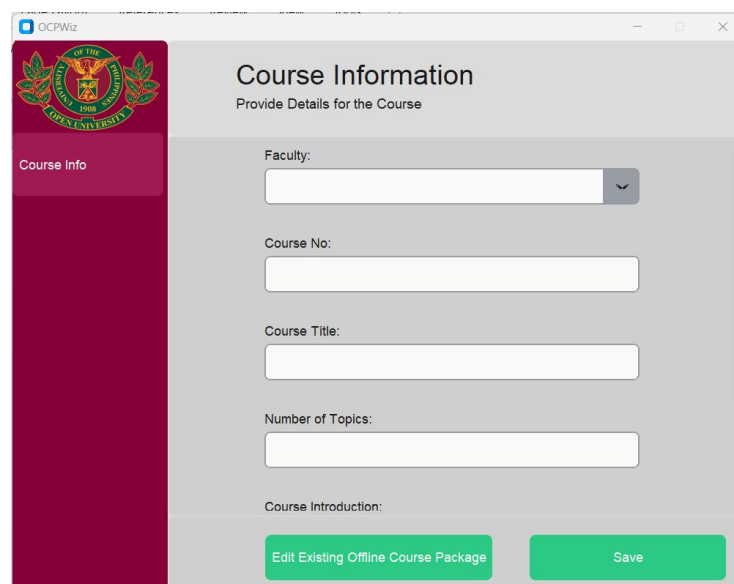


## Instructions for Using the Program: OCPWiz

Welcome to the OCPWiz! This comprehensive guide will take you through the process of creating and managing offline course packages. Carefully follow these instructions for a successful experience.

### 1. Getting Started:

1. Launch the program. The Course Information page will appear automatically.

The screenshot shows a web application window titled "OCPWiz". On the left is a vertical sidebar with a maroon background, featuring a circular seal at the top and the text "Course Info" below it. The main content area is titled "Course Information" with the subtitle "Provide Details for the Course". It contains five input fields: "Faculty:" (a dropdown menu), "Course No:" (a text box), "Course Title:" (a text box), "Number of Topics:" (a text box), and "Course Introduction:" (a text area). At the bottom of the form are two green buttons: "Edit Existing Offline Course Package" and "Save".

2. Complete the mandatory fields:

- Faculty: Enter the faculty member's name responsible for the course.
- Course Number: Input the course number (e.g., ENG101).
- Course Title: Specify the course title.
- Number of Topics: Indicate the total topics in the course.
- Optional Course Introduction: Optionally, provide a course introduction.

The image shows two side-by-side screenshots of the 'Course Information' form in OCPWiz. The left screenshot shows the form with fields for Faculty, Course No, Course Title, Number of Topics, and Course Introduction. The right screenshot shows the same form with the 'Save' button highlighted.

3. Click "Save" after filling the necessary information.
4. Sidebar buttons will become visible.

The image shows a screenshot of the 'Course Information' form in OCPWiz. The sidebar buttons (Course Info, Manage Resources, Upload Topics, Create Quiz, Create Offline Package) are visible on the left. The form fields are filled with the same data as the previous screenshots.

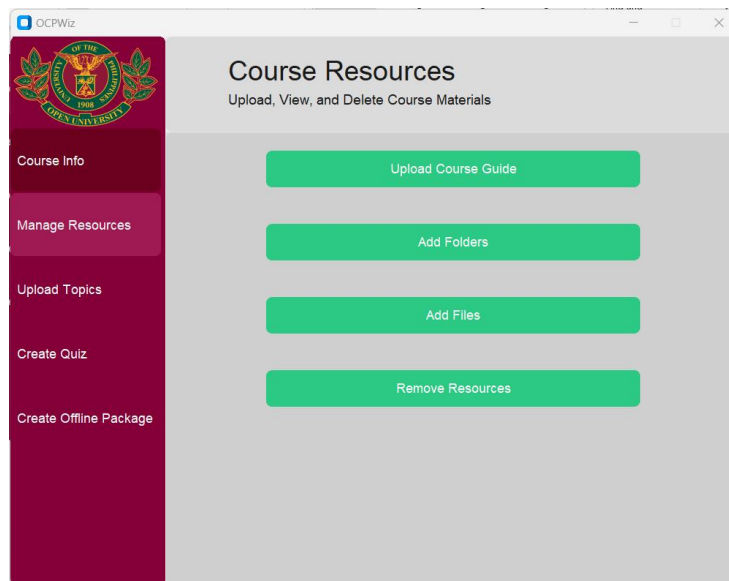
## 2. Editing Existing Offline Course Package:

- If you have a pre-existing offline course package, select "Edit Existing Offline Course Package."
- The presence of a metadata.json file in the folder will determine if details can be retrieved.

