❖ LOG IN TO AN ACCOUNT:

➢ To access your account, click on the link : https://www.jobforfreshers.net/usertype.php
➢ Click on the **College** button.
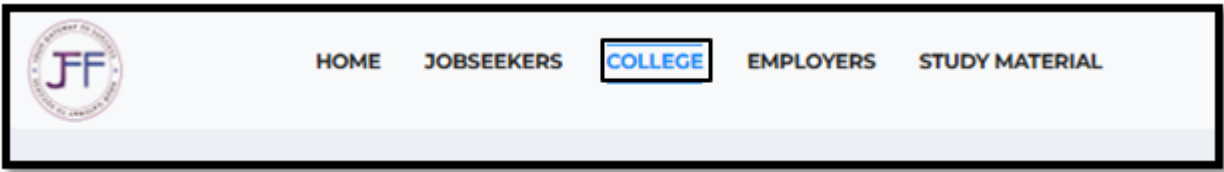
➢ Select **Staff** and then click on the **Submit** button.
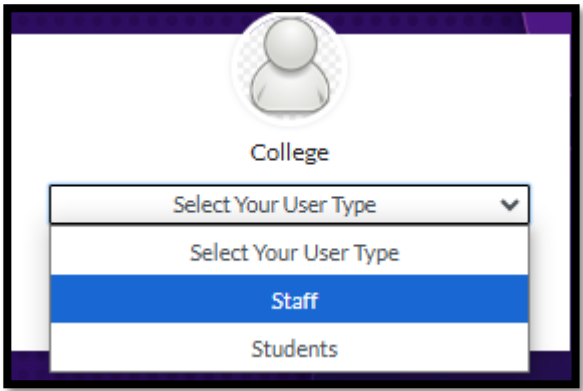
➢ Enter your email address and password, then select **Sign In** button.
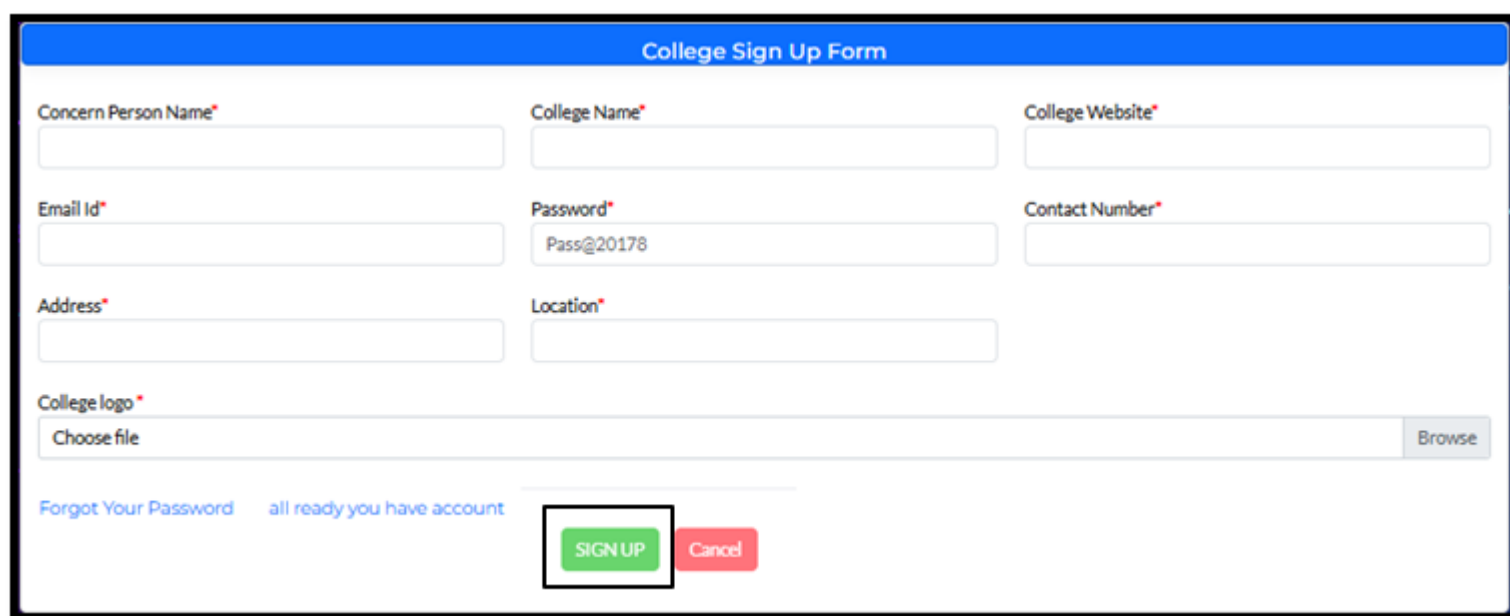

➢ You will be redirected to your dashboard page.
➢ If you don't have an account, click on **Don't Have an Account? Sign Up Now**.

➢ Enter the following details:

- Concern Person Name
- College Name
- College Website
- Email ID
- Password
- Contact Number
- Address
- Location
- College Logo

Note: All fields are required. Once completed, click on the **Sign Up** button.

➤ A confirmation message will appear, indicating that **you have successfully signed in** to your account.

Note: Once the admin activates your account, you will receive an email notification. Only then will you be able to log in.

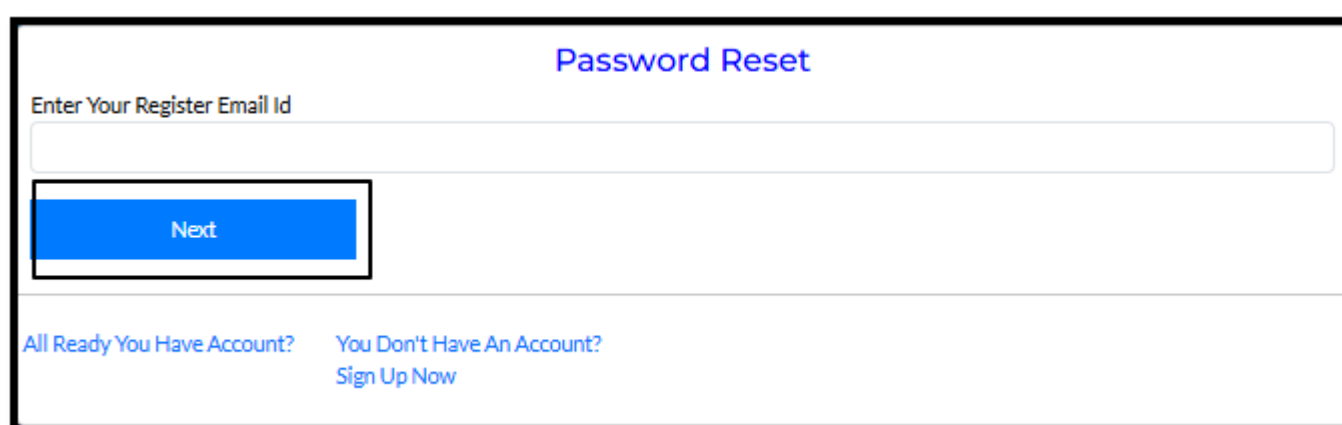➤ If you've forgotten your password, click on the **Forgot Your Password** button.

