

# MyExamo

**ThinkQuotient Software Pvt.Ltd.**

## **MyExamo User Manual for Beginners**

# INDEX

<b>Description</b>	<b>Page Number</b>
<b>1. How to Register new Institute on MyExamo :</b>	<b>3</b>
<b>2. MyExamo Structure</b>	<b>4</b>
<b>3. MyExamo Account Structure</b>	<b>5</b>
3.1 Role of Institute Head	
3.2 Role of Branch Head / Class Teacher	
3.3 Role of Teacher	
<b>4. Account Creation Process</b>	<b>7</b>
4.1 Institute Head	
4.2 Branch Head / Class Teacher	
4.3 Teacher	
4.4 Student	
<b>5. Multiple Choice Questions (MCQ)</b>	<b>8</b>
5.1 MCQ Flow Chart	
5.2 My Questions	
5.3 Get shared questions by others	
5.4 Upload your own Questions	
5.5 Test Series	
5.5.1 Fixed Test	
5.5.2 Random Test	
<b>6. Course Management</b>	<b>13</b>
<b>7. Feedback Management</b>	<b>15</b>

# **1. How to Register new Institute on MyExamo**

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To register your institute on MyExamo. Visit our website [www.myexamo.com](http://www.myexamo.com) Registration process will be completed in 2 steps.

Step1:

1. Click on “Teacher/Institute Owner/Representative or someone similar to this role who wants to start his own online education.”
2. Click on “Register Your Institute on MyExamo” button.
3. Enter ‘**Email id**’ and click on Register for free Button.
4. One notification (message) will arrive on screen is “Thank you! The confirmation code has been sent to your email address. Please, check your email and click the link inside in order to finish registration”.
5. A verification mail will be sent by MyExamo on your registeredemail id.

Step2:

1. One form will get open after clicking on the link present in mail named as “Welcome to MyExamo. Please verify”.
2. Fill required details in form then submit it. One sub domain will be given by MyExamo. The user can change thehostname.
3. After filling all the details click on “Submit”, one Institute Head will be created for registered Institute.

