

2020

# YouTestMe

How to Change Logo, Create Simple Test and Survey

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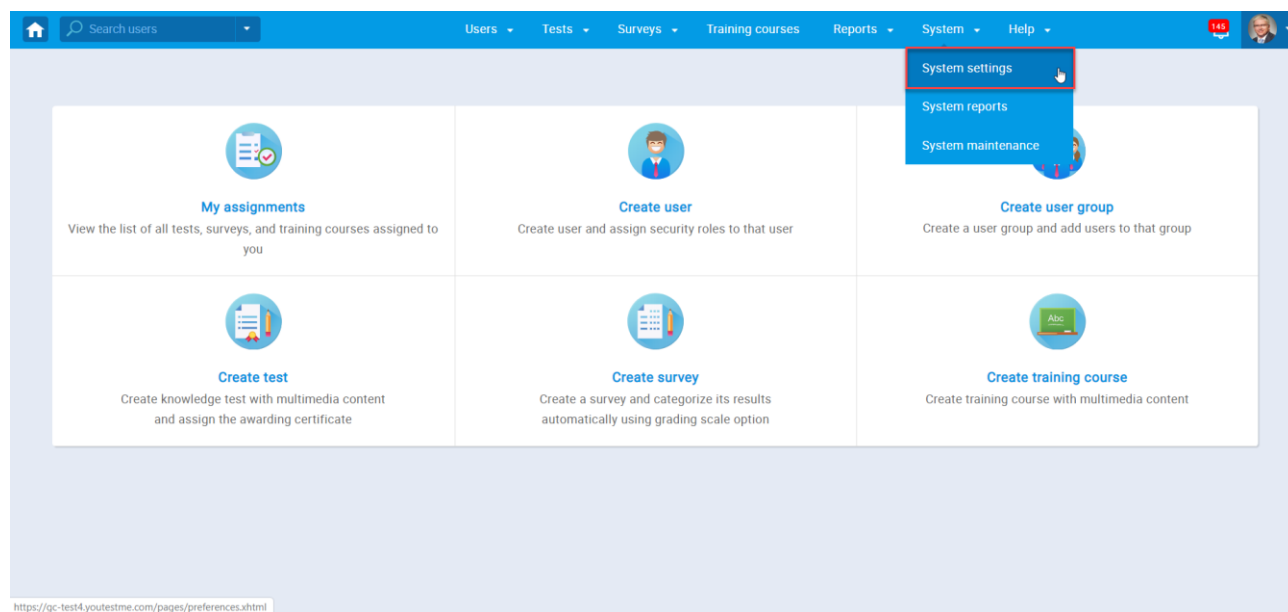
## 1 Introduction

The purpose of this document is to explain the test creation and test-taking process, the option of changing the logo, as well as the roles and permissions.

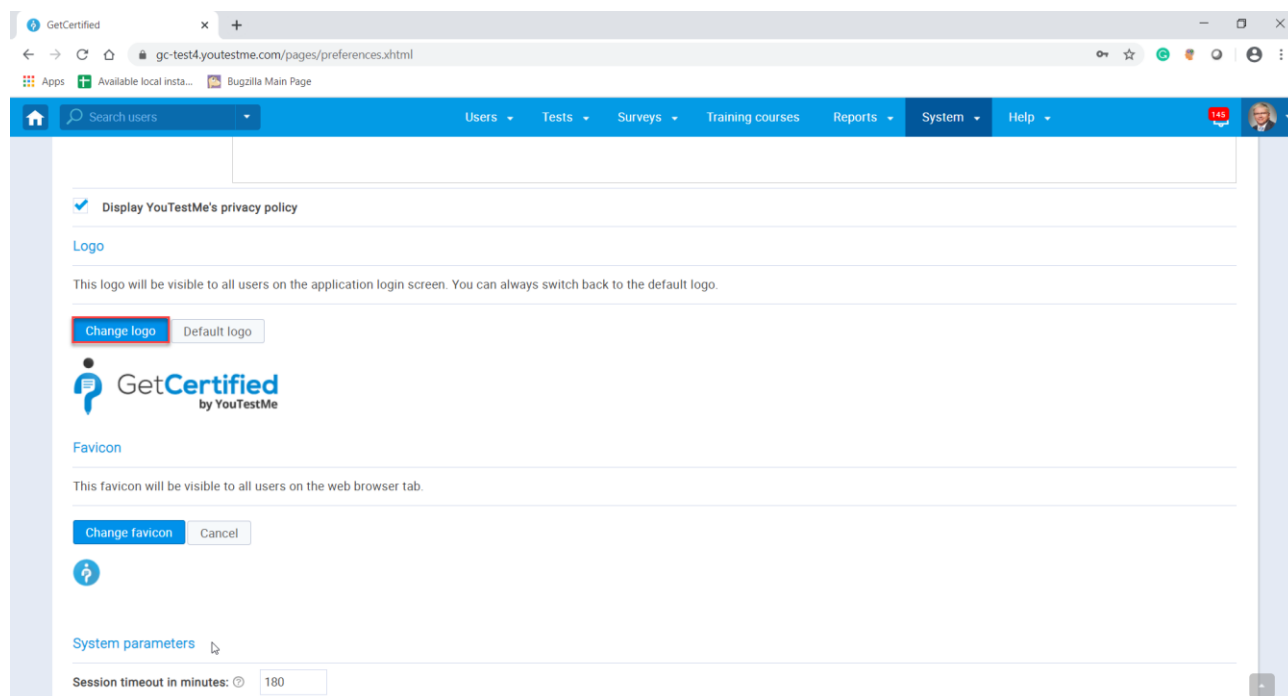
## 2 Changing the logo

In this chapter, we will explain how to change the logo of the application according to your needs. To change the logo successfully, it is necessary to follow these steps:

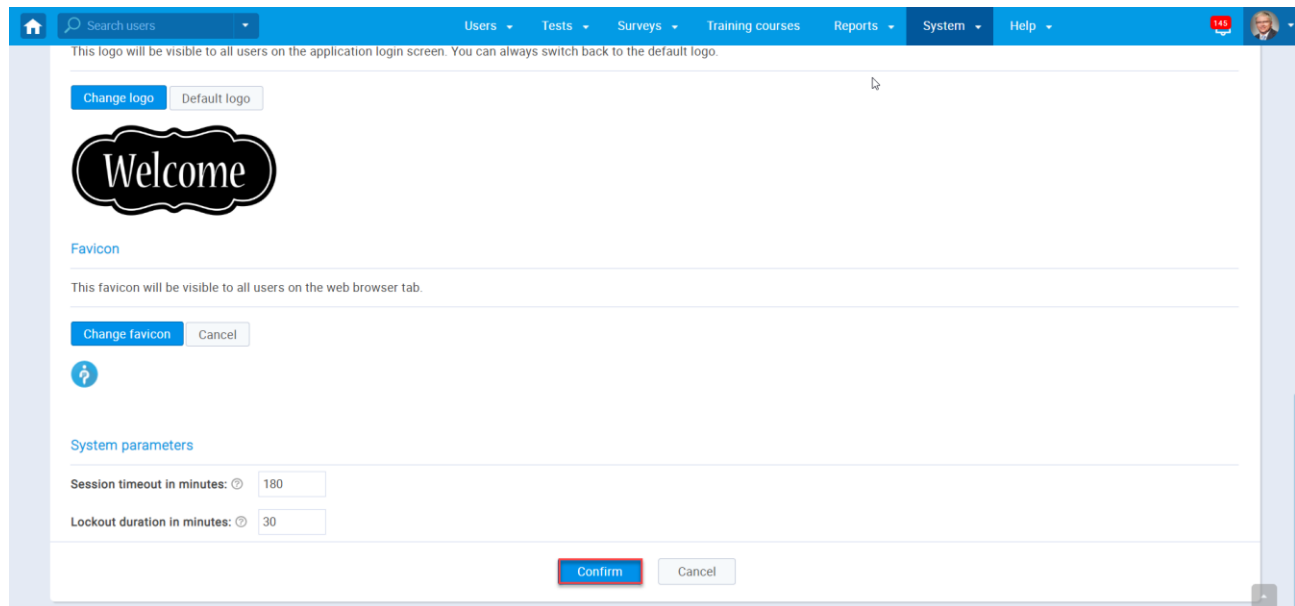
1. On the Home page inside **System** select **System settings**



2. After that click on the **System preferences** and at the bottom of the page click on **Change logo**

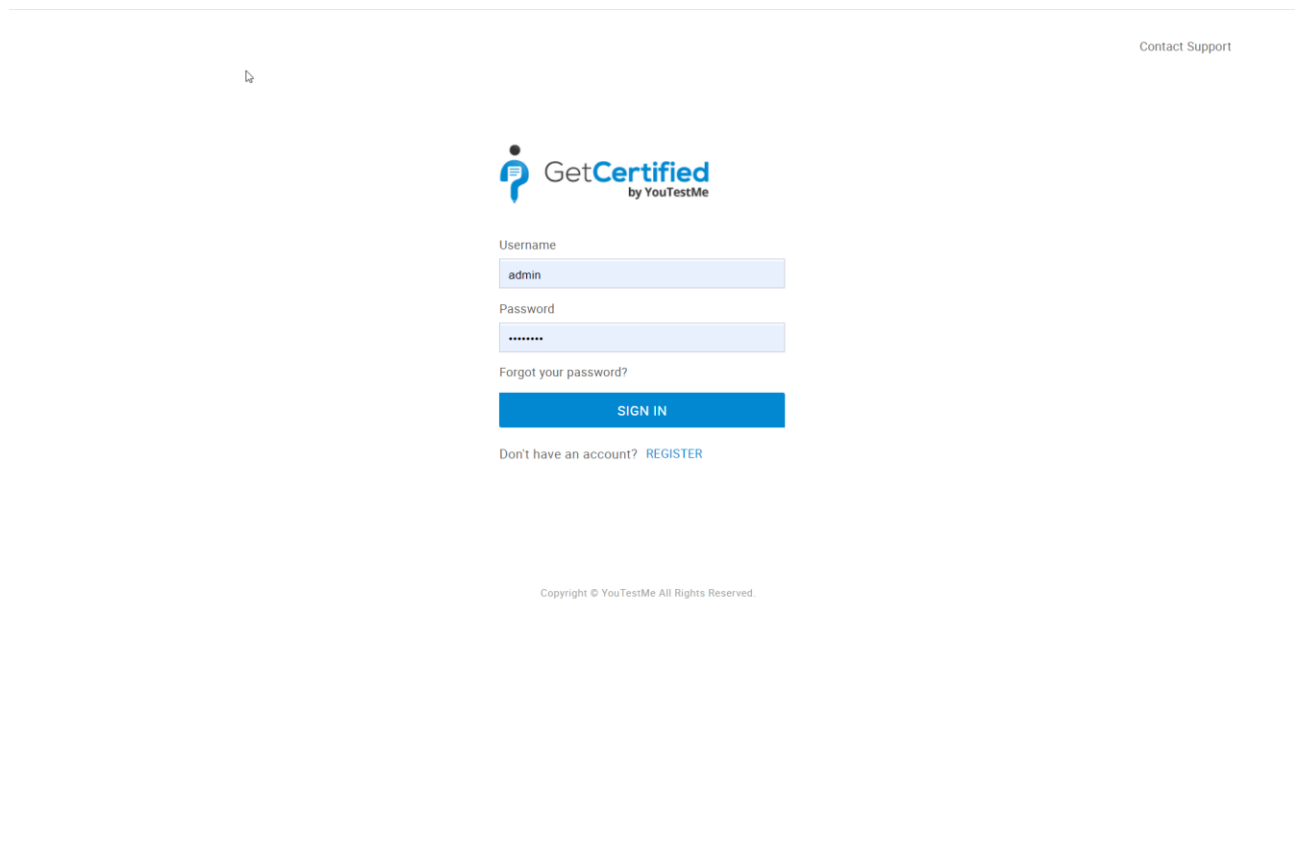


3. After you change the logo, click on **Confirm** to save the changes.




In the pictures below, you can see applied changes.

Picture 1 (Before)



Picture 2 (After)

[Contact Support](#)



Username

Password

[Forgot your password?](#)

[SIGN IN](#)

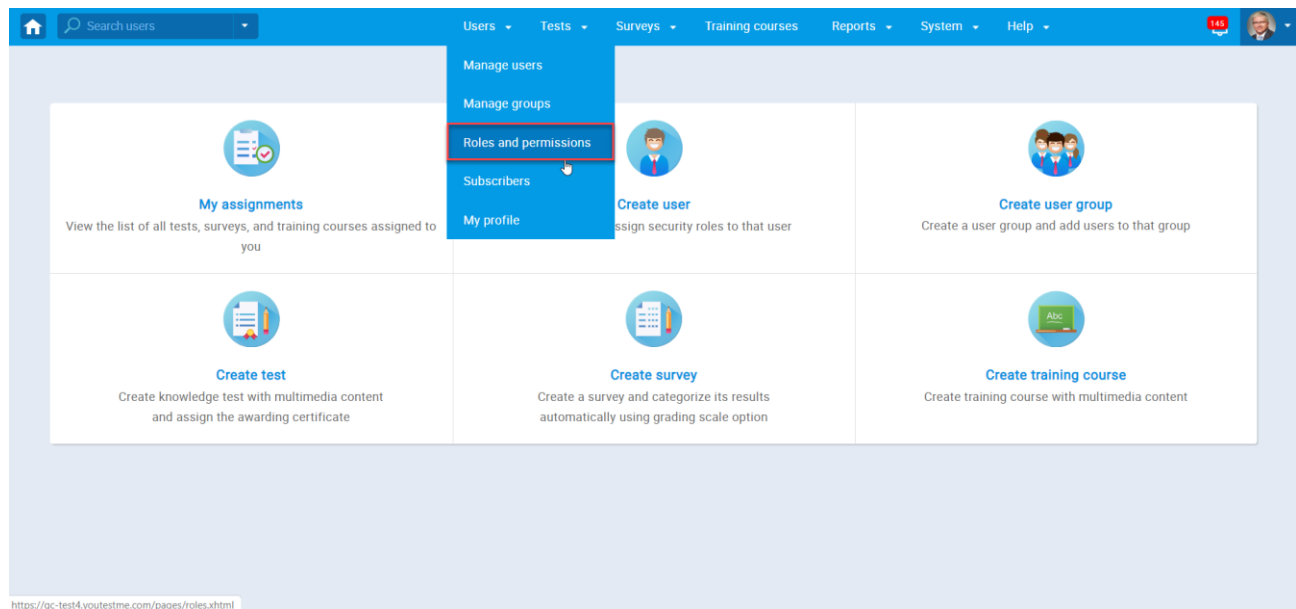
Don't have an account? [REGISTER](#)

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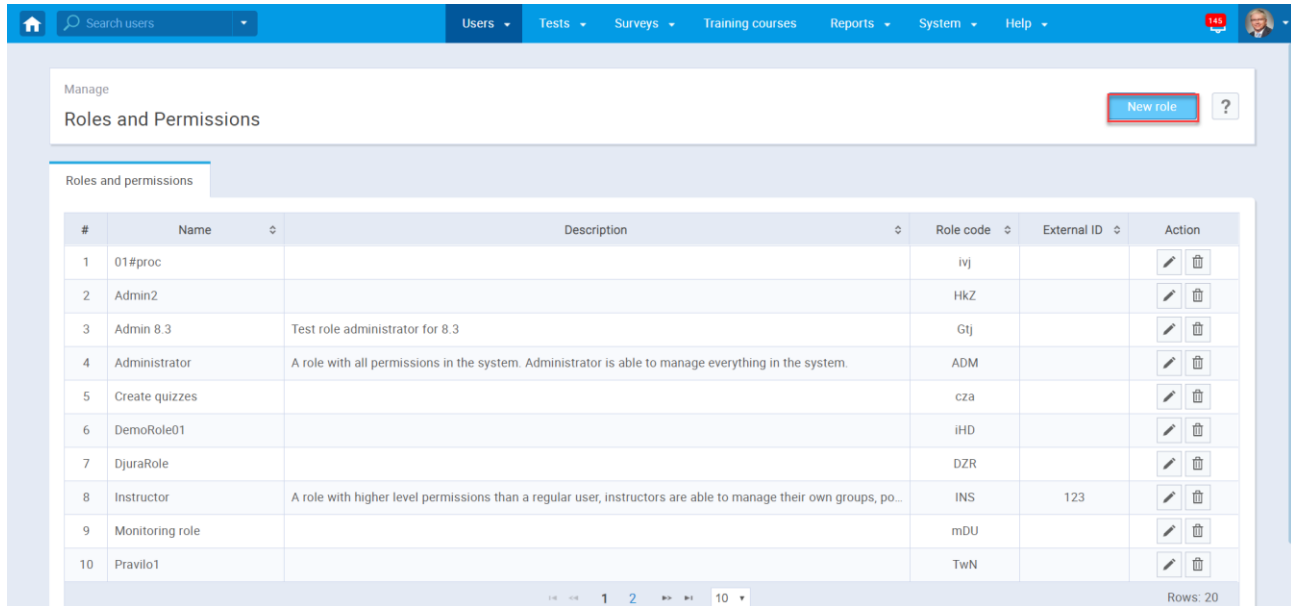
### 3 Roles and Permissions

