



YouTestMe

How to Find and Use IDs for Uploading Testing Sessions

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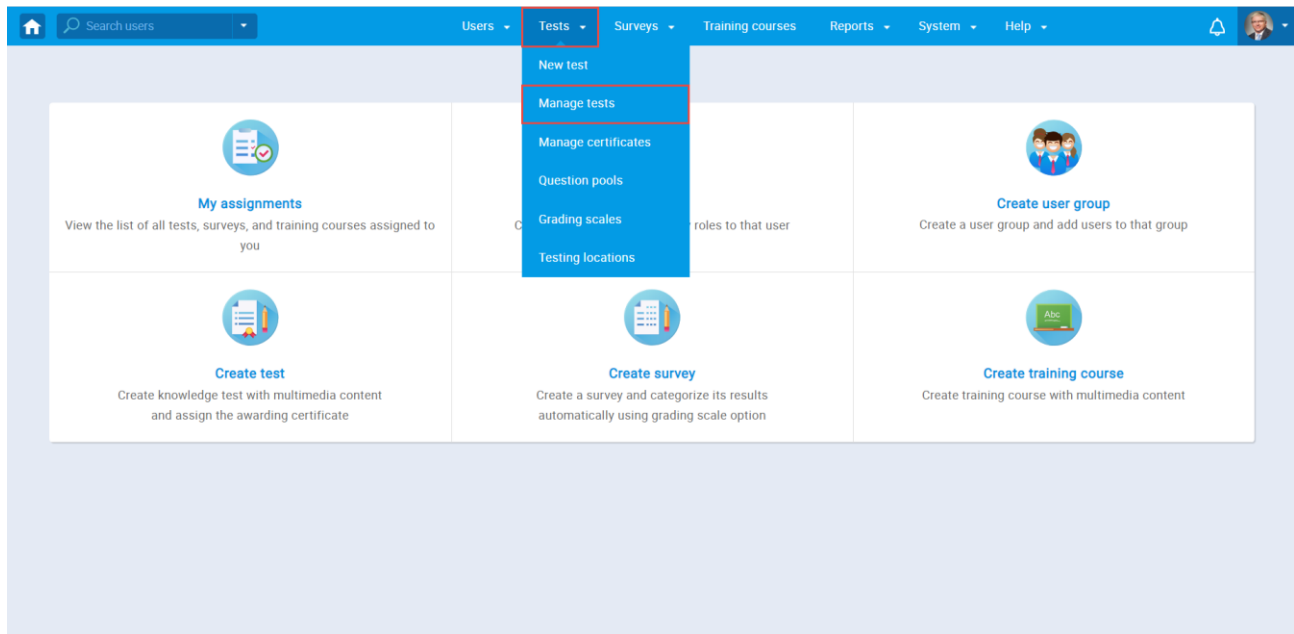
1 Introduction

This document's purpose is to explain how to upload testing sessions for multiple tests.

2 Steps

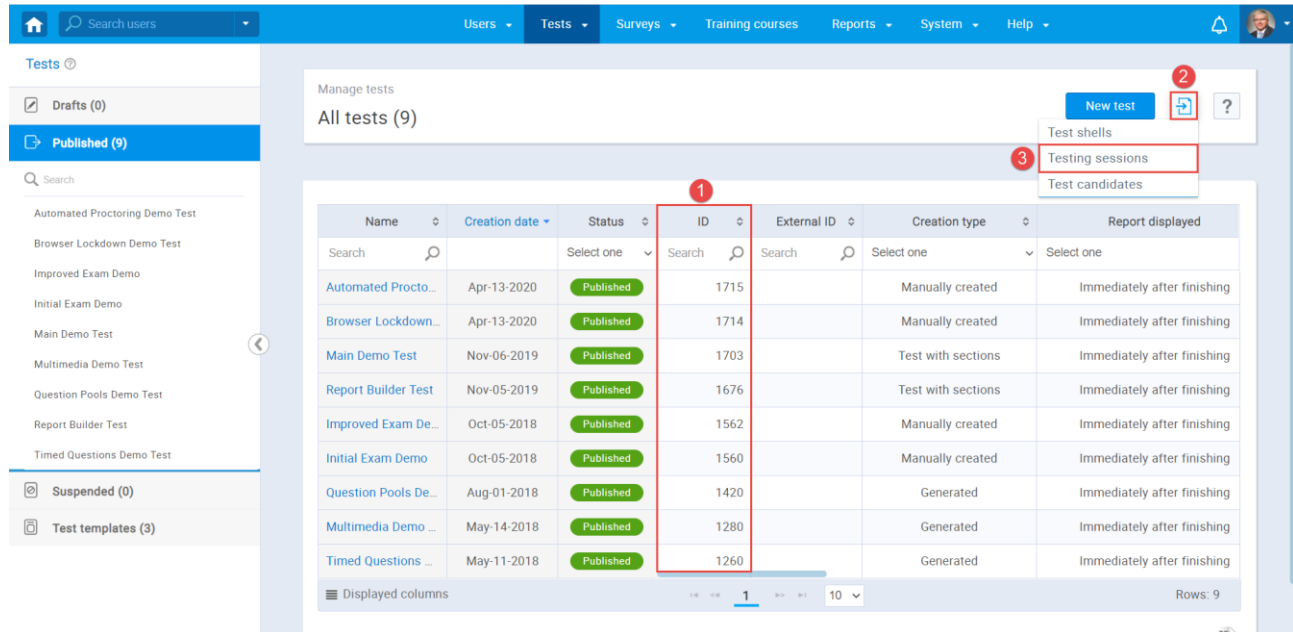
2.1 Finding the test ID and downloading the excel template

