User Guide for UNISA Exam Portal

Oct 2021

Instructions:

- ❖ Change everything that is in brackets []
- ❖ Add your practical project content to the document
- ❖ Make sure that your Table of Content is updated
- ❖ Update the document revision table
- ❖ Complete all the Process and Process Steps for your practical project in this document

Document Revisions

Date	Version Number	Document Changes
XX/XX/20XX	0.1	Initial Draft
	0.1.1	Fixed bug that slowed down the system
	0.2	MIS Reports now downloadable in pdf and image formats
	0.3	Added hints and hover mode on app functions, providing more descriptions for their purposes.
01/10/2021	0.4	Added feature to read answered and unanswered questions
	1	Added customization ability to the app
	1.0	App has been built and finalized

Table of Contents

1   Introduction

1.1   Scope and Purpose [5]

The Unisa Exam Portal aims to replace the current complex and tricky exam system with a more robust and convenient system for both users and hosts. It enlists a comprehensive set of tools that will be able to guide the student and hosts to conduct their activities in a user friendly and easy to use interface.

Practical project and its purpose.

- ❖ All in one Report Extraction that provides a variety of options to extract reports.
- ❖ Student and Lecture monitoring system that monitors students who signed into the system
- ❖ A PDF Reader that allows the user to read their downloaded pdfs within the app.
- ❖ Subject editing system allows the editing of module, student, and lecturer information by the host
- ❖ Report extraction allows you to save report outputs in image or pdf formats
- ❖ Exam creation interface allows you to setup the exam papers for the students
- ❖ Customization allows the user to set change the interface according to their preference so they can be comfortable and at ease during their exams or other businesses.

Purpose of the guide

- ❖ The purpose of the guide is to make the user more knowledgeable of the system's functionality and to gain better understanding on how it works.
- ❖ It will cover areas and features the user may not be aware of for them to take advantage of to their benefits and make the system easier to understand
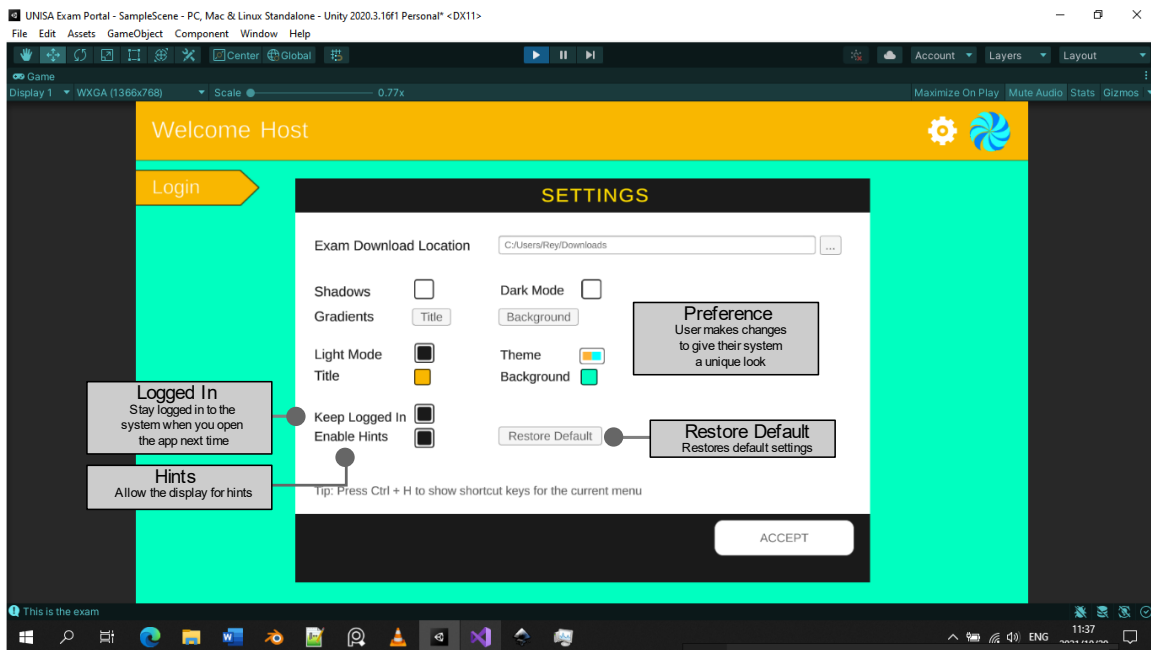
1.2   Quick Start Guide [5]