In this part, we will explain how to create a role and give permission to that role. To successfully create a new role, it is necessary to follow these steps:

1. On the Home page inside the **Users**, tab click on **Roles and Permissions**



## 2. After that click on **New role**























Manage

Roles and Permissions

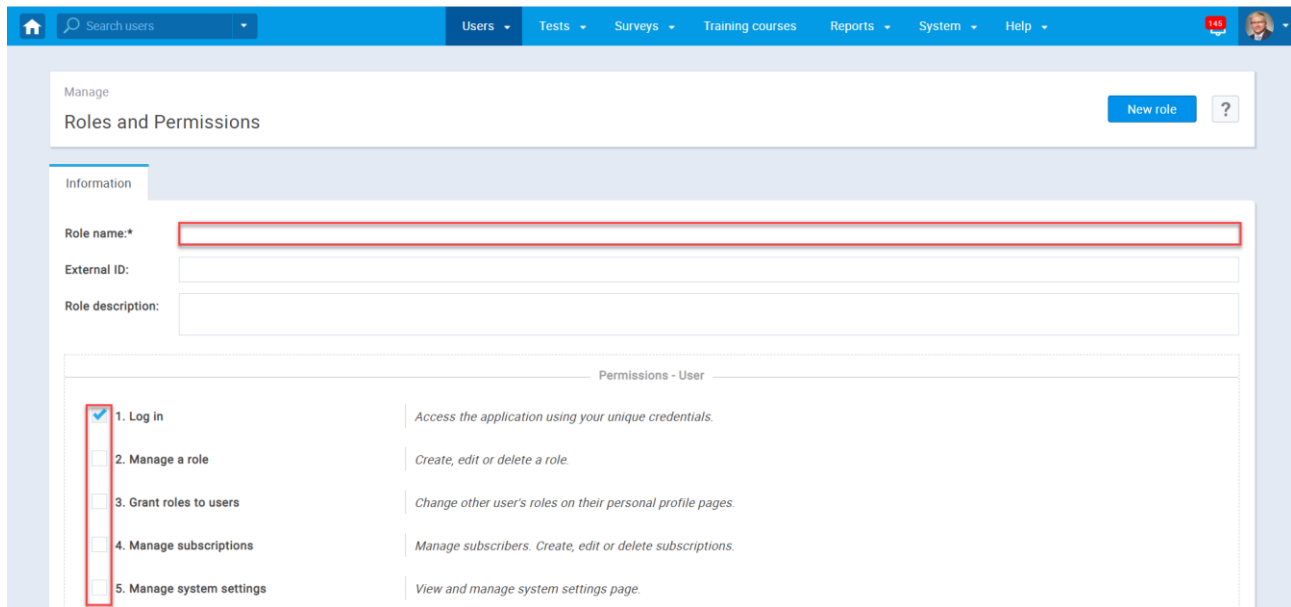
New role ?

Roles and permissions

#	Name	Description	Role code	External ID	Action
1	01#proc		ivj		 
2	Admin2		HKZ		 
3	Admin 8.3	Test role administrator for 8.3	Gtj		 
4	Administrator	A role with all permissions in the system. Administrator is able to manage everything in the system.	ADM		 
5	Create quizzes		cza		 
6	DemoRole01		iHD		 
7	DjuraRole		DZR		 
8	Instructor	A role with higher level permissions than a regular user, instructors are able to manage their own groups, po...	INS	123	 
9	Monitoring role		mDU		 
10	Pravilo1		TwN		 

Rows: 20

## 3. Inside this window, it is necessary to give a name to the role inside the **Role name \*** tab. You can add permissions to the role by clicking on the box next to it.



Manage

Roles and Permissions

New role ?

Information

Role name\*:

External ID:

Role description:

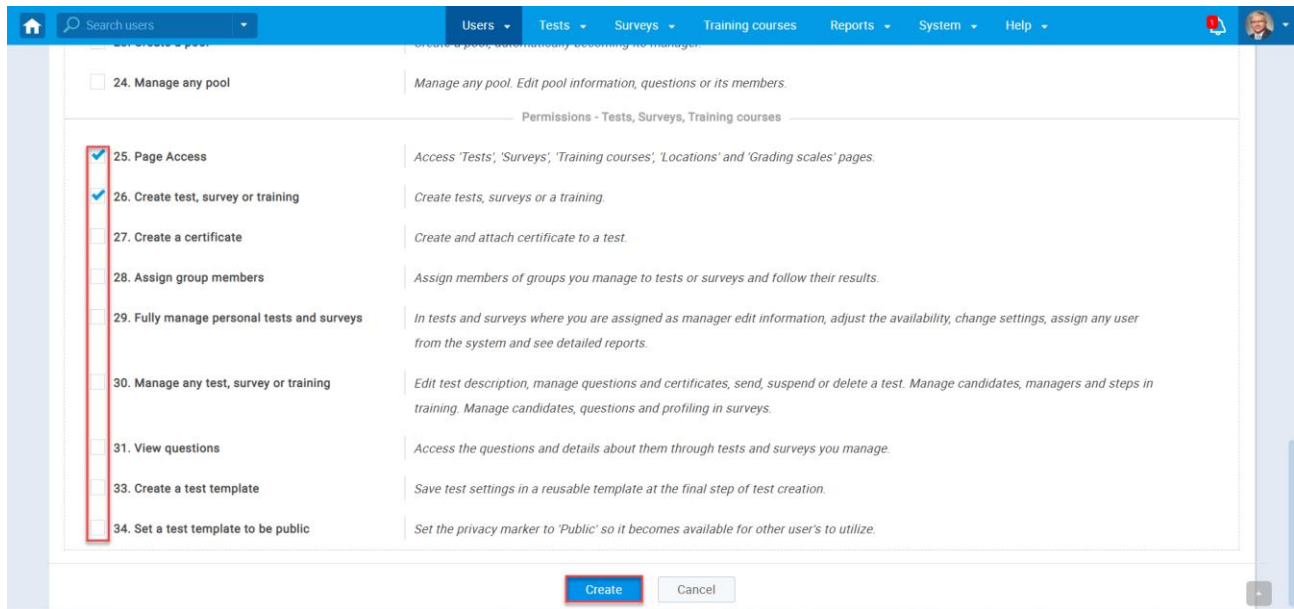
Permissions - User

<input checked="" type="checkbox"/> 1. Log in	Access the application using your unique credentials.
<input type="checkbox"/> 2. Manage a role	Create, edit or delete a role.
<input type="checkbox"/> 3. Grant roles to users	Change other user's roles on their personal profile pages.
<input type="checkbox"/> 4. Manage subscriptions	Manage subscribers. Create, edit or delete subscriptions.
<input type="checkbox"/> 5. Manage system settings	View and manage system settings page.

Permissions - Groups	
<input type="checkbox"/> 6. Access the 'Profiles' page	Access the page for managing user's accounts.
<input type="checkbox"/> 7. View a list of all users	Keep track of all users using 'List of all users' on 'Profiles' page.
<input type="checkbox"/> 8. Manage user's status	Change user's status (activate, lock, suspend or delete).
<input type="checkbox"/> 9. Export users to Excel	Export list of users as an Excel table on 'Profiles' page.
<input type="checkbox"/> 10. View deleted users	Keep track of deleted users using 'List of all users' on 'Profiles' page.
<input type="checkbox"/> 11. Manage registration requests	Manage registration requests (approve or decline).
<input type="checkbox"/> 12. Create new users	Create new users through application or load them from excel file. 'Grant roles' permission is required for setting the role other than 'Student'. 'Change user's status' permission is required for setting status other than 'Active'.
<input type="checkbox"/> 13. View any user's personal information	View any user profile and its basic information (note that users can always view profiles they created, regardless of this permission)
<input type="checkbox"/> 14. Change your personal information	Change personal information (basic information details and contact information).
<input type="checkbox"/> 15. Change other user's personal information	Change other user's personal information (basic personal information and contact information).
<input type="checkbox"/> 16. Change your password	Change your password on your personal profile page.
<input type="checkbox"/> 17. Change other user's password	Change other user's passwords on their personal profile pages.

Permissions - Groups	
<input type="checkbox"/> 17. Change other user's password	Change other user's passwords on their personal profile pages.
Permissions - Pools	
<input type="checkbox"/> 18. Access the 'Groups' page	Access the groups you are a member of on 'Groups' page.
<input type="checkbox"/> 19. View all groups	View basic information about each of the groups.
<input type="checkbox"/> 20. Create groups	Create a group, automatically becoming its manager.
<input type="checkbox"/> 21. Manage any group	Edit basic information, members or various connections with other groups.
Permissions - Tests, Surveys, Training courses	
<input type="checkbox"/> 22. Access the 'Pools' page	Access the 'Pools' page and work with pools you are a member of.
<input type="checkbox"/> 23. Create a pool	Create a pool, automatically becoming its manager.
<input type="checkbox"/> 24. Manage any pool	Manage any pool. Edit pool information, questions or its members.
<input type="checkbox"/> 25. Page Access	Access 'Tests', 'Surveys', 'Training courses', 'Locations' and 'Grading scales' pages.
<input type="checkbox"/> 26. Create test, survey or training	Create tests, surveys or a training.
<input type="checkbox"/> 27. Create a certificate	Create and attach certificate to a test.

If you want to create a role that can only create a test, check the boxes that are selected in the following picture.



24. Manage any pool  
Manage any pool. Edit pool information, questions or its members.

25. Page Access  
Access 'Tests', 'Surveys', 'Training courses', 'Locations' and 'Grading scales' pages.

26. Create test, survey or training  
Create tests, surveys or a training.

27. Create a certificate  
Create and attach certificate to a test.

28. Assign group members  
Assign members of groups you manage to tests or surveys and follow their results.

29. Fully manage personal tests and surveys  
In tests and surveys where you are assigned as manager edit information, adjust the availability, change settings, assign any user from the system and see detailed reports.

30. Manage any test, survey or training  
Edit test description, manage questions and certificates, send, suspend or delete a test. Manage candidates, managers and steps in training. Manage candidates, questions and profiling in surveys.

31. View questions  
Access the questions and details about them through tests and surveys you manage.

33. Create a test template  
Save test settings in a reusable template at the final step of test creation.

34. Set a test template to be public  
Set the privacy marker to 'Public' so it becomes available for other user's to utilize.

Create Cancel

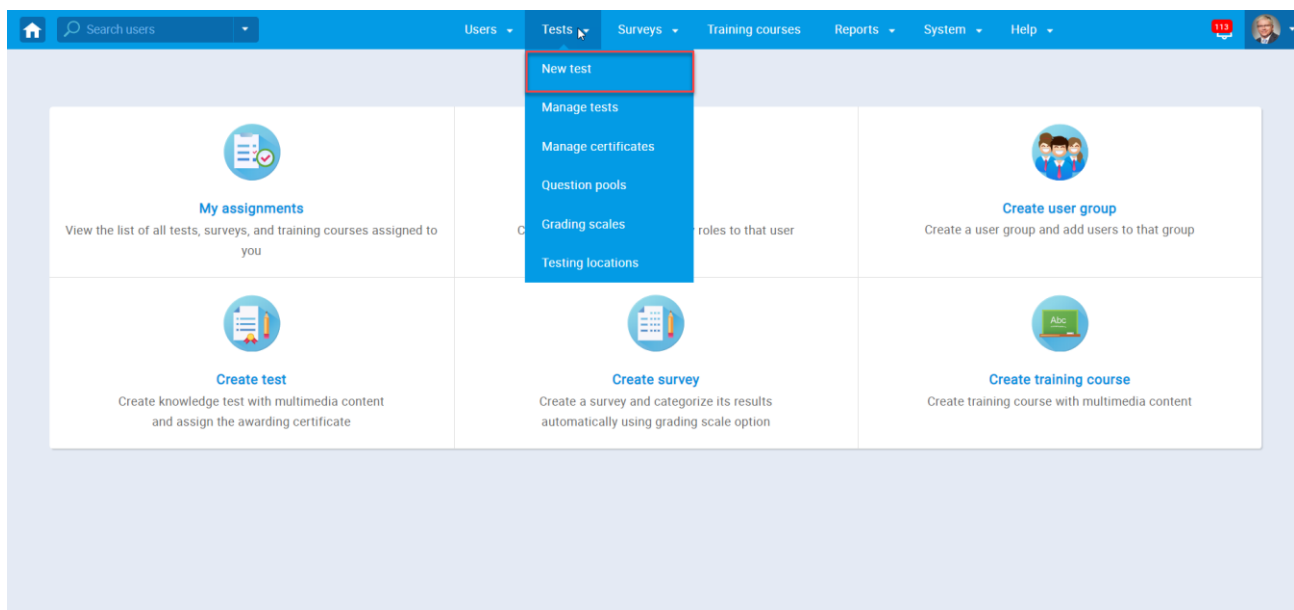
After you finish with adding permissions to the role, click on **Confirm** to save the changes.

NOTE: Application will be shaped according to the users' role and permission.

## 4 Test creation

To successfully create a test, it is necessary to take the following steps:

1. On the home page, click on the **Tests** button and select a **New test** option.



Home Search users Users Tests Surveys Training courses Reports System Help

New test  
Manage tests  
Manage certificates  
Question pools  
Grading scales  
Testing locations

My assignments  
View the list of all tests, surveys, and training courses assigned to you

Create test  
Create knowledge test with multimedia content and assign the awarding certificate

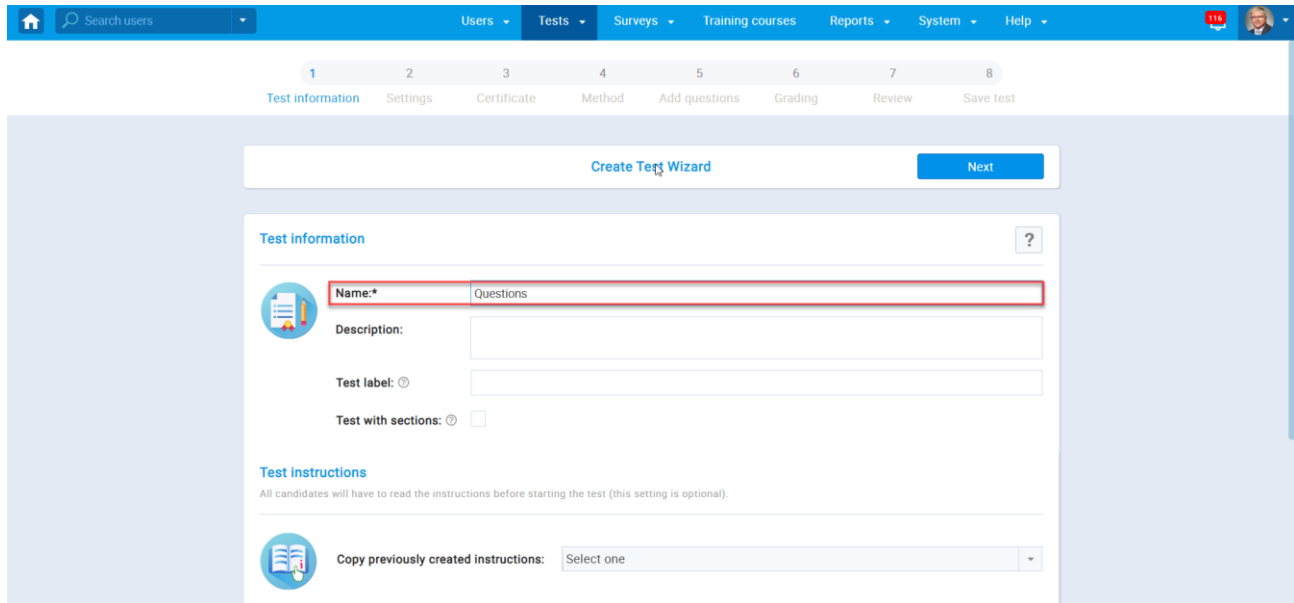
Create survey  
Create a survey and categorize its results automatically using grading scale option

Create user group  
Create a user group and add users to that group

Create training course  
Create training course with multimedia content

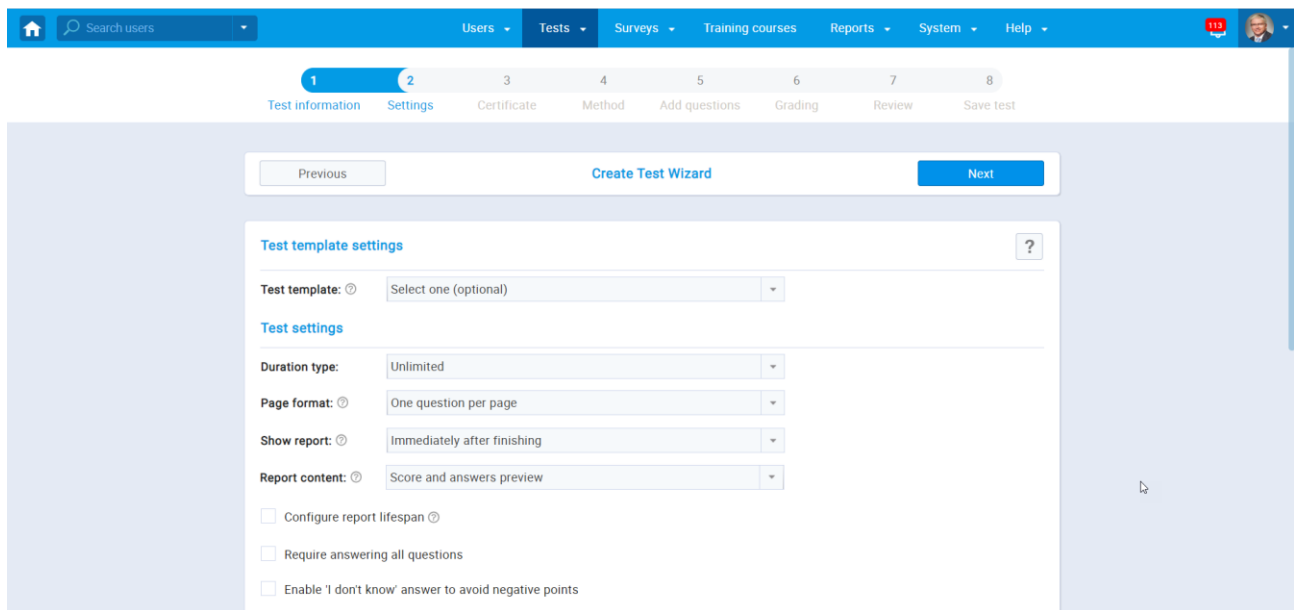


- In this window, it is necessary to give a name to the test. You can also enter the instructions for the students they will see when starting the test. After you finish, click **Next**.



