Comprehensive Assessment and Preparation System User Manual

1. REGISTRATION & LOG IN

Doesn't Have an Account? Register First by Clicking the 'Register here" highlighted text

Note: Your User Code and Password will be used to Log-in!

1.1 Personal Information

- Enter your First and Last Name to Proceed to the next part.
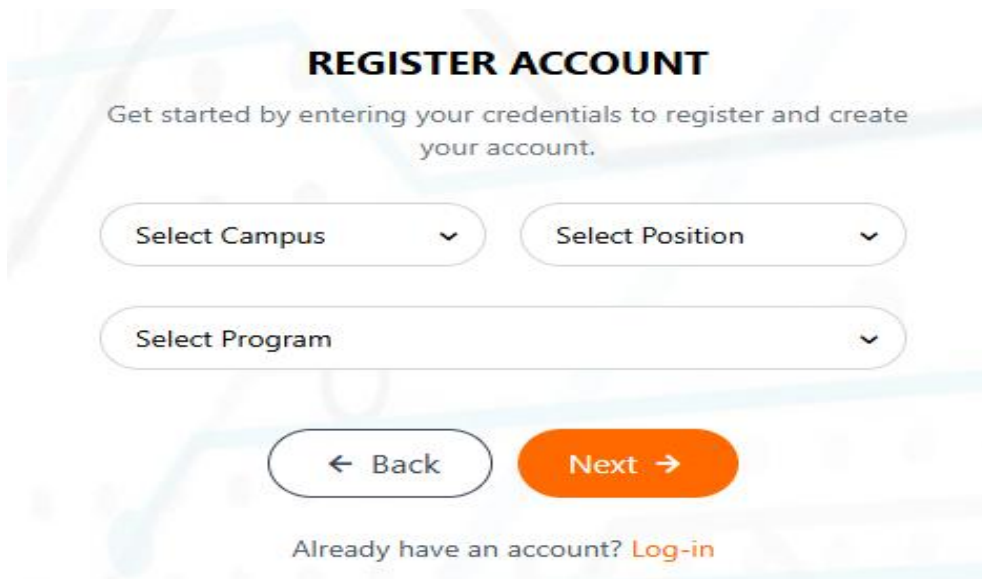
1.2 User Code and Email

REGISTER ACCOUNT

Get started by entering your credentials to register and create your account.

User Code (23-A-XXXXX)

Email Address

← Back   Next →

Already have an account? Log-in

- Enter your School's Unique User Code & Email
- **Note: Your User Code and Password will be used to Log-in**
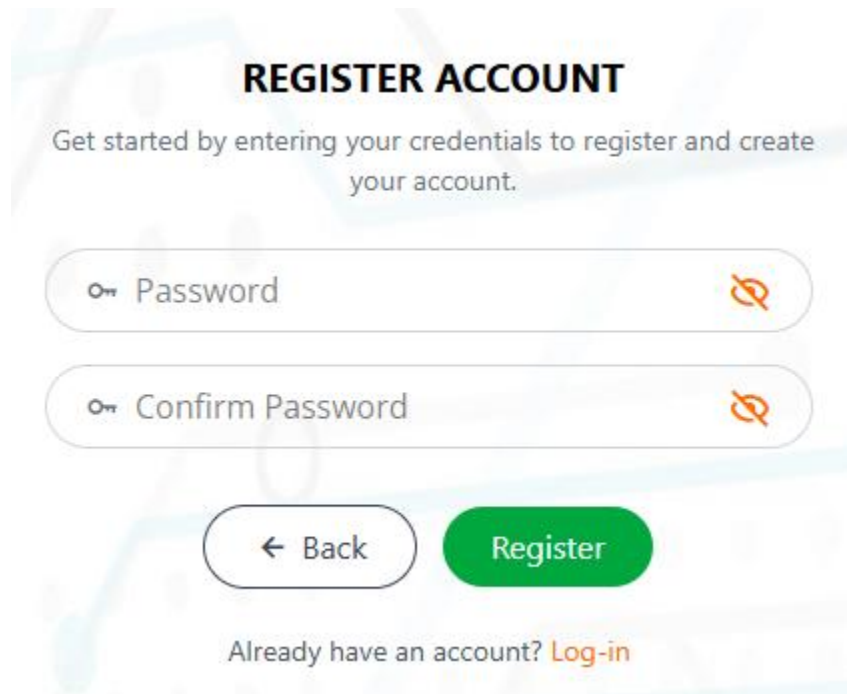
1.3 Campus, Position, and Program

REGISTER ACCOUNT

Get started by entering your credentials to register and create your account.

Select Campus ⌄   Select Position ⌄

Select Program ⌄

← Back   Next →

Already have an account? Log-in

- Select where is your School Campus
- Select Your Position (e.g. Dean, Program Chair, Faculty, or Student)
- Select Your Program

1.4 Password

REGISTER ACCOUNT

Get started by entering your credentials to register and create your account.

- Enter a Strong Password
- Confirm your Password
- Register
- Wait for the Authorized Person to Approve your request.

1.5 Forgot Password
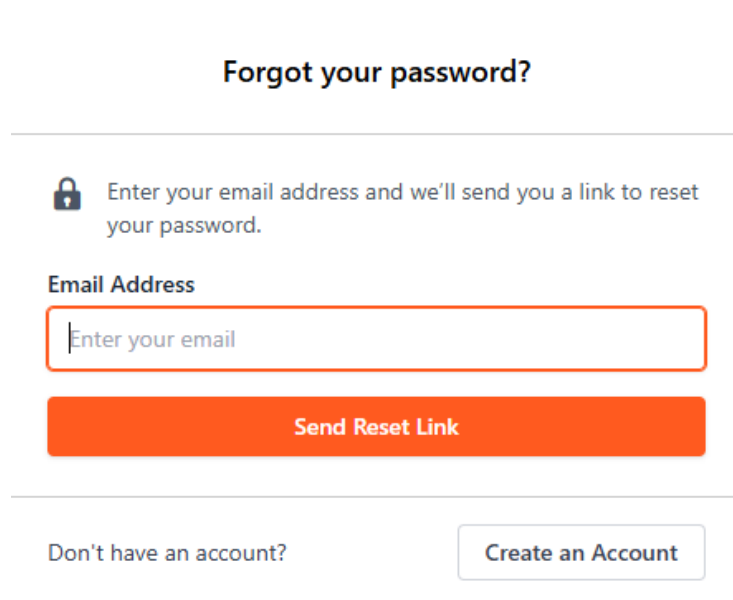
- Click Forgot Password

1.5.1 Email

- Enter your Registered Email
- Click Send Reset Link

1.5.2 Message via Mail
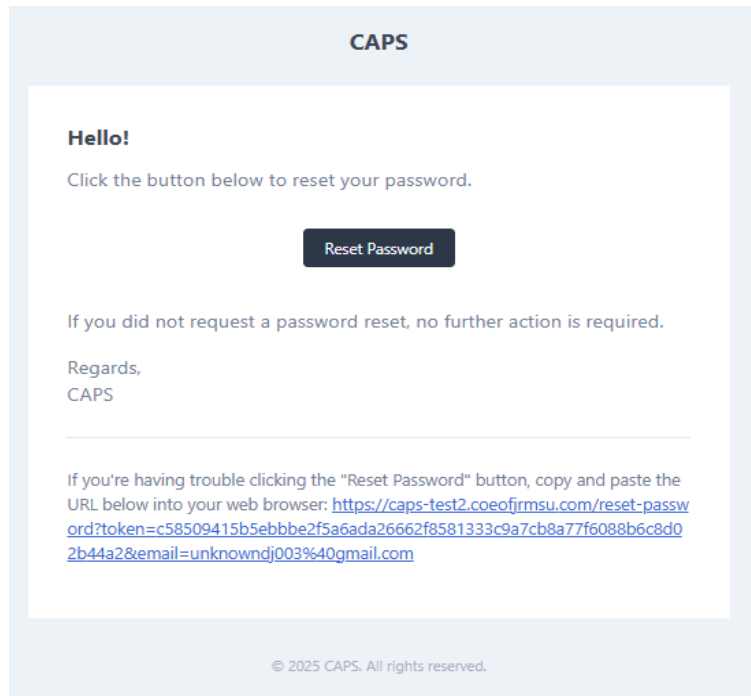
- Check Email Inbox or Spam message from **coeofjrmsucaps@gmail.com**
- Click Reset Password

1.5.3 Reset Your Password

- Set your New Password
- Confirm your New Password and SAVE.

