# YouTestMe

## How to organize users in a group and assign them to take a test
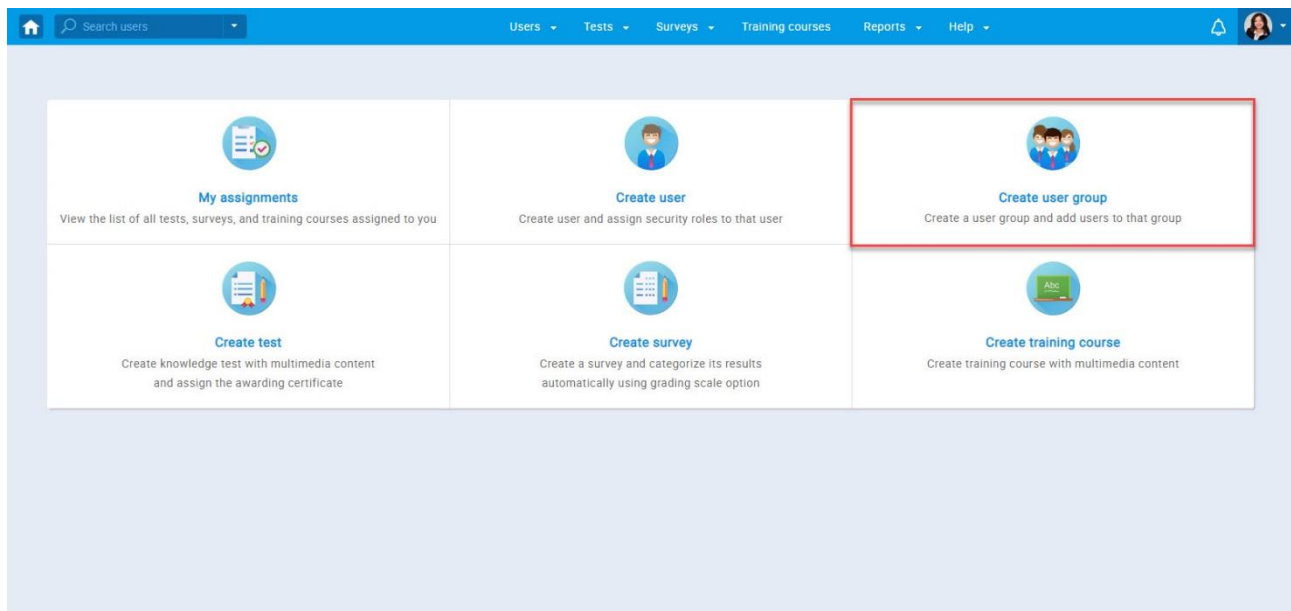
# Table of Contents

