



YouTestMe

Creating, Importing and Exporting Pools Guide

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1 Introduction

This document represents a guide to the creating pools process in the YouTestMe GetCertified platform. Question pools represent a collection of stored questions for repeated use and usually refer to the specific subject area. To learn about question pool functionalities and 10 question types, please watch the [video](#).

2 Steps

2.1 How to access the production instance

To access the production instance, please go to ifse.youtestme.com and enter:

1. Username.
2. Password. (Once you receive the credentials, please make sure that you do not copy the blank space along with the password as you will not be able to log in.)
3. Click the “**Sign in**” button to enter the platform.



Username

1

Password

2

[Forgot your password?](#)[Create account](#)

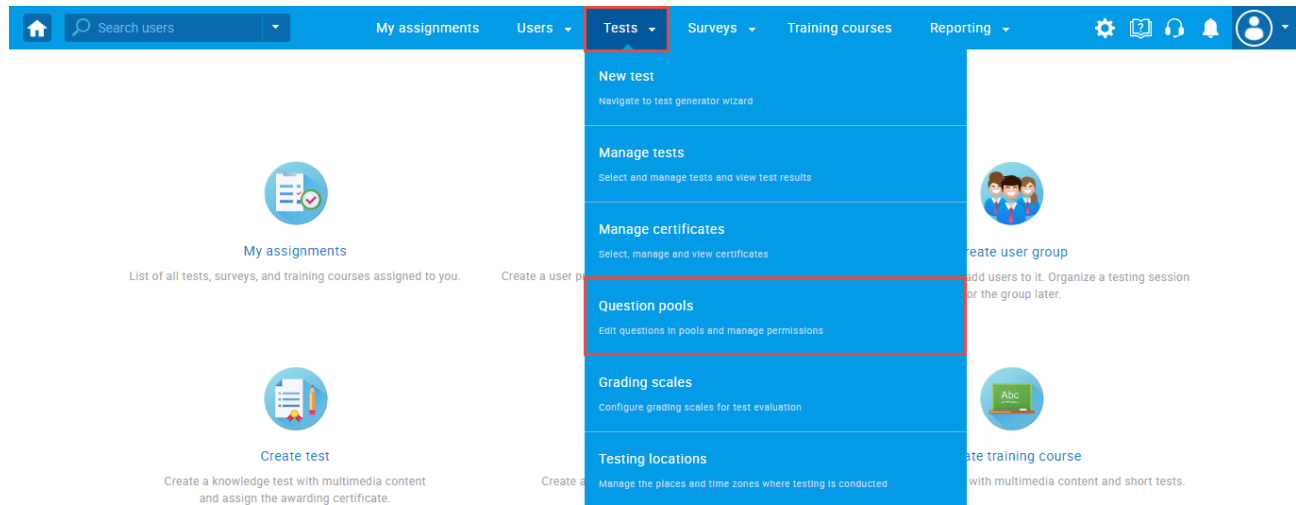
3

[Sign In](#)

Note: To create question pools, you need to log in with an account with the appropriate permissions. For more information, please watch the [video](#).

2.2 Accessing question pools page

To access the “**Question pools**” page, navigate to “**Tests**” in the main menu, and choose “**Question pools**”.

