









Table of Contents

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What is VirtualX?

An open source exam management software that caterers your online examination management requirements. This software is available in English, German, Arabic and Chinese languages.

Through this software you can,

- Create major types of users like Examiners, Question Setters/Evaluators and Examinees etc.
- Create Questions, Publish and Share questions for others
- Schedule exam for Schools, Colleges, Organizations and other Institutions
- Prepare and Assign question papers
- Conduct online examination with feedback option
- Instant evaluation except for exams including descriptive questions and results generation
- ➤ Report generation in Excel and Pdf formats
- ➤ Give Feedback

Modules

- > Settings Management
- Manage Organization Levels (For Schools, Colleges, Organizations, Institutions)
- Category Management
- Subject Management
- > Email Service Management
- User Management (Roles: Admin, Examiner, Question Setter/Evaluator, Examinee)
- Question Management (Manage 12 different types of questions)
- Exam Management (Schedule Exam, Assign Questions, Attend Exam, Evaluate Exam)
- ➤ Manual Evaluation
- > Feedback Management
- Result, Report Management
- Graphical Analysis





Installation

Installation will guide you through the steps required for setting up the system and deploying the software.

Software Requirements

- > Ubuntu Linux
- > Apache2
- > Ruby 1.8.7
- > Rails 3.0.3
- Passenger / mod_rails
- > MySQL 5.0
- ➤ wkhtmltopdf (PDFKit depends on wlhtmltopdf) For windows only

Deployment Details

*Please find the steps for System setup and Deployment in the text file attached.





Key roles in User management

There are four basic roles in the User management profile of this software namely,

- > Admin
- > Examiner
- Question Setter/Evaluator
- > Examinee / Temporary Examinee

Admin privileges

Admin has complete access to the system.

- Configure System settings
- > Define the roles and Create Examiner, Question Setter and Examinee
- ➤ Set the type of organizations, levels and configure Organization Category
- Create Subjects
- Prepare and Assign question papers
- Create &Schedule examinations
- ➤ Provide Pre and Post exam approvals and e-mail notifications to Examinee.
- ➤ Result &Report generation
- ➤ Manage E-Mail Templates and Feedbacks

Examiner privileges

Examiner has access to most of the modules except Settings, Emails

- Create user Question Setter, Examinee and Group users
- ➤ Set the type of organizations, levels and configure Organization Category
- Create Subjects
- Prepare and Assign question papers
- > Create & Schedule examinations
- > Result & Report generation
- > Feedbacks
- > Evaluate exams

Question Setter/Evaluator privileges





- > Create and Share questions.
- > Evaluator can evaluate exams that are assigned to him/her.

Examinee privileges

- View and Attend Exams
- View Results
- ➤ Give Feedback





Where to start in VirtualX?

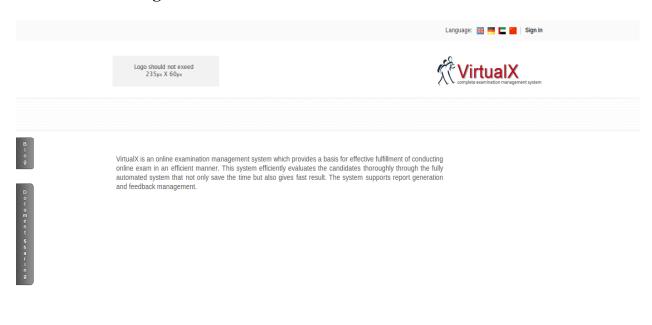
VirtualX is available in four different languages- English, German, Arabic and Chinese. You can select it by clicking on the' Flag icons' at the top right corner of the Login page. Such language change would not be affected to others using the system. You can permanently set the language through Settings management.

Space for display of client logo is provided. Logo can be uploaded from the Settings management.

Footer has following links such as About Us, Clients, VirtualX features, VirtualX modules and Contact Us details.

On clicking Sign In link user will be directed to Login Page.

VirtualX Home Page



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Signing In

To begin with the software you have to Sign In as Admin.

Enter the Admin user id and password in the appropriate fields the Login Page and click the "Sign In" button. Please note that the password is case sensitive.

After Software installation, by default Admin account will be created with the following credentials.

User Name: admin

Password: admin

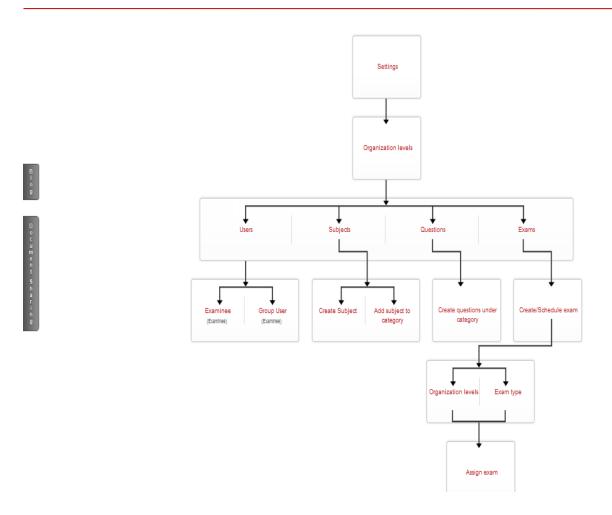
Login page has links such as Forgot Password and Register Now.

- If user forgot the password user can reset the password on submitting his/her Email Id.
- Through Register Now link User can register with the system. All the Registered users are considered as Examinees.
- * Examiners and Question Setters cannot register through Register Now link. Examiners and Question Setters will be created by Admin.

Signing in to the system using the user name and password will direct to a landing page where the sequential order of the system setting process is depicted with the help of a hierarchical chart, named us 'Work flow'. This chart will guide you to the initial settings to be done before the examination process.







Now on this page will act as the home page. A 'Back to Work flow' link is provided in other pages (at the right end of the menu bar) so as to refer the order of system setting process from this home page. Change the language to make it available in other languages also.

The detailed system setting and utilization process is described in the following sections in this document.

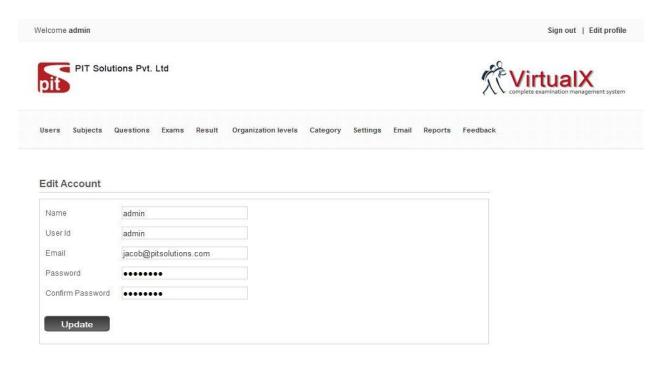




Edit profile

This option is visible near the Sign In area after Signing in. It is at the top right corner of the page.

Here you can include/change your Name, User Id, e-mail and Password in your Profile.



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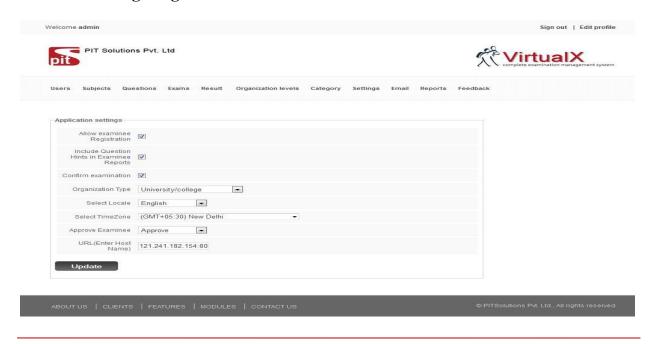
Settings Management Module

After editing the admin profile, the next step is to update the Settings module Clicking on the 'Settings' option you are required to confirm the below data.

- ➤ **Allow examinee Registration:** Enables link Register Now to allow Examinee to register online.
- Confirm examination: Enables link confirm/reject for Examinees either to Confirm or Reject Exam
- ➤ **Include Question hints in examinee reports:** Enables the admin to choose whether the question hints has to be shown to the examinees in examinee reports.
- ➤ **Organization type:** Admin has to opt for the type of organization for which the examination is being set up. Four classifications are available School, College, Organization, and Training institute. Admin can select any one option from it.
- > **Select locale:** Four languages are available English, German, Arabic and Chinese. Select the language for the VirtualX.
- **Approve Examinee:** Enables Approve/Reject buttons in Admin Dashboard.
- ➤ **URL:** URL of the examination page to be given here (Give host name only).

On completion of entering these data click the 'Update' button at the bottom.

VirtualX Settings Page



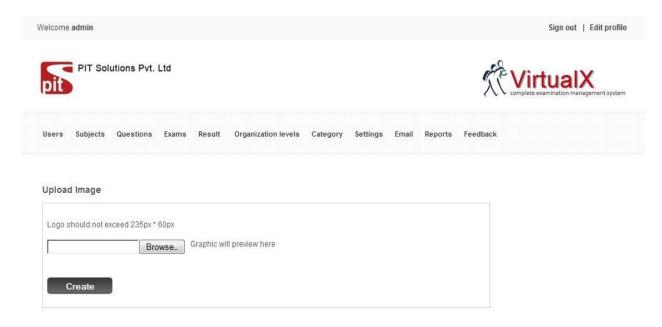




Sub-menus of Setting Option

Client Image upload:

You can upload your organizations' image by clicking the sub-menu 'Client image upload'. The logo has size restrictions and it should not exceed 235px * 60px size.



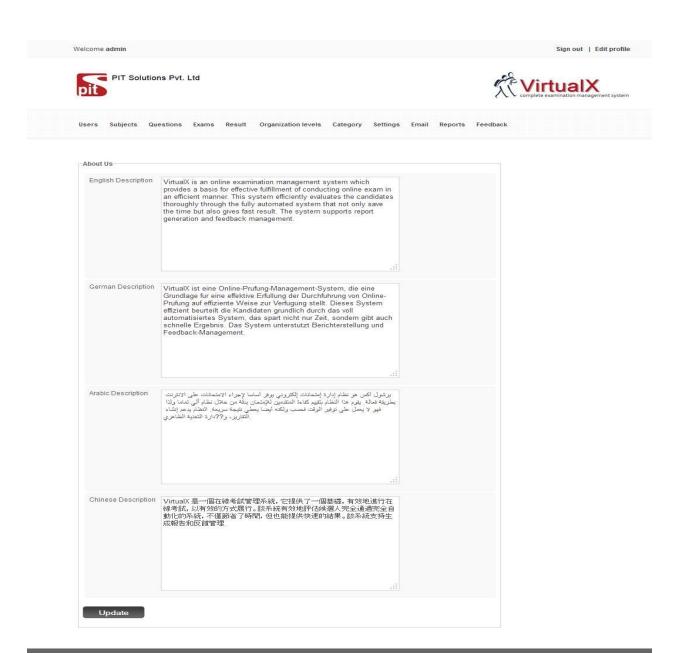


About Us:

You can include your organization details here in English, German Arabic and Chinese Languages. Or else you can keep the default description on VirtualX software. It is accessible by clicking the 'About Us' sub-menu in the Settings menu item.







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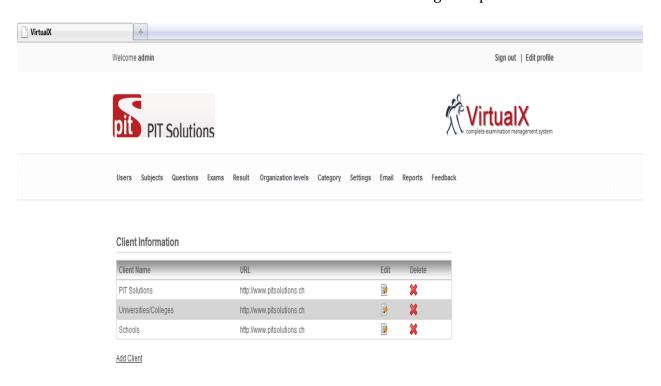




Client information:

Here you can include your clients/beneficiaries details by clicking on the 'Client information' sub-menu.

Name and URL details of the clients can be included here using the option 'Add Client'.



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Later if required, these details can be edited or deleted using the 'Edit' and 'Delete' buttons available in the page.





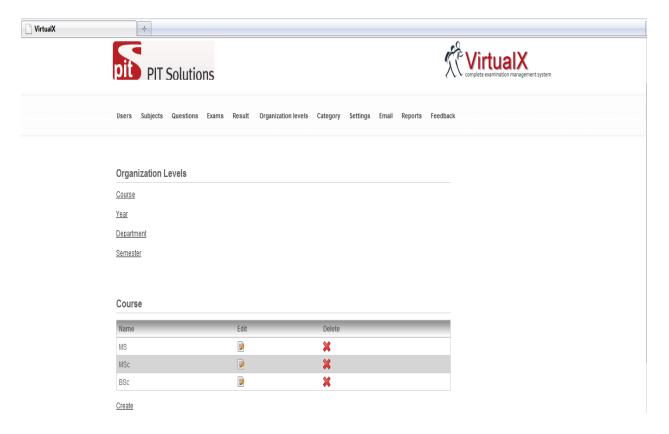
Organizational levels Module

Here you include various levels and sub-levels in your organization. This will help you to set the hierarchy level (Combinations of sub-levels) in that organization and conduct exams accordingly.

The sub-menu information will appear based on the 'Organization type' information updated in the Settings page.

For University/College type:

The sub-menus will be Course, Year, Department and Semester.



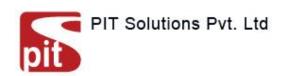




For Schools type:

The sub-menus will be **Class** and **Section**.

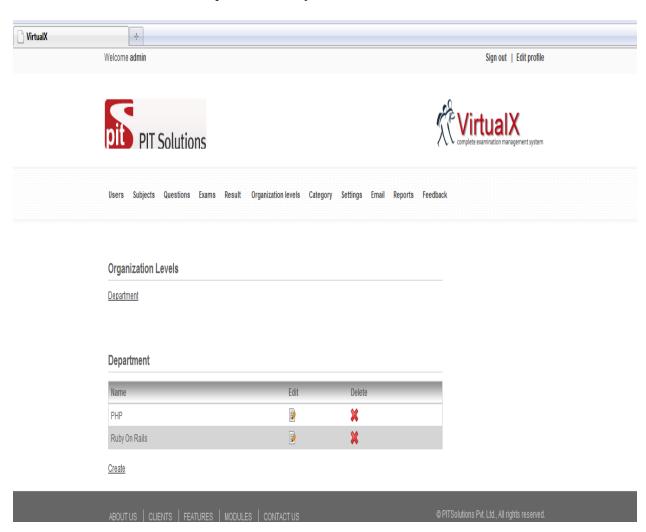






For Organizations (e.g.: Company or Government office):

The sub-menu item will be Department only

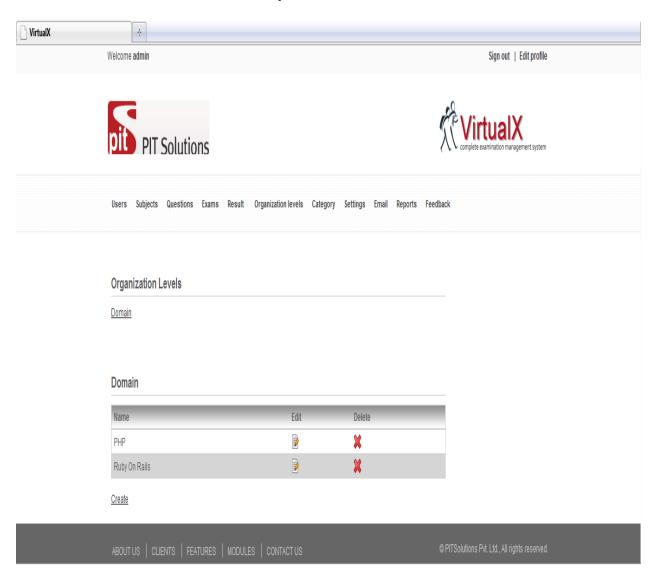






For Training institutions:

The sub-menu item will be Domain only



You can Create, edit and delete these data according to your requirements.





