



TG Tutorial

Enrollment



About this Tutorial

This tutorial describes features and behaviors that define and influence the enrollment process in Test Generator.

Beginning with TG2.4.16 r2012110700, the user management module GUI has been updated to assist customers with the organization and enrollment of test takers across multiple courses and tests. Information regarding the latest release is available [here](#).

While this review is comprehensive, it does not cover every possible combination of settings that test authors might attempt and welcome your comments and suggestions for improving this, or any other TG tutorial we publish.

Thank You.

Your Test Generator Team

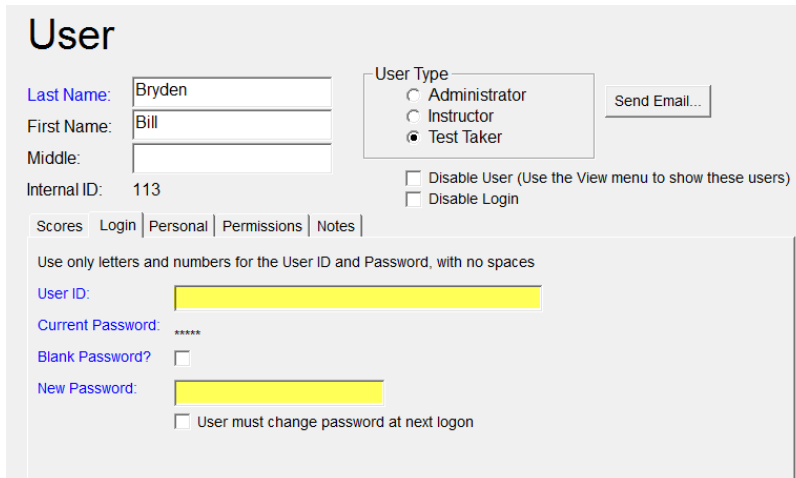
Definitions

We've published a [Test Generator Definitions](#) page for your review. If you have questions, or simply need a refresher regarding some of the elements, please visit this page, or [contact us](#).

Test Takers

To take a test, an individual must have a user profile in TG's database.
The user profile must include a User ID and a Password.

T.admins can create User profiles manually, or by importing them into TG's database from a TG-friendly .csv or .xls file or by syncing user profiles into TG's database using our AD/LDAP plug-in.



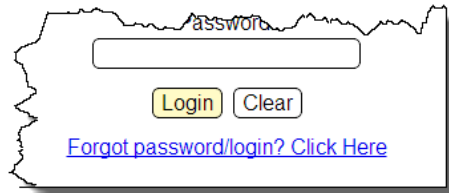
The screenshot shows the 'User' profile management interface. At the top, there are input fields for 'Last Name' (Bryden), 'First Name' (Bill), and 'Middle'. Below these is the 'Internal ID' (113). To the right, a 'User Type' section has three radio buttons: 'Administrator', 'Instructor', and 'Test Taker' (which is selected). A 'Send Email...' button is also present. Below the 'User Type' section are two checkboxes: 'Disable User (Use the View menu to show these users)' and 'Disable Login'. A tabbed interface at the bottom includes 'Scores', 'Login', 'Personal', 'Permissions', and 'Notes'. The 'Personal' tab is active, showing a note: 'Use only letters and numbers for the User ID and Password, with no spaces'. Below this are fields for 'User ID', 'Current Password' (masked with asterisks), 'Blank Password?' (checkbox), 'New Password', and a checkbox for 'User must change password at next logon'.

(Above: TG admin client display seen by t.admins)

User profiles include

- A Scores table as well as Login and Personal (tab) settings.
- Permissions: t.takers privileges are restricted to taking tests
- Notes: optional memo field for use by t.admins
- Additional settings and behaviors described in more detail in TG Help.
- Passwords are encrypted and hashed.

T.admins have the option of changing the t.taker's User ID and Password settings.
T.admins can also require the t.taker to 'change password at next logon.'
In addition, the web Tester login page can include a 'Forgot...' option.

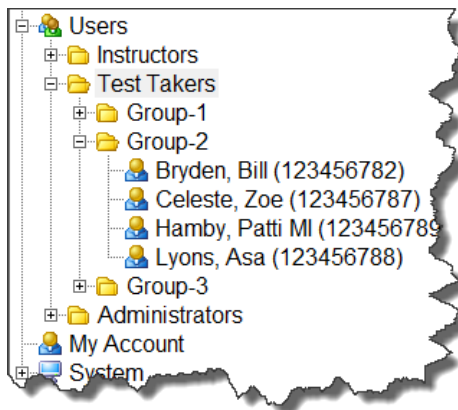


TG Web customers can also request the creation of a registration form. The form would enable the customer's testing audience to self-register. Registration forms are customizable. For more details please [contact us](#) for a free consultation.

User Organization

Best Practice

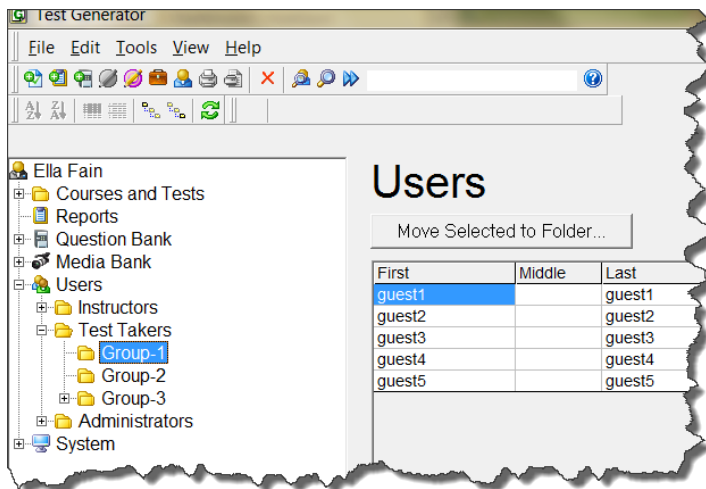
We recommend organizing t.takers into user folders. In the example below, t.takers are organized into folders labeled Group-1, -2 and -3. User folders can represent a department, region, company or whatever name you wish to apply. In this example of the older TG2.4.16 user interface, we've expanded the Group-2 folder—each user is represented by a user icon displaying the t.taker's Last and First name as well as a primary ID.



