



# **SAEMTests Institutional Admin Instructions**

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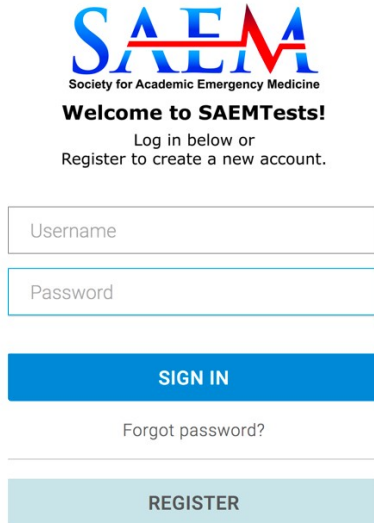
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## SAEMTests Institutional Admin Instructions

### Log in

- Go to [saem.youtestme.com/login.xhtml](http://saem.youtestme.com/login.xhtml)
- Enter your username and password emailed to you
- *Note: Both the username and the password are case sensitive*



SAEM  
Society for Academic Emergency Medicine

**Welcome to SAEMTests!**

Log in below or  
Register to create a new account.

Username

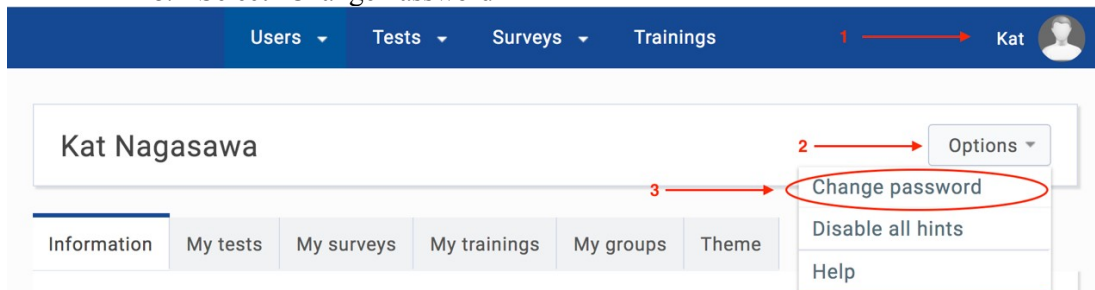
Password

**SIGN IN**


Forgot password?

REGISTER

- We recommend you change your password.
  - A. Click your name in the upper right-hand corner
  - B. Click “Options”
  - C. Select “Change Password”



Users ▾ Tests ▾ Surveys ▾ Trainings

1 → Kat 

Kat Nagasawa

2 → Options ▾

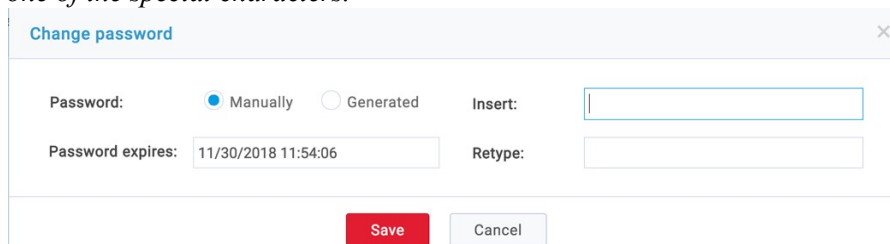
3 → Change password

Information My tests My surveys My trainings My groups Theme

Disable all hints

Help

- Enter your new password and click “Save” *Note passwords must be between 6 and 20 characters long and contain at least: one digit from 0-9, one lowercase character, one uppercase character and one of the special characters.*



Change password

Password:  Manually  Generated Insert:

Password expires: 11/30/2018 11:54:06 Retype:

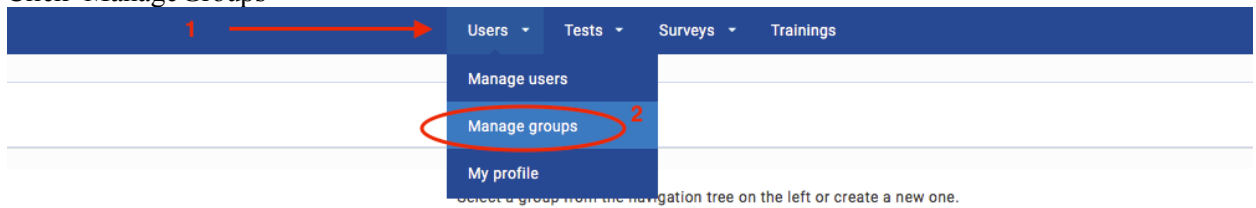
Save Cancel

## SAEMTests Institutional Admin Instructions

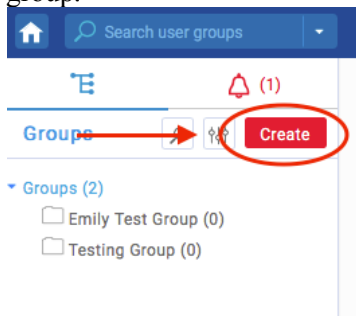
### Create a Group

Groups are how you organize your students. Once a group is created and students are assigned to the group, institutional admins are able to assign a test to the entire group or to individuals group members.

