct-04-2022
<input type="checkbox"/>	Accon1956	Student	Workspace admin	Oct-04-2022
<input type="checkbox"/>	Acessier	Student	Workspace admin	Oct-04-2022
<input type="checkbox"/>	Acesturood	Student	Workspace admin	Oct-04-2022
<input type="checkbox"/>	Acrew1969	Student	Workspace admin	Oct-04-2022
<input type="checkbox"/>	Actat1963	Student	Workspace admin	Oct-04-2022
<input type="checkbox"/>	adam	Student	Workspace admin	Oct-04-2022
<input type="checkbox"/>	Adam	Super admin creator	Workspace admin	Oct-04-2022

Rows: 8

5. A dialog should appear with the list of users you can manage. Select which users will become members of the workspace and click the **“Save”** button.



7.5 Confirmation that requirement is met

The user must be the workspace manager to proceed.

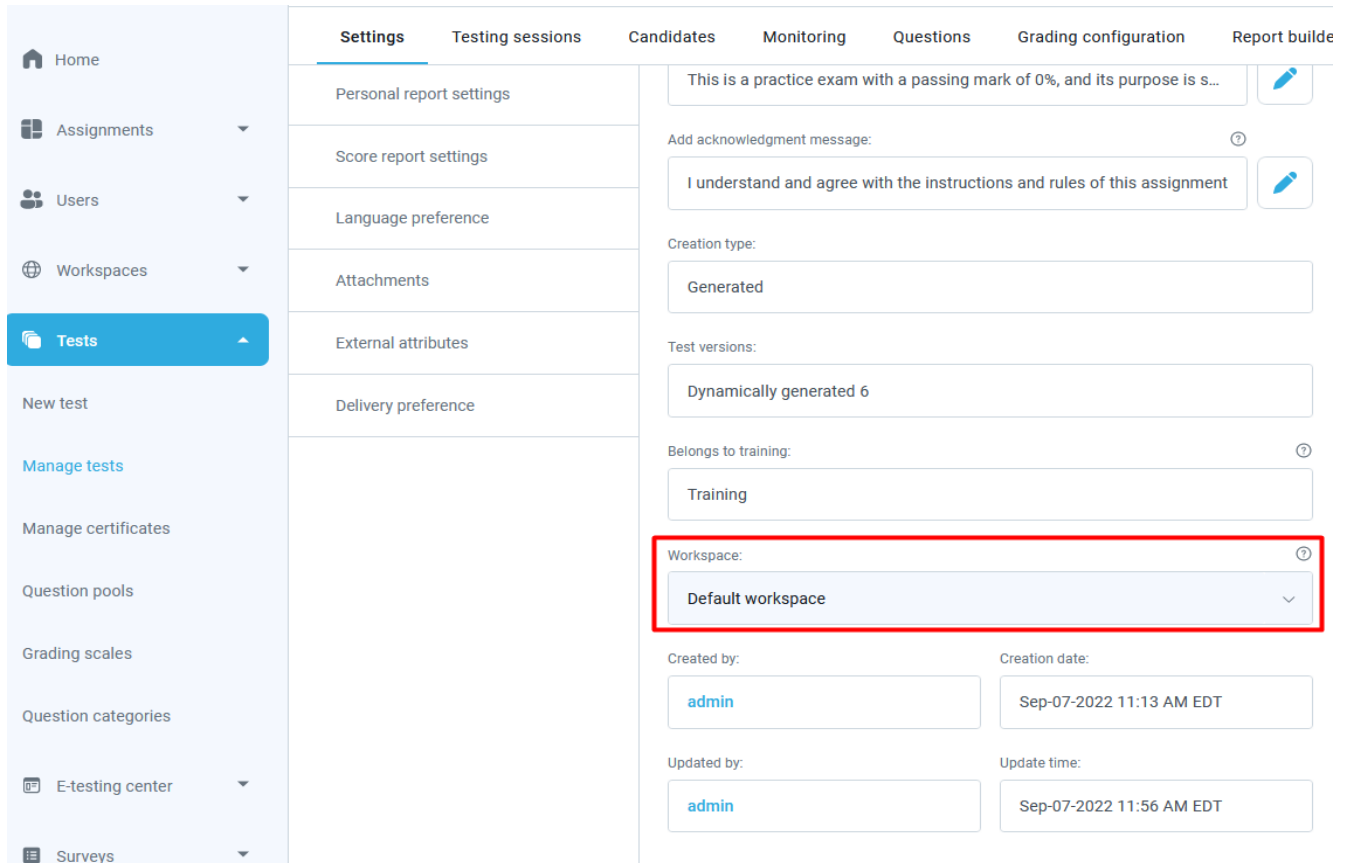
In the “Users” tab, you should check if you can see the user in “All users with access view”.

Then, proceed to the next chapters to confirm that the workspace admin can manage all the entities in assigned workspace.

Workspace assignment is required for the following entities: tests, surveys, user groups, question pools and training courses. All entities are assigned to a predefined workspace named “Default workspace”.

Workspace assignment is not required for question categories and users. Entities can be reassigned to other

workspaces by changing the workspace in the drop down menu found in the information section.



The screenshot shows the 'Settings' tab for a test. The left sidebar contains navigation options: Home, Assignments, Users, Workspaces, Tests (highlighted), New test, Manage tests, Manage certificates, Question pools, Grading scales, Question categories, E-testing center, and Surveys. The main content area has tabs for Settings, Testing sessions, Candidates, Monitoring, Questions, Grading configuration, and Report builder. Under the 'Settings' tab, there are sections for Personal report settings, Score report settings, Language preference, Attachments, External attributes, and Delivery preference. The 'Information' section includes:

- This is a practice exam with a passing mark of 0%, and its purpose is s...
- Add acknowledgment message: I understand and agree with the instructions and rules of this assignment
- Creation type: Generated
- Test versions: Dynamically generated 6
- Belongs to training: Training
- Workspace: Default workspace** (highlighted with a red box)
- Created by: admin
- Creation date: Sep-07-2022 11:13 AM EDT
- Updated by: admin
- Update time: Sep-07-2022 11:56 AM EDT

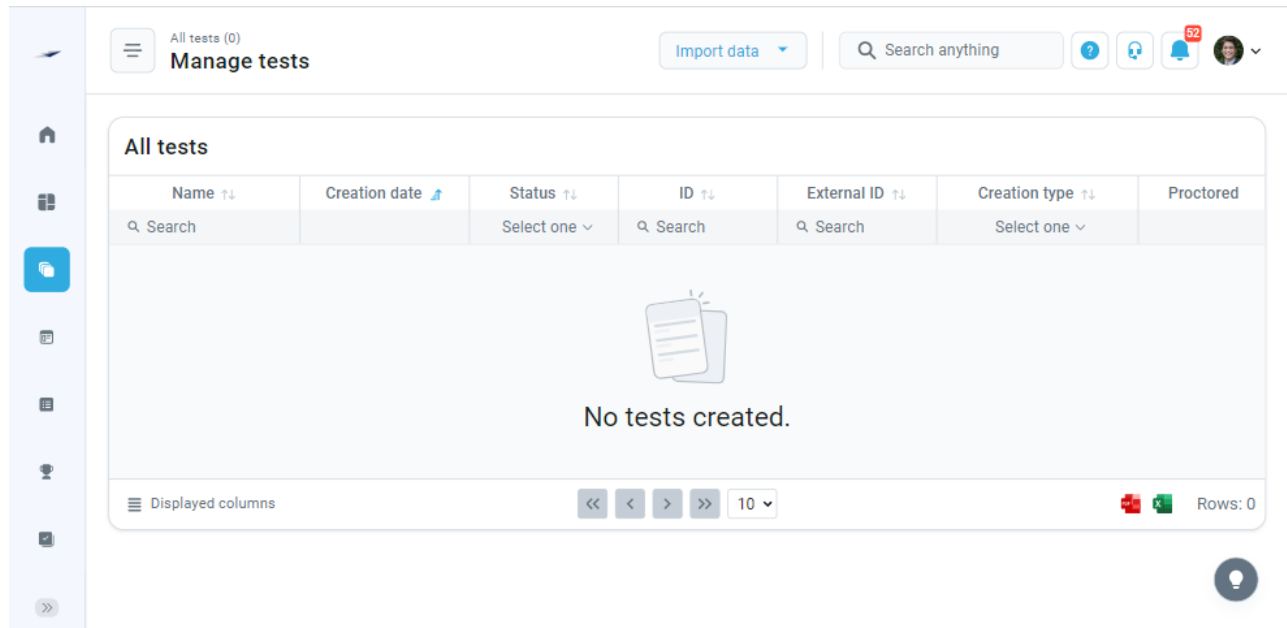
The workspaces a user can see depend on the user’s permissions. To reassign a test, a user with the **“Create new test”** workspace role permission can place the test only in the workspaces where said user has permissions. If the user has the global **“Create new test”** permission, he can place the test in any workspace. The same applies for other entities. **Users** are the exception. User assignment on workspaces is managed in the desired workspace as mentioned in the previous chapters.

Follow the next steps implementation meets the requirement:

7.5.1 Tests

Make sure the workspace admin has the required permissions (mentioned before), or at least the **“Access test page”** permission.

When the workspace admin opens the list of all tests, it should be empty if there are no tests in the workspaces he is a member of.



The screenshot shows the 'Manage tests' interface. At the top, there is a header with 'All tests (0)' and 'Manage tests'. To the right of the header are buttons for 'Import data' and a search bar labeled 'Search anything'. Below the header is a table titled 'All tests'. The table has the following columns: 'Name' (with a search icon), 'Creation date', 'Status' (with a dropdown arrow), 'ID' (with a search icon), 'External ID' (with a search icon), 'Creation type' (with a dropdown arrow), and 'Proctored'. The table is currently empty, displaying a message 'No tests created.' with a document icon. At the bottom of the table, there are navigation controls including 'Displayed columns', pagination arrows, a page size dropdown set to '10', and a 'Rows: 0' indicator.

The workspace admin can create a new test in the workspaces he belongs to, or the super admin can help by reassigning the tests outside of workspace admin’s scope.

