YouTestMe

Step-by-step Instructions for the NGA Trial



Table of Contents

1	Intro	oduction	. 2
2	NGA	Workflow	.3
	2.1	Creating Questions (Subject Matter Expert)	.3
	2.2	Approving Questions (Instructor)	.5
	2.3	Exporting Tests (Instructor)	.9
	2.4	Test-taking (Student)	10
	2.5	Creating New Tests (Administrator/Instructor)	11

1 Introduction

This document contains step-by-step instructions for achieving the NGA use-case in YouTestMe GetCertified.

The instructions explain the following processes:

- 1. Creating questions
- 2. Approving questions
- 3. Exporting tests
- 4. Test-taking
- 5. Creating new tests

The following security roles will be used:

- 1. Subject Matter Expert
- 2. Instructor
- 3. Student
- 4. Administrator

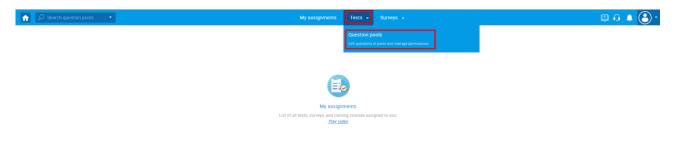
2 NGA Workflow

2.1 Creating Questions (Subject Matter Expert)

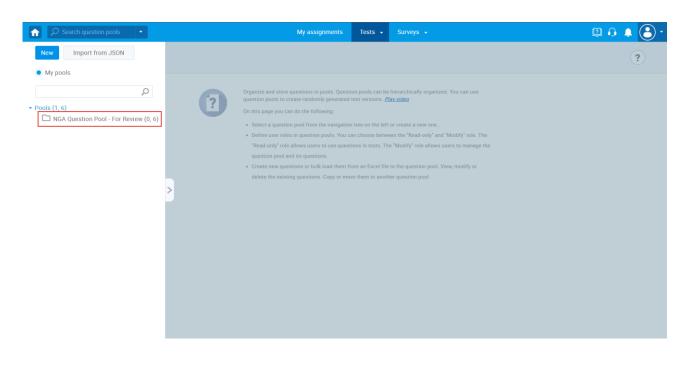
- 1. Access the trial environment at https://demo3.youtestme.com/
- 2. Use the credentials in the table below to log in as the subject matter expert.

Username	Password
subject_matter_expert	GeospatialAgency12##

3. Navigate to the Tests tab in the main menu and select Question pools.



4. Select the NGA Question Pool - For review question pool.





5. Select the **Questions** tab and you will see the dummy questions we imported in your trial.

As a subject matter expert, in a question pool, you can:

- 1. Preview the question.
- 2. Edit the question.
- 3. See the audit trail.
- 4. Delete the question.
- 5. Add a new question.

2	Search users	-	My assignments Users - Tests - S	urveys 🖌 Training cour	ses Reportii	ng 👻	🔅 🕼 🥠 🛄 (
	estion pool	Pool - For R	eview				New sub-pool
Informa	ation Quest	ions Users	Statistics				
Create n	ew questions or b	oulk load them from a	Excel file to the question pool. View, modify or delete the existing questions. Copy or m	nove them to another question po	ool.		
Add	question -	Load questions	✓ Filter by tags: ⑦				
	ID 🔺	External ID ≎	Question text \$	Source pool \$	Difficulty \$	Туре	Actions
	Q	Q	م	Q	Select one 🗸	Select one	1234
	14731		For Questions, 00004 through 00007, identify the Description in Colum	NGA Question Pool - F	Medium	Matching	 ✓ ✓
	14732		The United States Senate is comprised of more members than the Ho	NGA Question Pool - F	Medium	True/False	• 🖍 🖻 🗓
	14733		What is the name of the four-sided quadrilateral with only two parallel	NGA Question Pool - F	Medium	Single choice	• / D İ
	14734		Which Formula 1 Grid is this?	NGA Question Pool - F	Medium	Single choice	• / E 🗓
	14735		For Questions 00008 through 00010, identify the Map in Column II tha	NGA Question Pool - F	Medium	Matching	I / E Î
	14736		Fill in the blanks from the selection below:	NGA Question Pool - F	Medium	Fill in the blanks	• / E Î
			14 <4 <u>1</u> IN IN 10	0 ~			Rows: 6
Mo	ve Cor	DV.					X33 FDT