2. FACULTY

2.1 Hamburger Menu
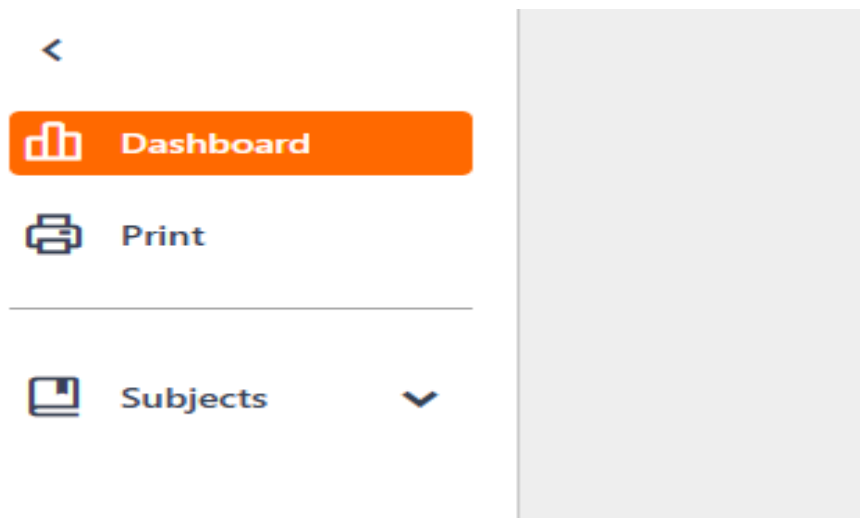
- Maximize and Minimize side bar

2.2 Faculty's Dashboard (<u>Under Development</u>)
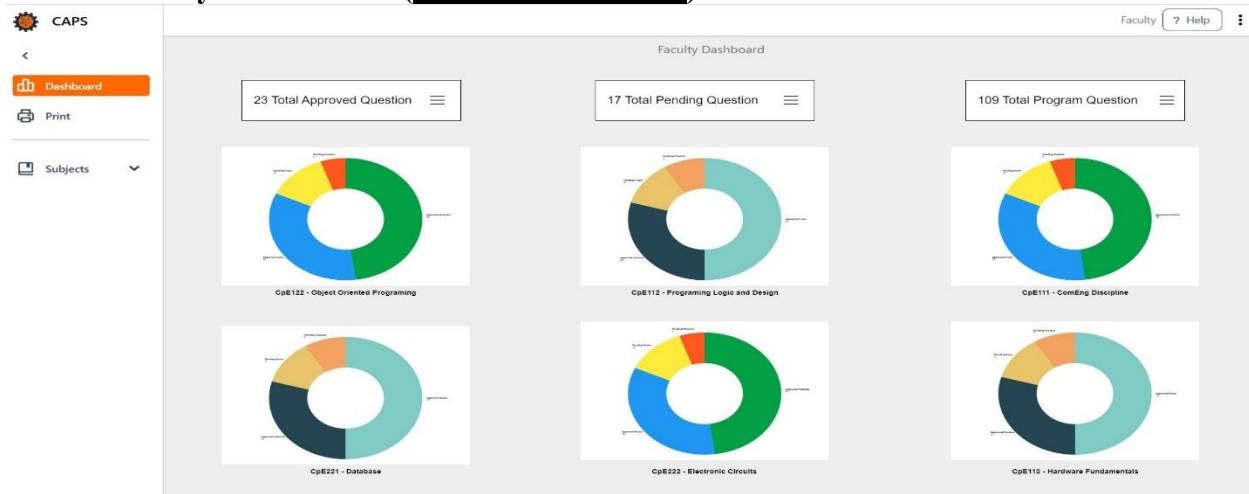
In Faculty's Dashboard, the faculty will be able to see:

- List of Faculty's Approved Questions Separated by Subjects
- List of Faculty's Pending Questions Separated by Subjects
- Number of All Approved Questions from Specific Program by Subjects
- Graphs from each Subjects of how many Questions from the faculty are approved and pending.

2.3 PRINT (<u>Under Development</u>)
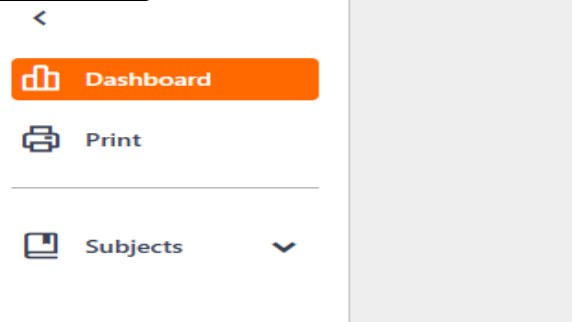
Faculty Will Choose the Options:

- Subject (Ex. CpE122 – Object Oriented Programming)
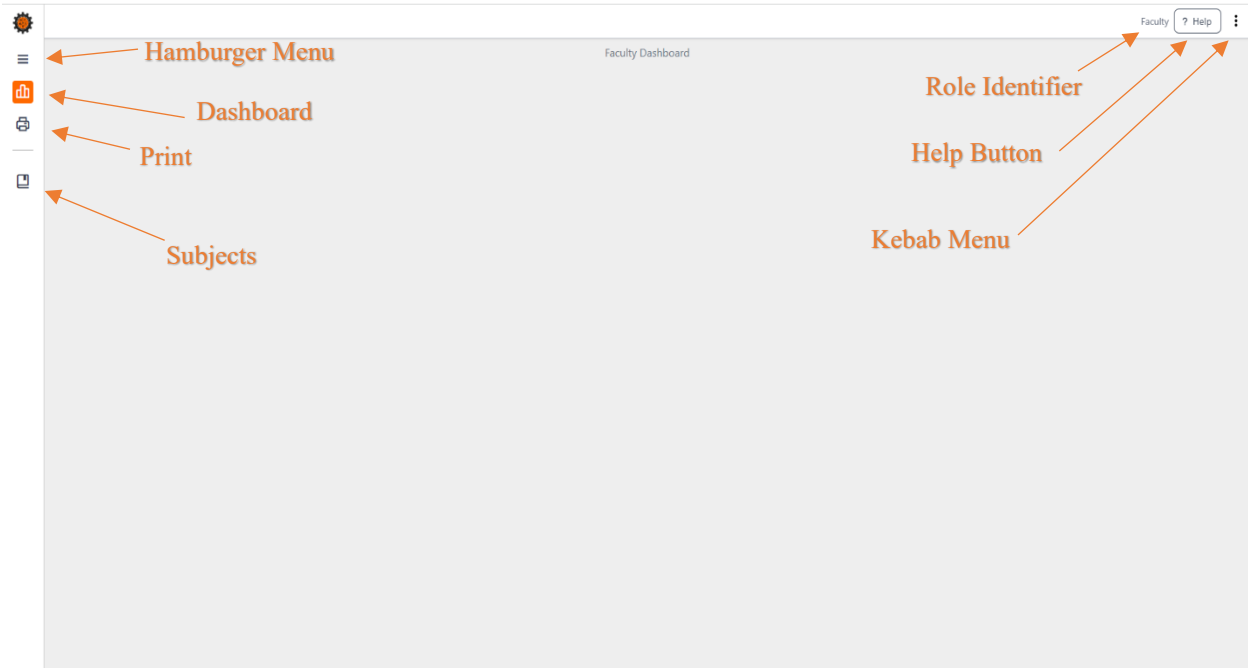- Number of Items it wants (Ex. 100 items)
- Percentage on Difficulty (e.g. 20% – Easy, 50% Moderate, 30% - Hard)
- And Coverage (e.g. Midterm or Finals)

Print them and use in School Purposes (Minor or Major Exams)

2.4 Subjects

CAPS

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📖 Subjects ⌃

🔍 Search...   +

No subjects found

↻ Refresh
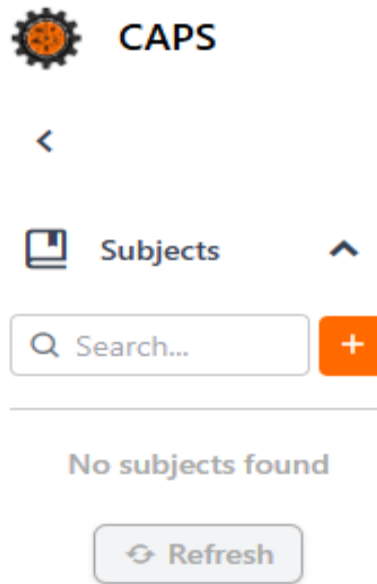
2.4.1   Click the "+" button to Choose subject from you Specific Program