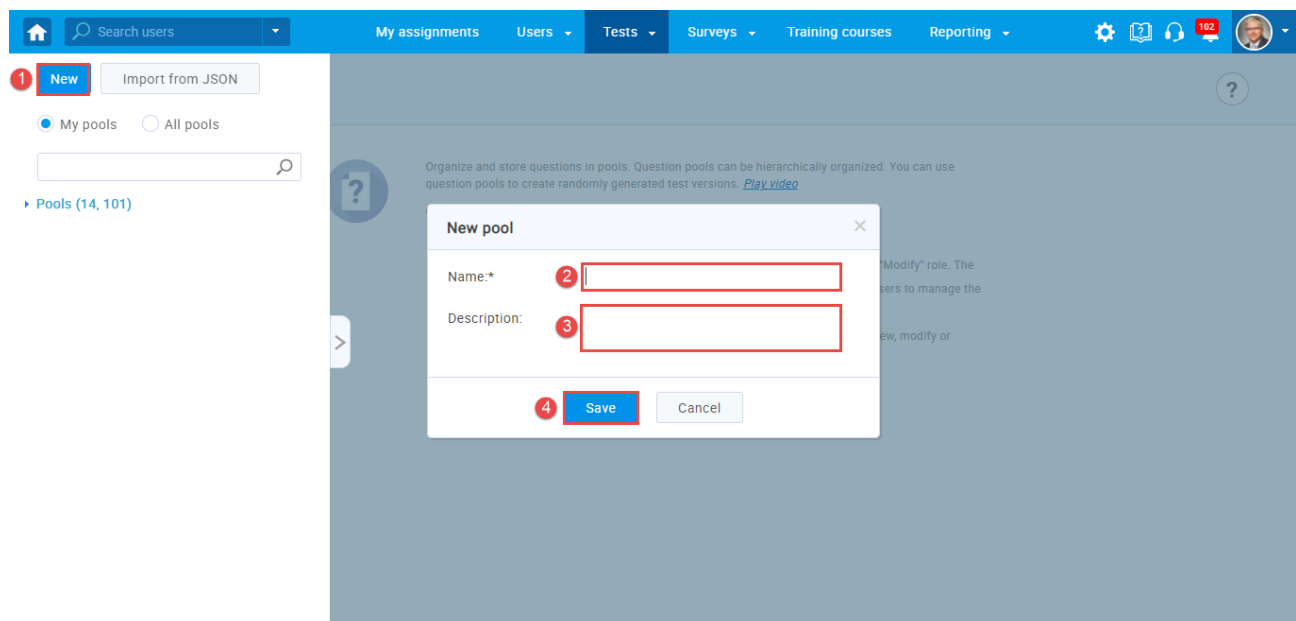


2.3 Process of creation of the question pools

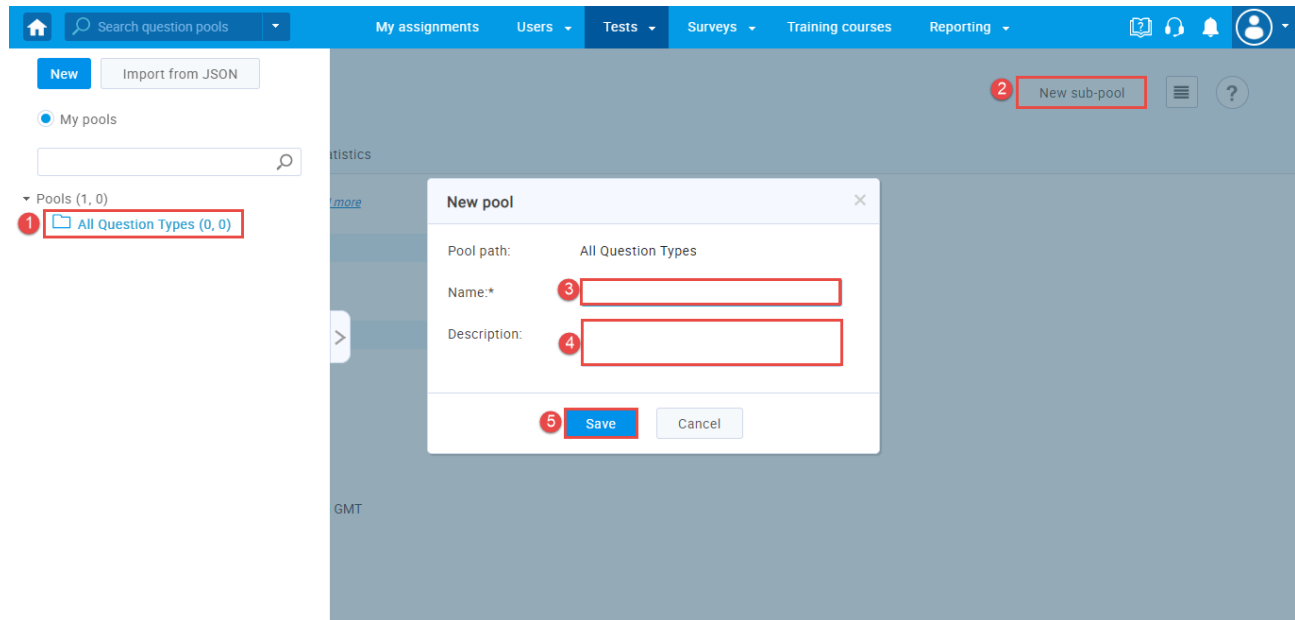
You can organize Questions pools hierarchically. Each pool can have as many sub-pools as necessary, and sub-pools also can have their sub-pools, which allows you to simulate any structure you require.