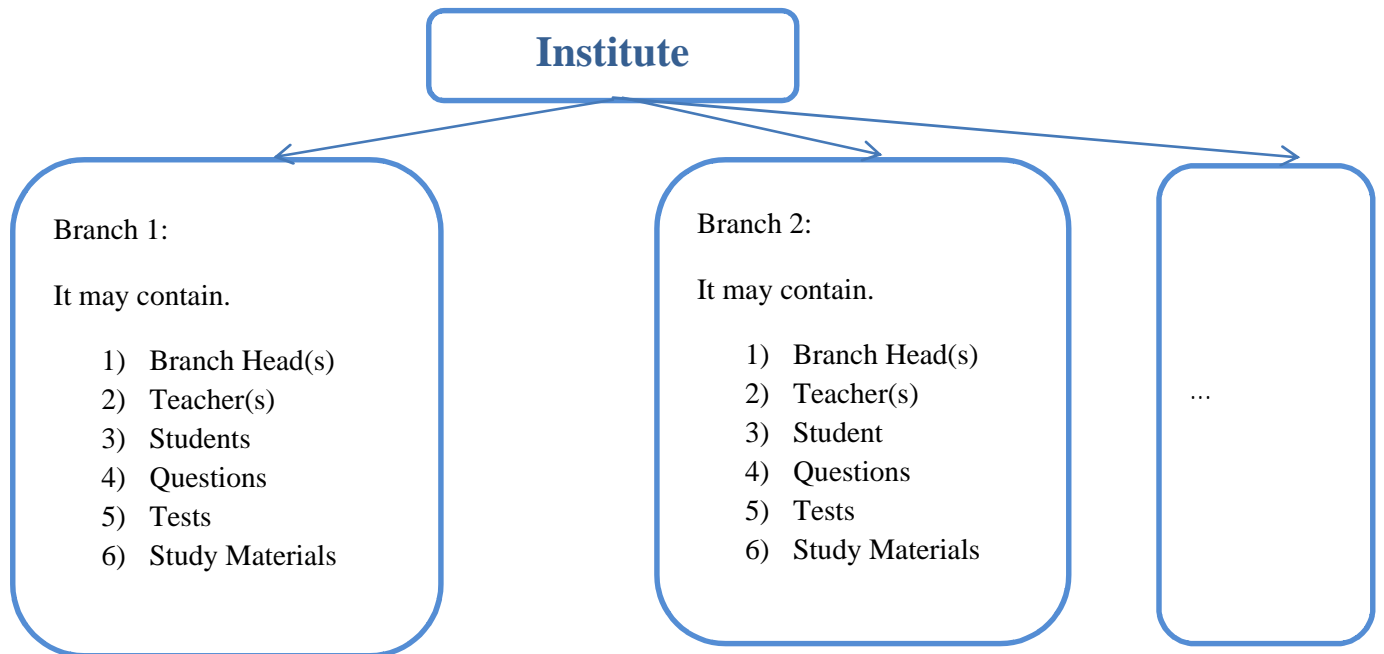
## 2. MyExamo Structure

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MyExamo Structure is divided into Branches.

Each Branch may have its own Branch Head(s), Teacher(s) and Students.

Questions / study material, tests etc of one Branch are not visible to other branches.

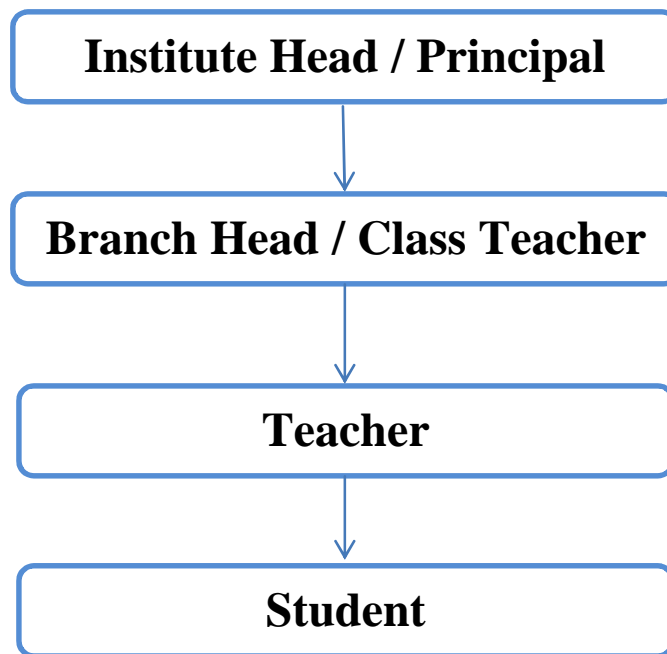


## 3. MyExamoAccount Structure& Roles

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There are 4 account types in MyExamo.

1. Institute Head
2. Branch Head / Class Teacher
3. Teacher
4. Student



### 3.1 Role of Institute Head

Following are the Role of Institute Head.

- a) Add / Modify / Delete Branches.
- b) Add / Modify / Delete Branch Head / Teacher.
- c) Stop Institute Registration.
- d) Change theInstitute Logo.

### 3.2 Role of Branch Head / Class Teacher

Following are the Role of Branch Head / Class Teacher.

- a) Add / Modify / Delete of
  - a. Subject, Topic and Sub-Topics
  - b. Division.
- b) Add / Remove Teacher Account.
- c) Modify registration fields.

### **3.3 Role of Teacher**

Following are the Role of Teacher.

- a) Add / Remove Student account.
- b) Copy question from shared banks.
- c) Upload own questions.
- d) Create Test for students.
- e) Share study material with students.
- f) Conduct feedback of students.

## 4. Account Creation Process

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Account Creation Process of Institute Head, Branch Head / ClassTeacher, Teacher and Student are as below.

### 4.1 Institute Head Account Creation

The person who registers institute on MyExamo is default Institute Head.

If you want to change the account of Institute Head then Institute Head should send “Institute Head Change Request” to [admin@myexamo.com](mailto:admin@myexamo.com).

### 4.2 Branch Head / Class Teacher Account creation

Branch Head / Class Teacher account are created by Institute Head. Please follow below procedure.

