2018

# YouTestMe GetCertified

User Manual 5.2.0

YouTestMe GetCertified Online Examination, Training and Survey Software

**ຸດ** youtestme

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# **1** Signing in/Registration

The first page you will see when you start Get Certified is the Login/Registration page. On this page, you can create your account or sign in if you already have an account.

You need to enter your username and password to sign in. Once you enter your credentials, click on the 'Sign in' button and you will be redirected to your personal profile page.

Ge	et <b>Certified</b>
Usernam	e:
Password	d:
	SIGN IN
	Forgot password?
	REGISTER

Figure 1 Login Form

If you don't have an account, click on the 'Register' button and enter:

- 1. Email
- 2. Username
- 3. First name
- 4. Last name
- 5. Date of birth
- 6. Security code

Once you click the 'Sign up' button, your registration request will be sent for approval by the system administrator. Once the administrator approves your registration request, you will receive an email

Email						
Username						
First name						
Last name						
Date of birth						
	Select	Ŧ				
RF33E	Type in the security co	ode				
	SIGN UP					
	Forgot password?					
	rorgot password:					
	LOGIN					

Figure 2 Registration Form

notification.

In case you've forgotten the password of your account, you can click on the 'Forgot password' link. A new pop-up will open asking you to enter your email address, and new system generated password will be sent

Get <b>Certified</b>	Get <b>Certified</b>
Username	Password retrieval X
Password	Username: 2
SIGN IN	
Forgot password?	3 Submit Cancel
REGISTER	REGISTER

Figure 3 Forgot password

to your email address.

**NOTICE!** For best user experience, we recommend users to use the latest version of Google Chrome browser with default Zoom level.

# 2 Quick Actions

Once you sign in, a quick actions panel will be displayed. Quick actions panel can also be accessed from any part of the application by clicking on a flag in the top left corner. You can find shortcuts to common actions on the Quick actions panel, such as:

- 1. Add new users to the system Create users by inserting their details. Email with credentials will be sent.
- 2. **Configure permissions** Each user has a role with a customizable set of permissions
- 3. Organize users Create multi-leveled groups for a better user and test/survey organization
- 4. **Create tests with certificates** Create tests manually or by using the test generator and attach a certificate
- 5. Create trainings Create trainings through steps and enrich them with different multimedia files
- 6. **Create surveys** Create a survey and categorize its results automatically by using profiling option
- 7. Create profiling Define appropriate profiling labels in order to categorize results for your surveys
- 8. Create PDF certificates Add new certificates by inserting your company logo and branding
- 9. See reports Generate different custom reports and analyze their data



logo and branding

#### Quick actions Create user Create security role Create user group Create user and assign him/her Create security role and configure its Create a user group and add users to it security roles permissions Create test Create survey Create training course Create knowledge test with multimedia Create a survey and categorize its results Create training course with multimedia automatically using profiling option content and assign the awarding certificate content Create test certificate Create survey profiling Reports Create test certificate with your company Define profiling labels to categorize results Browse existing or create new reports

for your surveys

Figure 4 Quick Actions

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### **3** Personal Profile

To access your personal profile, click on your name in the top right corner of the application.

 Image: Control lusers
 Users
 Tests
 Surveys
 Trainings
 Reports
 System
 Andrew (b)

 Figure 5
 Access to Personal Profile

#### 3.1 Personal Information

You will see your Certificates on the left sidebar and a panel with your personal information once you access your profile page. As an administrator, you can change any of your personal information and create/modify/delete other users.

n	D Sean	h users 🔹
_	<b>A</b>	△ (0)
Your	certifica	les
ė		Velcome to GetCer ertified: Feb-4-2018 Percent scored: 43.75%
		Export to PDF
	,	Jarketing Manage
C.	5	ertified: May-16-2018 Percent scored: 62.5%
		Export to PDF

Figure 6 Personal Profile



On the Personal profile panel, you can also:

- 1. Change password
- 2. Enable all hints if they are disabled
- 3. Disable all hints if they are enabled
- 4. Suspend your account
- 5. Lock your account
- 6. Delete your account
- 7. See help

ATTENTION: if you are the only administrator in the application, by choosing 'Suspend', 'Lock' or 'Delete', no one will be able to administer the application. In this case, contact YouTestMe Support.

Users - Tests	s <del>-</del> Survey	rs + Training co	ourses Reports <del>-</del>	System 👻		
Andrew Ivarstead						Options - 💿
						Change password
Information My tests	My surveys	My training co	ourses My groups	My pools	Subscript	Disable all hints
Profile picture		Application crede	entials			Suspend
		Username:	admin			Lock
		20.00				Delete
Service State		Email:	andrew.ivarstead@yout	estme.com		Help
		First name:	Andrew			
		Last name:	Ivarstead			
Upload Remove		Role:	Administrator			
Profile attachments		User status:	Active			
No attachments added.		Personal informa	tion			
in or in in		Date of birth:	Jul-18-2017			
New attachment						

Figure 7 Personal Profile Options

#### 3.2 My Tests

Panel 'My tests' shows you the list of tests assigned to you. By clicking on the select drop-down list next to 'Table displays', you can choose a table to display active tests, scheduled tests or finished tests.

Andrew Ivarstead       Options • •         Information       My tests       My surveys       My training courses       My groups       My pools       Subscriptions       Theme         View the list of tests you can start now, those who will be available in the future, and the ones you already attempted.       Got it       Disable all hints         View the list of:       Tests currently available for taking       •         Test name       Certificate       Available period       Result valid until       Pass mark <         Search       Ø       Search       Ø       Search       Ø         Marketing       Welcome to GetCertified       Jul-1-2018 12:00 AM to       Indefinitely       1%	Andrew Ivarstead       Options • •         Information       My tests       My surveys       My training courses       My groups       My pools       Subscriptions       Theme         View the list of tests you can start now, those who will be available in the future, and the ones you already attempted.       Cot It!       Disable all hims         View the list of:       Tests currently available for taking       •         Test name       Certificate       Available period       Result valid until       Pass mark          Search       Ø       Search       Ø       Search       Ø         Marketing       Welcome to GetCertified       Juli-1-2018 12:00 AM to Juli-31-2018 3:05 PM       Indefinitely       1%		u	Jsers 👻	Tests	- Surveys -	Trair	ning courses Reports	- System -		
Information       My tests       My surveys       My training courses       My groups       My pools       Subscriptions       Theme         View the list of tests you can start now, those who will be available in the future, and the ones you already attempted.       Got it!       Disable all hints         View the list of tests you can start now, those who will be available in the future, and the ones you already attempted.       Got it!       Disable all hints         View the list of:       rests currently available for taking <ul> <li>Test name</li> <li>Certificate</li> <li>Available period</li> <li>Result valid until</li> <li>Pass mark</li> <li>Search</li> <li>Search</li> <li>Search</li> <li>Marketing</li> <li>Welcome to GetCertified</li> <li>Jul-1-2018 12:00 AM to</li> <li>Indefinitely</li> <li>T%</li> </ul>	Information       My tests       My surveys       My training courses       My groups       My pools       Subscriptions       Theme         View the list of tests you can start now, those who will be available in the future, and the ones you already attempted.       Got n!       Disable all hints         View the list of:       Tests currently available for taking       •         Test name       Certificate       Available period       Result valid until       Pass mark       •         Search       Ø       Search       Ø       Search       Ø       Search       Ø         Marketing       Welcome to GetCertified       Jul-1-2018 12:00 AM to Jul-31-2018 3:05 PM       Indefinitely       1%       1%	And	lrew Ivai	rstead						Options -	0
View the list of tests you can start now, those who will be available in the future, and the ones you already attempted.       Disable all hints         View the list of:       Tests currently available for taking	View the list of tests you can start now, those who will be available in the future, and the ones you already attempted.       Oot III       Disable all hims         View the list of:       Tests currently available for taking       •         Test name       Certificate       Available period       Result valid until       Pass mark       •         Search       O       Search       O       Search       O         Marketing       Welcome to GetCertifiedt       Juli-1-2018 12:00 AM to Juli-31-2018 3:05 PM       Indefinitely       1%	Infor	mation	My tests	;	My surveys M	y trair	ning courses My group	s My pools Sul	bscriptions Ther	me
View the list of:       Tests currently available for taking         Test name       Certificate       Available period       Result valid until       Pass mark       Pass mark	Tests currently available for taking         Tests name       Certificate       Available period       Result valid until       Pass mark       Pass mark <td>View alread</td> <td>he list of tes ly attempted</td> <td>sts you can J.</td> <td>start ne</td> <td>ow, those who will be a</td> <td>availal</td> <td>ble in the future, and the one:</td> <td>s you Got it!</td> <td>Disable all hints</td> <td></td>	View alread	he list of tes ly attempted	sts you can J.	start ne	ow, those who will be a	availal	ble in the future, and the one:	s you Got it!	Disable all hints	
Test name       Certificate       Available period       Result valid until       Pass mark         Search       Searc	Test name       Certificate       Available period       Result valid until       Pass mark       <	View	the list of:	Tests cu	ırrently	available for taking					Ŧ
Search     O     Search     O     Search     O       Marketing     Welcome to GetCertifiedt     Jul-1-2018 12:00 AM to Jul-31-2018 3:05 PM     Indefinitely     1%	Search       O       Search       O       Search       O         Marketing       Welcome to GetCertified!       Jul-1-2018 12:00 AM to Jul-31-2018 3:05 PM       Indefinitely       1%		Te	est name	\$	Certificate	٥	Available period 🗘	Result valid until	Pass mark	٥
Marketing Welcome to GetCertified Jul-1-2018 12:00 AM to Jul-31-2018 3:05 PM Indefinitely 1%	Marketing Welcome to GetCertified! Jul-1-2018 12:00 AM to Jul-31-2018 3:05 PM Indefinitely 1%		Search		Q	Search	Q			Search ,	Q
		0	Marketin	g		Welcome to GetCertif	fied!	Jul-1-2018 12:00 AM to Jul-31-2018 3:05 PM	Indefinitely	1%	
						14	~1	1 i> ii 10 v		Rows: 1	
и на <u>1</u> на на 10 т Rows: 1	и « <u>1</u> »» н <u>10</u> • Rows: 1									Export as Excel	

Figure 8 My Tests



# 3.3 My Surveys

Panel 'My surveys' shows you the list of surveys assigned to you. By clicking on the select drop-down list next to 'Table displays', you can choose a table to display active surveys, scheduled surveys or finished surveys.

		U	sers 🕶 T	'ests 👻	Surveys		ning courses	Reports 👻	System 👻			
And	dre	w Ivar	stead								Opti	ons 🔻 ⊘
Infor	rmat	ion	My tests	M	y surveys	My train	ing courses	My groups	My pools	Subs	criptions	Theme
View	the	e list of:	Surveys cu	urrently a	vailable for	aking						*
			Su	irvey nar	ne	\$		Available p	eriod	٥	Profilin	ig name ≎
		Search				Q					Search	Q
0	) (	Career pa	ith				Apr-30-2018	6:00 PM to Jul-31	-2018 3:09 PM			
						(4 <4	1	10 🔻				Rows: 1
											Export	as Excel

Figure 9 My Surveys

# 3.4 My Training Courses

Panel 'My trainings' shows you the list of trainings assigned to you with the progress of each step and test attached to those trainings.

L. L	Users 🕶 Tests 👻 Surveys	<ul> <li>Training courses</li> </ul>	Reports 👻	System 👻			1	Andrew
Andrew Iva	irstead				Optie	ons 🔹 🎯		
Information	My tests My surveys	My training courses	My groups	My pools S	ubscriptions	Theme		
View the collection	on of your training courses and the p	progress you've made in e	ach one individually	Got it!		all hints		
Fondamenta	ux de la communication		Digital Marketing					
Steps (0/1)	0%		Steps (0/4)	0%				
Tests (0/0)	0%		Tests (0/1)	0%	í.			

Figure 10 My Training Courses



# 3.5 My Groups

'My groups' panel shows you the list of groups you are assigned to as a user or as a manager. Being an administrator, you are able to assign yourself a different role within the group you are a member of. You can do this by clicking on 'Assign as' button and change your role.

Andrew Ivarstead       Options * O         Information       My tests       My surveys       My training courses       My groups       My pools       Subscriptions       Theme         View the list of groups you are a member of and your group role in every one of them.       Got it!       Disable all hints         Table displays:       Tree of active groups where user is a member       *         Name       Role         IT       Manager         Manager       Manager         Manager       Manager	Andrew Ivarstead Options • •     Information My tests My surveys   My training courses My groups   View the list of groups you are a member of and your group role in every one of them. Got itt   Table displays: Tree of active groups where user is a member   Table displays: Tree of active groups where user is a member   Mamager Manager   Manager Manager   Manager Manager	u	Jsers 🛨 Tests 🛨	Surveys 👻 Training courses	s Reports <del>-</del>	System 👻	
Information     My tests     My surveys     My training courses     My groups     My pools     Subscriptions     Theme       View the list of groups you are a member of and your group role in every one of them.     Got it!     Disable all hints       Table displays:     Tree of active groups where user is a member     +       Mame     Role       IT     Manager       Management     Manager       Assign as -     Remove	Information My tests My surveys My training courses My groups My pools Subscriptions Theme   View the list of groups you are a member of and your group role in every one of them. Got itt Disable all hints   Table displays:   Tree of active groups where user is a member   Name   Role   IT   Manager   Manager   Manager   Assign as - Remove	Andrew Iva	rstead				Options 🔻 ⊘
View the list of groups you are a member of and your group role in every one of them.     Got it!     Disable all hints       Table displays:     Tree of active groups where user is a member     +       Name     Role       IT     Manager       Manager     Manager       Manager     Manager       Assign as -     Remove	View the list of groups you are a member of and your group role in every one of them.     Got it!     Disable all hints       Table displays:     Tree of active groups where user is a member     •       Name     Role       IT     Manager       Management     Manager       Assign as •     Remove	Information	My tests My s	urveys My training courses	My groups	My pools Sub:	scriptions Theme
Table displays:     Tree of active groups where user is a member         Name     Role       IT     Manager       Management     Manager       Assign as -     Remove	Table displays:     Tree of active groups where user is a member         Name     Role       IT     Manager       Management     Manager       Assign as -     Remove	View the list of gro	oups you are a member o	f and your group role in every one	of them.		
Name     Role       IT     Manager       Management     Manager       Assign as •     Remove	Name     Role       IT     Manager       Management     Manager       Assign as -     Remove	Table displays:	Tree of active groups	where user is a member			*
IT Manager Management Manager Assign as - Remove	IT Manager Management Manager Assign as • Remove			Name			Role
Assign as - Remove	Assign as → Remove	IT Management					Manager Manager
				Assign as +	Remove		

Figure 11 My Groups



### 3.6 My Pools

'My pools' panel is a place where you can see the list of pools you have created or you have been assigned to. As an administrator, you can choose to have a Modify or a Read-only role for a certain question pool. If you have Modify role, you are able to edit question pools, and you cannot do it with a Read-only role.

Andrew Ivar	stead					Opt	ions 🔻 🕜
Information	My tests	My surveys	My training courses	My groups	My pools	Subscriptions	Theme
View the list of poo	ls you are a me	mber of and your p	ool role in every one of th	em.		it! Disable	all hints
Table displays:	Tree of quest	ion pools where us	er is member				-
			Name				Role
All question types						N	lodify
All questions type	s 1					Ν	lodify
All types of quest	ions (FR)					N	lodify
• Australian Citizen	ship					N	lodify
Banking						N	lodify
Digital Marketing						N	lodify
General Knowledg	e					N	lodify
Healthcare						N	lodify
+ IT						N	lodify
Management						N	lodify
Survey Questions						Ν	lodify
			Set pool role to 👻	Remove			
		ľ	Read-only Modify				

Figure 12 My Pools



### 3.7 Subscribers

Manage the persons who will receive email notifications of your activities within the application (tests assigned to you, your test results, etc.).

	Users 👻 Tests 👻	Surveys		orts 👻 System 👻	Andrev	
And	drew Ivarstead				Options •	
Inform	rmation My tests M	ly surveys	My training courses My	groups My pools Subscription	s Theme	
View t Modif	the list of email addresses added fy it, if necessary.	to receive no	tifications of user's test and surve	attempts. Got it! Disa	able all hints	
Table	e displays: All subscribers					
	Group name	٥	Description	Subscribe list		
		Q				
	HR Management	HF	R Managers who will receive the sults of employees' test results.	hr@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com	/	
	Top Management	Li: wł en	st of Top Management members no will receive the results of nployees' test results.	ceo@youtestme.com, managers@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com		
	HR Subscribers	HF	R Department Subscribers	hr@youtestme.com, jane.smith@youtestme.com	<ul> <li>I</li> </ul>	
			14 4 <u>1</u> 8> 91 <u>10 v</u>			
Cre	reate new Remove select	ed		Exp	oort as Excel	

Figure 13 Subscribers



# 3.8 Theme

'Theme' panel feature includes:

- 1. Application rebranding according to your company/organization colors (global or just for you as an administrator)
- 2. Logo change upload your own logo. This change is global, and it will be visible to all users on the application login screen
- 3. Full-size panels

Information	My tests	My surveys	My trainings	My groups	My pools	Subscriptions	Theme
Make changes to application or ch	o the application the application the application the application of t	heme. Change the ion logo.	size of panels, use	custom colors in th	e	Got it! Dia	sable all hints
Theme option	s						
Full size pa	nels						
Make chang	ges global (it will a	affect all users)					
Colors							
Vse custom	n colors in applica	tion					
Background col	or						
Header backgro	ound						
Header items							
Information fon	t C						
Main button							
Confirmation bu	utton						
Table button							
White button							
Notifications							
Hint background	d						
Logo							
Logo change is	global and it will t	be visible for all us	ers on the applicati	on login screen. Yo	u can always swit	ch back to default	logo.
Change logo	Default logo						
GetC	ertifie	d					
			Confirm	Cancel			

#### Figure 14 Theme Panel

# 4 Users – Manage Users

'User profiles' panel is a place where you can see the list of all users, manage registration requests, create new users manually. In the list of all users you can change their status to active, locked, suspended or deleted. In order to access these options, click on the 'Set status to' button and choose one of the mentioned options.

Users 👻	Tests • Surveys • Training courses Reports • System •	Andrew 🦃
Andrew Ivarstead	Options + O	
Information My tests	My surveys My training courses My groups My pools Subscriptions Theme	
Modify the application theme. application logo.	Change the size of panels, use custom colors or change the Got it! Disable all hints	
Theme options		
Full size panels		
Make changes global (it	vill affect all users)	
Colors		
Vse custom colors in ap	alication	
Background color		
Header background		
Header items		
Information font		
Main button		
Confirmation button		
Table button		
White button		
Notifications		
Hint background		
Logo		
Logo change is global and it	will be visible for all users on the application login screen. You can always switch back to default logo.	
Change logo Default lo	ogo	
GetCertif	ied	
	Confirm Concel	

Figure 15 User Profiles



#### 4.1 Create New User

List of all users	Registration requests	Create new user			
nen creating a user nerated passwords	, it is only necessary to ente s will be sent via e-mail to th	er the parameters mark he new user.	ed with an asterisk (*).	Got it!	isable all hints)
Profile pictu	re	Application crede	ntials		
		Username:*			
		Email:*			
		First name:*			
		Last name:*			
-		User status:*	Active		
Upload	Remove	Role:*	Student		
		Groups:			ŧ
		Password			
		Password:*	Generated		
		Password expires:			
		Insert:			
		Retype:			
		Personal information	tion		
		Date of birth:			
		Gender:	Select one		
		Phone number:			
		Address:			
		City:			
		Country:			
		ZIP:			

Figure 9 Create New User

In 'Create new user' panel you can manually add a new user by inputting his/her personal information and setting his/her role.