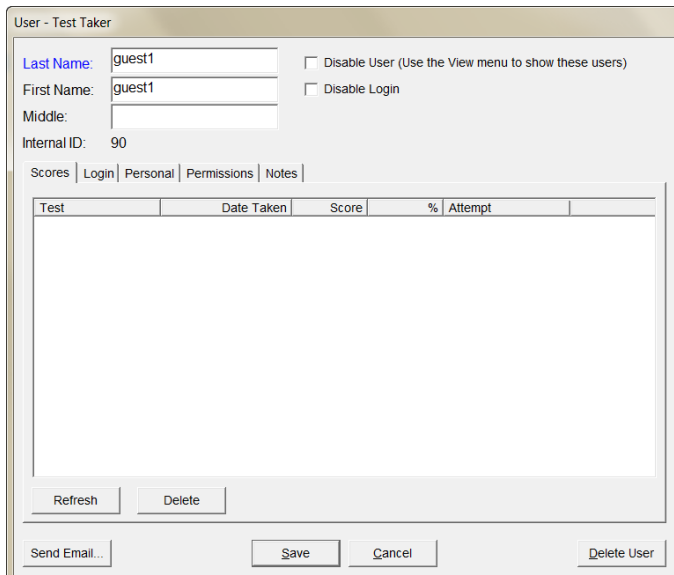
New User Interface

The new Users module organizes users into folders—users will no longer be visible in the tree view under the root user directory. For example, members of the Test Takers user group will be organized into folders and the members of that group will be visible in a table, as in this example.

Group-1 users are displayed on the right side of the screen.



Editing a User Record: T.admins will be able to edit a user record by dbl-clicking on the user row in the table. This action will launch the user's profile window. The information and behaviors found here are (currently) the same as the features and behaviors found in our current 2.4.16 user interface.



Last Name:
 First Name:
 Middle:
 Internal ID:

☐ Disable User (Use the View menu to show these users)
 ☐ Disable Login

Scores | Login | Personal | Permissions | Notes

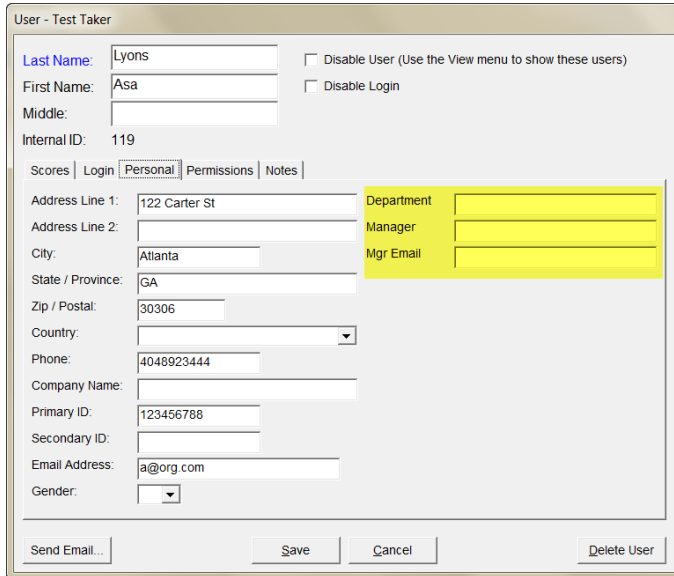
Test	Date Taken	Score	%	Attempt

Refresh Delete

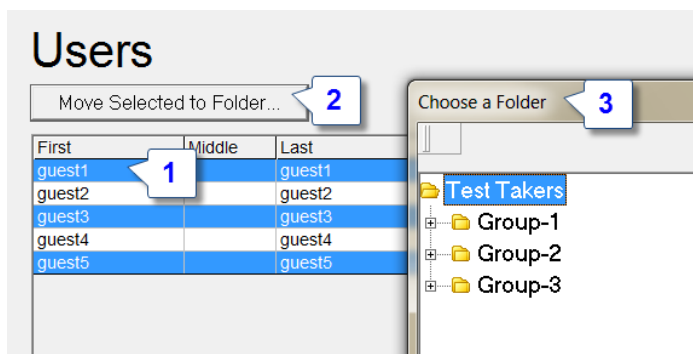
Send Email... Save Cancel Delete User

Custom User Fields: One related, and important, feature that is often overlooked is the *Custom User Fields* setting found under TG's *System* module: *Settings: User Fields*. In addition to the default fields found under the *Personal* tab, t.admins can customize additional fields. These fields are then displayed in a column to the right of the default fields. Up to 10 custom fields can be added.

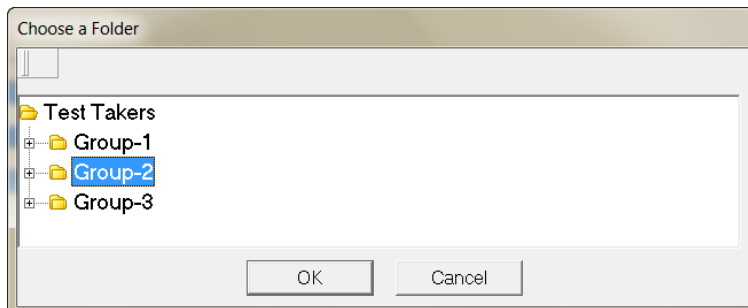
For more information regarding potential applications, please [contact us](#).



