

## USER MANUAL

The following user manual will assist the user to conduct Online Exam using Edutech App with ease.

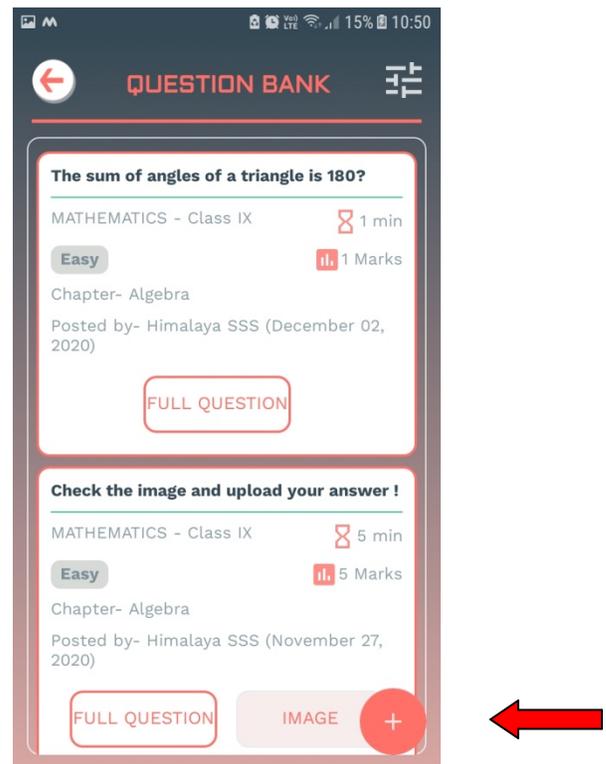
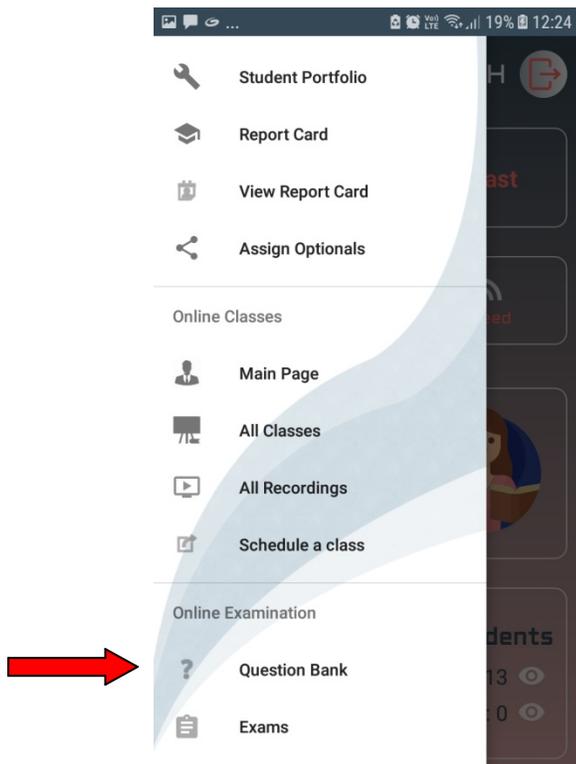
### 1. ONLINE EXAM – TEACHERS

#### 1.1. QUESTION BANK

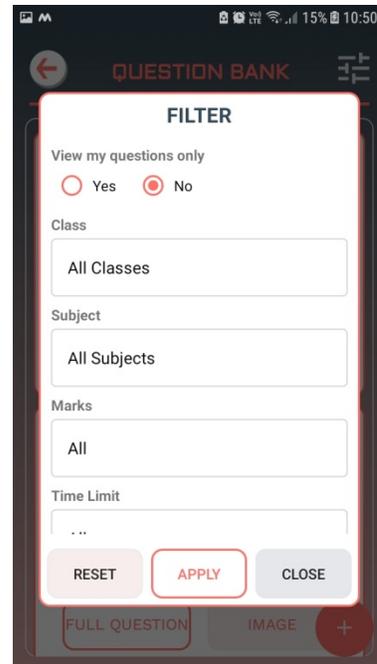
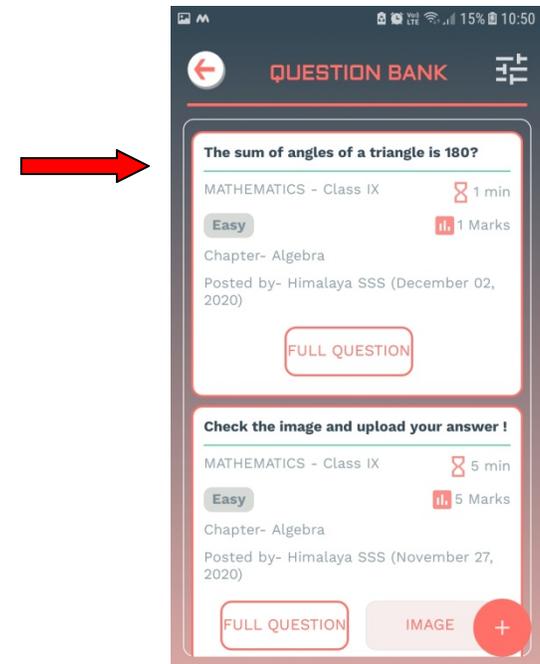
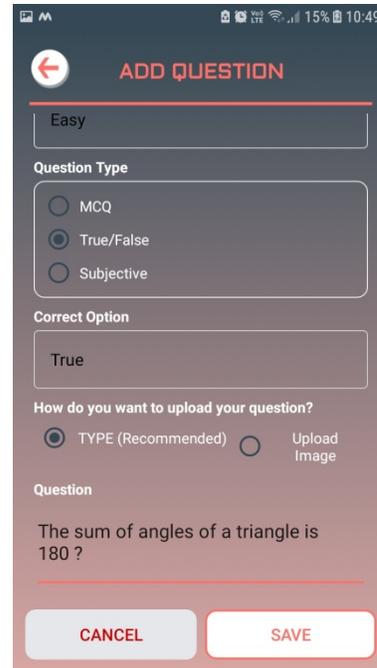
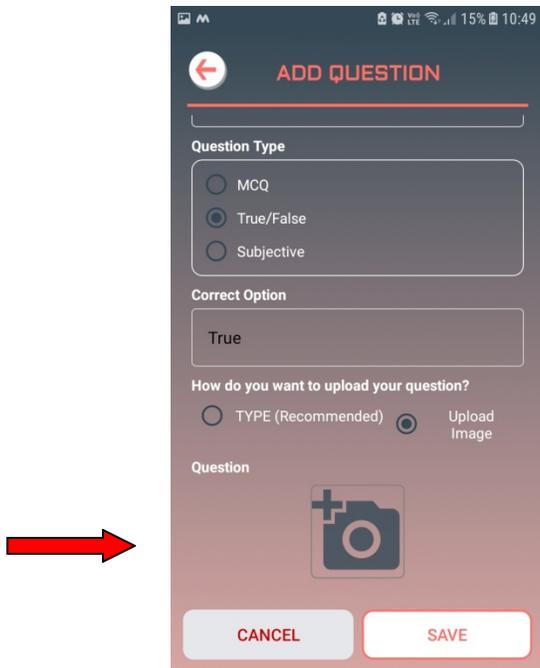
- Once you are logged in to the “**Sikkim Edu-Tech Mobile App**”, first and foremost, you will be able to see the dashboard.
- Here you will be able to view the overall details regarding events, latest notices, active teachers and students etc. as shown in the figure below.



- Here on the left hand side you will be able to find list of menus.
- To add a question to the Question Bank, you will have to go to the option “**Question Bank**” and click on it.
- When you click on “**Question Bank**” you will be taken to the screen shown in the next page which will display the list of questions in the question bank.