Process of creation pools and mentioned hierarchically structure can be found below:

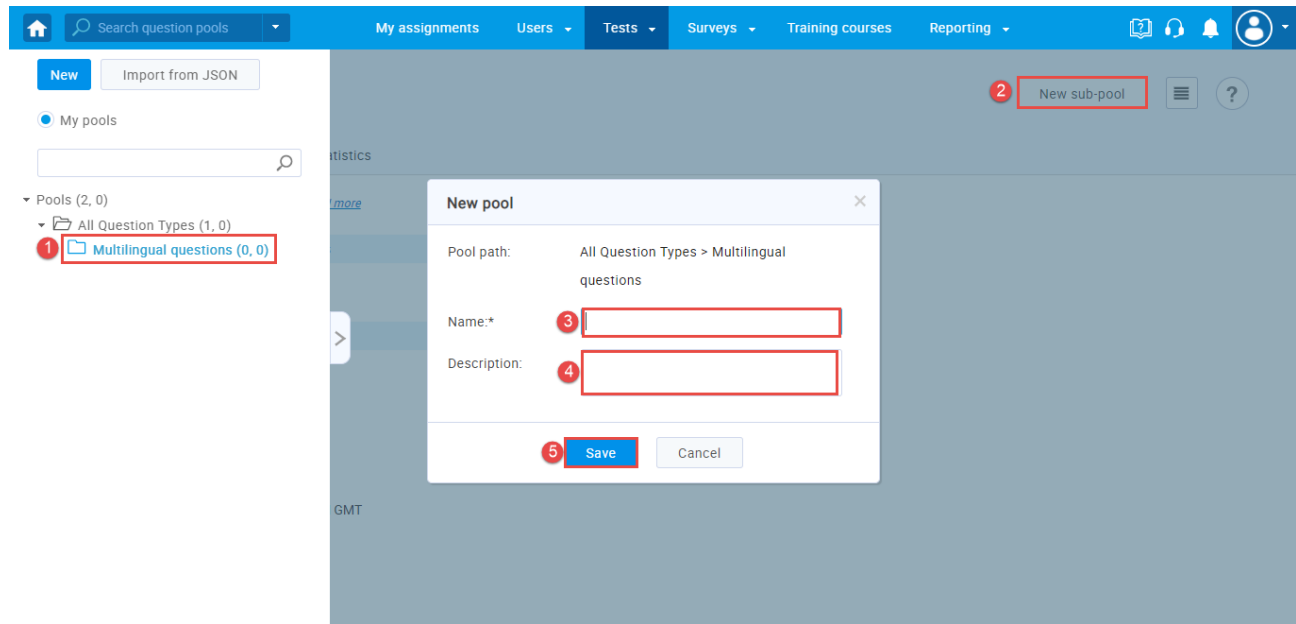
1. To create a parent question pool:
 - 1.1. Click the **"New"** button
 - 1.2. Enter the Name of the parent pool
 - 1.3. Enter the Description of the parent pool
 - 1.4. Click on the **"Save"** button



