

2020

# YouTestMe

Ergosoft Workflow

<b>File name</b>	Ergosoft workflow
<b>Author</b>	YouTestMe
<b>Confidentiality</b>	Public
<b>Last save date</b>	Monday, April-27-2020 at 7:54:00 PM

## Table of Contents

1	Introduction.....	2
2	Administrator perspective.....	3
2.1	Test creation .....	3
2.2	Testing session .....	11
3	Students perspective.....	<b>Error! Bookmark not defined.</b>
3.1	Registration.....	<b>Error! Bookmark not defined.</b>
3.2	My assignments .....	15

## 1 Introduction

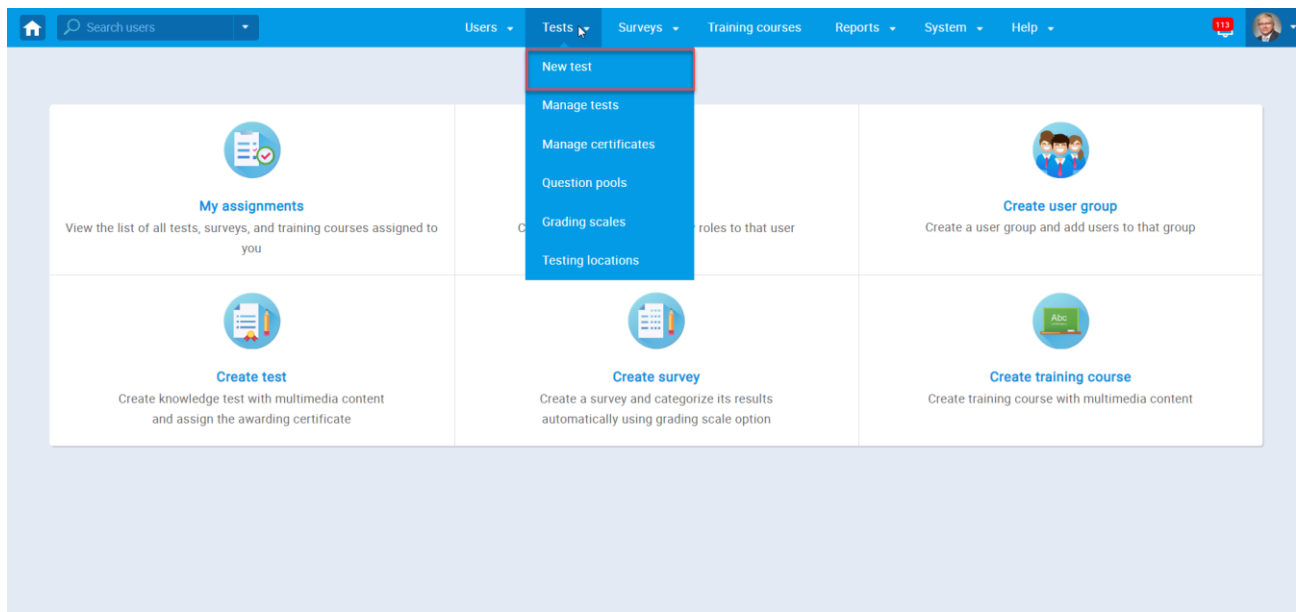
The purpose of this document is to explain the test creation, test-taking, and user registration process for the Ergosoft use-case scenario.

## 2 Test administrator perspective

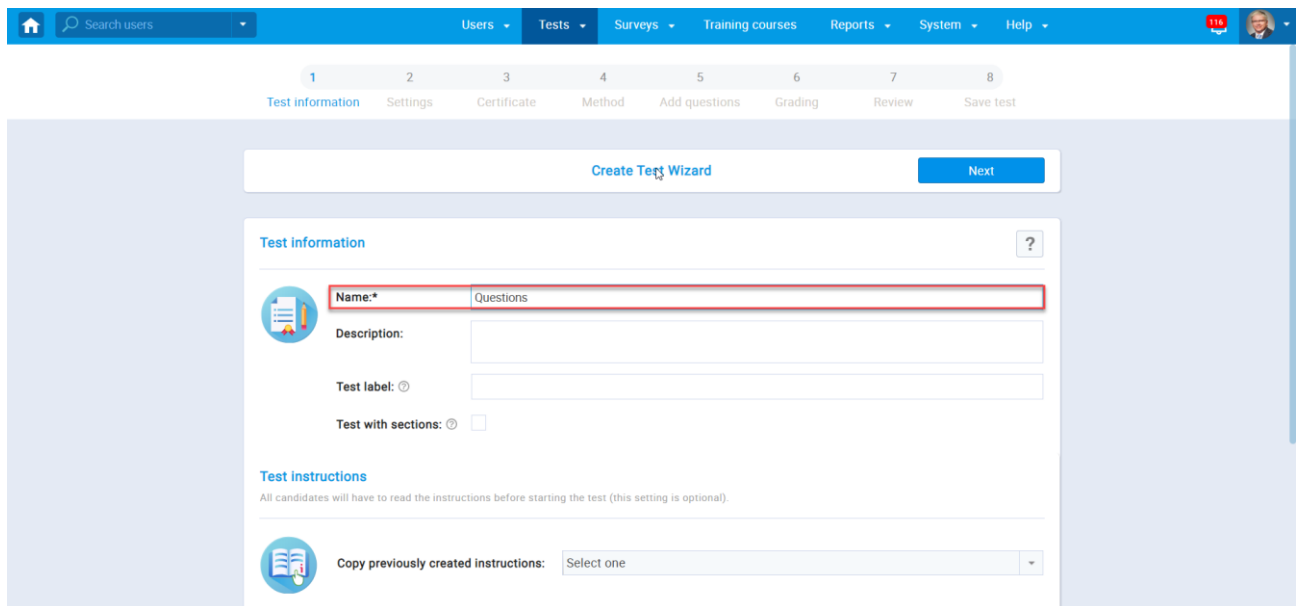
### 2.1 Test creation

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

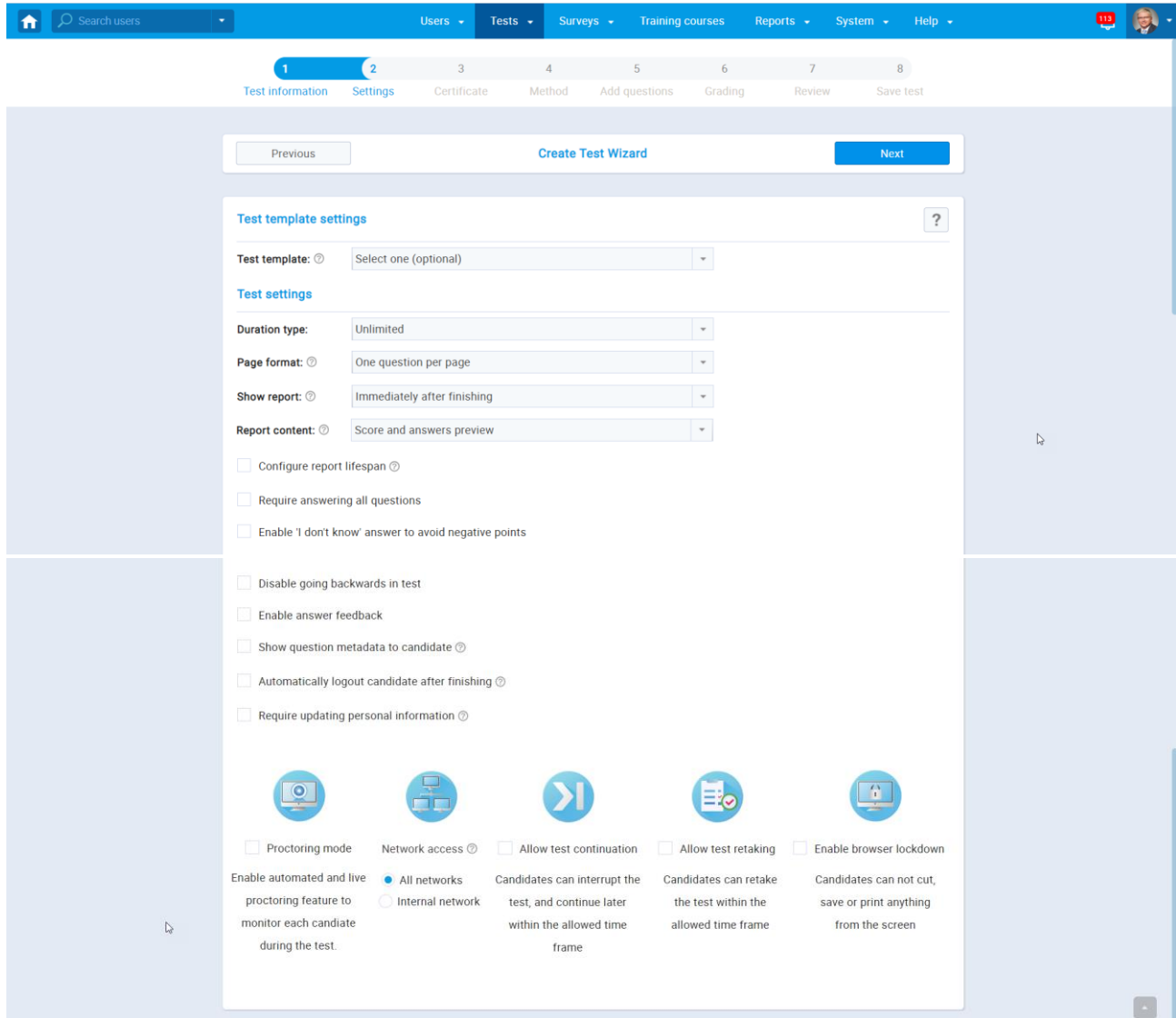
1. On the home page, click on the **Test** button and select a **New test** option.