6. Once you are done, select the **Sign out** button to leave the application.

IGA	Question	Pool - For F	Review					William Jones
forma	ation Quest	ons Users	Statistics					Sign out
eate n	ew questions or b	ulk load them from a	n Excel file to the question pool. View, modify or delete the existing questions. Copy or m	ove them to another question pr	100			
Add	question +	Load questions	✓ Filter by tags: ∅					
	ID 🔺	External ID 0	Question text 0	Source pool 0	Difficulty 0	Type 0	Actions	
	Q	Q	م	Q	Select one	Select one		
	14731		For Questions, 00004 through 00007, identify the Description in Colum	NGA Question Pool - F_	Medium	Matching	• / 🖻 🖞	
	14732		The United States Senate is comprised of more members than the Ho	NGA Question Pool - F_	Medium	True/False	• / 🖻 🖞	
	14733		What is the name of the four-sided quadrilateral with only two parallel _	NGA Question Pool - F_	Medium	Single choice	• / 🖻 🖞	
	14734		Which Formula 1 Grid is this?	NGA Question Pool - F_	Medium	Single choice	• / 🖻 🖞	
	14735		For Questions 00008 through 00010, identify the Map in Column II tha	NGA Question Pool - F_	Medium	Matching	• / 🖻 🖞	
	14736		Fill in the blanks from the selection below:	NGA Question Pool - F_	Medium	Fill in the blanks	• / 🖻 🖞	
			······································	•			Rows: 6	

2.2 Approving Questions (Instructor)

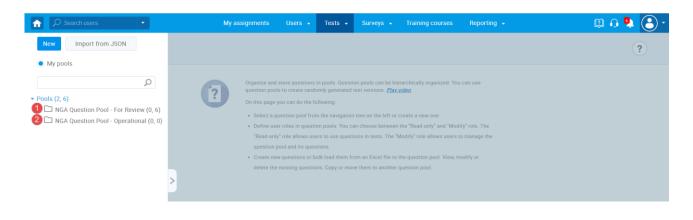
- 1. Access the trial environment at https://demo3.youtestme.com/
- 2. Use the credentials in the table below to log in as an instructor

Username	Password
instructor	GeospatialAgency12##

3. Navigate to Tests and select Question pools.

ŵ	${\cal P}$ Search users	•	My assignments	Users 👻	Tests 👻		Training courses	Reporting	· 🛛 🖾 🗘 🖢	. ③ ·
					New test Navigate to test					
					Manage tes Select and man					
		My assignments								
	List of all tests, surve	eys, and training courses assign <u>Play video</u>	ed to you. Create a	user group and a		pols n pools and manage p				
					Grading sca Configure gradit				Abc	
		Create test							Create training course	
		vledge test with multimedia cont sign the awarding certificate. Learn more	ent	Create a :	survey and categ Play video	jorize its results. 2	Create	a training cou	rrse with multimedia content and short tests. Play video	

- 4. You will see two question pols:
 - 1. NGA Question Pool For Review
 - 2. NGA Question Pool Operational



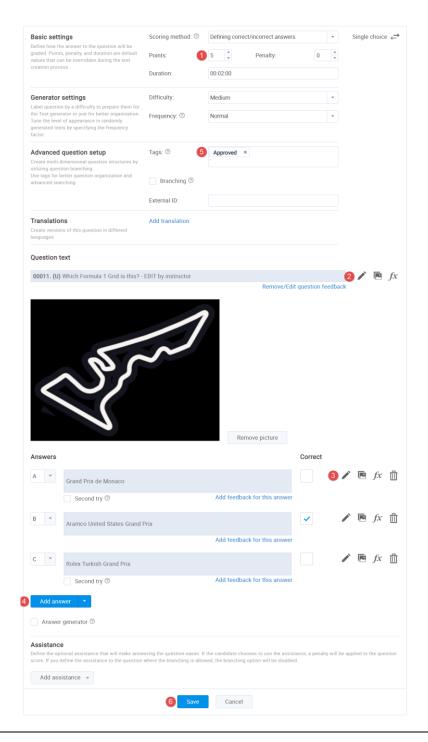
- 5. Select **NGA Question Pool For Review** question pool to review the questions created by the subject matter experts:
 - 1. Click on the Questions tab.
 - 2. You can see how many questions are presented in this question pool.

