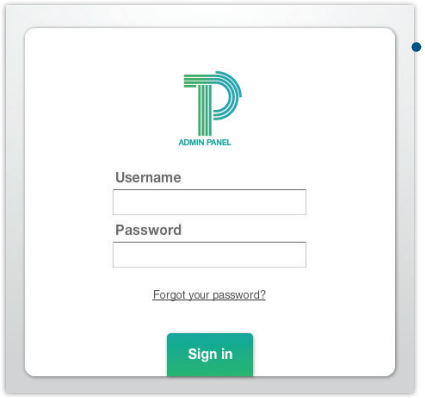
Dynamic Placement Test Admin Panel Guide

How to create and assign a test

1 Create accounts for the test takers.



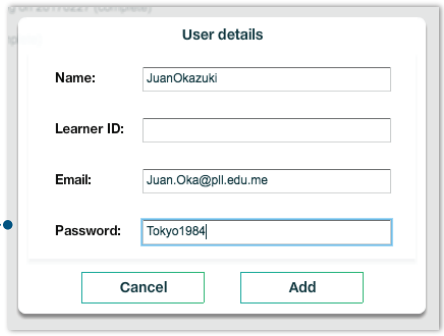
Ⅰ Go to https://dpt.clarityenglish.com/admin and sign in with your **administrator** or **teacher** account.

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

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

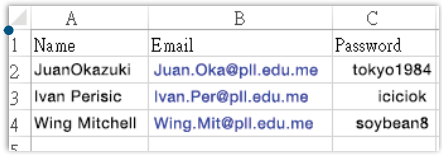
- Create the accounts one by one:

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



- Import the accounts using a spreadsheet:

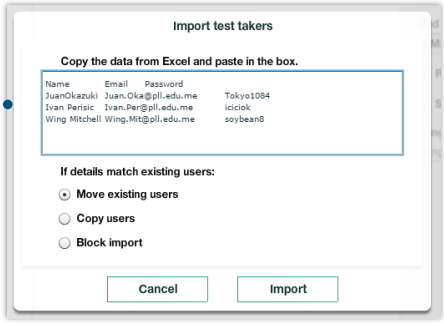
  Create an Excel file with the following format.



	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

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

  Copy the data from Excel and paste in the box.



  Click **Import.**

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

2 Assign a test to the test takers

Ⅰ Choose the group you want to test.

Ⅱ Click **schedule a test**.

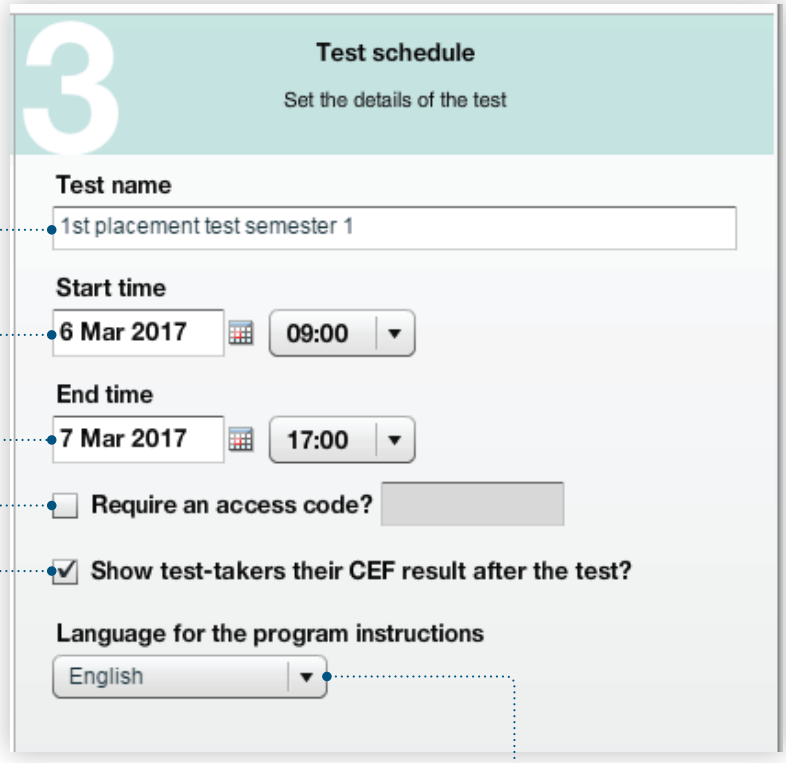
Ⓘⓥ Fill in all the test details and click **Save**.

