**MukeExam Handover Document**

**Website for Students :-** https://mks.ets360.com/registers

**Website for Admin :-** <https://mks.ets360.com/admin>

Website Login ID And Password for Admin :-

Login ID :- admin

Password :- admin@mks123

Following files needed to conduct exam :-

(**Table 1.1**)

|  |  |
| --- | --- |
| **Student Excel Format** | **Question Excel Format** |
| 1. Click on “Students” from left menu bar. 2. Click on “import/export students”. 3. Click on “[Click here to download excel file format](https://mks.ets360.com/admin/Iestudents/download)”. | 1. Click on “Questions” from left menu bar. 2. Click on “import/export questions”. 3. Click on “[Click here to download excel file format](https://mks.ets360.com/admin/Iestudents/download)”. |

Admin Step to Create Exams

1. Create Group

Suppose an example that there is only 1 exam to be conducted and 10 students are there for that particular exam.

* So first, create group name like “**Course\_Name-SEM\_No.-Subject-Type**” i.e “**BCOM-SEM1-COMMERCE-REG”.**
* Create the Group in admin panel by clicking on **Groups** from left menu bar.
* Click on “**Add new Group**” button.
* Enter the **Group** name and then click on **Save.** Group created Successfully.

2. Create Subject

**This steps need to be done only for the first time, when there used to be no exams or any other data in the website.**

* Create a subject name like “**Course\_Name-SEM\_No.-Subject-Type-Date**” i.e “**BCOM-SEM1-COMMERCE-REG-02”.**
* Create the Subject in admin panel by clicking on **Subjects** from left menu bar.
* Click on “**Add new Subjects**” button.
* Choose the **Group** which you have created above i.e (on 1 point).
* Enter the **Subject name** and then click on **Save.** Subject created Successfully.

3. Create Topic

**This steps also need to be done only for the first time, when there used to be no exams or any other data in the website.**

* Create topic name like “**Course\_Name-Subject-Type-Date-Any\_No.**” i.e “**BCOM-COMMERCE-REG-02-1”.**
* Create the Topic in admin panel by clicking on **Topics** from left menu bar.
* Click on “**Add new Topic**”.
* Choose the **Subject** which you have created above i.e (on 2 point).
* Enter the **Topic name** and then click on **Save.** Topic created Successfully.

4. Student Importing

* First format the Student data in the given/downloaded excel file. (As per the **Table 1.1**)
* Please See the below **Table 1.2** for Student format.

**Table 1.2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Compulsory/Optional** | **Default Value** | **Description** |
| NAME | Compulsory | - |  |
| EMAIL | Compulsory | - |  |
| PASSWORD | Optional | - | You can leave this empty, Import feature will generate random and unique password for each student. |
| PHONE | Compulsory | - |  |
| ENROLMENT NUMBER | Compulsory |  | This is student id / roll no. / URN No. |
| ALTERNATE NUMBER | Optional | - | Alternate Contact no. |
| ADDRESS | Compulsory | Mumbai or City name |  |
| EXPIRY DATE | Compulsory | 0 |  |
| ADMISSION DATE | Compulsory | Today’s Date |  |
| STATUS | Compulsory | Active |  |

* Click on “**Students**” from left menu bar.
* Click in “**Import/export students**” from horizontal menu.
* **Select the file** which you want to import.
* **Choose the Group which you have made recently in above step i.e (on 1 point).**
* Click on “**Import Student**” button. Student import is Successful.

5. Question Importing

* First format the Question data in the given/downloaded excel file. (As per the **Table 1.1**)
* **Importing of questions for the first time must have groups, subject and topic names which you have uploaded previously**.
* **From second time onwards there’s no need to upload the topic and subject again on the website. You can just simply write the names in this “Questions” excel format.**
* Please See the below **Table 1.3** for Question format.

**Table 1.3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Compulsory/Optional** | **Default Value** | **Description** |
| Difficulty Level | Compulsory | M | Type could be  E: Easy, M: Medium & H: Hard |
| Question Type | Compulsory | M |  |
| Question | Compulsory |  | All the Questions columns |
| Option1 | Compulsory |  | Option number 1 |
| Option2 | Compulsory |  | Option number 2 |
| Option3 | Compulsory |  | Option number 3 |
| Option4 | Compulsory |  | Option number 4 |
| Option5 | Optional | - |  |
| Option6 | Optional | - |  |
| Marks | Compulsory |  | Depending upon the Total marks. |
| Negative Marks | Compulsory | 0 | If negative value is there, enter the value, else enter 0. |
| Hint | Optional | - |  |
| Explanation | Optional | - |  |
| Correct Answer | Compulsory |  | Question’s correct answer |
| True & False | Optional | - |  |
| Fill in the blanks | Optional | - |  |
| Group | Compulsory |  | Group which you have created on (point 1). |
| Subject | Compulsory |  | Subject which you have created on (point 2). |
| Topic | Compulsory |  | Topic which you have created on (point 3). |
| Sub Topic | Optional | - | Optional Field. |

* Click on “**Questions**” from left menu bar.
* Click in “**Import/export Questions**” from horizontal menu.
* **Select the file** which you want to import.
* **For first time, Choose the Group which you have made recently in above step (on point 1). From second time, choose randomly groups.**
* **Similarly, for the first time, Choose the Subject name and Topic name which you have made above (on point 2 & 3). From second time, choose randomly subject and topics.**
* Choosing “**Sub topic**” is optional.
* Click on “**Import Questions**” button. Questions import is Successful.