Category Module

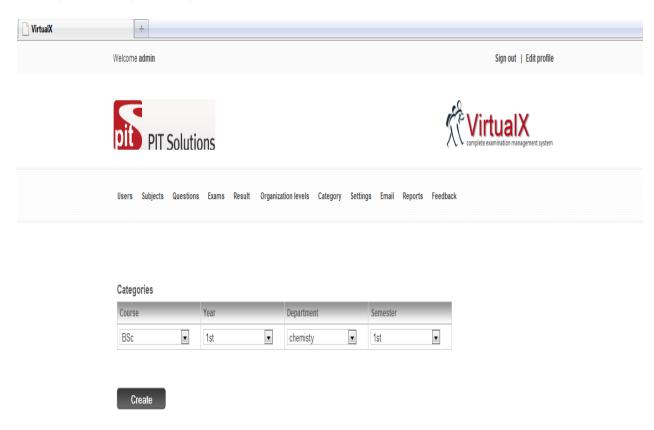
Categorization will help you to set questions and conduct exams category wise.

E.g. for a category: MSc << physics << 1st year << 1st Semester

You can configure the categories here using the 'Configure category' button in the page.

After clicking the 'Configure category' button, fill up the Course, Year, Department, Semester columns using the drop down.

Configure Category Page

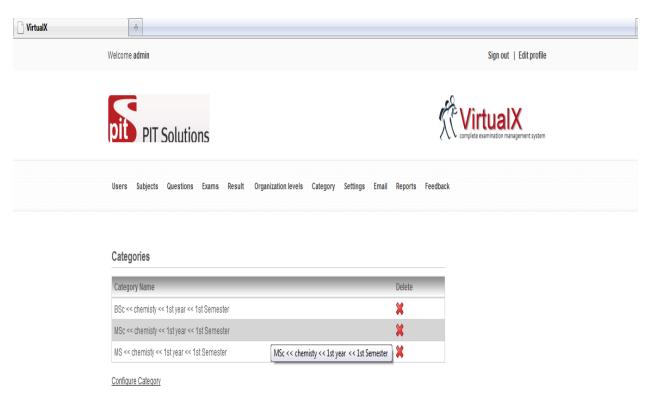








Categories Listing Page





Also the data created can be deleted using the 'Delete' button.





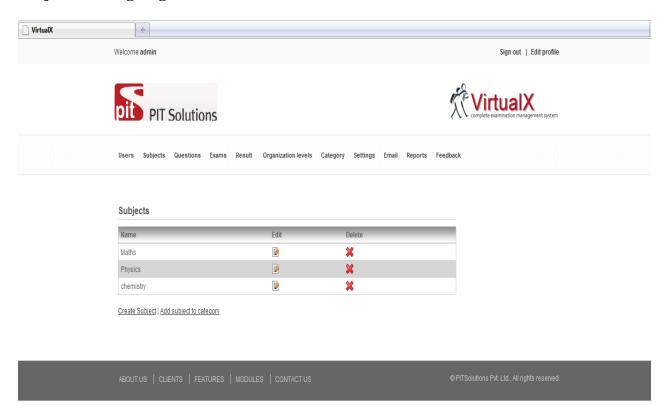
Subjects Module

Here you can manage subjects than can be included under various categories.

To create a subject in the system,

- Click on the 'Create Subject' button in the page
- > Put the Subject name and opt the category from the drop down option
- > Click on the create button to save it

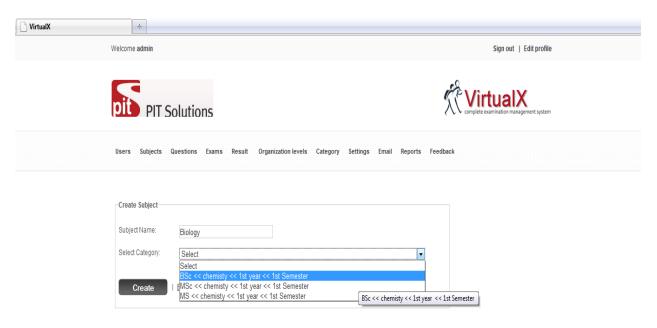
Subjects Listing Page







Create Subject Page





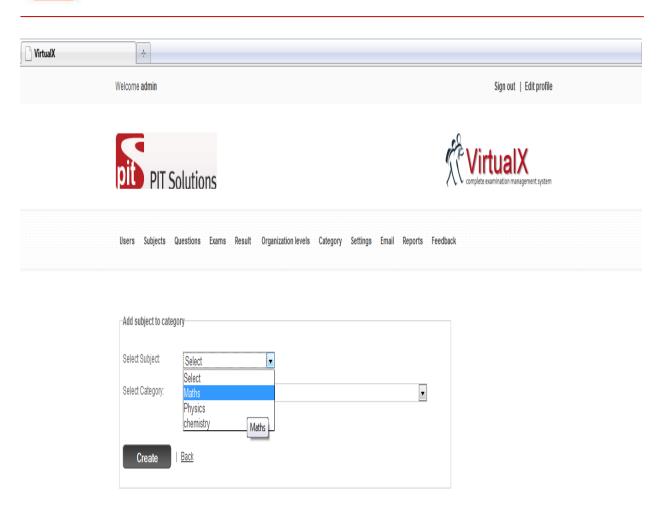
Also you can add Subjects to various categories.

To add a subject to a category,

- Click on the 'Add subject to category' button in the page
- ➤ Put the Subject name and opt the category to which that subject has to be assigned. You can access this from the drop down option
- Click on the create button to save it







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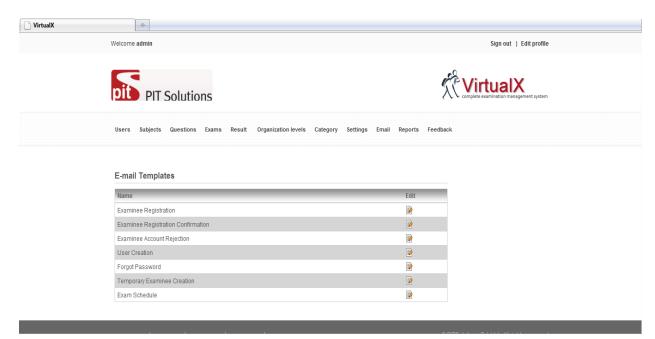
E-mail Management Module

E-mail templates for various e-mail notifications can be set in prior. You need to edit the default content in the templates by editing according to your requirements. This can be done by clicking on the 'Edit' button in the page. After entering the required information click on the 'Update' button to save it.

*Please refer the Help Content for each Email Template while editing. Replace the Variables provided in the Help Content where ever required.

The various e-mail templates are,

- Examinee Registration Confirmation
- User Creation
- Examinee Account Rejection
- Examinee Registration
- Temporary Examinee Creation
- Exam Schedule
- Forgot Password



These templates can be edited later using the 'Edit' button in the page. The templates are now available in four languages, In English, German, Arabic and Chinese.





Users Module

Here you can manage the list of various Users of this system. You can create, edit and delete users in this section. These users can be viewed in the sub-menu and also on clicking the 'Users' tab in the Menu bar.

The Users and their roles are,

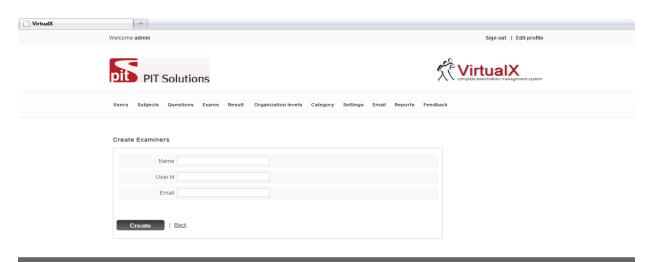
Examiner

Examiner is the user who has the authority to create and conduct exams. He can set the questions, allocate examinees, can manage categories and has access to the Exam results and reports.

Account creation

- Examiner's account can be created using the 'Create' button in the page.
- ➤ In the following page enter the Name, User id and e-mail id of the Examiner.
- After entering the required information click on the 'Create' button in this page on which the system will save the data and send a notification to the e-mail id of the Examiner.
- The examiner has to confirm that notification from his mail box. Upon confirmation and setting up password, the Examiner will get access to his account in VirtualX.

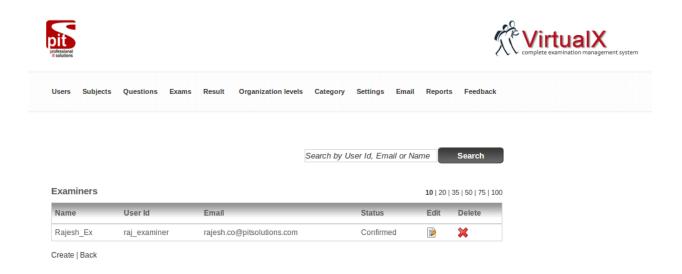
Create Examiner Page







Examiners Listing Page



Examiners account information can be edited and deleted from the main page 'Examiners'. Only confirmed Examiners details can be edited. The status will be shown us 'Pending' until the Examiner confirms his account.

Search option

Search option is also available in the same page. Using User Id, Email or Name the Admin could search for particular examiners. By default the Search button will be disabled. On entering characters or copy/paste of search parameter, the Search button gets enabled and searching would be done.





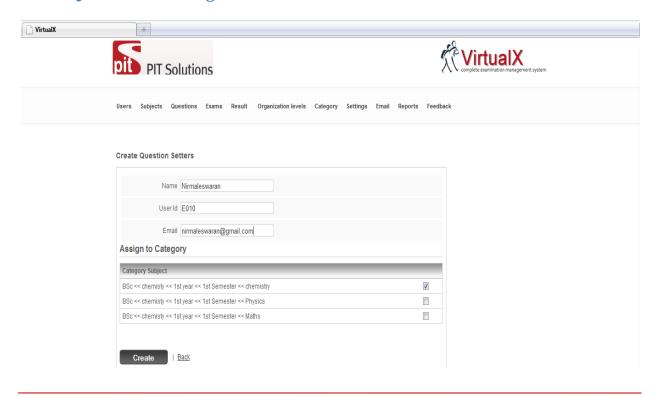
Question Setter

Question Setter is the user who has the authority to create questions. He can create questions and can share it with other Question setters. Also they can be the evaluators for exams, but they will be allocated by the Admin/Examiner. This user cannot conduct examinations and won't have access to Exam reports.

Account creation

- Question Setter's account can be created using the 'Create' button in the page.
- ➤ In the following page enter the Name, User id and e-mail id of the Examiner
- Assign the categories in which Question setter can create questions.
- After entering the required information click on the 'Create' button in this page on which the system will save the data and send a notification to the e-mail id of the Question setter.
- ➤ The Question setter has to confirm that notification from his mail box. Upon confirmation and setting up password, the Question setter will get access to his account in VirtualX.

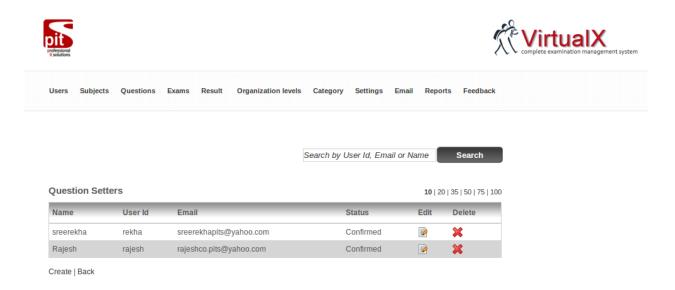
Create Question Setter Page







Question Setters Listing Page



Question setters account information can be edited and deleted from the main page 'Question Setter'. Only confirmed Question setter's details can be edited. The status will be shown us 'Pending' until the Question setters confirms his account.

Search option

Search option is also available in the same page. Using User Id, Email or Name the Admin could search for particular question setters. By default the Search button will be disabled. On entering characters or copy/paste of search parameter, the Search button gets enabled and searching would be done.





Examinee

Examinee is the user who attends the exams. He can attend only those exams that are assigned to him and will access to his/her Exam results and reports only.

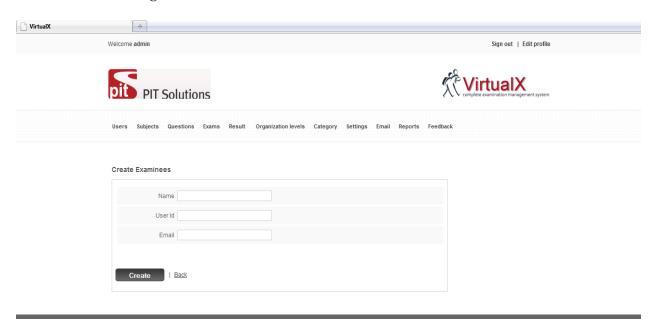
Account creation

Two type of Examinee can be created – Permanent (Examinee) and Temporary (Temporary Examinee)

Creating a permanent examinee

- Click on the 'Create Examinees' button in the page.
- In the following page enter the Name, User id and e-mail id of the Examinee
- After entering the required information click on the 'Create' button in this page on which the system will save the data and send a notification to the e-mail id of the Examinee.
- The Examinee has to confirm that notification from his mail box. Upon confirmation and setting up password, the Examinee will get access to his account in VirtualX.
- After confirming through e-mail, the Examinee has to login to VirtualX and has to confirm his attendance for each exam.

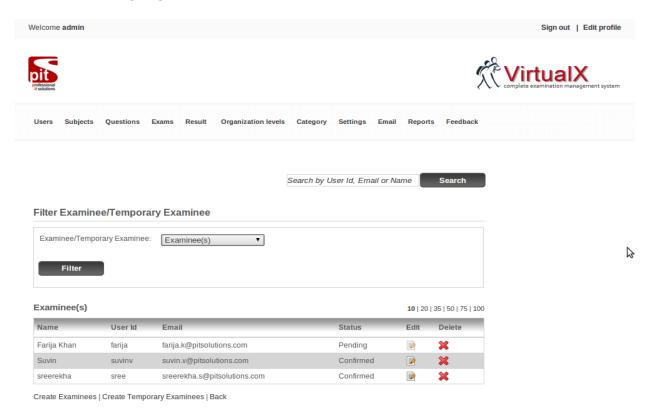
Create Examinee Page







Examinees Listing Page



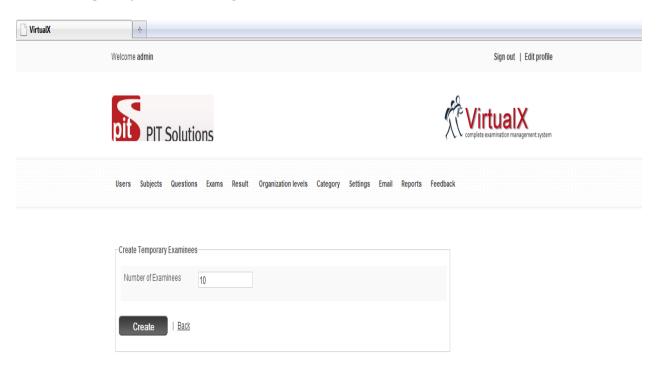
Creating a Temporary examinee

- Click on the 'Create Temporary Examinees' button in the page
- Fill up the count of temporary examinees in the required column
- After entering the required information click on the 'Create' button in this page on which the system will save the data and simultaneously temporary accounts will be created in the system
- User(Admin/Examiner) who is creating Temporary Examinee will receive a list of Temporary Examinees ids and passwords in his/her e-mail id, which are assigned to temporary examinees





Create Temporary Examinee Page





Filter option for viewing and editing the list of Permanent, Temporary and All the examinees are available in the 'Examinee' page

Search option

Search option is also available in the same page. Using User Id, Email or Name the Admin could search for particular examinees/temporary examinees. By default the Search button will be disabled. On entering characters or copy/paste of search parameter, the Search button gets enabled and searching would be done.



