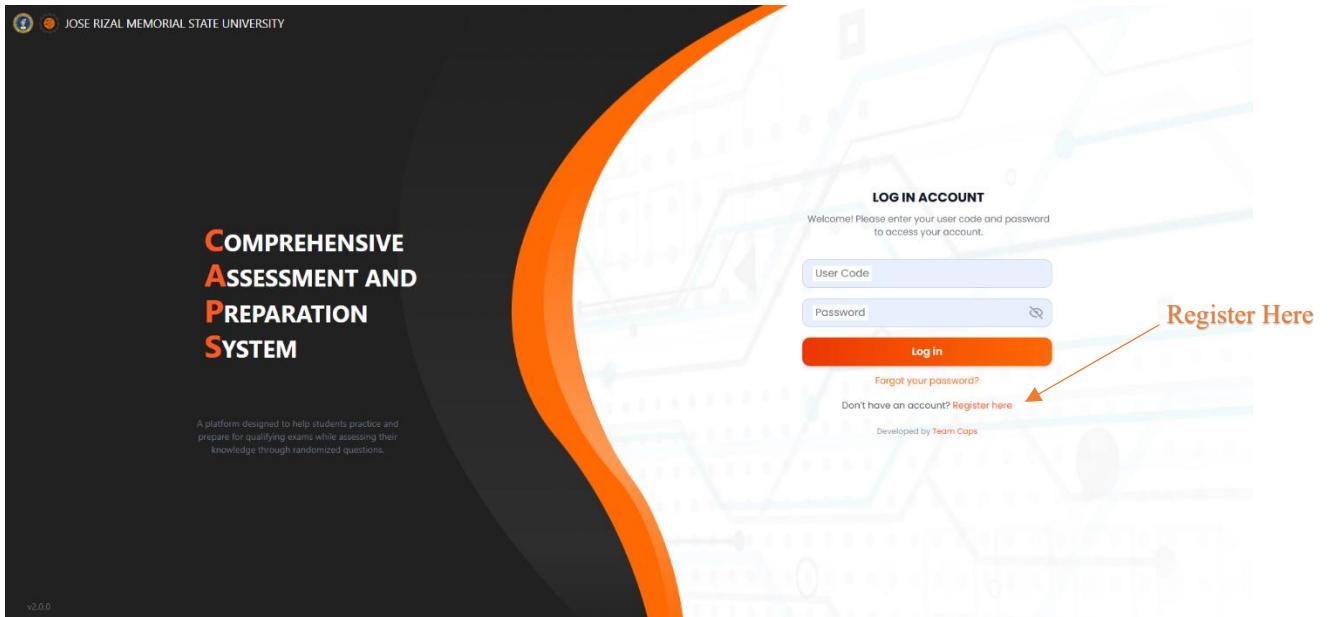


# Comprehensive Assessment and Preparation System User Manual

## 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

The screenshot shows the 'REGISTER ACCOUNT' page. It has a header 'REGISTER ACCOUNT' and a sub-instruction 'Get started by entering your credentials to register and create your account.' Below are two input fields: 'First Name' and 'Last Name', both with placeholder text. A 'Next →' button is at the bottom. At the bottom of the page are links for 'Already have an account? Log-in' and 'Developed by Team Caps'.

- Enter your First and Last Name to Proceed to the next part.

## 1.2 User Code and Email

The screenshot shows a registration form titled "REGISTER ACCOUNT". A sub-instruction says "Get started by entering your credentials to register and create your account." There is a text input field labeled "User Code (e.g 23-A-XXXX)" with an orange border. Below it is another text input field labeled "Email Address". At the bottom are two buttons: "Back" with a left arrow and "Next" with a right arrow. A link "Already have an account? Log-in" and a developer credit "Developed by Team Caps" are also present.

- 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

The screenshot shows a registration form titled "REGISTER ACCOUNT". A sub-instruction says "Get started by entering your credentials to register and create your account." There are three dropdown menus: "Select Campus", "Select Position", and "Select Program", each with a downward arrow. At the bottom are two buttons: "Back" with a left arrow and "Next" with a right arrow. A link "Already have an account? Log-in" and a developer credit "Developed by Team Caps" are also present.

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

## 1.4 Password

The screenshot shows a registration form titled "REGISTER ACCOUNT". It instructs the user to enter credentials to register and create an account. There are two password input fields: one for "Password" and one for "Confirm Password", both containing placeholder dots. Below the fields are two buttons: a white "Back" button with a left arrow icon and a green "Register" button with a white "R" icon. At the bottom, there's a link for users who already have an account: "Already have an account? [Log-in](#)". The footer credits "Developed by Team Caps".

**REGISTER ACCOUNT**

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

Password  
.....

Confirm Password  
.....

← Back      Register

Already have an account? [Log-in](#)

Developed by [Team Caps](#)

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

## 1.5 LOG-IN

The screenshot shows a login form titled "LOG IN ACCOUNT". It welcomes the user to enter their user code and password to access their account. There are two input fields: "User Code" and "Password", both with placeholder dots. Below them is a large orange "Log in" button. At the bottom, there are links for password recovery ("Forgot your password?") and account creation ("Don't have an account? [Register here](#)"). The footer credits "Developed by Team Caps".

**LOG IN ACCOUNT**

Welcome! Please enter your user code and password to access your account.

User Code

Password

**Log in**

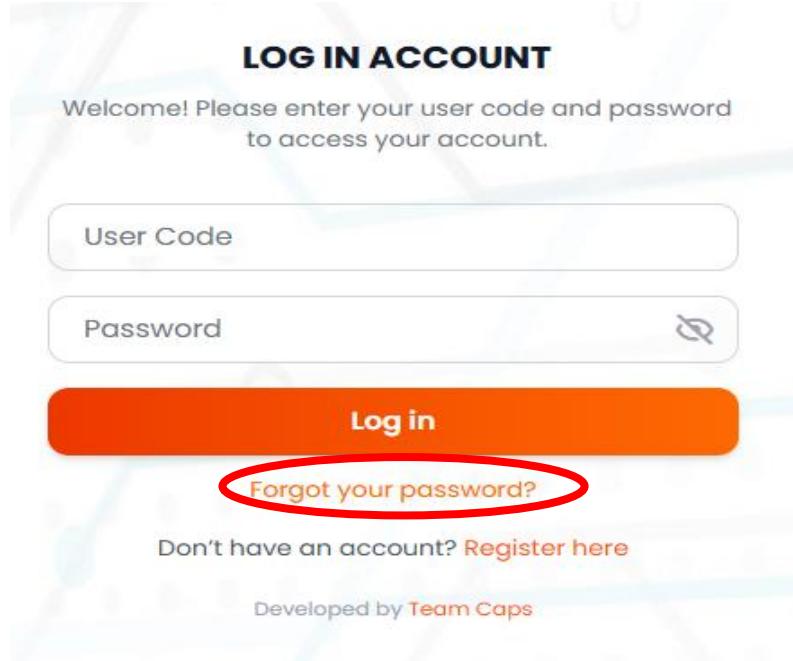
[Forgot your password?](#)

[Don't have an account? Register here](#)

Developed by [Team Caps](#)

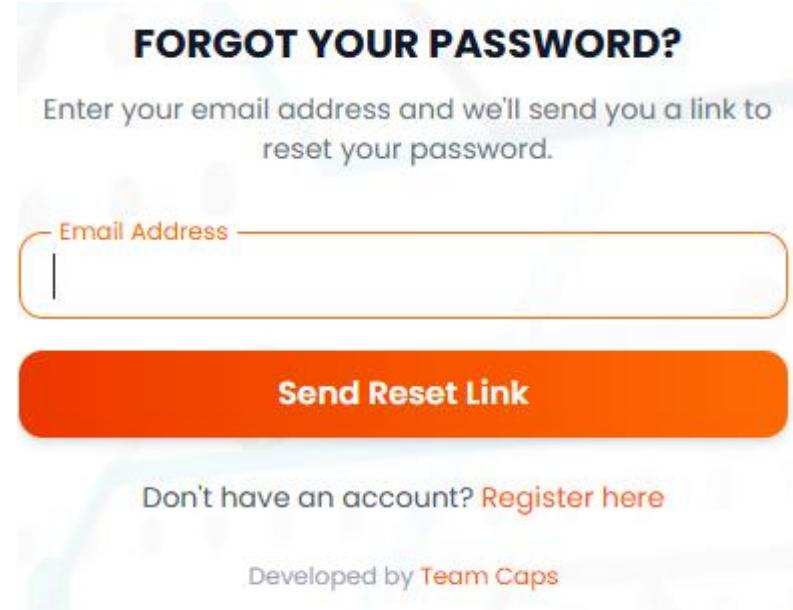
- Enter Your Registered User Code and Password to Log-in