2. To create a sub-pool:
 - 2.1. Click on the name of the created parent pool
 - 2.2. Click on the "**New sub-pool**" button
 - 2.3. Enter the Name of the sub-pool
 - 2.4. Enter a Description of the sub-pool
 - 2.5. Click on the "**Save**" button

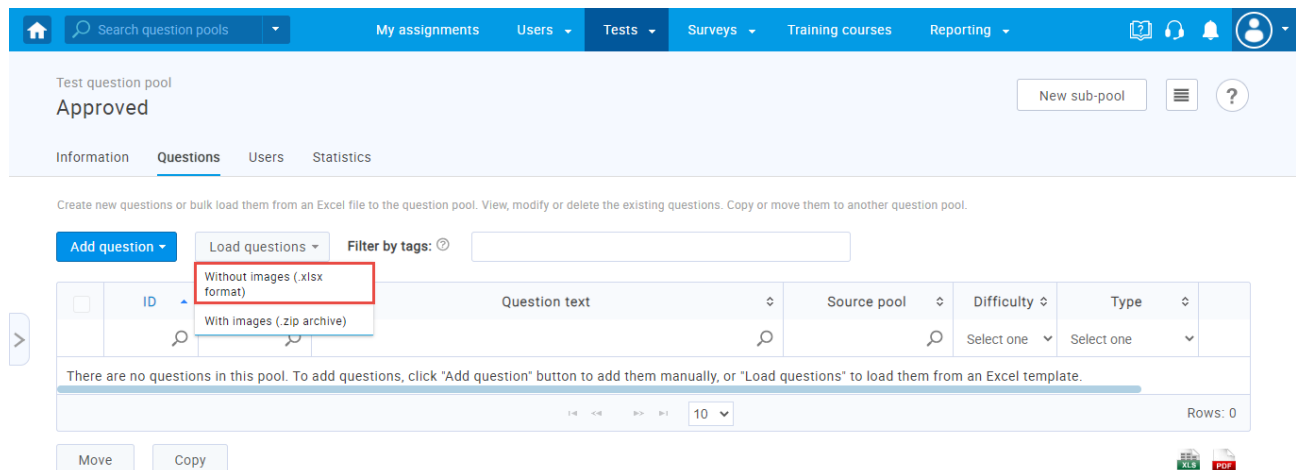


3. To create a sub-pool from the before created sub-pool:
 - 3.1. Click on the name of the created sub-pool
 - 3.2. Click on the "**New sub-pool**" button
 - 3.3. Enter the Name of the sub-pool
 - 3.4. Enter a Description of the sub-pool
 - 3.5. Click on the "**Save**" button



