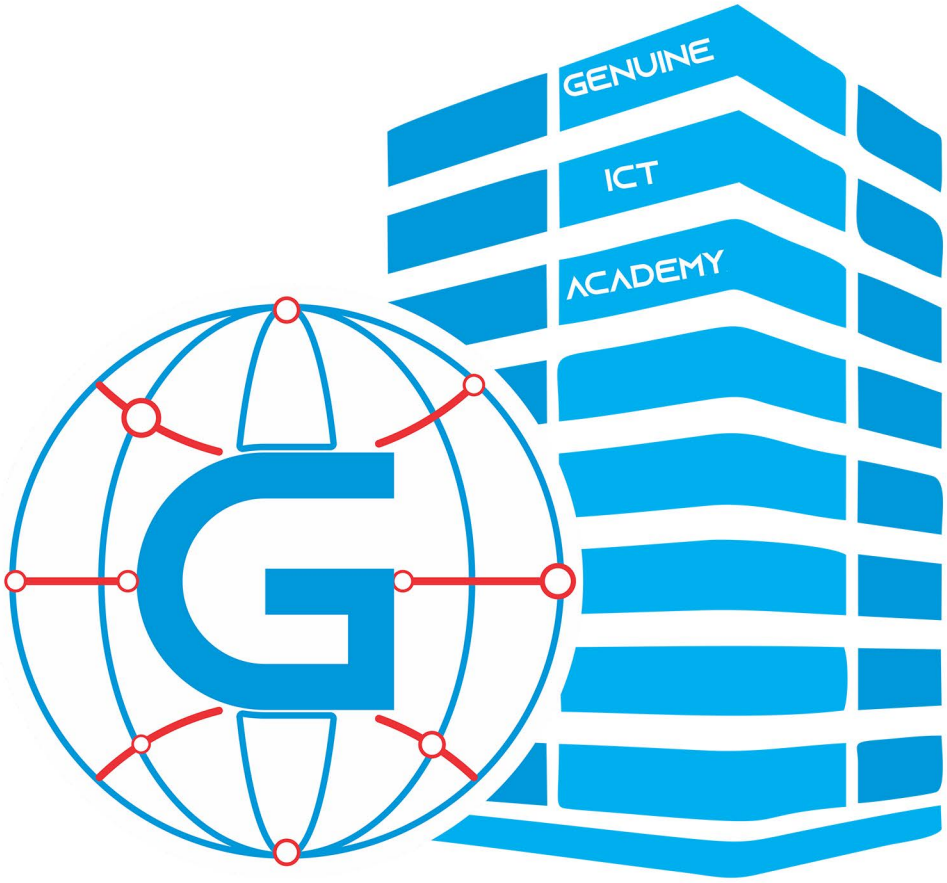
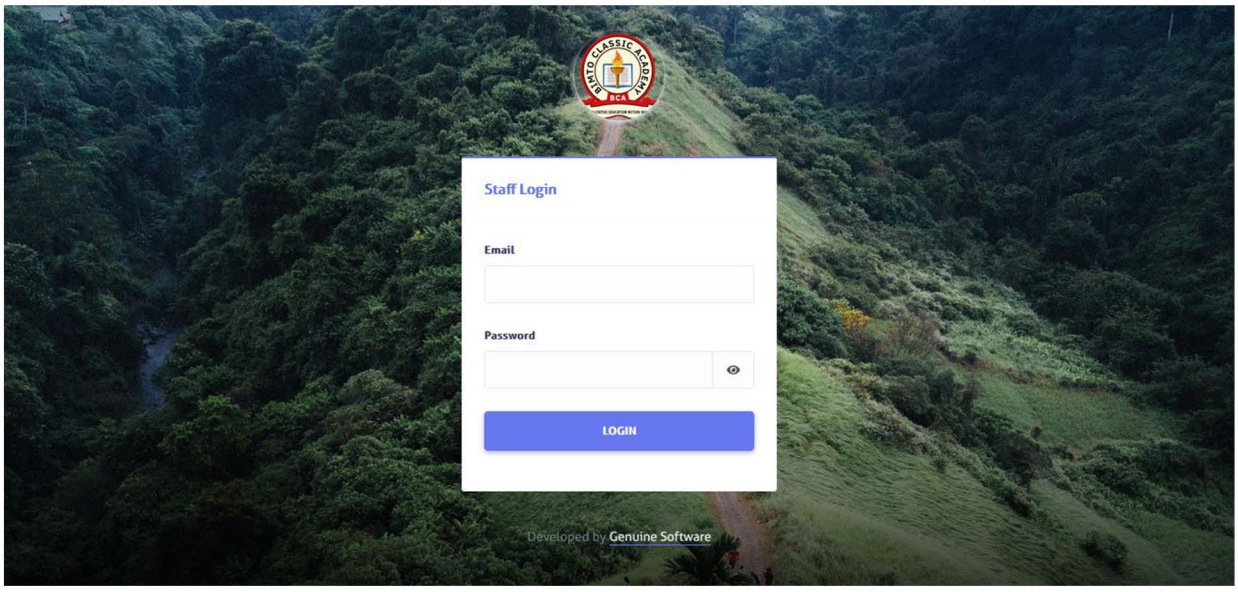


