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.

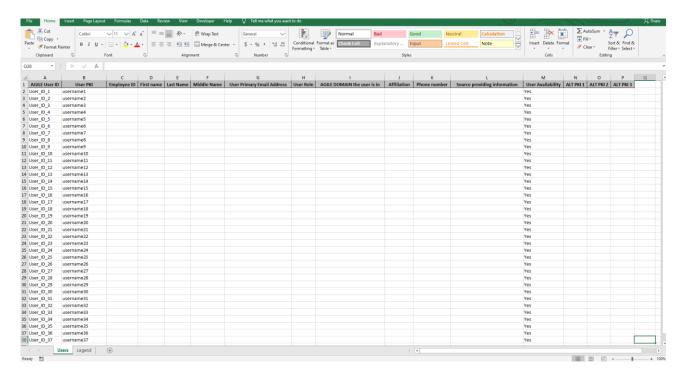
2.1 Import Users From AGILE

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

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_		ration requests Create	new user					
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	aaliyah.brookes	Aaliyah) is fill out our predefined Excel template and u		ly@youtestme.com	Student	Active
	aallyah.brown	Aaliyah	Send email to new	vly created users	rep	ly@youtestme.com	Student	Active
	aaliyah.burns	Aaliyah	Select excel template*: Choose File No file cho	AGILE	÷	ly@youtestme.com	Student	Active
	aaliyah.butcher	Aaliyah		Confirm	rep	ly@youtestme.com	Student	Active
	aaliyah.chamberlain	Aaliyah		Chamberlain	norep	ly@youtestme.com	Student	Active
	aaliyah clayton	Aaliyah		Clayton	norep	ly@youtestme.com	Student	Active
	aaliyah.coates	Aaliyah		Coates	norep	ly@youtestme.com	Student	Active
	aaliyah.cooper	Aaliyah		Cooper	norep	ly@youtestme.com	Student	Active
	aaliyah.craig	Aalivah		Craig	norep	ly@youtestme.com	Student	Active

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



- 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

Man	nage users							Ľ
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	aaliyah.gordon	Aaliyah		Confirm	reply@youtestme.com	Stud	lent	Active
	aaliyah.gould	Aaliyah		Gould	noreply@youtestme.com	Stud	lent	Active
	aaliyah.hall	Aaliyah		Hall	noreply@youtestme.com	Stud	lent	Active
	aaliyah.hancock	Aaliyah		Hancock	noreply@youtestme.com	Stud	lent	Active
	aaliyah.hanson	Aaliyah		Hanson	noreply@youtestme.com		dent	Active

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."

分 Search certificates	•			Users 👻	Tests 👻	Surveys 👻	Training cours	es Reports -	System - Help -		O
Tests ②		Manage tests									
Drafts (77)		All tests	(279)							New test	?
→ Published (202)										Tests Testing sessions	_
Suspended (0)										User enrollments	
Test templates (3)		ID ≎	External ID\$	Name	٥	Date of creation -	Status \$	Creation type \$	Report displayed \$	Report content \$	
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		100362	Item_ID_10	agile_testnam	e10 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100363	Item_ID_11	agile_testnam	e11 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
	۲	100364	Item_ID_12	agile_testnam	e12 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100365	Item_ID_13	agile_testnam	e13 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100367	Item_ID_15	agile_testnam	e15 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
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		100369	Item_ID_17	agile_testnam	e17 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100370	Item_ID_18	agile_testnam	e18 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
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2. A popup window will show up - click on the linked text "Excel template," and then the template will be downloaded to your computer.

Search certificates	•			Users 🗸 Tests	✓ Surveys ✓	Training course	es Reports -	System 🗸 Help 🗸		Q
Tests @		Manage test	5							
Drafts (77)		All tests	(279)						New test	€?
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		Displaye	d columns		14 ×4 1	2 3 4	5 🛤 🖬 10	T	Ro	ws: 279

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."

Cut			ab Wrap Text General		ormal Bad	Good Neutral	Calculation	Insert Delete Fo	∑ AutoSum - Arr P Fill -
te 🛷 Format P	ainter B I U -	<u>◇ · ▲ ·</u> = = = • • •	🔄 Merge & Center 🔹 💲 🍷 9	6 * % .00 Conditional Format as Formatting * Table *	eck Cell Explanatory	. Input Linked Ce	Note	Insert Delete Fo	rmat v Clear * Filter * Select *
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8 *	$X \swarrow f_X$								
А	В	с	D	E	F	G	н	L L	к
AGILE Item ID	AGILE Course Name	AGILE DOMAIN for the Item	Classification of Item	Source providing inforamtion					
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							
		Denver							
Item_ID_23	agile_testname23 agile_testname24	Los Angeles							
Item_ID_24									
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

♠ ♀ Search certificates	•	Users - Tests - Surveys - Training courses Reports - System - Help -	1
Tests 🗇		Manage tests	
Drafts (77)		All tests (279)	€?
→ Published (202)			
Suspended (0)			
Test templates (3)		ID External ID Report displayed Report content Report content	\$
		Search D Search	 Select or
		100362 Iter YouTestMe batch loader feature enables users (with proper permissions) to create Immediately after fini Score and answers	pr One c
		a huge number of tests very quickly. 100363 Iter All you need to do is fill out our predefined Excel template and upload it. Immediately after fini Score and answers	pr One c
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		100365 Iter Immediately after fini Score and answers	pr One c
		100367 Iter 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
		Displayed columns (* ** 1 2 3 4 5 ** ** 10 *	Rows: 279

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."