## 1.6 Forgot Password



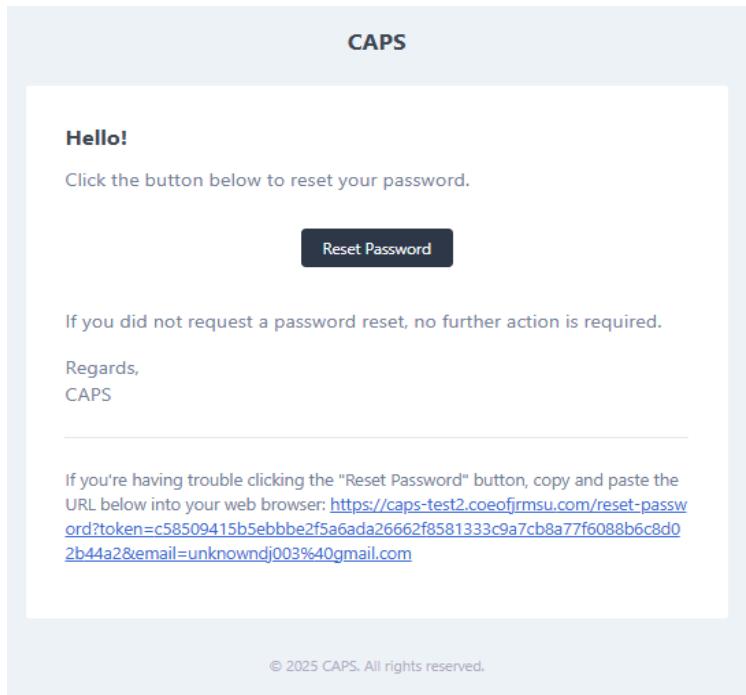
- Click Forgot Password

### 1.6.1 Email



- Enter your Registered Email
- Click Send Reset Link

### 1.6.2 Message via Mail



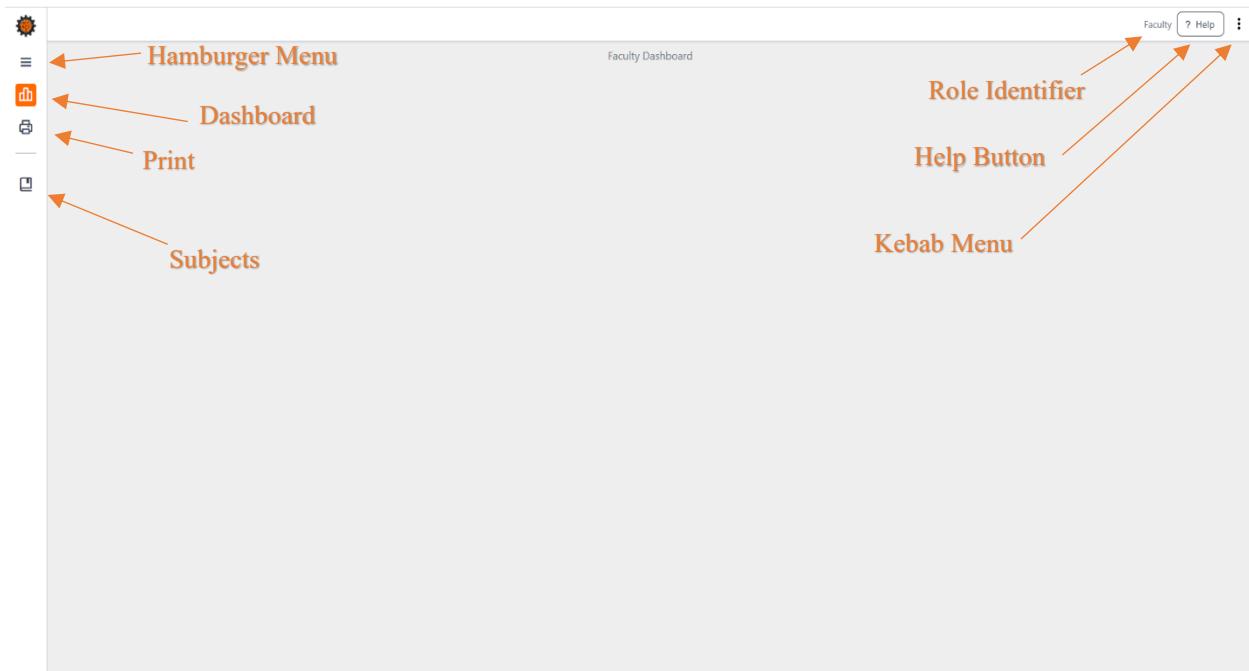
- Check Email Inbox or Spam message from **coeofjrmsucaps@gmail.com**
- Click Reset Password

### 1.6.3 Reset Your Password

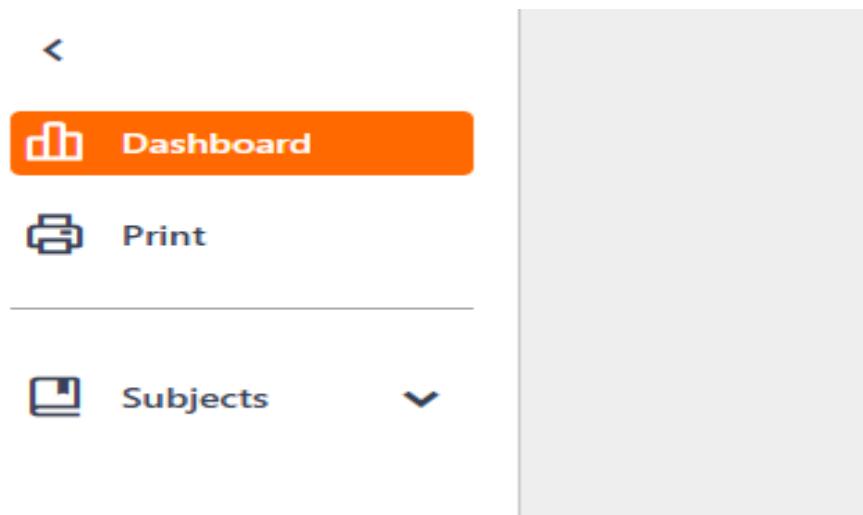
The image shows a password reset form. At the top center, it says "RESET YOUR PASSWORD" in bold capital letters. Below that, a placeholder text reads: "Enter your new password below to update your account credentials and complete the reset process." There are two input fields: "New Password" and "Confirm Password", both with a small eye icon to the right for password visibility. Below these fields is a large orange button with the white text "Reset Password". At the bottom left of the form, it says "Developed by Team Caps".

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

## 2. FACULTY

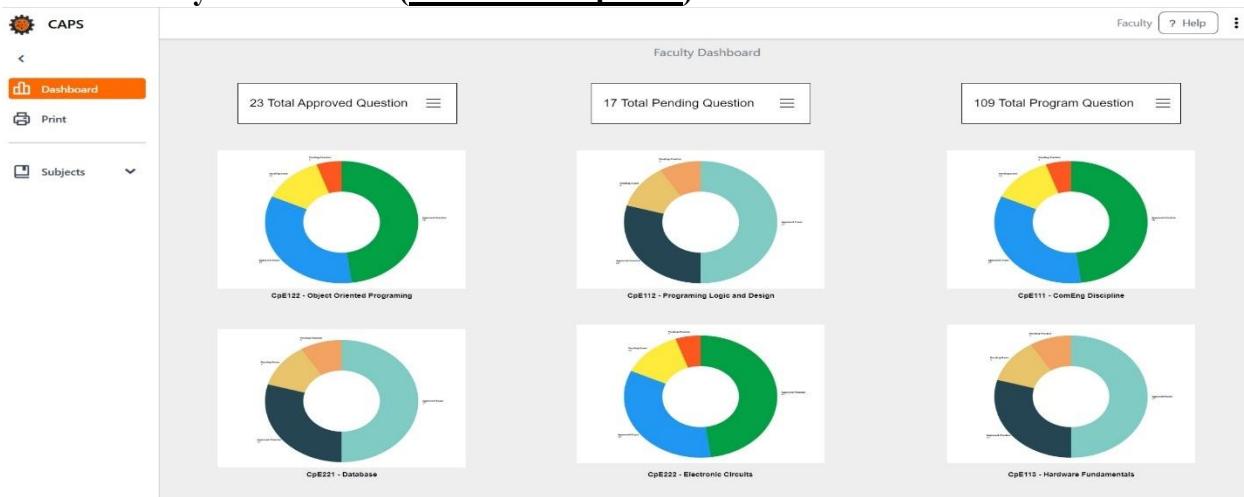


### 2.1 Hamburger Menu



- Maximize and Minimize side bar

## **2.2 Faculty's Dashboard (Under Development)**



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 (Under Development)**

A dialog box titled 'Print an Exam' with an 'X' button in the top right corner. It has several input fields and dropdown menus:

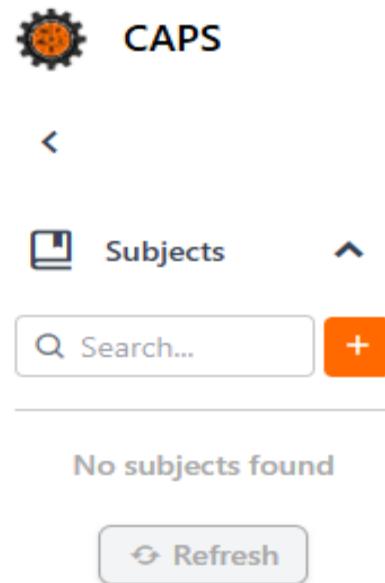
- 'Enter Subject' field containing 'Computer Engineering'.
- 'Coverage' dropdown set to 'Full Coverage'.
- 'Number of Items' input field containing '10'.
- 'Difficulty Distribution' dropdown set to 'Default: Easy 30%, Moderate 50%, Hard 20%'.
- 'Cancel' and 'Export' buttons at the bottom right.

