YouTestMe

How to Create a Test with Attachments



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1 Introduction

This article explains how to create a test with attachments and import questions that contains attachments in it. To see how to add attachments to existing questions in the question pool, please check this article.



1.1 Creating a new test

To create a new test you should navigate to the "Tests" and select "New test".





The "Test Wizard will appear". In the first step of the test wizard, you can add attachments that can be displayed to candidates only at the beginning of the test or throughout the whole test-taking. To do so, you should choose one of the offered options:

- 1. Click the "Create New" button to import a new attachment from your computer. The attachment will be stored in the library for further use.
- 2. Click the "Import attachments" to add new attachments from the library of previously imported or created attachments.

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1.2 Test attachments

1.2.1 Create a new test attachment

If you select the "Create new" button, the new window will appear where you should:

- 1. Enter the name of the attachment.
- 2. Optionally enter the description.
- 3. Define whether you want to display attachment to candidates only at the beginning of the test or throughout the whole test-taking.
- 4. Define whether this attachment will be private (you are the only user that will be able to use it for other tests and questions) or to be public (other users will be able to use this attachment. They will not be able to edit or delete it).
- 5. Select the "Attachment type".
- 6. Enter the "Web link" for the YouTube video attachment type.
- 7. Click "Save" to add this attachment to the test and store it in the attachment library.
- 8. Click "Cancel" if you don't want to add an attachment.

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1.2.2 Import test attachments

If you select the "Import attachments" button, the new window with the attachment library will appear. In this window, you can see all previously created attachments or public attachments from other creators stored in the library. To see how to access and manage the attachment library, please check this article.

- 1. The attachment you created for this test since you already added this attachment in the test you are not able to import it again.
- 2. The attachment stored in the library You can add it to the test by clicking on the "Arrow" icon.

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1.2.3 Editing test attachment

If you imported an attachment from the library, you can edit it to define the visibility and availability.

- 1. Click on the "Pen" to open a window for editing.
- 2. Define whether you want to display attachment to candidates only at the beginning of the test or throughout the whole test-taking.
- 3. Define whether this attachment will be private (you are the only user that will be able to use it for other tests and questions) or to be public (other users will be able to use this attachment. They will not be able to edit or delete it).
- 4. Click the "Save" button to confirm the changes.

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In the second step of the test wizard, you should:

- 1. Select "Enable notes" in order for candidates to be able to add notes to attachments.
- 2. Select "Make note persistent" if you want to see the notes candidates took during the test.

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Once you get to the "Method" step in "Create Test Wizard," select "Add questions manually."



To add a new question from a question pool, select "Import from pools."

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	1	2	3	4		5	6	7	8			1
Т	est information	Settings	Certificate	Method	Add qu	estions	Grading	Review	Save test			
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A new pop-up window will appear, with a dropdown menu that allows you to select one of the previously created pools you want to import the questions.

Search users	•		My assignments	Users 👻	Tests 👻	Surveys 👻	Training courses	Reporting 👻	System 👻		101	<u>10</u>	•
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			Clic	k on the "Add new q	uestion" button	to create a new ques	tion manually. <u>Play vide</u>	2					
				Add nev	w question 👻	Import fro	m pools						

Preview a question by clicking the magnifying glass icon or assign questions individually by clicking the arrow icon. You can assign all questions simultaneously by clicking the "Assign All" button.

Select p	Genera	I Knowledge				*
#	ID \$	Question text \$	Parent pool 🗘	Difficulty \$	Type ≎	Actions
		Search O	Search ,O	Select one	Select one	
1	12703	How many milligrams are there in one g	General Knowledge	Easy	Single choice	. ↓
2	12706	If you pass the second person in a race	General Knowledge	Medium	True/False	⊛ ↓
3	12707	How many workdays are there usually in	General Knowledge	Medium	Single choice	⊚ ↓
4	12712	Order the following rivers (starting from	General Knowledge	Hard	Ordering	
5	12714	Cristiano Ronaldo is a famous:	General Knowledge	Easy	Single choice	⊛ ↓
6	12716	Match the following.	General Knowledge	Medium	Matching	⊛ ↓
7	12717	Fill in the blanks.	General Knowledge	Medium	Fill in the blanks	⊛ ↓
8	12785	Order the following mountains (starting	General Knowledge	Easy	Ordering	. ↓
9	12786	Albert Einstein was a golfer.	General Knowledge	Easy	True/False	⊚ ↓
10	12787	The word "Ketchup" comes from which $\ensuremath{I}\xspace{\ensuremath{}\xspace}$	General Knowledge	Easy	Single choice	. ↓
		14 14	1 2 10			Rows: 16



1.3 Candidates' perspective

Once candidates start a test, they will see:

- 1. A list of Test attachments in the "Instructions" window.
- 2. Whether the attachment will be available only on the "Instructions" window or during the test as well.
- 3. Click on the "eye" icon to preview the attachment.

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Username	Instructions				×	?
student	ç					
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Tests, Surveys and Training courses				_		Sort by:
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Demo	Test attachments: 1	≠ Name	Туре	Availablity during test	Action	
	1	How to Extend Te	YouTube video	Available	۲	
	1	2 Cyber Logo	Picture	Unavailable	3	
Assignment type	I understand and agree	e with the instructions and rul	es of this assignment			& Certificate
			Start			

In the test-taking window, candidates will be able to see:

- 1. Test attachments.
- 2. Question attachments.
- 3. Preview the attachments.
- 4. Add a note for attachments.



Questio	n: 1 of 1 Type: True/Fal	se		▶	Finish test	
Polar	bears live alongside p	enguins.			Progress bar	0/
Decide	e whether the sentence above	e is true or false				Questions
A. Tru	ue			\bigcirc	Demo Attachments	Test 1
B. Fa	lse			\bigcirc	All question	ns (1) Review list (0)
Test at	tachments:				1	
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#	Name	Туре	Action		Create new	
1	Polar Bear Brochure	PDF	• Ē,			