# 1   Introduction

This document's purpose is to explain how to create user groups and enroll that group in a test.
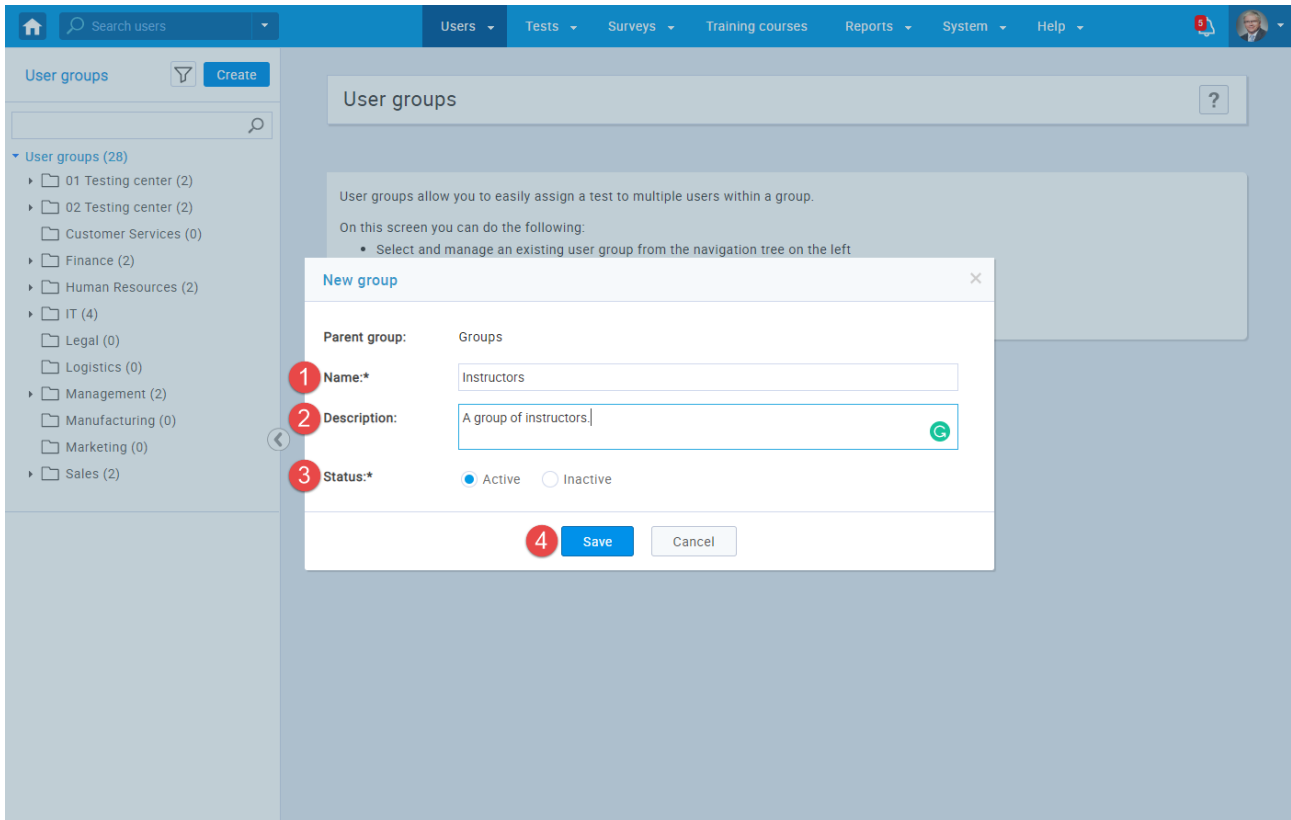
# 2   Steps

## 2.1   Create a new "User group"

To create a new group of Users, select the "Create user group" option on the home page.



A new popup window will show up:

1. Set the "Name" of the group
2. Fill the "Description" field
3. Set "Status" to "Active"
4. Click on the "Save" button to create a group.

**youtestme**

User groups

| | |
|---|---|
| Search users | |

Users    Tests    Surveys    Training courses    Reports    System    Help

User groups    Create

User groups ?

User groups (28)
- 01 Testing center (2)
- 02 Testing center (2)
- Customer Services (0)
- Finance (2)
- Human Resources (2)
- IT (4)
- Legal (0)
- Logistics (0)
- Management (2)
- Manufacturing (0)
- Marketing (0)
- Sales (2)

User groups allow you to easily assign a test to multiple users within a group.

On this screen you can do the following:
- Select and manage an existing user group from the navigation tree on the left

