Online Test System

User Manual

Group 5

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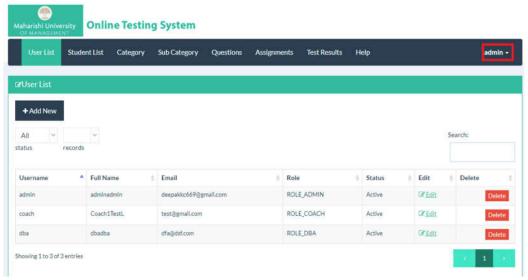
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1. Introduction



This document is the User Manual of the MUM Online Test System. MUM Online Test System is used for job-seeking students to help review the interview questions (for example, Java and JavaScript).

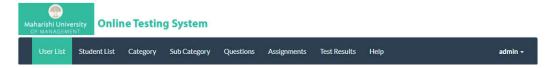
There are 4 types of roles in the system: Admin, DBA, Coach and Student. You could find who you are in the right corner of the window.



Admin, DBA and Coach are the administrators of the system, which are usually handled by university staff. Student means the MUM students who are doing job seeking, which will take part in the test once they receive the test link from email triggered by university staff from whom that holds the Coach Account.

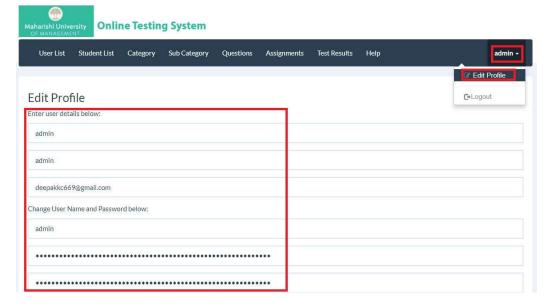
2. Admin Manual

Admin user is the super user of the system. Please check the function of the Admin User below:



2.1 Edit Profile

As an admin you are able to edit your own profile including changing your password.

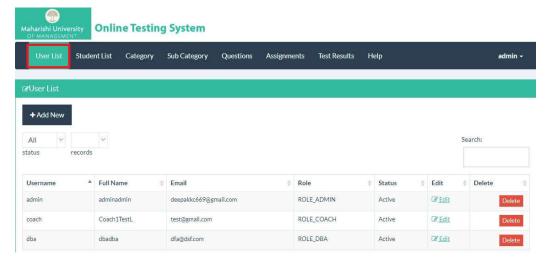


2.2 Manage Users

Admin user could manage all the other 3 types of users (Coach, DBA and Student).

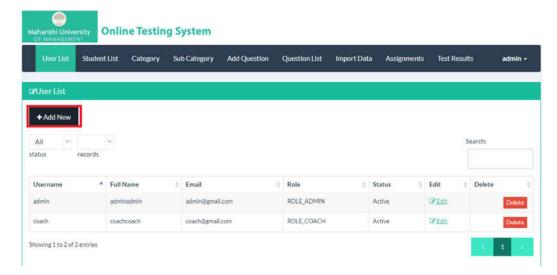
2.2.1 Check Existing Users

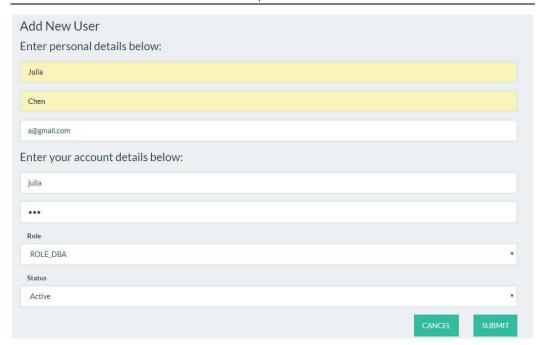
You could check the users that are already stored in the system. Reminder: Users here concludes all Admin, Coach and DBA users.



2.2.2 Add One User

By clicking the Add New button, you are able to add a new user and assign him the role of Admin, Coach or DBA.

