

# Manage Tests - Options & Features




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To manage your courses, click on [Manage Tests](#) link under the **Teach** menu navigation bar on top.


## Tests & Quizzes

- > [Manage Tests](#) 
- > [Create a Test](#)

Click on the cog icon under the **options** column.

Options	Price
 ▼ 	£ 5.00
 ▼	Free


 Preview as Learner

 Preview as Instructor

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 Publish

 Edit

 Clone

 Delete

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 Questions

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 Shopping Cart

 Discounts


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 Add Certificate

 Reports

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 Enroll New Students

 Manage Enrolled Students

 Email Prospective Students

- **Preview as Learner** - Click this option to preview your test from a learners perspective.
- **Preview as Instructor** - Click this option to preview your test from an instructor perspective.
- **Publish / Unpublish** - Click this option to publish or unpublish your test.
- **Edit** - Edit your test.
- **Clone** - Click this option to duplicate your test.
- **Delete** - Delete your test. This action cannot be reversed.
- **Shopping Cart** - BrainCert integrates seamlessly with PayPal and Stripe to sell your online tests for faster revenue. Easily create subscriptions and sell it using shopping cart.
- **Discounts** - Offer discounts to your customers by creating coupon codes. Customize coupons with expiry dates, redeem limits, and other extra conditions.
- **Add Certificate** - Click on this link design test completion certificate that students can download as a PDF file upon successful completion of the test.
- **Reports** - Shows you detailed reports with interactive graphs of all students enrolled in your test.
- **Enroll New Students** - Enroll New Students automatically by sending them an e-mail notification below. This is best for assigning users to Private or Paid tests. Users who do not have a BrainCert user account will be granted access to this test when they sign up for an account.
- **Manage Enrolled Students** - Shows the enrollment status of all students and options to deactivate enrollment.
- **Email Enrolled Students** - Email test updates and news to students enrolled in your test.
- **Email Prospective Students** - Send marketing emails to prospective students who are not enrolled in your test.