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



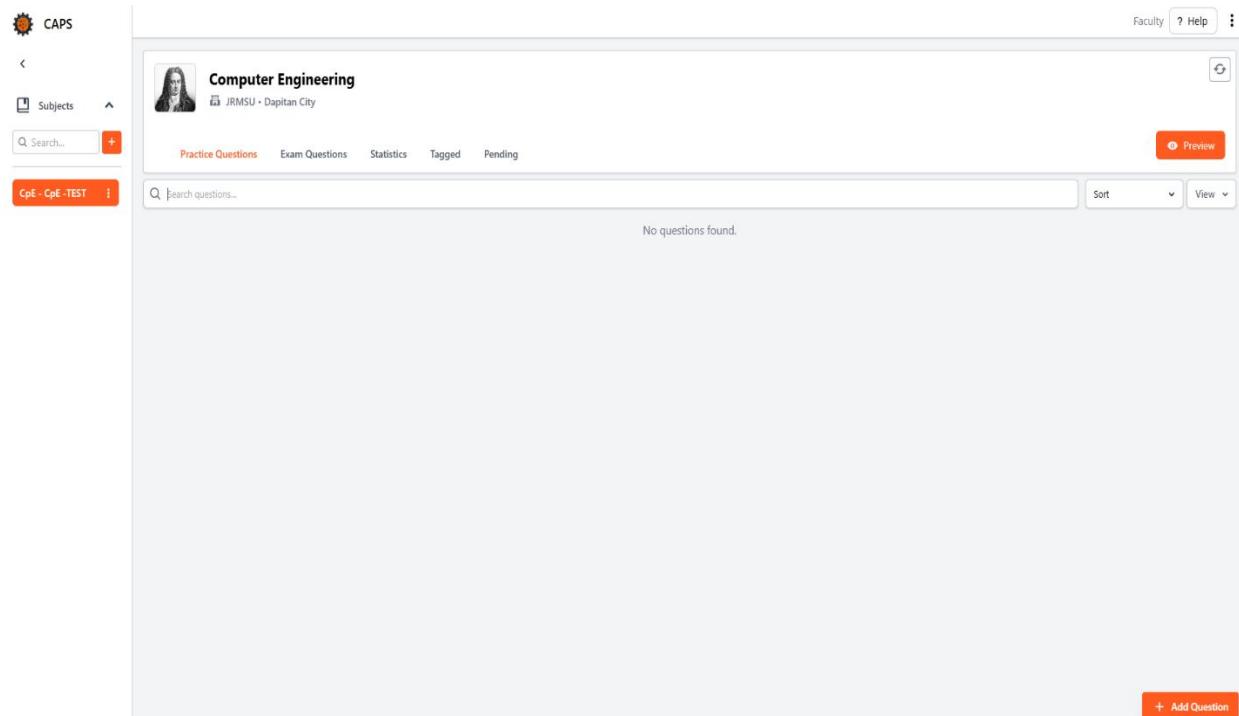
### 2.4.1 Click the “+” button to Choose subject from you Specific Program

A screenshot of a modal dialog box titled "Assign a Subject". At the top left is a search bar with the placeholder "Search subject...". To the right of the search bar is a "Refresh" button with a circular arrow icon. Below the search bar, a list of subjects is shown in a scrollable area. The first item in the list is highlighted with an orange background and white text: "CpE - (CS102) Introduction to Programming". The other items in the list are: "CpE - (ENG103) Technical Writing", "CpE - (MATH101) Basic Algebra", and "CpE - (PHY104) Physics for Engineers". At the bottom of the dialog box are two buttons: "Cancel" on the left and "✓ Assign" on the right, which is highlighted with an orange background and white text.

### 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



The screenshot shows the CAPS software interface for the 'Computer Engineering' subject. The top navigation bar includes 'Faculty', '? Help', and a gear icon labeled 'CAPS'. On the left, there's a sidebar with 'Subjects' and a search bar. The main content area displays a message 'No questions found.' and a red 'Add Question' button.

- 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 and it's Choices

1 Write your question  
Input your question in the designated field.

1+1

B I U

2 Add your multiple-choice options  
Enter six choices. Only four will be shown to students. Select the correct answer using the radio buttons.

1  
 2  
 3  
 4  
 5  
 6

- Enter Question (Text or Picture)
- Fill up and select Score, Difficulty, and Coverage
- Add 6 Choices (Text or Picture)

- Fill the Circle for the Correct Answer

### 2.5.2 Question Settings and save

**3 Question settings**  
Configure the question's score, difficulty level, and coverage.

Score:  [?](#)

Difficulty:  [▼](#)

Coverage:  [▼](#)

**4 Save Question**  
Proceed to save your question, or cancel to exit without saving.

[Cancel](#) [Save](#)

- Set a Question Setting for the Question, Score, Difficulty, and Coverage
- Save your question and it redirect to pending section

### 2.5.3 Pending Question

1 QUESTIONS

1. Multiple Choice

1+1=

1 pt

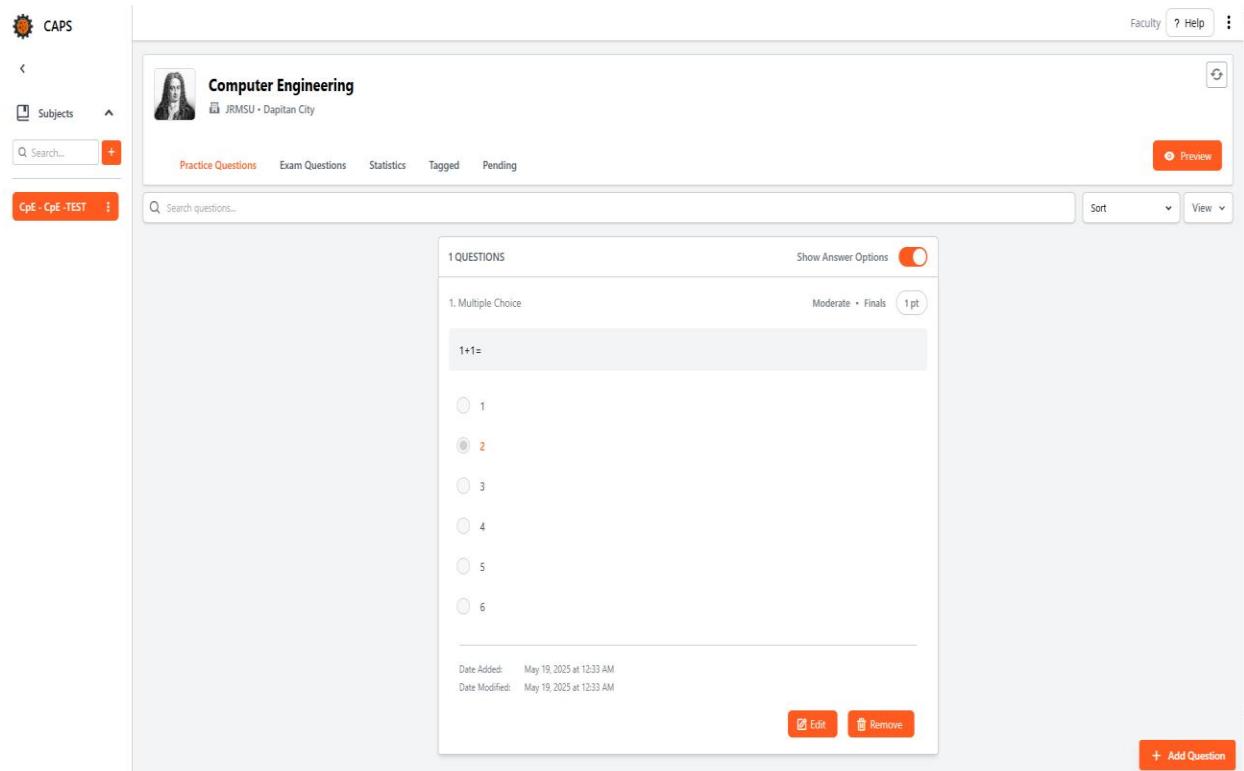
Moderate + Finals

Date Added: May 3, 2025 at 12:47 AM  
Date Modified: May 3, 2025 at 12:47 AM

[Delete](#)

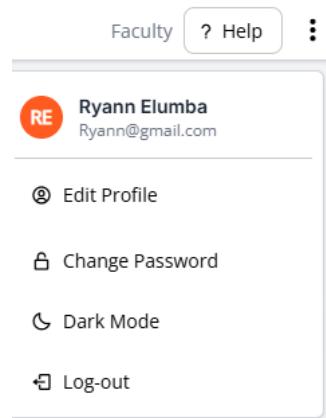
- You can only see your own Question
- It Goes to Pending section and You can't Approve your own Question
- Wait for the Program Chair or Dean to Approve your Question

## 2.5.4 Approved Question



The screenshot shows a user interface for managing practice questions. At the top, there's a navigation bar with 'CAPS' and 'Faculty ? Help'. Below it, a sidebar shows a profile picture and the subject 'Computer Engineering' under 'JRMSU - Dapitan City'. The main area displays a search bar and tabs for 'Practice Questions', 'Exam Questions', 'Statistics', 'Tagged', and 'Pending'. A red 'Preview' button is visible. Below the tabs, there's a search bar and a 'Sort' dropdown. The main content area shows a question card for '1 QUESTIONS'. The question is '1+1=' and has six options labeled 1 through 6. Option 2 is highlighted with a red circle. Below the question, there are date and time details: 'Date Added: May 19, 2025 at 12:33 AM' and 'Date Modified: May 19, 2025 at 12:33 AM'. At the bottom of the card are 'Edit' and 'Remove' buttons. A red '+ Add Question' button is located at the bottom right.

- Note: You can only see your own Question
- 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 and Edit Your Own Question



The screenshot shows a kebab menu for a user named 'Ryann Elumba' with the email 'Ryann@gmail.com'. The menu includes options: 'Edit Profile' (with a pencil icon), 'Change Password' (with a lock icon), 'Dark Mode' (with a sun/moon icon), and 'Log-out' (with a log-out icon).