GENUINE ICT ACADEMY

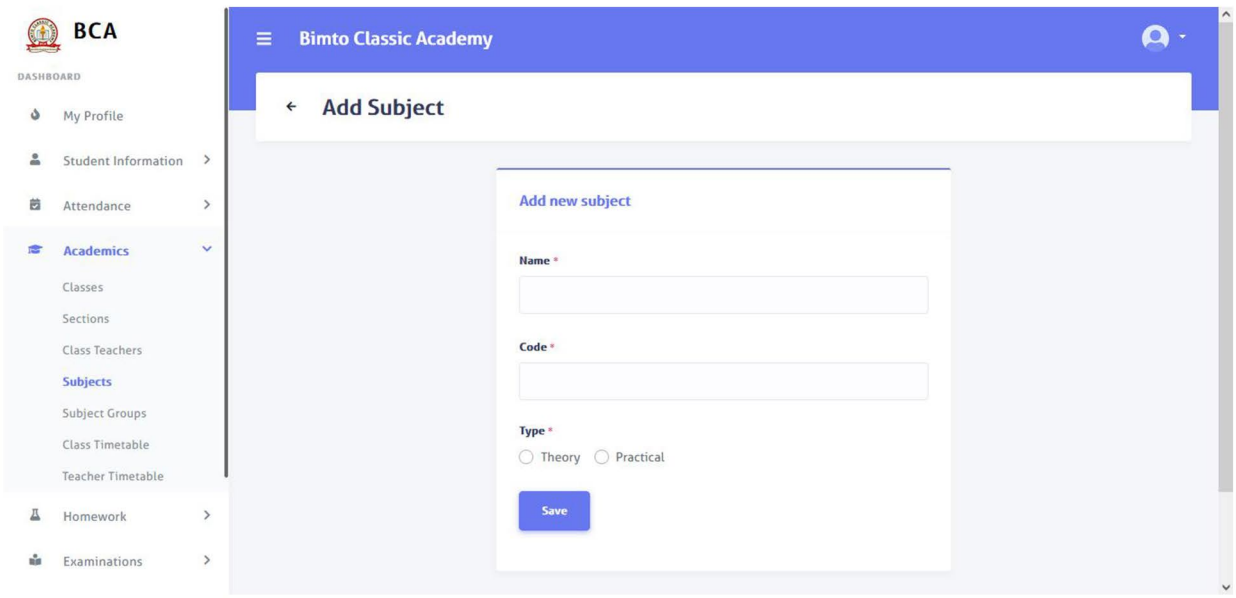
STAFF MANUAL

SETTING UP EXAM QUESTIONS

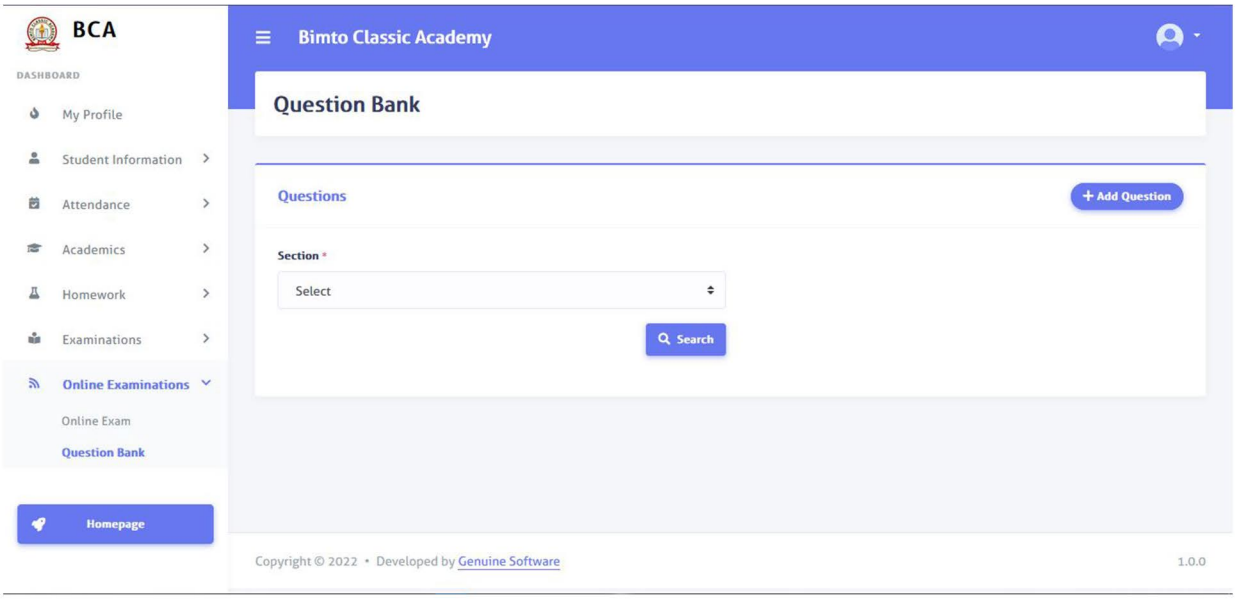
First step to setting up the exam questions is signing in into your dashboard through the designated school portal for staffs in which you will be required to sign-in with your already regsitered E-mail and Password from the Admin.



After the sucessful login into your dashboard, visit the quick link “Academics” on the left hand side navigation bar then procceed to click on “Subjects” and then “Add New Subject”. You will be require to provide 3 informations which are the Subject’s name, Subject’s Code, Subject’s Type after successful completion click on the “Save button”.



After the successful regsitration of the subject name, move on to click the link “Online Examinations”, a dropdown will automatically be displayed then click on “Question Bank” link. Proceed to click the “Add questions” at the right hand corner of the page.



As shown in the image in the next page you will required to fill out Eight parameters for carrying out the process of setting a question which are:

(i) Selecting the Subject name under which the question falls in.

(ii) Filling out the question itself inside the textbox provided.

(iii) Providing information for option A to D(compulsory).

(iv) Providing information for option E(optional).

(v) Then moving on to select the right option from the list of options provided.

(vi) Click on the “Save” buton to save your question to the database.

Functionalities of the Textbox: The functions of the textbox used in providing information for the question and answers includes:

(i) B: Makes the text bold

(ii) *I:* Formats the text style to italics

(iii) U: Underlines the text

(iv) S: Stirkethrough the text

(v) X^2: Formats the text style to superscript

(vi) X_2: Formats the text style to superscript

(vii) : Removes font style

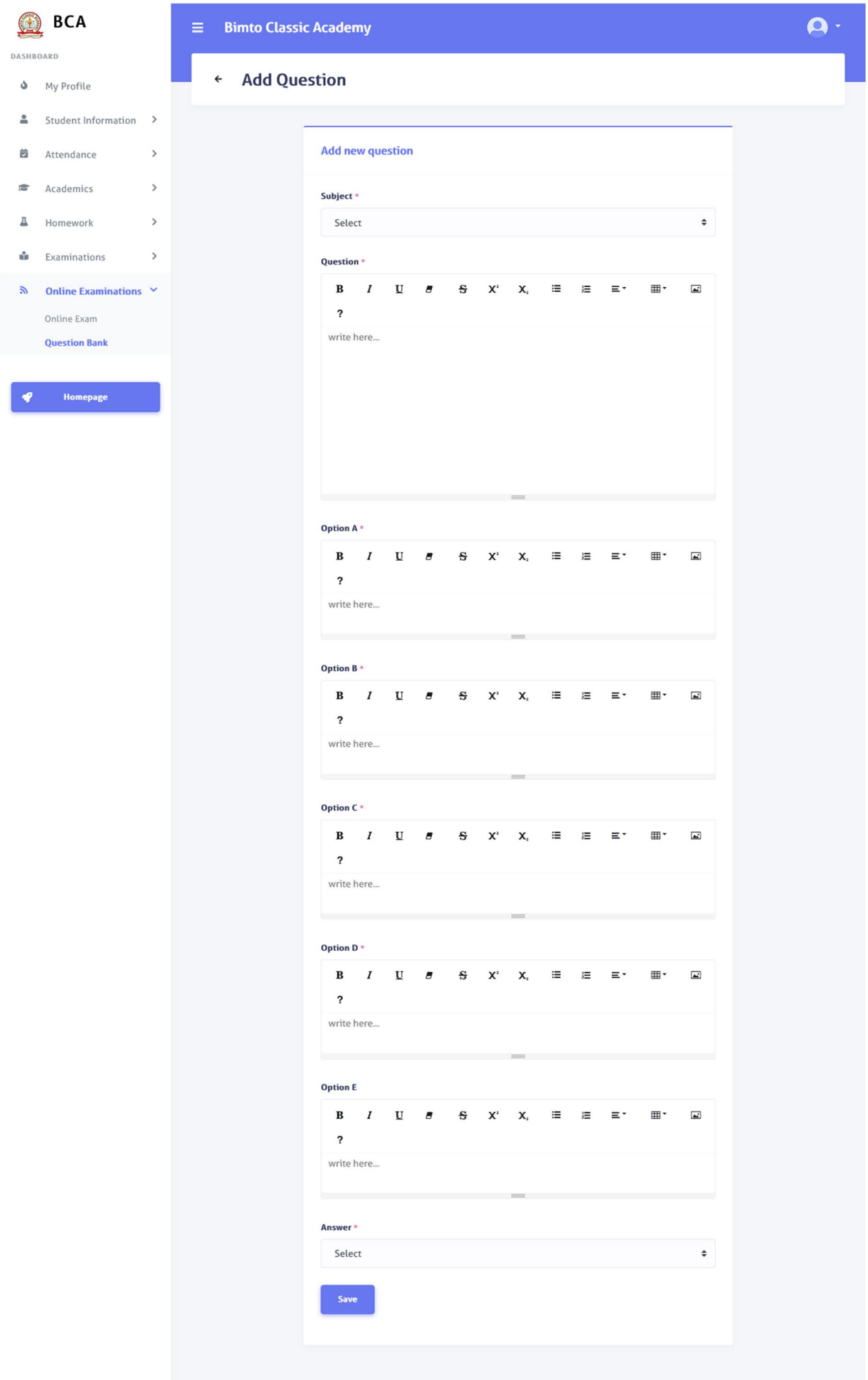
(viii) : Creates an unordered list

(ix) : Creates an ordered list

