GATEtutor

USER MANUAL

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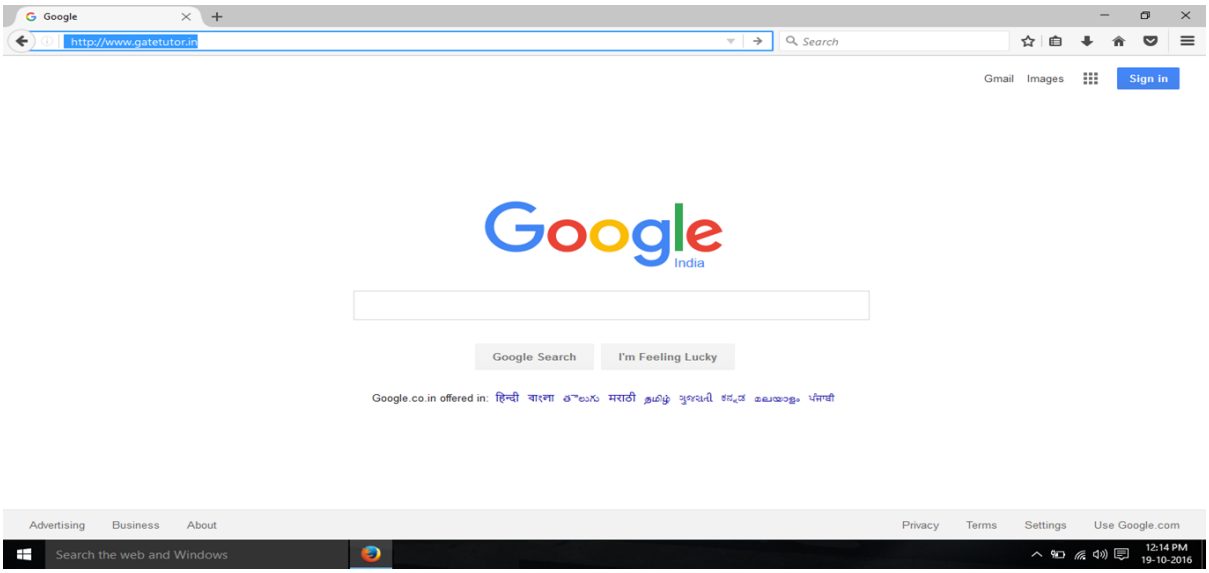
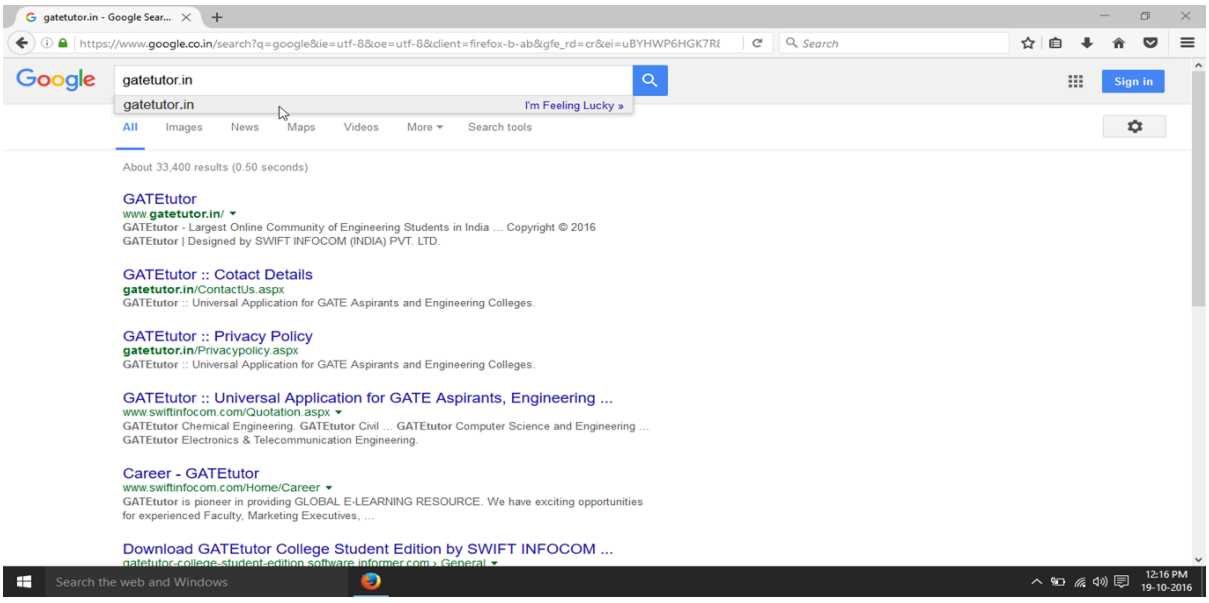
I. How to register on GATEtutor.in

Step 1

To register on GATEtutor visit http://gatetutor.in



Or enter GATEtutor in Google search:



When you type “gatetutor.in” in Google search and just click on top searched result

➢ GATEtutor.in

By entering in the GATEtutor.in you can explore the world of "GATE "related all the information like exam preparations, mock tests, practice test, test assign option, sharing & get connected to the all engineering students around the India.
You can make friends from engineering colleges all over the country. There are multiple options to interact with them for the preparation of GATE like timeline, post sharing, file uploading and much more features.

You can sign up with the GATEtutor by three different user types are as follows:

1. **College Student**
2. **Institute or College Admin**
3. **Pass out student**

1. **College Student**

   If you are an existing student of any engineering college of any branch, you can do free sign up with GATEtutor as a college student.

2. **Institute or College Admin**

   If you are a faculty member, HOD or Principle, you can sign up with GATEtutor free. There are lot of features are given to the Admin of an engineering college like add & edit students, lock & unlock students, assign the tests, generate reports, sharing the study material online & much more.

3. **Pass out student**

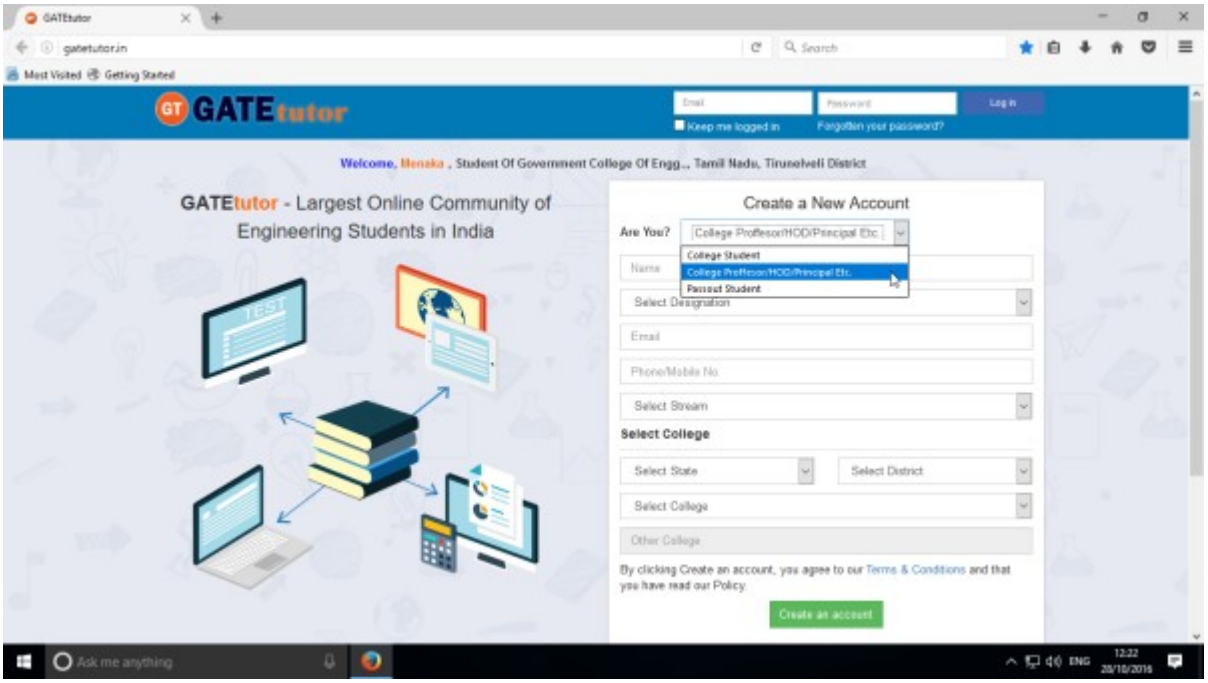
   If you are a passed out student from the college and preparing for the GATE then you can sign up free as a Pass out student. You can give the Study, practice tests, make friends & share & download material related to GATE online & much more.

GATEtutor is a unique platform to connect, study, share information, preparation, download the materials related to the GATE exams.

Get connected with GATEtutor and start your journey towards the success in GATE.

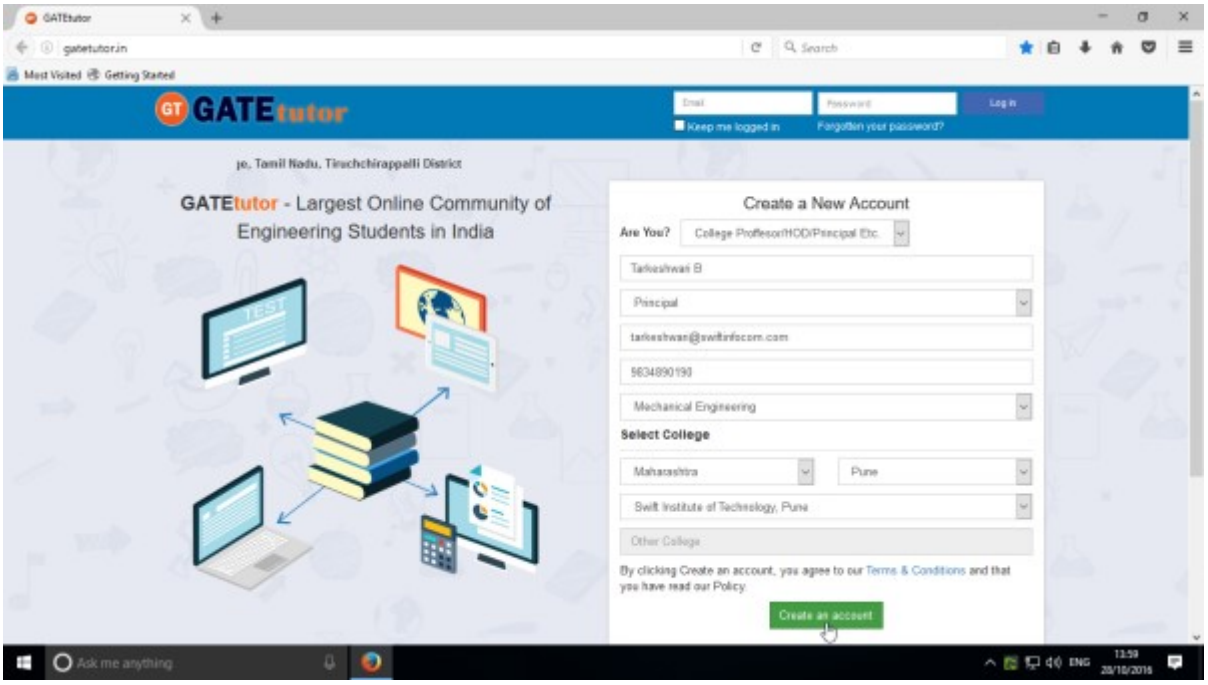
Step 1(1) College Admin Registration

If you want to register as a **"College Admin"**, click on second menu from drop down list. Following screen will appear



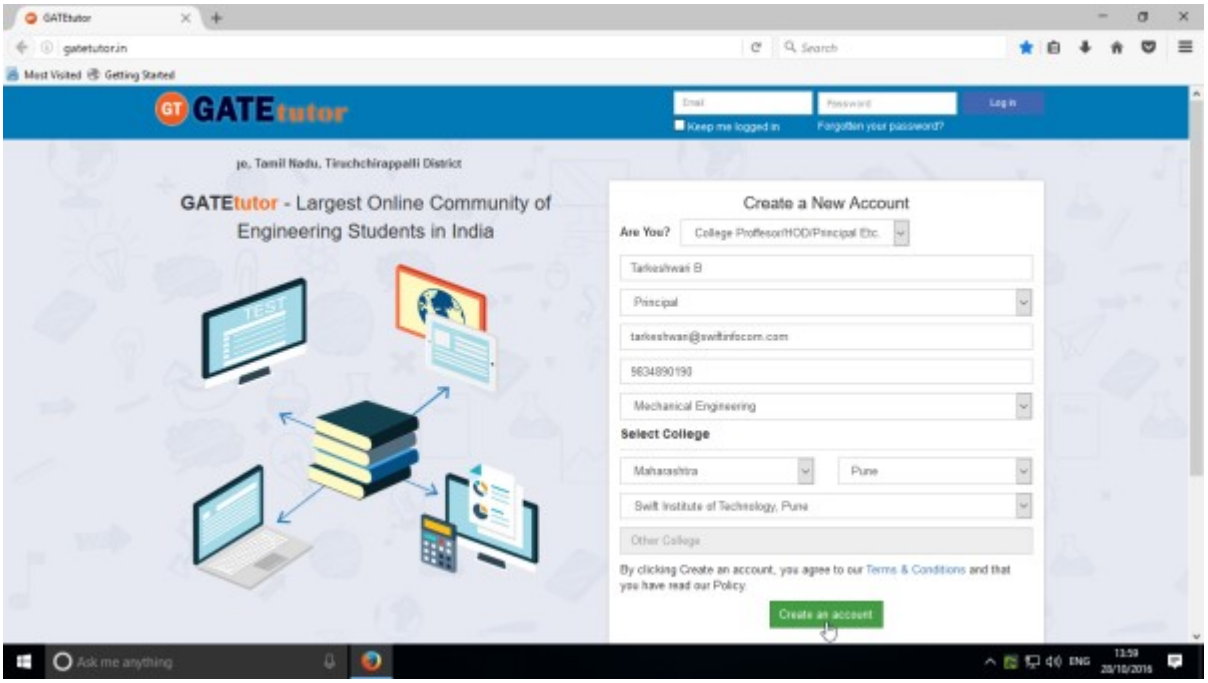
Fill up all the information like Name, Designation, Email, Phone No, Stream, State and District & College.

Now, Fill all the details and click on "**Create an account**" button to sign up as a College Admin

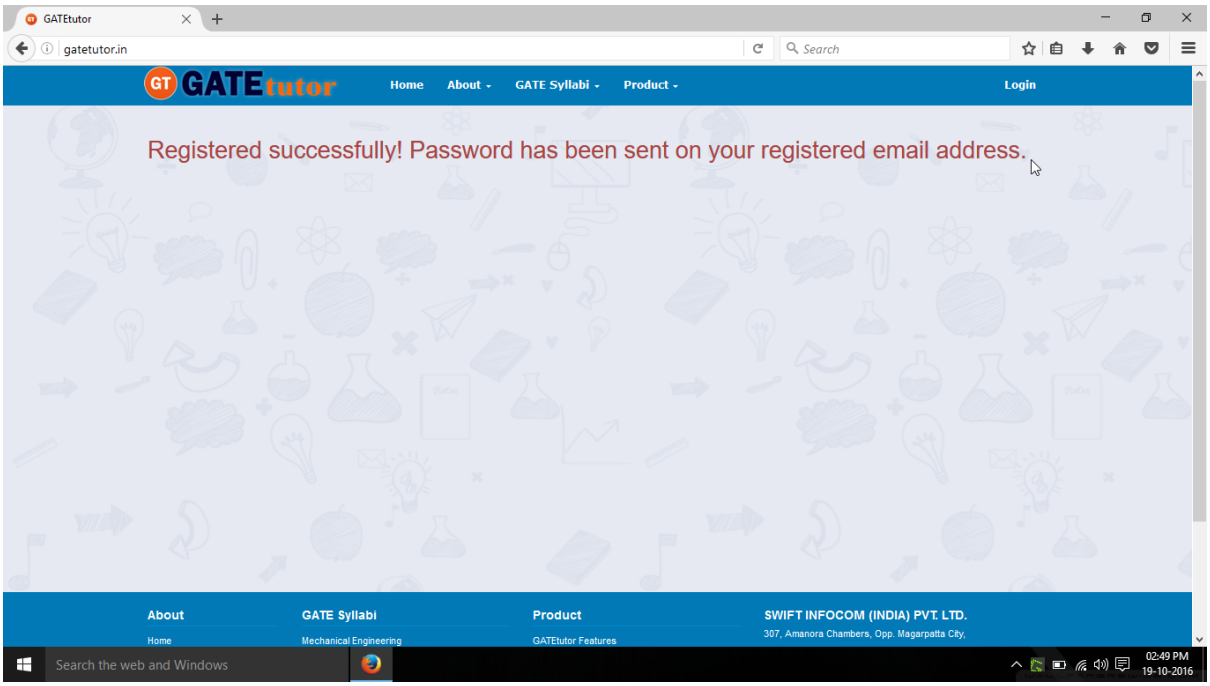


Fill up your Name, Valid Email id, Contact No, Stream, State, District, College Name etc & proceed.

Fill all the details as per above & click on the "**Create an account**" button.



You will get the following window after clicking on the "Create an account" & your account will get created successfully

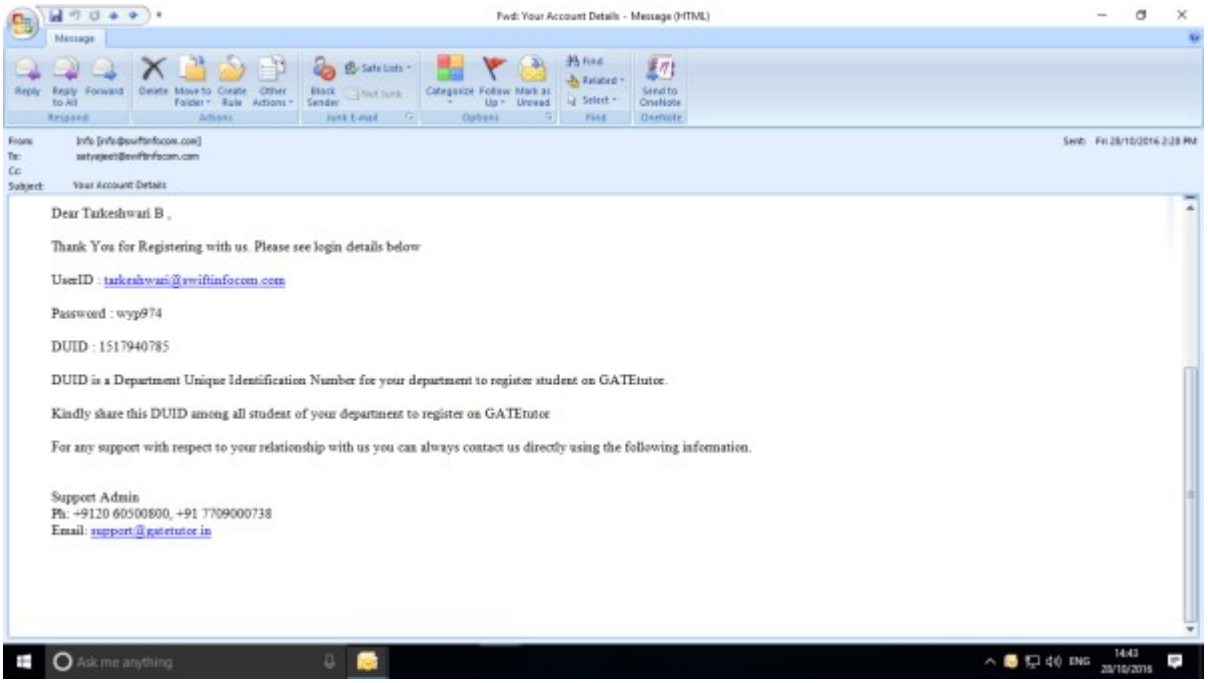


Login details will be sent to your registered email id with password and other details.

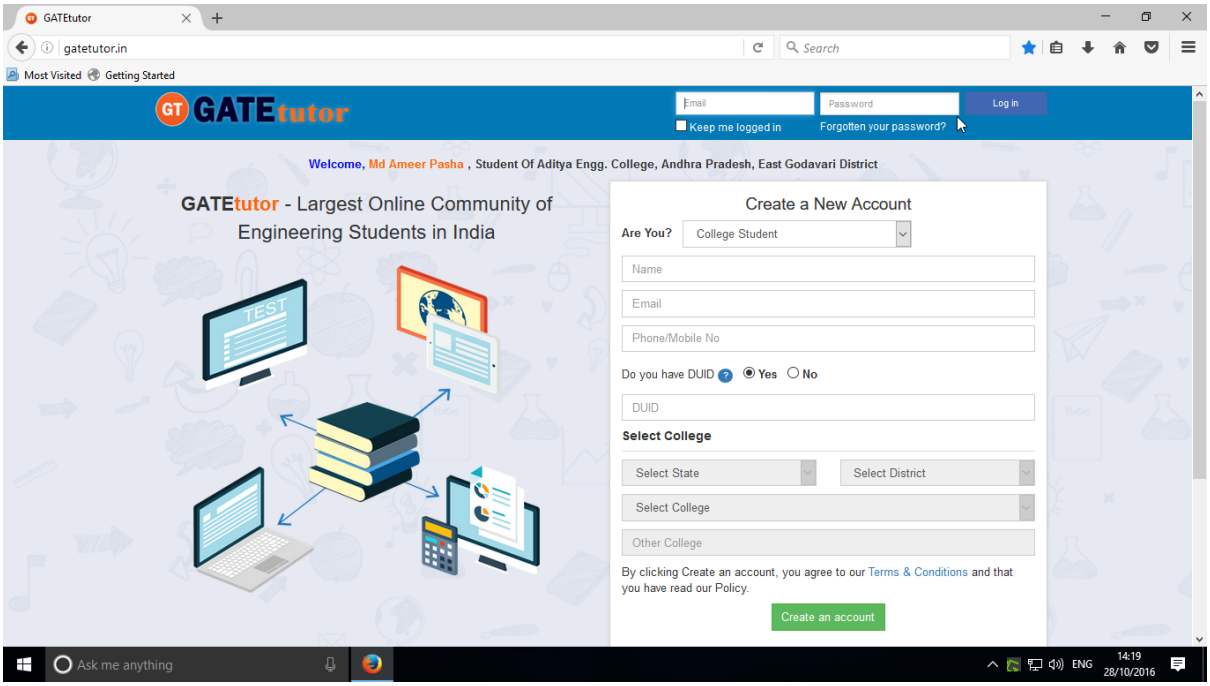
Step 1(2) Registration Details

After registering successfully your **User id** and **Password** will be sent to that email-id which you have provided at the time of registration.

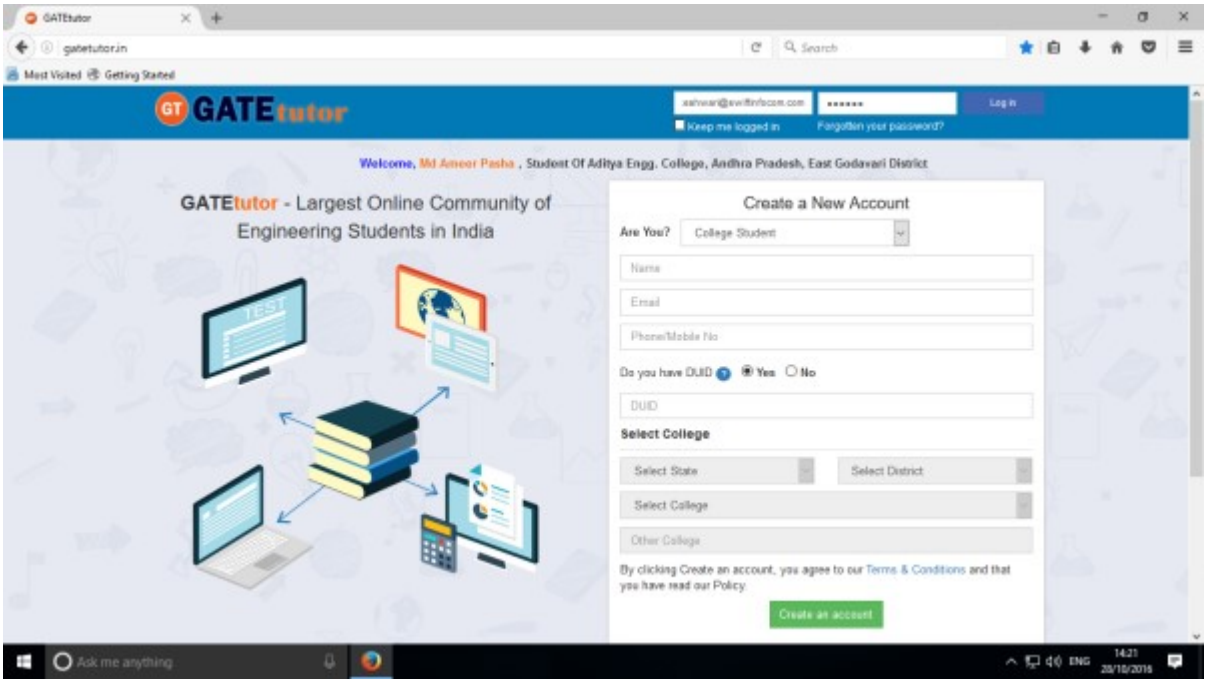
Kindly login to your email account to get user id & password provided by GATEtutor.in.
You will get the information about your login details at your mail are as follows



Use that user id & password to login



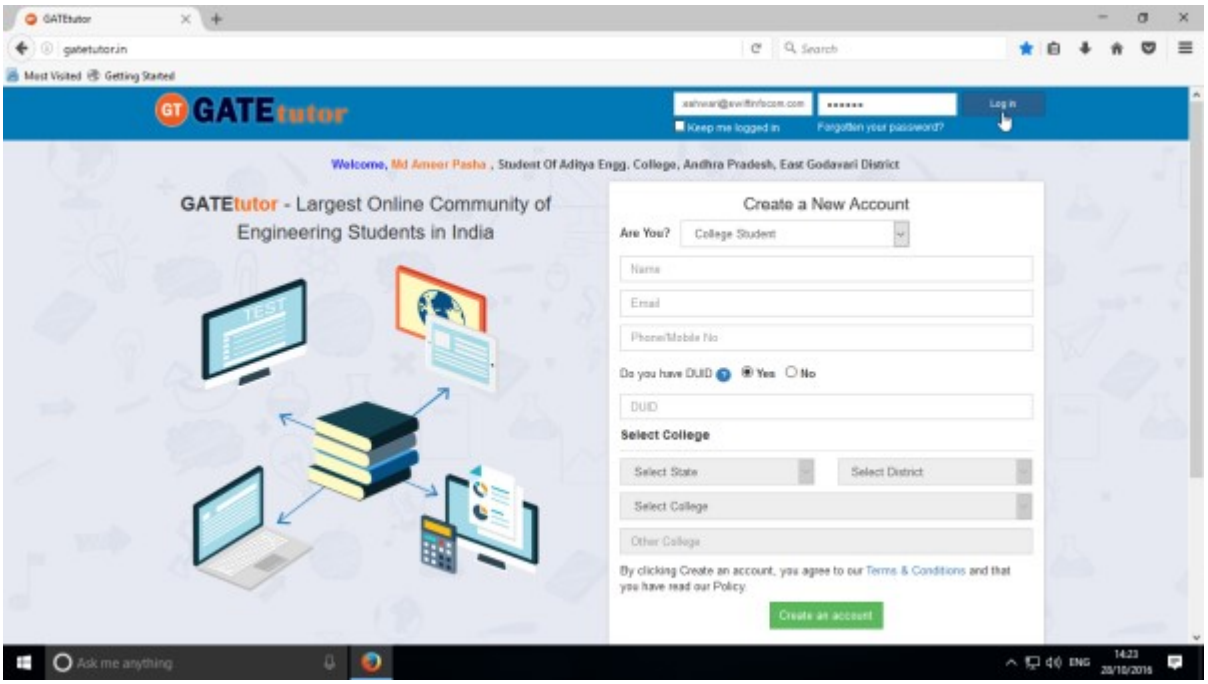
If you have an already registered on GATEtutor then enter an "**Email id** & **Password**" to login
Enter the registered mail id and password & click on the "**Log in**" button to continue



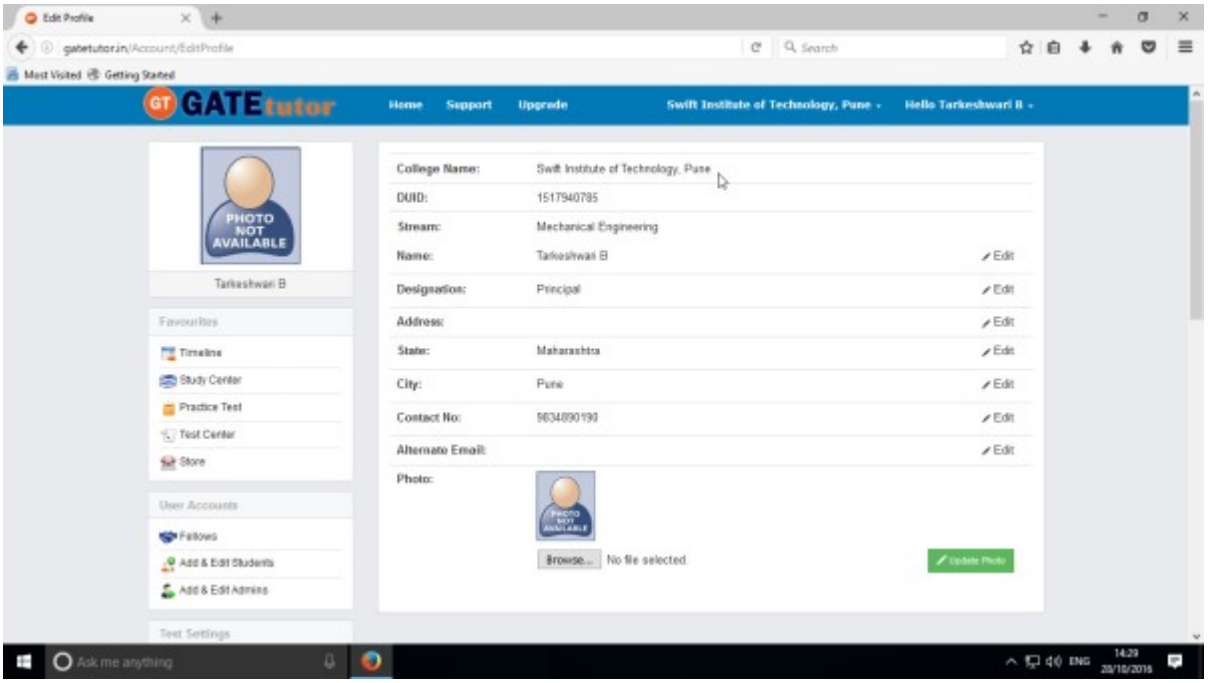
After logging in successfully, you can explore the world of GATEtutor

II. Starting with GATEtutor

Enter registered **Email-ID** and **Password &** Click on **"Log in"**

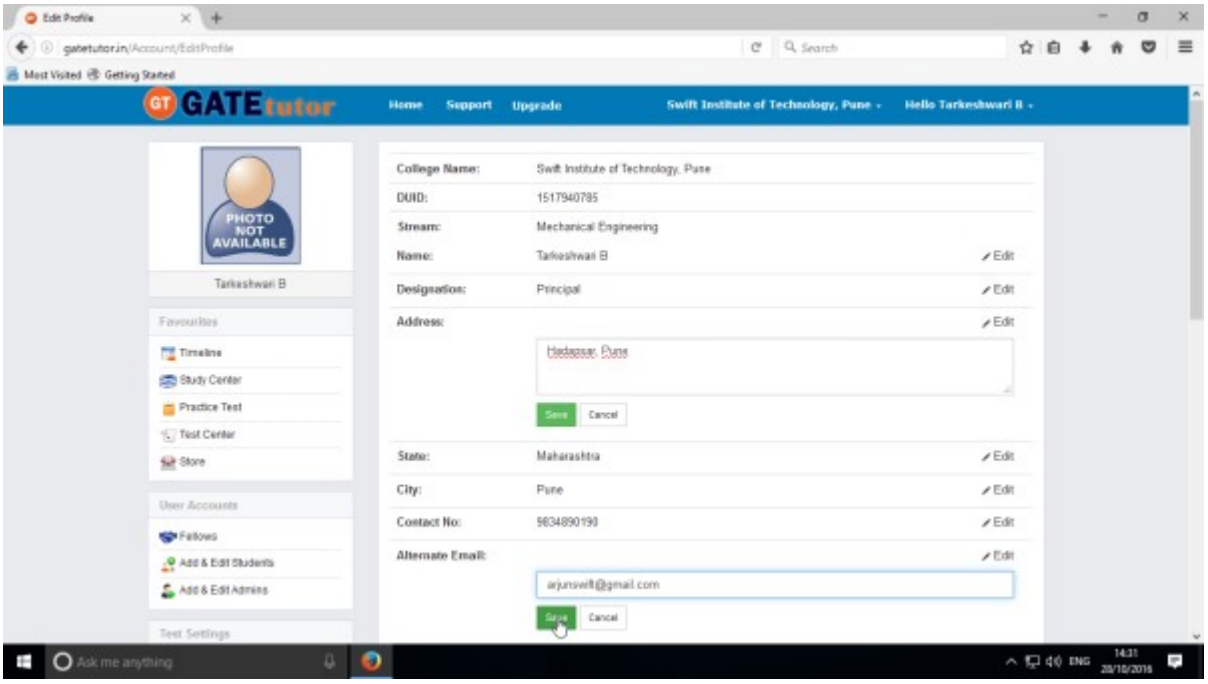


You will get redirected to the profile page after login

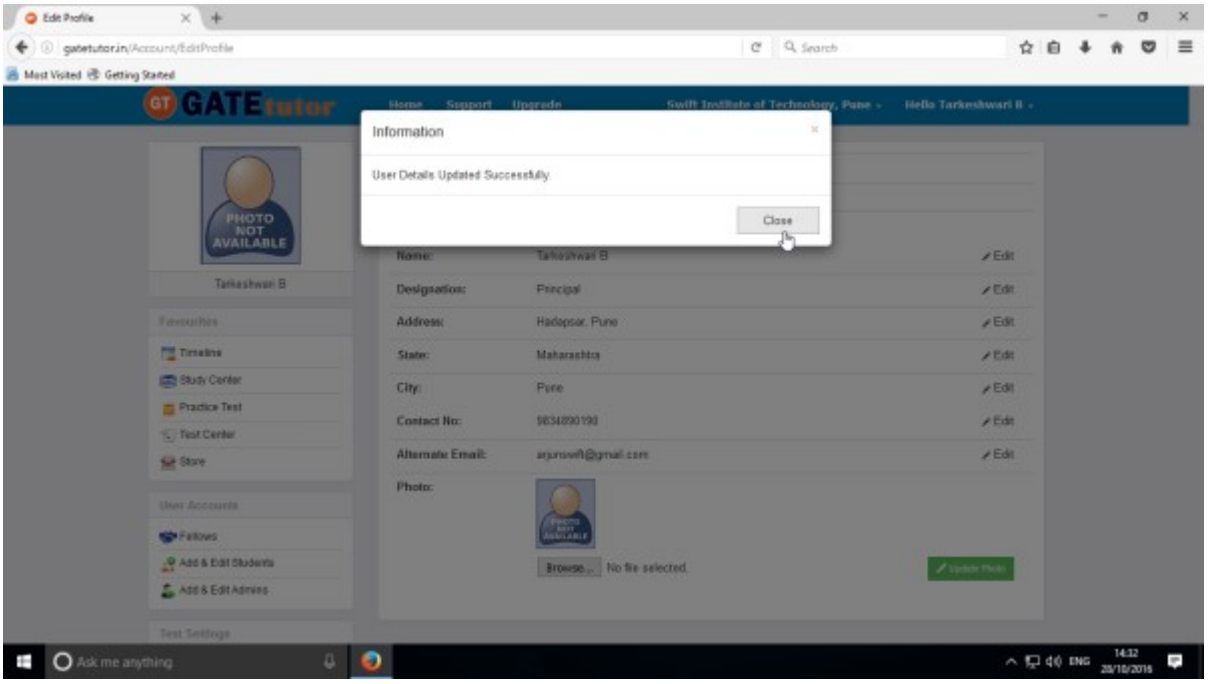


Here you can add & edit the information like Address, Roll No, Alternate Email, Profile Photo etc

Click on that menu where you want to add or edit the information

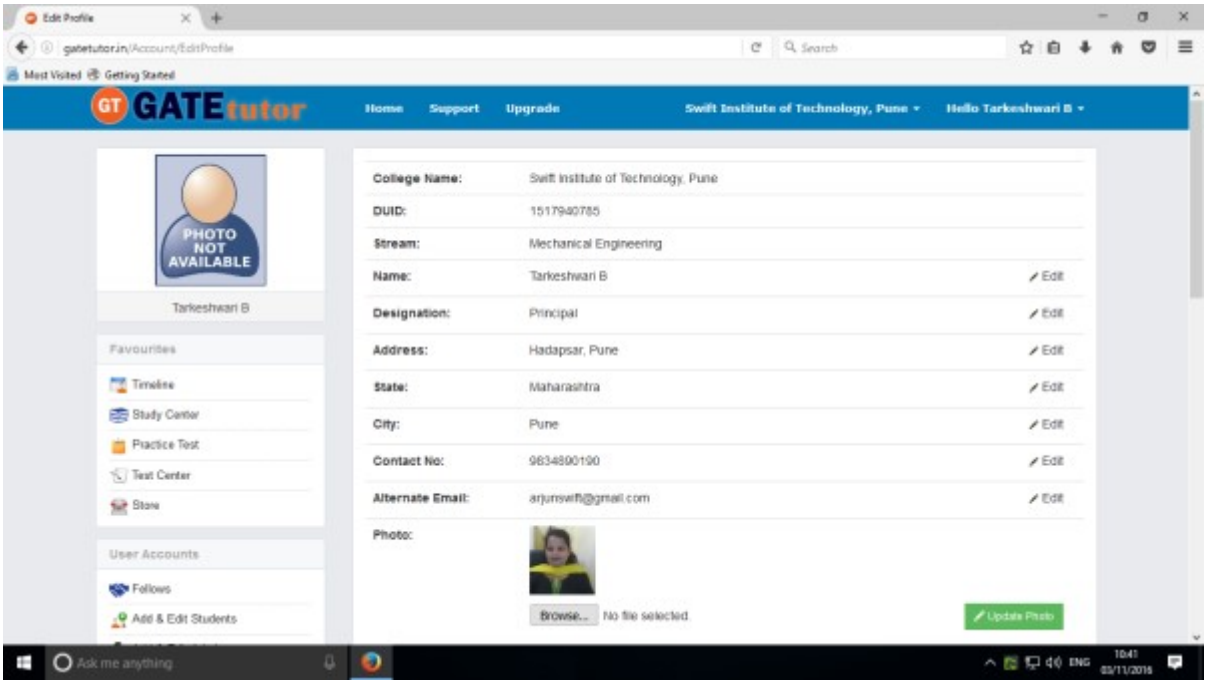


Fill up the data that you want to change & click on "**Save**" button



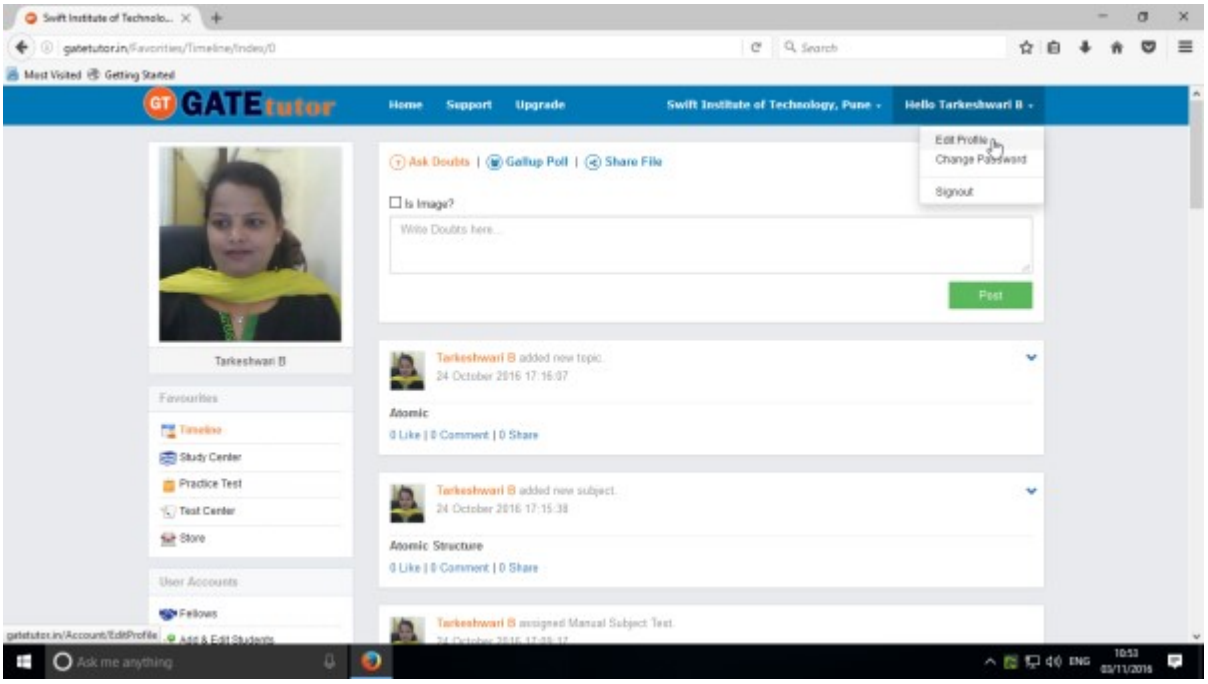
When you click on the "**Save**", the user details will get updated successfully. Now, click on "**Close**" to continue.

You can check the profile as follows

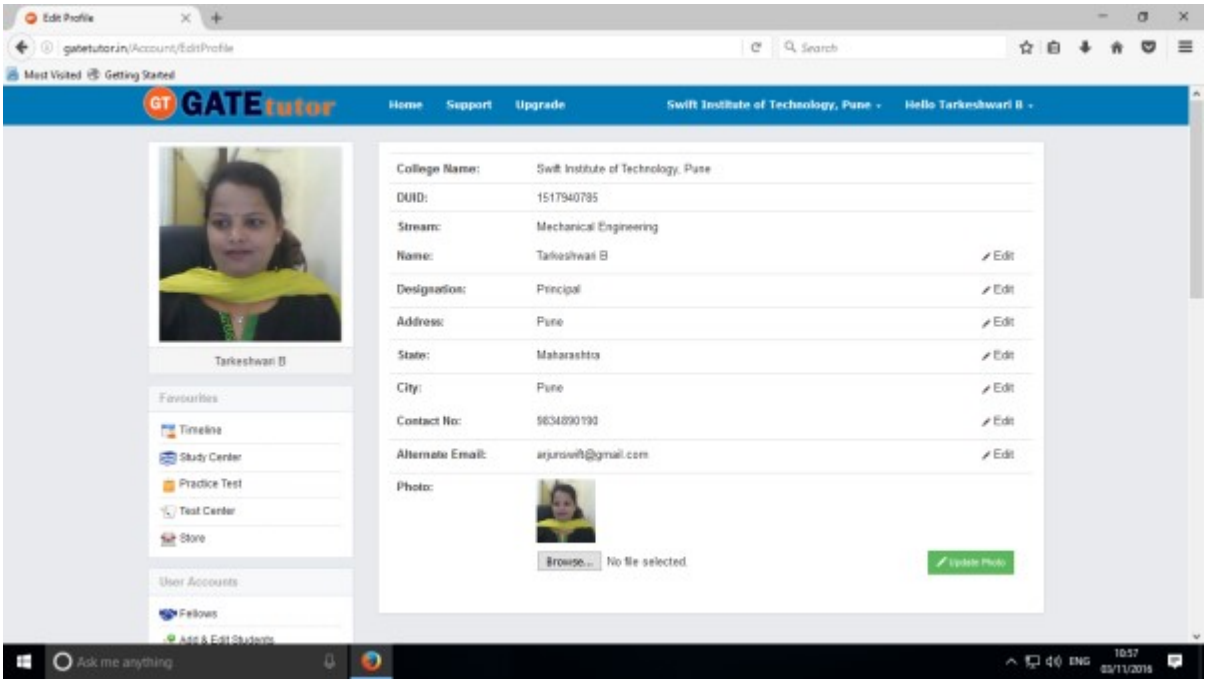


a) Edit Profile

If you want to make any changes again in your profile then you can change your profile picture or make any changes in basic information like Name, Address, Roll No, Alternate Email, Contact No etc. You can make changes by clicking on “Edit Profile”

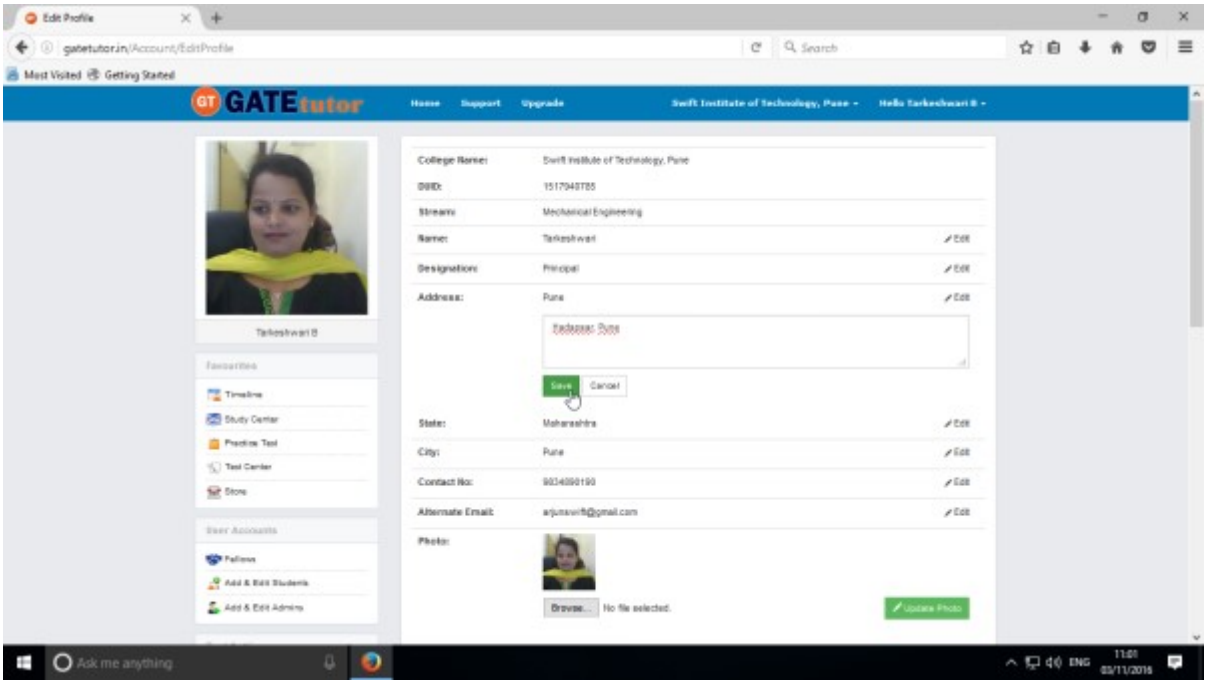


When you click on “**Edit Profile**” you will appear a page as follows

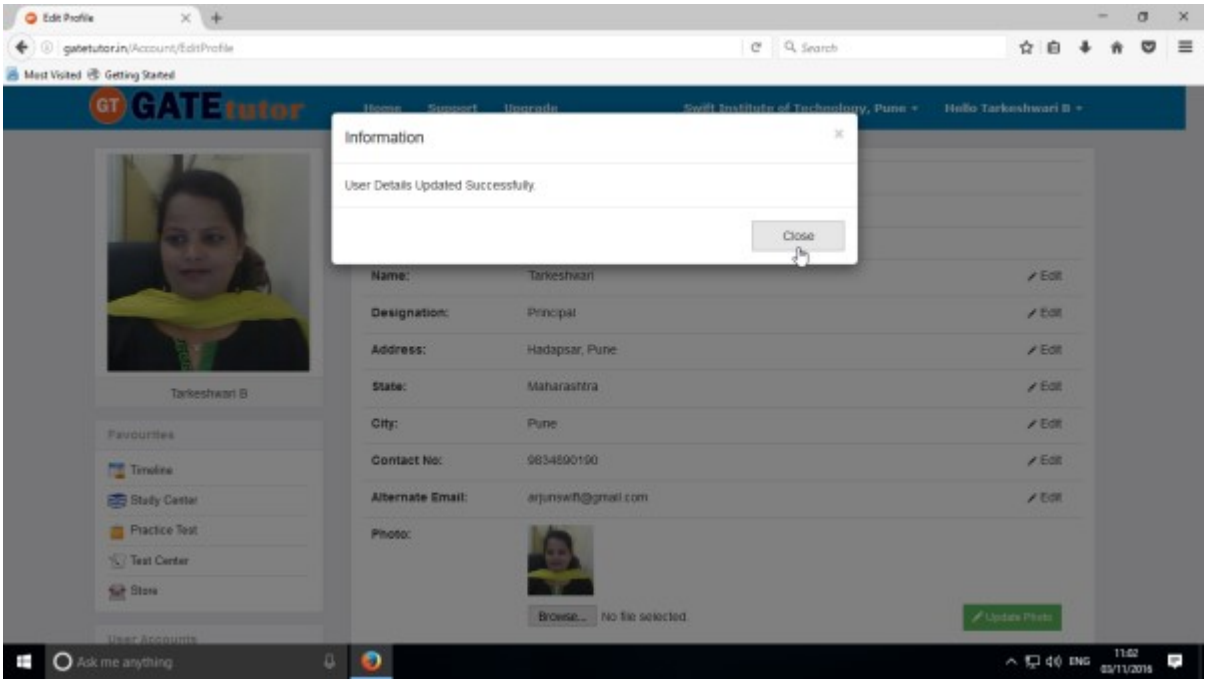


Choose the options to change or edit.

Here, you can make changes by clicking on “**Edit**” option

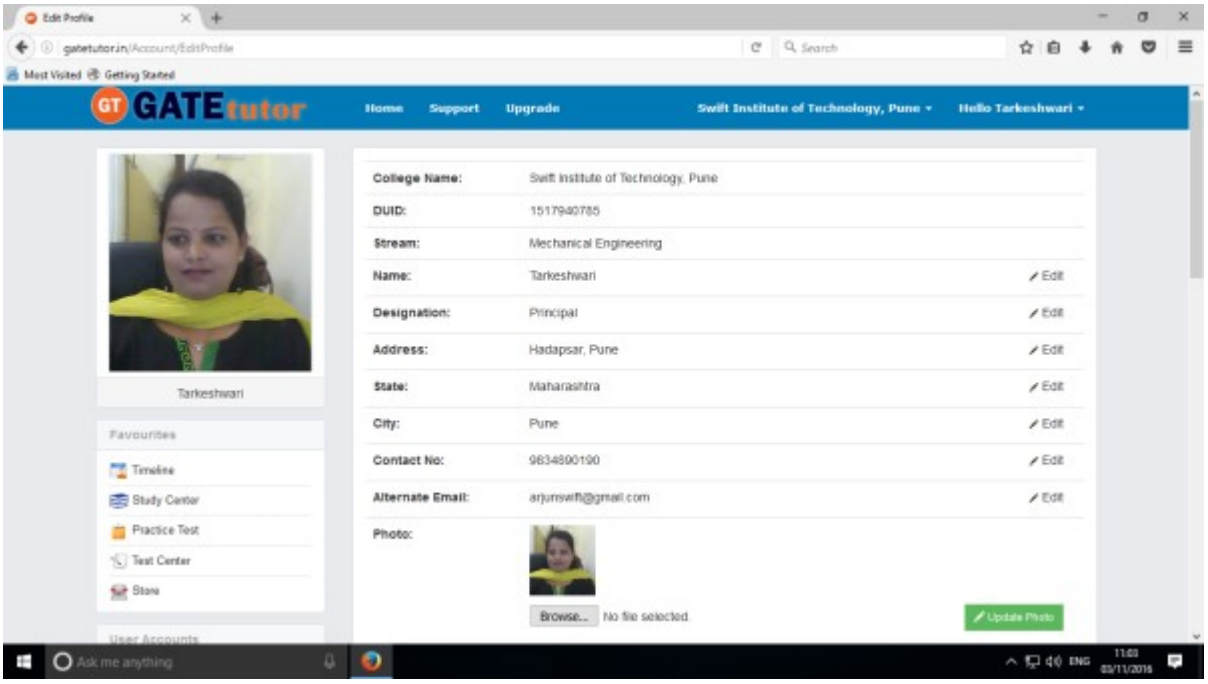


After clicking on “**Save**” button, you will appear the following window & changes will be saved

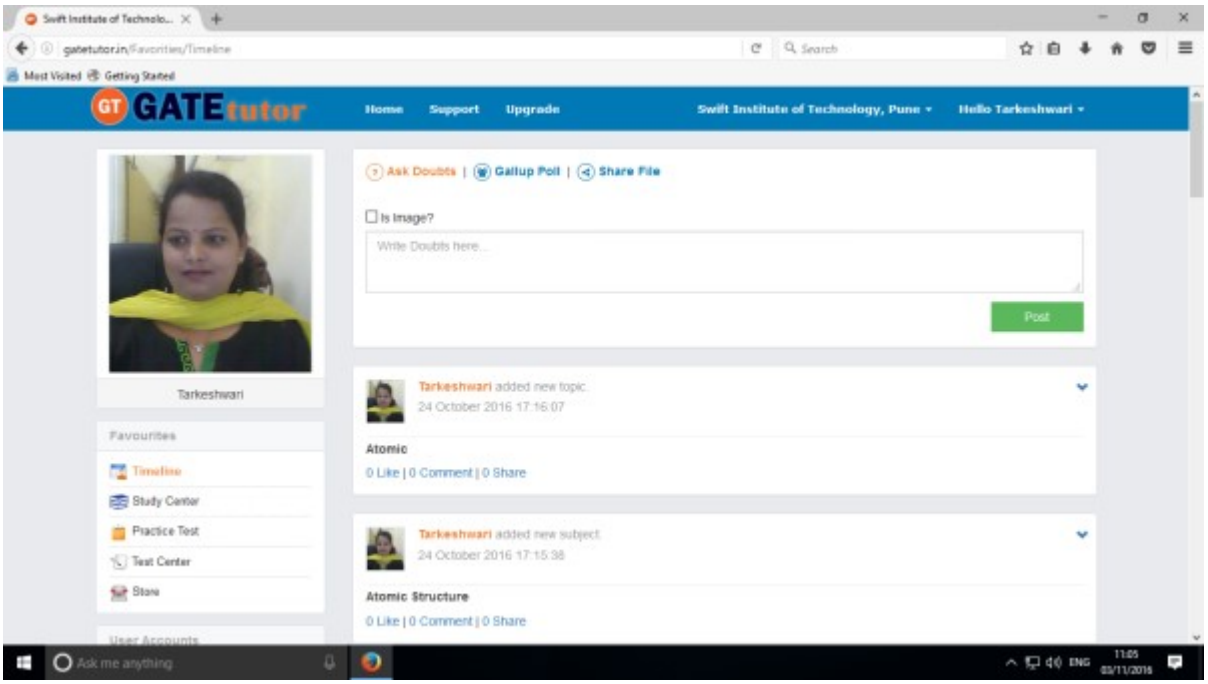


Your changes will be saved successfully. Now click on “**Close**” to continue.

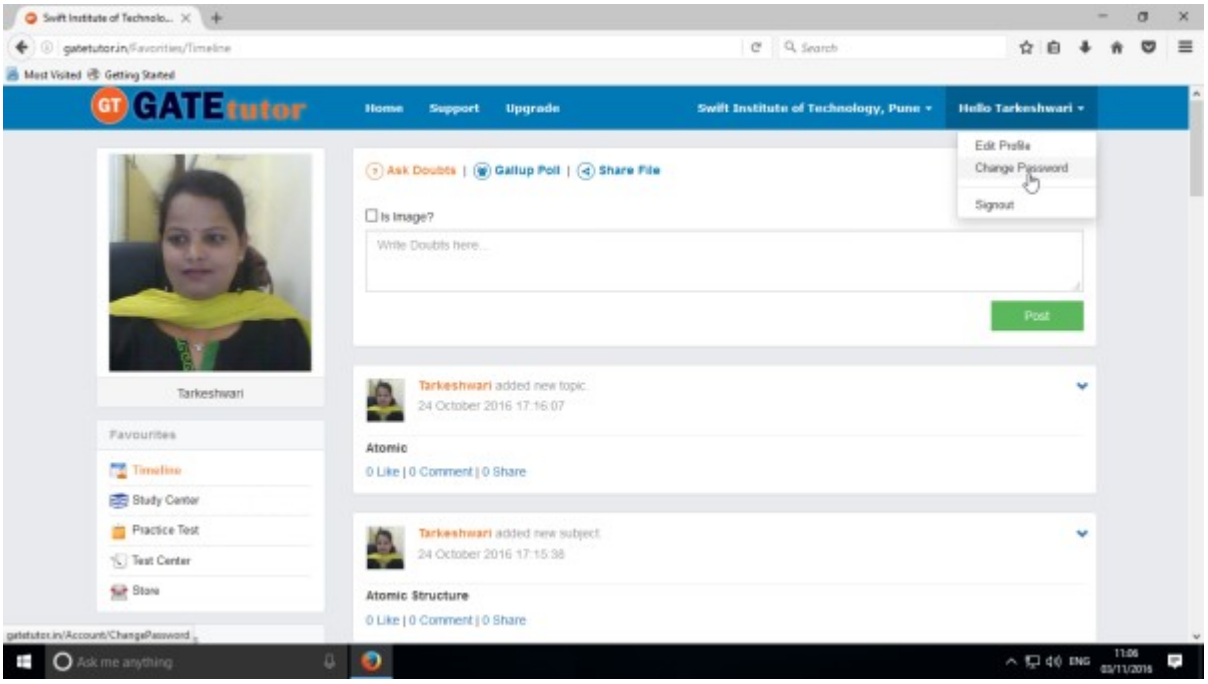
You can see the changes that you have done in your profile. These changes will appear in a profile.



You can see the changes done in profile. The main visible change in the profile after editing which is Profile picture on timeline

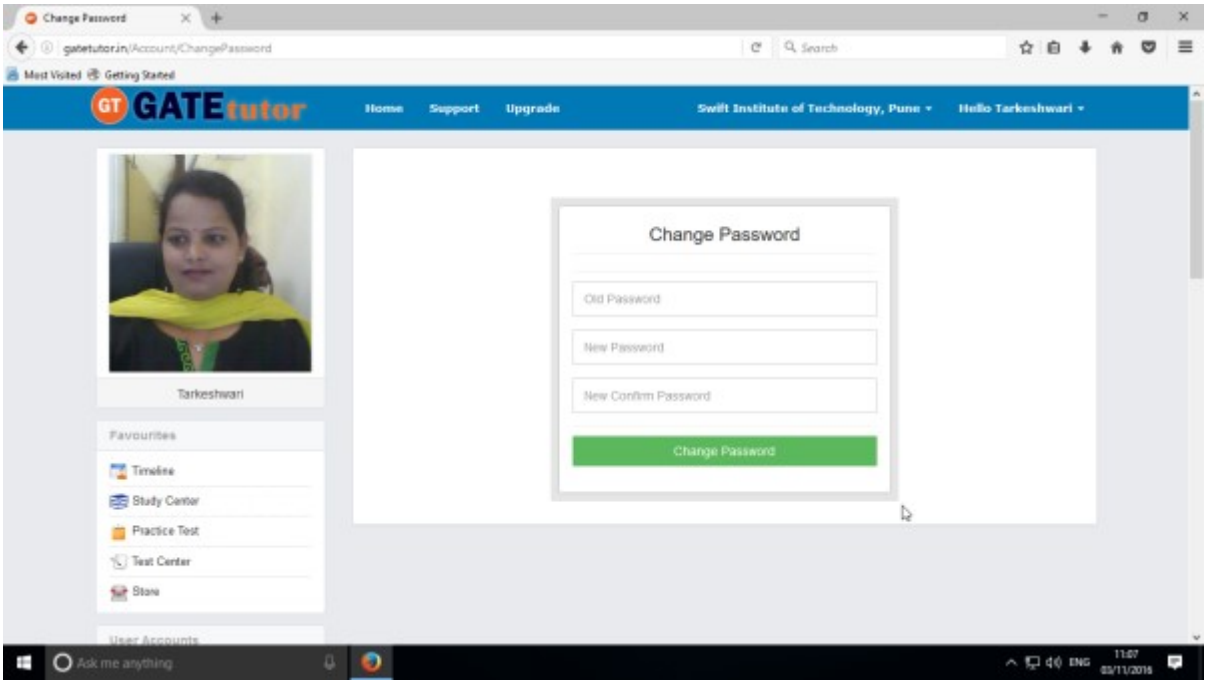


b) Change Password

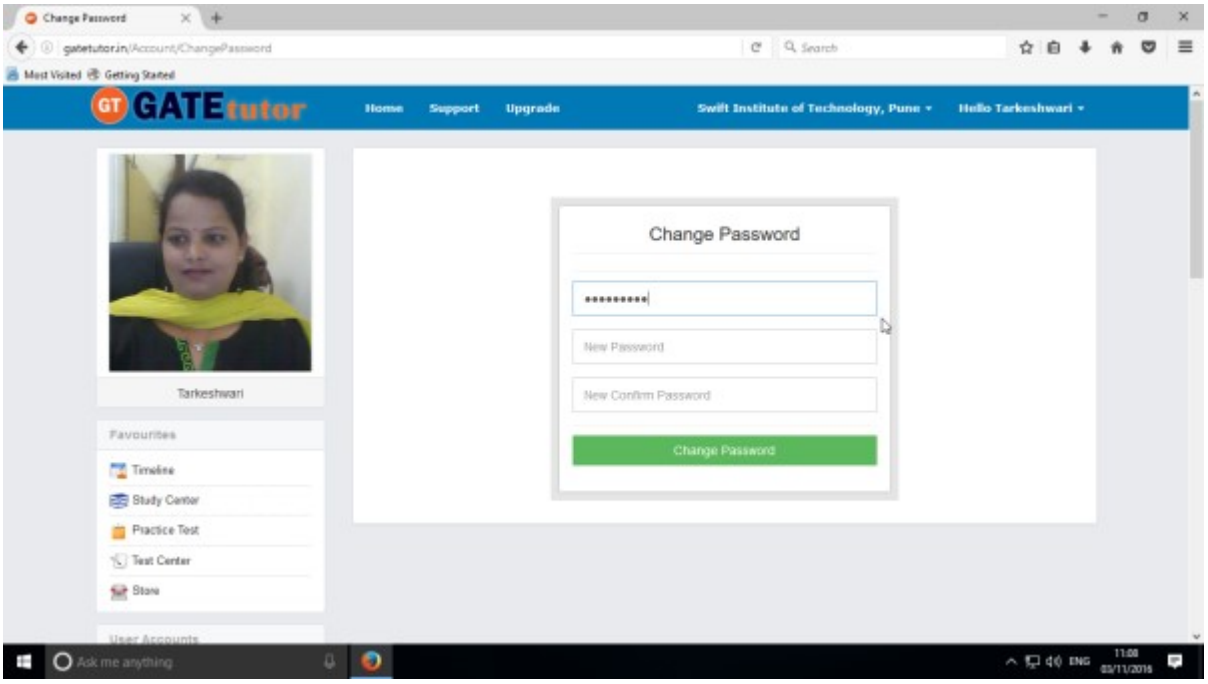


You get the password on your registered mail id from the GATEtutor when you register as a new user. You can use that password to login. You can also change that password by clicking on **"Change Password"** tab.

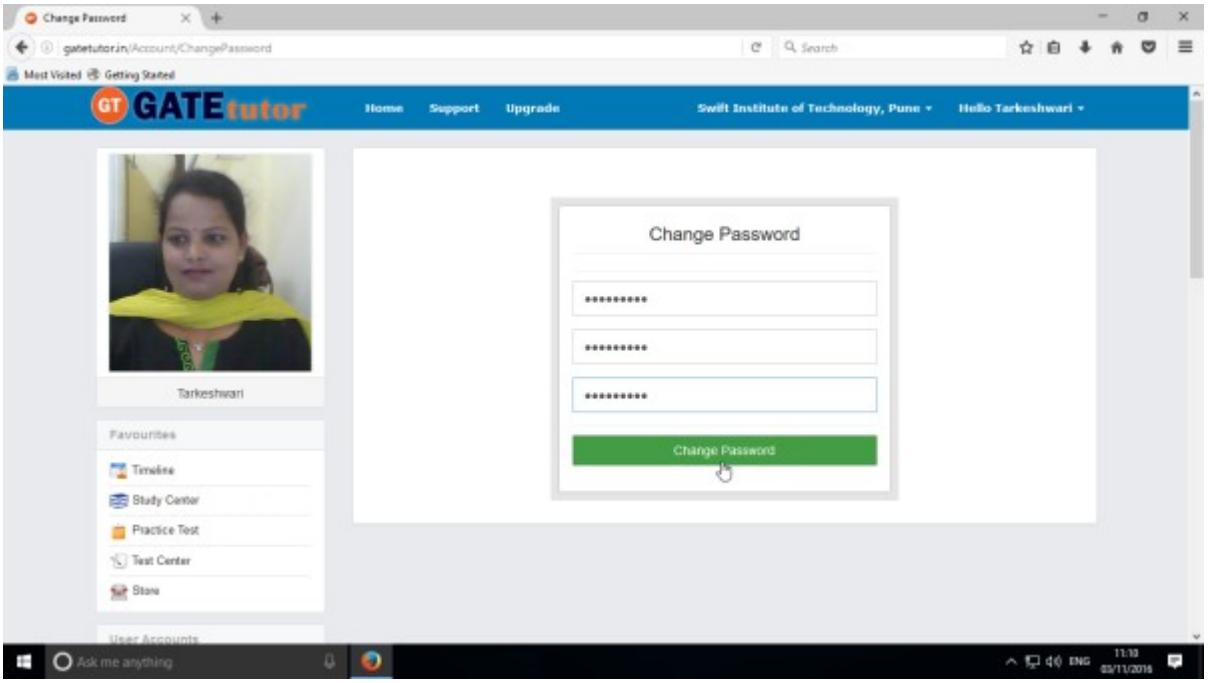
You will appear following window to change the password



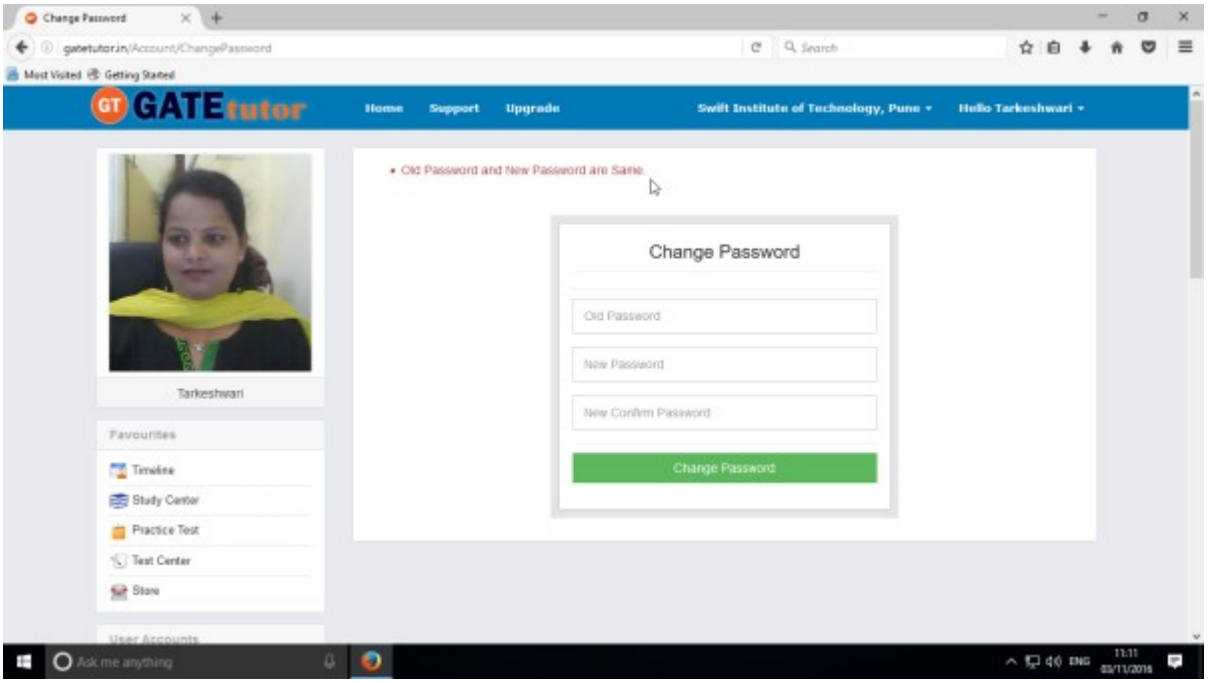
If you want to change the password then enter an old password in old password textbox



Enter an old password and new password then confirm new password

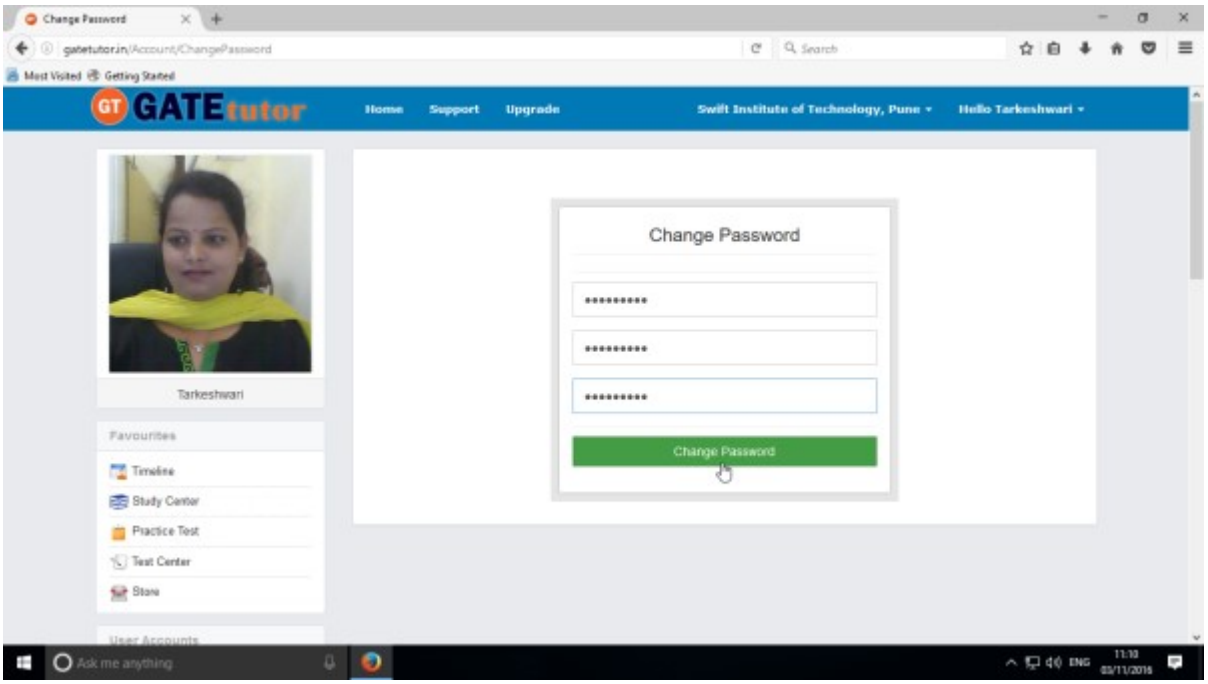


Click on "**Change Password**" as above

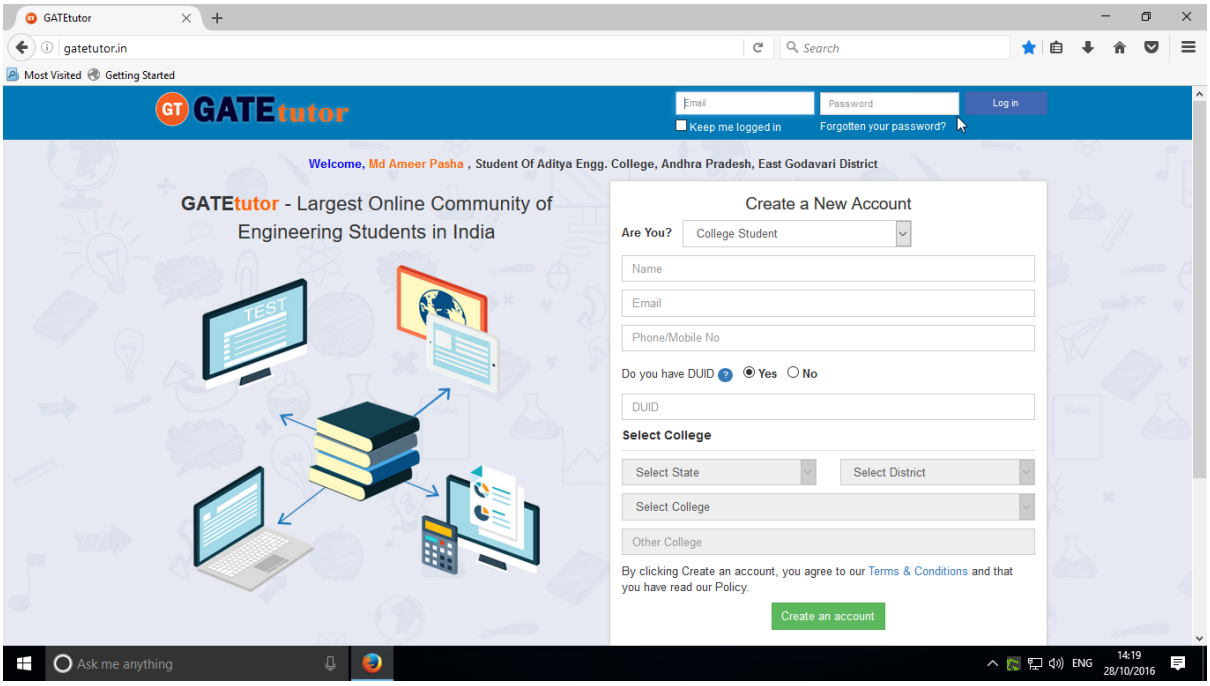


If the old password is used as new password, it shows the message that "**Old Password & New Password are same**". You can't use old password as a new password.

Enter the old & new password, confirm new password then click on the "**Change Password**"



When you click on the "**Change Password**", the password will get changed successfully & you will get sign out from the session.



Now, enter an email & new password to login to the GATEtutor.

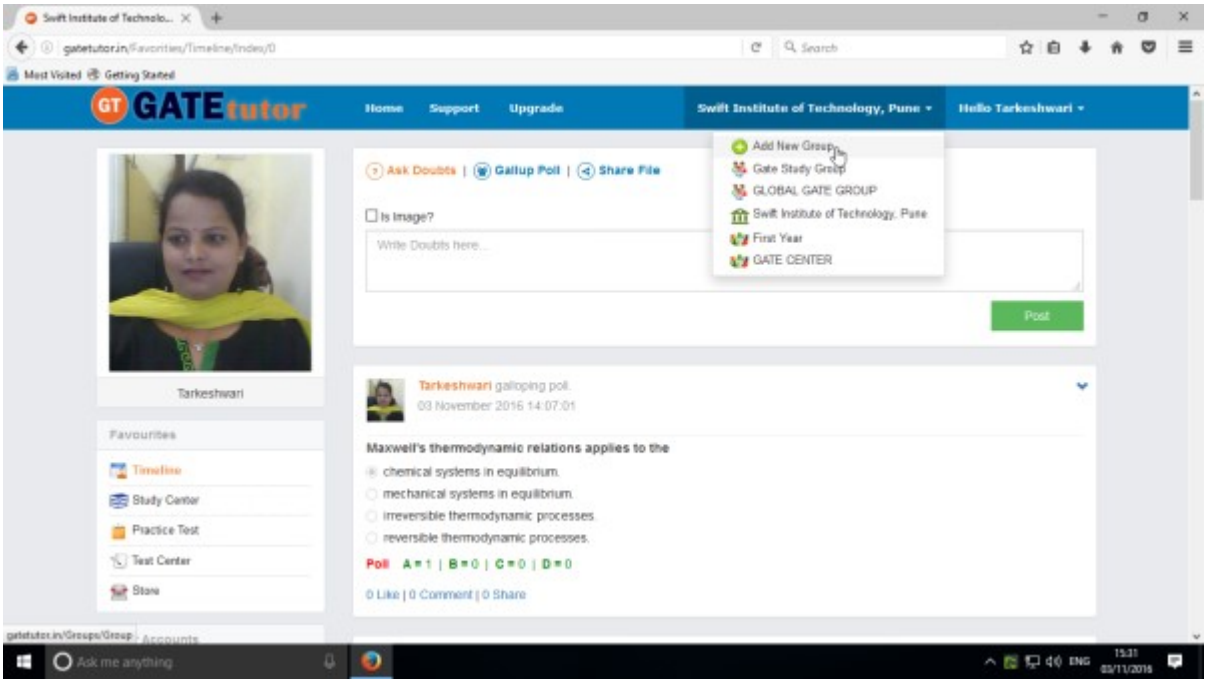
c) Study Groups

A **study group** is a small group of people who regularly meet to discuss shared fields of study related to GATE online. User can create multiple global groups.

College Sub Group

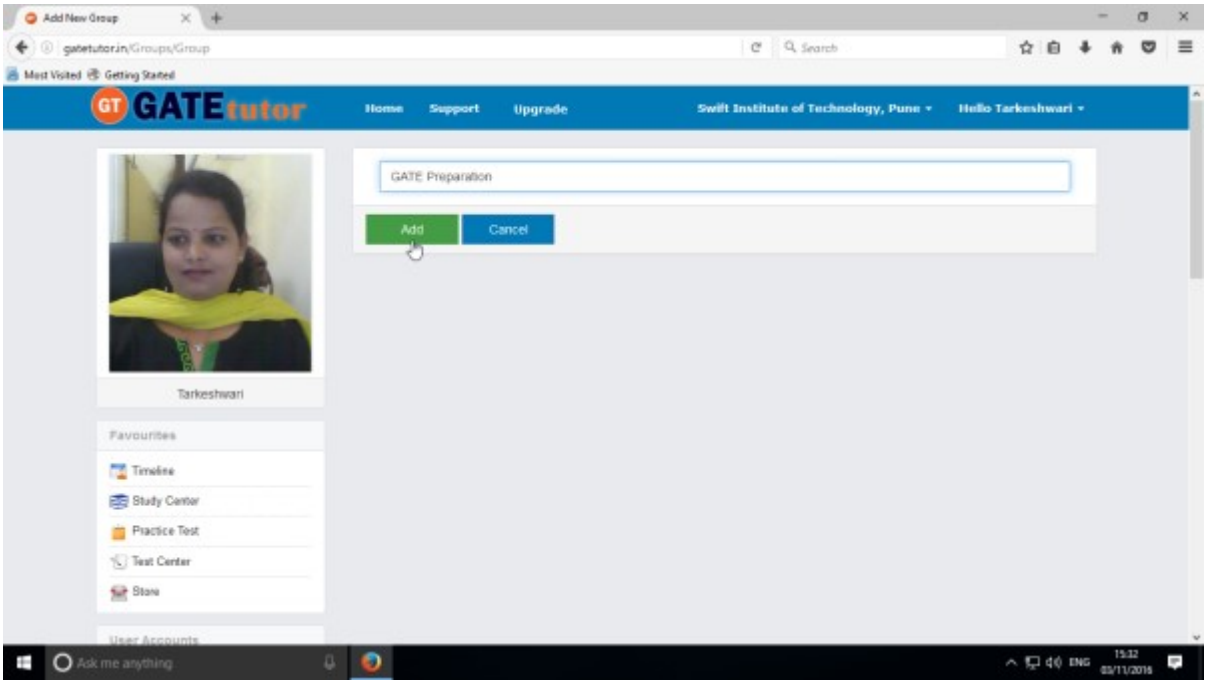
When a user is on his/her college timeline & creates a group by clicking on "**Add New Group**" is created as a **college sub group.** You can also create multiple groups under the college which will be a sub groups. You can join the members into the group from your college with same department only.

Go to your college name tab & click on it. You will appear the "**Add New Group**" menu as follows



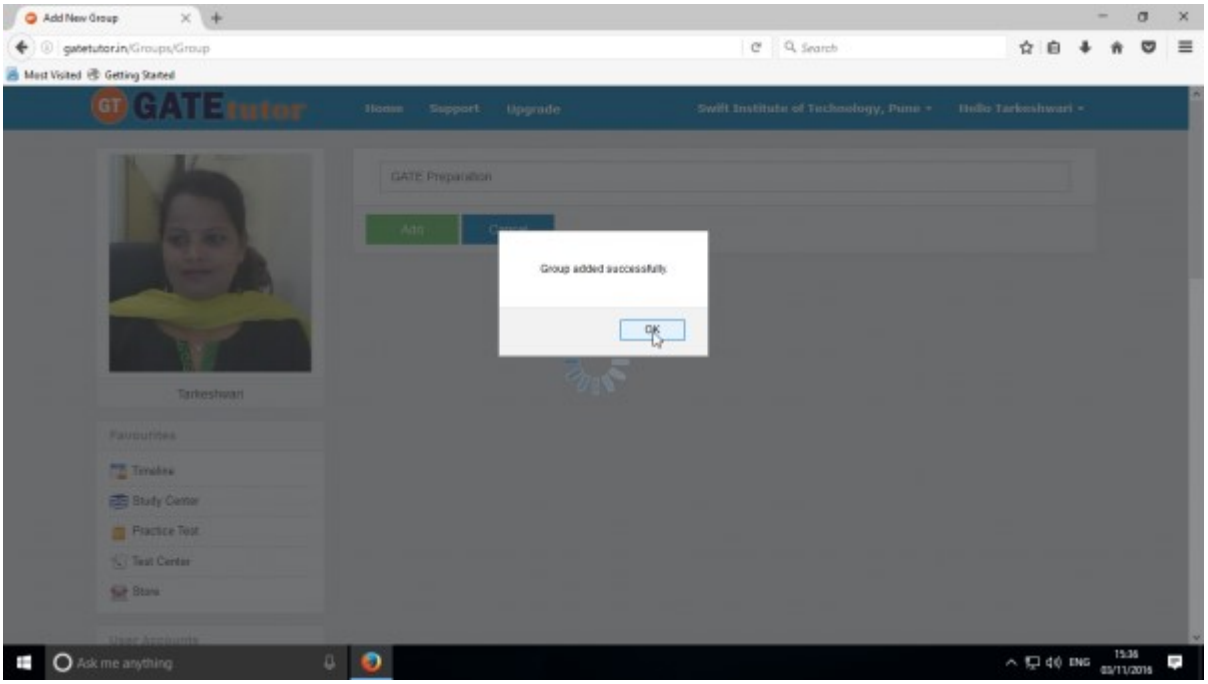
Click on the "**Add New Group**" to create a college sub group.

Enter the name of the group



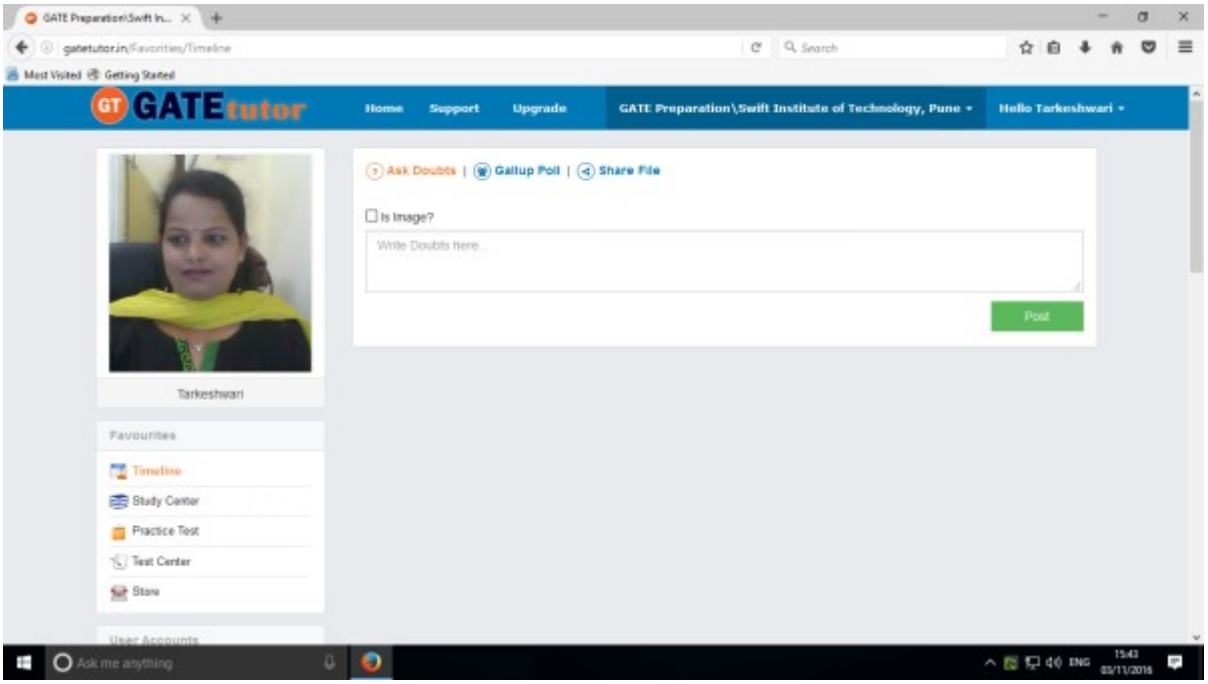
Click on "**Add**" to save the group.

New college sub group will get created.

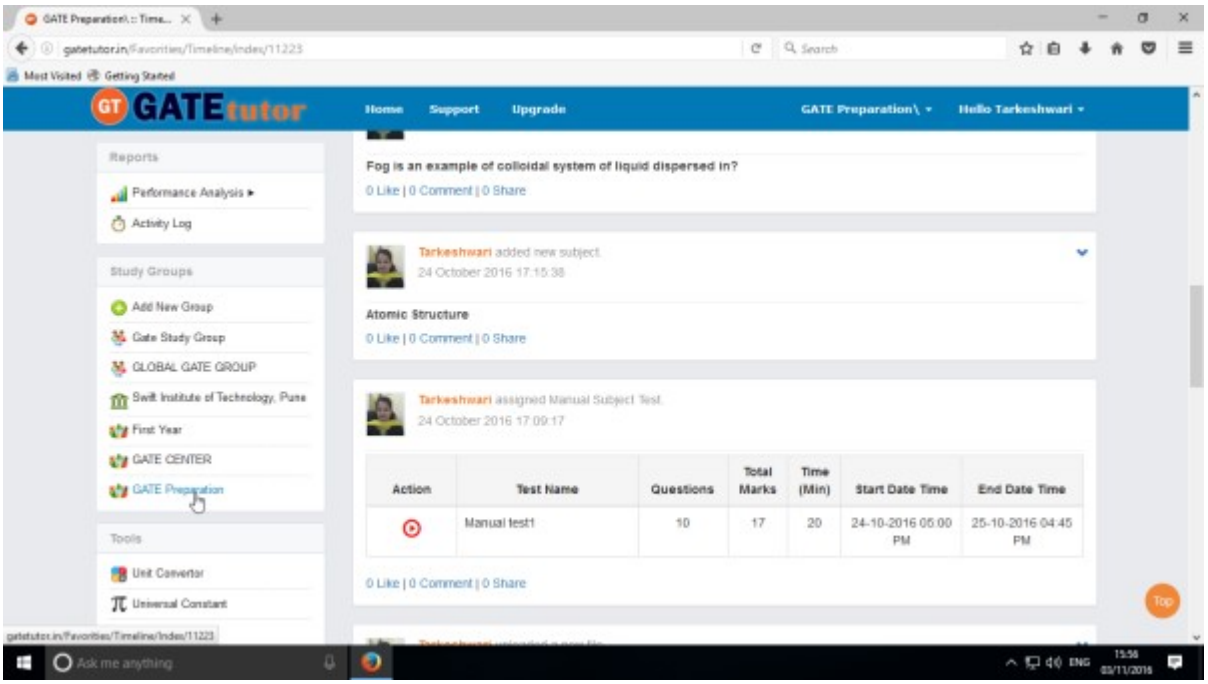


Click on "**OK**" to continue.

When the sub group is created, you will redirect to that group's timeline as follows



Now you are on sub group timeline, so you will appear some changes in tabs. You can see the **Members(Join Members, Members)** is a new tab seen here instead of **User Accounts(Fellows, Add & Edit Students, Add & Edit Admins)**

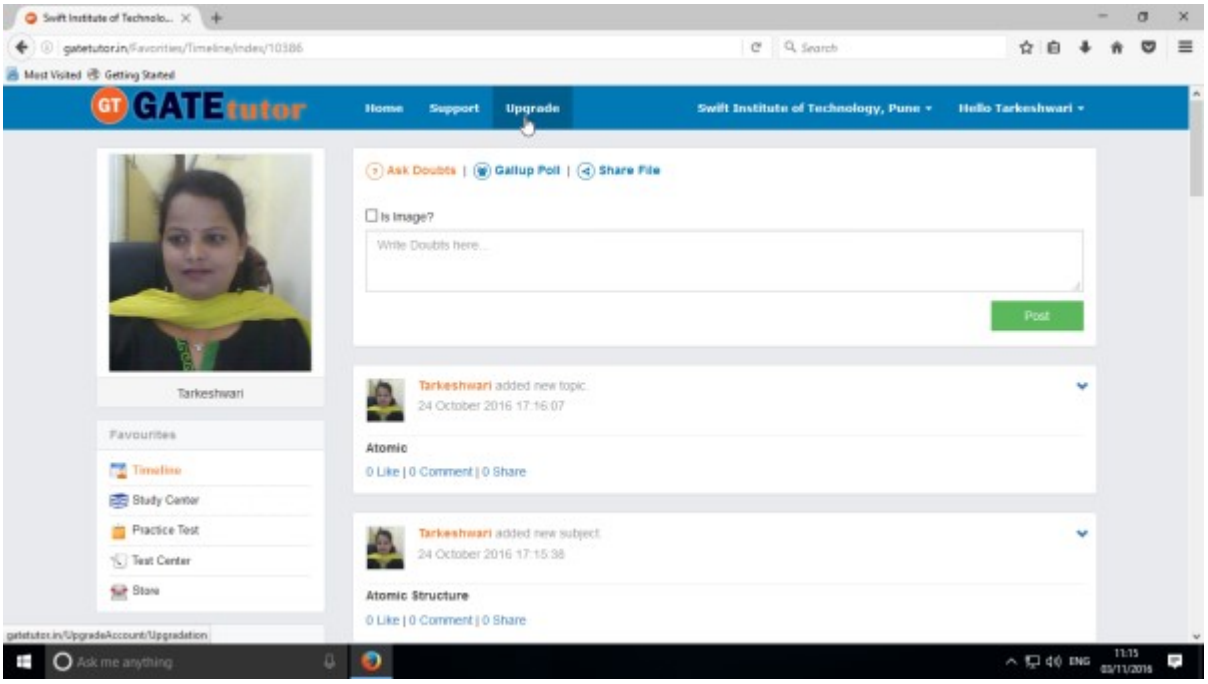


You can also check that the new global group is created in the "**Study Groups**"

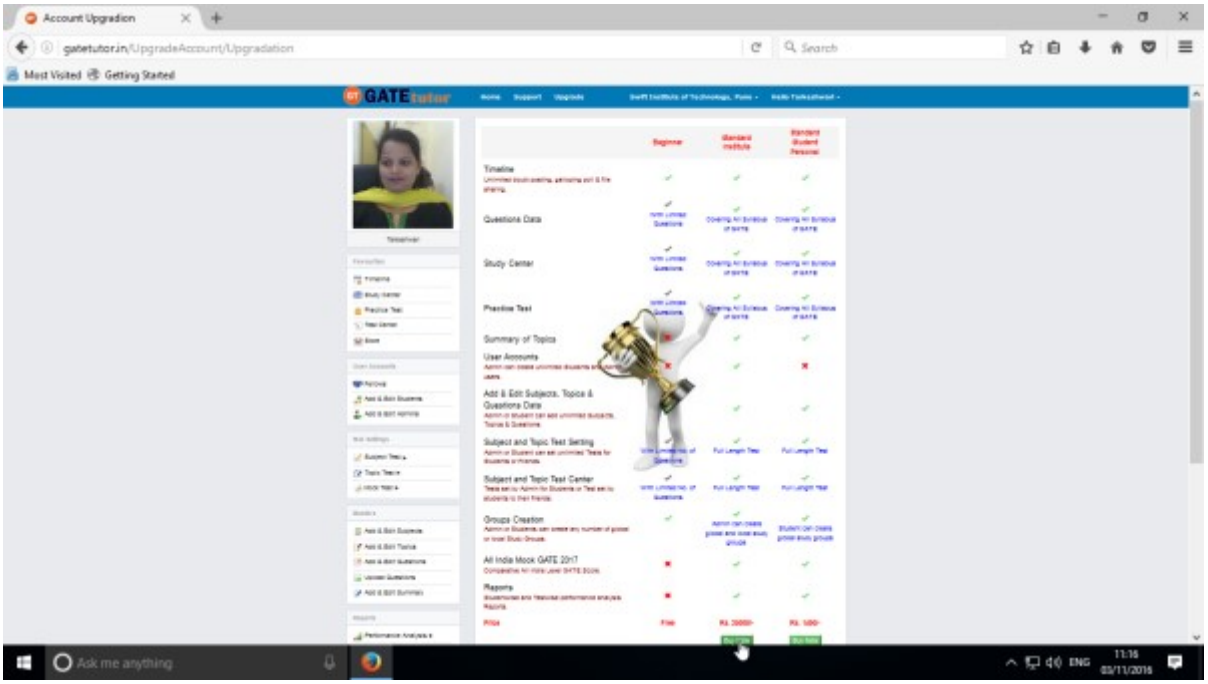
Click on "**College Name**" to go back to your college timeline.

d) Upgrade Your Account

When you register as a College Student at first time, it is a free beginner version. Here you can access the features of GATEtutor like practice tests, subject & topic test. But it has a limited access.

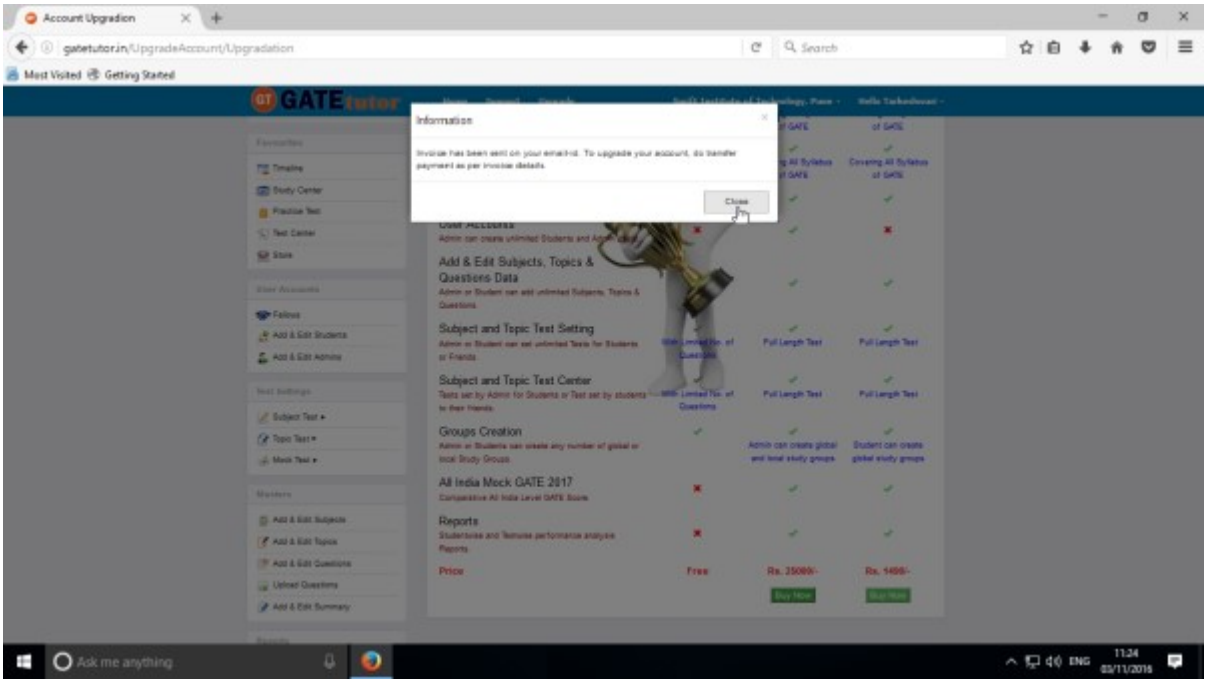


When you upgrade your account to the "**Standard**" version, you will get the full access of all GATEtutor features. Click on **"Upgrade"** to get standard version

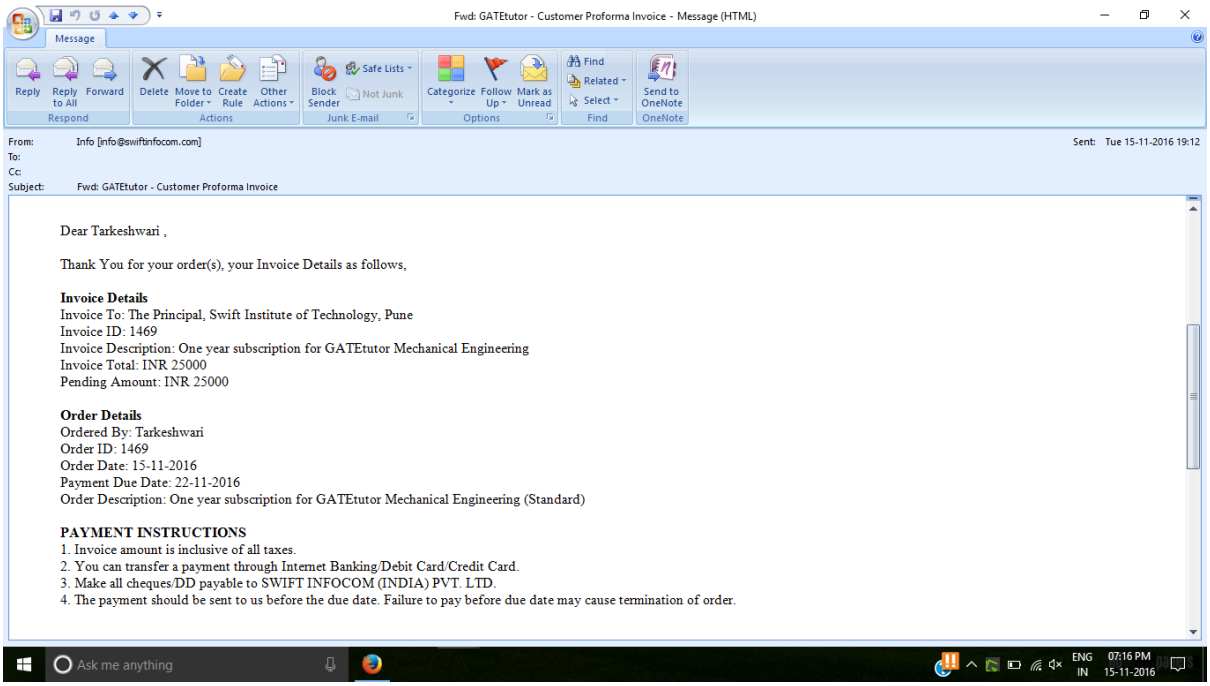


Check the above image to compare the features between "**Beginner**" & "**Standard**" version

Click on the "**Buy Now**" option to upgrade & get full access.



When you click on "**Buy Now**", the invoice will generate & sent to you on your registered email id. Invoice Details on mail appears as follows



When you make the payment to GATEtutor as per invoice details, your account will be upgraded to "**Standard**" version & when you send transaction details at billing@gatetutor.in your GATEtutor account will be upgraded to "Standard" within 30 minutes.

III. Favourites (On College Timeline)

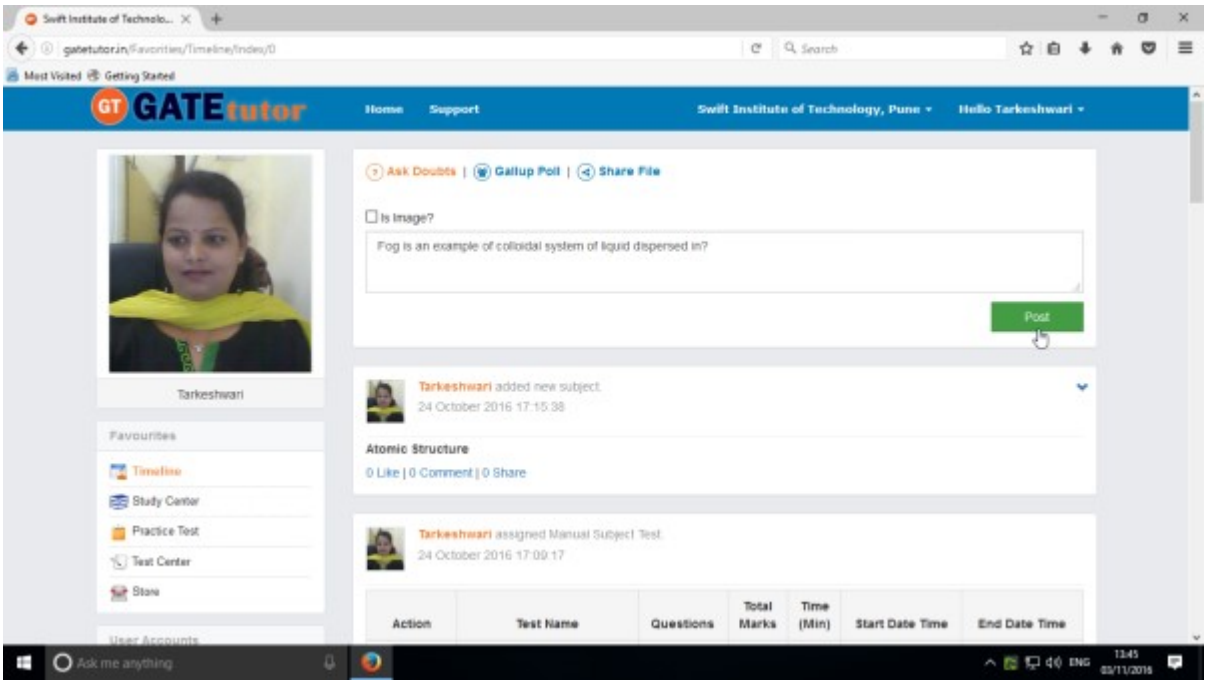
1. Timeline

A schedule of all activities or events performed by all the fellows in the college group that will occur on Timeline with time frame when you click on the "**Timeline**"

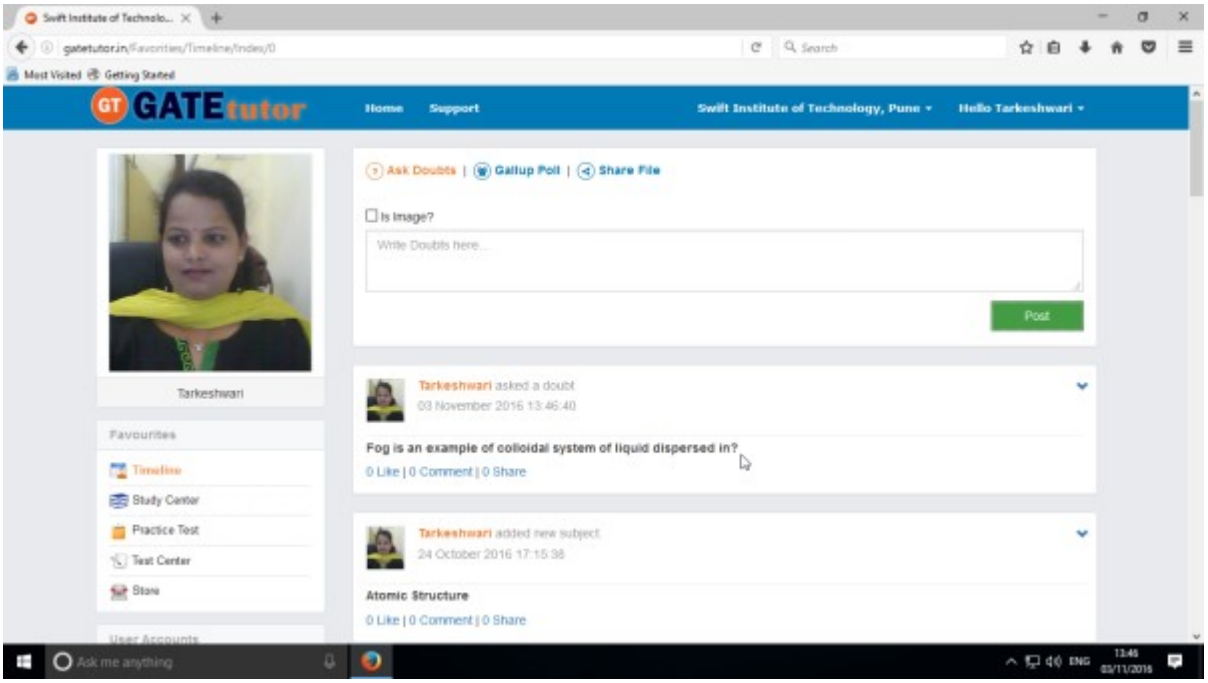
a) Ask Doubt

When you are on the timeline of college, you can "Ask Doubt". When you post your doubt on "Ask Doubt", it will be seen to all of your fellows. So they can answer your doubt. It is a unique idea to interact and solve the problems.

Ask doubt to your friends by clicking on **"Ask Doubt"**

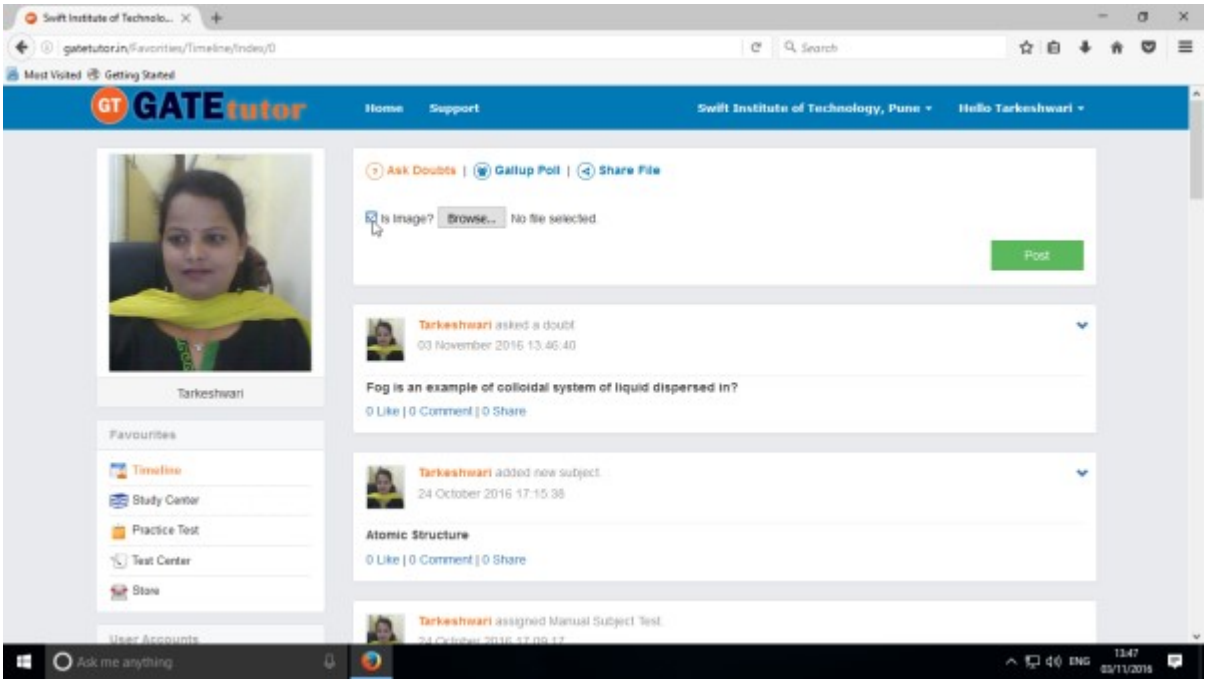


Write your doubt & click on the "**Post**" as above

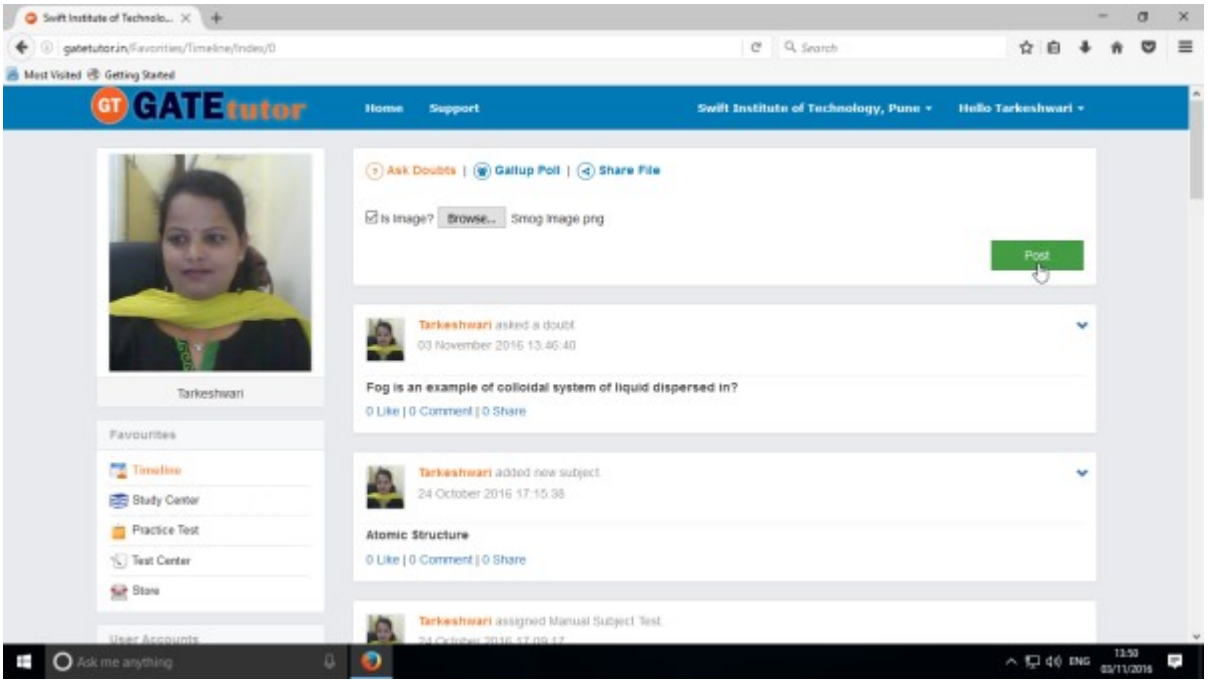


Your doubt will be visible on the college timeline. You can see a doubt.

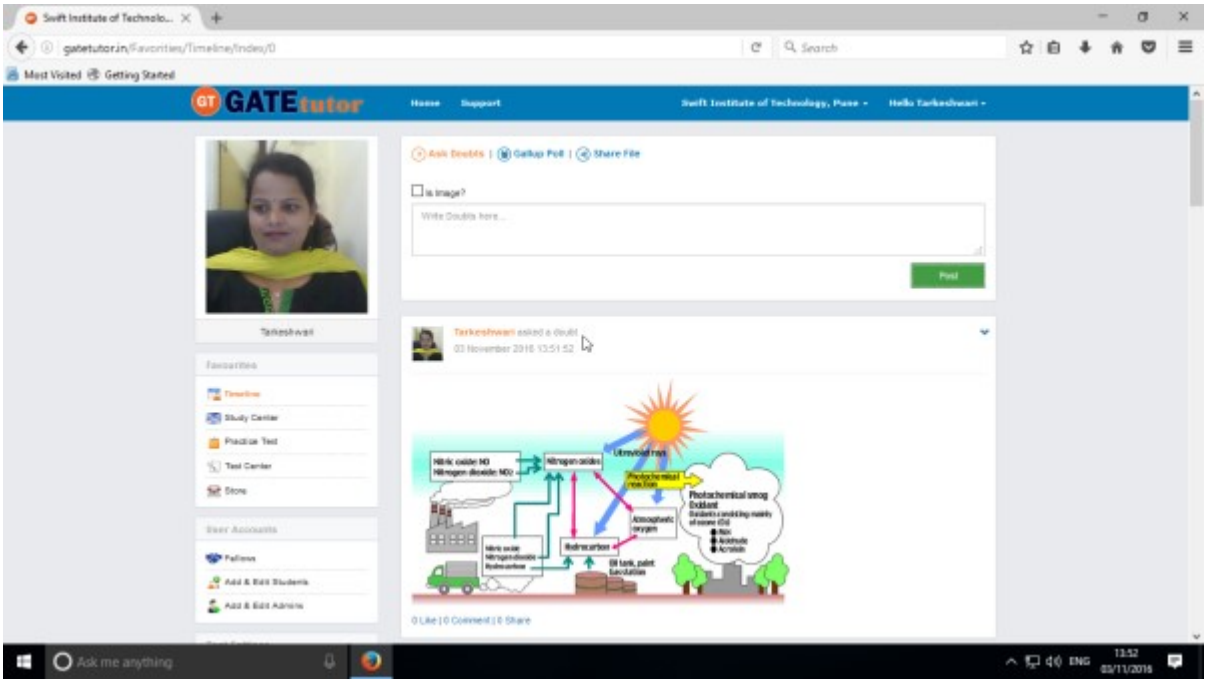
You can upload an image also by clicking on the "**Is image?**" check box to post in "Ask Doubts"



Click on the "**Is Image?**" and then click on "**Browse**" to upload the file for asking a doubt.
Choose the file to upload & click on the "**Post**"

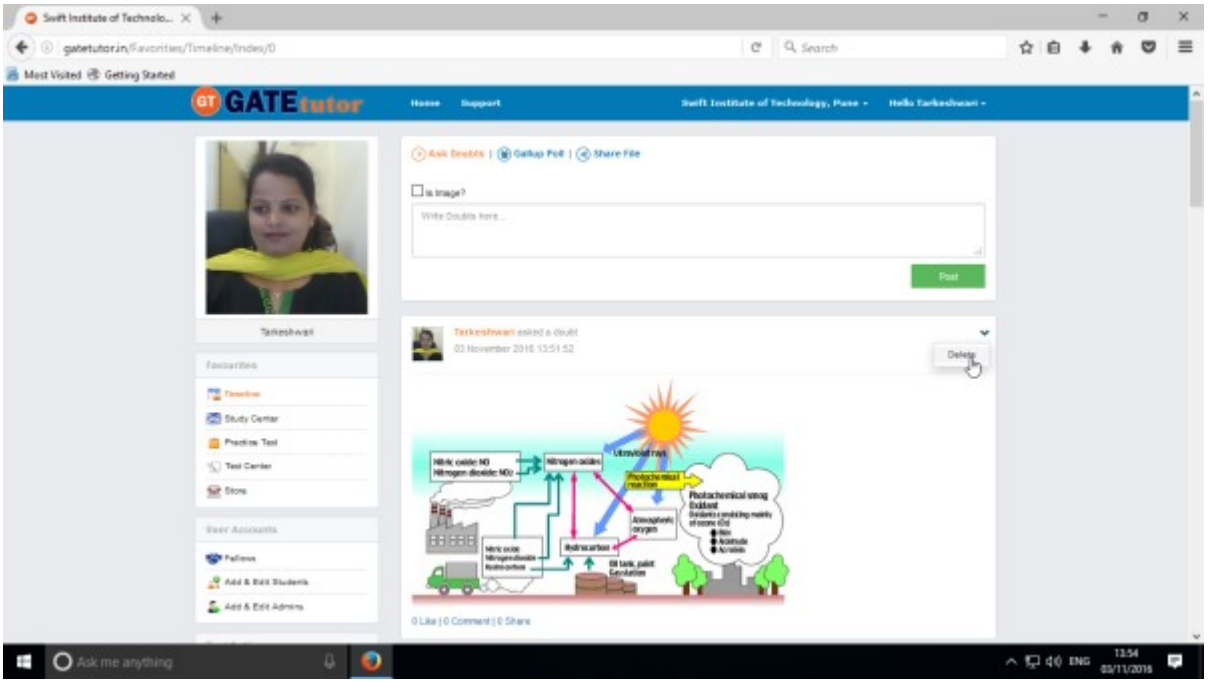


When you click on the "**Post**" after choosing an image, it will post on your college timeline.



This image will be visible to all of your fellows under the college timeline.

You can also delete the posted doubt from college Timeline.



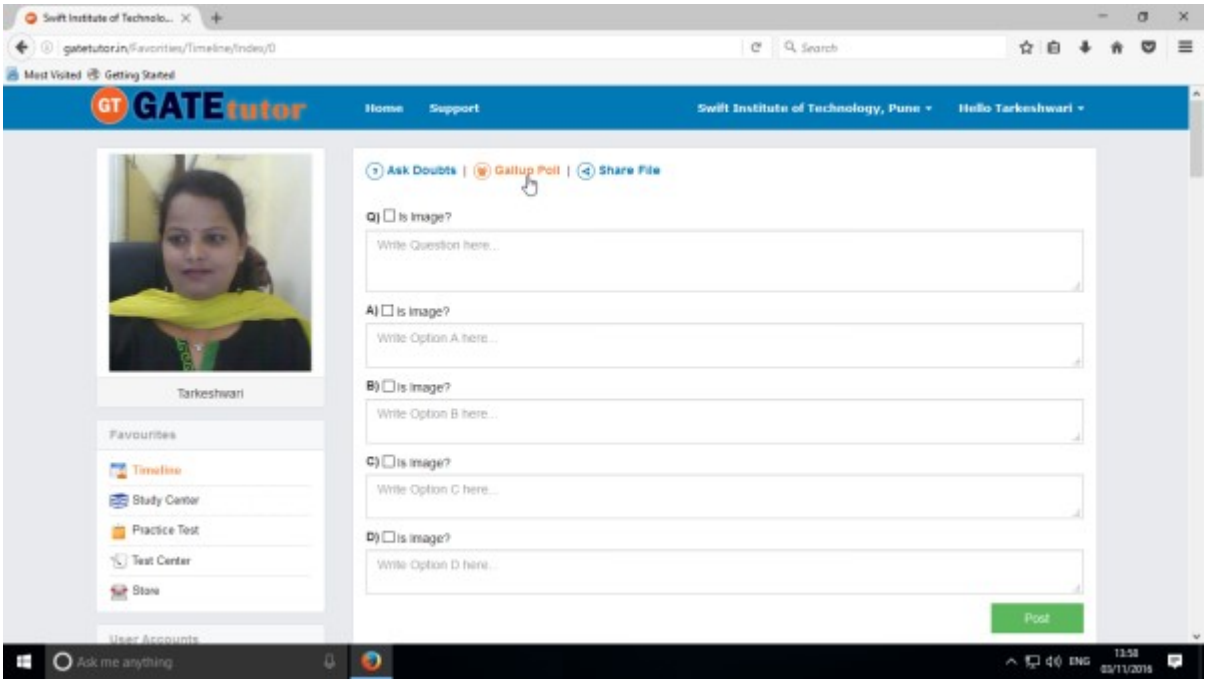
Click on “**Delete**” to remove the image from “Ask Doubt” menu.

When you click on “**Delete**”, the uploaded image will be deleted from “Ask Doubt” on college timeline.

b) Ask a Question/Gallup Poll

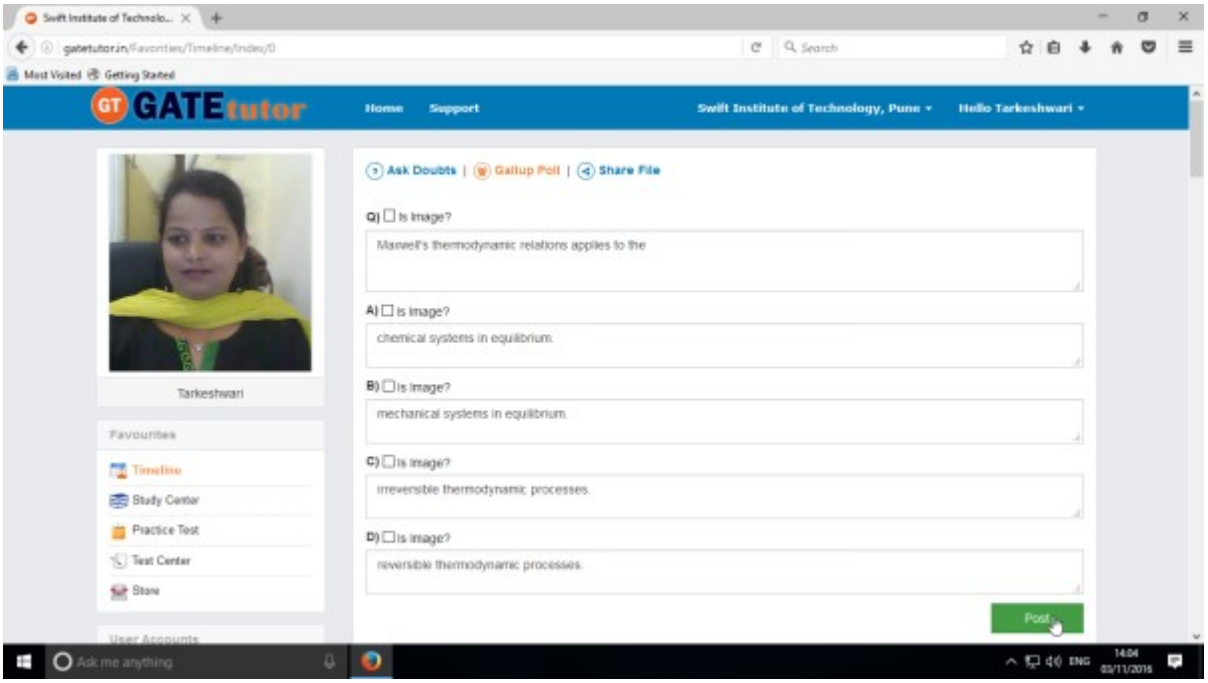
Ask a question in a "**Gallup Poll**" is a unique portal for asking questions, answering questions consecutively. You can ask any topic related questions in the Gallup poll by providing multiple choice answers. Where your fellows can give the answers & solve the problem as well as comment their opinions below the question.
You can also upload an image for the question and options separately.

Click on a "Gallup Poll"

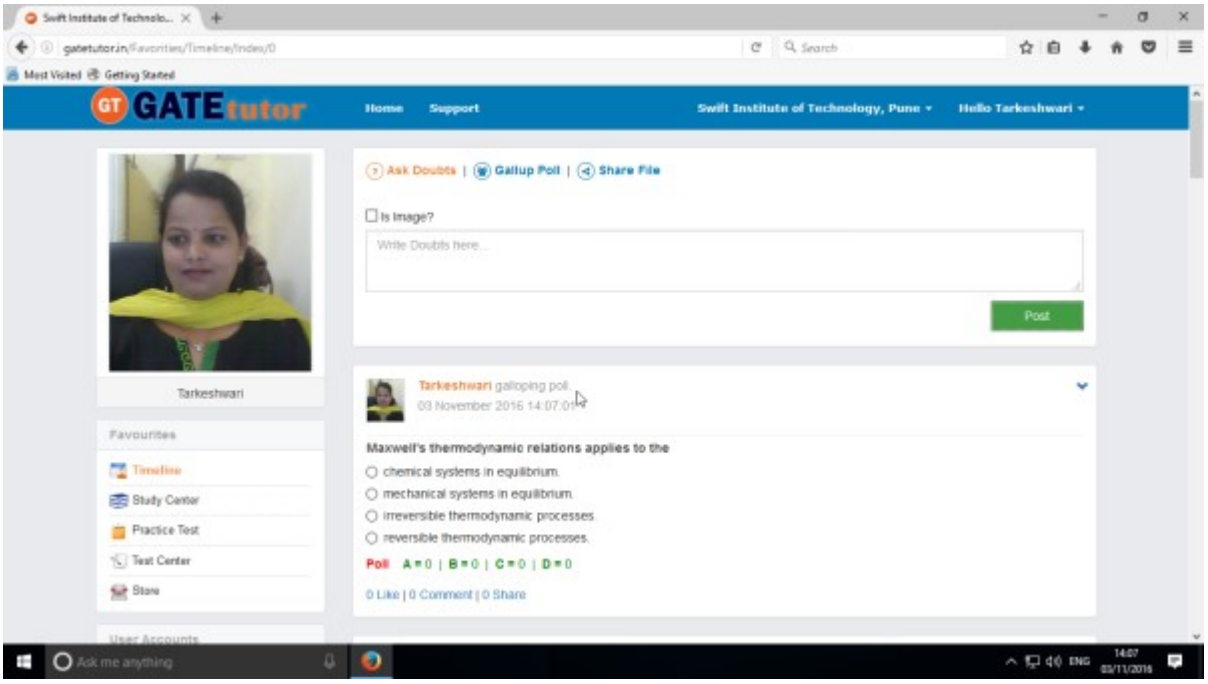


You can also upload an image for the questions and options separately by clicking on **Is Image?** Checkbox

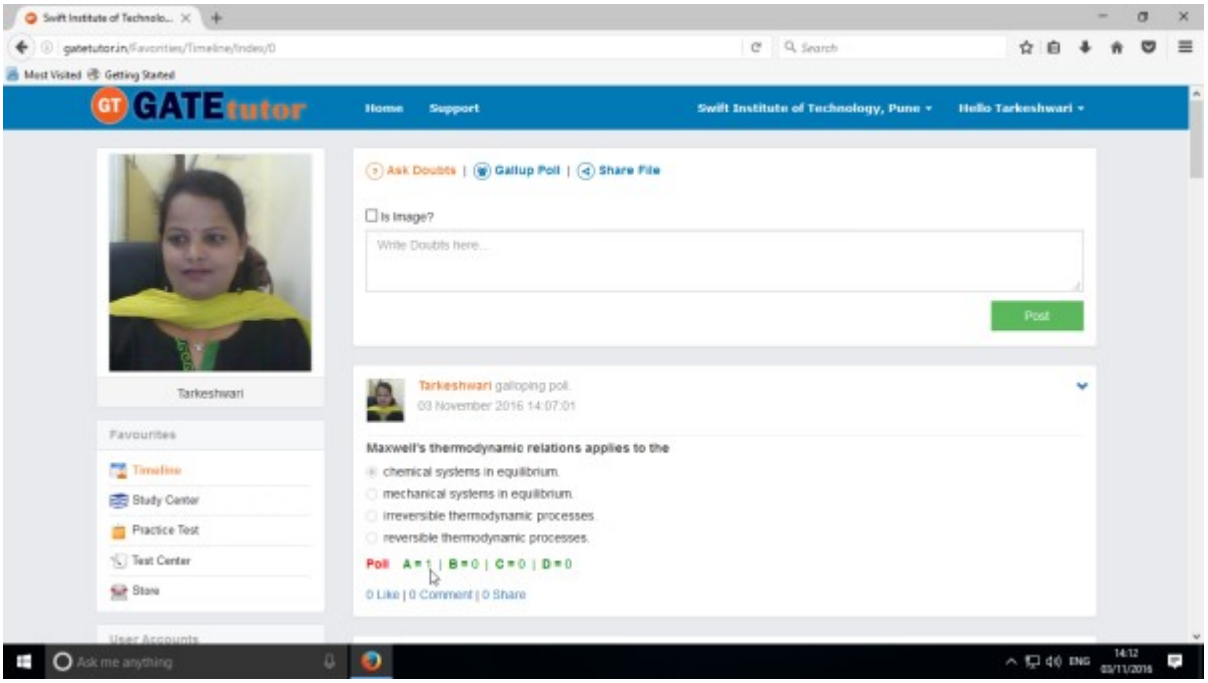
Write a question in a Gallup Poll & provide four options to choose a correct answer & click on "**Post**"



Post the question in a "**Gallup Poll**"



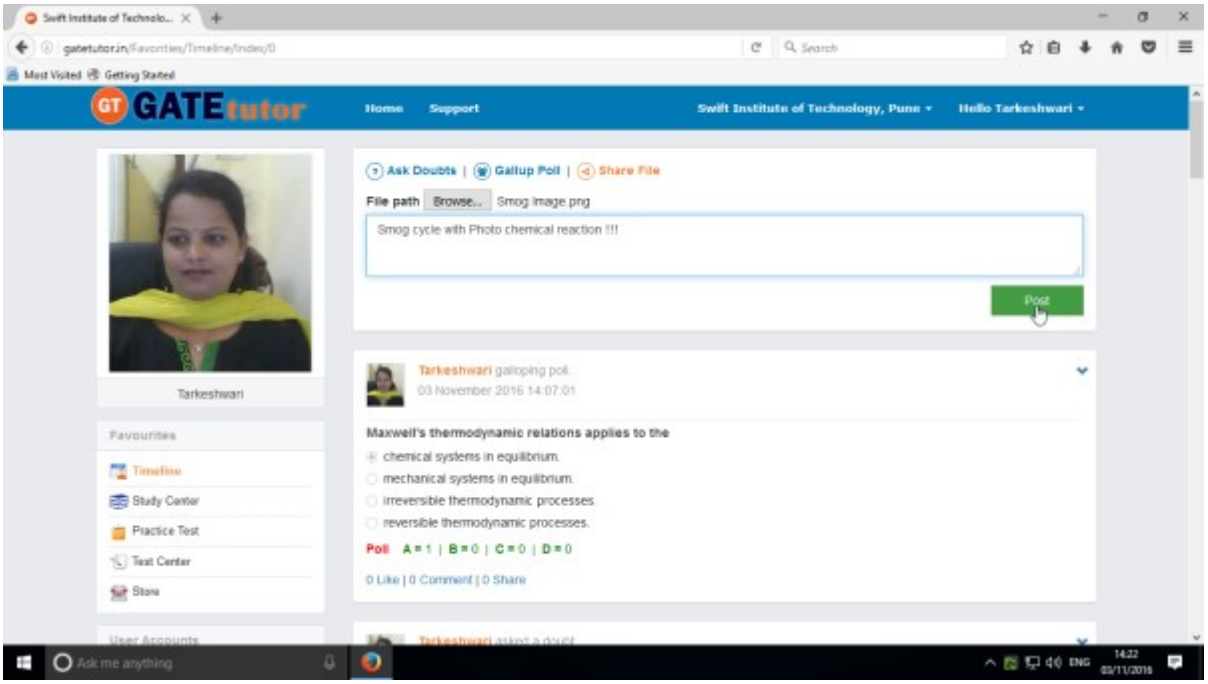
Click on your own answer and see the ratings below similarly.



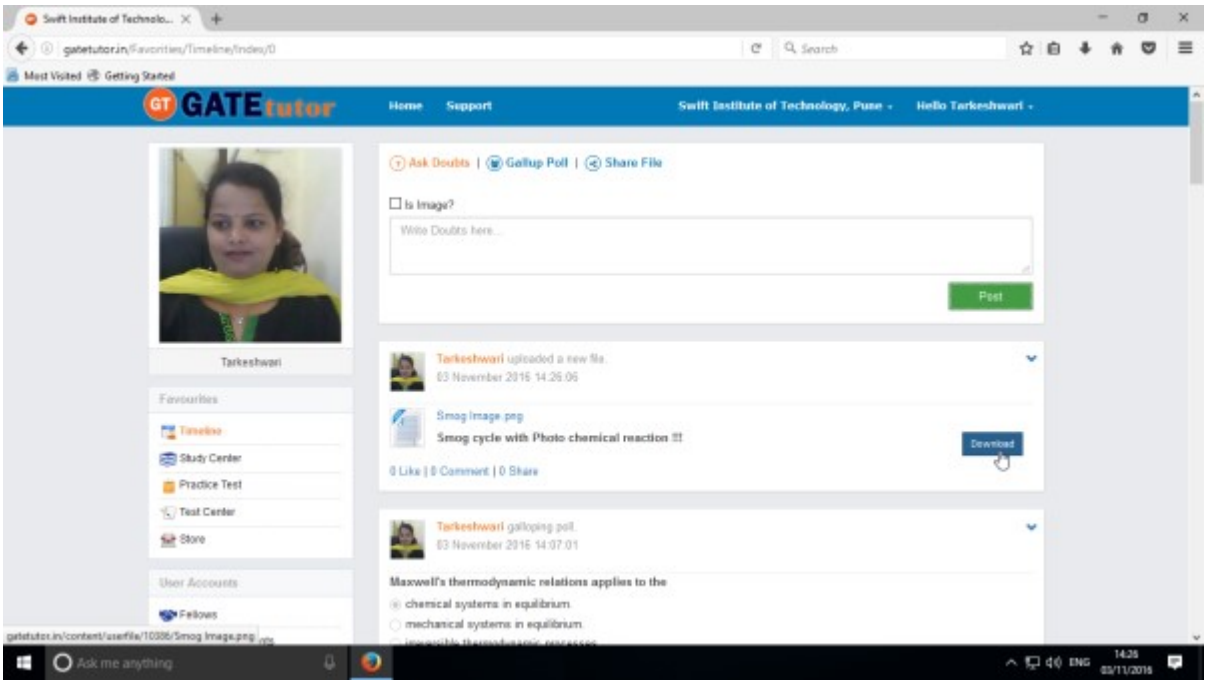
Similarly you can like, comment and share the question on your friend's timeline as well as in any group. Your fellows can share this question as post in various other groups and timeline.

c) Share File

Share file is an option to share the study material on GATEtutor. It is the easiest way to upload & download the material. Someone who has a study material he/she can upload it on GATEtutor & all of the other fellows of him/her can download it at a single click from their college timeline. When you upload any study material, it visibles also on "**Store**".



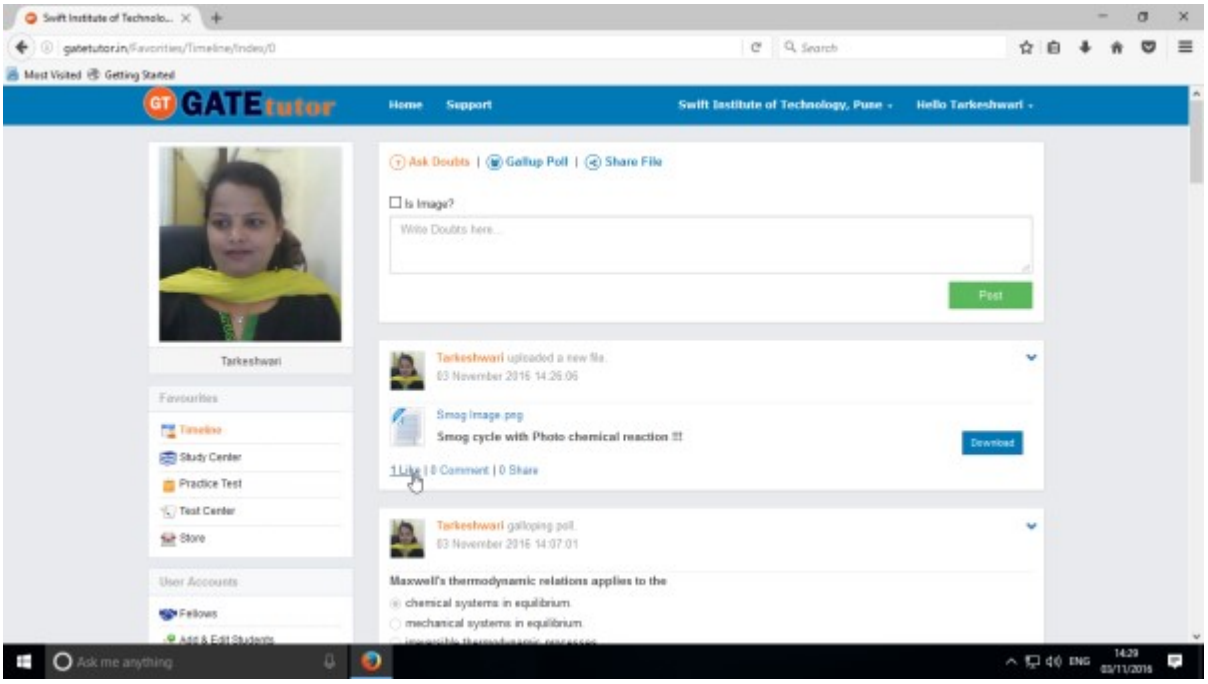
When you click on "**Post**", the post will be shared on your college timeline. You can also share audio, video, word, pdf, image formats, excel file and various file formats.



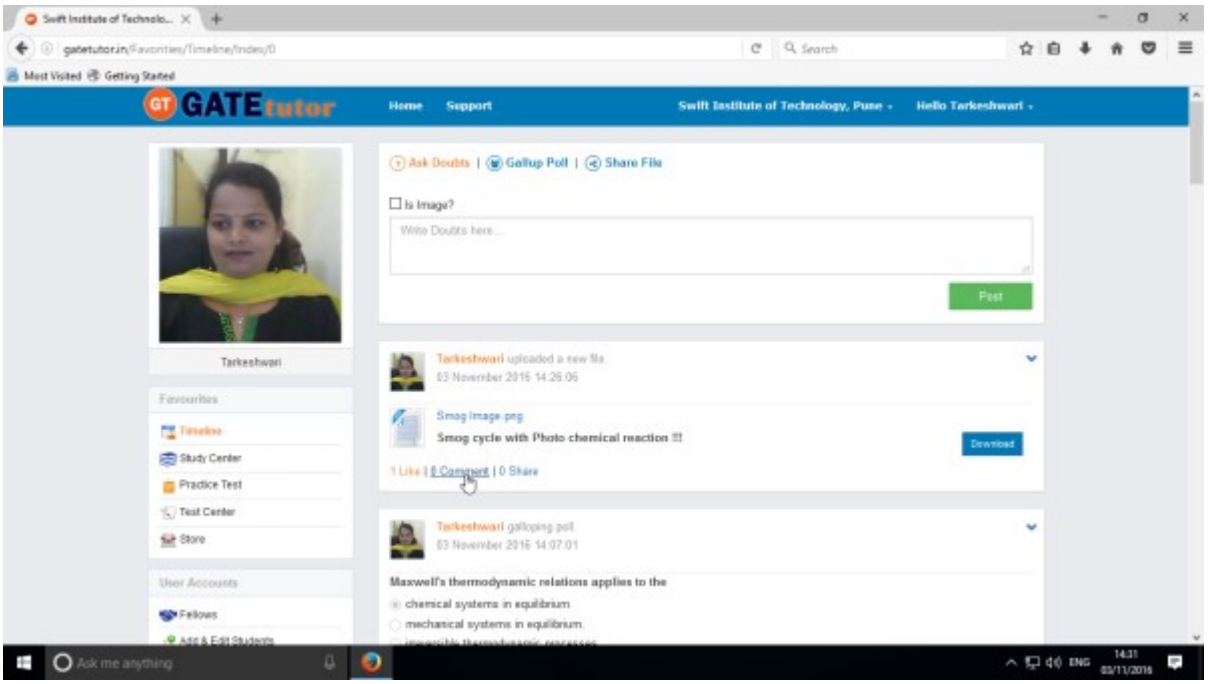
If you want to download the study material just click on "**Download**" option & the file will get downloaded to use. You can download this file from Store also.

d) Like

You and your fellows can like the post on your college timeline by clicking on “Like” which will be shared by your fellow or admin faculty member or by you own.

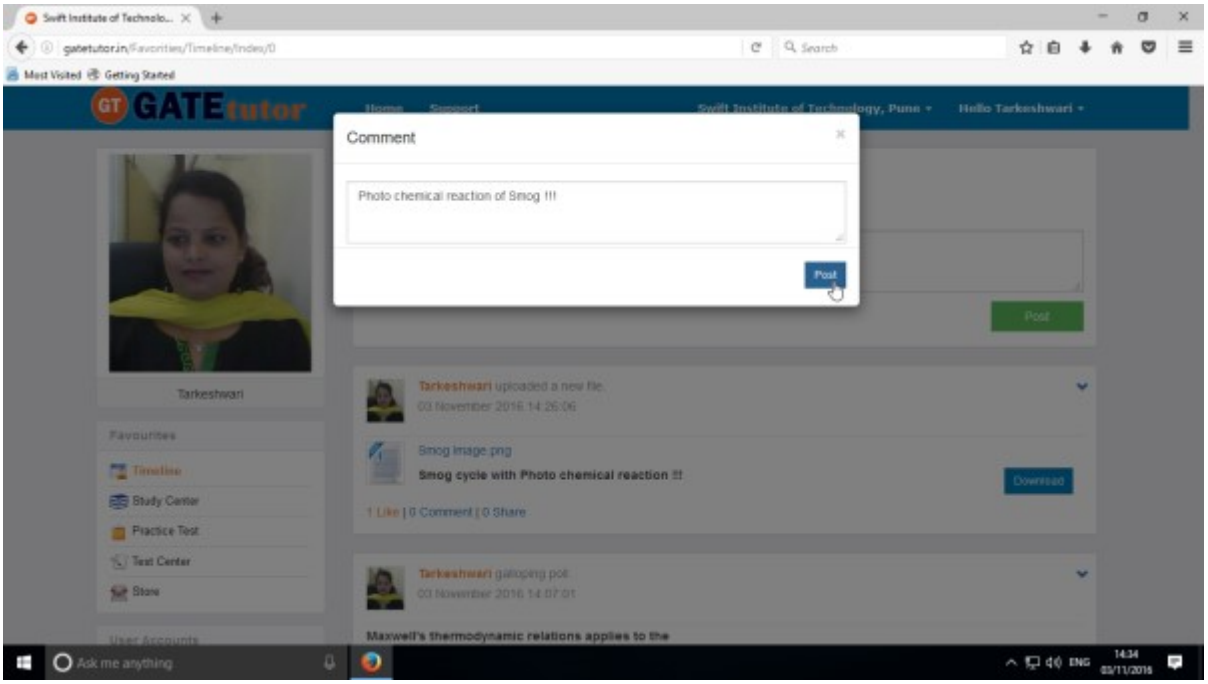


You can comment on any post & that comment will post on college timeline.



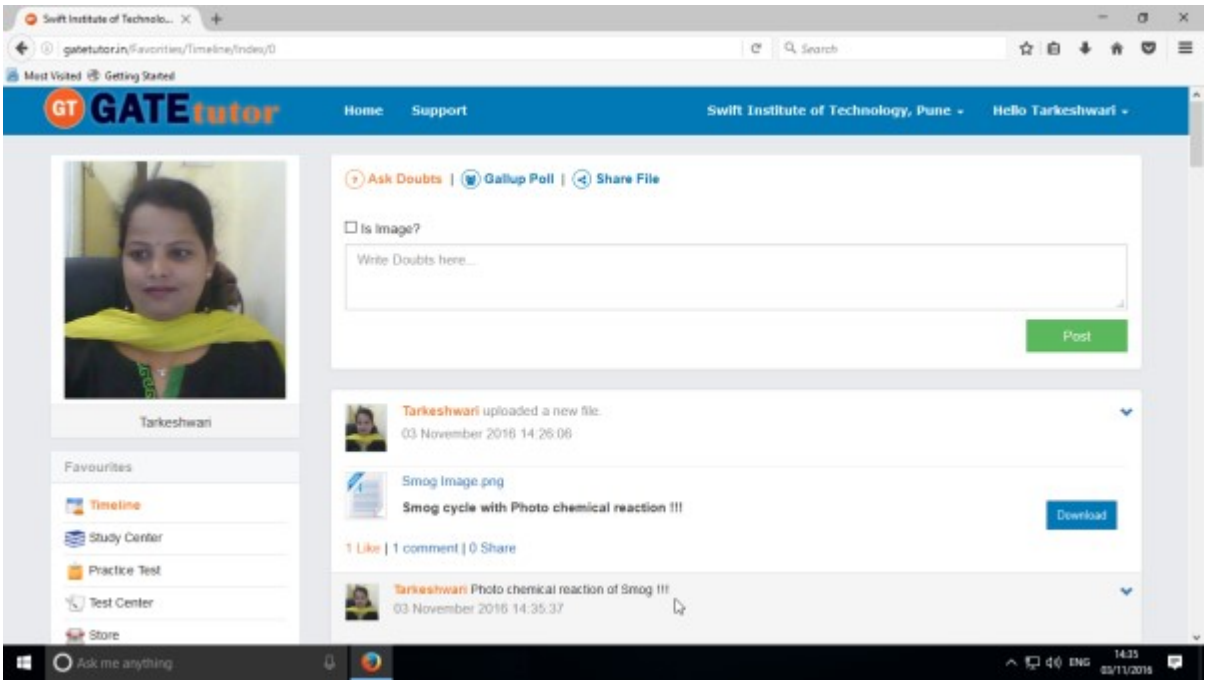
e) Post a Comment

You can comment on post by clicking on “Comment”

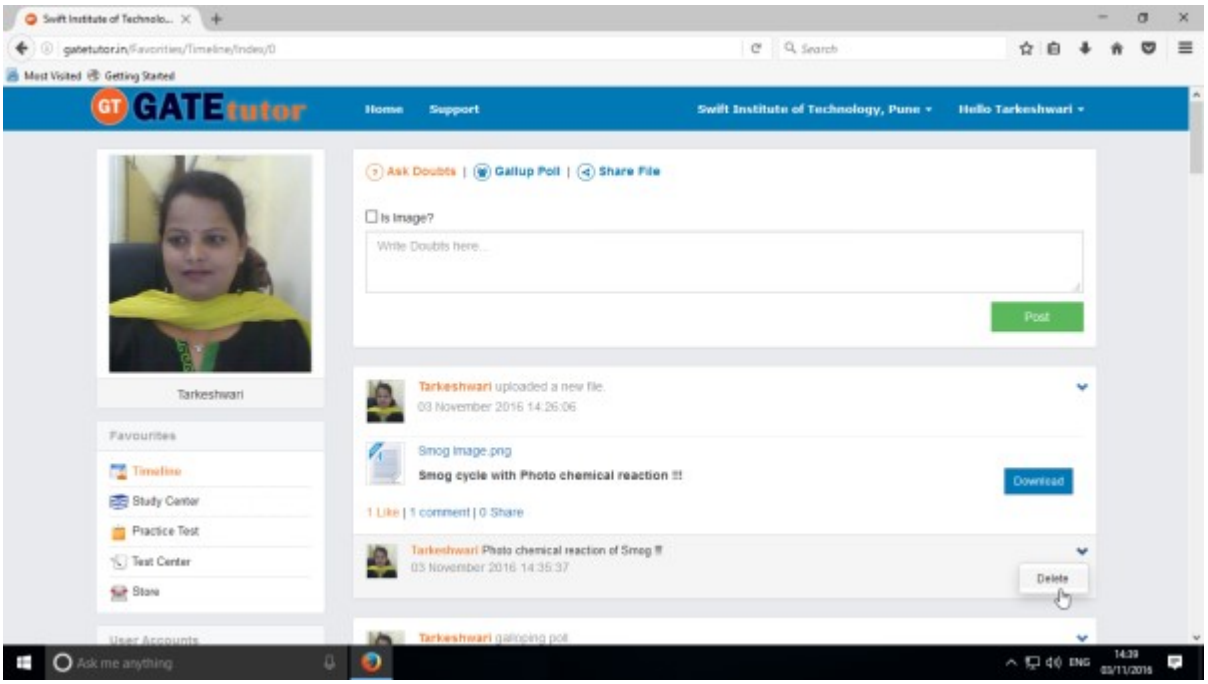


Enter the comment in the comment box & click on “**Post**” as above

When you click on “**Post**”, your comment will be shared & displayed on college timeline

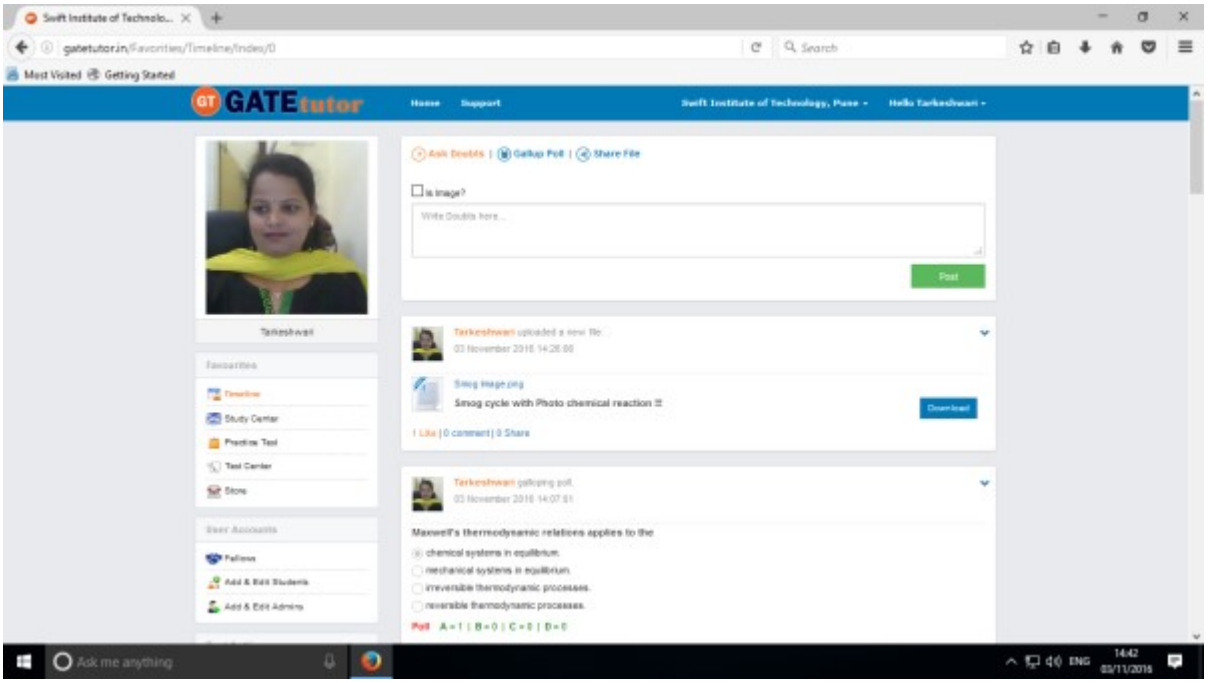


f) Delete a Comment



Only the person can delete the comment who has commented on the post. Click on "**Delete**" button, the comment will be deleted from the post.

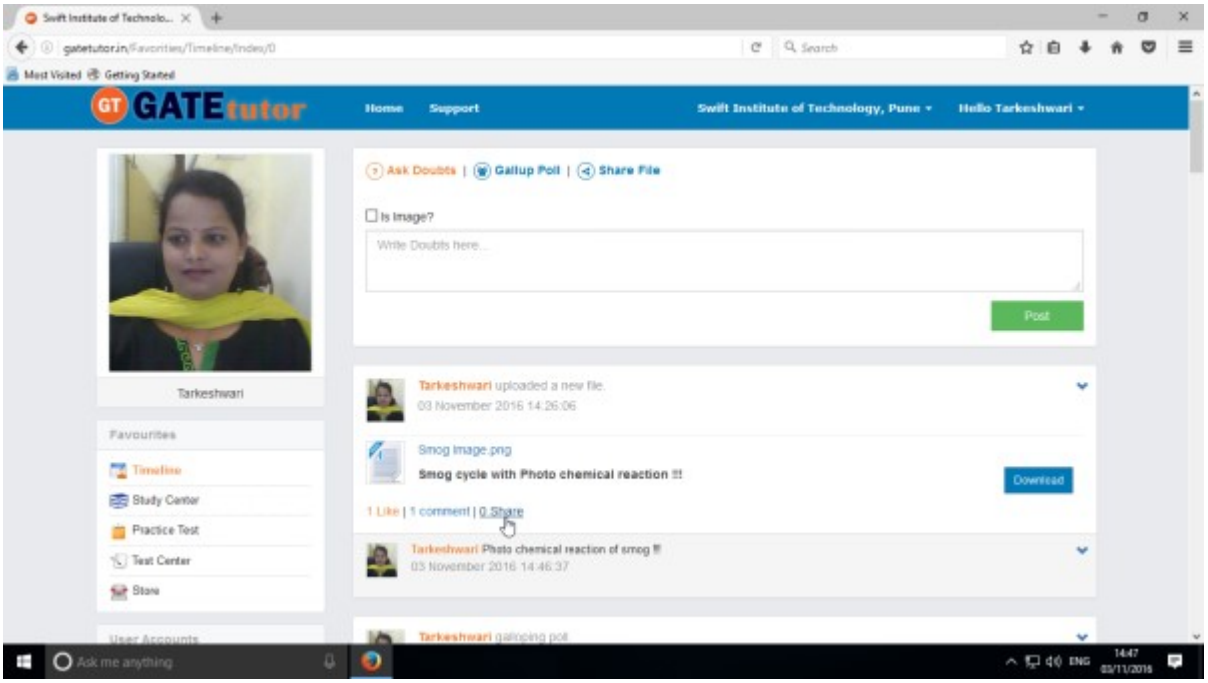
Check that the comment is deleted from the post.



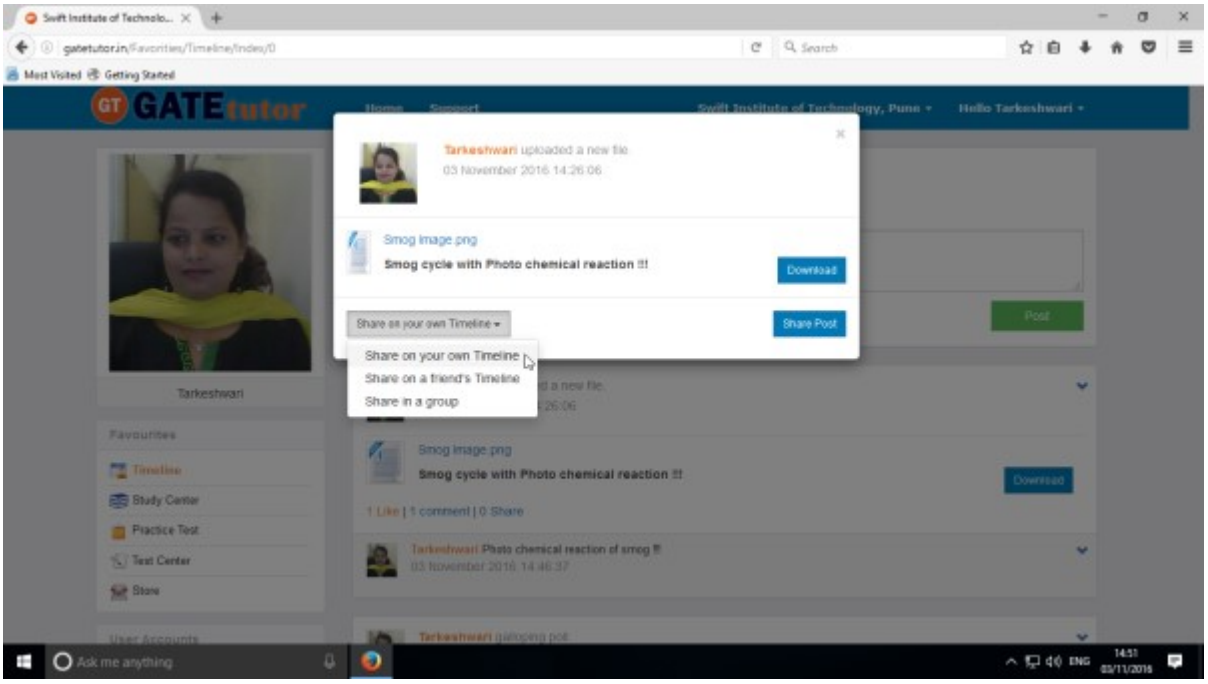
g) Share Post

You can share the post on your own Timeline, friend's timeline & in the group in which you are the member.

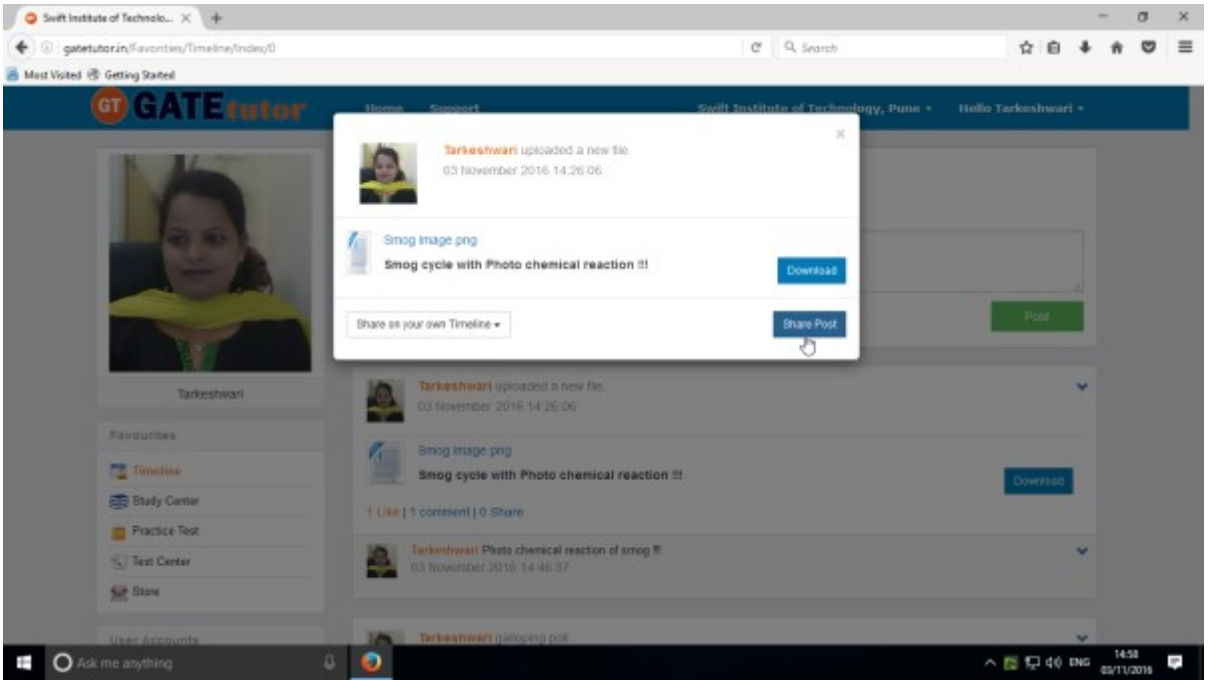
To share the post click on "**Share**"



You can share the post on your own timeline



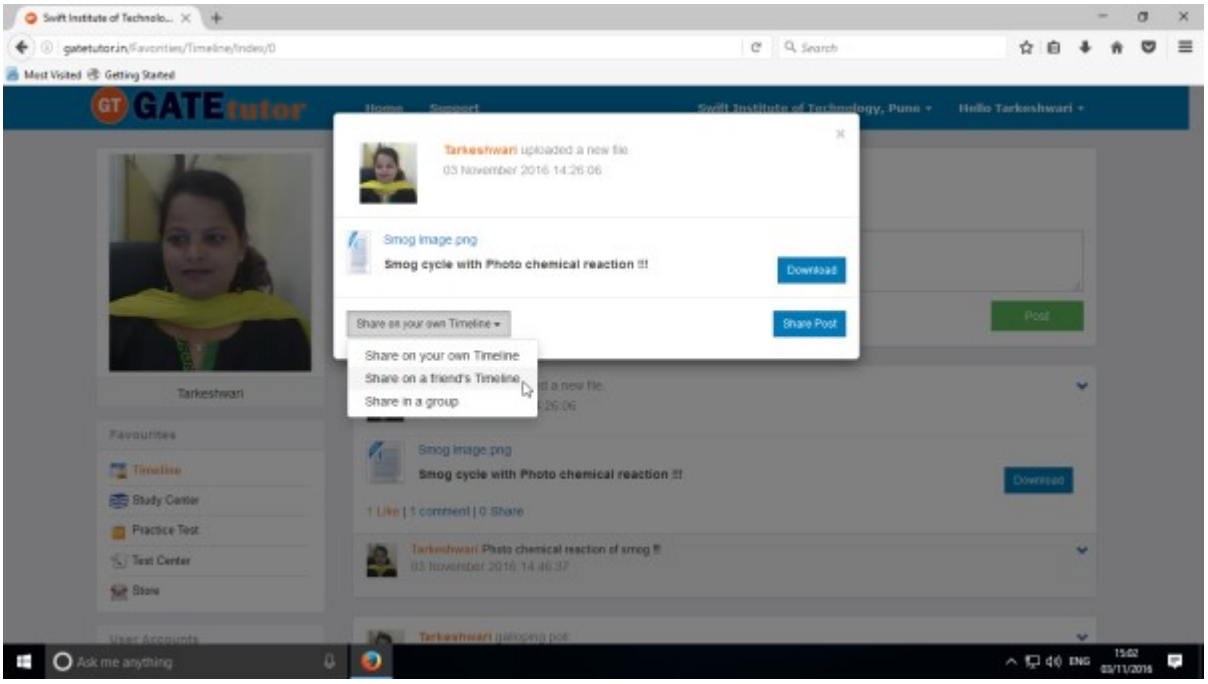
Click on the "**Share on your own Timeline**" & then click on "**Share Post**".



Post will get shared on your own timeline

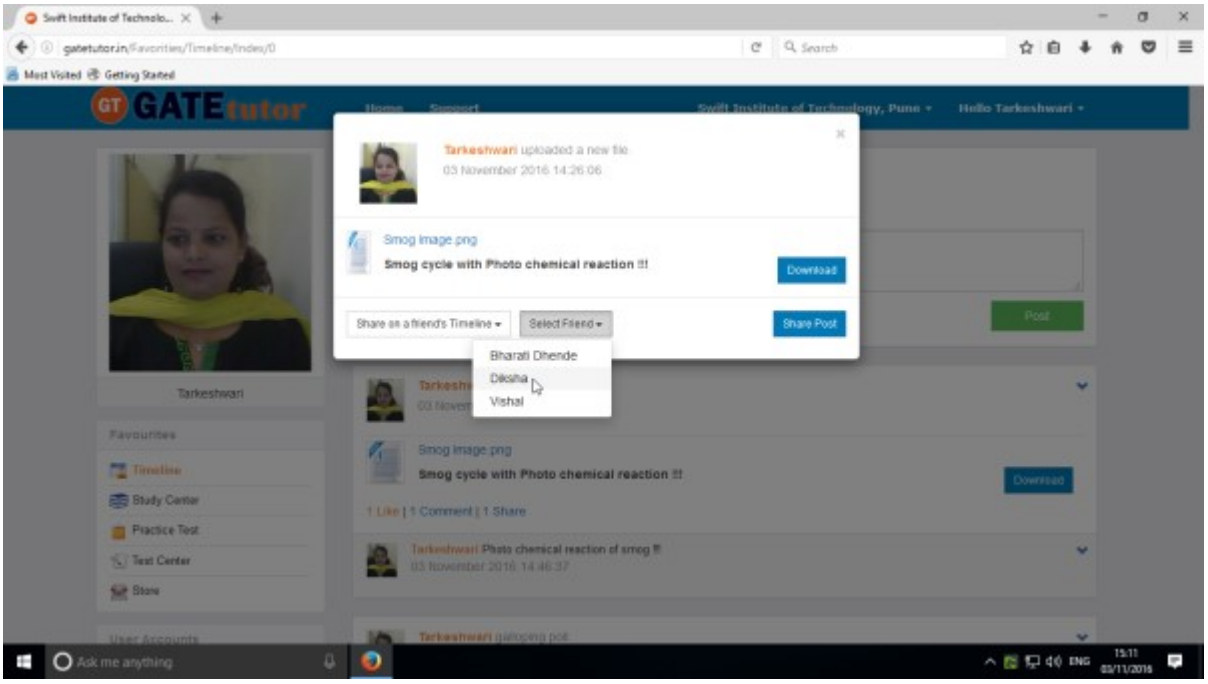
Go to your own timeline to check the shared post.

Now, select an option to choose where you want to share the post.



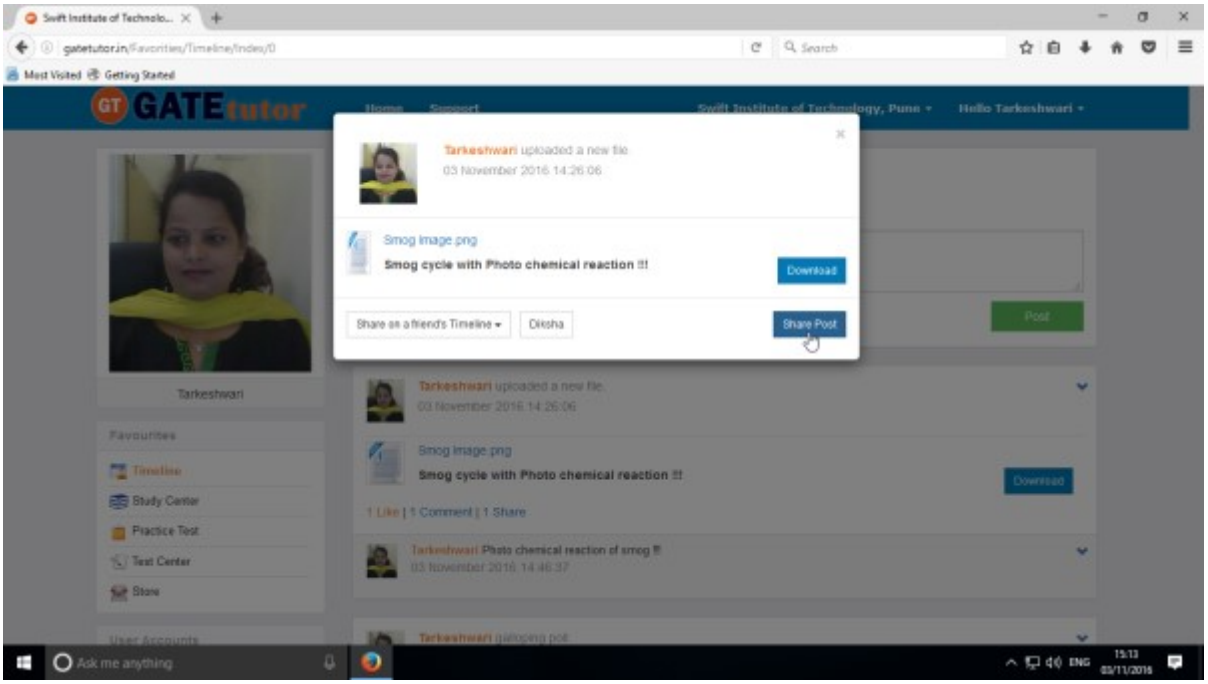
Click on "**Share on your friend's Timeline**"

Choose the name of the friend on whose timeline you want to share the post



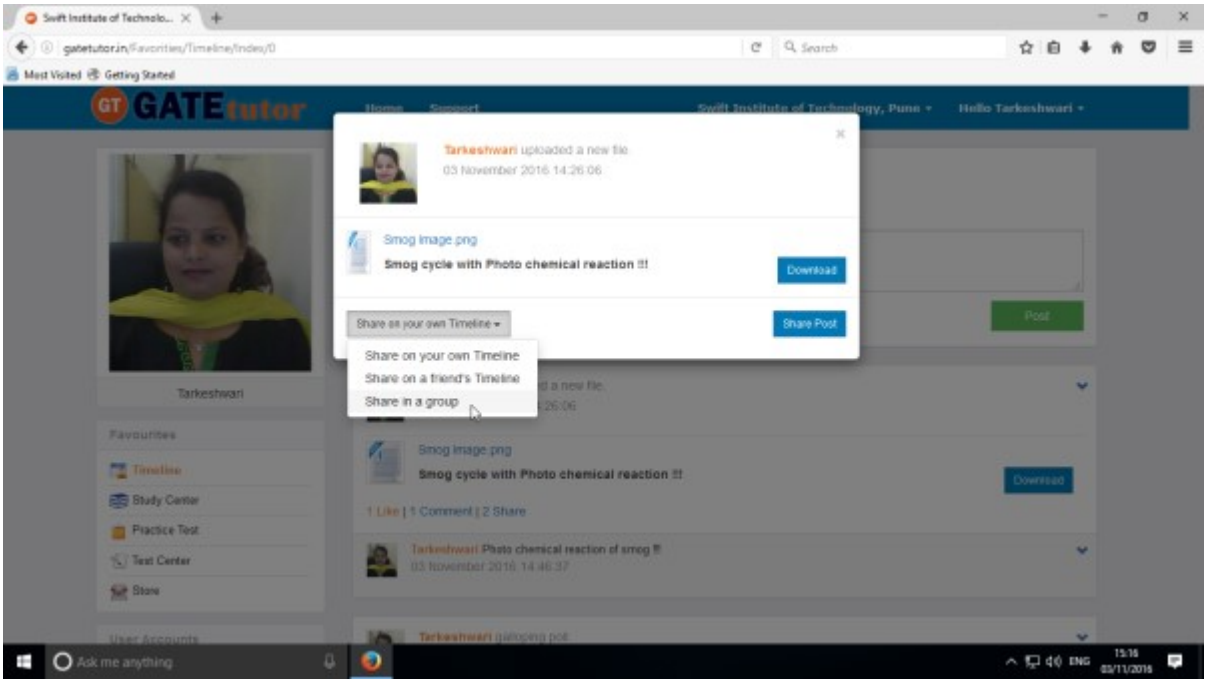
When you select a friend name to post on his/her name, click on friend name shown as above

After choosing both of options click on the “**Share Post**”

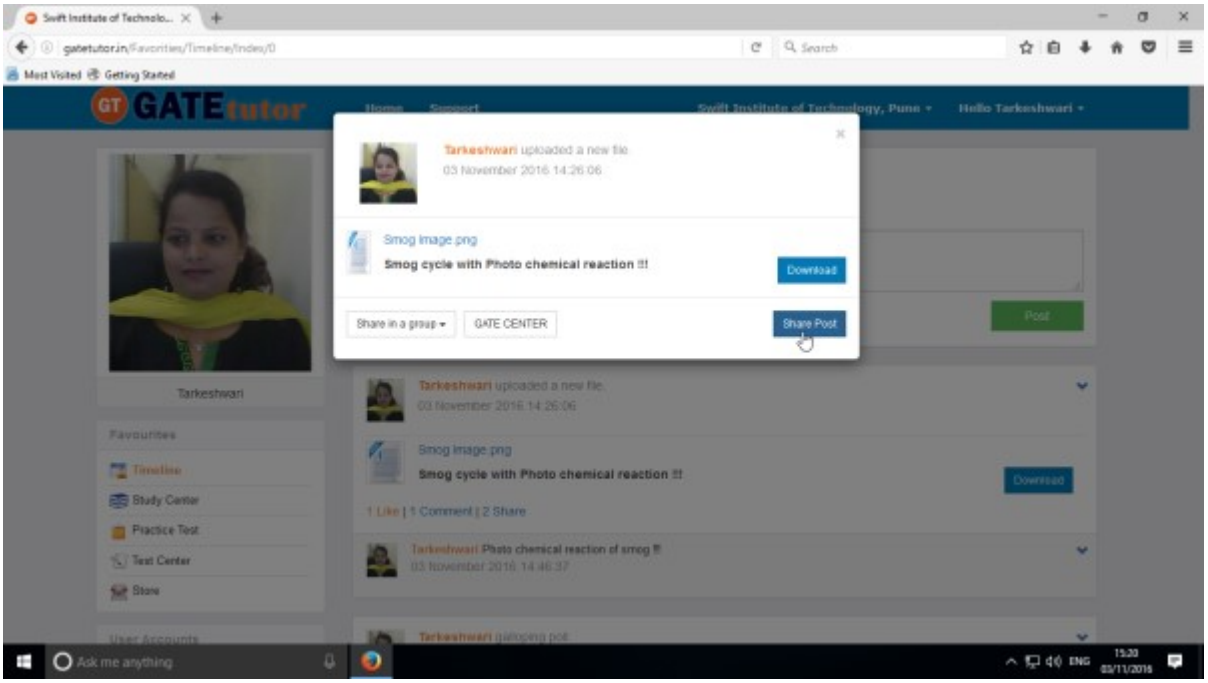


Click on share post as above. Post will get shared on friend’s timeline.

You can share the post in the group in which you are the member or in the group which is created by you



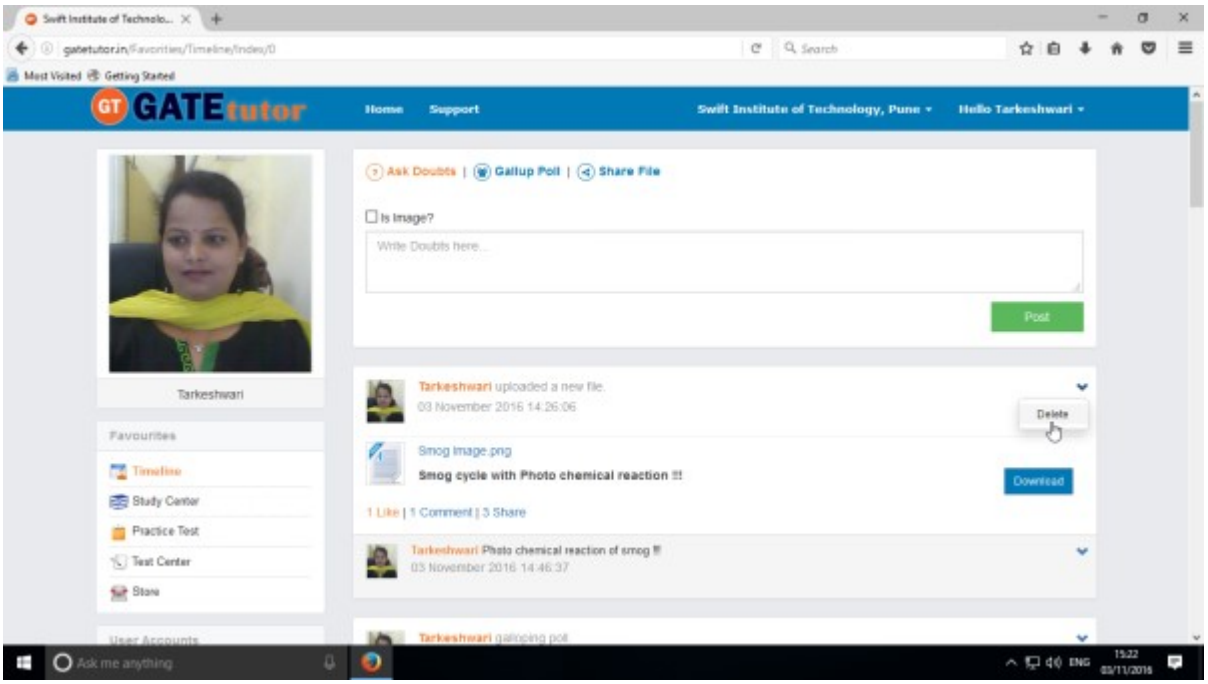
Click on the “**Share in a group**” & choose the group name to share the post



After choosing the both sharing options, click on the "**Share Post**" & go to the group's timeline to check the post that you have shared.

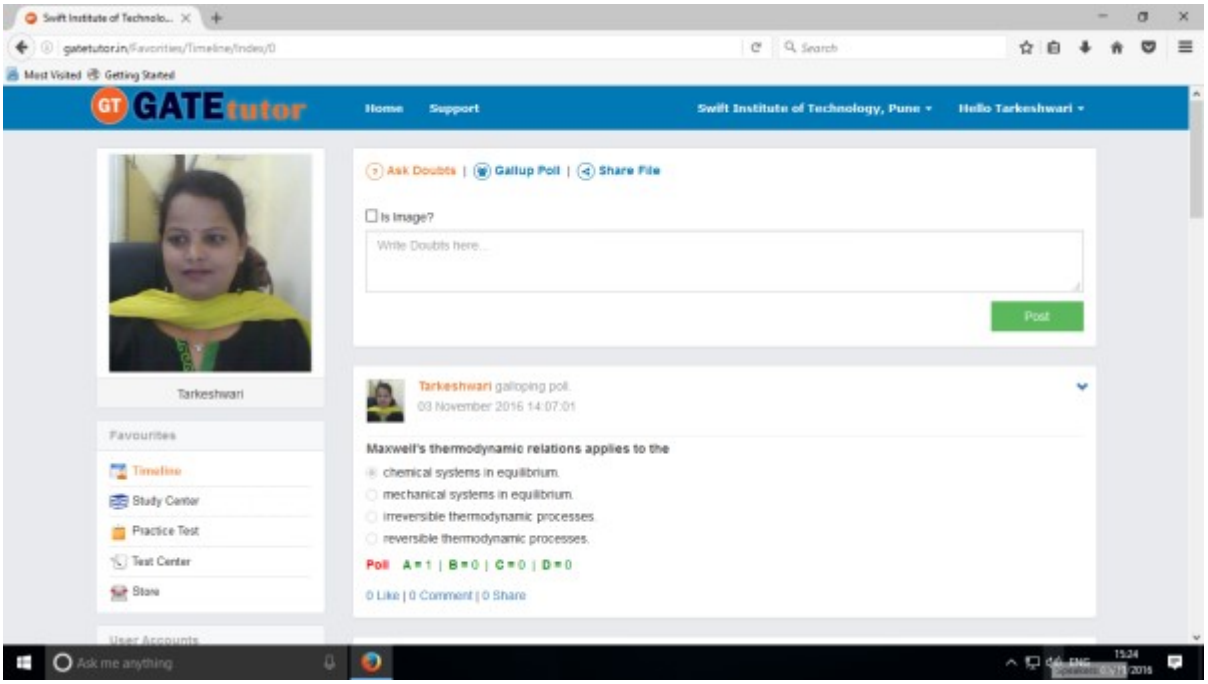
h) Delete Post

Owner of the post can only delete the post otherwise someone on whose wall the post is shared.



Click on "**Delete**" which is shown in above figure. When you click on delete, the post will get deleted from that page.

You can check on timeline, the post which you have shared is deleted from college timeline

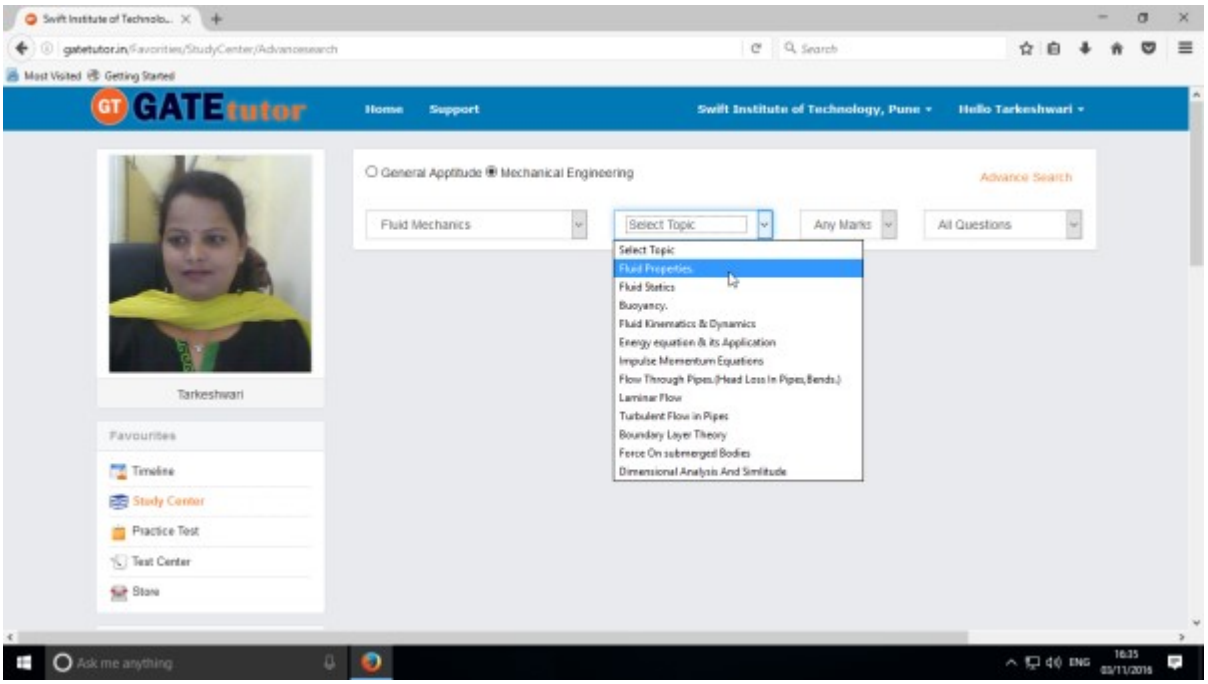


2) Study Center

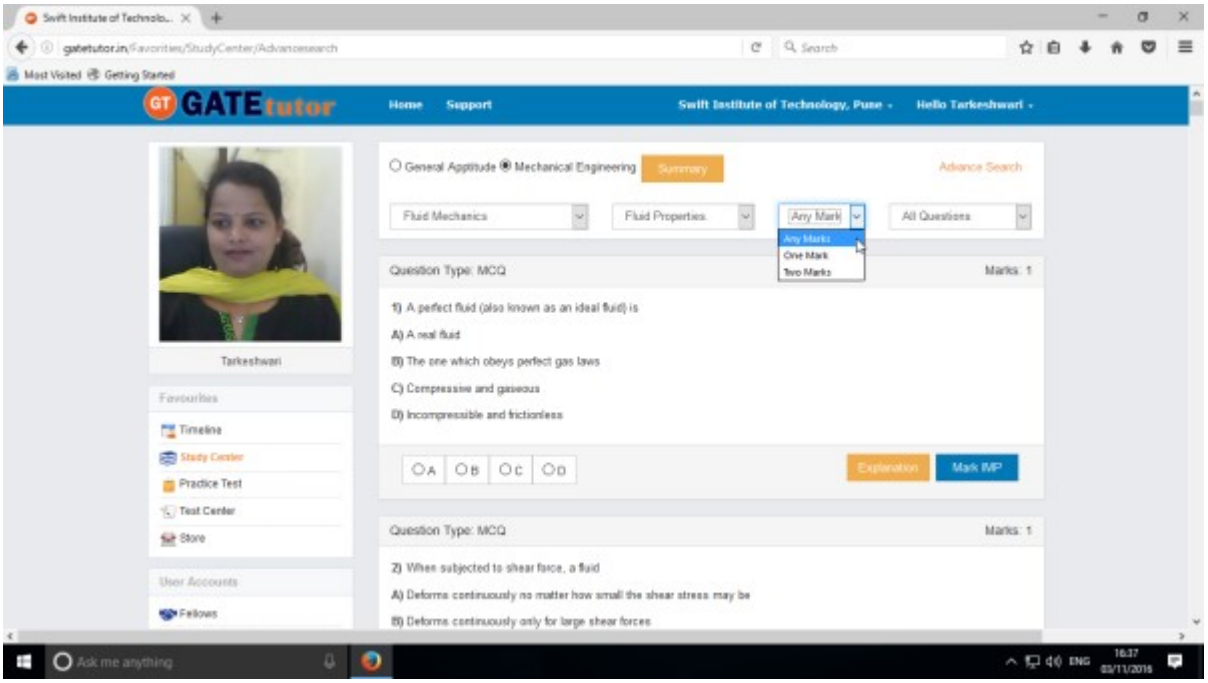
a) General Info

It is a unique studying method provided by the GATEtutor.
In study center, just choose one option between General Aptitude and Chemical Engineering. Then select "**Subject**" & "**Topic**", choose marks & question type. Now, you can start to solve the questions on college timeline.
Choose one of the answers that you know, if it is correct then it will be visible as green check mark otherwise it will shown as wrong cross. If you have any doubt about the question, you can see the explanation instantly on same page and if you think the question is important for you, you can mark it as an important also.

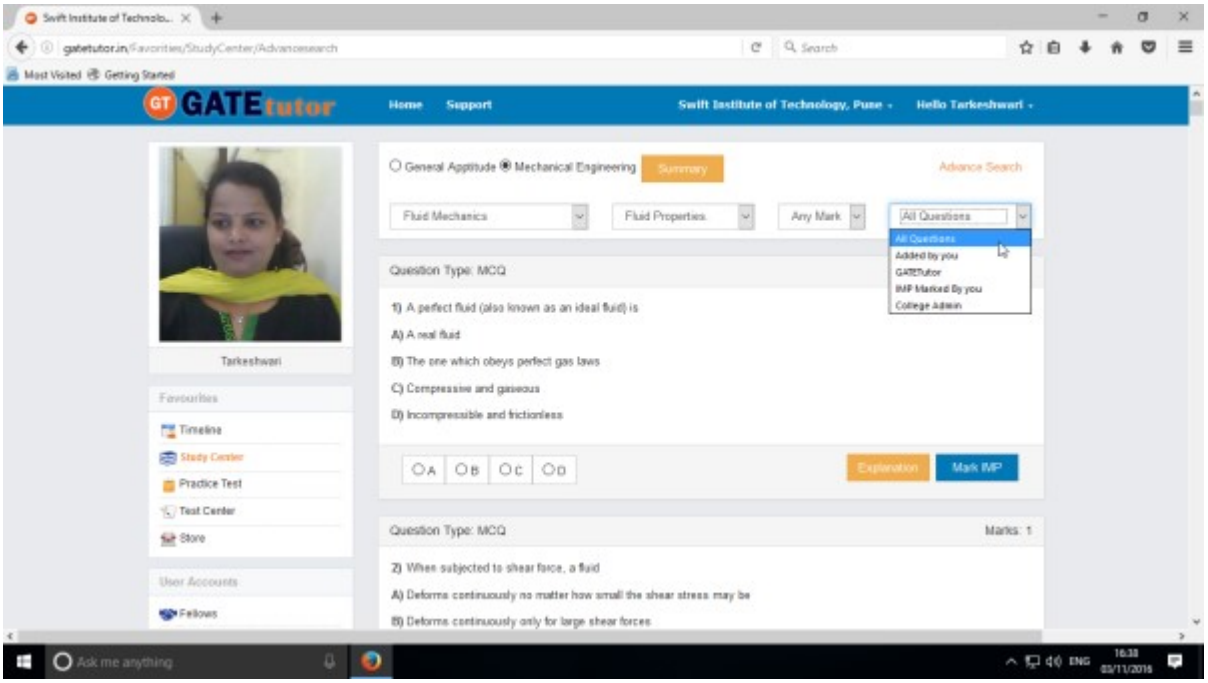
Choose from main menu General Aptitude or Chemical Engineering stream.
Select subject & Topic



Select “**Any marks**” for questions with 1 mark or 2 marks.



