



YouTestMe

How to configure message templates

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1 Introduction

This document explains how to configure message templates through the system settings.

To achieve the desired scenario, you should create the following templates:

1. Public testing session - session instructions
 - 1.1. French version
 - 1.2. English version
2. Private testing session - session instructions
 - 2.1. French version
 - 2.2. English version

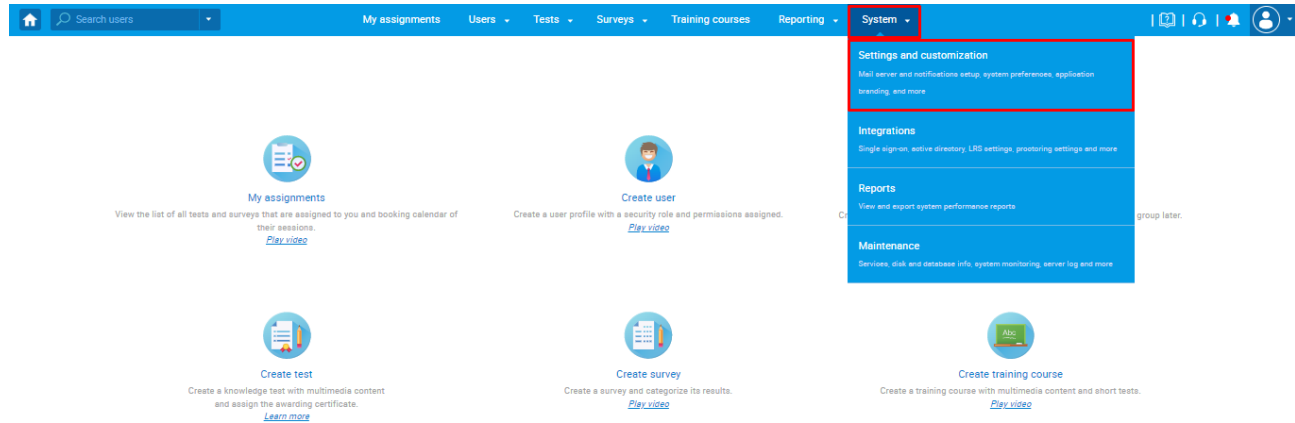
The purpose of message templates is to use them when creating a testing session. Depending on whether the session is individual private, or public and common and language in both cases, you should use the corresponding message template. Data from the set message will be passed to the students within email notifications they will receive (when IFSE CSR book them in the session, remainder, etc.).

For the students to receive this information, the `sessionInstructions` variable should be used when configuring email notifications. More information can be found in the article explaining the email notifications' configuration.