Assign a Subject

Search subject...   ↻ Refresh

CpE - (CS102) Introduction to Programming

CpE - (ENG103) Technical Writing

CpE - (MATH101) Basic Algebra

CpE - (PHY104) Physics for Engineers

Cancel   ✓ Assign
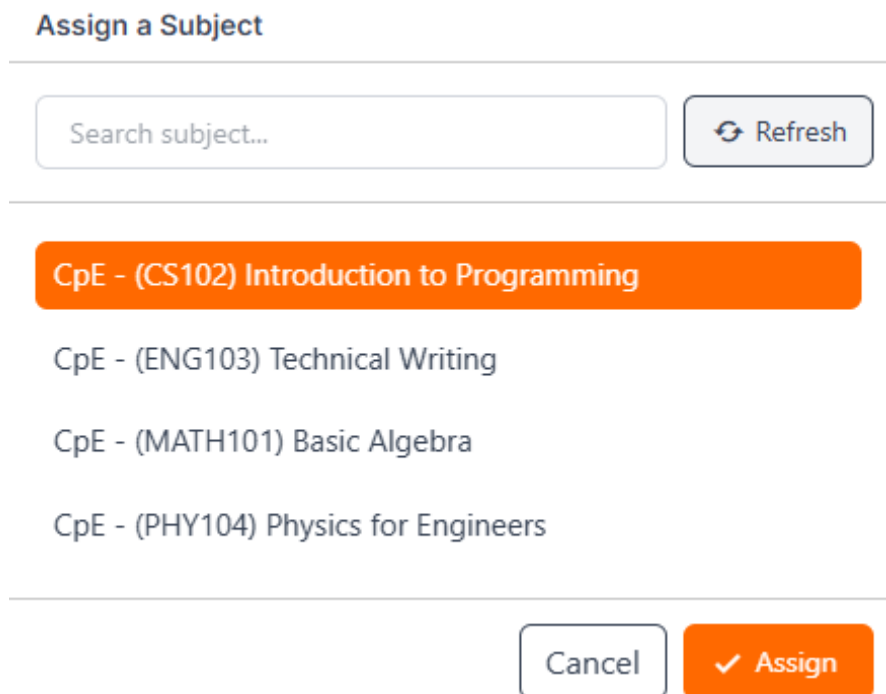
2.4.2   Choose and Assign a Subject

- You can only see subjects of your program
- You can select multiple subjects just repeat the process

2.5 Add Question
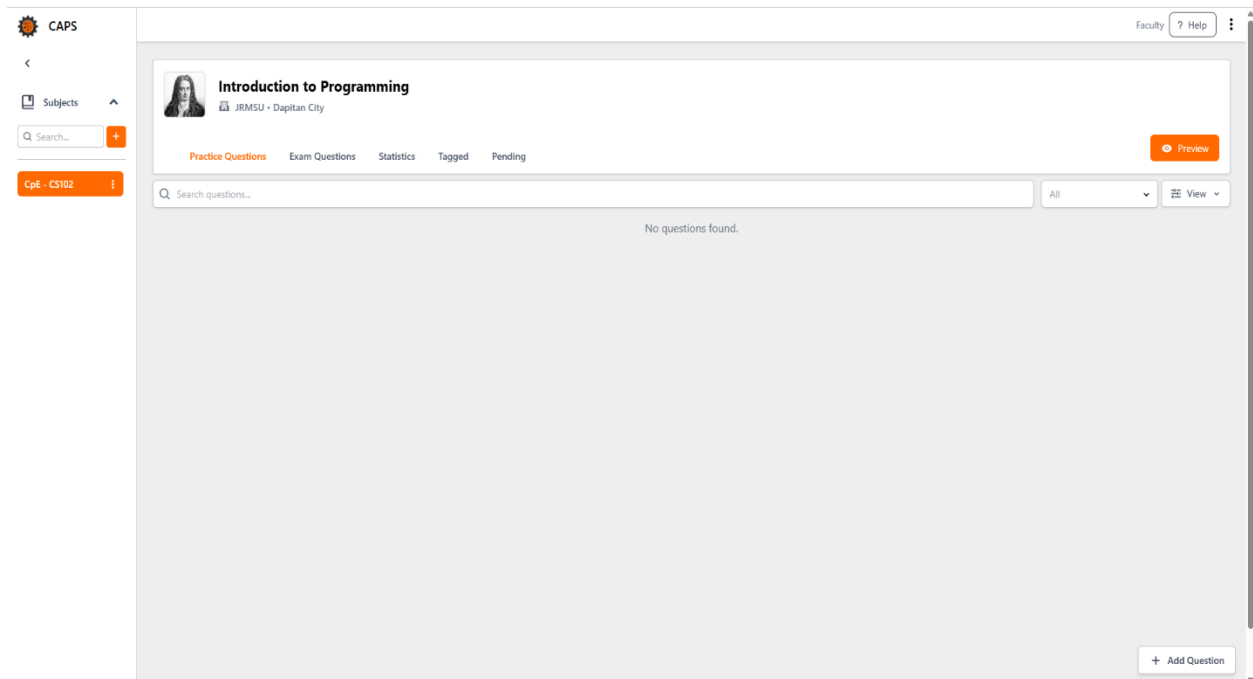
- Click a Subject you want to Add a Question
- Select Between Practice Question (Practice Exam for Students) or Exam Question (Qualifying Exam or Major/Minor Exams)
- Click Add a Question in the lower right corner

2.5.1 Adding Question

- Enter Question (Text or Picture)
- Fill up and select Score, Difficulty, and Coverage
- Submit Question

2.5.2 Choices

Add Choices

1 + 1 =

*

- ○ 1
- ○ 6
- ○ 4
- ○ 3
- ○ 5
- ● 2

<p align="right">Cancel   💾 Submit</p>

- Add 6 Choices (Text or Picture)
- Fill the Circle for the Correct Answer
- Submit Question

2.5.3 Pending Question

- You can only see your own Question
- It Goes to Pending section and You can't Approve your own Question
- Wait for the Program Chair or Dean to Approve your Question

2.5.4 Approved Question
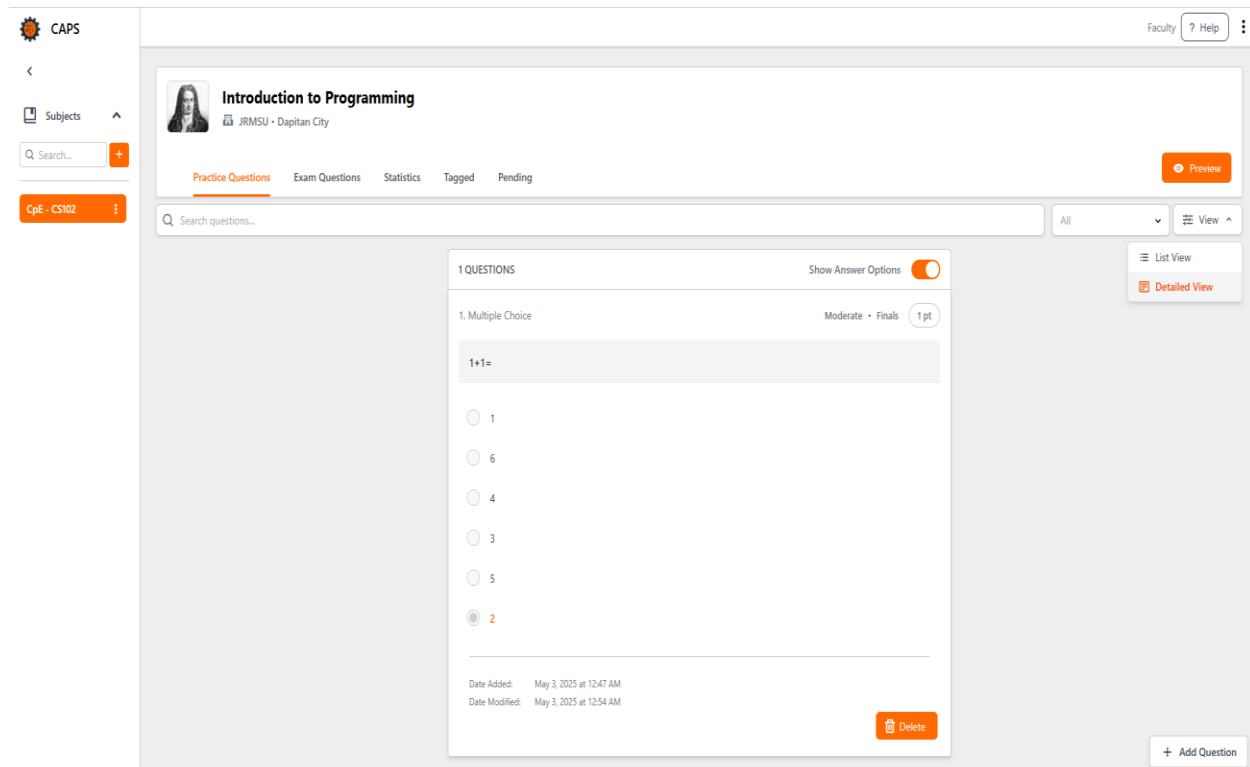
- <u>Note: You can only see your own Question</u>
- When Question got Approved by Program Chair or Dean it displays on the page where you added the question
- You can Choose between Detailed and List View for Convenience
- You can Delete Your Own Question
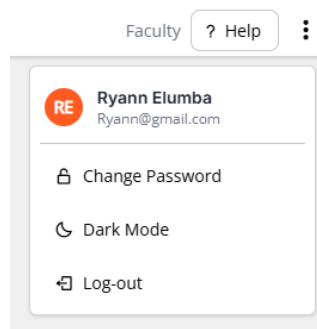
2.6 Kebab Menu