♠ Ø Search certificates	•		Use	rs 🗸 Tests 🗸	- Surveys -	Training courses	s Reports 🗸	System 🖌 Help 🗸		•
Tests 🗇		Manage tests								
Drafts (77)		All tests (279	9)						New test	?
→ Published (202)										
Suspended (0)										
Test templates (3)		ID ≎ Exte	Load testir	ng session			×	Report displayed \$	Report content \$	
		Search ${\cal O}$ Sear	c					Select one	Select one	Select of
		100362 Ite			ure enables users (w ments very quickly.	ith proper permis	sions) to create	Immediately after fini	Score and answers pr	One c
		100363 Iter	All you	u need to do is fill	l out our predefined	Excel template an	d upload it.	Immediately after fini	Score and answers pr	One c
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		100367 Ite	r		Confirm			Immediately after fini	Score and answers pr	One c
		100366 Ite	m_ID_14 agile	e_testname14	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100368 Ite	m_ID_16 agile	e_testname16	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100369 Ite	m_ID_17 agile	e_testname17	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100370 Ite	m_ID_18 agile	e_testname18	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100358 It	em_ID_6 agile	_testname6	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		Displayed colu	mns		14 KH 1	2 3 4	5 🕨 🖬 10	T	Row	s: 279

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

Drafts (278)		Manage tests							New test ?
		All tests (563)							New test
Published (283)									
Suspended (2)									
] Test templates (4)		ID O		Name 0	Date of creation 0	Status	Creation type	Report displayed 🗢	Report content 0
		Search O	Search	Q		Select one	Select one	Select one	Select one *
		101030	agile_testname12	Load testing session		×)	Manually created	Immediately after fini_	Score and answers pr_
		101031	agile_testname13			2	Manually created	Immediately after fini	Score and answers pr
		101032	agile_testname14	YouTestMe batch loader feature e a huge number of user enrollmen		hissions) to create	Manually created	Immediately after fini	Score and answers pr_
		101033	agile_testname15	 All you need to do is fill out 	our predefined Excel template	and upload it.	Manually created	Immediately after fini	Score and answers pr_
	۲	101034	agile_testname16	Detailed instructions that ex	xplain this procedure can be do	wnloaded here.	Manually created	Immediately after fini	Score and answers pr
		101035	agile_testname17	Choose File No file chosen		>	Manually created	Immediately after fini	Score and answers pr_
		101036	agile_testname18		Confirm) Manually created Immediately after fini		Immediately after fini	Score and answers pr
		101037	agile_testname19		Feb-10-2020 03:23 PM GM	Draft	Manually created	Immediately after fini	Score and answers pr
		101020	agile_testname2		Feb-10-2020 03:23 PM GM_	(Draft)	Manually created	Immediately after fini	Score and answers pr_
		101038	agile_testname20		Feb-10-2020 03:23 PM GM_	(Draft)	Manually created	Immediately after fini	Score and answers pr
		Displayed columns			int ×+t 7 8 9 10	11 ** ** 10 *	and the second design of the		Rows: 563
									4 4

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."

К1	• 0	$\times \checkmark f_x$				
	А	В	С	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			
11	< → S	cheduled Offering Legend	•			: (

- 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.



Tests @		Manage test																																	
Drafts (77)		All tests)						New test	?																								
Published (202)																																			
Suspended (0)																																			
Test templates (3)		ID \$	Exte	Load testing sea	ssion			×	Report displayed \$	Report content \$																									
		Search 🔎	Searc						Select one T	Select one	Select of																								
		100362	Iter	YouTestMe batch a huge number of		re enables users (wi nents very quickly.	th proper permis	ssions) to create	Immediately after fini	Score and answers pr	One c																								
	۲	(()	C	0	0	()	()	0	0	C	()	0	0	0						100363	Iter	 All you need 	l to do is fill (out our predefined E	xcel template ar	nd upload it.	Immediately after fini	Score and answers pr	One c					
٢																				100364	Iter			it explain this proced	lure can be dow	nloaded here.	Immediately after fini	Score and answers pr	One c						
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																								100367	Iter			Confirm			Immediately after fini	Score and answers pr	One c		
		100366	Iten	n_ID_14 agile_testn	ame14 I	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c																								
		100368	Iten	n_ID_16 agile_testn	ame16 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c																								
		100369	Iten	n_ID_17 agile_testn	ame17 F	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c																								
		100370	Iten	n_ID_18 agile_testn	ame18 I	Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c																								
						Feb-11-2020 01:4																													

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."

Tests 🗇		Manage test								
 Drafts (77) 		All tests							_	?
→ Published (202)		L							Tests Testing sessions	
Suspended (0)									User enrollments	
Test templates (3)		ID \$	External ID\$	Name ≎	Date of creation -	Status \$	Creation type \$	Report displayed \$	Report content \$	
		Search ${\cal O}$	Search 🔎	agile 🔎		Select one 🔻	Select one •	Select one	Select one	Select o
		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
	۲	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
		100367	Item_ID_15	agile_testname15	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.

