2020

YouTestMe

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



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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-withor-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.

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





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.

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		Candidate self enrollment: If this option is enabled, users will have open access to start the assignment, and a manager wort have to assign them manually. If this easion is connected to a training course or a user group, the assignment will automatically be available only to group members.		
		7 Save	Cancel	

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.

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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.

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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.

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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.

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



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