YouTestMe

Creating a New Session and Editing an Existing Testing Session



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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.

Search users	Users 👻	Tests 👻	Surveys 🚽	Training courses	Reports 👻	System 👻	Help 👻	😐 🧖 ·
		New test						
	1	Manage test					600	
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My assignments View the list of all tests, surveys, and training courses assigned to you	С	Question po		roles to that user			Create user group Create a user group and add users to that group	
		Grading scal						
		resting focu						
Create test Create knowledge test with multimedia content		Create survey Create a survey and categorize its results automatically using grading scale option						
and assign the awarding certificate								
192.168.1.133:9017/pages/quizzes.xhtml								

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.

Manage tests All tests (618) ? Published (408) ID © Name © Date of creation © Status © Creation type © Report displayed © Report content © Page format © Question rando	↑ Search users	Users - Tests -	Surveys - Tra	aining courses	Reports - System	- Help -		<u></u>
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3. Go to the "Testing sessions" tab and select "New testing session."

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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.

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Tests ② Create						
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00001 copy of a test with sections		Choose a location from a pre-existing list				Got itl
0001T 00101test		Time zone: This time zone is used for the fields below	Europe/Belgrade (GMT +1:00)	*		
00123		Availability: Select starting and ending time for this session	Start:*			Load testing sessions
001 Matrix question test	Example session	serect attacking and entring time for time addator	End:*	_		
001 Test REPORT BUILDER 001 test training		Assign to group: Only users from this group can enroll in this session	Select group	*		
001 Test with Ssection FOR REPORT		Candidate self enrollment: Candidates can self-enroll into the session from the				
001 - test with sections S	Start: Jan-23-2020 06:00 AM	"My assignments" panel. This option will be available to all users within the system or to group members depending on the session settings. If this option is off,				
001 Test with sections TIME PER SECTION		cepending on the session settings, if this option is off, candidates have to be selected from the list.				
···· 1 2 3 4 5 ↔ ↔	Web access link: http://19	Locked: Candidates can start their test only by entering the session password		_		
Test templates (4)	Candidates: 1	> Show additional options for external settings				
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			··· ·· <u>1</u> ··· ·· <u>12 *</u>			

3 Editing an existing testing session

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- 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.

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Tests 🔊 Create		
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