YouTestMe

Using Report Builder (How To Display Needed Report Information)



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1 Introduction

This document's purpose is to explain how to access and use the report builder.

2 Accessing report builder directly from a test

1. To select a report builder from a test, go to "Tests/Manage" tests.



2. To display a report builder for a specific test, select the test name from the "Name" column. There is also a search field to help you find your test faster.

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Published (397)	Antests	(334)								
Suspended (23)	ID ©	Name 0	Date of creation	Status o	Creation type .2	Report displayed	Report content	Page format a	Question randomization a	Answer randomiz
Test templates (4)										
	100303		Dec-26-2019 12:43 PM CET	Published	Test with sections	Immediately after finishing		One question per page		
	100127	0001T	Dec-23-2019 05:07 PM CET	Published	Test with sections	Immediately after finishing		One question per page		
	100320	00101test	Dec-26-2019 01:02 PM CET	Published	Manually created	Immediately after finishing		One question per page	No	No
	100506	00123	Jan-03-2020 04:39 PM CET	Published	Test with sections	Immediately after finishing		One question per page		
		001 Matrix question test	Dec-27-2019 03:25 PM CET	Published	Manually created	Immediately after finishing		One question per page	No	No
(6		001 test 2 sections	Dec-26-2019 04:46 PM CET	Published	Test with sections	Immediately after finishing		One question per page		
	100594	001 test draft with sections	Jan-09-2020 04:20 PM CET	Draft	Test with sections	On manager's approval		One question per page		
	100601	001 Test passmark section2	Jan-09-2020 04:43 PM CET	Published	Test with sections	Immediately after finishing		One question per page		
	100398	001 Test with 5section FOR REPORT BUILDER	Dec-27-2019 03:46 PM CET	Published	Test with sections	Immediately after finishing		One question per page		
	100032	001 - test with sections S	Dec-23-2019 11:27 AM CET	Published	Test with sections	Immediately after finishing		One question per page		
	= Displaye	d columns					10			Pours: 504



3. Once the test information is displayed, select the "Report Builder" tab.

	Users - Tests - Surveys - Training courses Reports - System - Help -
Tests ⑦ Create	Manage tests Options * ?
Drafts (174)	All tests (594) > Example test
Published (397)	Information Testing sessions Candidates Monitoring Questions Summary report Report builder
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00101test	•••
00123 001 Matrix guestion test	Note from the
001 test 2 sections	Test information
001 Test passmark section2	Name: Example test
001 Test with 5section FOR REPORT	Description:
001 - test with sections S	Instructions: Click to open instructions
001 Test with sections TIME PER SECTION	Part of: No training Test ID: 101359
ia ≪a 1 2 3 4 5 ₱> ₱i	Proctoring mode: Disabled
Suspended (23)	Created by: admin Date of creation : Jan-23-2020 01:19 PM CET
Test templates (4)	Updated by: admin Update time: Jan-23-2020 03:35 PM CET
	Test settings
	Creation type: Manually created Test versions: 1
	Show report: Immediately after finishing Report content: Score and answers preview
	Duration type: Unlimited

4. Create a new custom report by selecting options from the list and select the "Display report" button. You can save a specific report builder as a template and load the report builder configuration from one of the saved templates.

			Users 🖌 Tests	- Surveys -	Training courses	Reports - System -	Help 🖌			🚯 ·
Tests 📀 Create	Information	Testing sessions	Candidates	Monitoring	Questions	Summary report	Report builder	»		
Drafts (174)	Create a custom gene	erated report for the test. Save it	t as a report template a	and use when needed					Got it!	
Published (397)										
Q. Search	Report template									
00001 copy of a test with sections	Load template: 💿	Select one	-							
0001T	Report columns									
00101test	Create a new custon	n report by selecting options fro	m the list below. Each	option will be feature	d as a column in the r	eport table.				
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001 Matrix question test	V ID	V ID	V ID	V Text	V Poir	nts				
001 test 2 sections	Username	Vame	Vame	Correct an		al points				
001 Test passmark section2		V Name								
001 Test with 5section FOR REPORT	 First name 		V Started	Answered	V Sco	ire (%)				
001 - test with sections S	✓ Last name		✓ Finished	Points	🗹 Pas	sed				
001 Test with sections TIME PER SECTION			✔ Time spent	Total point	s					
H H 1 2 3 4 5 ₩ H			V Points	🖌 Time to an	swer					
 Suspended (23) 			Total points	V Question p	lool					
Test templates (4)			Score (%)							
			✓ Grade			4				
			Passed			1				
				Save as rej	port template	Display report				

- 5. Each selected option will be featured as a column in the report table when you display the report.
 - a. You can always go back to the report builder and change the option filters that you want to display.
 - b. There is an option to export the report as an Excel file by clicking on the "Export as Excel" icon.
 - c. Exporting a report as Excel is a great option that helps you save reports, and also gives you better visibility of the report.

