



YouTestMe

Monitoring
(Examples and Best Practices)

Table of Contents

1	Introduction.....	3
2	Monitoring.....	3

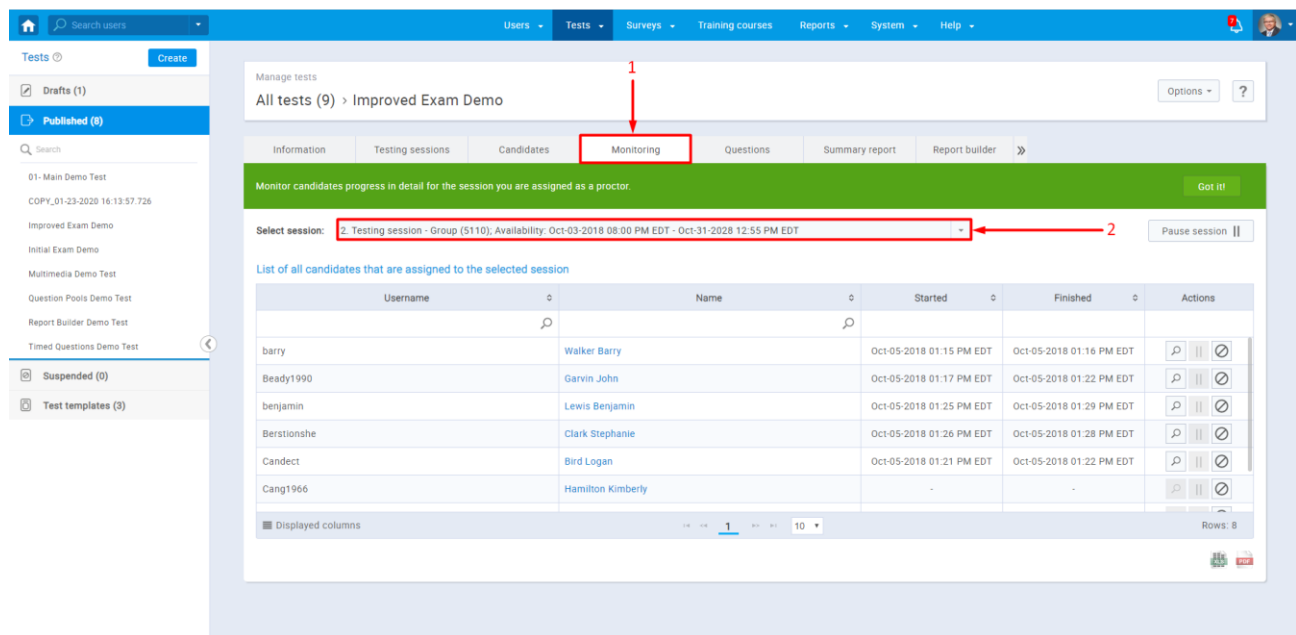
1 Introduction

This document's purpose is to explain how to monitor a test successfully.



















2 Monitoring

You can monitor a candidate's progress while he or she is taking a test. You can pause and resume a session, view the progress, or prohibit the candidate to take a test.