You can also add new users directly to a group by clicking on the 'Assign to groups' button.

creating a user ated password	, it is only necessary to ent s will be sent via e-mail to 1	er the parameters m the new user.	arked with an asterisk (*).	ot it! Disable all hints
Profile pictu	re	Application cre	dentials	
		Username:*		
		Email:*		
		First name:*		
		Last name:*		
Unload	Pemove	User status:*	Active	
opioda	Kennove	Role:*	Student	
				0

Figure 15 Assign to Groups

#### Assign to groups

Name \$	Description \$	Group path \$
search 🔎	Search ${\cal O}$	Search ,O
IT	Group of people in IT department.	іт
Application Developer	Group of learners studying back-end developing.	IT > Application Developer
Database Administrator	Group of learners studying databases.	IT > Database Administrator
Front-End Developer	Group of learners studying front-end developing.	IT > Front-End Developer
IT Support	Group of learners studying supporting.	IT > IT Support
Web Administrator	Group of learners studying web administration.	IT > Web Administrator
Management	A Group of people in Management department.	Management
Financial Management	Group of learners studying financial management.	Management > Financial Management
нр	Human Resources Department	Management > HR
	· · · · · 10 ▼	Rows: 13

Confirm

Figure 16 Assign to Groups

You can also load multiple users with an Excel template. In order to do this, click on the 'Load users' button, browse an Excel template on your computer and click on the 'Confirm' button.

User profile	s			Load users Help
List of all users	Registration requests	Create new user		
When creating a u Generated passwo	ser, it is only necessary to er rds will be sent via e-mail to	ter the parameters ma the new user.	irked with an asterisk (*).	Got it! Disable all hints
Load use	S		×	
YouTestMe privileges to quickly and an excel file method, it is properly upl the right ma Detailed ins Send er Choose File	application has a feature tha upload user information with efficiently. This procedure is in order to upload it and util possible to upload a signifi- boad files into the application nner. tructions that explain this pro- nail to newly created users No file chosen Confirm	t enables certain user: h the help of YTM pred comprised of importin ize inside the applicat cant number of users i it is necessary to fill i occedure can be downlo	s with corresponding defined excel format ng user information into on later. Using this nto the system. To <b>n the excel template</b> in paded here.	
		Password:*	Generated	<b>*</b>
		Password expires		
		Insert:		
		Retype:		

Figure 17 Load Users

#### 5 Manage Groups

Users in the system can be organized into user groups. Each group can have either one or no parent groups, and an unlimited number of subgroups. Groups can be "Active" or "Inactive". Only the users from "Active" groups may be added as members to tests and pools. If a group is set to "Inactive" then all of its subgroups are set to inactive automatically. Members of a certain group are also members of its parent group. Group members can have one out of the two roles in the group: "User" role or "Manager" role. Having the "Manager" role on a certain group, enables the user to manage all of its sub-groups as well. Users with corresponding privileges can make their own tree organization of groups, while users with higher level privileges can manage any group in the system. Once created, you can assign users to specific groups and manage them. To create a group, click on the 'Create' button in the group's tree.

To create a new group, click on the 'Create' button in the left sidebar of the application. Once clicked, a pop up window will open where you need to type in group name, group description and group status (Active/Inactive).

P Search users	Users • Tests • Surveys • Training courses Reports • System •	
Έ 🗘 (0)		
Jser groups D T Create	User groups	Help
Iser groups (2) TT (0) Management (0)	Select a group from the navigation tree on the left or create a new one. Add new members to the group. Groups can be used for easier test assigning process.	

#### Figure 18 User Groups

↑ Search users	Users - Tests - Surveys - Training courses Reports - System -	Andrew 🛞 🔹
E     Q     (0)       User groups     P     V       Create	User groups	
- User groups (2)	Select a group from the navigation tree on the left or create a new one. Add new members to the group. Groups can be used for easier test assigning process.	
	New group X	
	Parent group: Groups	
	Name.* Description.*	
	Status.*   Active Inactive	
	Save Cancel	

#### Figure 19 Create Group

#### 5.1 Manage Groups – Information

When you create a group, or open an existing one, an information panel will open where you can see information regarding the selected group:

- 1. Group name
- 2. Group path
- 3. Group description
- 4. Status (Active/Inactive)
- 5. Your role (Read-only/Modify)
- 6. Created by
- 7. Time of creation

Inside the group information panel, you are also able to create new sub group by clicking on 'New Subgroup' button.

			Users 👻	Tests 👻	Surveys 👻	Training cou	urses	Reports 🚽	System	-	
E     (0)       User groups     P     T		IT Group of people	in IT departn	nent.						New sub-group	Options *
User groups (2)     IT (0)     Management (0)	oups (2) (0)	Information		Members	s	itatistics					
i Management (0)		Group name:	IT							Group ID:	5000
		Group path:	IT								
		Group descript	tion: Group	of people in IT	department.						
		Status:	Active	2			You	ur role:	Manager	r	
		Created by:	Andre	w Ivarstead			Tin	ne of creation:	Aug-18-2	2017 6:27 AM	
		Updated by:	Andre	w Ivarstead			Up	date time:	Feb-26-2	2018 3:02 PM	

#### Figure 20 Group Information

earch users	Users 👻	Tests + Surveys +	Training courses	Reports 🔹 System 👻	
°E ♦ ♦ (0)					
groups 🔎 🍸 Create	IT Group of people in IT departm	tment.		New sub-g	oup Options -

#### Figure 21 Create Sub-group

#### 5.2 Manage Groups – Members

'Members' panel inside a selected group gives an overview of all group members and allows you to add new members to the group. To add a user to the group, click on the checkbox next to the user(s) you want to assign to the group, click on the 'Assign as' button and choose between user and manager roles.

Appl Group of	ication Developer of learners studying back-end developing.		New sub-gro	up Options 🔻
Informa	ation Members Statistics			
Table of	displays: Members of the selected group			•
	Username \$	User \$	Status \$	Role in group \$
	Search O	Search O	Select v	Select •
	admin	Ivarstead Andrew	Active	Manager
	Knoting1976	Murphy Andrew	Active	User
	Leamaband77	Malloy Curtis	Active	User
	Leareved2	Lewis Daniel	Active	User
	Leas1981	Turner Betty	Active	User
	Lecought	Long Cynthia	Active	User
	Lieniner2	Balcom Ruthie	Active	User
	Lievaight77	Lugo Richard	Active	User
	Lifely	Reyna Jc	Active	User
	Lishat	Epp Nancy	Active	User
	ia <a< td=""><td>1 2 3 4 5 ▶ ▶ 10 ▼</td><td></td><td>Rows: 50</td></a<>	1 2 3 4 5 ▶ ▶ 10 ▼		Rows: 50
Assig	n as  Remove selected			

Figure 22 Group Members

#### 5.3 Manage Groups – Statistics

'Statistics' panel inside a selected group displays the statistical data of members of that group. You can populate the statistics by adding tests ('Add tests' button) and/or by adding users ('Add members' button) that are part of the selected group.



Figure 23 Group Statistics

# 6 Roles and Permissions

'Roles and permissions' is another section under the User management menu. It allows the administrator to create new and manage existing user roles and their permissions. To create a new role, click on the 'New role' button. Once clicked, you will need to input role code and role name. Optionally you can input role description.

Roles and pe	ermissions		New role
Roles and permiss	ions		
Edit an existing sec	curity role or create a new	one with custom permissions.	ot it! Disable all hints
Select role:	Administrator		•
Role code:*	ADM Role nam	ne:* Administrator	
Role description:	A role with all permission	is in the system. Administrator is able to manage everything in the syste	m.
		Derminalana Usar	
		Permissions - User	
🗹 1. Log in		Log in.	
🗹 2. Manage a	role	Create, edit or delete a role.	
✓ 3. Grant role	s to users	Grant roles to other users.	
🖌 4. Manage si	ubscriptions	Manage subscribers. Create, edit or delete subscriptions.	
🗹 5. Manage sy	ystem settings	View and manage system settings page.	
✓ 6. Access the	e 'Profiles' page	Access the 'Profiles' page.	
✓ 7. View a list	of all users	View the list of all users at the 'Profiles' page.	

Figure 24 Roles and Permissions



# 7 Subscribers

In the 'Subscribers' panel you can add people that will receive regular reports for a selected user. To add subscriber(s) click on the 'Create new' button and a new panel will open below the existing one. Input the subscribers list title in that panel, its description and subscribers' email addresses.

Subscriber lists				
Create a set of email any selected user. Ed	addresses that will receive it the existing sets, if neces	notifications after every test and survey a sary.	ttempt of Got it! Disable	all hints
	List name 🗘	Description \$	Subscriber e-mails \$	Actions
Search	Q	Search O	Search O	
HR Manager	ment	HR Managers who will receive the results of employees' test results.	hr@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com	1
HR Subscrib	pers	HR Department Subscribers	hr@youtestme.com, jane.smith@youtestme.com	/
Top Manage	ement	List of Top Management members who will receive the results of employees' test results.	ceo@youtestme.com, managers@youtestme.com, jane.smith@youtestme.com, andrew.ivarstead@youtestme.com	1
		ra ≪a <u>1</u> P> P1 10 ▼		Rows: 3
Create new	Remove selected		Export	as Excel
New subscriber lis	t			~ ×
List name:*	HR Managment			
Description:	HR Managers who will rece	ve the results of employees' test results		
Subscriber e- mails:*	hr@youtestme.com, jane.sr	nith@youtestme.com, andrew.ivarstead@you	testme.com	
		Save Cancel		

Figure 25 Subscriber List

# 8 Tests

Tests consist of four parts. The first section is the 'New Test'. By clicking on the 'New Test' button, you'll start the test creation process inside the 'Test generator'.

Test Generator is an advanced GetCertified feature whose main purpose is to reduce the amount of time spent on test creations and evaluation. It is very simple to use: all you need to do is to enter certain test parameters, assign them to the members and choose the pass mark, attach a certificate and test instruction.

The test generator is divided into 5 steps.

#### 8.1 Test Settings

The first step in the test creation process is 'Test settings'. It consists of the following fields:

- 1. Name the name of the test
- 2. **Description** describes the test
- 3. **Template** if someone had created the test settings, you can select it in this field in order to load the settings and questions from that test
- 4. Creation type
  - Manually created handpicking questions from the pool or typing them in
  - Generated when set to this option, you may choose certain question pools that will be used for generating a test
- 5. Duration type choose between time per test (total time), time per question or unlimited
- 6. Test duration set the timer for the test. The time format is HH:MM:SS
- 7. **Network access** limit the access to test only to people within your local (internal) network or put an open access to allow access to people both inside and outside your network
- 8. **Show report** choose the way users will see the test report. Reports can be shown after each question, on manager's approval or immediately after test completion
- 9. **Report contents** choose if users will see both their grade and answers preview, or only their grade
- 10. **Randomize questions** this option tells the system to randomize the order of test questions in a such way so that each test taker will get questions in a different order
- 11. **Randomize answers** by selecting this option, the system will randomize the answers ordering on each question, in a way that for the same question each of test takers will get a different answer ordering
- 12. Allow continuation candidates can save selected answers, take a pause and continue within allowed time

	earaettinga	2.Questions	5.5pecification	4.Gertificate	5.1150 00015	U.Neview	
Test information				Test settings		Load	He
Name:*	General Kno	owledge		Test template: 💿	Select one	e	*
Description:	General Kno	owledge test with 10	questions.	Test creation type: @ Duration type:	Manually Unlimited	created	• •
				Network access: ⑦ Show report:	Open acco	ess ely after finishing	
				Report contents:	Grade and	I preview mize questions	*

Figure 26 Test Settings

Also, before continuing to the next step, you can upload a test created in Excel template. To upload a test created in Excel template, click on 'Load' button in 'Test settings' tab within the test generator. Once the 'Load test' window is opened, click on browse, locate the prepared test template and select 'OK' button.

If you need help for creating a test in Excel template, please see detailed instructions explaining this procedure. Note that you don't define other test settings in Excel template (such as: duration type, test duration, network access, show report, report contents, randomize questions and randomize answers).

	.Test settings	2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>
Test informati	on			Test settings		Load	н
Name:*	General Kn	owledge		Test template: ⑦	Sele	ct one	*
Description:	General Kn	owledge test with 10	questions.			Il user templates	
				Test creation type: 0	D Man	ually created	*
				Test duration:	00:4	5:00	
				Network access: ②	Ope	n access	*
				Show report:	Imm	ediately after finishing	*
				Report contents:	Grad	le and preview	-
				Allow continuation	on 💿 🛛 F	landomize questions landomize answers	

Figure 27 Upload Test



#### 8.2 **Questions**

The next step in test creation process is adding questions. Depending on the test creation type (manual or generated), the next step varies.

#### 8.2.1 Add Questions Manually

When it comes to creating tests manually, you can add questions in several ways. The first way is to add questions manually. You can choose between 8 types of questions. To add a question, click on 'Add new question' button and select 1 out of 8 question types.

Once clicked, a section for question adding will be added. To see how to add a new question to the question pool, please refer to the <u>Test Question Pools</u> chapter.

Once you've entered your question, offered answers and other options, you can click 'Add to test' button and your question will be added to the question list.

<	1.Test settings 2.Q	Jestions	3.Specification	4.Certificate	5.Instructions	6.Review
lumber of qu	estions: 0	Easy que	estions 0		Import questions	from pools
otal points:	0	Medium	questions 0		Add new que	estion *
fotal duration	1: 45 m 0 s	Hard qu	estions 0		Single choice	
					Multiple choice	
#	Question text	0	Difficulty \$	Points/Penalty	Essay	Actions
		0			Ordering	
		2 L			Fill in the blanks	
No data					True/False	
					Matching	
					Open	

Figure 28 Add Question Manually

lumber (	of questions: 1	Easy que	estions 0		Import questions fro	m pools
otal poi otal dur	nts: 5 ation: 45 m 0 s	Medium Hard que	questions 1 estions 0		Add new questi	on 👻
#	Question text	٥	Difficulty \$	Points/Penalty	Type ≎	Actions
		Q				
1 -	Ensuring implementation of HR po	licies	Medium	5/0	Single choice	₽ / ₫

The second mode to add questions to your test is to import them from question pools. To do this click on 'Import questions from pools' button. Once clicked, the page will scroll down to 'Import from Pool' section. The first step is to select the existing questions pool from which you wish to load questions in your new test. The second step is to choose the question(s) you wish to assign to your test and click on the 'Assign' icon. The questions will be added to the question list as shown in the picture below.

Select pool: 1 General	Knowle	ge > General Knowledge - Basic							
Question text	\$	Parent pool	\$	Difficulty	\$	Туре	\$	Actions	
Search	Q	Search	Q	Select	~	Select	~	2	
From the following list select	fruits.	General Knowledge - Basic		Hard		Multiple choice		Q 1	
In Canadian football how mar players are on the field per si	ıy de?	General Knowledge - Basic		Medium		Single choice		<b>ب</b>	
Select fruits which is enriched vitamin C.	d with	General Knowledge - Basic		Hard		Multiple choice		<b>ب</b>	
Select years of beginning and ending of WW1.	I	General Knowledge - Basic		Easy		Multiple choice		<b>ب</b>	
The largest organ of human b is?	ody	General Knowledge - Basic		Medium		Single choice		₽ ↓	
The unit structure of genes is up of ?	made	General Knowledge - Basic		Medium		Single choice		₽ ↓	
What is the color of carrot?		General Knowledge - Basic		Easy		Single choice		4	
Which is the hottest place in	the	General Knowledge - Basic		Medium		Single choice		4	
		10 🗸	a <a< td=""><td>1 ⇒ ⊨</td><td></td><td></td><td></td><td>Rows: 10</td></a<>	1 ⇒ ⊨				Rows: 10	

Figure 30 Adding Questions Manually

The third mode for adding questions is to assign all questions from a particular question pool. To assign all questions from a question pool, select a question pool and on the bottom of the selected questions pool click 'Assign all' button.

		Cancel						
Question te	xt ≎	Parent pool	\$	Difficulty	\$	Туре	> Act	ions
Search	Q	Search	Q	Select	۳	Select	•	
After a compliance office base of knowledge of reg she must begin the art of regulations in a risk mana environment. Which of the NOT out of a few things to mind when determining w FIRST?	r develops a ulations, he or applying agement e following is o be kept in vhat to do	Test pool sreda		Easy		Single choice	Q	t
In a compliance program, compliance procedures s integrated into business I procedures, such as how Adverse Action Notice wh application is declined. In	tactical hould be ine to deliver an nen an this case:	Test pool sreda		Easy		Multiple choice	Q	Ŷ
In Compliance regulation assessment key performa usually include:	and risk ance indicators	Test pool sreda		Easy		Multiple choice	Q	↓
In Requirements section ( Mortgage Regulation (12	of Adjusted CFR 34), for							
		<b>10 ▼</b> 1-4 <4	1 2	▶> ►I			Rows	: 17

#### Figure 31 Assign All Questions

After creating or importing questions for the test, you can proceed to next step called 'Specification'. In this step, you define the number of total points (represented in %) needed for the pass mark. Additionally if the 'Inclusive pass mark' checkbox is selected candidates will pass the test if they gain a score that is equal or greater than the pass mark.

<	1.Test settings	2.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>
Generato	or settings						Help
Inclu	usive pass mark ⊘						
Pass ma	ark(%):						
							60

Figure 32 Pass Mark



#### 8.2.2 Generated Test Creation

The generated test creation includes importing 'Questions' from resources – question pools. This is done by clicking the 'Add pool resource' button or even editing existing pools (if the test was loaded via template).

<	1.Test settings	2.Questions	3.Specification	4.Certif	icate 5.	Instructions	6.Review	>
Question	s: 12		Include the freque	ncy factor ⊘	[	Add pool res	ource	
	Pool name	٥	Cut off date 💠	Easy ≎	Medium ≎	Hard \$	Total ≎	Actions
General Ki	nowledge			5	3	4	12	/

Figure 33 Add Pool Resource - Generated Test Creation

After that, it is necessary to enter question pool resources for that test, optionally defining the frequency factor and a cut-off date. The only pools that can be chosen are those where you are a member in. Entering individual questions is also possible, allowing test managers to add questions to both the test and a pool. **Frequency factor** is an optional feature representing several frequency attributes that can be attached to each question: Never, Rarely, Normal, Often and Always. Each of these attributes represent how likely is for that question to appear in the test. Another optional feature is a **cut-off date**. This feature serves to avoid the repetition of questions in consecutive tests. For example, last week you have created a test and you don't want to include questions from that test in the one planned for next week. Upon setting all these parameters, they can be reviewed in a table.

Total from pool: 12	Hard (0-4):	ave Cancel	Cut off date:		
Question text	Parent pool	Difficulty	Frequency factor	Last occurrence	Туре
Order the following rivers (starting from the longest).	General Knowledge	Hard	51	Never	Ordering
What's the name of the planet we live on?	General Knowledge	Easy	2	05/16/2018	Single choice
Cristiano Ronaldo is a famous:	General Knowledge	Easy	2	Never	Single choice
Match the following.	General Knowledge	Medium	7.	Never	Matching
Fill in the blanks.	General Knowledge	Medium	-	Never	Fill in the blanks
How many milligrams are there in one gram?	General Knowledge	Easy	-	Never	Single

Figure 34 Frequency Factor

The 'Specification' step requires specifying the number of test versions (question combinations in a test) in a test and the pass mark required to pass the test (and gain a certificate, if applicable). It is also necessary to specify points achieved and the duration for each question difficulty (Easy, Medium, Hard). You may review the parameters you have set so far on the left side of the panel and go back at any moment to make any alterations.