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**.

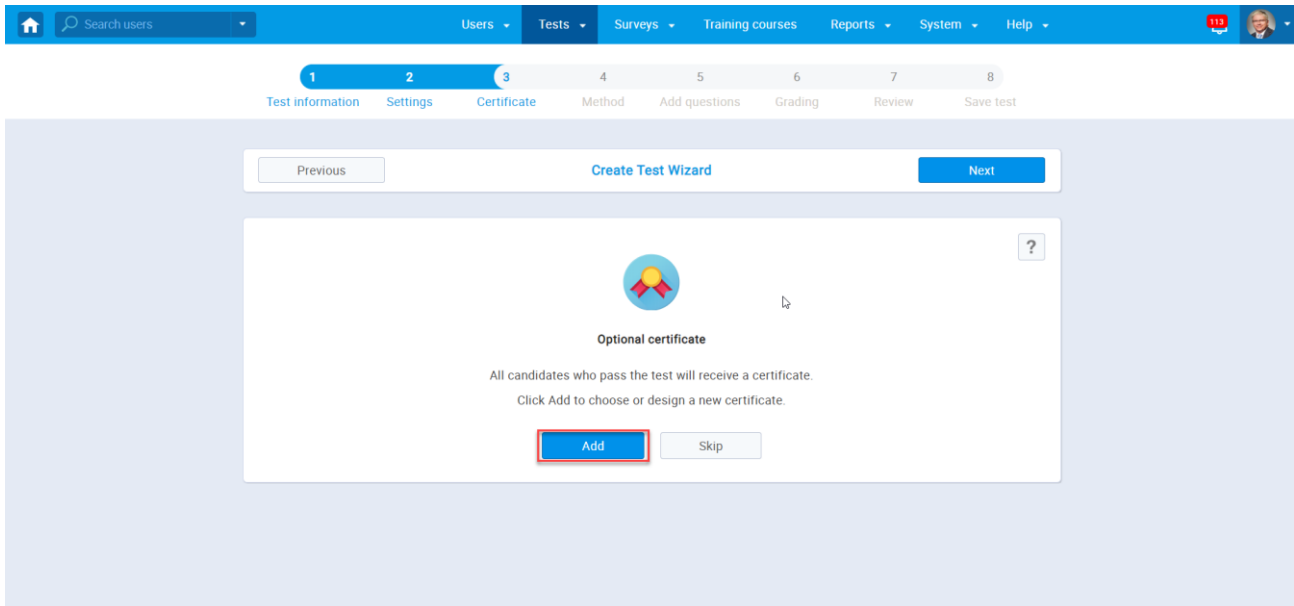


3. In this step, you should adjust the settings for the whole test.

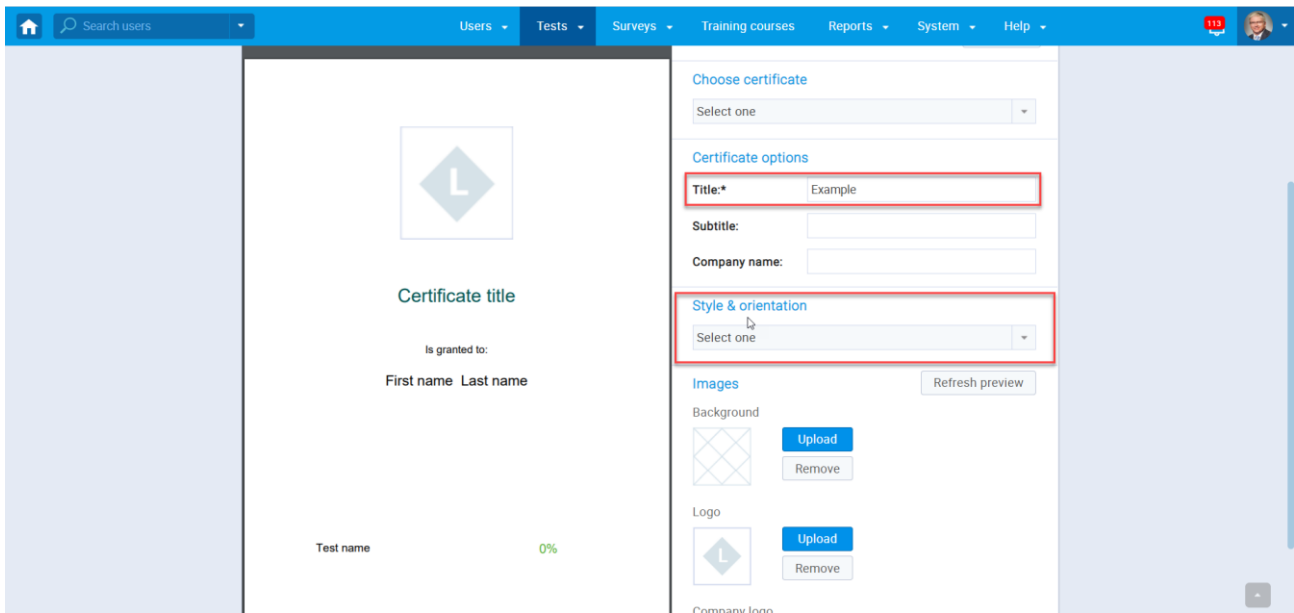


4. This step allows you to create a certificate for your test by clicking on the **Add button** (Picture 1). After that, in the following window, you can design the entire certificate for your test. It is necessary to give a **Name** to your certificate inside the **Title section** and to choose **Style & orientation** (Picture 2). Upon finishing, click **Next** and choose to **Create new** to save the certificate you created.

