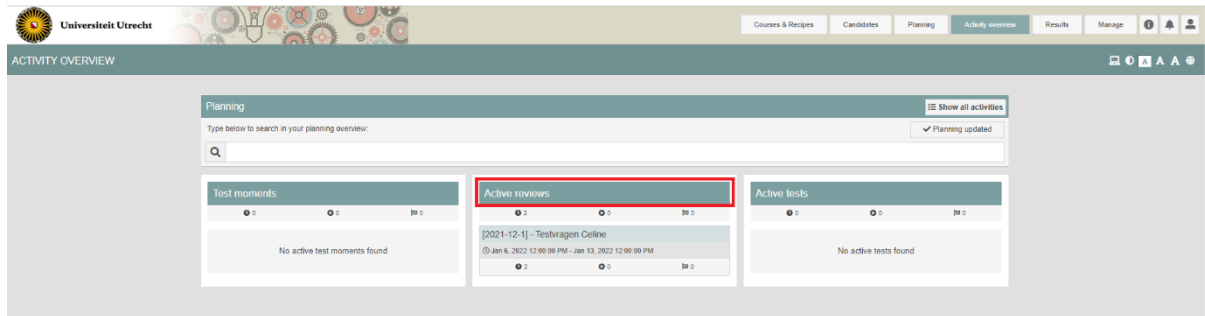


The information below is part of the Remindo Supportsite page: [insert link to English page]

Yellow 'I' with step 2

Attention! It is important not to confuse the start- and end date in the planning in Remindo with the start- and end time of the test. The start- and end date is the window in which students can log into Remindo to start the test.

Attention! When you want to give students permission to start a view of the exam they made, you will see three columns instead of two in the Activity overview. In that case, select the test under the heading 'Active reviews'.



Options during the test

The most important buttons and symbols you can find in the activity overview will be discussed below. A short explanation on the icon will appear when you swipe over it with your cursor in Remindo. Letters in the screenshot below will be explained further on.

The screenshot shows the 'Test moment: [2021-12-1] - Testvragen Celine' interface. At the top, it displays '6 activities...' and 'Average progress: 36% of all questions answered (~0%)'. Below this, there are filters for 'Status' (Active, Not yet active), 'Location' (Internal), and 'Show result'. A search bar is also present. The main area shows a table of test activities. The first activity is 'Account Demo 03', which is 'Active' and has 4 questions answered (36%) in 00:26, with 4 minutes remaining. The table includes columns for Status, Name, Summary, and Location name. A toolbar on the right side of the table contains several icons labeled with letters: A (Assign extra time to test), B (Abort test), C (Remarks), D, E, F, G (Stop symbol), and H (Magnifying glass). A yellow banner at the top of the table contains buttons for 'Assign extra time to test' (A), 'Abort test' (B), and 'Remarks' (C).

- **Showing student data:** it is possible to show more data per student by selecting the student or clicking on the magnifying glass. Deselecting or clicking on the upright arrow will hide the data again.
- **Withdrawing approval for the test:** a supervisor can select one or more students and (temporarily) withdraw their approval for the test ('Stop' symbol; G). This means that students are unable to continue the test and do not see questions or are able to answer them, until they have requested and received new approval from the supervisor. The test time for these students will continue.
- **Abort test (B):** only click on the red 'Abort test' button or on the red cross when you have a valid reason to do so. A test that has been aborted/stopped cannot be started or continued again. When you click on this button you are asked if you want to 'stop' (no grade will be calculated) or 'abort' (a grade will be calculated). Also note your reason for administrative purposes.
- **Assigning extra time (A):** click on the dark green button 'Assign extra time to test' (or click on the spinning arrow/clock) to assign extra time to a student for that test. A pop-up will appear.

Add extra time to subscription

Are you sure you want to add extra time to this subscription?

Amount of extra time: minutes

Please enter a motivation why you are adding extra time:

Cancel

Add extra time to subscription

Attention! When you select all students, you can assign extra time to all students at once.

- **Extra time** is assigned before the start of the exam in most cases. The extra time is visible as an **hourglass** behind the student's name and in **remaining time**. When you move over the '+' with your cursor you will get an indication of the time and assigned extra time.
- **Remarks:** when you want to write a 'notice' or 'remark/incident for internal use' for students, take the following steps:
 - *Notice for or remark/incident about one student:* Select or click on the student. Click on 'Remarks' (C) **behind the student's name or at the top of the overview** (the large button is visible after clicking on a candidate). Two options will appear for 'Type' (screenshot):

Write up the notice or remark/incident and send it.