Navigate to the Tests and choose “Manage tests” option from the main menu



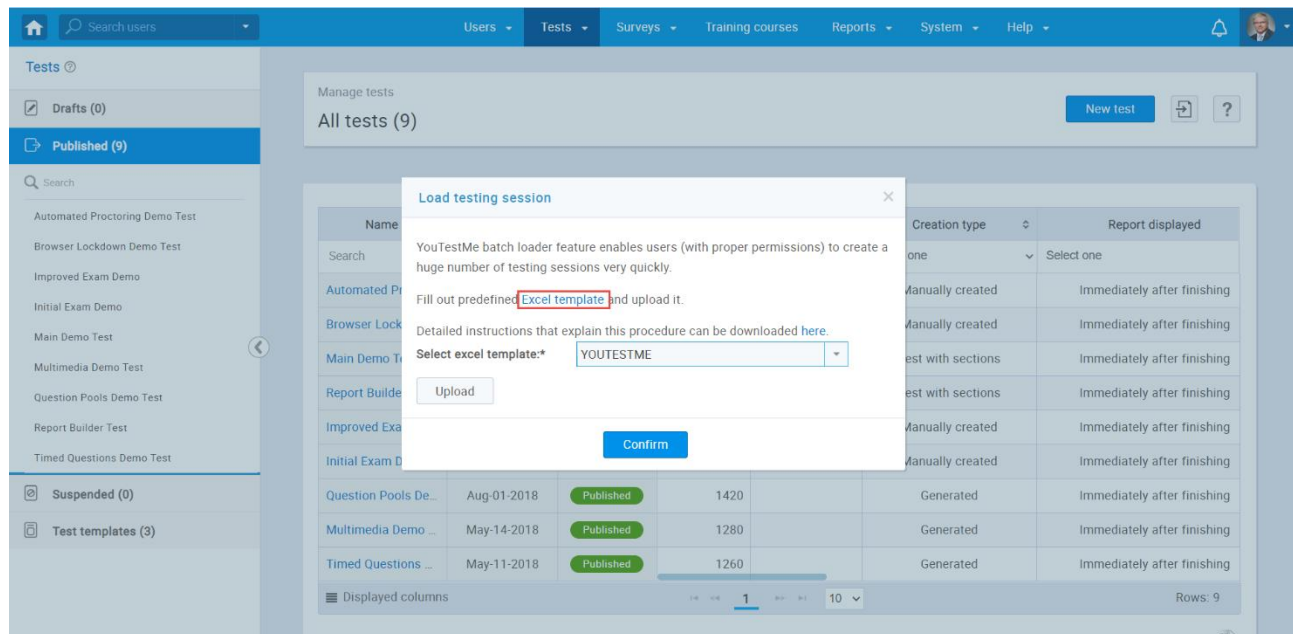
The list of all test will show up

1. Find the ID column and remember the ones which you need
2. Click on the upload icon
3. Choose "Testing sessions" option