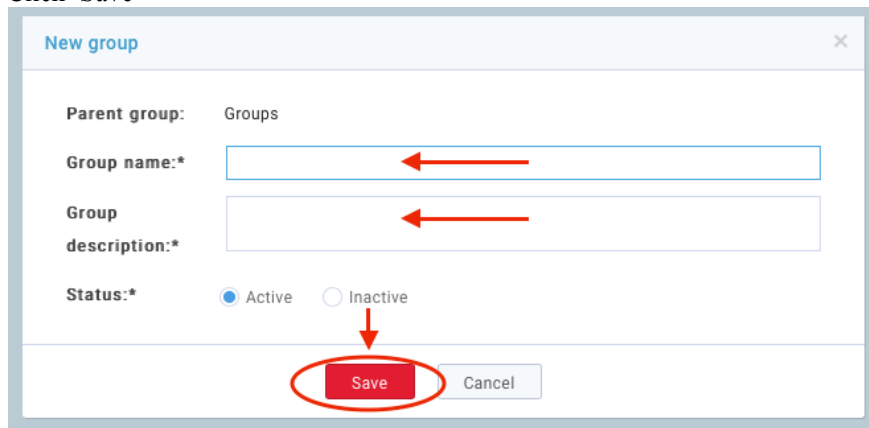
- Hover over “Users” in top navigation
- Click “Manage Groups”



- Select an existing group from the left-hand navigation tree or click “Create” to make a new group.



- When creating a new group, a pop-up will appear. In the pop-up enter:
  - A. Enter the “Group Name”
  - B. Enter the “Group Description”
  - C. Status is automatically set to “Active”
  - D. Click “Save”



A screenshot of the 'New group' pop-up form. The form has the following fields: 'Parent group:' (Groups), 'Group name:\*' (text input), 'Group description:\*' (text input), and 'Status:\*' (radio buttons for 'Active' and 'Inactive'). The 'Save' button is circled in red with a red arrow pointing to it. Red arrows also point to the 'Group name' and 'Group description' input fields.

## SAEMTests Institutional Admin Instructions

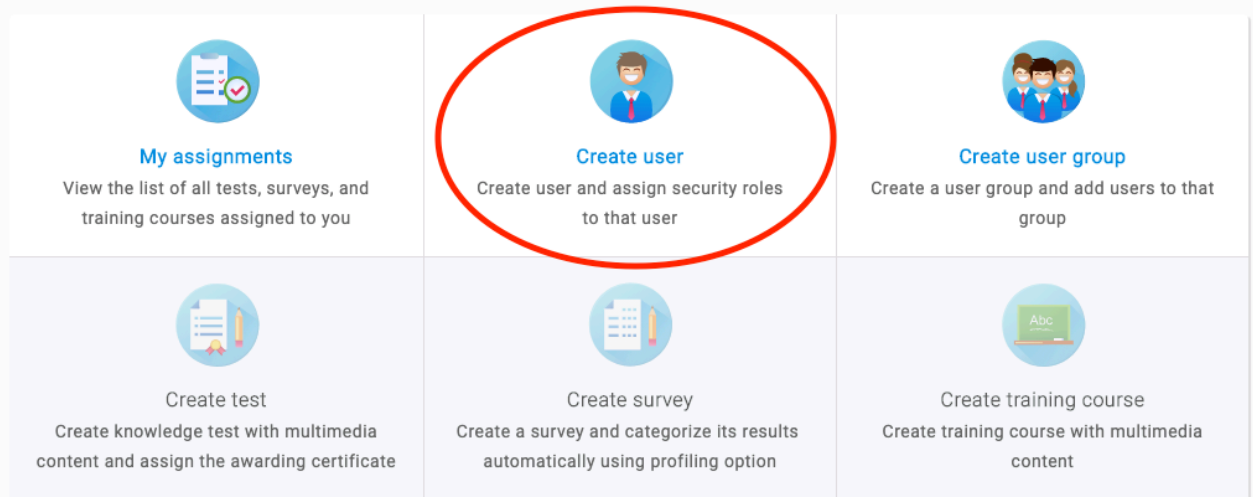
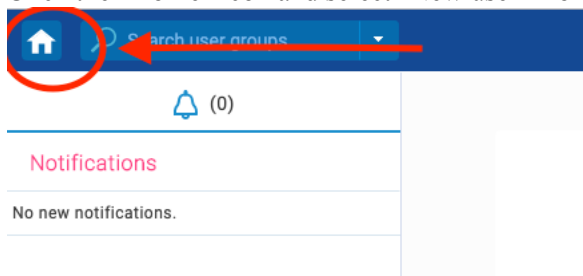
### Create Student User Accounts

After you create your group, you can either **upload a spreadsheet** with your students' information to create user accounts for all persons at the same time, or, you can **create user accounts for each student individually**. Instructions for both methods are below.

### Upload a list of student users

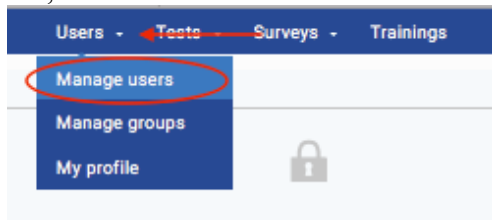
Create new user accounts for several students at once.