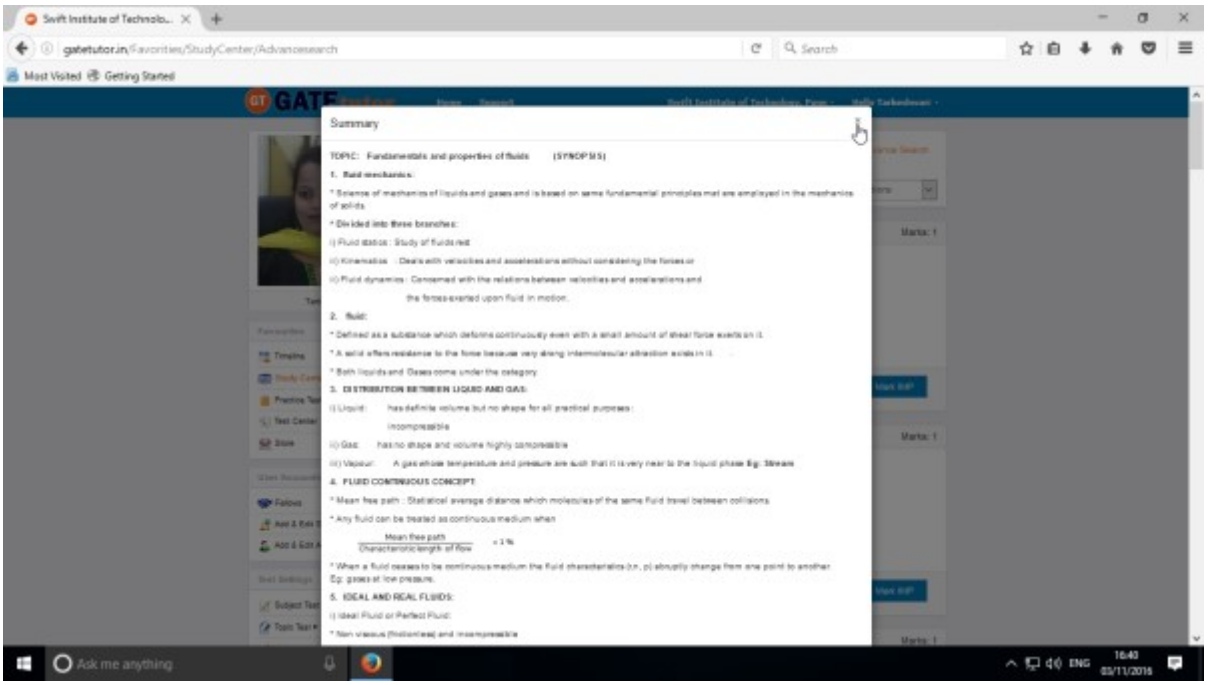
Choose “**All Questions**” to study more questions. You can also choose the questions from Added by you, GATEtutor, IMP Marked By you and College Admin.



Choose questions from the different types of sources as above.

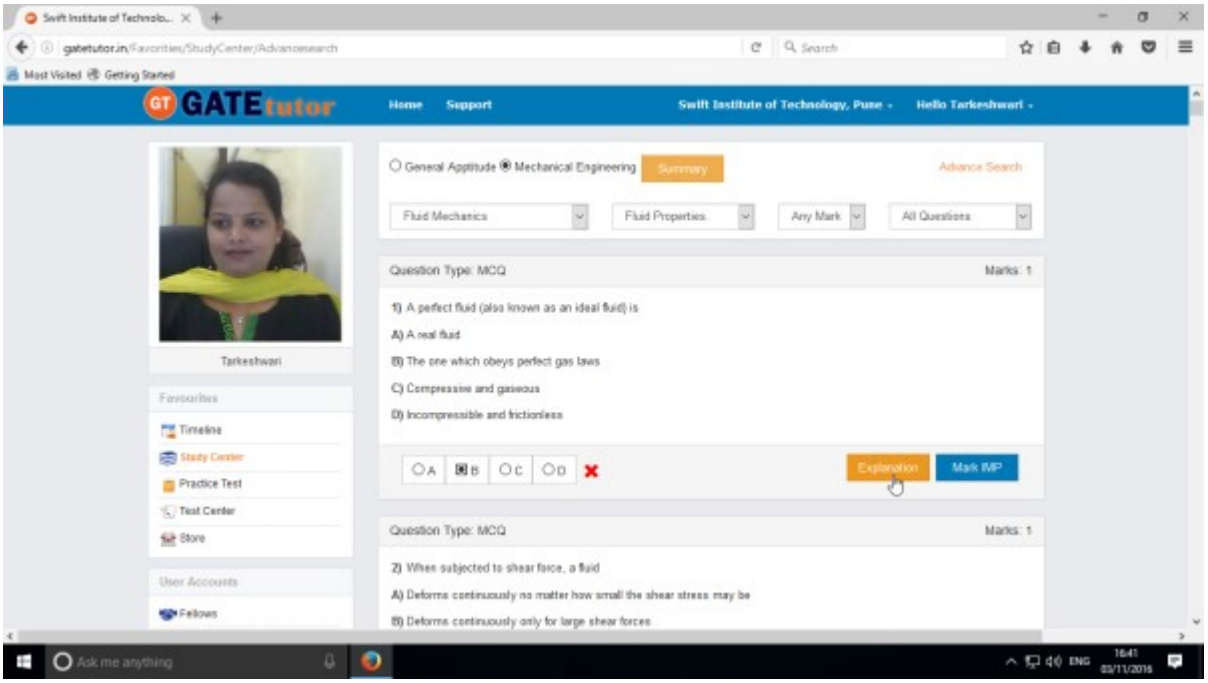
b) Summary

When you click on "**Summary**", it shows all the fundamentals & properties of the "**Topic**" that you have selected for study. It is helpful to read & understand the fundamentals in short period of time. When you click on the "Summary", the window appears as follows

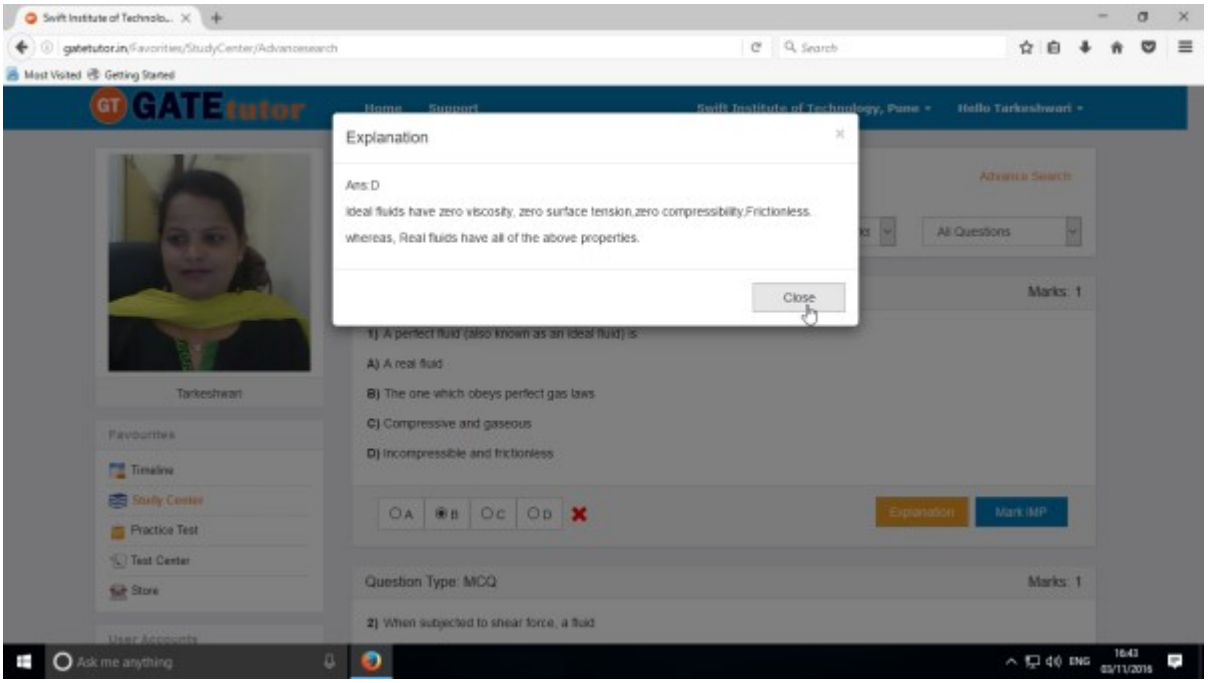


If you have any doubt about the questions, you can also see the explanation by clicking on "**Explanation**" in front of that question on same page.

Choose the doubtful question to see the explanation

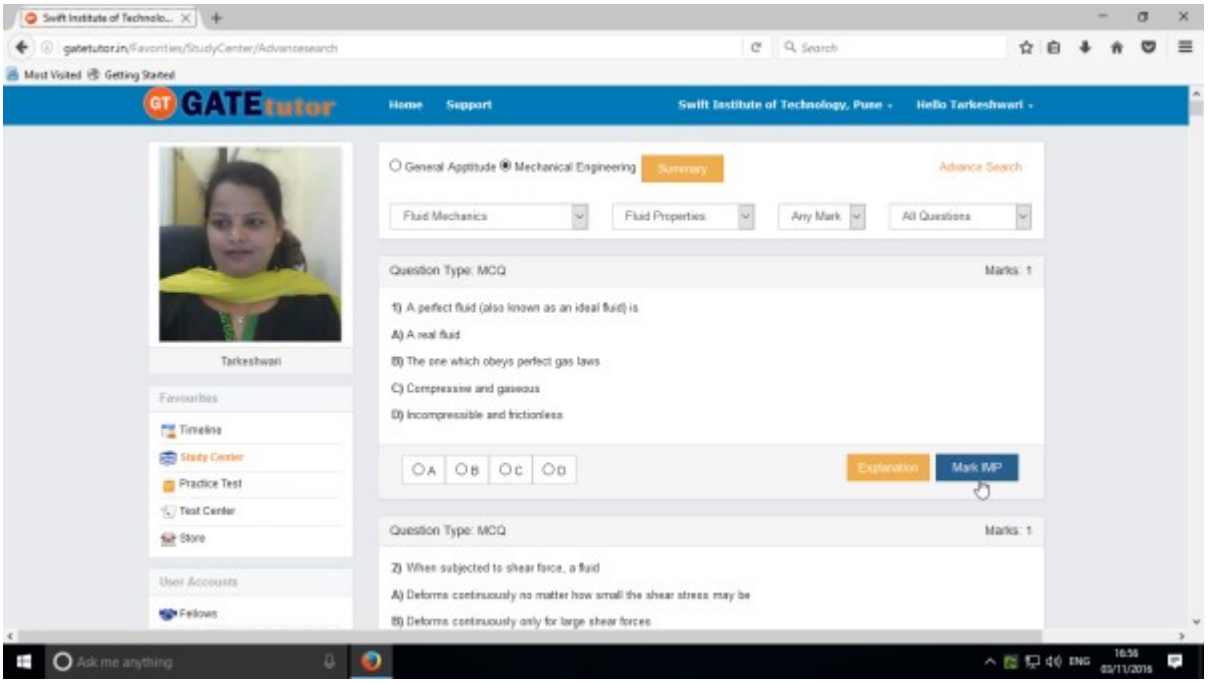


Click on “**Explanation**”

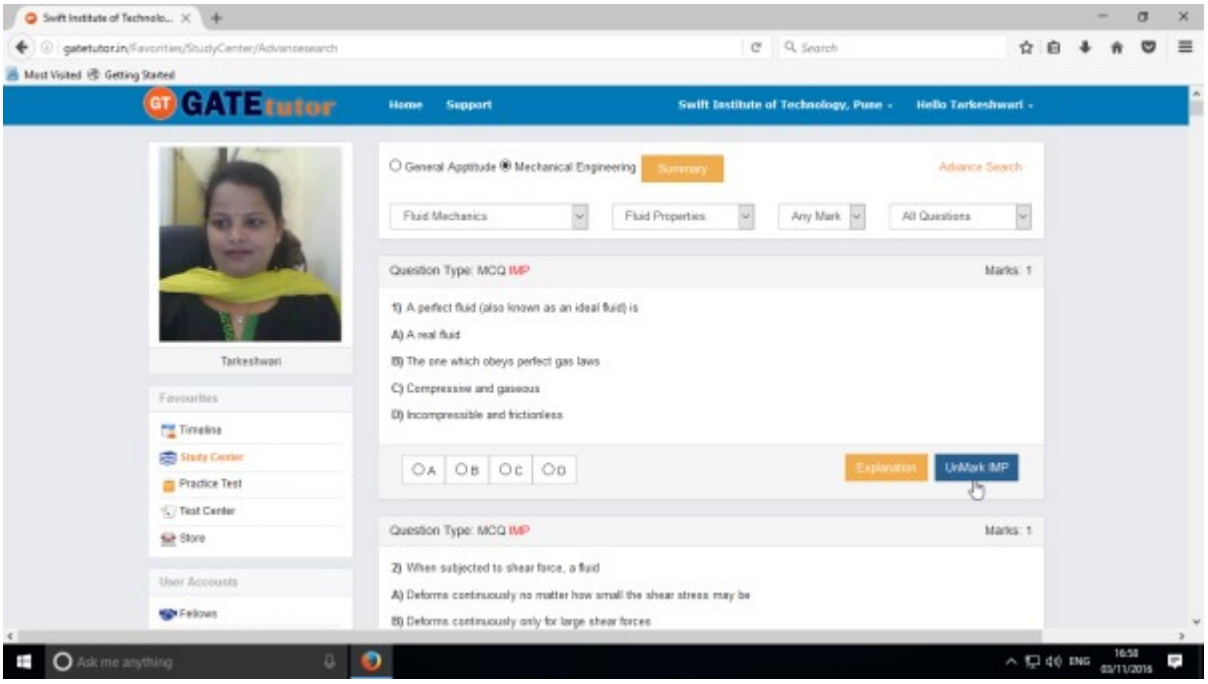


Click on “**Close**” to continue.

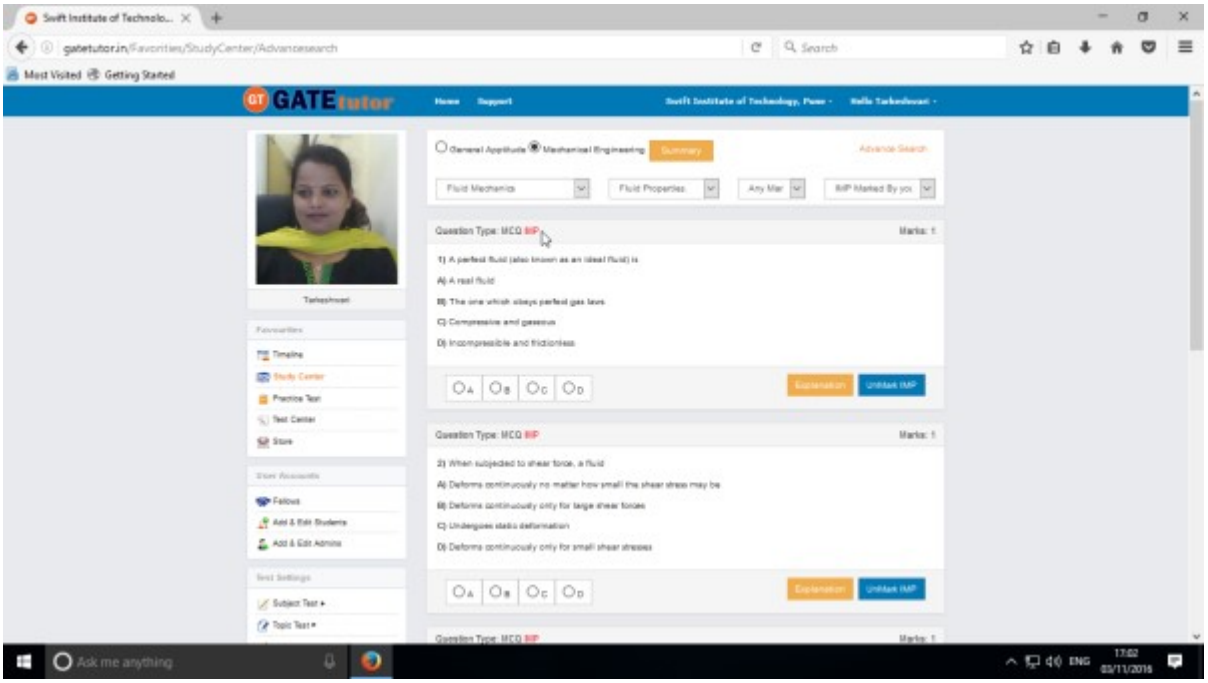
You can sort the questions by their importance or priority also.
If you want to mark the question as an important question then click on "**Mark IMP**". It will be seen when you choose option "**IMP Marked By you"** question format for study.



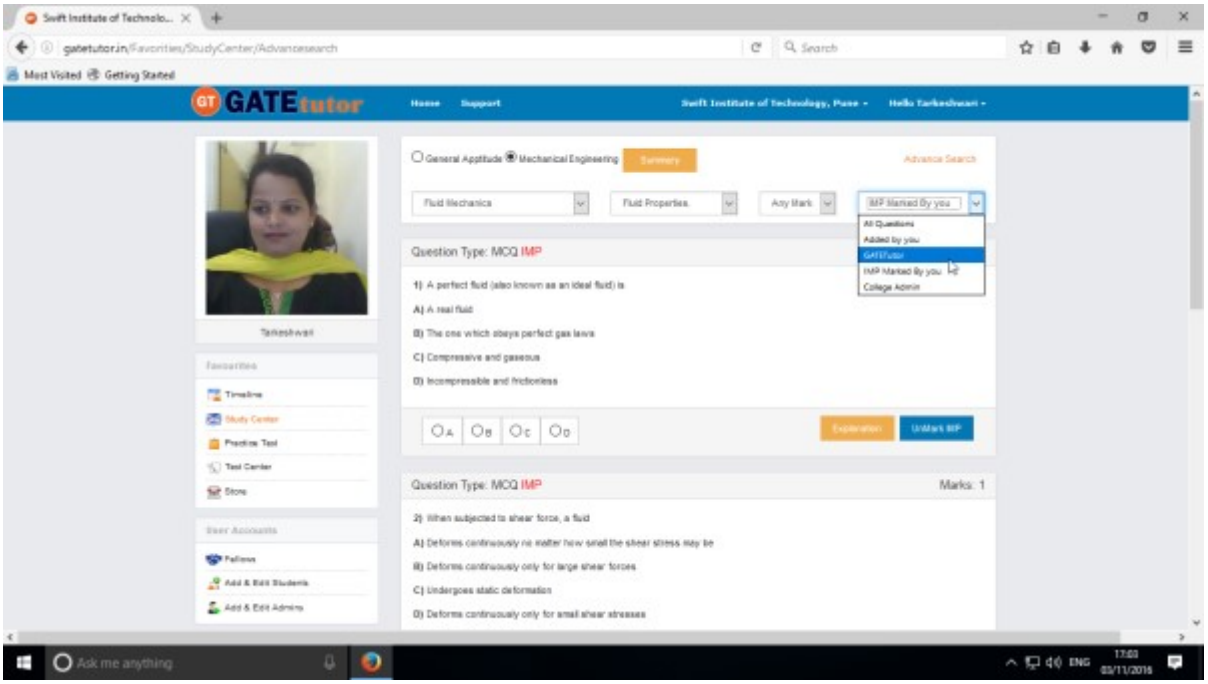
If you want to remove the "**Mark IMP**" tags from the question just click on the "**Unmark IMP**". The Imp mark tag will be removed.



To view IMP questions, choose the subject & topic then choose "**IMP marked by you**" question type



Similarly you can view the questions from other sources as follows.

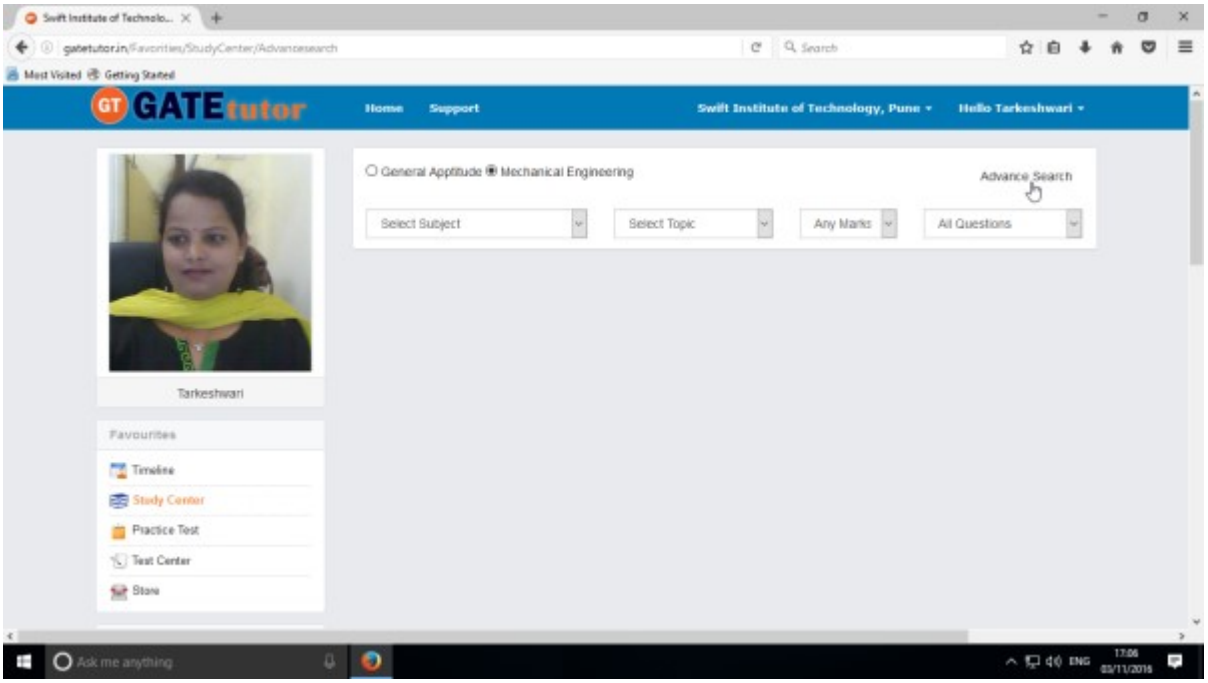


You can choose from multiple types of questions like All Questions, Added By you, GATEtutor, IMP marked by you, College Admin as shown in the figure above.

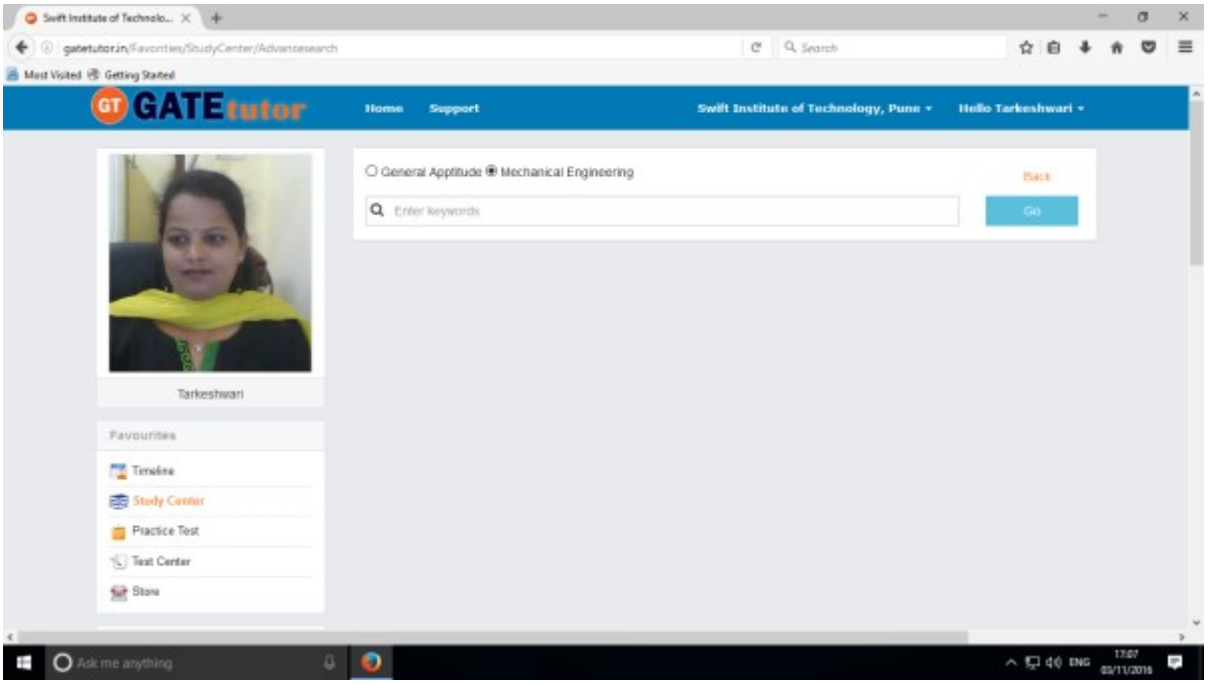
c) Advance Search

If you don't remember the subject & topic in the study center or if you want the questions from random subjects or topics, you can use the "**Advance Search**".

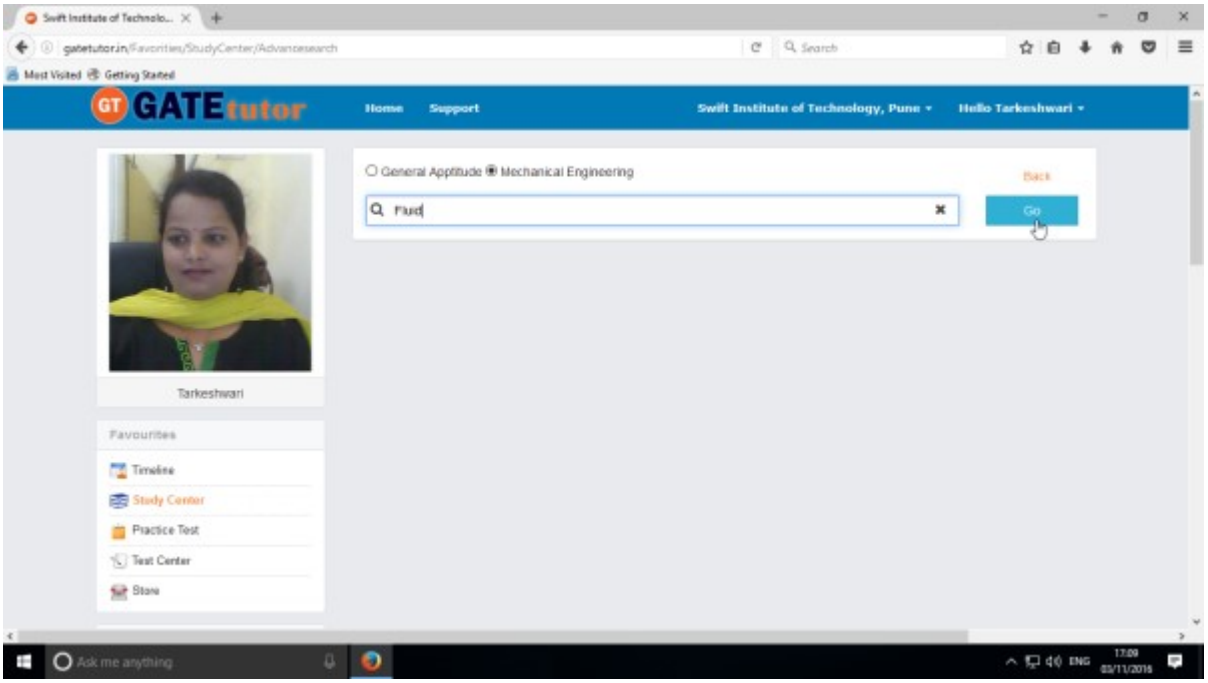
It is a search bar where you have to put just a keyword related to the subject and topic; then whole questions related that keyword will be seen on the screen.



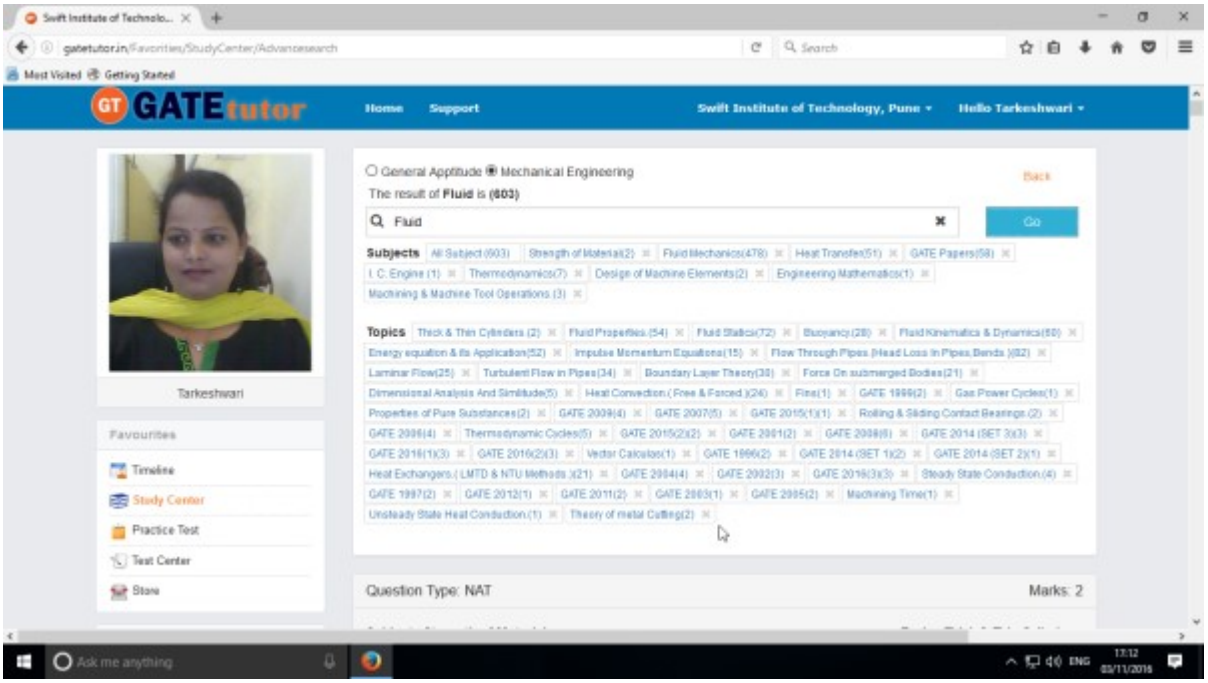
Click on "**Advance Search**", you will appear following window



Enter the keywords related to the subjects & topics then click on "**Go**"



You will get all the data related to that keyword like subject, topic & related questions etc.

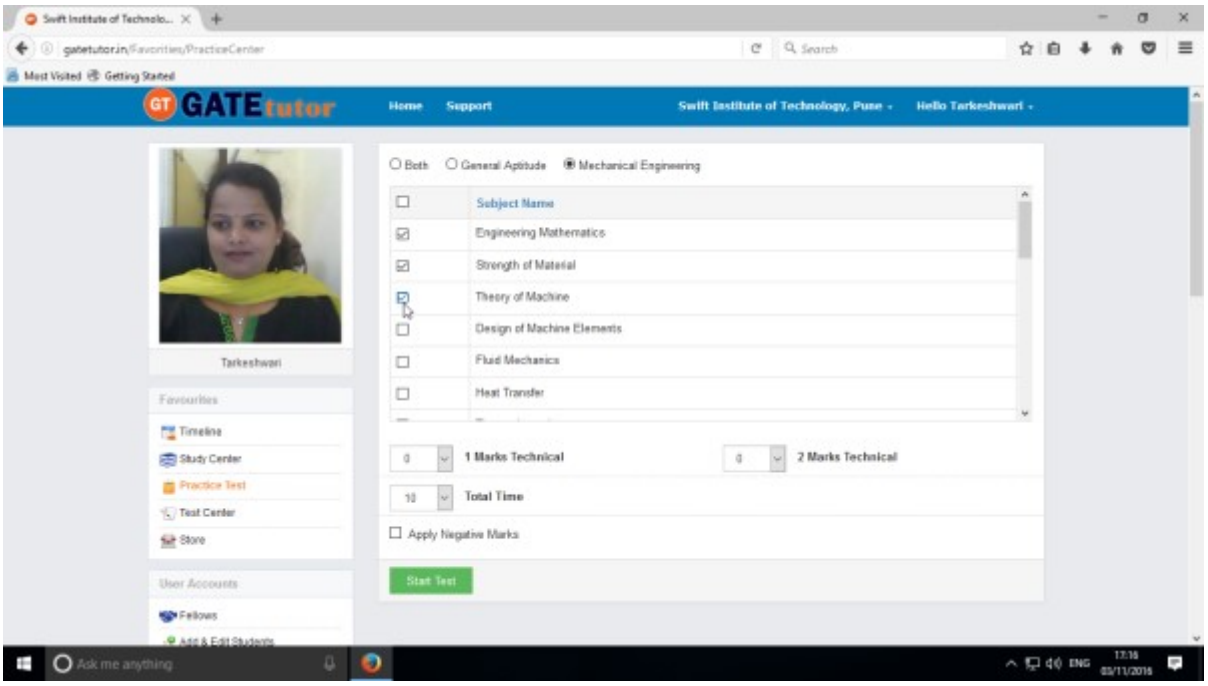


Just click on subjects and topics related to your keyword to check & study the questions.

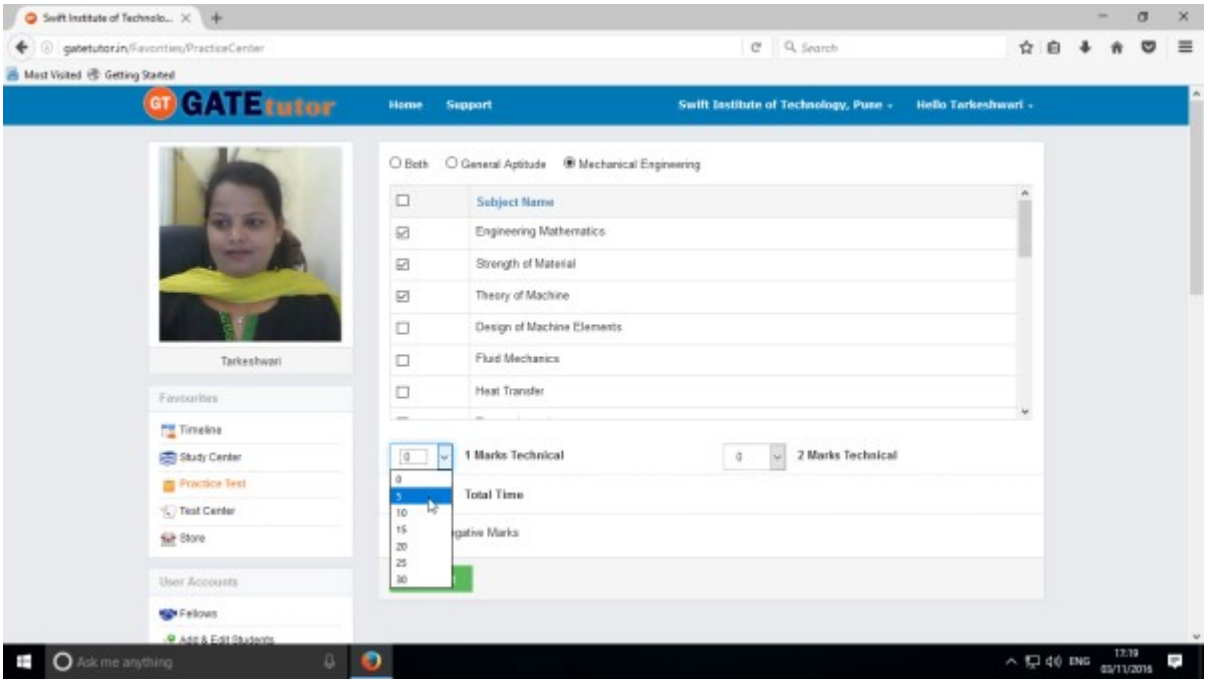
3) Practice Test

Practice test is a platform for the users to attempt & solve the various subject tests with options like "**Both**", "**General Aptitude**" and "**Mechanical Engineering**. You can give the practice test as much as you want on college timeline.

Choose subjects on which you want to give a practice test.

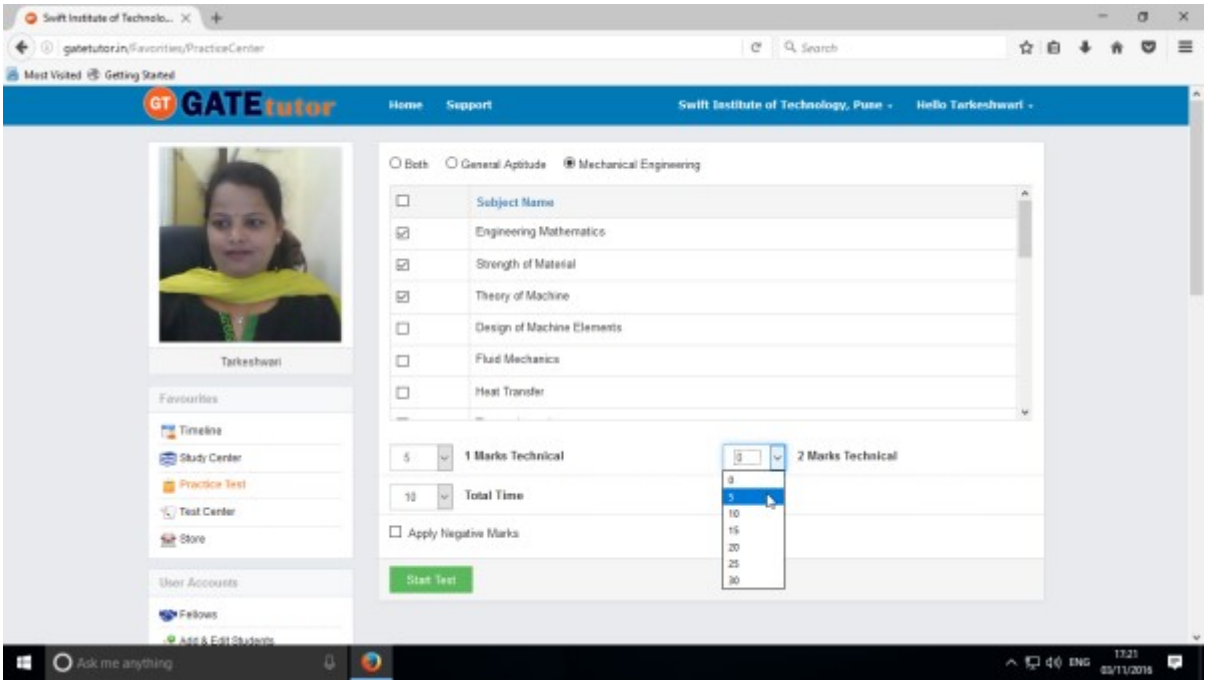


There are two marks options to select mark, "1 Mark Technical" & "2 Marks Technical".

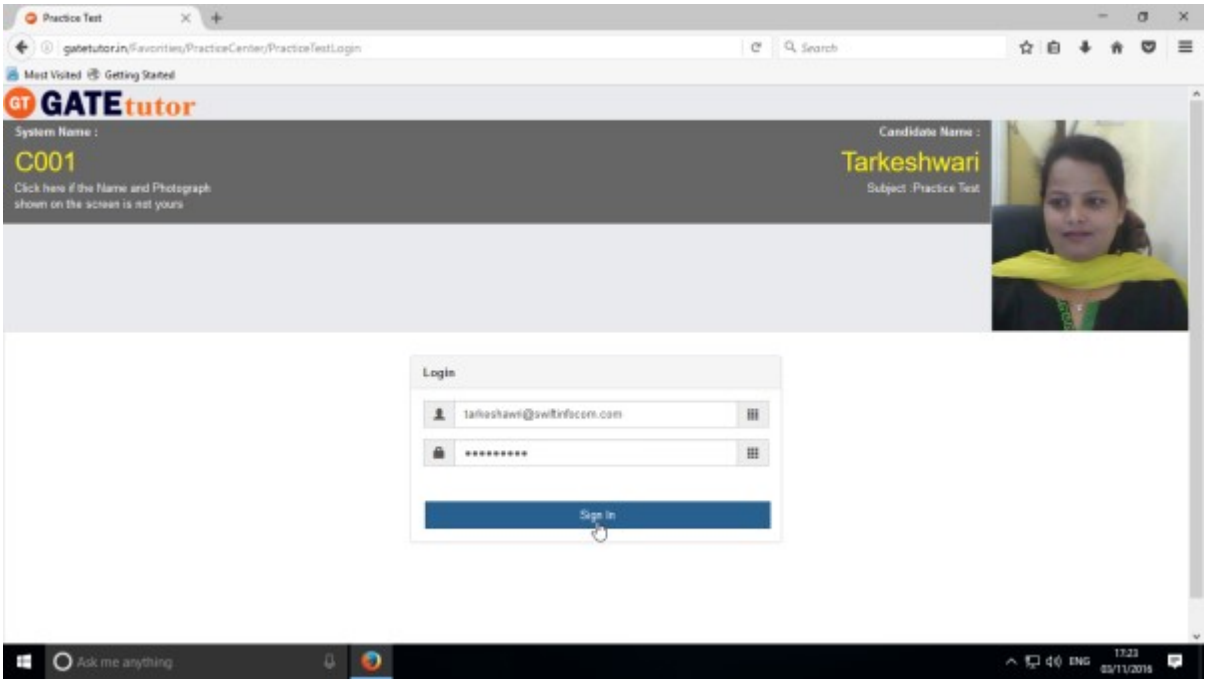


Choose the number of one mark questions as above.

Choose number of two marks questions & select the time as per you want

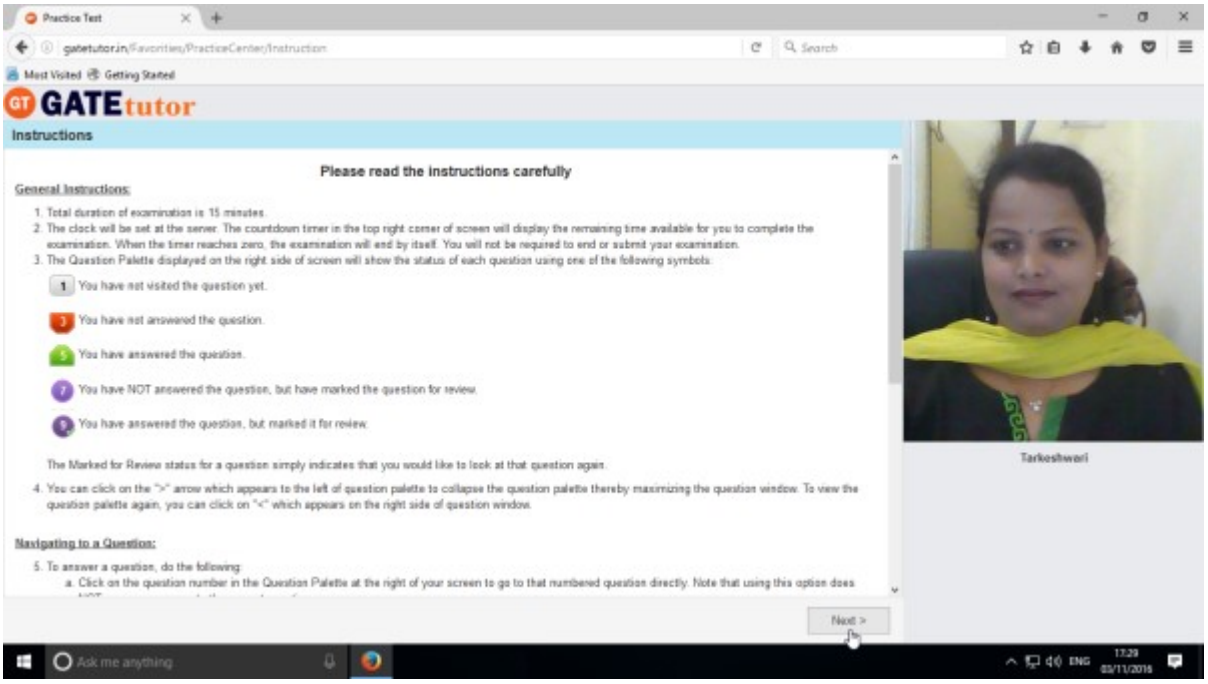


You can also give the practice test with negative marking. Just click on the "Apply Negative Mark" checkbox & click on the "**Start Test**".

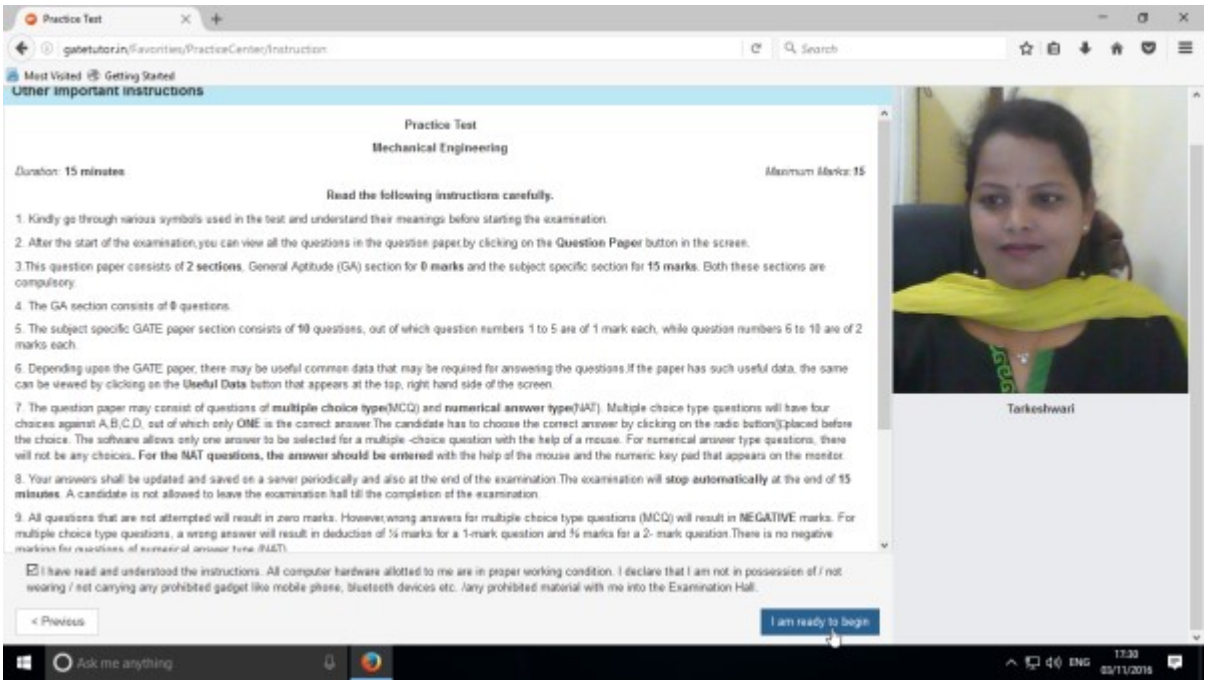


Click on "**Sign in**" to continue the Test

Click on the “Next” button to continue the Test

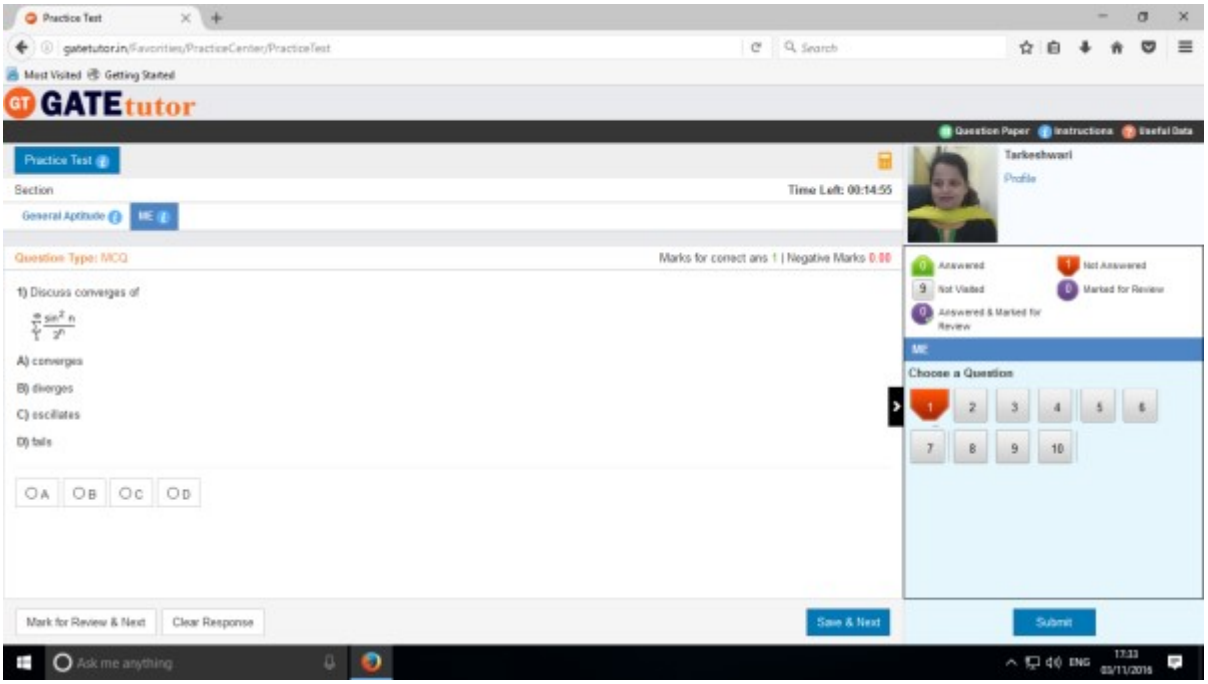


Read the instructions carefully & click on ‘**I have read and understood**’ checkbox.

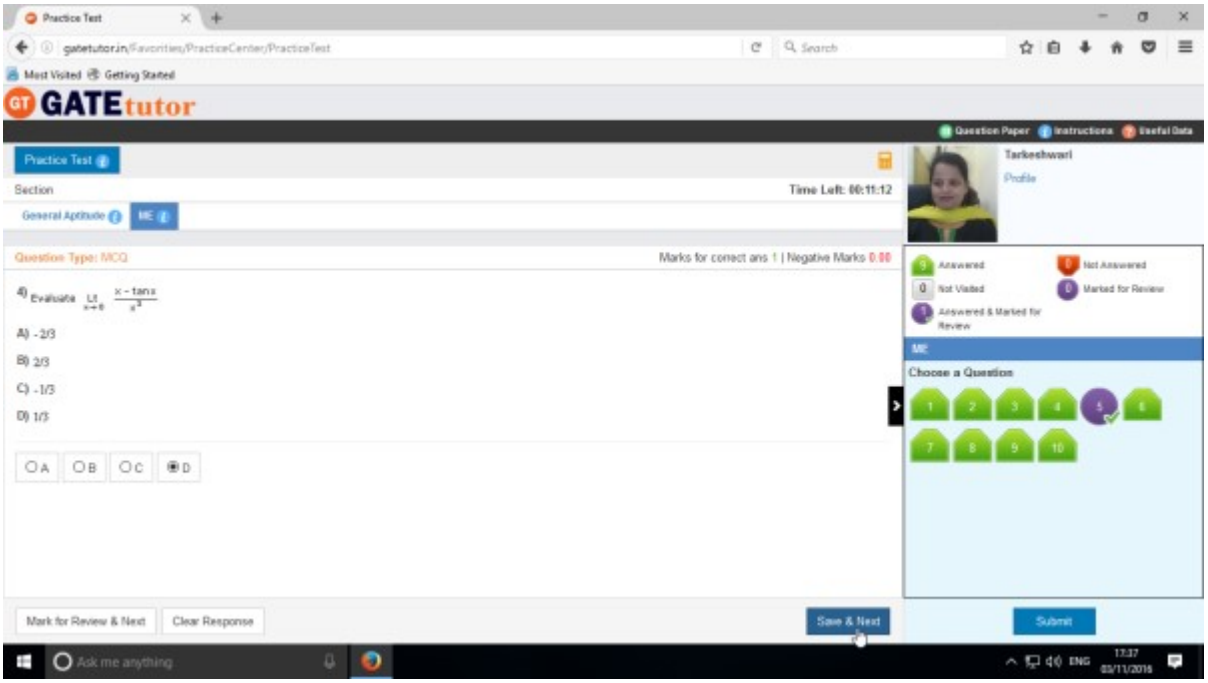


Now click on “**I am ready to begin**” as above.

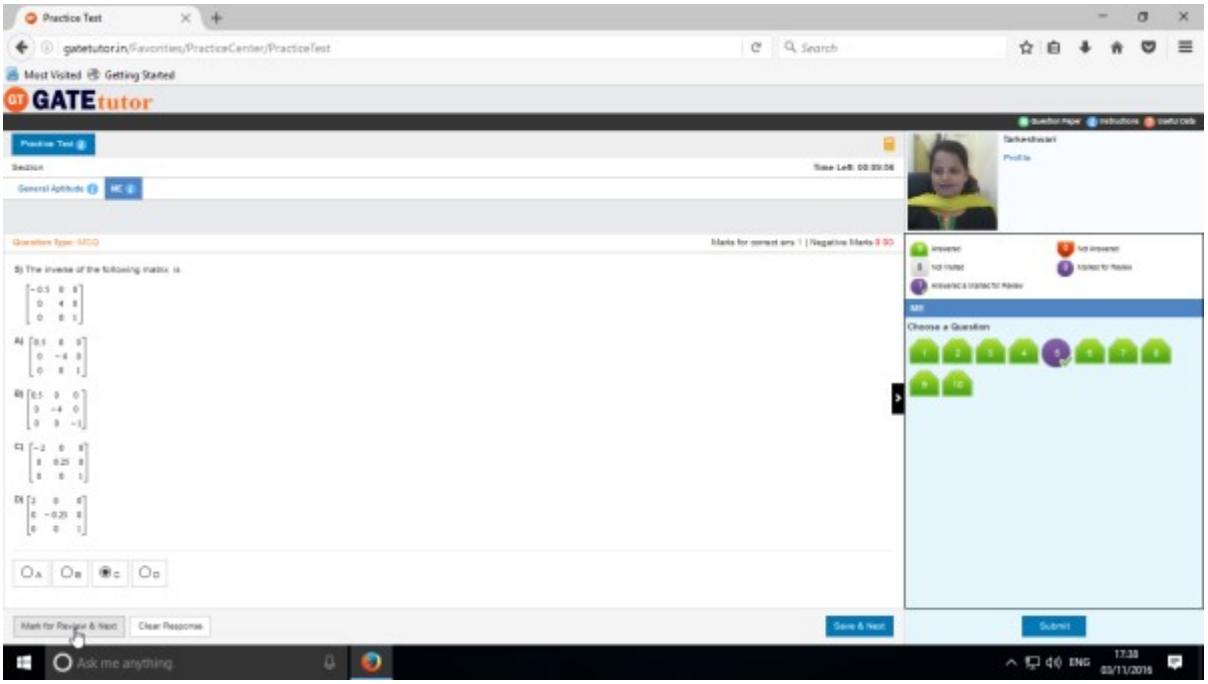
Practice test will appear as follows.

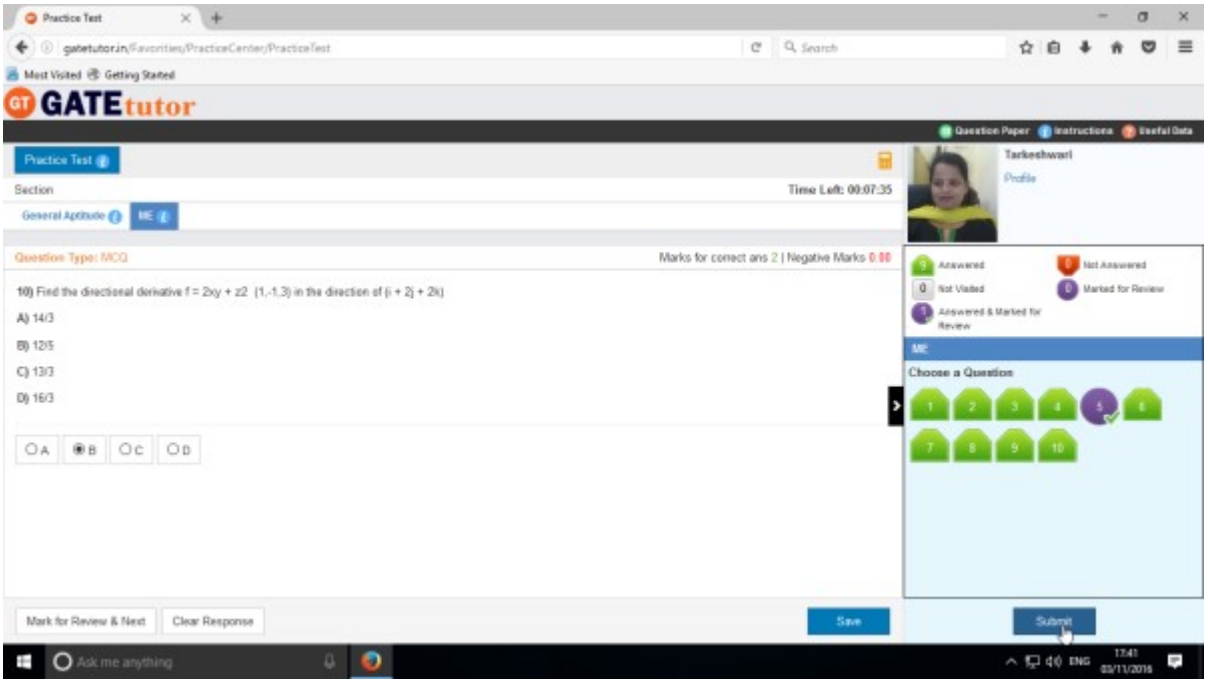


Select the answers from given options & click on "**Save & Next**" to save answer & for the next question.



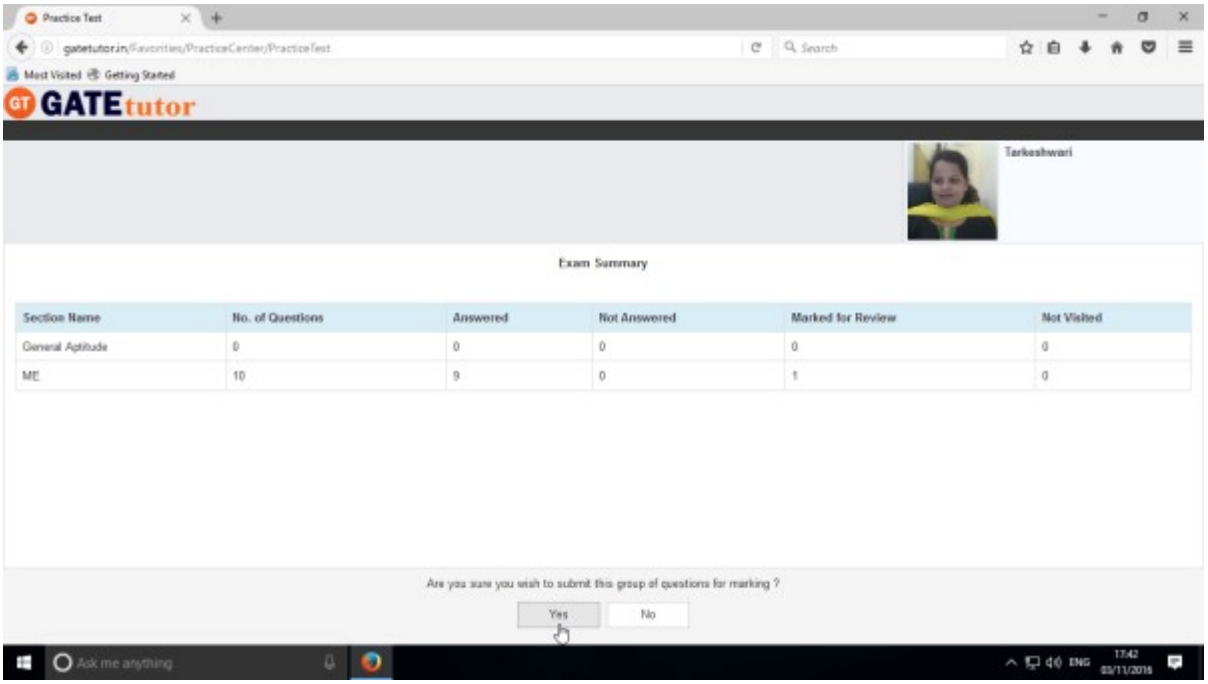
If you have any doubt about the answer then click on “Mark for Review & Next” & solve it later.

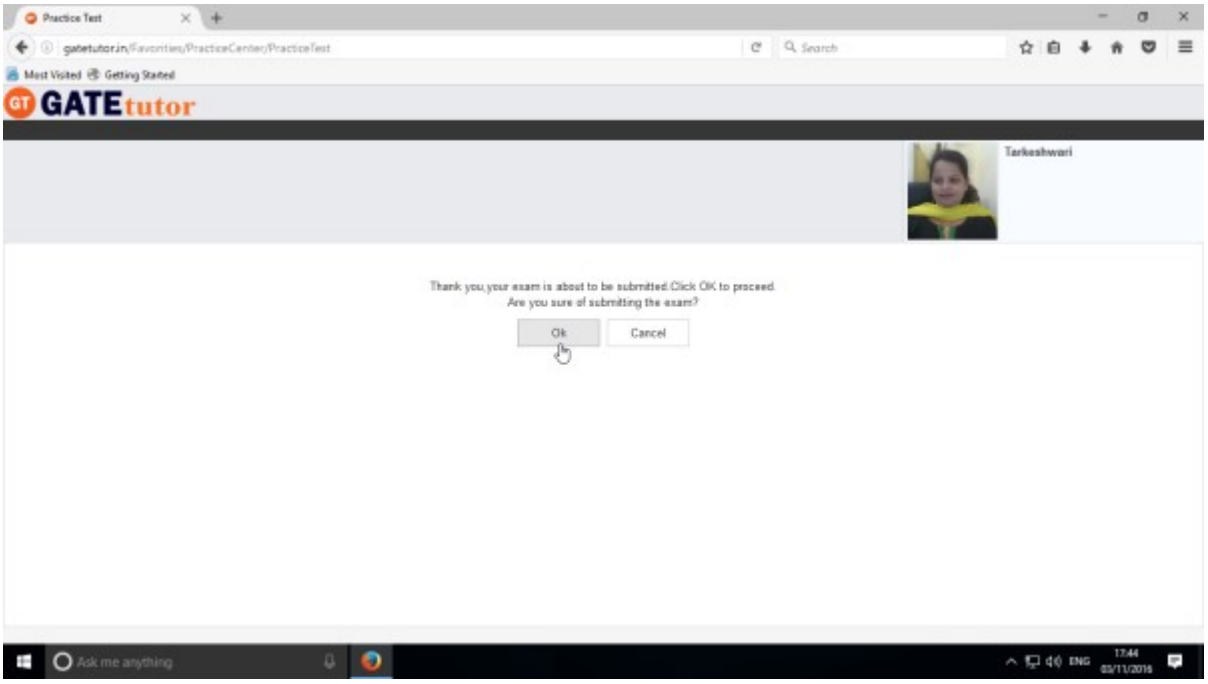




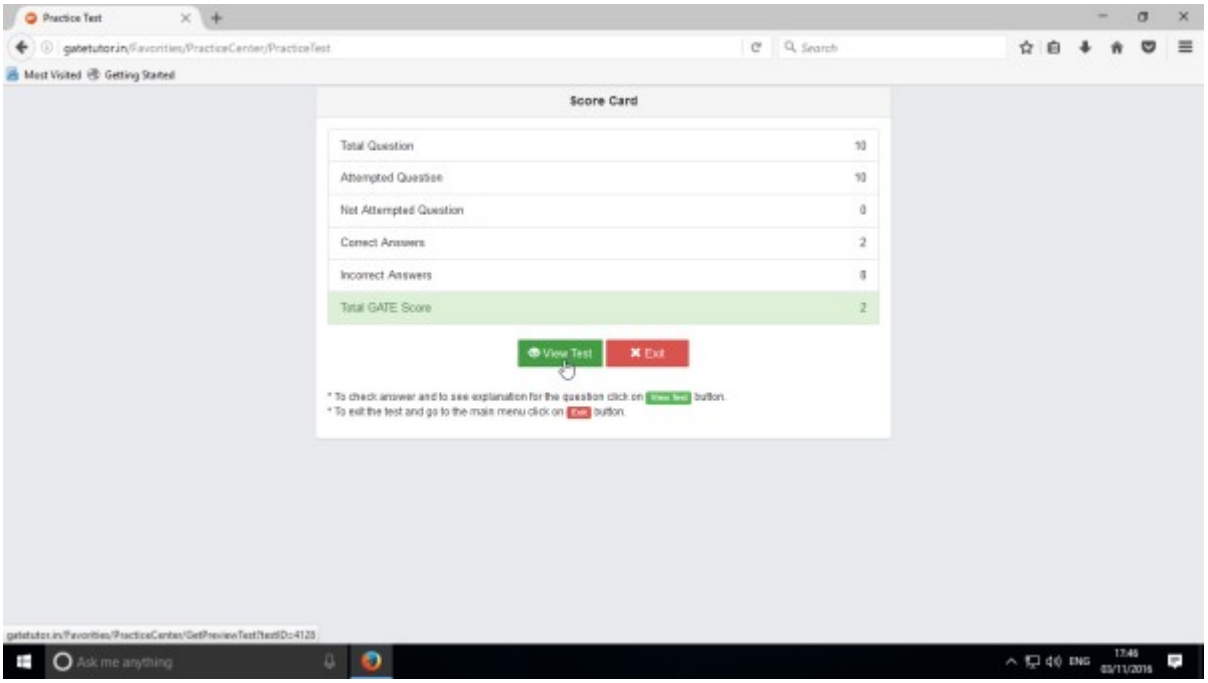
After completion of practice test click on “**Submit**” & the test will be saved

Click on “**Yes**” to submit the Practice Test.

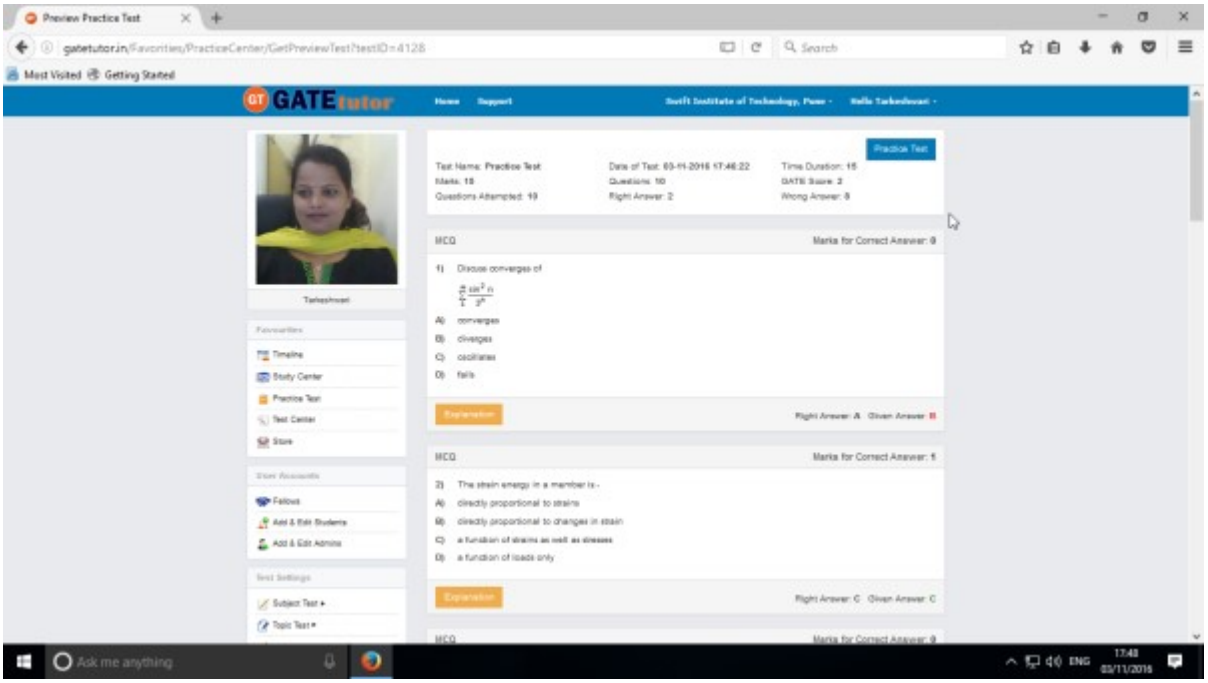




Click on “OK” to proceed.



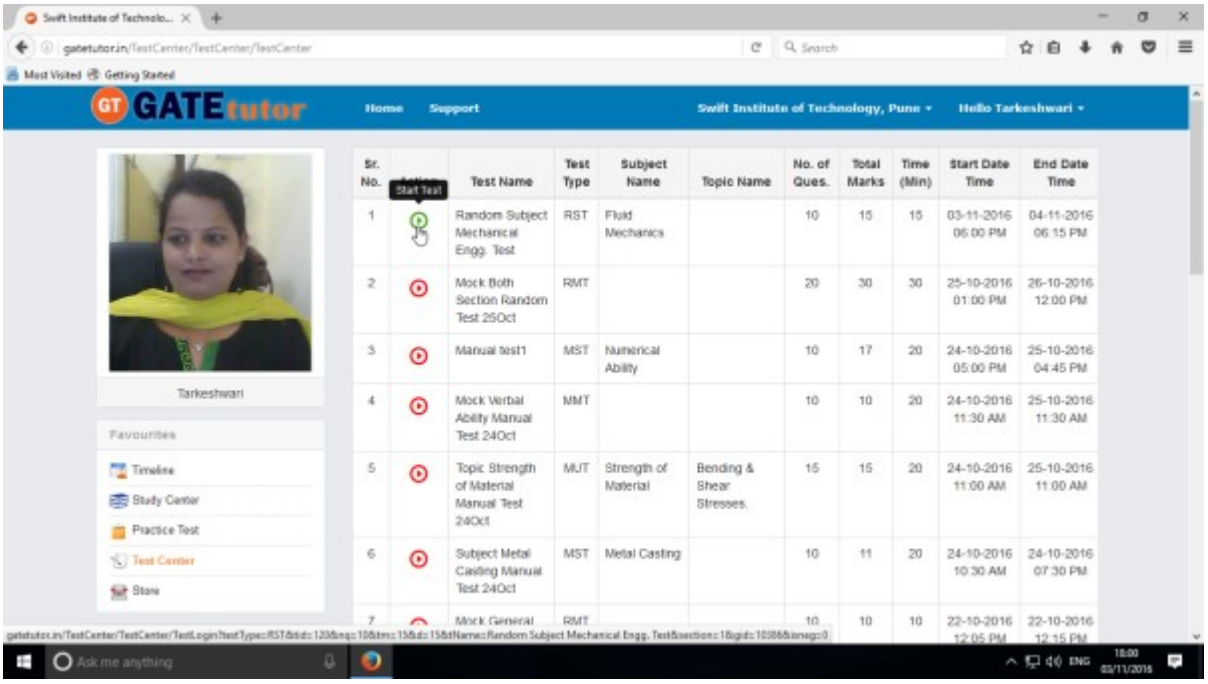
Click in "**View Test**" to view the given Practice test.



You can see the Practice test that you have given.

4) Test Center

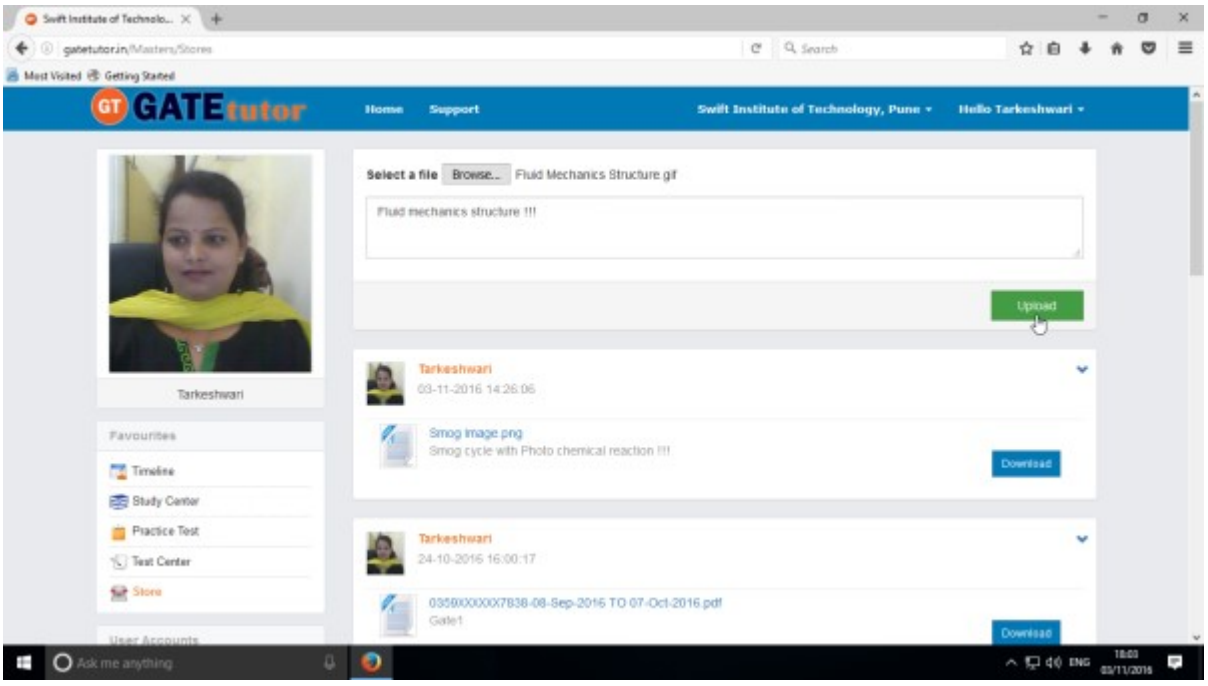
At the Test center menu you can check the whole status of the given tests like Total tests, Time, Test Names, Total marks, Start Date Time, End Date Time, Assigned by, Action, Subject name, Topic Name. You can attend the test from Test Center when the admin, friend assign the test.



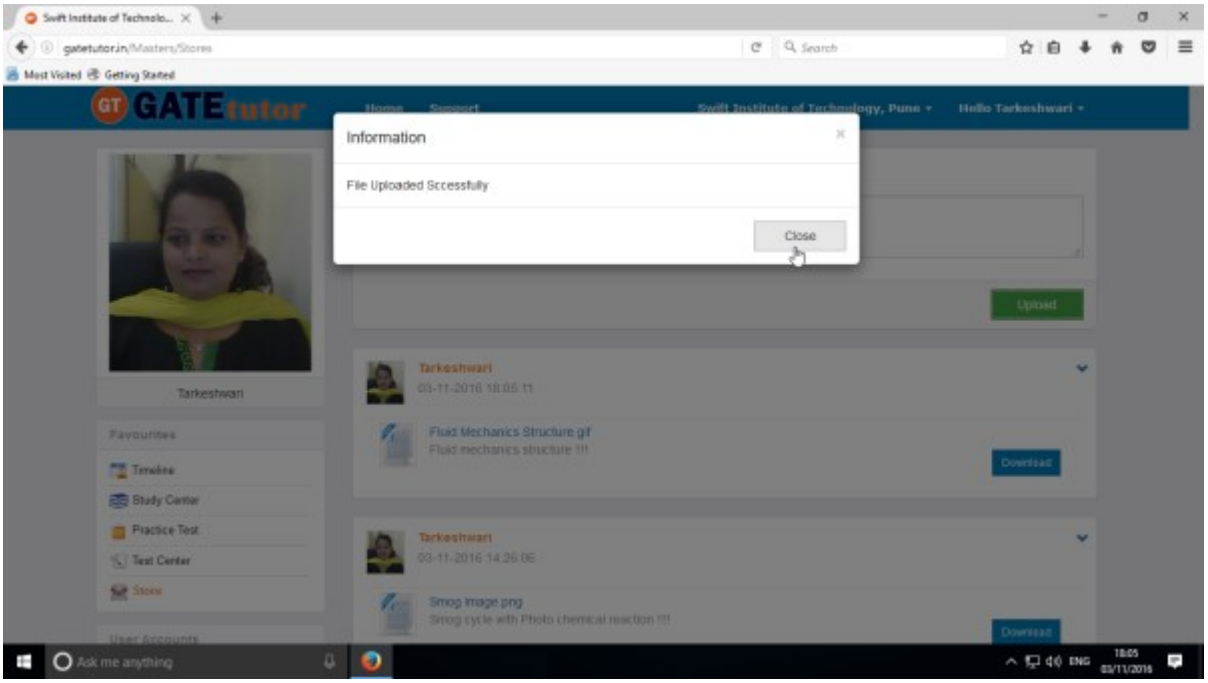
5) Store

Store is the platform for the user to upload & download the study material. If you upload any file, it will appear on your college timeline. If you want to download that file from your college timeline just click on “Download” button just below the file & your file will be downloaded and saved.

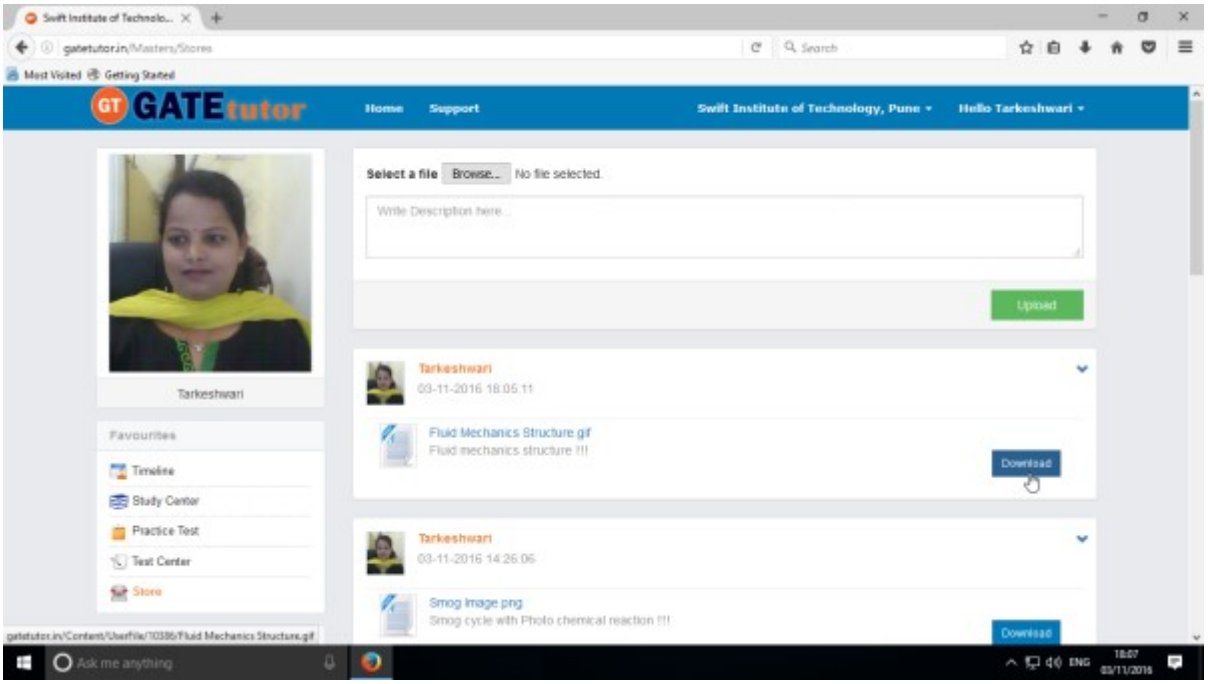
Select (Browse) the file to upload, write the description below for the file & click on “**Upload**” to upload any file or document.



Click on “**Upload**” to upload the file. After uploading file successfully click on “**Close**” to continue.



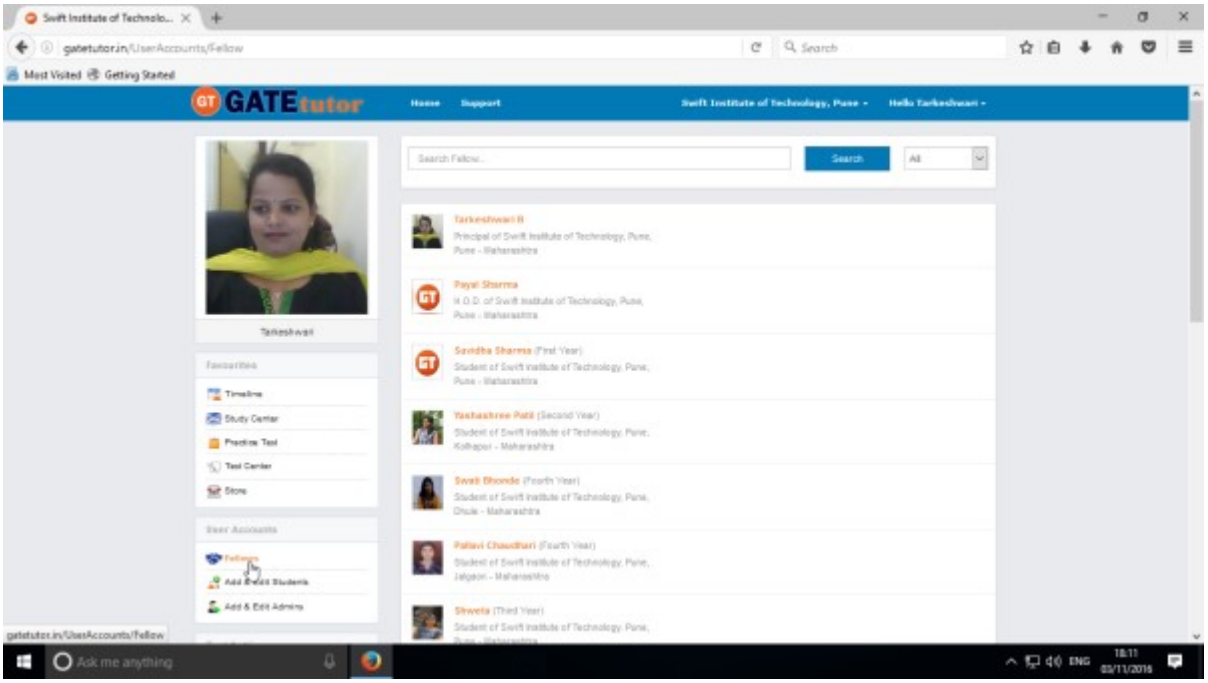
The file will be uploaded & now available to download for other users like fellows.



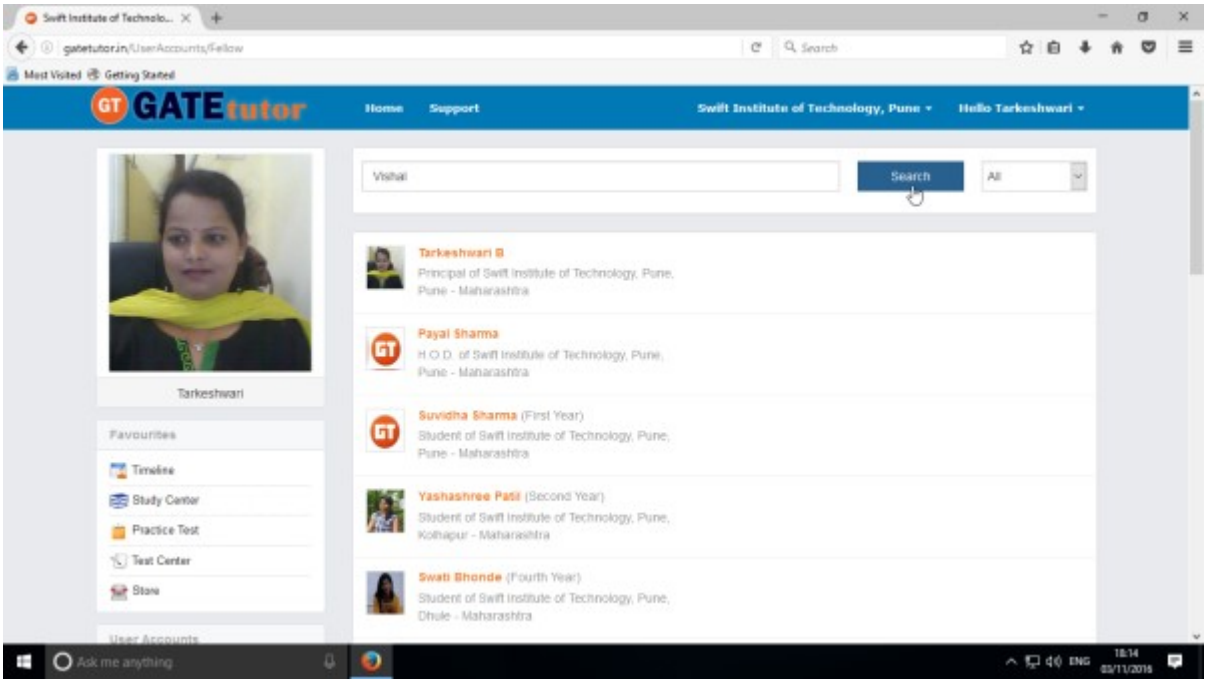
IV) User Accounts

1) Fellows

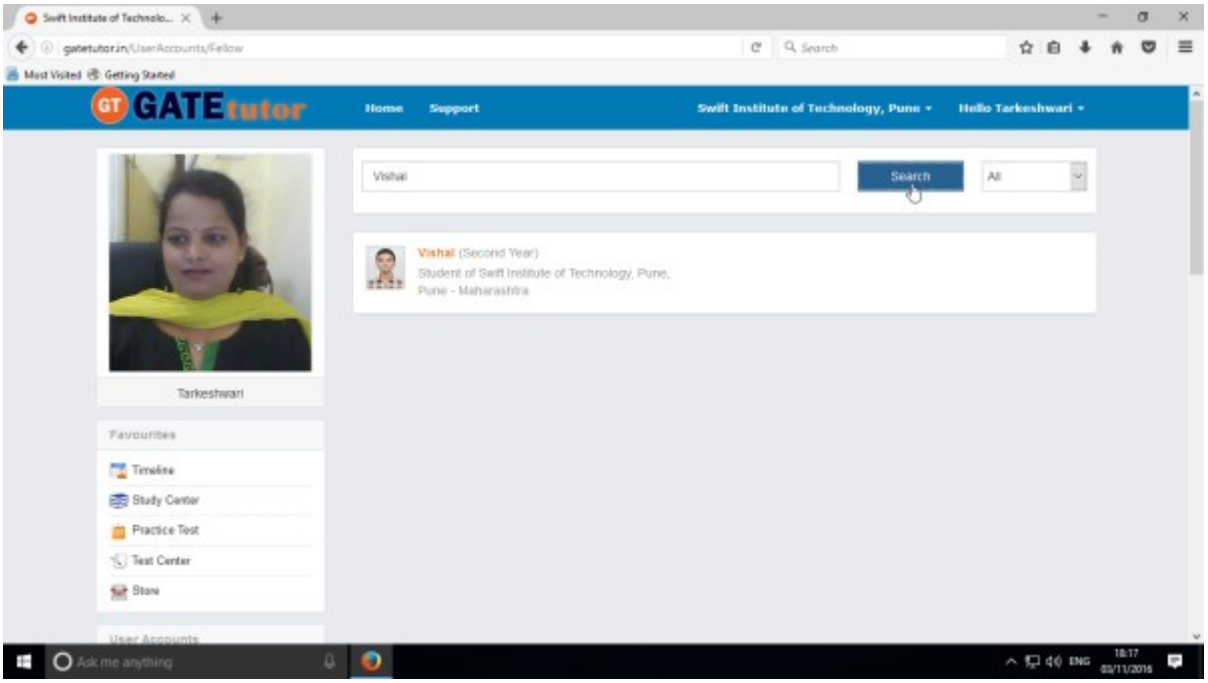
You can see your college fellows by clicking on “**Fellows**”.



The fellows under your college will appear here as above.

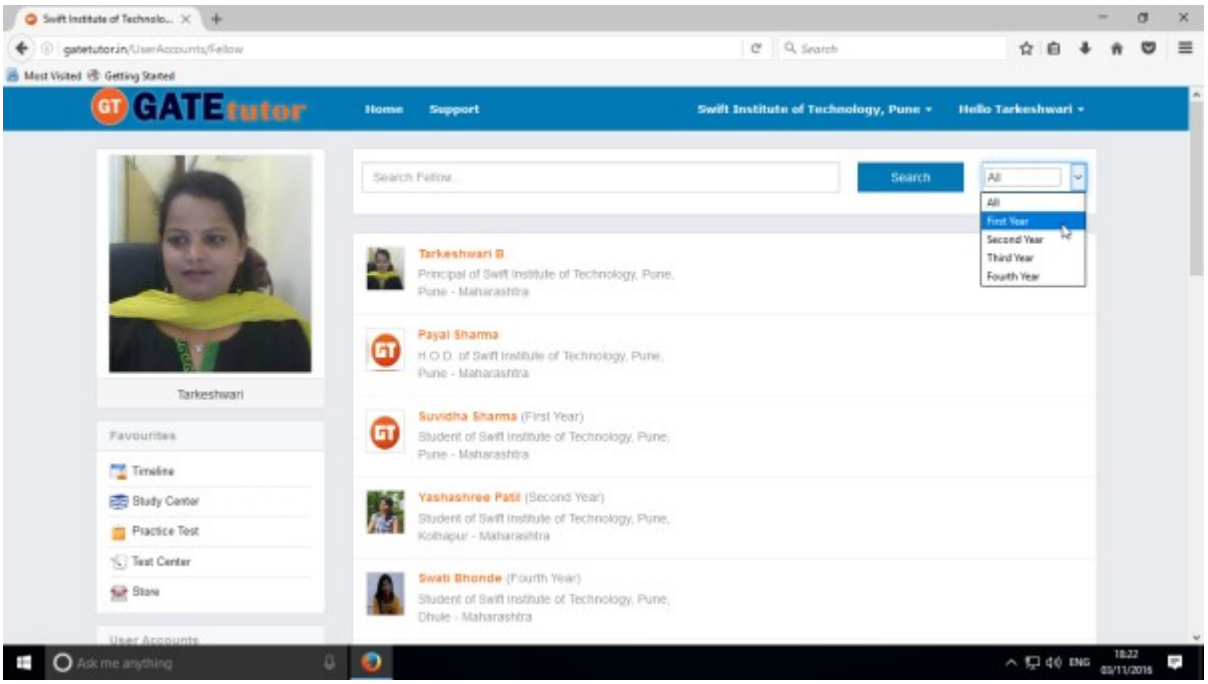


You can also search your fellow as above. Enter the fellow name & click on “**Search**”.

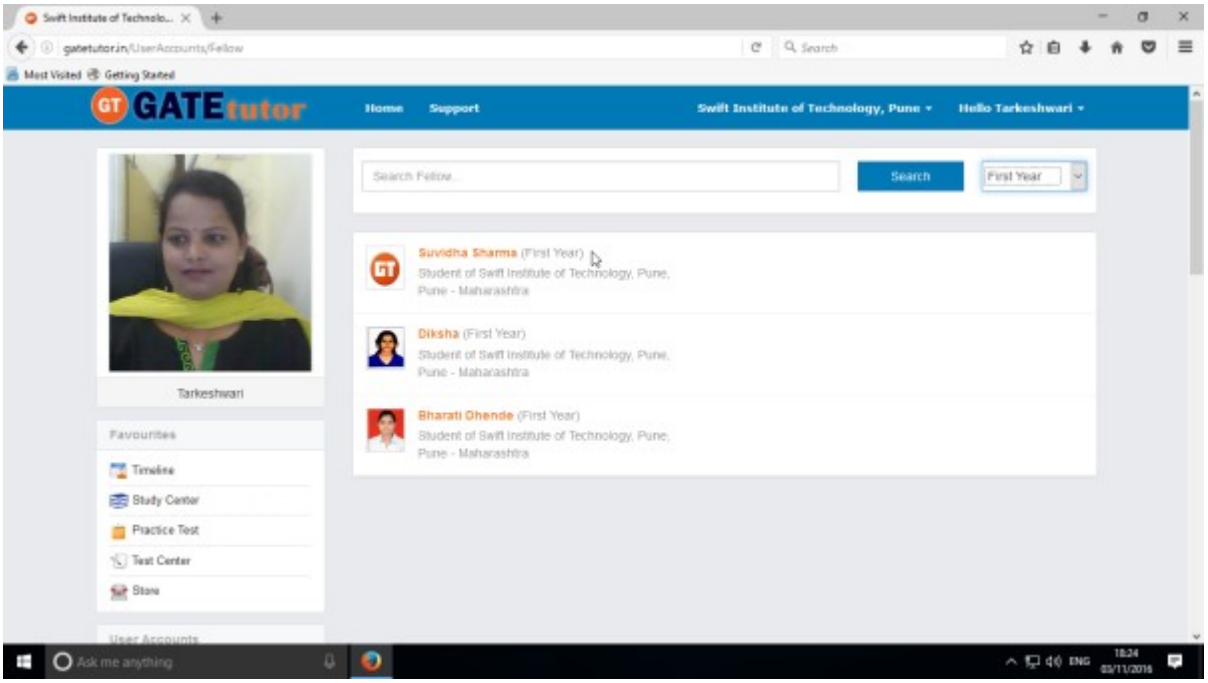


When you search for a fellow & if his/her name is in the list, you will appear it as above.

You can also search fellow names by academic year wise as follows



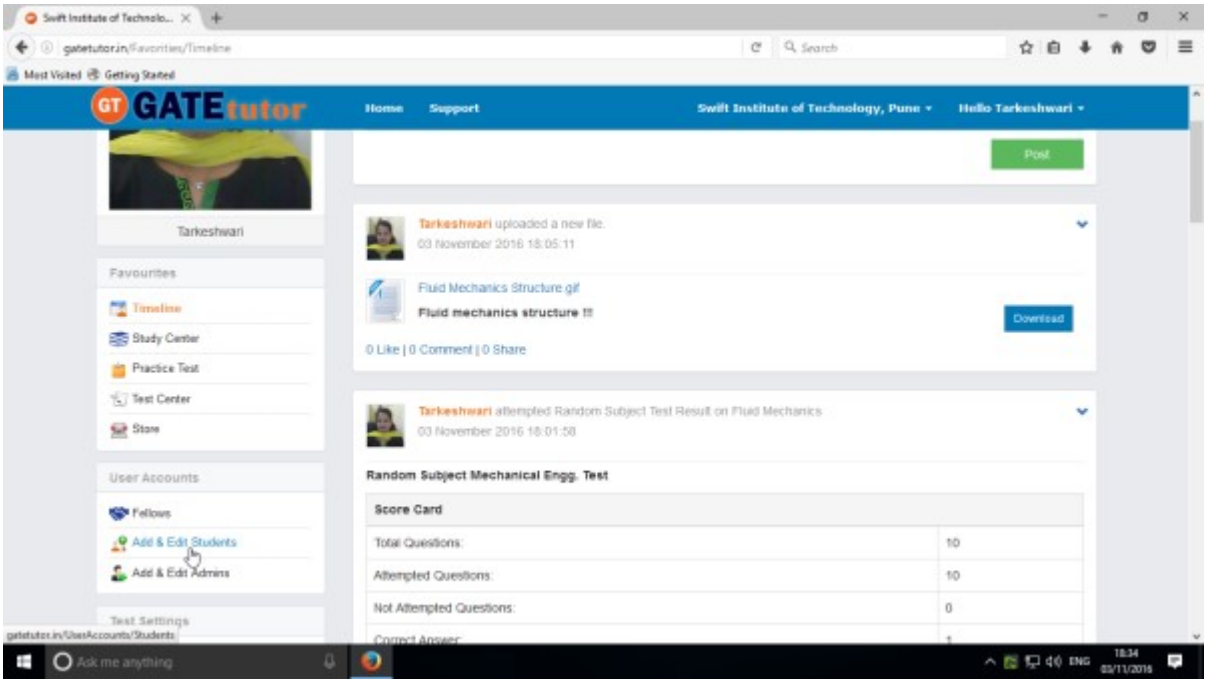
Choose the studying year of those fellows to find them.



Check the results of fellows as above.

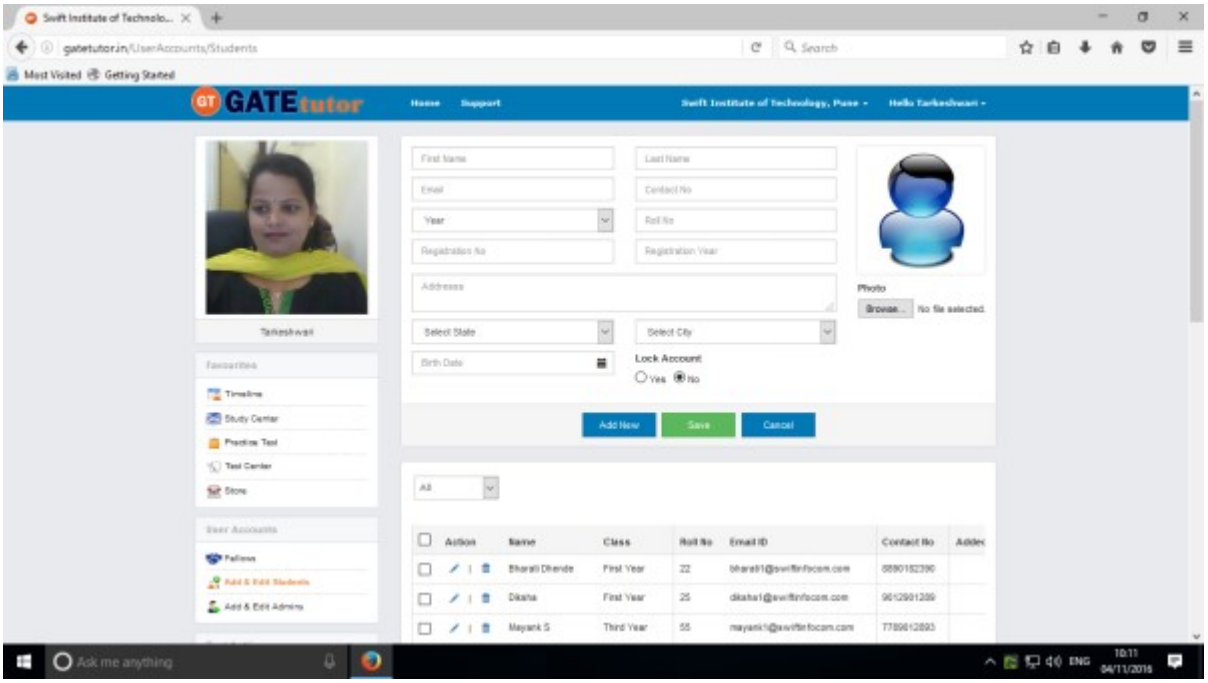
2) Add & Edit Students

You can directly add the students by clicking on "**Add & Edit Students**". Here you can add, edit & delete student information. You can also lock or unlock student's account from here.



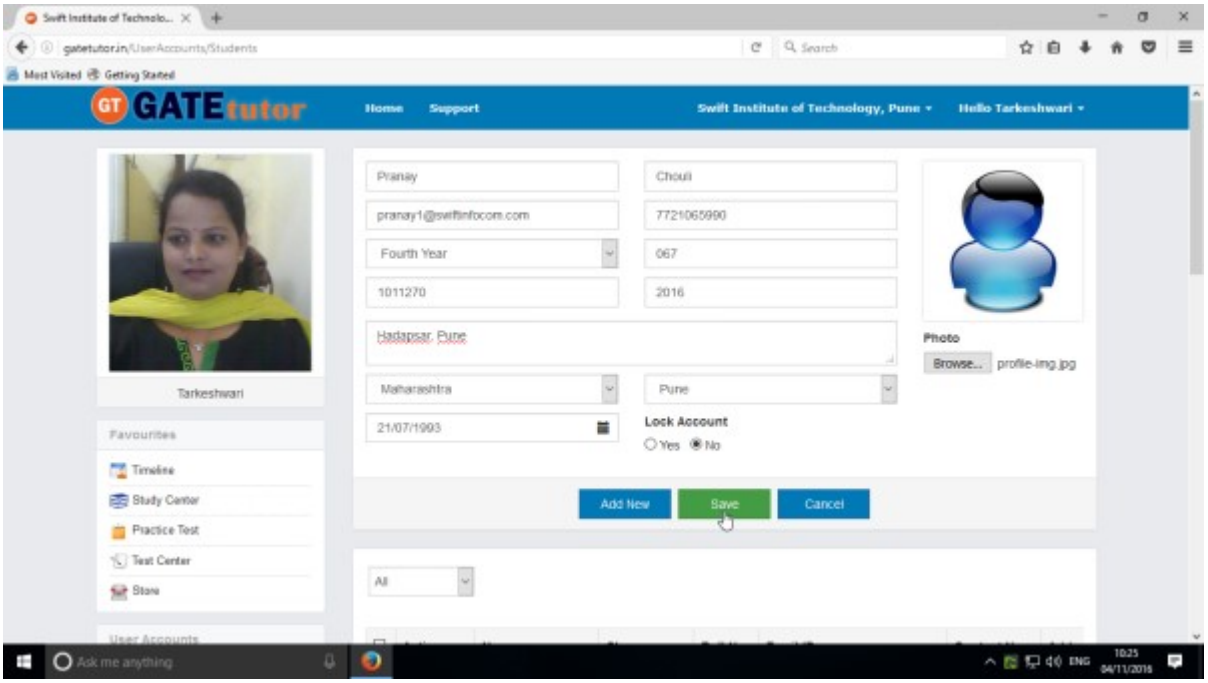
Click on "**Add & Edit Students**" as above

a) Add a Student



Click on "**Add New**" to fill up student's information.

Fill up all the details & upload profile picture as well.

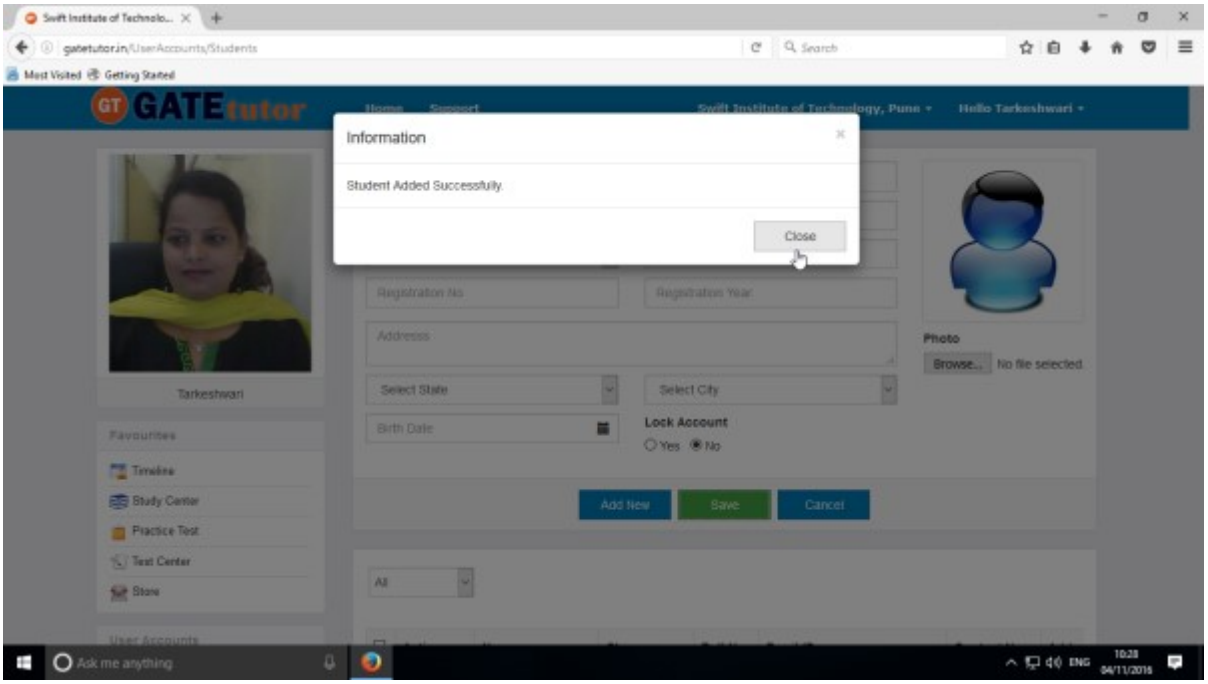


You can also lock that student's account while adding him/her.

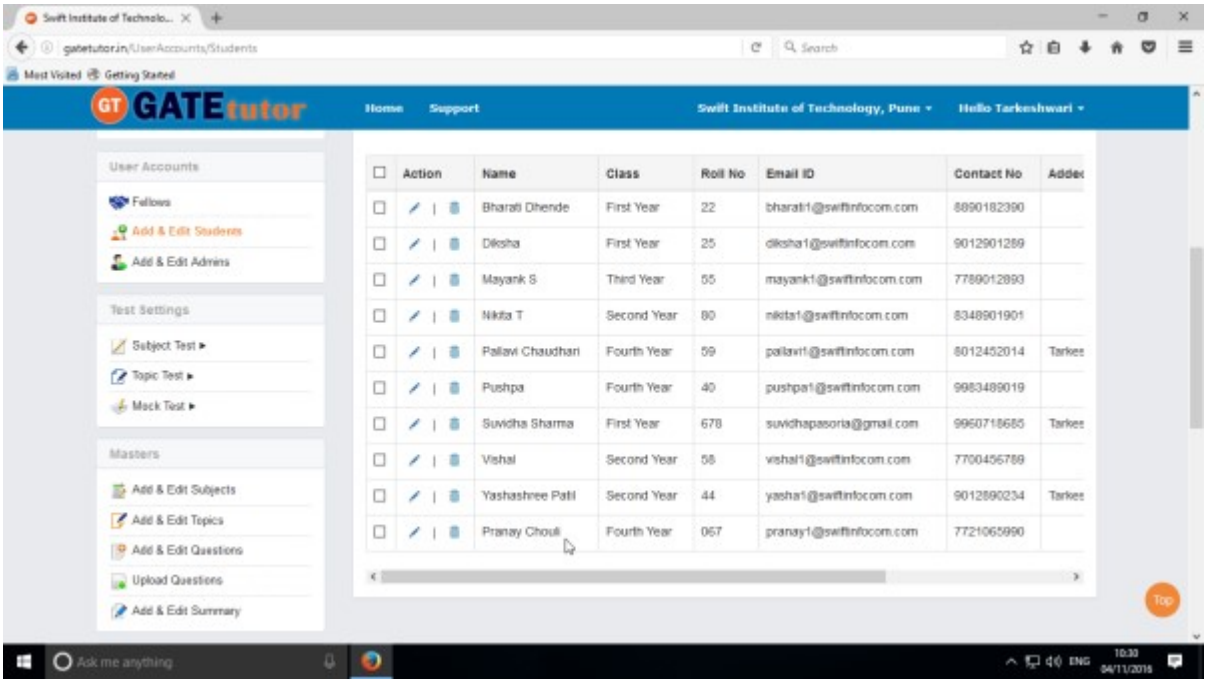
(NOTE: By default, the new account of student is unlocked. You can lock it by clicking on "**Yes**" radio button)

Click on "**Save**" to add new student as above.

When you click on “**Save**”, the student’s information will be saved.

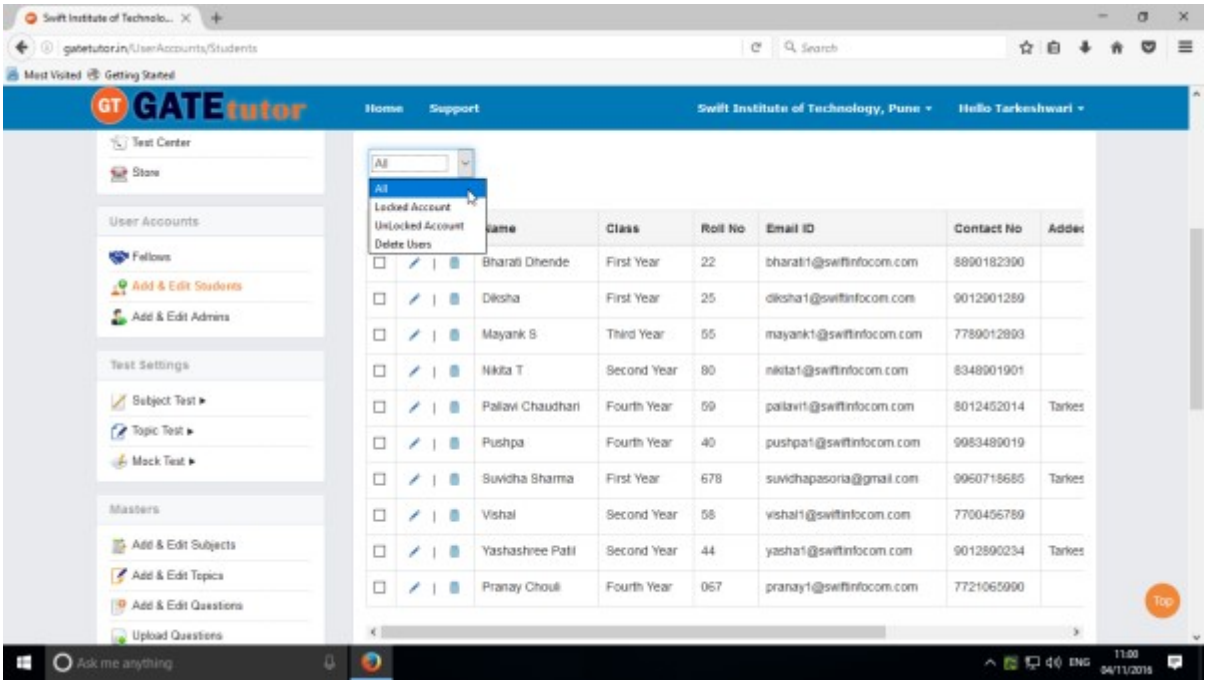


Click on “**Close**” to continue.

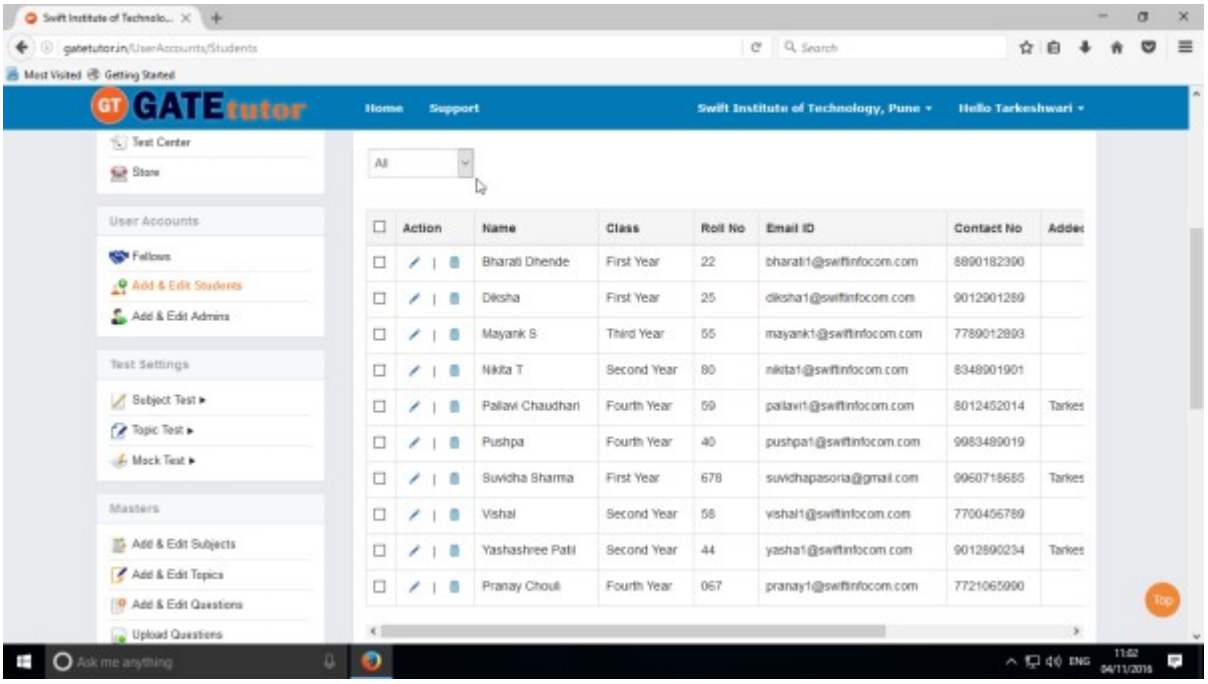


Now, you can check the newly added student’s information at lower side of that same page as above.

You can check all the student accounts differently at a single click.



Click on "**All**" to see the all students accounts.

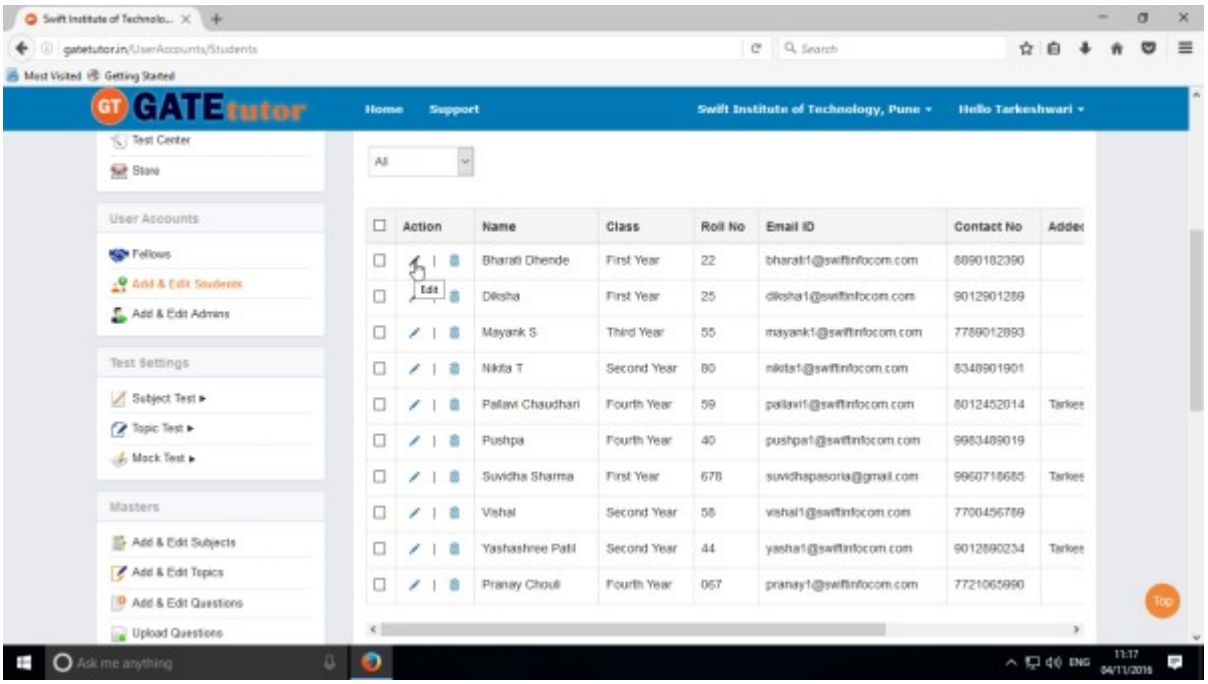


You can check the all student accounts as above.

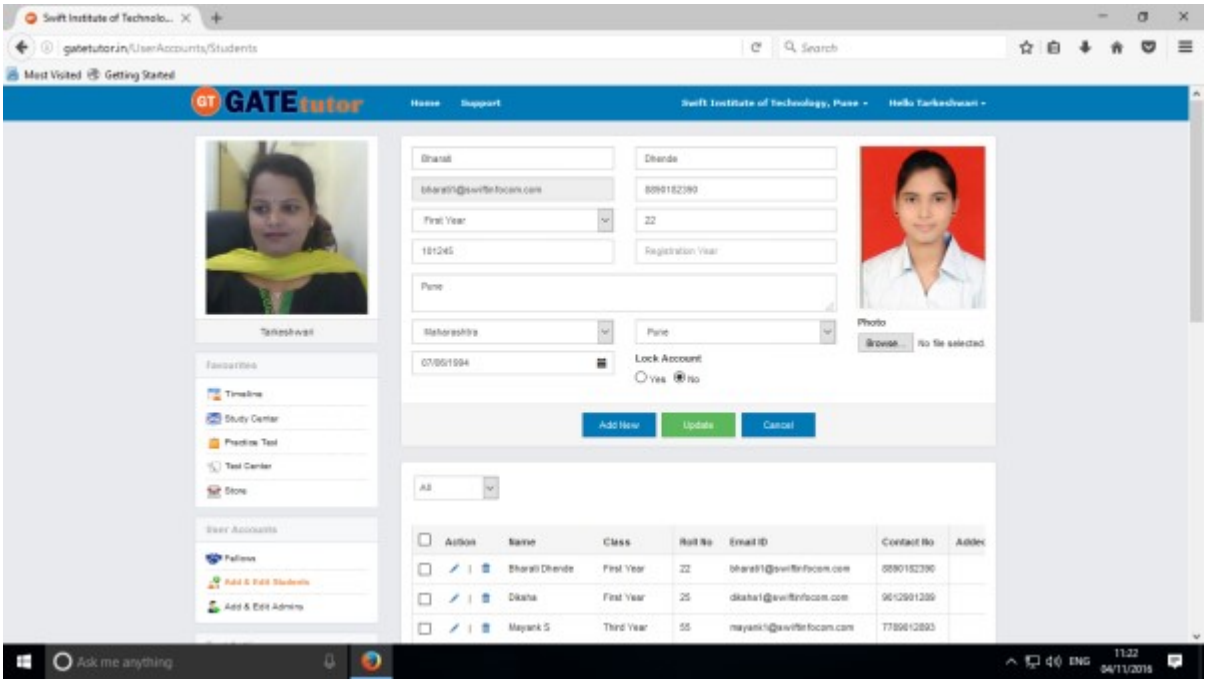
Here you can Edit and Delete the student account.

b) Edit Student

Click on "**Edit**" icon to edit student information.

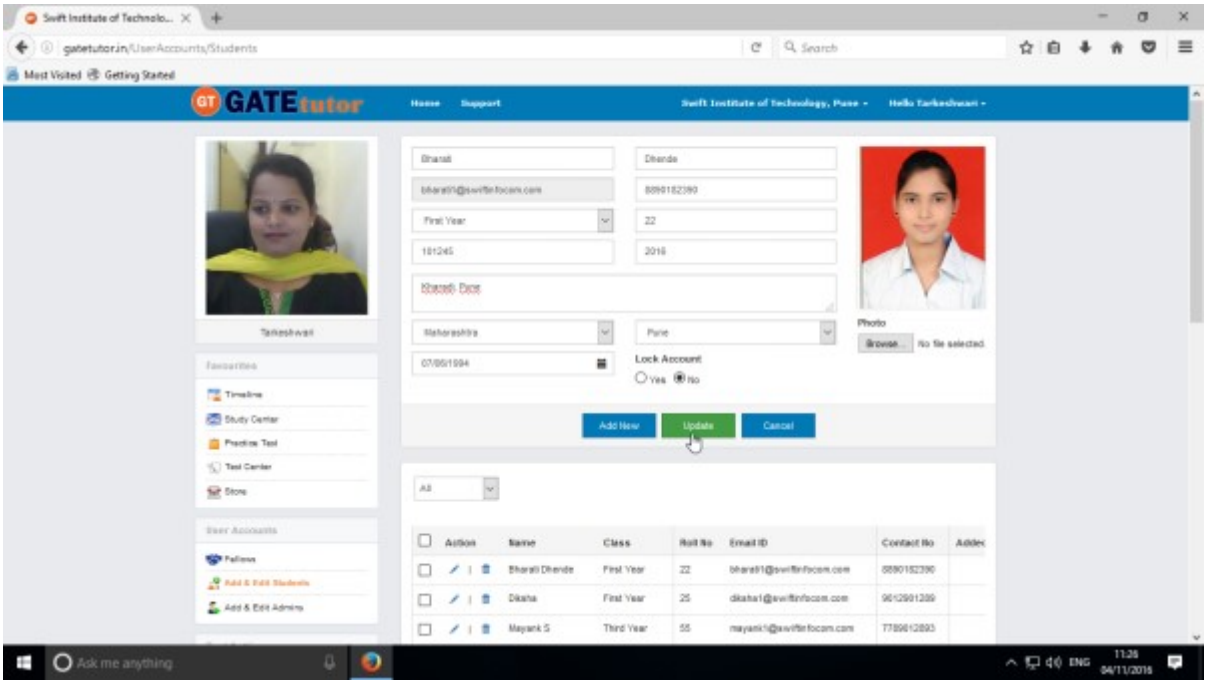


When you click on "**Edit**", you will appear a window on same page as follows.

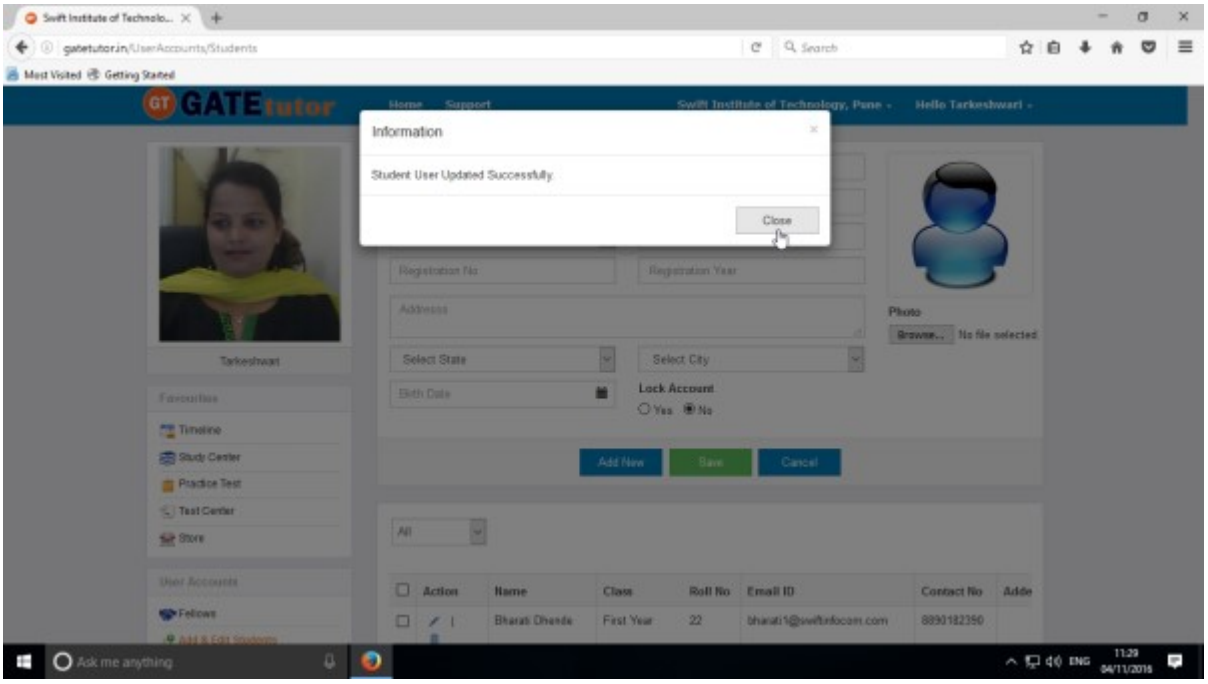


You can edit all the information of the student as well as lock the account.

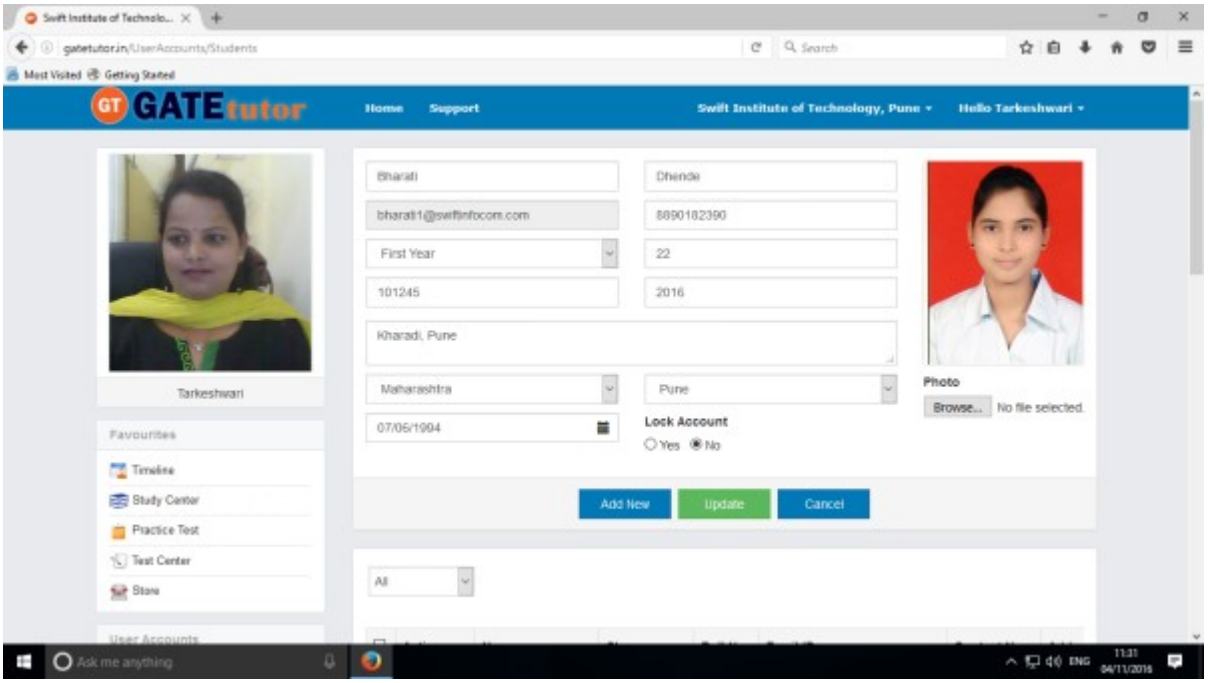
Edit the student's information.



Click on "**Update**" to save the changes.



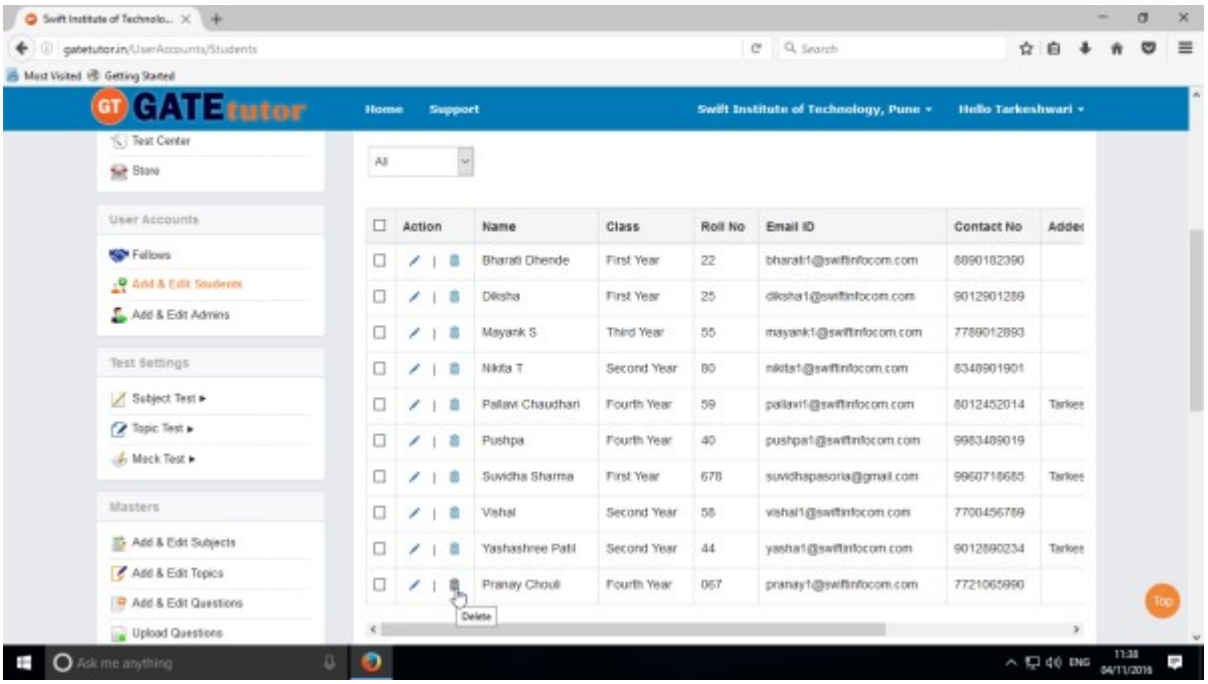
All the changes will be saved. Click on "**Close**" to continue.



You can check the changes after updating student information.

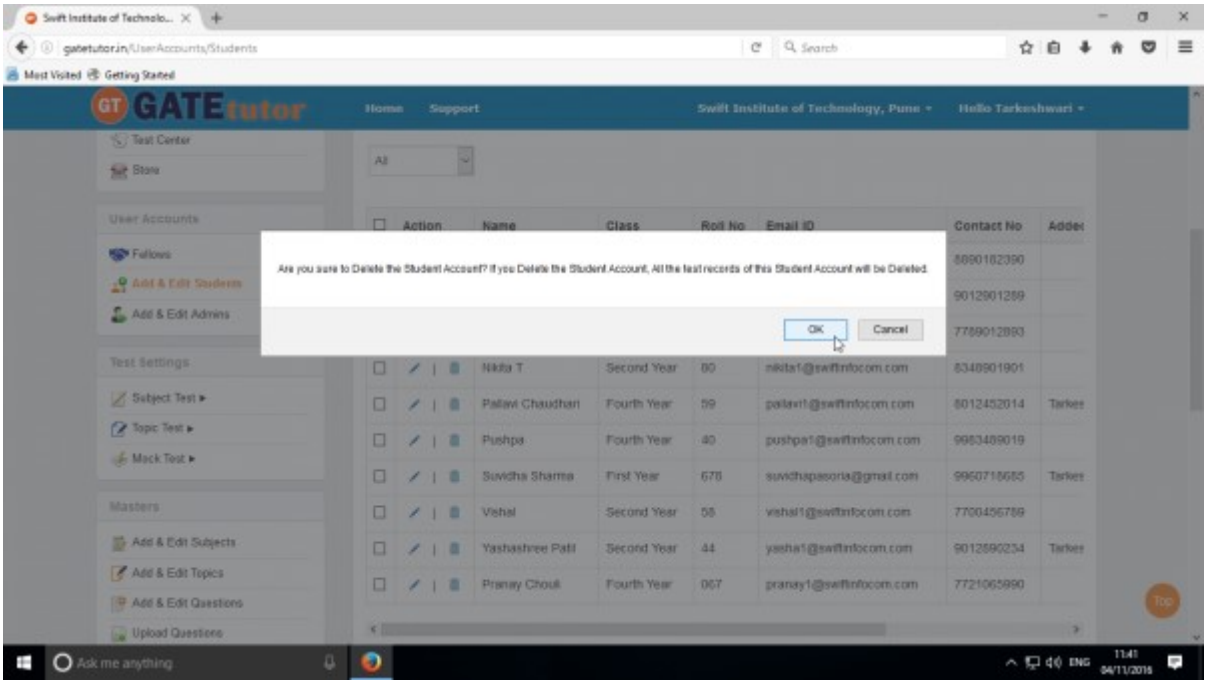
c) Delete Student

You can also delete the student account by clicking on "**Delete**" icon as follows.

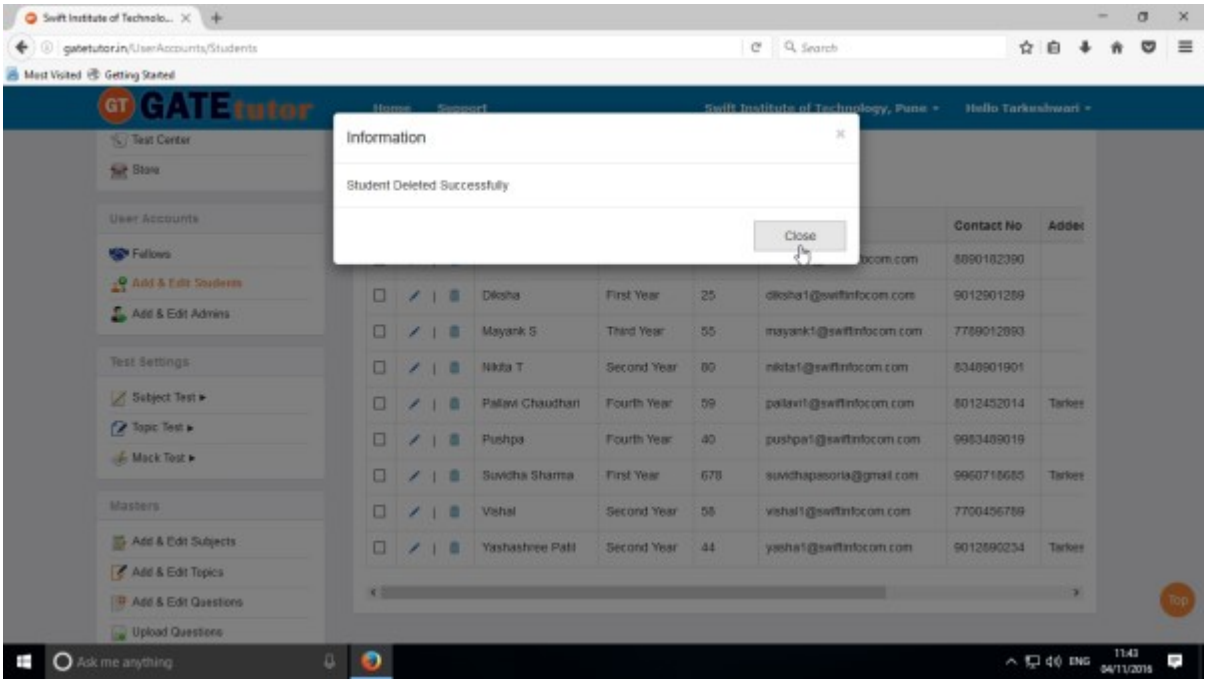


Click on "**Delete**" to remove that student information.

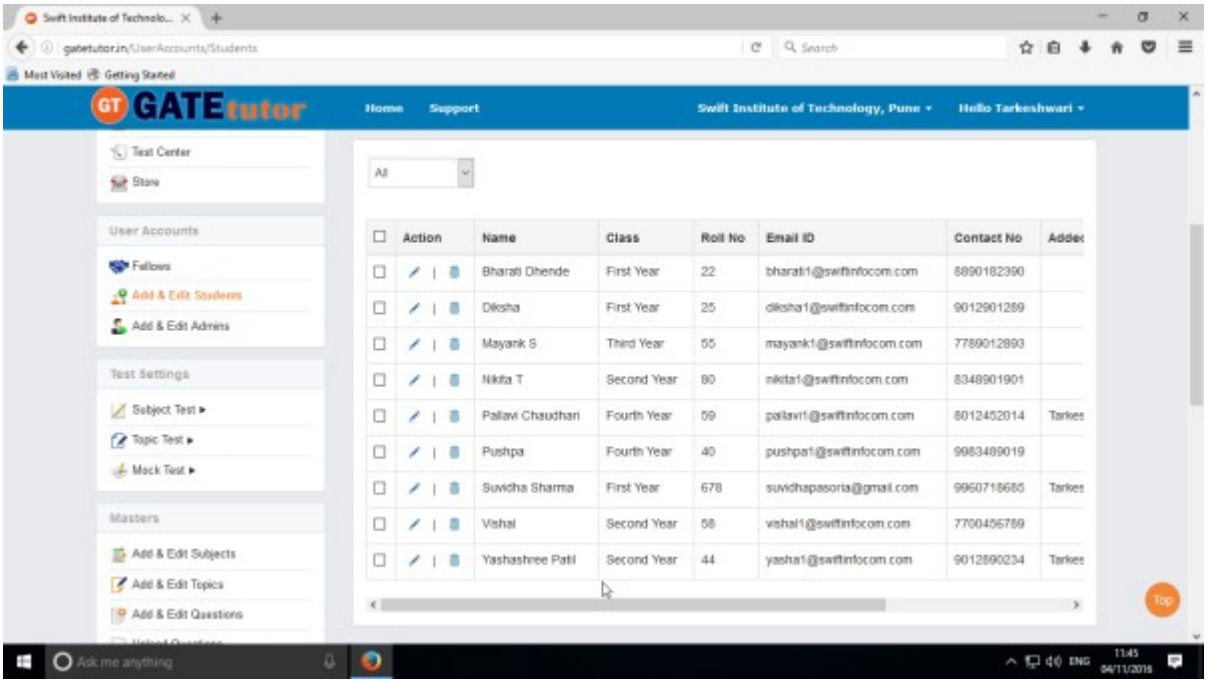
When you click on “**Delete**”, you will appear a window as follows



Click on “**OK**” to delete the account.



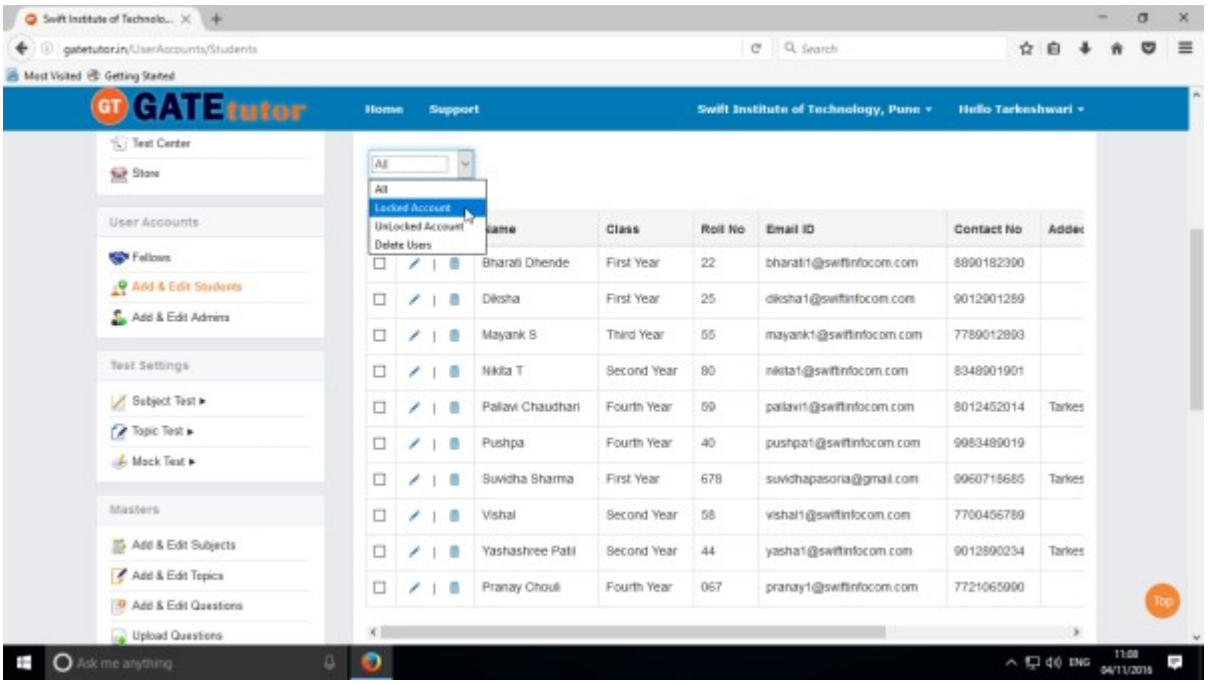
The account of that student deleted successfully. Click on “**Close**” to continue.



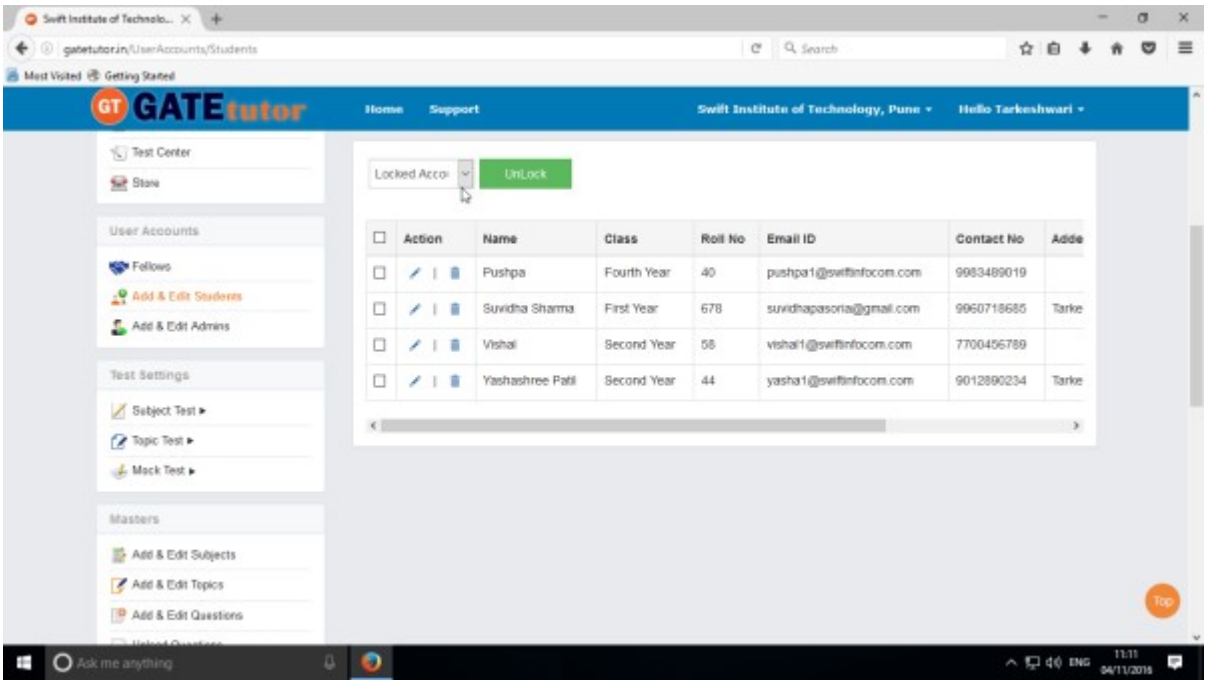
Check that the student name is removed from the list as well.

d) Locked Account

Click on "**Locked Account**" to see the locked users.



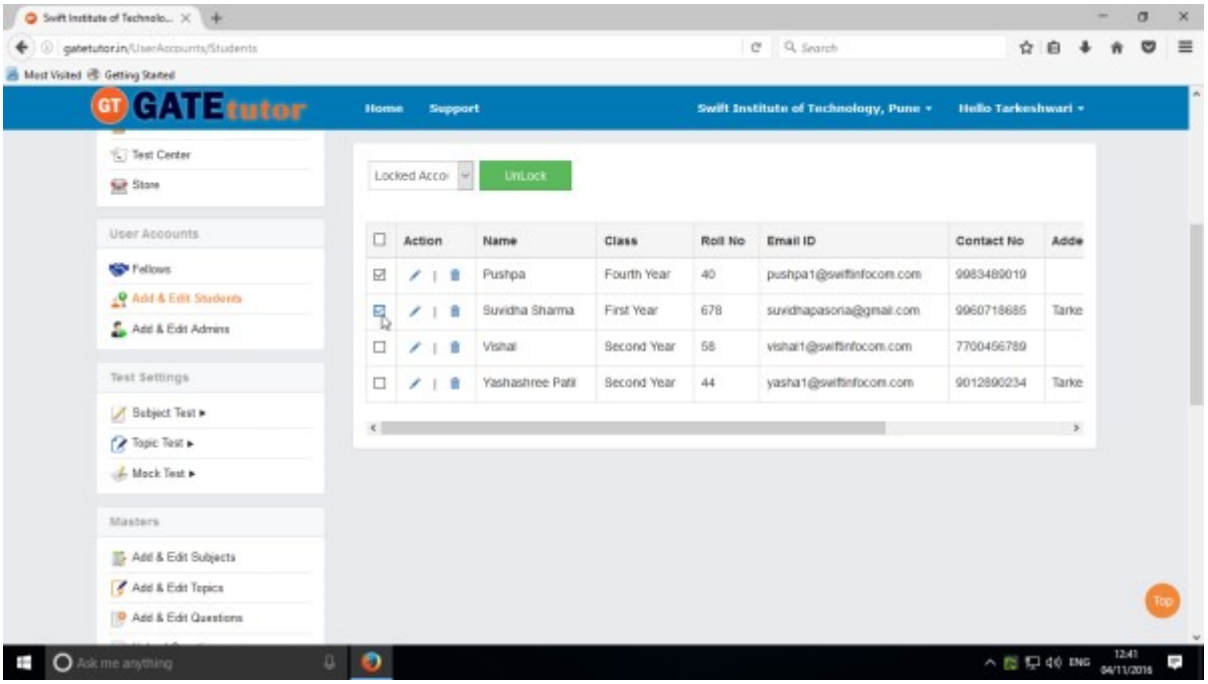
When you click on "**Locked Account**", you will appear a locked students list as follows



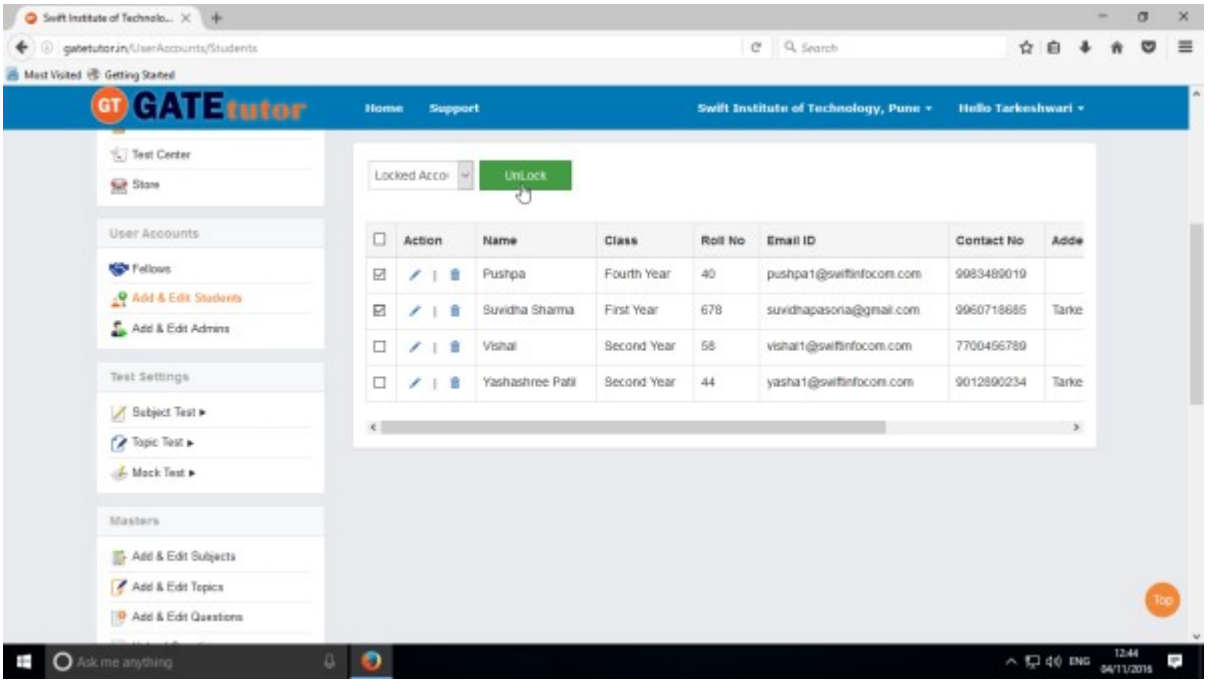
Here you can Edit, Delete as well as Unlock the student's account.

(NOTE: Refer 2)Add & Edit Students: - b) Edit Student & d) Delete Student in (IV) User Accounts to Edit & Delete an account)

You can unlock the student accounts from “**Locked Account**” menu.

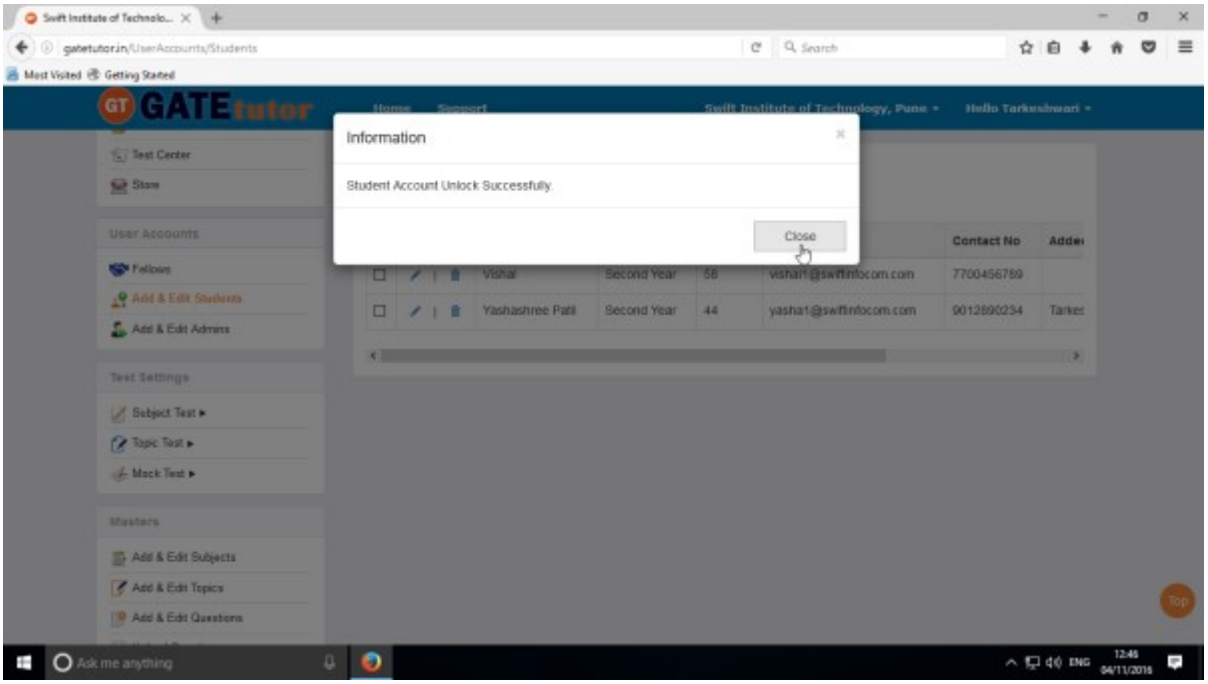


Choose the names first to which you want to unlock as above.

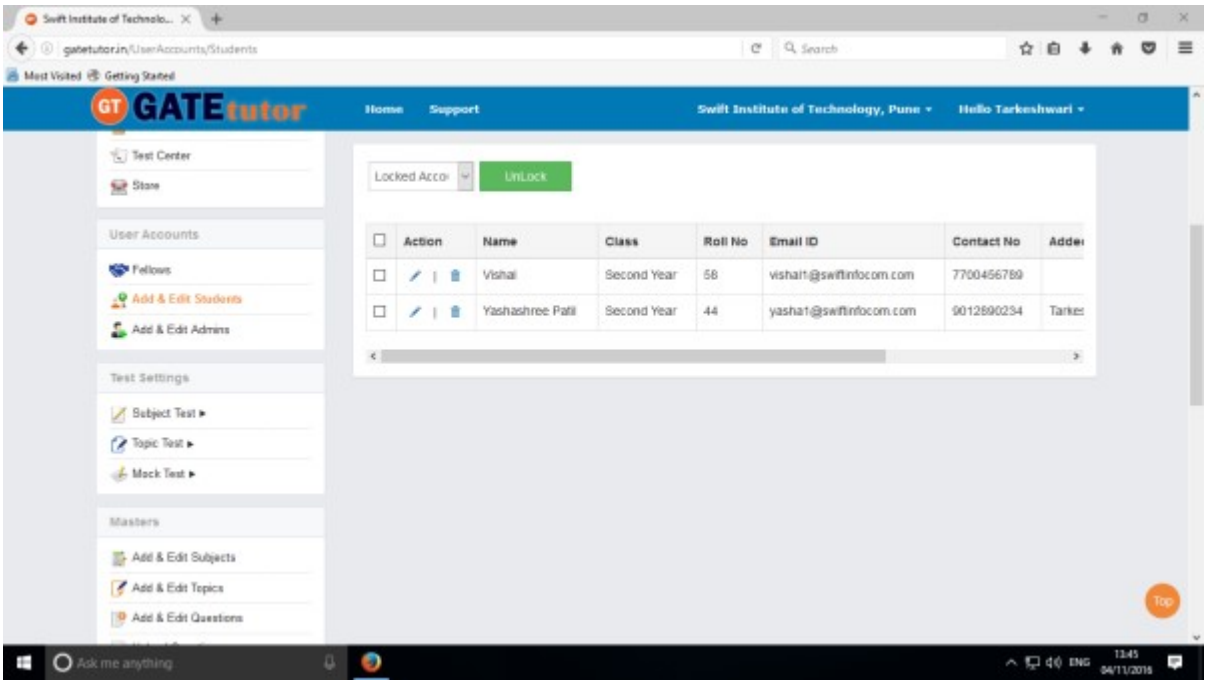


Now click on “**Unlock**” to unlock the selected student accounts as above.

You will appear a pop up window as follows



Click on "**Close**" to continue.

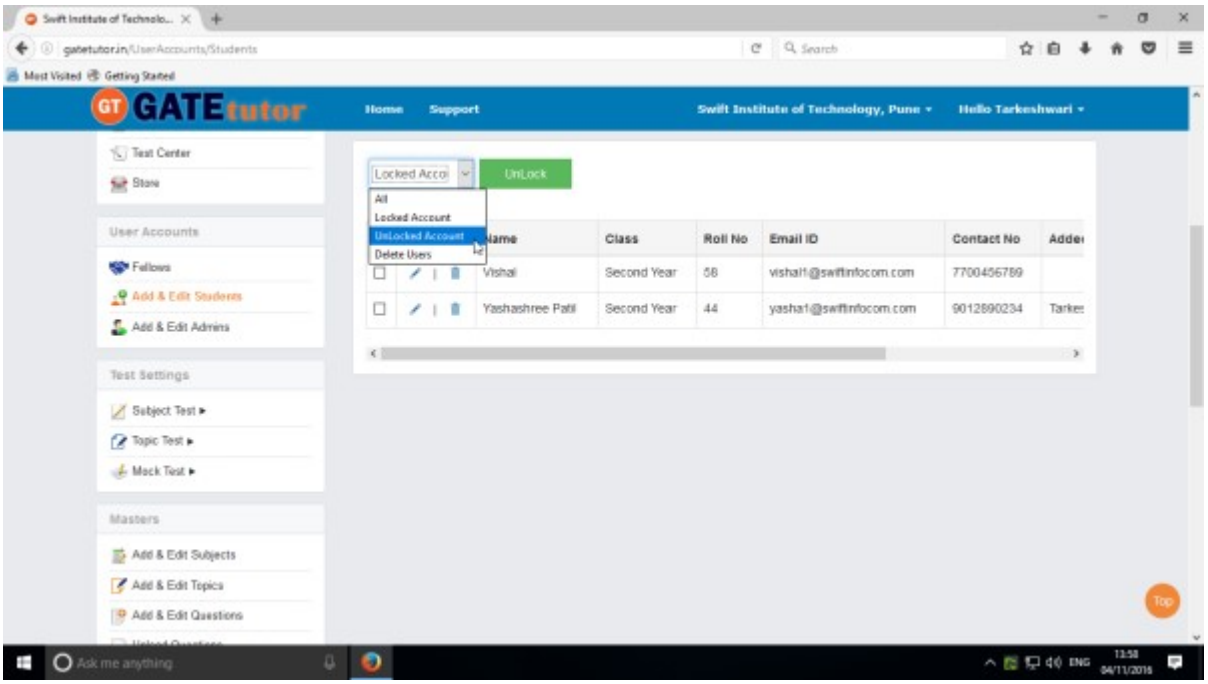


Only locked accounts are appearing in the above list now.

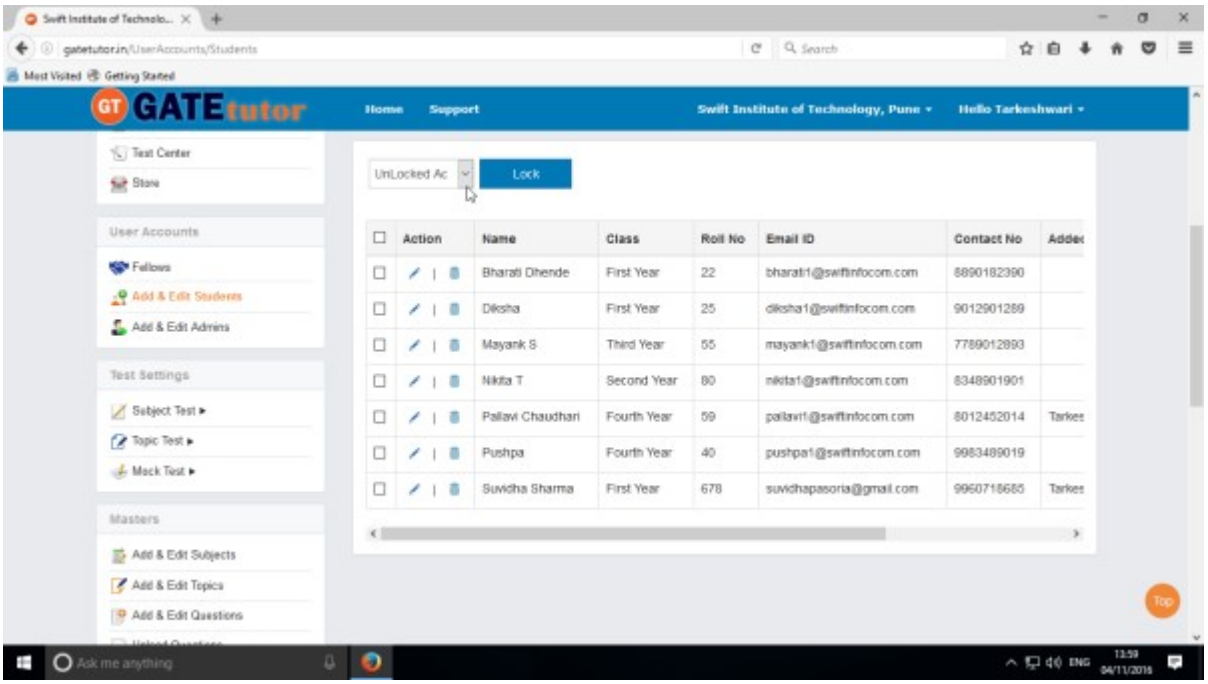
(NOTE: You can check that accounts which are unlocked by you, in "**UnLocked Account**" tab)

e) UnLocked Account

Click on "**UnLocked Account**" to see the unlocked users.



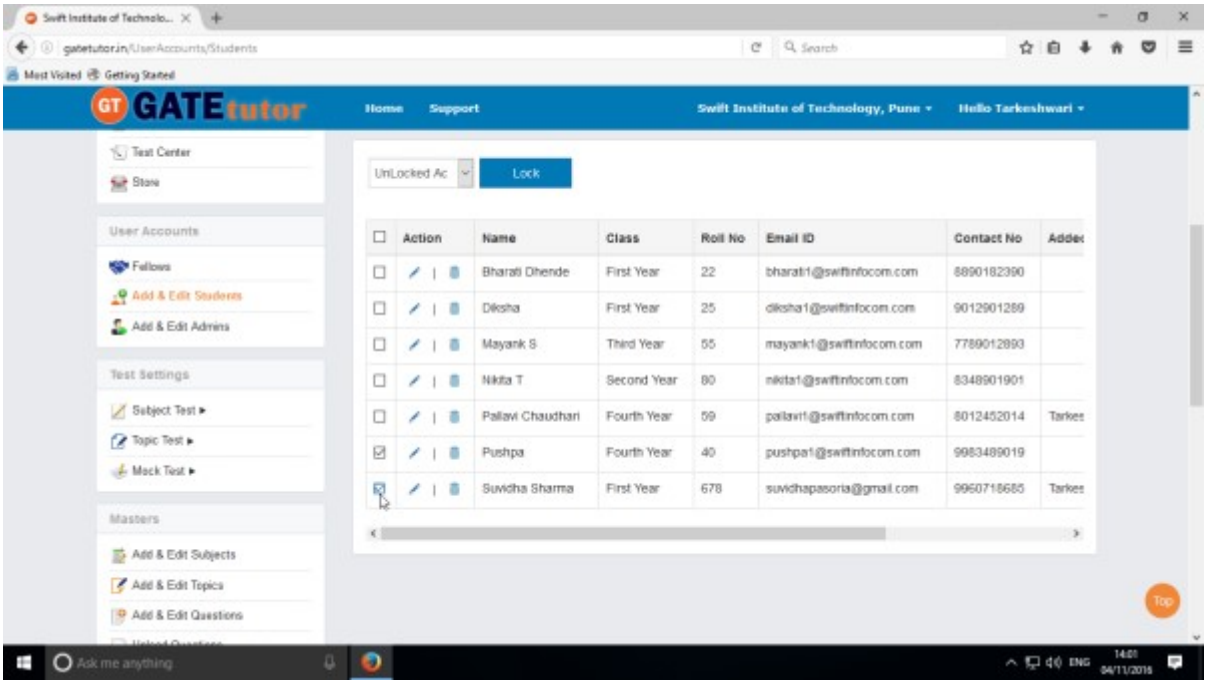
When you click on "**UnLocked Account**", you will appear an unlocked students list as follows



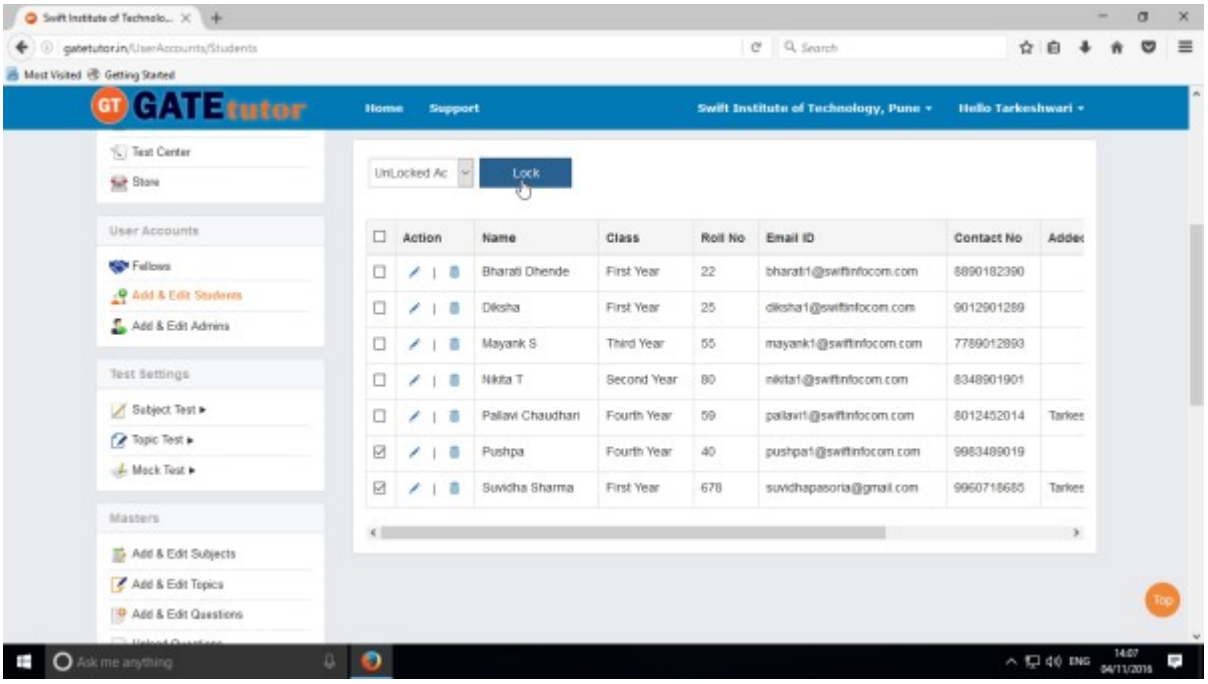
Here you can Edit, Delete as well as Unlock the student's account.

(NOTE: Refer 2)Add & Edit Students: - b) Edit Student & d) Delete Student in (IV) User Accounts to Edit & Delete an account)

You can lock the student accounts from "**UnLocked Account**" menu.

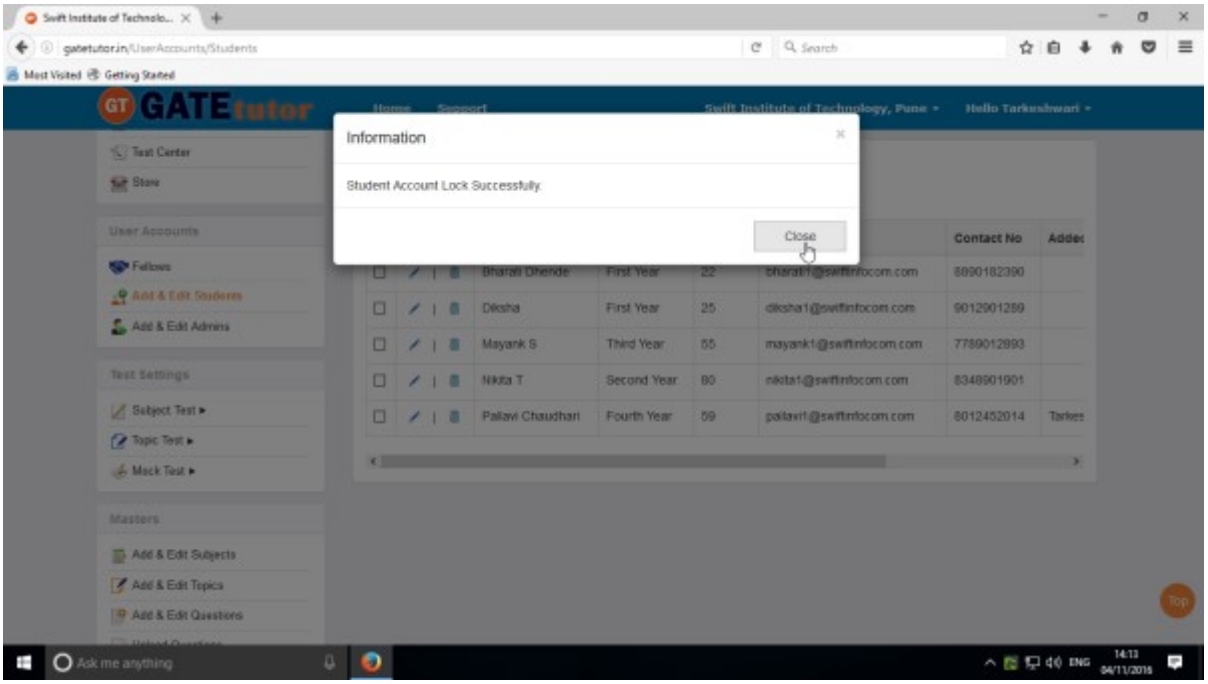


Choose the names first to which you want to lock the account as above.

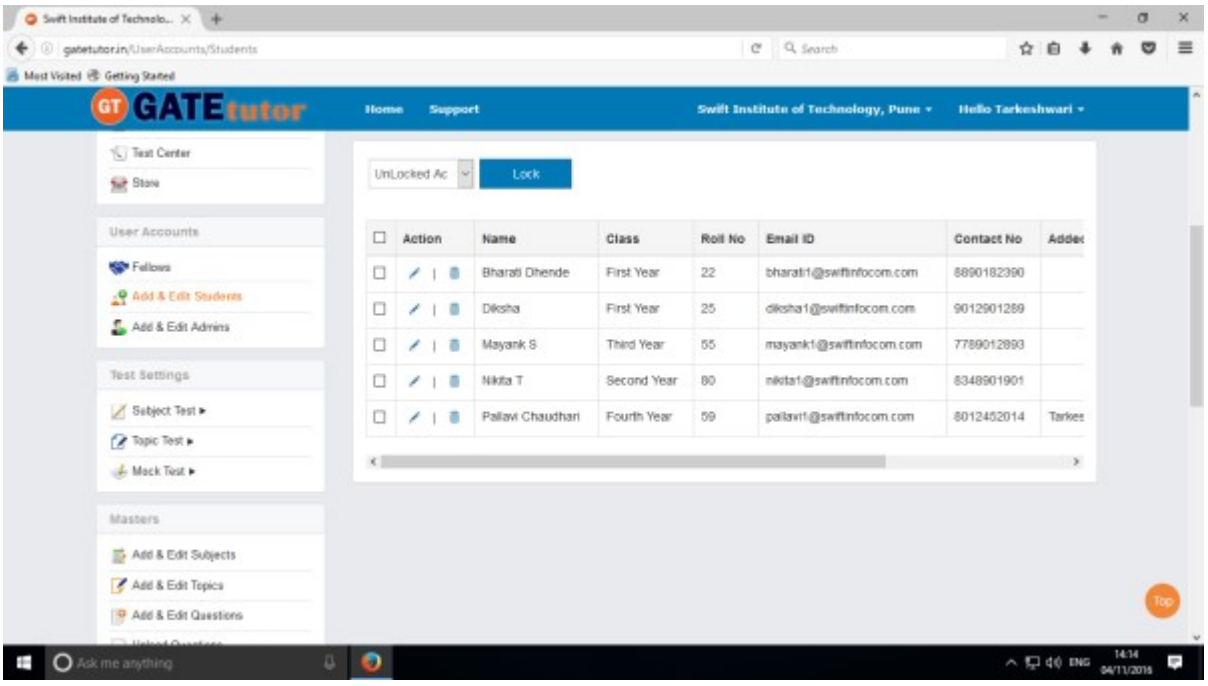


Now click on "**Lock**" to lock the selected student accounts as above.

You will appear a pop up window as follows



Click on "**Close**" to continue.

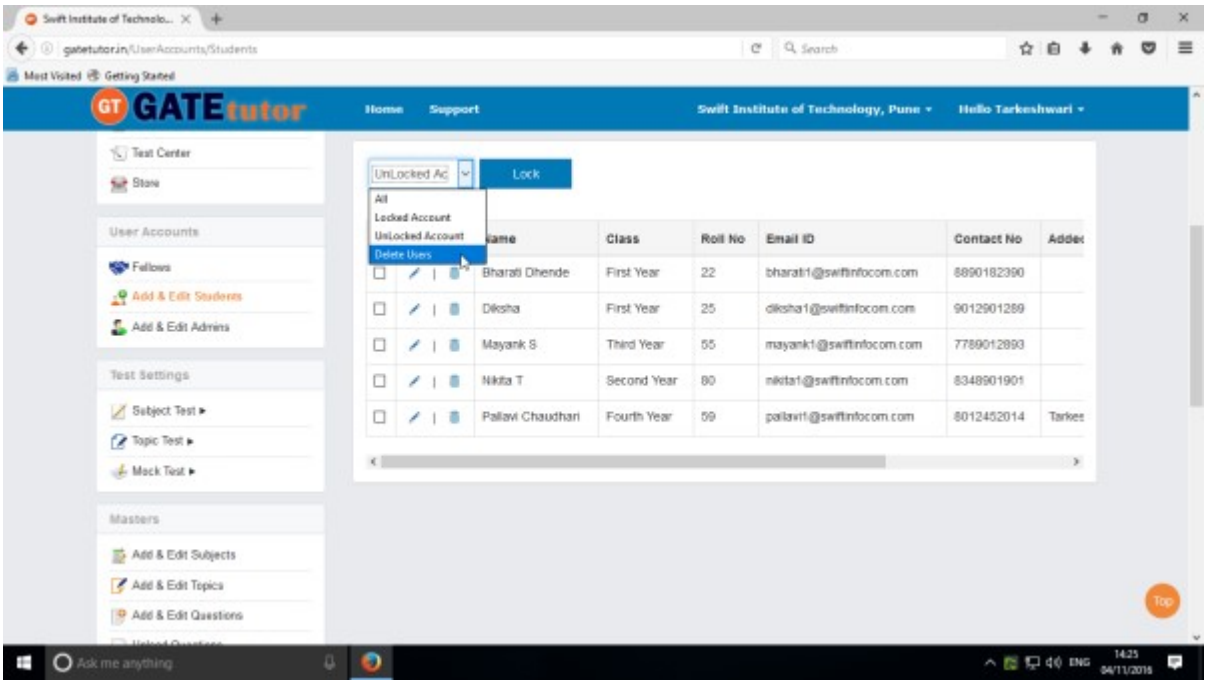


Only unlocked accounts are appearing in the above list now.

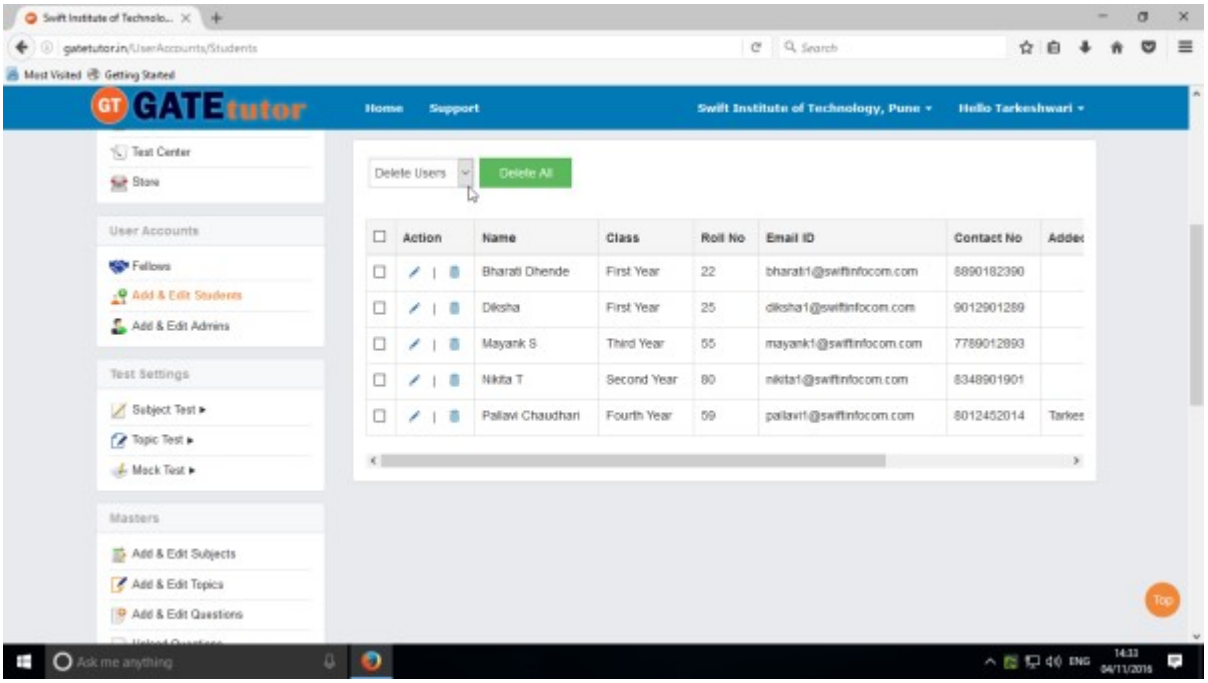
(NOTE: You can check that accounts which are locked by you, in "**Locked Account**" tab)

f) Delete Users

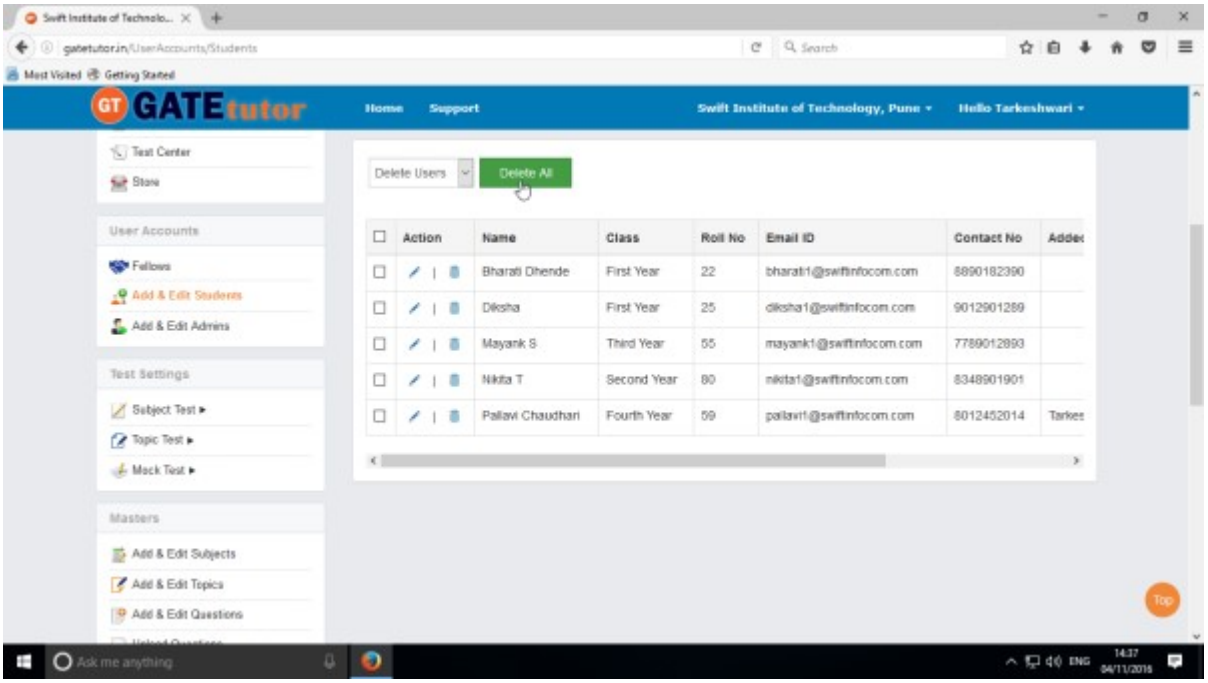
Click on “**Delete Users**” to delete the student account directly.



When you click on “**Delete Users**”, you will appear a window as follows



(NOTE: Refer 2)Add & Edit Students: - b) Edit Student & d) Delete Student in (IV) User Accounts to Edit & Delete an account)

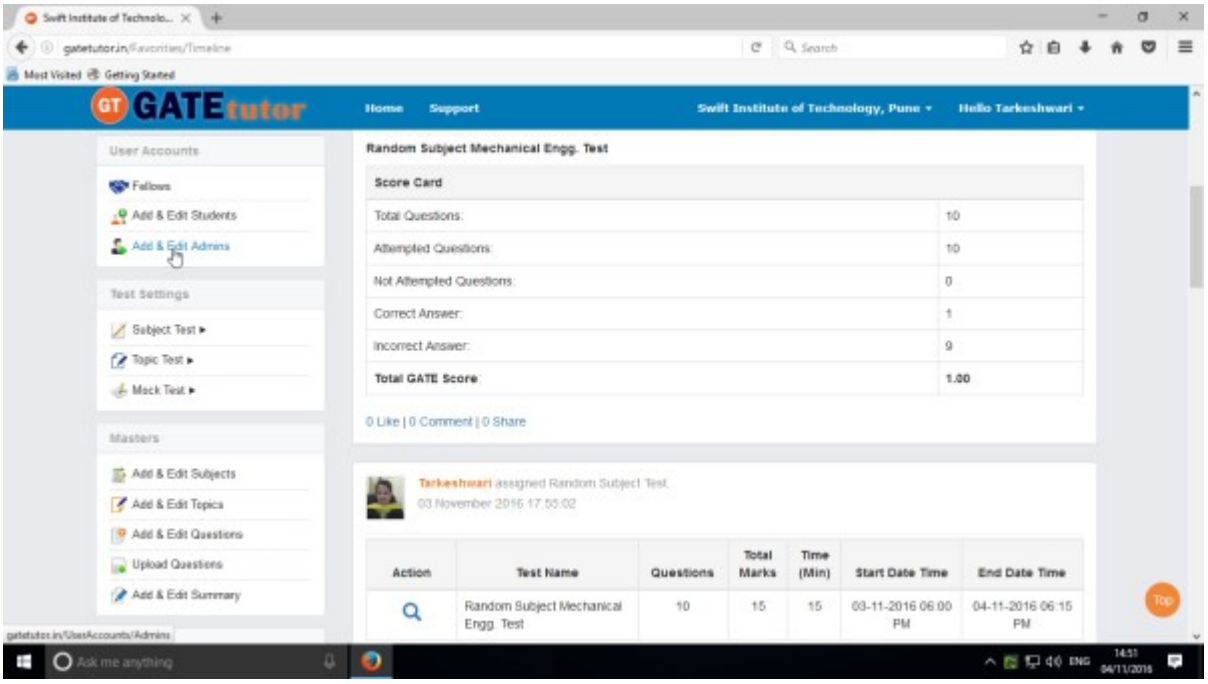


Click on "**Delete All**" to delete all the student accounts at single click.

(NOTE: You will not appear the locked student accounts to delete in "**Delete Users**" menu; you can only delete unlocked accounts.)

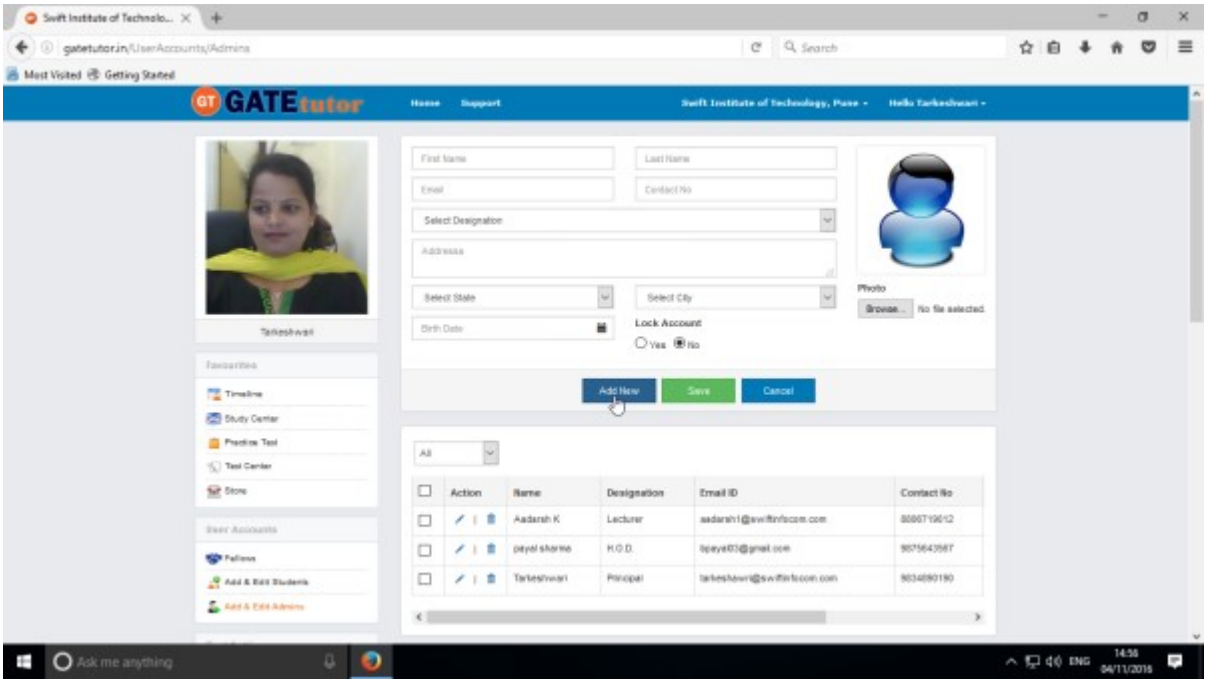
3) Add & Edit Admins

You can directly add the students by clicking on "**Add & Edit Admins**". Here you can add, edit & delete admin information. You can also lock or unlock admin's account from here.



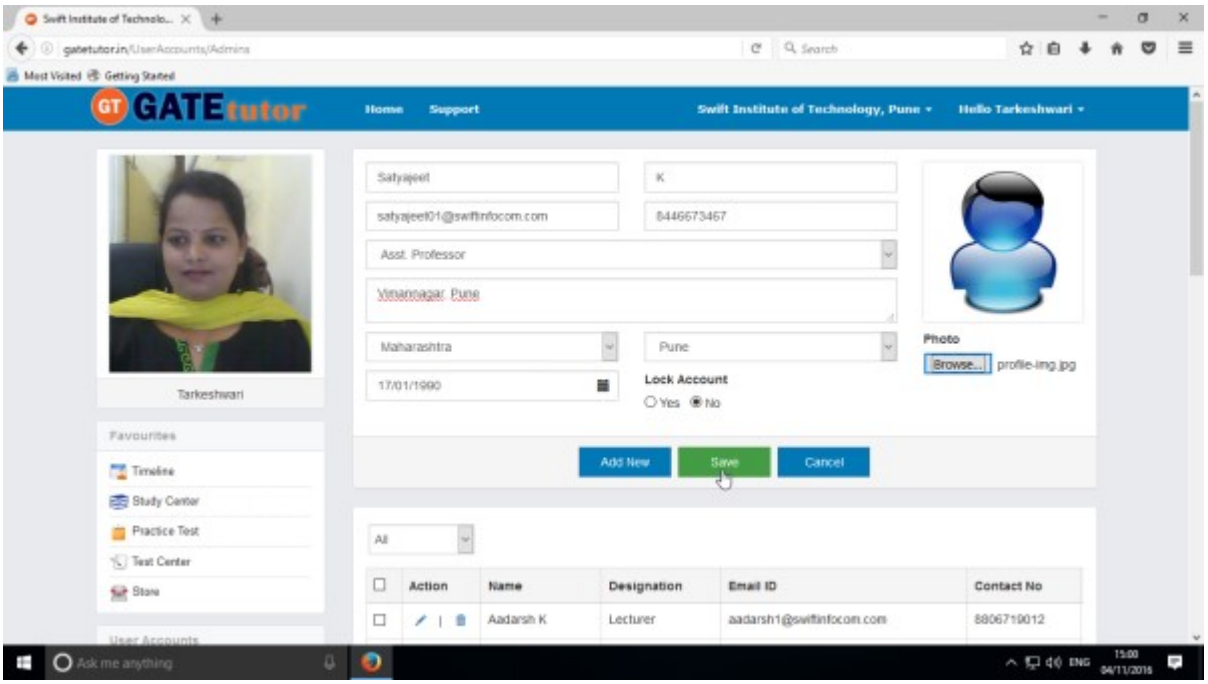
Click on "**Add & Edit Admins**" as above

a) Add an Admin



Click on “**Add New**” to fill up admin information.

Fill up all the details & upload profile picture as well.