- You can Edit your Profile and Change Password
- Can Select Dark Mode Theme (Under Development)
- Navigate User to Log-out.

## 2.7 Change Password

Change Password

---

Current Password

New Password

Confirm New Password

---

Cancel

✓ Apply

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

## 2.8 Edit Profile

Ryann Elumba

Ryann@gmail.com

---

First Name

Ryann

Last Name

Elumba

Email

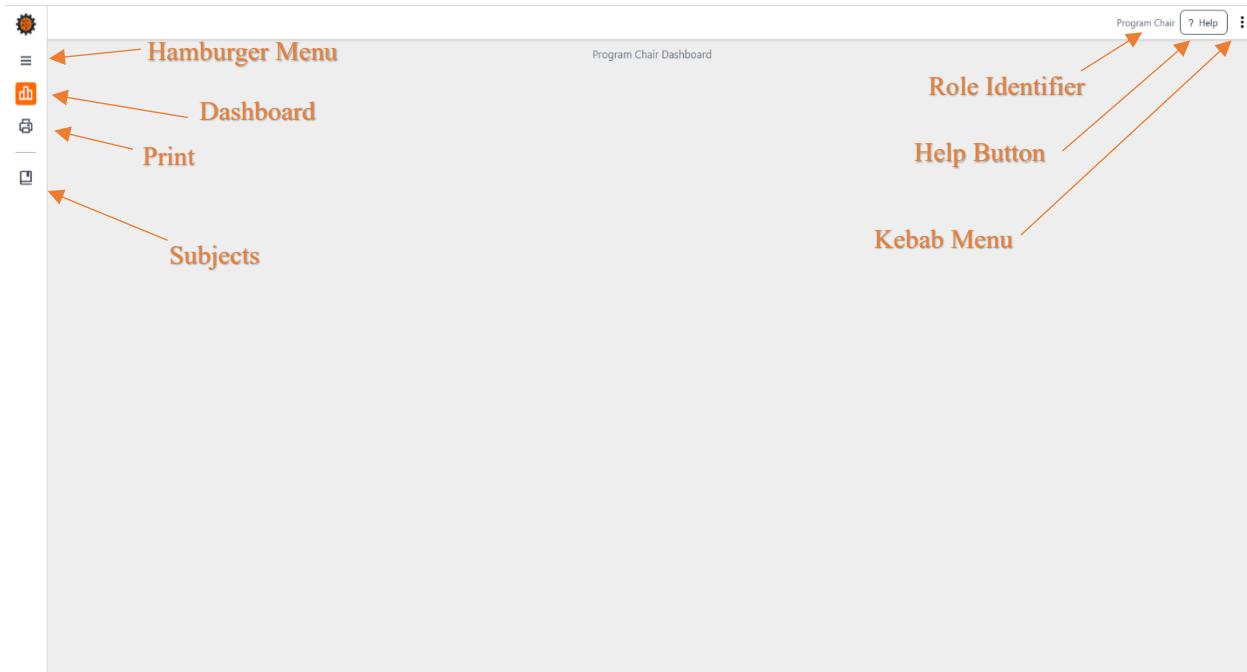
Ryann@gmail.com

---

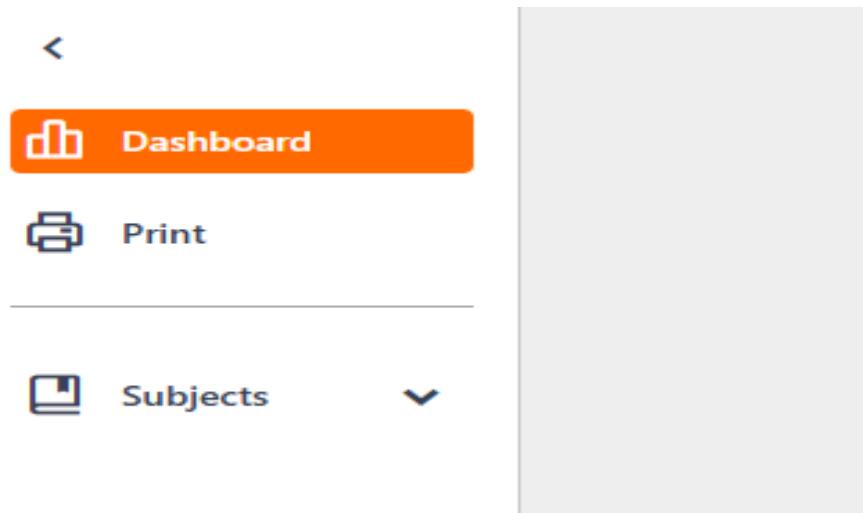
Save Changes

- You can edit your First Name, Last Name, as well as your email used.

### 3. PROGRAM CHAIR

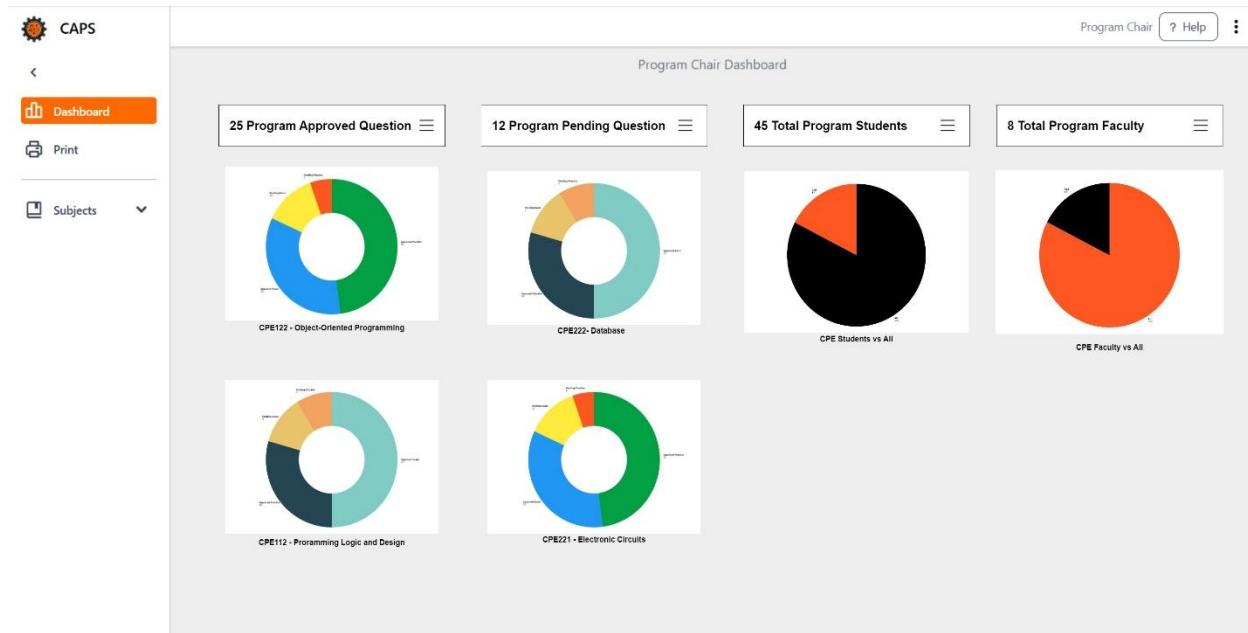


#### 3.1 Hamburger Menu



- Maximize and Minimize side bar

### 3.2 Program Chair's Dashboard (Under Development)



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 (Under Development)**

Print an Exam

Enter Subject  
Computer Engineering

Coverage  
Full Coverage

Number of Items  
10

Difficulty Distribution  
Default: Easy 30%, Moderate 50%, Hard 20%

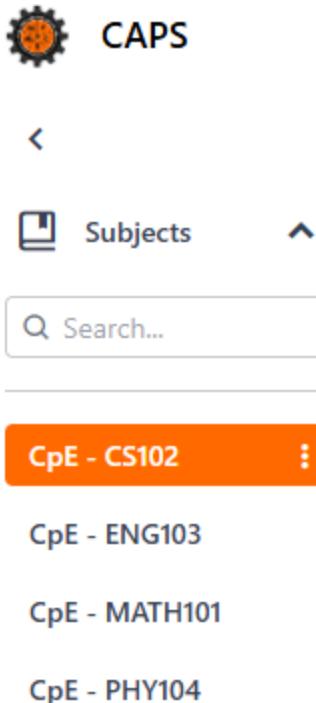
Cancel Export

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

The screenshot shows a software interface titled 'CAPS' with a navigation bar at the top. On the left, there's a sidebar with a 'Subjects' dropdown and a search bar. Below it, several subjects are listed: CpE - CS102 (selected), CpE - ENG103, CpE - MATH101, and CpE - PHY104. The main content area displays a question card for a 'Multiple Choice' question. The question text is '3+3=' followed by a diagram of a computer monitor showing a presentation slide with the same text. Below the question are five numbered options (1-5) with radio buttons, and option 6 is selected. To the right of the question are labels 'Easy • Midterm' and '1 pt'. At the bottom of the card are buttons for 'Delete' and 'Approve'. Below the card, there's a footer with creation and modification details: 'Created by: Ryann Elumba', 'Date Added: May 3, 2025 at 2:12 AM', and 'Date Modified: May 3, 2025 at 2:12 AM'. There are also 'Delete' and 'Approve' buttons here.