1. Choose a test you want to monitor and select the "Monitoring" tab.
2. Choose the session that you want to monitor

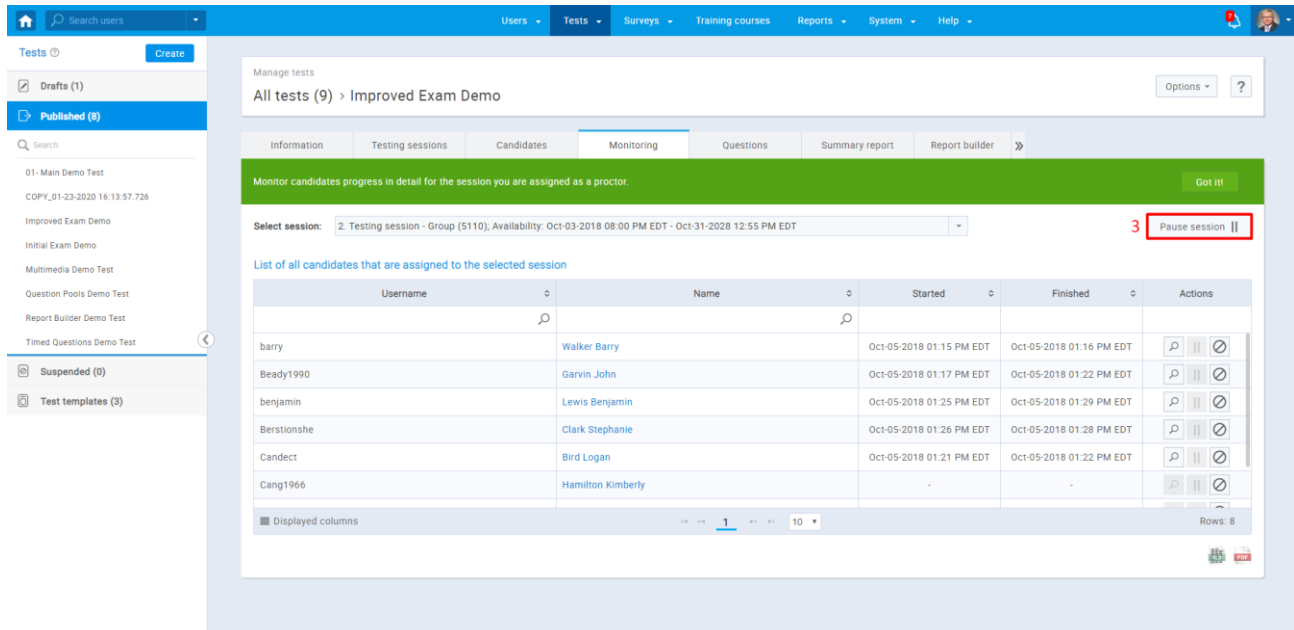


The screenshot shows the Youtestme Monitoring interface. The top navigation bar includes 'Users', 'Tests', 'Surveys', 'Training courses', 'Reports', 'System', and 'Help'. The left sidebar shows 'Tests' with a 'Create' button and a list of test categories: 'Drafts (1)', 'Published (8)', 'Suspended (0)', and 'Test templates (3)'. The main content area is titled 'Manage tests' and 'All tests (9) > Improved Exam Demo'. A red arrow labeled '1' points to the 'Monitoring' tab in the sub-navigation bar. Below the tabs, a green banner states 'Monitor candidates progress in detail for the session you are assigned as a proctor.' with a 'Got it!' button. A 'Select session:' dropdown menu is highlighted with a red box and a red arrow labeled '2', showing '2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2028 12:55 PM EDT'. To the right of the dropdown is a 'Pause session' button. Below this is a table titled 'List of all candidates that are assigned to the selected session'.



















Username	Name	Started	Finished	Actions
barry	Walker Barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	  
Beady1990	Garvin John	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	  
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	  
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	  
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	  
Cang1966	Hamilton Kimberly	-	-	  

At the bottom of the table, it says 'Displayed columns' and 'Rows: 8'.

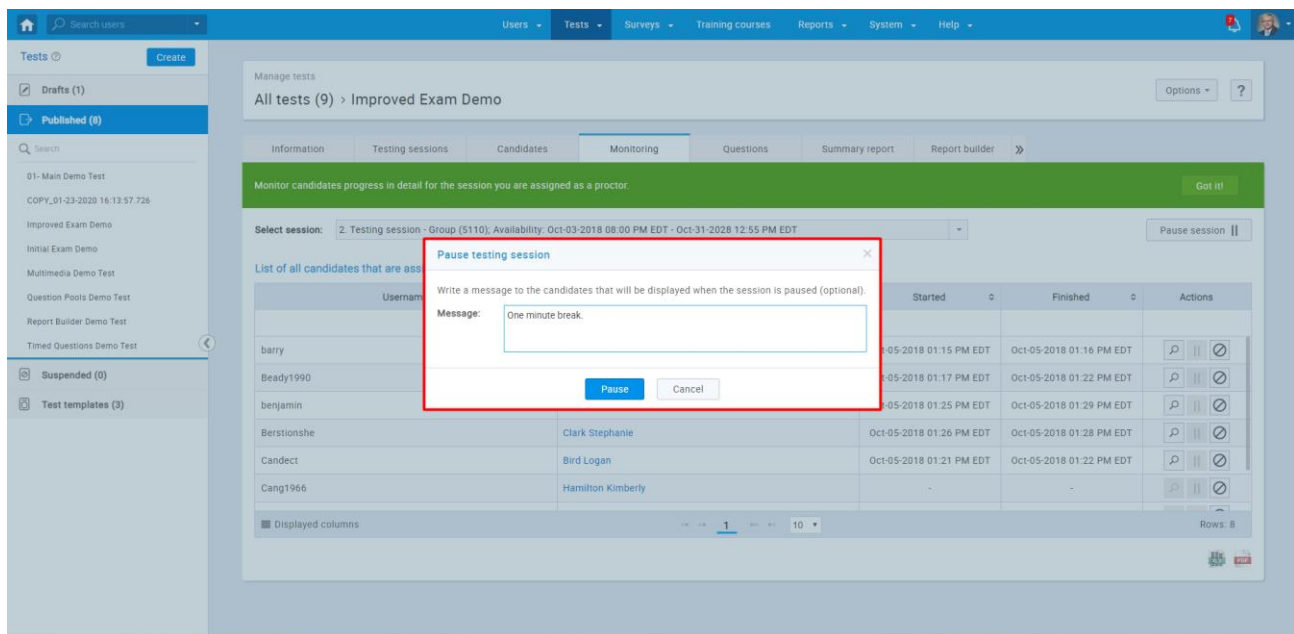
3. You can pause and resume the whole session, or do that just for a particular candidate
4. Select the "Pause session" option to pause the selected testing session.