**New group** ✕
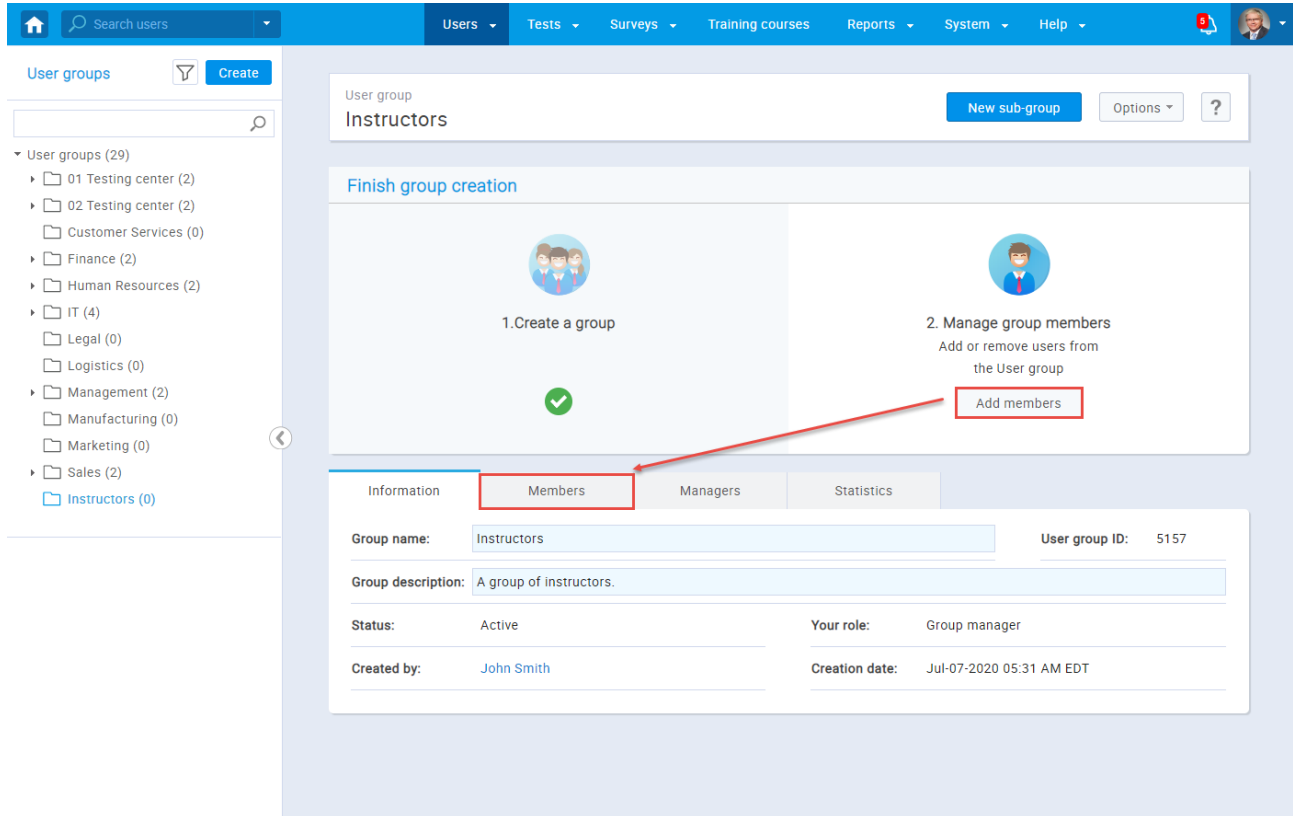
Parent group:    Groups

**1** Name:*    Instructors

**2** Description:    A group of instructors.

**3** Status:*    ● Active    ○ Inactive

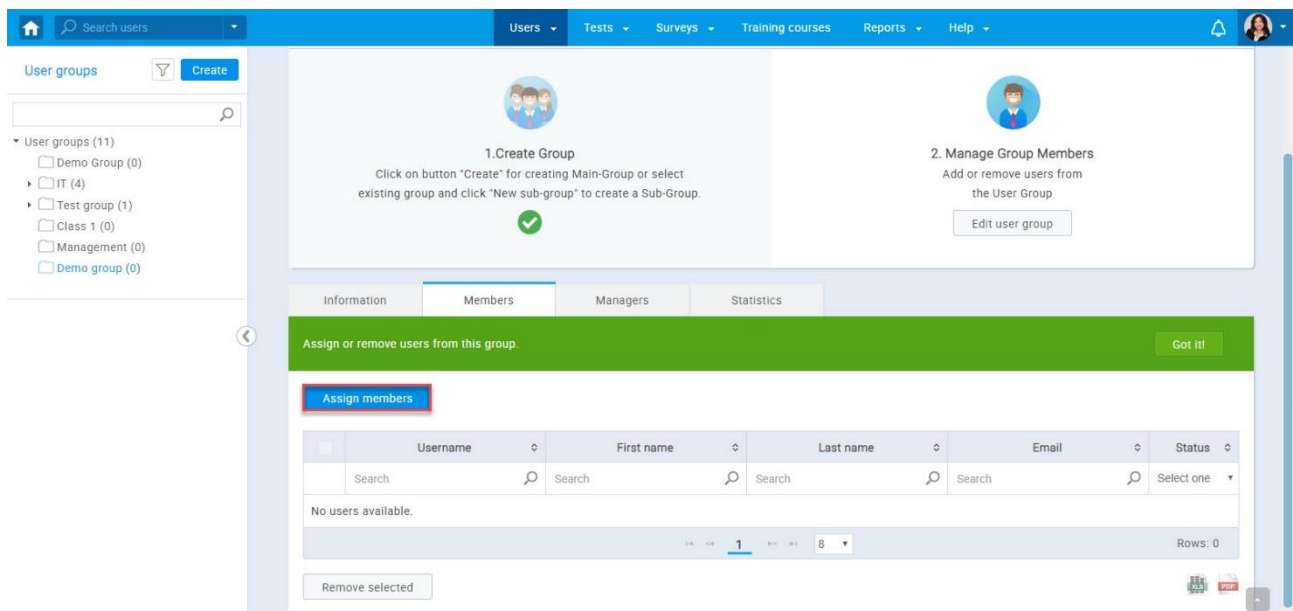**4** Save    Cancel