➤ Enter the email ID you used to create your account, then click on the **Next** button.

➤ Enter the OTP sent to your email ID, then click on the **Next** button.

➤ Enter your new password and confirm it, then click on the **Submit** button.

Set Password

Password must be at least 8 characters.

New password:

conform password:

Previous Submit
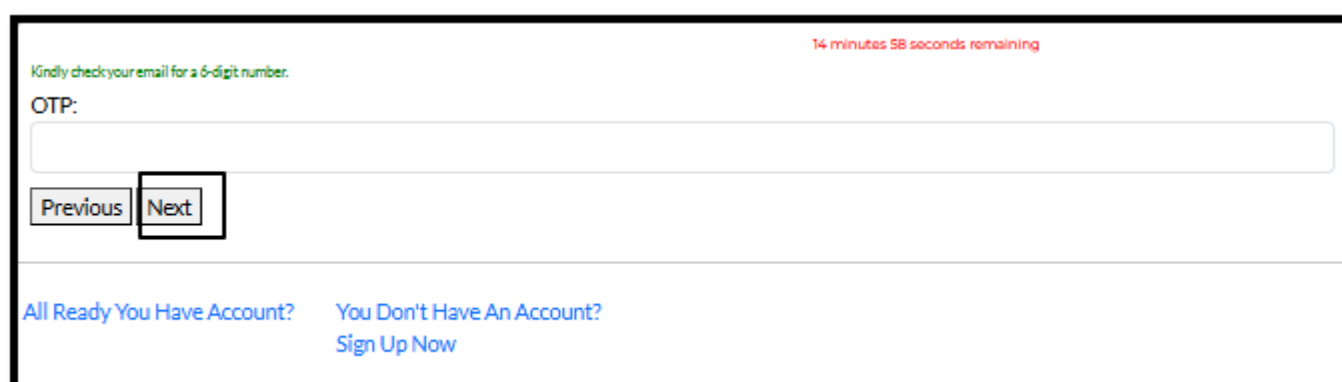
All Ready You Have Account?   You Don't Have An Account?
Sign Up Now

➢ Enter your login details, and you will be redirected to the dashboard page.

❖ MANAGE DEGREE:

In this section, you can add a degree, as well as edit or delete it as needed.

➢ Click on the **Manage Degree** button.

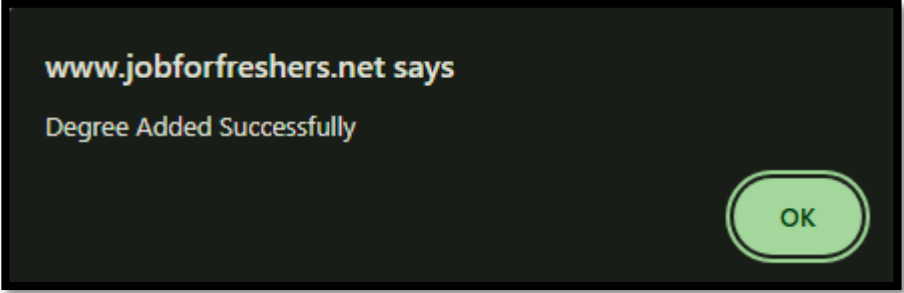➢ Enter the degree, then click on the **Add** button.

➢ A **Degree added successfully** message will appear.

➢ The listed degrees will be displayed below.

➢ Click on the **Edit** button if you need to edit the degree name. After making the changes, click on the **Update** button.

➢ A **Degree updated successfully** message will appear.

➢ If you need to delete the degree, click on the **Delete** button.

➢ A confirmation message will appear asking if you really want to delete the degree. Click on the **Ok** button to proceed.

➢ A **Data deleted successfully** message will appear.

❖ MANAGE DEPARTMENT:

In this section, you can add a department, as well as edit or delete it as needed.

➢ Click on the **Manage Department** button.
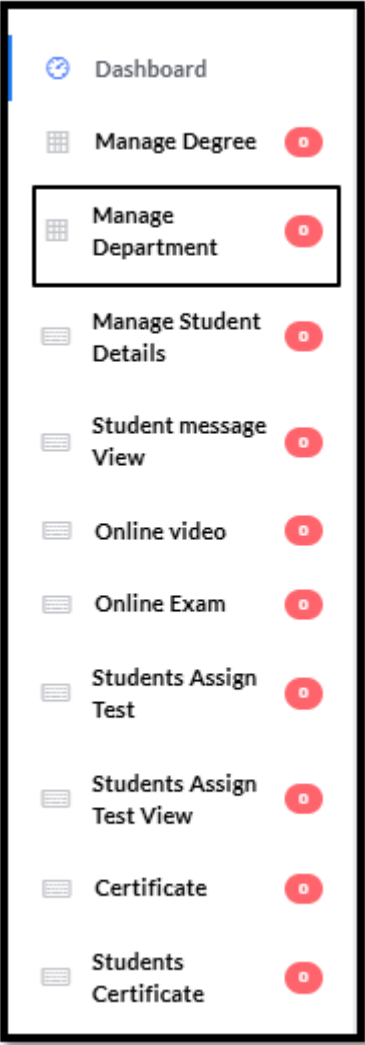
➢ Select the degree, enter the department name, and then click on the **Add** button.

➢ A **Department added successfully** message will appear.

➢ The listed departments will be displayed below.

➢ Click on the **Edit** button if you need to edit the degree name. After making the changes, click on the **Update** button.

