

HOW TO SET UP AN EXAM

USER GUIDE

User guide: How to set up a test

Step 2.4: Add participants

How to set up a test

ADD PARTICIPANTS

Participants

1 **+ Add participants** Manage groups Participation monitor Tools

1.1 Basic information Participant details Final Grade

Show 50 participants per page Showing 1 to 1 of a total of 1 participants Search:

	First name(s)	Last name	ECTS	Grading scale	Start	End
1	User	Name	-	Percentage (0.00-100.00)	16-06-2023 17:00	30-06-2023 19:00

Showing 1 to 1 of a total of 1 participants First Previous 1 Next Last

A1 Add participants

One at a time

Search for name, email address or the user's ID

A2 Add participants

One at a time

Several at a time

Paste a list with user IDs separated by spaces, commas or semicolons. Following IDs can be used: Email

No users added

Add participants

Adding of participants

In order to add all the students who should be able to see and answer the exam assignment you should:

1. Select the option Add participants
On the window that appears you should select if you wish:

A1. To insert students one at a time

A2. Add many participants simultaneously

1.1. After adding the participants you may see them in the overview and configure specific details for a given participant. For example, you may configure here if a participant may have extra time and so start or end at a different time period than all the others.