Login details : (Students, Faculty, Exam Cell)

Student login
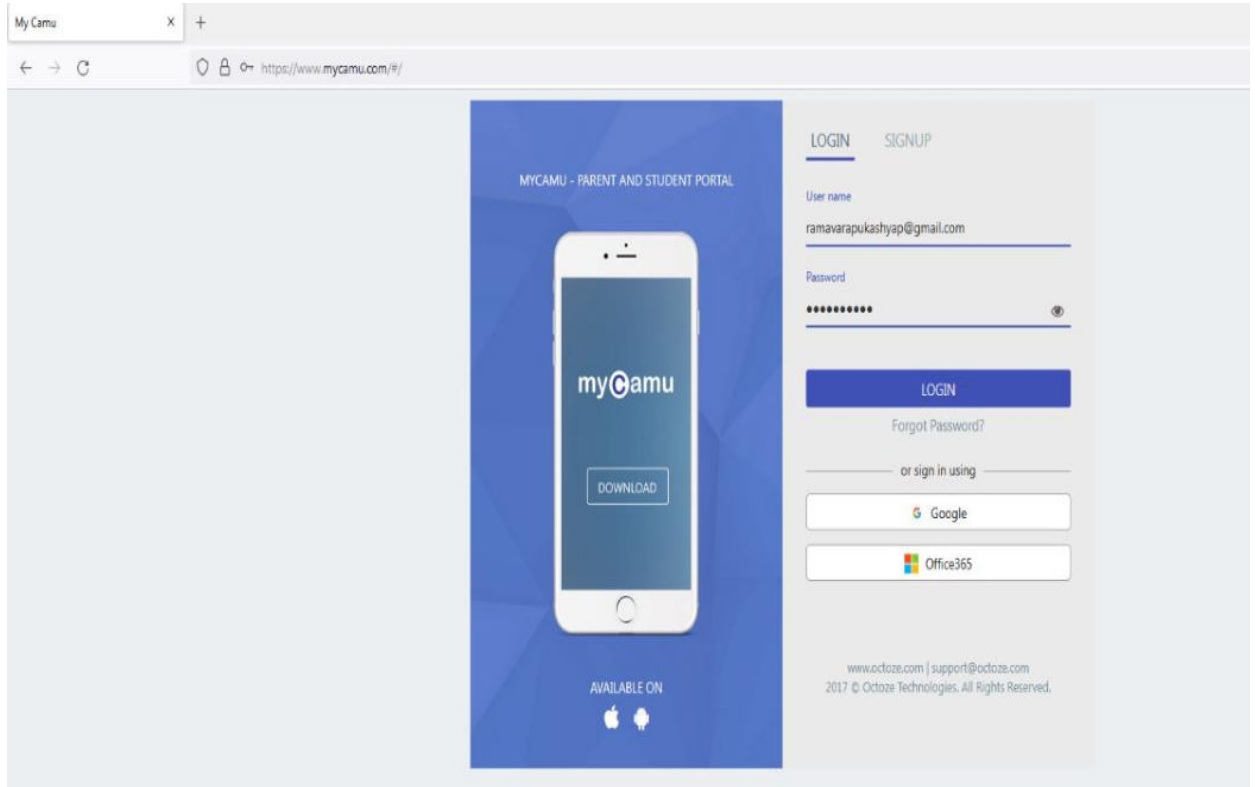
URL: **https://www.mycamu.co.in/**
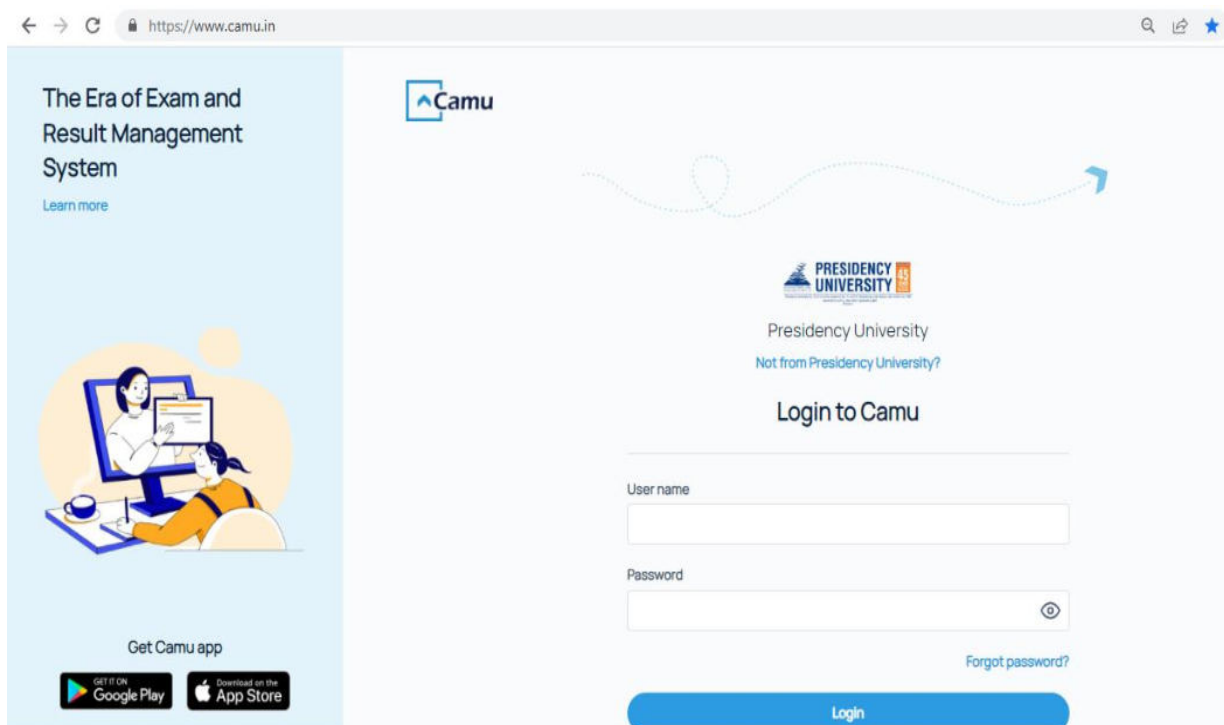
Creating Quizzes/Online Exams