<	1.Test settings	2.Questions	3.Specification	4.Certific	ate 5.Instruc	tions	6.Review	>
nformati	on			Generator se	ttings			Hel
Questi Duratio	ons: on:	12 00:45:00		Inclusive Pass mark(%	pass mark 💿 ):	•		60
Easy q	: juestions:	5		0	Test versions:	1		*
Mediu	m questions:	3		Points per qu	estion			
Hard c	uestions:	4			Easy	1		*
					Medium	2		÷
					Hard	3		*
				Penalty per q	uestion			
					Easy	3		*
					Medium	2		*
					Hard	1		

Figure 35 Specifications - Generated Test



#### 8.3 Certificate

The next step is to create a 'Certificate' for users who pass the test. By checking 'Attach a certificate to the test', a Certificate designer will be opened. That is a place where you can choose an existing certificate design in the 'Certificate' option or you can create a new one. In the certificate settings, you can also set or change the certificate title, subtitle and company name. Optionally, you can choose visual elements (certificate background, certificate logo and company logo) which will make certificate looking more professional.



Figure 36 Certificate Designer

#### 8.4 Instructions

The "Instructions" step can be used to create a specific message (guidelines, confidentiality statement, etc.) that will be displayed to the student in a pop-up dialog prior to test taking.

You will only need to check the "Attach instructions" box and write your text or copy an already formatted one inside of the text box below.

<		1.Te	st settings	2	.Questions	3.Specification	4.Certificate	5.Instructions	6.Review	>
Copy fr	om anc	other n	nanaged te	t: Sel	ect one				🖌 Attach instru	uctions ⊘
BIJ	U abe :	$\mathbf{x}_2$ $\mathbf{x}^2$	T• TF• HI•	T. T.	I = 1= I	∉ ≣ ≣ ≣ ♥	۵ 🗷 🔳 🧠 🖇	🐴 🖪 🛱 🖨 🙆		
the second se				i and and a	inenee, inprope,		rectionic of print media	during the exam		
student	s may no s agree	ot oper to keep	a any other w	sb page ntents c	s, email or any o onfidential and \	ther applications during the WILL NOT DISCUSS THE	E exam EXAM CONTENTS wi	th peers, educators or a	nyone else	

Figure 37 Instructions

By clicking on the "Preview" option you can see the way the instructions dialog will look from the students perspective.




#### Review

The last step in the test creation process is 'Review'. It contains a short summary of test settings and a list of questions.

	<	1.Test	settings	2.Questions	3.Specification		4.Certificate	5.Inst	ructions	6.F	Review	
I	Informati	on									Save template	Help
	General	Knowledg	je								Finish wiza	rd
	Network	access:	Open access	3	Look type:	0	ne question per	page				
	Duration	type:	Unlimited		Duration:	U	nlimited					
	Test crea	tion type:	Generated		Test versions:	1						
	Show rep	ort:	Immediately	after finishing								
	Total que	stions:	15	Easy questions	4	Tin	ne to answer:	-	Points/	Penal	ty: 1/3	
	Total dur	ation:	Unlimited	Medium question	<mark>s</mark> 5	Tin	ne to answer:	-	Points/	Penal	ty: 2/2	
	Total poi	nts:	32	Hard questions	6	Tin	ne to answer:	-	Points/	Penal	ty: 3/1	
			Pool name	\$	Cut off date	\$	Easy ≎	Medium ≎	Hard	٥	Total question	ns≎
	Manager	nent					4	5		6		15
											Rows:	1

#### Figure 39 Review

After reviewing the test, you can save it as a template for a future similar test. That will reduce the time needed for creating the next test.

The last step in this process is clicking on the 'Finish wizard' button.

## 8.5 Test Preview

Once you click the 'Finish wizard' button, you will be taken to a page for scheduling the test. Before scheduling the test, you can check how your test looks like by clicking the 'Options' drop-down button and selecting 'Preview'. This option allows you to go through a test in the same manner as the test taker will. Results of a Preview test will not be recorded in the system.

ssigned: 2, Started	d: 0, Not finished: 0, To grade: 0,	No. of passed: 0, No. of	failed: 0;	Availabilit	Preview
Information	Manage candidates	Test scores	Questions	Report	Delete
					Export test
Test informatior	n				Export key
Test name:	Test 130				Suspend
					Create copy
Description:					Help
Test status:	Expired		Test ID:	100110	
Enabled from:	Nov-14-2017 19:32 PM		Enabled to:	Nov-15-2017 0:00 AM	
Created by:	Andrew Ivarstead		Create time:	Nov-14-2017 17:26 PM	
Updated by:	Andrew Ivarstead		Update time:	Nov-14-2017 17:26 PM	
Test settings					
Look type:	One question per page		Network access:	Open access	
Show report:	Immediately after finishing		Report contents:	Grade and preview	
Duration type:	Unlimited				
Pass mark (%):	4		Test versions:	1	

Figure 40 Test Preview

# 9 Sending the Test

You need to add test participants before sending the test. Adding test participants (test takers and test managers) to the test can be performed either from the list of all users or filtered according to groups. Once you send the test, you can add more participants, as long as the test is active.

CALCH-SAL	ete test prep	paration					~ >
	E			*			
Star	1. Create t a wizard to cre	e test eate a test and	2. Add test ca	Add test candidates andidates and test managers: 0	For peop	3. Schedule ble to access your	test test you need to
	optional cer	rtificate		Go manage		ate. est	
Inform	mation	Manage candidates	Test sc	ores Questions	R	eport	
	unlication uppre	a tost managere er to	et takore			Costal	icable all binte
sıgn ap	phicadon users	as test managers or te	SI LONCI S.				
sign ap lect us	sers from:	List of all us	ers				
lect us	sers from:	List of all us Username	ers	User	\$	Assigned	from
ect us	sers from:	List of all us Username	ers ¢	User	نا م	Assigned	from
lect us	sers from:	List of all us Username	ers ¢	User Thompson Aaron	د د م	Assigned	from
lect us	sers from: aaron Abadvionanc	List of all us Username	iers ¢	User Thompson Aaron Valencia Betty	۵ م	Assigned	from
	sers from: aaron Abadvionanc Abled1959	List of all us Username	ers ¢	User Thompson Aaron Valencia Betty Averill Rey	د م ا	Assigned	from
	sers from: aaron Abadvionanc Abled1959 Abled1997	List of all us Username	ers ¢	User Thompson Aaron Valencia Betty Averill Rey Daley Jessica	¢	Assigned	from
	sers from: aaron Abadvionanc Abled1959 Abled1997 Accon1956	List of all us Username	ers ¢	User Thompson Aaron Valencia Betty Averill Rey Daley Jessica Coffin Micheal	م م ا	Assigned	from *

Figure 41 Add Test Participants



## 9.1 Scheduling Test

	Users - Te	sts 👻 Su	rveys	•	Traini	ngs	Re	oorts 👻	System 👻	
Assigned: 0, 8	tarted: U, Not finished: U,	To grade: U, P	assed:	u, rain	9a: u;					
Complete	test preparation									~
	۲				ę					m
Start a v	<ol> <li>Create test</li> <li>vizard to create a test at</li> </ol>	nd	Add t	2 test ca	Add te	es and	test r	es	:0 For	3. Schedule test
0101101	optional certificate		11001		manarara	00 0110	10011	unugora		schedule a date.
	0				Go	mana	qe			Schedule test
Informati	on Test availabilit	ty					×	uestions		Report
	atio Available from	n:*								
		0	Jun		¥ 201	8				
Calaatuaara	Available to:*	-				•				
Select users	Available to:*	s	м	т	w	т	F	s		*
Select users	Available to:*	Send 3	M 4	T 5	W 6	T 7	F 1 8	s 2 0	٥	- Assigned from
Select users	Available to:*	Send 3 10	M 4 11	T 5 12	W 6 13	T 7 14	F 1 8 15	S 2 0 16	¢ م	+ Assigned from
Select users	Available to:*	Send 3 10 17	M 4 11 18	T 5 12 19	W 6 13 20	T 7 14 21	F 1 8 15 22	S 2 0 16 23 22	ہ م	- Assigned from
Select users	aron badvionand	Send 3 10 17 24	M 4 11 18 25	T 5 12 19 26	W 6 13 20 27	T 7 14 21 28	F 1 8 15 22 29	S 2 0 16 23 30	¢ م	- Assigned from
Select users	aron badvionand bled1959	Send 3 10 17 24 Tim	M 4 11 18 25	T 5 12 19 26 00:00	W 6 13 20 27	T 7 14 21 28	F 1 8 15 22 29	S 2 0 16 23 30	÷ م	- Assigned from
Select users	Available to:*	Send 3 10 17 24 Tin Hoi Mir	M 4 11 18 25 ie ir ute	T 5 12 19 26 00:00	W 6 13 20 27 0:00	T 7 14 21 28	F 1 8 15 22 29	S 2 9 16 23 30	¢	- Assigned from
Select users	Available to:*	Send 3 10 17 24 Tim Hoo Mir Sec	M 4 11 18 25 ir ute ond	T 5 12 19 26 00:00	W 6 13 20 27 0:00	7 7 14 21 28	F 1 15 22 29	S 2 9 16 23 30	¢ م	- Assigned from
Select users	Available to:*	Send 3 10 17 24 Tin Hot Mir Sec	M 4 11 25 Jr ute ond	T 5 12 19 26 00:00	W 6 13 20 27 0:00	T 7 14 21 28 Victori	F 1 8 15 22 29	S 2 0 16 23 30	¢	- Assigned from

To schedule the test, click on 'Schedule test' and set the test availability (from-to).

#### Figure 42 Schedule Test

#### 9.2 Exporting Test

GetCertified allows you to export the test to a PDF file, ready for immediate printing. By clicking the 'Export test' button, all of the test versions will be exported.

					Preview
omolete test i	preparation				Delete
simplete test	preparation				Save template
					Export test
		•••			Export test key
				-	Help
1. Cr	eate test	2. Add test of	andidates	3. Sche	dule test
Start a wizard	to create a test and	Add test candidates a	nd test managers: 0	For people to access	s your test you need to
optiona	al certificate			schedu	le a date.
	0	Go ma	nage	Sched	ule test
Information	Manage candidates	Test scores	Questions	Report	1
	-			4	

Figure 43 Export Test

To export test, first click on options and then 'Export test'

## 9.3 Exporting Key

The export key option enables you to export the test answer key to PDF. The answer key itself looks exactly the same as the exported test. The only difference is that test key contains correct answers. To access this option, click the 'Options' drop-down button and select 'Export test key'.

giled. 0, otarted.	o, Not misned. o, to grade. o	, Passed. 0, Palled. 0,			Preview
molete test	preparation				Delete
inpiete test	preparation				Save template
					Export test
		••			Export test key
		-		-	Help
1. Cr Start a wizard optiona	eate test to create a test and al certificate	2. Add test of Add test candidates a	candidates nd test managers: 0	3. Sche For people to access schedu	edule test s your test you need to le a date.
	<b>~</b>	Go ma	nage	Sched	lule test
nformation	Manage candidates	Test scores	Questions	Report	

Figure 44 Export Answer Key



# 9.4 Changing Test Settings

The changes that can made after the test is being sent are regarding the test name, report contents and the pass mark. It is also possible to add more participants and change the test's availability (if it hasn't expired already).

Test • Genera Assigned: 0, Started:	al Knowledge 0, Not finished: 0, To grade:	0, Passed: 0, Failed: 0;		Availability	Options + ⊘
Information	Manage candidates	Test scores	Questions	Report	
Certificate					
•	Select a certificate: ③	Select one			*
7	Current certificate:	Welcome to GetCertifie	ed!		
Test information					
Test name:	General Knowledge				1
Description:	General Knowledge test	with 10 questions.			
Instructions:	Test instruction example:				÷
Test in training:	No				
Test status:	Running		Test ID:	1420	
Available from:	Jun-1-2018 12:00 AM		Available to:	Jun-30-2018 3:01 PM	
Created by:	Andrew Ivarstead		Time of creation:	Jun-19-2018 3:00 PM	
Updated by:	Andrew Ivarstead		Update time:	Jun-22-2018 12:37 PM	
Test settings					
Creation type:	Generated		Test versions:	1	
Show report:	Immediately after finishi	ng	Report contents:	Grade and preview	
Duration type:	Time per test		Duration:	00:45:00	
Network access:	Open access		Allow continua	tion 💿	
Pass mark (%):	60		Inclusive pass	mark 💿	

Figure 45 Change Test Settings

### 9.5 Copy/Delete Test

It is possible to create a copy of existing test or to delete it.

To create a copy of existing test, choose the desired test within 'Manage tests' page. Once you select the test you want to copy, click on the test 'Options' and then click on 'Create copy'.

**Notice:** Test participants are not copied with test. Besides, test copy creating is not possible with generated tests. It is only possible to copy created test manually.

	ceting			Availability	Options - O
Assigned: 1, Start	ed: 0, Not finished: 0, To grade: 0,	, Passed: 0, Failed: 0;			Preview
Information	Manage candidates	Test scores	Questions	Report	Delete
mormation	Munage Calididates	reat acores	Queations	Report	Export test
	nformation and test settings. M				DE Export test key
					Suspend
Certificate					Suspend Create a copy
Certificate	Select a certificate: 🥏	Select one			Suspend Create a copy Help

Option for deleting the test is also located within the 'Options' menu of the selected test. To delete the test, click on 'Options' button and then click on 'Delete' to delete the selected test.

**Notice:** Delete test option deletes all the data related to the test that you want to delete. For keeping the test data for archive, choose 'Suspend' option within the selected test.

Us	ers - Tests - Sur	rveys 👻 Training cour	ses Reports <del>-</del>	System 👻		Andrew
Test • Marke Assigned: 1, Started	ting : 0, Not finished: 0, To grade: 0	0, Passed: 0, Failed: 0;		Availability	Options - © Preview	
Information	Manage candidates	Test scores	Questions	Report	Delete Export test	
View basic test info	rmation and test settings. N	Modify them if necessary.		Got it!	Di Export test key Suspend	
Certificate					Create a copy	
-	Select a certificate: ⑦	Select one			Help	
7	Current certificate:	Welcome to GetCertified				
		Figur	e 47 Delete Tes	+		



## 9.6 Test Repetition

If you want to allow users to retake the test which they have failed, navigate to that test within the 'Manage tests' page, select 'Manage Participants' tab, find user(s) that you want to allow test repetition and click on the 'Reset' link.

**Notice:** When you allow test repetition to user(s), the system keeps the record of previous results.

Test Assigne	• General ed: 18, Started: 1	Knowle 8, Not finisi	edge hed: 0, To grad	e: 0, Passed: 18, Failed: 0;			Availability	Options + (
Info	ormation	Manage	candidates	Test scores	Ques	tions	Report	
elect	users from:		List of all u	isers				
	ι	Jsername	٥	User	٥	Assigned	d from	Actions
			Q		Q			
	aaron			Thompson Aaron				Send test
	Abadvionand			Valencia Betty		List of al	l users	Reset
	Abled1959			Averill Rey		List of al	l users	Reset
	Abled1997			Daley Jessica		List of al	lusers	Reset
	Accon1956			Coffin Micheal		List of al	lusers	Reset
	Acessier			Curry Victoria		List of al	lusers	Reset
	Acesturod			Blackburn Janet		List of al	l users	Reset
	Acrew1969			Carpenter Eva		List of al	lusers	Reset

Figure 48 Test Repetition

## **10 Test Results & Report**

As soon as someone finishes the test, you are able to track the test results and other important statistics.

#### **10.1 Test Scores**

On the 'Test Scores' tab within the selected test, you can see the list of users that took the test and whether they have passed or failed the test. For each of the test takers, you are able to see a detailed report by clicking on the test score.

Info	ormation	Manage	candidates	Test	scor	es <b>1</b> Questions	Report		
#	Usern	ame ≎	ι	Jser	\$	Group \$	Score	\$	Actions
		Q			Q	Q	Select	~	
1	admin		Ivarstead A	ndrew			Passed (24 of 25 points; 96.00%)		$\gg$ > $\vee$
2	Chring		Stover Core	еу		Marketing, Advertising, and PR	Passed (21 of 25 points; 2 84.00%)		$\gg$ > $\vee$
3	Ciragow		Martinez D	avid		Marketing, Advertising, and PR	Passed (25 of 25 points; 100.00%)		$\gg$ > $\vee$
4	Clate1973		Ross Timm	ıy		Marketing, Advertising, and PR	Failed (19 of 25 points; 76.009	6)	$\gg$ > V

	Perso	nal report - Corey Stover					~	×
	Test ve	ersion: 1		Test score:	84.00%			
	Started	d: Sep-8-2017 13:55 PM		Time spent:	00:08:29			
	Group:	Marketing, Advertising, and PR						
		Certificate						
_								
	#	Question text		\$	Туре	Percents	Actions	s
	1	There is no established template for documenting institution should develop a risk assessment that components that are commonly used throughout EXCEPT:	g compliance risk t fits its risk profil t he industry are a	. Each e. The is follows	Single choice	100% (Points: 1)	Q	1
	2	They also embrace the concept of risk-based con expect compliance management to be tailored to small, offering standard or specialty financial ser products lines, and adjusted as appropriate for th issued for the Bank Secrecy Act, also establishes bank's program be risk based. Who are they?	npliance manager o the bank, be it lar rvices, simple or c he customer base s their expectatins	nent. They rge or omplex as that that a	Single choice	100% (Points: 1)	Q	
	3	After a compliance officer develops a base of kn she must begin the art of applying regulations in environment. Which of the following is NOT out o mind when determining what to do FIRST?	owledge of regula a risk manageme of a few things to b	tions, he or nt oe kept in	Single choice	100% (Points: 1)	Q	
							Rows: 20	

Partial	scores					
Pool	Score					
CRCM	91.67% (11 of 12 Points) - Passed					
Marketing Management	75.00% (3 of 4 Points) - Failed					
Human Resources Management	77.78% (7 of 9 Points) - Failed					
	Rows: 3					
1 of 20 Single choice Points: 1 Penalty: 0 Easy CRCM	~ X					
There is no established template for documenting compliance risk. Each institution should develop a risk assessment that fits its risk profile. The components that are commonly used throughout the industry are as follows EXCEPT:						
1. Risk assessment						
2. Measuring key risk indicators						
3. Identifying key performance indicators						
4. Training the leadership of compliance regulation program	✓					
Add feedback for this question	Correct Points achieved: 1 Submit					





#### **10.2 Questions**

On the 'Questions' tab you are able to track the following statistics:

- 1. Success Ratio the percentage of correct answers on the question level
- 2. Question Occurrence how many times the particular question has appeared on the test
- 3. Item Reliability how does a success on a particular question relates to a success on a test in whole

#### 10.2.1 Success Ratio

The success ratio for a particular question represents the percentage of correct answers. By selecting the question, an additional panel will appear, showing you more details for the selected question.