Picture 1

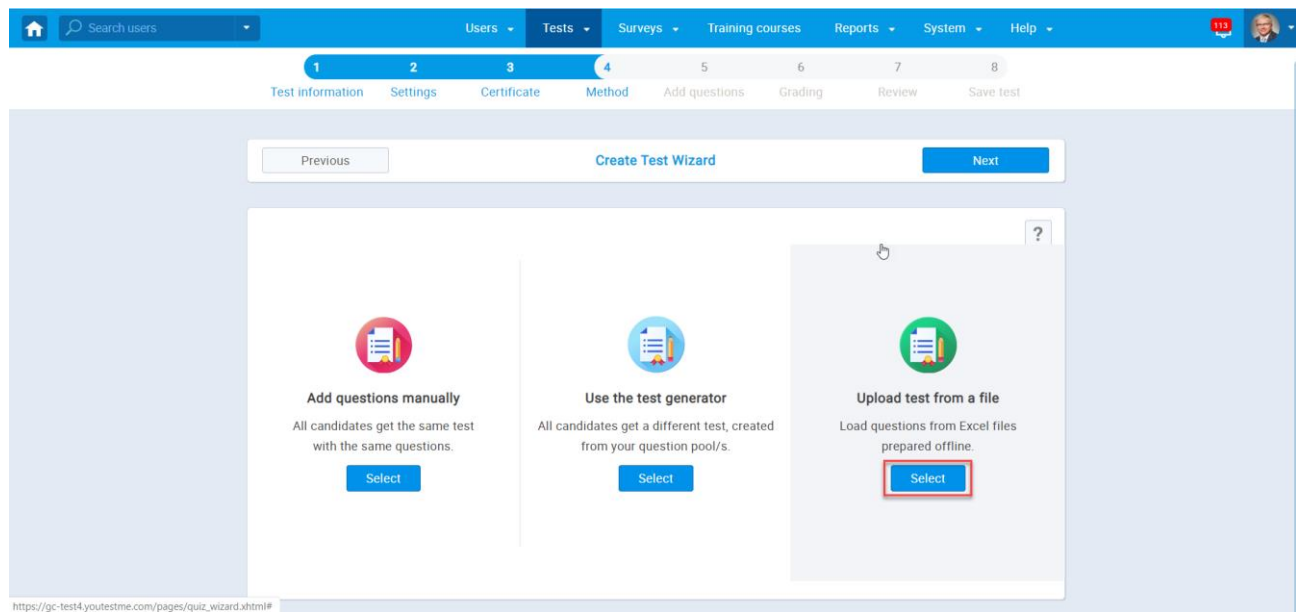


Picture 2

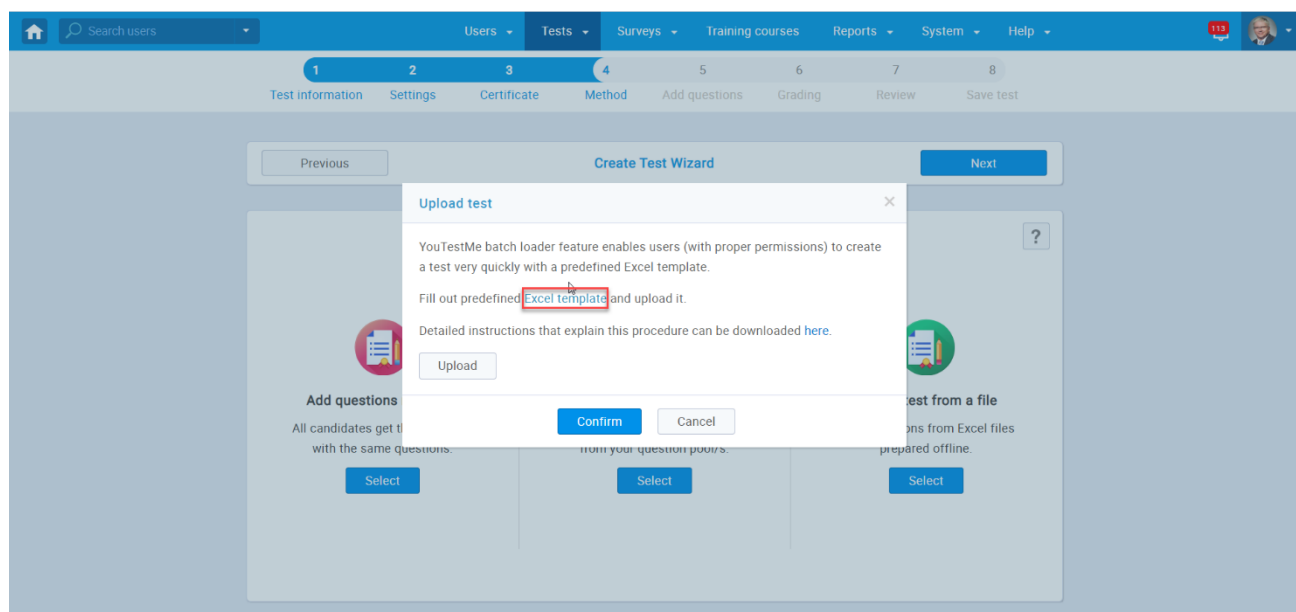


- In this step, you are required to choose a method for adding questions to the test. In this case, we will select the last option, to add questions from the Excel template. This option allows you to add a large number of questions at once. After clicking on **Select** (Picture 1), click on the **Excel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