➢ A **Department updated successfully** message will appear.
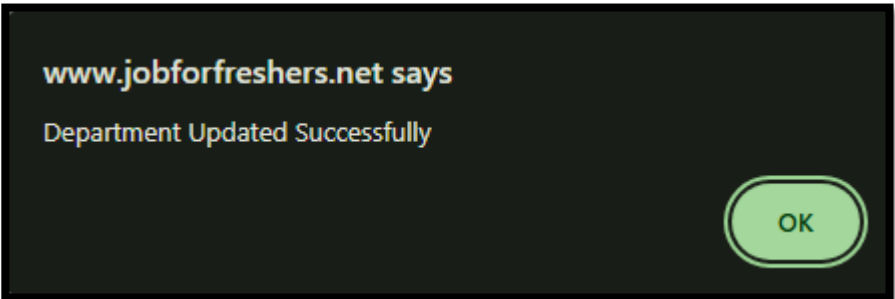
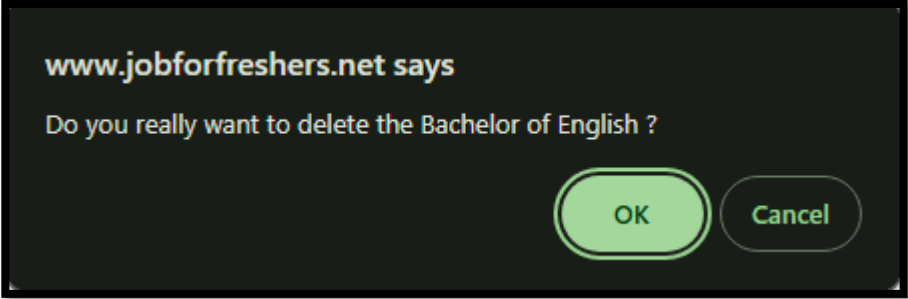➢ If you need to delete the degree, click on the **Delete** button.
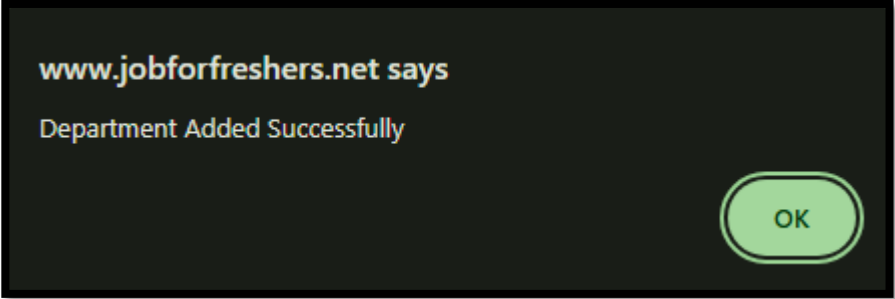
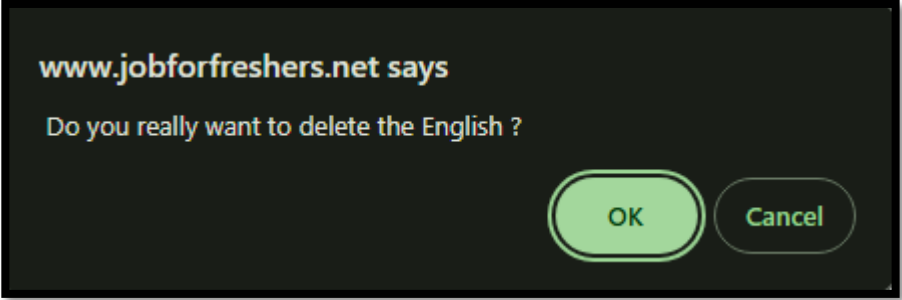> A confirmation message will appear asking if you really want to delete the degree. Click on the **Ok** button to proceed.

> A **Data deleted successfully** message will appear.
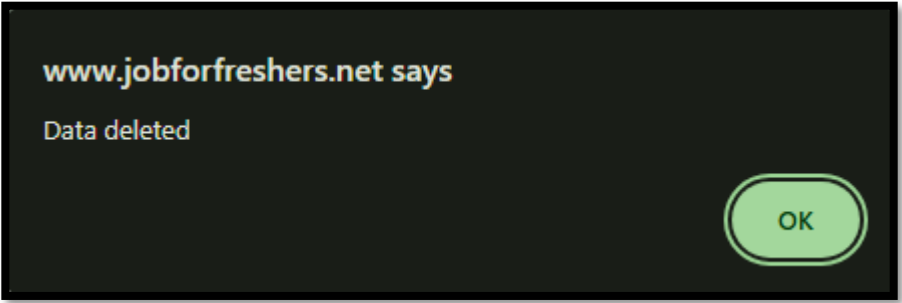
❖ MANAGE STUDENT DETAILS:

In this section, you can add student details, including their degree, department, year, batch year, email ID, student name, and contact number.

> Click on the **Manage Student Details** button.
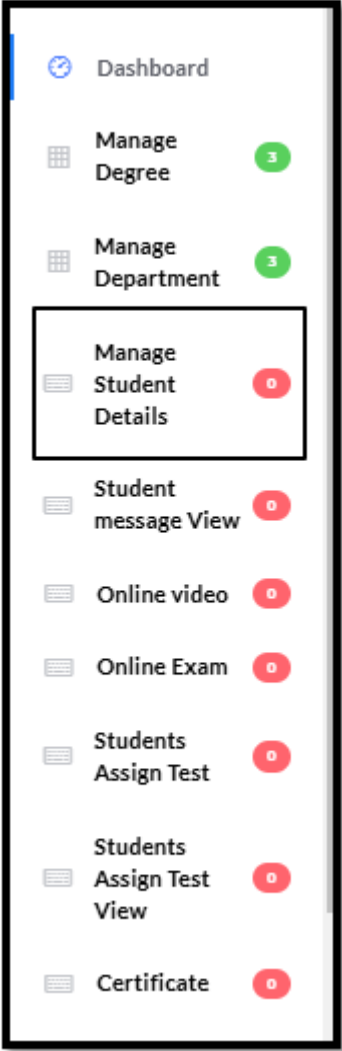
Note: To add student details we have two methods you can choose either one

> **Method: I**

    ✓ Click on the **Add Student Detail** button.

✓ Manually fill in all the required details accurately, then click on the **Add** button.

✓ A **Student added successfully** message will appear.
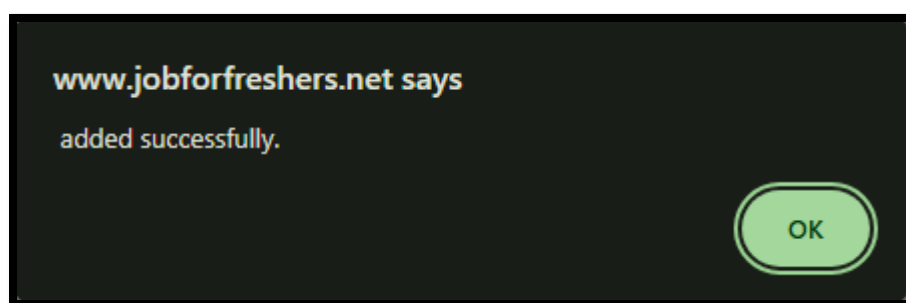
➢ **Method: II**

✓ Click on the **Add Student Detail in Excel** button.

✓ Select the degree, department, year, batch year, and upload the Excel sheet.

Note: Avoid duplicate emails, do not alter the format provided in the sample document, and please note that the student's contact number is not mandatory.

