



YouTestMe

Test creation, test-taking and reporting using
the integration of YouTestMe GetCertified with AGILE

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1 Introduction

This document explains how to:

- import files from AGILE to YouTestMe GetCertified
- create a test containing files that were imported from AGILE
- how to access and take the test previously created
- how to access and use different reporting systems inside YouTestMe GetCertified

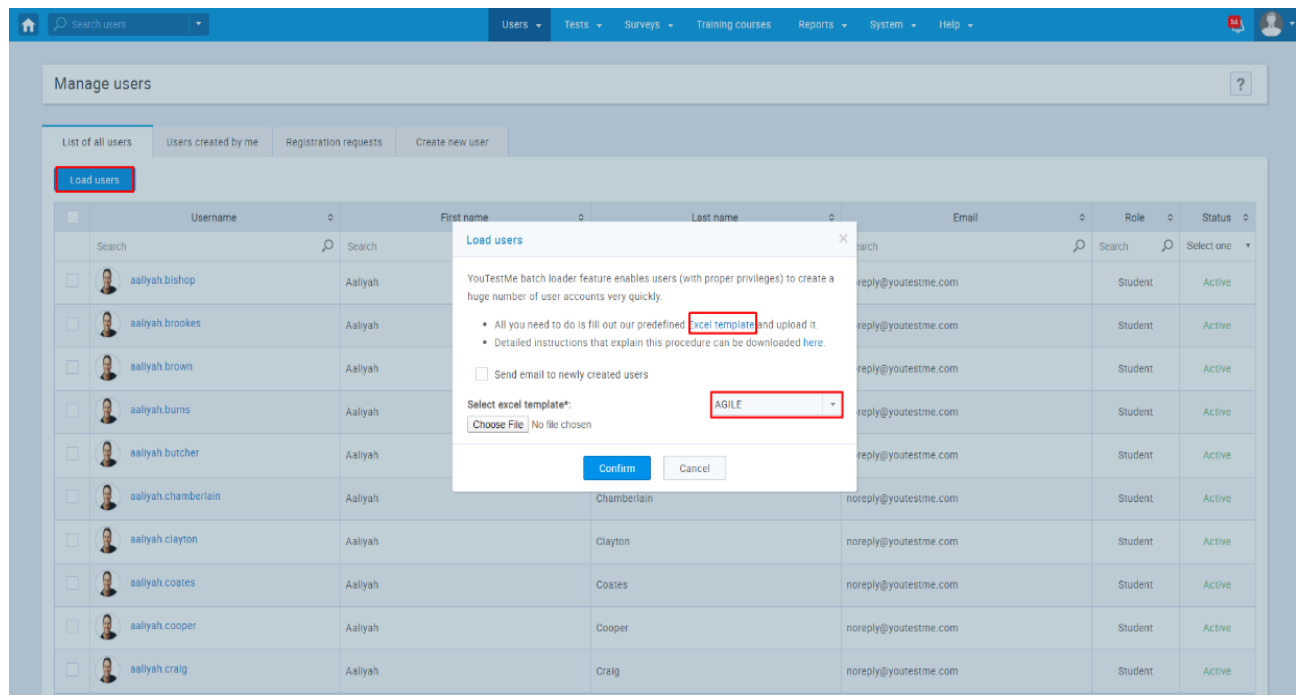
2 Import Files From AGILE

Below you will find instructions on how to load users, tests, testing sessions, and user enrollments into YouTestMe GetCertified.

2.1 Import Users From AGILE

To load the users using a predefined AGILE Excel template, follow the next steps:

1. Download an excel template for loading users:
 - a. Go to Users/Manage users page
 - b. Click on the button "Load users" and the popup window will show up
 - c. From the drop-down menu, select "AGILE"
 - d. Click on the linked text "Excel template," and then the template will be downloaded to your computer



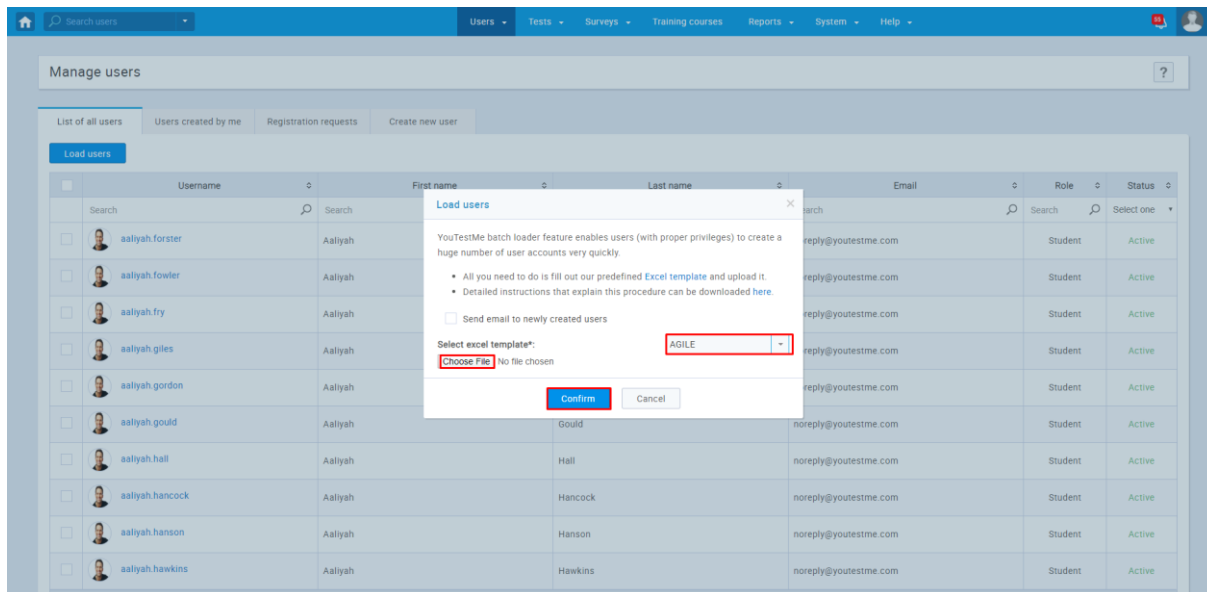
The screenshot shows the 'Manage users' page in the YouTestMe application. A 'Load users' button is highlighted in the top left. A modal window titled 'Load users' is open, displaying instructions and a dropdown menu where 'AGILE' is selected. The background shows a table of existing users.

	Username	First name	Last name	Email	Role	Status
<input type="checkbox"/>	aaliyah.bishop	Aaliyah		noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.brookes	Aaliyah		noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.brown	Aaliyah		noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.burns	Aaliyah		noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.butcher	Aaliyah		noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.chamberlain	Aaliyah	Chamberlain	noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.clayton	Aaliyah	Clayton	noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.coates	Aaliyah	Coates	noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.cooper	Aaliyah	Cooper	noreply@youtestme.com	Student	Active
<input type="checkbox"/>	aaliyah.craig	Aaliyah	Craig	noreply@youtestme.com	Student	Active

- Fill out the template for loading users with necessary information about candidates. Mandatory fields are “Agile User ID,” “USER PKI” (username), and “User Availability.”

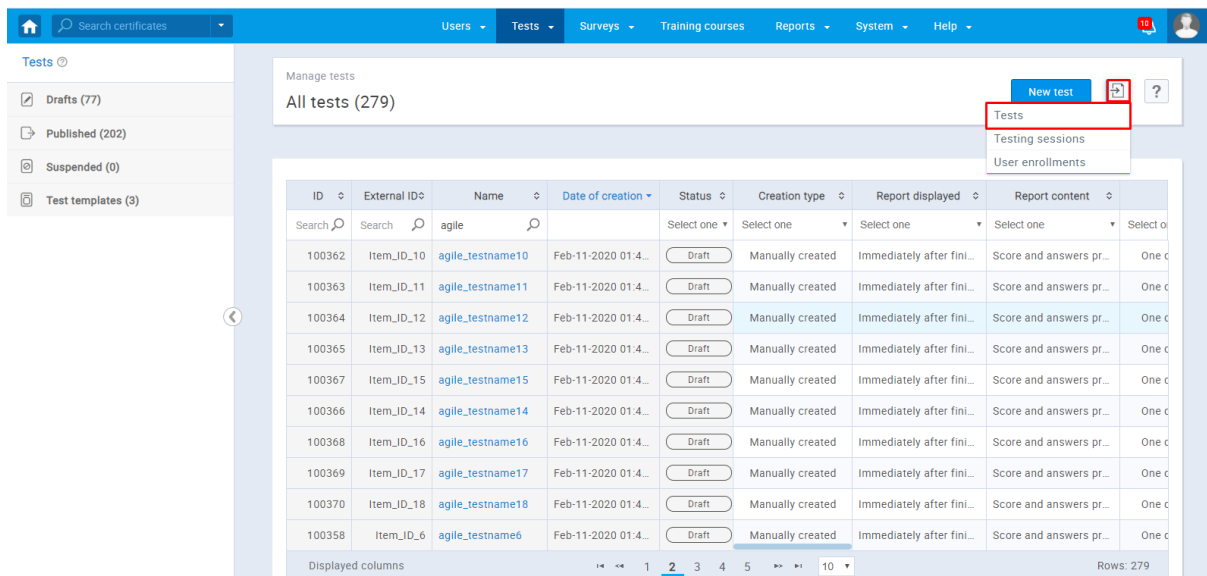
1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	AGILE User ID	User PKI	Employee ID	First name	Last Name	Middle Name	User Primary Email Address	User Role	AGILE DOMAIN the user is in	Affiliation	Phone number	Source providing information	User Availability	ALT PKI 1	ALT PKI 2	ALT PKI 3	
2	User_ID_1	username1											Yes				
3	User_ID_2	username2											Yes				
4	User_ID_3	username3											Yes				
5	User_ID_4	username4											Yes				
6	User_ID_5	username5											Yes				
7	User_ID_6	username6											Yes				
8	User_ID_7	username7											Yes				
9	User_ID_8	username8											Yes				
10	User_ID_9	username9											Yes				
11	User_ID_10	username10											Yes				
12	User_ID_11	username11											Yes				
13	User_ID_12	username12											Yes				
14	User_ID_13	username13											Yes				
15	User_ID_14	username14											Yes				
16	User_ID_15	username15											Yes				
17	User_ID_16	username16											Yes				
18	User_ID_17	username17											Yes				
19	User_ID_18	username18											Yes				
20	User_ID_19	username19											Yes				
21	User_ID_20	username20											Yes				
22	User_ID_21	username21											Yes				
23	User_ID_22	username22											Yes				
24	User_ID_23	username23											Yes				
25	User_ID_24	username24											Yes				
26	User_ID_25	username25											Yes				
27	User_ID_26	username26											Yes				
28	User_ID_27	username27											Yes				
29	User_ID_28	username28											Yes				
30	User_ID_29	username29											Yes				
31	User_ID_30	username30											Yes				
32	User_ID_31	username31											Yes				
33	User_ID_32	username32											Yes				
34	User_ID_33	username33											Yes				
35	User_ID_34	username34											Yes				
36	User_ID_35	username35											Yes				
37	User_ID_36	username36											Yes				
38	User_ID_37	username37											Yes				

3. To upload the users into the application:
 - a. Click on Choose File and choose the Excel template that you populated with necessary information
 - b. Make sure Agile is still chosen from the drop-down menu
 - c. Click on the Confirm button

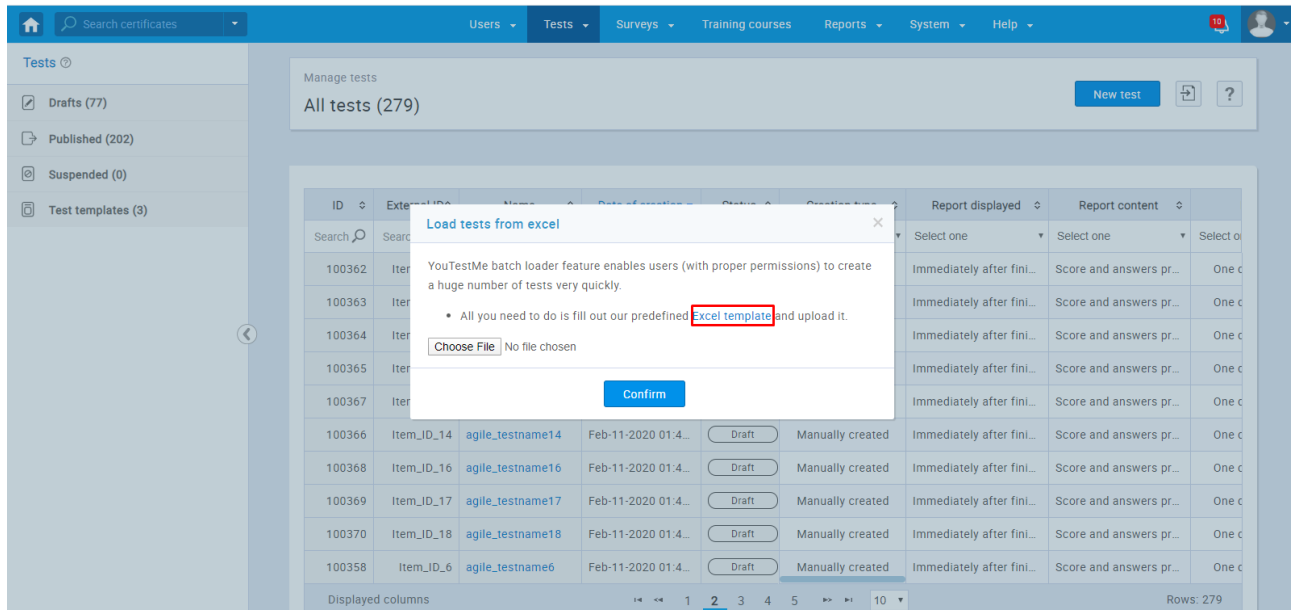


2.2 Import Tests From AGILE

1. To import the tests, navigate to "Tests/Manage tests." Click on the "Upload" icon and then on "Tests."



2. A popup window will show up - click on the linked text "Excel template," and then the template will be downloaded to your computer.



Load tests from excel

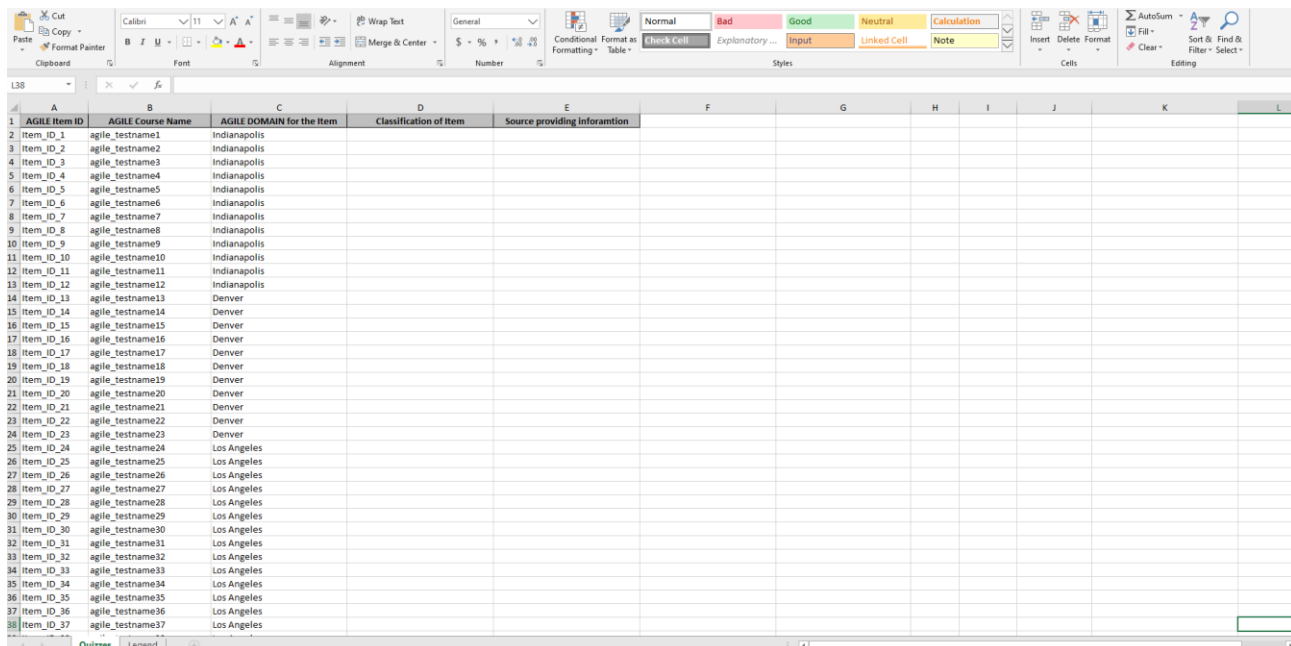
YouTestMe batch loader feature enables users (with proper permissions) to create a huge number of tests very quickly.

- All you need to do is fill out our predefined **Excel template** and upload it.

