DISCLAIMER

The instructions in this document have been carefully checked for accuracy and are presumed to be reliable. WIWO Enterprises Pvt. Ltd. and its writers assume no responsibility for inaccuracies and reserve the right to modify and revise this document without notice.

It is WIWO’s goal to supply accurate and reliable documentation. If you discover a discrepancy in this document, please e-mail your comments to support@open-school.org

Unauthorised reproduction in whole or in part is an infringement of copyright. WIWO Enterprises Pvt. Ltd will actively pursue any breach of its copyright.

Published in India by:

WIWO Enterprises Pvt. Ltd
B3, Pais Avenue,
Elamkulam, Cochin - 20
Kerala, India
Telephone +91 (0484) 6009496

This publication is copyright. Other than for the purposes of and subject to the conditions prescribed under the Copyright Act 1968 (as amended), no part of it may in any form or by any means (electronic, mechanical, microcopying, photocopying, recording or otherwise) be reproduced, stored in a retrieval system or transmitted without prior written permission of the copyright owner. Enquiries should be addressed to WIWO Enterprises Pvt. Ltd.
PREFACE

ABOUT THIS MANUAL

The Teacher’s Manual serves as a guide to assist teachers in an institution with their day-to-day performance of student management functions. The manual contains instructions for entering and monitoring student exam scores, managing student attendances, uploading files for students etc.

This guide will give you detailed insight into each module available for your role.

INTENDED AUDIENCE

This manual is intended for teachers who manage day-to-day activities of students. In case you find it difficult to understand or have any doubts regarding the application please feel free to reach out to our Happiness Team at support@open-school.org or simply use the chat widget on our website www.open-school.org.
## CONTENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOGIN</strong></td>
<td>5</td>
</tr>
<tr>
<td>1. DASHBOARD</td>
<td>6</td>
</tr>
<tr>
<td>2. MESSAGES</td>
<td>7</td>
</tr>
<tr>
<td>3. LEAVES</td>
<td>10</td>
</tr>
<tr>
<td>4. NEWS</td>
<td>12</td>
</tr>
<tr>
<td>5. EVENTS</td>
<td>13</td>
</tr>
<tr>
<td>6. CALENDAR</td>
<td>14</td>
</tr>
<tr>
<td>7. MY COURSES</td>
<td>15</td>
</tr>
<tr>
<td>7.1 Assigning students to electives</td>
<td>16</td>
</tr>
<tr>
<td>7.2 Entering logs for students</td>
<td>17</td>
</tr>
<tr>
<td>8. DOWNLOADS</td>
<td>19</td>
</tr>
<tr>
<td>9. ACHIEVEMENTS</td>
<td>21</td>
</tr>
<tr>
<td>10. PROFILE</td>
<td>22</td>
</tr>
<tr>
<td>10.1 Changing your photo</td>
<td>23</td>
</tr>
<tr>
<td>10.2 Editing your profile</td>
<td>24</td>
</tr>
<tr>
<td>10.3 Uploading documents</td>
<td>24</td>
</tr>
<tr>
<td>11. ATTENDANCE</td>
<td>25</td>
</tr>
<tr>
<td>11.1 Viewing your subject-wise attendance</td>
<td>25</td>
</tr>
<tr>
<td>11.2 Viewing your daily attendance</td>
<td>26</td>
</tr>
<tr>
<td>11.3 Marking attendances for students</td>
<td>27</td>
</tr>
<tr>
<td>11.3.1 Student day wise attendance</td>
<td>27</td>
</tr>
<tr>
<td>11.3.2 Student subject wise attendance</td>
<td>29</td>
</tr>
<tr>
<td>12. TIMETABLE</td>
<td>32</td>
</tr>
<tr>
<td>12.1 Day Timetable</td>
<td>32</td>
</tr>
<tr>
<td>12.2 My Timetable</td>
<td>33</td>
</tr>
<tr>
<td>13. EXAMS</td>
<td>34</td>
</tr>
<tr>
<td>13.1 Managing normal exams</td>
<td>34</td>
</tr>
<tr>
<td>13.2 Managing online exams</td>
<td>37</td>
</tr>
<tr>
<td>13.2.1 Creating and online exam</td>
<td>37</td>
</tr>
<tr>
<td>13.2.2 Evaluating an online exam</td>
<td>42</td>
</tr>
</tbody>
</table>

LOGIN

When an admin registers you or approves your online application a mail (shown below) with the login details for the institute’s application is sent to your registered email address.

