

BizViz How-to-Guide

How to CreateExam

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Business Visualization
Analytics Platform





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1. Document Purpose

The purpose of this document is to guide users on how to create exam and adding subjects to the exam. It is recommended to follow the step-by-step process given below to successfully implement the configuration.

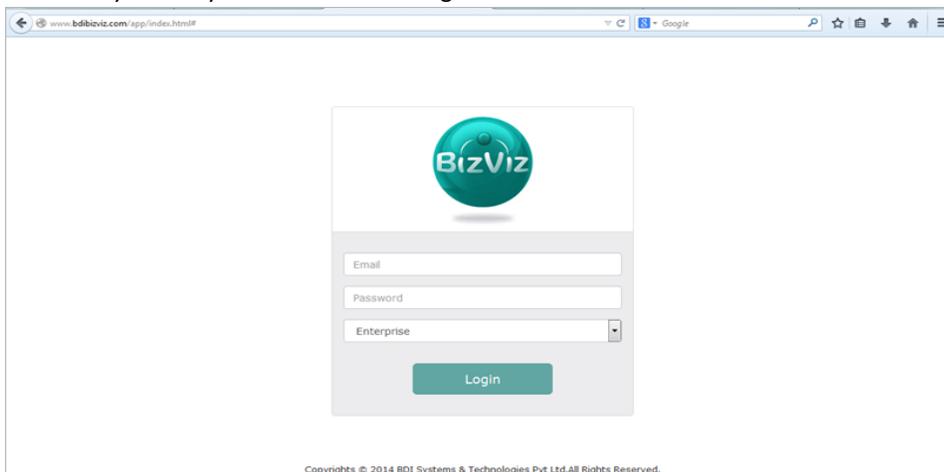
2. Prerequisites

- Software
 - Browser that supports HTML5
 - Operating System: Windows7
- Basic understanding of the BizViz Server

