

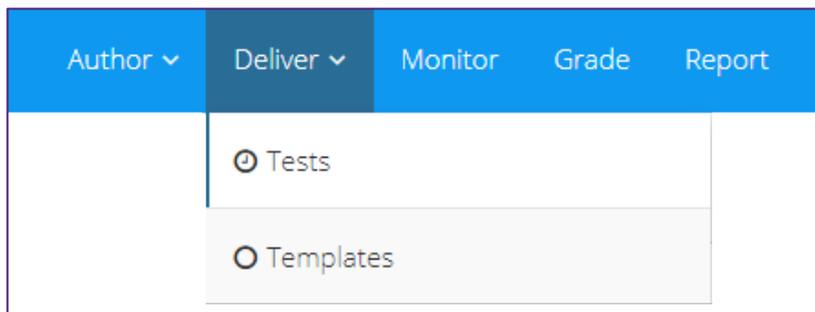
Adding one-time users to Inspera for testing

For the purpose of testing an assessment from the student perspective (for example, when undertaking Observed User Testing (OUT)), it is possible to set up fake student accounts for one-time use in Inspera. This is done during the setup of an assessment.

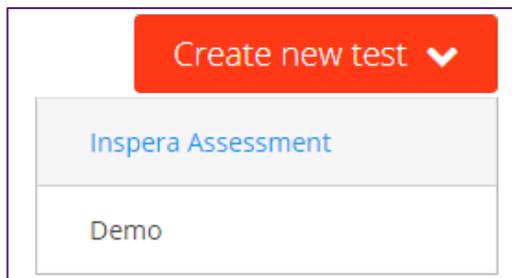
Assessment setup

Set up your assessment by doing the following:

1. Go to **Deliver > Tests**

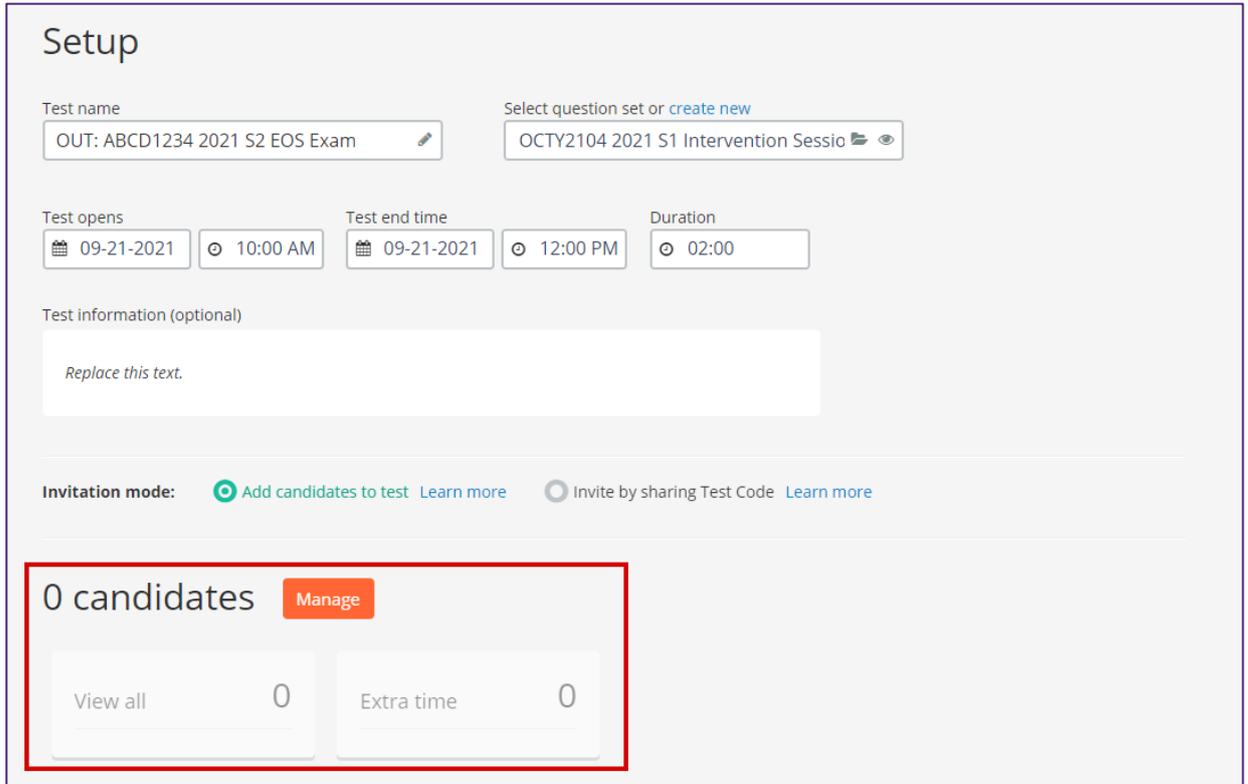


2. Click **Create new test > Inspera Assessment**



3. Apply the initial settings including the **Test name**, **Question set**, **Test open time** and **Test end time**. These will all be required before you can activate the assessment for testing.

