

YouTestMe

Adding Managers to the Test

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1 Introduction

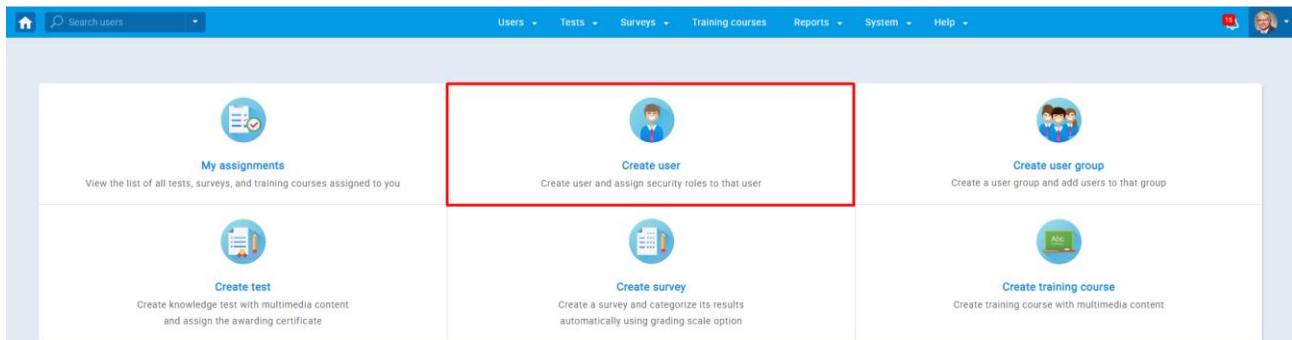
This document's purpose is to explain how to assign managers to the test and what is the use of this process. To manage tests, you need to have at least an instructor role, or some custom role with specific permissions.

2 Steps

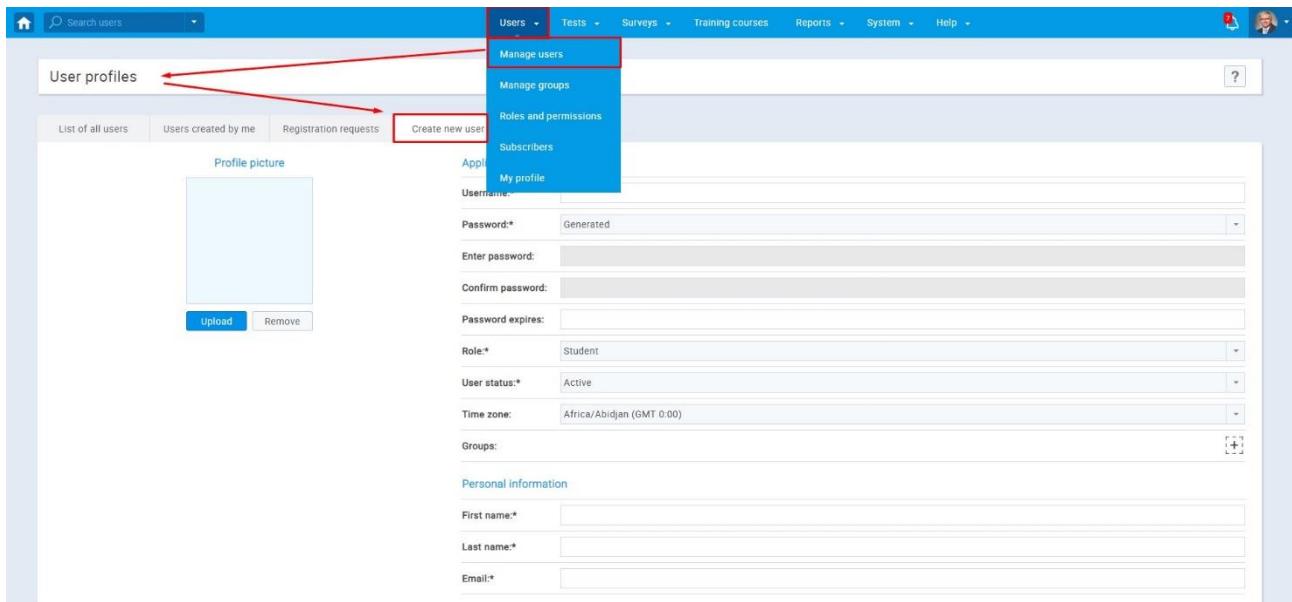
2.1 Make a user with permissions to manage a test:

There are two ways to create a new user in the application:

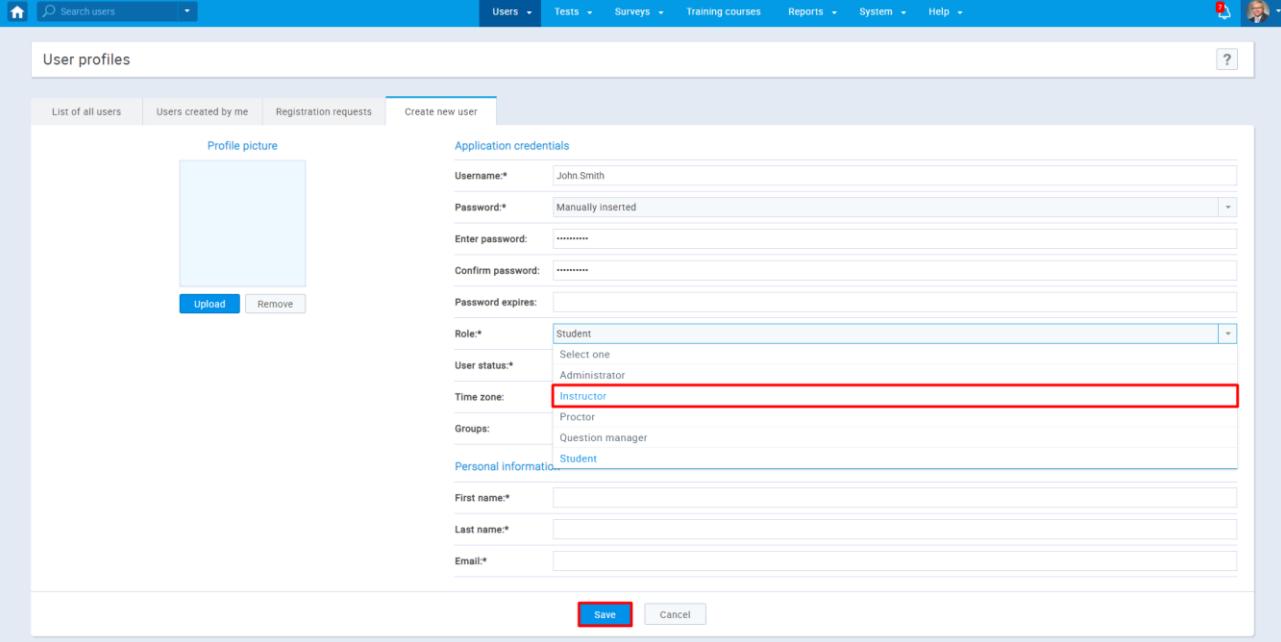
1. Select the "Create user" quick action option from the home screen



2. Navigate to the "Users" option from the main menu and select "Manage users." On the "Manage users" page, select the "Create new user" tab.