✓ You can also view the sample Excel sheet format by clicking on the **Sample Excel Sheet**.
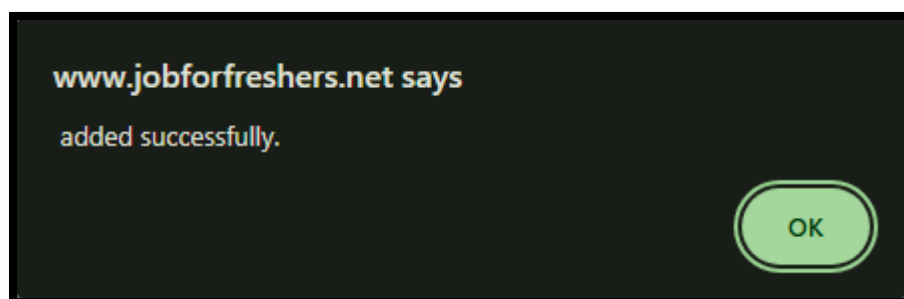
	#	Student Name	Email Id	Contact Number	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Sheet1 | Sheet2 | Sheet3 | (+)

Note: Do not alter the format provided in the sample document.

✓ Once everything is done, click on the **Add** button.
✓ A **Student added successfully** message will appear.

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added successfully.

OK

➢ The uploaded student details will be displayed below in a table format.

Student list

Show 10 ✓ entries   Search: _____

#	Name	Student batch	Degree	Depratemnt	Year	Email id	Email Send	Action
1	Aadhi	2024	Bachelor of English	English	3Year	aadhijz92@gmail.com	Mail send	Edit
2	Adithan	2022	Bachelor of English	English	2Year	alvinbaker401@gmail.com	Mail send	Edit
3		2024	Bachelor of English	English	1Year		Mail sending	Edit
4	Adhi	2024	Bachelor of English	English	1Year	adhi123@gmail.com	Mail sending	Edit
5	Anish	2024	Bachelor of English	English	1Year	anish123@gmailcom	Mail sending	Edit

Showing 1 to 5 of 5 entries   Previous 1 Next

➢ Once the students are added, they will receive an email notifying them that they have been added to this website.
➢ If you want to edit any of the student details, click on the **Edit** button.

Student list

Show 10 ✓ entries   Search: _____

#	Name	Student batch	Degree	Depratemnt	Year	Email id	Email Send	Action
1	Aadhi	2024	Bachelor of English	English	3Year	aadhijz92@gmail.com	Mail send	Edit

➢ Enter the details you need to edit, then click on the **Update** button.
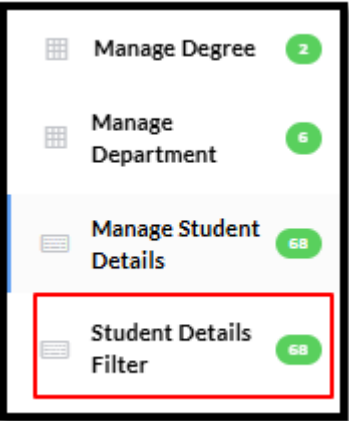

➢ A **User data updated successfully** message will appear.
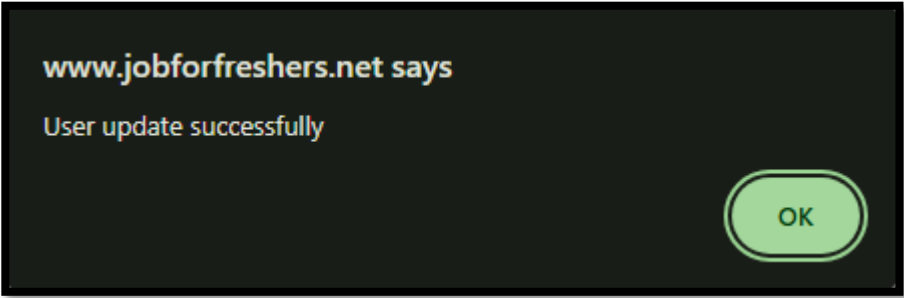
❖ STUDENT DETAILS FILTER:

In this section you can view the list of students by filtering them by the degree and the department.

➢ Click on the **Student Details Filter** button.

➢ Select the appropriate degree, department, year, and student batch year to filter the students you need to view the list for.

➢ The selected student list will display based on the filters you applied.

➤ If you want to edit the student details, click on the **Edit** button.

➤ Edit the necessary details, then click on the **Update** button.

➤ A **User updated successfully** message will appear.

➤ If you want to print the student details, click on the **Print** button.
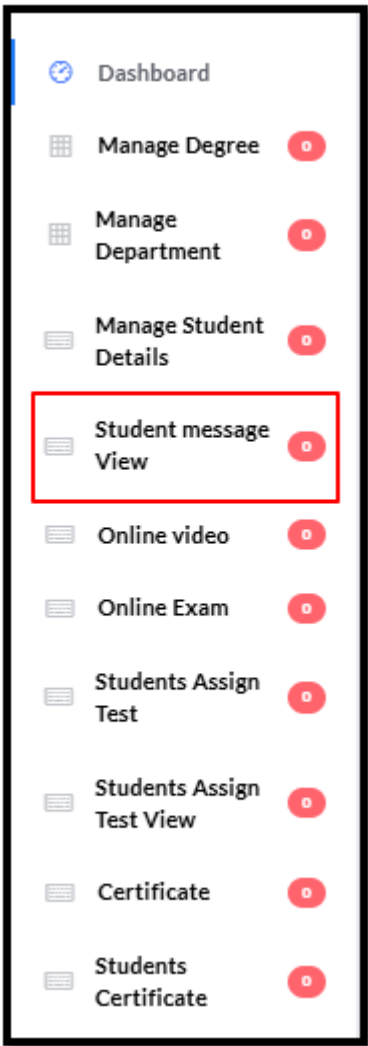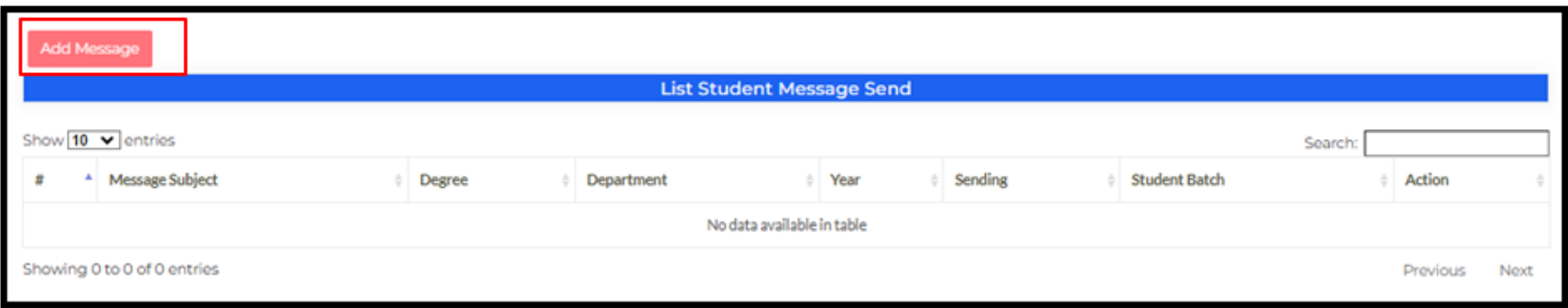
➢ The print preview will display.