(x) : For making paragraphs and indentation

(xi) : Creating tables (xii) : Inserting images

For more functions, tips and keyboard shortcuts click on ?



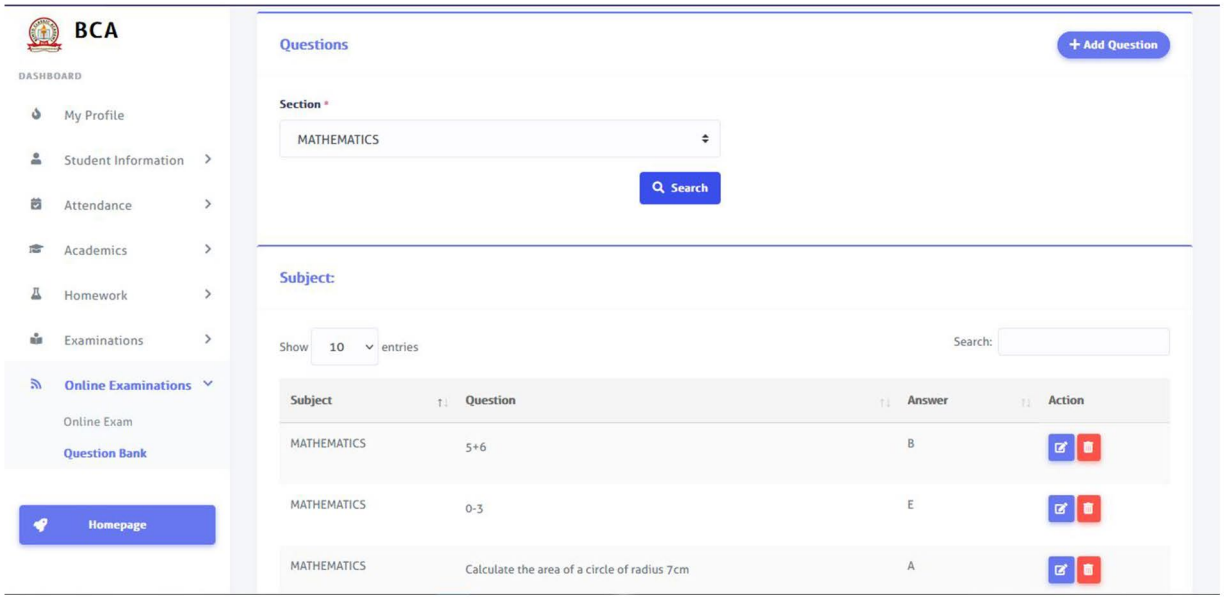
Editing & Deleting Questions: To see your questions on a particular subject you have just set, go back to the previous page i.e “Question Bank”.

