

Online Examination System

User Guide OEX-EN-A01-A001





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1 Introduction to online examination

The system provides an online exam feature where teachers can customize exams or use preloaded exams to assess students. Students need to register an account using their email. Teachers approve students to take exams and publish exam questions with a time limit. Both students and teachers receive the results immediately after the exam ends.

Roles	Features
Teacher	1. Create online courses.
	2. Manage students participating in the courses.
	3. Use any pre-stored exam questions in the database.
	4. Create a personal exam question database.
	5. View grades.
Student	1. Take exams online.
	2. View grades



Figure 1-1 Online Examination Home Page



2 Teacher Account Registration

First-time users need to register for an account.

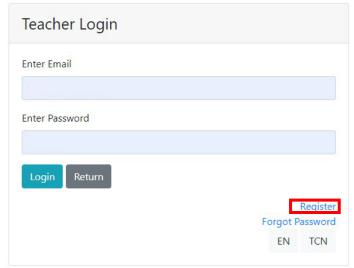


Figure 2-1 Account Registration

Steps to follow:

- 1. On the system homepage, click Teacher
- 2. Go to the login page and click "Register".
- 3. On the registration information input page, enter user identity information and click Register to complete the account registration.
- 4. The user will receive a verification email in their inbox approximately one week later.
- 5. Click the system link in the verification email to log in to the system and complete the email verification.
- 6. After completing the verification and login, you can use the system.

When registering for a teacher account, users must enter the serial number from the anatomy table, can be found on ASCLEPIUS Virtual Dissection table.

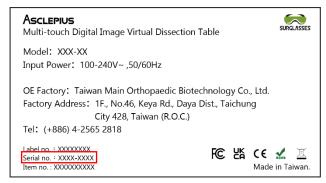


Figure 2-2 Dissection table labels



Upon receiving a teacher account registration request, we conduct identity verification, which typically takes about one week. Please monitor your email inbox.

* Taiwan Main Orthopaedic Biotechnology Co., Ltd., verifies the information provided by teachers and reserves the right to approve or reject applications based on the accuracy of the information provided. Please do not enter false information.



Figure 2-3 Teacher registration information page

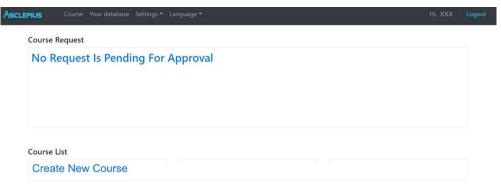


Figure 2-4 Teacher's homepage



2-1 Create Course

Create Course

Users can conveniently manage their courses in the system by creating corresponding courses based on their school's curriculum and manage them conveniently.

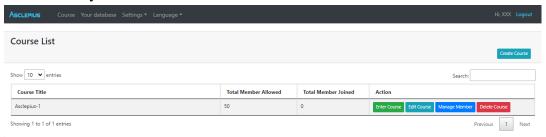


Figure 2-5 Course list

Steps to follow:

- 1. Click on the Course at the top left corner of the teacher's main page to
- 2. Click the Create Course at the top right corner of the course list.
- 3. Enter the course name and specify the total number of members allowed in the create course window, then click Create.
- 4. The created course will appear in the course list.



Figure 2-6 Creating a course

2-1-1 Enter Course

Enter Course

You can add exams for this course, and all successfully added exams will be displayed here for operation. Modify the list of members participating in this course, change the course name, and adjust the total number of participants.



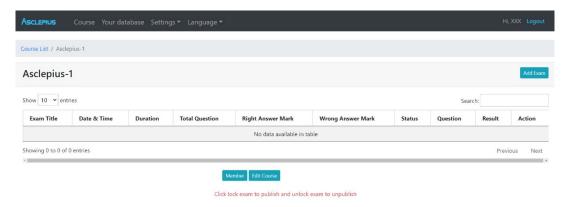


Figure 2-7 Course list

Add Exam

Exams can be added to a course, see "2-2 Adding an Exam" for details.

Member

Manage course members, see '2-1-3 Member Management' for details.

Edit Course

Edit course information, see '2-1-2 Edit Course' for details.

2-1-2 Edit Course

Edit Course

You can edit the course name and the total number of allowed members. The total number of allowed members will restrict the total number of participants in this course.



Figure 2-8 Editing a course

2-1-3 Manage Member

Manage Member

You can access the member management list for this course, where all students who have joined or applied to join will be displayed. Users can add or remove students here.