No file chosen

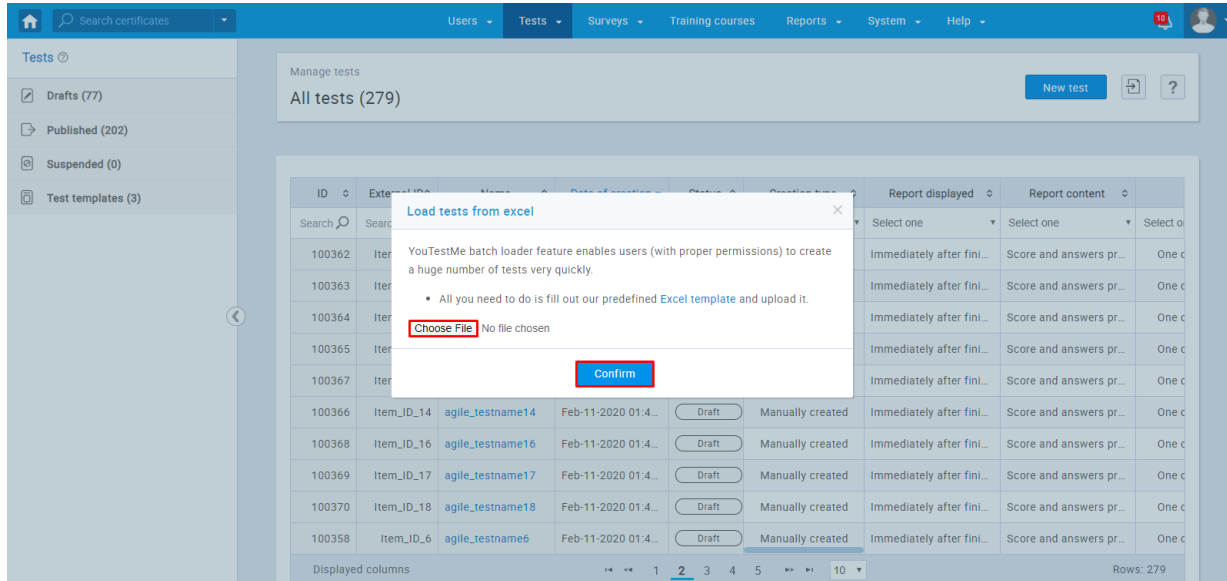
ID	External ID	Name	Date of creation	Status	Question type	Report displayed	Report content
100362	Item_ID_14	agile_testname14	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...
100363	Item_ID_16	agile_testname16	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...
100364	Item_ID_17	agile_testname17	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...
100365	Item_ID_18	agile_testname18	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...
100367	Item_ID_6	agile_testname6	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...

3. Fill out the template for loading tests with necessary information about tests. Mandatory fields are "AGILE Item ID," and "AGILE DOMAIN for the item."



AGILE Item ID	AGILE Course Name	AGILE DOMAIN for the item	Classification of Item	Source providing information
Item_ID_1	agile_testname1	Indianapolis		
Item_ID_2	agile_testname2	Indianapolis		
Item_ID_3	agile_testname3	Indianapolis		
Item_ID_4	agile_testname4	Indianapolis		
Item_ID_5	agile_testname5	Indianapolis		
Item_ID_6	agile_testname6	Indianapolis		
Item_ID_7	agile_testname7	Indianapolis		
Item_ID_8	agile_testname8	Indianapolis		
Item_ID_9	agile_testname9	Indianapolis		
Item_ID_10	agile_testname10	Indianapolis		
Item_ID_11	agile_testname11	Indianapolis		
Item_ID_12	agile_testname12	Indianapolis		
Item_ID_13	agile_testname13	Denver		
Item_ID_14	agile_testname14	Denver		
Item_ID_15	agile_testname15	Denver		
Item_ID_16	agile_testname16	Denver		
Item_ID_17	agile_testname17	Denver		
Item_ID_18	agile_testname18	Denver		
Item_ID_19	agile_testname19	Denver		
Item_ID_20	agile_testname20	Denver		
Item_ID_21	agile_testname21	Denver		
Item_ID_22	agile_testname22	Denver		
Item_ID_23	agile_testname23	Denver		
Item_ID_24	agile_testname24	Los Angeles		
Item_ID_25	agile_testname25	Los Angeles		
Item_ID_26	agile_testname26	Los Angeles		
Item_ID_27	agile_testname27	Los Angeles		
Item_ID_28	agile_testname28	Los Angeles		
Item_ID_29	agile_testname29	Los Angeles		
Item_ID_30	agile_testname30	Los Angeles		
Item_ID_31	agile_testname31	Los Angeles		
Item_ID_32	agile_testname32	Los Angeles		
Item_ID_33	agile_testname33	Los Angeles		
Item_ID_34	agile_testname34	Los Angeles		
Item_ID_35	agile_testname35	Los Angeles		
Item_ID_36	agile_testname36	Los Angeles		
Item_ID_37	agile_testname37	Los Angeles		

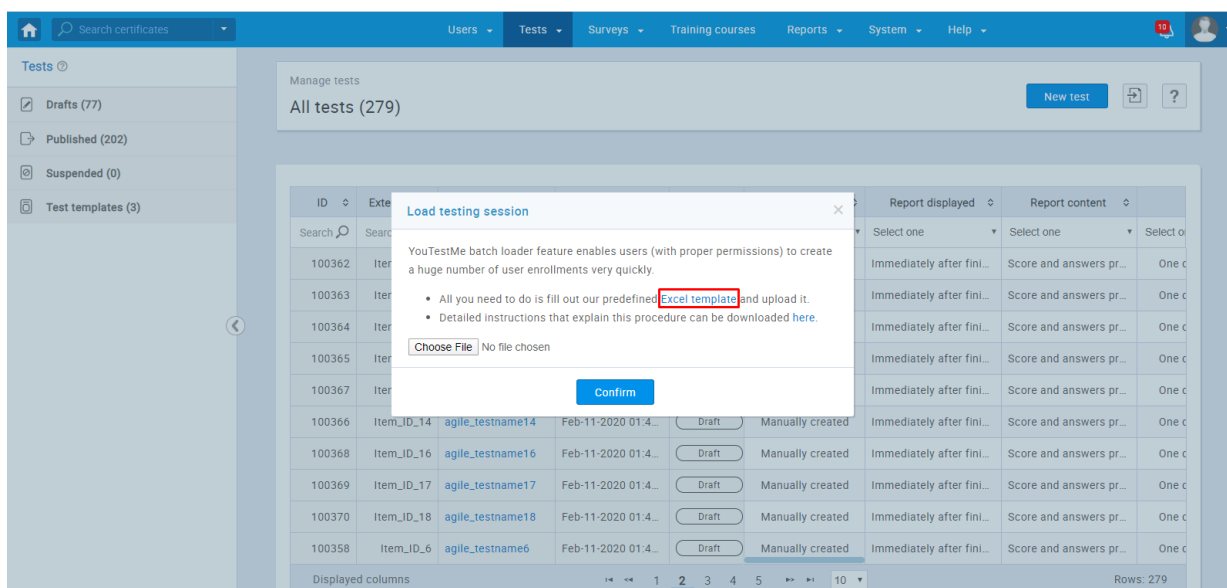
4. To upload the tests into the application:
 - a. Click on Choose File and choose the Excel template that you populated with necessary information
 - b. Click on the Confirm button



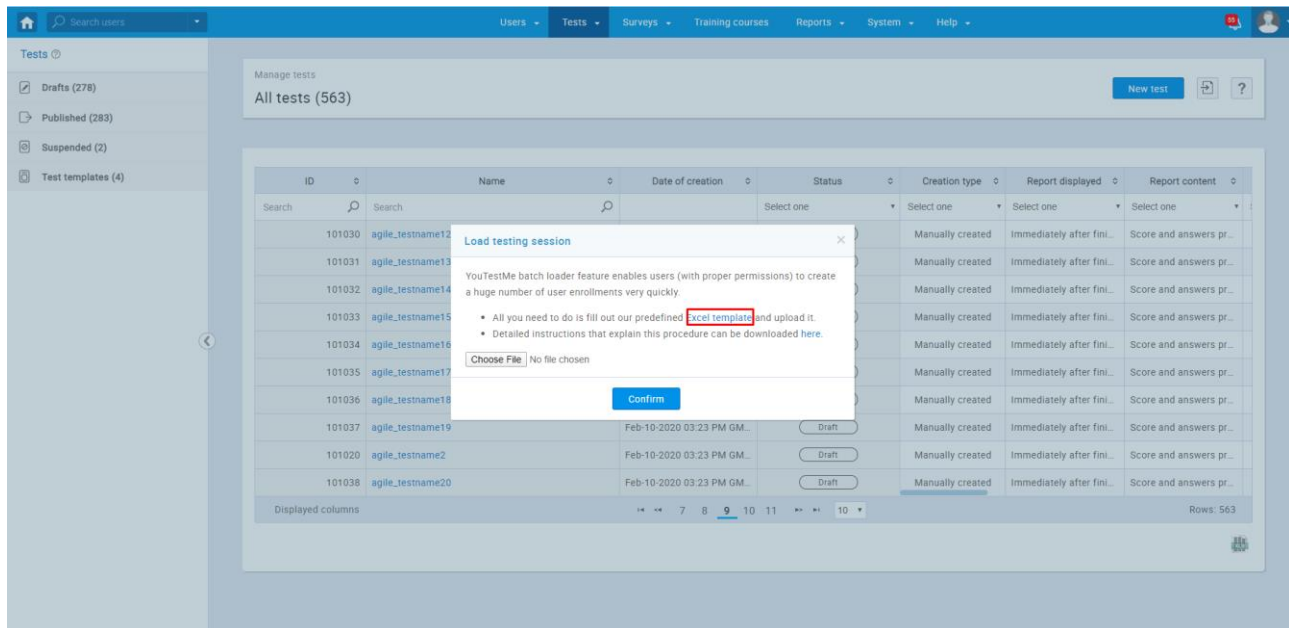
Now all tests are uploaded into the application into the “Drafts.” To finish creating a test, follow the steps in the “Finish Creating Tests Imported From Agile” chapter in this document.

2.3 Import Testing Sessions From AGILE

1. To import the testing sessions, navigate to "Tests/Manage tests." Click on the “Upload” icon and then on “Testing sessions.”



2. A popup window will show up, click on the linked text "Excel template," and then the template will be downloaded to your computer.

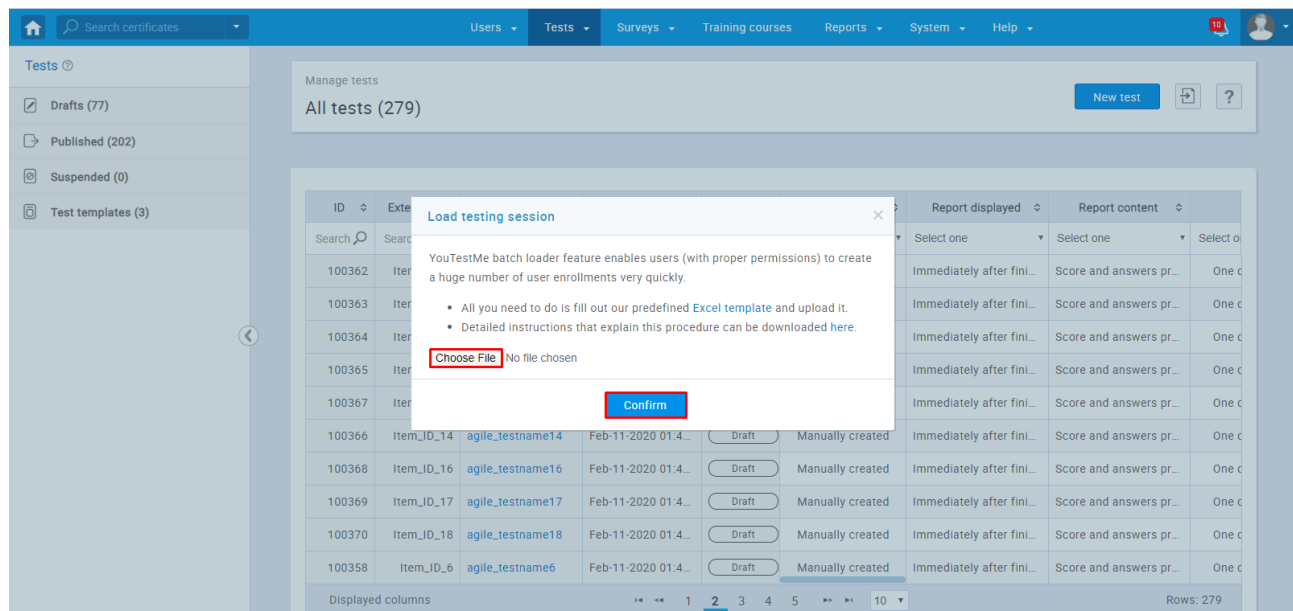


3. Fill out the template for loading testing sessions with the necessary information. Mandatory fields are "AGILE Item ID," "AGILE Scheduled Offering ID," and "AGILE DOMAIN in Scheduled Offering."

	A	B	C	D	E	F
1	AGILE Item ID	AGILE Scheduled Offering ID	AGILE DOMAIN in Scheduled Offering	Start Date	End Date	Source providing inforamtion (AGILE)
2	Item_ID_1	Session_ID1	Indianapolis			
3	Item_ID_1	Session_ID2	Denver			
4	Item_ID_1	Session_ID3	Indianapolis			
5	Item_ID_2	Session_ID4	Denver			
6	Item_ID_2	Session_ID5	Indianapolis			
7	Item_ID_2	Session_ID6	Denver			
8	Item_ID_3	Session_ID7	Indianapolis			
9	Item_ID_3	Session_ID8	Denver			
10	Item_ID_3	Session_ID9	Indianapolis			

4. Upload the testing sessions into the application:
 - a. Click on Choose File and choose the Excel template that you populated with necessary information
 - b. Click on the Confirm button

Note: Testing sessions will be visible after you finish creating the test.



The screenshot shows the 'Manage tests' page with a table of tests. A modal dialog titled 'Load testing session' is open, explaining the batch loader feature and providing instructions. The dialog includes a 'Choose File' button (highlighted with a red box) and a 'Confirm' button (also highlighted with a red box).

Load testing session

YouTestMe batch loader feature enables users (with proper permissions) to create a huge number of user enrollments very quickly.

- All you need to do is fill out our predefined [Excel template](#) and upload it.
- Detailed instructions that explain this procedure can be downloaded [here](#).

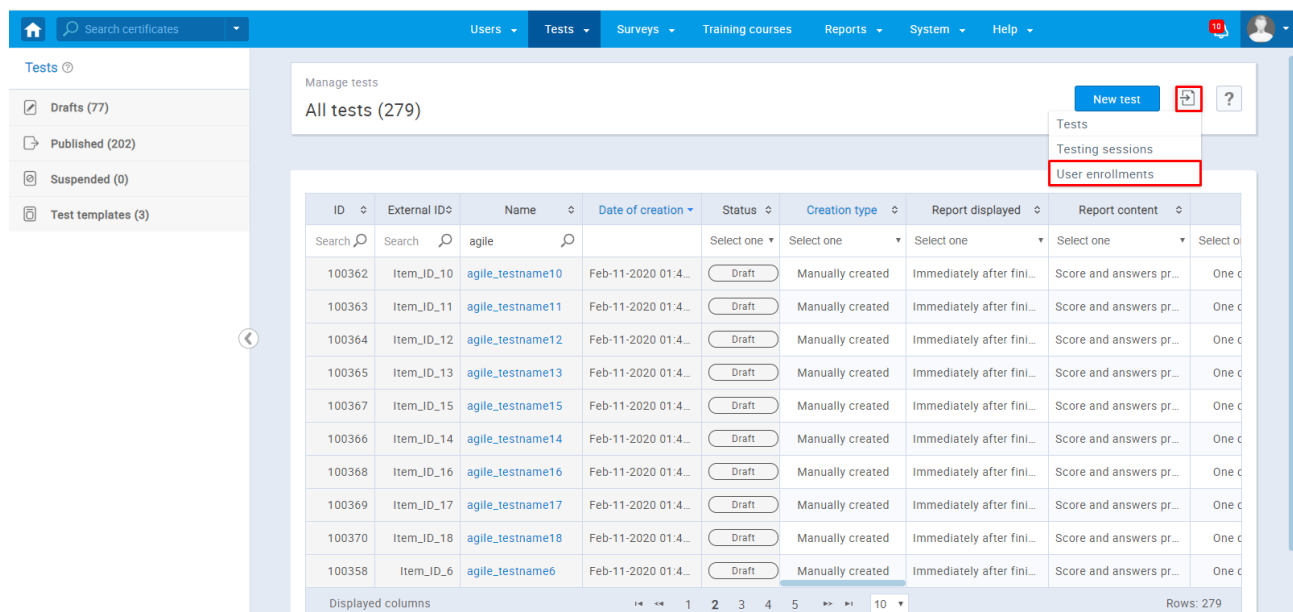
Choose File No file chosen

Confirm

ID	External ID	Name	Date of creation	Status	Creation type	Report displayed	Report content	Report type
100362	Item_ID_10	agile_testname10	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100363	Item_ID_11	agile_testname11	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100364	Item_ID_12	agile_testname12	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100365	Item_ID_13	agile_testname13	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100366	Item_ID_14	agile_testname14	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100368	Item_ID_16	agile_testname16	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100369	Item_ID_17	agile_testname17	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100370	Item_ID_18	agile_testname18	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100358	Item_ID_6	agile_testname6	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c

2.4 Import User Enrollments From AGILE

1. To import the user enrollments, navigate to "Tests/Manage tests." Click on the "Upload" icon and then on "User enrollments."