Provide an overview of the functionality of the practical project and how the user will interact with the practical project.
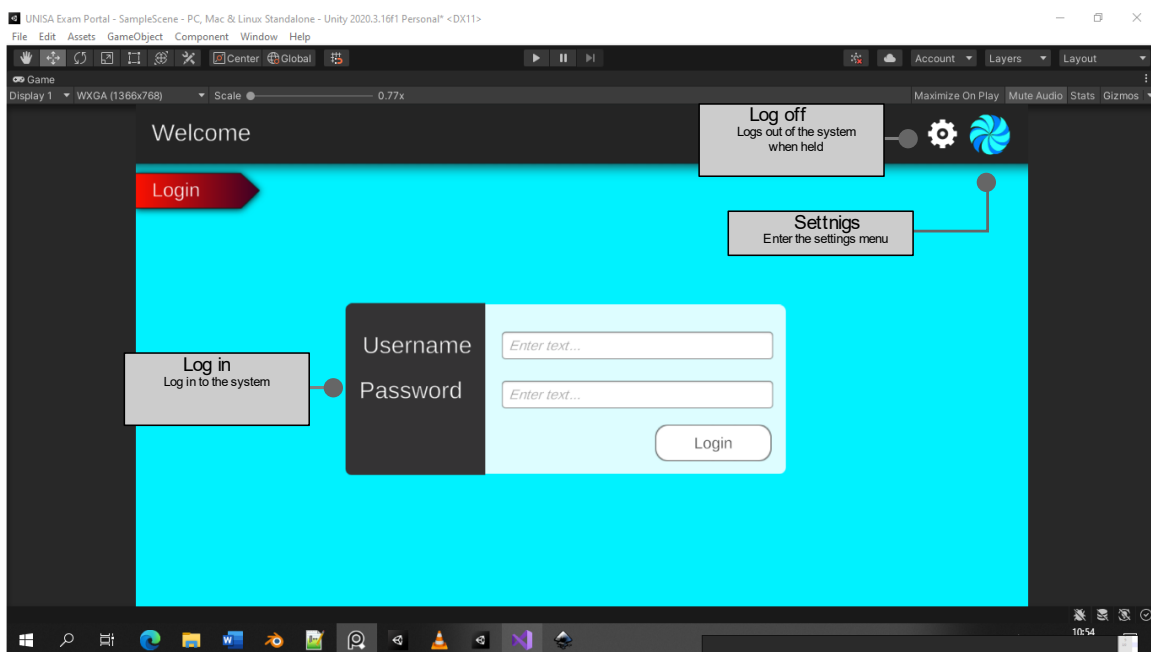
The following diagrams showcase descriptions of the UNISA Portal Exam functions:
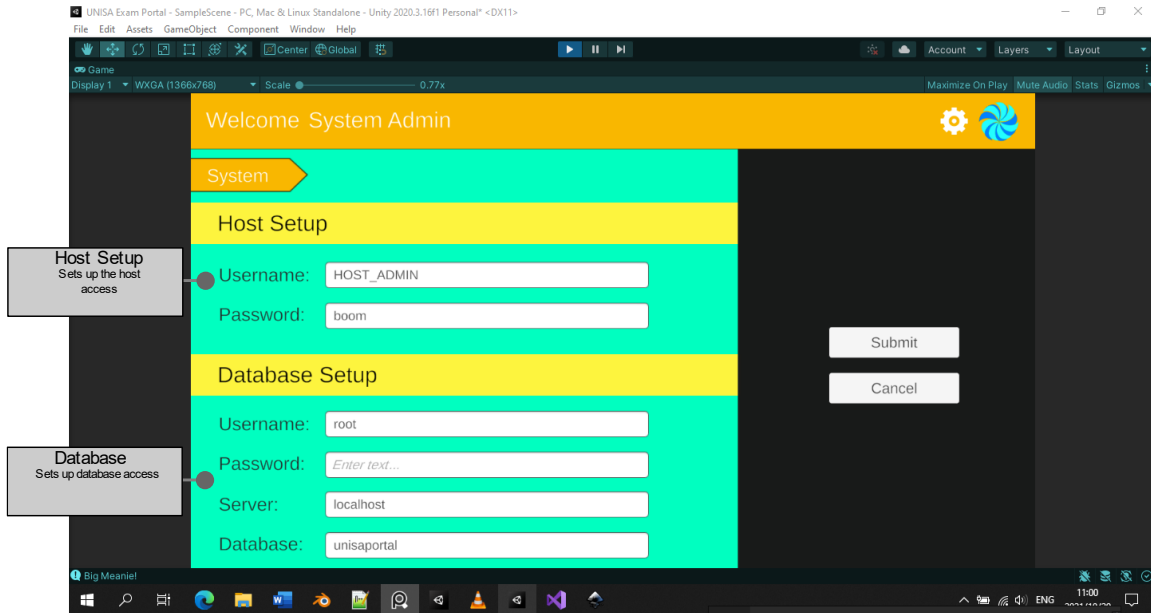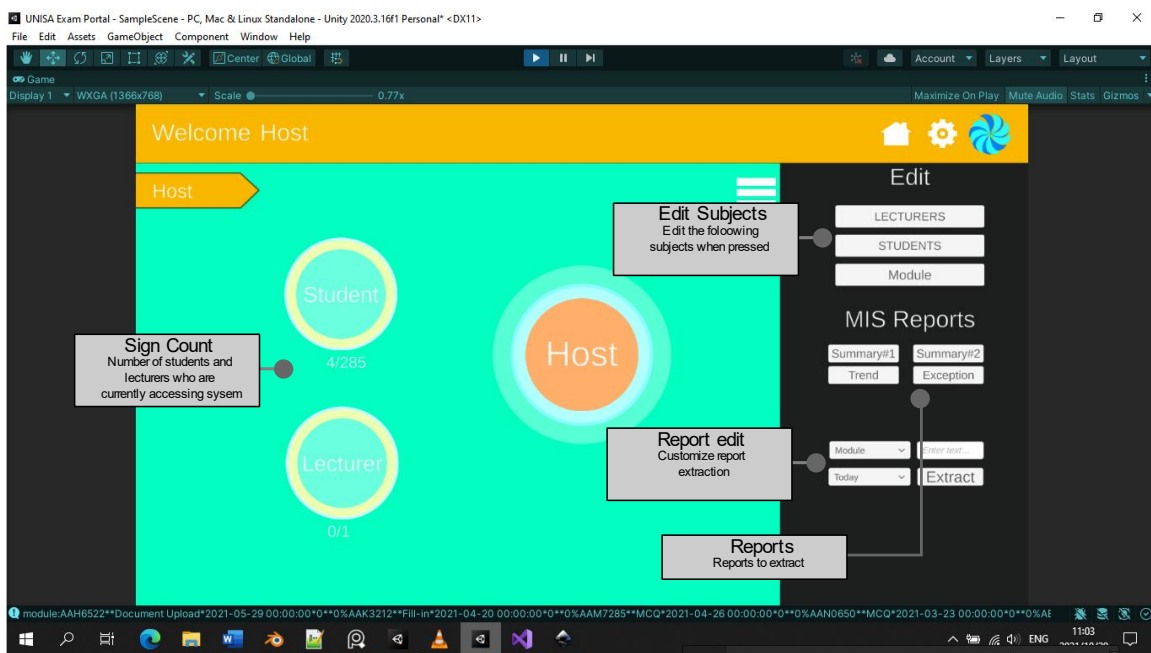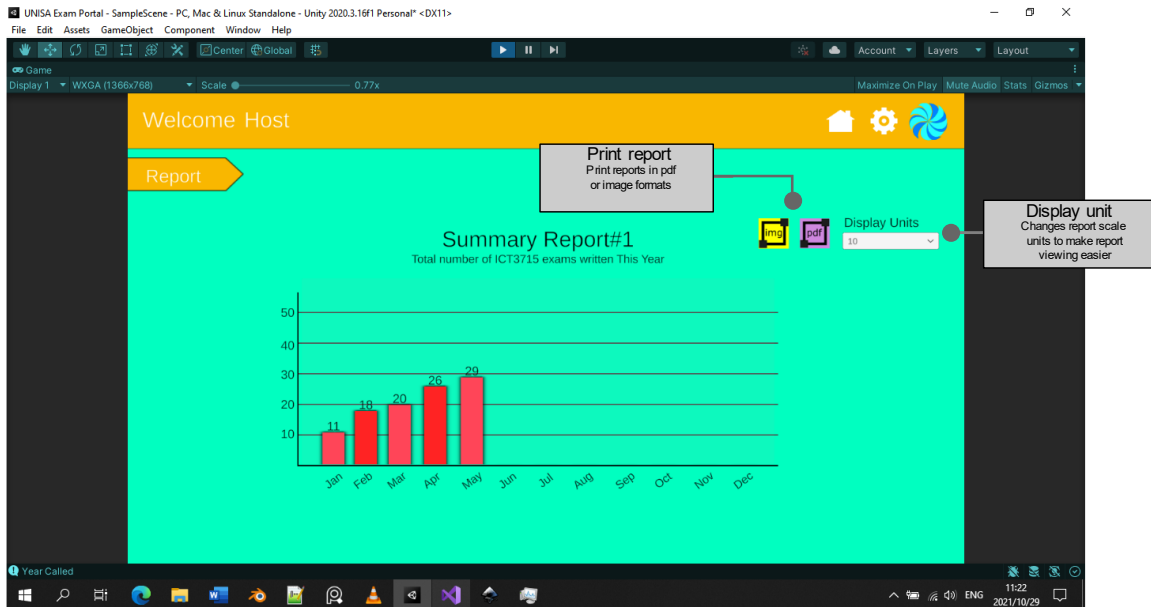
Settings