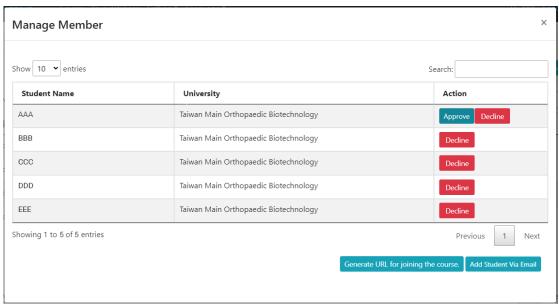


Figure 2-9 Member management

Click on Approve to allow the student to join the course. Click on reject the student from joining the course.

How students can join the course:

- 1. Directly adding students to the course via email (Students must have registered accounts).
- 2. Provide a link to the course for students to request to join.
- 3. Providing a QR code for students to request to join.
- 4. Students searching for the course themselves and requesting to join.

2-1-3-1 Generate URL for joining the course

Generate URL for joining the course.

You can generate a course link and a QR code, then provide the link or QR code to students to let them request to join the course.

Course link: Click on Generate URL for joining the course. to complete the link copy without needing additional copying.

Course QR code: Right-click to select "Copy Image" or "Save Image As."



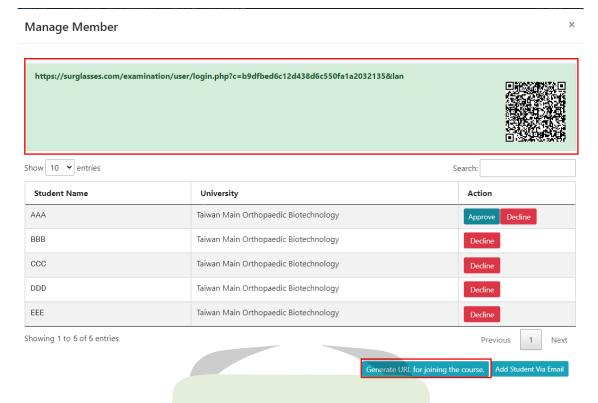


Figure 2-10 Adding students by linking or moving a barcode

2-1-3-2 Add student via email

Add Student Via Email

Users can add students to a course via email.

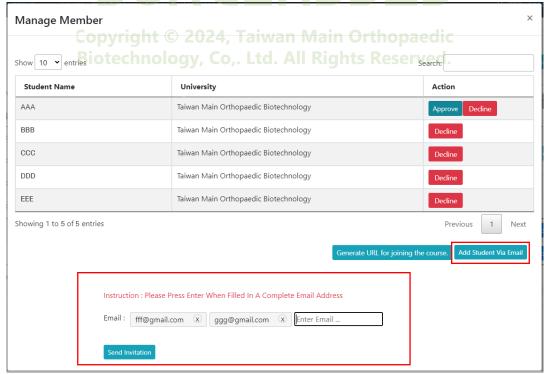


Figure 2-11 Adding students via email



Steps to follow:

- 1. Enter email address in the "Enter Email" field.
- 2. Press the Enter key to convert the email input box into a bubble.
- 3. Enter a new email address in the new "Enter Email" field.
- 4. Ensure that all entered email addresses have been converted into bubbles.
- 5. Click Send Invitation to add students to the course.

This feature will directly add students with registered accounts to the course. Students without registered accounts will be automatically added to the course once they register.

2-1-3-3 Course Request for Students

When students request to join a course, the information will appear on the teacher's homepage in this system. The user will also receive an email notification reminding them to log into the system to process the request.



Figure 2-12 Request to join a course on the teacher's homepage

Click on any course in the course join requests on the homepage to access the request list for that course. The user can then choose to Approve or Decline the requests.

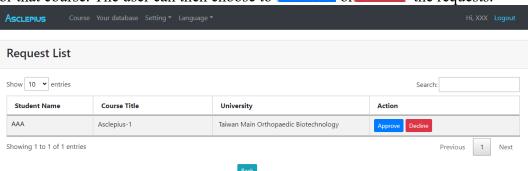


Figure 2-13 Request list



2-1-4 Delete Course

Delete Course

You can delete an existing course. The system will ask the user to confirm whether to delete the course. Once the course is deleted, all members who joined the course will be removed, and any exams within the course will be deleted.



Figure 2-14 Confirm Course Deletion

2-2 Add exam

Add Exam

Users can add exams to the course. Students participating in the course can log into the system within the deadline to take the exam.