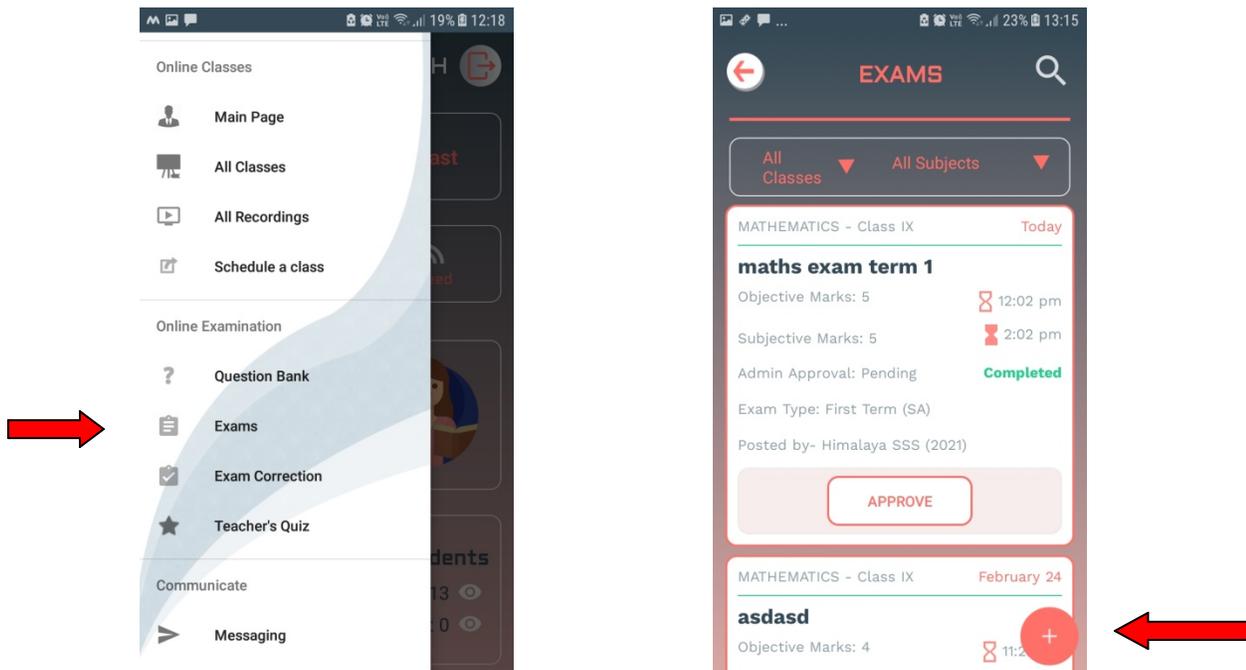


- Under this page you will be able to view the add icon.
- To add a new question to the “Question Bank” you need to click on the “Add” icon as shown in the figure above.



- As shown in the figure above, you need to first fill up the details like class, subject, chapter marks, time limit, difficulty, question type, correct option and question (Text or image).
- Once you have entered all these details you can go ahead and click on the **“Save”** button.
- After you click the **“Save”** button, you will be able to view your question added in the **“Question Bank”**, you can click filter icon to filter through the list as shown in 4<sup>th</sup> figure.

## 1.2. EXAM DETAILS



- To add a new exam first click on **“Exam”** option from the menu list.
- When you click on **“Exam”** you will be taken to the screen show above which will display the list of exams.
- Under this page you will be able to view the add icon.
- To add a new exam you need to click on the **“Add”** icon as shown in the figure above.

**ADD EXAM**

Subject Type  
 Main  Optional/Vernacular

Class: IX Term: Second

Subject: Select Subject

Exam Type: Select Exam Type

Exam Name: \_\_\_\_\_

Objective Marks: \_\_\_\_\_ Subjective Marks: \_\_\_\_\_

NEXT

2021  
**Mon, 8 Mar**

March 2021

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CANCEL OK

NEXT

Select Subject

**Set Time**

09	51
10	52
11	53

Cancel OK

Start Time: Set Time End Time: Set Time

NEXT

**ADD EXAM**

Subject Type  
 Main  Optional/Vernacular

Class: IX Term: First

Subject: MATHEMATICS

Exam Type: SA

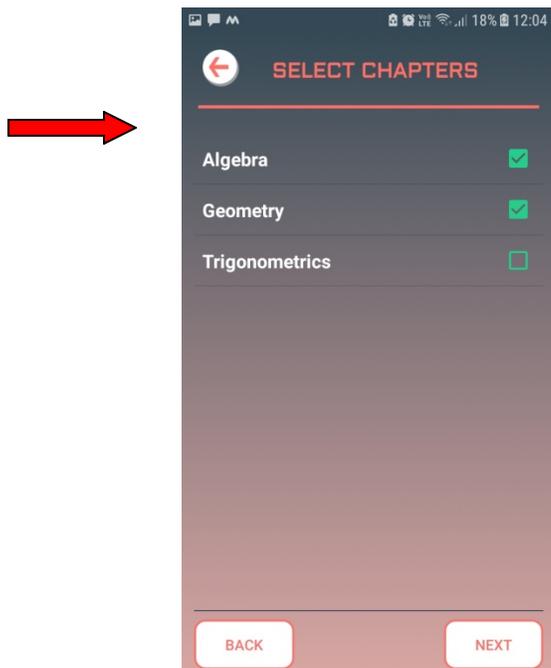
Exam Name: maths exam term 1

Objective Marks: \_\_\_\_\_ Subjective Marks: \_\_\_\_\_

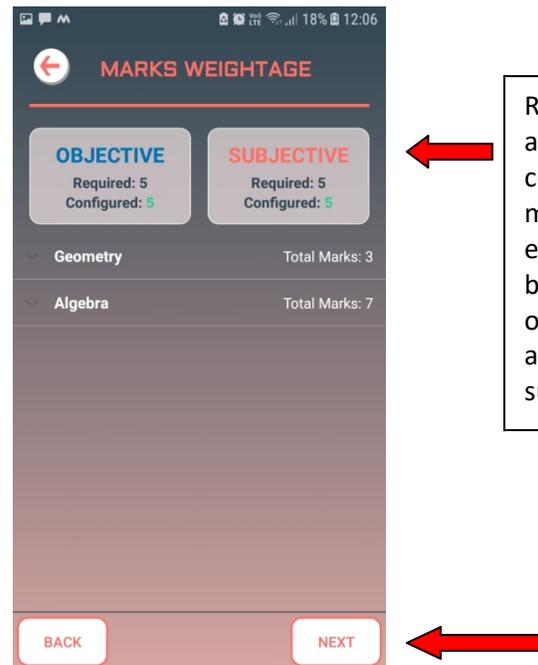
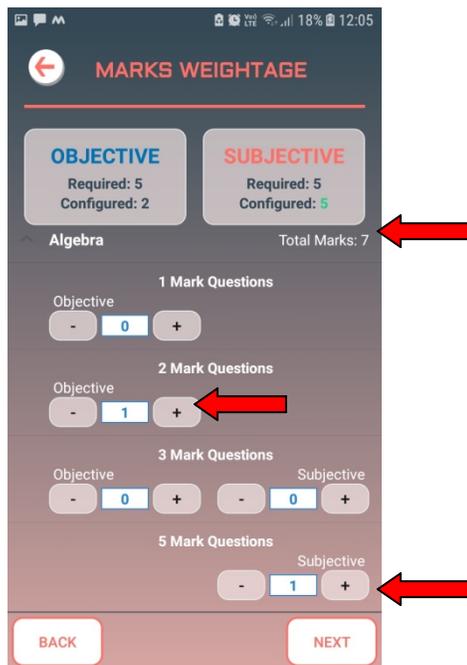
NEXT

- As shown above, you need to first fill up the details like subject type, class, term, subject, exam type, objective marks, subjective marks, pass marks, date, start time and end time.
- Once you have entered all these details you can go ahead and click on the **“Next”** button.
- After you click the **“Next”** button, your exam details will be saved and you will be taken to the Select Chapter screen.

