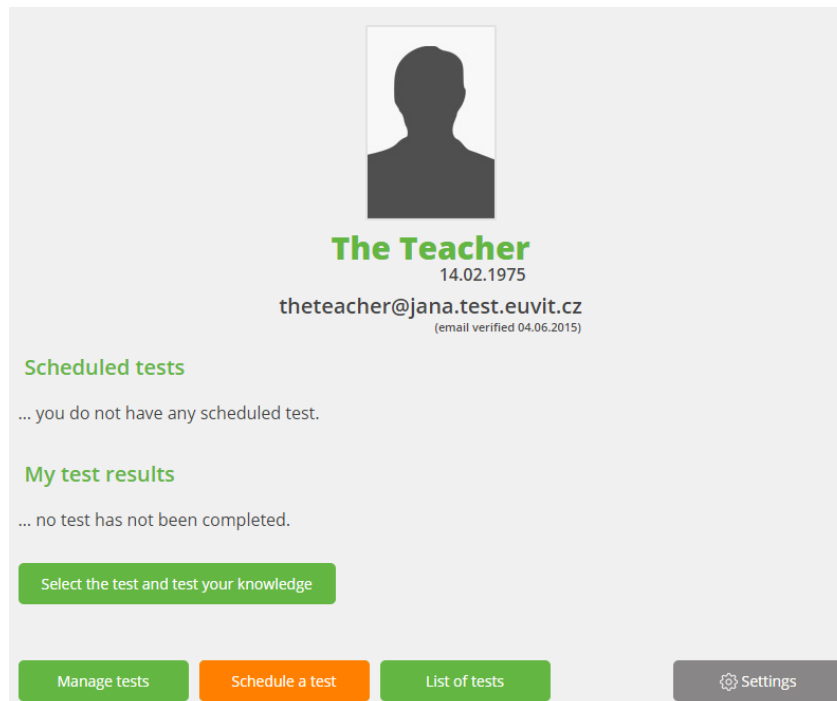
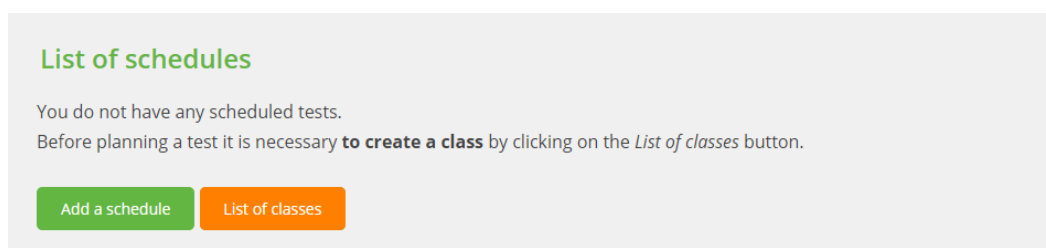


How to create a class and schedule its first test

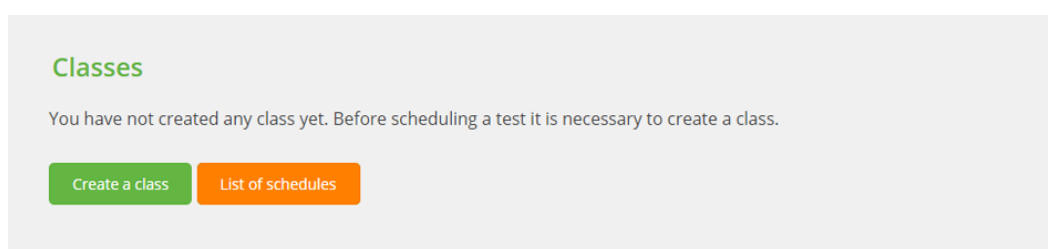
1. Log into your personal teacher profile. If you do not have an account, check the instructions on "How to register as a teacher."
2. Click on "Schedule a test."