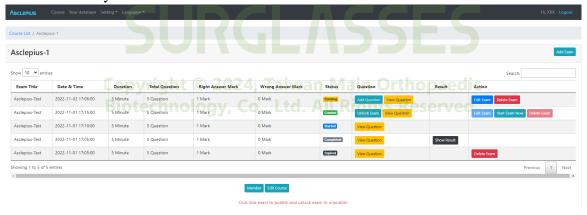


Figure 2-15 Adding an exam

Please see following steps:

- 1. Click the Add Exam button in the upper right corner of the course.
- 2. An "Add Exam Details" window will appear. Enter the relevant exam information: Exam Title, date & time, Duration, Total Question, Right Answer Mark, and Wrong Answer Mark.

Note that the exam time must be set for a future date. If the exam time is set for a past date, the added exam will not function properly.



- 3. After confirming that all information is entered correctly, click Add.
- 4. The added exam will be listed in the course..

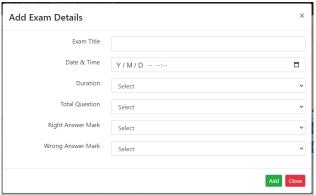
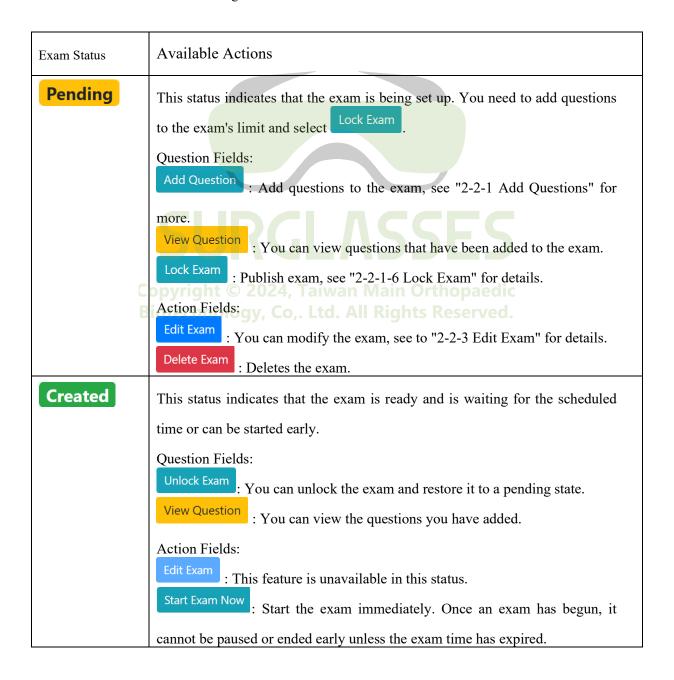


Figure 2-16 Add Exam Details Window





	: This feature is not available in this status.
Started	This status indicates that the exam is currently in progress. Users can only view the questions and cannot perform other actions related to the exam. Question Fields: View Question: You can view the questions you have added.
Completed	This status indicates that the exam has ended. Question Fields: View Question: You can view the questions you have added. Result Fields: Show Result: View the scores of students who attended the exam.
Expired	If the user does not lock the exam before the scheduled time, the exam will no longer be usable, and its status will show as expired. Question Fields: View Question : You can view the questions you have added. Action Fields: Delete Exam : You can delete the exam.

2-2-1 Add Question

Add Question ght © 2024, Taiwan Main Orthopaedic Biotechnology, Co., Ltd. All Rights Reserved. Here are the steps to add questions to the exam:

- Add Question 1. Click on
- Confirm to Enter Question 2. Choose the category of questions and click on Database.
- button to add specific questions to the exam, or click on 3. Click on the Random Selectiton button to have the system automatically select questions. If you want to clear all previously added questions, click on Clear
- Confirm 4. After all questions are added, select Confirm.
- 5. The selected questions will appear in the question list.



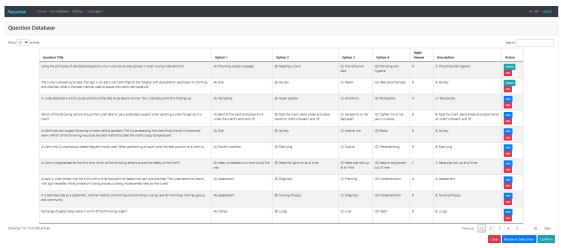


Figure 2-17 Question database



Figure 2-18 Question list

Here are the steps to modify the content of questions in the question database:

- 1. Click on Edit
- 2. A window will pop up. Choose an existing custom category or create a new one, then click Confirm.
- 3. Enter the editing window for the <u>question</u> content and make your changes.
- 4. After editing is complete, click Save. The question will be stored in the custom category and added to the exam.

