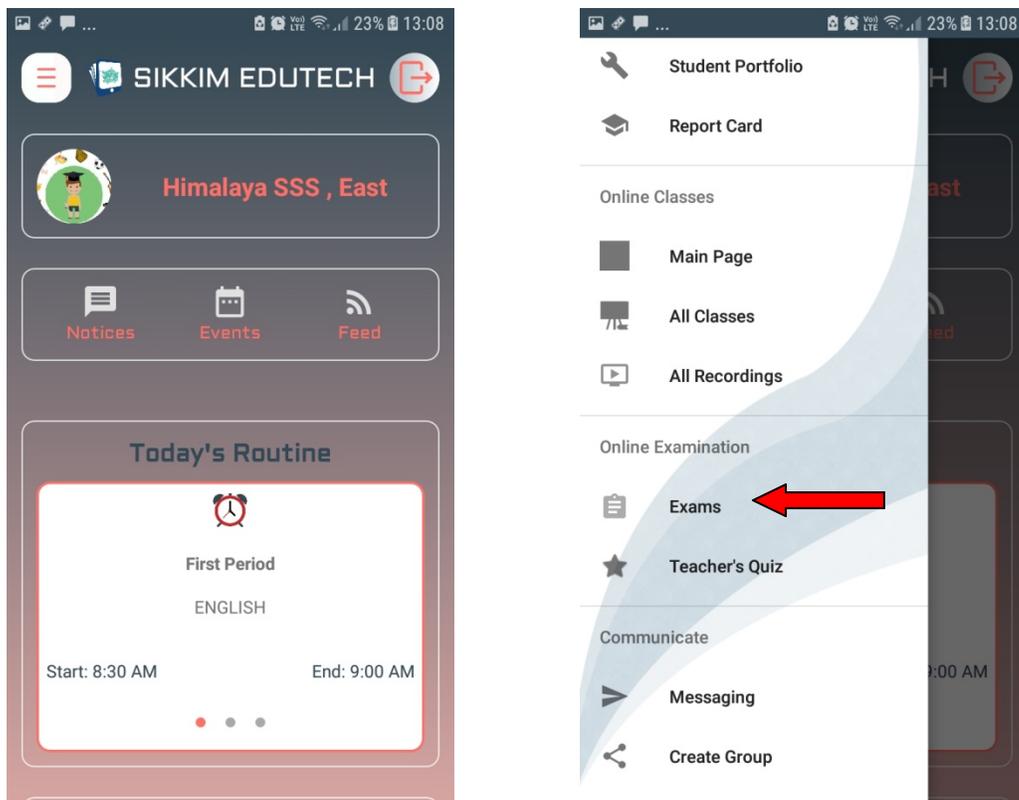


## USER MANUAL

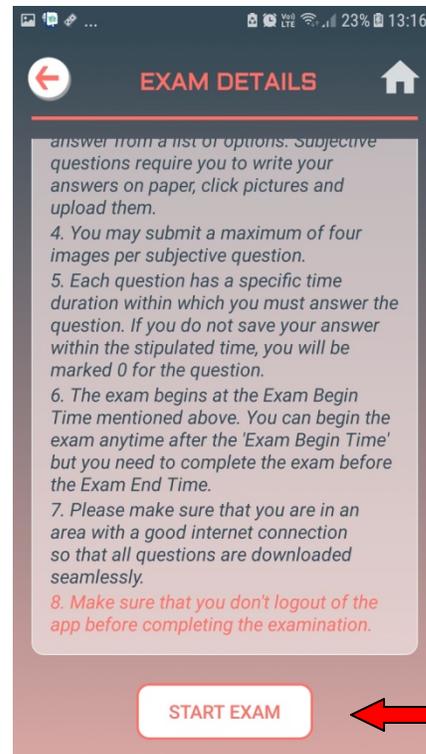
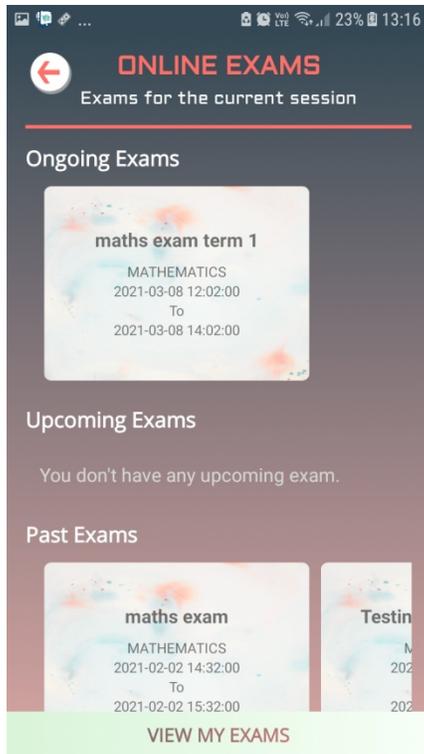
The following user manual will assist the students to appear for **Online Exam** using Edutech App.