Main Menu

System Menu

Host Menu

Report Menu

Subject Menu
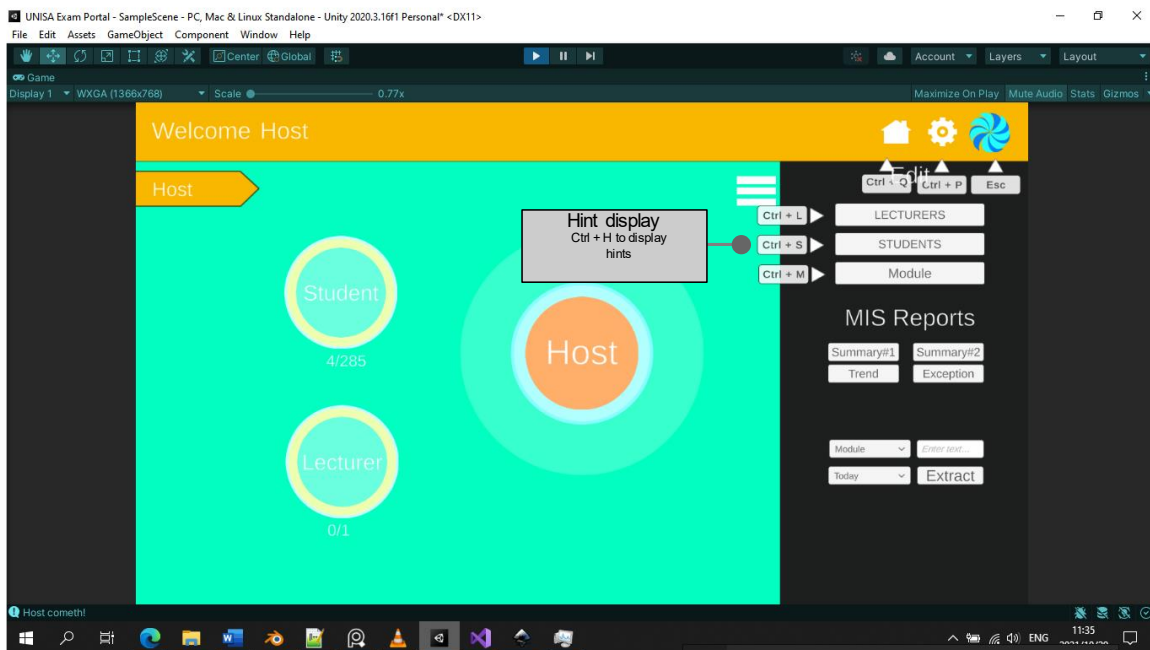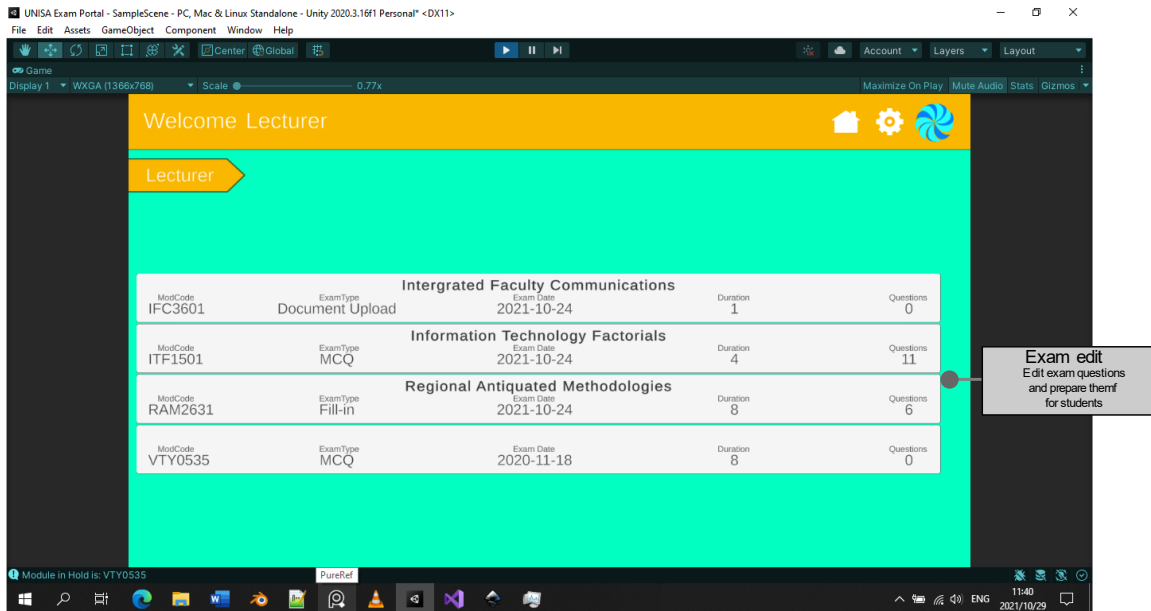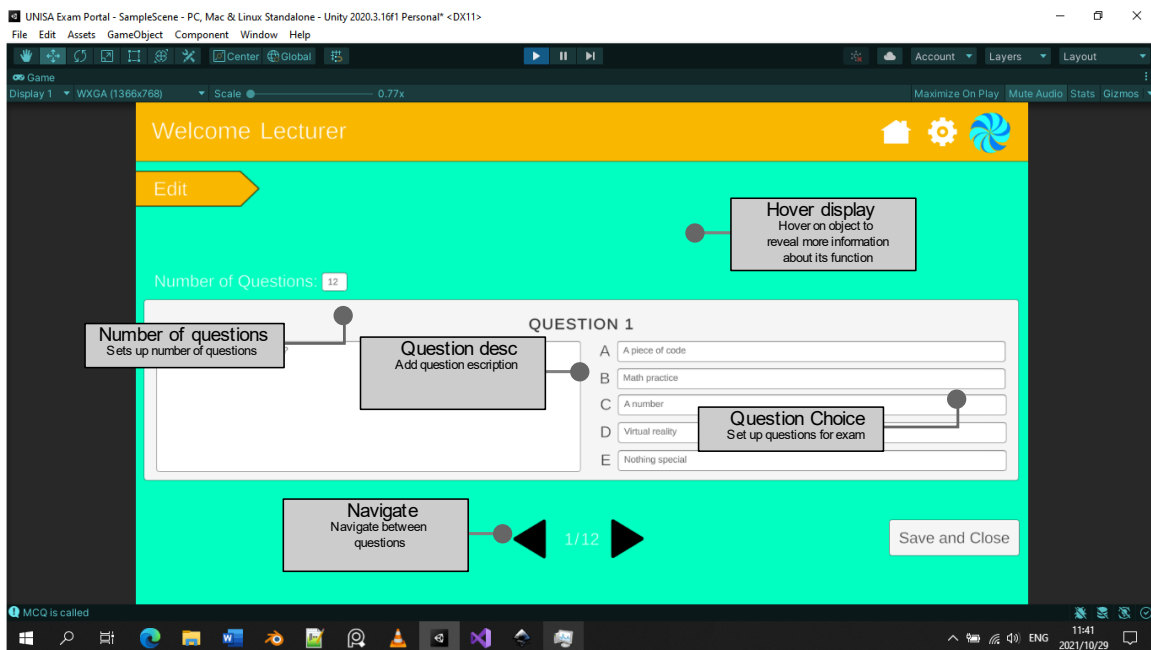