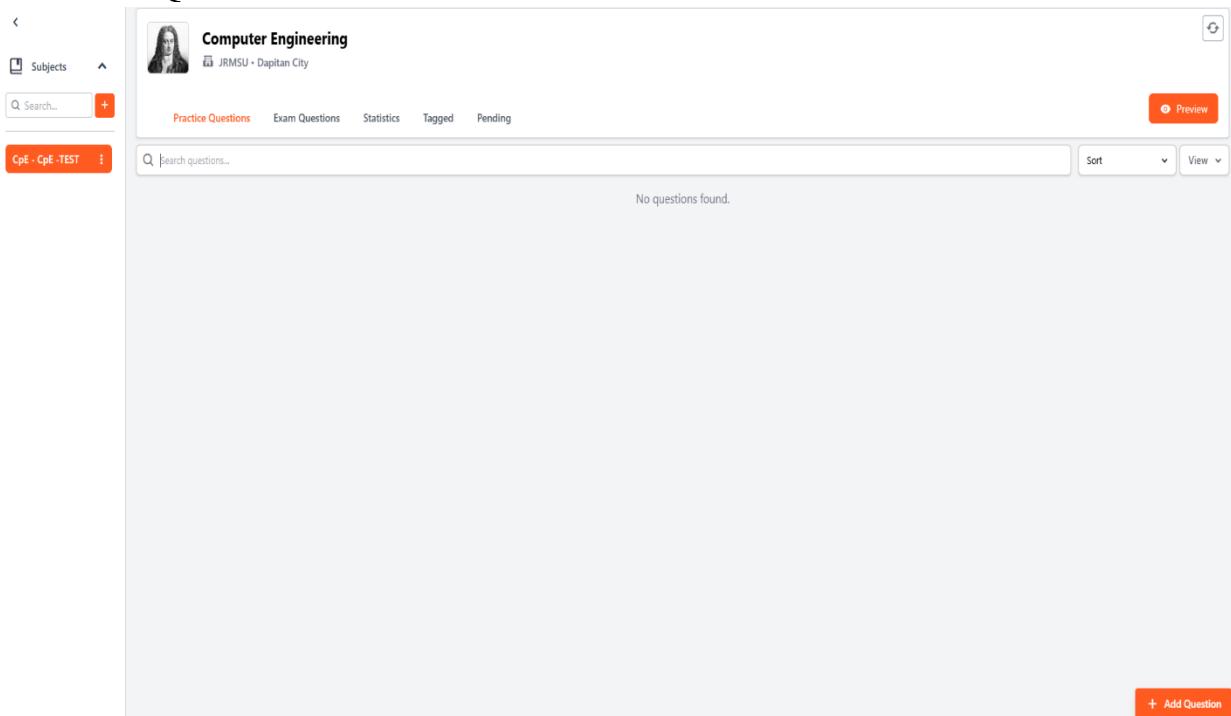
- Program Chair can Approve Dean and Faculty Questions depending on a subject.
- Program Chair can Delete Dean and Faculty Questions depending on a subject.

### 3.5.2 Faculty Members Questions

The screenshot shows a software interface titled 'CAPS' with a search bar at the top. The main content area displays a list of '4 QUESTIONS'. The first two questions are 'Multiple Choice' type, while the third is 'Multiple Choice' and the fourth is 'Moderate • Finals' type. Each question card includes its title, category (e.g., 'Easy • Midterm'), points (e.g., '1 pt'), and a 'Show Answer Options' toggle. Below each question card is a footer with creation and modification details: 'Created by: Ryann Elumba', 'Date Added: May 3, 2025 at 12:47 AM', and 'Date Modified: May 3, 2025 at 12:54 AM'. At the bottom right of the list area are buttons for 'Delete' and '+ Add Question'. On the right side of the interface, there are buttons for 'List View' and 'Detailed View'.

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

### 3.6 Add Question



The screenshot shows a web interface for managing questions in a subject. At the top, there's a header with a user profile picture, the subject name "Computer Engineering", and the location "JRMSU - Dapitan City". Below the header, there are tabs for "Practice Questions", "Exam Questions", "Statistics", "Tagged", and "Pending". A search bar with placeholder text "Search questions..." is present. To the right of the search bar are "Sort" and "View" dropdowns. A red "Preview" button is located in the top right corner. In the main content area, a message says "No questions found." At the bottom right, there's a red "+ Add Question" button.

- 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 and it's Choices

1 Write your question  
Input your question in the designated field.

1+1

B I U 

2 Add your multiple-choice options  
Enter six choices. Only four will be shown to students. Select the correct answer using the radio buttons.

1  
 2  
 3  
 4  
 5  
 6

- Enter Question (Text or Picture)
- Fill up and select Score, Difficulty, and Coverage
- Add 6 Choices (Text or Picture)

- Fill the Circle for the Correct Answer

### 3.6.2 Question Settings and save

**3 Question settings**

Configure the question's score, difficulty level, and coverage.

Score:  [?](#)

Difficulty:  [▼](#)

Coverage:  [▼](#)

**4 Save Question**

Proceed to save your question, or cancel to exit without saving.

[Cancel](#)

[Save](#)

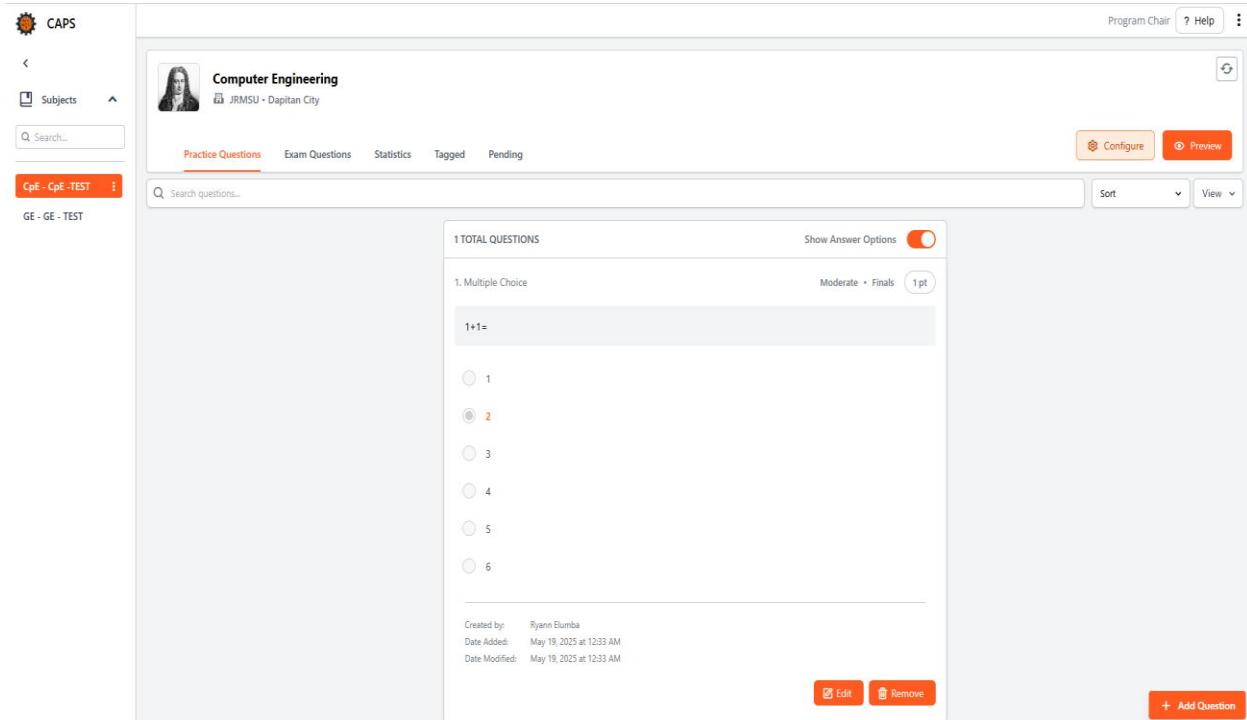
- Set a Question Setting for the Question, Score, Difficulty, and Coverage
- Save your question and it redirect to pending section

### 3.6.3 Pending Question

The screenshot shows a web-based application interface for managing questions. On the left, there's a sidebar with a user icon, 'CAPS' logo, 'Subjects' dropdown, and a search bar ('Q. Search...'). Below the search bar are buttons for 'CpE - CpE - TEST' and 'GE - GE - TEST'. The main content area has a header 'Computer Engineering' with a profile picture and 'JRMSU - Dapitan City'. Below the header are navigation tabs: 'Practice Questions', 'Exam Questions', 'Statistics', 'Tagged', and 'Pending' (which is highlighted). There's also a 'Configure' and 'Preview' button. A search bar at the top of the content area contains 'Search questions...'. The main content shows a table with one row for '1 TOTAL QUESTIONS'. The question is '2+2' with options 1 through 6. Option 4 is selected. To the right of the question are 'Show Answer Options' (with a toggle switch), 'Easy • Midterm', and '1 pt'. At the bottom of the table row, there's a note: 'Created by: Troy Lasco Date Added: May 19, 2023 at 12:48 AM Date Modified: May 19, 2023 at 12:48 AM'. At the very bottom of the table are 'Remove' and 'Approve' buttons.