- Change Password
- Can Select Dark Mode Theme (<u>Under Development</u>)
- Navigate User to Log-out.
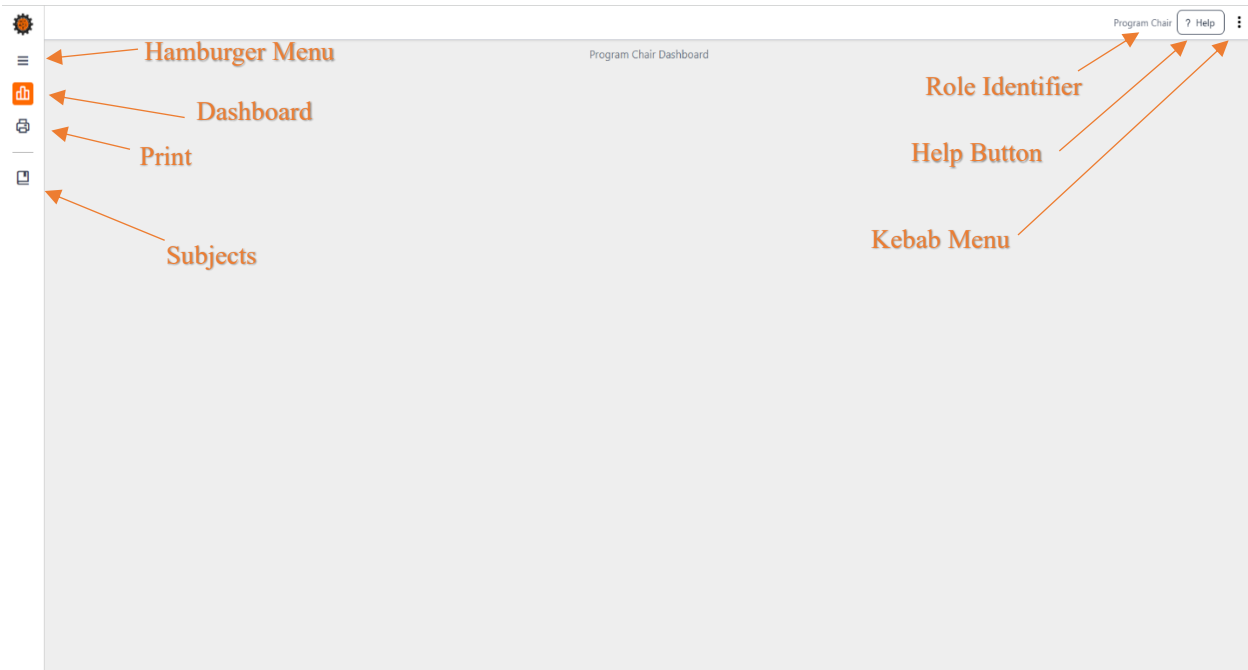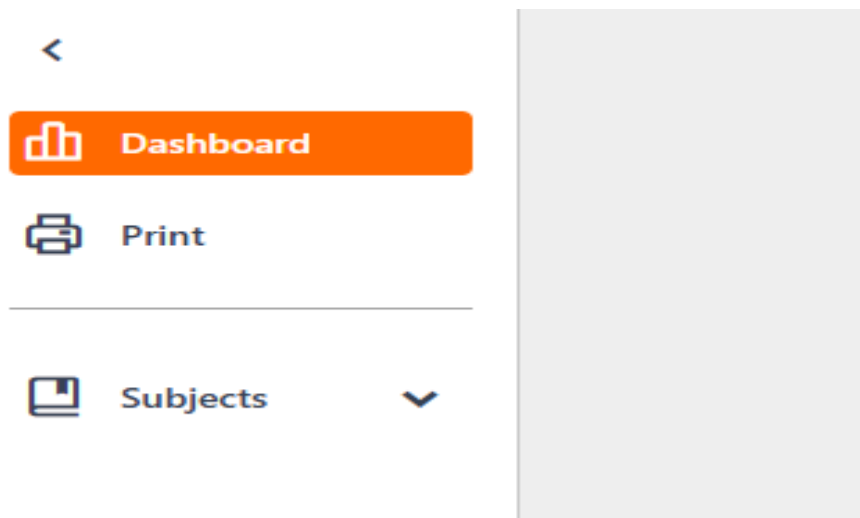
2.7 Change Password

- Enter Your Current Password
- Set your new Password
- Confirm your new Password
- Apply Changes

3. PROGRAM CHAIR

3.1 Hamburger Menu

- Maximize and Minimize side bar

3.2 Program Chair's Dashboard (<u>Under Development</u>)
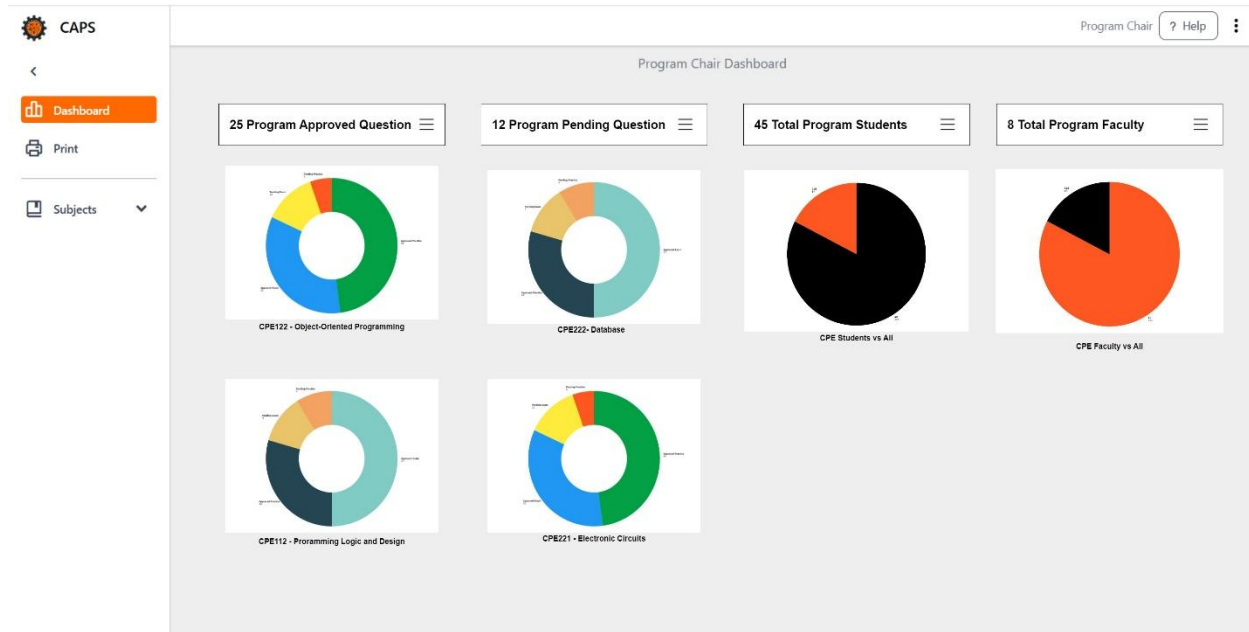
In Program Chair's Dashboard, the User will be able to see:

- List of Programs Approved Questions Separated by Subjects

- List of Programs Pending Questions Separated by Subjects

- Number of All Students from Specific Program

- Number of All Faculty Members from Specific Programs

- Graphs from each Subjects of how many Questions from the whole faculty of your program are approved and pending.