		Search users lestion pool	•	My assignments Users • Tests • St	irveys 👻 Training cour	ses Reportir	ng 🗕	
I	NGA	Question	Pool - For R	Review				New sub-pool
I	Informa	ation 1 Questi	ons Users	Statistics				
(Create n	new questions or b	ulk load them from ar	n Excel file to the question pool. View, modify or delete the existing questions. Copy or m	ove them to another question po	ol.		
	Add	question -	Load questions	✓ Filter by tags: ⑦				
		ID 🔹	External ID \$	Question text 🗘	Source pool \$	Difficulty \$	Туре ≎	Actions
		Q	Q	Q	Q	Select one V	Select one	·
		14719		(U) For Questions, 00004 through 00007, identify the Description in Co	NGA Question Pool - F	Medium	Matching	● / ℝ [†]
		14720		00007. (U) [FILL IN THE BLANK FROM THE SELECTIONS BELOW]	NGA Question Pool - F	Medium	Fill in the blanks	• 🖍 🖻 🖞
		14721		(U) For Questions 00008 through 00010, identify the Map in Column II	NGA Question Pool - F	Medium	Matching	• 🌶 🖻 🖞
		14722		00011. (U) Which Formula 1 Grid is this? - EDIT by instructor	NGA Question Pool - F	Medium	Single choice	• / E 🖞
		14723		00001 (U) What is the name of the four-sided quadrilateral with only t	NGA Question Pool - F	Medium	Single choice	· 🖉 🖉
		14724		00002 (U) The United States Senate is comprised of more members th	NGA Question Pool - F	Medium	True/False	• 🖍 🖻
				14 - 44 1 85 87 1 0	. ~			2 Rows: 6

- 6. You can perform the following actions as part of the approval process:
 - Filter questions by entering the tag specified by the question pool manager.
 NOTE: Since all questions are tagged with For review, no visual change will happen
 - 2. See how many questions need to be reviewed.
 - 3. Preview the question.
 - 4. Edit the question if necessary.
 - 5. See the audit trail.
 - 6. Delete the question.

		Pool - For R	eview				New	v sub-pool
nform	ation Quest	ions Users	Statistics					
		. It found also and found as						
reate	new questions or t	uik load thêm from al	n Excel file to the question pool. View, modify or delete the existing questions. Copy or m	tove them to another question po	201,			
Add	question +	Load questions	✓ Filter by tags: ②① For review ×					
	ID +	External ID 🗘	Question text \$	Source pool 🛛 🗘	Difficulty \$	Туре	\$	Actions
	Q	Q	q	Q	Select one 🗸	Select one	~	8466
			(U) For Questions, 00004 through 00007, identify the Description in Co	NGA Question Pool - F	Medium	Matching		• / 🖻 🖞
	14719							
	14719 14720		00007. (U) [FILL IN THE BLANK FROM THE SELECTIONS BELOW]	NGA Question Pool - F	Medium	Fill in the blanks		• / 🖻 🖞
			00007. (U) [FILL IN THE BLANK FROM THE SELECTIONS BELOW] (U) For Questions 00008 through 00010, identify the Map in Column II	NGA Question Pool - F NGA Question Pool - F	Medium Medium	Fill in the blanks Matching	1	• / R 1 • / R 1
	14720							0.0 0. 00000000

- 7. As part of the approval process, you may edit the questions using the following actions:
 - 1. Change the number of points.
 - 2. Edit the question text.
 - 3. Edit the answer text.
 - 4. Add a new answer.
 - 5. Delete the tag For review and add tag Approved.
 - 6. Click **Save** to confirm changes.





- 8. Once you have edited the questions, you can move them to the **NGA Question Pool Operational** question pool:
 - 1. Filter questions by Approved tag.
 - 2. Tick the checkbox to select all questions.
 - 3. Click the Move icon and confirm that you want to move questions.
 - 4. Select the destination pool.
 - 5. Click Confirm button to move the questions.

