

Dated: 24/05/2021

## Important Instructions for CAT I Semester-II All Programs

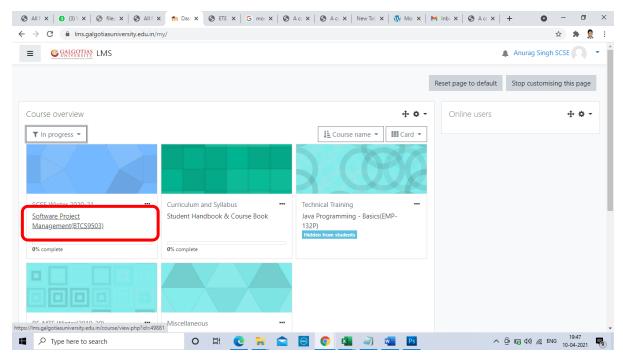
- CAT I of All Programs Semester II shall be conducted in online proctored mode on LMS from 27<sup>th</sup> May 2021 onwards.
- 2. The date sheet is already released and is available at University website, icloud & LMS.
- 3. Students are advised to adhere to the date sheet for Date & Time Slot. As there are changes in slot on daily basis.
- 4. CAT I shall be of One Hour & Fifteen Minutes duration.
- The question paper will comprise of 30 Marks. The question paper pattern shall be Section A Multiple Choice / One Word Answer/ Fill up the Blanks (10 Marks)
   Total Ten Questions carrying one mark each
   Section B Subjective Type Question with higher BT Level. (20 Marks)
   Total 04 Questions carrying 05 marks each.
- For subjective type questions student may type the answer on LMS or else write the answers on template provide by the University. Students have to write & upload the attachment, if any in this time duration only.
- 7. Students are required to upload the answers in a template provided by the University. However students may directly type / write the answers in LMS.
- 8. Students who will not be able to take the printout of template may prepare replica of University template on A4 size paper and write the answer.
- 9. Students are advised to make all the arrangements and ensure uninterrupted Power Supply and Internet. No grievances pertaining to malfunction of infrastructure at students end shall be entertained by University. However, student can submit the grievance within 10 minutes of completion of examination of particular paper.
- 10. Students are required to register the grievance, on the Google Form shared by University. Students are also required to upload the screen shot of the problem encountered on Google Form to substantiate the claim. Any grievance registered through any other mode or addressed to anybody else shall not be entertained. The link for google form is as below: <a href="https://forms.gle/LHUvHwcDJrmmJiji8">https://forms.gle/LHUvHwcDJrmmJiji8</a>
- 11. The committee shall take the decision on the genuineness & merit of grievance and the decision will be communicated to the student. The decision take by committee shall be final & binding to all.

Controller of Examinations

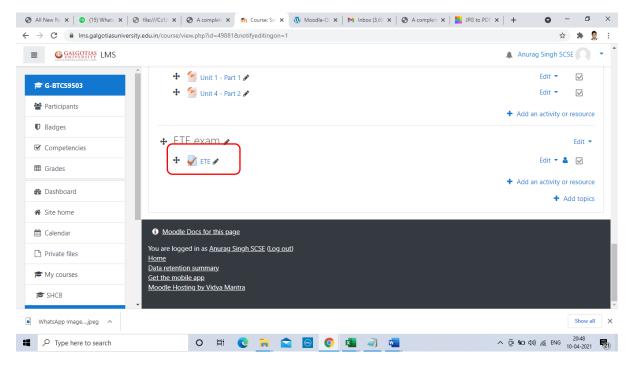


#### Step by Step Guide for students to attempt ETE

#### **Step1.** Student has to click on the course for which exam is scheduled

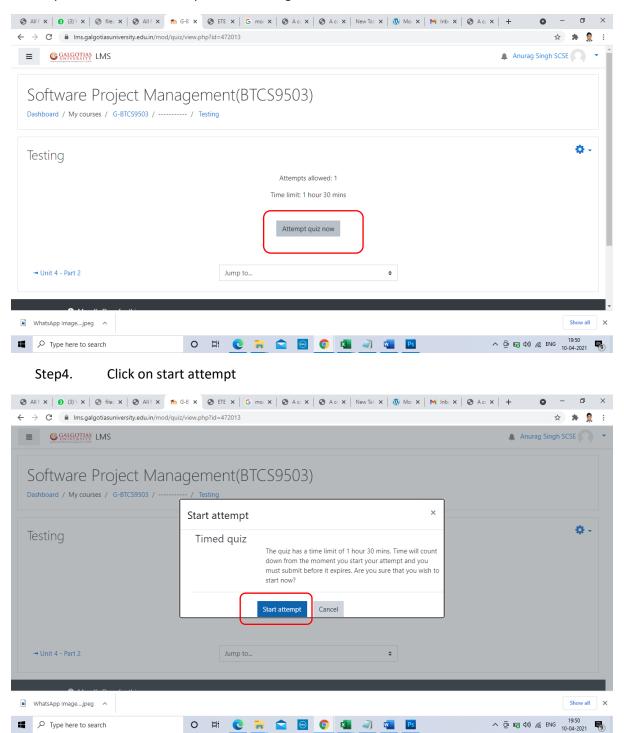


Step2. Click on the exam created it will be named as "ETE"



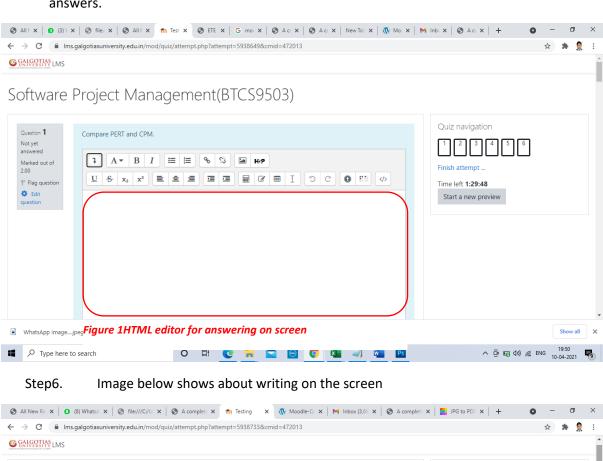


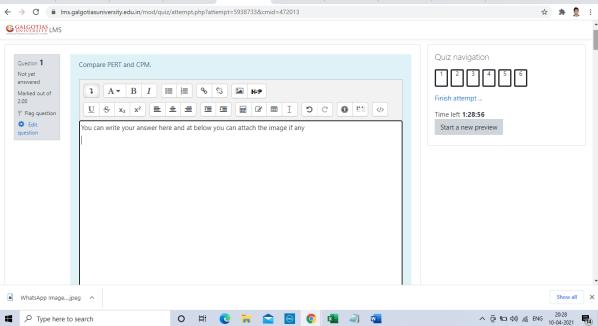
#### Step3. Click on Attempt for answering the Question





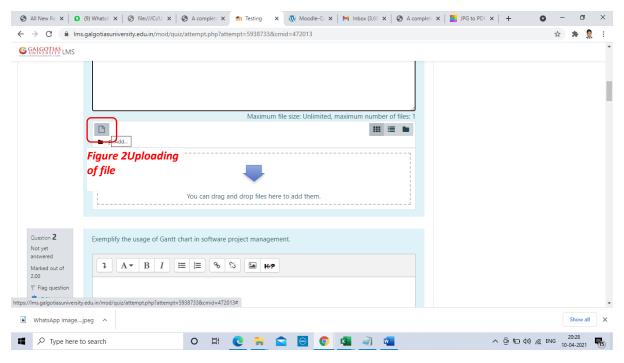
Step5. In this screen timer has started and you can write on the screen and upload your answers.



