

HOW TO SET UP AN EXAM

USER GUIDE

User guide: How to set up a test

Step 2.3: Add managers

How to set up a test

ADD MANAGERS

Exam + Course Name

The flow is created, but not yet activated

Activate flow Preview settings Messages

1

Basic settings To be handed out **Associates** Rooms Advanced

Authors
Can create and add assignments and rubrics on active and inactive flows that the author is assigned to

Filter + Add author

No associated authors 1.1

Invigilators
Can monitor the participants during examinations

Filter + Add invigilator

No associated invigilators 1.2

Managers
Can supplement your own role as manager

Manage managers + Add manager

No additional managers added 1.3

Adding of Managers

In order to add managers, you should:

1. Select the option **Associates**.

On the window that appears you should select if you wish:

- 1.1. To insert authors, to identify the creator of the assignment;
- 1.2. Add invigilators to oversee the exam;
- 1.3. Add managers to control and oversee the management of the exam.