

Online Examination System Tutorial

FOR ADMINISTRATOR

1. Enter **Administrator ID** and **Password** and click on Login button.

ST. JOSEPH'S SCHOOL, DUMKA
Affiliated to C.I.S.C.E

Online Examination System

ADMIN OR TEACHER LOGIN

Please Enter Your Credentials

Login

ADMIN ID

PASSWORD

After entering the credentials click on Login button.

Designed and Developed by Koushik Sadhu & Nishi Kant Mandal.

2. After Successful Login, Administrator Dashboard will appear on the screen.

Dashboard

Academic Year

Class

Subjects

Teachers

Students

Examinations

Exam Results

Admin Dashboard

1
TEACHER

1
STUDENTS

2
EXAMINATIONS

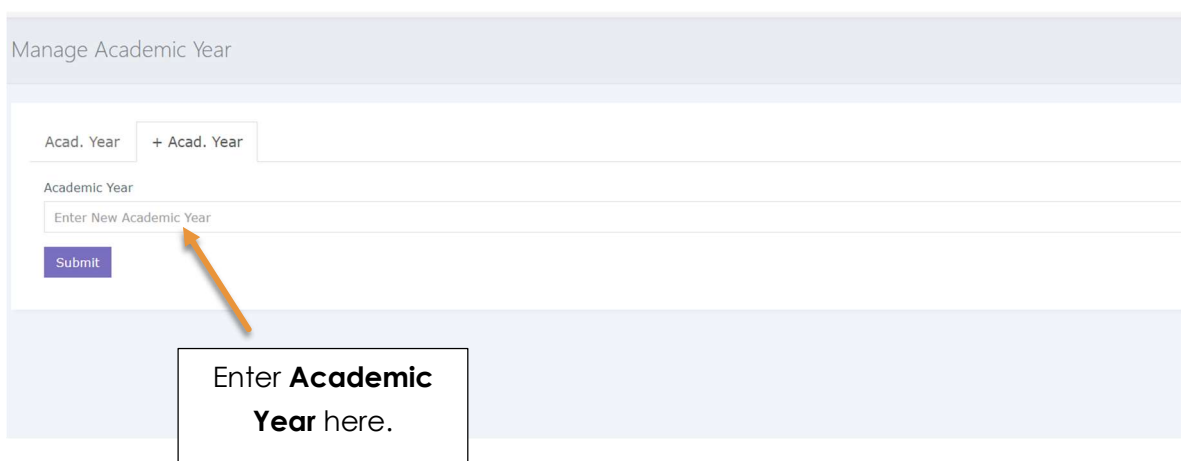
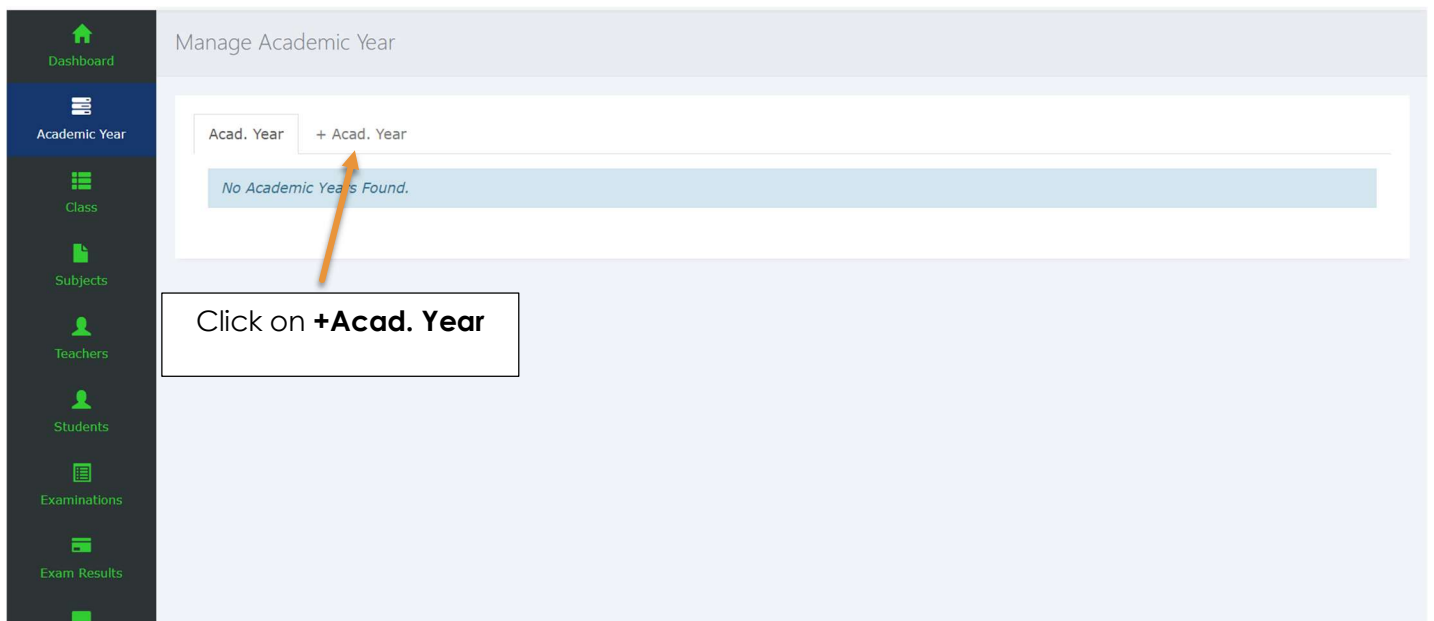
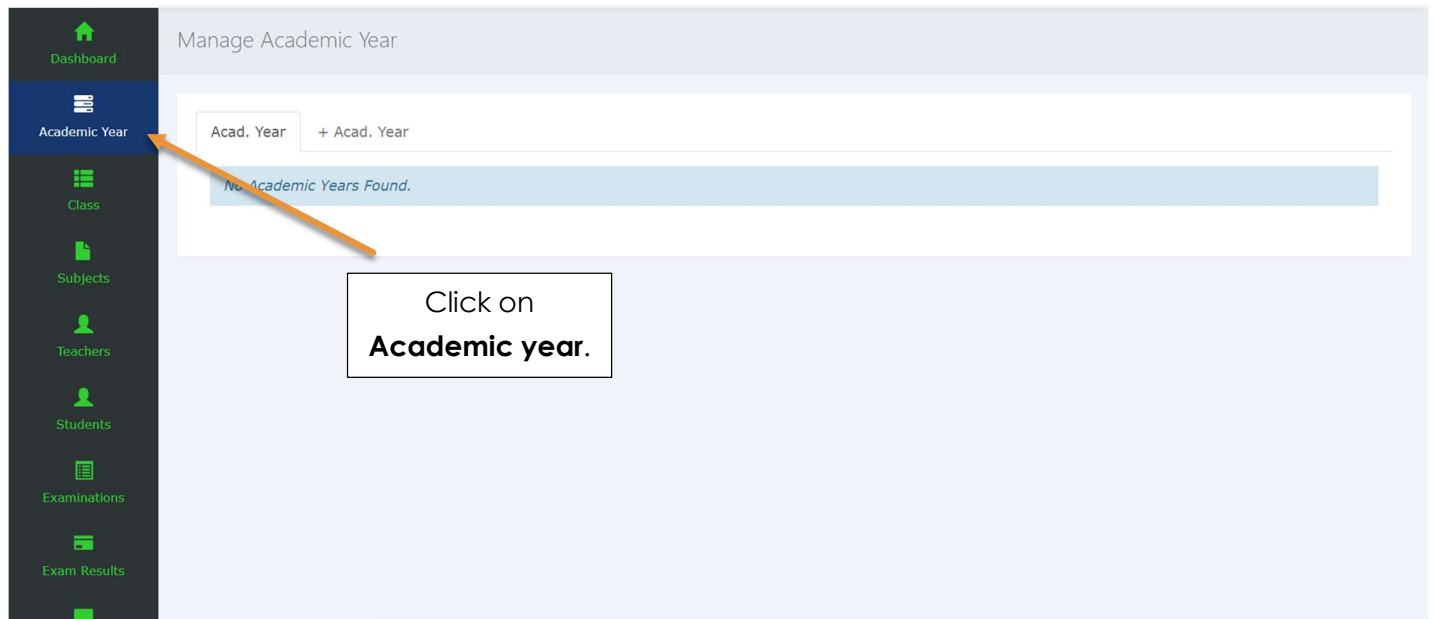
1
SUBJECTS

