



# YouTestMe

Creating a New Session and Editing an Existing Testing Session

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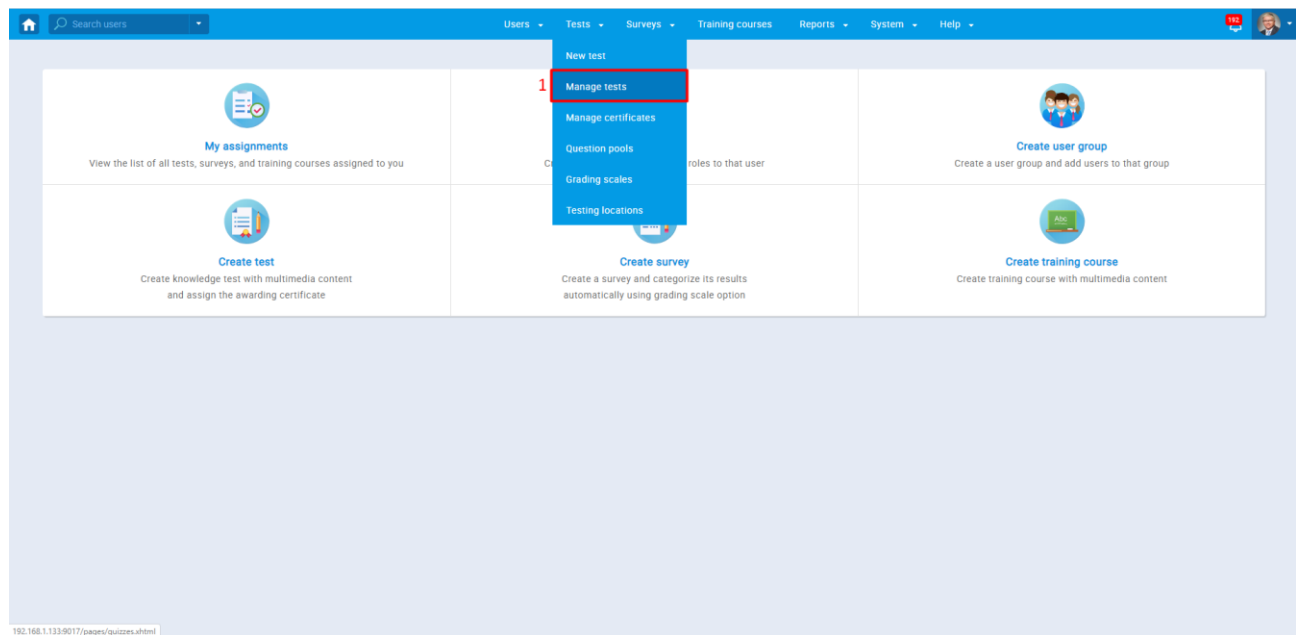
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## 1 Introduction

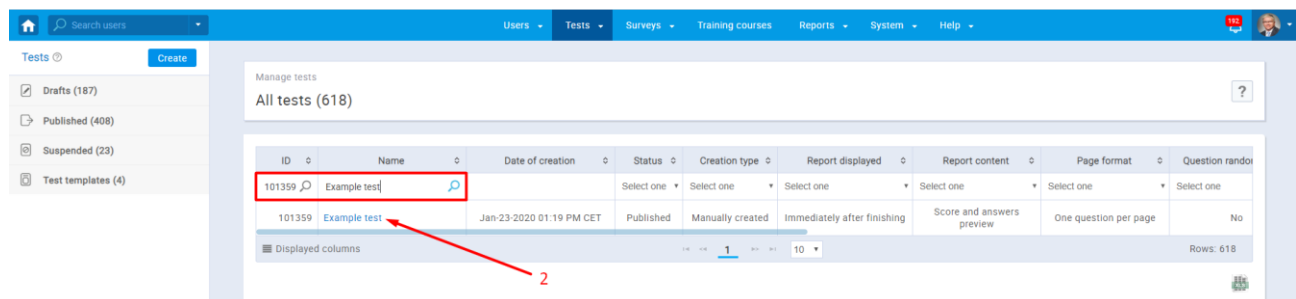
The purpose of this document is to explain how to create a new testing session for your candidates or edit an existing testing session in the system.