## 2.2   Manage members of a group

After creating a group, you need to assign members of that group. You can easily do that by clicking on the "Add members" that will open the "Members" tab.
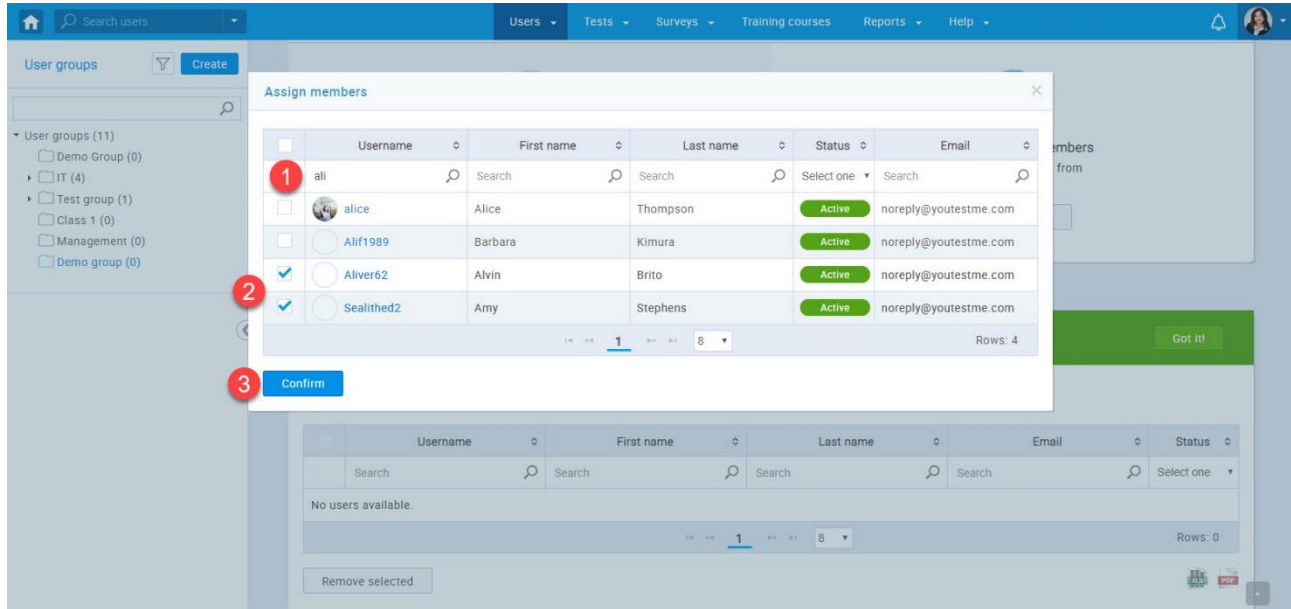


Click the "Assign members" button to open a window for assigning candidates/members.