The screenshot shows the 'Monitoring' tab in the Youtestme interface. A green banner at the top says 'Monitor candidates progress in detail for the session you are assigned as a proctor.' Below this, the 'Select session' dropdown is set to '2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2028 12:55 PM EDT'. A red box with the number '3' highlights the 'Pause session' button in the top right corner. Below the banner is a table titled 'List of all candidates that are assigned to the selected session'.

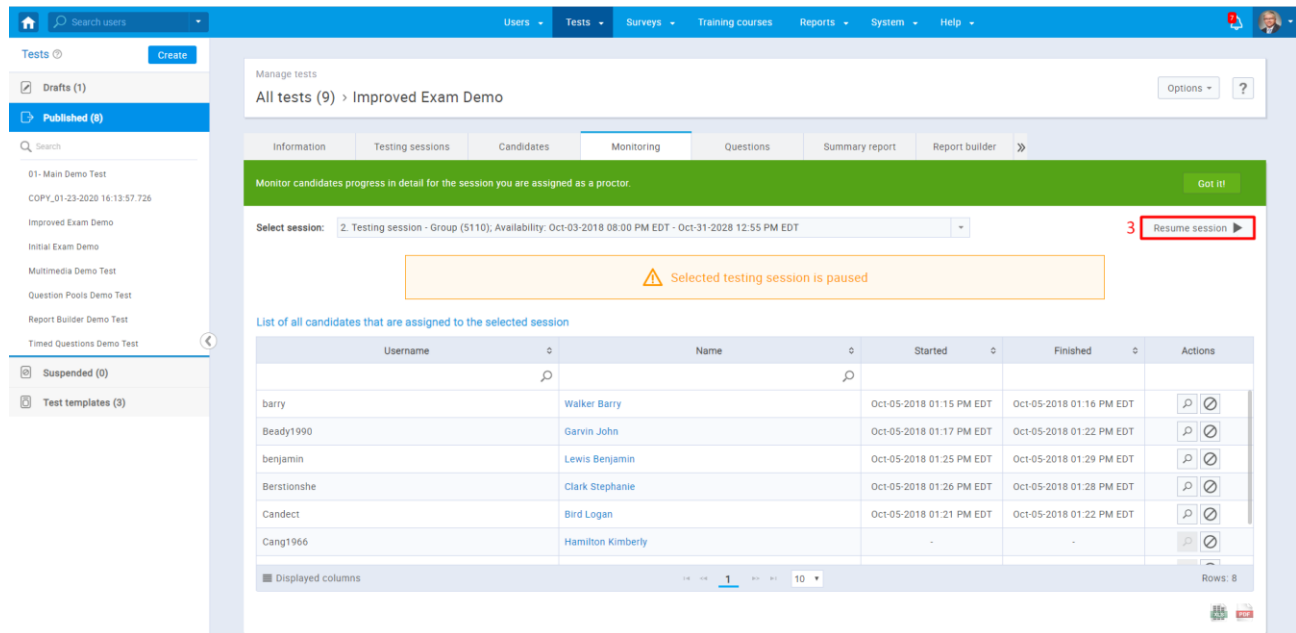
Username	Name	Started	Finished	Actions
barry	Walker Barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	  
Beady1990	Garvin John	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	  
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	  
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	  
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	  
Cang1966	Hamilton Kimberly	-	-	  

5. A popup window will appear, allowing test managers to write a message to the candidates that will be displayed when the session is paused (this is optional).















The screenshot shows the same 'Monitoring' tab as before, but with a 'Pause testing session' popup window open. The popup has a title bar 'Pause testing session' and a message input field. The message 'One minute break.' is entered. There are 'Pause' and 'Cancel' buttons at the bottom of the popup. The background interface is slightly dimmed.