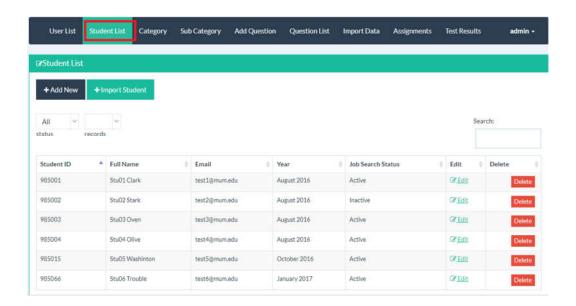




2.3 Manage Students

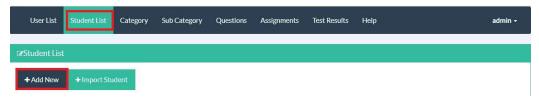
Students here mean MUM students who are doing job seeking and taking tests on this system after Coach generates the test.

2.3.1 Check Existing Students

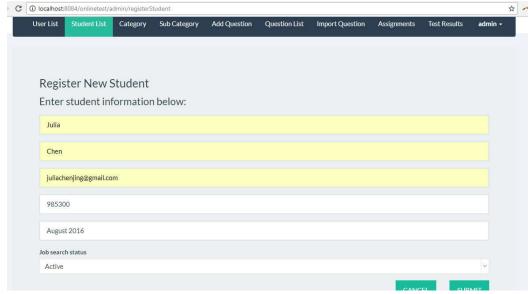


2.3.2 Register New Student

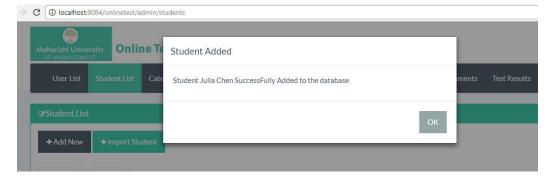
Click the Add New Button under Student List Menu



Input the student information

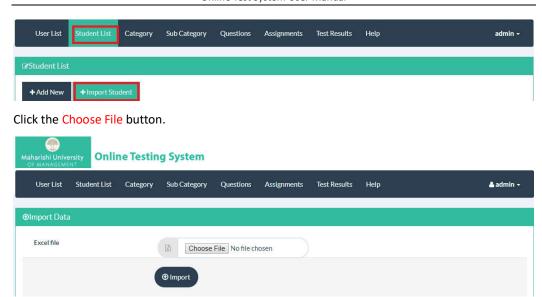


Click Submit Button, system will save the added Student.



2.3.3 Import Students by Excel File

You could import a big amount of students by using Import Student Button.



Get ready for the file with the format shown below:

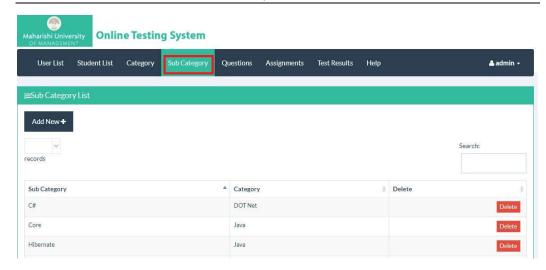


2.4 Manage Categories

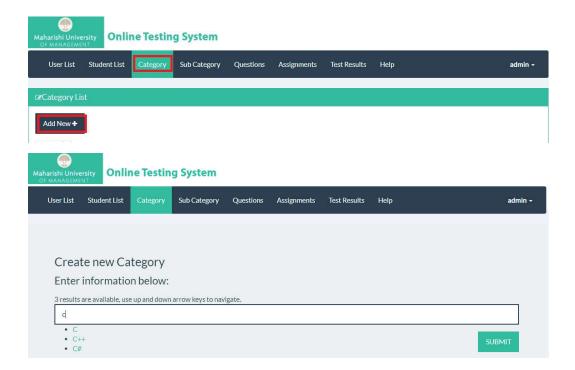
Every question belongs to a Sub Category, and each Sub Category belongs to a Category.

2.4.1 Check Existing Categories

You could check the existing categories

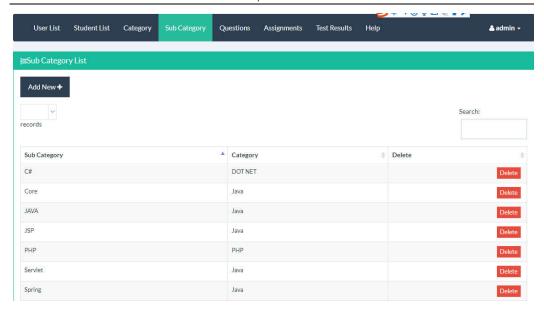


2.4.2 Add Categories

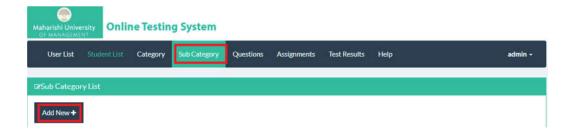


2.4.3 Check Existing Sub Categories

Each Sub Category belongs to one Category.