f	<u>و</u>	Search users	•	My assignments Users 👻 Tests 👻 S	Surveys 👻 Training cou	ses Reporti	ng 👻	🖾 O 🖞
			n Pool - For F	Review				New sub-pool
	_	ew questions o question -	r bulk load them from a	• Excel file to the question pool. View, modify or delete the existing questions. Copy or • Filter by tags: 1 Approved *	move them to another question p	pol.		
(2 🗸	ID	► External ID ≎	Question text	Source pool \$	Difficulty ≎	Type ≎	Actions
		ç	o o	م	Q (Select one 🗸	Select one	
		14719		(U) For Questions, 00004 through 00007, identify the Description in Co	NGA Question Pool - F	Medium	Matching	• 🌶 🖻 🖞
		14720		00007. (U) [FILL IN THE BLANK FROM THE SELECTIONS BELOW]	NGA Question Pool - F	Medium	Fill in the blanks	• 🌶 🖻 🖞
	✓	14721		(U) For Questions 00008 through 00010, identify the Map in Column II	NGA Question Pool - F	Medium	Matching	• / 🖻 🖞
		14722		00011. (U) Which Formula 1 Grid is this? - EDIT by instructor	NGA Question Pool - F	Medium	Single choice	• / 🖻 🖞
		14723		00001 (U) What is the name of the four-sided quadrilateral with only t	NGA Question Pool - F	Medium	Single choice	• 🌶 🖻 📋
				14 -04 <u>1</u> 80 81	10 🗸			Rows: 5
3	Mo	ve	opy Destinatio	n pool: 4 NGA Question Pool - Operational -6 Confir	Cancel			RUS POF



2.3 Exporting Tests (Instructor)

For demonstrational purposes, we created a test that you can use to export three different versions of the same exam.

- 1. Navigate to Tests.
- 2. Select Manage tests.
- 3. Click on Paper-based Exam.

î					My assignmen	nts	Users 🚺	Tests 👻	Surveys 👻	Training courses	Repo	ting 👻		🖾 👌 🗗 🕄 -
Tests		Manage tests						New test						
		My tests (2)					2					Ne	w test	Ł Load ?
₽		On the left side menu, you	can f	nd tests categorized by thei	r statuses.		2	Manage tes Select and man						
0	The table below shows the list of tests you can manage. Fil Tests that have the status "Draft" have not been published a				er and search the tes						brner. assign new candidates. Suspended tests are permanently disabled.			
ō		Name	¢	Creation date 💌	Status	¢	ID \$					oort displayed 🗘		Report content
		Search	Q		Select one	~	Search O	Question po	Question pools		~	Sele	ct one	
		Demo Exam Manual		Oct-26-2021	Draft	Draft						iately after finishing		Score and details
G	3	Paper-based Exam		Oct-26-2021	Published		1809	Grading sca	lles			iately after finishing		Score and details
		■ Displayed column	s											Ro
								Testing loca Manage the pla						

- 1. Click the Menu icon.
- 2. Click Export as PDF.

NOTE: Please repeat this action three times to export three different versions.

3. Click Export test key.

		My assignments	Users 🗸 Tests 🗸	Surveys 👻 Training course	s Reporting 🗸	🌣 🖾 O 🖣	2 🕑 ·
Tests	Manage tests						
	All tests (14) > Paper-ba	sed Exam				Preview	?
G	Settings Testing sessions Car	didates Monitoring Questior	is Grading scales Re	port builder Summary report	Managers Proctors	Save template	
0						2 Export as PDF	
	Organize your test into testing sessions. De	ine when and where the test-taking will be	allowed. Allow candidates to se	f-enroll into session or hand-pick them.	<u>Play video</u>	3 Export test key	
ō	New testing session					Suspend	5
						Create a copy	
	Toronto Testing Session	¹ ¹ ¹ ¹				Export as SCORM	
		۳ م				Export as xAPI	
	• Toronto					Export to JSON	

4. Once you are done, select the **Sign out** button to leave the application.

A	₽ Search users •		My assignm	ents Users -	Tests 🗸	Surveys 👻	Training courses	Reporting 👻	🕮 A 🛦 🚯 -
Tests	Manage tests								0
	My tests (1) > Paper-based Ex	am							Sophi Stewart
₽	Settings Testing sessions Candidates	Monitoring Quest	tions Grading scales	Report builder	Summary report	Managers	Proctors		Sign out
0	Settings	Basic inform	ation						
	Basic information	Test ID:	1809						
	In-test configuration	Status:	Published						

2.4 Test-taking (Student)

- 1. Access the trial environment at https://demo3.youtestme.com/
- 2. Use the credentials in the table below to log in as a Student.

Username	Password
student	GeospatialAgency12##

- 1. Click on My assignments in the main menu
- 2. Click on the **Start** button next to the **Paper-based Exam**.