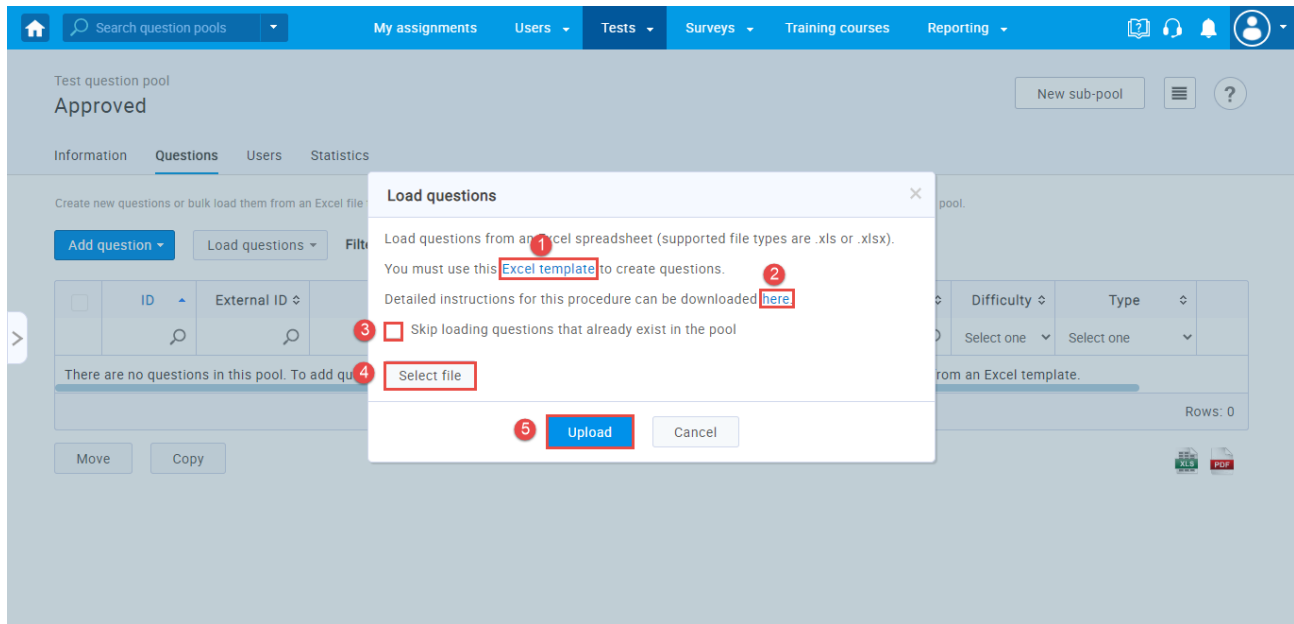
2.4 Process of importing questions through the Excel template

To import questions without images, you should upload an Excel file:
Click the **"Load questions"** button, and select the option **"Without images"**.

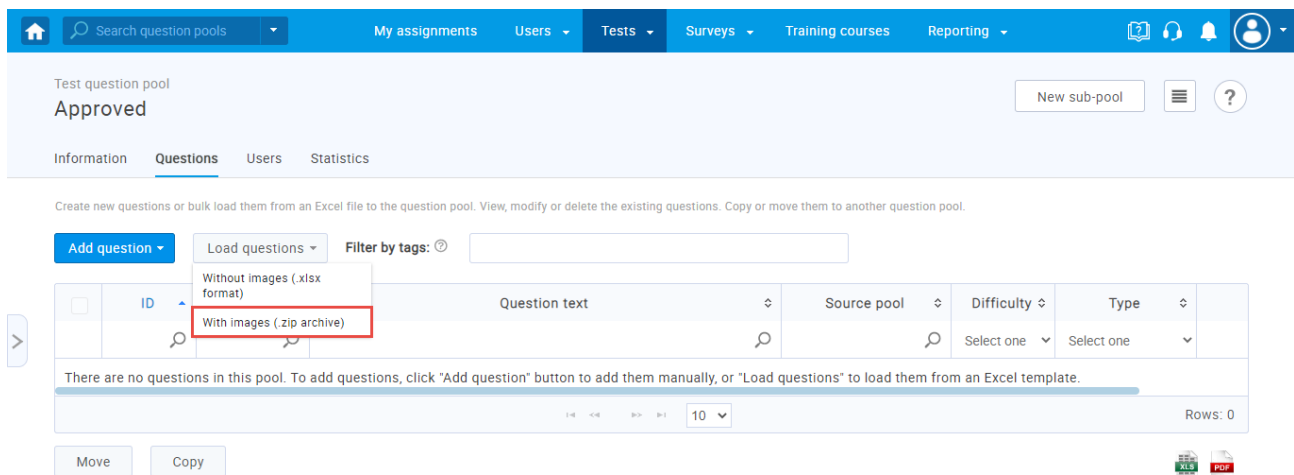


The pop-up window **"Load questions"** will appear, after which you need to follow the steps below:

1. Click the **"Excel template"** link to download an Excel file you should fill in.
2. Download detailed instructions on how to fill in the template.
3. Check the box if you want to skip loading questions that already exist in the pool.
4. Choose an Excel file with question data by clicking the **"Select File"** button.
5. Click the **"Upload"** button to load questions into the system.