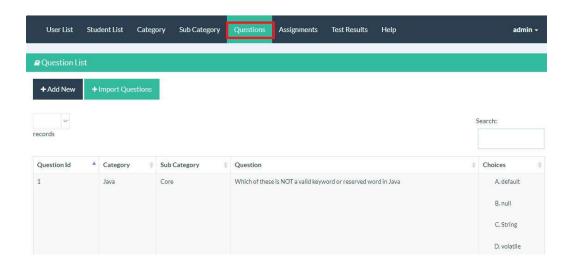
2.4.4 Add Sub Categories



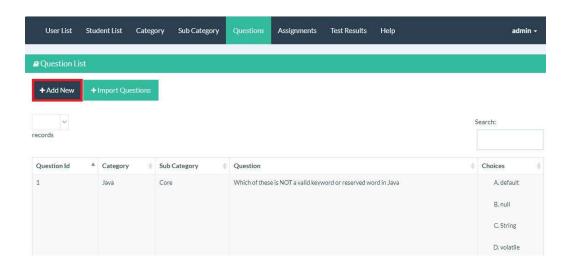


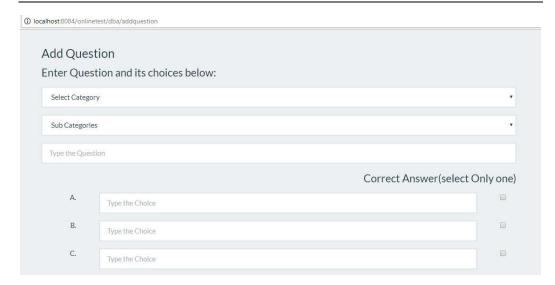
2.5 Manage Questions

2.5.1 Check Existing Questions

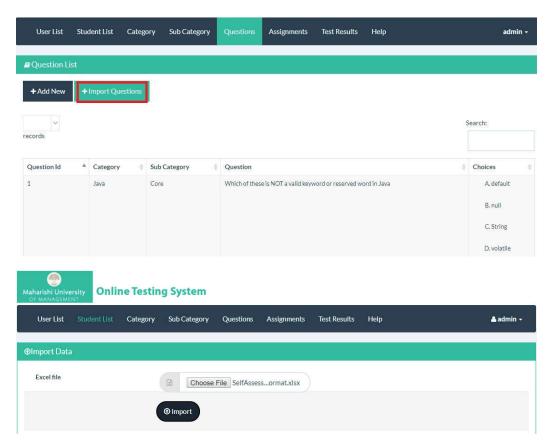


2.5.2 Add a Question

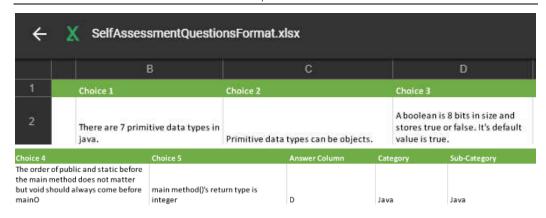


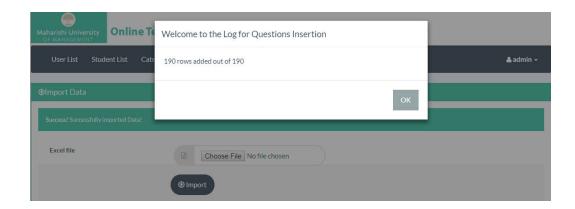


2.5.3 Import Questions by Excel file



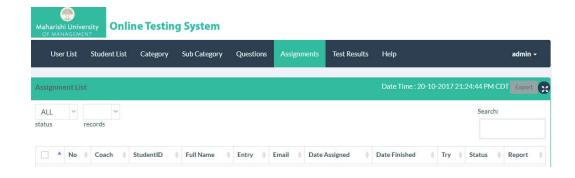
Please follow the format below:



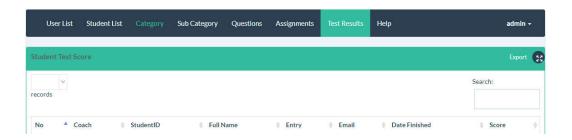


Please follow the format below to get ready for the document you want to upload.

