



Assigning Tests

Version 1.0

Assignments

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Assigning Tests and Limits

In order for students to undertake tests they must firstly be assigned them. Tests can be assigned to students at group or student level. There can also be a limit placed against students so they can only take a particular number of tests at a particular date.

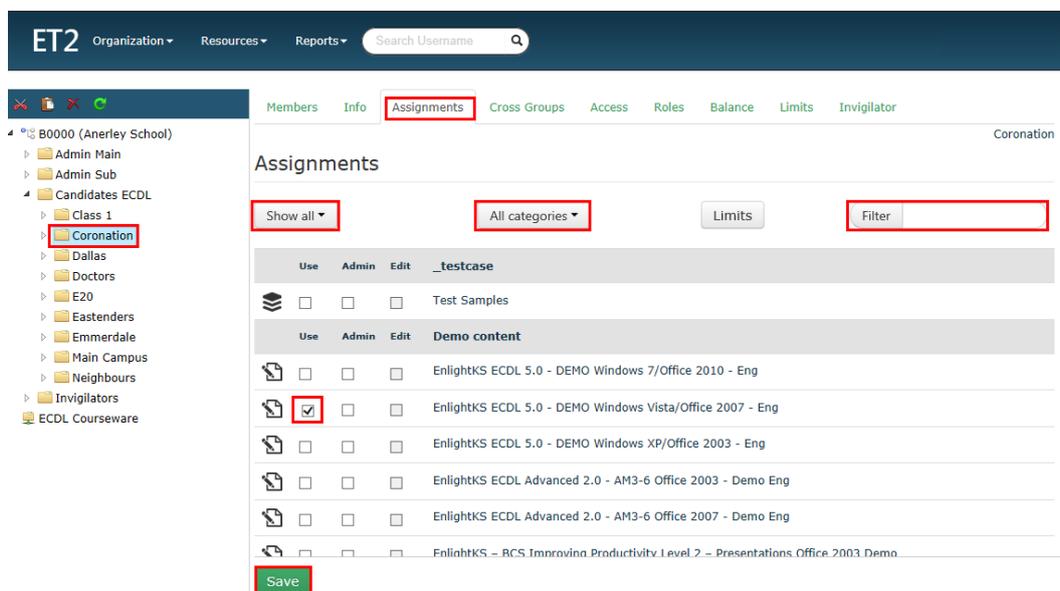
Assigning Tests at Group Level

This section covers assigning tests at a Group Level. Using this method can save time, as all subgroups and members within the group will automatically inherit the test assignments.

To assign at Group Level follow the steps below:

1. Find the Group in the tree structure. In the example below we have found the 'Coronation' Folder under the 'Candidates ECDL'.
2. Select the **Assignments** tab
3. Narrow down the list displayed to find the relevant test using the Filtering options (See Filtering the Assignments display section below)
4. Tick the **Use** tick box by the side of the test required.
5. Click the **Save** button.

A confirmation message will then appear that notifies you that 'Your changes have been successfully changed' and are available to all members that are a part of that group.



The screenshot shows the ET2 software interface. The top navigation bar includes 'ET2 Organization Resources Reports Search Username'. The left sidebar shows a tree structure with 'B0000 (Anerley School)' expanded to 'Candidates ECDL' and 'Coronation' selected. The main area has tabs for 'Members', 'Info', 'Assignments', 'Cross Groups', 'Access', 'Roles', 'Balance', 'Limits', and 'Invigilator'. The 'Assignments' tab is active, displaying a table of tests. The table has columns for 'Use', 'Admin', and 'Edit'. A 'Show all' dropdown, 'All categories' dropdown, and a 'Filter' input field are visible. A 'Save' button is at the bottom left of the list.

Use	Admin	Edit	_testcase
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test Samples
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demo content
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - DEMO Windows 7/Office 2010 - Eng
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - DEMO Windows Vista/Office 2007 - Eng
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL 5.0 - DEMO Windows XP/Office 2003 - Eng
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL Advanced 2.0 - AM3-6 Office 2003 - Demo Eng
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS ECDL Advanced 2.0 - AM3-6 Office 2007 - Demo Eng
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EnlightKS - RCS.Improving Productivity Level 2 - Presentations Office 2003 Demo

When a test has been assigned to a student at group level the Use tick box is greyed out and an information symbol will appear to the right of the test under the students assignment tab, as shown below. This allows an Administrator to see where the inherited assignment has come from.