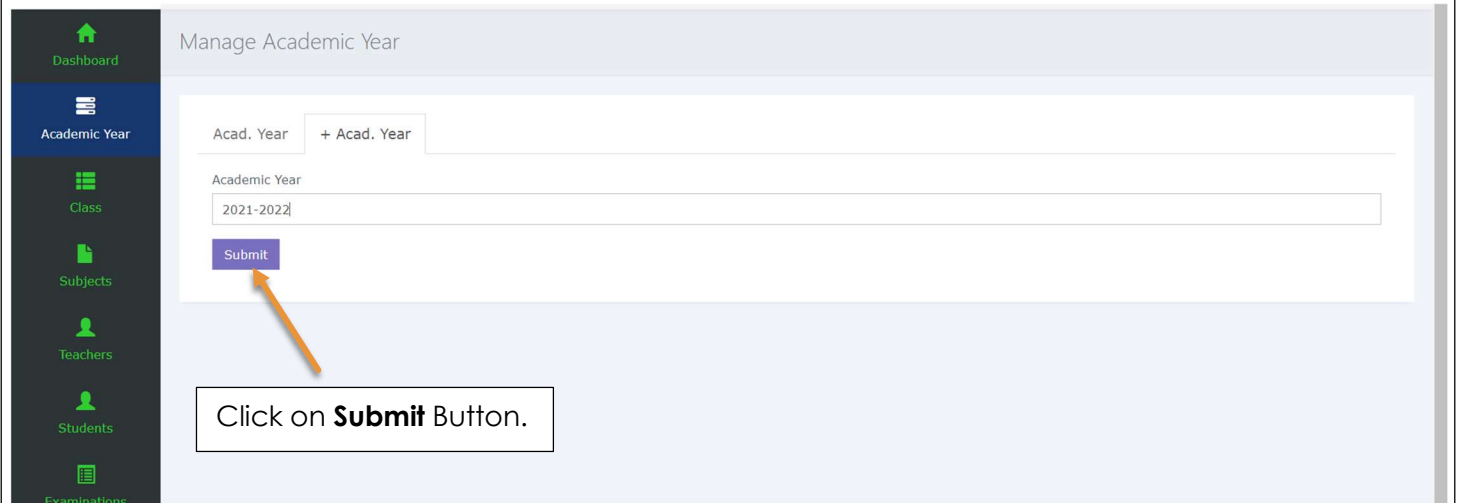
2
CLASS

50
QUESTIONS

3. Steps to add **Academic year**.

- To add **Academic year**, click on **Academic year** menu as shown below.





Manage Academic Year

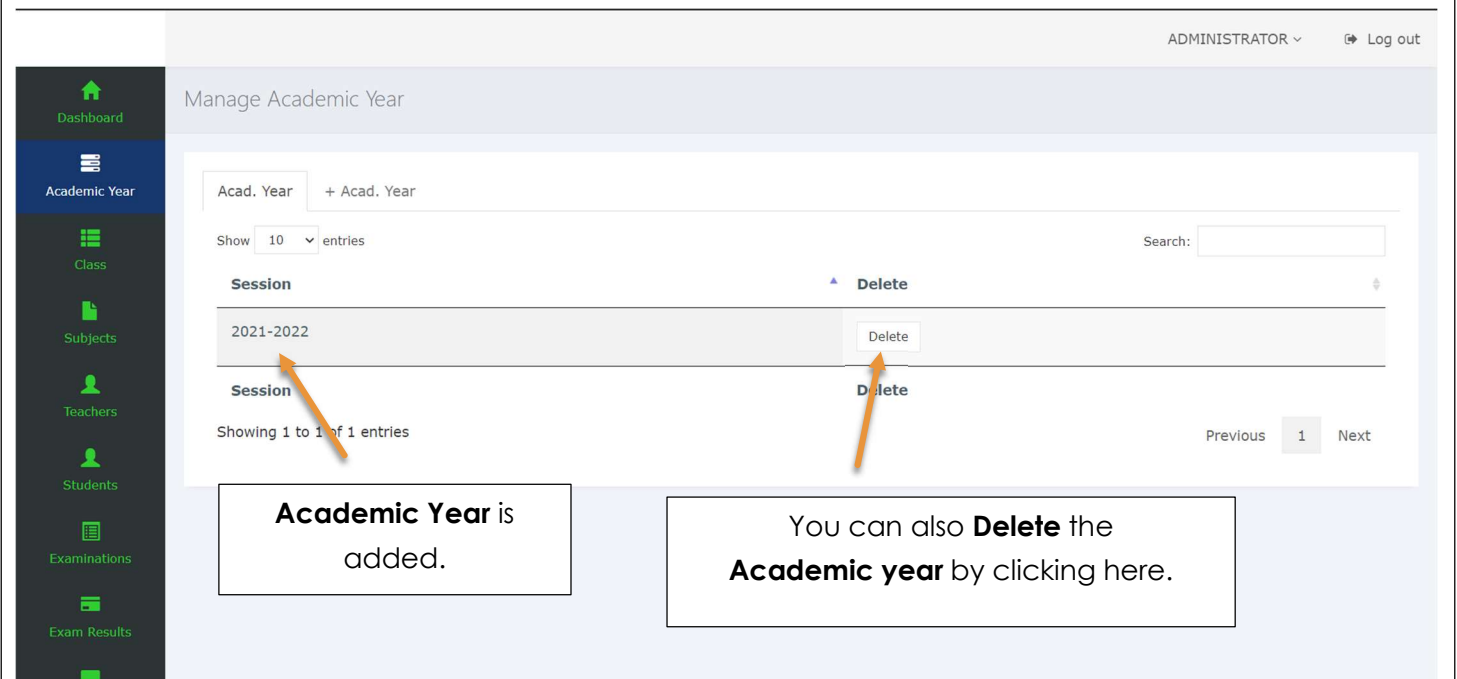
Acad. Year + Acad. Year

Academic Year

2021-2022

Submit

Click on **Submit** Button.