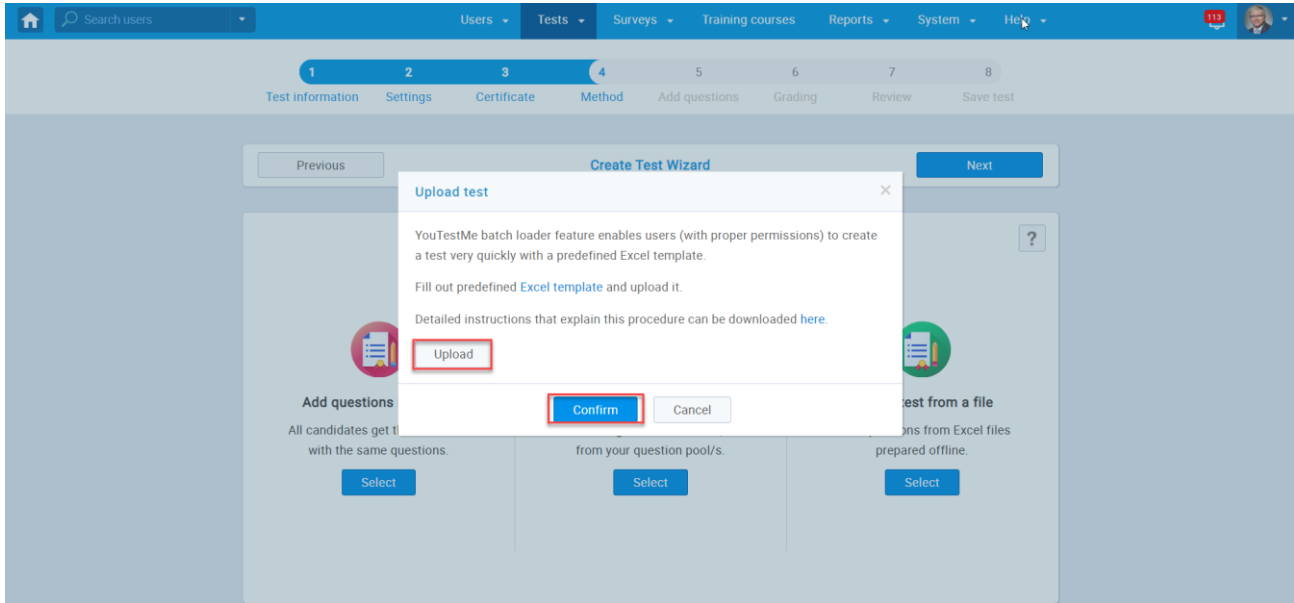
Picture 1



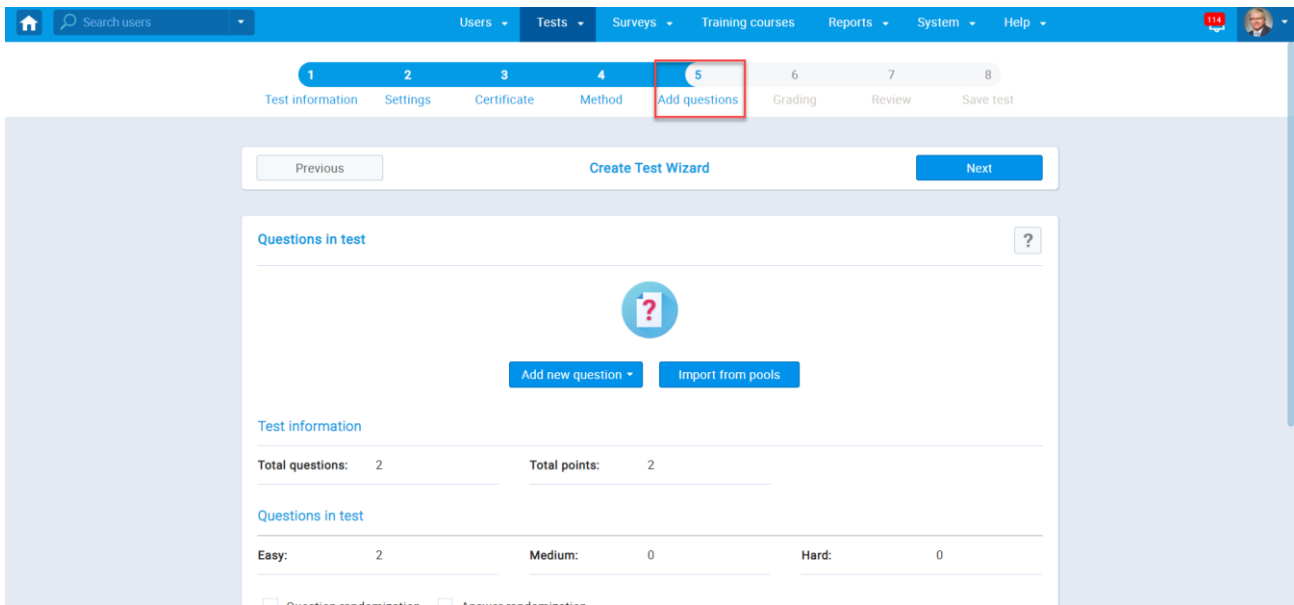
Picture 2

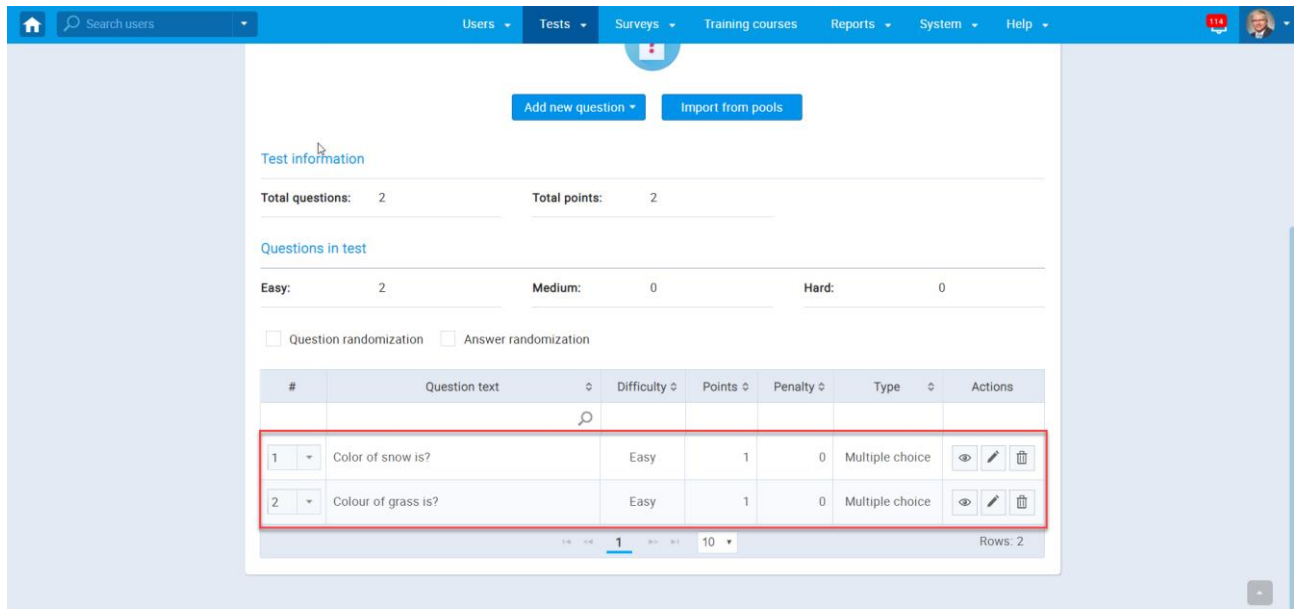


Upon successfully filling in the template, you can upload those questions to the test by clicking on the **Upload** button, after which you need to click on the **Confirm** button.



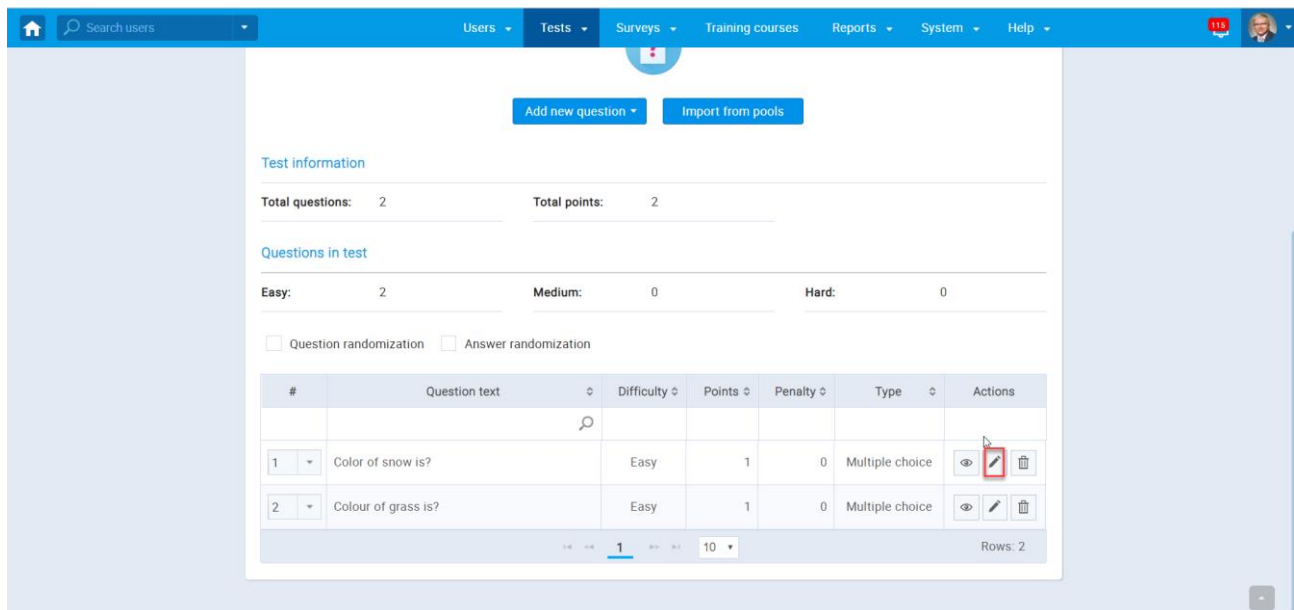
After successfully uploading the template, the questions will appear at the bottom of the screen inside the **Add questions** step.