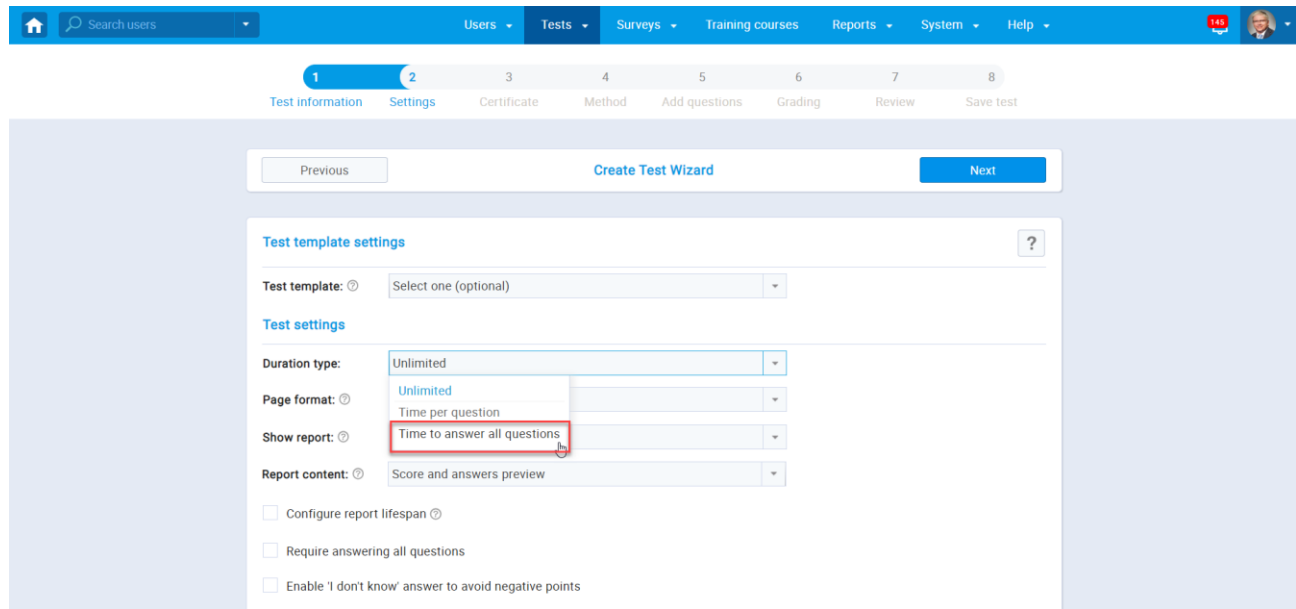
The screenshot shows the 'Create Test Wizard' interface at step 1, 'Test information'. The top navigation bar includes a home icon, a search bar, and tabs for Users, Tests, Surveys, Training courses, Reports, System, and Help. Below the navigation bar is a progress bar with steps 1 through 8. Step 1, 'Test information', is currently active. The main content area contains a 'Test information' section with a 'Name:\*' field (highlighted with a red border), a 'Description:' field, a 'Test label:' field, and a 'Test with sections:' checkbox. Below this is a 'Test instructions' section with a note: 'All candidates will have to read the instructions before starting the test (this setting is optional)'. At the bottom, there is a 'Copy previously created instructions:' dropdown menu with 'Select one' as the current selection. A 'Next' button is located at the top right of the wizard.

- In this step, you should adjust the settings for the whole test.



The screenshot shows the 'Create Test Wizard' interface at step 2, 'Settings'. The top navigation bar and progress bar are the same as in the previous step. Step 2, 'Settings', is now active. The main content area contains a 'Test template settings' section with a 'Test template:' dropdown menu (set to 'Select one (optional)'). Below this is a 'Test settings' section with four dropdown menus: 'Duration type:' (set to 'Unlimited'), 'Page format:' (set to 'One question per page'), 'Show report:' (set to 'Immediately after finishing'), and 'Report content:' (set to 'Score and answers preview'). At the bottom, there are three checkboxes: 'Configure report lifespan', 'Require answering all questions', and 'Enable 'I don't know' answer to avoid negative points'. A 'Previous' button is on the left, and a 'Next' button is on the right of the wizard.

To adjust the test duration, it is necessary to select **Time to answer all questions** from the dropdown menu inside **Duration type** option



Previous **Create Test Wizard** Next

**Test template settings** ?

Test template: Select one (optional)

**Test settings**

Duration type: Unlimited

Page format: Time per question

Show report: Time to answer all questions

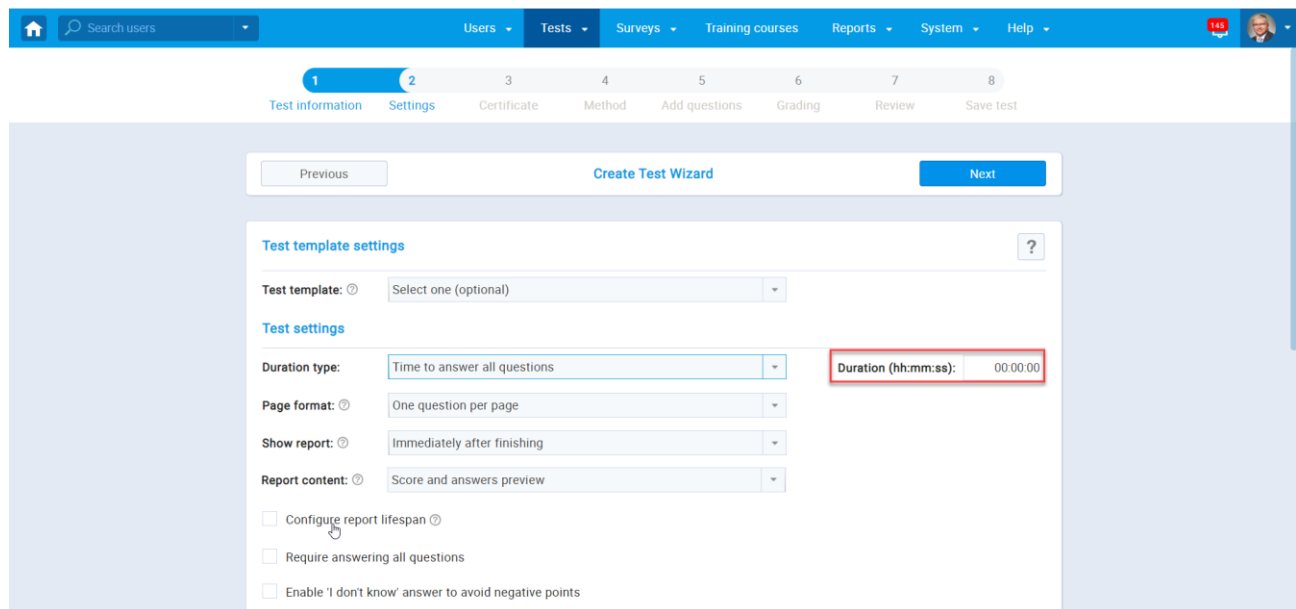
Report content: Score and answers preview

☐ Configure report lifespan

☐ Require answering all questions

☐ Enable 'I don't know' answer to avoid negative points

After that add the time inside **Duration** window



Previous **Create Test Wizard** Next

**Test template settings** ?

Test template: Select one (optional)

**Test settings**

Duration type: Time to answer all questions

Duration (hh:mm:ss): 00:00:00

Page format: One question per page

Show report: Immediately after finishing

Report content: Score and answers preview

☐ Configure report lifespan

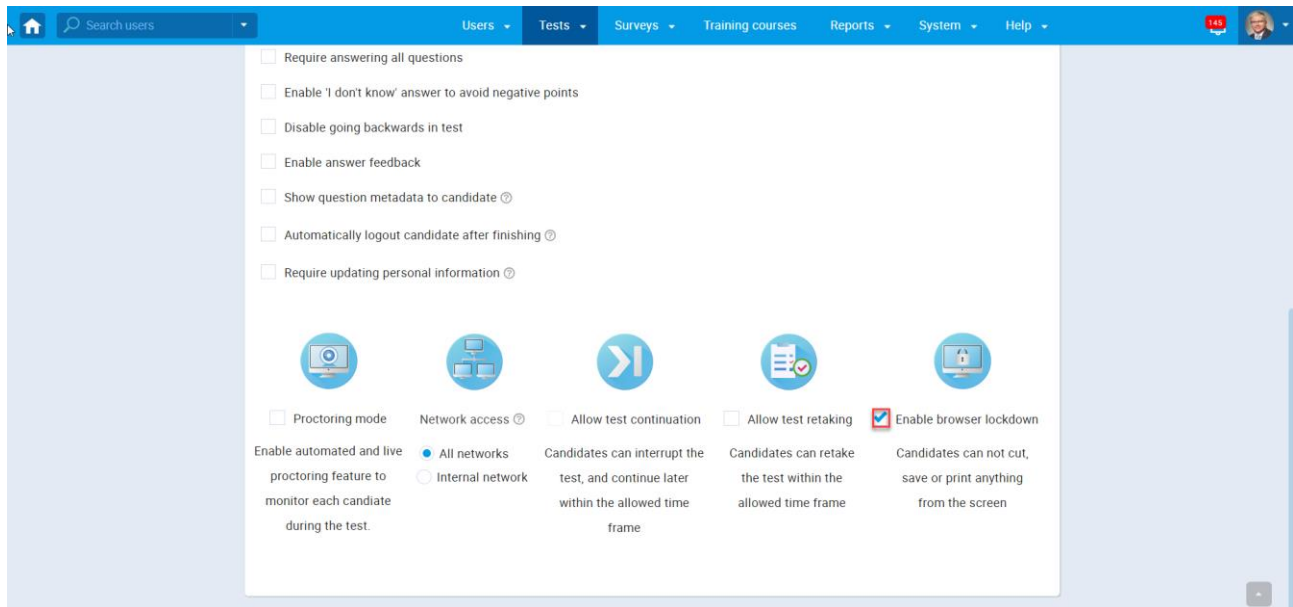
☐ Require answering all questions

☐ Enable 'I don't know' answer to avoid negative points

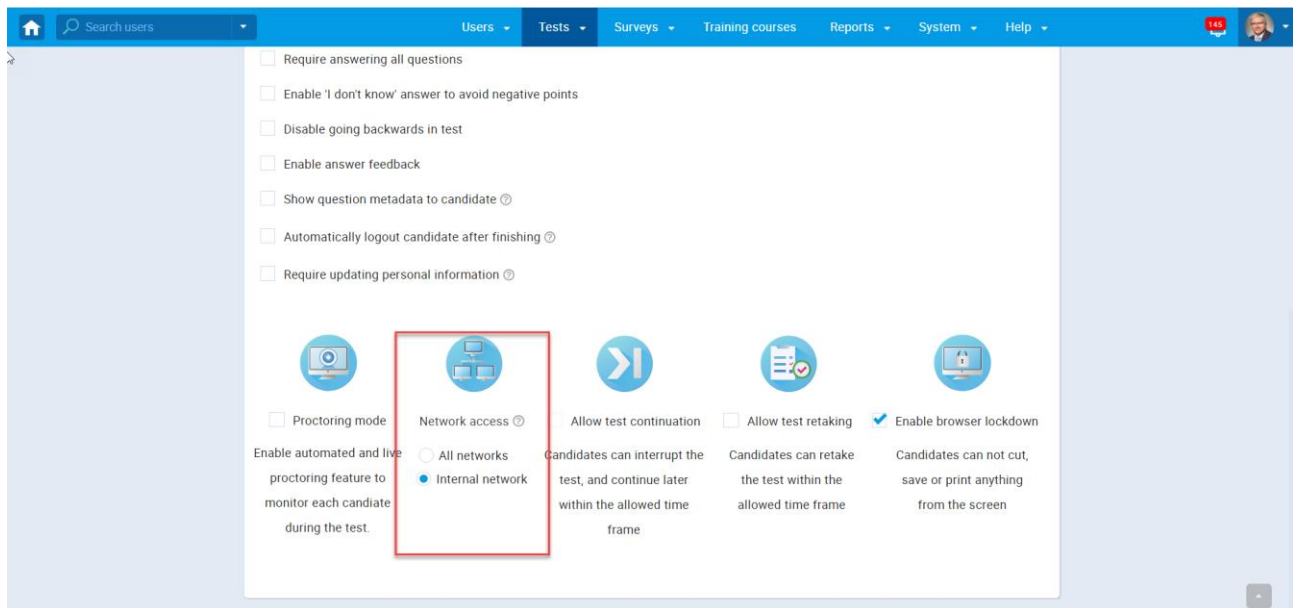
To prevent cheating during the test, you can select **Enable browser lockdown** by clicking on the box. By choosing this option, you are activating these options:

- Fullscreen mode
- VM detector
- Disabled right-click, keyboard shortcuts (Ctrl + Alt + Del, Print Screen, Win key, Ctrl + P, etc)
- Disabled Switch to other applications
- Disabled Print screen
- Disabled access to local storages ( HDD, SSD)

- Disabled access to external storage devices (CD/DVD, USB Flash, Memory Card, etc.)



You can also restrict the test-taking to specific computers by selecting **Internal network**

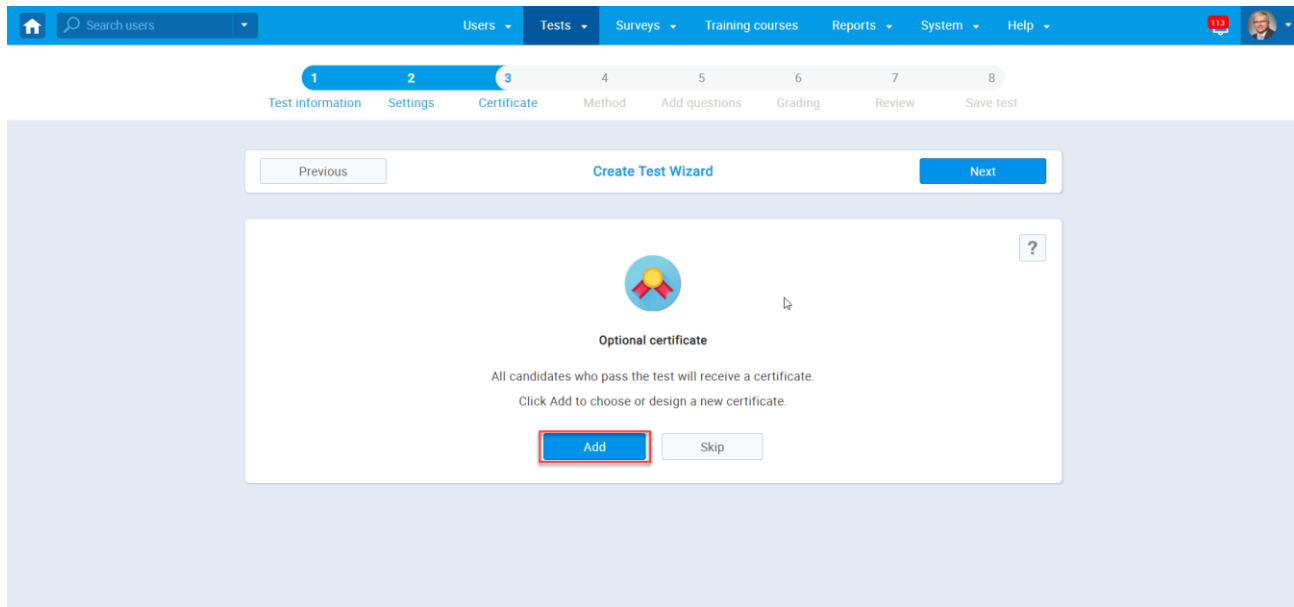


Upon finishing with all the adjustments, click on **Next** in the top right corner.