My assignments	🛛 O 📮 🚯 ·
Username Student Information My assignments My groups My activity log My favorite reports My certificates	?
Filter by type: Tests, Surveys and Training courses * Filter by status: Any * Sort order: Available first * Search Search	
Paper-based Exam Test Oct-01-2021 12:00 AM - Oct-30-2029 07:54 AM EDT Availability Coronto Location	2 Start
Automated Proctoring Demo Test Test Apr-01-2017 12:00 AM - Apr-30-2030 12:06 PM EDT Availability Apr-01-2017 12:00 AM - Apr-30-2030 12:06 PM EDT Seats available	Start Book
Browser Lockdown Demo Test Test Apr-01-2017 12:00 AM - Apr-30-2030 12:07 PM EDT Unlimited Availability Certificate	Start Book
Improved Exam Demo	O wells

- 3. To see how test-taking looks like from a candidate's perspective, please watch this video.
- 4. Once you are done, select the **Sign out** button to leave the application.

A Contraction of the second se	My assignments	🗿 🖣 🤂 🖉
Username Student Information My assignments My groups My activity log My favorite reports My certificates		Mary Broinson
Filter by type: Tests, Surveys and Training courses Filter by status: Any Sort order: Available first Search	- 5	Sign out
Paper-based Exam Test Oct-01-2021 12:00 AM - Oct-31-2031 11:04 AM EDT Availability		Start Cancel booking > Open previous attempts

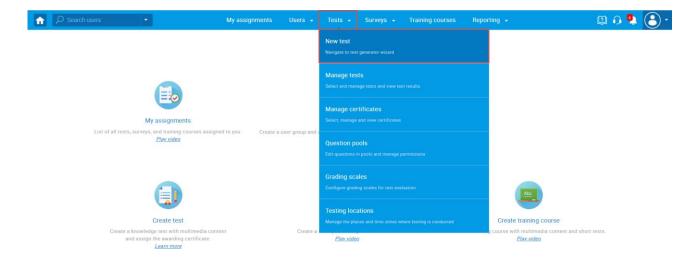
2.5 Creating New Tests (Administrator/Instructor)

- 1. Access the trial environment at https://demo3.youtestme.com/
- 2. use the credentials in the table below to log in as an administrator.

Username	Password
admin	GeospatialAgency12##

You can create a new test following the instructions below:

1. Navigate to the Tests and select New test



- 1. Enter the name of the test.
- 2. Click **Next** to continue with the test creation process.

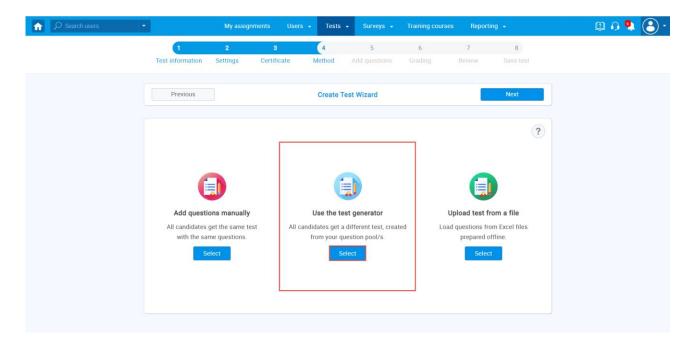
•	My assignn	nents Users	🗸 Tests 🗸	Surveys 👻	Training courses	Reportin	g 👻	🖾 🗘 🕼
1 Test information	2 Settings	3 Certificate	4 Method	5 Add questions	6 Grading	7 Review	8 Save test	
			Create Tes	st Wizard		2	Next	
Test information							?	
Name:*		GA Demo Test						
Label: 🖉	with sections ⑦) Play video						
Test instructions All candidates will have t			test (this setting	is optional). <u><i>Read me</i></u>	ore		optional	
Copy pre	viously created i	instructions: Selec	t one		Ψ			



3. Select **Enable answer feedback** to allow displaying feedback after a question is submitted. **NOTE: This option can be used only with online exams.**

î	♀ Search users	•	My assignments	Users 🖌 Tests 🗸	Surveys 👻	Training courses	Reporting 👻	Ø o 🎙 🕄
		1 Test information	2 3 Settings Certific	4 cate Method	5 Add questions	6 Grading	7 8 Review Save test	
		Previous		Create Tes	t Wizard		Next	
		Test template setting	IS					?
		Test template: 💿	Select one (optional)		•			
		Test settings						
		Duration type:	Unlimited		•			
		Page format: ⊘	One question per pag	e	*			
		Show report: ⑦	Immediately after fini	shing	•			
		Report content: ⑦	Score and details		•			
		Delivery preference: ⑦	Online		•			
		Configure report life	espan ⑦ <u>Play video</u>					
		Require answering	all questions					
		Enable 'I don't know	' answer to avoid negat	tive points				
		Disable going back	vards in test					
		Disable answer des	elect ⑦					
		Enable answer feed	back ⑦ <u>Play video</u>					
		Show question met	adata to candidate 🗇					

4. Click Select to choose the Test generator option.





- 5. Enable Question randomization and Answer randomization.
- 6. Click Add question pool to choose a pool from which you will import questions.