ADMINISTRATOR Log out

Manage Academic Year

Acad. Year + Acad. Year

Show 10 entries Search:

Session	Delete
2021-2022	Delete

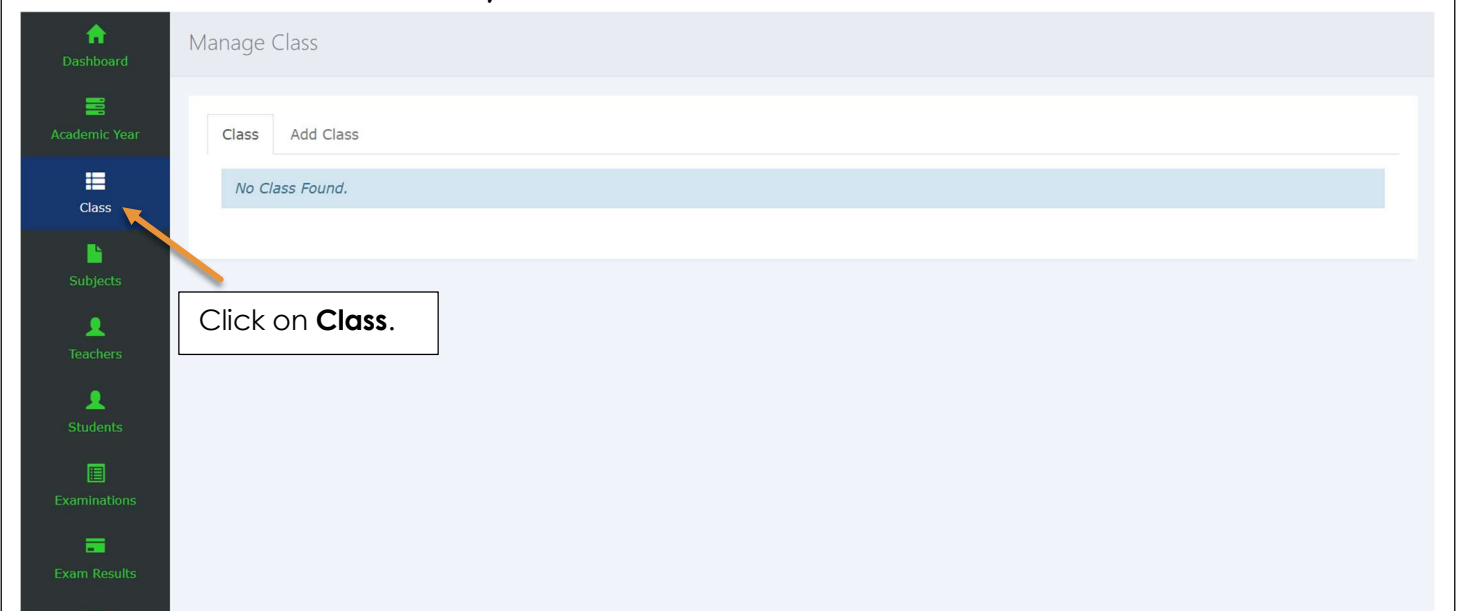
Showing 1 to 1 of 1 entries Previous 1 Next

Academic Year is added.

You can also **Delete** the Academic year by clicking here.

4. Steps to add **Class**.

- To add **Class**, click on **Class** menu as shown below.



Manage Class

Class Add Class

No Class Found.

Click on **Class**.

Dashboard

Academic Year

Class

Subjects

Teachers

Students

Examinations

Exam Results

Manage Class

Class

Add Class

Class

Enter Class

Select Academic Year

-- Select A.Y. --

Submit

Click on **Add Class**.

Dashboard

Academic Year

Class

Subjects

Teachers

Students

Manage Class

Class

Add Class

Class

10

Select Academic Year

2021-2022

Submit

1. Enter **Class** here.

2. Select **Academic Year** from drop down list.

3. Click on **Submit** button.

Dashboard

Academic Year

Class

Subjects

Teachers

Students

Manage Class

Class

Add Class

Show

10

entries

Search:

Class	Academic year	Delete
10	2021-2022	Delete
Class	Academic year	Delete

Showing 1 to 1 of 1 entries

Previous

1

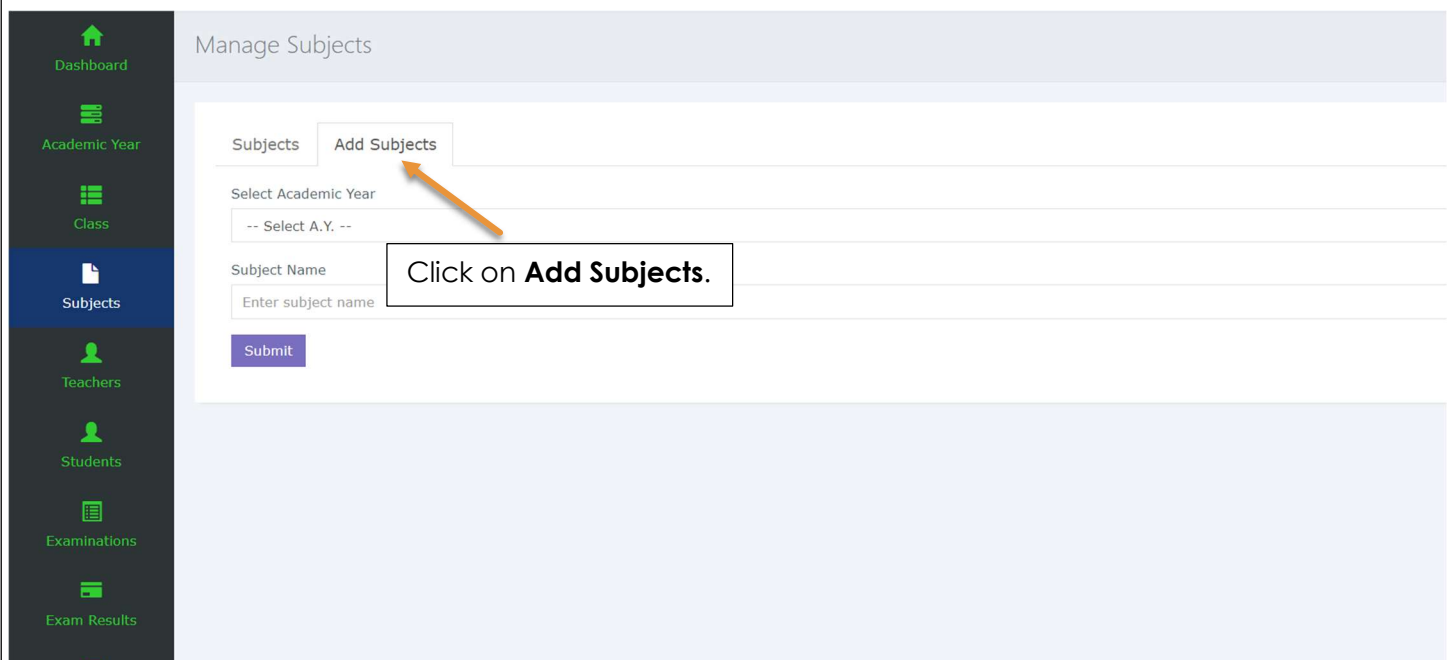
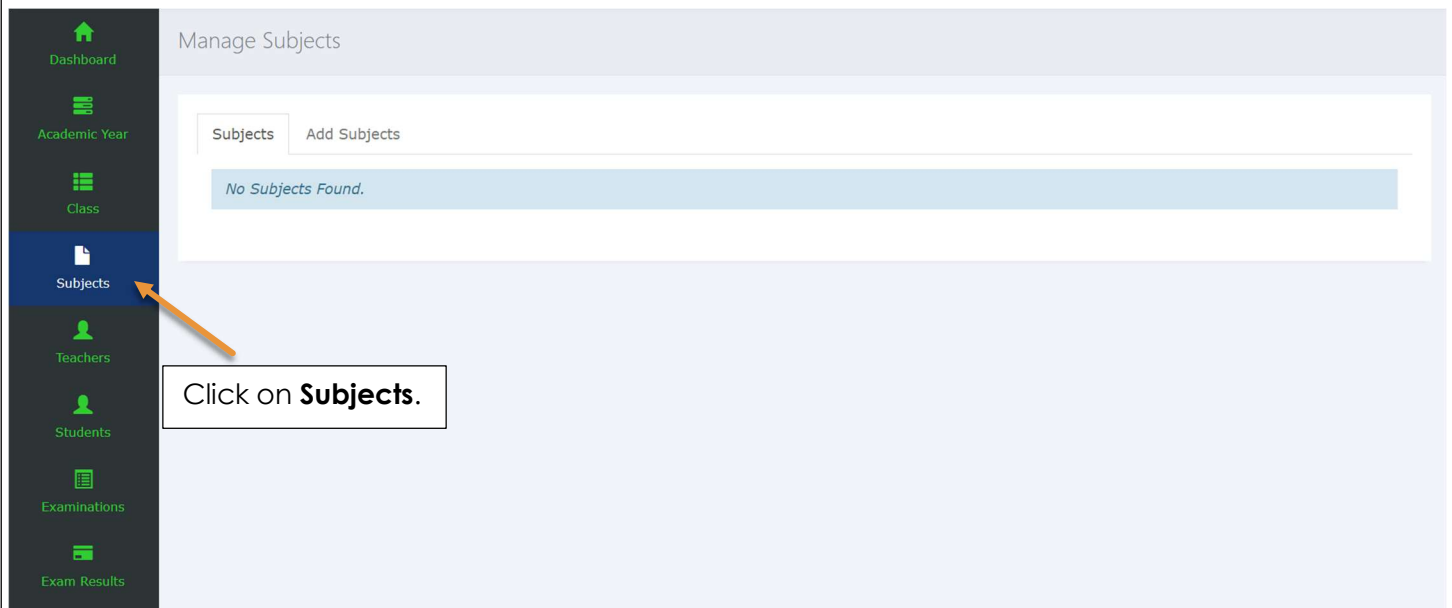
Next