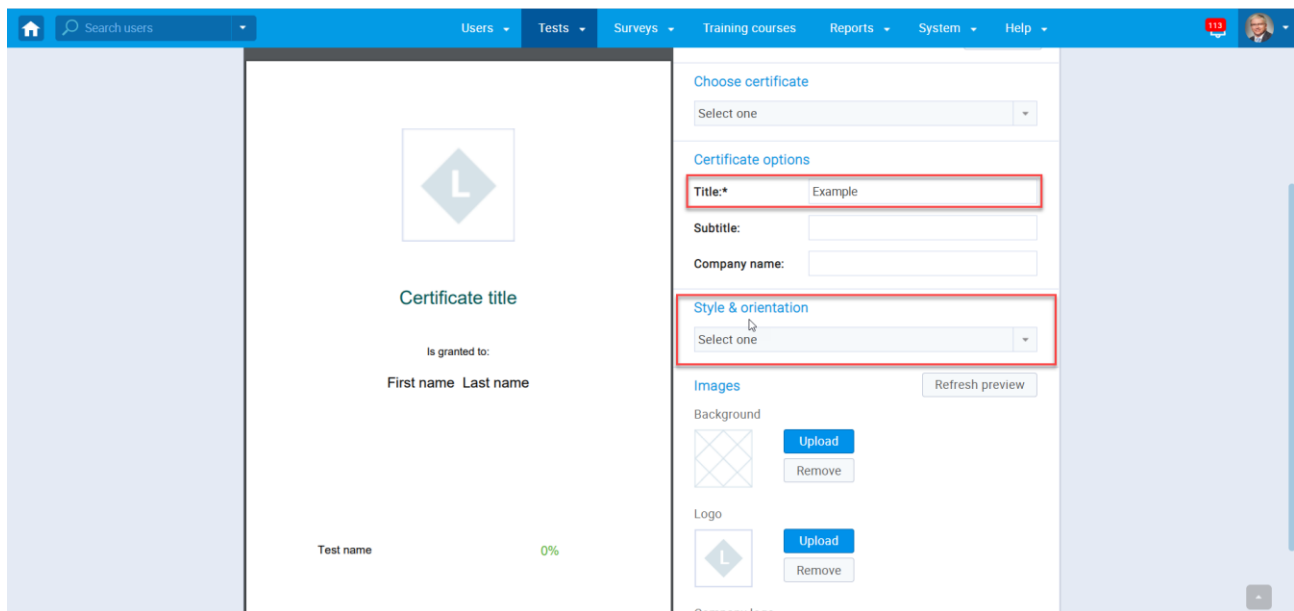
4. This step allows you to create a certificate for your test by clicking on the **Add** button (Picture 1). After that, in the following window, you can design the entire certificate for your test. It is necessary to give a **Name** to your certificate inside the **Title section** and to choose **Style &**

**orientation** (Picture 2). Upon finishing, click **Next** and choose to **Create new** to save the certificate you created.

Picture 1

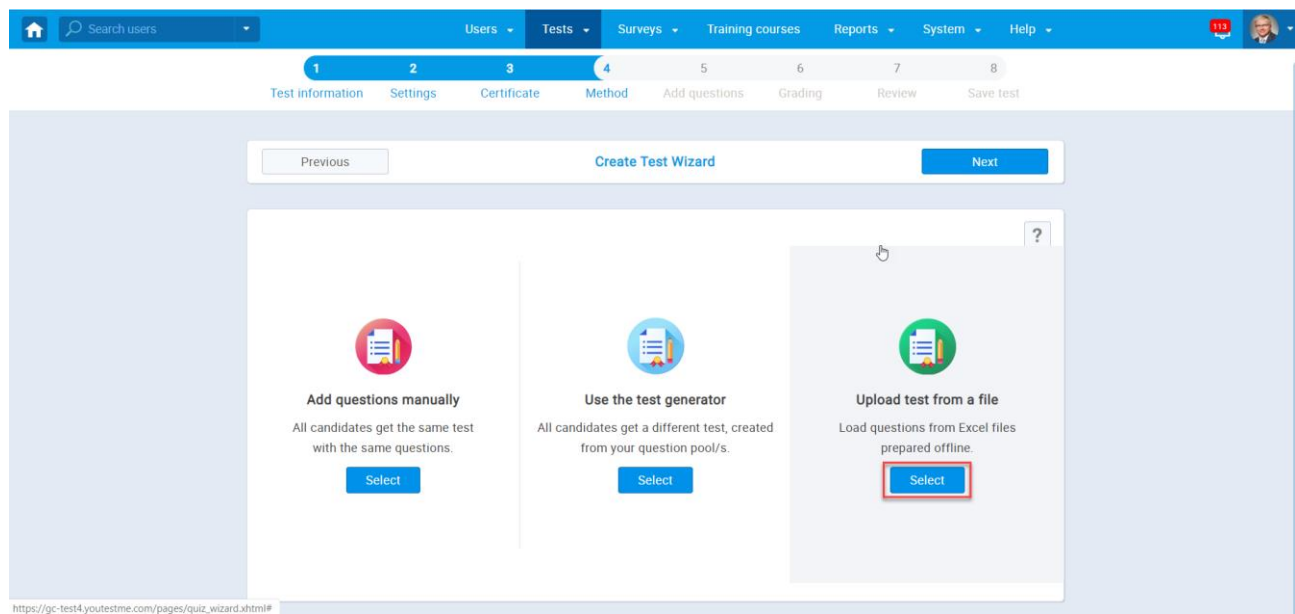


Picture 2

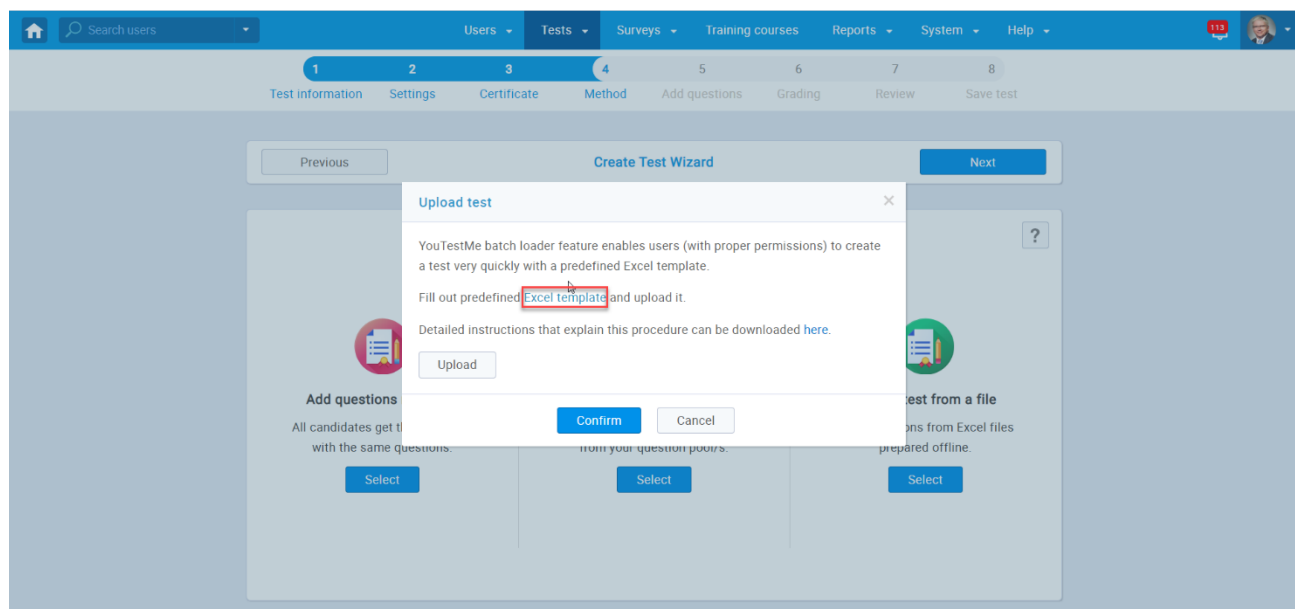


5. In this step, you are required to choose a method for adding questions to the test. In this case, we will select the last option to add questions from the Excel template. This option allows you to add a large number of questions at once. After clicking on **Select** (Picture 1), click on the **Excel template**, and the template will be automatically downloaded (Picture 2). After the template is downloaded, you can start adding the questions to it.

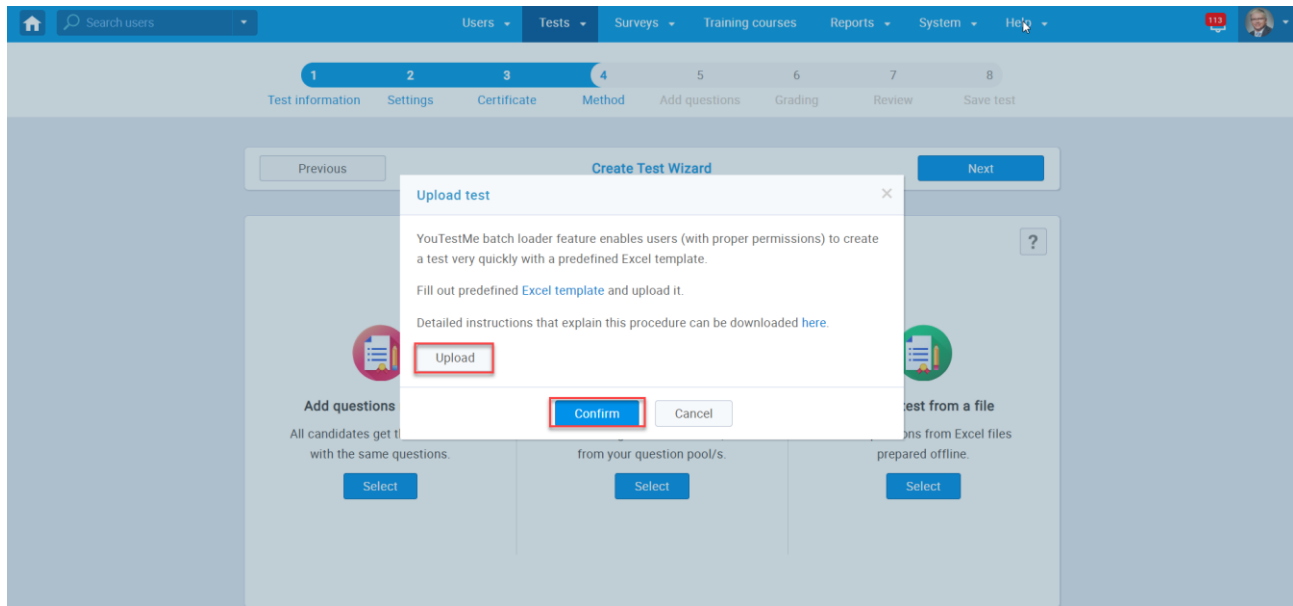
Picture 1



Picture 2

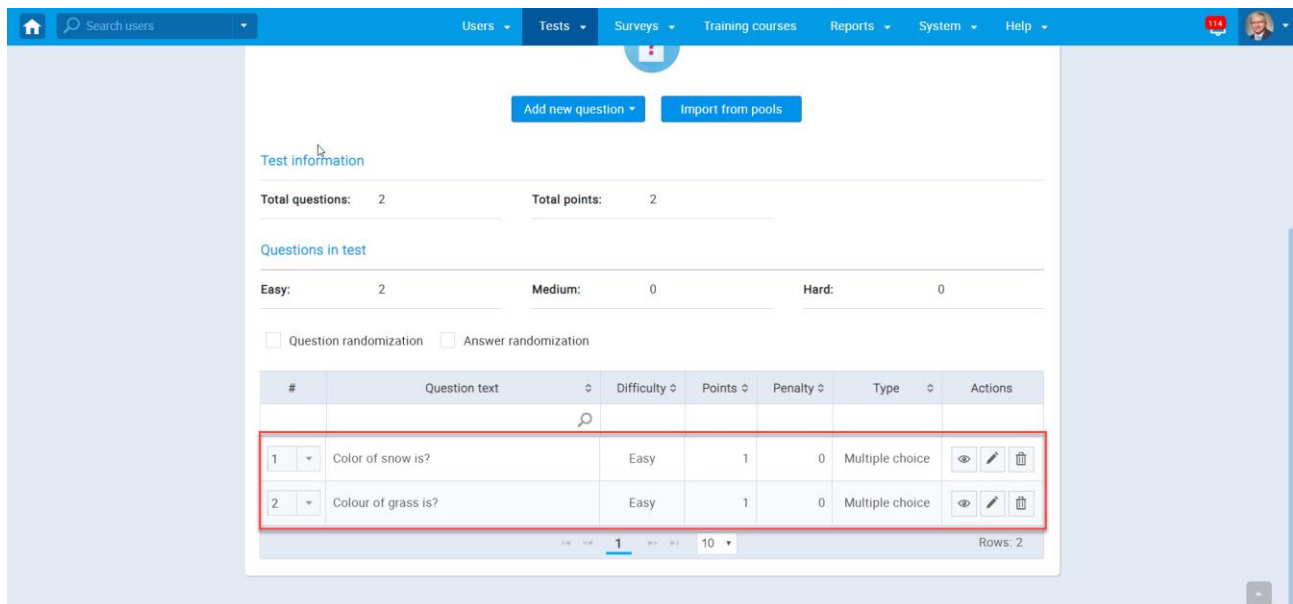


Upon successfully filling in the template, you can upload those questions to the test by clicking on the **Upload** button, after which you need to click on the **Confirm** button.

