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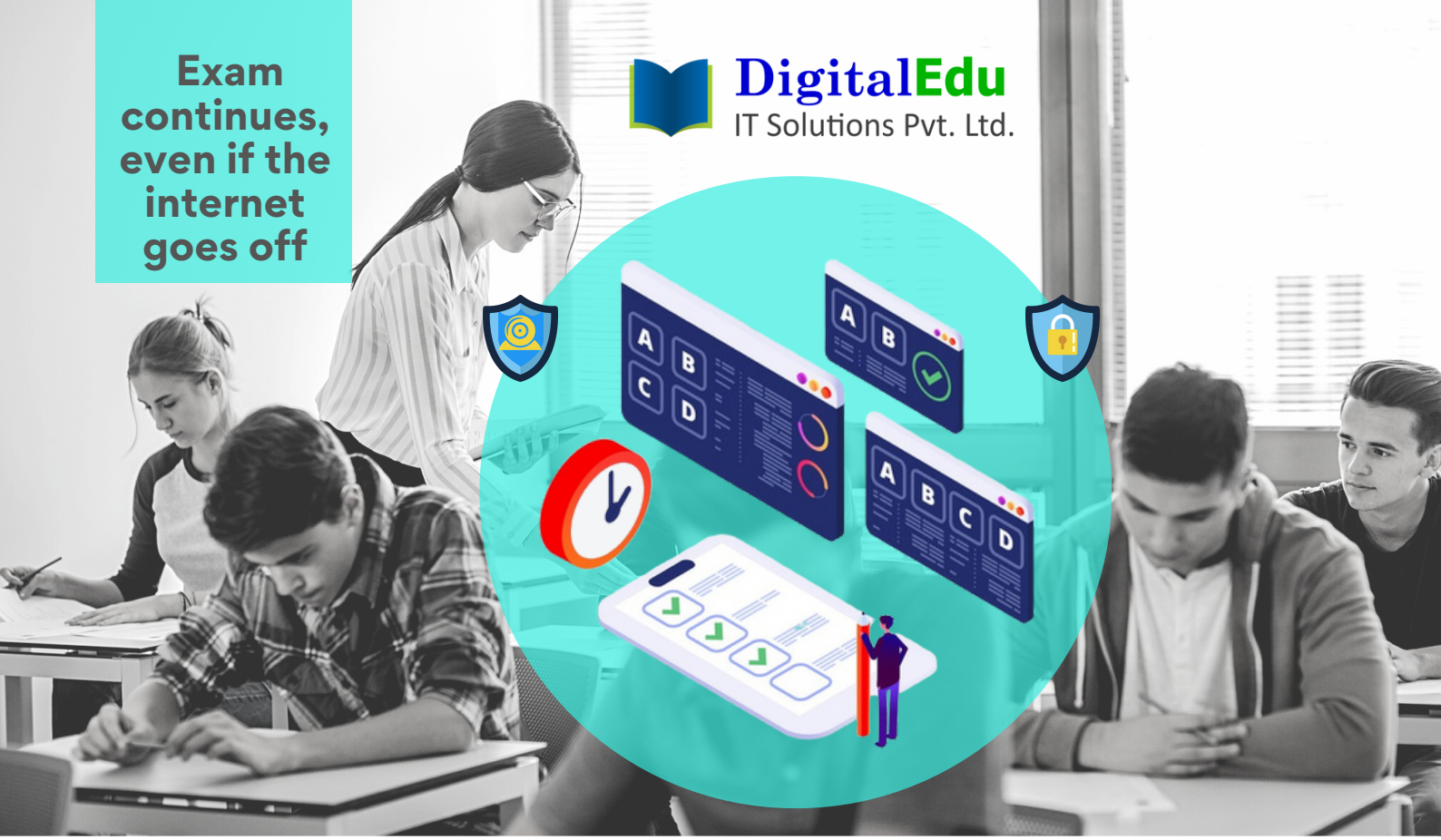