The quizzes/online exams screen is used to create question papers and assign them to students. The quiz questions can be in the form of multiple choice, descriptive or fill ups.

This is the easiest way to give assignments to students. MCQs are easy to correct with the auto-evaluation possibility.

Creating a Question Bank

A question bank is created to have a repository of questions so as to facilitate the process of creating question papers for conducting assessments.

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Click on *Question Bank* in *Assessment*. Select the institution, department, degree, semester, program, and course. Click on *search*. The *Question Bank Screen* to create a new question bank opens.

Click on *New* to create a new question bank.

Provide a name to the question bank. Select the course and select the question type from the options MCQ, description, and Fill ups. Provide the complexity level,

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marks, and time for the student to complete the test. Provide the chapter, sub - chapter, and group name and browse to attach file, if any.

Note: MCQ type questions can be auto-evaluated by the system. Whereas, the descriptive and fill ups cannot be done so, as the answers provided by the students would be unique.

Provide the question with options for the answer, when MCQ is selected. Also provide the mark details for every right answer given. Click on the tick mark, if the option is the right answer, else click on the cross mark. You can add any number of options using the '+' option.

Click on *Save and Continue* to provide more questions, else provide *Save*.

Creating a Question Paper

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Question papers can be created from the question bank to facilitate the students to take up their assessments.

Click on *Question Papers* in *Assessment*. Select the institution, department, degree, semester, program, and course. Click on *search*. The *Question Papers Screen* to create a new question paper opens.