- Click the "Home" icon and select "New user" from the "Quick actions" menu



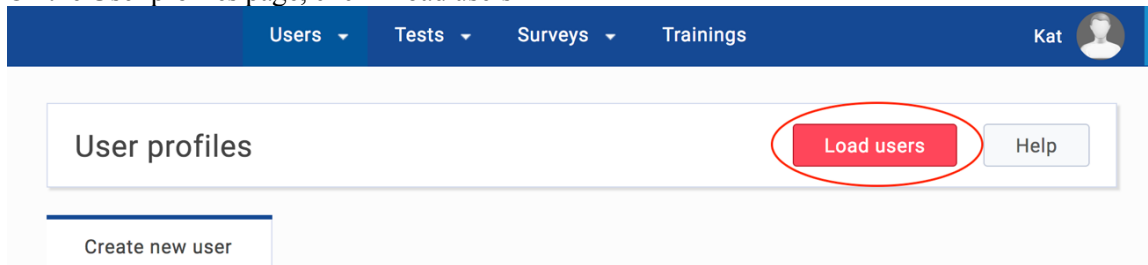
*Please note the other actions are greyed out as these options are not available to institutional admins.*

- OR, hover over the "Users" and click "Manage users" from the top navigation.

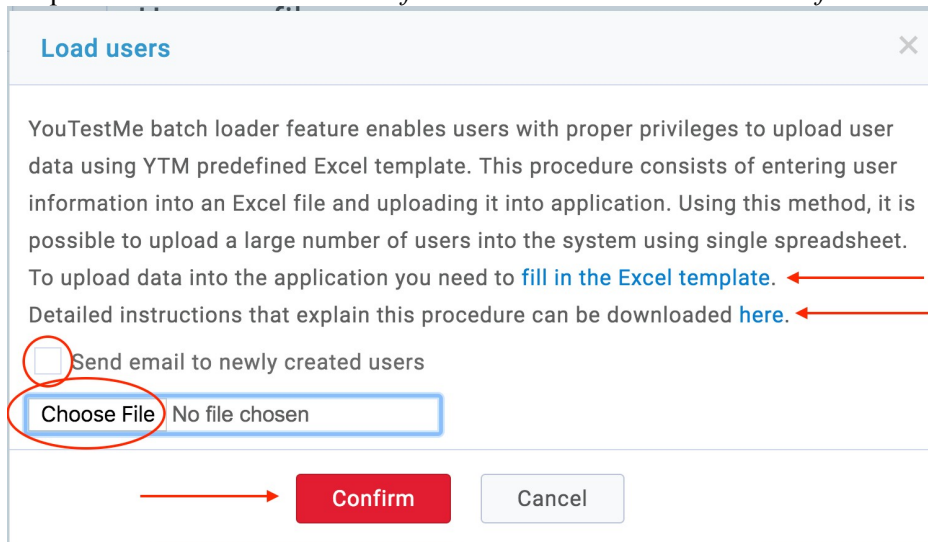


## SAEMTests Institutional Admin Instructions

- On the User profiles page, click “Load users”

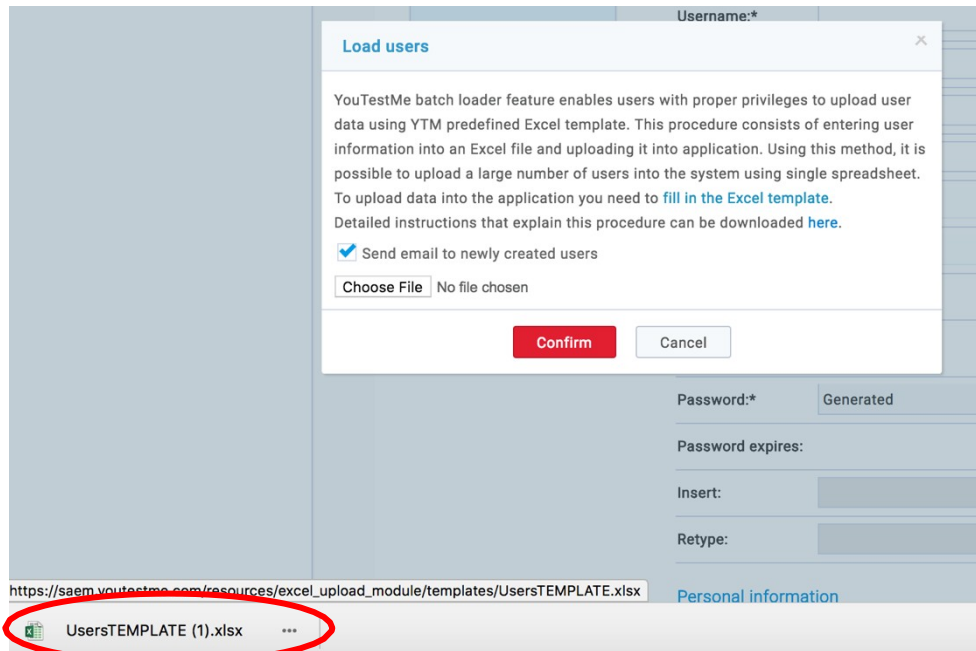


- In the pop-up, click on the “fill in the Excel template” link to download the excel spreadsheet template. *Note there is also a link for Detailed Instructions on how to fill in the Excel template.*



- Open the “UsersTEMPLATE” Excel file when the download is complete.

