2020

YouTestMe

How to Change Logo, Create Simple Test and Survey



Filename	YTM How to Change Logo, Create Simple Test and Survey
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Confidentiality	Public
Last save date	Tuesday, May-05-2020 at 2:34:00 PM

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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

î		Users • Tests • Surveys • Training courses Rep	oorts 👻 System 👻 Help 👻	🤨 👰 -
		System settings		
			System reports	
		?	System maintenance	
	My assignments	Create user	Create user group	
	View the list of all tests, surveys, and training courses assigned to you	Create user and assign security roles to that user	Create a user group and add users to that group	
	Create test	Create survey	Create training course	
	Create knowledge test with multimedia content and assign the awarding certificate	Create a survey and categorize its results automatically using grading scale option	Create training course with multimedia conten	
https://g	c-test4.youtestme.com/pages/preferences.shtml			

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

0	SetCertified	× +										-	o ×
\leftarrow	→ C 🏠 🔒 gc-tes	st4.youtestme.com/pages/preferen	nces.xhtml							0- 🕁	G	e 0	Θ:
III A	ops 🚹 Available local insta.	[Bugzilla Main Page											
î		•	Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻			145	🤿 -
	 Display YouTes 	tMe's privacy policy											
	Logo												
	This logo will be visi	ble to all users on the applicati	on login screen. You can alwa	ys switch bac	k to the default	ogo.							
	•												
		by YouTestMe											
	Favicon												
	This favicon will be v	visible to all users on the web b	rowser tab.										
	Change favicon	Cancel											
	Ø												
	System parameter	° S											
	Session timeout in m	ninutes: ⊘ 180											



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

î		Users 👻	Tests 👻		Training courses	Reports 👻	System 👻	Help 👻	145	🤿 ·
	This logo will be visible to all users on the application login screen	n. You can alwa	ys switch bac	k to the default	logo.					
	Change logo Default logo					l₽				
	Welcome									
	Favicon									
	This favicon will be visible to all users on the web browser tab.									
	Change favicon Cancel									
	()									
	System parameters									
	Session timeout in minutes: ⑦ 180									
	Lockout duration in minutes: ⑦ 30									
			Cont	firm Ca	ncel					

In the pictures below, you can see applied changes.

Picture 1 (Before)

¢.	
	GetCertified
	Username admin
	Password
	Forgot your password? SIGN IN
	Don't have an account? REGISTER
	Copyright © YouTestMe All Rights Reserved.



Picture 2 (After)

6	Welcome
	Username
	admin
	Password
	Forgot your password?
	SIGN IN
	Don't have an account? REGISTER
	Copyright © YouTestMe All Rights Reserved.

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

D Search users	•	Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻	145	🤿 ·
		Manage use								
		Manage gro	oups							
		Roles and p	permissions					699		
		Subscribers	5							
	y assignments urveys, and training courses assigned to	My profile		Create user ssign security	roles to that user		Create a use	Create user group r group and add users to that group		
	you									
	Create test			Create surve				Create training course		
	e test with multimedia content the awarding certificate			rvey and catego Ily using grading			Create train	ing course with multimedia content		
https://gc-test4.youtestme.com/pages/roles3	html									



2. After that click on New role

sea کر	rch users	Users • Tests • Surveys • Training courses Reports •	System - H	Help →	
Manage Roles	s and Permissions			Ne	ew role
Roles a	and permissions				
#	Name ≎	Description \$	Role code 🗘	External ID 🗘	Action
1	01#proc		ivj		/
2	Admin2		HkZ		1
3	Admin 8.3	Test role administrator for 8.3	Gtj		1
4	Administrator	A role with all permissions in the system. Administrator is able to manage everything in the system.	ADM		1
5	Create quizzes		cza		1
6	DemoRole01		iHD		1
7	DjuraRole		DZR		1
8	Instructor	A role with higher level permissions than a regular user, instructors are able to manage their own groups, po	INS	123	1
9	Monitoring role		mDU		 1
10	Pravilo1		TwN		1
		⊨ ≪ 1 2 → → 1 v			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.

	Users 🗸 Tests 🖌 Surveys	 Training courses R 	Reports - System -	Help 👻	🤨 🤯 -				
Manage Roles and Permissions				New role	?				
Information									
Role name:*									
External ID:									
Role description:									
	Permission	s - User							
1. Log in	Access the application using your unique credentials.								
2. Manage a role	Create, edit or delete a role. Change other user's roles on their personal profile pages.								
3. Grant roles to users									
4. Manage subscriptions	Manage subscribers. Create, edit or delete subscriptions.								
5. Manage system settings	View and manage system settings page.								