2.6 Check Assignments



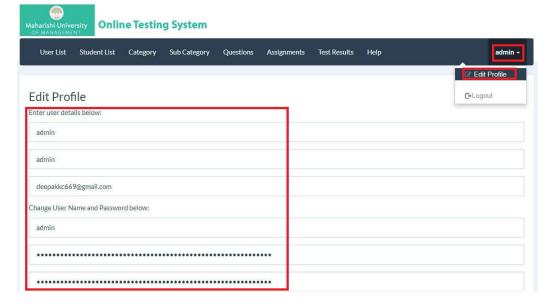
2.7 Check Test Results



3. DBA Manual

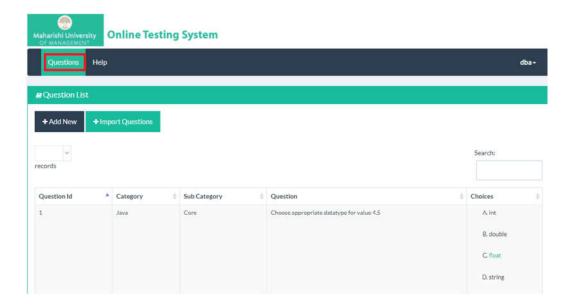
3.1 Edit Profile

As a DBA you are able to edit your own profile including change your password.



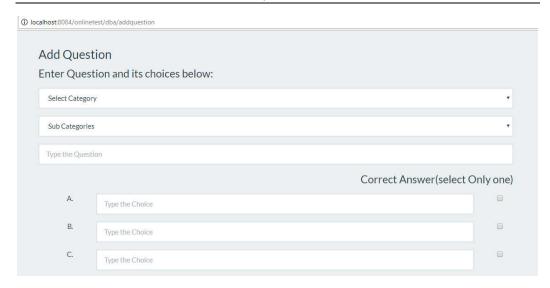
3.2 Manage Questions

3.2.1 Check the existing question

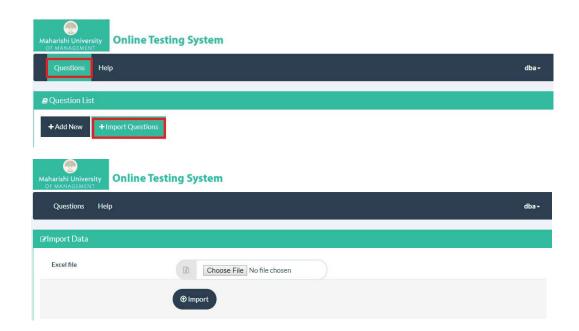


3.2.2 Add a New Question





3.2.3 Import Questions by Excel File



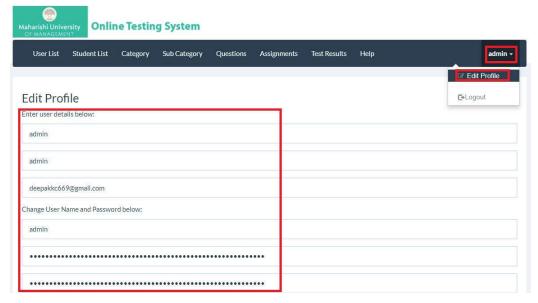
4. Coach Manual

Coach is responsible for generating the test for Students. Coach could also manage Student List,

Question List and check test results.

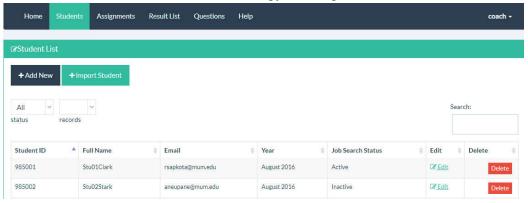
4.1 Edit Profile

As a Coach you are able to edit your own profile including change your password.