### 1. ONLINE EXAM – STUDENTS

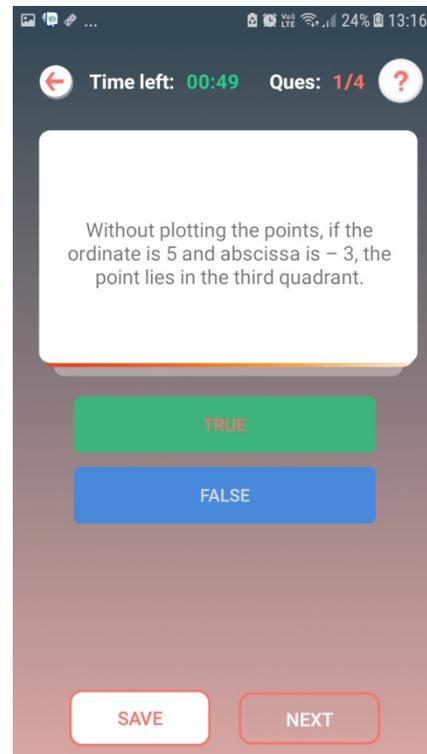
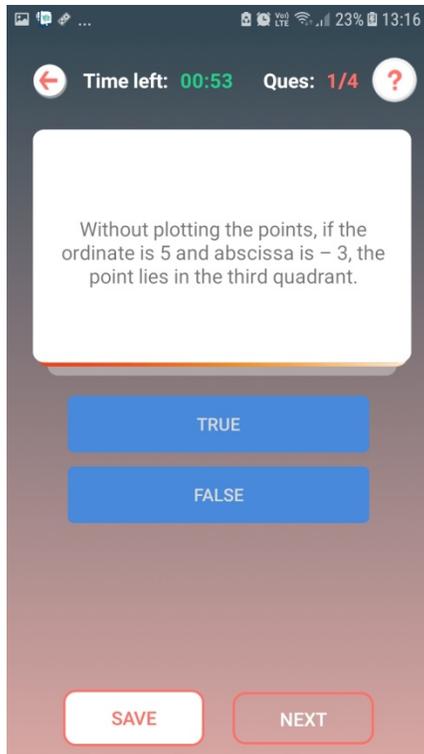
- Once you are logged in to the “**Sikkim Edu-Tech Mobile App**”, first and foremost, you will be able to see the dashboard.
- Here you will be able to view the overall details regarding events, latest notices, routines etc. as shown in the figure below.



- On the left hand side you will be able to find list of menus.
- On clicking on the “**EXAM**” option from the menu we see the screen as shown in the next page.



- After clicking the Exam option we see the above screen which shows us the list of ongoing, upcoming and past exams.
- We click on the ongoing exam to appear for that exam.
- Once we click on the ongoing exam we get the exam details along with instructions. Kindly go through the instruction before you start the exam.
- Once you are done with instructions click on the **“START EXAM”** button.