In the example used, the test has been inherited from the 'Coronation' folder, as shown below in the Inheritance Information window.



Note: Assignments applied at a folder level can only be removed at this level.

Inherited assignments			
Inherited from	Use	Admin	Edit
Coronation	✓		

Inherited limits			
Inherited from	Usage	Use after	Use before
Coronation	1		

Assigning Tests at Student Level

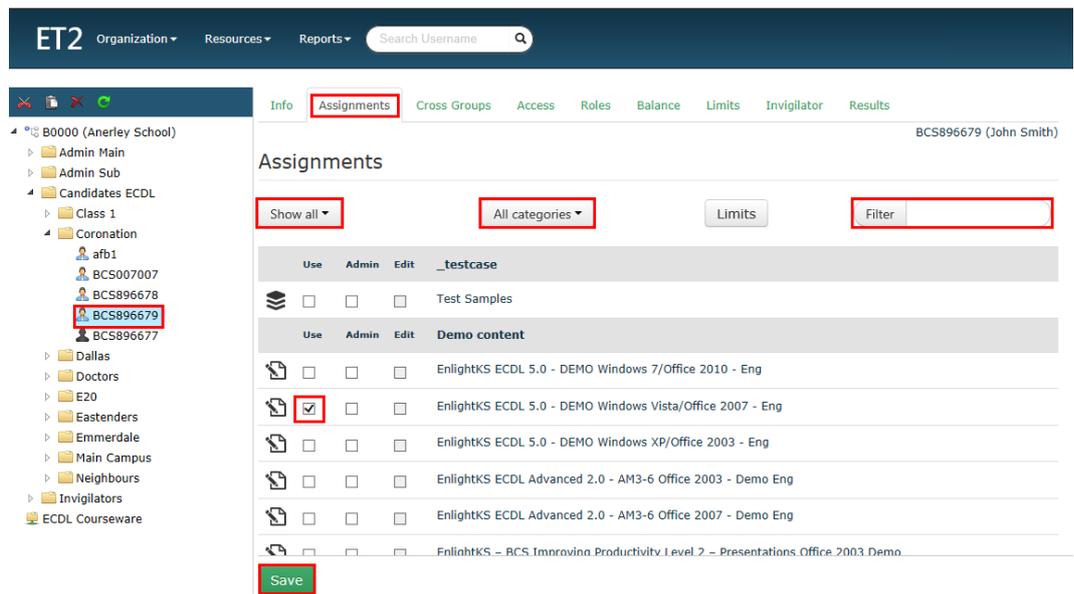
This section covers assigning tests at a Student Level. Using this method enables students to have different assignments from those inherited by a Group Assignment.

To assign at Student Level follow the steps below:

1. Find the Student in the tree structure. In the example below we have found the student 'BCS89669' under the 'Coronation' Folder.
2. Select the **Assignments** tab
3. Narrow down the list to find the relevant test using the Filtering options (See Filtering the Assignments display section below)

4. Tick the **Use** tick box by the side of the test required.
5. Click the **Save** button.

A confirmation message will then appear that notifies you that 'Your changes have been successfully changed' and are available to that student only.



Filtering the Assignment Display

A list of all assignments will be displayed automatically when accessing the Assignments tab. Use the following filters to narrow down your search to find the relevant tests:

Assignments



- Use the **Show All** drop down to narrow the list down to all those tests that are either 'Assigned' or 'Unassigned'. In the example below the list has defaulted to 'Show All'.
- The **Filter** facility can be used if you wish to filter the list even further using a keyword. In the blank **Filter** field type the keyword and press Enter. The list will then shown according to the keyword.
- Use the **All Categories** drop down to narrow down the Category required.

Once the Filtering has been chosen, this selection will then be the default for any further Assignments made, however, the filtering can be changed at any time.