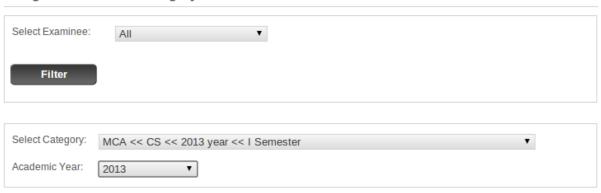


Group User

In Group user option the admin can filter and select the examinees and assign them to a particular category and Academic year.

- Follow the below steps to Group users in a category.
- > Select the type of examinees from the Select examinee drop down box
- Click on the Filter option to obtain examinees in the specified category
- Select the category to which the examinees has to be assigned
- > Put the academic year as required
- Mark the examinees to be grouped in that category using the check box against each examinee
- Click on the 'Assign' button to complete the process

Assign Examinees to Category



Examinee(s)



Assign



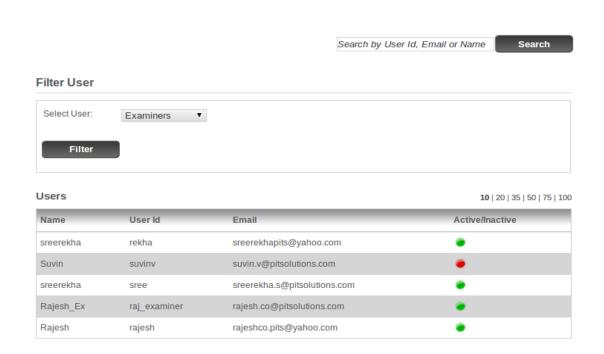


Activate/Inactivate

Admin can activate and Inactivate users permanently or temporarily.

This can be done by clicking on the Red/Green button against each user in this page. Changing the button to Green will allow the user to access the system and to Red will block the user from accessing the system. Note that only confirmed users will be shown in this area and can be activated and inactivated.

Separate list of Examiners, Question setters, Examinees can be obtained for the activate/inactivate function using the 'Filter User' facility in the 'Activate/Inactivate' page.



Search option

Search option is also available in the same page. Using User Id, Email or Name the Admin could search for particular examiners, question setters, examinees/temporary examinees. By default the Search button will be disabled. On entering characters or copy/paste of search parameter, the Search button gets enabled and searching would be done. Note that only confirmed users will be shown in search process.



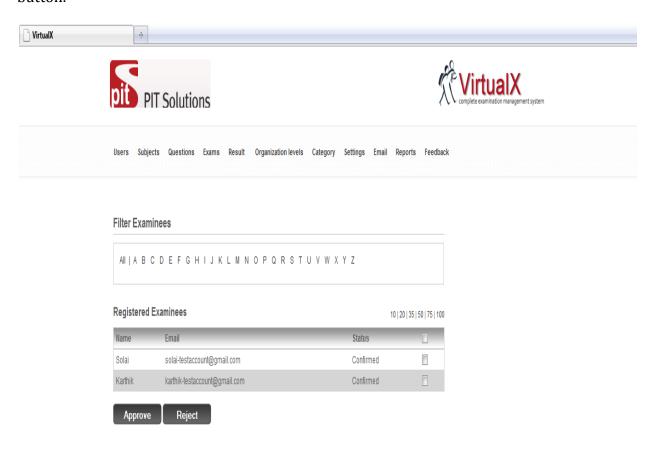


Admin Dashboard

Here the examinees who have registered online through the website directly are shown. Admin can approve or reject their access in the dashboard. Once the users are confirmed, the checkbox against them will be removed.

This provides an overview on the list of registered examinees and their status on Approval/Rejection from the side of Admin to access the system.

For this the Admin have to mark on the Status column and click on the 'Approve' or 'Reject' button.



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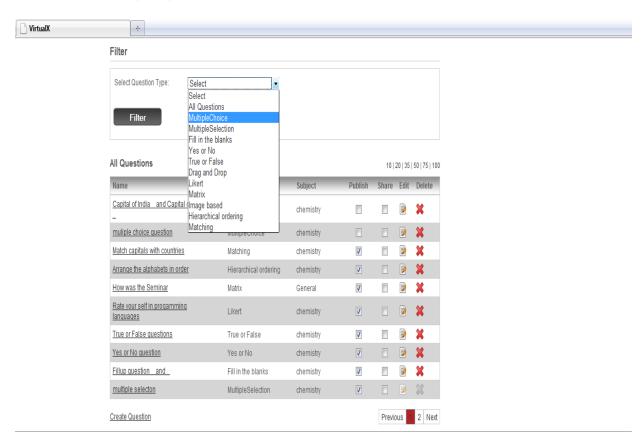
Questions Module

In this section, Admin, Examiner or Question setter can create Questions under various types. Eleven types of questions - Multiple Choice, Multiple Selection, Fill in the blanks, Yes or No, True or False, Drag and Drop, Likert, Matrix, Image based, Hierarchical ordering, Matching and Descriptive types can be created.

Question creation

- Questions can be created using the 'Create Question' button in the 'Questions' page.
- ➤ In the following page you have to fill up the Question type and Subject with Category using the drop down option available
- After providing the data click on the 'Next' button to create a question.

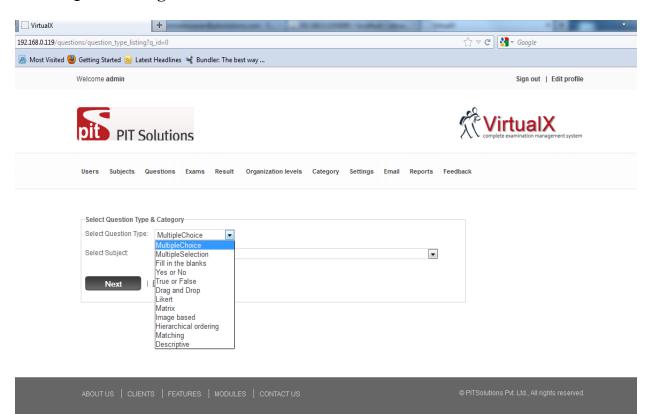
Questions Listing Page







Create Question Page

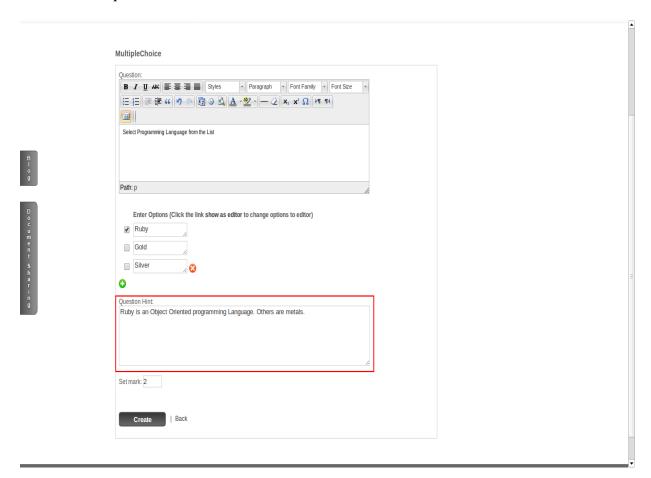






For Question type – Multiple choice

- ➤ Write the question at the question area and enter the answer options in the provided columns. You can add more options using the 'Green plus' icon provided.
- Click on the check box against the right answer Only one right answer can be opted.
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- > Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator
- ➤ Multiple choices come with editor option in order to include formulas and equations in the question.

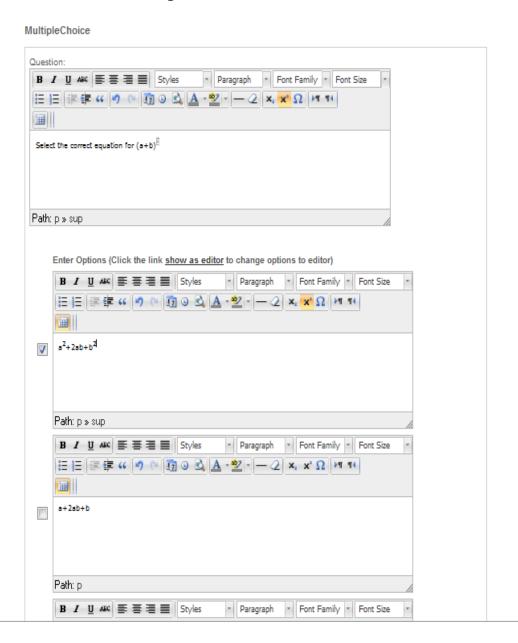






If question and options has to be created with formulas, then first add number of options required for the question on clicking **plus** button and then click on the **show as editor** link above the options.

On clicking the link all the text area will be converted to editor. Now user can add formulas, equation and do other formatting.

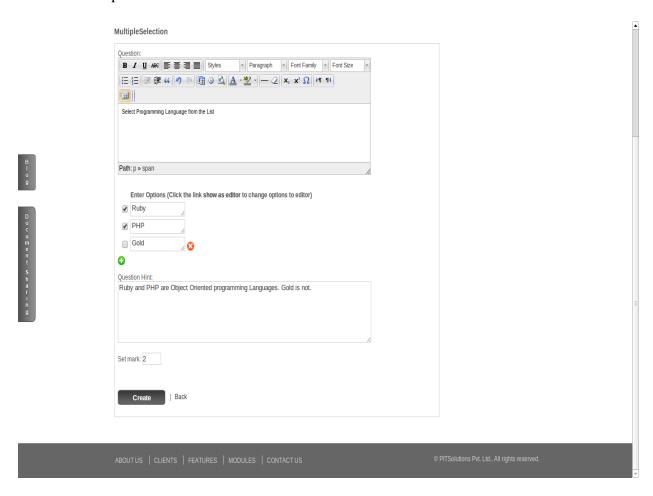






For Question type – Multiple selection

- ➤ Write the question at the question area and enter the answer options in the provided columns. You can add more options using the 'Green plus' icon provided.
- Click on the check box against the right answer/answers Here multiple right answers can be opted from the options
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- > Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator
- ➤ Multiple choices come with editor option in order to include formulas and equations in the question.







If question and options has to be created with formulas, then first add number of options required for the question on clicking **plus** button and then click on the **show as editor** link above the options.

On clicking the link all the text area will be converted to editor. Now user can add formulas, equation and do other formatting.

Multiple Selection Question: ▼ Font Family ▼ Font Size B I U ARC ≣ ≣ ≣ Styles * Paragraph 臣臣康康《》 № 頭⊙ Q A · 型 · 一 2 x, x Ω M 和 Expand this equation (a+b)2 Path: p Enter Options (Click the link show as editor to change options to editor) B I U ARC ≣ ≣ ≣ Styles Paragraph Font Family Font Size 日 扫 車 揮 " 👣 🕦 🗓 🧿 🐧 🛕 📲 🔻 — 📿 💌 🛣 Ω 🖂 🕬 圖 $a^2+2ab+b^2$ Path: p » sup B I U ARC ≡ ≡ ≡ ≡ Styles * Paragraph 三 三 章 ≇ " " ○ □ □ ○ □ □ △ ★ · 型 · 一 ② x, x' Ω № 14 圖 a2+2ab-b2 Path: p B I U ABC ≡ ≡ ≡ ≡ Styles * Paragraph Font Family Font Size

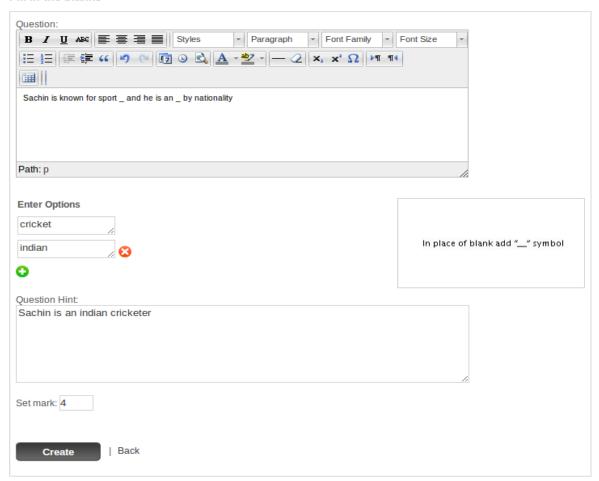




For Question type – Fill in the blanks

- ➤ Write the question at the question area with a '_" symbol in the answer area and enter the answer in the provided column. In case, more than one fill is required, you can add more answer options using the 'Green plus' icon provided.
- If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- > Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator

Fill in the blanks



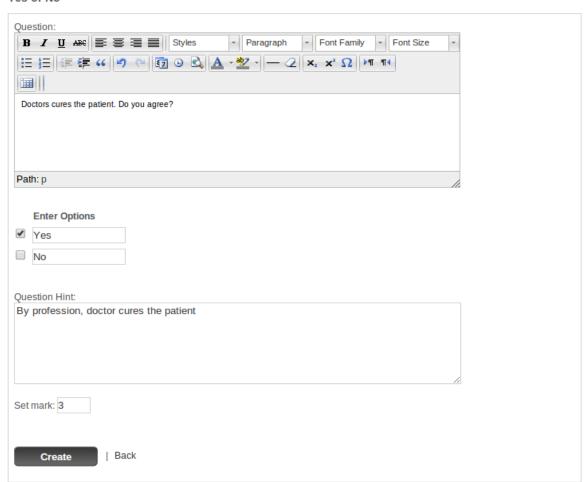




For Question type – Yes or No

- Write the question at the question area
- Mark on the check box with the right answer option Yes or No
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- > Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- ➤ Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator

Yes or No



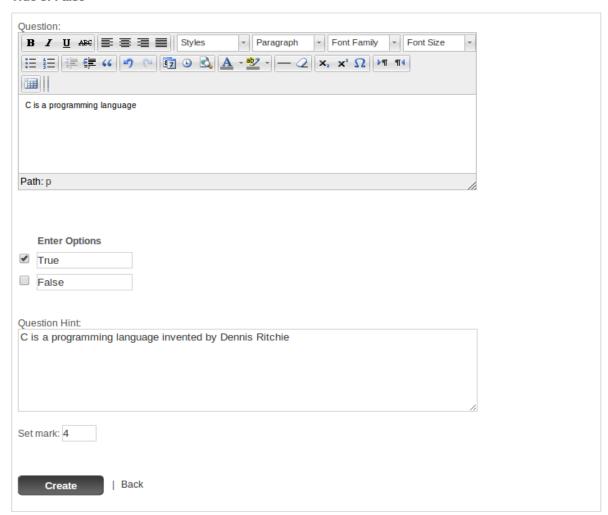




For Question type – True or False

- Write the question at the question area
- Mark on the check box with the right answer option True or False
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- > Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- ➤ Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator

True or False







For Question type – Drag and Drop

Drag and Drop: One image has to be dragged and dropped on the matching image from the options available

- Write the question at the question area and browse and select the question image (image to be dragged) from the browse option available
- Under the 'Enter Options', browse and select the image options to be matched with the question image. You can add more options using the 'Green plus' icon provided.
- Click on the check box against the right answer Only one right answer can be opted.
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- > Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator

Image Preview feature:

The following desktop browsers have support for image previews prior to uploading files:

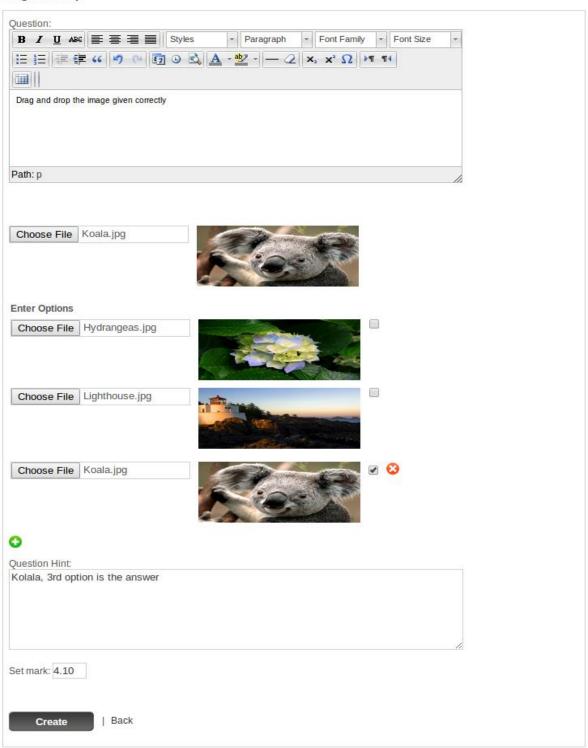
- Google Chrome
- Apple Safari 6.0+
- Mozilla Firefox 3.6+
- Opera 11.0+
- Microsoft Internet Explorer 10.0+

The same is applicable for Image Based question.





