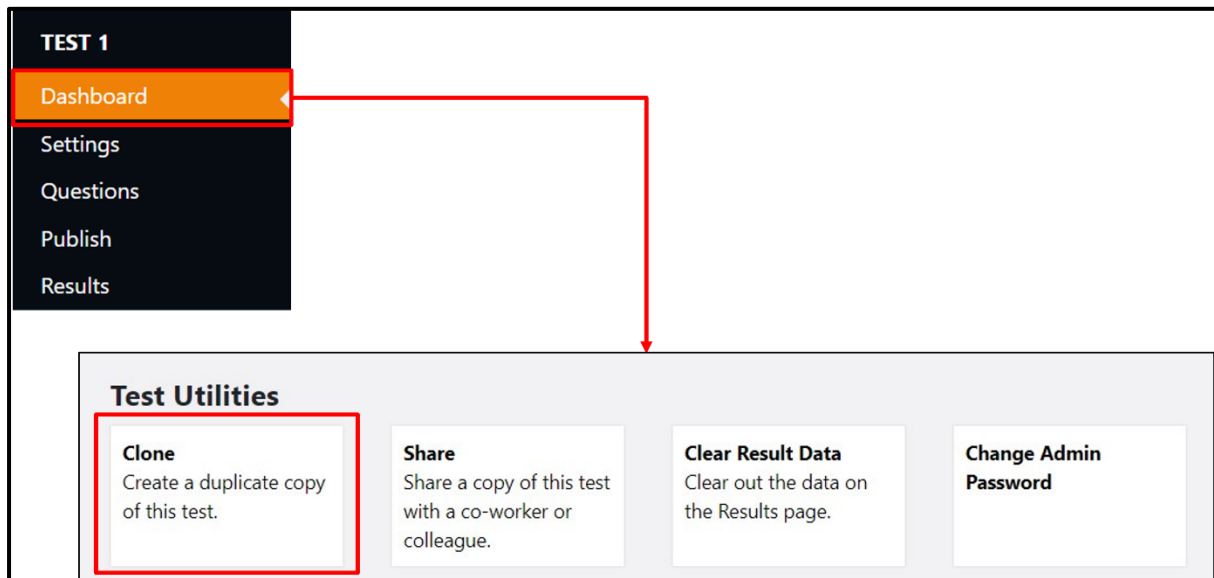


## Manual for Module III- Additional Utilities in Testmoz

Testmoz has some utility features that can help the teacher to be more efficiently after the test is published. These features are shown below.

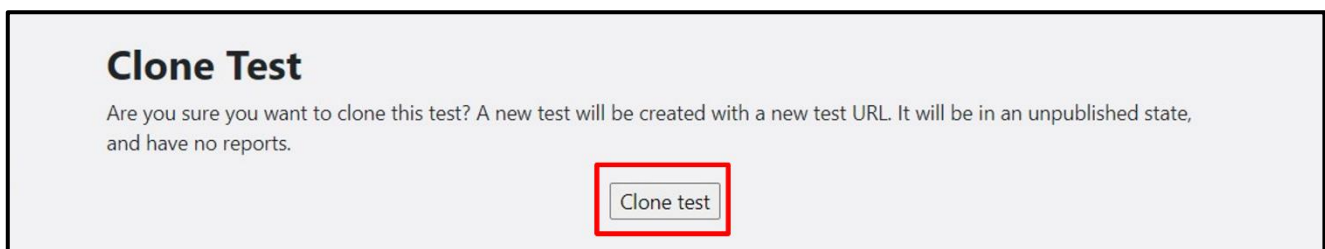
- **Clone a Test**

To clone a test, go to the dashboard of the test (shown in Figure 1) Click on 'Clone' highlighted in Figure 1.



**Figure 1**

A page will open as shown in Figure 2, click on 'Clone Test' highlighted in Figure 2.