## SAEMTests Institutional Admin Instructions



- In the Excel template fill in the following fields (*items with a \* are mandatory*)
  1. \* Username = student's email address
  2. \* Password = create student password  
*Note: passwords must be between 6 and 20 characters long and contain at least: one digit from 0-9, one lowercase character, one uppercase character and one of the special characters.*
  3. \* Rolecode = ATT
  4. \* User status = ACT
  5. \* First name
  6. \* Last name
  7. \* Email: A mandatory textual value that represents a user's email address.
  8. \* Gender code = M (Male) or F (Female)
  9. Date of Birth
  10. Phone (Home or Cell)
  11. City
  12. State
  13. Country
  14. Zip Code
  15. Groups = the group name you want the students to be part of.

| Username   | Password  | Role Code | User status | First name | Last name | Email  | Gender code | Date of birth | Phone (optional) | Street address (optional) | City (optional) | State (optional) | Country (optional) | Zip (optional) | Groups (optional) |
|--|-----------|-----------|-------------|------------|-----------|--|-------------|---------------|------------------|---------------------------|-----------------|------------------|--------------------|----------------|-------------------|
| <a href="mailto:jsmith@amitahealth.org">jsmith@amitahealth.org</a> | Saem2019! | ATT       | ACT         | John       | Smith     | <a href="mailto:jsmith@amitahealth.org">jsmith@amitahealth.org</a> | M           | 1/1/94        |                  |                           |                 |                  |                    |                | SampleGroup       |

- Save the Excel file to your computer. *Tip: Rename the file to easily identify which student roster you are using.*

## SAEMTests Institutional Admin Instructions

- Check the box for “Send email to newly created users.” This will send an automated email to each new student user with their username and password.
- Click “Choose File” and select the Excel file from your computer to upload.
- Once the file is selected, click “Confirm.”

**Load users** ×

YouTestMe batch loader feature enables users with proper privileges to upload user data using YTM predefined Excel template. This procedure consists of entering user information into an Excel file and uploading it into application. Using this method, it is possible to upload a large number of users into the system using single spreadsheet. To upload data into the application you need to [fill in the Excel template.](#) ←  
Detailed instructions that explain this procedure can be downloaded [here.](#) ←

Send email to newly created users

**Choose File** No file chosen

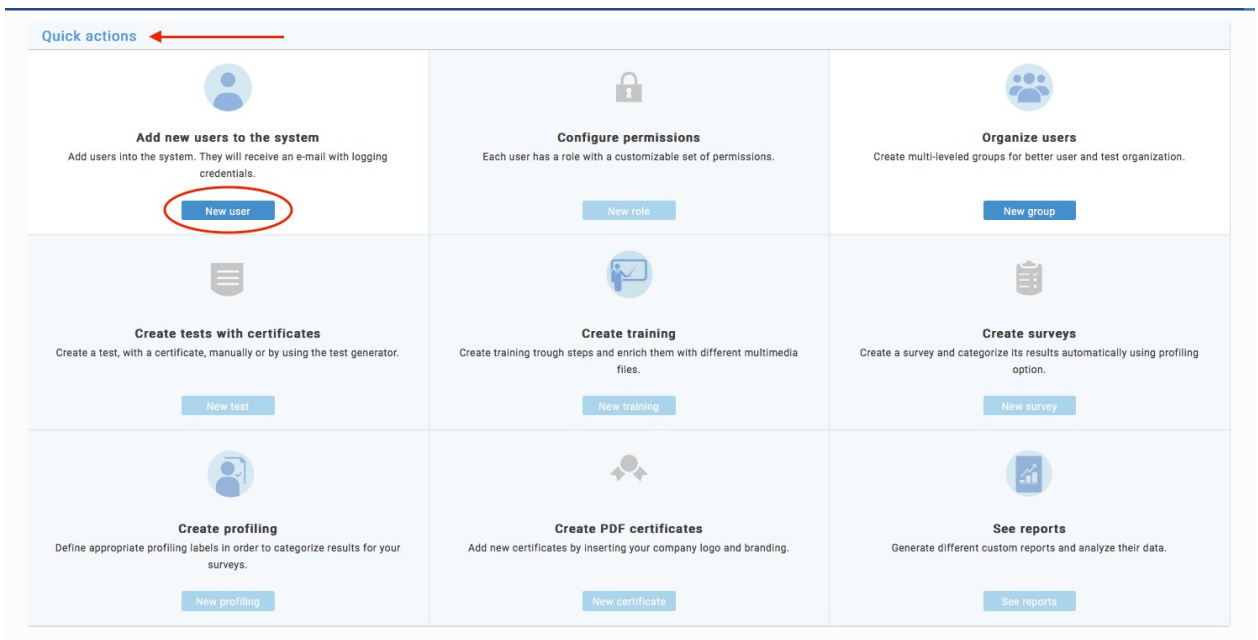
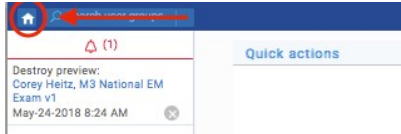
→ **Confirm** Cancel

## SAEMTests Institutional Admin Instructions

### Create an Individual Student User

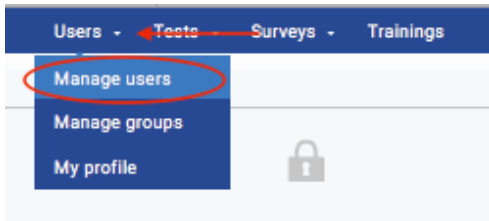
You are also able to create new student users individually as opposed to uploading a full spreadsheet of new users. To create one student user, follow the instructions below.