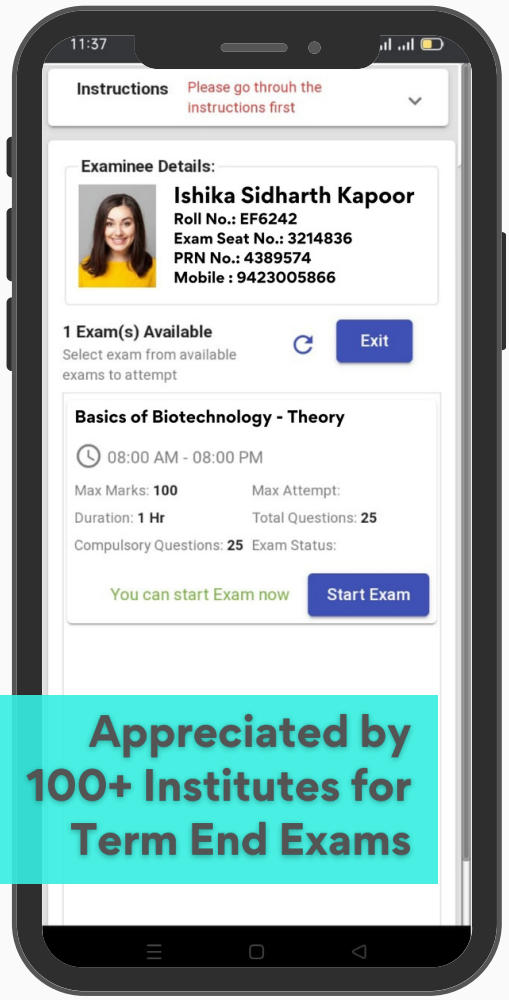

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USER GUIDE

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UG-76 : Manage Question Banks (Insync2)

-User Guide Version 0.1

DOCUMENT INTRODUCTION

This document is intended for exam-authority and teachers who are responsible for Managing Exam question banks.

INTRODUCTION: MANAGE QUESTION BANKS (INSYNC-2)

With the help of this user guide Exam-authority can create question banks. Afterwards question paper are finalized based on these question banks.

1. Install & login on Insync2 mobile app or login on URL "https://m_institutename.digitaledu.in//" with your registered mobile no or username, password.
2. Now go to >> Exam .
3. Click on >> Manage Question Banks

Figure 1

4. As given on your screen, enter question bank title & description. Ensure you use unique naming so that they can be later identified & used easily.
5. Select desired assessment group (i.e subjective, objective etc) & click on *Create Question Bank.*
6. Once you create a question bank, it will be shown on your screen one after other.

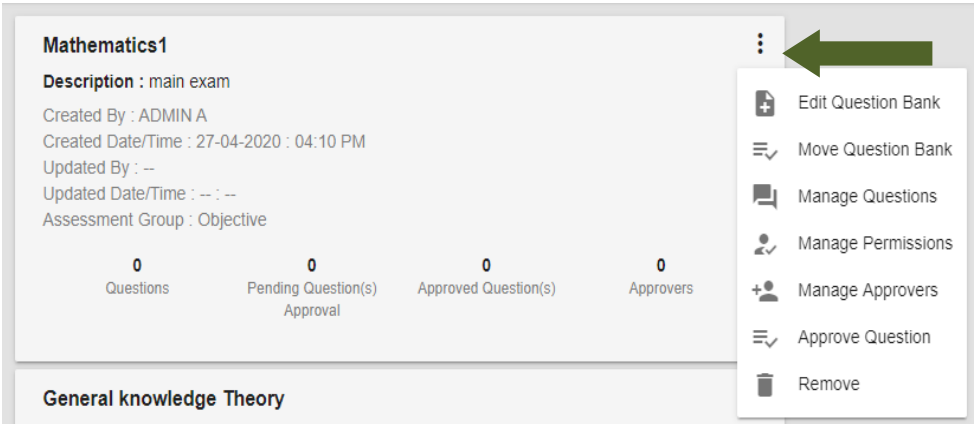


Figure 2

7. Click on to edit or add questions, approvers, accessing permission etc. Refer Figure 2.

8. If you want to add staff members who can appprove the question bank, click on *Manage Approvers* (use the option only if needed)

9. If you want to give access of editing question bank to other staff members than you, click on *Manage Permission (use the option only if needed)*

10. *Click on Manage Questions* to add questions one by one in question bank or can upload the questions in bulk. Refer Figure 3

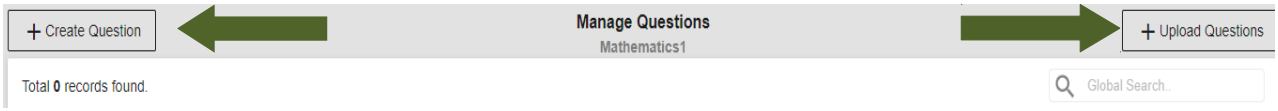


Figure 3

11. If you select *Create Question, s*elect question catagory and question style. Enter question and click on *Save* Button. (For objective questions, you need to add answers also). Refer Figure 4