The screenshot shows the 'Manage tests' page with a table of tests. The 'Upload' icon (a document with an arrow) is highlighted with a red box. A dropdown menu is open, showing three options: 'Tests', 'Testing sessions', and 'User enrollments'. The 'User enrollments' option is highlighted with a red box.

Manage tests

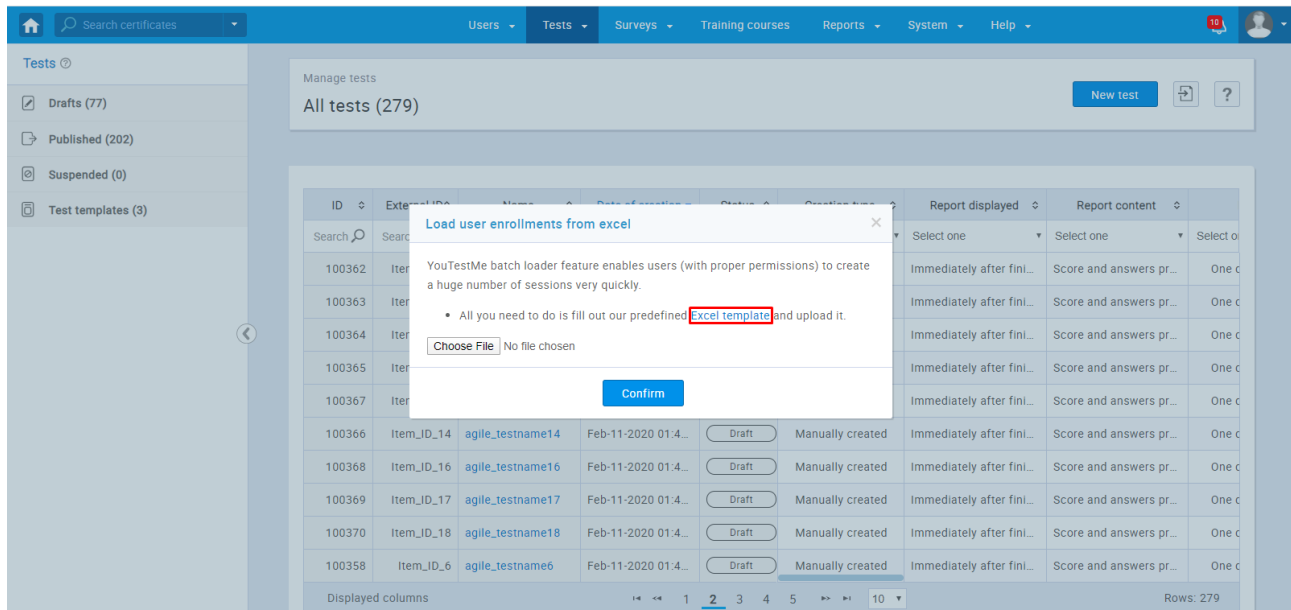
All tests (279)

Upload (highlighted)

- Tests
- Testing sessions
- User enrollments** (highlighted)

ID	External ID	Name	Date of creation	Status	Creation type	Report displayed	Report content	Report type
100362	Item_ID_10	agile_testname10	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100363	Item_ID_11	agile_testname11	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100364	Item_ID_12	agile_testname12	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100365	Item_ID_13	agile_testname13	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100366	Item_ID_14	agile_testname14	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100368	Item_ID_16	agile_testname16	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100369	Item_ID_17	agile_testname17	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100370	Item_ID_18	agile_testname18	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c
100358	Item_ID_6	agile_testname6	Feb-11-2020 01:4...	Draft	Manually created	Immediately after fini...	Score and answers pr...	One c

2. A popup window will show up - click on the linked text "Excel template," and then the template will be downloaded to your computer.



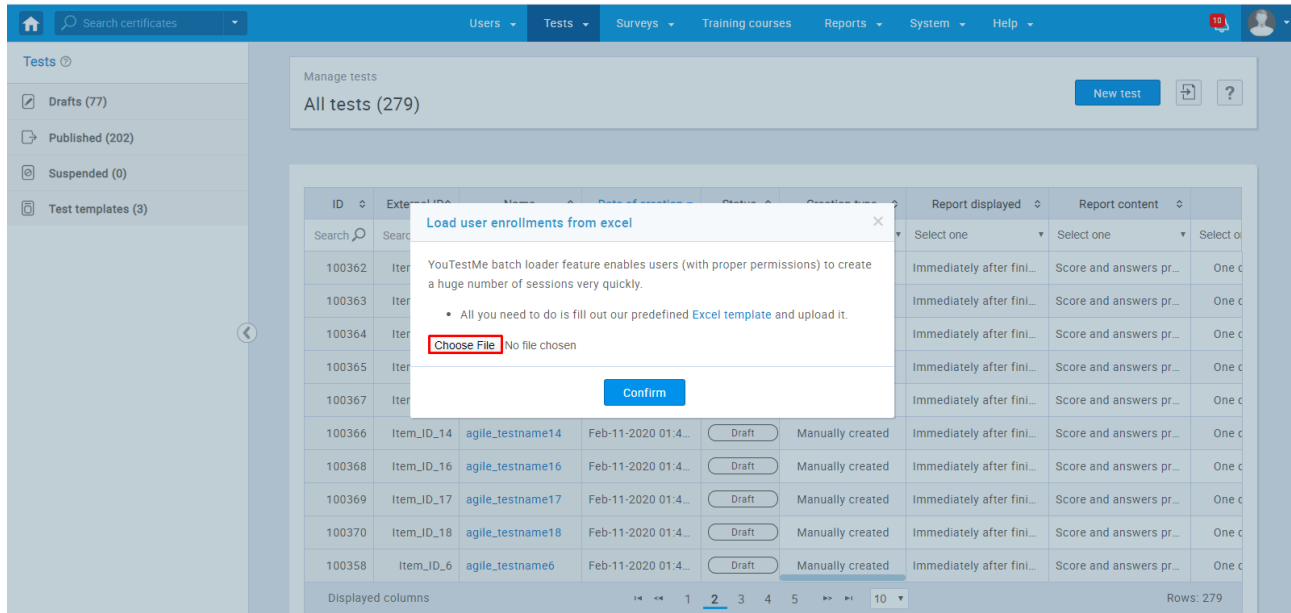
The screenshot shows the 'Manage tests' interface in YouTestMe. A modal window titled 'Load user enrollments from excel' is open, providing instructions on how to use the batch loader feature. The modal text states: 'YouTestMe batch loader feature enables users (with proper permissions) to create a huge number of sessions very quickly. All you need to do is fill out our predefined **Excel template** and upload it.' Below the text is a 'Choose File' button and a 'Confirm' button. The background shows a table of test items with columns: ID, External ID, Name, Date of creation, Status, Creation time, Report displayed, Report content, and Report type. The table is currently displaying 279 rows.

3. Fill out the template for loading user enrollments with the necessary information. Mandatory fields are "AGILE Scheduled Offering ID," "AGILE User ID."

	A	B	C	D
1	AGILE Scheduled Offering ID	AGILE User ID	Source providing information (AGILE)	
2	Session_ID1	User_ID_1		
3	Session_ID1	User_ID_2		
4	Session_ID1	User_ID_3		
5	Session_ID2	User_ID_4		
6	Session_ID2	User_ID_5		
7	Session_ID2	User_ID_6		
8	Session_ID2	User_ID_7		
9	Session_ID2	User_ID_8		
10				
11				
12				
13				
14				
15				
16				
17				
18				

User Enrollment

4. Upload the user enrollments into the application:
 - a. Click on Choose File and choose the Excel template that you populated with necessary information
 - b. Click on the Confirm button



The screenshot shows the 'Manage tests' interface in the YouTestMe application. A modal dialog titled 'Load user enrollments from excel' is displayed over a table of test items. The dialog contains the following text:

YouTestMe batch loader feature enables users (with proper permissions) to create a huge number of sessions very quickly.

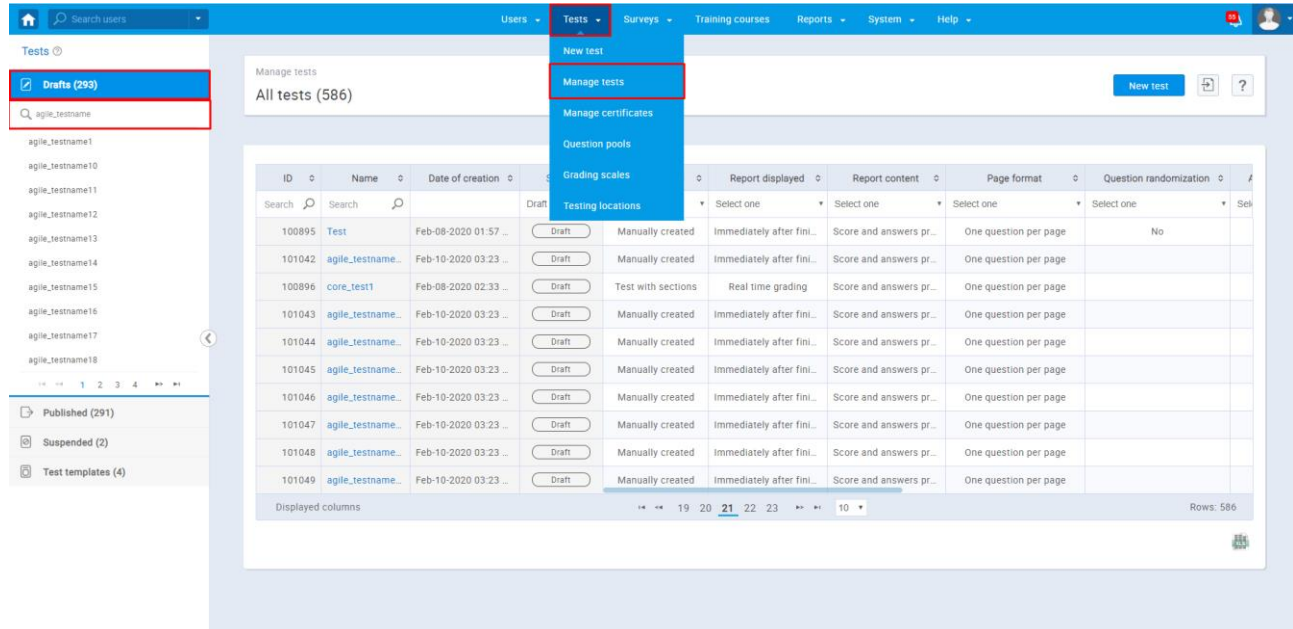
- All you need to do is fill out our predefined [Excel template](#) and upload it.

Below the text, there is a 'Choose File' button (highlighted with a red box) and a 'Confirm' button. The status next to 'Choose File' is 'No file chosen'.

The background table shows test items with columns: ID, External ID, Name, Date of creation, Status, Creation time, Report displayed, Report content, and Action. The table is currently displaying 10 rows out of 279.

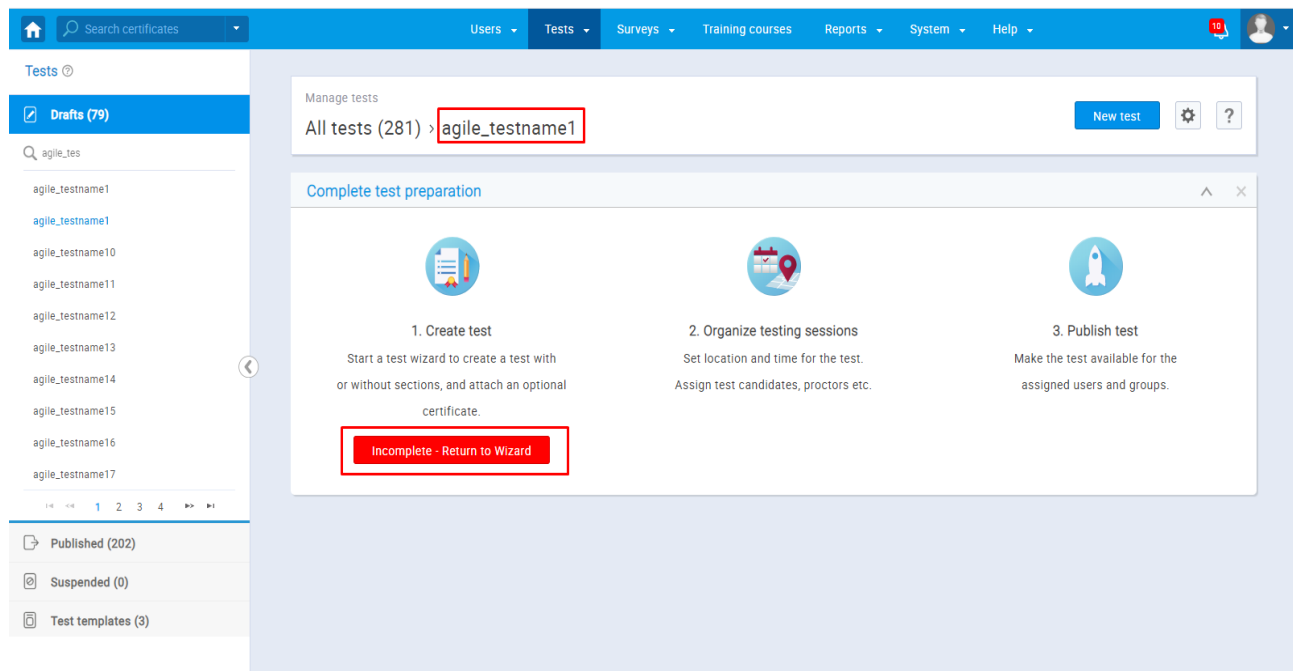
3 Finish Creating Tests Imported From AGILE

To finish creating tests, head to Tests/Manage tests from the main menu. Next, click on the “Drafts” on the left-hand side and search the name of the test that you want to finish creating.



The screenshot shows the 'Manage tests' page in the Youtestme application. The left sidebar has a 'Drafts (293)' tab selected, with a search bar containing 'agile_testname'. The main content area shows a table of tests. The table has columns for ID, Name, Date of creation, Draft, Grading scales, Report displayed, Report content, Page format, and Question randomization. The table lists several tests, including 'Test', 'agile_testname1', 'agile_testname10', 'agile_testname11', 'agile_testname12', 'agile_testname13', 'agile_testname14', 'agile_testname15', 'agile_testname16', 'agile_testname17', and 'agile_testname18'. A red box highlights the 'Drafts' tab and the search bar.

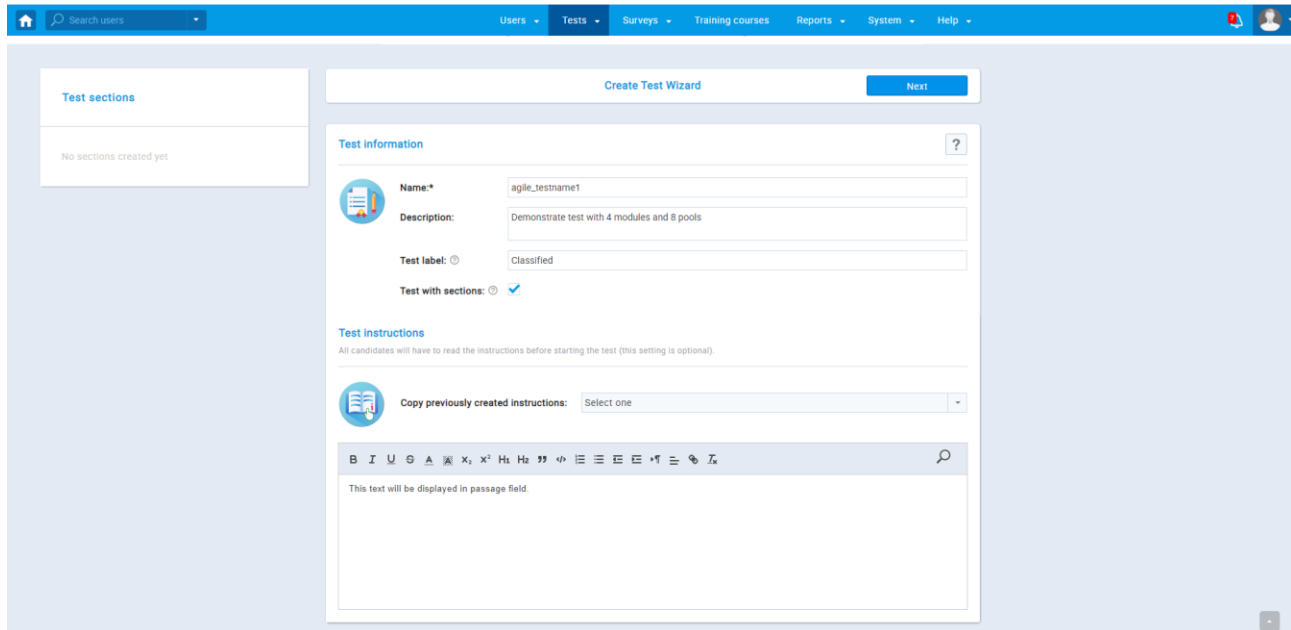
Click on the “Incomplete-Return to Wizard” button to return to the Wizard and add settings for the test.