- Click the “Home” icon and select ‘New user’ from the “Quick actions” menu or



*Please note the other actions are greyed out as these options are not available to institutional admins.*

- Hover over the “New User” and click “Manage groups” from the top





## SAEMTests Institutional Admin Instructions

- For new students, fill in the Application Credentials (*items with a \* are mandatory*)
  1. Username = student's email address
  2. Email
  3. First Name
  4. Last Name
  5. User status = Active (*this is automatically set*)
  6. Role = Student (*this is automatically set*)
  7. Click the + sign by groups

**Application credentials**

**1** Username:\*

**2** Email:\*

**3** First name:\*

**4** Last name:\*

**5** User status:\*

**6** Role:\*

**7** Groups: →

8. Click the box next to the name of the group you are adding the student to

**Assign to groups**

|                          | Name                                | Description                         | Group path                          |
|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|                          | <input type="text" value="Search"/> | <input type="text" value="Search"/> | <input type="text" value="Search"/> |
| <input type="checkbox"/> | Emily Test Group                    | Emily Test Group                    | Emily Test Group                    |
| <input type="checkbox"/> | Kat Test Group 1                    | Kat Test Group 1                    | Kat Test Group 1                    |
| <input type="checkbox"/> | Testing Group                       | Testing Group                       | Testing Group                       |

Rows: 3

## SAEMTests Institutional Admin Instructions

9. Password dropdown, select “Manually inserted”
10. Enter the password in the “Insert” box
  - *Note passwords must be between 6 and 20 characters long and contain at least: one digit from 0-9, one lowercase character, one uppercase character and of the special characters.*
11. Reenter the password in the “Retype” Box
12. Click the Create button

9 Password:\*  -

Password

10 Insert:

11 Retype:

Personal information

Date of birth:

Gender:  -

Phone number:

Address:

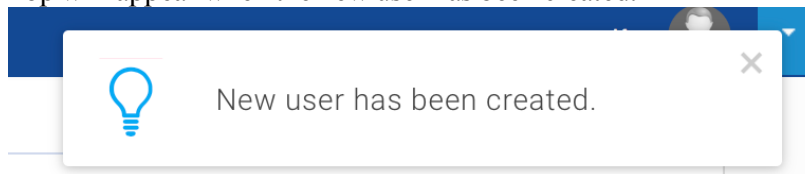
City:

Country:

ZIP:

12

- Pop will appear when the new user has been created.

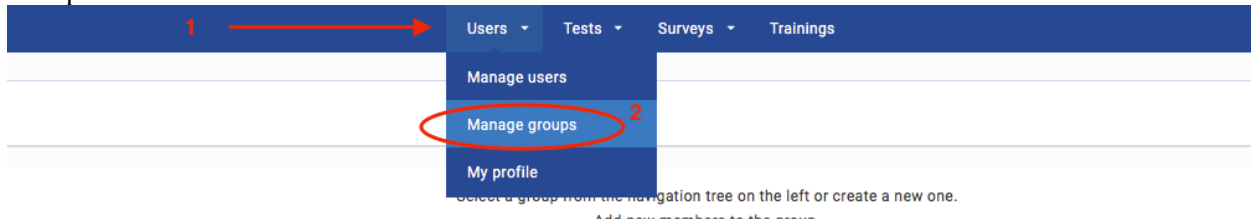


## SAEMTests Institutional Admin Instructions

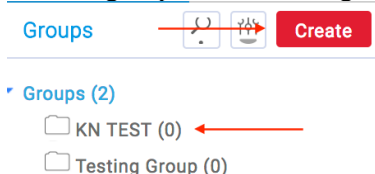
### Assign New Student Users to a Group (only after uploading a list of student users)

Now that you have uploaded new users into the system, you must assign them to a testing group. *Note: If you created the users individually and already assigned them to a group, you can skip this step.*

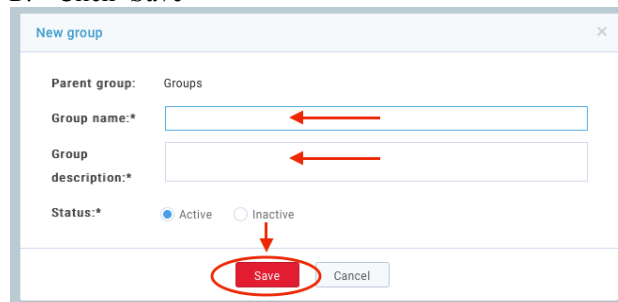
- The system will take you back to the user profile page. In the top navigation, click “Manage Groups”



- Select a group from the navigation tree on the left or click “Create” to make a new group