## 3. Course Resources:

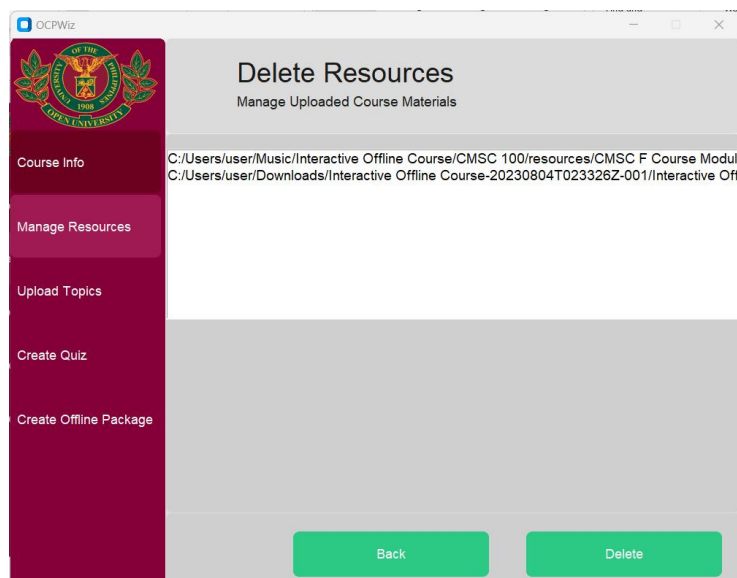
1. Upload the course guide using the "Upload Course Guide" button.
2. Add more resources on this page:
  - Click "Add Folder" to create a new folder.
  - Use "Add Files" to upload materials to the course resources.

- To delete resources, navigate to the "Delete Resources" section within Course Resources.

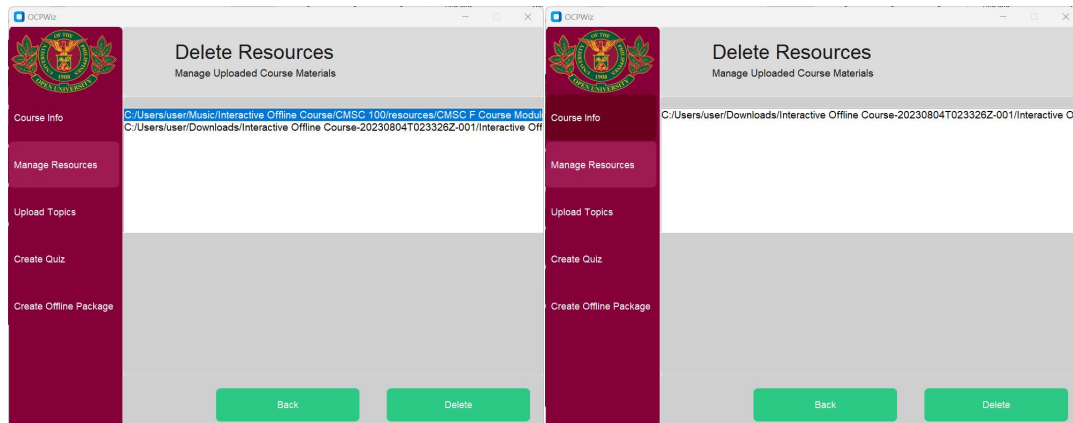


#### 4. Deleting Resources:

1. On the Course Resources page, find and select the "Delete Resources" button.
2. You'll see a list of directories containing uploaded files and folders.



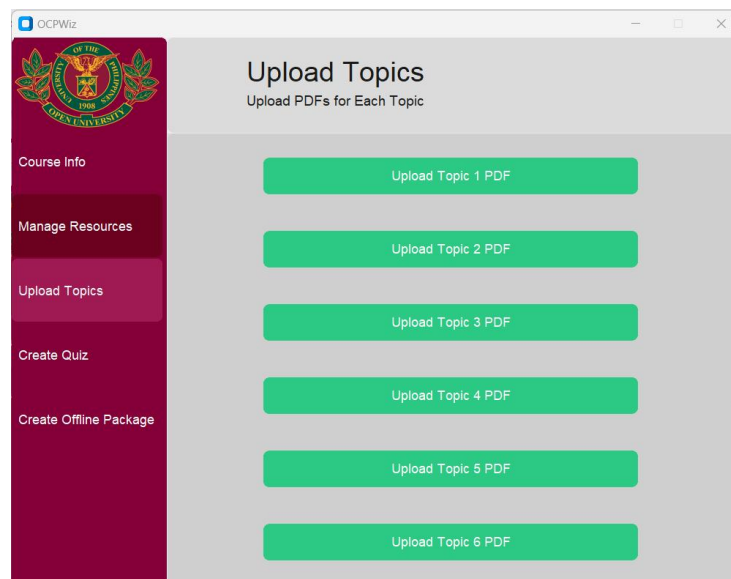
3. Select a directory and click "Delete" to remove files or folders.