### 1.3. CHAPTER SELECT AND MARKS WEIGHTAGE



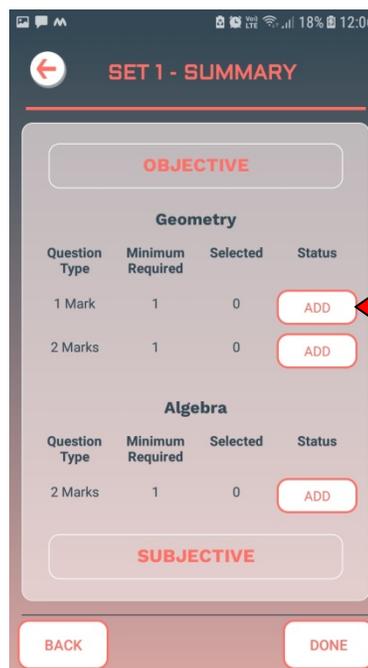
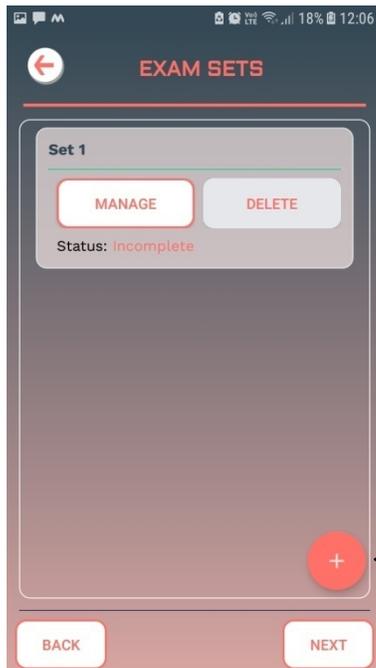
We want 7 marks from algebra so we add 1 - 2 marks question and 1 - 5 marks question which makes the total 7.



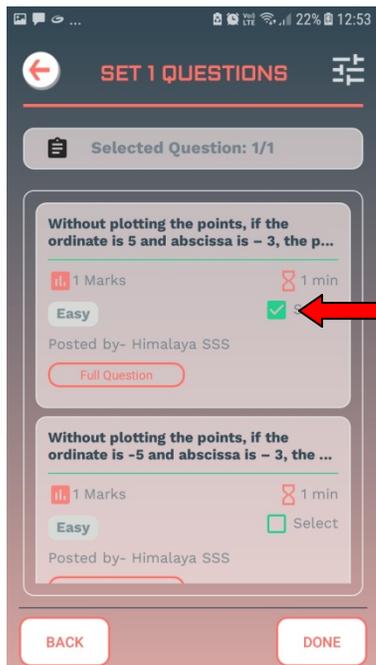
Required and configured marks are equal for both objective and subjective.

- As shown above we select the chapters we want in our exam and press “Next”.
- Then we define marks weightage in our case (7 marks from algebra and 3 from geometry).
- Once the required marks is equal to configured marks we press “Next”.

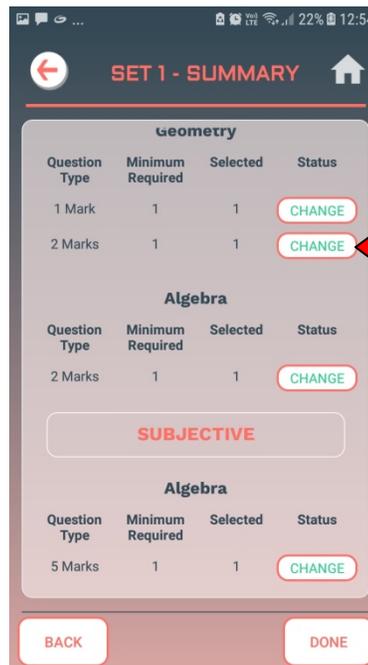
## 1.4. Set Configuration



Selected questions have to be more than minimum required to complete the status.



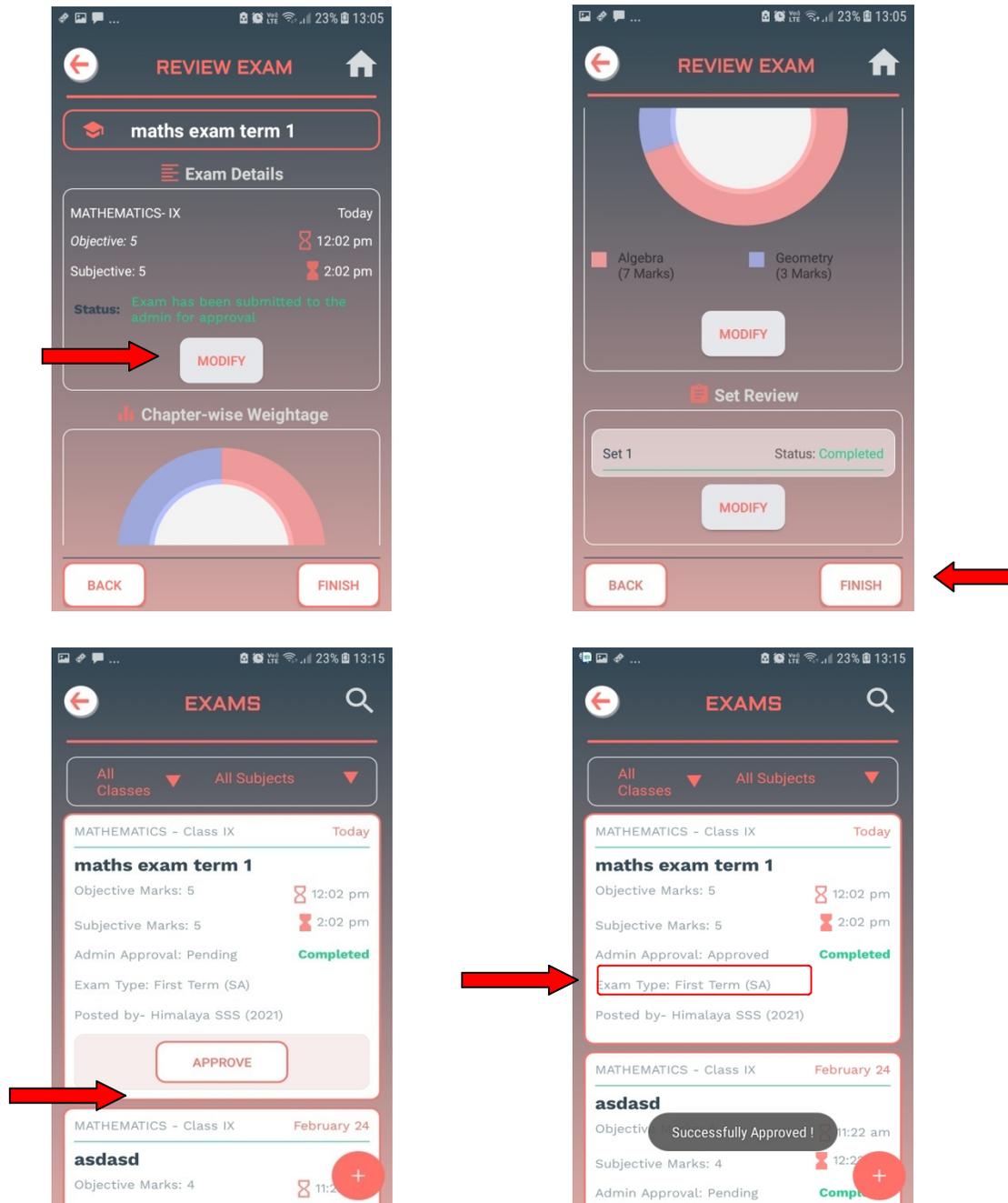
We mark various questions we want to add to our set.