1. Login as **Institute Head**.
2. Click on ‘**Branch Management**’.
3. Click on ‘**Manage Branch Head**’ in front of that particular Branch.
4. Click on ‘**Add New**’.
5. Click on ‘**Way 1: Add in Bulk**’ OR Click on ‘**Way 2: Search and Add**’
6. Select number of Accounts to be added and click on ‘**Add**’.

### 4.3 Teacher Account Creation

Teacher accounts are created by Branch Head / ClassTeacher. Please follow below procedure.

1. Login as **Branch Head/ Class Teacher**.
2. Click on ‘**Manage Teacher Account**’.
3. Click on ‘**Add new Teacher**’.
4. Click on ‘**Way 1: Add in Bulk**’ OR Click on ‘**Way 2: Search and Add**’
5. Select number of Accounts to be Added click on ‘**Add**’.

### 4.4 Student Account Creation

Student accounts are created by Teacher. Please follow below procedure.

1. Login as **Teacher**.
2. Click on ‘**Manage Students**’.
3. Click on ‘**Add new**’.
4. Click on ‘**Way 1: Add in Bulk**’ OR Click on ‘**Way 2: Search and Add**’
5. Enter the number of accounts to create and click on ‘**Create Student**’.

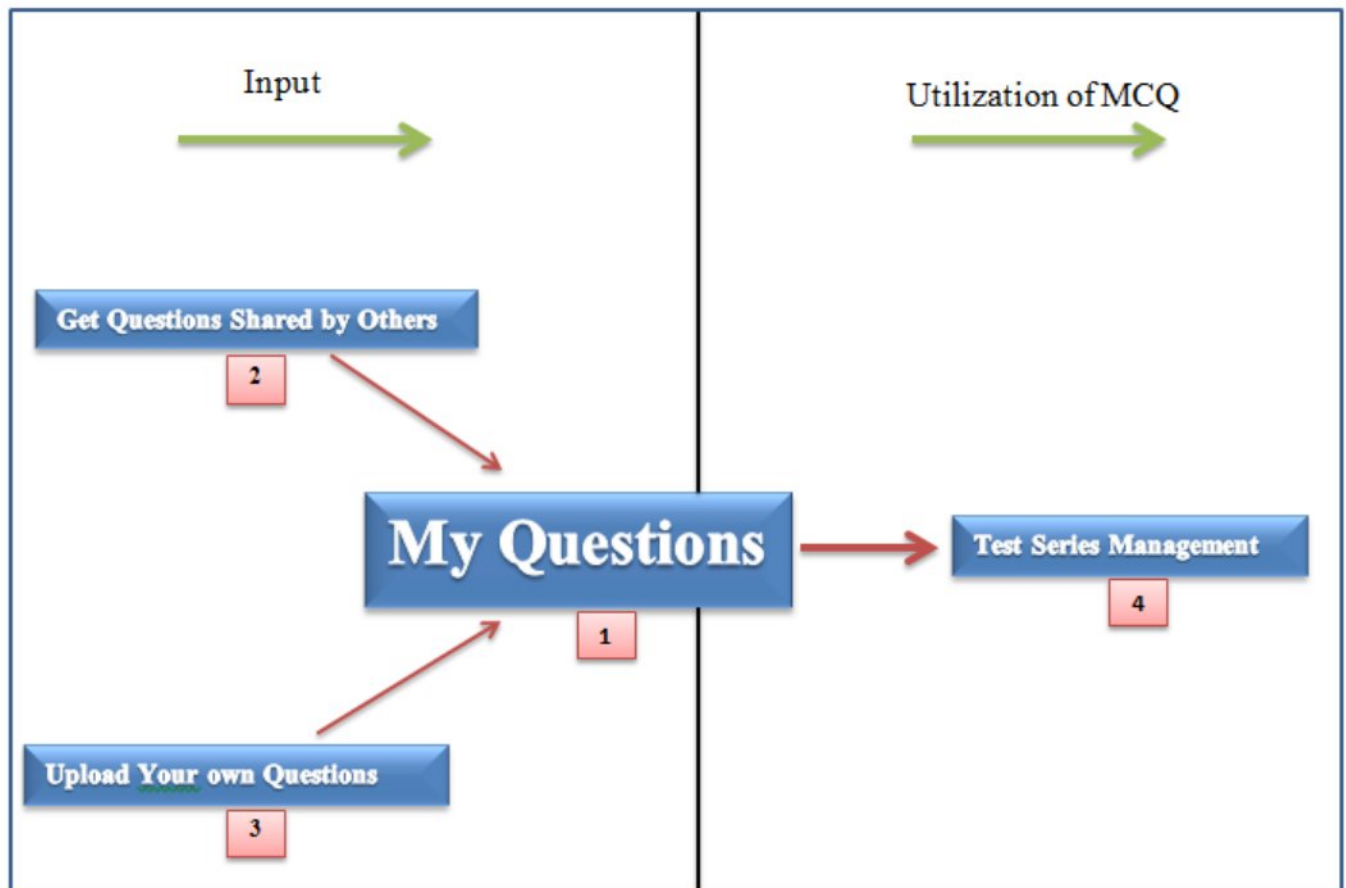
## 5. Choice Questions (MCQs)