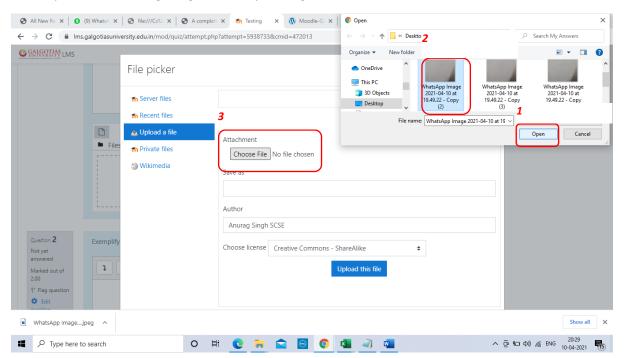




#### Step7. This step shows how to upload image and PDF.

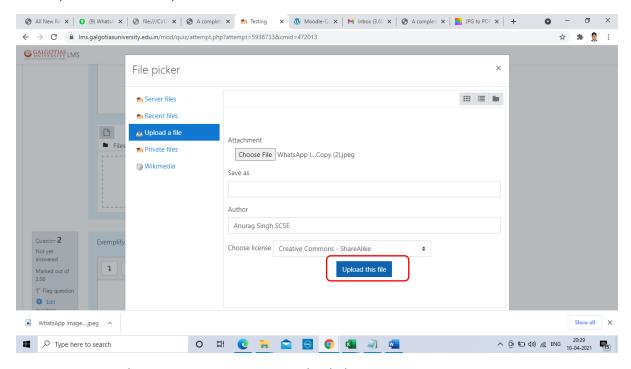


#### Step8. Choosing image file for uploading

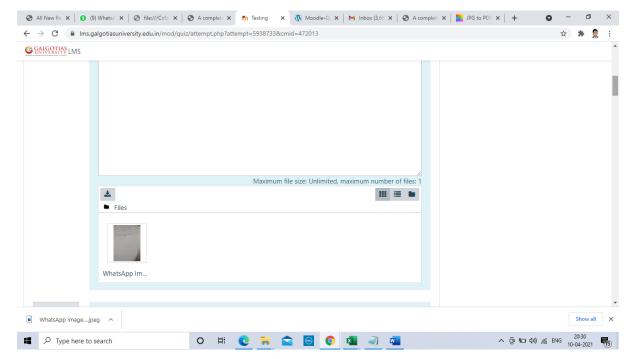




Step9. Click on Upload the file which can be used for 5 Marks, 10 Marks, 15 Marks answers

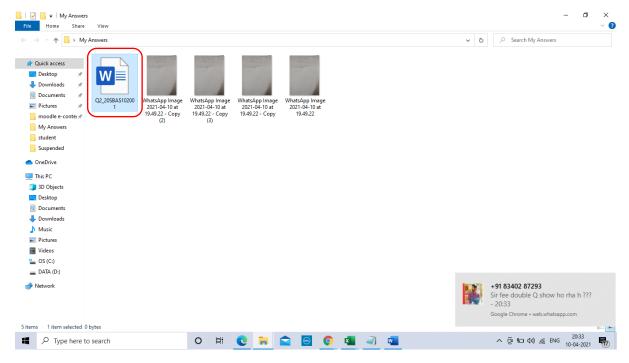


Step10. Below you can see one image uploaded

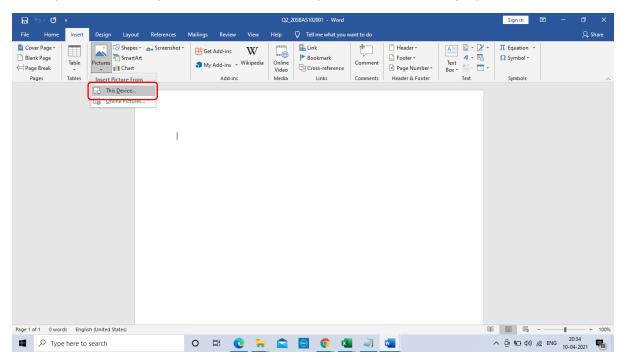




- Step11. Similarly, we will upload PDF file, We will create a pdf of images using online tools or MS Word
- Step12. Create a word file followed by Question no.\_Admission No.

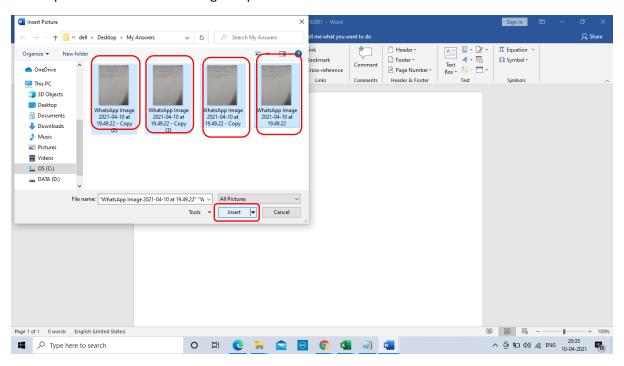


Step13. Click on picture taken from mobile phone and stored on laptop.

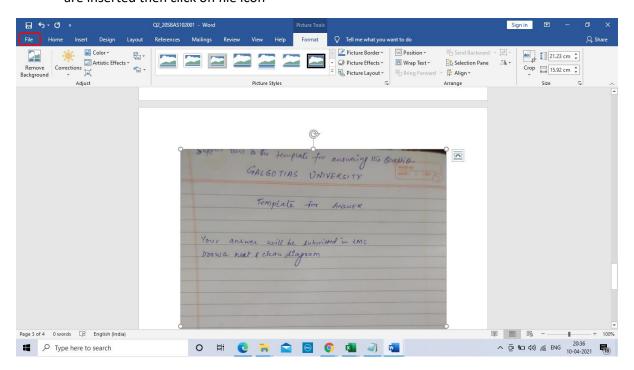




Step14. Select All the images captured and click insert

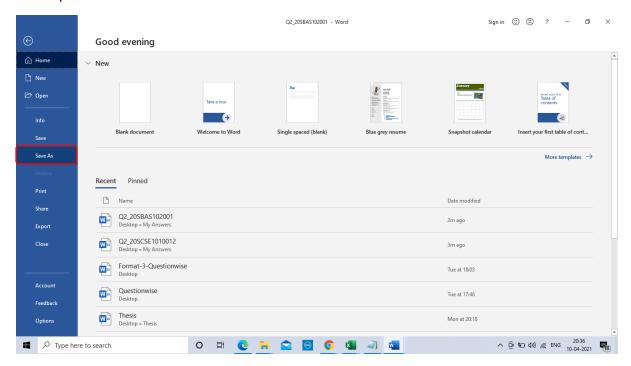


Step15. Students has to use Galgotias template for answering the question. Now all images are inserted then click on file icon

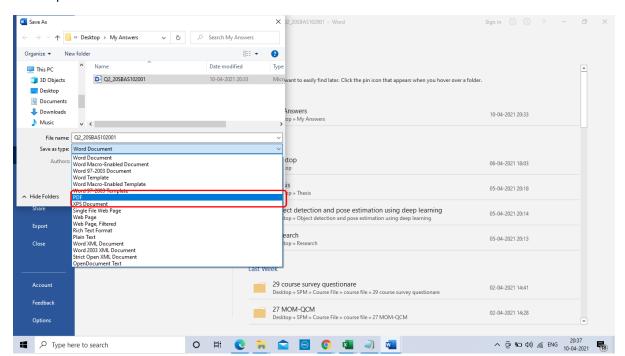




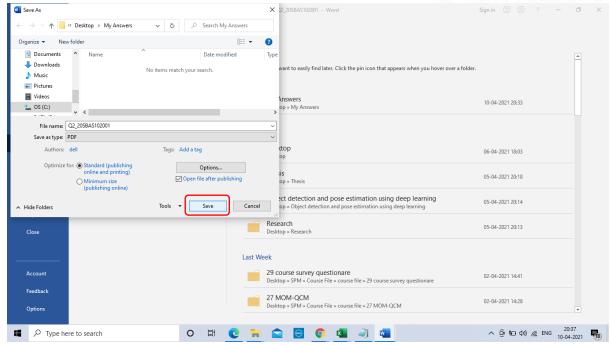
#### Step16. Click on Saves as button



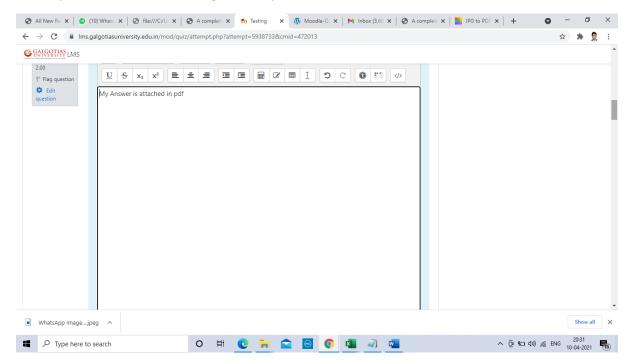
#### Step17. Select PDF File and click on Save