Click on *New* to create a question paper.

You have two options to generate question paper, namely, *Manual generation* and *Generate for me* to automate the question paper generation process.

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When you click on *Manual Generation*, select the question paper and click on *Search*, the question details from the question bank gets populated below. You can select the questions from the *question bank* to create the *question paper*. Provide the *question paper name* for the selected questions.

Click on *Save & Finalize* to save and finalize the question paper created manually.

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When you click on *Generate for me*, you can perform *Advanced Search* to generate the question paper automatically. Select the question bank, provide the question name, number of questions to be mapped to the question paper created, and complexity level. Select your option for the type of question papers, namely, MCQ, descriptive, fillups, and all. Click on *Add Questions*. The questions added get displayed with the details.
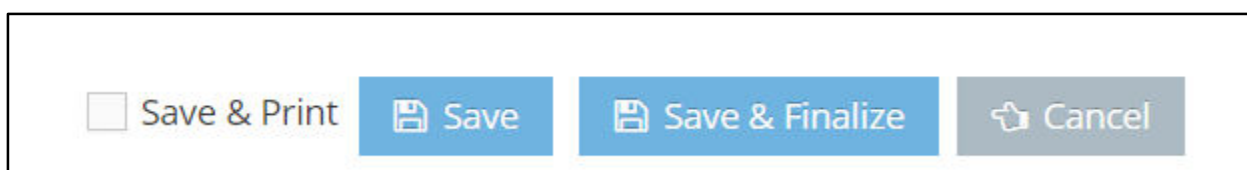
Click on *Save & Finalize* to save and finalize the question paper created.

Creating a Quiz in Course Content

Click on Add Item from sub - chapter. The *Add Course Item screen* opens. Click on *Quiz* to open the Quiz screen.
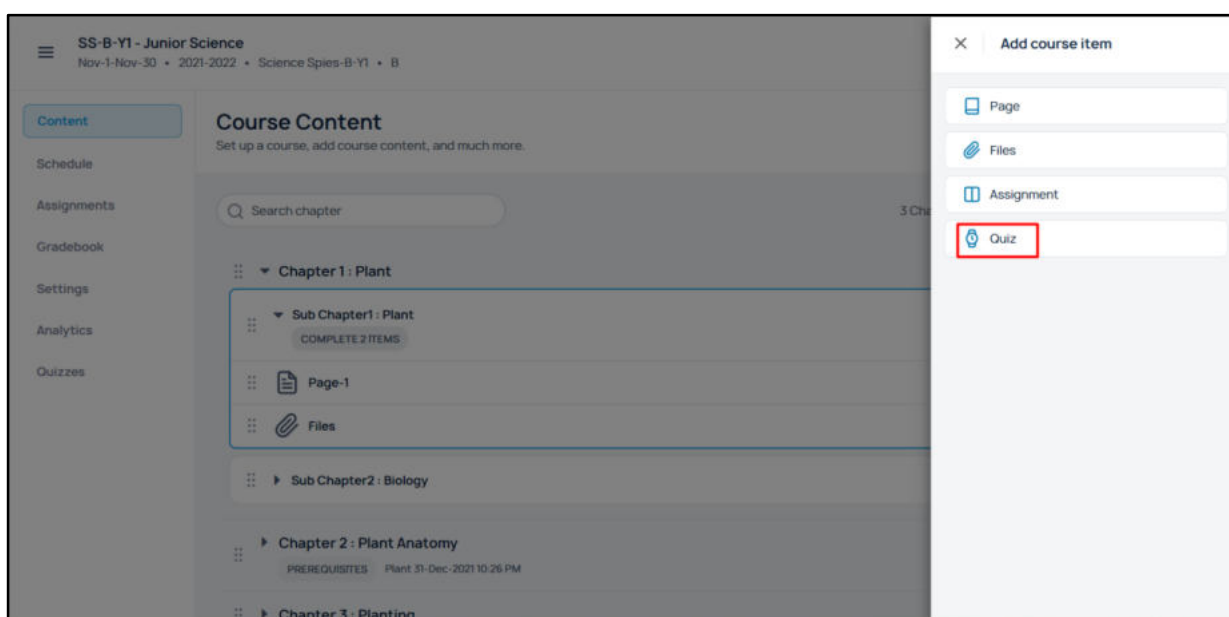
Provide a title and description to the quiz created.