Subject: Your are registered to Institution Name

Please login to your account with your email id [REDACTED] as username and password b92bf56fb4

Note: In case you haven’t received the login details please contact the administrator.

Access the application via the link shared with you and enter the above details in the respective fields to login.
1. **DASHBOARD**

The Dashboard Module gives an overview of latest news, events and your internal mailbox.

News and events published by the admin can be viewed here. A detailed view can be accessed in the respective areas by selecting the module in the left side menu.

You can also see an overview of the last few messages in your mailbox.

**Mailbox**

- **Request Disapproved**
  - Your request for File Upload has been disapproved due to: Not Clear
  - 01 Jun 2017 12:16 pm
- **Request Disapproved**
  - Your request for File Upload has been disapproved due to: text
  - 01 Jun 2017 11:22 am
- **Meeting**
  - Meeting scheduled at 10 am
  - 01 Jun 2017 11:11 am

**Note:** The mailbox is not your email inbox but the internal messaging module within the application. It will be explained in detail under the Messages Module.
2. MESSAGES

The Messages module allows you to interact with other users in the application. It basically works as an internal messaging system.

There are 3 sections to the message module,

1. **Inbox**: All messages sent to you are displayed here. Unread messages are highlighted as shown in the image above. Click on a message subject to open up the message. You may use the checkbox corresponding to each message to select and delete, mark as read or mark as unread.

2. **Sent Mail**: All messages sent out to users by you are displayed here.

3. **Trash**: All deleted messages are displayed here. Messages in the trash are deleted within 30 days.

Messages and response to leave requests applications can all be viewed in the inbox. Click on the subject to open up the communication thread for a particular message.
You may send a reply by entering it in the reply field and clicking the ‘Send Reply’ button.

To send out a new message to an admin or user click the ‘New Message’ button on top.
You can send a message to any user in the system by typing in their name in the ‘To’ field. This is an autofill field and displays all users with names similar to the one you type. Select your required user from the list.

Enter a subject if needed and your message in the text field below it. Once you are done click the ‘Send Message’ button below to send out the message to the intended recipient.

**Note:** You can only send messages to individual users.
3. LEAVES

The Leaves module allows you to request and manage your leaves.

Status for your leave requests can be seen here. You can also cancel a pending leave request from the action column.

To request a new leave click on the \textit{Request Leave} button.
You will be able to see the number of pending leaves for each leave type available.

1. Select a leave type from the list of available ones created by the administrator.
2. Select a range using the date pickers for the from and to fields.
3. Check the ‘Is half day’ box if you are planning on taking a half day leave. This gives you further options for choosing morning or afternoon half.
4. Enter a reason for the leave that you would want to convey to the admin or HR manager.
5. Choose a file (image or document) in case needed. For medical leaves you can use this to upload a medical certificate that you would want to submit to the admin.

After entering all your details click the ‘Create’ button below the form to submit your request. Now all you have to do is sit back and check if the admin approves/disapproves your request. You will receive a notification in your internal mailbox when the admin makes an action.
4. NEWS

The news module allows you to view all news published by the admin.

Click on a particular news to view it in detail.

You can see the date, time and user who posted the news along with the description. Click on the ‘Sort By’ link to sort the news according to date.
5. EVENTS

The events module displays all upcoming, past and present events created by the admins.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
<th>Type</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Dec</td>
<td>Staff Meeting</td>
<td>Staff meeting for upcoming annual day celebrations</td>
<td>Holiday</td>
<td>09:30 AM - 11:00 AM</td>
</tr>
<tr>
<td>30 Jun</td>
<td>Youth Festival</td>
<td>Youth Festival conducting</td>
<td>Announcement</td>
<td>07:00 AM - 01:00 PM</td>
</tr>
<tr>
<td>23 Jun</td>
<td>Exhibition</td>
<td>Science exhibition</td>
<td>Notice</td>
<td>10:00 AM - 05:00 PM</td>
</tr>
</tbody>
</table>

They are sorted to display the latest events on top. To browse through different event types select one from the dropdown on top.

Date, time and details of the events are displayed in this list.
6. CALENDAR

The Calendar allows you to see upcoming or past events and annual holidays in the system.