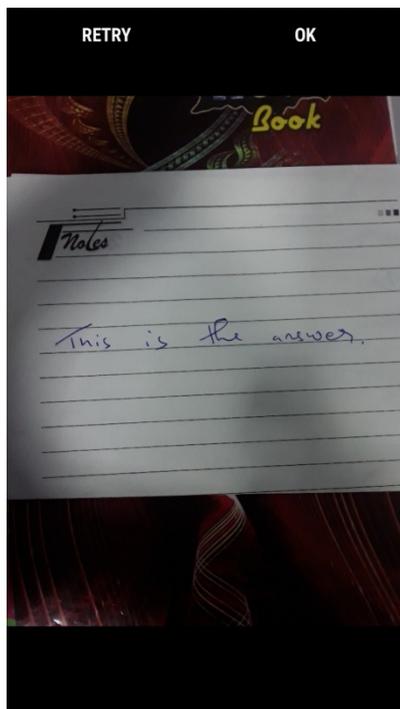
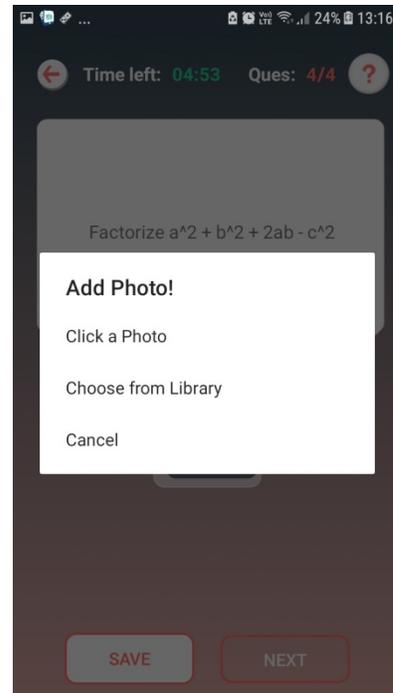
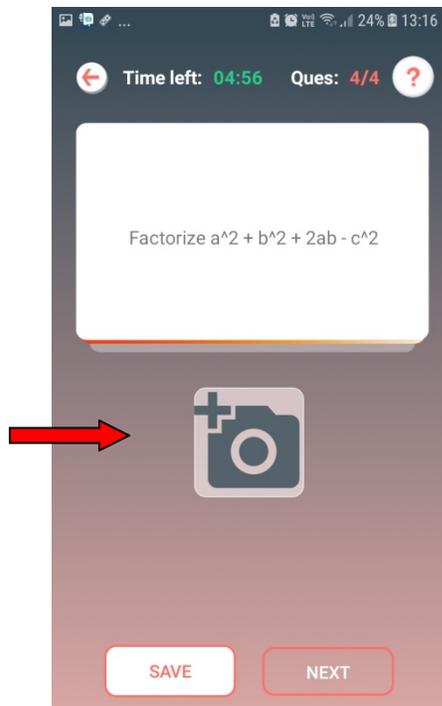


- After the question is displayed we need to select our answer before time is over.
- We can either press save and then press next or directly press next to go to the next question.

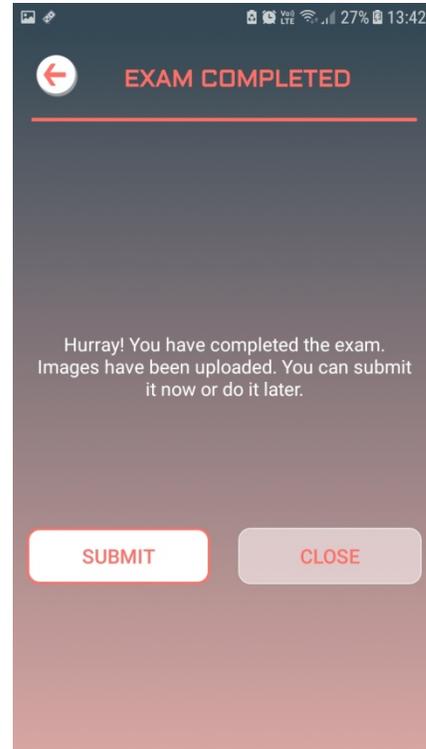
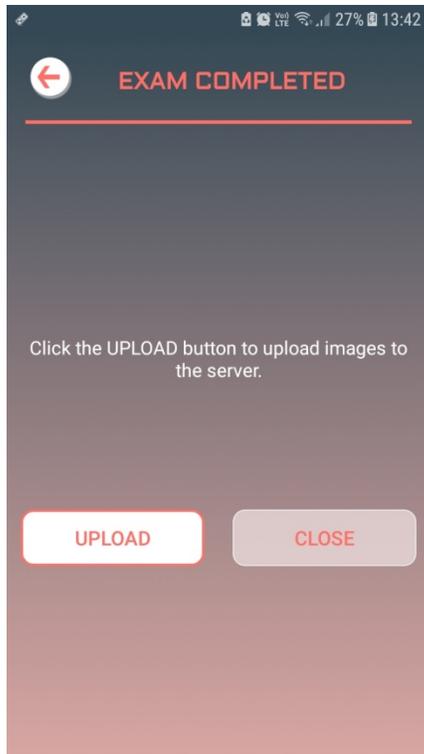
**\*\*\*Important Note:**