The screenshot shows the 'Complete test preparation' wizard in the Youtestme application. The left sidebar has a 'Drafts (79)' tab selected, with a search bar containing 'agile_testname1'. The main content area displays a wizard with three steps: 1. Create test, 2. Organize testing sessions, and 3. Publish test. A red box highlights the 'Incomplete - Return to Wizard' button.

Next, follow the steps below:

1. Step 1 In the Test Wizard – Test information: Enter the name of the test and check the “Test with sections” checkbox and click on the “Next” button.

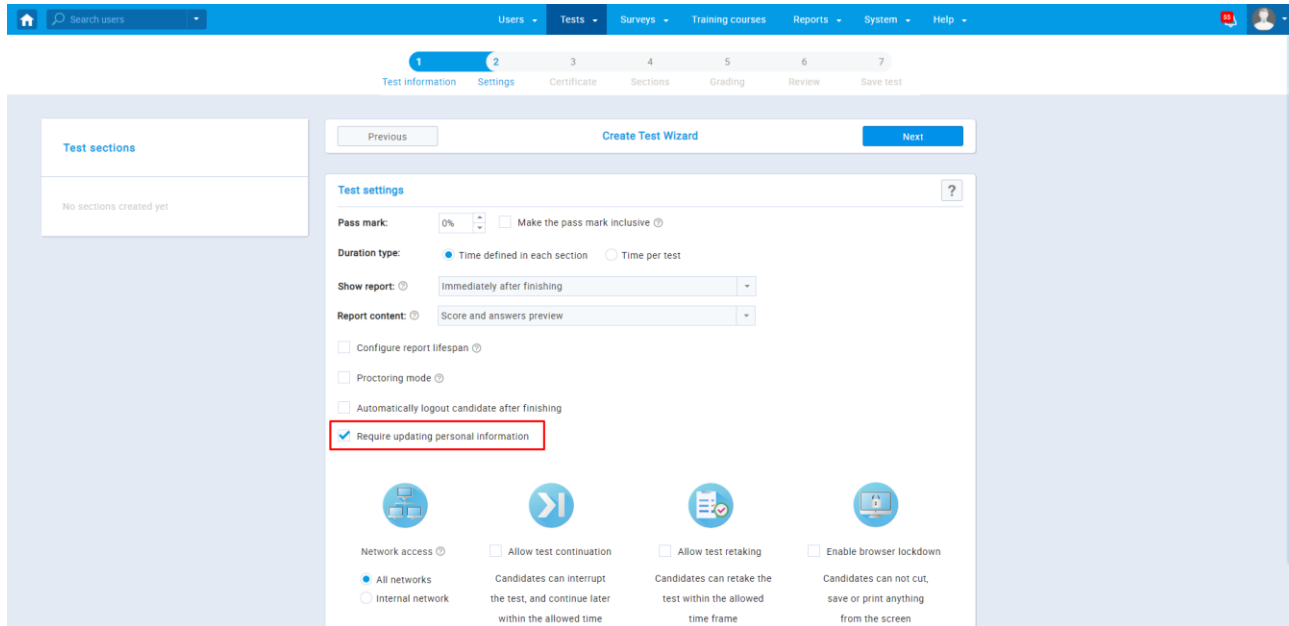


The screenshot displays the 'Create Test Wizard' interface. On the left, there is a sidebar with 'Test sections' and a message 'No sections created yet'. The main area is titled 'Create Test Wizard' and has a 'Next' button. The 'Test information' section includes:

- Name:** agile_testname1
- Description:** Demonstrate test with 4 modules and 8 pools
- Test label:** Classified
- Test with sections:** ☒

Below this is the 'Test instructions' section, which states: 'All candidates will have to read the instructions before starting the test (this setting is optional)'. It features a dropdown menu for 'Copy previously created instructions' set to 'Select one' and a rich text editor with the placeholder text 'This text will be displayed in passage field'.

2. Step 2 in the Test Wizard – Settings: You need to check “Require updating personal information” checkbox, so the users that you imported could update their profile information before test-taking.



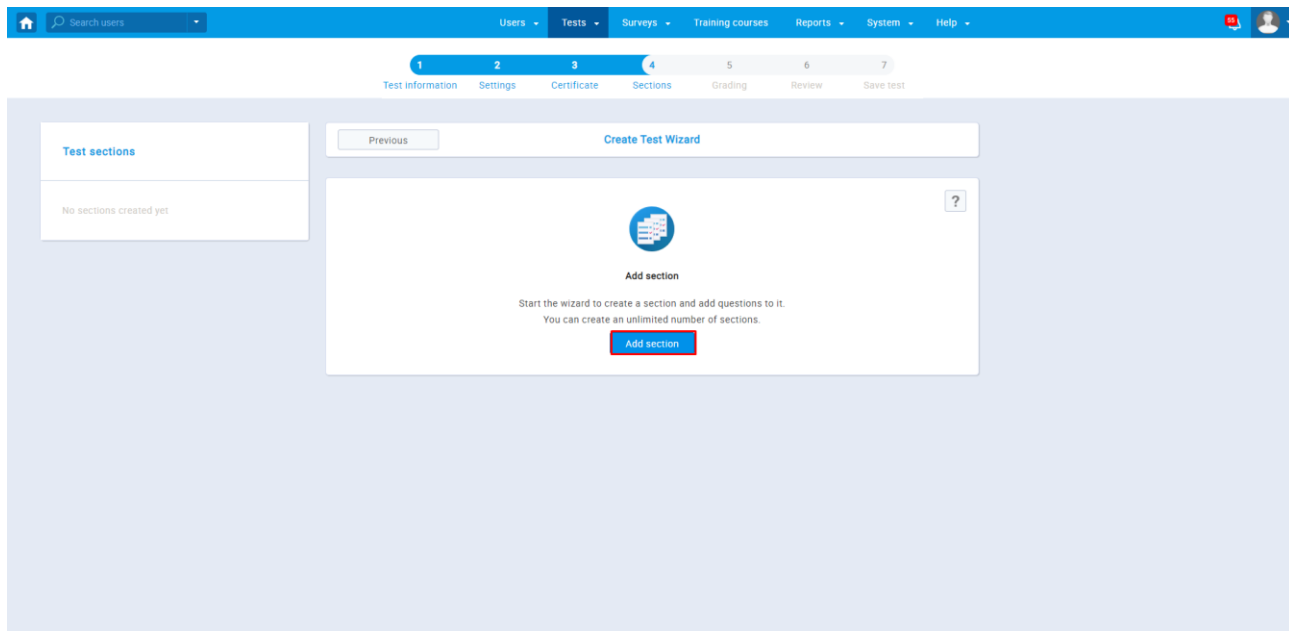
The screenshot shows the 'Settings' step (Step 2) of the 'Create Test Wizard'. The wizard progress bar at the top indicates the current step. The 'Test settings' section includes the following options:

- Pass mark:** 0% (with a 'Make the pass mark inclusive' checkbox).
- Duration type:** Radio buttons for 'Time defined in each section' (selected) and 'Time per test'.
- Show report:** Dropdown menu set to 'Immediately after finishing'.
- Report content:** Dropdown menu set to 'Score and answers preview'.
- ☐ **Configure report lifespan**
- ☐ **Proctoring mode**
- ☐ **Automatically logout candidate after finishing**
- ☒ **Require updating personal information** (highlighted with a red box)

Below these settings, there are four sections with icons and checkboxes:

- Network access:** Radio buttons for 'All networks' (selected) and 'Internal network'.
- ☐ **Allow test continuation** (Candidates can interrupt the test, and continue later within the allowed time)
- ☐ **Allow test retaking** (Candidates can retake the test within the allowed time frame)
- ☐ **Enable browser lockdown** (Candidates can not cut, save or print anything from the screen)

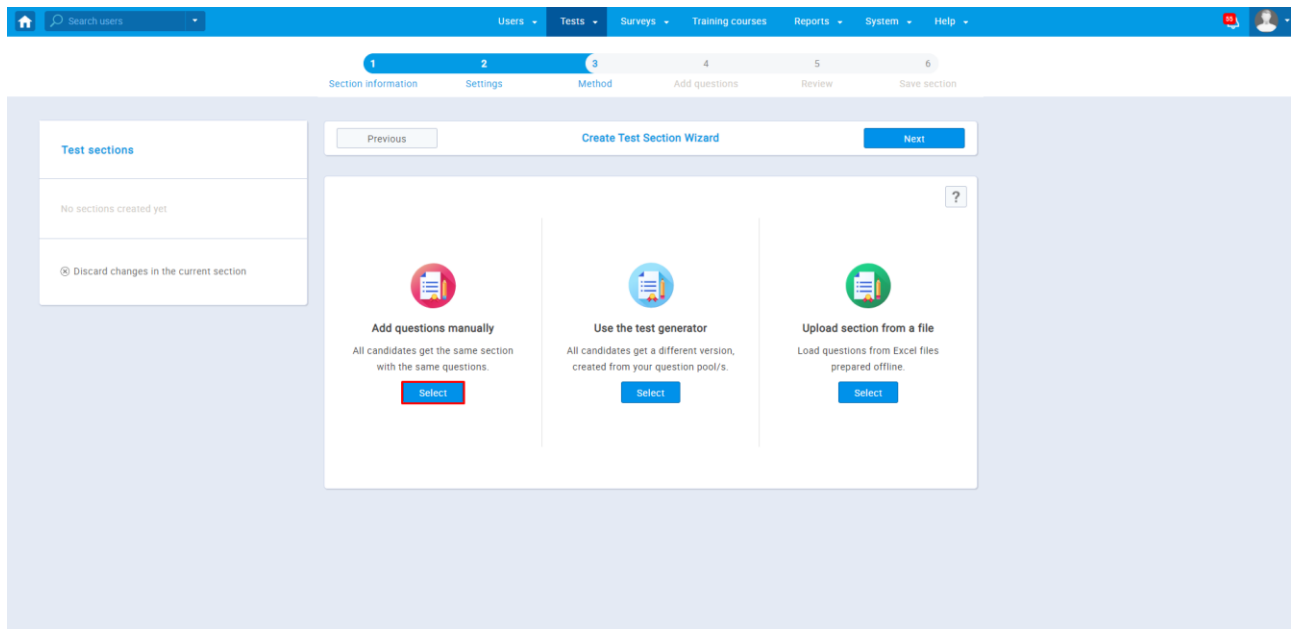
3. Step 3 in the Test Wizard – Certificate: Add a certificate to a test that will be awarded after successful completion of the test (optional)
4. Step 4 in the Test Wizard – Sections: Click on the “Add section” button, to add the first section (module):



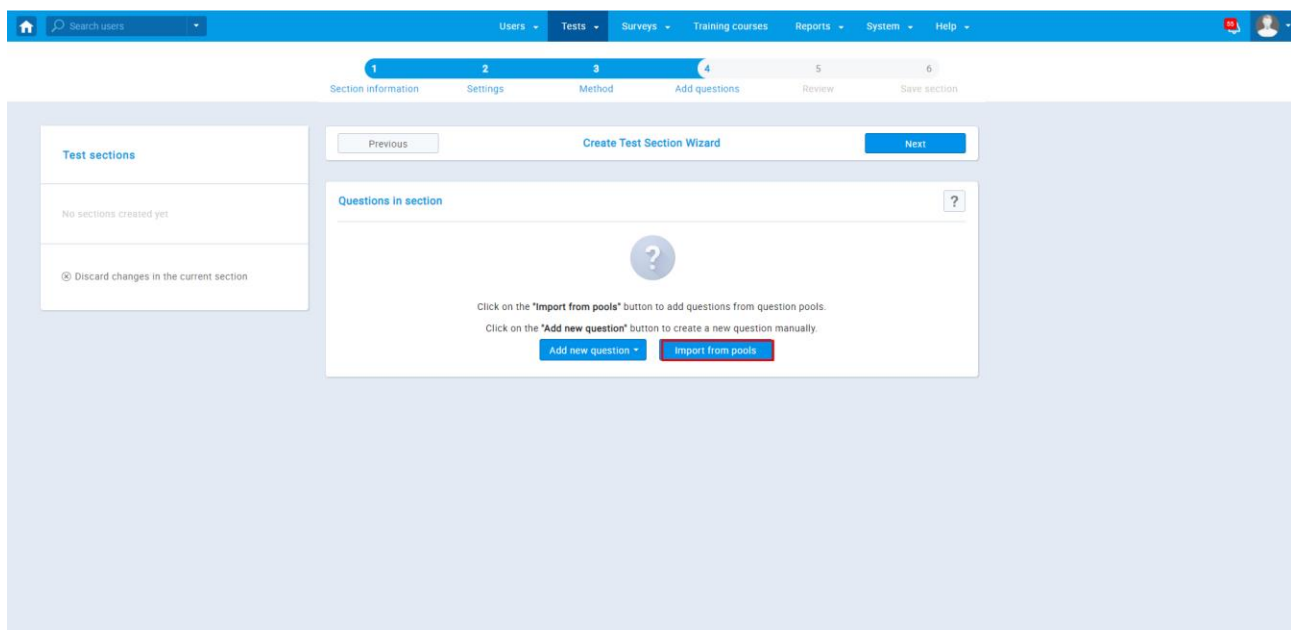
The screenshot shows the 'Sections' step (Step 4) of the 'Create Test Wizard'. The wizard progress bar at the top indicates the current step. The main content area displays the following:

- Add section** (with a document icon)
- Start the wizard to create a section and add questions to it. You can create an unlimited number of sections.
- Add section** button (highlighted with a red box)

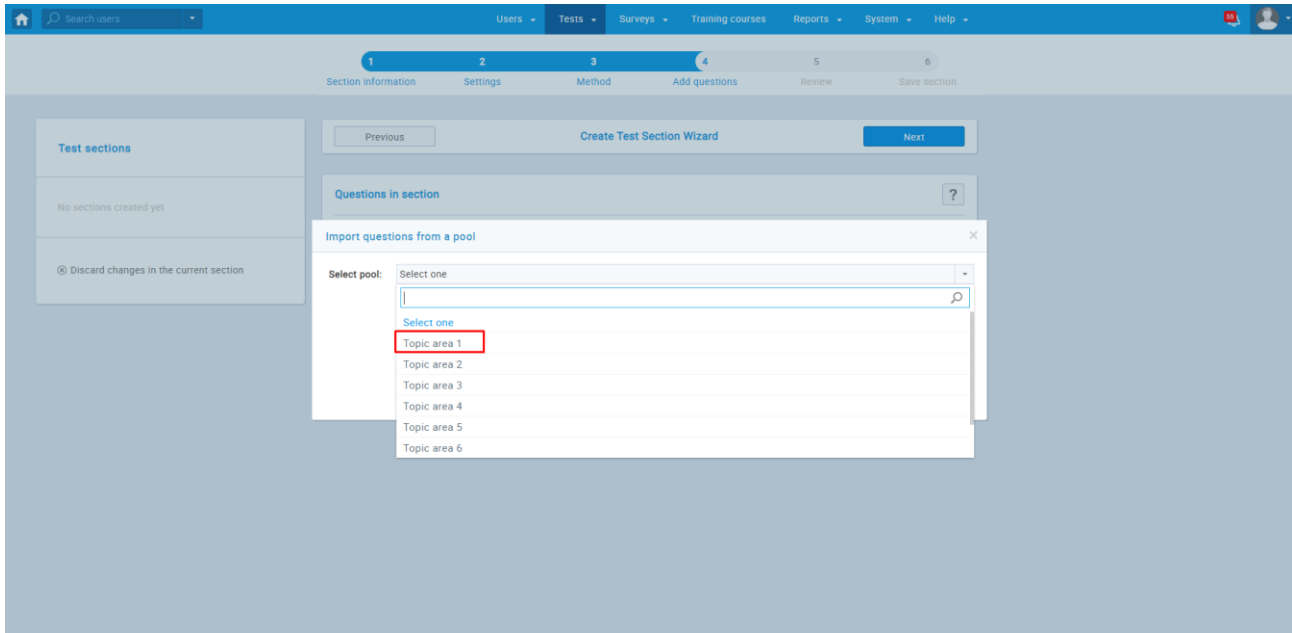
- a. Step 1 in Section Wizard – Section information: Set the name, description, and introduction for the section.
- b. Step 2 in Section Wizard – Settings: Set settings for your section.
- c. Step 3 in the Section Wizard – Method: You can choose in which way you want to add the question to the test. For now, let's click on the “Select” button, below the “Add questions manually,” to make a new question or to import one from the question pool (Topic area).