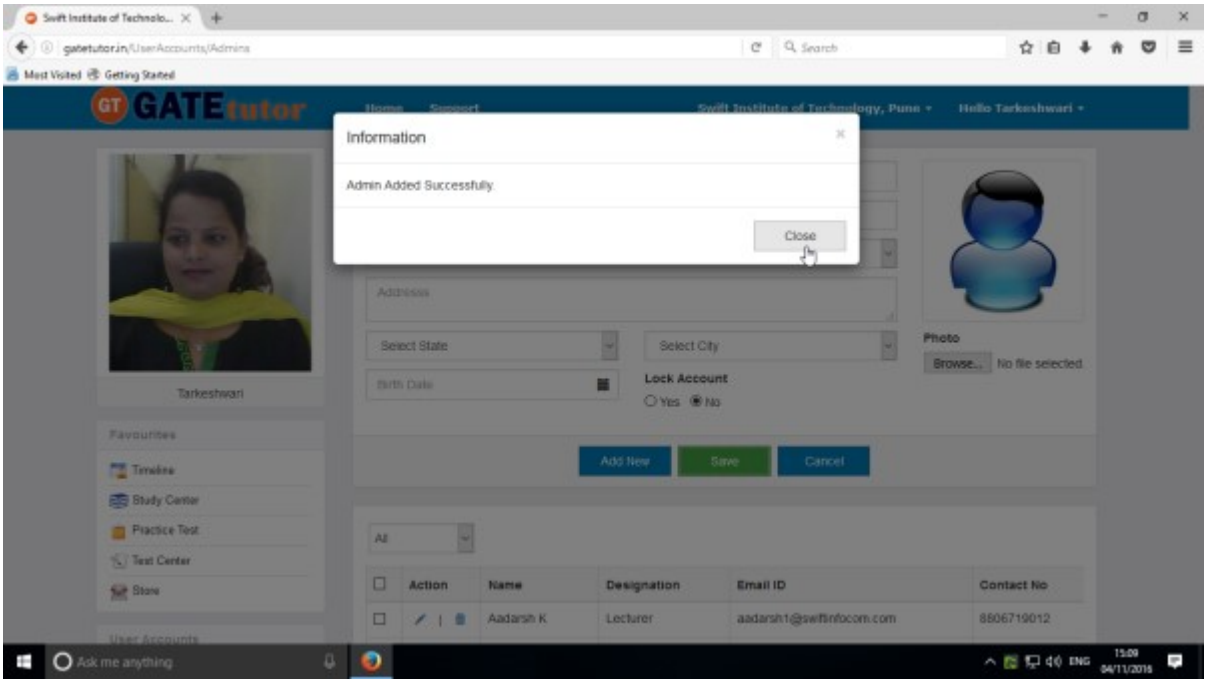


You can also lock that admin’s account while adding him/her.

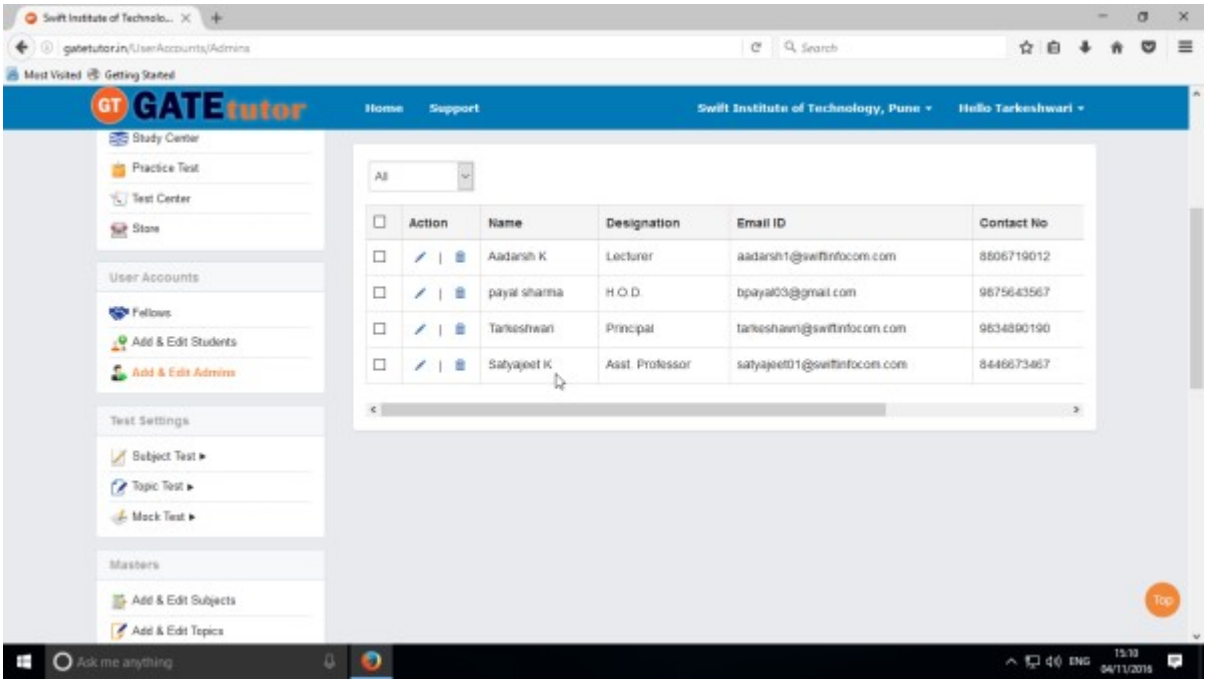
(NOTE: By default, the new account of an admin is unlocked. You can lock it by using “**Lock Account**” & clicking on “**Yes**” radio button)

Click on “**Save**” to add new admin as above.

When you click on “**Save**”, the admin’s information will be saved.

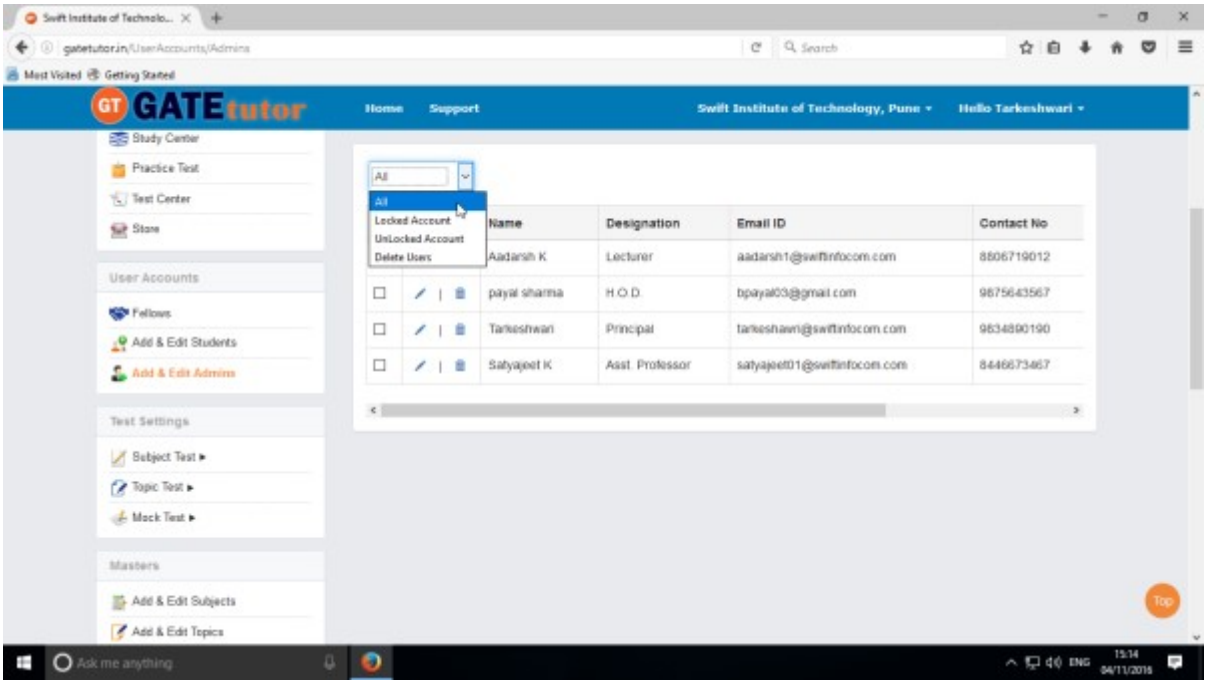


Click on "**Close**" to continue.

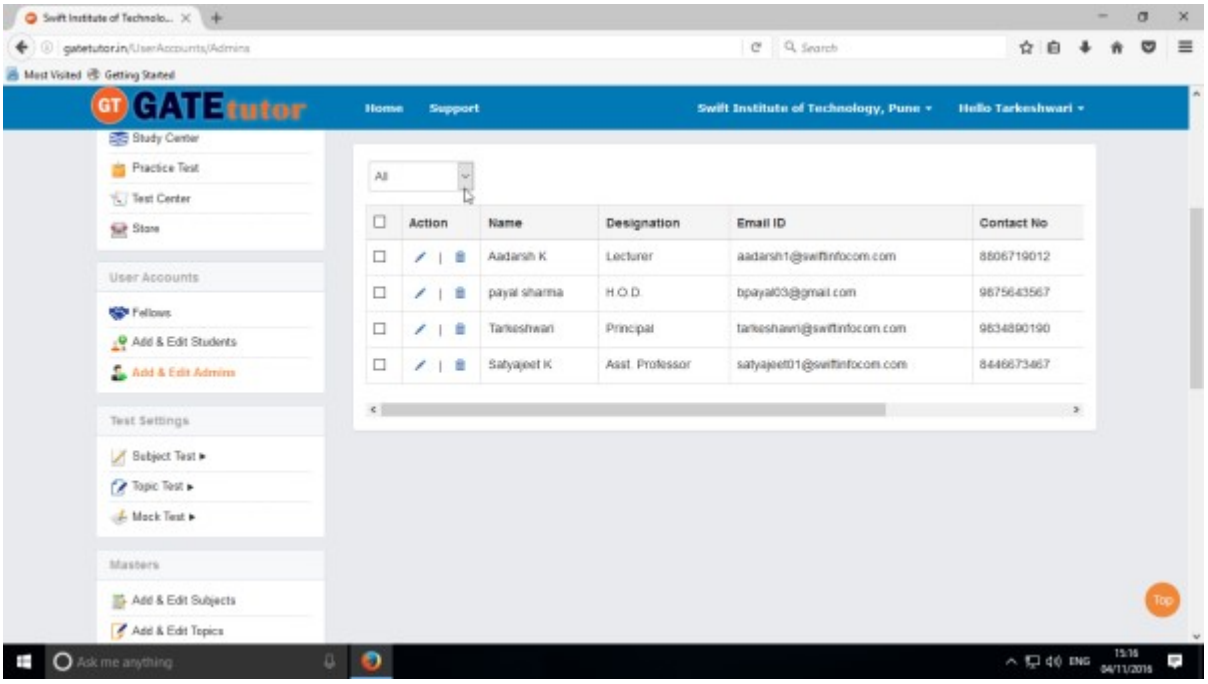


Now, you can check the newly added admin's information at lower side of that same page as above.

You can check all the admin accounts differently at a single click.



Click on "**All**" to see the all admin accounts.

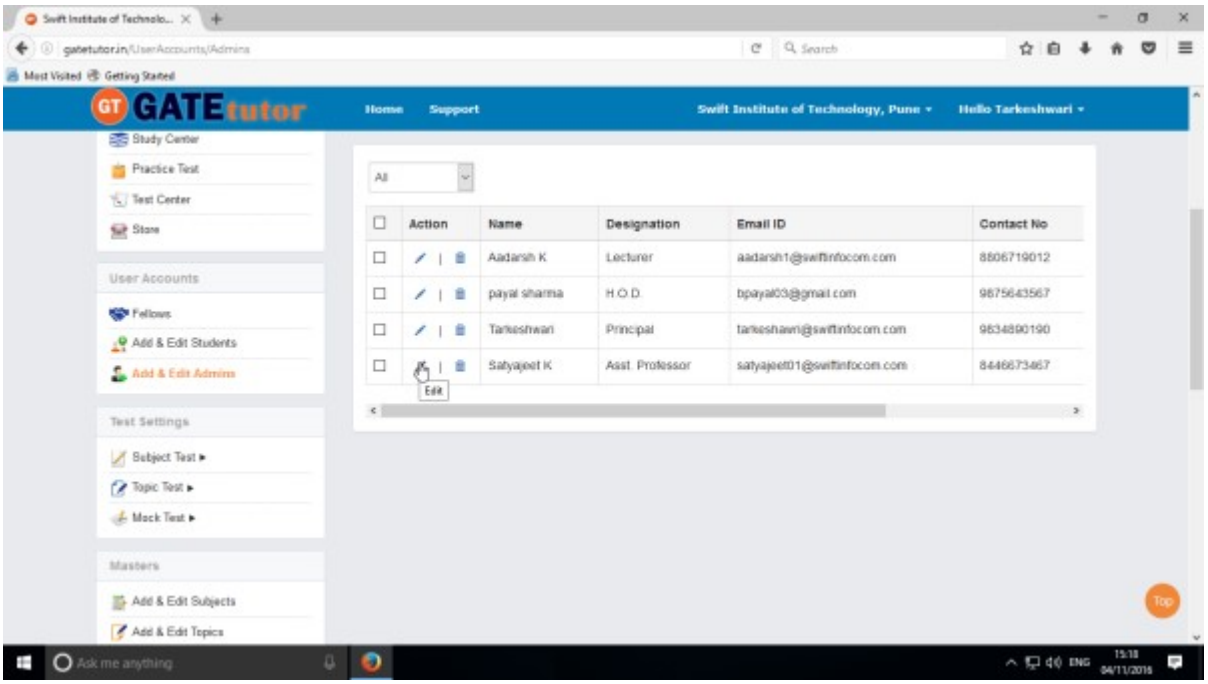


You can check the all admin accounts as above.

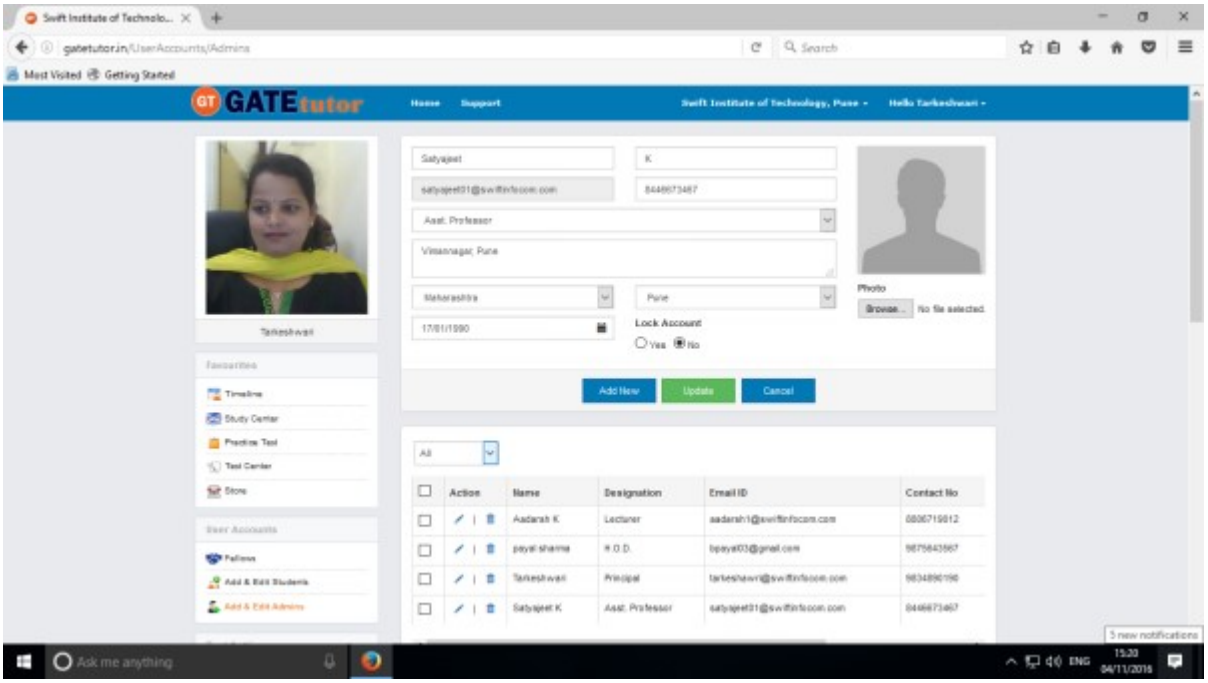
Here you can Edit and Delete the admin account.

b) Edit Admin

Click on "**Edit**" icon to edit admin information.

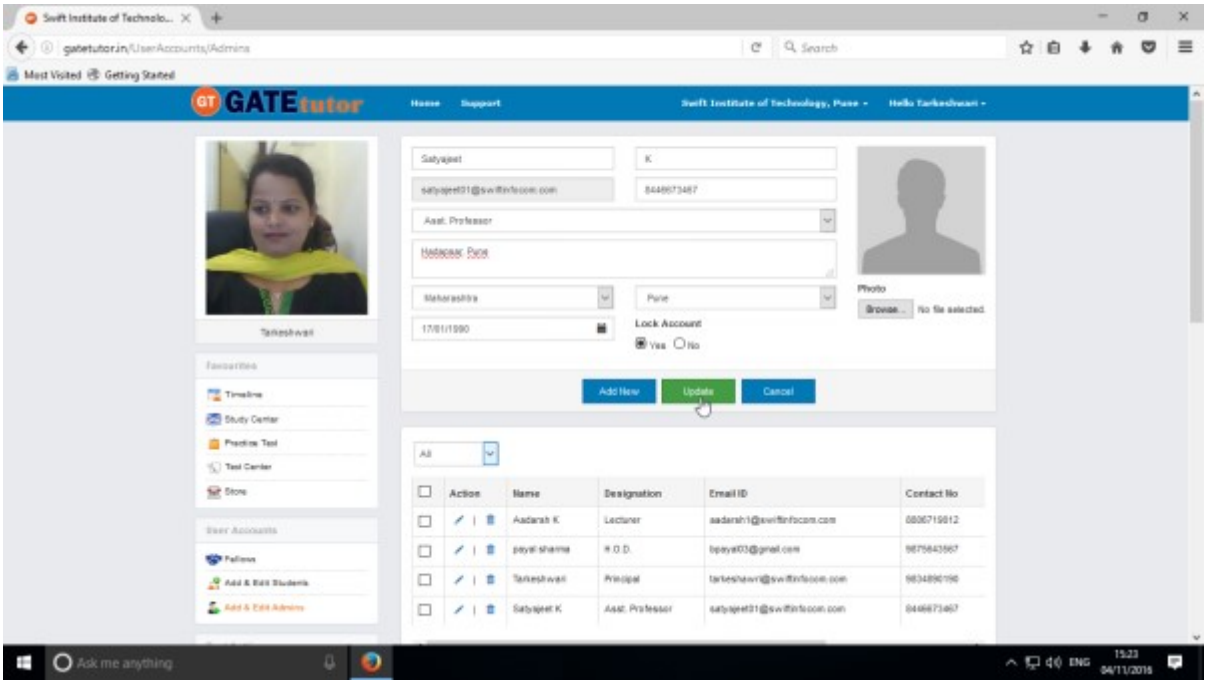


When you click on "**Edit**", you will appear a window on same page as follows.



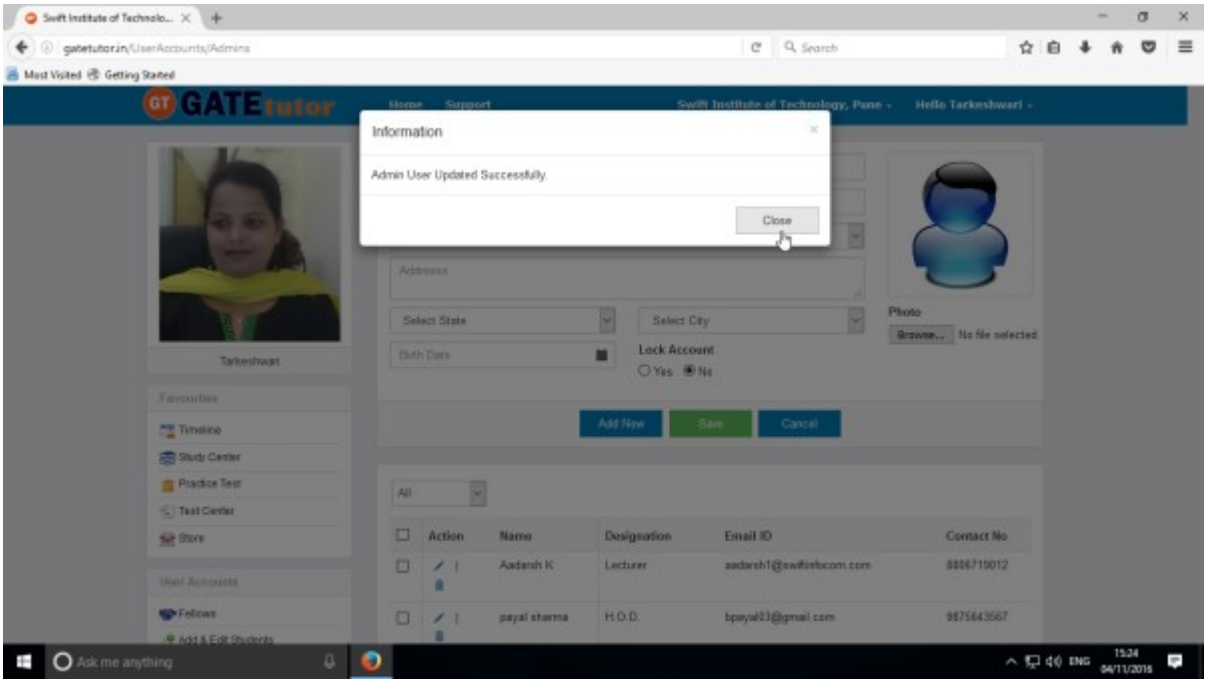
You can edit all the information of the admin as well as lock that admin account.

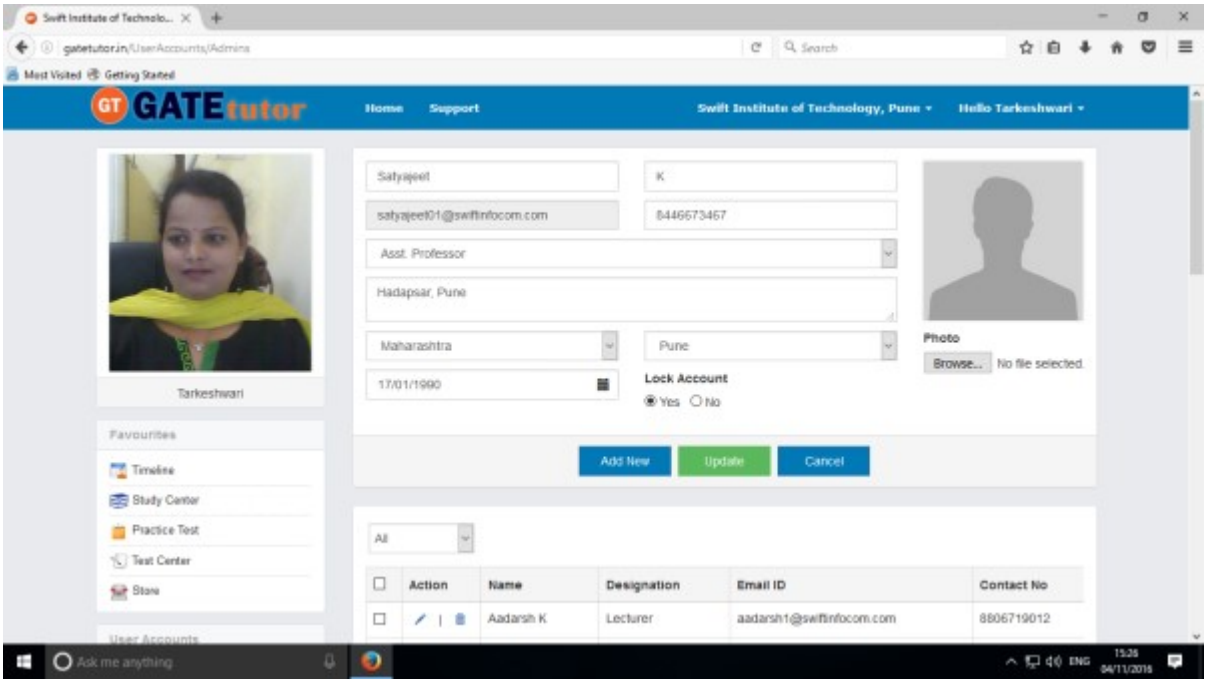
Edit the admin's information.



Click on "**Update**" to save the changes.

All the changes will be saved. Click on "**Close**" to continue.

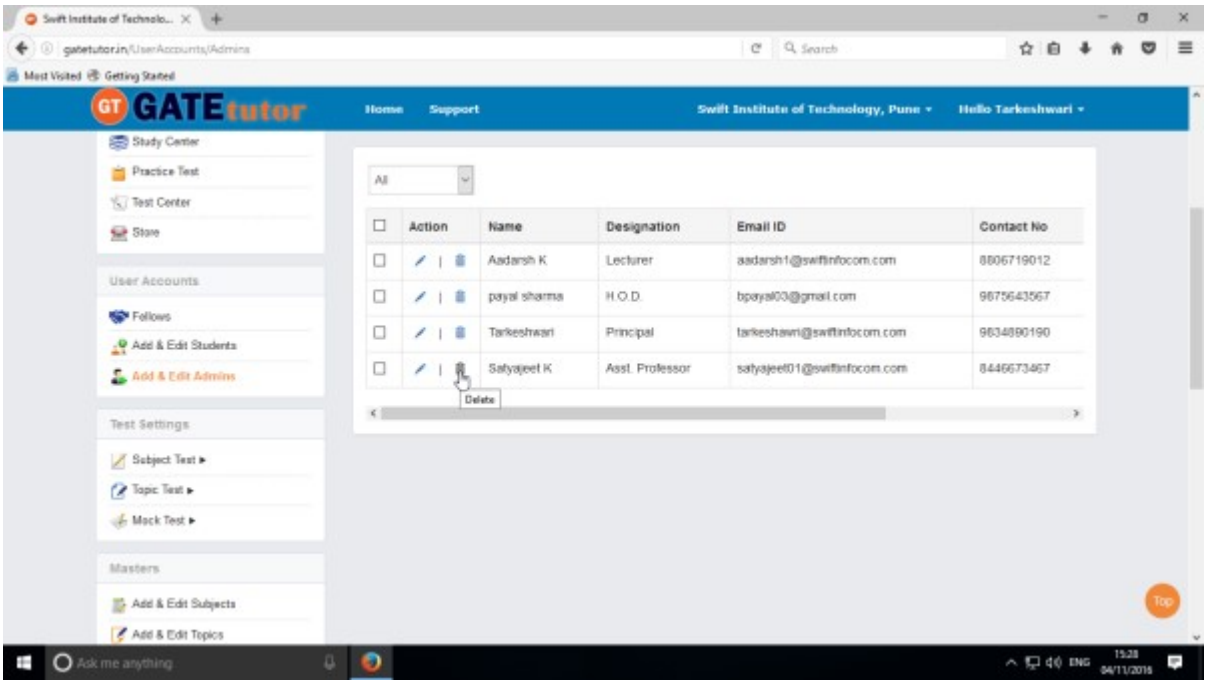




You can check the changes after updating admin information.

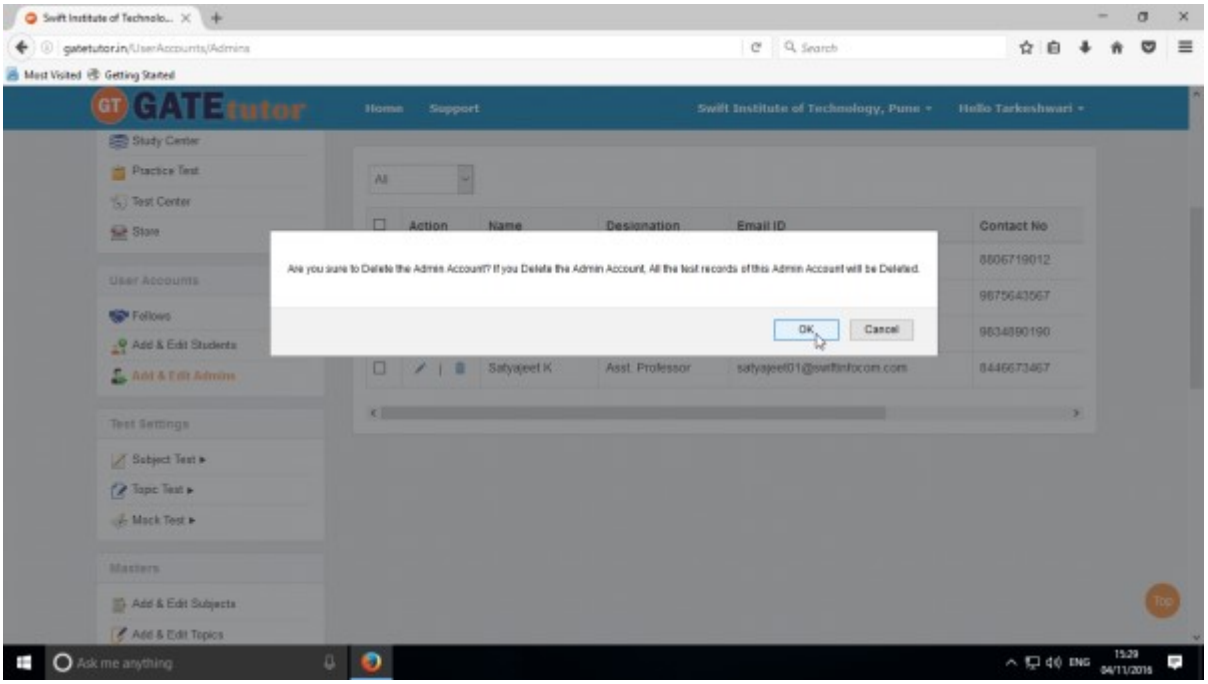
c) Delete Admin

You can also delete the admin account by clicking on "**Delete**" icon as follows.

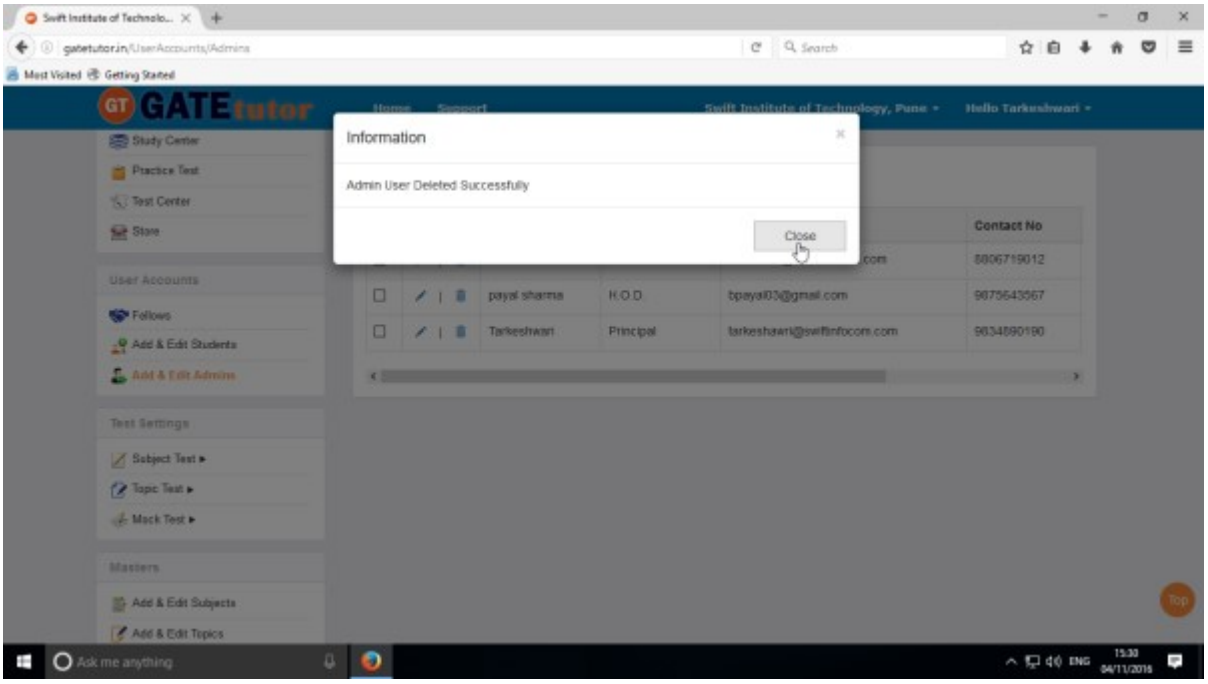


Click on "**Delete**" to remove that admin information.

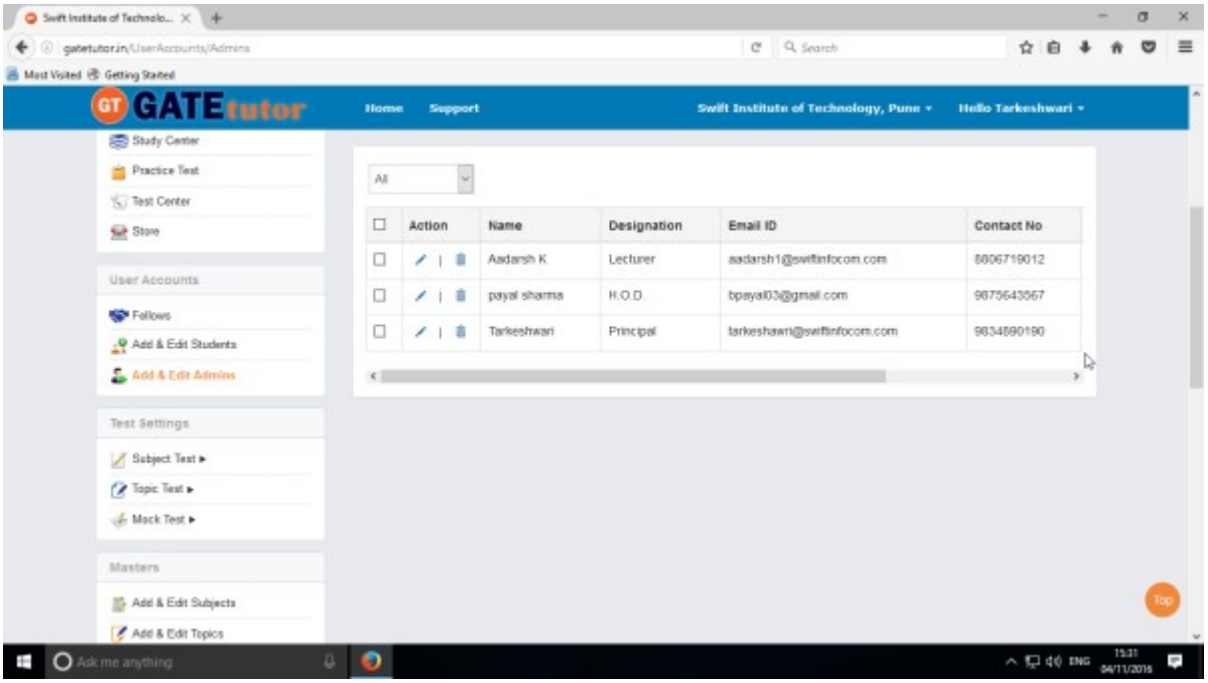
When you click on “**Delete**”, you will appear a window as follows



Click on “**OK**” to delete the account.



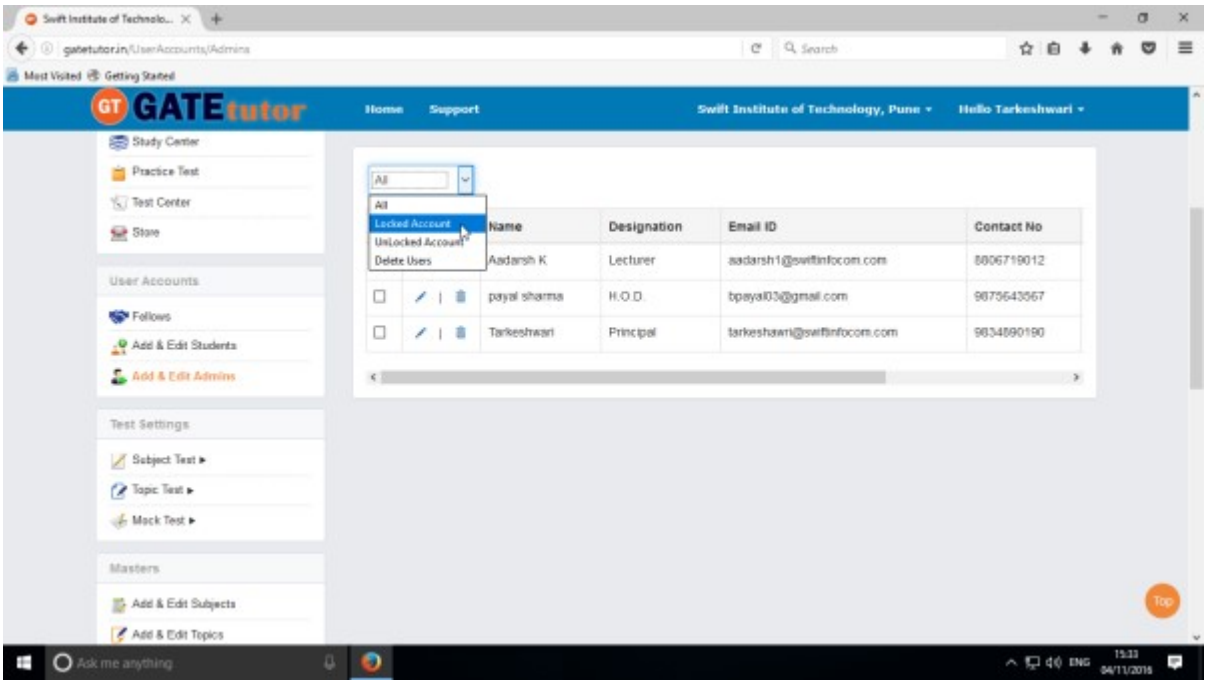
The account of that admin deleted successfully. Click on “**Close**” to continue.



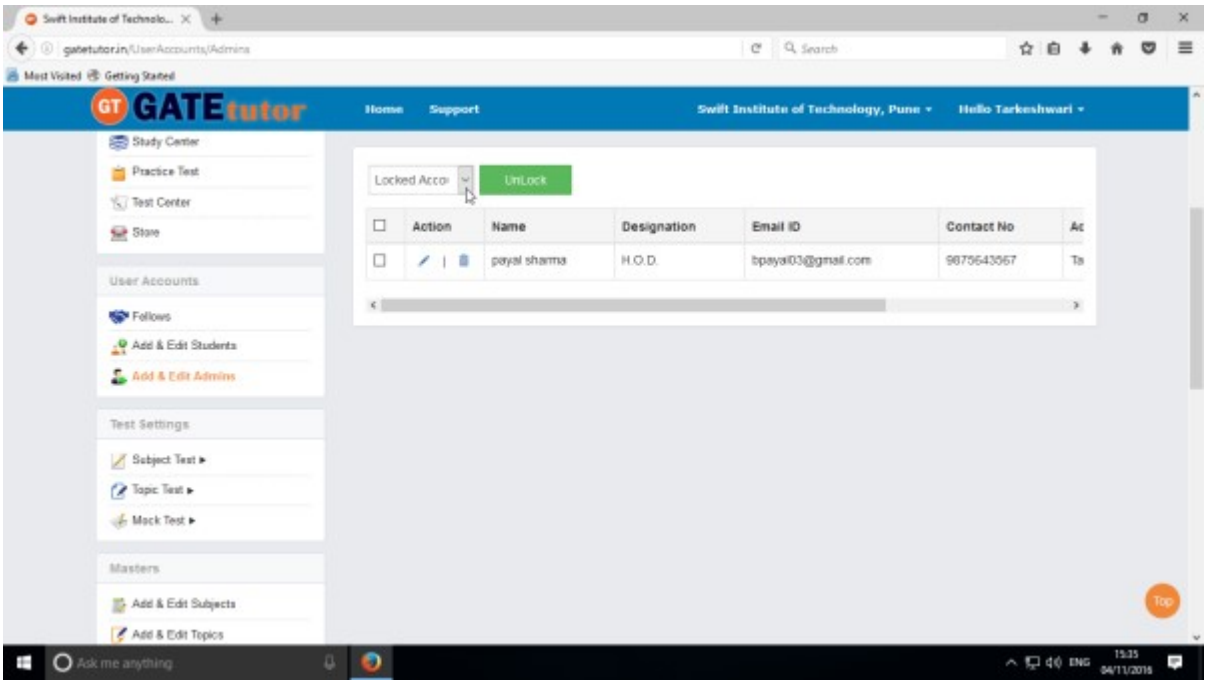
Check that the admin name is removed from the list as well.

d) Locked Account

Click on "**Locked Account**" to see the locked users.



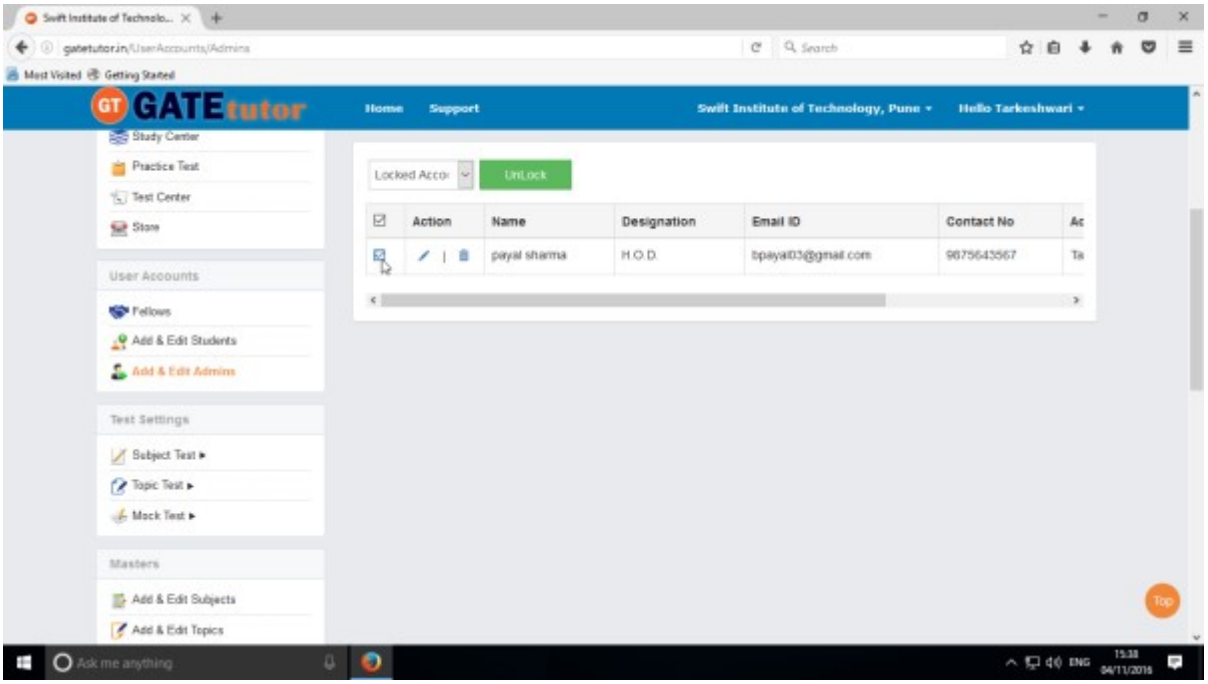
When you click on "**Locked Account**", you will appear a locked admin's list as follows



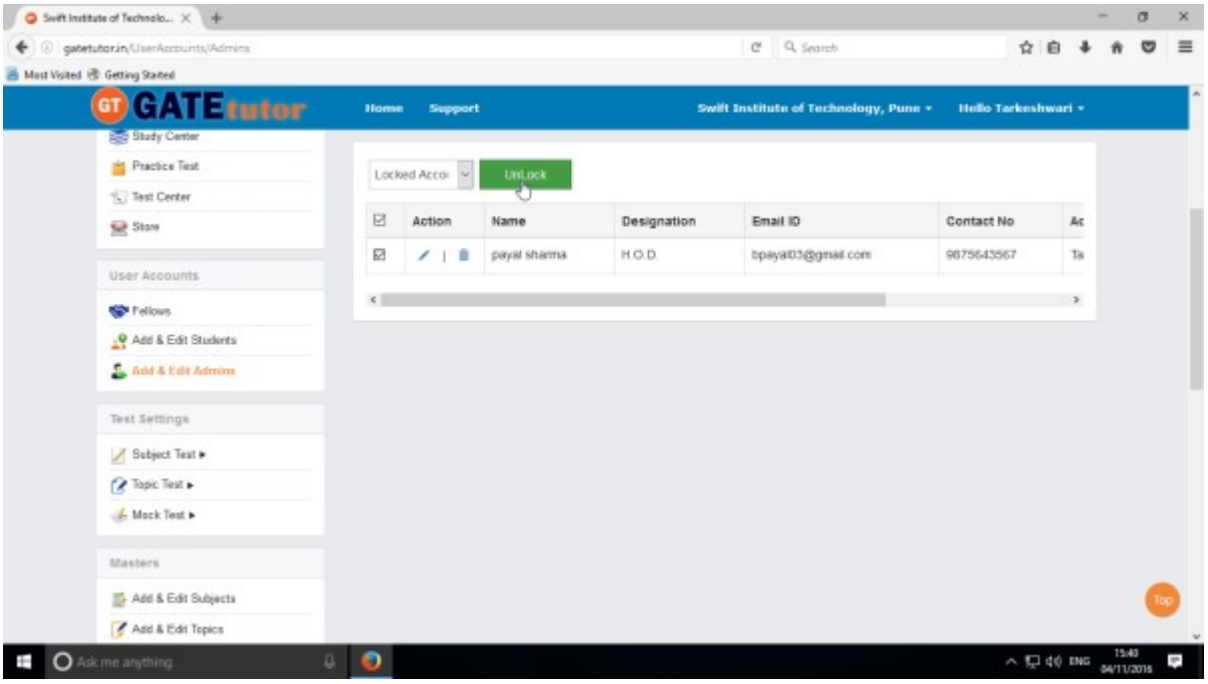
Here you can Edit, Delete as well as Unlock the admin's account.

(NOTE: Refer 3)Add & Edit Admins: - b) Edit Admin & d) Delete Admin in (IV) User Accounts to Edit & Delete an account)

You can unlock the student accounts from “**Locked Account**” menu.

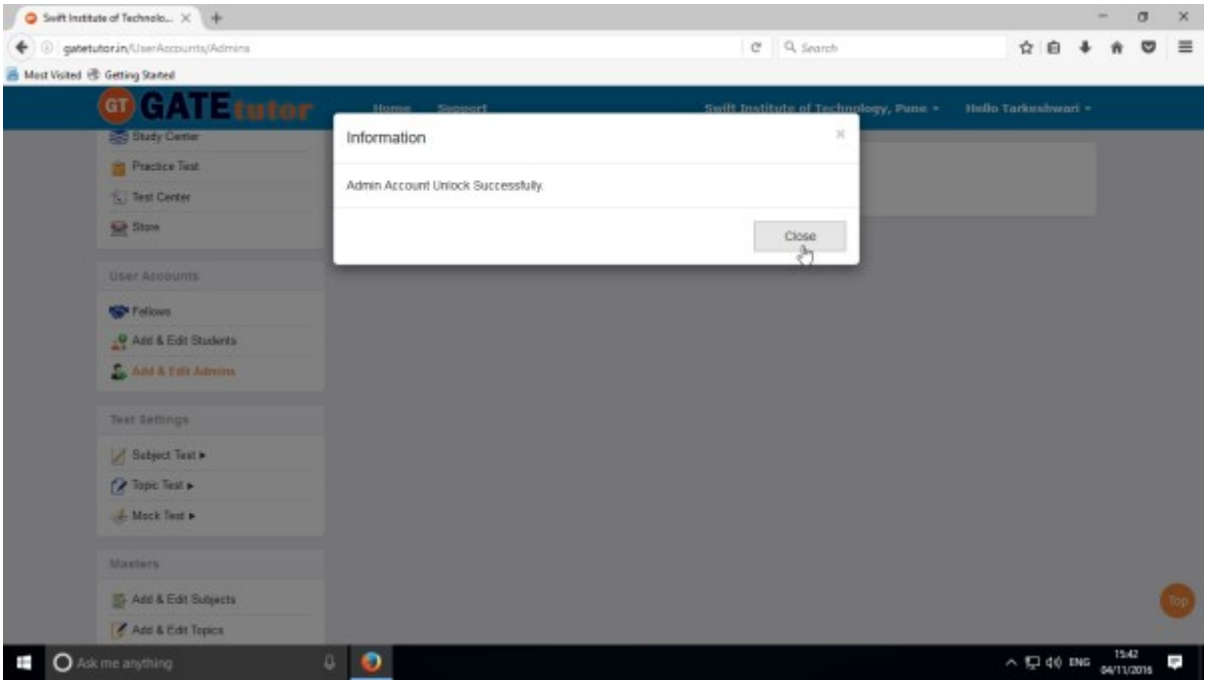


Choose the names first to which you want to unlock as above.

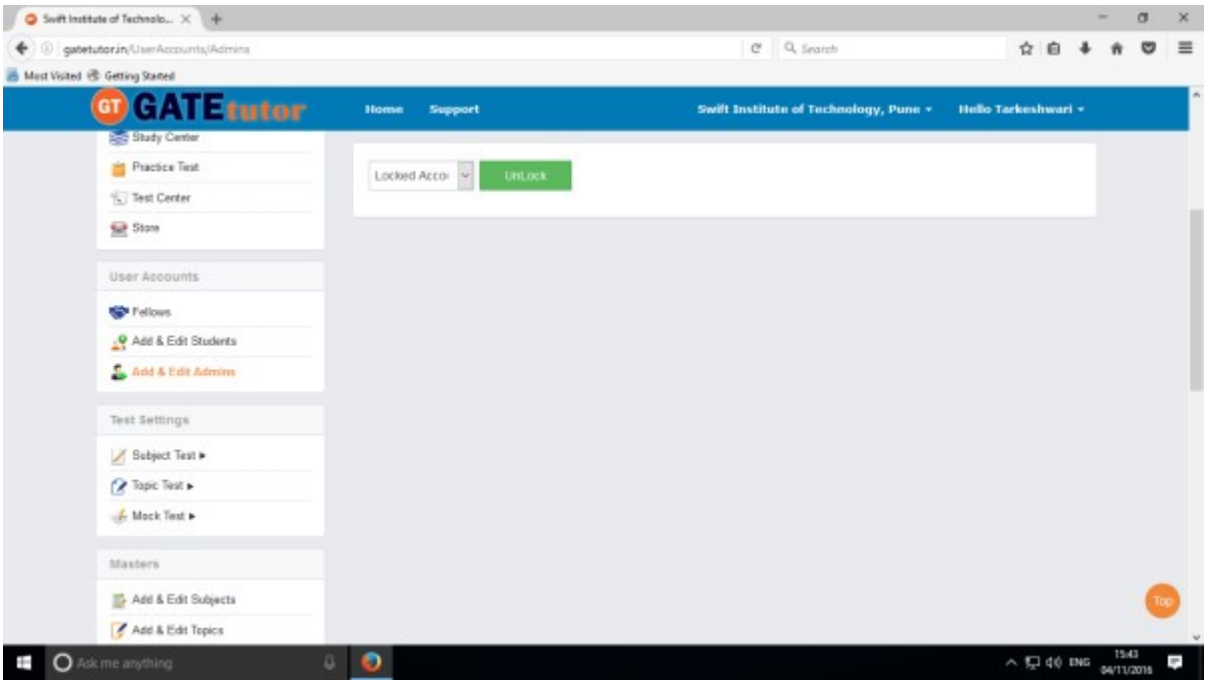


Now click on “**Unlock**” to unlock the selected admin’s account as above.

You will appear a pop up window as follows



Click on "**Close**" to continue.

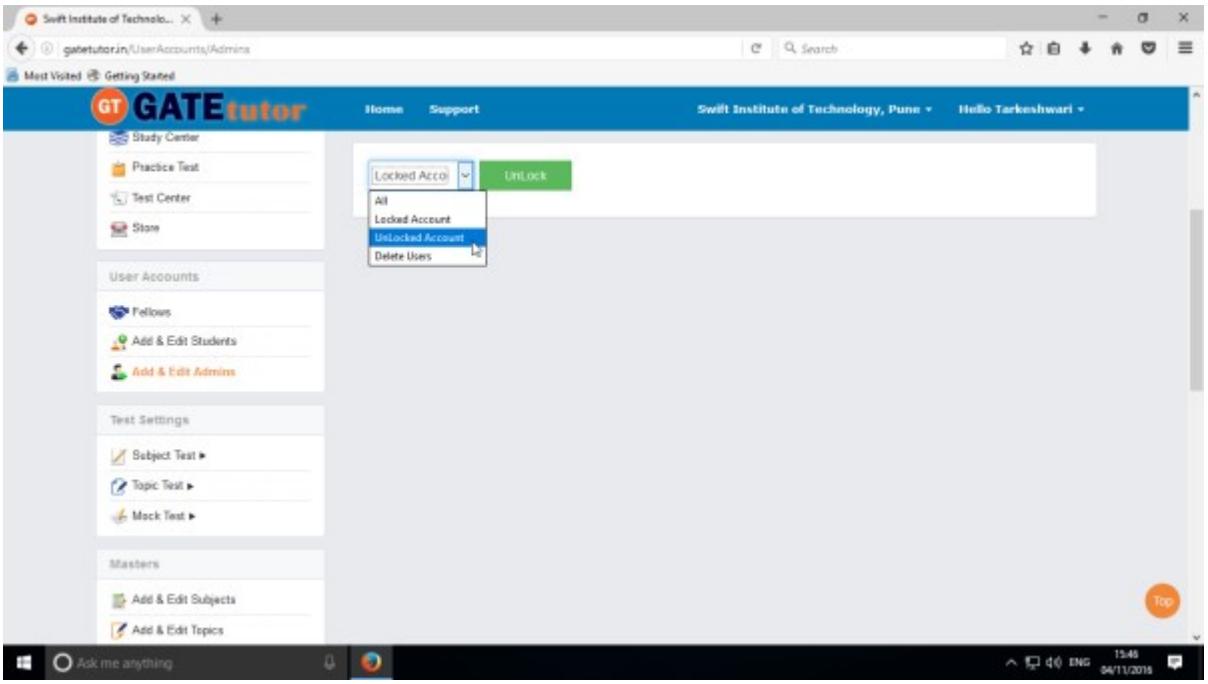


There are no more locked admin accounts to see as above.

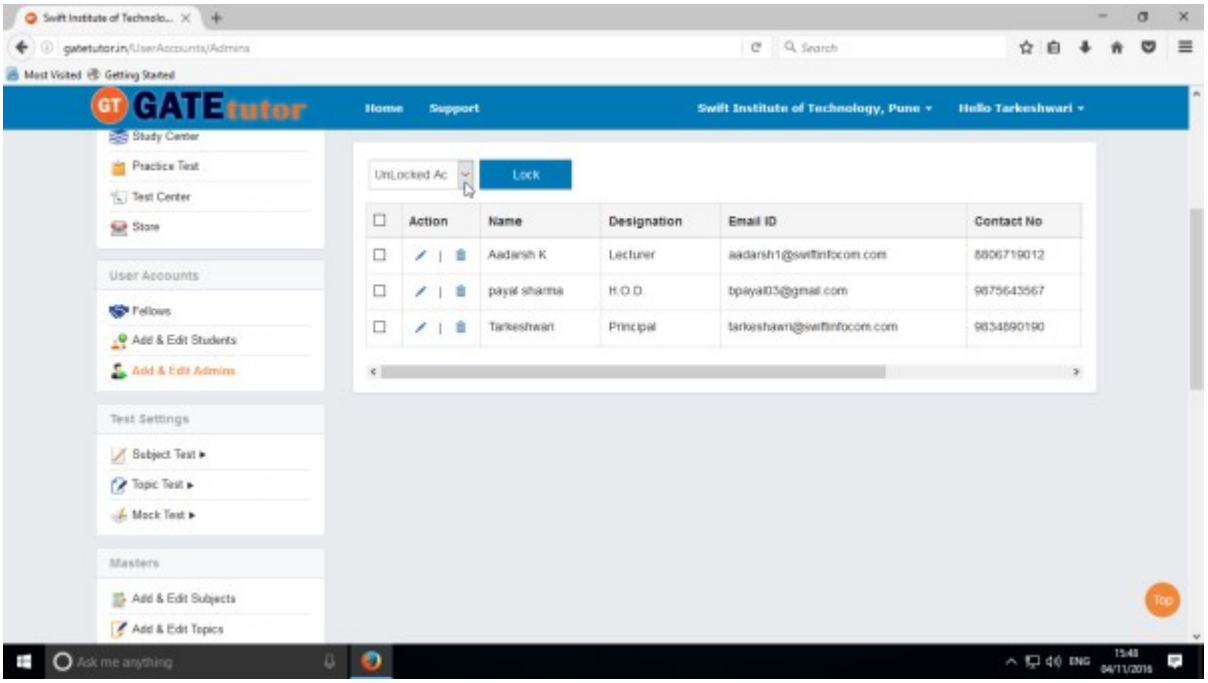
(NOTE: You can check that accounts which are unlocked by you, in "**UnLocked Account**" tab)

e) UnLocked Account

Click on "**UnLocked Account**" to see the unlocked users.



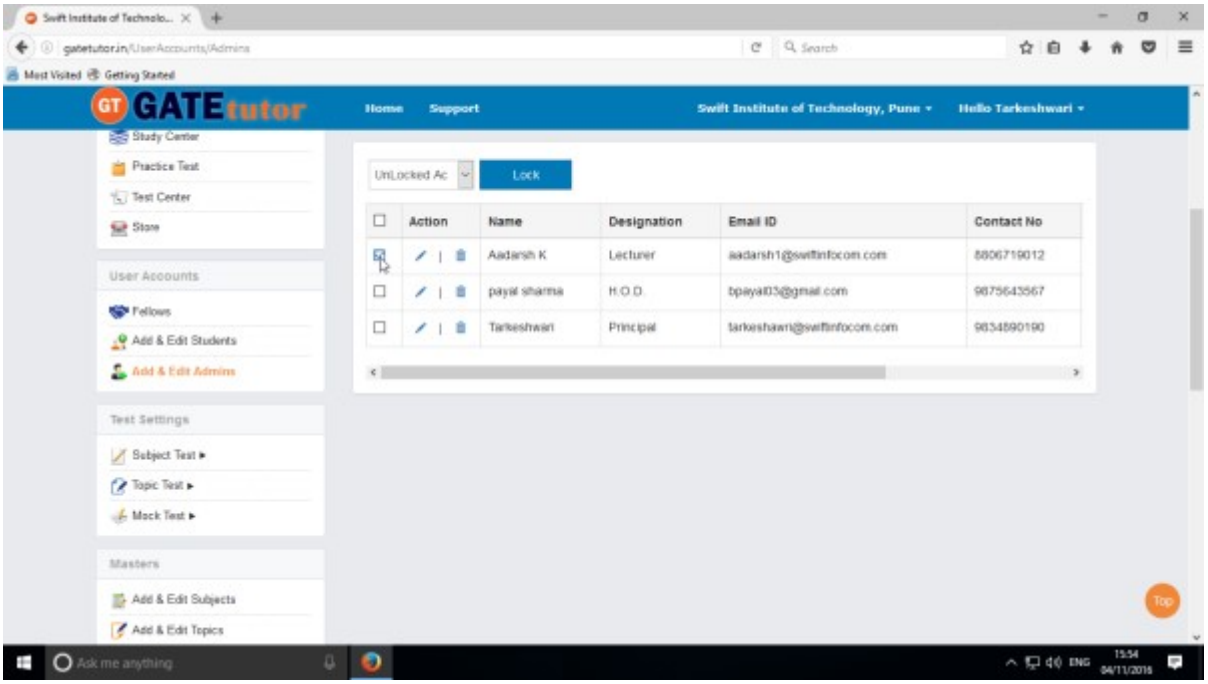
When you click on "**UnLocked Account**", you will appear an unlocked students list as follows



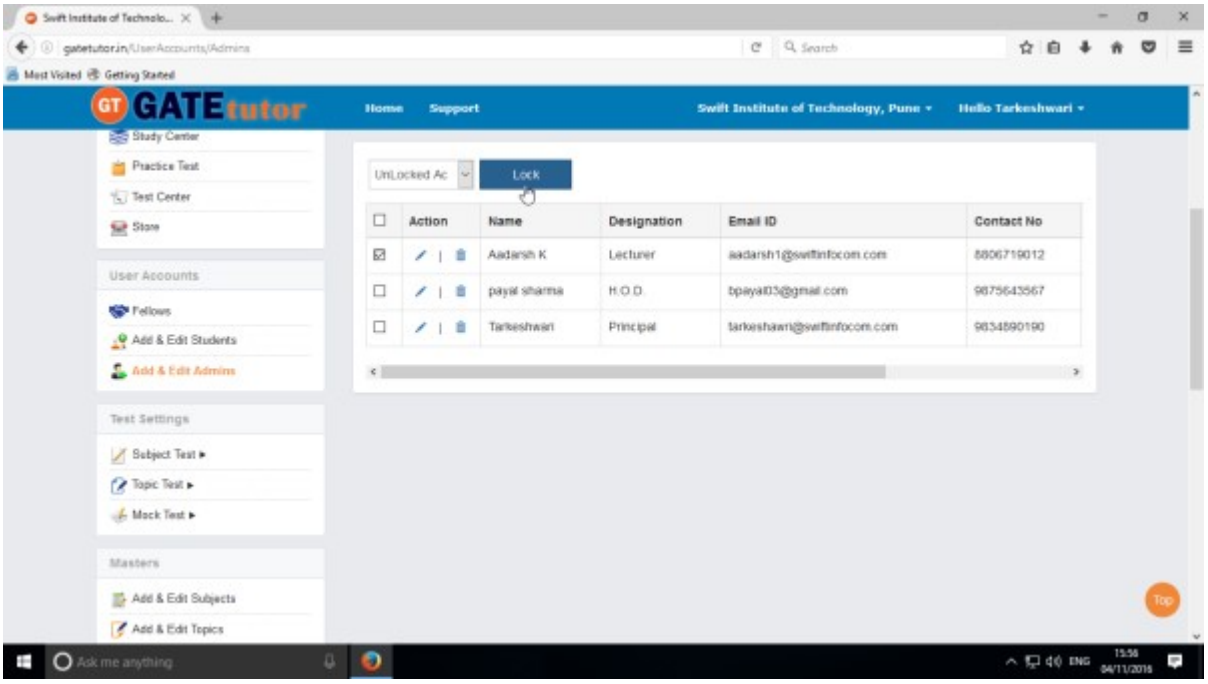
Here you can Edit, Delete as well as Unlock the admin's account.

(NOTE: Refer 3)Add & Edit Admins: - b) Edit Admin & d) Delete Admin in (IV) User Accounts to Edit & Delete an account)

You can lock the admin accounts from "**UnLocked Account**" menu.

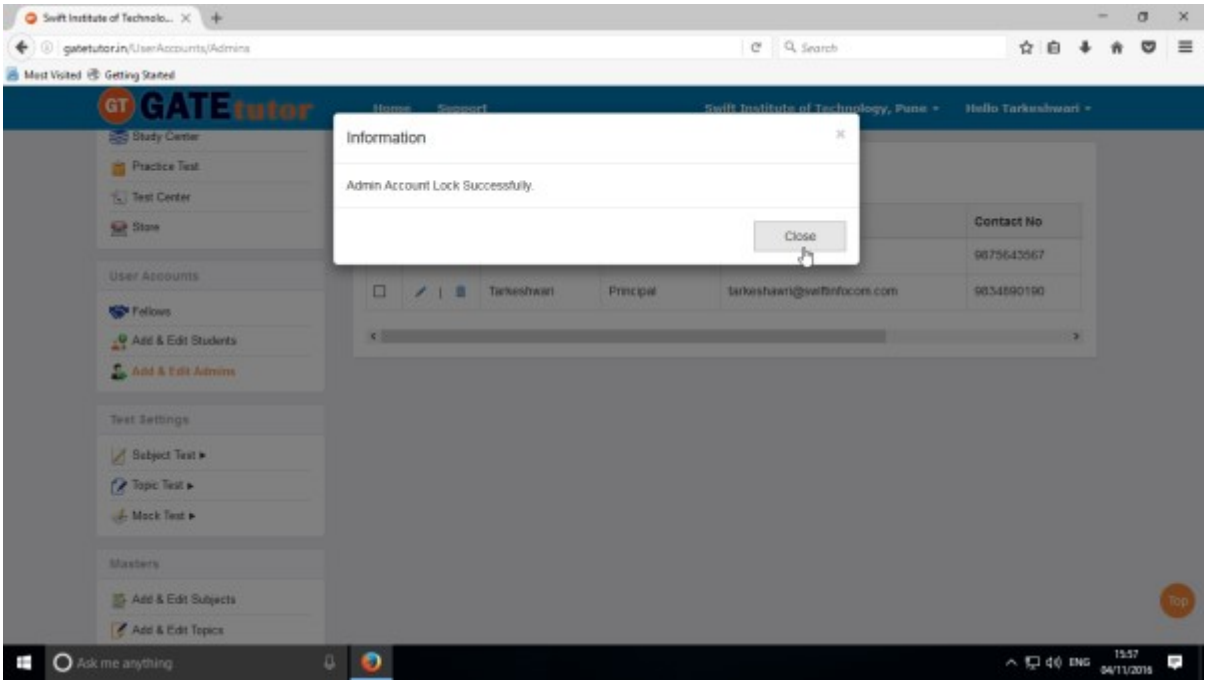


Choose the names first to which you want to lock the account as above.

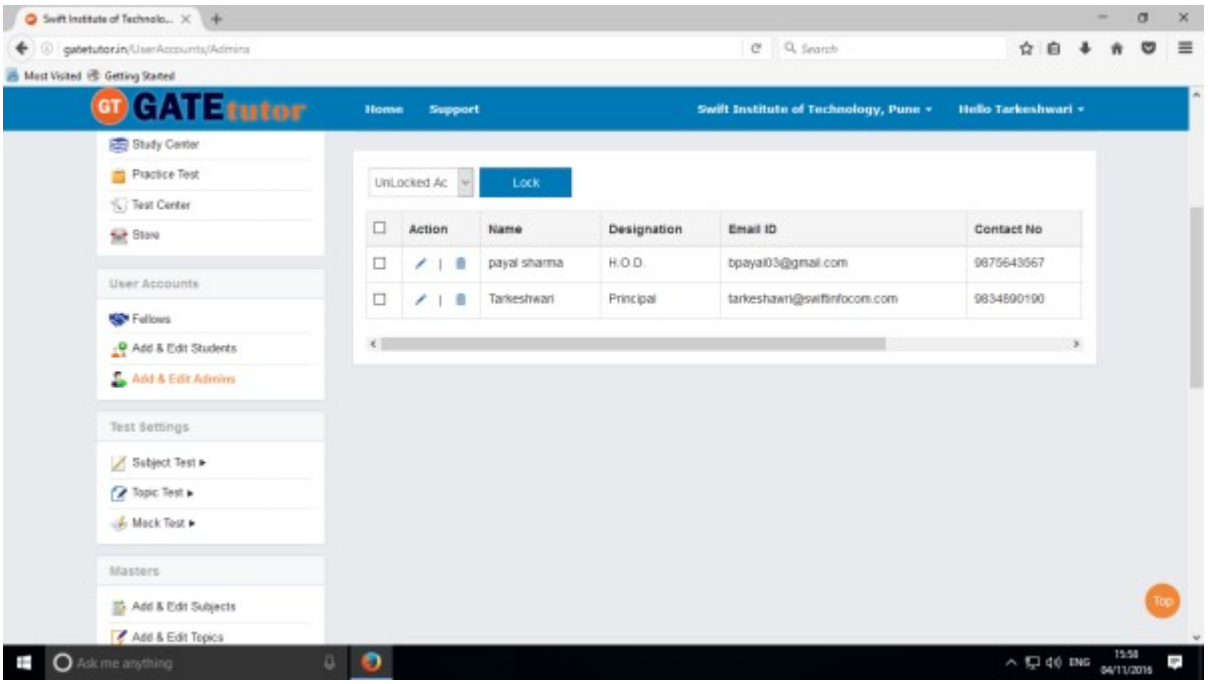


Now click on "**Lock**" to lock the selected student accounts as above.

You will appear a pop up window as follows



Click on "**Close**" to continue.

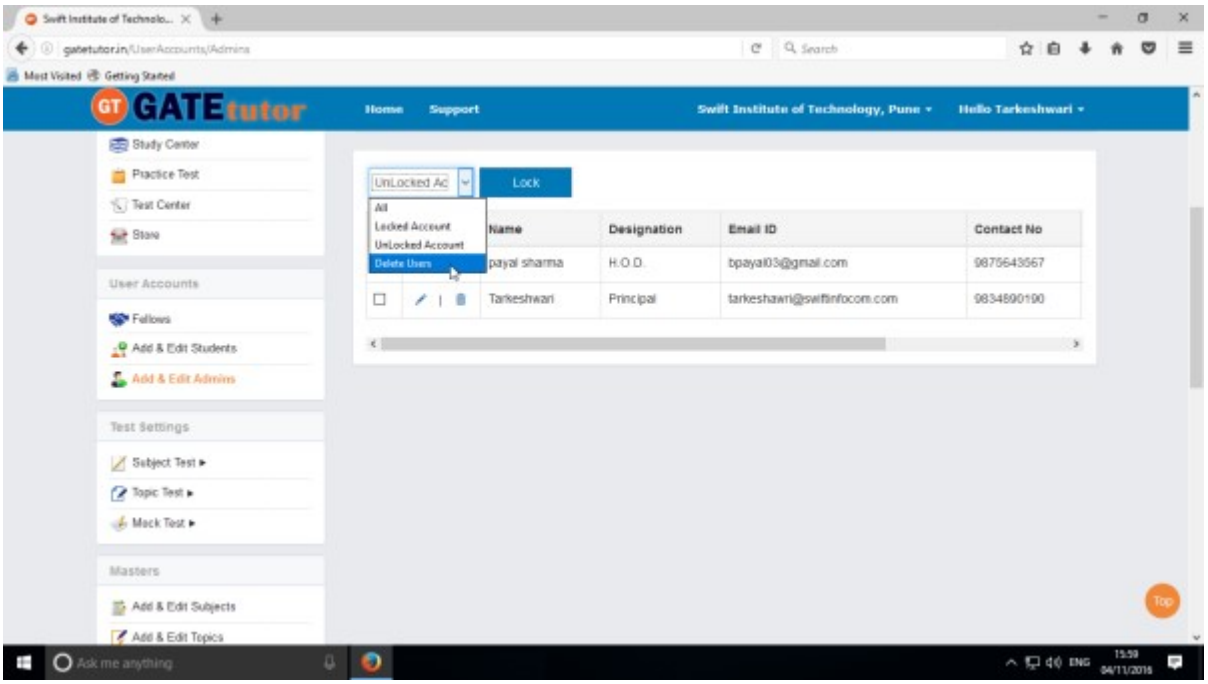


Only unlocked accounts are appearing in the above list now.

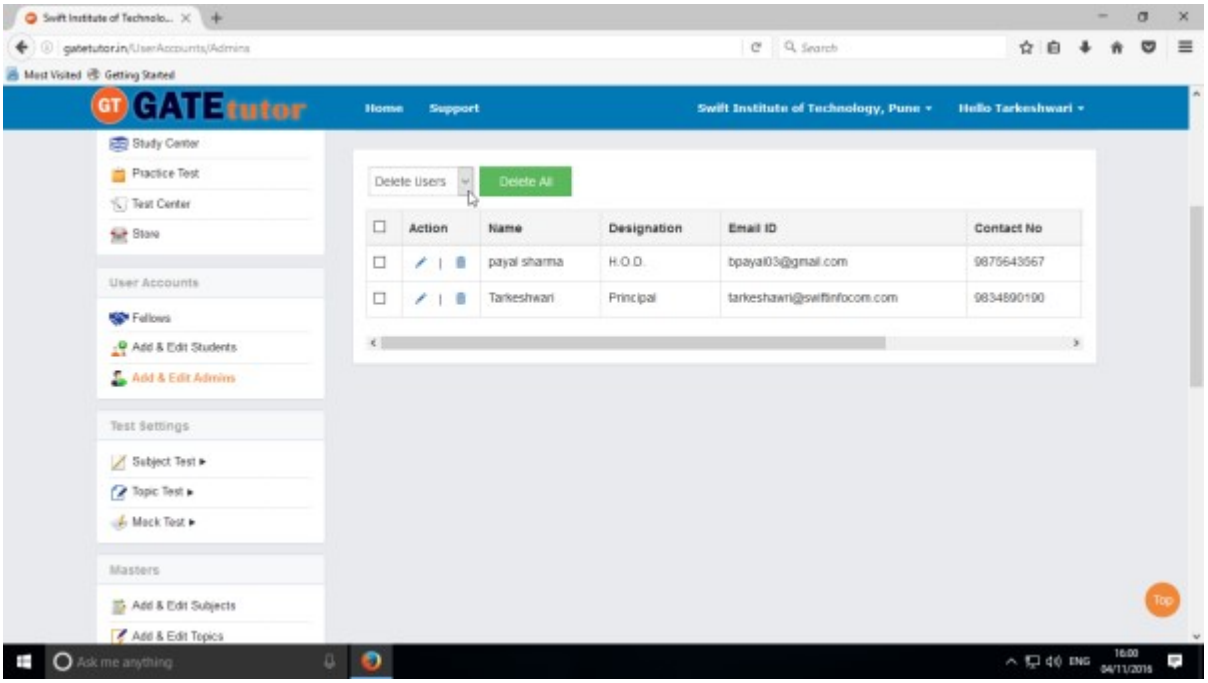
(NOTE: You can check that accounts which are locked by you, in "**Locked Account**" tab)

f) Delete Users

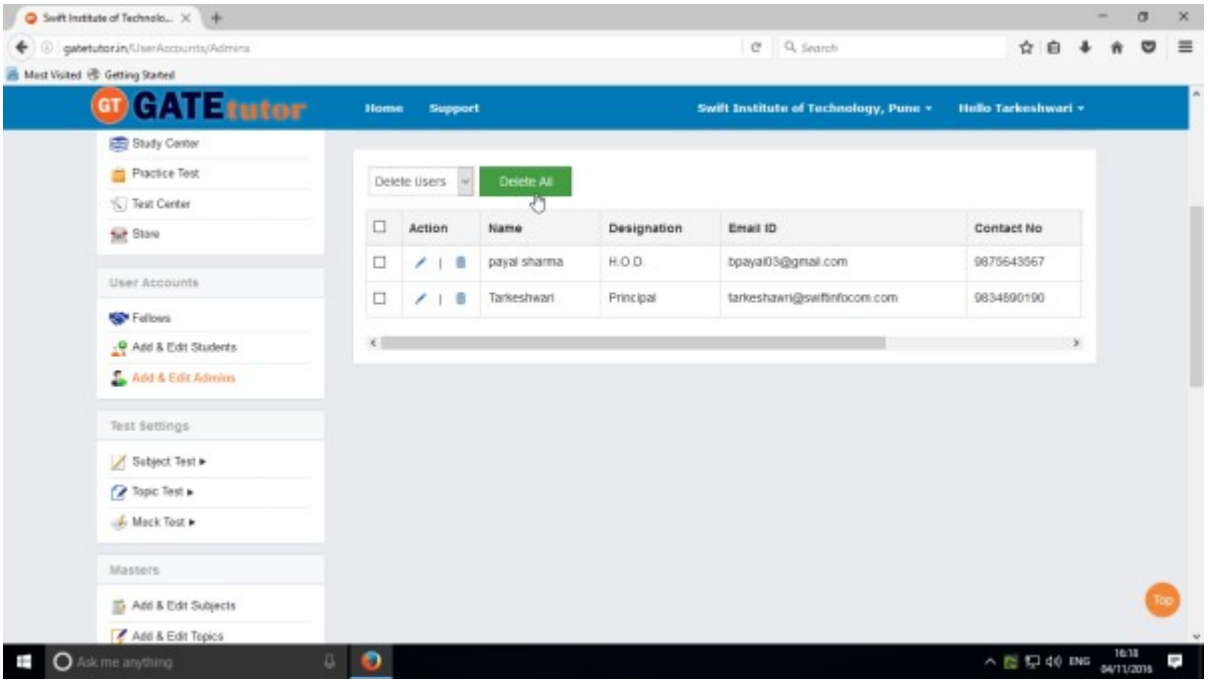
Click on “**Delete Users**” to delete the student account directly.



When you click on “**Delete Users**”, you will appear a window as follows



(NOTE: Refer 3)Add & Edit Admins: - b) Edit Admin & d) Delete Admin in (IV) User Accounts to Edit & Delete an account)



Click on "**Delete All**" to delete all the admin accounts at single click.

(NOTE: You will not appear the locked admin accounts to delete in "**Delete Users**" menu)

V. Test Settings

Test settings are the test tab in the GATEtutor under which you can create multiple tests under it. User can create & assign the tests in Test settings. If you are an admin then you can create and assign a test to yourself and your friends as well as faculty members. (**NOTE:** If you are on your own timeline, you can assign the test to your friends & yourself own)

Manual Test: In the manual test, you can create the test manually by choosing the questions from various topics under same subject.

Random Test: In the random test, you can create the test randomly where the GATEtutor chooses the topics randomly for that subject & adds the questions for the test randomly.

There are three types of Test: **1) Subject Test (Manual/Random)**

2) Topic Test (Manual/Random)

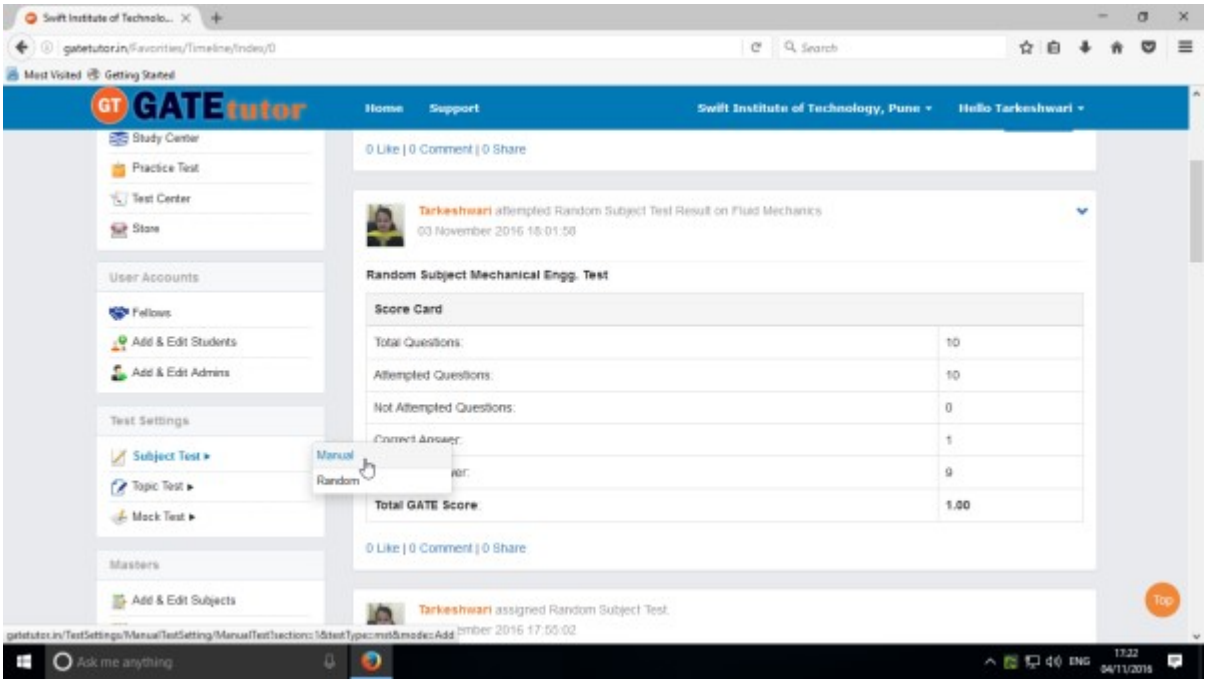
3) Mock Test (Manual/Random)

1) Subject Test

a) Manual Subject Test

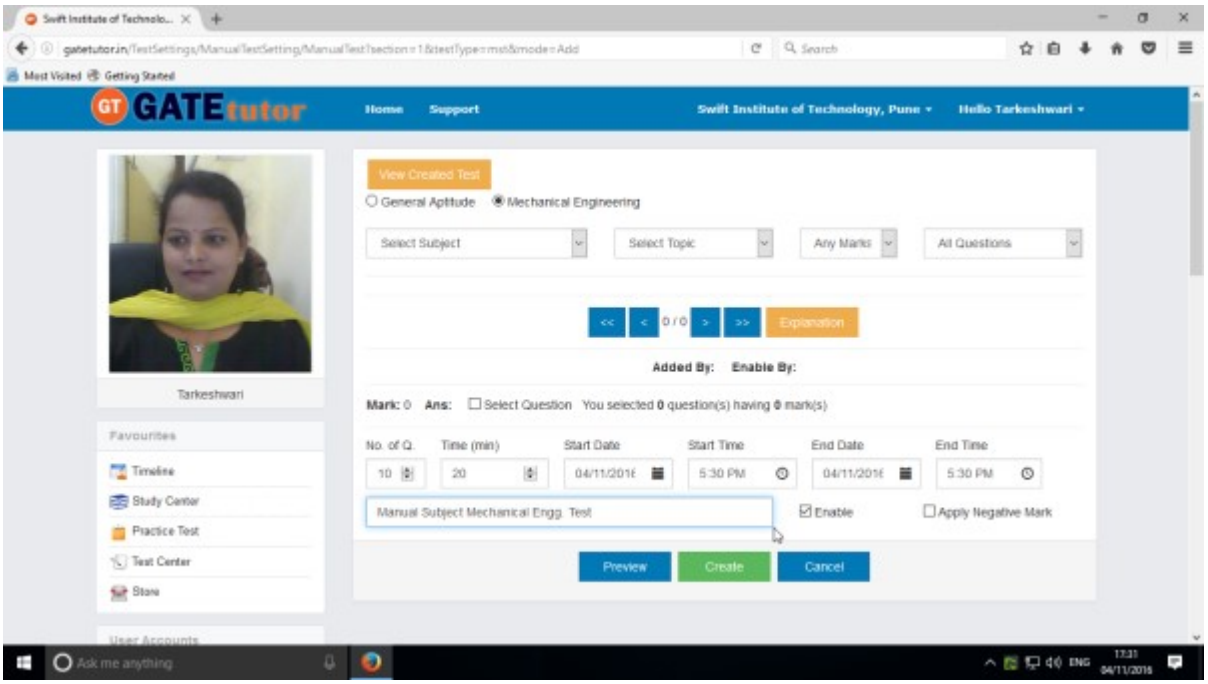
In the Manual subject test, you can create the test manually by choosing the questions from various topics under that Subject.

Select **"Subject Test"** & choose from these options -1) Manual, 2) Random



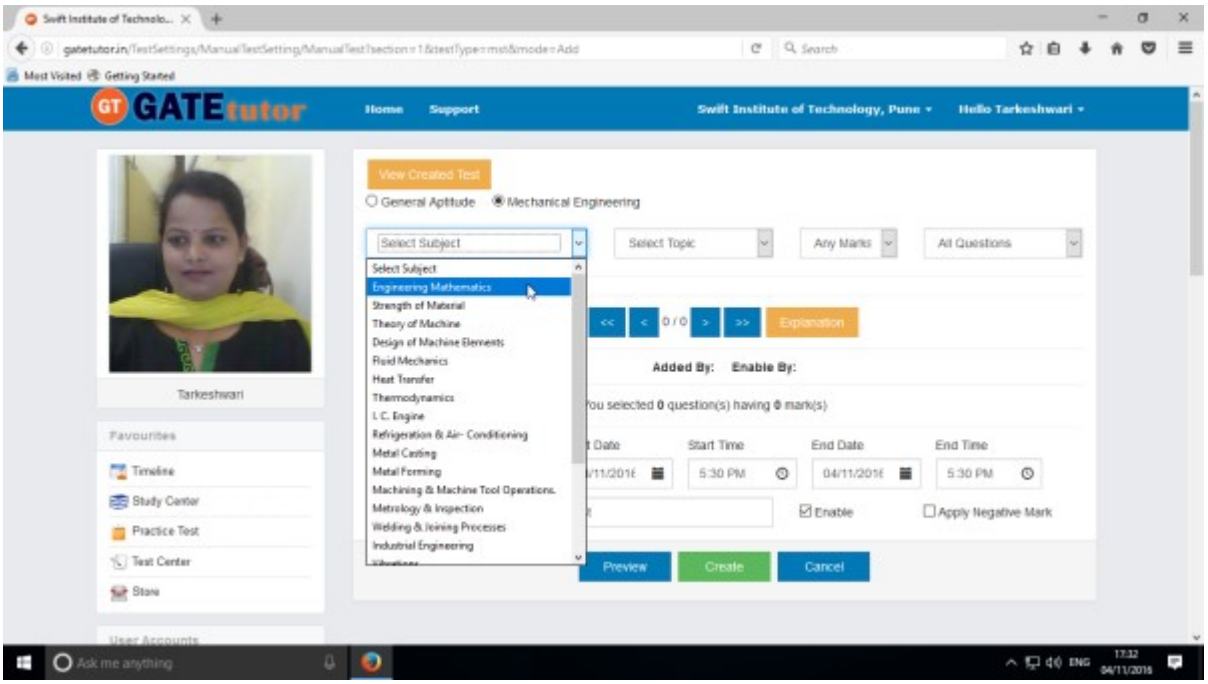
Select **"Manual"** to create Manual Subject Test

Choose the test type by clicking on given radio buttons for General Aptitude or Mechanical Engineering test.



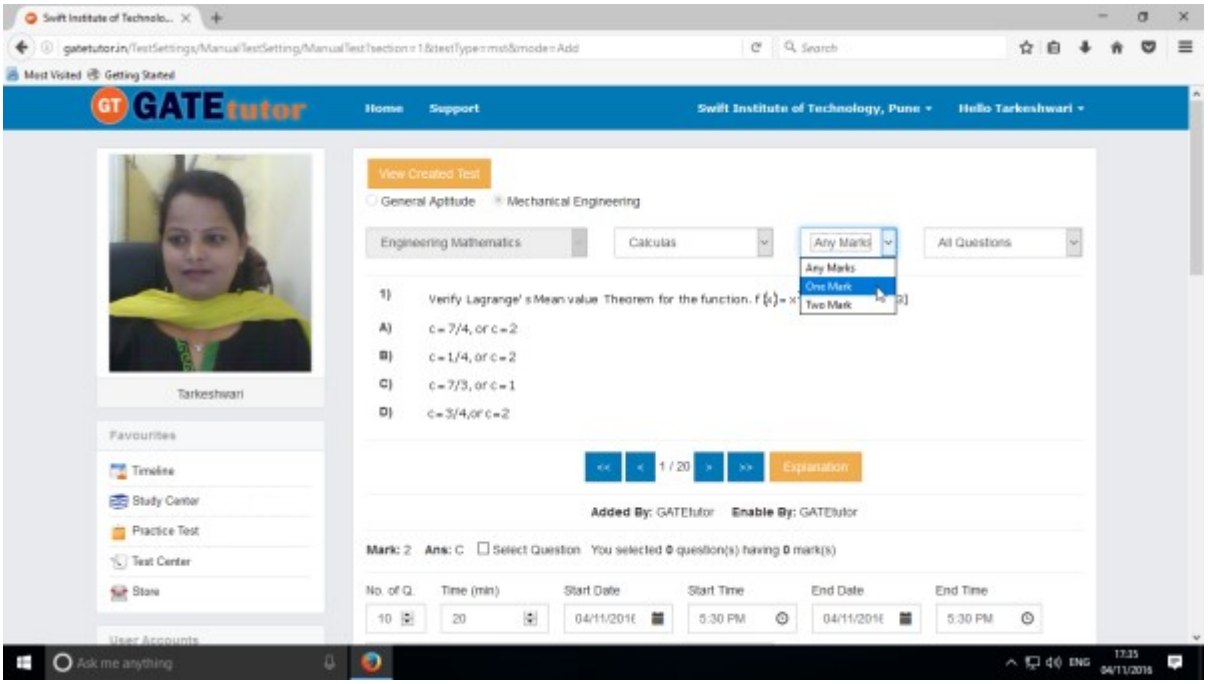
Write **“Test name”** first.

Choose “**Subject”** from that subject dropdown list.



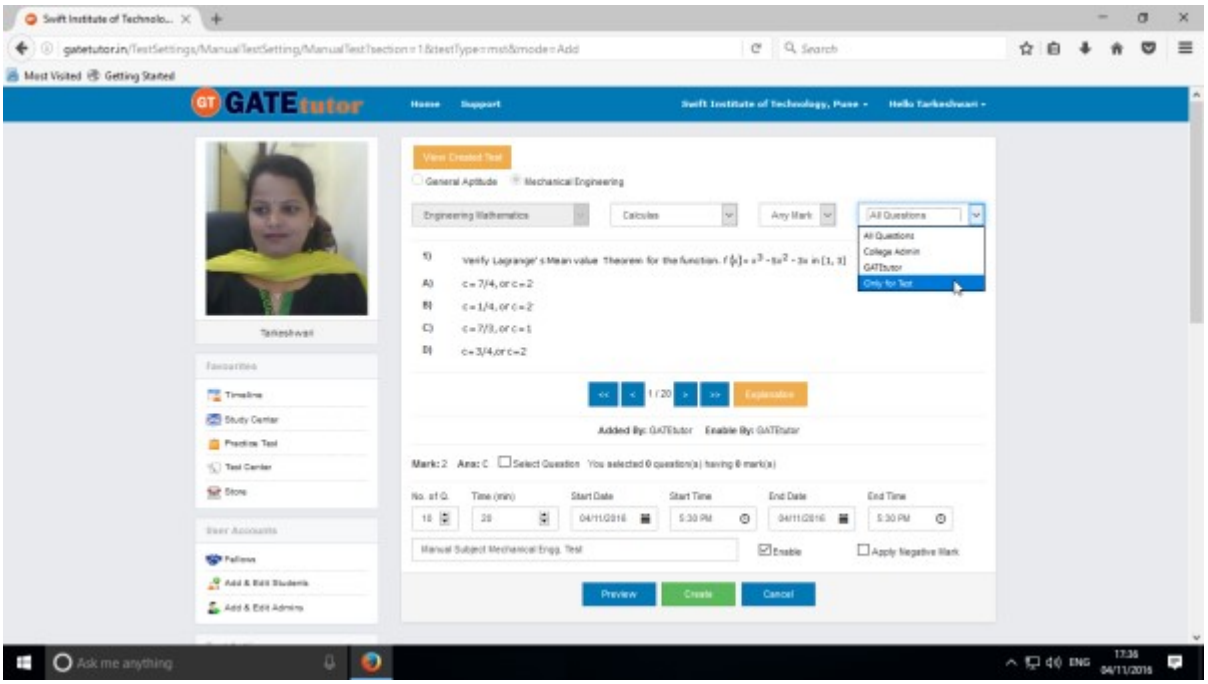
Choose the Topic also.

Choose “**Topic**” & **one** mark or **two** marks questions according to you

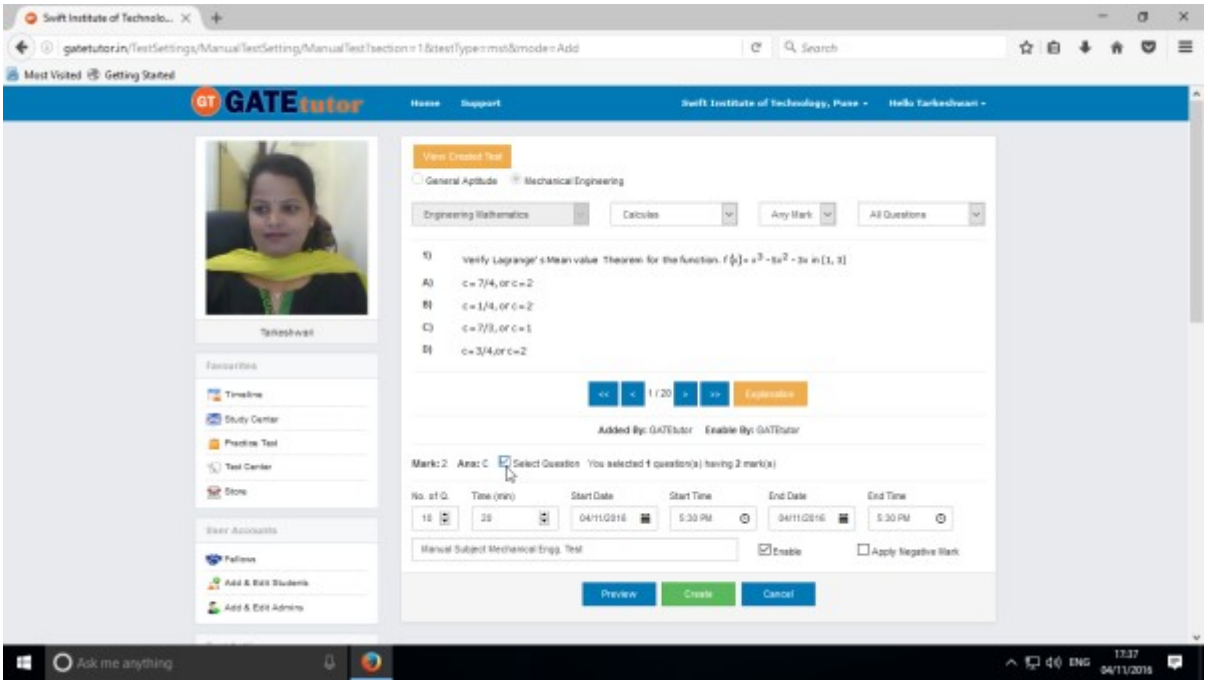


You can choose questions from multiple options as follows:
1) **All Questions** – Shows the entire subject & topic related questions.
2) **College Admin** – It shows the questions added by college admin.
3) **GATEtutor** – It shows the questions from GATEtutor.
4) **Only for Test** – It shows the questions are only for test not from other sources.

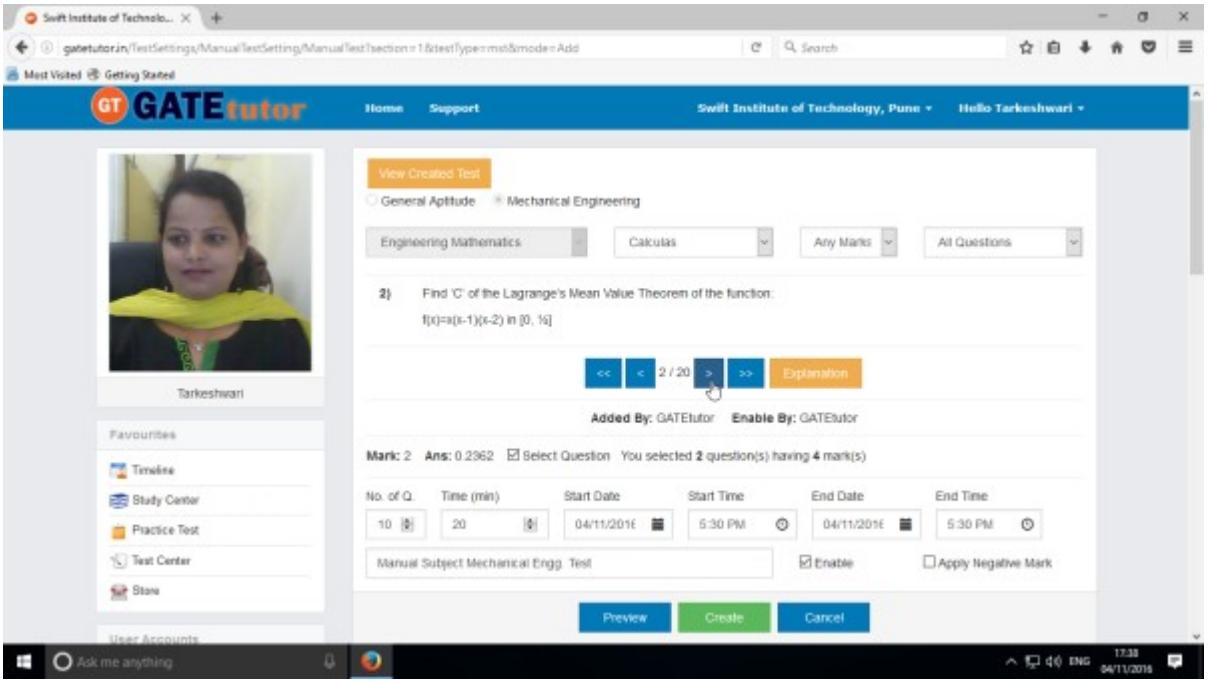
Choose **“Questions type”**



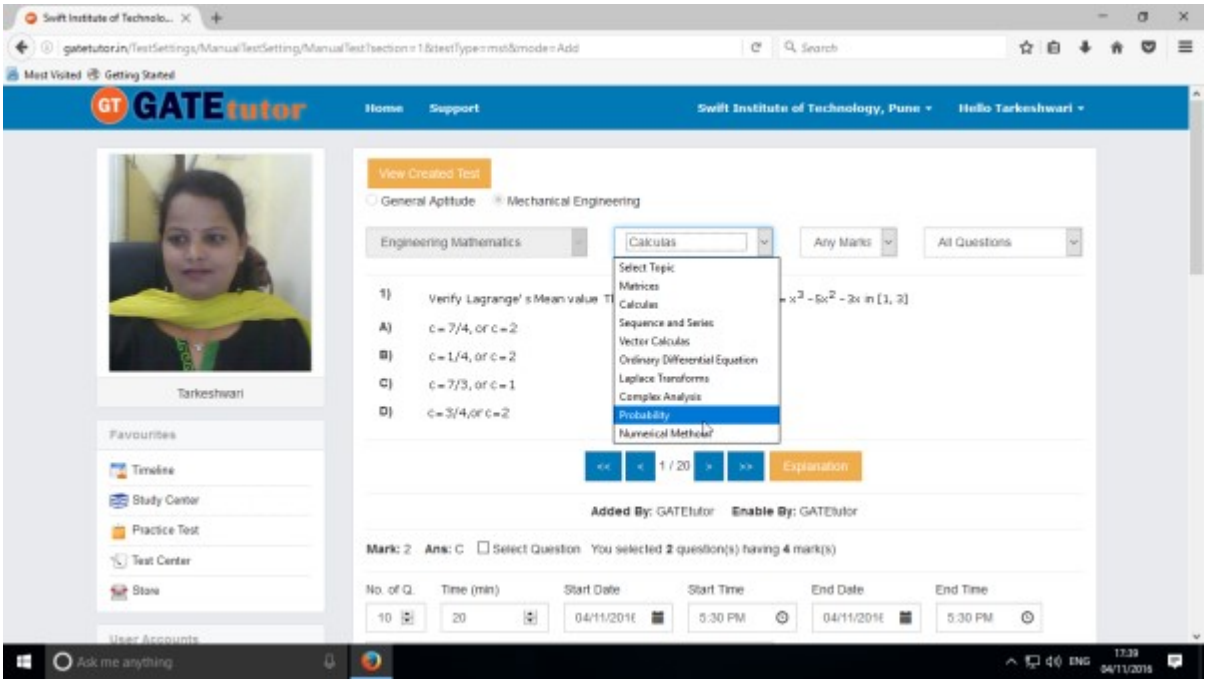
To choose questions, click on checkbox of "**Select Question**"



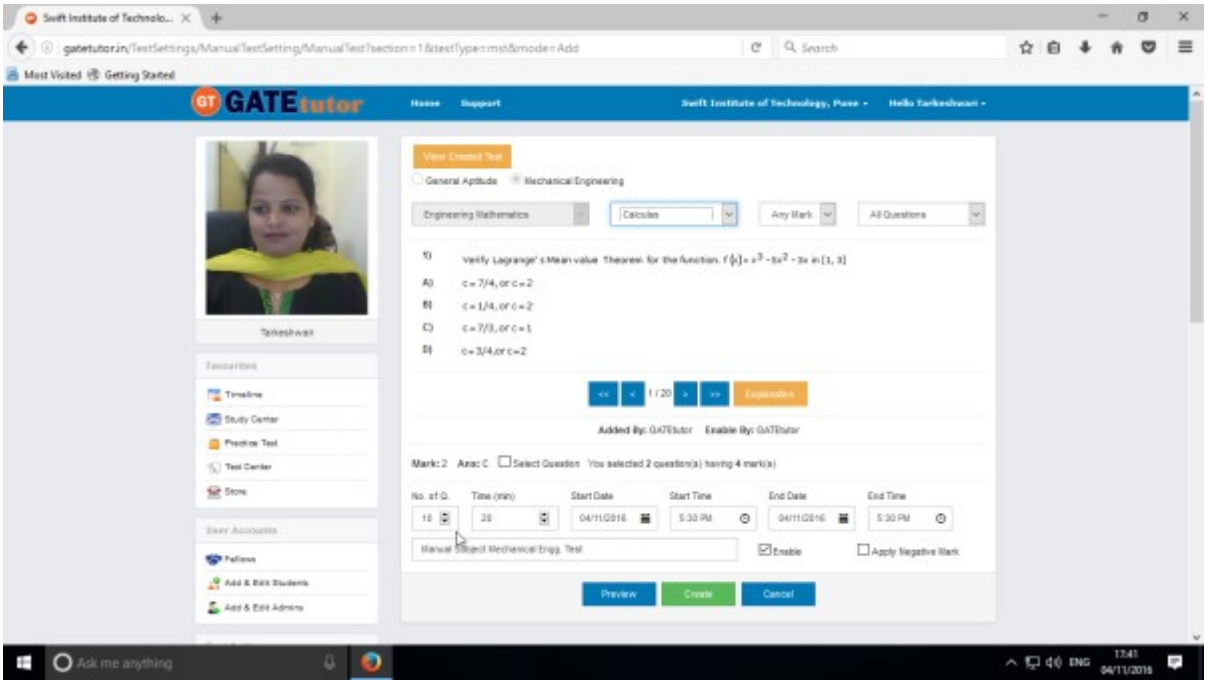
Select multiple questions by using forward and backward arrows



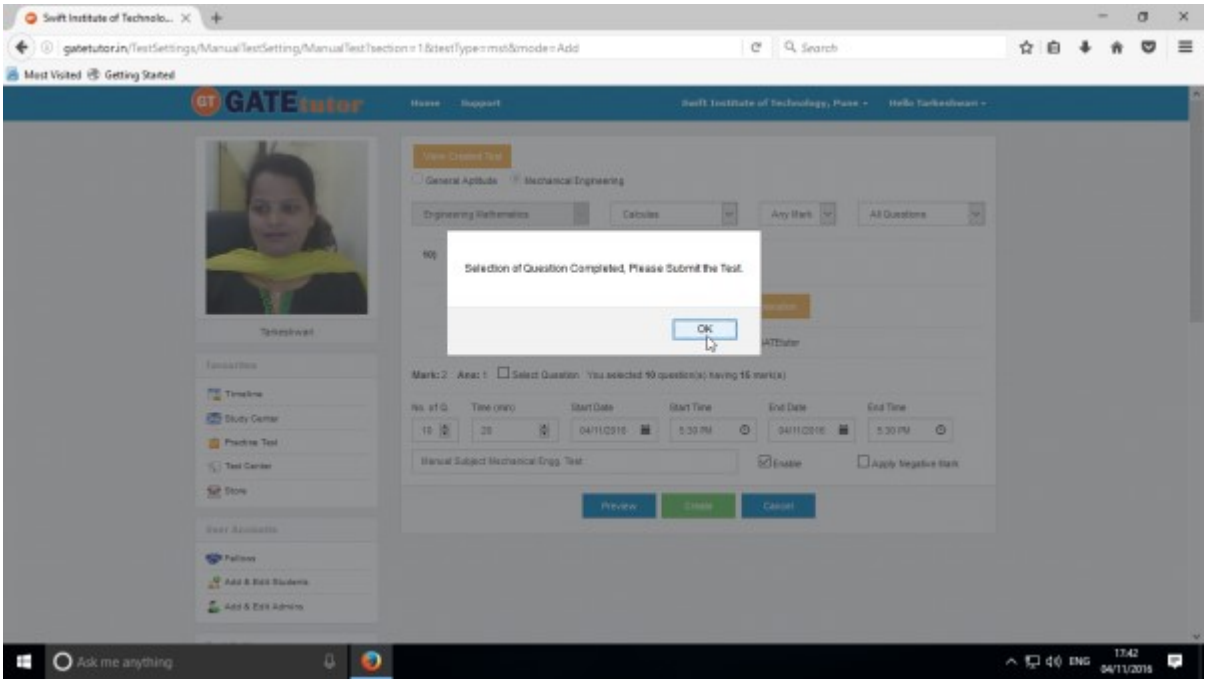
Choose questions from multiple topics from the same subject



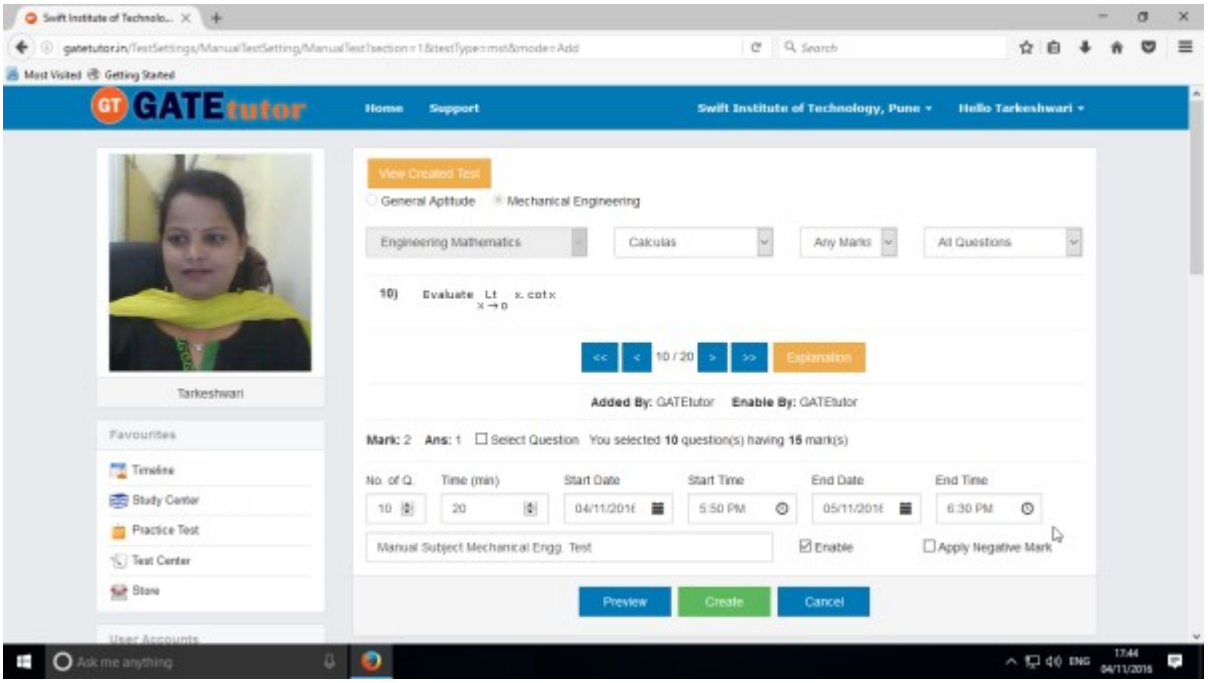
Total numbers of questions are shown in lower left corner



When the selection of questions is completed, the pop up window will appear as follows

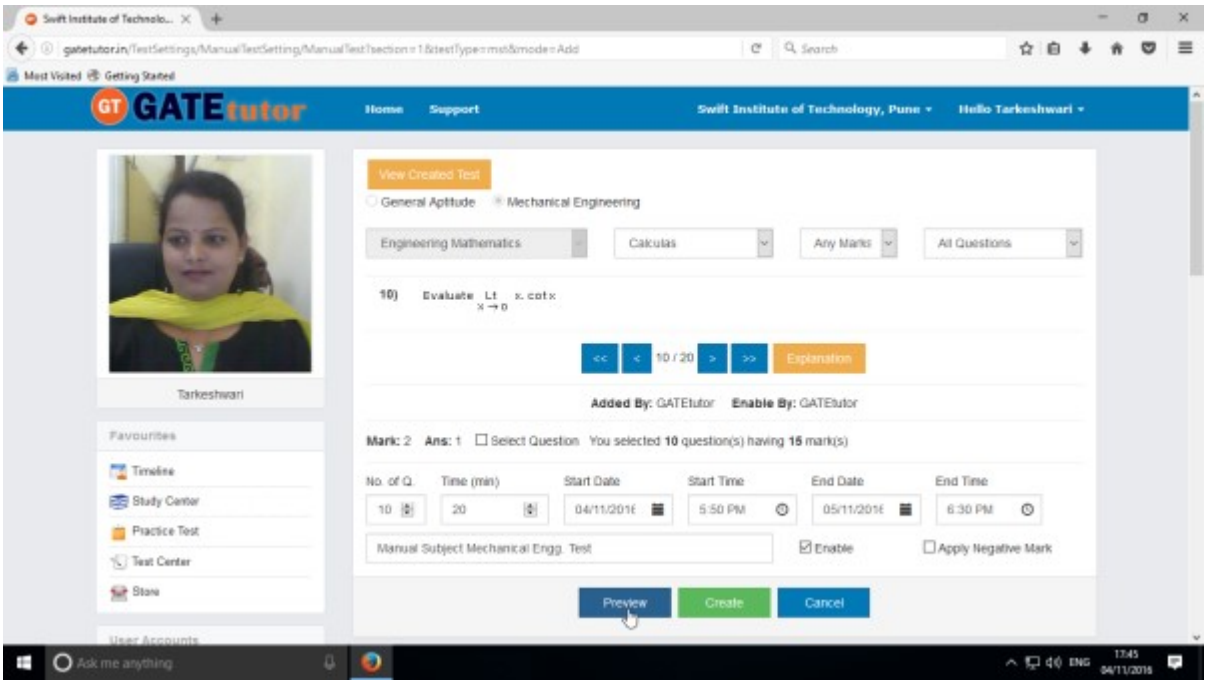


Click on "**OK**", now the test is ready to create or preview.



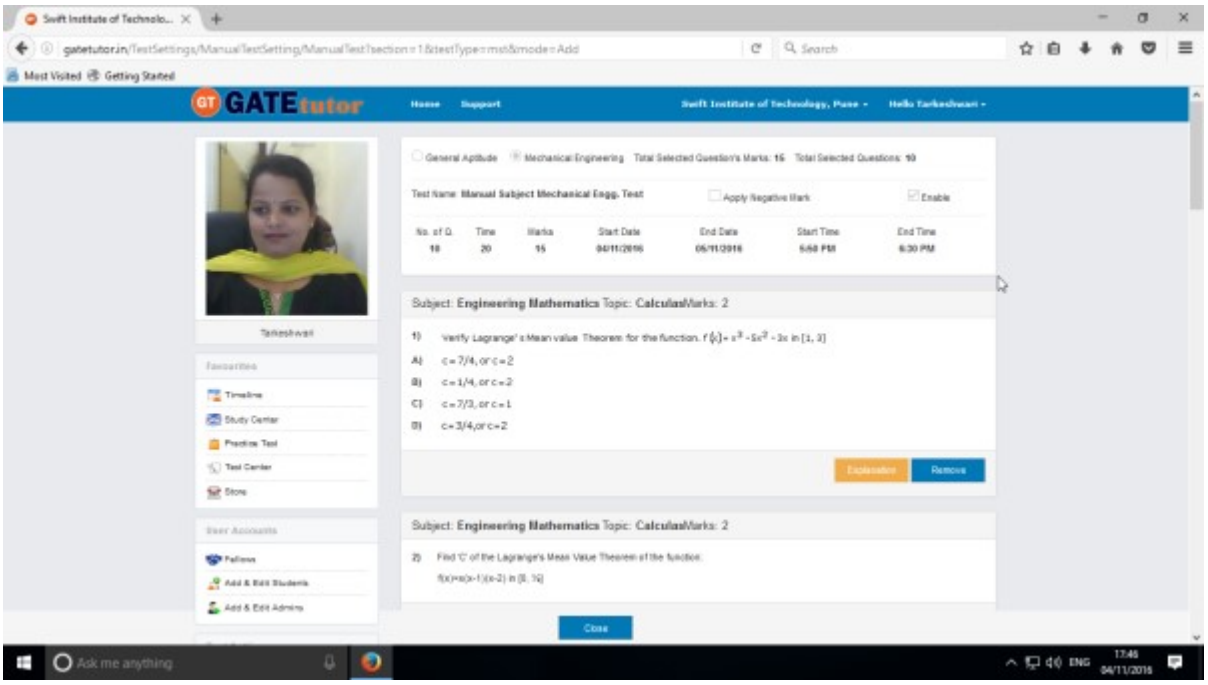
Fill all the details like Time, Number of Questions, Start and End Date, Start and End Time etc. If you want to give or assign the test by negative marking system then click on checkbox of "**Apply Negative Mark**"

If you want to check the whole tests before creating then click on the "**Preview**" button.



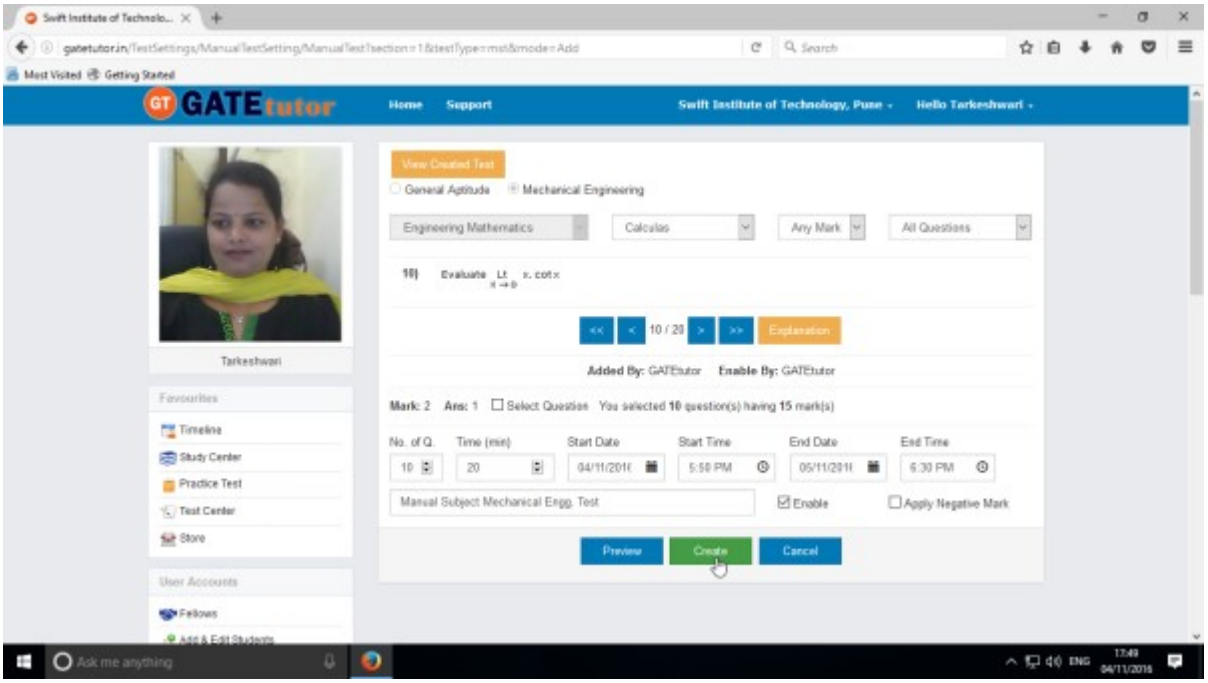
You can view the questions that you have selected, Explanation of the answers, Start & End date with Time, No. of Questions at the same page.

You can check the test set by you as a preview before creating test.

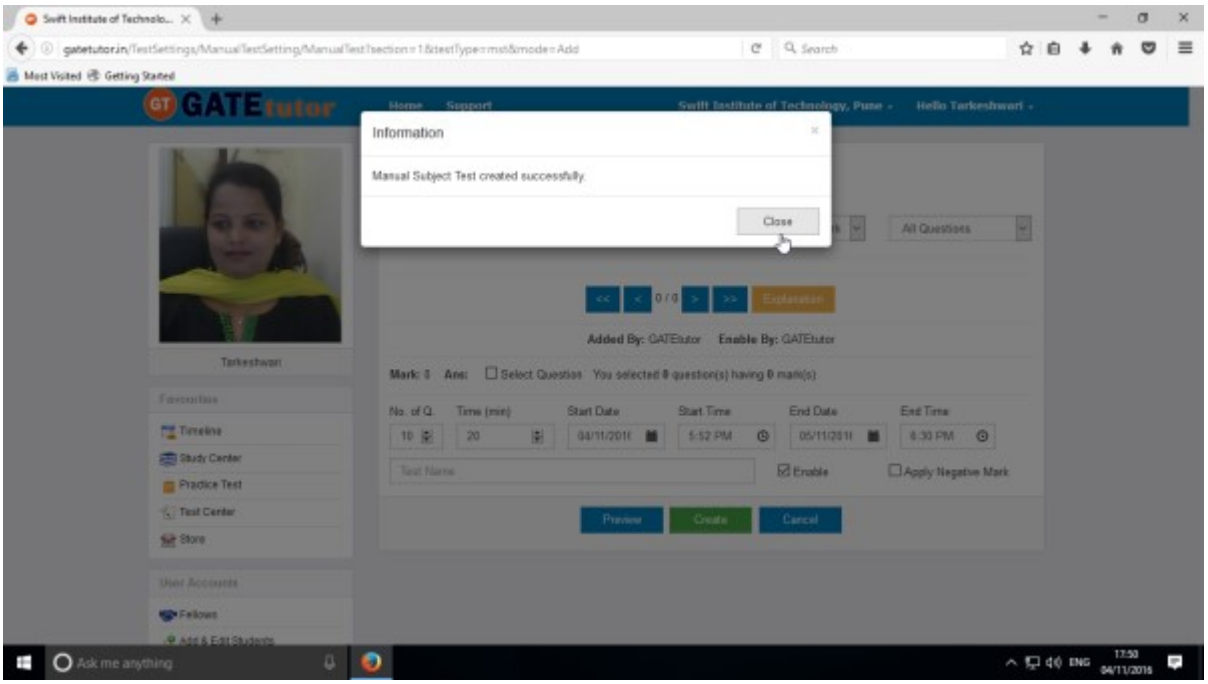


Click on "**Close**" to continue.

Now submit the test by clicking on **"Create"** button

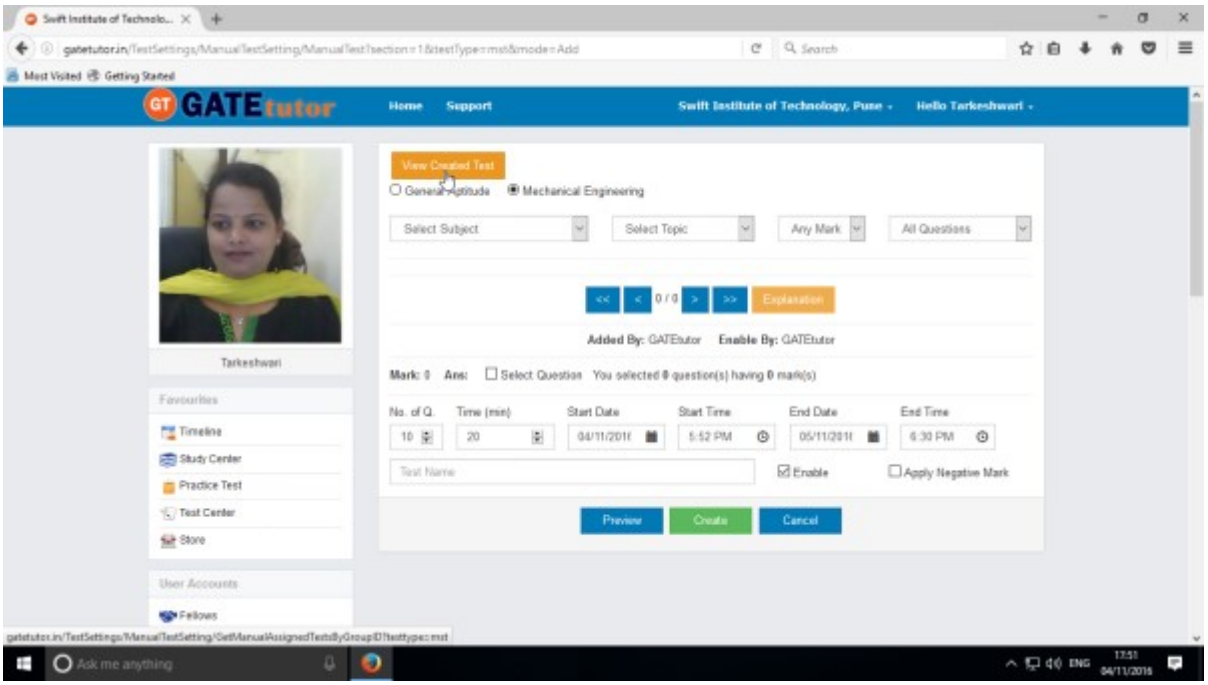


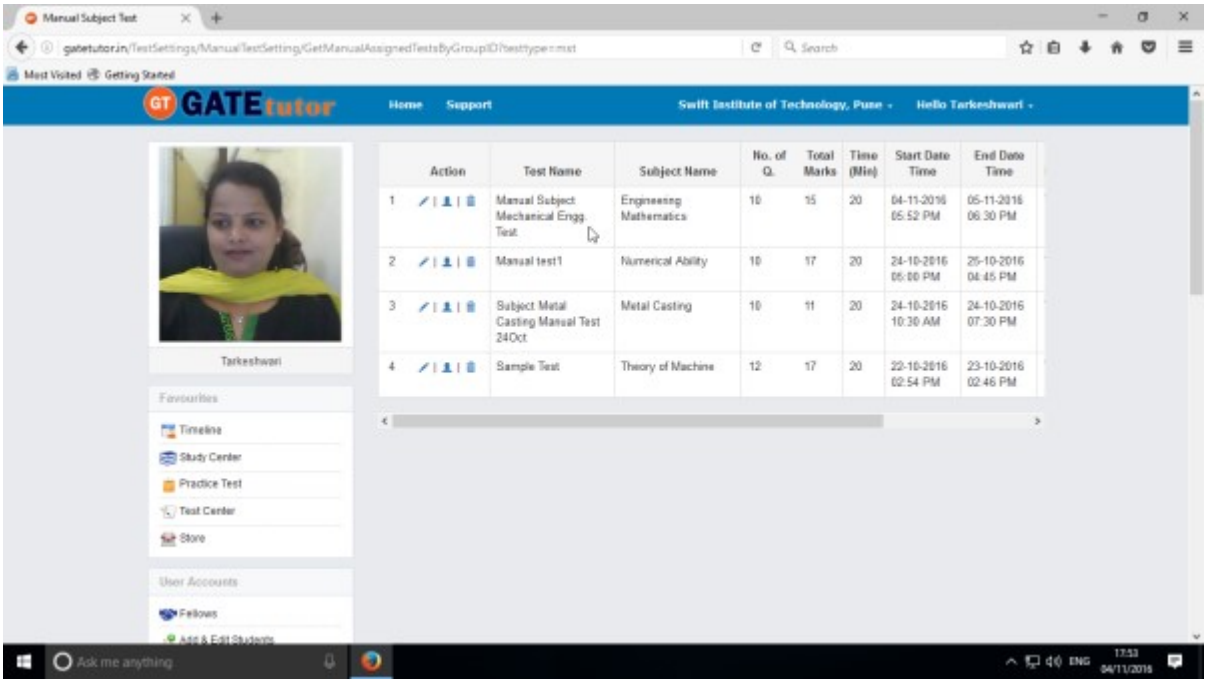
Manual Subject Test will get created successfully.



Click on "**Close**" to proceed.

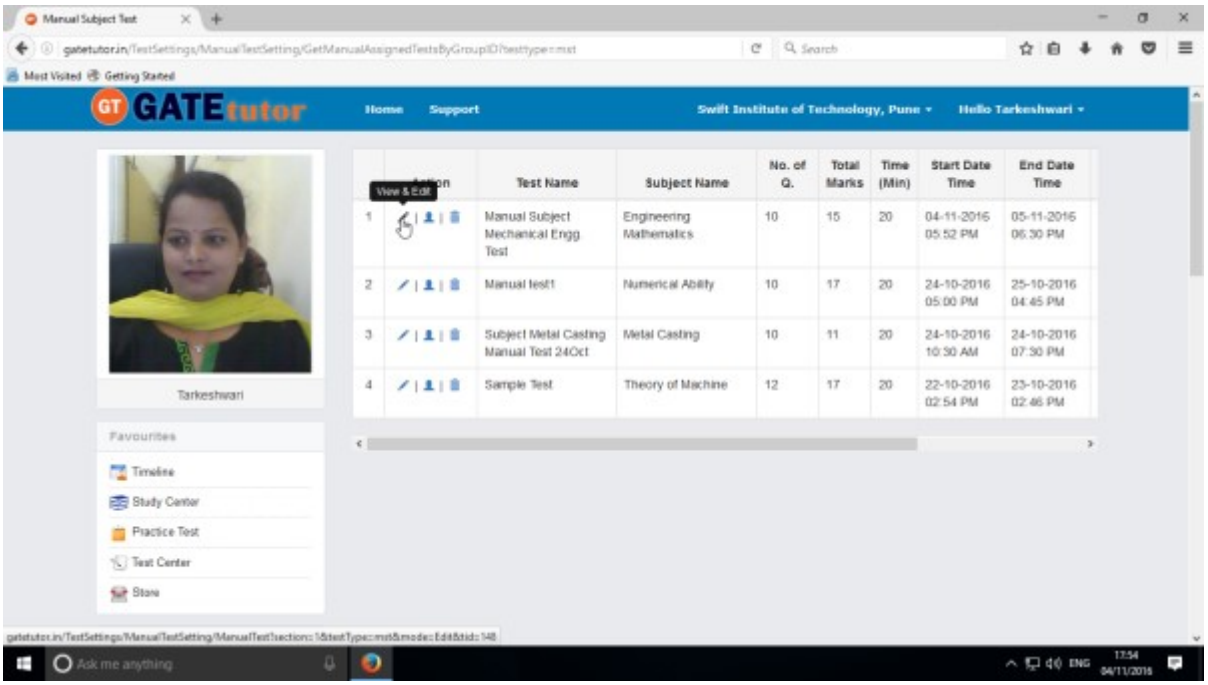
Once you create the test, you can view the created test & assign the test as well by clicking on "**View Created Test**" button



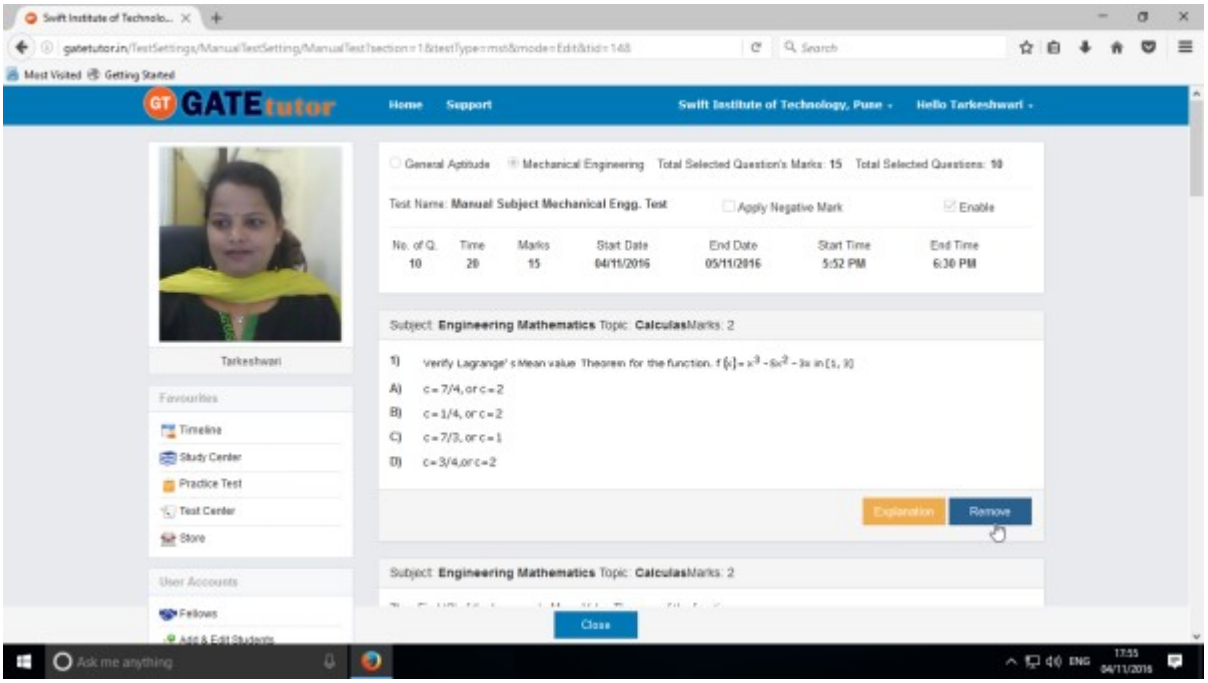


You can Edit, Assign and Delete this test also

Click on "**View & Edit**" option to edit the test

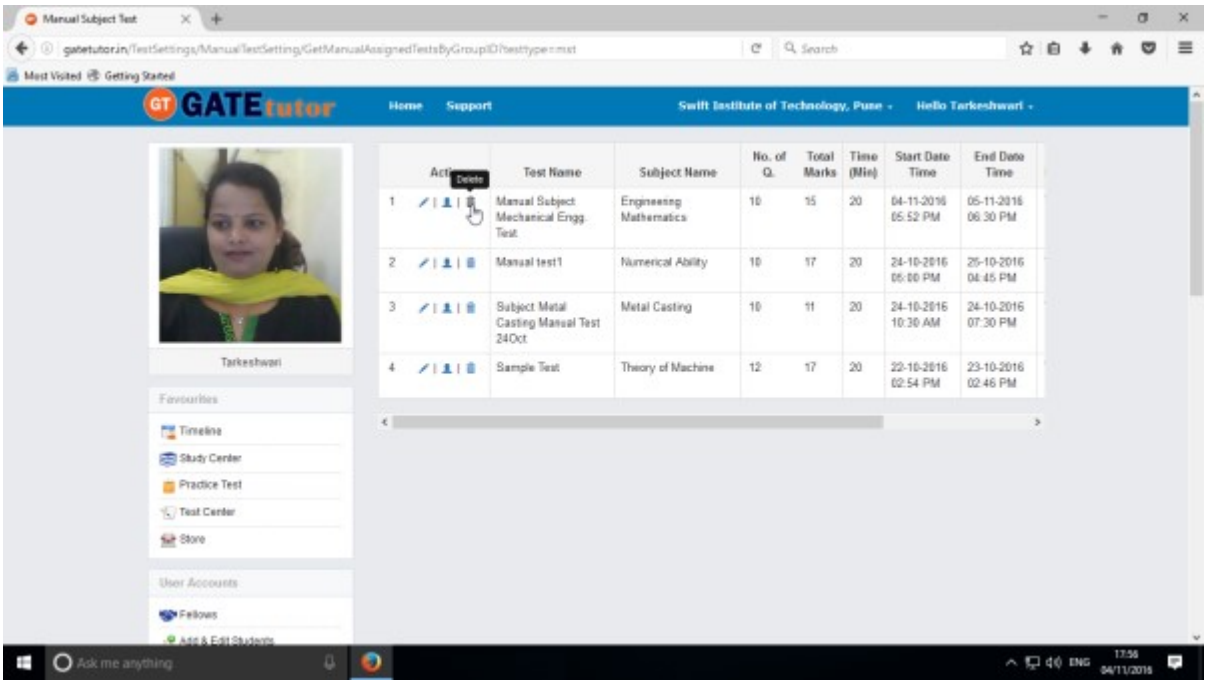


You can remove the questions from test by using "**View & Edit**" option.

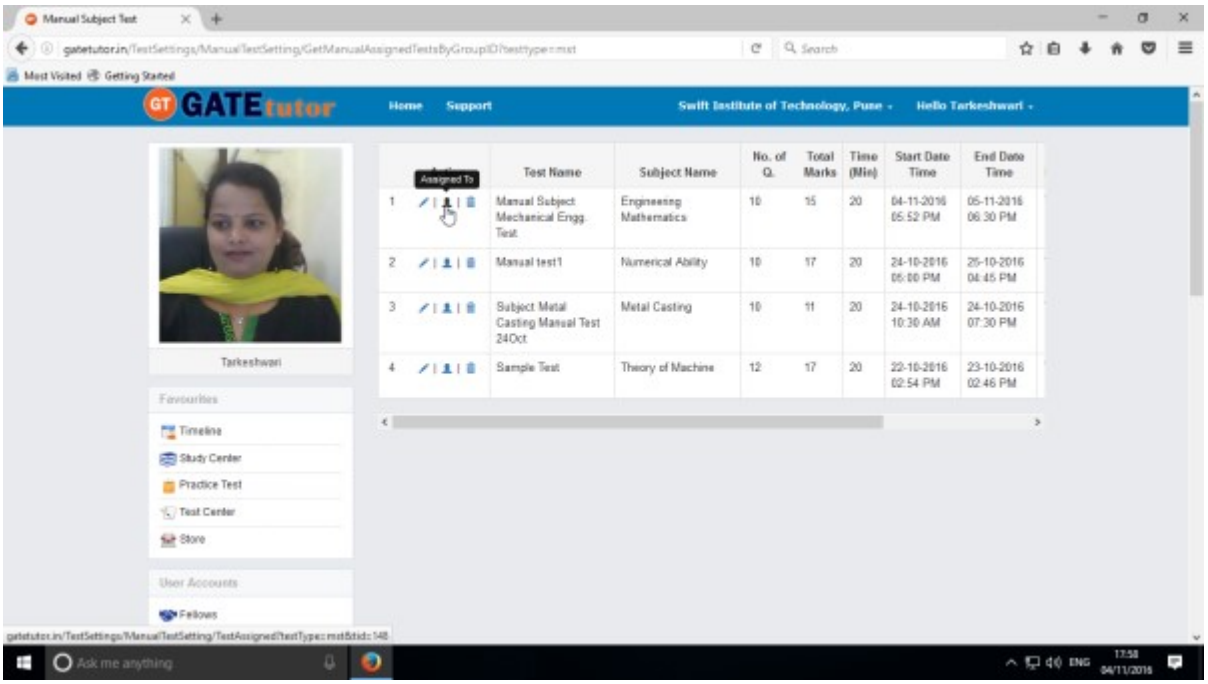


You can check the explanation for that question also. Click on "**Close**" to continue.

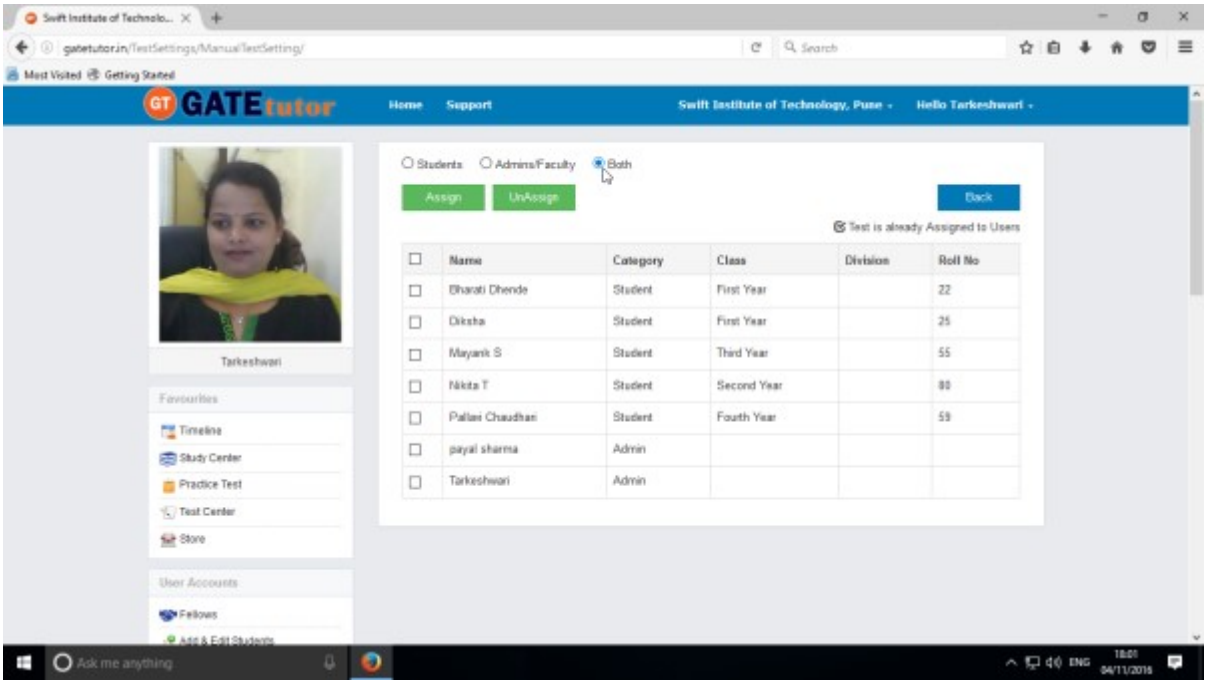
You can also delete the created test by clicking on "**Delete**" icon



You can assign the test to your fellows by clicking the '**Assigned To**' icon as follows

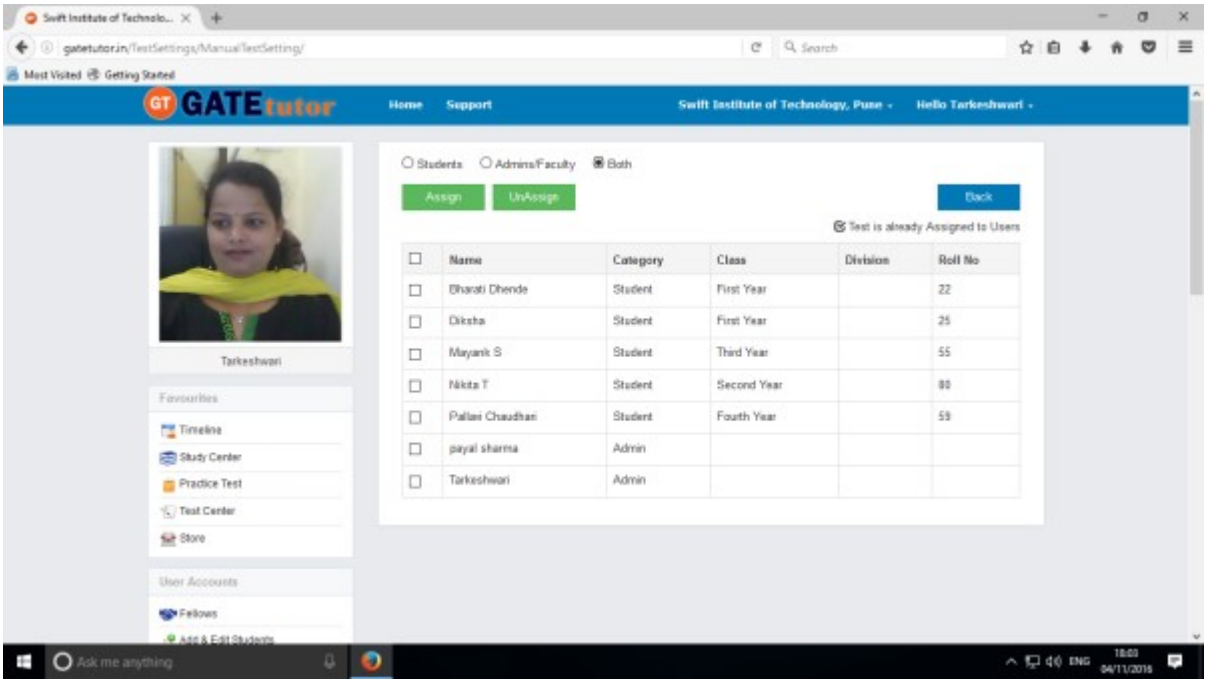


You can assign the test to your students, Admins/Faculty and both also

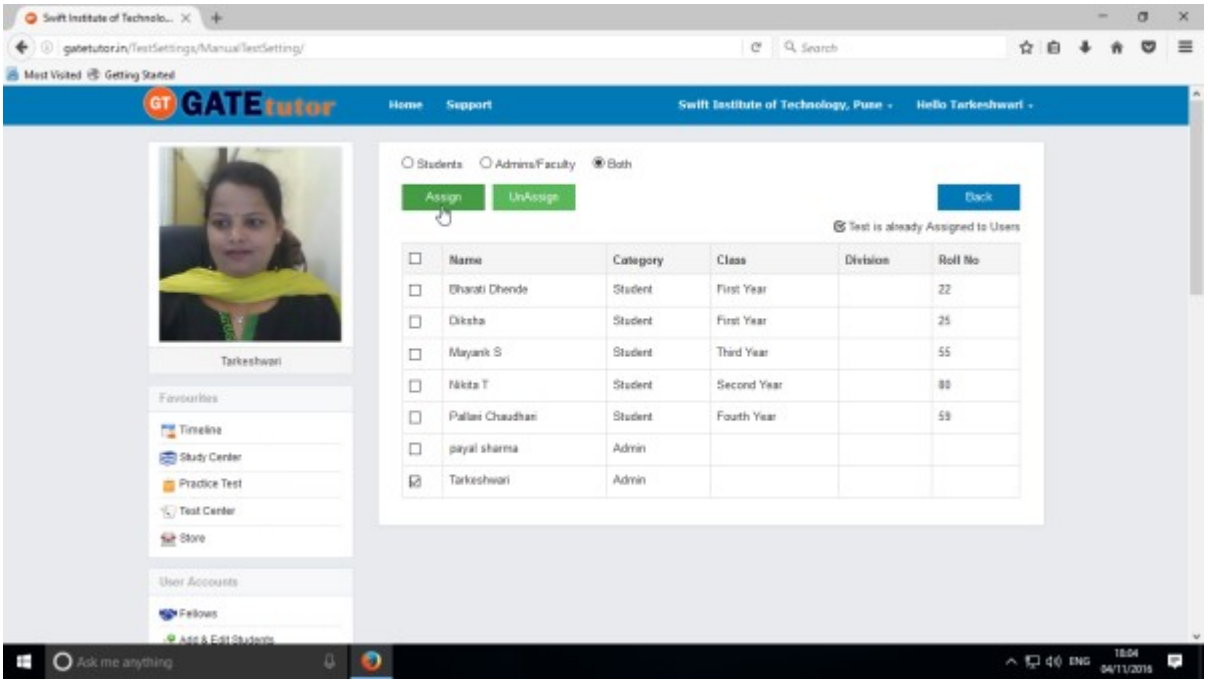


Click on both to assign the test.

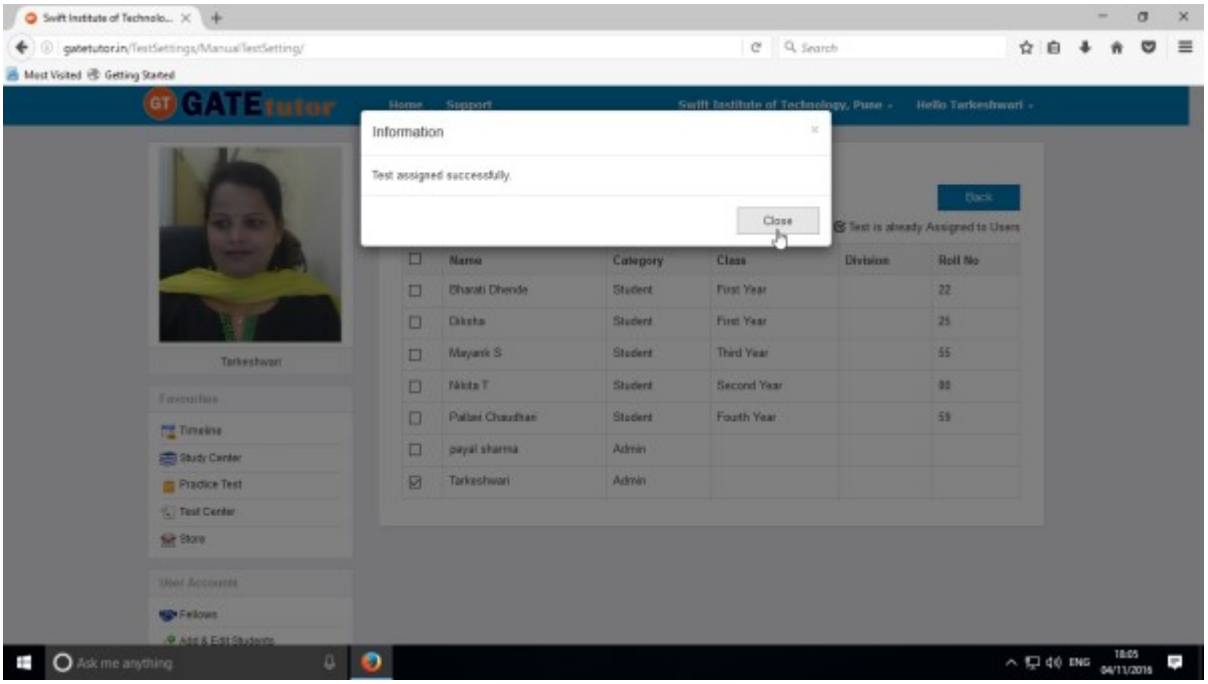
Now choose the names to which you want to assign the test



Now, click on “**Assign**” to assign test.

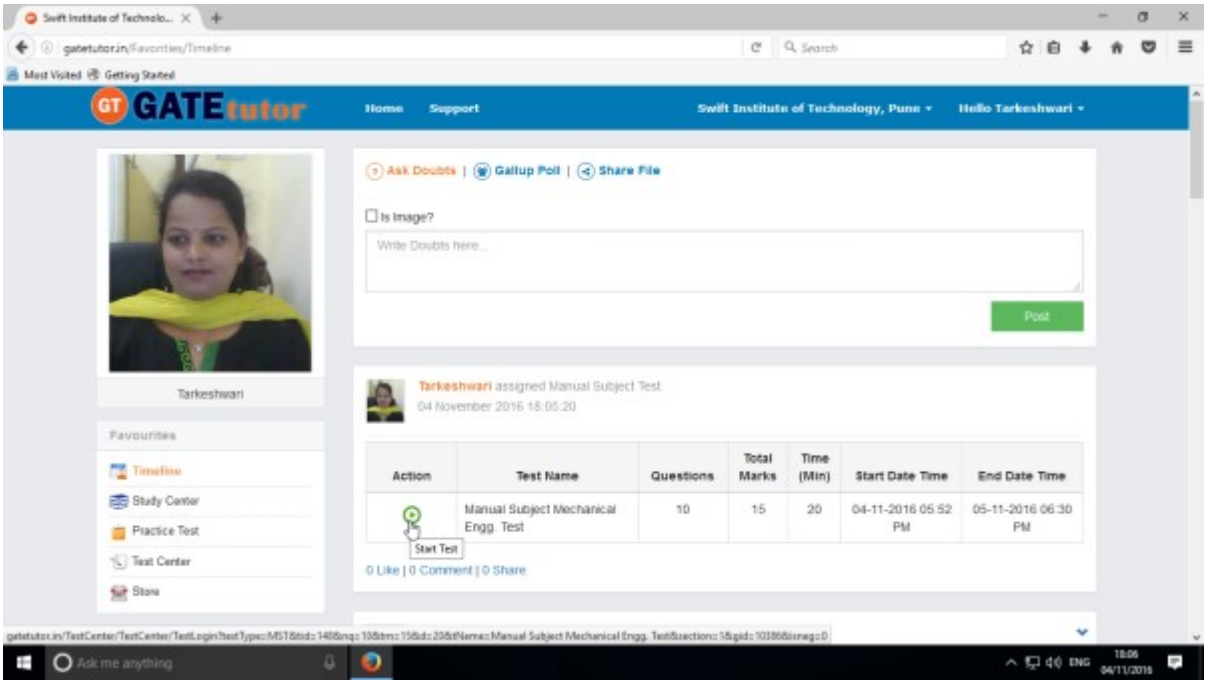


Test will be assigned successfully.

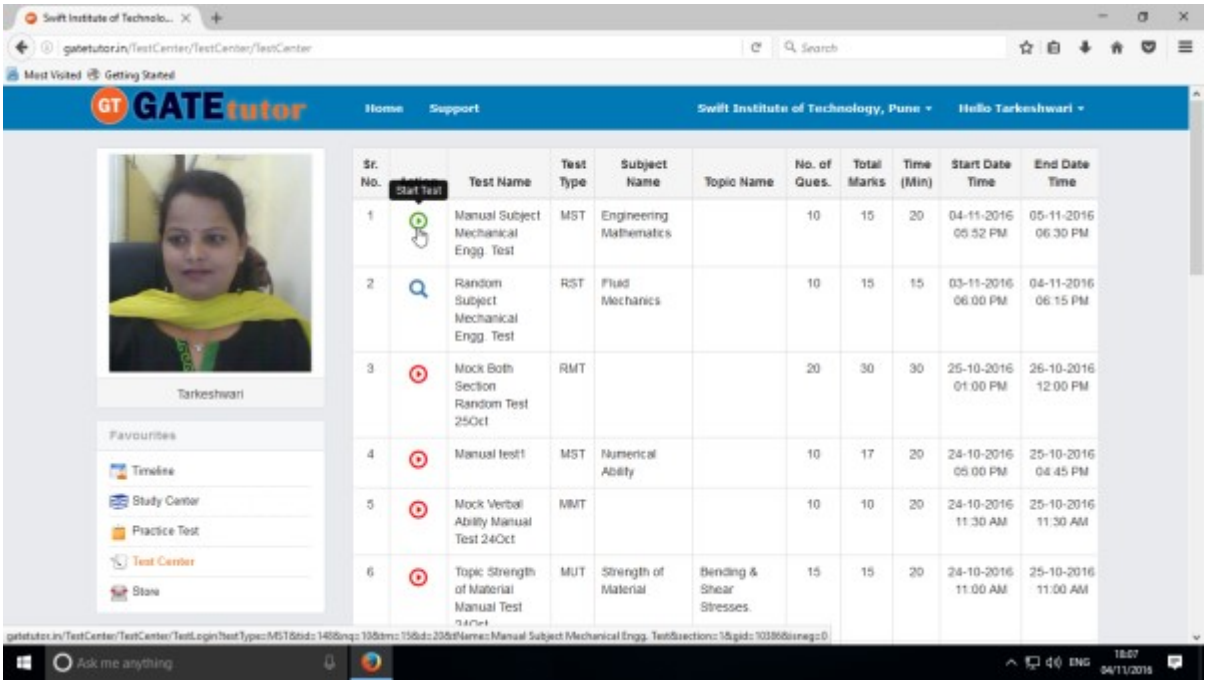


Click on **“Close”** to continue.

You can start the assigned test from your college timeline.

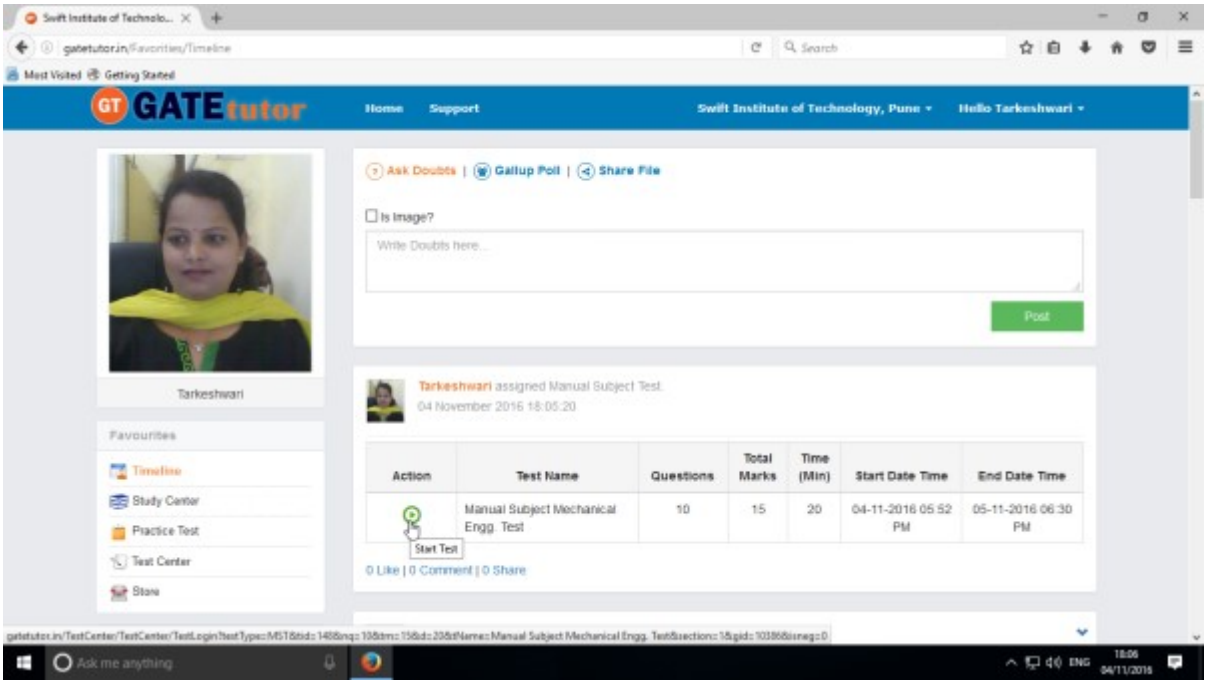


Assigned test is shown in **"Test Center"** also.

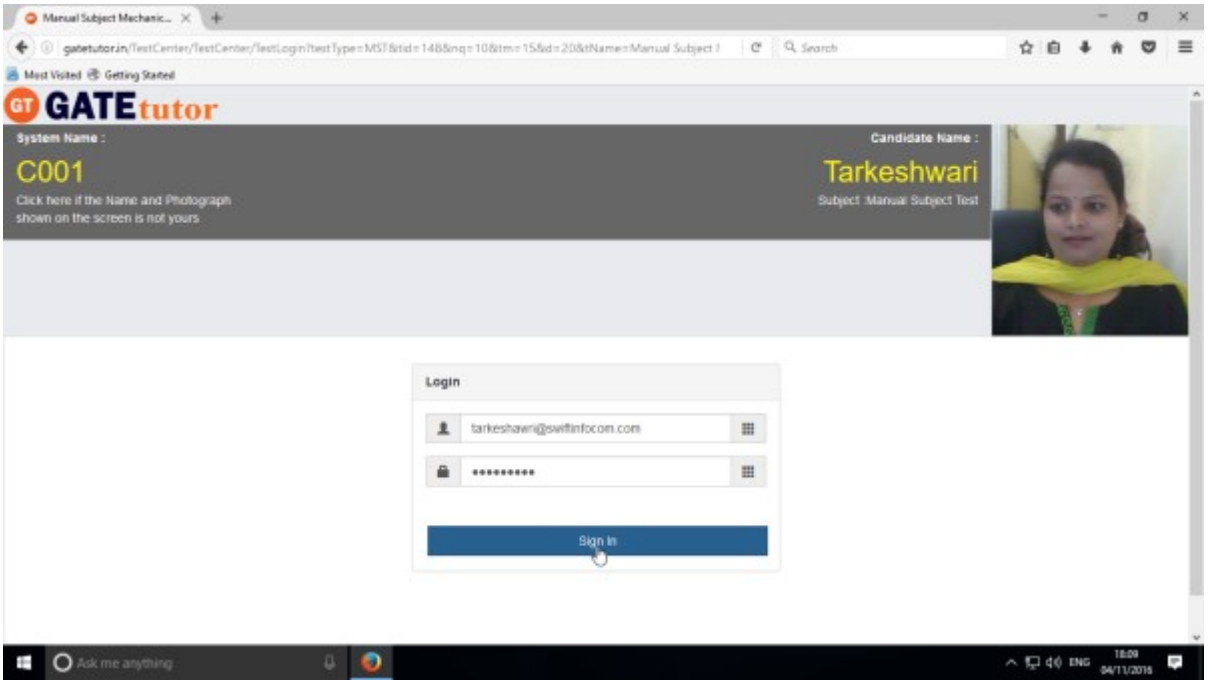


You can attend the test from both on Timeline and Test center also.

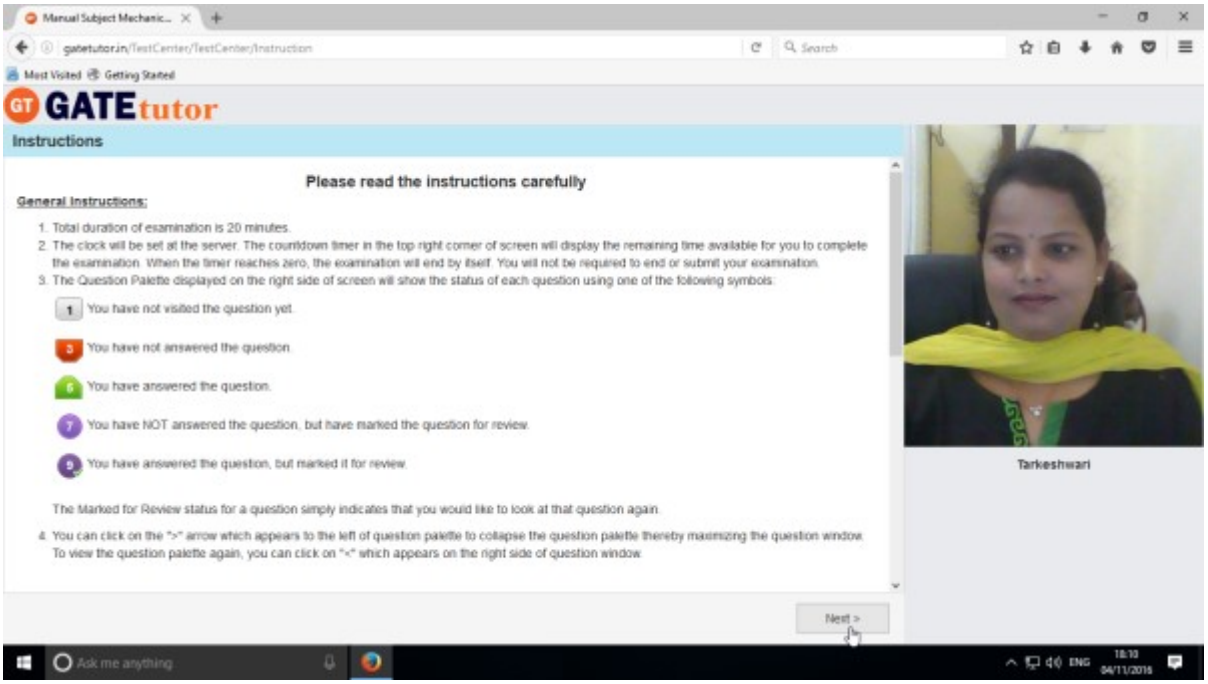
To start test from timeline, click on “**Start Test”**



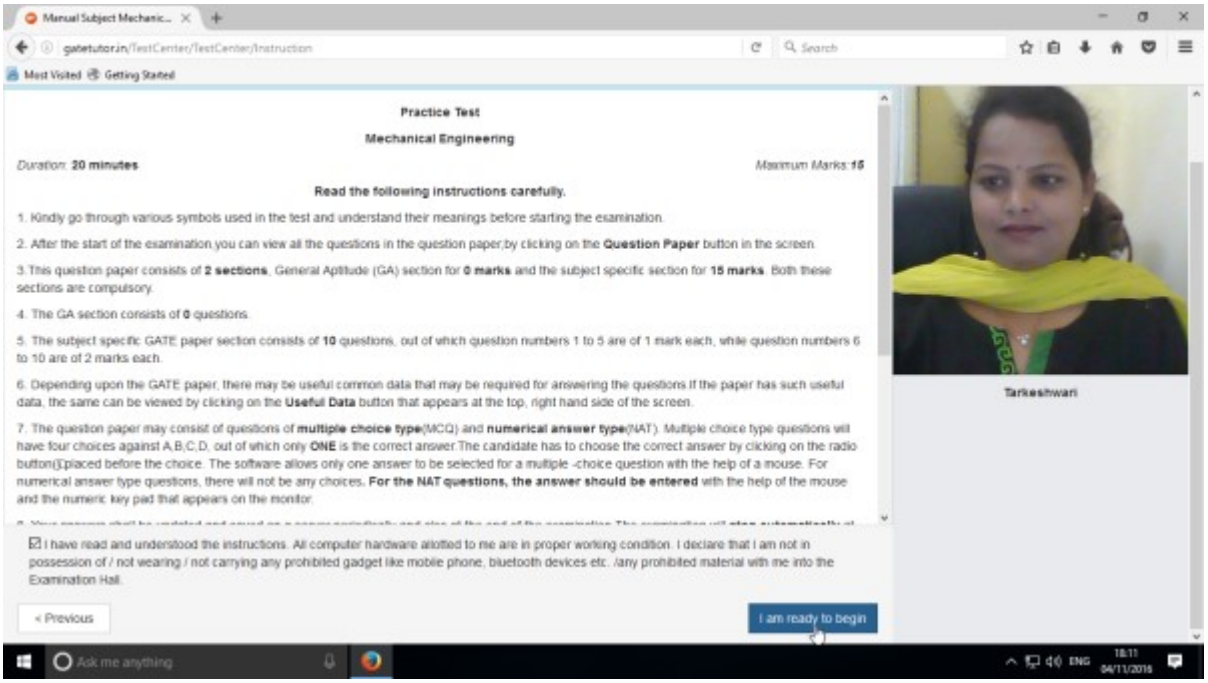
Click on “**Sign In”** to attend the test

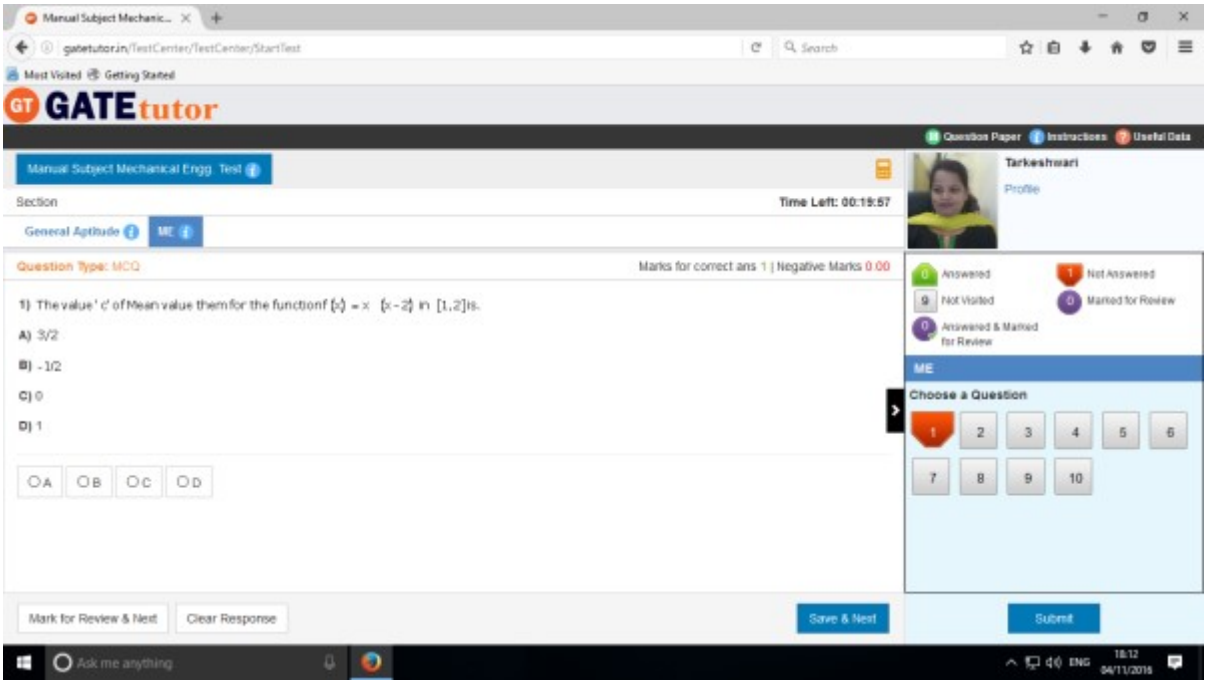


You will appear the following window

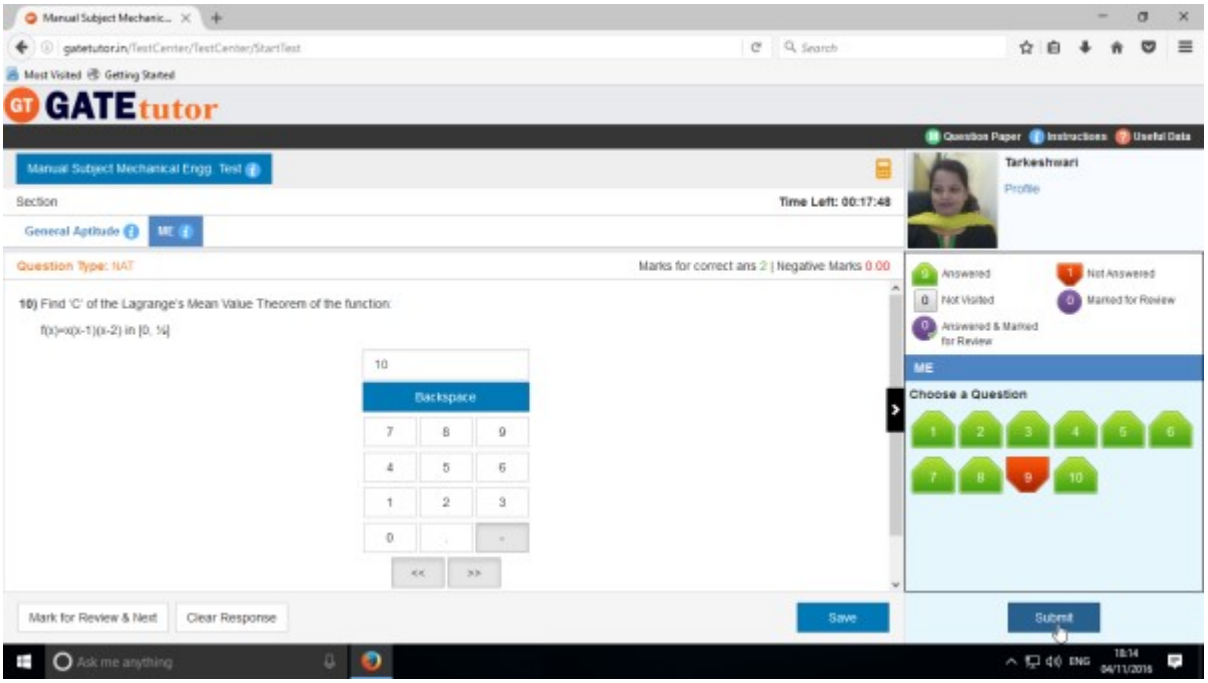


Click on "**I am ready to begin".**



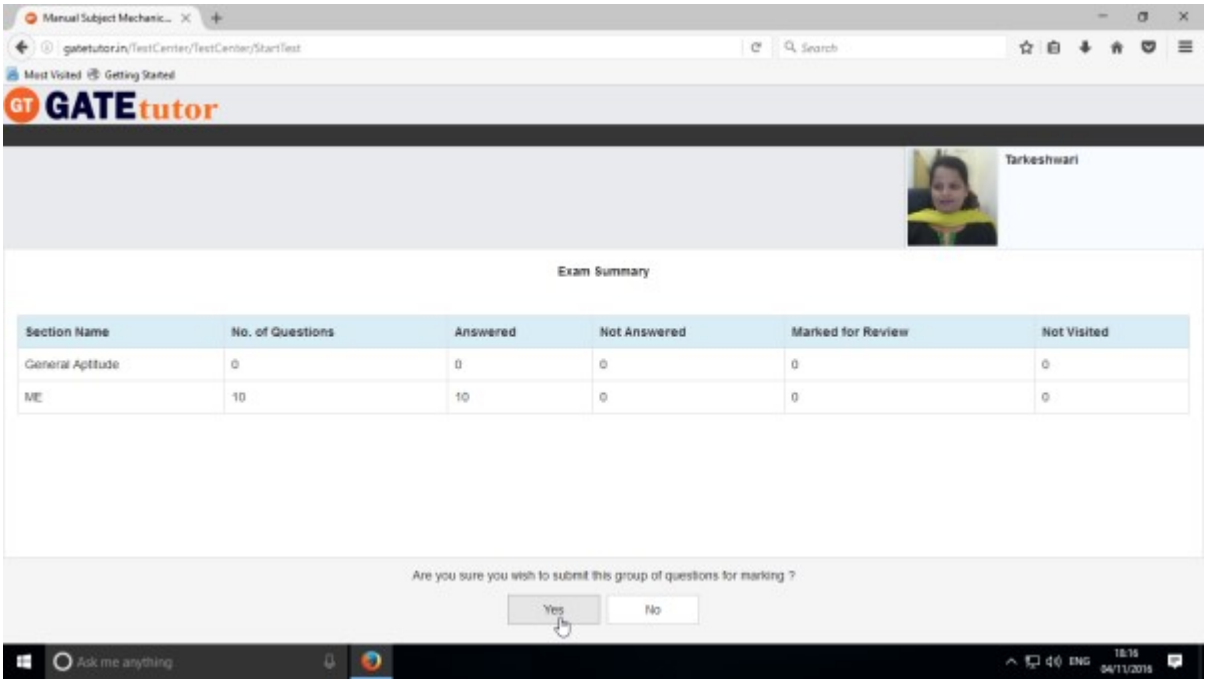


The manual subject test appears as above.

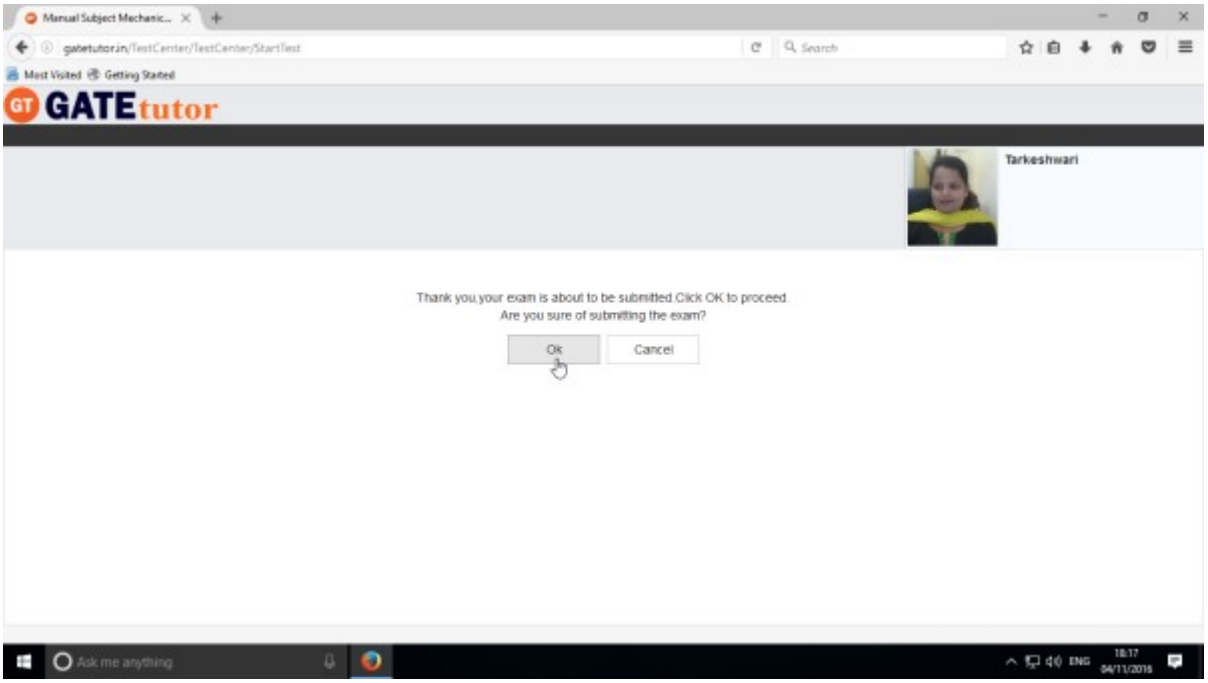


Attempt the test and click on **"Submit"** to save the test.

You will get the exam summary about your test.

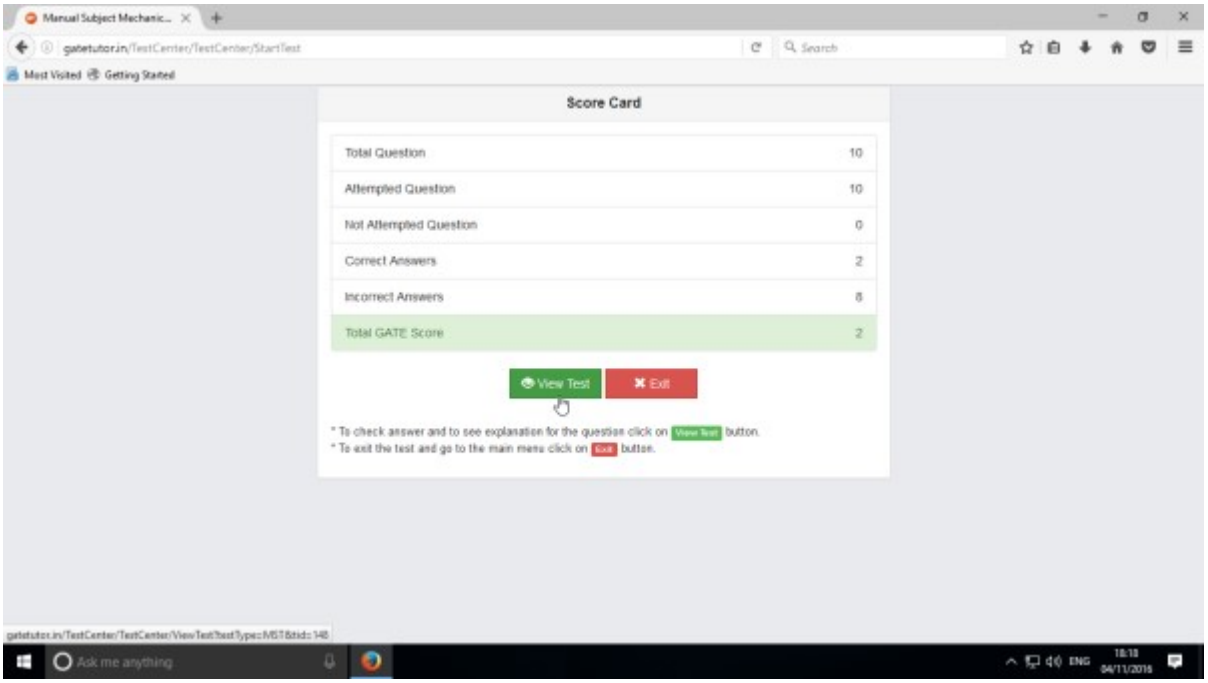


Click on "**Yes**" to submit the test.



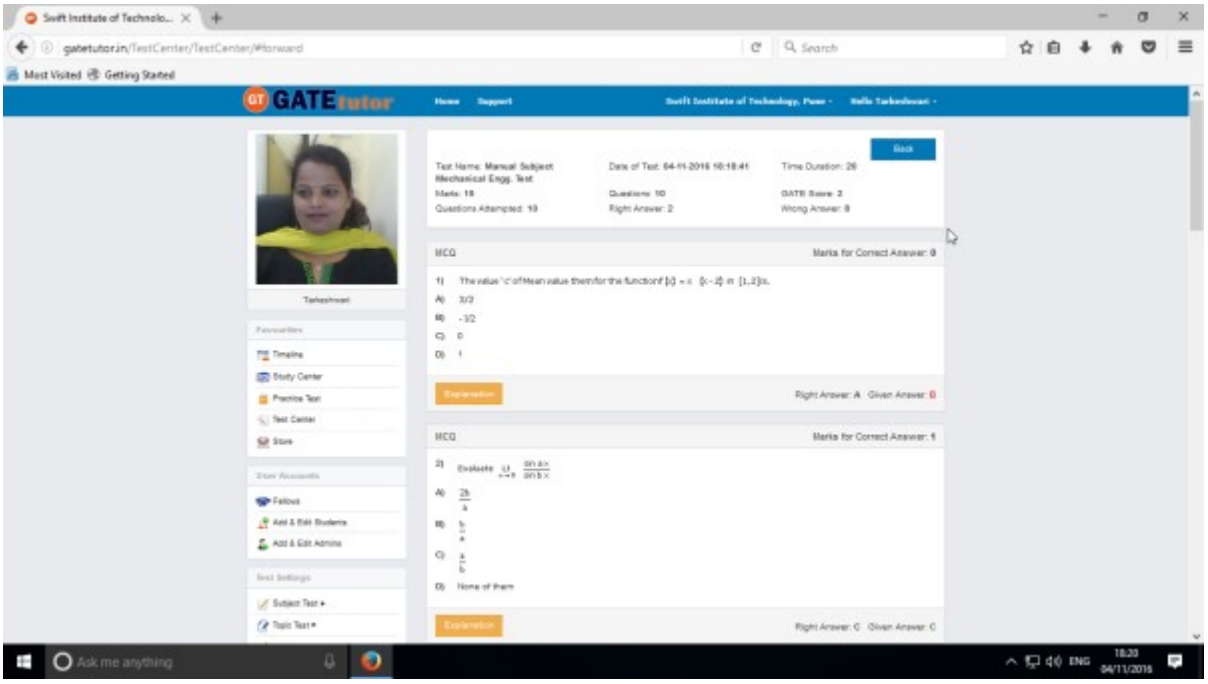
Click on "**OK**" button to proceed.

You can click on **"View Test"** or **"Exit".**

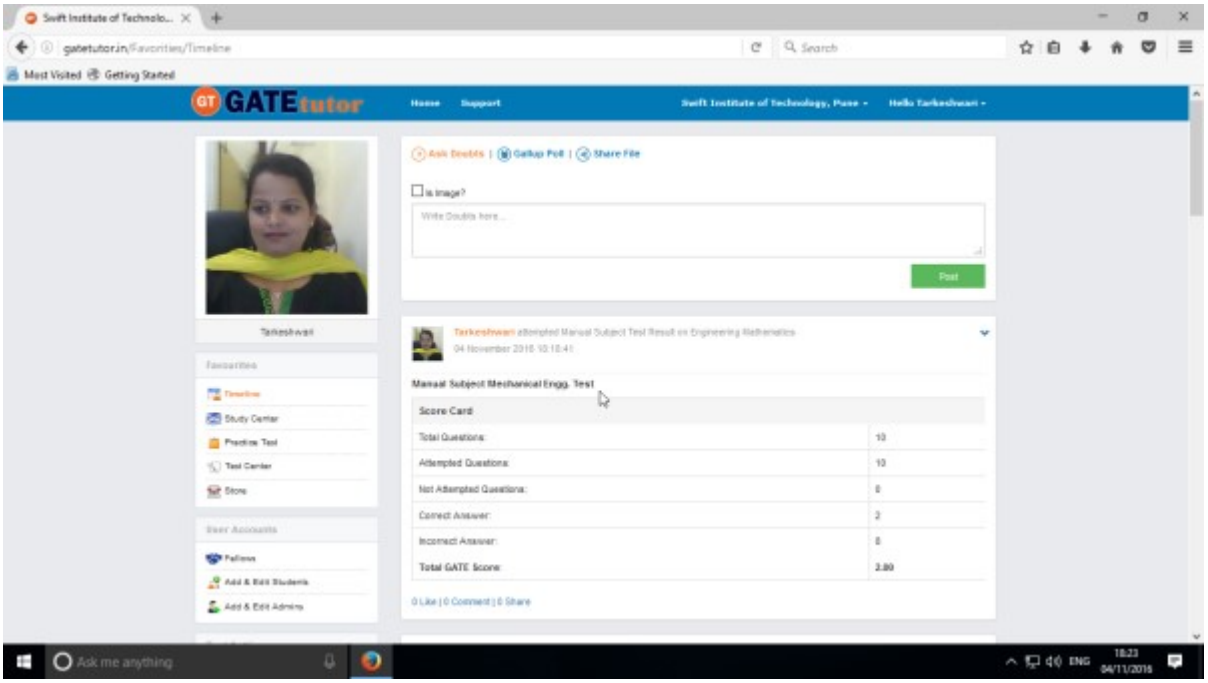


Click on "**View Test**"

Given test will be seen as follows.



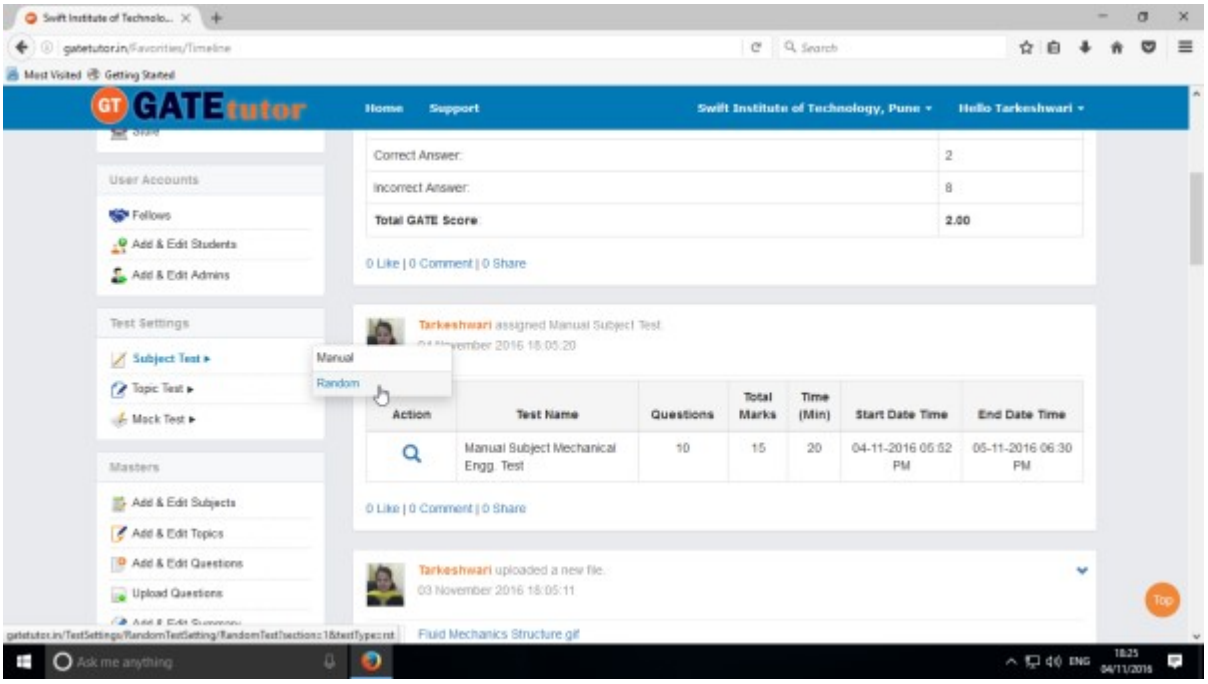
Click on "**Timeline**" to see the test results on college timeline.



You can check the test results as above.

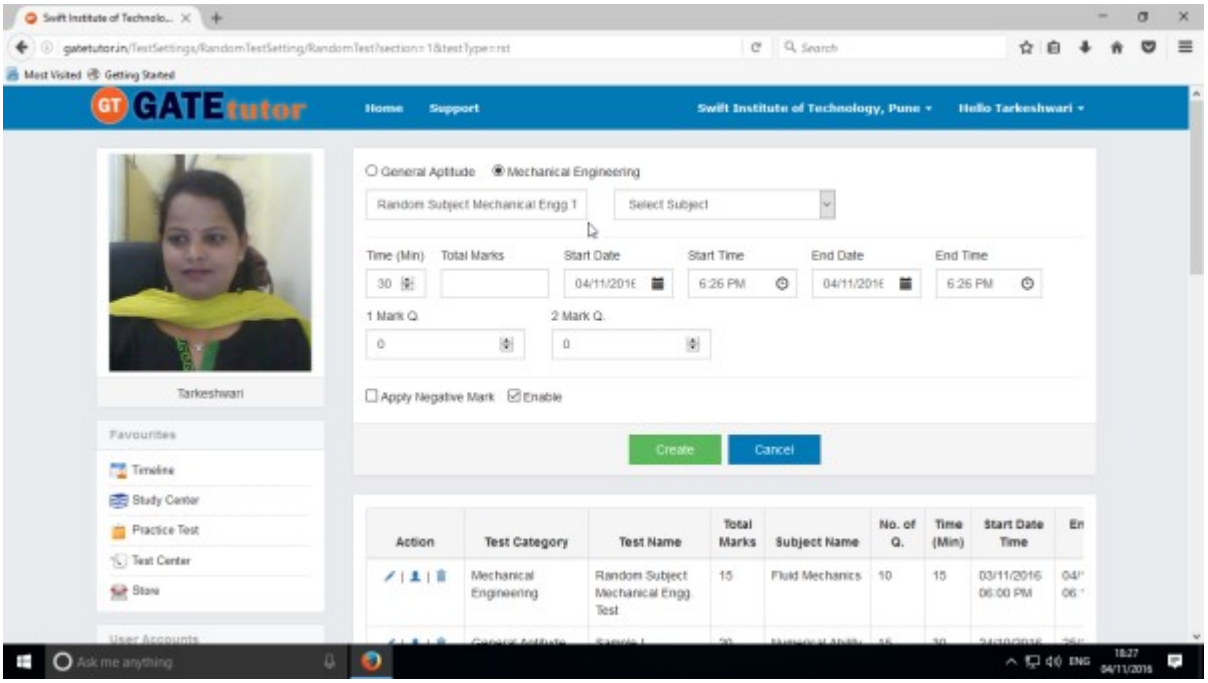
b) Random Subject Test

In the Random subject test, you can create the test randomly where GATEtutor chooses the questions from various topics under the subject.

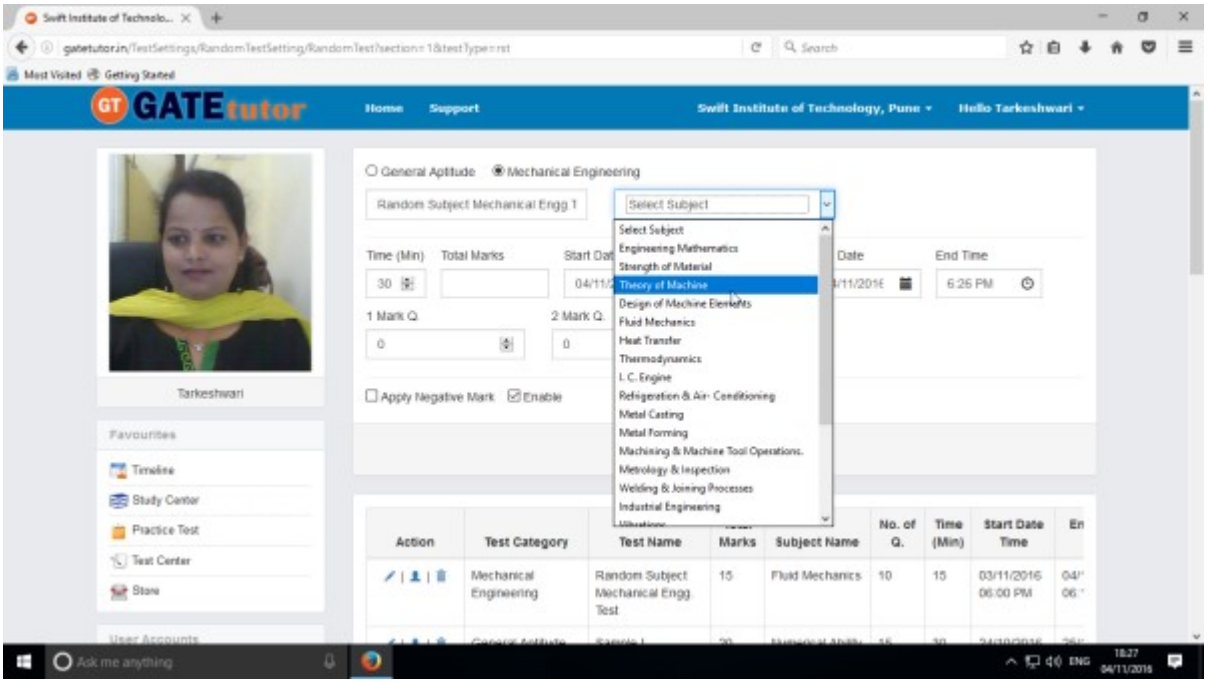


Click on "**Random**" to create a test.