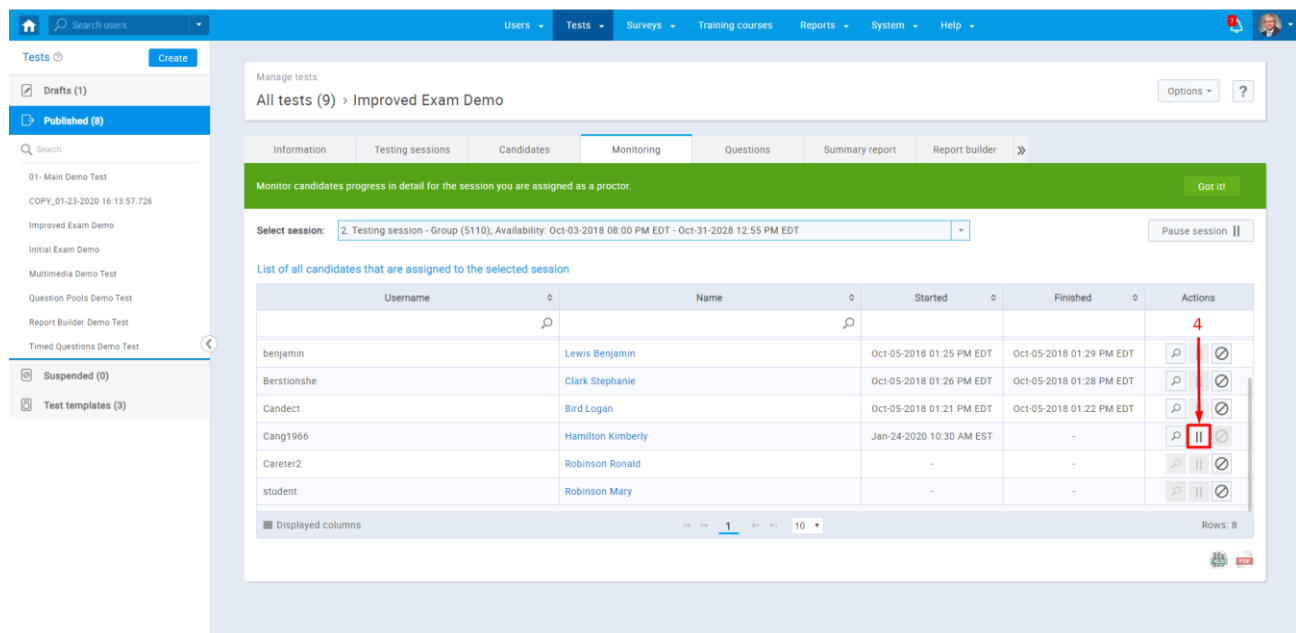
6. You can resume the whole session by selecting the "Resume session" option at any time.















The screenshot shows the 'Monitoring' tab in the Youtestme interface. A green banner at the top states 'Monitor candidates progress in detail for the session you are assigned as a proctor.' Below this, the 'Select session' dropdown is set to '2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2028 12:55 PM EDT'. A red box highlights the 'Resume session' button in the top right corner. A yellow warning box in the center says 'Selected testing session is paused'. Below this is a table of candidates.

Username	Name	Started	Finished	Actions
barry	Walker Barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	 
Beady1990	Garvin John	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	 
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	 
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	 
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	 
Cang1966	Hamilton Kimberly	-	-	 

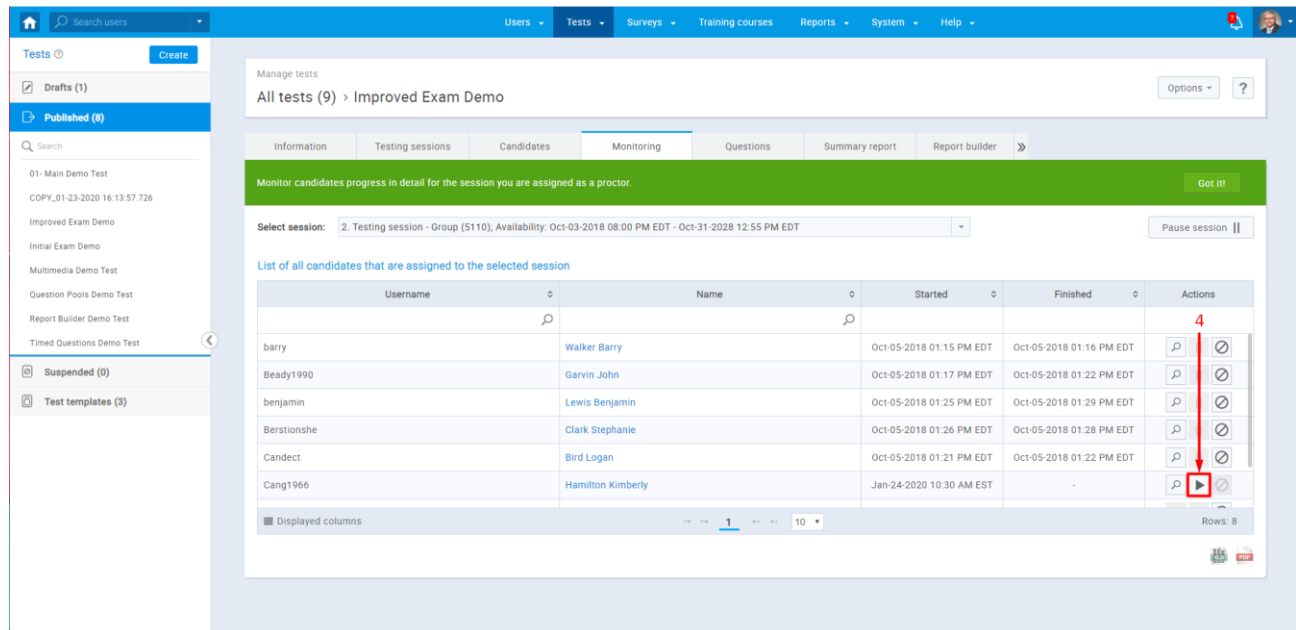
7. Select the "Pause" option to pause the test for each candidate separately.