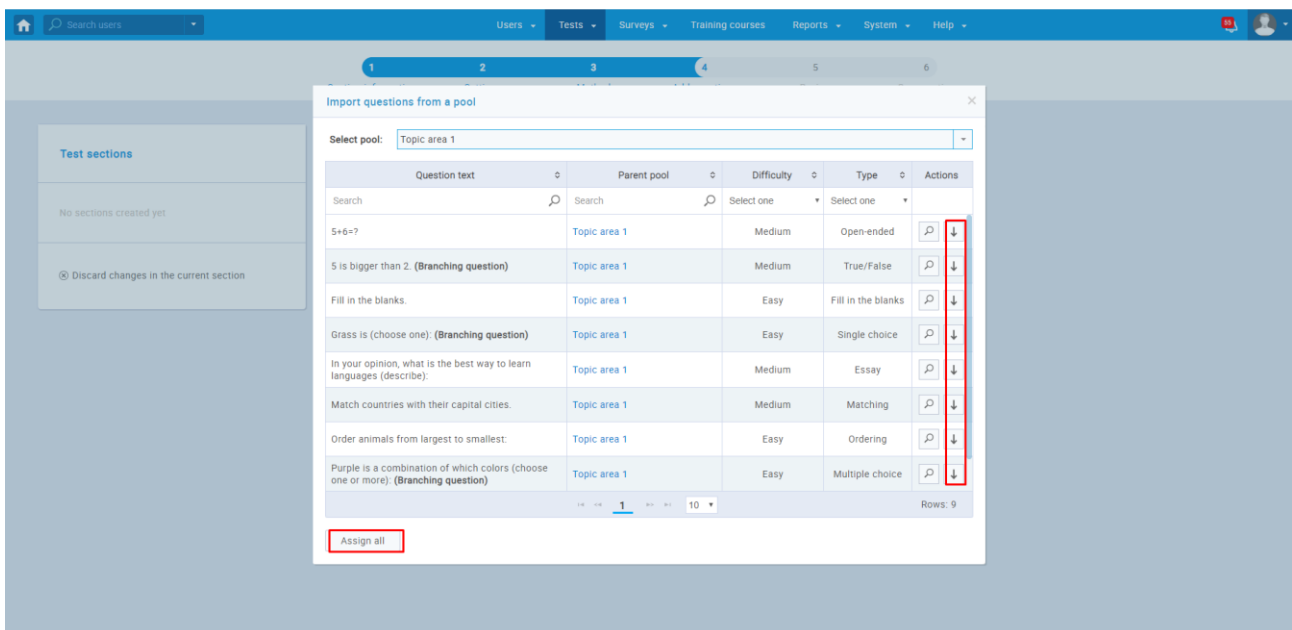
- d. Step 4 in the Section Wizard – Add questions:
 - i. Choose the “Import from pools” option, to add questions from a specific pool (Topic areas)



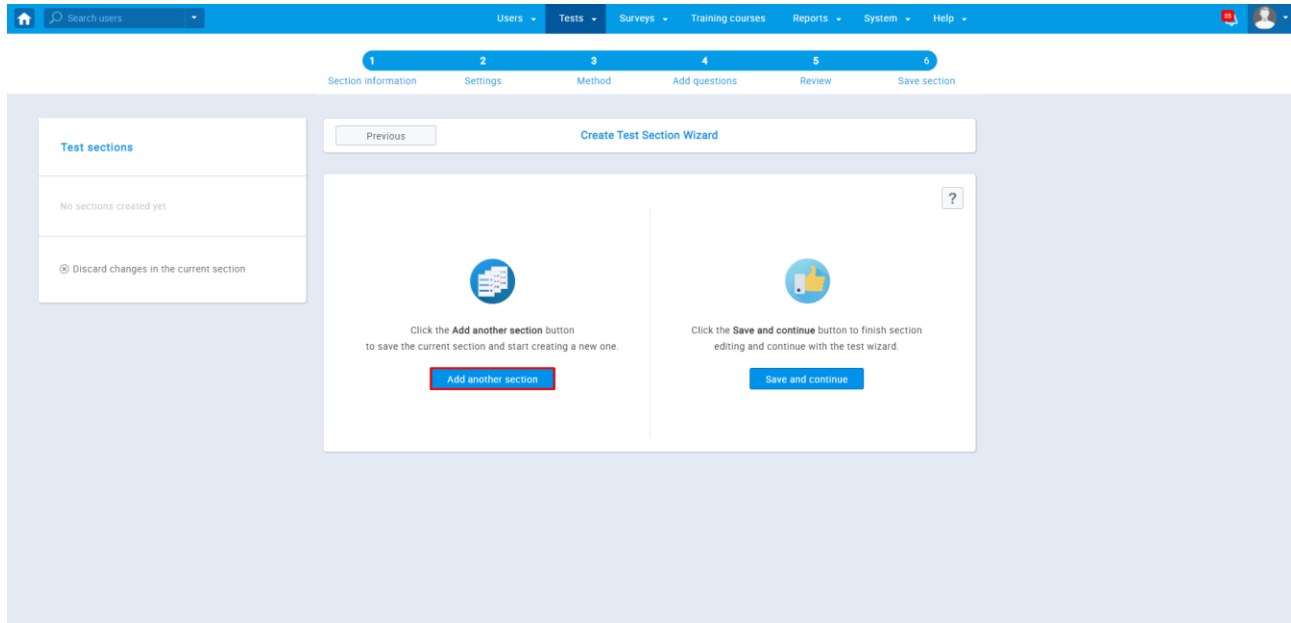
- ii. Choose the question pool (Topic area) from the drop-down menu, from which you want to add questions.



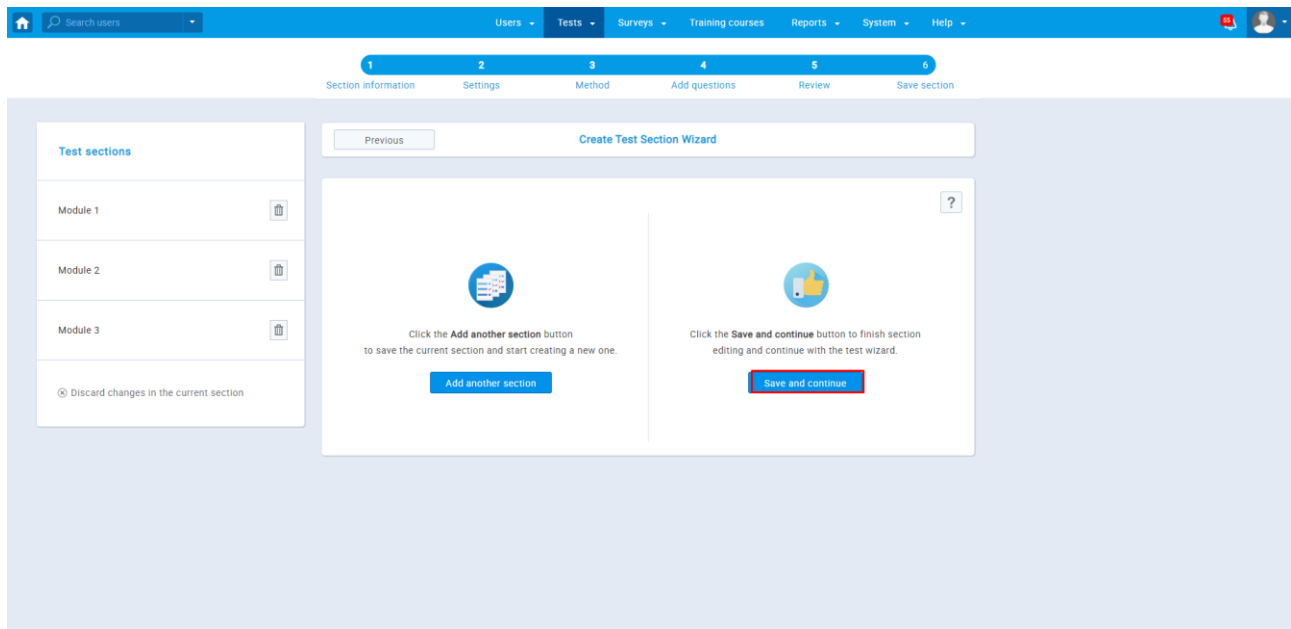
- iii. When you choose a topic area, you can assign all the questions from that specific Topic area with the “Assign all” button, or you can assign one by one using the reversed-arrow button.



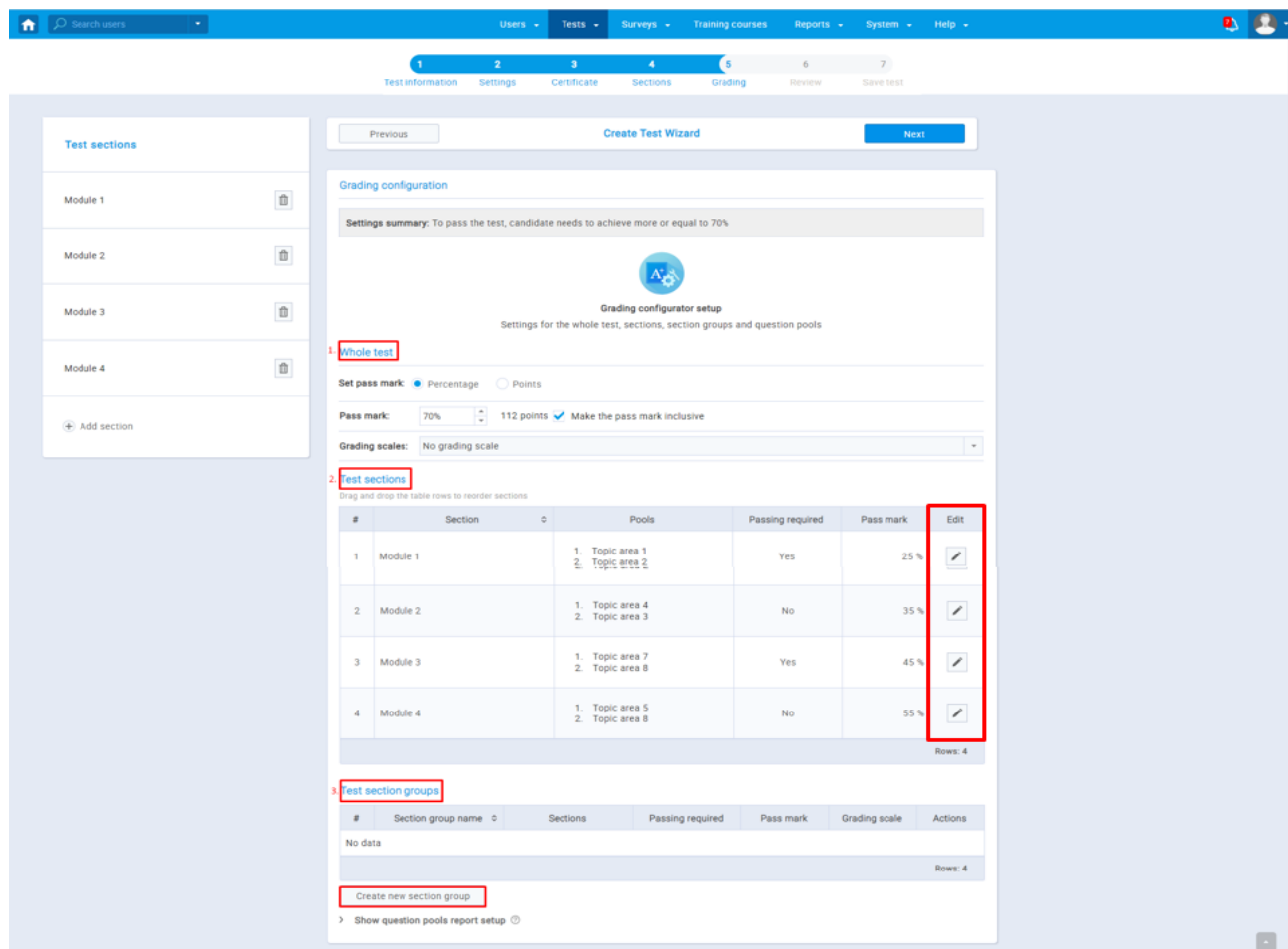
- e. Step 5 in the Section Wizard – Review
- f. Step 6 in the Section Wizard – Save section:
 - i. You can add as many sections as you want
 - ii. To add another section, click on the “Add another section” button, and the new Section Wizard will start.



- iii. After you finish with adding sections, click on the “Save and continue” button.



5. Step 5 in the Test Wizard – Grading: In this part, you define the pass mark for the whole test and/or the parts of a test:
 - a. Whole test (see the screenshot below)
 - i. Set the preferred pass mark - A student needs to achieve more than the percentage value that you set as a pass mark on the whole test so he can pass that test.
 - ii. If the “Make the pass mark inclusive” checkbox is checked - A student will pass the test by achieving the exact or higher percentage.
 - b. Test sections (Module; see the screenshot below)
 - i. Click on the pen icon on the edit column to set the pass mark for each section (Module)
 - ii. If you check the “Passing required” option for some module, then the Student needs to pass that module as well as a pass mark on the whole test
 - c. The part where you define pass mark for the group of sections (Modules), this part is the “Core section” part.
 - i. You can make a group of sections (Modules)
 - ii. If you set a pass mark for a specific group and check “Passing required” for that group, then the Student needs to pass that Section group so he can pass the test.



The screenshot shows the 'Grading configuration' step in the 'Create Test Wizard'. The interface includes a sidebar with 'Test sections' (Module 1, Module 2, Module 3, Module 4, Add section) and a main content area with 'Grading configuration' and 'Test section groups'.

Grading configuration

Settings summary: To pass the test, candidate needs to achieve more or equal to 70%

Grading configurator setup
Settings for the whole test, sections, section groups and question pools

1. Whole test

Set pass mark: ☒ Percentage ☐ Points

Pass mark: 70% 112 points ☒ Make the pass mark inclusive

Grading scales: No grading scale

2. Test sections

Drag and drop the table rows to reorder sections

#	Section	Pools	Passing required	Pass mark	Edit
1	Module 1	1. Topic area 1 2. Topic area 2	Yes	25 %	
2	Module 2	1. Topic area 4 2. Topic area 3	No	35 %	
3	Module 3	1. Topic area 7 2. Topic area 8	Yes	45 %	
4	Module 4	1. Topic area 5 2. Topic area 8	No	55 %	

Rows: 4

3. Test section groups

#	Section group name	Sections	Passing required	Pass mark	Grading scale	Actions
No data						

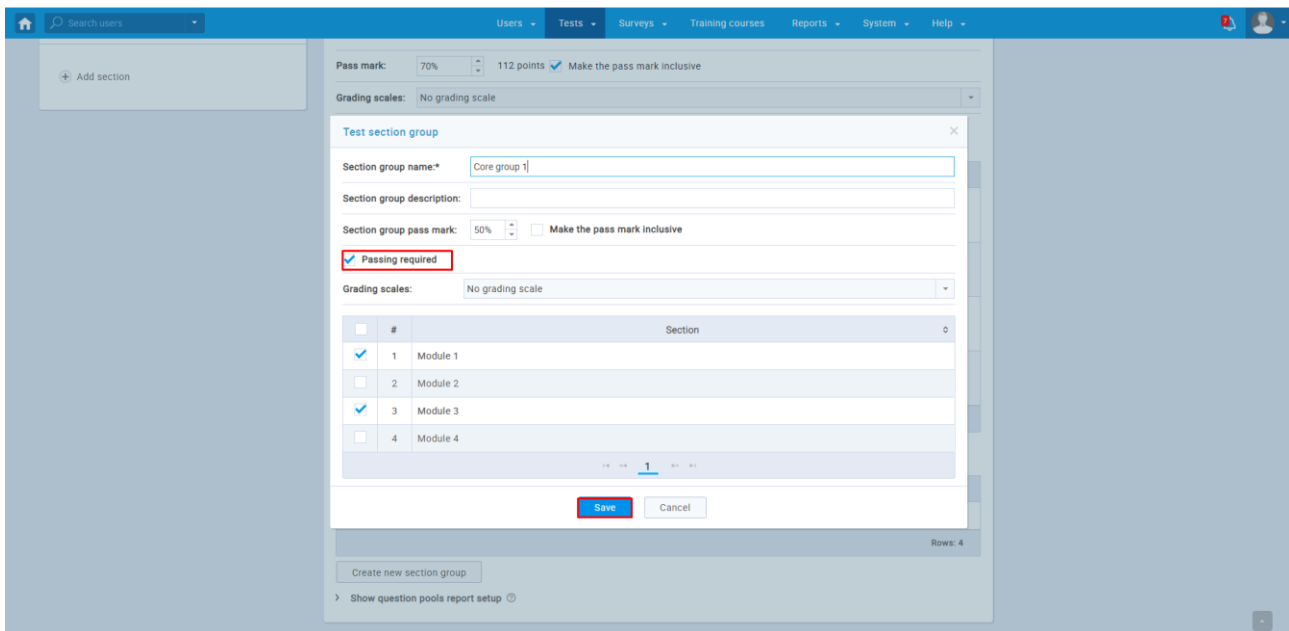
Rows: 4

Create new section group

Show question pools report setup

iii. To create a section group (core section):

- Click on the “Create new section group” (see the picture above), after which the popup window will show up
- on the left side of the “Section” table, you will see the checkboxes, and you need to check sections (Modules) that you want to group
- enter the name for that group, and set the pass mark for it. Check the “Passing required” checkbox if you want to set that the passing of this core section is mandatory, and the passing of the whole test depends on it (see the screenshot below). Make as many groups as you want using the same procedure.