- Graphs of Program Faculty vs All faculty

- Graphs of Program Students vs All students

3.3 PRINT (<u>Under Development</u>)
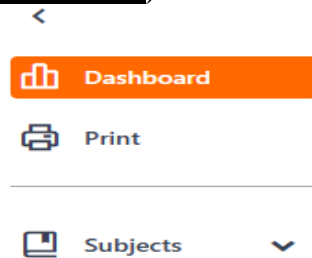
Program Chair Will Choose the Options:

- Subject (Ex. CpE122 – Object Oriented Programming)
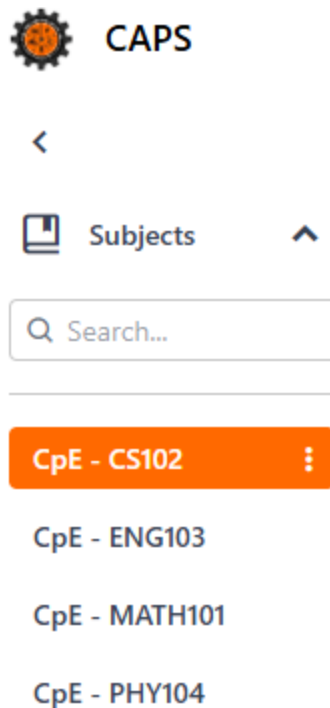- Number of Items it wants (Ex. 100 items)
- Percentage on Difficulty (e.g. 20% – Easy, 50% Moderate, 30% - Hard)
- And Coverage (e.g. Midterm or Finals)

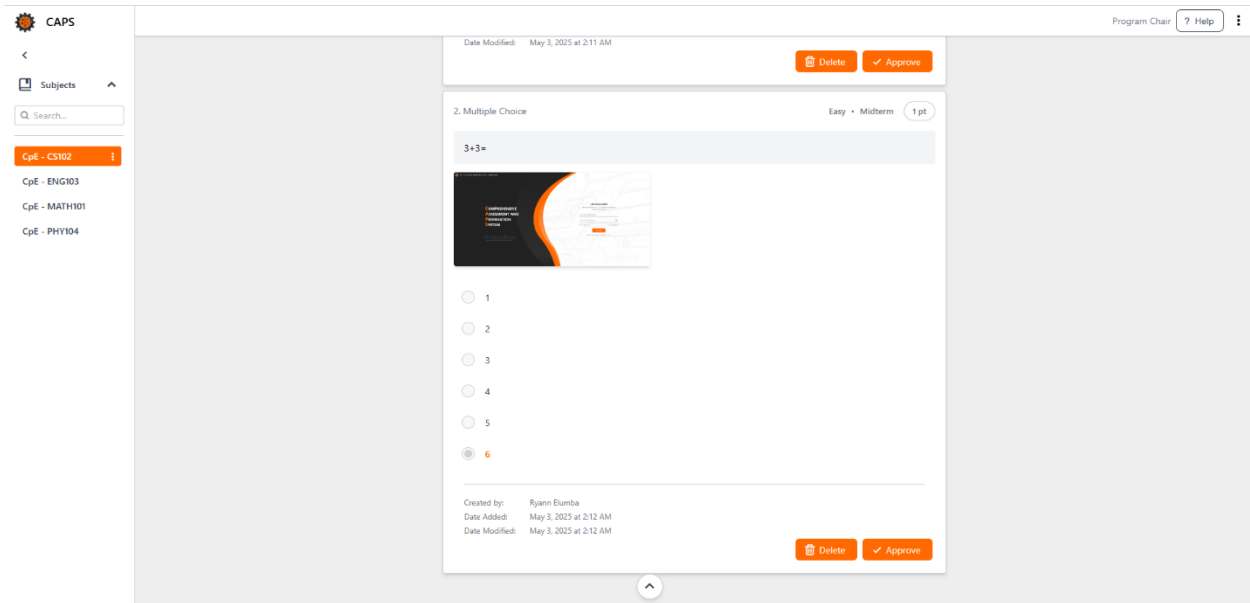Print them and use in School Purposes (Minor or Major Exams)

3.4 Subjects

- Program Chair Able to See all the Available Subject in their Program.
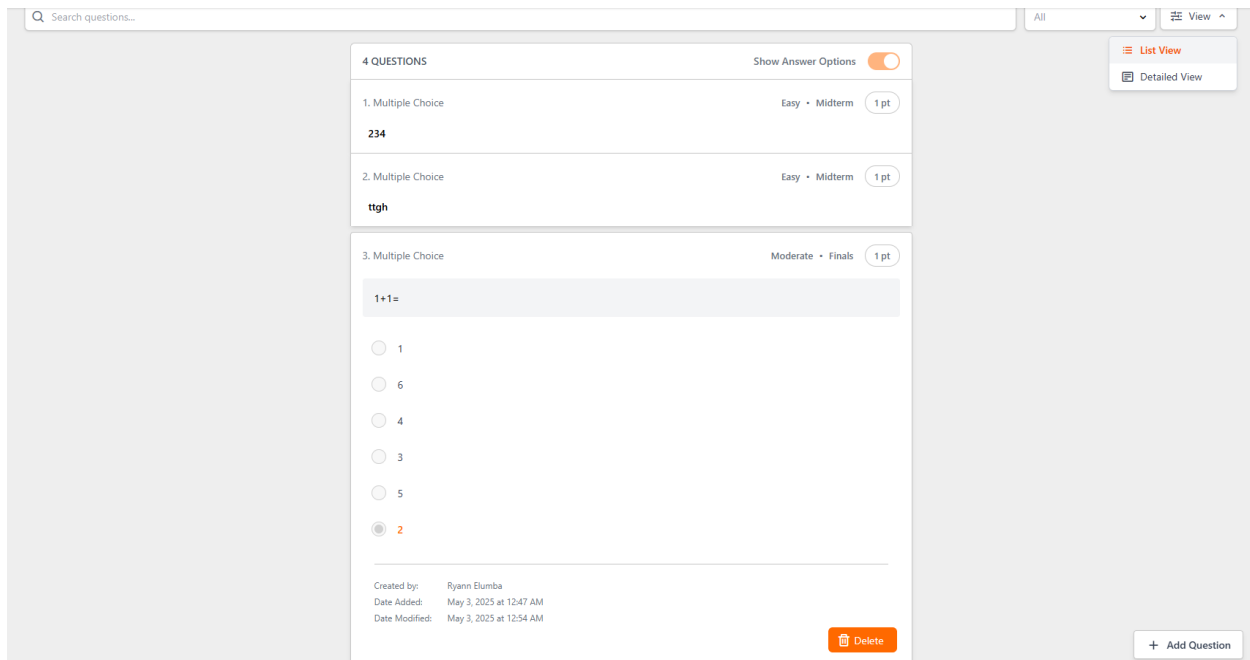- Program Chair can Add question on all available subjects.

3.5 Managing Faculty Questions
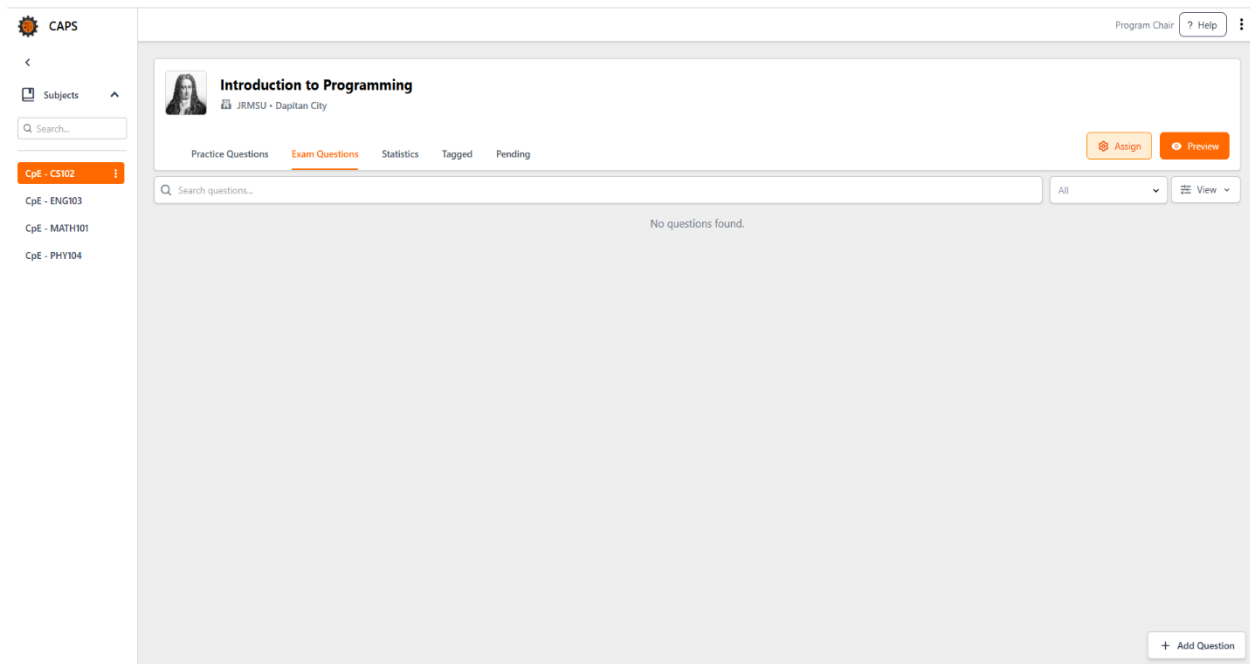
3.5.1 Approving Faculty Questions

- Program Chair can Approve Dean and Faculty Questions depending on a subject.
- Program Chair can Delete Dean and Faculty Questions depending on a subject.