Class is added.


You can also **Delete** the **Class** by clicking here.


5. Steps to add **Subjects**.


- To add **Subject**, click on **Subject** menu as shown below.






Dashboard



Academic Year


Class


Subjects


Teachers


Students


Examinations

Manage Subjects

SubjectsAdd Subjects

Select Academic Year

2021-2022

Subject Name

PHYSICS

Submit

1. Select **Academic Year** from drop down list.

2. Enter **Subject Name**.

3. Click on **Submit** button.

Manage Subjects

Subjects Add Subjects

Show 10 entries

Name	Delete
PHYSICS	Delete

Subject is added.

You can also **Delete** the **Subject** by clicking here.

6. Steps to add **Teacher's**.

- To add **Teacher**, click on **Teacher** menu as shown below.

Manage Teacher

Teacher Add Teacher

No Teachers Found.

Click on **Teachers**.

Teacher Add Teacher

First Name
Enter first name

Last Name
Enter last name

Male ☐ Female ☐

Email Address
Enter email address

Phone
Enter phone

Date of Birth
Select date of birth

Address
Enter address

Submit

- Enter the **Teacher Details** and click on **Submit** button.

[Dashboard](#)
[Academic Year](#)
[Class](#)
[Subjects](#)
[Teachers](#)
[Students](#)
[Examinations](#)
[Exam Results](#)

Manage Teacher

Teacher Add Teacher

Show 10 entries

Name	Gender	Teacher ID	Password	Action
PURUSOTTAM SIR	Male	TCHR8005	teachersjs	Select Action

Showing 1 to 1 of 1 entries

Previous

Teacher is added.

Teacher Login ID and Password

- To **edit, view, or delete TEACHER**, click on **Select action** and select from drop down list.