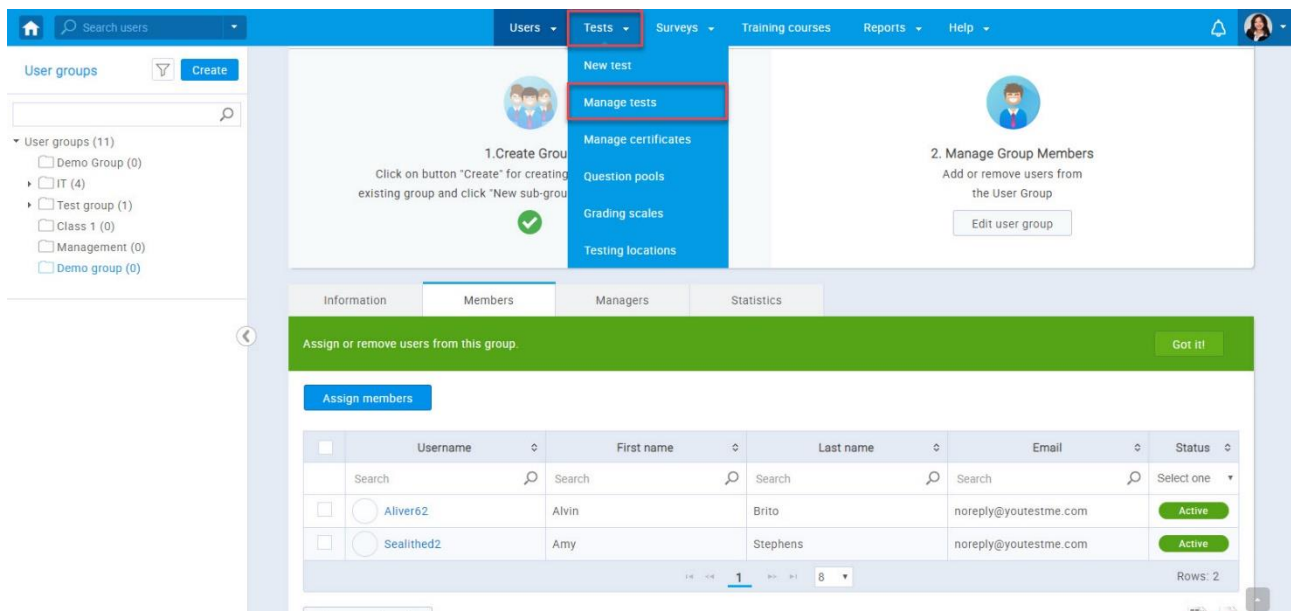When the popup window shows up, you can do the following:

1. Use the search field to find the username of a candidate that you want to be a part of a group.
2. Click the checkbox next to the username.
3. Click the "Confirm" button