Pass mark: 70% 112 points Make the pass mark inclusive

Grading scales: No grading scale

Test section group

Section group name*: Core group 1

Section group description:

Section group pass mark: 50% Make the pass mark inclusive

☒ Passing required

Grading scales: No grading scale

#	Section
<input checked="" type="checkbox"/> 1	Module 1
<input type="checkbox"/> 2	Module 2
<input checked="" type="checkbox"/> 3	Module 3
<input type="checkbox"/> 4	Module 4





Save Cancel

Rows: 4

Create new section group

Show question pools report setup

Test section groups

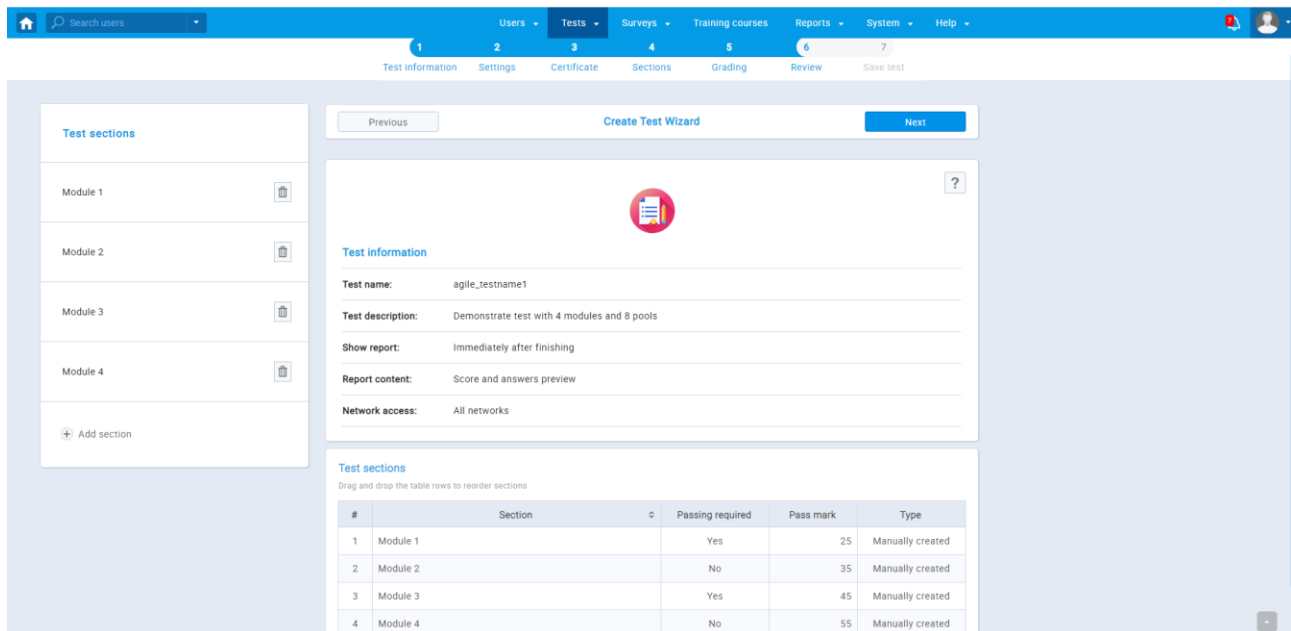
#	Section group name	Sections	Passing required	Pass mark	Grading scale	Actions
1	Core group 1	1. Module 1 2. Module 3	Yes	50		 
2	Core group 2	1. Module 2 2. Module 4	No	50		 

Rows: 4

Create new section group

Show question pools report setup

6. Step 6 in the Test Wizard – Review: Review the setting you have chosen in the previous steps. Once you are finished, click on the Next button



Test information

Test name: agile_testname1

Test description: Demonstrate test with 4 modules and 8 pools

Show report: Immediately after finishing

Report content: Score and answers preview

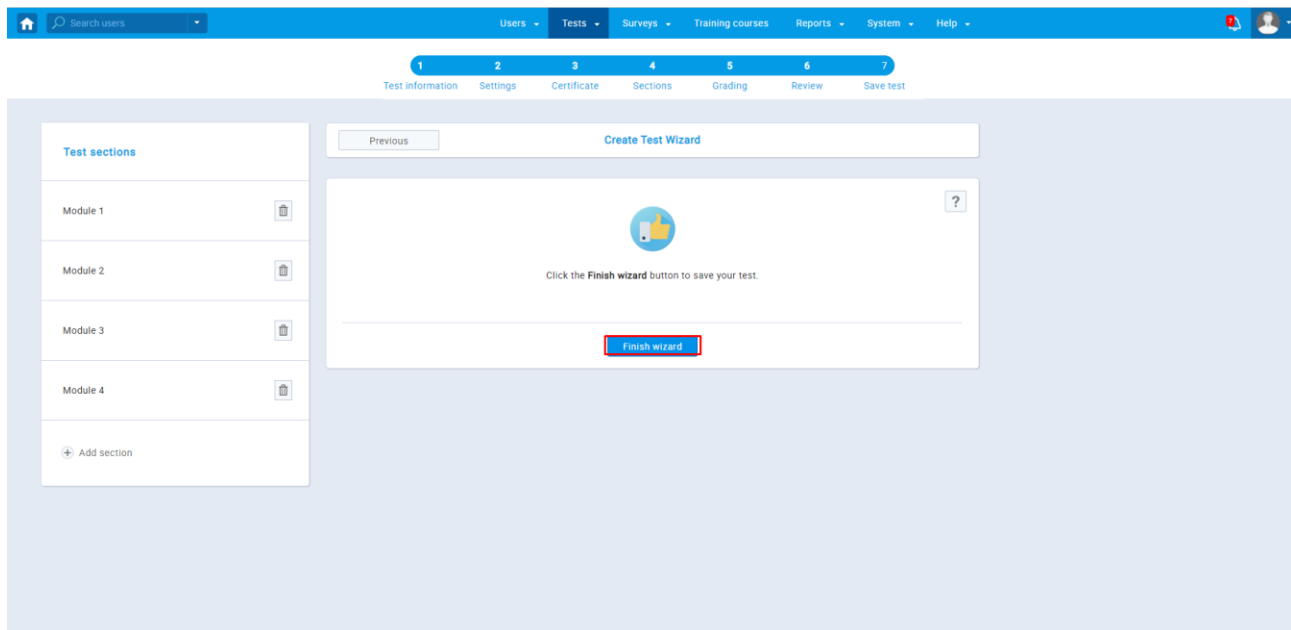
Network access: All networks

Test sections

Drag and drop the table rows to reorder sections

#	Section	Passing required	Pass mark	Type
1	Module 1	Yes	25	Manually created
2	Module 2	No	35	Manually created
3	Module 3	Yes	45	Manually created
4	Module 4	No	55	Manually created

7. Step 7 in the Test Wizard – Save test: Click on the “Finish wizard” button, and your settings for that test will be saved.



Test sections

Module 1

Module 2

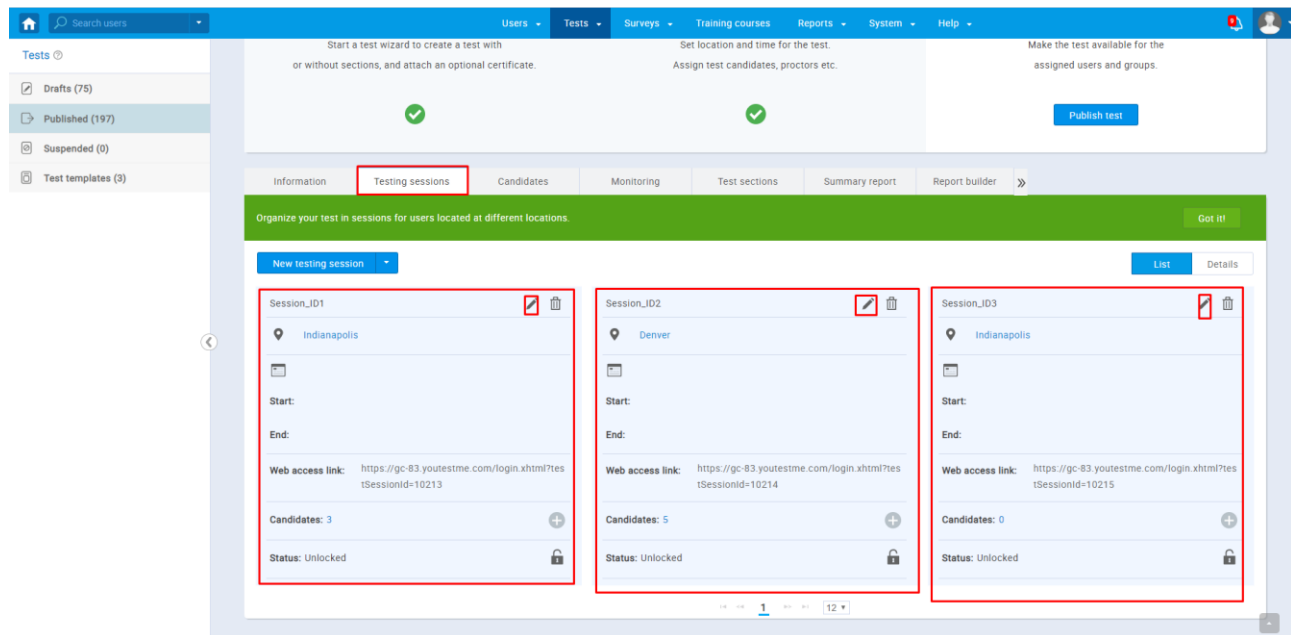
Module 3

Module 4

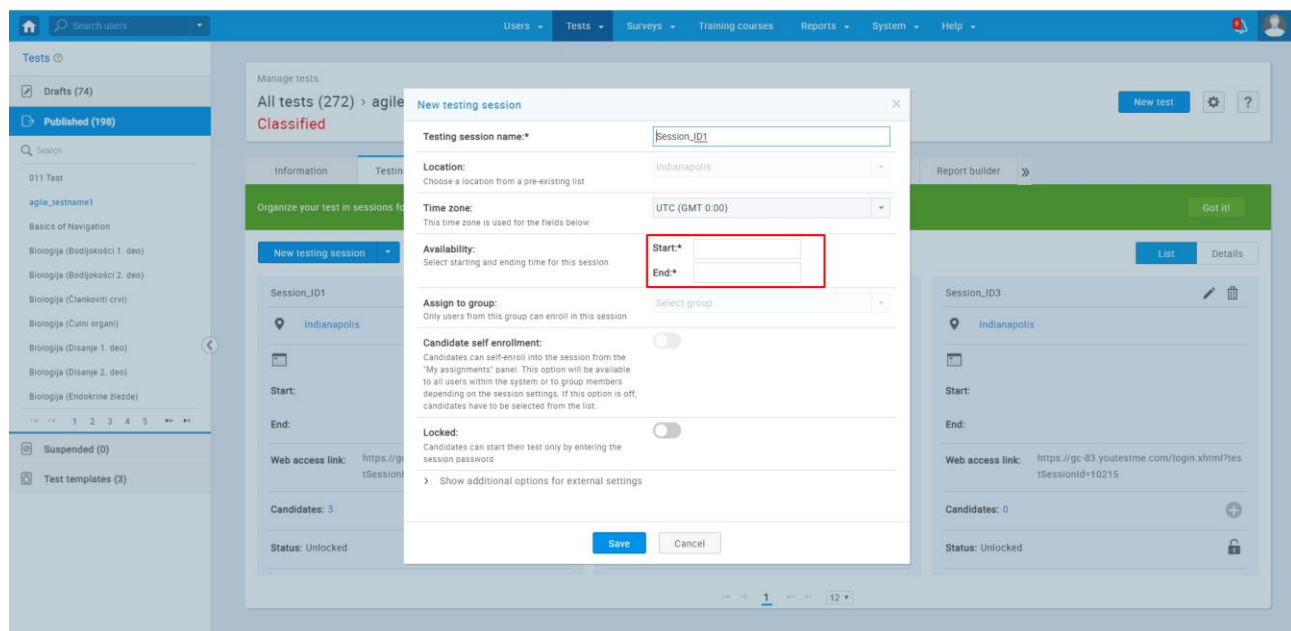
+ Add section

Finish wizard

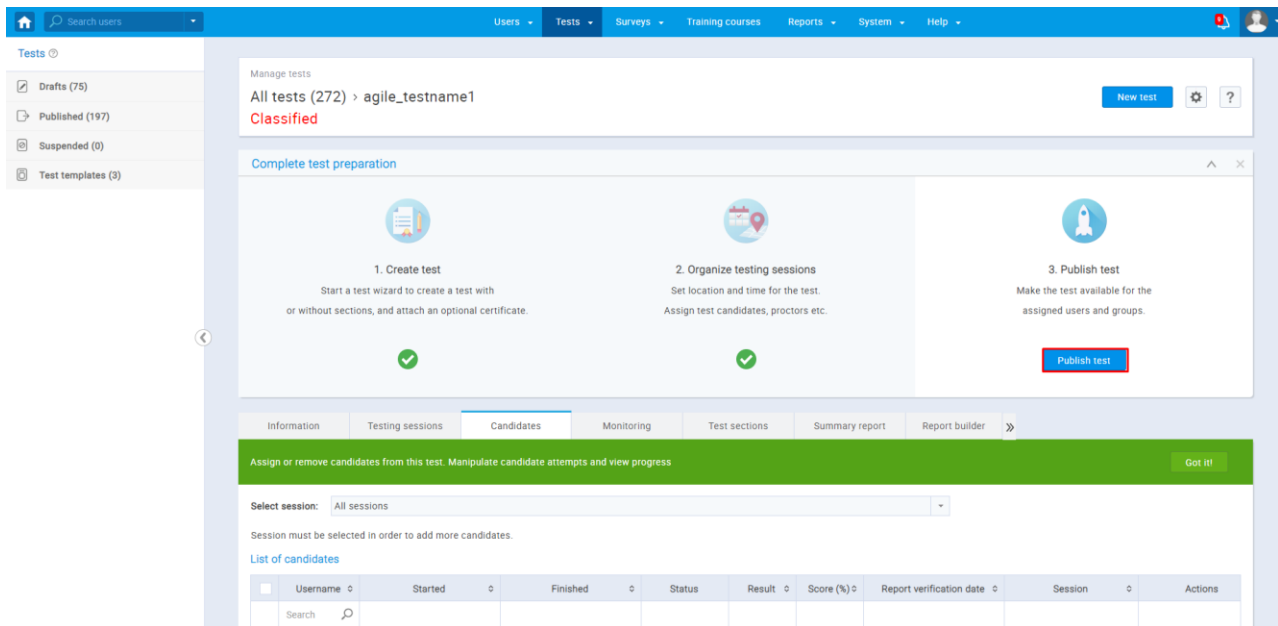
When you finish the test wizard, the sessions and the candidates that you previously imported via the AGILE Excel template will appear, and you can see them in the “Testing sessions” tab. Click on the pen icon to change settings for that session.



If you haven't set the time in the AGILE template, you can set it in the popup window that will show up after you click on the pen icon. After you are done with updating session information, click on the “Save” button.



The last step is publishing a test by clicking on the “Publish test” button.



The screenshot shows the 'Manage tests' interface for a test named 'agile_testname1'. The interface is divided into three main sections for test preparation:

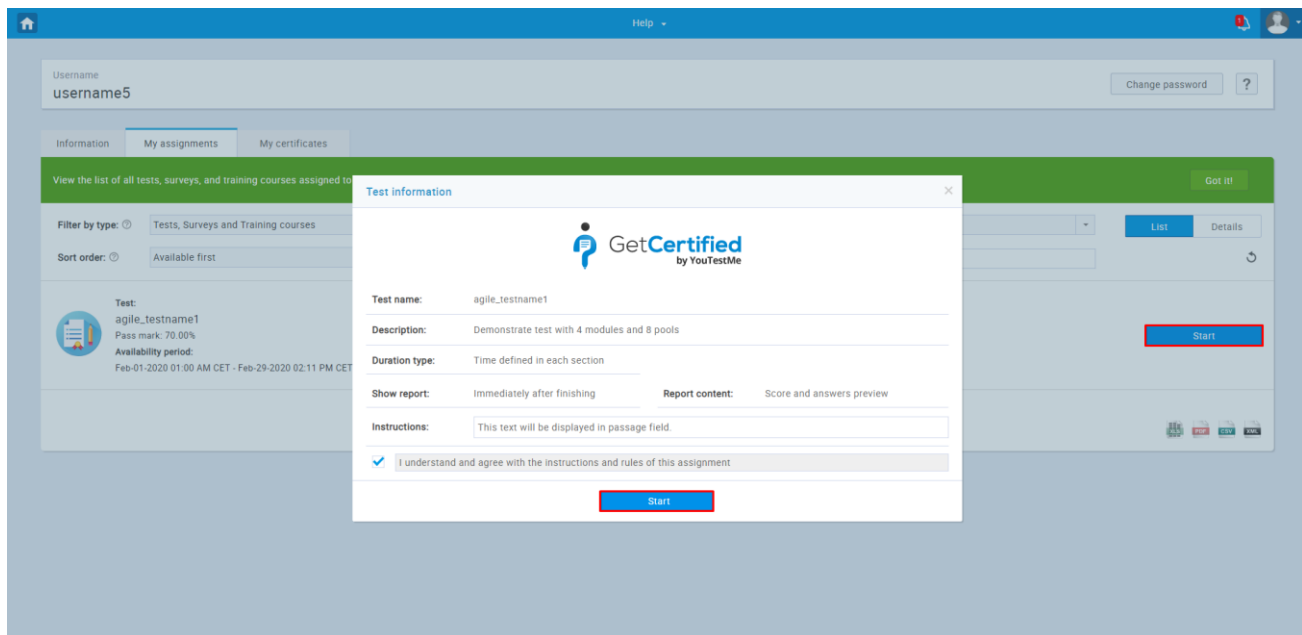
- 1. Create test**: Start a test wizard to create a test with or without sections, and attach an optional certificate. (Status: Complete)
- 2. Organize testing sessions**: Set location and time for the test. Assign test candidates, proctors etc. (Status: Complete)
- 3. Publish test**: Make the test available for the assigned users and groups. (Status: In Progress)

The 'Publish test' button is highlighted with a red box. Below the preparation steps, there is a tabbed interface with the following tabs: Information, Testing sessions, **Candidates**, Monitoring, Test sections, Summary report, and Report builder. The 'Candidates' tab is active, showing a green header with the text: 'Assign or remove candidates from this test. Manipulate candidate attempts and view progress'. Below this, there is a 'Select session' dropdown menu set to 'All sessions'. A message states: 'Session must be selected in order to add more candidates.' Below this, there is a 'List of candidates' table with the following columns: Username, Started, Finished, Status, Result, Score (%), Report verification date, Session, and Actions. The table is currently empty, with a search bar in the first row.