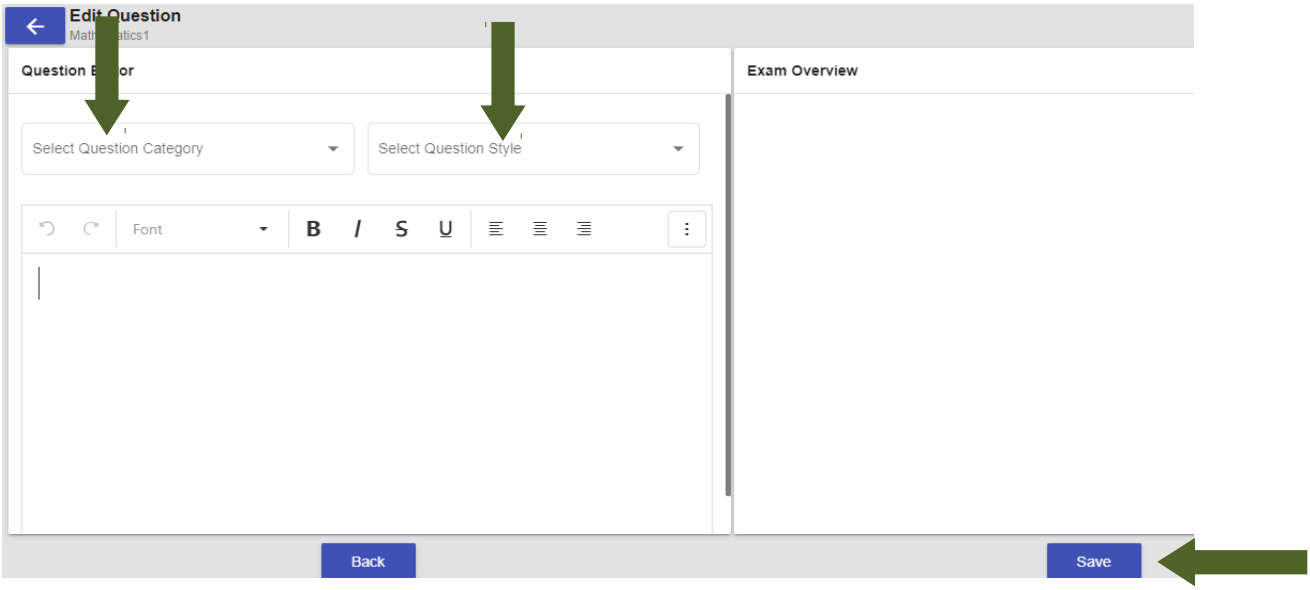


Figure 4

12. To edit the created question click on *Edit Question* & make desired changes. Refer Figure 5

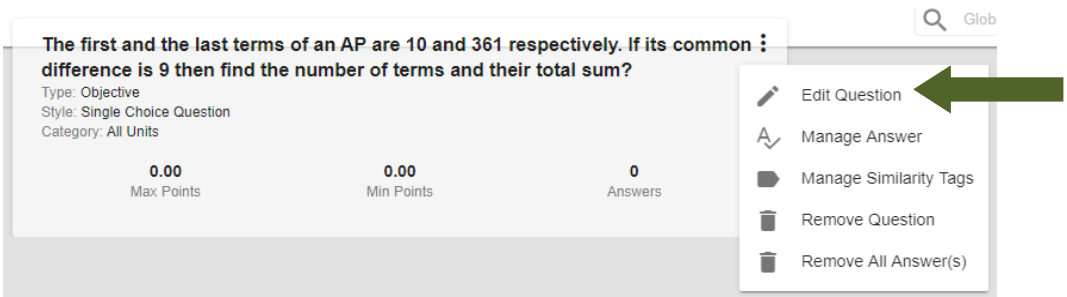


Figure 5

13. As Shown in Figure 5, *Manage Similarity Tags* is used for questions belonging to similar topics. For e.g. In a question bank if three questions have same tag then only one question will be asked to student.
14. When you click on *Upload Questions* (i.e. upload question in bulk) as shown in Figure 3, you can download question template & follow the steps given on your screen.