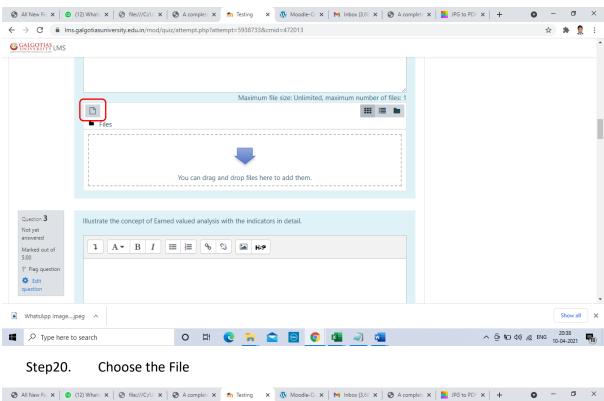


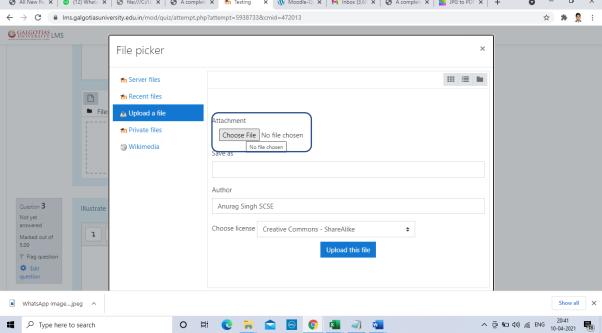
Step18. Now visit LMS logins and upload the answer PDF





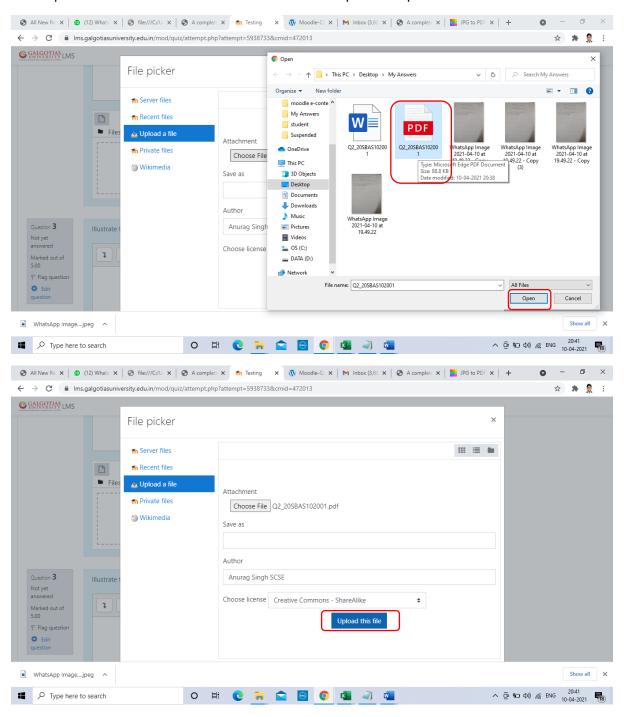
#### Step19. Click on file





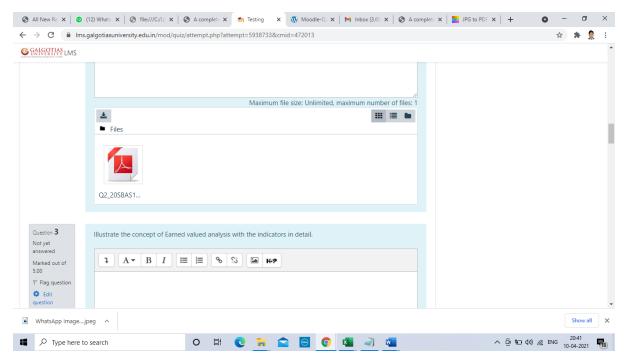


#### Step21. Choose the converted PDF file click on open and Upload file

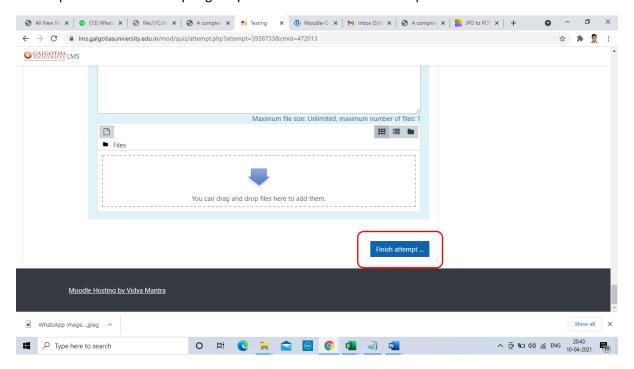




#### Step22. You can see the PDF file is uploaded

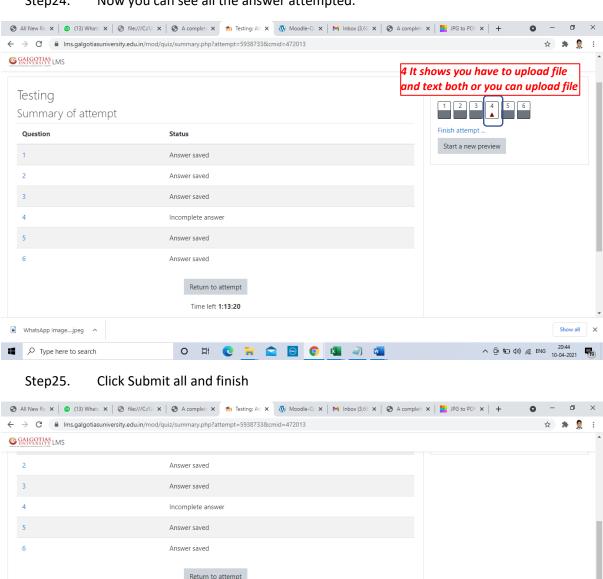


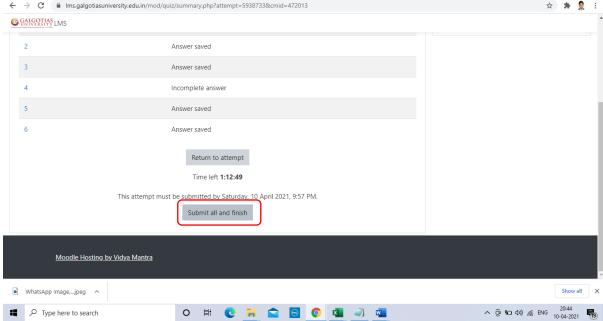
#### Step23. After attempting all questions click on Finish attempt





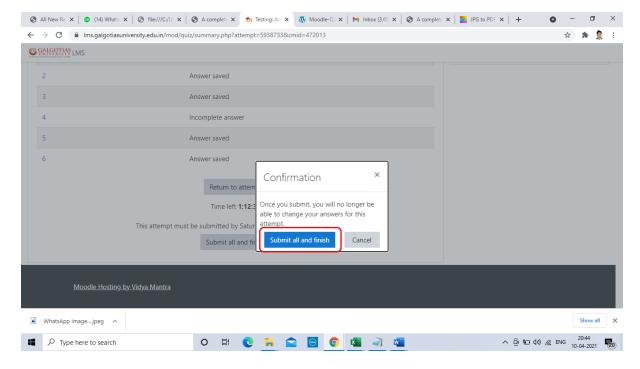
#### Step24. Now you can see all the answer attempted.







#### Step26. Click on Submit all and finish



## Steps by Step guide to Attempt exam using mobile devices

Note: Now if you are using mobile device you have to use mobile browser such as google chrome for uploading of answers rather than mobile App

1) Search and install any image to pdf converter on any mobile device using Android play store or Apple app store.



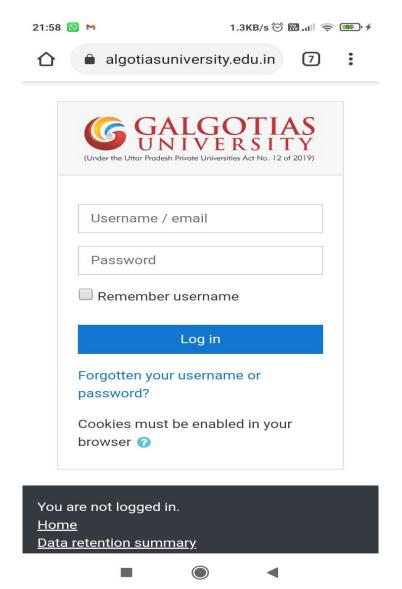


2) Select any Cam scanner in advance for capturing image and converting into pdf for uploading the answer. We have installed Kaagaz Scanner for the same