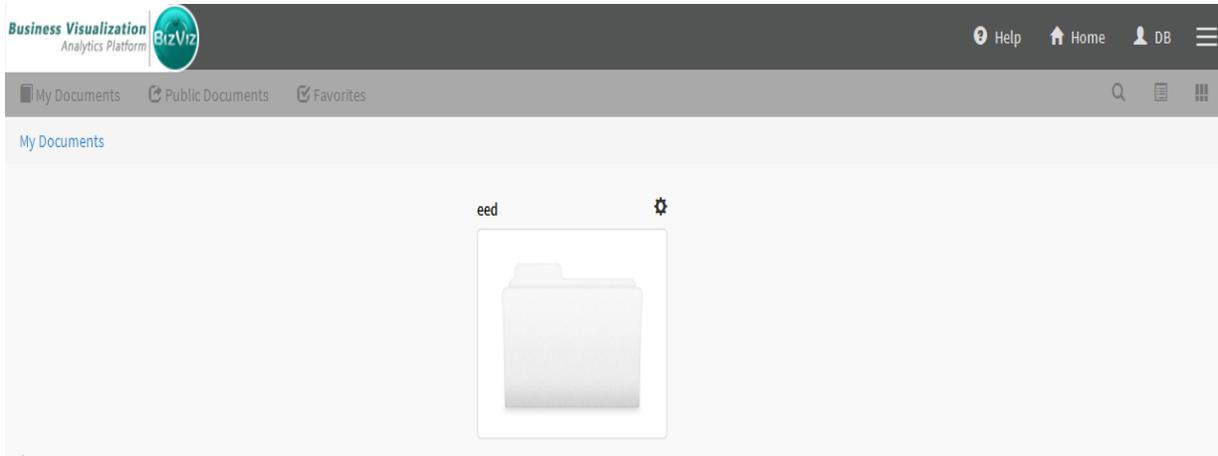
3. Step-by-Step Process

Login to the Portal to access Data Management

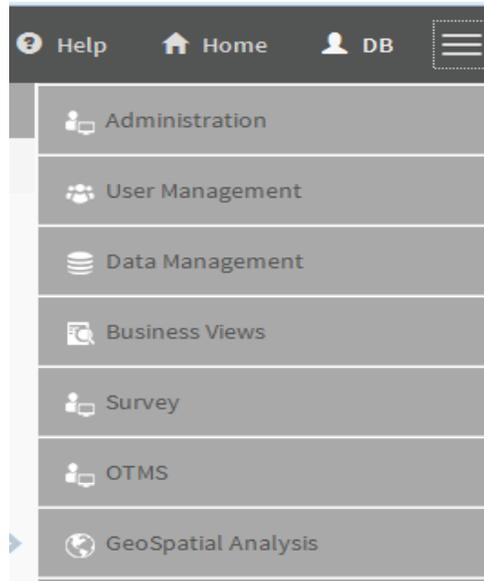
- i) Enter in the URL bar → <http://www.bdbizviz.com/app/>
- ii) Enter your credentials to Login



- iii) Click on '**Login**' to view the Portal Home Screen



Click on the 'Menu'  button to display a list of the installed applications



- iv) Click on '**OTMS**' plug-in available in the above figure (see above)
- v) Clicking on '**OTMS**' it will redirect user to the below given page



Welcome to the Online Test Management System

Suggested Workflow
Note: An Exam consists of one or more tests. A test consists of one or more questions.

Step 1 Creating Question(s)

1. Click on the 'Questions' icon
2. Select the gear icon next to a Curriculum to 'Add Subject' (input details)
(Prior to step 1.2, create a curriculum if needed.)
4. Select the subject and add questions

Step 3 User Management

1. Click on the 'Manage' icon
2. Click on "Candidate Registration" (input details)
3. Click on 'Approve Candidate' and approve desired candidates
4. Click on 'Schedule Test' (input details)

Step 2 Creating a Test/Exam

1. Click on the 'Test' icon
2. Click on 'Add Exam' (input details)
3. Select the gear icon for an exam and 'Add Test' (input details)

Step 4 Publish/Schedule a Test

1. Click on the 'Test' icon
2. For any Test, click on either 'Publish' or 'Schedule'
 - Publish (Test can be taken at any time)
 - Schedule (Test's date, time, & duration can be set)

3.1. Creating Questions

1. Click on 'Questions' button

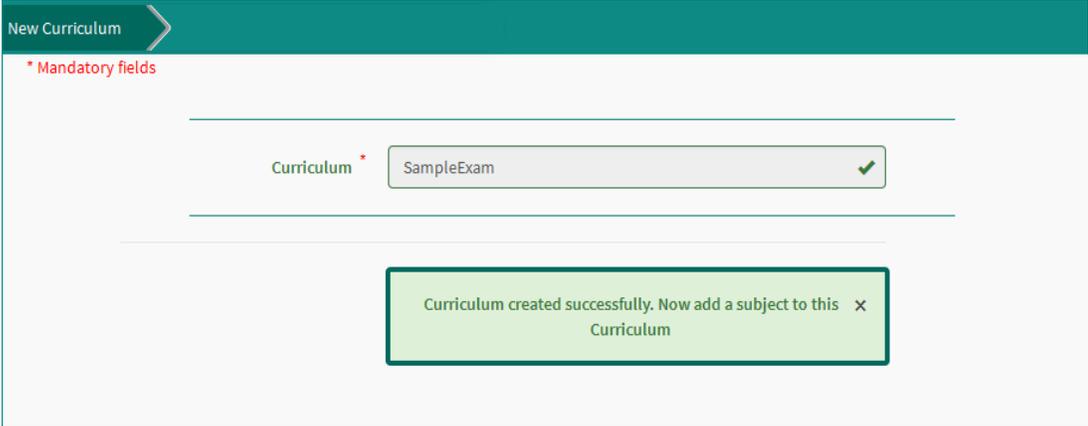
Click on the 'Add Curriculum' button.