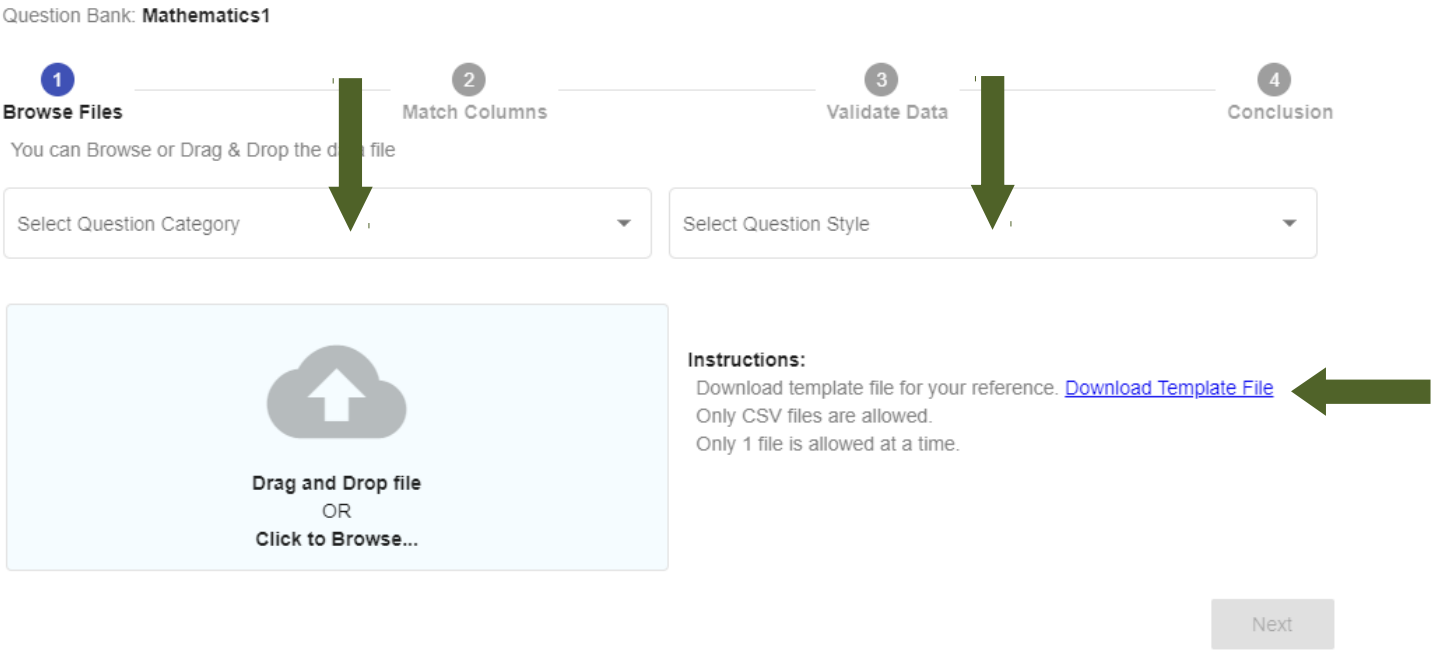


Figure 6

15. Select desired question category & question style. Refer Figure 6.
16. Upload your question bank file and follow the steps 1 to 4 as shown in Figure 6.

Thank you!!!
If you have any queries kindly contact us on 8149532982/9673050112

UG-77 : Create Exam Time Table (Insync2)
-User Guide Version 0.1

DOCUMENT INTRODUCTION

This document is intended for exam-authority who are responsible for creating exam time table and enlisting students to the exam.

INTRODUCTION: CREATE EXAM TIME TABLE (INSYNC-2)

With the help of this document exam-authority can create exam time table and enlisting students to the exam.

1. Install & login on Insync2 mobile app or login on https://m_institutename.digitaledu.in// with your registered mobile no or username, password.
2. Now go to >> Exam >> >> Manage Assessment Time Table

Figure 1

3. Select exam group Exam (for Paper Based Exam) and Objective (for Online Exam). Refer Figure 1
4. Now click on *Create New Time Table.* You have to complete steps 1 to 5 as given on your screen i.e. ***Assessment, Date Time, Student, Evaluators & Actions***

A. Assessment

5. Select desired assessment from drop down & go to step 7. If desired assessment not found in the drop down, click on *Create New Assessment*. Refer Figure 3.