Drag and Drop



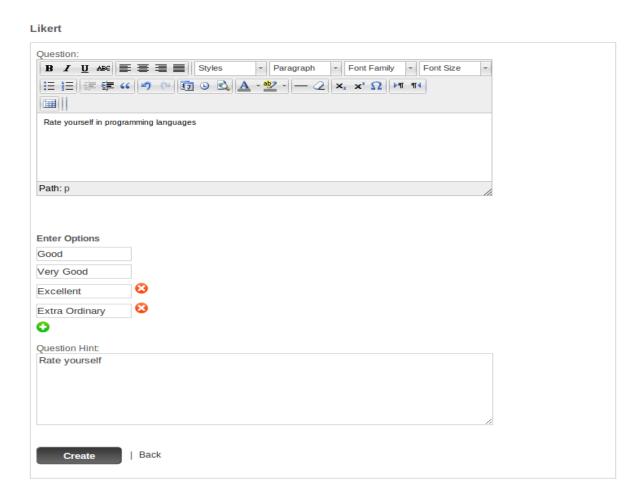




For Question type – Likert

Likert: This is used to rate or grade on qualitative aspects.

- Write the question at the question area and enter the answer options in the provided columns. You can add more options using the 'Green plus' icon provided.
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator



This type of question is used for Feedback purpose. Once created and published it will be displayed under the Feedback session which appears as a separate tab in the Menu bar.

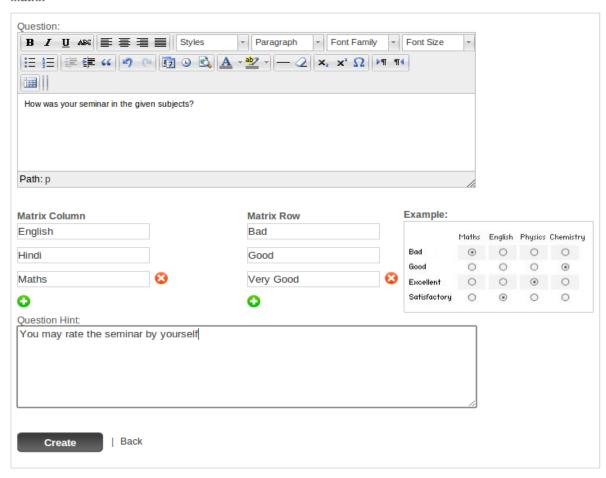




For Question type – Matrix

- Write the question at the question area
- ➤ Put the matching data in the provided 'Matrix Rows' and 'Matrix Columns' area. You can add more options using the 'Green plus' icon provided.
- If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator

Matrix



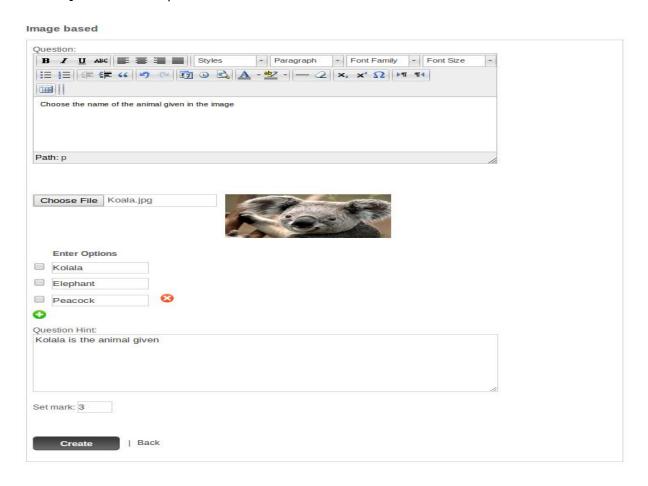
This type of question is used for Feedback purpose. Once created and published it will be displayed under the Feedback session which appears as a separate tab in the Menu bar.





For Question type – Image based

- ➤ Write the question at the question area and browse and select the question image from the browse option available
- ➤ Enter the answer options in the provided columns. You can add more options using the 'Green plus' icon provided.
- Click on the check box against the right answer/answers Here multiple right answers can be opted from the options
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- > Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator







For Question type – Hierarchical ordering

- ➤ Write the question at the question area and enter the answer options in the correct order in the provided columns. Also mention the display order of the options in the 'Display Order' drop down. You can add more options using the 'Green plus' icon provided.
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- ➤ Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator

Hierarchical ordering Ouestion: B I U AB€ ≣ ≣ ■ Styles → Paragraph ▼ Font Family Arrange the alphabets in order Path: p Answer order Display Order 2 ▼ С 4 ▼ D 1 🔻 0 Question Hint: A.B.C.D is the correct order Set mark: 3 Back Create

For answering, these options need to be dragged and arranged in the correct order.

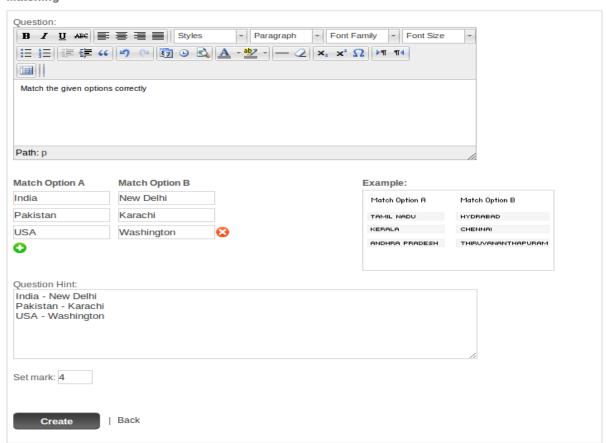




For Question type – Matching

- Write the question at the question area
- ➤ Put the matching data in the provided 'Match Option A' and 'Match Option B' columns. You can add more options using the 'Green plus' icon provided.
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- > Set mark for that question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.
- Click on the create button to save it to Question bank (the 'Questions' page) of the Question setter/creator

Matching



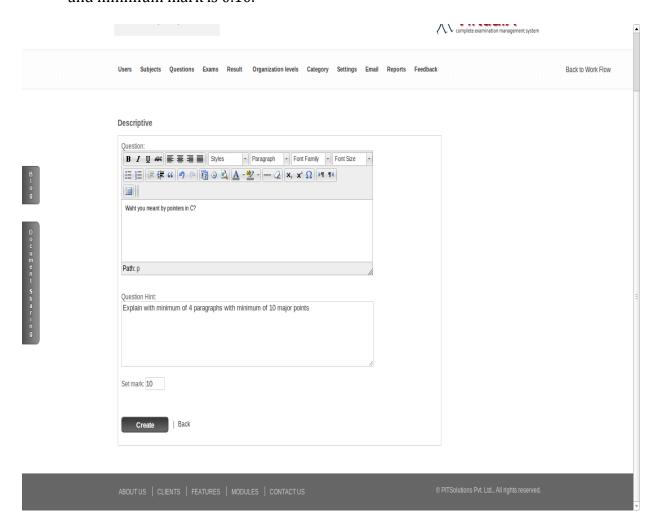
The question will be randomized automatically every time before it is assigned to a question paper.





For Question type – Descriptive,

- Write the question in the editor.
- ➤ If you want to provide a hint for the question to emphasize its answer, you can enter the same in the Hint field provided. This is optional.
- ➤ No answer options for this, examinees will be writing the answer in the descriptive manner.
- > Set mark for the question. Maximum mark for a given question is limited to 999.99 and minimum mark is 0.10.



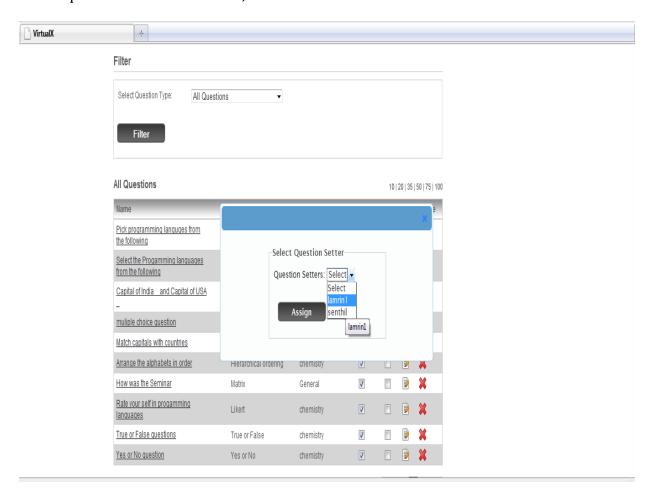
For descriptive type question evaluation will be done manually.





Publishing and Sharing

- ➤ The who create the question can release the questions for question paper setting by clicking on the 'Publish' check box against that question
- ➤ Question setter can share the question you created with another Question setter clicking on the 'Share' check box against the question.
- Upon clicking a text box will appear showing the list of question setters to which you wish to share that question.
- > Select the Question setter whom you want to share the question and click on the 'Assign' button to share it. By default the 'Assign' button will be disabled. Once any question setter is selected, it will be enabled.







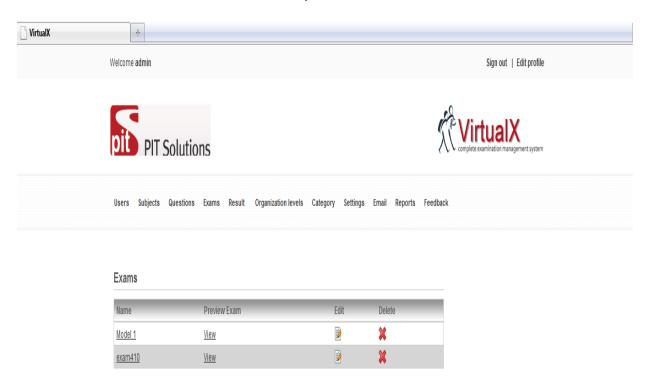
Exams Module

This module manages the Creation/Scheduling of an Exam, setting question papers and assigning examinees for the exam.

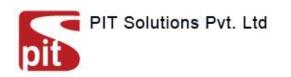
Follow the below steps to create and conduct an exam. i.e., from the sub-menu items in the Exams tab.

Exams

Here all the exams are listed. User can Edit, Delete and Preview Exam.



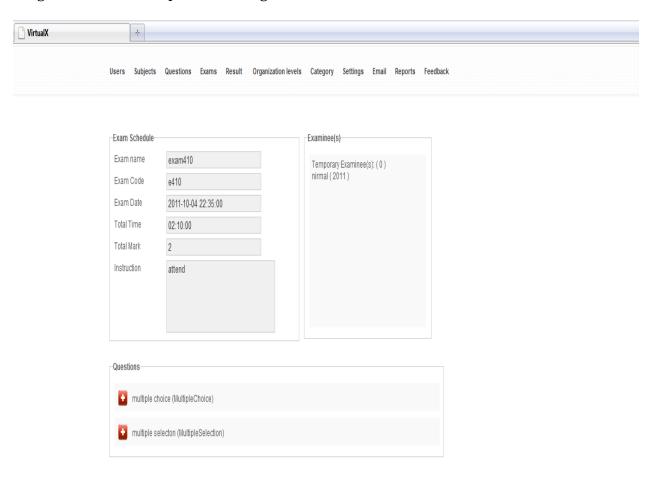






Preview Exam

User can preview the Exam after crated, preview page contains Exam details, Examinees assigned to Exam and Questions assigned to the Exam.

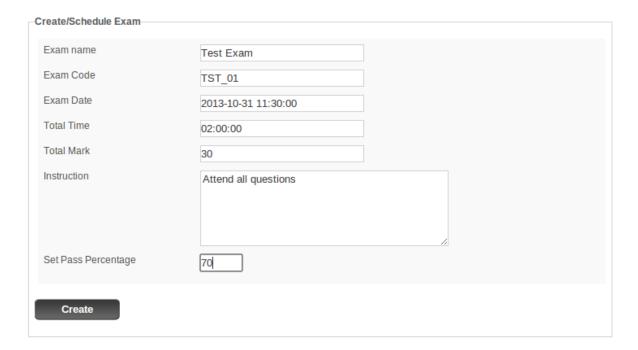






Create/Schedule Exam

- ➤ Here provide the Exam name, Exam code, Exam date and time of exam, Total time of the exam, Total marks and Instructions.
- After entering the required data, click on the 'Create' button available to save the data
- > You will be directed to the 'Exams' page where you can view, edit and delete the data.



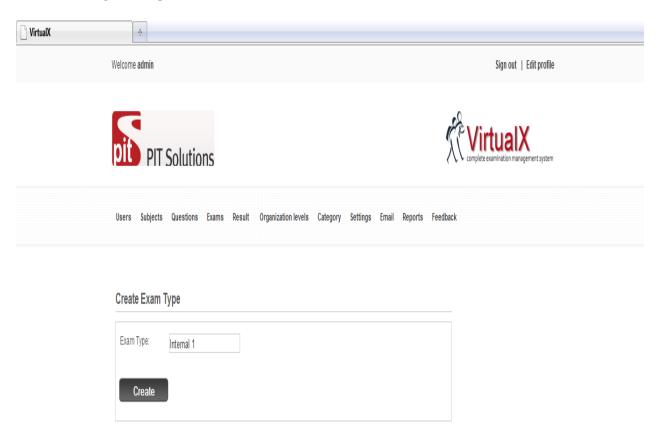




Exam type

Use the 'Create' button to create an exam type. Eg.: Internal 1

After entering the required data, click on the 'Create' button available to save the data.





You will be directed to the 'Exam Type' page where you can view, edit and delete the data.





Assign Exam

Here you can assign the created exam to each Course and subject categories and to the exam type with academic year.

Follow the below steps to assign an exam.

Filter Exam

- Mention the date/dates in which an exam was created. Mention this in the 'From Date' and 'To Date' boxes.
- Click on the 'Filter' button available just below to display the list of exams created in between the dates mentioned in the above boxes.
- ➤ The result of this action will be displayed in the 'Select Exam' option in the second level (Assign Exam)

Assign Exam

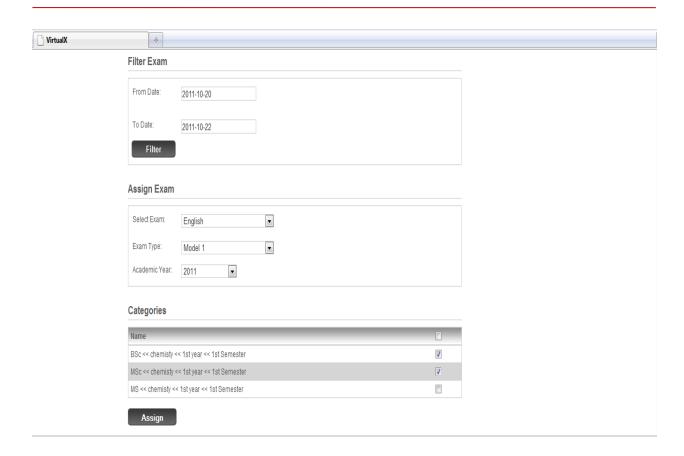
- > Select the exam from the 'Select exam' drop down option
- Select the exam type from the 'Exam Type' drop down option
- ➤ Select the academic year from the 'Academic Year' drop down option

Categories

- Mark on the check boxes corresponding to the Categories for which you want to conduct the exam
- Click on the Assign button to assign the exam to the Categories and other subdivisions











Select questions

Here you can include the questions you have already prepared to the respective category and subjects.