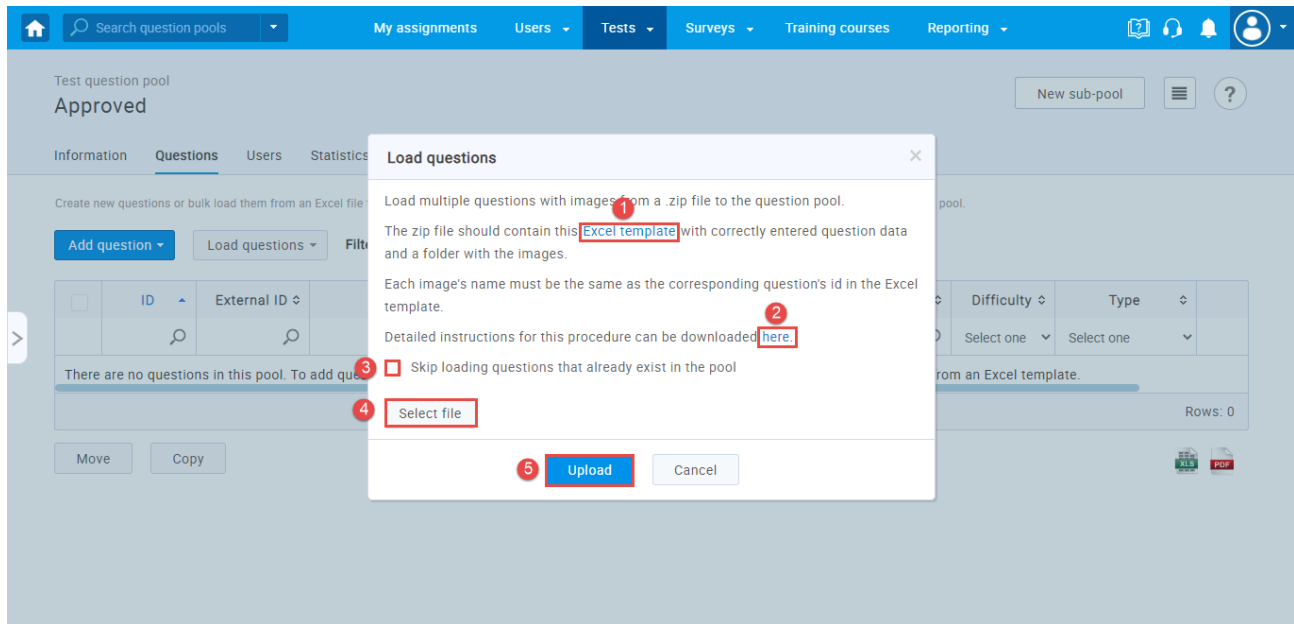


To load questions with images, you should upload a .zip file:
Click the “Load questions” button, and select the option “With images”.



The pop-up window "Load questions" will appear, after which you need to follow the steps below:

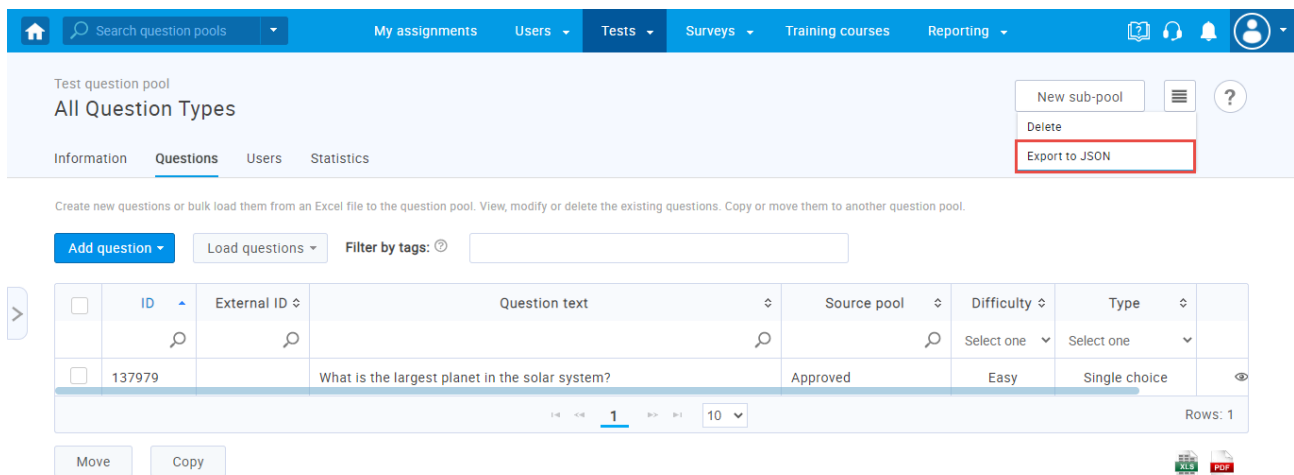
1. Click the “Excel template” link to download an Excel file you should fill in.
2. Download detailed instructions on how to fill in the template.
3. Check the box if you want to skip loading questions that already exist in the pool.
4. Choose a .zip file containing the Excel file with questions data and folder with images by clicking the “Select File” button.
5. **Note:** The name of each image should be the same as the Question’s ID in the Excel template.
6. Click the “Upload” button to load questions into the system.



Note: Hierarchically above pools will always contain questions that are in hierarchically lower pools.

2.5 Process of the exporting question pool

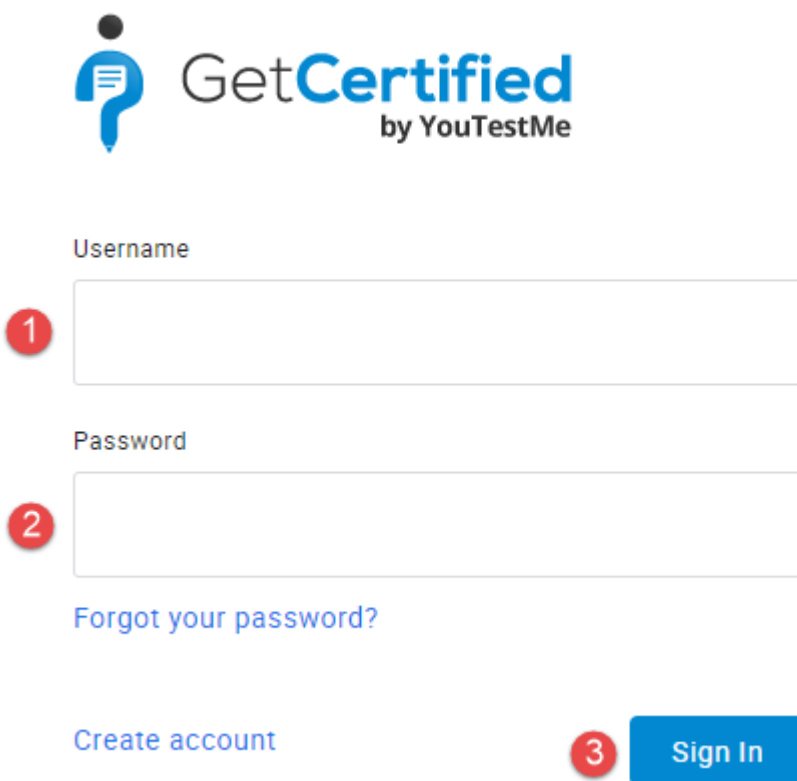
To export the question pool, it is necessary to access the pool you want to export. In the **"Questions"** tab, and in the upper right corner from the drop-down menu, select the option **"Export to JSON"**.