Enter the following fields:

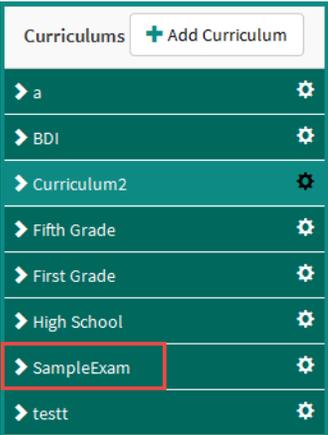
1. **Curriculum** – Enter a name

Click on 'Submit' button.

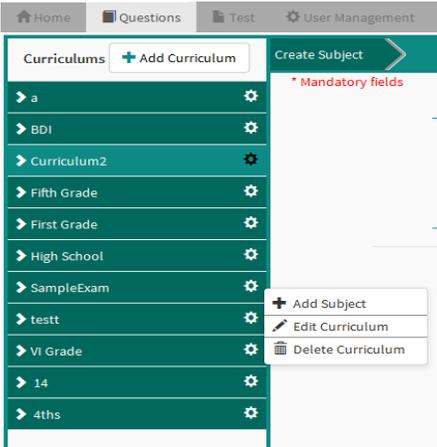




From the above fig we can see that Curriculum is successfully created now we need to add questions to that curriculum. Created curriculum will be displayed under **'+Add Curriculum'** button i.e.(as shown below)



Click on the **'settings'**  icon to add subject to the curriculum.



Click on **'+Add Subject'** to add a subject to the curriculum.



Create Subject >

* Mandatory fields

Subject Name * English ✓

Group Name SampleExam

Cancel Save

Click on 'Save' button to save the subject. Created subject will be listed under the curriculum we have created i.e. 'Sample Exam'.

Home Questions Test User Management

Curriculums + Add Curriculum

Question List > SampleExam > English > + Add Question

Show 10 entries Search:

Question Title	Difficulty Level	Mark for Question
No questions found currently, please add at least one.		

Showing 0 to 0 of 0 entries Previous Next

- a
- BDI
- Curriculum2
- Fifth Grade
- First Grade
- High School
- SampleExam
 - English
- testt
- VI Grade

Click on the subject name i.e. 'English' and click on '+Add Question' button to add questions.

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Home Questions Test User Management

Curriculums + Add Curriculum

Add New Question > SampleExam > English > + Add Section Question List

* Mandatory fields

Section Name * Select Section Topic Name Percentage/Tense/Clock/etc

Question Title Percentage/Tense/Clock/etc Question Type Single Question Group Questions

Question

Answer 1 Answer 2 +

Correct Answer * Select Correct Answer Difficulty Level * 1

Marks for Question * 1/2/3 etc Reference Book Optional

Answer Explanation

- a
- BDI
- Curriculum2
- Fifth Grade
- First Grade
- High School
- SampleExam
 - English
 - + Add Subject
 - Edit Curriculum
 - Delete Curriculum
- testt
- VI Grade
- 14
- 4ths



Enter the following fields:

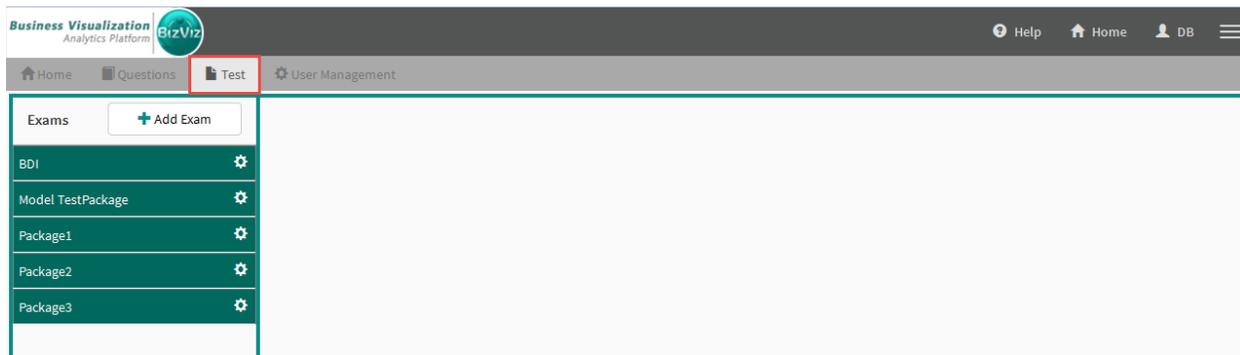
1. **Section Name:** Add a section to the created subject i.e. English
2. **Question Title:** Title name for the question
3. **Topic Name:** Give a topic name
4. **Question Type:**
 - a. **Single Question:** Single line answer questions
 - b. **Group Questions:** Paragraph type questions
5. **Correct Answer:** Select the correct answer of the given question
6. **Difficulty Level:** Specify the difficulty level of the given question
7. **Marks for Question:** Specify mark for every question
8. **Reference Book:** From which book the question has been selected
9. **Answer Explanation:** Enter answer explanation in-detail