You can see the details of each event in the left side panel. Views can be switched between monthly, weekly and day wise. Events can be filtered based on the type.

**Note:** *Only events that are applicable to you will be displayed on your calendar.*
7. MY COURSES

The ‘My Courses’ section lists all batches you are associated to, these are batches where you are either a subject teacher or a class teacher.

Click on a batch name to view the students, subjects etc under it.

Batch_A (Master of Science Degree)

There are 4-5 tabs available here depending on your relation with the batch,

1. Students
2. Subjects
3. Assessments
4. Elective (Only if you are class teacher)
5. Log

The student’s tab lists all the students studying under the selected batch. Click on a student name to view details of the student and his/her parents.

The subjects tab displays all subjects associated with the selected batch.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Assessments</th>
<th>Elective</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displaying 1-4 of 4 result(s).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Computational Algorithms</td>
<td></td>
</tr>
<tr>
<td>Advanced Networking</td>
<td></td>
</tr>
<tr>
<td>Discrete Computational Mathematics</td>
<td></td>
</tr>
<tr>
<td>Elective - I</td>
<td>M501</td>
</tr>
</tbody>
</table>

The assessment’s tab displays the list of exams created by the admin for the selected batch.

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Elective</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displaying 1-2 of 2 result(s).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Assessment Type</th>
<th>Subjects</th>
<th>Date Is Published</th>
<th>Result Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST Exam</td>
<td>Marks and Grades</td>
<td>Advanced Computational Algorithms, Advanced Networking, Discrete Computational Mathematics, Elective - I</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Marks</td>
<td>Advanced Computational Algorithms</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

7.1 Assigning students to electives

Class teachers can assign electives to students. This tab is not available if you are only a subject teacher for the selected batch.
Steps to assign a student to an elective,
1. Select a group. The elective groups and electives are created by the admin.
2. Select an elective under the selected group
3. Select the students you want to assign to the selected elective by checking the boxes next to them.
4. Click on the ‘Save’ button to finish.

7.2 Entering logs for students

The log tab allows you to enter logs for students that can be viewed by the admins and parents.
Click on a student name to view/enter logs.

Select a log category from the dropdown. Log categories are managed by the admin. Enter your log/remark in the text area below. To send a notification to the parents about the log entered, check the box that says notification. Click on the 'Submit' button to enter the log for the selected student. Your log can then be edited or even deleted once entered. You can also see the logs entered by the admin.
8. DOWNLOADS

The downloads module allows you to upload files to students and admin users registered in the system. All files uploaded will only be available once an admin verifies and approves it's content.

All uploads associated with you will be displayed in the main page as shown below.

To upload a new file from your account click on the ‘New Upload’ button.

Uploading a new file requires filling up the above form. The ‘Category’ field is created by the Admin. You can upload files only if categories have been created.

The placeholder field indicates the type of user (student, admin or even a custom role) you would want the file to be visible to. Only one can be chosen at a time.

For students, you can select a course/batch and also specific students under it.
To select multiple students press and hold the CONTROL KEY (Cntrl) on your keyboard while selecting. For selecting all students simply click on the first option ‘select student’.

Extensions allowed are displayed in the file field. Click on the ‘Choose File’ button to browse a file from your system for upload.

On successful upload, you will be redirected to a view page which displays the details of the file you uploaded.

<table>
<thead>
<tr>
<th>Title</th>
<th>Category</th>
<th>Placeholder</th>
<th>Course</th>
<th>Batch</th>
<th>Students</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Assignment</td>
<td>Assignments</td>
<td>Student</td>
<td>Master of Science Degree</td>
<td>Batch_A</td>
<td>-</td>
<td>Assignment due on 03-01-2018</td>
</tr>
</tbody>
</table>

**Note:** Your upload will only be visible after an admin has verified and approved it.

Click on the Manage Uploads button to view all approved uploads done by you. They can be edited and removed from here.
9. ACHIEVEMENTS

The Achievements section displays all rewards and achievements awarded to you. These details are uploaded by the administrator.