The screenshot shows the 'Monitoring' tab in the Youtestme interface. A green banner at the top states 'Monitor candidates progress in detail for the session you are assigned as a proctor.' Below this, the 'Select session' dropdown is set to '2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2028 12:55 PM EDT'. A 'Pause session' button is visible in the top right. A red box highlights the 'Pause session' button. Below this is a table of candidates.

Username	Name	Started	Finished	Actions
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	 
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	 
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	 
Cang1966	Hamilton Kimberly	Jan-24-2020 10:30 AM EST	-	 
Careter2	Robinson Ronald	-	-	 
student	Robinson Mary	-	-	 

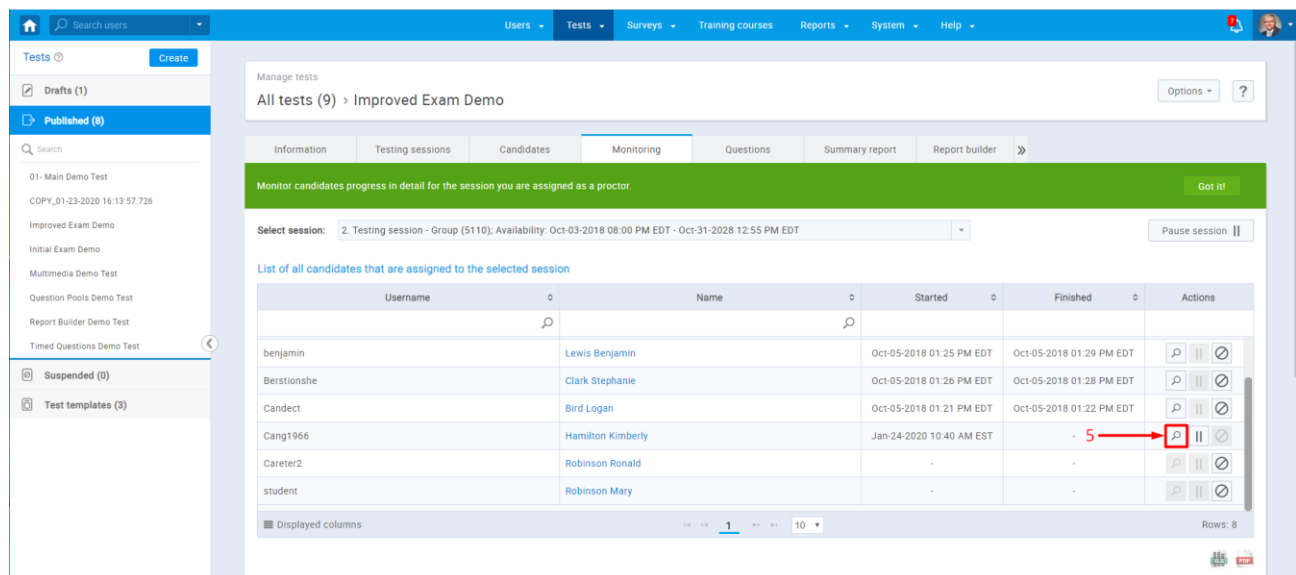
8. Select the "Resume" option to resume the test for each candidate separately.



The screenshot shows the 'Monitoring' tab in the Youtestme interface. A table lists candidates for a selected session. A red arrow points to the 'Resume' icon (a play button) in the 'Actions' column for the candidate 'Cang1966'.

Username	Name	Started	Finished	Actions
barry	Walker Barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	[Pause] [Resume] [Stop]
Beady1990	Garvin John	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	[Pause] [Resume] [Stop]
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	[Pause] [Resume] [Stop]
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	[Pause] [Resume] [Stop]
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	[Pause] [Resume] [Stop]
Cang1966	Hamilton Kimberly	Jan-24-2020 10:30 AM EST	-	[Pause] [Resume] [Stop]