**Figure 2**

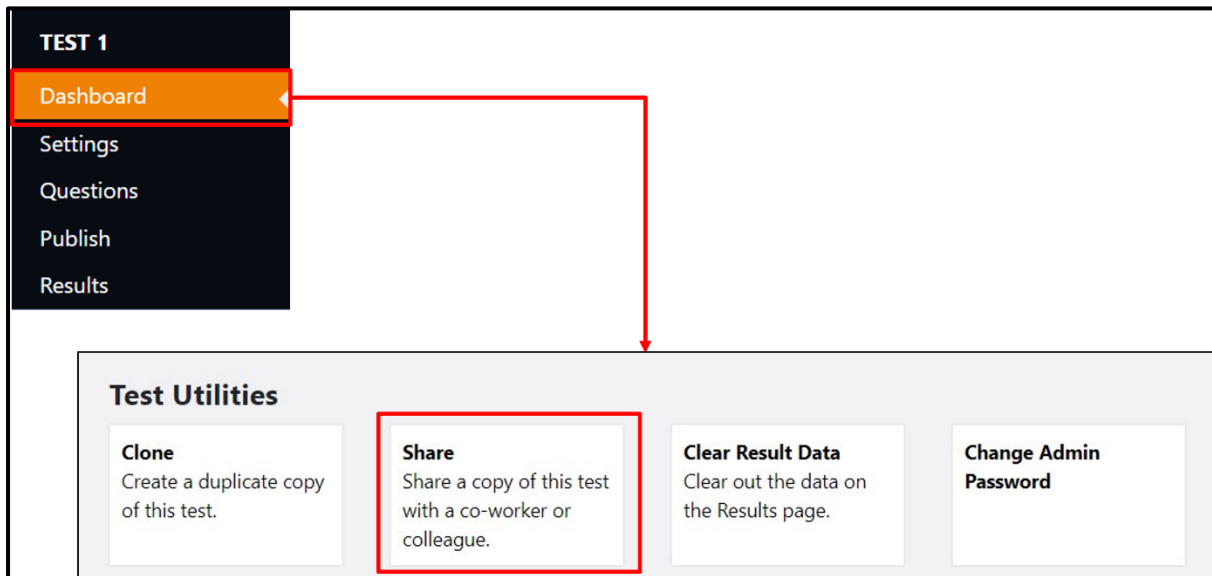
A page will appear as shown in Figure 3, click on the link (highlighted in Figure 3) to go to the clone test and publish the test as all the settings and questions will be copied in the clone test.