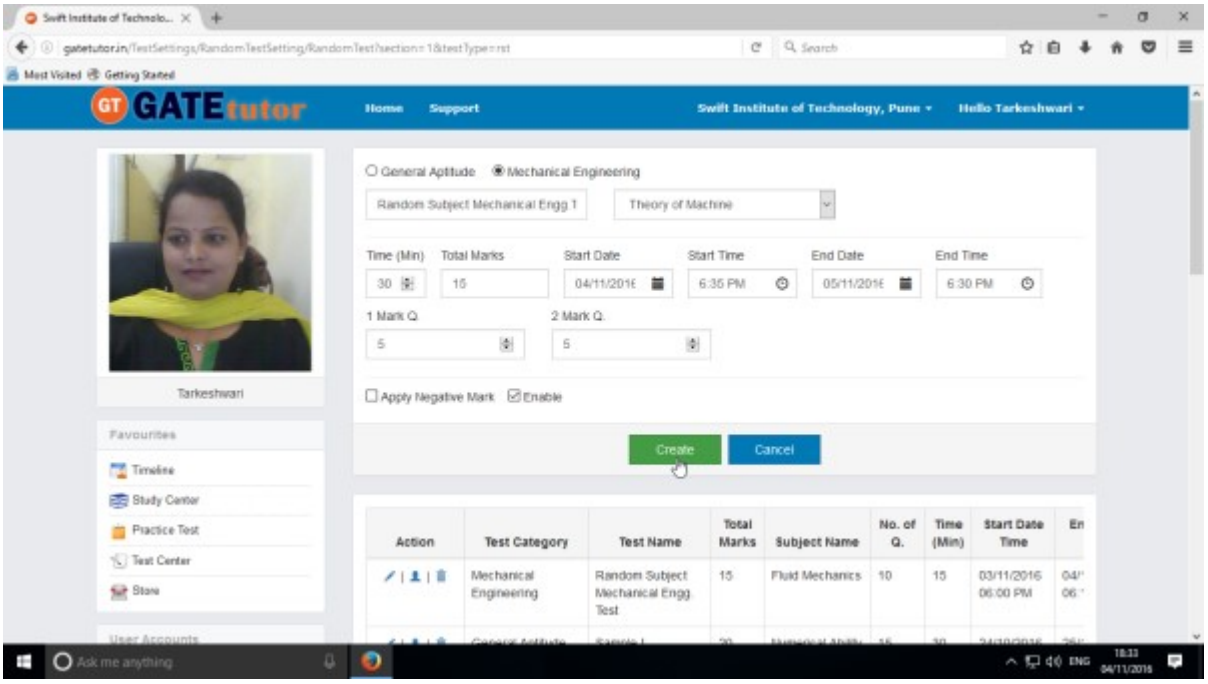
Write a test name.



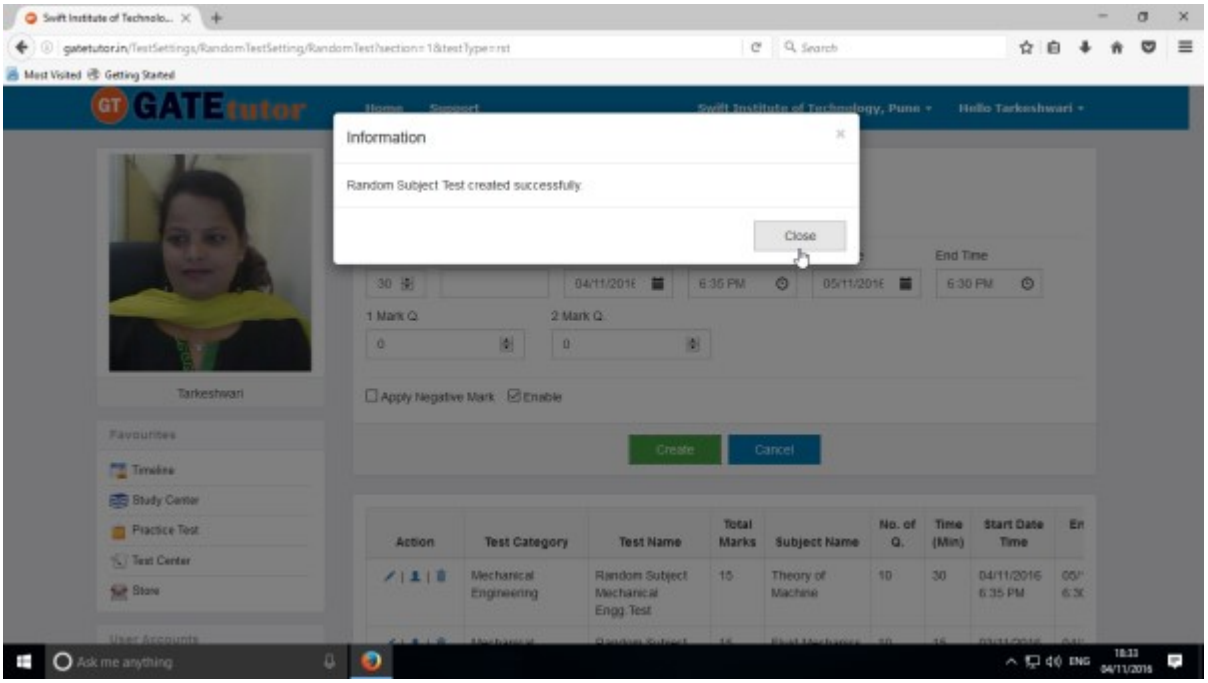
Choose the Subject for the Test



Fill all the details like Time, Total Marks, Start & End date with Time, 1 Mark & 2 Marks questions & you can also apply negative marking method for the test.

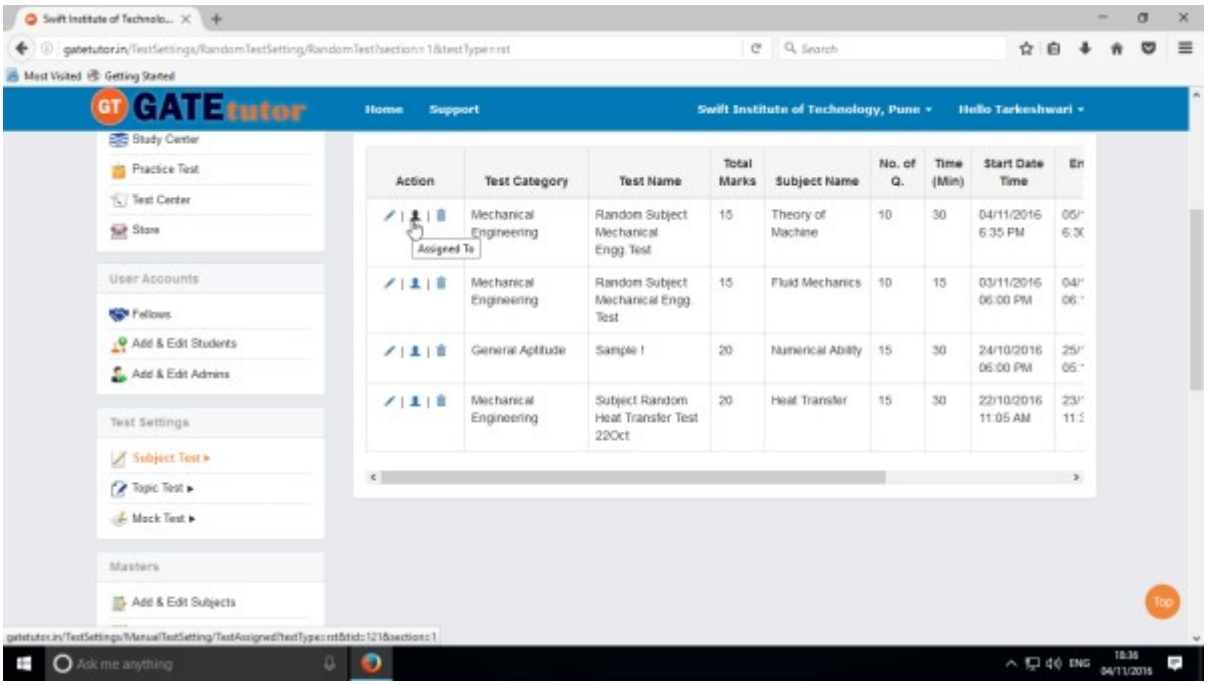


Click on **“Create”** to create the test.

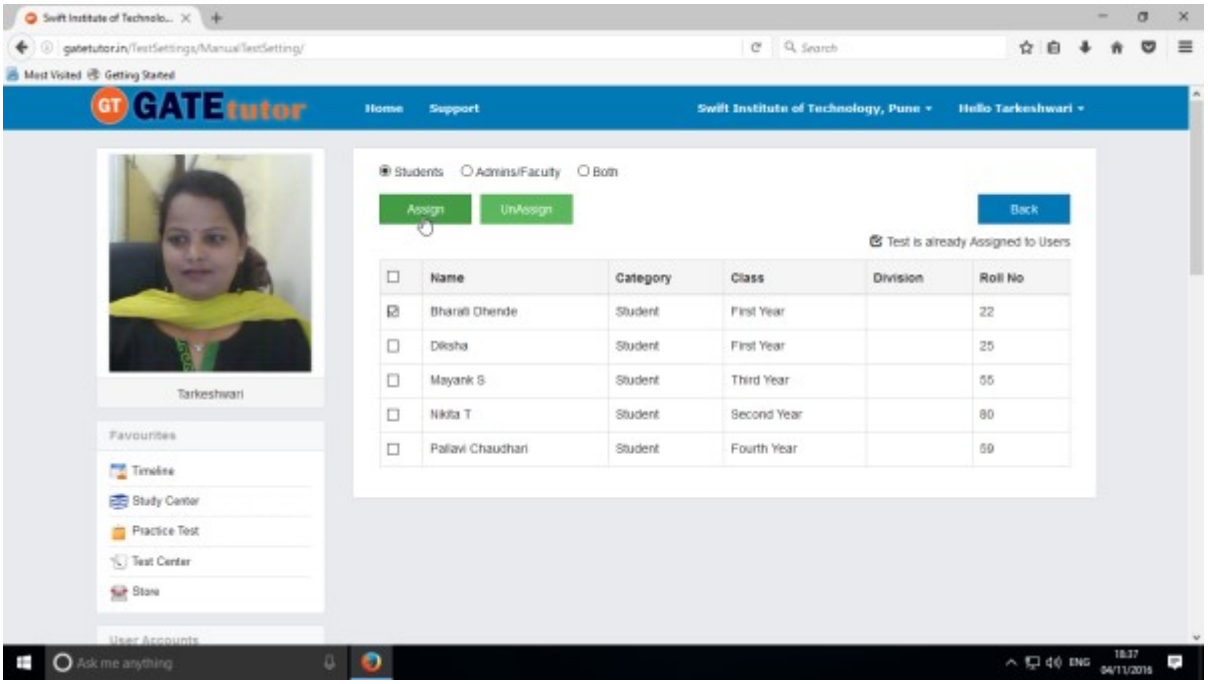


Random Subject Test created successfully. Now click on "**Close**" to continue.

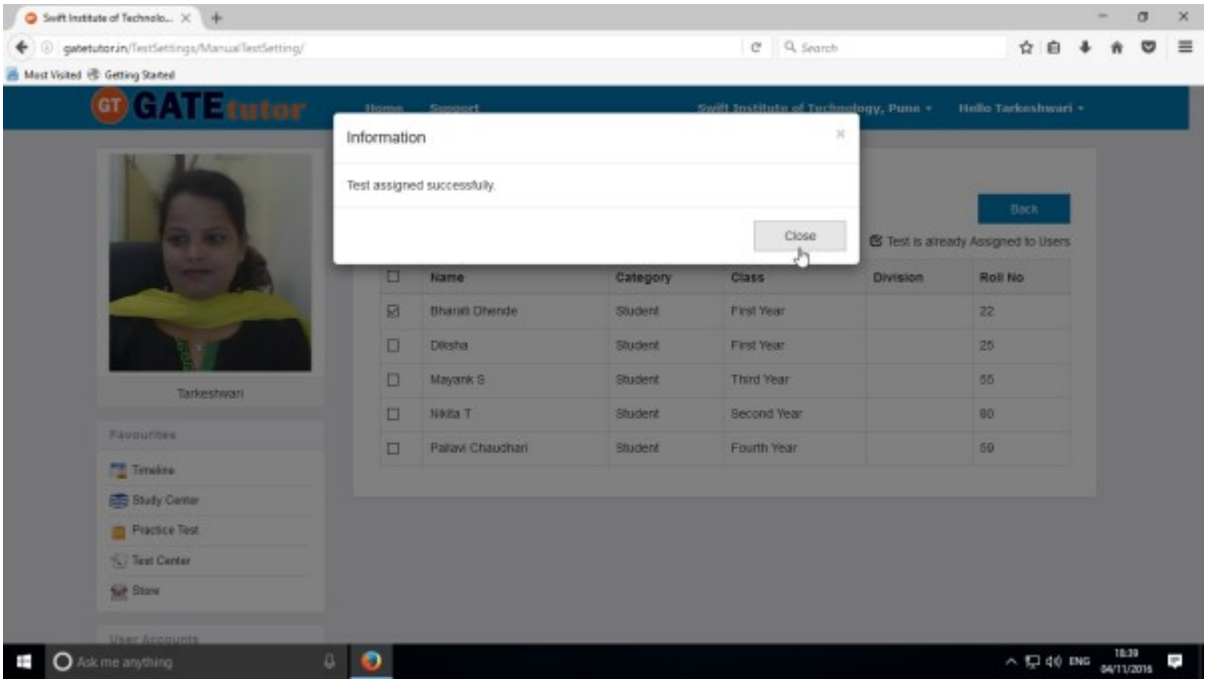
Click on **"Assigned To"** to assign the test.



Select student names to whom you want to assign the test and click on **“Assign”**

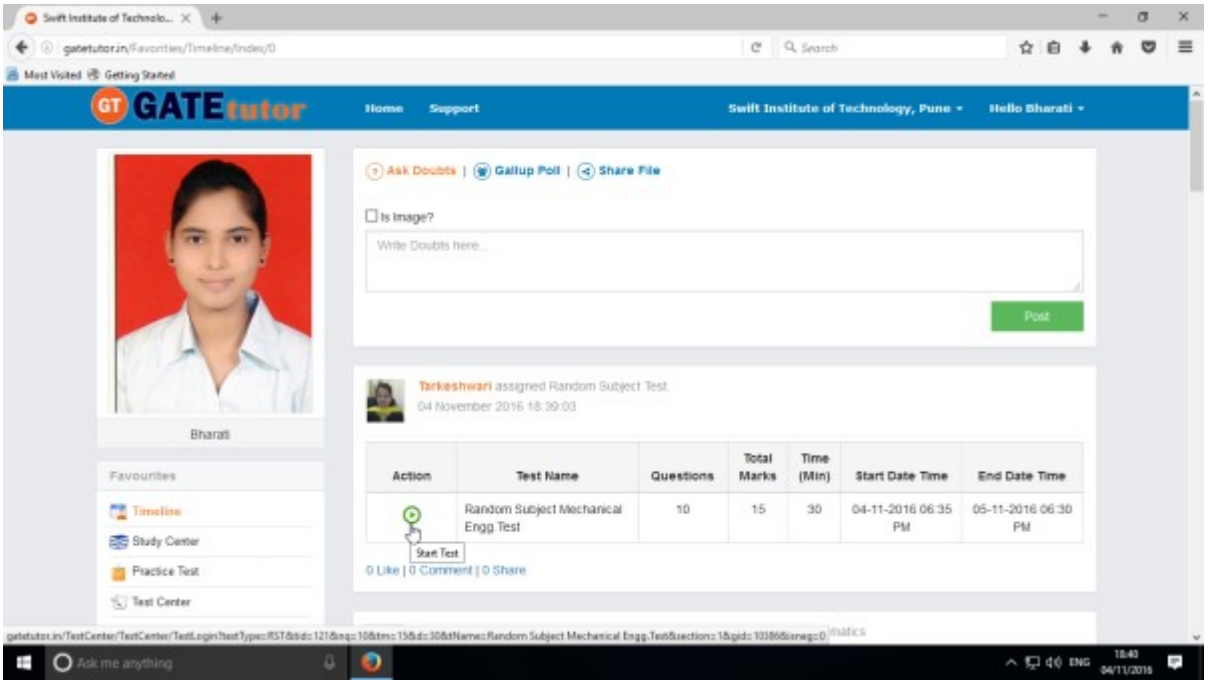


Test assigned successfully to the selected student.

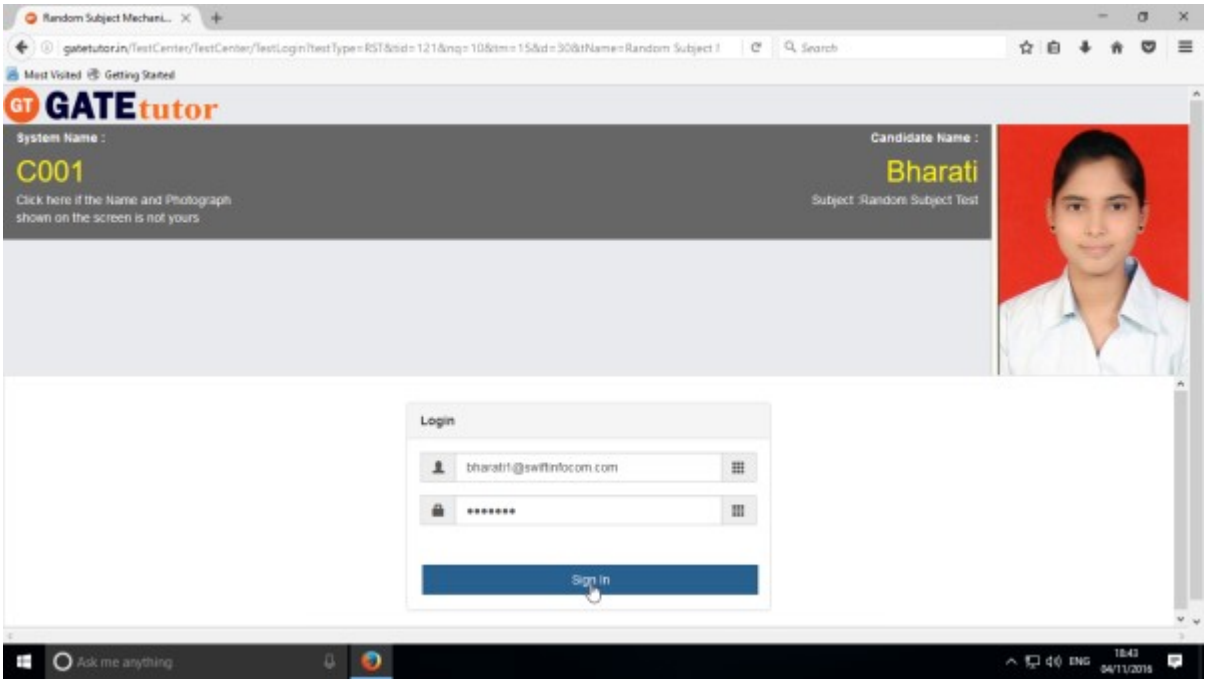


Click on “**Close**” to continue.

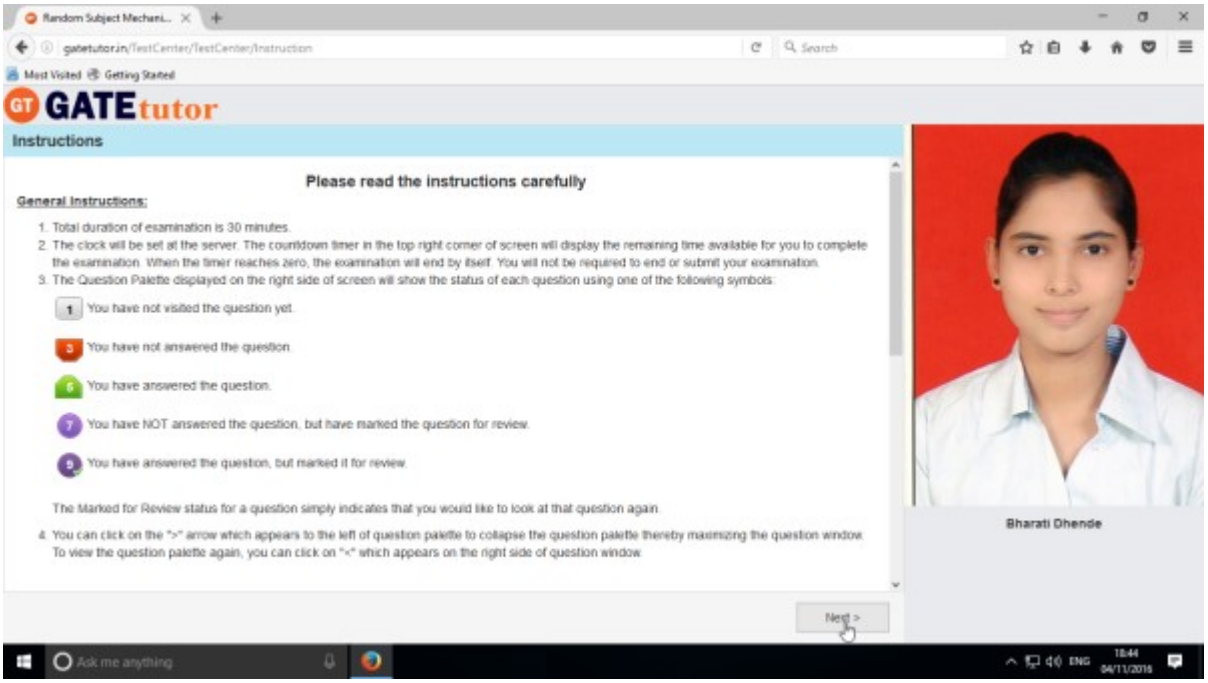
Check the assigned test on student's college timeline.



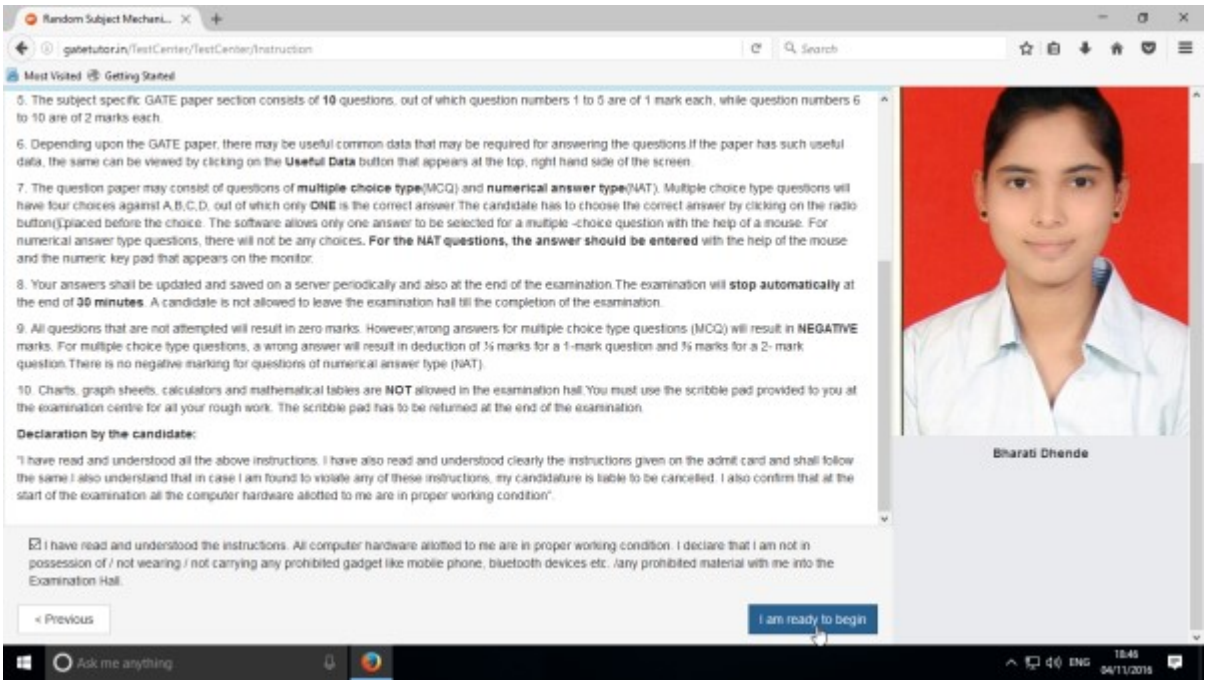
Click on "**Start**" to attend the test as above.



Click on "**Sign In**" to attend the test.

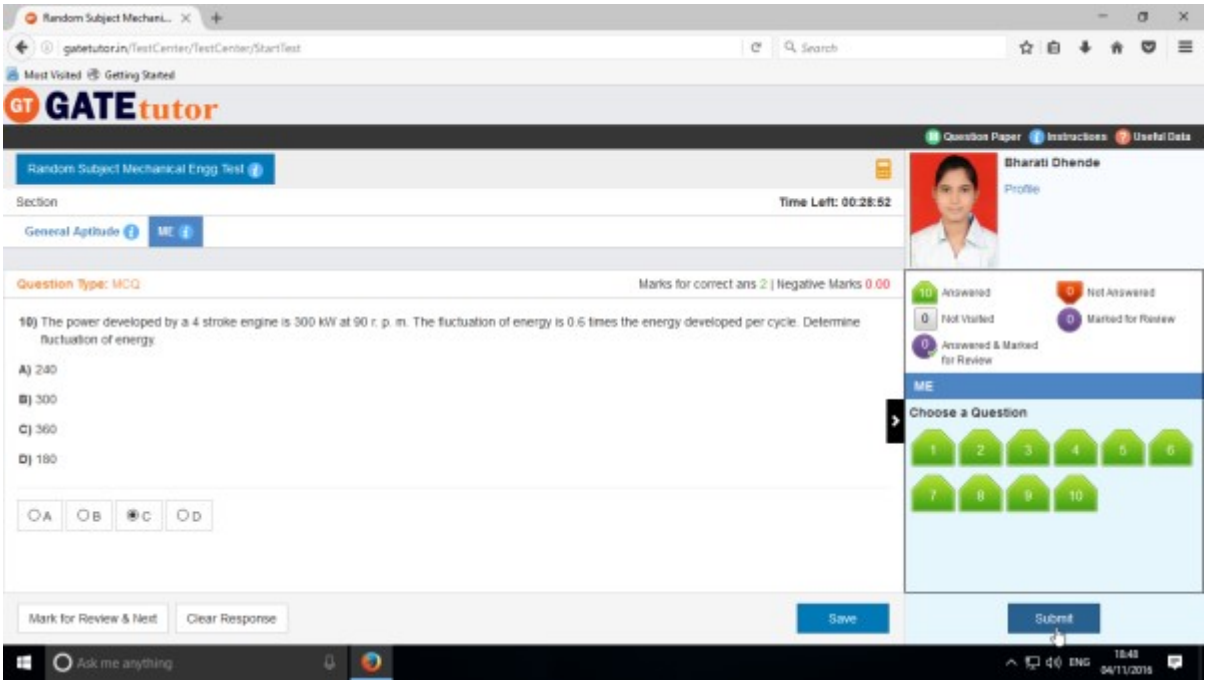


Click on “Next” to continue.

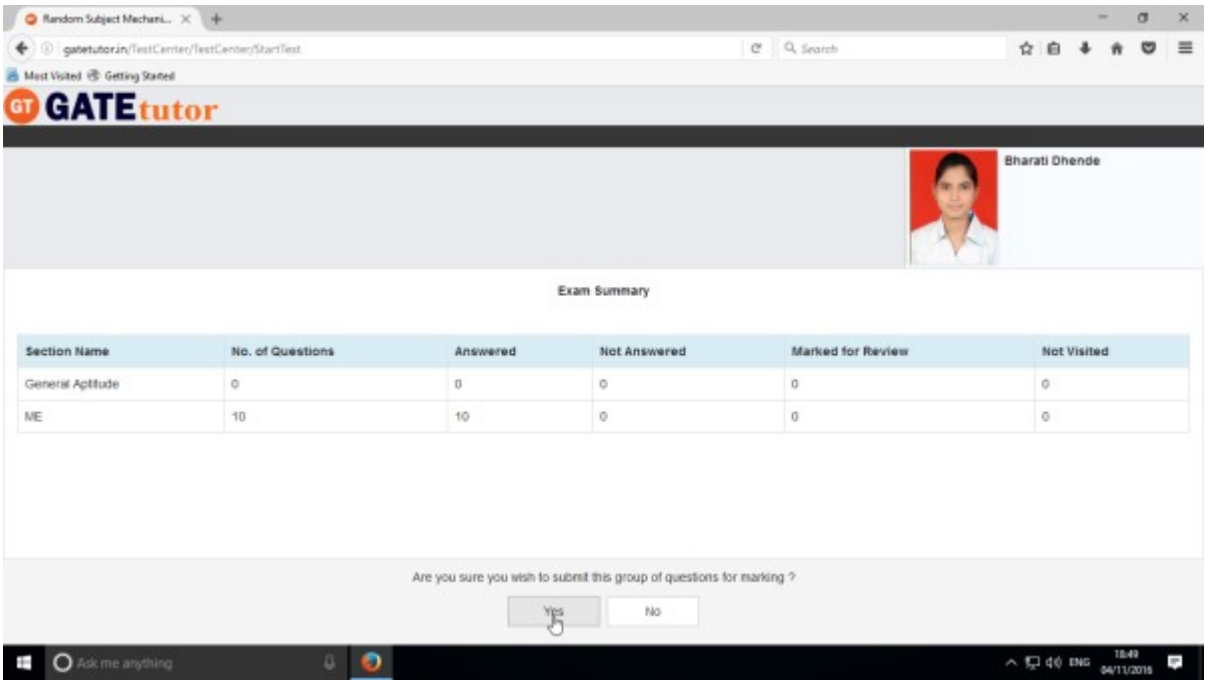


Click on “I am ready to begin” to continue

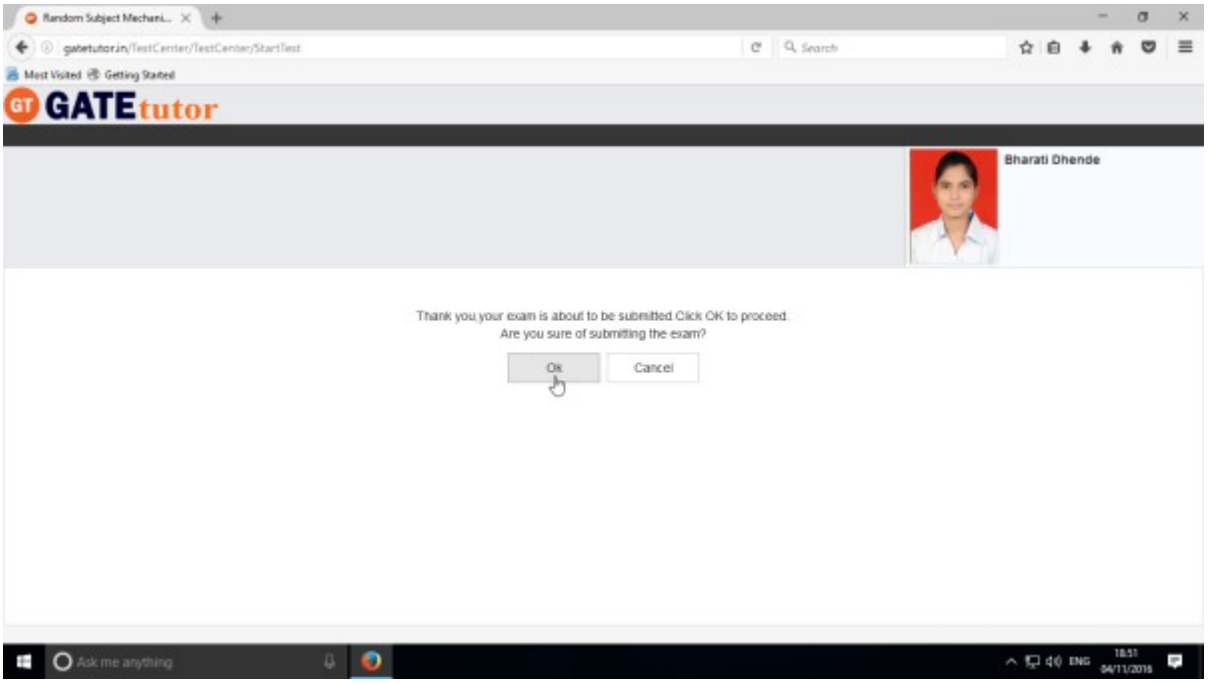
You will appear a test as follows, attempt all the questions.



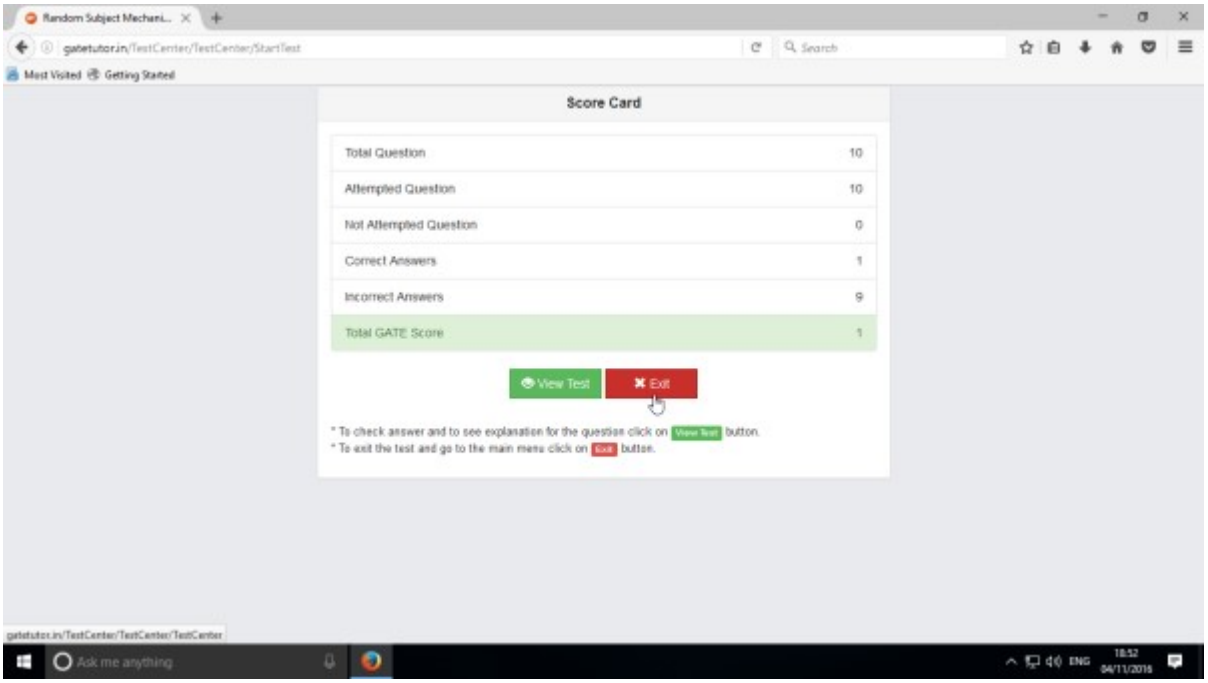
Click on "**Submit**" to save & finish the test.



Click on "**Yes**" to continue.

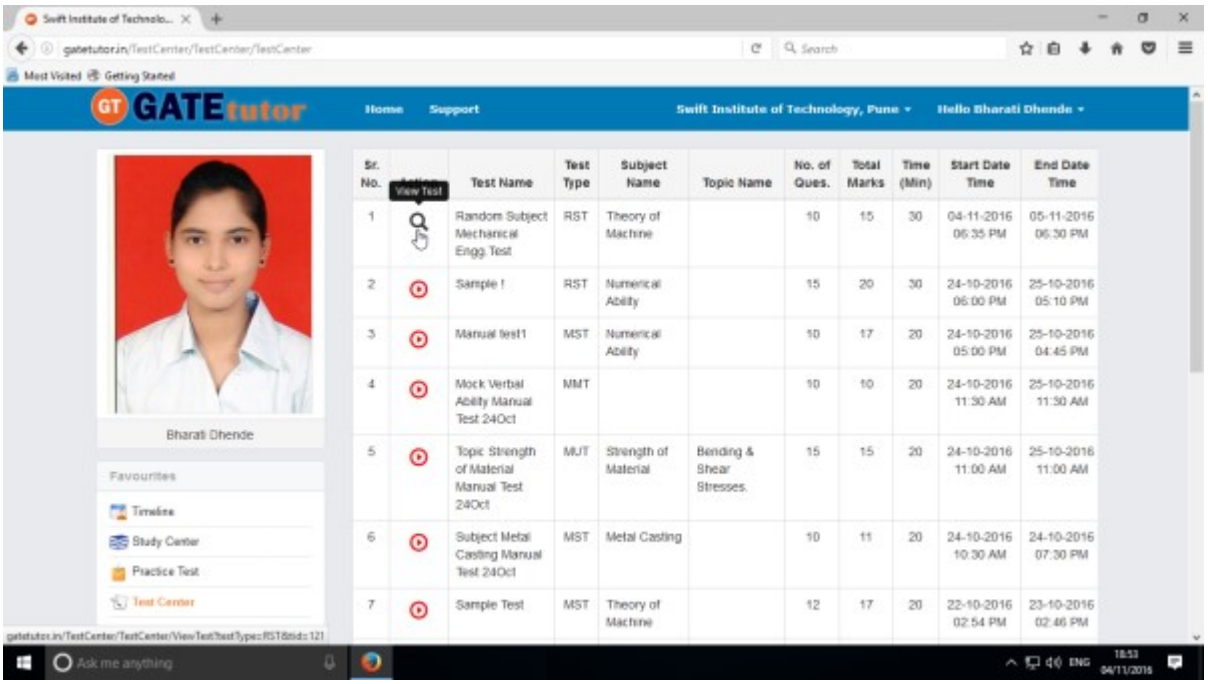


Click on “OK” to proceed.



Click on “**Exit**”

When you click on “**Exit**”, you will redirect to test center as follows.

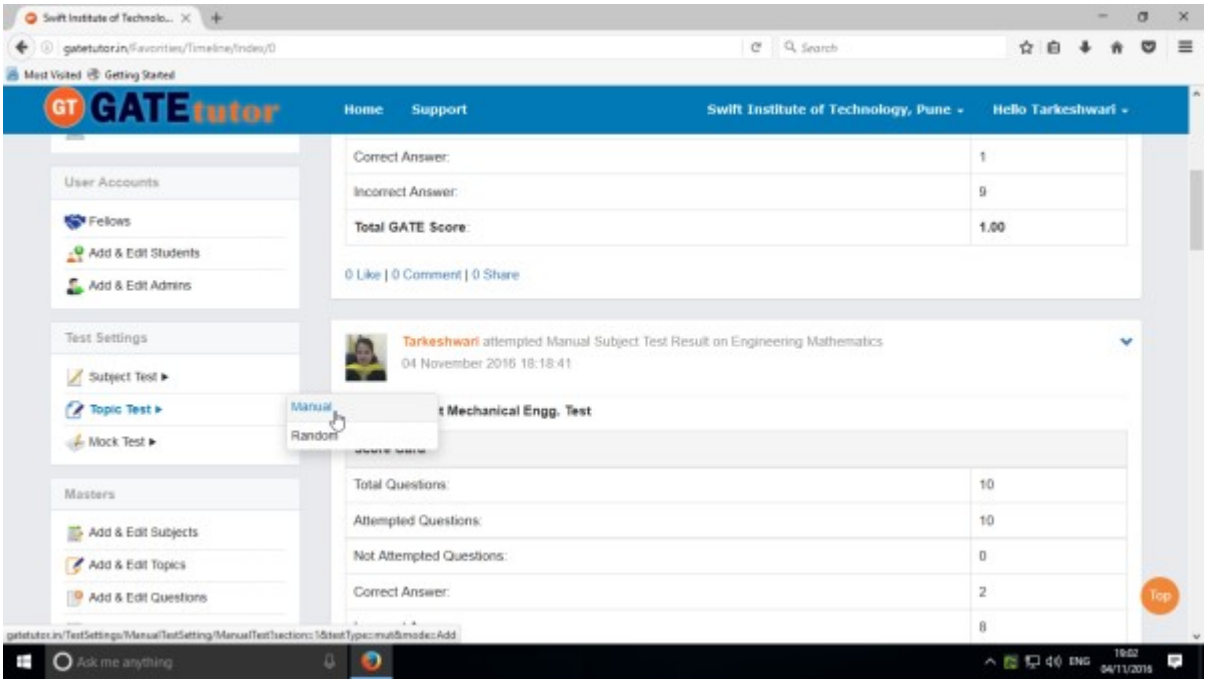


You can view the given test, when you click on “**View Test**”.

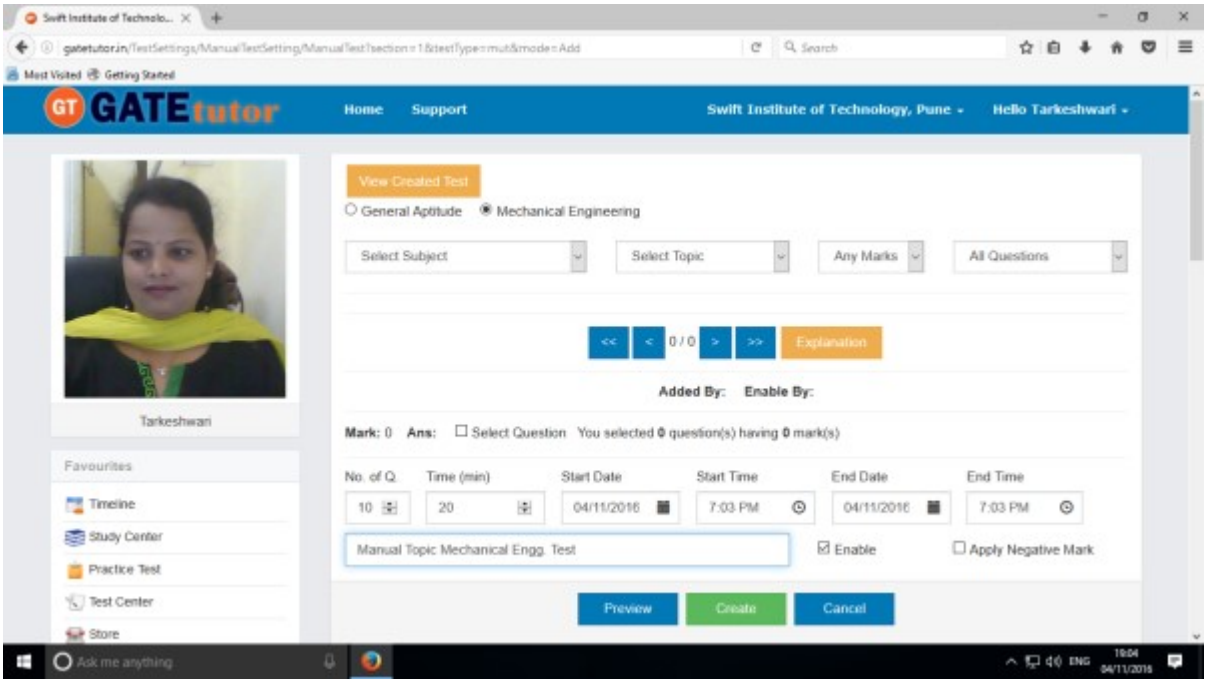
Test results will appear on college timeline as well.

2. Topic Test

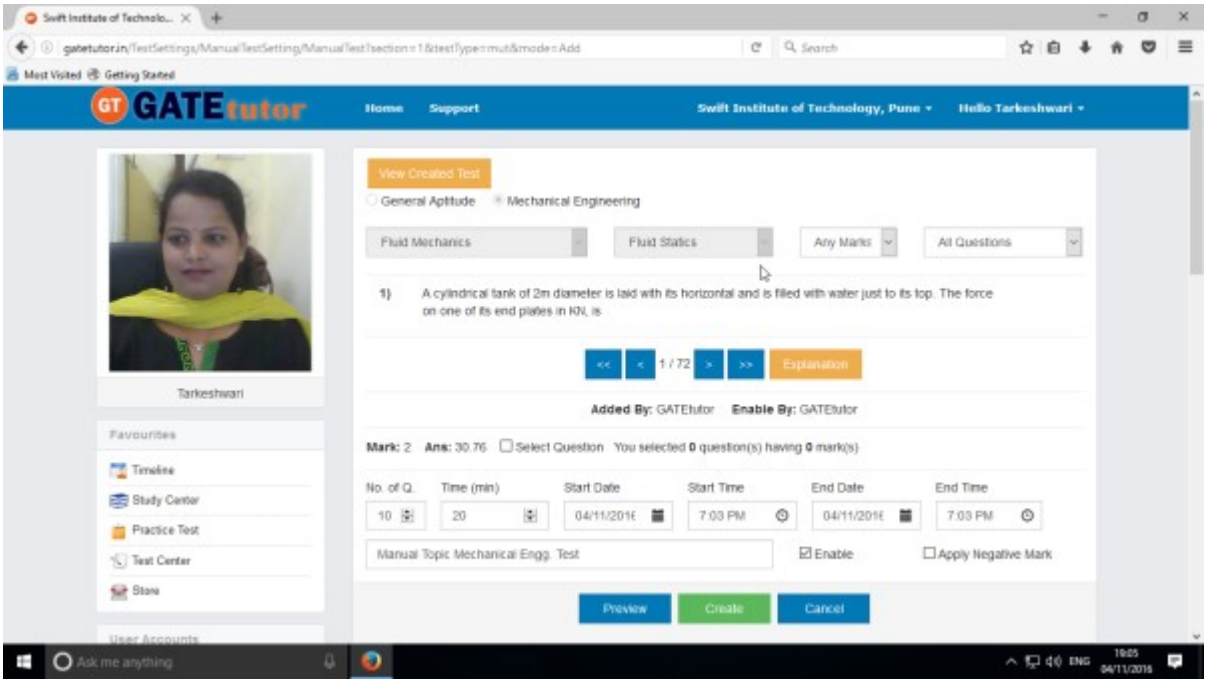
a) Manual Topic Test



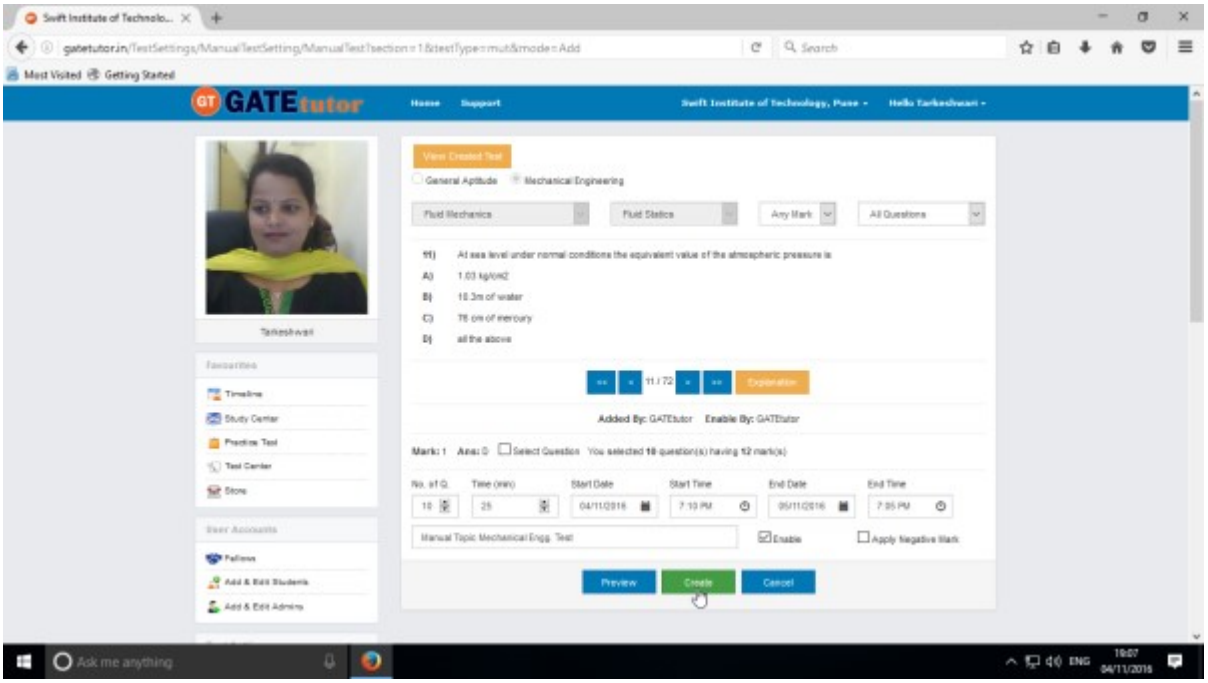
Select "**Manual**" to create manual topic test & write test name as follows.



Select Subject & Topic for the test.



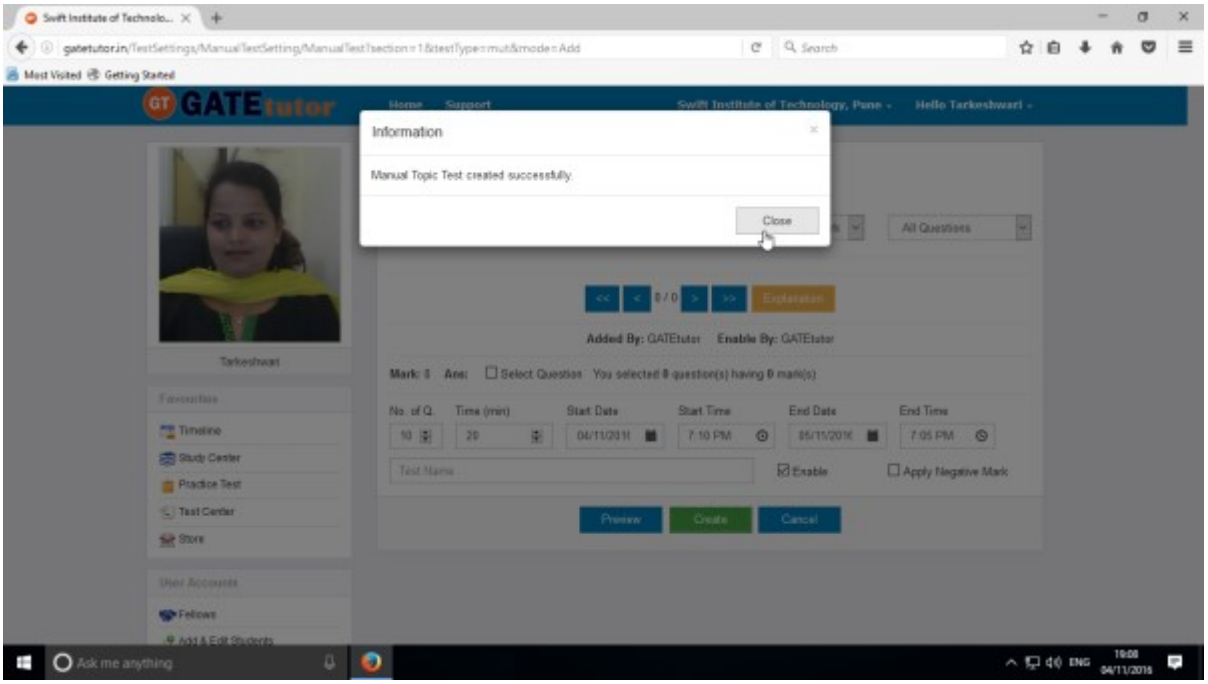
Select Marks & Questions type & fill up all the details



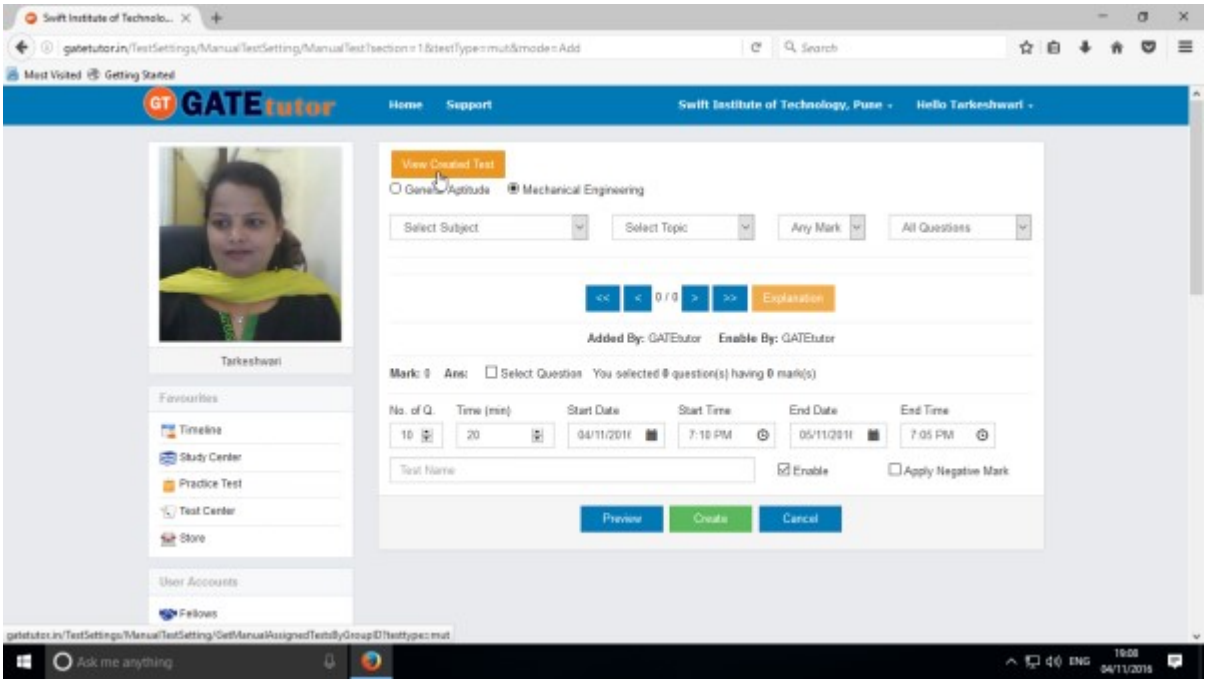
Select questions by clicking on "**Select Question**" checkbox with forward and backward arrow.

Then Click on the "**Create**" to create the Topic Manual Test.

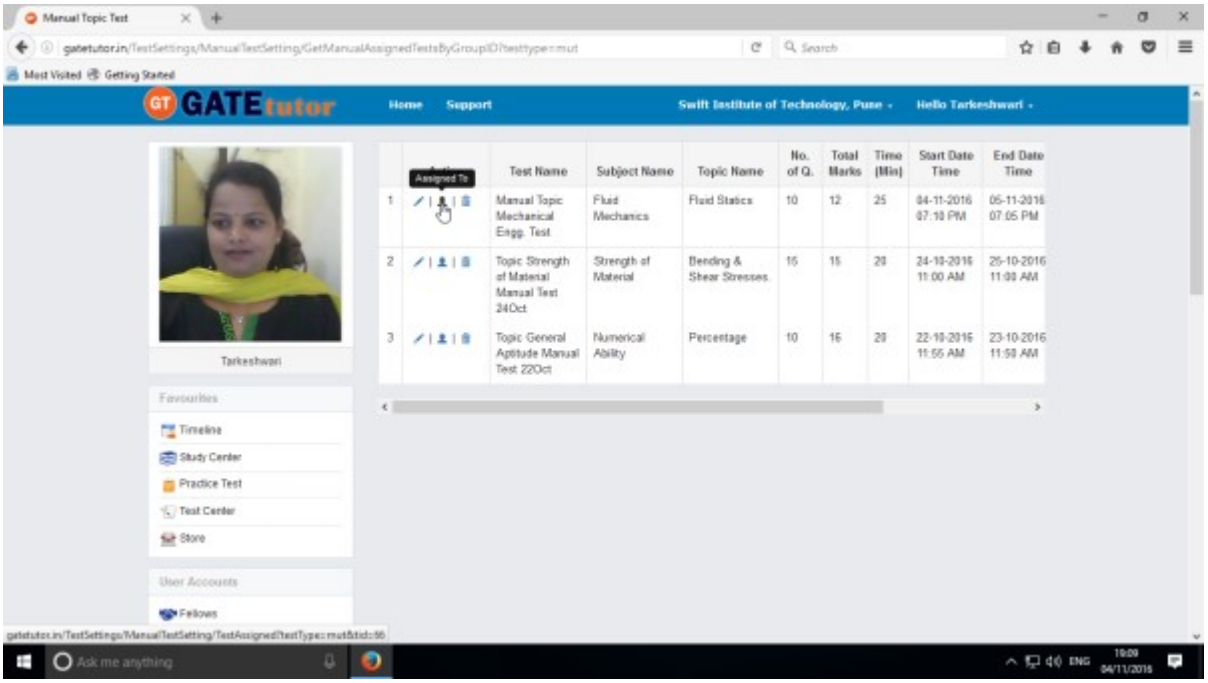
Manual Topic Test will get created successfully.



Click on "**Close**" to proceed.

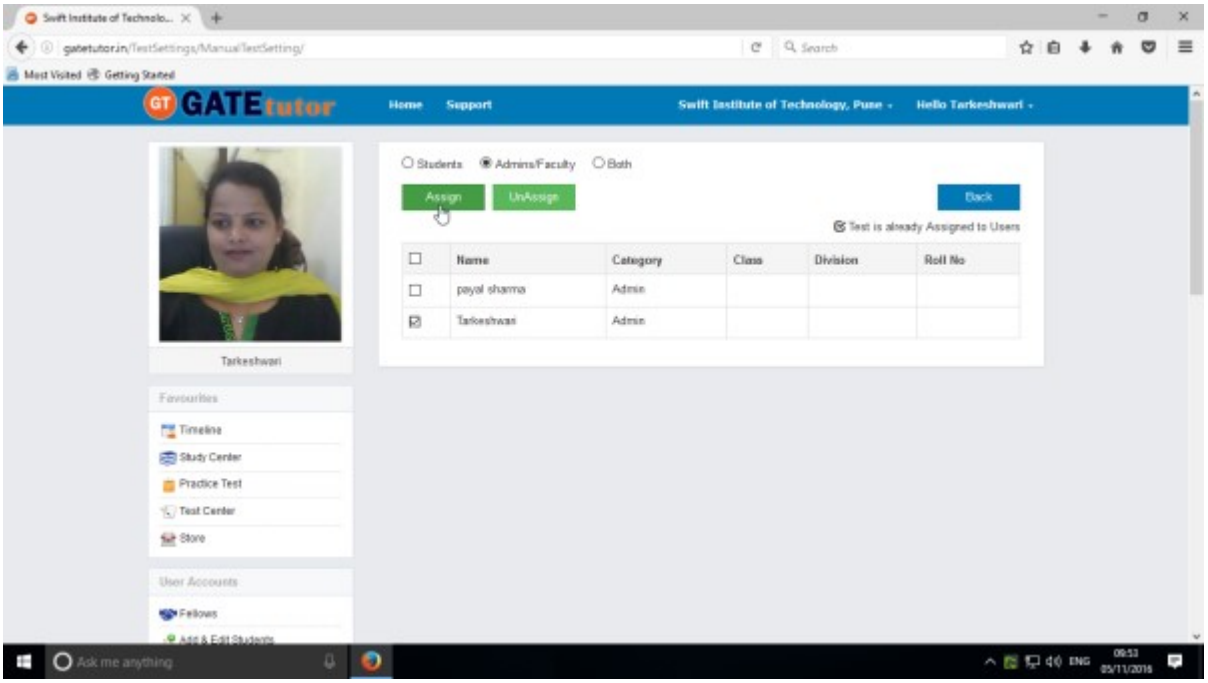


Click on the "**View Created Test**" & then click on "**Assigned To**" to assign your students.

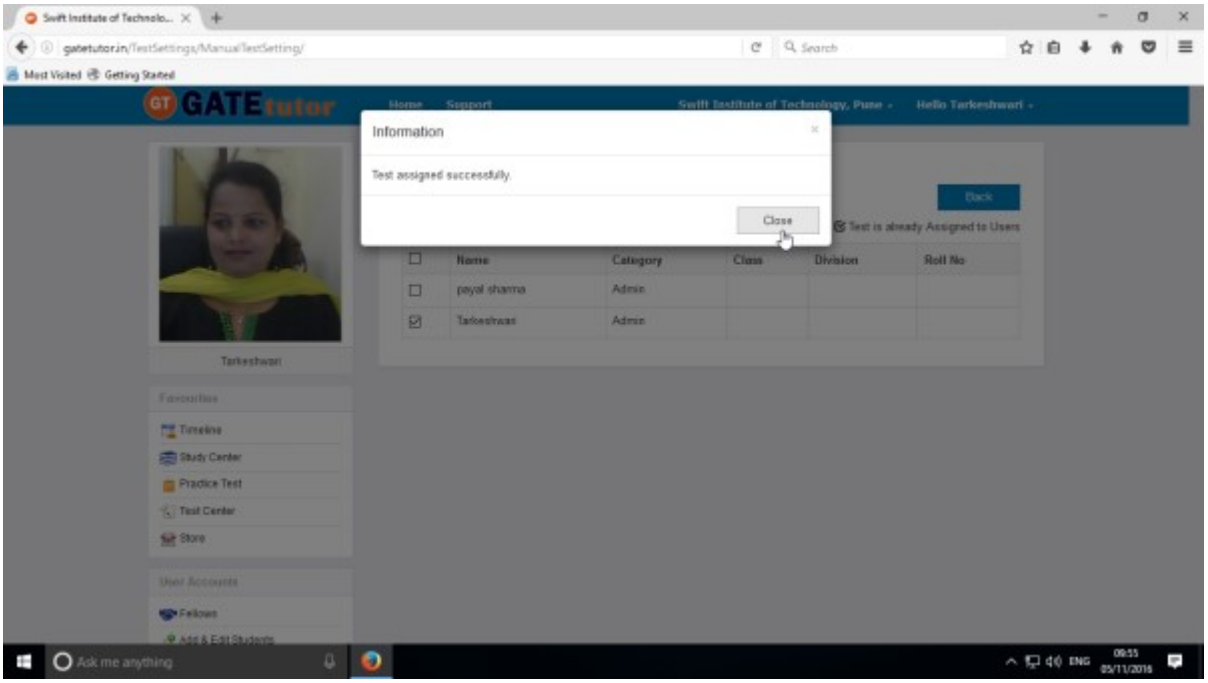


Click on "**Assigned to**" to assign the test.

Select the name of students, faculty or both to whom you want to assign the test. Click on **"Assign"** to assign test

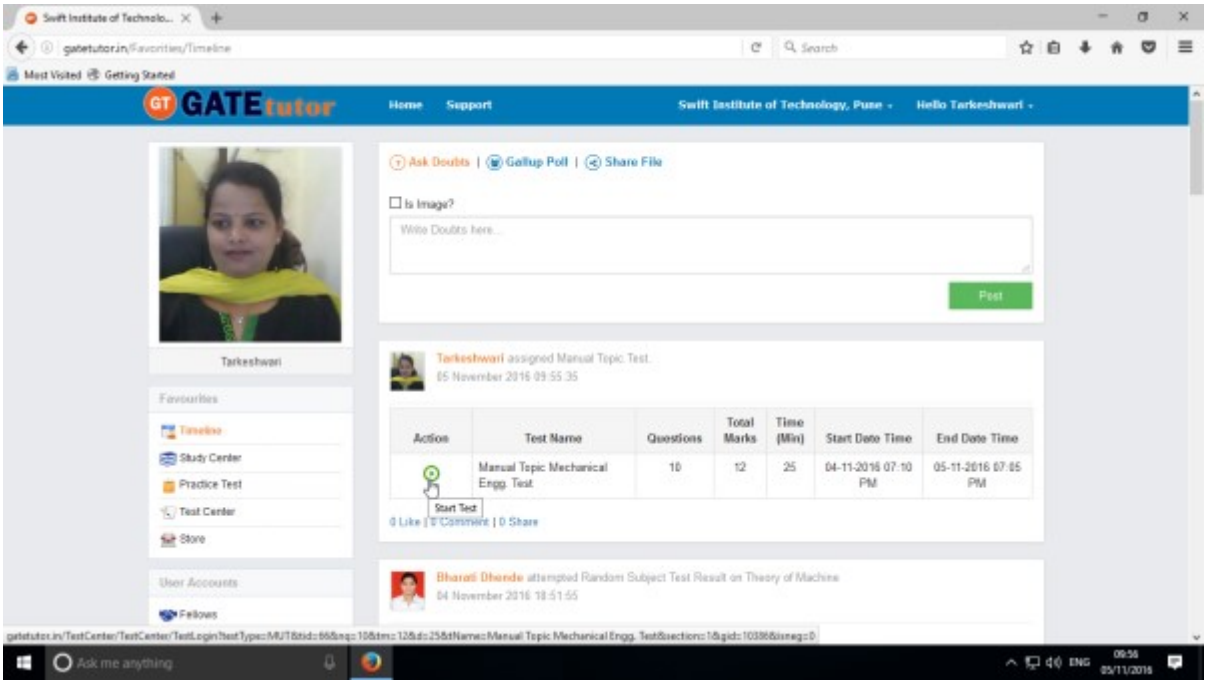


Test will get assigned to selected friends

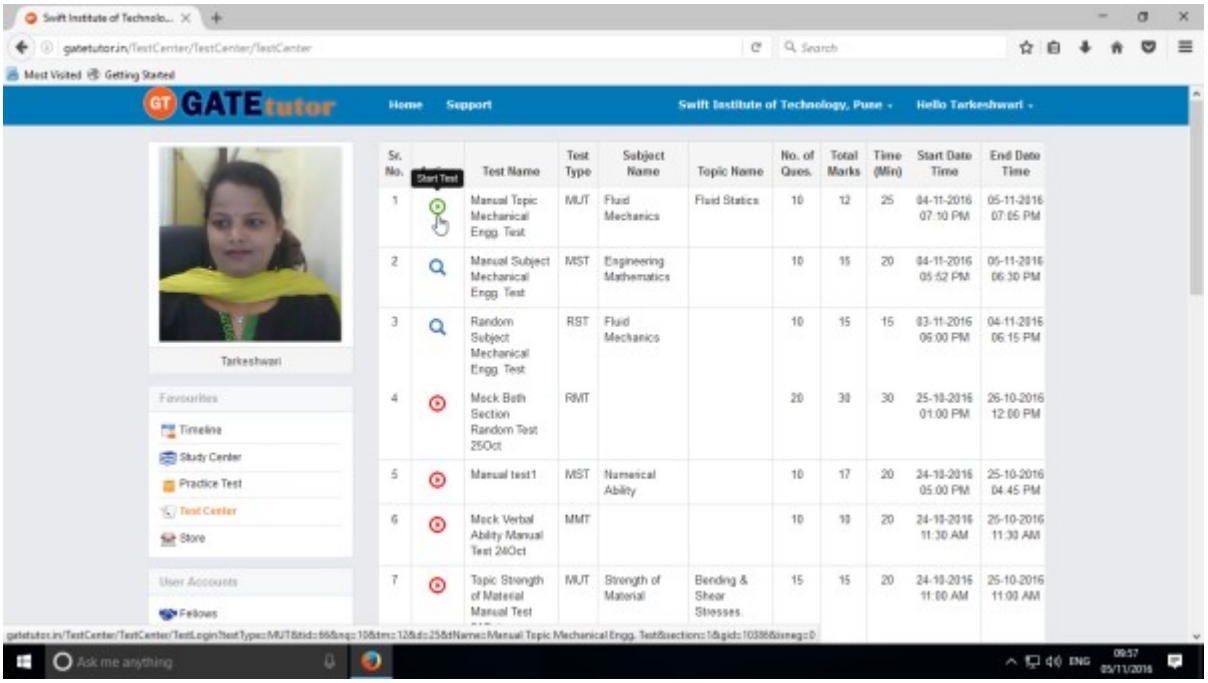


Click on "**Close**" to continue

Check on your college timeline, if you have assigned the test to yourself.

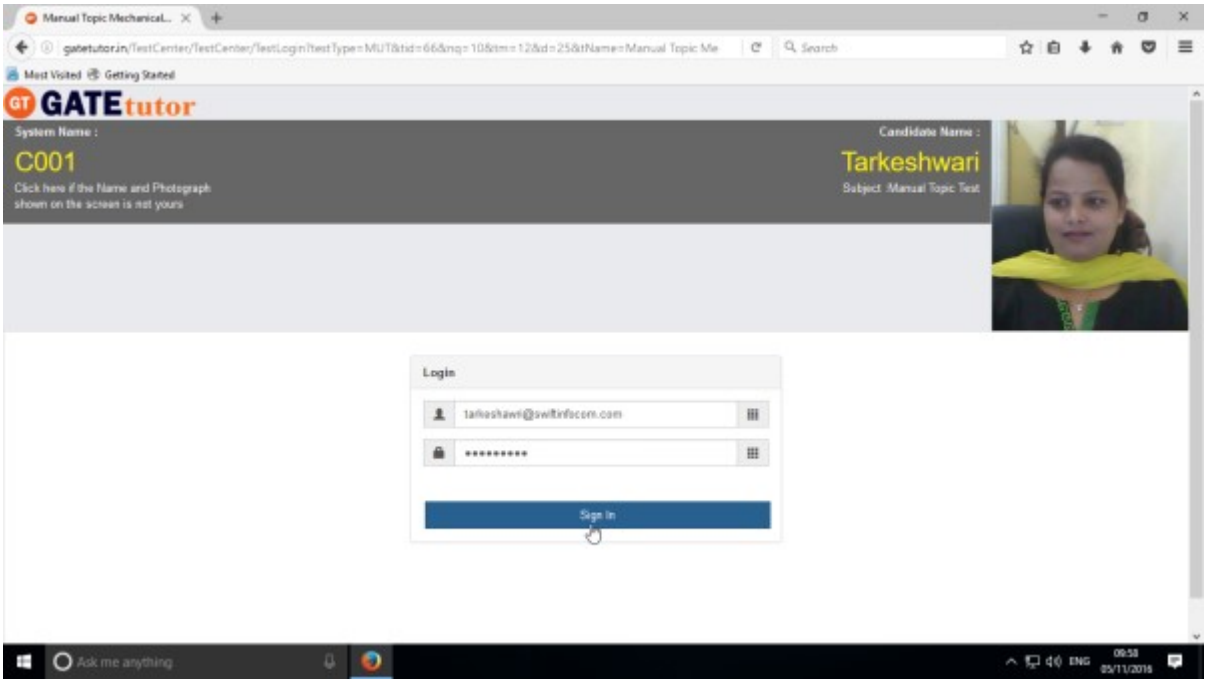


You can start test by clicking on **"Start Test"** from your own timeline.

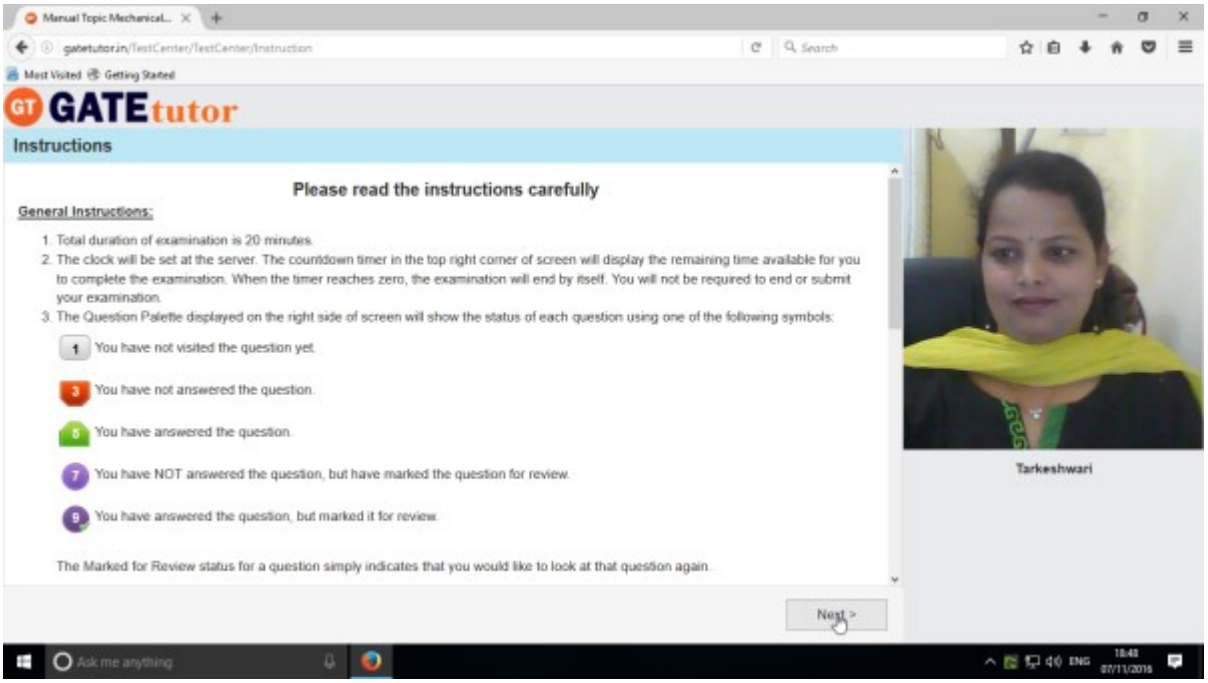


The assigned test will be shown in **Test Center** as well. You can attempt the test from test center also.

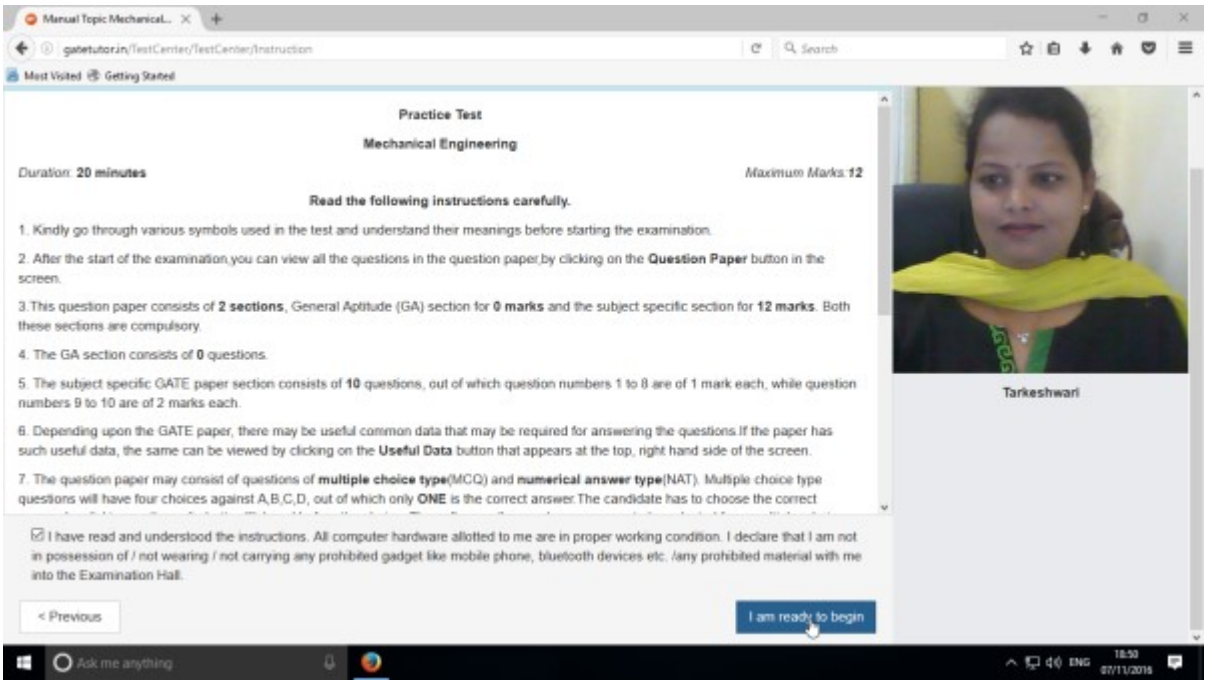
Click on “**Sign In**” to attend the Test



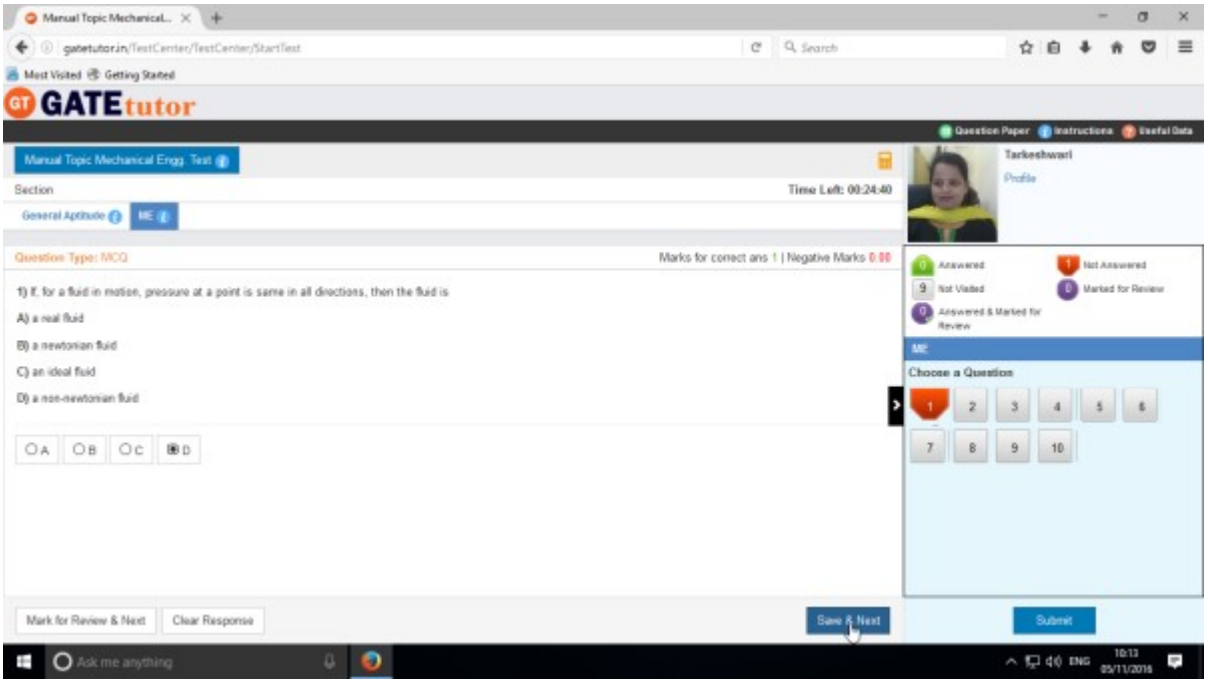
After signing in click on **“Next”**



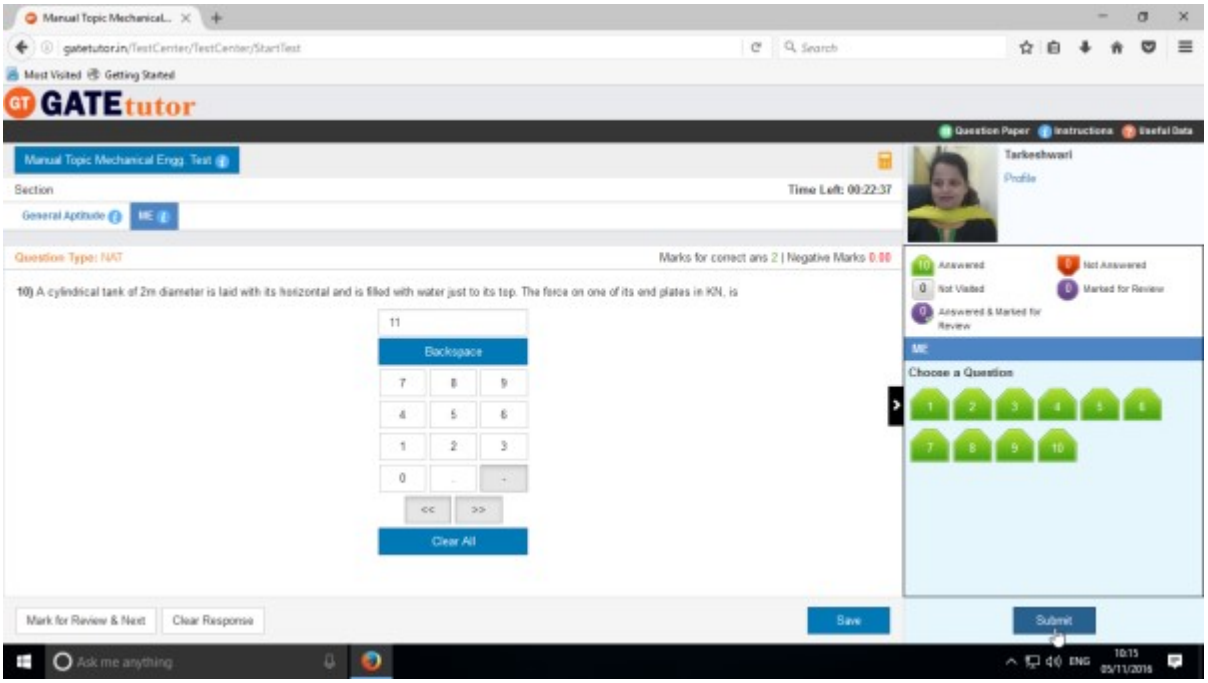
Then check mark on “I have read and understood the instructions” & Click on “**I am ready to begin**” Button.



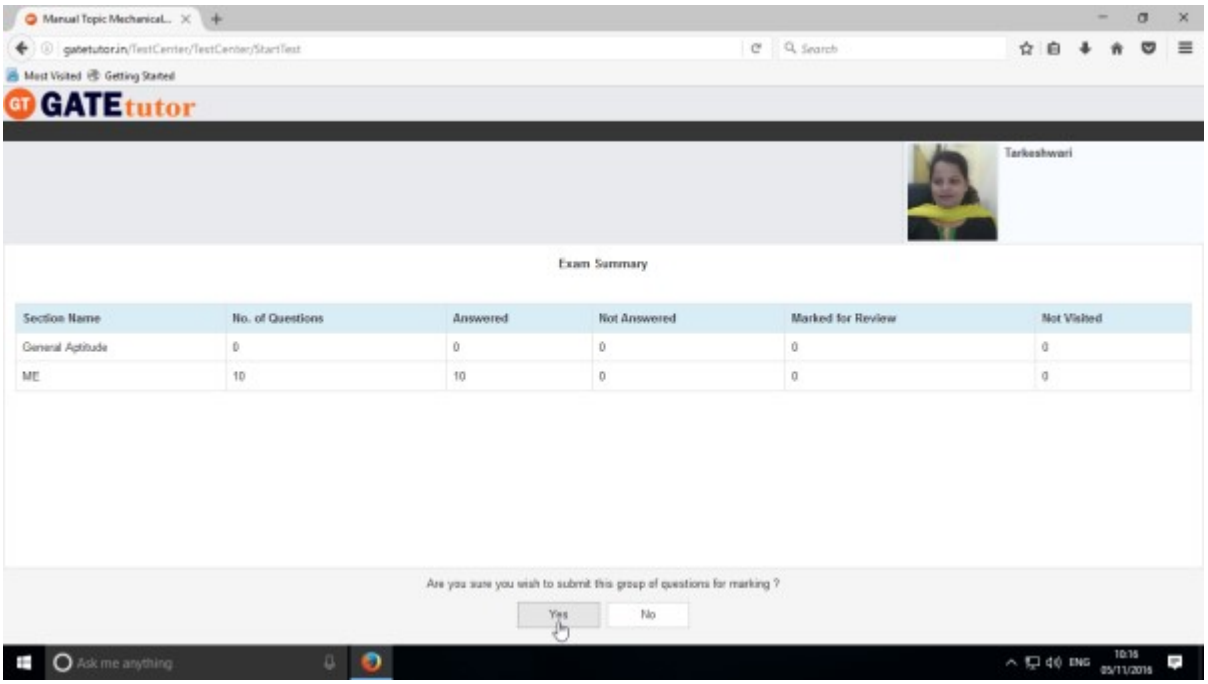
You will appear following window to start a test.Click on “**Save & Next**” to save the given answer and for next question.



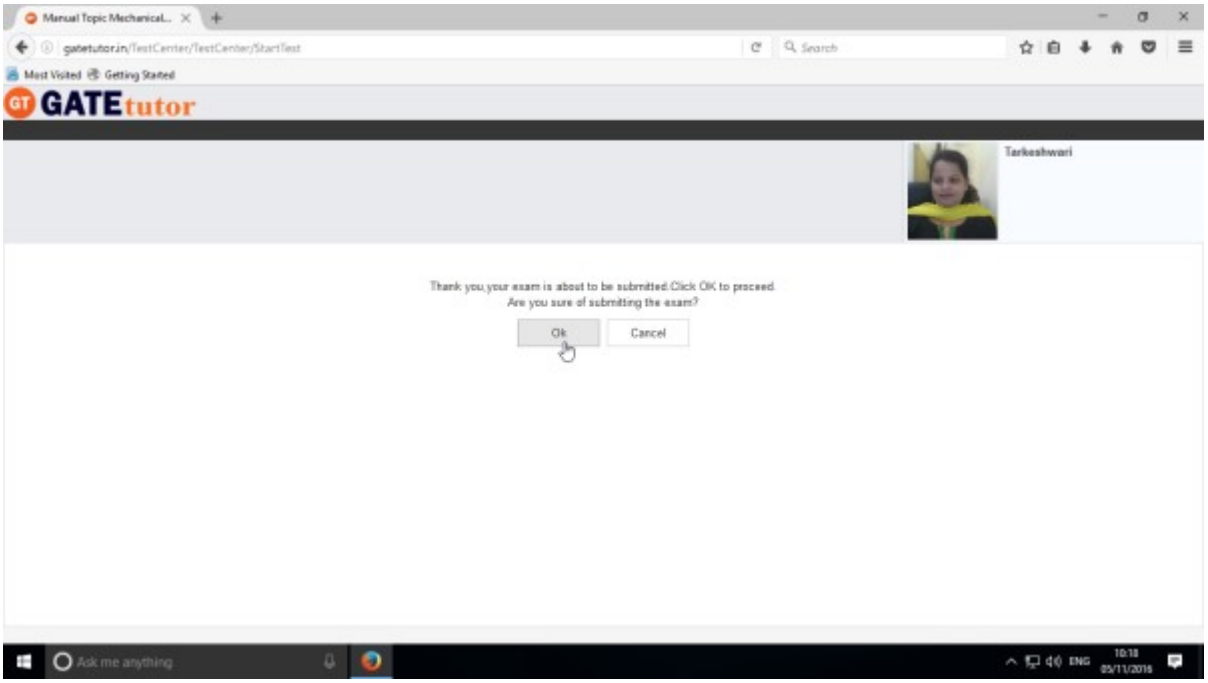
Attempt all the questions & finish the test.



After finishing test click on **"Submit"** to finish test.

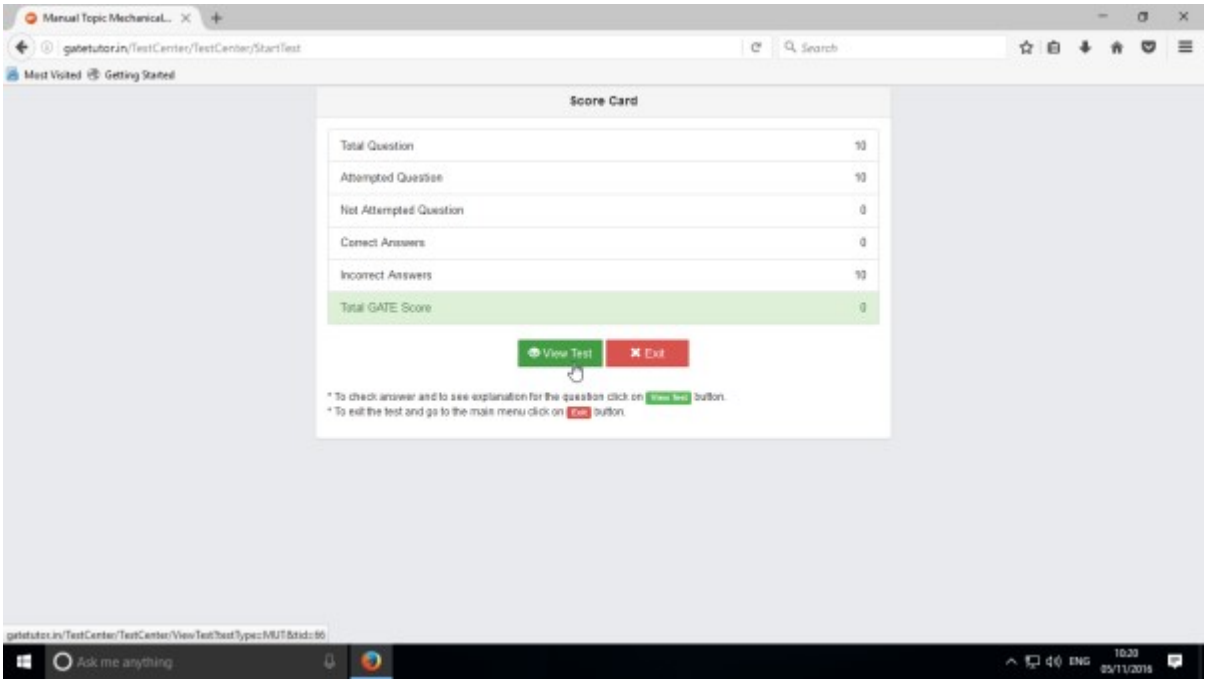


Click on "**Yes**" to continue.



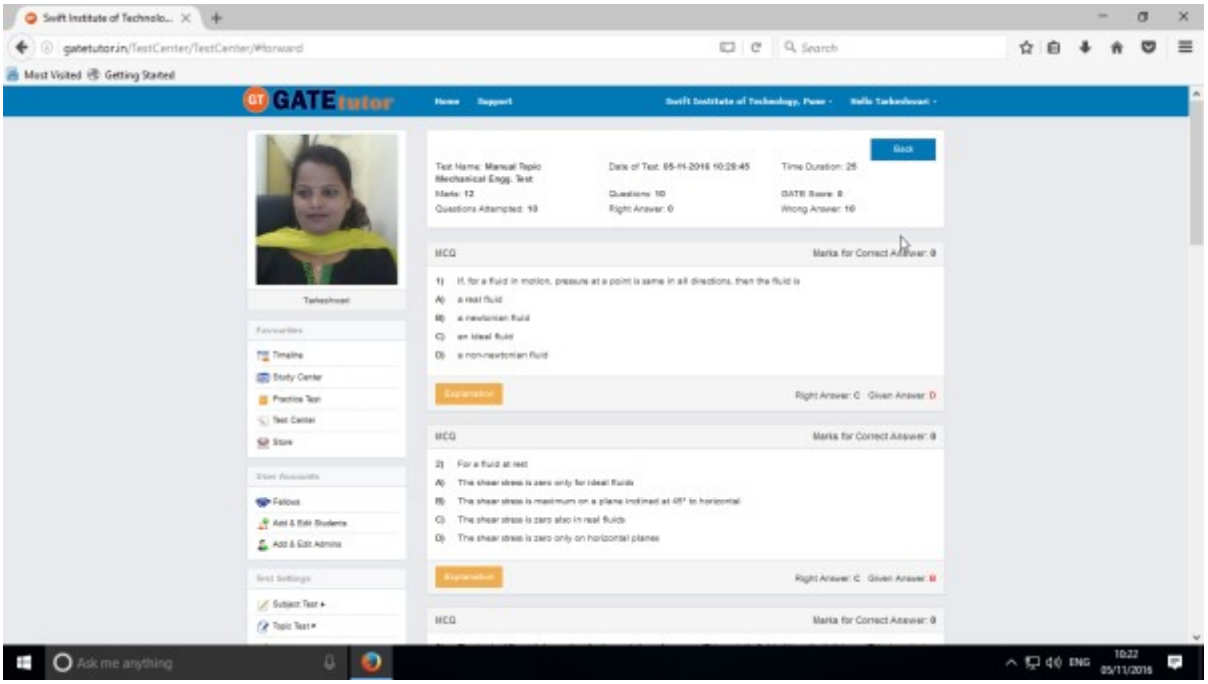
Click on “OK” to submit test as above.

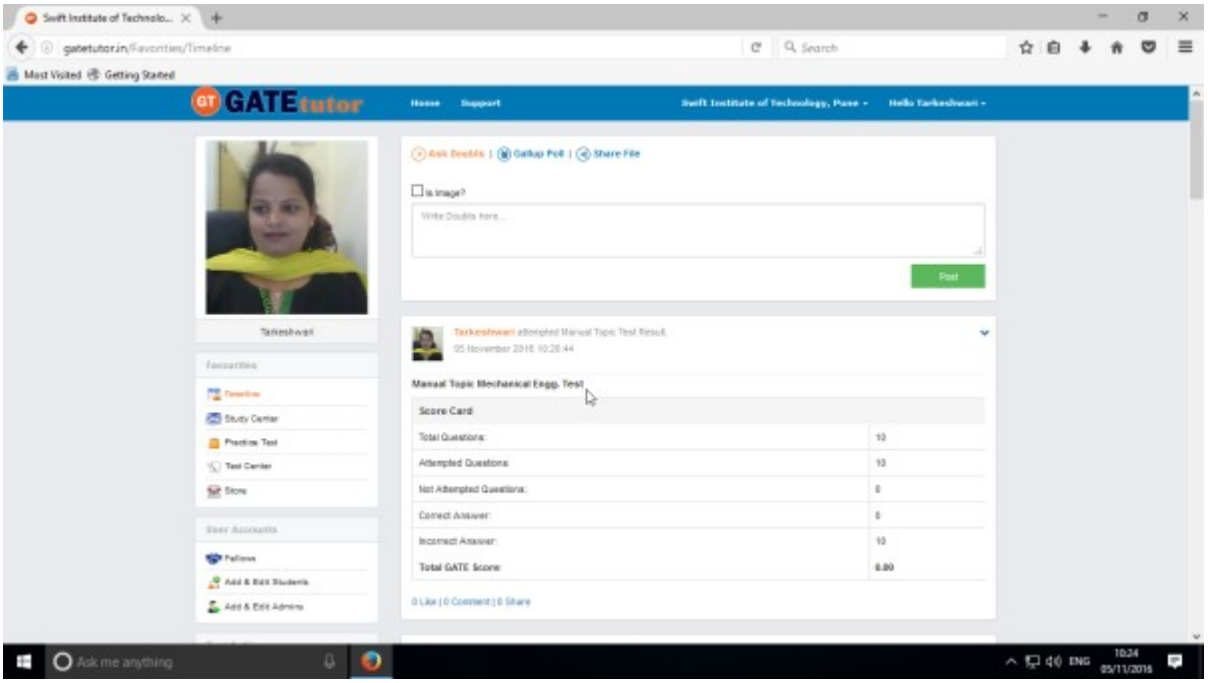
You can **“View Test”** or **“Exit”** from the test by clicking on exit.



Click on “**View Test**”

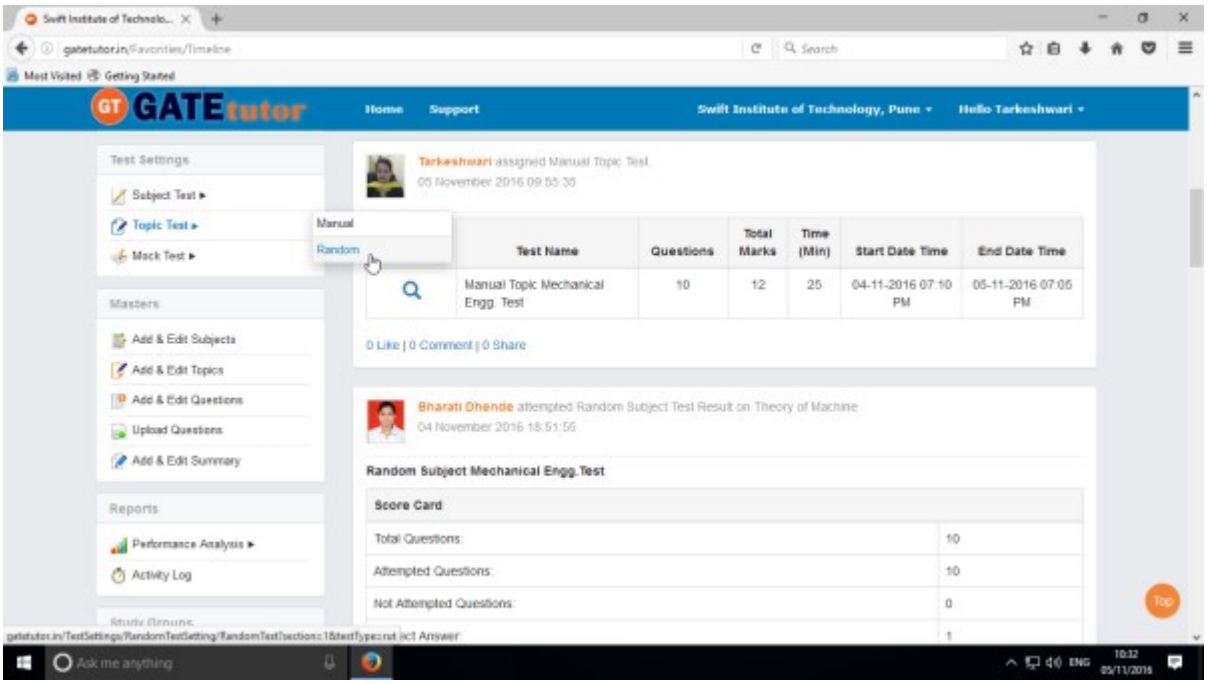
You can check the test that you have given.



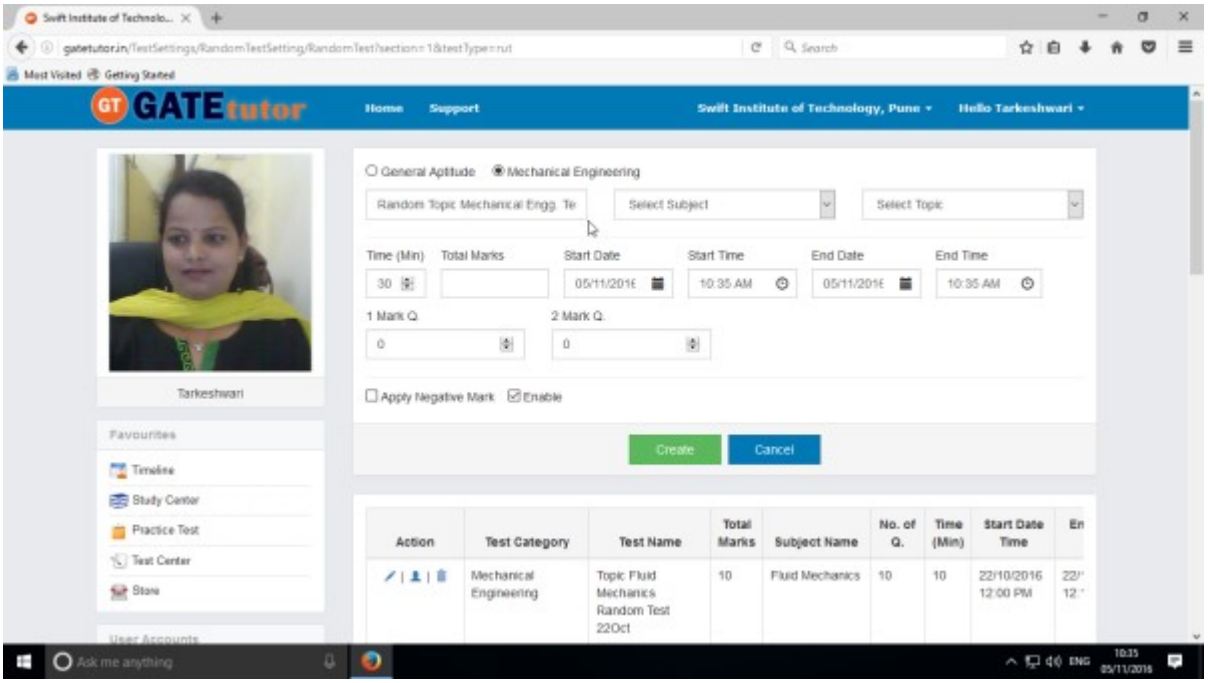


When you click on timeline, you will appear a result as above.

b) Random Topic Test

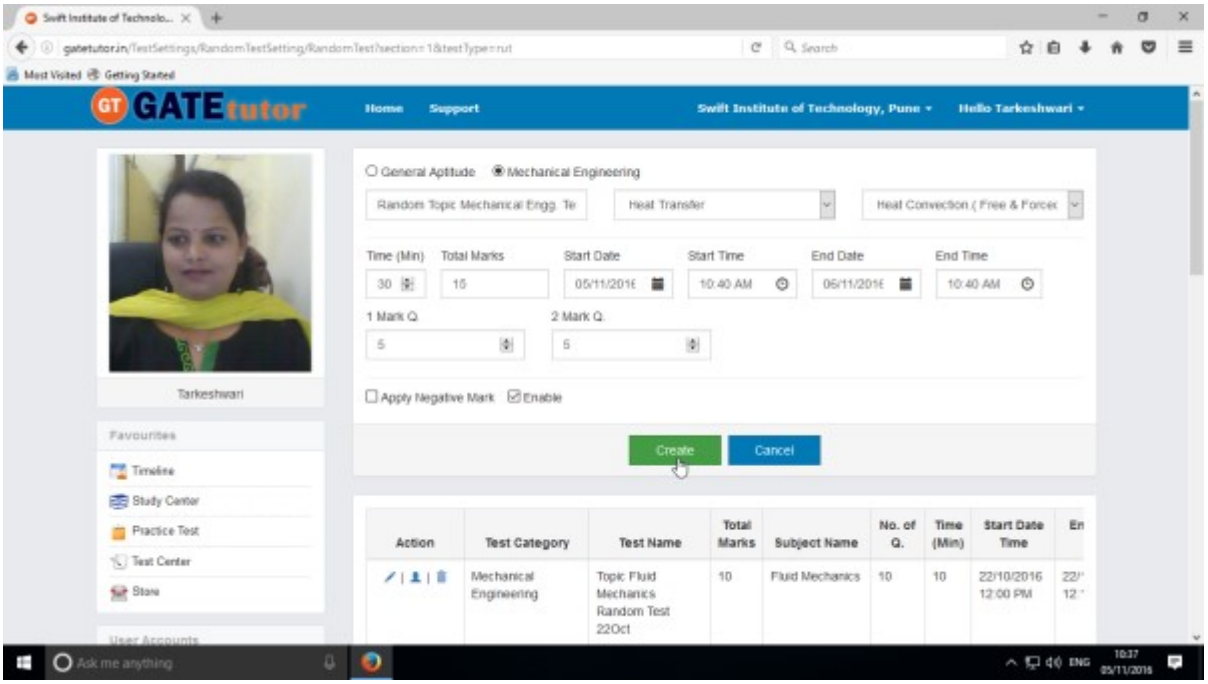


Click on **"Random"** to create a test.

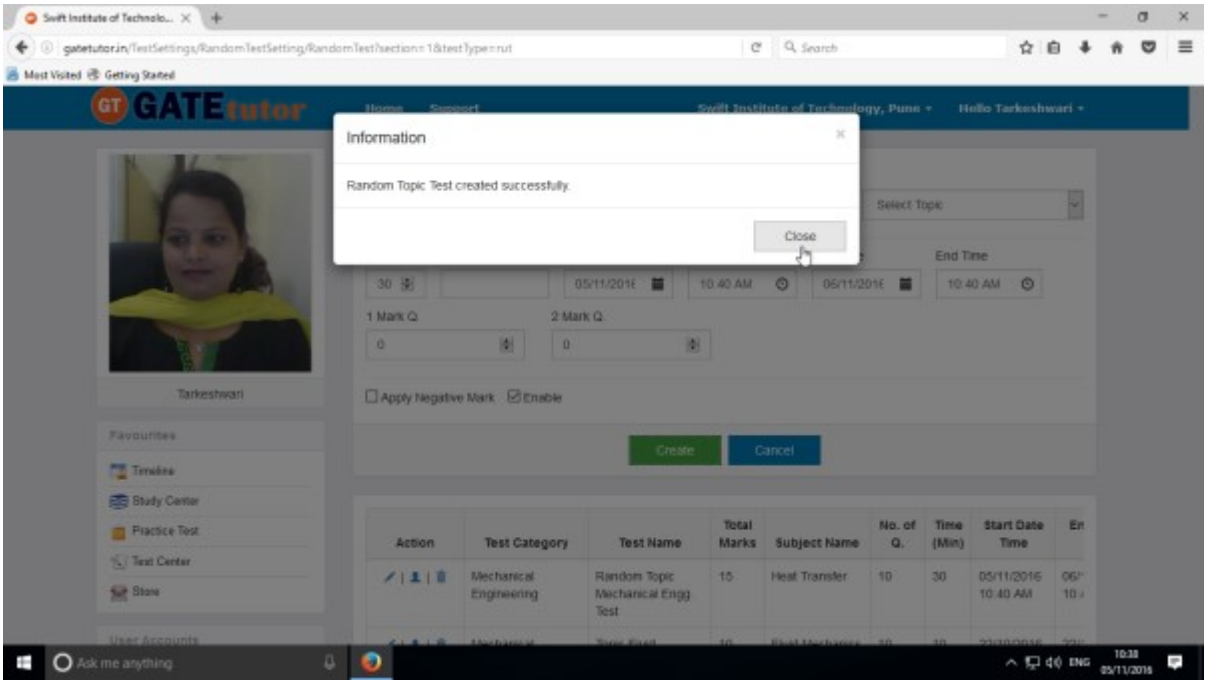


Write a test name.

Select subject & topic then fill up all the required details

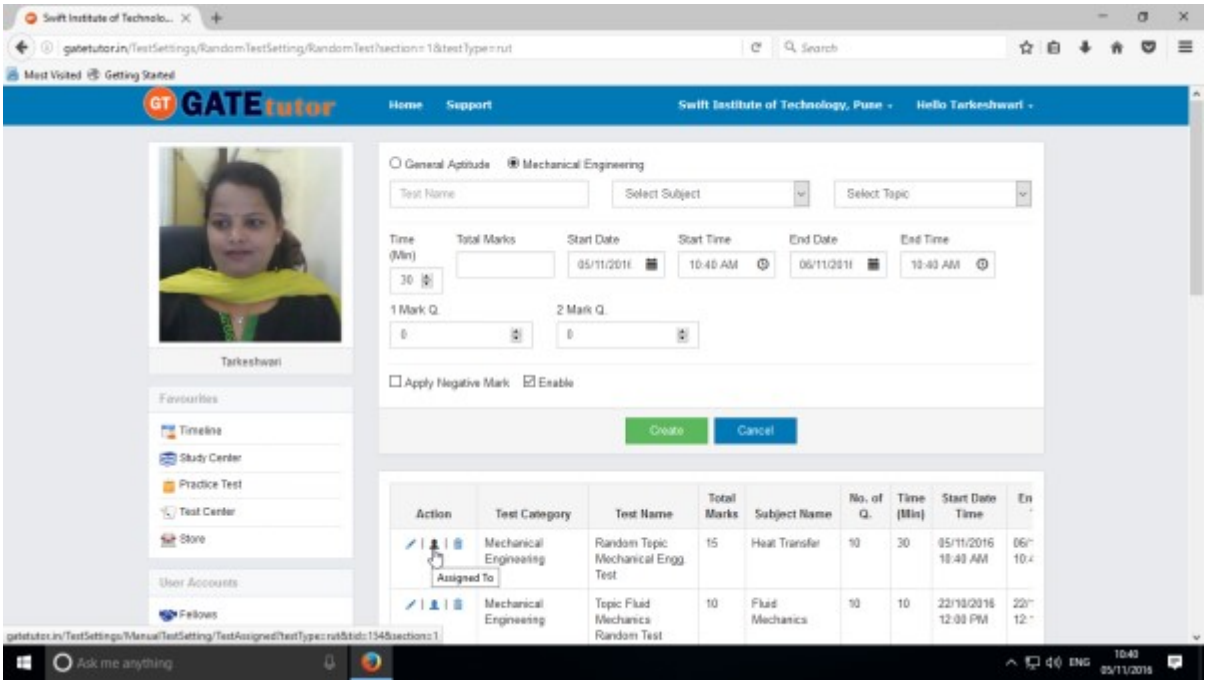


Click on the "**Create**" to create the test

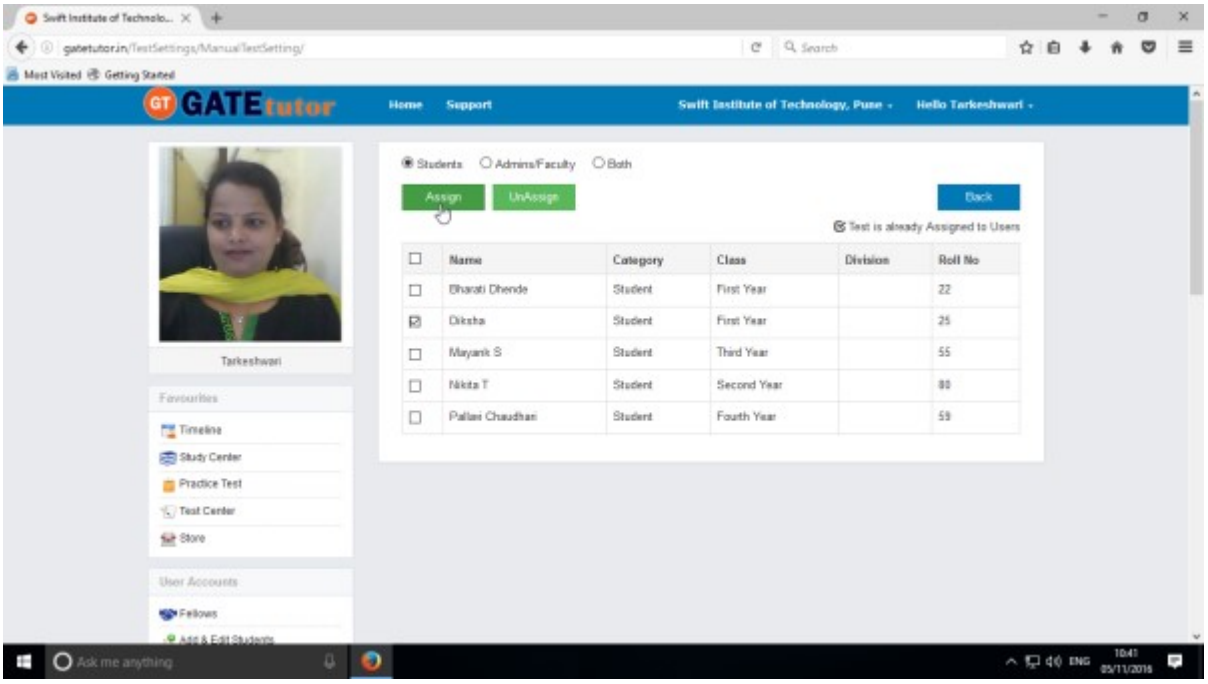


Click on the "**Close**" to continue.

Now click on "**Assign To**" icon to assign the test

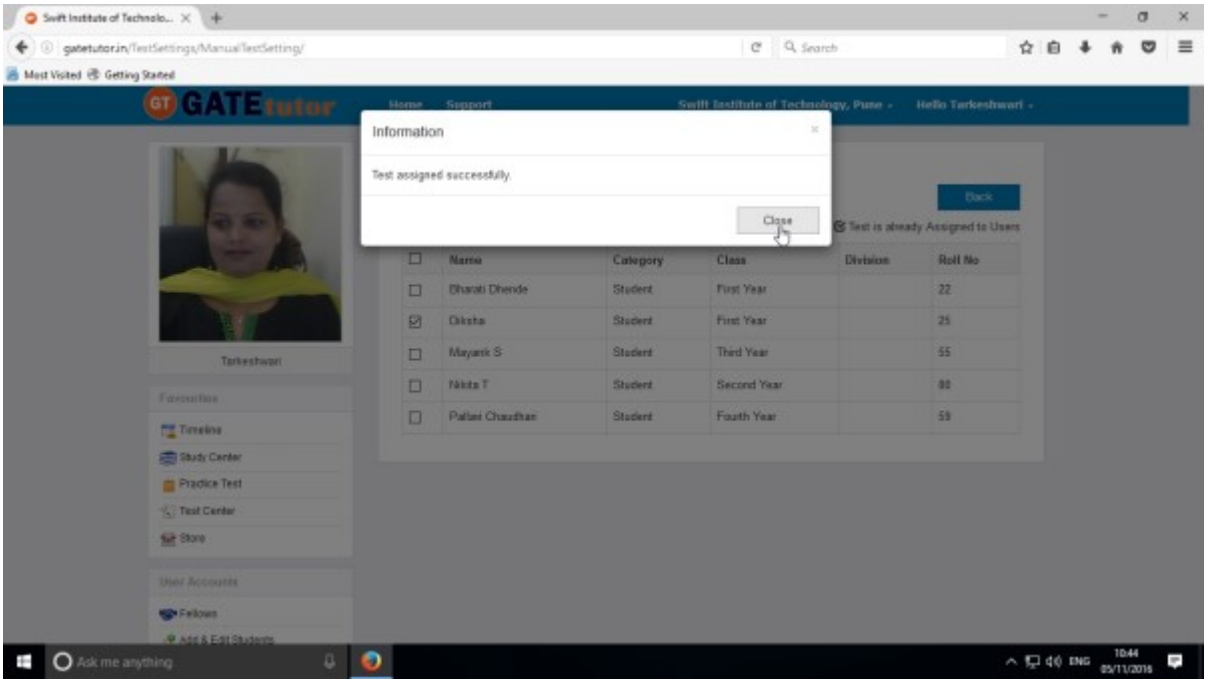


Select the names from students, faculty or both to whom you want to assign the test



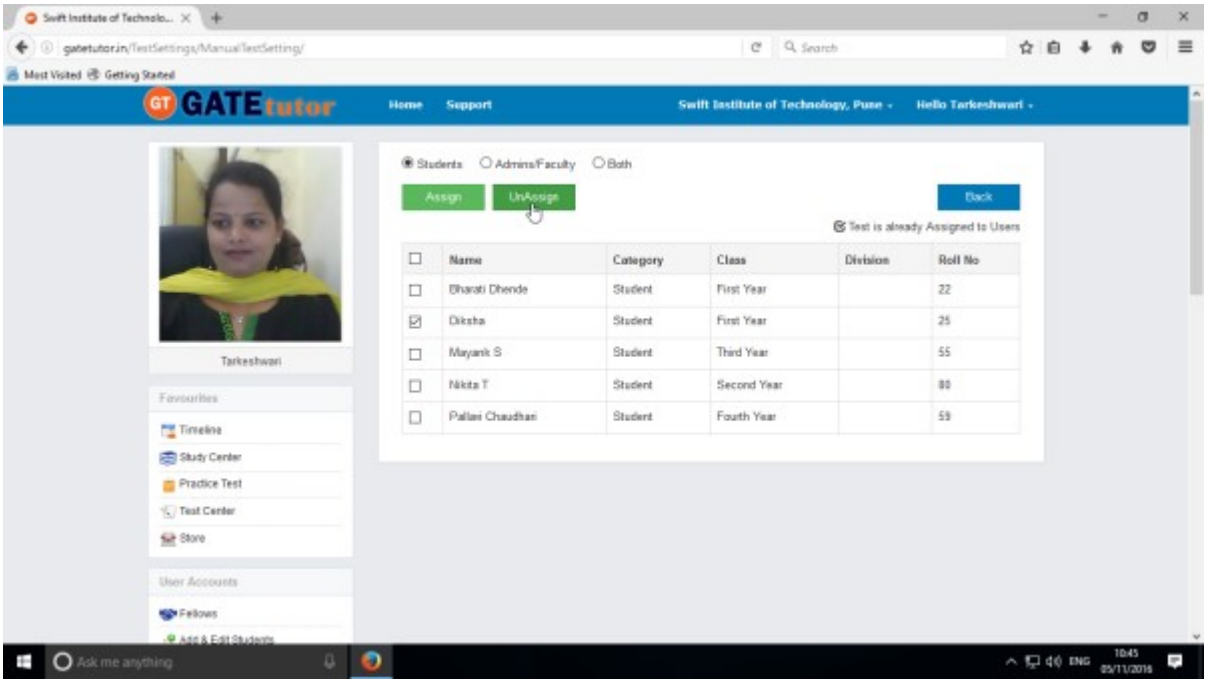
Click on **"Assign"** to assign the test.

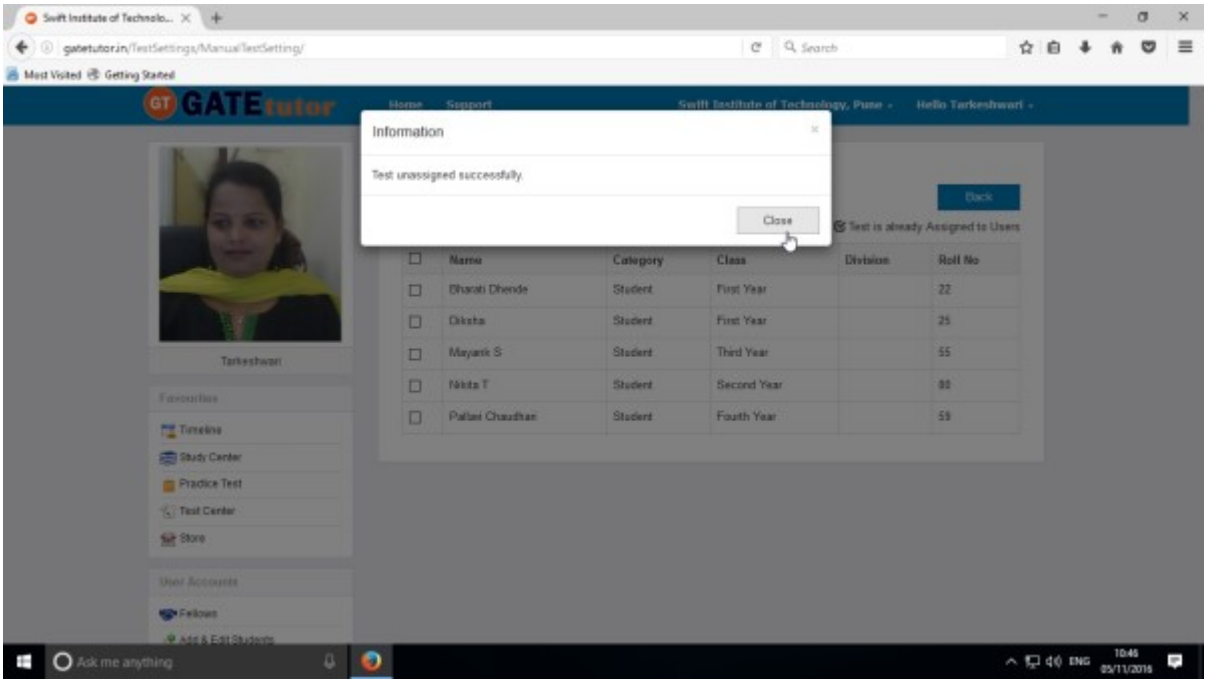
Click on **“Close”** to continue



If you have assigned the test to the students and you want to make any changes in the test or want to cancel an assigned test, you can unassign the test.

Just click on “**UnAssign**” button, the test will be unassigned and also disappeared from the timeline and test center.

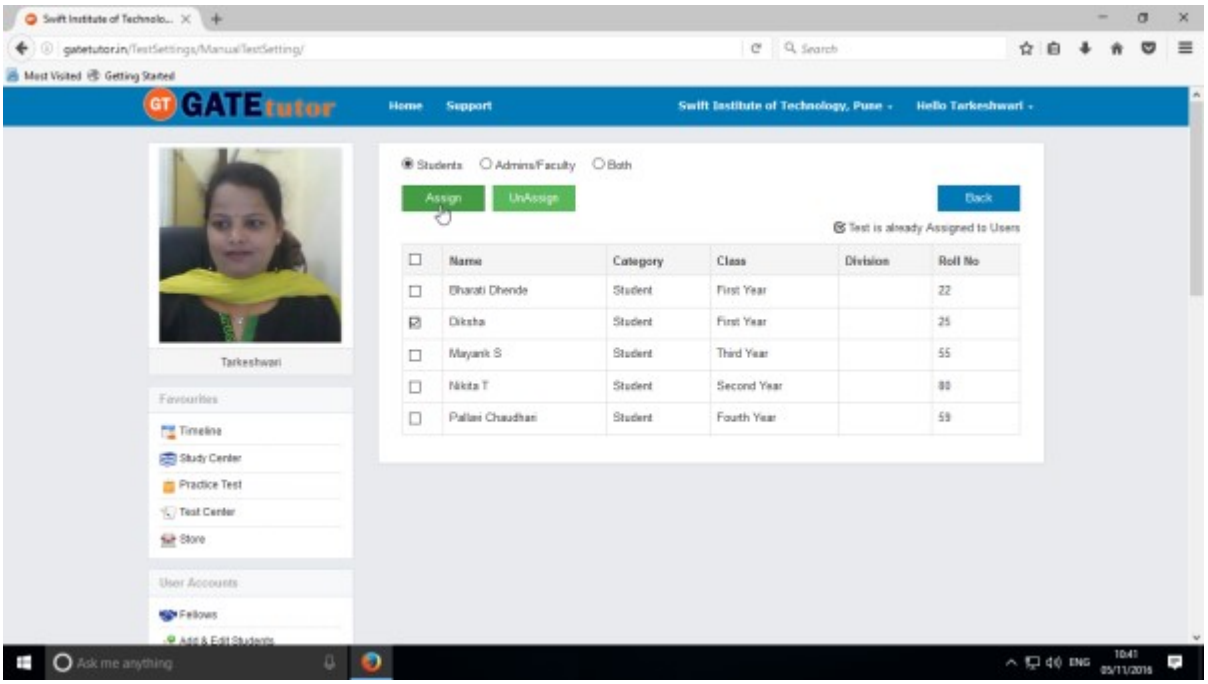


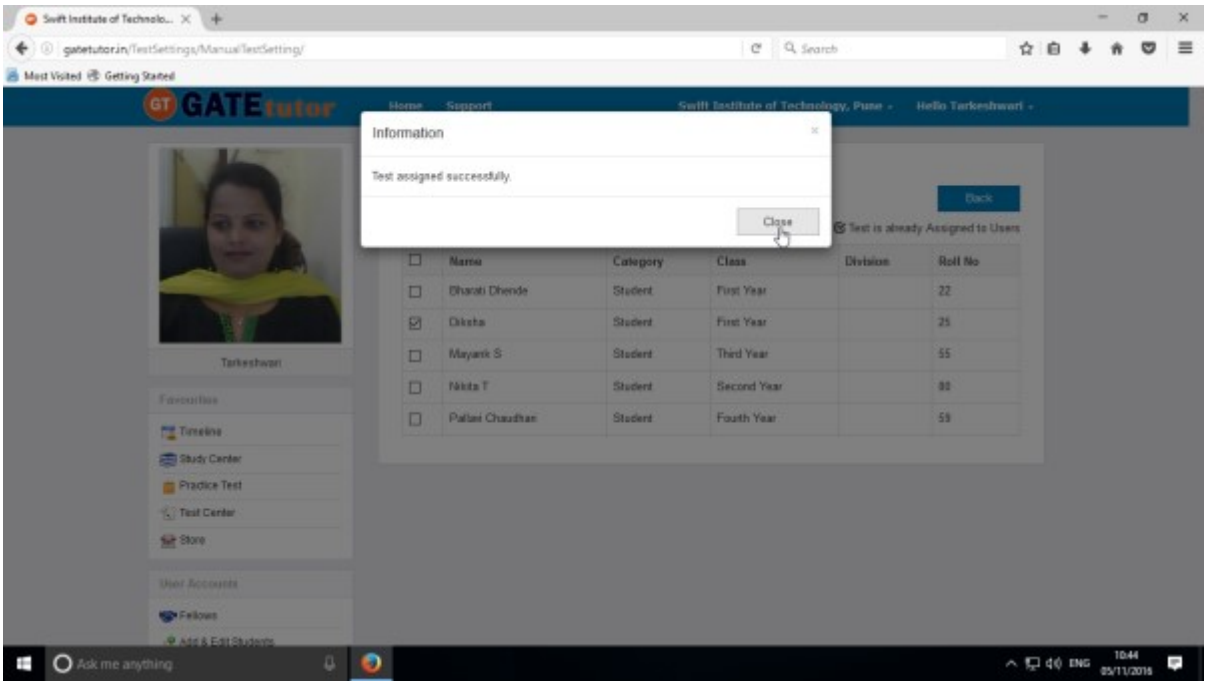


Click on "**Close**" to continue.

When you click on "**UnAssign**" button, the test will be unassigned and also disappeared from the college timeline and test center as well.

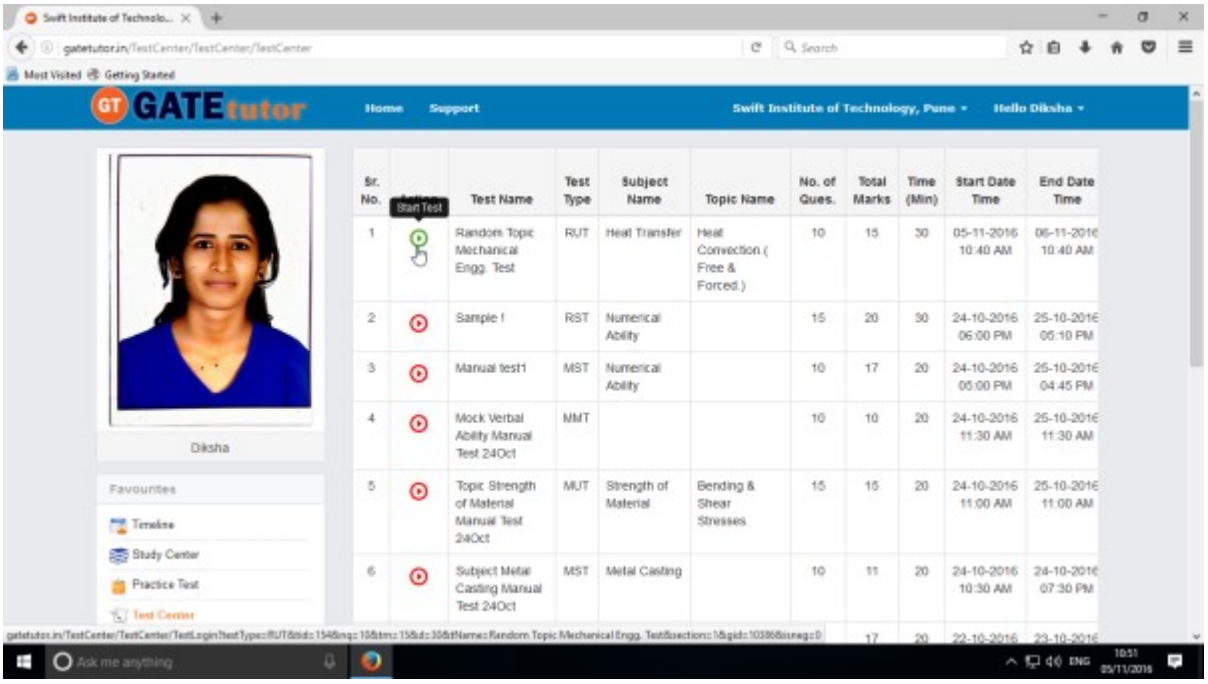
Now assign the test as follows.

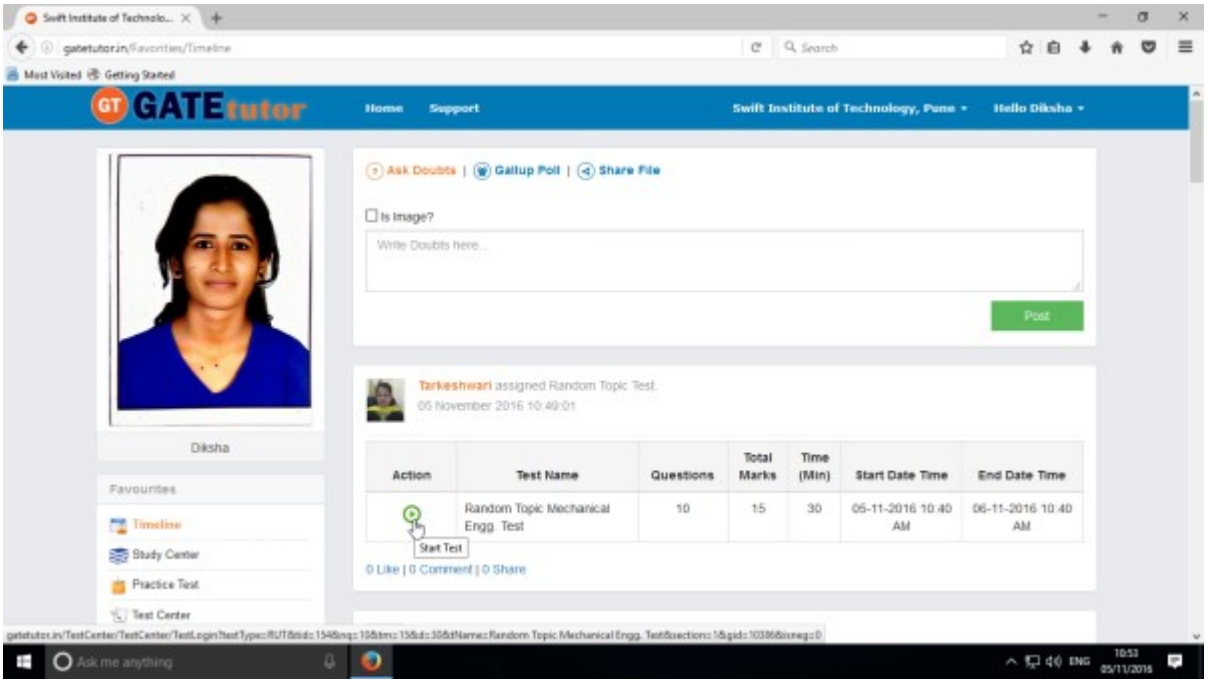




Test will be assigned successfully. Click on "**Close**" to continue.

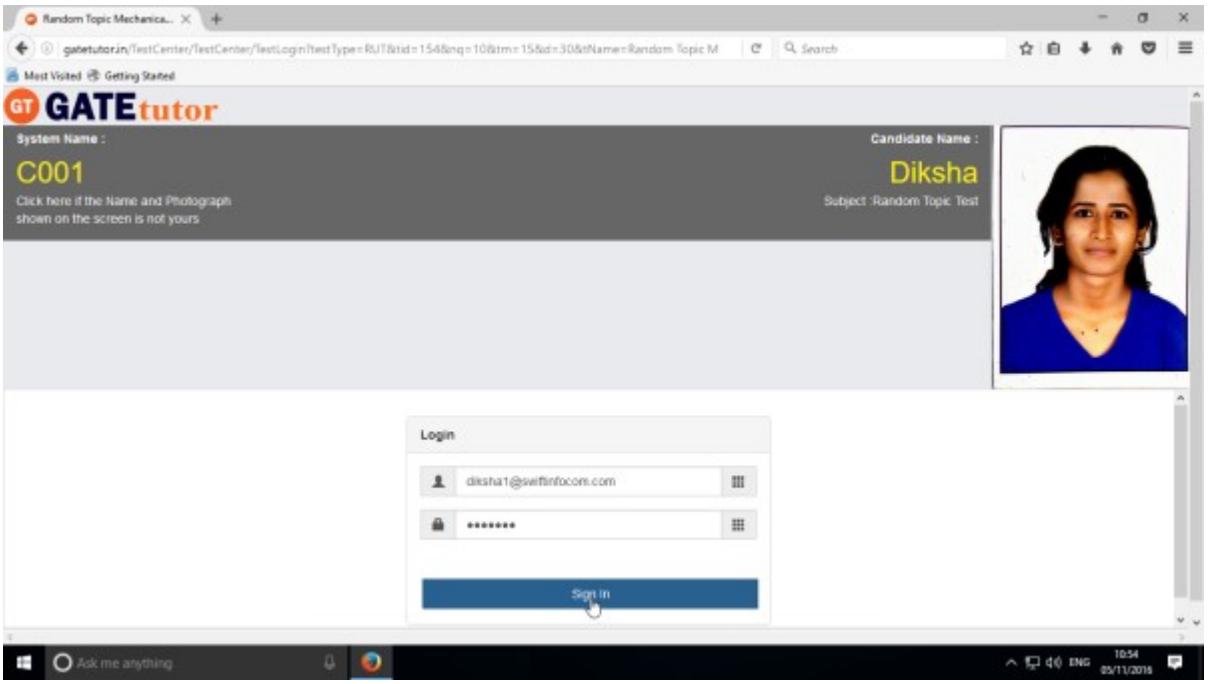
The assigned test will appear in **"Test Center"** as follows.



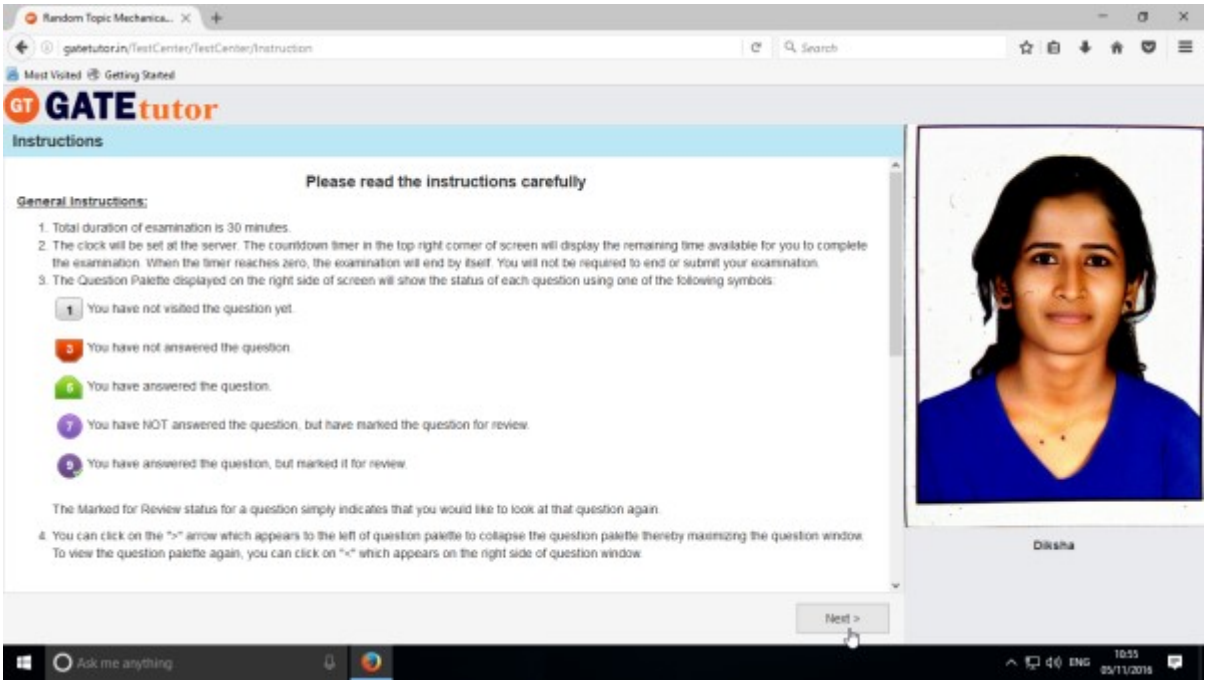


You can attend a test by clicking "**Start Test"** icon from college timeline and test center also**.**

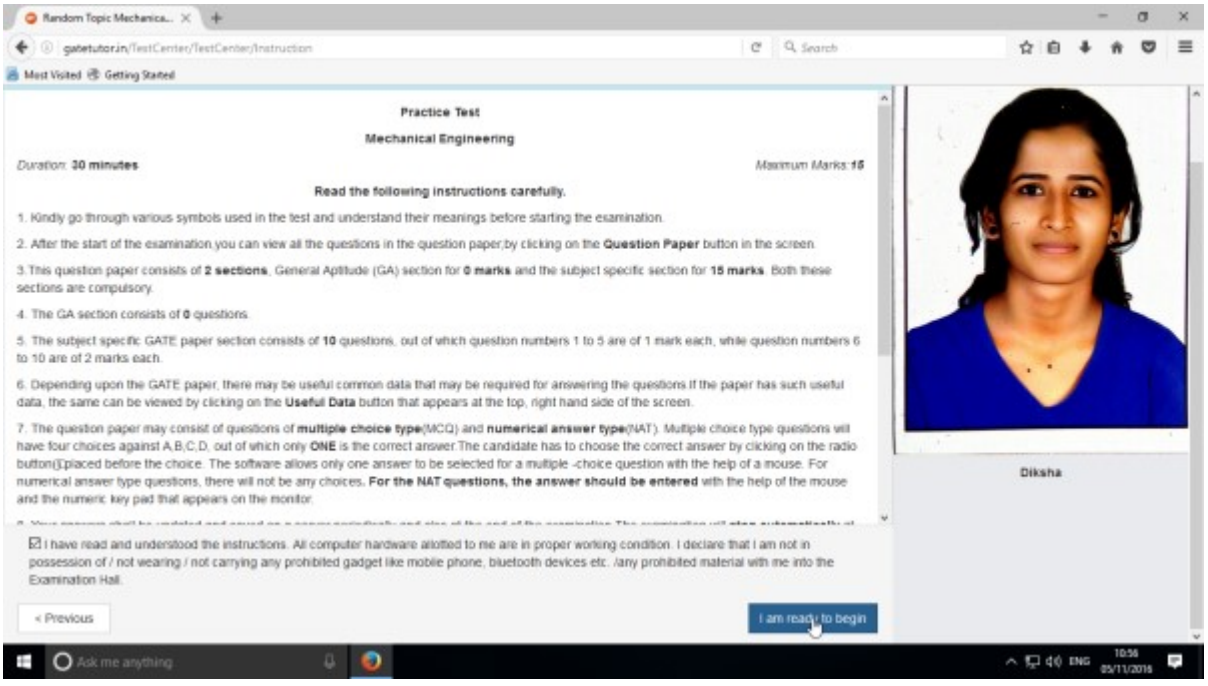
Click on "**Sign In**" to attend the test.



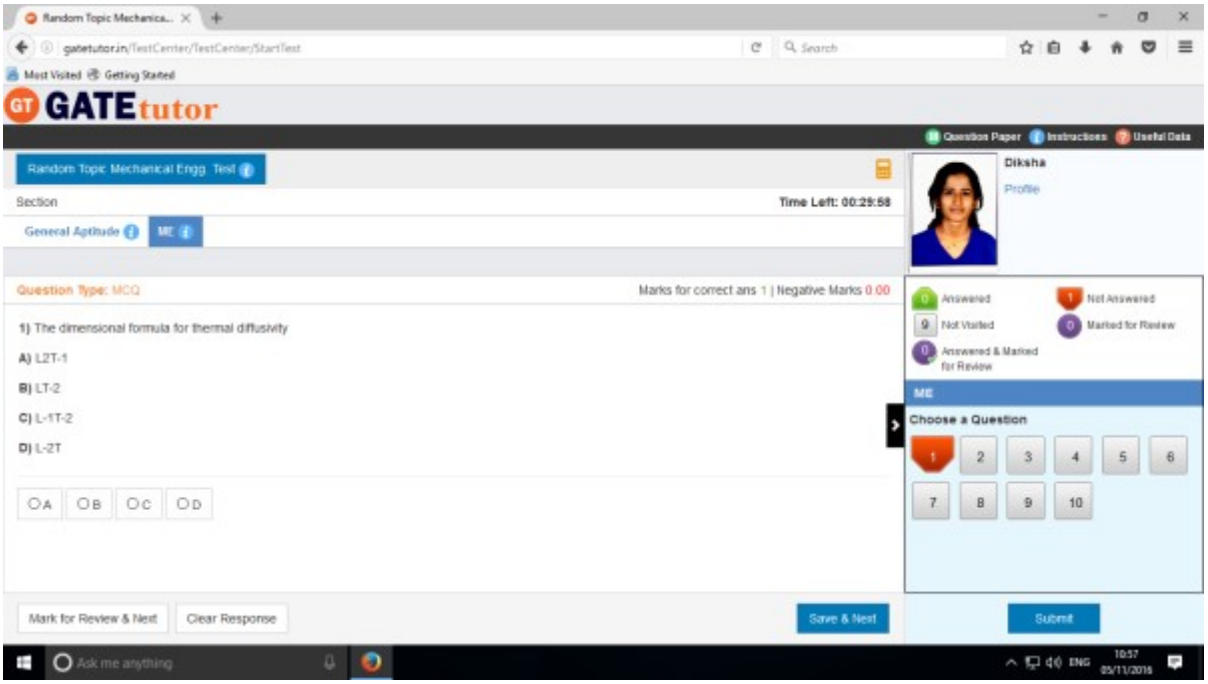
Click on **“Next”**



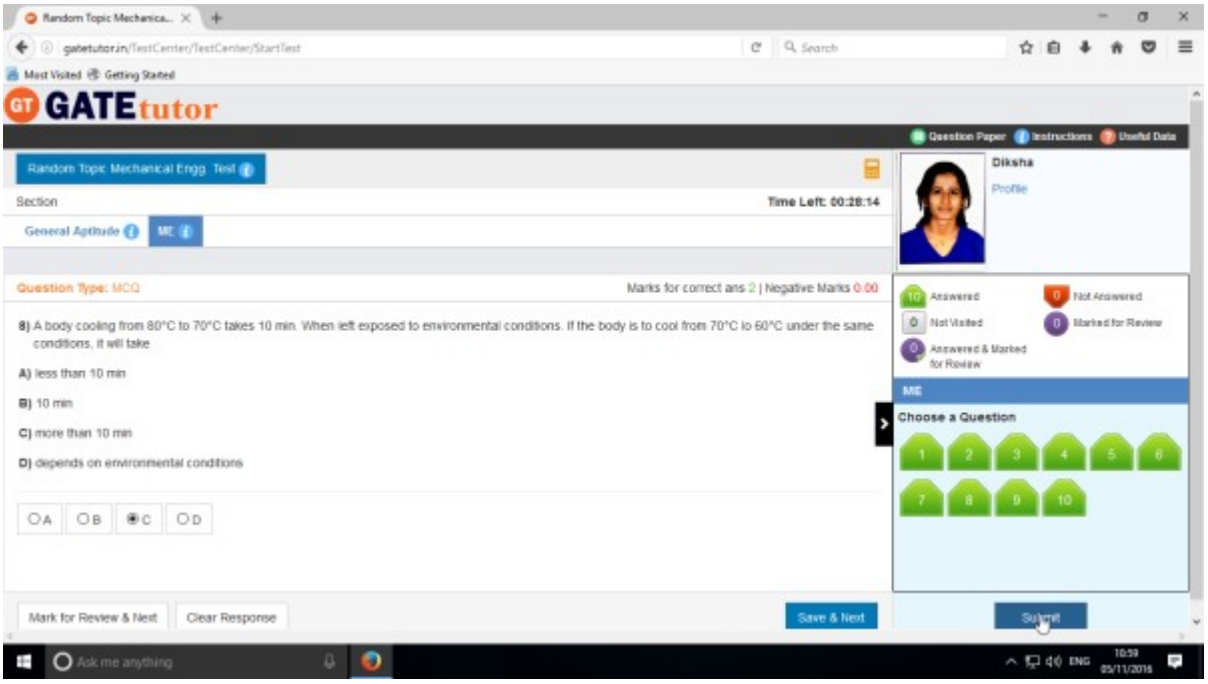
Then click on “**I am ready to begin**” to appear a test.



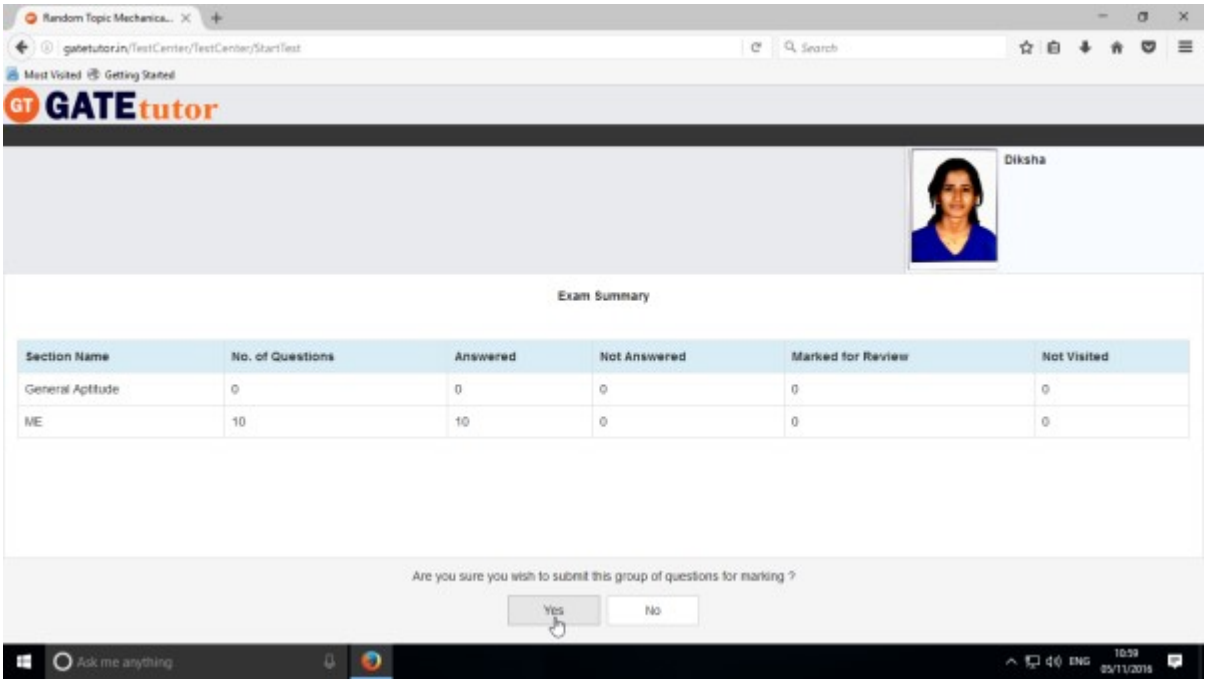
You will appear a test as follows.



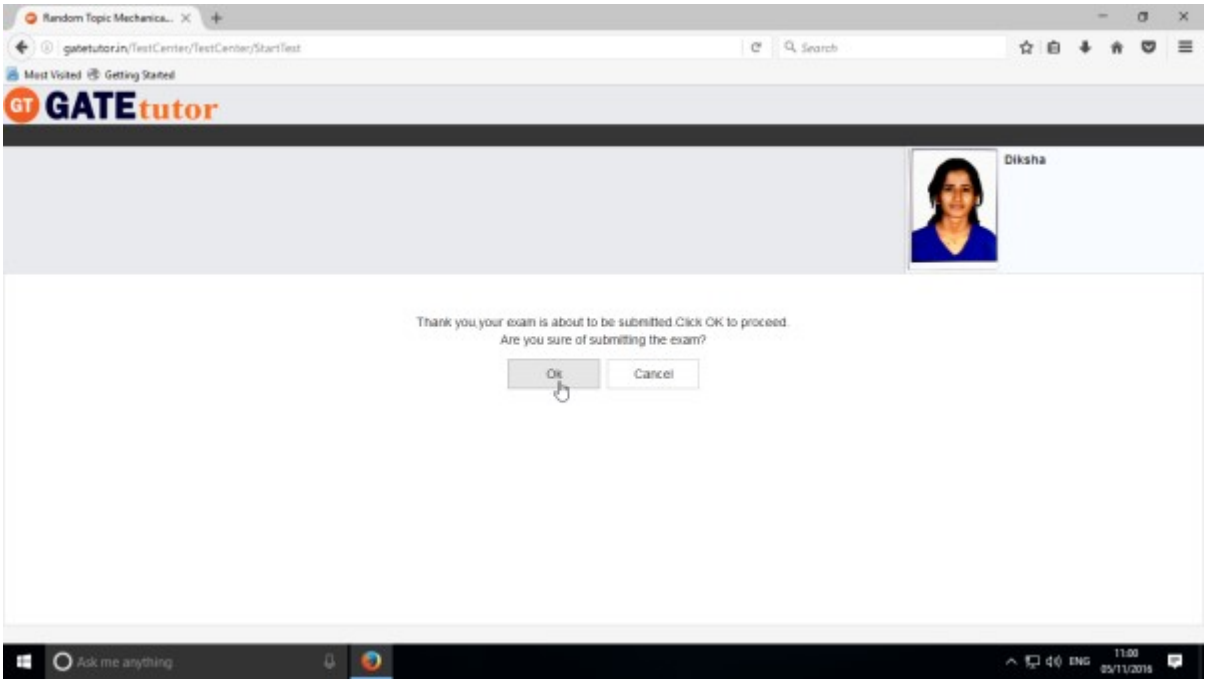
Attempt all the questions.



Click on "**Submit**" after finishing a test.

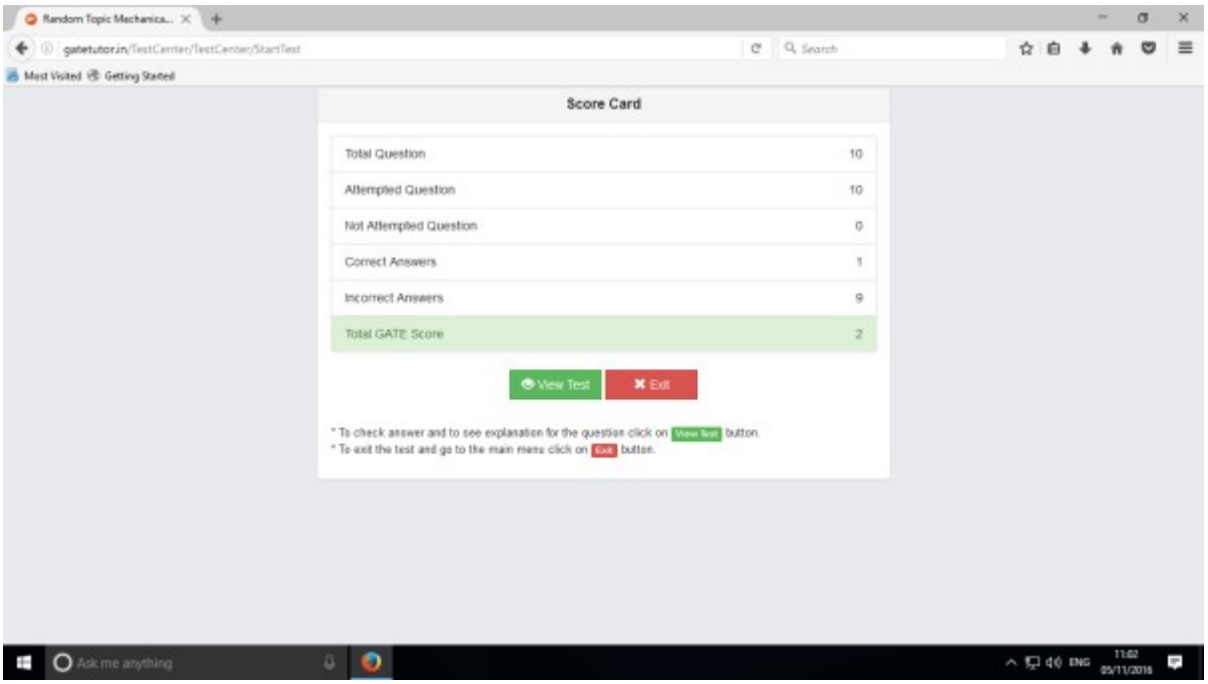


Click on "**Yes**" to continue & view the result.



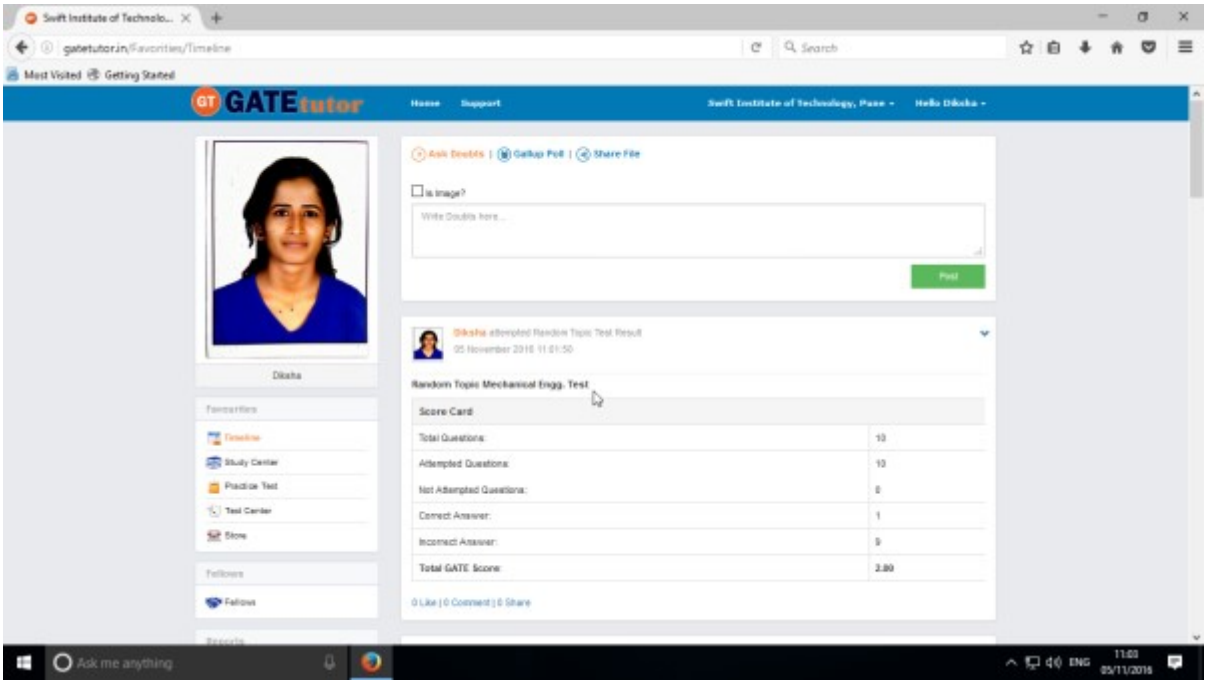
Click on "OK" to submit the test.

You can **“View Test”** or **“Exit”.**

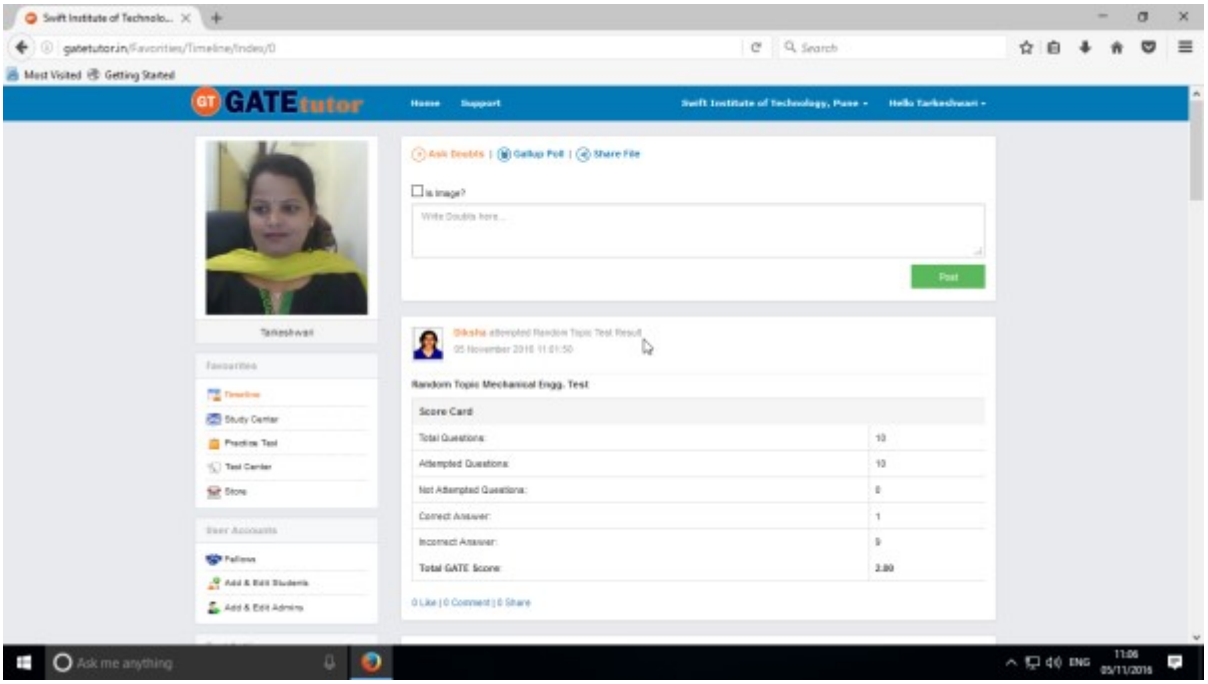


Exit from the test & click on timeline.

You can see the test results on your college timeline as follows**.**

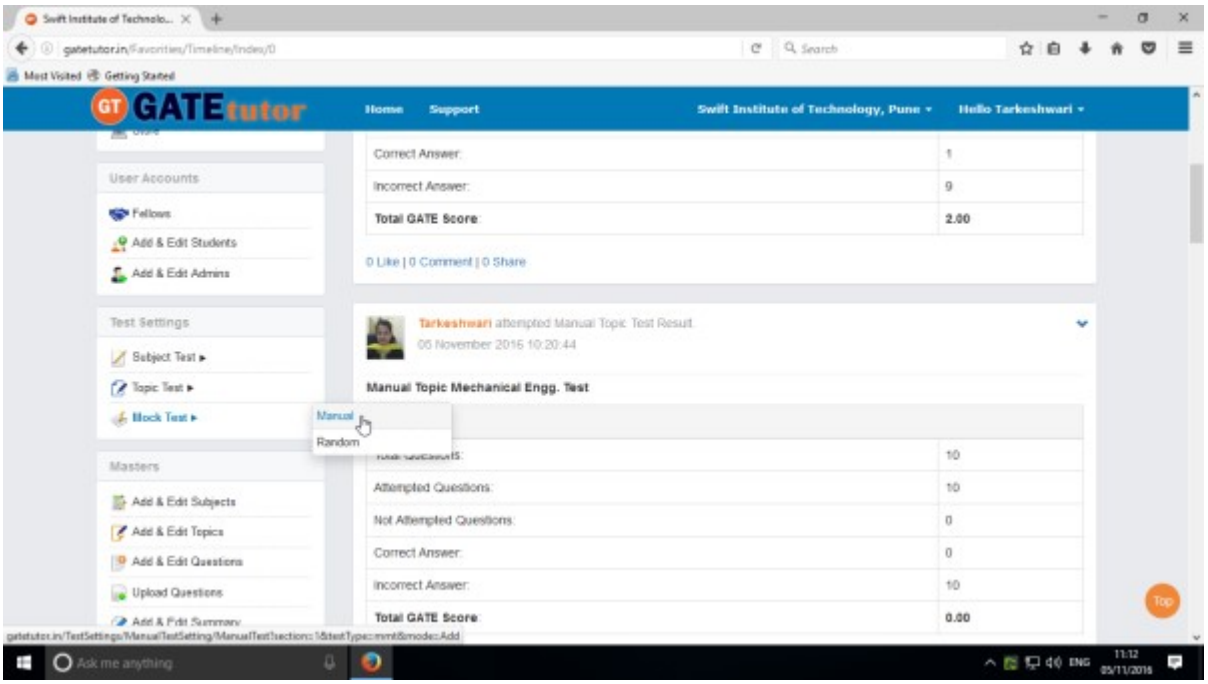


The result of test given by the student is visible on admin’s college timeline.

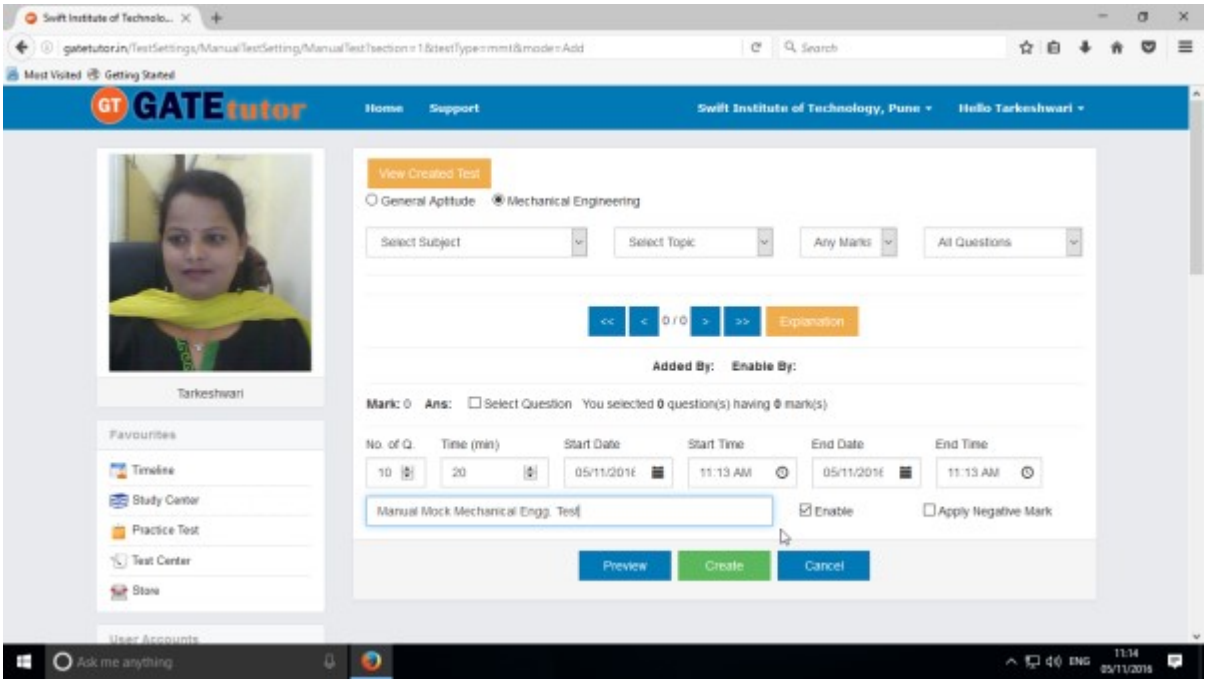


3. Mock Test

a) Manual Mock Test

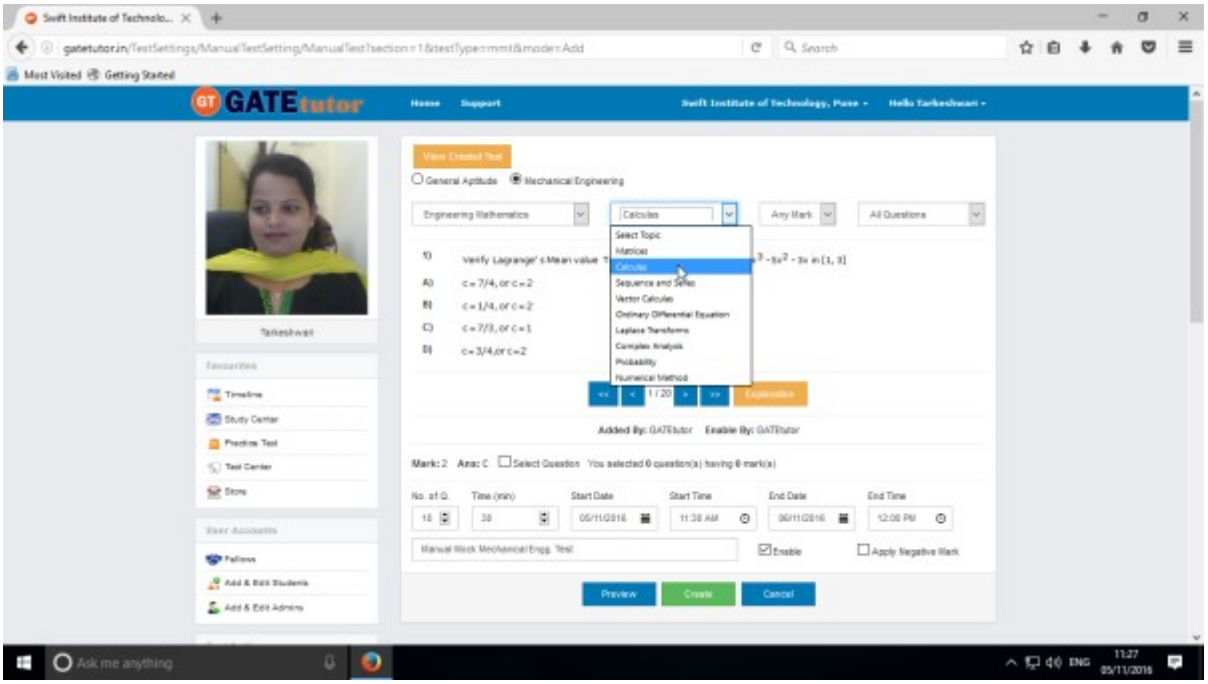


Click on "**Manual**" to create a test.

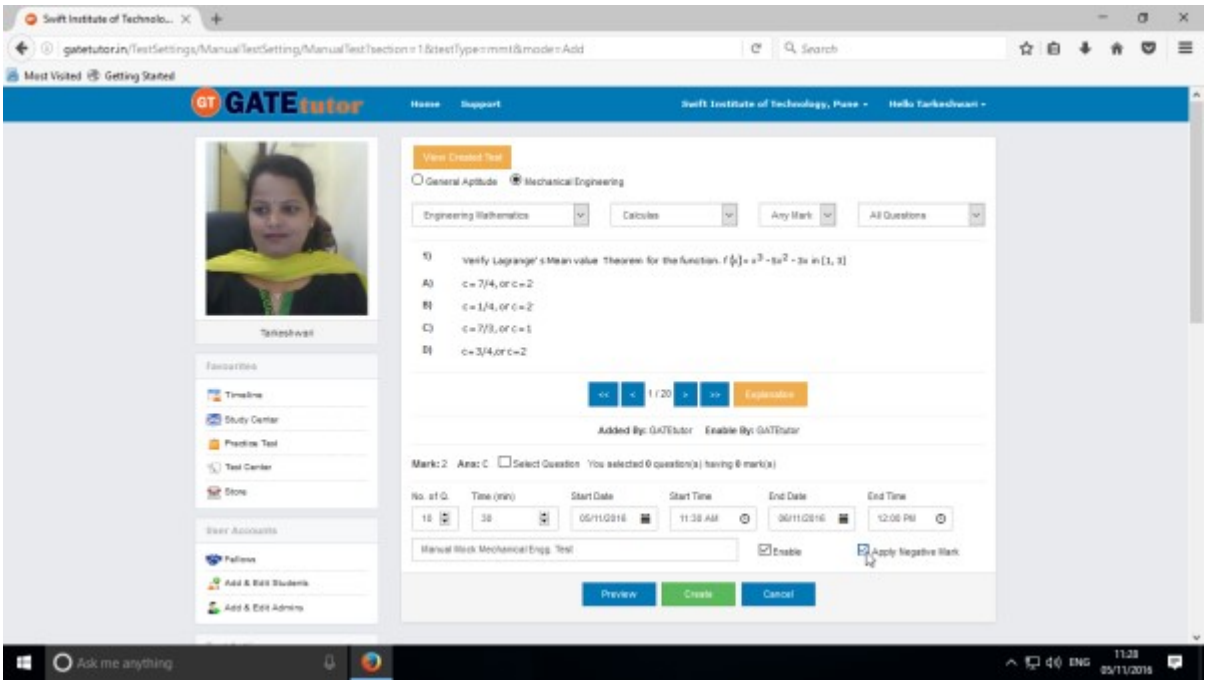


Write a test name as above.

Select subject and topic for the test.

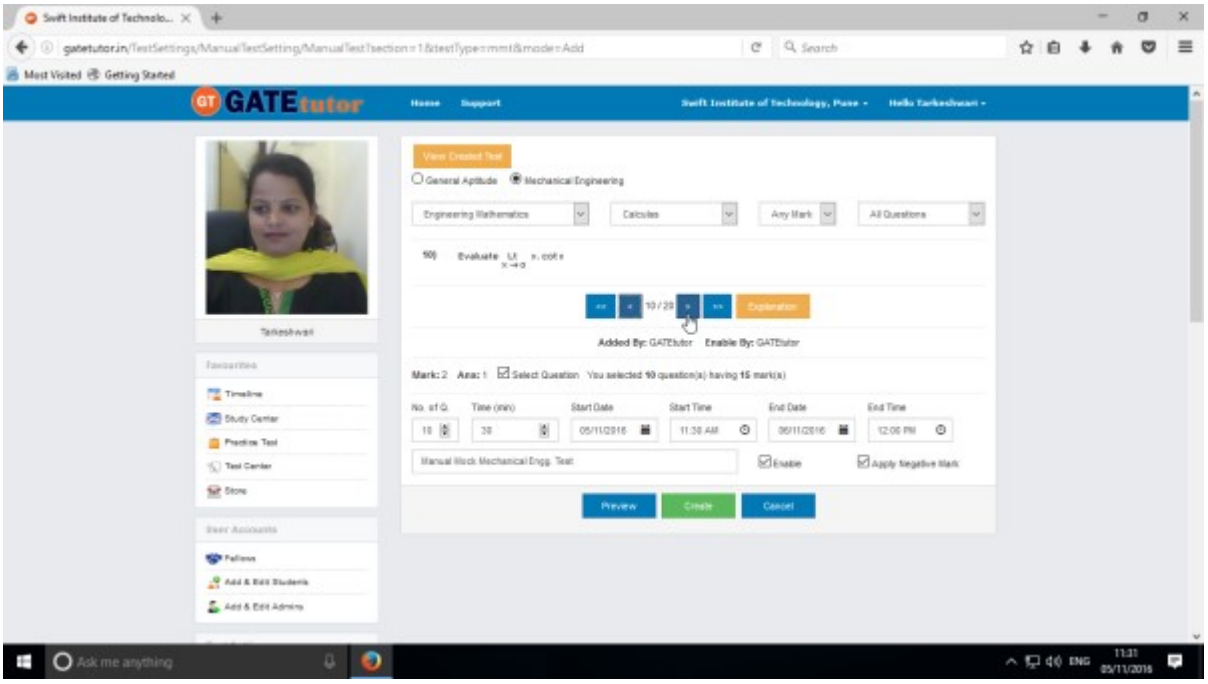


Fill up all the remaining details

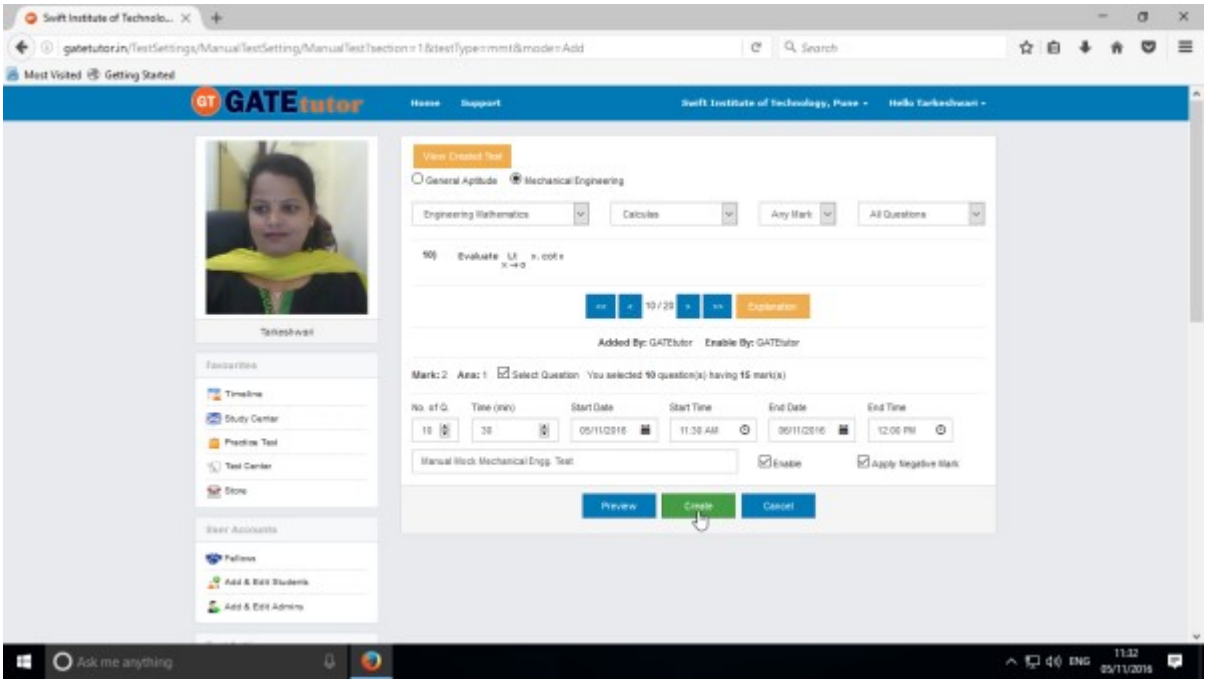


You can also apply Negative marking for the test.

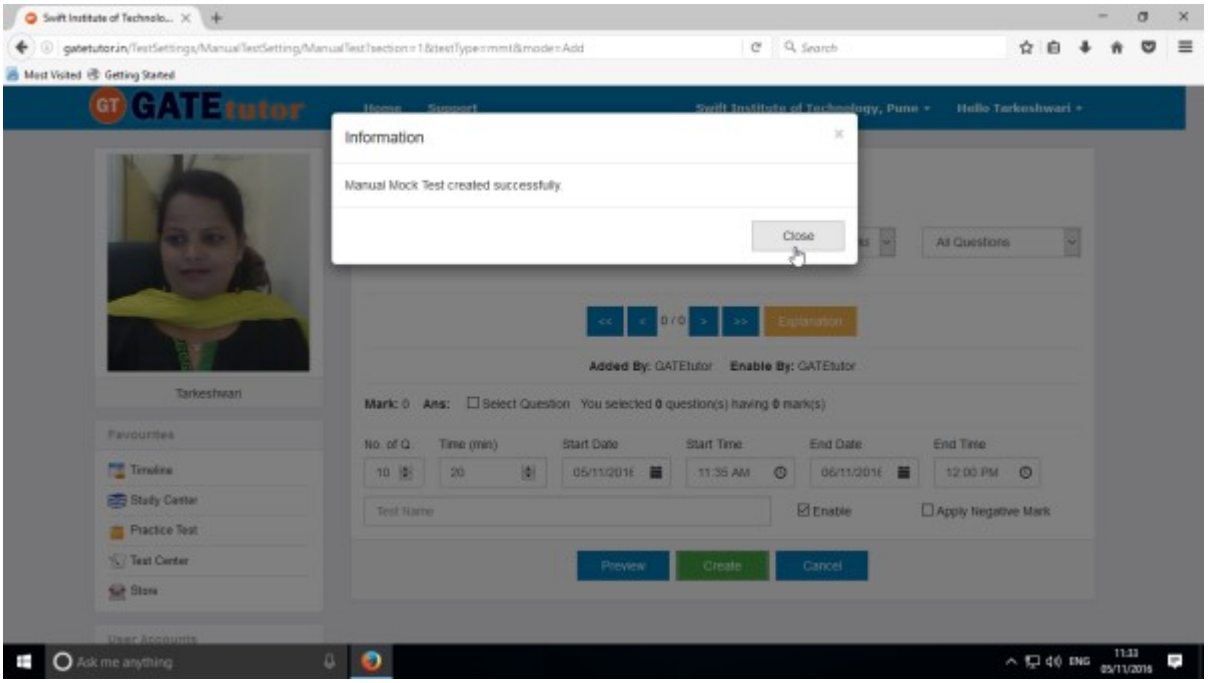
Select & choose the questions by clicking on forward & backward arrow.



Once you finish the questions selection, click on "**Create**" to create the test.

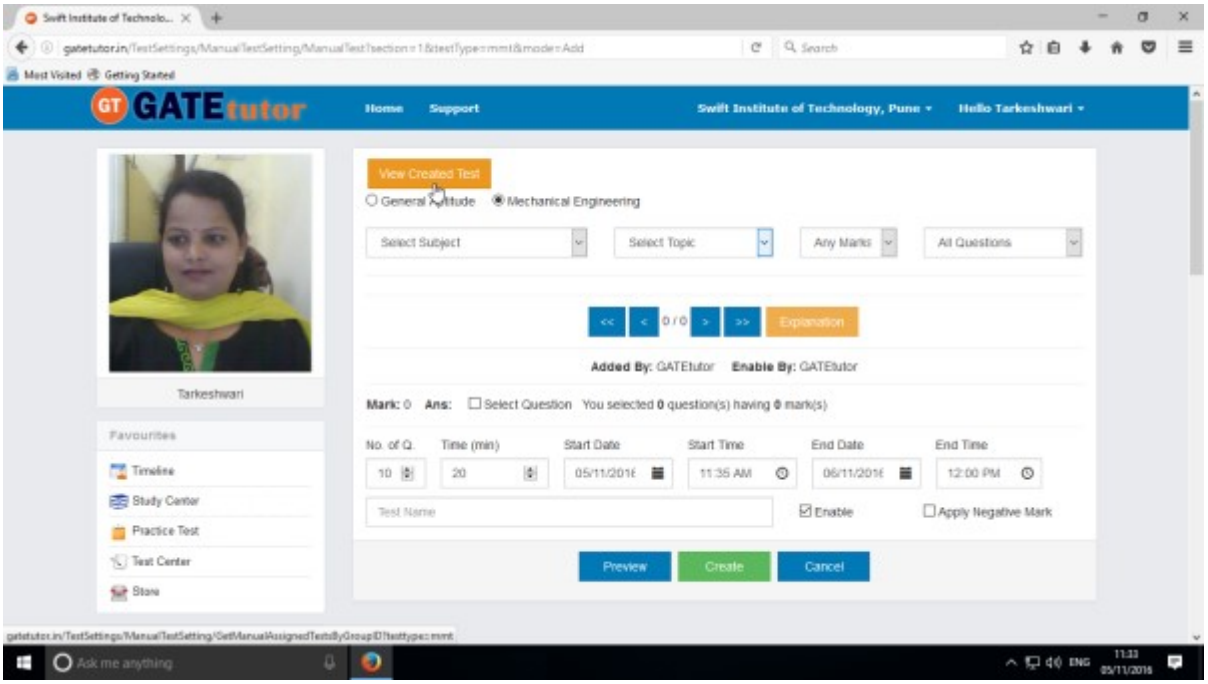


Test will get created successfully.

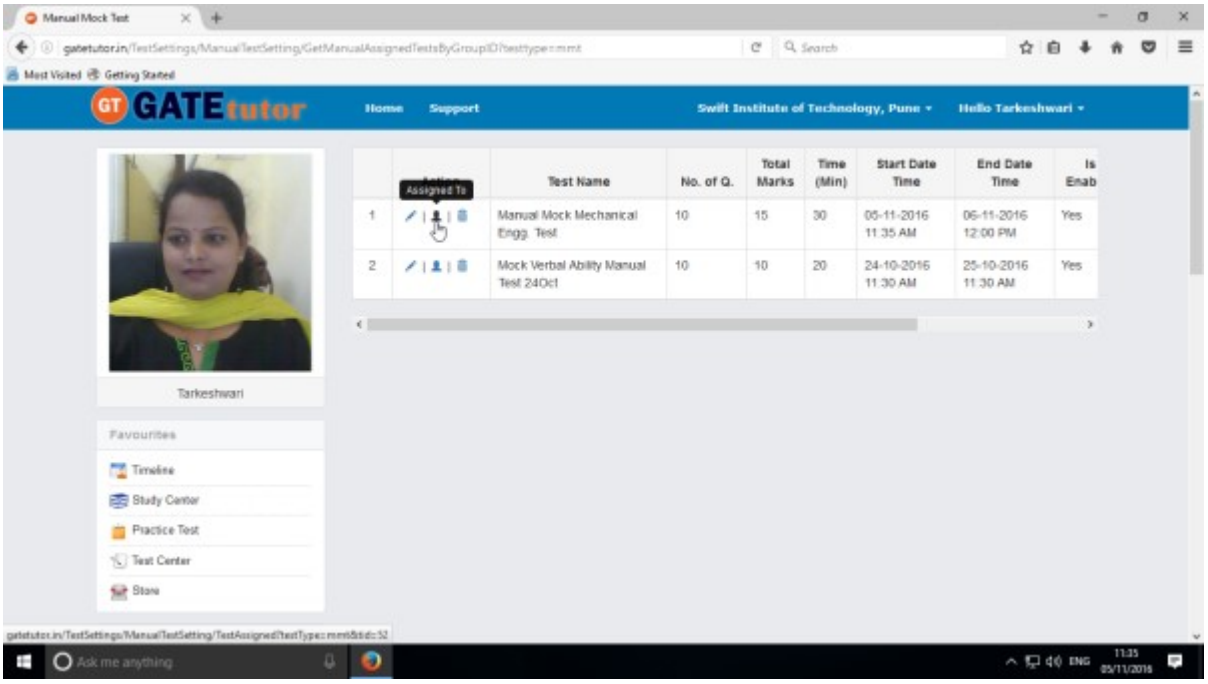


Click on “**Close**” to proceed.

Click on “**View Created Test**” to check & assign the test.

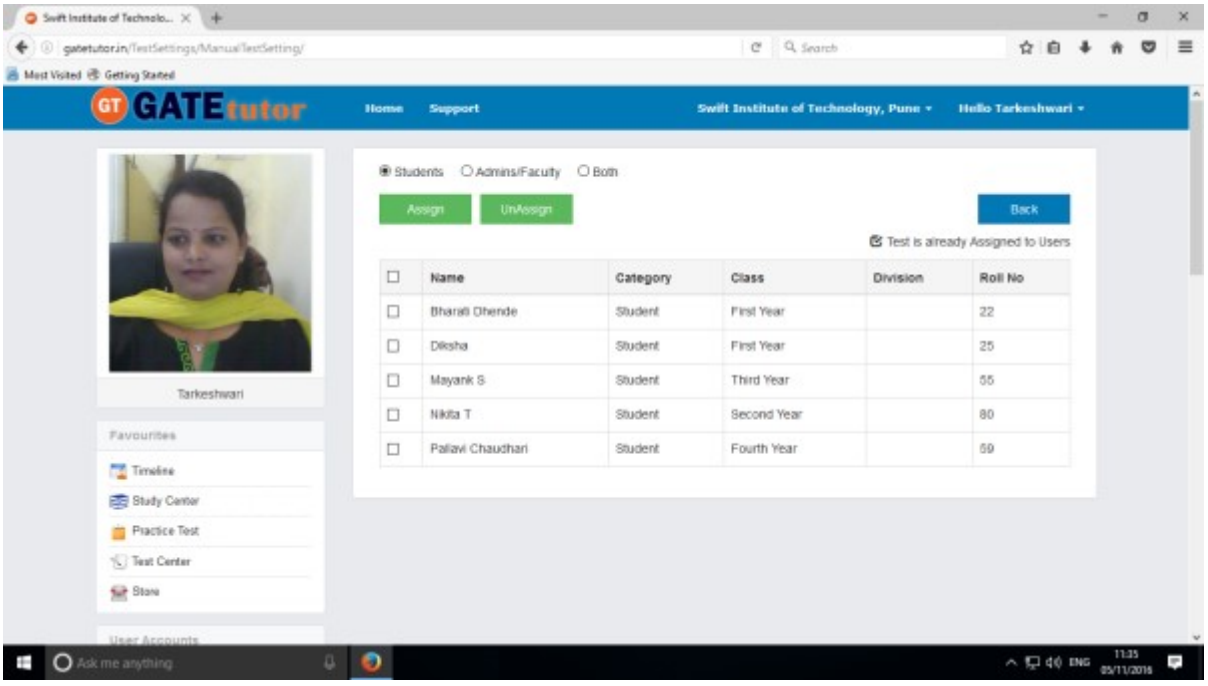


You can remove the questions from the test by clicking on "**View & Edit**" as well as "**Delete**" the test also.

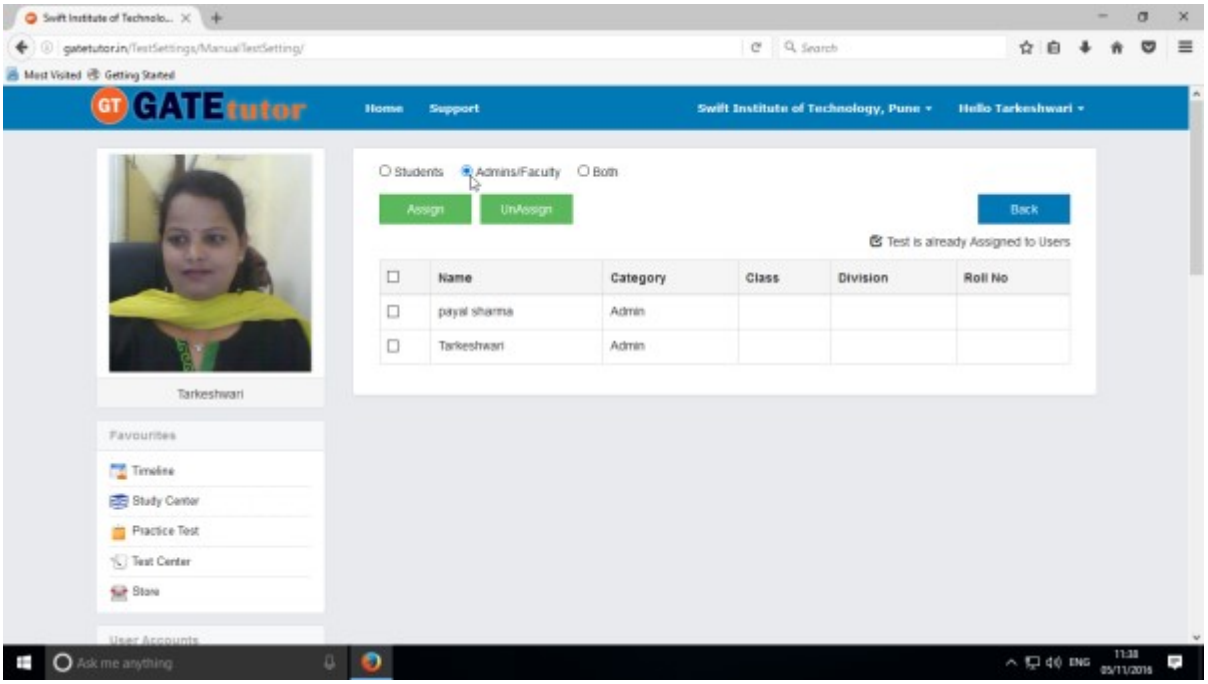


Now click on "**Assigned To**" to assign the test.