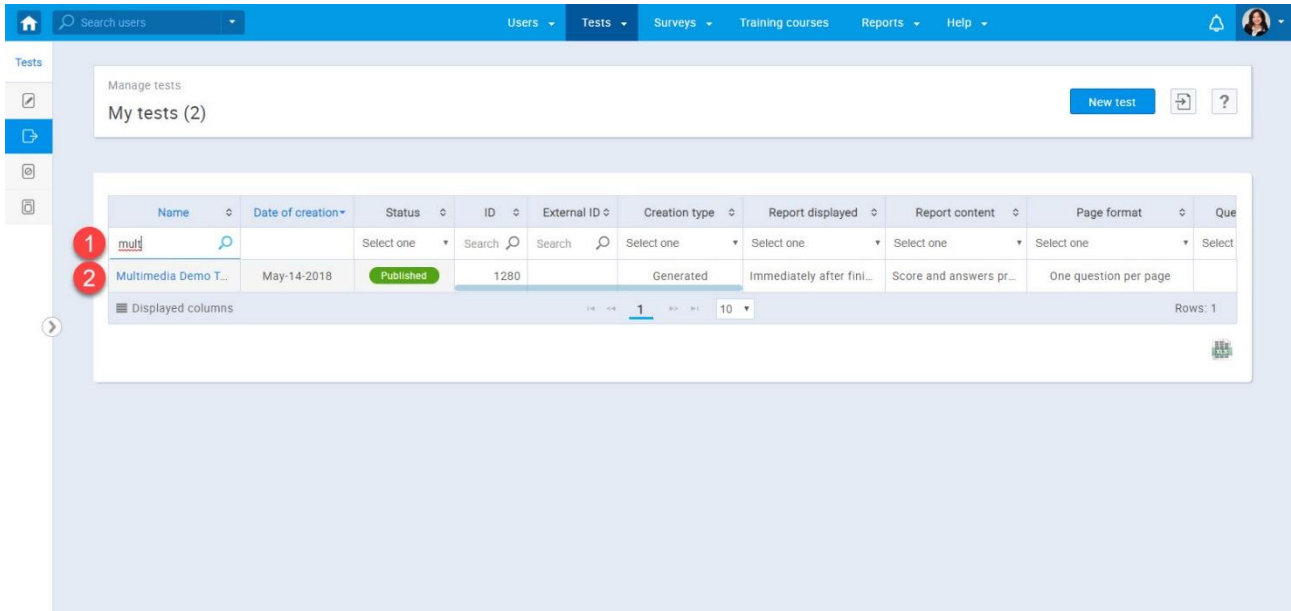All the users that you chose in a previous step are now part of a group.

## 2.3 Assign a group to take a test

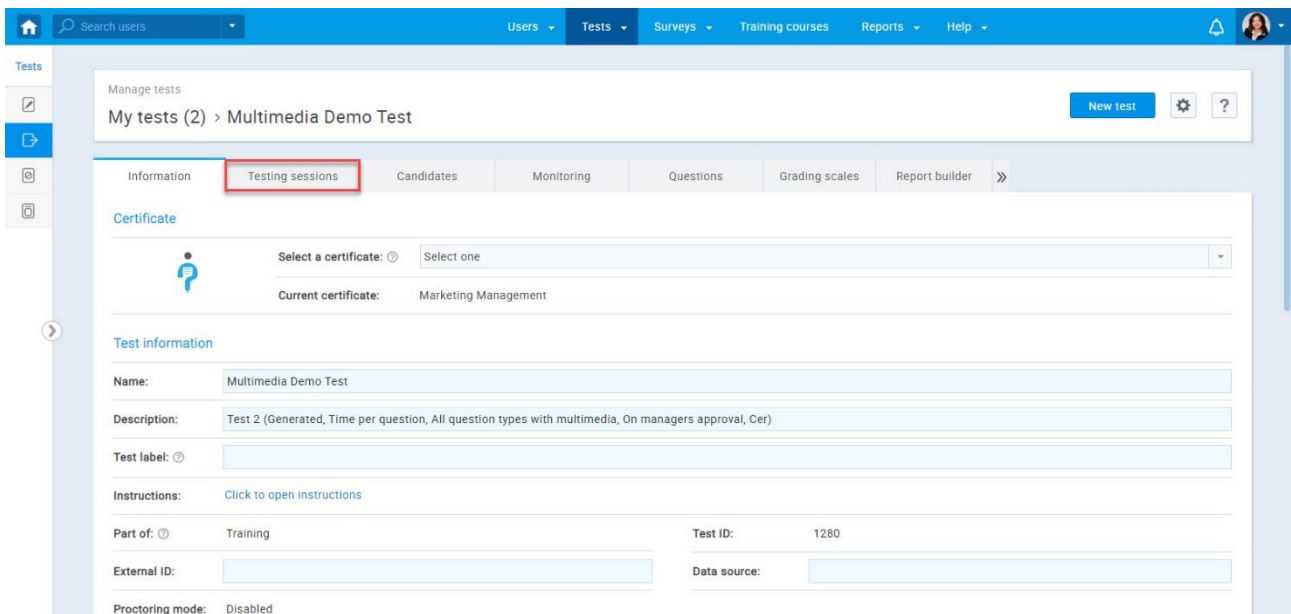Navigate to the "Tests" tab from the main menu and choose the "Manage tests" option