Assigning Limits

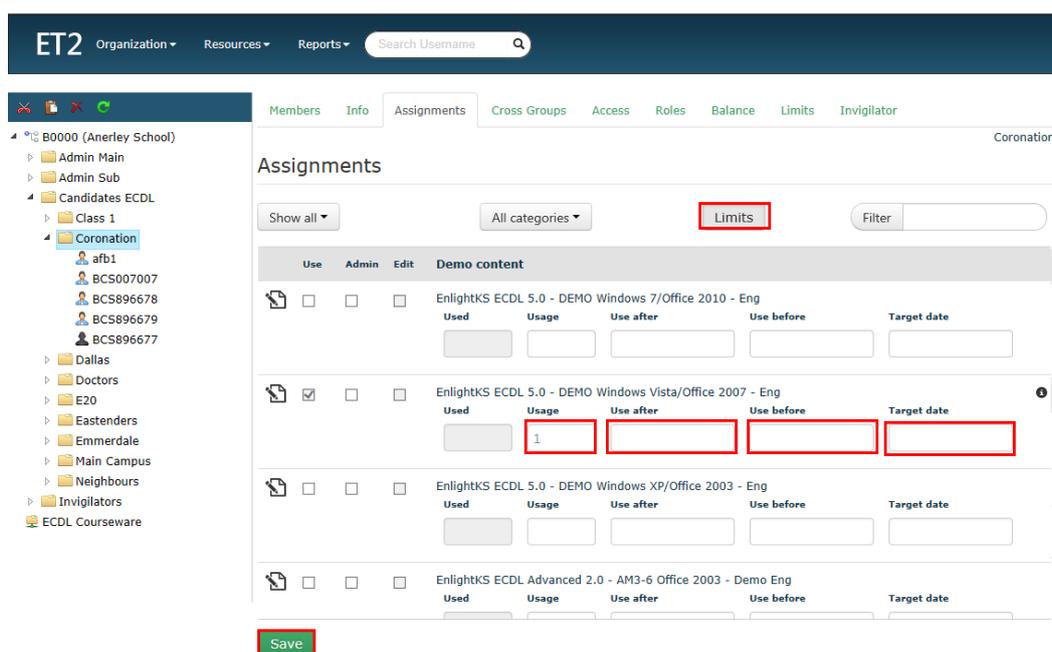
Limits can be set on assignments to ensure candidates do not take any more tests than are required, regardless of what balance of tests they have available.

The usage of assignments can be limited both by setting a From and To date for the usage and by setting a Usage limit.

Assigning Limits to a Group

Limits can be assigned to Groups by following the steps below:

1. Find the group folder in the tree structure. In this example, the 'Coronation' folder has been chosen.
2. Select the **Assignments** tab
3. Click the **Limits** button
4. Type the limit in the **Usage** field next to the test to be restricted.
5. Enter a **Use after**, **Use before** or **Target date** if required.
6. Click the **Save** button.



The screenshot shows the ET2 software interface. On the left is a tree structure with folders like 'Admin Main', 'Candidates ECDL', and 'Coronation'. The 'Coronation' folder is selected. The main area shows the 'Assignments' tab for 'Coronation'. There are buttons for 'Show all', 'All categories', 'Limits' (highlighted in red), and 'Filter'. Below is a table of assignments with columns for 'Used', 'Usage', 'Use after', 'Use before', and 'Target date'. The 'Usage' field for the second assignment, 'EnlightKS ECDL 5.0 - DEMO Windows Vista/Office 2007 - Eng', is set to '1' and is highlighted in red. At the bottom, there is a 'Save' button (highlighted in red).

A confirmation message will then appear that notifies you that 'Your changes have been successfully changed' and are available to all members of the group.

Assignments applied at folder level are inherited by all users within that group, these limit assignments can be changed for an individual candidate, see the section on 'Assigning Limits to Students' below.

Assigning Limits to a Student

Student only assignment

To change a limit assignment for a particular student only, use the following steps below:

1. Find the student in the group folder in the tree structure. In this example, the student 'BCS896679 John Smith' from the 'Coronation' folder has been chosen.
2. Select the **Assignments** tab
3. Click the **Limits** button
4. Type the limit in the **Usage** field next to the test to be restricted.
5. Enter a **Use after**, **Use before** or **Target date** if required.
6. Click the **Save** button.

The screenshot shows the ET2 software interface. On the left is a tree structure with folders like 'Admin Main', 'Candidates ECDL', and 'Coronation'. Under 'Coronation', the student 'BCS896679' is selected. The main area shows the 'Assignments' tab for this student. A 'Limits' button is highlighted in red. Below it is a table of assignments with columns for 'Used', 'Usage', 'Use after', 'Use before', and 'Target date'. The second row has '1' in the 'Usage' field, and the 'Use after', 'Use before', and 'Target date' fields are also highlighted in red. A 'Save' button is at the bottom left.

A confirmation message will then appear that notifies you that 'Your changes have been successfully changed' and are available to that student only.