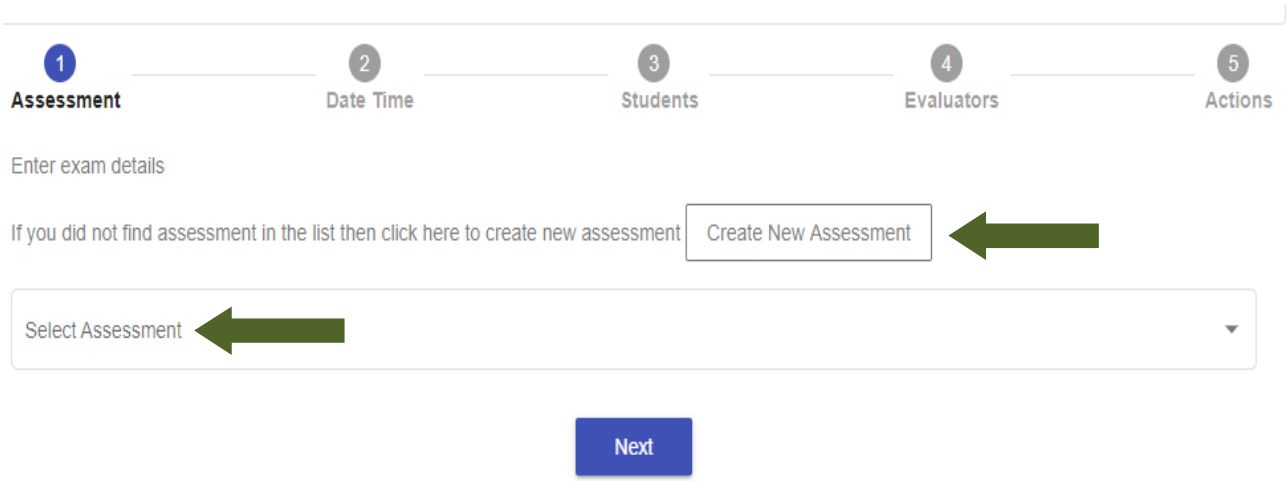


Figure 3

6. To create new assessment, follow steps given below. Refer Figure 4.
   a. click on radio button *Courses*, type & select the course name for which you want to create the assessment.
   b. Assign unique lable to the assessment as it will be printed on marksheet & select assessment type like internal exam, external exam etc
   c. Enter maximum & minimum passing marks.
   d. Enter subject normalised marks i.e. if you want to normalize out of 100 marks to out of 20, enter 20, else enter 100.
   e. Enter sort order i.e. at which position you want to print the assessment on report card & click on *Save*
   f. Select the created assesment from drop down

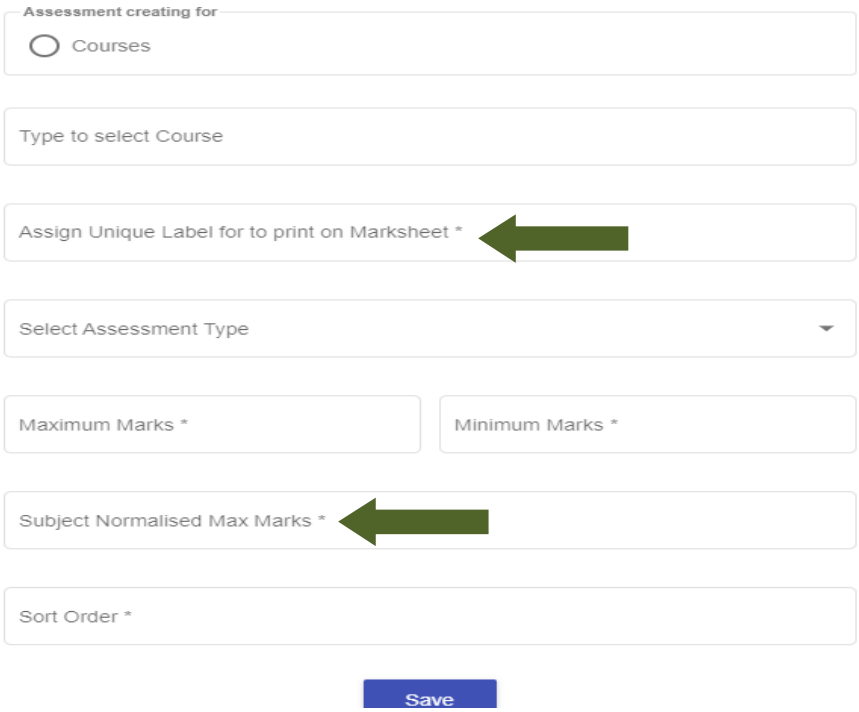


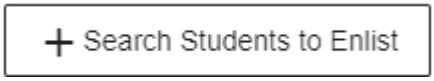
Figure 4

7. Once you select desired assessment from drop down menu, click on NEXT Button. Refer Figure 3.

B. Date Time

8. As given on your screen enter all details such as schedule title (unique naming should be used as it will be required for further setup), exam start date, exam end date, exam duration, allowed attempts for the exam & click on NEXT button.