Along with the time limit for every single question there is also a time limit for the entire exam (shown before exam begins in the exam details).

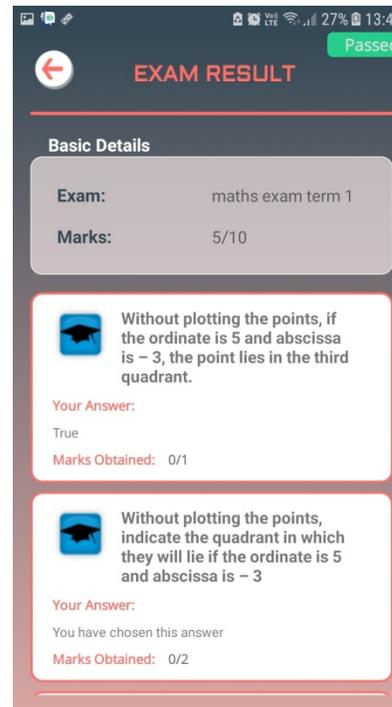
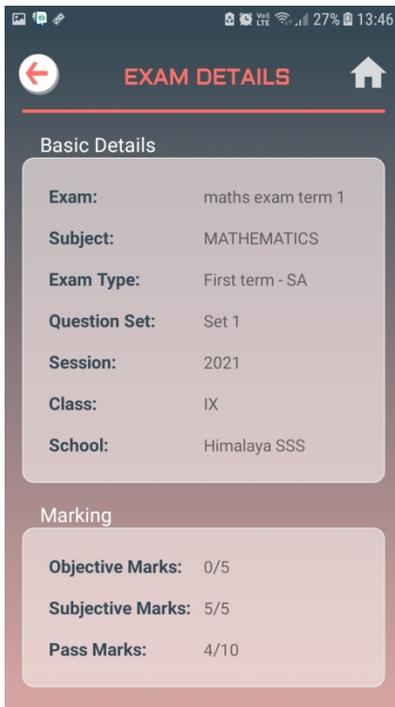
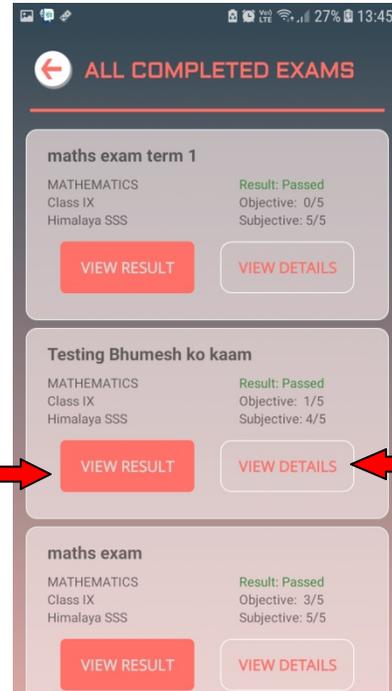
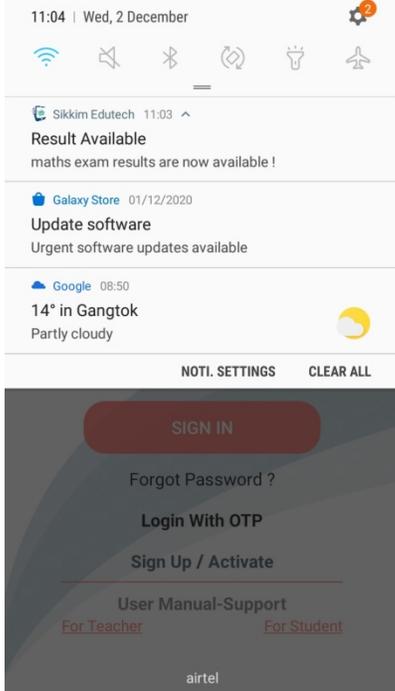
Therefore when you press save the timer for that particular question stops but the exam timer is still going on, so try completing your exam before the exam time is up.