Name	Creation date	Status	ID	External ID	Creation type	Report displayed
Automated Procto...	Apr-13-2020	Published	1715		Manually created	Immediately after finishing
Browser Lockdown...	Apr-13-2020	Published	1714		Manually created	Immediately after finishing
Main Demo Test	Nov-06-2019	Published	1703		Test with sections	Immediately after finishing
Report Builder Test	Nov-05-2019	Published	1676		Test with sections	Immediately after finishing
Improved Exam De...	Oct-05-2018	Published	1562		Manually created	Immediately after finishing
Initial Exam Demo	Oct-05-2018	Published	1560		Manually created	Immediately after finishing
Question Pools De...	Aug-01-2018	Published	1420		Generated	Immediately after finishing
Multimedia Demo ...	May-14-2018	Published	1280		Generated	Immediately after finishing
Timed Questions ...	May-11-2018	Published	1260		Generated	Immediately after finishing

Click on the blue, linked text "Excel template" to download an empty excel template for uploading sessions



Load testing session

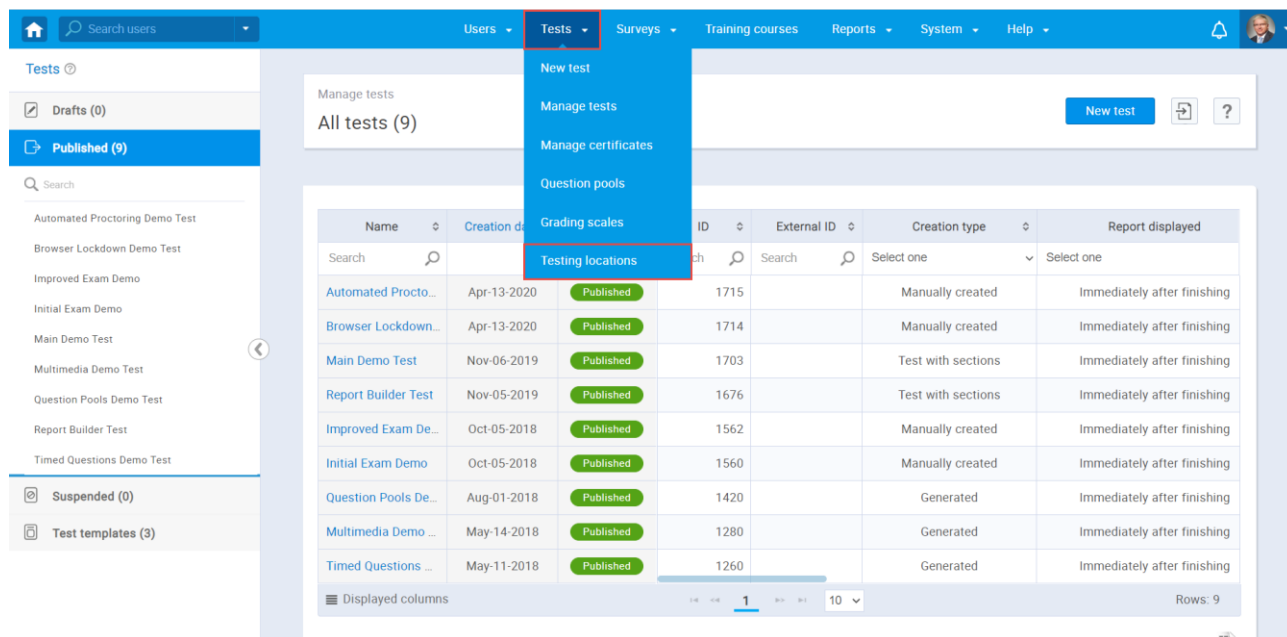
YouTestMe batch loader feature enables users (with proper permissions) to create a huge number of testing sessions very quickly. Fill out predefined [Excel template](#) and upload it. Detailed instructions that explain this procedure can be downloaded [here](#).