6. Creating Exams

* Click on “**Exams”** from left menu bar.
* Click on “**Add New Exam**” button.
* Please See the below **Table 1.4** for Form Filling guide.

**Table 1.4**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Compulsory/Optional** | **Default Value** | **Description** |
| Package | Compulsory | University Exam |  |
| Exam Name | Compulsory | - |  |
| Passing Percentage | Compulsory |  | Exam Passing percentage. |
| Instructions | Compulsory |  | Instruction to show just before starting exam. |
| Syllabus | Optional | - |  |
| Exam Duration (Min.) | Compulsory |  | Duration of exam Eg. **60** |
| Attempt count | Compulsory | 1 |  |
| Start Date | Compulsory |  | Exam Start date with time. Eg. 03-02-2021 15:00 |
| End Date | Compulsory |  | Exam End date with time. Eg. 03-02-2021 17:00 |
| Select Group | Compulsory |  | Group name which you have imported (on point 1) |
| Show Answer Sheet | Compulsory | NO |  |
| Negative Marking | Compulsory | NO |  |
| Browser Tolerance | Compulsory | YES | Is Shifting of tab not allowed? |
| Result after Finish | Compulsory | YES |  |
| Instant Result | Compulsory | NO |  |
| Multi language | Compulsory | NO | Language Type |
| Random Question | Compulsory | YES | Will show random question |
| Mode | Compulsory | EXAM | Mode Type |
| Option Shuffle | Compulsory | NO | Is option should shuffle |

* Once form Filling is done. Click on “**Save”** button
* Now you will be redirected to the Questions page. Choose the “**Subject name”** in “All Subject” dropdown box and click on “**Search**”.
* Following Question displayed would be the question of that particular Subject.
* Choose the row filter to “**500**”, so that all the question will be visible to choose.
* Select all the questions and then, click on “**Add to exam**”.
* Click on “**Back to exam**”.
* An exam would have been created. Click on the “**Action”** button of the Exam name. Choose the “**Questions Attempt Count**” option.
* Only fill the fields, which is shown below in Blue color from **Table 1.5**

**Table 1.5**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Compulsory/Optional** | **Default Value** | **Description** |
| Subject – BXXX-XX-XX | Compulsory | 40 | Passing percentage |
| Allow students to attempt all questions. | Compulsory | Checked | Checkbox to attempt all the questions. |
| Max. Random Questions to show | Compulsory | 50 | Max questions to attempt |
| Enable Smart Distribution | Not Needed | - |  |
| Subject-wise Topics | Not Needed | - |  |
| Diff. Lev. Of QB – Easy | Not Needed | - | Numbers of Easy questions |
| Diff. Lev. Of QB – Medium | Not Needed | - | Numbers of Medium questions |
| Diff. Lev. Of QB – Hard | Not Needed | - | Numbers of Hard Questions |

* Once Form Filling is done. Click on **Save** button. And then last step is to click on “**Inactive**” button of that created exam, so that it will be activated. Now, Exam is created Successfully.

7. Downloading Results

Once exam got Created, Activated and any of a single student attempted that exam. You will be able to download the results. Please Note, for downloading results, any 1 of the student must have attempted the exam else the result will not be able to download.

Steps to download Exam’s results are.

* Click on “**Exams**” from left menu bar.
* An activated exam will have a “Download result” button.
* Click on “**Download Results**” button. Result will start downloading.

Steps for Student Login

The “Student import” file contain the Login ID & Password for students, for appearing in exam’s. **Steps for appearing in exams are :-**

* Visit the student login URL : <https://mks.ets360.com/registers>
* Enter the Login ID and Password of Student.
* You will be redirected to the student dashboard.
* You will be visible to see exams. (If any exams associate it to you)
* Click on the Green Button i.e “**Attempt Now**”.
* You will be redirected to a **Progress bar** page with some instructions written on it.
* Once loading done. Click on the “**NEXT**” button.
* Some instruction would have been given. Scroll down to the very bottom of page. Click on the checkbox which say “I am ready to begin”.
* Click on “**Exam start**” button. Done.

Steps for Submitting of Questions

**Followings are the step to submit the question :-**

* Click on the “**Radio button”** of the correct options.
* Click on the “**Save & Next**” button. Save and next button will save your answers to the database. While next button will only show the next question, but will not save your answer.

**Right Panel Question’s Color Guide :-**

* Green Color will indicate that the question has been “**Attempted and Submitted”** with the answers.
* Red Color will indicate that the questions has been “**Visited but not Submitted”.**
* Purple Color will indicate that the questions has been “**Marked for Review**”.
* White Color indicate that the question is “**Not Visited”.**

Steps for Submitting of Exam

**After attending all the questions.**

* Student must click on the “**Submit**” button which could be visible at the bottom-right side of the page.
* A pop-up will appear (based on how much question has been attempted).
* After confirming the “Numbers of Question that you have attempted”. Click on the “**Finish Exam**” option.
* You will be redirected to a “**Feedback form**”. Provide your Feedback regarding your exam.
* Click on “**Submit**” button. Done feedback would have been submitted successfully.
* Now to Logout from the page. Click on the “**login**” icon i.e (Person icon). Click on “**SIGN OUT**” button.