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

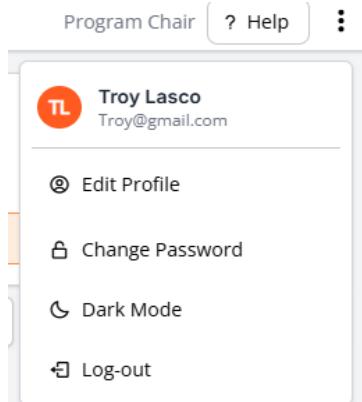
### 3.6.4 Approved Question



The screenshot shows the CAPS application interface. On the left, there's a sidebar with a profile icon, 'CAPS' logo, and navigation links like 'Subjects', 'Search...', 'CpE - CpE - TEST', and 'GE - GE - TEST'. The main area is titled 'Computer Engineering' and 'JRMSU - Dapitan City'. It has tabs for 'Practice Questions', 'Exam Questions', 'Statistics', 'Tagged', and 'Pending'. A search bar at the top says 'Search questions...'. Below it, a card displays '1 TOTAL QUESTIONS'. The question is '1. Multiple Choice' with the equation '1+1=' followed by six options: 1, 2 (selected), 3, 4, 5, and 6. To the right of the question are 'Moderate • Finals' and '1 pt'. At the bottom of the card, it shows 'Created by: Ryann Eumba', 'Date Added: May 19, 2023 at 12:33 AM', and 'Date Modified: May 19, 2023 at 12:33 AM'. Buttons for 'Edit' and 'Remove' are at the bottom, along with a '+ Add Question' button.

- 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 and Your Own Question

### 3.7 Kebab Menu



- You can Edit your Profile and Change Password
- Can Select Dark Mode Theme (Under Development)
- Navigate User to Log-out.

### 3.8 Change Password

Change Password

---

Current Password

New Password

Confirm New Password

---

Cancel

✓ Apply

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

### 3.9 Edit Profile

Troy Lasco  
Troy@gmail.com

X

---

First Name

Troy

Last Name

Lasco

---

Email

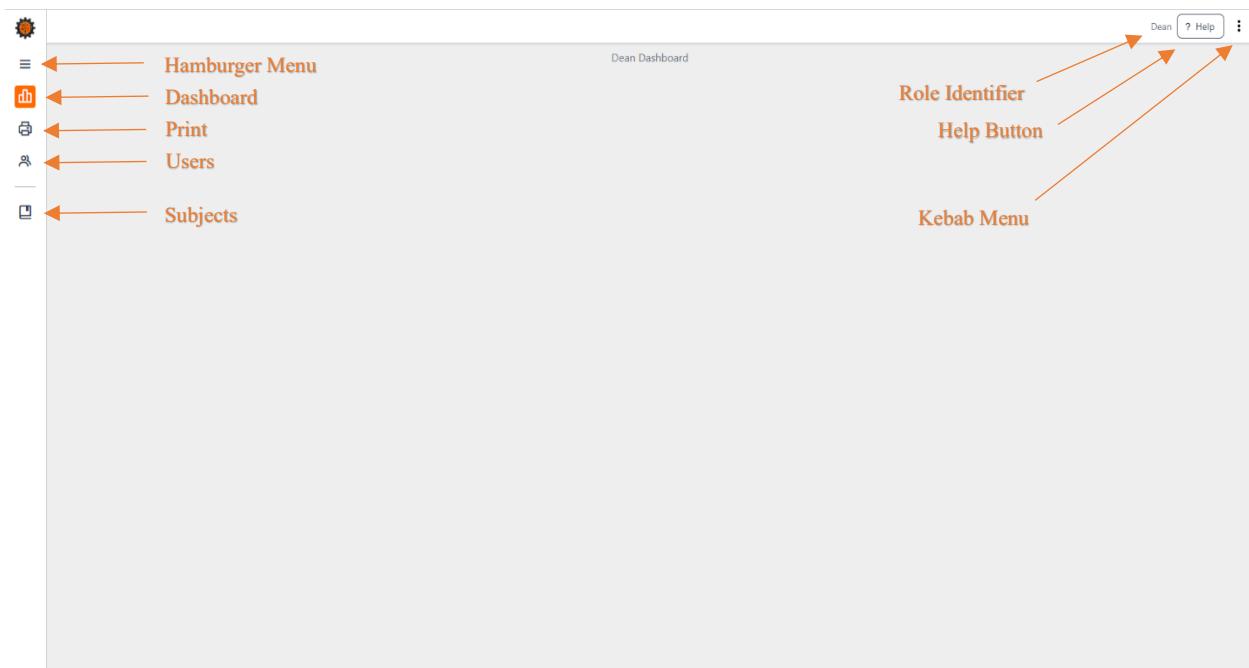
Troy@gmail.com

---

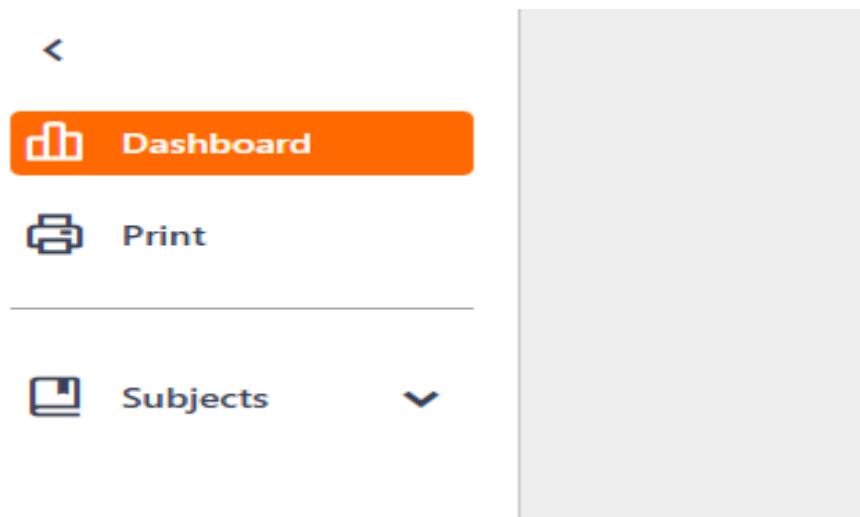
Save Changes

- You can edit your First Name, Last Name, as well as your email used.

## 4. DEAN

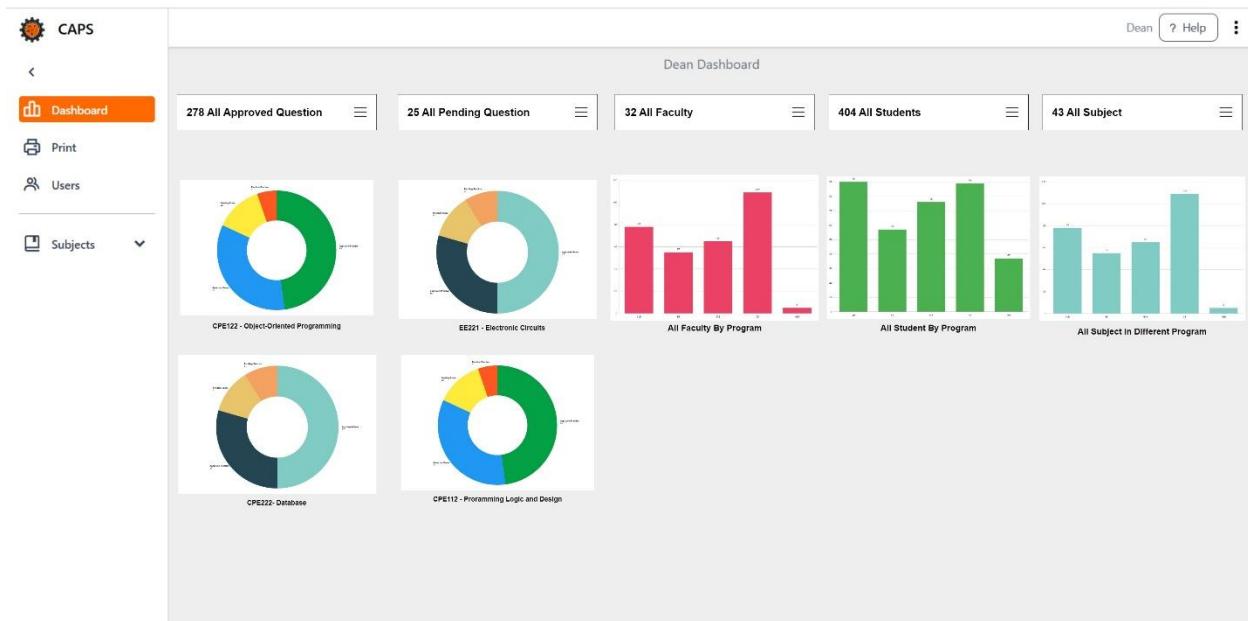


### 4.1 Hamburger Menu



- Maximize and Minimize side bar

## **4.2 Dean's Dashboard (Under Development)**



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 (Under Development)**

Print an Exam

Enter Subject  
Computer Engineering

Coverage Number of Items

Full Coverage 10

Difficulty Distribution

Default: Easy 30%, Moderate 50%, Hard 20%

Cancel Export

**Dean Will Choose the Options:**

**For Qualifying Exam:**

- Year and Program (e.g. 1<sup>st</sup> 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

The screenshot shows a user management interface with a sidebar containing icons for gear, list, document, and user. The main area has tabs for 'All', 'Pending', and 'Approved'. A search bar and a refresh button are at the top right. The table lists users with columns: USER CODE, NAME, EMAIL, POSITION, CAMPUS, STATUS, PROGRAM, STATE, and an action column with a kebab menu icon. The data includes:

USER CODE	NAME	EMAIL	POSITION	CAMPUS	STATUS	PROGRAM	STATE	Action
23-A-55556	EE2 Egr	ee2@gmail.com	Instructor	Main Campus	Approved	BS-EE	Active	>
23-A-33334	ECE2 Eng	ece2@gmail.com	Instructor	Main Campus	Approved	BS-ECE	Active	>
23-A-22223	CE2 Engr	ce2@gmail.com	Instructor	Main Campus	Approved	BS-CE	Active	>
23-A-11112	Abe2 Bio	abe2@gmail.com	Instructor	Tamplisan Campus	Approved	BS-ABE	Active	>
23-A-12347	Ryann Elumba	Ryann@gmail.com	Instructor	Main Campus	Approved	BS-CpE	Active	>
23-A-55555	EE Egr	ee@gmail.com	Program Chair	Main Campus	Approved	BS-EE	Active	>
23-A-33333	ECE Eng	ece@gmail.com	Program Chair	Main Campus	Approved	BS-ECE	Active	>
23-A-22222	CE Engr	ce@gmail.com	Program Chair	Main Campus	Approved	BS-CE	Active	>
23-A-11111	Agri Bio	abe@gmail.com	Program Chair	Tamplisan Campus	Approved	BS-ABE	Active	>
23-A-12346	Troy Lasco	Troy@gmail.com	Program Chair	Main Campus	Approved	BS-CpE	Active	>
23-A-12345	Gilert Bongcac	bongcac@gmail.com	Dean	Main Campus	Approved	BS-CE	Active	>

- 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

The screenshot shows a subject management interface with a sidebar icon. The main area has a search bar and a '+' button. Below is a list of subjects:

- CpE - CS102
- CpE - ENG103
- CpE - MATH101
- CpE - PHY104
- EE - CS102
- EE - HIST105

- 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 \*

Code \*

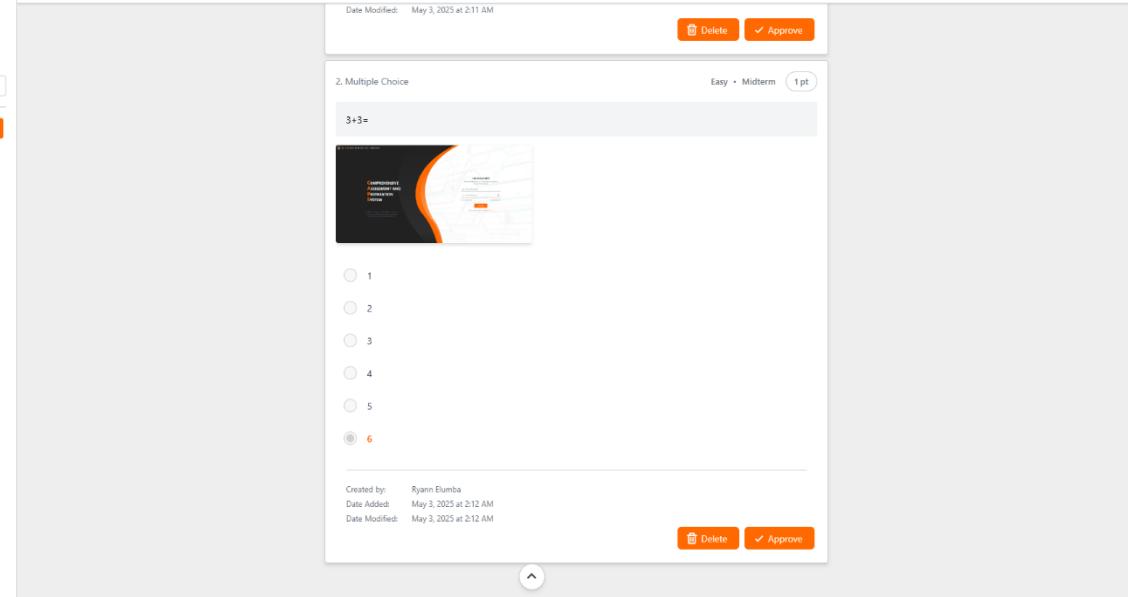
Program \*

**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

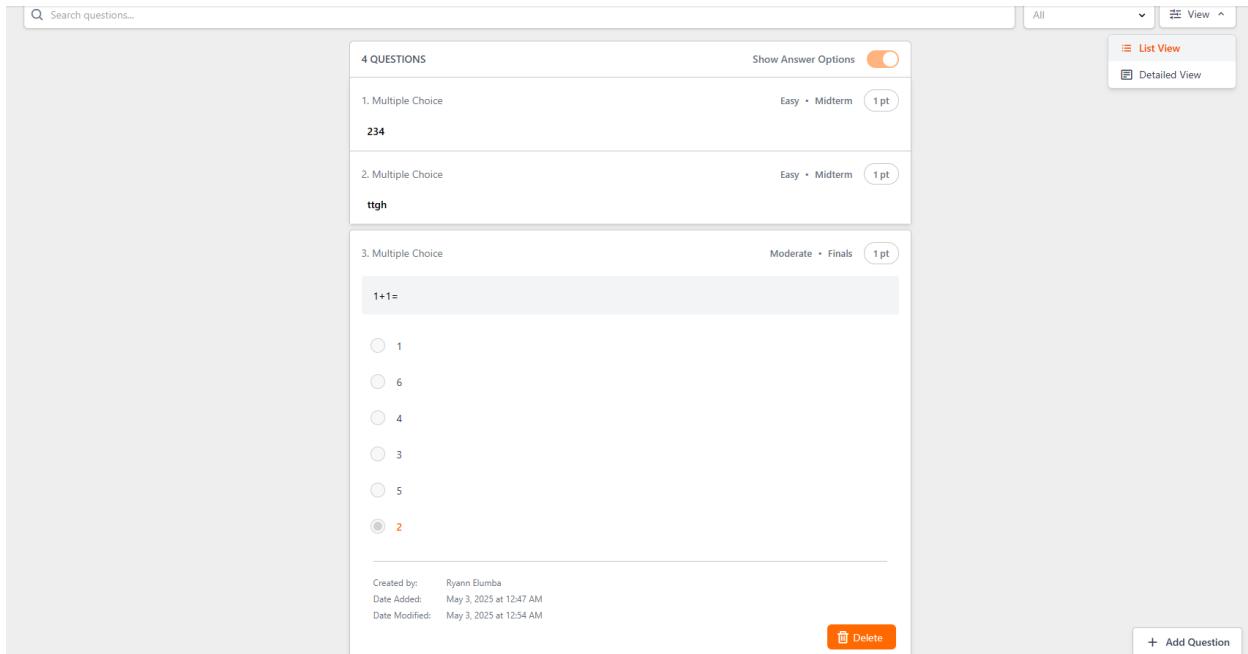
### 4.6.1 Approving Questions



The screenshot shows a question approval interface. At the top, there are buttons for 'Delete' and 'Approve'. Below that, the question is identified as '2. Multiple Choice' with a difficulty level of 'Easy' and a weight of '1 pt'. The question text is '3+3=' followed by a diagram of a calculator screen displaying '3+3=6'. Below the question are five answer options: 1, 2, 3, 4, and 6. Option 6 is selected. At the bottom, it shows the question was created by Ryann Elumba on May 3, 2025 at 2:12 AM, last modified on May 3, 2025 at 2:12 AM, and has a status of 'Approved'.

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

### 4.6.2 Faculty Members Questions



The screenshot shows a list of questions from faculty members. It includes a search bar, a filter for 'All', and buttons for 'List View' and 'Detailed View'. There are four questions listed:

- 1. Multiple Choice (Easy • Midterm, 1 pt) - Question text: '234', answer: 'ttgh'
- 2. Multiple Choice (Easy • Midterm, 1 pt) - Question text: '1+1=', answer: '2'
- 3. Multiple Choice (Moderate • Finals, 1 pt) - Question text: '1+1=', answer: '2'

At the bottom, it shows the question was created by Ryann Elumba on May 3, 2025 at 12:47 AM, last modified on May 3, 2025 at 12:54 AM, and has a status of 'Approved'. There are buttons for 'Delete' and '+ Add Question'.

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

## 4.7 Add Question

The screenshot shows the CAPS application interface. On the left, there's a sidebar with a gear icon labeled 'CAPS' and a list of subjects: ABE - ABE - TEST, CE - CE - TEST, CpE - CpE - TEST (which is selected and highlighted in orange), ECE - ECE - TEST, EE - EE - TEST, and GE - GE - TEST. The main area shows the 'Computer Engineering' subject page with a profile picture and the text 'JRMSU - Dapitan City'. Below this are tabs for 'Practice Questions', 'Exam Questions', 'Statistics', 'Tagged', and 'Pending'. There are also 'Configure' and 'Preview' buttons. A search bar at the top says 'Q. Search...'. In the center, a modal window titled '2 QUESTIONS' is open, showing a multiple-choice question '1. Multiple Choice' with the text '1+1=' followed by six options (1, 2, 3, 4, 5, 6) each with a radio button. The second option, '2', is selected. At the bottom of the modal, it says 'Created by: Ryanin Elumba', 'Date Added: May 19, 2023 at 12:33 AM', and 'Date Modified: May 19, 2023 at 12:33 AM'. Buttons for 'Edit' and 'Remove' are at the bottom, along with a '+ Add Question' button.

- 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 and it's Choices

1 Write your question  
Input your question in the designated field.

1+1

B I U

2 Add your multiple-choice options  
Enter six choices. Only four will be shown to students. Select the correct answer using the radio buttons.