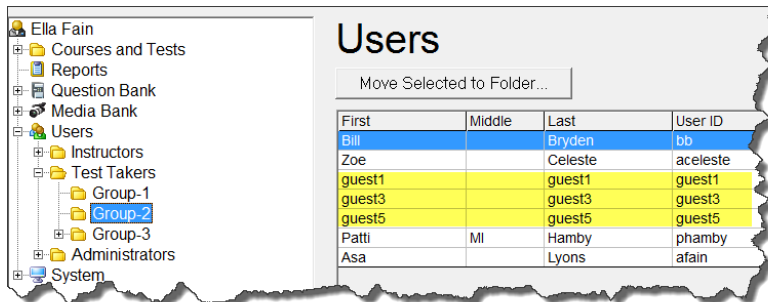
Moving Users: T.takers can be moved from one user group to another by selecting the “Move Selected to Folder...” button. In the example below, we have 1) ctrl + clicked to select three user profiles from user folder “Group-1” and then 2) clicked the “Move Selected...” button. This launches a “Choose a Folder” window displaying the various t.taker folders.



To move the t.takers from the Group-1 folder to the Group-2 folder, we select the Group-2 folder and click the Ok button.



These users are then added to the Group-2 folder.

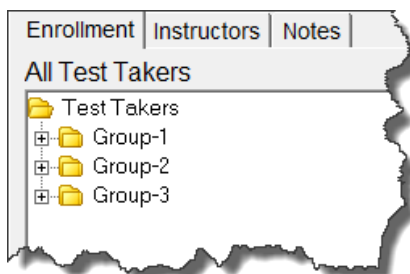


T.takers, as well as Instructors and Administrators can be moved from one (like) folder to another.

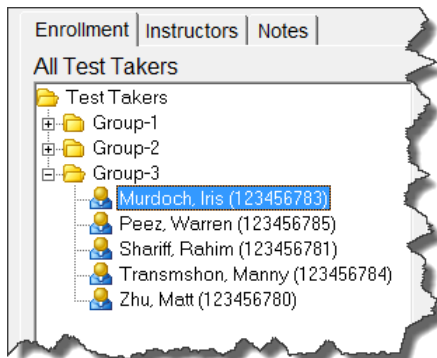
For example, if Instructors and Administrators are organized into sub-folders, the t.admin can move these user-types into like folders.

Enrolling Test Takers in a Course

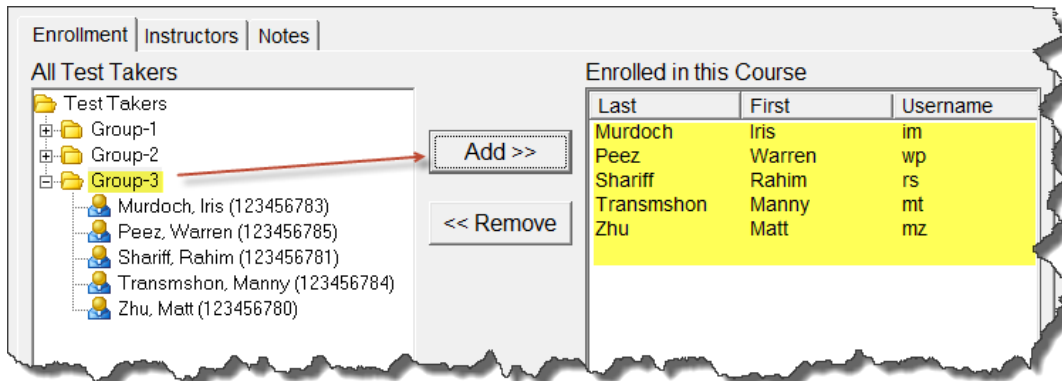
Under the older TG2.4.16 user interface, when enrolling t.takers into a course, they appear as folders under the “All Test Takers” column.



Individual users in a group can be selected and added to a course...

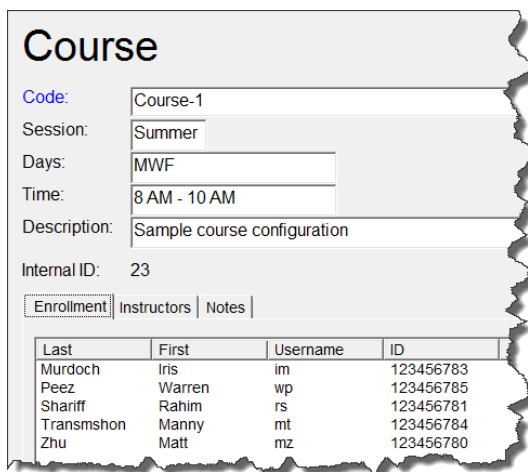


... or the entire group folder can be selected, adding every user under that folder into the course.




New User Interface

The revised control displays the enrollees in a single table, below.



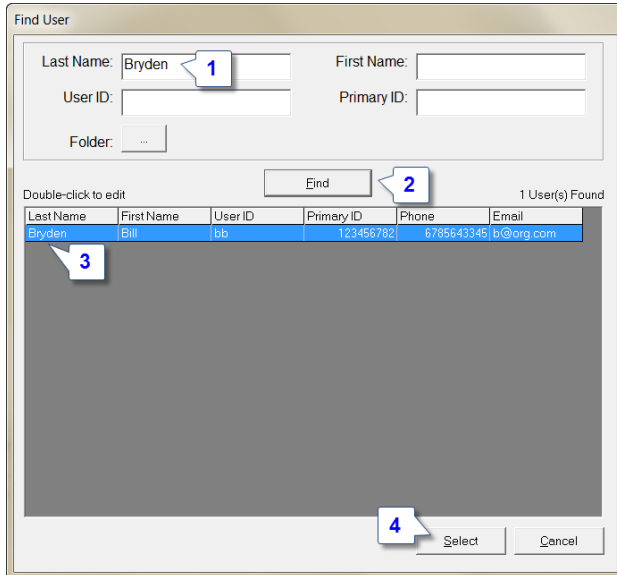
The Add button at the bottom of the Course window...