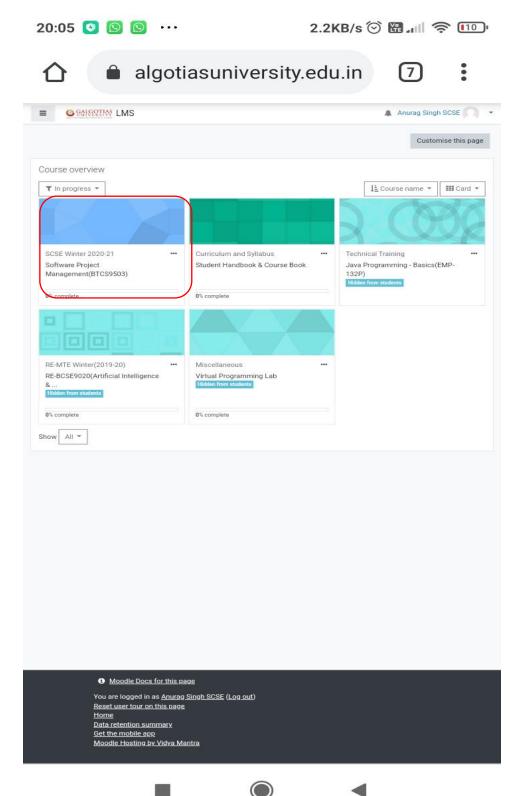


3) Now we are going to attempt the exam. Login to web browser such google chrome with web address: Ims.galgotiasuniversity.edu.in or you can search on google by searching Galgotias LMS



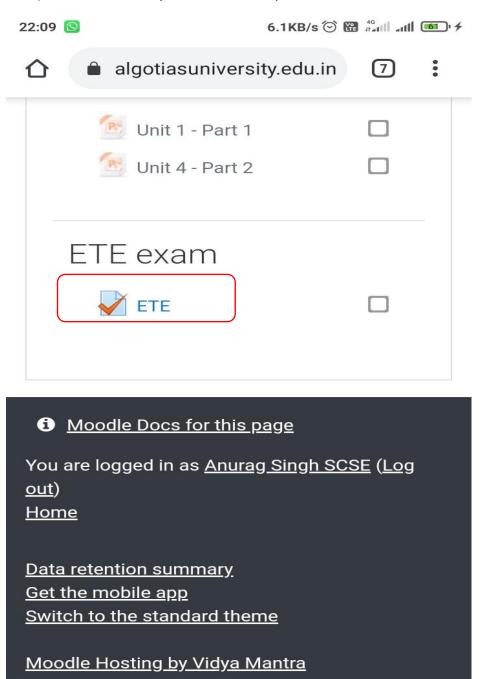


4) Click on the course for which exam is schedules



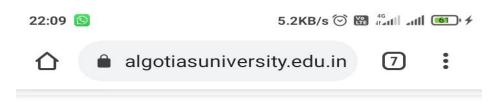


5) Click on ETE Quiz you wants to attempt



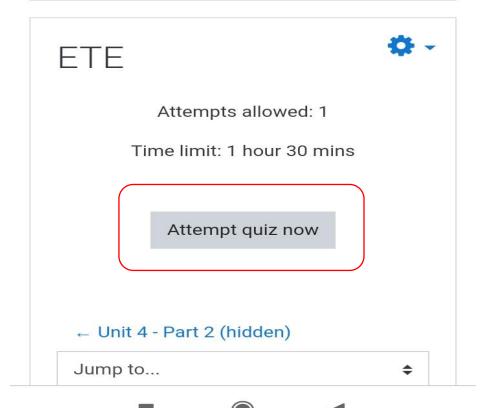


6) Click on Attempt Quiz Now



# Software Project Management(BTCS

Dashboard / My courses / G-BTCS9503 / ETE exam / ETE





7) Write and Upload answers from mobile devices



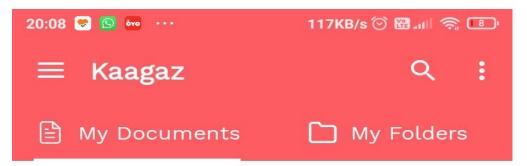


8) Now steps to use cam scanner and Upload the Answer in PDF





9) Click on + Button for adding image



## Welcome!

Click to start Scanning

## With Kaagaz you can:

- Click Photos to make PDF
- Import images from Gallery to make PDF
- Import PDFs and edit them

## Import PDFs from Whatsapp

Import all documents received on Whatsapp & keep them safely organized in Kaagaz.



# Tell Friends About Kaagaz

Please share the app & support us.



## Add Custom Watermark

Personalize your scanned documents.



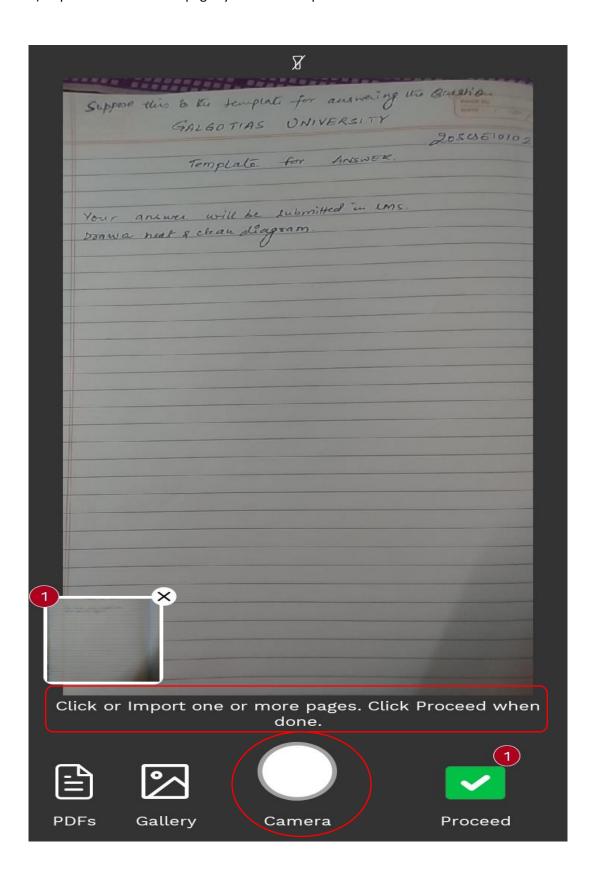
## Change language





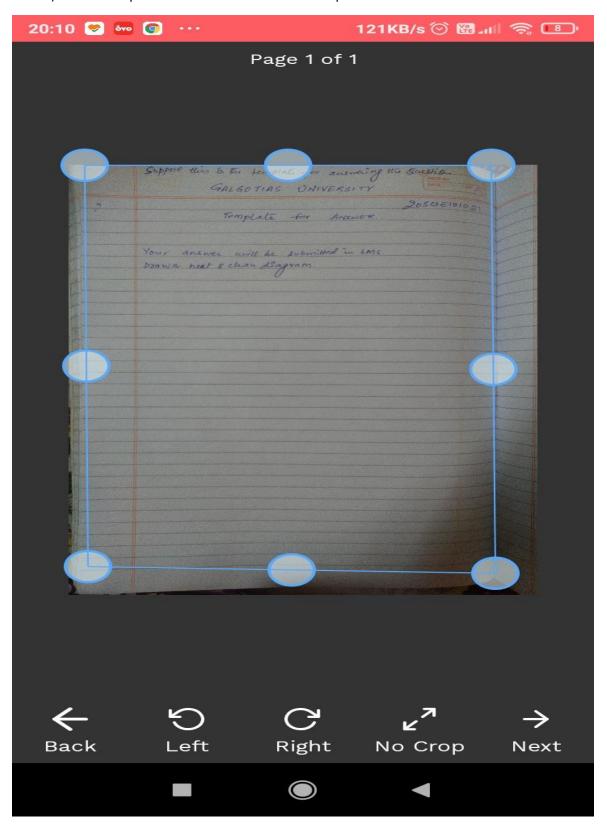


10) Capture the number of pages you want to capture.