Select a subject from the list of options displayed to you the click on the search button, after waiting for a few seconds at a table wil be brought down automatically which consists of the Subject’s name, Question, Answer and Actions that can be performed on each question.

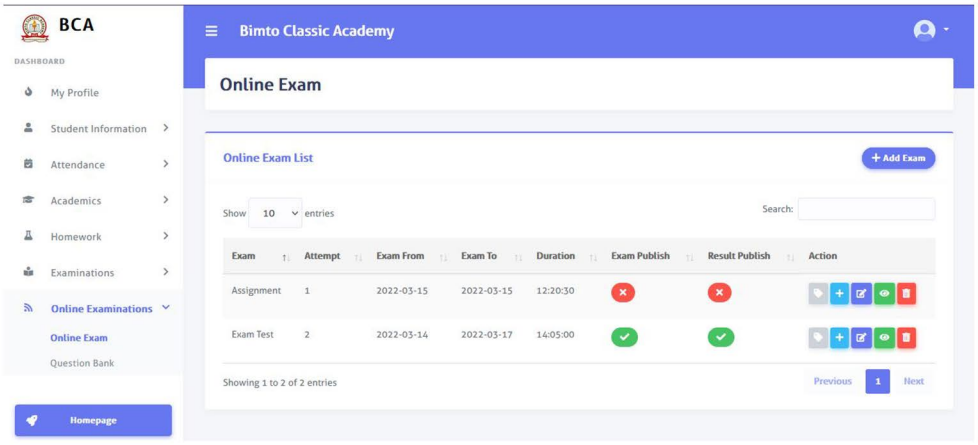
Actions that can be performed on a specific question include:

(i) Edit Question: By clicking on the pen on paper icon you can change details of a particular question. All informations of a question can be changed when editing a question.

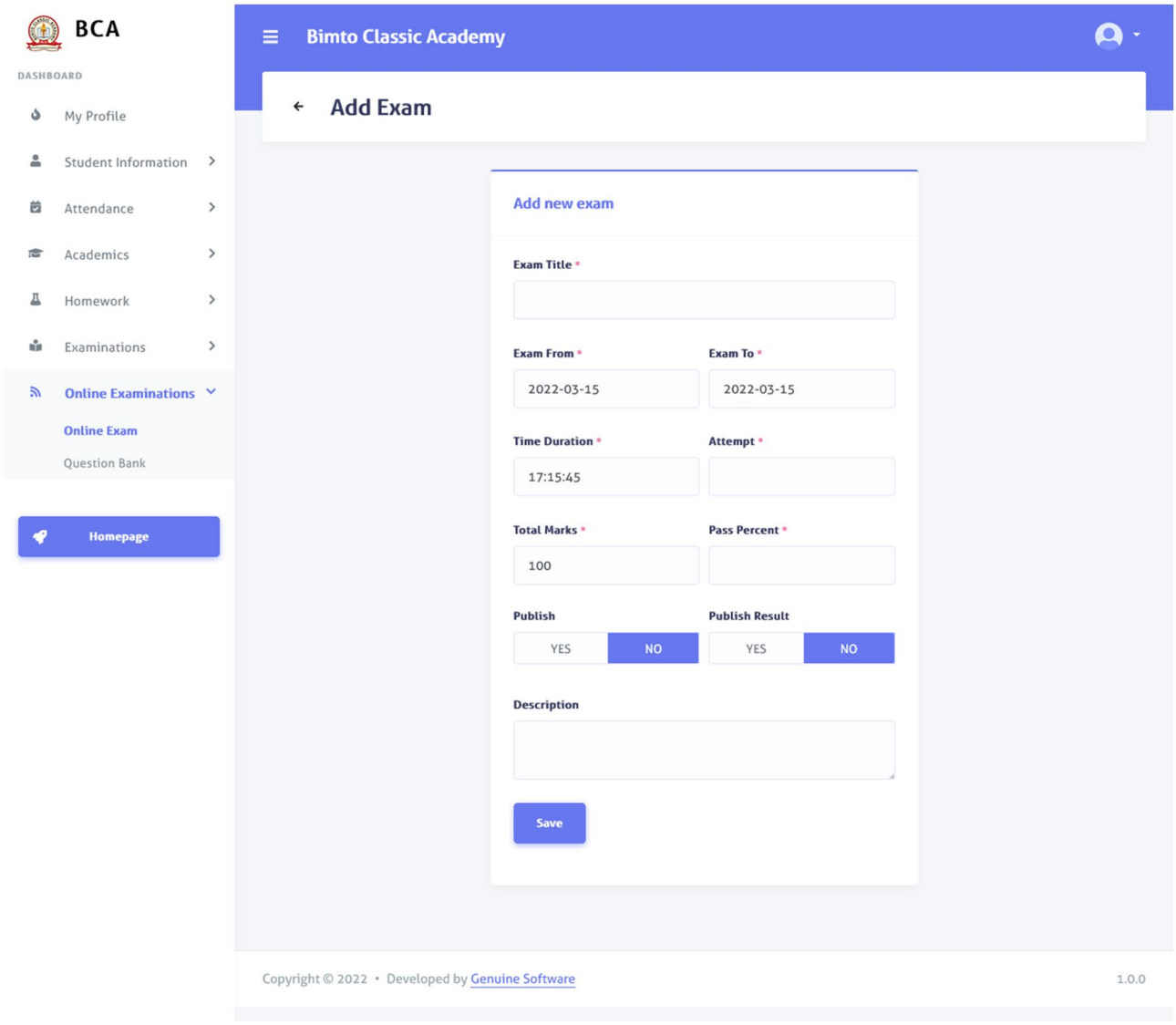
(ii) Delete Question: Desired questions can be deleted by clicking on the recycle bin icon.