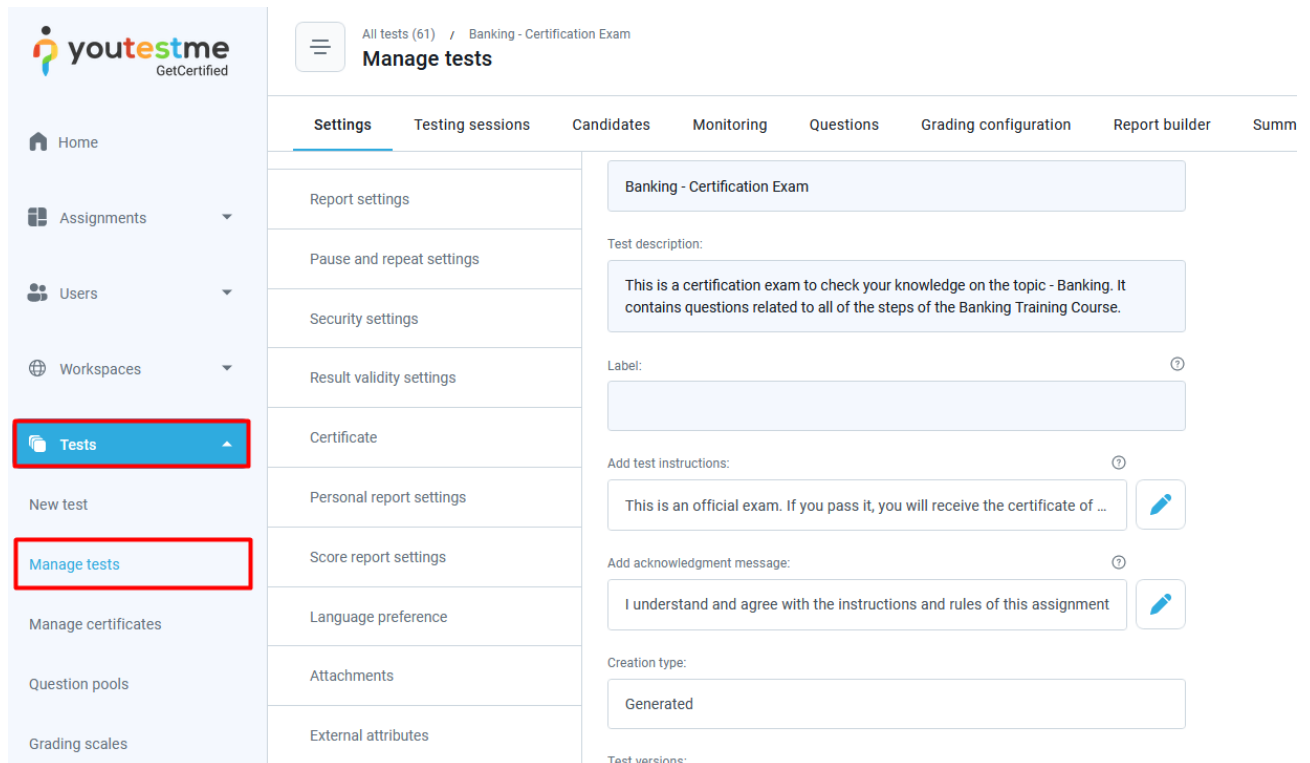
7.5.1.1 Reassigning a test

To reassign a test, make sure you have the required permission to do so. To reassign any test, the **“Manage any test, survey or training”** permission is required to open and manage it. To reassign a particular test, you must be a test manager. Therefore, this action depends on two conditions: opening the test and managing it.

Follow these steps to proceed with reassigning:

1. Click the **“Tests”** option in the left side menu.

2. Select the “Manage tests” item.

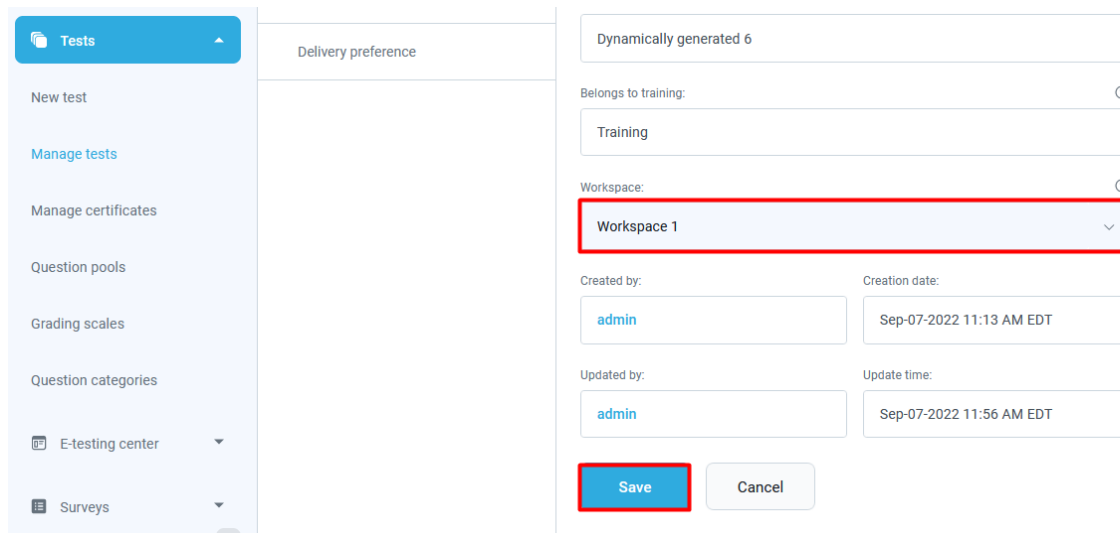


3. Select the desired test.

4. Scroll down to find the Workspace drop down menu.

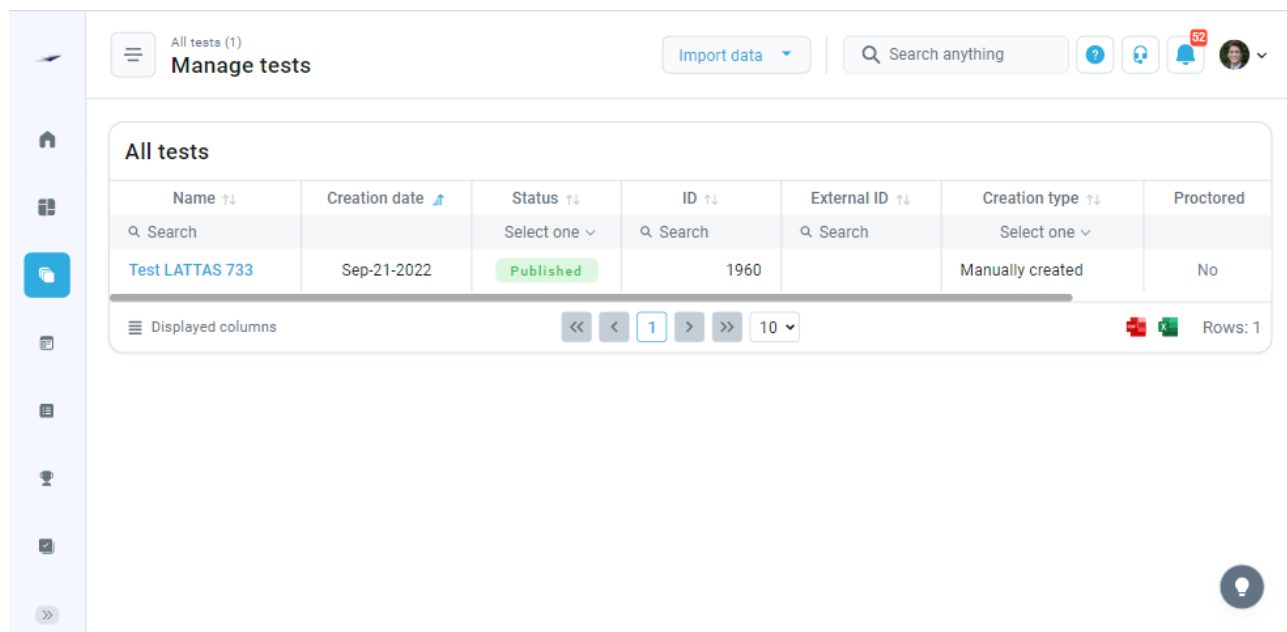
5. Click on the menu and choose the workspace you want to place the test in.

6. Click the “Save” button.



7.5.1.2 Confirmation

To confirm that the requirement is met, the workspace admin should be able to see the test in the “Manage tests” table, as shown in the picture bellow.



All tests (1)
Manage tests

Import data | Search anything | ? | ? | 52 | Profile

Name ↑↓	Creation date ↕	Status ↑↓	ID ↑↓	External ID ↑↓	Creation type ↑↓	Proctored
Search Test LATTAS 733	Sep-21-2022	Published	1960	Search	Manually created	No

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

When the conditions to see and open the test are met, the next condition is managing tests. The workspace admin has the **“Manage any test, survey or training”** workspace role permission in **“Workspace 1”**. This test is now assigned to **“Workspace 1”** and the user should be able to edit it.

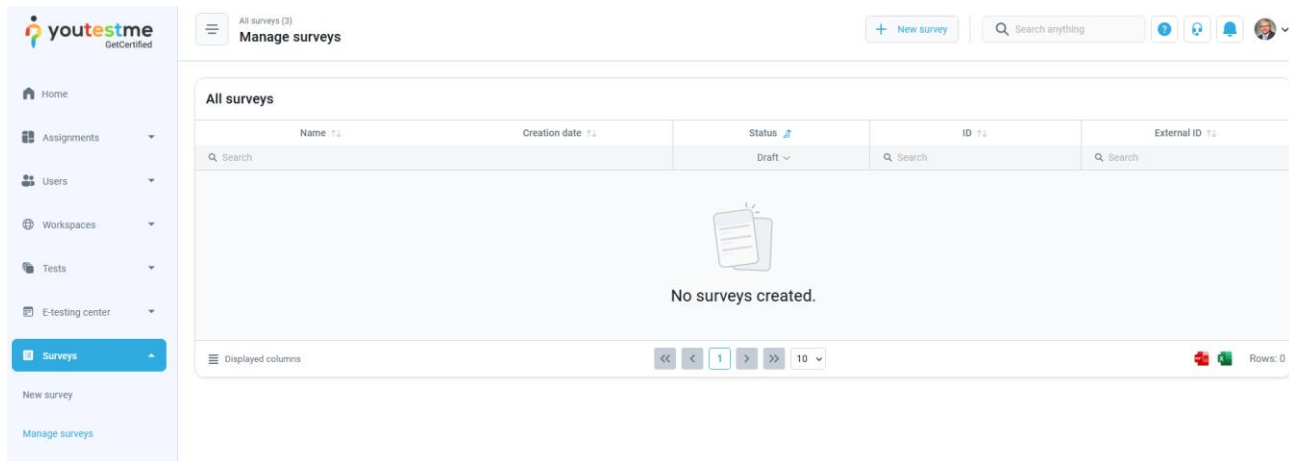
To confirm the manager condition is met, open the test, and update it. A success notification should popup.

With all conditions met, we can conclude that the workspace admin is the manager of all tests in the assigned workspace.

7.5.2 Surveys

Make sure the workspace admin has the required permissions or at least the **“Access test page”** permission.

When the workspace admin opens the list of all surveys, it should be empty if there are no surveys in the workspaces that he is a member of.