MyExamo is the best platform to conduct MCQ Exams. Here you can get questions shared by MyExamo and other institutes and also you can upload your own questions in Microsoft word file format. Because of word format, you can add pure text, images, and equations from Microsoft equation editor and special characters as well.

For conducting the test, MyExamo empowers you with many features like start and end date selection, result date, negative marking, separate weightage for the topic. You can also conduct password protected tests; which will add security to tests. MyExamo gives you the facility to download result in PDF and excel with the topic wise result.

### 5.1 MCQ Flow Chart

## MCQ FLOW





## 5.2 My Questions

All questions which have been uploaded and copy from other colleges can be viewed in '**Your Own Question Bank**'.

There are **2 ways to add questions to question bank**

- Copy from shared bank
- Upload you own questions

## 5.3 Get shared Questions by Others

Teacher can copy questions from "Copy From Shared Bank" in 'Your Own Question Bank'.

- 1) Click on '**Multiple Choice Questionnaire**'.
- 2) Click on '**Add Questions to Question Bank**'.
- 3) Click on '**Copy From Shared Bank**'.
- 4) Click on '**Shared question by MyExamo**'.
- 5) Select '**Subject**' then Click on **Next** button.
- 6) Select '**Topic**' then Click on '**Show Data**'. Here you can also '**Select All Topic**' then '**Show Data**'
- 7) If you want to add asingle question in your question bank click on "**AddQuestion to My Question bank**" button which is below of every question.
- 8) In this scenarios following information you are view. One pop-up window occurred in that two tabs are presents.
- 9) The first tab is '**Keep same subject topic sub-topic Name**' in that If you add questions, your questions will be added in following subjects-topic-subtopic automatically. Click on '**Add To Question Bank**'.
- 10) The second tab is '**Select Subject-topic-subtopic**' in that '**Select Subject**' OR '**Add new Subject**', Select '**Topic**' then Click on '**Add To Question Bank**'.
- 11) If you want to add all the generated questions in your database Click on "**Acquire All these Question**" button.
- 12) Follow Step 9 and Step 10 for this scenario.
- 13) Then, you can view copied questions Click on "**Your Own Question Bank**".

## 5.4 Upload your own Questions

The teacher can upload question in word format (**.doc file**), which is the simplest form to add pure text, images, equations and special characters in the same file.

1. Click on '**Multiple Choice Questionnaire**'.
2. Click on '**Add Questions to Question Bank**'.
3. Click on '**Upload Your Own Question**'.
4. You can download '**Question Format**' attached on the site.
5. You can download '**Sample Question**' attached on the site.
6. Please prepare questions in given format, without *changing the left-hand side column* of the page.
7. Click on '**Upload on your own**' button.
  - a. Step 1: *Attach File*: Select the file that you have prepared (**word format .doc file only**). Click on 'Save and Continue'.
  - b. Step 2: *Question Status*: Select recommended value and Click on 'Save and Continue'.
  - c. Step 3: *Review Questions*: Check all questions, to make sure there are no corrections and Click on 'Save and Continue'.
  - d. Step 4: Select or add new subject and Topic and click on 'Save Questions'
8. You can check all these questions in '**Your Own Question Bank**'.