Follow the below steps to assign an exam.

Filter

- > Select the question type and Category for which the questions have been prepared.
- ➤ Click on the filter button. This action will pull out the questions prepared for that particular category and subjects only.
- Select Category
- > Select the category, Exam type and Academic year and click filter to pick all the Exams that were assigned to the selected options.
- Exams for the selected options will be listed in the Select Exam drop down.

Select the exam from the 'Select Exam' drop down

- The 'Exam mark' and 'Mark Assigned' boxes will appear.
- At this box you can edit the Exam Mark, the total mark for which the exam is to be conducted.
- This should match up with the Mark assigned (The total mark of all the questions included in the question paper).
- ➤ If the Marks assigned and the Exam mark does not match, a notification will appear. Unless the marks assigned match with the Exam mark, Exam cannot be taken by Examinees.

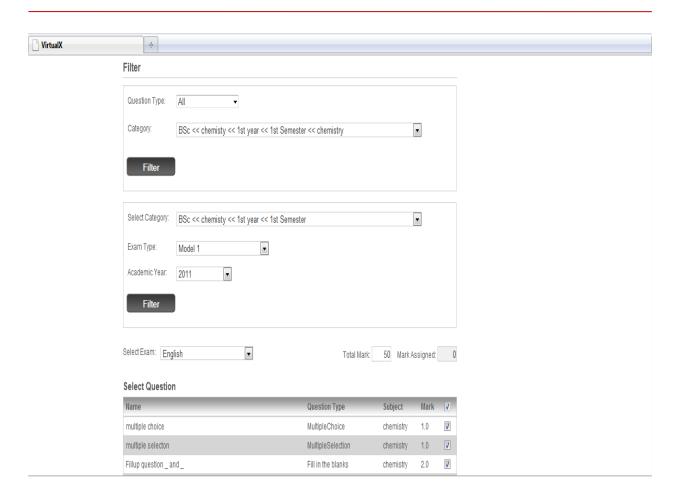
Select Question

- ➤ The list of questions prepared under the selected category and subject will be displayed here.
- Mark the check box against the question you want to include in the question paper.
- The marks of all these selected questions should match up with the total marks.

 This can be cross-checked from the 'Exam mark' and 'Mark Assigned' boxes above.
- Click on the Assign button to complete the question paper setting process











Assign Examinees

Here you can assign examinees to take an exam.

Follow the below steps to assign an examinee to an exam.

Filter exam

➤ Put the exam/exams created date/dates in the 'From Date' and 'To Date' boxes and click on the filter button to pull out the list of exams scheduled on or between these dates

Select exam

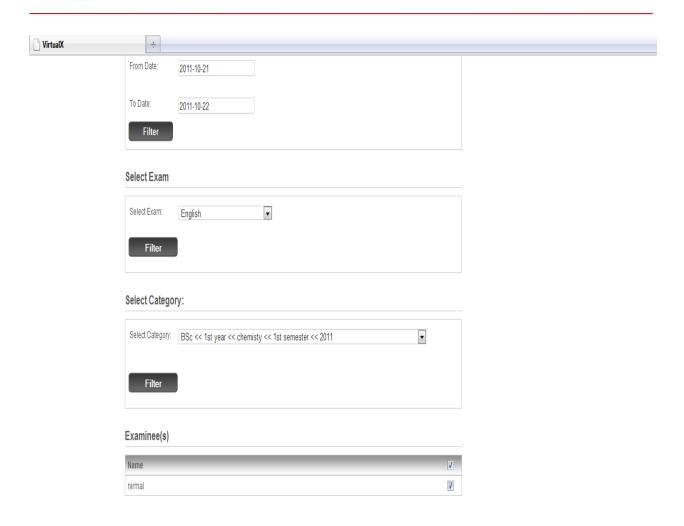
- Select the exam you wish to select from the 'Select Exam' drop down box and click on the Filter button
- All the categories assigned to the Exam will be listed in the Select category drop down.

Select category

- ➤ Select the category from drop down box and click on the Filter button
- ➤ This action will display the list of Examinee/s those who have been assigned under the filtered category with a check box against their details
- Click on the check boxes against the examinees you want to assign the exam
- Click on the 'Assign' button to complete the process of assigning examinees for an exam











Manual Evaluation

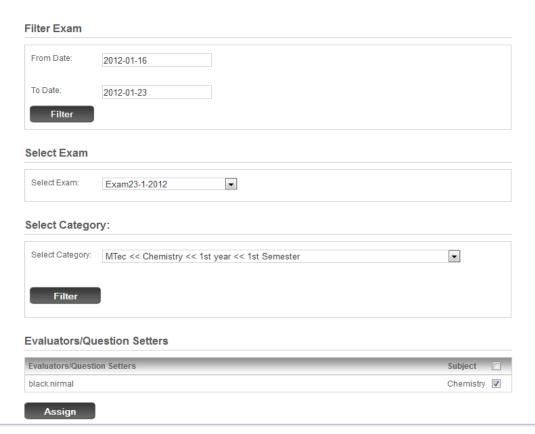
Descriptive type questions will be evaluated manually where as other question types are evaluated by the system.

While assigning questions to exam, if any one of the question assigned is a descriptive type then that question will remain unevaluated, for that period of time result of examinees will be in the pending status. Once the descriptive type from the exam gets evaluated by Examiner or Evaluator then result will be published.

Assign Evaluators

Question setter will act as evaluator. When you assign a question setter to a category subject, the same question setter will be availed as evaluator under that category.

Evaluator on logging in to system can evaluate the examinees, their descriptive type questions.







Evaluators

All the evaluators under the respective category will be listed here and evaluators can be deleted from here.



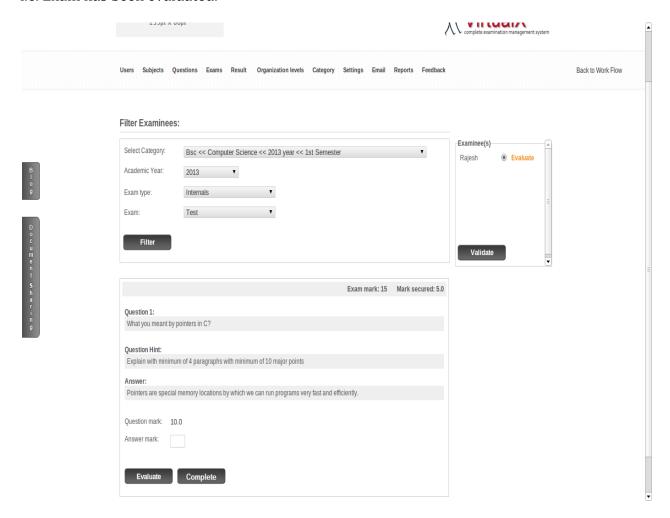




Evaluate Exam

Examiner or assigned Question setters will be allowed to do the evaluation for exams.

In the right side the box has Examinees listing, with status as 1) Not Taken i.e. examinee have not attended the exam, 2) Evaluate i.e. Need evaluation for the exam, and 3) Evaluated i.e. Exam has been evaluated.



Note that Question once evaluated cannot be evaluated again.





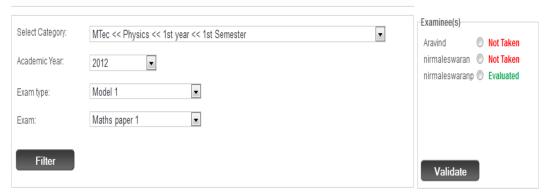
Welcome admin Sign out | Edit profile





Users Subjects Questions Exams Result Organization levels Category Settings Email Reports Feedback

Filter Examinees:



ABOUTUS I CHENTS I FEATURES I MODULES I CONTACTUS

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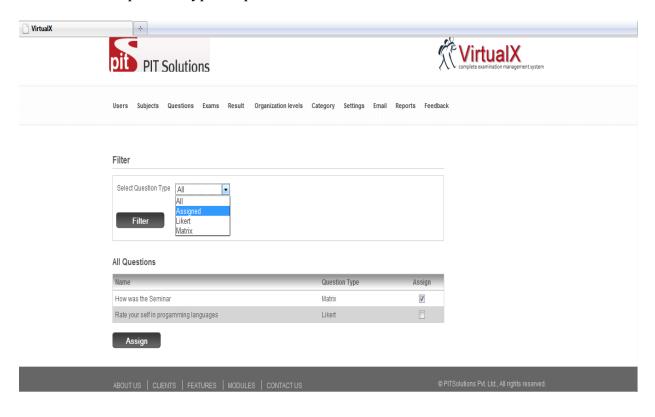
Feedback Module

Feedback questions will be in the Likert or Matrix format and is prepared in the Questions module. These questions on publishing will appear under the Feedback tab in the menu bar.

After setting every question paper and assigning it for exams one feedback question also can be assigned along with that. This can be done by the following procedure.

- Click on the feedback tab in the menu bar
- > Set of feedback questions with 'Assign' check box will appear
- Click on the check box corresponding to the selected feedback question
- Click on the 'Assign' button at the end of the page and this question will be assigned along with the exam questions.

To set different feedback question uncheck the Assigned feedback question, on unchecking the feedback questions gets unassigned. To find the Assigned feedback question filter it from the Select question type dropdown.







View Feedback Responses

Feedback responses can be viewed using the Sub-menu in the Feedback tab.

Click the 'View' option against the feedback response appearing and there you can see the response.





Users	Subjects	Questions	Exams	Result	Organization levels	Category	Settings	Email	Reports	Feedback		

Feedback Responses

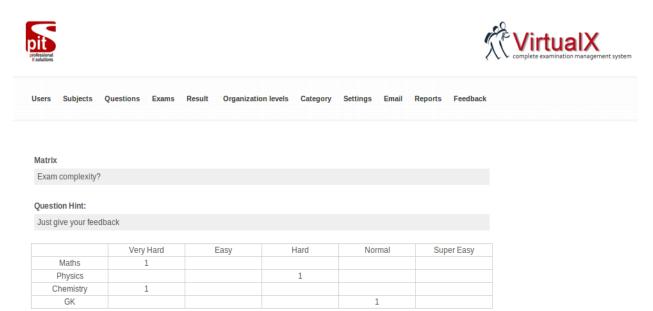
Question	View Response				
Thsi si Likert	View				
Exam complexity?	View				





Matrix Question Responses

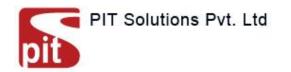
Count for the Examinees responses are given in the corresponding boxes.



Likert Question Responses

Count for the Examinees responses are given in the Response count boxes.

Likert Thsi si Likert Question Hint: specify good or bad Answer Response Count Good 2 Bad 0







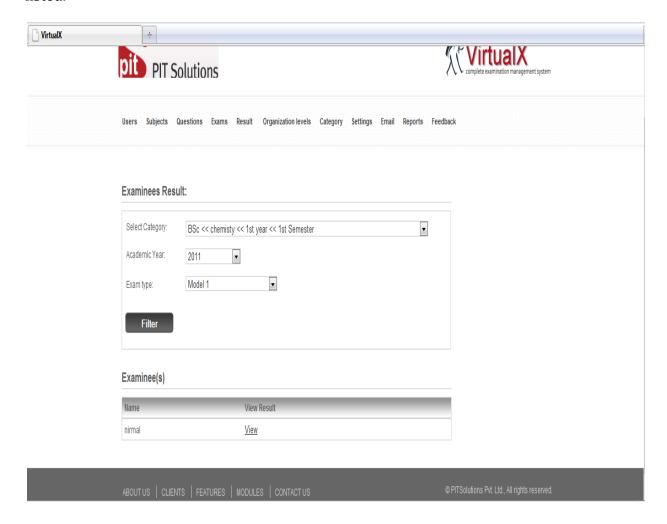


Results Module

Instant results of the Examinees can be view from this module. Results are of three types such as Examinees Result, Exams Results and Department Results

Examinees Result

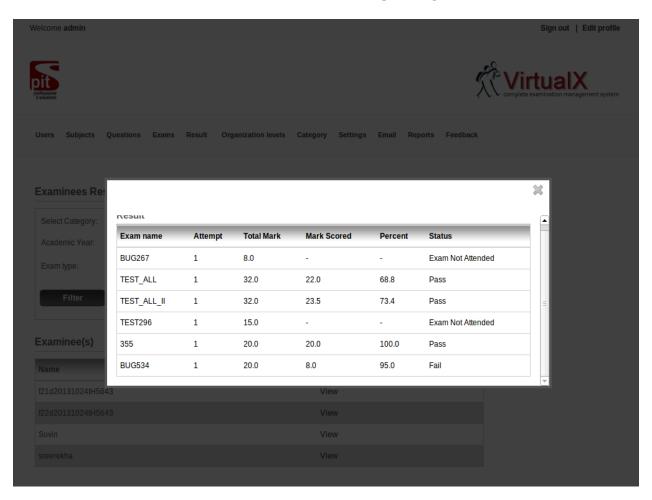
On clicking the Examinees Result sub menu page will be directed to Examinees Result. In the page you should select the values such as Category, Academic year and Exam type from the dropdown and on clicking filter list of Examinees under for the selected values will be listed.







To view the Result of the Examinee, click on the corresponding view link of the Examinee.



In view, examinee can have the following statuses,

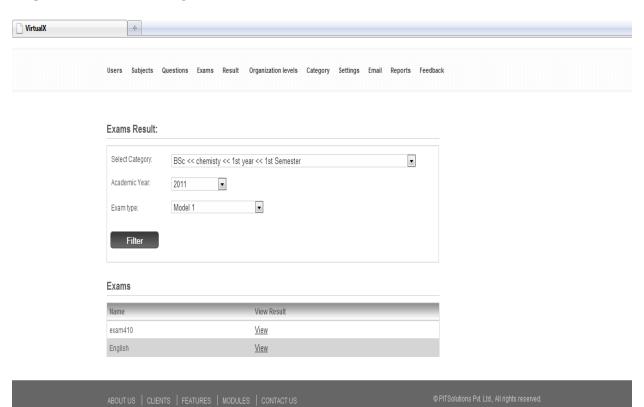
- **Pass** Examinee has passed in the exam
- Fail Examinee has failed in the exam
- Exam Not Attended Examinee has not attended the exam
- **Exam Not Properly Completed** Examinee has attended the exam, but not properly completed. It can be due to closing of browser, not clicking on Finish button to finish the Exam etc.





Exam Result

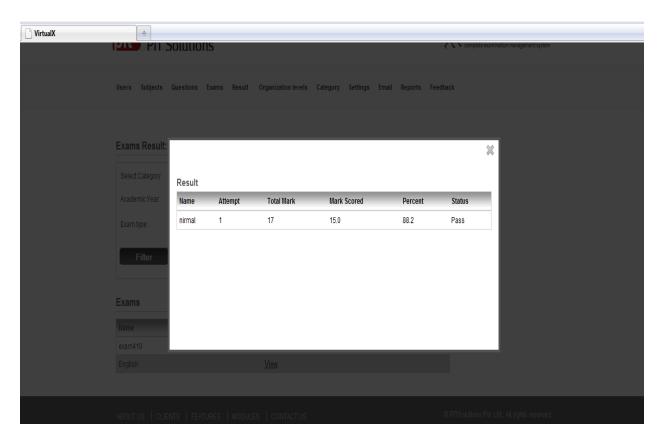
On clicking the Exam Result sub menu page will be directed to Exam Result. In the page you should select the values such as Category, Academic year and Exam type from the dropdown and on clicking filter list of Exams under for the selected values will be listed.