<table>
<thead>
<tr>
<th>Achievement Title</th>
<th>Description</th>
<th>Document Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Teacher Award 2017</td>
<td>Award for best teacher for the year 2017</td>
<td>certificate</td>
</tr>
</tbody>
</table>

The achievement title, description and document name can be seen here. You may download the files uploaded for it by clicking the download icon. For images, simply hover over the gallery icon to view it.
10. PROFILE

The profile section allows you to view all your details that were entered during registration. You may also change your saved photo (the admin will need to verify and approve first) and edit allowed sections of your profile.
10.1 Changing your photo

To change your existing profile photo uploaded during registration, click on the camera icon in the photo area as shown below,

This will bring up the file browser allowing you to select a photo from your system. Select your photo using the browser.

Once your photo has been uploaded completely you will receive a message on screen as shown below.

Click ‘OK’ to complete the process. Your picture will be updated once the admin approves it.
10.2 Editing your profile

Click on the ‘Edit Profile’ button on top to edit the current details displayed in your profile.

Click on the ‘Save’ button at the bottom once you are done editing your details.

10.3 Uploading documents

The documents section in your profile allows you to upload documents relevant to your career which you would want the admins to see.

Click on the ‘choose file’ button to browse from your system. All files uploaded will be added to your profile after the admin approves it. You can add multiple files by using the ‘Add Another’ button. To upload your documents click on the ‘Save’ button once you have chosen your files.
11. ATTENDANCE

The Attendance module allows you to view your attendance and mark leaves for your students. Let’s take a look at the different sections under this module.

View Attendance

11.1 Viewing your subject-wise attendance

Click on the ‘My Subject Wise Attendance’ button to view your weekly subject wise attendance. This section allows you to view your missed sessions.
The blocks with details displays the following,
1. Status (whether present or absent)
2. Subject name
3. Batch name

You may also use the ‘Generate PDF’ button to save this as a PDF for printing if necessary. The week can be changed by using the corresponding arrows as shown above.

Absences here are marked by the admin.

11.2 Viewing your daily attendance

Click on the ‘View My Attendance’ button to view your daily attendance.
Holidays are displayed as red blocks. The block displayed with MH indicates a morning half day leave. Afternoon half will be displayed as AF and a whole day absence by a red cross. You may change your views and month by using the respective buttons on top.

11.3 Marking attendances for students

Click on the ‘Manage Student Attendance’ button to get started with marking student attendance. There are two views to students attendance,

1. Day wise
2. Subject wise

11.3.1 Student day wise attendance

The day wise attendance allows you to mark attendances for the whole day.
You can toggle between present and absent by clicking on the links. Present is marked automatically.

Click on the blue icon next to a student to add a reason.

Select a leave type (created by admin) and add a reason for absence then click the ‘Save’ button to add a reason to the student’s absence. This reason will be seen by the admin and also the parent when the admin sends out the notification.

You can choose a different day or switch between day and calendar view using the buttons shown below.

Click on the date to view the date picker. Choose a date you would wish to mark attendance for and follow the steps above.

**Note:** You cannot mark attendances for future dates.
The monthly view displays the calendar for the current month. All students are listed here. Weekends are marked as grey boxes. Leaves are highlighted with respective labels.

### 11.3.2 Student subject wise attendance

You can also mark attendance based on sessions each day. Subject wise attendance can be managed only for sessions associated with you (for sessions you teach).

Click on the Subject wise link on top to switch attendance types.
You can switch batches using the dropdown on top. View for subject wise attendance can be changed to daily or weekly using the buttons as shown in the image above.

The date can be changed from the datepicker which can be accessed by simply clicking on the date.

In the daily view of subject wise attendance as shown above you will see all the students listed on the left side of the page and class timings in the top row. For sessions you teach a toggle will be present to mark absences.

Simply click on the toggle to switch between absence(red) and presence(green). To add a reason click on the blue edit icon. This will bring up the pop-up for selecting leave type and entering a reason for absence similar to the one in day wise attendance.
For weekly view click on the link that says weekly on top.

The weekly view displays details for only one student at a time. You have to choose the student from the dropdown on top. The view displays all the days and sessions for the current week. Use the arrows to switch between weeks.

To mark a leave for a particular session click on the Mark Leave link in the corresponding box.

This brings up the pop-up form to select the leave type and enter a reason for absence. Enter the details and click save to mark the absence.

You may use the ‘Generate PDF’ buttons to save the views as a PDF file which can also be printed.
12. TIMETABLE

The timetable section displays your timetable based on day and week.

View Time Table

View My Timetable
Displays your timetable.

View Class Timetable
View the timetable for the class(es) that you are in charge.

12.1 Day Timetable

Click on the view day timetable button to view your timetable based on each day.