Questions that have been added to the exam will show as Added. Selecting this button will remove the question from the exam.

Once the number of questions reaches the exam's set limit, no additional questions can be added.



2-2-1-1 Edit Question

Edit Question

You can edit questions that have already been added to the exam, such as modifying the question text, options, and answers. Note that these edits are only

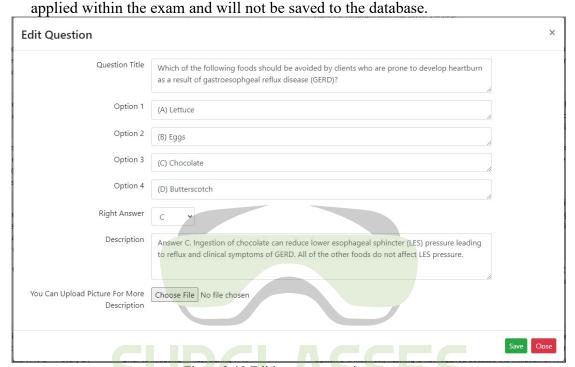


Figure 2-19 Editing exam questions

2-2-1-2 Delete Question

Delete Question ht © 2024, Taiwan Main Orthopaedic nology, Co.. Ltd. All Rights Reserved.

You can delete questions that have already been added to an exam.

2-2-1-3 Add Existed Question

Add Existed Question

Here are the steps to continue adding questions from the database to the exam:

- 1. Click on Add Existed Question
- 2. Choose the category of questions and click to enter the question database.



- 3. Click the Add button next to the questions in the database to add them to the exam.
- 4. After all desired questions are added, click Confirm
- 5. The added questions will appear in the question list for the exam.

Once the number of added questions reaches the exam's limit, the feature will be disabled.

2-2-1-4 Create Question

Create Question

Users can create new questions and save them to the database and the exam.



Figure 2-20 Creating an exam question

Steps to Create New Questions:

- 1. Click on Create Question
- 2. Choose a custom category or create a new category, then click begin creating the question.
- 3. Enter the question content.



- 4. After entering the content, click Save to continue creating more questions.
- 5. When all questions are created, click to complete the question creation process.

Please note that questions created in the exam list will be added to the exam. If the number of questions reaches the exam's limit, you will not be able to create more questions, and this button will be disabled.

2-2-1-5 Clear Question

Clear Question

You can clear all questions from the exam list with a single click.

2-2-1-6 Lock exam

Lock Exam

This button is disabled by default, Lock Exam will be enabled once the number of questions reaches the exam's limit.

When users click Lock Exam, they complete the creation and publishing of the exam. The exam status will change from Pending to Created. At this point, the exam content cannot be modified, and students will receive notifications about the upcoming exam. At the scheduled exam time, the exam will automatically start, and no further action from the user is required.

2-2-1-7 Unlock Exam

Unlock Exam

This button will appear after the exam has been locked. Clicking this button will unlock the exam, change the exam status back to **Pending**, cancel the publication, and allow users to continue editing the exam content.

2-2-1-8 Start Exam Now

Start Exam Now

This button will appear after the exam has been locked. Clicking this button will start the exam immediately, without waiting for the previously scheduled time.



Once the exam begins, users cannot pause or end it early and must wait until the exam time ends.

2-2-1-9 Copy Question And Save To

Copy Question And Save To

If users want to create a similar exam, they can Copy Question And Save To to copy

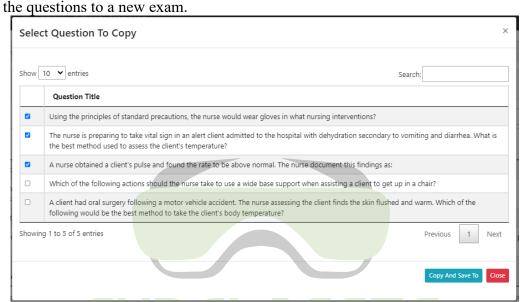


Figure 2-21 Select Question to Copy

Steps to Copy Questions to a New Exam:

Click Copy Question And Save To Ltd. All Rights Reserved.

- 2. Select ✓ the questions you want to copy.
- 3. Click Copy And Save To
- 4. Choose the exam where you want the questions to be saved.
- 5. Click Confirm. The selected questions will be successfully saved to the chosen exam.