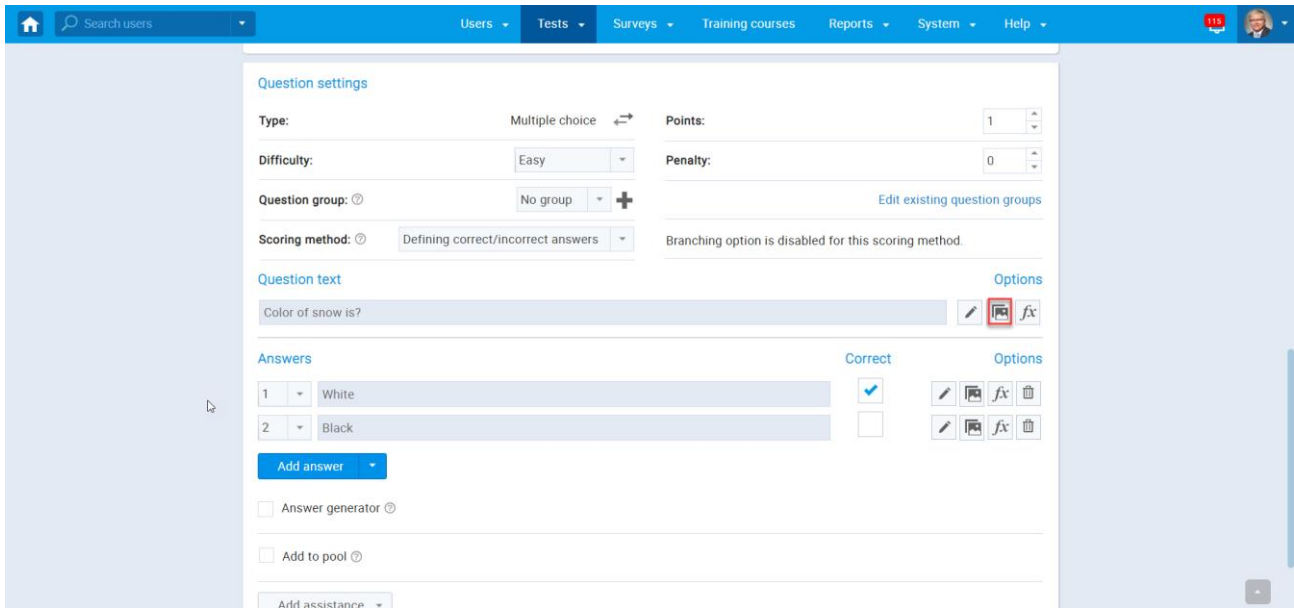
To add multimedia to the questions you uploaded from a template, you need to click on the **pencil** (Picture 1) and in the following window to click on the picture **logo** (Picture 2). In this example, we will upload the picture to the question. The image will appear inside the **Question text** tab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