) Search users	Users - Tests - Surveys - Training courses Reports - System - Help -	66
6. Access the 'Profiles' page	Access the page for managing user's accounts.	
7. View a list of all users	Keep track of all users using 'List of all users' on 'Profiles' page.	
8. Manage user's status	Change user's status (activate, lock, suspend or delete).	
9. Export users to Excel	Export list of users as an Excel table on 'Profiles' page.	
10. View deleted users	Keep track of deleted users using 'List of all users' on 'Profiles' page.	
11. Manage registration requests	Manage registration requests (approve or decline).	
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'.	
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)	
14. Change your personal information	Change personal information (basic information details and contact information).	
15. Change other user's personal information	Change other user's personal information (basic personal information and contact information).	
16. Change your password	Change your password on your personal profile page.	
17. Change other user's password	Change other user's passwords on their personal profile pages	
	Permissions - Groups	

î β		Users • Tests • Surveys • Training courses Reports • System • Help •	145	ſ								
	17. Change other user's password	Change other user's passwords on their personal profile pages.		l								
	Permissions - Groups											
	18. Access the 'Groups' page	18. Access the 'Groups' page Access the groups you are a member of on 'Groups' page.										
	19. View all groups	View basic information about each of the groups.										
	20. Create groups	20. Create groups Create a group, automatically becoming its manager.										
	21. Manage any group	Edit basic information, members or various connections with other groups.										
		Permissions - Pools										
	22. Access the 'Pools' page	Access the 'Pools' page and work with pools you are a member of.		l								
	23. Create a pool	Create a pool, automatically becoming its manager.										
	24. Manage any pool	Manage any pool. Edit pool information, questions or its members.										
		Permissions - Tests, Surveys, Training courses										
	25. Page Access	Access 'Tests', 'Surveys', 'Training courses', 'Locations' and 'Grading scales' pages.		l								
	26. Create test, survey or training	Create tests, surveys or a training.										
	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. Permissions - Tests, Surveys, Training courses
✓ 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.

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.





2. 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**.

2	Users 👻 Tests 👻	Surveys - Training course	s Reports - System	 Help 	🤠 🤴 -
1 2 Test information Settings	3 Z Certificate Met		6 7 Inding Review	8 Save test	
	Ci	reate Tent Wizard		Next	
Test information				?	
Name:* Description:	Questions				
Test label: ⑦ Test with sections: ⑦					
Test instructions All candidates will have to read the instr					
Copy previously creat	ted instructions: Select	one			

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

C Search users			Users 👻	Tests 👻	Surveys 👻	Training cou	rses	Reports 👻	System 👻	Help 👻		ŵ	🤶 ·
	1 Test information	2 Settings	3 Certificat	4 te Metho	d Add o	5 questions	6 Grading	7 Review	8 v Save				
	Previous			Crea	ate Test Wiz	zard			Next				
	Test template setti	ngs								?			
	Test template: ⑦ Test settings	Select one	(optional)				-						
	Duration type:	Unlimited					•						
	Page format: ⊘	One question	on per page				•						
	Show report: ⑦	Immediatel	y after finishi	ing			-						
	Report content: ⑦	Score and a	answers previ	ew		-	*				ß		
	Configure report	lifespan 🕜											
	Require answerin	g all questior	15										
	Enable 'I don't kno	ow' answer to	avoid negati	ve points									

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



Search users	1	Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 🖌 Help 🗸	145	
	1 Test information	2 3 Settings Certific	4 cate Metho		5 6 estions Grad		8 w Save test		
	Previous		Cre	eate Test Wize	rd		Next		
	Test template setti	ngs					?		
	Test template: ⑦ Test settings	Select one (optional)			•				
	Duration type:	Unlimited			*				
	Page format: 💿	Unlimited Time per question			Ŧ				
	Show report: ⑦	Time to answer all qu	estions		-				
	Report content: ⑦	Score and answers pre	view		Ŧ				
	Configure report	lifespan ⊘							
	Require answerin	g all questions							
	Enable 'I don't kno	ow' answer to avoid nega	ative points						