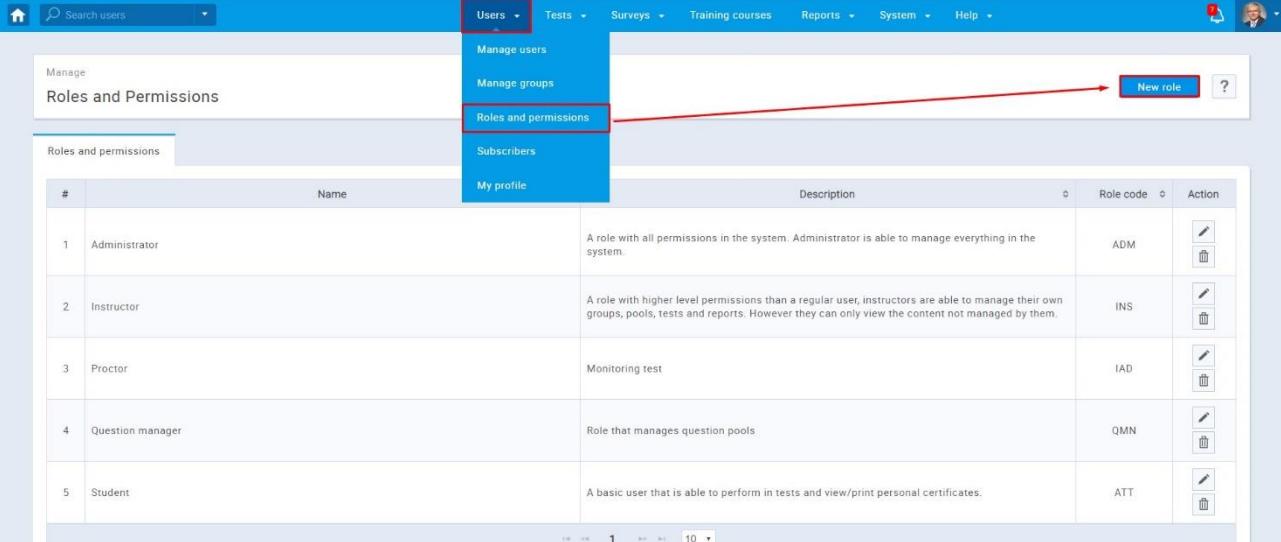
In the “Create new user” tab, you can manually add a new user by entering personal information and setting a role. If you want to choose a predefined role that can manage a test, the best option is to select the “Instructor” role because it has all the permissions that you need for managing a test enabled.



The screenshot shows the 'User profiles' section with the 'Create new user' tab selected. The 'Profile picture' field is empty. The 'Application credentials' section includes fields for Username (John Smith), Password (Manually inserted), Enter password, Confirm password, and Password expires. The 'Role*' dropdown is set to 'Student' (highlighted with a red box). The 'User status*' dropdown shows 'Administrator' and 'Instructor' (highlighted with a red box). The 'Time zone:' dropdown shows 'Instructor' (highlighted with a red box). The 'Groups:' dropdown shows 'Proctor' and 'Question manager'. The 'Personal information...' section includes fields for First name, Last name, and Email. At the bottom right are 'Save' and 'Cancel' buttons, with 'Save' highlighted with a red box.

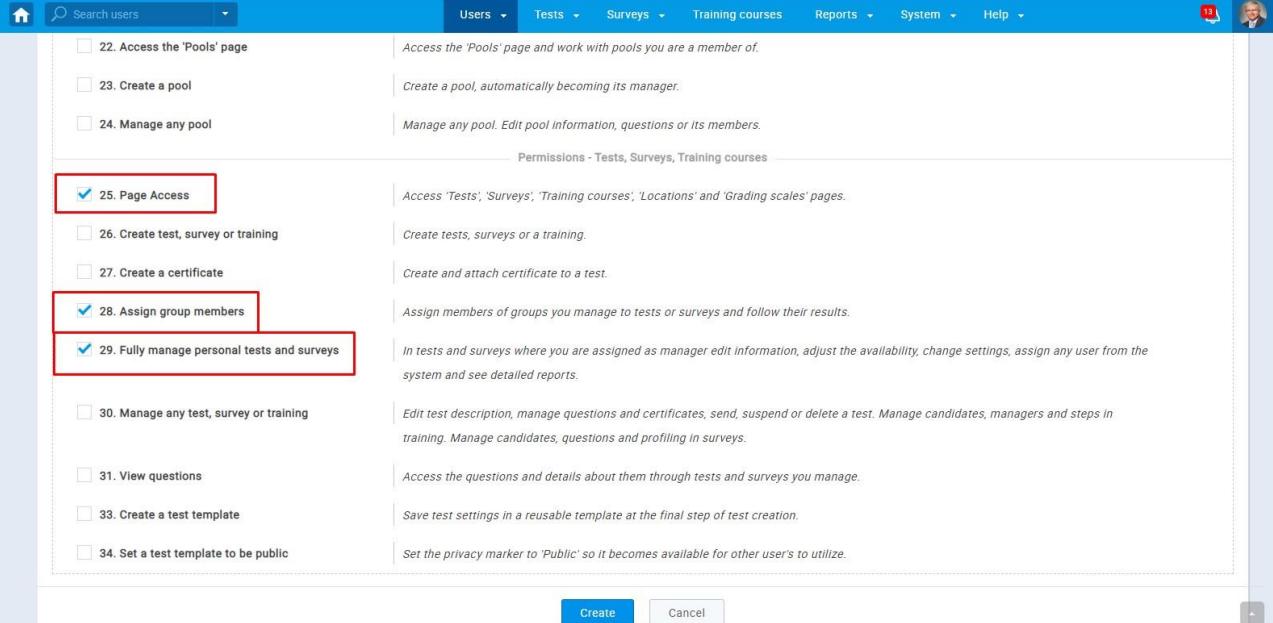
If you don't want to use a predefined role, you can make a custom role and select specific permissions for it so the user with that role can manage a test. You can do so if you:

1. Click on the “Users” option in the main menu
2. Go over to the “Roles and Permissions” and then create a new role by clicking on the “New role” button



#	Name	Description	Role code	Action
1	Administrator	A role with all permissions in the system. Administrator is able to manage everything in the system.	ADM	
2	Instructor	A role with higher level permissions than a regular user, instructors are able to manage their own groups, pools, tests and reports. However they can only view the content not managed by them.	INS	
3	Proctor	Monitoring test	IAD	
4	Question manager	Role that manages question pools	QMN	
5	Student	A basic user that is able to perform in tests and view/print personal certificates.	ATT	

For a user to be able to manage a test, he/she must have a role with at least these three permissions enabled: **Page Access**, **Assign group members**, **Fully manage personal tests and surveys**.



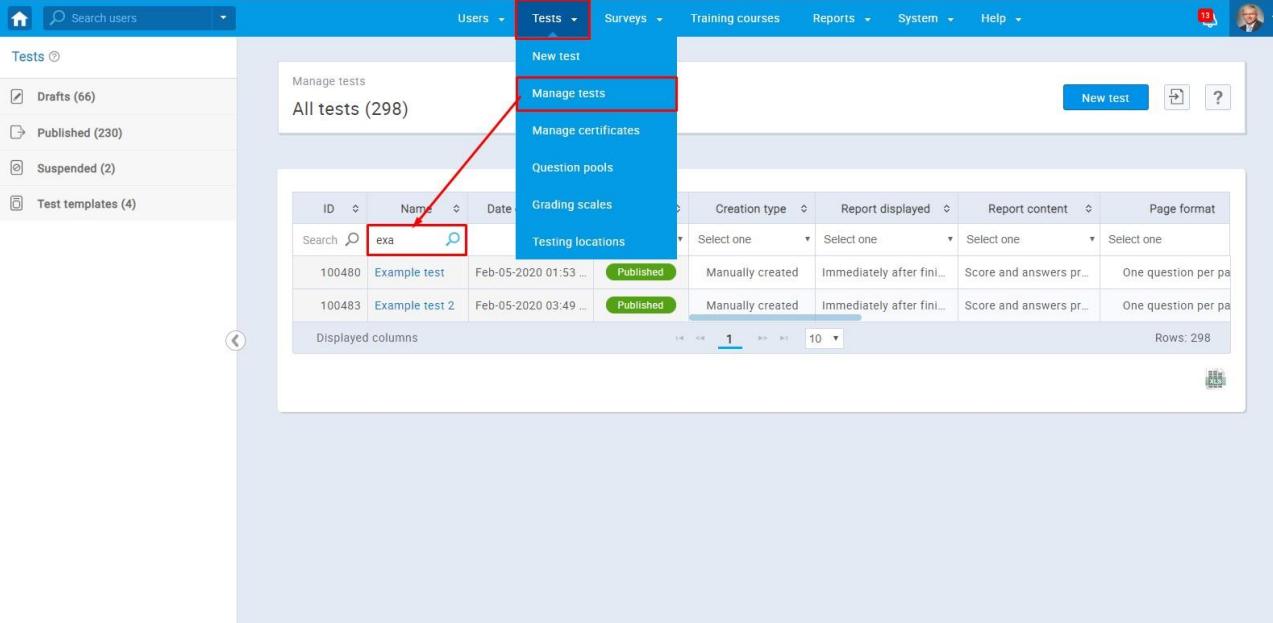
Permissions - Tests, Surveys, Training courses

- 22. Access the 'Pools' page
- 23. Create a pool
- 24. Manage any pool
- 25. Page Access
- 26. Create test, survey or training
- 27. Create a certificate
- 28. Assign group members
- 29. Fully manage personal tests and surveys
- 30. Manage any test, survey or training
- 31. View questions
- 33. Create a test template
- 34. Set a test template to be public

Create **Cancel**

2.2 Assigning Test manager

To assign test managers, navigate to the “Tests” option in the main menu, and select “Manage tests.” Enter the name of the test in the search bar and select it.