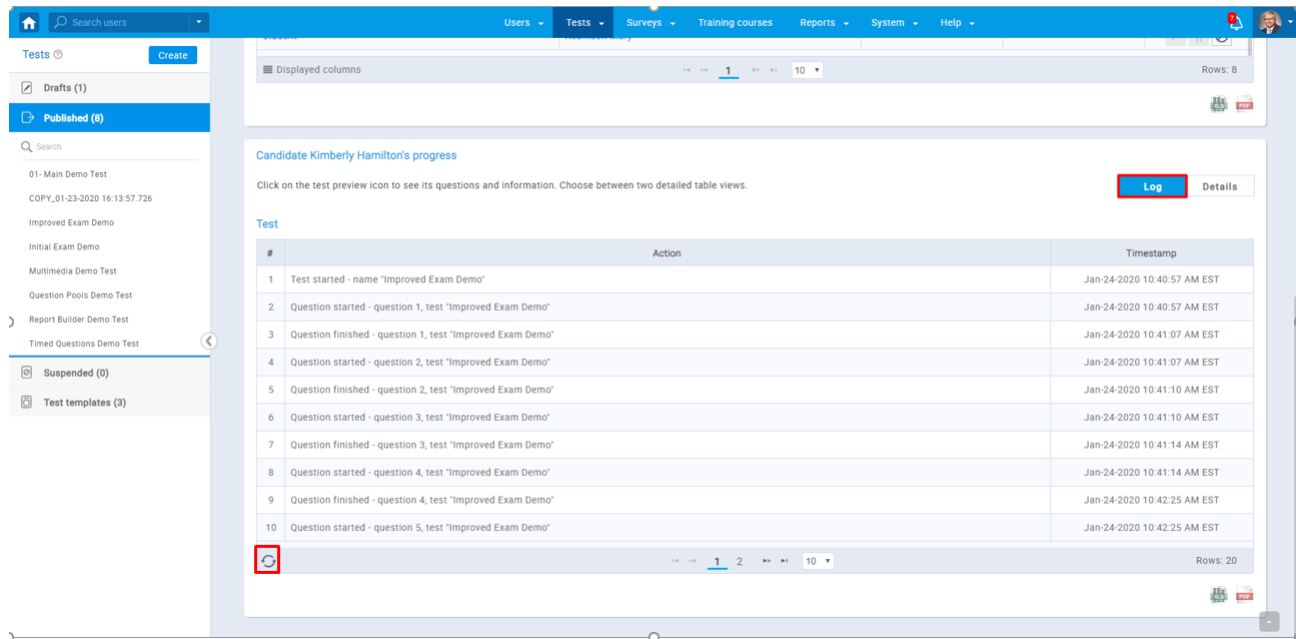
9. Select the "magnifying glass" option to view the progress of the candidate



The screenshot shows the 'Monitoring' tab in the Youtestme interface. A table lists candidates for a selected session. A red arrow points to the 'Magnifying Glass' icon in the 'Actions' column for the candidate 'Cang1966'.

Username	Name	Started	Finished	Actions
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	[Pause] [Resume] [Stop]
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	[Pause] [Resume] [Stop]
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	[Pause] [Resume] [Stop]
Cang1966	Hamilton Kimberly	Jan-24-2020 10:40 AM EST	-	[Pause] [Resume] [Stop]
Careter2	Robinson Ronald	-	-	[Pause] [Resume] [Stop]
student	Robinson Mary	-	-	[Pause] [Resume] [Stop]

10. Once the progress view is selected, the "Log" and "Details" options become available. In the bottom left corner, you have a "Refresh" option that you need to click every time you want to update the table.



Displayed columns

Rows: 8

Candidate Kimberly Hamilton's progress

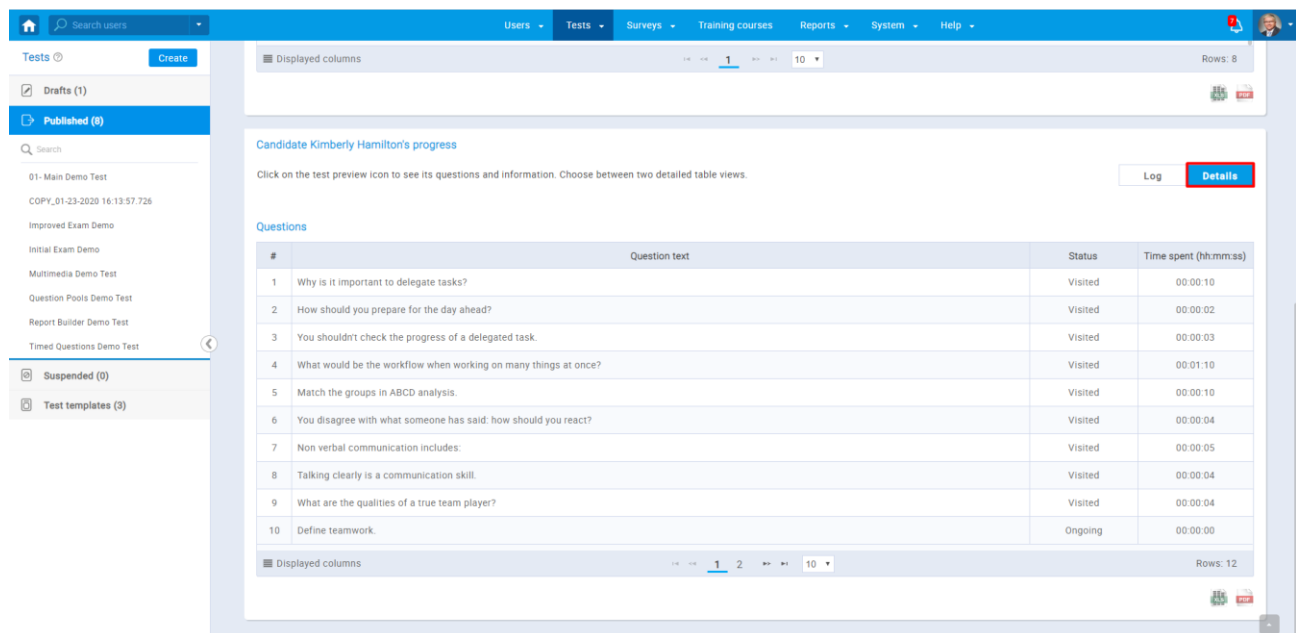
Click on the test preview icon to see its questions and information. Choose between two detailed table views.