Day Wise Time Table

<table>
<thead>
<tr>
<th>Class Timing</th>
<th>Course</th>
<th>Batch Name</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:05 AM-12:00 PM</td>
<td>Master of Science Engineering</td>
<td>Batch A</td>
<td>Discrete Computational Mathematics</td>
</tr>
<tr>
<td>12:00 PM-01:00 PM</td>
<td>Science/Engineering</td>
<td>Electrical Engineering</td>
<td>Environmental Sciences</td>
</tr>
</tbody>
</table>
To view all timings for sessions you have for different batches in a particular day select it from the dropdown as shown in the image above. Selecting a day will display all sessions you have. This can be generated as a PDF too.

## 12.2 My Timetable

Click on the View My Timetable button to view your batch wise weekly timetable.

### My Time Table

<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Class Teacher</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch_A</td>
<td>Amy Santiago</td>
<td>25 Jul 2017</td>
<td>18 Apr 2018</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Pietra D Armand</td>
<td>01 Jun 2017</td>
<td>28 Nov 2017</td>
</tr>
</tbody>
</table>

All batches you are associated with will be listed here. Click on a batch to view the weekly timetable for it.
13. EXAMS

The exam section allows you to enter scores for your students and also create and manage online exams. Exams are of two types,
1. Normal Exams
2. Online Exams

13.1 Managing normal exams

Normal exams are created by the admin. You only have the option to enter scores for your students.

View Examination Details

Tutor Classes
Displays all classes exams details.

<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Class Teacher</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch_A (Master of Science Degree)</td>
<td>Amy Santiago</td>
<td>View Examinations, Online Exam</td>
</tr>
<tr>
<td>Electrical Engineering (Science/Engineering)</td>
<td>Petra D Armand</td>
<td>View Examinations, Online Exam</td>
</tr>
</tbody>
</table>

My Class
View the exams for the class(es) that you are in charge.

<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Class Teacher</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch_A (Master of Science Degree)</td>
<td>Amy Santiago</td>
<td>View Examinations, Online Exam</td>
</tr>
</tbody>
</table>

There are two types of classes,
1. Tutor class: Classes for which you are a subject teacher
2. My class: Classes for which you are a class teacher

You will notice two options for each batch associated with you
1. View Examinations
2. Online Exams
Click on the ‘View Examinations’ link next to the batch you want to manage to access normal examination data.

This will display all the exams the admin has created for the selected batch.

The ‘View Schedule’ link displays the schedule for each subject exam.

Scores can be entered/updated as long as an exam’s result has not been published by the admin. In the screenshot above, result has been published for the first exam (SE Exam). Therefore, the link in the last column will be ‘View Results’. For the second exam, the link is different, ‘Enter Scores’.
Click on ‘**Enter Scores**’ to manage exam scores for students.

**Exam Results**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Start Time</th>
<th>End Time</th>
<th>Maximum Marks</th>
<th>Minimum Marks</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Computational Algorithms</td>
<td>2017-12-09 09:00:00</td>
<td>2017-12-09 12:00:00</td>
<td>100</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Discrete Computational Mathematics</td>
<td>2018-01-09 09:00:00</td>
<td>2018-01-09 12:00:00</td>
<td>100</td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** *If you are a class teacher for the selected batch you will be able to manage scores for all subjects even if you do not teach them. This is only if you select the batch from the ‘My Class’ section.*

Click on the ‘**Manage Scores**’ link to enter or update scores for students. If an exam has ‘**View Scores**’ link, this simply means you cannot edit or enter scores but only view it as you are not associated with that subject or you are not a class teacher.

**Enter Exam Scores here:**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Subject</th>
<th>Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clare A Yetta</td>
<td>Environmental Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portia D Maite</td>
<td>Environmental Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sade Z Jillian</td>
<td>Environmental Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Felton N Odysseus</td>
<td>Environmental Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All students whose scores have not been entered are listed on top. You enter the marks and a remark if needed for each student. Once you are done entering the data click on the ‘Create’ button to save the scores.
Scores that have been entered will be listed at the bottom.

You can edit/delete a score using the corresponding icon in the action column. To delete all scores for re-entering click the ‘Click All Scores’ button.