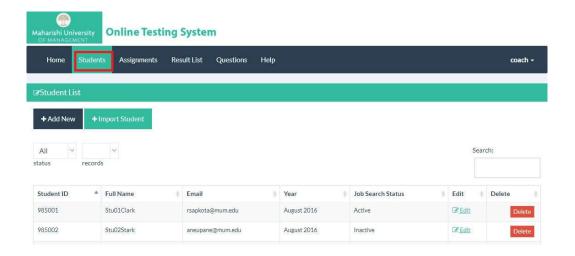


4.2 Manage Students

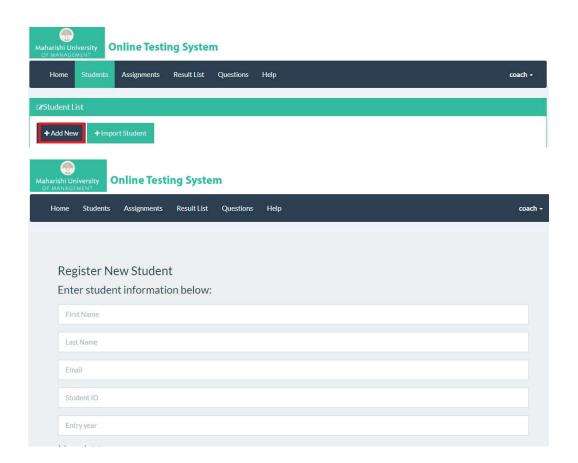
Students here mean MUM students who are doing job seeking.

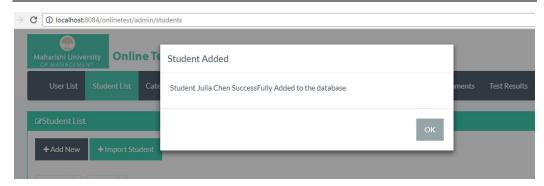


4.2.1 Check Existing Students



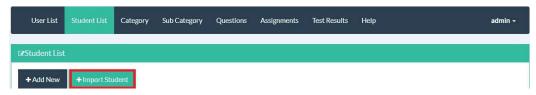
4.2.2 Register a New Student





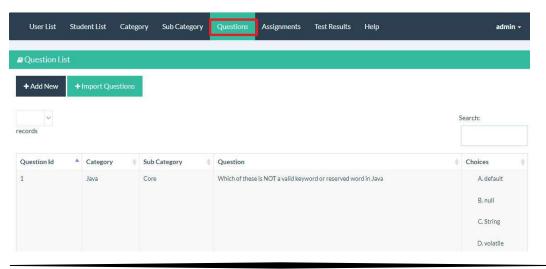
4.1.3 Import Students by Excel File

You could import a big amount of students by using Import Student Button.