Click on 'Questions List' button to view the questions created.

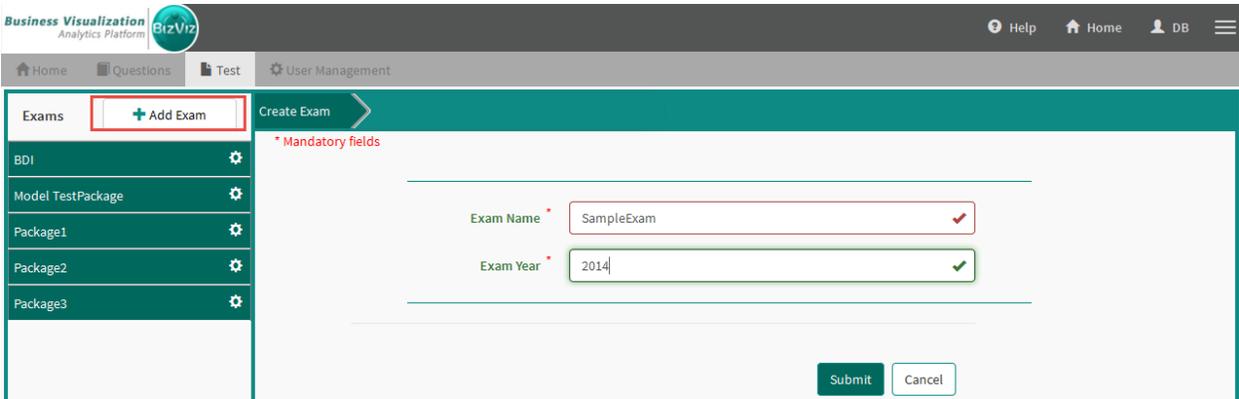
Click on 'Submit' to save the question.

3.2. Creating Test/Exam

From the OTMS home screen click on the 'Test' to create an exam:



Click on '+Add Exam' to create an exam.