Tests @														
🖉 Drafts (77)		Manage test)										
Published (202)														
Suspended (0)														
Test templates (3)		ID \$	Extern	Name	Data of accetion -	Ctatura A	Orestion time /	Report displayed \$	Report content 🛛 🗘					
		Search 🔎	Searc	Load user enrollme	ents from excel		×	Select one	Select one	Select of				
		100362	Iter		der feature enables users (w	Immediately after fini	Score and answers pr	One c						
		100363	Iter	a huge number of ses	do is fill out our predefined	Immediately after fini	Score and answers pr	One c						
	۲	100364	Iter	Choose File No file of			nd upload it.	Immediately after fini	Score and answers pr	One c				
		100365	Iter					Immediately after fini	Score and answers pr	One c				
		100367	Iter		Confirm			Immediately after fini	Score and answers pr	One c				
		100366	Item_	ID_14 agile_testnam	e14 Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c				
		100368	Item_	ID_16 agile_testnam	e16 Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c				
		100369	Item_	ID_17 agile_testnam	e17 Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c				
		100370	Item_	ID_18 agile_testnam	e18 Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c				
		100358		_ID_6 agile_testnam	e6 Feb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c				

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

C4	1	fx		
	А	В	С	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 Entrollment	÷		

- 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

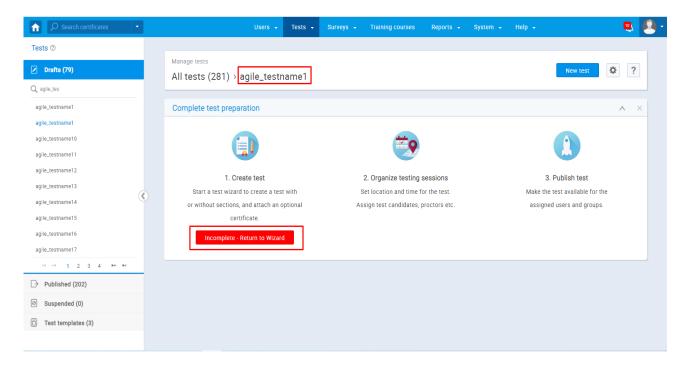
											•
Tests ⑦ P Drafts (77)		Manage test								New test 단) ?
Published (202)		All tests	(279))							
Suspended (0)											
Test templates (3)		ID \$	Exter			Data of accetion -	Chatura A	0	Report displayed \$	Report content \$	
		Search 🔎	Searc	Load user enrol	ments from	n excel		× ,	Select one	Select one	Select of
		100362	Iter			e enables users (w	th proper permis	Immediately after fini	Score and answers pr	One c	
		100363	Iter		 a huge number of sessions very quickly. All you need to do is fill out our predefined Excel template and upload it. 					Score and answers pr	One c
	۲	100364	Iter	Choose File No			and an		Immediately after fini	Score and answers pr	One c
		100365	Iter						Immediately after fini	Score and answers pr	One c
		100367	Iter			Confirm			Immediately after fini	Score and answers pr	One c
		100366	Item	_ID_14 agile_testn	ame14 F	eb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100368	Item	_ID_16 agile_testr	ame16 F	eb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100369	Item	_ID_17 agile_testr	ame17 F	eb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100370	Item	_ID_18 agile_testr	ame18 F	eb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100358	Iter	n_ID_6 agile_testr	ame6 F	eb-11-2020 01:4	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		Displaye	d colum	ns		1a <a 1<="" td=""><td>2 3 4</td><td>5 🕨 🖬 10</td><td>•</td><td>Row</td><td>/s: 279</td>	2 3 4	5 🕨 🖬 10	•	Row	/s: 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.

Drafts (293)	Manage tests			_ [Manage tes	ts						2
	All tests ((586)		_ L							New test	?
aglie_testname					Manage cer	tificates						
agile_testname1						pols						
agile_testname10	ID o	Name 0	Date of creation 0	s		iles e	¢	Report displayed 0	Report content 0	Page format	Question randomization	•
iglie_testname11	Search D	Search O		Draft		ations	٠	Select one	Select one	Select one	Select one	* Sel
agile_testname13	100895	Test	Feb-08-2020 01:57		Draft	Manually created		Immediately after fini	Score and answers pr	One question per page	No	
agile_testname14	101042	agile_testname	Feb-10-2020 03:23	C P	Draft	Manually created		Immediately after fini	Score and answers pr	One question per page		
agile_testname15	100896	core_test1	Feb-08-2020 02:33		Draft	Test with sections		Real time grading	Score and answers pr_	One question per page		
agile_testname16	101043	agile_testname	Feb-10-2020 03:23	D	Draft	Manually created		Immediately after fini_	Score and answers pr_	One question per page		
agile_testname17	101044	agile_testname	Feb-10-2020 03:23		Draft	Manually created		Immediately after fini	Score and answers pr_	One question per page		
agile_testname18	101045	agile_testname	Feb-10-2020 03:23	D	Draft	Manually created		Immediately after fini	Score and answers pr	One question per page		
H H 1 2 3 4 H H	101046	agile_testname	Feb-10-2020 03:23	D	Draft	Manually created		Immediately after fini	Score and answers pr	One question per page		
Published (291)	101047	agile_testname	Feb-10-2020 03:23	D	Draft	Manually created		Immediately after fini	Score and answers pr	One question per page		
Suspended (2)	101048	agile_testname	Feb-10-2020 03:23		Draft	Manually created		Immediately after fini	Score and answers pr	One question per page		
Test templates (4)	101049	agile_testname	Feb-10-2020 03:23	D	Draft	Manually created		Immediately after fini_	Score and answers pr	One question per page		
	Displayed	columns				ia ea 19	20	21 22 23 ↔ +·	10 *		Rows:	586
												85

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



Next, follow the steps below:

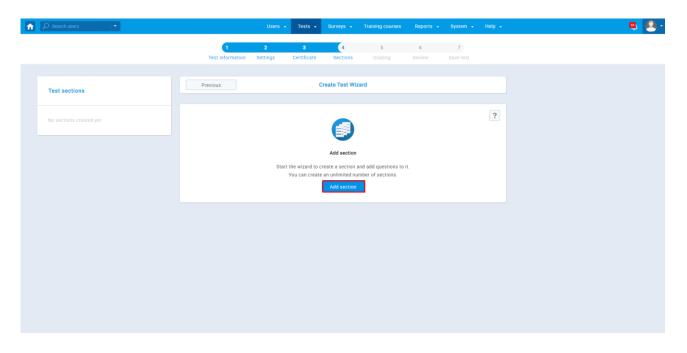
1. Step 1 In the Test Wizard – Test information: Enter the name of the test and check the "Test with sections" checkbox and click on the "Next" button.