Information	Manage cand	idates Test score	es	Questions	1	Report	
Question diffi	culty information						
Easy (15)		Medium (5)			Hard (	(0)	
Points:	1	Points:	2		Points	s: 0	
Penalty:	0	Penalty:	0		Penal	ty:	
Questions sur	nmary						
Number of que:	stions: 20	Total points:	25		Total	duration: (	00:20:00
✔ Randomize	questions	Randomiz	ze answers				
#	Pc	ool name	\$	Easy ≎	Medium≎	Hard ≎	Cut off date \$
1 Marketi	ing Management			15	5	0	
							Rows: 1

Appea	rance filter:	All	-	Statistic parame	ter:	Success ra	atio	- 1
					2	Success	ratio	
#		Question text	\$	Type ≎	D	Question	occurrence	
			Q	Select •	Sel	Item relia	bility	
1	What is the	correct order for the steps in job a	nalysis?	Ordering	Ν	Medium	78%	Q
2	A complian following E	Single choice		Easy	93%	۵		
3	Compliance manageme within the b	e professionals have a duty to keep nt and the board apprised of the st pank through which of the following	senior ate of compliance I:	Single choice		Easy	85%	Q



Single choice Points: 1 Penalty: 0 Easy			^	×					
Question									
A compliance professional's responsibilities include a	all of the following EXCE	PT:							
Answers									
1. Understanding the business units operating enviro	onment and risk toleran	ce							
6.06% (Number of stud	6.06% (Number of students: 4/66)								
<ol> <li>Performing risk assessments with the assistance products, line of business, customers, and locations</li> </ol>	2. Performing risk assessments with the assistance of business units to determine current risk levels and risks associated with wht bank's products line of business customers and locations among other factors								
1.52% (Number of stud	Jents: 1/66)								
3. Working with business units to ensure prompt corrective action for any detected errors									
0% (Number of studen	ts: 0/66)								
4. Assisting business lines with compliance training	for employees, as need	led							
92.42% (Number of stu	udents: 61/66)								
Detailed statistics									
Points Chart									
70 -	Average duration:	00:00:30							
ti - 00 -	Question occurrence	: 60% (Test versions: 3)							
0 - 40 -	Success ratio:	93%							
20 -	Average score:	94% (Points: 0.9)							
Ž 10 -	Item reliability:	0.06							
0 1 Points	Resources:	CRCM							

Figure 50 Success ratio



#### **10.2.2 Question Occurrence**

The question occurrence shows the percentage how frequent was the particular question on the test. For example, 60% of all test takers had all of the questions from the screenshot below.

	fance filter.	AII	Ť	Statistic pa	rameter:	Question occurrence	
						Success ratio	
-		Question text	\$	Type ≎	P <b>2</b> P	Question occurrence	
			Q	Select •	Select	Item reliability	
	What is the	e correct order for the steps in job a	nalysis?	Ordering	Mediu	m 60% (Test versions: 3)	Q
2	A complian following E	nce professional's responsibilities in XCEPT:	clude all of the	Single choice	Easy	60% (Test versions: 3)	Q
3	Compliance manageme compliance	e professionals have a duty to keep ent and the board apprised of the sta e within the bank through which of t	senior ate of he following:	Single choice	Easy	60% (Test versions: 3)	Q
1	Which of th included in Regulation	ne following is out of the FIRREA per the enforcement section of Adjuste (12 CFR 34)?	nalties ed Mortgage	Multiple choice	Easy	60% (Test versions: 3)	ρ
5	Which set o 'Decision N	of terms correctly describes F.E. We Aaking Unit' (DMU) concept?	bster's	Multiple choice	Mediu	m 60% (Test versions: 3)	Q
5	To be efect must desig	tte, compliance risk management pr n a framework to ensure that bank i	ofessionals management	Single	Fac	60% (Test versions: 3)	
,	mitigate the	em. The many roles compliance pro erisk management aspects includin	fessionals fill g:	choice	Lusy	00.6 (1031 Versions, 5)	Þ
,	understand mitigate th incorporate	is the risks and the steps that must em. The many roles compliance pro- e risk management aspects includin risk and the steps of the st	fessionals fill g: <u>1</u> 23	choice 4 ▶ ►	10 <b>•</b>		Rows: 33
Sin	understand mitigate th incorporate gle choice	is the risks and the steps that must em. The many roles compliance pro- e risk management aspects includin ria and Points: 1 Penalty: 0 Easy	fessionals fill g:	choice 4 ⊷ ⊨	10 <b>v</b>		Rows: 33
, Sin	understand mitigate th incorporate gle choice	Is the risks and the steps that must em. The many roles compliance pro e risk management aspects includin ref eet Points: 1 Penalty: 0 Easy	fessionals fill g. <u>1</u> 2 3	4 ↦ ►I	10 •		Rows: 33
, Sin Q A	understand mitigate th incorporate gle choice tuestion compliance p	Is the risks and the steps that must em. The many roles compliance pro e risk management aspects includin reference of the steps of the	1 2 3	Choice 4 → H EXCEPT:	10 •		Rows: 33
, Sin Q A	understand mitigate th incorporate gle choice uestion compliance p	Is the risks and the steps that must em. The many roles compliance pro- e risk management aspects includin reference of the steps of th	1     2     3	choice 4 → ► EXCEPT:	10 •		Rows: 33
Sin Q A	understand mitigate th incorporate gle choice tuestion compliance p nswers 1. Understand	Is the risks and the steps that must em. The many roles compliance pro- e risk management aspects includin risk management aspects includin risk management aspects including Points: 1 Penalty: 0 Easy professional's responsibilities include a ling the business units operating enviro	1     2     3	choice 4 → +1 EXCEPT: solerance	10 •		Rows: 33
Sin Q A	understand mitigate th incorporate gle choice uestion compliance p nswers 1. Understand	Is the risks and the steps that must em. The many roles compliance pro- e risk management aspects includin read of the steps of the steps Points: 1 Penalty: 0 Easy professional's responsibilities include a ling the business units operating enviro 6.06% (Number of stud	1     2     3	4 → +1 EXCEPT:	10 •		Rows: 33
Sin Q A	understand mitigate th incorporate gle choice uestion compliance p nswers 1. Understand 2. Performing products, line	Is the risks and the steps that must erm. The many roles compliance pro- e risk management aspects includin Points: 1 Penalty: 0 Easy professional's responsibilities include a ling the business units operating enviro 6.06% (Number of stud risk assessments with the assistance of business, customers, and locations 1.52% (Number of stud	L at the following     define the following     definet the following     define the following     define the follow	choice 4 → +1 EXCEPT: blerance to determine cur tors	10 V	vels and risks associated with wht	Rows: 33
Sin Q A	understand mitigate th incorporate gle choice uestion compliance p nswers 1. Understand 2. Performing products, line 3. Working wit	Is the risks and the steps that must ern. The many roles compliance pro- e risk management aspects includin Points: 1 Penalty: 0 Easy professional's responsibilities include a ling the business units operating envirc 6.06% (Number of stud risk assessments with the assistance of business, customers, and locations 1.52% (Number of stud th business units to ensure prompt cor	1     2     3         all of the following         all of the following         annent and risk to         of business units       among other fac       tents: 1/66)   rective action for	choice         4       →         IEXCEPT:         ielerance         to determine cur         any detected error	10 v	vels and risks associated with wht	Rows: 33
Sin Q A	understand mitigate th incorporate gle choice uestion compliance p nswers 1. Understand 2. Performing products, line 3. Working wit	Is the risks and the steps that must erm. The many roles compliance pro- e risk management aspects includin Points: 1 Penalty: 0 Easy professional's responsibilities include a ling the business units operating enviro 6.06% (Number of stud risk assessments with the assistance of business, customers, and locations 1.52% (Number of stud th business units to ensure prompt cor 0% (Number of student usiness lines with compliance training	L 2 3     L 2 3     If of the following     onment and risk to lents: 4/66)     of business units     among other fac lents: 1/66)     for employees, as	Choice 4 → +1 EXCEPT: I EXCEPT: I Excep	10 v	vels and risks associated with wht	Rows: 33



Figure 51 Question Occurrence

#### **10.2.3 Item Reliability (RPB)**

Item reliability or point-biserial correlation ( $r_{pb}$ ) is a correlation coefficient used when one variable is dichotomous.

The point-biserial correlation is mathematically equivalent to the Pearson (product moment) correlation, that is, if we have one continuously measured variable X and a dichotomous variable Y, rXY = rpb. This can be shown by assigning two distinct numerical values to the dichotomous variable.

The point-biserial correlation coefficient is calculated as follows:

$$r_{pb} = \frac{M_1 - M_0}{S_n} \sqrt{pq}$$

M1 - mean (for the entire test) of the group that received the positive binary variable (i.e. the "1").
M0 - mean (for the entire test) of the group that received the negative binary variable (i.e. the "0").
Sn - standard deviation for the entire test.

**p** - Proportion of cases in the "0" group.

**q** - Proportion of cases in the "1" group.

On the screenshot below, you can see an example of item rpb coefficient.

#	Question text 🗘	Туре ≎	Difficulty≎	Item reliability	Actions
	Q	Select •	Select •		
1	What is the correct order for the steps in job analysis?	Ordering	Medium	0.46	Q
2	A compliance professional's responsibilities include all of the following EXCEPT:	Single choice	Easy	0.06	Q
3	Compliance professionals have a duty to keep senior management and the board apprised of the state of compliance within the bank through which of the following:	Single choice	Easy 2	0.34	Q
4	Which of the following is out of the FIRREA penalties included in the enforcement section of Adjusted Mortgage Regulation (12 CFR 34)?	Multiple choice	Easy	0.36	Q
5	Which set of terms correctly describes F.E. Webster's 'Decision Making Unit' (DMU) concept?	Multiple choice	Medium	0.41	Q
6	To be efectte, compliance risk management professionals must design a framework to ensure that bank management understands the risks and the steps that must be taken to mitigate them. The many roles compliance professionals fill incorporate risk management aspects including:	Single choice	Easy	0.18	ρ



#### **10.3 Report**

In the 'Report' tab you can see the pie chart and graph that are showing the number of passed-failed test takers, as well as the points distribution.



Figure 52 Report

## **11 Tests – Manage Tests**

The second section in the 'Tests' menu is 'Manage Tests' and it shows you the following list of tests:

- 1. All tests list of all tests in the system
- 2. Not scheduled tests that are created, but are waiting to be scheduled and sent to the users
- 3. Running tests that are currently active
- 4. Scheduled tests that are scheduled, but are not active yet
- 5. Expired tests that have expired
- 6. Suspended tests that are canceled
- 7. **Test templates** test patterns that are saved for the creation of the future tests with similar test settings

## **12 Tests – Manage Certificates**

The third section in 'Tests' menu is 'Manage Certificates'. It shows you the list of all certificate templates that you have designed. The process of creating new certificates is the same as the process of creating certificates during the test creation.

## **13 Tests - Question Pools**

The fourth section in 'Tests' menu is called 'Question Pools'. Question pools can theoretically hold an infinite number of questions. Pool access is restricted only to pool members. To create a test question pool, click on the 'Create' button in the left sidebar. Once clicked, a new pop up window will open. The information that you need to input are pool name and pool description. Click 'save', once finished.

↑ Search users						Andrew 👰 🝷
E     O       Pools     Image: Create	Test question poo	ls			Help	
<ul> <li>Pools (32, 314)</li> <li>All question types (0, 8)</li> <li>All questions types 1 (0, 8)</li> <li>All types of questions (FR) (0, 7)</li> <li>Australian Citizenship (3, 18)</li> </ul>		Select a	question pool from the navigation tree on the left or create Add questions and manage pool role permissions. Use question pools to generate tests.	a new one.		
<ul> <li>(a<sup>*</sup>) Banking (0, 20)</li> <li>(a<sup>*</sup>) Digital Marketing (2, 10)</li> </ul>	New pool			×		
<ul> <li> <b>a</b> General Knowledge (1, 16)             <b>a</b> Healthcare (0, 20)             <b>b a</b> IT (12, 160)             <b>b a</b> Management (4, 47)      </li> </ul>	Name:* Description:*					
			Save			

Figure 53 Test Question Pool

#### **13.1 Question Pools – Information**

When you create or open one of the question pools, a panel with information of the selected pool will be displayed. This is the place where you can see basic information of the selected group:

- 1. Pool name
- 2. Pool ID
- 3. Description
- 4. Your role
- 5. Pool type
- 6. Created by
- 7. Create time

It is also possible to create sub-pools. To do this, click the 'New sub-pool' button and input sub-pool name and sub-pool description.

Managemer	nt			New sub-pool	Options 🔻 ⊘				
Information	Users	Questions	Report						
Pool name:	Management			Pool ID:	4				
Description:	This pool contains quest	This pool contains questions related to general management.							
Your role:	Modify		Pool type:	Test pool					
Created by:	Sophia Stewart		Time of creation:	Jul-18-2017 9:58 AM					
Updated by:	Andrew Ivarstead		Update time:	May-31-2018 10:34 AM	1				

Figure 54 Test Question Pool Information

#### **13.2 Test Question Pools – Users**

Mechanism of adding users to a specific question pool is the same as of adding members to a group. The difference is that this is the place in which you need to select if you want the table to display pools users, my user groups or all users.

Ausi		lensnip						New Sub-poor	Options ·
Info	ormation	Users		Questions		Report			
Selec	t users from:	Pool users							v
		Username	\$		User		\$	Status \$	Pool role \$
	Search		Q	Search			Q	Select one	Select one
	aaron			Thompson Aaron	1			Active	Read-only
	Abadvionand			Valencia Betty				Active	Read-only
	Abled1959			Averill Rey				Active	Read-only
	Abled1997			Daley Jessica				Active	Read-only
	Accon1956			Coffin Micheal				Active	Read-only
	Acessier			Curry Victoria				Active	Read-only
	Acesturod			Blackburn Janet				Active	Read-only
	Acrew1969			Carpenter Eva				Active	Read-only
	Actat1963			Forth Christophe	r			Active	Read-only
	adam			Moore Adam				Active	Read-only
				ia <a <u="">12</a>	►> ►1	10 🔻			Rows: 12

Figure 55 Question Pool Users

#### **13.3 Test Question Pools – Questions**

The 'Questions' panel is where you are modifying questions by adding new ones, previewing or editing the existing ones, moving/copying them to another question pools or deleting them. To copy or move a question to another question pool, click on 'Copy' or 'Move' button and select one of the available question pools.

Infor	mation	Users		Questions		Report			
Numbe	er of questions	by difficulty							
Easy qu	lestions: 6		1	Medium questions:	6		Hard quest	ions: 4	
	Qu	estion text	\$	Sour	rce pool	\$	Difficulty ≎	Type ≎	Actions
	Search		Q	Search		Q	Select one	Select one •	
	A caterpillar may multiple):	/ transform into a (se	lect	General Knowledge	è		Hard	Multiple choice	₽ 🖊 🖞
	Albert Einstein w	vas a golfer.		General Knowledge	9		Easy	True/False	ρ 🖍 📋
	Blue whale soun as far away as 1	ds have been detecte 000 miles (1700 km.)	d	General Knowledge	9		Hard	True/False	ρ 👔
	Cristiano Ronald	o is a famous:		General Knowledge	9		Easy	Single choice	P 🖊 🖞
	Fill in the blanks			General Knowledge	9		Medium	Fill in the blanks	₽ 🖍 🖞
	How many millig gram?	rams are there in one		General Knowledge	9		Easy	Single choice	₽ 🖍 🖞
	How many worke one week?	days are there usually	in	General Knowledge	9		Medium	Single choice	₽ 🖊 🖞
	If you pass the s	econd person in a rac	ce	General Knowledge	2		Medium	True/False	₽ 🖊 🛍

Figure 56 Test Question Pools - Questions



#### 13.3.1 Question Pools – Adding New Question

To add a new question, navigate to 'Questions' panel inside the selected question pool, click on 'Add question' button and choose one of the desired question types.

Once you choose the question type, a new panel will expand below the table. Inside that panel, you shall define:

Numb	per of questions by	y difficulty					
Easy (	6)		Medium (6)	Hard (4)	Hard (4)		
	Question text	\$	Source pool	\$	Difficulty \$	Type ≎	Actions
	Search	Q	Search	Q	Select •	Select •	
	A caterpillar may multiple):	transform into a (select	General Knowledge		Hard	Multiple choice	ρ/
	Albert Einstein was a golfer.		General Knowledge		Easy	True/False	₽ 🖊 🖞
	Blue whale sounds have been detected as far away as 1000 miles (1700 km.).		General Knowledge		Hard	True/False	ρ/
	Cristiano Ronaldo is a famous:		General Knowledge		Easy	Single choice	ρ 🖊 🖞
Single	e choice	1	General Knowledge		Medium	Fill in the blanks	ρ 👔
Multip Essay	ple choice	ns are there in one	General Knowledge		Easy	Single choice	ρ/
Order	ing	s are there usually in	General Knowledge		Medium	Single choice	₽ 1
Fill in True/	Fill in the blanks ond person in a race True/False ace.		General Knowledge		Medium	True/False	₽ / 🖞
Match	hing		н н 1 2 н н 10	) 🔻			Rows: 16
Open							
Add	question 👻	Move Copy					

Figure 57 Add Question

- 1. Points the number of points for correct answer
- 2. Difficulty select the question difficulty level (Easy, Medium, Hard)
- 3. Penalty set the number of negative points for wrong answer
- 4. **Duration** set how much time candidate has for answering the question
- 5. **Frequency** choose the frequency of question appearance in the tests (Never, Rarely, Normal, Often, Always)
- 6. Question text enter the question text with the help of the rich text editor
- 7. Options preview the question and/or add an image to the question
- 8. Answers by clicking on 'Add answer' button you add the needed number of offered answers
- 9. Correct click on the checkbox next to the correct answer(s)
- 10. **Options** preview the answer, delete it or add an image
- 11. **Answer generator** if checked, it allows you to define the number of displayed correct and wrong answers (i.e. if your question has 10 correct and 10 wrong answers, and you define each user to see one correct and two wrong answers, each candidate will see different correct and wrong answers)
- 12. Assistance by clicking on 'Add assistance' button you can add help to the question:
  - Learning feedback add a hint that will make question clearer for the candidate
  - Additional time allocate more time for answering
  - Minus one wrong answer reduce the number of wrong answers by one

You can set the number of negative points when using each of the above mentioned helps.



Once you define your question, answers and other parameters, click on 'Add to pool' button.

Options		Single choice
Points:	5 A Difficulty: Medium Y Penalty: 0 A	
Duration:	00:02:00 Frequency: Normal	
Question	text	Options
BI	[ x, x, 注 監 臺 臺 重 T- nF- Tg 🤫 🧇 🌖 🕐	
Select cor	rect answer	
Answers		Correct Options
	B <i>I</i> ∐ x, x' ≟ ≣ ≣ ≣ ≣ T- T- T <sub>B</sub> % ∲ ∮ (*	
1 -	correct answer	
	B I ∐ x, x 등 Ξ Ξ Ξ T.T.T.T. 📲 % 🔅 🔊 (*	
2 🔻	wrong answer	
	B / U ×, ×	
3 💌	another wrong answer	P 🗓 🖪
	Answer generator	Add answer
	Display number of correct answers: 1	
	Display number of wrong answers: 1	

Figure 58 Question Editor

# **14 Surveys**

Surveys consist of four parts. The first section is 'New Survey'. By clicking on 'New Survey' button, you start the survey creation process inside the 'Survey generator'. Survey generator is very similar to 'Test generator'. It is very simple to use, since all you need is to enter certain survey parameters, assign to members and choose its profiling. The survey generator is divided into 3 steps.

#### **14.1 Survey Settings**

The first step in the test creation process is 'Survey settings'. It includes the following fields:

- 1. Name the survey name
- 2. Description describes the survey
- 3. **Network access** limit the test access only to people within your local (internal) network or put an open access to allow access to people both inside and outside of your network
- 4. **Show report** choose the way users will see the test report. Reports can be shown on manager's approval or immediately after the survey completion
- 5. **Report contents** choose if you want users to see their results and answers preview, or only their results
- 6. **Randomize questions** this option instructs the system to generate random questions from the question pool. For example, if you are creating a survey with 10 questions, by selecting 'Randomize questions', the system will randomize the order of those 10 questions in a way that each survey taker will get questions in a different order
- 7. **Randomize answers** by selecting this option, the system will show randomized answers ordering on each question, in a way that for the same question each of the survey takers will get a different answer ordering
- 8. Allow continuation candidates can save selected answers, take a pause and continue within allowed time

	1.Survey settings 2.Question	as 3.Instructions 4.Rev	liew		>
Survey information		Survey settings		Load	Help
Name:*	Career path	Network access: ⑦	Open access		-
Description:	This survey will be used to determine your	Show report: Immediately after		ishing	*
	career path.	Report contents:	Result and preview		-
		Allow continuation ③	Randomize questi	ions ers	

#### Figure 59 Survey Settings

Furthermore, you can upload a survey created in Excel template before continuing to the next step. To upload a test created in an Excel template, click on 'Load' button in 'Survey settings' tab within the survey generator. Once the 'Upload survey' window is opened, click on browse, locate the prepared survey template and select the 'OK' button.