The status of all the question types is green.

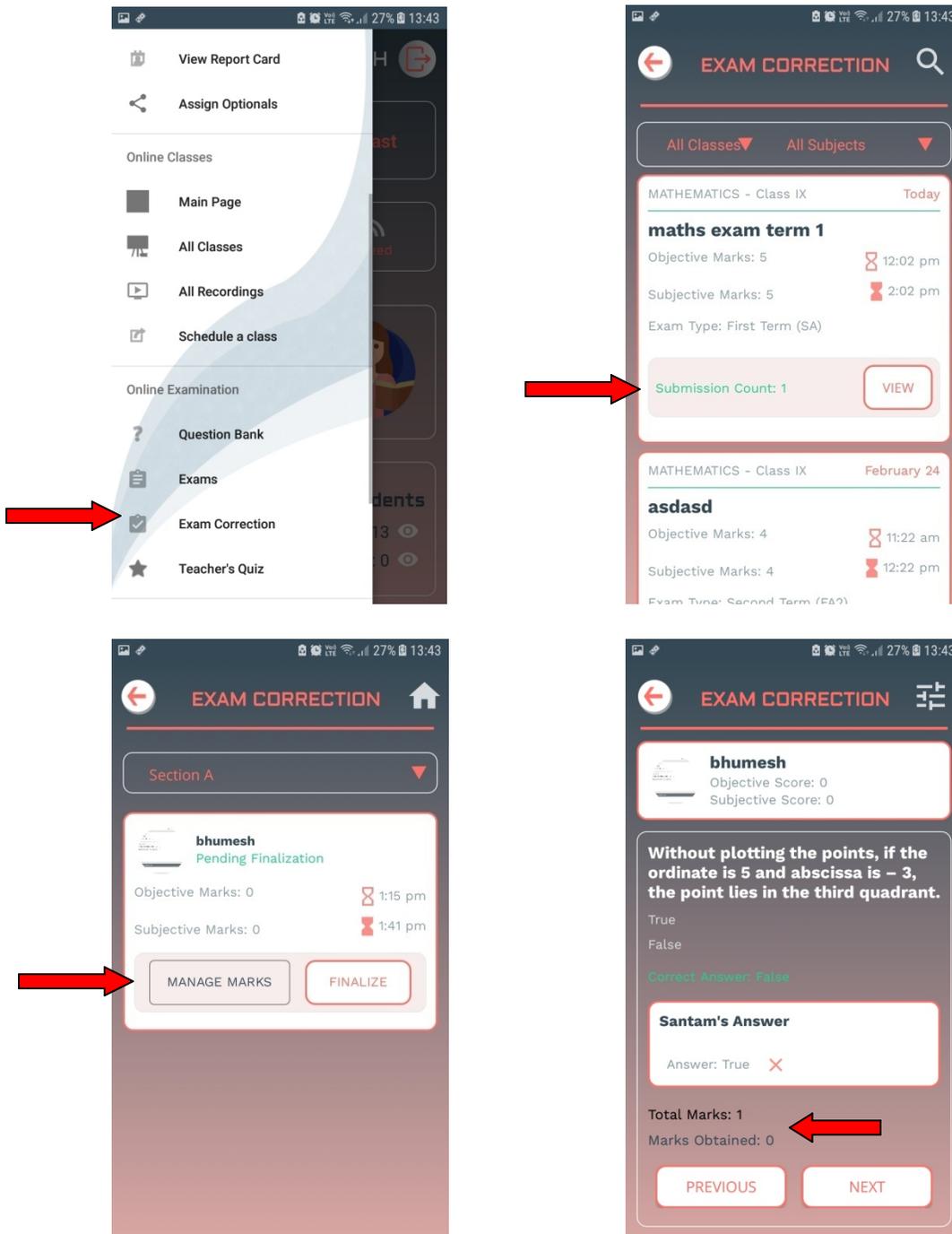
- We click on the add icon to add a set to our exam.
- Then we click on the add button and then mark the questions we want to add to our set.
- Once the status of all the rows in the list is green we press **"DONE"** and the set is completely configured (we can add more than one set by clicking the add icon again).

## 1.5. Final Review

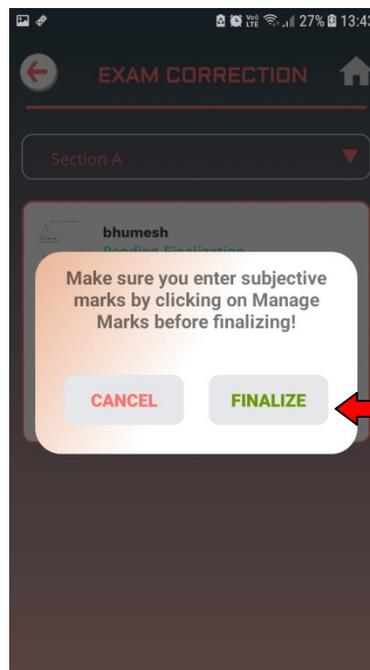
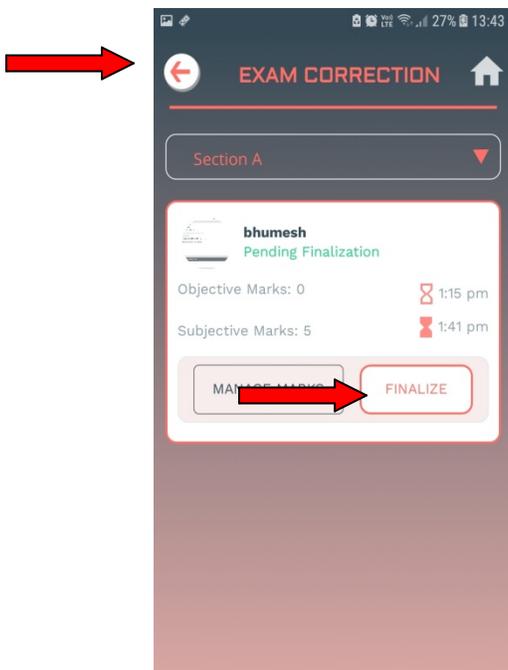
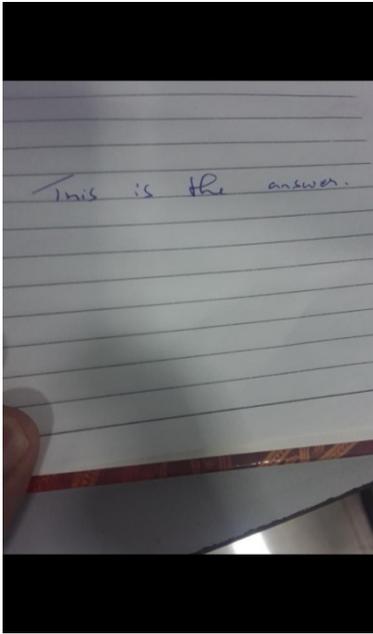


- In the final review screen we check the exam details, marks weightage and set configuration, we click the modify button if we want to make some changes.
- After reviewing we finally press “Finish” and wait for admin approval.
- The admin approves the exam and then the students can start the exam on scheduled time.

## 1.6. Exam Correction



- Once the students have completed the exam we press the “Exam Correction” option.
- We check the submission count and press view to get the list of students who had appeared for the exam.
- Then we click on manage marks to give marks for the subjective questions.