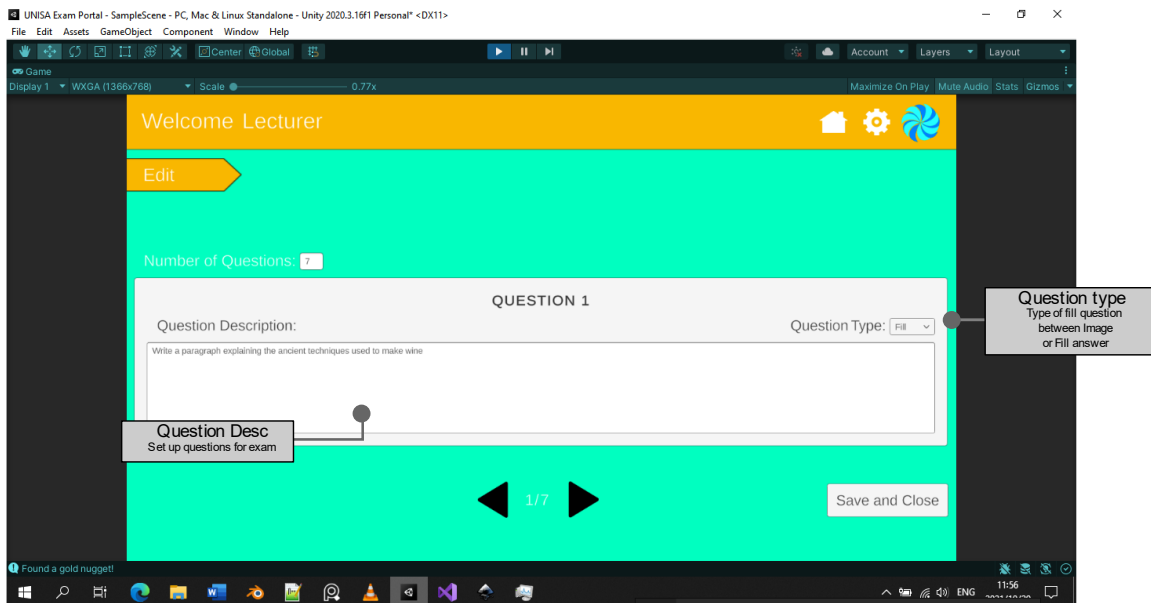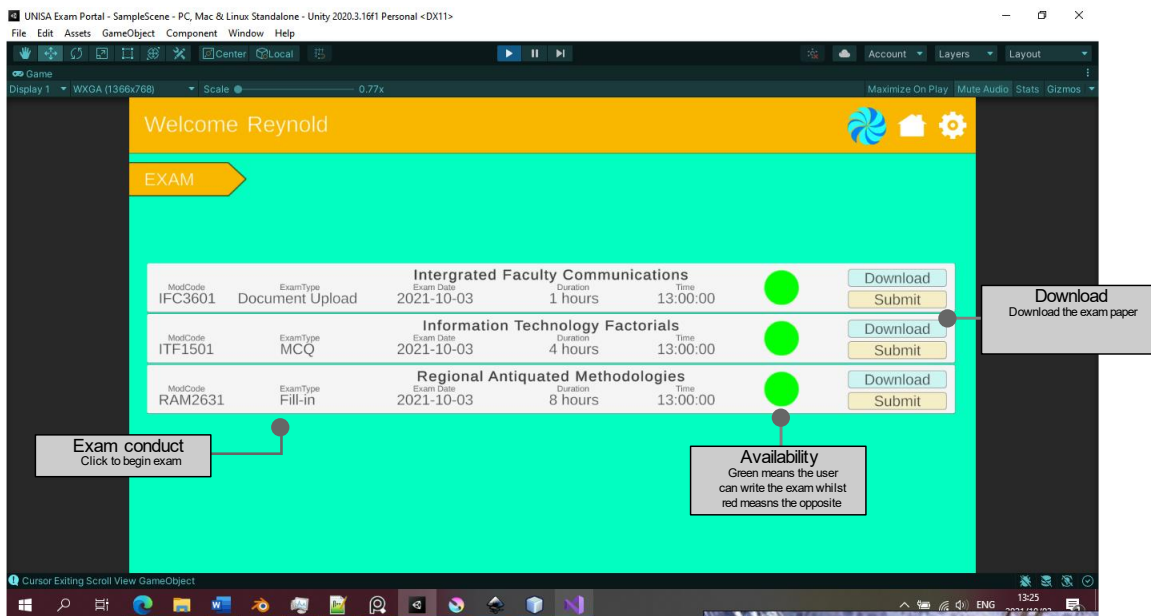
Edit Subject
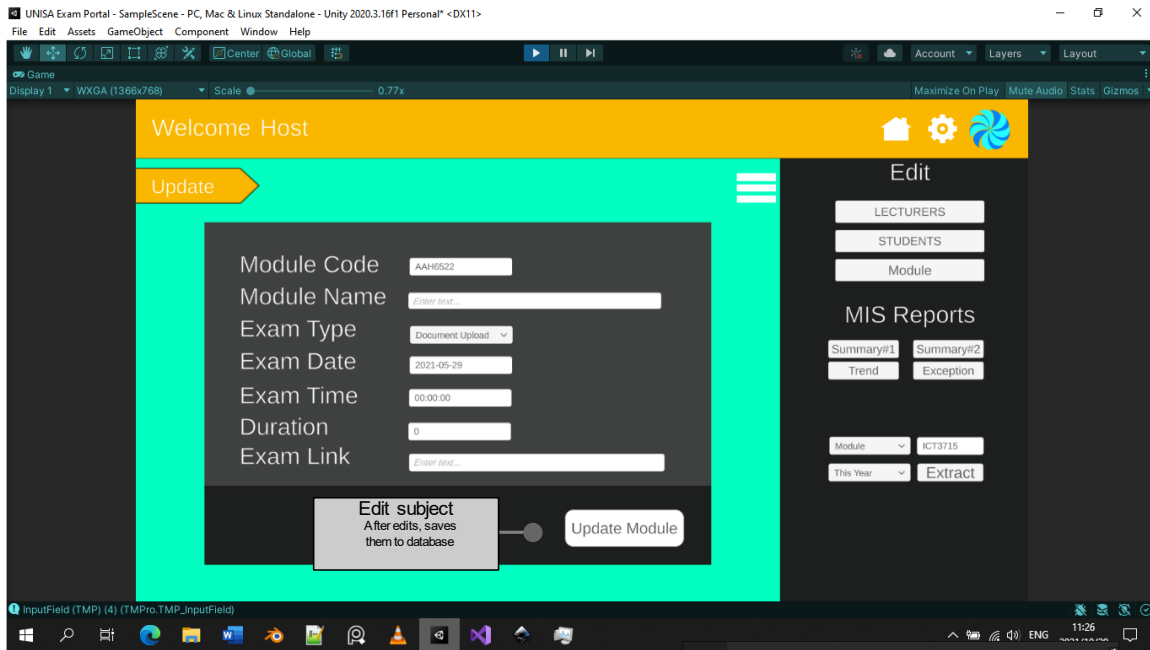
Hints