C. Students

9. Click on button to enlist students 

10. Select desired attempt to show the student list for enlisting. Refer *Figure 6.*

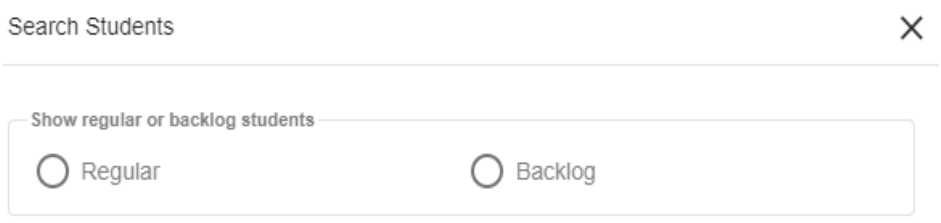


Figure 6

11. By selecting *Regular* option you can tick mark & enlist active students, by selecting *Backlog* option you can search & enlist backlog students to exam.
12. Once you enlist desired students, click on *Next* Button.

D. Evaluators

13. To allocate *Evaluator* now by click on + *Search Teachers*. You can search & select evaluator by Course, Department or All Teachers. Refer Figure 7.
14. Select Evaluator and click on ADD Button. Click on *Next* Button.

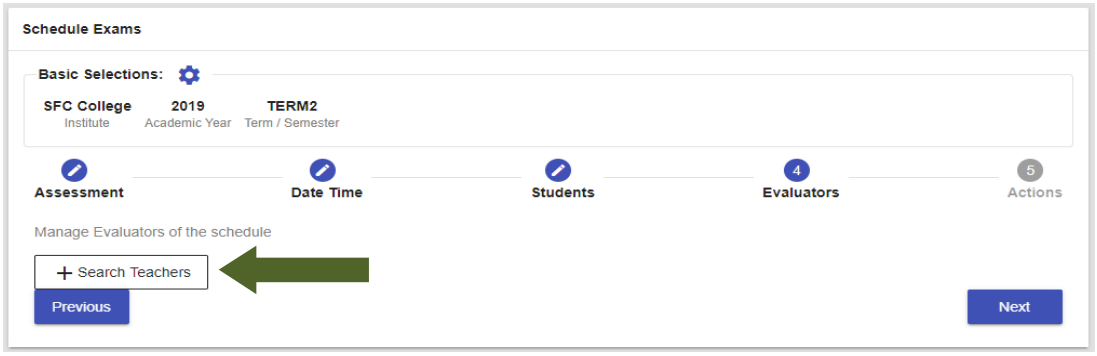
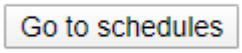
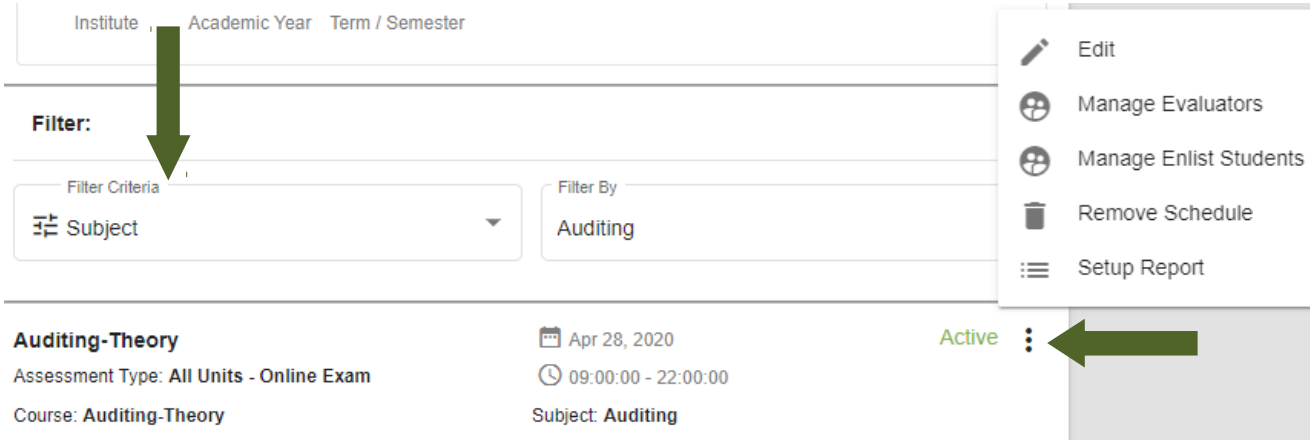