❖ **STUDENT MESSAGE VIEW:**

In this section, you can send a message to students via email. You can choose to send it to individual students or to a specific department.

➢ Click on the **Student Message View** button.

➢ Click on the **Add Message** button to create a message for the students.

➢ Select the degree, department, year, and batch year. The list of students will display based on these selections.

➢ If your selection is incorrect, click on the **Reset** button to start over and make your selections again.

➢ Enter a subject for your message, then type the message content. To send it to all students in the selected department, click on the **Select All Students** button. To send it to specific students, select the checkbox next to each student's name.

➢ Once done, click on the **Send** button, and the message will be sent to their email.

➢ You can view the details by clicking on the **View Details** button.

➢ You can view the message details, including the list of students to whom the message was sent.

❖ ONLINE VIDEO:

In this section, you can create an online meeting with the students.

➢ Click on the **Online Video** button to create a meeting.

➢ Select the Degree, Department, Year, and Batch Year. The Meeting ID will be created automatically. Enter the message, and once done, click on the **Submit** button.

➢ A **Meeting created successfully** message will appear.

➢ The created meeting list will be displayed. Click on the **Start** button to begin the meeting.

➢ Click on the **Allow this time** button. The meeting will start.
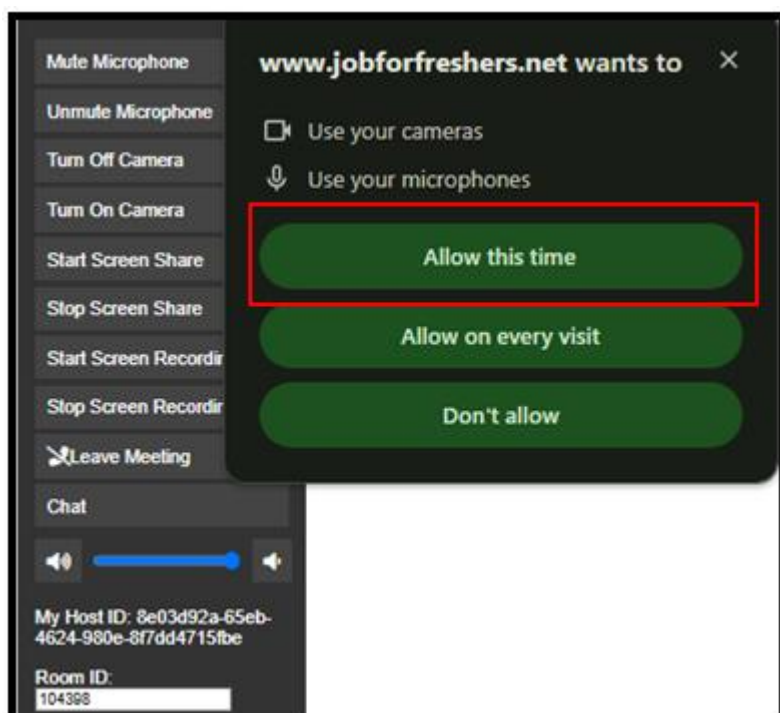
➢ If you want to leave the meeting, click on the **Leave Meeting** button.
➢ A confirmation message will appear asking if you want to leave the meeting. If you wish to leave, click on the **Ok** button. The meeting will be left.
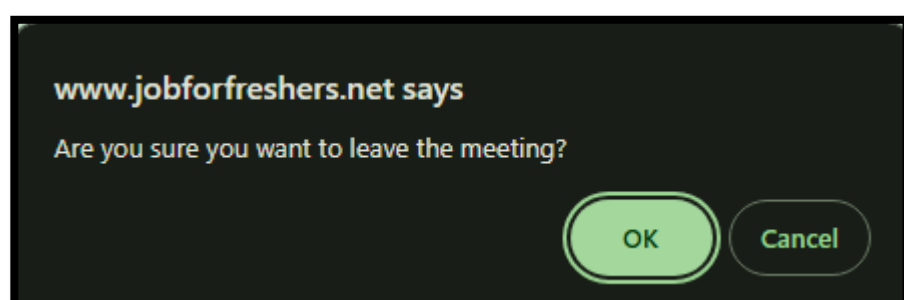
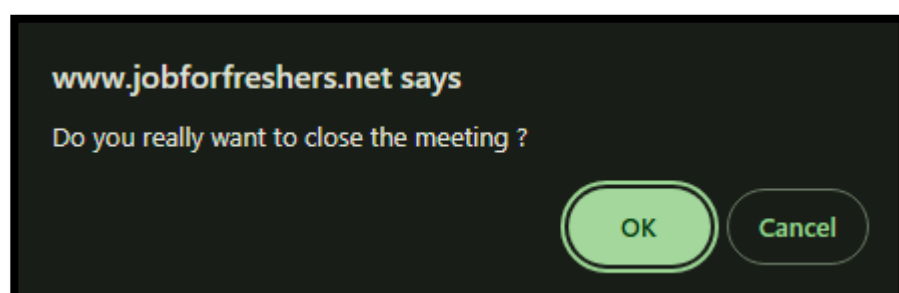➢ If you want to close the meeting, simply click on the **Close** button.