Lecturer Edit
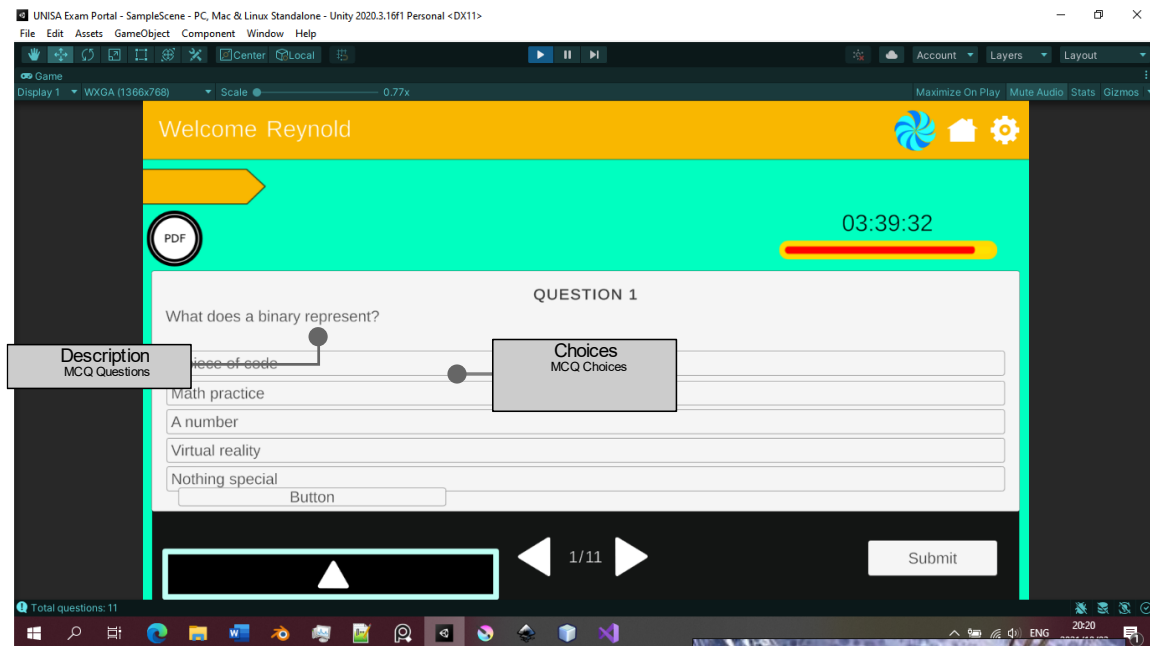

MCQ Exam Edit

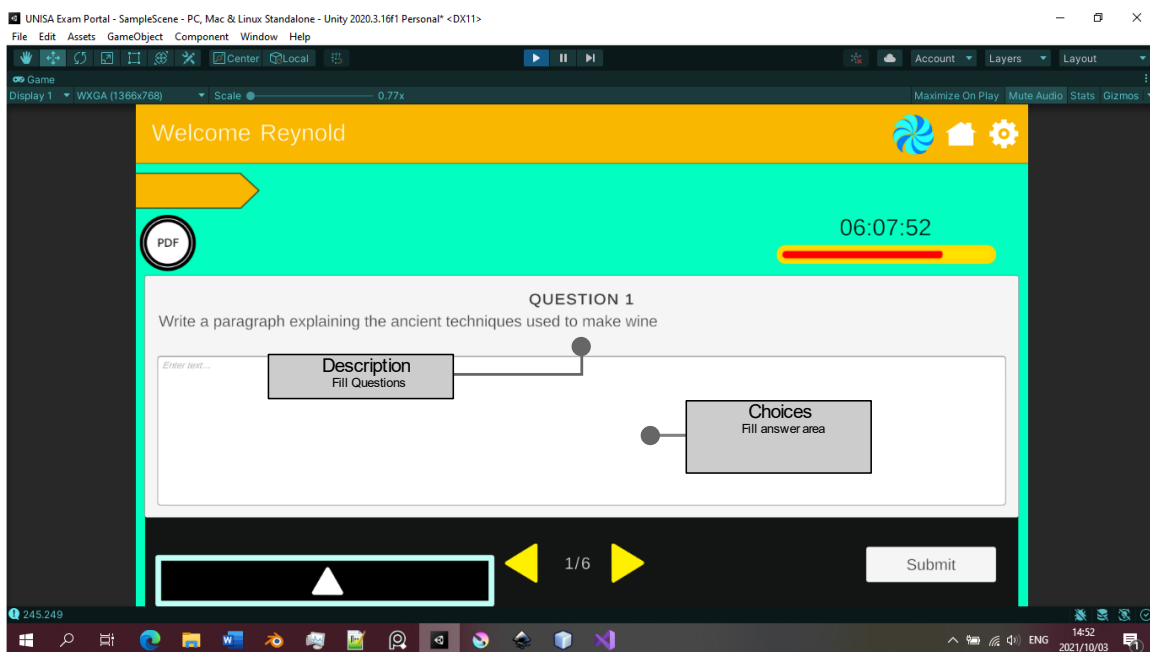## Fill Exam Edit

Student Menu

MCQ Exam

Fill Exam

Upload Exam
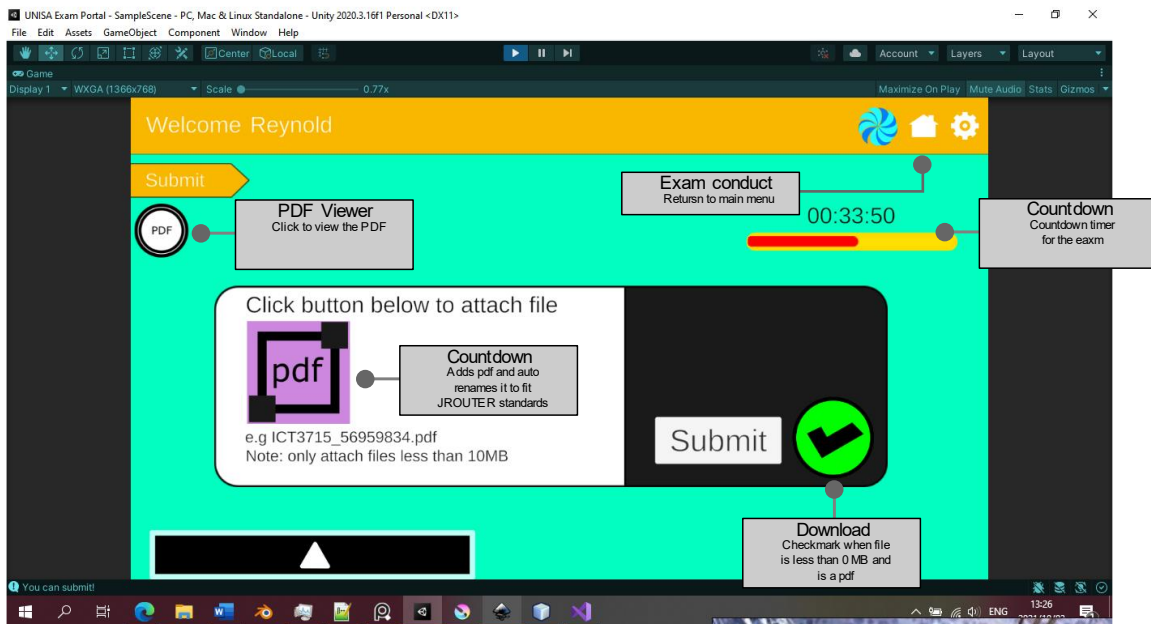
ExamCount
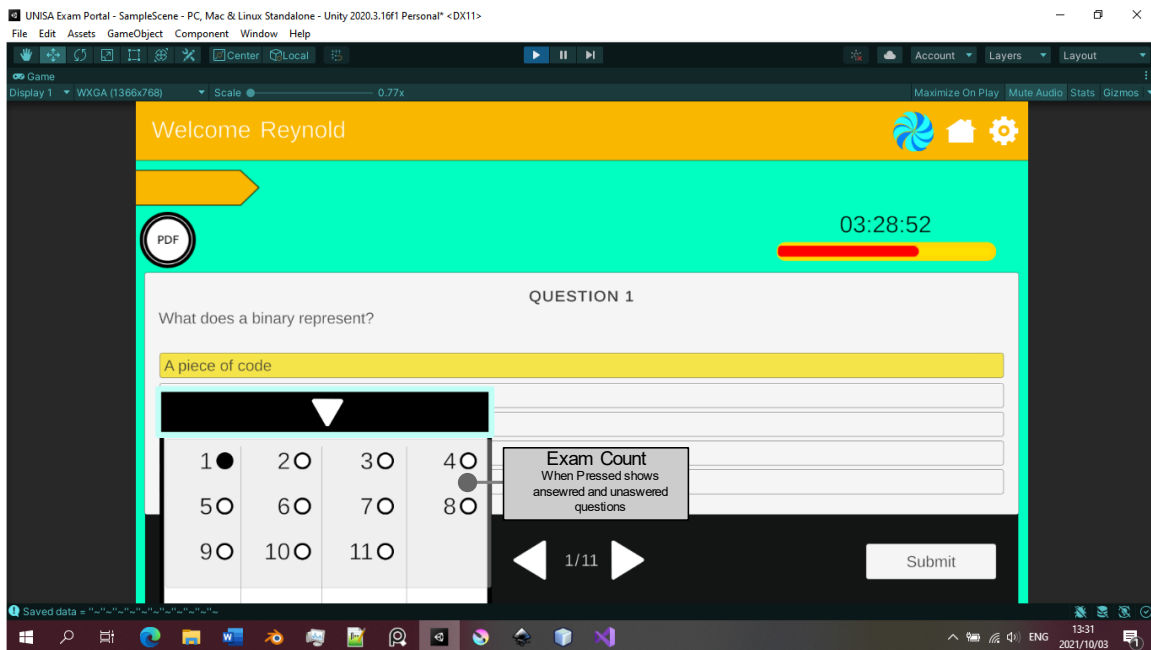
Successful Exam Submission
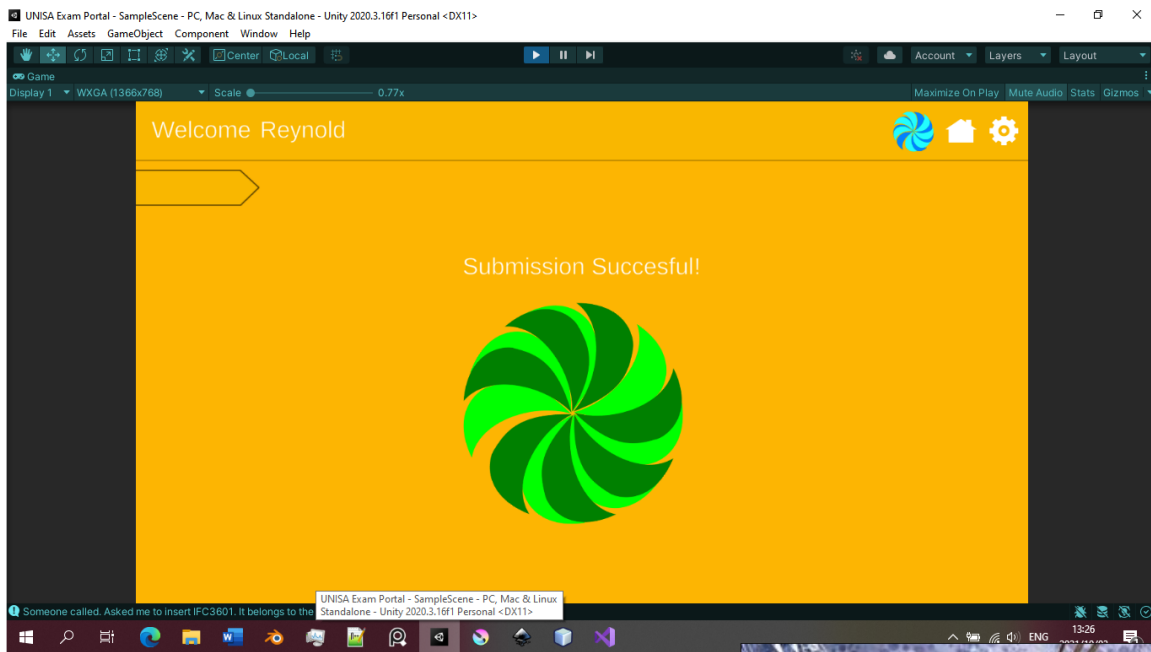
2   Process | Login to System

Processes followed to gain access to the system

2.1   Steps to login to system

1. Login to the system

2. Enter username and password credentials. Note: Your my life email is used to validate entry for student and lecturer entry

