

1. How to enter sectional test results into the school system/portal?

To enter test results into the school system/portal go to **My Test Panel**.

- **Access**

The first path is by going to **My Test Panel** which is the 1st option in the center tab. After taking Your cursor to the **My Test Panel** the user will see a drop-down menu coming. Clicking on the first option of the drop-down menu which is the **Enter Test Result** will redirect the user to the **Section Test Entry** page.

Another way this action can be performed is by going to the **Academic menu** on the top bar and the user will see a drop-down menu coming. Under the **My Test Panel** tab, the user can see the 1st option which is the **Enter Test Result** will redirect the user to the **Section Test Entry** page.

Another way this action can be performed is by clicking the **6th** icon on my control panel which is **Add/edit section test**.

- **Data Entry**

Clicking on **Enter Test Result** will redirect the user to the **Section Test Entry** page.

At first, the user will have to select the **Section** for which he/she wants to make the entry. To select the select the section, click on Section at the upper-left corner of the page and a dropdown with all the sections comes up. The user will Select the appropriate section he wants to make the entry for. After selecting a particular section the lists of all the students in that sections come in the section test entry page, along with reg. ID, student Code and Name as well.

Section Test Entry
Section Name (Section Code) Student Test Strength:

Rank	Reg Id	Code	Name	Not/Appear	Absent	Subject Name

After selecting the section, the user must choose the subject he wants to make the entry for. To choose the subject the user will choose from the lists of subjects that are available to the left of this page just below Test Entry Menu or the Print Version button.

Select Subjects (Show)

Clicking on show/header of the menu will show the user a drop-down of subjects. After selecting the appropriate subject he wants to make the entry for, the Subject Name tab in the Section Test Entry page will be auto-filled with that subject Name.

Now the user can make entries in the leftmost part of the page under the Test Entry Menu.

Chapter No/Topic:

*Enter the portion of the Test

Total Marks:

*Total marks that can be scored

Pass Age%:

Minimum % of marks required to pass the test

Test Date: DD-MM-YYYY

Now you can assign the marks scored by particular students against their name. Under Not/Appear and Absent menu there are checkboxes available and clicking on them will automatically set the marks scored to 0, as it means the students did not appear in the exam or was absent on the day of the exam.

After making entries in appropriate boxes the user can hit on **Save Test Entry** to save the entry and **Print Version** to print a copy of the entries.

2. How to create a new test/ view existing report for a particular period in the school system/portal?

To enter test results into the school system/portal go to **My Test Panel**.

- [Access](#)

The first path is by going to **My Test Panel** which is the 1st option in the center tab. After taking Your cursor to the **My Test Panel** the user will see a drop-down menu coming. Clicking on the **2nd** option of the drop-down menu which is the **Test Report View** will redirect the user to the

Test Reporting Panel page.

Another way this action can be performed is by going to the **Academic menu** on the top bar and the user will see a drop-down menu coming. Under the **My Test Panel** tab, the user can see the **2nd** option which is the **Test Report View** will redirect the user to the **Test Reporting Panel** page.

- **Data Entry**

Clicking on **Test Report View** will redirect the user to the **Test Reporting Panel** page and the user can see the pre-existing test reports in the **Test Reporting Panel** page. Clicking on the report name will take the user to a detailed electronically generated report with the marks secured in all the exams during the duration under **Test Reporting Panel**.

In this **Test Reporting Panel**, there are 3 buttons to the left under General tab-

Refresh
Print Version
Return

Select Section to view the report of a specific section, to select the section, click on Section at the upper-left corner of the page and a dropdown with all the sections comes up. The user will Select the appropriate section he wants to view the report for.

Test Reporting Panel

Rank	Report Title	From	Till	Command	% cut below	% above
				*refer below	*refer below	*refer below

To create a new test report fill in the boxes in the left of the page.

Test Reports

Create New Report

Report Title: * Name of the report specified by user

Start Date: * Starting date of the test report

End Date: * Ending date of the test report

After filling in the boxes click on Create Report to create a new test report.

Create Report

Select Section to view the report of a specific section, to select the section, click on Section at the upper-left corner of the page and a dropdown with all the sections comes up. The user will select the appropriate section he wants to view the report for.

Various Commands

Absent: Clicking on the **Absent command** will direct the user to the lists of students absent in the exams

Fail: Clicking on the **Fail Command** will direct the user to the lists of failed students in the exams

Delete: Clicking on the **Delete command** will delete the report permanently and it can not be reverted.