2.6 How to access the sandbox instance

To access the sandbox instance, please go to <https://demo13.youtestme.com> and enter:

1. Username.
2. Password. (Once you receive the credentials, please make sure that you do not copy the blank space along with the password as you will not be able to log in.)
3. Click the “Sign in” button to enter the platform.

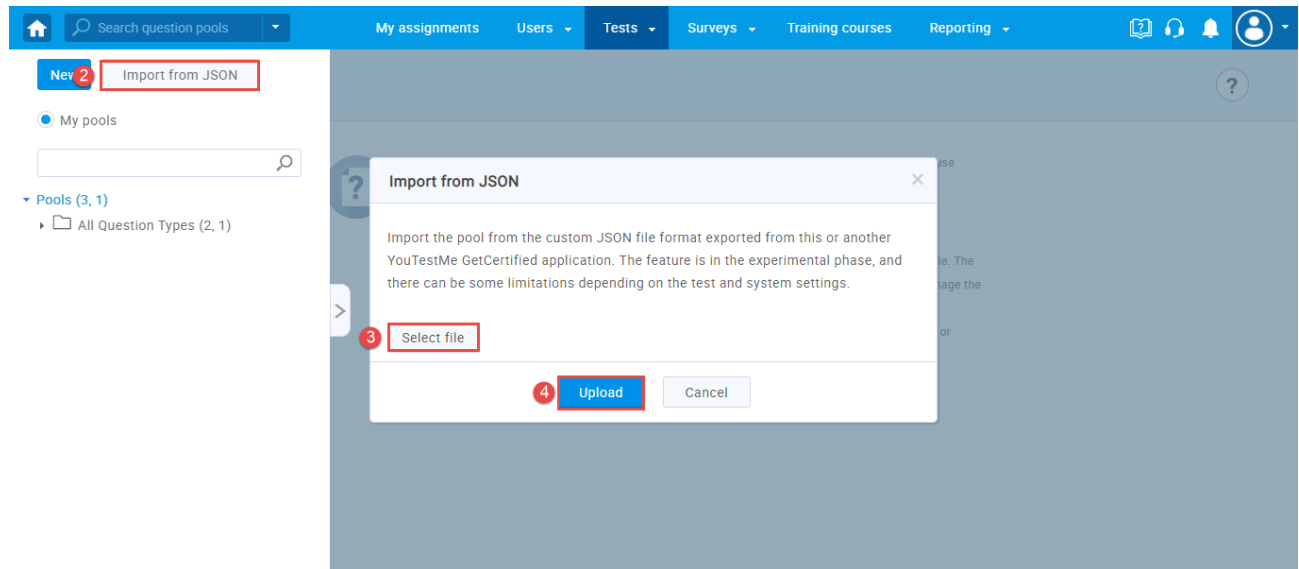


The image shows the login interface for 'GetCertified by YouTestMe'. At the top is the logo, which consists of a blue stylized 'P' icon and the text 'GetCertified by YouTestMe'. Below the logo are two input fields. The first field is labeled 'Username' and has a red circle with the number '1' to its left. The second field is labeled 'Password' and has a red circle with the number '2' to its left. Below the password field is a blue link that says 'Forgot your password?'. At the bottom of the form are two buttons: a blue text link 'Create account' and a blue button with the text 'Sign In'. A red circle with the number '3' is positioned to the left of the 'Sign In' button.

2.7 Process of importing the previously exported question pool

To import the previously exported question pool, please follow the next steps:

1. Access to the question pool page (this step is already explained in the chapter "[Accessing question pools page](#)").
2. Click on the "Import from JSON" button.
3. Choose a JSON file with question pool data by clicking the “Select File” button.
4. Click the “Upload” button to load the question pool into the system.



After you follow the "Creating, Importing and Exporting Pools Guide" document, you will be able to test all functionality of question pools in the sandbox environment.