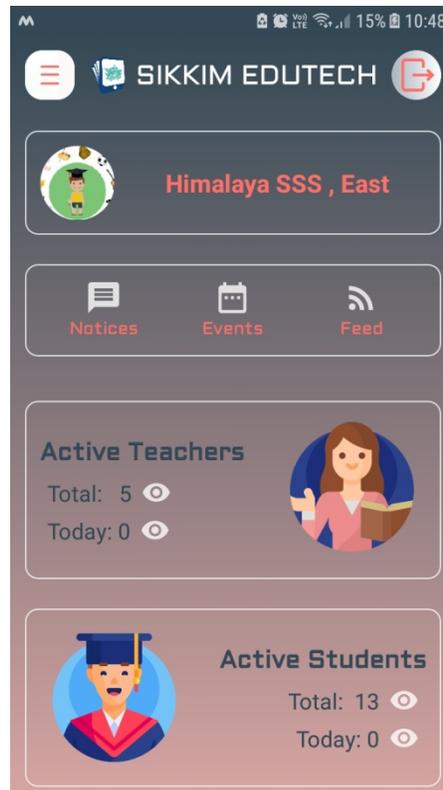


- We download the images uploaded by students for subjective questions and view them as shown in the figures above.
- After viewing the answers we enter the marks scored by the student and press Next to save.
- After reaching the final question we press back (make sure to press next once after entering marks or else your marks won't be saved).
- We press the finalize button so that students can view their results.

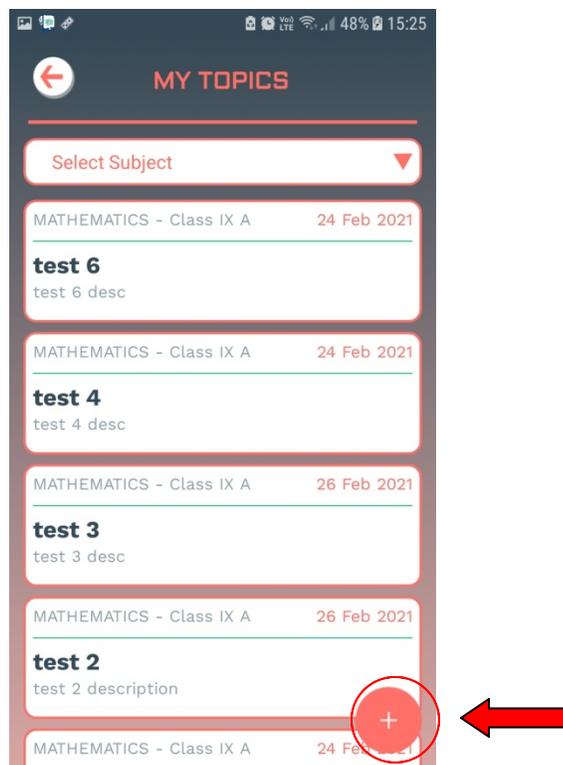
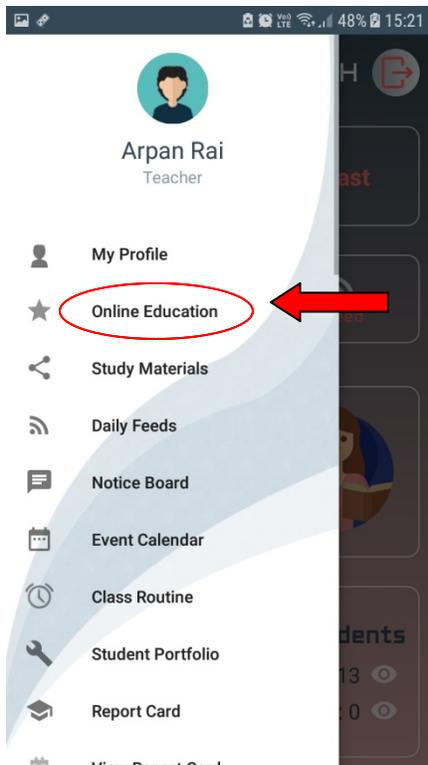
## 2. UPLOAD ONLINE EDUCATION– TEACHERS

### 2.1 ADD TOPIC

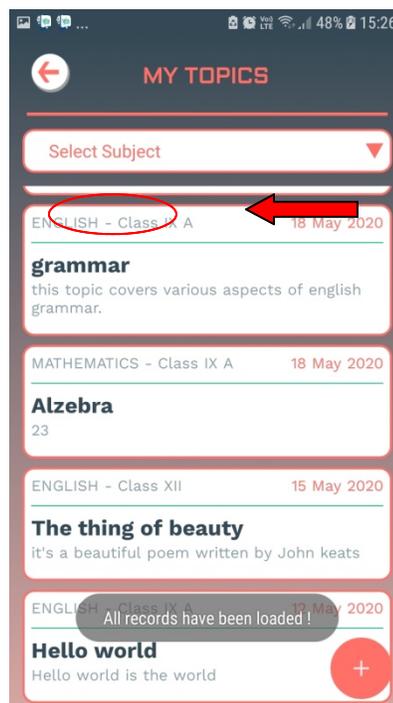
- Once you are logged in to the **“Sikkim Edu-Tech Mobile App”**, first and foremost, you will be able to see the dashboard.
- Here you will be able to view the overall details regarding events, latest notices, active teachers and students etc. as shown in the figure below.



- Here on the left hand side you will be able to find list of menus.
- To create any online education for the students, 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 screen shown on the next page **“My Topics/Chapter”**.