- *Notice for or remark/incident about multiple students:* You can send the same notice for or remark/incident about multiple students at the same time. You select multiple students and click on 'Remarks' (C) **at the top of the overview**. Write your notice or remark/incident and send it.
- *Visibility:* The student(s) will be able to see the '**notification to the candidate**'. They will see a bell in the upper bar of their test (screenshot).

They will be able to read the announcement by clicking on the bell (screenshot). They can close it again by clicking on 'Return to questions'.

Send on	Send by	Notice
6/24/20, 2:16 PM	Matthias van Veen	de rekenmachine is helaas niet aangezet in deze toets

[Return to questions](#)

The student won't be able to respond to it. The bell will keep blinking until the student opens it. Students will be able to open it until the end of the test. The **'Remark/incident for internal use'** will only be visible for the teacher to read. You can recall notices or remarks/incidents by clicking 'Remarks' (C) behind the student's name (you will see everything for that student) or at the top of the overview (you will see everything for every student).

- **Activity log:** when you open the **Activity log** you'll be able to see when the student is logged into Remindo, when the student has received approval, and when the students has actually started the exam.
- **Seeing the progress of the student:** the grey bar behind a student's name views the progress for that student in the test.
- **Result of finished test:** as soon as a student finishes a test that doesn't hold any open questions, or when open questions have been checked, the score and grade for that student can be seen in the status bar by resting the cursor over a student's status. 'Show result' (I) needs to be active for this function. [screenshot]
- **Showing results:** during the test analyses are visible right away per question per student. Clicking on 'Show results' will open a new browser-tab on the Results-page 'Learning analytics' of this test moment (on the sub-tab 'Details of the result'; see step 3 in [this link.](#))

- **Altering shows information in columns:** with the pen-symbol (H) you are able to choose what information is to be shown in the columns.
- **Show question overview or Show Results:** when you click on the question mark (F) you will be able to see the activities of the selected student during the test.

<input checked="" type="checkbox"/>	Status	Name	Summary	Location name
<input checked="" type="checkbox"/>	Active	VoornaamStud02 van ...	3 100% 00:08 22 min.	Internal ? Show questions

The supervisor will be able to see which question the student is answering at that moment. The text in the yellow text block is what the student is writing. The student is answering question 1, as seen by the black triangle above the grey block of question 1 (see bottom-left corner in the screenshot). By clicking on the different question numbers below it is possible to switch between questions. The triangle below the number indicates which question the supervisor is looking at.

ACTIVITY OVERVIEW

List of questions of VoornaamStud02 van AchternaamStud02

Question 3 Updating question in 8 seconds

Beantwoord op 25 okt. 2019 12:29:14 Duur 3 min. en 2 sec.

The ongoing discussion in the world of music can be briefly put like this:

Who is better, The Beatles or The Rolling Stones?

Write a short essay (50 words) in which you argue who is better: The Beatles or The Rolling Stones.

This answer is a test to see whether the analysis are able to see during the exam...

Word count: 17 (character count: 84)

Question version identifier: 9befa127-dd7b-3e2e-9c7e-15a95148cc45

1 2 3 Show the correct answer Close

- The options in the drop-down menu's, which become visible when you click on the pen-like symbol (H), allow you to choose which information is shown. This doesn't change anything within the test itself.

The screenshot shows a web interface for test management. At the top, it displays 'Test moment: [2021-12-1] - Testvragen Celine' and buttons for 'Return to the overview' and 'Show all activities'. Below this, there's a search bar and filters for 'Status' (Active, Not yet active) and 'Location' (Internal). A table lists test activities, with one selected. A dropdown menu is open for the 'Summary' column, showing options: 'Summary', 'Start time', 'Time left', and 'Progress'. The table has columns for 'Status', 'Name', 'Summary', and 'Location name'. The first row shows 'Active', 'Account Demo 03', and 'Internal'. The table also shows '4 of 14 questions answered (36%)' and 'ip-213-127-74-224.ip.prioritytelecom.net'.

Status	Name	Summary	Location name
✓ Active	Account Demo 03	Internal	
-	# -		
-	-		
-	-		