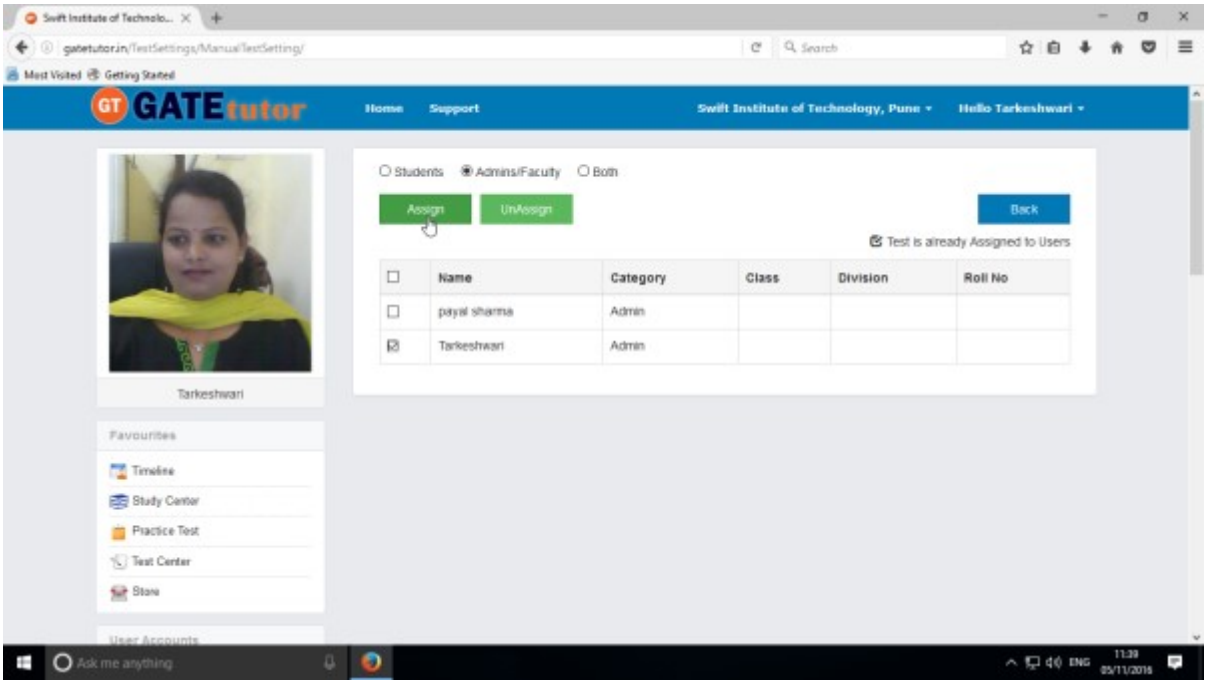
The following window will appear



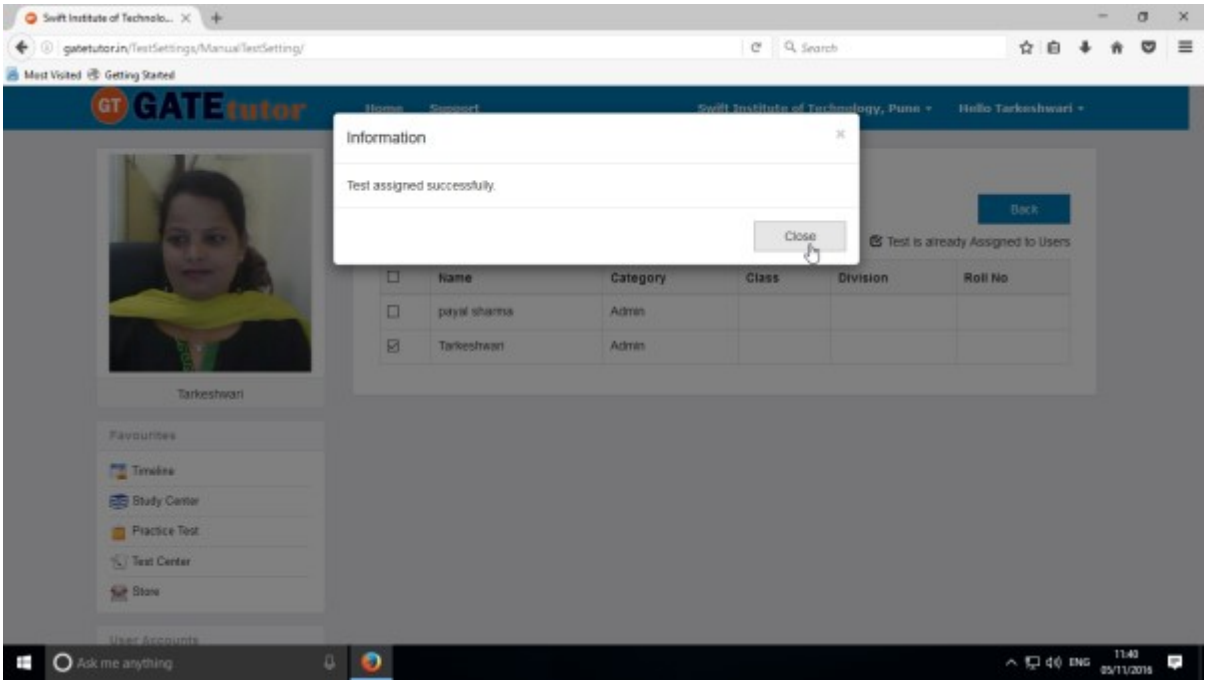
You can assign the test to yourself by clicking on “**Assign**”. Just click on Admins/Faculty button



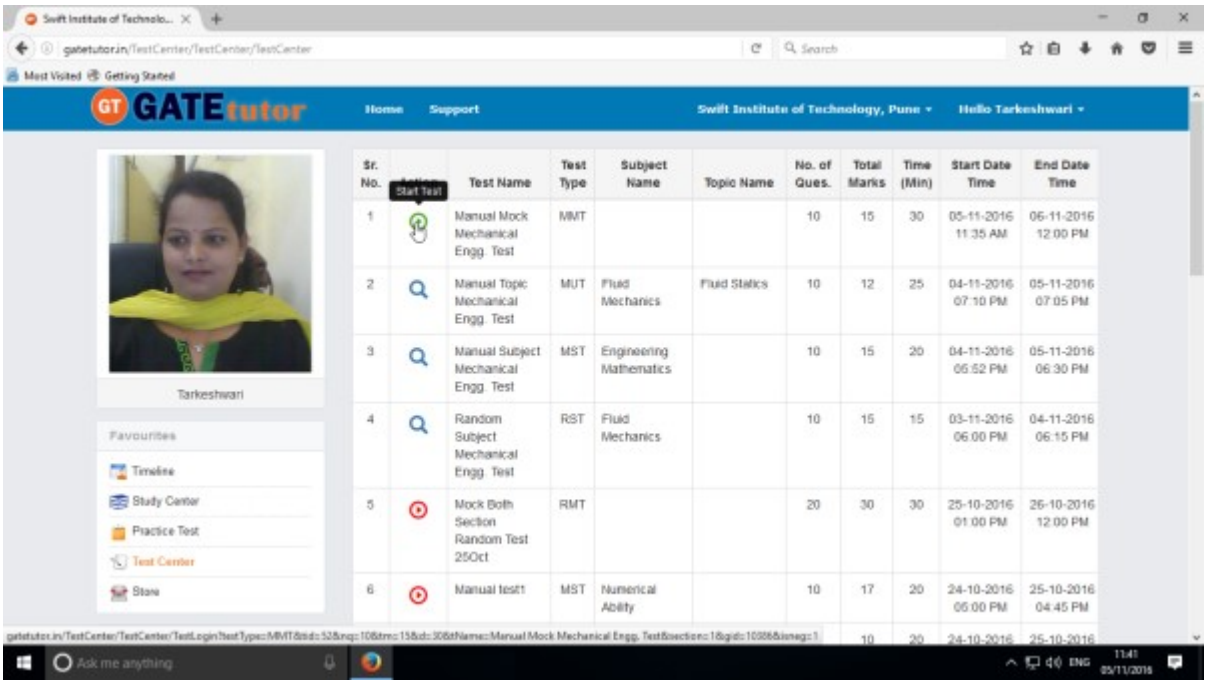
Now select name to assign a test & click on “**Assign**”.



Test will get assigned successfully.

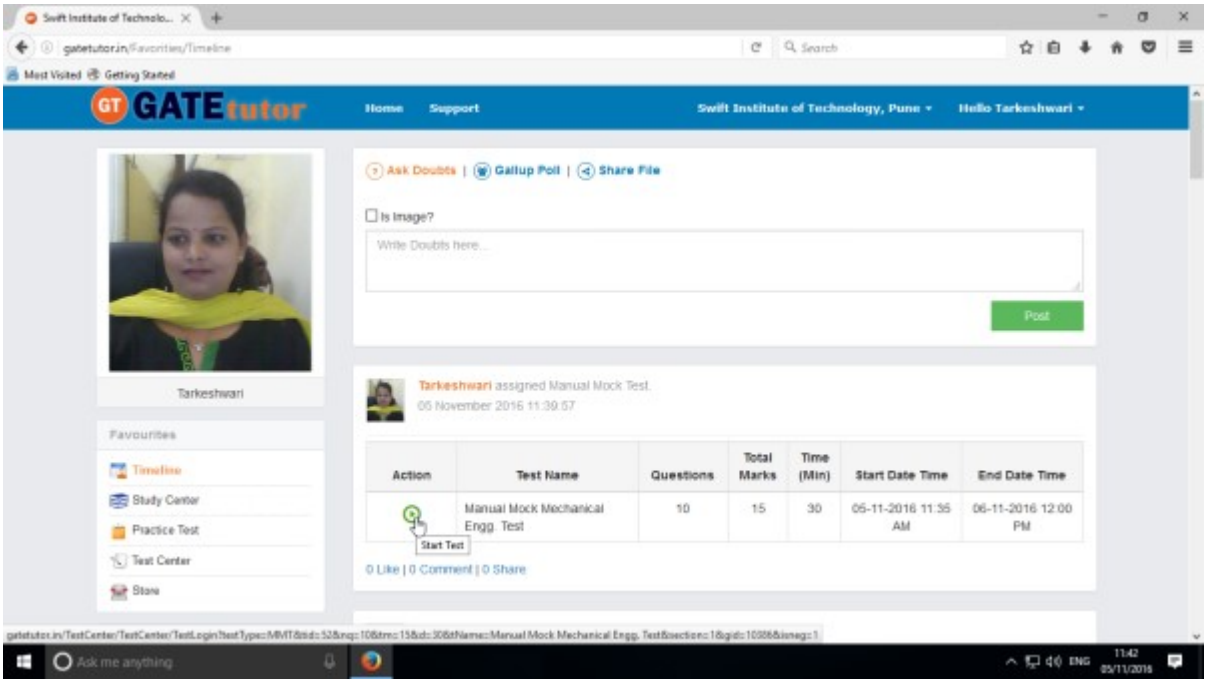


Click on the "**Close**" to continue.



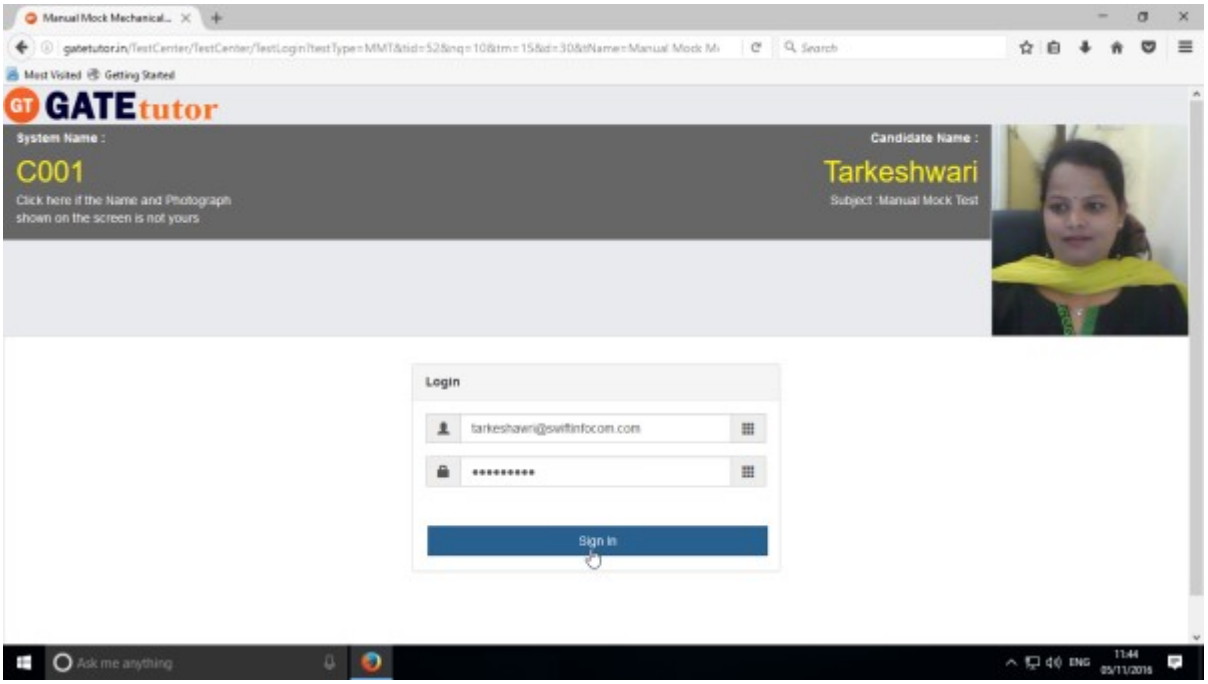
Check that test appears in **"Test Center"** as above.

Same test will appear on the college timeline as follows.

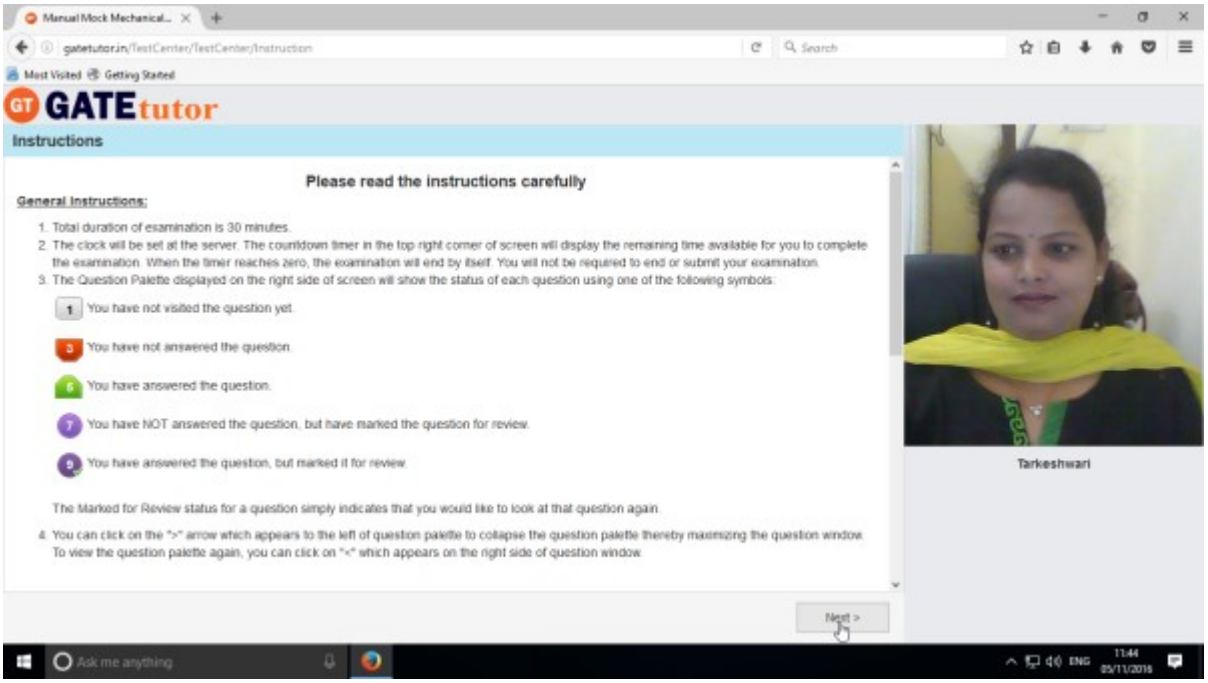


Click on "**Start Test**" icon to attend the test.

Click on **“Sign In”** to continue

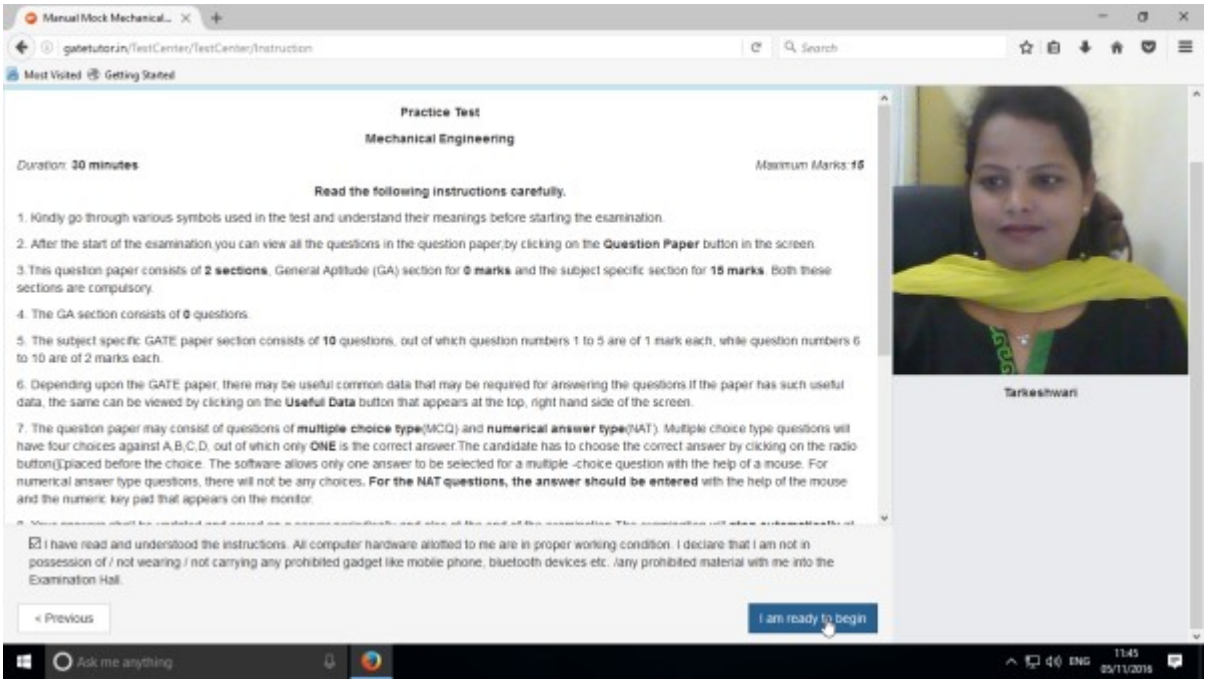


Following window will appear after signing in

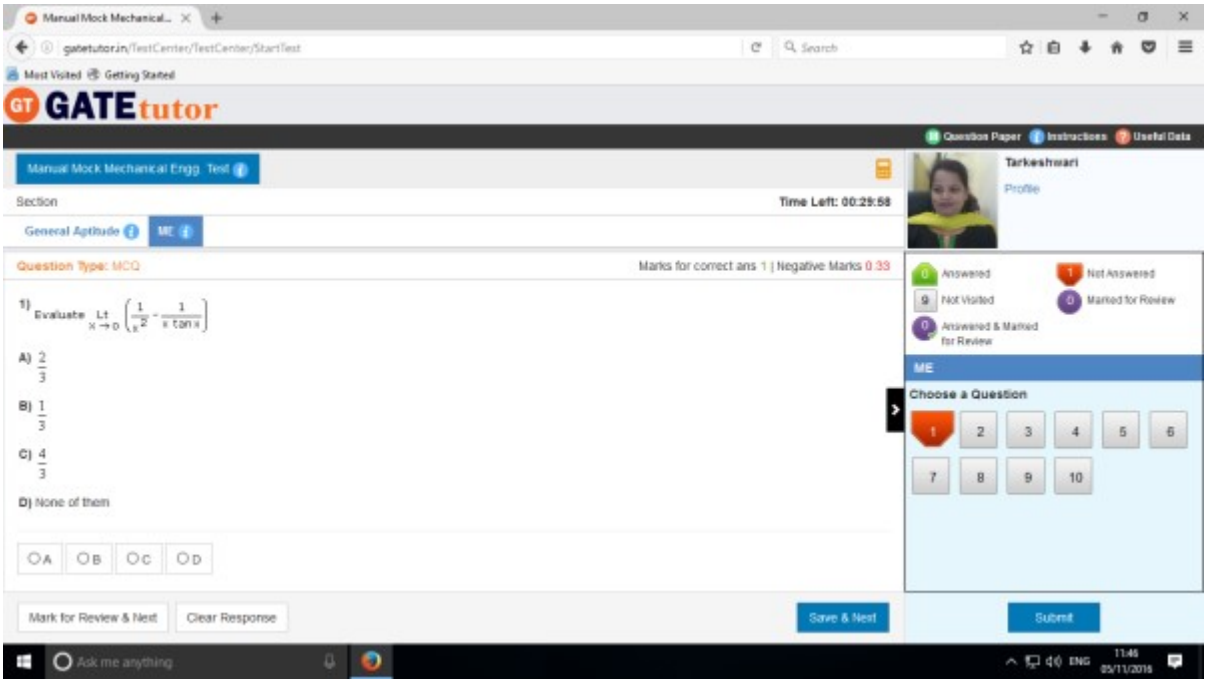


Read the instructions and click on **“Next”.**

Click on a checkbox of instructions and then click on '**I am ready to begin**'.

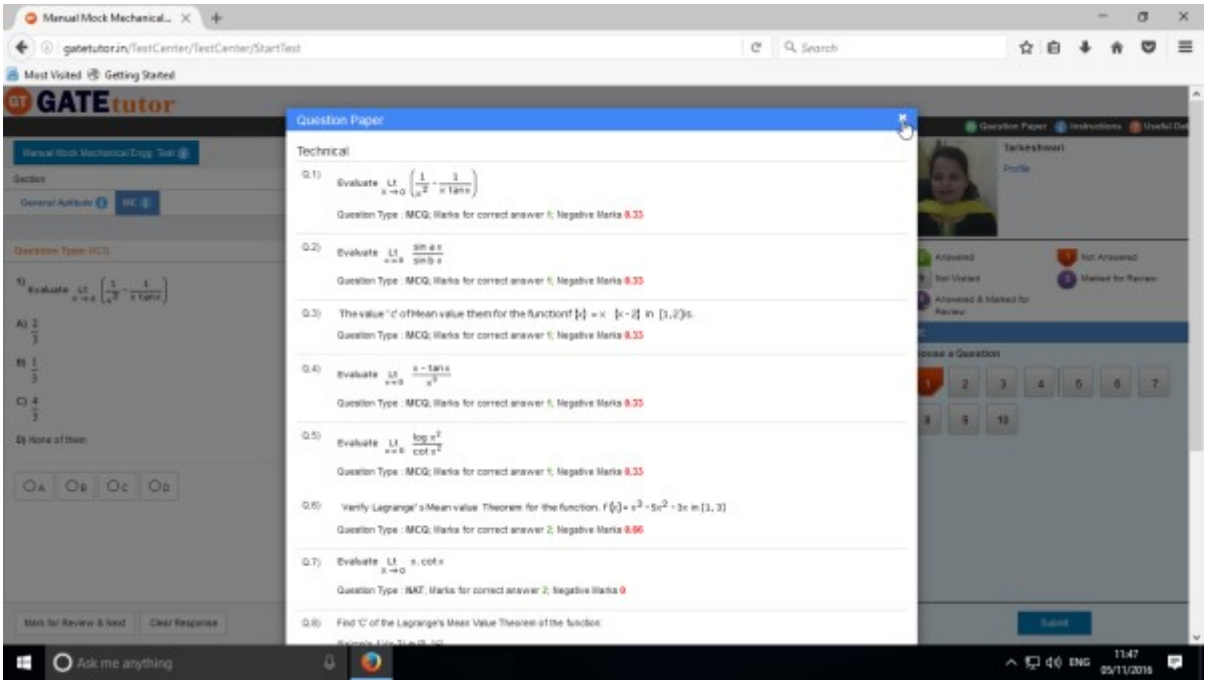


You will appear a test as follows

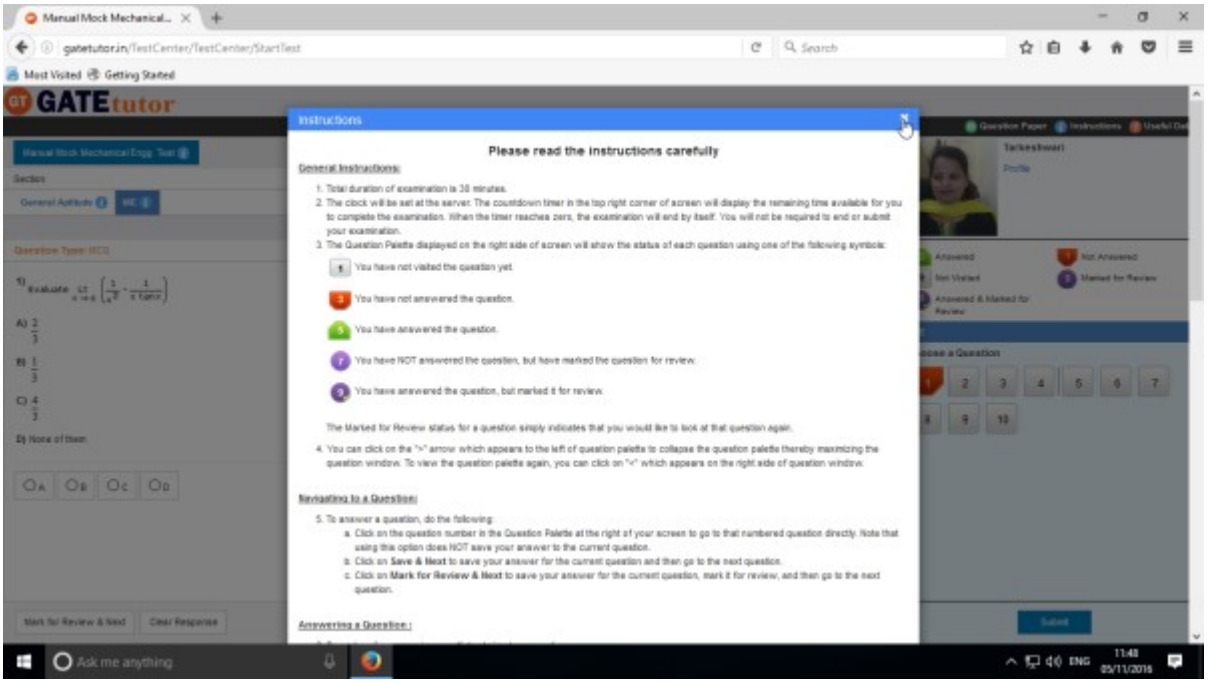


You can start the test now.

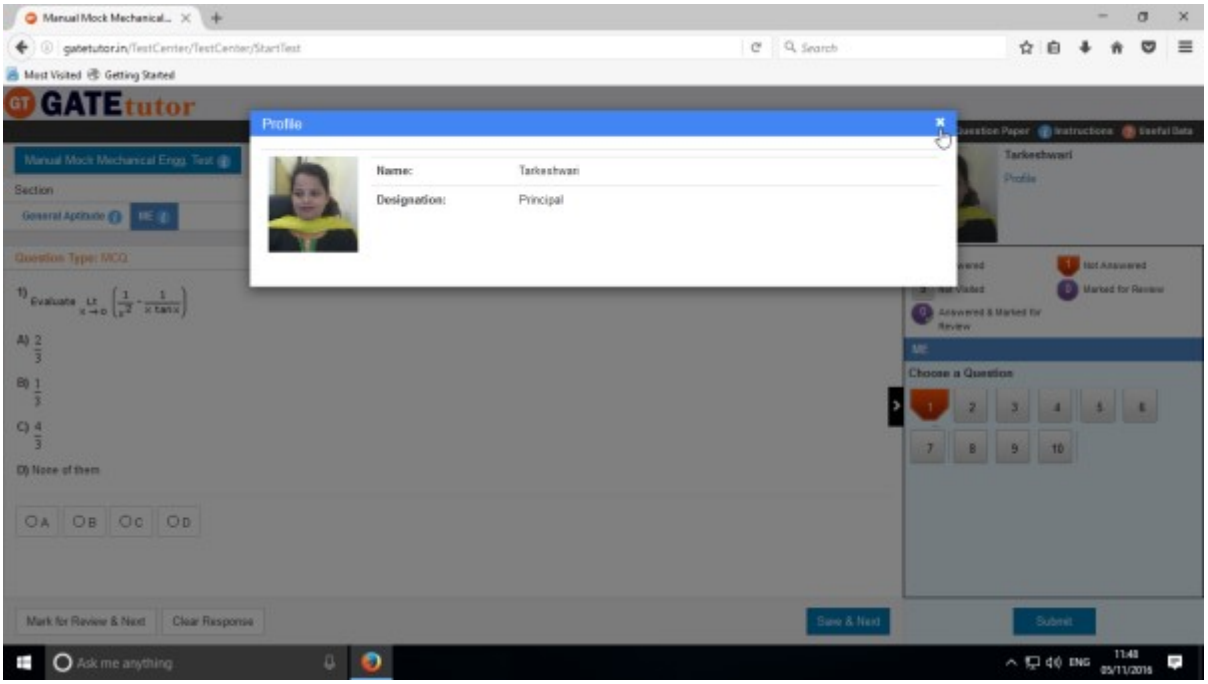
You can see whole question paper by clicking on **“Question Paper”.**



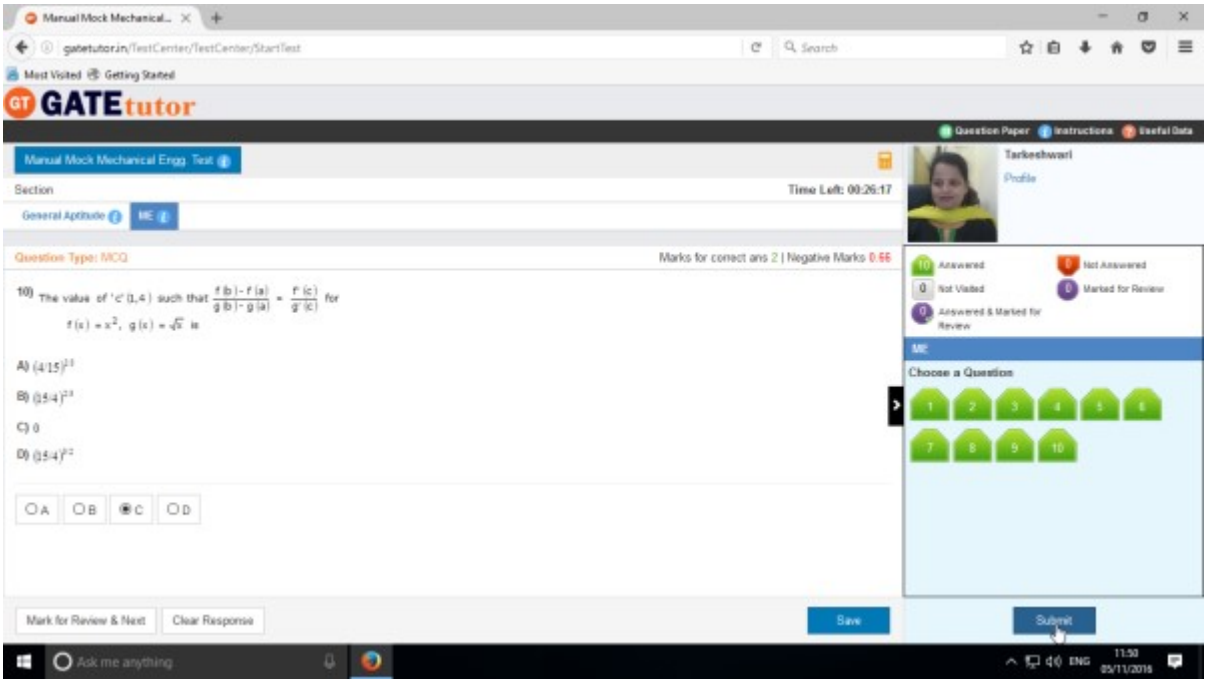
As a preview of a question paper will display. You can read the instructions again by clicking on “**Instructions**”



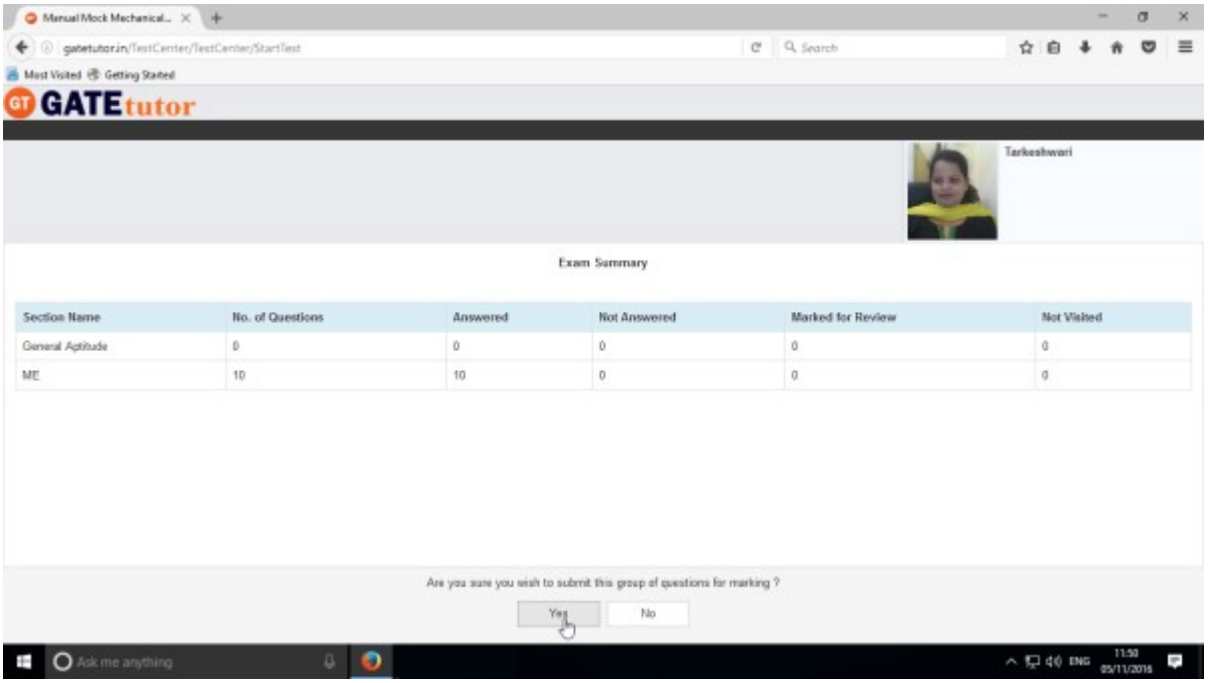
You can check your profile by clicking on **“Profile”**



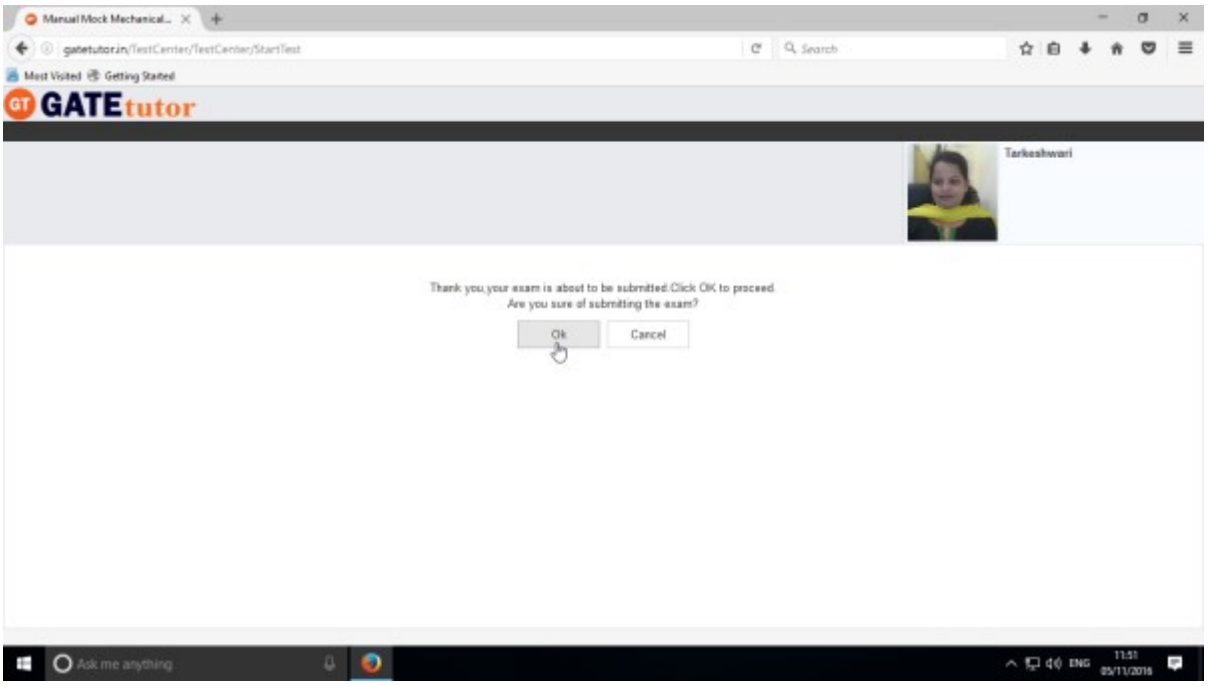
Close the profile & start the test.



Attempt the test & click on **“Submit”.**

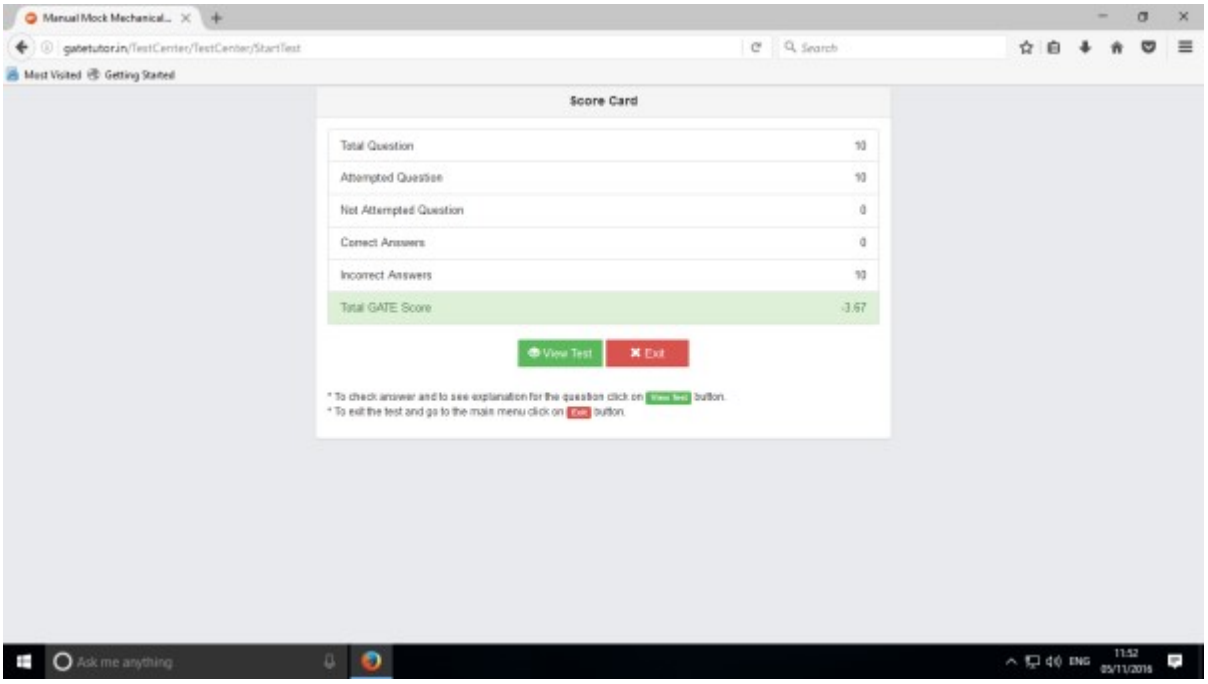


Click on "**Yes**" to continue.

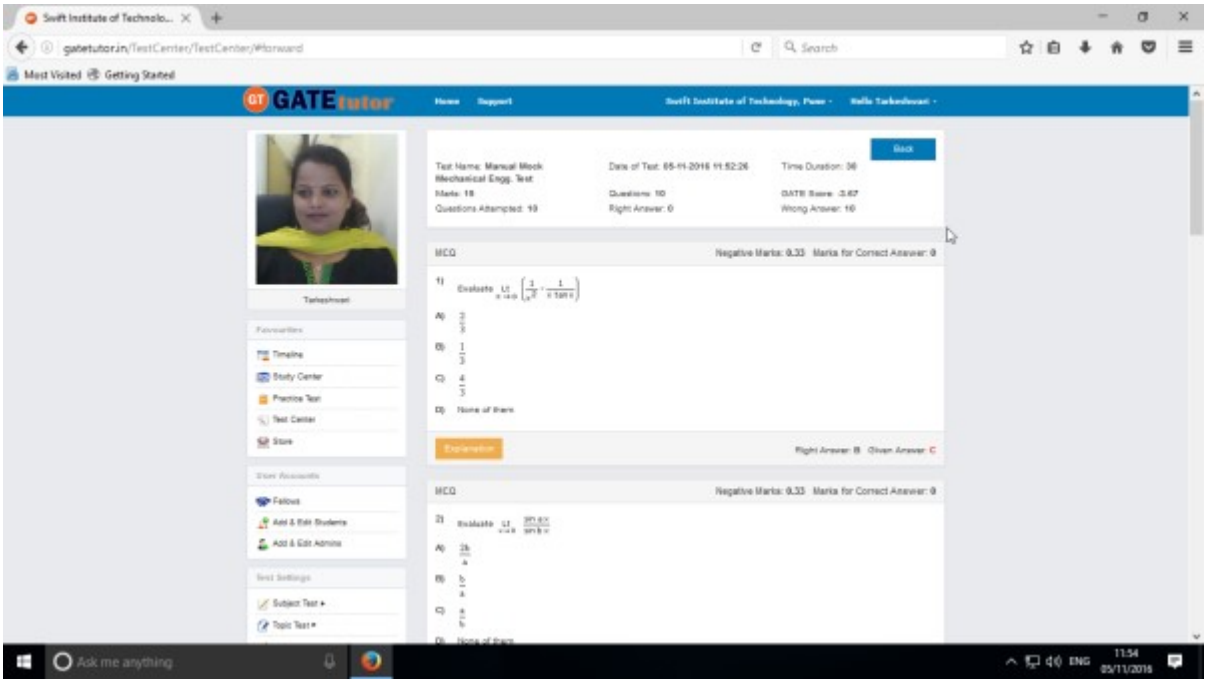


Click on "OK" to submit the test.

You can view the test or exit.



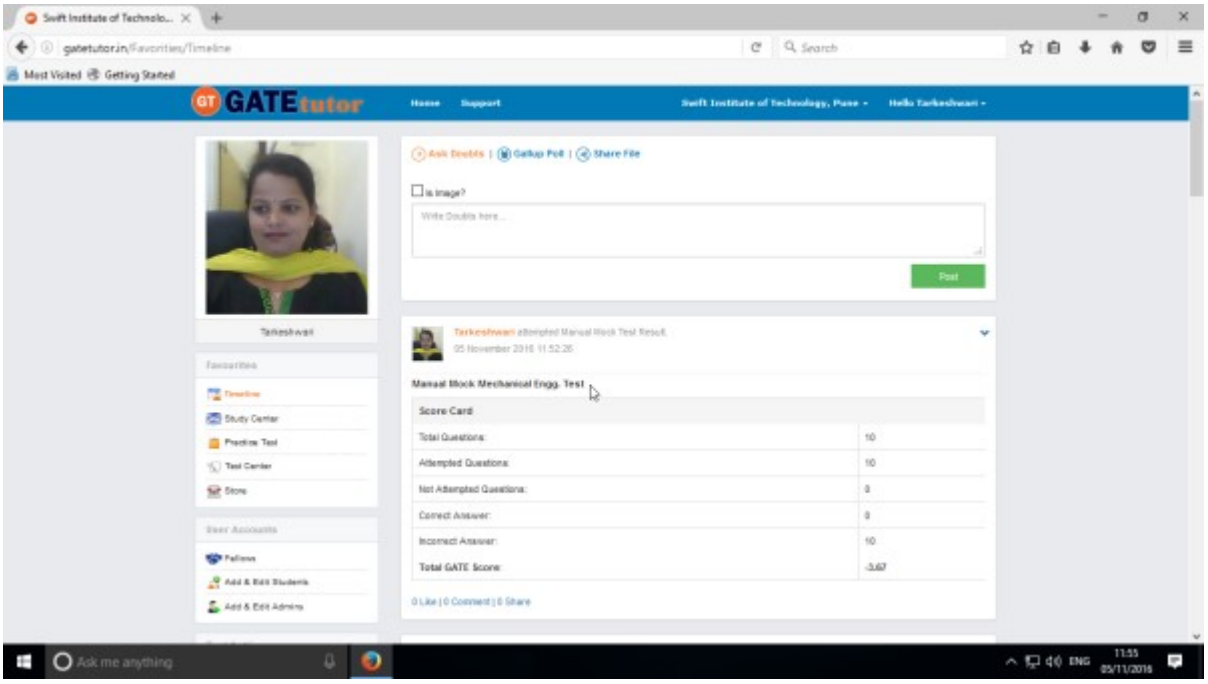
Click on "**View Test**" to check the test.



You can check the given test as above.

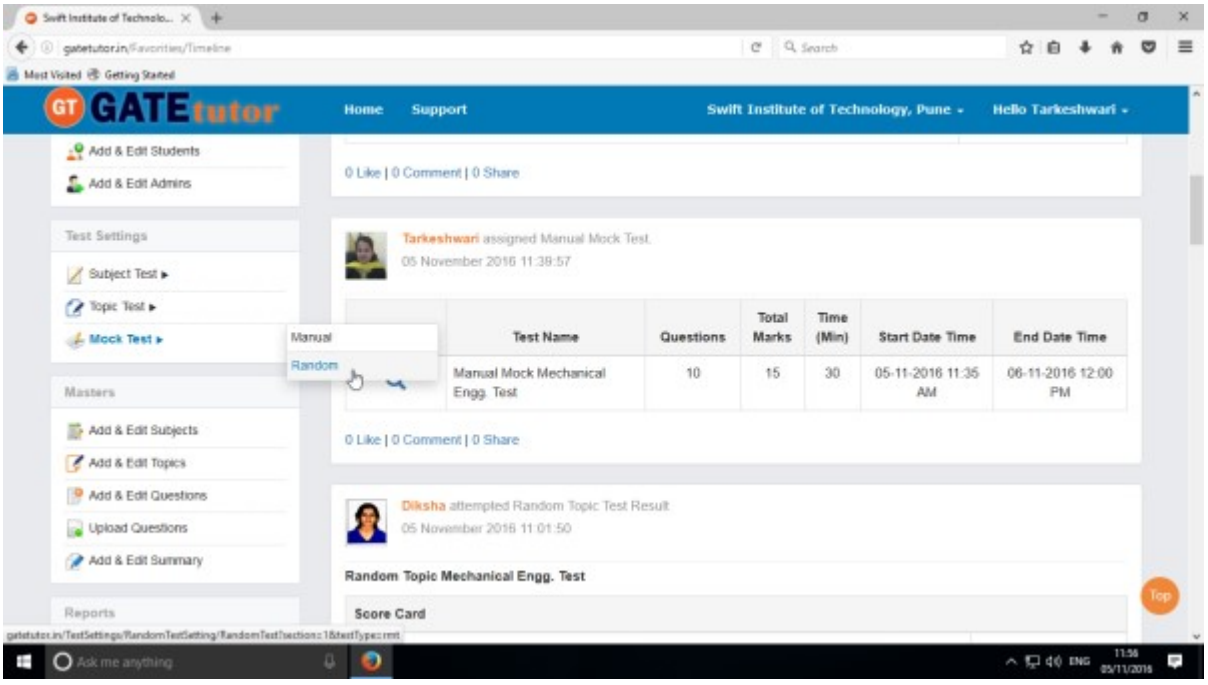
Now click on timeline to see the results.

Test result will be shown on your college timeline.



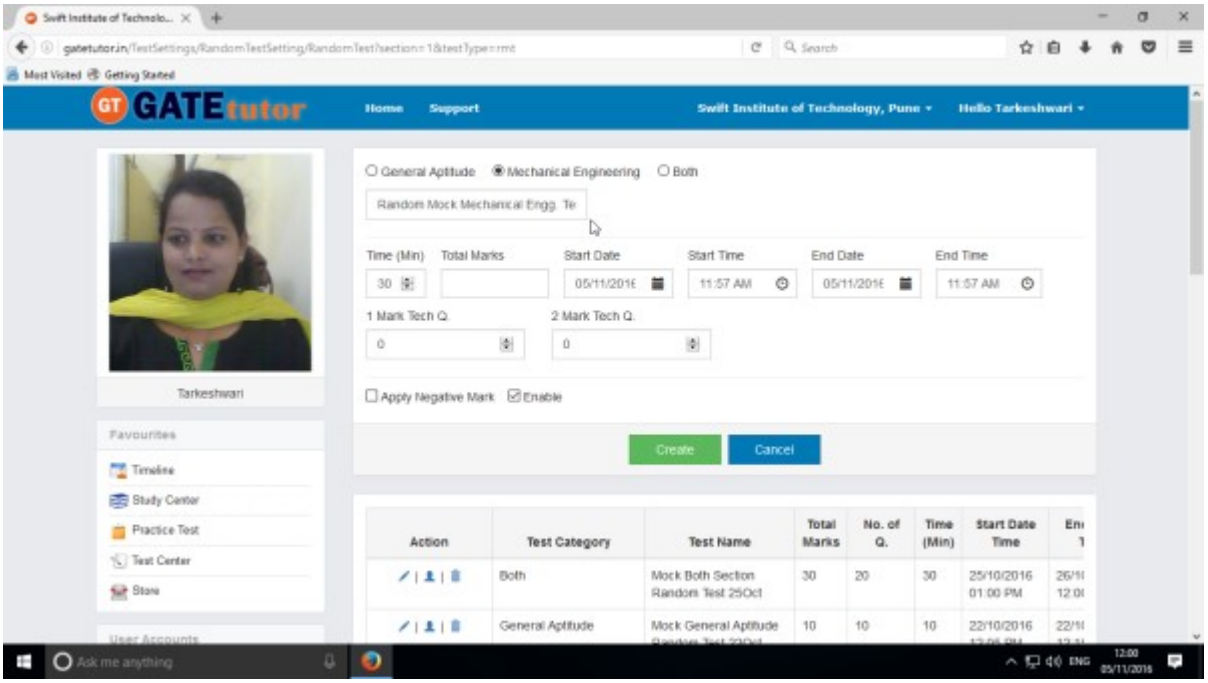
b) Random Mock Test

Click on **"Random"** to create a test.

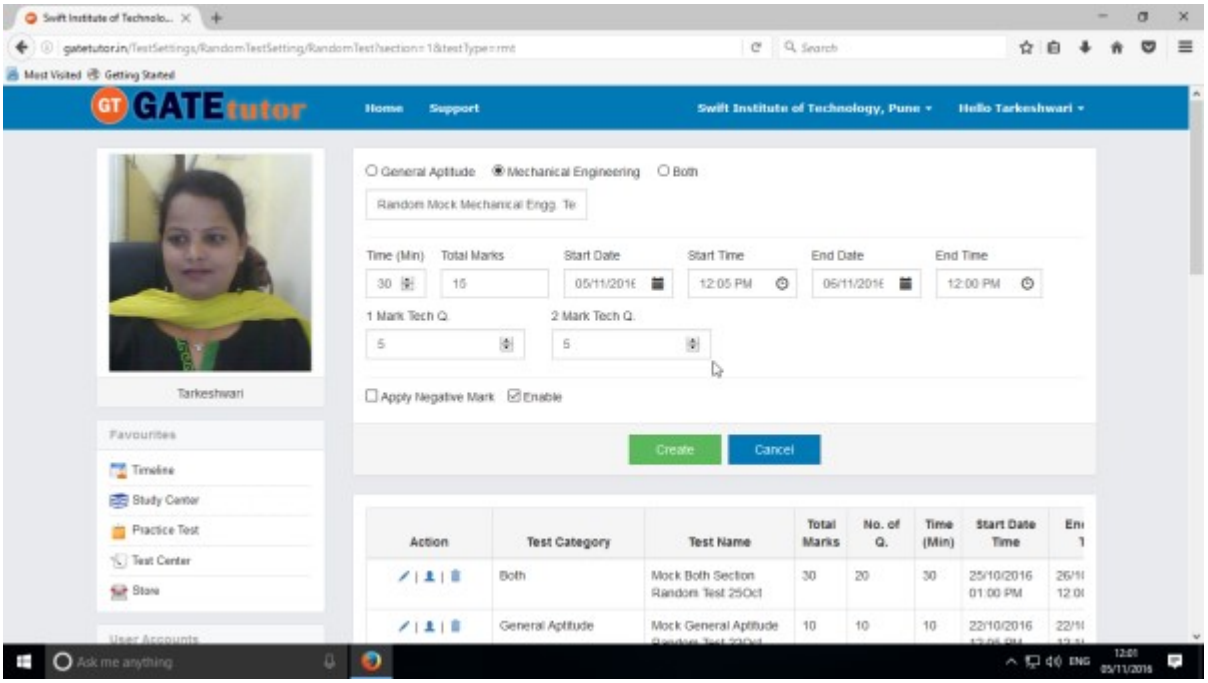


Choose the type of mock test like General Aptitude, Mechanical Engineering or Both first.

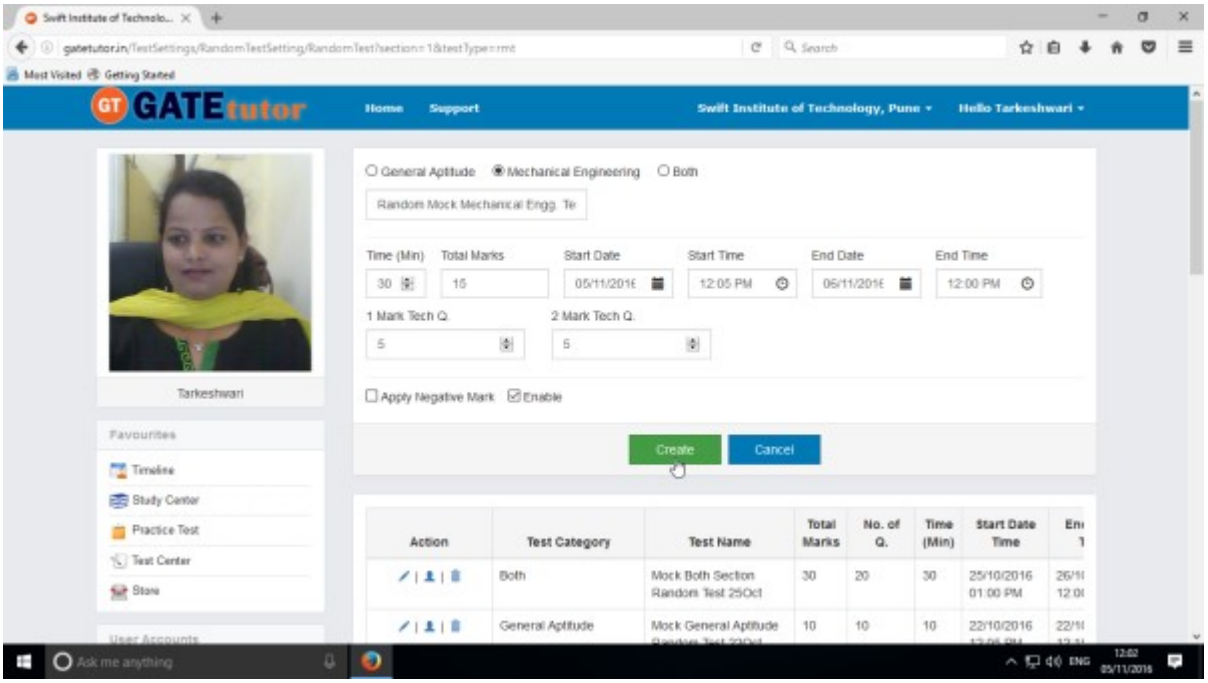
Write a test name.

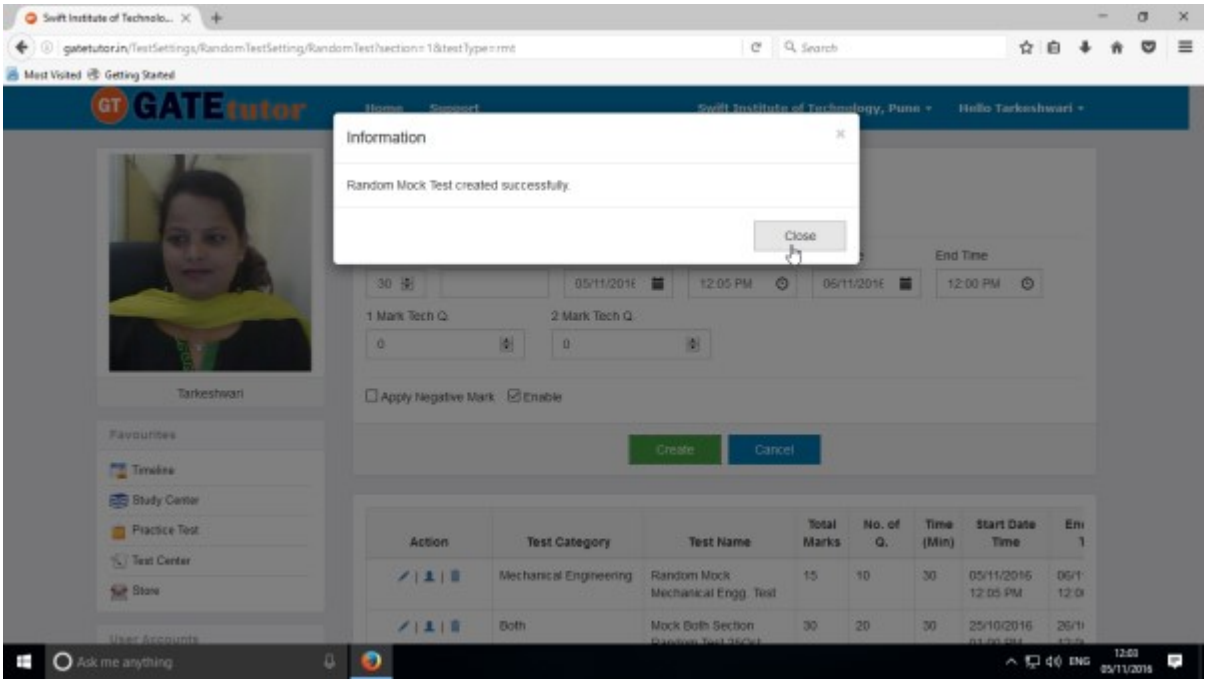


Fill up all the required details.



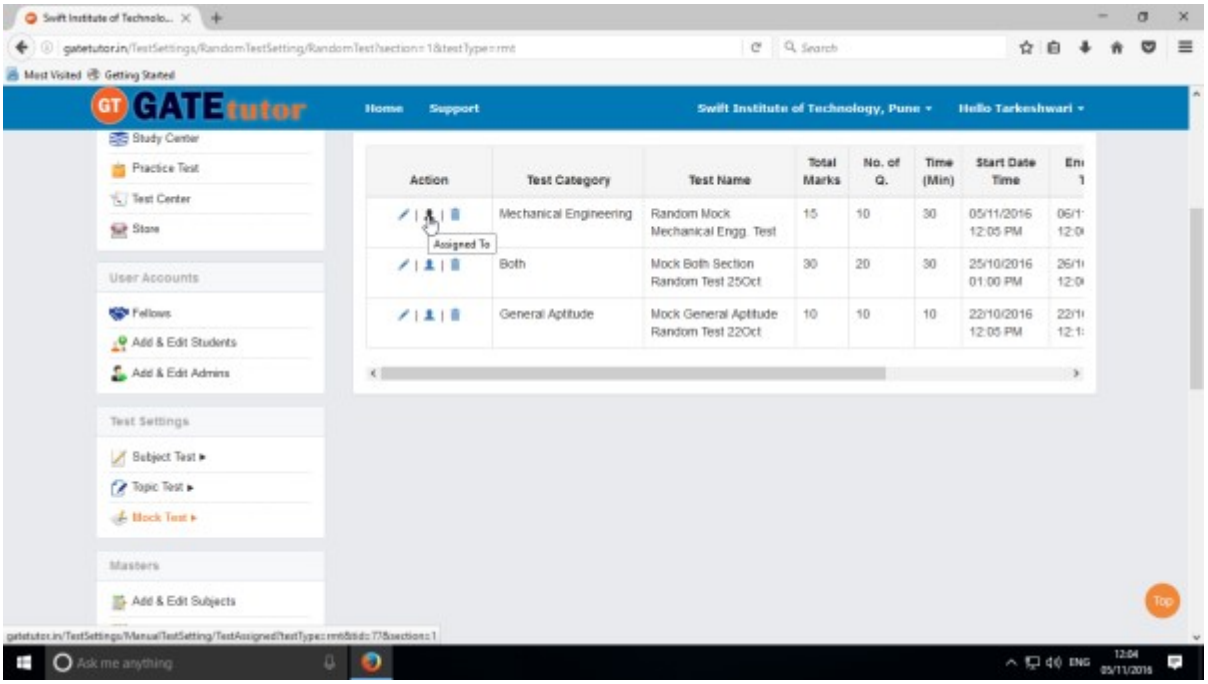
Click on “**Create**” to create a test



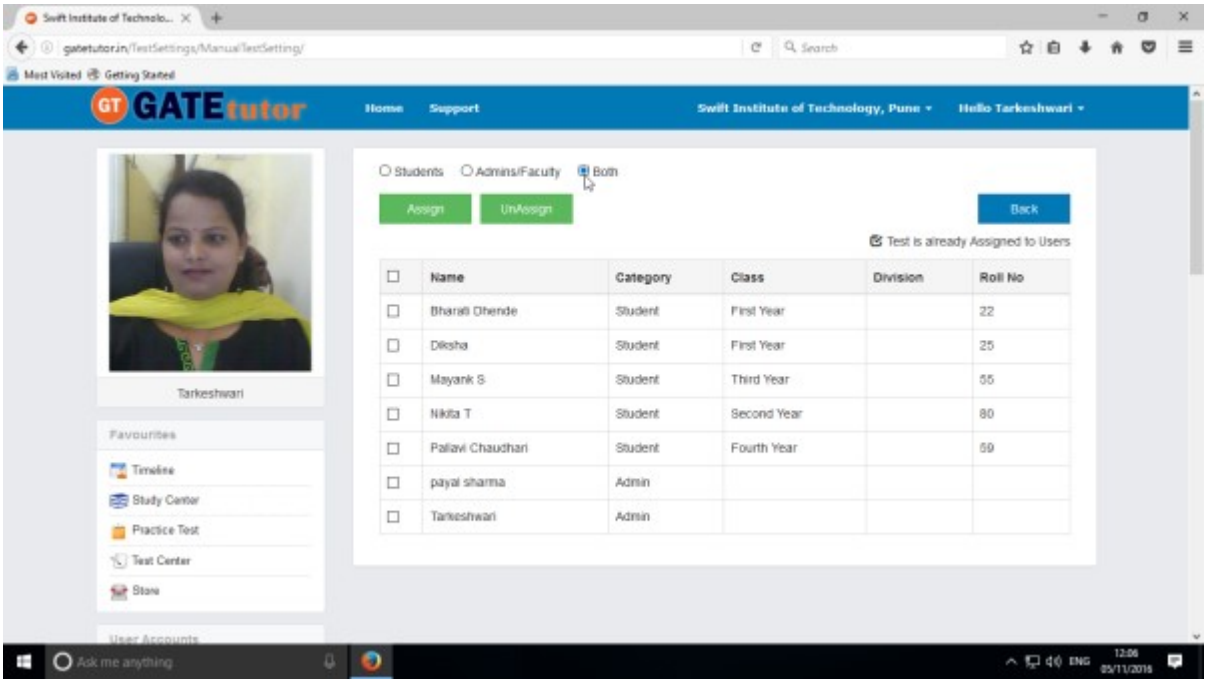


Random Mock Test will get created successfully. Now click on “**Close**” to continue.

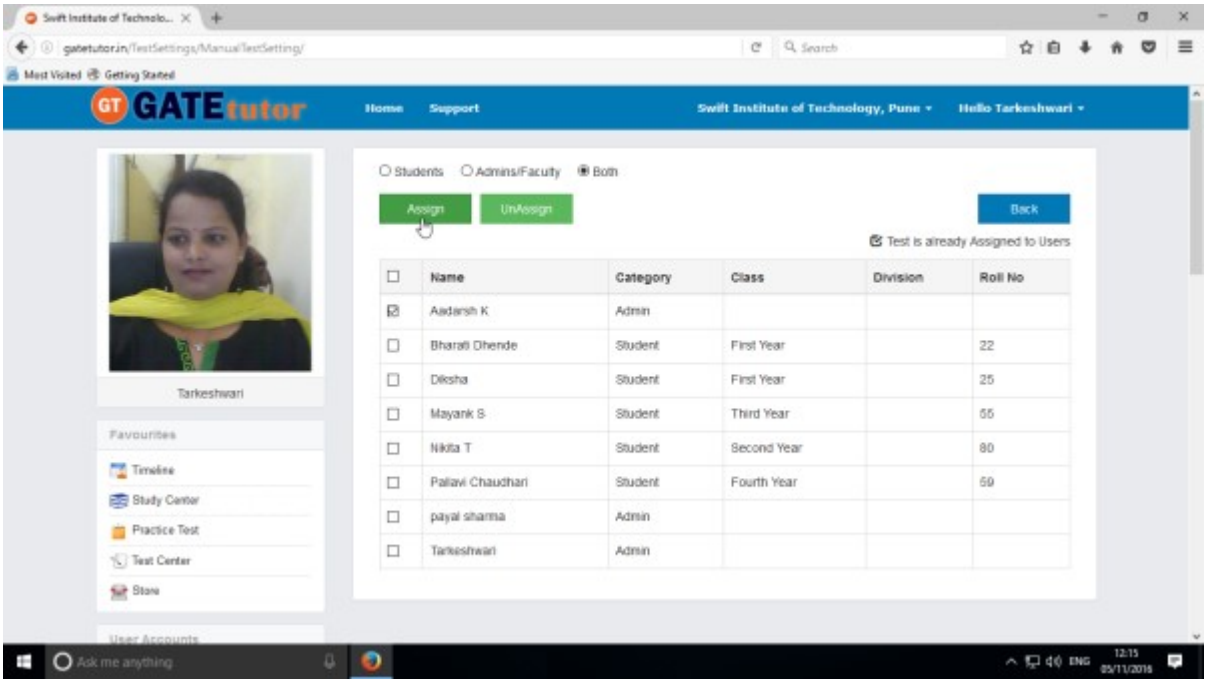
Click on “**Assign To**” icon just below the create button to assign the test.



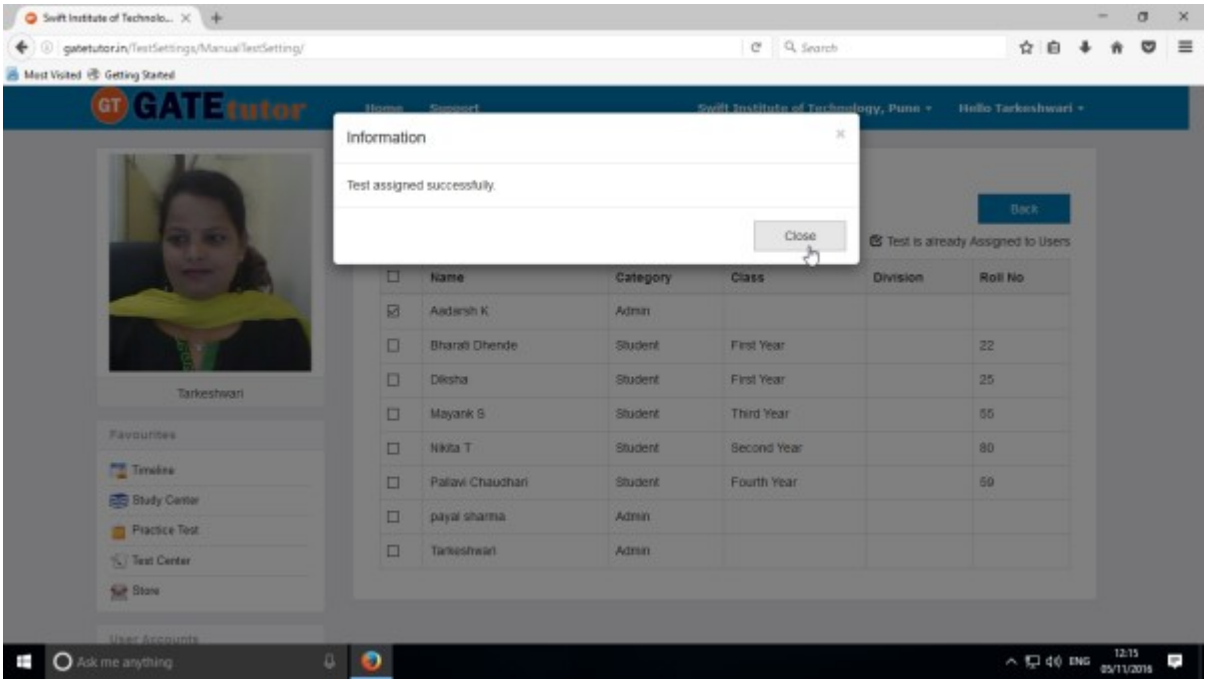
Choose names from Student, Admins/Faculty and Both to assign the test.



Select a name to which you want to assign the test and click on **“Assign”**

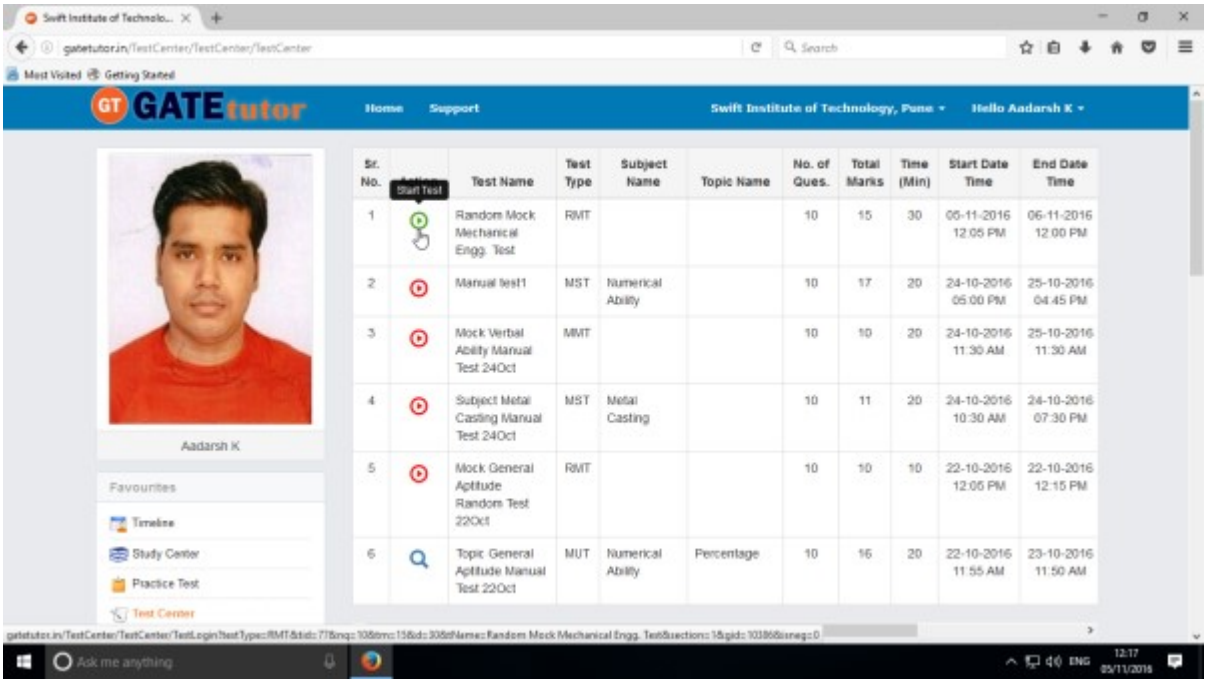


Test will get assigned successfully.

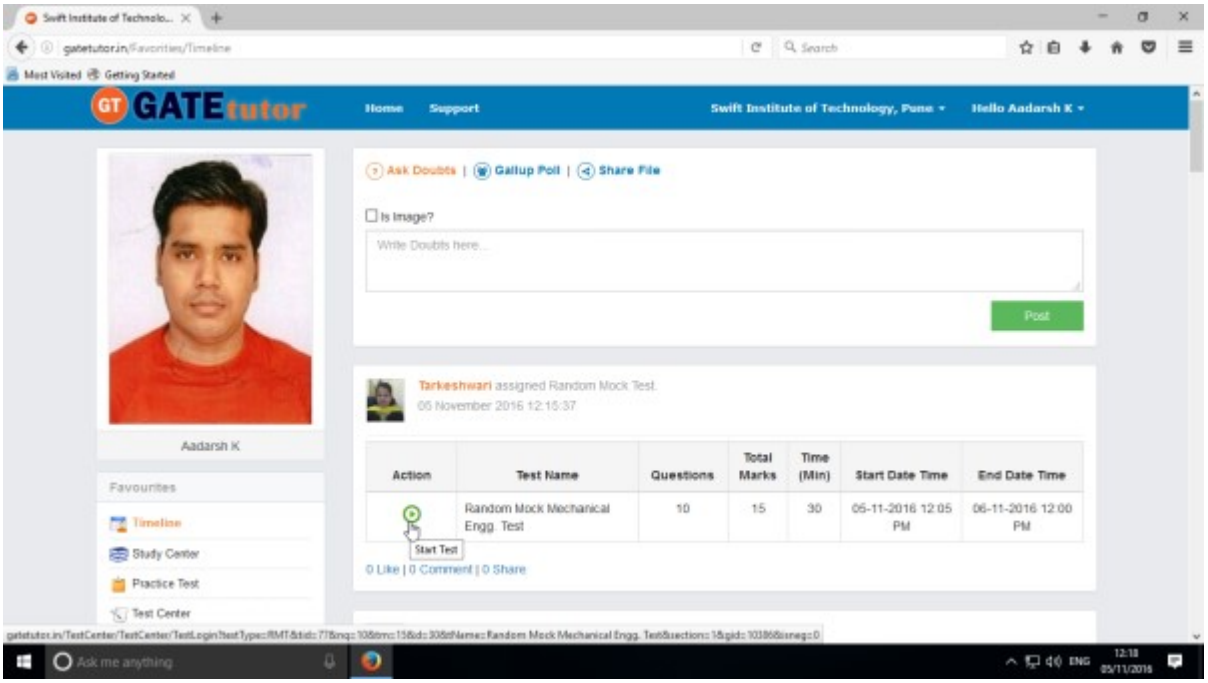


Click on “**Close**” to continue.

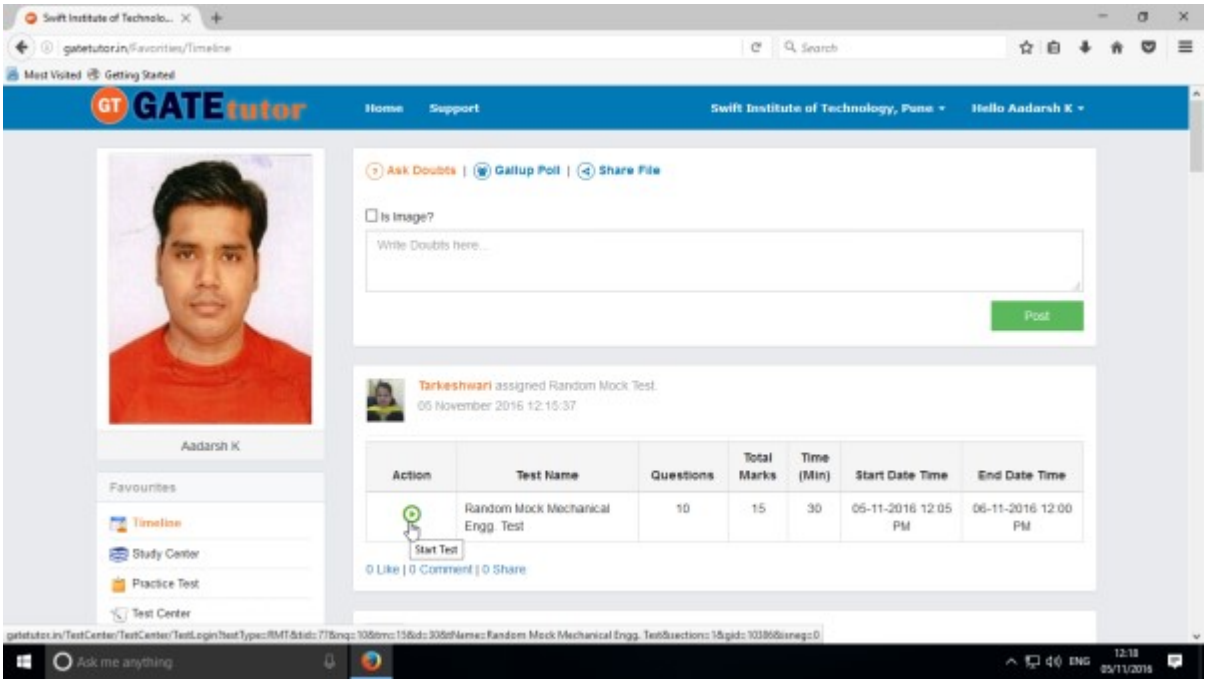
Check the test into “**Test Center**”



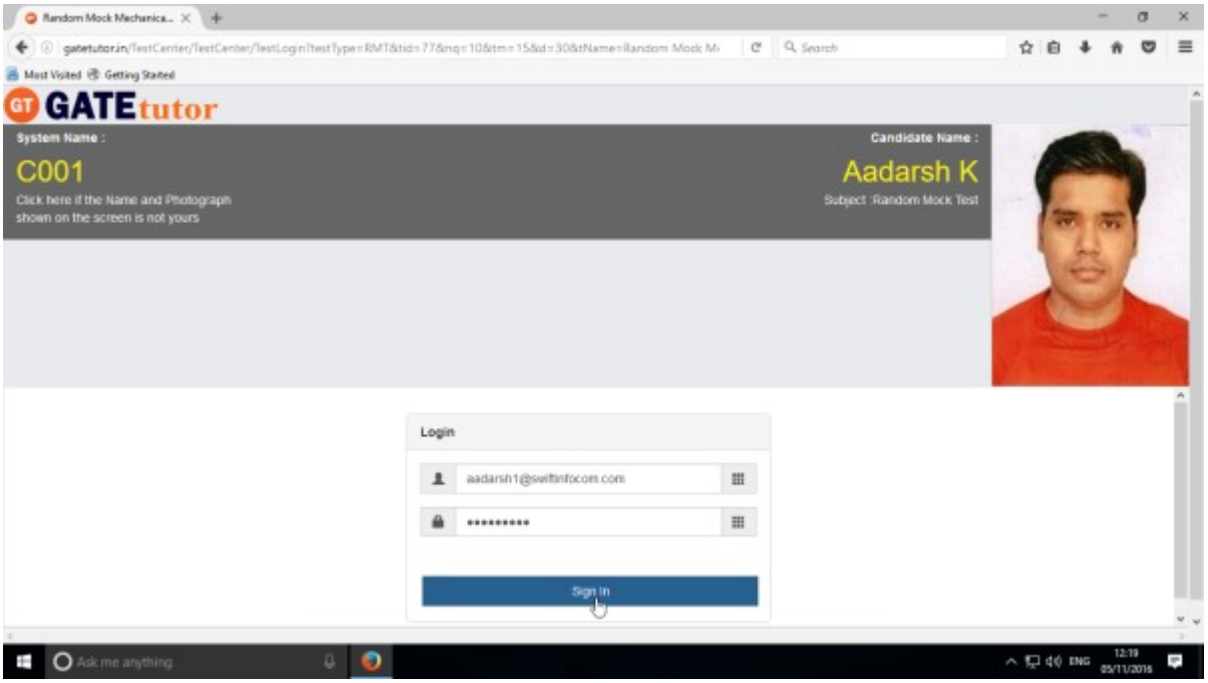
Check the test on your college timeline as follows.



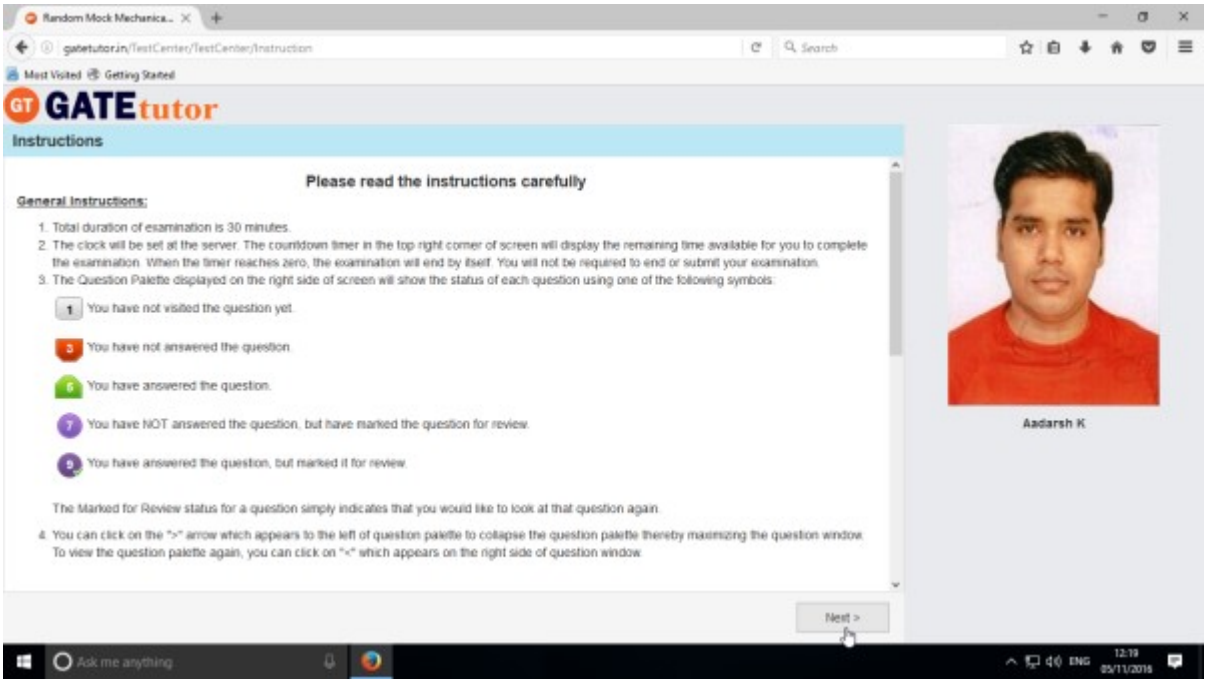
To start the test just click on **“Start Test”** icon



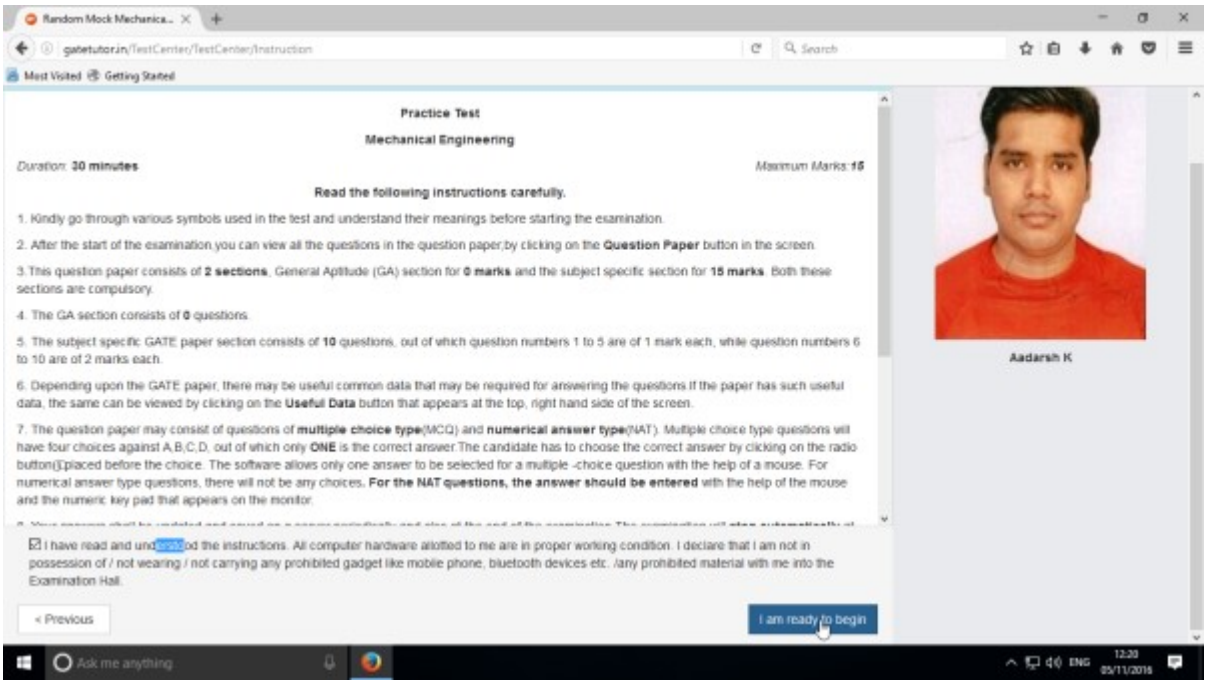
Click on “**Sign In**” to continue the test



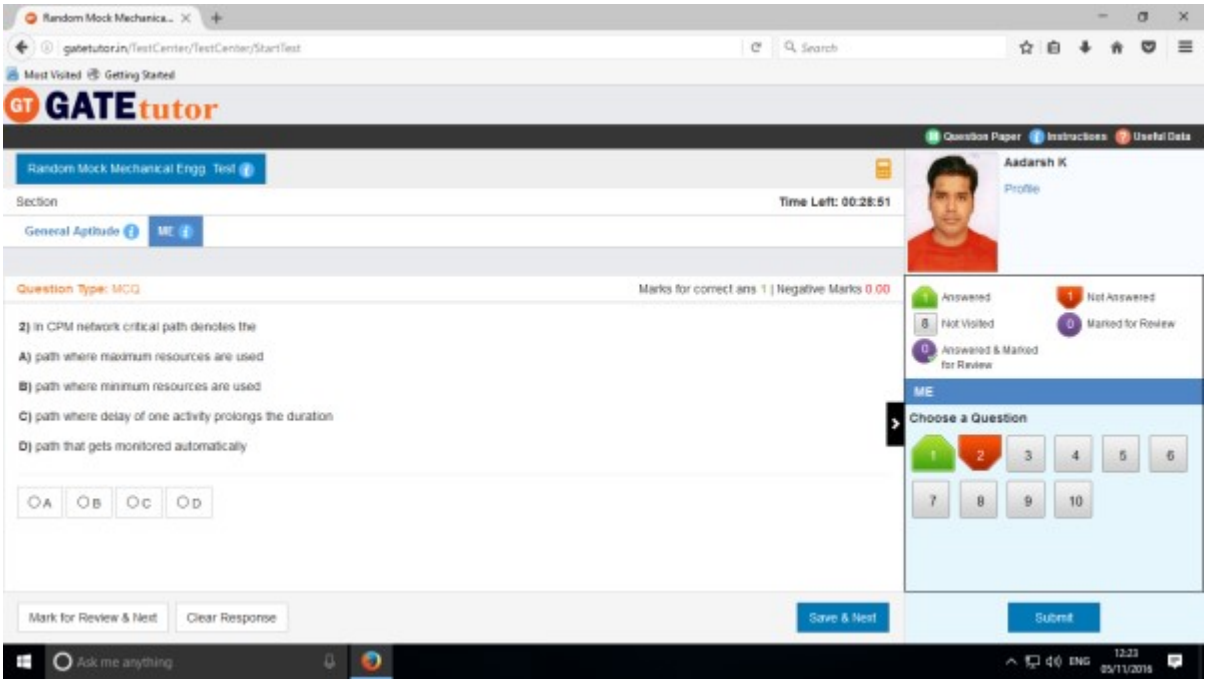
Read the instruction carefully and click on "**Next**"



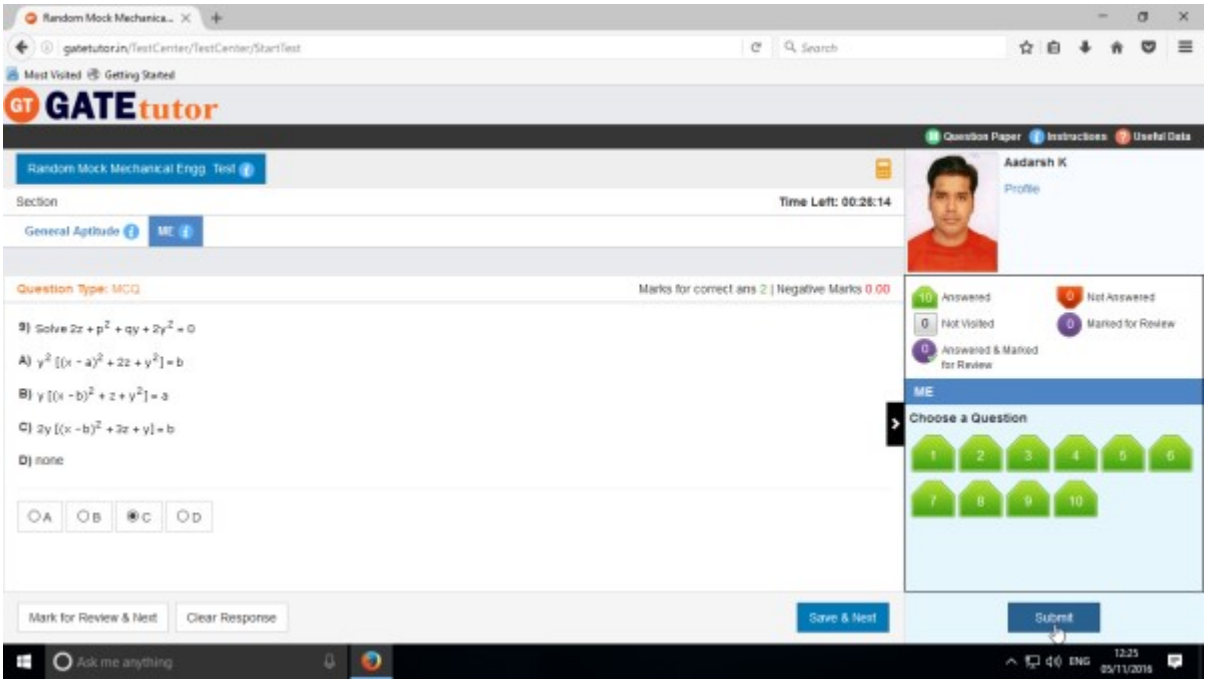
Click on "**I am ready to begin**" to attempt the test as follows



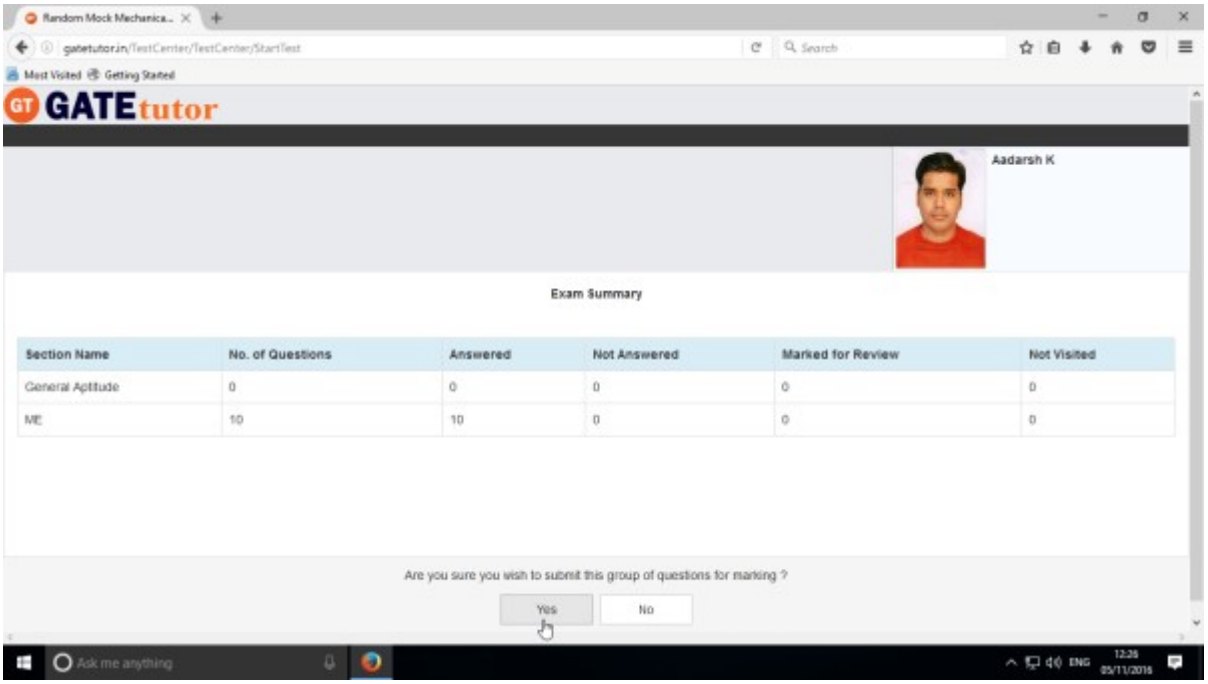
You can solve the questions after appearing for the test as follows.

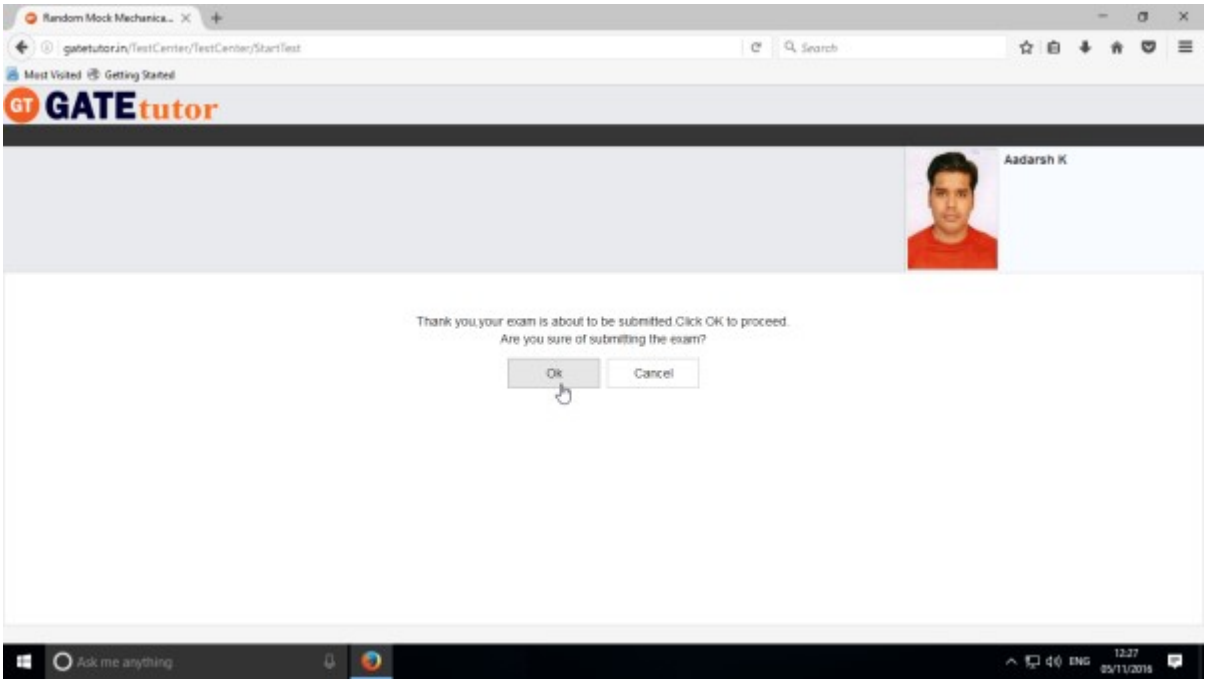


Attempt all the questions & click on **"Submit"**



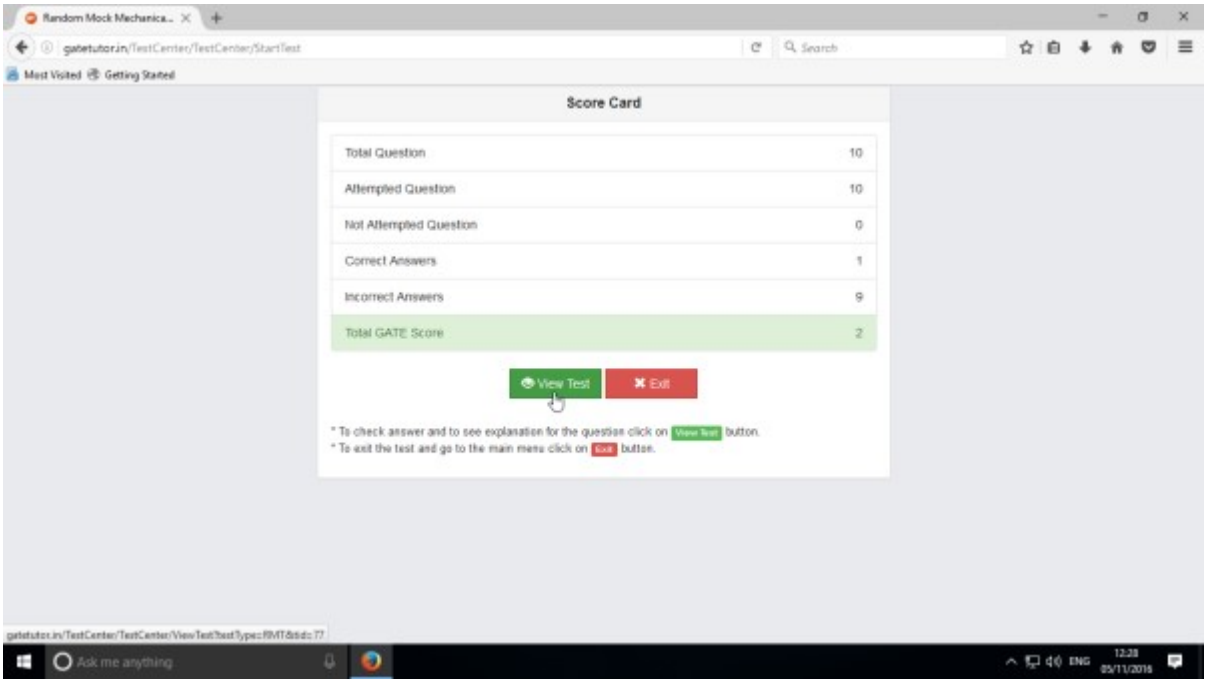
Click on “**Yes**” to confirm to submit the test.



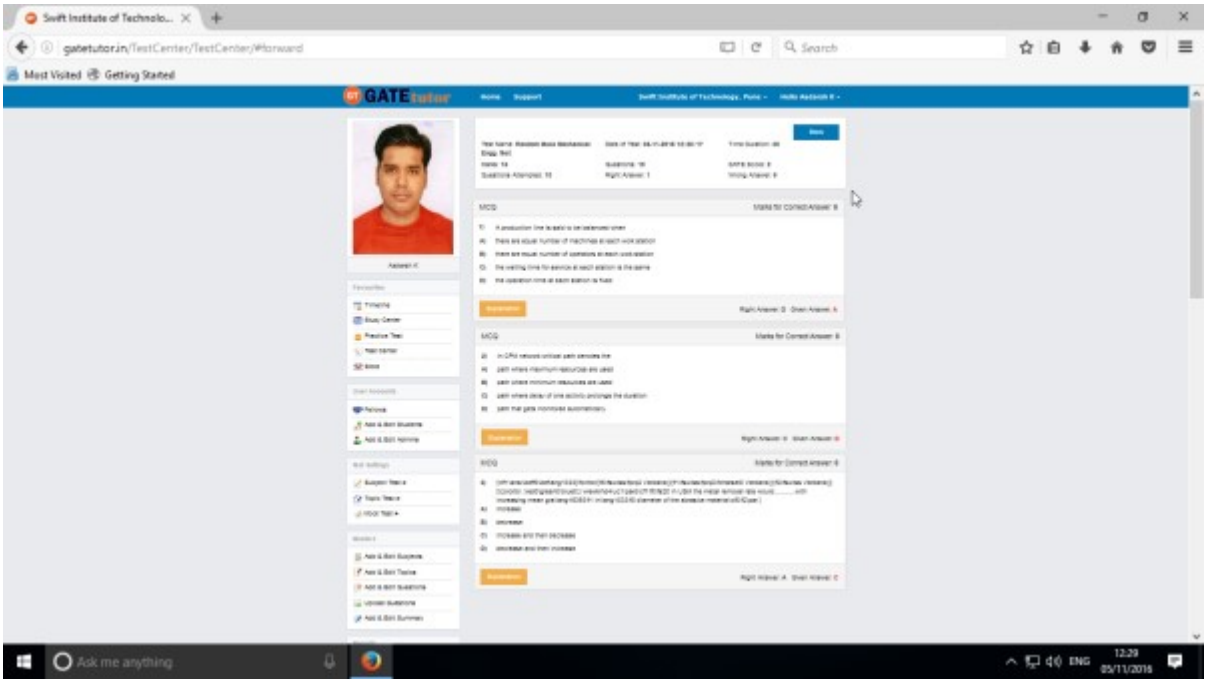


Now click on “**OK**” to continue.

You can “**View test**” or **“Exit”**



Click on **“View Test”** to view the Test & you will appear the test as follows.

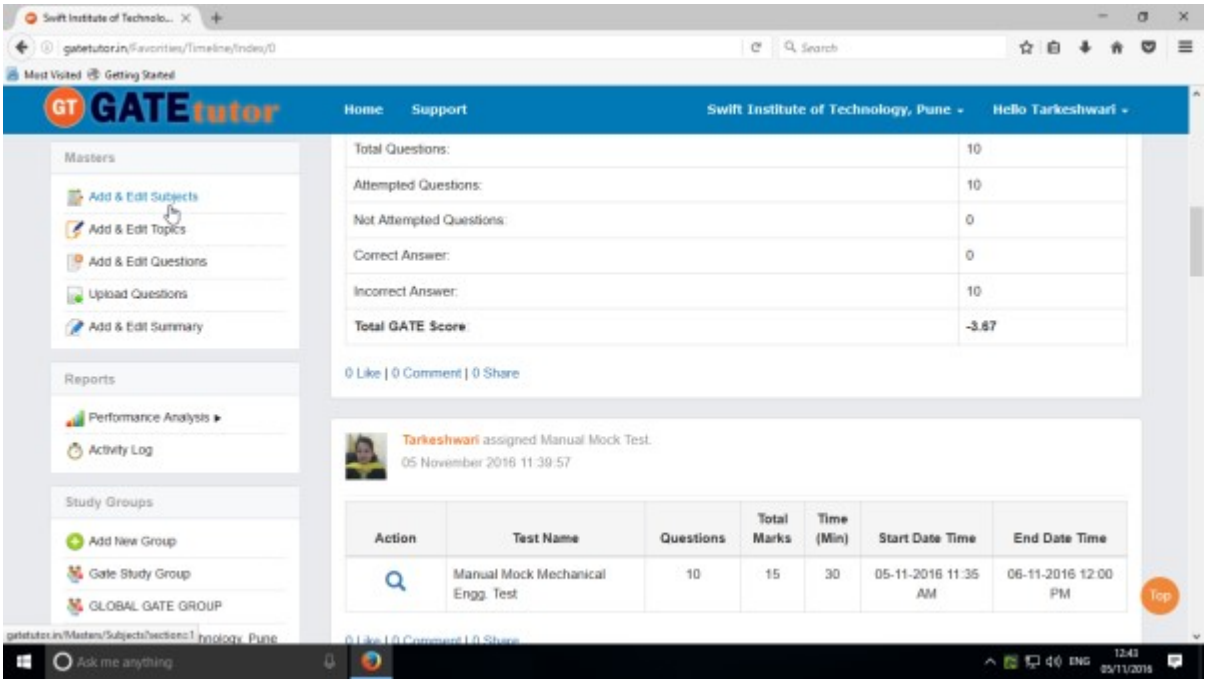


When you click on “**View Test**”, you will get directed to the test that you have given before. You can check & compare the correct answers with your answers and you can also check the explanation for that question.

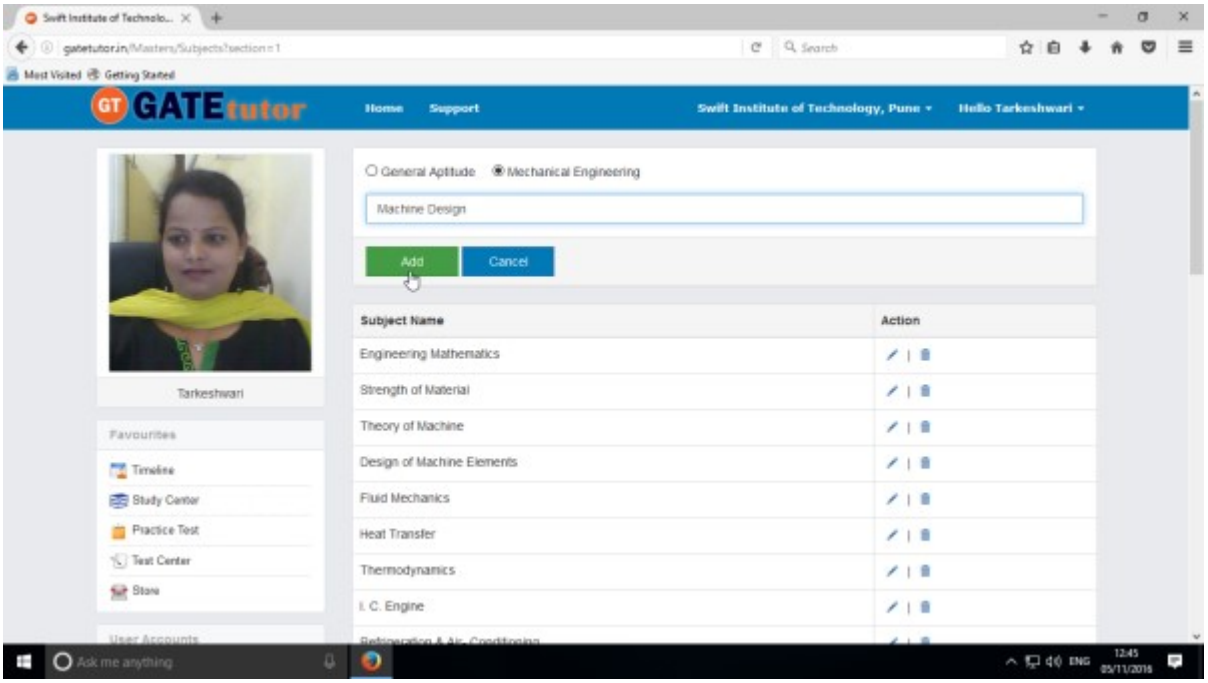
VI. Masters

Masters menu is the all in one operational platform for all the users like admin to add their own GATE related data individually. Admin can add & edit subjects, add & edit topics, upload questions, and add & edit summary also on the GATEtutor from college timeline. Admin can add his/her own subjects, topics related to GATE. Admin can also add & upload the questions & give tests on that subjects & topics which are added by him/her.
Choose General Aptitude or Mechanical Engineering to add a subject under it.

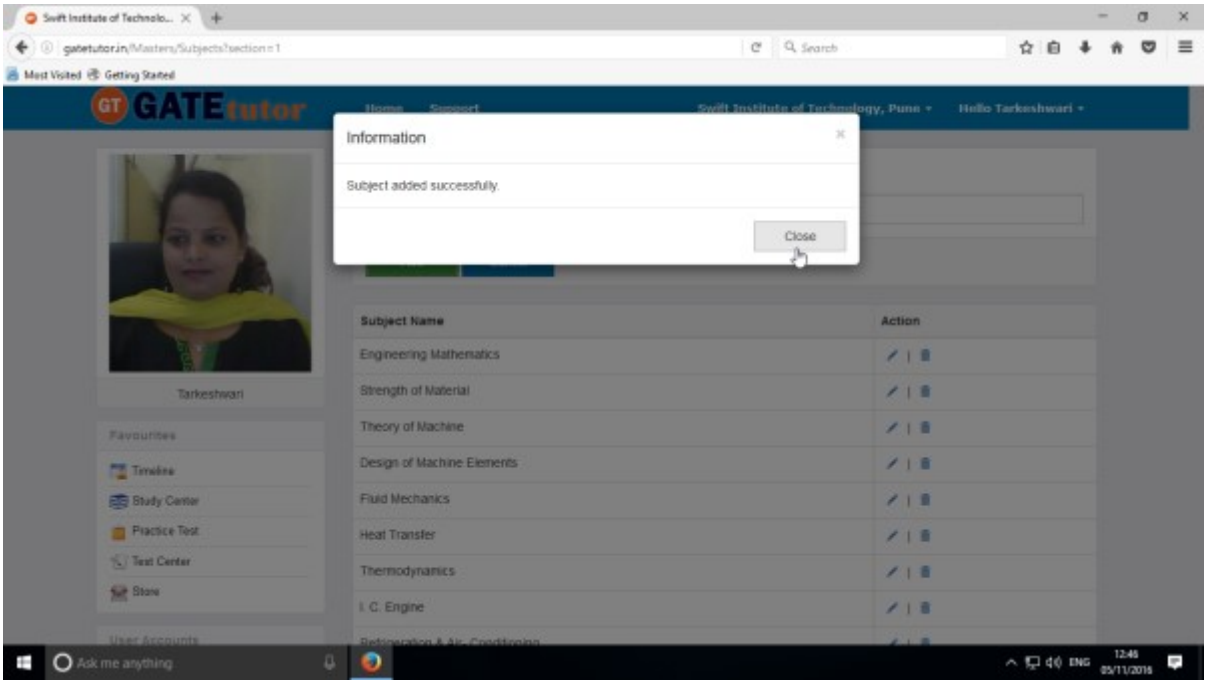
1) Add and Edit Subject



Choose the main menu radio button to select the subject for. Ex: Mechanical Engineering

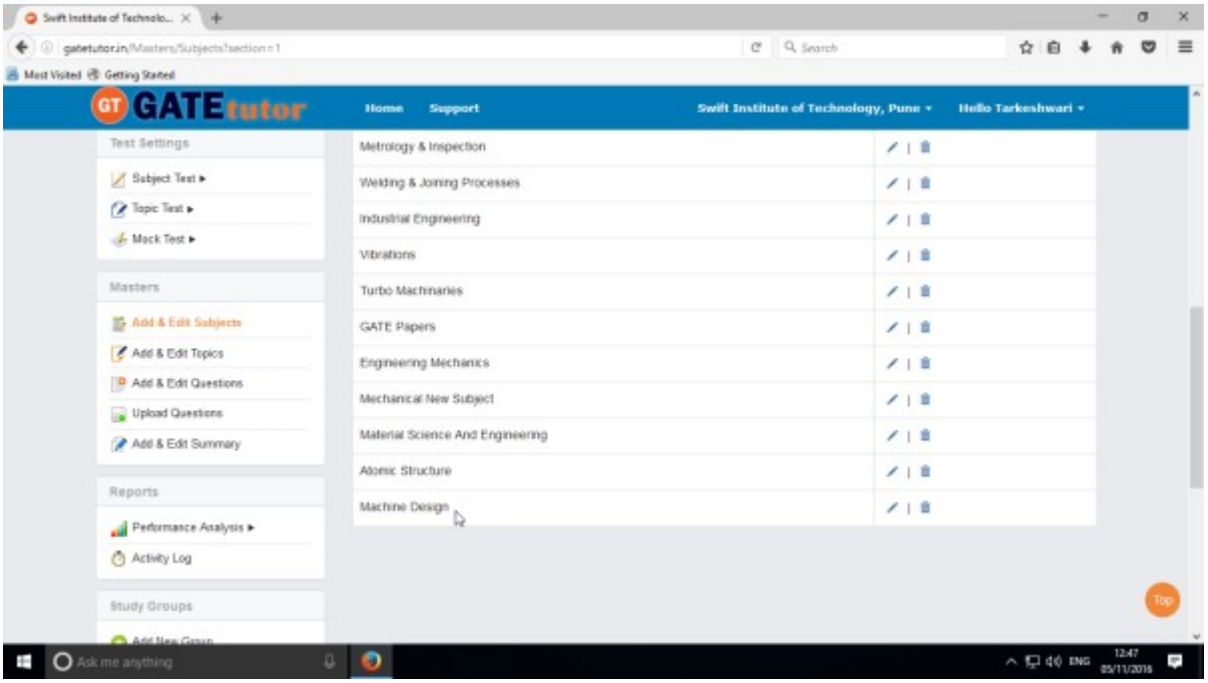


Click on “**Add”** to save the subject that you have entered.



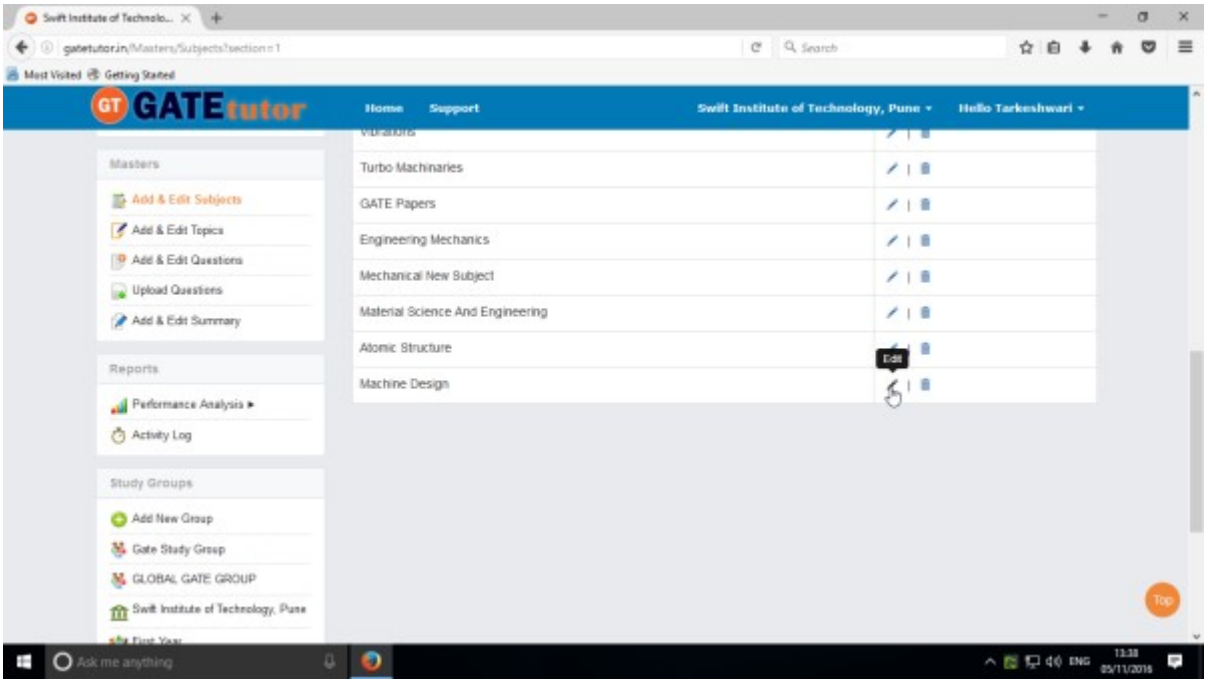
Click on “**Close**” to continue.

Added subject will be displayed at lower side of list.

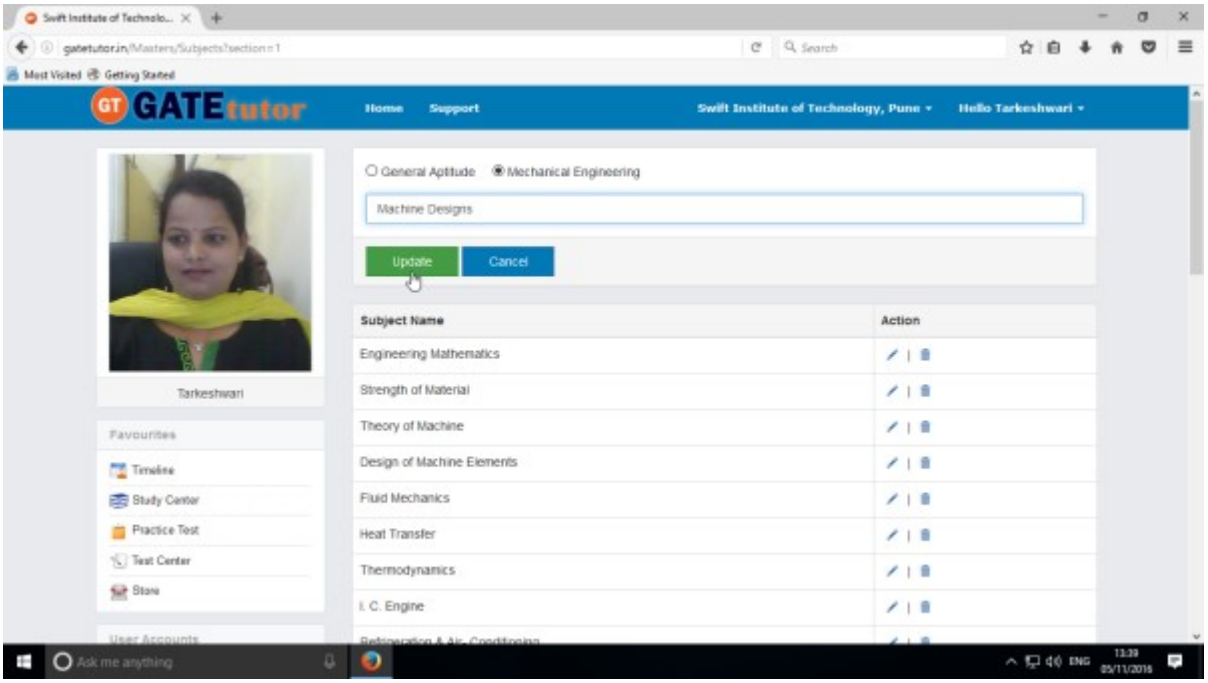


When you add any subject, it will display as a post on your college timeline with subject name & the user’s name who has added it.

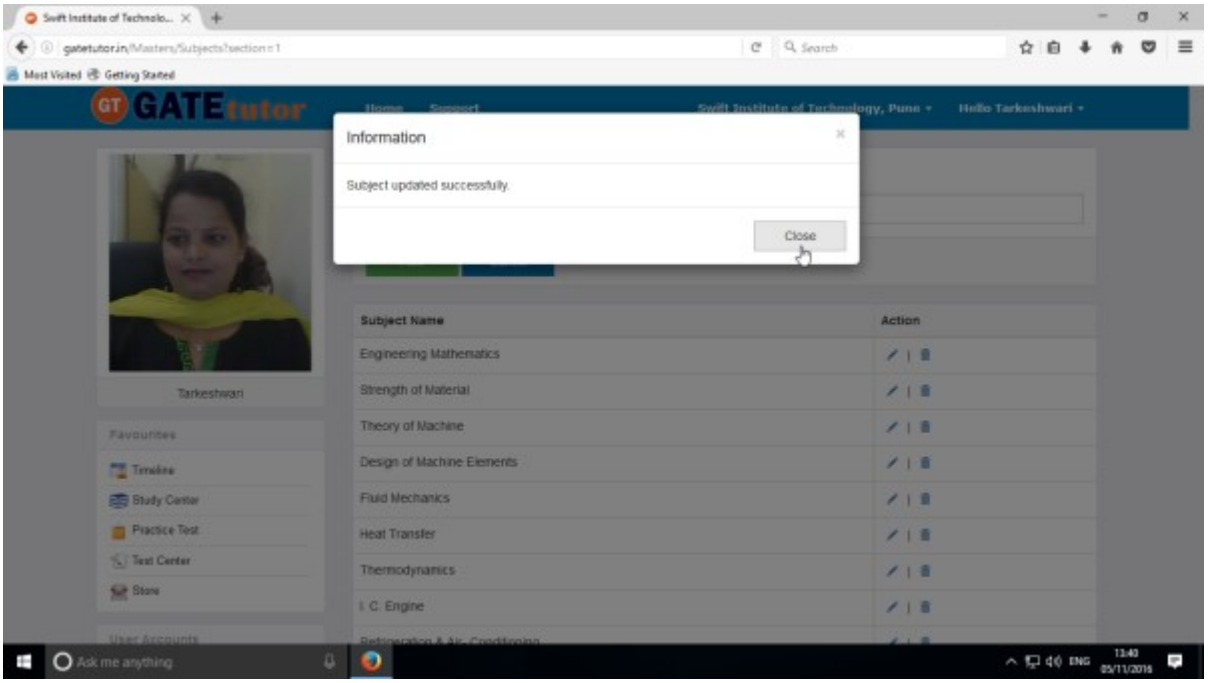
To change or update the subject, click on “**Edit”** icon to change the subject name



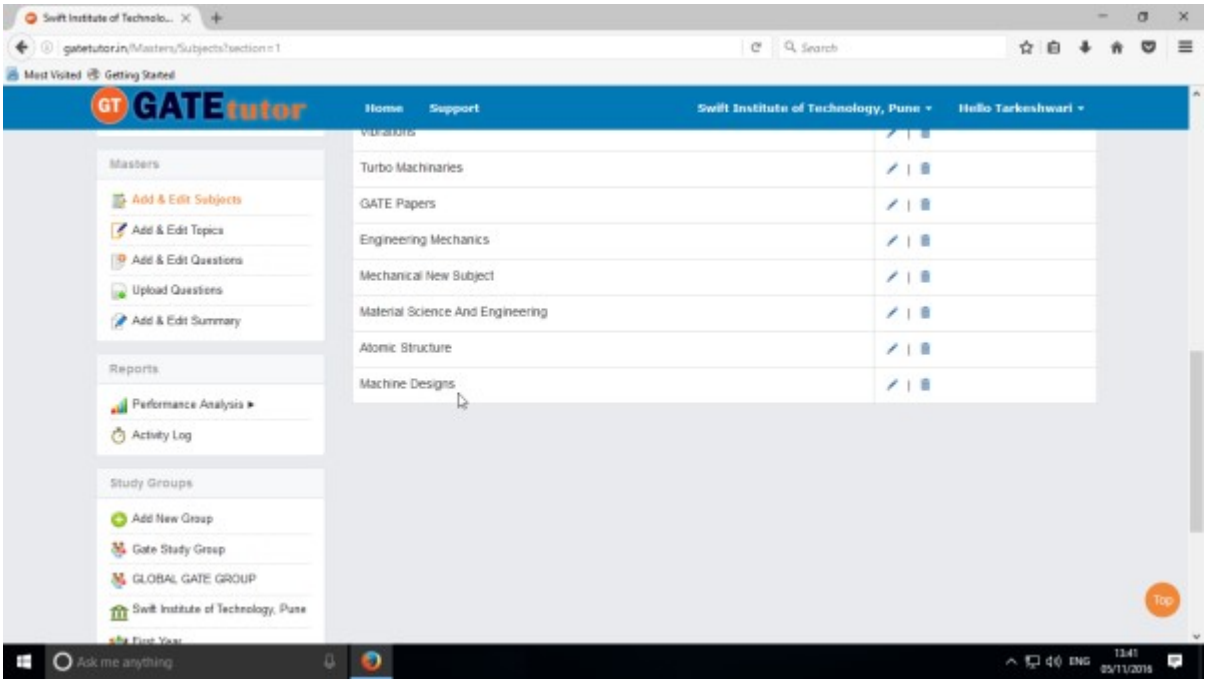
Edit the subject name & click on “**Update**” to update the subject



You will appear the following window



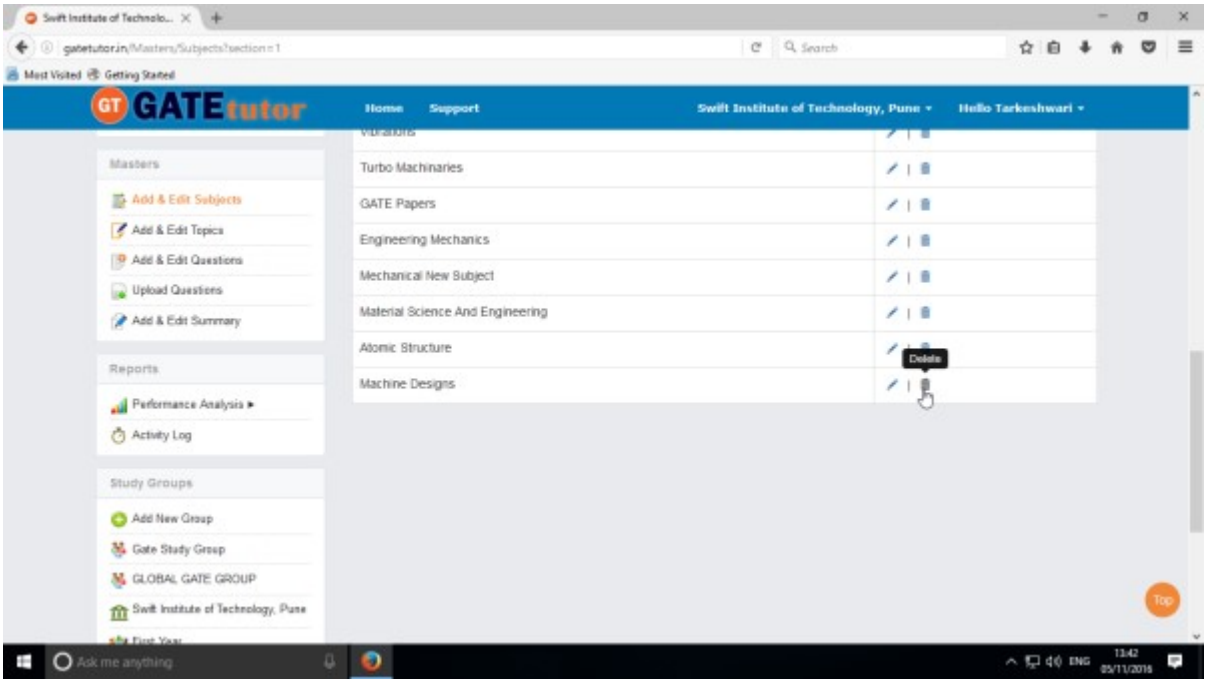
Click on "**Close**" & see the changes at lower side of page



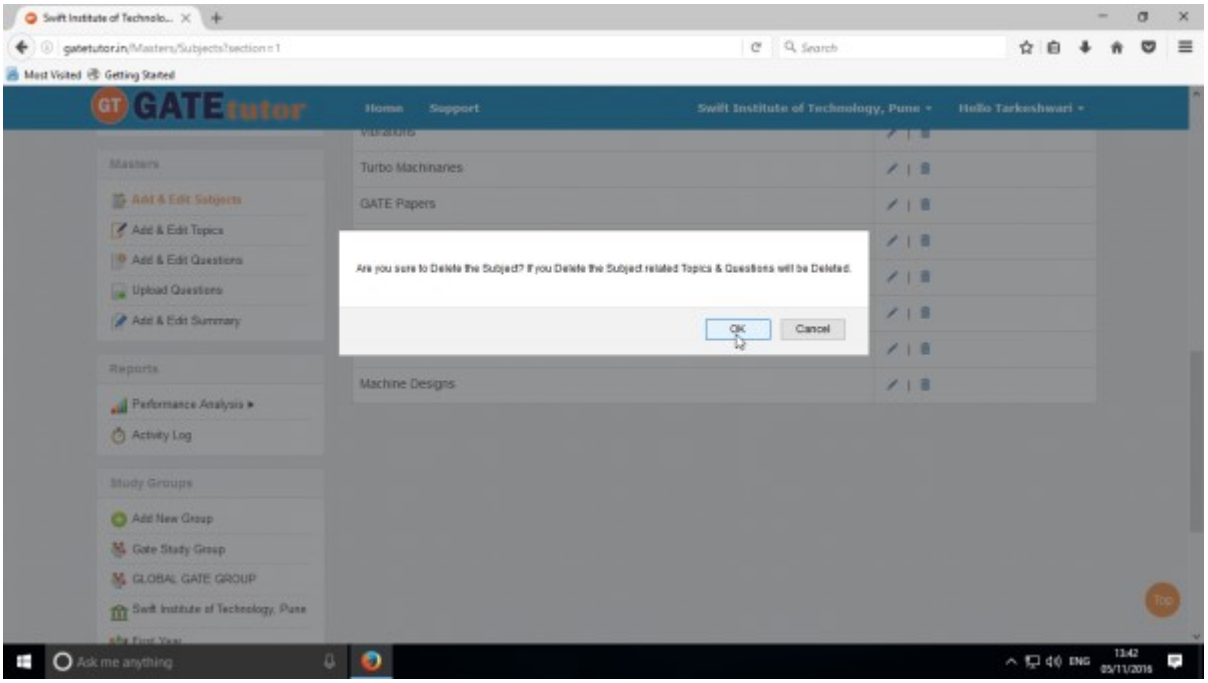
Check the updated subject as above.

To delete subject from the list, choose a subject

(Note: You can delete only those subject, topic, question which are added by you)

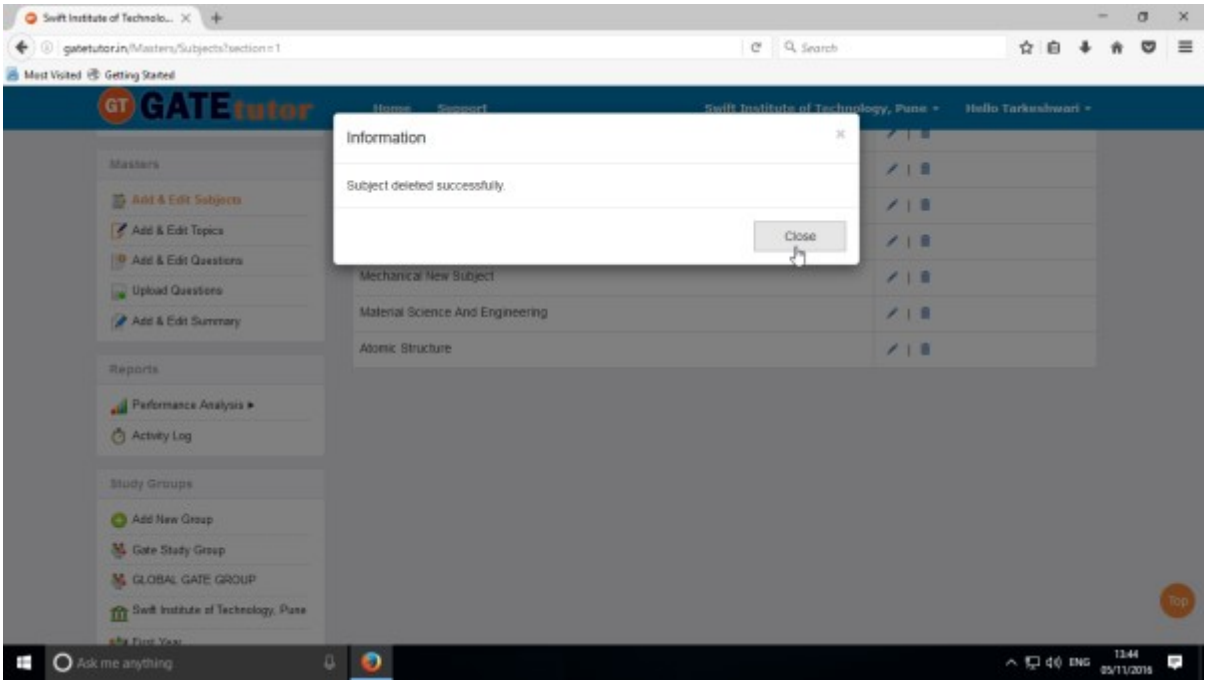


Click on **“Delete”** icon

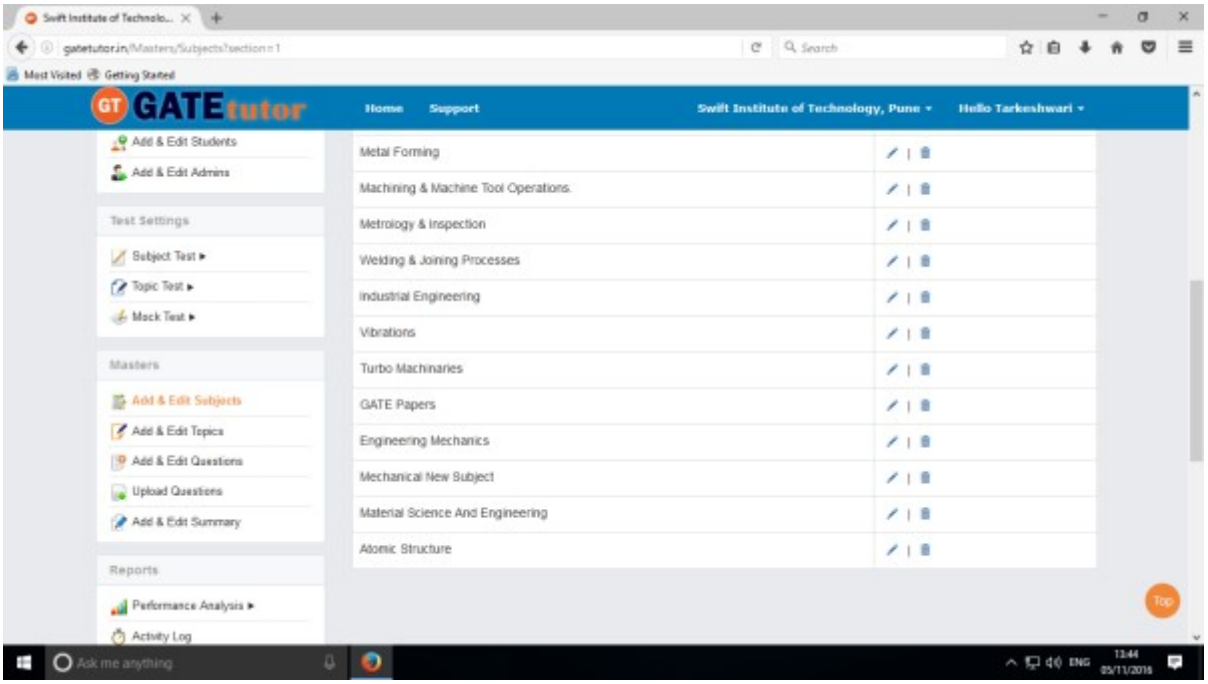


Click on **“OK”** to delete that subject

The subject will get deleted.



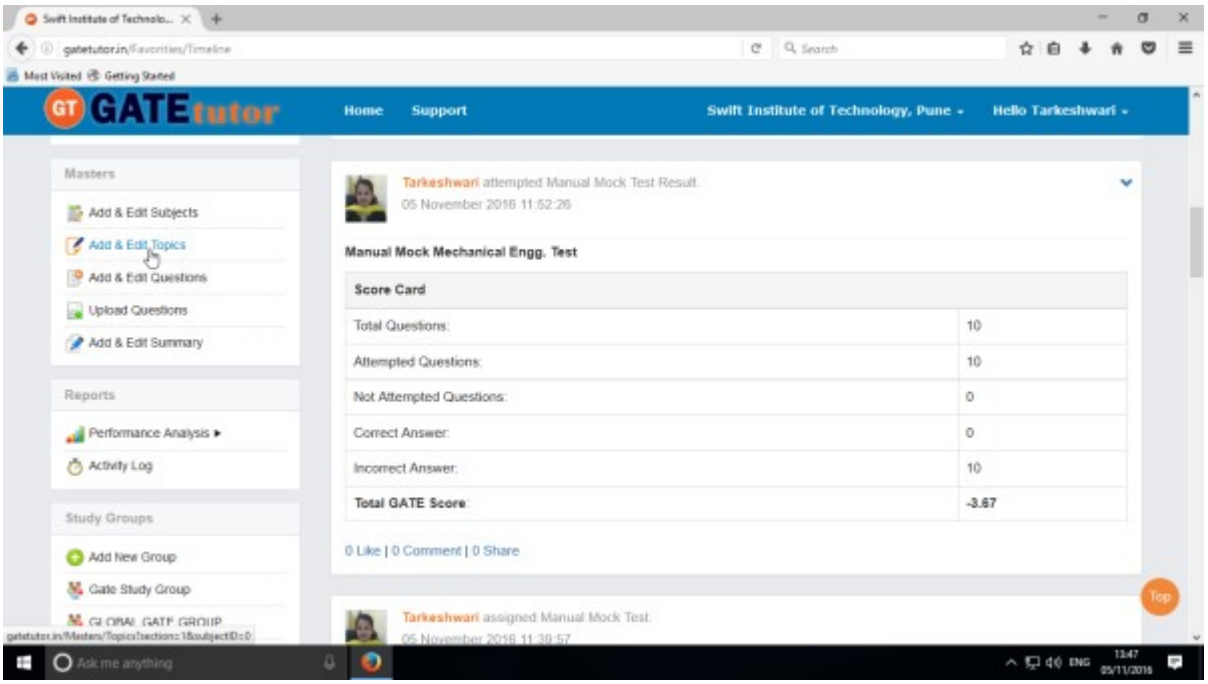
Click on "**Close**" & see the changes



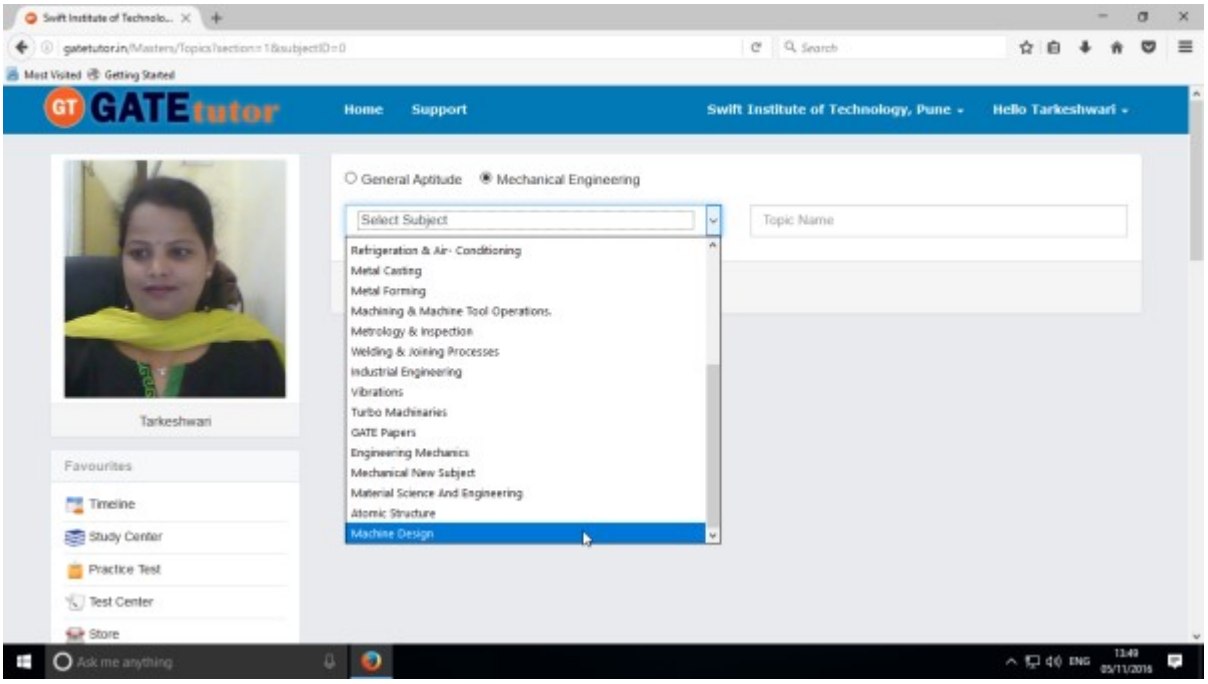
The added subject is deleted from the list.

2) Add and Edit Topic

You can add the topic under the subject that you have entered as well as under the currently present subjects provided by GATEtutor
Click on **“Add and Edit Topic”**

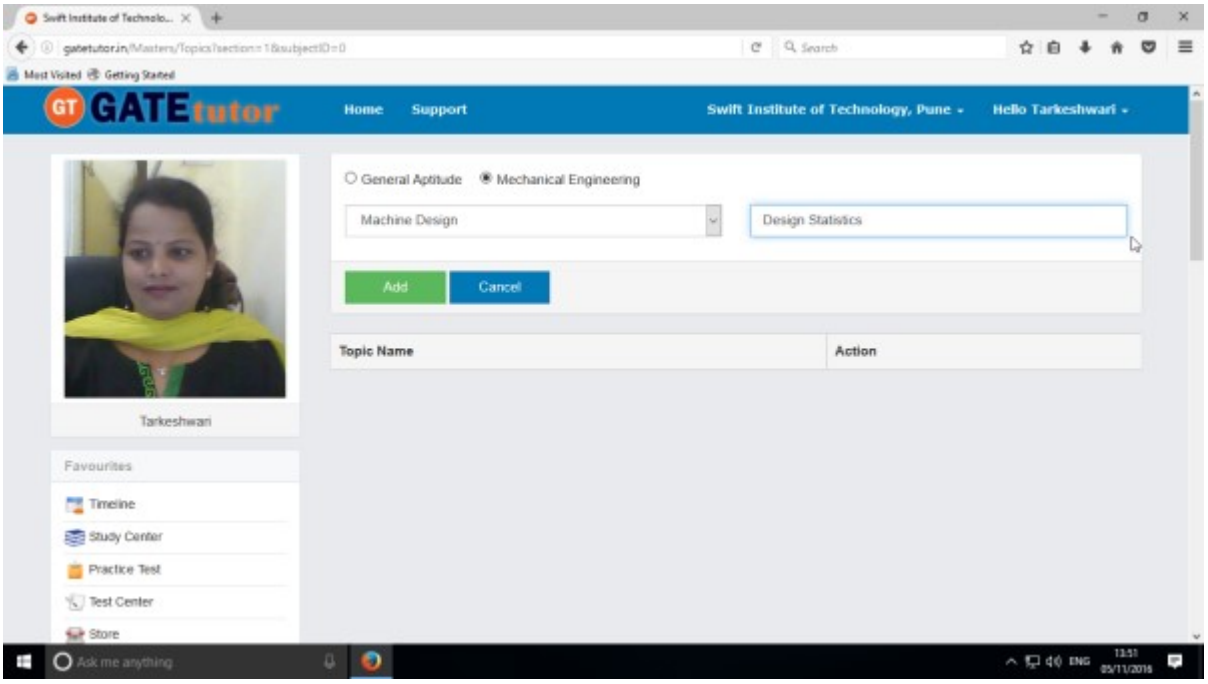


Choose a subject to add a topic under it.

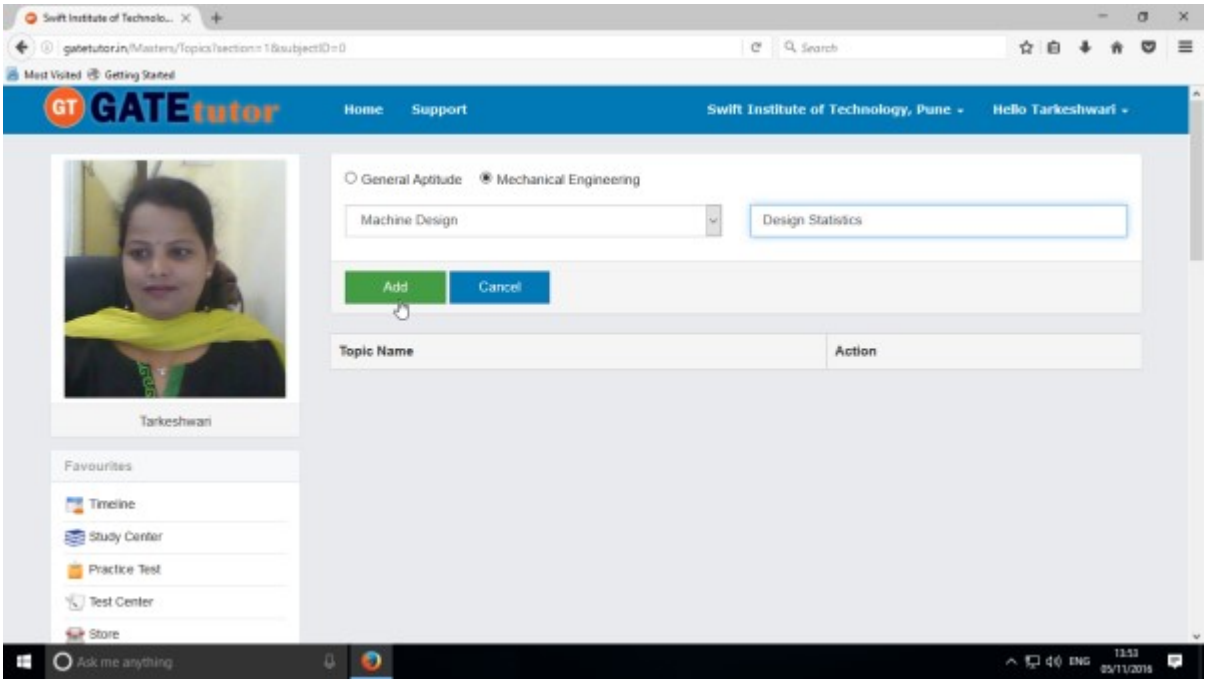


Choose a Subject under which you want to add a topic.

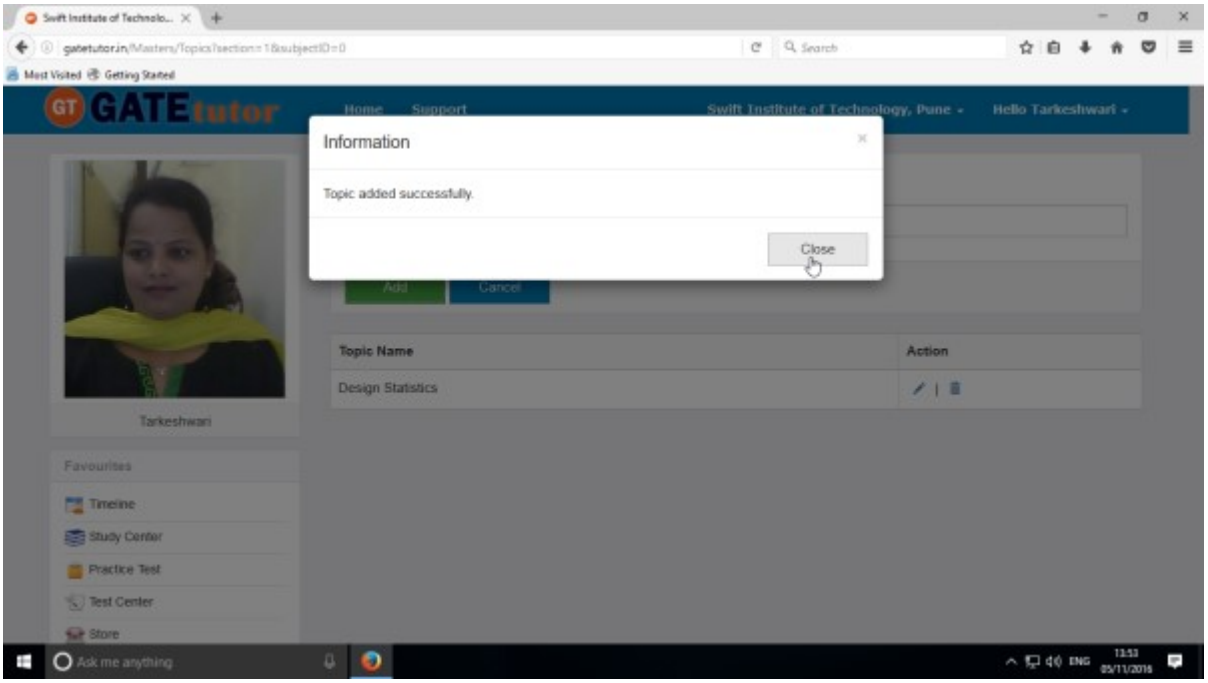
Enter the topic name



Click on **"Add"** button to save the topic

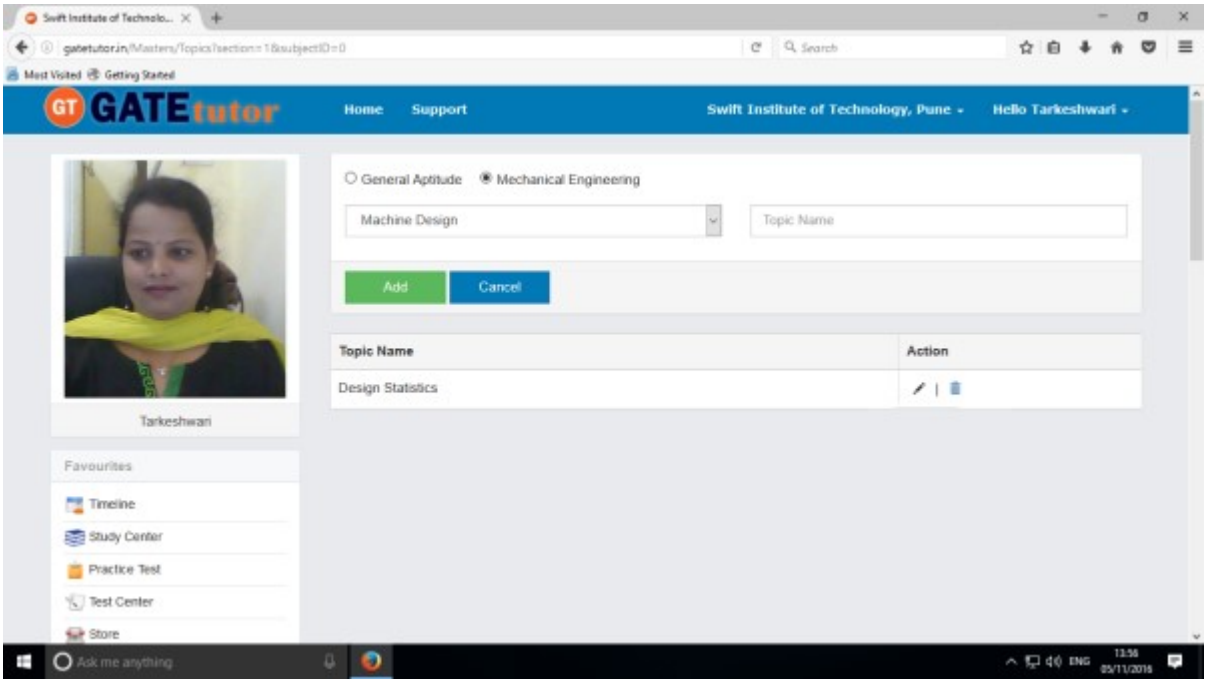


Topic will get added successfully.



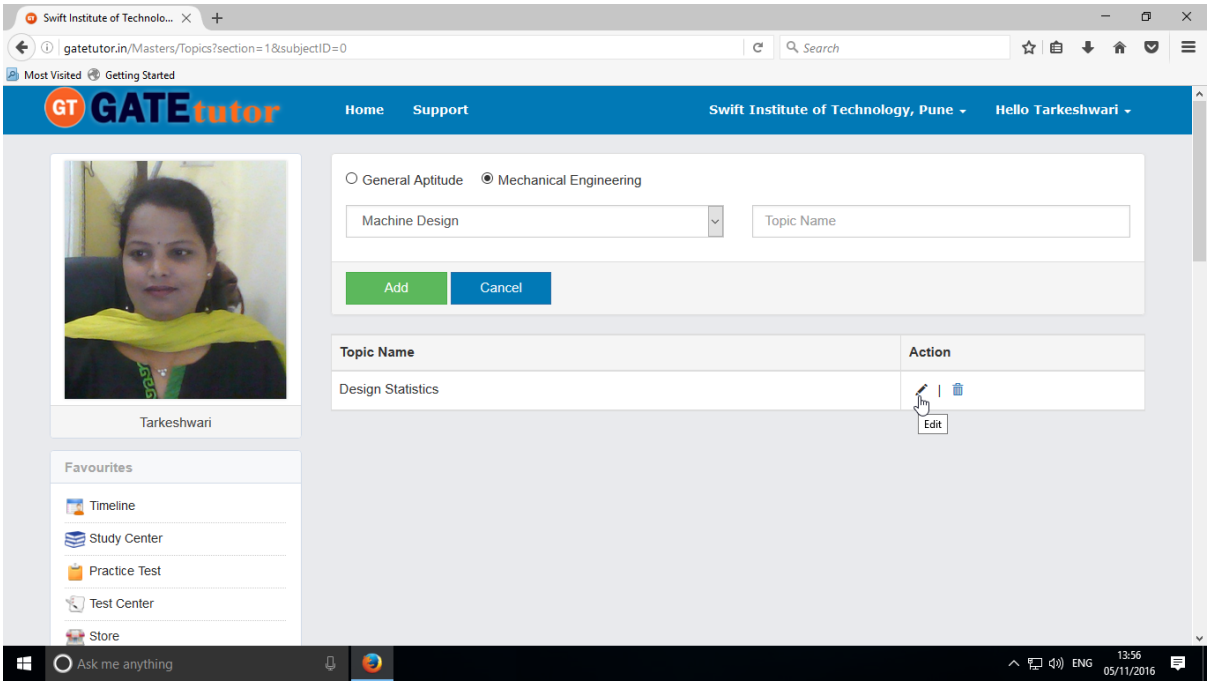
Click on **"Close"** to continue.

Check the added topic under that subject as follows

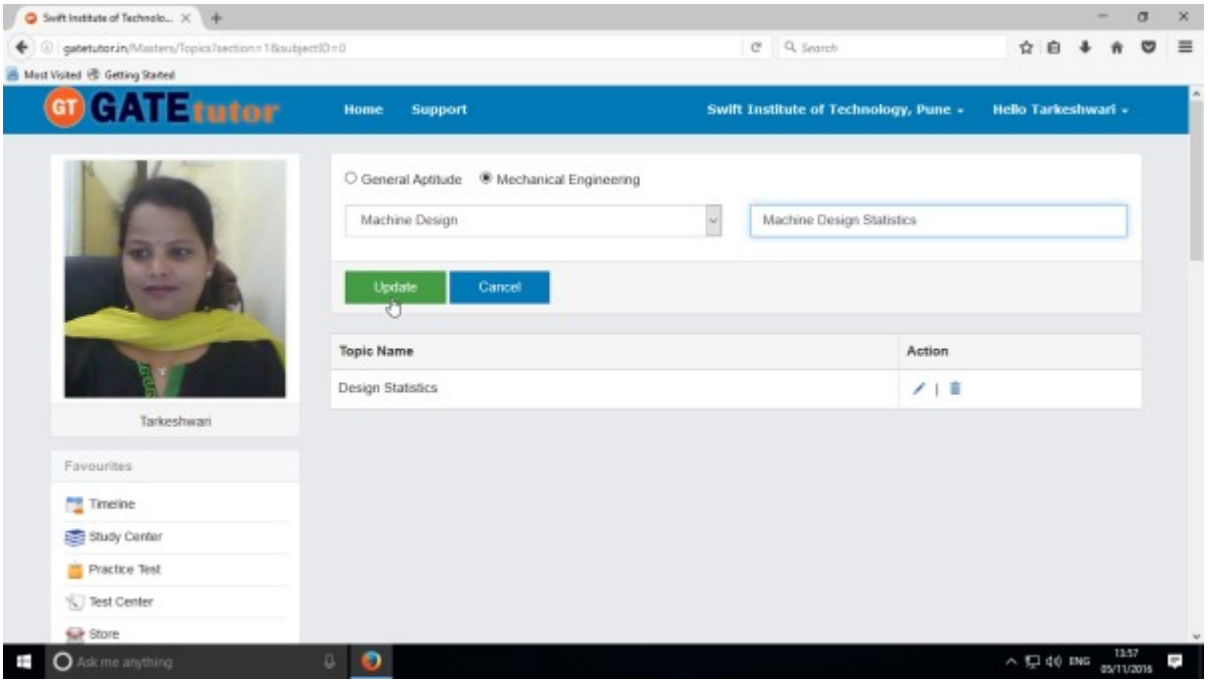


You can edit & delete the topic also.

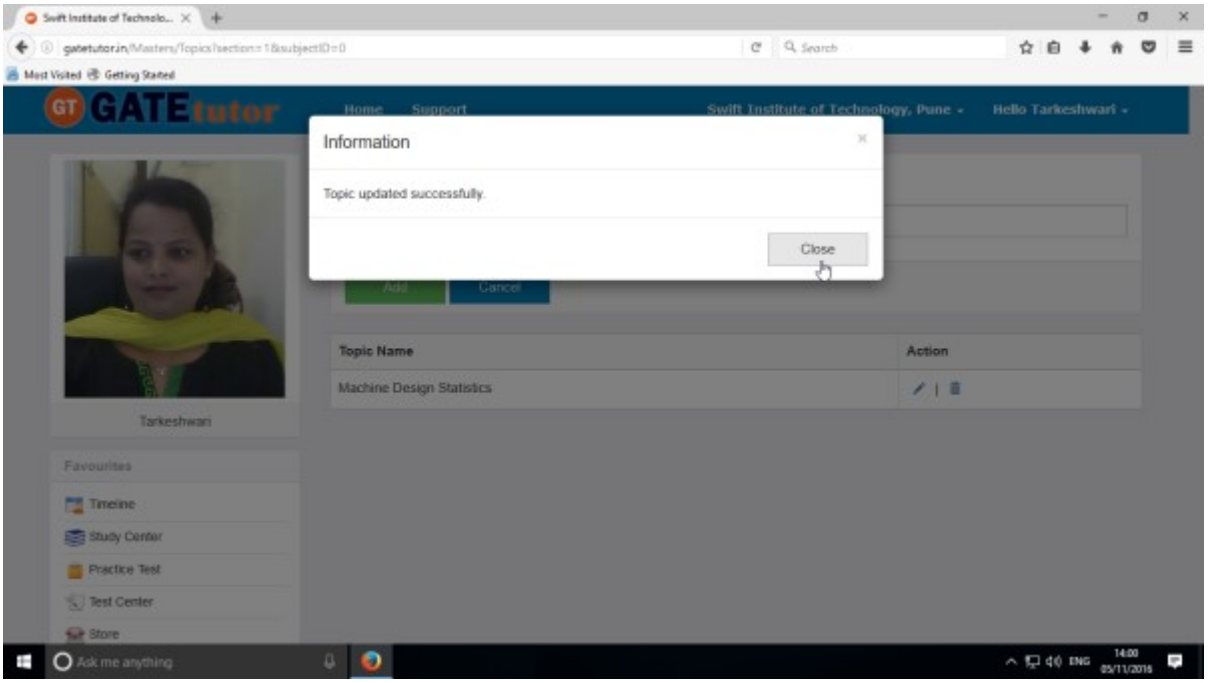
To edit the name of topic, click on "**Edit**" icon



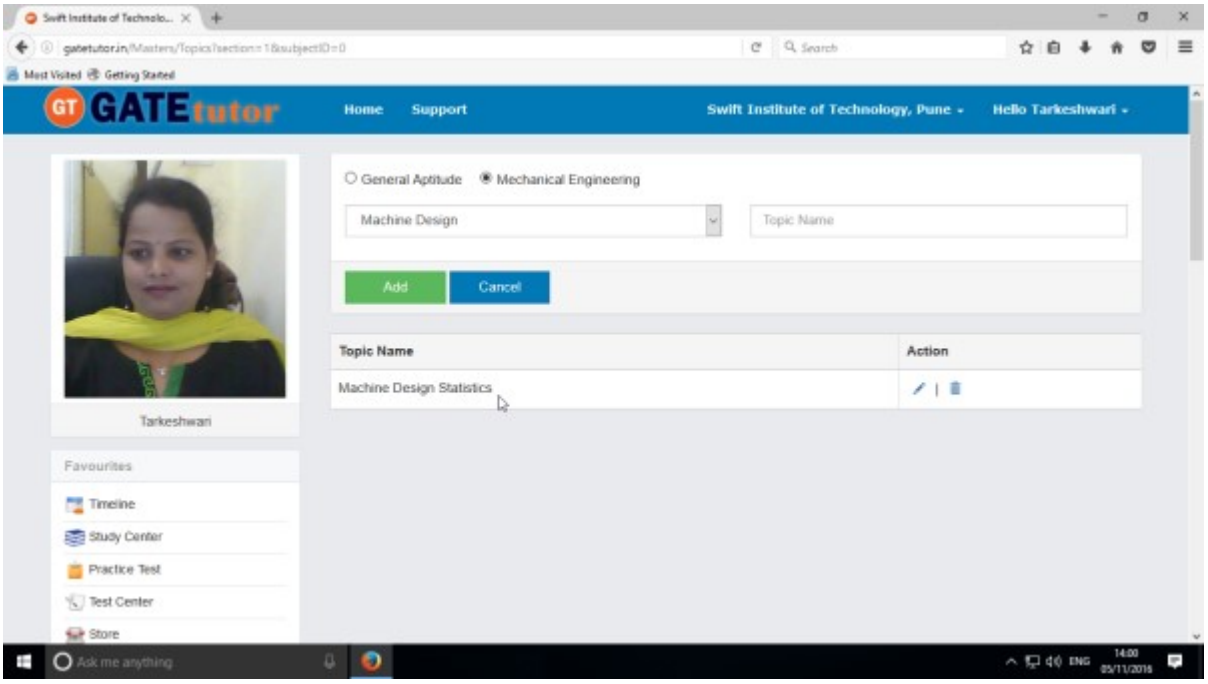
Write the "**Topic**" name & click on "**Update**" to change



Topic name will get updated successfully.

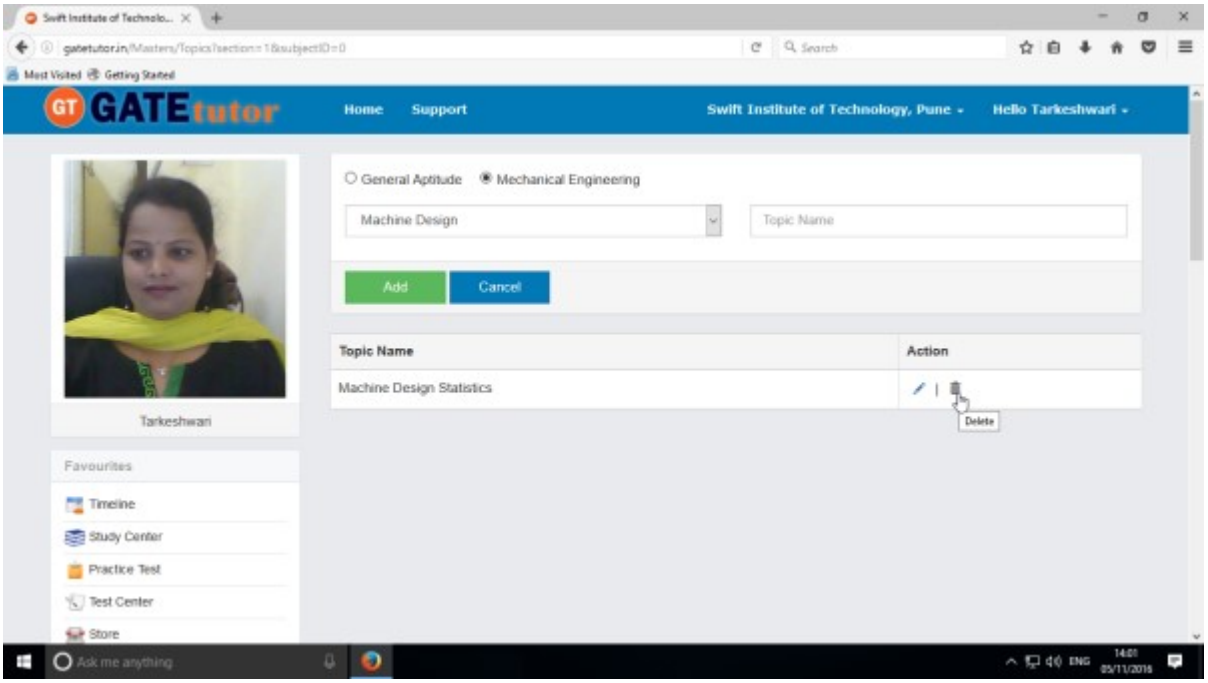


Click on "**Close**" to continue & see the changes that you have done

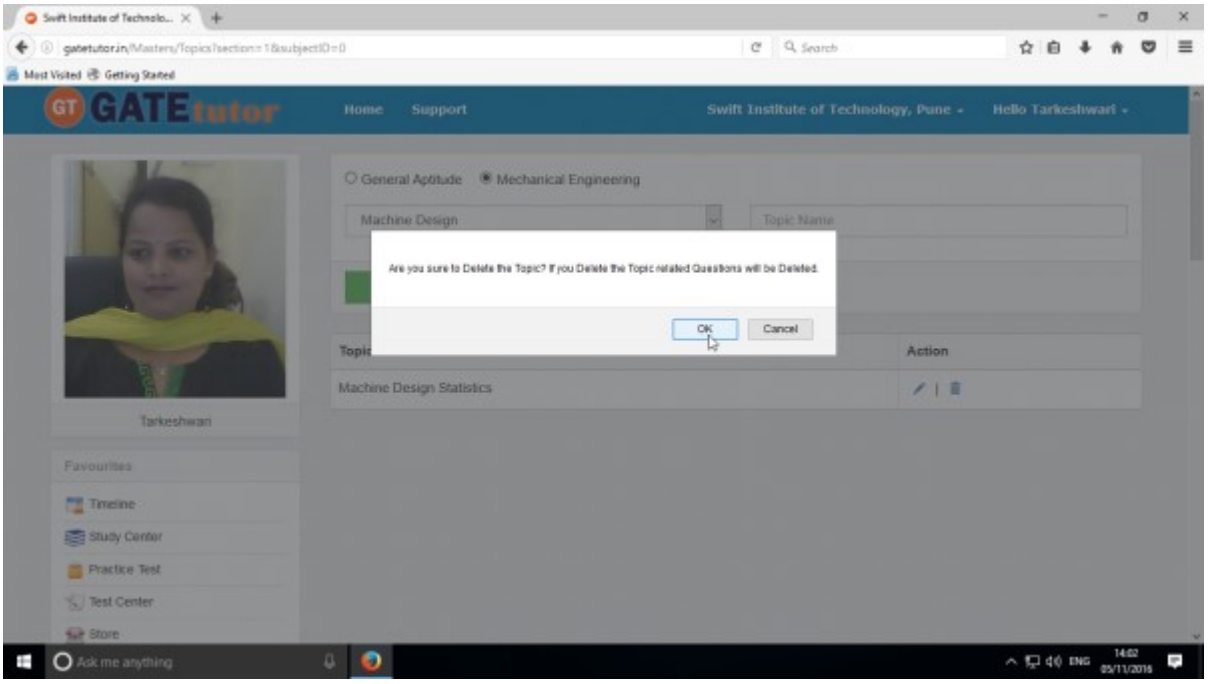


You can also delete the newly added topic.

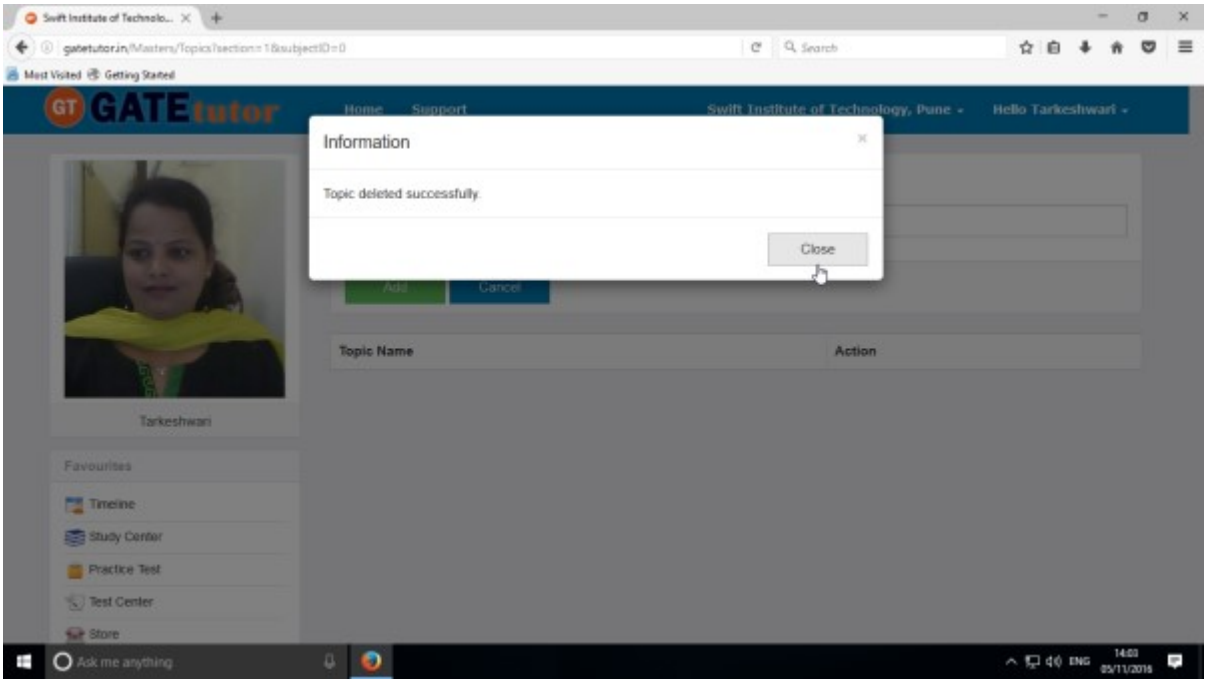
Click on "**Delete**" icon



If you click on "**Delete**" the topic as well as topic related questions will get deleted

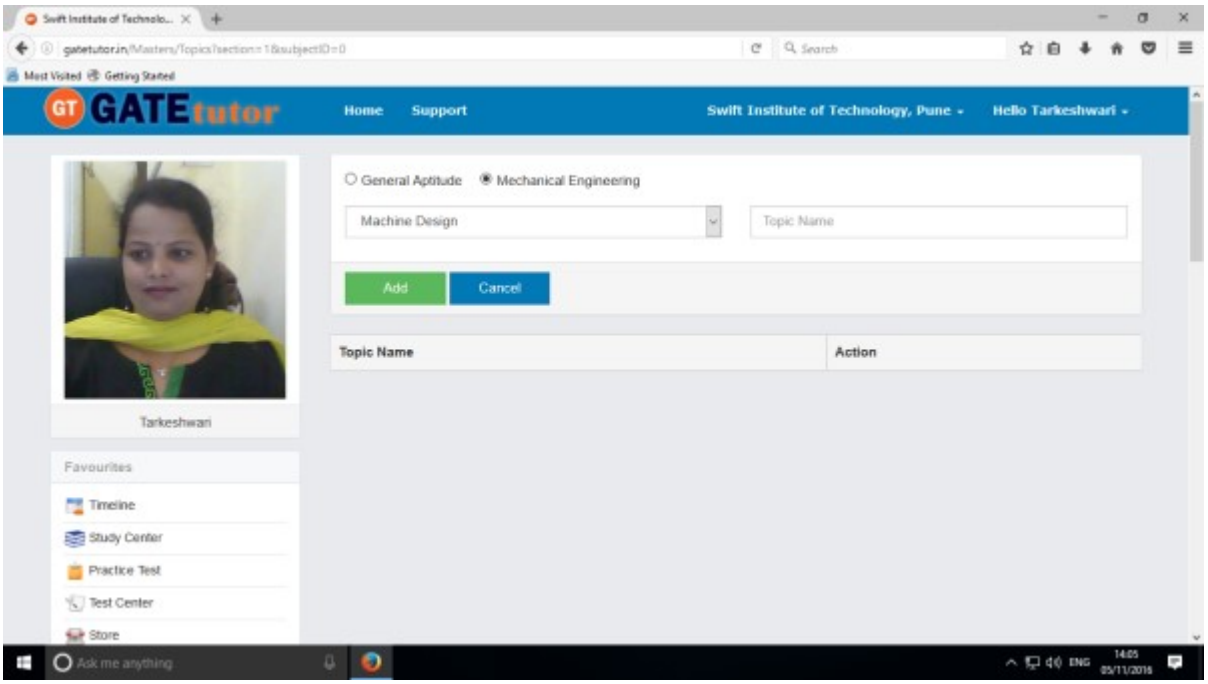


Click on "**OK**" to delete the topic as above.



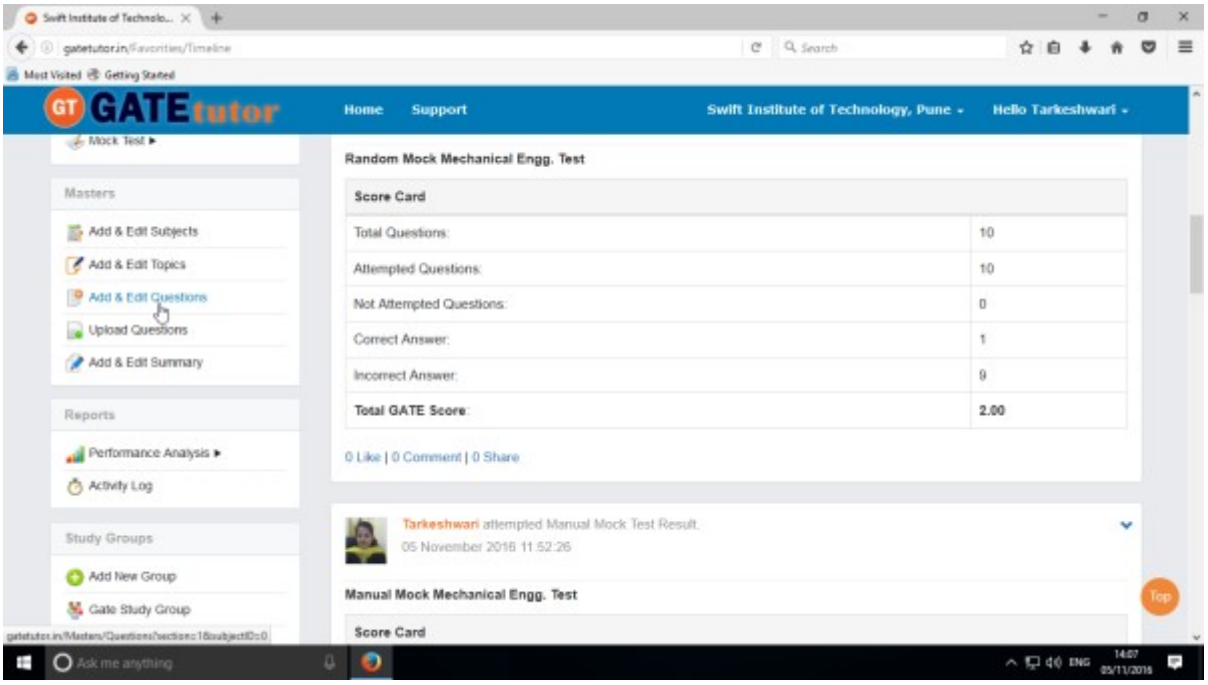
Click on "**Close**" to continue & check that the topic is deleted.

Check that the topic is deleted from the list**.**



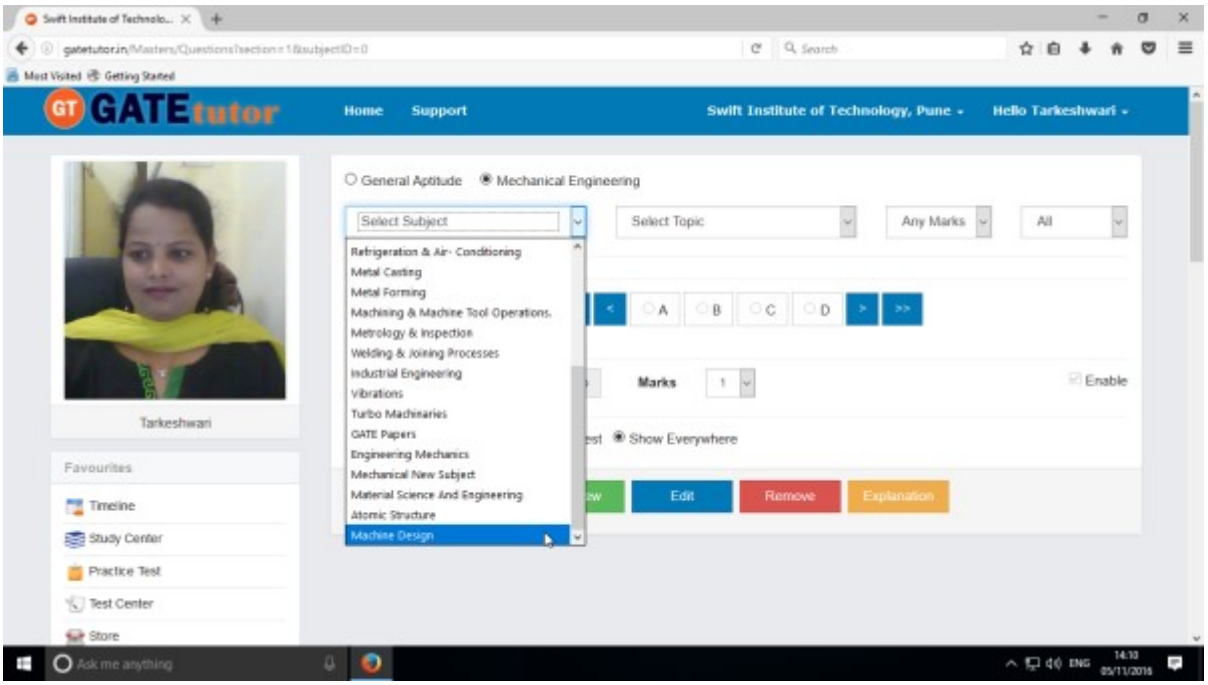
3) Add and Edit Question

You can add the questions in the GATEtutor under the subject & topic you have added before as well as the subjects & topics are provided by GATEtutor.
Click on **“Add and edit question”**

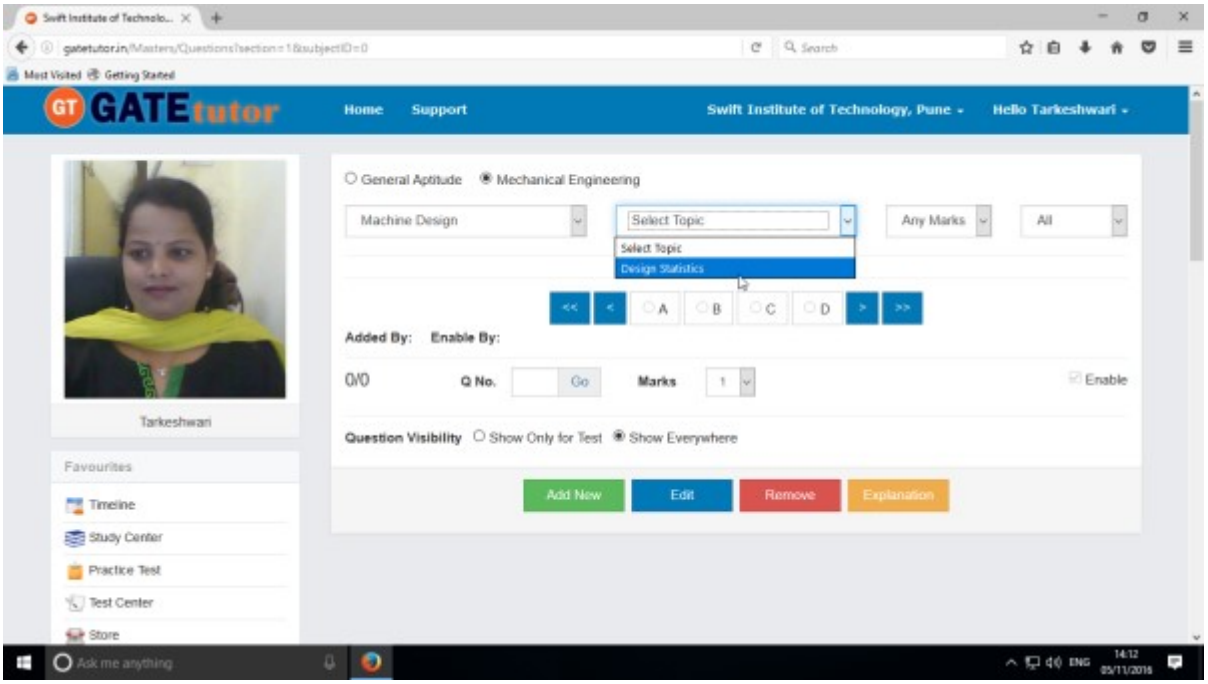


Choose General Aptitude or Mechanical Engineering stream to add questions under it.

Select the subject first under which you want to add the question

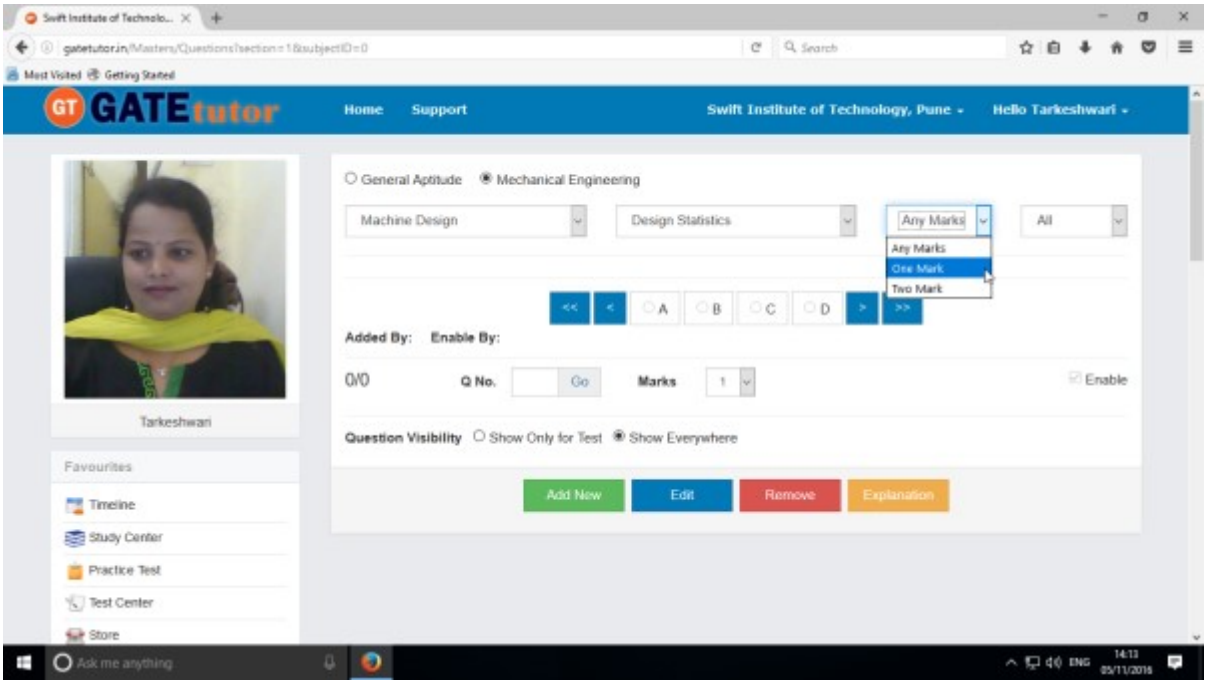


Choose the Topic.

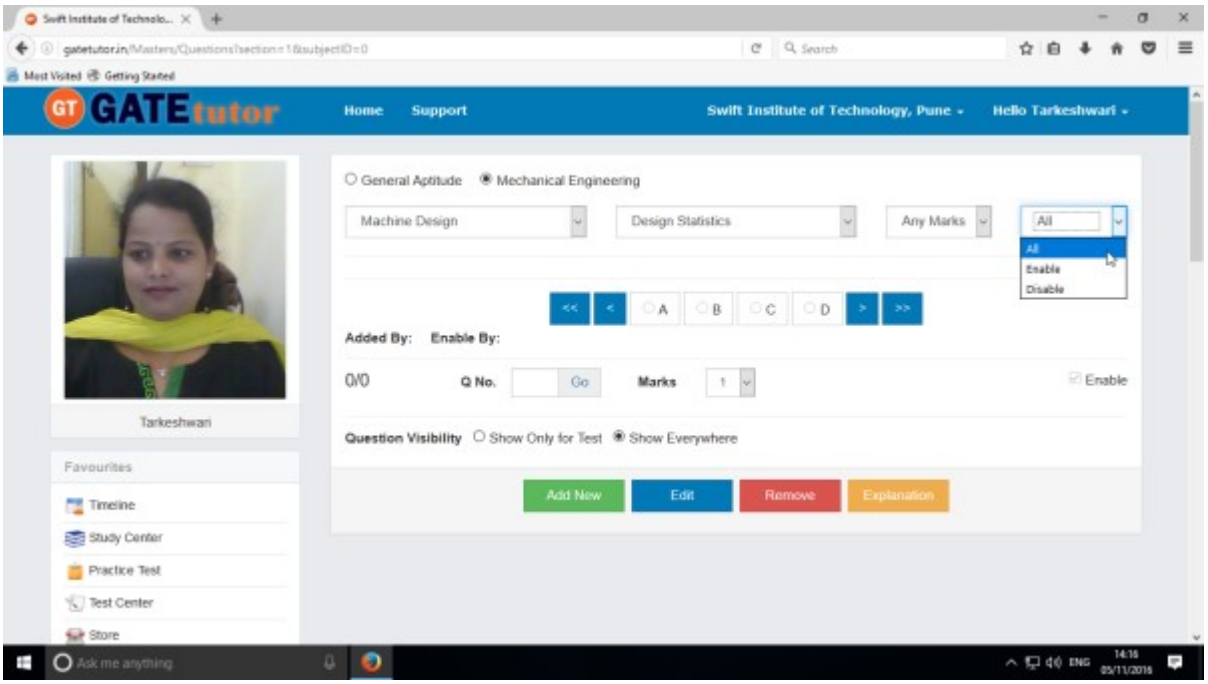


Now select the **"Topic"** as above.