3. Click the login button to enter the system
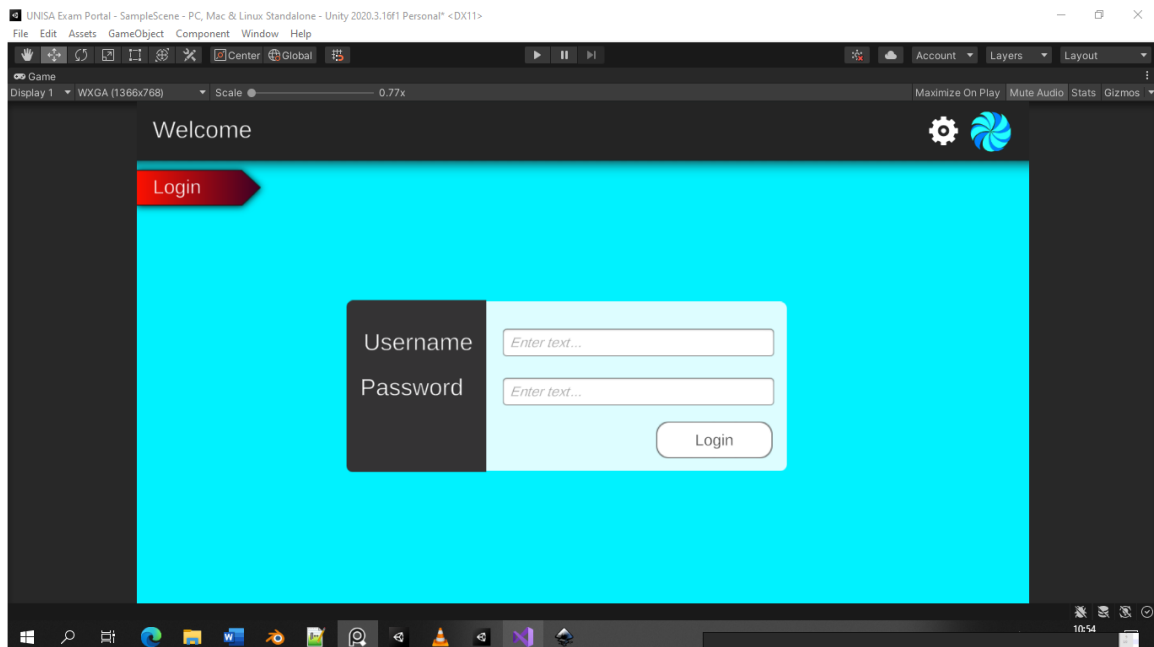
3   Process | Accessing settings

Procedures to gain access to the settings menu for customization purposes in order to create an ideal system appearance and functionality for the user

3.1   Steps to access settings

1. Click the Setting button on the top right corner of the system

2. Make changes to meet your preference.

3. Once completed, click accept
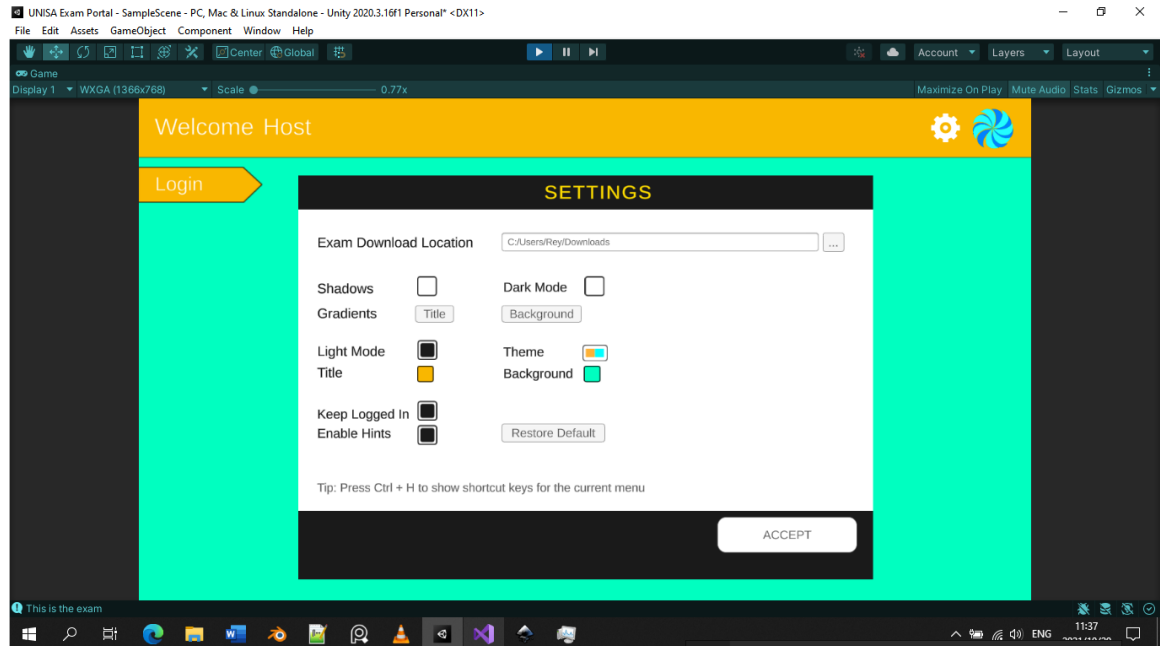
4 Process | Extracting reports

Process to extract MIS reports generated by the system

4.1 Steps to extract reports

1. When logged in to the system as a host, click on the report you want to extract
2. Set the date range for the report extraction and choose extraction type (MCQ, Fill, Upload etc.).
3. Click extract to generate a report
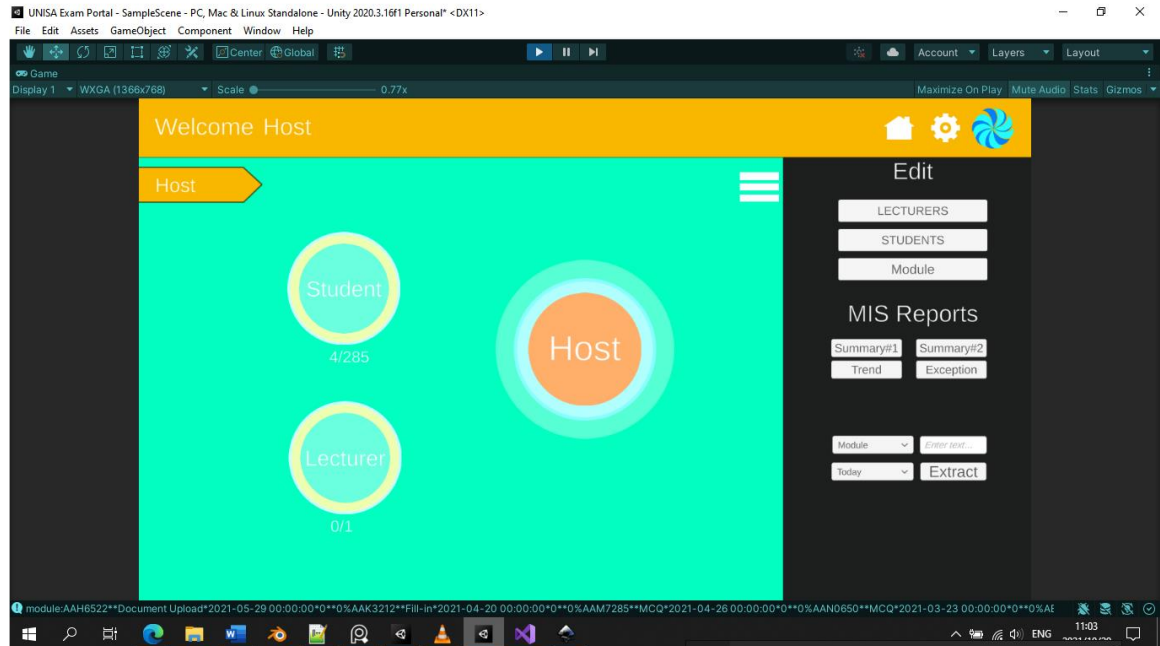
5   Process | Editing Report output

Makes changes to the report output to receive a accommodate favorable returns.