If you need help for creating a survey in an Excel template, you can see detailed instructions explaining this procedure.

Note that you don't define other survey settings in an Excel template (look type, network access, show report, report contents, randomize questions and randomize answers).

	r.survey settings	2.Questions	5.mstructions	4.Review		
Survey informati	lon	1	Survey settings		Load	Hel
Name:*	Career Path		Network access: ⑦	Open acce	SS	*
Description:	This survey will be used to determine	your	Show report:	Immediate	ly after finishing	*
	career path		Report contents:	Result and	preview	
			Allow continuation	n 🕝 📄 Randor Randor	nize questions nize answers	

Figure 60 Upload Survey

#### **14.2 Questions**

The next step in survey creation process is adding questions.

You can add questions in several ways. The first way is to add questions manually. To do this, click on 'Add new question' button.

Once clicked, a section for adding question will be added. You can add only a single choice question in the surveys. To see how to add a new question to the question pool, read <u>Survey Question Pools</u> chapter.

um	ber o	f questions; 18 Add new question Import questions fro	m pools
	#	Question text \$	Actions
		م	
1		I was trained adequately for my current position.	
2	*	I am skillful enough to fulfill my responsibilities.	₽ 🖍 🖞
3	*	I have enough time to fulfill all my responsibilities.	₽ / ₫
4	-	I am required to work a proper number of hours.	₽ 🖊 🖞
5	-	I find my current position secure.	₽ / ₫
		I think my work is appreciated enough	0 / 🕅

Figure 61 Add Question Manually



Once you've entered your question, offered answers, and their weights, you shall click 'Add to survey' button in order to add your question to the question list.

umb	ber o	f questions: 18 Add new question Import questions from	n pools
#		Question text $\diamond$	Actions
		م	
1	*	I was trained adequately for my current position.	₽ / ₫
2	-	I am skillful enough to fulfill my responsibilities.	₽ / ₫
3	*	I have enough time to fulfill all my responsibilities.	₽ / ₫
4	÷	I am required to work a proper number of hours.	₽ / ₫
5	-	I find my current position secure	<i>₽ 1</i> m

Figure 62 Added Question

The second way to add questions to your survey is to import them from the question pools. To do this, click on 'Import questions from pools' button. Once clicked, it will scroll the page down to the 'Select pool' section. The first step is to select the existing questions pool from which you wish to load questions in your survey. The second step is to choose the question(s) you wish to assign to your survey and click on the 'Assign' icon. The question(s) will be added to the question list just like it's shown in the picture below.

	Close			
Question text	0	Parent pool	٥	Action
Search	Q Search		Q	
low satisfied are you with your career?	Career Pati	1		2
am aware of the skills I need to advance.	Career Pati	n		Q 1
am decided to continue my career at this company.	Career Pati	ı		Q 1
am required to work a proper number of hours.	Career Pati	1		Q 1
am skillful enough to fulfill my responsibilities.	Career Pati	n		2
can say I am satisfied with my career progress so far.	Career Pati	n		2
declare myself satisfied with my personal progress.	Career Pati	1		2
find my current position secure.	Career Pati	1		2

Figure 63 Import Questions from Pools

#### **14.3 Instructions**

The "Instructions" step can be used to create a specific message (guidelines, confidentiality statement, etc.) that will be displayed to the student in a pop-up dialog prior to test taking.

You will only need to check the "Attach instructions" box and write your text or copy an already formatted one inside of the text box below.

<	1.Survey settings	2.Questions	3.Instructions	4.Review	>
Copy from another managed	survey: Select one				✓ Attach instructions ⑦
Survey instruction example: Thank you for agreeing to take pa Today we will be gaining your thoo This survey should only take 4-5 Please click "Start Survey" to beg	art in this important survey meas ughts and opinions in order to b minutes to complete. Be assured jin.	uring customer satisfa etter serve you in the f d that all answers you	ction for (Company Nam iuture. provide will be kept in the	e). e strictest confidentia	lity.

Figure 64 Instructions



## 14.4 Review

The last step in the Survey generator is 'Review'. You can check your survey setting and its questions here once again to make sure that everything is set as it should be. You can also return on the previous steps and make changes if needed.

Once you are sure that everything is as it should be, click on the 'Finish Wizard' button to finish survey creation.

Help I wizard
n wizard
\$

Figure 65 Revied

# **15 Sending the Survey**

Before sending the survey, you need to assign profiling to survey and add survey participants.

First you need to click the 'Profiling' button. You will see the 'Profiling' tab and a dropdown list containing the list of all survey profiles. To see how to add new profiling, read the PROFILING chapter.

Adding survey participants (survey takers and survey managers) can be performed either from the list of all users or filtered according to groups. Once you send the survey, you can add more participants manually, as long as the survey is within the scheduled time.

Surve	ey • Career Path				Options +
ompl	ete survey preparation				^
			**		
1.	. Assign profiling template	2. Add	I survey participants		3. Schedule survey
Automa	atically assign users to predefined	Assign users	s to take the survey. Appoint	Set the	period when users will be allowed
catego	ries based on their survey scores.	additional su	rvey managers, if necessary.		to access the survey.
		100			
	Select profiling		Go manage		Schedule survey
Inform	mation Manage candidates	Survey resu	ults Questions	Pro	ofiling
Inforr	mation Manage candidates	Survey resu	ults Questions	Pro	ofiling Got it! Disable all hints
Inforr ssign ap	mation Manage candidates pplication users as survey managers o	Survey resu r survey participa	ults Questions	Pro	Got it! Disable all hints
Inforr ssign ap	Manage candidates pplication users as survey managers o users from:	Survey resu r survey participa sers	ults Questions	Pro	ofiling Got it! Disable all hints
Inforr ssign ap elect u	Manage candidates pplication users as survey managers o users from:	Survey rest r survey participa sers	ults Questions	Pro	ofiling Disable all hints
Inforr ssign ap elect u	mation Manage candidates pplication users as survey managers o users from: List of all use Username	Survey rest r survey participa sers	ults Questions Ints. User	Pro ◆	Sot it! Disable all hints Assigned from
Inforr ssign ap elect u	mation Manage candidates pplication users as survey managers o users from: Username Username	Survey resu r survey participa sers \$	ults Questions nts. User	Pro	Sot it! Disable all hints Assigned from
Inforr ssign ap elect u	Manage candidates       pplication users as survey managers o       users from:     List of all us       Username       aaron	Survey participa sers	Ints. User	+ Pro	Sot it! Disable all hints Assigned from
Inforr ssign ap elect u	Manage candidates       pplication users as survey managers o       users from:     List of all users       Username       aaron       Abadvionand	Survey resu r survey participa sers	Ints. Questions Ints. User Ints. User Ints. Ints	+ Pro	Sot it! Disable all hints
Inforr ssign ap elect u	Manage candidates       pplication users as survey managers or users from:       List of all users       aaron       Abadvionand       Abed1959	Survey participa sers	Ints. Questions Ints. User User Inompson Aaron Valencia Betty Werill Rey	<ul> <li>Pre</li> <li></li> <li< td=""><td>Sot it! Disable all hints Assigned from</td></li<></ul>	Sot it! Disable all hints Assigned from
Inforr ssign ap elect u	Manage candidates       pplication users as survey managers o       users from:     List of all us       users from:     Username       aaron       Abadvionand       Abled1959       Abled1997	Survey participa r survey participa sers	Ints: User User Nompson Aaron /alencia Betty werill Rey Daley Jessica	Pre	Sot it! Disable all hints Assigned from
Inform ssign ag elect u	Manage candidates       pplication users as survey managers of users from:       List of all users are user of username       Abadvionand	Survey resu r survey participa sers	Ints.  Coffin Micheal  Questions  Questions  Questions  List  Questions  Ques	<ul> <li>Pre</li> <li>2</li> <li>2</li> <li>2</li> <li>3</li> <li>4</li> <li>4<td>Assigned from</td></li></ul>	Assigned from
Inform	Manage candidates       mation     Manage candidates       pplication users as survey managers of users from:     List of all users       Image: I	Survey rest r survey participa sers , O 7 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Ints. Questions Ints. User User User Inompson Aaron Aaron Aaron Aaron Calencia Betty Coffin Micheal Curry Victoria	Prc	Assigned from

Figure 66 Add Survey Participants



# **15.1 Schedule Survey**

To schedule the survey, click on 'Schedule survey' and set the survey availability (from - to).

Survey	• Career Path							Options +
Comple	te survey preparation							^
			-	ŝ				
1.7	Assign profiling template	2. /	Add survey	particij	pants		3. Schedule	e survey
Automat	ically assign users to predefined	Assign u	sers to take 1	he surv	ey. Appoint	Set the	period when us	sers will be allowe
categori	categories based on their survey scores.		l survey man	agers, i	f necessary.		to access th	e survey.
	Se Survey availability			×			Schedule	survey
	Available from:*							
Inform	Available to:*	O Jun	▼ 2018	•	o ions	Pi	ofiling	
Assign apj	plicatio	ѕ м т	W Т	F	S		Got it!	Disable all hints
	Send	3 4	5 6 7	8	0			
Select us	ers from: List of a	10 11 1	2 13 14	15	16			
		17 18 1	9 20 21	22	23			
	Username	24 25 2	6 27 28	29	30	0	Assign	ed from
						Q		
	aaron	Time 00:	00:00		_		List of	all users
	Abadvionand	Minute C						
	Abled1959	Second 🔤		_				
	Abled1997		Daley Jess	lica				
	Accon1956		Coffin Mic	heal				

Figure 67 Schedule Survey

#### **15.1.1 Export Survey**

GetCertified allows you to export the survey to a PDF file, ready for immediate printing. By clicking the 'Export survey' button, surveys will be exported.

To export the survey, first click on 'Options' and then 'Export survey'.

Surv	ey · Career Path					Availability	Options + (2)
							Preview
Info	ormation Manage	e candidates	Survey results	Ques	tions	Profiling	Delete
							Export survey
ssign	application users as surv	ey managers o	or survey participants.				Suspend
							Create a copy
elect	users from:	List of all u	isers				Help
	Username	\$	User	٥	Assigned	from	Actions
		Q		Q			
	aaron		Thompson Aaron		List of all u	users	Reset
	Abadvionand		Valencia Betty				Send survey
	Abled1959		Averill Rey				Send survey

Figure 68 Export Survey

# **15.2 Changing Survey Settings**

The changes that can be performed after the survey is sent, are the ones concerning the survey name, description, look type, network access, show report and report contents. It is also possible to add more participants and change the survey's availability.

Survey • Car	eer path			Availability	Options +
Information	Manage candidates	Survey results	Questions	Profiling	
/iew basic survey i	nformation and settings. Moc	lify them if necessary.		Got it!	Disable all hints
Survey informat	ion				
Survey name:	Career path				
Description:	This survey will be used to	determine your career	path.		
Instructions:					$\oplus$
Survey status:	Running		Survey ID:	1461	
Available from:	Jun-1-2018 12:00 AM		Available to:	Jun-30-2018 1:29 PM	
Created by:	Andrew Ivarstead		Time of creation:	Jun-22-2018 1:28 PM	
Updated by:	Andrew Ivarstead		Update time:	Jun-22-2018 1:29 PM	
Survey settings					
Show report:	Immediately after finishing	9	Report contents:	Result and preview	
Network access:	Open access		Allow continua	tion 💿	

Figure 69 Change Survey Settings



#### **15.3 Copy/Delete Survey**

It is possible to create a copy of the existing survey or to delete it.

To create a copy of the existing survey, choose the desired survey within the 'Manage Surveys' page. Once you select the survey that you want to copy, click on 'Options', then click on 'Create copy'.

Notice: Survey participants are not being copied together with the survey.

Option for deleting the survey is also located with the option menu of the selected survey. To delete the survey, click on 'Options' button and then click on 'Delete' to delete the selected survey.

**Notice:** Delete survey option deletes all the data related to survey that you want to delete. In order to keep the survey data in the archive, choose 'Suspend' option within the selected survey.

Survey • Car	reer Path			Availability	Options 👻 💿		
					Preview		
Information	Manage candidates	Survey results	Questions	Profiling	Delete		
					Export survey		
Survey informat	tion				Suspend		
Survey name:	y name: Career Path						
					Help		
Description:	This survey will be used to	determine your career	path				
nstructions:	Survey instruction example:				$\oplus$		
Survey status:	Running		Survey ID:	1440			
	Jun-1-2018 12:00 AM		le from: Jun-1-2018 12:00 AM		Available to:	Jun-30-2018 11:51 AM	
Available from:							
Available from: Created by:	Andrew Ivarstead		Time of creation:	Jun-20-2018 11:46 AM			



					Preview
Information	Manage candidates	Survey results	Questions	Profiling	Delete
					Export survey
Survey informat	ion				Suspend
Survey name:	Career Path				Create a copy
,					Help
Description:	This survey will be used to		ath		
Jeacription.	This survey will be used to	determine your career p	aui		
nstructions:	Survey instruction example:	determine your career p	atii		÷
Instructions:	Survey instruction example:	determine your career p	Survey ID:	1440	÷
Instructions: Survey status: Available from:	Survey instruction example: Running Jun-1-2018 12:00 AM	determine your career p	Survey ID: Available to:	1440 Jun-30-2018 11:51 AM	Ð
Instructions: Survey status: Available from: Created by:	Running Jun-1-2018 12:00 AM Andrew Ivarstead	oetermine your career p	Survey ID: Available to: Time of creation:	1440 Jun-30-2018 11:51 AM Jun-20-2018 11:46 AM	÷

#### Figure 71 Delete Survey



#### **15.4 Survey Repetition**

If you want to allow users to retake the survey, navigate to that survey within the 'Manage surveys' page, select 'Manage Participants' tab, find user(s) you want to allow survey repetition and click on the 'Reset' link.

**Notice:** When you allow survey repetition to user(s), the system keeps the record of previous results.

Surv	ey • Career Path					Availability	Options 👻 💿
Info	ormation Manag	e candidates	Survey results	Ques	tions	Profiling	
Assign	application users as surv	ey managers o	or survey participants.				Disable all hints
Select	users from:	List of all u	ISEIS				*
	Username	e ≎	User	٥	Assigned fr	om	Actions
		Q		Q			
	aaron		Thompson Aaron		List of all us	sers	Reset
	Abadvionand		Valencia Betty				Send survey
			1				Pood autriou
	Abled1959		Averiii Rey				Send Survey

Figure 72 Survey Repetition

## **16 Surveys – Manage Surveys**

Second section in 'Surveys' menu is 'Manage Surveys' and it shows you the list of surveys organized as:

- 1. All surveys list of all surveys in the system
- 2. Not scheduled surveys that are created, but are waiting to be scheduled and sent to the users
- 3. **Running** currently active surveys
- 4. Scheduled survey that are scheduled, but are not active yet
- 5. Expired surveys that are no longer active
- 6. **Suspended** canceled surveys

## **17 Surveys – Profiling**

The third section in the 'Surveys' menu is 'Profiling'. In this section, you can create and manage profiles that will be used for your surveys.

#### **17.1 Collection**

Profiling templates tab gives you an overview of your profiles and you can also edit them.

Profiling templates	New profiling			
iew existing profili	ing templates. Modify them if n	ecessary.	Got it! Disa	ble all hints
able displays:	List of all profiling templates	in the system		
	Profiling name	\$	Description \$	Actions
		Q	م	
Career Path			Findings from this profiling will be used to determine your career path satisfaction at this point in your life.	/
Employee Survey			Profiling employees based on the assessment of their level of satisfaction with targeted areas at the job there	/
General Event Fee	dback		This profiling shows visitors feedback about our event.	/
Job performance			Categorizes employees by the degree of their reliability	/
Job Satisfaction P	Profiling		Profiling that display level of satisfaction for Job Satisfaction	1

Figure 73 List of all Survey Profiles

#### **17.2 New Profiling**

In the 'New Profiling' tab you can create new profiles for surveys by defining the profiling name, privacy and description. Once you set these parameters, you need to define the profiling labels.

Name:*	Job Satisfaction Profiling	Privacy:	Public O Private
Description:*	Profiling that display level of satisfaction for Job Sa	tisfaction survey	
Created by:	Andrew Ivarstead	Create time:	Sep-8-2017 13:44 PM
Profiling label:	Strongly Disagree, Very Unhappy		From %: 0 <sup>▲</sup> / <sub>▼</sub> To %: 25 <sup>▲</sup> / <sub>▼</sub>
Profiling label:	Disagree, Unhappy		From %: 25 A To %: 45 A
Profiling label:	Agree, Happy		From %: 45 A To %: 70 A
Profiling label:	Strongly Agree, Very Happy		From %: 70 <sup>▲</sup>
			Profiling label

Figure 74 Creating new Profile for Surveys

# **18 Survey - Question Pools**

The fourth section in the 'Surveys' menu is called 'Question Pools'. Question pools can hold a theoretically infinite number of questions. Pool access is restricted only to pool users. To create a survey question pool, click on the 'Create' button in the left sidebar. Once clicked, a new pop up will open. The information you need to input are pool name and pool description. Once finished, click 'Save'.

★ Search users	Users + Tests + Surveys + Training courses Reports + System +	Andrew 🧃
TE 🛆 (0) Pools 🔎 🛛 Create	Survey question pools	
Pools (9, 119)     Employee survey (0, 14)     Ceneral Event Feedback (0, 7)     Job Performance (0, 19)     Zi Job Satisfaction Survey (0, 17)	Select a question pool from the navigation tree on the left or create a new one. Add questions and manage pool role permissions. Import questions from pools into your surveys.	
Job stress (0, 15)     Market Research Product (0, 8)     Physician Satisfaction Survey (0, 12)	New pool ×	
Training Evaluation Form (0, 11)     Duiversity Student Satisfaction (0, 16)	Name.*         Career path           Description.*         This survey pool will be used to determinate your career path.	
	Save Cancel	

Figure 75 Create Survey Question Pool

#### **18.1 Survey Question Pools – Information**

When you create or open one of the question pools, a panel with information of the selected pool will be displayed. In this panel, you can see the basic information of the selected group:

- 1. Pool name
- 2. Pool ID
- 3. Description
- 4. Your role
- 5. Pool type
- 6. Created by
- 7. Create time

It is also possible to create sub-pools. To do this, click the 'New sub-pool' button and input sub-pool name and sub-pool description.

↑ Search users		Users + Tests + 1	Surveys 👻 Training co	urses Reports <del>-</del>	System +	
E         Q         (0)           Pools         Q         T         Create	Career Pat	n			New sub-pool	Options • 🔿
<ul> <li>Pools (10, 138)</li> <li>Career Path (0, 18)</li> </ul>	Information	Users	Questions			
Employee survey (0, 14)     General Event Feedback (0, 7)	Pool name:	Career Path			Pool ID:	10066
Job Performance (0, 19)     Job Setiofestica Survey (0, 17)	Description:	Findings from this pool	will be used to determine y	your career path and job	interests at this point in you	r life.
Job satisfaction survey (0, 17)     Job stress (0, 15)	Your role:	Modify		Pool type:	Survey pool	
Market Research Product (0, 8)     Physician Satisfaction Survey (0, 12)	Created by:	Andrew Ivarstead		Time of creation:	Sep-8-2017 1:28 PM	
<ul> <li>Training Evaluation Form (0, 11)</li> <li>University Student Satisfaction (0, 16)</li> </ul>	Updated by:	Andrew Ivarstead		Update time:	Sep-8-2017 1:29 PM	

Figure 76 Survey Question Pool Information

## **18.2 Survey Question Pools – Users**

Mechanism of adding users to a specific survey question pool is the same as adding members to a group. The difference is that here you need to select if the table shall display selected pool users, my user groups or all users from the system.