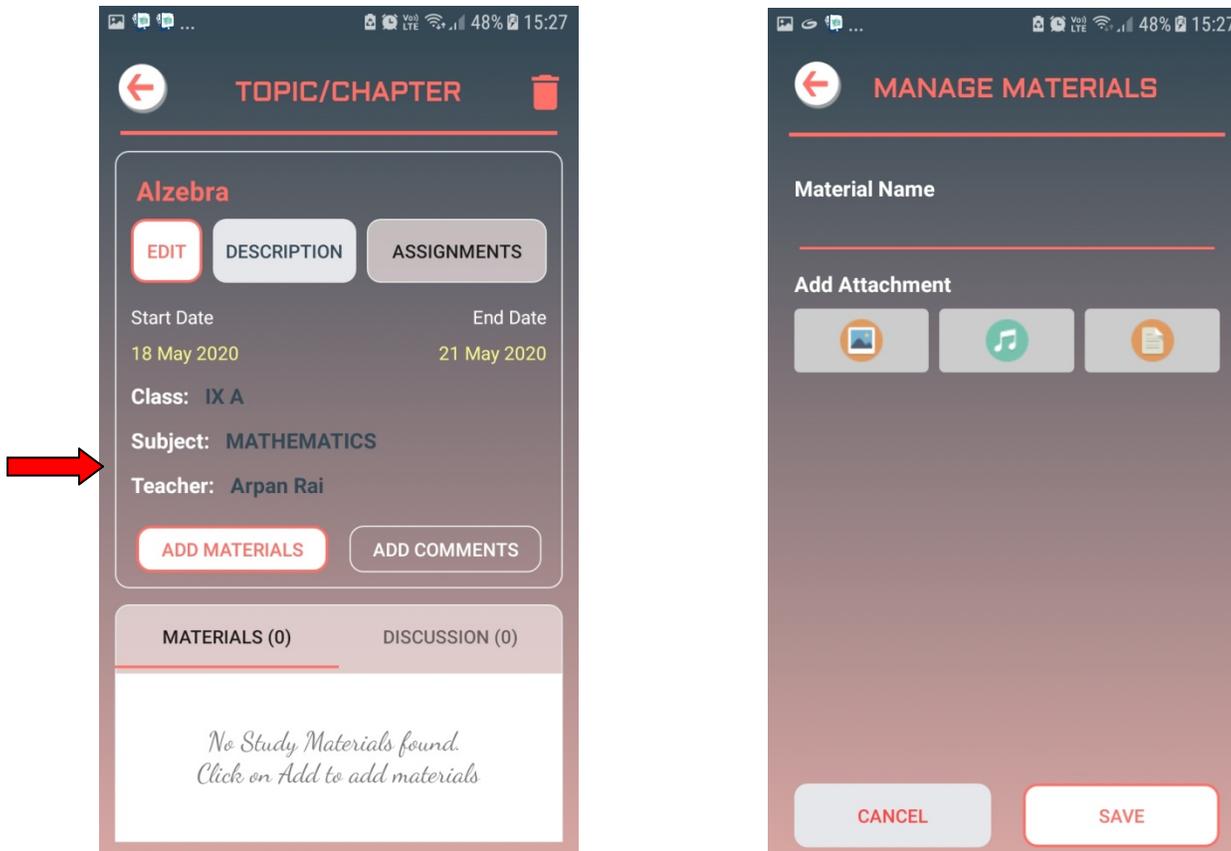


- Under this page you will be able to view the list of topics/chapter that has been updated.
- To add a new “Topic/Chapter”, you need to click on the “Add” button as shown in the figure above.



- As shown in the figure above, you need to first fill up the details like class, subject, start/end date, topic and description.
- Once you have entered all these details you can go ahead and click on the **“Save”** button.
- After you have clicked on the **“Save”** button, you will be able to view the topic added in the list.

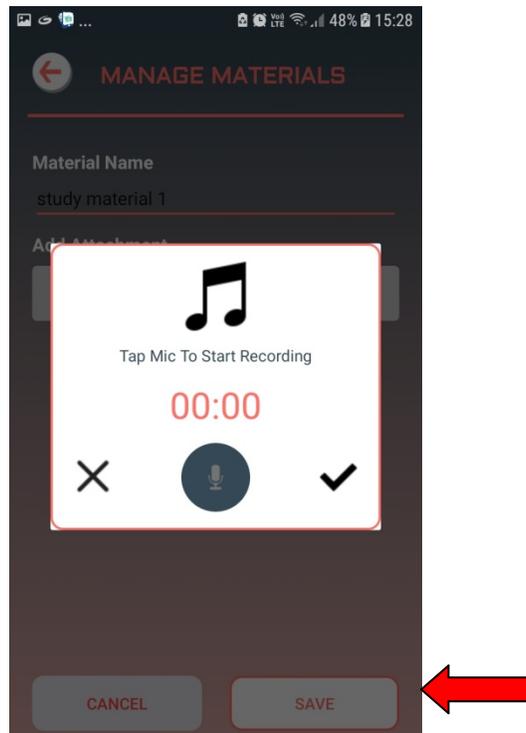
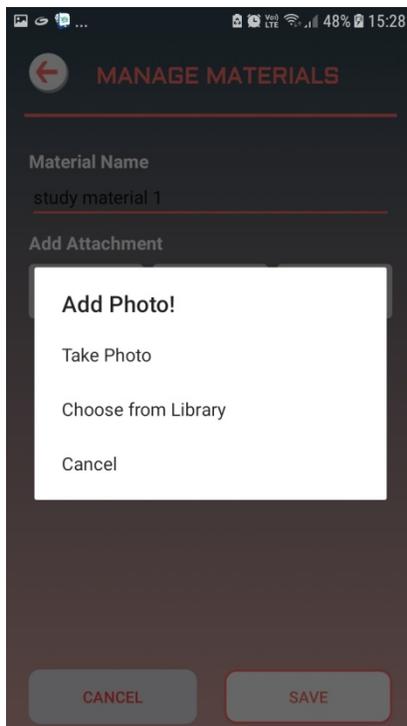
## 2.2 ADD MATERIALS



- To add any kind of study materials on the topic added you need to first click on the topic.
- Once you click on it, the above shown page will appear on your screen.
- In this page you will get variety of options. To add study materials to the topic you can click on **“Add Materials”**.
- Additionally, you will also get an option to **“Edit”** if you want any changes to the topic added.
- When you click on **“Add Materials”** you will get the above shown screen. Here you need to enter the **“Material Name”** and you will find three different options:

- Add pictures/images
- Add audio
- Add files or attachments

➤ When you have added the required materials for the topic you can go ahead and then click on the **“Save”** button.



### Add Images/Pictures

### Add Audio

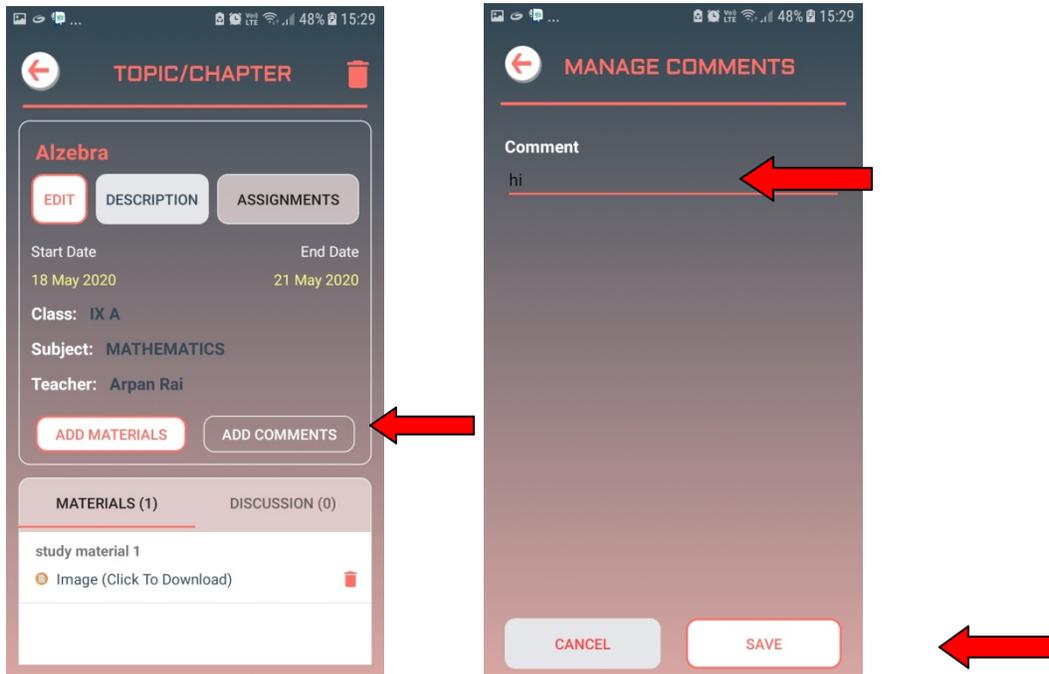
- Once you click on the **“Save”** button, you will be able to see that the materials has been successfully added to the topic, as shown in the figure below.
- To view the material you can click on **“Click to Download”** and then **“Click to View”** once it is downloaded and if you want to delete the material then you can click on the **“Bin”** icon as shown in figure below.
- To add another new material you can again click on the **“Add Material”** button and follow the same procedure.



- Along with the **“Add Material”** you will also be able to add any kind of comments related to the study material or the topic itself.

## 2.3 ADD COMMENTS

➤ To add comment you need to click on **“Add Comment”** button.



➤ Once you click on **“Add Comment”**, it will take you to the comment page, as shown in the figure above.