4 Students perspective

This chapter explains how Students can access and take the test:

1. From the homepage, Students need to click on the “My assignments” tab, and there they will find all the tests that are assigned to them.
2. They must click on the “Start” button, and the popup will show up with Test information such as:
 - a. duration type
 - b. Description
 - c. instructions.
3. They need to check the confirmation dialog and click on the start button.



4. If the checkbox, “Require updating personal information,” was previously checked, the students will see a window that they need to fill with some mandatory and some optional information (fields with a star are mandatory).
5. After they finished filling in the information, they need to click on the “Save” button, and then, the test will start.

[Update your profile information](#)

Personal information

First name:*	
Middle name:	
Last name:*	
Date of birth:	
Gender:	Other
Phone number:	
Affiliation:	
Street address:	
City:	
State/Province:	
Country:	
ZIP:	

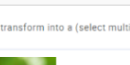
Continue without changes

The screenshot below shows the Notes (Section introduction) that Students will be able to see during that Section (Module).

agile_testname1 > Module 2

Question: 1 of 6 Type: Multiple choice
▶

A caterpillar may transform into a (select multiple):



Answers:

1. fly	<input type="checkbox"/>
2. snail	<input type="checkbox"/>
3. bee	<input type="checkbox"/>
4. butterfly	<input type="checkbox"/>
5. moth	<input type="checkbox"/>

Next question

Finish section
Finish test

Section progress bar
0/6

Test

Section name Module 2
▶ Review list (0)

All questions (6)

123456

☐ Not answered
 Answered

Notes

B I U G A X_e xⁱ H₁ H₂ " ' « » ≡ ≡ ≡ • ¶ ☞ ™

This text will be displayed in passage field.

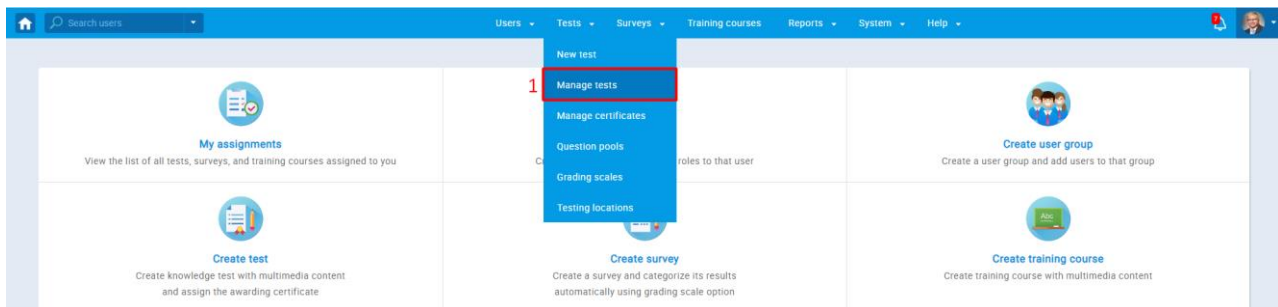
5 Reports

This section's purpose is to explain how to access and use:

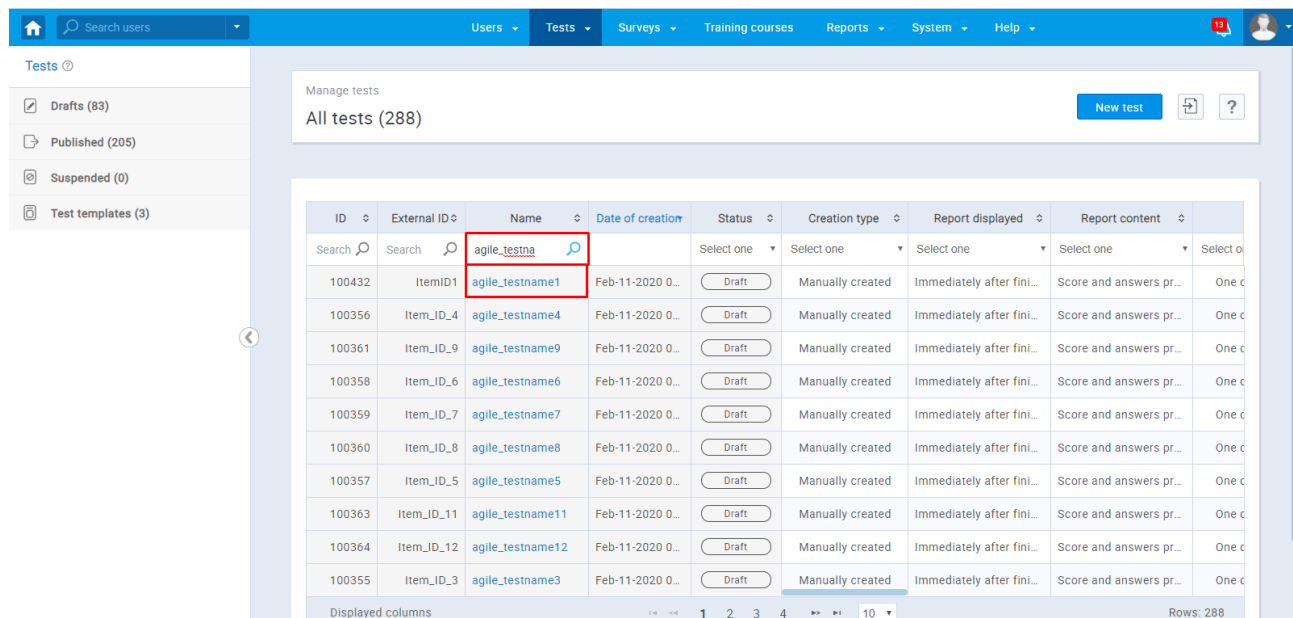
- The Completion Status Report
- The Score Report
- The Report Builder

Take the following two steps to access the reports for all three reporting systems that will be explained below:

1. Navigate to "Tests/Manage Tests."



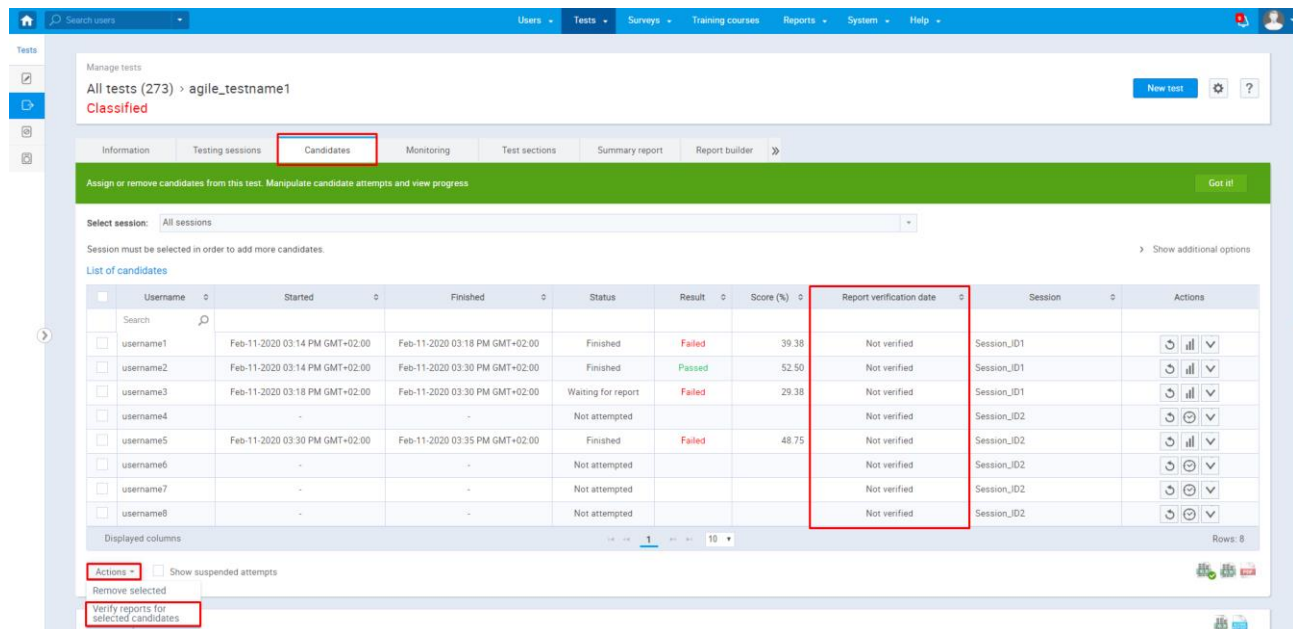
2. Search for the test and click on it's linked name



5.1 Completion status report

After completing the two steps described above,

1. Click on the “Candidates tab” - there you will see all the candidates that you assigned to the session for that test
2. In the “Report verification date” column in the “List of candidates” table, you will see the status of the test report
3. You need to select candidates whose report you want to verify
4. Click on the “Action” drop-down button and then on the “Verify reports for selected candidates.”



Manage tests
All tests (273) > agile_testname1
Classified

Information Testing sessions **Candidates** Monitoring Test sections Summary report Report builder

Assign or remove candidates from this test. Manipulate candidate attempts and view progress

Select session: All sessions

Session must be selected in order to add more candidates.

List of candidates

Username	Started	Finished	Status	Result	Score (%)	Report verification date	Session	Actions
username1	Feb-11-2020 03:14 PM GMT+02:00	Feb-11-2020 03:18 PM GMT+02:00	Finished	Failed	39.38	Not verified	Session_ID1	[Icons]
username2	Feb-11-2020 03:14 PM GMT+02:00	Feb-11-2020 03:30 PM GMT+02:00	Finished	Passed	52.50	Not verified	Session_ID1	[Icons]
username3	Feb-11-2020 03:18 PM GMT+02:00	Feb-11-2020 03:30 PM GMT+02:00	Waiting for report	Failed	29.38	Not verified	Session_ID1	[Icons]
username4	-	-	Not attempted	-	-	Not verified	Session_ID2	[Icons]
username5	Feb-11-2020 03:30 PM GMT+02:00	Feb-11-2020 03:35 PM GMT+02:00	Finished	Failed	48.75	Not verified	Session_ID2	[Icons]
username6	-	-	Not attempted	-	-	Not verified	Session_ID2	[Icons]
username7	-	-	Not attempted	-	-	Not verified	Session_ID2	[Icons]
username8	-	-	Not attempted	-	-	Not verified	Session_ID2	[Icons]

Displayed columns: 1 10

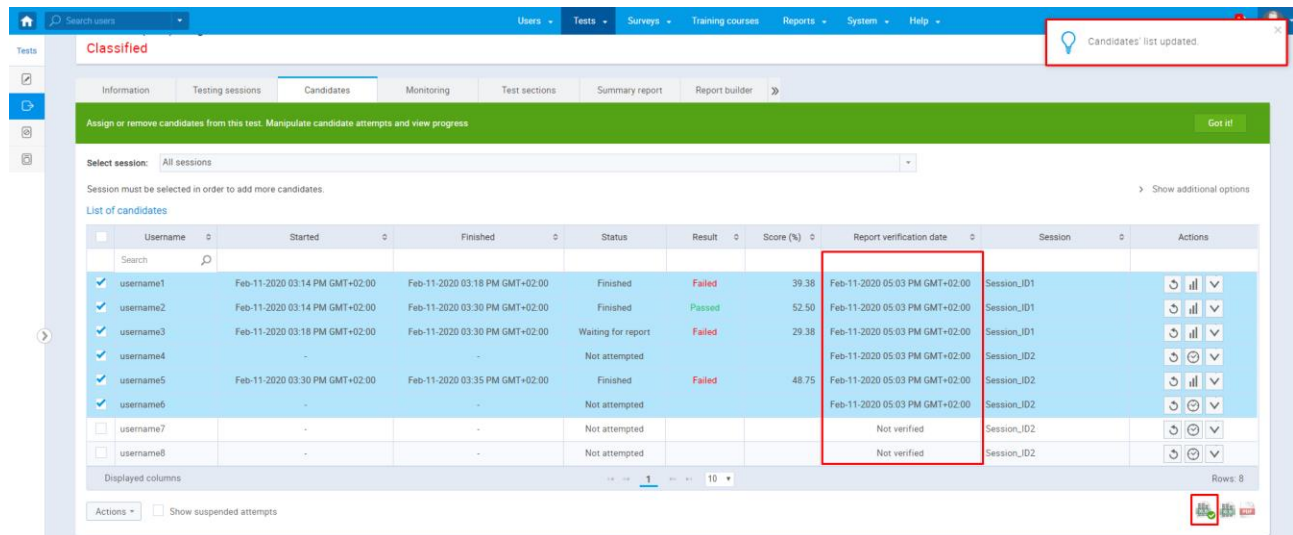
Rows: 8

Actions: [Dropdown] Show suspended attempts

Remove selected

Verify reports for selected candidates

5. Click on an excel icon with a green checkmark to download a report.



Classified

Information Testing sessions **Candidates** Monitoring Test sections Summary report Report builder

Assign or remove candidates from this test. Manipulate candidate attempts and view progress

Select session: All sessions

Session must be selected in order to add more candidates.

List of candidates

Username	Started	Finished	Status	Result	Score (%)	Report verification date	Session	Actions
username1	Feb-11-2020 03:14 PM GMT+02:00	Feb-11-2020 03:18 PM GMT+02:00	Finished	Failed	39.38	Feb-11-2020 05:03 PM GMT+02:00	Session_ID1	[Icons]
username2	Feb-11-2020 03:14 PM GMT+02:00	Feb-11-2020 03:30 PM GMT+02:00	Finished	Passed	52.50	Feb-11-2020 05:03 PM GMT+02:00	Session_ID1	[Icons]
username3	Feb-11-2020 03:18 PM GMT+02:00	Feb-11-2020 03:30 PM GMT+02:00	Waiting for report	Failed	29.38	Feb-11-2020 05:03 PM GMT+02:00	Session_ID1	[Icons]
username4	-	-	Not attempted	-	-	Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	[Icons]
username5	Feb-11-2020 03:30 PM GMT+02:00	Feb-11-2020 03:35 PM GMT+02:00	Finished	Failed	48.75	Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	[Icons]
username6	-	-	Not attempted	-	-	Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	[Icons]
username7	-	-	Not attempted	-	-	Not verified	Session_ID2	[Icons]
username8	-	-	Not attempted	-	-	Not verified	Session_ID2	[Icons]

Displayed columns: 1 10

Rows: 8

Actions: [Dropdown] Show suspended attempts

Candidates' list updated.

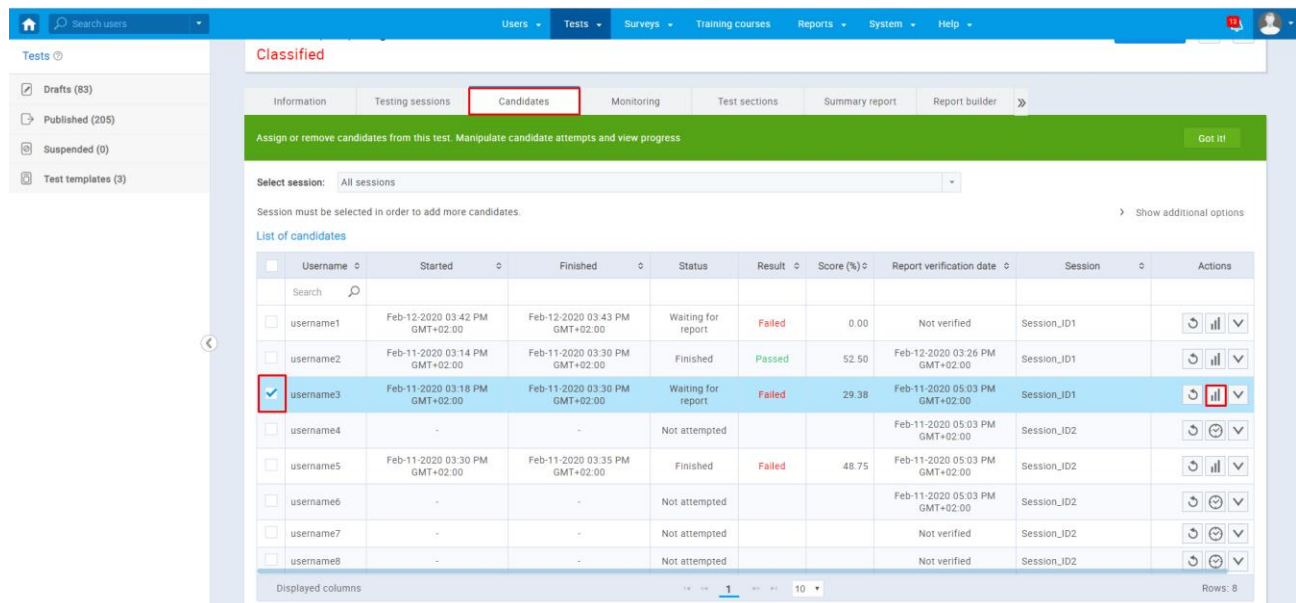
This is the preview of the exported report.