Search users				rs - Tests -								
Tests ⑦ Create												
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			Jser		Testi	ng session	sion					
	ID	Username	First name	Last name	ID	Name	ID	Name	Started	Finished	Time spent	
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	100395	Studentone	Student	one	10612	Example session	101359	Example test	05:05 PM CET	05:07 PM CET	00:01:32	
01 - test with sections S												
Test templates (4)												
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3 Accessing report builder from quick actions

1. To access a report builder from quick action options, go to "Reports/Report builder."

Â	D Search users +	1	Users - Tests - Su	rveys 👻 Training courses	Reports - System -	Help +	â	-
					Standard reports			
			(2	Report builder Favourite reports	979		
		My assignments surveys, and training courses assigned to you		eate user in security roles to that user		Create user group Create a user group and add users to that group		
	view the list of all tests, s	surveys, and training courses assigned to you	Create user and assig	in security roles to that user		create a user group and add users to that group		
						<u>(</u>		
		Create test	Cre	ate survey		Create training course		
		edge test with multimedia content sign the awarding certificate		nd categorize its results ng grading scale option		Create training course with multimedia content		

- 2. To display a report builder for a specific test, select the test name from the "Name" column.
 - a. To find the test you need faster, you can search for it using ID and name of a specific test.
 - b. The "Displayed columns" option allows you to show the following options for all tests:
 - i. *ID*
 - ii. Name
 - iii. Date of creation
 - iv. Status
 - v. Creation type
 - vi. Report displayed
 - vii. Report content
 - viii. Page format
 - ix. Question randomization
 - x. Answer randomization
 - xi. Network access
 - xii. Pass mark
 - xiii. Pausing allowed
 - xiv. Retaking enabled
 - xv. Browser lockdown
 - xvi. Answer feedback
 - c. You can also export the list of all tests as an Excel file by clicking the "Export as Excel" icon.



	(596)										
Select the te	st for which you want to crea	ate the	e report.							Got it!	
ID \$	Name	¢	Date of creation \$	Status ≎	Creation type \$	Report displayed \$	Report content \$	Page format ≎	Question randomization \$	Answer randomization \$	Ī
Q	2	Q		Select one 🔻	Select one *	Select one	Select one	v Select one v	Select one v	Select one v	
100303	00001 copy of a test with sections		Dec-26-2019 12:43 PM CET	Published	Test with sections	Immediately after finishing	Score and answers preview	One question per page			
100127	0001T		Dec-23-2019 05:07 PM CET	Published	Test with sections	Immediately after finishing	Score and answers preview	One question per page			
100320	00101test		Dec-26-2019 01:02 PM CET	Published	Manually created	Immediately after finishing	Score and answers preview	One question per page	No	No	
100506	00123		Jan-03-2020 04:39 PM CET	Published	Test with sections	Immediately after finishing	Score and answers preview	One question per page			
100390	001 Matrix question test		Dec-27-2019 03:25 PM CET	Published	Manually created	Immediately after finishing	Score and answers preview	One question per page	No	No	
100339	001 test 2 sections		Dec-26-2019 04:46 PM CET	Published	Test with sections	Immediately after finishing	Score and answers preview	One question per page			
100594	001 test draft with section	ns	Jan-09-2020 04:20 PM CET	Draft	Test with sections	On manager's approval	Score and answers preview	One question per page			
100601	001 Test passmark sectio	in2	Jan-09-2020 04:43 PM CET	Published	Test with sections	Immediately after finishing	Score and answers preview	One question per page			
100398	001 Test with 5section FO REPORT BUILDER	R	Dec-27-2019 03:46 PM CET	Published	Test with sections	Immediately after finishing	Score and answers preview	One question per page			
100032	001 - test with sections S		Dec-23-2019 11:27 AM CET	Published	Test with sections	Immediately after finishing	Score and answers preview	One question per page			

See steps 4 and 5 in the second section (Accessing report builder directly from a test).