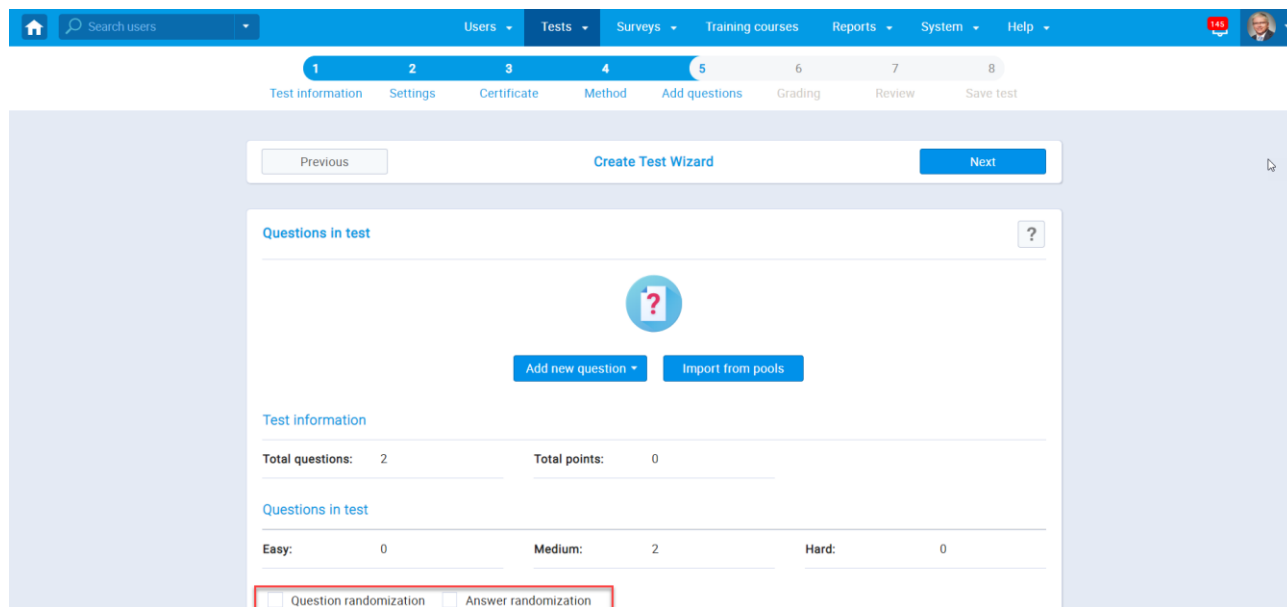


After successfully uploading the template, the questions will appear at the bottom of the screen inside the **Add questions** step. (Picture 1). Inside this step, you can choose **Questions randomization** or **Answer randomization** by clicking on the box next to the options (Picture 2)

Picture 1

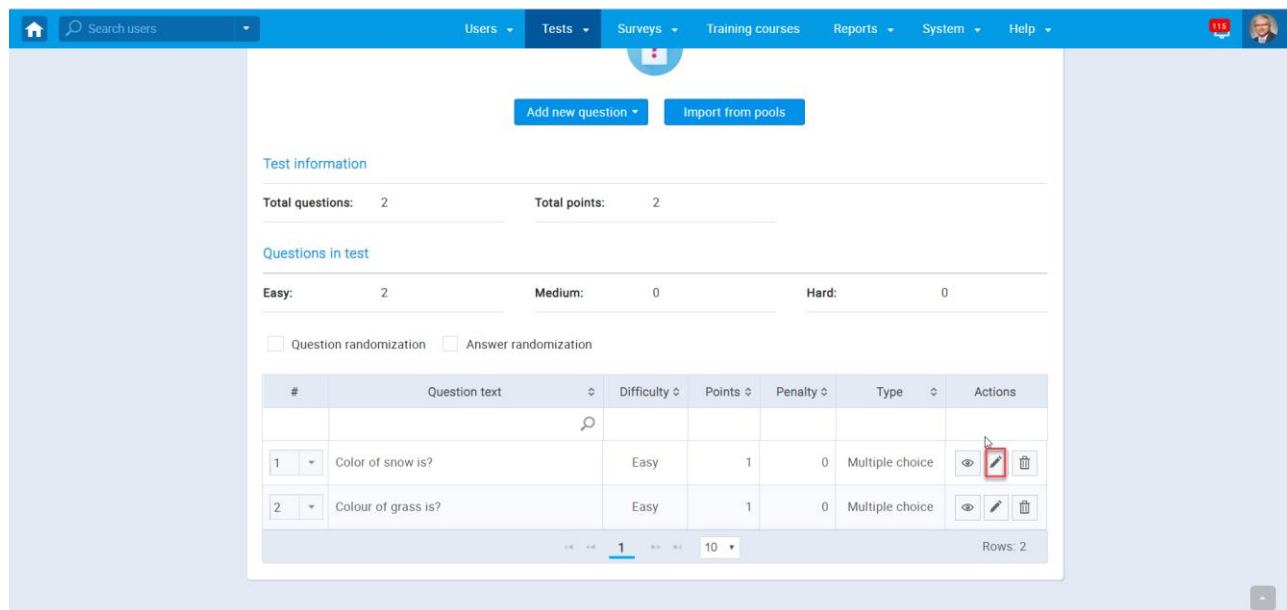








Picture 2



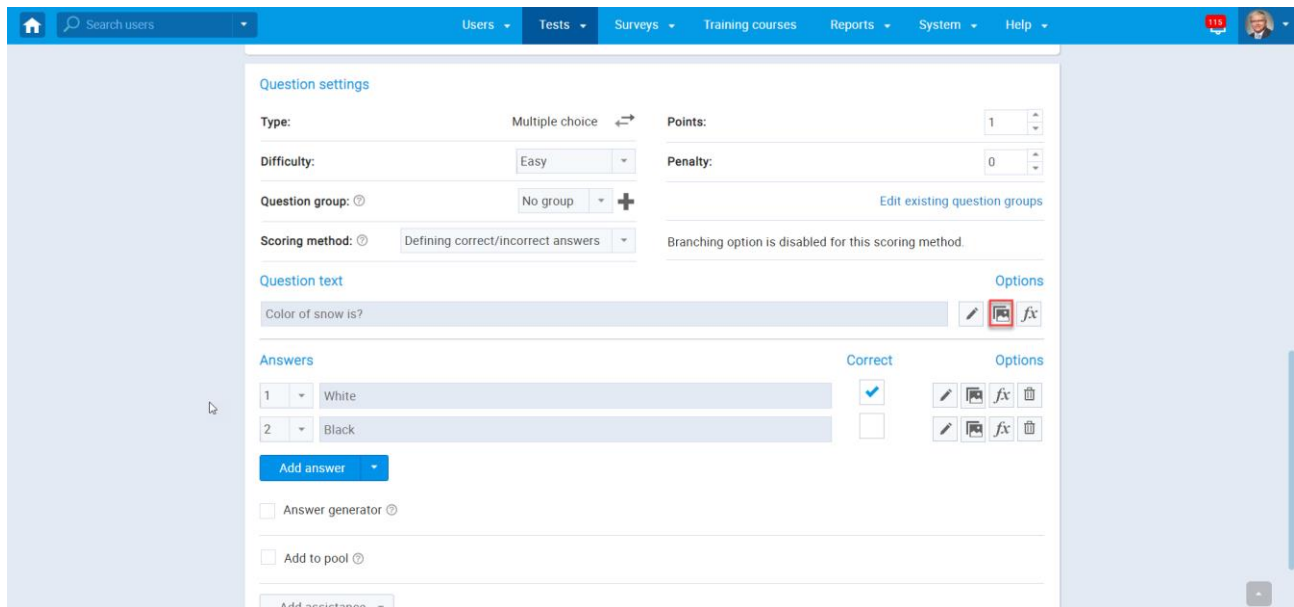
To add multimedia to the questions you uploaded from a template, you need to click on the **pencil** (Picture 1) and in the following window to click on the picture **logo** (Picture 2). In this example, we will upload the picture to the question. The image will appear inside the **Question text** tab (Picture 3). Upon finishing, click on the **Save** button.

Picture 1



#	Question text	Difficulty	Points	Penalty	Type	Actions
1	Color of snow is?	Easy	1	0	Multiple choice	  
2	Colour of grass is?	Easy	1	0	Multiple choice	  

Picture 2



**Question settings**

Type: Multiple choice ↔ Points: 1

Difficulty: Easy Penalty: 0

Question group: No group + Edit existing question groups

Scoring method: Defining correct/incorrect answers Branching option is disabled for this scoring method.

**Question text** Options

Color of snow is? [edit] [image] [fx]

**Answers** Correct Options

Answer	Correct	Options
1 - White	<input checked="" type="checkbox"/>	[edit] [image] [fx] [delete]
2 - Black	<input type="checkbox"/>	[edit] [image] [fx] [delete]

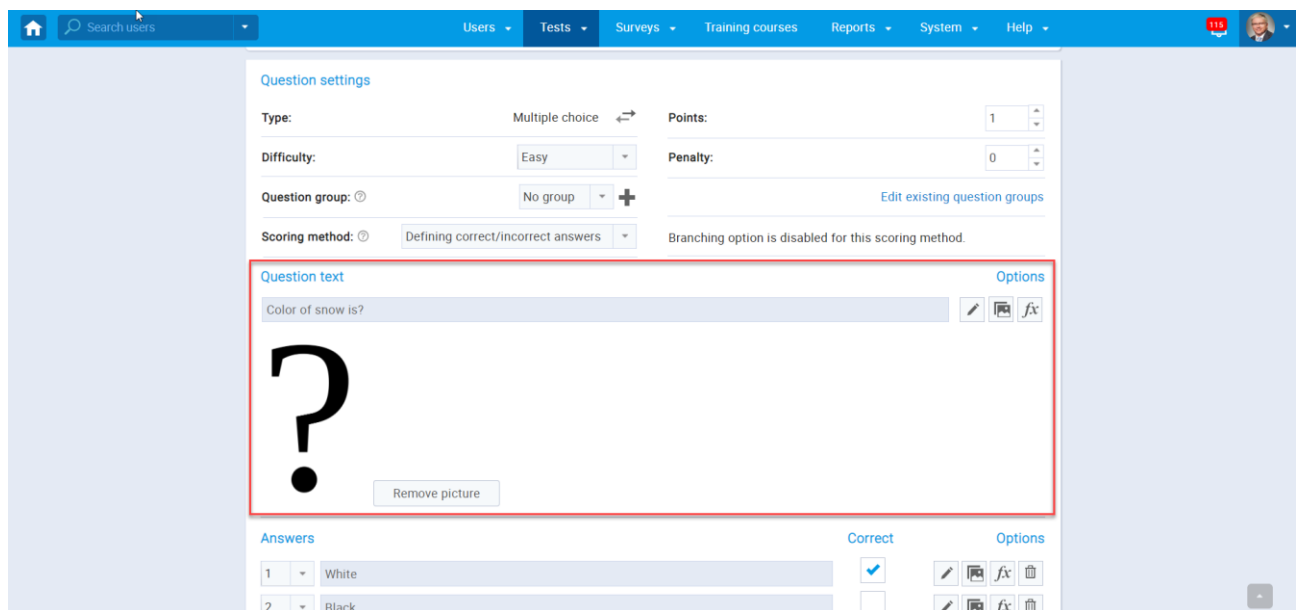
Add answer

☐ Answer generator

☐ Add to pool

Add assistance

Picture 3



**Question settings**

Type: Multiple choice ↔ Points: 1

Difficulty: Easy Penalty: 0

Question group: No group + Edit existing question groups

Scoring method: Defining correct/incorrect answers Branching option is disabled for this scoring method.

**Question text** Options

Color of snow is? [edit] [image] [fx]

**Answers** Correct Options

Answer	Correct	Options
1 - White	<input checked="" type="checkbox"/>	[edit] [image] [fx] [delete]
2 - Black	<input type="checkbox"/>	[edit] [image] [fx] [delete]

Add answer

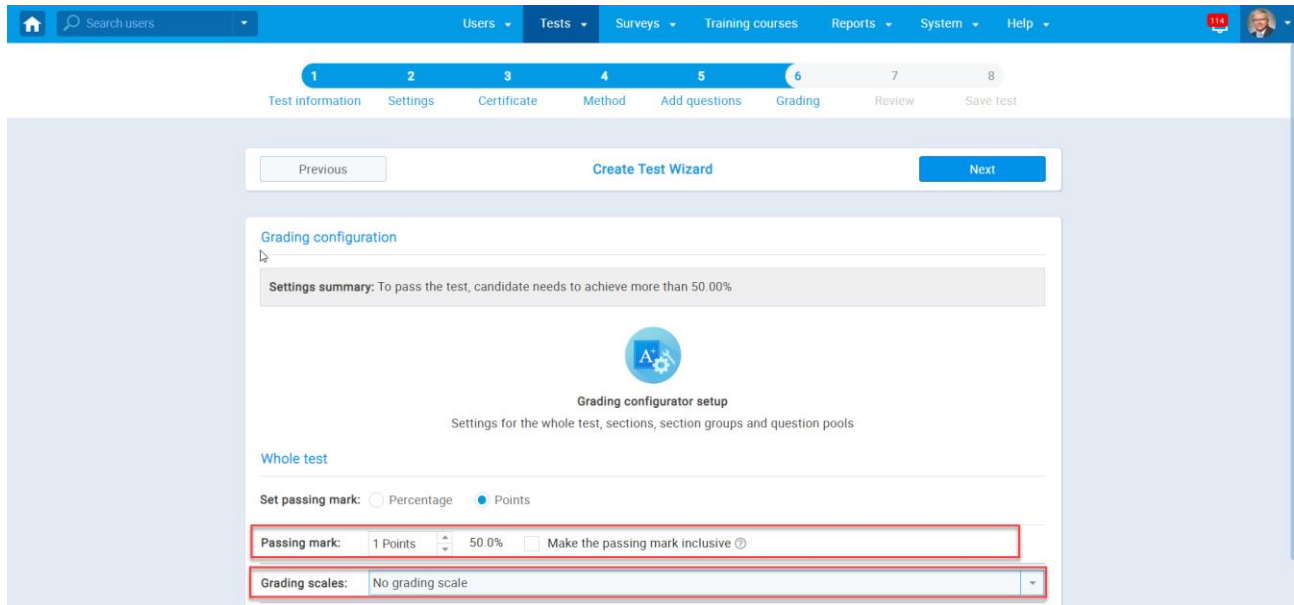
☐ Answer generator

☐ Add to pool

Add assistance

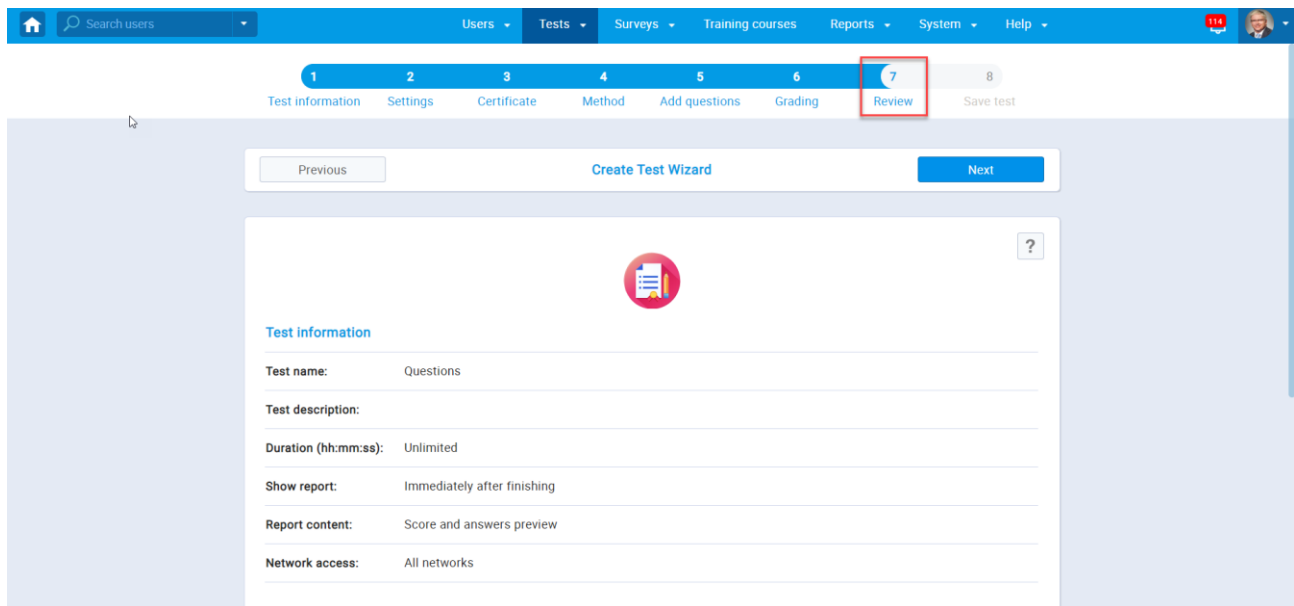


- In this window, you can set a **Passing mark** for your test, and inside **Grading scales**, you can choose a grading scale for your test.



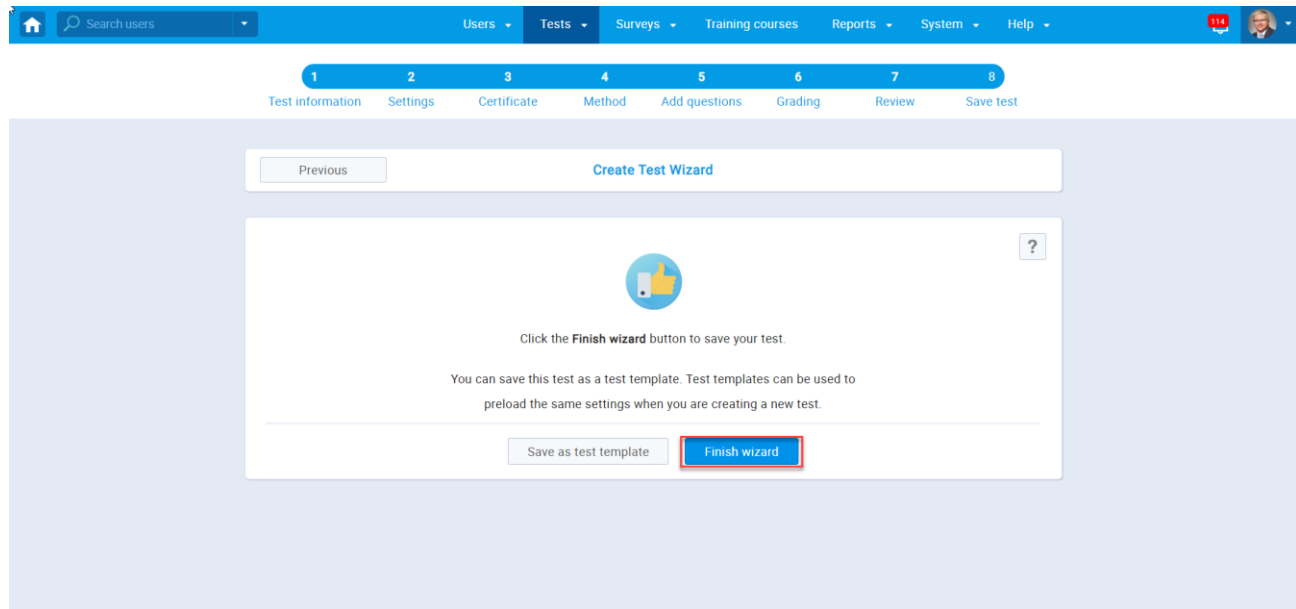
The screenshot shows the 'Grading configuration' step (step 6) of the 'Create Test Wizard'. The wizard has a progress bar at the top with steps 1 through 8. Step 6, 'Grading', is currently selected. The main content area is titled 'Grading configuration' and includes a 'Settings summary' box stating: 'To pass the test, candidate needs to achieve more than 50.00%'. Below this is a 'Grading configurator setup' section with the subtitle 'Settings for the whole test, sections, section groups and question pools'. Under 'Whole test', there is a 'Set passing mark' section with two radio buttons: 'Percentage' (selected) and 'Points'. The 'Percentage' option is set to '50.0%'. There is a checkbox for 'Make the passing mark inclusive' which is currently unchecked. Below the passing mark settings is a 'Grading scales' dropdown menu, which is currently set to 'No grading scale'. The 'Previous' and 'Next' buttons are visible at the top of the wizard.