a l	♀ Search users	Users - Tests - Surveys - Training courses Reports - System - Help -
	Test sections	Create Test Wizard Next
	No sections created yet	Test information ?
		Name:* agile_testname1
		Description: Demonstrate test with 4 modules and 8 pools
		Test label: Classified
		Test with sections: 💿 🗹
		Test instructions
		All candidates will have to read the instructions before starting the test (this setting is optional).
		Copy previously created instructions: Select one -
		Copy previously created instructions. Derect one
		$B \ I \ \sqcup \ \ominus \ \underline{A} \ \underline{W} \ X_1 \ X^2 \ H_1 \ H_2 \ \mathfrak{M} \ \phi \ \exists \ \Xi \ \Xi \ \Xi \ H_1 \ \mathfrak{H}_2 \ \mathfrak{H}_2 \ H_2 $
		This text will be displayed in passage field.

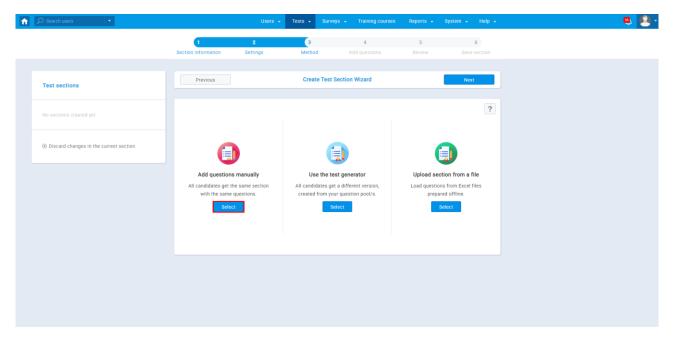
2. Step 2 in the Test Wizard – Settings: You need to check "Require updating personal information" checkbox, so the users that you imported could update their profile information before test-taking.

		Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻
		2	3	4	5	6	7	
	Test information	Settings	Certificate		Grading	Review		
Test sections	Previous		c	reate Test Wiz	ard		Nex	t
	Test settings							
No sections created yet		A Make	the pass mark	inclusive @				?
		me defined in eac		Time per test				
	Show report: ⑦ Imme	diately after finis	hing		*			
	Report content: ⑦ Score	and answers pre	view		٣			
	Configure report lifespan	0						
	Proctoring mode ③							
	Automatically logout can		hing					
	 Require updating persons 		J					
	Network access ③	Allow te	est continuation	n 🗌 /	Allow test retaking	Enab	le browser locko	lown
	All networks Internal network		s can interrupt d continue late		dates can retake the within the allowed		dates can not cu or print anythin	
		within the	allowed time		time frame	fro	om the screen	

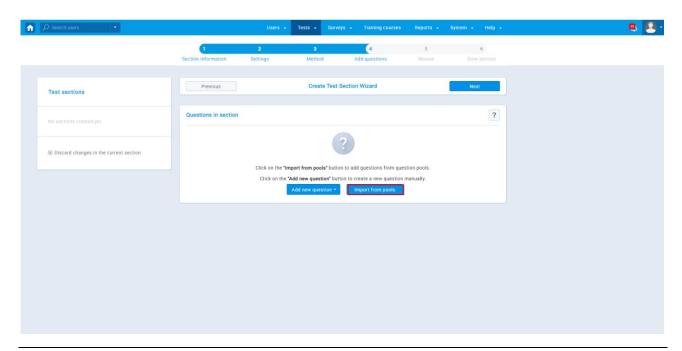
- 3. Step 3 in the Test Wizard Certificate: Add a certificate to a test that will be awarded after successful completion of the test (optional)
- 4. Step 4 in the Test Wizard Sections: Click on the "Add section" button, to add the first section (module):



- 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.

D Search users		Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻 Help 👻	
	1	2	3		4	5	6	
	Section informa	ation Settings	Metho	d .	Add questions			
Test sections	Previo	us	Creat	te Test Sectio	n Wizard		Next	
	Questions in	n section					?	
	_							
	Import questi	ons from a pool					×	¢
③ Discard changes in the current section	Select pool:	Select one					*	
	ociect poor.						Q	
		Select one					7-	
		Topic area 1						
		Topic area 2						
		Topic area 3						
		Topic area 4						
		Topic area 5						
		Topic area 6						

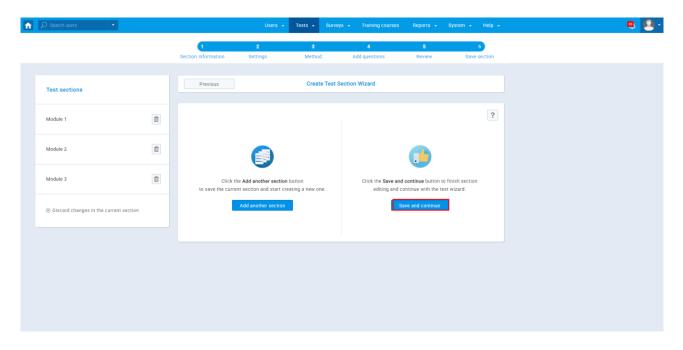
 When you choose a topic area, you can assign all the questions from that specific Topic area with the "Assign all" button, or you can assign one by one using the reversed-arrow button.