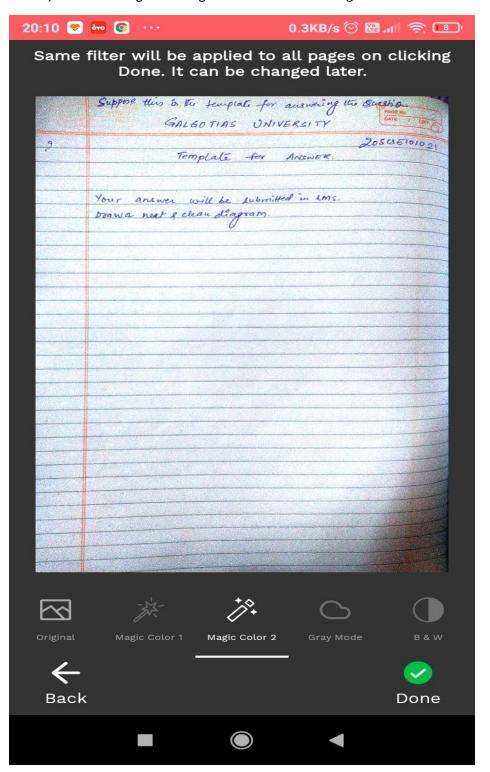


11) You can crop and resize the Answer sheet template



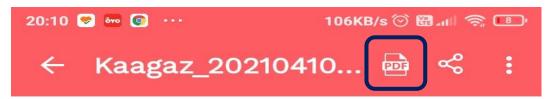


12) You can change the image Color and increase brightness

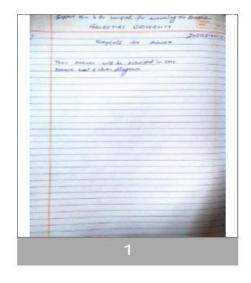




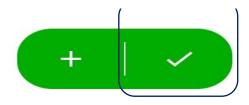
13) After Selecting images you can convert it into PDF



Sequence of pages can be changed by long pressing the image and moving to the wanted position



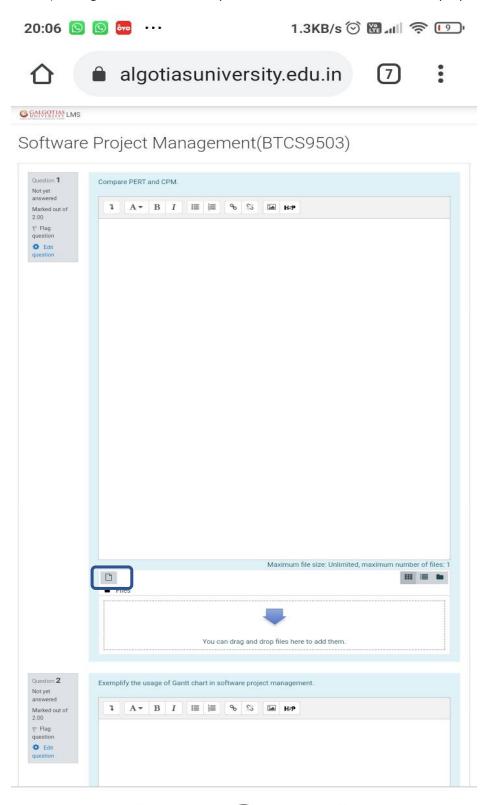
8For finalizing the PDF





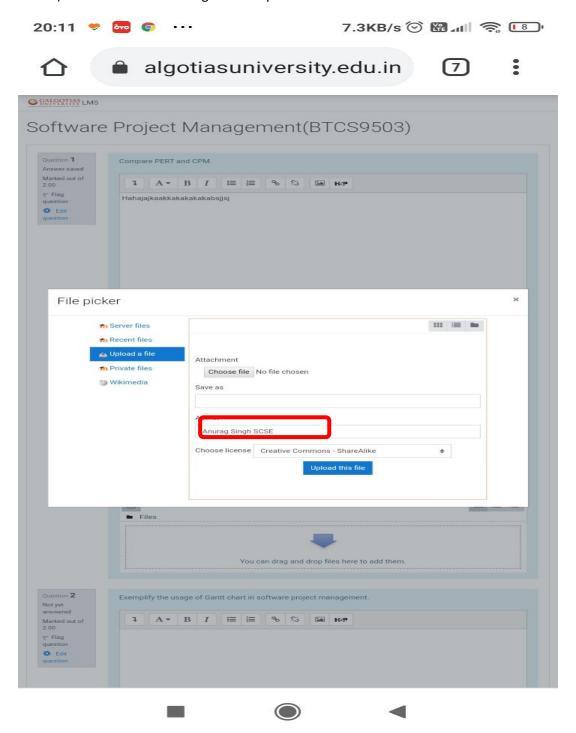


14) Now go back to LMS and Upload the answers for the Questions prepared

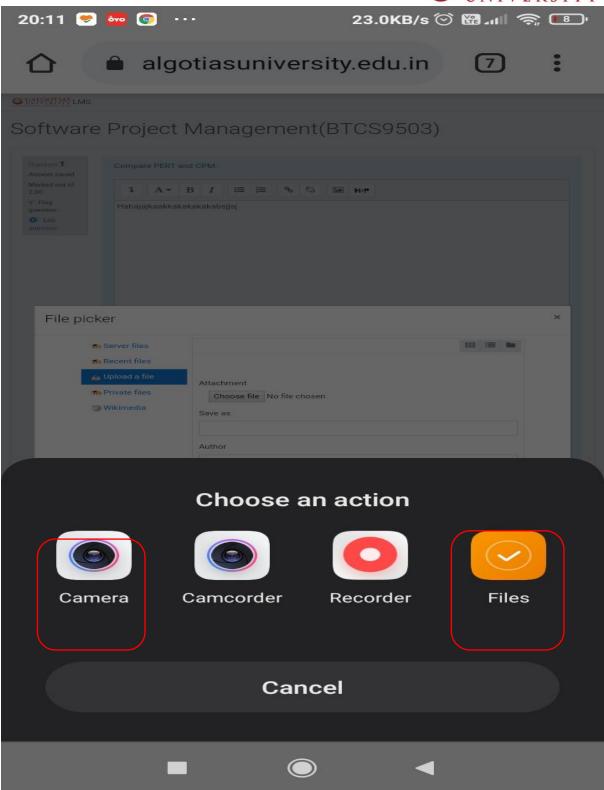




15) Choose the PDF or image file to Upload from mobile device









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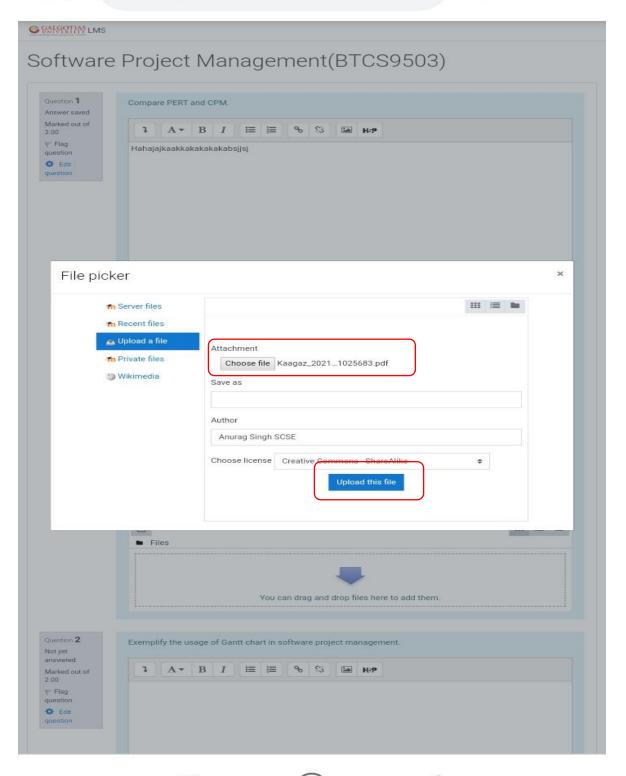
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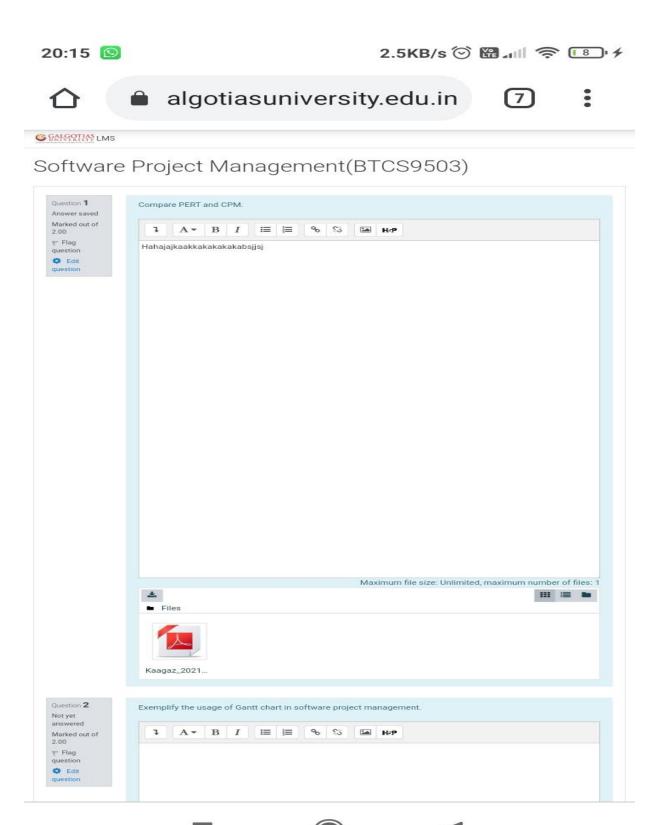


:



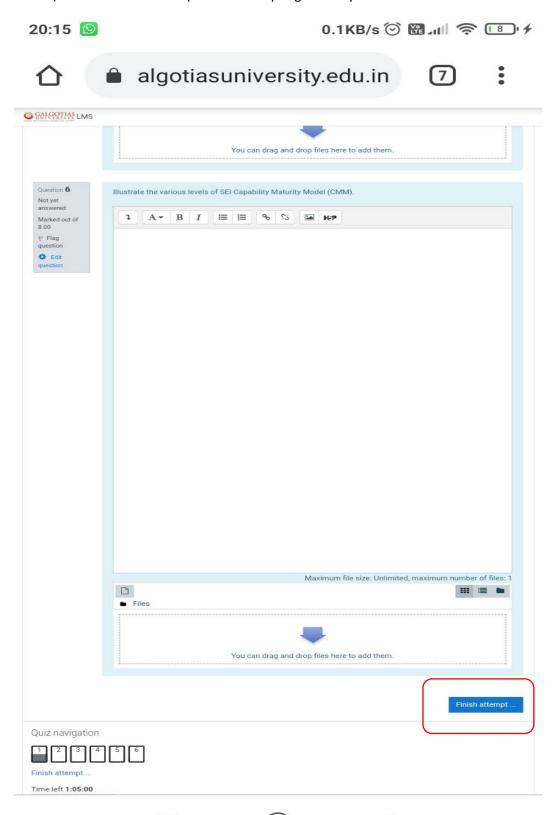


a. The PDF file is now uploaded in Answer section. Make sure file upload and text are optional. You can upload any or both.





18) Click on Finish Attempt after attempting all the questions





20:15

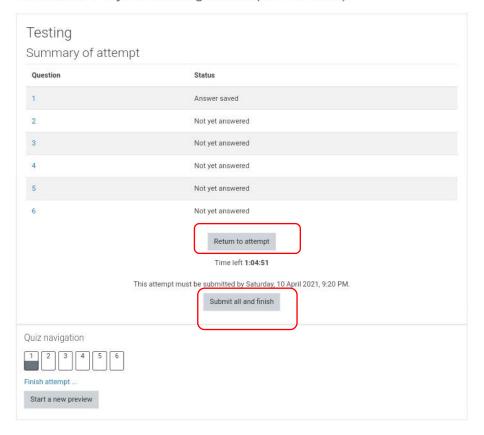
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# Software Project Management(BTCS9503)



Moodle Hosting by Vidya Mantra







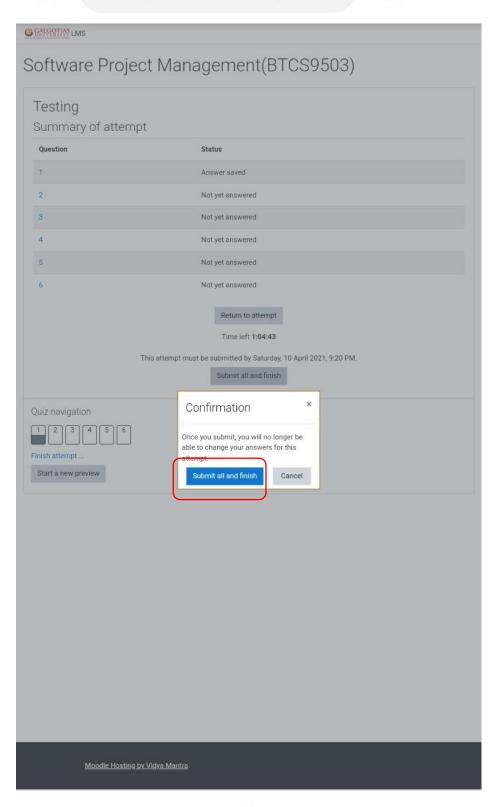
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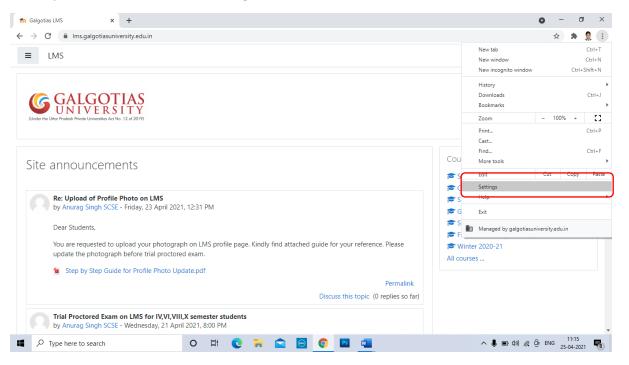


#### **FAQ for Proctored exams**

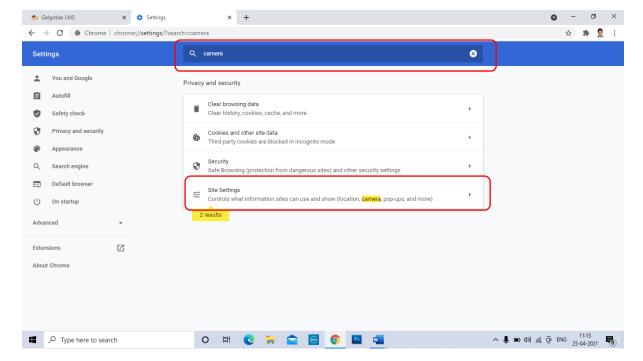
Q1 How to open and check camera settings in browser, if camera is not working and unable to select camera in Laptop?

#### **Solution:**

Step1. Click on browser settings

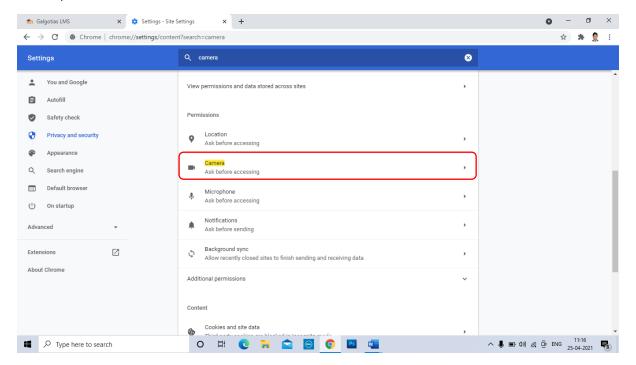


Step2. Search for camera and click on site settings

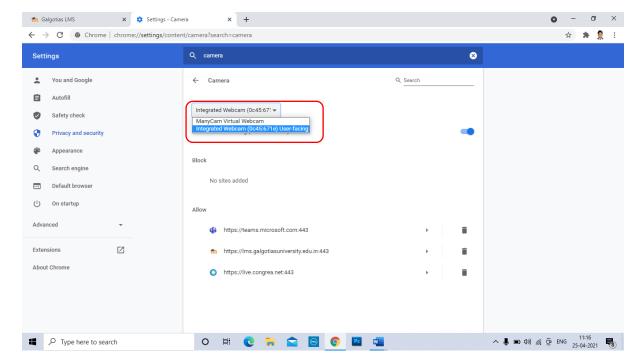




Step3. Click on camera

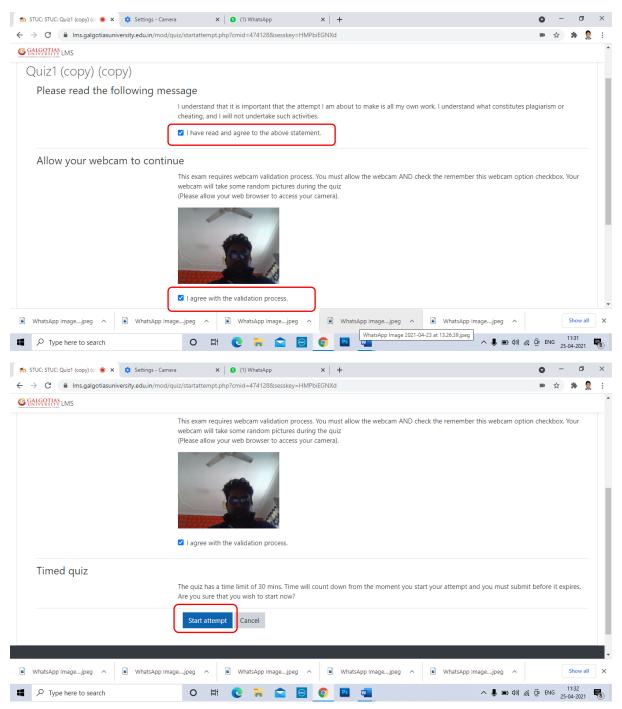


Step4. Select integrated webcam if using inbuild camera or if any external camera attached select that.