Care	er Path						New sub-p	bool	Options 👻	0
Info	ormation	Users		Questions						
Selec	t users from:	Pool users								*
		Username	¢		User	÷	Status	\$	Pool role	\$
			Q			Q	Select one	*	Select one	
	adam			Moore Adam			Active		Read-only	
	admin			Ivarstead Andrew	1		Active		Modify	
	Afrand			Dukes Mary			Active		Read-only	
	albert			Harris Albert			Active		Read-only	
	alexander			Robinson Alexan	der		Active		Read-only	
	alfred			Green Alfred			Active		Read-only	
	instructor			Stewart Sophia			Active		Modify	
				ia <a <u="">1</a>	▶> ▶1 10 ▼				Rows:	7
Set	pool role to 👻	Remove sele	cted						Export as Exc	el

Figure 77 Question Pool Users

## **18.3 Survey Question Pools – Questions**

The 'Questions' panel is where you are managing questions by adding new questions, previewing or editing the existing ones, moving/copying them to another question pools or deleting them. To copy or move a question to another question pool, click on 'Copy' or 'Move' button and select one of the available question pools.

Info	ormation	Users	Questions			
		Question text	\$	Source po	¢ loc	Actions
	Search		Q	Search	Q	
	How satisfie	d are you with your career	?	Career Path		₽ 🖊 🖞
	I am aware o	f the skills I need to adva	nce.	Career Path		₽ 🖊 🖞
	I am decided	to continue my career at	this company.	Career Path		P 🖊
	I am required	to work a proper number	of hours.	Career Path		P 🖊
	I am skillful e	enough to fulfill my respo	nsibilities.	Career Path		P 🖊 🗓
	I can say I an	n satisfied with my career	progress so far.	Career Path		₽ 🖊 🗓
	I declare mys	elf satisfied with my pers	sonal progress.	Career Path		P 🖊 🗓
	I find my curr	ent position secure.		Career Path		₽ 🖊 🗓
			··· ··· <b>1</b>	2 ▶ ▶ 10 ▼		Rows: 18

Figure 78 Survey Question Pools - Questions



#### 18.3.1 Survey Question Pools - Adding New Question

To add a new question, navigate to the 'Questions' panel inside the selected question pool and click on 'Add question' button.

	I am decided to continue my career at this company.	Career Path	₽ 🖍 🛍				
	I am required to work a proper number of hours.	Career Path	₽ 🖍 🛍				
	I am skillful enough to fulfill my responsibilities.	Career Path	₽ 🖍 🖞				
	I can say I am satisfied with my career progress so far.	Career Path	₽ 🖍 🛍				
	I declare myself satisfied with my personal progress.	Career Path	₽ 🖍 🗓				
	I find my current position secure.	Career Path	₽ 🖍 🖞				
	ia <a <u="">1</a>	2 ↦ ▶1 10 ▼	Rows: 18				
Add	A question Move Copy		Export as Excel				
Quest	tion text		Options				
B 2	· 프 ×, ×, 汪 토 종 홈 클 T· 대· T₂ % ↔ ♥ ♥						
Answ	Answers Weight <sup>®</sup> Options						
			Add answer				
	Add to po	ol					

#### Figure 79 Add Question

Once you choose the question type, a new panel will expand below the table. Inside that panel, you shall define:

- 1. Question text enter the question text with the help of rich text editor
- 2. Options preview the question and/or add an image to the question
- 3. Answers by clicking on the 'Add answer' button you add the needed number of offered answers
- 4. Weight define the impact that answer has on the survey outcome
- 5. Options preview the answer, delete or add an image to it


Once you define your question, answers and other parameters, click on 'Add to pool' button.

Options		Multiple choice
Points:	5 A Difficulty: Medium V Penalty: 0	
Duration:	00:02:00 Frequency: Normal 💌	
Question	n text	Options
BI	[x, x' ] 三 三 三 三 T- f F T 🙀 🤫 🌼 🍠 🕐	
Select cor	rect answers	
Answers	i de la constante de la constan	Correct Options
1 -	B / U ×, × ⋮ Ξ Ξ Ξ T · T · T · T · · · · · · · · · ·	
	Correct answer	
2 -	B I U x, x' 등 등 등 등 등 등 등 % % % % % %	と前属
3 -	B I U x, x' Ξ Ξ Ξ Ξ T- nT- T <sub>a</sub> %	🗸 🔎 🛍 🖪
	Answer generator	Add answer
	Display number of correct answers: 1	
	Display number of wrong answers: 1	Learning feedback
Assistar	ICE	Additional time
		Minus one wrong answer
		Add assistance 👻
	Add to pool Cancel	

Figure 80 Question Editor

# **19 Training Courses**

Training courses is a new module in GetCertified since the version 3.0. training courses can be organized in training steps (chapters). Each training step can have assigned test and attachments (training materials).

### **19.1 Create Training Course**

To create new training course:

- 1. Click the "Create" button
- 2. Enter the training course name
- 3. Enter the training course description
- 4. Click the "Save" button

♠ Ø Search users	Users + Tests + Surveys + Training courses Reports + System +	Andrew 👰 🔹
Training courses	Training courses	
All training courses (3) Q. Search Demonstrates a training with 4 steps, all attachment types and 2 tests. Digital Marketing Fondamentaux de la communication	Create progressive training courses organized in steps that have to be passed. Add different types of multimedia content to your training course steps. Assign existing tests with certificates to your training course steps as a check or final evaluation point. Test scheduling has to be performed on test management page, but test candidates can be assigned implicitly through training course.	
Managed training courses (1)	New training course       X         Name*       Digital Marketing         Description*       This training course will help you to learn the basics of digital marketing           Save       Cancel	

#### Figure 81 Create Training Course

# **19.2 Training Course Candidates**

Each training course can have as many candidates (training takers) as you want. To assign candidates to training course:

- 1. Go to "Candidates" tab
- 2. Click the "Assign candidates" button
- 3. Select the users that you want to assign
- 4. Click the "Confirm" button

Traii	ning • Digit	al Marketing				Dele	te
Inf	ormation	Candidates	](	Managers	Steps		
Ass	sign candidates	2	Assig	n candidates			×
		Username	_				
	Search			Use	ername \$	User	≎ Email ≎
	Abadvionand			Search	Q	Search	P Search P
	Acrow1060			Happriberan1980		Trumbo Jane	JaneDTrumbo@gustr.com
	Acrew1909		~	Haread		Tillis Albert	AlbertNTillis@fleckens.hu
	bob		<	Hateplan		Abel Bobby	BobbyGAbel@superrito.com
	brian	3		Hateplould93		Woods Gary	GaryHWoods@superrito.com
	candidate			Hatiankin1959		Albright Howard	HowardRAlbright@jourrapide.com
	cundidate		~	Hatich		Thomas Raymond	RaymondDThomas@rhyta.com
	Earde1957			Hationly81		Hicks Barbara	BarbaraFHicks@gustr.com
	edward			Hattly1996		Bonin Patrick	PatrickBBonin@teleworm.us
	gabrielle			Haveran		Clark Jesse	JesseMClark@superrito.com
	gabrielle			Headdly		Woodring Billie	BillieSWoodring@teleworm.us
			_		। ब ≼ब	10 20 <b>21</b> 22 23 ▶ ▶ 10	Power 525
Ren	nove selected c	andidates					
			Cor	nfirm 4			

Figure 82 Training Course Candidates

To remove candidates from training course:

- 1. Go to "Candidates" tab
- 2. Select the candidate(s) that you want to remove from the training course
- 3. Click the "Remove selected candidates" button at the bottom of the "Candidates" table



## **19.3 Training Course Managers**

Each training course can have as many managers as you want. To assign managers to training course:

- 1. Go to "Managers" tab
- 2. Click the "Assign managers" button
- 3. Select the users that you want to assign as managers
- 4. Click the "Confirm" button

Information	Candidates	Managers 1	Steps				
Assign managers	2 Assig	n managers					×
Use	ername	Username	Ŷ	User	\$	Email	\$
Search		Search	Q	Search	Q	Search	Q
admin		aaron		Thompson Aaron		aaron.thompson@youtestme.com	
instructor		Abadvionand		Valencia Betty		BettyEValencia@gustr.com	
	~	Abled1959		Averill Rey		ReyKAverill@cuvox.de	
	3	Abled1997		Daley Jessica		JessicaKDaley@superrito.com	
	<ul> <li>Image: A set of the set of the</li></ul>	Accon1956		Coffin Micheal		MichealLCoffin@dayrep.com	
	~	Acessier		Curry Victoria		VictoriaMCurry@teleworm.us	
	<ul> <li>Image: A set of the set of the</li></ul>	Acesturod		Blackburn Janet		JanetDBlackburn@einrot.com	
	~	Acrew1969		Carpenter Eva		EvaMCarpenter@armyspy.com	
		Actat1963		Forth Christopher		ChristopherMForth@jourrapide.com	
		adam		Moore Adam		adam.moore@youtestme.com	
			14 <4	<u>1</u> 2 3 4 5 ▶ ▶	10 🔻	Rows: 8	542
Remove selected manag	gers	nfirm 4					

Figure 83 Training Course Managers

### **19.4 Training Course Steps**

Each training course can have as many steps (chapters) as you want.

Info	rmation C	andidates	Mana	gers	Steps		
Add	step						
#	Step	)	Attachm	ent	Test	Actio	ns
1	The Basics of Digital	Marketing	1	•	-	Assign test	Settings -
2	SEO		3	•	-	Assign test	Settings -
3	Social Media		2	•	-	Assign test	Settings -
4	CERTIFICATION EXAM	1	0		Digital Marketing Certification Exam		Settings 🔻

Figure 84 Steps Overview

To add a new step to your training course:

- 1. Go to "Steps" tab
- 2. Click the **"Add step"** button
- 3. Enter the step name
- 4. Enter the step description
- 5. Click the **"Save"** button

Inf	ormation	Candidates	Managers	Steps	1
Add	d step 2	l.			
#		Step	Attachment	Test	Actions
1	The Basics of	f Digital Marketing	1 ৰ	-	Assign test Settings 👻
New t	raining step				×
Nar Des	ne:* 3 cription:	The Basics of Digital Mark <b>B</b> <i>I</i> <u>U</u> abe <b>x</b> , <b>x</b> <sup>2</sup> <b>T</b> - Digital Marketing is use of d tool available to them to rea Marketing', 'Internet Market	eting <b>rT- HI- T<sub>2</sub> T<sub>2</sub> I ∷</b> igital technology for carry ch out to more and more ing' and 'Web Marketing'	注意意意 ■	7 C E R & A I R R I R I R I R I R I R I R I R I R
			5 Save	Cancel	

#### Figure 85 Add Step

### **19.5 Training Course Literature**

Each training step within the training course can have attached training material (literature). There are 8 types of attachments that can be added to training steps:

- 1. Video (MP4)
- 2. Audio (MP3)
- 3. PDF
- 4. Google Docs
- 5. Archive (.ZIP)
- 6. YouTube video
- 7. External link
- 8. Picture

#### **19.5.1 Attaching Training Material to Step**

To attach training material to step:

- 1. Within the "Steps" tab, click the "Settings" button and choose "Add attachment"
- 2. Enter the attachment name
- 3. Enter the attachment description
- 4. Choose the attachment type
- 5. Click the **"Save"** button

Info	ormation	Candidat	es	Manag	ers	Steps				
Add	l step									
#		Step		Attachme	ent	Test	:		Actio	ns
1	The Basics of	Digital Marketi	ng	1	•	-		А	ssign test	Settings 👻
IT I	he 6 Fundament	als of Digital M	New att	achment						× -
2	SEO		Name	*	Attao	chment Name				2
			Descri	ption:	Attao	hment description				
🔺 SI	EO Tools									
GW	hat is SEO?		Attach	iment type:*	Sele	ct one				- 4
D H	ow SEO Works?									
3	Social Media									]
4	CERTIFICATIO	N EXAM				5 Save	Cancel			

Figure 86 Add Attachment



#### **19.5.2 Attachment Preview**

To preview the attachment, open the "Steps" tab and:

- 1. Next to step, in the attachment column click the arrow icon and a list of attachments for that step will appear
- 2. Click the magnifying glass icon next to the attachment that you want to preview and attachment will be previewed below the steps

Inf	ormation	Candidates	Mana	agers	Steps	
Ad	d step					
#		Step	Attachm	nent	Test	Actions
1	The Basics o	f Digital Marketing	1	<b>v</b>	1 -	Assign test Settings 🔻
				A	ttachments	
T A	he 6 Fundamer	ntals of Digital Marketing				2 🔎 🛓 🛍
2	SEO		3	•		Assign test Settings -
3	Social Media	I	2	•		Assign test Settings -
4	CERTIFICATI	ON EXAM	0		Digital Marketing Certification Exam	Settings 🔻
Attack	hment previev	v				~ ×
		Tho	6 F		indamor	Itals
			:_:	<b>L</b> .		ting
			iyi			ung
			-			-

Figure 87 Attachment Preview

Each of the attachments can be previewed and/or downloaded and removed from the steps.



### 19.5.3 Assigning Tests

Each step within the training course can have assigned test. To assign test to a step:

- 1. Click the "Assign test" button next to a step
- 2. Find the test that you want to assign and click the **"Assign"** button

Info	ormation	Candidates	Managers	Steps		
Add	l step					
#		Step	Attachment	Test	Actions	
1	The Basics o	f Digital Marketing	1 💌		Assign test	Settings 👻
			Atta	achments		
Assigr	n test					×
			Test na	me		Actions
					Q	,
Applic	ation Developi	ment				$\downarrow$
Austra	alian Citizenshi	ip				Ţ
Digita	l Marketing Ce	rtification Exam				2 \downarrow
Financ	cial Manageme	ent				Ţ
Gener	al Knowledge					¥

Figure 88 Assign Test

# 20 Test validity

Create a validation period for each of your tests and define the retake period on which test-takers will be notified that their test result is about to expire. During the retake period or after the validity expiration, test taker is available to retake the test.

#### 20.1 Test validity setup

Each test/survey has the option of validity period assignment. Validity period defines the period during which test/survey result is valid. If this option is not defined, it is assumed that validity period has unlimited duration.

After test creation, test manager has the option to set validity period and available for retake fields inside **Manage tests -> Information tab**. There is a section inside this tab called **Validity**, and inside that section the test manager can assign for how many days that particular test is valid and also to define **Available for retake** parameter that will be used to determine in how many days prior to expiration system should notify the test-taker.

For example: If some particular test has been done by the test-taker on 7<sup>th</sup> of June 2018, and validity period is 365 days (1 year), if available for retake is set to 5 days, system will start notifying the test taker **5 days before the 7<sup>th</sup> of June 2019.** 

Information	Manage candidates	Test scores	Questions	Report	
Certificate					
	Select a certificate: Sele	ct one			
Test information					
Test name:	3 Demonstrates a test gene	rated by test generat	or with the enabled cont	inuation and timed questio	ins
Description:	Test 3 (Generated, Immedia	itely after finishing, Ti	me per question, Contin	uation)	
Instructions:	Test instruction example:				0
Test in training:	No				
Test status:	Running		Test ID:	1260	
Available from:	Mey-1-2018 12:00 AM		Available to:	May-5-2027 2:39 PM	
Created by:	Andrew Iversteed		Time of creation:	May-11-2018 1:06 PM	
Updated by:	Andrew Ivarstead		Update time:	Jun-13-2018 9:26 AM	
Test settings					
Creation type:	Generated		Test versions:	1	
Show report:	Immediately after finishing		Report contents:	Grade and preview	
Duration type:	Time per question		Duration:	00:20:00	
Network access:	Open access		Allow continue	ation (1)	
Pass mark (%):	1		Inclusive pass	mark 💮	
Validity					
Test validity (in da	ys): 2		Available for retails	e (in days): 1	
Broedcast sharin	ng options				

Figure 89 Test Validity

## **20.2 Retaking the test**

During the Available for retake period, test-taker has the option to retake the test from My profile -> My Tests -> List of Finished Tests. One more important thing is that only test that was finished can be retaken. By finished it means that it has been resolved, either by a system or the professor. As soon as the test-taker clicks the button "Retake", system suspends the previous test and create a new one – notification appears and test-taker can take the new test.

View the collection suspended. You ca	of your	tests, sorted by stat ee the test templates	us: sc s and	heduled, not scheduled, ex certificates	pired, running,	Got iti Disable all hints
Table displays:	Finist	ned				
Test	0	Certificate	0	Taken 0	Valid until	Result
Search	ρ	Search	p			
GetCertified				Jun-8-2018 3.25 PM	Jul-2-2018 3:15 PM	Passed (S of 5 points; 100.00%)
Welcome to GetCertified!				Jun-11-2018 12:55 PM	Jun-15-2018 1 38 PM	Passed (0 of 30 points; 0 00%) Retake

Figure 90 Retaking the test

If, for some reason, test-taker does not retake his test during Available for retake period - after the test has expired, **system retakes the test for the test-taker and the effect is the same as with the retake button.** 



# 21 Broadcast sharing

In this section, the test manager can decide whether he wants to allow HTML Link or Pin sharing of the test.

Information	Manage candidates	Test scores	Questions	Report	
Certificate					
•	Select a certificate:	Select one			-
7	Current certificate:	Welcome to GetCertified!			
Test name:	4 Demonstrates a man	ually created test with mult	timedia and unlimited ti	me	
rest nume.	+ bemonstrates a man				
Description:	Test 4 (Manual, Unlimi	ed, Multimedia, Immediate	ly after finishing, Grade	and preview)	
Instructions:	Test instruction example				$\oplus$
Test in training:	No				
Test status:	Running		Test ID:	1281	
Available from:	May-1-2018 12:00 AM		Available to:	May-6-2027 2:39 PM	
Created by:	Andrew Ivarstead		Time of creation:	May-14-2018 2:30 PM	
Updated by:	Andrew Ivarstead		Update time:	Jun-19-2018 3:20 PM	
Test settings					
Creation type:	Manually created		Test versions:	1	
Show report:	Immediately after finis	hing	Report contents:	Grade and preview	
Duration type:	Unlimited				
Network access:	Open access		Allow continua	tion @	
Pass mark (%):	1		🗹 Inclusive pass	mark 💿	
Validity					
Test validity (in day	ys):		Available for retake	(in days): Please enter test validity firs	st.
Broadcast sharin	ig options				
Pin this test gl	obally ② The test	is not pinned to the dashb	oard. Only directly assi	gned users can take it.	
Allow LITAL	al abasing @		the the s	53	

Figure 91 Broadcast sharing

## **21.1 Pin sharing**

Pin sharing a test/survey or training. If a test is pinned, it will automatically appear on the home screen of every registered user in the application. This option is only possible if a manager has the privilege of 'assigning a test to any user.



#### Figure 92 Pin sharing

Pinned tests/surveys or trainings are ready for taking from the home screen of the user's dashboard. In case that user is also directly assigned to do the assessment – pinned task will not show up. If the test/survey or training is unpinned it will be removed from the home screen.

<b>1</b>				Student 🧕 🔹
(0) No new notifications.	Pinned 1	Career Path Survey	General Knowledge Test	
	Pinned 1	start survey	Start test	
	w	elcome to GetCertified! Training Start training		

Figure 93 Pin sharing dashboard

## **21.2 HTML link sharing**

If the test is shared using a HTML link the manager can decide whether he will copy the link and share it publicly, or use the built-in option to send the test request via email by typing the list of emails and clicking invite.

Pin this test globally ⑦	The test is not pinned to the dashboard. Only directly assigned users
✓ Allow HTML link sharing ⊘	Public test link: http://192.168.1.8:9011/login.xhtml?quizId=1
Enter email addresses of people that you wish	to take your test. Once you are done, click 'Invite'.
example@gmail.com, example1@gmail.com	

Figure 94 HTML link sharing

The choice of HTML Link sharing is only possible if the user has a privilege of creating a new user because link sharing allows auto-registration approval of new users that are trying to access the test.

GetCertified	
ytm.system@gmail.com	
•••••	
SIGN IN	Please sign in or register to star the publicly shared test!
Forgot password?	