To view the Result of the Examinee who has taken the Exam, click on the corresponding view link of the Exam.

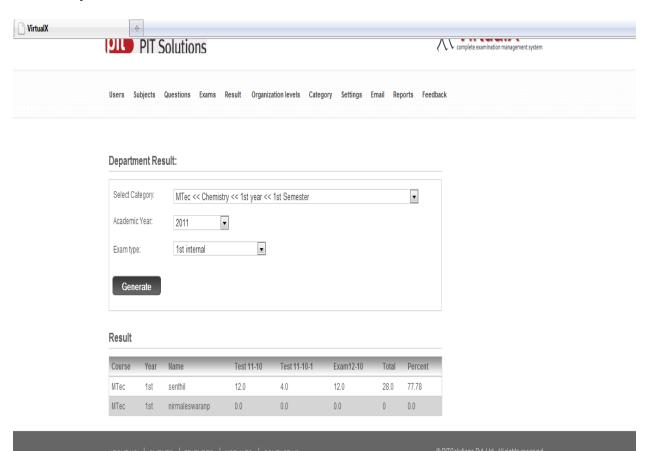






Department Result

On clicking the Department Result sub menu page will be directed to Department Result. In the page you should select the values such as Category, Academic year and Exam type from the dropdown and on clicking filter list it will list all the Examinees and their exams collectively with the mark.







Reports Module

The results of the exams can be extracted in the form of various reports according to your requirements. These reports can be viewed within the system as well as re-produced and saved in excel and pdf formats. The different reports are, Examinees Report, Exams Report, Overall Report, Organizations overview, Pass/Fail Report.

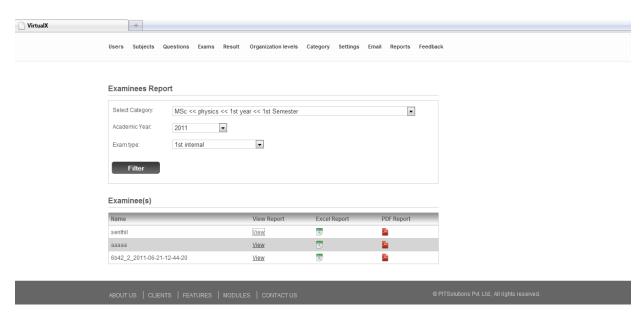
Examinees Report

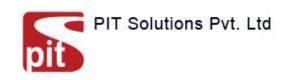
This is the report showing the exam results of all the examinees individually that comes under a particular category, academic year and exam type. This report can be viewed and downloaded in excel and pdf formats.

To obtain this report follow the below steps

- Click on the 'Examinees Report' from the 'Reports' tab in the menu bar.
- Select the Category, Academic year and Exam type from the drop down boxes.
- Click on the 'Filter' button in the page
- After this action the entire list of Examinees under this category will be displayed. Here individual reports can be viewed in the system and can be viewed and saved in excel and pdf formats.

Examinee Report Screen-1







Examinee Report Screen-2

On Clicking PDF report image from Screen-1, following data appears in the pdf report.



Examinee: senthil Course: MSc Department: physics Year: 1st year

Semester: 1st semester Exam Type: 1st internal Academic Year: 2011

Exam name	Attempt	Exam Mark	Mark Scored	Percent	Status
Physics	1	4	2.0	50.0	Pass
check2	1	2	2.0	100.0	Pass
exam14-9	1	2	1.5	75.0	Pass

Examinee Report Screen-3

On clicking view link from the Screen-1, will generate the graphical representation of the exams and percentage.







Examinee Report Screen-4

On clicking the PDF report from the Screen-3, report for Answer sheet will get generated.



Examinee : Rajesh

Department : Computer Science

 Course
 :
 Bsc

 Year
 :
 2013

 Semester
 :
 1st

 Academic Year
 :
 2013

 Exam Type
 :
 Internals

 Exam name
 :
 Test

Status	Pass Percentage	Percentage Acquired	Exam Mark	Mark Scored	
Pass	50.0%	80.0%	15	12.0	

Questions & Answers

Q.No 1

Question Type : Match the Following
Question : Match the following
Hint : India - New Delhi
Pakistan - Karachi

USA - Washington

Match Options : New Delhi, Karachi, Washington Your Answer : New Delhi, Karachi, Washington

Actual Answer : India, Pakistan, USA

Question Mark : 3.0 Mark Scored : 3.0

Q.No 2

Question Type : Hierarchical Ordering Question : Arrange the alphabets in order

Hint : a,b,c,d is the correct option as per the alphabet series

Your Answer : a,b,c,d Actual Answer : a,b,c,d Question Mark : 2.0 Mark Scored : 2.0

Q.No 3

Question Type : Descriptive

Question : What you meant by pointers in C?

Hint : Explain with minimum of 4 paragraphs with minimum of 10 major points

Your Answer : Pointers are special memory locations by which we can run programs very fast

and efficiently.





Exams Report

This is the report showing results of all the exams individually which comes under a particular category, academic year and exam type.

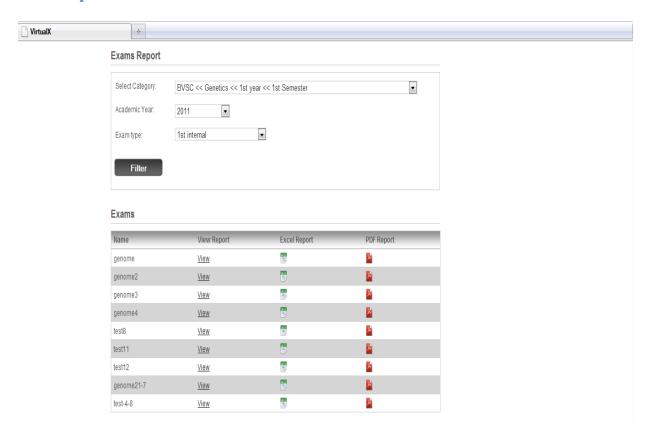
This report can be viewed and downloaded in excel and pdf formats.

To obtain this report follow the below steps

- Click on the 'Exams Report' from the 'Reports' tab in the menu bar.
- Select the Category, Academic year and Exam type from the drop down boxes.
- Click on the 'Filter' button in the page

After this action the entire list of exams under this category will be displayed. Here individual exam reports can be viewed in the system and can be viewed and saved in excel and pdf formats.

Exam Report Screen-1

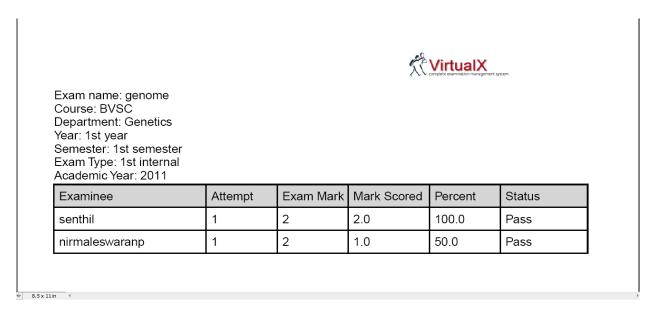






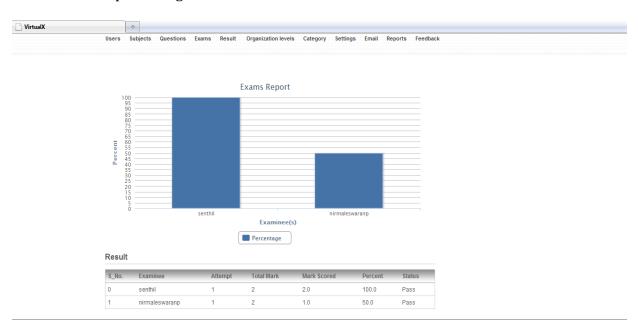
Exam Report Screen-2

On Clicking PDF report image from Screen-1, following data appears in the pdf report.



Exam Report Screen-3

On clicking view link from the Screen-1, will generate the graphical representation of the examinees and percentage.







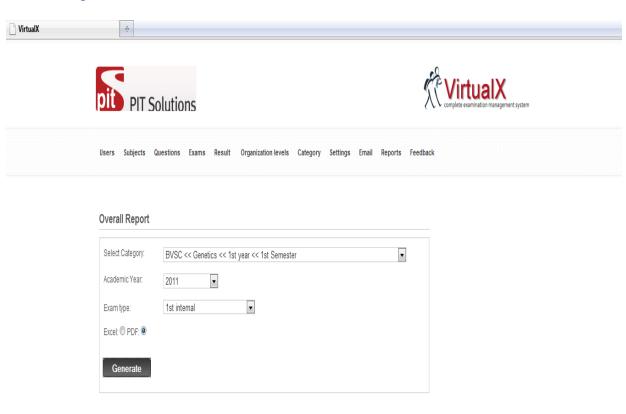
Overall Report

This report shows overall view of all the exams conducted under a particular category. This report can be viewed and downloaded in excel and pdf formats and is not viewable from the system.

To obtain this report follow the below steps

- Click on the 'Overall Report' from the 'Reports' tab in the menu bar.
- > Select the Category, Academic year and Exam type from the drop down boxes.
- Select the type of file in which you require output excel or pdf
- Click on the 'Generate' button in the page to create an output
- You will be asked to view/download the report and you can select as per your requirement

Overall Report Screen-1







Overall Report Screen-2

On Clicking Generate button with PDF Radio button checked from Screen-1, following data appears in the pdf report.



Course: BVSC

Department: Genetics

Year: 1st year

Semester: 1st semester Exam Type: 1st internal Academic Year: 2011

Examin ee	genom e	genom e2	genom e3	genom e4	test8	test12	genom e21-7	test-4-8	Grand Total
nirmale swaran p	1.0	1.0	2.0	0	0	0	0	2.0	6.0
senthil	2.0	1.0	0.0	11.0	2.0	2.0	7.0	2.0	27.0





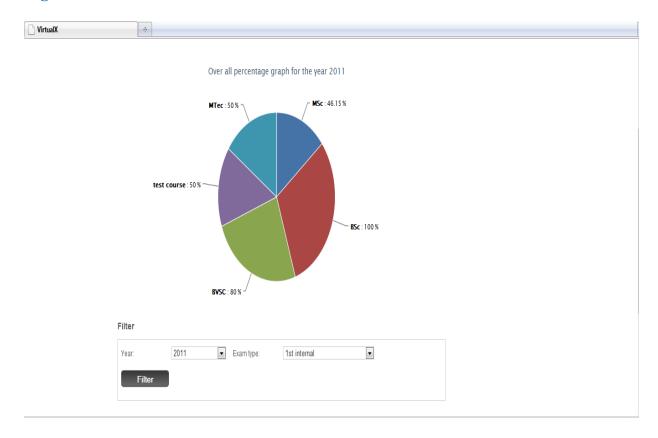
Organizations Overview

This report shows the result of exam conducted for each course in a particular year and for a particular exam type. This report is viewable only in the system and cannot be viewed or downloaded in excel and pdf formats.

To obtain this report follow the below steps,

- Click on the 'Organizations Overview' from the 'Reports' tab in the menu bar.
- > Select the Academic year and Exam type from the drop down boxes.
- > Click on the 'Filter' button in the page
- After this action a course wise overview of exam results published in that academic year will appear
- Another detailed report on each course can be obtained by clicking on the 'View in detail' button against each course

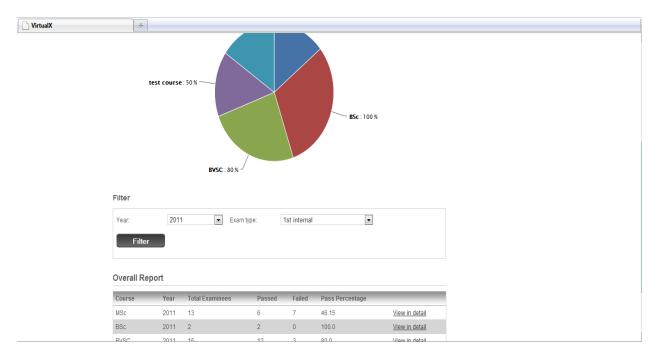
Organizations Overview Screen-1





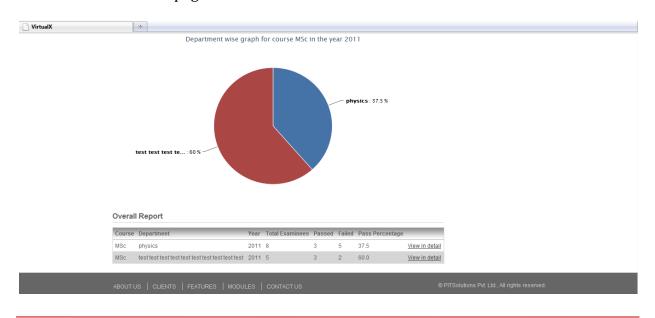


Organizations Overview Screen-2



Organizations Overview Screen-3

On clicking the View in detail link form Screen-2, graphical view for Department detailed page will be displayed. From here on clicking View in detail, takes to Year in Details page and Semester in Detail page.







Pass/Fail Report

This is the report showing the Pass and Fail results of all the examinees individually who comes under a particular category, academic year, exam type and attended a particular exam.

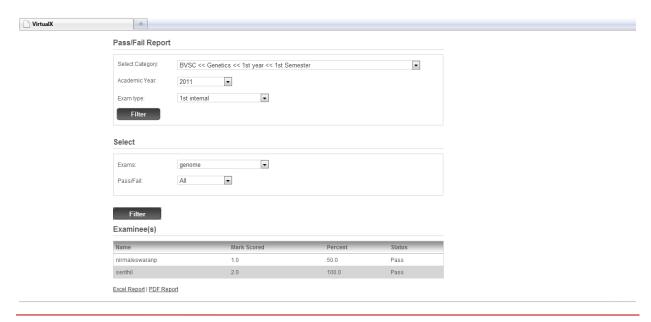
This report can be viewed and downloaded in excel and pdf formats from the link appearing at the bottom of the page.

To obtain this report follow the below steps:

Filter

- Click on the 'Pass/Fail Report' from the 'Reports' tab in the menu bar.
- Select the Category, Academic year and Exam type from the drop down boxes.
- Click on the 'Filter' button in the page
- ➤ Select the exam and Pass/Fail type of information required from the 'Exams' and 'Pass/Fail' drop down options
- Click on the 'Filter' button in the page
- After this action the Pass/Fail list of examinees under this category and exam attended will be displayed and the results are viewable along with that. This reports can be viewed and saved in excel and pdf formats.

Pass/Fail Report Screen-1







Pass/Fail Report Screen-2

On clicking PDF Report link from screen-1, following PDF report with all the examinees with pass/fail status under the selected category will be listed.



Exam name: genome Course: BVSC Department: Genetics Year: 1st year Somestor: 1st somesto

Semester: 1st semester Academic Year: 2011 Exam Type: 1st internal

Examinee	Mark Scored	Percent	Status
nirmaleswaranp	1.0	50.0	Pass
senthil	2.0	100.0	Pass

8.5 x 11 in



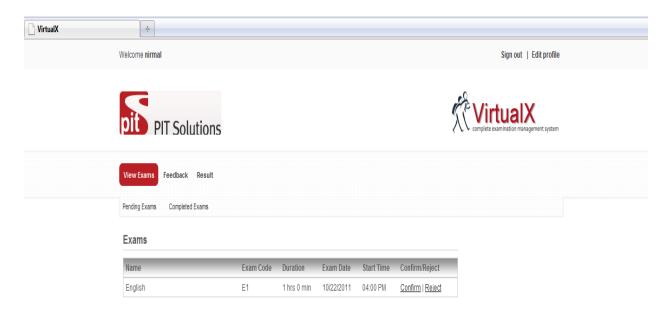


Examination Module

Examination module is for Examinees. Examinee can view his/her exams, Attend Exam, View Result and give Feedback. Examinee when login will land in the View Exams page.

