

2020

YouTestMe

Instructions for American Retirement Association
Creating User Accounts, User Groups
and finishing the Test creation Process

File name	Instructions for creating user's accounts, groups and finishing test creation process
Author	YouTestMe
Confidentiality	Public
Last save date	Tuesday, October-06-2020 at 10:56:00 AM

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1 Introduction

This document will help you create user accounts, user groups and finish the test creation process.

2 Creating user's accounts

There are four ways to add users into the system:

- Allow self-registration with manager's approval
- Allow self-registration without manager's approval
- Add users one-by-one
- Add users using a predefined Excel file.

2.1 Self-registration with(out) manager's approval

To see how self-registration works, please visit <https://www.youtestme.com/kb/how-to-self-register-with-or-without-managers-approval>.

2.2 Loading users using an Excel file and creating users one-by-one

To see how to load a large number of users using an Excel file, and how to add users one-by-one, please visit <https://www.youtestme.com/kb/how-to-load-a-large-number-of-users-create-new-users-and-approve-registration-requests>.

3 Creating user groups

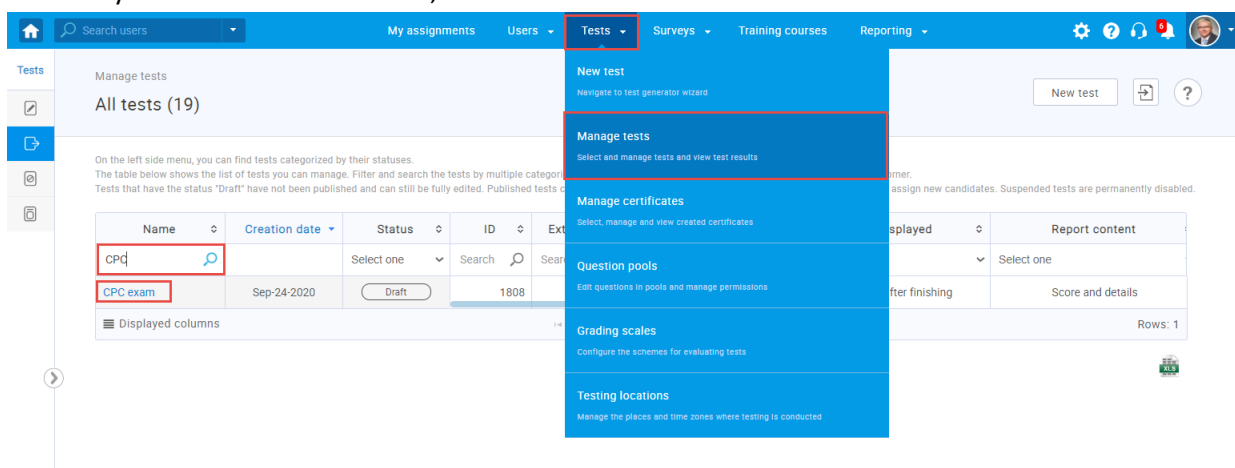
User groups can help you organize test sessions more easily. We suggest that you divide the groups into time zones and then assign an appropriate group to each session. Detailed instructions are given below.

Please visit the link for an explanation of how to create user groups. <https://www.youtestme.com/kb/how-to-create-a-user-group-and-assign-users-for-the-test-taking-process>