On successful entry of all questions into the question bank proceed to the “Online exam” link, click on the Add exam button at the right hand corner of the page in order for you to setup an exam.

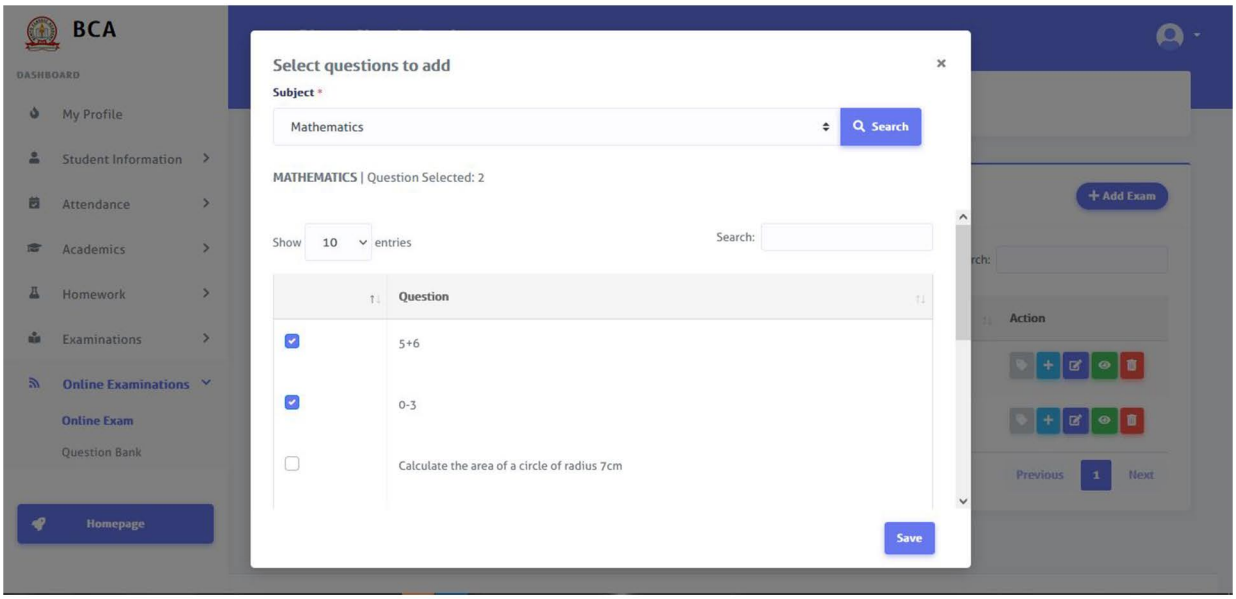


Adding an Exam: You wil be required to provide ten informations upon adding an exam. Here is a detailed information on all steps to be taken, providing information for the Exam title, Selecting the duration for which the exam period will last (Exam From) and (Exam to), Setting up the time frame for the exam questions(Time duration), Inserting the number of timesin which a student can take the exam(Atempts), Total marks the exam question carries(Total Marks), The precentage required to for a student to pass the exam(Pass percent), You will be required to select Yes/No to publish the exam, if you haven't added questions this should be set to default NO(Publish). Also you will be required to select yes/no for you to publish the result immediately to students after taking the exam(Publish Result), A textbox has been added for you to provide students with additional information/description(optional).