Picture 1

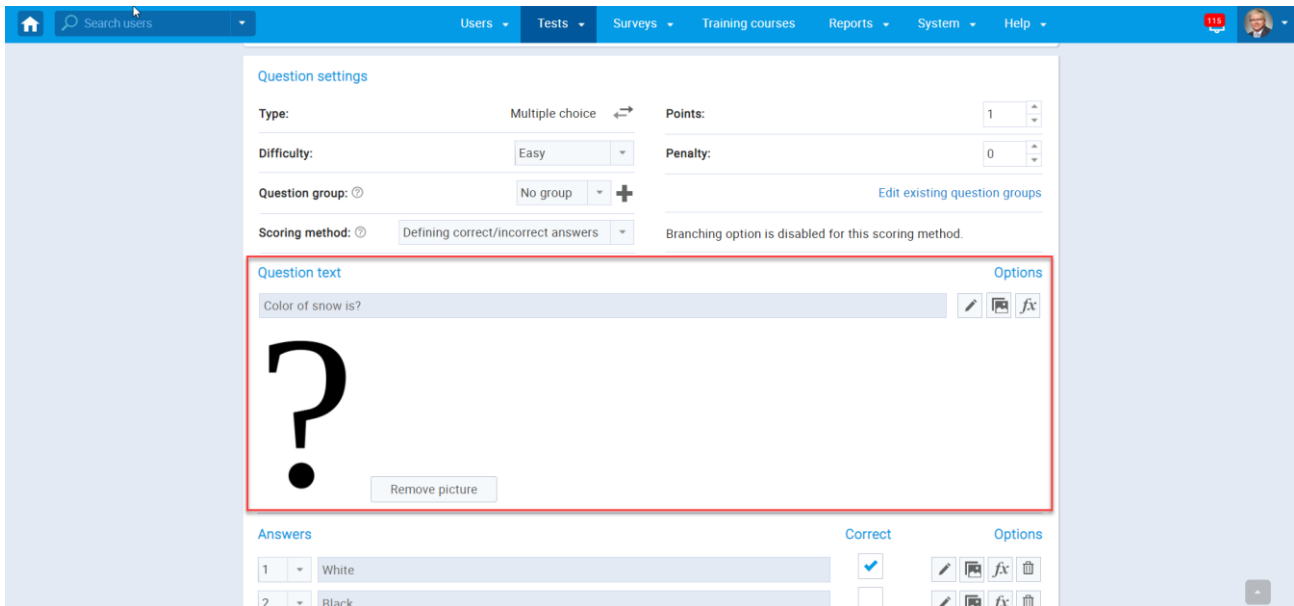




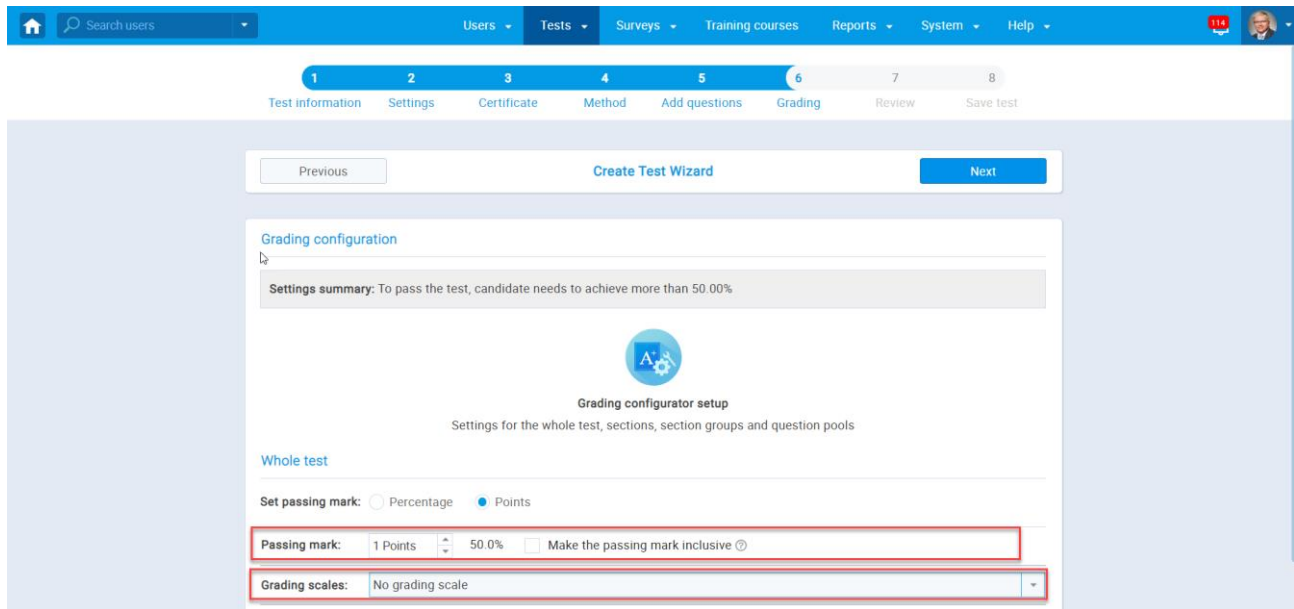
Picture 2



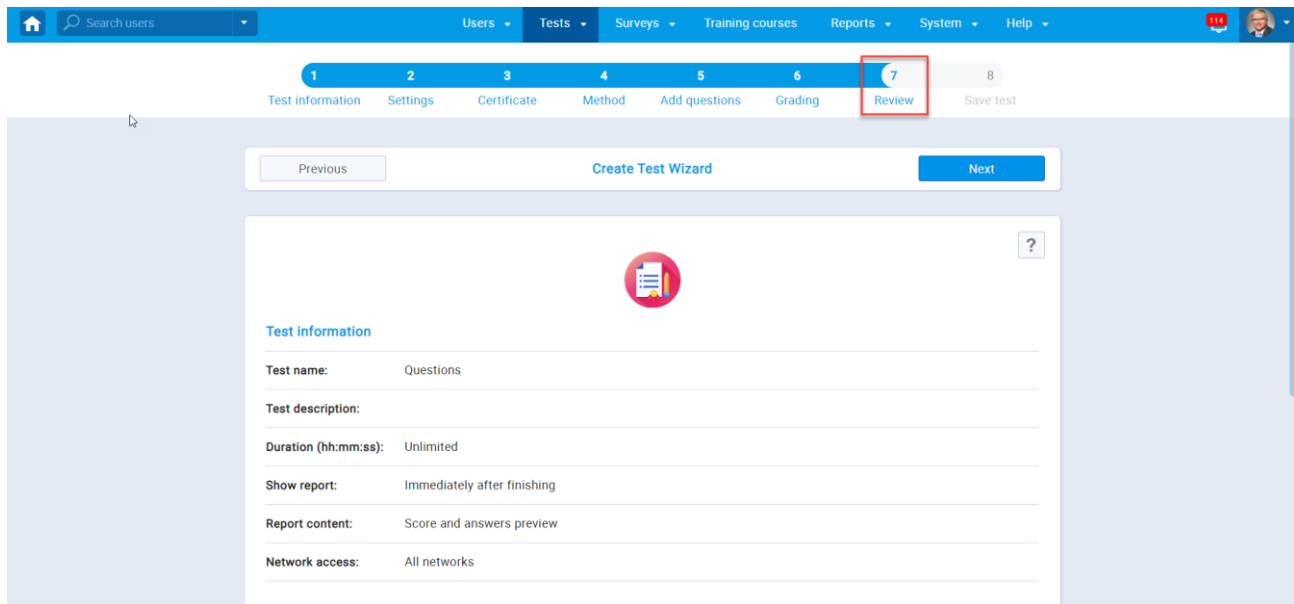
Picture 3



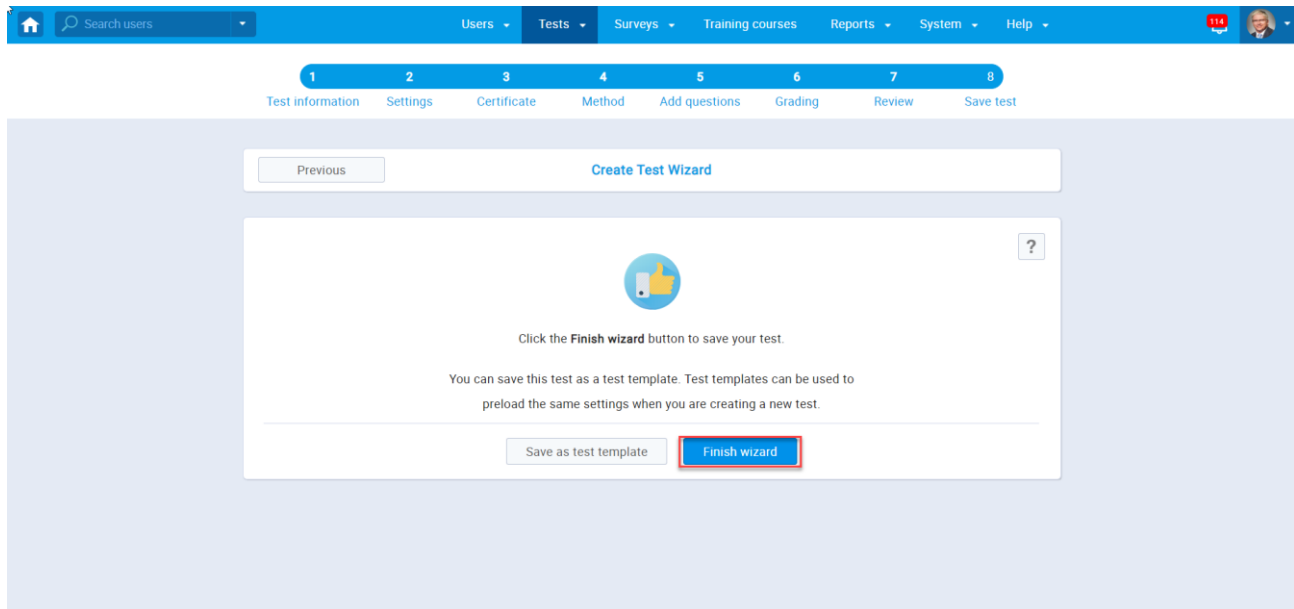
6. In this window, you can set a **Passing mark** for your test, and inside **Grading scales**, you can choose a grading scale for your test.



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



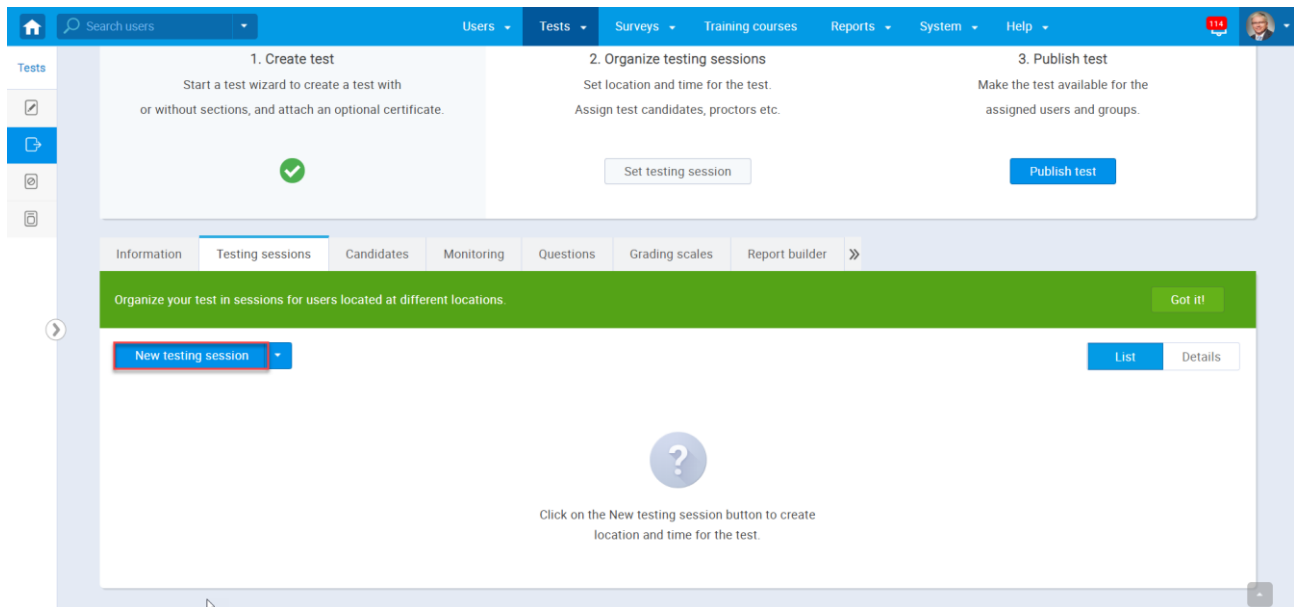
7. In the last step, it is necessary to click on the **Finish wizard** button to complete the test creating process.