➢ A confirmation message will appear asking if you want to close the meeting. Click on the **Ok** button to proceed.
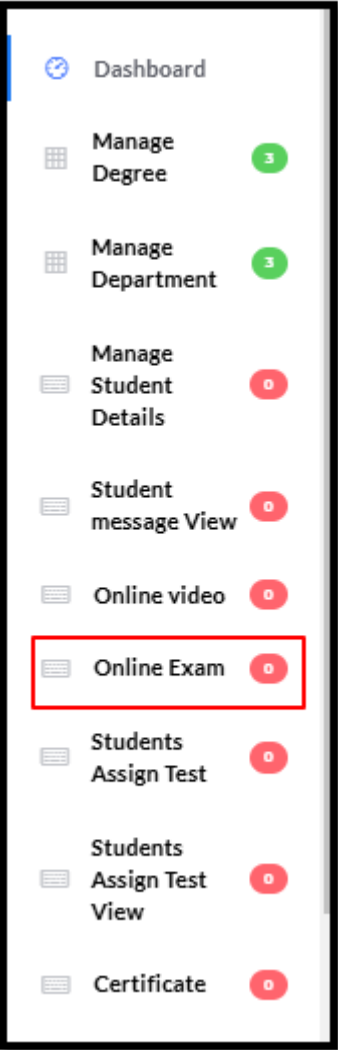

➢ A **Meeting closed successfully** message will appear.
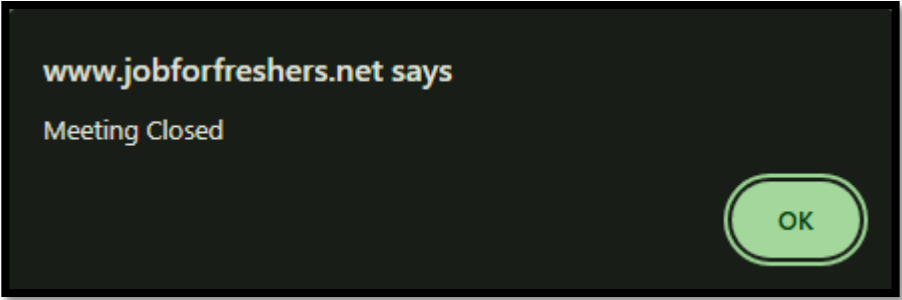
❖ ONLINE EXAM:

In this section, you can conduct exams for the students.
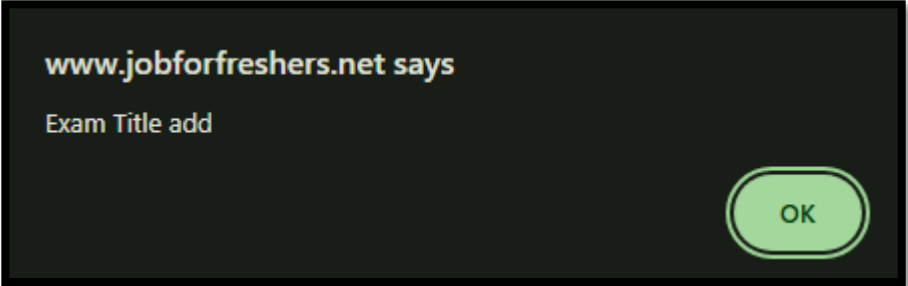
➢ Click on the **Online Exam** button to create an exam.

➢ Enter the exam title and click on the **Add** button to create the exam title.

➢ A **Title created successfully** message will appear.

➢ The exam list will be displayed.

➢ If you want to delete the exam, simply click on the **Delete** button.

➢ A confirmation message will appear asking if you want to delete the exam. Click **Ok** to proceed.

➢ A **Data deleted successfully** message will appear.

➢ If you need to edit, simply click on the **Edit** button.

➢ Edit the title, then click on the **Update** button.

➢ The data will be updated successfully.
➢ Then click on the **Add** button to add a question for this exam.

Note: To add a question, we have two methods; you can choose either one.

Method:I

✓ Click **Add New Question in Excel format**.

✓ Select the Excel sheet that meets the required conditions (up to 20 questions, no commas or quotation marks). Once you've chosen, click **Add** to proceed.

✓ You can check by using the sample document.

✓ After you upload the file, a **message will appear** at the top of the screen

✓ You can see the questions that you've added by selecting the **Add** button.

Method: II

- ✓ Click on **Add New Question**.

- ✓ Simply enter your question manually by selecting the heading. Allocate time for the question, and input both the question and its answer in the appropriate fields.

- ✓ Click on the **Add** button your question will be added
- ✓ By clicking the **Add** button, you can **edit**, **delete**, or add more questions to your exam.

Note: Please follow one of the methods to add questions

- ➢ If you want to add more exams, simply provide the title and click the **Add** button. Then, follow the same steps to add questions.

➤ To view your questions, simply select the **Add** button.

➤ Your question will appear. If you want to edit, delete, or add, you can click the appropriate button to proceed.

➤ Click on the **Inactive** button to activate the exam, allowing students to view and attend it.

➤ An **Activated successfully** message will appear.
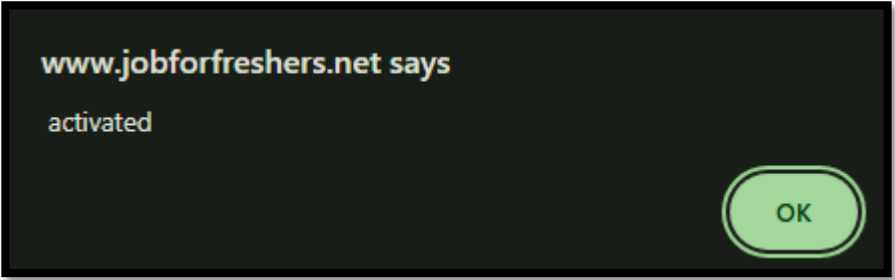
To preview the question:

➤ Click on the **Add** button for which exam you need to preview.

➢ Click on the **View** button to preview the questions.

➢ Your exam question paper will be displayed.

➢ If you want to edit the question, click on the **Edit** button.

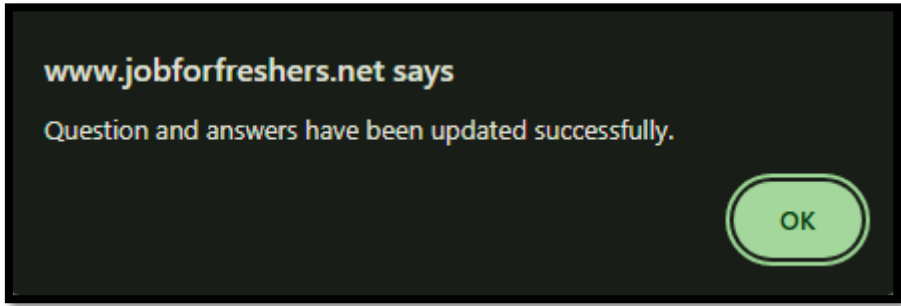➢ Modify the question and answer as needed, then click on the **Update** button to save your changes.

➢ **Question and answer updated successfully** message will appear.

➢ If you want to delete the question, click on the **Delete** button.

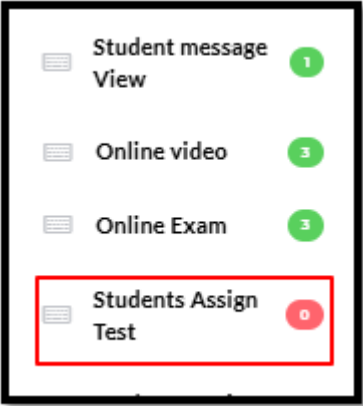➢ To permanently delete the question and answer, click on the **Delete Question & Answer** button.