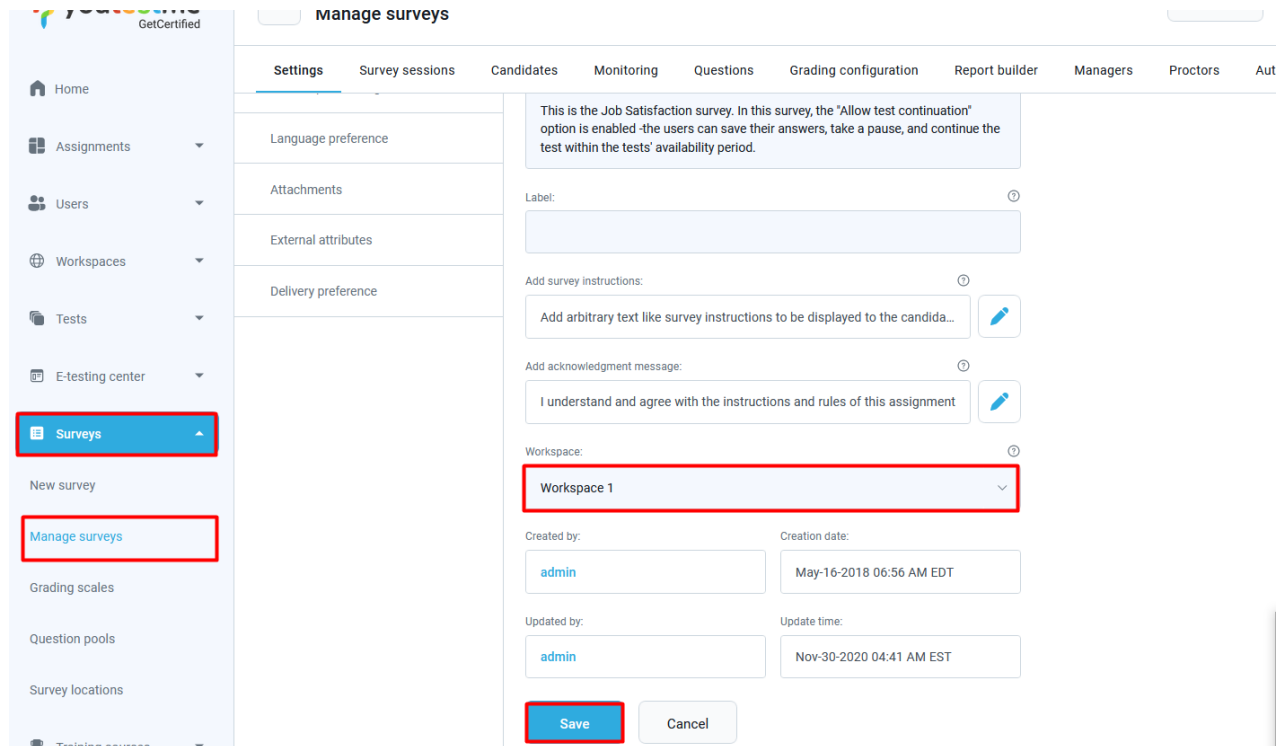
The workspace admin can create a new survey in the workspaces he belongs to, or the super admin can help by reassigning the surveys outside of workspace admin’s scope.

7.5.2.1 Reassigning a survey

To reassign a survey, make sure you have the required permission to do so. To reassign any survey, the **“Manage any test, survey or training”** permission is required to open the survey and manage it. To reassign a particular survey, you must be a manager. Therefore, this action depends on two conditions: opening the survey and managing it.

Follow next steps to proceed with reassigning:

1. Click the **“Surveys”** option in the left side menu.
2. Select the **“Manage surveys”** item.
3. Select the desired survey.
4. Scroll down to find the Workspace drop down menu.
5. Click on the menu and choose the workspace you want to place the survey in.
6. Click the **“Save”** button.



7.5.2.2 Confirmation

To confirm that the requirement is met, the workspace admin should now be able to see the survey in the list of managed surveys, as shown in the picture bellow.

<Dodati sliku iz Manage surveys liste koju vidi Workspace Admin i u njoj survey koji je gore editovan>

When the conditions to see and open the survey are met, the next condition is managing the survey. The workspace admin has the **“Manage any test, survey or training”** workspace role permission in **“Workspace 1”**. This survey is now assigned in **“Workspace 1”** and the user should be able to edit it.

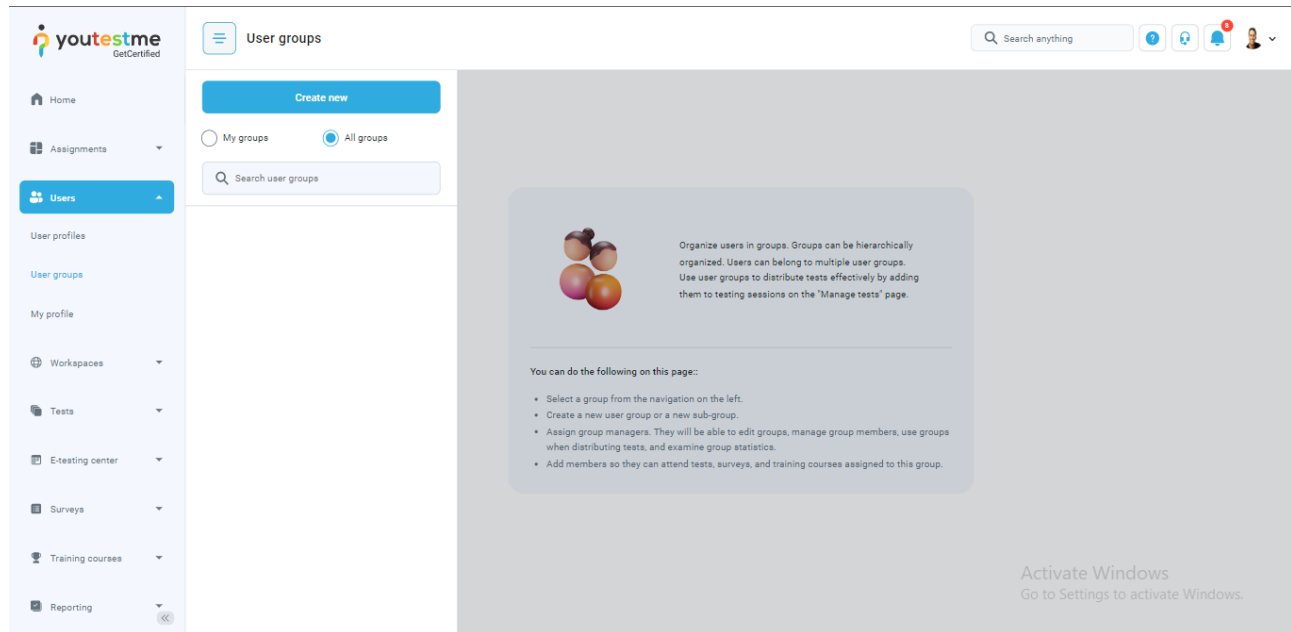
To confirm the manager condition is met, open the survey, and update it. A success notification should popup.

With all conditions met, we can conclude that the workspace admin is the manager of all surveys in the assigned workspace.

7.5.3 User groups

Make sure the workspace admin has the required permissions (mentioned before) or at least the **“Access the 'Groups' page”** permission.

When the workspace admin opens the list of all groups, it should be empty if there are no groups in the workspaces that he is a member of.



The workspace admin can create a new group in the workspaces he belongs to, or the super admin can help by reassigning the groups outside of workspace admin’s scope.

7.5.3.1 Reassigning a group

To reassign a group, make sure you have the required permission to do so. To reassign any group, the **“Manage any group”** permission is required to open the group and manage it. To reassign a particular group, you must be a manager. So, this action depends on two conditions: opening the group and managing it.

Follow next steps to proceed with reassigning:

7. Click the **“Users”** option in the left side menu.
8. Select the **“User groups”** item.
9. Select the desired group.
10. Find the Workspace drop down menu.
11. Click on the menu and choose the workspace you want to place the group in.
12. Click the **“Save”** button.

User groups [Delete] [New sub-group]

Information | Members | Managers | Statistics

User group ID: 5110 | Group path: Sales

Group description: Group for all employees from the Sales department. The Sales department consists of two subgroups: client relations and presentation.

Workspace: Workspace 1

Self-enrollment:

Your role in group: Group manager

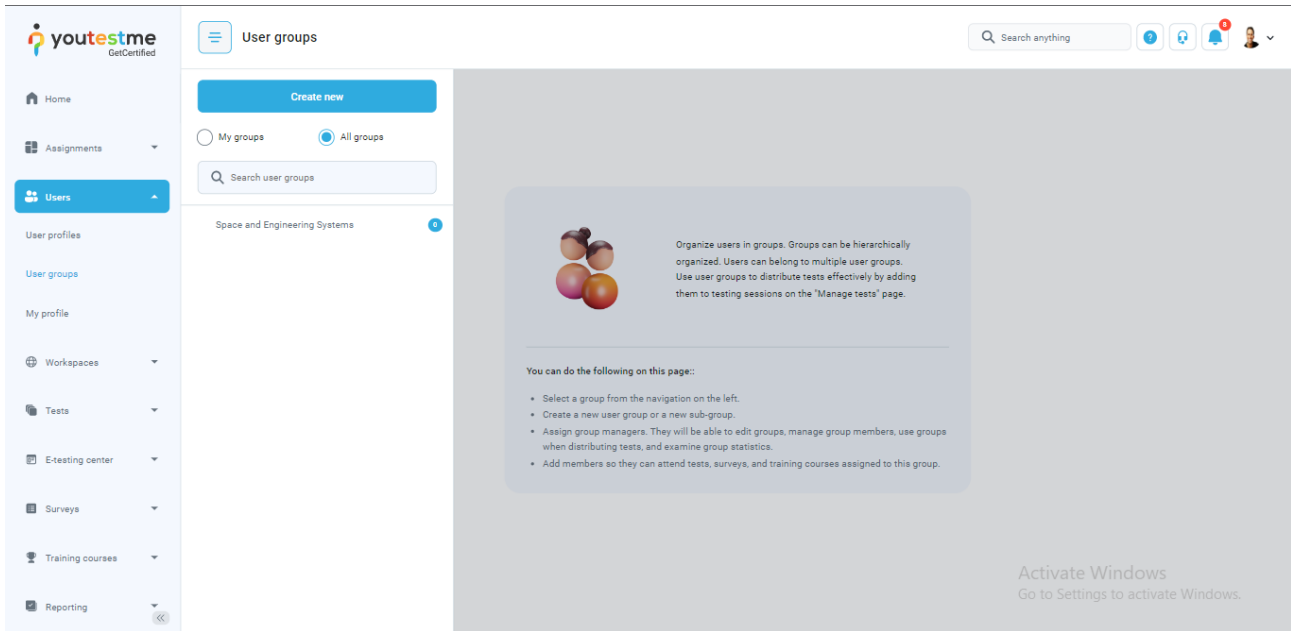
Created by: John Smith | Creation date: Oct-01-2018 01:06 PM EDT

Updated by: John Smith | Update time: Jan-27-2021 10:44 AM EST

[Save] [Cancel]

7.5.3.2 Confirmation

To confirm that the requirement is met, the workspace admin should now be able to see the group in the list of managed groups, as shown in the picture bellow.



When the conditions to see and open the user group are met, the condition is managing the group. The workspace admin has the **“Manage any group”** workspace role permission in **“Workspace 1”**. This group is now assigned in **“Workspace 1”** and the user should be able to edit it.

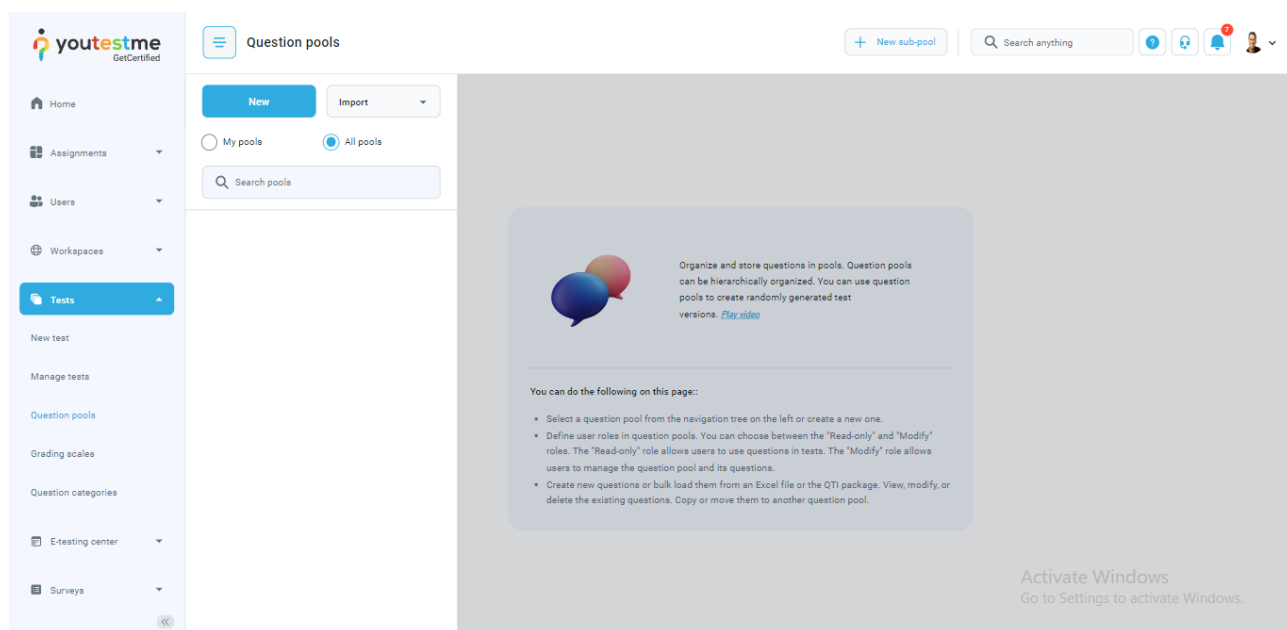
To confirm the manager condition is met, open the group, and update it. A success notification should popup.