13.2 Managing online exams

13.2.1 Creating and online exam

You can hold online exams for your students using the online exam feature. This allows students to login to their portals and attend an exam you create during a particular timeline for pre-defined duration. To access online exams click on the ‘Online Exam’ link for the required batch in the homepage of the exam section.
The link will redirect you to the list of existing online exams for the selected batch.

To create a new exam click on the ‘Create Online Exam’ button.

The form displayed has the following fields,

1. **Name**: Name of the examination you want to conduct
2. **Course**: Select the course
3. **Batch**: Select the batch under the chosen course for which you want to create the exam
4. **Start time**: Choose a start time
5. **End time**: Choose an end time
   The start and end time simply indicates the time window during which the students can attend the exam.
6. **Duration**: Enter the total duration of the exam in minutes. The session will be automatically terminated after this duration has passed starting from the given start time.
   Students will be able to attend the exam only if he/she accesses it within 1 hour from the specified end time.
7. **Multi-choice limit**: Indicates the number of multiple choices you can offer for your multiple choice questions.

Once you have entered all required data click the ‘Submit’ button to save the exam details and go ahead with creating the questions for it.

**Adding your questions**

You can enter your question in the editor as shown above. Question type can be selected at the bottom. Your options for multi choice will be limited to the number you entered in the previous step.
For multi-choice questions options can be added using the 'Add' button. To remove an option click the remove icon next to it. To choose your correct option click the alphabet corresponding to it.

Four types of questions are available for creation,

1. Multichoice
2. True/False
3. Short answer
4. Long answer

**Note:** *Multi choice and true/false answers are automatically calculated based on the predefined answers you save. Short and long answers have to be evaluated by you.*

Enter a mark for the question.
You may now go ahead and save or save and add another question. Questions can be added later too.

Your exam will now be displayed in the list on the main page. You can use the options in the manage column to add questions, edit or remove the exam. These options will change based on the status you set for the exam.

There are different statuses for the exam you create,

1. **Default**: This is automatically set as you create the exam.
2. **Open**: Setting the exam to open will allow students to attend the exam at the specified time. You will not be able to edit or add questions at this point.
3. **Closed**: This closes the examination. Students will not be able to attend it anymore. The option to evaluate the exam answers will be available with this status.
4. **Result Published**: This status allows you to view the results of the students and they too will be able to view it from their portal.

You can add questions, update or delete an exam depending on the status.
13.2.2 Evaluating an online exam

After your students have attended the online exam you hosted, you will be able to evaluate them. Multi choice and true/false answers are automatically calculated based on the mark and predefined answers you added while creating the questions. The option to evaluate each student’s answer raises if there are short or long answer questions in the paper.

Evaluation is possible only if the status is set to ‘Closed’.

You should be able to see the verify icon for the exam once it has been closed and the end time has elapsed.

Click on the ‘Evaluate’ link corresponding to a student to check answers.

You can enter a score and save the mark for the answer. Total marks for the question is displayed on the right corner. You may also see the predefined answer by clicking the ‘Show Answer’ link in the left corner.
14. COMPLAINTS

The complaints section allows you to raise complaints with the administrators. You can register a complaint and monitor its progress and also communicate with the admin.

<table>
<thead>
<tr>
<th>#</th>
<th>Subject</th>
<th>Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Library</td>
<td>01 Jun 2017</td>
<td>Open</td>
<td>Close</td>
</tr>
<tr>
<td>2</td>
<td>Test subject</td>
<td>01 Jun 2017</td>
<td>Close</td>
<td>Reopen</td>
</tr>
</tbody>
</table>

The list of existing or past complaints will be listed in the complaints home page. They can be closed/reopened/viewed from here. A complaint can also be closed by an admin, if you feel the issue hasn’t been resolved you can always reopen it by clicking the link corresponding to the complaint.

To register a new complaint click the ‘Register a complaint’ button.

The form contains a couple of fields to be filled before submitting a complaint.

1. **Category**: Choose a category that would suit your complaint. Categories are created by the admin.
2. **Subject**: A subject to summarize your complaint.
3. **Complaint**: Enter your grievance in detail.

Click the ‘Submit’ button to post the complaint which will be sent to the admin. The ‘Reset’ button allows you to reset the form.

The view option in the complaints list allows you to view details and also leave comments for the admin and see their replies.
15. THEMES

This area allows you to change colors for different sections of the application. The sections are mentioned in the left side of the page. The fields next to it are color pickers where you can either enter the hex-code for the color you wish or select it from the picker.