Select one or two marks option for the question.

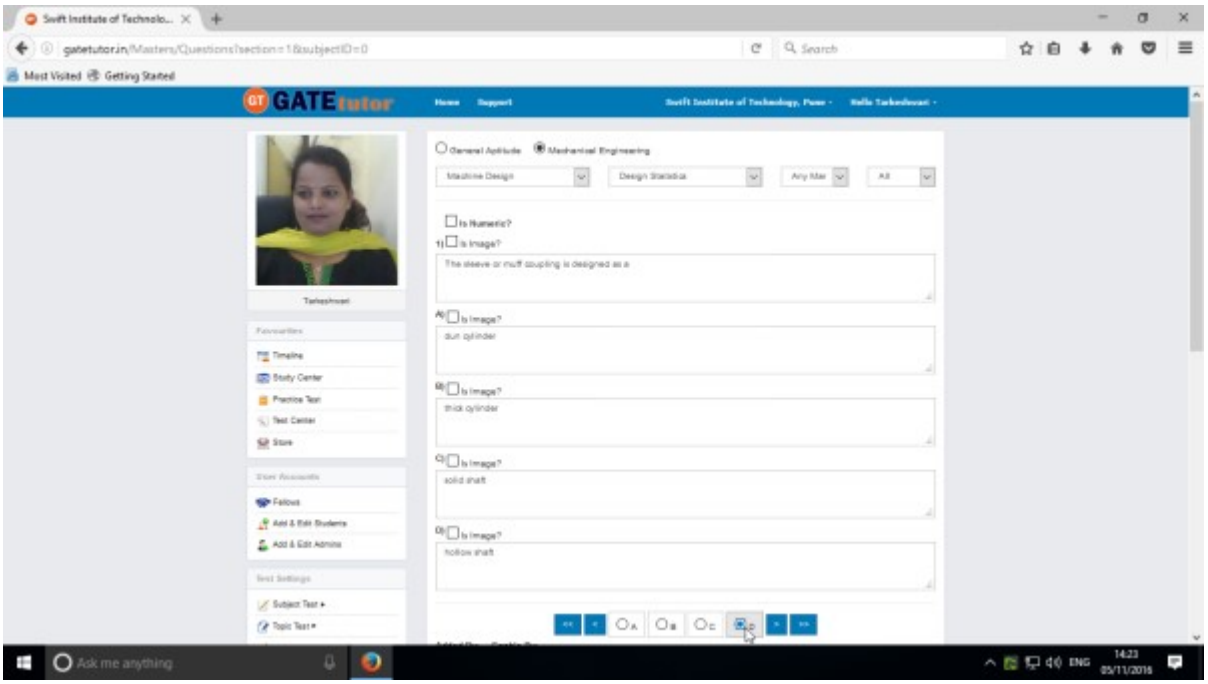


Choose “**All**” from drop down list to see the added questions to all of your students.



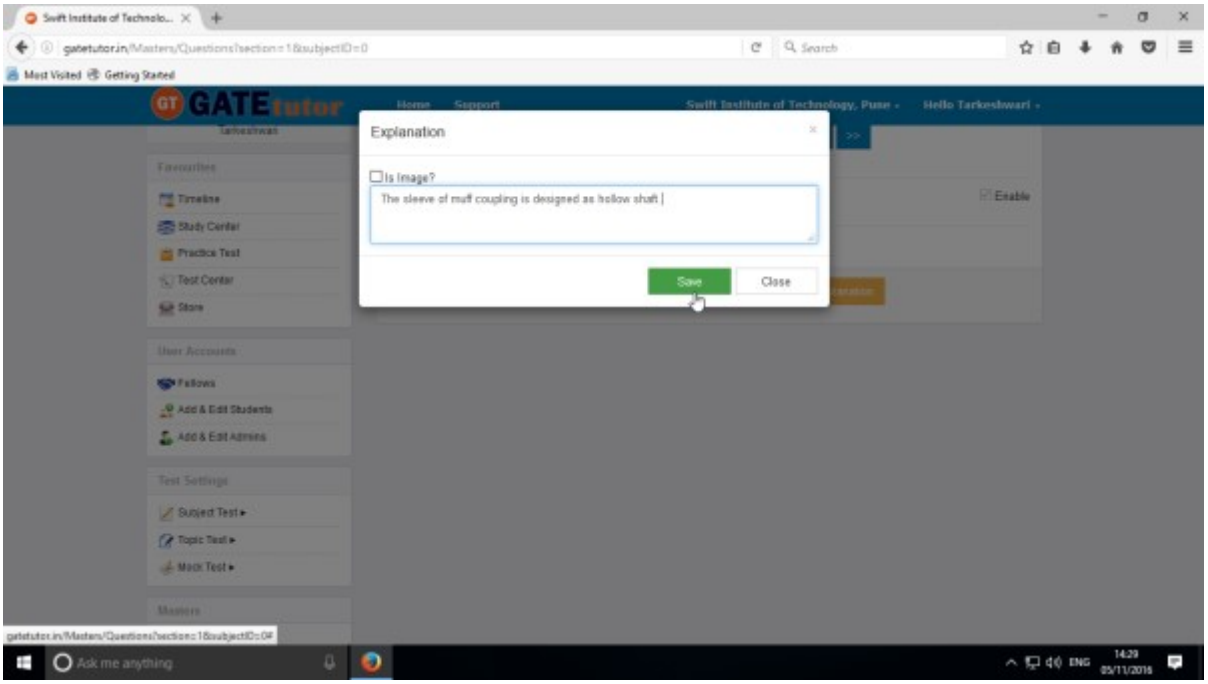
After choosing “**All**”, just click on “**Add New**” to get below window.

Write a question and provide the correct answer.



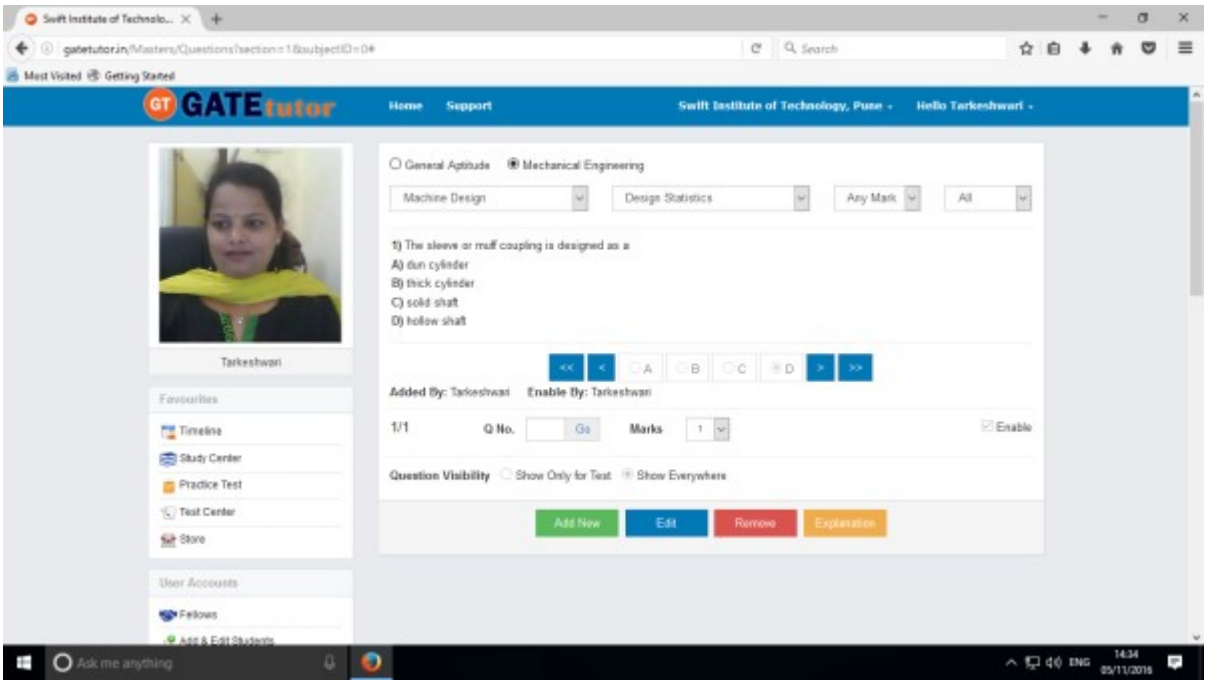
You can also add an image for the question & answers option separately by clicking on **Is Image?**

Provide a correct answer & click on **“Save”**



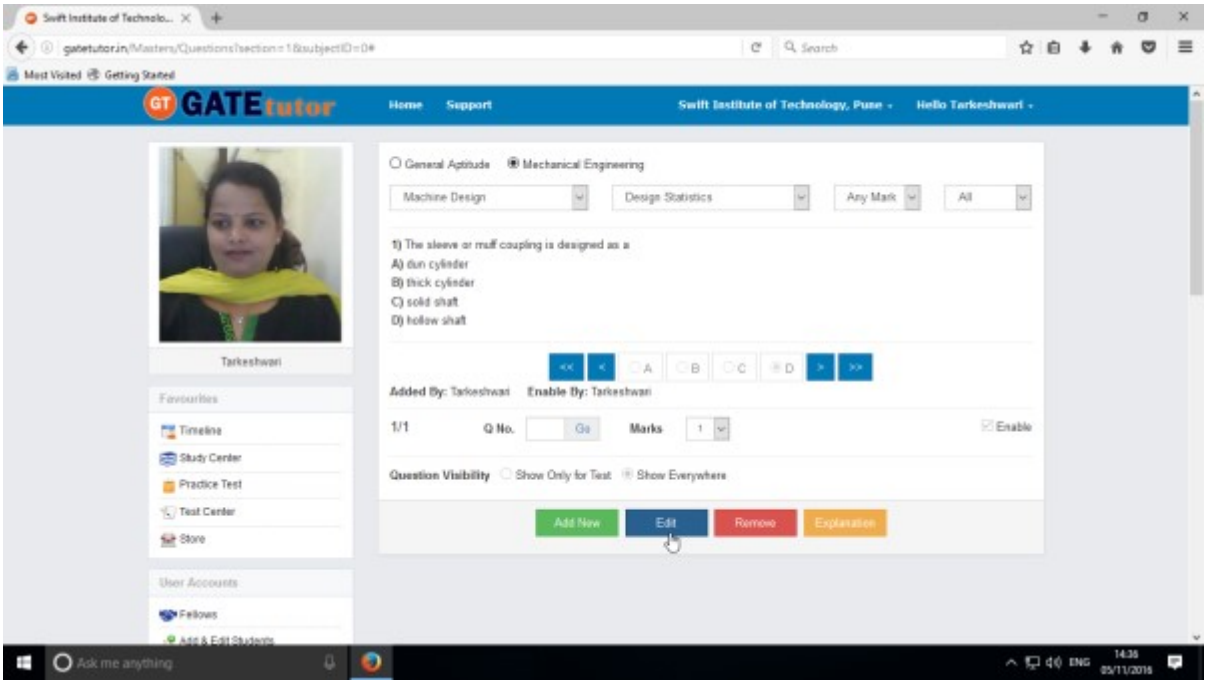
Enter the “**Explanation”** in the explanation window & click on **“Save”.**

You can also in add an image in the explanation. Just click on **Is Image?** Then browse & upload an image.

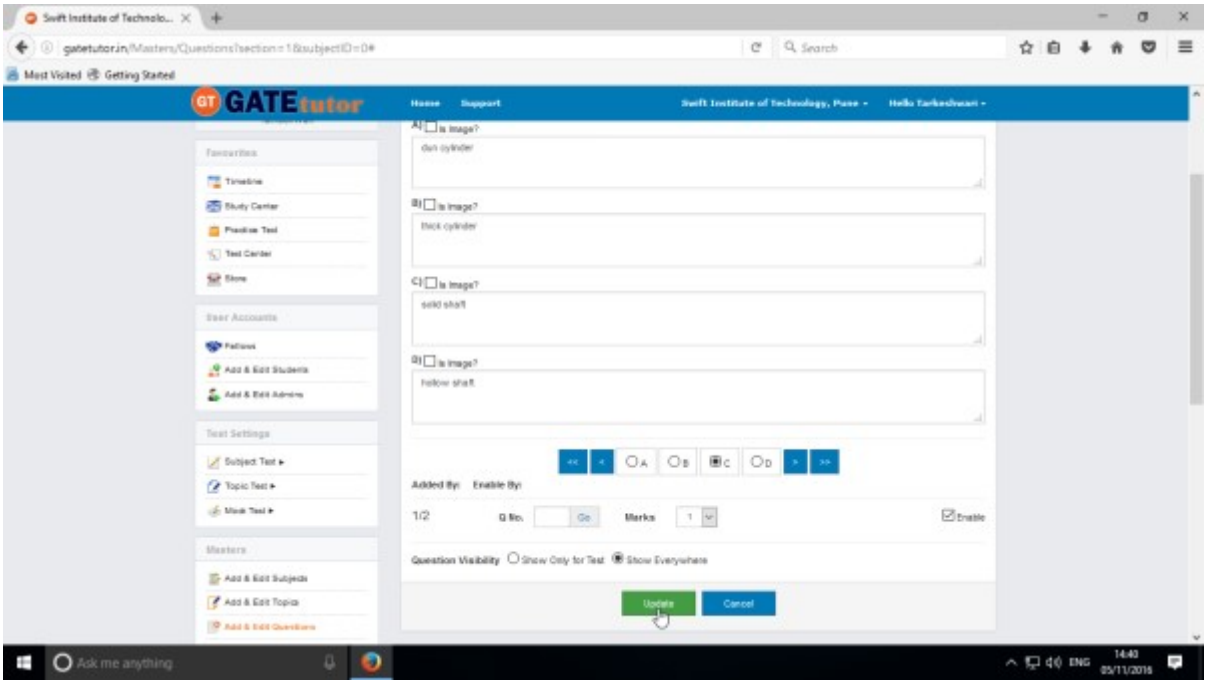


You can see the added question as above.

If you want to edit the question to change in it then click on **“Edit”**

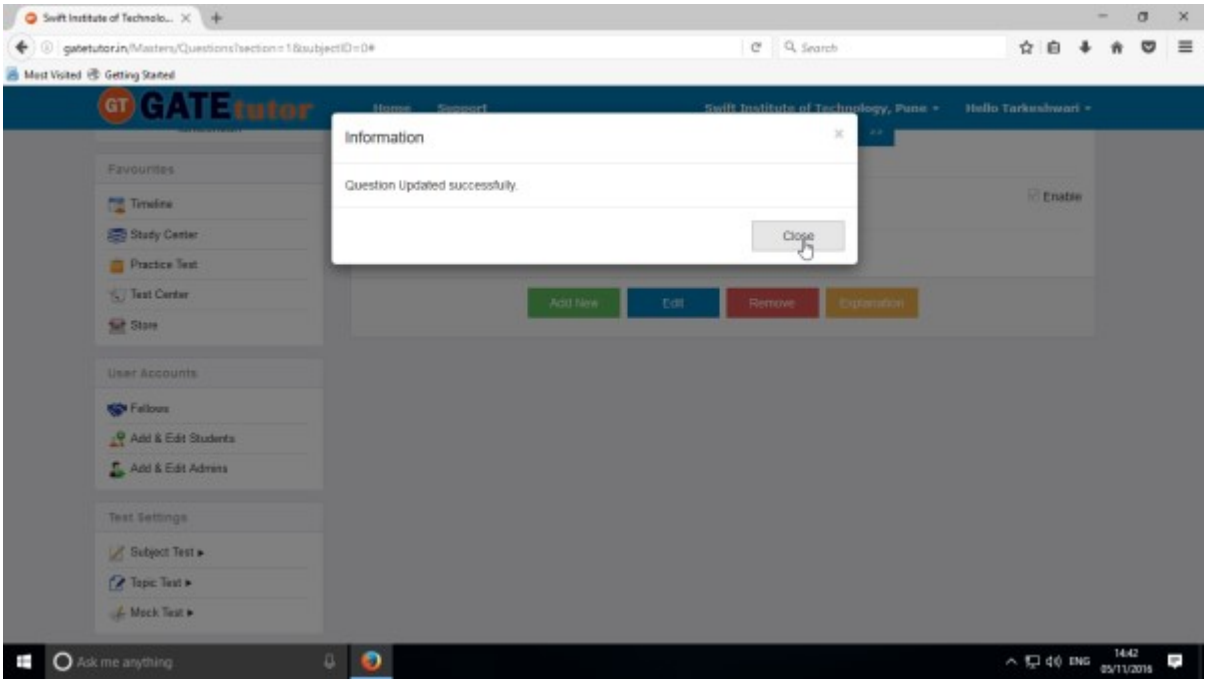


You can edit the question, answer & options also

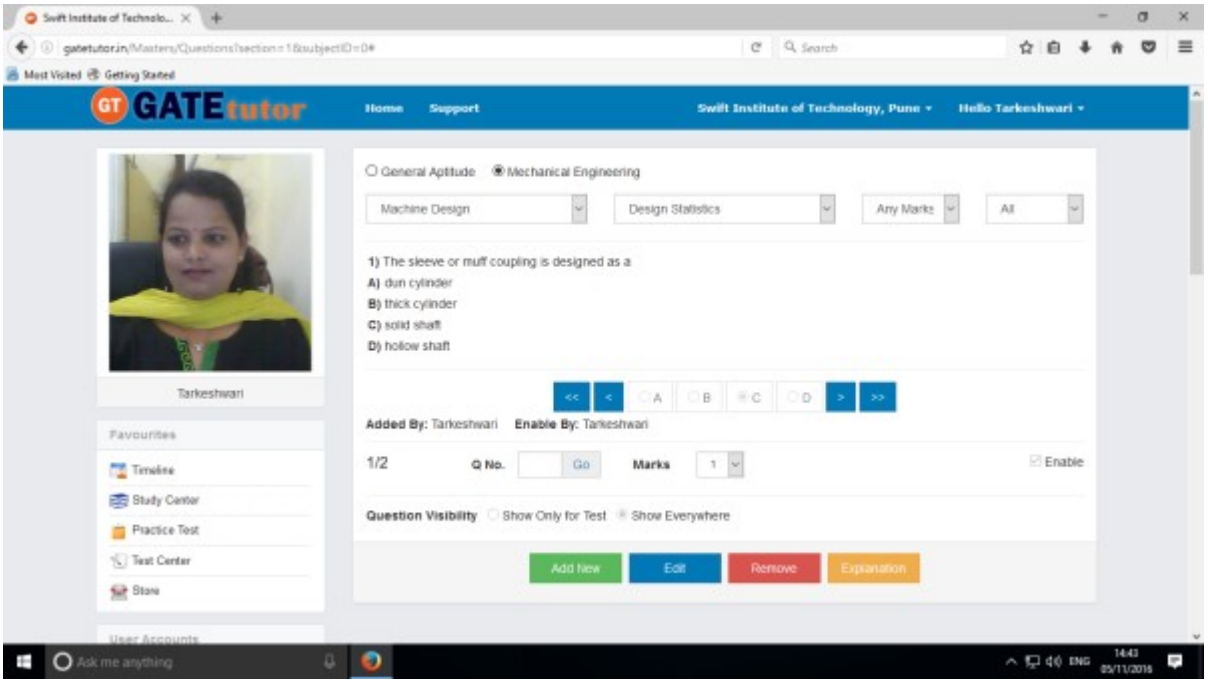


Check as per above window.

After editing the question, click on **“Update”**



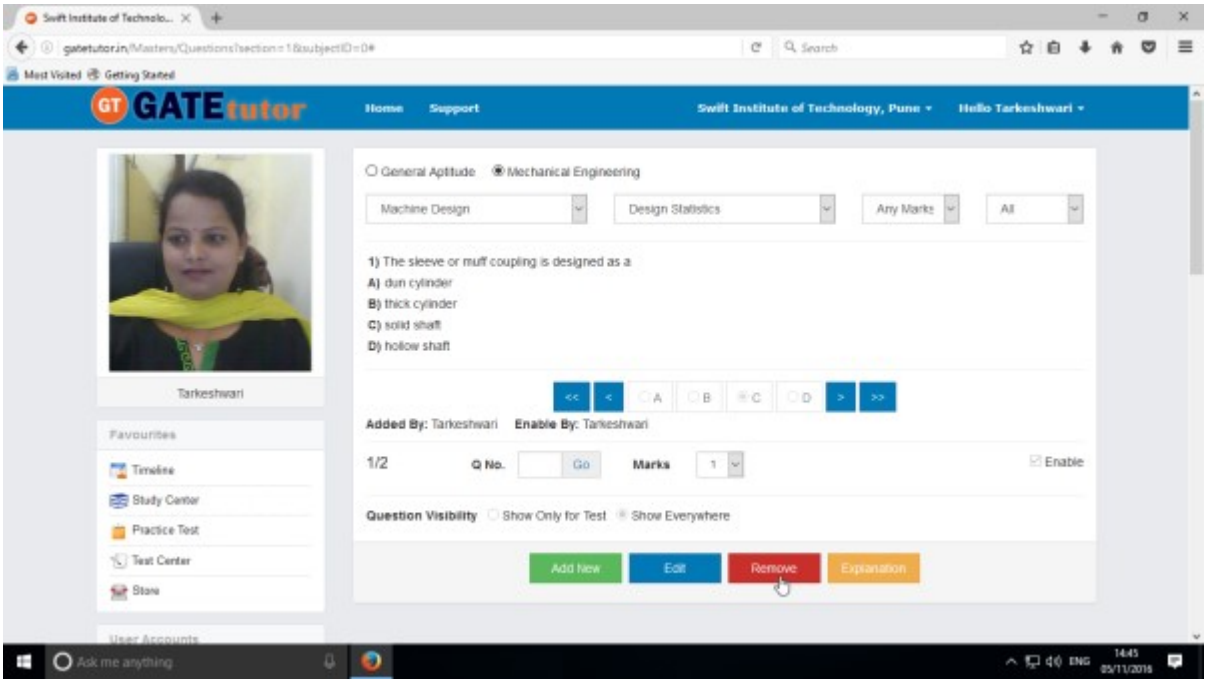
Question will get updated successfully.



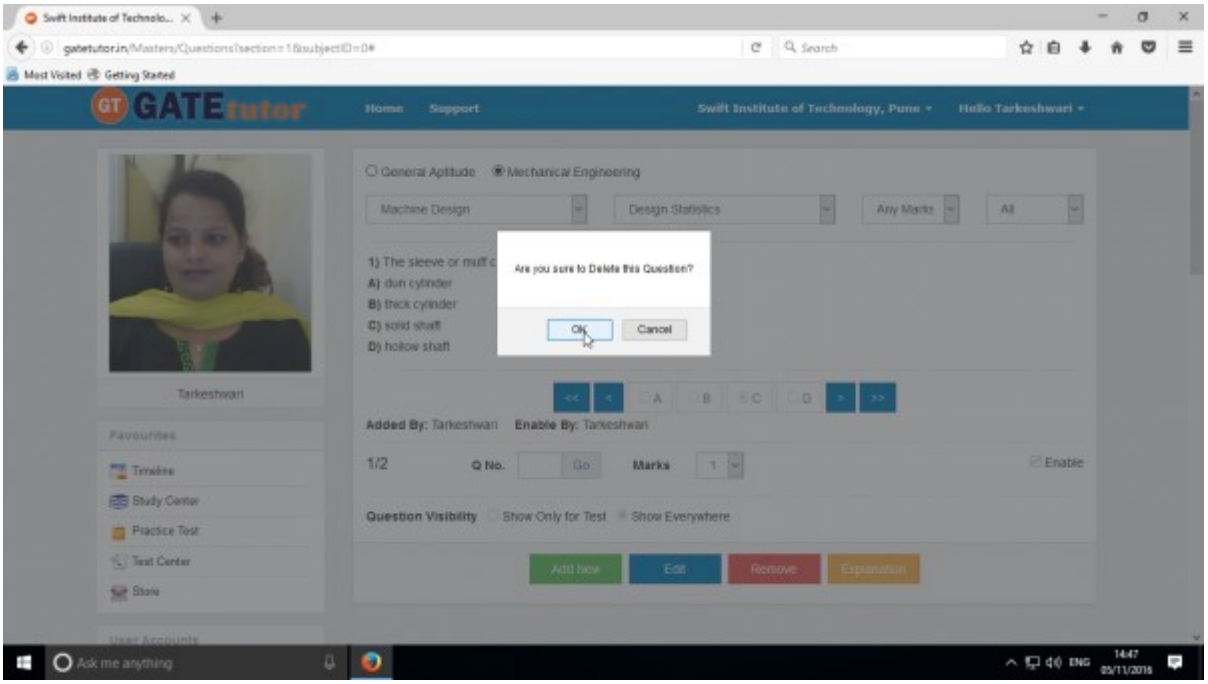
Check the changes after updating the question.

You can also remove the added question

Choose the question first & click on remove.

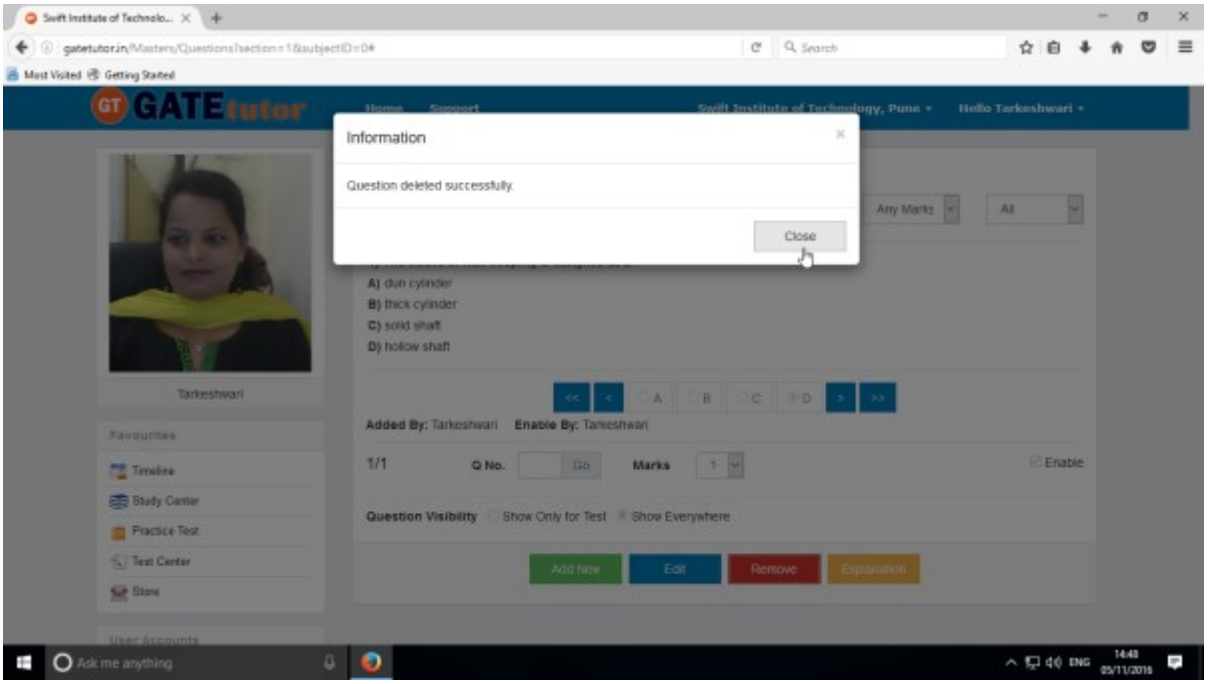


Click on **“Remove”** to remove the uploaded question**.**

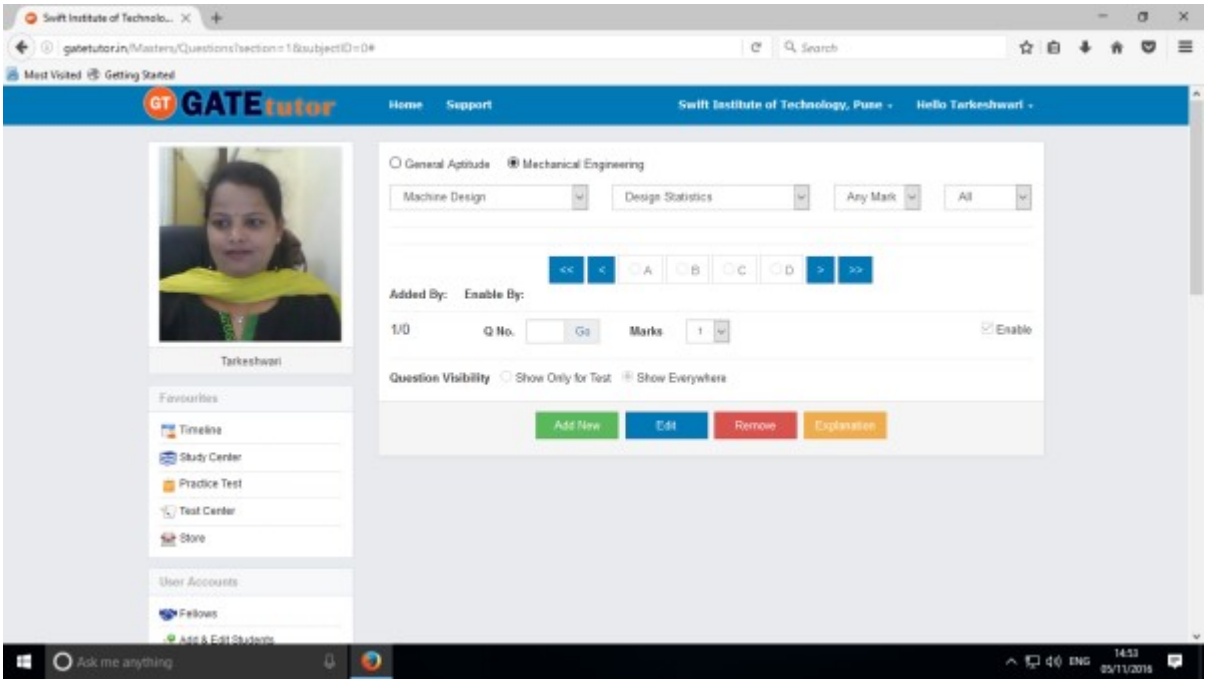


Click on the **“OK”** to delete the question.

Question will get deleted from that subject & topic.

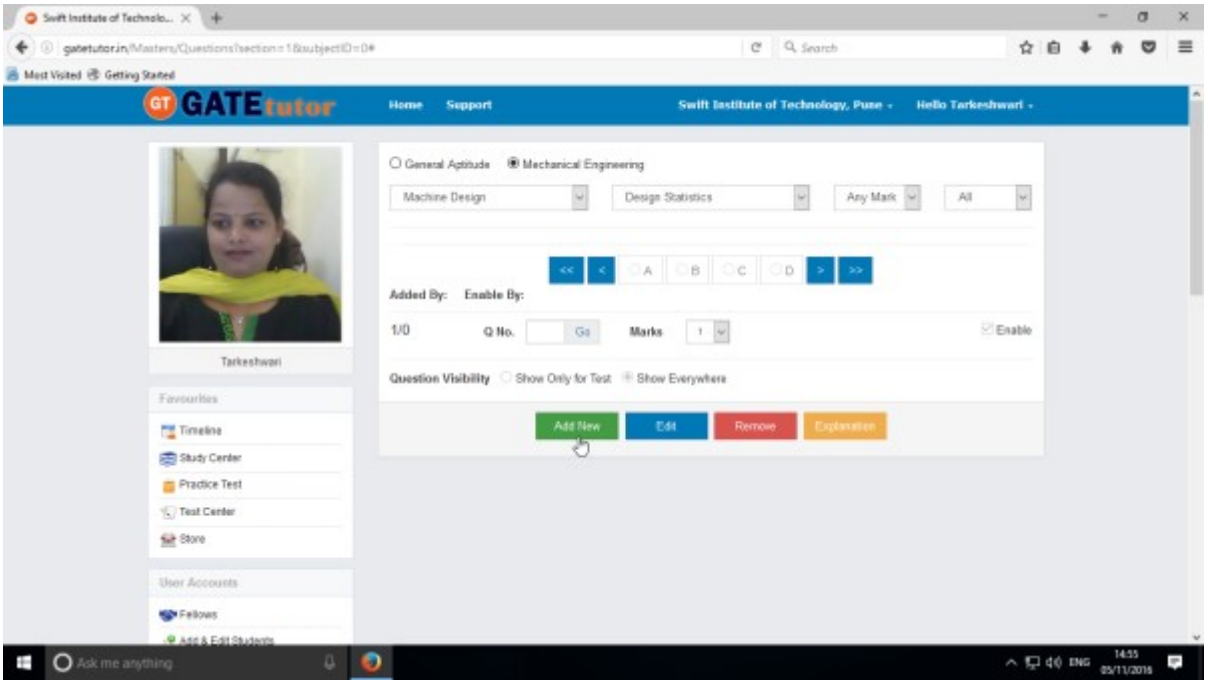


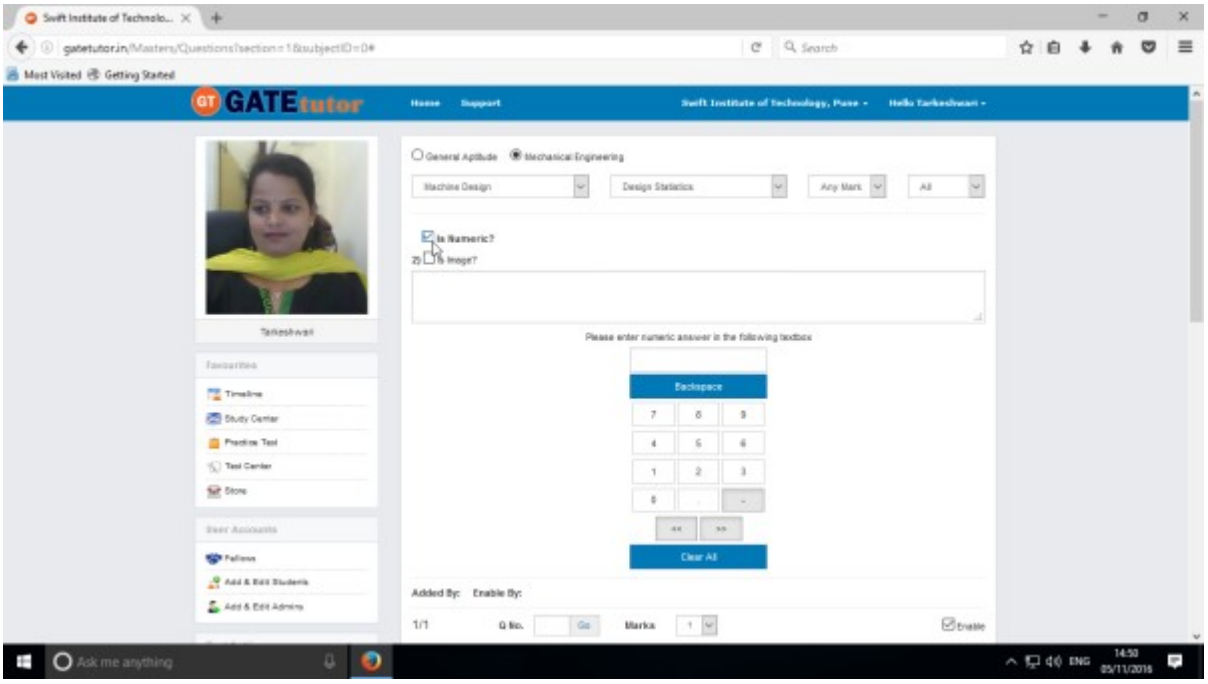
Click on "**Close**" to continue.



Check that the question is deleted from the page.

Click on “Add New” to add numeric question.



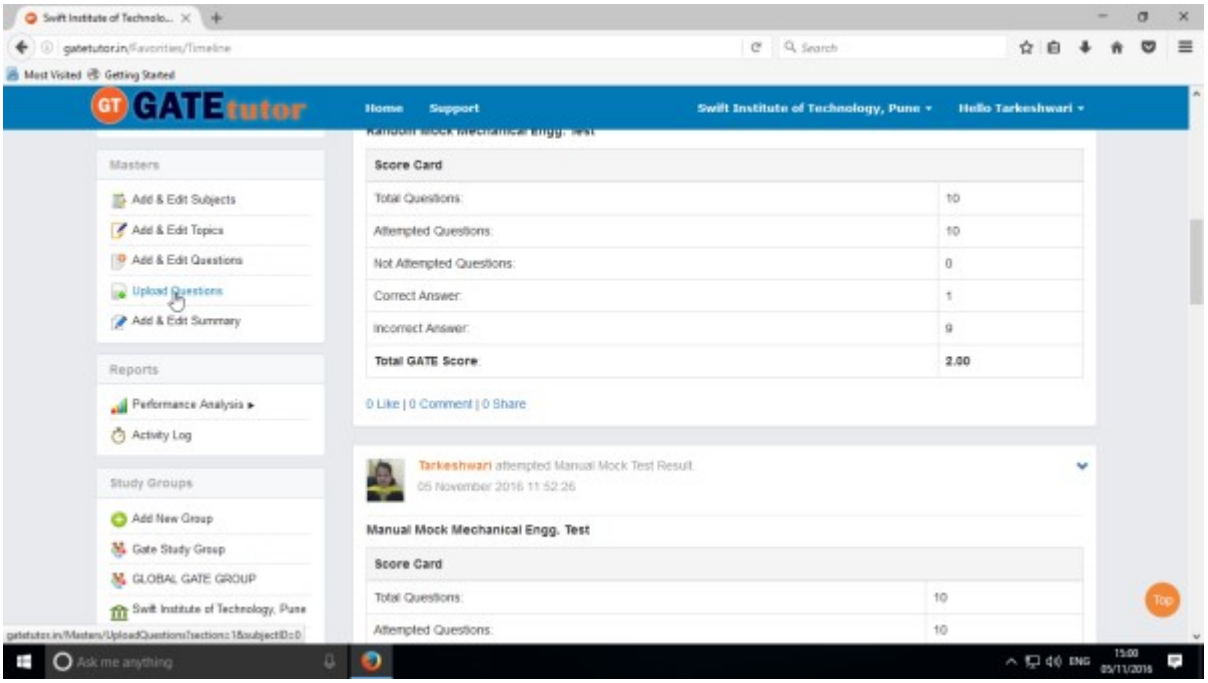


Similarly for numerical questions, select **“Is Numeric?”** & follow the above process to Add, Edit & Delete the question.

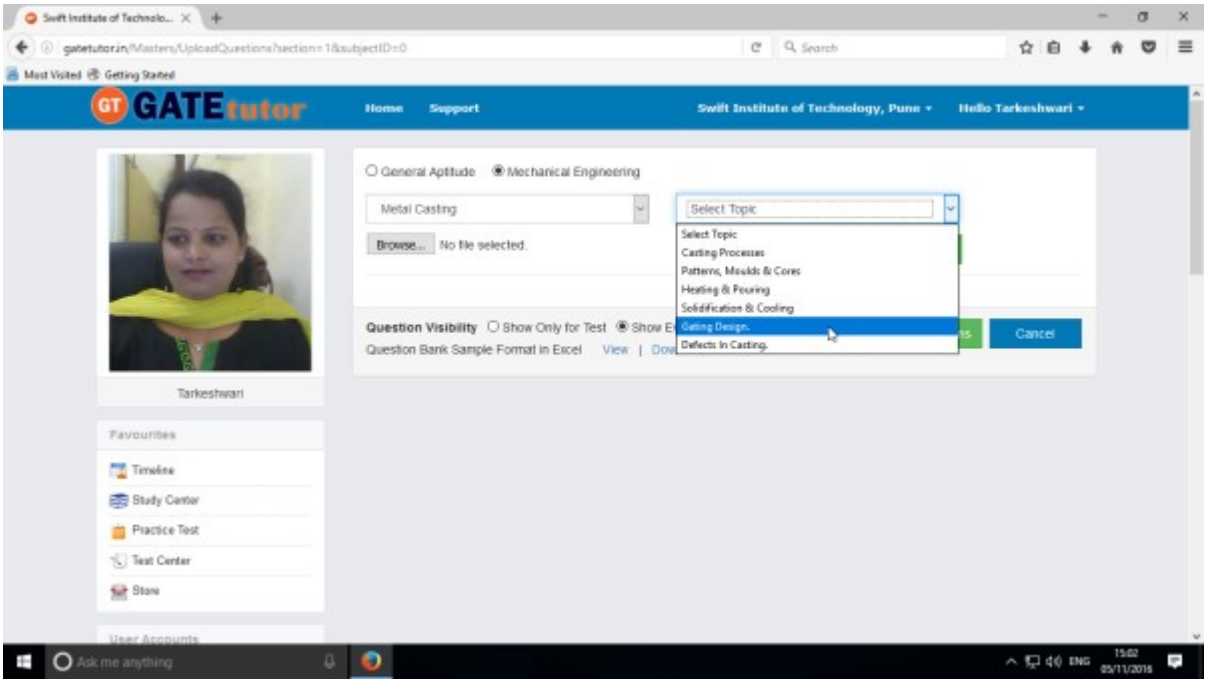
4) Upload Questions

You can upload your own question under the desired subject & topic in .xls or Excel file format.

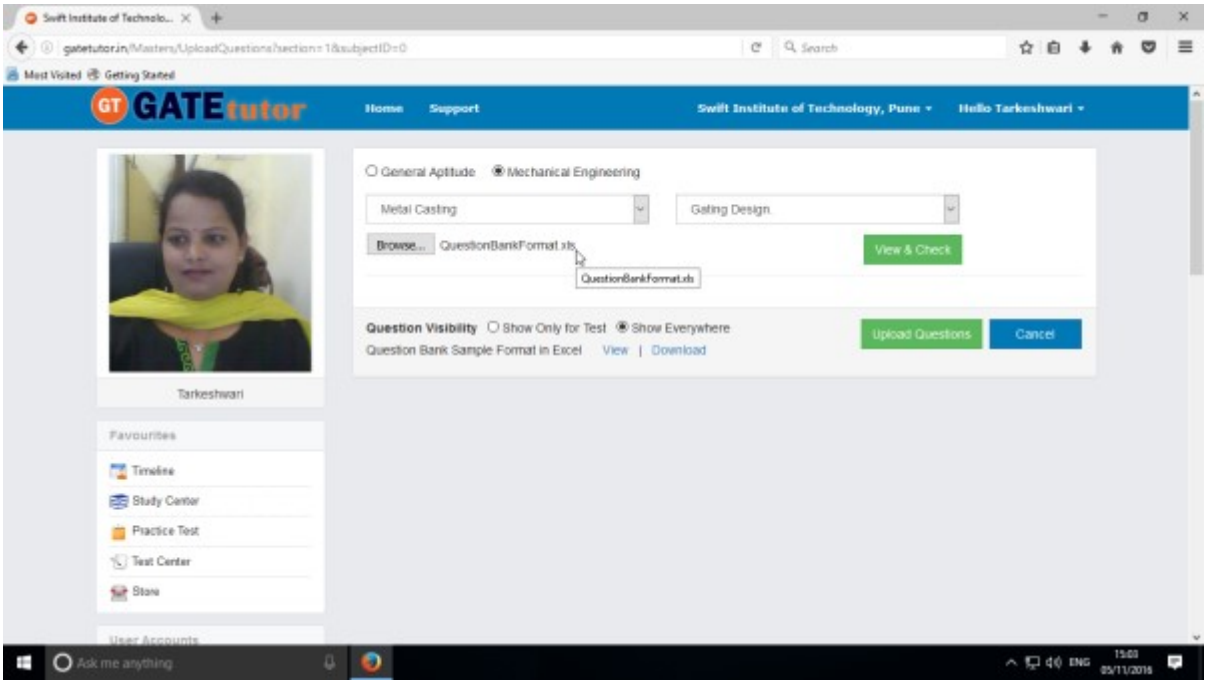
Click on **“Upload Questions”** to upload the questions in GATEtutor



Select the **Subject** & **Topic**



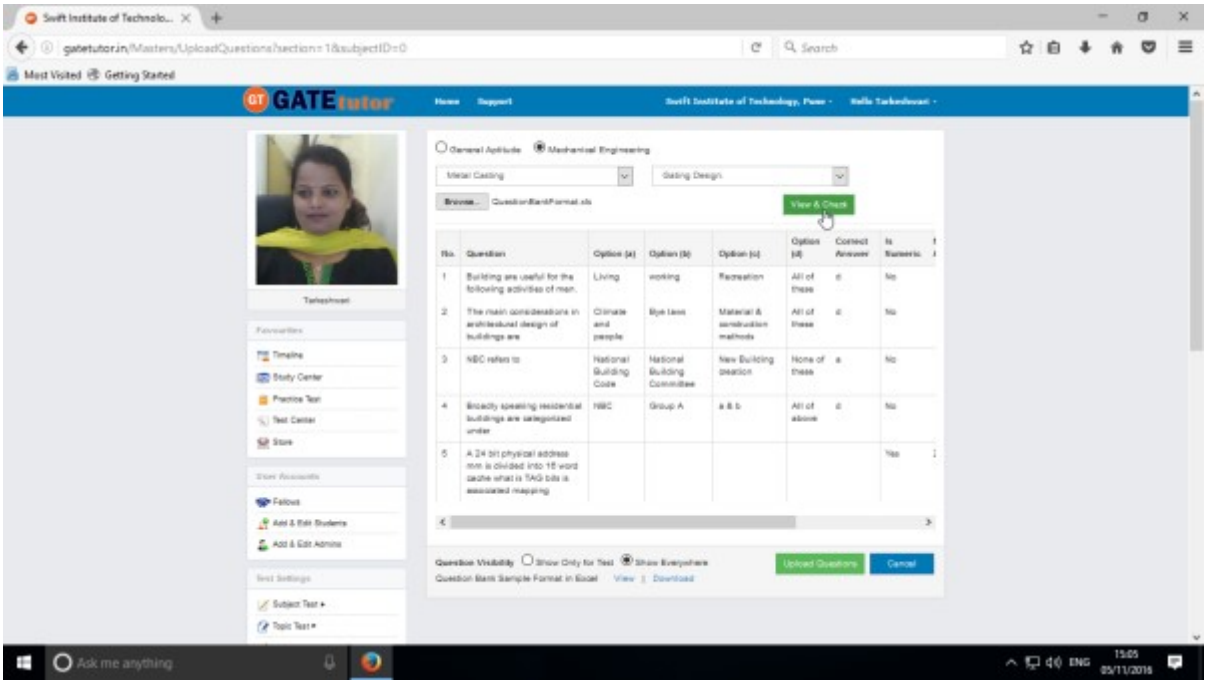
Click on “**Browse**” & attach an excel or .xls format file to upload the questions



Choose the questions visibility between for “**Show Only for Test**” or “**Show everywhere”**

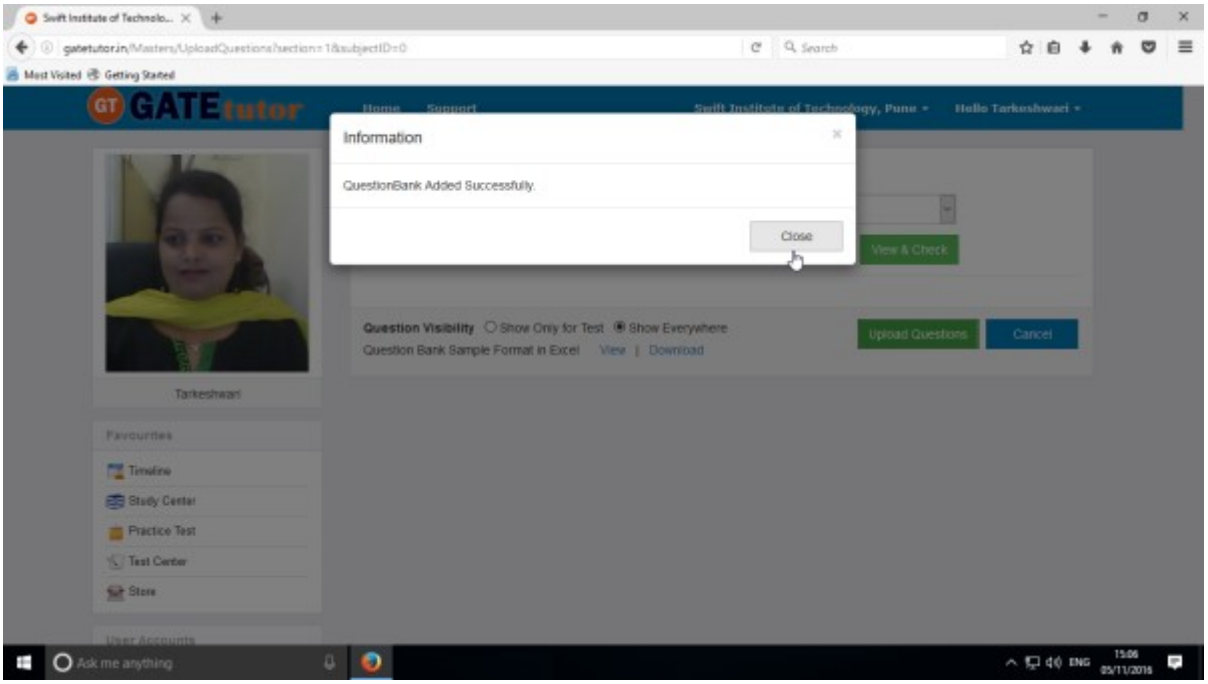
Upload Questions Sample Format in Excel also provided as an example. You can view & download it.

To view the questions from the excel sheet, click on **“View & Check”**



You can view the all questions, answers with options & explanation.

Now click on **“Upload Questions”**



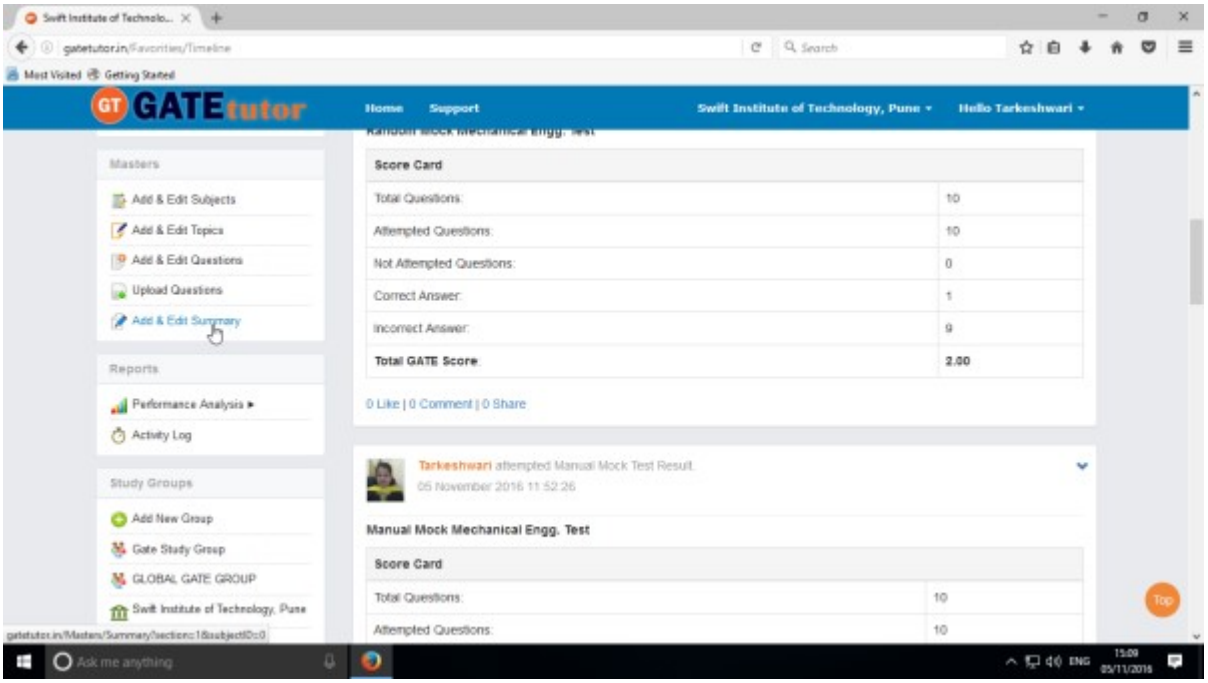
Question file will get added successfully

Click on “**Close**” to continue.

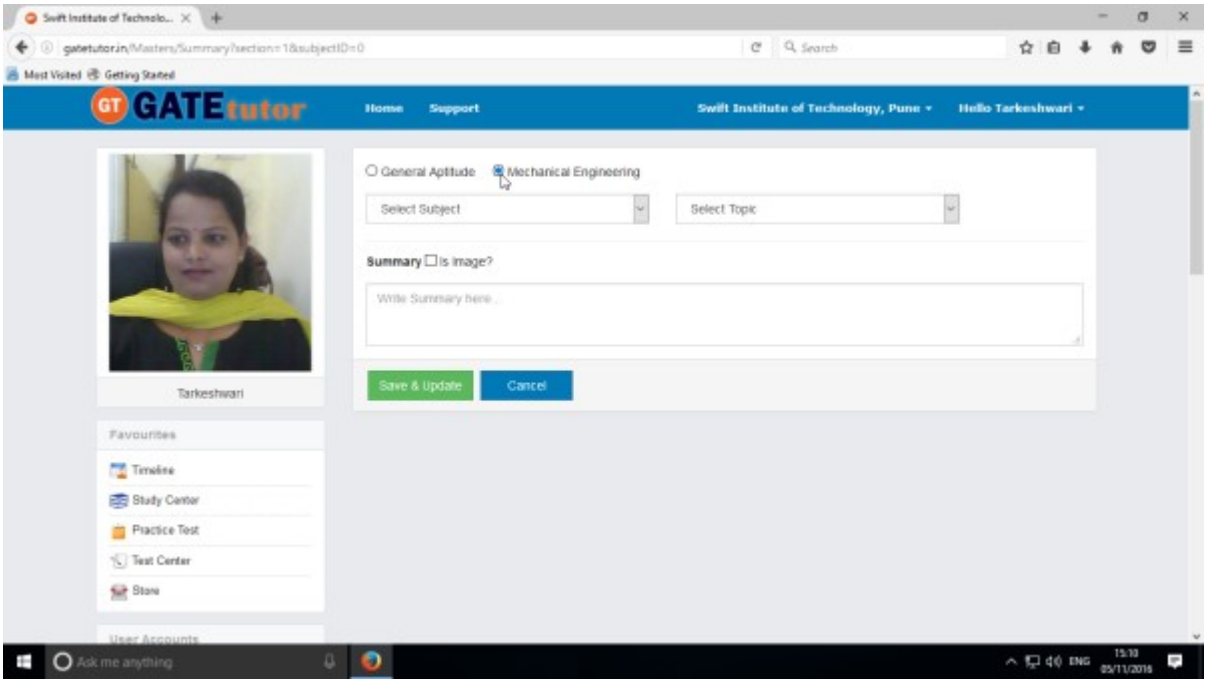
5) Add & Edit Summary

Add & Edit Summary is a showcase for the admin to show the particulars or activities done by the admin from his/her college timeline.

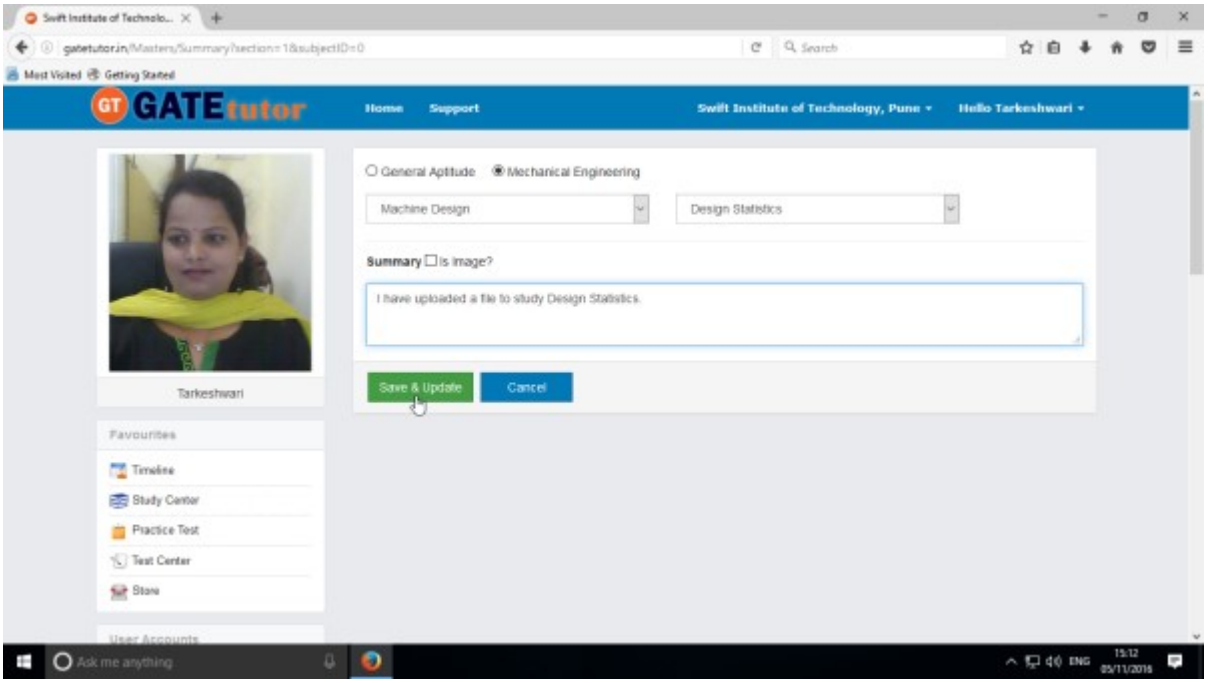
Click on "**Add & Edit Summary**"



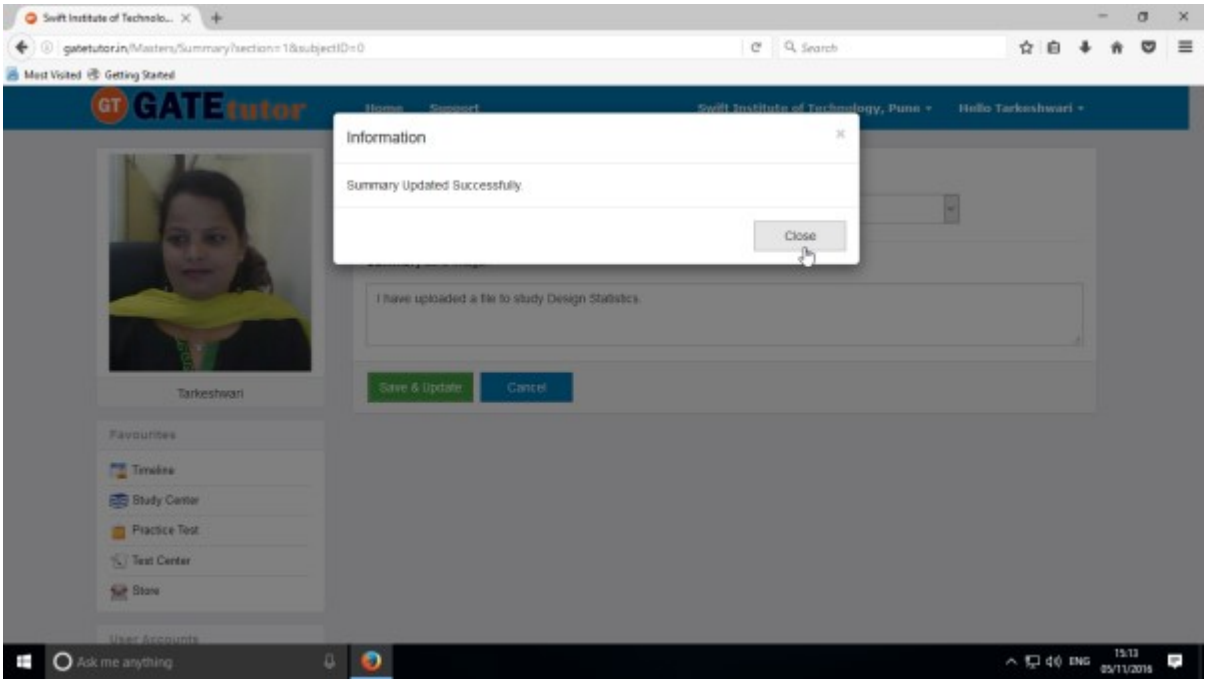
Choose menu from General Aptitude or Mechanical Engineering to add summary



Select a **subject** & **topic.**

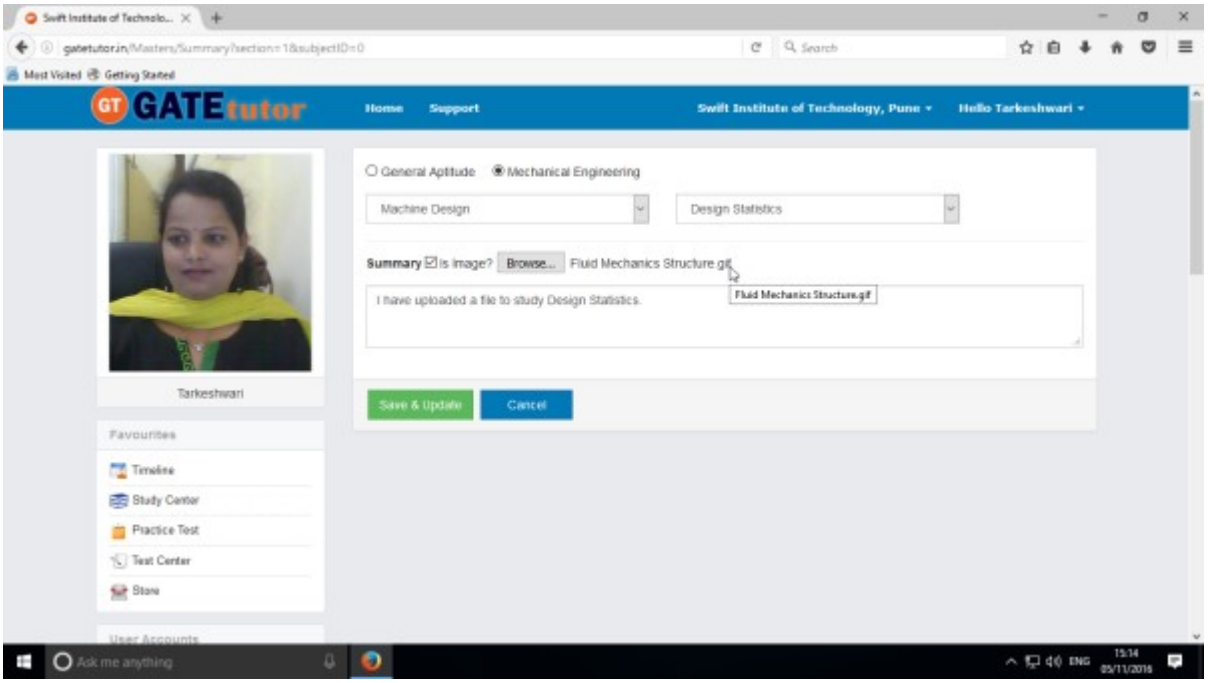


Enter the **"Summary"** & click on the **"Save & Update"**



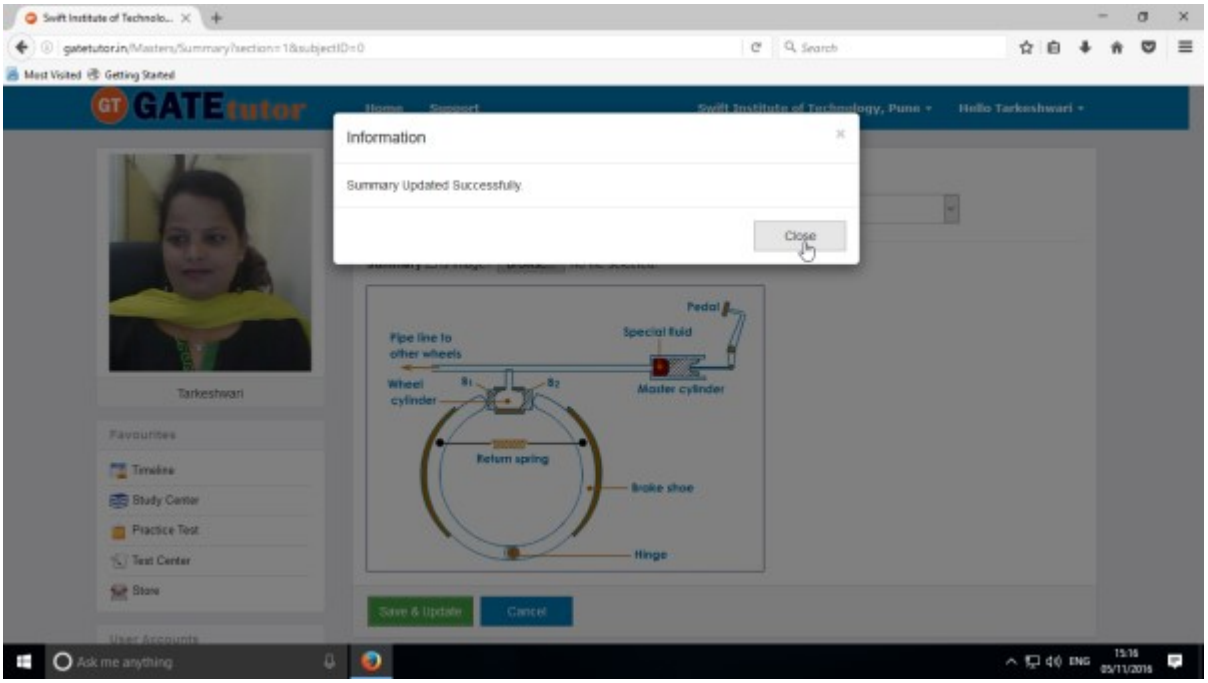
Click on the **"Close"** to continue

You can upload an image also in **"Add & Edit summary",** just click on **Is Image?**



Click on "**Browse**" to attach an image.

Click on **"Save & Update"**



Click on "**Close**" to continue.

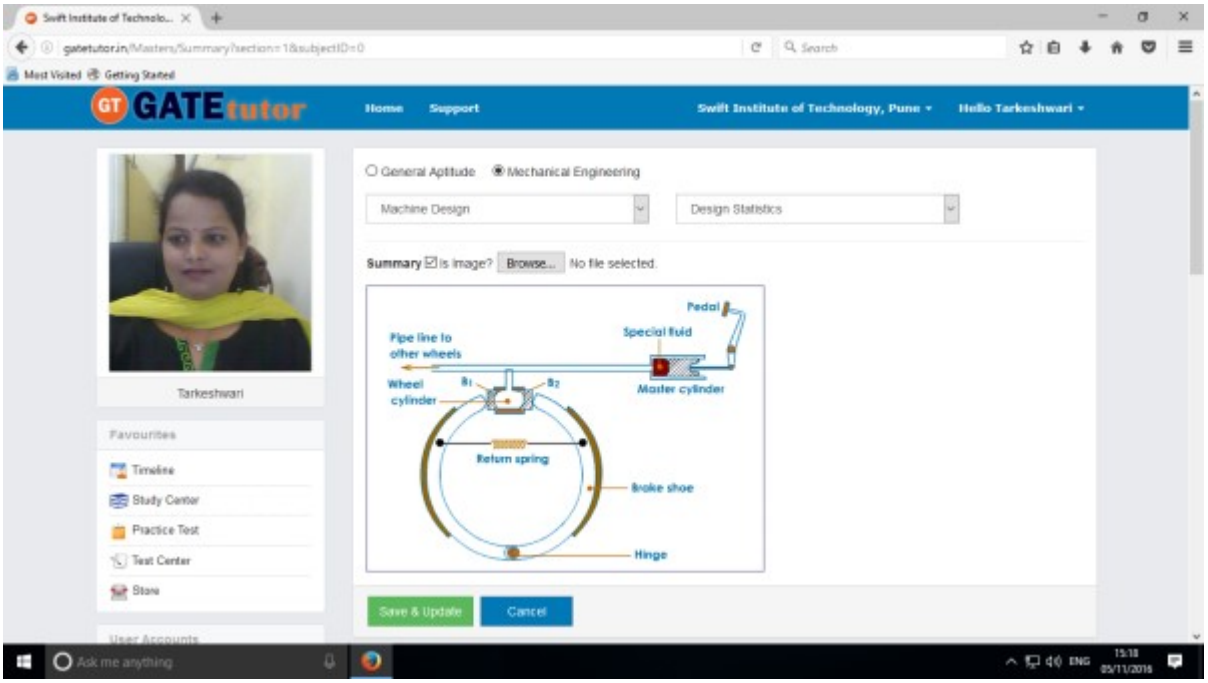


Image will visible on same page.

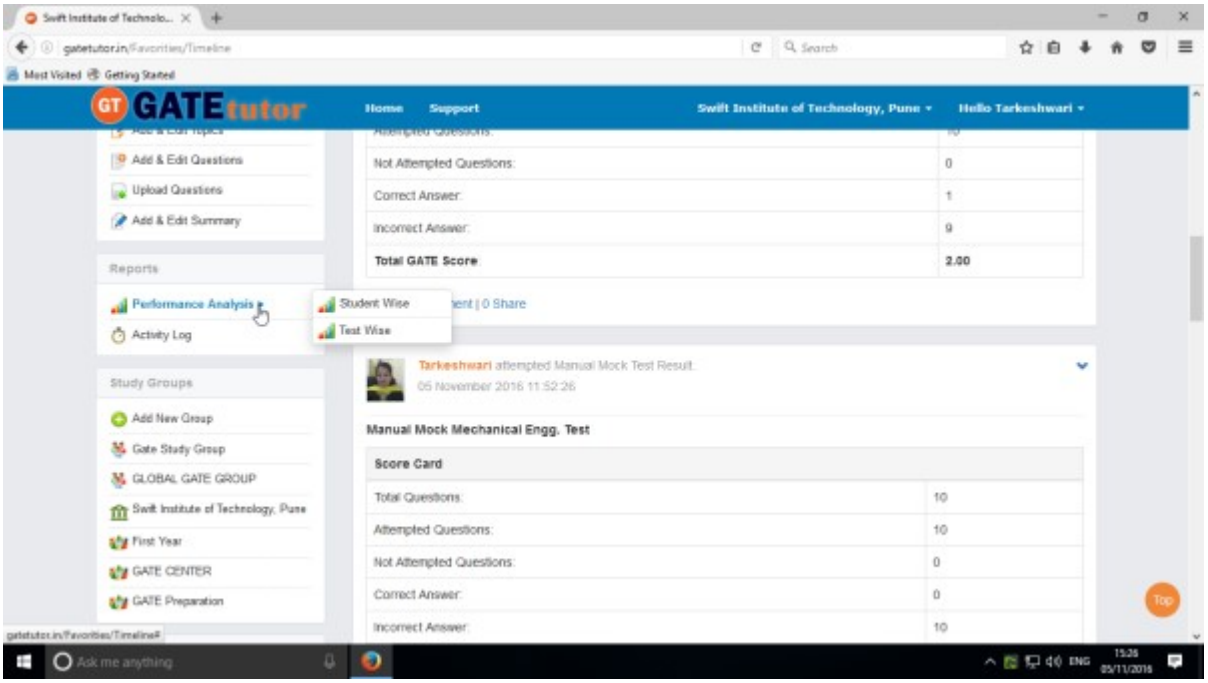
You can check the uploaded image in "**Add & Edit Summary**".

VII) Reports

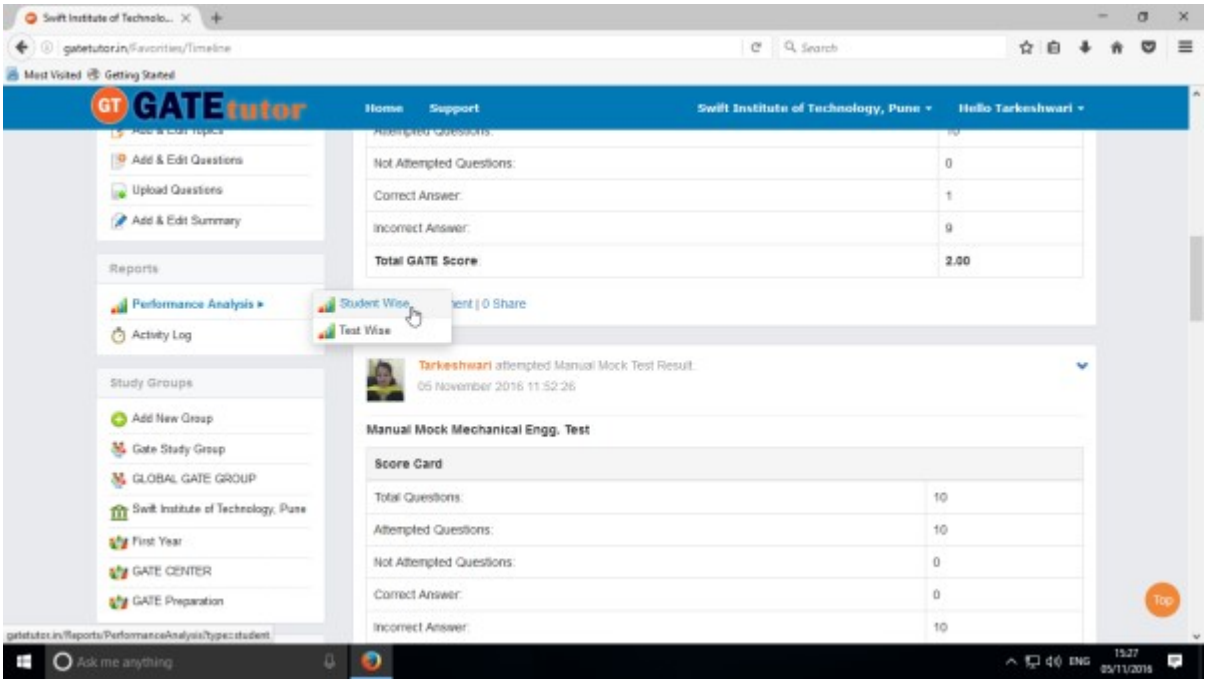
"Reports" is a tool which is used to tally & comparison of the performance and activity of the user at the same time on GATEtutor. Admin can generate the reports as per performance like **Student wise** and **Test wise** on College Timeline**.** Admin can also see his/her activity log in report format.

1) Performance Analysis (On College Timeline): To see performance of students and yourself as student wise & Test Wise

Click on **"Performance Analysis"**



Choose the options between: 1) **Student Wise 2) Test wise**

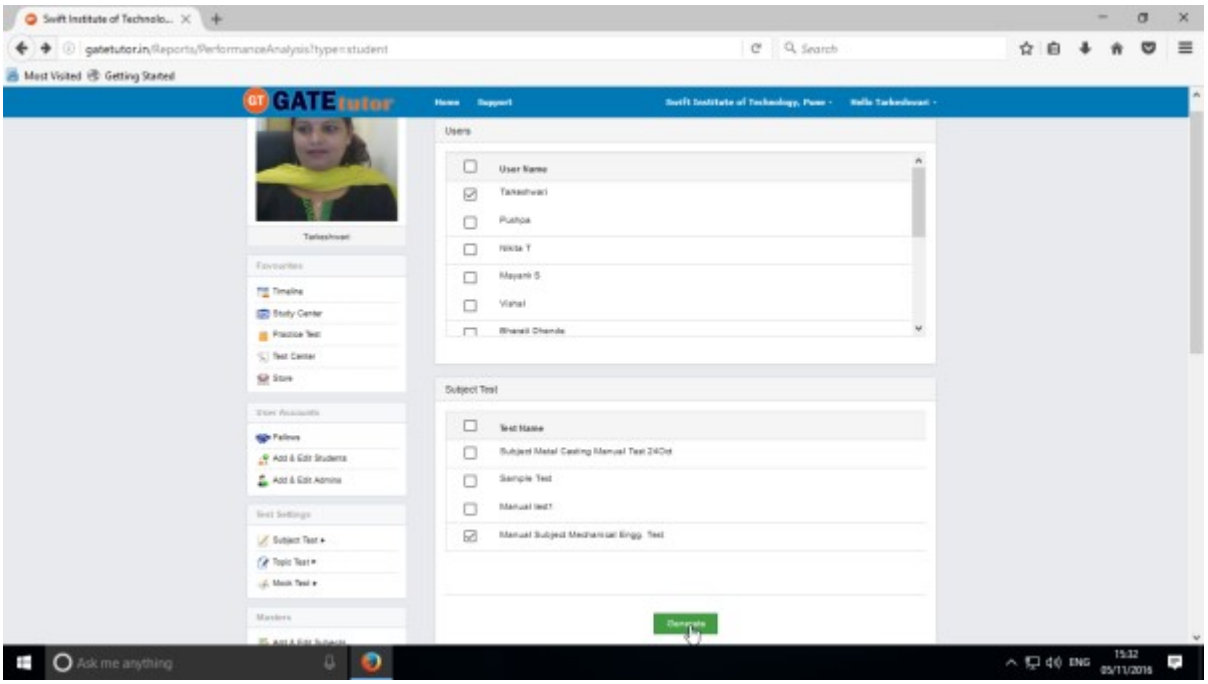


Choose “Student wise” to see performance of students.

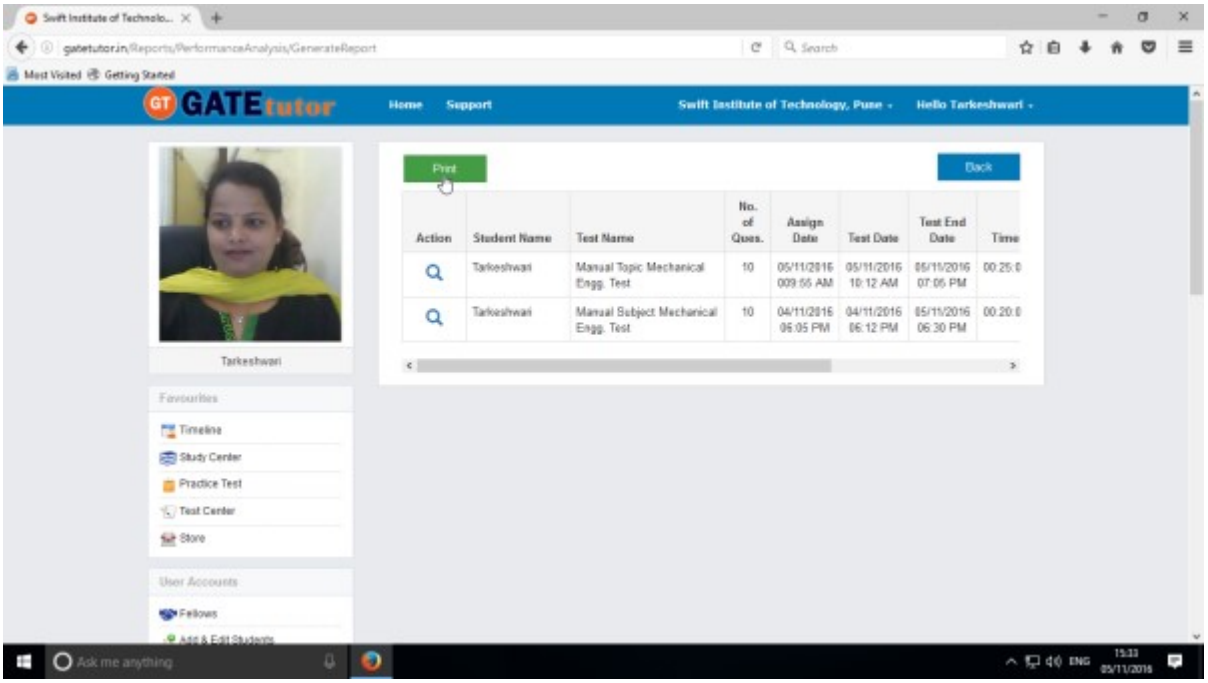
a) Student Wise

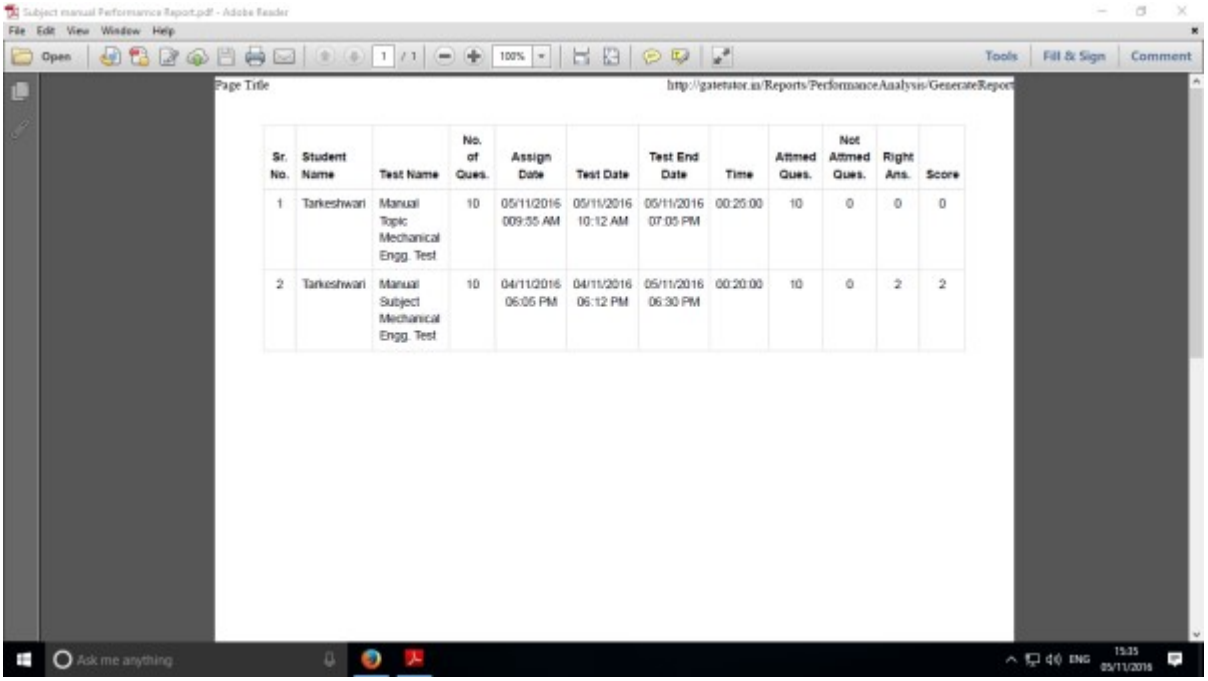
Select type of test by clicking on radio button **“Manual Tests”.** Here it shows all manual tests that you and your student have given & you can check the performance by checking the username & test names.

Select the student’s name & Test names by clicking on check box, whose performance to be checked



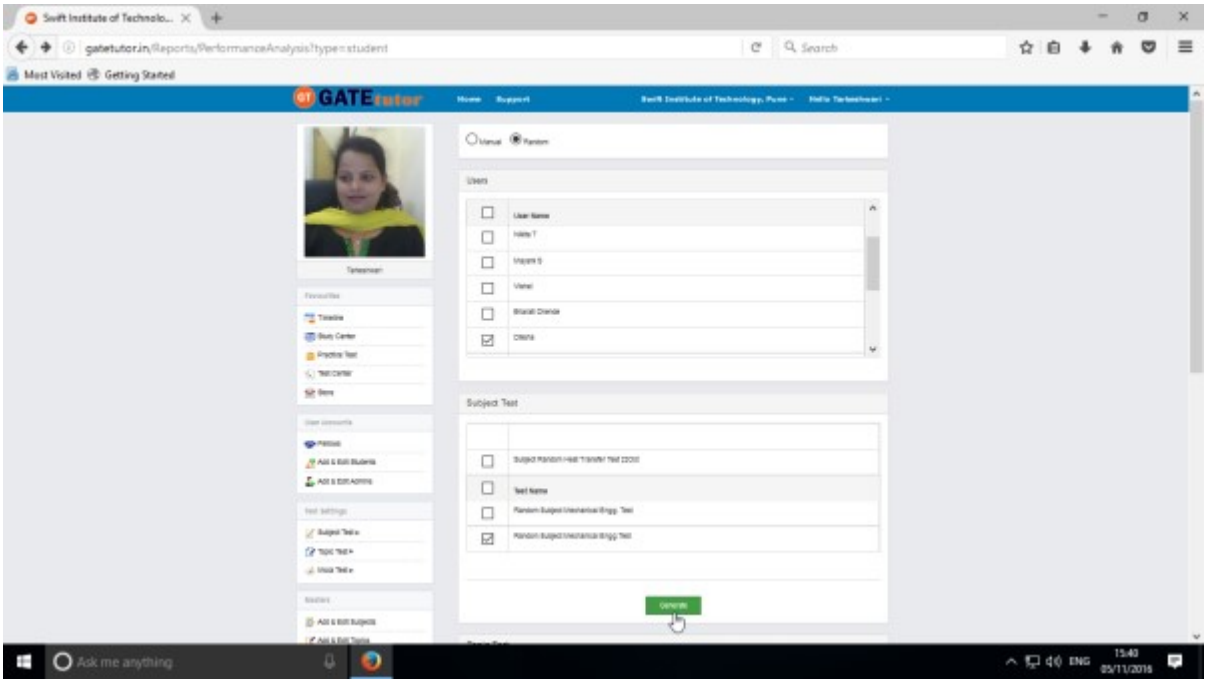
Now click on **“Generate”** to create reports. The following window will appear



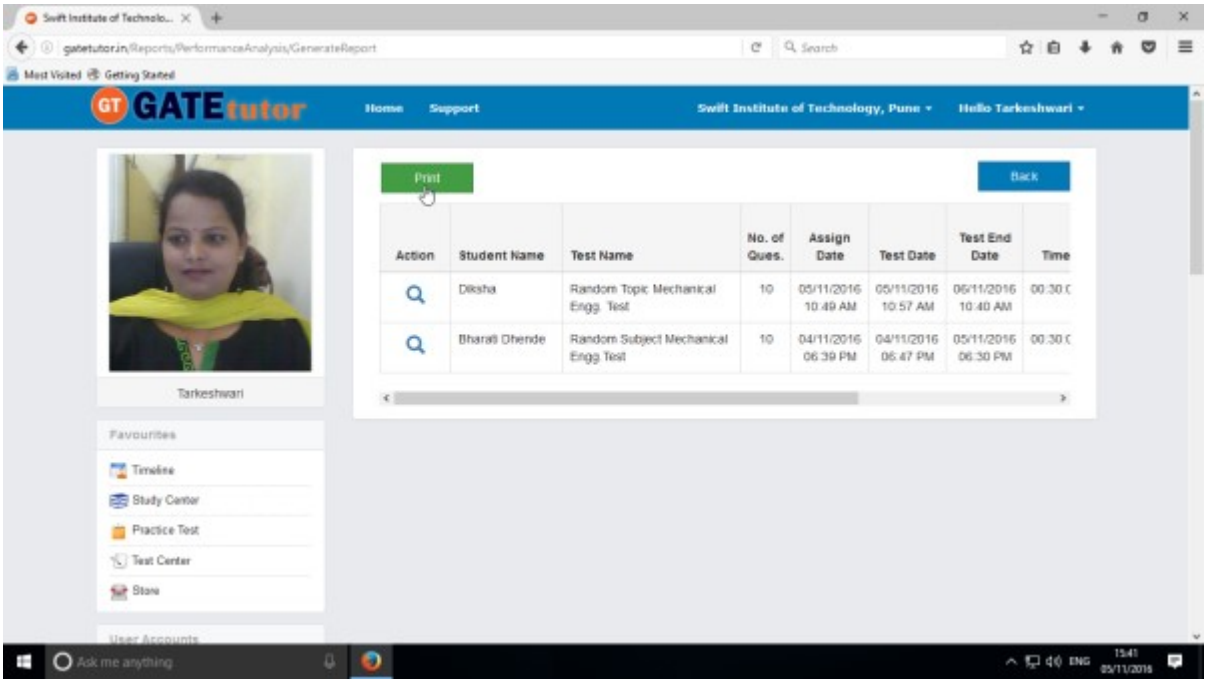


Click on the "**View Test**" option to see the tests & by clicking on "**Print**" you can see the performance report & take out the print also.

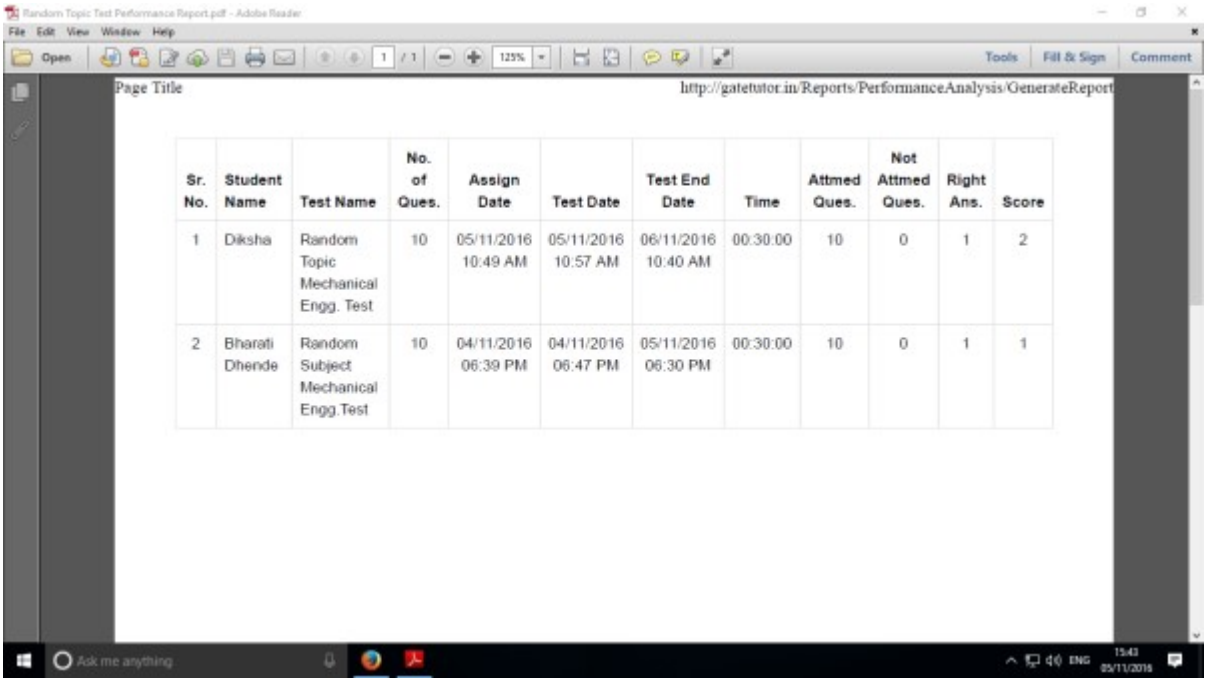
Select type of test by clicking on radio button **"Random Tests".** Here you can check all the random tests given by you & your students.
Select the student's name & test names by clicking on check box, whose performance want to be checked



Now, click on **"Generate",** you will get the following window



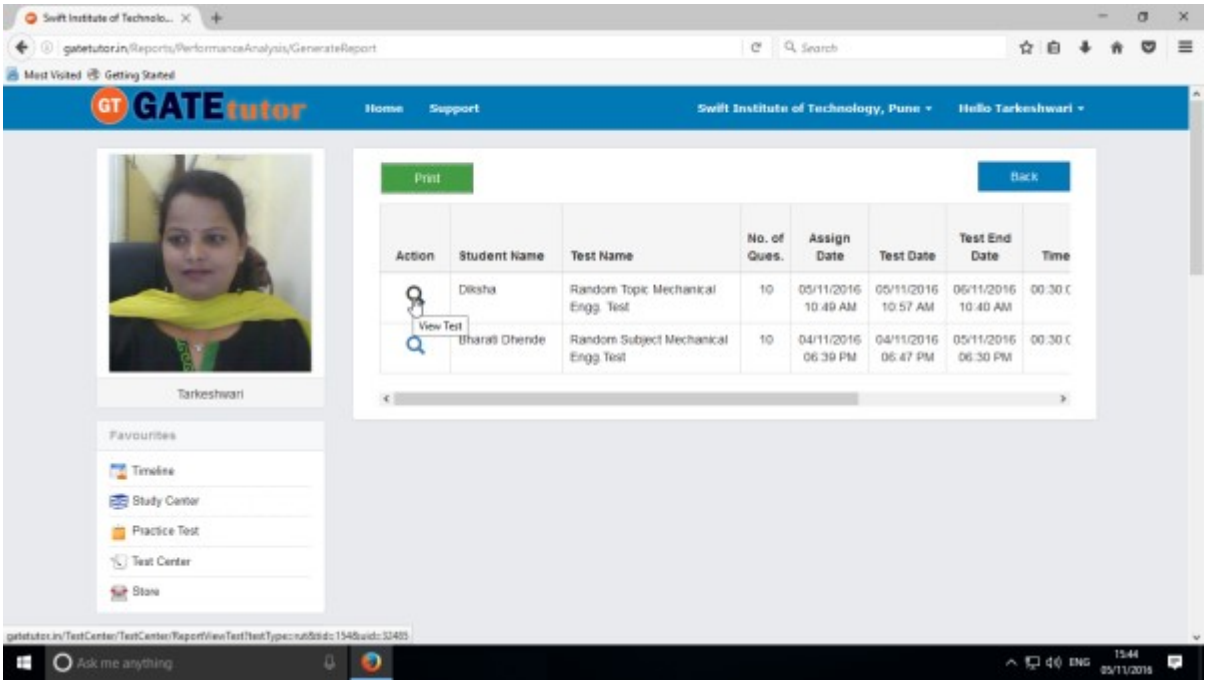
Now click on the "**Print**" to generate Report. By clicking on "**Print**" you can take out the print.

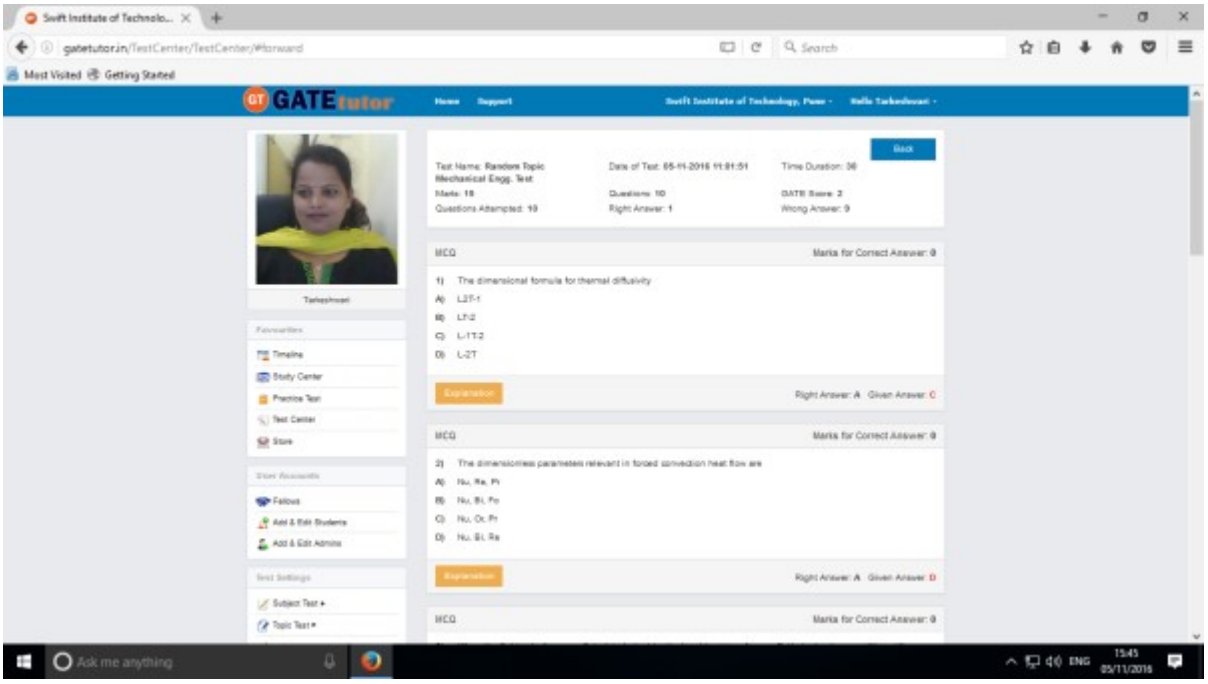


Sr. No.	Student Name	Test Name	No. of Ques.	Assign Date	Test Date	Test End Date	Time	Attmed Ques.	Not Attmed Ques.	Right Ans.	Score
1	Diksha	Random Topic Mechanical Engg. Test	10	05/11/2016 10:49 AM	05/11/2016 10:57 AM	06/11/2016 10:40 AM	00:30:00	10	0	1	2
2	Bharati Dhende	Random Subject Mechanical Engg.Test	10	04/11/2016 06:39 PM	04/11/2016 06:47 PM	05/11/2016 06:30 PM	00:30:00	10	0	1	1

You can check the performance in report manner as above.

Click on **“View Test”** to see that test for the performance.



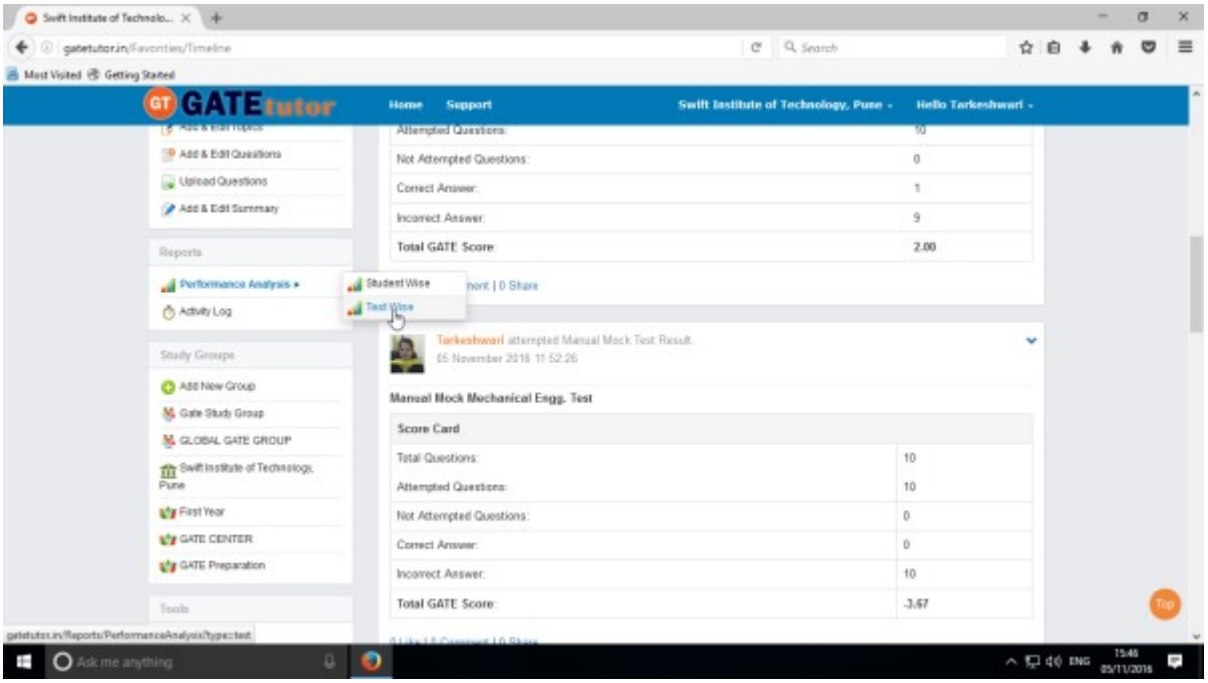


You can check that test that you have given by clicking on “**View Test**” as above.

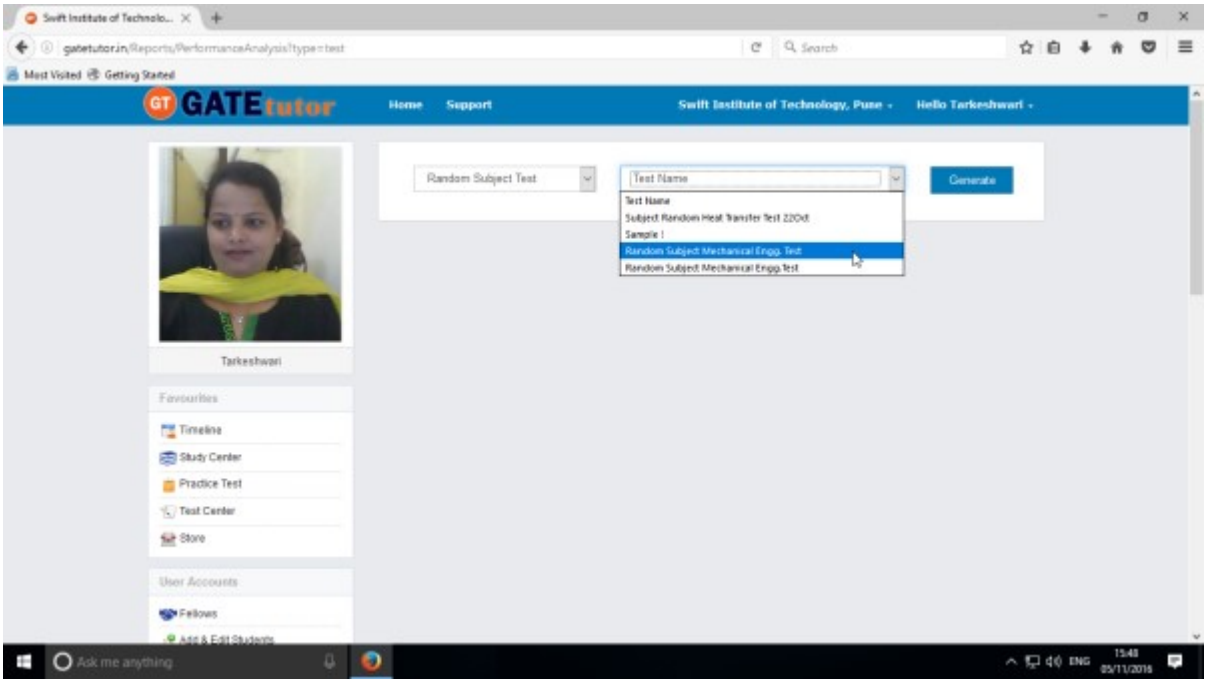
b) Test Wise

Here you can check the performance by selecting test names. Firstly you have to choose test type & then test name. When you generate the report, it shows the usernames who have attempted test in report also.

Click on the "**Test wise**" to see the performance test wise.

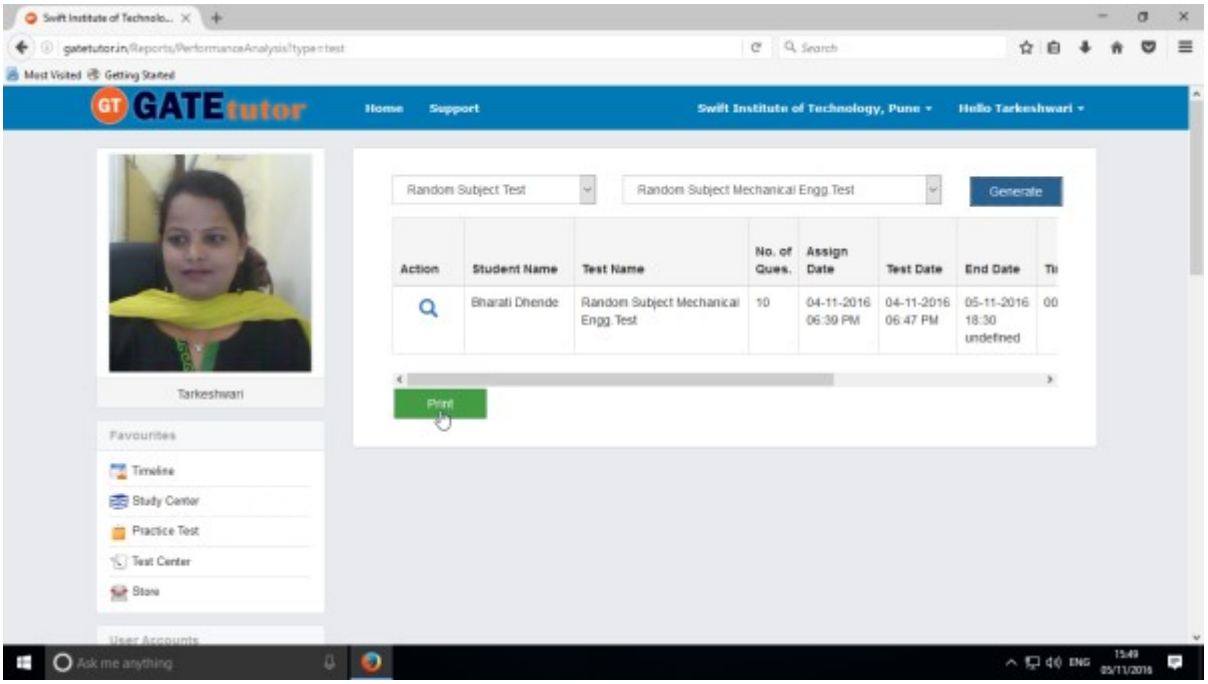


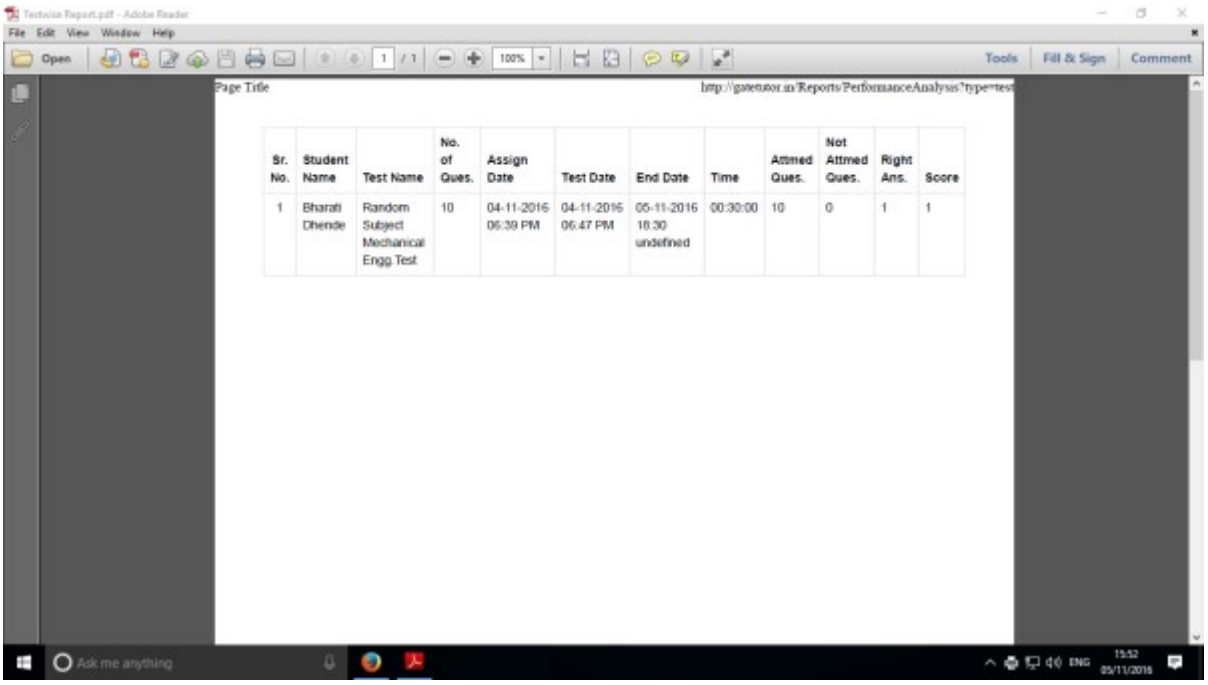
Now, choose test type & test name to generate a report.



Now, click on "**Generate**" to generate report & click on "Print" to take printout of the Report.

Click on “**Print**” to check the report.



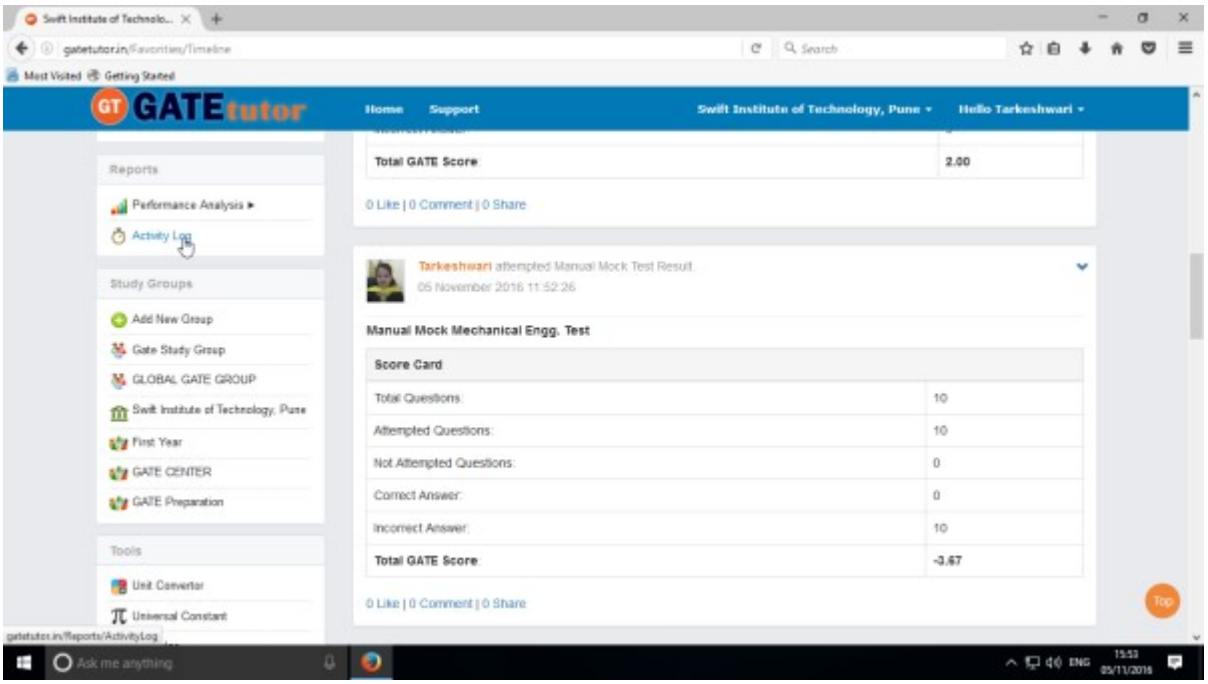


Generated test wise report views as above.

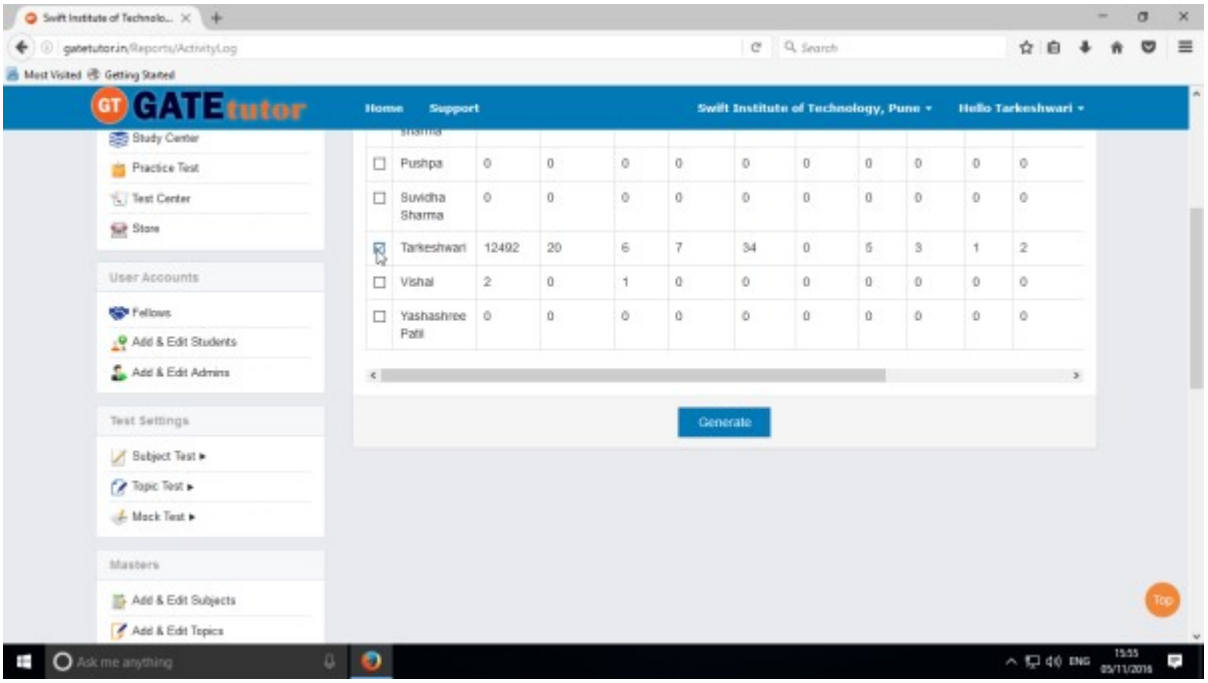
2) Activity Log

Activity log is the overall usage report sheet of the user in a single report. Admin can view the total usage of GATEtutor in minutes & can check assigned tests, given tests, group creation, group joined, friends, posts, likes, shares, comments, added subjects, topics and questions also on college timeline.

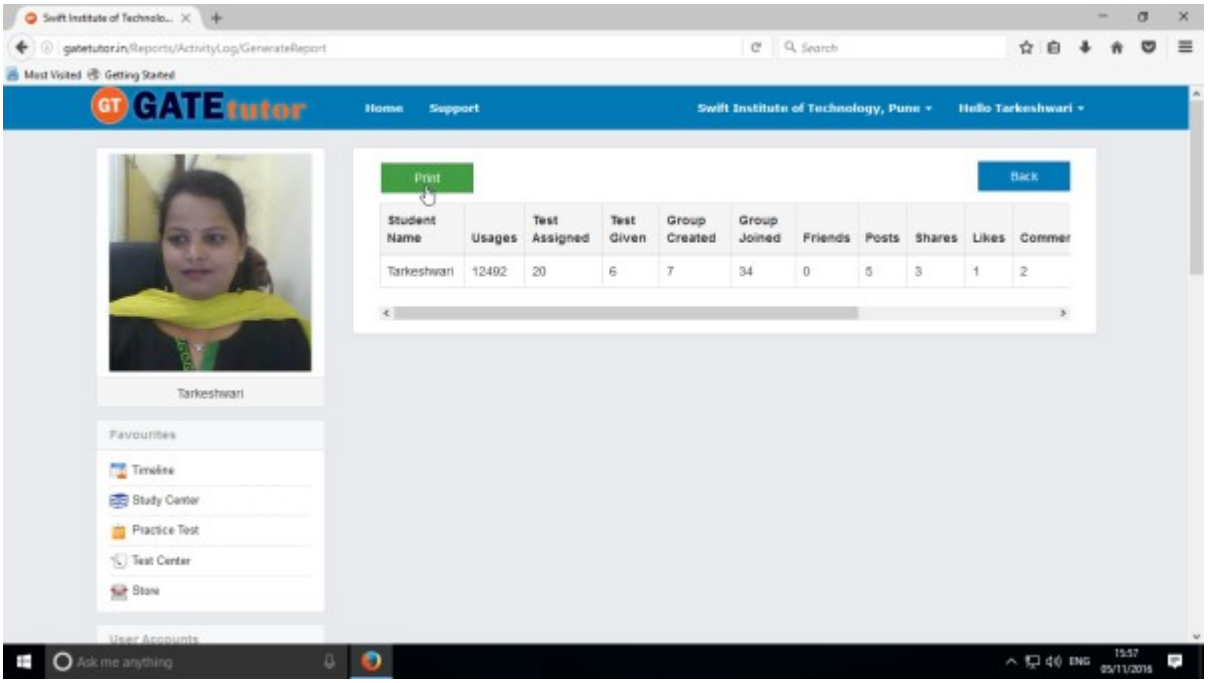
To check total usage and total time used, click on **"Activity Log"**



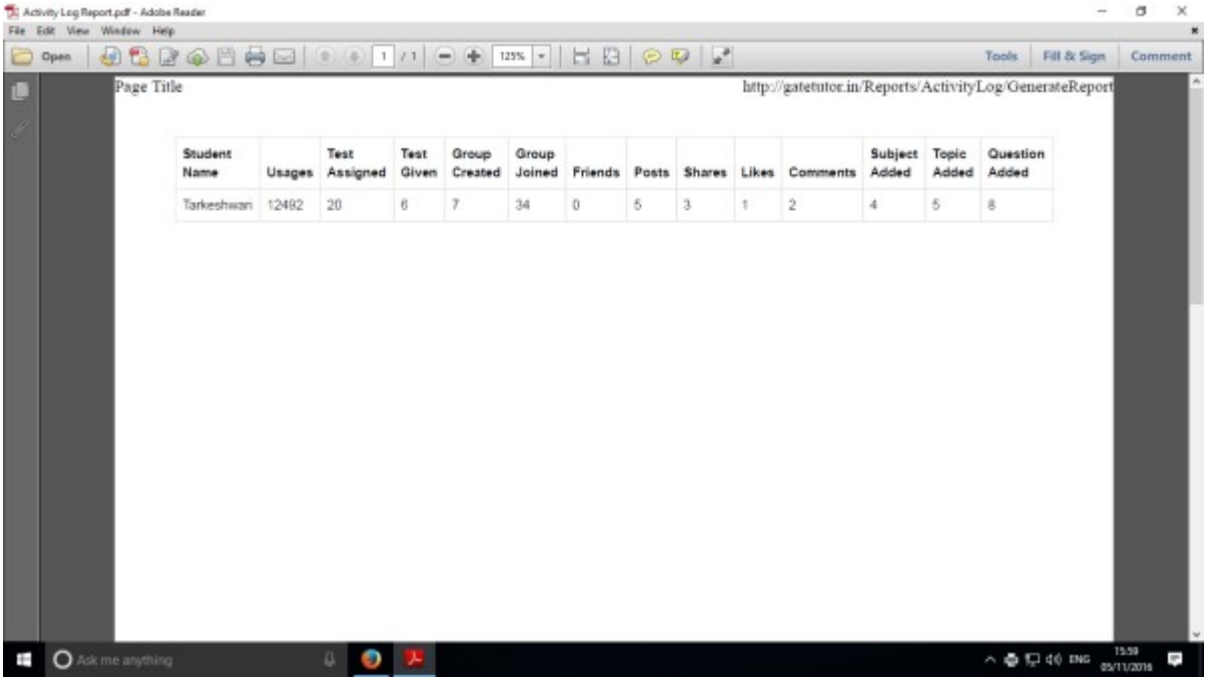
Click on the student name checkbox to see the activity log of him/her



Click on the **"Generate"** to view the activity log in report as follows



Click on **"Print**" to take print out or view in report.



You will get the Activity Log in report manner as above.

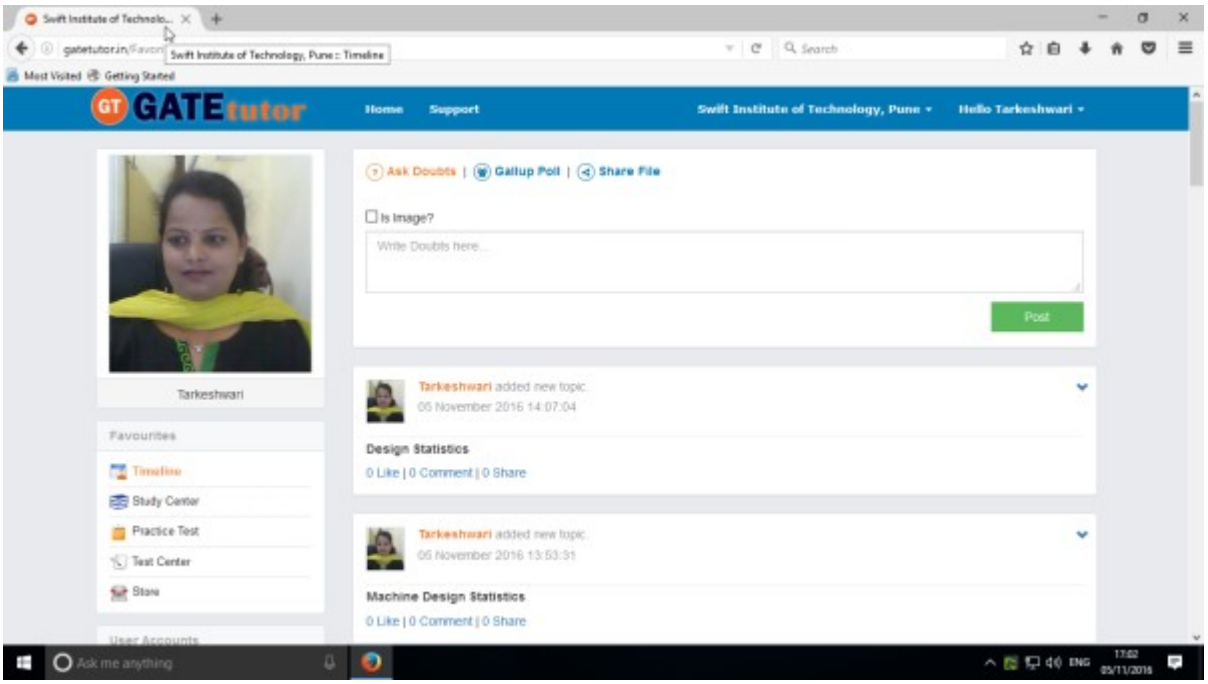
VIII) Study Groups

A **study group** is a small group of people who regularly meet to discuss shared fields of study related to GATE online. User can create multiple sub groups under the college.

Sub Group

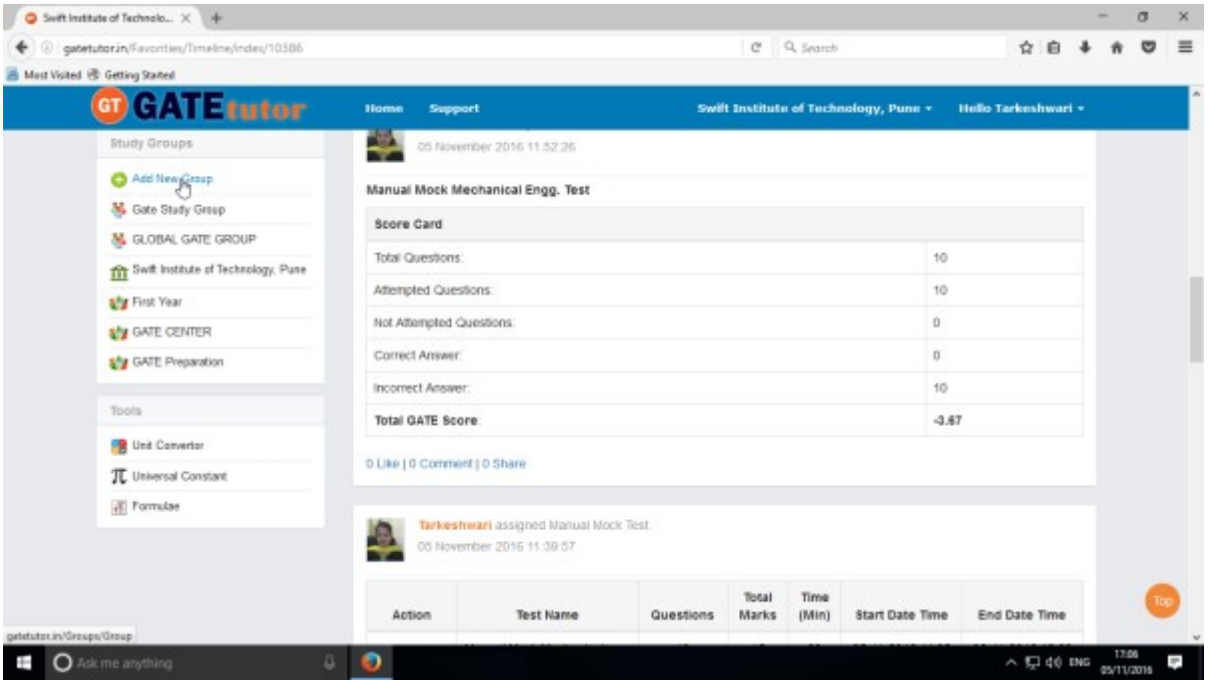
When a user is on his/her college timeline & creates a group by clicking on "**Add New Group**" is created as a **sub group.** You can also create multiple groups which will be sub groups also. Under the sub group you can join the members into the group from same college with same department only.

Go to your college timeline first then click on "**Add New Group**"

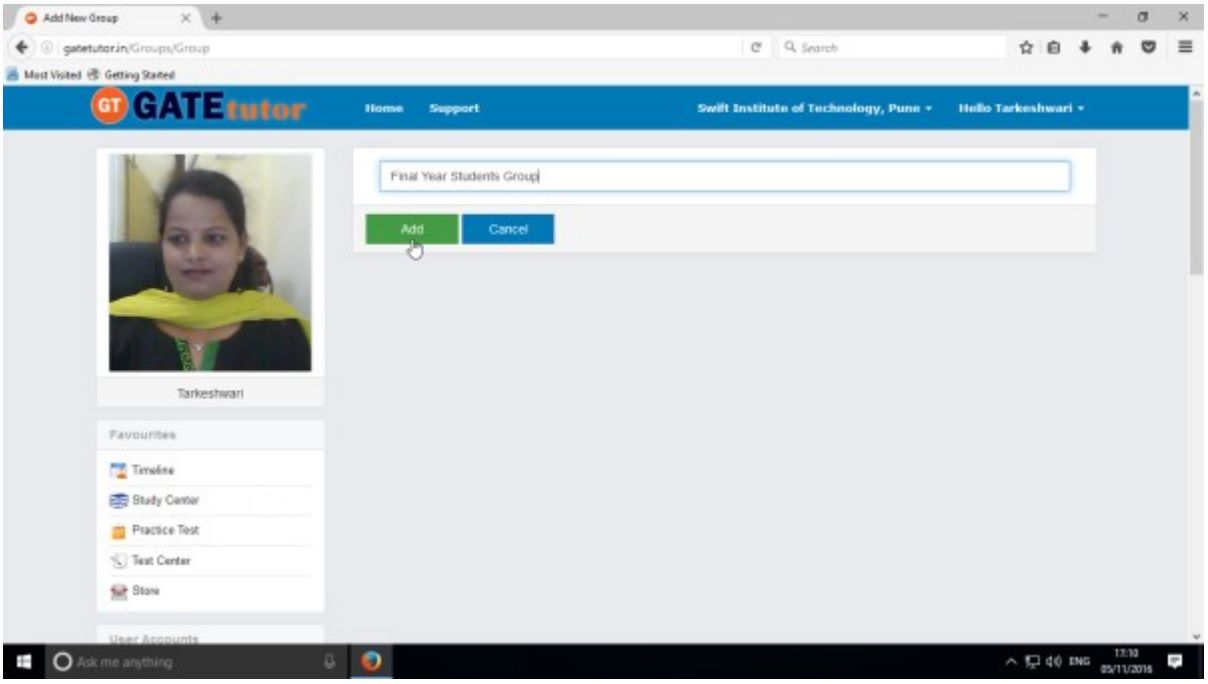


Click on the "**Add New Group**" to create a sub group.

Click on “**Add New Group**”

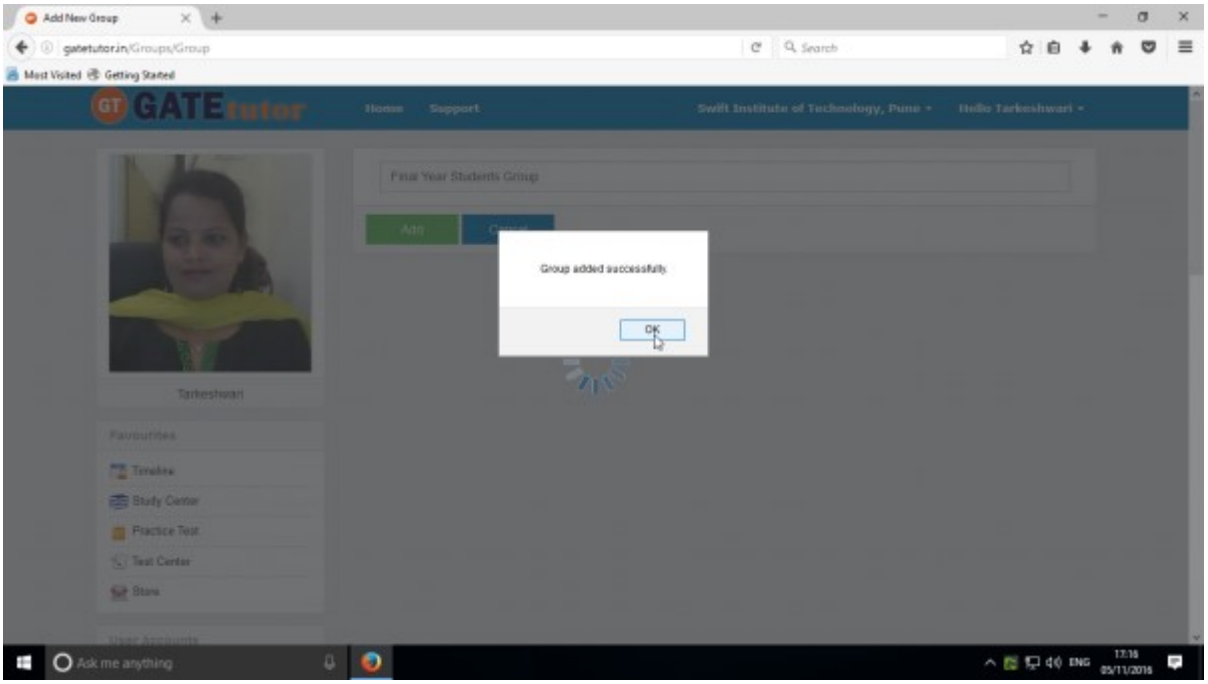


Enter a name of the group.

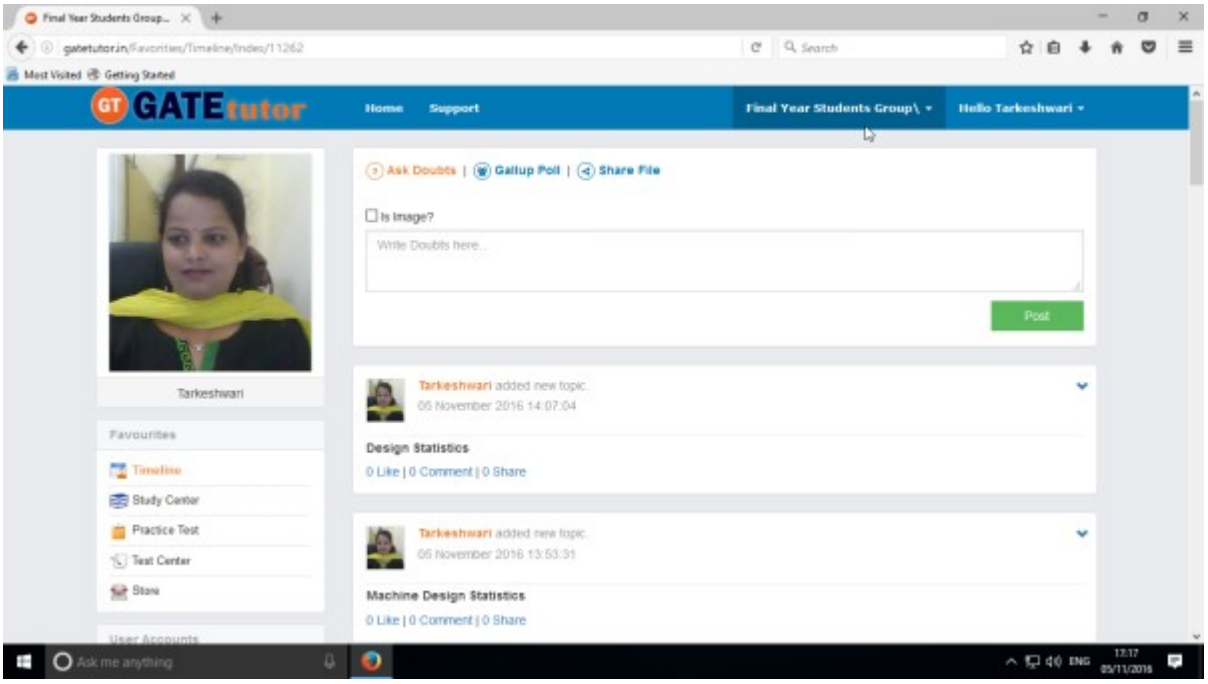


Click on “**Add**” to save the sub group.

The sub group is created successfully as follows.



Click on "**OK**" to continue.



When the sub group is created, you will redirect to that group timeline shown as above.

You can check the new sub group is created in "**Study Groups**" as well.

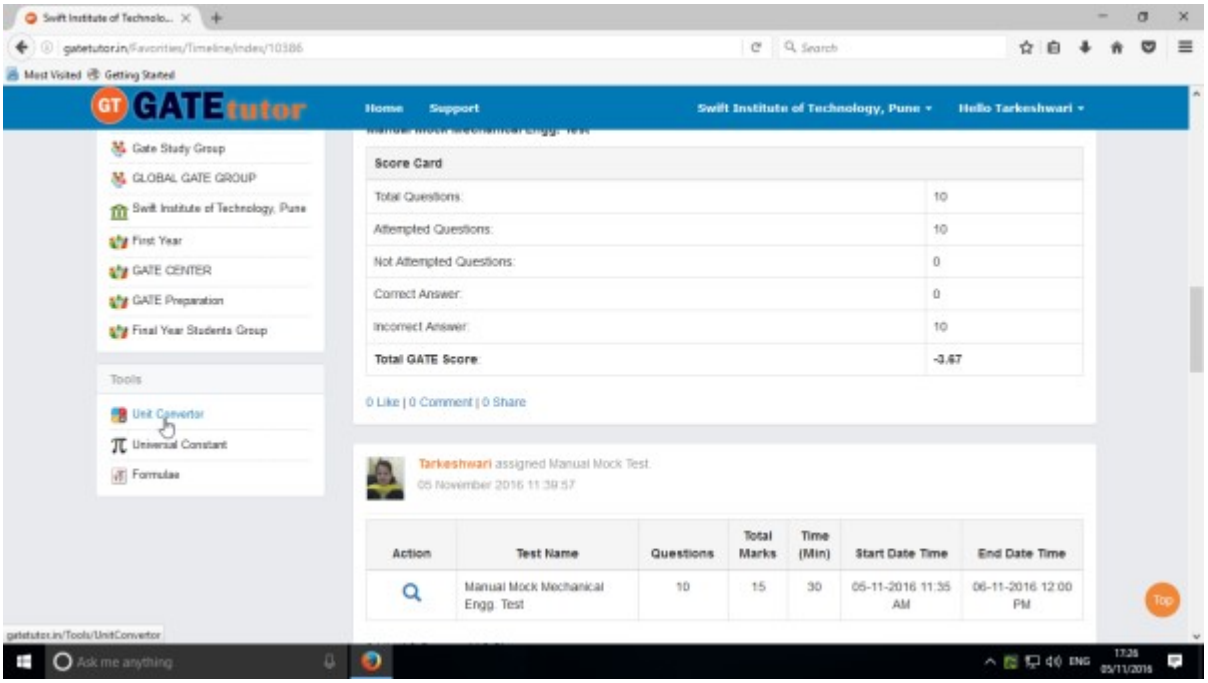
(NOTE: Click on college name (Swift Institute of Technology, Pune) to go back to the college timeline.)

IX. TOOLS

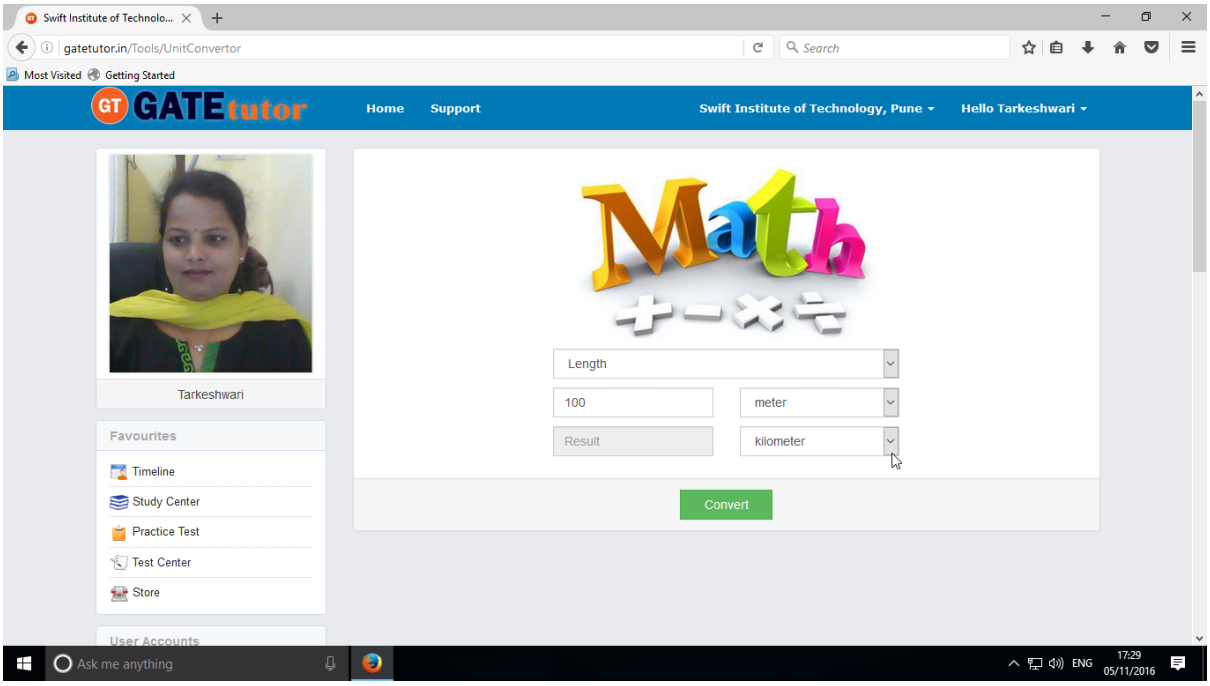
Tools are very useful in a product which we are working on, instead of using another object or application. GATEtutor is an online web portal for GATE. So it has provided the useful tools under the single hood which are as follows

1) Unit Converter
2) Universal Constant
3) Formulae

1) Unit Converter



You will appear a window as follows



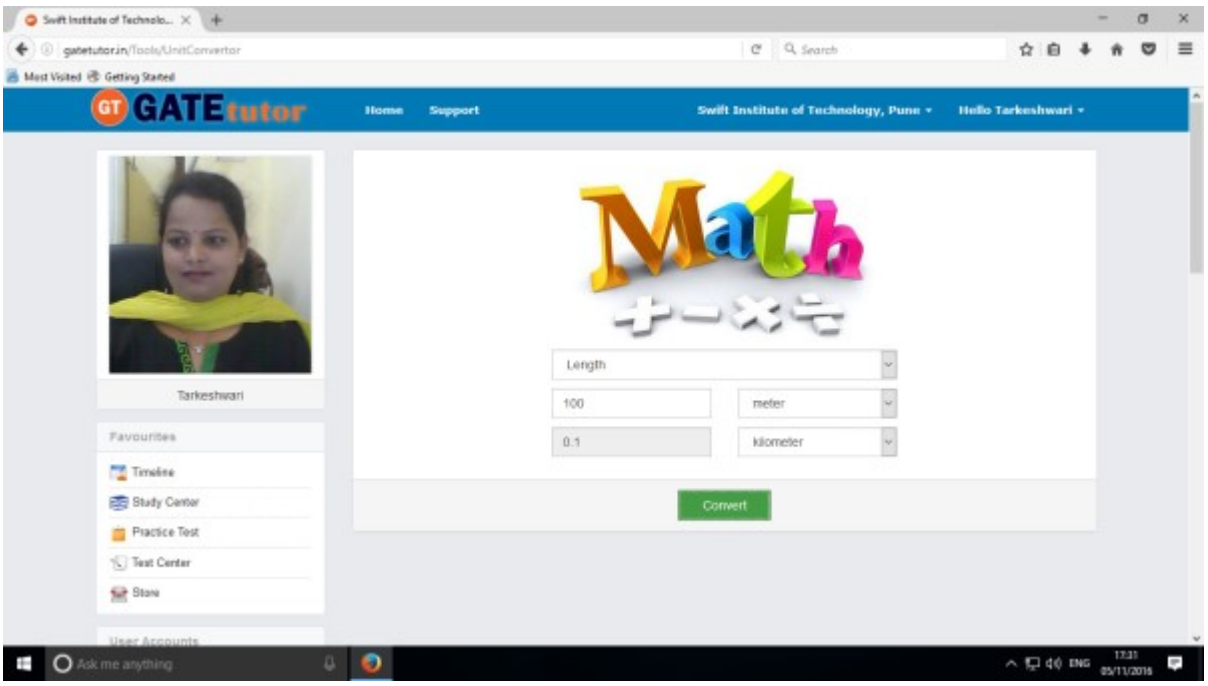
Fill up the 1) Unit Type

2) Value

3) Convert from Unit

4) Convert to Unit

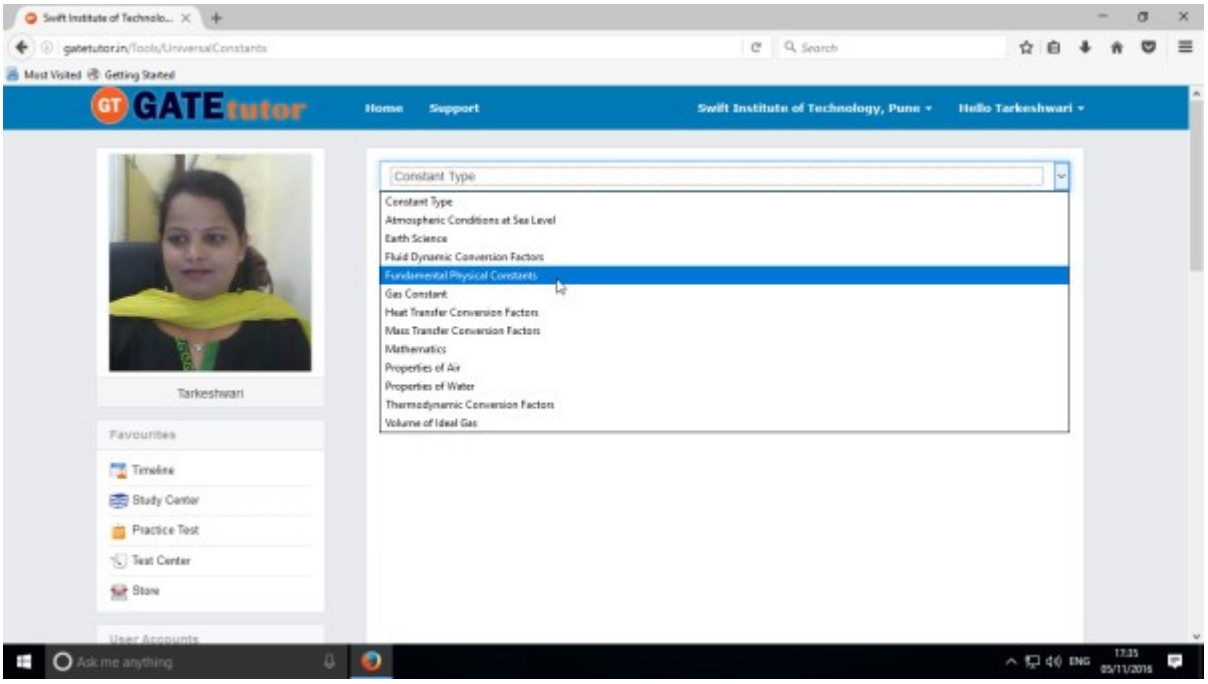
Now click on **"Convert"** to convert a value



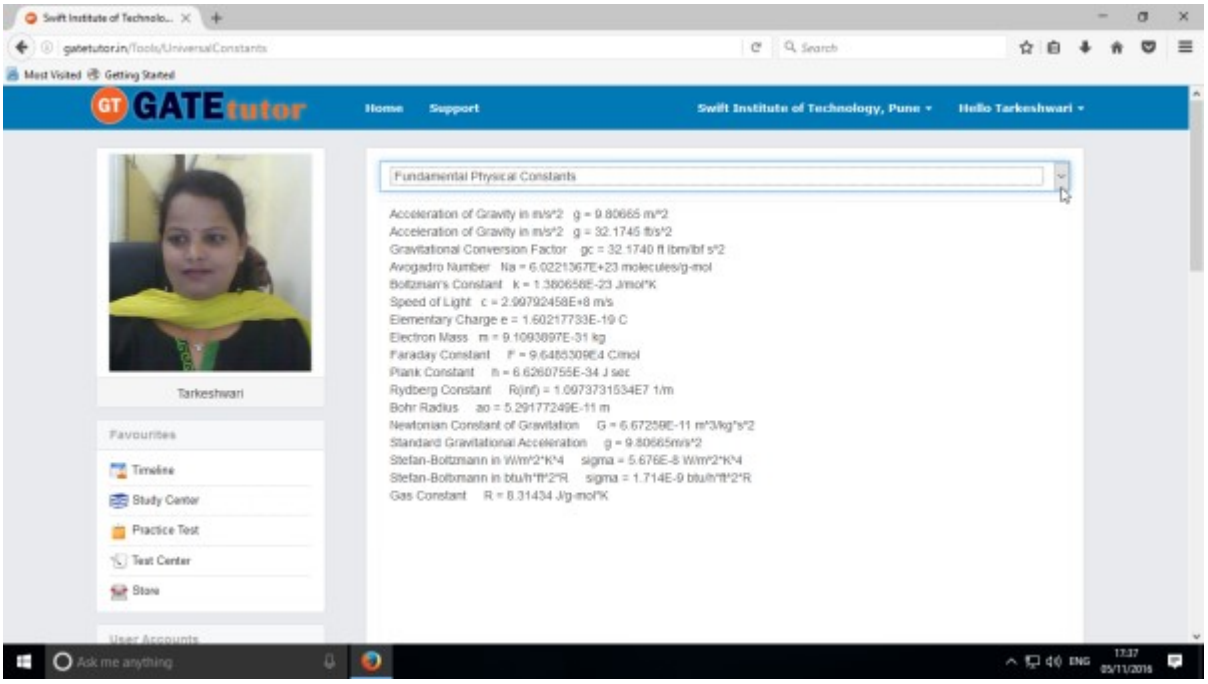
You will get the conversion results as above.

2) Universal Constant

You will get the all mathematical & universal constants for the calculations at your fingertips.



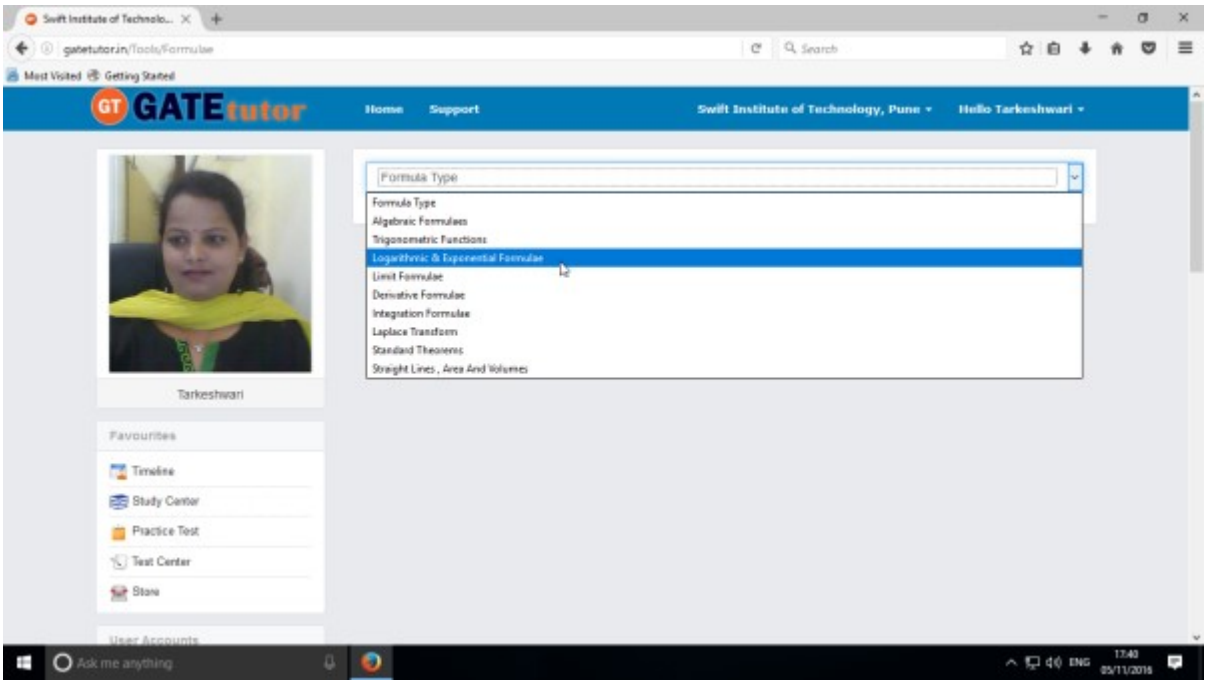
Choose the Universal Constant that you want.



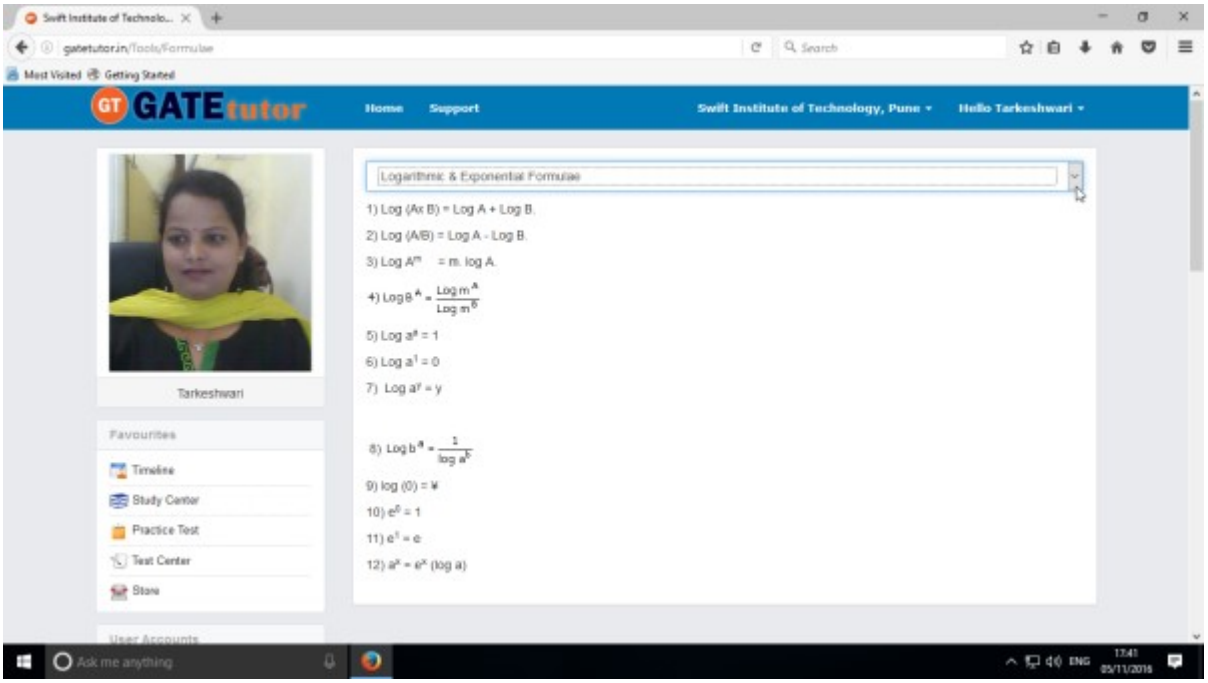
When you click on the constant type, you will get the universal constants related to that type.

3) Formulae

You will get the all the standard formulas at a single click. Just click on the "**Formulae**".



Choose the formula type as above.

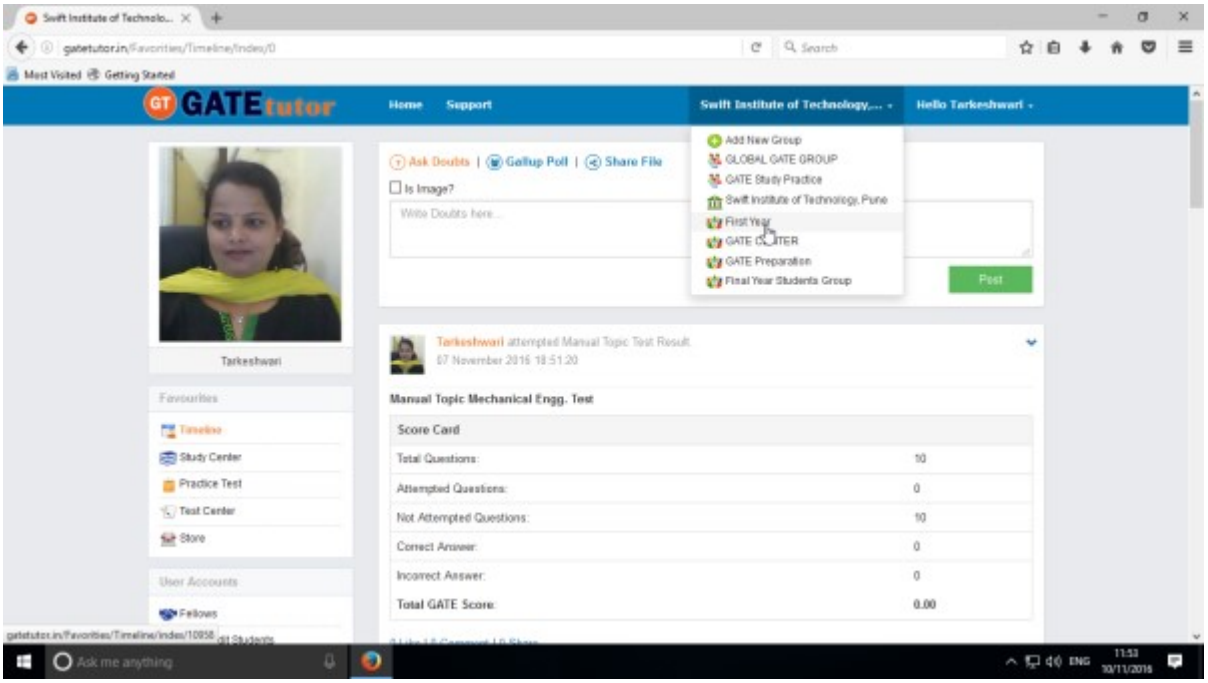


Click on that formula name, you will get all the formulas related to that type.

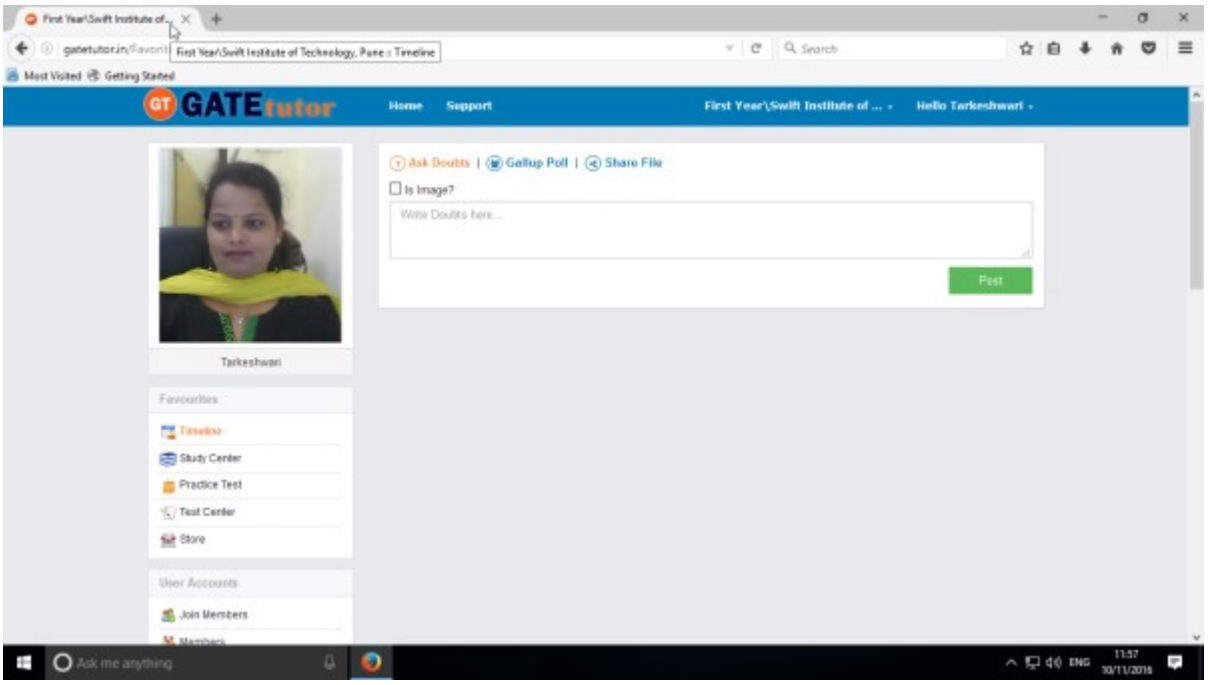
X. Favourites (On Sub Group Timeline)

1. Timeline

When you click on "**Sub Group**", you will redirect to your sub group timeline. When you are on your sub group timeline, you can see the new tabs are visible in the main menus like **User Accounts** (Join Members, Members) instead of **User Accounts** (Fellows, Add & Edit Students, Add & Edit Admins) & **Study Groups**- where you can create the sub group also.



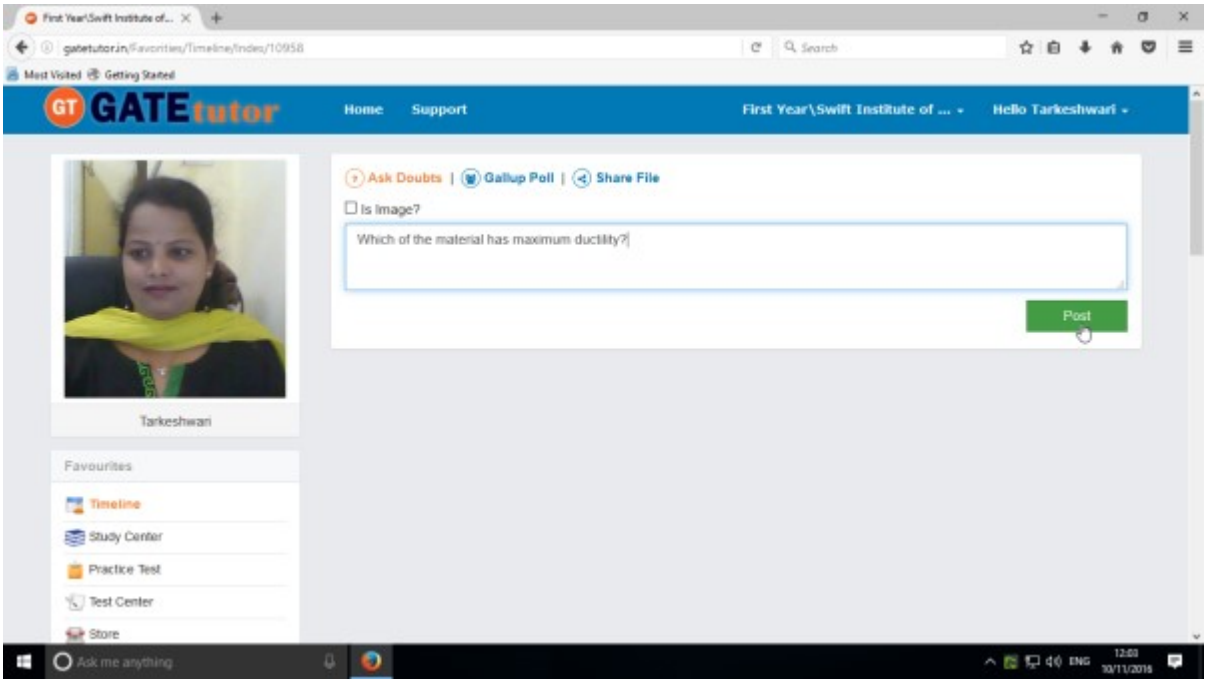
Just click on the "**Sub Group**", you will redirect to your sub group timeline.



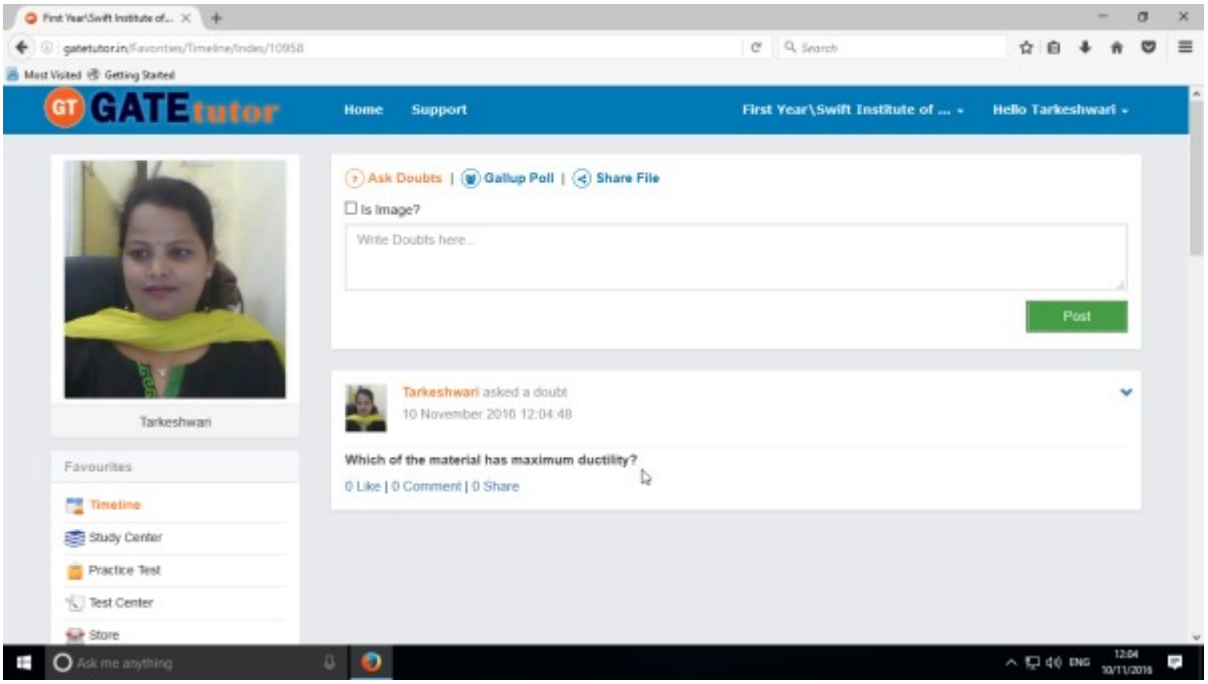
a) Ask Doubts

When you are on your sub group timeline, you can post any doubt through “Ask Doubt”. When you post a doubt on your sub group timeline, it will be visible on all of your sub group members. So they can answer your doubt. It is a unique idea to interact and solve the problems.

Ask doubts to your friends by clicking on **“Ask Doubts”**

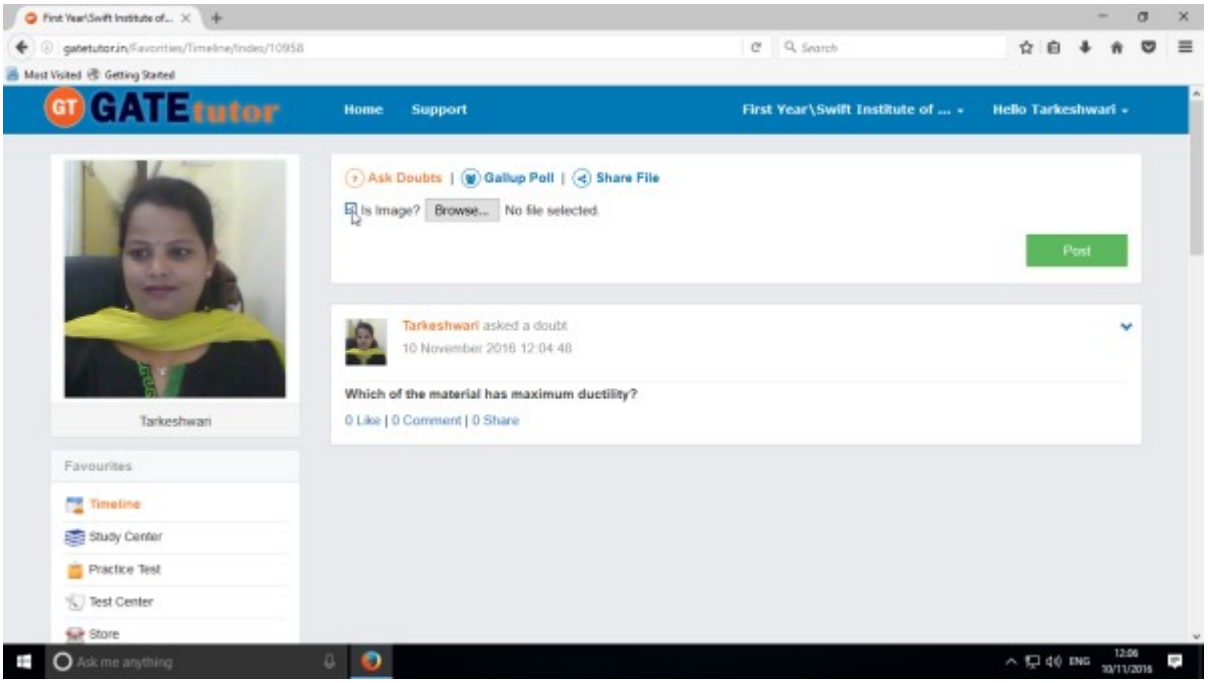


Write your doubt & click on the “**Post**” to share



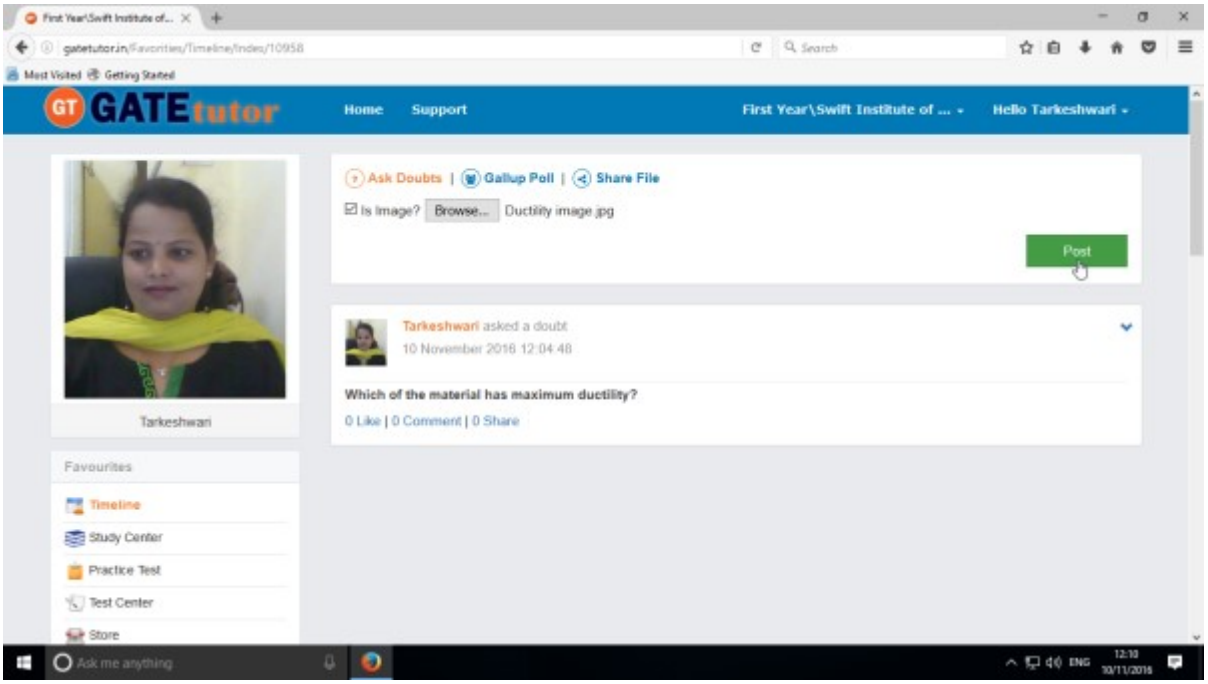
Your doubt will visible on your subgroup timeline as above.

You can upload an image also by clicking on the "**Is image?**" check box in "**Ask Doubts**"

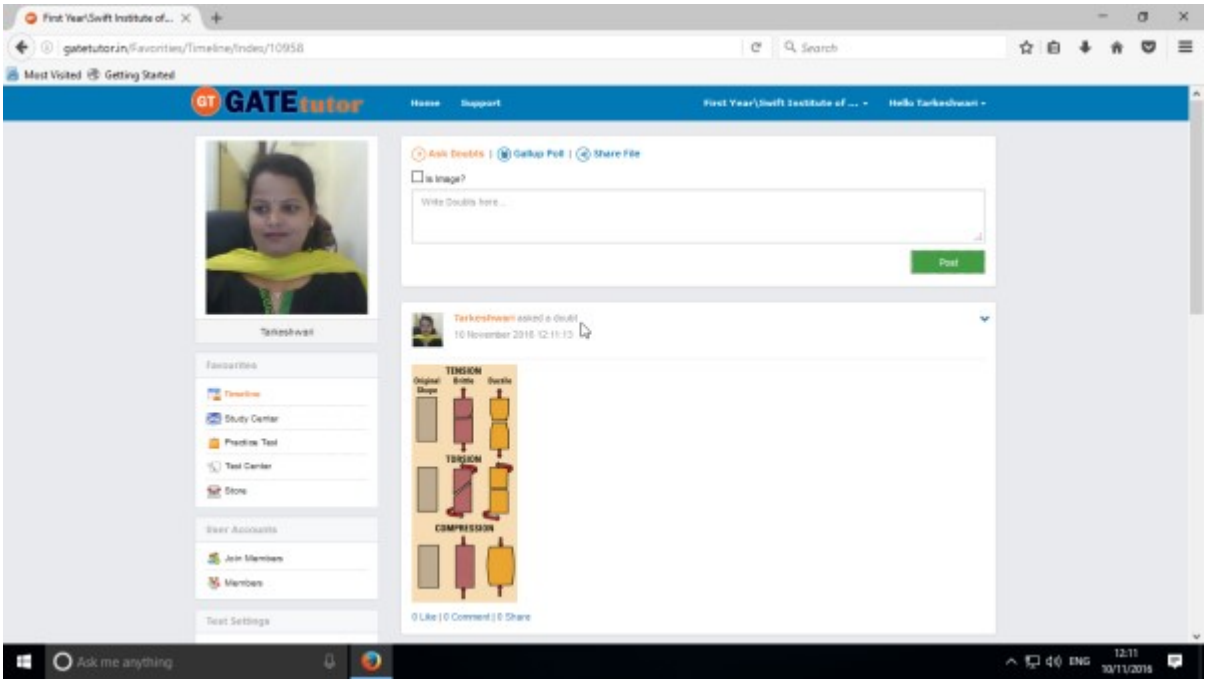


Click on the "**Is Image?**" and then click on "**Browse**" to upload the file for asking a doubt.

Choose the file to upload & click on "**Post**".

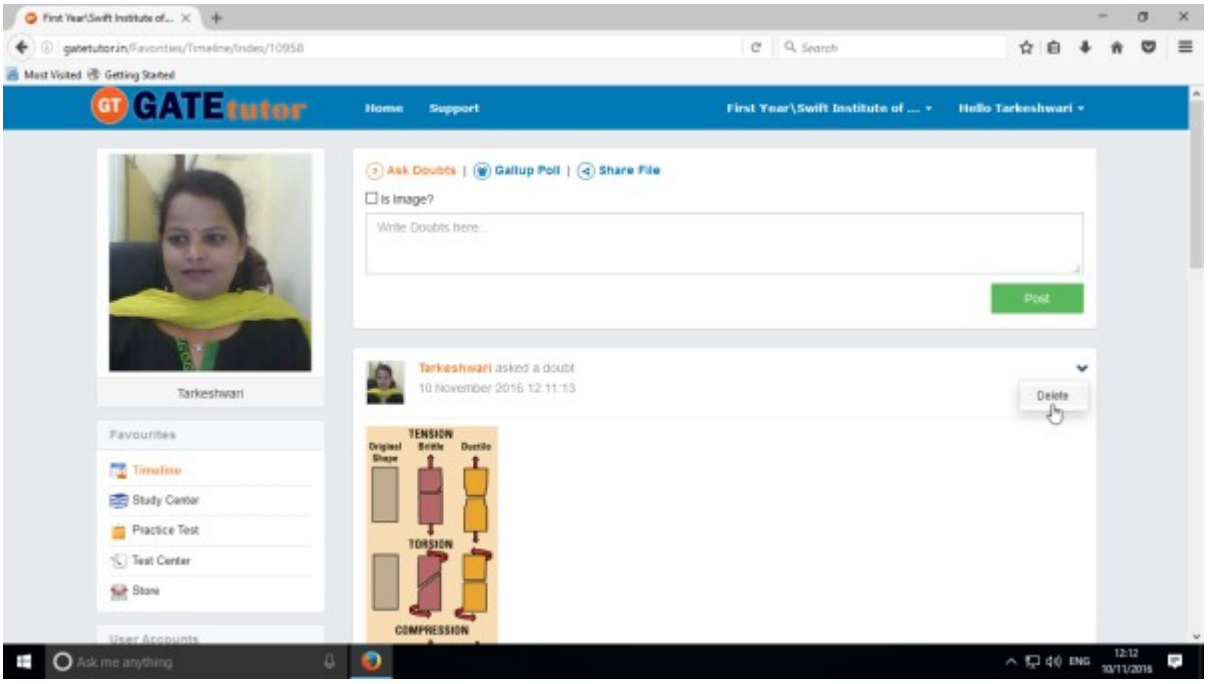


When you click on the "**Post**" after choosing an image, it will visible on sub group timeline.



The image is uploaded successfully in an "**Ask Doubt**" as above

You can remove the uploaded image on "**Ask Doubt**" from your sub group timeline.



Click on "**Delete**" to remove a post.

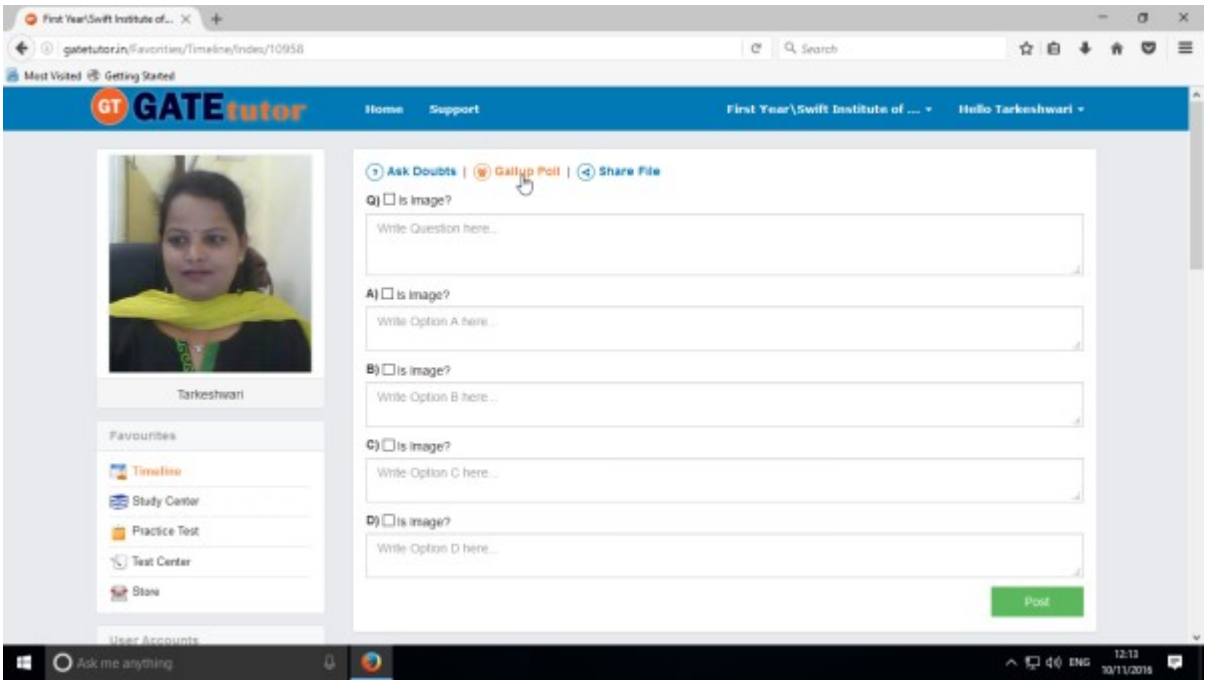
If you click on delete then the image will be removed from "**Ask Doubt**" from your subgroup timeline.

b) Ask a Question/Gallup Poll

Ask a question in a "**Gallup Poll**" is a unique idea for asking doubtful questions & get answers from sub group members consecutively on sub group timeline. You can ask any questions in the Gallup Poll by providing multiple choice answers to choose the correct answer on sub group timeline. Where your sub group members can give the answers & solve the problem as well as comment their opinions below the question.

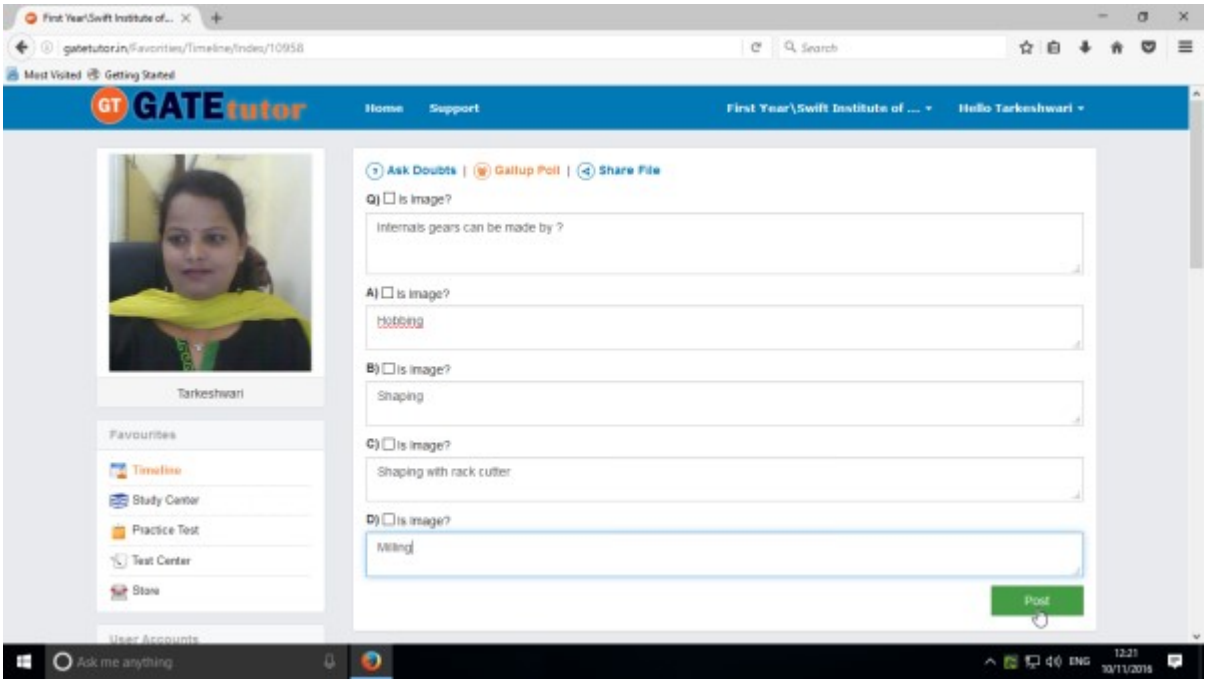
You can also upload an image for the questions and options separately.

Click on **Gallup Poll**



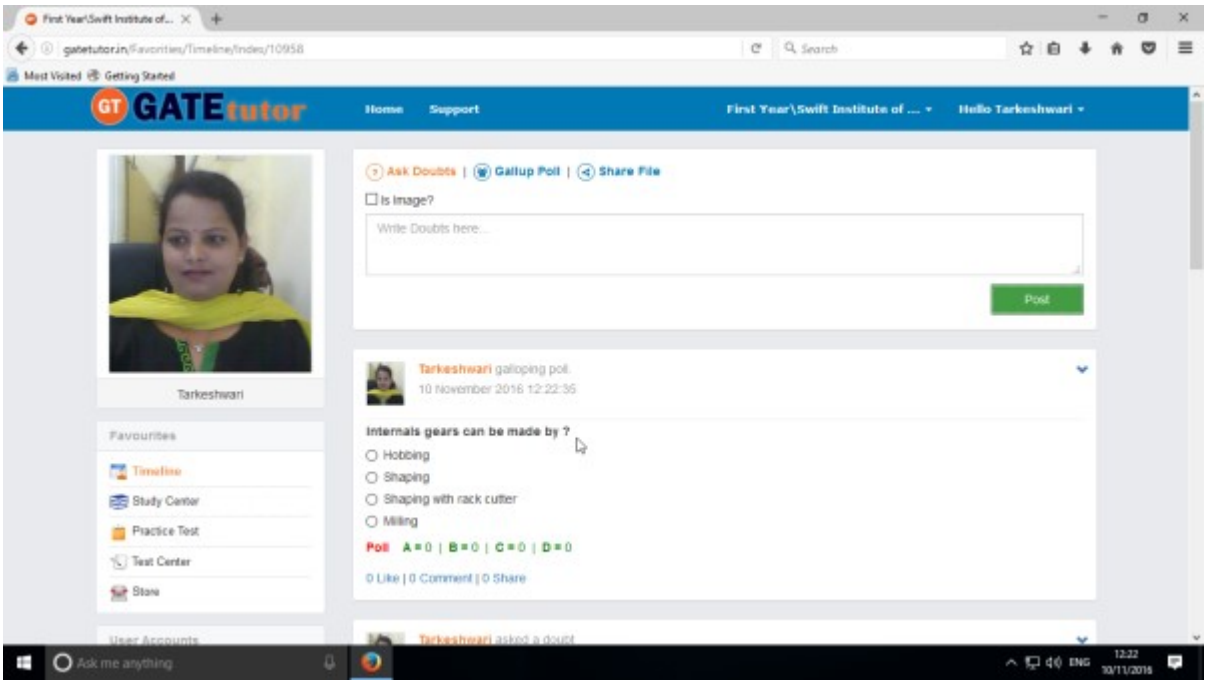
When you click on "**Gallup Poll**", you will appear a window as above.

Write a question in a Gallup Poll & provide four options to choose a correct answer & click on "**Post**"

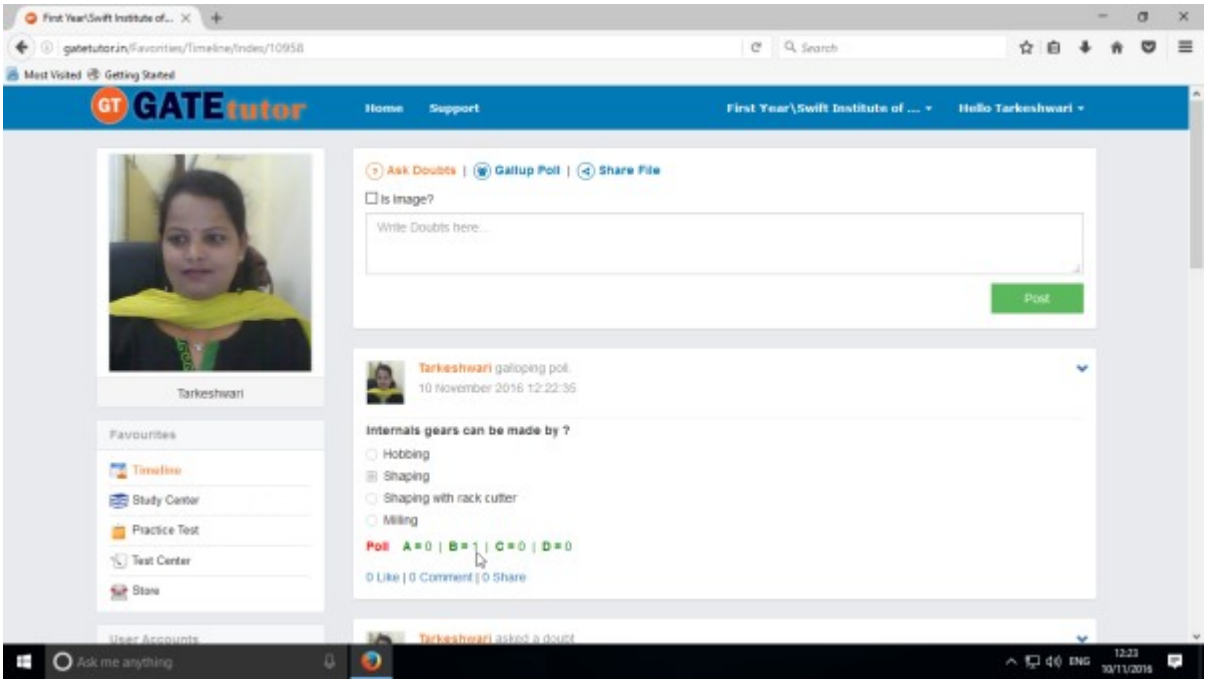


You can also add images for question & options separately in Gallup poll. Just click on **Is Image?** To upload an image

Post question in a "**Gallup Poll**"



Click on your own answer and see ratings below similarly.