Figure 95 HTML link sharing

GetCertified
--------------

Email		
Username		
First name		
Last name		
Date of birth		
Select one		•
AWJ59	Type in the security co	de
	SIGN UP	After registration, you will be redirected to the test. Your password will be sent to you by e-mail.
Fo	orgot password?	-

Figure 96 HTML link sharing

# 22 Reports

'Reports' are an advanced module in GetCertified since the 2.0.0s version. The default set contains 5 types of reports which are possible to export to Excel:

- 1. Finished tests statistics reports for tracking statistics of finished tests in the system
- 2. User success on tests reports for tracking statistics of users and tests they took
- 3. User outcome on surveys Reports for tracking statistics of users and success on surveys with attached profiling
- 4. General user statistics See statistics for each user in the system
- 5. Certificates reports for tracking statistics of users and achieved certificates in a system
- 6. Question pools reports for tracking information of question pools in a system
- 7. Groups reports for tracking users in groups within a system

It is important to mention that the reporting system is developed so that it can export all sorts of statistics easily, resulting in a theoretically unlimited number of report types.

You can access the 'Reports' page from the main menu. Once opened, you can get one of the 7 types of reports in just 3 simple steps.



Figure 97 Reports

## 22.1 Standard Reports

Standard reports are new since the version 3.1. in the standard reports module, you can find 9 standard reports categories

tandard reports cate	gories				
User reports (2	23)	Test reports (1	11)	Survey reports (	5)
Administrators:	5	Running tests:	16	Running surveys:	10
Instructors:	5	Scheduled tests:	2	Scheduled surveys:	0
Students:	553	Expired tests:	3	Expired surveys:	1
Others:	0	Suspended tests:	2	Suspended surveys:	0
<b>**</b>		Not scheduled tests:	7	Not scheduled surveys:	1
User groups repor	rts (2)	Not scheduled tests:	7 eports (5)	Not scheduled surveys:	1 eports (4)
User groups report	rts (2) 8	Not scheduled tests:	7 eports (5) 37	Not scheduled surveys:	1 eports (4) 13
User groups repor Active groups: Inactive groups:	rts (2) 8 11	Not scheduled tests:	7 eports (5) 37	Not scheduled surveys:	1 eports (4) 13
User groups report Active groups: Inactive groups:	ts (2) 8 11	Not scheduled tests:	7 eports (5) 37	Not scheduled surveys: Survey question pools re No. of survey pools: Overall statistics	1 eports (4) 13
User groups report Active groups: Inactive groups: Training course report Total training courses:	rts (2) 8 11 orts (2) 6	Not scheduled tests:	7 eports (5) 37 s (7) 641	Not scheduled surveys: Survey question pools re No. of survey pools: Overall statistics General information about th	1 eports (4) 13 (1) e other eig
User groups repor Active groups: Inactive groups: Training course report Total training courses:	rts (2) 8 11 orts (2) 6 6	Not scheduled tests:	7 eports (5) 37 s (7) 641 255	Not scheduled surveys: Survey question pools re No. of survey pools: Overall statistics General information about th categories.	1 eports (4) 13 (1) e other eig

Figure 98 Custom Reports

Each category contains a set of reports related to different parts of GetCertified application, in total there are over 50 standard reports and each report can be exported to Excel.

	3	1					
		1	6	545			
#	Reports name						
1 Use	ers basic info	List of all users with	n their basic profile infor	mation			
2 Las	t login activity	Record of the last login for all users within the system					
3 Log	jins and logouts	List of every login and logout activity for all users within the system					
4 Tes	t results	The final outcome for each user who attempted taking any test within the system					
5 Ach	nieved certificates	Every successfully finished certification attempt with date and basic details					
6 Tra	ining participants	participants List of all training participants with their training roles					
7 Cer	tificates per user	Number of achieved certificates for each user in the system					
8 Tes	t question pools members	List of all test ques	tion pools members with	their pool roles			
9 Sur	vey question pools members	List of all survey qu	estion pools members w	rith their pool rol	es		
10 Use	ers average scores	List of all users with	n information about their	average, highes	t, and lowest test scores		

# 23 System Administration

#### 23.1 Mail Server

Mail server(s) and the internal network can be managed in the system administration administrator. Mail server panel serves to set parameters for a mail server that will be used for sending various notifications to administrator and users over an email. There is no limit regarding the number of mail servers which can be set, so you can have an unlimited number of backup mail servers. To test the mail server, input your email in the 'Send test email' field and click on 'Send' button.

Add new	Mail server:	smtp.gmail.com (Active)	
Host:	smtp.gmail.com		
Port:	587		
SMTP Auth.:		Start TLS:	✓
Username:	@gmail.com		
Password:			
System email:	@gmail.com		
Support email:	@gmail.com		
		Update existing	

Figure 99 Mail Server

To add a new mail server, click on 'Add new' button inside the 'Mail server' panel. Input the parameters of your mail server and click on 'Create new' button.

ail server	Internal network					
On this page the contact e	you can set the e-mail -mail address for supp	server that send ort.	s notifications to users. You	can also set Got it!	Disable all hints	
Add new		Mail server:	Select			-
Host:	name@examp	ble.com				
Port:	587					
SMTP Auth.:		~	Start	TLS:		
Username:	username					
Password:	•••••					
System ema	il: name@examp	ble.com				
Support ema	ail: name@examp	ble.com				
			Create			
			Create			

#### Figure 100 Add new Mail Server

#### **23.2 Internal Network**

The next panel in system administration is the 'Internal network'. This allows you to define the IP addresses or IP addresses range within your local network from which the application can be accessed. If you define the internal network, none of the other IP addresses will be allowed to access the application.

Mail server	Internal network
Set the masks this internal ne	for IP addresses (example: 192.168.*, 257.142.1*) that you wish to represent the internal network. Only the devices that are in etwork will be able to access the closed-type tests.
IP mask:	192.168.1.
Client's IP:	192.168.1.53
	Confirm
	You are inside the internal network

#### Figure 101 Internal Network

# 24 Active Directory Integration (on demand)

Active Directory (AD) is a directory service for Windows domain networks. It manages all users and computers via LDAP in a Windows domain type network.

With this integration you can easily add AD users from existing domain to GetCertified application. The user information can be kept up-to-date. There is no need to manually add new users to GetCertified.

### 24.1 Features

- The user can be authenticated in GetCertified using AD credentials.
- Changes in the Active Directory, such as name changes or new users, are periodically or on admin demand updated in GetCertified.
- Users that have been removed from the Active Directory will be deleted in GetCertified automatically.

### 24.2 Authentication & Synchronization

AD user can log in GetCertified with his **sAMAccountName** attribute as username and AD password as password.

**Periodical synchronization** - GetCertified once a day polls the AD for changes and updates the users' profiles to keep them synchronized with AD.

**Manual synchronization -** Administrator role has a privilege to manually synchronize the users' profiles. It can be done by clicking the **Sync with Active Directory** button on the **User profiles** page (see the figure below).

Search users	•		Users - T			Andrew
(6)			Manage users			
Take training: Digital Marketing		User profiles	Manage groups	s.	Load u	isers Help
Take training:	0	List of all users Registration requests 0	Roles and perm	nissions		
Velcome to GetCertified!	0	Show deleted users	Subscriptions			
start: Financial Management		Username	My profile	User ¢	Email ¢	Status ≎
un-19-2018 10:46 AM	0	Search	Q s	Search P	Search D	Select one
Sustomer Satisfaction Jun-19-2018 10:14 AM	0	aaron	т	Thompson Aaron	aaron.thompson@youtestme.com	Active
tart:		Abadvionand	V	/alencia Betty	BettyEValencia@gustr.com	Active
un-19-2018 10:45 AM	0	Abled1959	A	werill Rey	ReyKAverill@cuvox.de	Active
Start: Career Path		Abled1997	D	Daley Jessica	JessicaKDaley@superrito.com	Active
lun-19-2018 11:09 AM	0	Accon1956	c	Coffin Micheal	MichealLCoffin@dayrep.com	Active
		Acessier	C	Surry Victoria	VictoriaMCurry@teleworm.us	Active
		Acesturod	В	Blackburn Janet	JanetDBlackburn@einrot.com	Active
		Acrew1969	c	Carpenter Eva	EvaMCarpenter@armyspy.com	Active
		Actat1963	F	orth Christopher	ChristopherMForth@jourrapide.com	Active
		adam	м	doore Adam	adam.moore@youtestme.com	Active
				····· <u>1</u> 2 3 4 5 •• •• 10 •		Rows: 549
		Set status to - Supe with Active Directory	1			Export as Excel
		Set status to a	1			CAPOIT US EXCER

Figure 102 Active Directory

#### 24.3 SFTP Transfer

In the SFTP Transfer section, you can activate sending of reports regarding test completion, stored in a CSV format.

If activated, reports will be sent at regular intervals and will contain information that refers to all new successfully completed test attempts (empty CSV file will be sent if none of the test attempts was completed successfully in a defined interval).

In this section you can handle all **necessary configurations** regarding the transfer:

- 1. Insert the parameters of your FTP server
- 2. Define the interval for sending reports
- 3. Activate/deactivate transfer

In order to successfully direct data to the desired location, it is necessary to **insert the parameters of your <u>FTP server</u>** by filling in the following fields:

- 1. IP address
- 2. Port
- 3. Username
- 4. Password

In order to **define the interval for sending reports**, you need to define the value of the **"Interval in minutes"** field

In case you are interested in the date and time of the last sent report, this information is available in the field labeled as **"Last sent"** 

Finally, if you wish to <u>activate/deactivate transfer</u>, you can do this by manipulating the value of the button in the top right corner next to the "Transfer" label.

You can check whether the transfer is active or not, by looking at the information about its status, located below all above-mentioned field.

Set the parameters f	for sending new successfully o	completed test atten	npts using SETP.		Transfer: Active
IP address:	ftp.youtestme.com		Port:	21	
Username:	username		Password:	•••••	
Interval in minutes:	60	×	Last sent:		
		Transfer is cu	rrently: Active		



#### 24.4 System Reports

System reports give insights to an on the system performances, such as:

- 1. CPU usage per user
- 2. Current session info
- 3. Database files
- 4. DB implementation info
- 5. Database size
- 6. Dead locks
- 7. Instance info
- 8. Invalid objects
- 9. Invalid user objects
- 10. Last SQL by object
- 11. Last SQL fired
- 12. Long running SQL
- 13. NLS info
- 14. Running SQL
- 15. Running SQL 2
- 16. State stats
- 17. Space by schema
- 18. Space by table
- 19. Space by YTM schema
- 20. SQL connections by app
- 21. SQL connections
- 22. System info
- 23. Table space used
- 24. Top reads by execution

System reports module can easily be extended regarding the number of types of reports.

You can access the 'System reports' page from the main menu, under the 'System' menu. Once opened, you can get one of the 24 different types of system reports in just 3 simple steps.

	Choose report	Choose	ie parameters	Report out	come	5
	unous report	Child.	e parameters	Report out	come	
			Reports			
CPU Usage Per User						
Current Session Info						
Database Files						
DB implementation Info						
Database Size						
Dead Locks						
Instance Info						
						Rows: 24

#### Figure 103 System Reports



# 25 Taking a Test

Test participants can start taking the test through their personal profile, notification sidebar or through active tests in the quick look on the Tests page. In case of any interruptions such as power shortages, internet connection disruptions, accidental browser closing, etc. – the user is able to return to the test and continue with it, if the test manager allows that. If the test is time-limited, the timer will continue counting time, regardless of the user's presence.

~ <del>~</del> ~	(9)
st:	
iest:	<b>V</b>
0:44 PM	
ort: y	
017 17:00 PM	<b>Ø</b>
w Ivarstead, Geography 8-2017 17:00 PM	ð
report: pson, Geography	
DO PM	6
etereson 017 16:28 PM	
iest: ny me:	
17 16:13 PM	0
ed report: ompson, OSI model	
17 15:50 PM	Ð
15:07 PM	

Figure 104 Taking the Test from Profile

General Knowledge Next question	Remaining 00 07 30
	Answered questions 9/10
9 of 10 Single choice 4 Points 2 Penalty Medium	
The largest organ of human body is?	#8 From the following list select 6
Human Aductory They's T	#9 The largest organ of human bod 4
Nation	#10 Not available 2
	Real time grading
Allsweis.	14 points (36.84%) - Passed
1. Heart	
2. Liver	
3. Skin 🗸	
4. Brain	
I don't know	

Figure 105 Inside the Test

# 26 Continue Later

GetCertified

The 'Continue later' option is available since the 2.0.0. version. It is possible for the test which is already started to be continued later on, and to save current progress at the point where the user left the test. This feature is also useful in case of technical issues on users' computer or any other technical issue. In case of any problem, the system saves the progress of test automatically, so the user can continue with the test once the issue is being solved.

To use the 'Continue later' option, navigate pointer to 'Continue later' button inside the test, click on it and your test will be saved and you will be transferred to your profile page.

General Knowledge Next question	Remaining
Finish test Continue later	00 07 30
	Answered questions 9/10
9 of 10 Single choice 4 Points 2 Penalty Medium	
The largest organ of human body is?	#8 From the following list select 6
Ruma antony Para Rate	89 The largest organ of human bod 4
Ann	#10 Not available 2
North Control of the	Real time grading
Answers:	14 points (36.84%) - Passed
1. Heart	
2. Liver	
3. Skin	
4. Brain	
I don't know	
Figure 106 Continue L	ater

To continue the test, navigate to notification sidebar, locate the test that you have left and click on the 'Yellow arrow' button.

D Search users	Users + Tests + Surveys + Reports System +	Andrew 🥵
At (4) At and Management account 12:16 PM	Andrew Ivarstead Options *	
ov regort var sty Good Sourceson Control Con	Information     Tests and surveys     My groups     My point     Subscribers     Theme       Profile picture     Application credentials     Username:     admin       Username:     admin     Email:     system@youtestime.com       First name:     Andrew     Last name:     Last name:       Role:     Administrator     Role:     Administrator	
	User status: Active Personal information Date of brits: Decise 1959	
	Gender: Male Phone number: (123) 456-7890	
	Address: High Road 28	
	Figure 107 Continue the Test	

# **27 Finishing the Test**

Once you come to the last question, the 'Next question' button will disappear and you will be able to click 'Finish test' only. If you have skipped some questions, you will get a notification informing you that on having some unanswered questions and you will be asked if you are sure you want to complete the test.

Finish test       Control language?         Finish test       X         Are you sure you want to finish?       Number of unanswered questions: 1         Number of questions answered with "i dort know": 2       The word "Ketchup" c	46
S of 5 Single choice 2 Points 1 Penalty Easy  The word "Ketchup" comes from which language?  Finish test Are you sure you want to finish? Rumber of unanswered questions: 1 Number of questions answered with "I dort know"; 2	
s of 5 Single choice 2 Poins 1 Penalty Easy The word "Ketchup" comes from which language? Finish test X Are you sure you want to finish? Number of unanswered questions: 1 Number of questions answered with "1 don't know": 2	
The word "Ketchup' comes from which language?  Finish test  Finish test  Are you sure you want to finish?  Number of unanswered questions: 1  Number of questions answered with '1 don't know": 2	
Finish test     ×       Are you sure you want to finish?     *       Number of unanswered questions: 1     *       Number of questions answered with "I don't know": 2     *	
Finish test     ×       Are you sure you want to finish?     *       Number of unanswered questions: 1     *       Number of questions answered with 'I dort know": 2     *	
Are you sure you want to finish? Number of unanswered questions: 1 Number of questions answered with 'I don't know''. 2	
Number of unanswered questions: 1           Number of guestions answered with "i dorn't know": 2	
Number of questions answered with "I don't know". 2	
Answers.	
1. Italian Yes Cancel	
2. Chinese	
3. France	
4. German	
l dørt know	

Figure 108 Unanswered Questions



# **28 Test Results**

You can see your test results in two ways. The first way is right after the test, if it is predefined by the test creator and your test results will be available after the test is finished. The second way is to view the results from your personal profile.

Navigate to your personal profile, go to the 'Tests and surveys' tab and choose 'Finished' under the 'Table displays' drop-down list. Choose the test for which you want to see the results.

Andrew Iv	arstead					Options 👻	
Information	Tests and surveys	My groups	My pools	Subscribers	Theme		
View the collect suspended. You	tion of your tests, so I can also see the te	rted by status: sche st templates and ce	duled, not sche rtificates.	duled, expired, run	ning,	Got it! Disable all hints	
Table displays	Finished					Ŧ	]
Test/Survey	name 🗘	Certificate	\$	Taken	\$	Result	
	Q		Q				
Algebra		Science Expert		Sep-30-2017 10:	58 AM	Passed (2 of 2 points; 100.00%)	
Application De	evelopment	Junior Application	Developer	Aug-29-2017 15:	10 PM	Failed (14 of 20 points; 70.00%)	]
Career Path				Never		Not attempted	

Figure 109 Choosing Finished Test

Once chosen, a new page with test results will be opened.

ė	Geograp This certificate is	nomy ccellent results in HR management.				
	ography.					
Test started: Feb-23-2017 16:18 PM						
	Test score:	57.89% (44 of 76 Poir	ts) - Passed			
	Pass mark: 51% Time spent: 20:29:04					
	Test pas	sed	Export to PDF			
		Scores by subject	area (Question pool)			
Question pool			Score			
Geography			57.89% (44 of 76 Points) - Passed			

Figure 110 Personal Report

See Results on the Test Level To access the results of all users for a specific test, navigate to the 'Manage Tests' page under 'Tests' menu, expand 'Running' tests, choose the test for which you want to see the results and open 'Questions' tab. On this page, you can filter the statistics parameters by success ratio and by question occurrence.

Info	mation N	tanage candida	teo	Test scores Questions				Report		
View test questions. Compare their results or Questions summary Easy (3) Number of questions: 5		s or examine	amine the outcome of every question individually. Gat it					Disable all hints		
		Me	Medium (1) Total points: 16			Hard (1) Total duration: 00:10:00				
		Tot								
Re	indomize questions			Randomize answers						
Comp	are questions by: G	Succe	ess ratio							
#		Questio	on text		0	Type o	Difficulty©	Success ratio 🌼	Action	
					ø	Selectione *	Selectione *			
3	A caterpillar may	transform into a	(select mu	ttiple):		choice	Hard	88%	ابد	
2	Albert Einstein wo	is a golfer.				True/False	Easy	83%	2	
з	How many workd	ays are there us	ually in one	week?		Single	Medium	77%	2	
5	The word "Ketchu	p* comes from	which langu	nge?		Single	Ensy	88%	цч.	
4	What's the name	of the planet we	live on?			Single	Easy	94%	12	
				· · · · · · · · · · · · · · · · · · ·		10 *			Rows: 5	

Figure 111 Results on the Test Level

# 29 Taking a Survey

Survey participants can start taking the survey through their personal profile, notification sidebar or through active surveys in the quick look on the 'Tests and Surveys' tab within your profile. In case of any interruptions such as power shortages, internet connection disruptions, accidental browser closing, etc. – the user is able to return to the survey and continue with it, if the survey manager allows that. If the test is

<b>a</b>	
Take training Welcome to GetCertified	Mary Robinson
Sec: Construction     May 24 2011 (10 58 AM     O     Sec: Sec: Construction     May 24 2011 (10 58 AM     O     Sec: Construct, Time part Quantities)     Juni 25 2012 (25 FM     O	Information by tests My surveys by trainings Theme Vriew your surveys, sorred by status: extrem, scheduled, finished, and suspended (suspended are located within finished surveys). You can also see the survey templates and perding.  Get III  Deadle all heres
	Select survey status:         Active         •           Survey name         •         Available period         •         Profiling name 6           Seech         P         Seech         P
	Customer Satisfaction May + 2018 12 00 AM to May 31 2028 11 25 AM Career Path
	Export as Excel

Figure 112 Taking the Survey from Profile



Customer Satisfaction	Answered questions
Pressh sarray Continue later	et 1 was trained adequately for m
2 of 18	#2 I am skillful enough to fulfil
i am skilful enough to fulfill my responsibilities. Answers:	#3 I have enough time to fulfil
1. Strongly Agree	at I am required to work a proper
2. Agree	#5 1 find my current position sec
3. Neutral	
4. Disagree	
5. Strongly Disagree	

time-limited, the timer will continue working, regardless of the user's presence.