1  
 2  
 3  
 4  
 5  
 6

- Enter Question (Text or Picture)
- Fill up and select Score, Difficulty, and Coverage
- Add 6 Choices (Text or Picture)

- Fill the Circle for the Correct Answer

#### 4.7.2 Question Settings and save

**3 Question settings**

Configure the question's score, difficulty level, and coverage.

Score:  [?](#)

Difficulty:  [▼](#)

Coverage:  [▼](#)

**4 Save Question**

Proceed to save your question, or cancel to exit without saving.

[Cancel](#) [Save](#)

- Set a Question Setting for the Question, Score, Difficulty, and Coverage
- Save your question and it redirect to pending section

#### 4.7.3 Pending Question

The screenshot shows a software interface for managing questions. On the left, there's a sidebar with navigation links like 'Subjects', 'Search...', and lists for 'ABE - ABE - TEST', 'CE - CE - TEST', 'CpE - CpE - TEST', 'ECE - ECE - TEST', 'EE - EE - TEST', and 'GE - GE - TEST'. The main area has tabs for 'Practice Questions', 'Exam Questions', 'Statistics', 'Tagged', and 'Pending'. The 'Pending' tab is active. A search bar at the top says 'Search questions...'. Below it, a table lists '1 QUESTIONS'. The first question is '1. Multiple Choice' with the equation '3+3=' followed by five options: 1, 2, 3, 4, and 5, with option 6 selected. To the right of the table are buttons for 'Show Answer Options' (with a toggle switch), 'Configure', 'Preview', 'All Types', 'Sort', 'View', and 'Remove/Approve' buttons. A success message 'Success Question deleted successfully!' is displayed in a green box at the top right.

- 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

The screenshot shows the CAPS application interface. On the left, there's a sidebar with a gear icon labeled 'CAPS' and a list of subjects: 'Subjects', 'Q. Search...', 'ABE - ABE - TEST' (which is highlighted in orange), 'CE - CE - TEST', 'CpE - CpE - TEST', 'ECE - ECE - TEST', 'EE - EE - TEST', and 'GE - GE - TEST'. The main area has a header for 'Agricultural & Biosystems Engineering' and 'JRMSU - Dapitan City'. Below the header, there are tabs for 'Practice Questions', 'Exam Questions', 'Statistics', 'Tagged', and 'Pending'. There are also 'Configure' and 'Preview' buttons. A search bar says 'Search questions...'. The central part displays a question card for '1 QUESTIONS'. The question is '1. Multiple Choice' with the equation '3+3=' followed by five options (1, 2, 3, 4, 5) and one correct option (6). Below the question, it says 'Show Answer Options' is turned on. It also shows 'Hard • Midterm' and '1 pt'. At the bottom of the card, it says 'Created by: Gillert Bongcac', 'Date Added: May 19, 2025 at 1:02 AM', and 'Date Modified: May 19, 2025 at 1:05 AM'. There are 'Edit' and 'Remove' buttons, and a '+ Add Question' button. The top right of the main area has 'Dean', '? Help', and a three-dot menu.

- 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 and Edit Your Own Question

#### 4.8 Kebab Menu

The screenshot shows a kebab menu for a user named 'Gillert Bongcac' with the email 'bongcac@gmail.com'. The menu items are: 'Edit Profile' (with a person icon), 'Change Password' (with a lock icon), 'Dark Mode' (with a sun/moon icon), and 'Log-out' (with a log-out icon). The top right of the menu has 'Dean', '? Help', and a three-dot menu.

- You can Edit your Profile and Change Password
- Can Select Dark Mode Theme (Under Development)
- Navigate User to Log-out.

#### 4.9 Change Password

Change Password

---

Current Password

New Password

Confirm New Password

---

Cancel

✓ Apply

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

#### 4.10 Edit Profile

Gillert Bongcac

bongcac@gmail.com

---

First Name

Gillert

---

Last Name

Bongcac

---

Email

bongcac@gmail.com

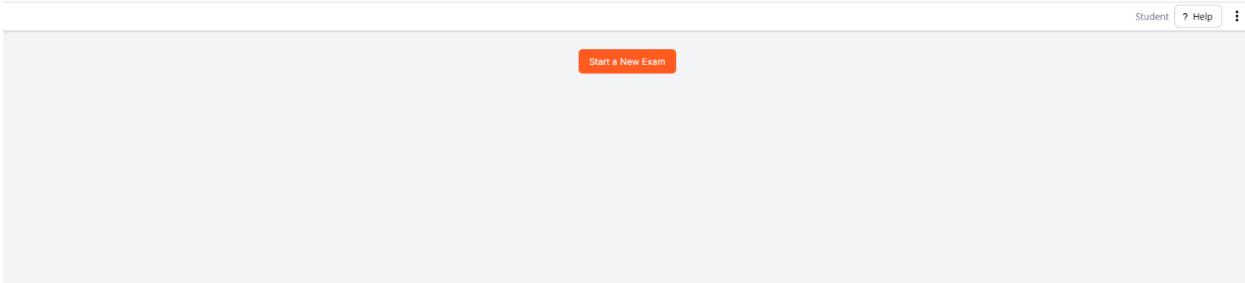
---

Save Changes

- You can edit your First Name, Last Name, as well as your email used.

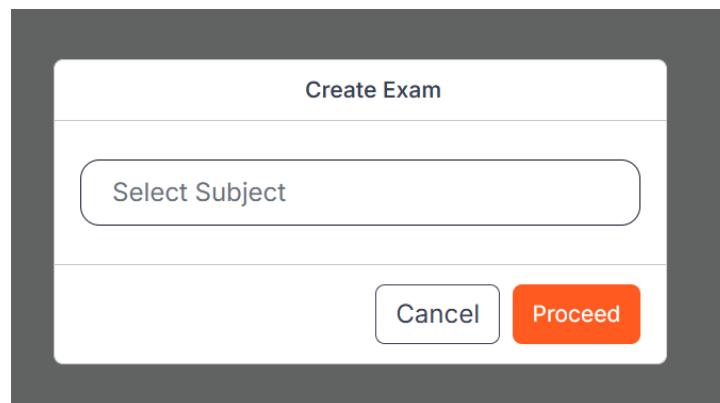
## 5. STUDENT

### 5.1 Practice Problem



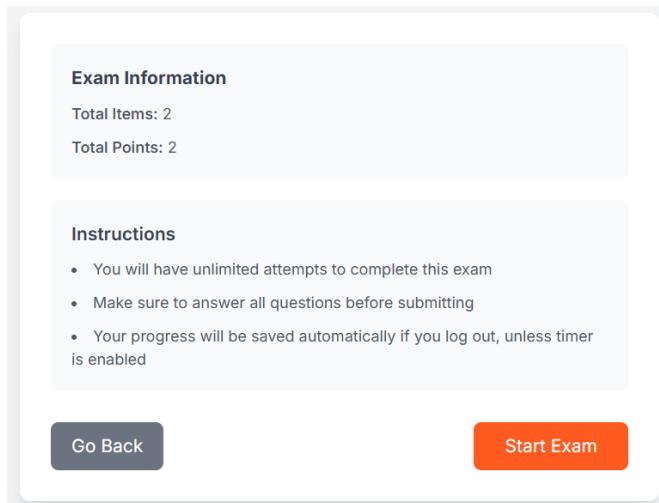
- Click "Start a New Exam" to begin practice exam.

#### 5.1.1 Enter Subject



- Please Enter the subject you want to take practice exam.

#### 5.1.2 Practice Exam Information



- Please Confirm and read the instructions properly

## 5.2 Practice Exam

### 5.2.1 Timer

The screenshot shows a practice exam interface. At the top right, there are buttons for 'Student', '? Help', and a menu icon. Below that, the title 'Basic Algebra' and 'Practice Exam' are displayed, along with a progress bar indicating '0% Answered'. The timer at the top right shows '00 : 29 : 58' with 'Hours', 'Minutes', and 'Seconds' labels underneath. The main area shows 'Question 1 of 2' with a 'See all Questions' and 'Bookmark' link. The question 'what is 1+1' is asked, and four options are listed: 3, 2, 5, and 4, each with a radio button.

- Upper Right Indicate the timer (if Dean Added a time)
- When timer runs out you will not be able to continue your practice exam.

### 5.2.2 Answer

The screenshot shows the same practice exam interface after an answer has been selected. The question 'what is 1+1' is still displayed. The option '2' is now highlighted with a red border and a red dot in the radio button, indicating it is the selected answer. The other options (3, 4, 5) are shown without a border or dot. At the bottom, there are navigation buttons for 'Previous', 'Clear Answer', 'Next', and a large orange 'Submit Test' button.

- Read Carefully the Question and select your answer from the choices given.
- Click Next for the next question.
- After answering all the questions click submit test

## 5.3 Result

The screenshot shows a user interface for a practice test. At the top right, there are buttons for 'Student', '? Help', and a menu icon. The main area is divided into two sections: 'Practice Test Summary' on the left and 'Question Review' on the right.

**Practice Test Summary:**

- Total Score: **2/2**
- Percentage: **100%**
- Subject: Basic Algebra
- Duration: 0 minutes
- Started: 5/19/2025, 1:59:31 AM
- Finished: 5/19/2025, 1:59:36 AM

**Question Review:**

Under 'All Questions':

- Correct (2)
- Incorrect (0)

Two questions are listed:

1. Wdadw  
 Correct (1 pt)
2. what is  $1+1$   
 Correct (1 pt)

At the bottom left, there is a link to 'Back to Dashboard'.

- You can now view your test results and summary.
- You can view on what item you got right and wrong.
- Review your answer for improvements and enjoy learning!