In this step, you can review your test with all changes.



The screenshot shows the 'Review' step (step 7) of the 'Create Test Wizard'. The progress bar at the top now highlights step 7, 'Review'. The main content area is titled 'Test information' and contains a list of test details: 'Test name: Questions', 'Test description:', 'Duration (hh:mm:ss): Unlimited', 'Show report: Immediately after finishing', 'Report content: Score and answers preview', and 'Network access: All networks'. A red box highlights the 'Review' step in the progress bar. The 'Previous' and 'Next' buttons are visible at the top of the wizard.

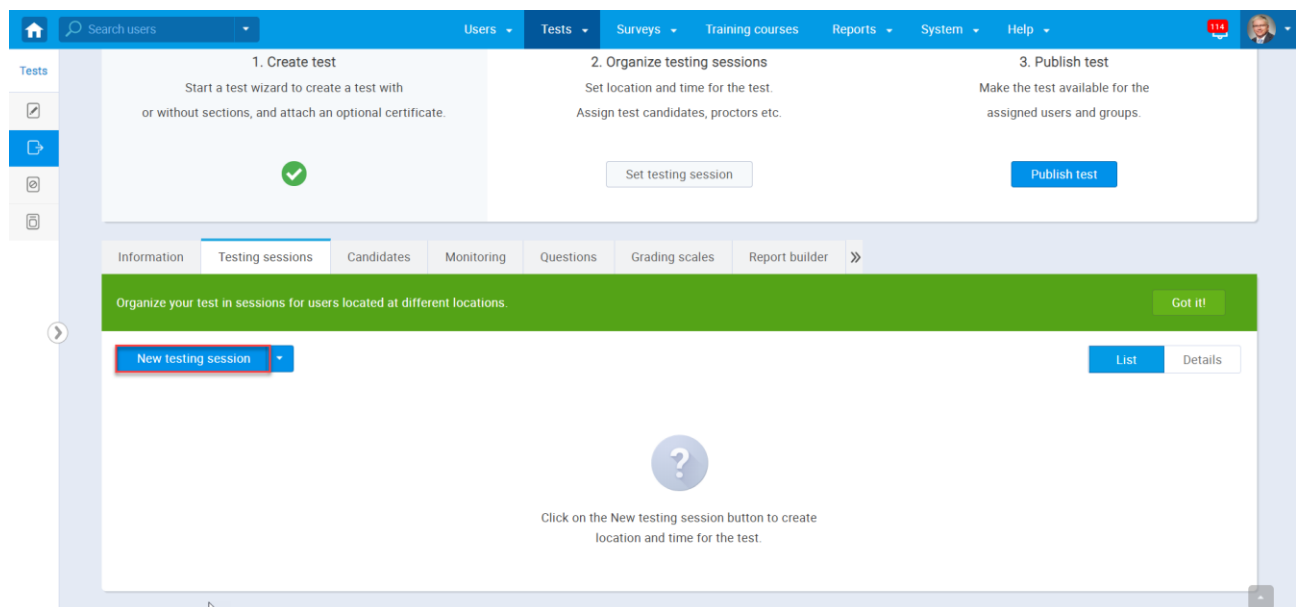
- In the last step, it is necessary to click on the **Finish wizard** button to complete the test creating process.



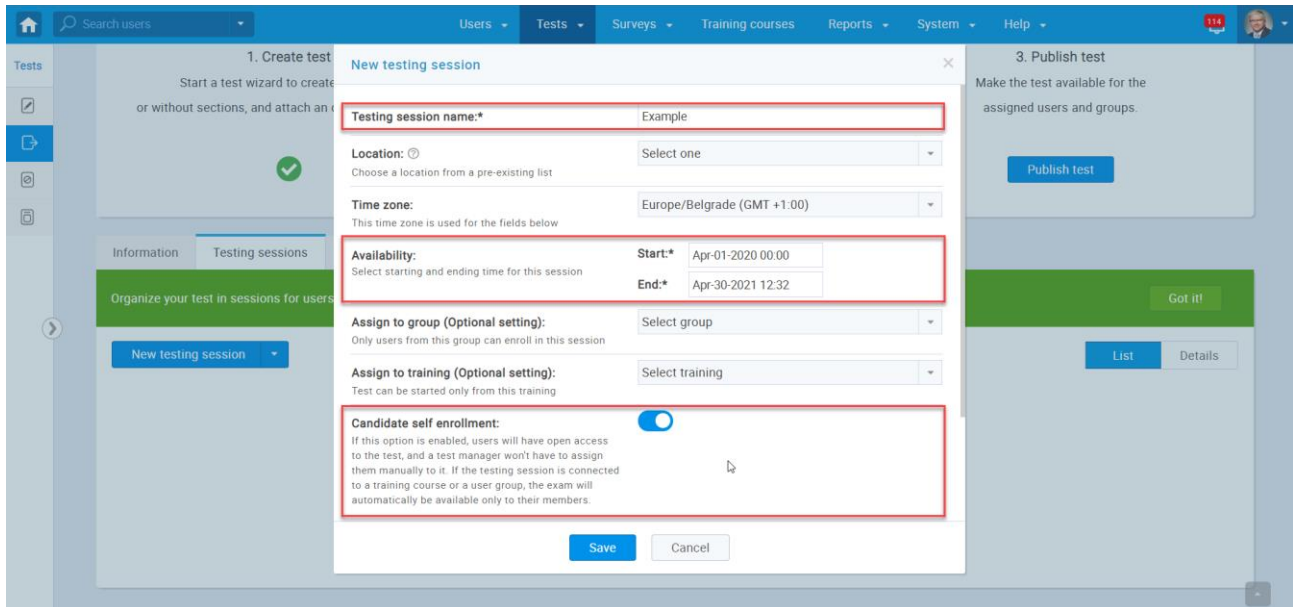
## 4.1 Testing session

For the students to be able to start the test, it is necessary to create a testing session where you will set test availability, and also to publish the test, you can do so by doing the following:

- 1) Inside the **Testing sessions** tab, click on the **New testing session** button.

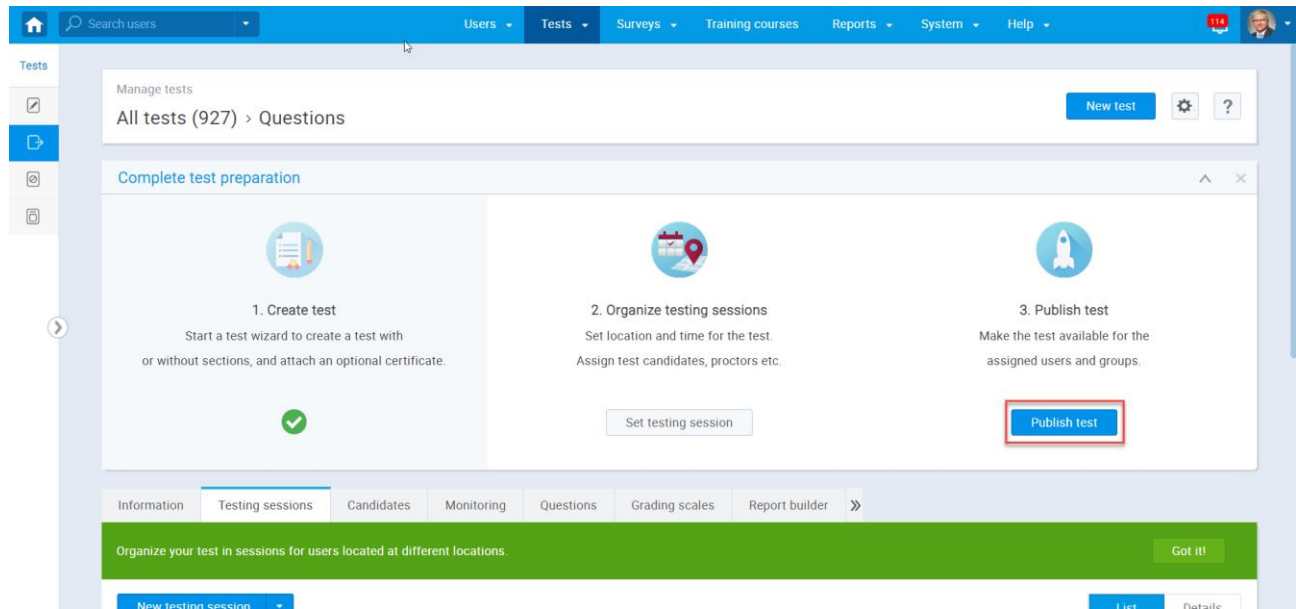


- 2) In this window, you can configure the settings for the whole testing session. It is necessary to give a name to the session inside the **Testing session name** tab and set the **Start** and **End** date for your session inside the **Availability** tab. **Assign to group option** gives you the ability to add an entire group of users to this session (Only users from this group will be able to take this test). By clicking on the **Candidate self-enrollment**, a user will have open access to the test, and a test manager won't have to assign them manually to it. If the testing session is connected to a training course or a user group, the exam will automatically be available only to their members. Upon finishing, click **Save**.



- 3) The last step is to publish the test to be available for the students, and you can do so by clicking on the **Publish test** button.

**\*NOTE:** After publishing the test, no additional changes can be made.

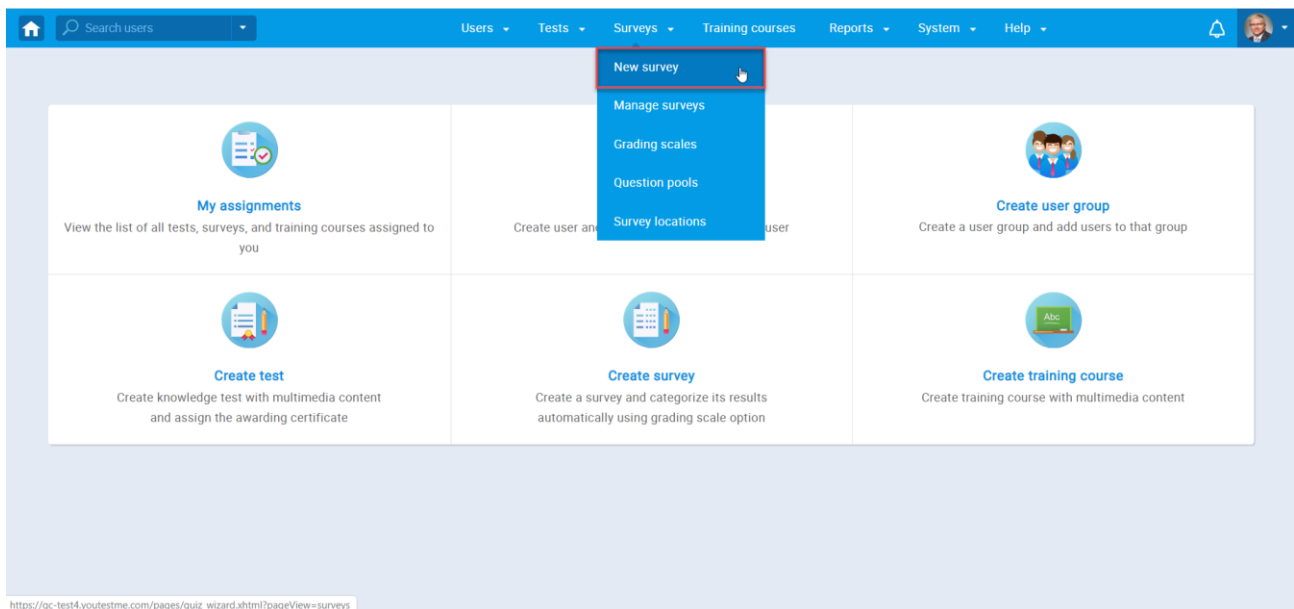


## 5 Surveys

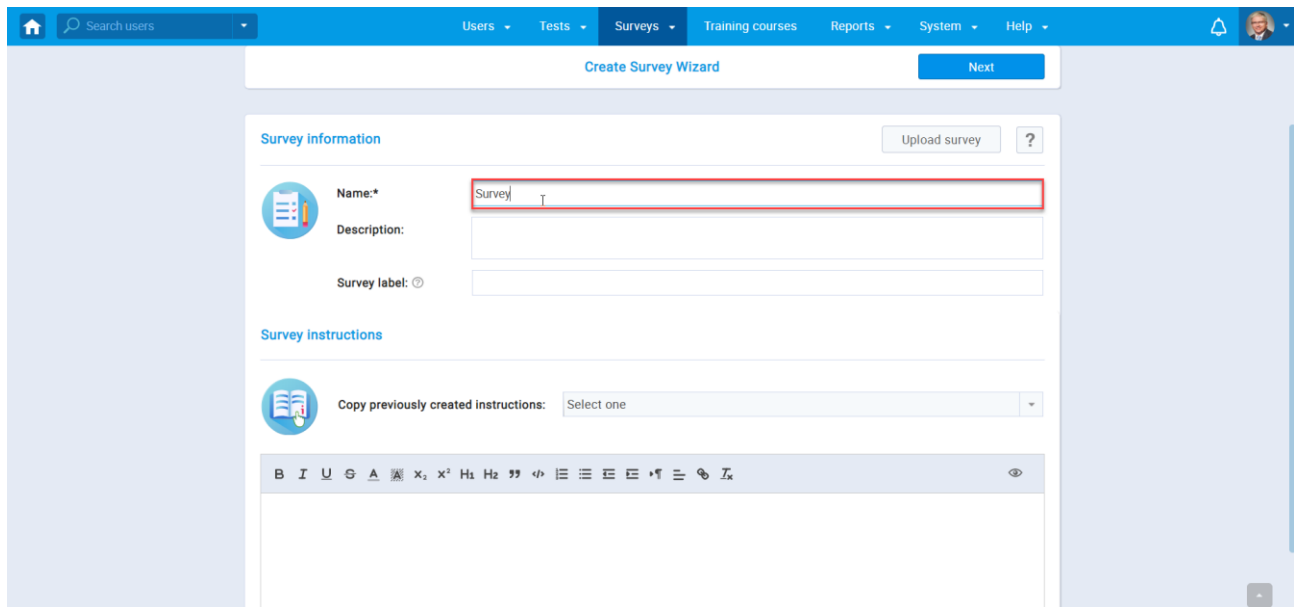
In this step, we will explain how to create a survey.

