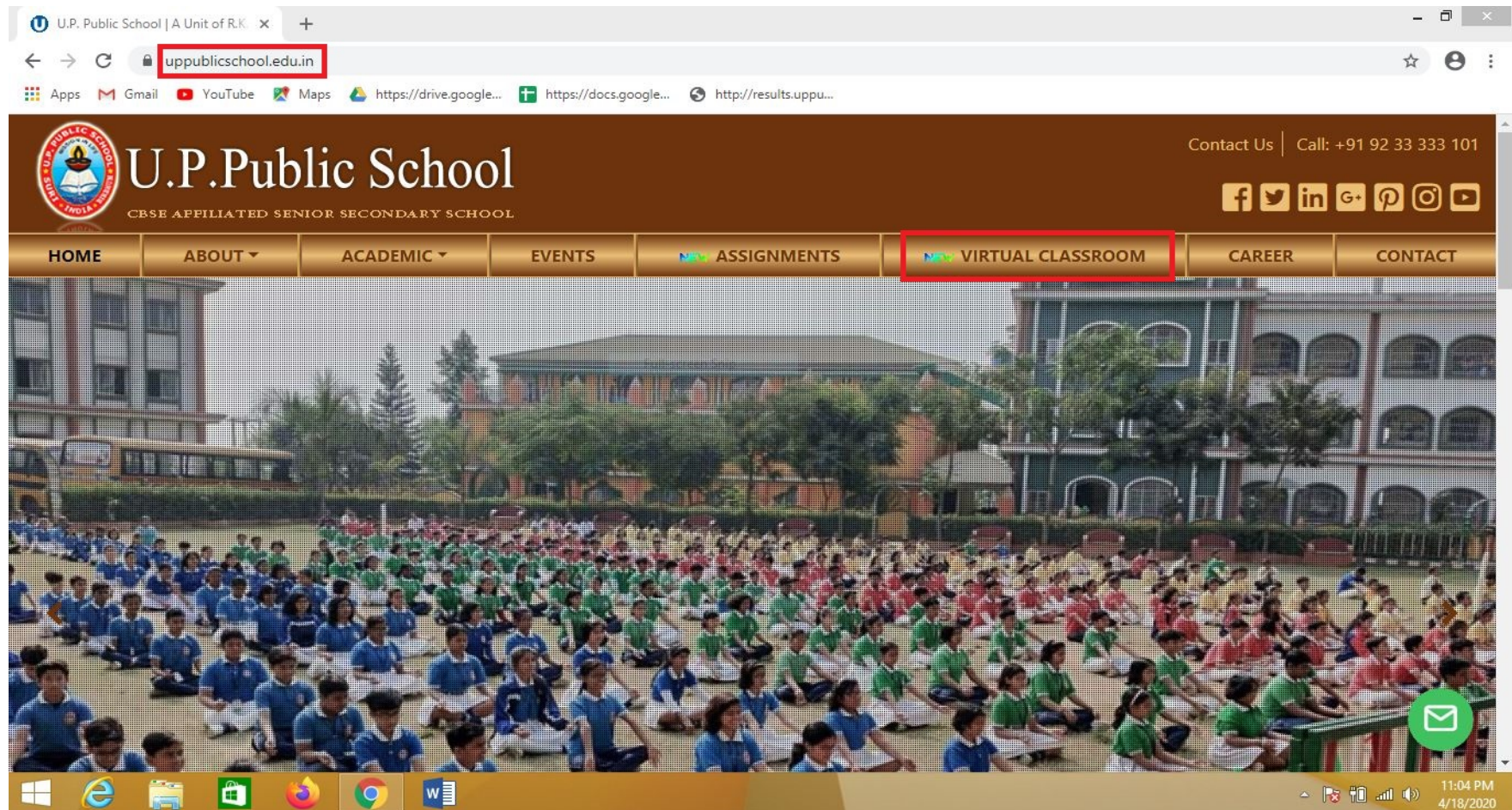# U.P. PUBLIC SCHOOL

Virtual Classroom

USER MANUAL

FOR

STUDENT

(EXAMINATION MODULE)

First you need to open any web browser like *Google Chrome*on your smart phone or computer. Then on the address bar just put the URL *https://uppublicschool.edu.in/* to open our school website.

After opening our school website just click on the *VIRTUAL CLASSROOM* as shown in the above picture. It will redirect you to our VIRTUAL CLASSROOM Web Application.

This is our Login Page of the VIRTUAL CLASSROOM Web Application. In this web page, every student has to select the *2nd radio button (Student)*then proceed to *Login* to this web application using *School Registration Number with / (Eg: ##/###/##)*and *Date of Birth,* as shown in the above figure.

This is the dashboard of a student. In this webpage, students can see their *NAME & CLASS (1)* at the top portion. In the middle portion, all the *SUBJECT (2)* names will appear as per their respective classes. You are already familiar to this dashboard as you have used it for checking & uploading notes and assignments. **The only difference is that now you can find a new section on the right portion named as Exam Schedule (3). Here you can find a list of all the upcoming Exams that have been scheduled for you.**

If you visit this page at the time of an Exam, then only you can see a Take Exam (4) button, by clicking on you can start the Examination. From Examination start time to till the end time, the TAKE EXAM button will appear.

Once you click on the **Take Exam** button, you will come to this page. Here you can see a **View Question (2)** link, clicking on which you can see/download the question paper. After answering the questions, you will need to scan the answer sheets and convert them into **one PDF file**. The size of the PDF file **MUST** be below **4MB**. In case you find the file size exceeds **4MB**, you will have to use any **Third-Party Software**to reduce the file size.

Now you have to write a self-explanatory description in the **Description (3)** field and attach the answer sheet PDF file from the **Select File (4)** option. Once done, just click on the **Submit (5)** button to submit the answer sheet. Please keep in mind, you have to submit the paper before the end time of the Exam and you will get only one chance to submit the paper successfully, otherwise the Take Exam link will expire.

In case you are unable to submit the paper with in the stipulated time, you can upload the same from the **portion marked as (4)**. To do so, click on the dropdown box to select the subject, write a description, attach the answer sheet and click on the upload button.

Once you submit the Exam successfully, it will show up in the table as shown in the above figure (3). This table includes the **Subject Name, Student Comment, Student Response, Teacher Response** etc.

Subject: Name of the subject for which you have given the Exam.

Student Comment: The Description that you written while submitting the Answer Sheet.

Your Response: Click on the Open link to see/download your submitted Answer Sheet.

Checked: Teacher has checked the paper or not.

Teacher Comment: If checked, Teachers comment on your Exam will reflect here.

Teacher Response: Click on the Open link to see/download teacher response on your Exam.

Marks: Here you can see the marks obtained by you and percentage of the Marks for the given Exam.

Subject	Student Comment	Your Response	Checked	Teacher Comment	Teacher Response	Marks Obtained	% Obtained
MATHEMATICS	Sample Answers	Open	N		Open		0.00

Click here to **Log out (5)** from Virtual Classroom Web Application.

Hope this tutorial helps you, still we are always there in case you face any issue in the process. Feel free to get in touch with us.

Best Wishes.