Tests

Drafts (66) Published (230) Suspended (2) Test templates (4)

Manage tests
All tests (298)

New test

Manage tests

Manage certificates

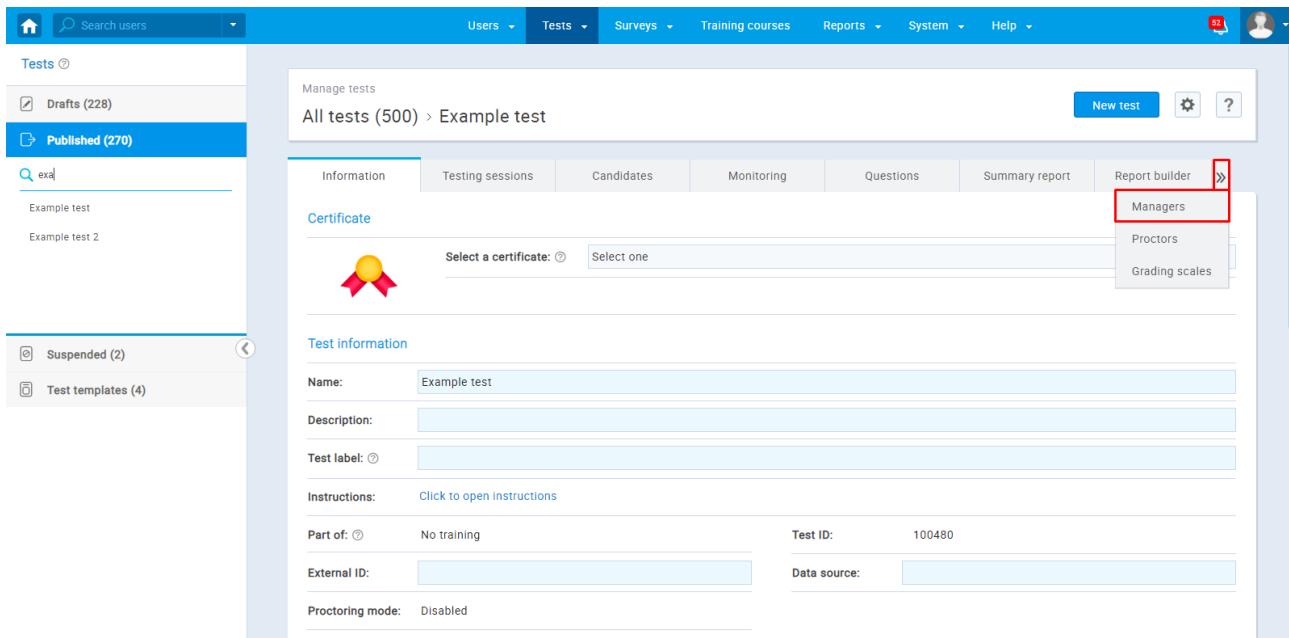
Question pools

Search 

ID	Name	Date	Creation type	Report displayed	Report content	Page format
100480	Example test	Feb-05-2020 01:53 ...	Manually created	Immediately after fini...	Score and answers pr...	One question per pa...
100483	Example test 2	Feb-05-2020 03:49 ...	Manually created	Immediately after fini...	Score and answers pr...	One question per pa...