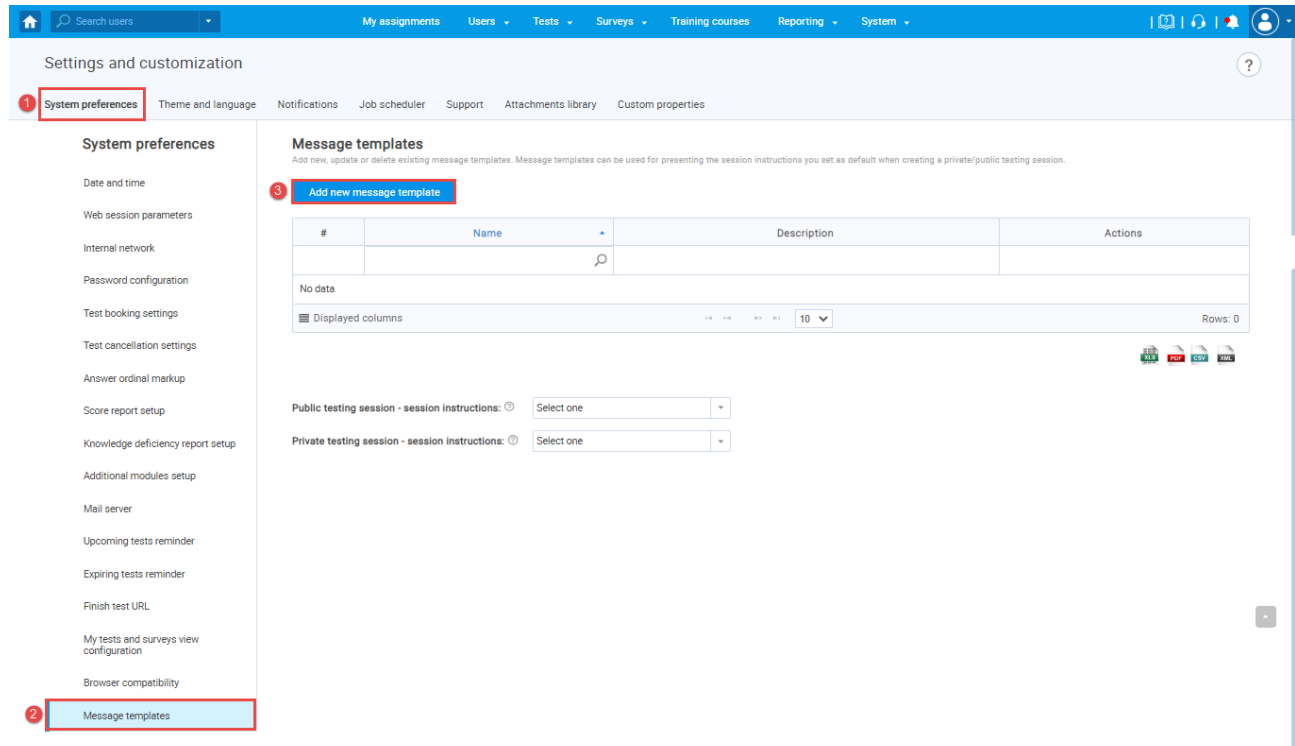
2 Creating message templates

To create a message templates, hover over the **"System"** tab in the main menu and select **"Settings and customization"**.

Note: Only administrator role has permission to access the **"System"** module.



Enter the side-tab **"Message templates"** from the **"System preferences"** and click on the **"Add new message templates"** button.



3. Select the "English" language and enter the desired message.

Note: This message should contain only information that differs from information non-college students should receive. The common part should remain part of the notification.

For example:

<p>EXAM SESSION RULES</p> <p>We take steps to ensure that every testing experience is a good one, but we still stop your exam if the rules aren't followed.</p> <ul style="list-style-type: none">• You must stay within your webcam view• You should be the only person in front of your camera• You cannot get up and walk around• No one can enter your testing environment• You cannot leave your testing environment• Washroom breaks are not permitted. If you have a medical condition that requires special accommodations, please contact IFSE Institute for approval 30 days BEFORE your exam appointment. IFSE will notify you when your special accommodations have been approved.• You cannot move your webcam once your testing session has started• Mumbling or speaking out loud is not permitted• You may not use other tabs	<p>← Common information for both college and non-college students</p>
<p>SCHEDULING AND RESCHEDULING</p> <p>Before scheduling your exam, you will be required to do the Equipment Validation Check to ensure your equipment and internet connection are satisfactory for you to be able to take the test.</p> <p>Exam bookings can be made up until 1 hour before the scheduled exam start time. If you are unable to attend the exam, you can reschedule without penalty up to 2 business days (48 hours minimum) before the exam date.</p> <p>TECHNICAL ISSUES ON EXAM DAY</p> <p>IFSE Institute is not responsible for any technical issues you experience on your end including having a disruption in internet service. If you experience technical issues on exam day, immediately contact Exam Session Technical Support (888) 551-3571 for assistance. In the event you are unable to proceed with your exam contact IFSE to help reschedule your exam.</p> <p>Please do not reply to this email.</p> <p>If you have any questions please contact our Customer Service Department at ifse@ifse.ca or 1-888-865-2437</p> <p>Thank you for using the IFSE Institute.</p>	<p>← Information that only non-college students should receive</p>
<p>Assigning to the testing session</p> <p>You are not allowed to cancel or reschedule the testing sessions you are assigned to.</p>	<p>← Information that only college students should receive</p>

Guided by the example above, we will only enter the common part in the "Message text" field:

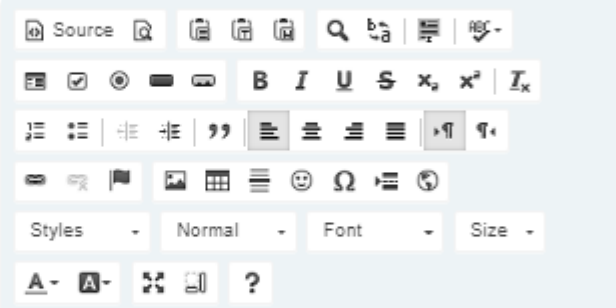
Update message template ✕

Name:*

Description:

Language:*

Message text:



Assigning to the testing session

You are not allowed to cancel or reschedule the testing sessions you are assigned to.

body p

Save text

Save Cancel

Click on the "Save text" button, and the English version will be saved.

