


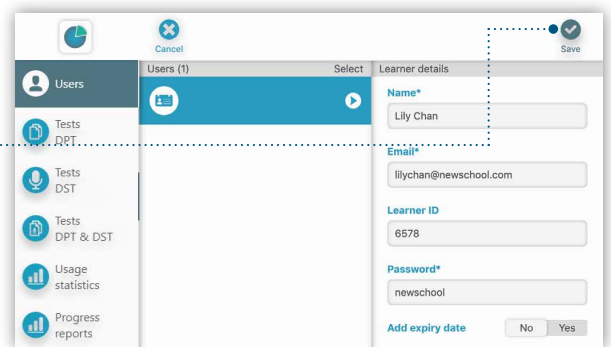
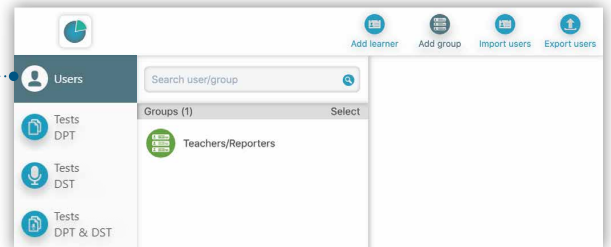


# Dynamic English Test Admin Panel: Getting started




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

## 1 Create Groups and Users

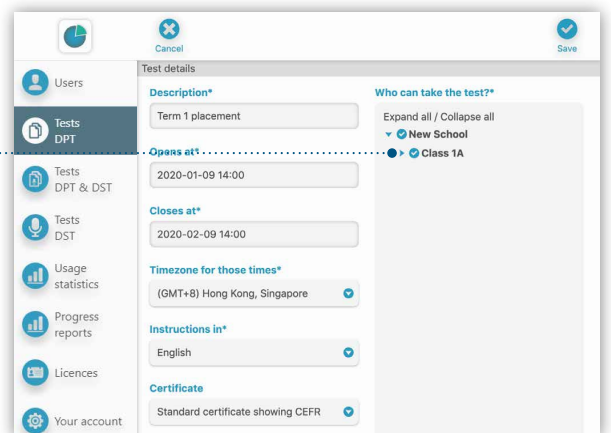
- ① Sign in at  <https://admin.clarityenglish.com> with your **administrator** or **teacher** account.
- ② Click on **Users** on the left.
- ③ Click on **Add group** at the top, create a group and click on **Save** (top right).
- ④ Select your group and click on **Add learner**. Fill in the details and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

- Dynamic Placement Test → 'Tests DPT' tab
- Dynamic Speaking Test → 'Tests DST' tab
- Dynamic Placement Test & Dynamic Speaking Test → 'Tests DPT & DST' tab



## 3 Results and certificates

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



**Tip**  
Remember to **save** after every step.