Test name
This is a description of the test.

Test start time
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.

Test close time
Test takers will not able to start the test after this time. But those who have already started the test are allowed to complete it after this time.

Access code
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 result option
You can choose to show the CEF result to the test takers immediately after they have finished the test.

Language
You can choose the language of instructions in the program.

Ⓘⓥ 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.

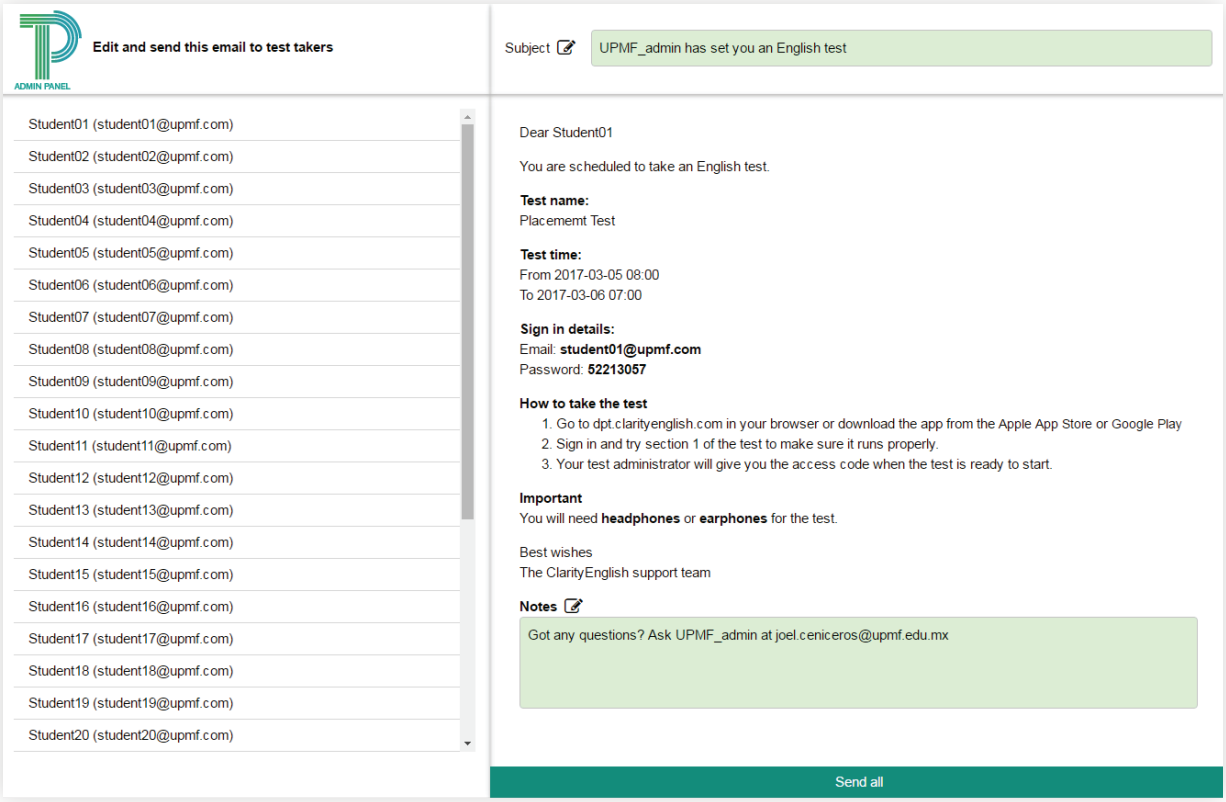
How to delete a test*

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

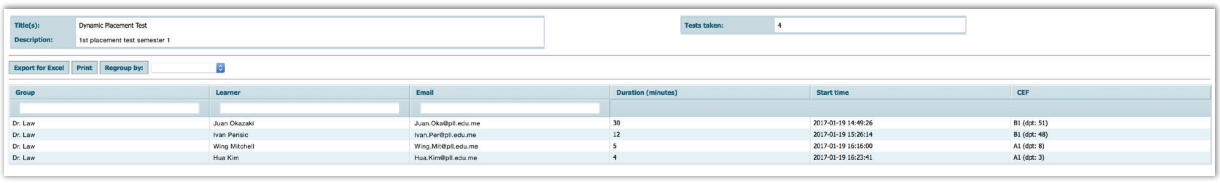
* Please note that the deleted test and results cannot be recovered.

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.



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.