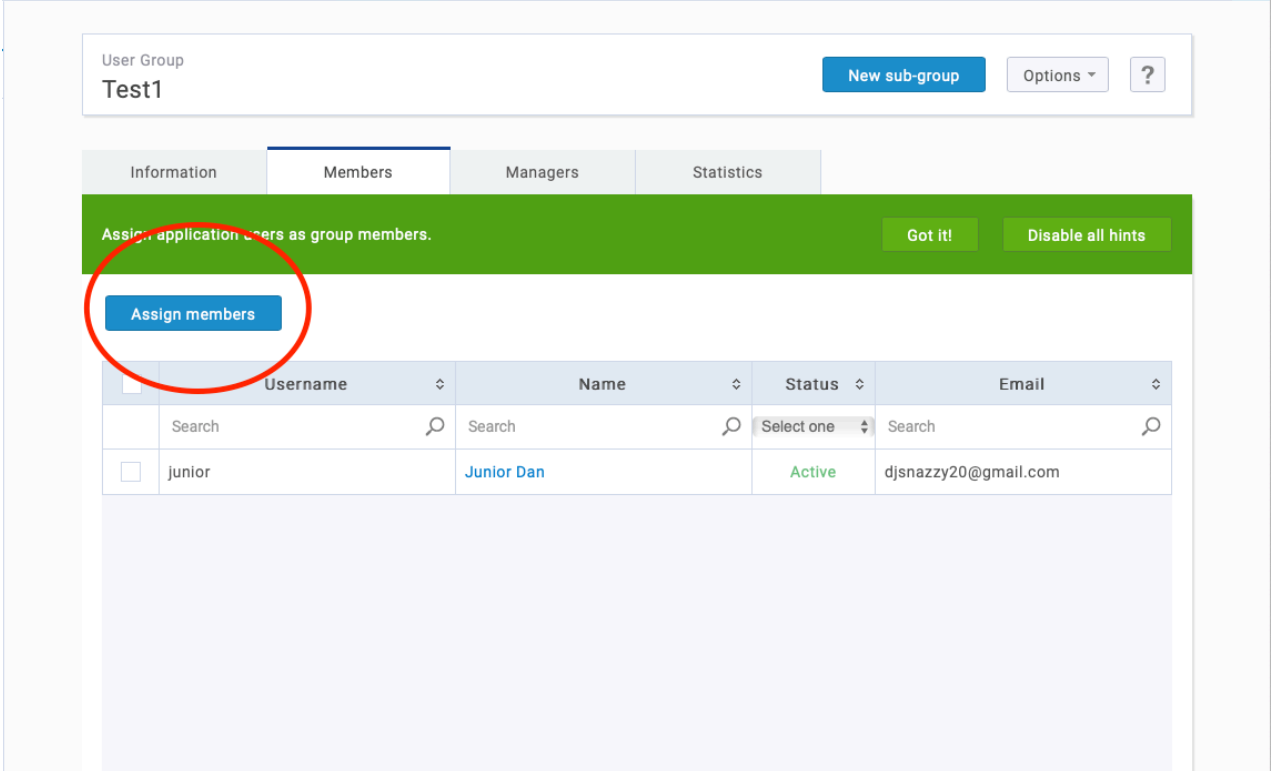


- When you create a new group, a pop-up will appear. In the pop-up enter:
  - Enter the “Group Name”
  - Enter the “Group Description”
  - Status is automatically set to “Active”
  - Click “Save”



## SAEMTests Institutional Admin Instructions

- Once you have selected your group, click the “Members” tab
- On the table click on “Assign Members” and it will list all the people that have been created under you in the system.



User Group: Test1

Buttons: New sub-group, Options, ?

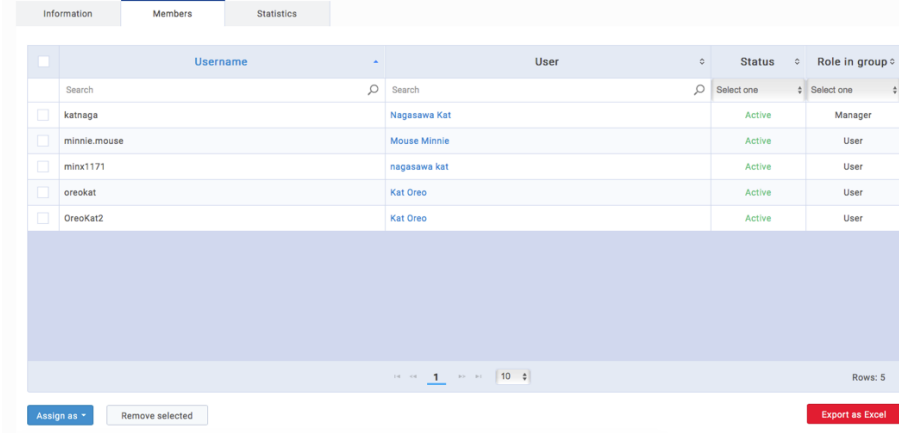
Information | **Members** | Managers | Statistics

Assign application users as group members. Got it! Disable all hints

**Assign members**

|                          | Username | Name       | Status     | Email                |
|--------------------------|----------|------------|------------|----------------------|
|                          | Search   | Search     | Select one | Search               |
| <input type="checkbox"/> | junior   | Junior Dan | Active     | djsnazzy20@gmail.com |

In the search box (which is the first row of the table), enter the name of the user you entered



Information | **Members** | Statistics

|                          | Username     | User         | Status     | Role in group |
|--------------------------|--------------|--------------|------------|---------------|
|                          | Search       | Search       | Select one | Select one    |
| <input type="checkbox"/> | katnaga      | Nagasawa Kat | Active     | Manager       |
| <input type="checkbox"/> | minnie.mouse | Mouse Minnie | Active     | User          |
| <input type="checkbox"/> | minx1171     | nagasawa kat | Active     | User          |
| <input type="checkbox"/> | oreokat      | Kat Oreo     | Active     | User          |
| <input type="checkbox"/> | OreoKat2     | Kat Oreo     | Active     | User          |

Rows: 5

Buttons: Assign as, Remove selected, Export as Excel

## SAEMTests Institutional Admin Instructions

- Click the checkbox next the user you want to add
- Click “Confirm”
- Repeat for each student in your class.