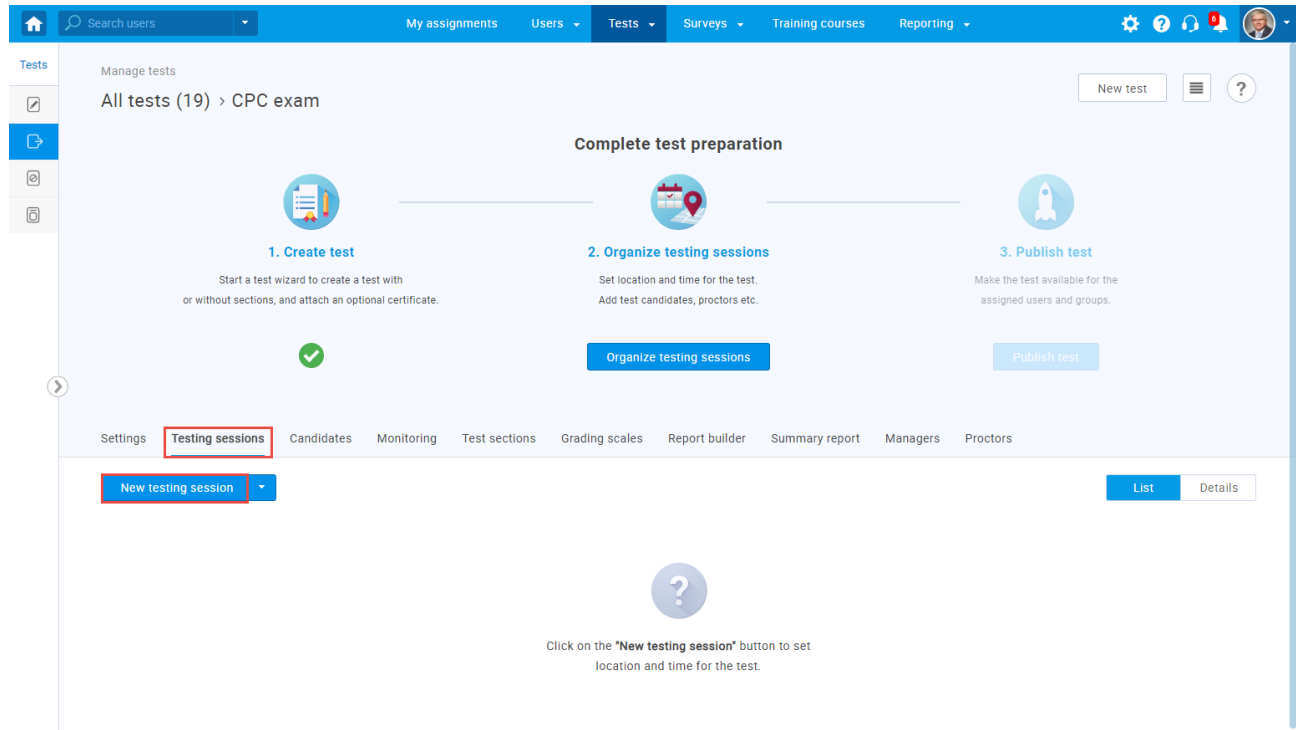
4 Enrolling user groups in a testing session

When you created the test according to the previously sent instructions, you need to create testing sessions and add groups to them so that they can start the test.

First you should navigate to the “Tests” page in the main menu and select “Manage tests”. Then, type the name of your test in the search box, and select the name of the desired test.



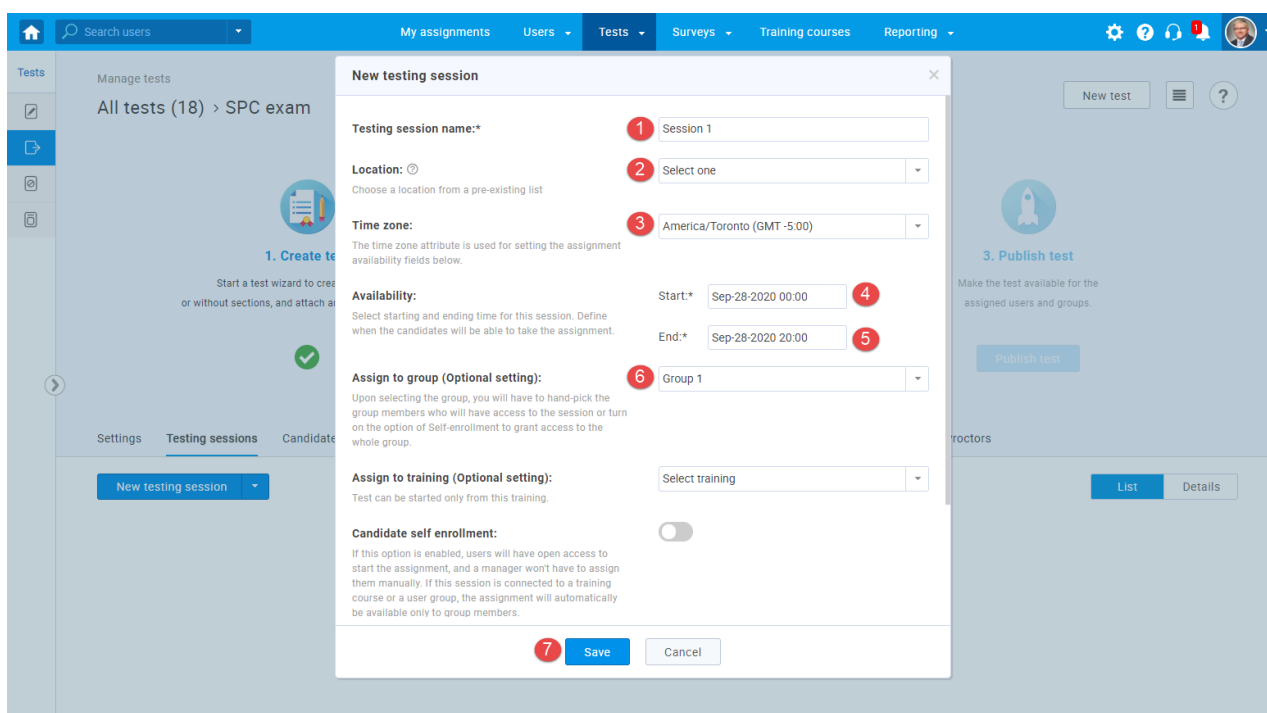
Once you open the test, you should create a new testing session. Choose the "Testing session" tab and click the "New testing session" button.