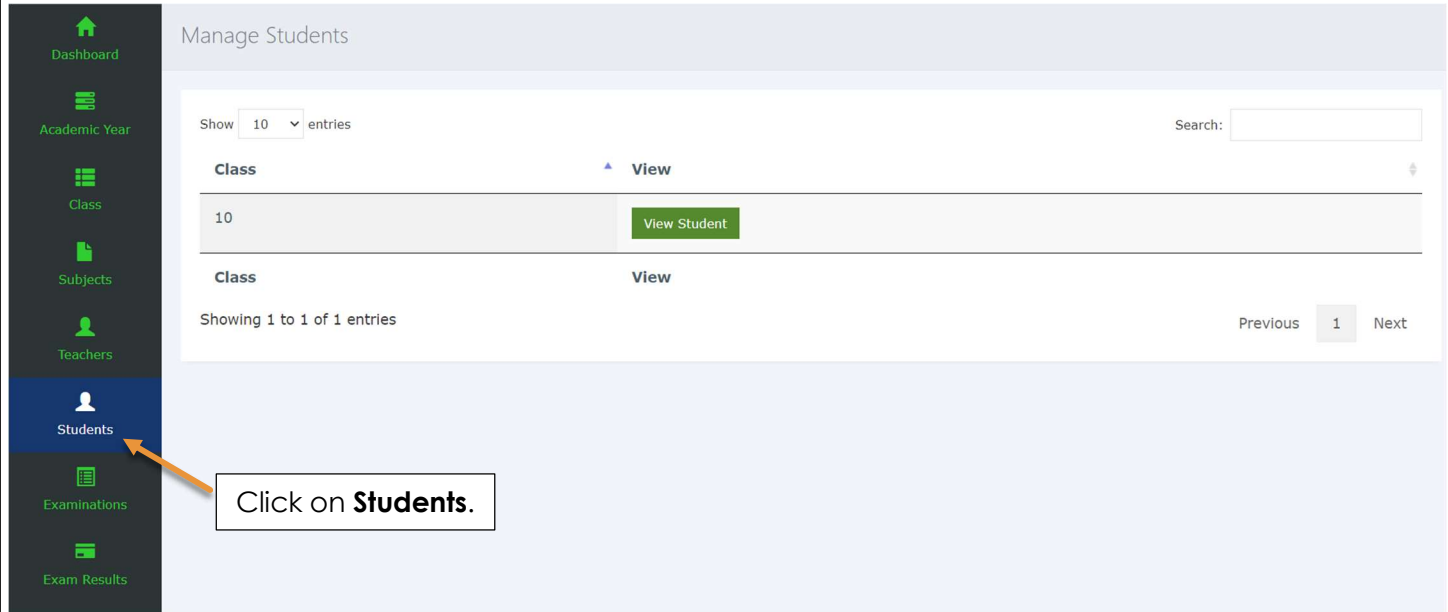
Action

Select Action

- Edit Teacher
- View Teacher
- Delete

7. Steps to add **Student's**.

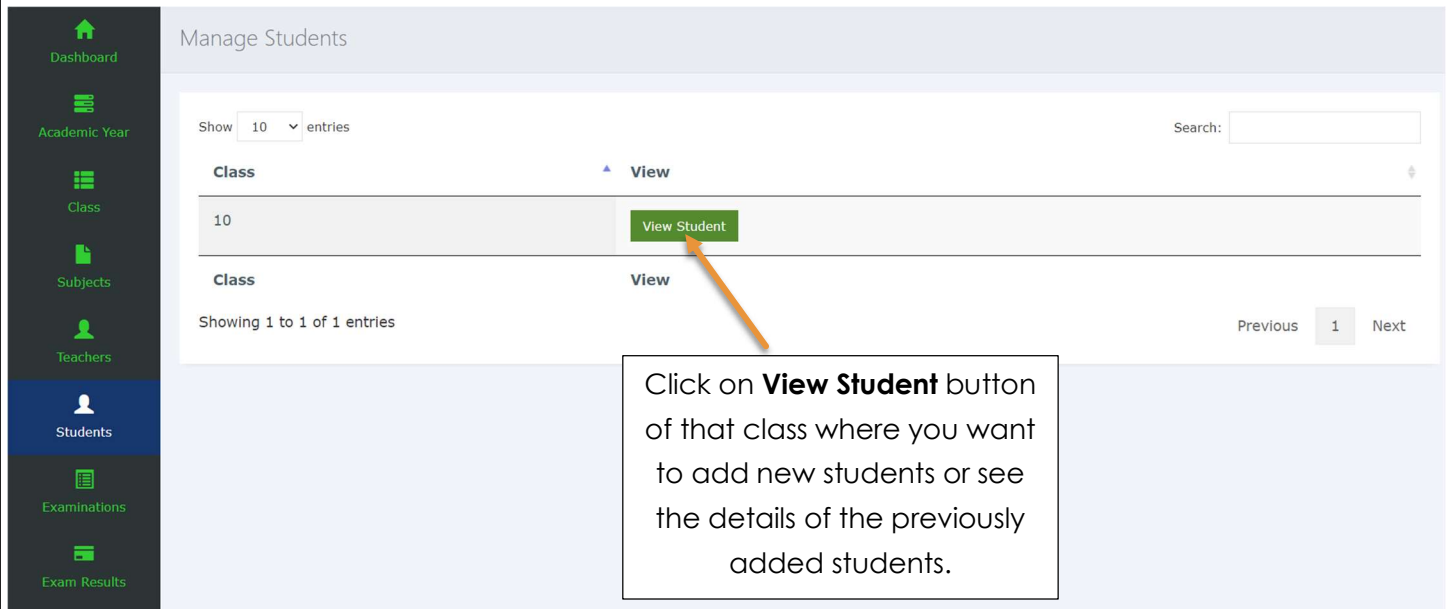
- To add **Student**, click on **Student** menu as shown below.



The screenshot shows the 'Manage Students' interface. On the left is a dark sidebar with a vertical menu. The 'Students' menu item, represented by a person icon, is highlighted in blue. An orange arrow points from a text box to this menu item.

Click on **Students.**

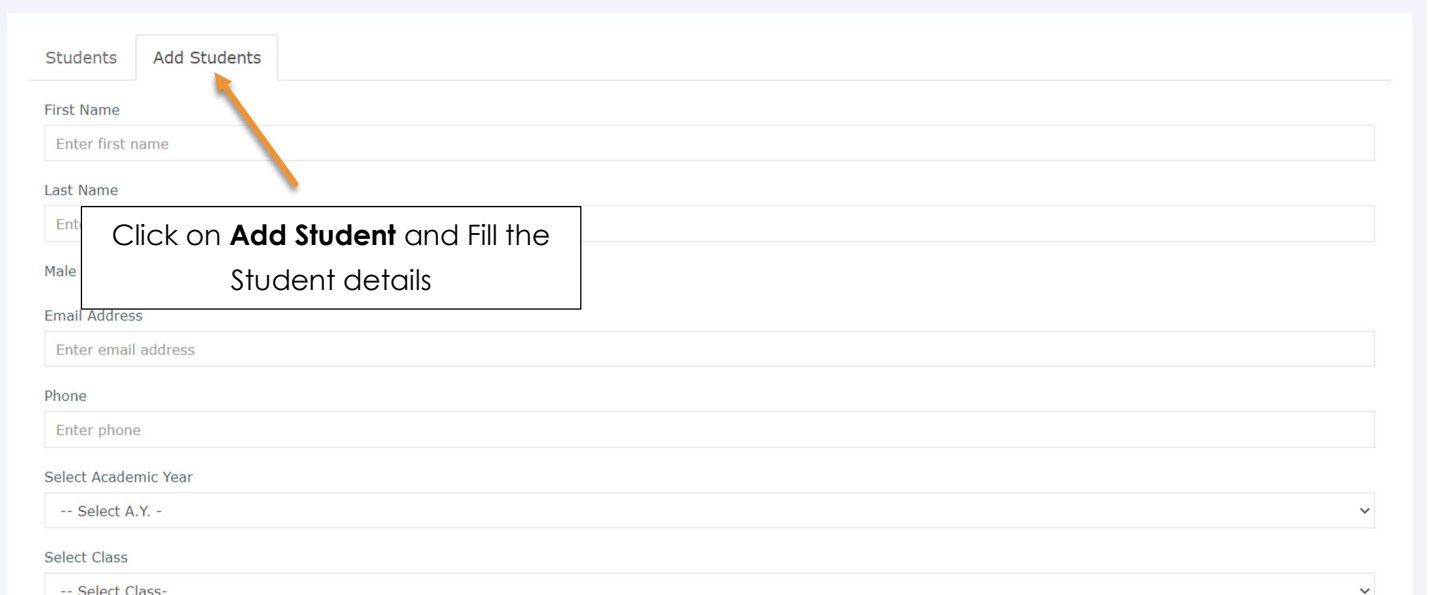
The main content area is titled 'Manage Students'. It features a search bar, a 'Show 10 entries' dropdown, and a table with one row for 'Class 10'. A green 'View Student' button is visible next to the class name. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation links.



This screenshot shows the same 'Manage Students' interface. An orange arrow points from a text box to the green 'View Student' button in the table row for 'Class 10'.

Click on **View Student button of that class where you want to add new students or see the details of the previously added students.**

Students List - Class:



The screenshot shows the 'Add Students' form. At the top, there are two tabs: 'Students' and 'Add Students'. The 'Add Students' tab is active, and an orange arrow points to it from a text box. The form contains several input fields: 'First Name' (placeholder: 'Enter first name'), 'Last Name' (placeholder: 'Enter last name'), 'Male' (checkbox), 'Email Address' (placeholder: 'Enter email address'), 'Phone' (placeholder: 'Enter phone'), 'Select Academic Year' (dropdown menu with '-- Select A.Y. -'), and 'Select Class' (dropdown menu with '-- Select Class-').

Click on **Add Student and Fill the Student details**

- After Filling the **Student Details**, click on **Submit** button.

Students | Add Students

First Name
Koushik

Last Name
Sadhu

Male ☒ Female ☐

Email Address
kkoushikssadhu@gmail.com

Phone
7992321676

Select Academic Year
2021-2022

Select Class
10

Select Section
SECTION-A

Roll No.
22

Date of Birth

Address
Dumka

Submit

Click on **Submit** button.

Students List - Class: 10

Students | Add Students

CSV | Excel | PDF | Print

Search:

Name	Gender	Class	Section	Roll No.	Mobile No.	Student ID	Password	Action
Koushik Sadhu	Male	10	SECTION-A	22	7992321676	SJS31838	studentsjs	Select ▾

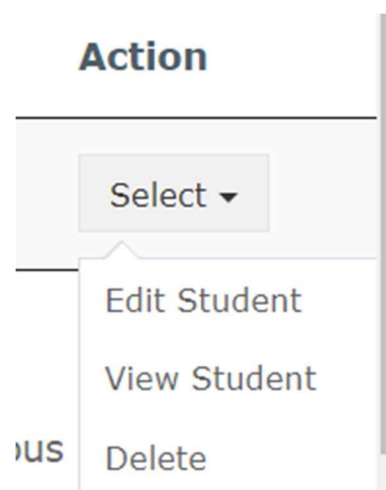
Showing 1 to 1 of 1 entries

Student is added.

Student Login ID and Password

To edit, view, or delete STUDENTS, click on **Select** button and select from drop down list.

- To **edit, view, or delete** STUDENTS, click on **Select** button and select from drop down list.