Figure 7

E. Actions

15. Once you go to 5th step, click on 

16. You can modify the created available time tables using filter criteria.



Thank You !!!
If you have any queries kindly contact us on 020 27490009 / 9673050112

UG-78 : Manage Question Pattern (Insync2)
-User Guide Version 0.1

DOCUMENT INTRODUCTION

This document is intended for exam-authorities who are responsible for creating question paper pattern

INTRODUCTION: Manage Question Pattern (INSYNC-2)

With the help of this document exam-authority can create question pattern for e.g. MCQ, MCQ+Subjective etc. Creating a question pattern consist of linking created exam time table with created question bank, assigning sections, assigning marks to the question paper.

1. Install & login on Insync2 mobile app or login on https://m_institutename.digitaledu.in// with your registered mobile no or username, password.
2. Now go to > > Exam >> >> Manage Question Pattern

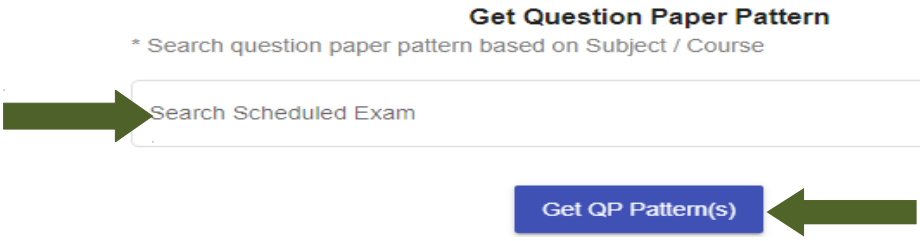


Figure 1

3. Enter & select the schedule which you have created under *Exam>>Manage Assessment Time Table.* Refer *Figure 1*
4. Click on Get QP Pattern(s) button as shown in Figure 1.
5. Click on + *Create Question Pattern* button given on your screen.
6. Enter unique question paper name (It will be seen in student's login during exam), instructions, exam duration, maximum & minimum marks, number of sections. Refer Figure 2

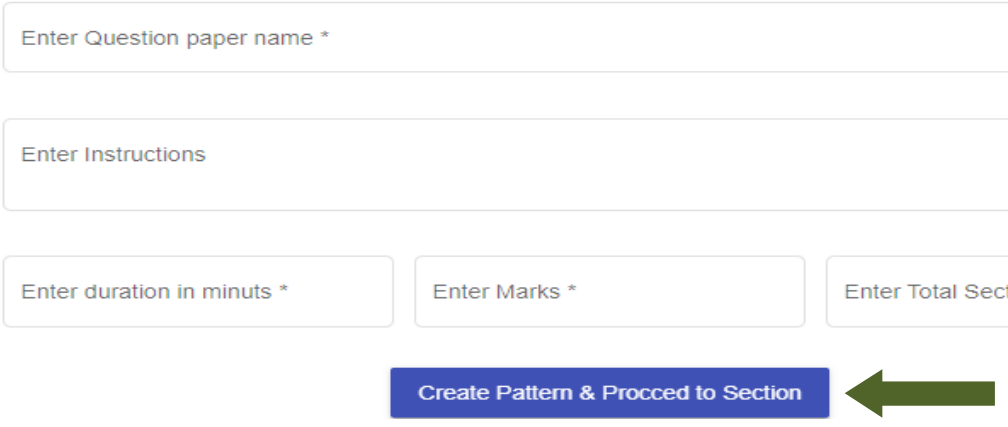


Figure 2

7. Click on the *Create Pattern & Proceed to Section* button
8. To create sections one by one follow steps a, b, c. Refer Figure 3.
   a. Enter section title & instructions. It will be shown in student's login while attempting the exam.
   b. Enter marks allotted per question, total questions & compulsory questions to be attempted by student in the exam
   c. After entering all fields click on *Create & Go to Section* button.