- For subjective questions you can write your answer on a piece of paper and upload image.
- You can upload a maximum of 4 images and then click next or save.



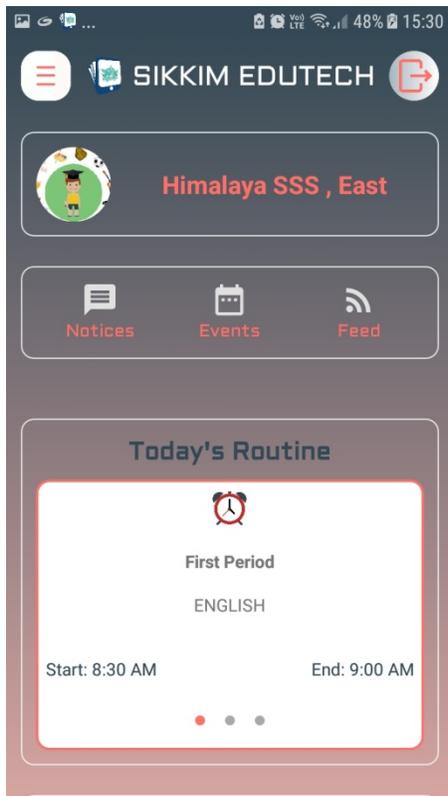
- Once we are done with the questions we click **“UPLOAD”** button to upload the images to the server.
- Finally we press the **“SUBMIT”** button to complete the online exam.



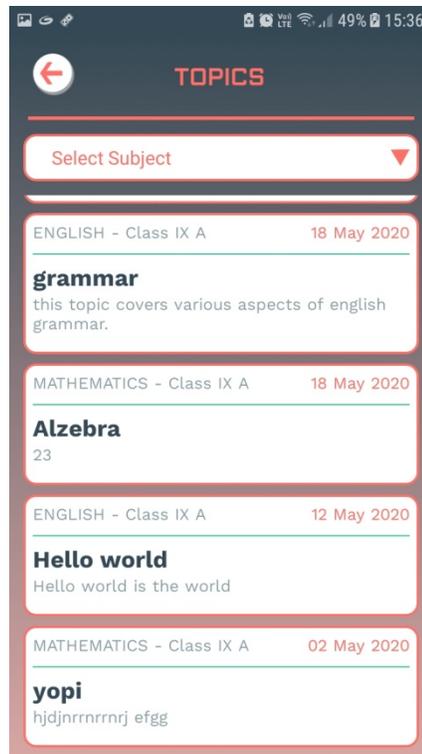
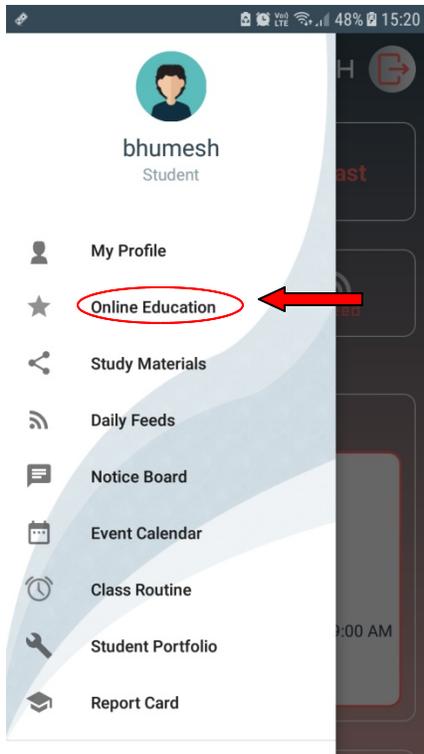
- Once your teacher corrects your answers you will get a notification that the results are out.
- You can click on view results to check your results.
- You can click on view details to check the details.