➢ A **Question and answer deleted successfully** message will appear.
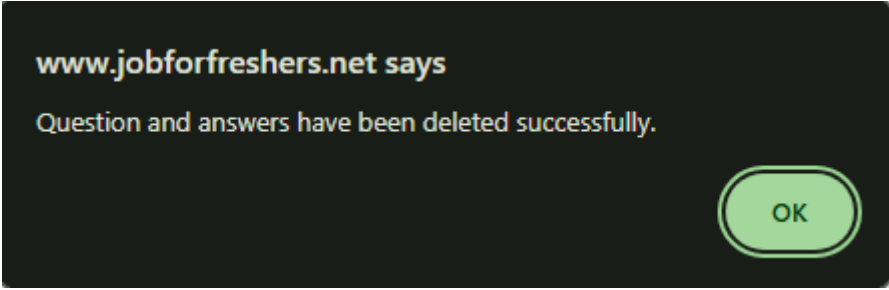
❖ STUDENT ASSIGN TEST:

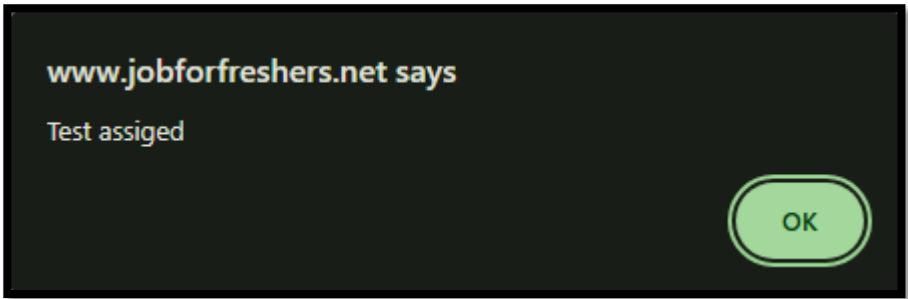In this section, you can assign the exam to the students that you have created.

➢ Click on the **Students Assign Test** button.

➢ Select the appropriate details of the students, such as degree, department, and batch year.

➢ The table with the student details and exam details will appear. Select the questions you wish to assign, along with the **date, maximum passing percentage**, and any additional options like **video recording** and **screen recording**. You can assign the exam to all students by clicking the **Select All** button, or if you want to assign it to **specific students**, select the **checkbox** next to their names.

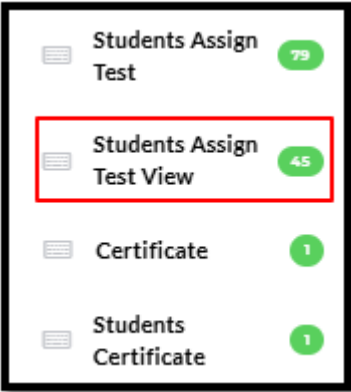➢ Once done, click on the **Add** button. A **Test assigned successfully** message will appear.

➢ Once the staff assigns the exam to the students, they will receive an email notification about it

❖ STUDENT ASSIGN TEST VIEW:

In this section, you can view the list of assigned exams along with the details, including the email sent regarding the exam. If the student has attended the exam, you can also see their marks and the date they attended the exam.

➢ Click on the **Student Assign Test View** button.

➢ The full details of the exam will be displayed here.

➢ Click on the **Plus symbol** button to view the exam details.

➢ Click on the **View Details** button to see the complete details of the exam and the student.

➢ If you wish to add any remarks for the exam, enter them and click on the **Add** button once you're done.

Student Details

Name:Sudha
Mobile: 9121234500
Email:sudha@gmail.com
Degree:Bachelor Engineering
Depertment:Testing
Year:1Year
Student batch:
Staff Name:sahaya

Remark*

No remark available

[Add]

[view video] [view exam sheet] [Reset]
[Delete]

Exam assing details

Assign:October 30th, 2024 at 10:32 AM
Expaire Date: November 2nd, 2024
Screen Recording: Enable
Video Recording: Enable
Exam Title:Exam1
Total mark:20
Total Question:20
Time:20Mins
Need Get percentage:20%

Student Mark Details

Exam Atted Date: October 30th, 2024 at 11:33 AM
Exam Mark:9
Non atted Question:0
Exam Mark Presentage: 45%
Note: Video automatically deleted on November 9th, 2024 at 11:33 AM
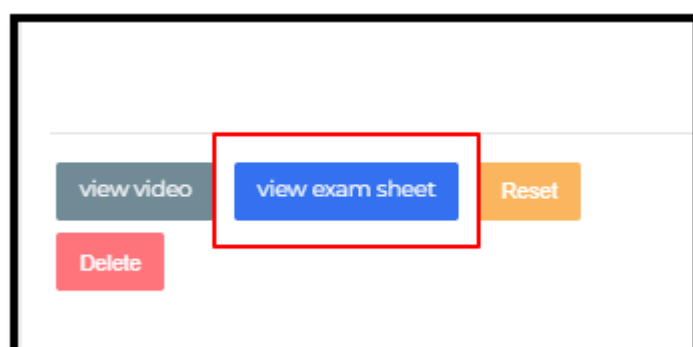Remark Date:
Remark:No remark available

➢ **Remark updated successfully.**

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Remark updated

OK
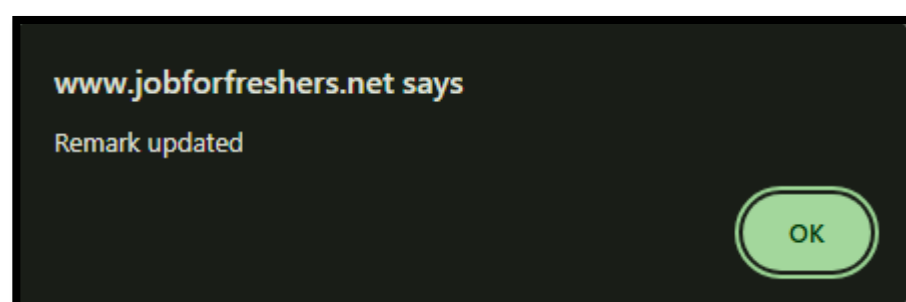
➢ Click on the **View** button to watch the video recording of the student's exam.
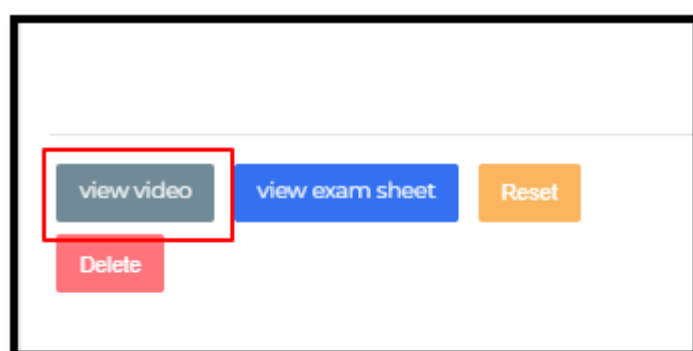
➢ The video will expire 10 days after the student attends the exam.
➢ To view the exam sheet they attended, click on the **View Exam Sheet** button.