8. Steps to add **Examination**.

- To add **Examination**, click on **Examination's** menu as shown below.

Manage Examinations

Show 10 entries

Search:

Class	View Exams
10	View Exams

Class View Exams

Showing 1 to 1 of 1 entries

Previous 1 Next

Click on **Examinations**

Click on **View Exams** button of that class where you want to add new exams or see the previously added exams.

Examinations Add Exam

Exam Name

Enter exam name

Exam Duration (Minutes)

Enter exam duration

Passmark

Enter passmark

Marks per question

Enter the marks per question

Exam Date

Select Exam Date

Select Subject

-- Select Subject --

Select Class

-- Select Class --

Submit

Click on **Add Exam** and Fill the Examination related Details.

Examinations

Add Exam

Exam Name

1st Terminal Examinations

Exam Duration (Minutes)

120

Passmark

50

Marks per question

4

Exam Date

05/21/2021

Select Subject

PHYSICS

Select Class

10

Submit

After filling all the fields
click on **Submit** button.

By default, **Exam** is
Inactive. In order to
Activate the exam,
ADMIN have to
click on **Start** button

Manage Examinations

Examinations

Add Exam

Show 10 entries

Search:

Exam name	Class	Subject	Exam Date	Start/Stop Exam	Exam Status	Action
1st Terminal Examinations	10	PHYSICS	05/21/2021	Start Stop	Inactive	Select

Exam name	Class	Subject	Exam Date	Start/Stop Exam	Exam Status	Action
-----------	-------	---------	-----------	-----------------	-------------	--------

Showing 1 to 1 of 1 entries

Previous 1 Next

Exam is created

- After clicking on **Start** button, Exam status will be **Active** and student of that particular class can access the exam from their **Login ID** and **Password**.
- After Examination duration gets over, **ADMIN** have to stop the exam by clicking on **Stop** button.

9. Steps to add **Questions**.

- To add **Questions**, click on **Examination's** menu as shown below.

Manage Examinations

Show 10 entries Search:

Class	View Exams
10	View Exams

Class View Exams

Showing 1 to 1 of 1 entries Previous 1 Next

Click on **Examinations**

Click on **View Exams** of that class.

Manage Examinations

Examinations Add Exam

Show 10 entries Search:

Exam name	Class	Subject	Exam Date	Start/Stop Exam	Exam Status	Action
1st Terminal Examinations	10	PHYSICS	05/21/2021	Start Stop	Inactive	Select

Exam name Class Subject Exam Date Start/Stop Exam Exam Status Action

Showing 1 to 1 of 1 entries Previous 1 Next

Click on **Select** and a drop-down list will appear over there.

Examinations Add Exam

Exam name	Class	Subject	Exam Date	Start/Stop Exam	Exam Status	Action
1st Terminal Examinations	10	PHYSICS	05/21/2021	Start Stop	Inactive	Select

Exam name Class Subject Exam Date Start/Stop Exam Exam Status

Showing 1 to 1 of 1 entries

Previous 1 Next

Click on **Add Questions**

Question

Source

B I U S X² I_x [Table Icons] [Link Icon] [Image Icon] [Video Icon] [Audio Icon] [Code Icon] [Quote Icon] [List Icon] [Indent Icon] [Outdent Icon] [Align Left] [Align Center] [Align Right] [Justify] [Link] [Unlink] [Anchor] [Horizontal Line] [Full Screen] [Print] [Help]

Styles | Format | Font | Size | [Color Picker] [Background Color Picker] [Link Icon] [Unlink Icon] [Anchor Icon] [Horizontal Line Icon] [Full Screen Icon] [Print Icon] [Help Icon]

Enter Your Question Here

Option No.	Option	Answer
1	Option 1 Enter option 1	<input type="radio"/>
2	Option 2 Enter option 2	<input type="radio"/>
3	Option 3 Enter option 3	<input type="radio"/>
4	Option 4 Enter option 4	<input type="radio"/>

Submit

Enter the Options Here.

Click on **Submit** button.

Select the radio-button with the correct option.

10. Steps to **View Questions**.

- To **View Questions**, click on **View Questions** from drop-down list as shown below.

Examinations Add Exam

Exam name	Class	Subject	Exam Date	Start/Stop Exam	Exam Status	Action
1st Terminal Examinations	10	PHYSICS	05/21/2021	Start Stop	Inactive	Select ▾

Showing 1 to 1 of 1 entries

Previous

Click on **View Questions**

Edit Exam
View Questions
Add Questions
Delete

- After clicking on **View Questions**, Question Panel will appear and the Questions will be listed sequentially as it is shown below.
- You can also **Delete** the Question by clicking on **Delete** button.

View Examination

Question 1.

2 + 2 =

Option1 :4

Option2 : 5

Option3 :6

Option4 : 7

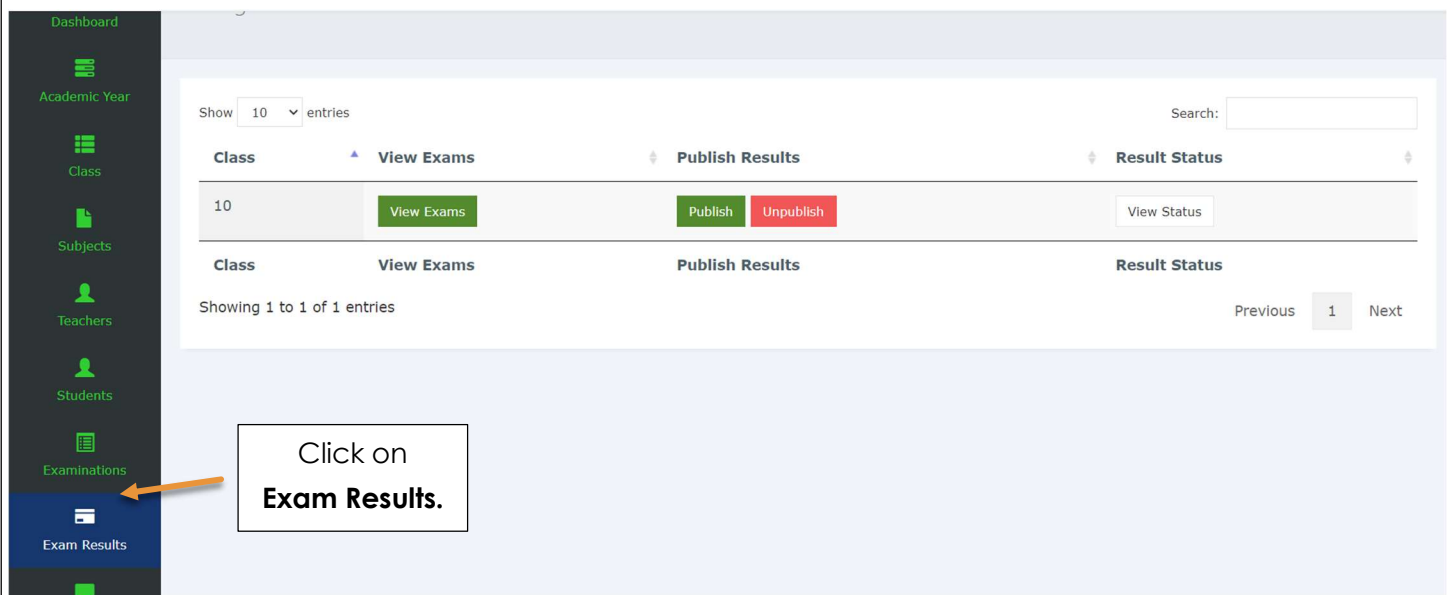
Answer : option1

Delete Question 

To **Delete** the Question, click here.