Assign members ✕

| <input checked="" type="checkbox"/> | Username | Name       | Status     | Email                |
|-------------------------------------|----------|------------|------------|----------------------|
|                                     | Search   | Search     | Select one | Search               |
| <input checked="" type="checkbox"/> | junior   | Junior Dan | Active     | djsnazzy20@gmail.com |

1 10 Rows: 1

**Confirm**

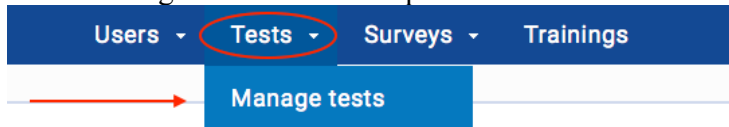
## SAEMTests Institutional Admin Instructions

### Assign a Test to the Group or to a Student

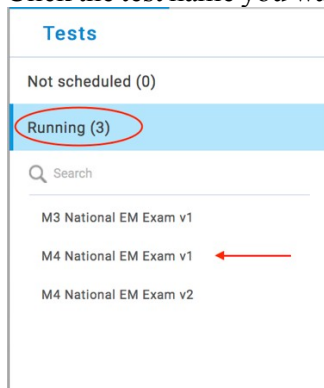
Now that your student groups have been created and students have been added to their group, you can assign a test to the student group.

**Note:** If a student hits the back button on their internet browser, the student will be kicked out of the test. If a student is kicked out of test, the test will have to be reassigned to the student.

- Hover on “Tests” from the top navigation
- Click “Manage tests” from the dropdown



- Click the “Running” from the left-hand navigation
- Click the test name you want to assign to a group/student



- Click on the “Candidates” tab
- Click on “Assign Candidates” and click “From My Groups,” Select the name of the group that has the students who need to be assigned a test

## SAEMTests Institutional Admin Instructions

Test name  
M3 National EM Exam v1

Options ?

Information Candidates

Assign application users as test managers or test takers. Got it! Disable all hints

Assign candidates ▾  
From my groups

Filter users by start date

| Username | Name   | Started | Result | Status | Actions |
|----------|--------|---------|--------|--------|---------|
| Search   | Search |         |        |        |         |

Click "Assign candidates" button to assign users to take the test.

Assign users

Select users from: Select group

Search

Select group  
Test1

No users available.

1 10 Rows: 0

Confirm Export as Excel

- Click the checkbox next the user you want to assign the test
- Repeat for each student.



## **SAEMTests Institutional Admin Instructions**

Once you complete this step, the students will be able to log in to their account and view and take the assigned test. Download the [SAEMTests Student Instructions](#) for more details.



## SAEMTests Institutional Admin Instructions

### Unfreezing Tests and get the student back to where they left off on the test

If at any time a student exits a test before the exam is complete, and you need to allow the student back in to finish his or her test, you can do so following the steps below:

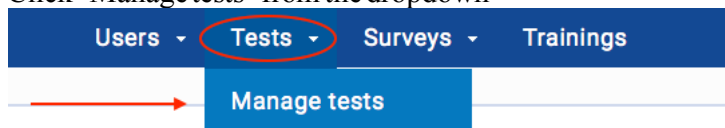
- Navigate to the top tool bar and click on tests and select manage tests
- Click on Running on the left side bar
- From the left side bar click on the test you wish to unfreeze the student from.
- Then click on Candidates tab
- You will find the frozen test highlighted in red and has “>>” next to it
- Click on this sign and that will allow the student to continue the test where he/she left off

| Username | Name   | Started                  | Result | Status      | Actions                         |
|----------|--------|--------------------------|--------|-------------|---------------------------------|
| Search   | Search |                          |        |             |                                 |
|          |        | Jun-13-2019 05:00 PM CST | Passed | Finished    | [Icons]                         |
|          |        | Jun-15-2019 11:18 AM CST | Passed | Finished    | [Icons]                         |
|          |        | Jun-19-2019 07:10 PM CST |        | In progress | [Icons] <b>&gt;&gt;</b> [Icons] |
|          |        | Jun-13-2019 10:25 PM CST | Passed | Finished    | [Icons]                         |
|          |        | Jun-18-2019 11:02 AM CST | Passed | Finished    | [Icons]                         |
|          |        | Jun-18-2019 06:05 PM CST | Passed | Finished    | [Icons]                         |
|          |        | Jun-16-2019 02:48 PM CST | Failed | Finished    | [Icons]                         |
|          |        | Jun-16-2019 06:11 PM CST | Passed | Finished    | [Icons]                         |
|          |        | Jun-18-2019 04:36 PM CST | Passed | Finished    | [Icons]                         |

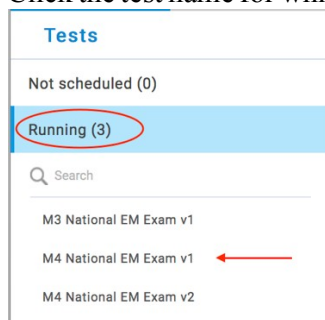
Displayed columns: 10 Rows: 9

### View a Student’s Test Scores (Note institutional admins will only see the test scores for students they enter)

- Hover on “Tests” from the top navigation
- Click “Manage tests” from the dropdown