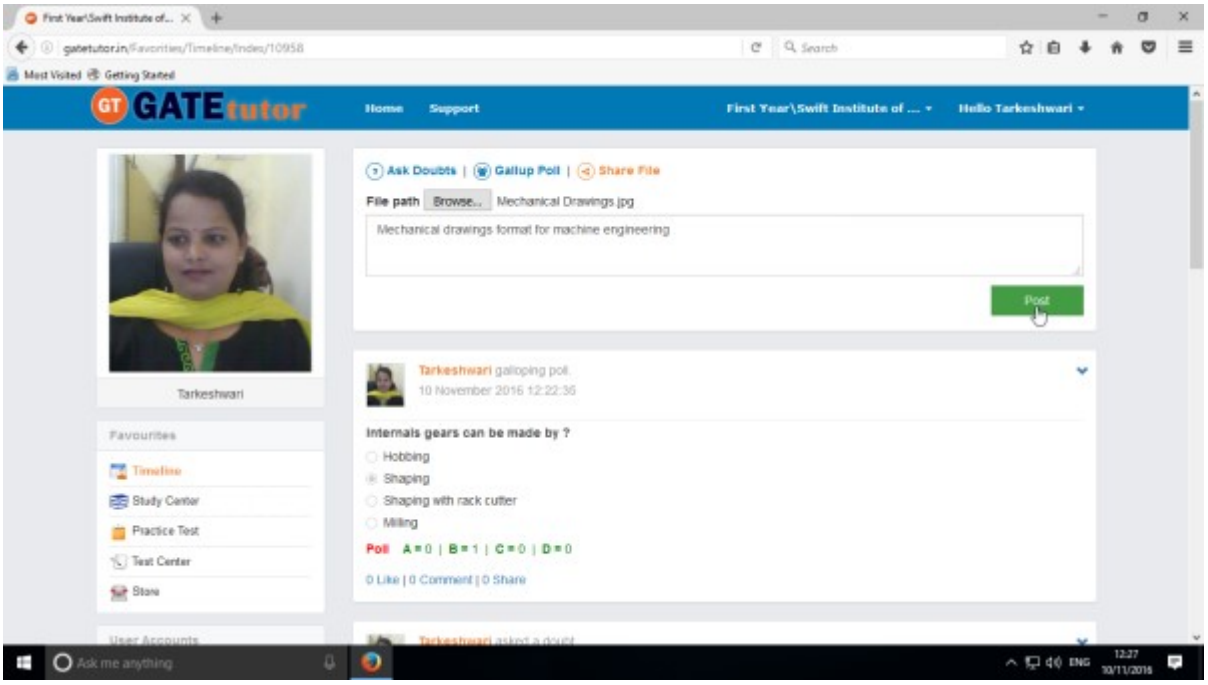


Similarly you can Like, Comment and Share the question on your friend's wall as well as in any group.

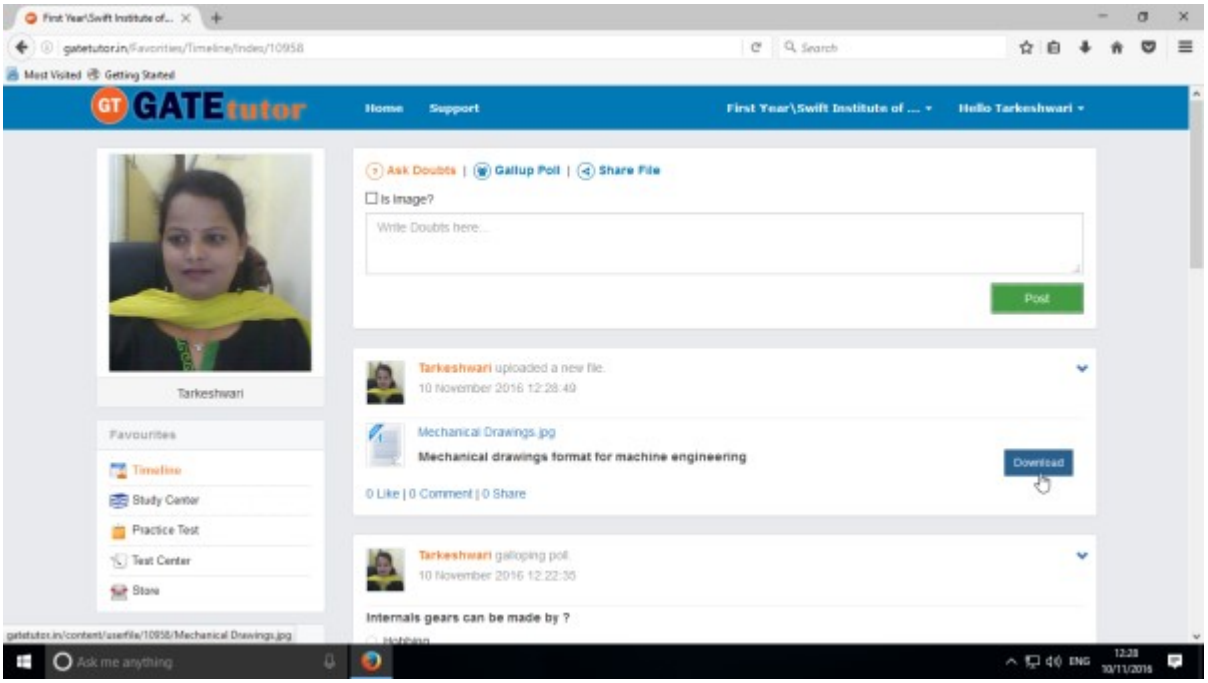
Your group members can share this question as post in various other groups and timeline.

c) Share File

Share file is an option to share the study material on GATEtutor. It is the easiest way to upload & download the study material in various formats. Someone who has a study material he/she can upload it on GATEtutor & all of the other group members of him/her can download it at a single click from sub group timeline & from store also.



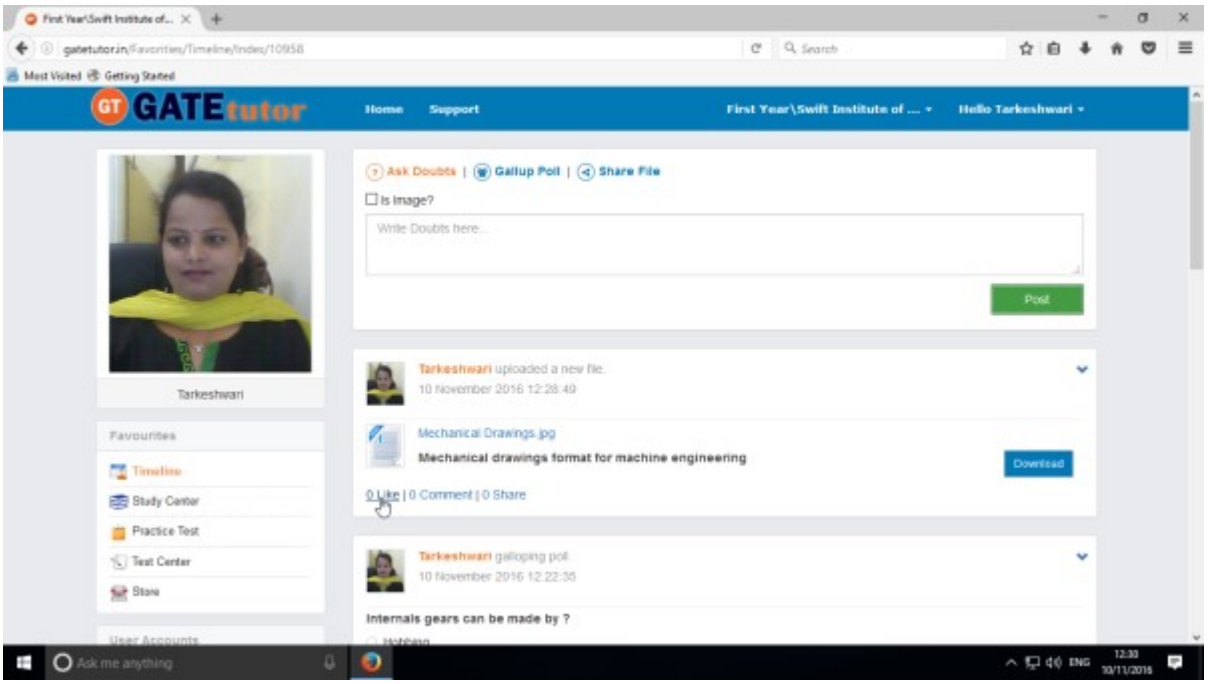
When you click on "**Post**", the post will be shared on sub group timeline. You can also share audio, video, word, pdf, image formats, excel and various file formats.



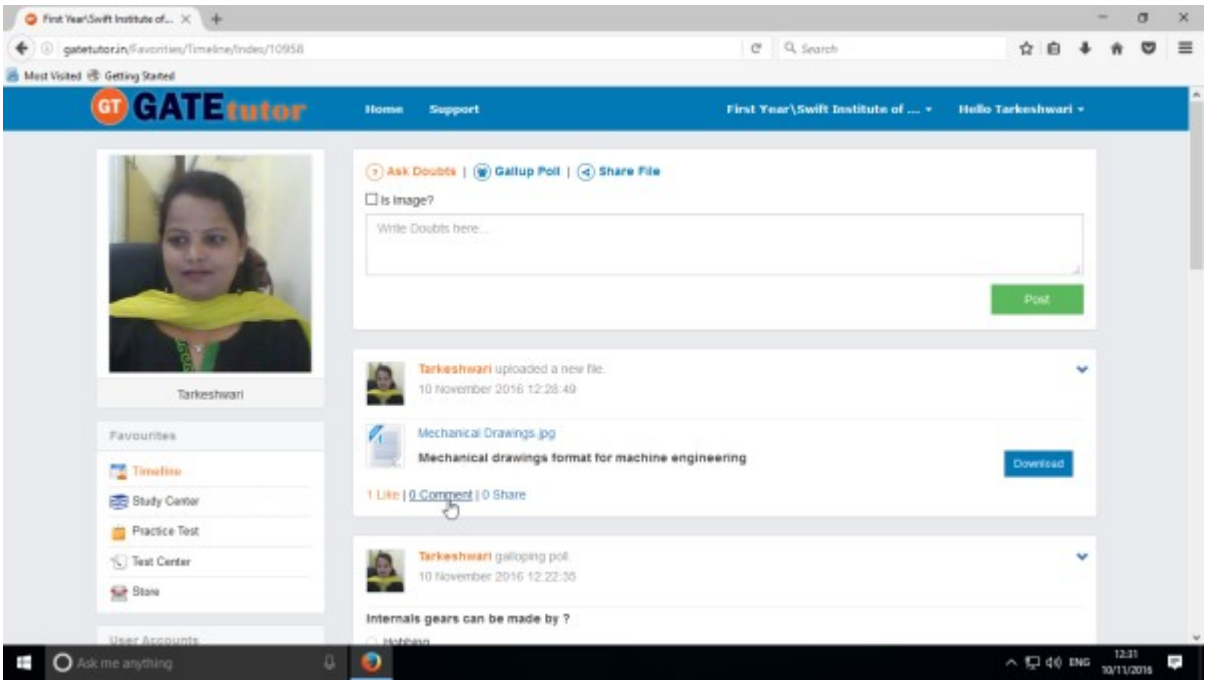
If you want to download the study material just click on "**Download**" option & the file will be downloaded to use.

d) Like

You can like the post on your sub group timeline by clicking on "**Like**" which will be shared by your friend, group member & admin faculty member or by you own.



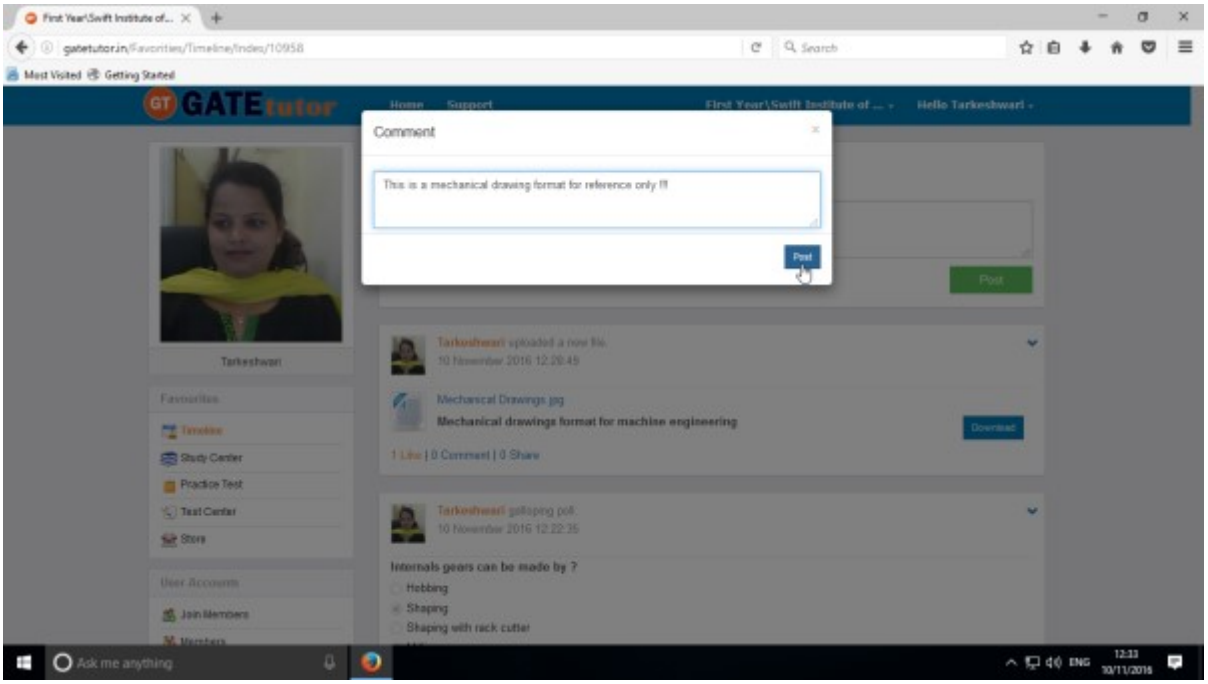
You can comment on any post & that comment will post on your sub group timeline.



In the above image, you can see the count of the Likes, Comments and Share has been done on the post.

e) Post a Comment

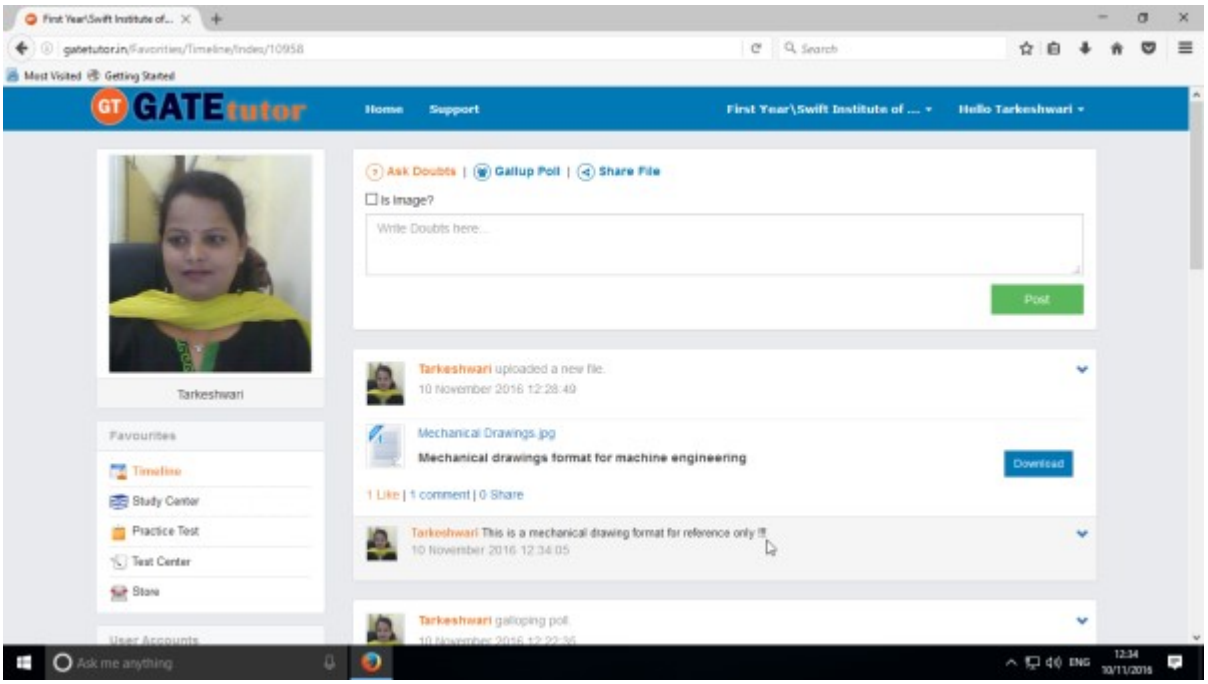
You can comment on post by clicking on “Comment”



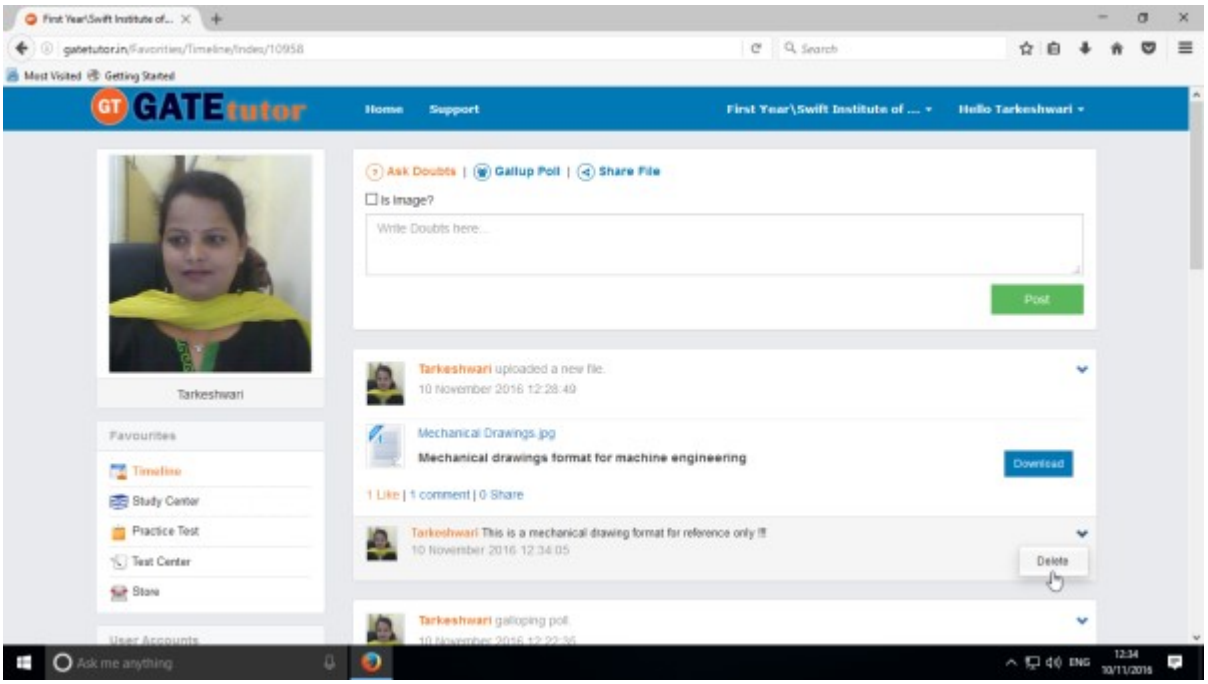
Enter the comment in the comment box & click on “**Post**”

When you click on the “**Post**”, your comment will be shared & displayed on your sub group timeline also.

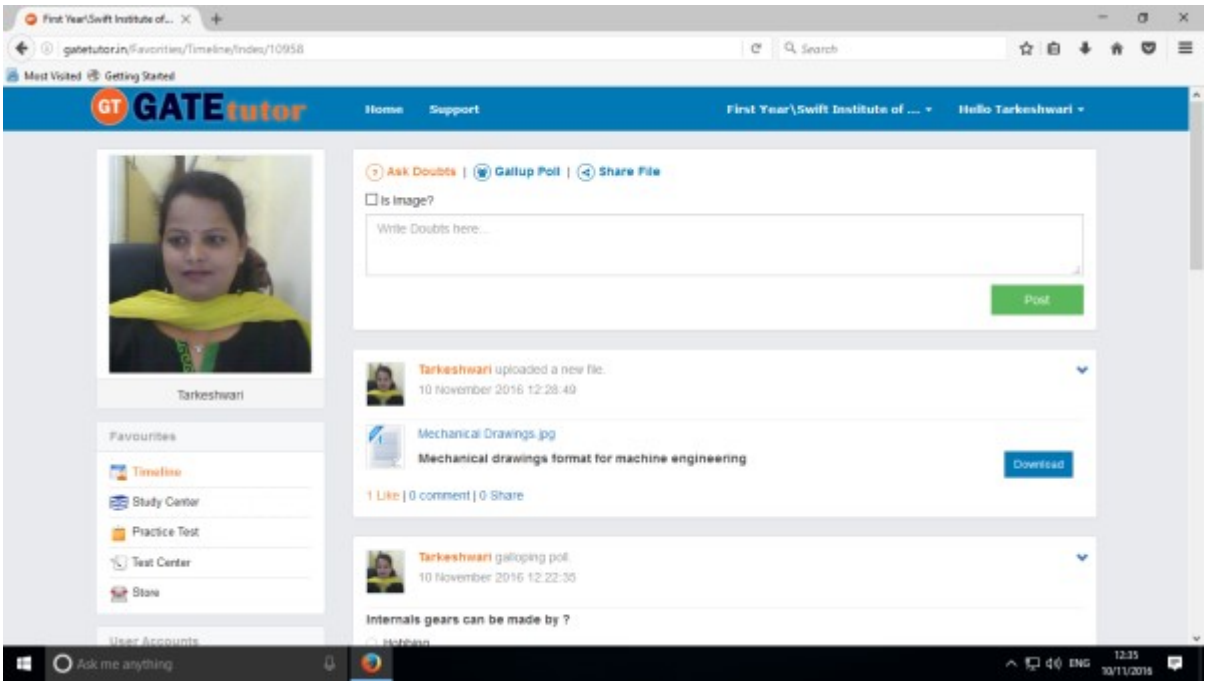
You can see the comment on your sub group timeline.



f) Delete a Comment



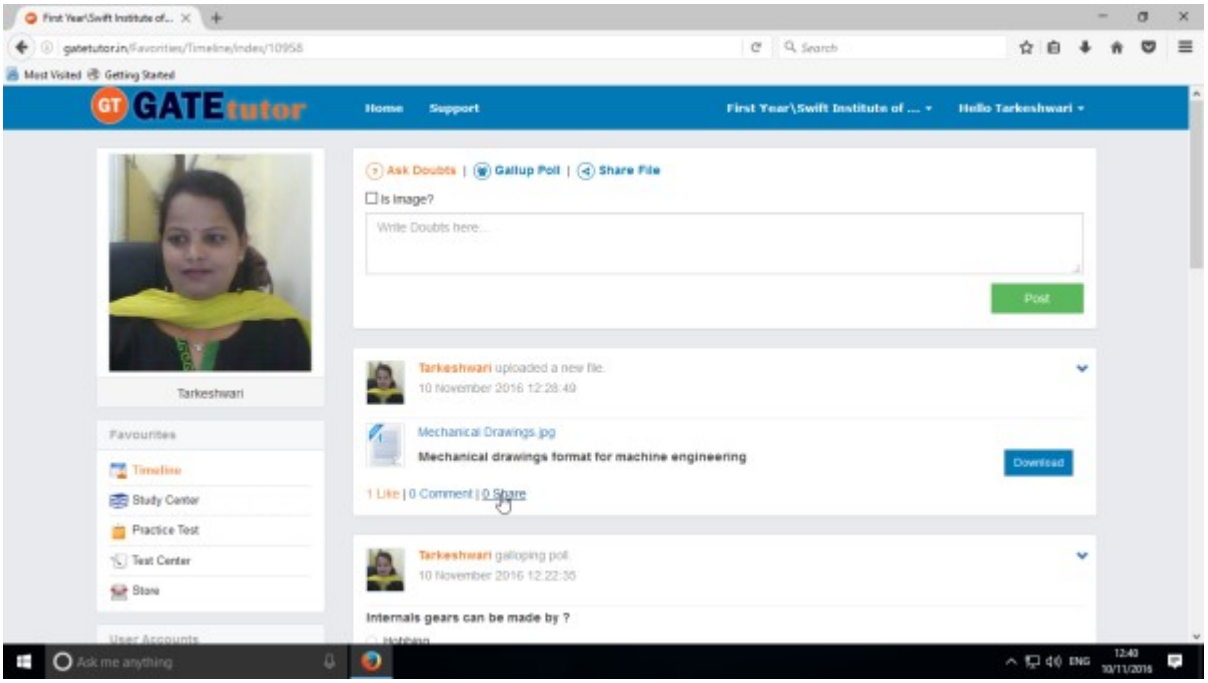
Click on the "**Delete**" which is shown in above figure. When you click on delete, the post will get deleted from that page.



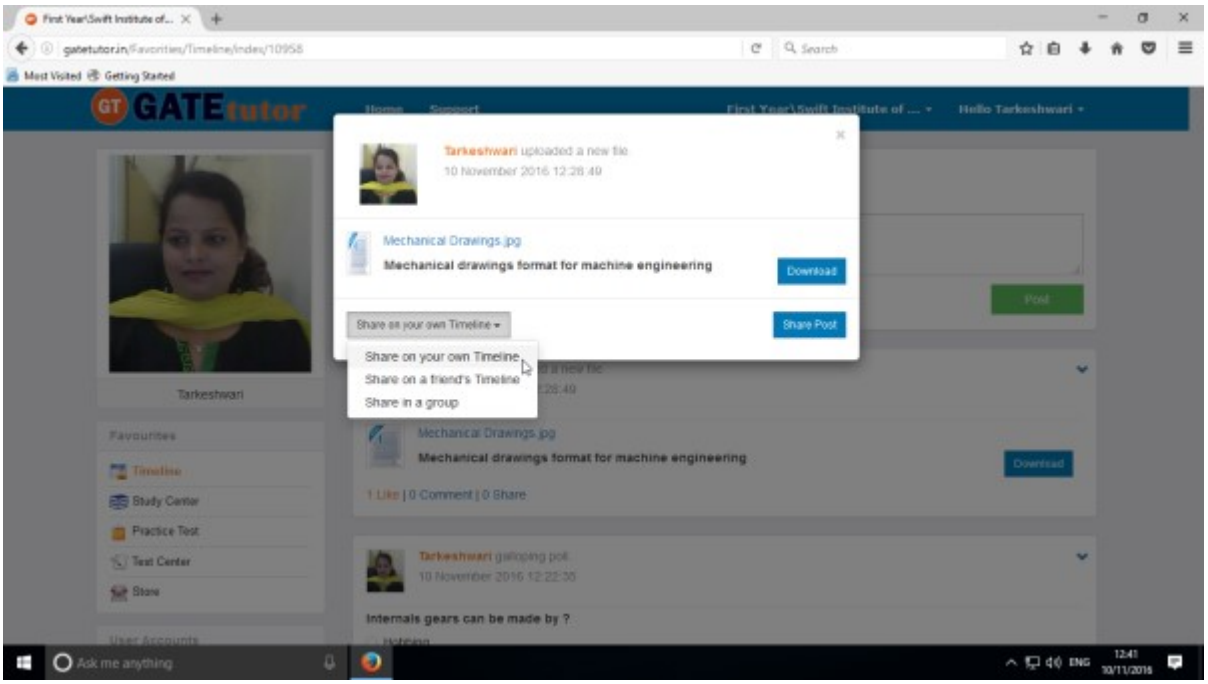
Check the comment is deleted from sub group timeline.

g) Share Post

You can share the post on your own Timeline, friend's timeline or in a group in which you are the member and the group which is created by you.To share the post click on "**Share**".



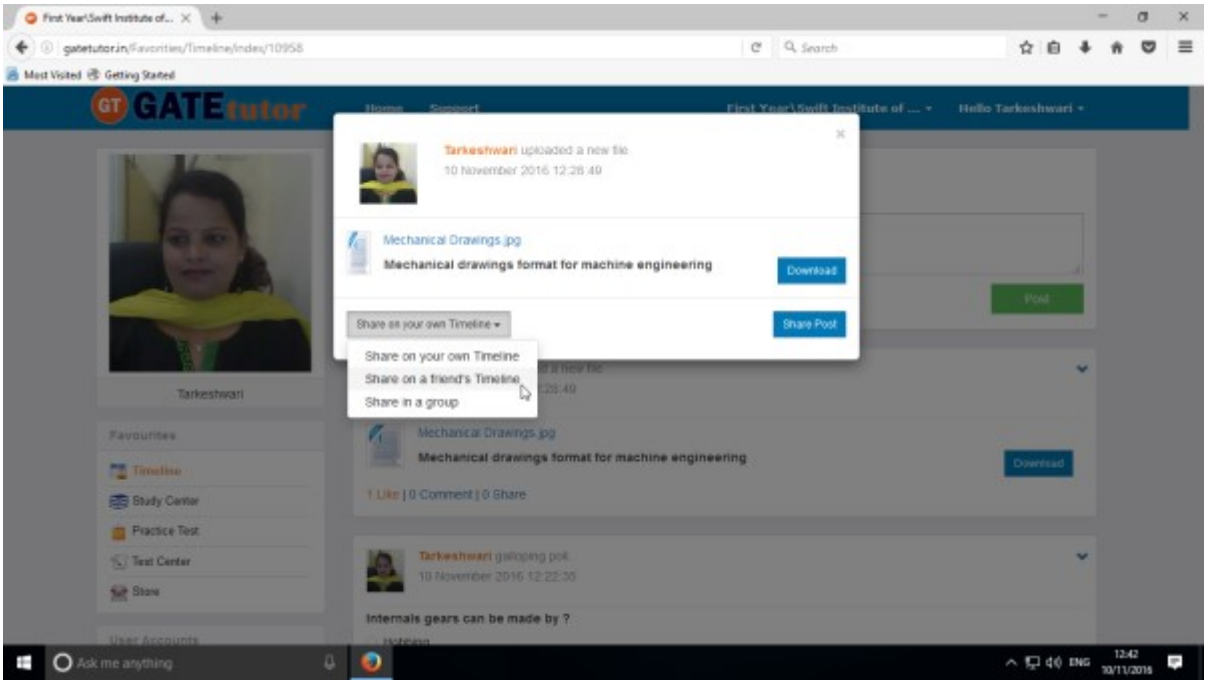
You can also share the post on your own timeline**.**



Click on the "**Share on your own timeline**" & then click on "**Share Post**".

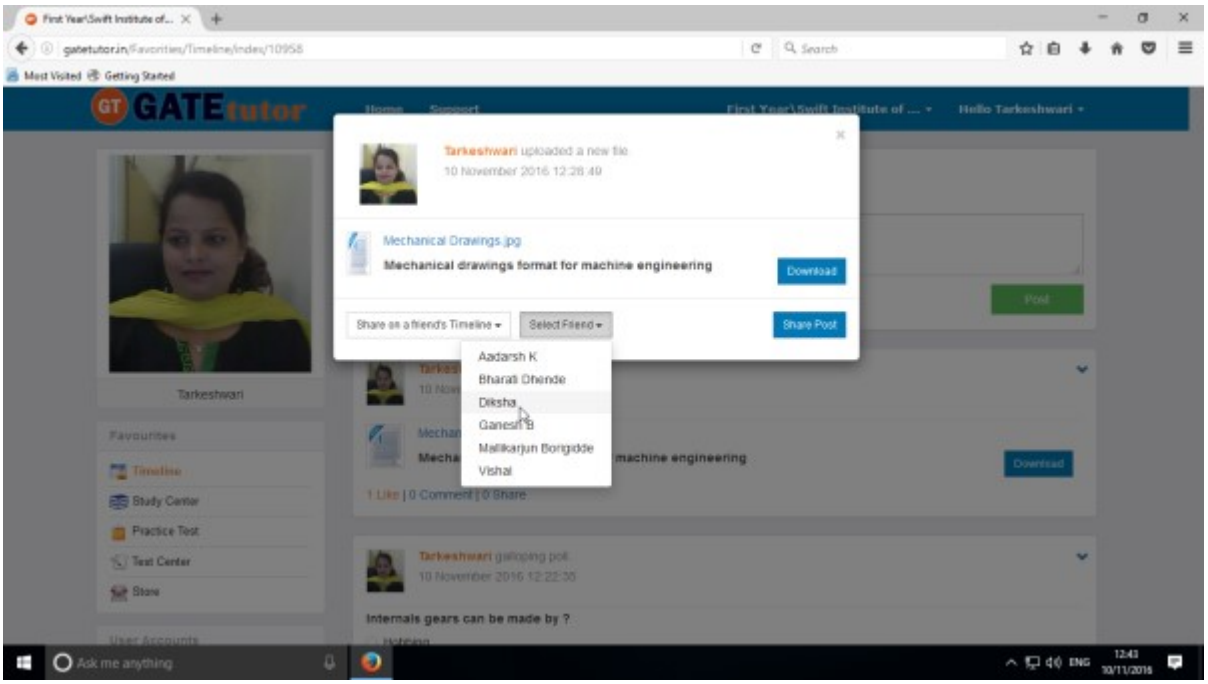
Then go to your own timeline to check the shared post.

Now select an option to choose where you want to share the post.

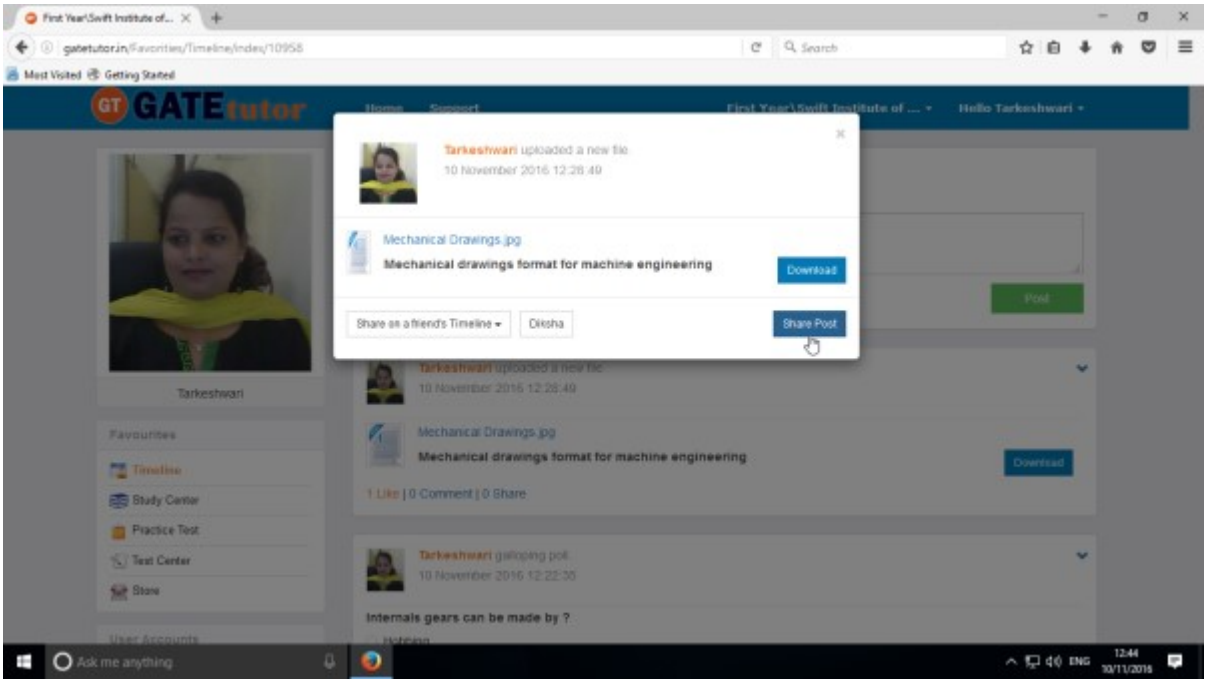


e.g. - Click on the Share on a friend's Timeline

Choose the name of the friend on whose timeline you want to share the post.



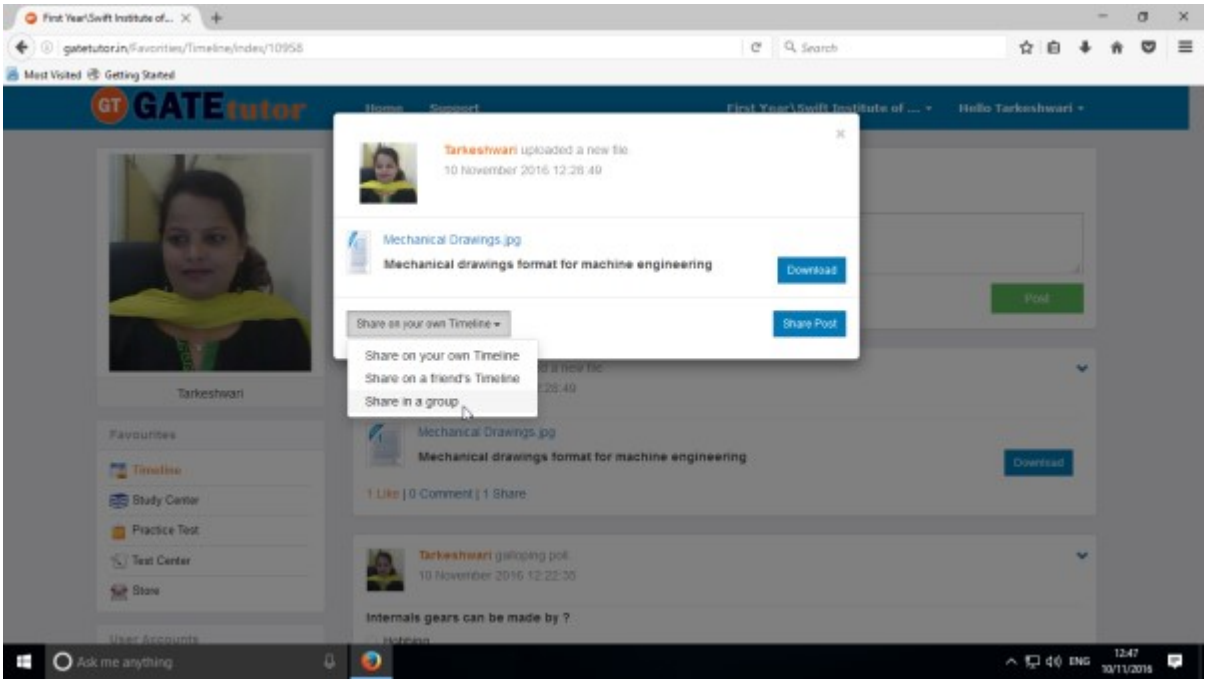
When you select a friend name to post on his/her timeline, click on friend name shown as above
After choosing both of the options click on the "**Share Post**"



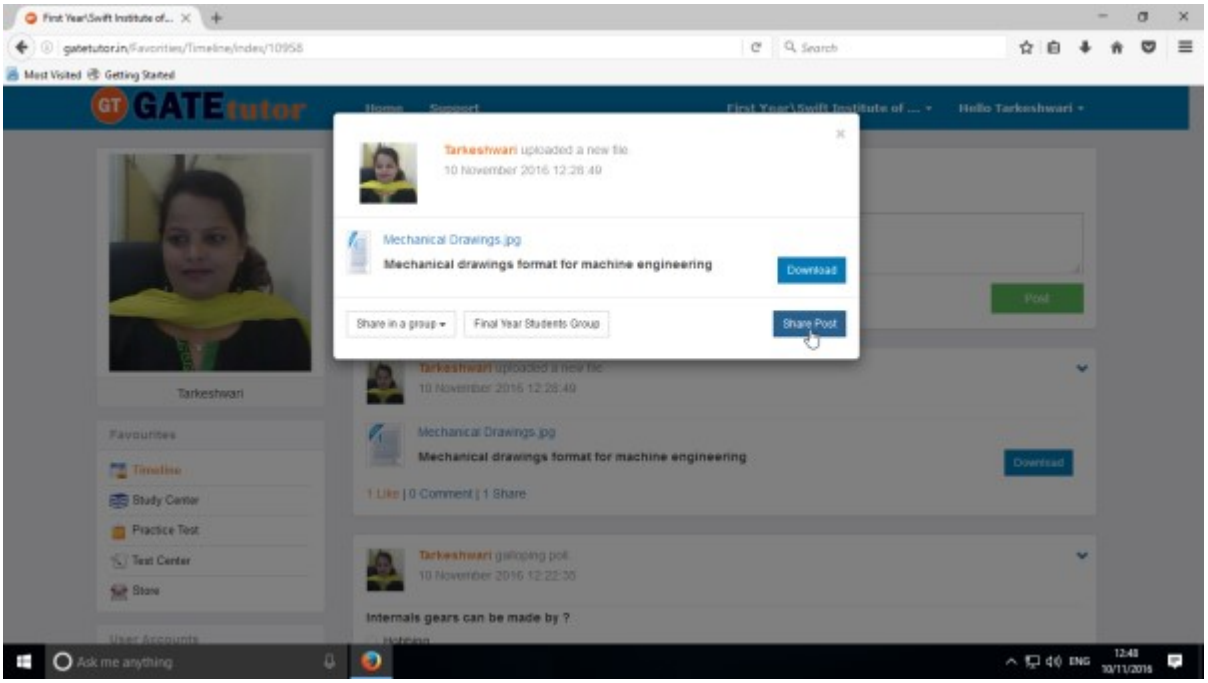
Click on share post as above after choosing friend's name.

Check on that friend's timeline, you will see the post that you shared on his/her Timeline.

You can also share the post in the group in which you are the member or in that group which is created by you



Click on the "**Share in a group**" & choose the group name to share the post.



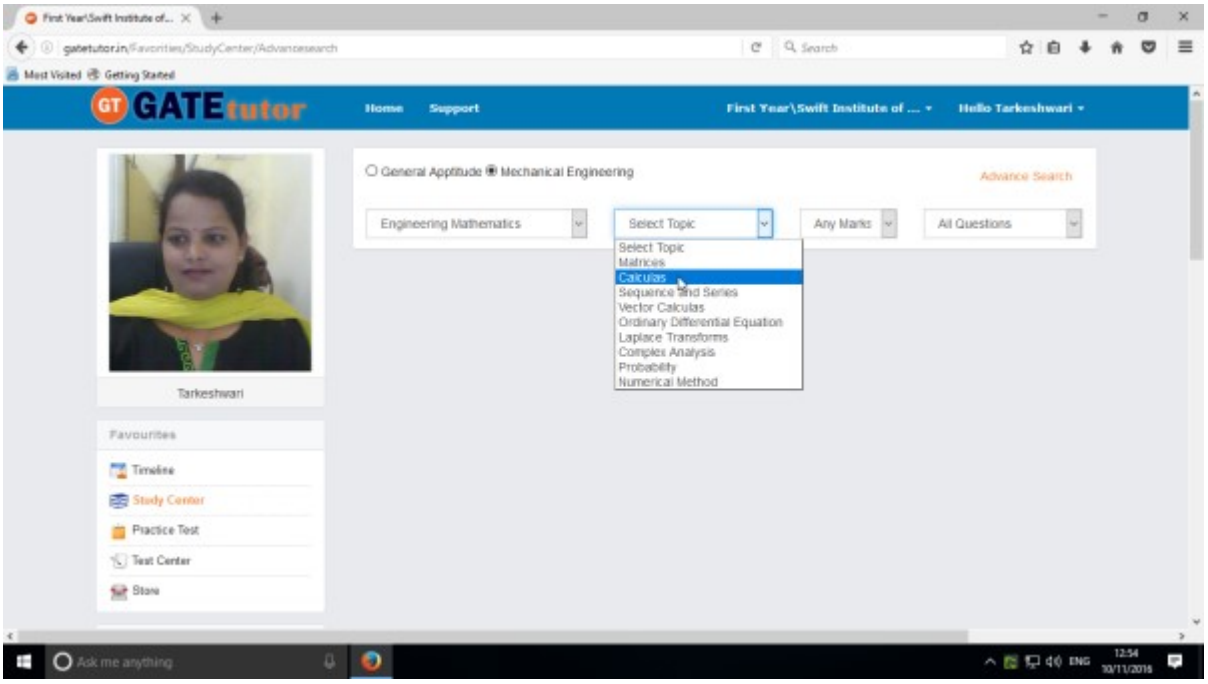
After choosing the both sharing options, click on the "**Share Post**" & go to that group's timeline to check the post that you have shared.

2) Study Center

a) General Info

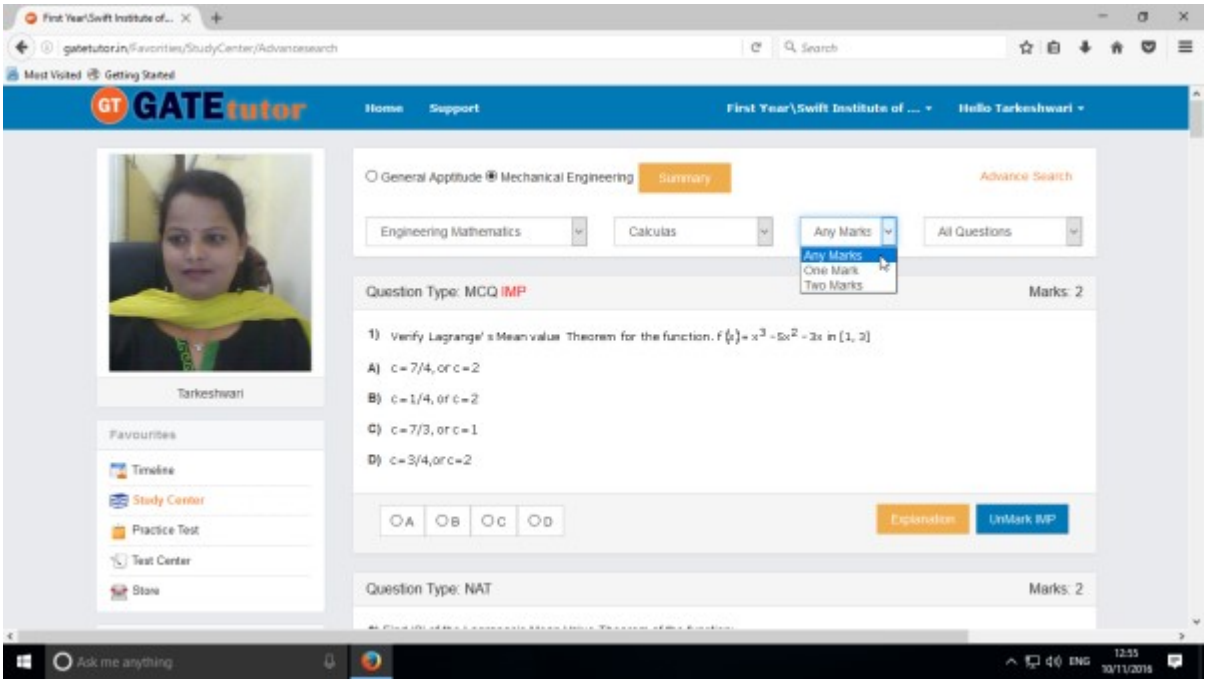
It is a unique studying method provided by the GATEtutor.
In study center, just choose one option between General Aptitude and Mechanical Engineering. Then select the "**Subject**" & "**Topic**", choose marks & question type. Now, you can start to solve the questions.
Choose one of the answers that you know about the question, if it is correct then it will be visible as green check mark otherwise it will shown as wrong cross ahead the question. If you have any doubt about the question, you can see the explanation instantly on that page and if you feel the question is important for you, you can mark it as an important.
In the Study Center you can see & solve the questions under that subjects and topics which are added by you own also.

Select **subject & Topic**

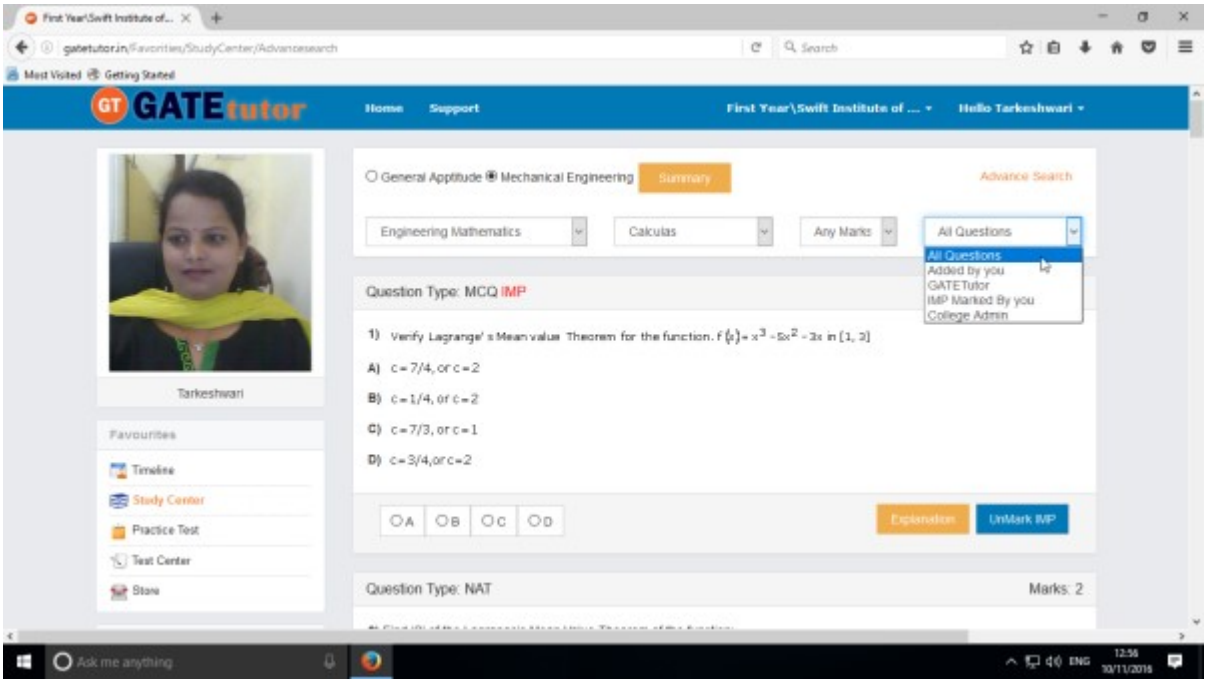


Also choose from main menu General Aptitude or Mechanical Engineering for the Test.

Select “**Any marks**” options for question like 1 mark or 2 marks.



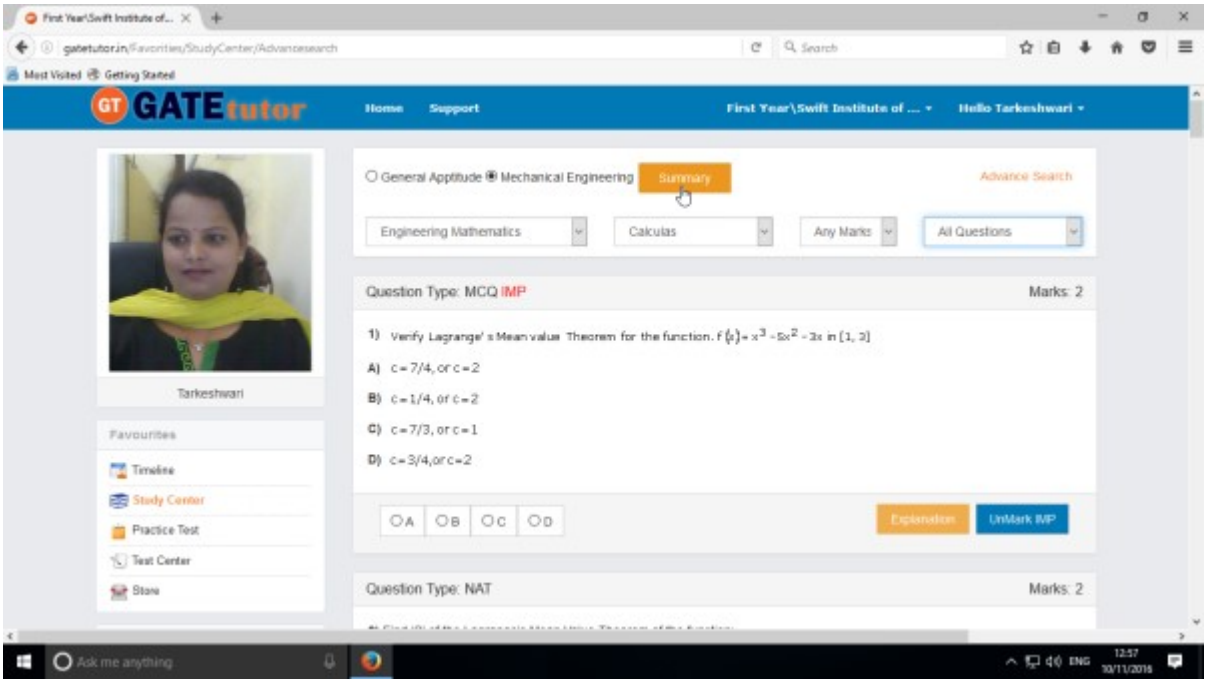
Choose “**All Questions**” to solve more questions. You can also choose the questions from All Questions, Added by you, GATEtutor, IMP Marked By you and College Admin.



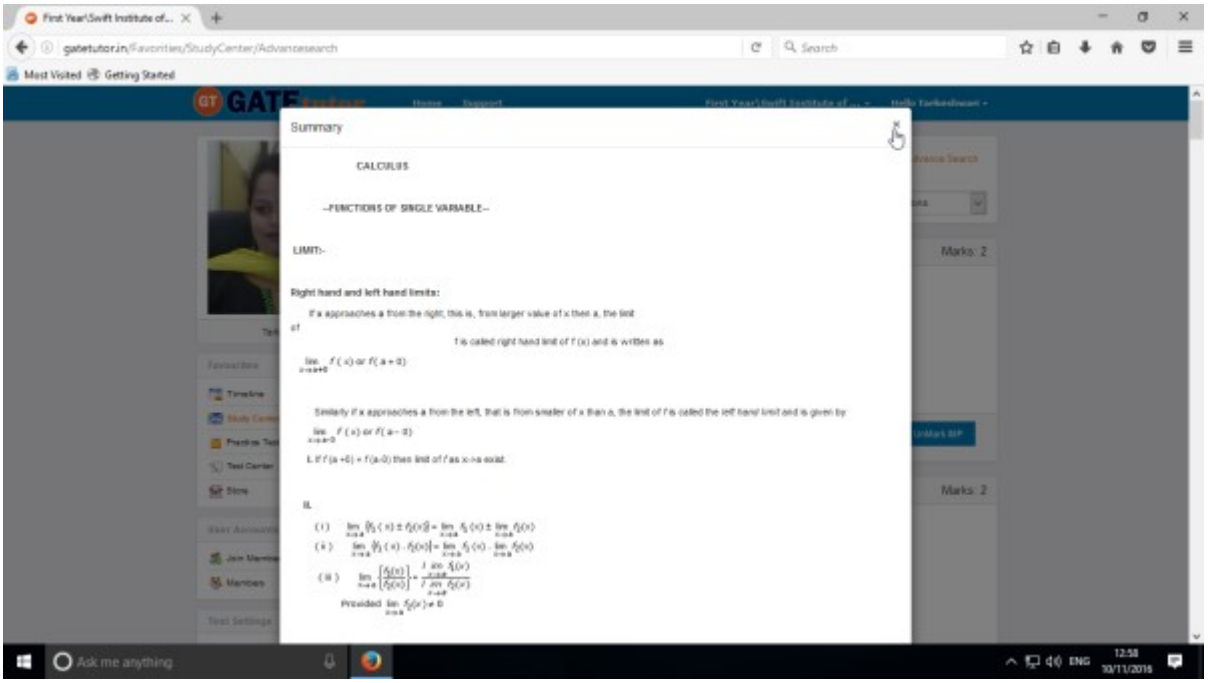
Choose questions from the different types of sources.

b) Summary

When you click on "**Summary**", it shows all the fundamentals & properties of the "**Topic**" that you have selected for study. It is helpful to read & understand the fundamentals in short period of time.

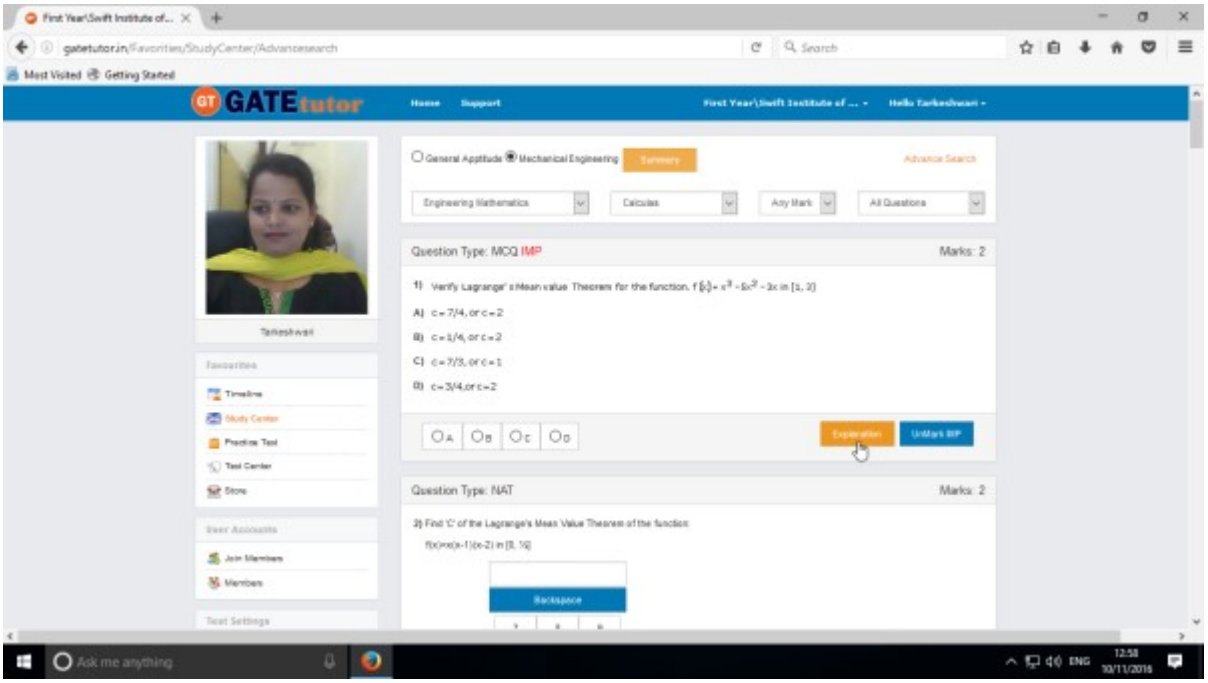


Click on "**Summary**" as above.

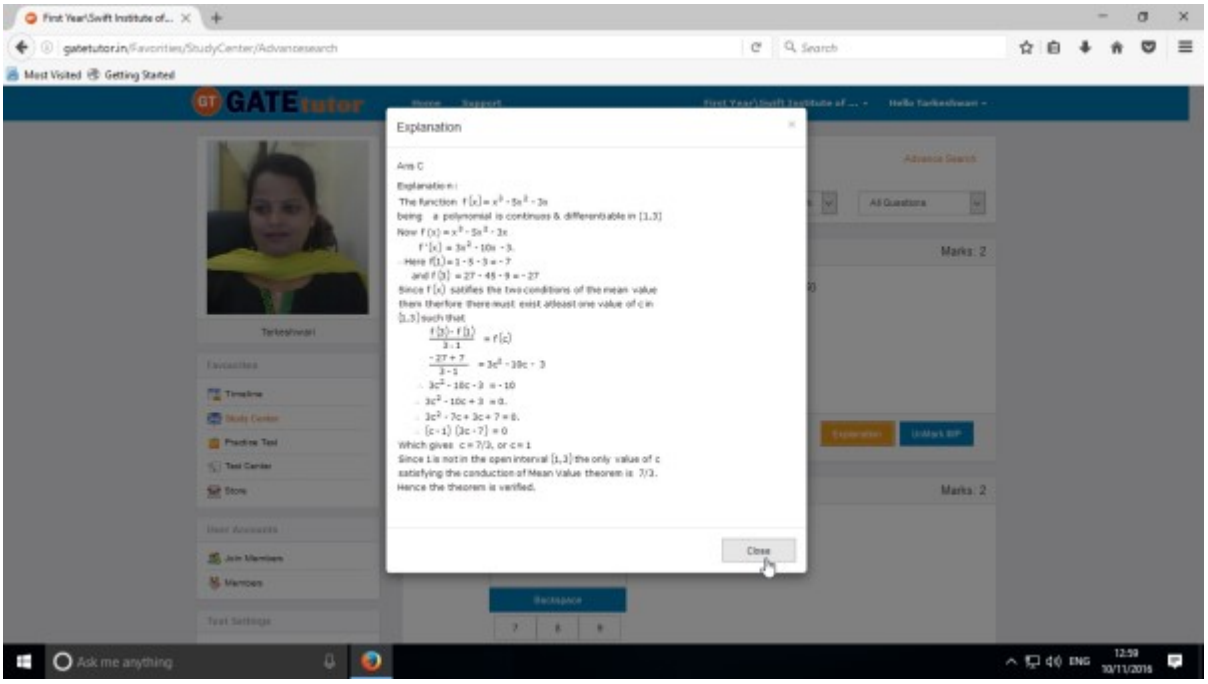


When you click on the "**Summary**", the window appears as above.

If you have any doubt about the questions you can also see the explanation by clicking on "**Explanation**" just below the question.

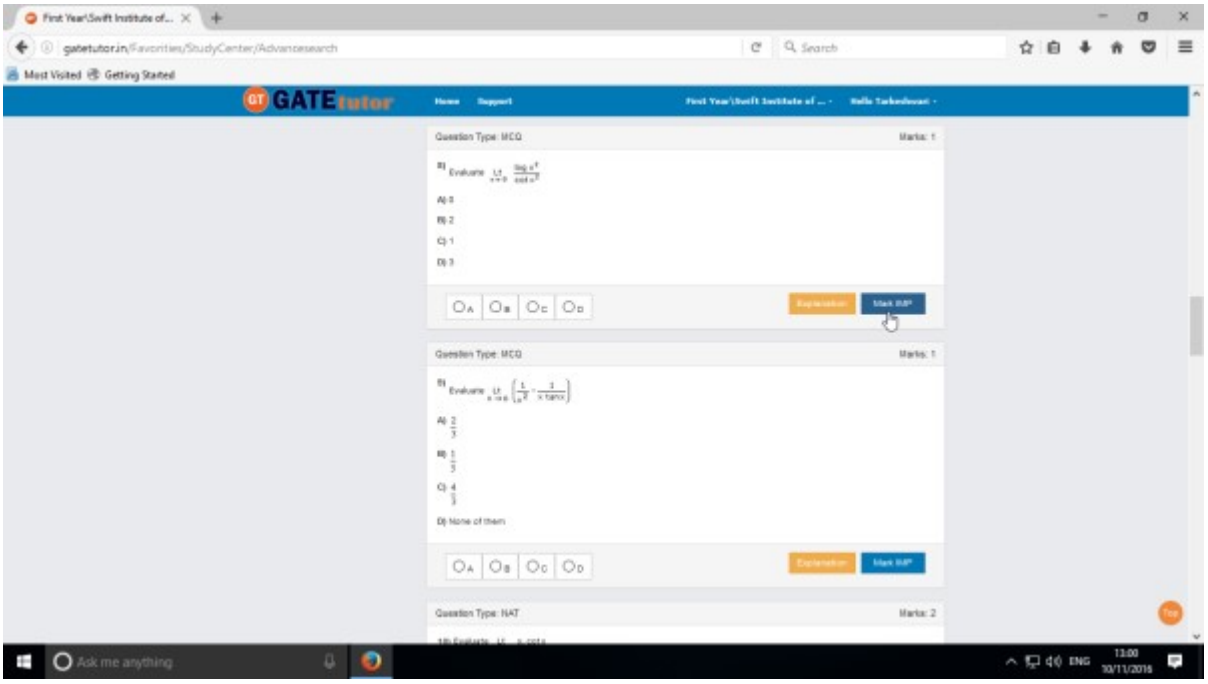


Click on "**Explanation**" & check it to clear a doubt.

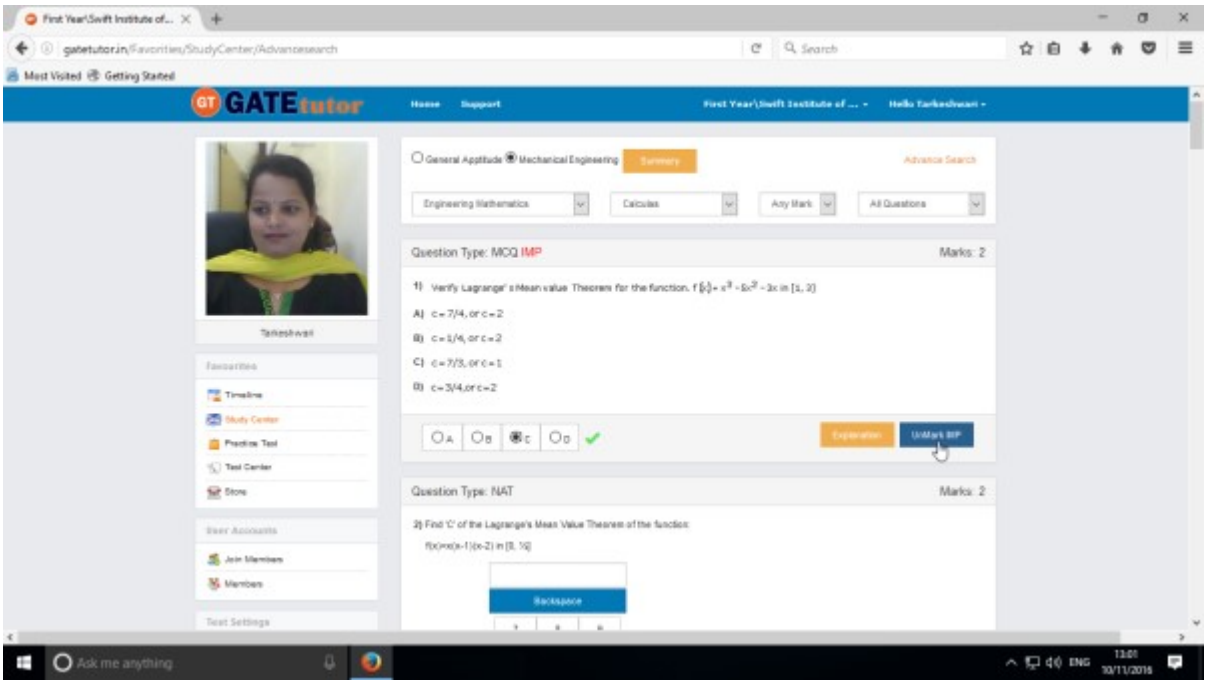


Click on "**Close**" to continue.

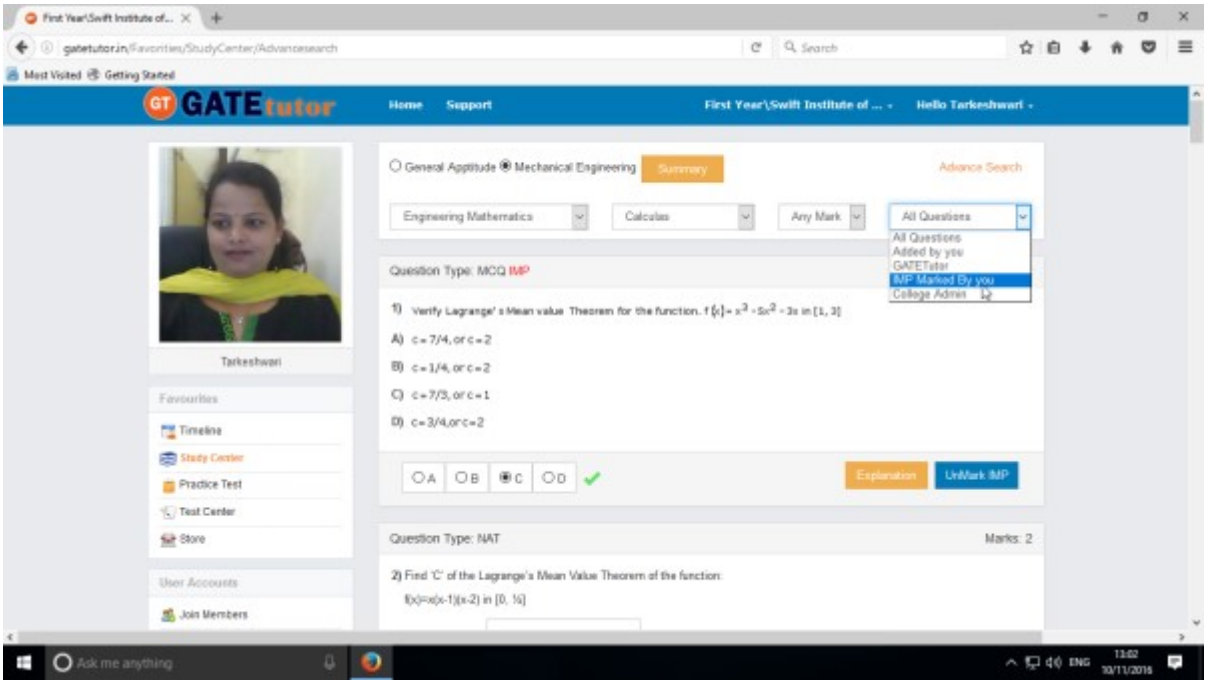
You can sort the questions by their importance or priority also.
If you want to mark the question as an important question for study then click on "**Mark IMP**"



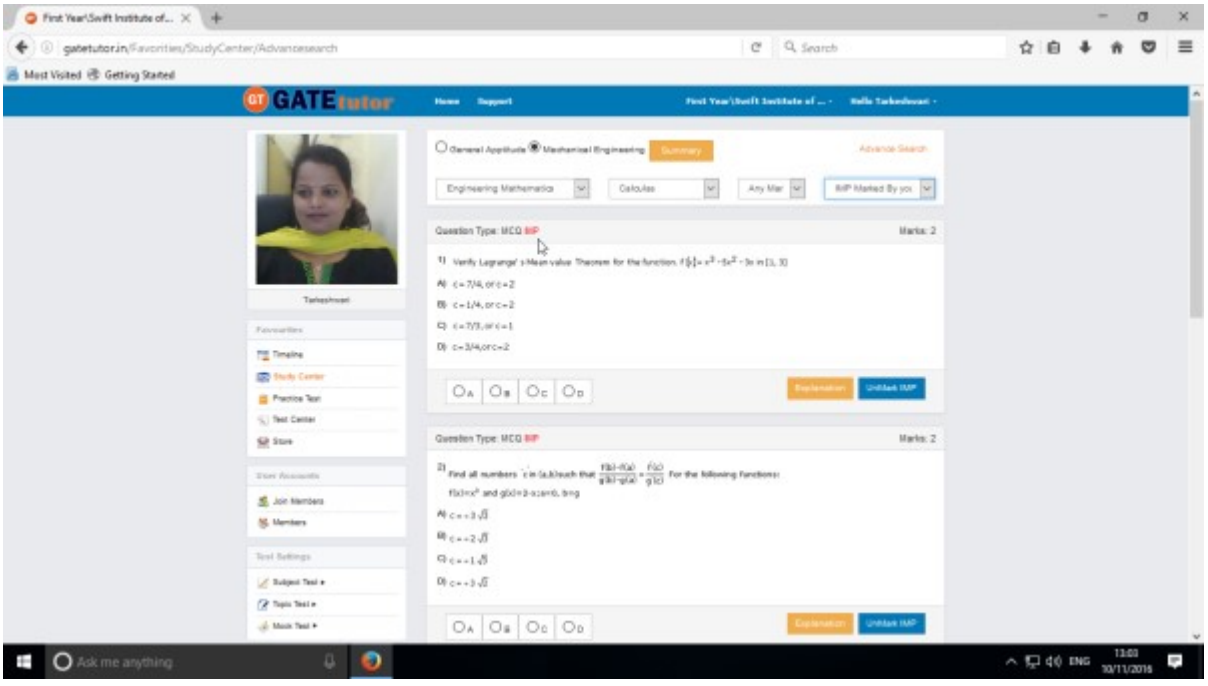
If you want to remove the "**Mark IMP**" tags from the question & remove from the list of imp questions. Just click on "**Unmark IMP**". The Imp mark tag will be removed & it will get removed from imp questions list.



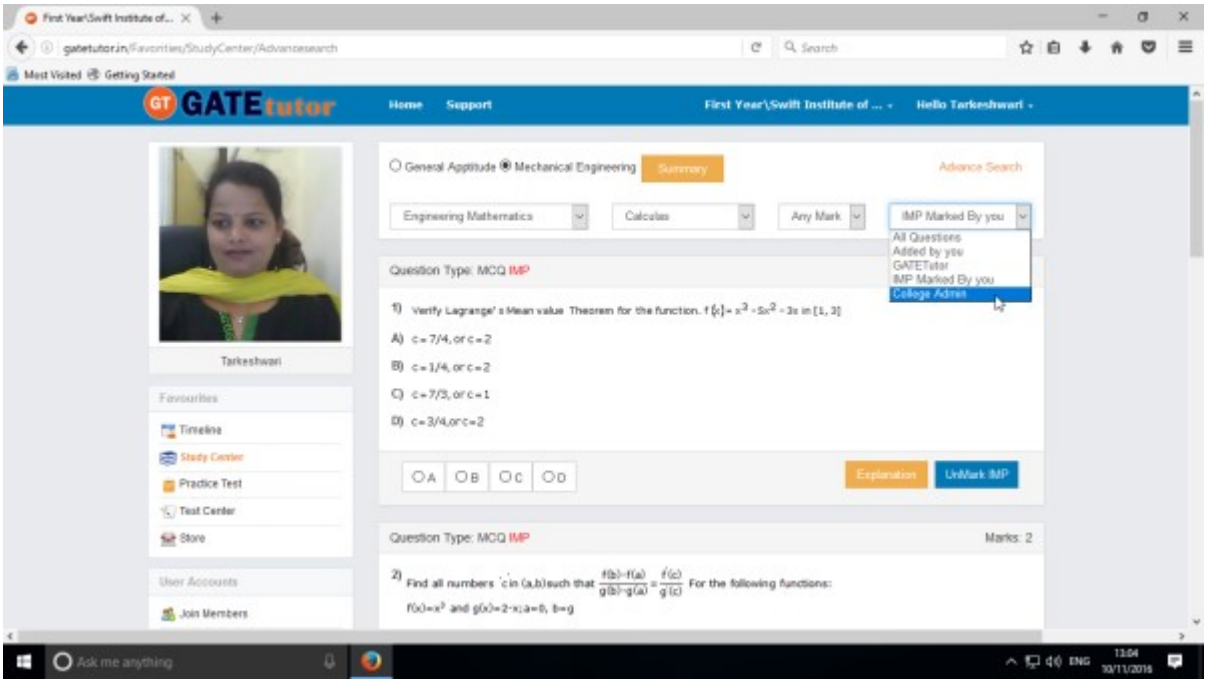
You can check that questions which are marked as Imp for the study. To view IMP questions, choose that subject & Topic then choose "**IMP marked by YOU**" question type



You will appear IMP questions list as follows in which questions are chosen by you.



Similarly you can view questions which are Added by you, GATEtutor and college admin also.

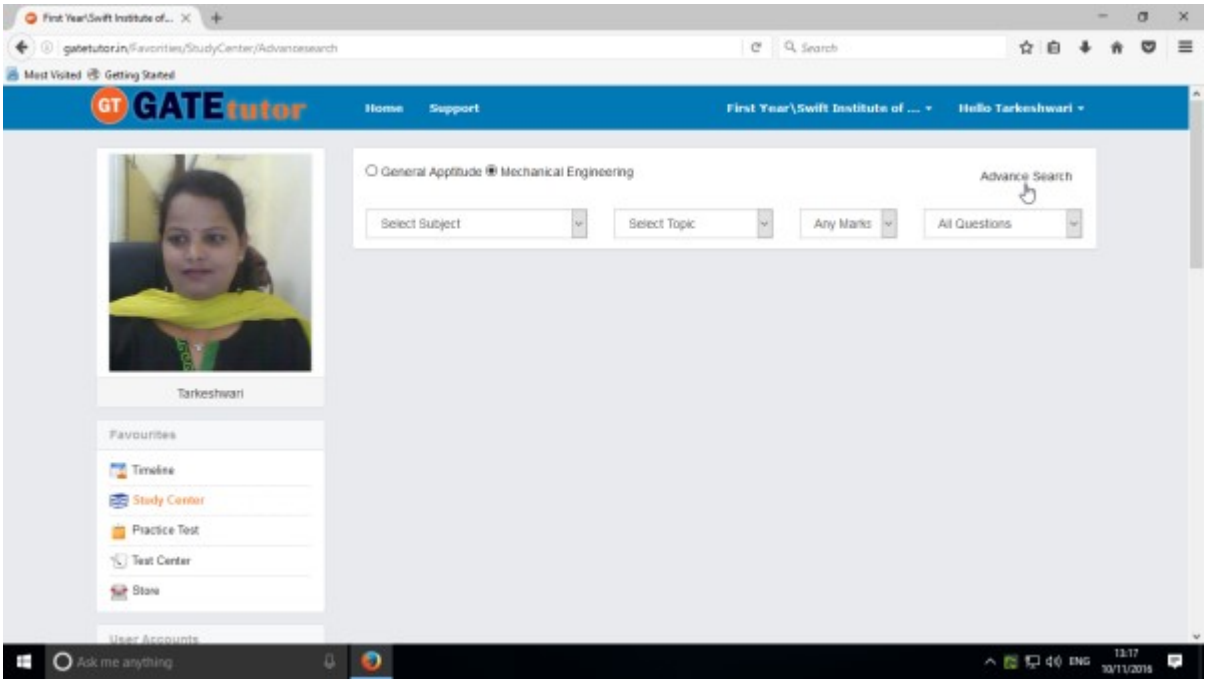


You can choose from multiple types of questions for study like All Questions, Added by you, GATEtutor, IMP Marked By you, College Admin as shown in the figure above.

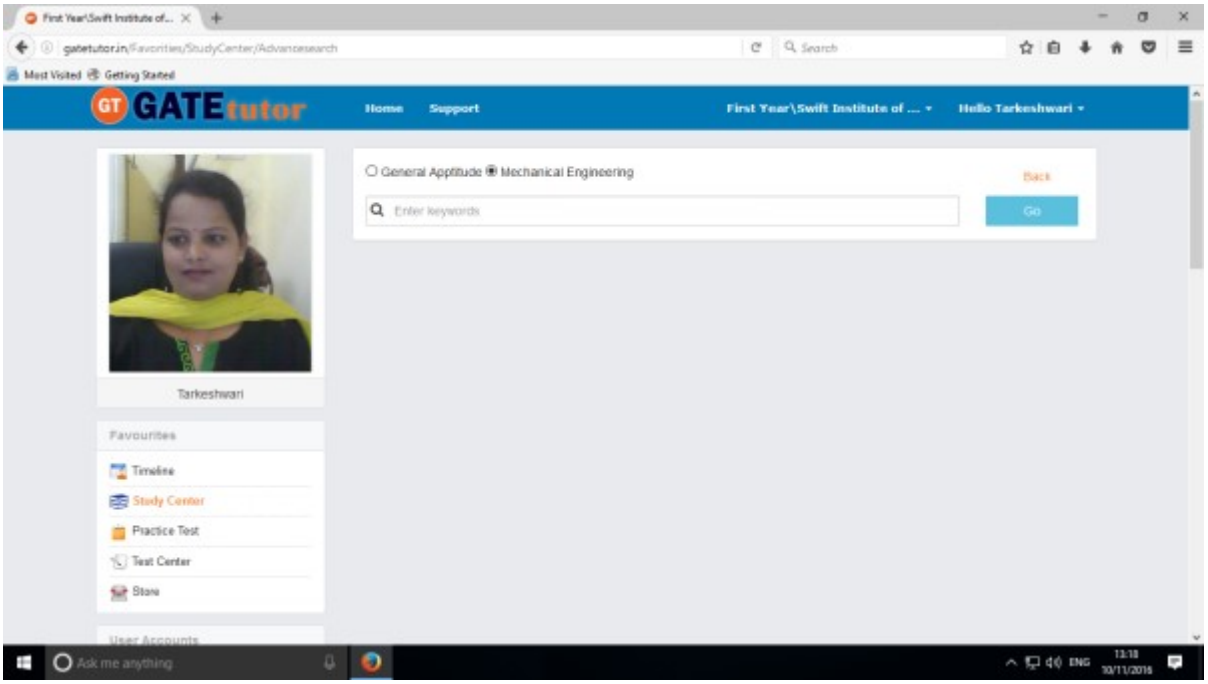
c) Advance Search

If you don't remember the subject & topic in the study center or if you want the questions from random subjects or topics for study, you can use the "**Advance Search**".

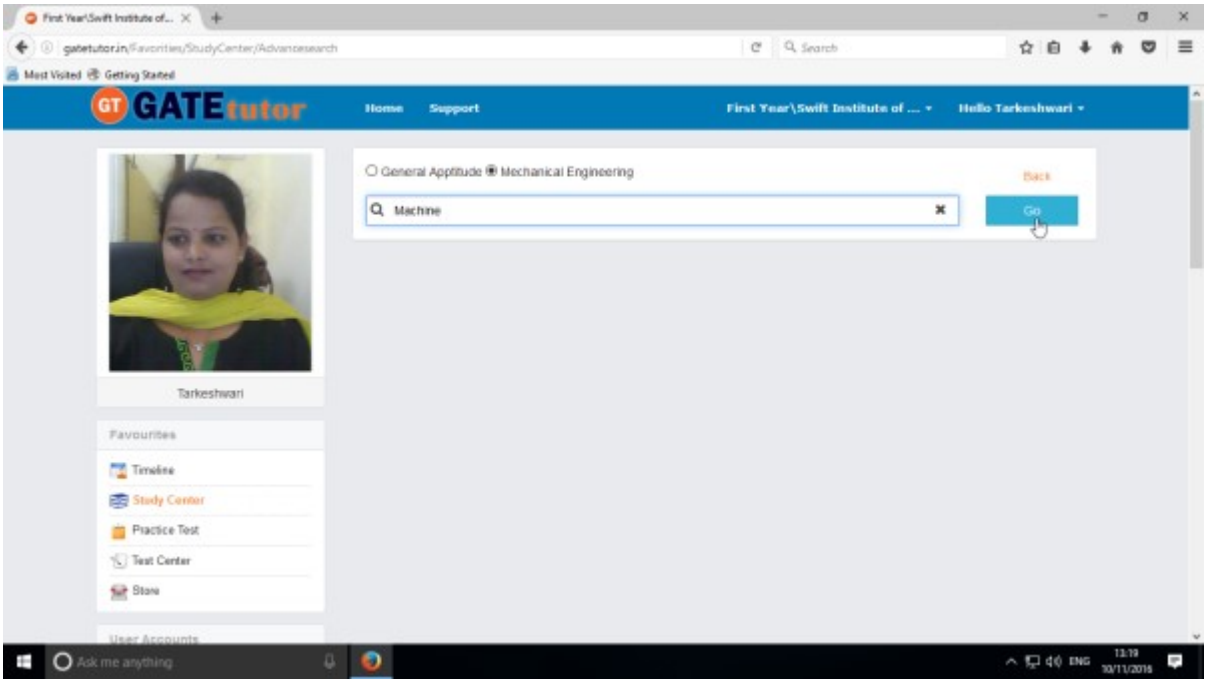
It is a search bar where you have to put just a keyword related to the subject and topic; then whole questions related that keyword will be seen on the screen.



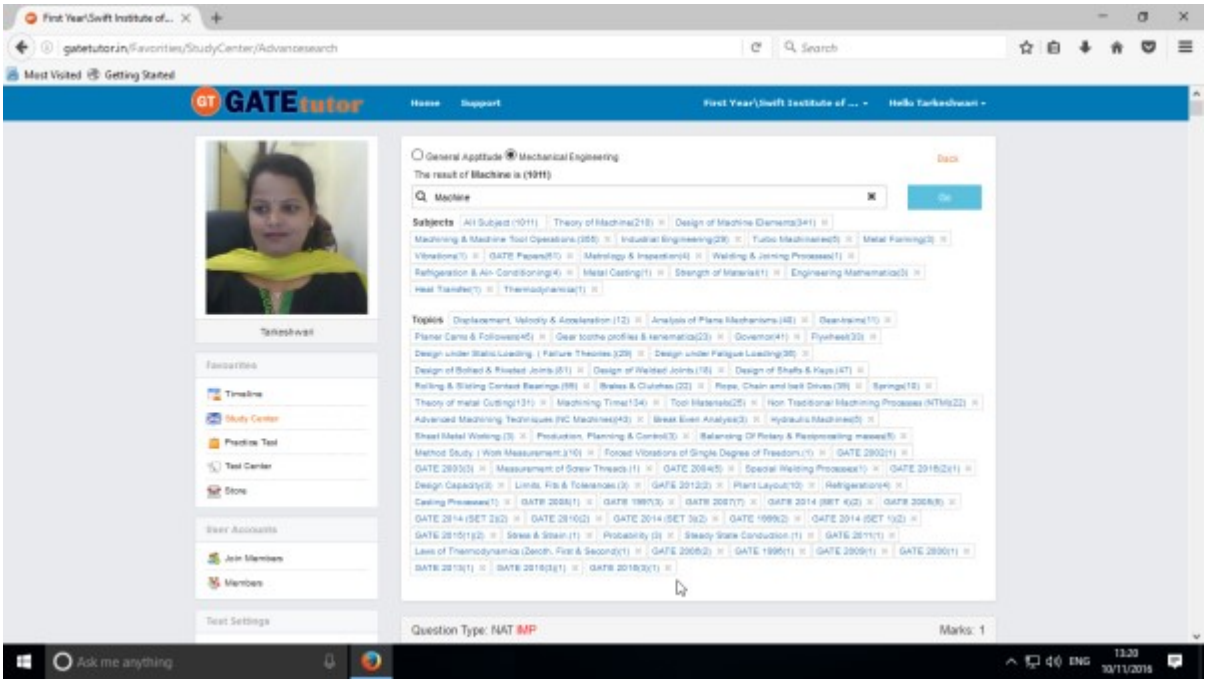
Click on "**Advance Search**", you will appear following window



Enter the keywords related to the subjects & topics then click on "**Go**"

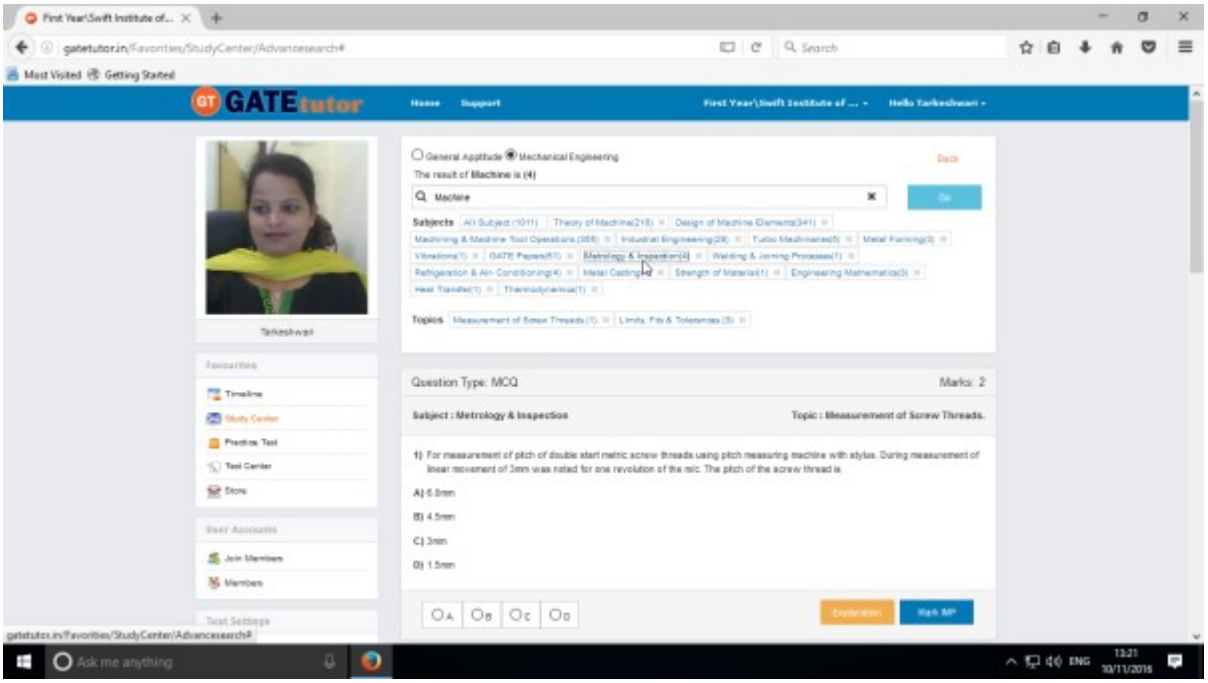


You will get all the data from that keyword like subject, topic & related questions.

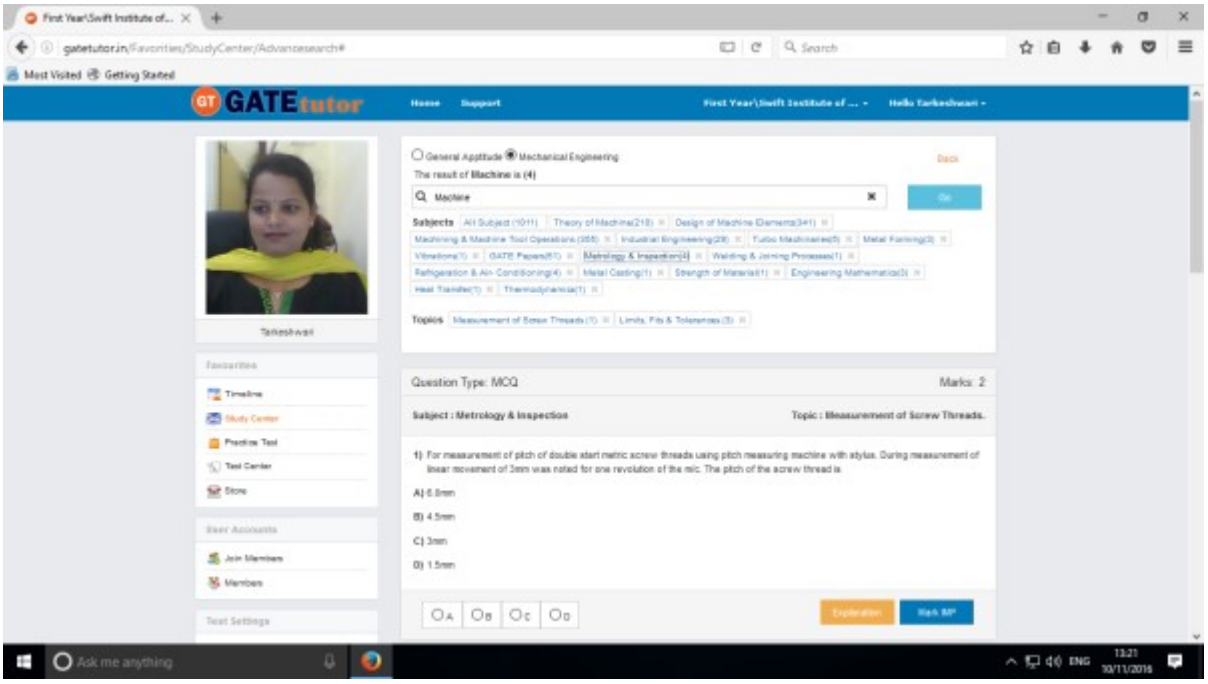


Now you can choose the keyword related data for the questions in study center by using advance search.

Choose any subject or topic to see the questions to study.



Now you can check the questions to study related to subject or topic as follows.

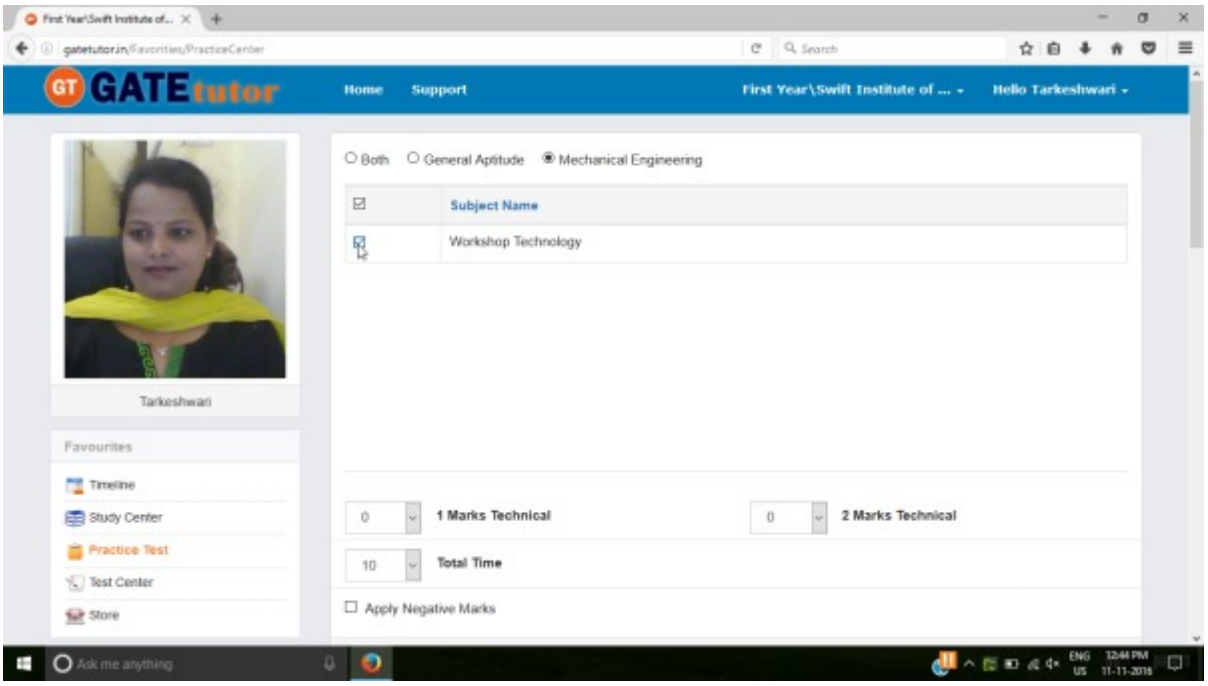


Check the questions to study as above.

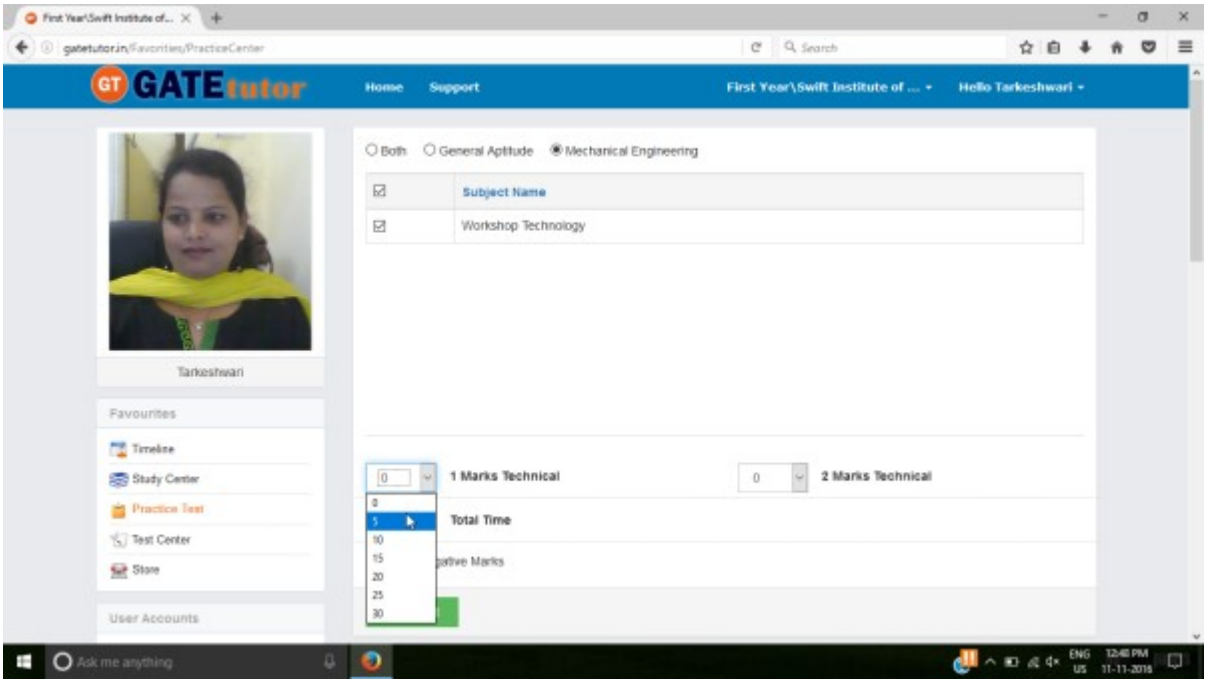
3) Practice Test

Practice test is a platform for the users to attempt & solve the various Subject tests with options like "**General Aptitude**", "**Mechanical Engineering**" and "**Both**". You can give the practice tests as much as you want from your sub group timeline.

Choose a subject on which you want to give a practice test

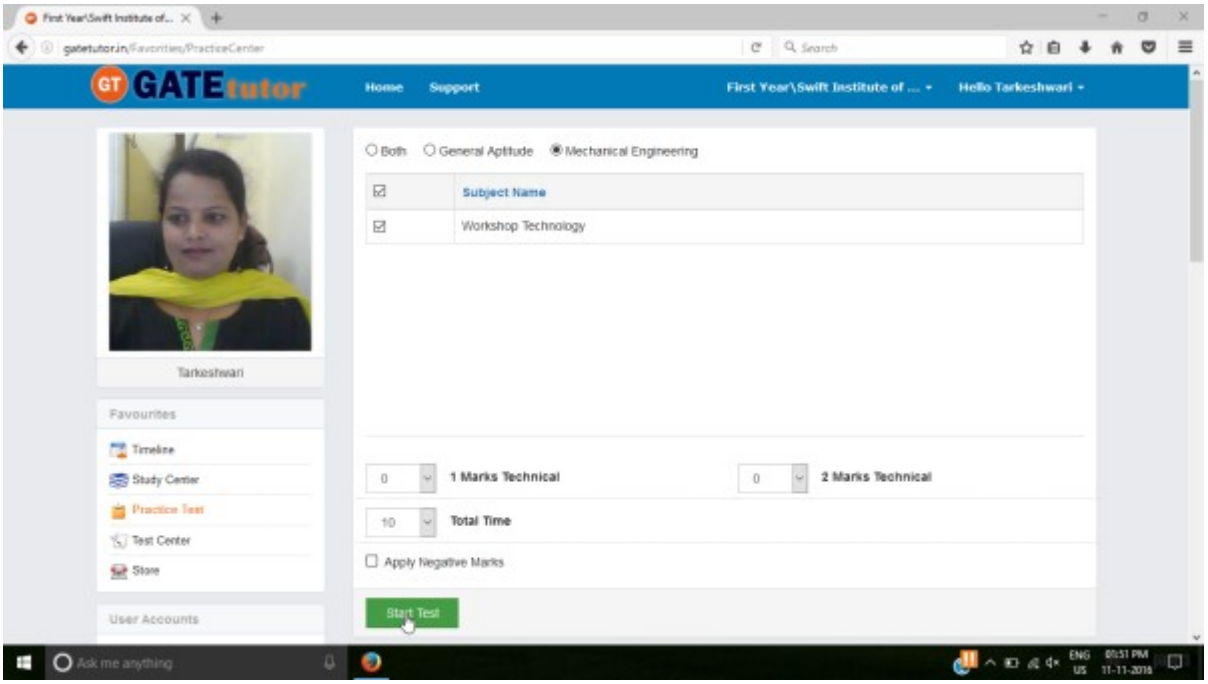


There are two options to select mark, "**One mark**" & "**Two marks**" technical.

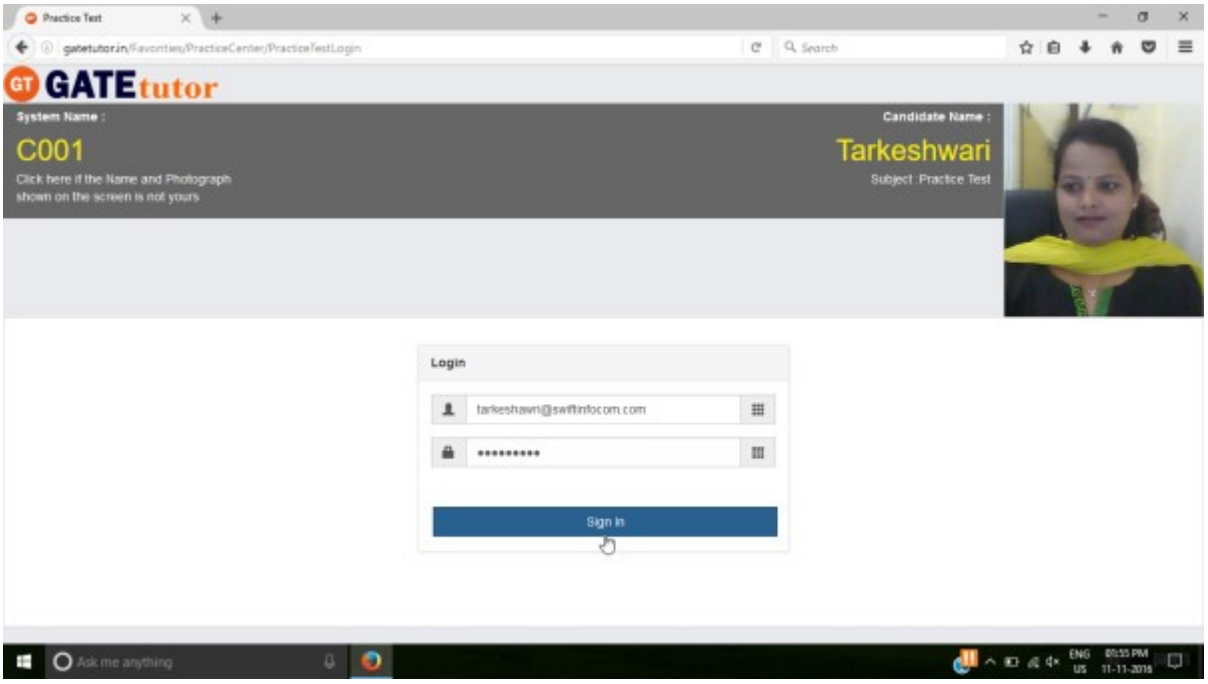


Choose the number of one mark questions as above as well as two marks questions.

You can also give the practice test with negative marking. Just click on the "**Apply Negative Mark**"

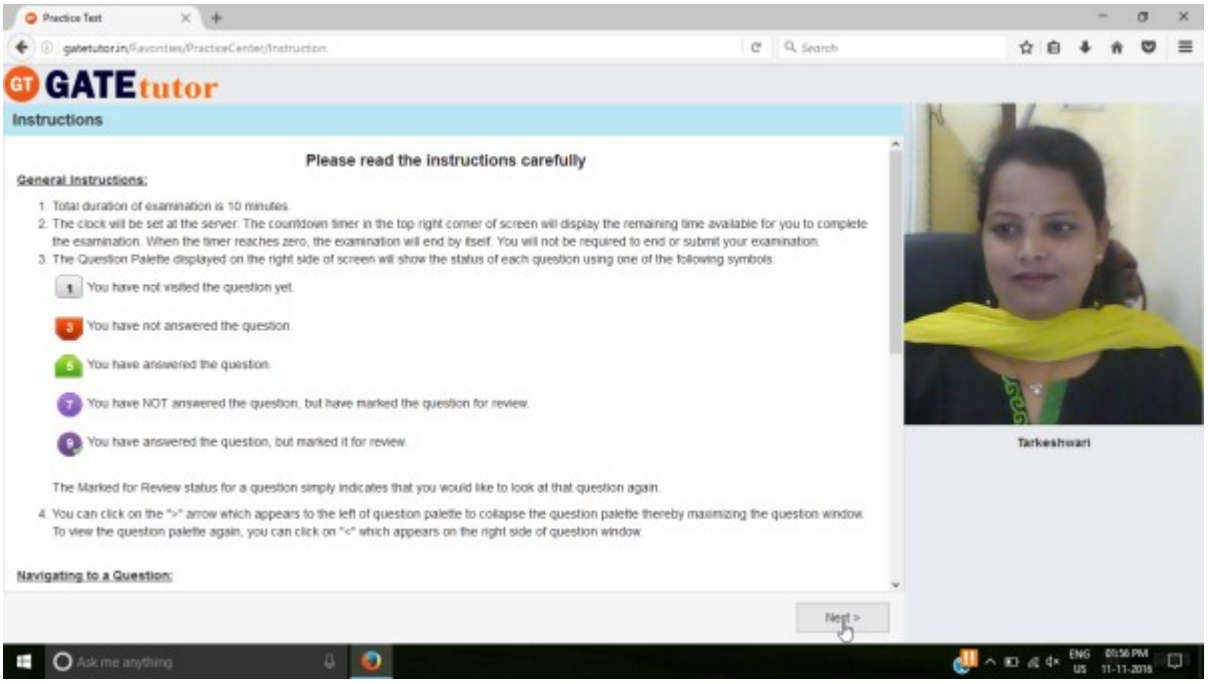


Checkbox & click on the "**Start Test**".

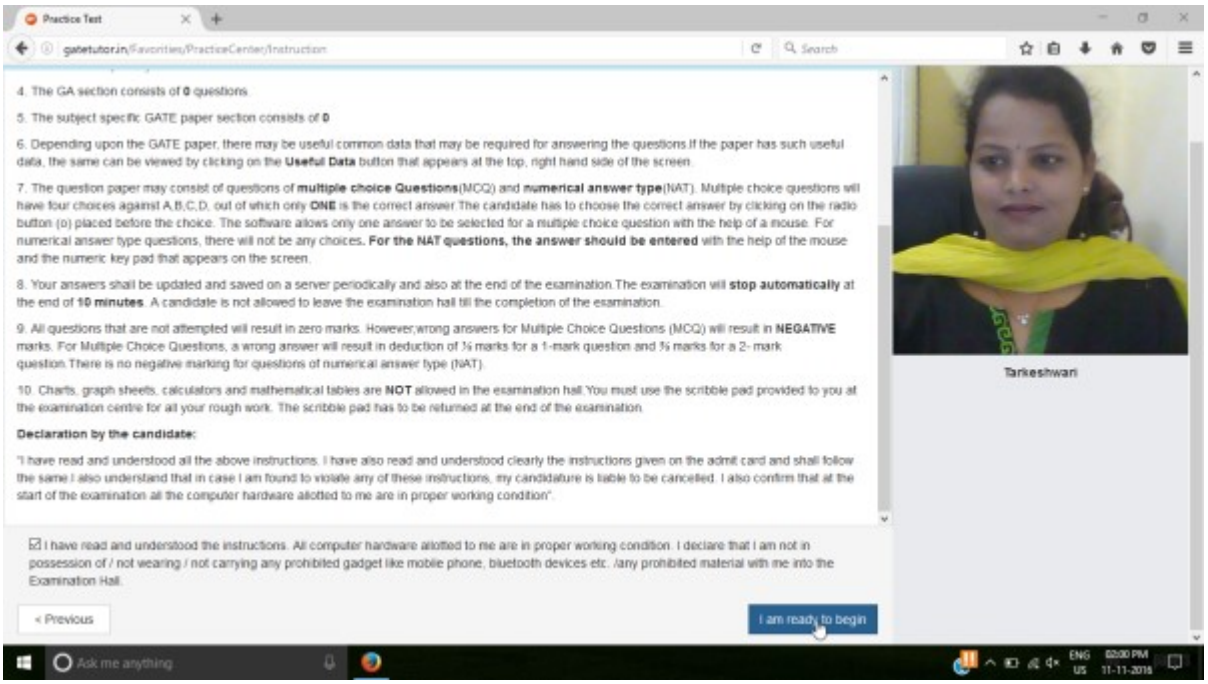


Click on "**Sign in**" to continue the Test

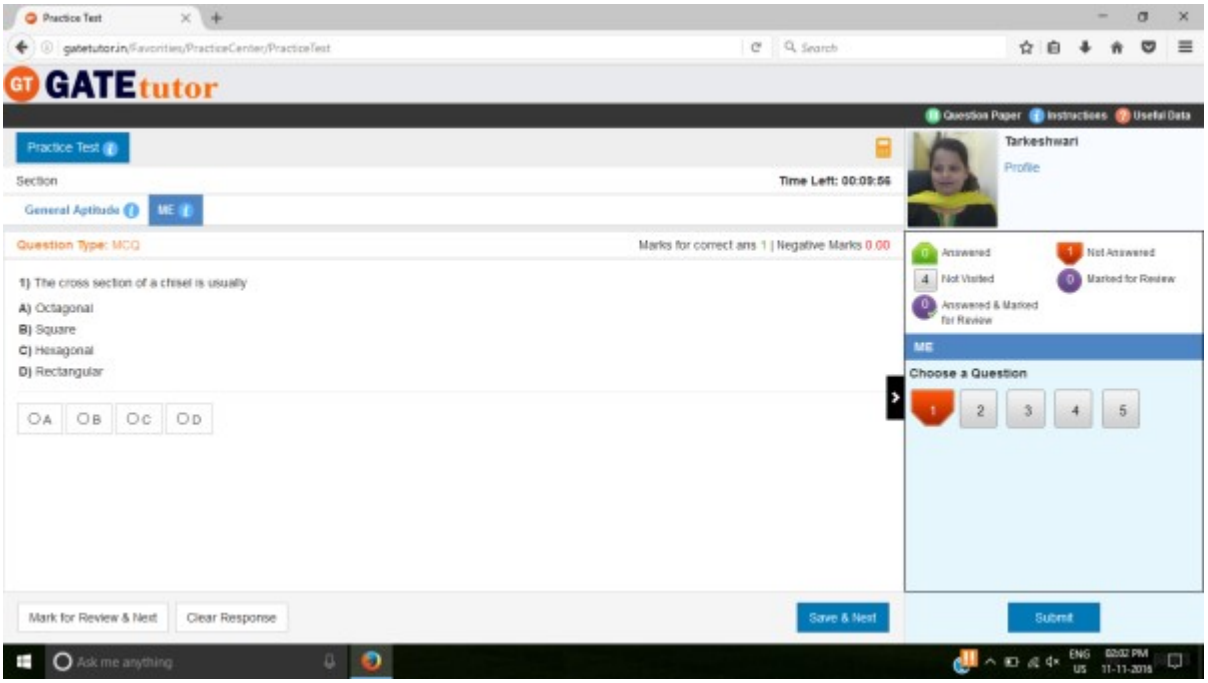
Click on the "**Next**" button to continue for the test.



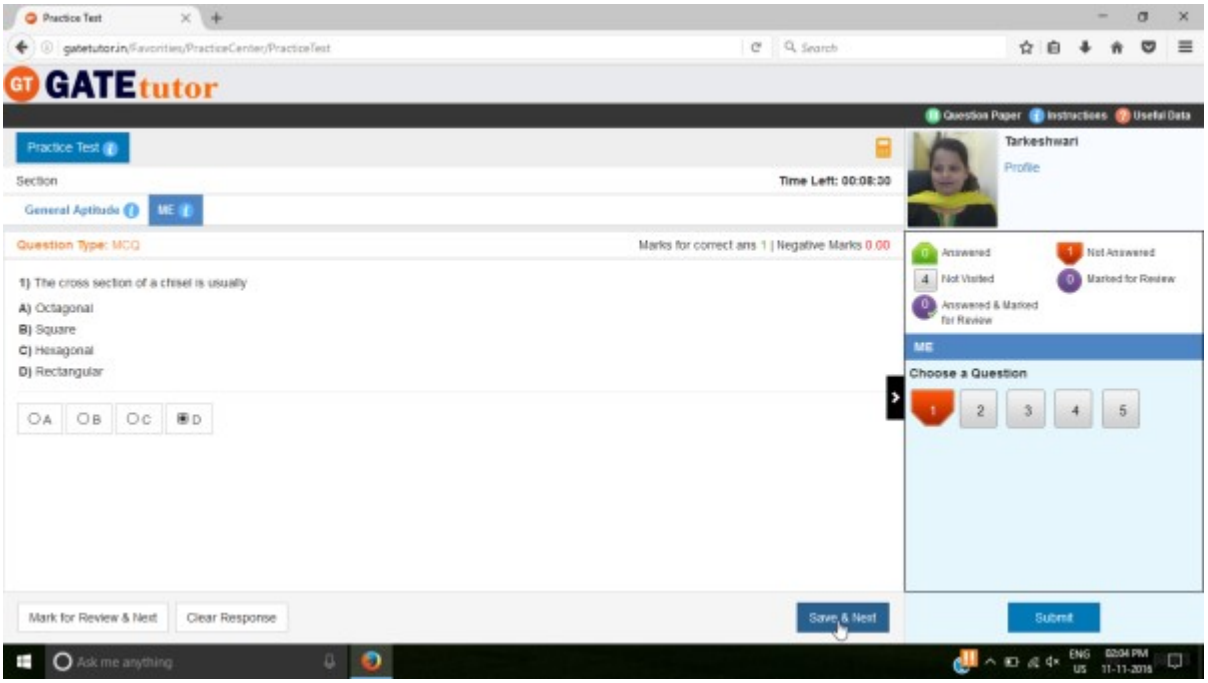
Read the instructions carefully & click on "**I am ready to begin**".



Practice test will appear as follows.

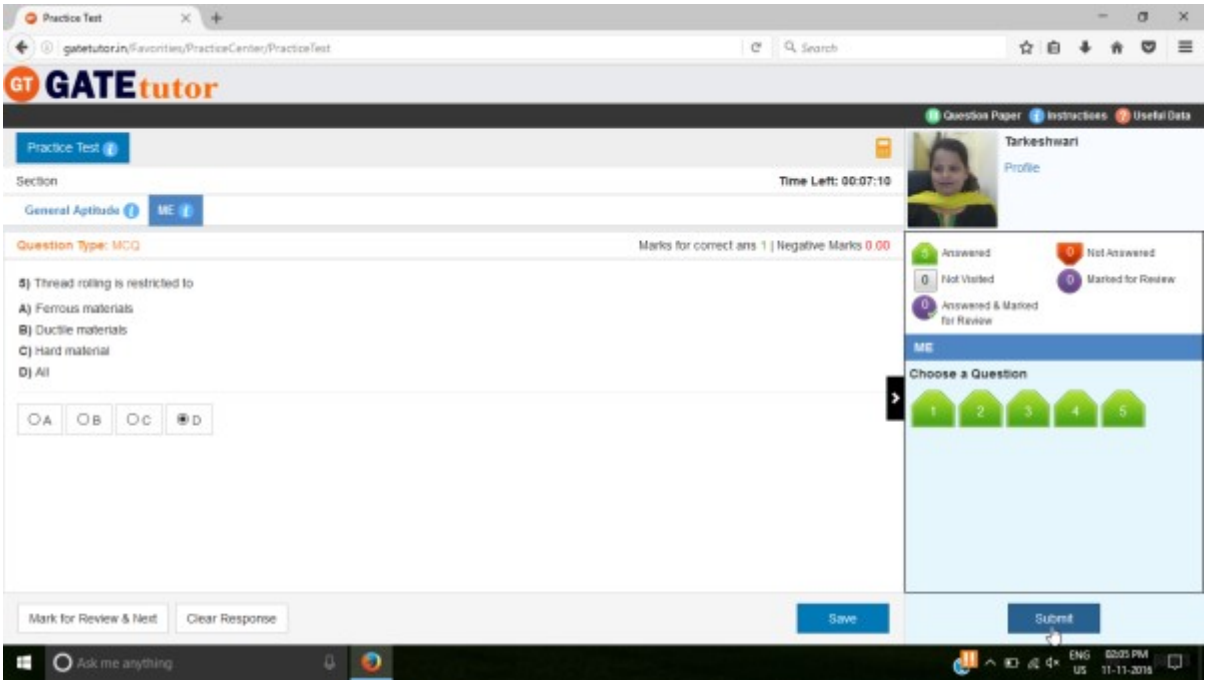


Select the answers from given options & click on "**Save & Next**" to submit that answer & for the next question.

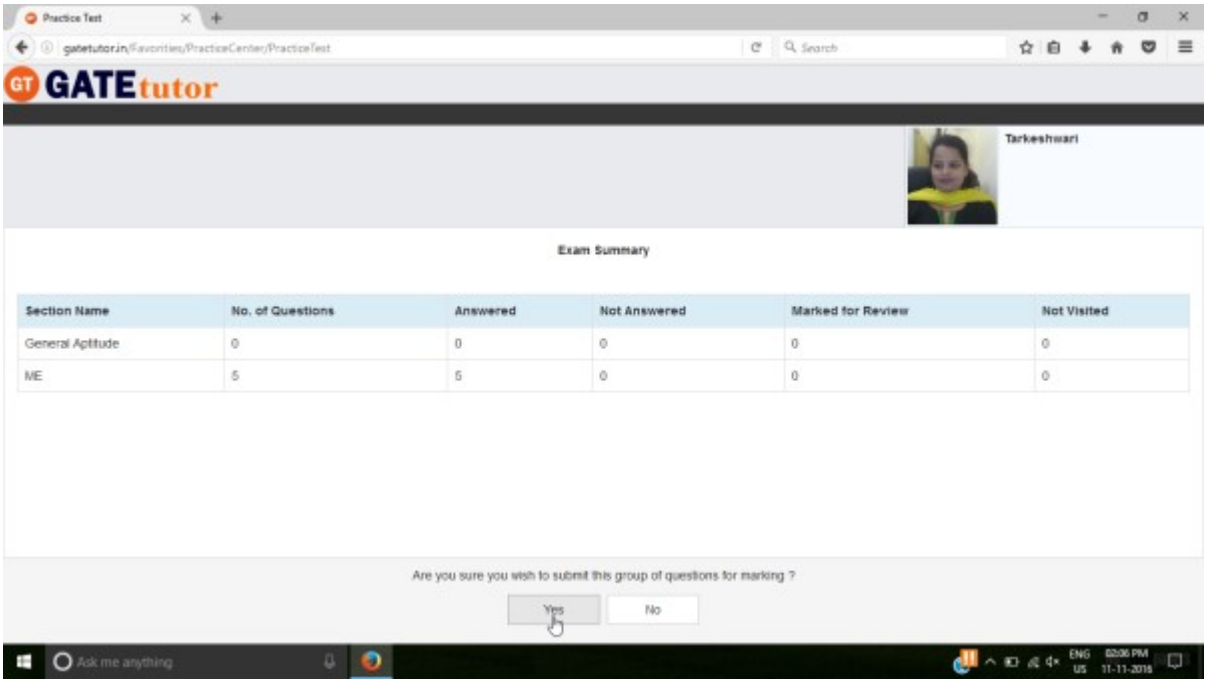


Attend all the questions to finish the practice test.

After completion of the Test click on the '**Submit**' & test will get saved

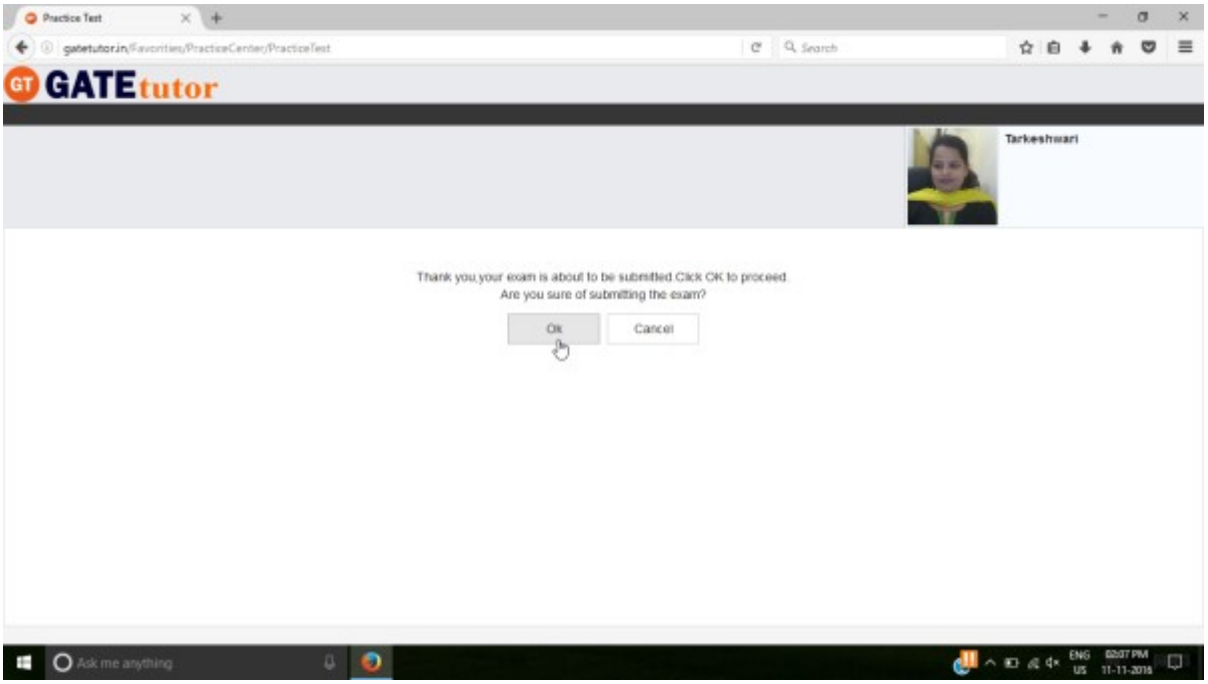


After clicking on "**Submit**", you will appear a window as follows.

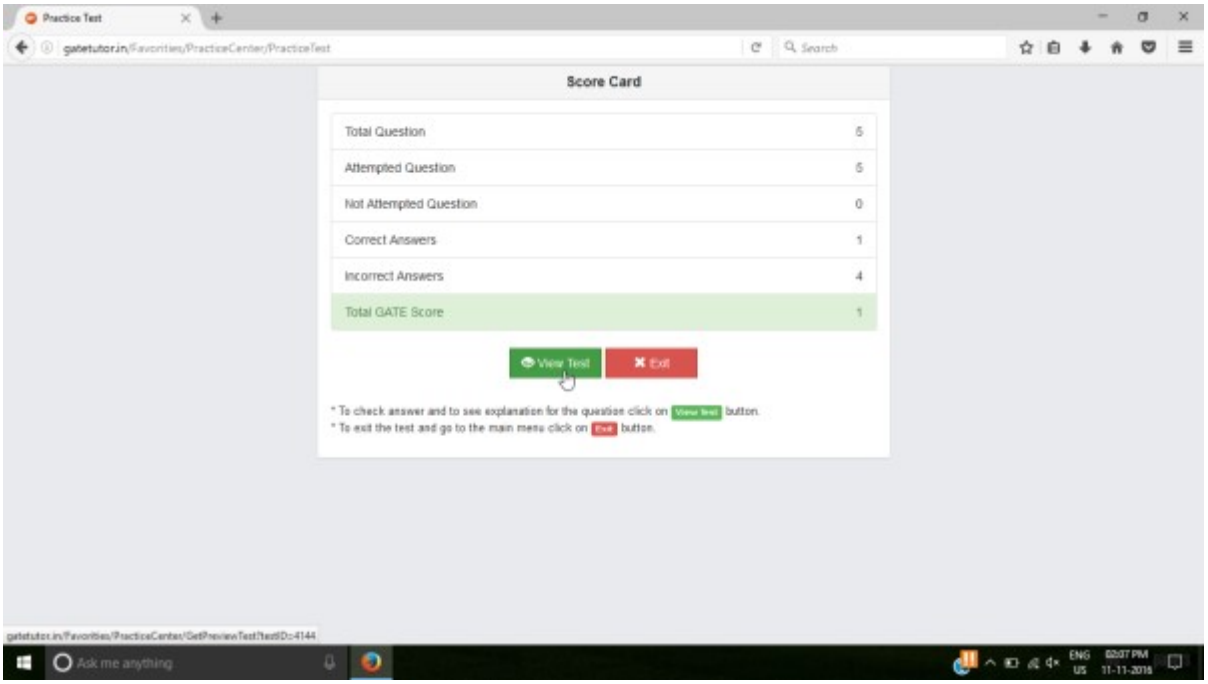


Click on "**Yes**" to submit the exam summary.

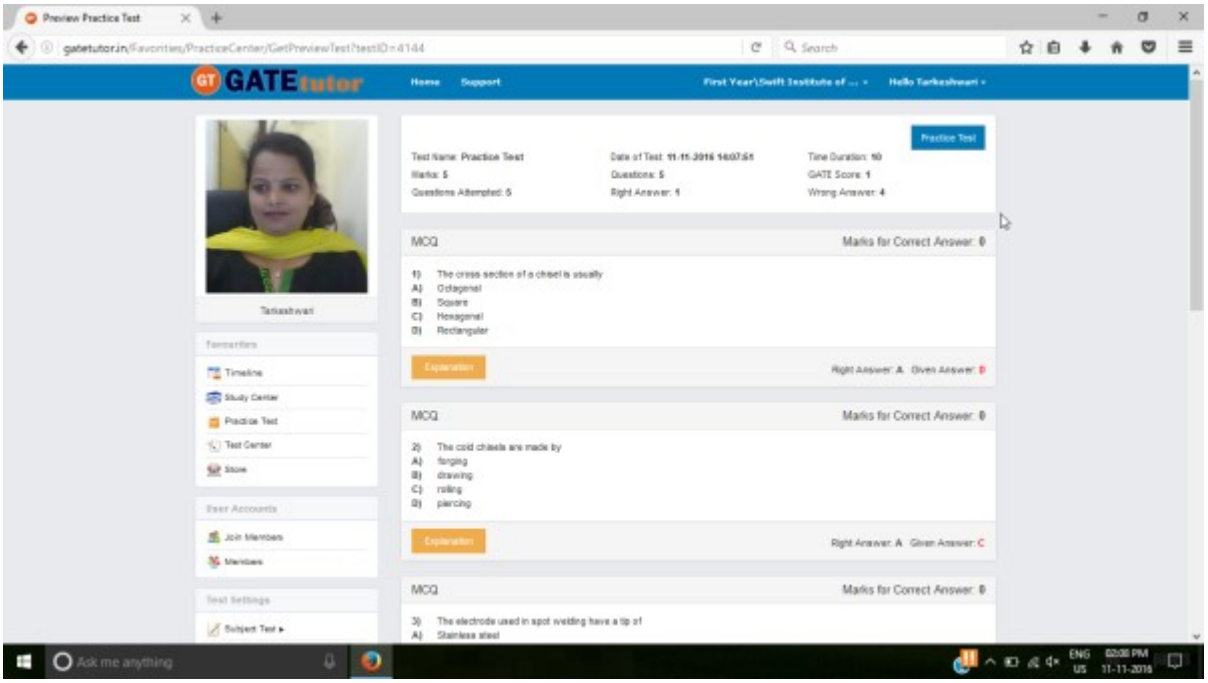
Click on “**OK**” to to confirm to submit the test as follows.



Click in “**View Test**” to view the test or “**Exit**” to exit the test.



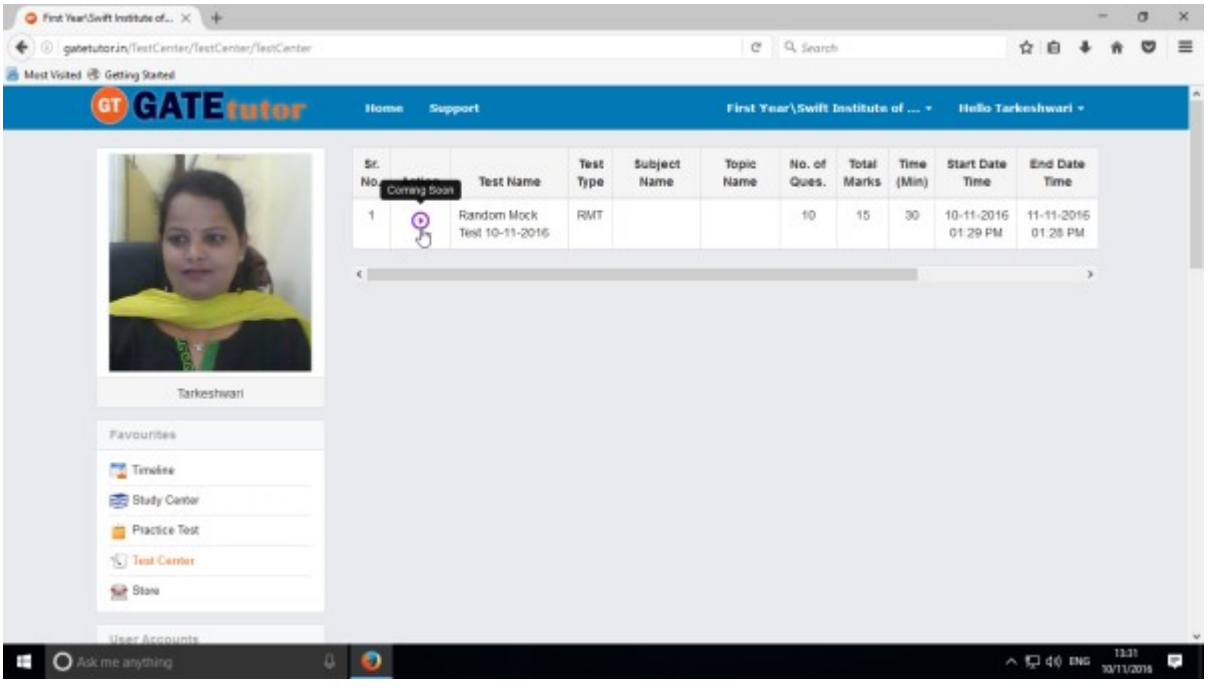
To see whole attempted test click on “**View Test**”.



You will see the Practice Test that you have given.

4) Test Center

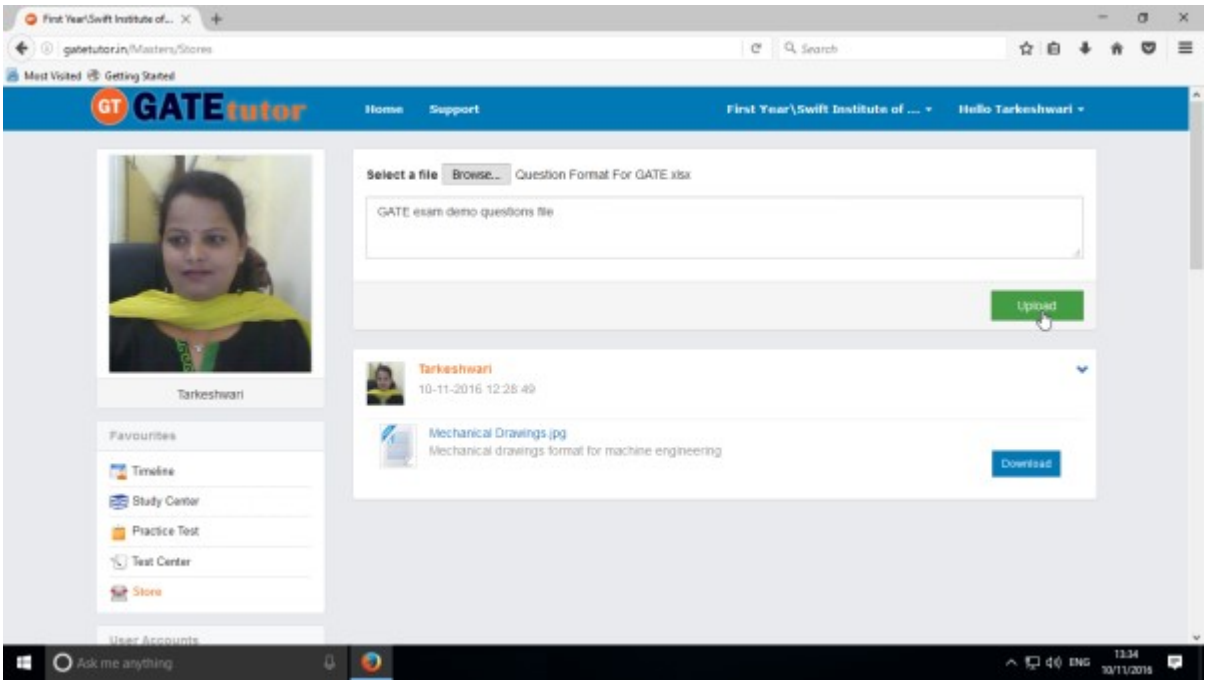
At the Test center menu you can check the whole status of the given Test like Total Tests, Total Time, Total Marks, Start Date Time, End Date Time, and Assigned by, Action, Subject Name, and Topic Name. You can also attend the test from Test Center when the admin, your friend or you own assign the test from your own timeline.



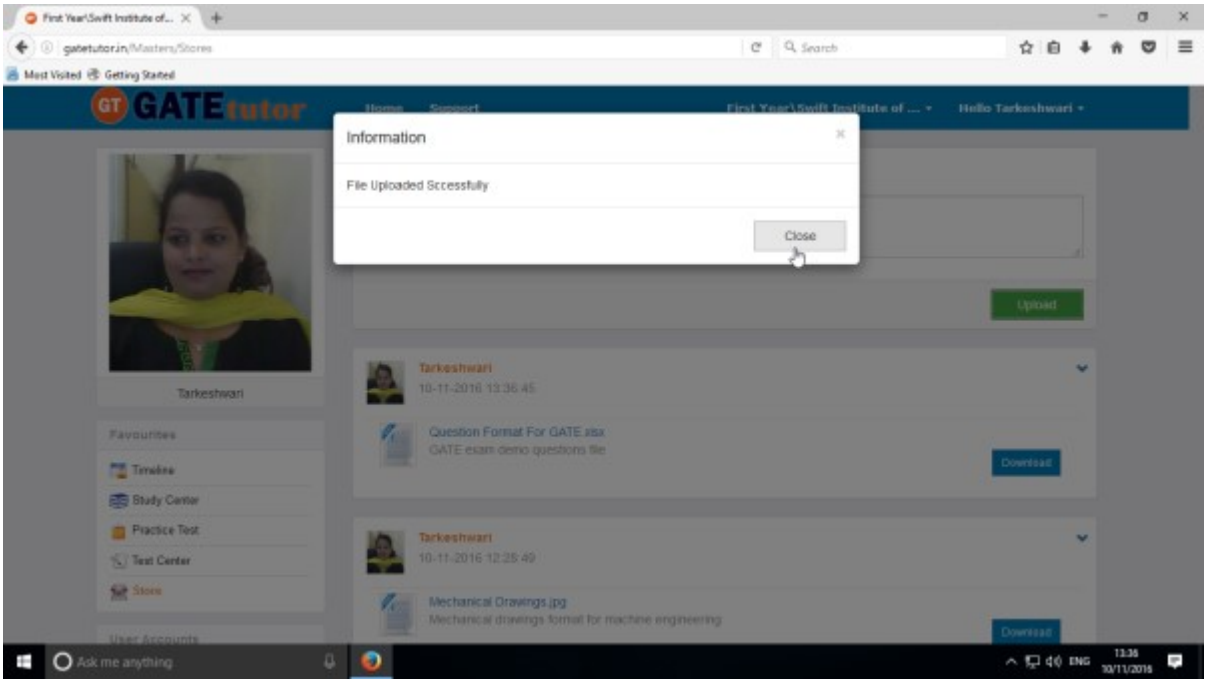
5) Store

Store is the platform for the user to upload & download the study material. If you upload any file, it will appear on your sub group timeline. If you want to download that file from your sub group timeline then just click on "**Download**" just below the file & your file will be downloaded and saved.

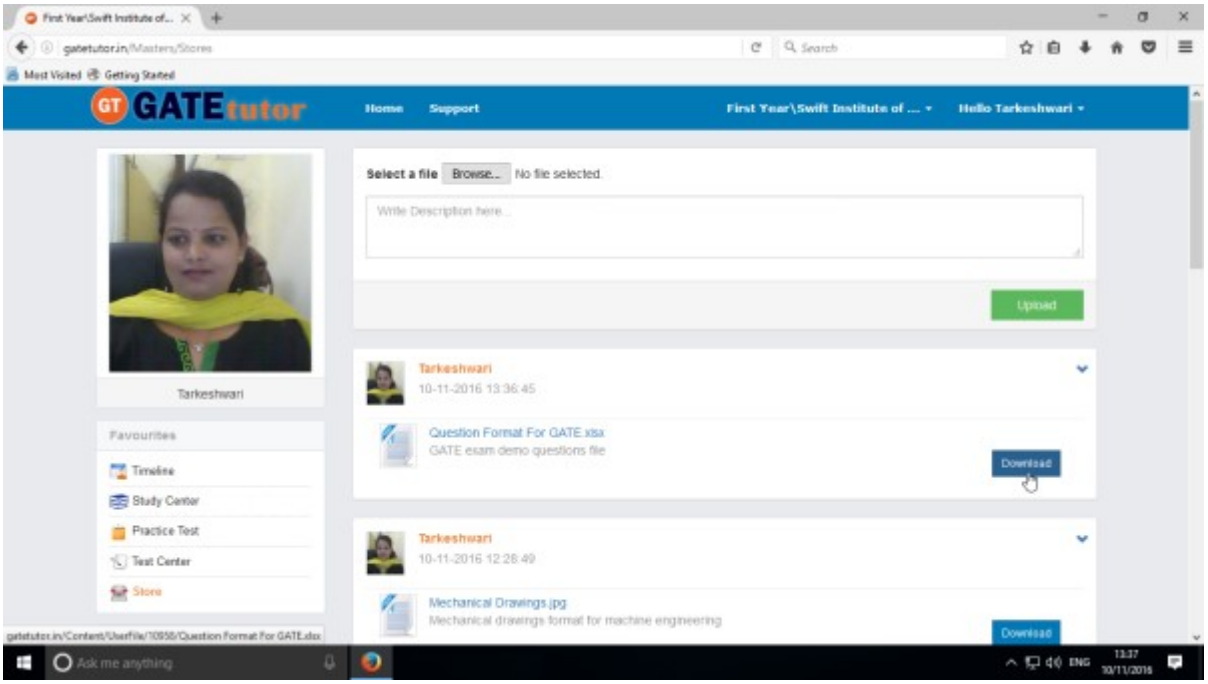
Select the file to upload, write the description under for the file & click on "**Upload**" to upload any file or document from sub group timeline.



Click on "**Upload**" to upload the file. After uploading file successfully click on "**Close**" to continue.



The file will be uploaded & now available to download for other users like your group sub members.

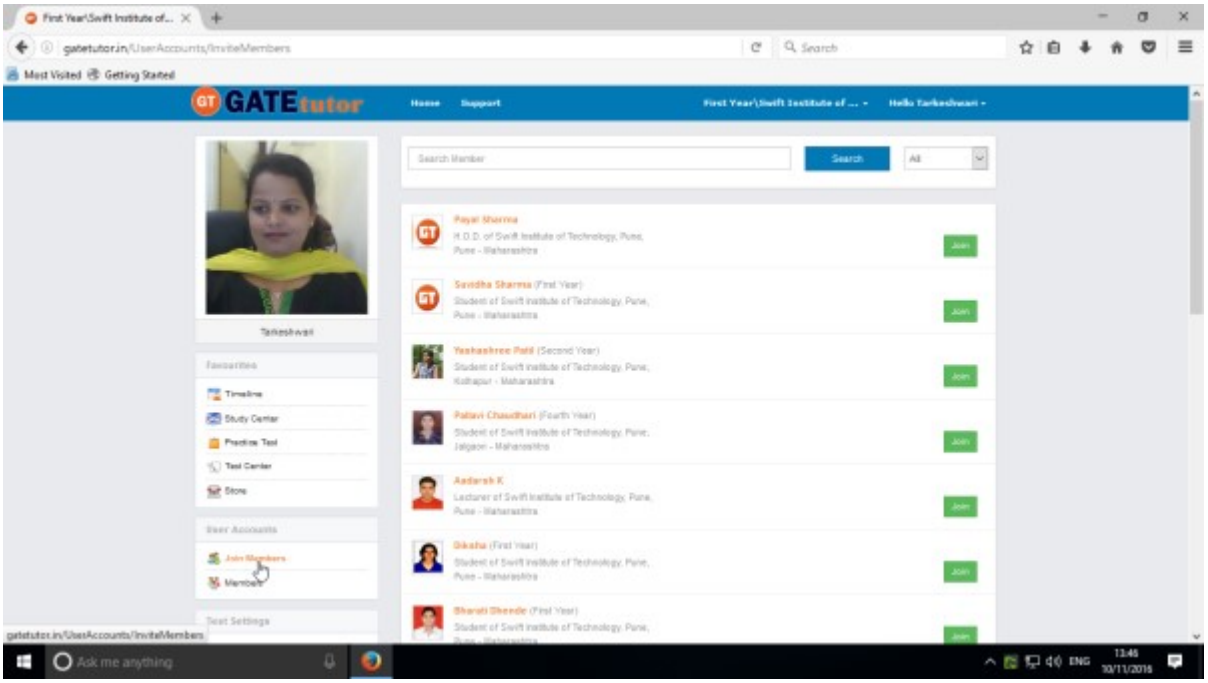


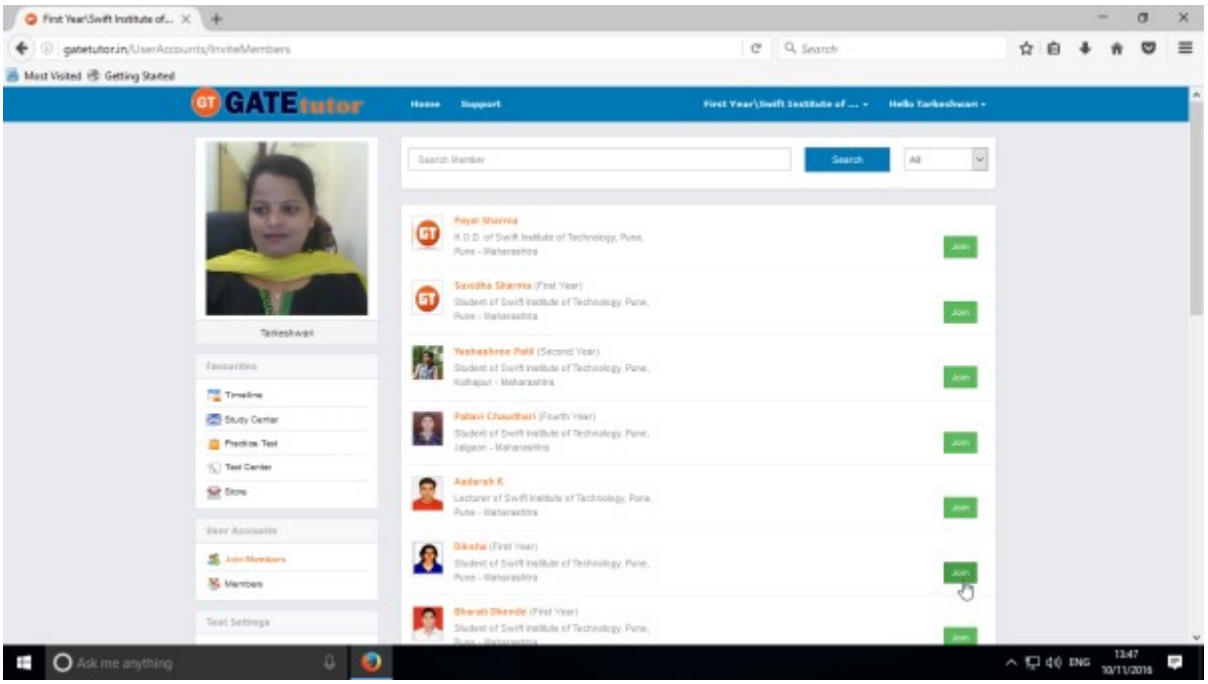
Click on "**Download**" to download a file.

XI. User Accounts (On Sub Group Timeline)

1) Join Members

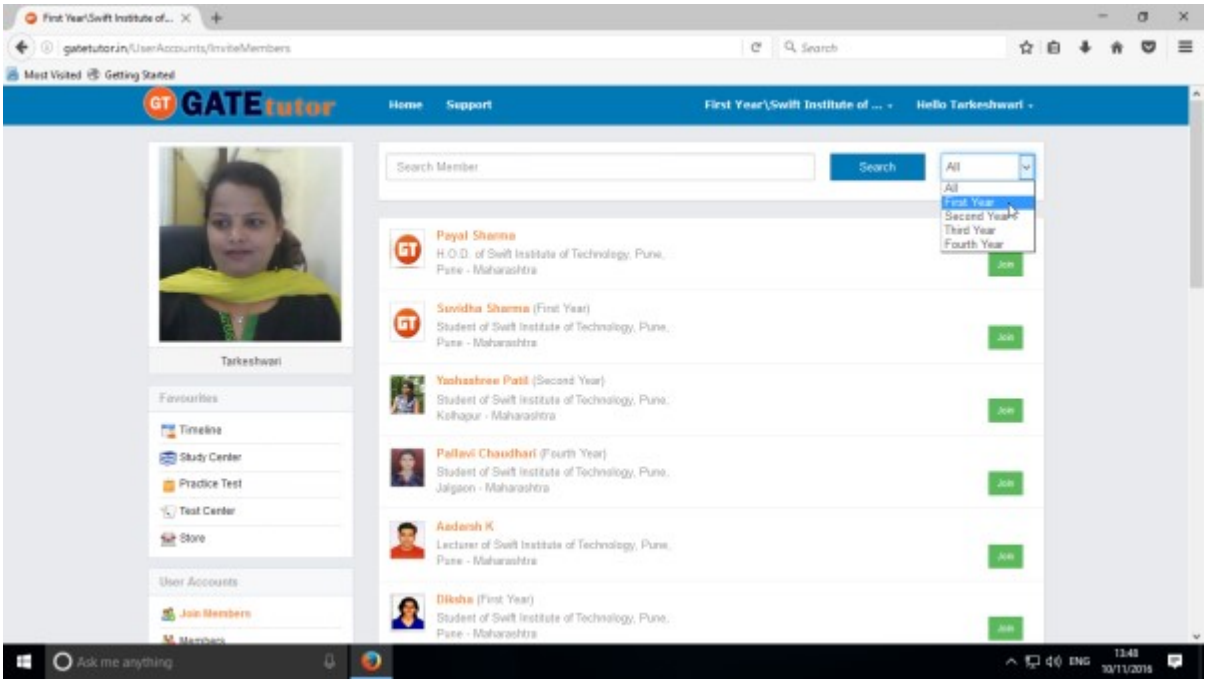
In Join members, you can add the members in the group from the college only with a specific class like first year engineering students to expand the group. You can search new members & connect with them from same college with same department only.

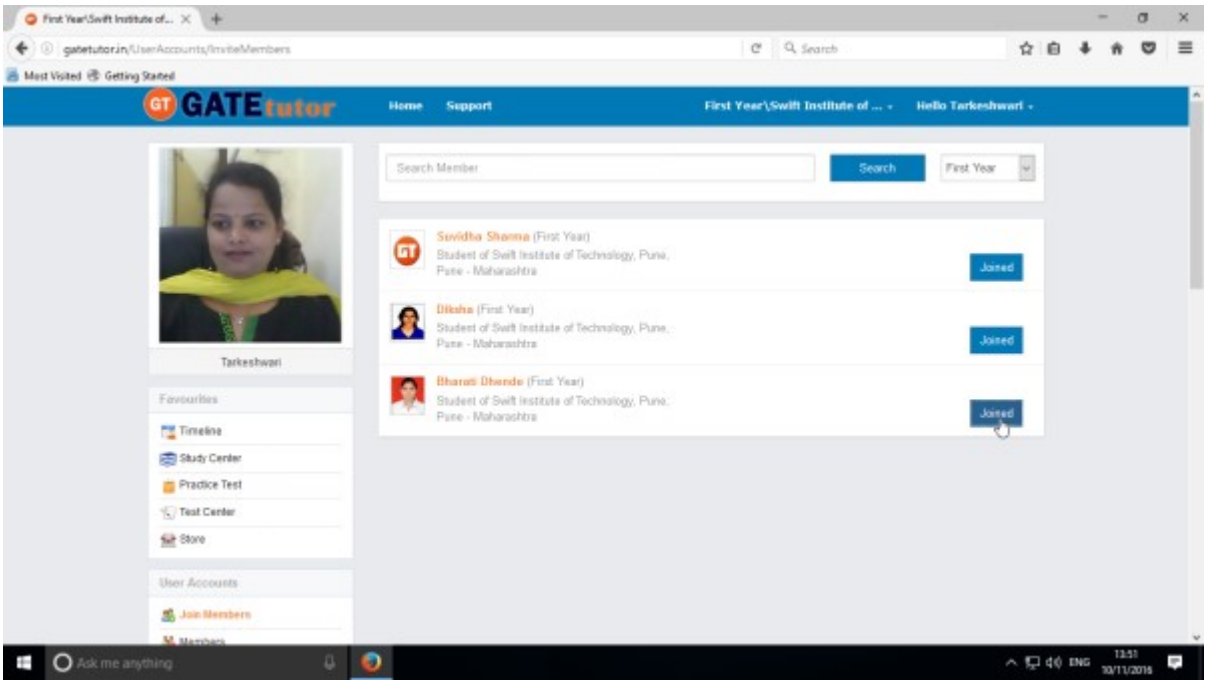




If you click on the "**join**" in front of the username that member will be added into the group

Choose a class option to add members directlty from that class only in a sub group.

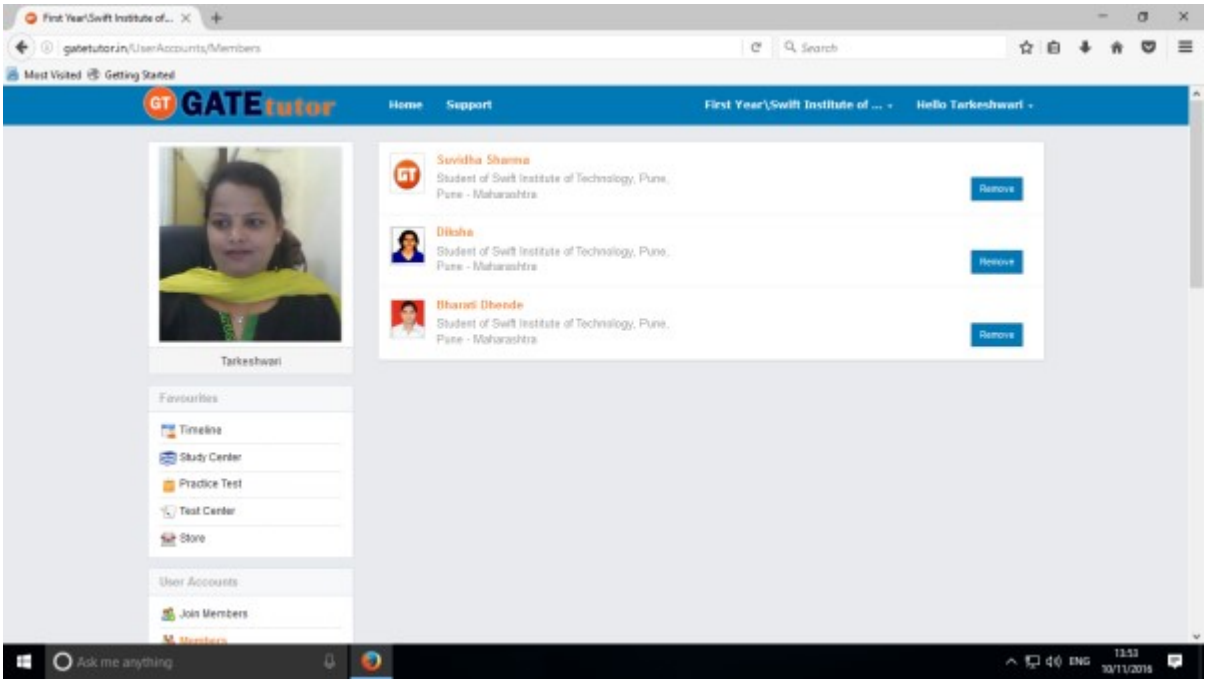




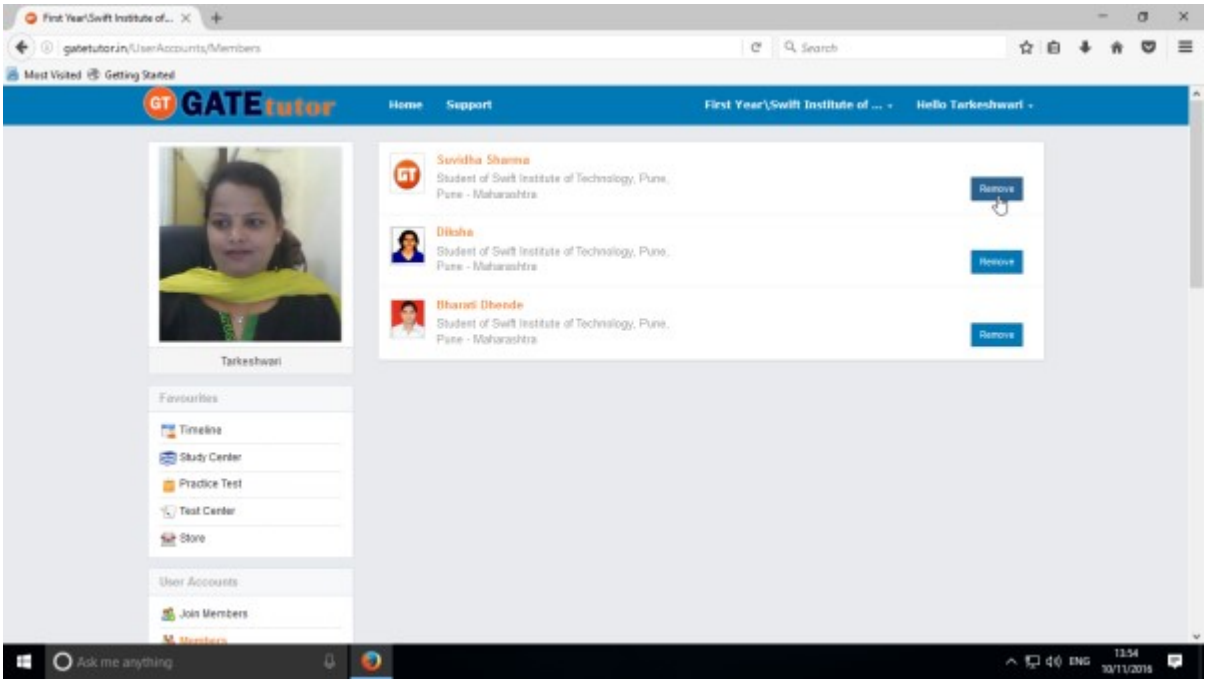
You can join members in a sub group specifically as above.

2) Members

Here, it shows how many members are connected with you in the group



If you want to remove the member from the list, click on "**Remove**".



When you click on "**Remove**" that member will be removed from the member list.

XII. Test Settings

Test settings are the test tab in the GATEtutor under which you can create multiple tests under it. Admin can create & assign the tests in Test settings. If you are an admin then you can create and assign a test to yourself and your sub group members as well as faculty members. (**NOTE:** If you are on your own timeline, you can assign the test to your friends & yourself own)

Manual Test: In the manual test, you can create the test manually by choosing the questions from various topics under same subject.

Random Test: In the random test, you can create the test randomly where the GATEtutor chooses the topics randomly for that subject & adds the questions for the test randomly.

There are three types of Test: **1) Subject Test (Manual/Random)**

2) Topic Test (Manual/Random)

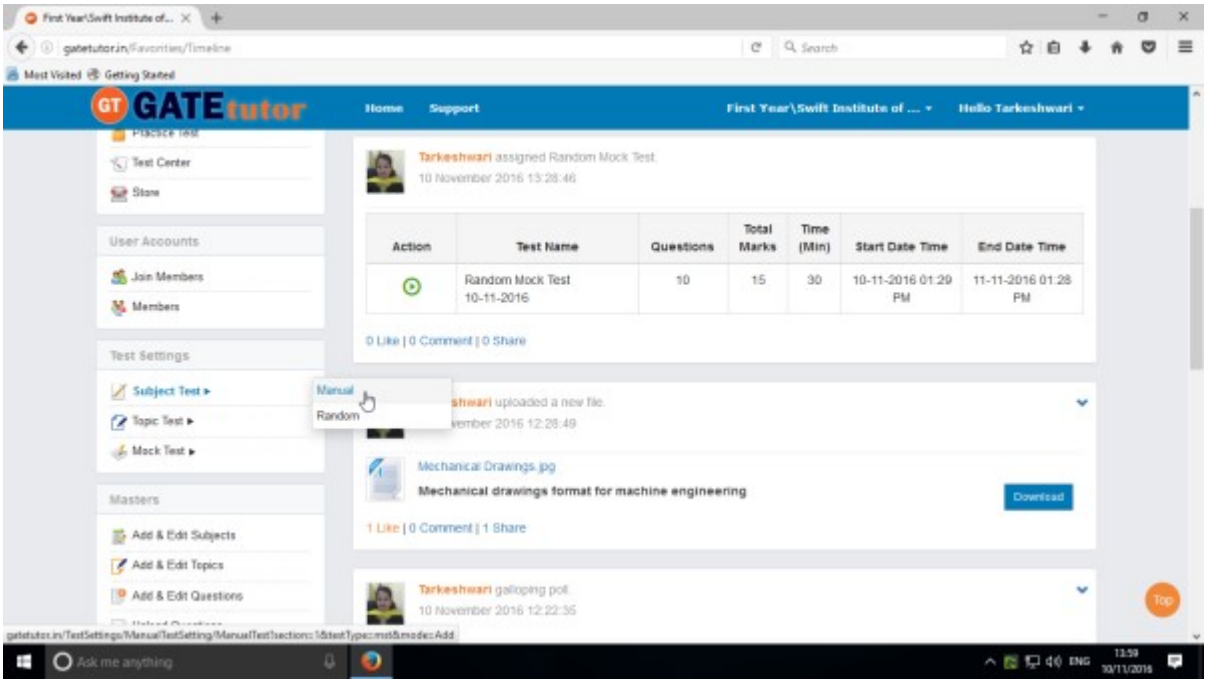
3) Mock Test (Manual/Random)

1) Subject Test

a) Manual Subject Test

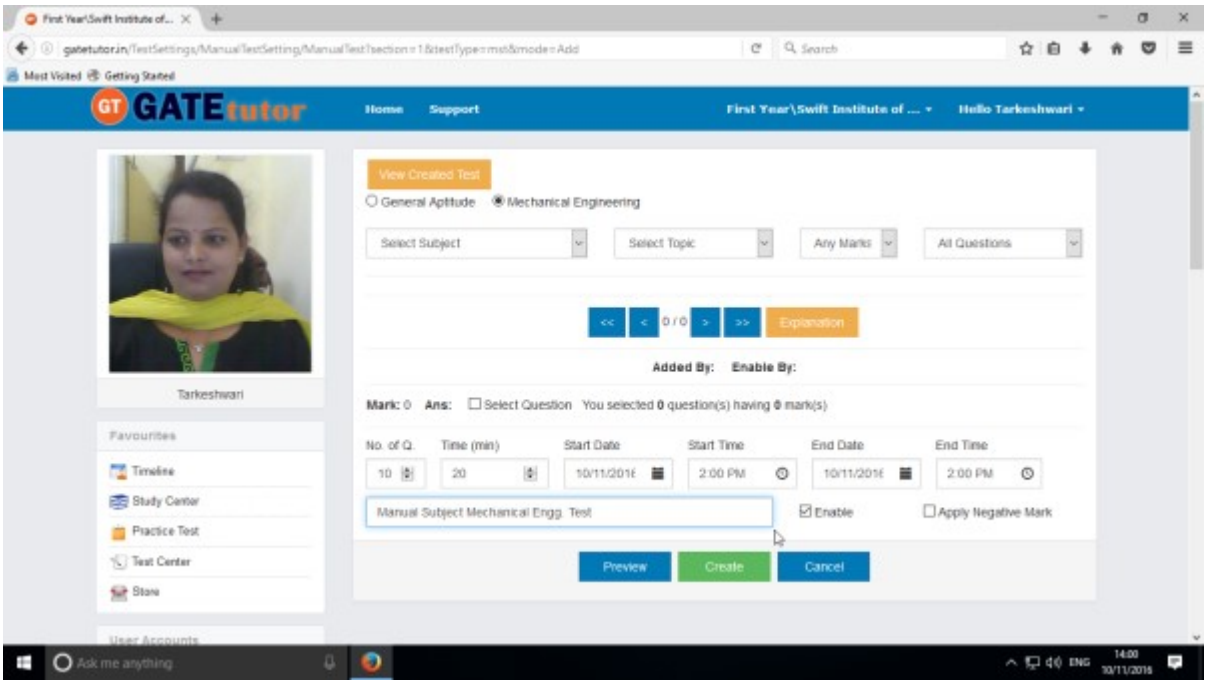
In the Manual subject test, you can create the test manually by choosing the questions from various topics under that Subject.

Select **"Subject Test"** & choose from these options -1) Manual, 2) Random



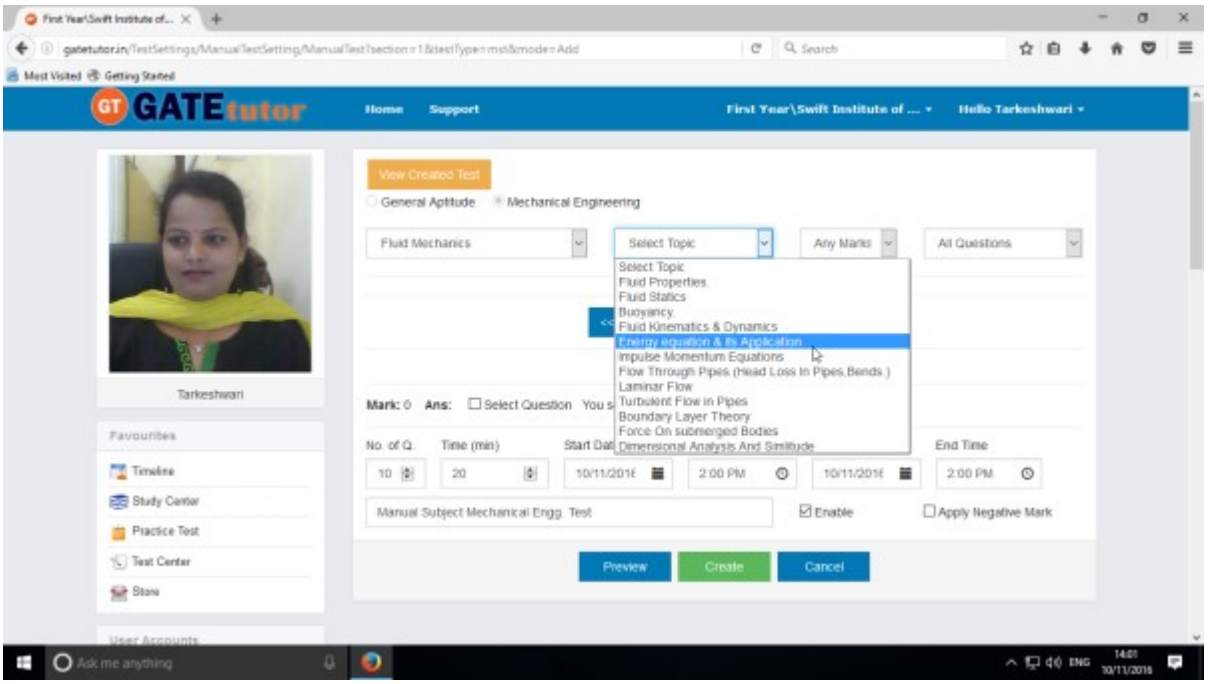
Select **"Manual"** to create Manual Subject Test

Choose the test type by clicking on given radio buttons for General Aptitude or Mechanical Engineering test.



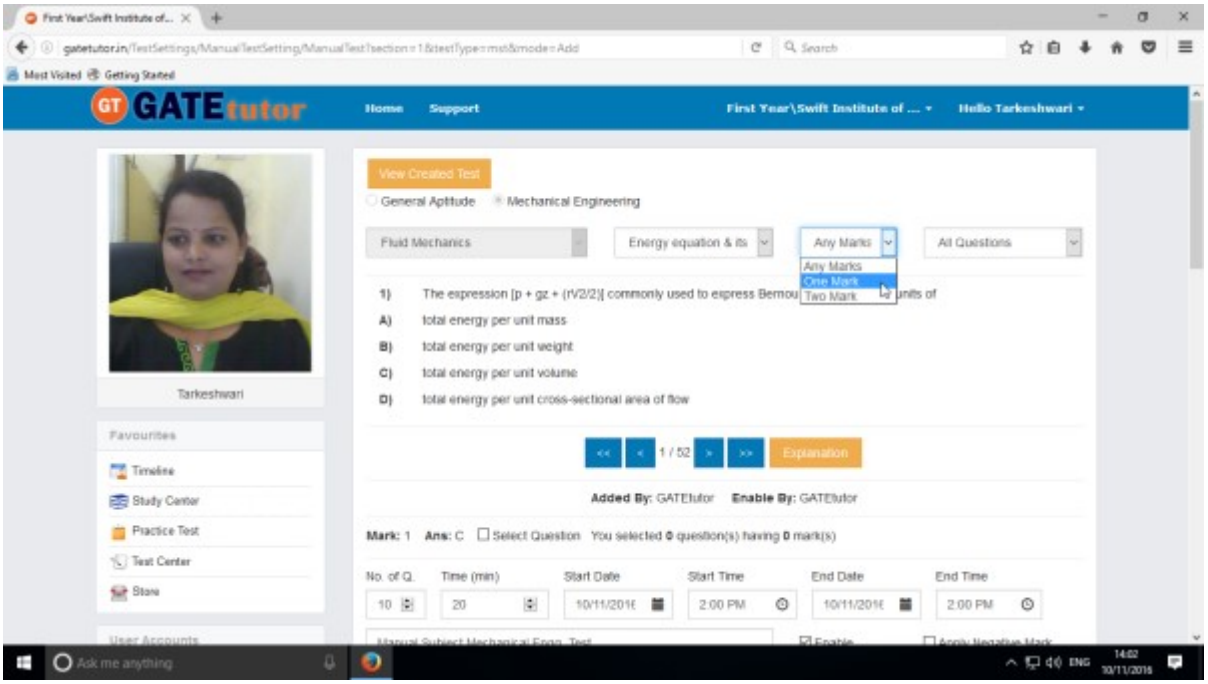
Write **"Test name"** first.

Choose "**Subject"** from that subject dropdown list.



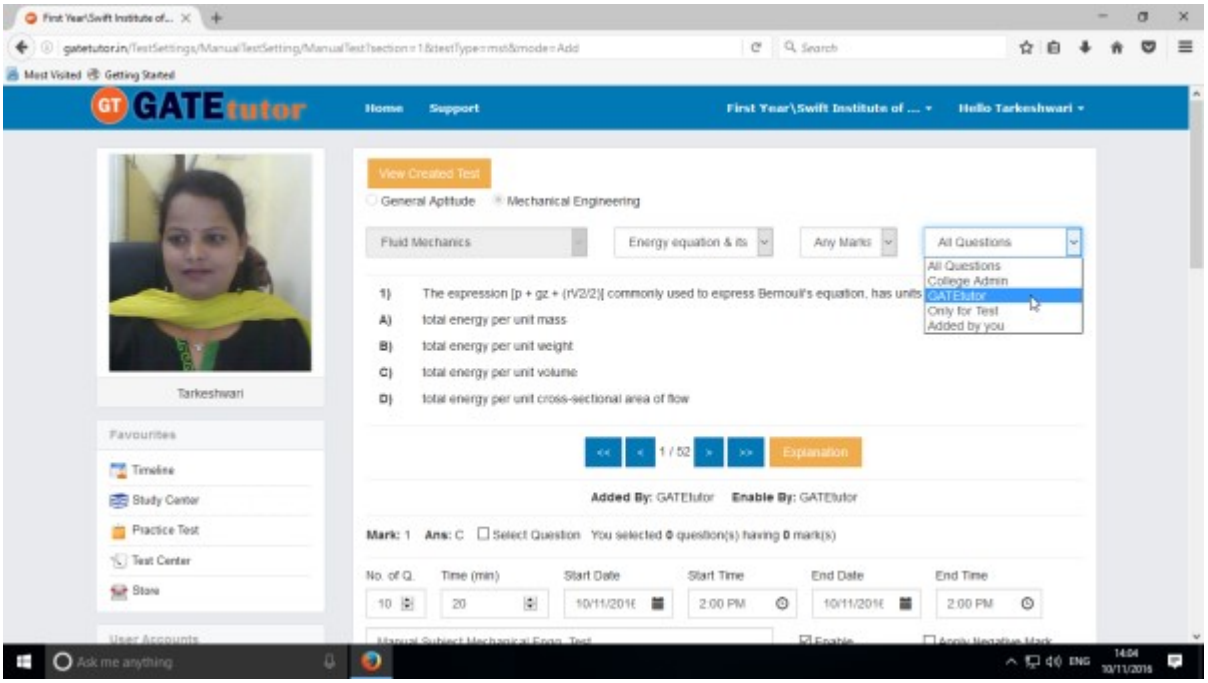
Choose the Topic also for the test

Choose **one** mark or **two** marks questions according to you

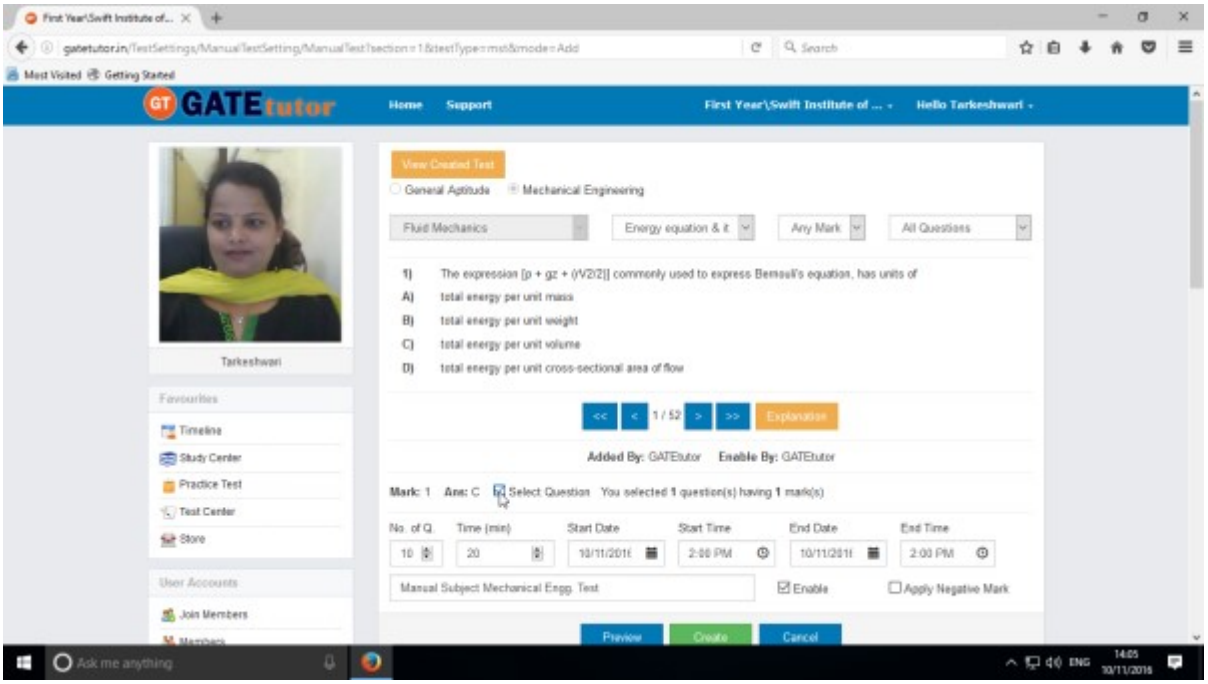


You can choose questions from multiple options as follows:
1) **All Questions** – Shows the entire subject & topic related questions.
2) **College Admin** – It shows the questions added by college admin.
3) **GATEtutor** – It shows the questions from GATEtutor.
4) **Only for Test** – It shows the questions are only for test not from other sources.

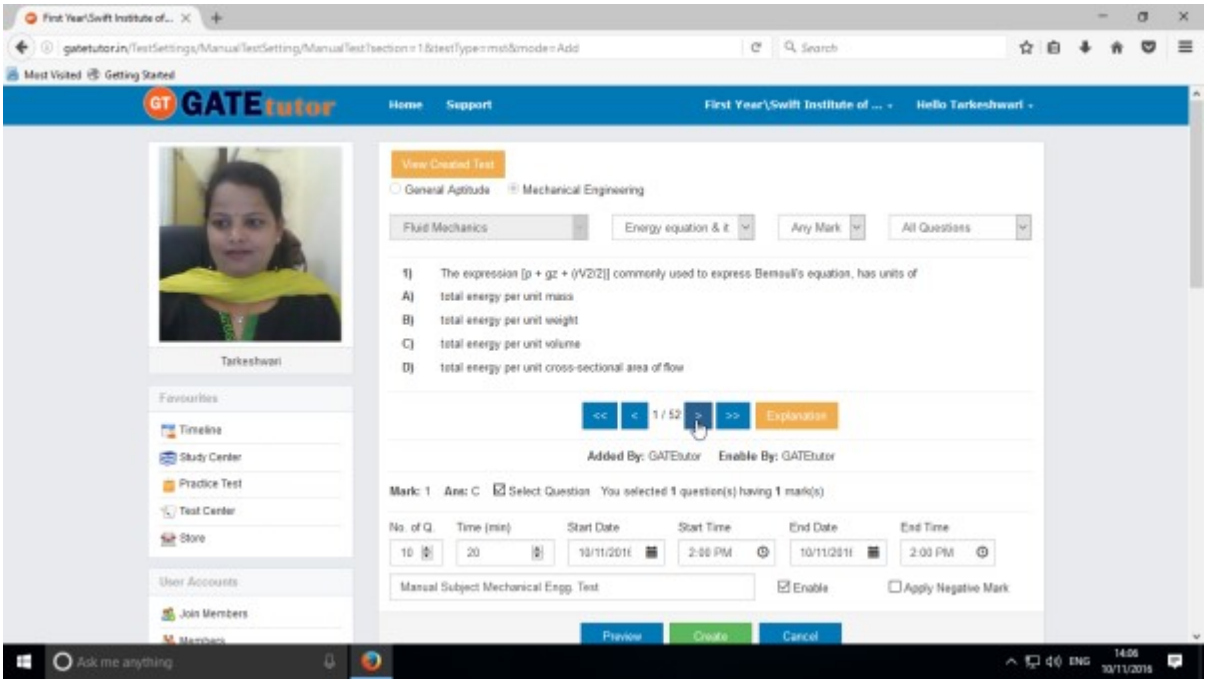
Choose **"Questions type"**



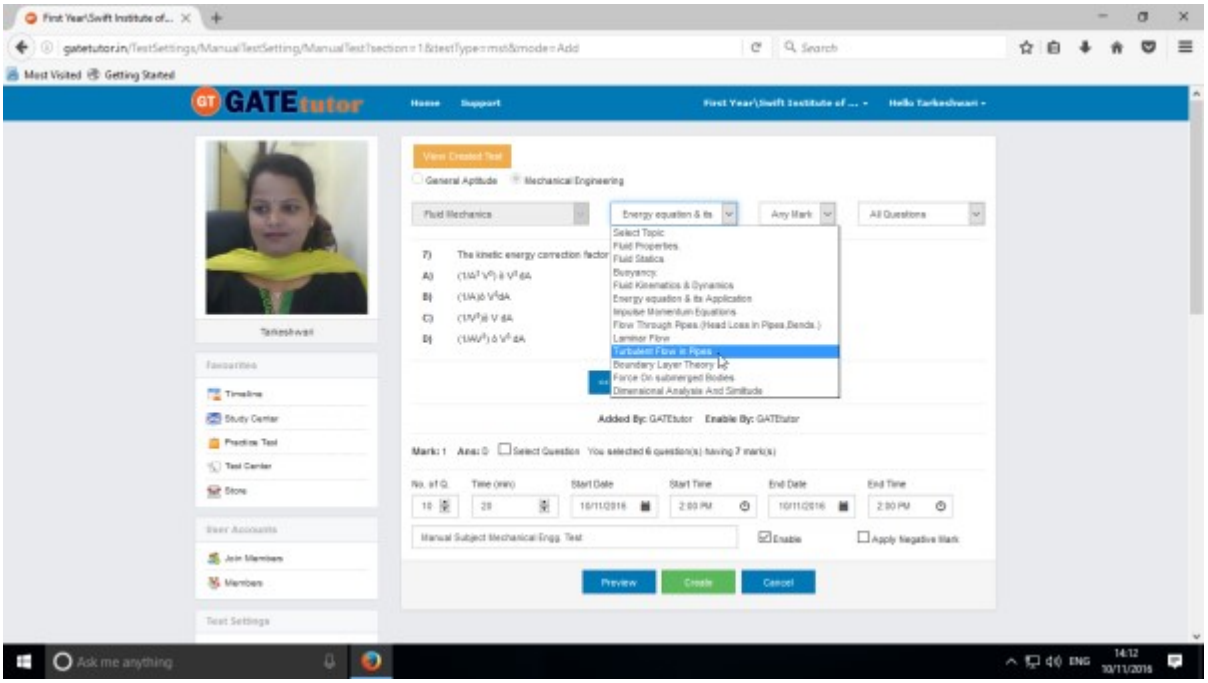
To choose questions, click on checkbox of "**Select Question**"



Select multiple questions by using forward and backward arrows.

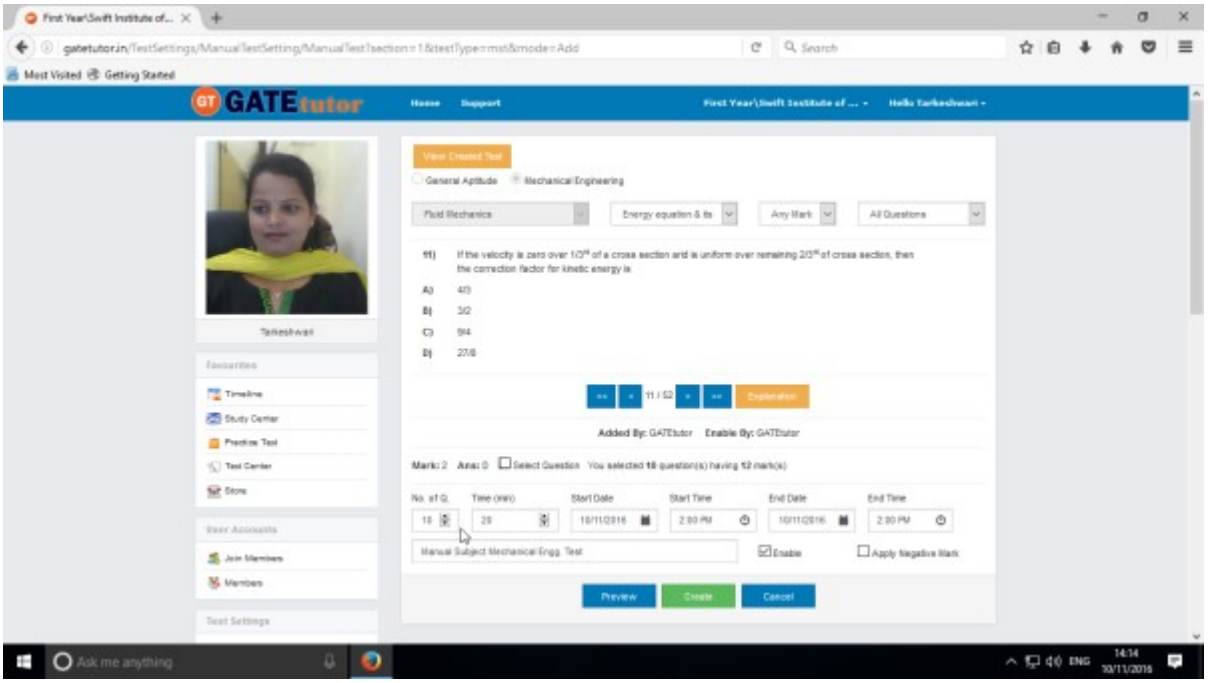


Choose questions from multiple topics from the same subject.

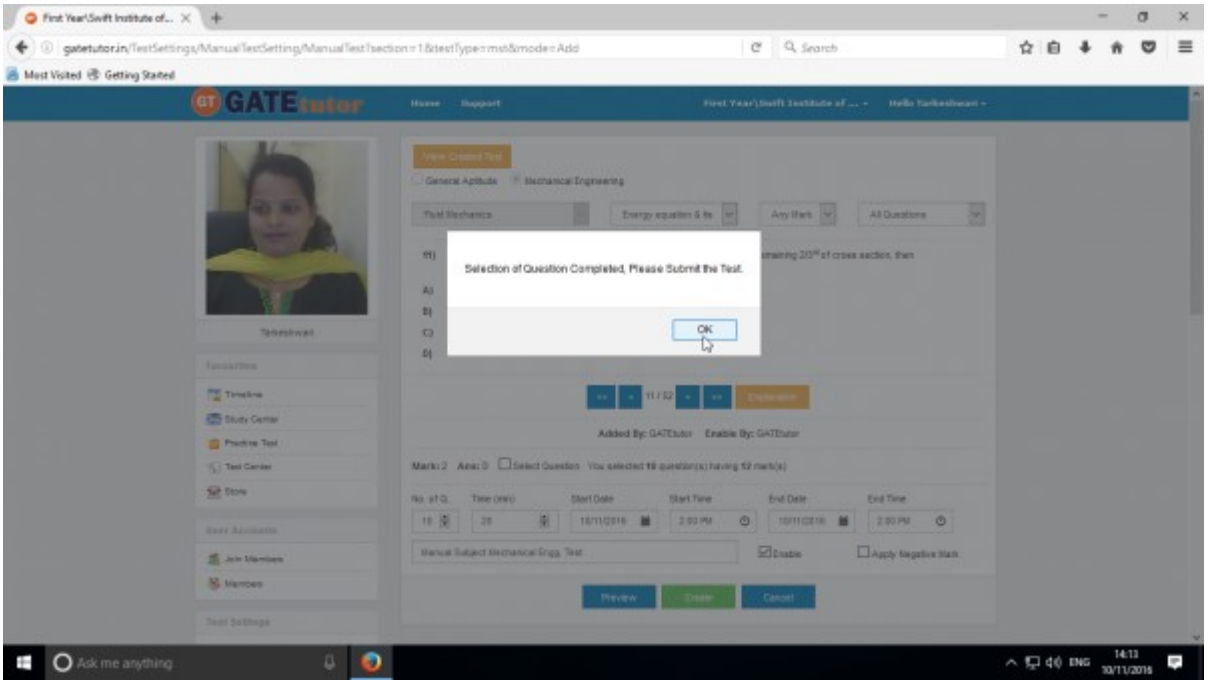


Select another topic to select the questions.

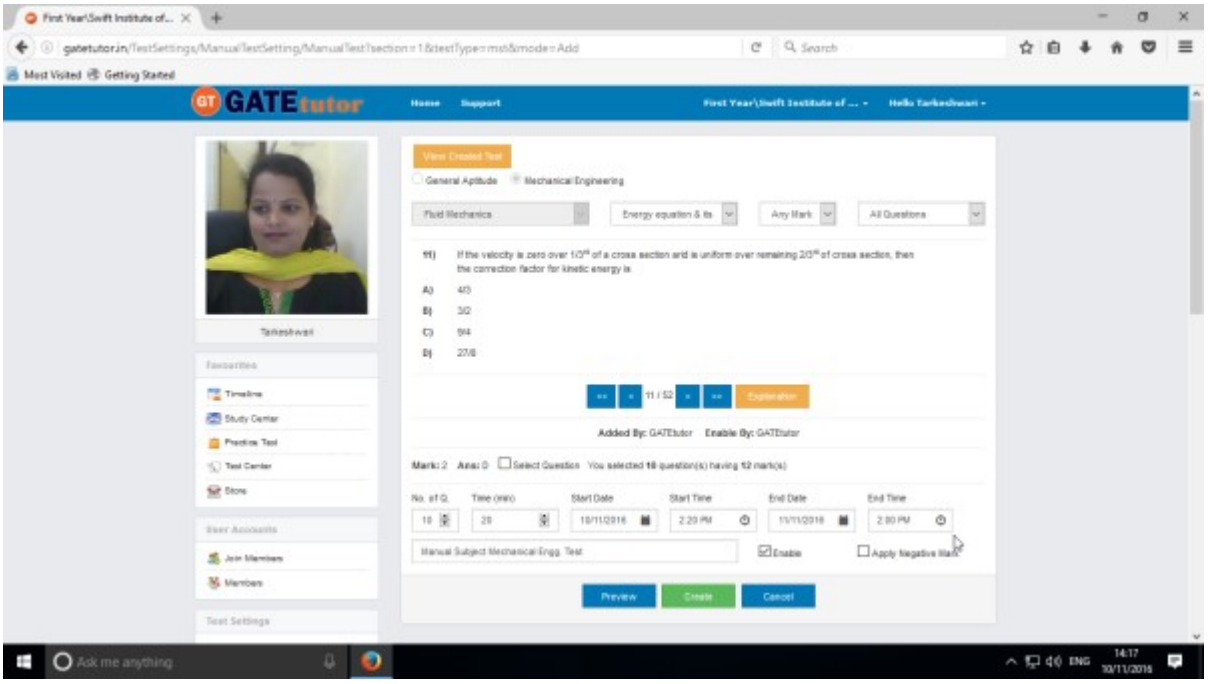
Total numbers of questions are shown in lower left corner



When the selection of questions is completed, the pop up window will appear as follows

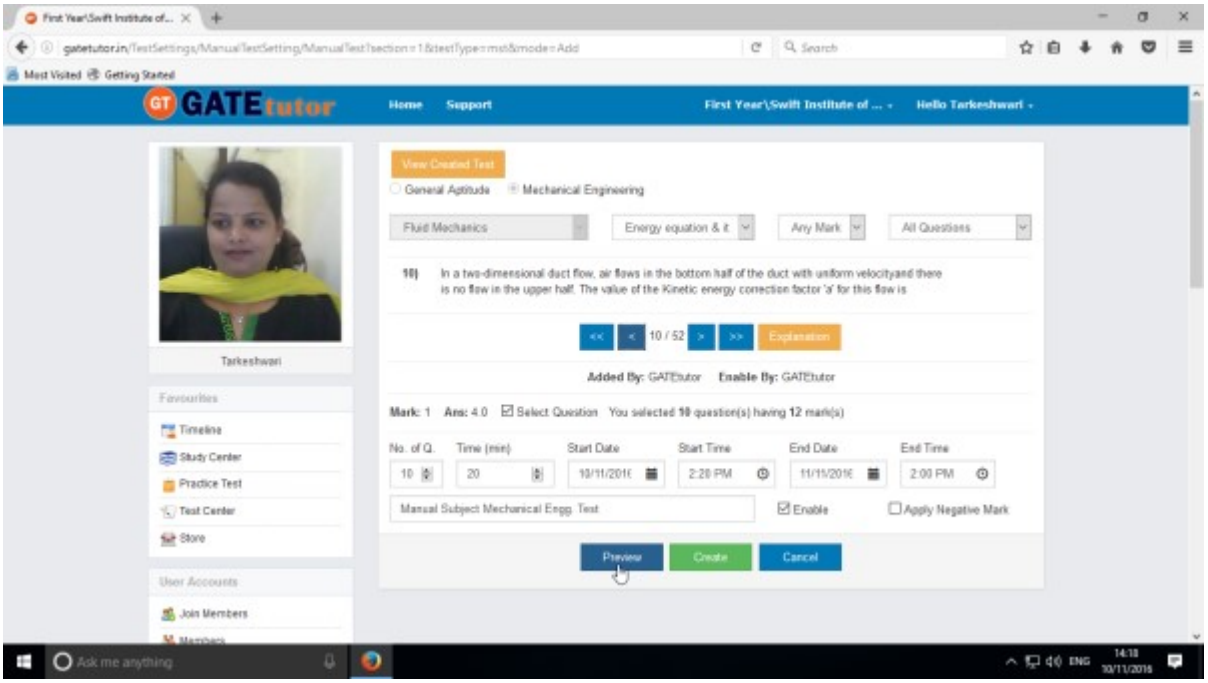


Click on “OK”, now the test is ready to create or preview.