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

☆ Ø Search users		Users 👻	Tests 👻 S	Surveys 👻 Training	courses	Reports 🚽 S	System 🗸 Help	elp 👻
	1	2 3	4	5	6	7	8	
	Test information	Settings Certific	ate Metho	d Add questions	Grading	Review		
	Previous		Crea	te Test Wizard		I	Next	
	Test template setti	ngs					1	?
	Test template: ⊘	Select one (optional)			-			
	Test settings							
	Duration type:	Time to answer all que	estions		*	Duration (hh:mr	n:ss): 00:00:0):00
	Page format: 🔊	One question per page			•			
	Show report: ⊘	Immediately after finis	hing		-			
	Report content: ⑦	Score and answers pre	view		*			
	Configure report	lifespan ⊘						
	Require answerin	g all questions						
	Enable 'I don't kn	ow' answer to avoid neg	ative 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.

 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

	Users - Tests - Surveys - Training courses	Reports - System - Help -	😐 🧔 -
1 2 Test information Settings	3 4 5 6 Certificate Method Add questions Grading	7 8 Review Save test	
Previous	Create Test Wizard	Next	
		?	
	Optional certificate All candidates who pass the test will receive a certificate.		

Users 🗸	Tests - Surveys	 Training courses Reports 	s + System + Help +	😐 👰 -
		Choose certificate Select one	*	
		Certificate options		
		Title:* Example Subtitle:		
		Company name:		
Certificate title		Style & orientation	Ţ	
Is granted to:				
First name Last name		Images Background Upload Remove	Refresh preview	
Test name	0%	Logo Upload Remove		۵

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

	• Users •	Tests • Surveys • Training courses	s Reports - System - Help -	😐 🧔 -
	1 2 3 Test information Settings Certifi		6 7 8 ding Review Save test	
	Previous	Create Test Wizard	Next	
			ۍ ۲	
	Add questions manually All candidates get the same test with the same questions.	Use the test generator All candidates get a different test, created from your question pool/s.	Upload test from a file Load questions from Excel files prepared offline.	
	SUBU	Satur		
https://gc-test4.youtestme.com/pages/quiz_wizard.x	html#			

Search users		Users 🗸 Tests 🗸	Surveys 👻 Training o	courses Reports 🗸	System 🖌 Help 🗸	👳 👰 -
	1 2 Test information Setting:	3 Certificate Me	4 5 ethod Add questions	6 7 Grading Revi		
	Previous	(Create Test Wizard		Next	
	Yo a t Fil	est very quickly with a predef out predefined Excel terripla tailed instructions that explai Upload		nloaded <mark>here</mark> .	? est from a file uns from Excel files pared offline. Select	



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.

Search users	•	Users - Tests - Surveys - Training courses	Reports 🖌 System 🖌 Helo 🗸	😐 🧔 ·
	1 2 Test information Settings	3 4 5 6 Certificate Method Add questions Grading	7 8 Review Save test	
	Previous	Create Test Wizard	Next	
	a tes Fill o Deta	estMe batch loader feature enables users (with proper permissions) t very quickly with a predefined Excel template. ut predefined Excel template and upload it. iled instructions that explain this procedure can be downloaded here pload	•	
	Add questions All candidates get t with the same questions Select	Confirm Cancel s. from your question pool/s. Select	est from a file ons from Excel files prepared offline. Select	

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)

•	Users 👻	Tests 👻		Training c		Reports 🖌 Sys			Help •
			U						
		Add new ques	tion •	mport from p	ools				
Test infor	mation								
Total quest	ions: 2	Total points:	2						
Questions	in test								
Easy:	2	Medium:	0		Hard		0		
Quest	ion randomization Answer ra	indomization							
#	Question text	٥	Difficulty \$	Points ¢	Penalty \$	Type 🗘	,	Action	ns
		Q							
1 *	Color of snow is?		Easy	1	0	Multiple choice	۲	1	۵
2 *	Colour of grass is?		Easy	1	0	Multiple choice	۲	1	Û
		14 - 14	1	10 🔹				Row	rs: 2



Picture 2

🔒 🔎 Sea	rch users 👻	2	Users 👻 To	ests 👻 Surveys 👻 Ti	aining courses Reports	s 🔹 System 🖌 Help 👻	😐 👰 -
		1	2 3	4 5	6	7 8	
		Test information Se	ttings Certificate	Method Add ques	tions Grading	Review Save test	
		Previous		Create Test Wizard		Next	G
		Questions in test				?	
				?			
			Add	new question 👻 Impor	t from pools		
		Test information					
		Total questions: 2	Tot	tal points: 0			
		Questions in test					
		Easy: 0	Me	dium: 2	Hard:	0	
		Question randomiza	tion Answer random	aization			
		Question randomiza	Answer random	12ation			

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.