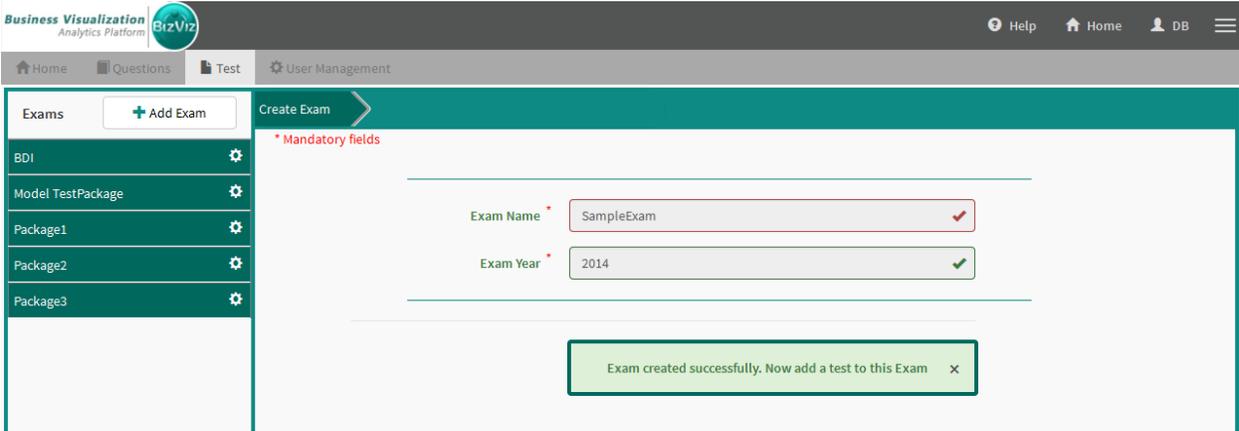


Enter the following fields:

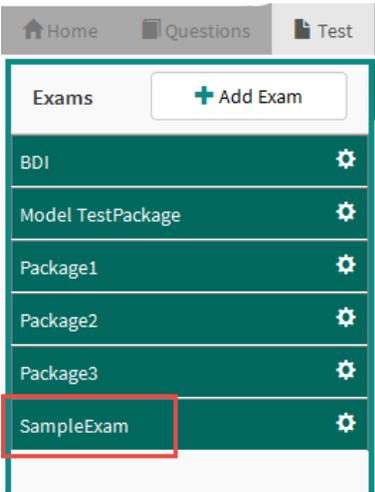
Exam Name: Name of the Exam

Exam Year: year on which exam is going to be held.