## 5.5 Test Series

Under '**Test Series Management**' you can conduct MCQ test for students and obtain results. Create test from '**Teacher's account**'. We have two types of Test.

1. Fixed Test –User can choose questions for the test.
2. Random Test –Randomly questions will be taken from the file for the test. Only we will enter count of questions.

### 5.5.1 Fixed Test

1. Click on '**Multiple Choice Questionnaire**'.
2. Click on '**Add Questions to Question Bank**'.
3. Click on '**Create and Manage Test on Question Bank**'.
4. Three tabs are shown '**Add Test Series**', '**Delete Tests**' and '**Available Tests**'.

Click on '**Add Test Series**'

- a. Enter **'Test series name'**, **'Start Date'**, **'End Date'**.
  - b. **'Test Location** such as **Web Browser, Mobile Application** and **Both** select any one radio button',
  - c. **'Test Type is fixed'**.
  - d. Some Advanced Options are presented **'Review Date'**, 'Password Type, 3 types are **'No Password'**, **'Common'**, **'Individual Student Password'**', **'Keep Negative Marking'**, **'Show Marks Obtained to the student immediately'**.
5. Click on **Next** Button.
5. It will show two links **'View Added Question'** and **'Click here to select Questions for Test'**
  6. Click on **'Click here to select Questions for Test'**
  7. Select **'Subject'**.
  8. Select **'Topic'**.
  9. Select **'Sub Topic'**, Select Questions **Mark**. Click on **'Generate Data'** button.
  10. Here you see List of Questions then Click on **'Add This Question'**.
  11. Click on **'View Added Question'**
  12. View added a question, their marks it should be edited. It should get deleted also.
  13. Teacher views total questions, total marks, passing criteria and Test time.
  14. Click on **'Save Test'** button.

### 5.5.2 Random Test

1. Click on **'Multiple Choice Questionnaire'**.
2. Click on **'Add Questions to Question Bank'**.
3. Click on **'Create and Manage Test on Question Bank'**.
4. Three tabs are shown **'Add Test Series'**, **'Delete Tests'** and **'Available Tests'**.

#### Click on **'Add Test Series'**

- a. Enter **'Test series name'**, **'Start Date'**, **'End Date'**.
- b. **'Test Location** such as **Web Browser, Mobile Application** and **Both** select any one radio button',
- c. **'Test type is Random'**.
- d. Some Advanced Options are presented **'Review Date'**, 'Password Type, 3 types are **'No Password'**, **'Common'**, **'Individual Student Password'**', **'Keep Negative Marking'**, **'Show Marks Obtained to the student immediately'**.
- e. Click on **Next** Button.

5. Select '**Subject**'.
6. Select '**Topic**'.
7. Select '**Sub Topic**'; Enter 1 Mark Questions **Count** from '**Available Questions**'. After that, you will see Total questions, Total Marks, Passing Criteria and Test time
8. Click on '**Save Test**' button.

### Click on '**Available Test**' (Fixed and Random test can be viewed)

1. You will see Test related information. Such as Test name, Status, Test location, Start date, End date and Test type.
2. The teacher can take following actions. Edit test, Delete test, Download Results, Show Result and Download Question Papers.
  - i) **Edit test** – Edit all test information.
  - ii) **Delete test** – Select a test to delete. Click on 'Delete'. Confirm action yes or no.
  - iii) **Download Result** – Result is downloading in Excel formats and PDF formats.
  - iv) **Show Results**- Display which students are not yet appeared, Currently attending or submitted the.
  - v) **Download Question Paper**.