Click *Attach a question paper* to choose a question paper from the Question paper created from Camu.

Once attached, its details can be viewed.

Advanced Settings (Quiz)

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You can choose advanced settings in the quiz created. Enable *Show answer* to choose the options 'Immediately after every answer is submitted' and 'once the quiz is completed.' These two options are to ensure when to reveal the answers to students.

Quiz settings

Customize the settings on how the quiz should work

Show answer ☑

○ Immediately after every answer is submitted
● Once the quiz is completed

Jumble questions and answers ☑

Allow multiple attempts ☐

Once a learner retries the quiz, the previously saved quiz results for the learner will be overwritten. The number of quiz attempts will be saved.

Allotted time*

● Assign time [15] minutes
○ Enforce time for each question

Enable *Jumble questions and answers* to help you jumble the questions and answers in the question paper. Enable Allow multiple attempts to allow the students to take up the quiz multiple times. Choose the option *Assign time* to assign time to take up the quiz (in minutes), which is the total time for the quiz. When you choose *Enforce time for each question*, then the time is enforced for every question.

Enable mark as completed ☐

Details & information

Set up rules for the activity

Due date ☑

Submission must be done before the due date by the Learners

[31-Dec-2021 12:00 AM 📅]

Available period ☑

Set up a date range for when students can access this activity.

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You can provide the *due date* for submission and the *Available Period*, which is a date range from when the students can access the activity (the starting date).

Provide the quiz instructions, namely, the starting and ending instructions to students, if any.

Enable *Assign to specific students* to assign the quiz to students selected. Click *Add Students* to add students who will be able to access their quiz questions from their student portal. Enable *Allow Class Conversations* to allow conversations in quiz.
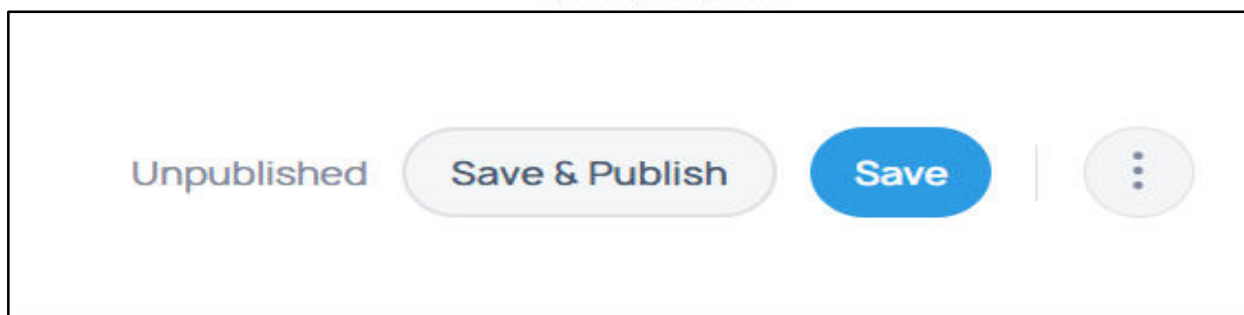
Click on *Save* to save the quiz as draft and click on *Save & Publish* to save and publish the quiz to students.