Click on **'Submit'** button to get the below screen

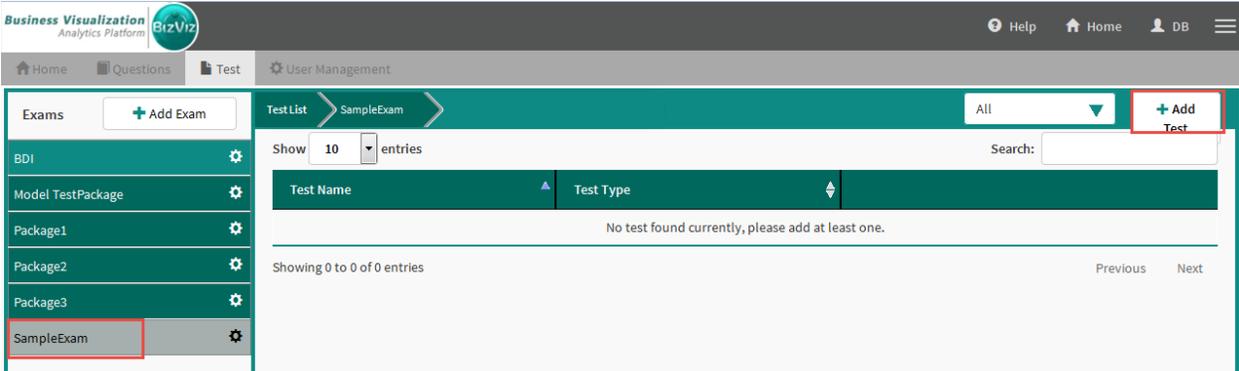


Created Exams will be listed under **'Add Exam'** button

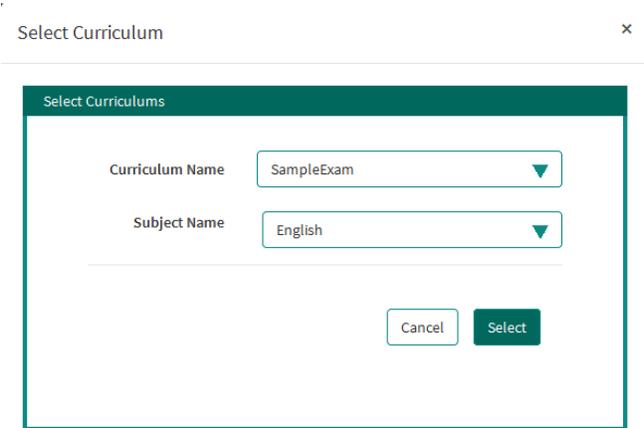


Click created exams i.e.(we have created Speed Exam) to Add a Test

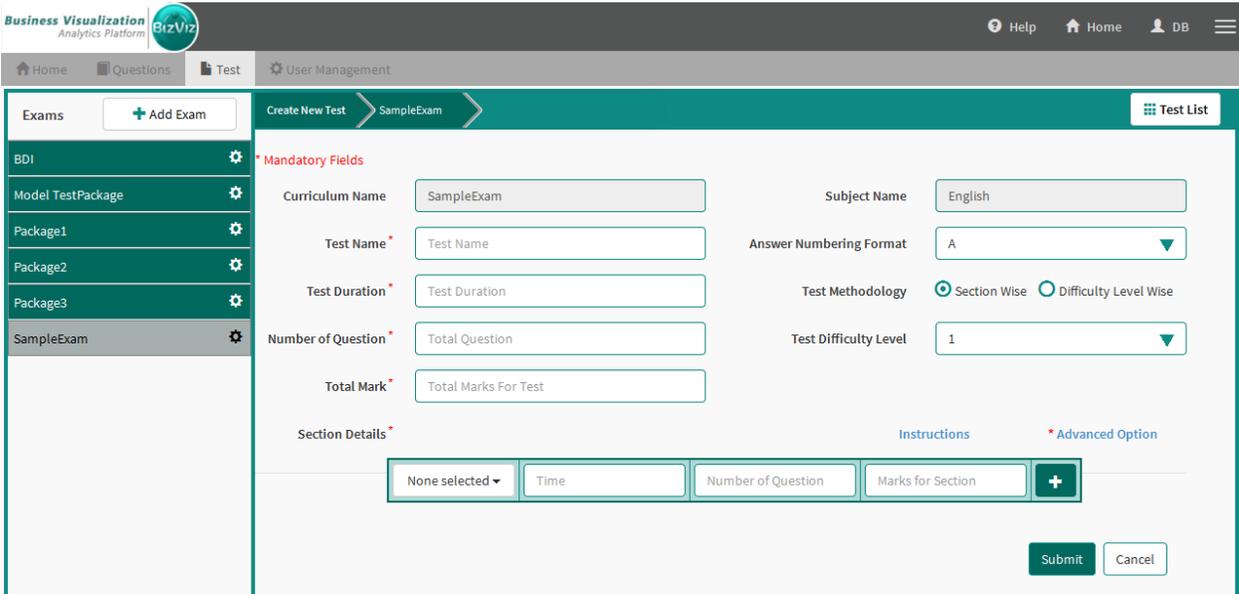




Click on 'Add Test' to create a test under Exam



Select 'Curriculum' and 'Subject' Name from the dropdown.

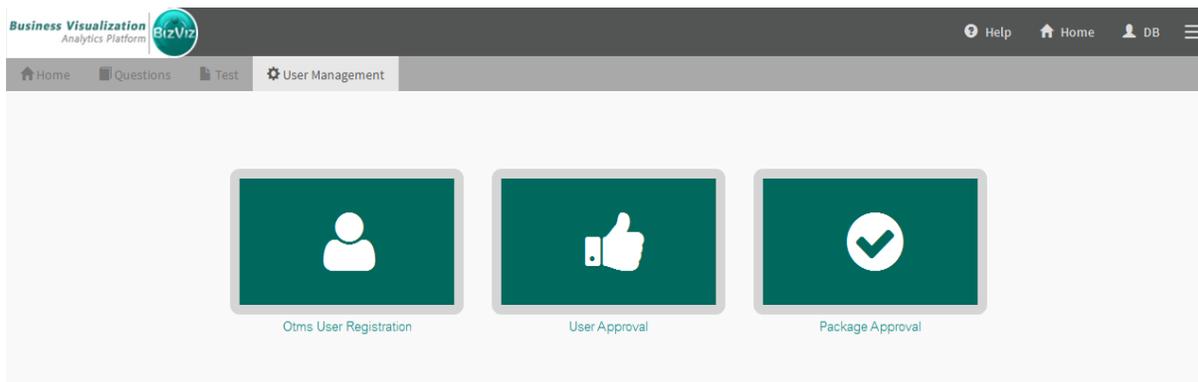


Enter the following fields:

- 1) **Curriculum Name:** By default created curriculum will be displayed
- 2) **Subject Name:** By default created subject will be displayed
- 3) **Test Name:** Name the test
- 4) **Answering Number Format:** Select a layout for question options
- 5) **Test Duration:** Enter a time by which test has to end
- 6) **Test Methodology:** Pattern by which questions has to appear
 - Section Wise:** Questions will appear ordered by section wise
 - Difficulty Level Wise:** Questions will appear based on difficulty level
- 7) **Number of Questions:** Number of questions should be given to the exam
- 8) **Test Difficulty Level:**
- 9) **Total Mark:** Total marks allocated to the exam
- 10) **Section Details:** User can allocated Time, Questions and Marks to each section individually.

3.3. User Management

Click on '**User Management**' button to perform some basic configuration related to candidate registration, approval and management.





3.4. OTMS User Registration

Click on 'OTMS User Registration' to register the candidate

*** Mandatory fields**

Name: Candidate Name

Date of Birth: mm/dd/yyyy

Email ID: Email ID (ex. abc@gmail.com)

Mobile Number: MobileNumber

Password: Password

Confirm Password: Confirm password

Gender: Select Gender

Submit Reset

Enter the above given fields and click on 'Submit' button to register the candidate to the exam portal.

All the registered candidates will be displayed in data grid format as shown below

*** Mandatory fields**

Name: Candidate Name

Date of Birth: mm/dd/yyyy

Email ID: Email ID (ex. abc@gmail.com)

Mobile Number: MobileNumber

Password: Password

Confirm Password: Confirm password

Gender: Select Gender

Submit Reset

Otms User List

Show 10 entries Search: []

User Name	Email Id	Mobile Number	
aas	afc@gmail.com	8855474144	[edit] [delete]
Atahar	atahar.j@bdbizviz.com	4444444444	[edit] [delete]
Atahar Jamal	abc@gmail.com	1321303001	[edit] [delete]
Darsan	darsan.bs@bdbizviz.com	9964230299	[edit] [delete]
DARSAN	darshb@gmail.com	9964230299	[edit] [delete]
Darsan	darsan.bs@yahoo.co.in	8987998709	[edit] [delete]
DARSAN BS	darshbs@gmail.com	9964230299	[edit] [delete]
darsh	ds@bdisys.com	33333	[edit] [delete]
Mr X	abcsss@gmail.com	4444141414	[edit] [delete]
Nitesh	nitesh.k@bdbizviz.com	89896900	[edit] [delete]

Showing 1 to 10 of 14 entries Previous 1 2 Next

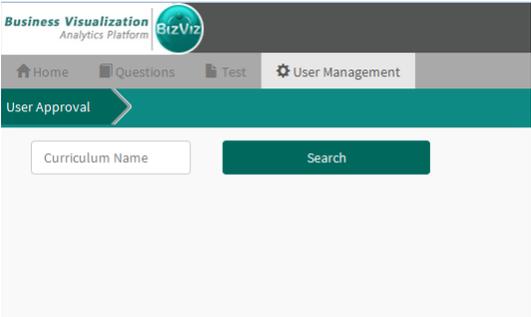
Options are provided to search, edit and delete users.