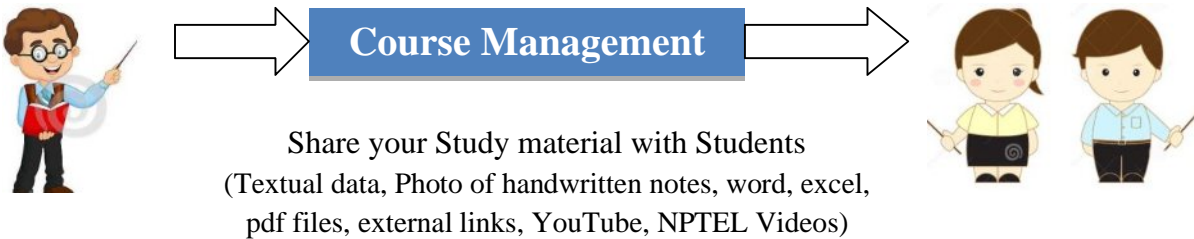
### Click on '**Deleted Tests**' (Deleted Fixed and Random test)

1. **Undo Delete**.
2. **Download Result**.

## 6. Course Management

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In course management, you can share your study material with your students. Study material can be in any format like pure text, images, equations and attachments in any file format like Microsoft word, excel, ppt, pdf files etc. Along with this, you can also add YouTube and NPTEL videos for your students.



For **Course Management** Click on **'Manage Course'**, under this, you can view 3 tabs.

To add New Course login to **'Admin / Teacher's account'**.

Click on **'Add New Course'**

1. Enter **'Course Name'**.
2. Enter **'Teacher Name'**.
3. Click on **'Save and Continue'** button.
4. Click on **'Add New Course'**.
5. You will get multiple tabs like **'Summary'**, **'Overview'**, and **'Syllabus'**, **'Notes'** and so on. You can also add new tabs as per your requirement.
6. You can add all your study material Click on **'Select files'** buttons and external URLs as well.
7. Click on **'Save current data and stay on same page'** presents on top of the current page.

Click on **'Available Course'**

1. Here Teacher can Edit and View course details.
2. **'Visible To Student'** checkbox present on this page, It is used for Check Course Name this details shown to the student. Uncheck this checkbox for Hiding course details from students.
3. When you select blank check box which occurs on starting of each row then you will **'Delete course'**.
4. Confirm the message then Course will be deleted.

Click on '**Delete Course**'

Here two ways presents

1. **Delete Permanently.**
2. **Undo Delete.**

## 7. Feedback Management

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Under feedback management, you can conduct feedback of your students with your own parameters and teachers name. You will get the comment report and detailed analysis with agraphical presentation in Pdf file.

For **Feedback Management** Click on '**Manage Feedback**', under this, you can view 3 tabs. **AddFeedback**login to '**Admin / Teacher's account**'.

### Click on '**Add Feedback**'

1. Enter '**Feedback Name**'.
2. Enter '**Start Date**'.
3. Enter '**End Date**'.
4. '**Select Division**'.
5. '**Keep all the feedback questions mandatory to the student**', Yes or No.
6. '**All students to give comments about respective teacher**'.
7. Here '**Show grade Setting**' this is use for grade and you also edit it.
8. Click on '**Next**' button.
9. '**Select teacher and subject from existing list**' OR '**You can add Teacher Name and Subject**'.
10. Click on '**Next**' button.
11. '**Select Questions from existing list**' OR '**You can add Questions**'
12. Also Advanced setting for '**Weightage for Questions**'
13. Click on '**Submit**' button.

### Click on '**Available Feedback**'

1. You will see Feedback related information. Such as Feedback name, Start Date, End Date.
2. The teacher can take following actions. Edit Feedback, Delete Feedback, Download Master Report, Download Comments Report, and Manage Student.
  1. **Edit** – Edit all Feedback information.
  2. **Delete** – Select Feedback to Delete. Click on 'Delete'. Confirm action yes or no.
  3. **Download Master Report** – It will show List of comments from student to teacher.
  4. **Download Comments Report** – Shows that Average %, Feedback %, Grade etc.

5. **Manage Student** – You will see Teacher name, allowed student count and Not allowed student count. If Teacher wants some particular student not able to give feedback for specify subject teacher (it have various reasons behind it) then Click on '**Manage Student**' button, it shows that student name, then **checked** checkbox will **uncheck** for not allow to give feedback then Click on '**Done**'.

### Click on '**Delete Feedback**'

The teacher can take following actions. Download Feedback Master Report, Download Teacher Comments Report, Undo Delete and Delete.