Select excel template:* YOUTESTME

[Upload](#) [Confirm](#)

2.2 Finding the Location ID and filling the template

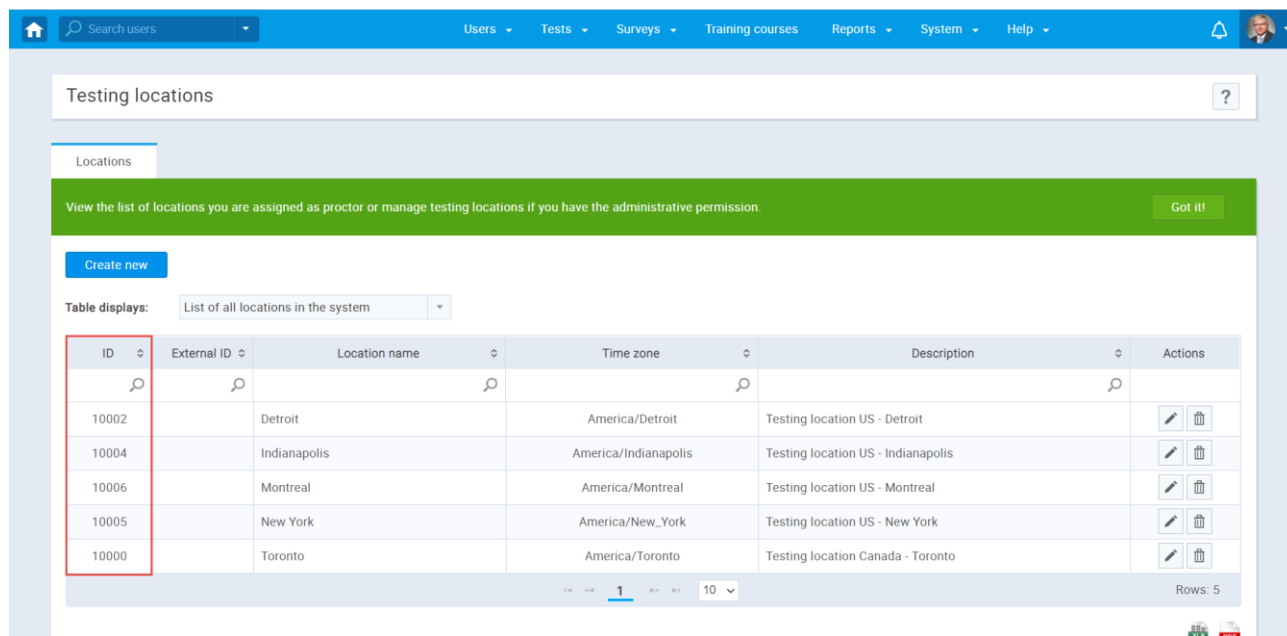
Navigate to the Tests and choose the “Testing locations” from the main menu



The screenshot shows the Youtestme dashboard. The top navigation bar includes 'Users', 'Tests', 'Surveys', 'Training courses', 'Reports', 'System', and 'Help'. The 'Tests' menu is open, showing options: 'New test', 'Manage tests', 'Manage certificates', 'Question pools', 'Grading scales', and 'Testing locations'. The 'Testing locations' option is highlighted. Below the menu, a table lists existing tests with columns: Name, Creation date, Status, ID, External ID, Creation type, and Report displayed. The table shows 9 rows of test data.

Name	Creation date	Status	ID	External ID	Creation type	Report displayed
Automated Procto...	Apr-13-2020	Published	1715		Manually created	Immediately after finishing
Browser Lockdown...	Apr-13-2020	Published	1714		Manually created	Immediately after finishing
Main Demo Test	Nov-06-2019	Published	1703		Test with sections	Immediately after finishing
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Multimedia Demo ...	May-14-2018	Published	1280		Generated	Immediately after finishing
Timed Questions ...	May-11-2018	Published	1260		Generated	Immediately after finishing

The list of already created locations will appear. Find the ID column and choose the ones you need.



The screenshot shows the 'Testing locations' page. It includes a 'Create new' button and a 'Table displays:' dropdown set to 'List of all locations in the system'. The table lists locations with columns: ID, External ID, Location name, Time zone, Description, and Actions. The 'ID' column is highlighted with a red box. The table shows 5 rows of location data.

ID	External ID	Location name	Time zone	Description	Actions
10002		Detroit	America/Detroit	Testing location US - Detroit	[Edit] [Delete]
10004		Indianapolis	America/Indianapolis	Testing location US - Indianapolis	[Edit] [Delete]
10006		Montreal	America/Montreal	Testing location US - Montreal	[Edit] [Delete]
10005		New York	America/New_York	Testing location US - New York	[Edit] [Delete]
10000		Toronto	America/Toronto	Testing location Canada - Toronto	[Edit] [Delete]

Fulfill an excel template with all necessary information.