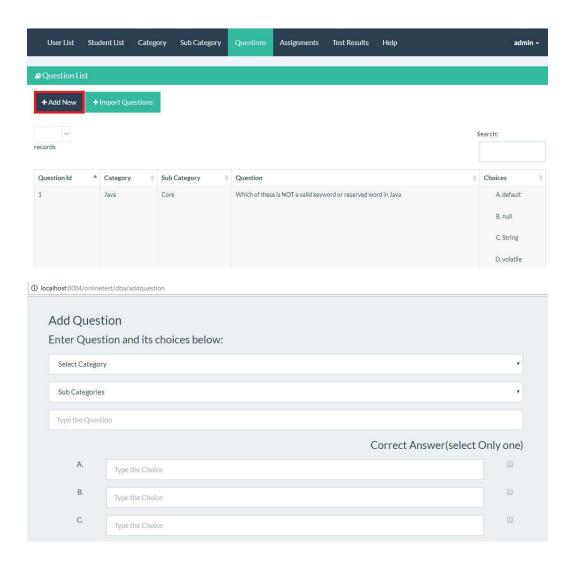


4.3 Manage Questions

4.3.1 Check the existing question

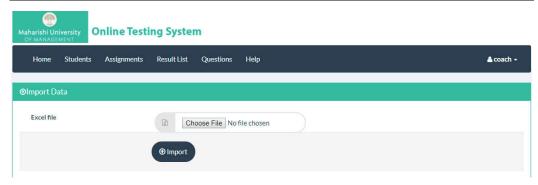


4.3.2 Add a Question

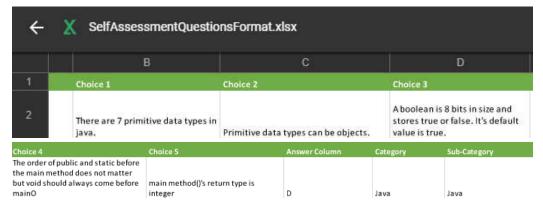


4.3.3 Import Questions by Excel file



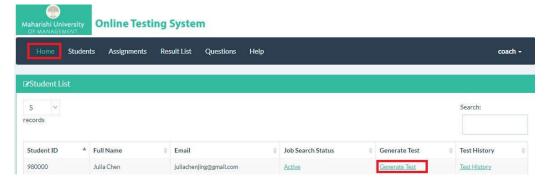


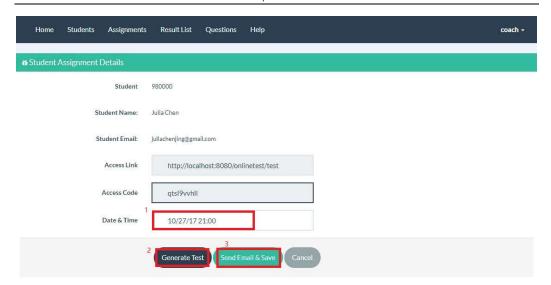
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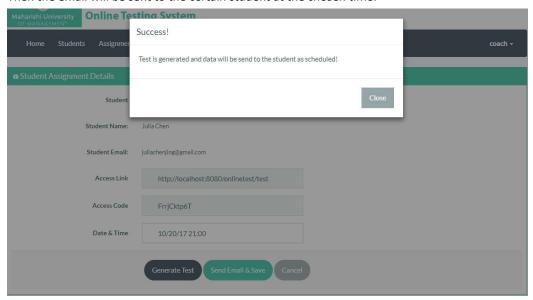
4.4 Generate Assignment to Student

Coach could choose a student and generate an assignment (a quiz test) to a certain student. The test link could be set to a certain time to send.

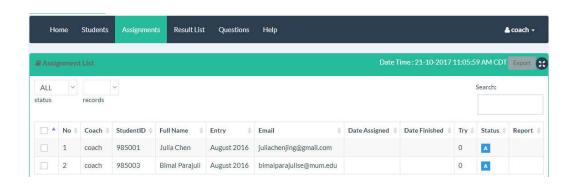




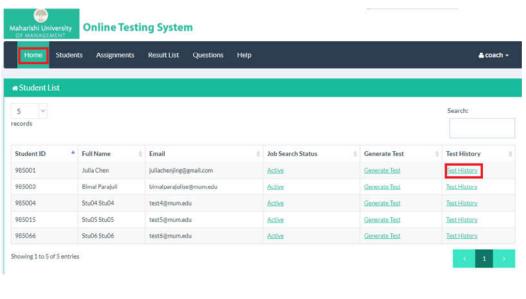
Then the email will be sent to the certain student at the chosen time.

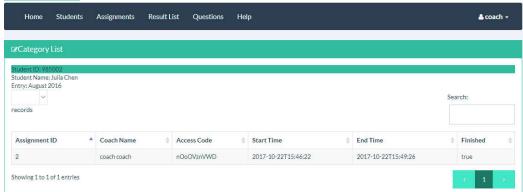


4.5 Check Out Assignments

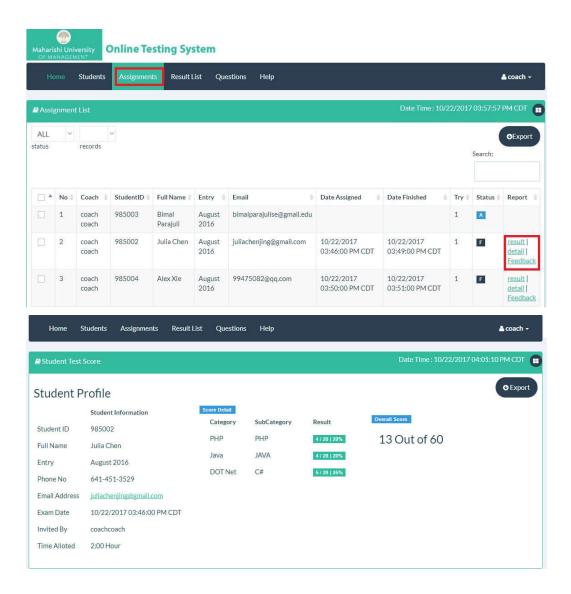


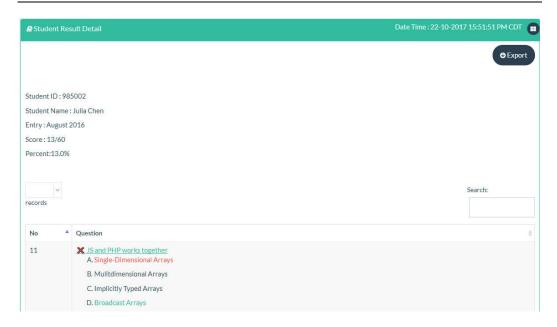
4.5.1 Check out If a Student Take the test



