



YouTestMe

Procedure for Institution Admins
How to Assign Candidates to Exam

File name	Procedure for Institution Admins – How to Assign Candidates to Exam
Author	YouTestMe
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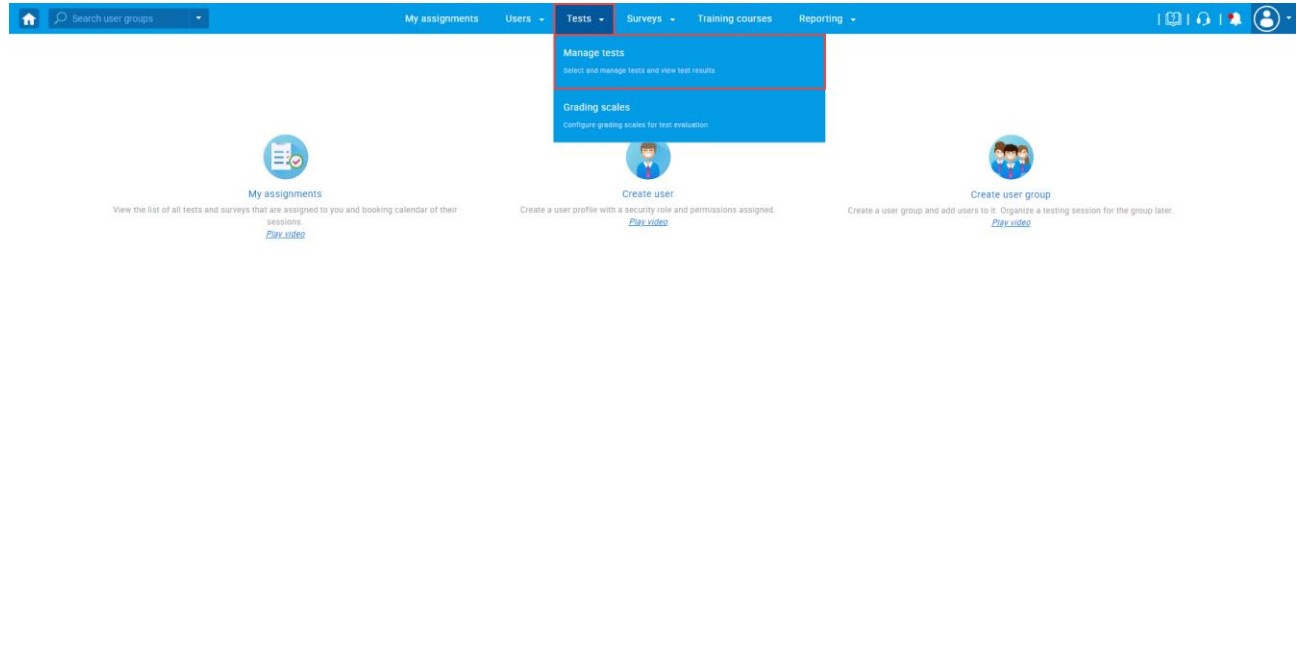
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1 Introduction