With all conditions met, we can conclude that the workspace admin is a manager of all the groups in the assigned workspace.

7.5.4 Question pools

Make sure the workspace admin has required permissions mentioned before or at least the **“Access the 'pools' page”** permission.

When the workspace admin opens the list of all pools, it should be empty if there are no pools in the workspaces that he is a member of.



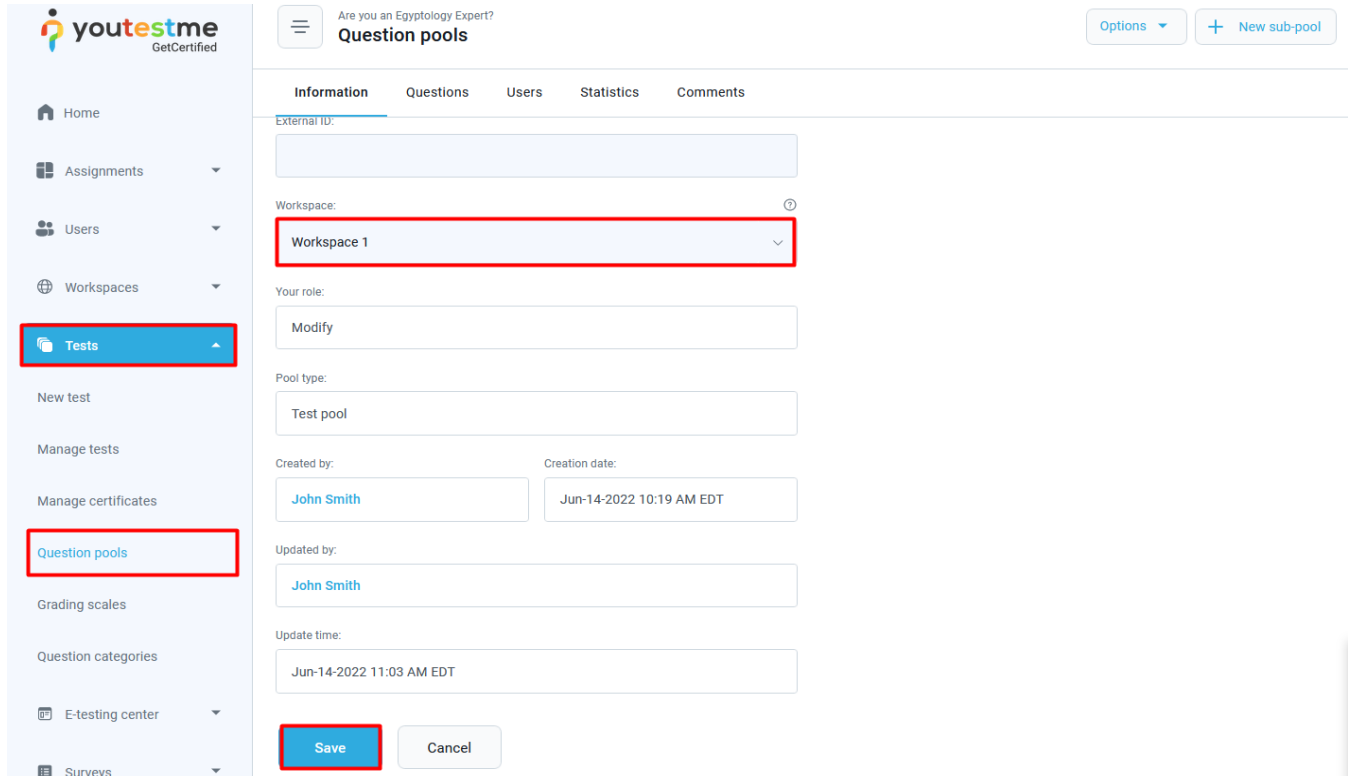
The workspace admin can create a new pool in the workspaces he belongs to, or the super admin can help by reassigning the pools outside of workspace admin’s scope.

7.5.4.1 Reassigning a pool

To reassign a pool, make sure you have the required permission to do so. To reassign any pool, the **“Manage any pool”** permission is required to open and manage it. To reassign a particular pool, you must be a manager. So, this action depends on two conditions: opening the pool and managing it.

Follow next steps to proceed with reassigning:

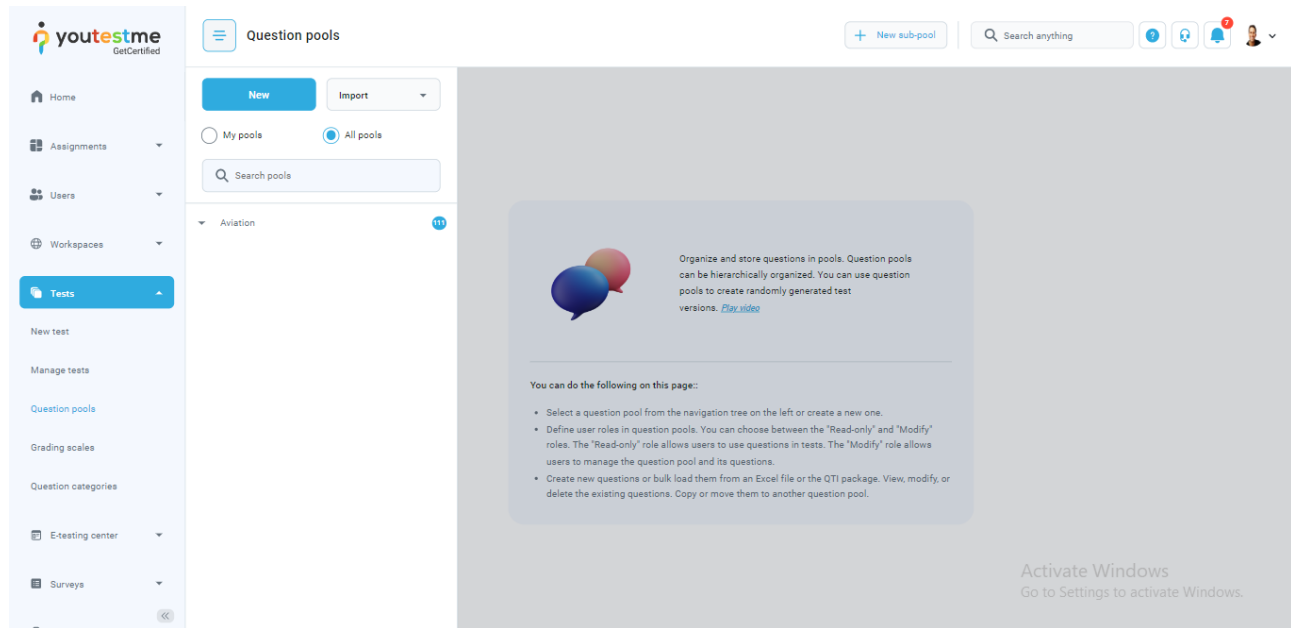
13. Click the “Tests” option in the left side menu.
14. Select the “Question pools” item.
15. Select the desired pool.
16. Find the Workspace drop down menu.
17. Click on the menu and choose the workspace you want to place the pool in.
18. Click the “Save” button.



The screenshot shows the 'Question pools' edit interface. On the left sidebar, the 'Tests' menu item is highlighted with a red box. Below it, the 'Question pools' menu item is also highlighted with a red box. The main content area shows the 'Question pools' form with tabs for 'Information', 'Questions', 'Users', 'Statistics', and 'Comments'. The 'Workspace' dropdown menu is highlighted with a red box and shows 'Workspace 1' selected. The 'Save' button at the bottom left is highlighted with a red box.

7.5.4.2 Confirmation

To confirm that the requirement is met, the workspace admin should now be able to see the pool in the list of managed pools, as shown in the picture bellow.



When the conditions to see and open the pool are met, the condition is managing the question pool. The workspace admin has the **“Manage any pool”** workspace role permission in **“Workspace 1”**. This pool is now assigned in **“Workspace 1”** and the user should be able to edit it.

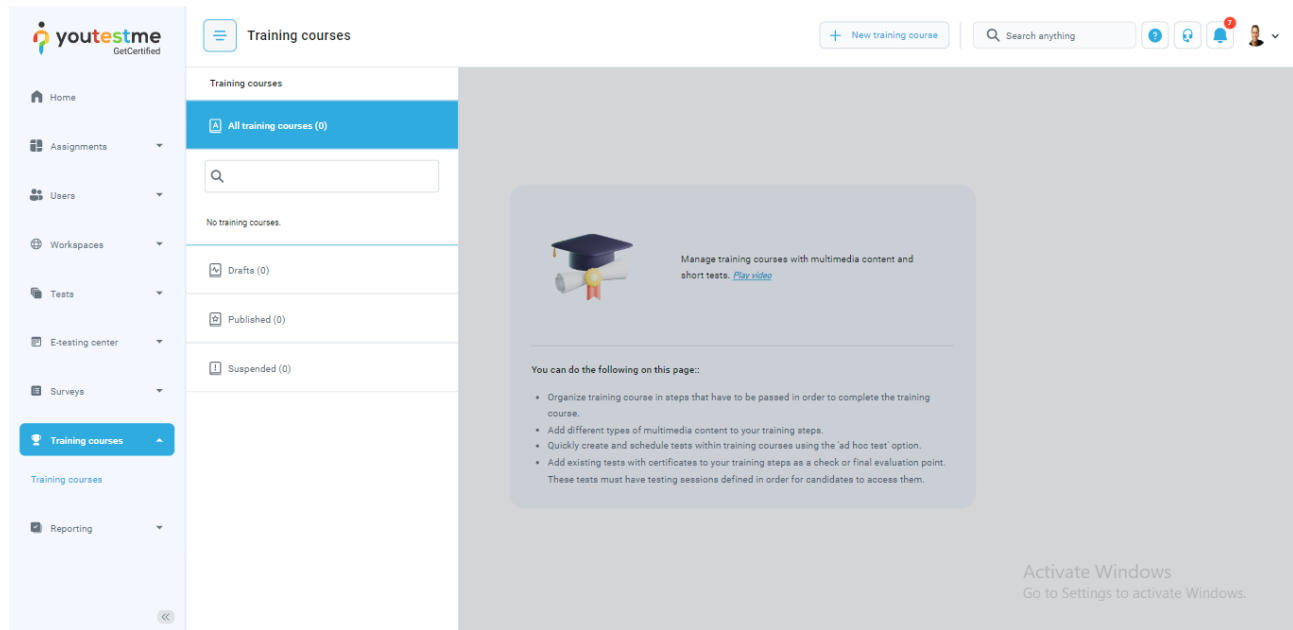
To confirm the manager condition is met, open the pool, and update it. A success notification should popup.