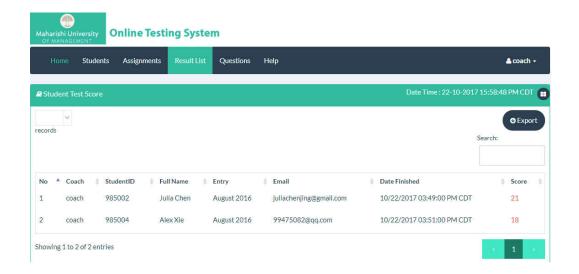


4.5.2 Check out All the Students who are generated the Test





4.6 Check Test Results

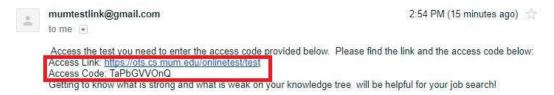


5. Student Manual

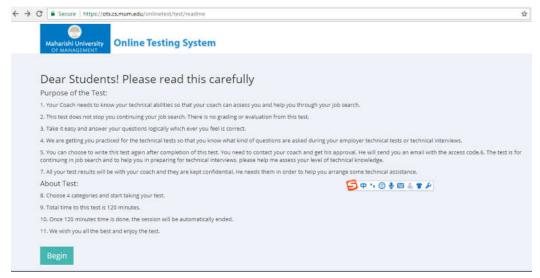
5.1 Take the Test

As a student who is doing job seeking, every now and then Coach will generate some online test to help you find the weak point of your knowledge tree. All you need is to follow the guide below:

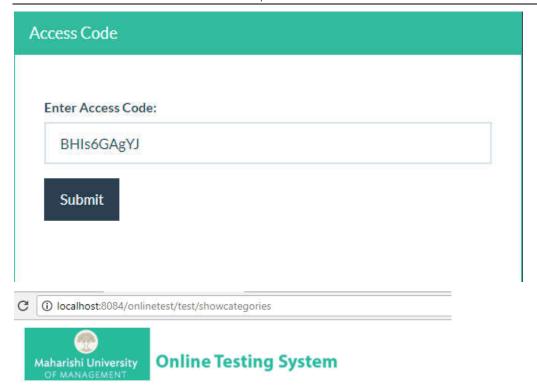
After the coach generates the test, you will receive the link and Access Code in your email:

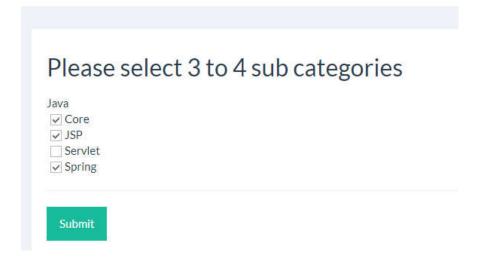


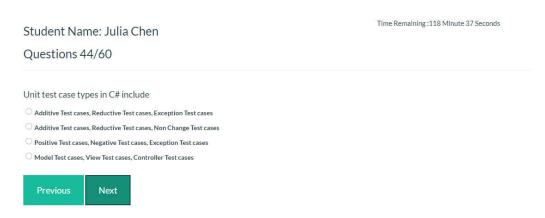
Click the link, and you will see the guidance:



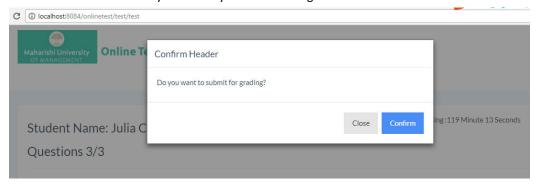
Input the Access Code shown in mail:







Please double check before you submit your answers to grade:





6. Revision History

Version	Date	Author	Description	Approver
V1.0	10/19/2017	Julia	First Version	