Buttons: Add, Remove

... enables the t.admin to 1) type in a search parameter, hit Enter or click 2) Find.

Search results are displayed in a table, below (3). .

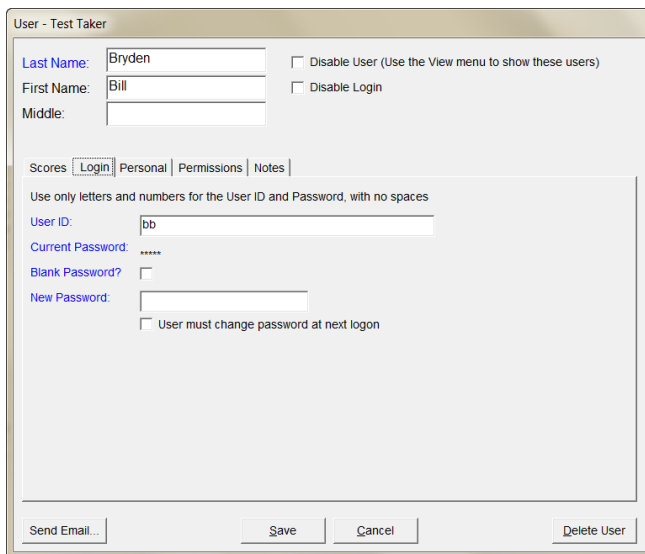


Find User dialog box. Fields: Last Name (Bryden), First Name, User ID, Primary ID, Folder. Buttons: End, Find. Results table:

Last Name	First Name	User ID	Primary ID	Phone	Email
Bryden	Bill	bb	123456782	6785643345	b@org.com

Buttons: Select, Cancel. Status: 1 User(s) Found.

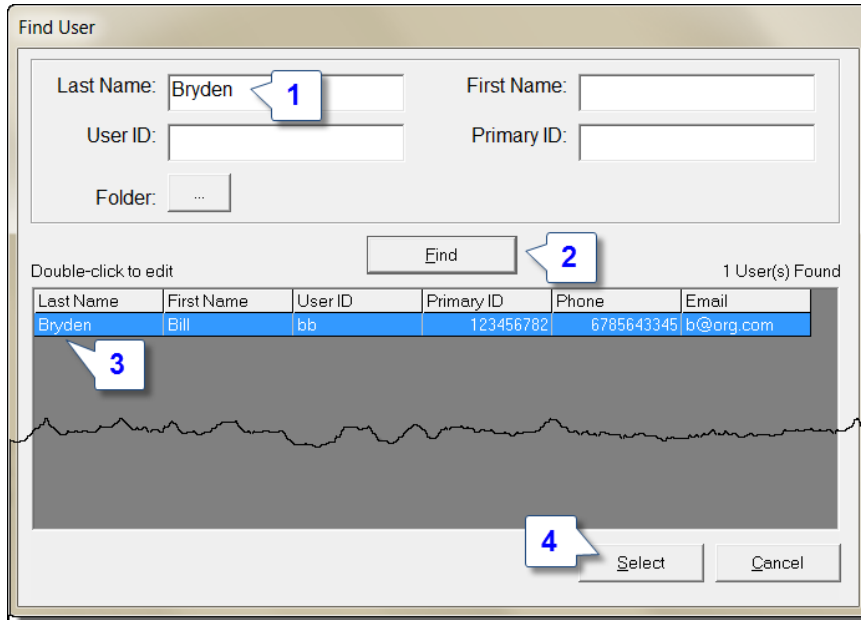
Editing a User Profile: The t.admin double-clicks on the t.taker row to edit the profile....



User - Test Taker profile editing form. Fields: Last Name (Bryden), First Name (Bill), Middle, User ID (bb), Current Password (*****), New Password, Blank Password?, User must change password at next login. Buttons: Login, Personal, Permissions, Notes, Save, Cancel, Delete User, Send Email....

Adding a User to a Course

... or select the t.taker (row) and click the 4) Select button.



The 'Find User' dialog box contains the following elements:

- 1** Last Name:
- First Name:
- User ID:
- Primary ID:
- Folder:
- 2** (1 User(s) Found)
- 3** Table with 6 columns: Last Name, First Name, User ID, Primary ID, Phone, Email. The first row is highlighted in blue.
- 4**

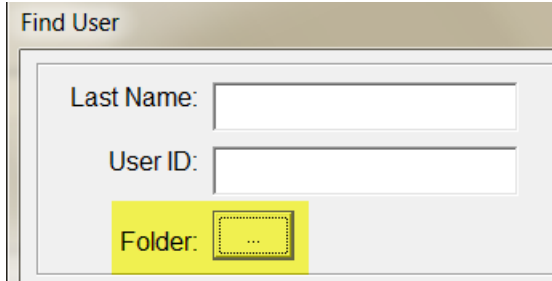
Last Name	First Name	User ID	Primary ID	Phone	Email
Bryden	Bill	bb	123456782	6785643345	b@org.com

This will add the user to the Course.

Enrollment Instructors Notes			
Last	First	Username	ID
Bryden	Bill	bb	123456782
Murdoch	Iris	im	123456783
Peez	Warren	wp	123456785
Shariff	Rahim	rs	123456781
Transmshon	Manny	mt	123456784
Zhu	Matt	mz	123456780

Locate Users by Folder

Another selection option is the “Folder” button. When clicked it...