4. Scroll down to the **Candidates** area and click **Manage**.



Setup

Test name: OUT: ABCD1234 2021 S2 EOS Exam

Select question set or [create new](#): OCTY2104 2021 S1 Intervention Sessio

Test opens: 09-21-2021 10:00 AM

Test end time: 09-21-2021 12:00 PM

Duration: 02:00

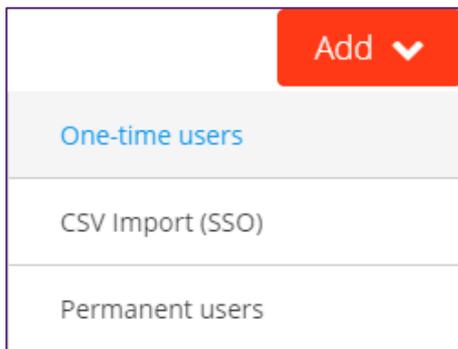
Test information (optional): *Replace this text.*

Invitation mode: Add candidates to test [Learn more](#) Invite by sharing Test Code [Learn more](#)

0 candidates [Manage](#)

View all 0 Extra time 0

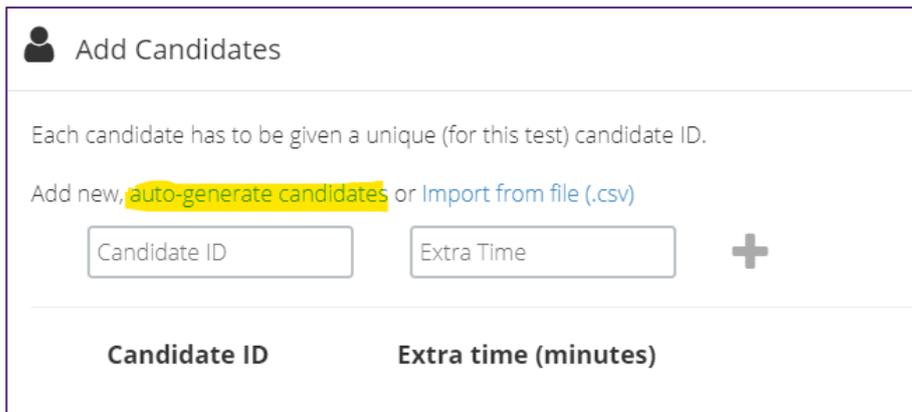
5. The **Candidates** window appears. From the menu at the top-right, click **Add > One-time users**.



Add ▾

- One-time users
- CSV Import (SSO)
- Permanent users

6. The **Add candidates** window appears. Click **auto-generate candidates**.



Add Candidates

Each candidate has to be given a unique (for this test) candidate ID.

Add new, **auto-generate candidates** or [Import from file \(.csv\)](#)

Candidate ID Extra Time +

Candidate ID **Extra time (minutes)**

- Enter the number of one-time users you would like to create into the field.

 **Add Candidates**

Each candidate has to be given a unique (for this test) candidate ID.

[Add new](#), auto-generate candidates or [Import from file \(.csv\)](#)

- Click **Generate candidates**.
- The list of one-time users appears. You can change the **Candidate ID** if you wish (e.g., replace the number with a name).

	Candidate ID	Extra time (minutes)
✕	<input style="width: 90%;" type="text" value="0001"/>	<input style="width: 90%;" type="text" value="0"/>
✕	<input style="width: 90%;" type="text" value="0002"/>	<input style="width: 90%;" type="text" value="0"/>
✕	<input style="width: 90%;" type="text" value="0003"/>	<input style="width: 90%;" type="text" value="0"/>
✕	<input style="width: 90%;" type="text" value="0004"/>	<input style="width: 90%;" type="text" value="0"/>

- Click **Save** at the bottom of this window.



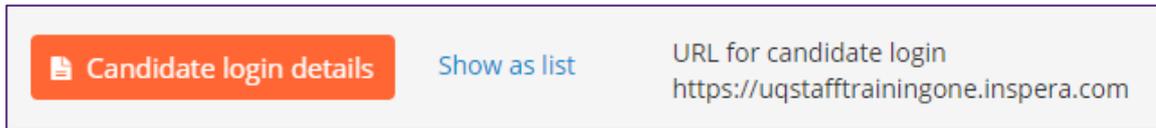
- Click **Close** in the top-right corner of the screen to return to the assessment's setup page.
- The Candidates area will now show the number of one-time users you have just added.