AGILE User ID				
	A	B	C	D
1	AGILE User ID	AGILE Scheduled Offering ID	Completion date	Completion status
2	User_ID_4	Session_ID2	2020-02-11 15:03:45.93	Fail
3	User_ID_6	Session_ID2	2020-02-11 15:03:45.93	Fail
4	User_ID_1	Session_ID1	2020-02-11 15:03:45.93	Fail
5	User_ID_2	Session_ID1	2020-02-11 15:03:45.93	Pass
6	User_ID_3	Session_ID1	2020-02-11 15:03:45.93	Fail
7	User_ID_5	Session_ID2	2020-02-11 15:03:45.93	Fail
8				
9				
10				
11				
12				

5.2 Score report

In the screenshot below, there is an example of a “Personal report” page. You can access it from the candidate's tab:

1. Select a user whose report you want to see, and click on the “Personal report” icon in the Actions column



Classified

Information | Testing sessions | **Candidates** | Monitoring | Test sections | Summary report | Report builder

Assign or remove candidates from this test. Manipulate candidate attempts and view progress

Select session: All sessions

Session must be selected in order to add more candidates.

List of candidates

Username	Started	Finished	Status	Result	Score (%)	Report verification date	Session	Actions
username1	Feb-12-2020 03:42 PM GMT+02:00	Feb-12-2020 03:43 PM GMT+02:00	Waiting for report	Failed	0.00	Not verified	Session_ID1	[Icons]
username2	Feb-11-2020 03:14 PM GMT+02:00	Feb-11-2020 03:30 PM GMT+02:00	Finished	Passed	52.50	Feb-12-2020 03:26 PM GMT+02:00	Session_ID1	[Icons]
<input checked="" type="checkbox"/> username3	Feb-11-2020 03:18 PM GMT+02:00	Feb-11-2020 03:30 PM GMT+02:00	Waiting for report	Failed	29.38	Feb-11-2020 05:03 PM GMT+02:00	Session_ID1	[Icons] [Personal report icon]
username4	-	-	Not attempted			Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	[Icons]
username5	Feb-11-2020 03:30 PM GMT+02:00	Feb-11-2020 03:35 PM GMT+02:00	Finished	Failed	48.75	Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	[Icons]
username6	-	-	Not attempted			Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	[Icons]
username7	-	-	Not attempted			Not verified	Session_ID2	[Icons]
username8	-	-	Not attempted			Not verified	Session_ID2	[Icons]

Displayed columns: 1 10 Rows: 8

2. Click on a “Score report” icon to export
3. Core section table – all the information about section groups such as name, which sections are part of which group, pass mark for each, Student’s score, whether passing was required or not and the status for each section group
4. Section table – all the information about sections such as the time when the Student started and finished section, whether passing was required, pass mark, score, and status for each section

Tests

Personal report

39.38% Failed

Test name: agile_testname1

Description: Demonstrate test with 4 modules and 6 pools

Started: Feb-11-2020 03:14 PM GMT+02:00

Finished: Feb-11-2020 03:18 PM GMT+02:00

Time spent: 00:03:47

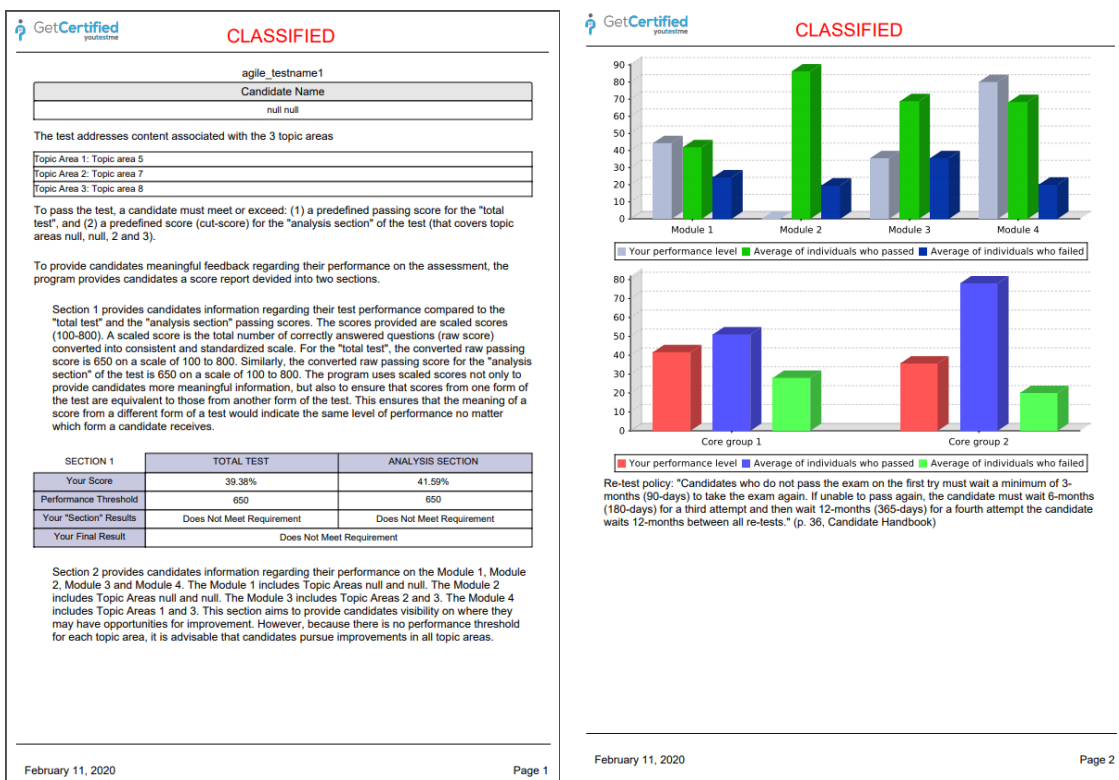
Pass mark: 50.0%

Notes: This text will be displayed in passage field.

Test section group name	Sections	Passing required	Pass mark	Score	Status
Core group 1	1. Module 1 2. Module 3	Yes	50.00%	41.59%	Failed
Core group 2	1. Module 2 2. Module 4	No	50.00%	35.60%	Failed

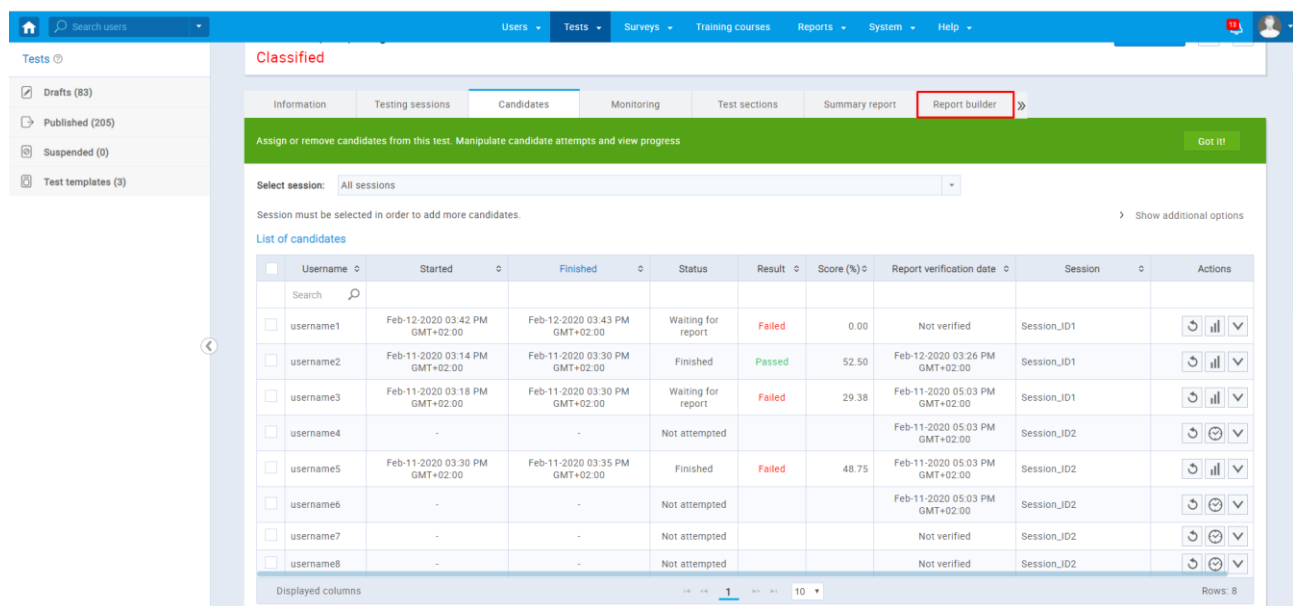
Test section	Started	Finished	Passing required	Pass mark	Score	Status	Actions
Module 1	Feb-11-2020 03:14 PM GMT+02:00	Feb-11-2020 03:16 PM GMT+02:00	Yes	25.00%	44.29%	Passed	
Module 2	Feb-11-2020 03:16 PM GMT+02:00	Feb-11-2020 03:16 PM GMT+02:00	No	35.00%	0.00%	Failed	
Module 3	Feb-11-2020 03:16 PM GMT+02:00	Feb-11-2020 03:17 PM GMT+02:00	Yes	45.00%	35.48%	Failed	
Module 4	Feb-11-2020 03:17 PM GMT+02:00	Feb-11-2020 03:18 PM GMT+02:00	No	55.00%	80.00%	Passed	

This is an example of an exported “Score report.”



5.3 To create advanced reports, you can use “Report builder.”

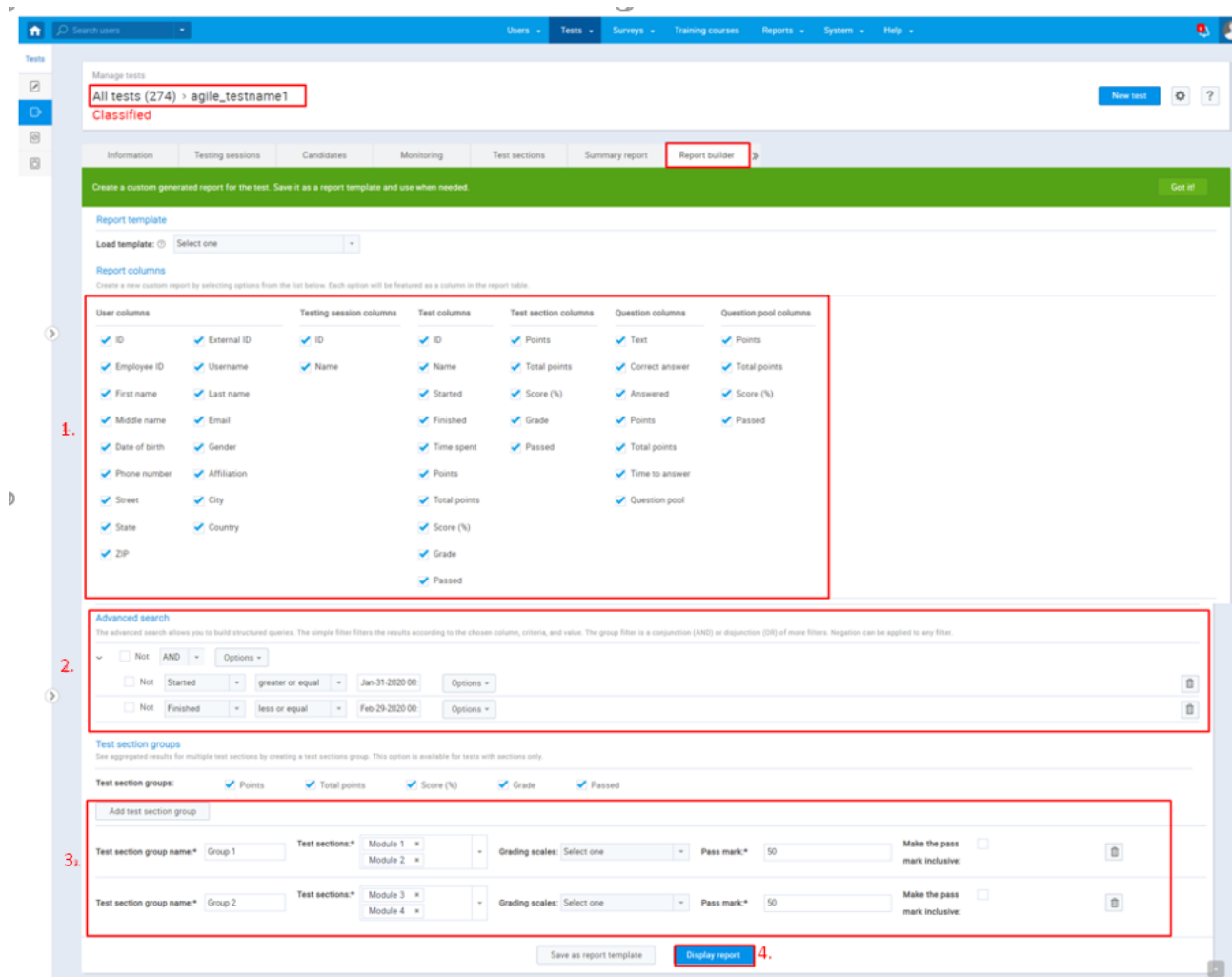
Click on the “Report Builder” tab to set all the settings for a report:



1. Create a custom report by selecting options from the list. Each option will be featured as a column in the report table.

2. Here you can filter the results according to the chosen column, criteria, and value. The group filter is a conjunction (AND) or disjunction (OR) of more filters. Negation can be applied to any filter.
3. Here you can see aggregated results for multiple test sections by creating a test sections group. This option is available for the test with sections only

After you select and filter all the options that you want to display in the report, you need to click on the “Display report” button.



The screenshot shows the 'Report builder' interface in the Youtestme system. The interface includes a top navigation bar with links for Users, Tests, Surveys, Training courses, Reports, System, and Help. The main content area is titled 'Manage tests' and shows a search bar with 'All tests (274) > agile_testname1' and a 'Classified' status. Below this, there are tabs for Information, Testing sessions, Candidates, Monitoring, Test sections, Summary report, and Report builder (which is highlighted). A green banner at the top of the Report builder section says 'Create a custom generated report for the test. Save it as a report template and use when needed.' Below this, there are sections for 'Report template' (with a 'Load template' dropdown), 'Report columns' (with a table of columns to select), 'Advanced search' (with a filter builder), 'Test section groups' (with a table for creating groups), and a 'Display report' button at the bottom right.

1. Report columns table:

User columns	Testing session columns	Test columns	Test section columns	Question columns	Question pool columns
<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> External ID	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Text	<input checked="" type="checkbox"/> Points
<input checked="" type="checkbox"/> Employee ID	<input checked="" type="checkbox"/> Username	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Total points	<input checked="" type="checkbox"/> Correct answer	<input checked="" type="checkbox"/> Total points
<input checked="" type="checkbox"/> First name	<input checked="" type="checkbox"/> Last name	<input checked="" type="checkbox"/> Started	<input checked="" type="checkbox"/> Score (%)	<input checked="" type="checkbox"/> Answered	<input checked="" type="checkbox"/> Score (%)
<input checked="" type="checkbox"/> Middle name	<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Finished	<input checked="" type="checkbox"/> Grade	<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Passed
<input checked="" type="checkbox"/> Date of birth	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Time spent	<input checked="" type="checkbox"/> Passed	<input checked="" type="checkbox"/> Total points	<input checked="" type="checkbox"/> Time to answer
<input checked="" type="checkbox"/> Phone number	<input checked="" type="checkbox"/> Affiliation	<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Question pool		
<input checked="" type="checkbox"/> Street	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> Total points			
<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Country	<input checked="" type="checkbox"/> Score (%)			
<input checked="" type="checkbox"/> ZIP		<input checked="" type="checkbox"/> Grade			
		<input checked="" type="checkbox"/> Passed			

2. Advanced search filter:

Not AND Options

Not Started greater or equal Jan-31-2020 00 Options

Not Finished less or equal Feb-29-2020 00 Options

3. Test section groups table:

Test section group name	Test sections	Grading scales	Pass mark	Make the pass mark inclusive
Group 1	Module 1 Module 2	Select one	50	<input type="checkbox"/>
Group 2	Module 3 Module 4	Select one	50	<input type="checkbox"/>

4. Display report button