₽ Search users	•		Tests 👻	Surveys 👻	Training c		Reports 🚽 Sys	stem 👻 Help	-	,
				•						
		1	Add new ques	stion •	mport from p	ools				
	Test inform	ation								
	Total questio	ns: 2	Total points:	2						
	Questions in	ntest								
	Easy:	2	Medium:	0		Hard	1	0		
	Question	n randomization Answer ra	andomization							
	#	Question text	٥	Difficulty \$	Points 0	Penalty ≎	Туре о	Actions		
			Q					N		
	1 -	Color of snow is?		Easy	1	0	Multiple choice	۵ 🚺		
	2 *	Colour of grass is?		Easy	1	0	Multiple choice	• /		
			14 - 44	1	10 🔹			Rows: 2		



Picture 2

		Users - Tests - Survey	s 👻 Training courses Reports	- System - Help -	<u>.</u>	🤿 ·
	Question settings Type:	Multiple choice →	Points:	1 🐴		
	Difficulty:	Easy *	Penalty:	0		
	Question group: ⑦	No group 🔹 🕂		Edit existing question groups		
	Scoring method: ⑦ Defining c	orrect/incorrect answers *	Branching option is disabled for this s	scoring method.		
	Question text			Options		
	Color of snow is?			1 🖻 fx		
	Answers		Corre	ect Options		1
G	1 * White		 Image: A set of the set of the	1 🖻 fx 🗇		
vg.	2 - Black			🖍 🖪 fx 🗇		
	Add answer -					
	Answer generator ③					
	Add to pool ③					
	Add assistance *					•

Search users		Users 👻	Tests 👻	Surveys	 Training courses 	Reports 👻	System 👻 Help	p -	115	🤿 ·
	Question settings									
	Туре:	Ν	Iultiple choice	$\stackrel{\rightarrow}{\leftarrow}$	Points:		1	*		
	Difficulty:		Easy	-	Penalty:		0	*		
	Question group: ⑦		No group	+		Edit exi	isting question grou	ups		
	Scoring method: ⑦	Defining correct/inco	prrect answers	*	Branching option is disab	led for this scoring	method.			
	Question text						Optio	ons		
	Color of snow is?						/ 🖻 f	fx		
	\frown									
		Remove picture								
	Answers					Correct	Optio	ons		
	1 • White					✓	🖍 🖪 fx 1	⑪		_
	2 - Black						1 🖪 fx 1	Û		



6. 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.

Search users		Users - Tests - Survey	s 👻 Training courses 🛛 I	Reports 🗸 System 👻 Help 🗸	🙂 👰 -
	1 2	3 4	5 6	7 8	
	Test information Settings	Certificate Method	Add questions Grading	Review Save test	
	Previous	Create Te	st Wizard	Next	
	Grading configuration	est, candidate needs to achieve mo	e than 50 00%		
	Gettings auninery. To puss the t		C man 30.00%		
		Grading confi	gurator setup		
		Settings for the whole test, sections	, section groups and question po	ools	
	Whole test				
	Set passing mark: O Percentage	Points			
	Passing mark: 1 Points	50.0% Make the passing	mark inclusive 🗇		
(Grading scales: No grading sc	ale		*	

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

î	♀ Search users		Users 👻	Tests - Surveys -	Training courses	Reports - System	 Help 	o	🤿 ·
		1 Test information	2 3 Settings Certificate	4 e Method Ado	5 6 d questions Grading	7 Review	8 Save test		
	C2	Previous		Create Test W	/izard		Next		
				A)		?		
		Test information							
		Test name: Test description:	Questions						
		Duration (hh:mm:ss):	Unlimited	hing					
		Show report: Report content:	Immediately after finis Score and answers pre						
		Network access:	All networks						

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



D Search users	Users - Tests - Surveys - Training courses Reports - System - Help -	0
	1 2 3 4 5 6 7 8 Test information Settings Certificate Method Add questions Grading Review Save test	
	гезстилоплацки эекцида остансате инстиха или физиклиз отакину пенен заче сезс	
	Previous Create Test Wizard	
	?	
	Click the Finish wizard button to save your test.	
	You can save this test as a test template. Test templates can be used to	
	preload the same settings when you are creating a new test.	
	Save as test template Finish wizard	

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**.