3.5.2 Faculty Members Questions

- Program Chair can see Questions from Dean and Faculty depending on the Subject's Program.

3.6 Add Question

- Click a Subject you want to Add a Question
- Select Between Practice Question (Practice Exam for Students) or Exam Question (Qualifying Exam or Major/Minor Exams)
- Click Add a Question in the lower right corner

3.6.1   Adding Question

- Enter Question (Text or Picture)
- Fill up Score, Difficulty, and Coverage
- Submit Question

3.6.2 Choices

Add Choices

1 + 1 =

*

- ○ 1
- ○ 6
- ○ 4
- ○ 3
- ○ 5
- ● 2

[Cancel] [💾 Submit]

- Add 6 Choices (Text or Picture)
- Fill the Circle for the Correct Answer
- Submit Question

3.6.3 Pending Question

- It Goes to Pending section and You can't Approve your own Question
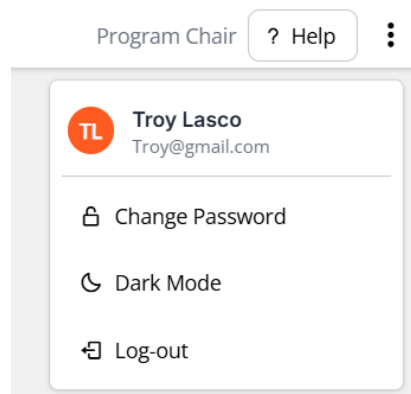- Wait for the Dean to Approve your Question

3.6.4 Approved Question
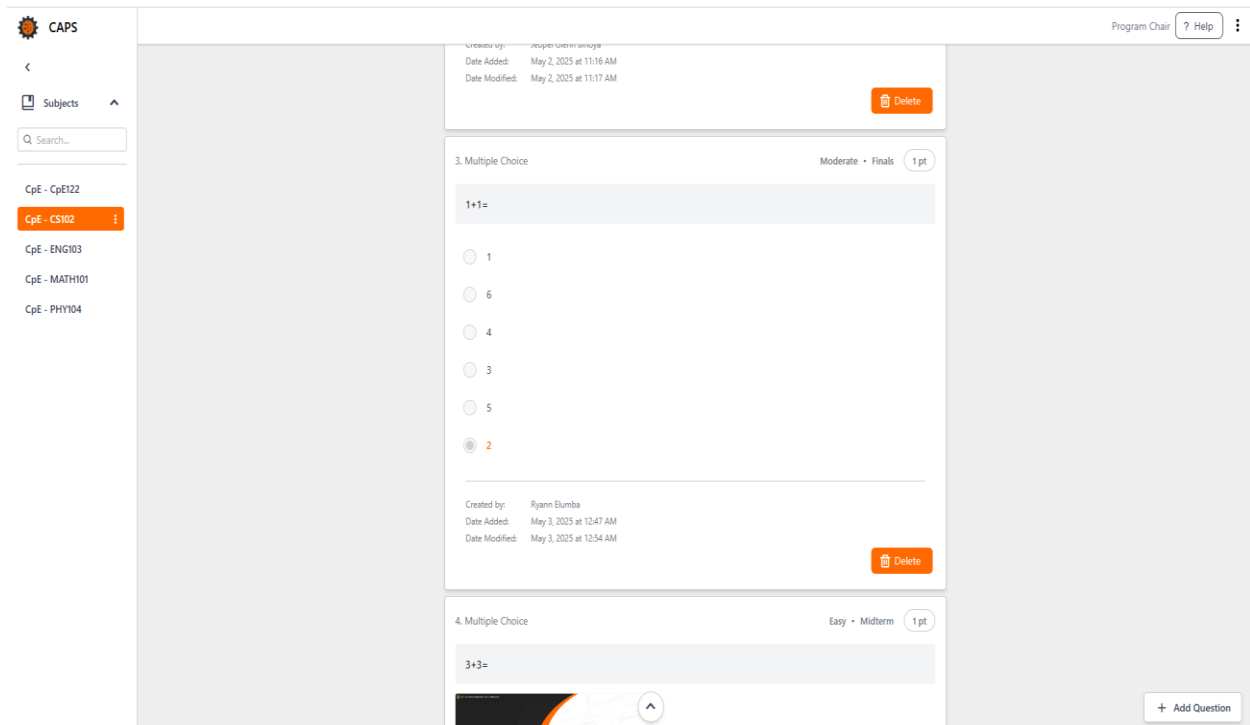
- Note: You can see questions made by you, faculties and dean depending on subject's program.
- When Question got Approved by the Dean it displays on the page where you added the question
- You can Choose between Detailed and List View for Convenience
- You can Delete Your Own Question

3.7 Kebab Menu

- Change Password
- Can Select Dark Mode Theme (Under Development)
- Navigate User to Log-out.