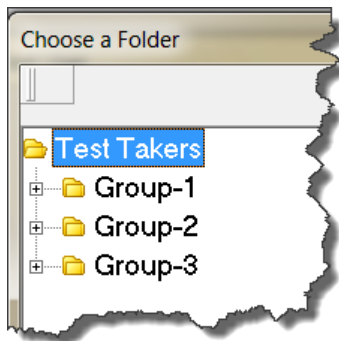
Find User

Last Name:

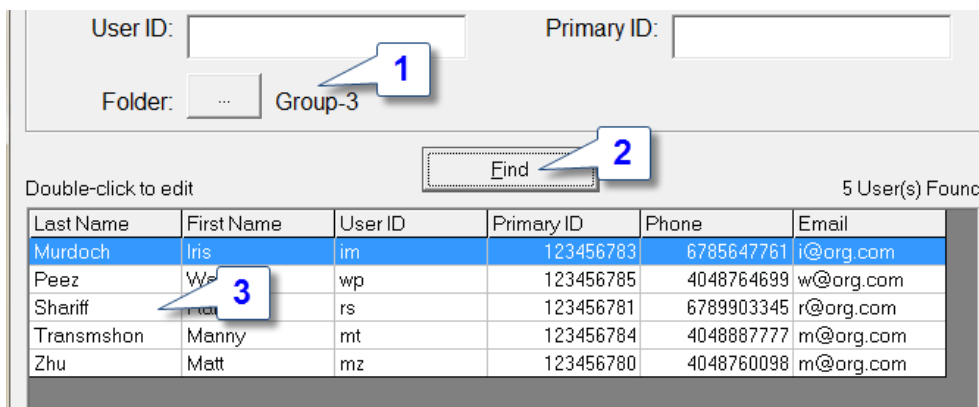
User ID:

Folder:

... launches a separate window displaying the available user folders:



The most recent interface enables the t.admin to select a group folder + OK. This then displays the 1) selected folder name to the right of the Folder button. In order to display the users in the folder the t.admin needs to click the 2) Find button, which displays the users in a 3) table.



User ID: Primary ID:

Folder: Group-3

Find

Double-click to edit 5 User(s) Found

Last Name	First Name	User ID	Primary ID	Phone	Email
Murdoch	Iris	im	123456783	6785647761	i@org.com
Peez	Wes	wp	123456785	4048764699	w@org.com
Shariff	Pat	rs	123456781	6789903345	r@org.com
Transmshon	Manny	mt	123456784	4048887777	m@org.com
Zhu	Matt	mz	123456780	4048760098	m@org.com



TG Tutorial: Enrollment

Under this interface, the t.admin can select a single user, or shift + click to select a group of users or ctrl + click to select a non-sequential list of users.

The t.admin can also dbl-click on a row to display the User profile window, enabling the t.admin to review t.taker scores, etc.

User - Test Taker

Last Name: ☐ Disable User (Use the View menu to show these users)

First Name: ☐ Disable Login

Middle:

Internal ID: 330

[Scores](#) [Login](#) [Personal](#) [Permissions](#) [Notes](#)

Test	Date Taken	Score	%	Attempt
4/7/2011 1:48:57 PM	31.33/56	55.95	1	

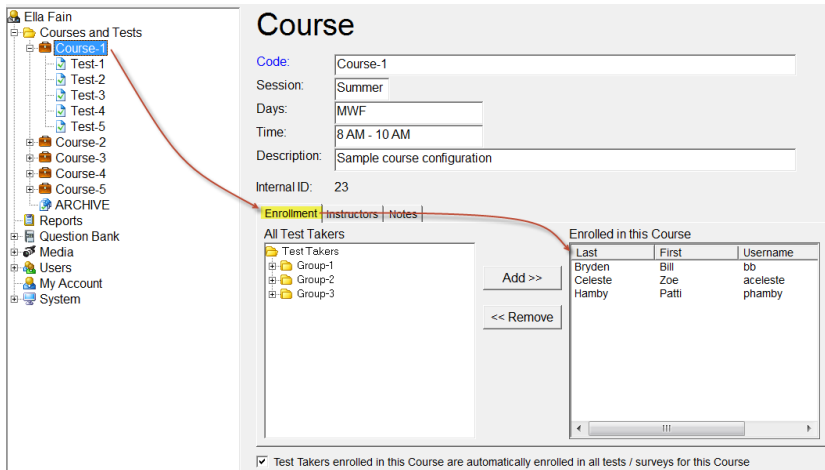
Course Enrollment and Eligibility

Scenario 1

In this example of the older TG2.4.16 user interface, when t.takers are added to a course they are – by default – automatically enrolled in any tests that have been created under that course, IF the "Test takers enrolled in the course...." checkbox is enabled:

☒ Students enrolled in this Course are automatically enrolled in all tests / surveys for this Course

And, by default, their enrollment date is the current (system clock) date and time. At that point, they become *eligible* to take any *active* test under that course. In this example, Bryden Celeste and Hamby are enrolled in Course 1.



Course

Code: Course-1
 Session: Summer
 Days: MWF
 Time: 8 AM - 10 AM
 Description: Sample course configuration
 Internal ID: 23

Enrollment | Instructors | Notes

All Test Takers

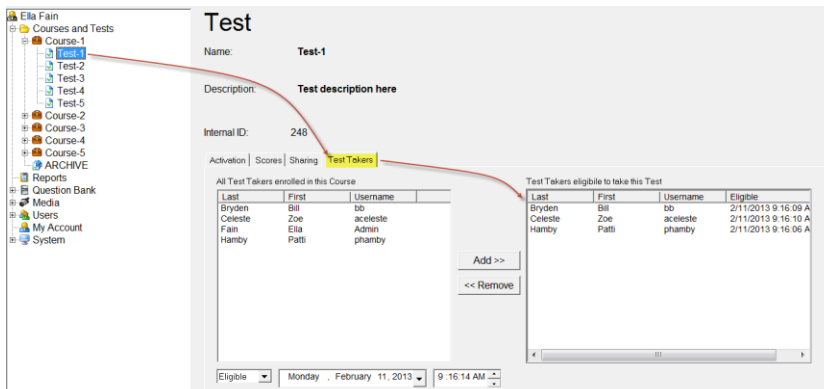
Enrolled in this Course

Last	First	Username
Bryden	Bill	bb
Celeste	Zoe	aceleste
Hamby	Patti	phamby

Add >>
<< Remove

☒ Test Takers enrolled in this Course are automatically enrolled in all tests / surveys for this Course

Bryden, Celeste and Hamby are also automatically enrolled in every test under Course 1.