n								Q ·
Tests		1. Create test Start a test wizard to create	New testing session		×	3. Publish test Make the test available for the		
		or without sections, and attach an o	Testing session name:*		assigned users and groups.			
₽			Location: ⑦ Select one		*			
0		v	Choose a location from a pre-existing list			Publish test		
ō			Time zone: This time zone is used for the fields below	Europe/Belgrade (GMT +1:00)	*			
		Information Testing sessions	Availability: Select starting and ending time for this session	Start:* Apr-01-2020 00:00 End:* Apr-30-2021 12:32				
		Organize your test in sessions for users	Assign to group (Optional setting):	Select group				
Q	>	New testing session •	Only users from this group can enroll in this session	Select group		List	Details	
		Active resting acasion	Assign to training (Optional setting): Test can be started only from this training	Select training	*	List	Details	
			Candidate self enrollment: If this option is enabled, users 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:	₽				
			Save	Cancel				

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.



Â	, р Se	earch users	•	lş.	Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻	}	•	(
Tests		Manage tests All tests (927) > Question	าร							New test	¢	?	
0		Complete te	est preparation										×	
		1. Create test Start a test wizard to create a test with or without sections, and attach an optional certificate.				Set	Organize testi I location and tim gn test candidate	e for the test.			3. Publish test Aake the test available for the assigned users and groups.			
		Information Organize your	Testing sessions test in sessions for use		Monitoring	Questions	Grading sca	ales Report build	der »			Got it		

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**





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

Search users	3	Users • Tests • Surveys • Training courses	Reports 🔹 System 🔹 Help 👻	4 👰 ·
		Create Survey Wizard	Next	
	Survey information		Upload survey ?	
	Name:*	Survey T		
	Description:			
	Survey label: ⑦			
	Survey instructions			
	Copy previously crea	eated instructions: Select one	*	
	B I <u>U</u> S <u>A</u> ∰ X₂ X ³	⁴² H ₁ H ₂ 37 4> ⊟ ⊞ ⊞ ⊞ ⊟ ™ ⊟ % <u>T</u> _x	۲	

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

Search users	•	Users 👻		Surveys 👻	Training courses	Reports 👻	System 🖌 🛛 Help 👻	ې 🚯 -
	(1	2	3		4	5	6	
	Survey information	Settings	Add ques		Grading	Review	Save survey	
	Previous		Ci	reate Survey W	izard		Next	L.
	Survey settings						?	
	Show report: ⑦	Immediately after finish	ing					
	Report content: ⑦	Score and answers prev	iew		*			
	Configure report	lifespan ⊘						
	Automatically log	jout candidate after finish	ing 🔊					
	Require updating	personal information 🔊						
	G							
	Network a	access ⊘	, A	llow survey cont	inuation	Enable br	owser lockdown	
	All net			es can save selec			tes can not cut,	
	Interna	al network	take a	pause and contir	nue within	save or	print anything	

4. 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.



f D Search users	•		Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻	۵	😡 ·
	1 Survey inform	ation	2 Settings	3 Add questi	ions	4 Grading	5 Review		6 e survey		
	Previo			Cre	eate Survey W	izard		Nex	at 💦		
	Select pool:	Select one			Ø				•		
		Select one Agreeable Are you ar			?						
		Employee Employee		ŀ	nt to impo	and select a pool rt the questions. nport from pools					
		Extraversi General ev	on 1 vent feedback			nport nom pools					

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.

Impor	questions from a pool	×	۵ 🚳 -	
Select	bool: Employee Job Satisfaction		*	
#	Question text 0	Parent pool \$	Actions	
	Search D	Search ${\cal O}$		
1	Considering everything, how satisfied are you with your job?	Employee Job Satisfaction	۹ 🗸	
2	How satisfied are you with the information you receive from management on what is go	Employee Job Satisfaction	⊕ ↓	
3	How satisfied are you with the information you receive from management on what's goi	Employee Job Satisfaction		
4	How satisfied are you with your involvement in decisions that affect your work?	Employee Job Satisfaction	⊕ ↓	
5	How satisfied are you with your opportunity to get a better job in this company?	Employee Job Satisfaction	④ ↓	
6	I feel encouraged to come up with new and better ways of doing things	Employee Job Satisfaction	. ♦	
7	I have the tools and resources to do my job well	Employee Job Satisfaction	⊕ ↓	
8	I understand why it is so important for company to value diversity (to recognize and res	Employee Job Satisfaction	③ ↓	
9	My job makes good use of my skills and abilities	Employee Job Satisfaction		
10	My supervisor's manager visibly demonstrates a commitment to quality	Employee Job Satisfaction		
	······································			
Ass	ign all			