11. Steps to **View results**.

- To **View Result**, click on **Exam Results** as shown below.



Dashboard

Academic Year

Class

Subjects

Teachers

Students

Examinations

Exam Results

Show 10 entries

Search:

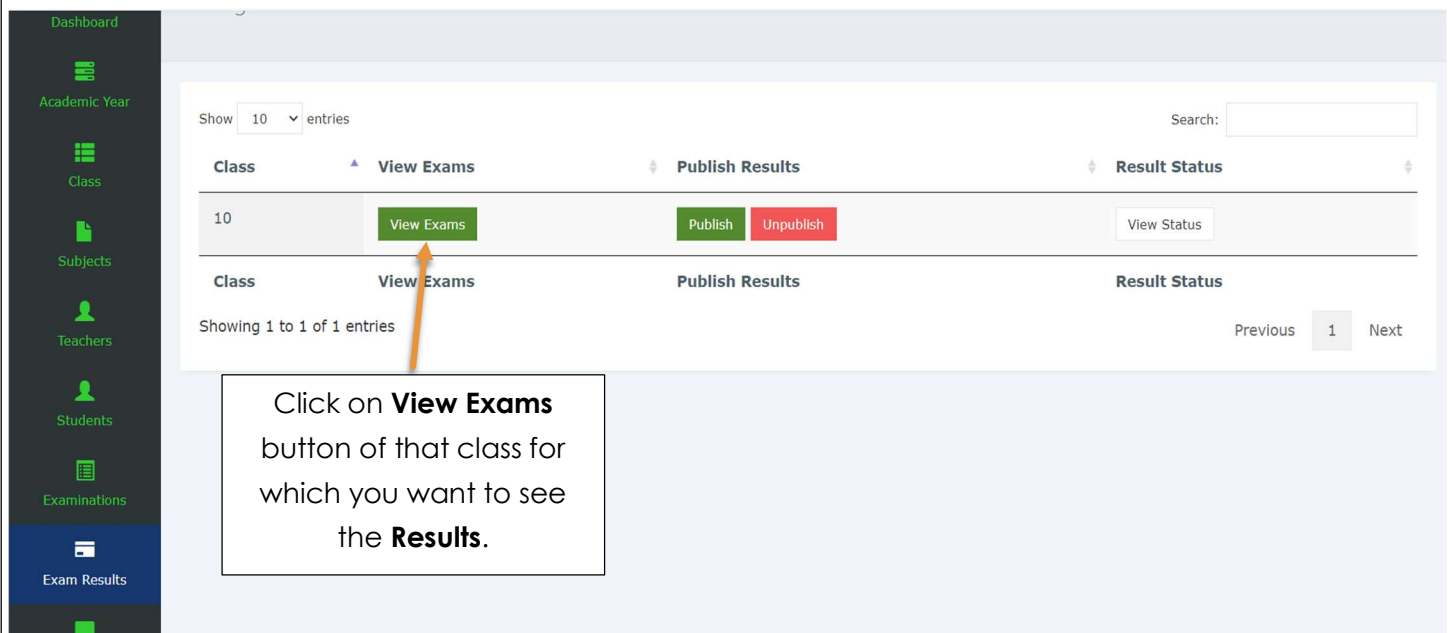
Class	View Exams	Publish Results	Result Status
10	View Exams	Publish Unpublish	View Status

Class View Exams Publish Results Result Status

Showing 1 to 1 of 1 entries

Previous 1 Next

Click on **Exam Results**.



Dashboard

Academic Year

Class

Subjects

Teachers

Students

Examinations

Exam Results

Show 10 entries

Search:

Class	View Exams	Publish Results	Result Status
10	View Exams	Publish Unpublish	View Status

Class View Exams Publish Results Result Status

Showing 1 to 1 of 1 entries

Previous 1 Next

Click on **View Exams** button of that class for which you want to see the **Results**.

Show entries

Search:

Name	Class	Subject	Exam Date	Duration	Passmark	View
1st Terminal Examinations	10	PHYSICS	05/21/2021	120 Min.	50	View Results

Name Class Subject Exam Date Duration Passmark View

Showing 1 to 1 of 1 entries

Previous Next

Click on **View Results** button of the Exam and subject for which you want to see the **Results**.

1st Terminal Examinations Results

CSV Excel PDF Print

Search:

Exam Name	Exam Date	Student ID	Student Name	Class	Section	Roll No.	Subject	Marks	Re-Exam
1st Terminal Examinations	05/21/2021	SJS31838	Koushik Sadhu	10	SECTION-A	22	PHYSICS	4	Re-Exam

Exam Name Exam Date Student ID Student Name Class Section Roll No. Subject Marks Re-Exam