## 2 Creating a new testing session

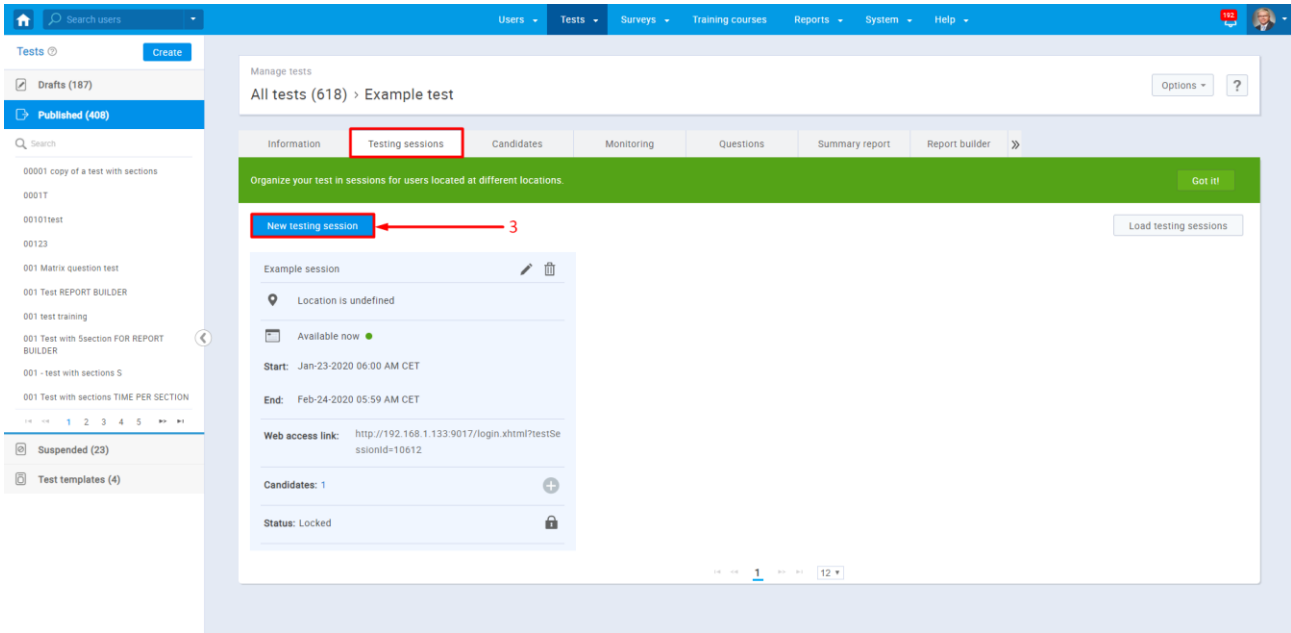
1. To create a new testing session for a specific test, navigate to the “Tests” option on the main menu and select the “Manage tests” option.



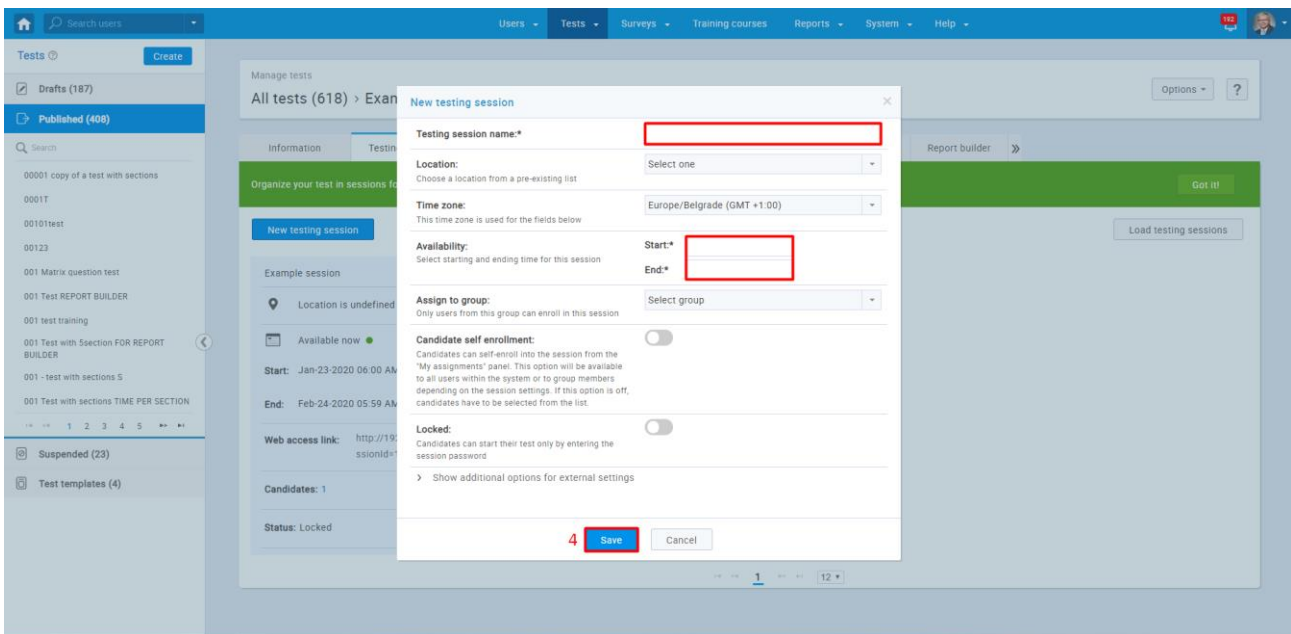
2. Search for a test you want to create the testing session for by test ID or test name. Select the desired test name from the list.



3. Go to the “Testing sessions” tab and select “New testing session.”



4. The popup window will appear, allowing you to configure the options and save a testing session. Testing session name and availability (start/end-date) are mandatory fields. You can also set a location, time zone, assign a testing session to a group, allow candidate self-enrollment, and lock the session with a password.



### 3 Editing an existing testing session

1. To edit an existing testing session, follow steps one and two from section two (“Creating a new testing session”).
2. Edit or delete an existing testing session by selecting the “Pencil/Can” icon in the existing session window. Note: First make sure all candidates are removed from the session before deleting an existing testing session.
3. Add candidates to an existing session by clicking the “Plus” icon, or lock/unlock the session by selecting the “Padlock” icon.