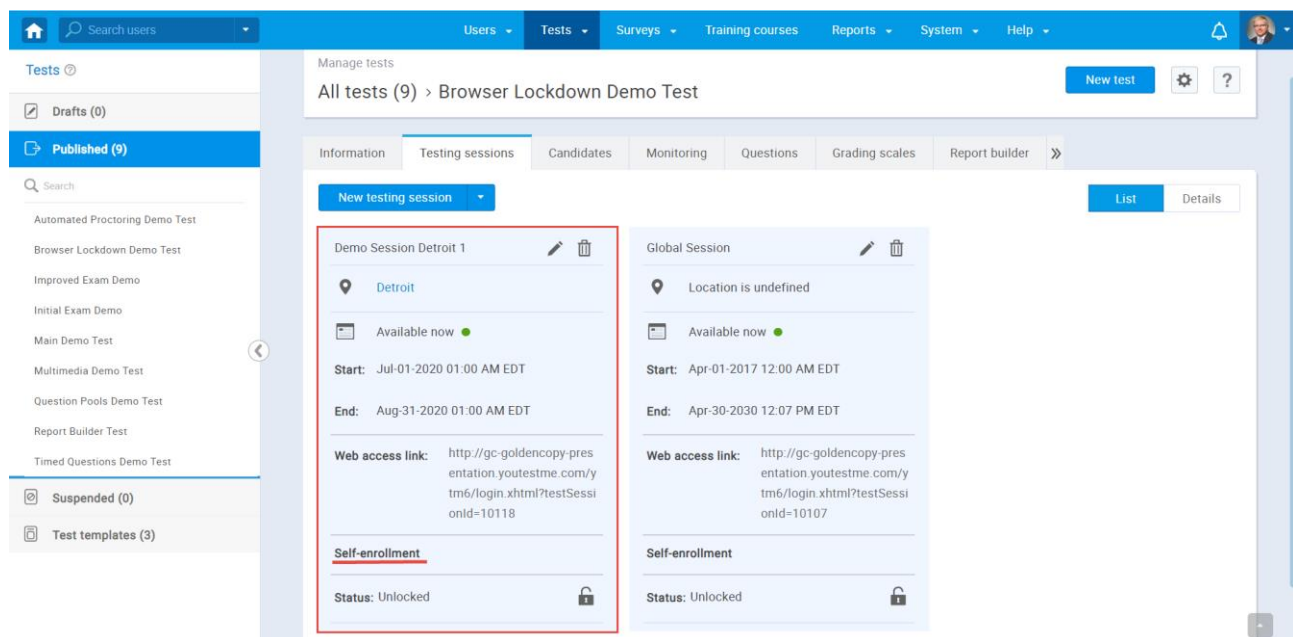
You can choose whether you want to hand-pick candidates from a group, or to make a test visible for all the candidates that are part of a group by setting the “Candidate self-enrollment” option.

	A	B	C	D	E	F	G	H	I
1	Test ID	Session Name	External Session ID (optional)	Location ID (optional)	Time Zone	Available From	Available To	Group ID (optional)	Candidate self enrollment (optional)
2	1714	Demo Session Detroit 1	78213697	10002	-5	01/07/2020 00:00	31/08/2020 00:00	5148	Yes
3	1703	Demo Session Montreal 1	41245785	10006	-5	08/05/2020 14:20	28/12/2020 20:00	5146	No
4	1703	Demo Session Montreal 2	87463897	10006	-5	09/04/2020 18:00	04/04/2021 08:00	5146	Yes
5									
6									

2.3 Preview in application

Navigate to the test to check if the Testing Session is uploaded

As you can see, the first session was “Demo Session Detroit 1”, with the ID for the Detroit location, and was self-enrollment.