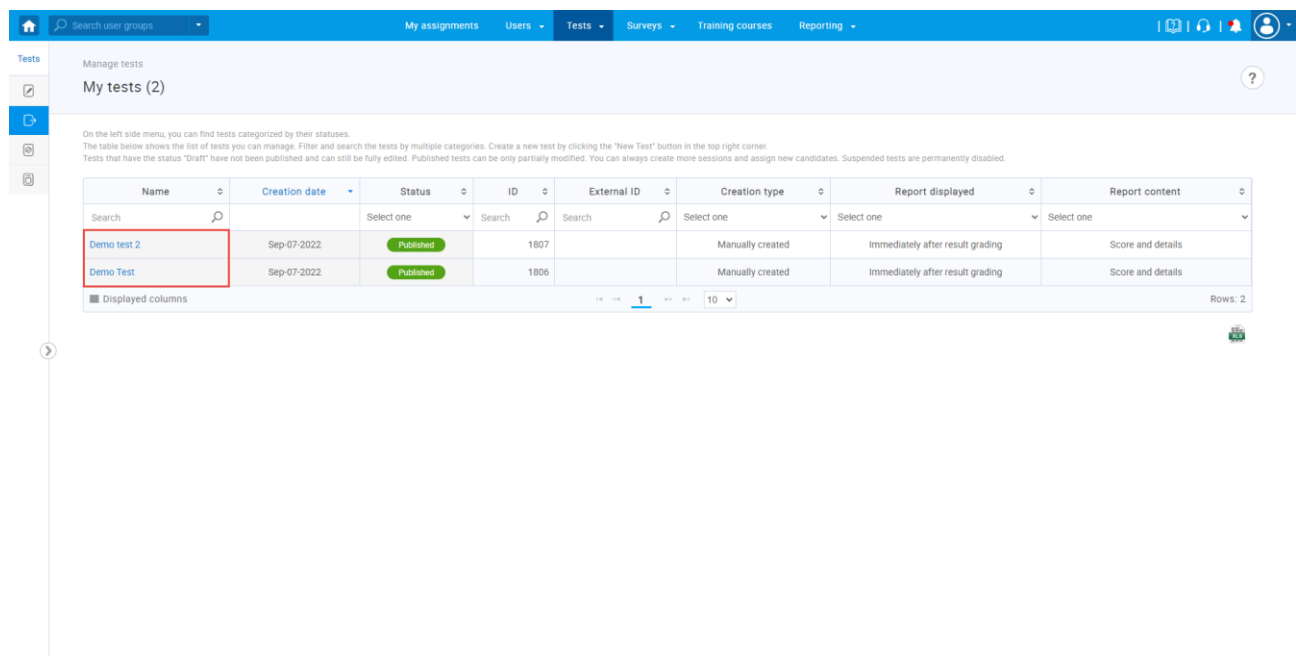
This document will explain how institution admins can schedule the test and assign candidates that belong to their group to the exam.

2 With Existing Testing Session

If the test for some particular group is already scheduled, i.e., the testing session is created, institution admins should only assign candidates to the appropriate testing session. To do so, they should navigate to “Tests” and select “Manage tests”.



They will see the list of exams that they are assigned to manage.



Once they open the exam, they should:

1. Navigate to “Testing sessions”, where they will see the list of all sessions where the groups they manage are assigned.
2. Click the “Add” option to open the list of candidates assigned to the group.
3. Select users.
4. Click the “Confirm” button.