5.1   Steps to edit report output

1. After report extraction, the output can be configured according to preference.
2. To change report scale units, change the display units on the upper right corner.
3. To print the report output, click on image/pdf to output report in their
   respective formats. Reports get saved to specified download location in settings
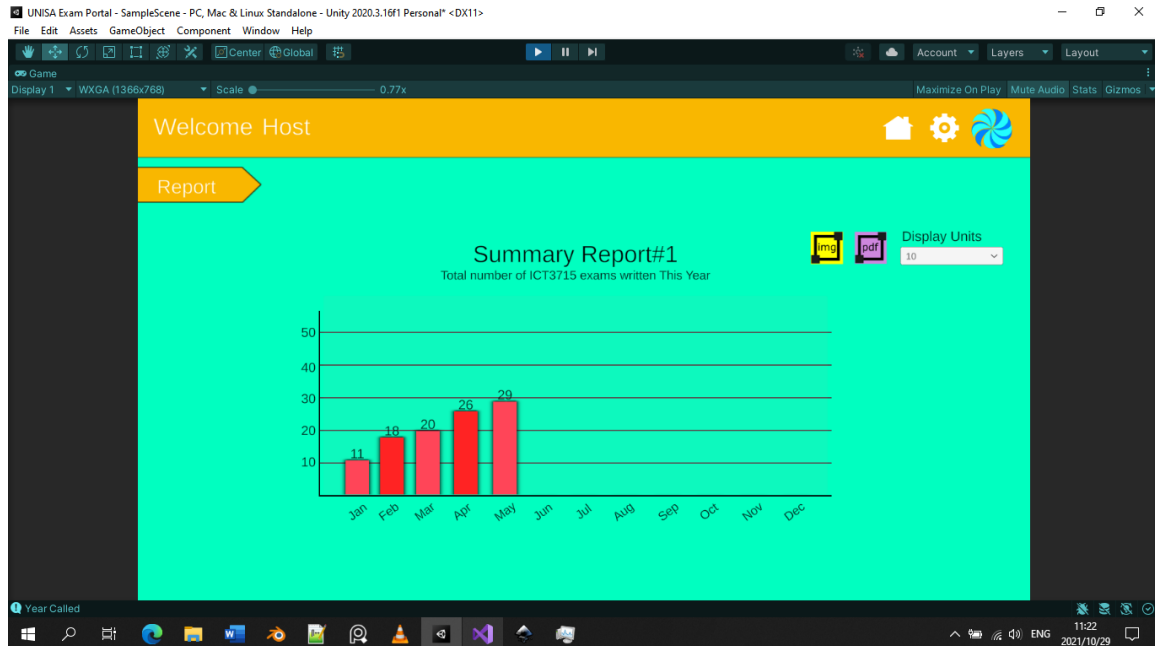
6   Process | Conducting exam

Process a student takes to conduct their exam on the system

6.1   Steps to conduct exam

1. When signed in as a student, click on the available exam to begin session. Based on the circle icon, Only those in green are clickable. Red ones are uninterruptable

2. After exam selection, click the honor declaration and continue to the main page.

3. The top right corner showcases the time remaining for the exam.

4. The top left corner showcases the 'pdf' button. This button will direct the user to their exam question paper.

5. For fill exams, either fill in an answer or add an image when prompted

6. For mcq exams, click on buttons below the question to select the answer

7. For uploads exams, add a valid pdf less than 10MB in size

8. Once completed, click the 'Submit' button
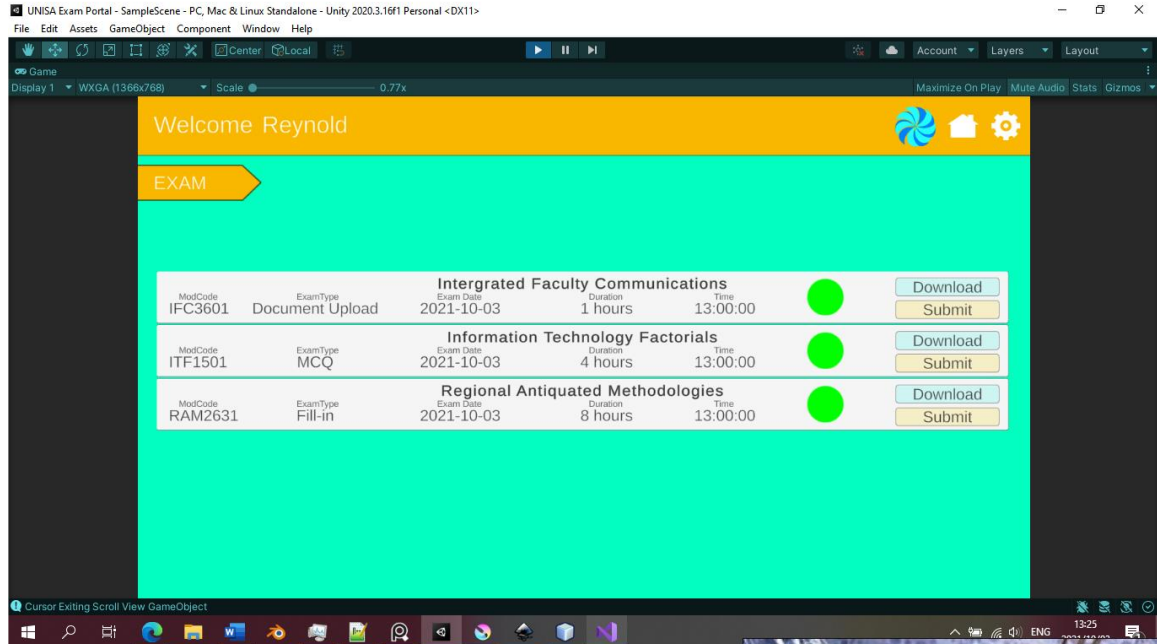
7   Process | Editing exams

Provides tools for the lecturer to make edits to the student's exam questions

7.1   Steps to Edit exams

1. Sign in as lecturer

2. Select a module you wish to create questions for.

3. You can now change number of questions available for that exam.

4. For fill exams, you can set the types f answers required form the user by picking between image or fill type on question type.

5. For mcq exams, you can set questions for students to pick on the right panel.

6. To change the number of exam questions, edit the Number of Questions Input field
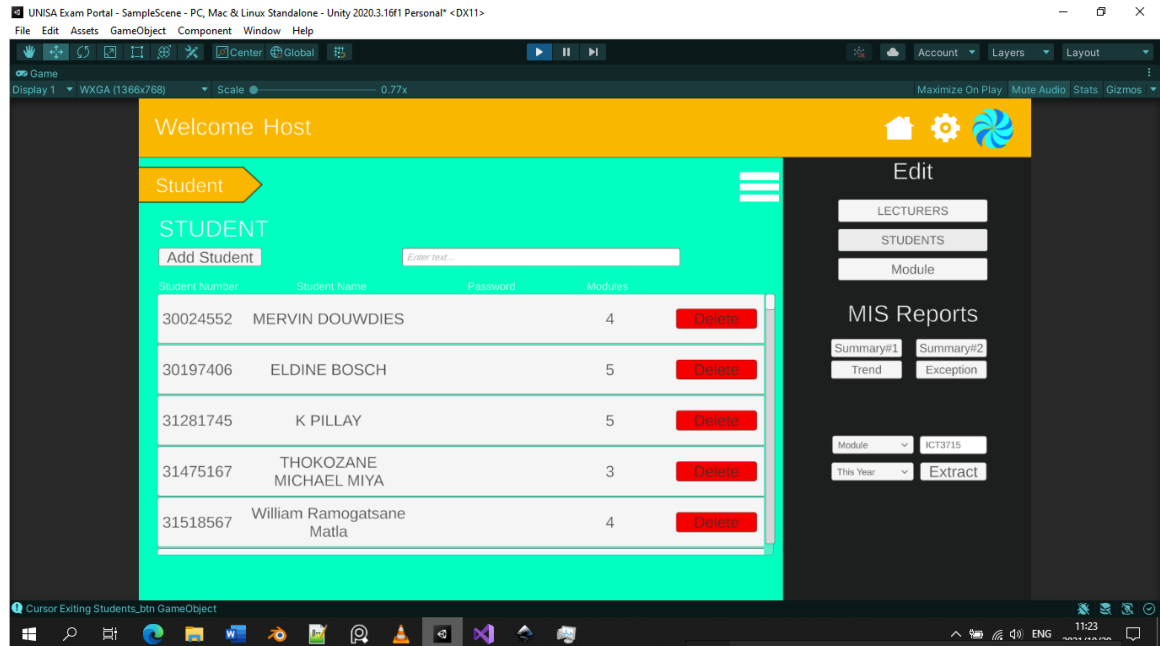
8   Process | Editing subjects

Allows the host to make modifications to the subjects available to the system.