	Import questions from a pool			×
est sections	Select pool: Topic area 1			•
	Question text	Parent pool 0	Difficulty 0 Type 0	Actions
	Search C	Search O	Select one V Select one V	
	5+6=?	Topic area 1	Medium Open-ended	₽
Discard changes in the current section	5 is bigger than 2. (Branching question)	Topic area 1	Medium True/False	
	Fill in the blanks.	Topic area 1	Easy Fill in the blanks	
	Grass is (choose one): (Branching question)	Topic area 1	Easy Single choice	P 4
	In your opinion, what is the best way to learn languages (describe):	Topic area 1	Medium Essay	
	Match countries with their capital cities.	Topic area 1	Medium Matching	
	Order animals from largest to smallest:	Topic area 1	Easy Ordering	
	Purple is a combination of which colors (choose one or more): (Branching question)	Topic area 1	Easy Multiple choice	
		14 <4 <u>1</u> >> >1 10 		Rows: 9
	Assign all			

- 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.

ì	♀ Search users	•		Users 🚽	Tests 👻	Surveys 🚽	Training courses	Reports 👻	System - Help -
			1 Section information	2 Settings	3 Method	A	4 add questions	5 Review	6 Save section
	Test sections		Previous		Create	Test Section	n Wizard		
	No sections created yet								?
	\otimes Discard changes in the c	urrent section							
			to save the curren	e Add another section It section and start cre Add another section	ating a new one		_	continue button to ontinue with the tes	

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.

ñ	₽ Search users	•				Users +	Tests 🗸	Surveys 👻	Training course	s Reports	- System -	Help 👻
					1 Test information	2 Settings	3 Certificate	4 Sections	5 Grading	6 Review	7 Save test	
	Test sections				Previous			Create Test Wiz	ard		Next	
	Module 1		۵		ng configuration	the test, candida	te needs to ac	chieve more or eq	ual to 70%			
	Module 2		۵					A.				
	Module 3		۵	_	_	Settings f		arading configurations, sec	tor setup tion groups and q	uestion pools		
	Module 4		۵	1. Whole Set pas	is mark: Percenta	ge 🔿 Points						
	Add section			Pass m Grading	g scales: No gradin		s 🗹 Make th	e pass mark incl	usive			×
					ections d drop the table rows to r Sect			Pools	Data	ssing required	Pass mark	Edit
					Module 1	on ,	1. Top	pic area 1 pic area 2	P di	Yes	25 %	
				2	Module 2		1. Toj 2. Toj	pic area 4 pic area 3		No	35 %	
				3	Module 3		1. Toj 2. Toj	pic area 7 pic area 8		Yes	45 %	
				4	Module 4		1. Toj 2. Toj	pic area 5 pic area 8		No	55 %	Rows: 4
					ection groups							
				# No da		ime ¢	Sections	Passing	i required	Pass mark	Grading scale	Actions Rows: 4
					ate new section group							

- 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.

î												7	- 🚨
	⊕ Add section	Pass mar Grading s		70% No gradin	112 points	i 🗹 Make th	e pass mark incl	usive			¥		
		Test se	ction	group						×			
		Section	group i	name:*	Core group 1								
		Section	group	description:									
		Section	group (oass mark:	50% +	Make the pa	ss mark inclusiv	,					
		🖌 Pas	sing re	quired									
		Grading	scales		No grading scale					v	-		
			#				Se	ction		¢			
		~		Module 1									
		~		Module 2 Module 3									
				Module 4									
							н м <u>1</u> ю	1e1					
						Sa	Can	cel					
										Rows: 4	4		
				ection group									
		> Show	questio	n pools repo	ort setup ⑦								

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		1
2	Core group 2	1. Module 2 2. Module 4	No	50		1
						Rows: 4
Crea	ate new section group					

> Show question pools report setup ⑦



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

分 Search users	•				Users 👻	Tests 👻	Surveys	 Training courses 	Reports 🚽	System 👻	Help 👻
			1 Test infor		2	3 Certificate	4 Section	5	6 Review	7 Save test	
			lest infor	mation se	ttings	Certificate	Section	s Grading	Review		
Test sections			Previous				Create Test	Wizard		Nex	
Module 1							a				?
Module 2	ť		Test information	I.			-				
			Test name:	agile_te	stname1						
Module 3	ů	1	Test description:	Demons	strate test w	rith 4 modules	and 8 pools				
			Show report:	Immedi	ately after f	inishing					
Module 4	ť)	Report content:	Score a	nd answers	preview					
			Network access:	All netw	orks						
+ Add section											
			est sections rag and drop the tabl	e rows to reorde	r sections						
			#		Section		٥	Passing required	Pass mark	Туре	
			1 Module 1					Yes	25	Manually cr	reated
			2 Module 2					No	35	Manually cr	eated
			3 Module 3					Yes	45	Manually cr	reated
			4 Module 4					No	55	Manually cr	reated

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

↑ Search users		Users 🚽	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 🚽	٩	E
	1 Test information	2 Settings	3 Certificate	4 Sections	5 Grading	6 Review	7 Save test			
Test sections	Previous		(Create Test Wiz	zard					
Module 1								?		
Module 2			Click the Finis		to save your test.					
Module 3			(Finish wizard						
Module 4										
Add section										

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.