Once you save and publish, you can get an overview of the quiz created.
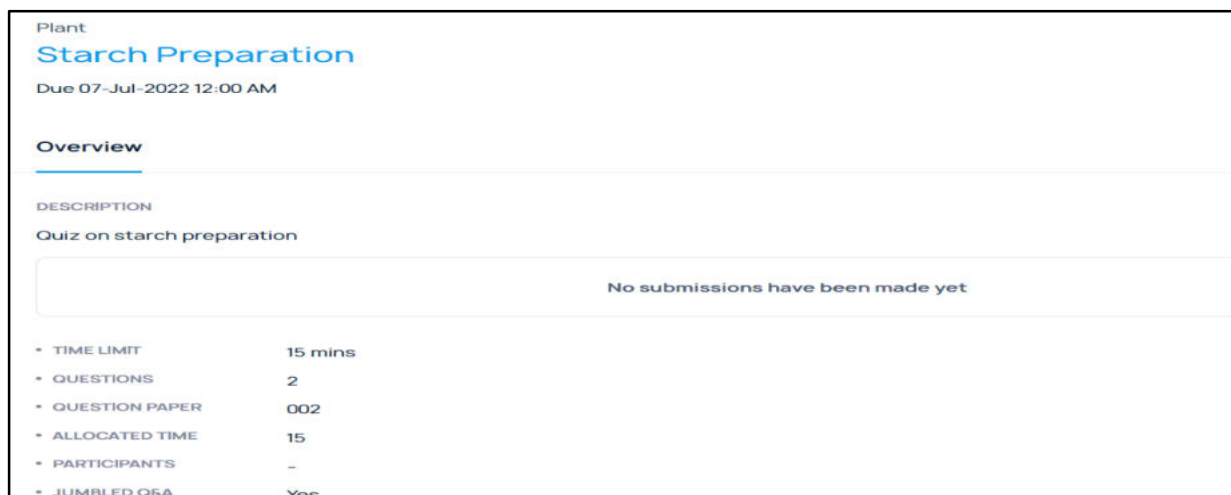
Prerequisites for Quiz Creation

Question Bank and *Question Papers* in *Assessments* in *Camu* are the prerequisites for creating *Quiz* in *Course Content* in *LMS*.

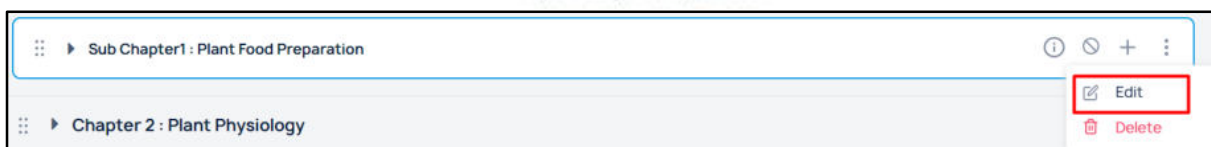## Advanced Settings (For Sub-Chapters)