**Figure 3**

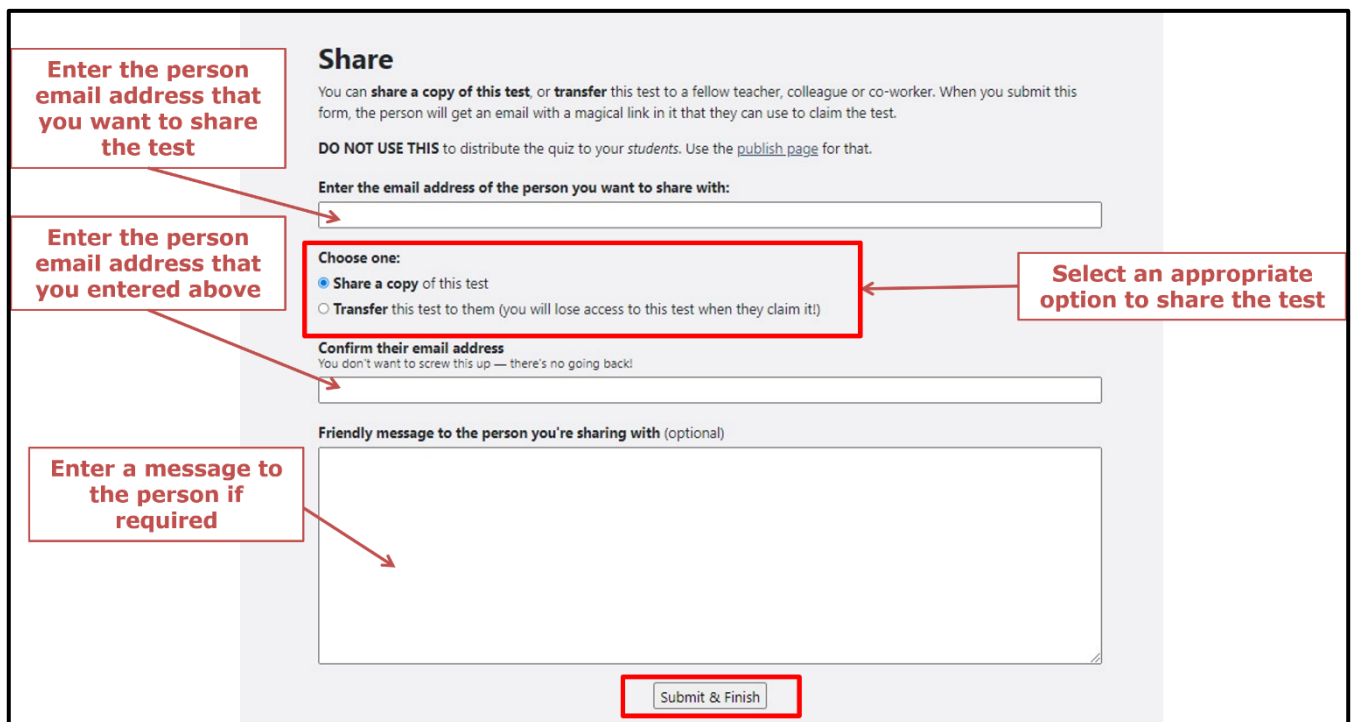
- **Share a Test**

To share the test with co-workers or other teachers, go to the dashboard of the test (shown in Figure 4) Click on 'Share' highlighted in Figure 4.



**Figure 4**

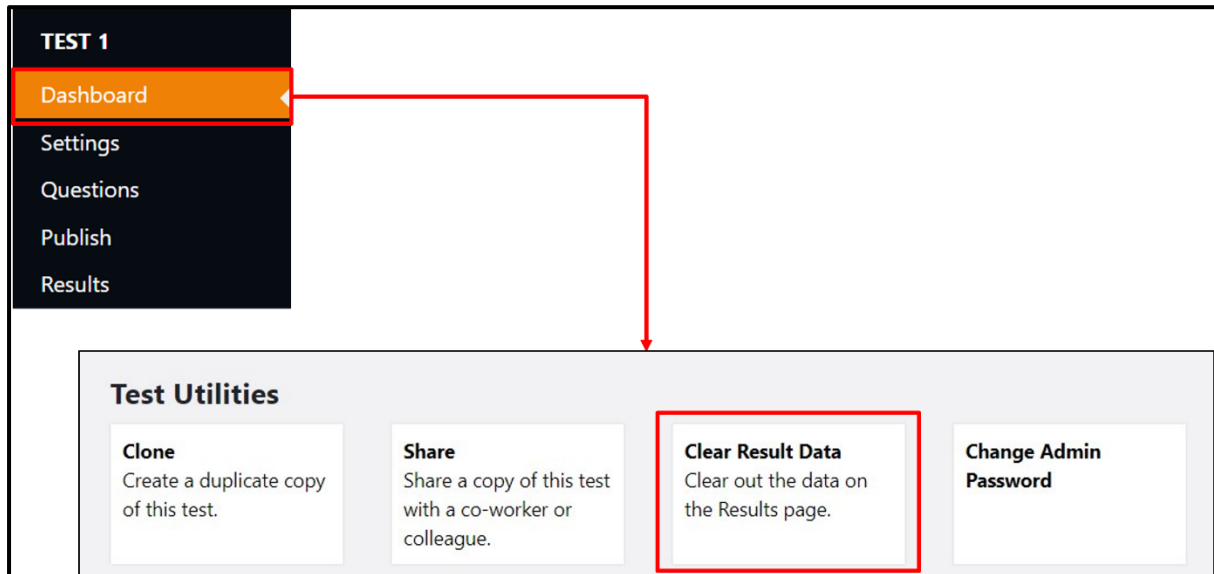
A page will open as shown in Figure 5, enter the details to share the test according to details shown in Figure 5. Click on 'Submit & Finish' (highlighted in Figure 5) to share the test with others.