The exam where questions are to be saved must be in **Pending** status, and the number of missing questions in the exam must be greater than or equal to the number of questions being copied. Otherwise, the questions cannot be saved to the exam.



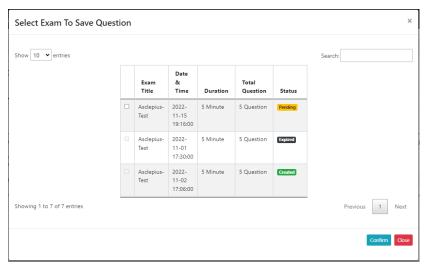


Figure 2-22 Select Exam To Save Question

2-2-2 View question

View Question

Clicking this button will open the question list, where you can view the questions that have been added. From here, you can perform operations such as adding or deleting questions. For detailed instructions on managing questions in the list, refer to '2-2-1 Add Question'.



Figure 2-23 Question list

2-2-3 Edit the exam



This button allows you to modify the exam's title, time, duration, number of questions, and scoring.



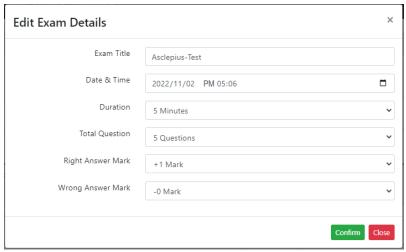


Figure 2-24 Edit Exam Details

2-2-4 Delete exam

Delete Exam

This function allows you to delete the exam. The system will display a confirmation prompt to ensure you want to delete the exam, as it cannot be recovered once deleted. Exams with statuses of Created or Completed cannot be deleted.



Figure 2-25 Confirm deletion

2-2-5 Show Result

Show Result

This button will appear after the exam time has ended and allows you to view the scores of students who participated in the exam.



Figure 2-26 Viewing the results



2-2-5-1 Preview grades



This button allows you to view students' responses and export the grades to an Excel file.

Steps to Export to Excel:

- 1. Click Export As Excel
- 2. Enter a name for the Excel file and click Submit
- 3. Choose the location to save the file and click Save(S)
- 4. The exported file will appear in the selected location.



Figure 2-27 Enter a file name

2-3 Your database

Users can save their created questions to the database for future use, making it easier to add questions later.



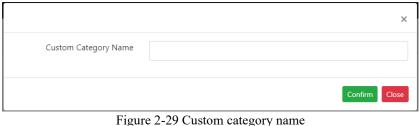
Figure 2-28 Your database

2-3-1 Create New Category

Create New Category

This button allows you to create a new question category, helping users organize questions according to their preferences and making it easier to search for questions later.





Add Question

Question Title QuestionTitle

Option 1 Option 2 Option 2

Option 4 Option 4

Right Answer Select V

Description Rational

You Can Upload Picture For More Description

Importing questions from an Excel file Add Cose

Figure 2-30 Add questions

Steps to Create a New Category:

- 1. Click Create New Category
- 2. Enter the category name and click Confirm to proceed with adding questions.
- 3. Enter the question content and click Add.
- 4. The category will be created, and the questions will be added.



Figure 2-31 Creating a new category

2-3-1-1 Add questions to this category

Add Question To This Category

This button allows you to add an unlimited number of new questions to this category.



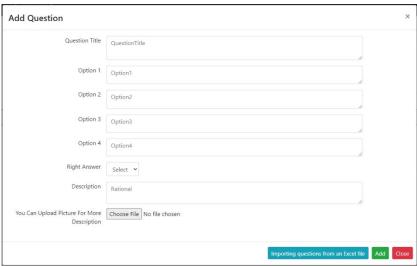


Figure 2-32 Add Question

Steps to adding a question:

- 1. Click on Add Question To This Category
- 2. Enter the question content.
- 3. After entering the content, click Add
- 4. The added questions will be stored in this category.



Figure 2-33 Adding questions

2-3-1-1-1 Importing questions from an Excel file

Importing questions from an Excel file

If you need to import a large number of questions, users can refer to the Excel template provided by the system, organize the questions into the Excel file, and perform a bulk import.