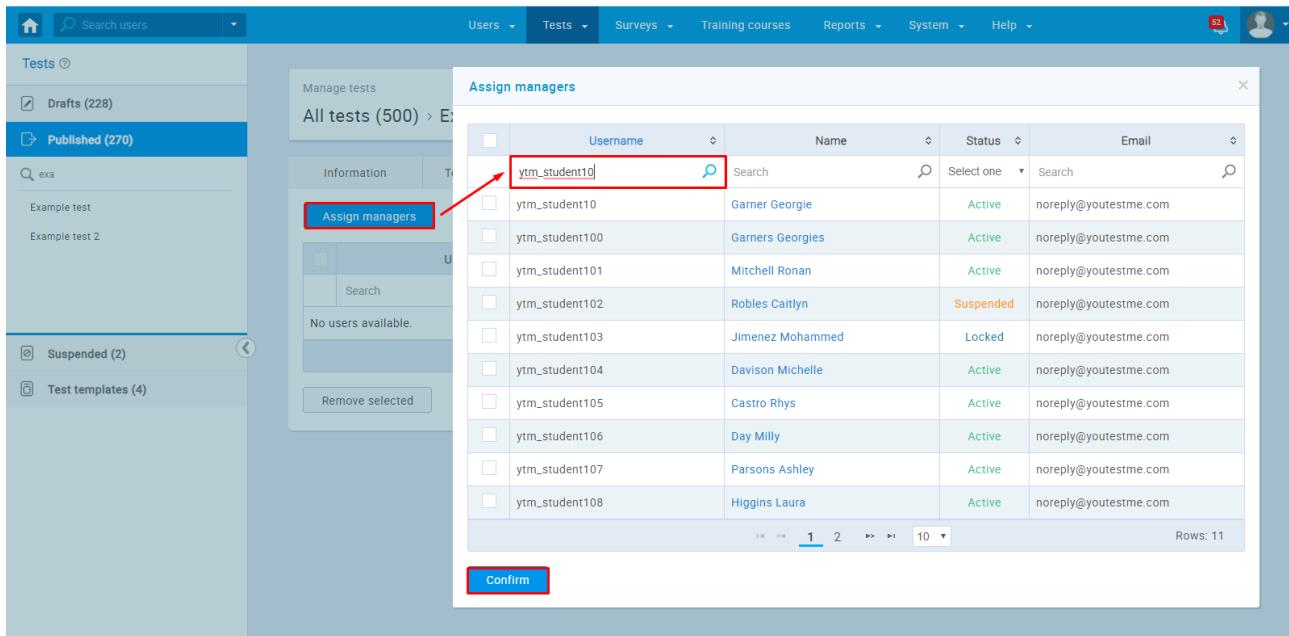
Displayed columns

Select the drop-down menu option and choose the “Managers” tab.



The screenshot shows the 'Information' tab of a test configuration page. The top navigation bar includes 'Users', 'Tests', 'Surveys', 'Training courses', 'Reports', 'System', and 'Help'. A red box highlights the 'Managers' tab in the top right corner of the main content area. Other tabs visible include 'Testing sessions', 'Candidates', 'Monitoring', 'Questions', 'Summary report', 'Report builder', 'Proctors', and 'Grading scales'.

When you select the “Assign managers” option, the pop-up window will show up. In the search bar, enter the username of the user that you want to assign as a manager, check the box for the user, and select the “Confirm” option.



The screenshot shows the 'Assign managers' pop-up window. On the left, there is a button labeled 'Assign managers' with a red box around it. The main area is a table listing users with columns for 'Username', 'Name', 'Status', and 'Email'. A search bar at the top allows filtering by 'Username', 'Name', or 'Email'. A red box highlights the 'ytm_student10' entry in the 'Username' column. At the bottom of the table is a blue 'Confirm' button with a red box around it.

	Username	Name	Status	Email
<input type="checkbox"/>	ytm_student10	Garnier Georgie	Active	noreply@youtestme.com
<input type="checkbox"/>	ytm_student100	Garners Georgies	Active	noreply@youtestme.com
<input type="checkbox"/>	ytm_student101	Mitchell Ronan	Active	noreply@youtestme.com
<input type="checkbox"/>	ytm_student102	Robles Caitlyn	Suspended	noreply@youtestme.com
<input type="checkbox"/>	ytm_student103	Jimenez Mohammed	Locked	noreply@youtestme.com
<input type="checkbox"/>	ytm_student104	Davison Michelle	Active	noreply@youtestme.com
<input type="checkbox"/>	ytm_student105	Castro Rhys	Active	noreply@youtestme.com
<input type="checkbox"/>	ytm_student106	Day Milly	Active	noreply@youtestme.com
<input type="checkbox"/>	ytm_student107	Parsons Ashley	Active	noreply@youtestme.com
<input type="checkbox"/>	ytm_student108	Higgins Laura	Active	noreply@youtestme.com

Now that you appointed a user as a manager of the specific test, he can edit tests, create new sessions, assign users to that session, and monitor those users while they take the test.