3.8 Change Password

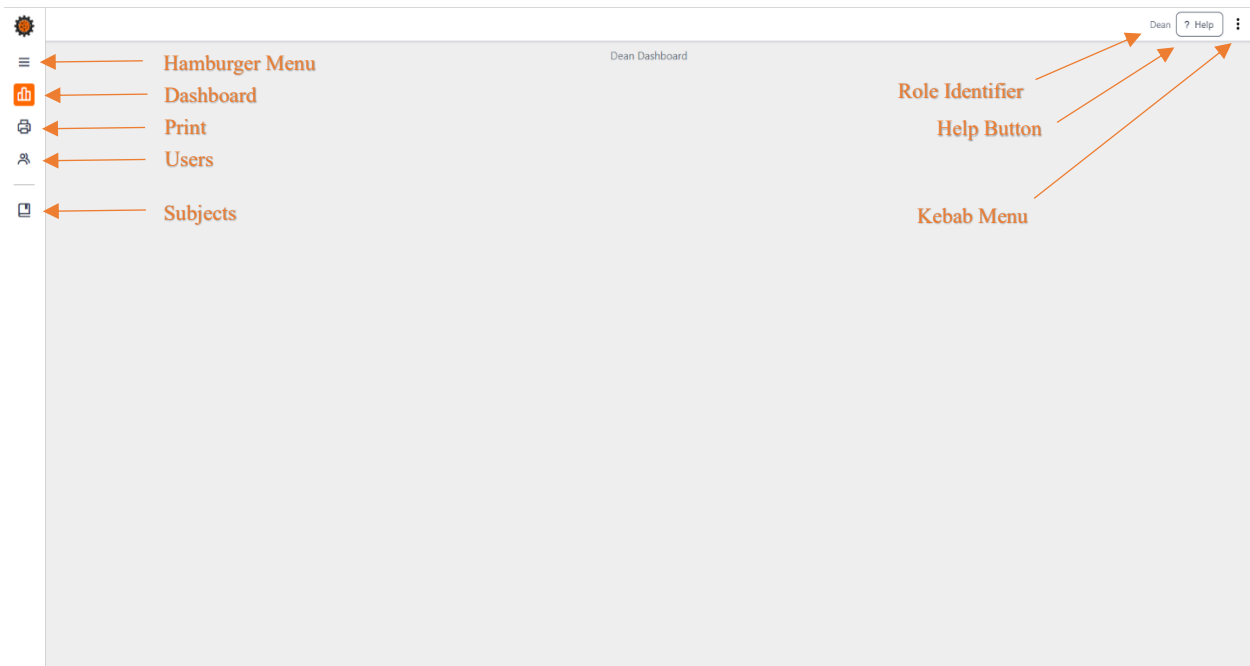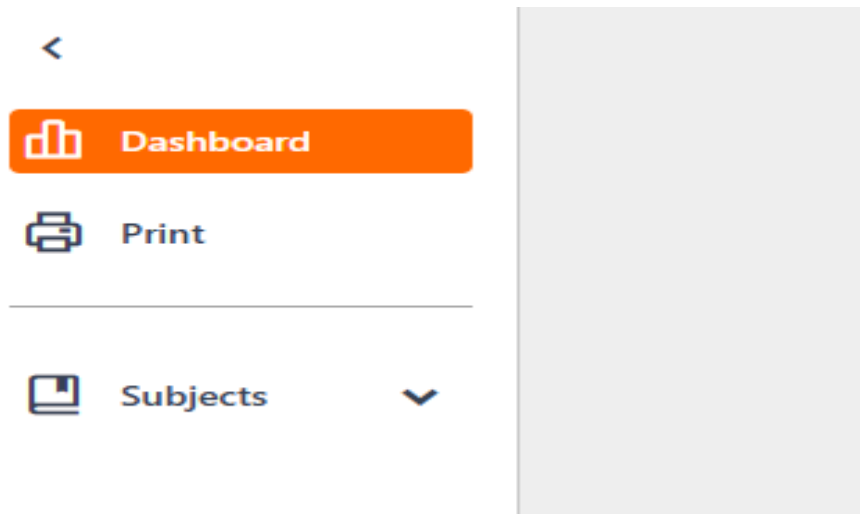- Enter Your Current Password
- Set your new Password
- Confirm your new Password
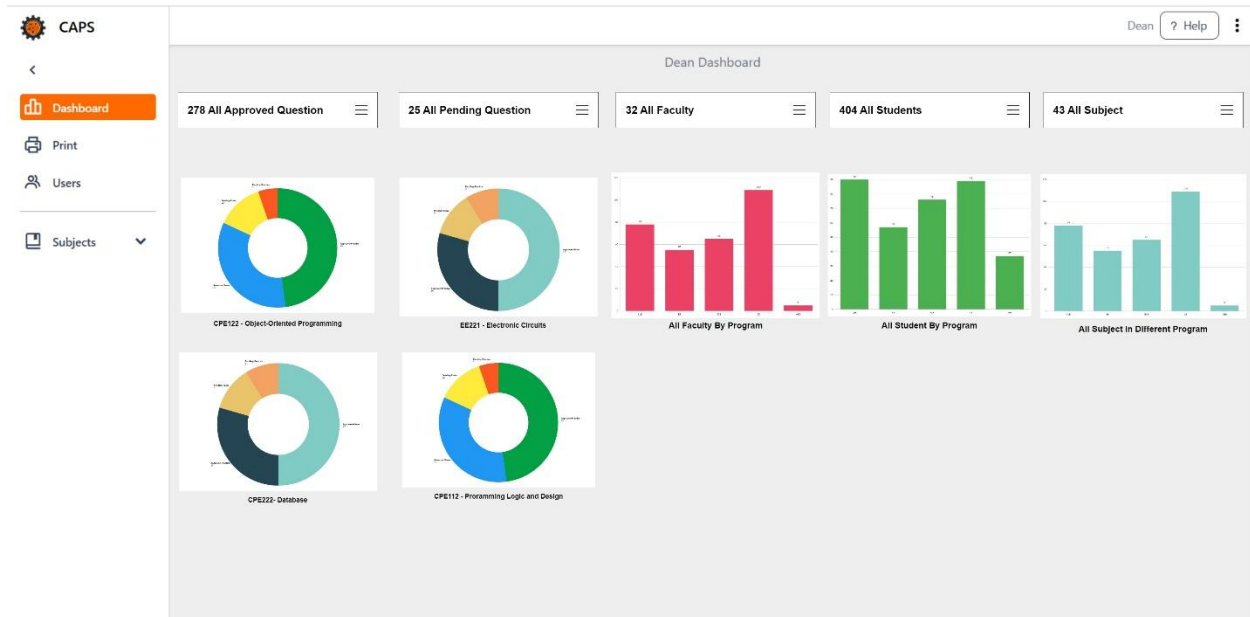- Apply Changes

4. DEAN

4.1 Hamburger Menu


- Maximize and Minimize side bar

4.2 Dean's Dashboard (<u>Under Development</u>)

In Dean's Dashboard, the User will be able to see:

- List of All Approved Questions Separated by Subjects

- List of All Pending Questions Separated by Subjects

- Number of All Students from Different Program

- Number of All Faculty Members from Each Programs

- Graphs from each Subjects of how many Questions are approved and pending.

- Graphs of all faculty across different programs

- Graphs of all students from different programs

- Graphs containing all subjects classified by programs

4.3 PRINT (<u>Under Development</u>)
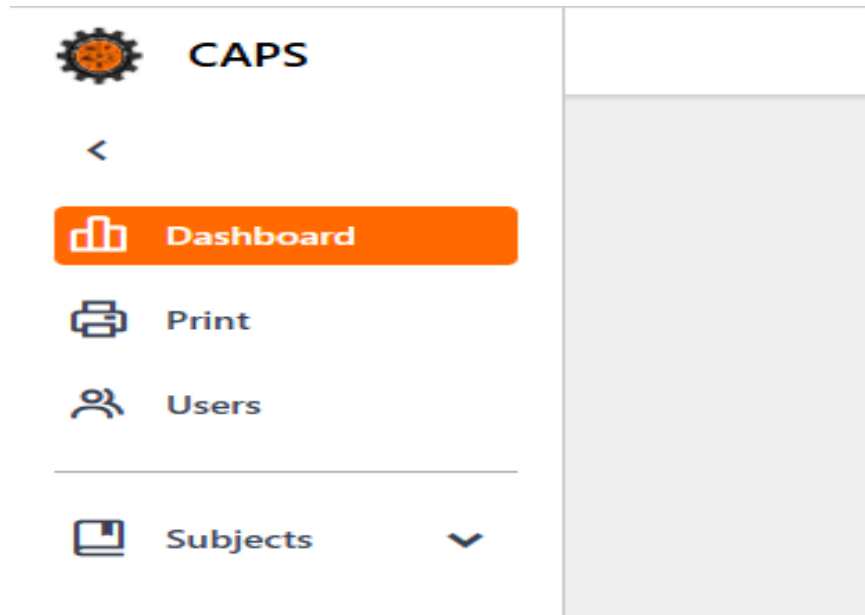
Dean Will Choose the Options:

For Qualifying Exam:

- Year and Program (e.g. 1st Year – BSCpE)

- Number of Items (Ex. 100 items)

- Percentage on Difficulty (e.g. 20% – Easy, 50% Moderate, 30% - Hard)

Print them and use in Qualifying Examination.

For School Purposes:

- Subject (Ex. CpE122 – Object Oriented Programming)

- Number of Items it wants (Ex. 100 items)

- Percentage on Difficulty (e.g. 20% – Easy, 50% Moderate, 30% - Hard)

- And Coverage (e.g. Midterm or Finals)

Print them and use in School Purposes (Minor or Major Exams)

4.4 User Management

- All Users Who Registered Can be seen through Dean's User Section
- Dean has the Power to Approve, Disapprove, Activate and Deactivate a User
- Just Check the checkbox and select a Command from the upper right kebab menu
- You can also sort and search for a particular user

4.5 Subject

4.5.1 Add a Subject

- Dean only has the power to add a subject
- To add a subject click the "+" button

4.5.2 Fill up the Form for Subject

Add a Subject

Name *

Enter Subject Name

Code *

Enter Subject Code (e.g. CPE112)