Click on the ‘Save’ button below to save changes made.
You can always revert back to the default theme by clicking the ‘Set default theme’ button on top. This button is visible only if you have set a different theme. The ‘Set Admin Theme’ allows you to change to a predefined theme that has been set up by the admin.
16. SETTINGS

You can change your password and language preference from the settings section. This area also allows you to edit your registered email and view your login details.

Your profile

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>username</td>
<td>teacher</td>
</tr>
<tr>
<td>First Name</td>
<td>Amy</td>
</tr>
<tr>
<td>Last Name</td>
<td>Santiago</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:amy@example.com">amy@example.com</a></td>
</tr>
<tr>
<td>Registration date</td>
<td>2017-05-17 22:39:56</td>
</tr>
<tr>
<td>Last visit</td>
<td>2018-01-10 14:25:41</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
</tbody>
</table>

To edit your account profile click the 'Edit' button on top.

Edit profile

Fields with * are required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Amy</td>
</tr>
<tr>
<td>Last Name</td>
<td>Santiago</td>
</tr>
<tr>
<td>Username</td>
<td>teacher</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:amy@example.com">amy@example.com</a></td>
</tr>
</tbody>
</table>

The first and last name fields cannot be edited. You may change your username and email from here.

To change your password click the 'Change Password' button on top.
Enter your old password and new password in the form and click ‘Save’.

**Note:** *In case you have forgotten your password, use the ‘Lost Password’ link in the login page*

You can change your language preference by clicking the ‘Change Preferences’ button.

Choose from the list of language to convert the application. This feature will only work if the admin has set up translations in the system.
17. PURCHASE

The purchase section displays material requests from the students in your class for which you are a class teacher. You can approve/disapprove these requests.

Once you approve a request, it then has to be sent to the admin.

Consider the above image,

The first request is pending, it hasn’t been approved/disapproved yet. You can use the respective icons to make a decision.

The second request has been approved but it hasn’t been forwarded to the admin yet. To do so, click on the send request icon as displayed in the image.

After the request has been sent you will be able to see it as shown below.

This means the request has been sent to the admin but not issued.

The last request shows a material request which has been approved by you and also issued by the admin. The admin has the ability to refrain from issuing a material for a student.
18. MATERIAL REQUISITION

The Material Request section allows you to request for materials from the inventory.

To request a material click on the ‘Request Material’ button.

Select a department for which the material is required, choose the required material and it’s quantity and click on ‘Create’ to post the request.
The list of requests raised by you will be displayed in the main page of the Material Requisition area. In the image shown above,

1. The first request is new and is still pending admin approval.
2. The second has been approved but the item has not been issued yet.
3. The third has been approved and issued.
4. The fourth has been approved, issued and then returned. An item can be returned from the admin side only.
# 19. SALARY DETAILS

Your salary and payslip details can be managed from here.

**View Salary and Payslips**

- View My salary details: Displays your salary details.
- View My Payslips: Displays your payslips.

Click on the ‘**View My Salary Details**’ to see the breakup of your salary.

## Salary Details

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Pay</td>
<td>40000</td>
</tr>
<tr>
<td>TDS</td>
<td>999.99</td>
</tr>
<tr>
<td>ESI</td>
<td>500</td>
</tr>
<tr>
<td>EPF</td>
<td>500</td>
</tr>
</tbody>
</table>

The ‘**View My Payslips**’ button displays all payslips issued to you. You may view/download them from here.

## Payslips

<table>
<thead>
<tr>
<th>#</th>
<th>Salary Date</th>
<th>Earn Total</th>
<th>Deduction Total</th>
<th>Net Salary</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2017-11-09</td>
<td>15000.00</td>
<td>0.00</td>
<td>15000.00</td>
<td>View Download</td>
</tr>
<tr>
<td>2</td>
<td>2017-01-18</td>
<td>40000.00</td>
<td>1999.99</td>
<td>39900.01</td>
<td>View Download</td>
</tr>
</tbody>
</table>
MISCELLANEOUS

Lost Password

In case of a lost password, click on the ‘Lost Password’ link in the login page.

You will have to enter the registered email id in the field that shows up.

Click on ‘Restore’ once you enter the email.

*Note:* Make sure the email is valid. This feature will not work for invalid emails.
A restore link will be sent to your email.

Click this link to create a new password for your account.