With all conditions met, we can conclude that the workspace admin is the manager of all the pools in the assigned workspace.

7.5.5 Training courses

Make sure the workspace admin has the required permissions (mentioned before) or at least the **“Access the 'training courses' page”** permission.

When the workspace admin opens the list of all training courses, it should be empty if there are no training courses in the workspaces that he is a member of.



The workspace admin can create a new training course in the workspaces he belongs to, or the super admin can help by reassigning the training courses outside of workspace admin’s scope.

7.5.5.1 Reassigning a training course

To reassign a training course, make sure you have the required permission to do so. To reassign any training course, the **“Manage any test, survey or training”** permission is required to open and manage it. To reassign a particular training course, you must be a manager. So, this action depends on two conditions: opening the training course and managing it.

Follow next steps to proceed with reassigning:

19. Click the **“Training courses”** option in the left side menu.
20. Select the **“Training courses”** item.
21. Select the desired training course.
22. Find the Workspace drop down menu.
23. Click on the menu and choose the workspace you want to place the training course in.
24. Click the **“Save”** button.

Banking Training Course
Training courses

Options ▾ + New training course

Information Candidates Managers Steps

Description:
This course will help you learn more about banking and banknote, the credit creation process, and modern technologies in banking.
...

Status:
Published

Workspace:
Workspace 1

Unlock all steps at once

Self-enrolment

Created by: John Smith Creation date: May-14-2018 12:52 PM EDT

Updated by: John Smith Update time: Feb-02-2022 08:22 AM EST

Save Cancel

7.5.5.2 Confirmation

To confirm that the requirement is met, the workspace admin should now be able to see the training course in the list of managed training courses, as shown in the picture below.

Training courses

+ New training course Search anything

Training courses

All training courses (1)

Search

Finance Training Course

Drafts (0)

Published (0)

Suspended (0)

Manage training courses with multimedia content and short tests. [Play video](#)

You can do the following on this page:

- Organize training course in steps that have to be passed in order to complete the training course.
- Add different types of multimedia content to your training steps.
- Quickly create and schedule tests within training courses using the 'ad hoc test' option.
- Add existing tests with certificates to your training steps as a check or final evaluation point. These tests must have testing sessions defined in order for candidates to access them.

Activate Windows
Go to Settings to activate Windows.

When the conditions to see and open the training course are met, the next condition is managing the training course. The workspace admin has the **“Manage any test, survey or training”** workspace role

permission in **“Workspace 1”**. This training course is now assigned in **“Workspace 1”** and the user should be able to edit it.

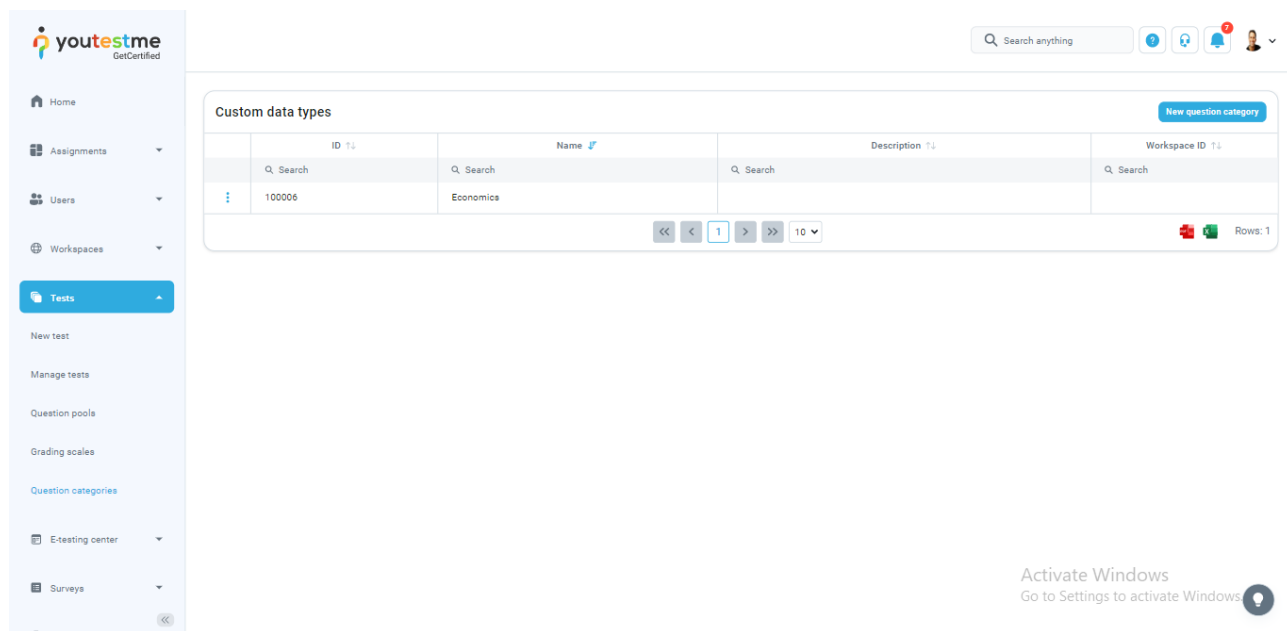
To confirm that the manager condition is met, open the training course, and update it. A success notification should popup.

With all conditions met, we can conclude that the workspace admin is the manager of all the training courses in the assigned workspace.

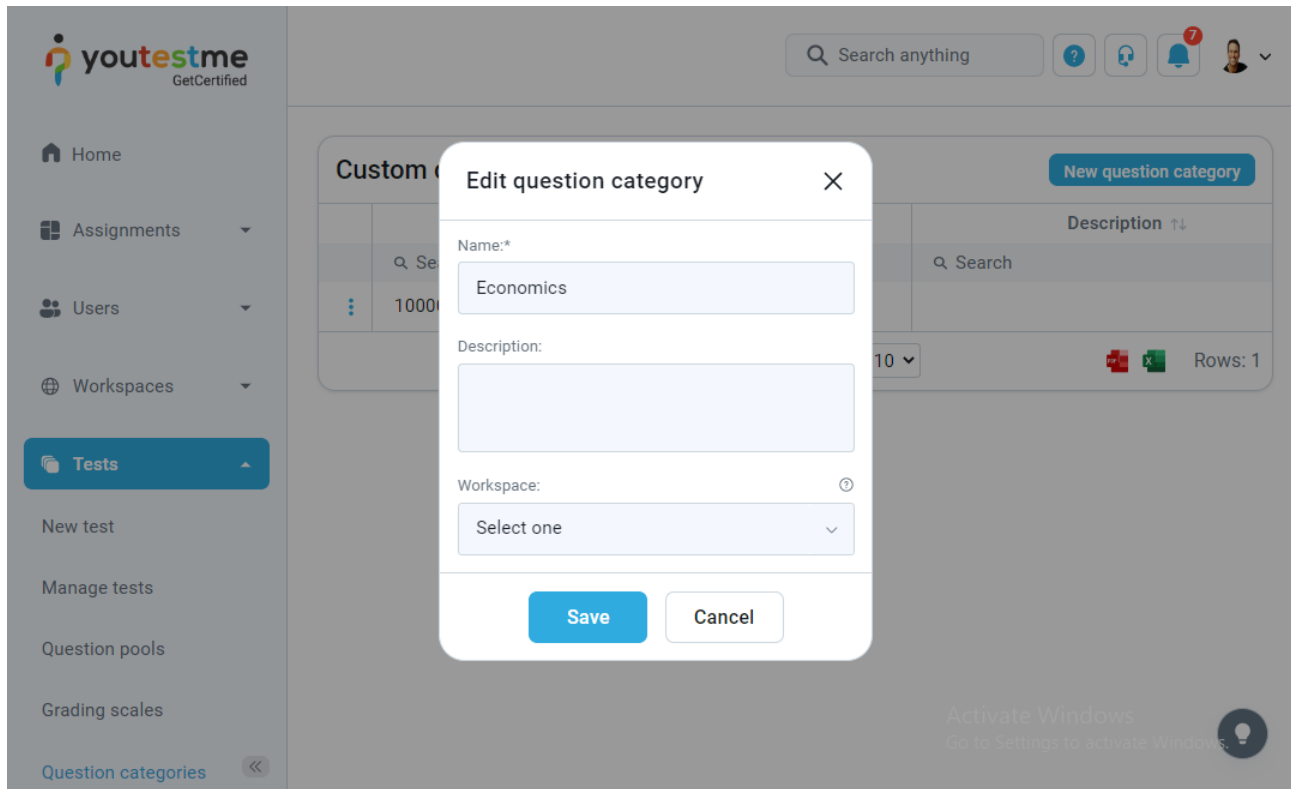
7.5.6 Question categories

Make sure the workspace admin has the required permissions (mentioned before) or at least the **“Access the 'question categories' page”** permission.

When the workspace admin opens the list of all question categories, it should be empty if there are no question categories in the workspaces that he is a member of, and if there are no global question categories. In the example bellow, there is one question category without the workspace.



To check this, open the question category edit dialog by clicking the **“Edit”** button from the action column. The workspace shouldn’t be displayed, meaning it isn’t set.



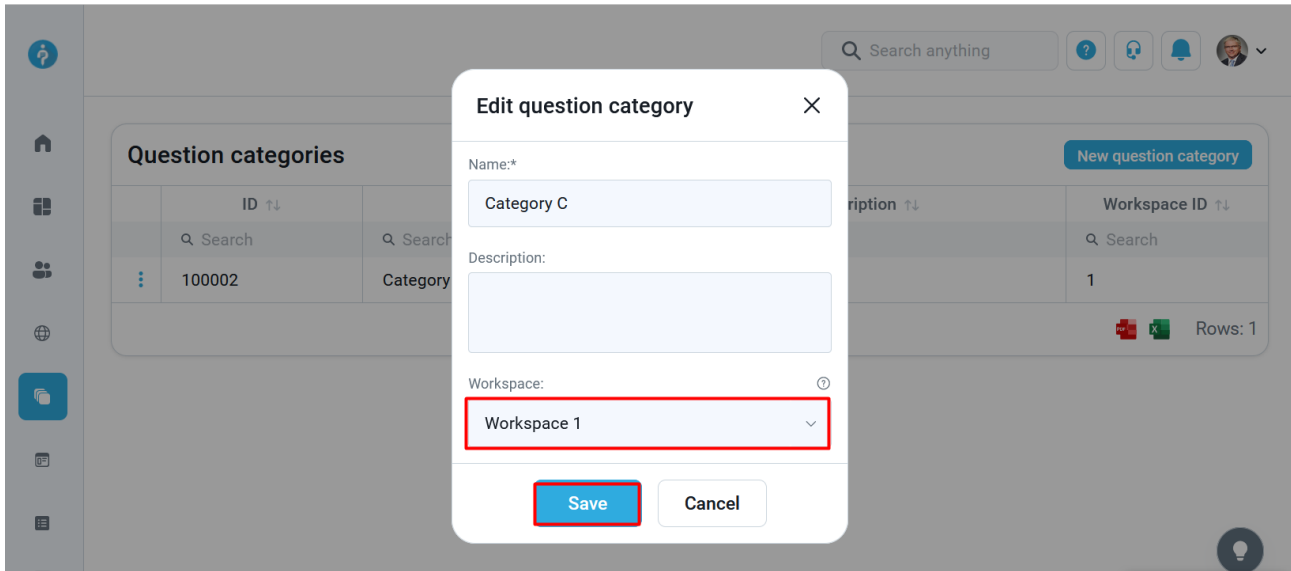
The workspace admin can create a new question category in the workspaces he belongs to, or the super admin can help by reassigning the question categories outside of workspace admin's scope.