Test

Name: Test-1
 Description: Test description here
 Internal ID: 248

Activation | Scores | Sharing | **Test Takers**

All Test Takers enrolled in this Course

Last	First	Username
Bryden	Bill	bb
Celeste	Zoe	aceleste
Fain	Ella	Admin
Hamby	Patti	phamby

Test Takers eligible to take this Test

Last	First	Username	Eligible
Bryden	Bill	bb	2/11/2013 9:16:09 A
Celeste	Zoe	aceleste	2/11/2013 9:16:10 A
Hamby	Patti	phamby	2/11/2013 9:16:06 A

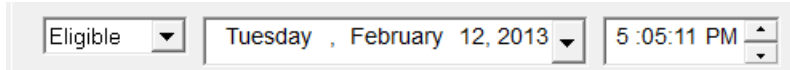
Add >>
<< Remove

Eligible Monday, February 11, 2013 9:16:14 AM

Date and Time

Date and time settings will vary based on which TG product you are using:

- . TG Desktop: t.takers enrollments are based on the t.admin's computer date/time.
- . TG LAN or TG Web customers: enrollments are based on the server's date/time.
- . The specific date/time is defined by the calendar/time settings that appear at the bottom of the "All Test Takers enrolled in this Course" column which appears at a *test* level.



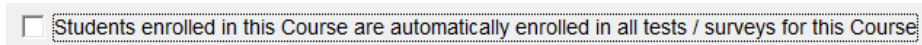
By default, this setting displays the testing system's current date and time. To refresh the time, press the F5 key or the green Refresh icon in the icon toolbar:



Scenario 2

T.takers enrolled at a course level are NOT enrolled in individual tests under that course

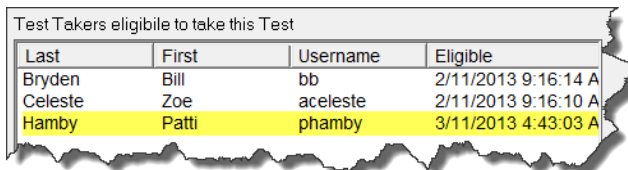
- . IF the "Test takers enrolled in the course...." checkbox is UNCHECKED



Consequently, they are not *eligible* to take an active test until the t.admin enrolls them at a test level. Unless a different enrollment date is specified under the *Eligibility* date/time setting, they are – by default -- enrolled based on the current (system clock) date and time.

The *Eligibility* date/time setting defines when t.takers are *granted permission* to take a test.

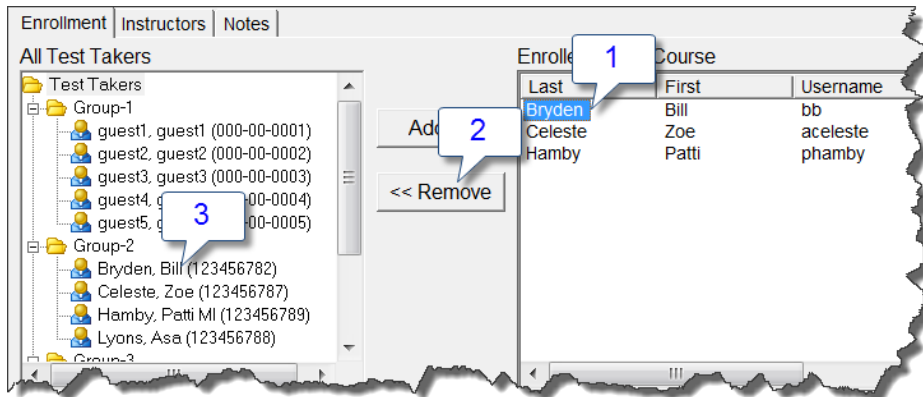
Under this process, t.taker enrollments can be staggered, allowing t.admins the option of enrolling individual t.takers, or groups of t.takers, at various (future) dates and times. In the example below, Hamby's test enrollment has been shifted to a later *eligibility* date, so even though she is enrolled in the test, she won't be able to take it until March 11, 2013.



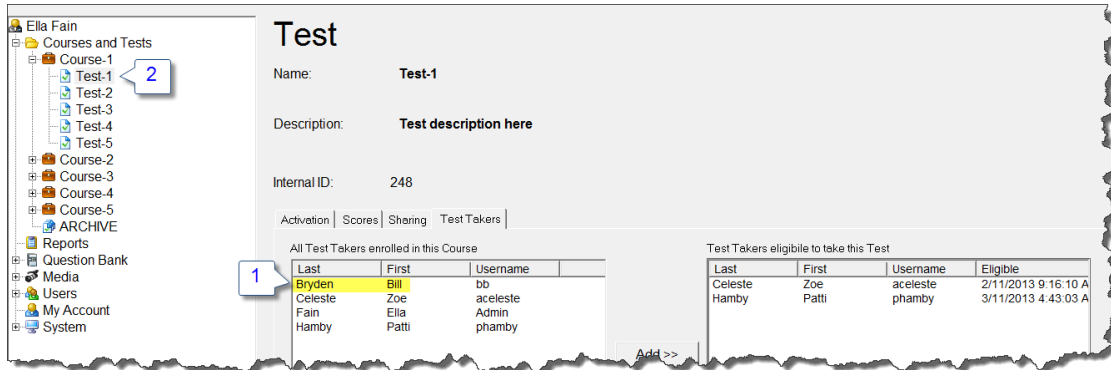
Last	First	Username	Eligible
Bryden	Bill	bb	2/11/2013 9:16:14 A
Celeste	Zoe	aceleste	2/11/2013 9:16:10 A
Hamby	Patti	phamby	3/11/2013 4:43:03 A

Un-enrolling and Re-enrolling a Test Taker

At a course level, a t.taker can be un-enrolled by 1) selecting/highlighting the t.taker's last name and then 2) clicking the "Remove" button. The t.taker (3) can be re-selected if/when the t.admin wishes to re-enroll them in the course.