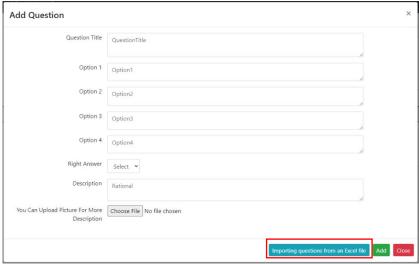


Figure 2-34 Importing questions from an Excel file

Steps to Import Questions from an Excel File:

- 1. Click Add Question To This Category
- 2. In the Add Question window, click Importing questions from an Excel file to access the example download window.
- 3. Click to download the sample file to your specified location.
- 4. Open the sample file and enter your questions into the Excel file according to the format provided, then save the file.
- 5. Click Choose File No file chosen and select the prepared Excel file. The file name will appear on the button, such as Choose File Questions.xlsx
- 6. After selecting the file, click Add to complete the import of questions from the Excel file.

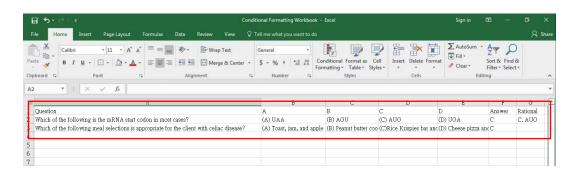


Figure 2-35 Excel file Sample



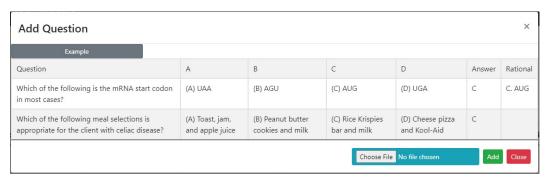


Figure 2-36 Add Questions from an Excel File

2-3-1-2 edit



This button allows you to edit questions that have already been created.



Figure 2-37 Editing exam questions

Steps to Edit a Question:

- 1. Click Edit
- 2. Modify the question content. After completing the edits, click finalize the changes.

2-3-1-3 Delete



This button allows you to delete questions that have been added. After clicking, the system will display a confirmation prompt to ensure you want to delete the question, as it cannot be recovered once deleted.





Figure 2-38 Confirmation of deletion

2-3-1-4 More Details

More Details

This button allows you to preview supplementary images included in the question.

If you click Delete This Picture the image will be removed and cannot be

If you click Delete This Picture, the image will be removed and cannot be recovered once deleted.

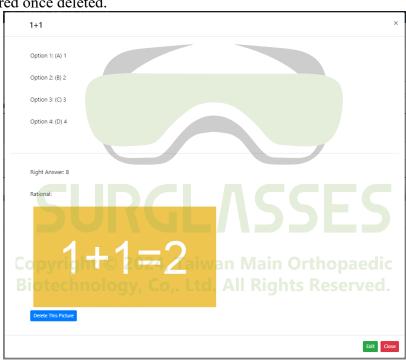


Figure 2-39 More Details



3 Student Account Registration

To use the system for the first time, students need to register for an account.

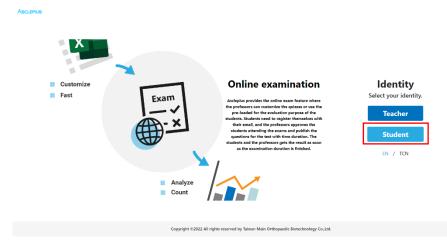


Figure 3-1 Online Examination Home Page



Steps for Student Account Registration:

1. On the system homepage, click Student

- 2. Click Register.
- 3. Enter your personal information and click Register
- 4. Check your email inbox for a verification message.
- 5. Click the link in the verification email to verify your account.
- 6. Log in to the system.

To facilitate teachers in quickly verifying your identity for course enrollment, please ensure that you provide accurate personal information.



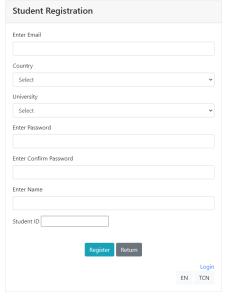


Figure 3-3 Fill in the student registration information



Copyright © Figure 3-4 Student homepage Orthopaedic 3-1 Home Page 1000, Co., Ltd. All Rights Reserved.

3-1-1 Available Courses

On the student homepage, users can search for all available courses and request to join them. If the course creator approves the request, the student will be granted access to the course.