7.5.6.1 Reassigning a question category

To reassign a question category, make sure you have the required permission to do so. To reassign any question category, the **“Manage any test, survey or training”** permission is required to open the question category and manage it. To reassign a particular question category, you must be a manager. So, this action depends on two conditions: opening the question category and managing it.

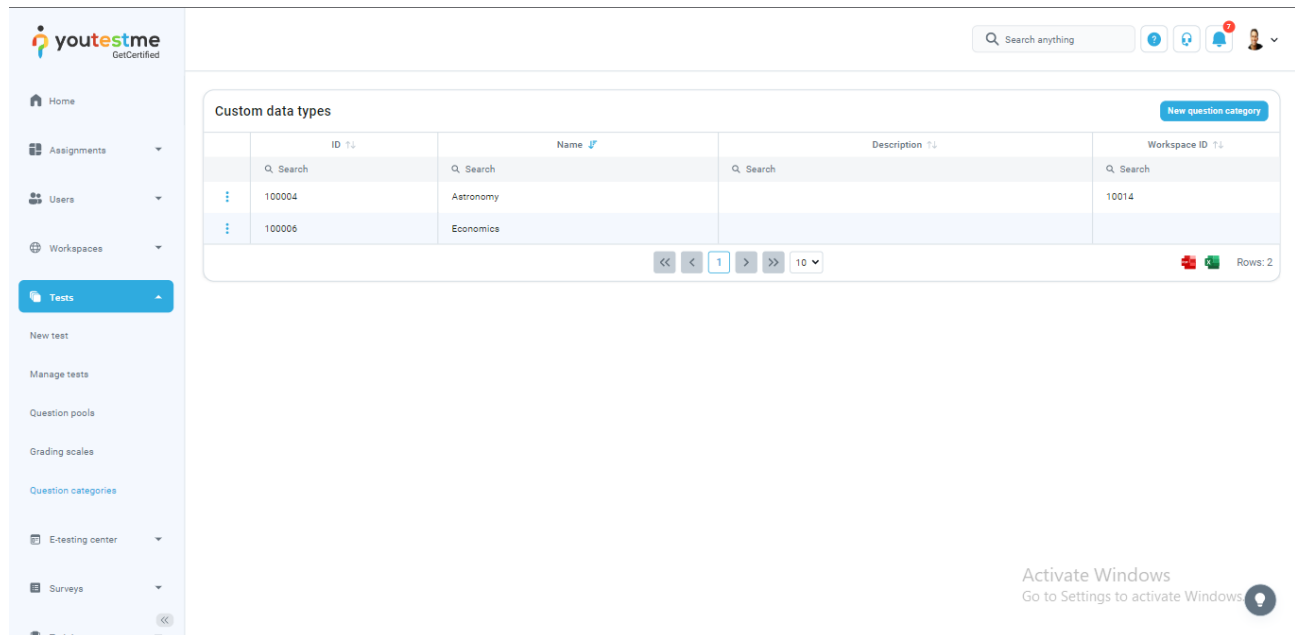
Follow next steps to proceed with reassigning:

25. Click the **“Tests”** option in the left side menu.
26. Select the **“Question categories”** item.
27. Select the desired question category and click the **“Edit”** button from the action column.
28. Click on the workspace menu and choose the one you want to place the question category in.
29. Click the **“Save”** button.



7.5.6.2 Confirmation

To confirm that the requirement is met, the workspace admin should now be able to see the question category in the list of managed question categories, as shown in the picture below.



When the conditions to see and open the question category are met, the next condition is managing the question category. The workspace admin has the **“Manage any question category”** workspace role permission in **“Workspace 1”**. This question category is now assigned in **“Workspace 1”** and the user should be able to edit it.

To confirm the manager condition is met, open the question category, and update it. A success notification should popup.

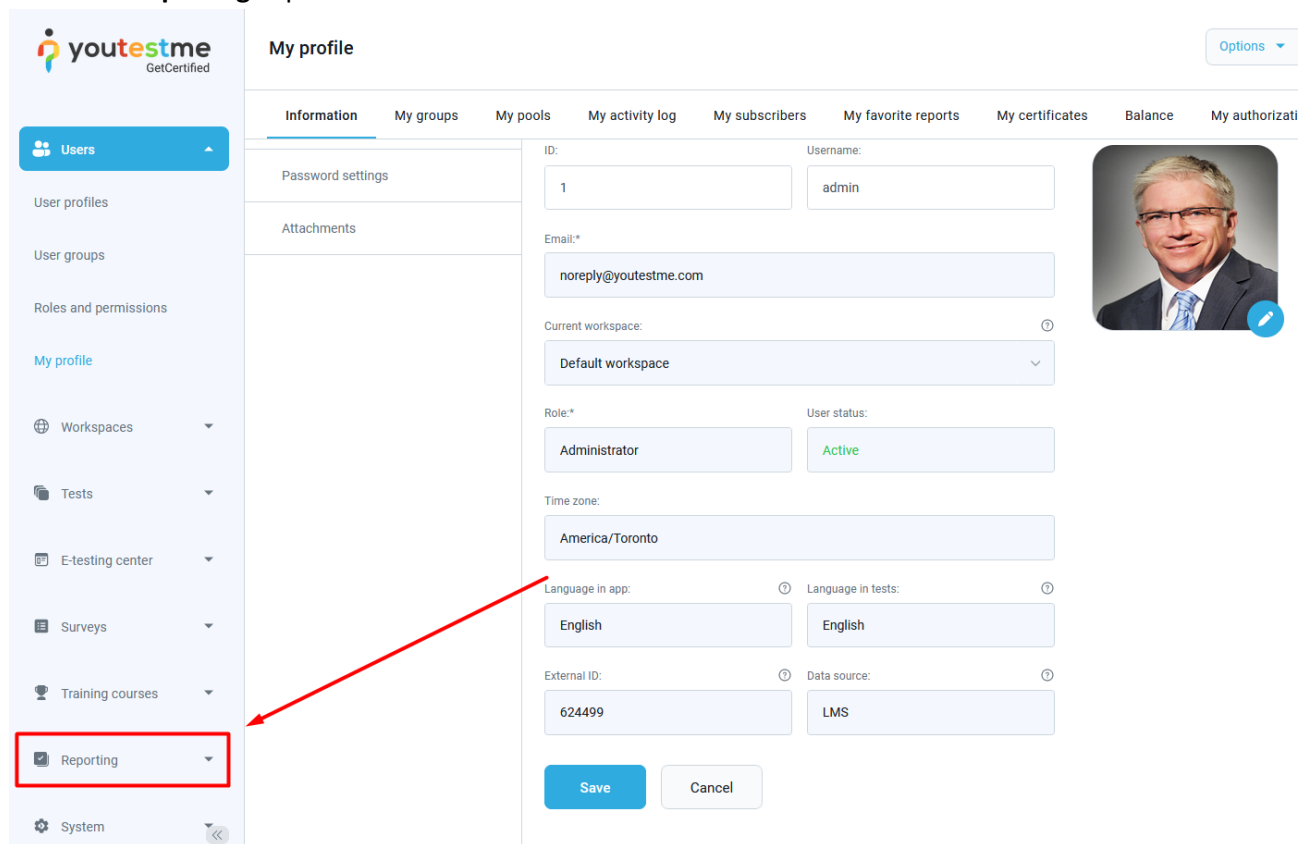
With all conditions met, we can conclude that the workspace admin is the manager of all question categories in the assigned workspace.

8 Req #63 - Enabling department admins to have access to the current full set of standard reports within the workspace scope

If a user has the workspace admin role, they can access all reports containing the data of all entities in their workspace.

Follow the steps to view the reports for created tests in the workspace:

Click the “Reporting” option in the left main menu.



The screenshot shows the 'My profile' page in the youtestme application. The left sidebar menu is visible, with 'Reporting' highlighted by a red box and a red arrow pointing to it. The main content area displays user profile information:

- Information** (selected tab): Password settings, Attachments
- ID:** 1
- Username:** admin
- Email*:** noreply@youtestme.com
- Current workspace:** Default workspace
- Role*:** Administrator
- User status:** Active
- Time zone:** America/Toronto
- Language in app:** English
- Language in tests:** English
- External ID:** 624499
- Data source:** LMS

Buttons for 'Save' and 'Cancel' are located at the bottom of the form.

Select the “Predefined reports” item.

My profile

Information My groups My pools My activity log My subscribers My favorite reports My certificates Balance My authorizations

Options

ID: 1 Username: admin

Email: noreply@youtestme.com

Current workspace: Default workspace

Role: Administrator User status: Active

Time zone: America/Toronto

Language in app: English Language in tests: English

External ID: 624499 Data source: LMS

Save Cancel

Click the “View all” button for “Test reports”.

Predefined reports

Search anything

Reports for various categories.

Category	Count	View all
User reports	26	View all
Test reports	7	View all
Survey reports	3	View all
User groups reports	1	View all
Test question pools reports	2	View all
Survey question pools reports	1	View all
Training course reports	3	View all
Question reports	4	View all

Select the report “Tests basic info”.

#	Report name	Description	My favorite reports
1	Tests basic info	List of all tests with their descriptions and creation details	★
2	Item reliability	Central tendencies measures for each attempted test and item reliability on question level	★
3	Tests status and availability	List of all tests in the system with some basic informations	★
4	Test pass rate	The ratio between attempted and passed tests	★
5	Average test duration	List of average duration for each attempted test with limited duration	★
6	Test results	The final outcome for each user who attempted taking any test within the system	★
7	Accommodations by status	List of accommodations for users on testing session.	★

The user will be presented with all tests in the selected workspace.

To confirm that the requirement is met, click on the test name, and make sure that the test’s workspace matches the user’s current workspace.

