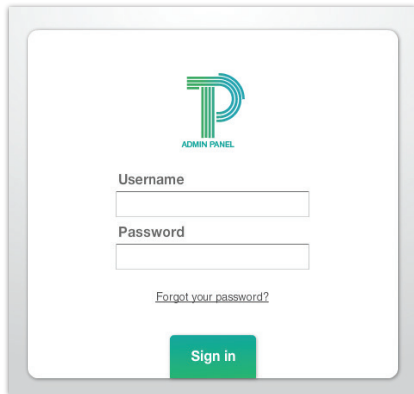


How to create and assign a test

1 Create accounts for the test takers.



ADMIN PANEL

Username

Password

[Forgot your password?](#)

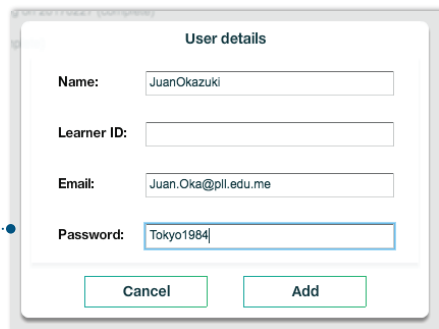
① Go to and sign in with your **administrator** or **teacher** account.

② Right click on the **users and groups** panel to create a group for the test takers.

③ Create a learner account for each test taker. You can:

- Create the accounts one by one:

Right click on the group, choose **Add learner...** and fill in the name, email and password. Click **Add**.



User details

Name:

Learner ID:

Email:

Password:

- Import the accounts using a spreadsheet:

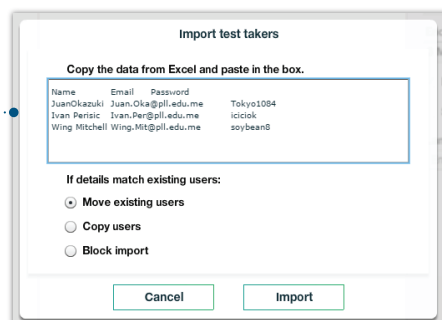
Create an Excel file with the following format.

Right click on the group and choose **Import users**.

Copy the data from Excel and paste in the box.

Click **Import**.

	A	B	C
1	Name	Email	Password
2	JuanOkazuki	Juan.Oka@pll.edu.me	tokyo1984
3	Ivan Perisic	Ivan.Per@pll.edu.me	iciciok
4	Wing Mitchell	Wing.Mit@pll.edu.me	soybean8
5			



Import test takers

Copy the data from Excel and paste in the box.

Name	Email	Password
JuanOkazuki	Juan.Oka@pll.edu.me	Tokyo1984
Ivan Perisic	Ivan.Per@pll.edu.me	iciciok
Wing Mitchell	Wing.Mit@pll.edu.me	soybean8

If details match existing users:

Move existing users

Copy users

Block import

④ Now you have a group of accounts, you are ready to assign a DPT test.

2 Assign a test to the test takers



1 Users and groups

Choose a group, or right-click to create new ones.

- ▶ Clarity (has 18 users in 2 sub-groups)
- ▶ Edick (has 1 user)
- ▶ Jennifer's (has 34 users in 10 sub-groups)
- ▶ NAS (has 1 user)
- ▶ SOLUSI (has 6 users in 2 sub-groups)
- ▶ Subramoni Iyer (has 16 users in 11 sub-groups)
- ▼ testing (has 65 users in 17 sub-groups)
 - ▶ Alice (has 3 users)
 - ▶ Andrew (has 4 users)
 - ▶ Brian (has 5 users)
 - ▶ Chloe (has 3 users)

① Choose the group you want to test.

② Click **schedule a test**.

- ④ Fill in all the test details and click **Save**.

The screenshot shows a 'Test schedule' form with the following fields and callouts:

- Test name:** '1st placement test semester 1'. Callout: 'This is a description of the test.'
- Start time:** '6 Mar 2017' and '09:00'. Callout: 'Test takers will only be able to start the test after this time. But they can sign in and download the test and prepare their device for the test beforehand.'
- End time:** '7 Mar 2017' and '17:00'. Callout: 'Test takers will not be able to start the test after this time. But those who have already started the test are allowed to complete it after this time.'
- Require an access code?:** Unchecked. Callout: 'If you want the test takers to start the test at the same time or you want more control over who can access the test, you can enable and assign an access code to the test. Test takers without the access code will not be able to access the test even after the test start time.'
- Show test-takers their CEF result after the test?:** Checked. Callout: 'You can choose to show the CEF result to the test takers immediately after they have finished the test.'
- Language for the program instructions:** 'English'. Callout: 'You can choose the language of instructions in the program.'

- ④ Once you click **save**, a new test has been assigned to everyone inside the selected group. If you find you have missed some test takers after the test has been created, you can still add new accounts to the selected group. These new accounts will automatically be assigned to the scheduled test.

How to edit the test detail

You are not able to edit the test details once the test has been created. You are able to delete the test and create a new one.

How to delete a test*

- 1 Choose the group you have assigned a test to.
- 2 Select the assigned test.
- 3 Click the **Delete**.

* Please note that the deleted test and results cannot be recovered.

How to send an invitation email to the test takers

- 1 Choose the group you have assigned a test to.
- 2 Choose the assigned test.
- 3 Click **create welcome emails**
- 4 All the test takers in this group will then receive an invitation email with instructions of how to prepare for the test and test information. An example of the invitation email is shown below.

ADMIN PANEL Edit and send this email to test takers

Subject UPMF_admin has set you an English test

Dear Student01

You are scheduled to take an English test.

Test name:
Placement Test

Test time:
From 2017-03-05 08:00
To 2017-03-06 07:00

Sign in details:
Email: **student01@upmf.com**
Password: **52213057**

How to take the test

1. Go to dpt.clarityenglish.com in your browser or download the app from the Apple App Store or Google Play
2. Sign in and try section 1 of the test to make sure it runs properly.
3. Your test administrator will give you the access code when the test is ready to start.

Important
You will need **headphones** or **earphones** for the test.

Best wishes
The ClarityEnglish support team

Notes

Got any questions? Ask UPMF_admin at joel.ceniceros@upmf.edu.mx

Send all

How to generate a report for the test results

You will be able to generate reports showing test results after the test has been started.

- 1 Choose the group you have assigned a test to.
- 2 Choose the assigned test.
- 3 Click **check progress** button (during the test) or **create result report** (once the test has finished).
- 4 You will then see a report with the specified group, name, email, duration, start time, CEF level and DPT score.

Group	Learner	Email	Duration (minutes)	Start time	CEF
D: Law	Juan Chuzaki	Juan.Chuzaki@upmf.edu.mx	30	2017-01-19 14:40:26	B1 (60t: 51)
D: Law	Fran Perenc	Fran.Perenc@upmf.edu.mx	12	2017-01-19 13:26:14	B1 (60t: 40)
D: Law	Wing Mitchell	Wing.Mitchell@upmf.edu.mx	5	2017-01-19 16:16:00	A1 (60t: 8)
D: Law	Hua Kim	Hua.Kim@upmf.edu.mx	4	2017-01-19 16:22:41	A1 (60t: 7)