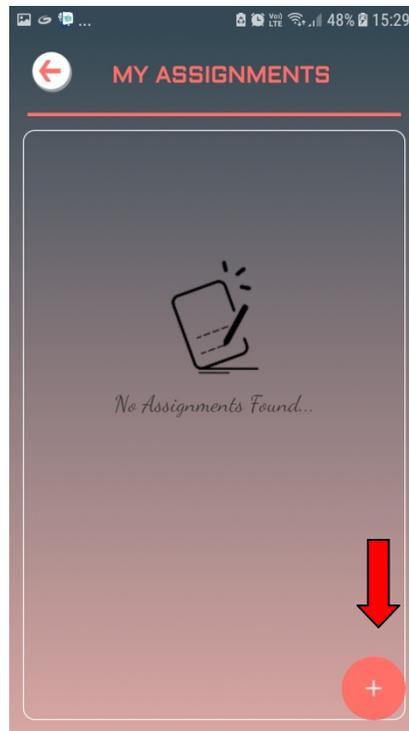
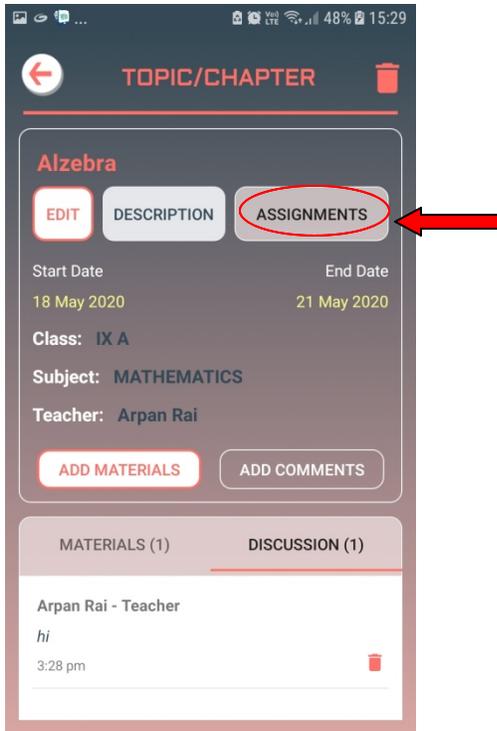
➤ Here you can go ahead and add your comment and once added you can click on the **“Save”** button.



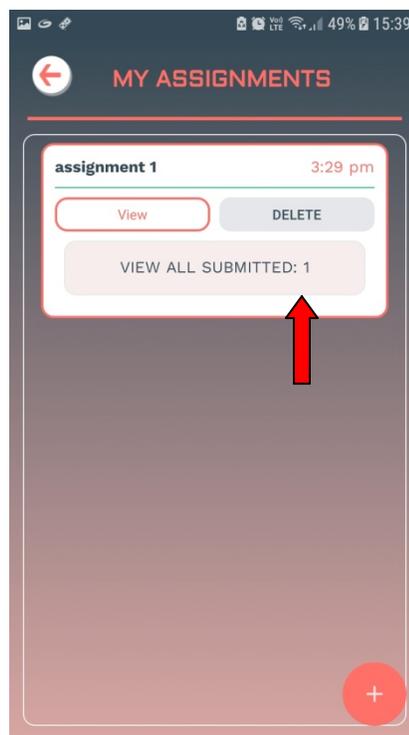
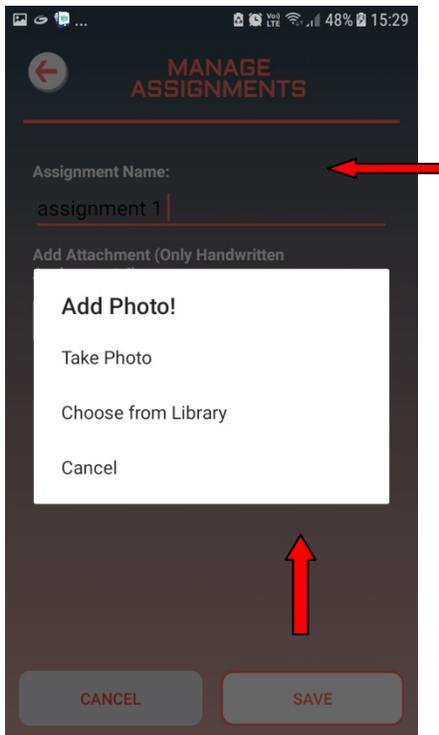
- After this you will be able to see the comment added under “**Discussion**” column.
- If you want to delete the comment then you can click on “**Delete**” button.
- To add another comment you can again click on “**Add Comment**” and then follow the same procedure.

## 2.4 ADD ASSIGNMENTS

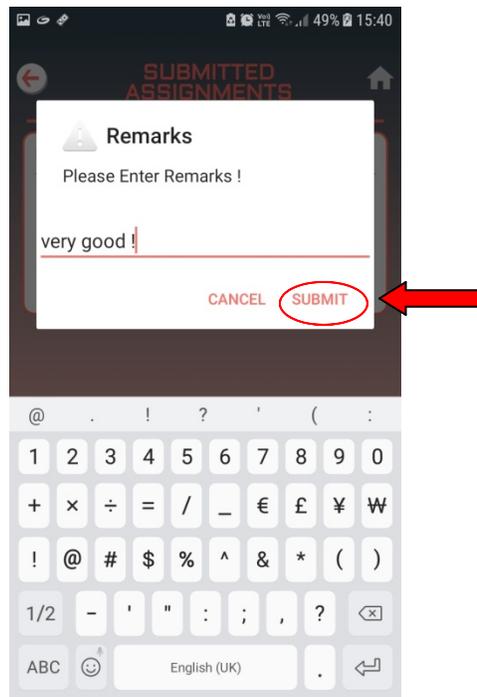
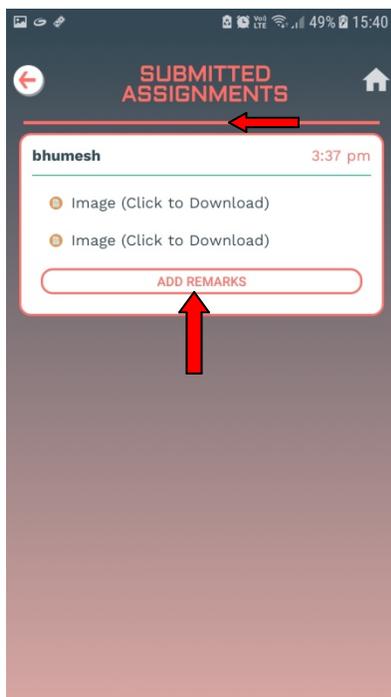
- To add assignments you need to first click on “**Assignments**”.
- Once you click on it, it will take you to the add assignments page, as shown in the figure below.



- Here you will find the **“Add”** button.
- To add assignments you can click on the **“Add”** button.