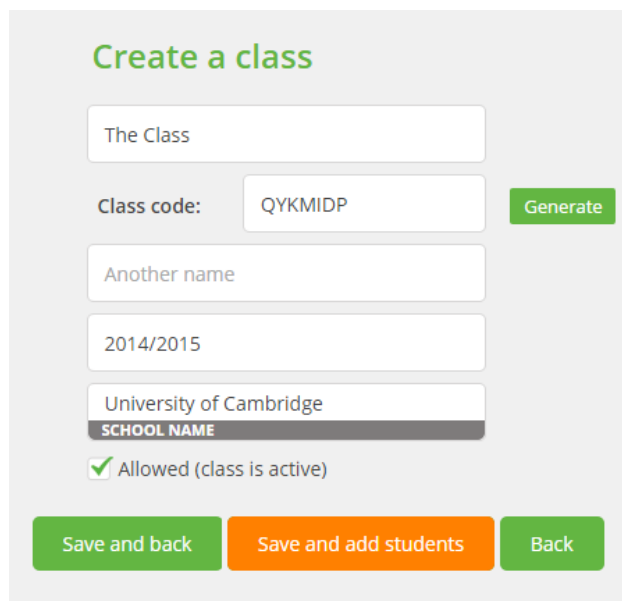
3. A list of your schedules appears when you do not have any schedule yet at the beginning. And if you have not created a class yet you want to schedule the test for, you must do this as the first step. Click on the "List of classes" button.



4. The list of classes appear, currently empty. Click on the "Create a class" button.



- Fill in the information about the class. The required data are "Class name" and "Class code", which serves as a unique identifier. "Allowed" serves to adjust whether the class is current or if you, for example, do not teach it anymore or whether it is from the last year. Then click on "Save and add students" button.



Create a class

The Class

Class code: QYKMIDP Generate

Another name

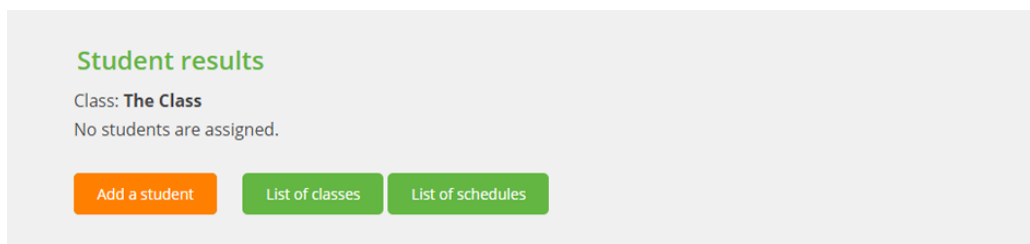
2014/2015

University of Cambridge
SCHOOL NAME

Allowed (class is active)

Save and back Save and add students Back

- Click on "Add a student".



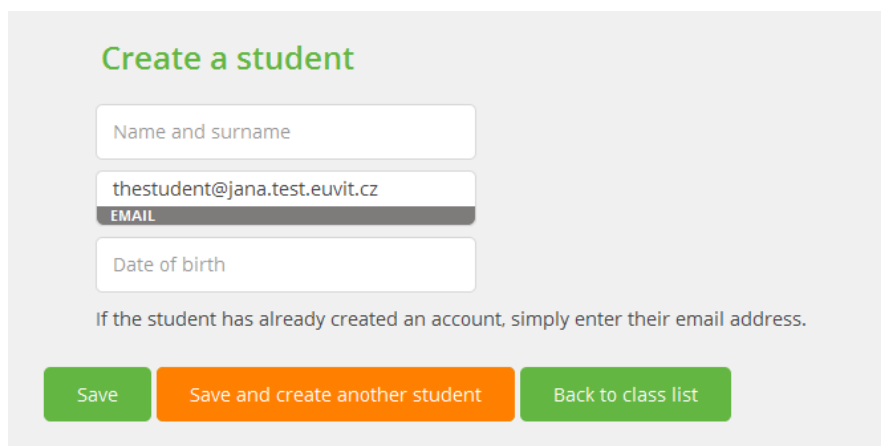
Student results

Class: **The Class**

No students are assigned.