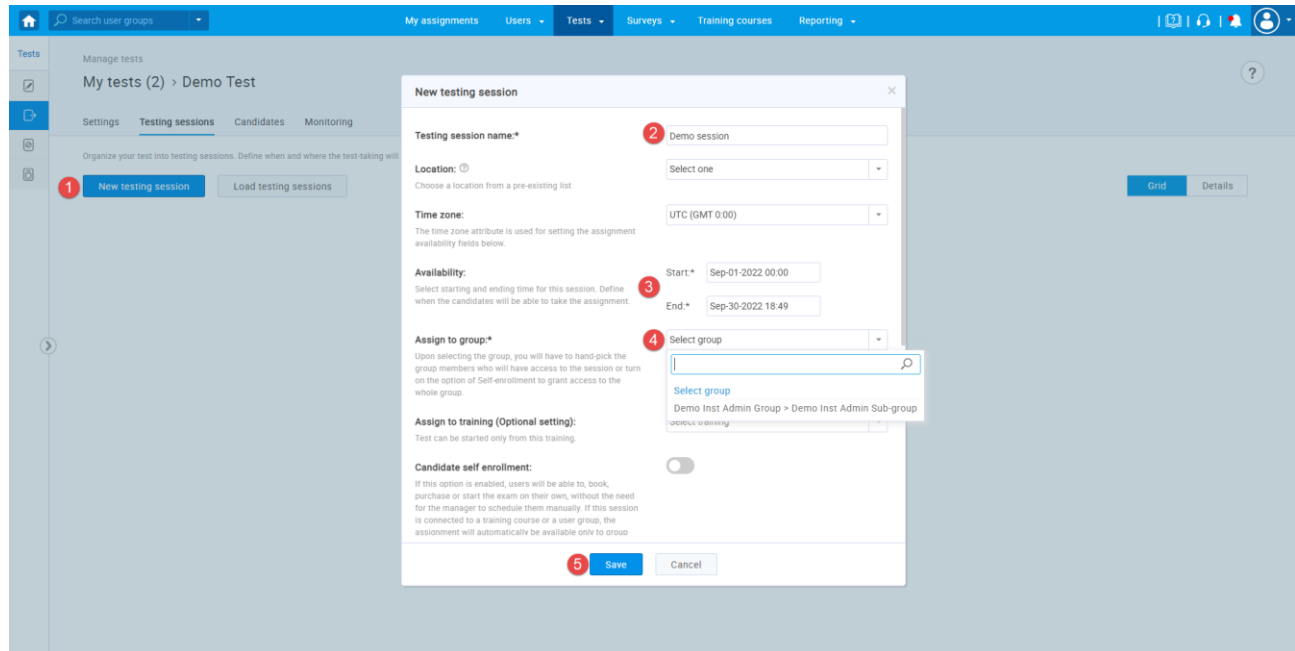
The screenshot displays the Youtestme interface. On the left, the 'Testing sessions' tab is selected, showing details for 'Demo session 1'. A red circle with the number '1' highlights the 'Testing sessions' tab. A red circle with the number '2' highlights the 'Add' button next to the 'Candidates' field. On the right, the 'Select users' modal is open, showing a list of users. A red circle with the number '3' highlights the first user, 'aaron', who is selected. A red circle with the number '4' highlights the 'Confirm' button at the bottom of the modal. The modal also shows a 'User group' dropdown set to 'Demo Inst Admin Group > Demo Inst Admin Sub-group'.

	Username	First name	Last name	Email
<input checked="" type="checkbox"/>	aaron	Aaron	Thompson	noreply@youtestme.com
<input checked="" type="checkbox"/>	Abadivionand	Joshua	Valencia	noreply@youtestme.com
<input type="checkbox"/>	Abled1959	Rey	Averill	noreply@youtestme.com
<input type="checkbox"/>	Abled1997	Jessica	Daley	noreply@youtestme.com
<input type="checkbox"/>	admin	John	Smith	noreply@youtestme.com

3 Creating New Testing Session

If a new group is created and a test should be scheduled, a new testing session must be created. To do so, the institution admins should:

1. Click the “New testing session” button.
2. Enter the name of the testing session.
3. Set the availability.
4. Select the group that should be added.
5. Click the “Save” button.



Once the new session is created, they should:

1. Click the “Add” option to open the list of candidates assigned to the group.
2. Select users.
3. Click the “Confirm” button.

The screenshot shows the Youtestme interface with a 'Select users' dialog box open. The dialog box has a 'Testing session' dropdown set to '1. Demo session 1, Availability: Sep-01-2022 04:00 AM - Sep-30-2022 06:42 PM UTC'. Below this is a toggle for 'Assign version manually' and a 'User group' dropdown set to 'Demo Inst Admin Group > Demo Inst Admin Sub-group'. A table lists five users with checkboxes for selection. The first two users, 'aaron' and 'Abadivionand', have their checkboxes checked. A red box highlights the 'Add' button in the bottom right of the dialog, with a red circle containing the number '1' next to it. Another red box highlights the 'Confirm' button at the bottom of the dialog, with a red circle containing the number '3' next to it. A third red box highlights the 'User group' dropdown, with a red circle containing the number '2' next to it.

	Username	First name	Last name	Email
<input checked="" type="checkbox"/>	aaron	Aaron	Thompson	noreply@youtestme.com
<input checked="" type="checkbox"/>	Abadivionand	Joshua	Valencia	noreply@youtestme.com
<input type="checkbox"/>	Abled1959	Rey	Averill	noreply@youtestme.com
<input type="checkbox"/>	Abled1997	Jessica	Daley	noreply@youtestme.com
<input type="checkbox"/>	admin	John	Smith	noreply@youtestme.com