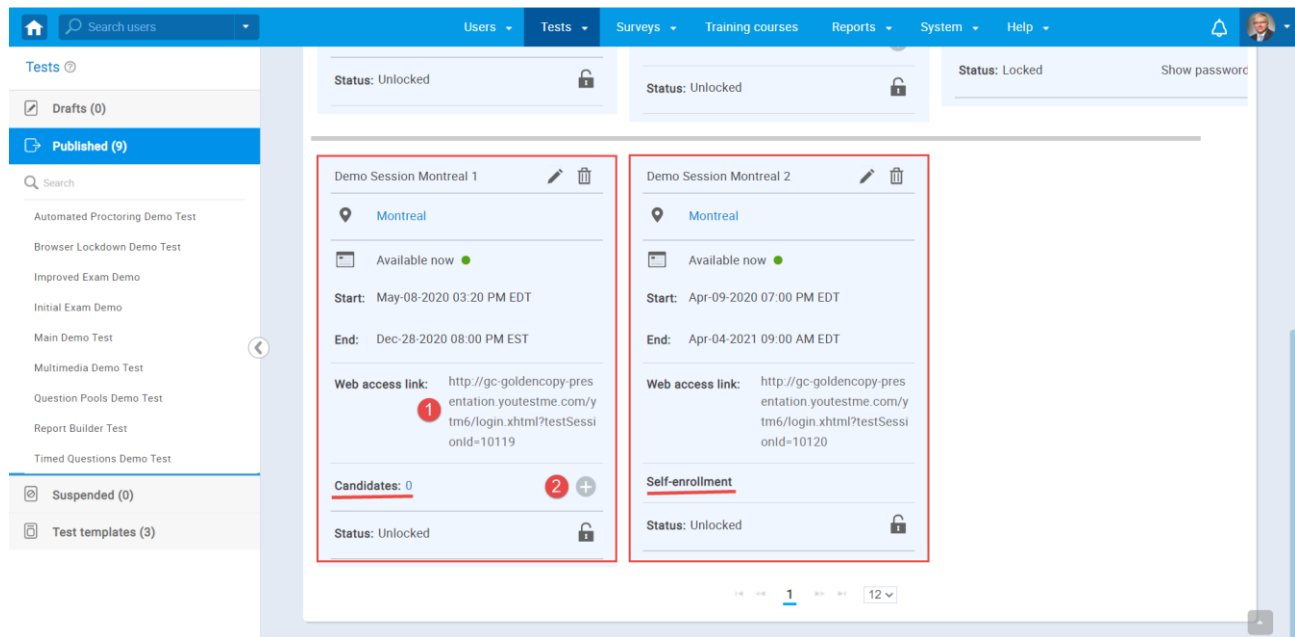
The screenshot shows the Youtestme application interface. The top navigation bar includes links for Users, Tests, Surveys, Training courses, Reports, System, and Help. The left sidebar shows a list of tests, with 'Published (9)' selected. The main content area is titled 'Manage tests' and shows 'All tests (9) > Browser Lockdown Demo Test'. The 'Testing sessions' tab is active, displaying a list of sessions. The first session, 'Demo Session Detroit 1', is highlighted with a red box. It shows details such as Location (Detroit), Available now status, Start/End times, Web access link, and Self-enrollment status (Unlocked).

The other two were for the other test, with the ID for Montreal location.

For the first testing session in this test, the self-enrollment option was set to “No”, and now you have two options:

1. Send the “Web access link” to the users from a group who need to attend the test.
2. Hand-picking the users from a group.

The second one is self-enrollment, which means that access is granted to the whole group automatically.



The screenshot displays the Youtestme web application interface. The top navigation bar includes links for Users, Tests, Surveys, Training courses, Reports, System, and Help. The left sidebar shows a list of tests under the 'Published (9)' category, including 'Automated Proctoring Demo Test', 'Browser Lockdown Demo Test', 'Improved Exam Demo', 'Initial Exam Demo', 'Main Demo Test', 'Multimedia Demo Test', 'Question Pools Demo Test', 'Report Builder Test', and 'Timed Questions Demo Test'. The main content area shows two test sessions for the 'Montreal' location, both with a status of 'Unlocked'.

Test Session	Location	Start	End	Web access link	Self-enrollment
Demo Session Montreal 1	Montreal	May-08-2020 03:20 PM EDT	Dec-28-2020 08:00 PM EST	http://gc-goldencopy-presentation.youtestme.com/ym6/login.xhtml?testSessionId=10119	No
Demo Session Montreal 2	Montreal	Apr-09-2020 07:00 PM EDT	Apr-04-2021 09:00 AM EDT	http://gc-goldencopy-presentation.youtestme.com/ym6/login.xhtml?testSessionId=10120	Yes

The interface also shows a 'Candidates' count of 0 for the first session and a 'Self-enrollment' toggle for the second session. The bottom of the page displays a pagination bar with the number 1 and a dropdown menu showing 12.