8.1   Steps to edit subjects

1. When signed to the system as the host, click on any subject you wish to modify between module, student, or lecturer.

2. Choose to add a new module with upper left button, modify existing by clicking on it or removing it by clicking delete

9   Process | PDF Viewer

A PDF reader built into the app that allows the application to read off a PDF without the need of leaving the system

9.1   Steps to view the pdf

1. Select exam after logging in as Student

2. Click button on the top left corner called 'PDF' which allows you to view the exam's question paper

3. You can alternate between these screens by pressing the button once more
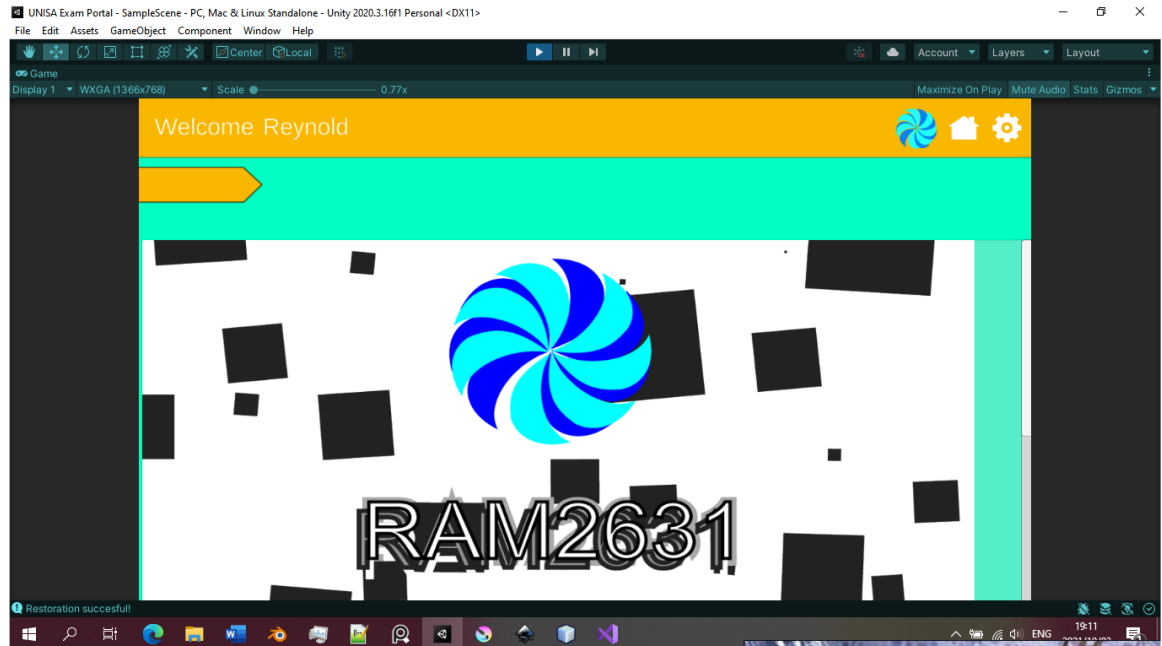
10 Process | Reading exam questions

Provides a way for the student to see which questions they haven't answered and those they have as well to navigate between all questions of the exam.

10.1 Steps to read exam questions

1. Select the exam

2. Click on the button on the bottom left corner. it will show answered and unanswered questions

3. Navigate between exam questions by clicking on its number in the navigation box.
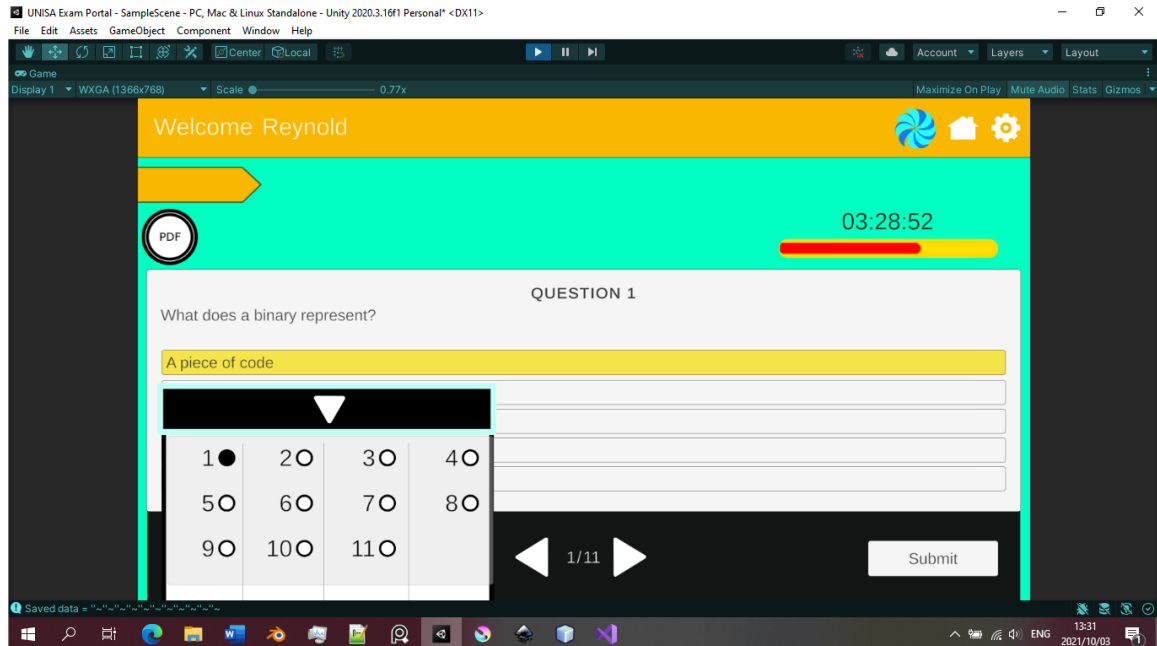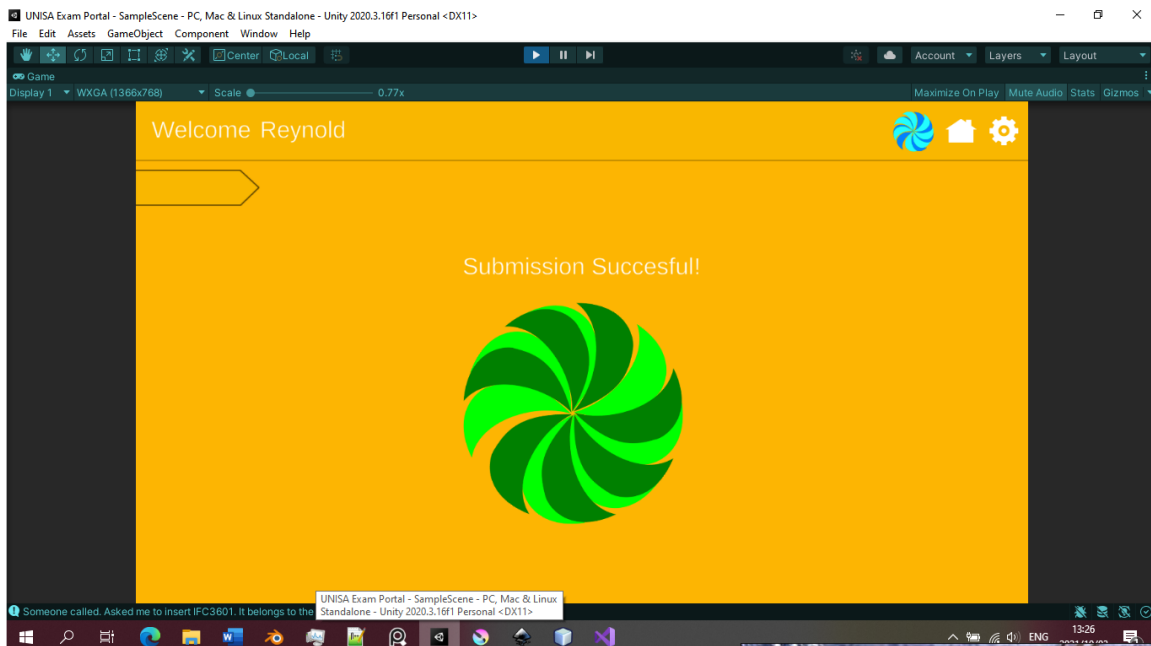
11 Process | Submission Process

The processes that are followed to submit an exam.

11.1 Steps for the submission process

1. After finishing the exam, click the submit button

2. Wait for the icon to turn from blue to green as it is in the middle of submission

3. When it turns green, you can logout of the system as the exam has completed

12 Appendices

Appendices are optional and are used to provide additional detailed information that may help the end user manage the overall practical project.

Examples could include technical specifications required for regulatory compliance, checklists, or other information of a technical nature.]

Technical specifications

Lecturers are only able to modify fill and upload exams

The host must ensure PDFs are located in proper folders to be referenced by the users.

13 Index

Depending on the size or complexity of the final document, consider pulling together an index to assist the using in location specific information.