Log Details

Test

#	Action	Timestamp
1	Test started - name "Improved Exam Demo"	Jan-24-2020 10:40:57 AM EST
2	Question started - question 1, test "Improved Exam Demo"	Jan-24-2020 10:40:57 AM EST
3	Question finished - question 1, test "Improved Exam Demo"	Jan-24-2020 10:41:07 AM EST
4	Question started - question 2, test "Improved Exam Demo"	Jan-24-2020 10:41:07 AM EST
5	Question finished - question 2, test "Improved Exam Demo"	Jan-24-2020 10:41:10 AM EST
6	Question started - question 3, test "Improved Exam Demo"	Jan-24-2020 10:41:10 AM EST
7	Question finished - question 3, test "Improved Exam Demo"	Jan-24-2020 10:41:14 AM EST
8	Question started - question 4, test "Improved Exam Demo"	Jan-24-2020 10:41:14 AM EST
9	Question finished - question 4, test "Improved Exam Demo"	Jan-24-2020 10:42:25 AM EST
10	Question started - question 5, test "Improved Exam Demo"	Jan-24-2020 10:42:25 AM EST

Rows: 20



Displayed columns

Rows: 8

Candidate Kimberly Hamilton's progress

Click on the test preview icon to see its questions and information. Choose between two detailed table views.

Log Details

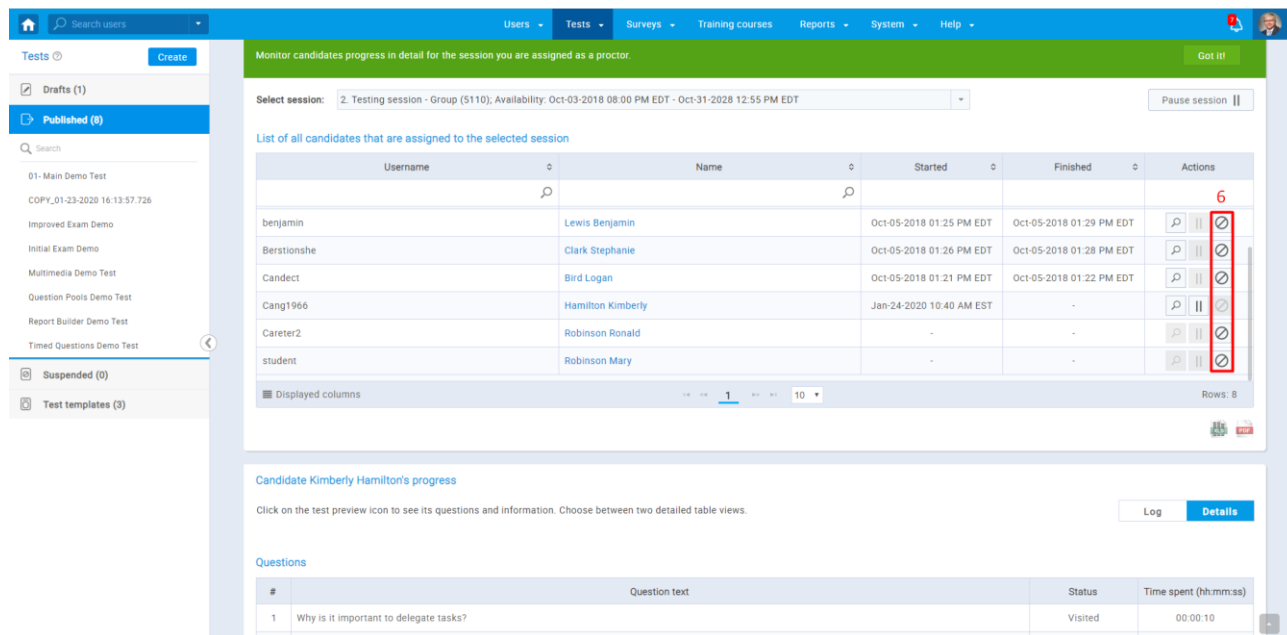
Questions

#	Question text	Status	Time spent (hh:mm:ss)
1	Why is it important to delegate tasks?	Visited	00:00:10
2	How should you prepare for the day ahead?	Visited	00:00:02
3	You shouldn't check the progress of a delegated task.	Visited	00:00:03
4	What would be the workflow when working on many things at once?	Visited	00:01:10
5	Match the groups in ABCD analysis.	Visited	00:00:10
6	You disagree with what someone has said: how should you react?	Visited	00:00:04
7	Non verbal communication includes:	Visited	00:00:05
8	Talking clearly is a communication skill.	Visited	00:00:04
9	What are the qualities of a true team player?	Visited	00:00:04
10	Define teamwork.	Ongoing	00:00:00