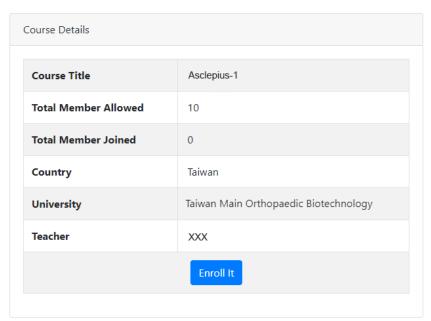


Figure 3-5 Courses Details

Steps to Join a Course:

- 1. After selecting your country and school on the student homepage, the list of joinable courses created by the school will appear.
- 2. Select the course you want to join and verify the course name and the teacher's name.
- 3. Click and wait for the teacher to approve your request to join the course.

After selecting the course, you will see the course details and corresponding action buttons: Constant All Rights Reserved.

Enroll It: Indicates that you have not yet joined the course.

request Still Pending : Indicates that you have applied but have not

yet been approved to join the course.

You Already Enrolled In This Course : Indicates that you have already enrolled the

course.

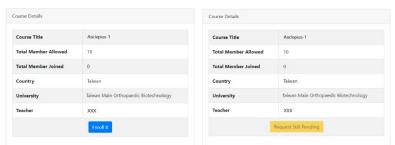


Figure 3-6 Not enrolled in this course

Figure 3-7 Pending approval to join the course

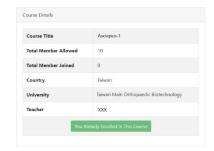
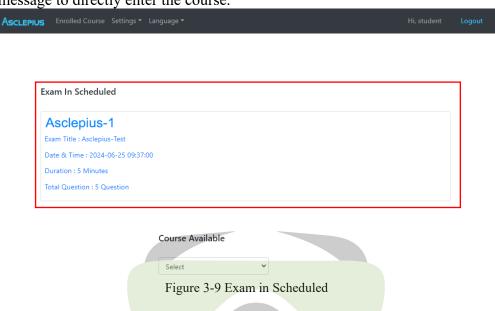


Figure 3-8 Already enrolled in this course



3-1-2 Exam In Scheduled

After joining a course, users will see information about upcoming exams on the student homepage when the course publishes an exam. Users can click on the message to directly enter the course.



3-2 Course List

Users can click on Enrolled Course in the top-left corner of the student homepage to access the list of courses they have joined. The course list will display all the courses the user has enrolled in.

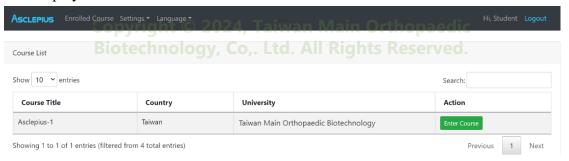


Figure 3-10 Course list

3-2-1 Enter Course



This button allows you to view all exams for the course, including the exam title, time, duration, score, and status.



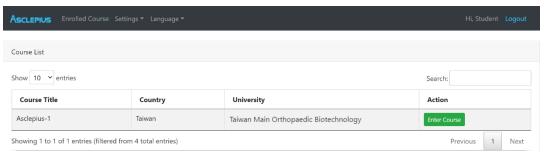


Figure 3-11 Exam list

Exam status	Available Actions
Created	This status indicates that the exam is scheduled to take place, but the exam
	time has not yet arrived.
Started	This status indicates that the exam has started, and you need to begin the
	exam immediately.
	Action Fields:
	View Exam: To start the exam.
	Submitted: This button will appear if you submit your answers before
	the exam is completed.
Completed	This status indicates that the exam has ended.
	Action Fields:
Cor	View Result : Allows you to view the exam results.

3-2-2 Start the exam Co., Ltd. All Rights Reserved.

View Exam

This button indicates that the exam has started. Users must click this button to

begin the exam.

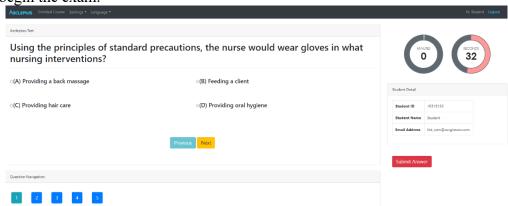


Figure 3-12 Answer page



Steps to Answer Questions:

- 1. Click View Exam to enter the answer page.
- 2. After selecting the correct answer, click Next to continue answering.
- 3. Once you have answered all the questions, click Submit Answer
- 4. The system will prompt you to confirm submission. Click to proceed.
- 5. You will be asked to confirm if you want to leave the page. Click complete the exam.

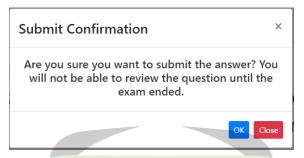


Figure 3-13 Submit Confirmation

Before submitting your answers, you can review them by clicking or Next. You can also use the question navigation to quickly jump to specific questions. Once you confirm and submit your answers, you will not be able to view the questions again before the end of the exam time.