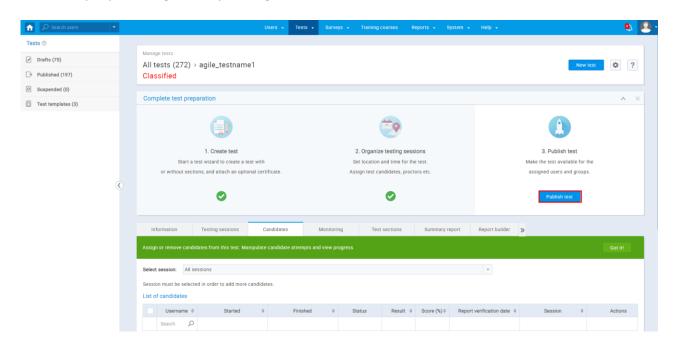
Search users				Tests 🚽			Reports 🖌 System 🗸			٩	2
Tests ⊘		Start a test wizard to create a te out sections, and attach an optio				et location and time fo			Make the test available for the assigned users and groups.		
Drafts (75)											
→ Published (197)		\bigcirc							Publish test		
Suspended (0)											
Test templates (3)	Information	Testing sessions	Candidates		Monitoring	Test sections	Summary report	Report builder	»		
	Organize your te	est in sessions for users located									
	New testing	session 🔻							List	Details]
	Session_ID1		2 🖞	4	Session_ID2		1	Session_ID3		1	
	• Indiar	napolis			O Denver			Indiana	apolis	_	
				t							
	Start:			ŝ	Start:			Start:			
	End:			E	End:			End:			
	Web access I	link: https://gc-83.youtestme tSessionId=10213	.com/login.xhtml?tes	`	Web access link:	https://gc-83.youte tSessionId=10214	stme.com/login.xhtml?tes	Web access lin	nk: https://gc-83.youtestme.com/log tSessionId=10215	gin.xhtml?tes	
	Candidates: 3	3	0	c	Candidates: 5		Θ	Candidates: 0		Φ	
	Status: Unloc	cked	ĥ	5	Status: Unlocked		ĥ	Status: Unlock	ced	Ê	
						14 -44 <u>1</u>	∞ »i 12 x				

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.

f D Search users •		Users - Tests -				۹ و
Tests (0)						
Drafts (74)	All tests (272) > agile	New testing session		×		New test 🌣 ?
Published (198)	Classified	Testing session name:*	Session_ID1			
Q Search 011 Test	Information Testin	Location: Choose a location from a pre-existing list			Report builder	
agile_testname1 Basics of Navigation	Organize your test in sessions fo	Time zone: This time zone is used for the fields below	UTC (GMT 0.00)			Got it!
Biologija (Bodljokošci 1. deo) Biologija (Bodljokošci 2. deo)	New testing session	Availability: Select starting and ending time for this session	Start:*			List Details
Biologija (Člankoviti crvi)	Session_ID1	Assign to group: Only users from this group can enroll in this session	Select group	•	Session_ID3	/ 🖞
Biologija (Culni organi) Biologija (Disanje 1. deo)	• Indianapolis	Candidate self enrollment: Candidates can self-enroll into the session from the			Indianapolis	
Biologija (Disanje 2. deo) Biologija (Endokrine Zlezde)	Start:	'My assignments' panel. This option will be availabl to all users within the system or to group members depending on the session settings. If this option is o candidates have to be selected from the list.			Start:	
	End:	Locked:			End:	
Suspended (0) Test templates (3)	Web access link: https://go tSessioni	Candidates can start their test only by entering the session password Show additional options for external setti	ngs		Web access link: https://gc-83.you tSessionId=1021	utestme.com/login.xhtml?tes IS
	Candidates: 3		3." 		Candidates: 0	0
	Status: Unlocked	Save	Cancel		Status: Unlocked	6
			····· <u>1</u>	*** *1 12 *		



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



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.

ft		Help +	۵٫ (
	Username username5		Change password ?	
	Information My assignments My certificates			
	View the list of all tests, surveys, and training courses assigned to	Test information ×	Got ill	
	Filter by type: ⑦ Tests, Surveys and Training courses	GetCertified	▼ List Details	
	Sort order: O Available first	GetCertified	3	
	Test:	Test name: agile_testname1		
	agile_testname1 Pass mark: 70.00% Availability period:	Description: Demonstrate test with 4 modules and 8 pools	Start	
	Feb-01-2020 01:00 AM CET - Feb-29-2020 02:11 PM CET	Duration type: Time defined in each section		
		Show report: Immediately after finishing Report content: Score and answers preview		
		Instructions: This text will be displayed in passage field.		
		I understand and agree with the instructions and rules of this assignment		
		Start		

- 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.

•	
	youtestme
	/

lpdate your pr	ofile information
Personal informa	ation
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	Finish section Finish test
Question: 1 of 6 Type: Multiple choice	Section progress bar 0//
A caterpillar may transform into a (select multiple):	
	Test Section
and the second	Section name Module 2
A.	All questions (6) P Review list (0)
Answers:	1 2 3 4 5 6
1. fly	Not answered
2. snail	
3. bee	Notes
4. butterfly	BIU 0 ≜ M x, x' H H₂ 39 40 H Ξ Ξ Ξ F 15
5. moth	This text will be displayed in passage field.
	Next question