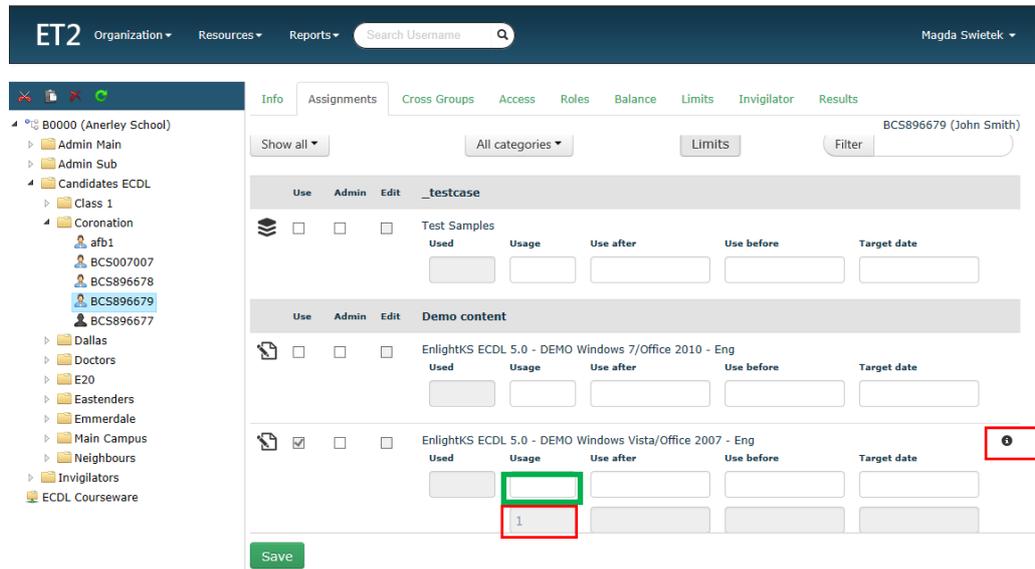
Note: The user must have a credit in the balance tab to take the test.

Changing an inherited Student Assignment

To change a limit assignment that has been inherited from a folder for a particular student only, use the following the steps below:

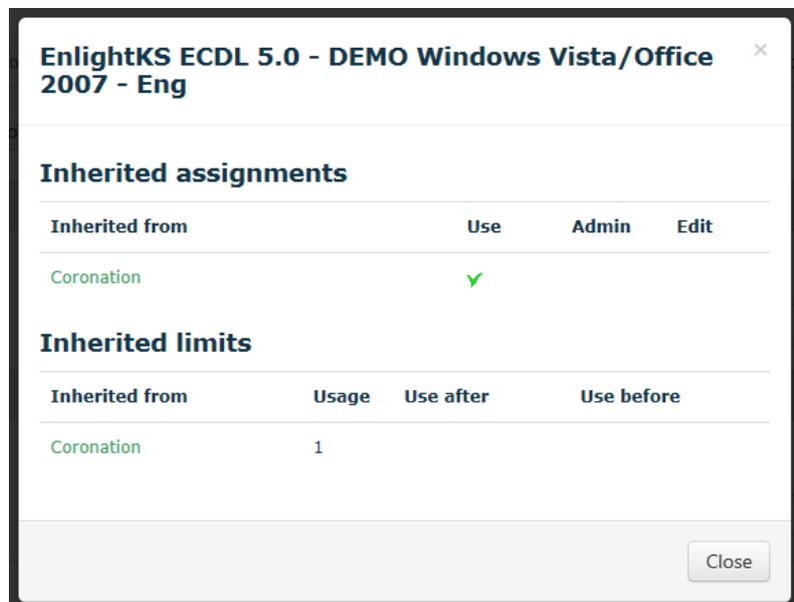
1. Find the student in the group folder in the tree structure. In this example, the student 'BCS896679 John Smith' from the 'Coronation' folder has been chosen.

2. Select the **Assignments** tab
3. Click the **Limits** button



The inherited assignment is shown in the Usage field already and the Inherited Information icon is shown to the right of the row, as shown above.

4. Select the inherited information icon.



The information displayed details where the limit has been inherited from. In this example, it has been inherited from the 'Coronation' folder, as shown above.

To change the inherited limit for this student only:

5. Close the Inherited Information Window
6. Type the limit in the blank **Usage** field above the inherited limit (highlighted green in image above).
7. Enter a **Use after**, **Use before** or **Target date** if required.

8. Click the **Save** button.

A confirmation message will then appear that notifies you that 'Your changes have been successfully changed' and are available to that student only.



Note: The user must have a credit in the balance tab to take the test.