## 2. ONLINE EDUCATION–STUDENTS

- Once you are logged in to the “**Sikkim Edu-Tech Mobile App**”, first and foremost, you will be able to see the dashboard.
- Here you will be able to view the overall details regarding events, latest notices, routines etc. as shown in the figure below.

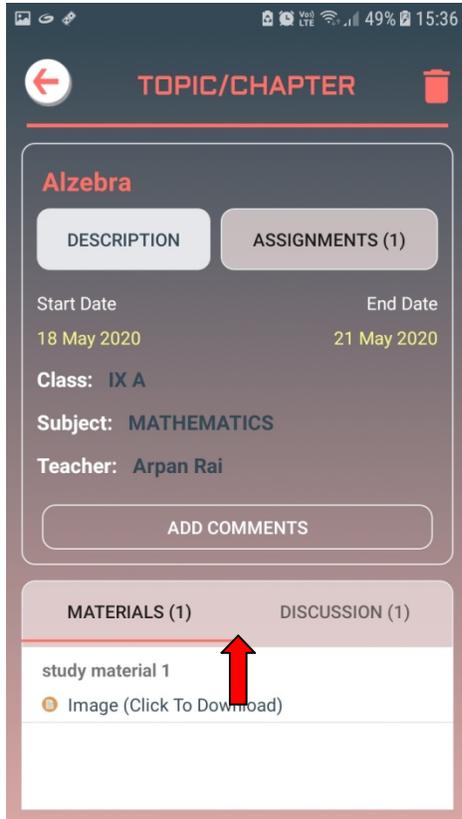


- Here on the left hand side you will be able to find list of menus.
- To view the online education, you will have to go to the option “**Online Education**” and click on it.

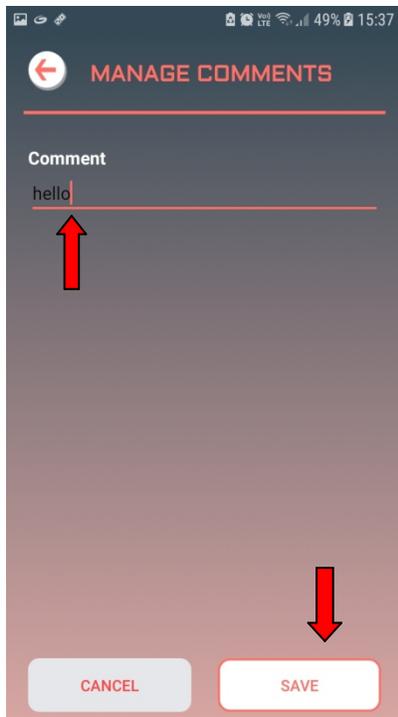


- When you click on **“Online Education”** you will be taken to the above shown screen where you can **“Select Subject”**.
- Once you click on the subject, you will get the list of topics added by the teacher, as shown in the figure above.

- If you click on the topic, you will be able to find the details of the topic.
- Additionally, you will also be able to **Download** the added materials and view comments under **“Discussion”** tab.



- If you want to add your comment then you can click on **“Add Comment”**.
- Once you click on it, it will take you to the below shown screen. Here you will be able to add your comment and then click on the **“Save”** button.
- After you have saved your comment, it will appear in the list under **“Discussion”** tab.
- Additionally you will also have an option to **“Delete”** your comments.