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

↑ Search users	-			Users 👻	Tests 👻	Surveys 👻	Training cours	es Reports 🗸	System 🗸 Help 🗸		<u> </u>
Tests ⑦											
Drafts (83)		Manage tes								New test	?
→ Published (205)		Air test.	5 (200)								
Suspended (0)											
Test templates (3)		ID <	External ID≎	Name	٥	Date of creation	Status \$	Creation type ≎	Report displayed 🗘	Report content \$	
		Search 🔎	Search O	agile_ <u>testna</u>	Q		Select one 🔹	Select one	Select one	Select one	Select o
		10043	2 ItemID1	agile_testnam	ie1	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100350	5 Item_ID_4	agile_testnam	ie4	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
	۲	10036	1 Item_ID_9	agile_testnam	e9	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		10035	B Item_ID_6	agile_testnam	e6	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		10035	e Item_ID_7	agile_testnam	e7	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100360	D Item_ID_8	agile_testnam	e8	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		10035	7 Item_ID_5	agile_testnam	e5	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100363	3 Item_ID_11	agile_testnam	e11	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		100364	4 Item_ID_12	agile_testnam	e12	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		10035	5 Item_ID_3	agile_testnam	e3	Feb-11-2020 0	Draft	Manually created	Immediately after fini	Score and answers pr	One c
		Display	ed columns			14 44	1 2 3	4 ⊨> ⊨⊨ 10 ▼		Rov	/s: 288

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 All te Class	ests (273) > a	agile	_testname1							New test
Info	ormation	Testin	g sessions Candidates	Monitoring Test sections	Summar	y report Report b	uilder »			
Assign	or remove candidat		m this test. Manipulate candidate attemp	ts and view progress						
Session	a must be selected		er to add more candidates.					•		> Show additional options
	Username	0	Started 0	Finished 0	Status	Result 0	Score (%) 0	Report verification date 0	Session 0	Actions
	Search	Q								
	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	V llı C
	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	S ∥ ∨
	username3		Feb-11-2020 03:18 PM GMT+02:00	Feb-11-2020 03:30 PM GMT+02:00	Waiting for repo	ort Failed	29.38	Not verified	Session_ID1	S ill ∨
	username4				Not attempted	1		Not verified	Session_ID2	3 © V
	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	V lli C
	username6				Not attempted	1		Not verified	Session_ID2	3 @ V
	username7				Not attempted	1		Not verified	Session_ID2	30 4
	username8				Not attempted	1		Not verified	Session_ID2	30 -
	played columns				14 - 14	1 10 -	1		-	Rows: 8
Dis										

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

	Clas	sified											
1	Inf	ormation	Testing	sessions Candidates	Monitoring Test se	ections	Summary report	Report builde	H »				
		or remove candida		n this test. Manipulate candidate atternp									
	Select	session: All ses	sions							×			
		n must be selected candidates	in orde	r to add more candidates.								> Sho	w additional optic
		Username	٥	Started	C Finished	٥	Status	Result 0	Score (%) 0	Report verification date 0	Session	0	Actions
		Search	Q								1		
	~	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		V li C
		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		V li C
	~	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		V lh C
	~	username4					Not attempted			Feb-11-2020 05:03 PM GMT+02:00	Session_ID2		3 0 V
	~	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		V lh C
	~	username6					Not attempted			Feb-11-2020 05:03 PM GMT+02:00	Session_ID2		3 0 V
		username7					Not attempted			Not verified	Session_ID2		3 0 V
		username8					Not attempted			Not verified	Session_ID2		3 0 V
	Di	splayed columns						10 -					Rows:

This is the preview of the exported report.

A1	L T	: 🗙 🗸 🏂 AGILE	Jser ID		
	А	В	с	D	E
1		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					
10					

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:

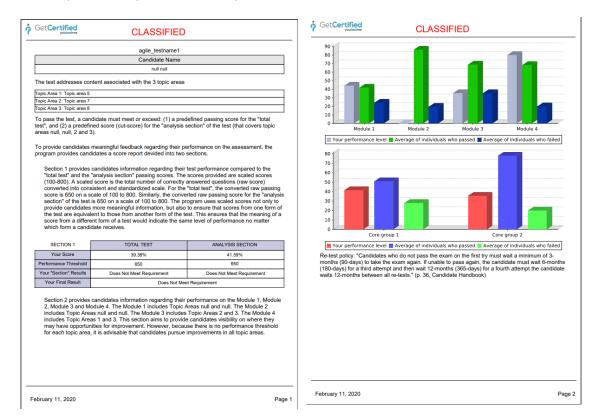
1. Select a user whose report you want to see, and click on the "Personal report" icon in the Actions column

ests Ø	Cla	ssified								
Drafts (83)	In	formation	Testing sessions Ca	ndidates Monitori	ng Taet	sections	Summary re	port Report builder		
Published (205)		Indimitation	Testing sessions	Monton	ng rest	acciona	Summary re	port Report builder		
Suspended (0)	Assig	n or remove candid	ates from this test. Manipulate o	andidate attempts and view pr	rogress					
Test templates (3)	Selec	t session: All ses	isions					*		
		ion must be selected		ow additional options						
		Username o	Started 0	Finished ¢	Status	Result 0	Score (%) ≎	Report verification date \$	Session ¢	Actions
		Search Q 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	V llı Č
۲		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	∨ lı č
	~	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	S ₁I ∨
		username4			Not attempted			Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	3 @ V
		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	v li₁ €
		username6			Not attempted			Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	3 © V
		username7			Not attempted			Not verified	Session_ID2	3 🛛 V

- 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

				6											
				39.3 Fail	led										
	Test name: agile_testname1														
	Description: Demonstrate test with 4 modules and 8 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 50.04															
	Notes: This text will be displayed in passage field.	This test will be displayed in passage field.													
	Test section group name	1e			Sections			Passing required	Pass mark	Score	Status				
2.	Core group 1		1. Module 1 2. Module 3					Yes	50.00%	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 GM1	T+02:00	Feb-11	-2020 03:16 PM GM	T+02:00	Yes	25.00%	44.29%	Passed	Q				
	Module 2	Feb-11-2020 03:16 PM GM7	T+02:00	Feb-11	Feb-11-2020 03:16 PM GMT+02:00			35.00%	0.00%	Failed	P				
з.				Eab.11	-2020 03:17 PM GM	T+02:00	Yes	45.00%	35.48%	Failed	Q				
3.	Module 3	Feb-11-2020 03:16 PM GM7	T+02:00	Pep-11											