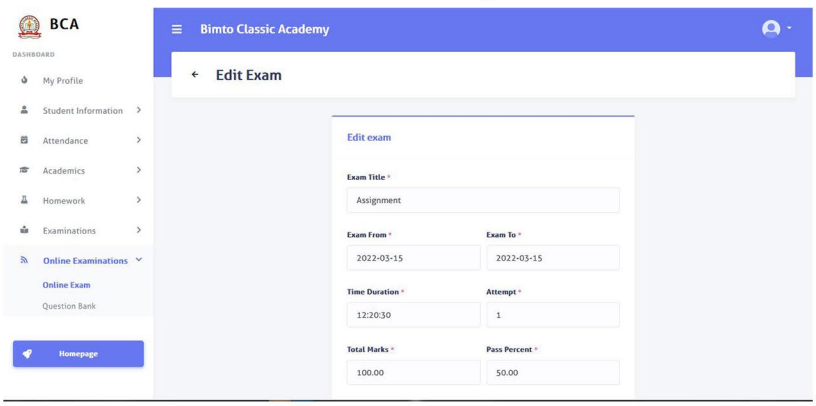


Congratulations! your exam title and it's details should be listed among the "Online Exam List" table. There are four actions that be performed each available exam listed which enables you to completely setup your exams.

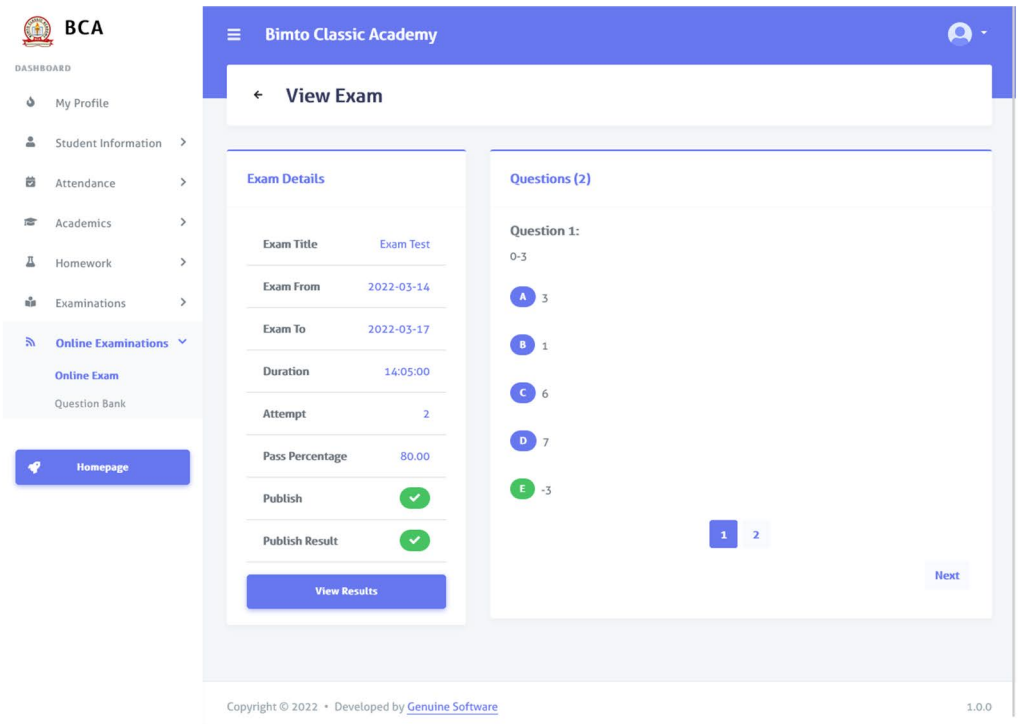
(i) Adding Questions: This is represented by the plus icon with a light blue background. It enables you to add questions from the set of questions already inputed from the questions bank. On clicking up this icon a modal will be automatically brought up which requires you to select the subject name from a list options available and clickon the "Search" button. A list of questions will be brought up where you can search and select desired questions for the exam. After selection, click on the "Save" button to save the questions.