Search users	•		My assignments	Users 👻	Tests 👻	Surveys 👻	Training courses	Reporting 👻		😫 🖓 📮 🕒 •
	1	2	3	4	5	6	7	8	9	
	Test information	Settings	Certificate	Method	Add quest	ions Genera	tor Grading	Review		
	Previ	ous			Create Test	Wizard		Nex	t	
	Added que	stions (0)							?	
	1 Question	n randomizat	ion @ <u>Play video</u>	Answer rand	omization 🗇 🛙	<u>Play video</u>				
	Include	the frequenc	y factor ⑦					2 Add questic	on pool	
					?					
						ion pool" button n question pools.				

- 7. Click on a dropdown menu next to **Select question pool**.
- 8. Select NGA Question Pool Operational.

•	My assignments	Users 🗸 Tests 🗣	Surveys - Tra	aining courses	Reporting 👻		🖾 🗗 🗗 🕼				
1	2 3	4		7	8	9					
Test information	Settings Certificate	Method Add qu	estions Generator								
Previo	115	Create Te	et Wizard		Next						
Added quest	tions (0)					?					
Add question pool	Add question pool										
Select a pool from the drop-de	own list and choose a number of quest	tions for import by their diffic	ulty.								
Select question pool: 1	Select pool					•					
	Select pool NGA Question Pool - For Revie	Click on the *Add qu to import questions I									
2	NGA Question Pool - Operation										



- 9. Select all available questions from the pool.
- 10. Click Save to confirm.

Search users	•		My assignments	Users 👻	Tests 👻	Surveys 👻	Training courses	Reporting 👻		🛛 🗘 🗘 🕄 -
	1	2	3	4	5	6	7	8	9	
	Test information	Settings	Certificate	Method	Add quest	tions Genera				
	Previ	ous			Create Test	Wizard		Nex	t	
	Add question pool								×	
	Select a pool from the drop-	down list and ch	oose a number of quest	tions for import	by their difficult	у.				
	Select question pool:	NGA Questi	on Pool - Operational						٣	
	Available questions:	Easy (0)	Medium (6) Ha	ard (0)	Total				
	Include in test:	0	6		0	6				
	✓ View list of possible of the second se	questions								
				2	Save	Cancel				
										(?

- 11. Untick **Generate test versions dynamically** option to choose an exact number of unique versions.
- 12. Choose the Number of unique versions.
- 13. Define the number of points each question will carry.

Search users	•		My assignments	Users 👻	Tests 👻	Surveys 👻	Training courses	Reporting 👻		🌣 🖾 🕂 👼 🕄 -
	1	2	3	4	5	6	7	8	9	
	Test information	Settings	Certificate	Method	Add questi	ions Generato	r Grading	Review		
	Prev	rious			Create Test	Wizard		Next		
	Test ver	sions 🔊							?	
	1 Generat	te test version	is dynamically							
	2 Number of	unique version	as: 3 👘							
	Question	n settings								
			Easy	edium	Hard					
	Points:		0 3 3	*	0					
	Penalty:		0 0	×	0					



14. Specify the percentage candidates need to achieve to pass the test

Search users	•	My assignments	Users - Tests	- Surveys - Tra	aining courses	Reporting 👻		🔶 🕸 🖓 👼 🕒			
	1 2	3	4	5 6	7	8	9				
	Test information Settings	Certificate	Method Add q	estions Generator	Grading	Review					
	Previous		Create T	est Wizard		Next					
	Grading configuration ?										
	To pass the test, a ca - Achieve more than 6	ndidate has to (all of the 0% on the entire test.	bellow) :								
			Grading co	figurator setup							
		Settings	-	ns, section groups and quest	tion pools						
		Define pass mark for entire test required Define the number of points or precenteges required to pass the test.									
	Set passing mark:	Percentage	O Points								
	•		▲ ▼								
	Make the passing n	nark inclusive 🗇									

- 15. Finish the test creation process by going to the Review and Save test steps
- 16. Once you finish the test creation process, you should organize a testing session by following <u>these</u> <u>instructions</u>.

Additional instructions:

• Use <u>these instructions</u> to create your own question pools.