# Step5. Click on LMS exam and refresh. Camera will start working

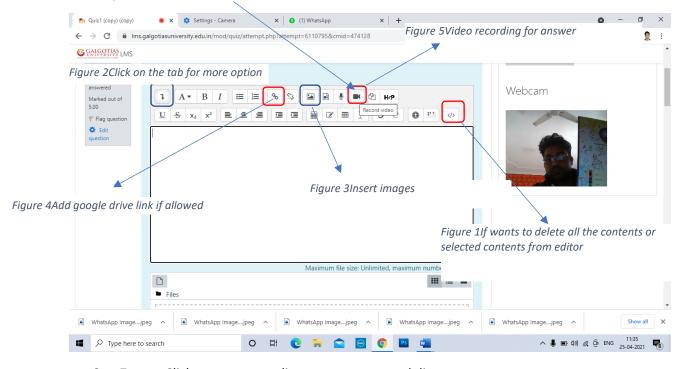




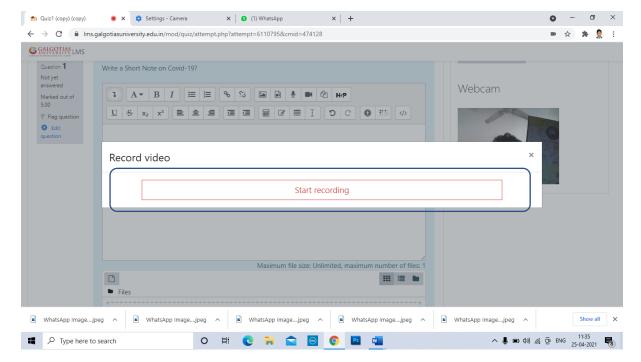
Q2 How to attach handwritten answer without using mobile phone transfer within laptop/desktop?

#### **Solution:**

Step6. Click on camera inbuilt within text editor.

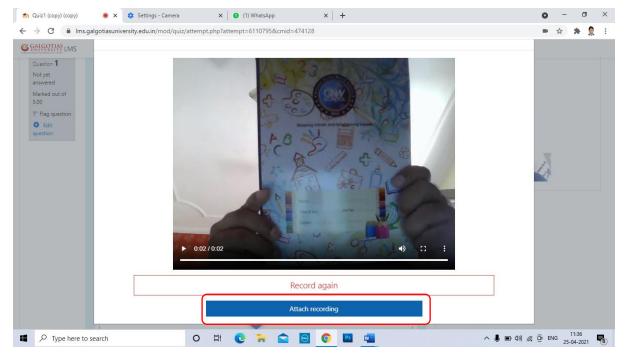


Step7. Click on start recording your answers and diagram.

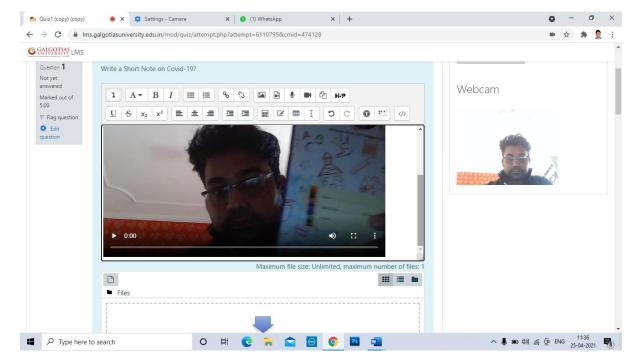




# Step8. Every single Recording will be till 3-5 sec

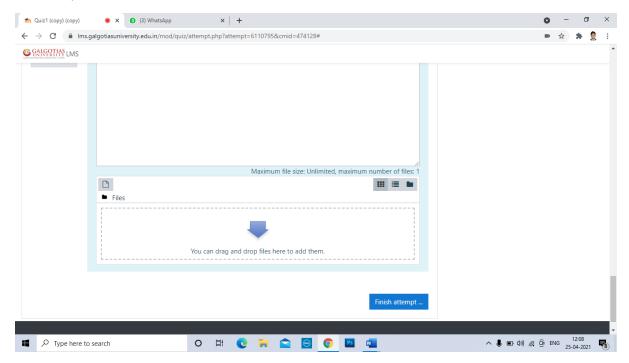


Step9. You can add more small videos answer one after other.





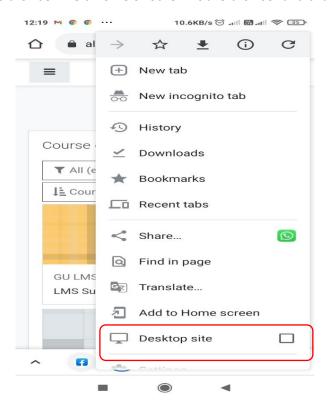
Step10. If you want to upload any answer in the form of image and pdf you can also use file upload area.



Q3 How to open exam in mobile browser?