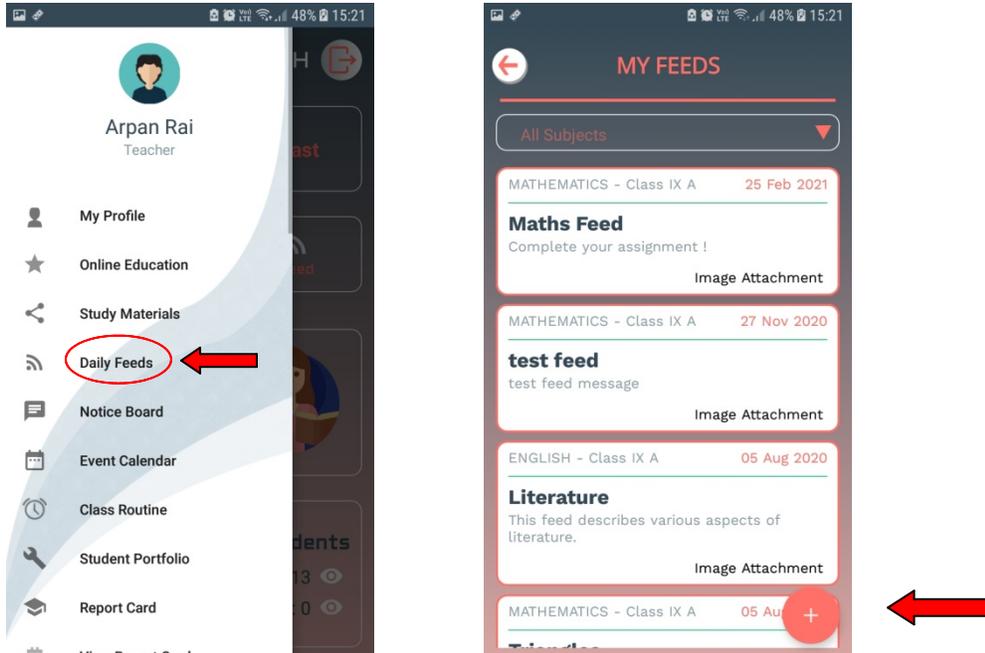
- Once you click on the **“Add”** button it will take you to the following screen, as shown in the figure above.
- Here you need to enter the **“Assignment Name”** and you will have an option to attach **“Images”** to it.
- After this you can click on the **“Save”** button.
- You will be able to find the assignment added under **“My Assignment”** list.
- Here you will find options of **“View Submitted”** and **“Delete”** the assignment and to add a new one you need to again click on the **“Add”** button and follow the same procedure again.
- To view the assignment submitted by the students, you can click on **“View Submitted”**.
- Once you click on it, it will take you to the below screen. Here you will get an option to **“View”** the assignment submitted by the students and also **“Add Remarks”**.



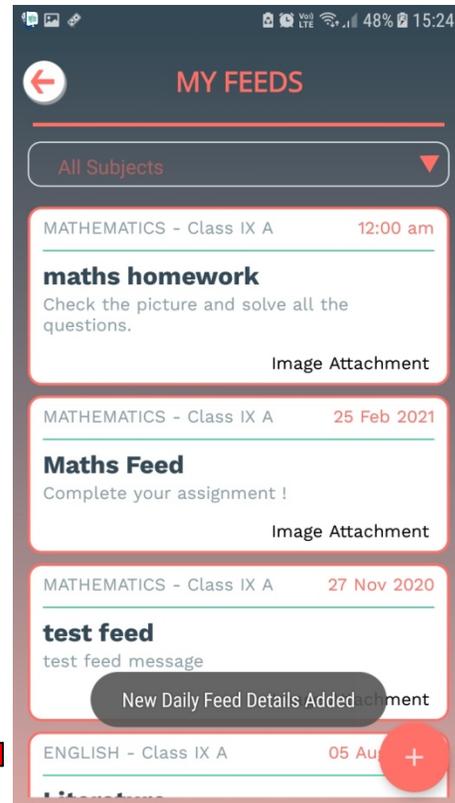
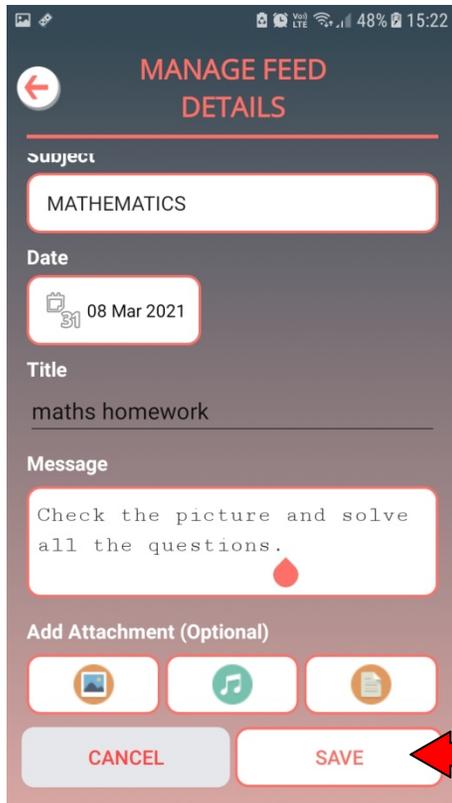
### 3. UPLOAD DAILY FEEDS– TEACHERS

#### 3.1 Add Daily Feeds

- To add a daily feed first click on the **“Daily Feed”** option from the drawer menu.



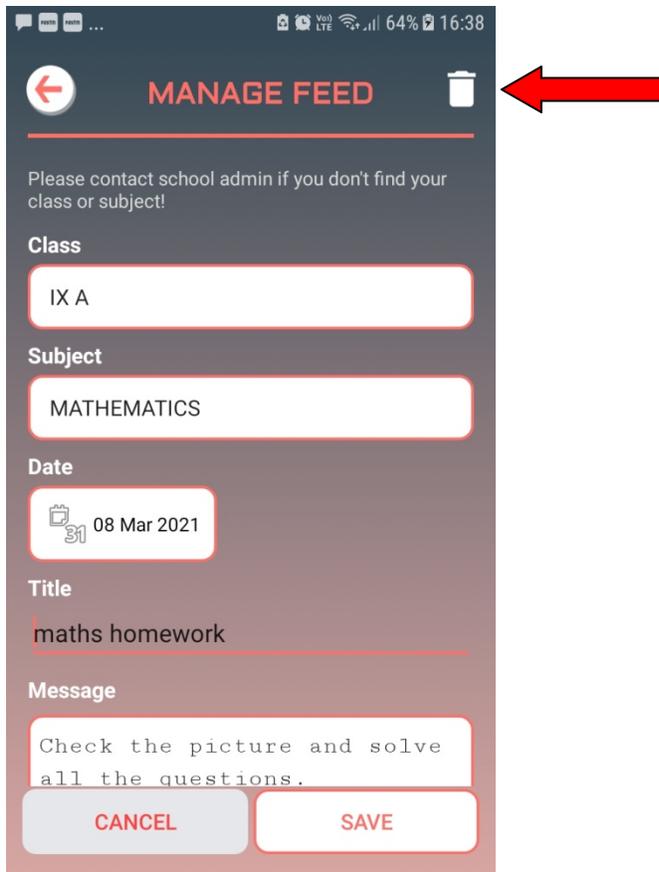
- After clicking on the daily feed option we get the list of subject wise daily feeds that we have uploaded.
- To add a new daily feed we need to click on the **“Add”** button as shown in the figure below.
- Once we click on the Add button we get a screen where we need to fill various details such as class, subject, title etc. as shown in the figure below.



- Once we enter the details we can add image, audio or file attachments (optional) as shown in the figure above.
- After entering the details and adding attachment (optional) we click on the **“Save”** button.

### 3.2 EDIT OR DELETE DAILY FEEDS

- To edit a topic click on your feed from the list and make necessary changes and save as shown in figure below.
- To delete a feed click on the **“Delete”** button as shown in the figure in the next page.



The image shows a mobile application interface for managing a feed. At the top, the status bar displays the time as 16:38 and battery level at 64%. The app header is titled "MANAGE FEED" in red text, with a back arrow on the left and a trash can icon on the right. A red arrow points to the trash can icon. Below the header, a message reads: "Please contact school admin if you don't find your class or subject!". The form contains the following fields: "Class" with the value "IX A", "Subject" with the value "MATHEMATICS", "Date" with a calendar icon and the value "08 Mar 2021", "Title" with the value "maths homework", and "Message" with the value "Check the picture and solve all the questions.". At the bottom, there are two buttons: "CANCEL" and "SAVE".

**\*\*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)