To create a survey, it is necessary to follow these steps:

1. On the Home page inside **Survey** tab select **New survey**

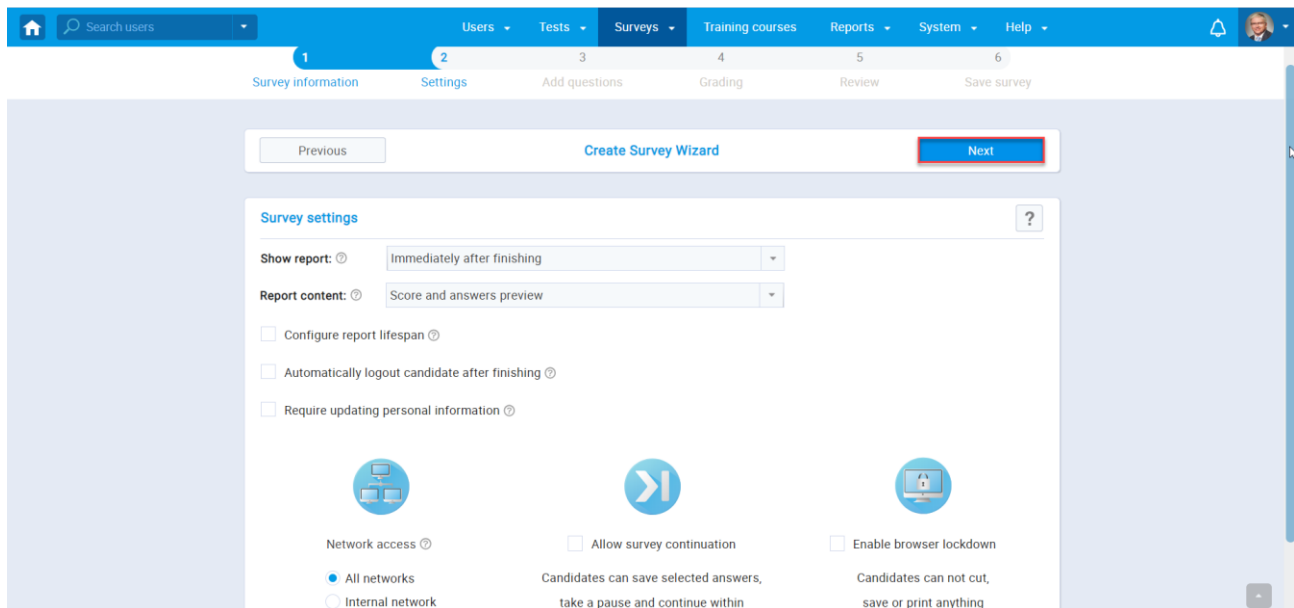


- In this window, you need to give a name to the survey, and you can do so inside the **Name\*** tab



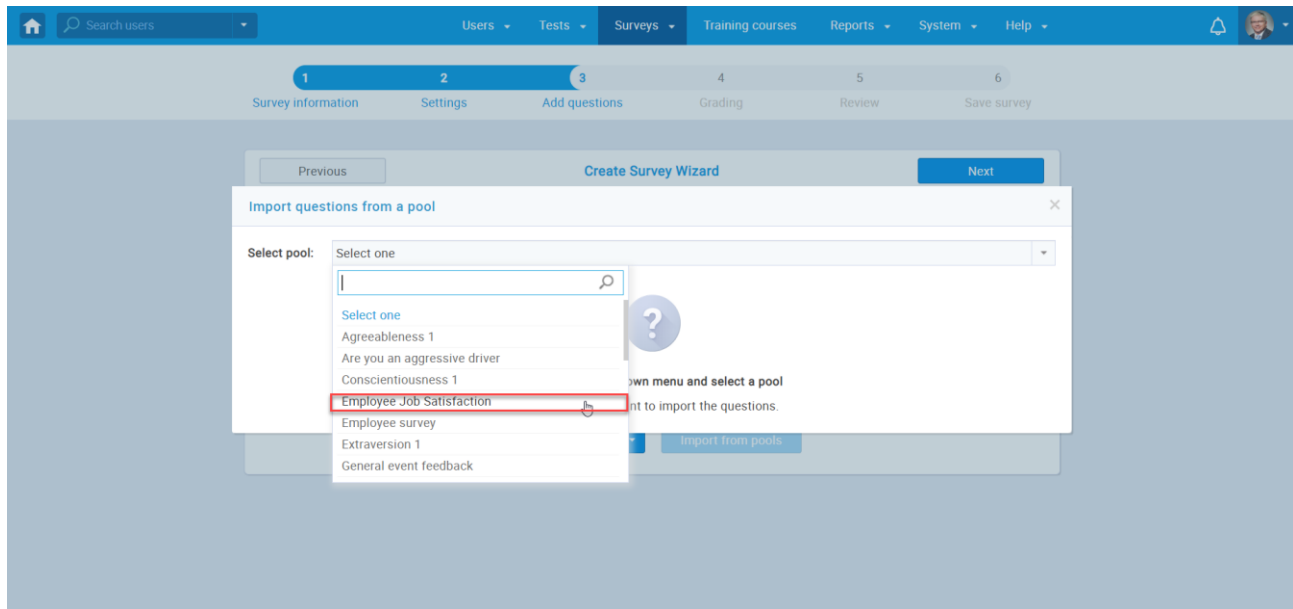
The screenshot shows the 'Create Survey Wizard' interface. The top navigation bar includes 'Users', 'Tests', 'Surveys', 'Training courses', 'Reports', 'System', and 'Help'. The 'Surveys' tab is active. The main content area is titled 'Create Survey Wizard' and has a 'Next' button. Below this, the 'Survey information' section is displayed. It includes a 'Name\*' field with the text 'Survey' (highlighted with a red box), a 'Description' field, and a 'Survey label' field. There is an 'Upload survey' button and a help icon. Below the 'Survey information' section is the 'Survey instructions' section, which has a dropdown menu for 'Copy previously created instructions' set to 'Select one'. At the bottom, there is a rich text editor with various formatting options.

- Inside this step, you can adjust the setting for the whole survey. After you finish, click on **Next**

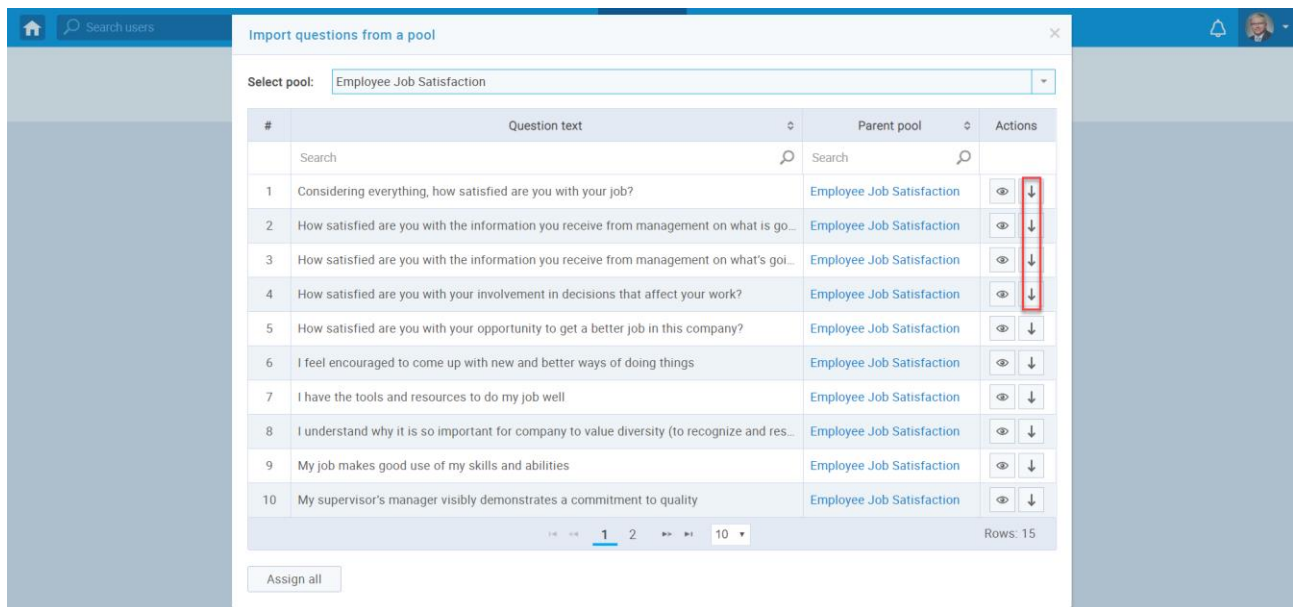


The screenshot shows the 'Create Survey Wizard' interface at the 'Survey settings' step. The top navigation bar is the same as the previous step. The main content area is titled 'Create Survey Wizard' and has 'Previous' and 'Next' buttons. The 'Survey settings' section is displayed. It includes a 'Show report' dropdown set to 'Immediately after finishing' and a 'Report content' dropdown set to 'Score and answers preview'. There are three checkboxes: 'Configure report lifespan', 'Automatically logout candidate after finishing', and 'Require updating personal information'. At the bottom, there are three sections: 'Network access' with radio buttons for 'All networks' (selected) and 'Internal network'; 'Allow survey continuation' with a checkbox; and 'Enable browser lockdown' with a checkbox.

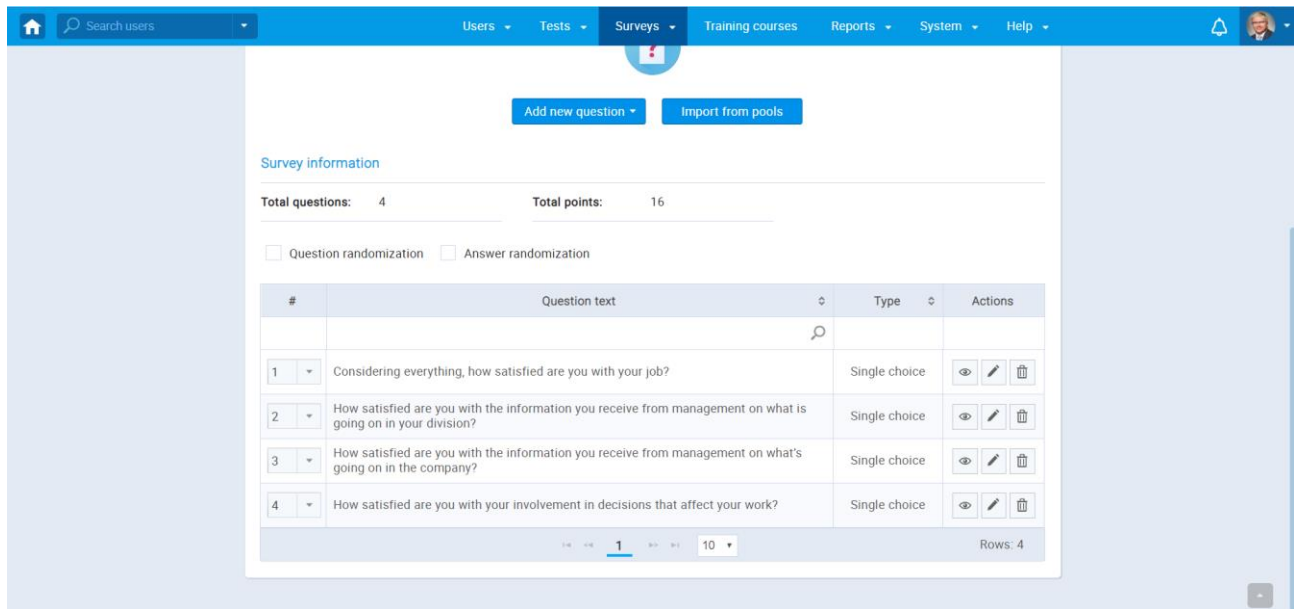
- In this step, you need to add questions to the survey. You can add them manually by clicking on the **Add new question**, or you can add them automatically from the already created pool of questions by clicking on the **Import from pools**. In this case, we will choose the second option. After clicking on **Import from pools**, we will select one of the pools from the dropdown menu.



5. After that, we will add questions from this pool by clicking on the arrow on the right side of the questions. After you finish with adding questions, close the window.



Questions will appear at the bottom of your screen



Survey information

Total questions: 4      Total points: 16

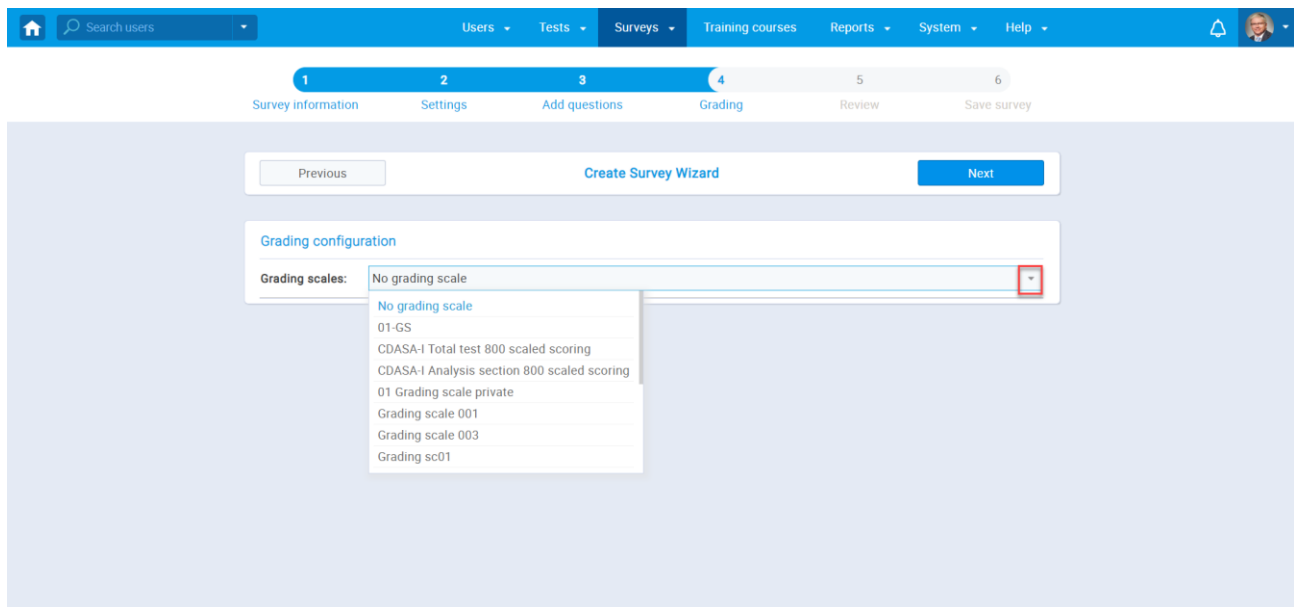
☐ Question randomization    ☐ Answer randomization

#	Question text	Type	Actions
1	Considering everything, how satisfied are you with your job?	Single choice	
2	How satisfied are you with the information you receive from management on what is going on in your division?	Single choice	
3	How satisfied are you with the information you receive from management on what's going on in the company?	Single choice	
4	How satisfied are you with your involvement in decisions that affect your work?	Single choice	

Rows: 4

To move to the next step, click on **Next** in the top right corner.

- This step allows you to choose a grading scale from the dropdown menu by clicking on the selected button.



1    2    3    4    5    6

Survey information    Settings    Add questions    Grading    Review    Save survey

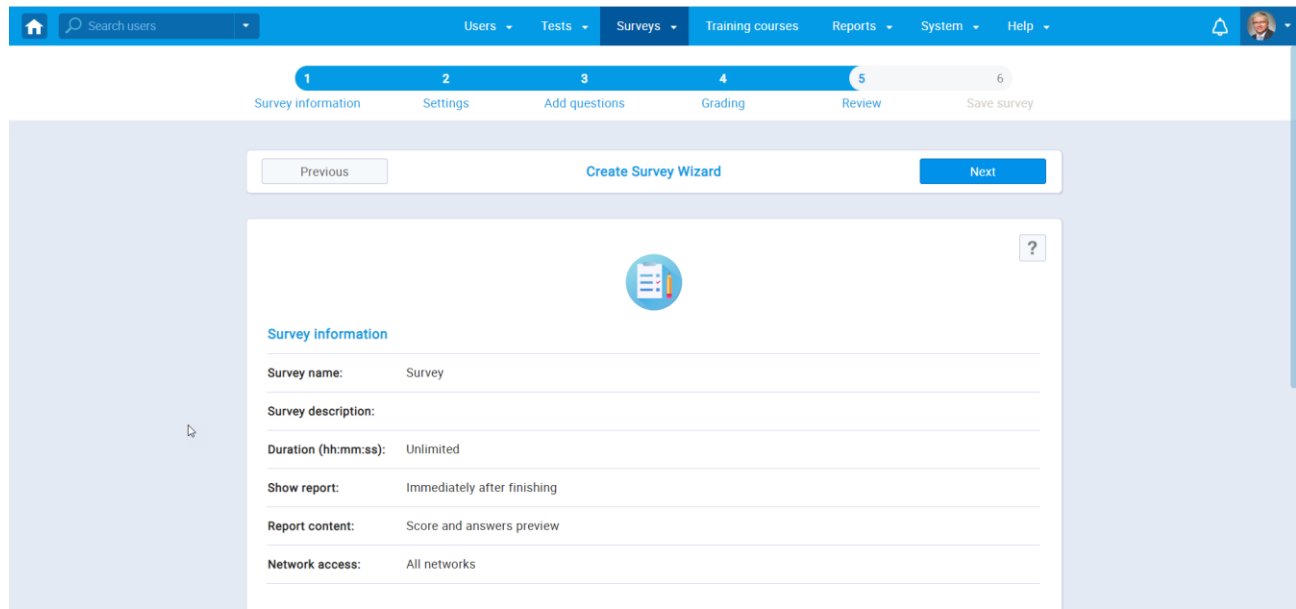
Previous    Create Survey Wizard    Next

Grading configuration

Grading scales: No grading scale

- No grading scale
- 01-GS
- CDASA-I Total test 800 scaled scoring
- CDASA-I Analysis section 800 scaled scoring
- 01 Grading scale private
- Grading scale 001
- Grading scale 003
- Grading sc01

- In this step, you can have a Review of your survey with all the adjustments



1 2 3 4 5 6  
Survey information Settings Add questions Grading Review Save survey

Previous Create Survey Wizard Next

Survey information

Survey name: Survey

Survey description:

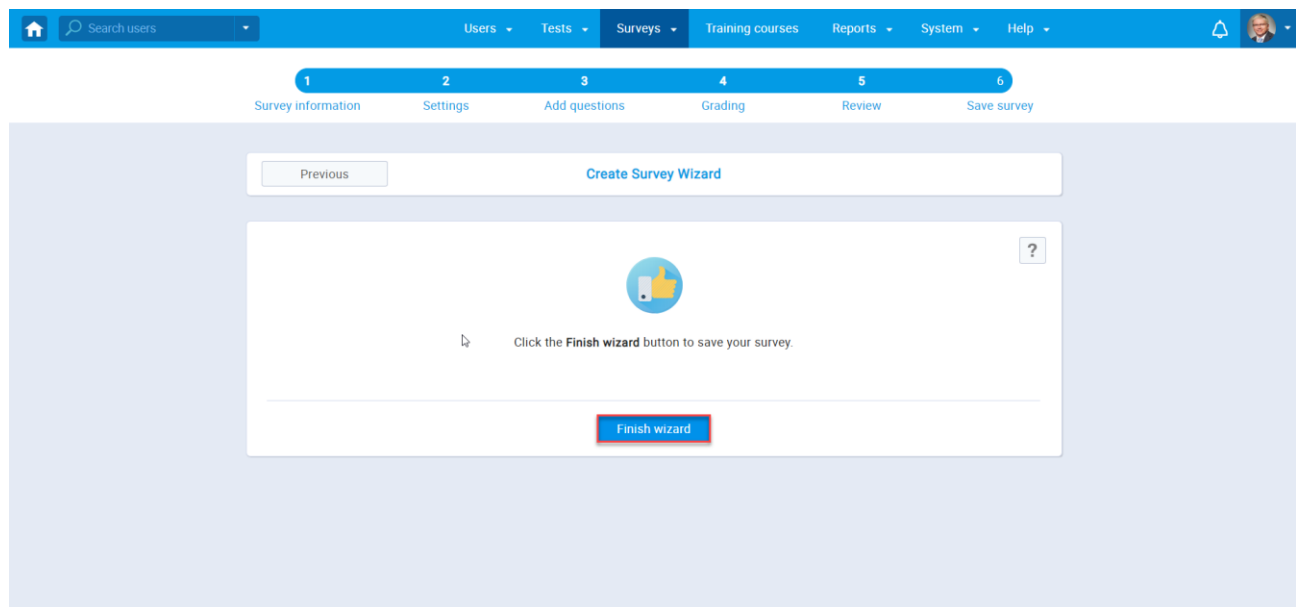
Duration (hh:mm:ss): Unlimited

Show report: Immediately after finishing

Report content: Score and answers preview

Network access: All networks

8. To successfully finish the creating process click on the **Finish wizard** button



1 2 3 4 5 6  
Survey information Settings Add questions Grading Review Save survey

Previous Create Survey Wizard

Click the **Finish wizard** button to save your survey.

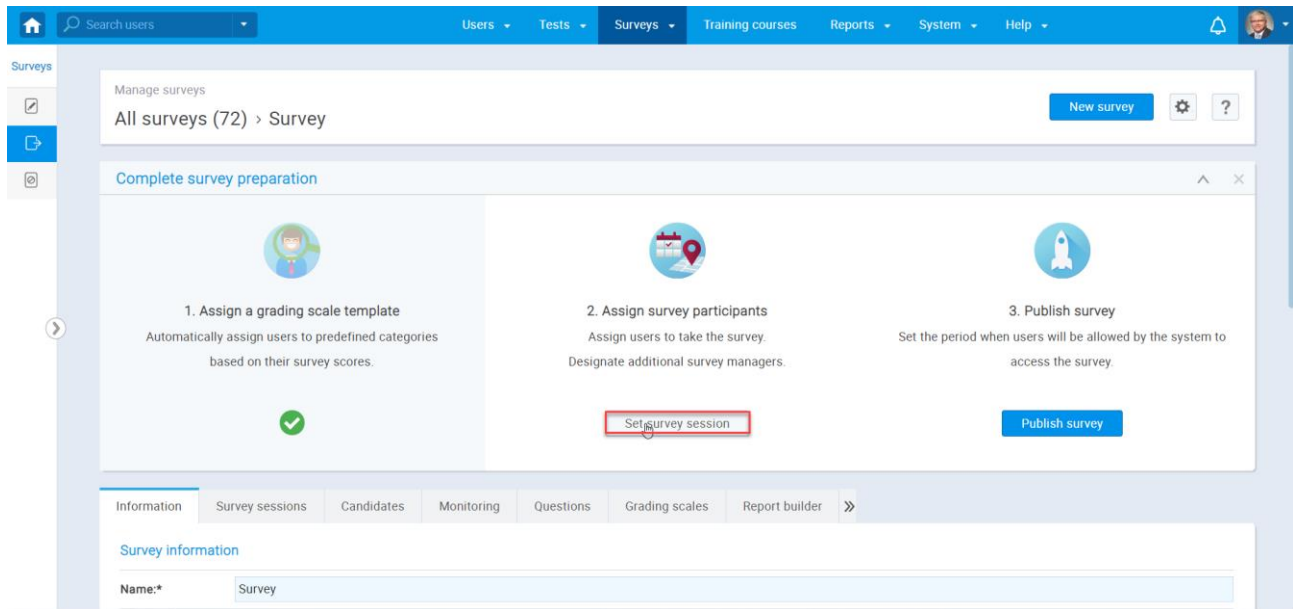
Finish wizard

## 5.1 Survey session

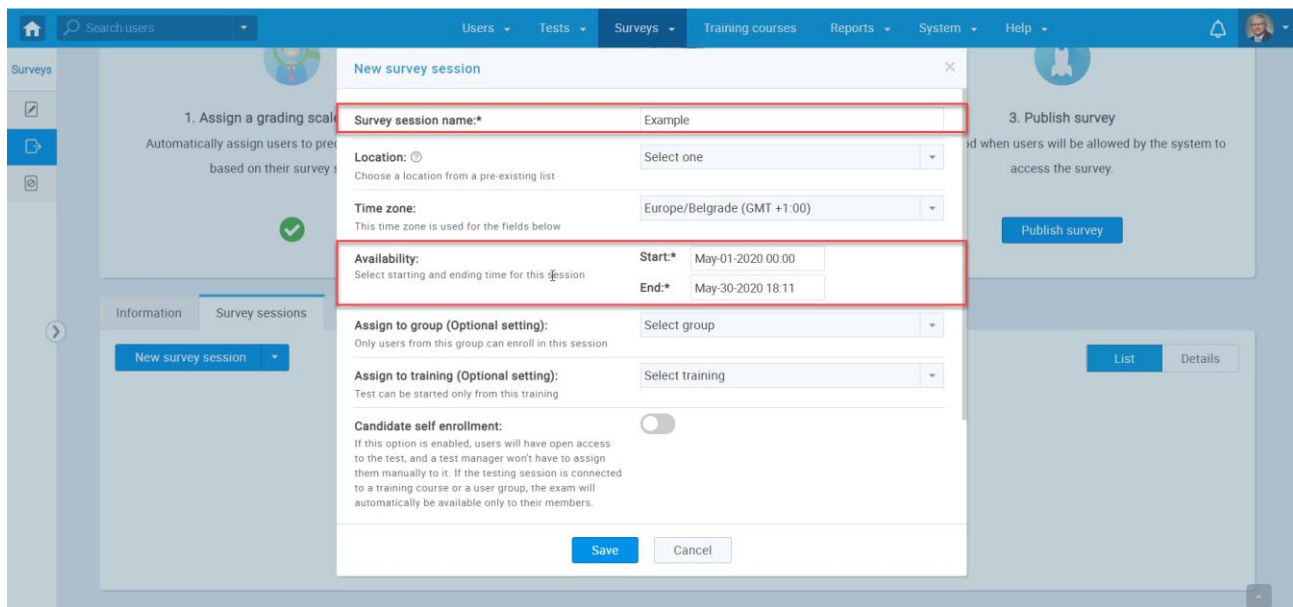
After you finish creating a survey, it is necessary to create a survey session, and you can do so by following these steps:

1. Click on **Set survey session**

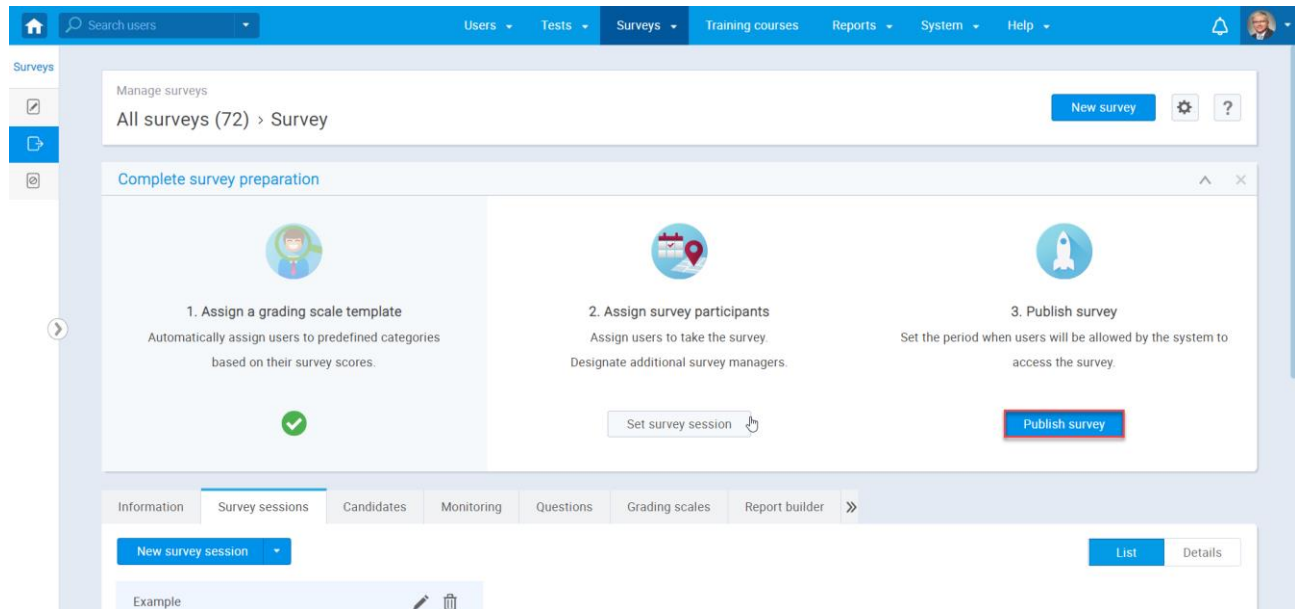




2. After that, click on **New survey session**. In this window, it is necessary to fill in the **Survey session name \*** and **Availability** tabs. After you finish with adjustments, click on **Save**.



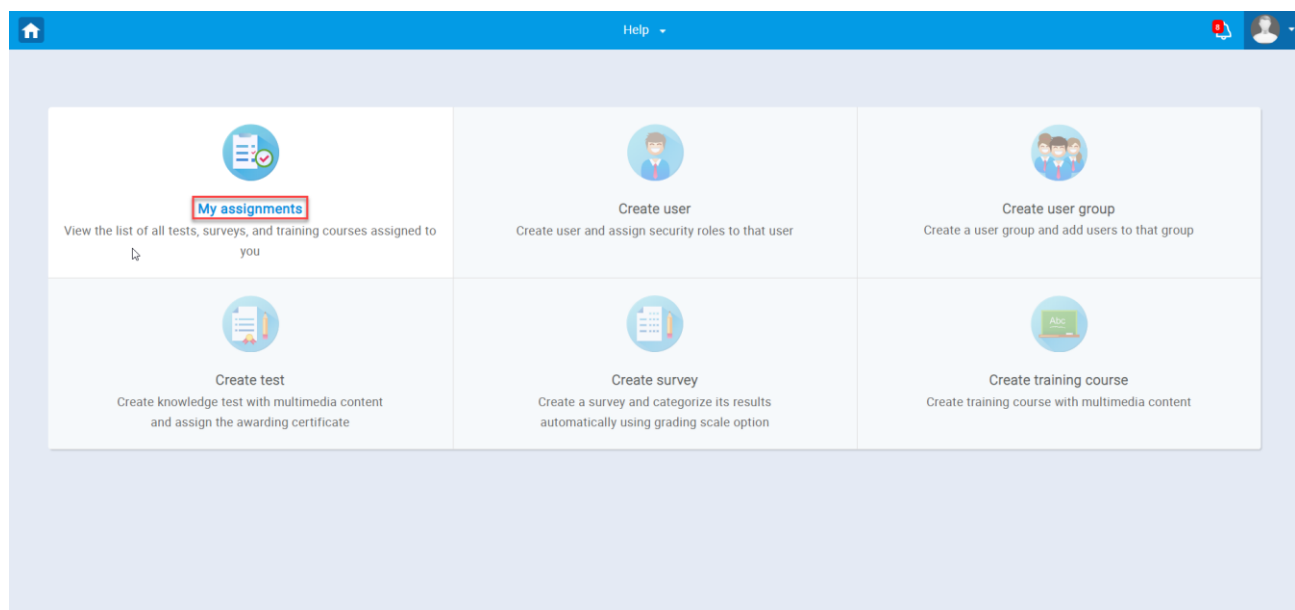
3. For a survey to be available for the taking, it needs to be published. You can publish the survey by clicking on the **Publish survey** button



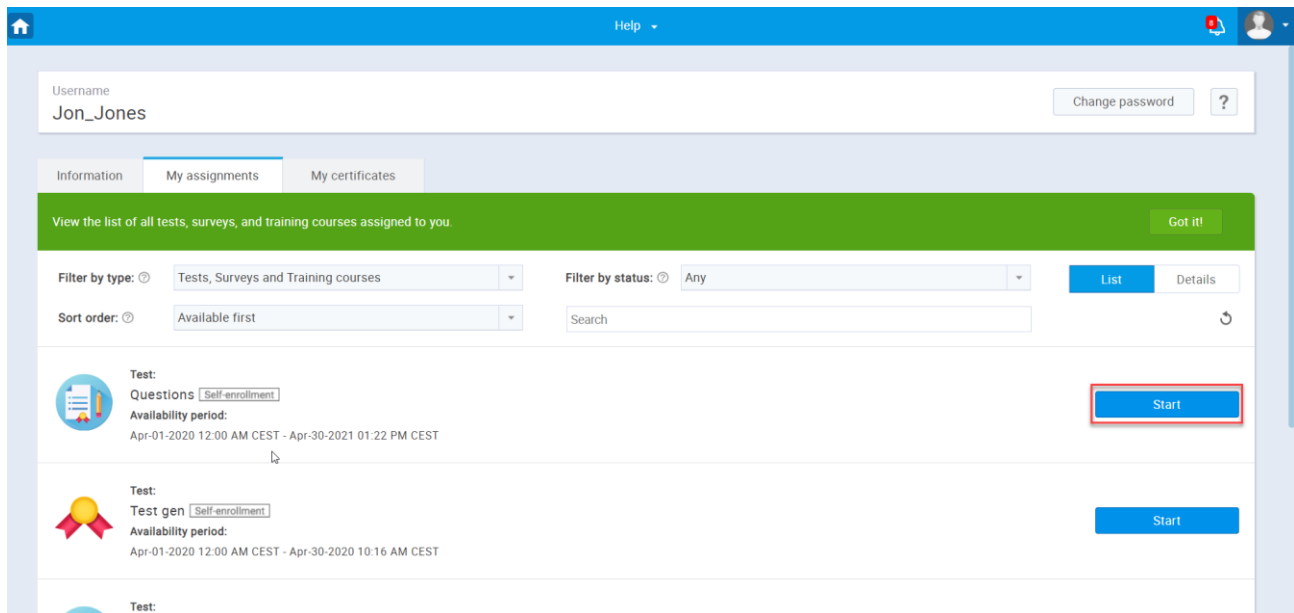
## 6 Student perspective

### 6.1 My assignments

Inside **My assignments** tab, a student can see the list of all tests, surveys, and training courses that he/she is assigned to. My assignments can be accessed from the home page by clicking on the **My assignments** option



Here, we can access the test that we created previously by clicking on the **Start** button next to the test.



The screenshot shows the YouTestMe user interface for a user named Jon\_Jones. The interface includes a navigation bar with 'Information', 'My assignments', and 'My certificates' tabs. Below the tabs, there is a green banner stating 'View the list of all tests, surveys, and training courses assigned to you.' with a 'Got it!' button. The main content area displays a list of tests with filters for type, status, and sort order. Two tests are visible: 'Questions' and 'Test gen', both with 'Self-enrollment' status. The 'Start' button for the 'Questions' test is highlighted with a red box.

Test	Self-enrollment	Start
Questions	Self-enrollment	Start
Test gen	Self-enrollment	Start