Add a student List of classes List of schedules

- If a student has already created an account, you only need to enter their email address. However, if they do not have an account, it is necessary to fill in the name and surname. The date of birth is not mandatory. If no account is created for the student, they will receive an email notification that they were included in your class and will be asked to complete the registration – confirm the email address and set up the access password for their account.



Create a student

Name and surname

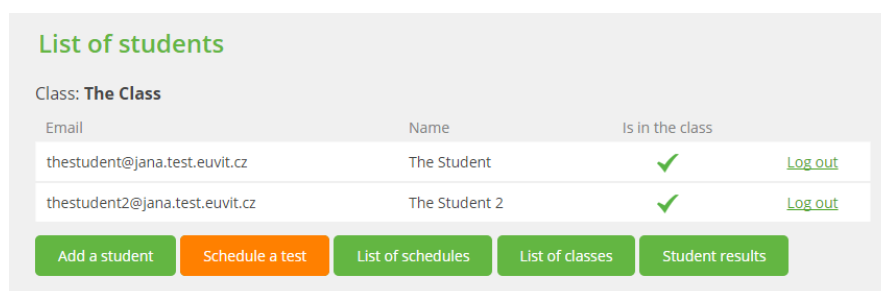
thestudent@jana.test.euvit.cz
EMAIL

Date of birth

If the student has already created an account, simply enter their email address.

Save Save and create another student Back to class list

- Click on the "Save and create another student" button. Once all your students are in the class, click on "Save" and check the list of students in the class.



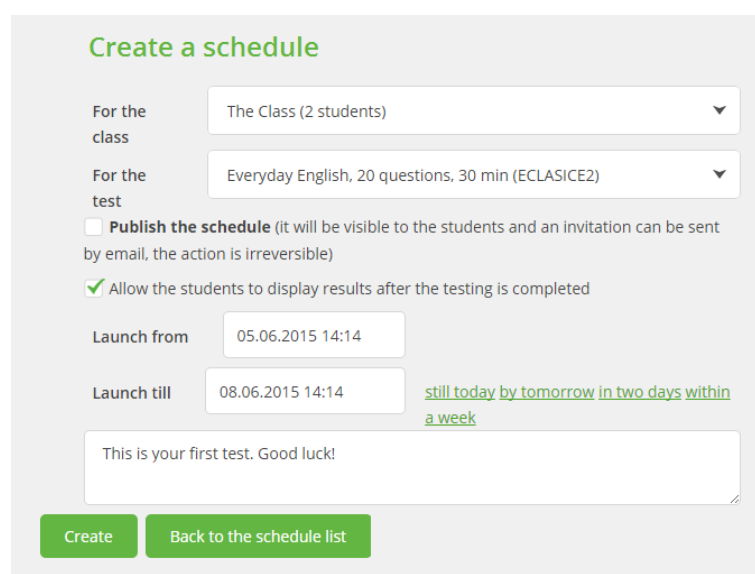
List of students

Class: **The Class**

Email	Name	Is in the class	
thestudent@jana.test.euvit.cz	The Student	✓	Log out
thestudent2@jana.test.euvit.cz	The Student 2	✓	Log out

[Add a student](#)
[Schedule a test](#)
[List of schedules](#)
[List of classes](#)
[Student results](#)

- Schedule the first test – fill in the necessary information. If you want to directly send invitations to students, check the "Publish the schedule" option. Then you will see the button to send the invitations to students via email and the schedule can no longer be deleted or edited. However, you can simply click on the "Create" button and later send the invitation directly from the list of tests by clicking on the envelope next to the relevant schedule. If you use the "Back to the list of schedules" button, the given schedule is not saved. If you keep the "Publish the schedule" option unchecked, the schedule is only saved and will wait to be published and the invitations sent to the students. At this stage, the schedule can still be edited or deleted. After sending invitations, the students will receive notification of the schedule to the specified e mail. After the end of the time limit, it will no longer be possible to attribute their test results to the given schedule.