4 candidates Manage

View all 4

Extra time 0

- Continue setting up your assessment, applying all other necessary settings, then **Activate** the assessment.
- Once on the **Activated** page, the login details can be found under the assessment open and close times:

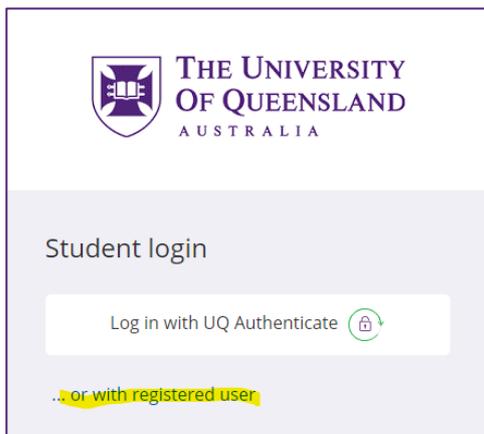


Note: if you need to access this later, you can do so by returning to your assessment via **Deliver > Tests**.

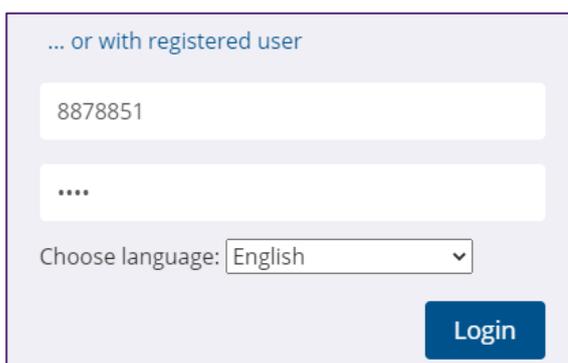
- Clicking the **Candidate login details** button will show all one-time user login details in a printable, one-per-page format. Clicking **Show as list** will display one-time user login details in a simple list. Distribute these details to those who need to use them (e.g., people who will be testing your assessment).

Logging into Inspera using one-time user details

- Using a different browser or an incognito/private browser window that is not presently logged into Inspera, go to the Inspera login page for students (<https://uqi.inspera.com/> for the Production environment).
- Ensure the student login page is displaying (click **Students** at the top if not) and click **or with registered user**.

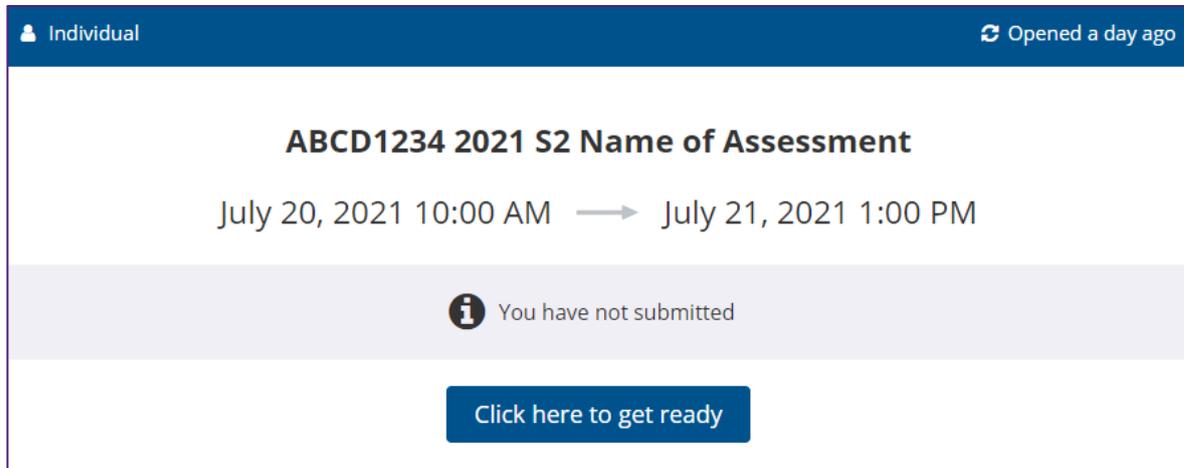


- Enter the one-time user login details obtained earlier into the login form that appears.



- Click **Login**.

5. The assessment's tile should appear on the student dashboard. From here, use the **Click here to get ready** button followed by **Start test** to proceed with testing the assessment from the student perspective.



The screenshot shows a student dashboard tile for an assessment. At the top left, it says 'Individual' with a person icon. At the top right, it says 'Opened a day ago' with a refresh icon. The main title of the assessment is 'ABCD1234 2021 S2 Name of Assessment'. Below the title, the dates and times are 'July 20, 2021 10:00 AM' followed by a right-pointing arrow and 'July 21, 2021 1:00 PM'. A light grey bar contains an information icon and the text 'You have not submitted'. At the bottom, there is a dark blue button with the text 'Click here to get ready'.