## 2.2 Testing session

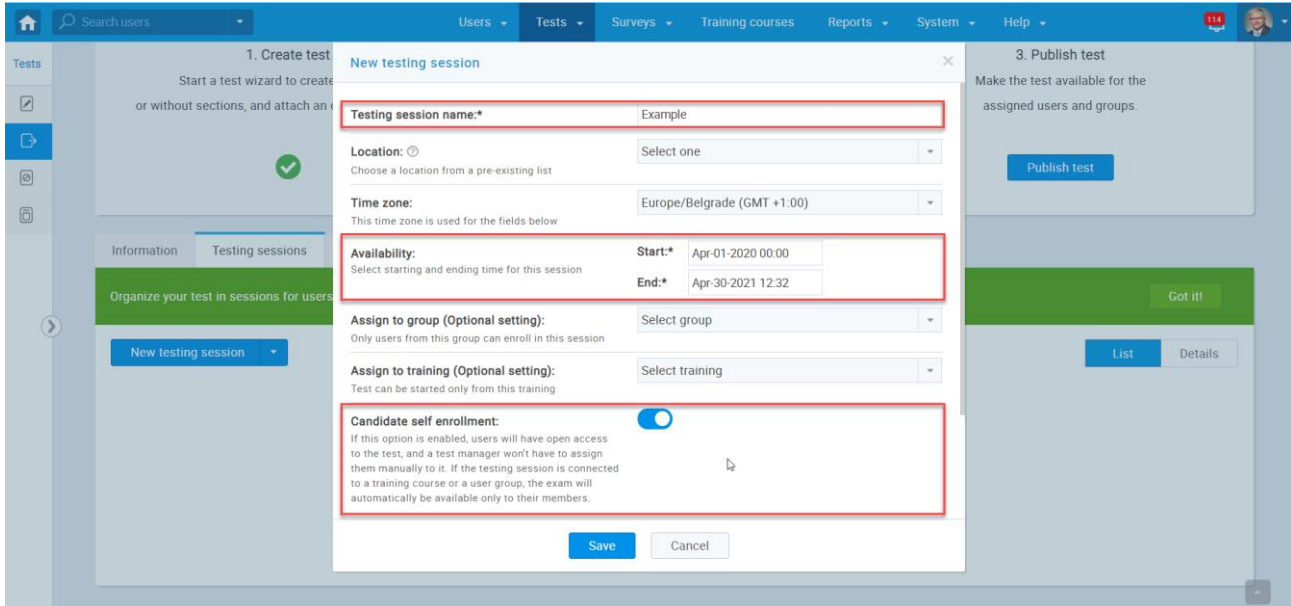
After you finish the test creation process, it is necessary to create a testing session, and you can do so by doing the following:

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



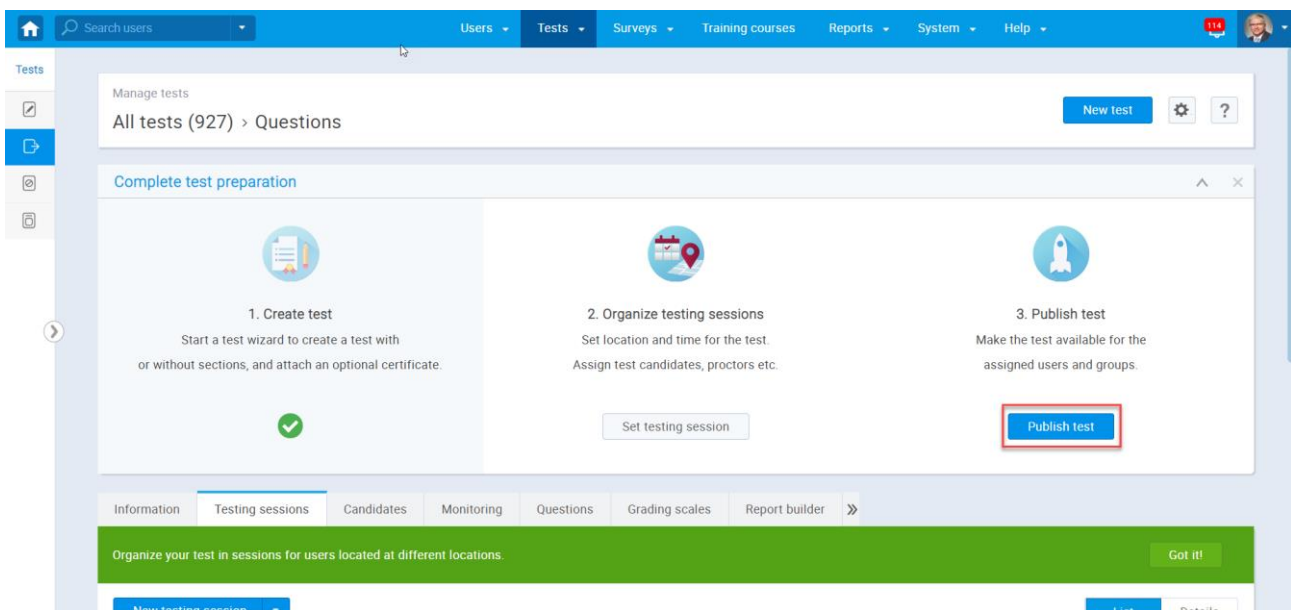
- 2) In this window, you can configure the settings for the whole testing session. It is necessary to give a name to the session inside the **Testing session name** tab and set the **Start** and **End** date for your

session inside the **Availability** tab. 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**.



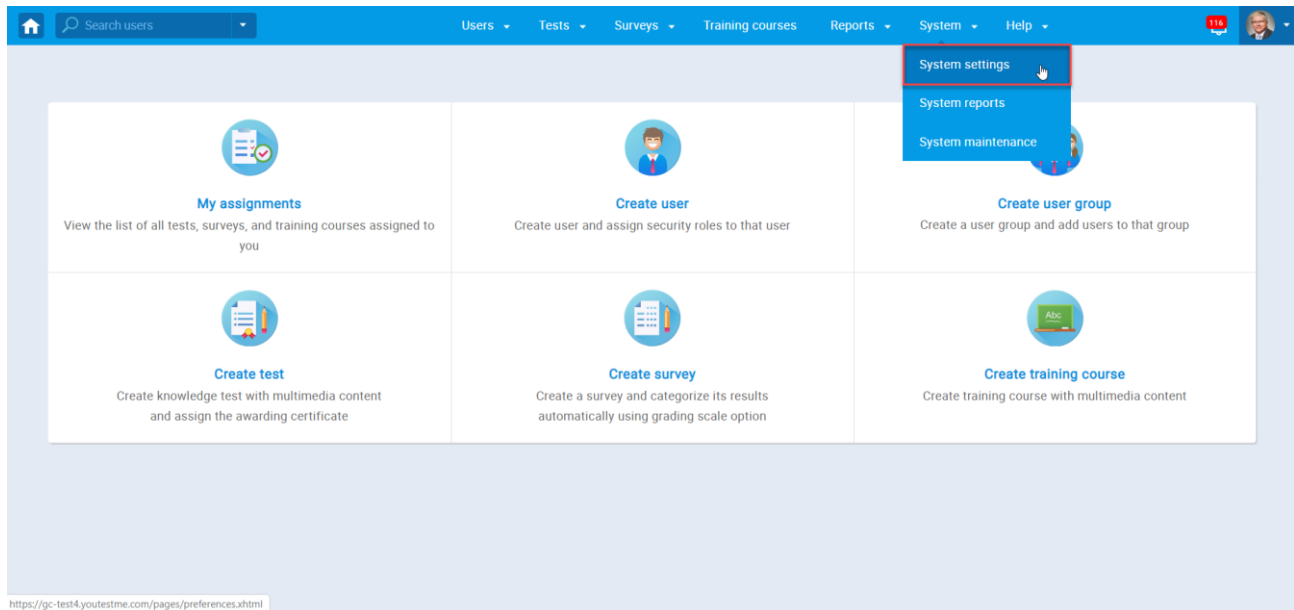
3) The last step is to publish the test to be available for the students, and you can do so by clicking on the **Publish test** button.