The screenshot displays the Youtestme web application interface. At the top, there is a navigation bar with a search field and several menu items: My assignments, Users, Tests, Surveys, Training courses, and Reporting. The 'Tests' menu is currently selected. Below the navigation bar, the main content area is titled 'Manage tests' and shows 'All tests (19) > CPC exam'. A 'New test' button is located in the top right corner. The central part of the screen features a 'Complete test preparation' section with three steps: 1. Create test (marked with a green checkmark), 2. Organize testing sessions (with an 'Organize testing sessions' button), and 3. Publish test (with a 'Publish test' button). Below this, a horizontal menu contains various options: Settings, Testing sessions (highlighted with a red box), Candidates, Monitoring, Test sections, Grading scales, Report builder, Summary report, Managers, and Proctors. Under the 'Testing sessions' tab, there is a 'New testing session' button (also highlighted with a red box) and a 'List' button. The bottom section of the screen shows a large question mark icon and a text prompt: 'Click on the "New testing session" button to set location and time for the test.'

Then:

1. Enter the "Testing session name."
2. "Location" - choose one of the previously defined testing locations. This field is optional.
3. The field displays the time zone of the user creating the session. The dates and times below are defined according to this time zone.
4. Enter the date and time when the session will become available to the users.
5. Enter the date and time by which the session will be available to the users.
6. If you use this option, only users from a group you choose will be able to enroll in the session. Upon selecting the group, you will have to hand-pick the group members who will have access to the session or turn on the option of Self-enrollment to grant access to the whole group.
7. Click the "Save" button to save a session.



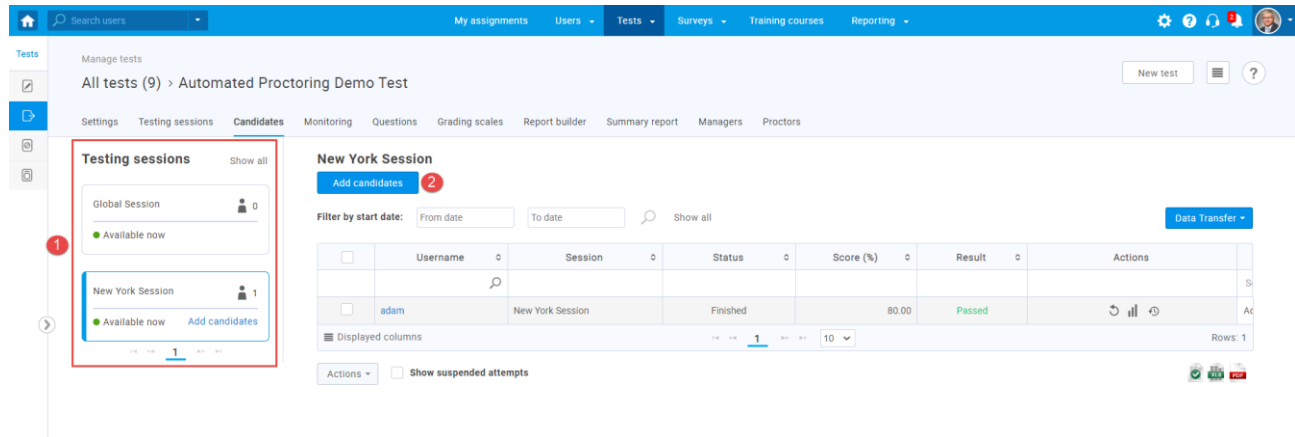
Repeat the same procedure for other sessions and user groups.