Create a schedule

For the class:

For the test:

Publish the schedule (it will be visible to the students and an invitation can be sent by email, the action is irreversible)

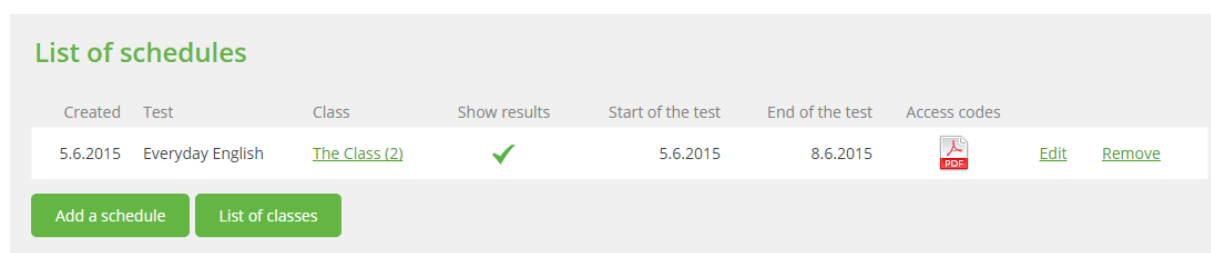
Allow the students to display results after the testing is completed

Launch from:


Launch till: [still today by tomorrow in two days within a week](#)

[Create](#)
[Back to the schedule list](#)

- Now on the list of schedules you can see your scheduled test for the selected class.

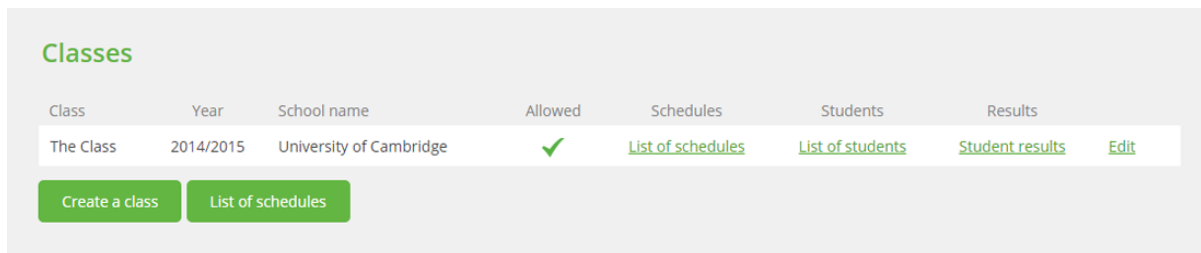


List of schedules

Created	Test	Class	Show results	Start of the test	End of the test	Access codes
5.6.2015	Everyday English	The Class (2)	✓	5.6.2015	8.6.2015	 Edit Remove

[Add a schedule](#)
[List of classes](#)

11. Click on the "List of classes" button. Then you can see the list of schedules for the given class, list of students in the class, and the results of the individual tests.



12. Now it's up to you which tests you schedule for your students, and then up to them what results they produce.

13. To view your profile, use the link with your name located next to your profile picture. You can also use the links in the top right corner of the "List of tests" (home page with the lists of all the available tests), "Results of my tests" (your personal profile with the results of the tests taken by you), "Scheduling the student testing" (test scheduling for individual classes), "Management of my created tests" (agenda for creating and managing your own tests). You can also get to the home page by clicking on the English Tests portal logo.

You can find instructions for other events within your profile in manuals focused on these areas.

P. S. If you have any questions, comments or ideas for improvement, please contact us at +420 270 005 525 or the email address info@english-test-online.com.