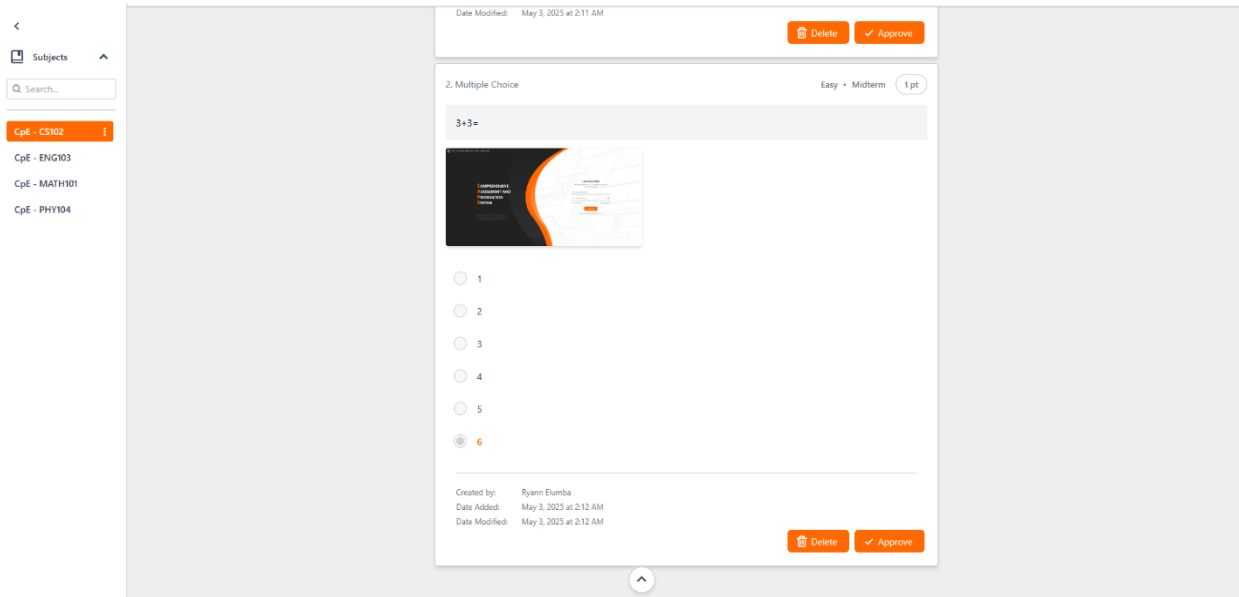Program *

Select Program

Cancel   + Add

- Enter the Subject Name you want to add
- Enter the Subject Code
- Choose a program of the Subject (e.g. CpE, EE, CE, ECE, or GEN)
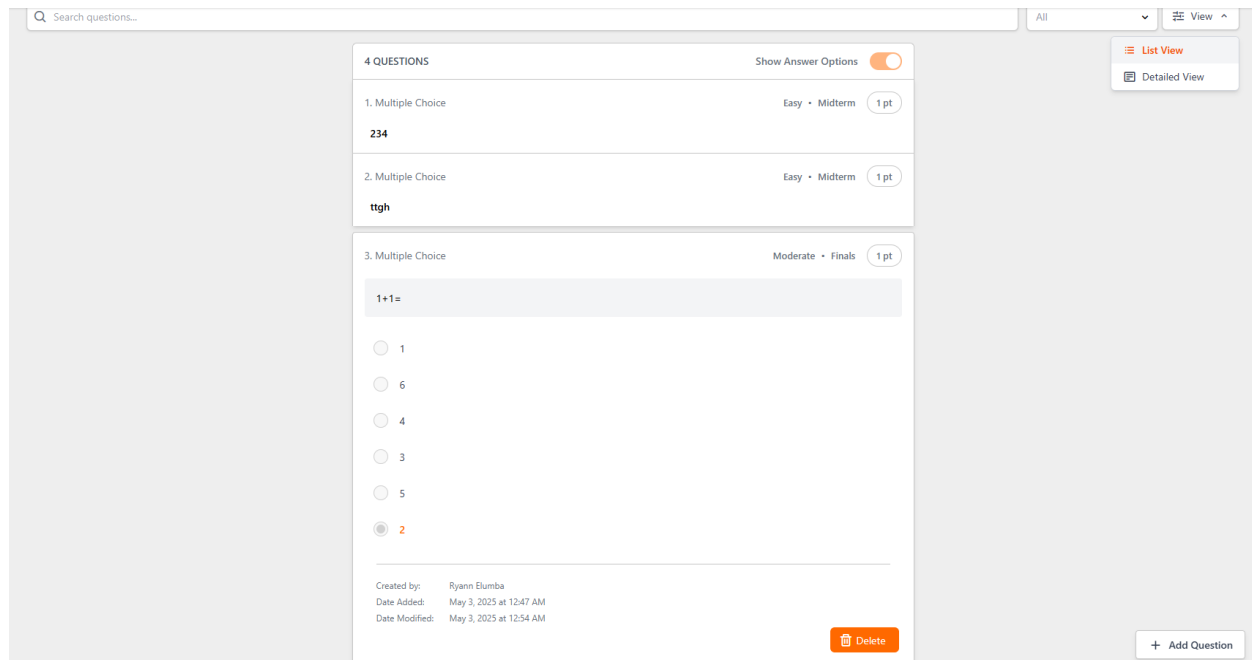- Click Add

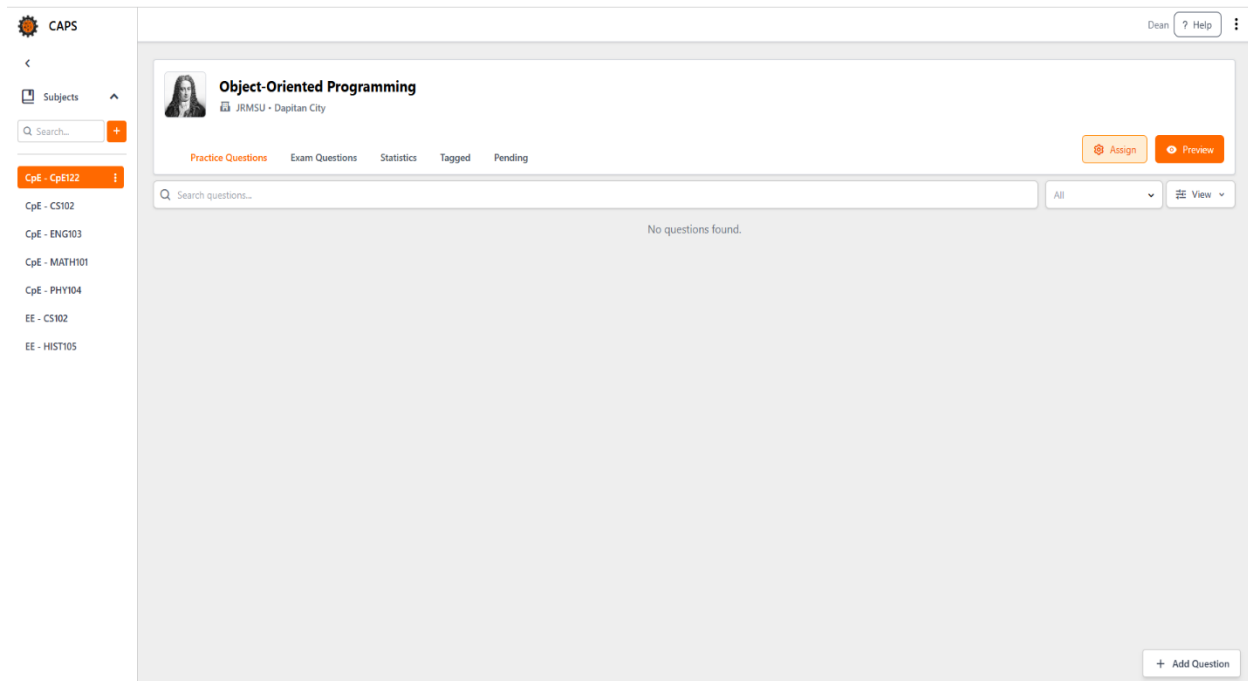## 4.6 Managing Questions

4.6.1 Approving Questions

- Dean can Approve Program Chair and Faculty Questions
- Dean can Delete Program Chair and Faculty Questions

4.6.2 Faculty Members Questions

- Dean can see Questions from Program Chair and Faculty across all subjects

4.7 Add Question

- Click a Subject you want to Add a Question
- Select Between Practice Question (Practice Exam for Students) or Exam Question (Qualifying Exam or Major/Minor Exams)
- Click Add a Question in the lower right corner

4.7.1 Adding Question

- Enter Question (Text or Picture)
- Fill up Score, Difficulty, and Coverage
- Submit Question

4.7.2   Choices

Add Choices

1 + 1 =

*

- ○ 1
- ○ 6
- ○ 4
- ○ 3
- ○ 5
- ● 2| 🖼

[Cancel]   [💾 Submit]

- Add 6 Choices (Text or Picture)
- Fill the Circle for the Correct Answer
- Submit Question

4.7.3   Pending Question

- It Goes to Pending section and You can't Approve your own Question
- Wait for the Program Chair of specific program to Approve your Question

4.7.4 Approved Question

- When Question got Approved by the Program Chair it displays on the page where you added the question
- You can Choose between Detailed and List View for Convenience
- You can Delete Your Own Question

4.8 Kebab Menu
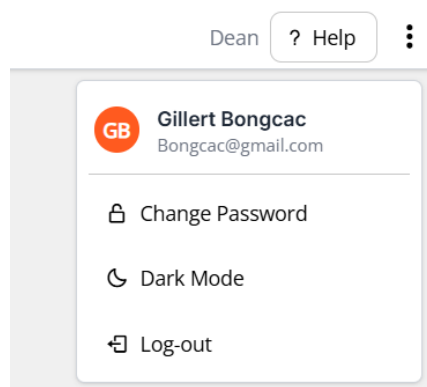
- Change Password
- Can Select Dark Mode Theme (Under Development)
- Navigate User to Log-out.

4.9 Change Password

- Enter Your Current Password

- Set your new Password

- Confirm your new Password

- Apply Changes