Displayed columns

Rows: 12

11. Select the "Prohibit" option to prohibit a candidate from taking a test.



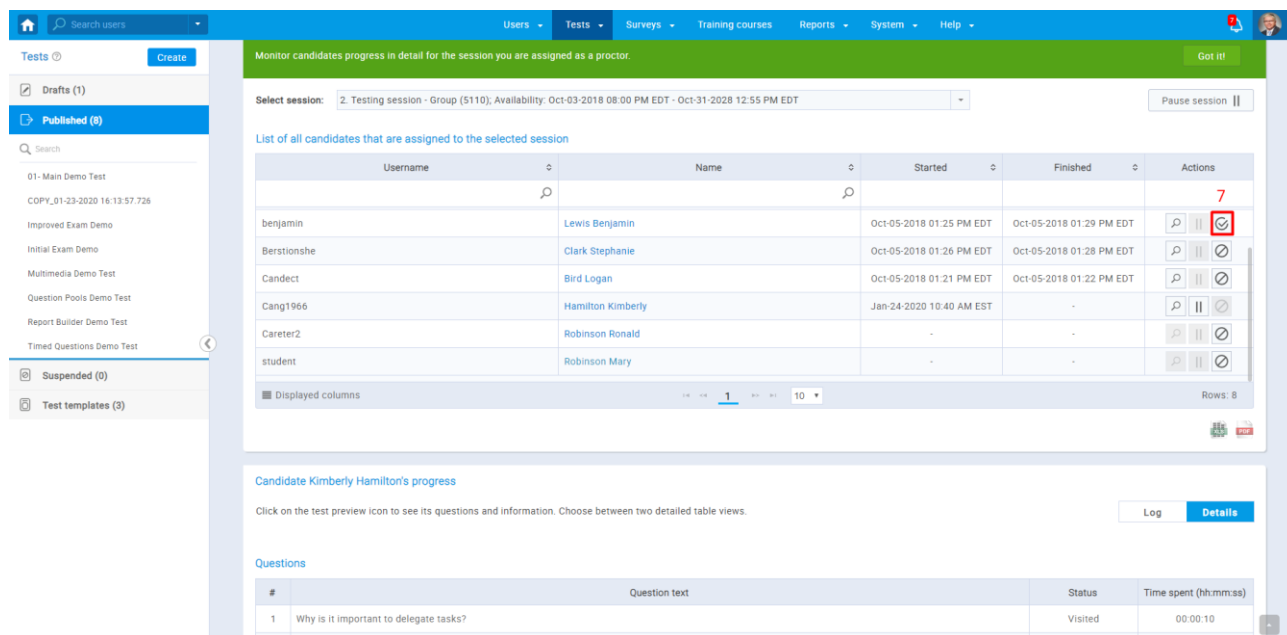
The screenshot shows the 'Monitor candidates progress' page in the Youtestme application. The 'Select session' dropdown is set to '2. Testing session - Group (5110)'. The table lists candidates assigned to this session. The 'Actions' column for each candidate has three icons: a person, a list, and a circle with a slash. The circle with a slash icon is highlighted with a red box and a red number '6', indicating the 'Prohibit' action.

Username	Name	Started	Finished	Actions
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	[Person] [List] [Prohibit]
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	[Person] [List] [Prohibit]
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	[Person] [List] [Prohibit]
Cang1966	Hamilton Kimberly	Jan-24-2020 10:40 AM EST	-	[Person] [List] [Prohibit]
Careter2	Robinson Ronald	-	-	[Person] [List] [Prohibit]
student	Robinson Mary	-	-	[Person] [List] [Prohibit]

Below the table, the 'Candidate Kimberly Hamilton's progress' section is visible, showing a table of questions.

#	Question text	Status	Time spent (hh:mm:ss)
1	Why is it important to delegate tasks?	Visited	00:00:10

12. Select the "Allow" option to allow a candidate to take the test.



The screenshot shows the 'Monitor candidates progress' page in the Youtestme application. The 'Select session' dropdown is set to '2. Testing session - Group (5110)'. The table lists candidates assigned to this session. The 'Actions' column for each candidate has three icons: a person, a list, and a circle with a checkmark. The circle with a checkmark icon is highlighted with a red box and a red number '7', indicating the 'Allow' action.

Username	Name	Started	Finished	Actions
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	[Person] [List] [Allow]
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	[Person] [List] [Allow]
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	[Person] [List] [Allow]
Cang1966	Hamilton Kimberly	Jan-24-2020 10:40 AM EST	-	[Person] [List] [Allow]
Careter2	Robinson Ronald	-	-	[Person] [List] [Allow]
student	Robinson Mary	-	-	[Person] [List] [Allow]

Below the table, the 'Candidate Kimberly Hamilton's progress' section is visible, showing a table of questions.

#	Question text	Status	Time spent (hh:mm:ss)
1	Why is it important to delegate tasks?	Visited	00:00:10