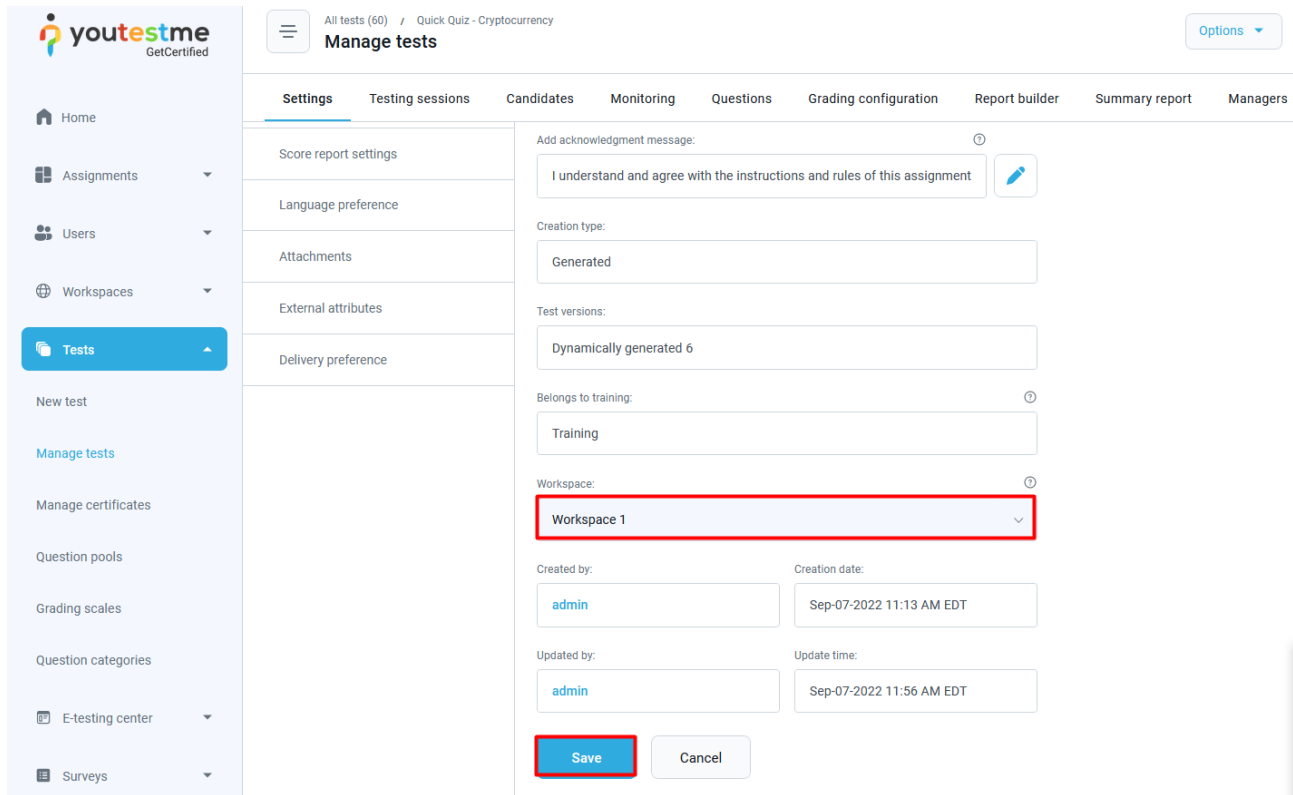
9 Req #57 Adding a unique workspace identifier into tests

To confirm that the requirement is met, follow these steps:

1. Click the “Tests” option in the left side menu.
2. Select the “Manage tests” item.

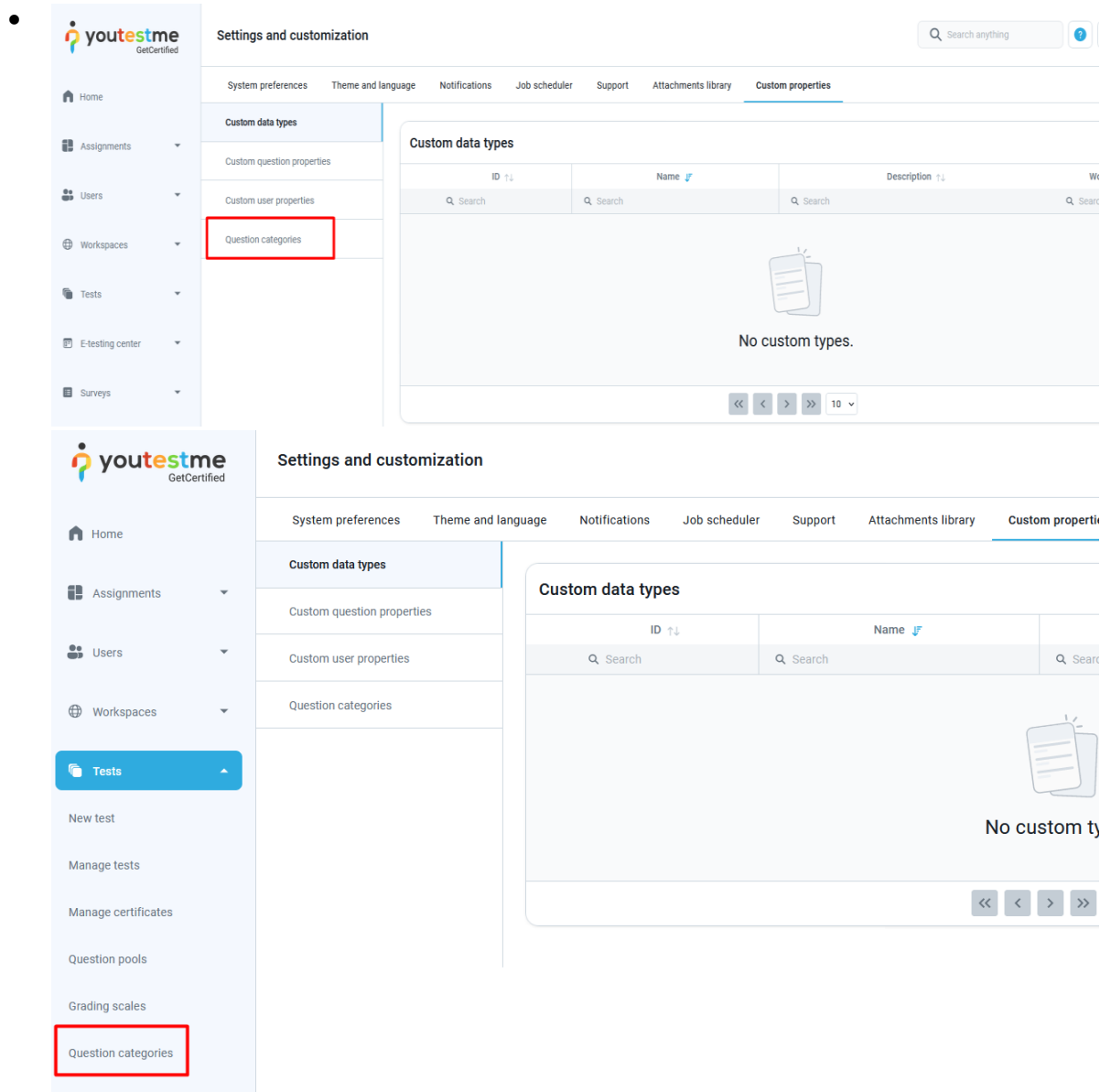
Name	Creation date	Status	ID	External ID	Creation type	Pr
Quick Quiz - Cryptocurrency	Sep-07-2022	Published	1871		Generated	
Quick Quiz - Banking - 20th Centu...	Sep-07-2022	Published	1870		Generated	
Quick Quiz - Introduction to Banki...	Sep-07-2022	Published	1869		Generated	
Informatics and Computing	Aug-17-2022	Published	1868		Manually created	
Is your business ready for Blockc...	Aug-17-2022	Published	1867		Manually created	
Java Certification Practice Test	Aug-17-2022	Published	1866		Manually created	
Principles of Taxation	Aug-17-2022	Published	1865		Manually created	
SQL Skill and Knowledge Assess...	Aug-17-2022	Published	1864		Manually created	
Project Management Certification	Aug-17-2022	Published	1863		Manually created	
Foreign Legal Systems and their ...	Aug-17-2022	Published	1862		Manually created	

3. Select the desired test.
4. Scroll down to find the Workspace drop down menu.
5. Click on the menu and choose the workspace you want to place the test in.
6. Click the “Save” button.



10 Req #62 - Enabling multi-layer creation of custom question properties

The changes made to the question categories are:



- Question categories can now be assigned to a workspace. If the workspace is not set, the question category will be available to any manager, making it globally available. The question category manager is a user with these permissions: **“Access question categories page”**, **“Create question category”**, and **“Manage any question category”**. Users without the **“Manage any question category”** permission can also be managers when they create it or if they have the workspace role **“Manage any question category”** permission in the same workspace.
- The question category name is now unique in the same workspace and out of it.

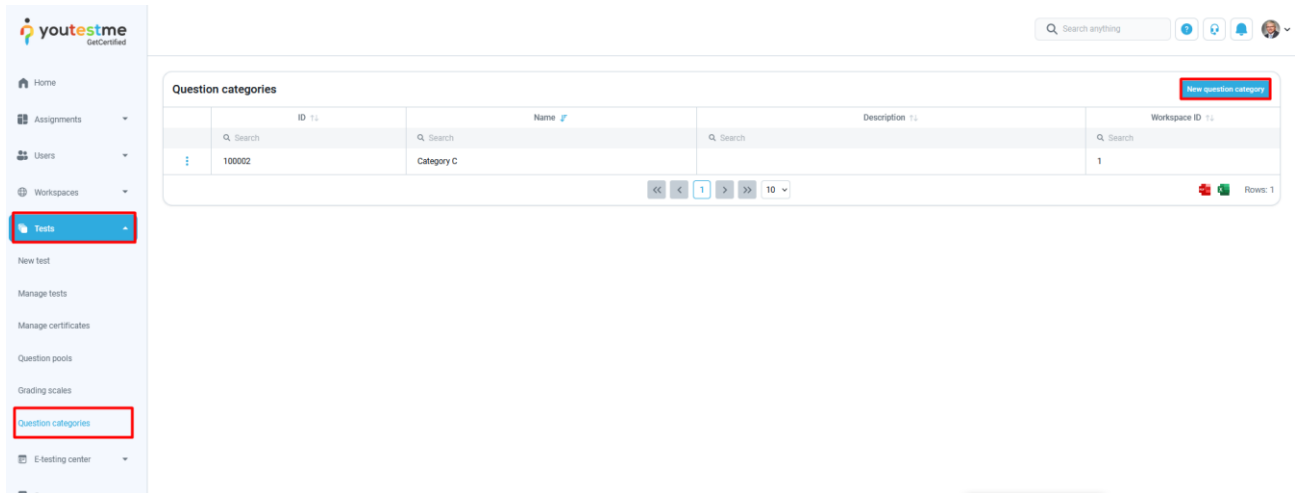
10.1.1 Creating a question category

To confirm that the requirement is met, follow the next steps to create a question category in the workspace.

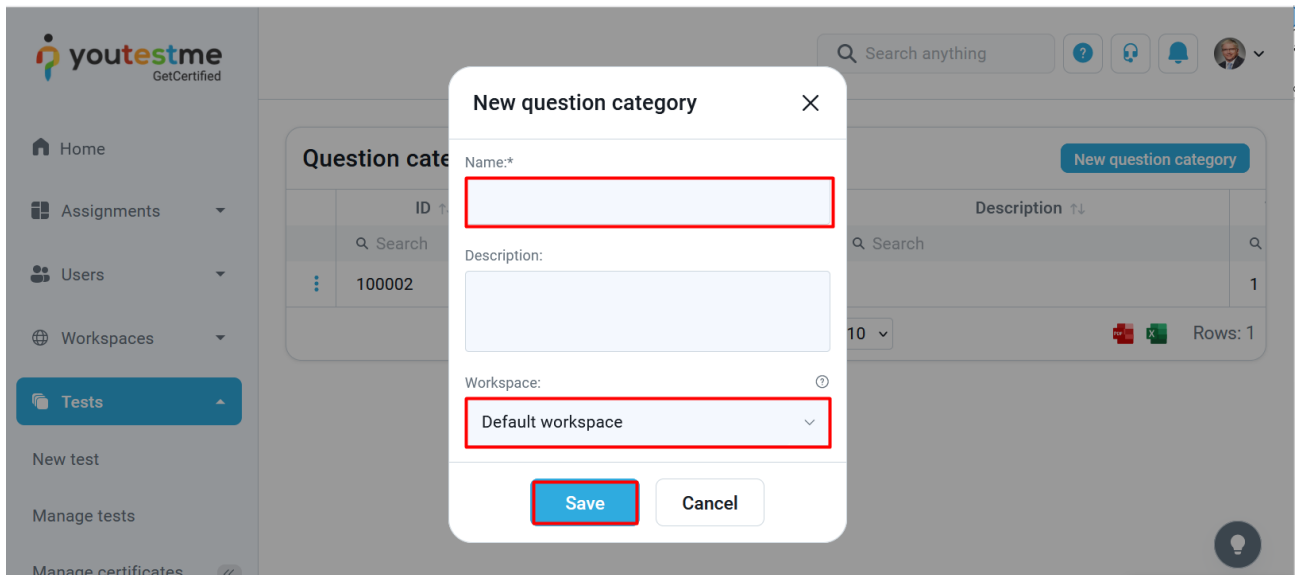
To create a question category, the user is required to have the “Page access global” permission and global or workspace role “Create question category” permission.