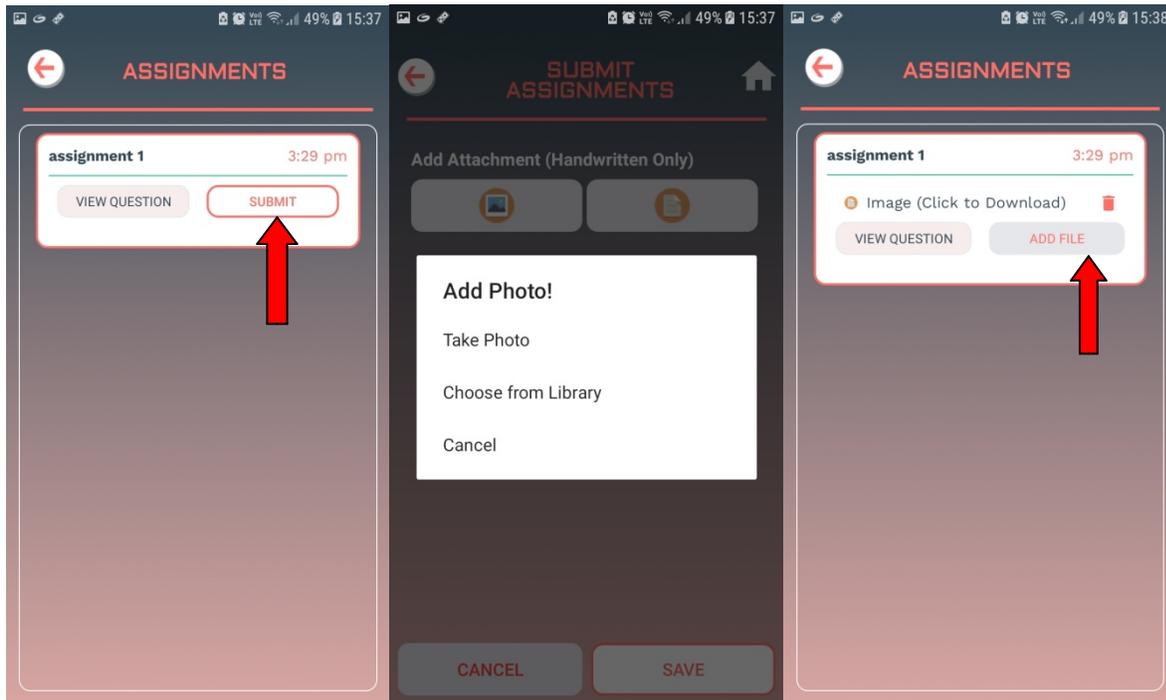


- To view the assignments given by the teachers, under the selected topic, you need to click on **“Assignment”**.
- Once you click on it, you will be able to find the list of assignments.

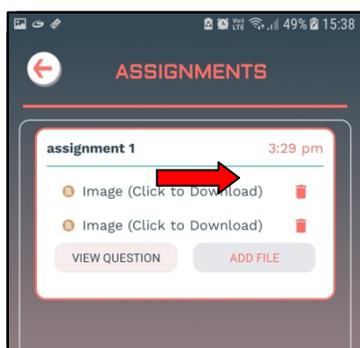


- To view the assignment, you can click on **“View Question”**.

- To submit your assignment you can click on the **“Submit”** button, as shown in the figure below.



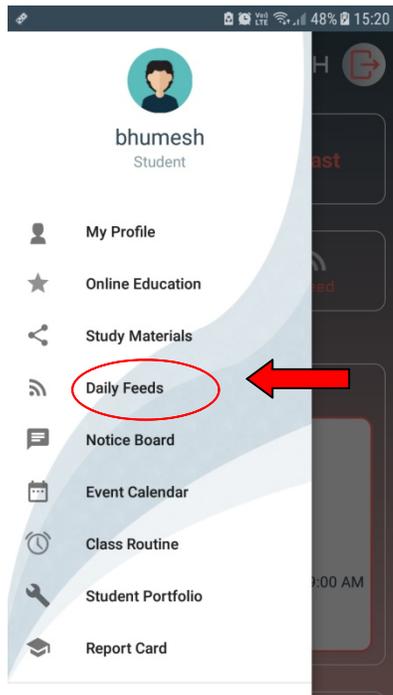
- Once you click on the **“Submit”** button, it will take you to the page where you will be able to upload your assignment.
- After you have uploaded your assignment then you can click on the **“Save”** button.
- If you want to add multiple pages click the **“Add File”** button and follow the same process.