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:

Tests 💿		Clas	sified												
Drafts (83)		In	formation	Testing sessions Ca	andidates Monitori	ing Test	sections	Summary re	port Report builder	»					
Published (205)							scottons	ouninary re	Heport builder	"					
Suspended (0)			n or remove candio	dates from this test. Manipulate	candidate attempts and view p	rogress									
Test templates (3)		Select session: All sessions v													
			on must be selecte of candidates	ed in order to add more candidate	es.					>	Show additional options				
			Username ≎	Started \$	Finished >	Status	Result \$	Score (%)≎	Report verification date $~\diamond~$	Session	Actions				
			Search ,O												
	¢		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	v III ℃				
			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	s ₁I ∨				
			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	J ∥ ∨				
			username4			Not attempted			Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	3 🛛 V				
			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	v ll₁ č				
					username6			Not attempted			Feb-11-2020 05:03 PM GMT+02:00	Session_ID2	3 🕑 V		
			username7			Not attempted			Not verified	Session_ID2	3 🛛 V				
			username8			Not attempted			Not verified	Session_ID2	3 @ V				

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.

_							9				_
ñ	,Ω se	arch users	•			Users - Tests -	Surveys - Training	courses Reports - 1	System - Help -		Q
Tests											
		Manage tests	> agile_testname	1						New test	• ?
Ð		Classified	- uğile_testilarile								
0											
۵		Information	Testing sessions	Candidates M	onitoring 1	fest sections Sum	mary report Report	builder »			
											Got it!
		Report template									
		Load template: ③	Select one	*							
		Report columns									
			ort by selecting options from	the list below. Each option will be feat					1		
	5	User columns		Testing session columns	Test columns	Test section columns	Question columns	Question pool columns			
		✓ 10	🗹 External ID	VID ID	VID 🗸	Points	Text	Points			
		 Employee ID 	Vsername	Name	Name	Total points	 Correct answer 	 Total points 			
		 First name 	 Last name 		Started	Score (%)	 Answered 	Score (%)			
	1.	 Middle name 	🗹 Email		Finished	Srade	Points	Passed			
		Date of birth	I Gender		Time spent	Passed	 Total points 				
		Phone number	Affiliation		Points		Time to answer				
D		Street	City		Total points		Question pool				
		State	Country		Score (%)						
		ZIP			I Grade						
					Passed						
		Advanced search									
				ries. The simple filter filters the result	according to the chosen of	column, criteria, and value. The g	roup filter is a conjunction (AN	0) or disjunction (OR) of more filters	 Negation can be applied to any filter. 		
	2.	V Not AND		er or equal ~ Jan-31-2020	00						
	۵	Not Fin									0
			isneo * less c	reguai - res-29-6060	Opeons *						
		Test section groups See apprepated results for		eting a test sections group. This option	is evailable for tests with	sections only.					
		Test section groups:	Points	Total points	Score (%)	🗹 Grade 🛛 🗹 Par	ssed				
		Add test section g	roup								1
				Test sections.* Module 1	-				Make the pass		
	31	Test section group na	me:* Group 1	Module 2		Grading scales: Select one	• P	ass mark:* 50	Make the pass mark inclusive:	0	
				Test sections.* Module 3	*				Make the pass		
		Test section group na	me:* Group 2	Module 4		Grading scales: Select one	- P	ass mark:* 50	mark inclusive:		
											J
						Save as repor	t template Displ	ay report 4.			
							~				



Manage tests														
All tests (27	74) → agile_test	name1											New test	₽ ?
Classified														
Information	Testing sessi	ons Cand	idates M	Aonitoring	Test sections	Summary repor	t Report bui	lder »						
Back to report	t builder													
								User						
ID	External ID	Employee ID	Username	First name	Last name	Middle name	Email	Date of birth	Gender	Phone number	Affiliation	Street	City	
100900	User_ID_1		username1						Other					
100900	User_ID_1		username1						Other					
100900	User_ID_1		username1						Other					
100900	User_ID_1		username1						Other					
100900	User_ID_1		usemame1						Other					
100900	User_ID_1		username1						Other					

This is an example of the customed report that you can export as an excel file if you click on the excel icon

This is an example of an exported excel file.

							User								Tes	ting session				Test
			First name	Last name	Middle name	Email	Date of birth		Phone number	Affiliation	Street	City	State	Country ZIP	ID	Name	ID	Name	Started	Finish
0900	User_ID_1	username1						Other							10213	Session_ID1	100353	agile_testname1	Feb-11-2020 03:14 PM GMT+02:00	Feb-11-2020 03:18 P
0904	User_ID_5	username5					Feb-05-2020 02:00 AM GMT+02:00	Other							10214	Session_ID2	100353	agile_testname1	Feb-11-2020 03:14 PM GMT+02:00 Feb-11-2020 03:30 PM GMT+02:00 Feb-11-2020 03:14 PM GMT+02:00 Feb-11-2020 03:18 PM GMT+02:00	Feb-11-2020 03:35 P
0901	User_ID_2	username2	Student	Student	Student		Feb-04-1993 02:00 AM GMT+02:00		032322322	Military	address	Belgrade			10213	Session_ID1	100353	agile_testname1	Feb-11-2020 03:14 PM GMT+02:00	Feb-11-2020 03:30 P
902	User_ID_3	username3						Other							10213	Session_ID1	100353	agile_testname1	Feb-11-2020 03:18 PM GMT+02:00	Feb-11-2020 03:30