5 Adding candidates to the test

The candidates will be able to access and complete the test within its availability period.

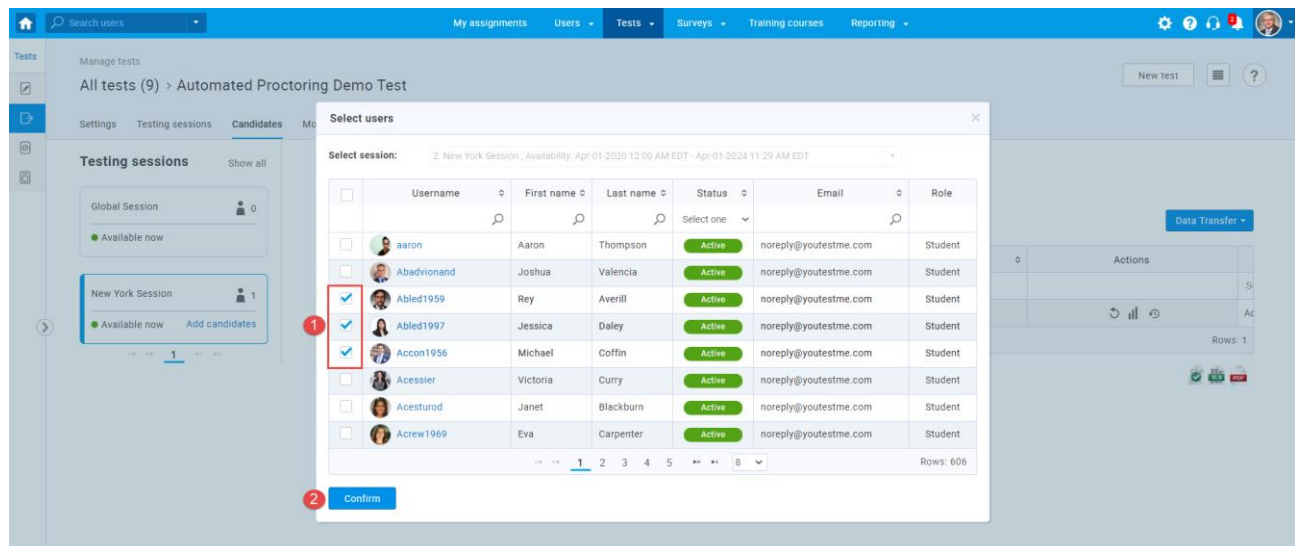
To add candidates to the testing session:

1. Choose the session you want to assign candidates to.
2. Click the "Assign candidates" button.



After that, a pop-up window will appear where you should:

1. Select the users you want to add to the session.
2. Click the "Confirm" button.

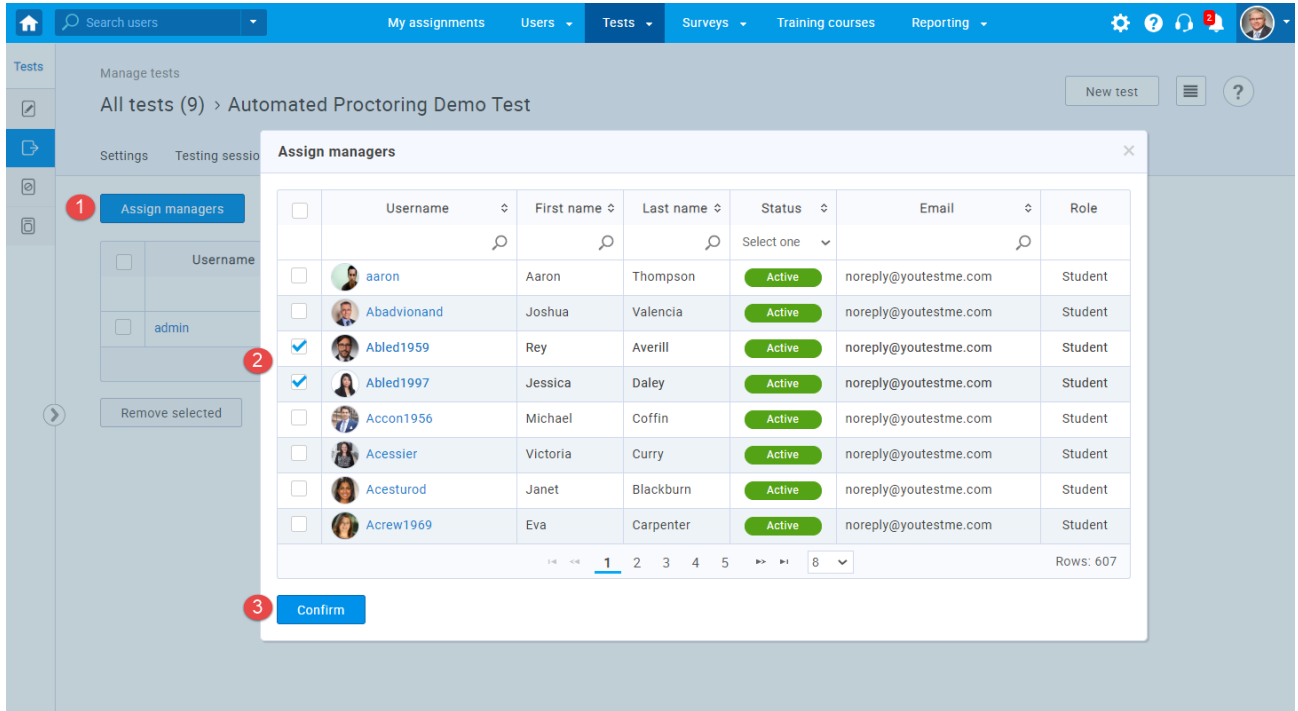


6 Adding managers to the test

The test manager can edit test settings, add new candidates, proctors and managers, create test sessions, and monitor the progress of each candidate. Also, a manager can create test reports and view question's statistics.

To add new managers, follow these steps:

1. Click the "Assign managers" button.
2. Select the users that you want to add.
3. Click the "Confirm" button.



7 Adding proctors to the test

The user who has the default "Proctor" role or who is assigned as a test proctor will only be able only to monitor the candidates' progress, while a manager can edit the test, create new sessions, etc.