To proceed, follow these steps:

1. Click the “Tests” option in the left side menu.
2. Select the “Question categories” item.



3. Click the “New question category” button.
4. Provide a unique “Name”.
5. Select the workspace you want to assign the question category to.
6. Click the “Save” button.



A success message should appear next to the question category in the table.

11 Req #55 A security layer that allows data separation and permission to access workspaces

This requirement is implemented by introducing the workspace parameter for entities, and new roles and permissions for users.

11.1.1 Data separation

Data separation is implemented by separating entities in workspaces. The separated entities are tests, surveys, training courses, question pools, user groups, users, and question categories. Workspace assignment is required for all entities except users and question categories.

11.1.2 Permission to access workspaces

To create a workspace, a user must have **“Access workspaces page”** and **“Create new workspace”** permissions. To be able to edit the workspace, the user must be the workspace manager. The workspace manager is a user with a permission to **“Manage workspace”** or **“Manage any workspace”**. To be able to view the **“Users”** tab in the workspace, the user must have the global role or the **“View all users”** permission.

For example - to access data in a workspace named **“Workspace 1”**, the user must be a member of **“Workspace 1”** and have a suitable workspace role permission. E.g., to see and manage all question categories, the user must have the **“Manage any question category”** permission for **“Workspace 1”**. To view the question categories dashboard, the user must have the **“Access question category”** global permission. Note that page access is not required for the user to view the list of question categories when editing questions in the pool.

The manager can view all entity data. For example, the **“Workspace 1”** test manager will be able to see all test candidates, even the ones outside of his workspace.

In terms of users, the workspace admin can see the list of users that have a role with the flag **“Users with this role will be publicly available”**. This way, the workspace admin can assign new members to the workspace, without having the global **“View all users”** permission.

View the chapter **“Introducing the role of a workspace admin”** on how to assign a member and reassign an entity's workspace.

12 Req #66 Allowing unique logo design and color theme for each workspace

To customize the logo and color theme for a workspace, follow these steps:

1. Click the **“Workspaces”** option in the left side menu and select the **“Manage workspaces”** item.

2. Enter the desired workspace by clicking on its name.

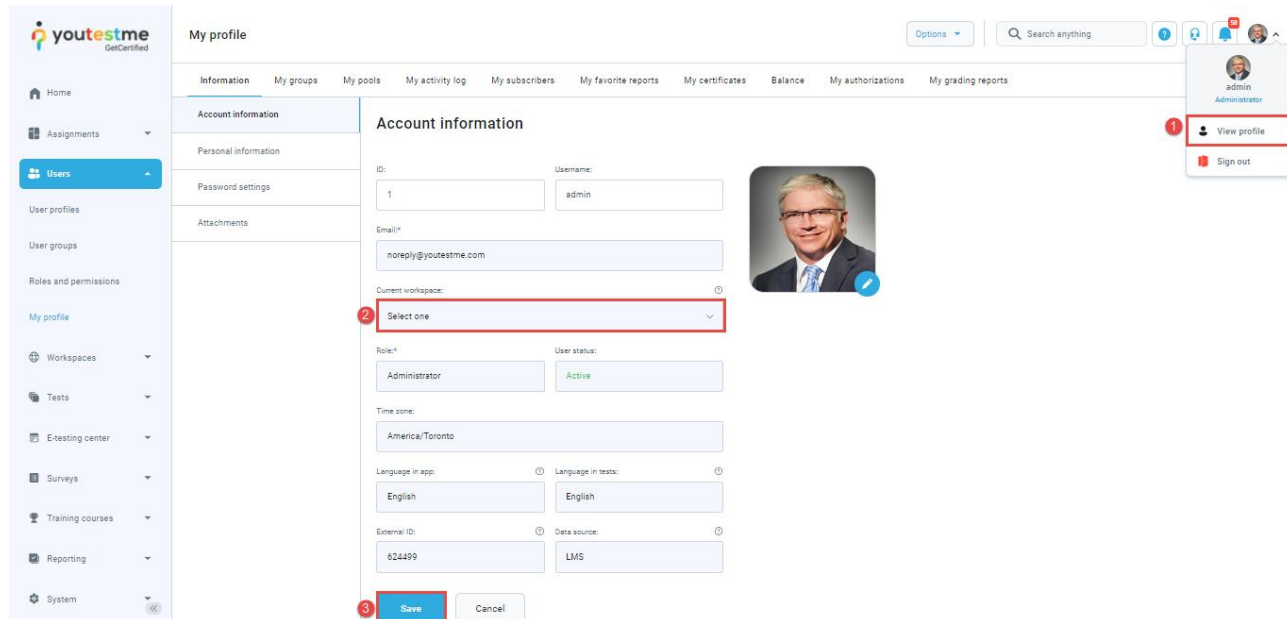
Name	Description	Creation date
Default workspace	This workspace is assigned to entities if none is chosen (entry is not categorized).	Sep-27-2022
Admin's workspace	This workspace will be used for presenting the feature.	Sep-27-2022

3. In the information tab user will be able to select the theme and upload the logo or favicon.

4. Click the "Save" button to update the workspace.

If the user is a member of multiple workspaces, they can change the current workspace by following these steps:

1. Click the User profile image in the top right corner.
2. Select the “**View profile**” item.
3. Select the current workspace as desired. Click the “**Save**” button to update the workspace.



Note: This action can be performed by any user with permission to access personal information.

13 Req #61 - Enabling automatic assignment of user roles

Automatic assignment of user roles is enabled by user membership in a workspace. A user becomes a member when the membership is created in the workspace. The membership gives the user a specific workspace role with permissions for entities in the workspace.

For example, if the user has the “**Workspace Admin**” role with all test permissions in a workspace named “**Workspace 1**”, that user will manage all tests in “**Workspace 1**”. Consequently, the “**Workspace Admin**” with all user-related permissions will manage all users assigned to the workspace.

The “**Workspace user manager**” role can view all the users in a workspace, create new ones, and update their data.

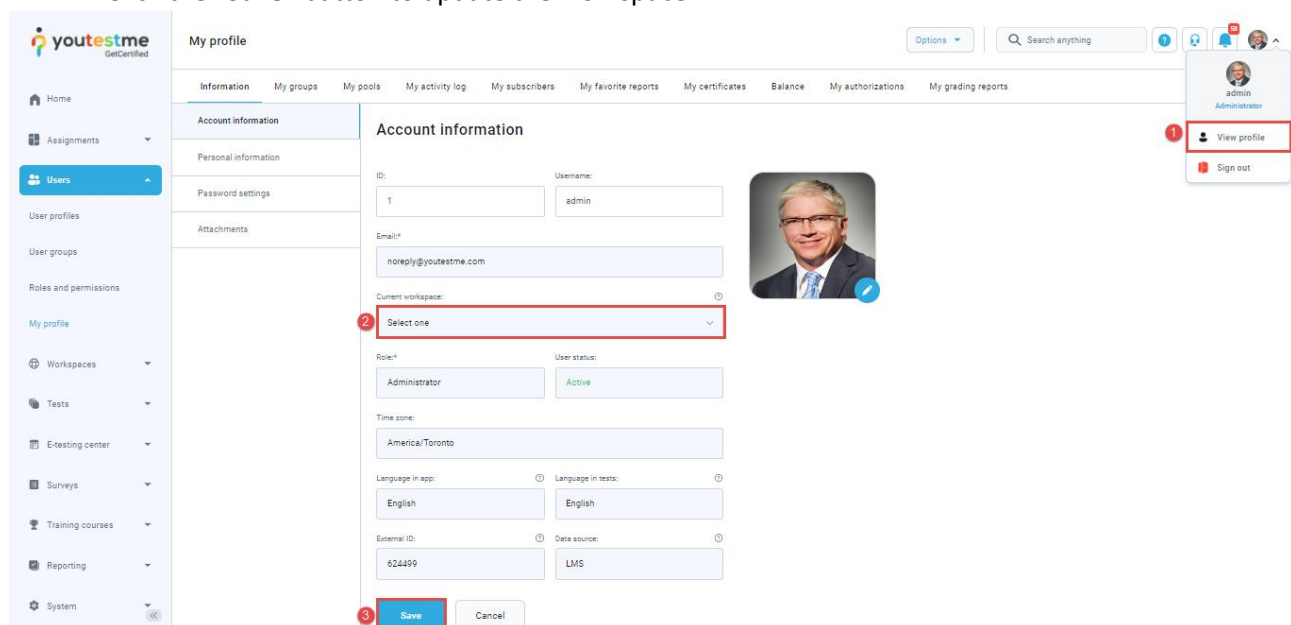
View the chapter “**Introducing the role of a workspace admin**” on how to assign a member and reassign an entity’s workspace.

14 Req #65 - Allowing super admins to access and compare individual reports - reports that show workspace activity

The user can see workspace activity (the number of test attempts and entities.) report in the “**Predefined reports**” page.

To confirm that the requirement is met, first set the desired workspace as current by following the steps:

1. Click the User profile image in the top right corner.
2. Select the “**View profile**” item.
3. Select the current workspace as desired.
4. Click the “**Save**” button to update the workspace.



With the workspace set, all entities and reports will be filtered by that workspace.

The next step requires the administrator role.

Follow these steps to view the reports for created tests in the workspace:

1. Click the “**Reporting**” option in the left main menu.
2. Select the “**Predefined reports**” item.
3. Click the “**View all**” button for “**Test reports**”.
4. Select the report “**Tests basic info**”.

Predefined reports

Reports for various categories.

- User reports (26)**
 - Administrators: 14
 - Instructors: 7
 - Students: 592
 - Others: 19
- Test reports (7)**
 - Number of published tests: 61
 - Number of suspended tests: 0
 - Number of draft tests: 0
- Survey reports (3)**
 - Number of published surveys:
 - Number of suspended surveys:
 - Number of draft surveys:
- Question reports (7)**
 - Number of questions: 1812
 - Number of survey question pools: 8
 - Number of test question pools: 75
- Usage reports (5)**
 - Total registered users: 631
 - Total active users: 145
 - Total test attempts: 245
 - Total proctoring hours: 00h:26m

Predefined reports / Test reports

Predefined reports

Q Search anything

Test reports

#	Report name	Description	My favorit
1	Tests basic info	List of all tests with their descriptions and creation details	Add to fe
2	Item reliability	Central tendencies measures for each attempted test and item reliability on question level	Add to fe
3	Tests status and availability	List of all tests in the system with some basic informations	Add to fe
4	Test pass rate	The ratio between attempted and passed tests	Add to fe
5	Average test duration	List of average duration for each attempted test with limited duration	Add to fe
6	Test results	The final outcome for each user who attempted taking any test within the system	Add to fe
7	Accommodations by status	List of accommodations for users on testing session.	Add to fe

<< < 1 > >> 10

The user will be presented with all the tests by the selected workspace.
 To confirm that the requirement is met, click on the test name, and make sure that the test's workspace matches the user's current workspace.