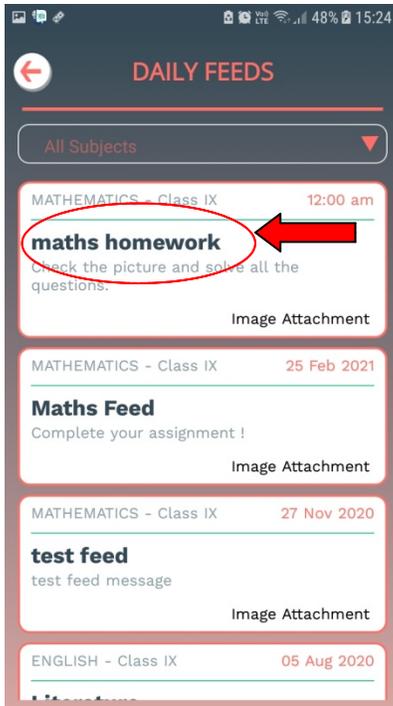
- The assignment then would be successfully saved and show under the Assignment list.
- Here you also have an option to **“View”** the assignment you have submitted and an option to **“Delete”** it.

### 3. DAILY FEEDS – STUDENTS

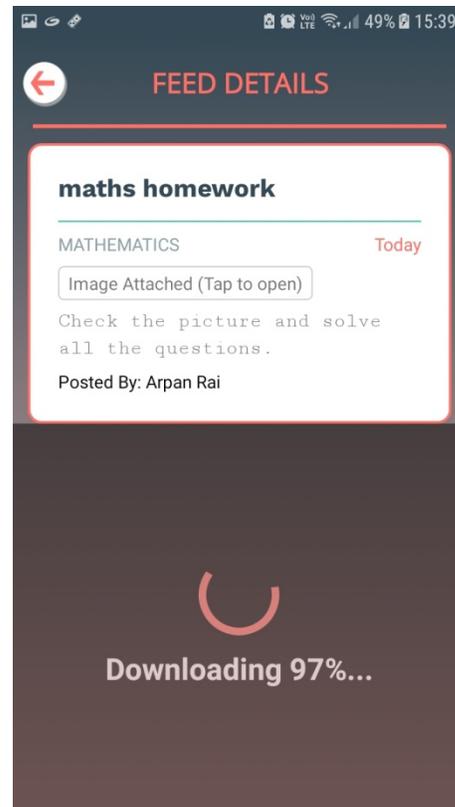
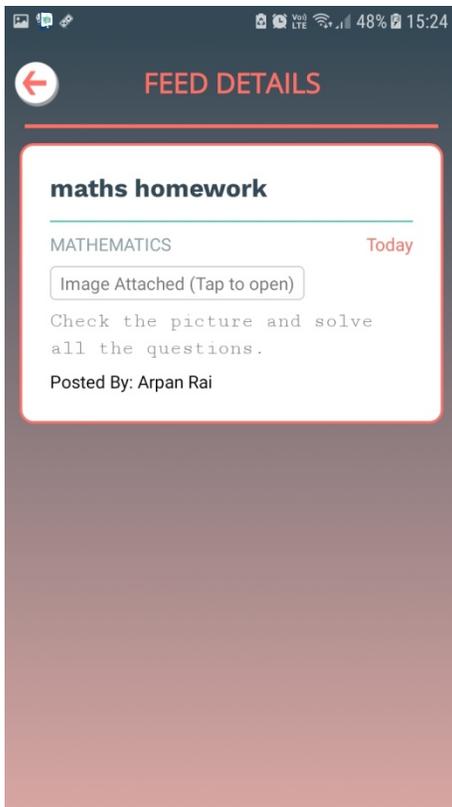
- To view daily feeds first click on the “Daily Feeds” option from drawer menu as shown below.



- After clicking on the daily feed option we get a list of subject wise daily feeds added by teachers as shown in the figure below.



- To view a daily feed we click on the feed we want to view as shown in the figure above.
- After clicking on the feeds, we get a screen where we can view the details of the daily feed.
- To view the attachment file we click on the **“Tap to Open”** as shown in the figure below.



***\*\*Note\*\*:*** For any kind of queries regarding the Sikkim Edu-tech kindly contact support (Monday – Saturday between 9:30 AM to 5:30 PM) on:

***Email:*** [sikkimedutech@gmail.com](mailto:sikkimedutech@gmail.com)