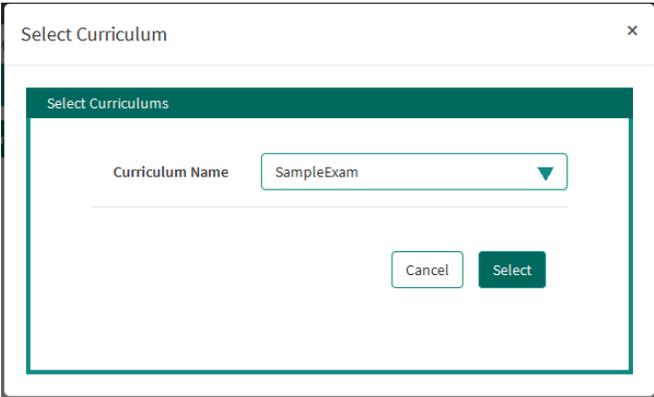


3.5. User Approval

Click on 'User Approval' button to approve candidates to the exam.

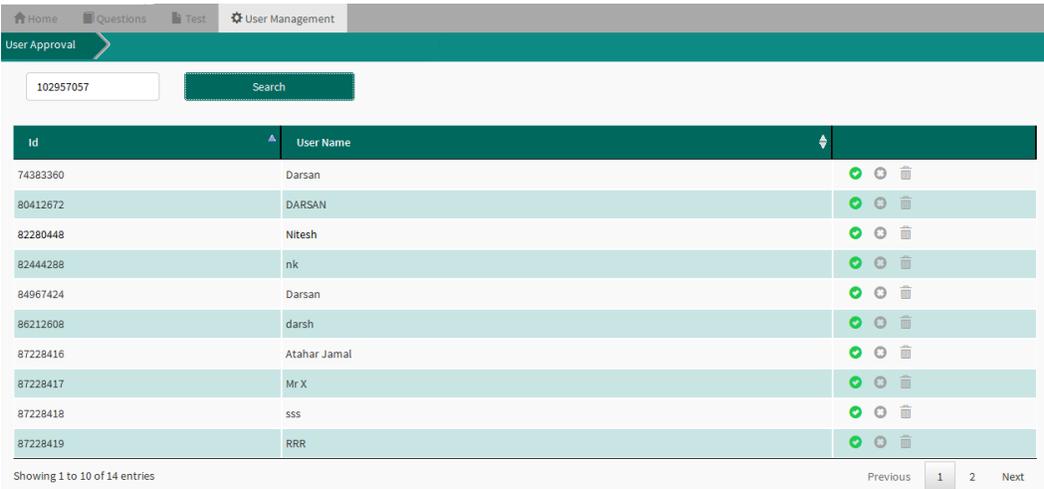


Click on the Curriculum and select the particular curriculum from the list.



As we have created 'Sample Exam' we selected that and click on 'select' button

List of available candidates will be appeared



Approve a candidate by clicking on approve  reject  and delete  options provided.





3.6. Package Approval

A candidate can be approved to one or many curriculums based on the package he selected.

The screenshot shows the 'Approve Candidate' interface. At the top, there are navigation tabs: Home, Questions, Test, and User Management. Below the tabs is a teal header with 'Approve Candidate' and a right-pointing arrow. The form contains two dropdown menus: 'Userid' with the value '74383360' and 'Curriculum Name' with the value 'None selected'. To the right of the 'Curriculum Name' dropdown is a 'Search' button. A dropdown menu is open for 'Curriculum Name', showing a search input field and a list of radio button options: BDI (selected), First Grade, High School, Fifth Grade, 4ths, VI Grade, and BDI.

From the above example we have selected a Userid and selected 'BDI' curriculum. On clicking 'Search' button all the package options related to the selected curriculum will be displayed.

The screenshot shows the 'Approve Candidate' interface after a search. The 'Userid' dropdown still shows '74383360', but the 'Curriculum Name' dropdown now shows 'BDI'. The 'Search' button is highlighted. Below the form is a table with the following data:

Package ID	Package Name	Approve	Reject
38830080	BDI	<input checked="" type="checkbox"/>	<input type="checkbox"/>
85458944	Package1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
86671360	Package2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
90472448	Package3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
93716480	Model TestPackage	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, it says 'Showing 1 to 5 of 5 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation options.

Candidate can be approved to any of the packages by selecting Approve and reject options provided.

