

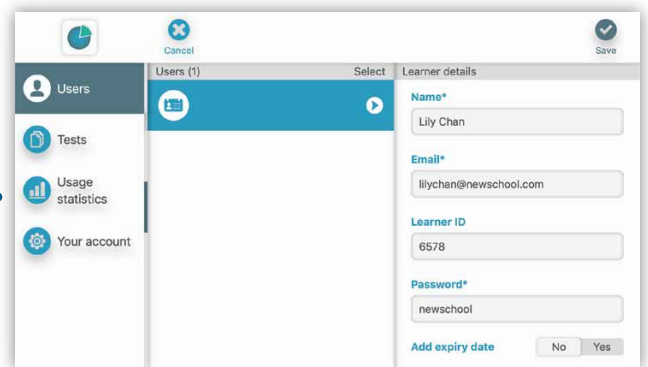
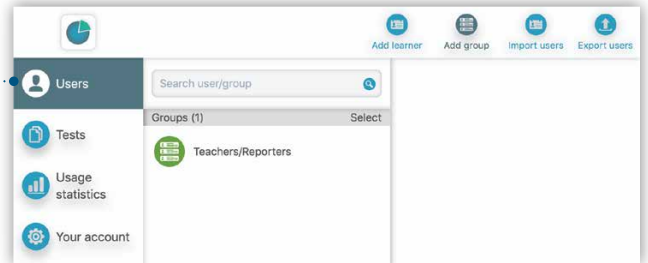


Dynamic Placement Test Admin Panel: Getting started

This 20-minute tutorial will show you the main functions of the Admin Panel.

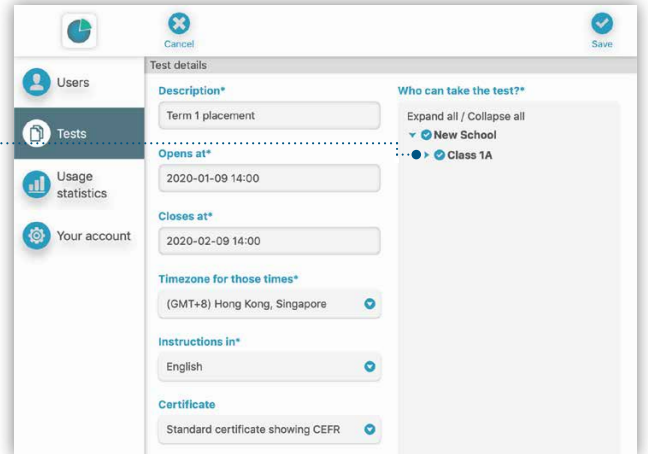
1 Create Groups and Users

- ① Sign in at <https://admin.clarityenglish.com> with your **administrator** or **teacher** account.
- ② Click on **Users** on the left.
- ③ Click on **Add group** at the top, create a group and click on **Save** (top right).
- ④ Select your group and click on **Add learner**. Fill in the details and click **Save** (top right).



2 Create a test

- ① Click on **Tests** on the left.
- ② Click on **Add test**, and complete the details.
- ③ In the right hand column, select the group you created in Step 1.
- ④ Click **Save**, then a **Send email** button will appear. This will tell the test taker how to take the test.
- ⑤ Follow the instructions in the email. Do the test at <https://dpt.clarityenglish.com>



3 Results and certificates

- ① When you have finished the test, click on **Tests** on the left.
- ② Select your test and click on **Reports** and **Certificates** at the top.



Tip

Remember to **save** after every step.