View Exams Page

This page will list all the Exams of the Examinee. From submenu Pending Exam all the exams that are not yet taken will be listed and from Completed Exams submenu all attended Exams will be listed.





Each Exam will have Exam Code, Exam Duration, Exam Date, Exam Start Time and Confirm/Reject Link.





Attending Exam

On clicking Confirm Link, Attend link will appear. Attend link will be in the Enabled state only if the Exam Start time is reached and will remain enabled till the Exam end time. On clicking Attend link page will be directed to Instruction page where Examinee can read the instruction of the Exam.



After instructions are read, Examinee can click on Start button. On clicking start button new window will be opened from which Examinee can start answering the questions.

Examination window shows Exam Date, Exam Start Time, Exam Duration and Timer

There will be Next and Previous button. Next button click will take to next question and saves the selected answer. Examinee can go back to previous question on clicking Previous button and answer the question again i.e. (If the examinee feels that he/she has answer the question previous question wrong then examinee can go back to previous question and change the answer but Next button should be clicked to save the changes.)

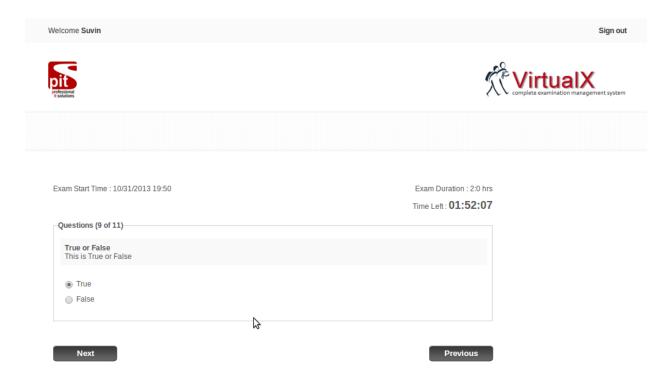
While attending the Exam in the meantime has elapsed then Alert message will appear followed be Finish button. On clicking the finish button Exam will be completed.

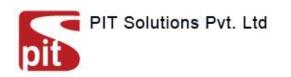




True or False Question

When True or False question appears on the screen, select one of the option and click on the next button to save the Answer.

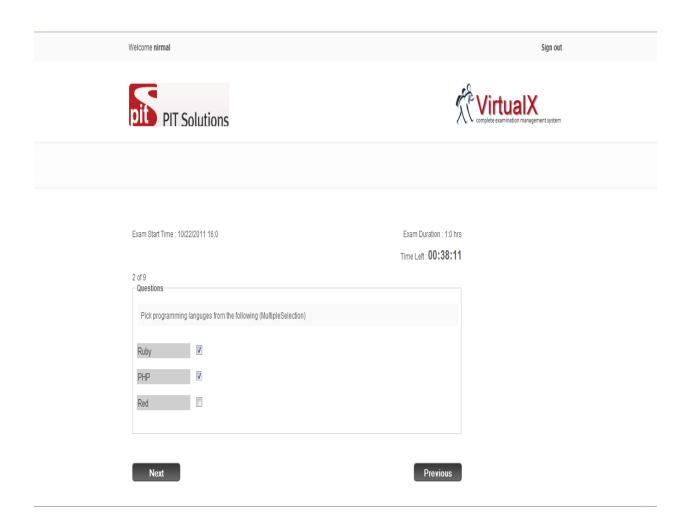






Multiple Selection Question

When Multiple Selection question appears on the screen, select options from the check box and click on the next button to save the Answer.







Drag and Drop Question

Image that appears on the Top is the Draggable image. Drag the image and drop on the right one from the Images that are lined horizontally in the Bottom.







Fill in the Blanks

When fill in the blanks question appears on the screen fill the text boxes with the answer and click on the Next button.

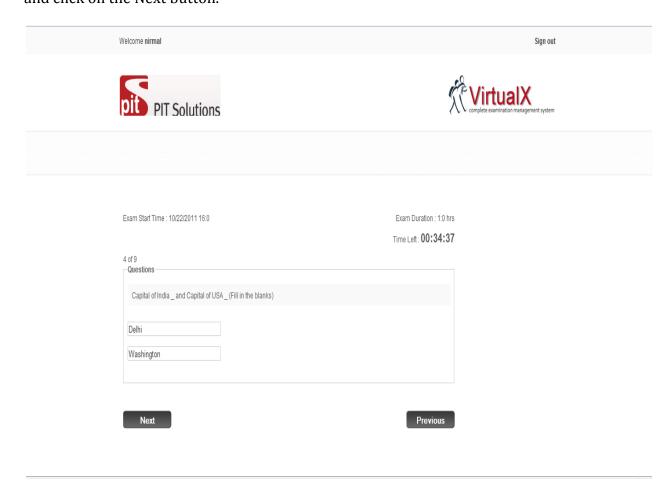






Image Based Question

When image based question appears on the screen select the right options from the checkbox and click the Next button

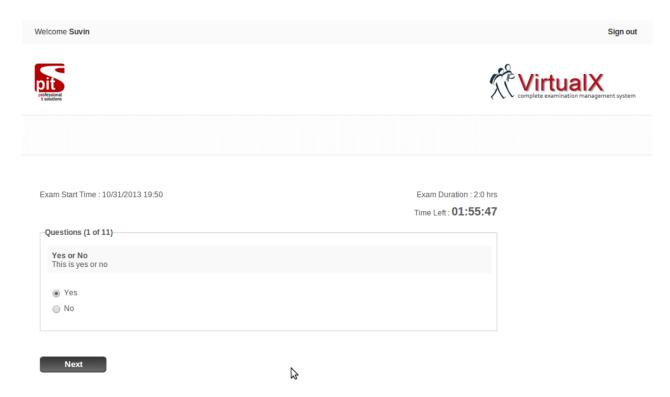






Yes or No Question

When Yes or No question appears on the screen, select one of the option and click on the next button to save the Answer.

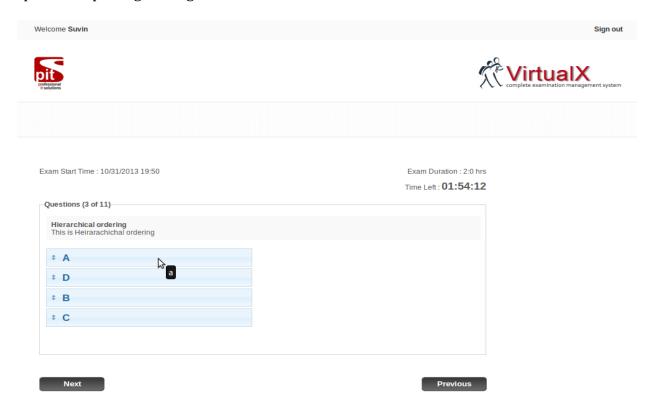






Hierarchical Ordering Question

All the options will be randomized. Examinees have to answer the question by dragging the option and placing it in right order.

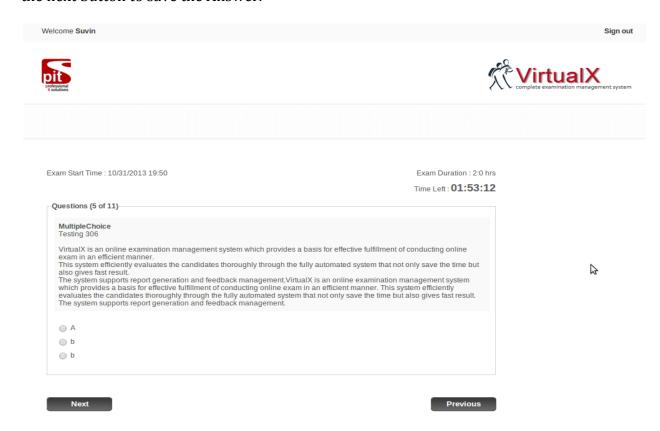






Multiple Choice Questions

When multiple choice questions appear on the screen, select one of the option and click on the next button to save the Answer.

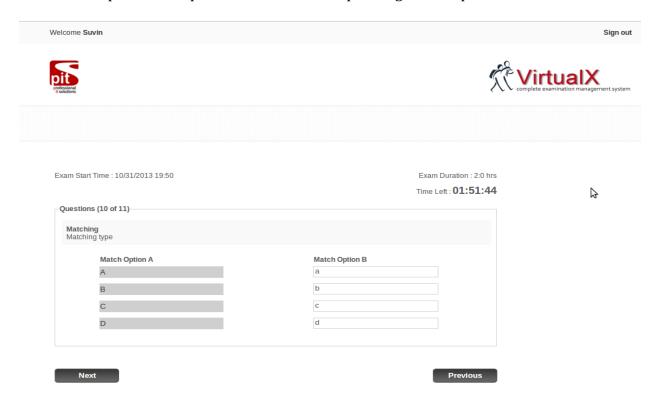






Match the Following

When match the following question appears, it should be answered by Dragging the option from Match option B and place it with the corresponding Match option A.

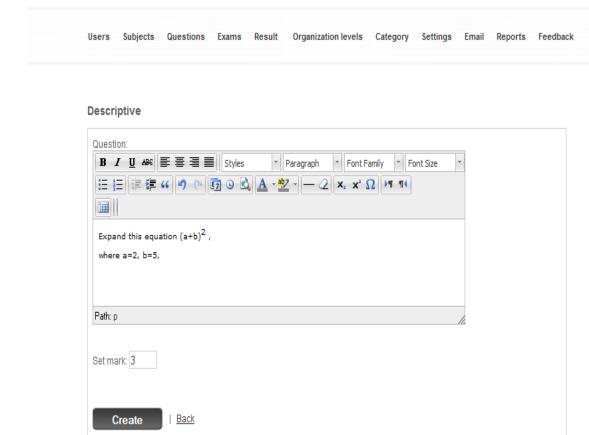






Descriptive Question

For the descriptive type question examinee has to answer it by writing the answer in the editor. Examinee can add equations and formulas.

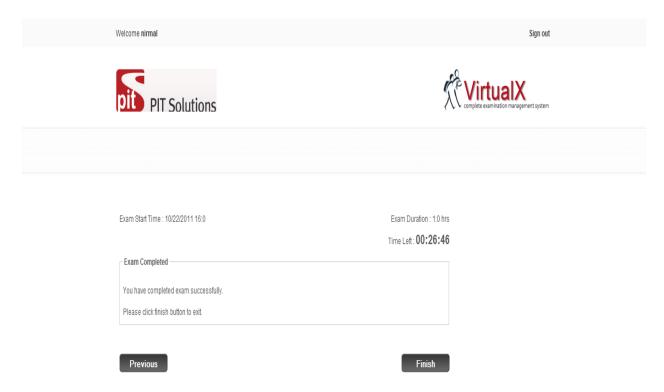








If all the questions are taken then it will be directed to Exam completed page. From the page Examinee can finish the exam on clicking Finish button or if feeling like changing the answer then can go back to the questions and change the answers.

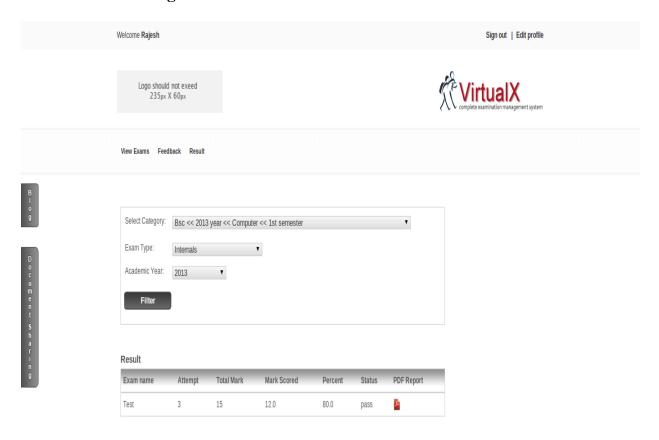






On clicking the Finish button the window will be closed. And Examinee can check his/her result on clicking the Results tab.

Examinee Result Page





Through the pdf link shown, the examinees can view detailed report of the exams they attended and its format is same as that of the format of examinee report at ADMIN login.



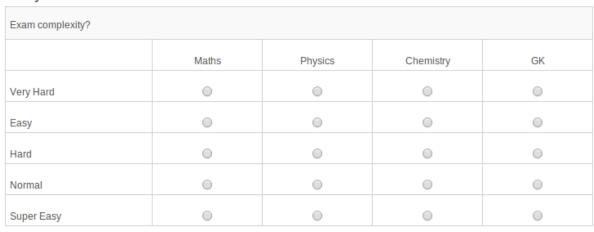


Feedback

Examinees can give their feedback from the Feedback section. Feedback question can be either Matrix or Likert.

Matrix Feedback Question

Give your feedback



Submit

Likert Feedback Question

Give your feedback

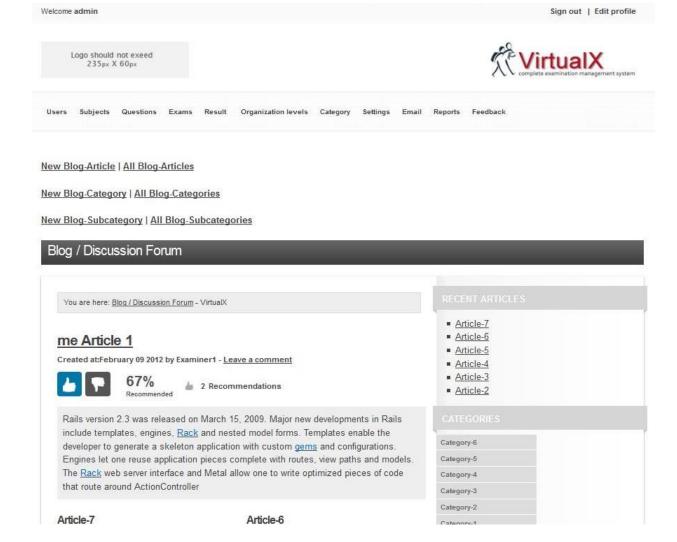






Blog

A Blog feature is tailored with this software and is visible at the left side of the screen in every page along with 'Document sharing' button. Ideas, comments, information sharing and recommendations can be done through this Blog. Even when not signed in, one can view the articles and show their like s and dislikes to the article by clicking on the 'Thumps up' and 'Thumps down' options available. But for posting comments signing in into the system is required.





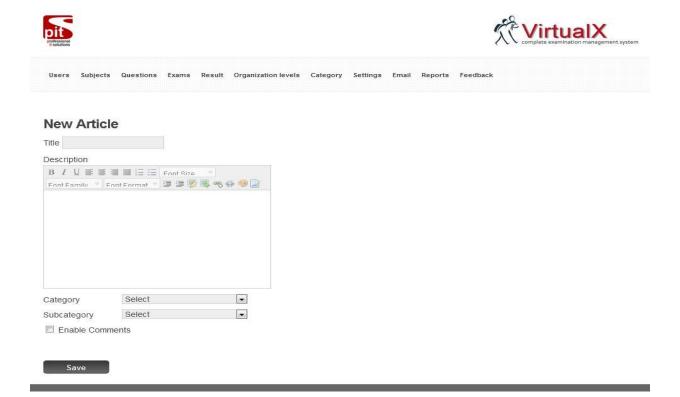


New Blog-Article

This feature is available for all users.

Here you can write a new article and post in the blog.

- ➤ Clicking on this button will direct you to a page where articles can be written on the space provide with an editor.
- > Select the 'Category' and 'Sub-category' to which the article belongs to.
- A 'Title' to the article to be given in the column specified for the same.
- ➤ An 'Enable Comments' tick box is provided.
- > Only on marking this box, others will be able to put comments on your article.
- After completing this article writing process click on the 'Save' button for it to appear it in the blog.