Figure 3-14 Question navigation

On the right side of the answer page, there is a countdown timer for the exam. Users need to complete their answers within the allotted time.



Figure 3-15 Countdown timer

If answers are not submitted within the allotted time, the system will forcefully stop answering and automatically submit the answers.



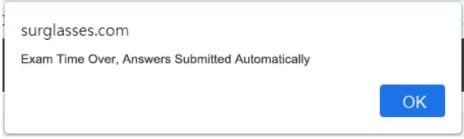


Figure 3-16 Automatically submitted

3-2-3 View Result



After the exam time ends, users can click View Result to see their answers and

Asclepius Enrolled Course Settings* Language*

Asclepius TestResult

Question

Option 1

Option 2

Option 3

Option 4

Your Answer

Right Answer

Oescription

Result Mark

(C) Providing (D) Providing (D) Providing oral hygiene hygie

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Figure 3-17 Test Result



4 Settings

The system settings allow you to enable error notifications (for teacher accounts only), update personal information, and change your password.

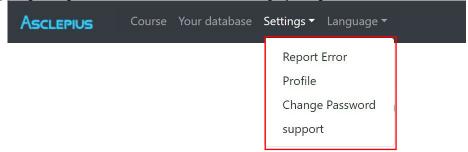


Figure 4-1 Settings

4-1 Report Error (Teacher Accounts Only)

After clicking Settings, select 'Report Error'. Enter your email address and describe the error. Then, click Send to report the issue to us. We will respond as soon as possible upon receiving the report.



Figure 4-2 Report the error to us

4-2 Profile

After clicking Settings ▼, select 'Profile' to modify your username.

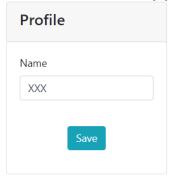


Figure 4-3 Profile Modification



4-3 Change Password

After clicking Settings, you can update your login password.

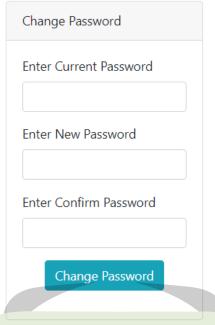


Figure 4-4 Change Password

4-4 Support (Teacher Accounts Only)

After clicking Settings, select 'Support' to access the online exam introduction.

5 Language

The system offers language switching. Users can click Language to switch between English and Traditional Chinese.

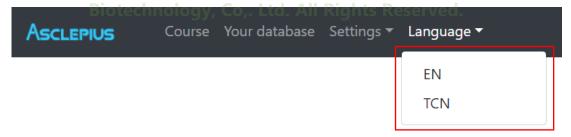


Figure 5-1 Language

6 Logout

When logging into the system on a public or shared computer, please click Logout in the upper right corner when you are finished to prevent your personal information from being exposed.

7 Forgot Password



If users forget their password, they can go to the login page and use the 'Forgot Password' option to reset their password.

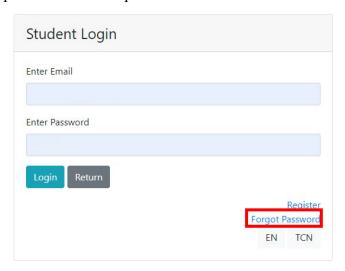


Figure 7-1 Forgot password

Users need to enter the email address used for registration. After sending the request, users will receive an email to reset their password. Click the link in the email to reset the password and log in to the online exam system.



Figure 7-2 Enter the e-mail address used for registration



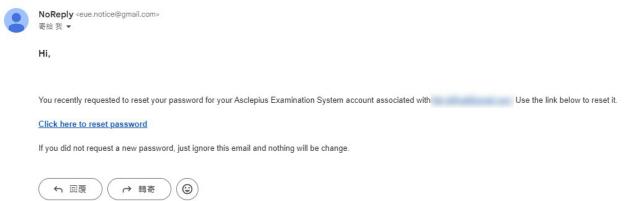
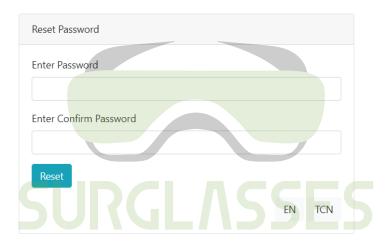


Figure 7-3 E-mail



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