➢ You can view a preview of the answered exam sheet, showing their scores, correct answers, and the date they attended the exam.

PREVIEW

Student Name: Sudha   Unanswered: 0   Total Time: 20Mins

Job seeker Mark: 9   Total Mark: 20   Exam Atted Date: October 30th, 2024 at 11:33 AM

1.What is the capital of Australia?

○ Sydney
● Melbourne
○ Canberra
○ Perth

2.Who painted the Mona Lisa?

○ Vincent van Gogh
● Pablo Picasso
○ Leonardo da Vinci
○ Michelangelo

3.What is the largest ocean in the world?

○ Atlantic Ocean
○ Indian Ocean
○ Arctic Ocean
● Pacific Ocean

4.Which planet is known as the "Red Planet"?

○ Venus
● Mars
○ Jupiter

➢ If you wish to delete the student's details, click on the **Delete** button.

➢ The data has been deleted successfully.

www.jobforfreshers.net says

Data deleted111

OK

➢ If you want the students to retake the exam, click on the **Reset** button to allow them to attend the re-exam.

➢ A confirmation message will appear to reset the details. Click on the **Ok** button to proceed.
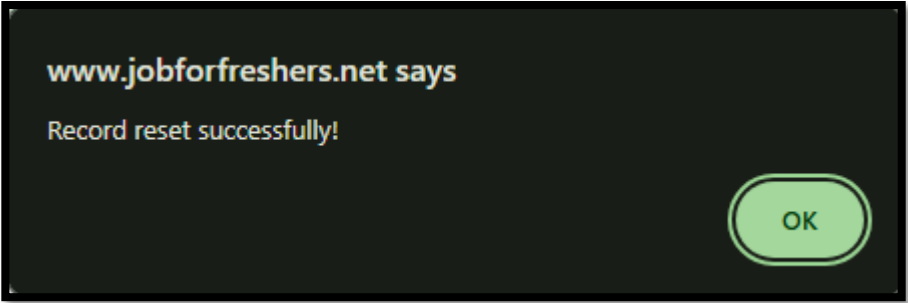

www.jobforfreshers.net says

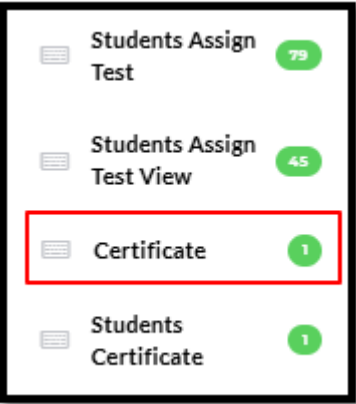Do you really want to reset Anish record?

OK   Cancel

➢ **Reset successfully** message will appear.

www.jobforfreshers.net says

Record reset successfully!

OK

❖ CERTIFICATE:

In this section, you can issue certificates for the exams you have previously conducted.

➢ Click on the **Certificate** button to generate a certificate for the students.

➢ Provide all required details, including the Certificate, Authority Signature, Certificate Name, and Certificate Issue Date, and ensure the certificate fits the specified size (maximum 1000px by 700px). Then, click on the **Add** button.

➢ You can view the list of added certificates in the table below.

➢ Click on the **Edit** button if you need to modify any of the details.

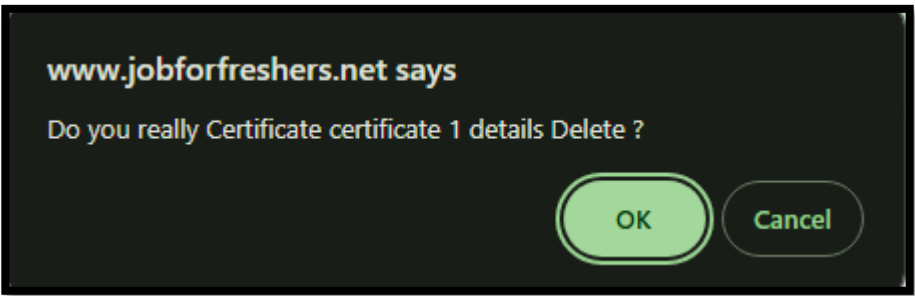➢ Edit the necessary details, then click on the **Update** button.

➢ An **Update successful** message will appear.
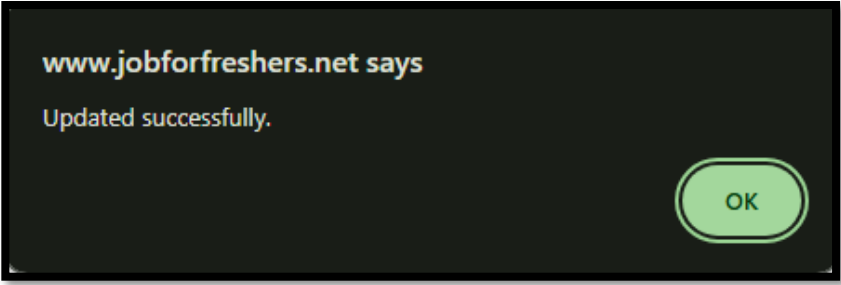
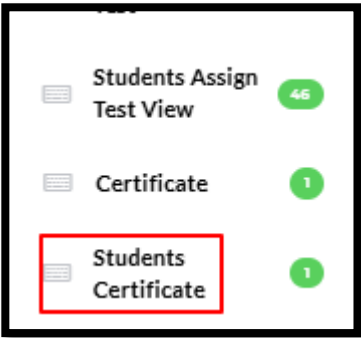➢ If you wish to delete the certificate, click on the **Delete** button.

➢ A confirmation message will appear. Click on the **Ok** button to proceed.

❖ STUDENT CERTIFICATE:

In this section, you can issue the certificate to students that was previously created.

➢ Click on the **Student Certificate** button.

➢ Select the appropriate degree, department, year, student batch year, and enter the mark category.

➢ The selected list of students will display based on your chosen criteria.

➢ Select the certificate that you need to issue to the student.
➢ Click on the **View** button to generate the certificate for the selected student.

➤ Drag the details and place them on the certificate, then click on the **Print** button.

➤ Click on the **Print** button again, and the certificate will be saved on your desktop.