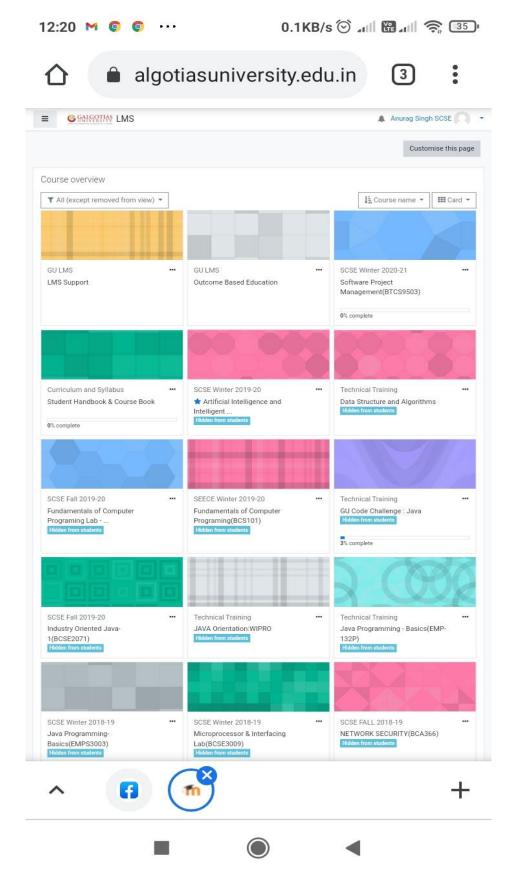
#### **Solution:**

1. Use any mobile browser like chrome or other mobile browser and change it to desktop site.



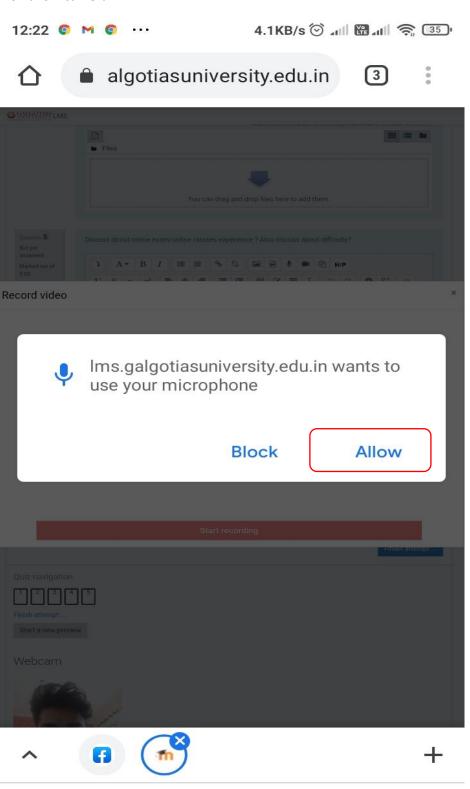


2. Now select the course in which exam is configured



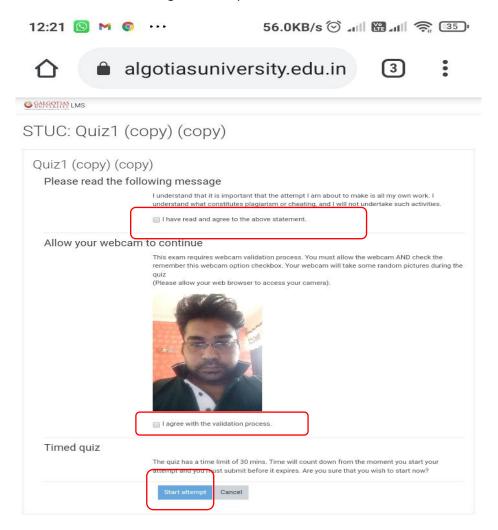


#### 3. Click on allow camera





4. Select the tick box for starting the attempt



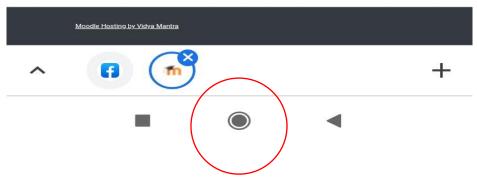


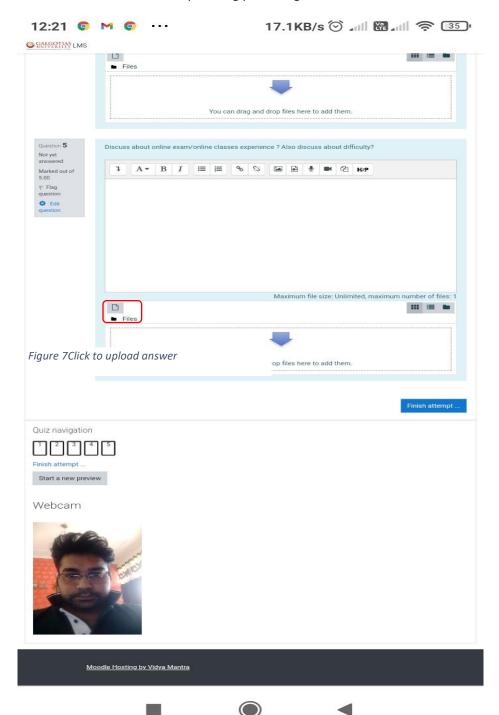
Figure 6Minimize button to minimize the browser



Q4 How student can upload answer using mobile browser and afraid of closing window.

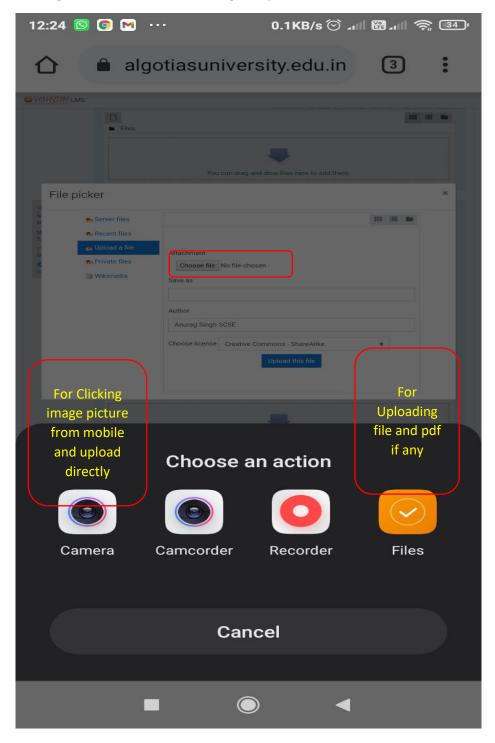
#### **Solution:**

1) Student click on below tab for uploading pdf/ images etc





2) Students can directly take picture of their answers and upload directly without converting to pdf in image format. Find attached image for your reference.





Q5 How to enable camera in smart phone for examination using LMS?

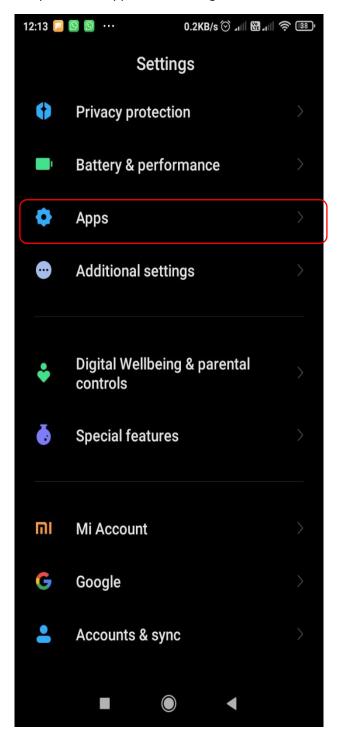
#### **Solution:**

I. Click on settings



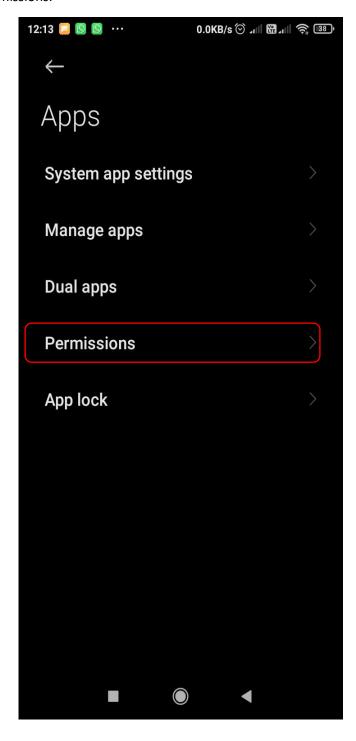


II. Click on Apps. Some phone has Application settings



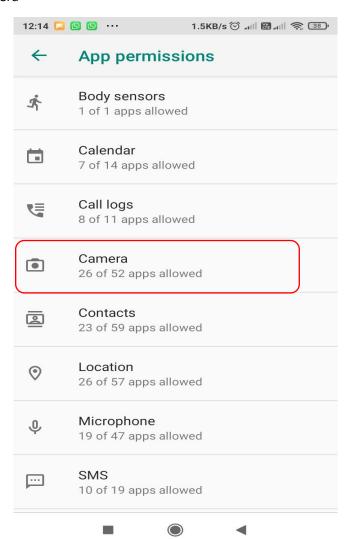


# III. Click on Permissions.



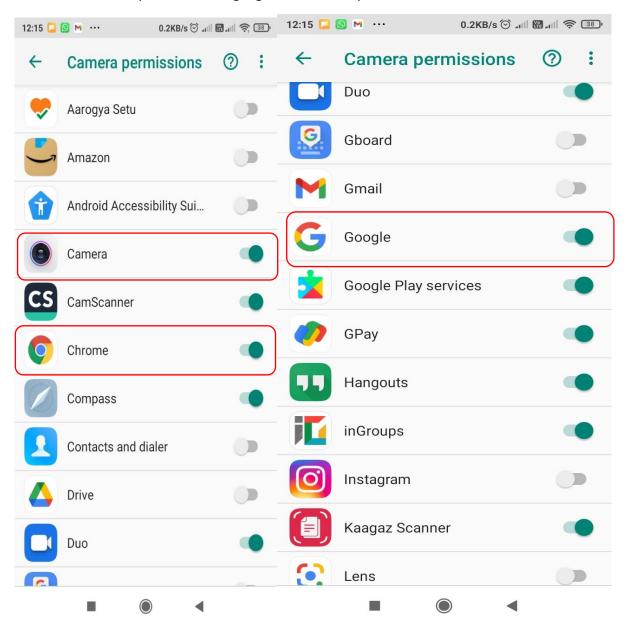


# IV. Click on Camera



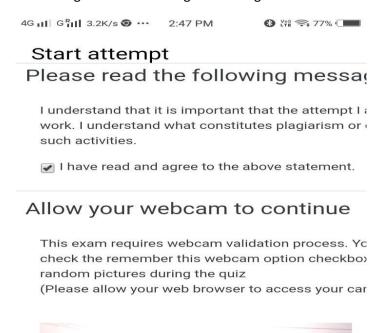


V. Click camera permission and google chrome or any browser to allow

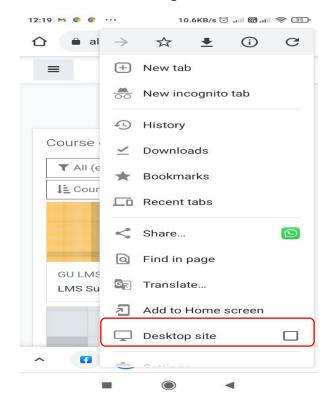




Q6 How to resolve scrolling issue. While using exam using mobile browser?



Solution: Use Desktop site in mobile browser using corner three dots button to use Galgotias LMS.

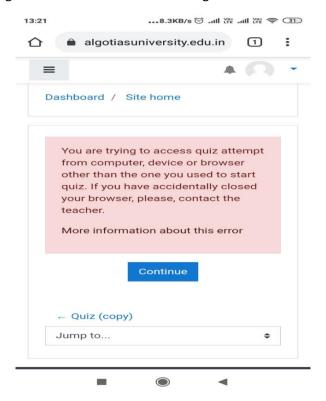




Q7 Can we change and use browser in many devices?

#### Answer:

No, you cannot use multiple devices and browser for attempting exam. If you do so and close the browser then exam will get over and it will show following restrictions.





# **Answer Uploading Template**

CAT I Semester II All Programs May – June 2021		
Admission No. of Student	Name of Course	
Name of Student	Course Code	
Program	Date of Examination	
Semester	Time	
Student shall start writing from	below:	