At a test level, a t.taker can be un-enrolled from *individual* tests without affecting their course enrollment. In the example below, 1) Bill Bryden has been un-enrolled from 2) Test 1.



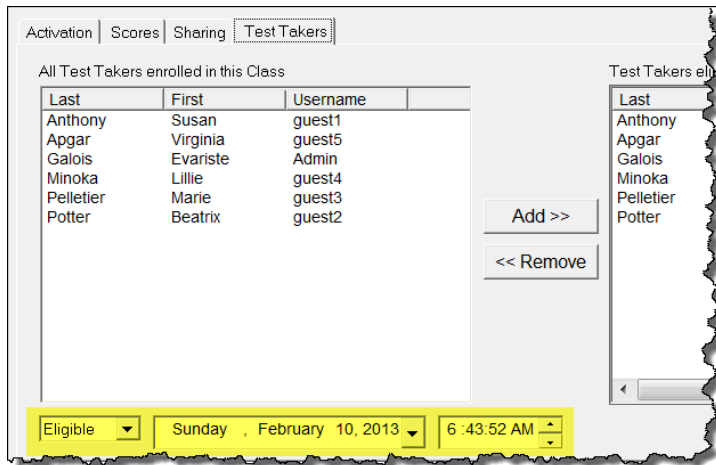
He continues to be "enroll-able" from the "All Test Takers enrolled in this Course" column, but he is not eligible to take Test 1. IF the Course property "Student enrolled in this Course..." were checked at the time he was enrolled, then he remains enrolled in Test 2 through Test 5 until and unless the t.admin un-enrolls him from any of these tests.

☒ Students enrolled in this Course are automatically enrolled in all tests / surveys for this Course

T.takers can be un-enrolled from the "Test Takers eligible..." column on the right

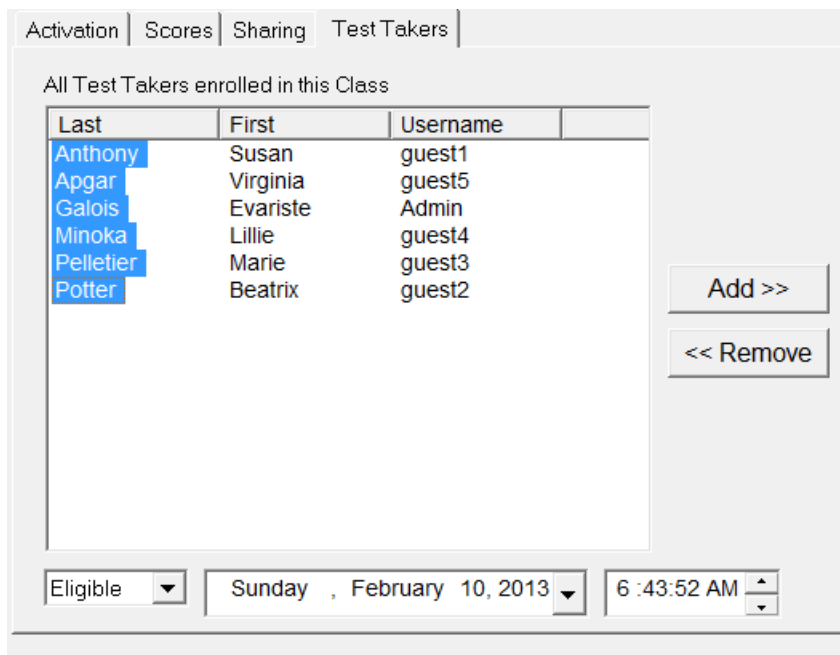
To un-enroll a t.taker, select/highlight the t.taker's last name and then click the "Remove" button

To re-enroll a t.taker in a test, select/highlight the t.taker's last name in the "All Test Takers enrolled in this Course" column and then click the "Add" button, the re-enrolled t.taker will appear in the "Test Takers eligible..." column.



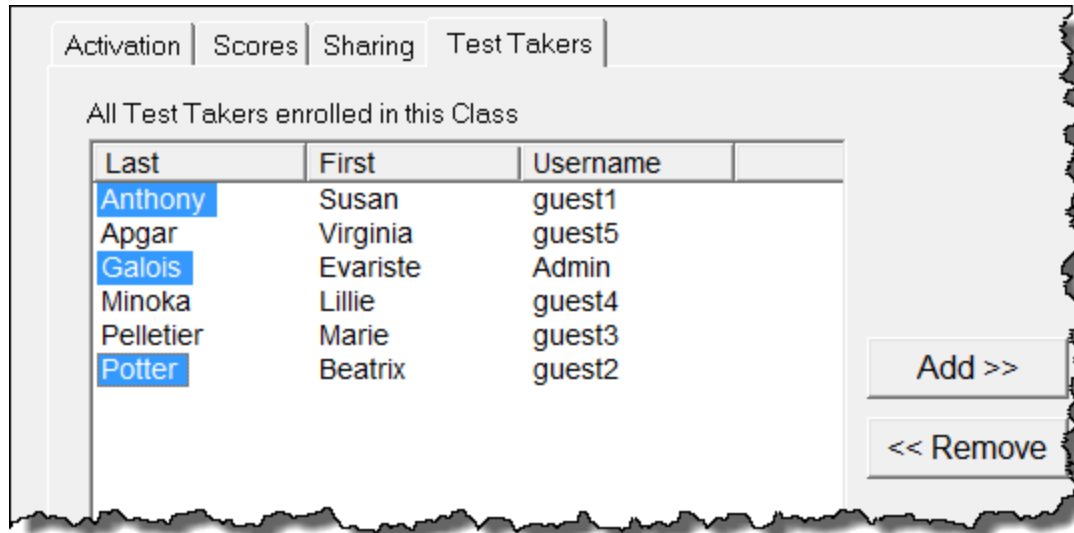
From the "All Test Takers enrolled in this Class" column:

- a- An individual t.taker can be selected and enrolled
- b- Multiple t.takers can be added by shift-click selecting a sequential group





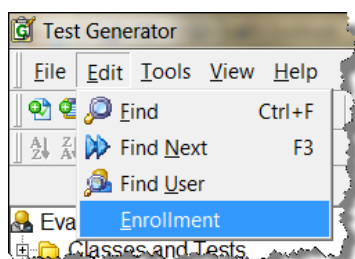
Two or more non-sequential t.takers can be enrolled by Ctrl-clicking selected t.takers from the list of t.takers under the “All Test Takers...” column:



If a t.author mistakenly enrolls a t.taker on the wrong date/time:
there is no Undo command – the t.admin must select the t.taker and click the *Remove* button.

TG: Enrollment Review

Test administrators are now able to review enrollment through a separate interface.
This feature is located under the “Edit” menu on TG’s home page:



Test administrators are provided with the following options:

- *Export* the search results
- *Select All* or *De-Select All* of the results in the table
- Modify the enrollment date and time
- Modify the enrollment time only and then Update the records
- *Delete* to un-enroll a test taker from a course or specific test.

TG: Enrollment Review

This feature can be accessed from TG's home page by selecting *File > Enrollment*. This will launch the enrollment window. This feature was added in order to make it easier for test admins to view and modify enrollment information by *Test Taker*, *Class* or *Test*. Rather than having to select individual courses and tests to discover enrollment information, the *Enrollment* feature makes it much easier to quickly view and update enrollment information on an as-needed basis.

In the example below the test admin chose to search by *Class* and typed in a class named *Logistics* and pressed the *Filter* key. This action populated the display with a list of individuals enrolled in tests that are saved under the *Logistics class*.

Enrollment

First:

Last:

Class:

Test:

Filter

First	Last	Username	Class	Test	Enrolled
Adam	Adams	adam.adams@domain.com	Logistics	Test 1	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 2	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 3	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 4	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 5	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 6	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 7	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 8	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 9	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 10	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 11	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 12	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 13	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 14	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 15	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 16	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 17	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 18	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 19	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 20	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 21	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 22	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 23	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 24	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 25	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 26	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 27	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 28	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 29	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 30	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 31	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 32	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 33	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 34	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 35	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 36	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 37	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 38	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 39	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 40	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 41	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 42	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 43	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 44	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 45	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 46	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 47	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 48	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 49	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 50	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 51	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 52	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 53	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 54	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 55	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 56	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 57	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 58	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 59	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 60	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 61	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 62	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 63	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 64	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 65	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 66	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 67	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 68	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 69	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 70	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 71	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 72	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 73	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 74	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 75	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 76	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 77	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 78	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 79	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 80	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 81	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 82	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 83	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 84	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 85	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 86	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 87	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 88	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 89	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 90	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 91	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 92	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 93	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 94	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 95	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 96	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 97	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 98	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 99	2013-05-09 09:08:40
Adam	Adams	adam.adams@domain.com	Logistics	Test 100	2013-05-09 09:08:40

Total number of records: 1608

Export

Select All

De-Select All

Thursday, May 09, 2013

9:08:40 AM

Date/Time

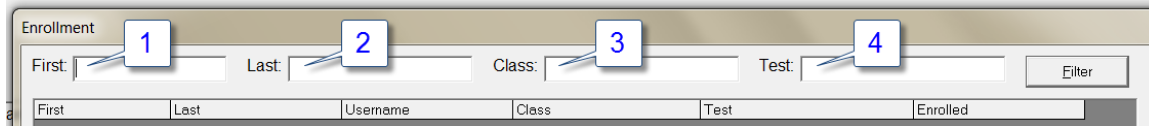
Update

Delete

Close

Search

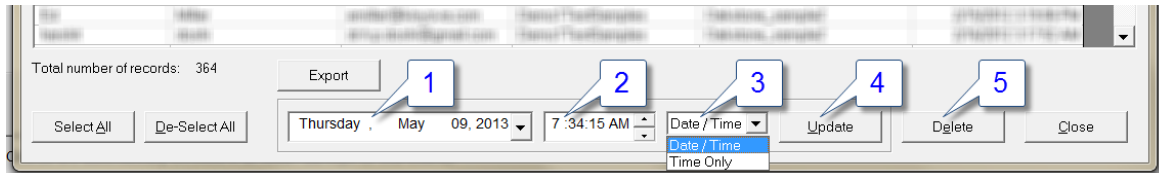
Test admins have the option of searching by **1- First** or **2- Last** Name, by **3- Class** or by **4- Test**. This feature makes it easy to identify which Class and Tests an individual user is enrolled in.



Two or more parameters test parameters can be searched. For Example, if I wanted to find out how many tests Georgia was enrolled in by Class, I could type in her last name and the Class I want to look at. This would display all classes that Georgia was enrolled in, under that Class.

Eligibility

Test admins can modify **1- the Date**, **2- Time**, **3- specify Date/Time or Time Only**, **4- Update** changes based on the records selected from the results table above and **5- Delete** which removes any individual or group of individuals that are highlighted in the table above.



Export

The search results can be exported to a .csv file. This file can then be opened in Excel.

Scheduling Module

Another feature and set of properties that will influence a t.taker's access to tests is the Eligibility module which is located under Test Settings > Test Properties: Schedule tab: *Eligibility*.

[Scheduling-Eligibility Tutorial](#)

We hope you found this information useful. Your comments/suggestions are welcome. Please [contact us](#).

Thank You