**Figure 5**

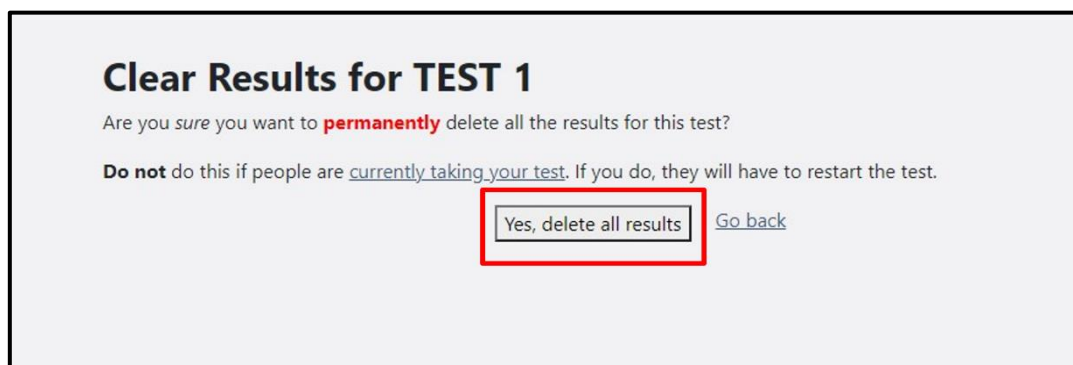
- **Clear Test Results of a Test**

To clear the test results of a test, go to the dashboard of the test (shown in Figure 6) Click on 'Clear Result Data' highlighted in Figure 5.



**Figure 6**

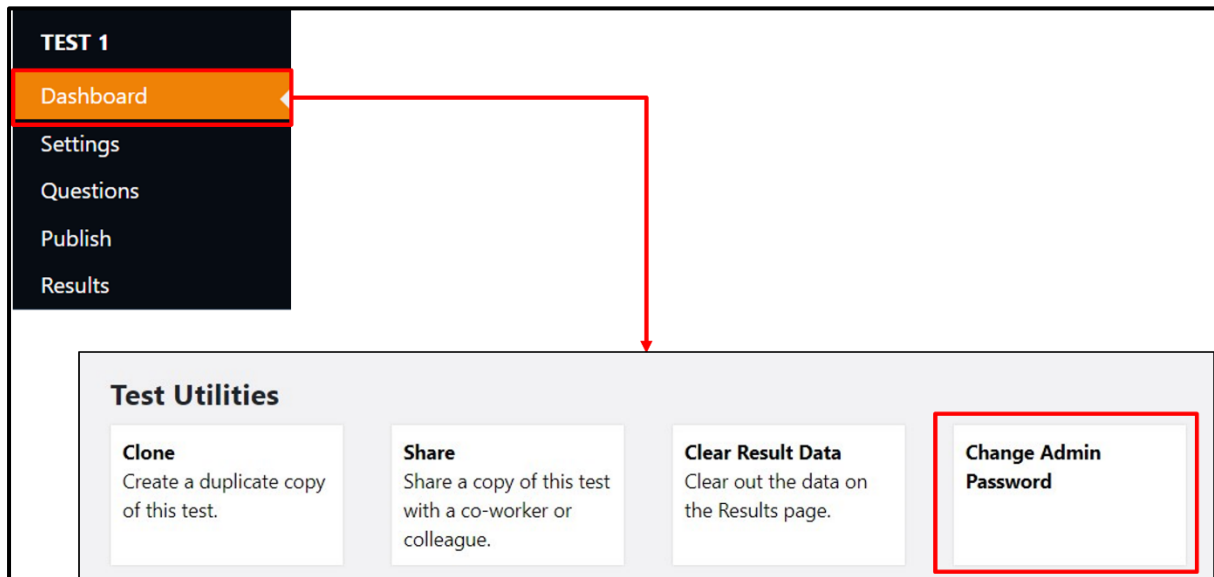
A page will open as shown in Figure 7, click on 'Yes, delete all results' (highlighted in Figure 7) to permanently delete all the results (these results cannot be retrieved in future)



**Figure 7**

- **Change Admin Password of the Test**

To change the admin password of a test, go to the dashboard of the test (shown in Figure 8) Click on 'Change Admin Password' highlighted in Figure 8.



**Figure 8**

A page will appear as shown in Figure 9, fill in the details according to the instructions shown in Figure 9 and click on 'Change' (highlighted in Figure 9) to change the password.



The image shows a form titled 'Change Admin Password'. Below the title is the instruction: 'This form allows you to change the admin password for your test.' There are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. To the right of each field is a red-bordered box with an arrow pointing to the field, containing the text: 'Enter old/existing password', 'Enter new password', and 'Enter same new password entered in the above tab' respectively. At the bottom left, there is a 'Change' button highlighted with a red border.

**Figure 9**