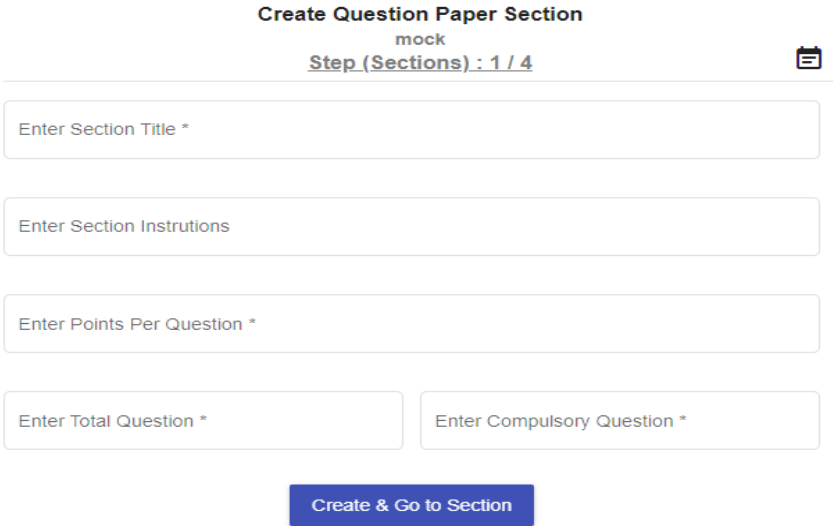


Figure 3

9. Now select question bank which you want to use or link with the created section.
10. Enter no of questions you want to ask from the question bank. Refer Figure 7.
11. Last step is to click on *Add categories* button as shown in Figure 7.

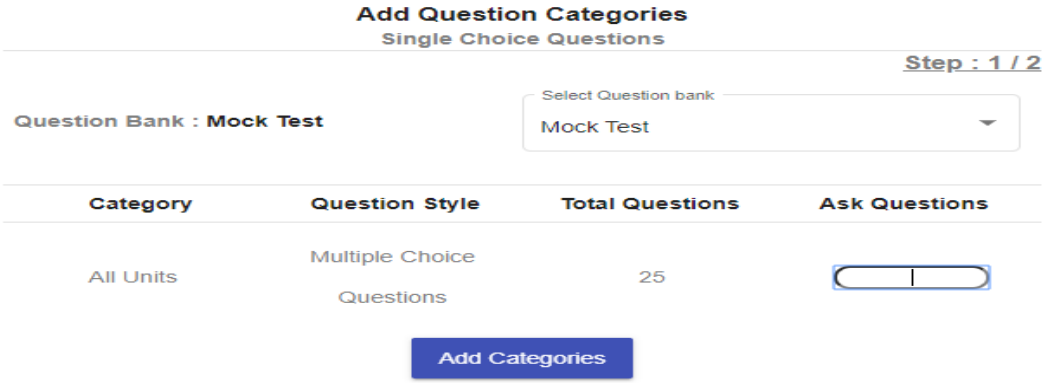
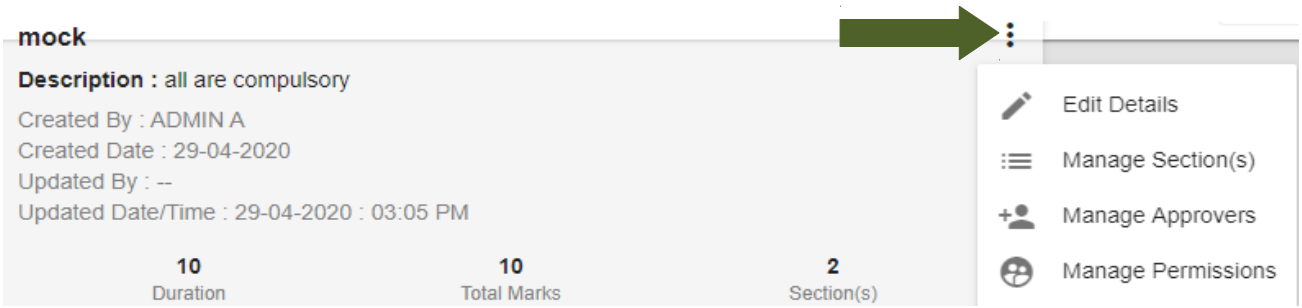


Figure 4

12. You can edit the created question pattern using *Edit Details. Refer Figure 5.*



Thank You !!!
If you have any queries kindly contact us on 020 27490009 / 9673050112