4. Return to Course Resources using the "Back" button.

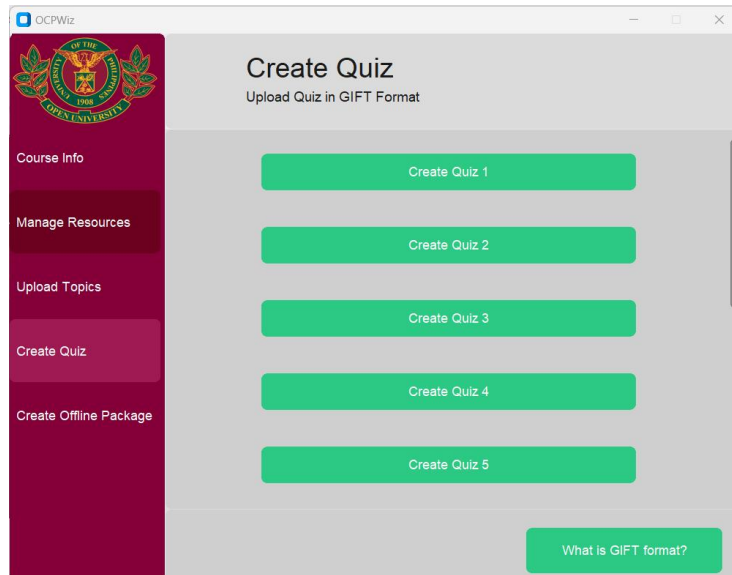
## 5. Uploading Topics:

1. Upload a PDF file for each topic by clicking the corresponding button.

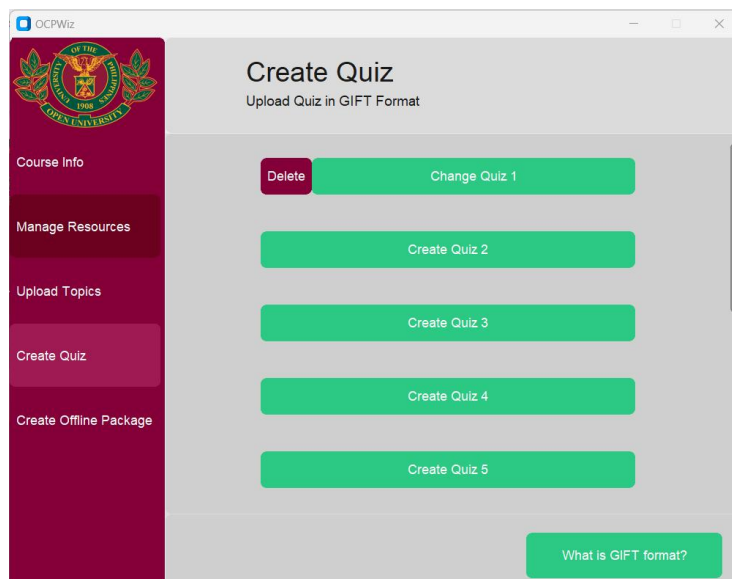


## 6. Creating Quizzes:

1. Optionally, upload a text file in GIFT format for each topic to create quizzes.



2. After uploading, a "Delete" button appears



3. Click "What is GIFT Format" to access an explanatory PDF on GIFT format.

## 7. Create Offline Package:

1. On the Create Offline Package page, ensure all details are accurate, including files, folders, PDFs, and quiz questions.

The image shows two side-by-side screenshots of the 'Offline Course Package' review page. The left screenshot displays the 'Course Info' section with the following details: Faculty: Faculty of Information and Communication Studies, Course No: CMSC 206, Course Title: Database Management Systems, and Course Introduction: Welcome to CMSC 206 - Database Management Systems! Databases are everywhere! See for example https://www.be... The right screenshot displays the 'Course Guide Directory', 'Resources Directory', and 'Topics Directory' sections, each with a text area for file paths. Both screenshots have a 'Create OCP' button at the bottom right.

2. Access to the "Create Offline Package" page requires a course guide and topic PDFs.
3. In quiz questions, the correct answers are highlighted in green.

The image shows a screenshot of the 'Offline Course Package' review page. The 'Topics Directory' section lists three topics with their file paths. The 'Quiz 1' section contains two questions: 'Which of the following is NOT a fruit?' with options Rhubarb, Tomatoes, and Avocados; and 'Where was the first example of paper money used?' with options China and Turkey. In both questions, the correct answer is highlighted in green.

4. Once prerequisites are satisfied, click "Create OCP" to generate the offline course package.