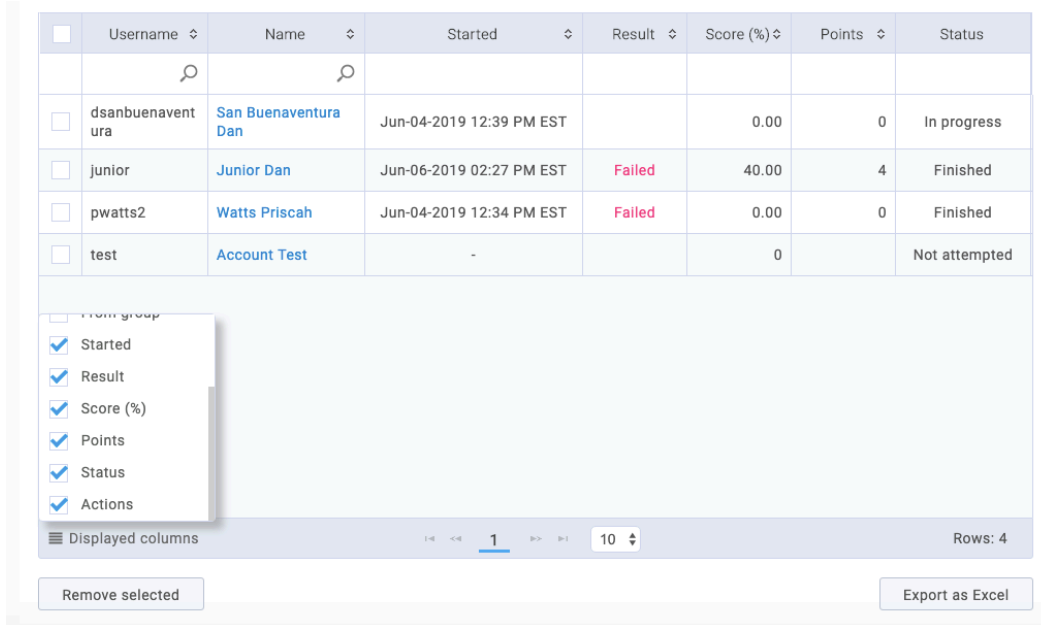


- Click the “Running” from the left-hand navigation to expand the menu.
- Click the test name for which you want to see student’s scores



## SAEMTests Institutional Admin Instructions

- Click on the “Candidates” tab
- If the test score column does not show up then click on “Displayed columns” on the lower left hand side and check the boxes of “Score %” and “Points.”



| <input type="checkbox"/> | Username         | Name                 | Started                  | Result | Score (%) | Points | Status        |
|--------------------------|------------------|----------------------|--------------------------|--------|-----------|--------|---------------|
| <input type="checkbox"/> | dsanbuenaventura | San Buenaventura Dan | Jun-04-2019 12:39 PM EST |        | 0.00      | 0      | In progress   |
| <input type="checkbox"/> | junior           | Junior Dan           | Jun-06-2019 02:27 PM EST | Failed | 40.00     | 4      | Finished      |
| <input type="checkbox"/> | pwatts2          | Watts Priscah        | Jun-04-2019 12:34 PM EST | Failed | 0.00      | 0      | Finished      |
| <input type="checkbox"/> | test             | Account Test         | -                        |        | 0         |        | Not attempted |

| From group                                    |
|---|
| <input checked="" type="checkbox"/> Started   |
| <input checked="" type="checkbox"/> Result    |
| <input checked="" type="checkbox"/> Score (%) |
| <input checked="" type="checkbox"/> Points    |
| <input checked="" type="checkbox"/> Status    |
| <input checked="" type="checkbox"/> Actions   |

Displayed columns: 1 of 10 rows. Rows: 4

Buttons: Remove selected, Export as Excel

- Scores are viewable by User/Username and show the following:
  - If the test has not been taken
  - Percentage of questions right and number correct of total number of questions
  - When the test was taken
- Scores can be exported to an Excel document

Test name: 2011CPLXRTEST - 2011CP [Options] [?]

Information | **Candidates** | Managers | Questions | Report

Assign application users as test managers or test takers. [Got it!] [Disable all hints]

Assign candidates | Import results | Filter users by start date

| <input type="checkbox"/> | Username         | Name                 | Started                  | Result | Status        | Actions                   |
|--------------------------|------------------|----------------------|--------------------------|--------|---------------|---------------------------|
| <input type="checkbox"/> | dsanbuenaventura | San Buenaventura Dan | Jun-04-2019 12:39 PM EST |        | In progress   | [v]                       |
| <input type="checkbox"/> | junior           | Junior Dan           | Jun-06-2019 02:27 PM EST | Failed | Finished      | [refresh] [bar chart] [v] |
| <input type="checkbox"/> | pwatts2          | Watts Priscah        | Jun-04-2019 12:34 PM EST | Failed | Finished      | [refresh] [bar chart] [v] |
| <input type="checkbox"/> | test             | Account Test         | -                        |        | Not attempted | [refresh] [v]             |



## **SAEMTests Institutional Admin Instructions**

### **HelpDesk**

For questions or help using SAEMTests, please contact the SAEM office at 847-813-9823 or [saemtests@saem.org](mailto:saemtests@saem.org).