Questions will appear at the bottom of your screen



	Add new question *	ls		
Survey i	formation			
Total que	stions: 4 Total points: 16			
Que	tion randomization Answer randomization			
#	Question text	о Туре о	Actions	
		Q		
1 .	Considering everything, how satisfied are you with your job?	Single choice	• / İ	
2	How satisfied are you with the information you receive from management on wi going on in your division?	hat is Single choice	• /	
	How satisfied are you with the information you receive from management on w	hat's Single choice	@ / t	
3	going on in the company?			

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

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

Search users		Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻	۵	🦻 ·
	1	2	3		4	5		6		
S	Survey information	Settings	Add quest	ions	Grading	Review		e survey		
	Previous		Cr	eate Survey W	/izard		Ne	xt		
	Grading configuration	ion								
	Grading scales: N	lo grading scale								
		No grading scale								
		01-GS								
		CDASA-I Total test 800 sca	aled scoring							
		CDASA-I Analysis section	800 scaled so	oring						
		01 Grading scale private								
		Grading scale 001								
		Grading scale 003								
		Grading sc01								

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



Search users	•	Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻	4 👰 ·
	1 Survey information	2 Settings	3 Add quest	lions	4 Grading	5 Review		6 e survey	
	Previous		Cr	eate Survey W	lizard		Nex	t	
								?	
	Survey information								
Þ	Survey name: Survey description:	Survey							
μg	Duration (hh:mm:ss):	Unlimited							
	Show report:	Immediately after fini	ishing						
	Report content:	Score and answers pr	review						
	Network access:	All networks							

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

Search users		Users 👻	Tests 👻 S	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻	۵	·
	1 Survey information	2 Settings	3 Add questions	s	4 Grading	5 Review		6 survey		
	Previous		Creat	e Survey Wi	zard					
								?		
		l≩ Cli	ick the Finish wiz	card button to	save your survey.					
			F	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



Â	, р se	arch users	•		Users 👻	Tests 👻	Surveys 👻	Fraining courses	Reports	- System -	Help 👻	4 🧔 -	
Surveys		-	(72) → Survey								New sur	vey 🌣 ?	
0	Complete survey preparation Complete survey preparation 1. Assign a grading scale template Automatically assign users to predefined categories based on their survey scores.				As	Assign survey pa ssign users to take nate additional sur	the survey. vey managers.		3. Publish survey Set the period when users will be allowed by the system to access the survey.				
		Information Survey inform Name:*	Survey sessions ation Survey	Candidates I	Monitoring	Questions	Setgurvey ses		er »		Publish survey		

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.**

Â		Users - Tests - Su	rveys 👻	Training courses		• Help • 🗘 🗯	. (
Surveys	8	New survey session			×		
	1. Assign a grading scale	Survey session name:*	Exampl	e		3. Publish survey	
0	Automatically assign users to pre- based on their survey s	Location: ⑦ Choose a location from a pre-existing list	Select	one		d when users will be allowed by the system to access the survey.	
	ø	Time zone: This time zone is used for the fields below	Europe	/Belgrade (GMT +1:00)		Publish survey	
		Availability: Select starting and ending time for this dession	Start:* End:*	May-01-2020 00:00 May-30-2020 18:11			
0	Information Survey sessions	Assign to group (Optional setting): Only users from this group can enroll in this session	Select	group	-		
	New survey session *	Assign to training (Optional setting): Test can be started only from this training	Select	training	*	List Details	
		Candidate self enrollment: If this option is enabled, users will have open access to the test, and a test manager wort 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.					
		Save	C	ancel			

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.

ń				Help +		۹ 🔍
Username Jon_Jo	ones					Change password ?
Informatio	on N	ly assignments My certificates				
View the lis	st of all tes	ts, surveys, and training courses assigned to you.				Got it!
Filter by ty	ype: ⊘	Tests, Surveys and Training courses	*	Filter by status: ⑦ Any	×	List Details
Sort order	r: 🕐	Available first	*	Search		3
	Availabi	DNS [Self-enrollment] Ity period: 020 12:00 AM CEST - Apr-30-2021 01:22 PM CEST \$				Start
*	Availabi	en Self-enrollment. Ity period: 020 12:00 AM CEST - Apr-30-2020 10:16 AM CEST				Start
	Test:					