Consolidate: Clicking on the Consolidate Command will merge/unite the entire report into a basic tabular form which will be easy to confer.

Filtering by % below

This menu allows the user to filter the students who have scored below the given % value(80,75,60,50).

Filtering by % above

This menu allows the user to filter the students who have scored above the given % value(80,75).

3. How to view the last registered test results in the school system/portal?

To view the last registered test results in the school system/portal go to **My Test Panel**.

- [Access](#)

The first path is by going to **My Test Panel** which is the 1st option in the center tab. After taking Your cursor to the **My Test Panel** the user will see a drop-down menu coming. Clicking on the **3rd** option of the drop-down menu which is the **last registered test** will redirect the user to the **last registered test** page.

Another way this action can be performed is by going to the **Academic menu** on the top bar and

the user will see a drop-down menu coming. Under the **My Test Panel** tab, the user can see the 3rd option which is **Last registered test** will redirect the user to the **last registered test** page.

- [Data Entry](#)

Clicking on **Last registered test** will redirect the user to the **last registered test** page.

At first, the user will have to select the Subject for which he wants to view the last registered test report for. After that, the user can view and perform actions like Editing or deleting the result on the report.

Section Test View
Test Report for Selected Subject
Section Name (Section Code) Student Test Strength:

Last no. of Registered Test #	
Test Date / Entry Date:	
Total Marks/Pass%:	

Rank	Reg	CODE	Student Name	Edit / Del

Clicking on any individual student result will redirect the user to the individual student test result.

4. How to edit an existing sectional test in the system?

To edit an existing sectional test in the system go to **My Test Panel**.

- [Access](#)

The first path is by going to **My Test Panel** which is the 1st option in the center tab. After taking Your cursor to the **My Test Panel** the user will see a drop-down menu coming. Clicking on the **4th** option of the drop-down menu which is the **Edit Test Result** will redirect the user to the **Test Editor Panel** page.

Another way this action can be performed is by going to the **Academic menu** on the top bar and the user will see a drop-down menu coming. Under the **My Test Panel** tab, the user can see the **4th** option of the drop-down menu which is the **Edit Test Result** will redirect the user to the **Test Editor Panel** page.

- [Data Entry](#)

Clicking on **Edit Test Result** will redirect the user to the **Test Editor Panel** page.

At first, the user will have to select the Subject for which he wants to edit the sectional test report for. After that, the user can view and perform actions like Editing or deleting the result on the report.

Test Editor Panel
Test Report for Selected Subject
Create New Test Report for View Detail

Rank	TestID	Test Topic	Test Date	Total Marks	Pass % Age	Entry Time	User Title	Commands

Various Commands

Edit- To edit the entries made previously click on edit.

Delete: Clicking on the **Delete command** will delete the report permanently and it can not be reverted.

5. How to add another subject introduced in the school curriculum?

To add another subject introduced in the school curriculum go to **My Test Panel**.

- [Access](#)

The first path is by going to **My Test Panel** which is the 1st option in the center tab. After taking

Your cursor to the **My Test Panel** the user will see a drop-down menu coming. Clicking on the **6th** option of the drop-down menu which is the **Add Subject** will redirect the user to the **Existing Active List of Subject** page.

Another way this action can be performed is by going to the **Academic menu** on the top bar and the user will see a drop-down menu coming. Under the **My Test Panel** tab, the user can see the **6th** option of the drop-down menu which is the **Add Subject** will redirect the user to the **Existing Active List of Subject** page.

- [Data Entry](#)

Clicking on **Add Subject** will redirect the user to the **Existing Active List of Subject** page. To add a new subject click on the **Add New Subject** button available just over the existing active list of subjects and to view lists of blocked subjects.

Add new Subject	View blocked subject list
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Existing Active List of Subject
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RANK	CODE	Subject Name	Subject Nick Name	Display Order	Commands

After clicking on **Add new Subject** a new menu comes up named **SUBJECT COMPLETE INFORMATION** under **Basic Editor Panel**.

Basic Editor Panel
SUBJECT COMPLETE INFORMATION:-

SUBJECT NAME:	*name of the subject
SUBJECT NICK:	*nick-name of the subject
DISPLAY ORDER:	*display order of the subject in the selecting subject option

After filling in the boxes hit on **Add New Subject** to add the subject in the system and click on **cancel** to cancel the entire process and go back to the **Existing Active Lists of Subject**.