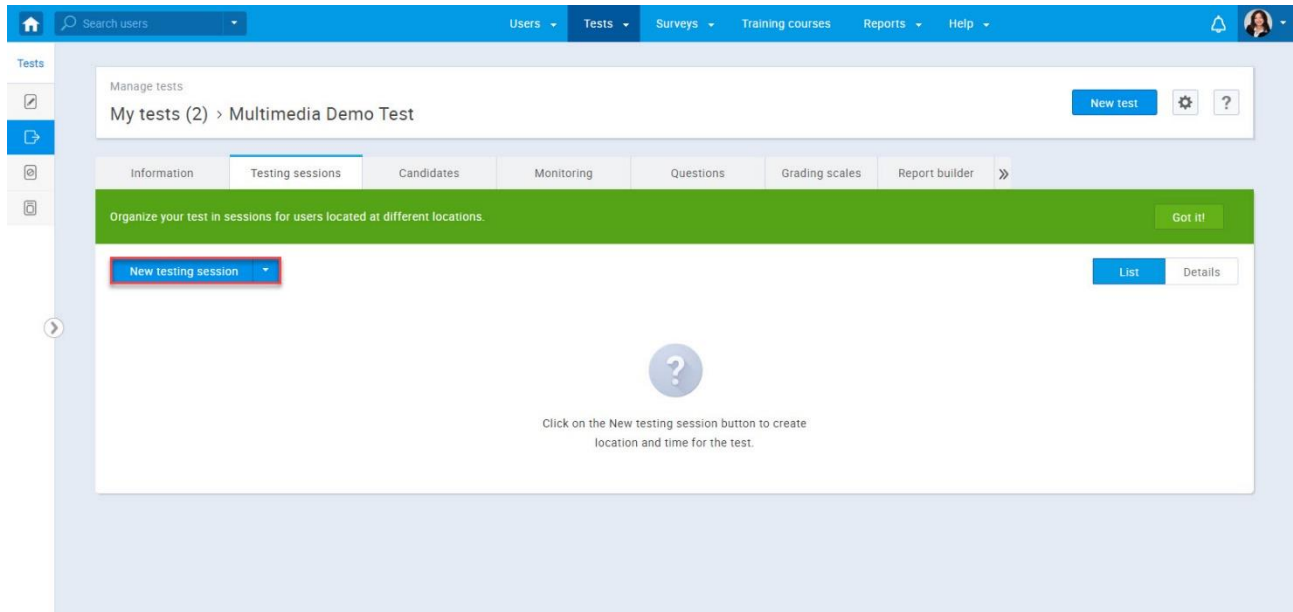The Manage tests page with a list of all created tests will appear
1. Search for the name of the adequate test
2. Click on the test name



Select the "Testing sessions" tab

Click on the "New testing session" button

Configure the new testing session settings

1. Enter the Testing session name
2. Choose a location from a pre-existing list.
3. Set the time of availability for this session.
4. Click on the "Assign to group" dropdown menu and select the group you want to enroll
5. If this option is enabled, users will have open access to the test, and a test manager won't have to assign them manually.
6. Click the "Save" button, and the users from your group will be able to take a test.