#### Figure 113 Inside the Survey

# **30 Continue Later**

The 'Continue later' option allows users to continue survey that they have already started later on, saving their current progress at the point where user left the test. This feature is also useful in case of technical issues on users' computer or any other technical issue. In case of any problem, the system saves the survey progress automatically, so that user can continue doing the test once the issue is being solved.

Customer Satis	ction			Answered questions	
	-				
	Continue later			R	
				#1 I was trained adequately for n	n
2.45.18				R	
2 01 10				#2 I am skillful enough to fulfil	
I am skillful enough t	uffill my responsibilities.				
				#3 I have enough time to fulfill	
	Allsweis.				
1. Strongly Agree				#4 I am required to work a prope	s
2, Agree					
				#5 I find my current position sec.	
3. Neutral					
4 Disagree					
a, unaugree					
5. Strongly Disagree					
		Dravious quarties	ext ouestion		

Figure 114 Continue Later

To use the 'Continue later' option, navigate pointer to 'Continue later' button inside the survey, click on it and your survey will be saved and you will be transferred to your profile page.





To continue the survey, navigate to notification sidebar, locate the survey that you have left and click on the 'Yellow arrow' button.

<b>n</b>				Mary 🚯 🔹
C (3) Take training: Welcome to GetCertified!	Mary Robinson		Options + Ø	
Continue: Customer Settifaction May-24-2018 10 58 AM	Information My tests My survey Profile picture	s My training: Application cree	entials	
Start: Training 1 (Generated, Time per Question) Jun-13-2018 2-35 PM		Username:	candidate	
		Email: First name:	mary.roomsongyoutestme.com Mary	
		Last name:	Robinson	
	Upload Remove Profile attachments	User status:	Active	
	Resume	Personal inform	ation	
	New attachment	Date of birth:	Jul-18-2017	
		Gender:	Female	
		Phone number:	(888) 654-1112	
		Address:	Ballyclare Crescent	
		City:	Oakville	
		Country:	Ontario	

Figure 115 Continue the Survey

## **31 Finishing the Survey**

Once you come to the last question, the 'Next question' button will disappear and you will only be able to click the 'Finish survey'. If you have skipped some questions, you will not be able to finish the survey.

1 Demonstrates a survey with profi	ling and immediately after finishing rep_		Answered	questions	
Finish survey Continue later				I was trained adequately for m	
2 of 18			#2	I am skillful enough to fulfil	
I am skillful enough to fulfill my responsibilities	Answers:		#3	I have enough time to fulfill	
1. Strongly Agree			#4	I am required to work a proper	
2. Agree 3. Neutral			#5	I find my current position sec	
4. Disagree					
5. Strongly Disagree					
	Previous	question Next question			

Figure 116 Unanswered Questions

# **32 Survey Results**

You can see your survey results in two ways. The first way is right after the survey, if it is predefined by the test creator and your survey results will be available after the survey is finished. The second way is to view the results from your personal profile.

Navigate to your personal profile, go to 'Tests and surveys' tab and choose 'Finished' under the 'Table displays' drop-down list. Choose the survey for which you want to see the results.

Surv	ey•1 Demor	istrates a surv	ey with prof	iling an	Availability	Options +
Inf	ormation N	lanage candidates	Survey result	s Questions	Profiling	
Display View th	survey results, sort te outcome and deta	and filter them by mi niled statistics of ever	ultiple criteria and y survey attempt :	export them as an Excel table. separately.		
Date f	rom:		Date to:		Confirm	now all
Show	ng filtered results fi	om/to: Showing a	all results			
#	Username o	User o	Group o	Outcome	Test started o	Actions
	Q	Q	Q			
1	Abadvionand	Valencia Betty		Extremely Satisfied	May-16-2018 11:42 AM	> 🗸
2	Abled1959	Averill Rey		Satisfied	May-16-2018 11:45 AM	$\gg$
з	Abled1997	Daley Jessica		Unsatisfied	May-16-2018 11:47 AM	> ~
	Baboure	Bush Robert		Satisfied	May-16-2018 11:50	$\gg$ $\checkmark$
4		Stoneking		Indifferent	May-16-2018 11:54	* *
4	Bandayste	Whitney				
4 5 6	Bandayste	Whitney Dosch Ruby		Indifferent	May-16-2018 11:59 AM	> ~
4 5 6 7	Bandayste Carlely Carnall	Whitney Dosch Ruby Weber Claude		Indifferent Extremely Satisfied	May-16-2018 11:59 AM May-16-2018 12:02 PM	» ×

Figure 117 Choosing Finished Survey

Once chosen, a new page with survey results will open.

Person	al report - Andr	ew Ivarstead
	Survey name:	Employee Survey
	Description:	
	Survey started:	Oct-2-2017 10:17 AM
	Time allowed:	Unlimited
	Time spent:	00:06:34
	Very sat	isfied

Figure 118 Personal Report

### 32.1 See Results on the Survey Level

To access the results of all users for a specific survey, navigate to the 'Manage Surveys' page under 'Surveys' menu, expand 'Running' surveys, choose the survey for which you want to see the results, and open 'Questions' tab. On this page, you can see the users' answer on each of the survey questions.

Surv	ey•IDe	nonstrates a surv	vey with profiling	an		Availability Op	uons + 10
Inf	ormation	Manage candidates	Survey results	Questions	Pro	ofiling	
Ques	tions summa	ry					
Numb	er of question	s: 18					
R	andomize que:	itions		Randomize answer:	3		
#			Question text		0	Average score o	Action
					9		
10	I know exac	ly what the criteria for pro	motion are.			40%	2
11	I know I will be considered for advancement if I meet the criteria for promotion.				48%	Q	
18	How satisfied are you with your career?					34%	2
16	I think I con	I think I control my career.				40%	P
1	I was trained adequately for my current position.				26%	2	
14	I declare myself satisfied with my personal progress.				51%	2	
4	I am require	d to work a proper number	of hours.			40%	2
1211	1.01.01.00.000	40%					

Figure 119 Results on the Survey Level

# **33 Taking Training Course**

Training takers can start taking the training course through their personal profile, notification sidebar or through active training courses in the quick look on the **"My trainings"** tab within personal profile. Training takers can leave the training course and continue taking it at any time. If the step within a training course has assigned test, test taking process is the same as regular test taking.

							Mary 🚯
Take training: Digital Marketing	<b>(</b> 4)	Mary Robinsor	1			0	ptions 🔻
Start: Marketing Management Feb-12-2018 8:31 AM	0	Information My t	ests My surveys	My trainings	Theme		
Start: Job Performance Sep-8-2017 4:37 PM	0	Steps (0/4) Tests (0/1)	0%				

#### Figure 120 Take Training Course



# 33.1 Training Steps

Each training course consists of training steps. Each training step has its name and description, optionally it can have a training material (attachments) and/or assigned test.

	Mary 🍐 🗋			
"Е 🗘 (3)				
Steps	Training • Digital Marketing > Step • The Basic			
1. The Basics of Digital Marketing	Next step			
2. SEO	Description Attachment			
3. Social Media	The Basics of Digital Marketing			
4. CERTIFICATION EXAM	Digital Marketing is use of digital technology for carrying out marketing activities. Firms across the globe have woken up to this new tool			
available to them to reach out to more and more customers in number of ways. Digital Marketing is also referred as 'Online Marketing' in ternet Marketing' and 'Web Marketing' in various countries around the world.				

Figure 121 Training Step Description

		Mary 🚯 💌
"Е 🗘 (3)		
Steps	Training • Digital Marketing > Step • The Basic	
1. The Basics of Digital Marketing		Next step
2. SEO	Description Attachment	
3. Social Media	Step attachments	
4. CERTIFICATION EXAM	Interformation of Digital Marketing	Q
	Attachment preview	^ ×
	The 6 Fundamentals of Digital Marketing	

Figure 11 Training Course Attachment

		Mary 🚯
<b>E</b> (3)		
Steps	Iraining • Digital Marketing > Step • CERTIFICA	
1. The Basics of Digital Marketing	Previous step	
2. SEO	Description Test	
3. Social Media	Test information	
4. CERTIFICATION EXAM	Test name: Digital Marketing Certification Exam Pass mark: 1%	
	Enabled from: Jan-31-2018 6:00 PM Enabled to: Feb-29-2028 5:12 PM	
	Start test	



# **34 Troubleshooting**

### 34.1 No certificate preview in Mozilla Firefox

If you are using Mozilla Firefox and you have trouble previewing certificates in certificate designer, that is because your Firefox is set to save PDF files. To change this, go to Firefox Options, in "General" tab scroll down to "Applications" section, find "Portable Document format" and set the action to "Preview in Firefox".

O Firefox about:preferences		C Q Search	☆ 自 🔒	• 🖻 • 🖊 🏠 💟	🖲 🚺 🗐
0 General		© Find	in Options	X Cut Copy - 100%	Paste +
Q Search	Applications Choose how Firefox handles the files you downlo	ad from the web or the applications you use t	while browsing.	New Window New Private	Save Page
Privacy & Security	♀ Search file types or applications			Window	-
🧘 Firefox Account	Content Type	Action		🖨 🕓	<b>4</b> ⊉►
	💕 MSI file	📳 Always ask	^	Print History	Full Screen
	🛃 PDF file	Always ask		ØØ	o Å
	🖕 pdfescape	📳 Always ask		Find Options	Add-ons
	PNG file	Always ask		<i>6</i>	
	Podcast	Preview in Firefox		Developer Synced Tabs	
	🔁 Portable Document Format (PDF)	🕫 Preview in Firefox 🛛 3			
	B PSD file	🖓 Always ask		milan.ronchevic@gmail.co	m 🗘
	PUB file	Always ask		+ Customise	@ U
	RAR file	Always ask			
	Tart Desument	A hanne a sh	~		



# **35 Question branching**

To enable this feature click on the "Allow question branching" checkbox. Enabling this feature will automatically set Test creation type to "Manually created".

1.Test setting	s 2.Questions	3.Specification	4.Certificate 5.In	structions 6.Review	>
Test information			Test settings		Load He
Name:*			Test template: ③	Select one	*
Description:				All user template	s
			Test creation type: ③	Manually created	×
			Duration type:	Unlimited	-
			Test duration:		
			Network access: ③	Open access	-
			Show report:	Immediately after fi	nishing 👻
			Report contents:	Grade and preview	
			Allow continuation (2)	Randomize ques	tions
			Allow repeating ③	Randomize answ	rers
			Allow question branchin	ng 💿	

On the Questions tab, create a question and to make a branch of it you just need to create a new question and click on the "Use this as a substitute question" checkbox.

Options		Single choice
Points:	5 A Difficulty: Medium V Penalty: 0	* *
🗸 Use th	is as a substitute question $ \oslash $	
Question	text	Options
BIU	x, x, 注 툴 클 클 클 T• T• T₂ % ↔ ♥ (*	Ω
Question 1		G
Answers		Correct Options
	B ∠ U ×, × 등 등 등 등 등 T TT TS % ↔ ) (*	
1 •	Answer 1	
-	B ∠ U ×, × ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;	
2 🔻	Answer 2	
		Add answer



This will be the result: One question and its' substitute question.

Number of questions: 2 Easy questions 0 Import questions from pools   Total points: 10 Medium questions 2 Add new question •   Total duration: Unlimited Hard questions 0 Add new question •   # Question text \$ Difficulty * Points/Penalty Type \$ Action   # Question one! Medium 5/0 True/False P   2 Substitute question! Substitute Medium 5/0 Single choice P	4. certificate 5. instructions 0. Review	3.Specif	2.Questions	1.Test settings	<
#       Question text <ul> <li>Difficulty</li> <li>Points/Penalty</li> <li>Type</li> <li>Action</li> <li>Question one!</li> <li>Medium</li> <li>Substitute question!</li> <li>Medium</li> <li>Source</li> <li>Single choice</li> <li>Points/Penalty</li> <li>True/False</li> <li>Points/Penalty</li> <li>Single choice</li> <li>Points/Penalty</li> <li>Action</li> <li>Action</li> <li>Comparison</li> <li>Single choice</li> <li>Comparison</li> <li>Comparison</li></ul>	0     Import questions from pools       2     Add new question *       0     *	questions um questions questions	Easy o Mediu lited Hard (	questions: 2 s: 10 ion: Unlim	Number of Total point Total durat
Image: Constraint of the second se	culty    Points/Penalty Type    Actions	Diffi	on text ≎	Questic	#
1       Question one!       Medium       5/0       True/False       P         2       Substitute question! (Substitute question!       Medium       5/0       Single choice       P			Q		
2     Substitute question! (Substitute question)       Medium     5/0       Single choice	ium 5/0 True/False 🔎 🚺	Med		Question one!	1 7
	ium 5/0 Single choice P 🖊 🛍	Med	(Substitute	Substitute question! (	2 *

## 35.1 Test taking with question branching enabled

When a student answers a branched question correctly, all of its substitute questions will be skipped, but if the student gives a wrong answer they will get a substitute question. If the student answers wrong on all substitute questions, they will be redirected to the next question.

Branching Showcase Test       Answered questions       1/9(Number of substrute         Finish test       Imige choice is Points in Dienality Medium       Imige choice is Points in Dienality Medium         Sub-question 1-1       Answered       Imige choice is Points in Dienality Medium         Sub-question 1-1       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienality Medium         Answered       Answered       Imige choice is Points in Dienali
Finish test     2 of 9 (Substitute question)     Single choice \$ Points 0 Penalty Medium     Sub-question 1-1     Answers:     1. Answer 1     2. Answer 2     Answer 2
2 of 9 (Substitute question)       Single choice       5 Points       0 Penalty       Medium         Sub-question 1-1       Answers:       Image: Choice in the second seco
Sub-question 1-1 Answers: 1. Answer 1 2. Answer 2 3. Not available 4. Not available
1. Answer 1     #4     Not available
2 Answer 2
S Not available (Substitute question)
i dorit know

The picture above showcases a student answering wrong on the main question and therefore getting redirected to a substitute question.



# **35.2 Personal report page**

When branching is enabled, all of the questions and their substitute questions are shown on the personal report page.

Test name: Branching Showcase Test   Description: A test showcasing the use of branching   Test started: Jul-16-2018 4:34 PM   Time allowed: Unlimited   Test score: 100.00% (15 of 15 Points) - Passed   Branching questions: Yes   Pass mark: 51%   Time spent: 00:10:47   Test passed   1 of 9 Single choice   Points: Penalty:   Medium: Answers:   1. Answer 1 Image:	- Tal						
Description: A test showcasing the use of branching   Test started: Jul-16-2018 4:34 PM   Time allowed: Unlimited   Test score: 100.00% (15 of 15 Points) - Passed   Branching questions: Yes   Pass mark: 51%   Time spent: 00:10:47   Incorrect:   Points: Penalty:   0 Medium   Question 1   Incorrect: Points:   Points: Penalty:   0 Single choice   Points: Penalty:   0 Medium   Question 1 Incorrect:   Points: Penalty:   0 Medium   Question 1-1 Incorrect:   Answers: Incorrect:   1 Answers:		Test name:	Branching Showcase Test				
Test started: Jul-16-2018 4:34 PM   Time allowed: Unlimited   Test score: 100.00% (15 of 15 Points) - Passed   Branching questions: Yes   Pass mark: 51%   Time spent: 00:10:47   I of 9 Single choice Points: 5 Penalty: 0 Medium   Question 1   Canswer 2   Incorrect: Points achieved: 0   2 of 9   Sub-question 1:1   Answers:		Description:	A test showcasing the use of	branching			
Image: Image		Test started:	Jul-16-2018 4:34 PM				
Test score: 100.00% (15 of 15 Points) - Pessed   Branching questions: Yes   Pass mark: 51%   Test passed     1 of 9   Single choice   Points:   Penalty:   0   Maswers:   1. Answer 1   2. Answer 2   Incorrect:   Points:   Points:   Points:   Penalty:   0   Maswers:   1. Answer 1   2. Answer 2   Incorrect:   Points:   Points:   Points:   Penalty:   0   Maswers:		Time allowed:	Unlimited				
Branching questions: Yes Pass mark: 51% Time spent: 00:10:47 Test passed 1 of 9 Single choice Points: 5 Penalty: 0 Medium Question 1 Answers: 1. Answer 1 2. Answer 2 Incorrect: Points achieved: 0 Incorrect: Points achieved: 0 Sub-question 1-1 Answers:		Test score:	100.00% (15 of 15 Points) - P	assed			
Pass mark: 51%     Time spent: 00:10:47        Test passed     1 of 9     Single choice     Points:     Pease mark:     51%     Time spent:     00:10:47     Test passed     1 of 9     Single choice     Points:     Penalty:     Maswers:     1 Answers:     2 of 9   (Substitute question)   Single choice   Points:   Penalty:   Maswers:     Answers:     1 Answers:		Branching questi	ons: Yes				
Test passed     1 of 9 Single choice Points: 5 Penalty: 0 Medium     Question 1     Answers:     1. Answer 1     2. Answer 2     Incorrect Points achieved: 0     2 of 9 (Substitute question)   Single choice Points: 5 Penalty: 0 Medium   Sub-question 1-1     Answers:		Pass mark:	51%	Time spent:	00:10:47		
1. Answer 1         2. Answer 2         Incorrect       Points achieved: (         2 of 9       (Substitute question)         Single choice       Points: 5         Penalty: 0       Medium         Sub-question 1.1       Answers:	1 of 9 Sin	Test pas	SSEC				
2. Answer 2  Incorrect Points achieved: (  2 of 9 (Substitute question) Single choice Points: 5 Penalty: 0 Medium  Sub-question 1.1  Answers:  1 Answer 1	1 of 9 Sin Question 1	Test pas	SSEC	Answers:			
2 of 9 (Substitute question)       Single choice       Points: 5       Penalty: 0       Medium         Sub-question 1-1       Answers:	1 of 9 Sin Question 1	Test pas	ssed	Answers:			
2 of 9 (Substitute question) Single choice Points: 5 Penalty: 0 Medium Sub-question 1-1 Answers:	1 of 9 Sin Question 1 1. Answer 2. Answer	Test pas gle choice Points	ssed	Answers:			
2 of 9 (Substitute question) Single choice Points: 5 Penalty: 0 Medium Sub-question 1-1 Answers:	1 of 9 Sin Question 1 1. Answer 2. Answer	Test pas gle choice Points	ssed	Answers:		Incorrect	Points achieved: 0
Sub-question 1-1 Answers:	1 of 9 Sin Question 1 1. Answer 2. Answer	Test pas gle choice Points	ssed	Answers:		Incorrect	Points achieved: 0
Answers:	1 of 9 Sin Question 1 1. Answer 2. Answer	Test pas gle choice Points 1 2 bstitute question)	Single choice Points: 5 Pe	Answers:		Incorrect	Points achieved: 0
	1 of 9 Sin Question 1 1. Answer 2. Answer 2. of 9 (Su Sub-questio	Test pas gle choice Points 1 2 bstitute question) n 1-1	Single choice Points: 5 Pe	Answers:		Incorrect	Points achieved: 0

Figure 127 Personal report page


## **36 Supported browsers**

GetCertified works best in the newest and last prior version of these browsers:

- 1. Google Chrome (Recommended)
- 2. Firefox
- 3. Safari
- 4. Microsoft Edge

**Note:** For best user experience, we recommend users to use the latest version of Google Chrome browser with default Zoom level.