When you click on *Edit* in the sub - chapter created, the *Add Chapter* screen opens.
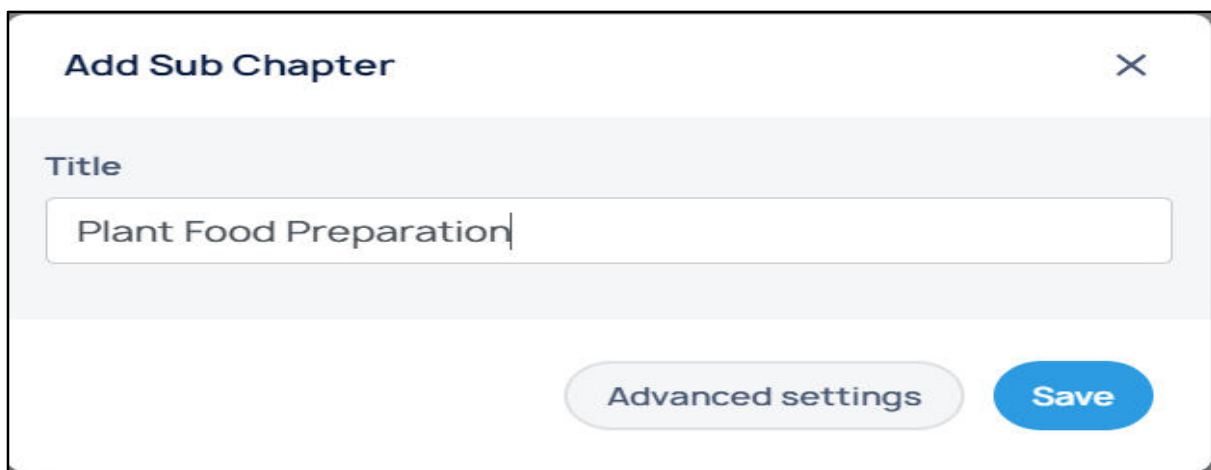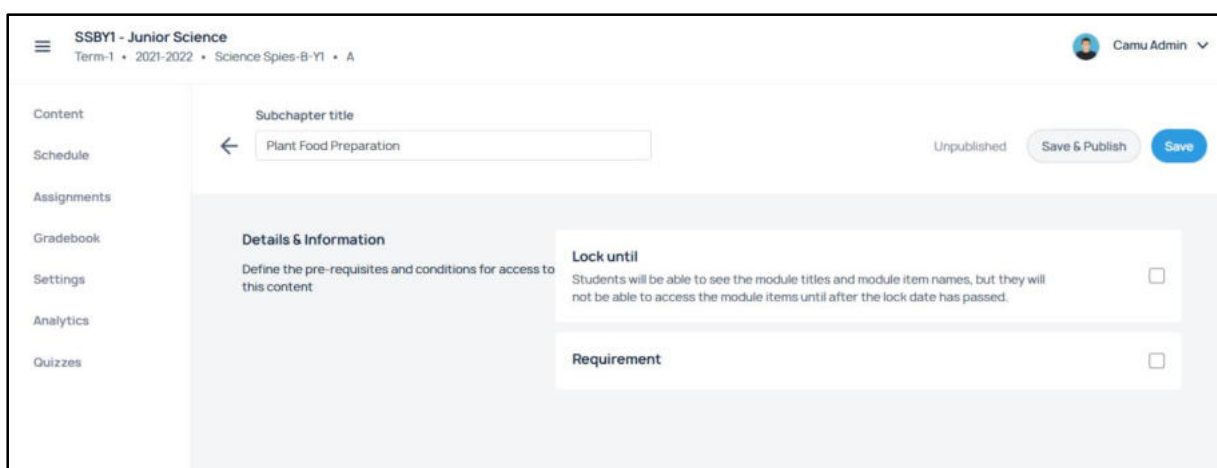
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Click on Save to save the sub- chapter as a draft.

Click on the *Advanced Settings* option to open the sub - chapter screen with *Save and Publish* and *Save* options.

When you check the *Lock Until* option, the students will be able to see the titles and chapter item names, but they will not be able to access the content or module items until the lock is released.

When you check Requirement, the page, files, assignment, and quiz created in the sub - chapter get listed in the requirements to complete.

When you select *Page*, you have two options, namely, View the item and mark as done. Select either of these options to configure them to the students.

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Note: Only when the page is visited or completed by a student, the file created is made visible to that particular student.

When you select *File*, you have two options, namely, View the item and mark as done. Select either of these options to configure them to the students.

Note: Only when the file is visited or completed by a student, the assignment or quiz created is made visible to that particular student.

When you select *the quiz created*, you have the options to select, namely, View the item and mark as done. Select either of these options to configure them to the students.

Note: Only when the quiz is visited or completed by a student, the assignment created is made visible to that particular student.

When you select *Assignment*, you have the options, namely, View the item, mark as done, submit the assignment, and score at least. Select either of these options to configure them to the students.

Note: The order of creating the course item becomes the display order of the course item in requirements. It is the order in which the student can visit or complete the course items in the student portal also.