Showing 1 to 1 of 1 entries

Previous Next

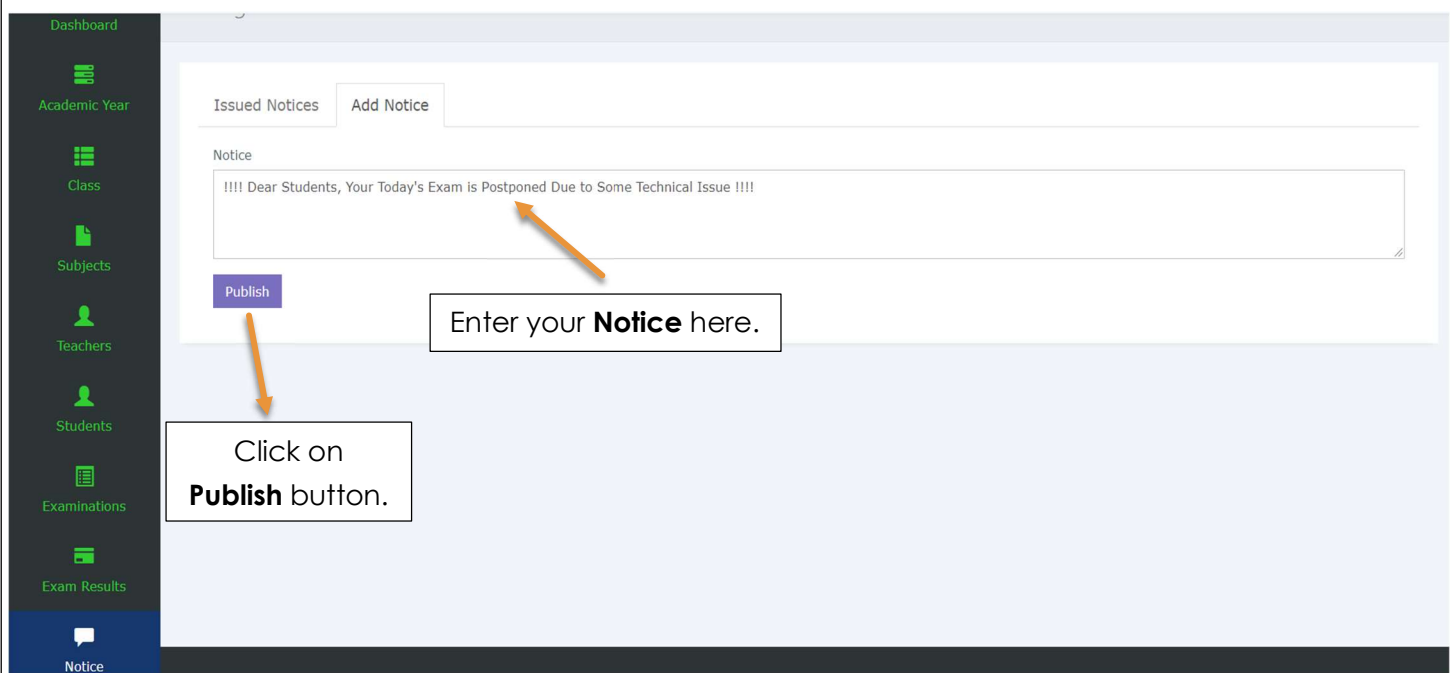
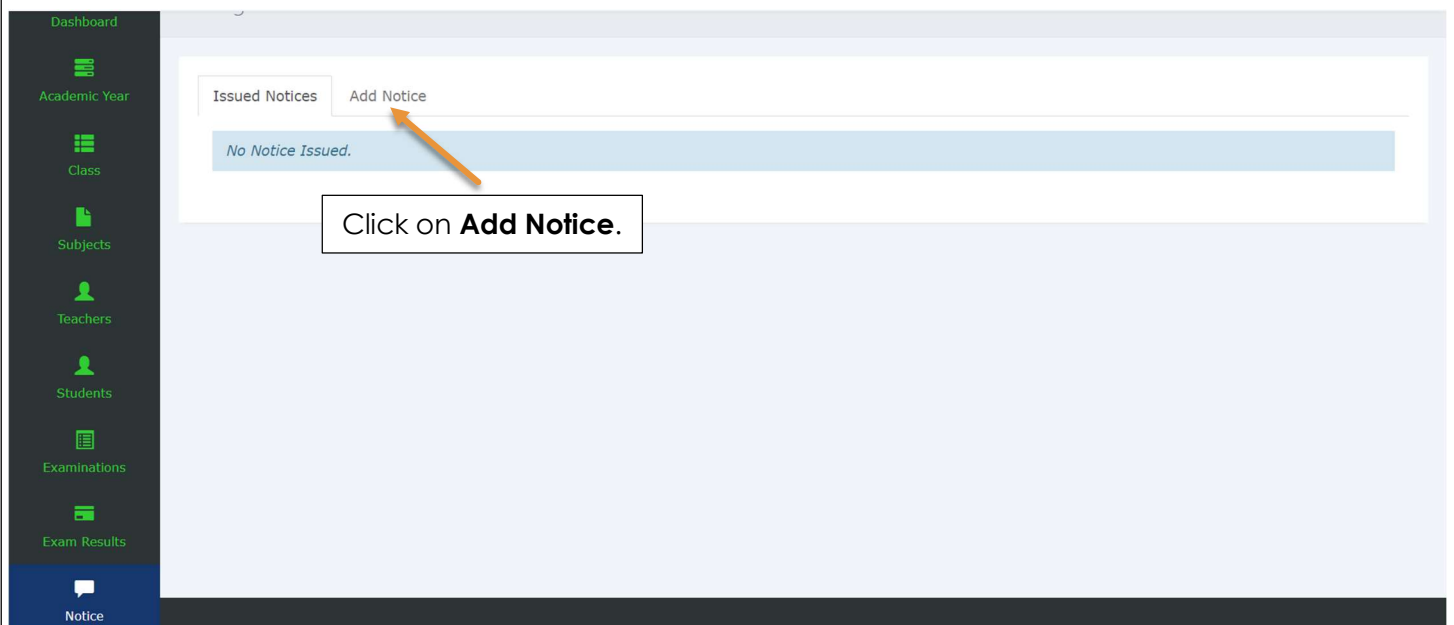
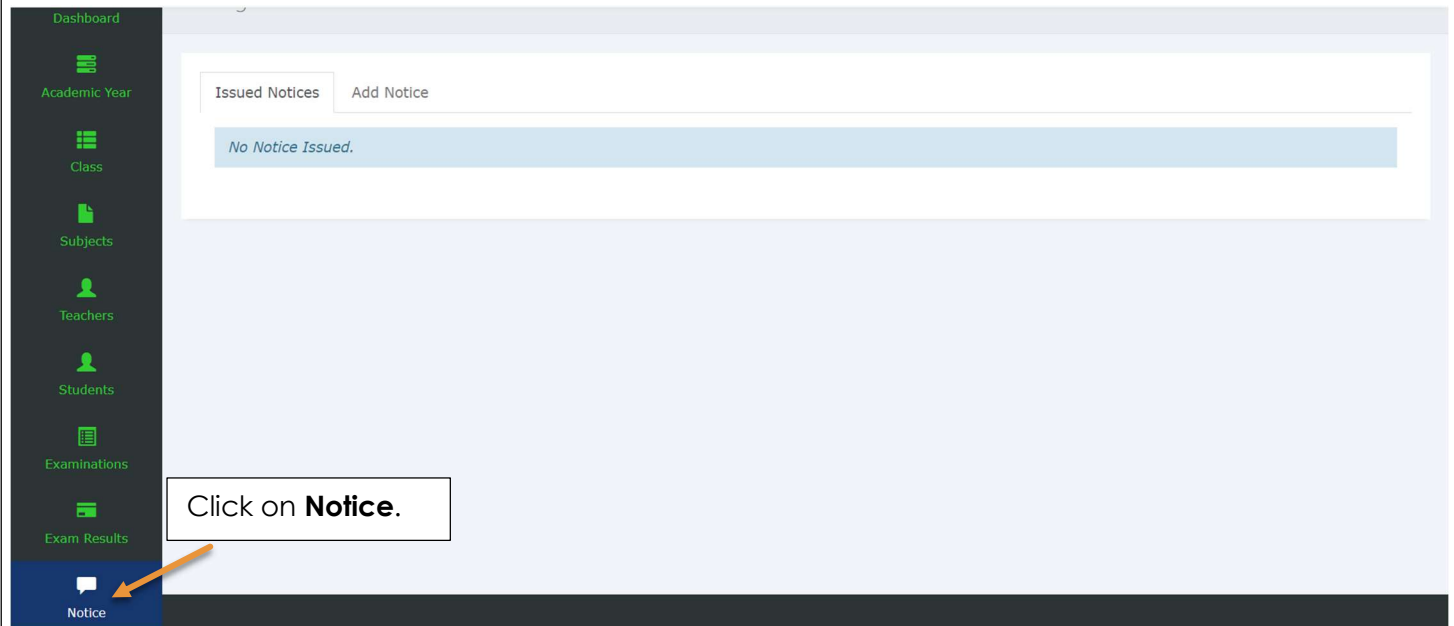
Here, the **Student Details** along with **Exam Name**, **Exam Date**, **Subject** and **Marks** is displayed

If any Student faces network issue and their exam gets auto submitted automatically then **Admin** or **Teacher** can Re-activate the exam for that particular student by clicking on **Re-Exam** button.

- On clicking **Re-Exam** button, Record of that particular student gets deleted and new record is fetched from the student after they enter into the Examination page.

12. Steps to add **Notice**.

- To add **Notice**, click on **Notice** menu as shown below.



Manage Notices

Issued Notices

Add Notice

Show

10

 entries

Search:

Notice	Delete
!!!! Dear Students, Your Today's Exam is Postponed Due to Some Technical Issue !!!!	Delete

Showing 1 to 1 of 1 entries

Previous

1

Next

Notice is added.

To **Delete** the
Notice, click here

NOTE:

- For Proper View, Use Chrome/Firefox browser (for Androids and Windows Users) and Safari browser (for Mac, iPad and iPhone Users).
- There may be some problem in loading CSS (Cascading Stylesheets) if Internet Explorer, Opera Mini or any other type of mobile browser (i.e., Samsung Browser, Mi Browser, etc.) is used.

Thank you!