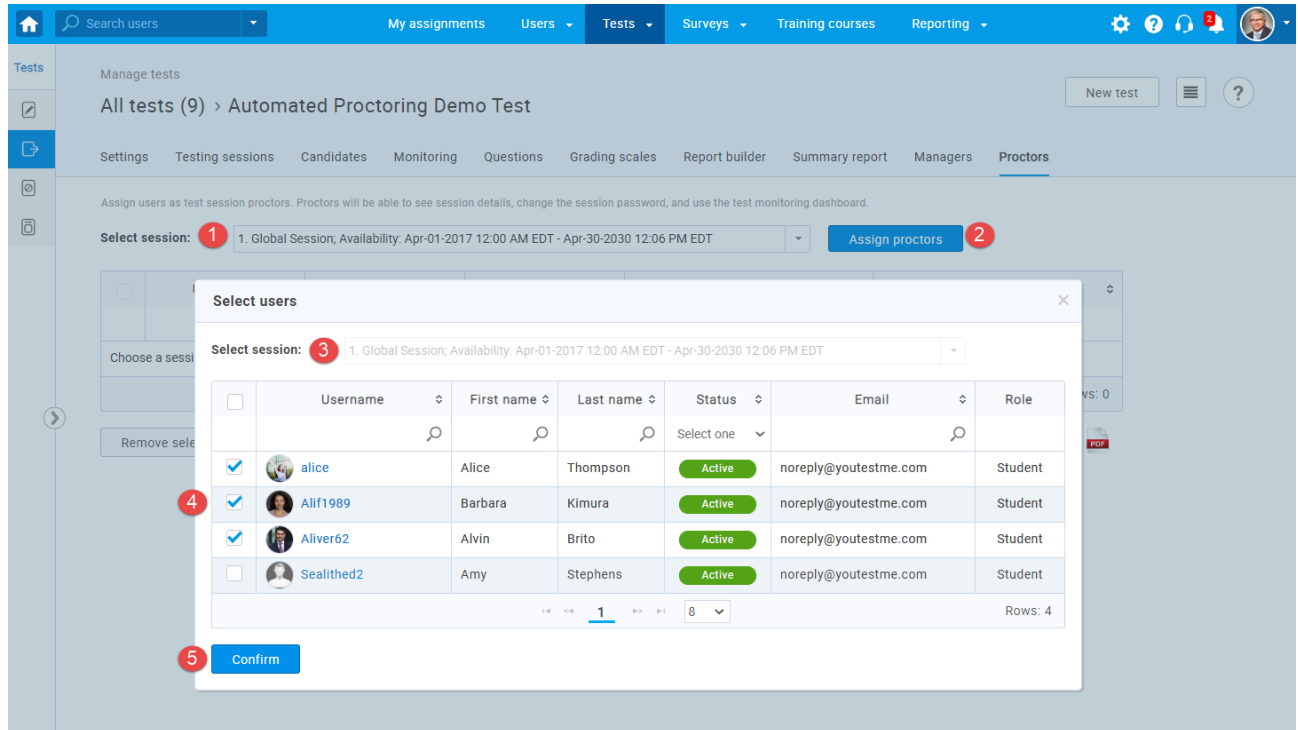
A proctor can monitor the candidates' progress in the "Monitoring" tab and view previous attempts, candidates' report or allow test retaking in the "Candidates" tab.

If a user does not have all proctor permissions (less than the default Proctor role), he cannot monitor the test.

If you want a proctor to have more permission, you can create a new proctor role or update the existing one.

To add a new proctor, follow these steps:

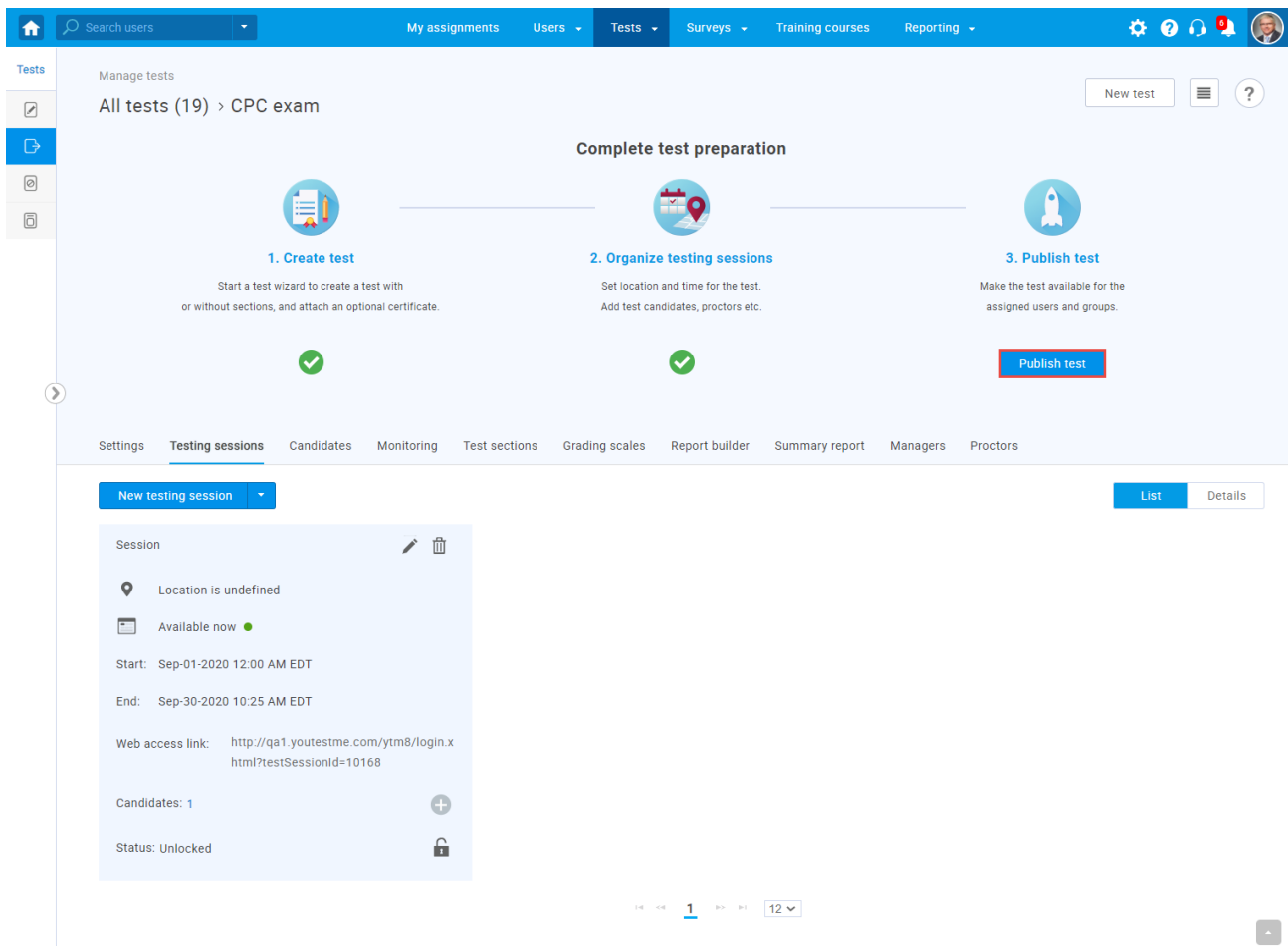
1. Select the session you want to add a proctor to.
2. Click the "Assign proctors" button.
3. Select the proctor you want to add.
4. Click the "Confirm" button.