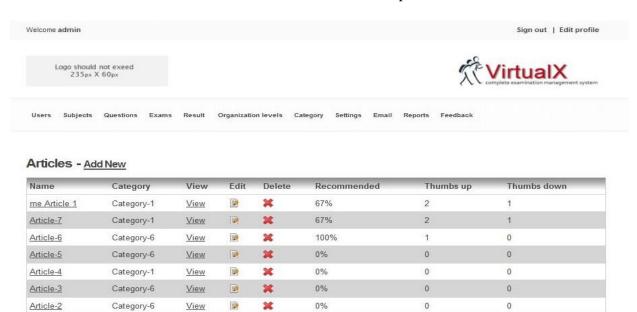


All Blog-Articles

This feature is available for all users. But certain things like Edit and Delete options are available only to the Administrator.

All the articles will be listed here and can be viewed at this page.

- Name, Category, View and Recommended, Thumps up, Thumps down count will be shown in this page.
- Administrator will have the Edit and Delete privileges too in this page.
- A 'New Article' button is available at the end of this list. Clicking on it will direct you to the page to create new article.
- ➤ Clicking on the 'View' button will display the corresponding article. You can read and post comment with your name and e-mail id. After writing your comment and other details click on the 'Submit' button below to post it online.



New Article

Article-1

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0%

×

Category-6

View



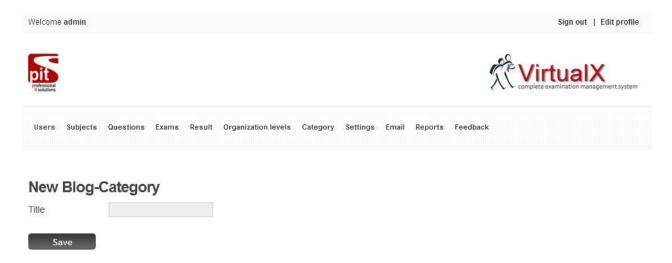


New Blog-Category

This feature is available for Administrator only.

Here Administrator can create a new category under to which an article has to be posted.

Write the name of the Category in the box named 'Title' and click on the 'Save' button to create a category in that name.



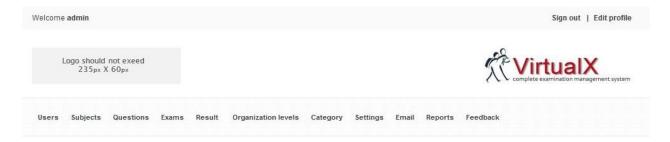




All Blog-Categories

This feature is available for Administrator only.

All the categories corresponding sub-categories and Articles can be viewed, edited and deleted by the Administrator. Options for all these features are available at this page.



Blog Category - Add New

Name	Subcategories	Articles	Edit	Delete
Category-1	<u>View</u>	<u>View</u>		*
Category-2	<u>View</u>	<u>View</u>	3	×
Category-3	<u>View</u>	<u>View</u>		*
Category-4	<u>View</u>	<u>View</u>	∌	×
Category-5	<u>View</u>	<u>View</u>		*
Category-6	View	<u>View</u>	2	*

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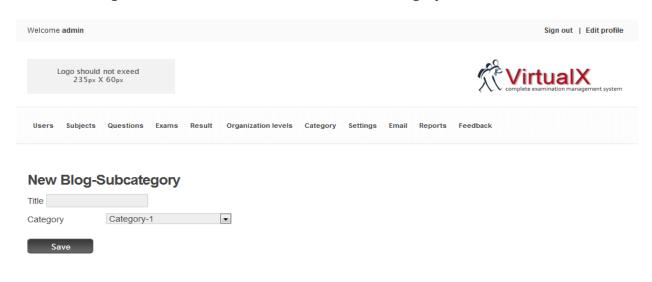


New Blog-Subcategory

This feature is available for Administrator only.

Here Administrator can create a new Sub-category under a Category.

Write the name of the Sub-category in the box named 'Title' and select the Category to which it belongs. Click 'Save' button to create the Sub-category.



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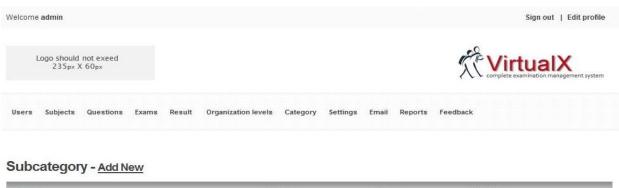




All Blog-Subcategories

This feature is available for Administrator only.

All the Sub-categories can be viewed, edited and deleted by the Administrator. Options for all these features are available at this page.



Name	View	Edit	Delete	
Subcategory-1	View		×	
Subcategory-2	View	>	×	
Subcategory-3	View		×	
Subcategory-1	View		×	
Subcategory-2	<u>View</u>		×	
Subcategory-1	View		×	
Subcategory-2	View		×	

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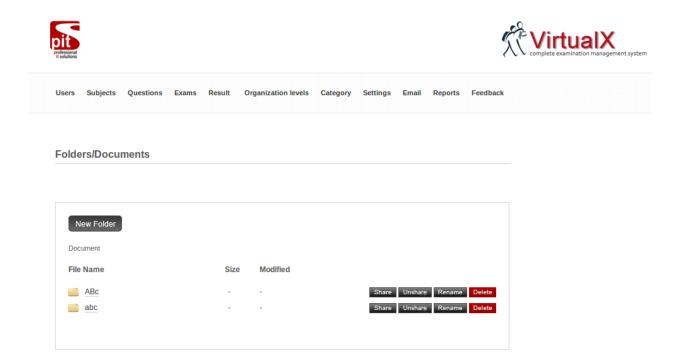




Document Sharing

Document sharing is a bonus facility available in this system. It is visible at the left side of the screen in every page along with 'Blog' button.

This is feature which allows any user to share documents with other user/users in the system.

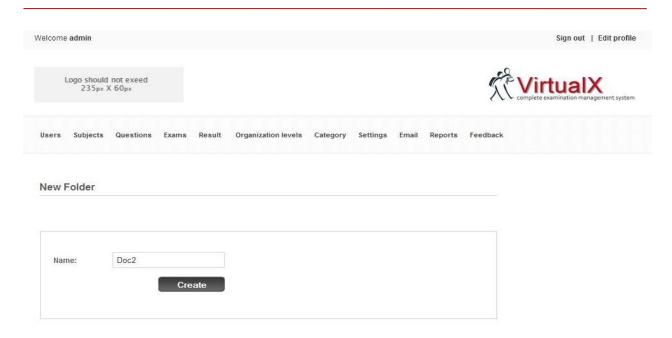


To share document/documents follow the below process

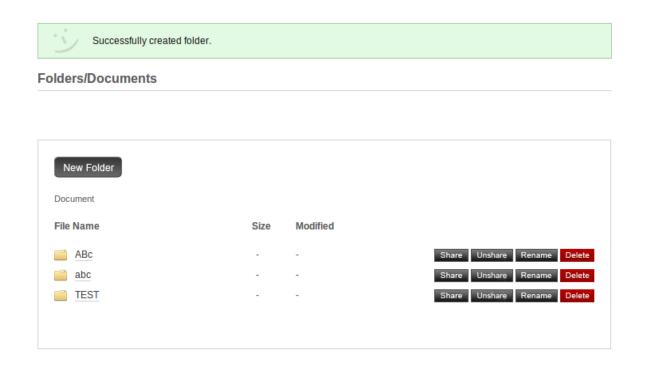
- > Click on the 'Document sharing' button in the left side of the page
- Click on the 'New Folder' button available on this new page to create a new folder
- > Type the name of the new folder and click on the 'Create' button to create a folder in that name







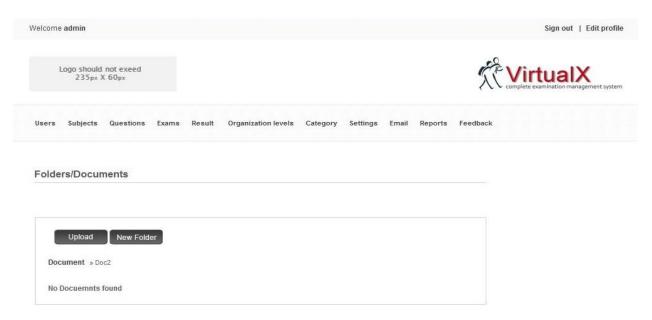
➤ A new folder will be create with Share, Unshare, Rename and Delete options



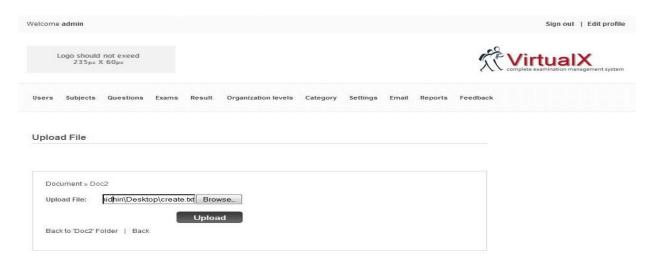




Click on the icon of the new folder created and will direct you to another page with 'Upload' and 'New Folder' buttons.



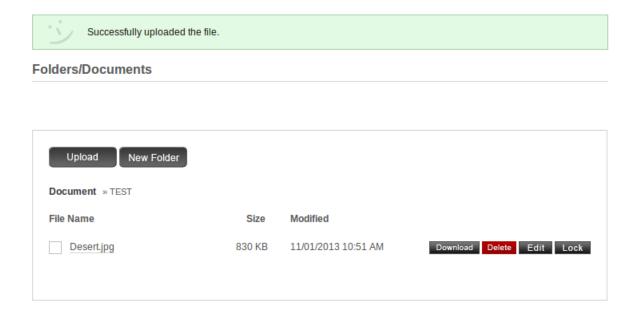
➤ Clicking on the 'Upload' button will give an option to upload a file to share. Browse, select the required file and click on the 'Upload' button to upload the file into the newly created folder. The New Folder button will help to create a sub-folder inside the folder.



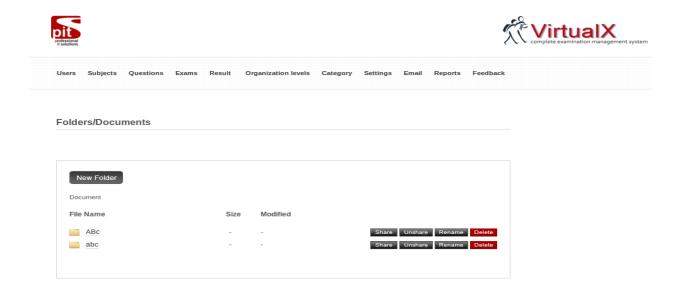




> This new file will be displayed and Download, Delete, Edit, Lock and Unlock features will be displayed against it.



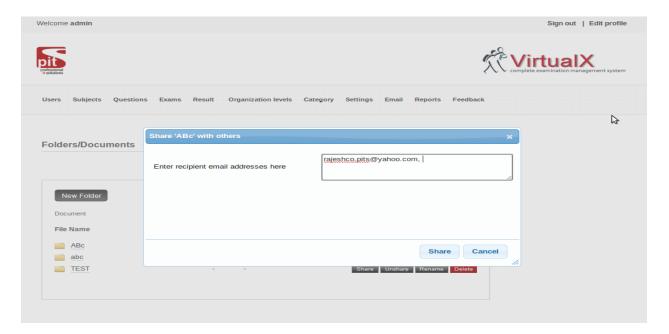
- ➤ Only a folder can be shared and not the files inside it. So go back to the home page of Document sharing where the folders are displayed
- Click on the share button against the folder to be shared.



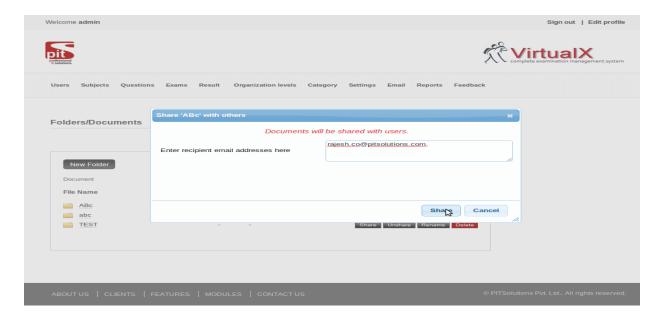




A new box will appear to enter the e-mail ids' of those users to share the document with. Enter the e-mail ids' and click on the 'Share' button in the box to share the document with others.



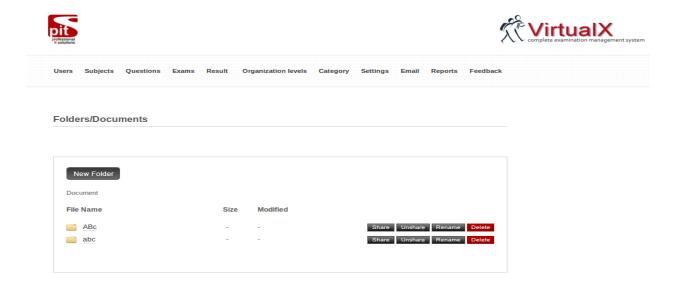
A notification will be displayed at the inside the dialog box and you can click on the 'Cancel' button to exit from the box.



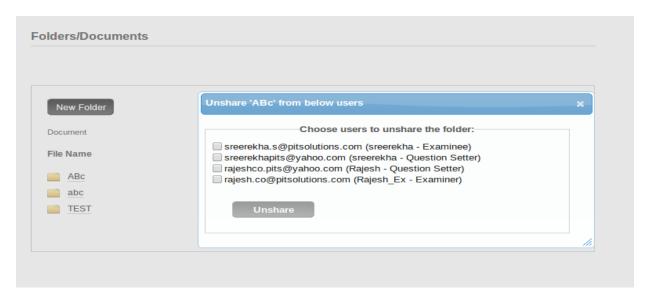




- ➤ The other users whom that particular document is shared can view and download it from their VirtualX account.
- Click on the Unshare button against the folder to be unshared the folders to which the folder has been shared.

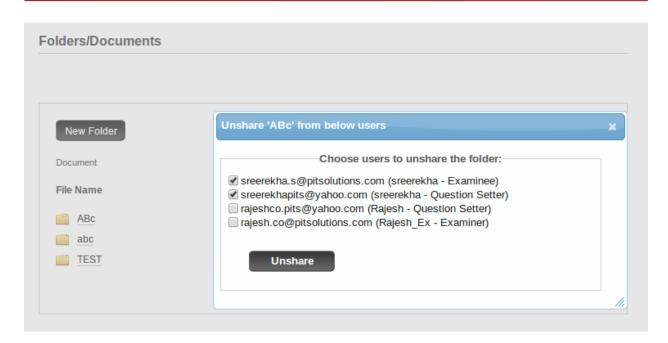


A new box will appear showing the email id's of users to which the folder has been shared. Each user will have a check box to check and an unshare button to unshare the folder from the user. Unshare will be disabled by default and enabled on atleast checking a user to unshare the folder.

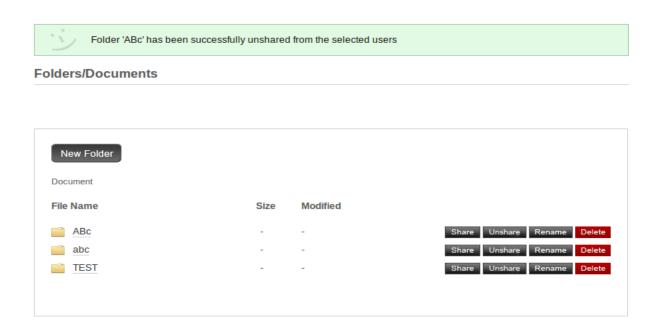








Once the folder is unshared, it will be redirected to the same page showing successful message.



➤ A notification will be displayed at the inside the dialog box when the folder has not shared with any users.







- -
- An edit, lock and Unlock features can be viewed against each uploaded file. In case after sharing the folder, the person who uploaded the file wants to edit or change that file he should first click on the 'Lock' button so that no one can view or download that file from the other end.
- ➤ Then he/she should click on the 'Edit' button to upload the corrected file.
- Afterwards click on the 'Unlock' buttons so that others whom with the folder are shared can view the edited file.