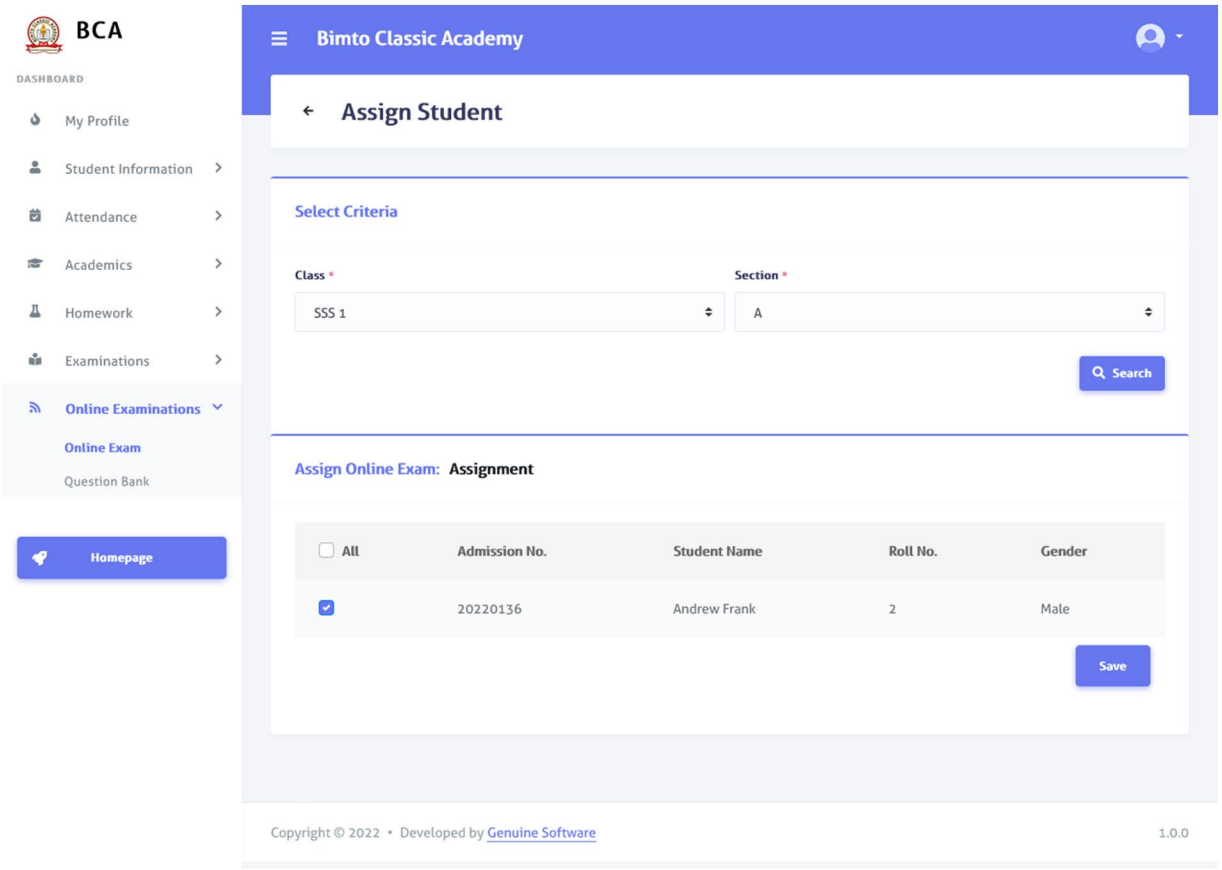
(ii) Editing Questions: This is represented by the pen on paper icon with a deep blue background. This action enables you to edit details of an exam which has already been given, after successful change of the infos click on the "Save" button to effect the changes made.



(iii) View Exam: This is represented by the eye icon with a green background. Viewing the exam gives you access to see the exam questions, answers and other comprehensive details about the exam you've set up. Results of this exam can be viewed from this page as well.



(iv) Assign Students: This is represented by the tag icon with a teal background. Assiging students makes it possible for a class of students to take this exam, this has to be done in order for the students to take the exam. You will be required to select a class from a list options and also the section of the class to take the exam from a list of options after selection click on the Search "button", a table of students in this class and section will be brought up. Select students you want to partake in the exam by clicking on the checkbox displayed at the left hand side of the table, alternatively you can select "All" the the top-left side of the table which implies all students in this class and section will be selected to take the exam. Click on the "Save" button to effect the change. Please note that failure to assign students to exam implies students won't be able to partake of the exam let alone view the exam on their dashboard.



(iii) Deleting Exam: This is represented by the trash icon with a red background. On clicking taking this action a popup will be brought up automatically brought up which will ask for your consent to delete this exam. Selecting "Yes" means total erasure of exam and cannot be retrieved from the database and this action cannot be undone.