The screenshot shows the Youtestme interface for managing tests. The main area is titled "Automated Proctoring Demo Test" and includes a "Proctors" tab. A "Select session" dropdown is set to "1. Global Session; Availability: Apr-01-2017 12:00 AM EDT - Apr-30-2030 12:06 PM EDT". A blue "Assign proctors" button is visible. A modal window titled "Select users" is open, displaying a table of users with checkboxes for selection. The table has columns for Username, First name, Last name, Status, Email, and Role. The users listed are Alice Thompson, Barbara Kimura, Alvin Brito, and Amy Stephens, all with "Active" status and "Student" roles. A "Confirm" button is at the bottom of the modal.

	Username	First name	Last name	Status	Email	Role
<input checked="" type="checkbox"/>	alice	Alice	Thompson	Active	noreply@youtestme.com	Student
<input checked="" type="checkbox"/>	Alif1989	Barbara	Kimura	Active	noreply@youtestme.com	Student
<input checked="" type="checkbox"/>	Aliver62	Alvin	Brito	Active	noreply@youtestme.com	Student
<input type="checkbox"/>	Sealthed2	Amy	Stephens	Active	noreply@youtestme.com	Student

Once you have completed all the previous steps, you can publish the test. All you have to do is click the "Publish test" button.



The screenshot displays the 'Complete test preparation' workflow in the Youtestme application. The interface includes a top navigation bar with options like 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', and 'Reporting'. The main content area shows three sequential steps: '1. Create test' (marked with a green checkmark), '2. Organize testing sessions' (also marked with a green checkmark), and '3. Publish test' (marked with a red box around a 'Publish test' button). Below the steps, a 'New testing session' dropdown menu is open, showing details for a session: 'Location is undefined', 'Available now' (indicated by a green dot), 'Start: Sep-01-2020 12:00 AM EDT', 'End: Sep-30-2020 10:25 AM EDT', 'Web access link: http://qa1.youtestme.com/ym8/login.x.html?testSessionId=10168', 'Candidates: 1', and 'Status: Unlocked'. A pagination bar at the bottom shows '1' of 12 items.

Keep in mind that you can add candidates, managers and proctors after the publishing. You can also delete existing ones.