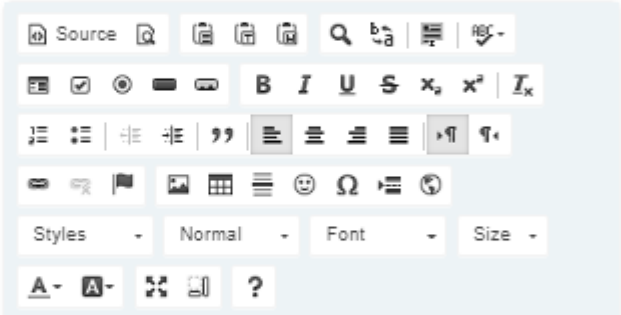
Update message template ✕

Name:*

Description:

Language:*

Message text:



Assigning to the testing session

You are not allowed to cancel or reschedule the testing sessions you are assigned to.

body p

Save text

Save Cancel


4. Select the "French" language on the same window and enter the same message in French.








Update message template ✕












Name:*










Description:










Language:* 🔔

Message text: 






Source       


Styles - Normal - Font - Size -

Affectation à la session de test

Vous n'êtes pas autorisé à annuler ou à reprogrammer les sessions de test auxquelles vous êtes affecté

body p strong



Save text

Save

Cancel

6. Click on the "Save" button, and the message template will be saved in both languages and ready to use when creating a testing session.









Update message template ✕






Name:*













Description:













Language:* ?

Message text:




Source        

     **B** *I* U ~~S~~ x_2 x^2 I_x

Styles Font Size

A- **A+**   

Affectation à la session de test

Vous n'êtes pas autorisé à annuler ou à reprogrammer les sessions de test auxquelles vous êtes affecté

body p strong

Save text

Save

2.2 Adding the "Public testing session - session instructions" template

The "Public testing session - session instructions" template will be used for common public testing sessions. Each time when creating an common public testing session, you will use this template in French or English version.

The "Add new message template" pop-up will appear where you need to configure the message template. To do that, follow the next steps:

1. Enter the name of the message template you are creating.
2. Optionally add its description.








Update message template ✕






Name:* 1















Description: 2















Language:* ?

Message text:















Source       

     **B** *I* U ~~S~~ x_n x^2 I_x


             

Styles - Normal - Font - Size -

body p strong



Save text

Save Cancel

3. Select the "English" language and enter the desired message.

Note: This message should contain only information that differs from information non-college students should receive. The common part should remain part of the notification.

For example:

<p>EXAM SESSION RULES</p> <p>We take steps to ensure that every testing experience is a good one, but we still stop your exam if the rules aren't followed.</p> <ul style="list-style-type: none">• You must stay within your webcam view• You should be the only person in front of your camera• You cannot get up and walk around• No one can enter your testing environment• You cannot leave your testing environment• Washroom breaks are not permitted. If you have a medical condition that requires special accommodations, please contact IFSE Institute for approval 30 days BEFORE your exam appointment. IFSE will notify you when your special accommodations have been approved.• You cannot move your webcam once your testing session has started• Mumbling or speaking out loud is not permitted• You may not use other tabs	<p>← Common information for both college and non-college students</p>
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<p>Assigning to the testing session</p> <p>You are not allowed to cancel or reschedule the testing sessions you are assigned to.</p>	<p>← Information that only college students should receive</p>

Guided by the example above, we will only enter the part that refers to **non-college** students in the "Message text" field:

Update message template ✕

Name:*

Description:

Language:*

Message text:

Source

B *I* U ~~S~~ x_2 x^2 I_x

Styles - Normal - Font - Size -

|SCHEDULING AND RESCHEDULING

Before scheduling your exam, you will be required to do the [Equipment Validation Check](#) to ensure your equipment

body p strong

Save text

Save

Click on the "Save text" button, and the English version will be saved.

Update message template ✕

Name:*

Description:

Language:*

Message text:

Source

B *I* U ~~S~~ ^{x₂} _{x₂} *I_x*

Styles - Normal - Font - Size -

SCHEDULING AND RESCHEDULING

Before scheduling your exam, you will be required to do the [Equipment Validation Check](#) to ensure your equipment

body p strong

Save text

Save

Cancel

- Click on the "Save" button, and the message template will be saved in both languages and ready to use when creating a testing session.
















Update message template ✕












Name:*






















Description:

Language:*






Message text:

Source               

Styles - Normal - Font - Size -

PLANIFICATION ET REPLANIFICATION

Avant de planifier votre examen, vous devrez effectuer la [Vérification de Validation de l'Équipement](#) pour vous

body p

Save text

Save