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

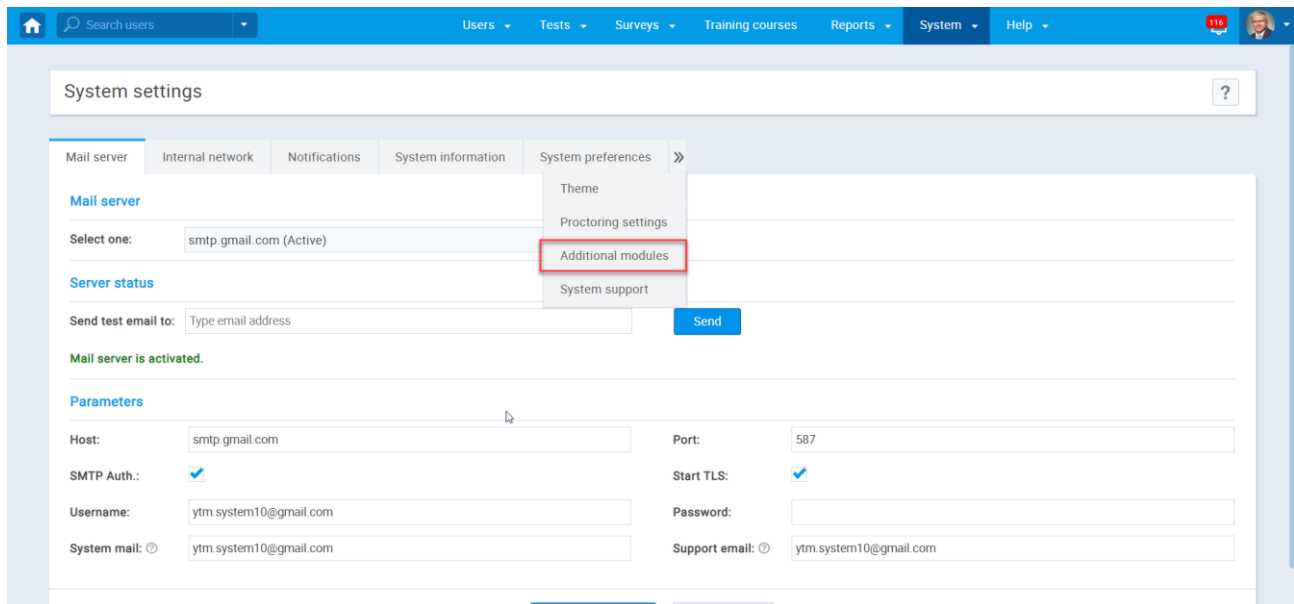


If you want to allow the students to register without approval, you need to take the following steps:

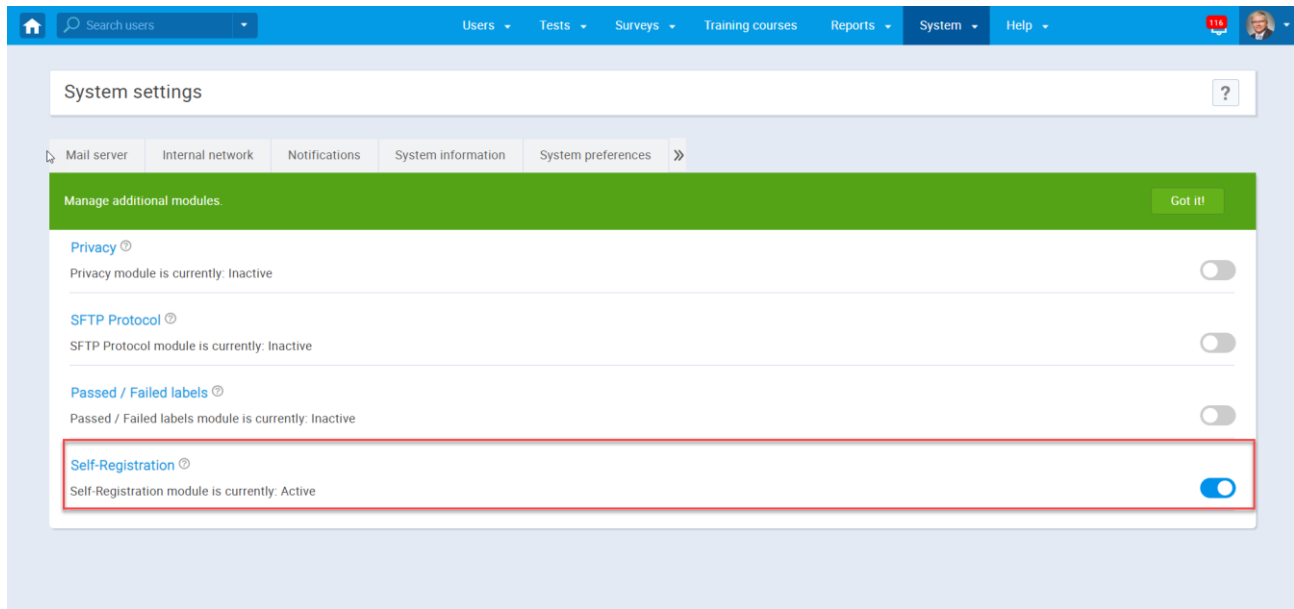
1. On the home page click on the **System** button and choose the **System settings** option.



2. Inside System settings, click on the arrows and choose **Additional modules** from the dropdown menu.



3. Inside this window, it is necessary to select the **Self-Registration** option.



Before accessing the application, a student must go through the process of registration that requires these steps:

1. On the log in page, the student needs to click on the **Register** button.

[Contact Support](#)



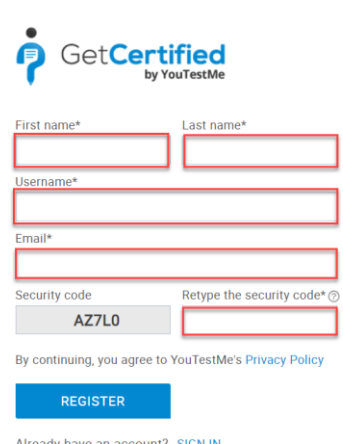
Copyright © YouTestMe All Rights Reserved.

2. In this step, a student must fill in all the necessary fields such as:
  - First name
  - Last name
  - Username
  - Email


- Security code

After successfully filling in all the fields, students should click on the **Register** button. (Picture 1)

Picture 1



Contact Support



First name\*  Last name\*

Username\*

Email\*

Security code  Retype the security code\*

By continuing, you agree to YouTestMe's [Privacy Policy](#)

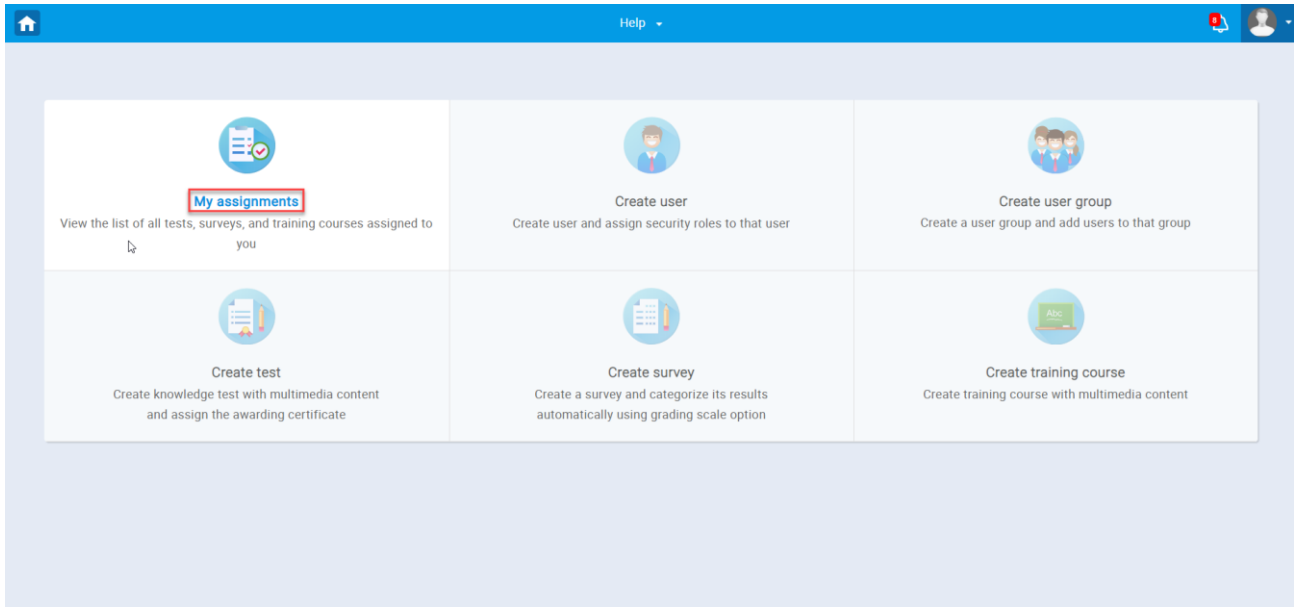
Already have an account? [SIGN IN](#)

Copyright © YouTestMe All Rights Reserved.

## 3 Student perspective

### 3.1 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.