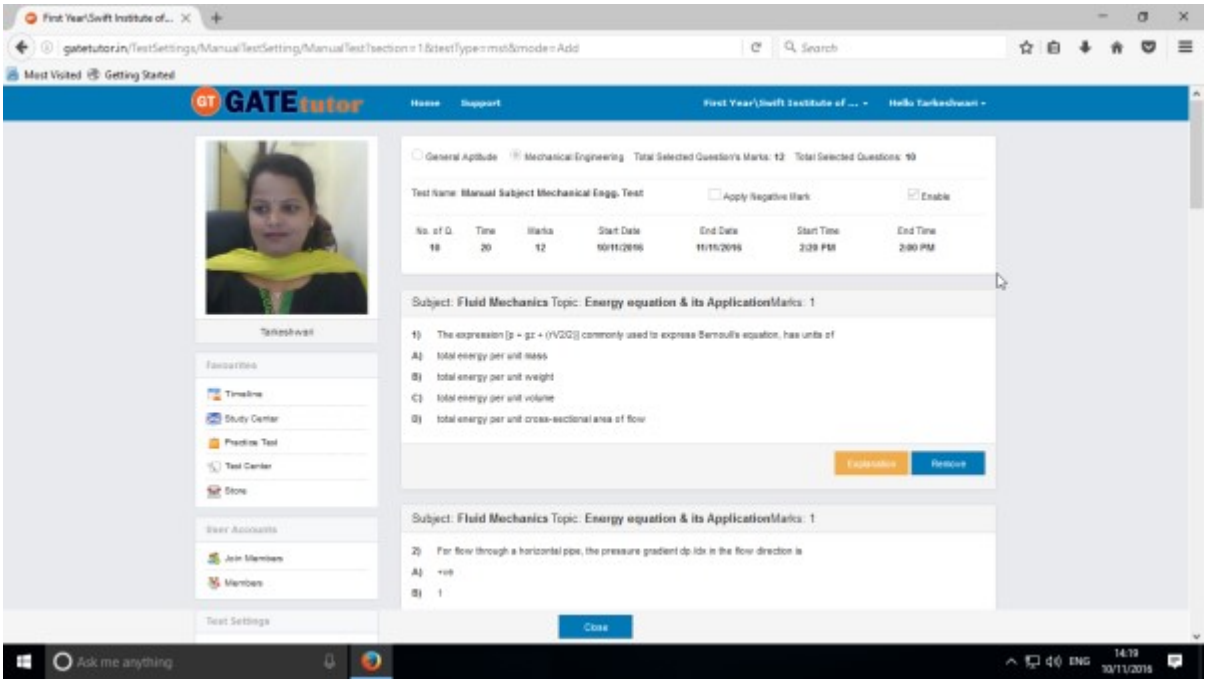
Fill all the details like Time, Number of Questions, Start and End Date, Start and End Time etc. If you want to give or assign the test by negative marking system then click on checkbox of “**Apply Negative Mark**”

If you want to check the whole tests before creating then click on the "**Preview**" button.



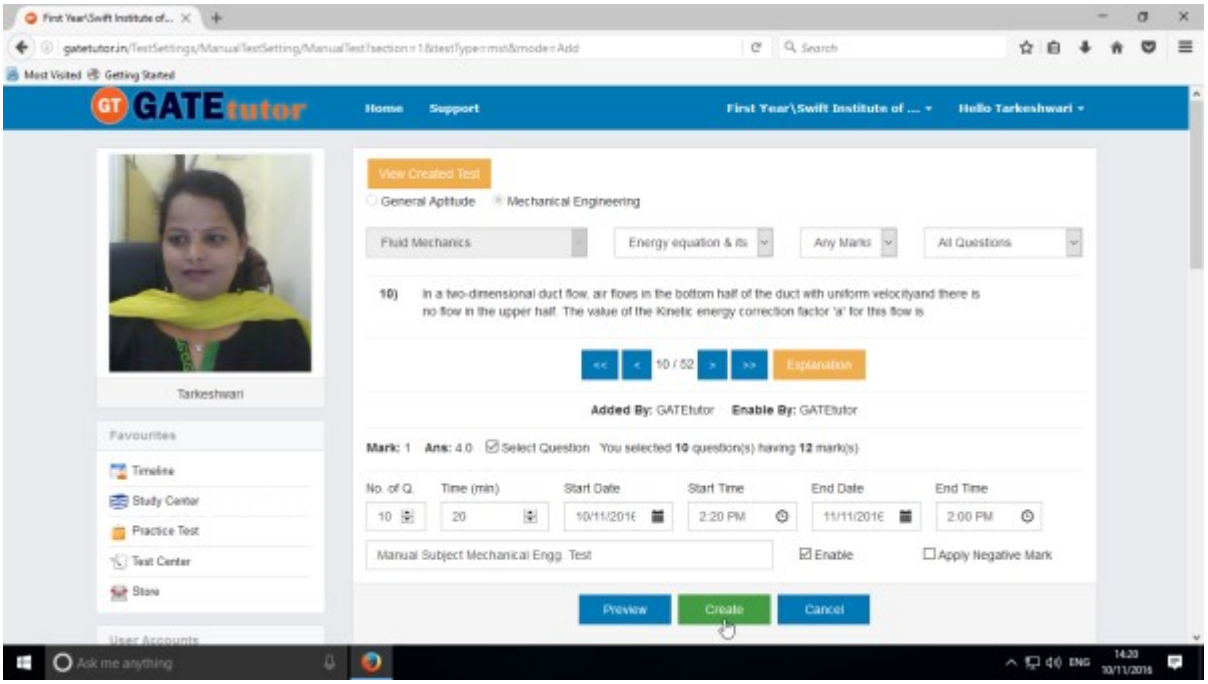
You can view the questions that you have selected, Explanation of the answers, Start & End date with Time, No. of Questions at the same page.

You can check the test set by you as a preview before creating test.

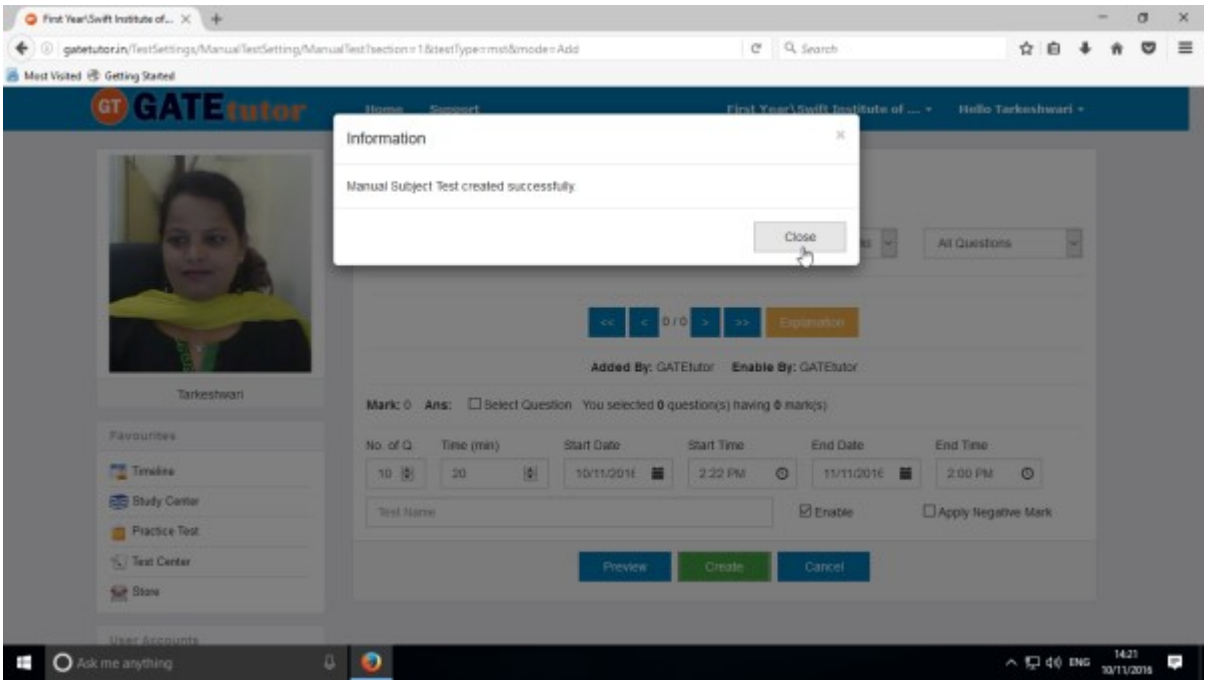


Click on "**Close**" to continue.

Now submit the test by clicking on **“Create”**

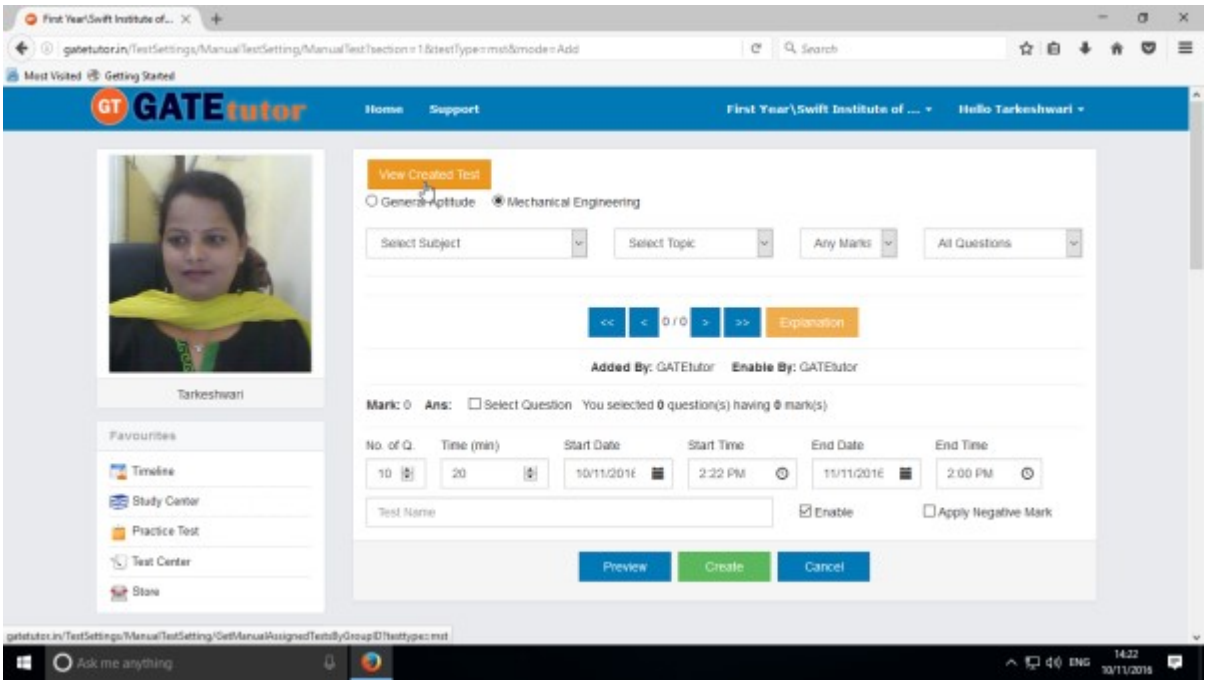


Manual Subject Test will get created successfully.

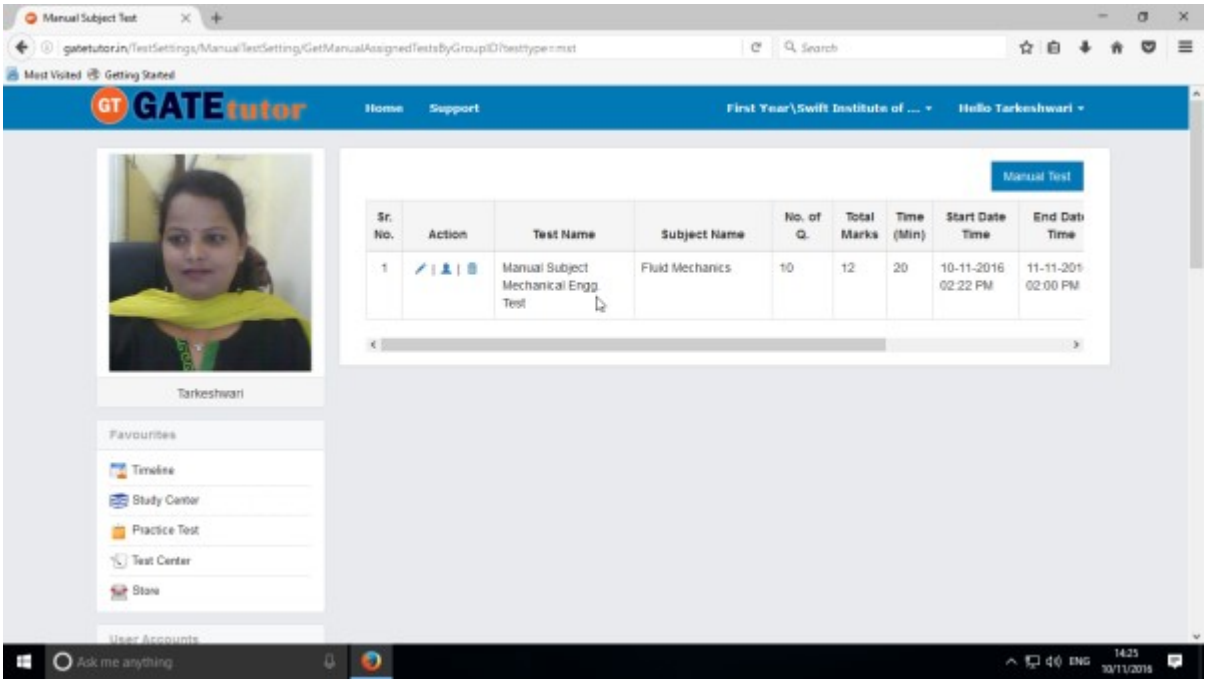


Click on “**Close**” to proceed.

Once you create the test, you can view the created test & assign the test as well by clicking on "**View Created Test**"

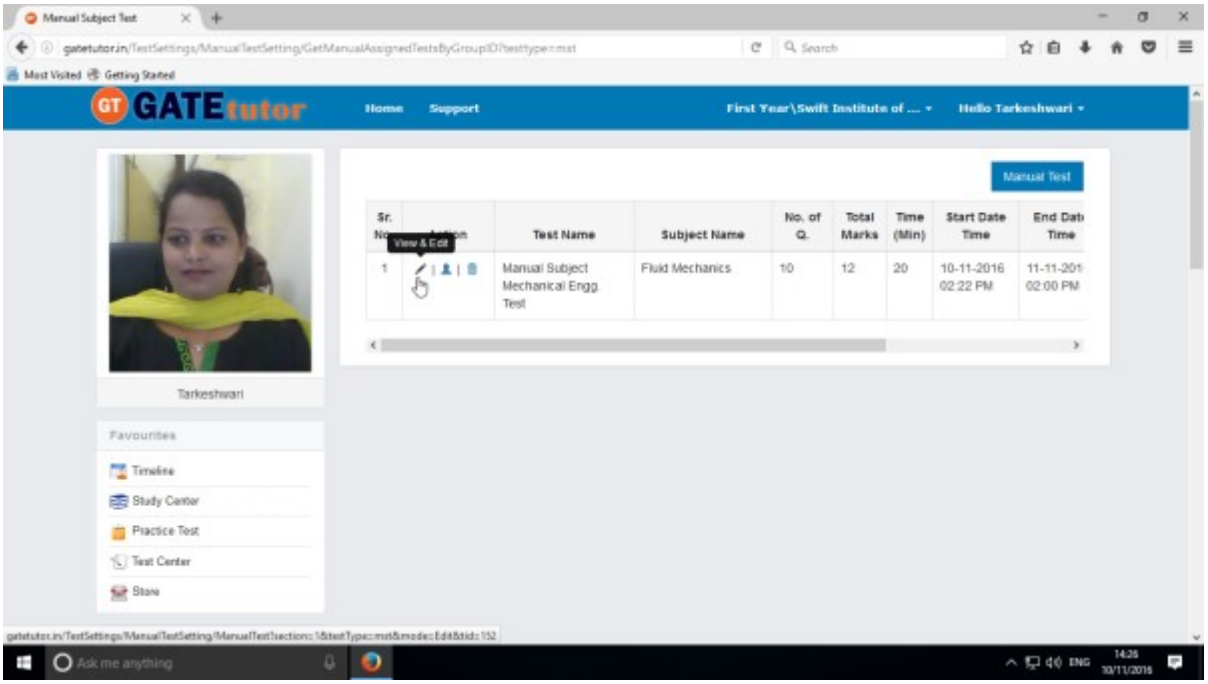


Check the test as follows.

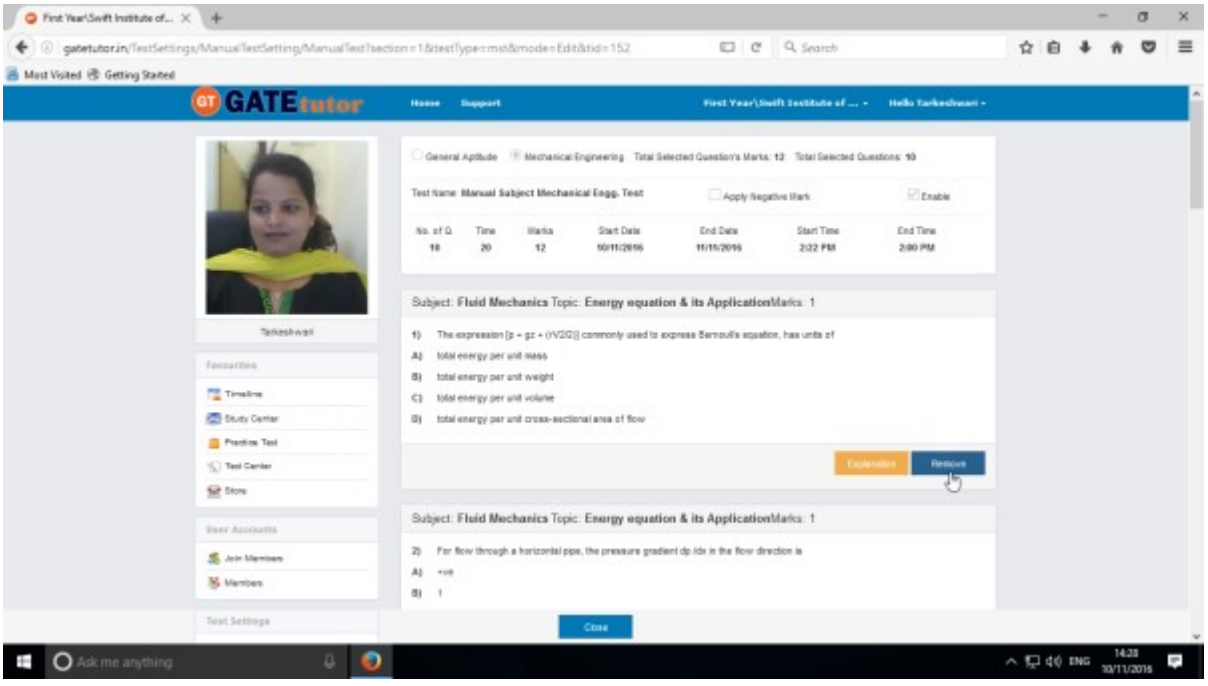


You can View & Edit, Assign and Delete this test also

Click on “**View & Edit**” option to edit the test

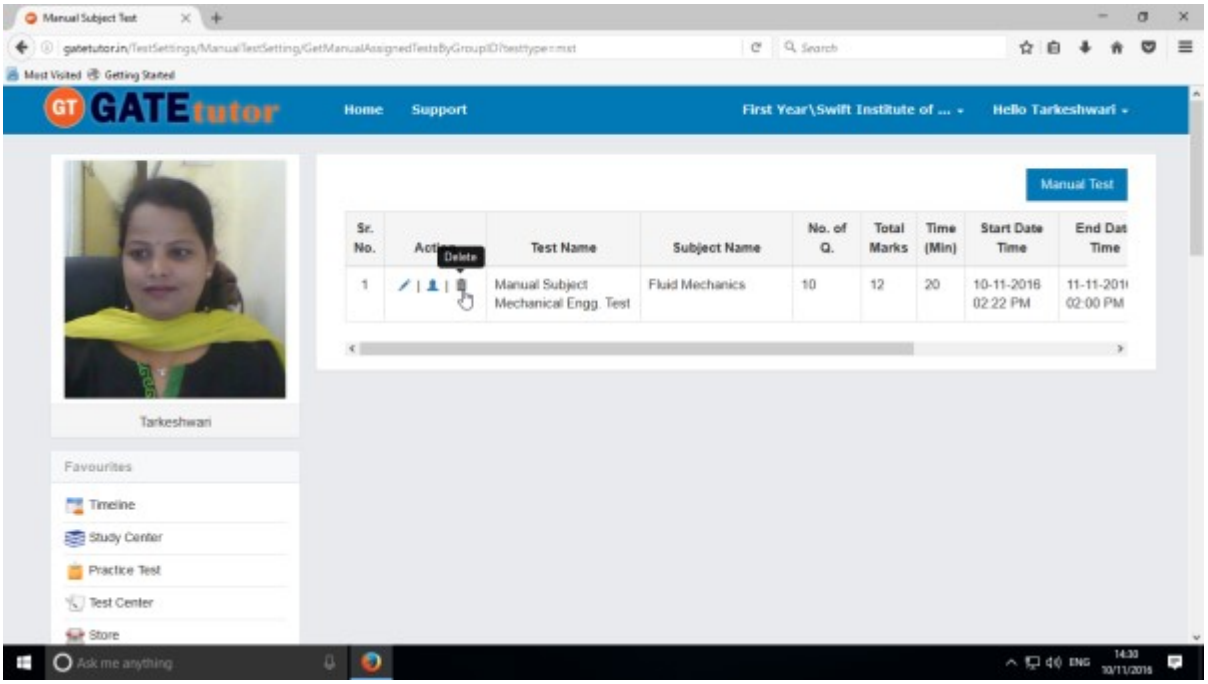


You can remove the questions from test by using “**View & Edit**” option.

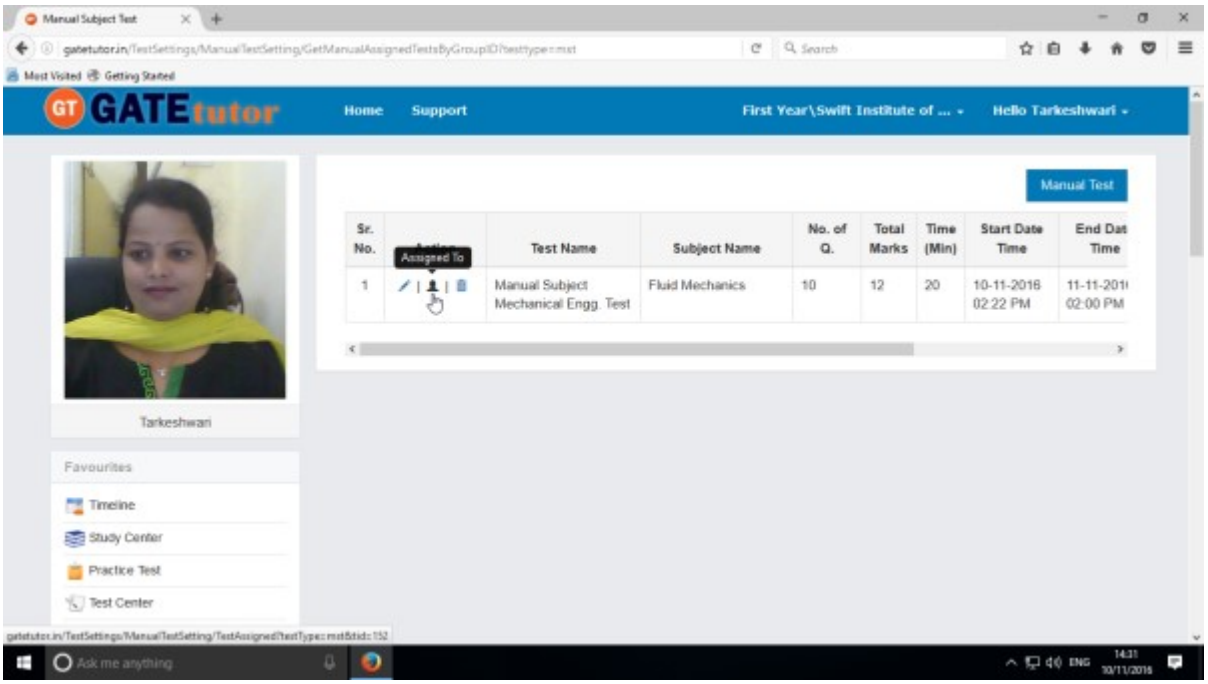


You can check the explanation for that question also. Click on “**Close**” to continue.

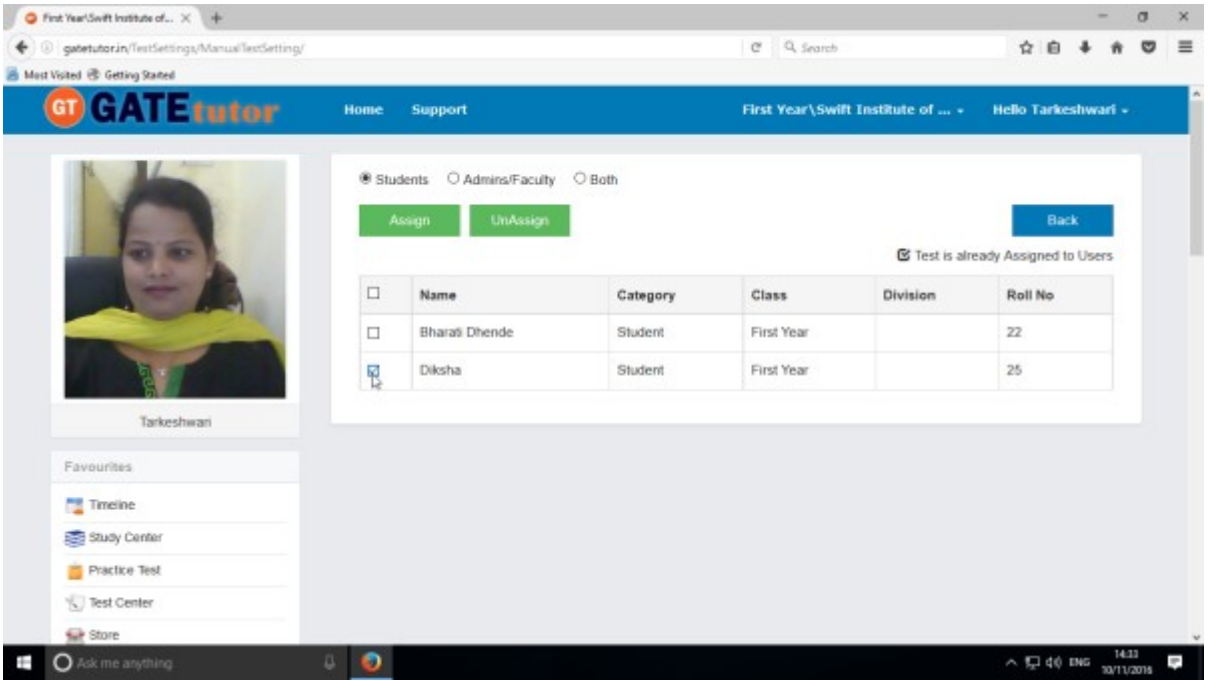
You can also delete the created test by clicking on “**Delete**” icon



You can assign the test to your sub group members, Admin/ Faculty & Both by clicking the ‘**Assigned To**’ icon as follows

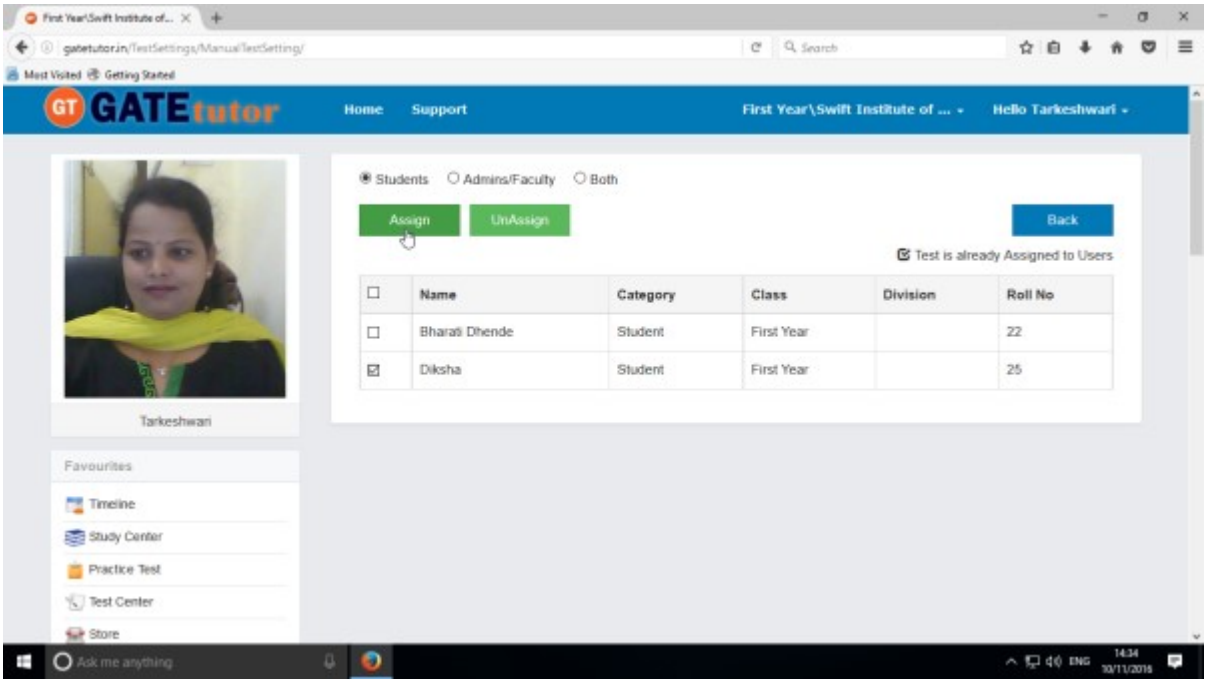


You can assign the test to your sub group member or yourself own.

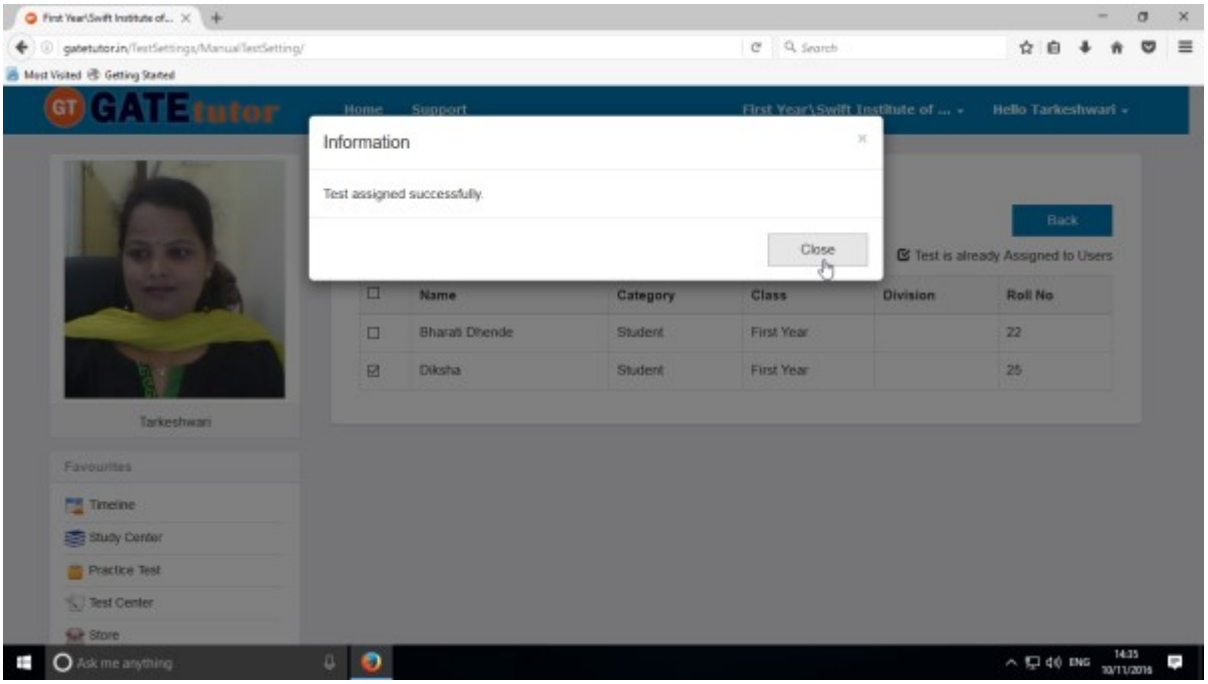


Now choose the name to which you want to assign the test

Now click on "**Assign**" to assign test.

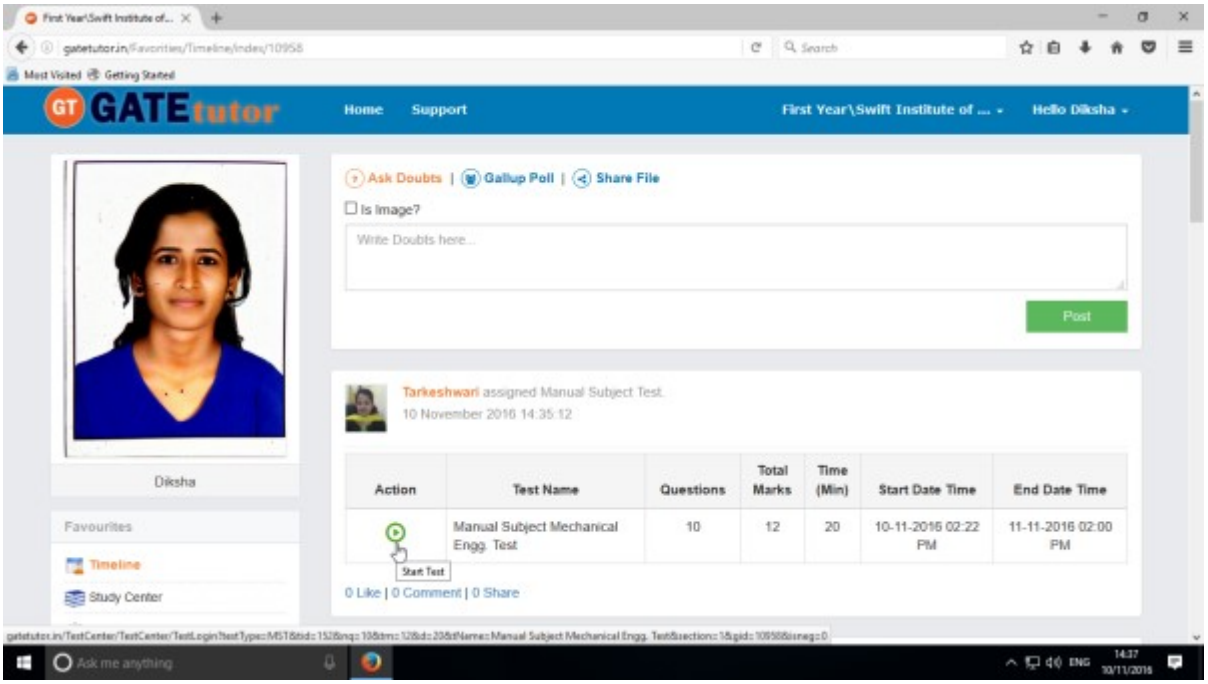


Test will be assigned successfully.

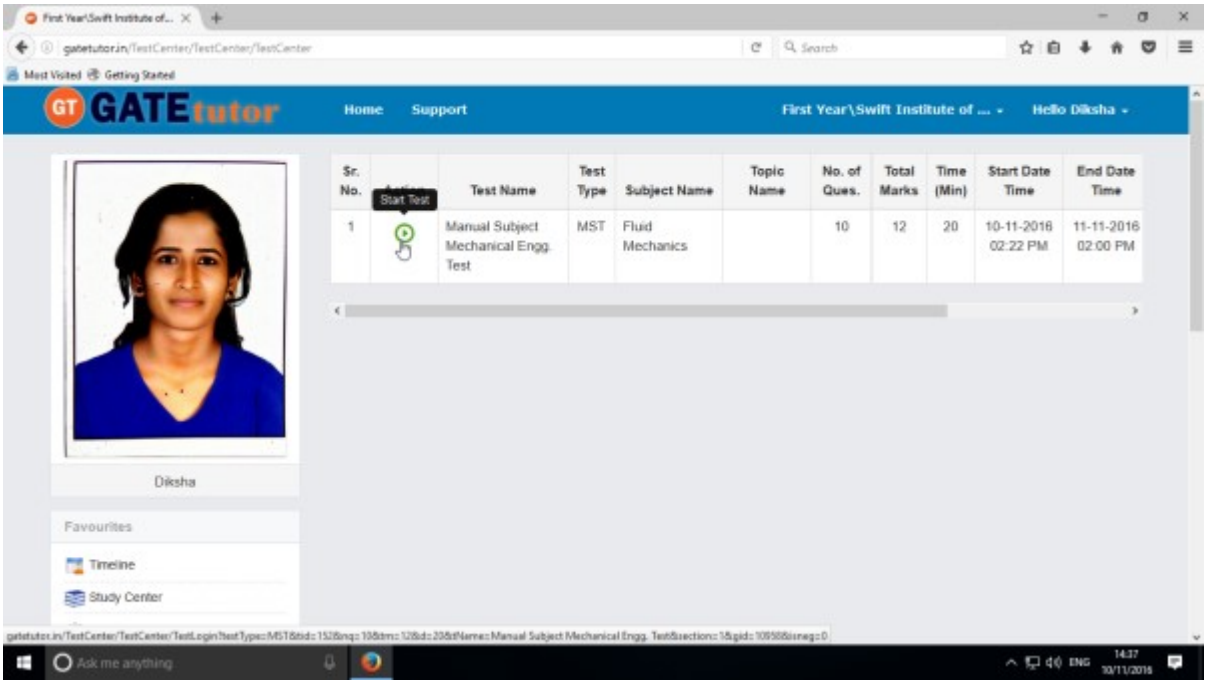


Click on **"Close"** to continue.

You can start the assigned test from your sub group timeline.



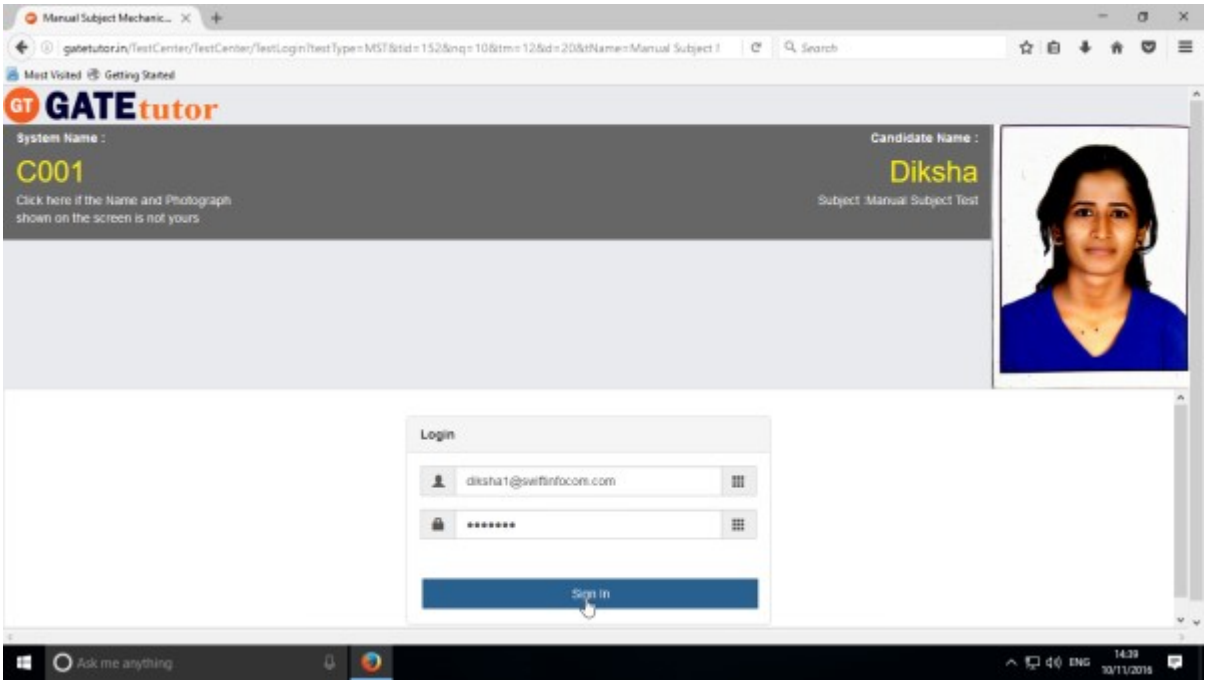
Assigned test is shown in **"Test Center"** also.



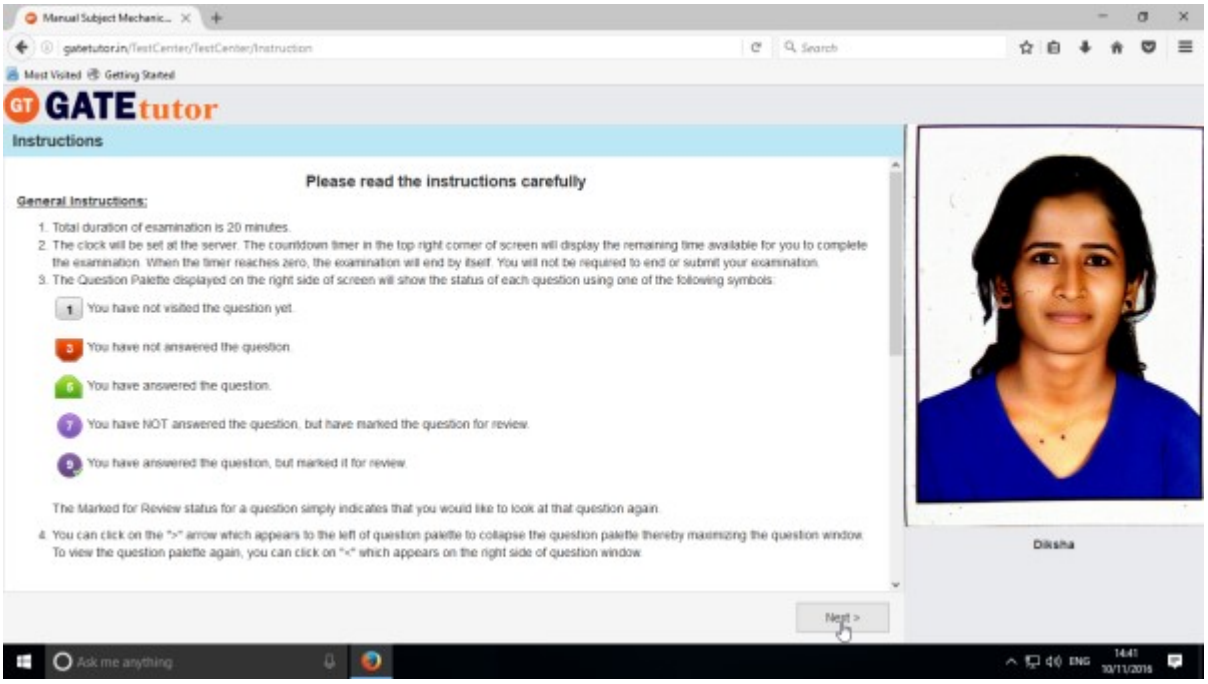
You can attend the test from both on sub group timeline and test center also.

Click on "**Start Test**" test icon as above.

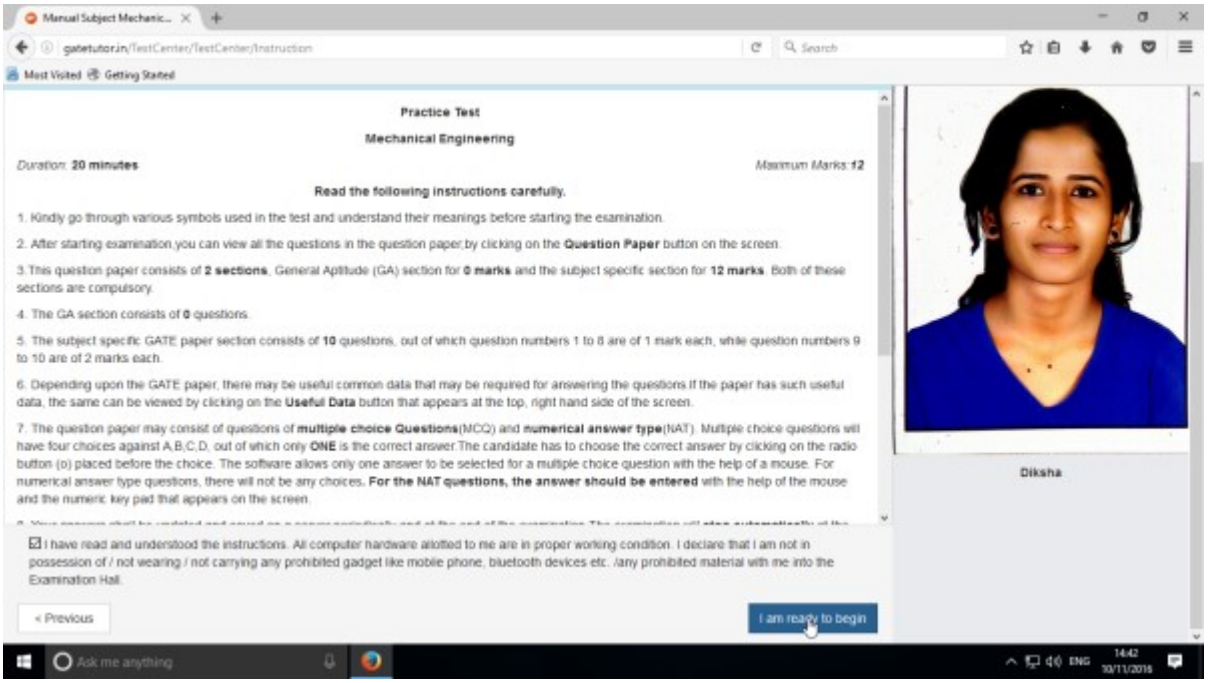
Click on “**Sign In”** to attend the test

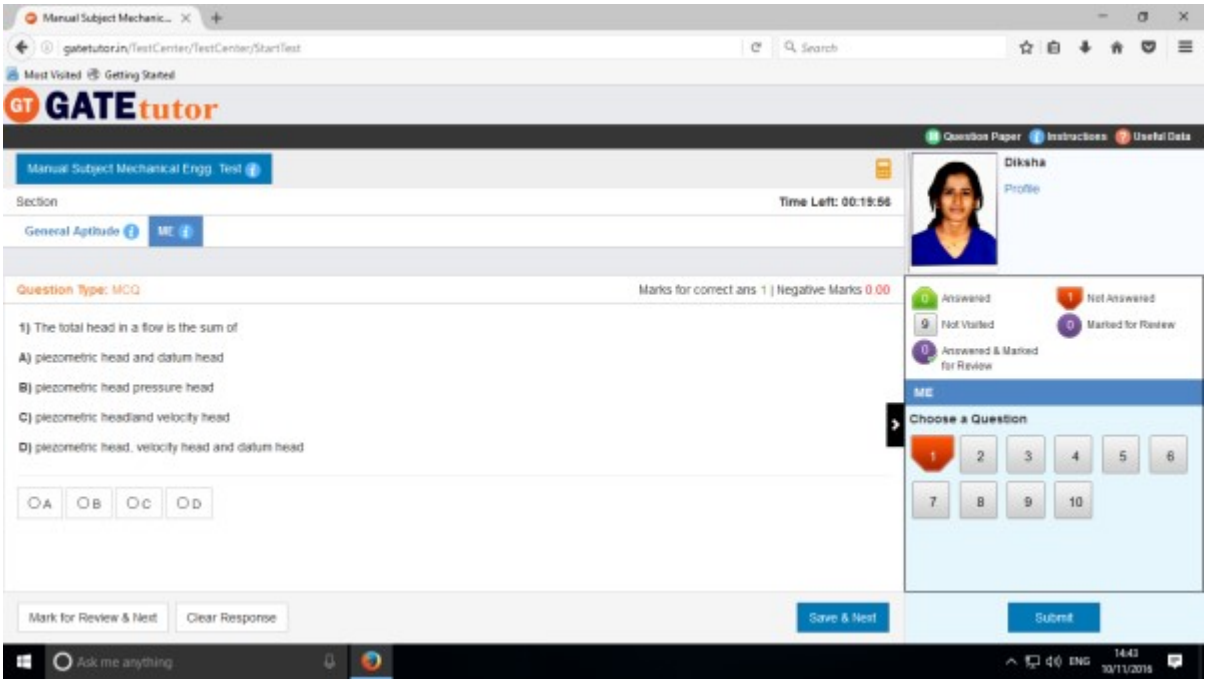


You will appear the following window, click on “**Next**”

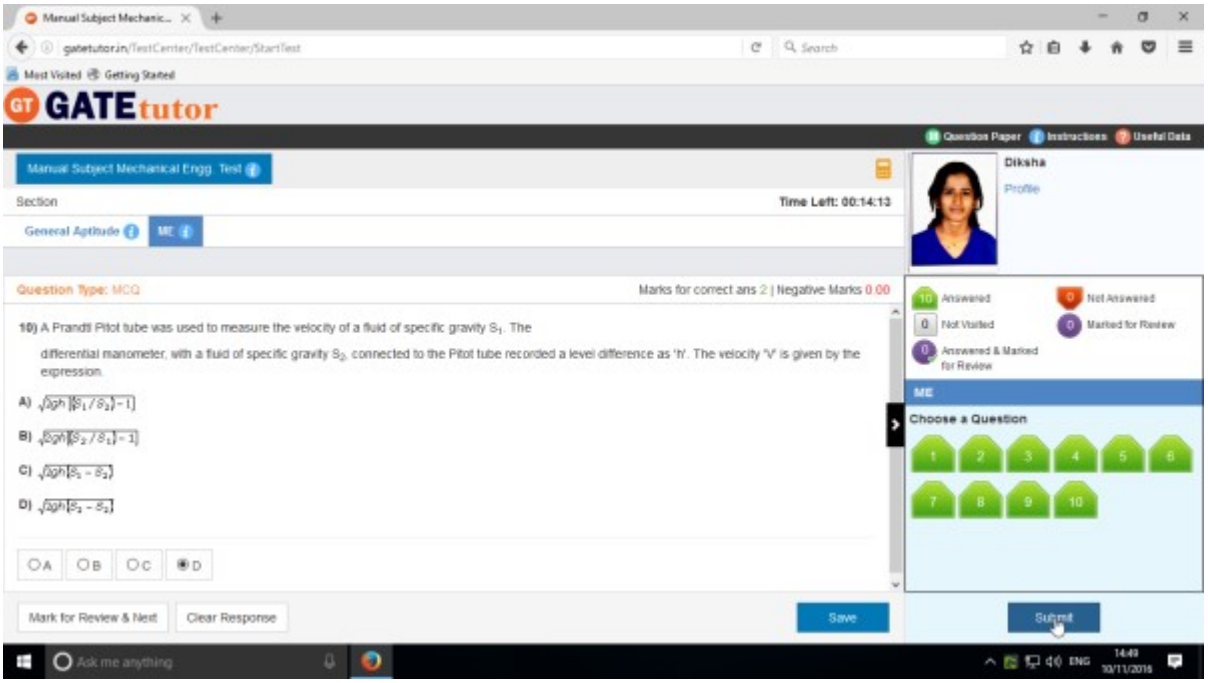


Click on “**I am ready to begin”** to appear for a test



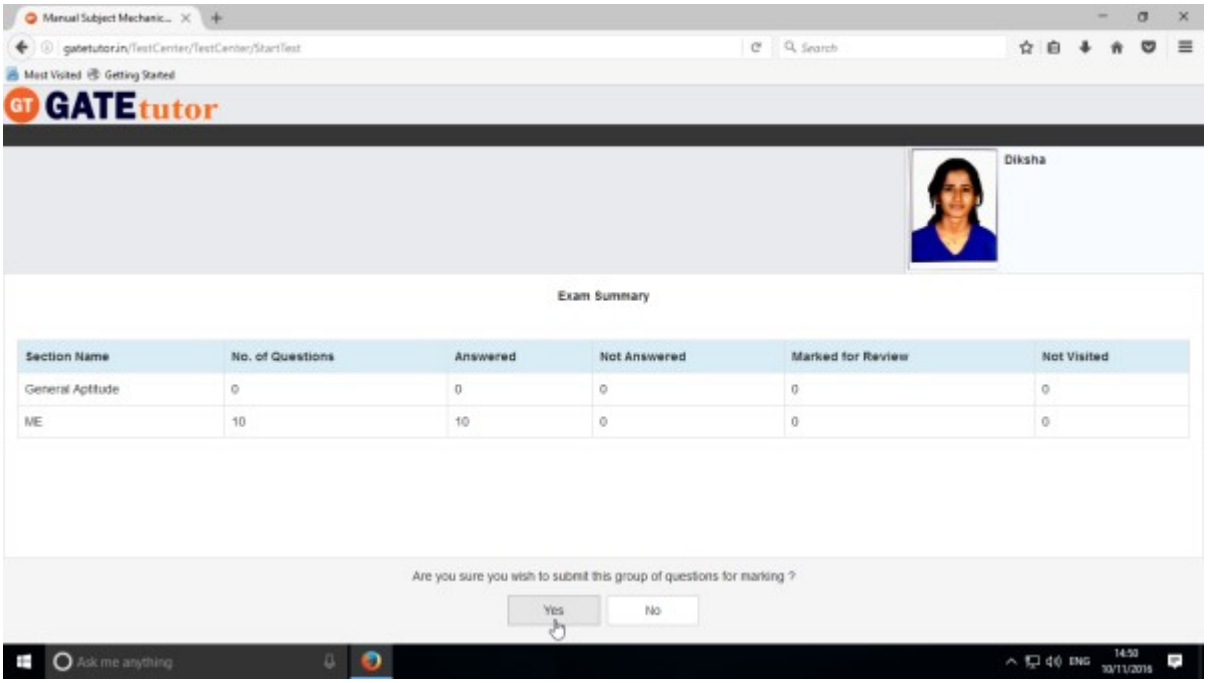


The manual subject test appears as above.

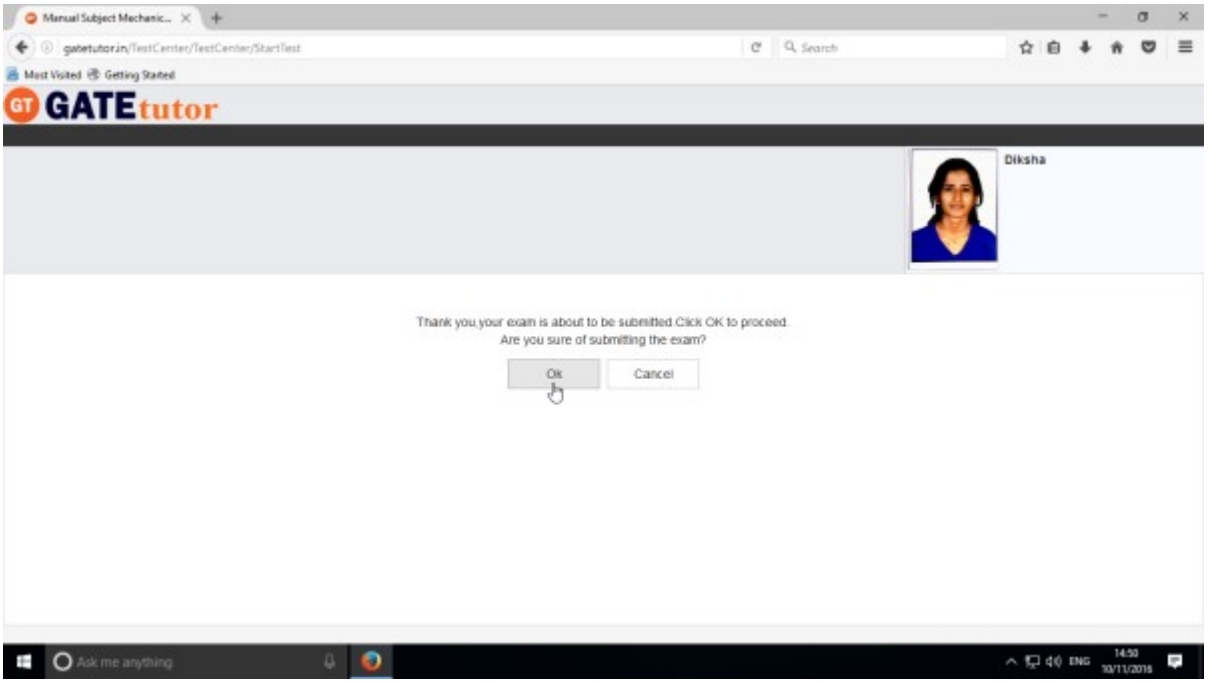


Attempt the entire test and click on **"Submit"** to save the test.

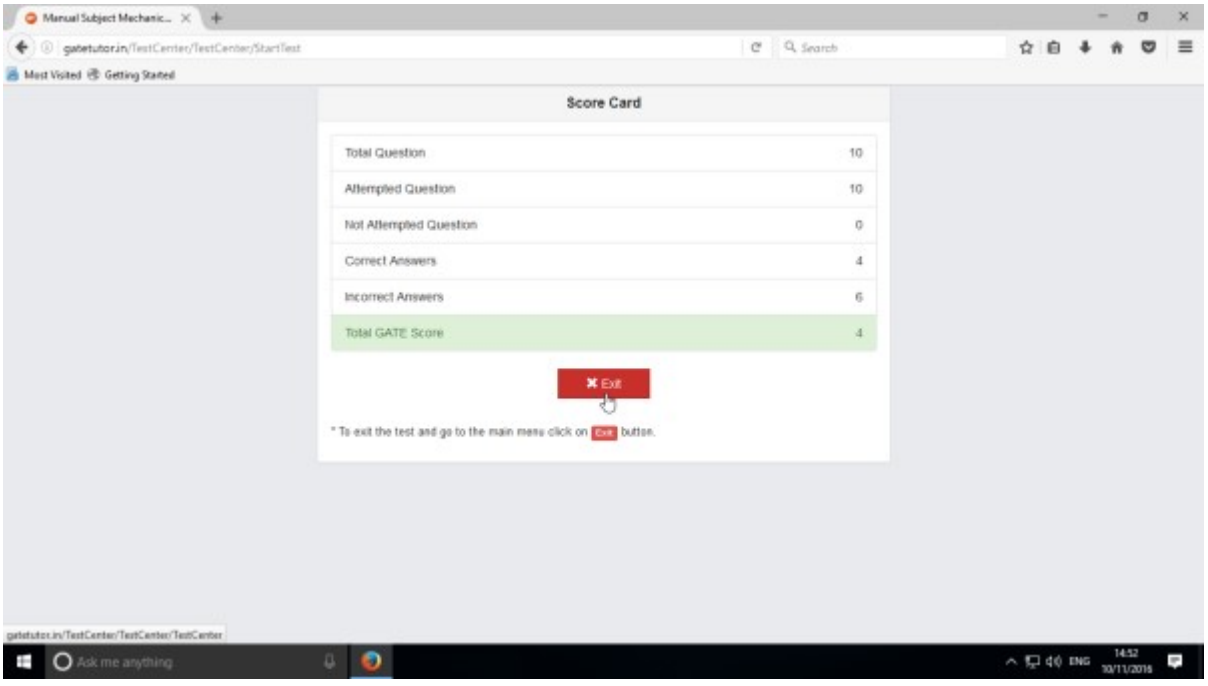
You will get the exam summary about your test.



Click on "**Yes**" to submit the test.

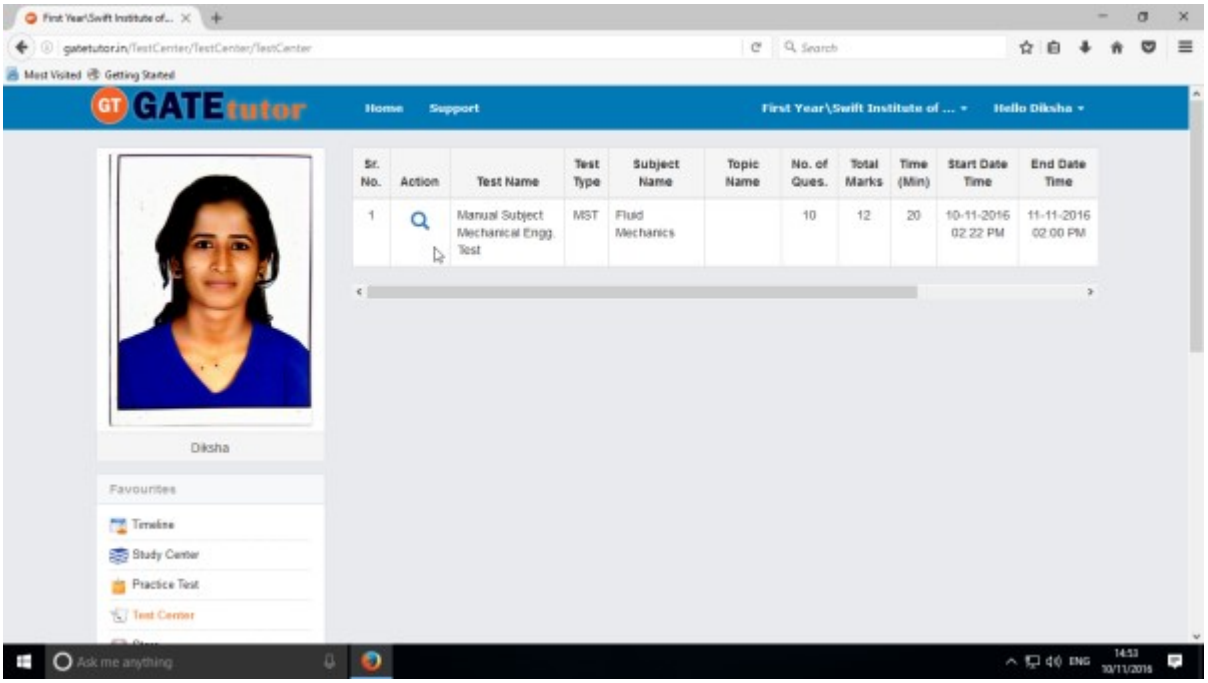


Click on "**OK**" to proceed.



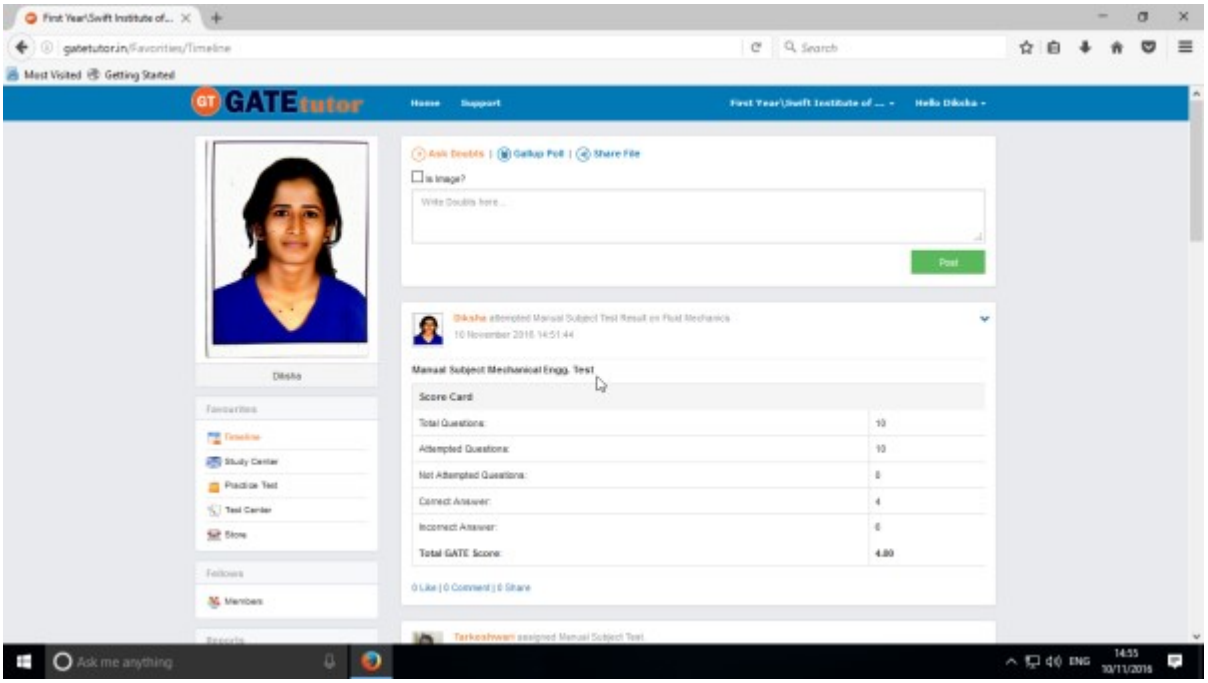
Click on "**Exit**"

Test will be seen as follows.



You can view the test by clicking on "**View Test**" icon.

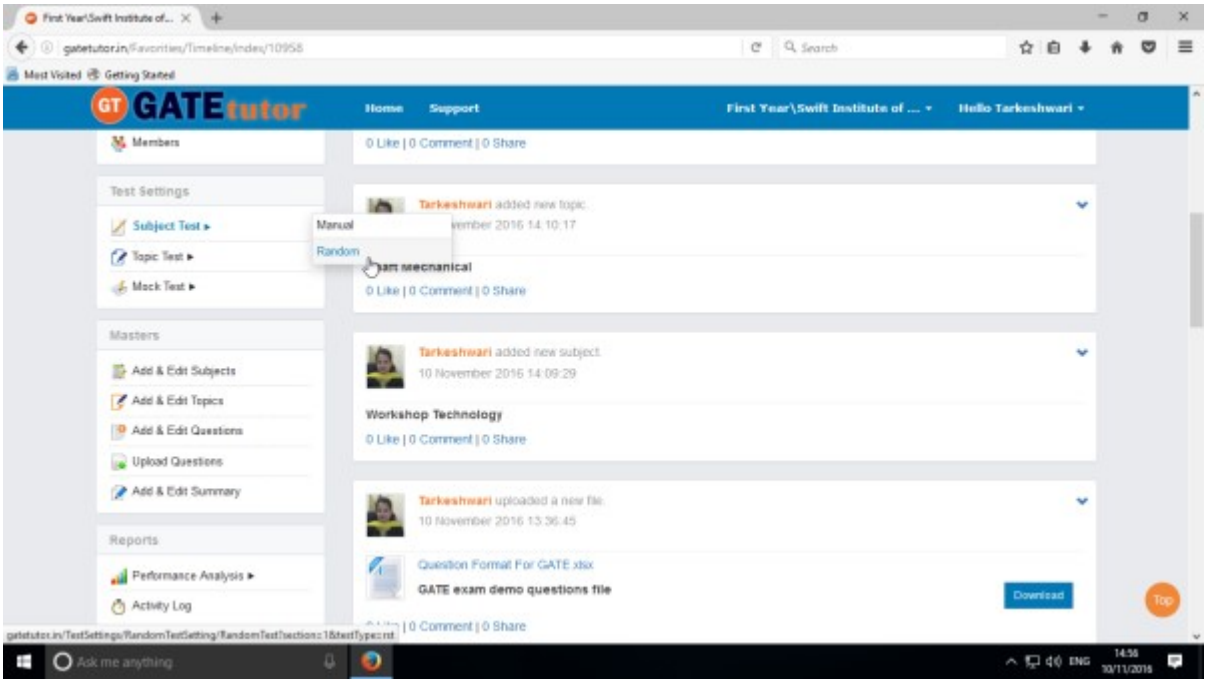
Click on timeline to see the results on sub group timeline



You can check the test results as above.

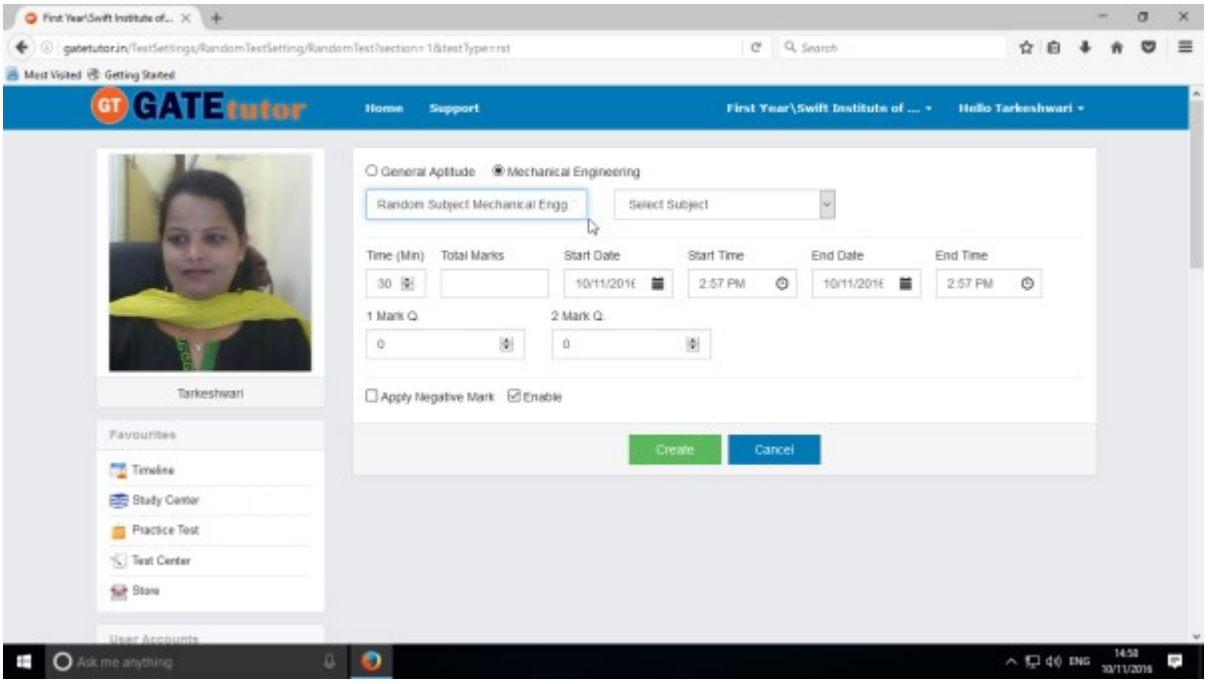
b) Random Subject Test

In the Random subject test, you can create the test randomly where GATEtutor chooses the questions from various topics under the subject.

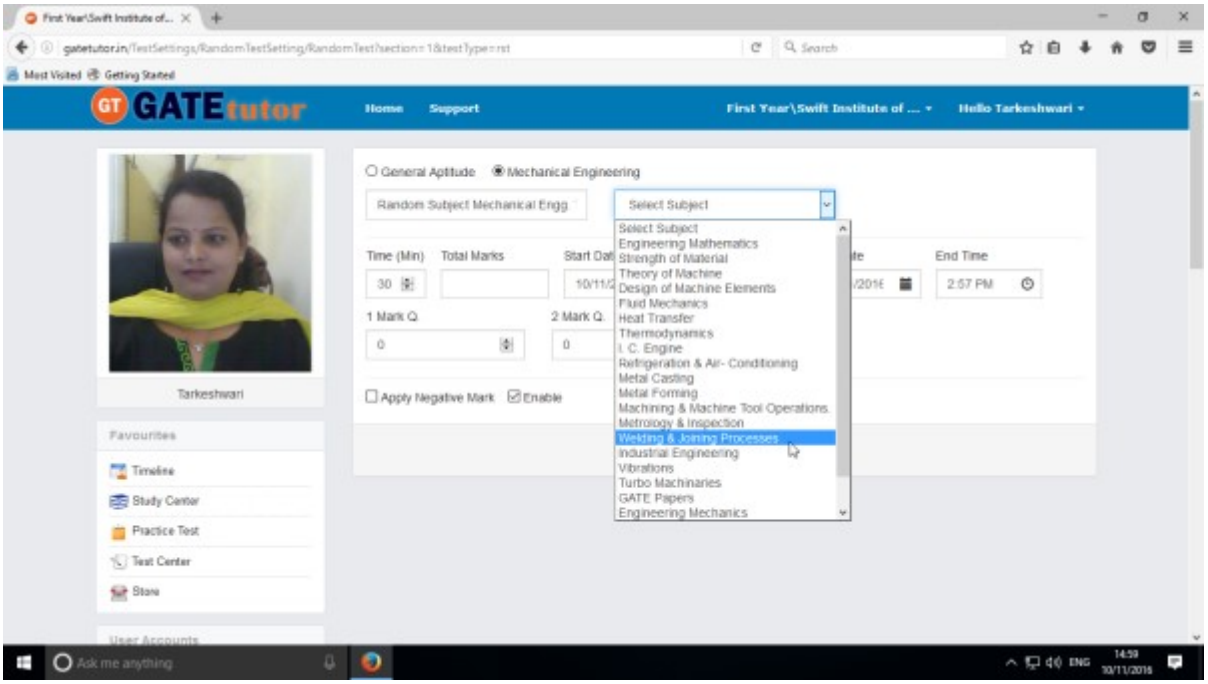


Click on "**Random**" to create a test.

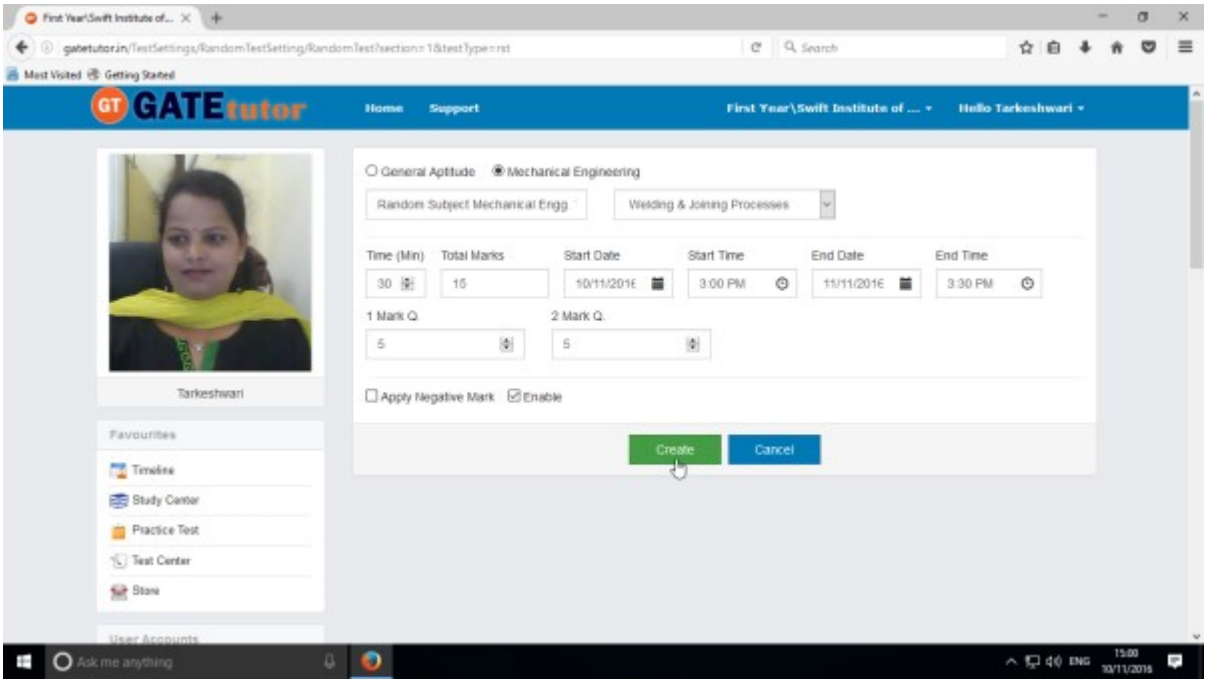
Write a test name.



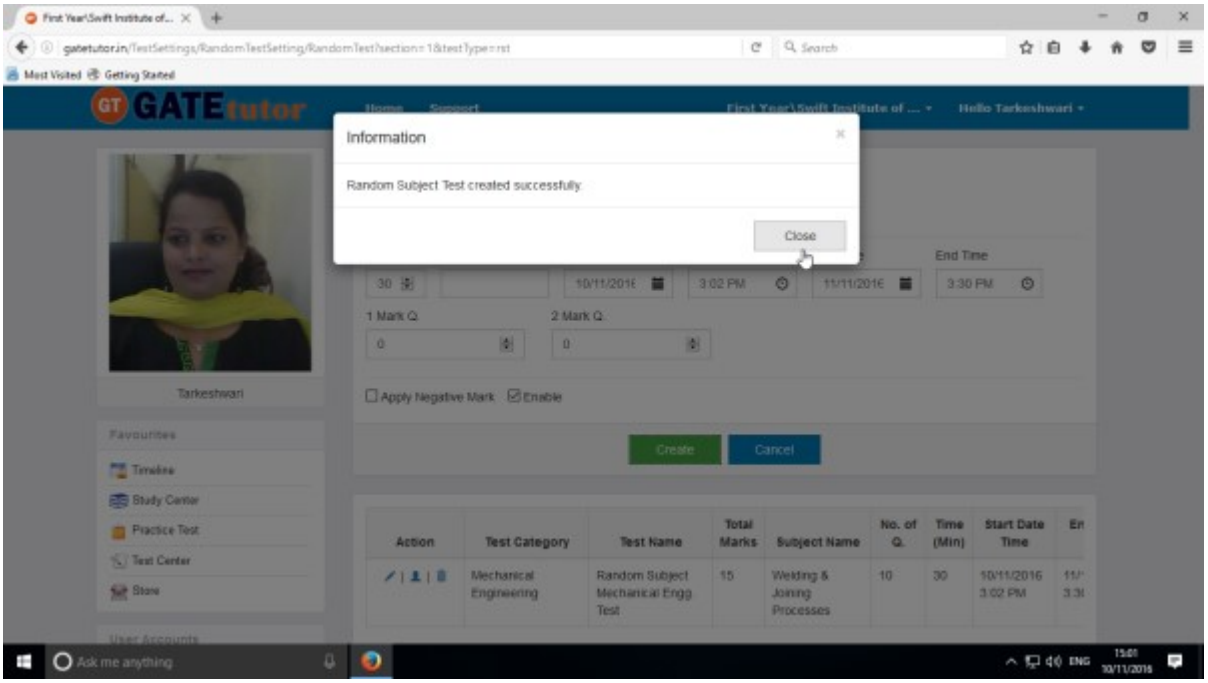
Choose a subject for test.



Fill all the details like Time, Total Marks, Start & End date with Time, 1 Mark & 2 Marks questions & you can also apply negative marking method for the test.

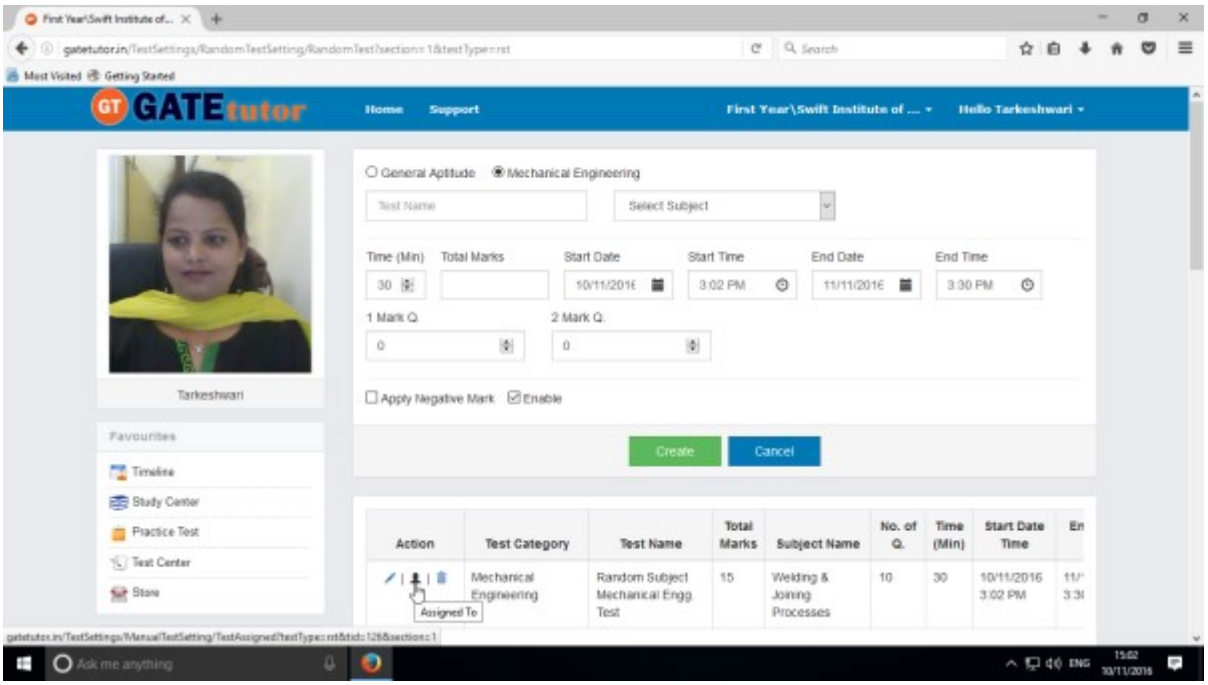


Click on **"Create"** to create a test.

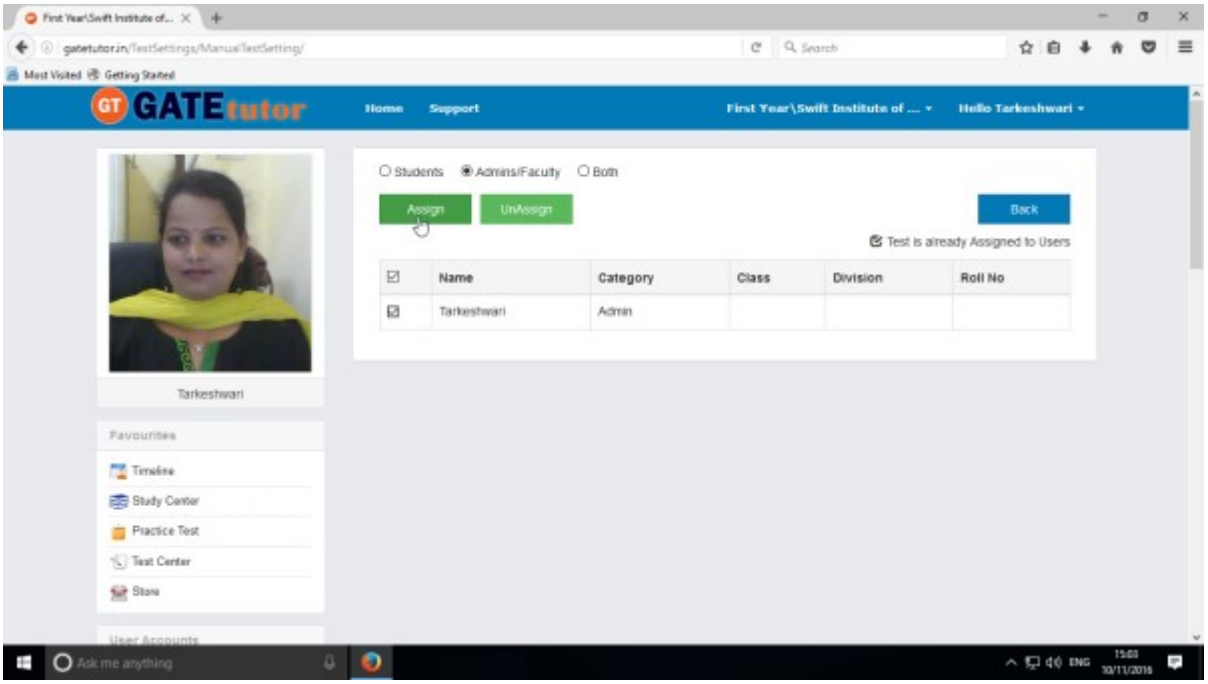


Random Subject Test is created successfully. Now click on "**Close**" to continue.

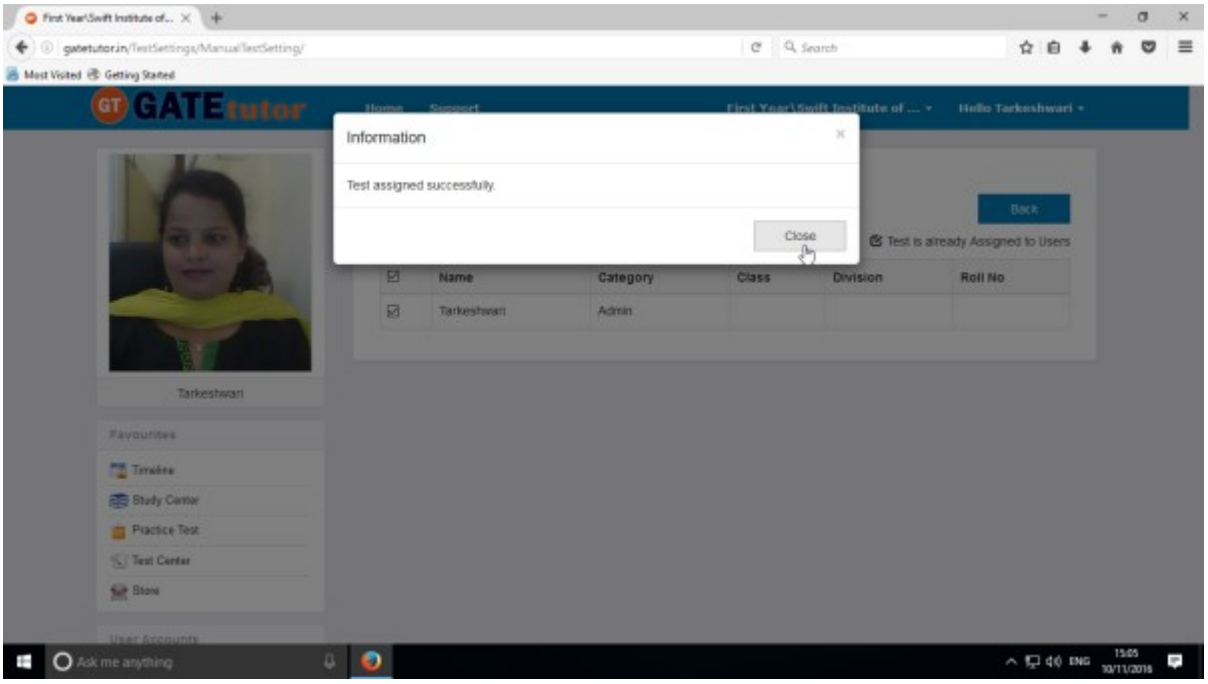
Click on **"Assigned To"** to assign the test.



Select names to which you want to assign the test and click on **“Assign”**

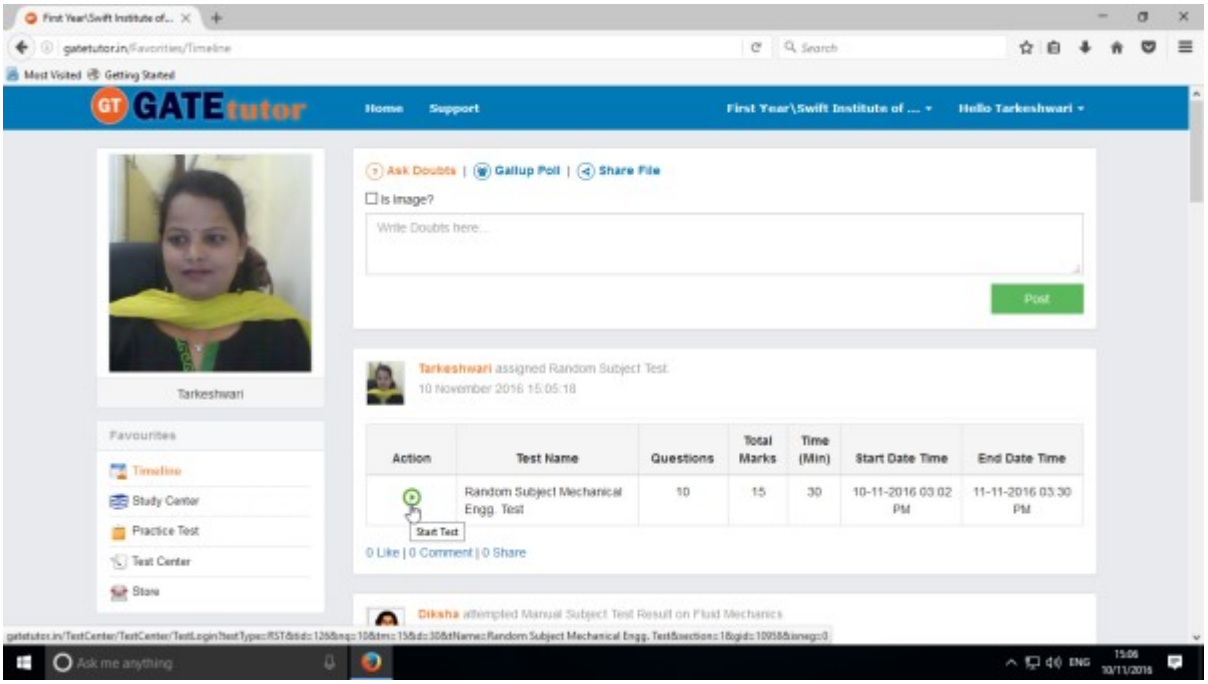


Test is assigned successfully.

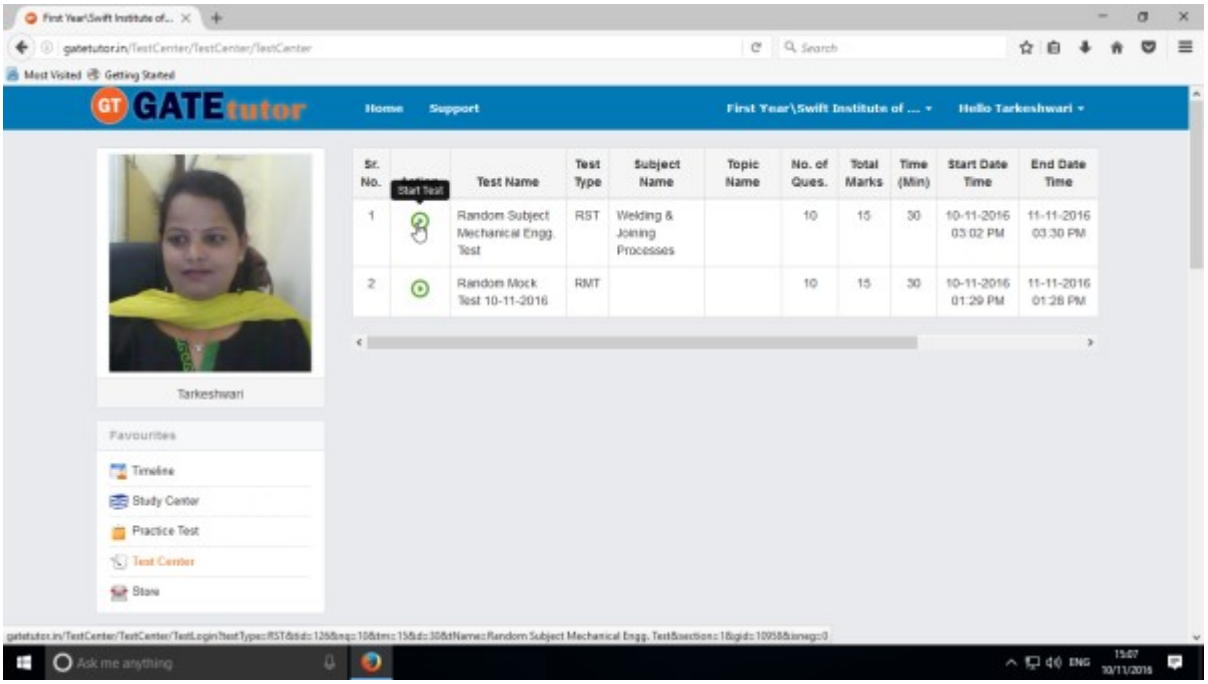


Click on “**Close**” to continue.

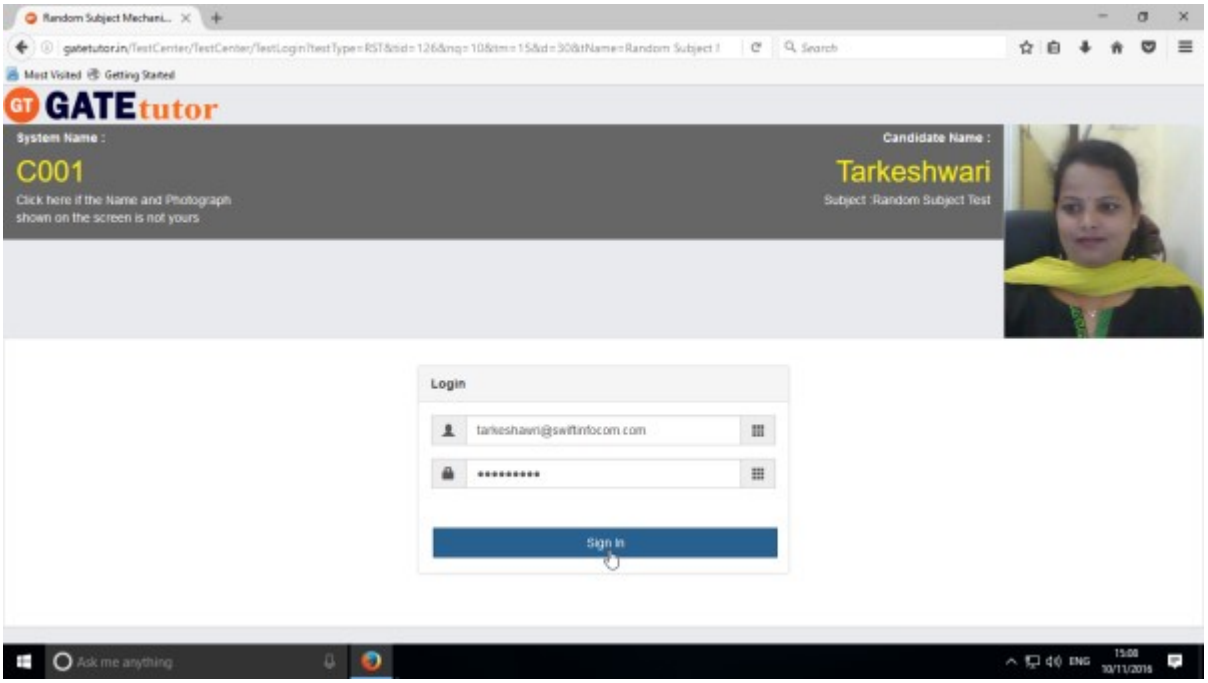
Check the assigned test on your sub group timeline.



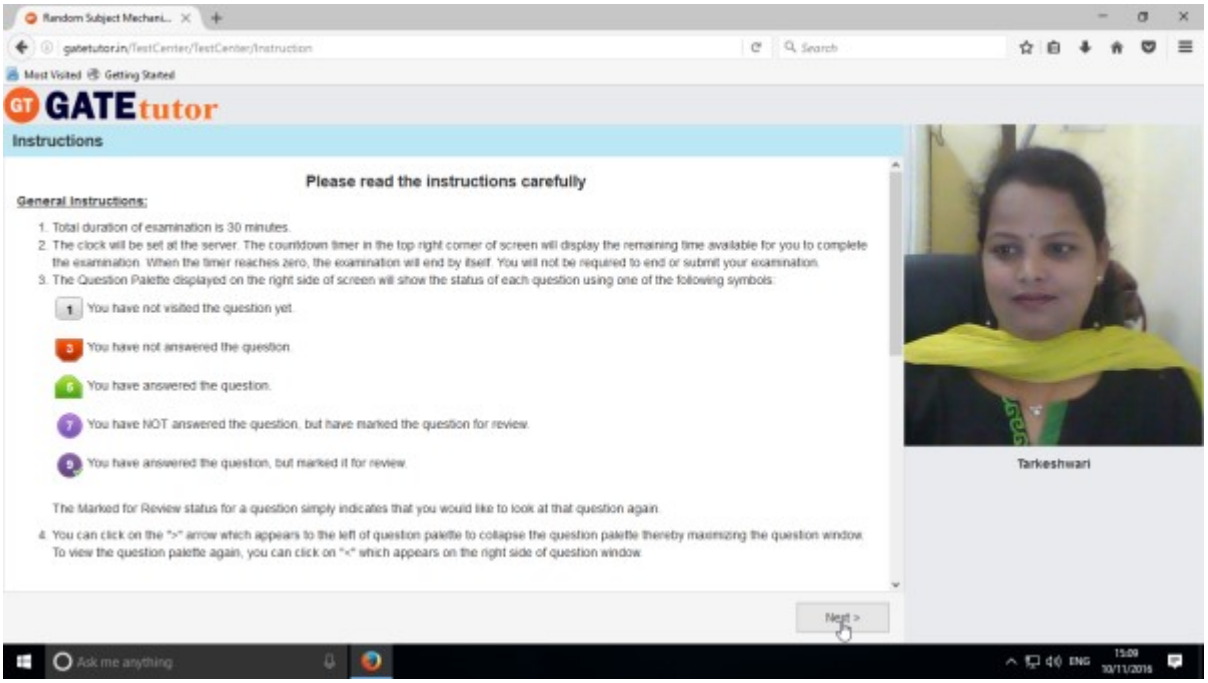
Check the assigned test is available in test center as well.



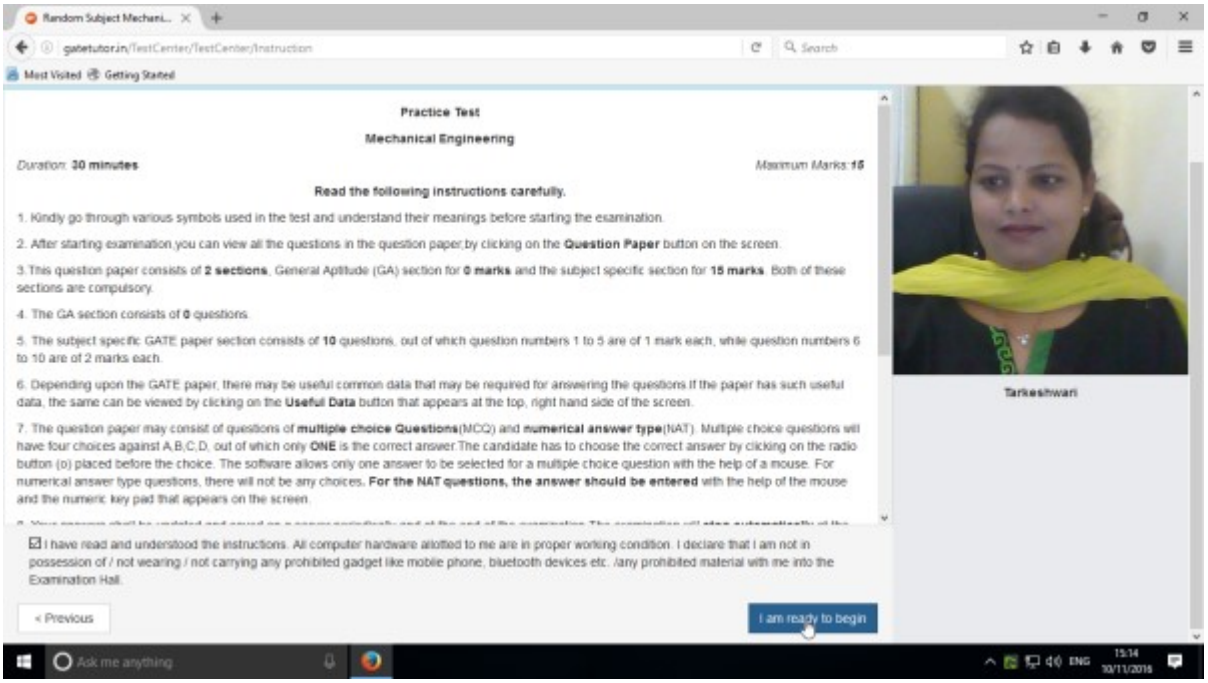
Click on "**Start Test**" to attend the test as above.



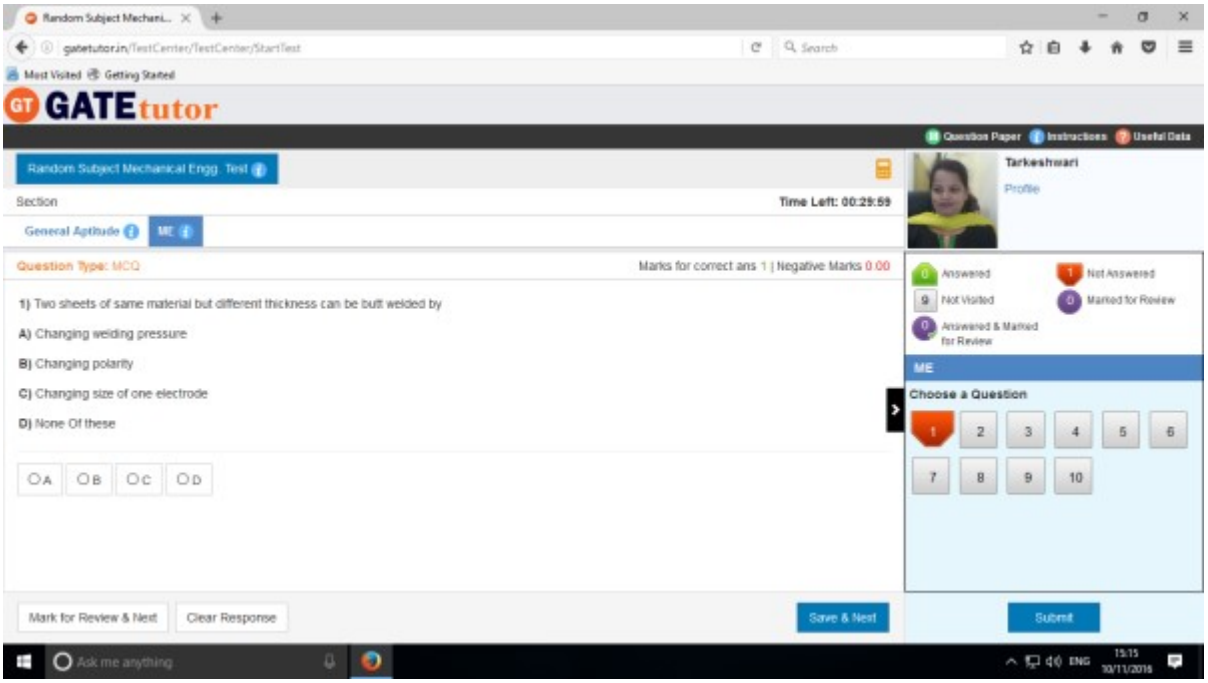
Click on "**Sign In**" to attend a test.



Click on "**Next**" to continue.

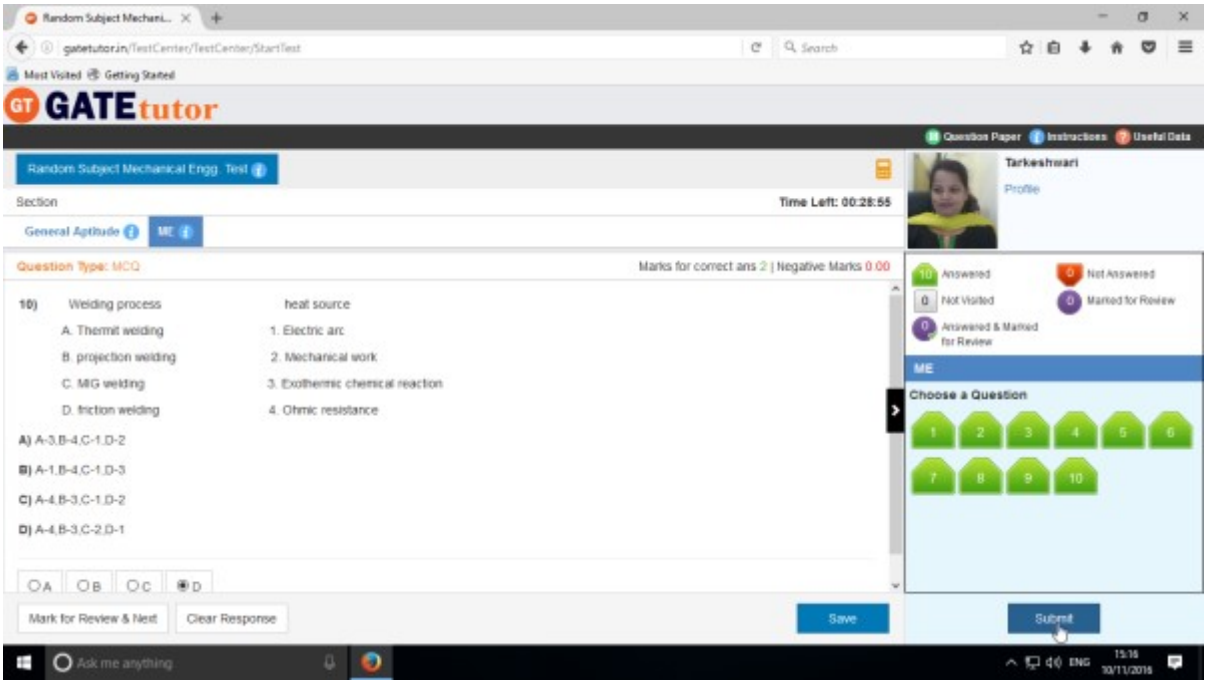


Click on "**I am ready to begin**" to continue

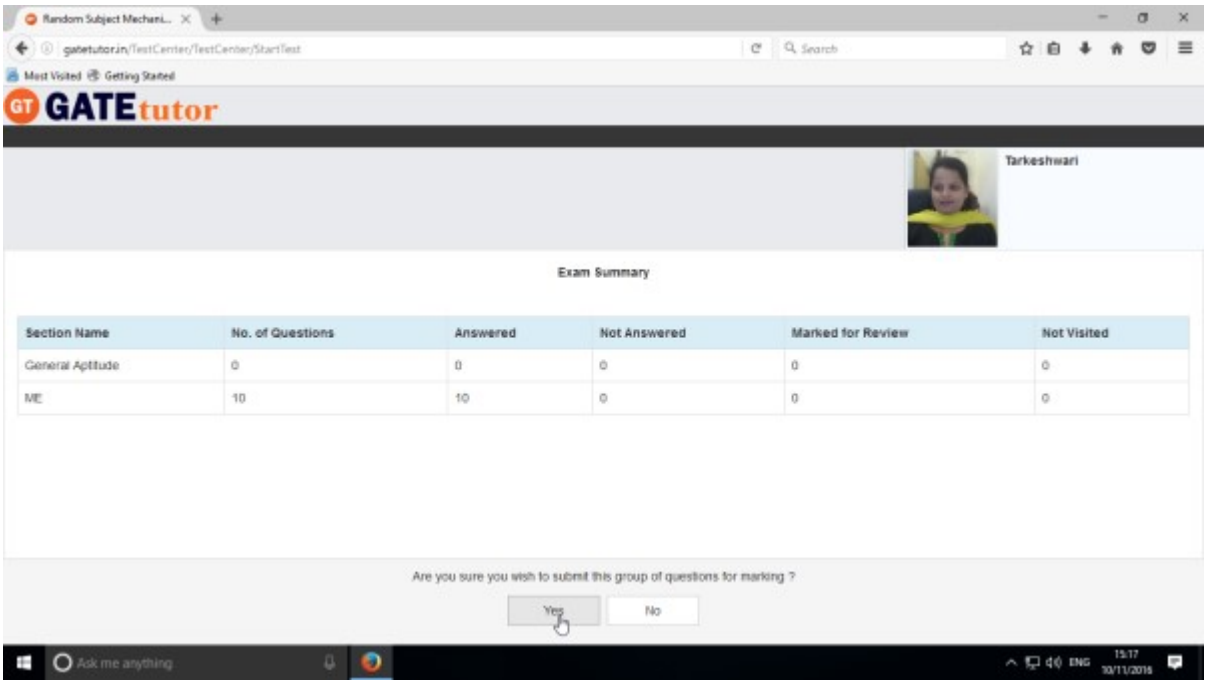


You will appear a test as above.

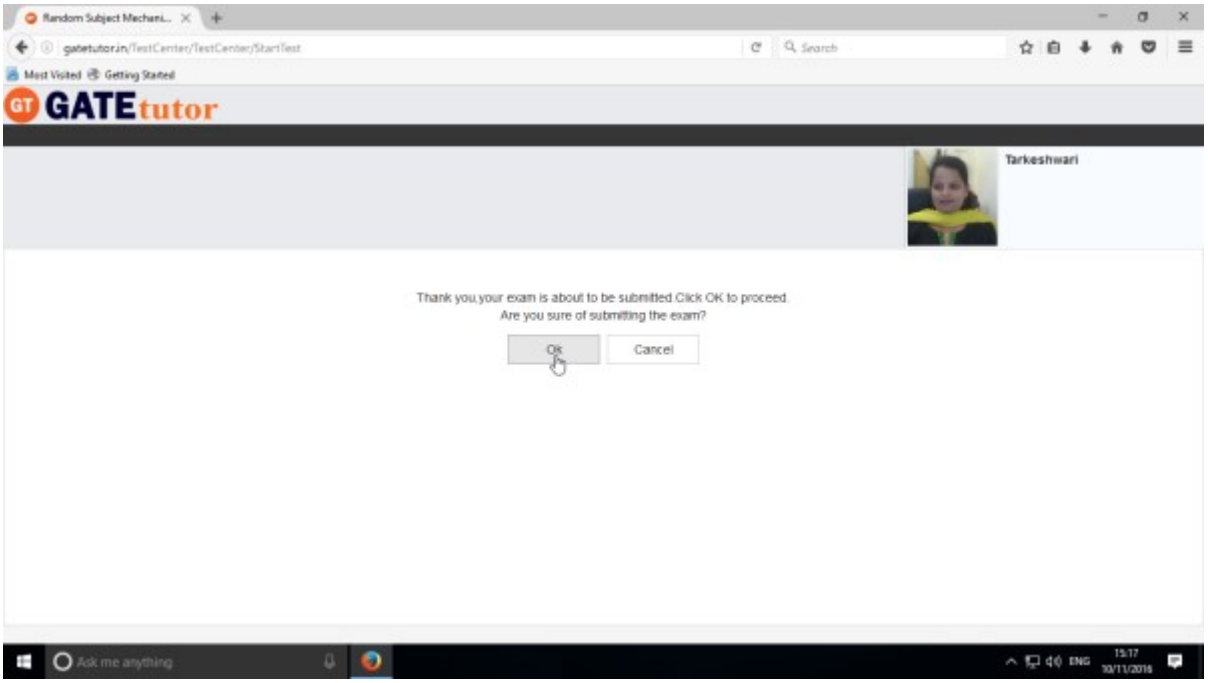
Attempt all the questions & finish the test.



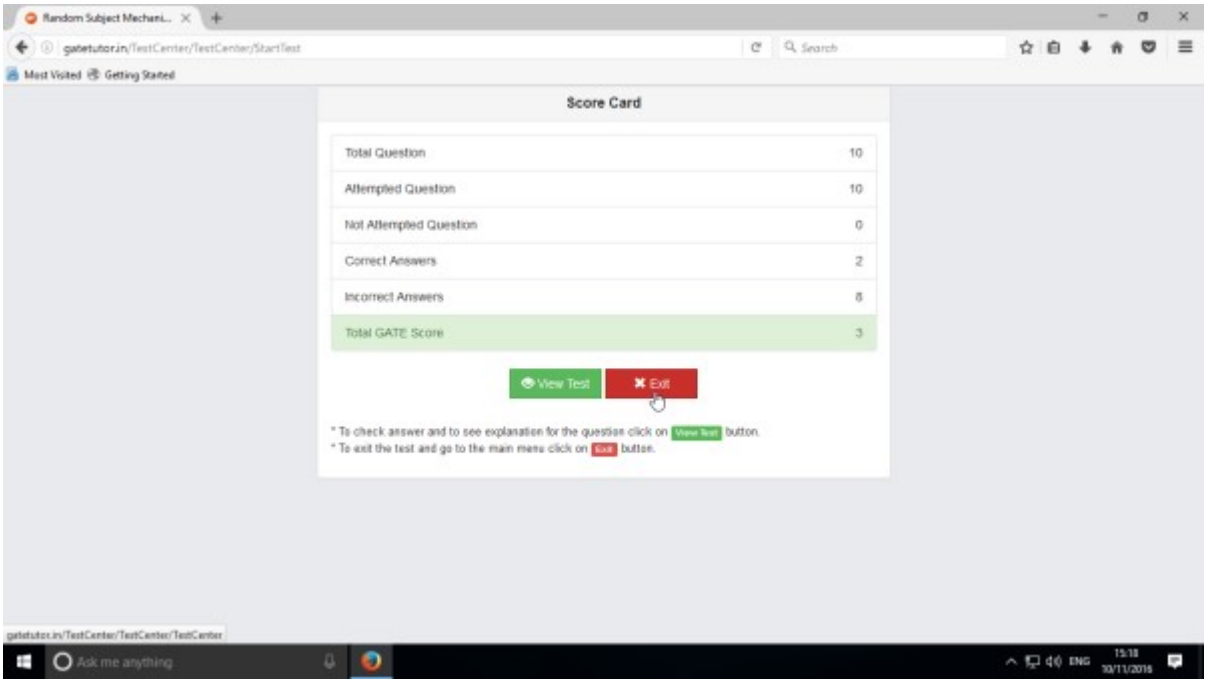
Click on "**Submit**" to save & finish the test.



Click on "**Yes**" to continue.

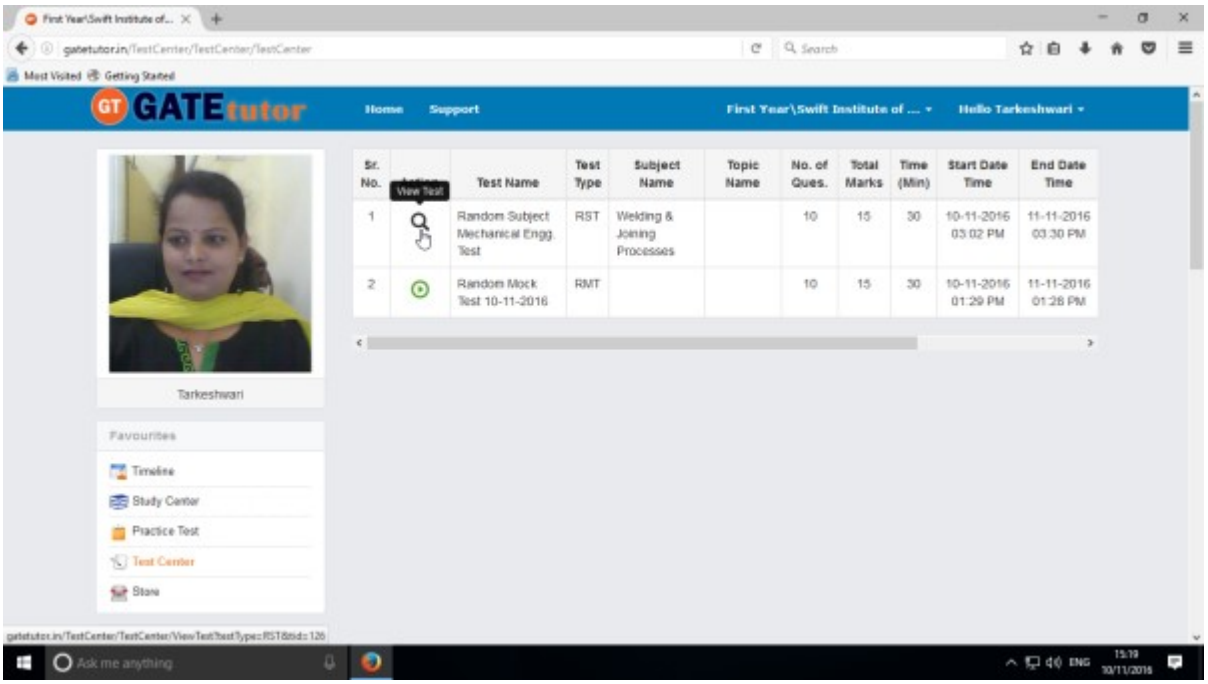


Click on “OK” to proceed.



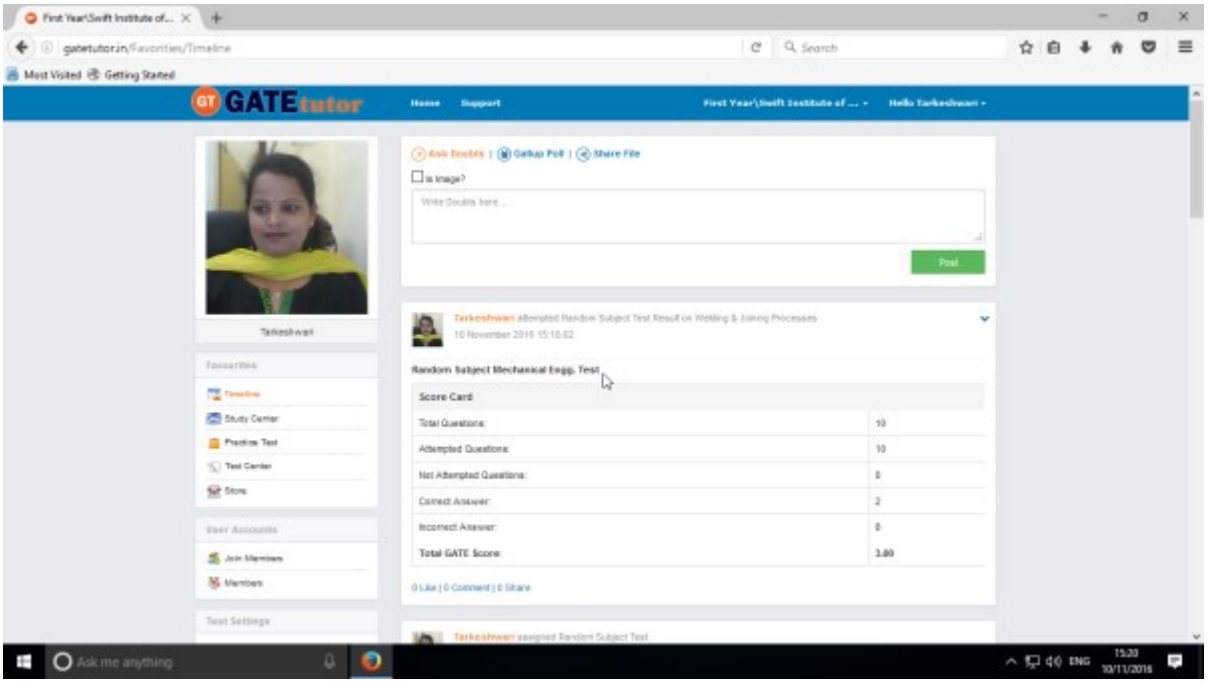
Click on “**Exit**”

When you click on “**Exit**”, you will redirect to test center as follows.



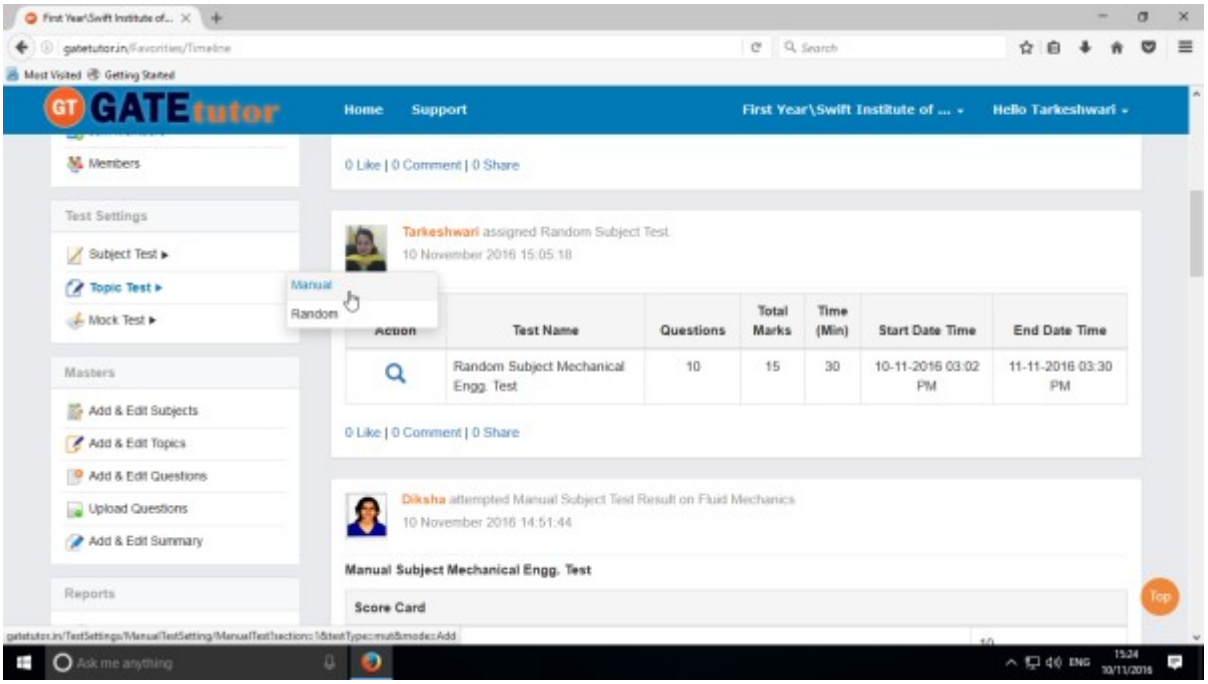
You can view the given test, when you click on “**View Test**”.

Test results will appear on sub group timeline as follows.

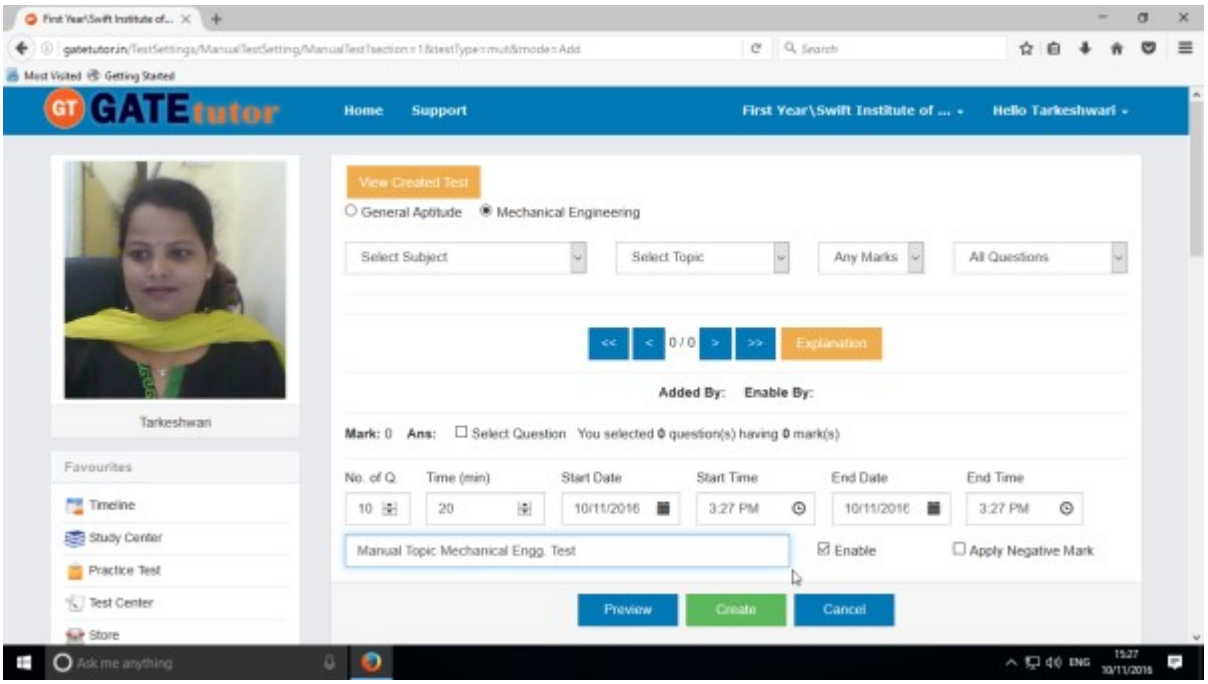


2. Topic Test

a) Manual Topic Test

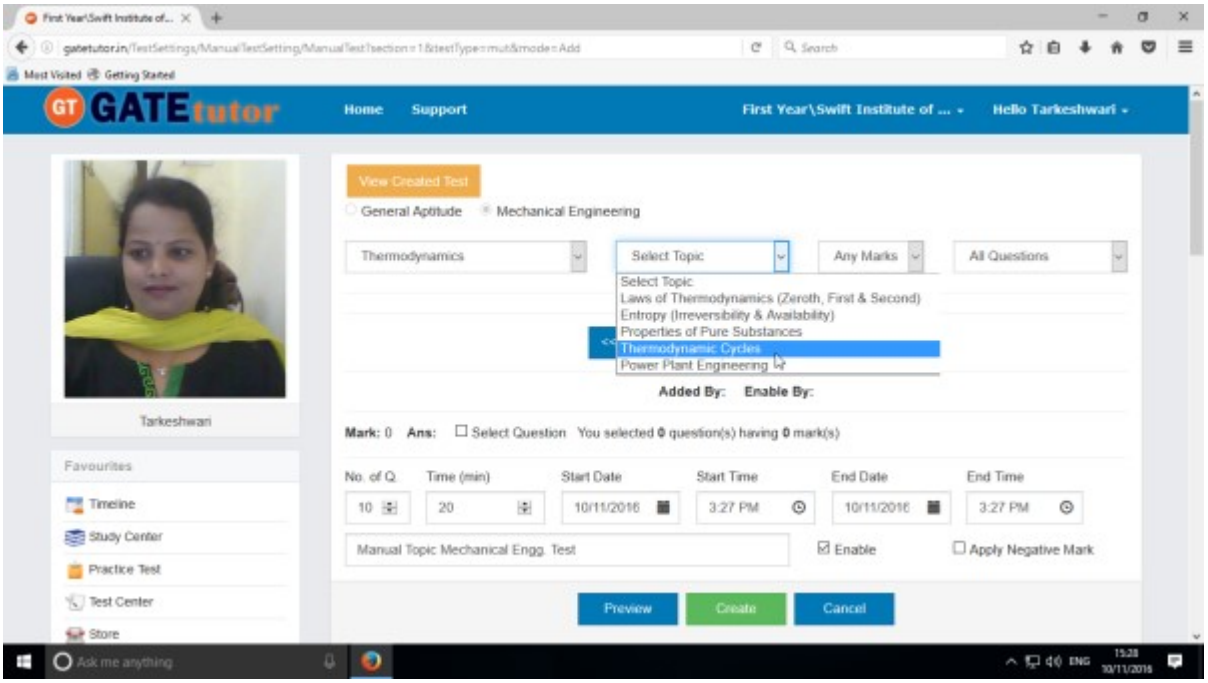


Select "**Manual**" to create a test.

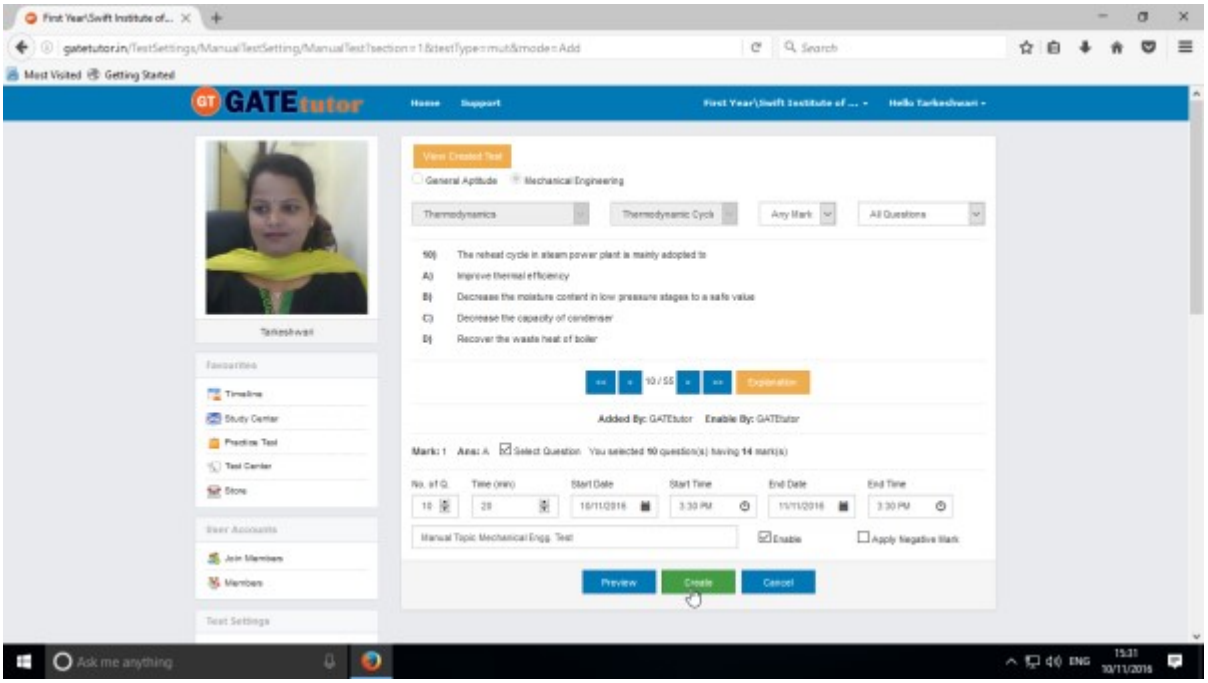


Write a test name as above.

Select subject & topic for the test.



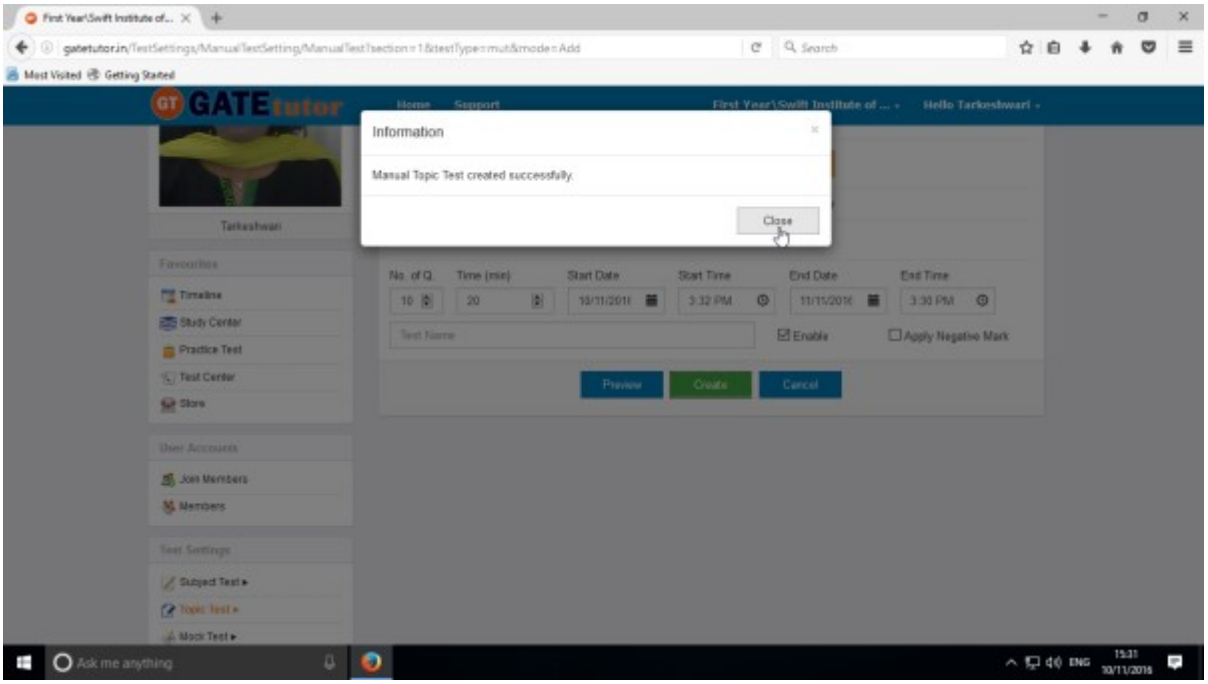
Select Marks & Questions type & fill up all the details



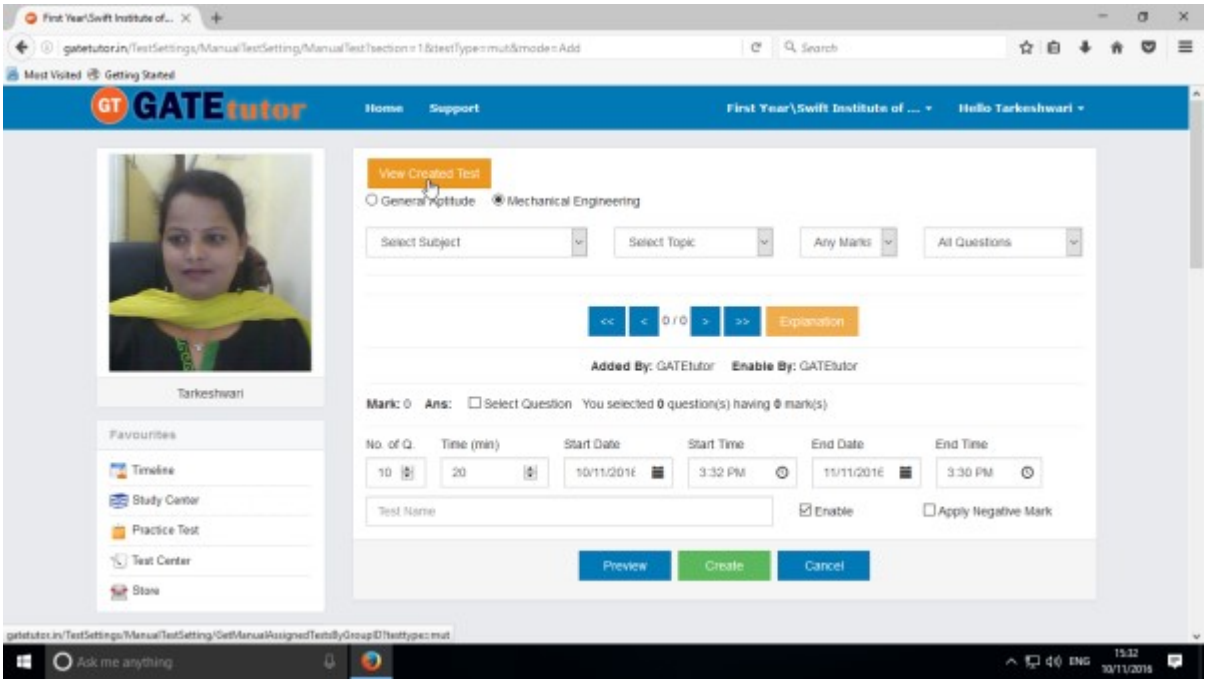
Select questions by clicking on "**Select Question**" checkbox with forward and backward arrow.

Then click on the "**Create**" to create the Test.

Manual Topic Test will be created successfully.

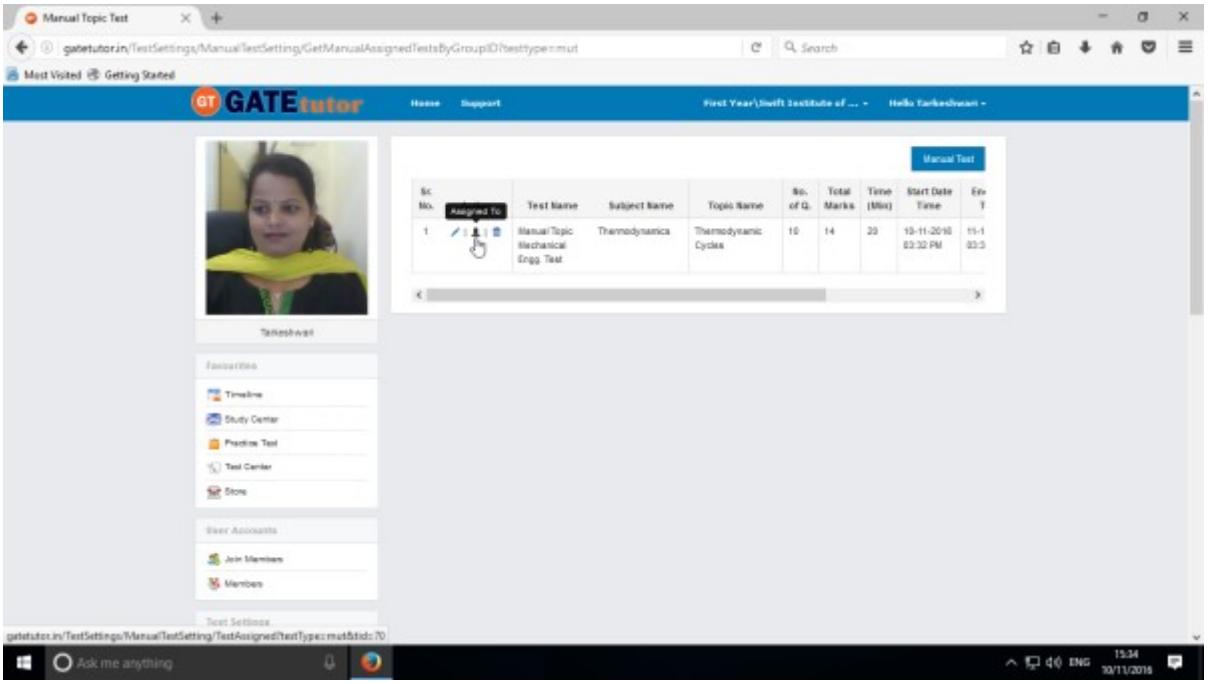


Click on "**Close**" to proceed.

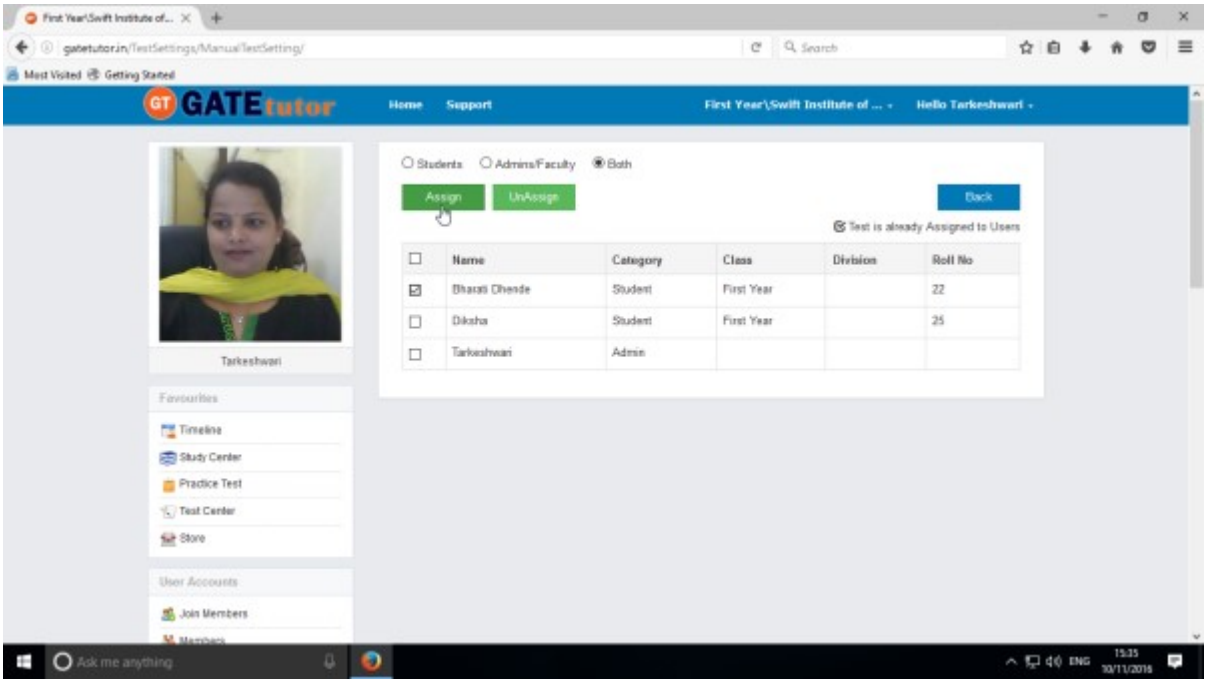


Click on the "**View Created Test**".

Click on “**Assigned To**” to assign your friends.

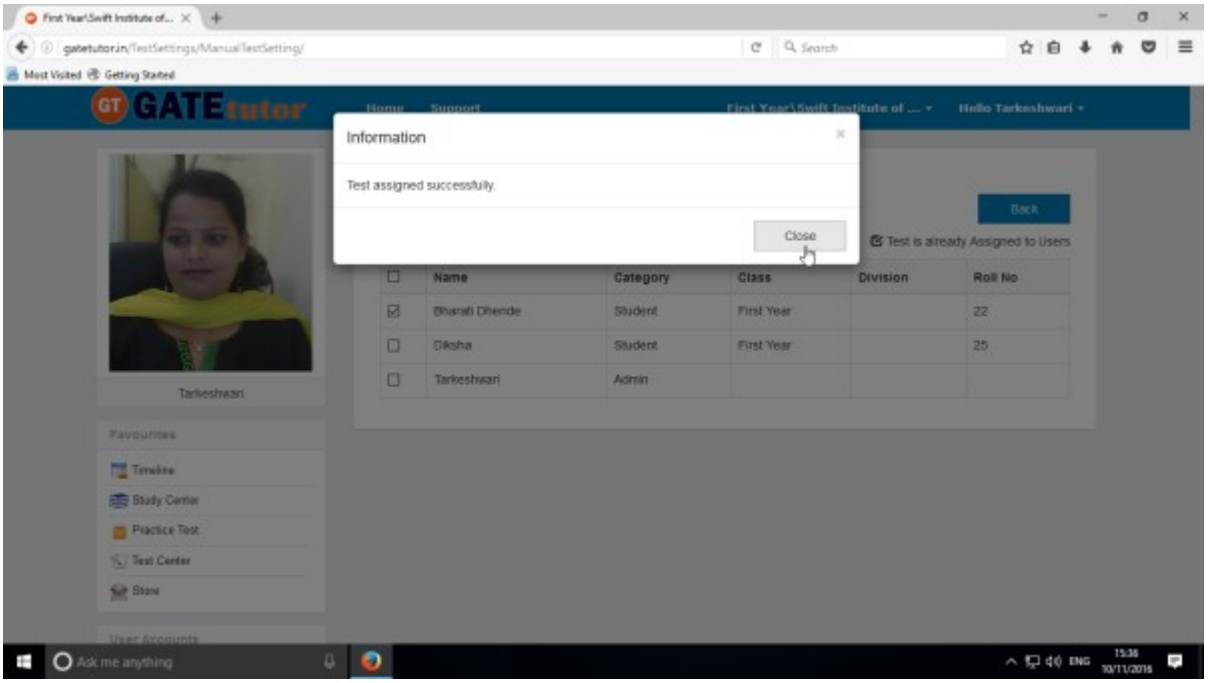


Select the name to which you want to assign the test.



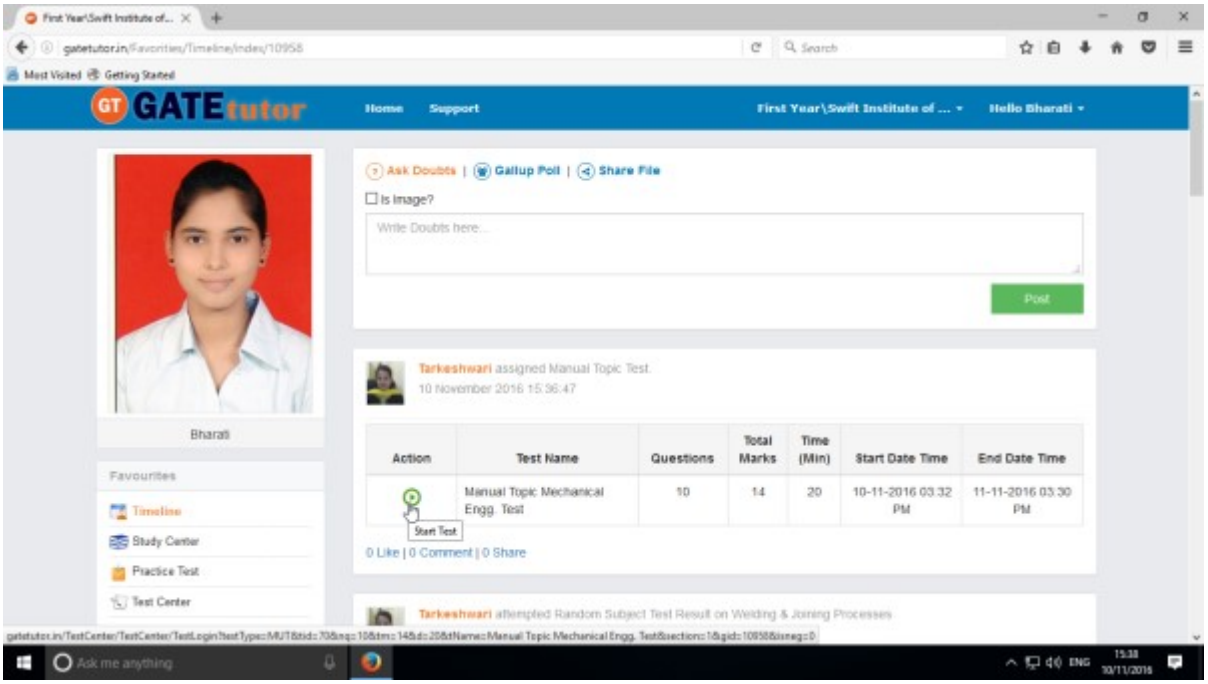
Then click on **“Assign”** to assign test as above.

Test will be assigned successfully.

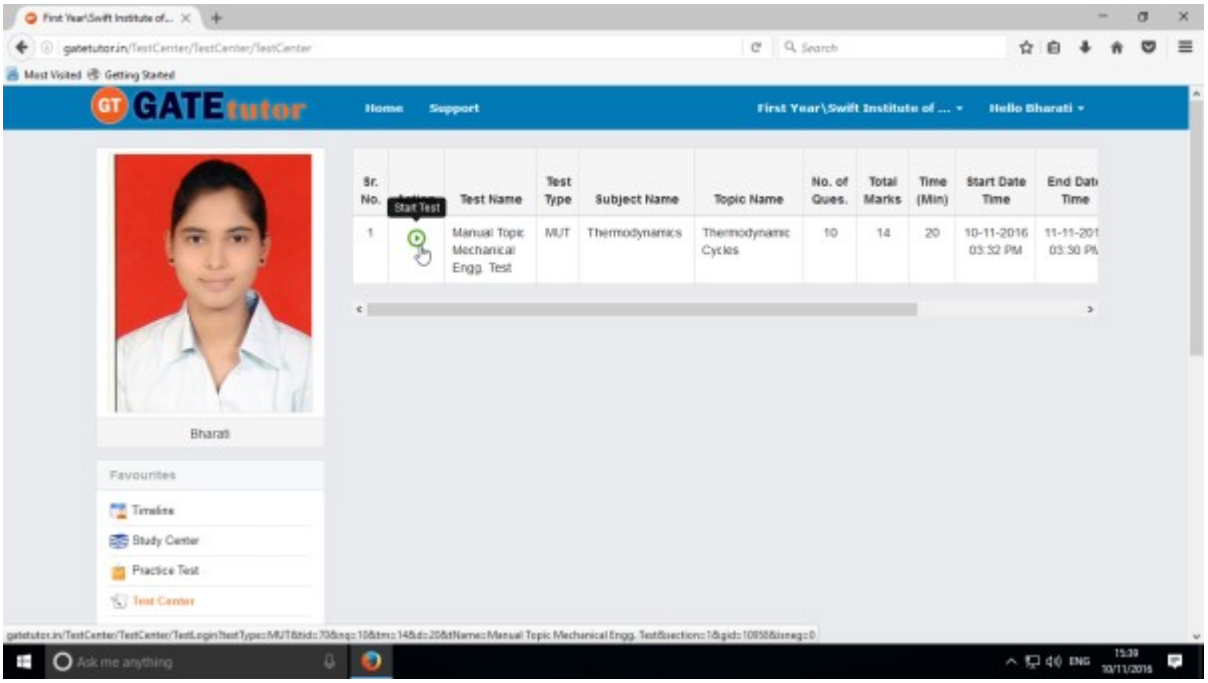


Click on "**Close**" to continue

Check the assigned test on sub group timeline.

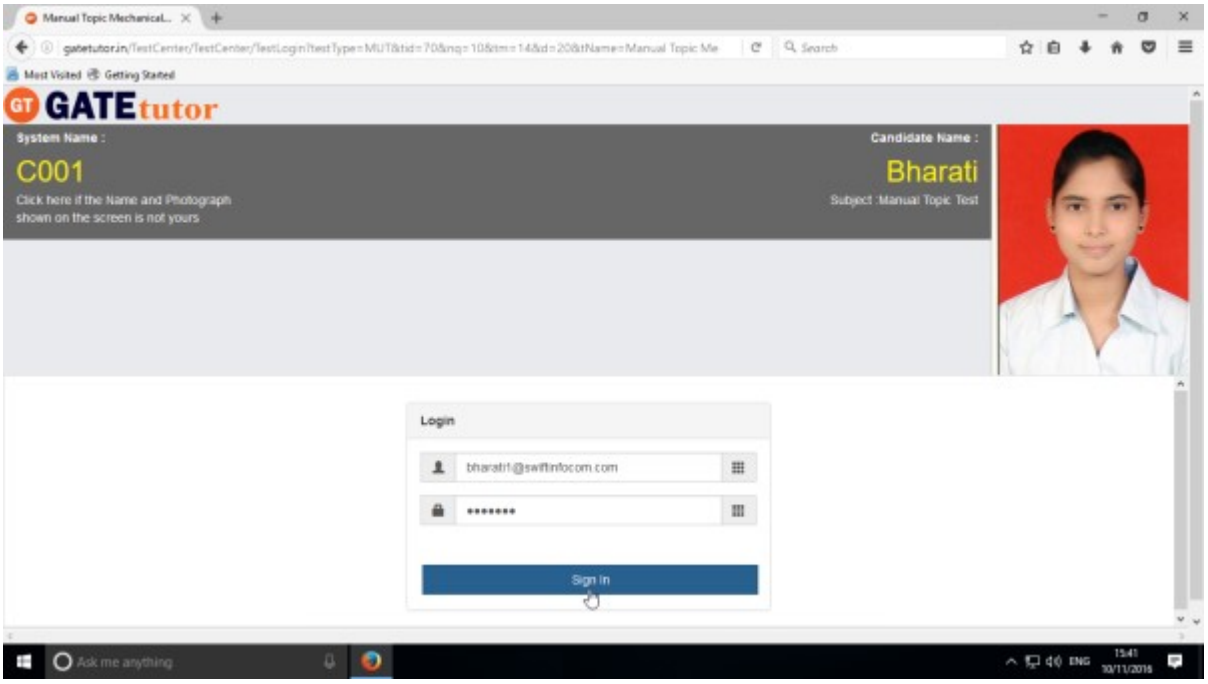


You can start test by clicking on **"Start Test"**

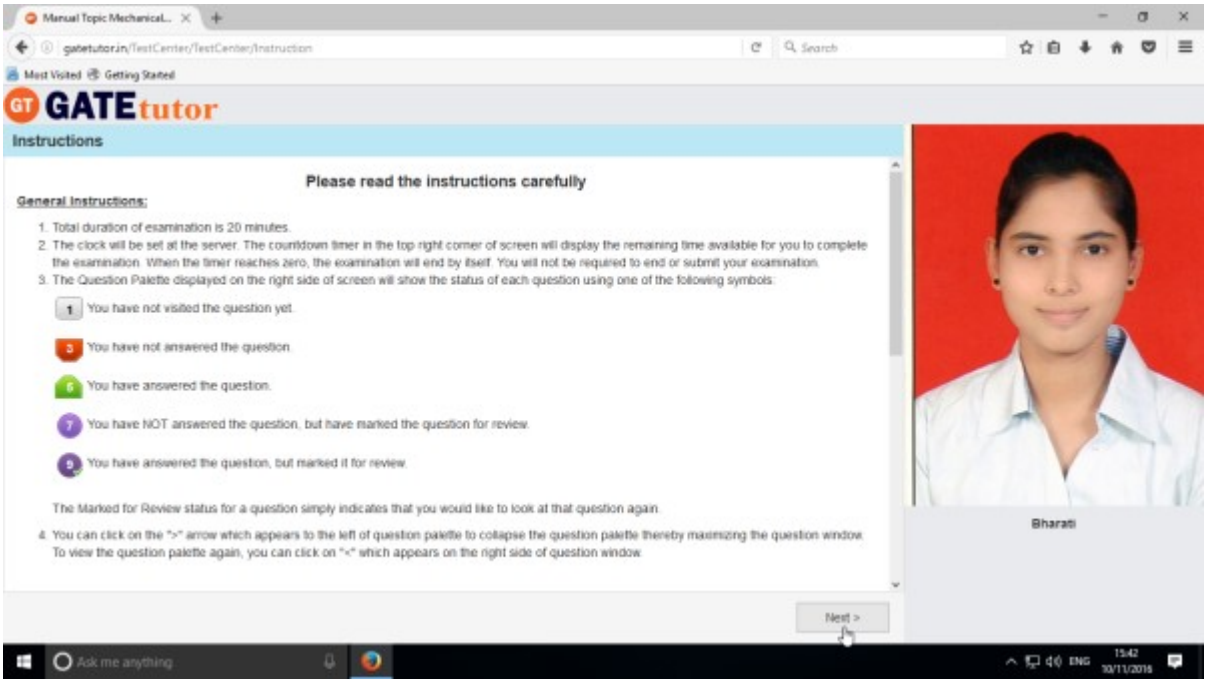


The assigned test will be shown in **Test Center** as well. You can attempt the test from test center also.

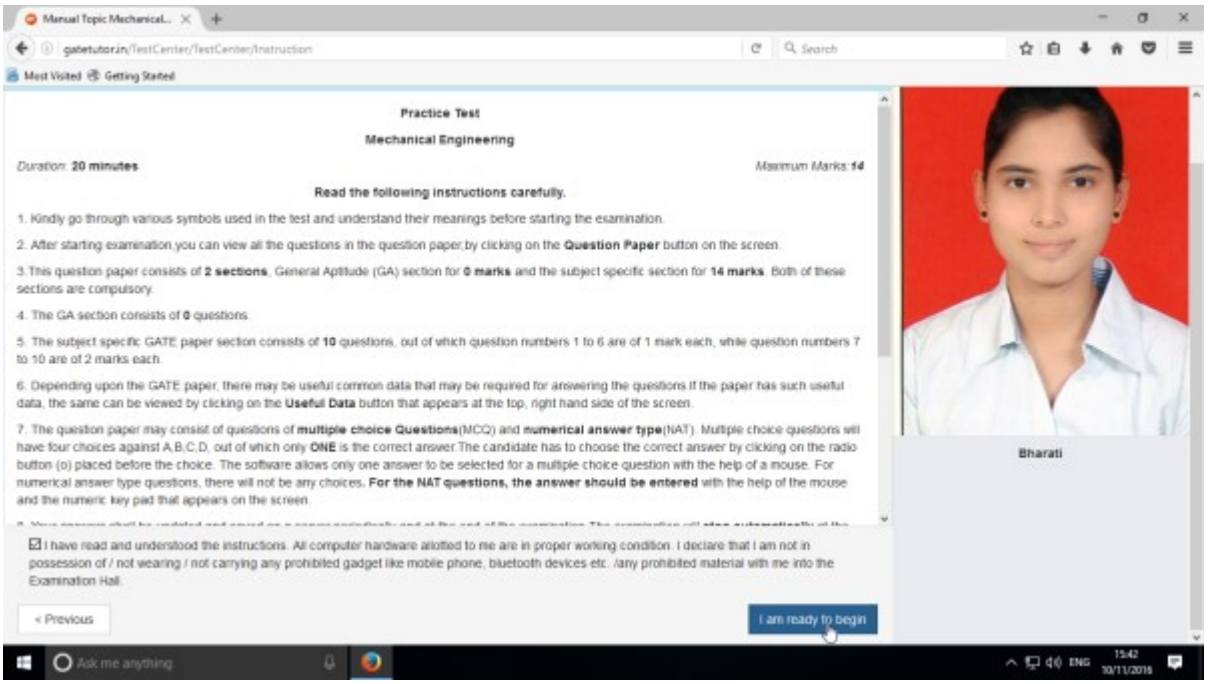
Click on “**Sign In**” to attempt the test



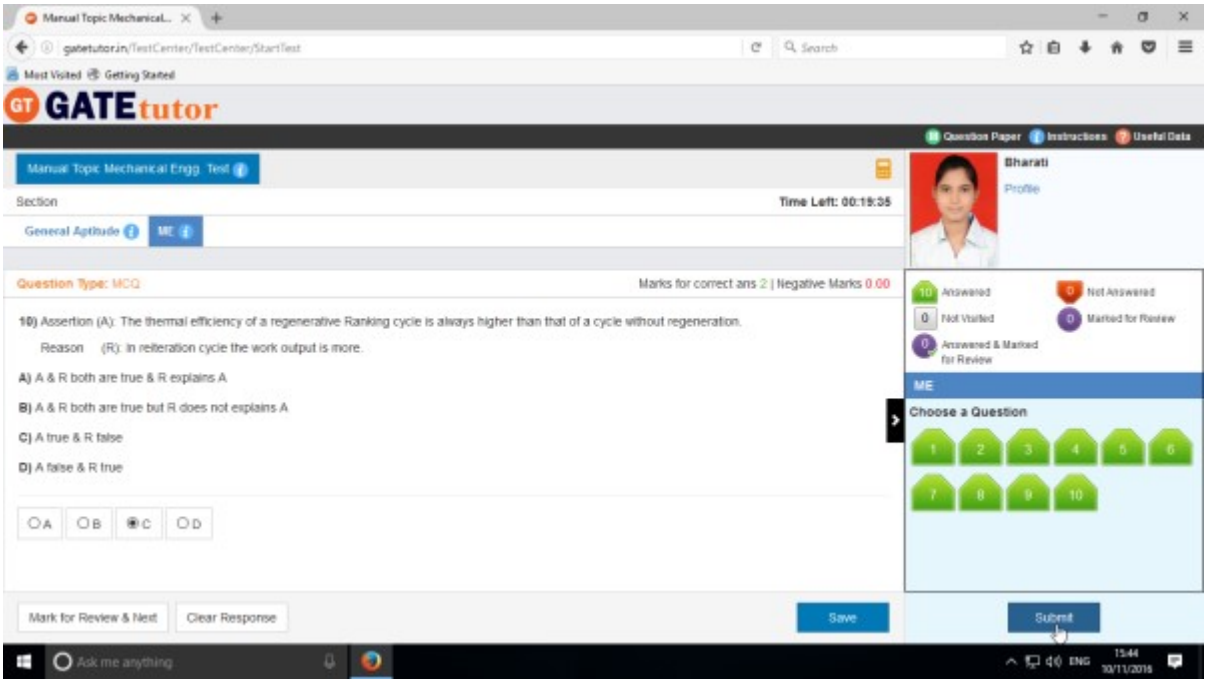
After signing in click on **“Next”**



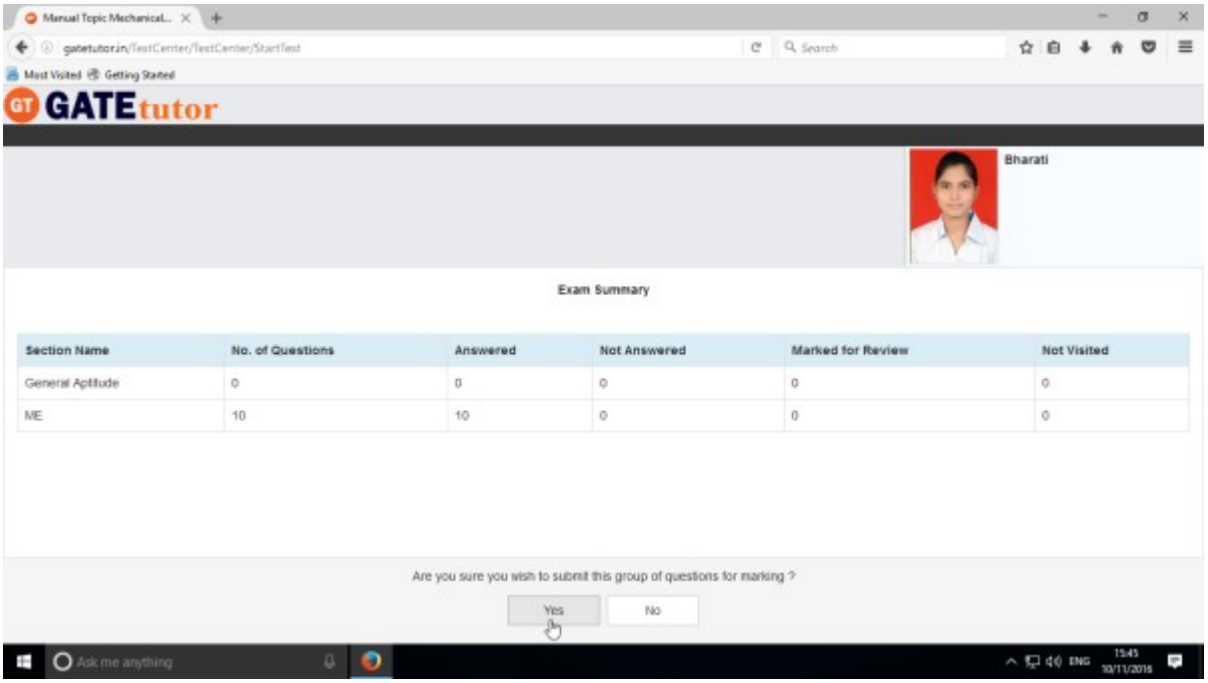
Then check mark on “I have read and understood the instructions” & Click on “**I am ready to begin**” Button.



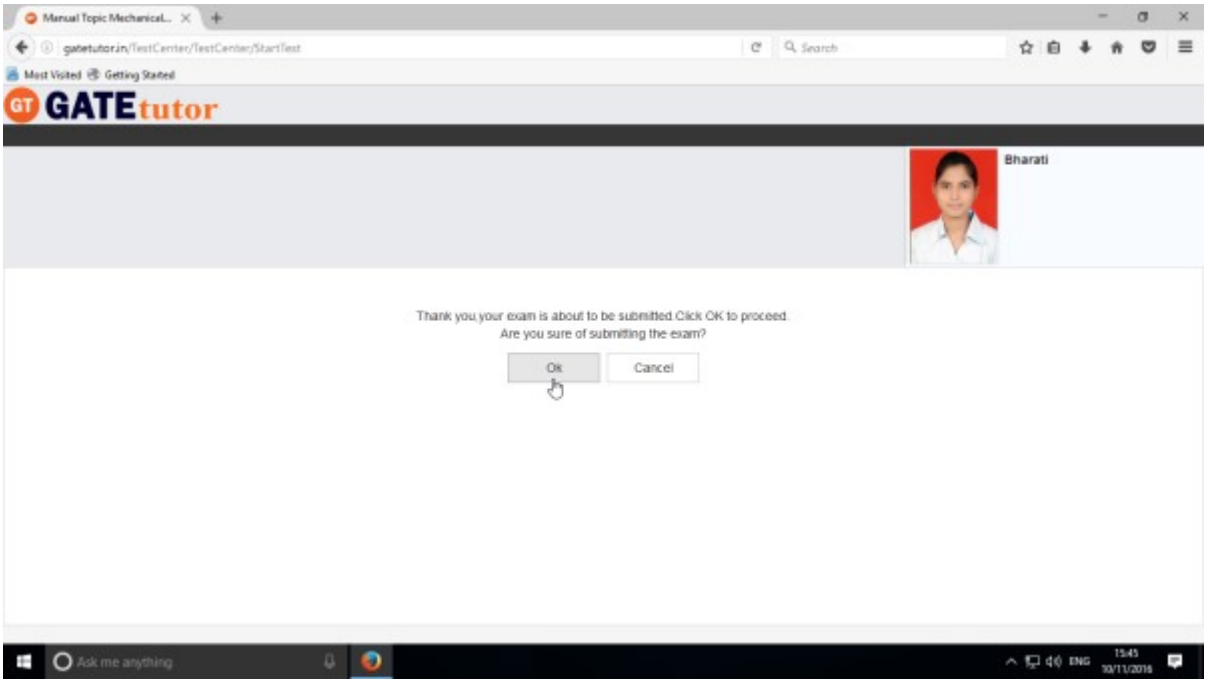
You can start the test by solving questions as follows



After finishing test click on **“Submit”** to save a test.

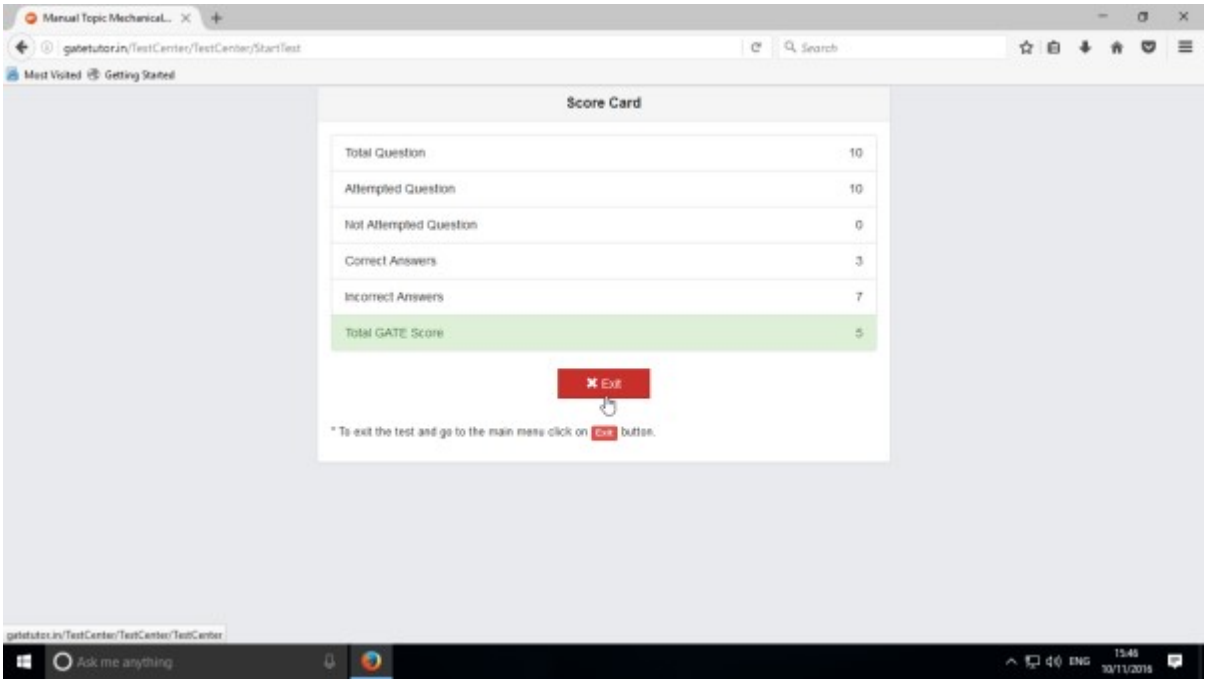


Click on "**Yes**" to submit.

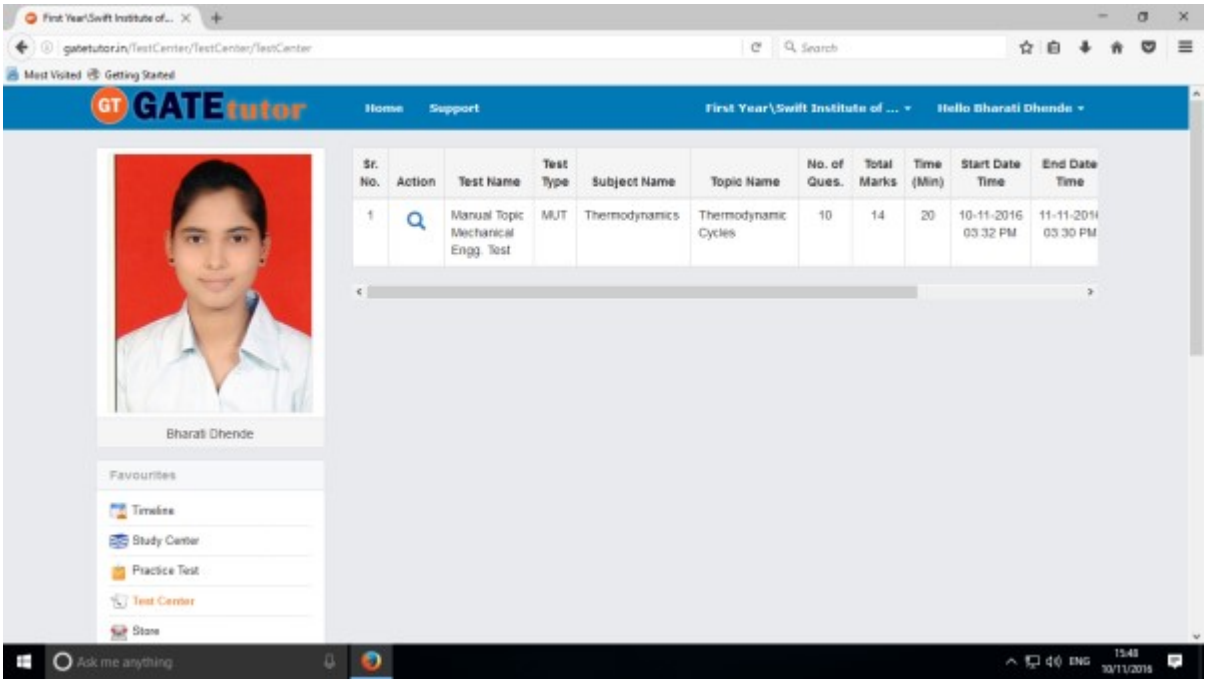


Now click on "OK".

You can exit from the test by clicking on **“Exit”**.

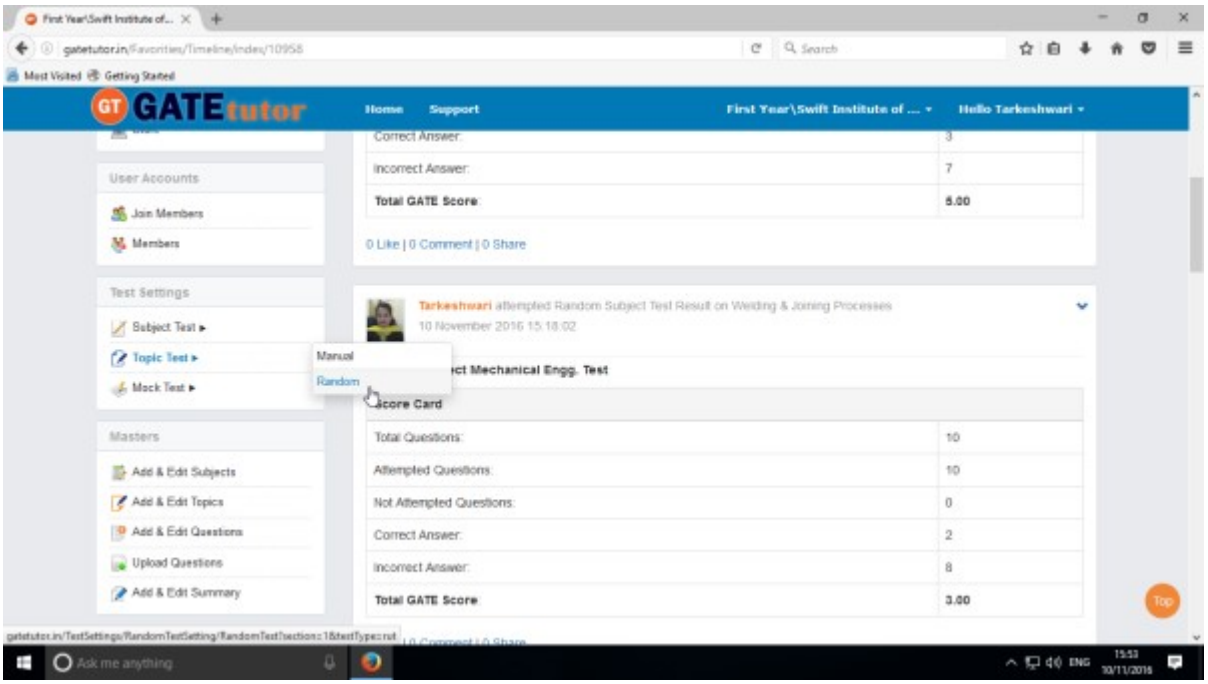


After finishing this test, go to your sub group timeline & test result will be displayed on that timeline.

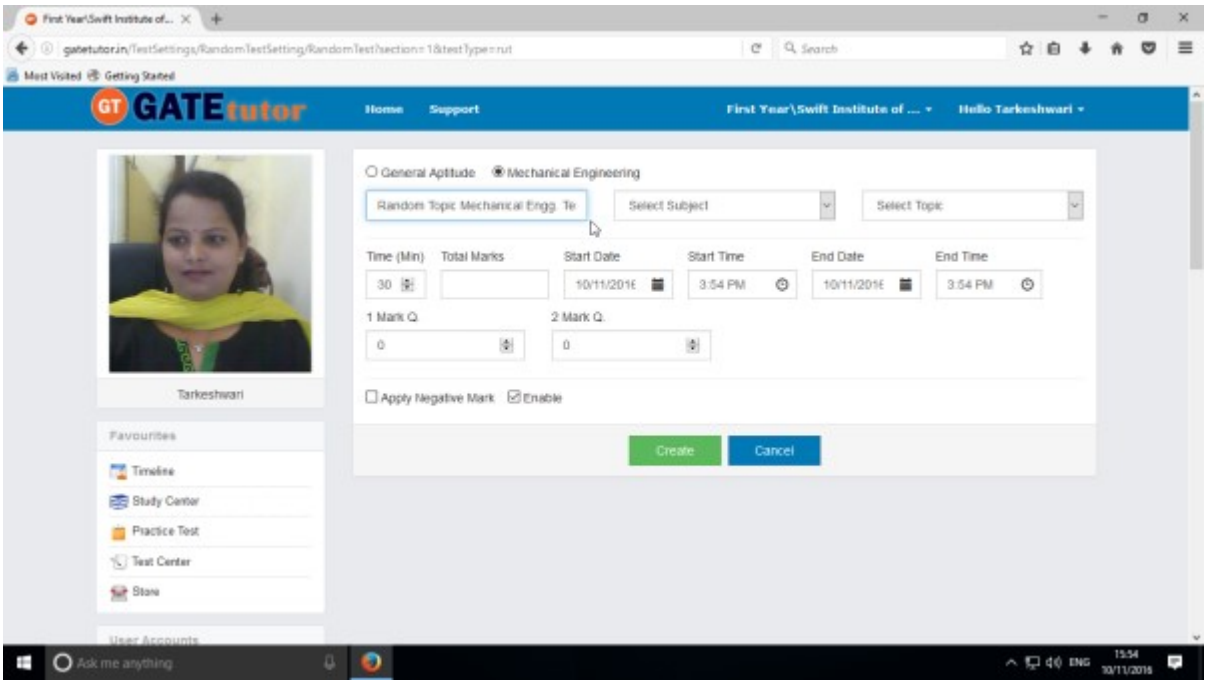


Click on Timeline to see the results.

b) Random Topic Test

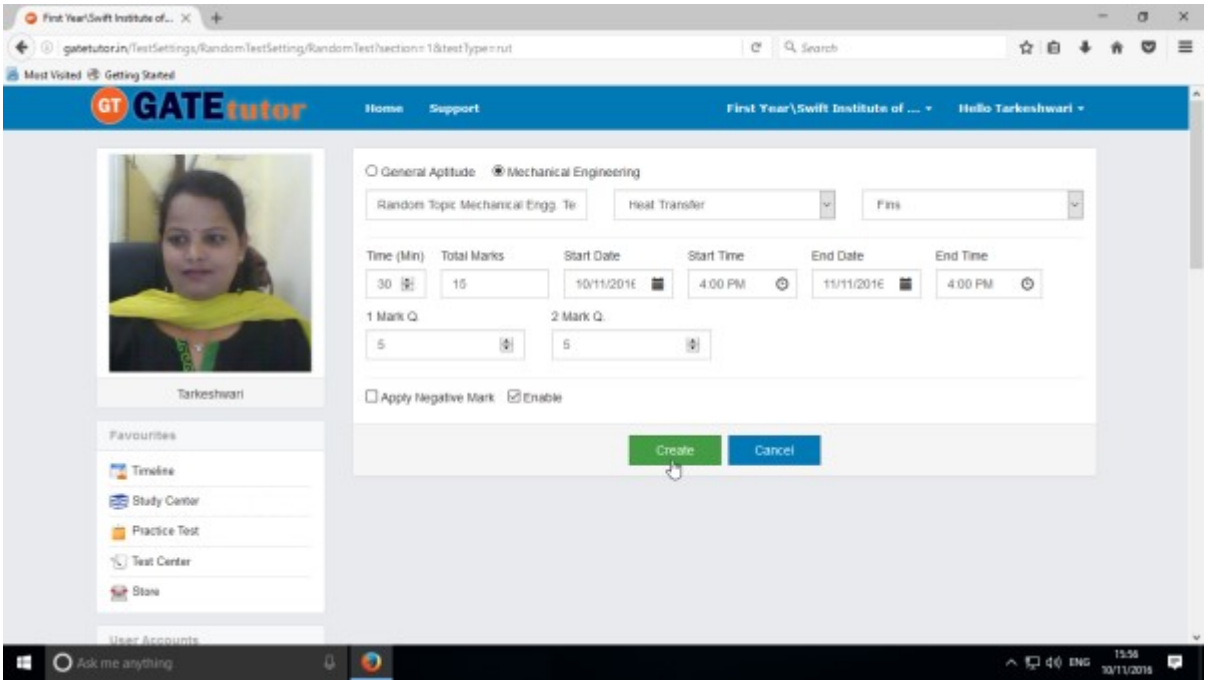


Click on **"Random"** to create a test.

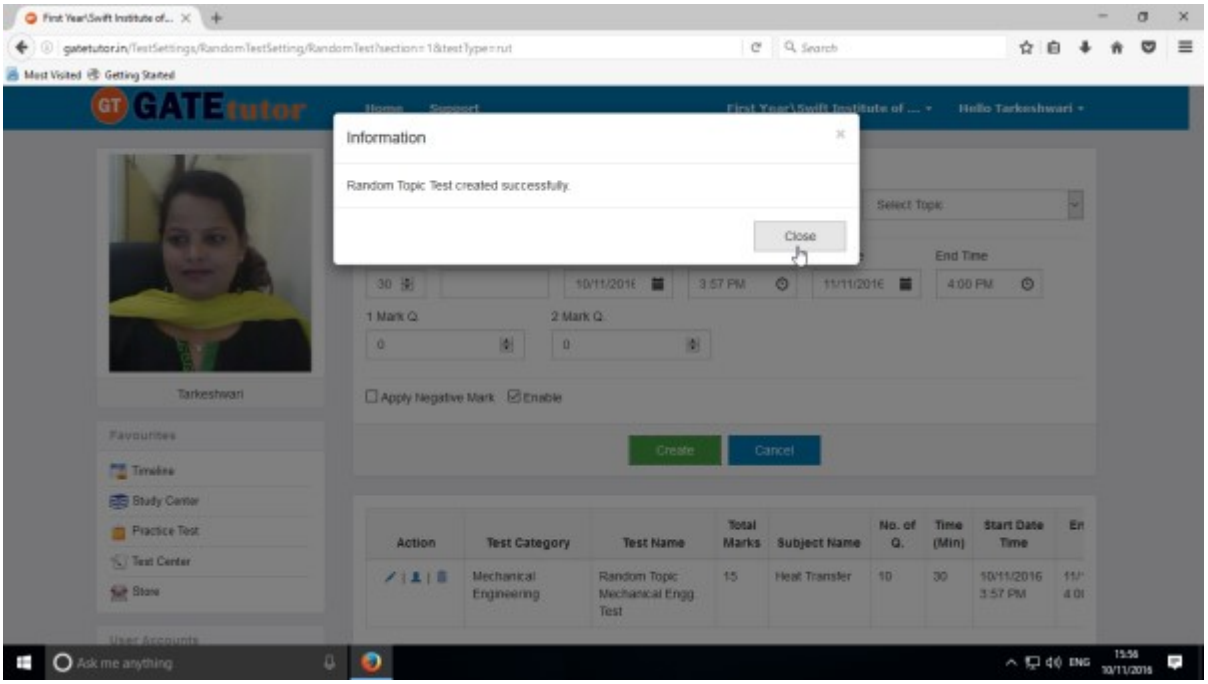


Write a test name as above.

Select subject & topic then fill up all the required details.

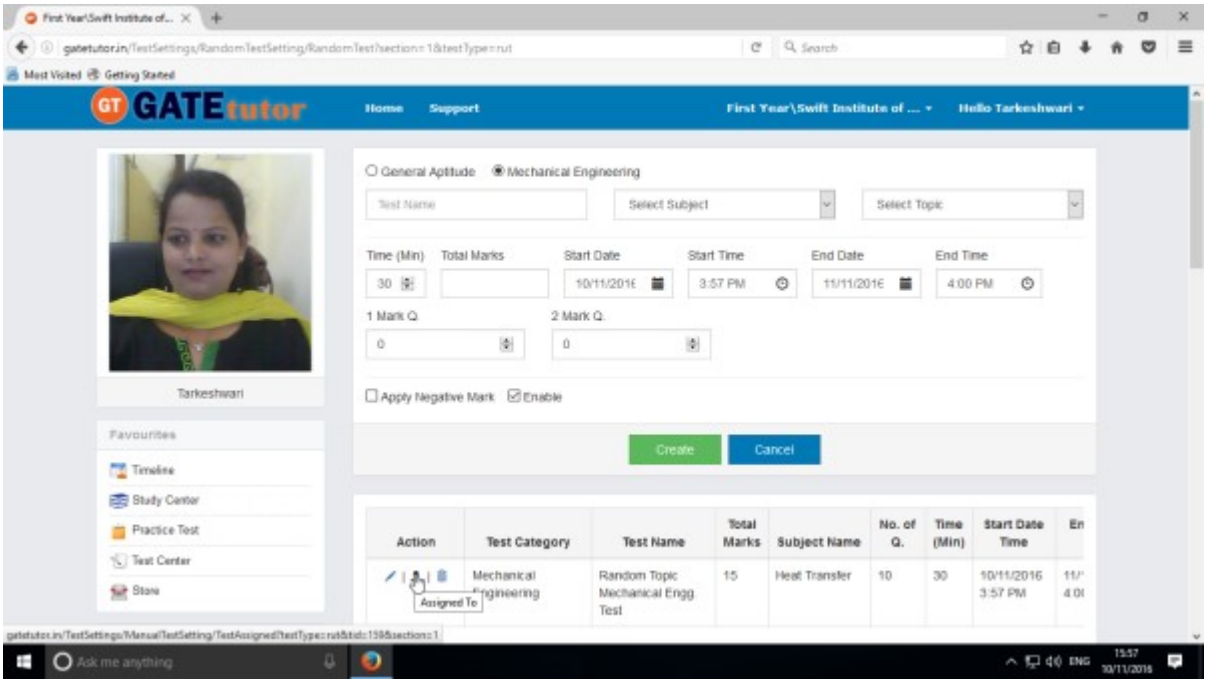


Click on "**Create**" to create a test.

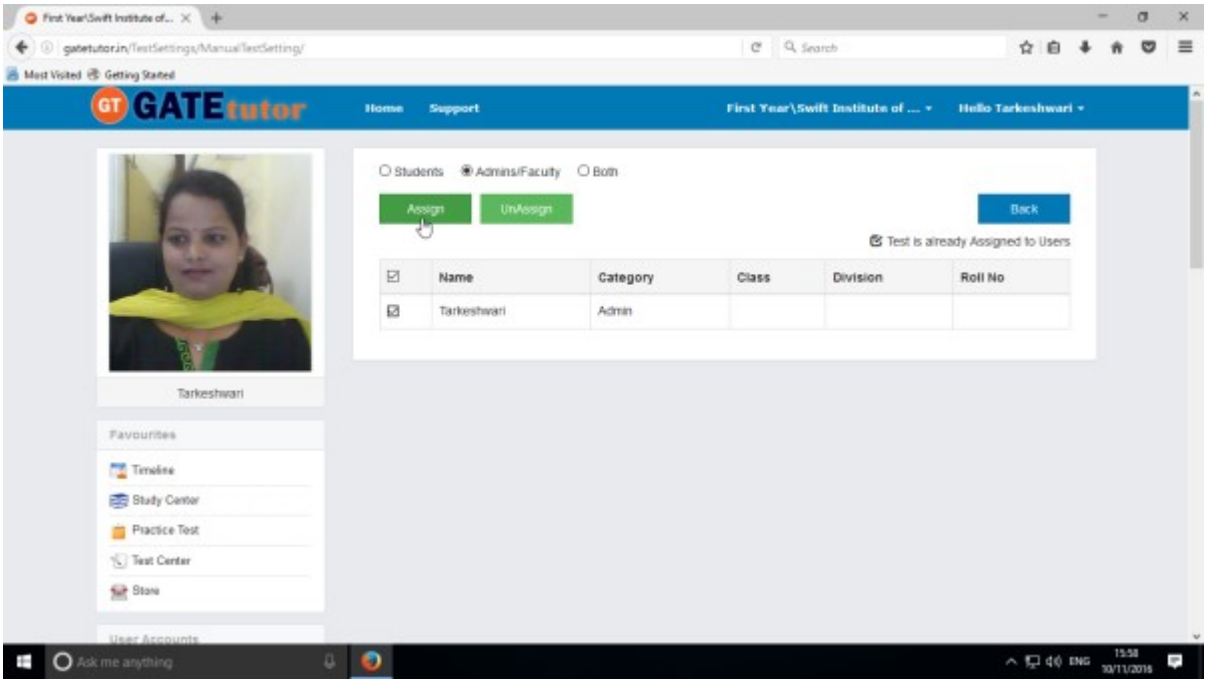


Click on the "**Close**" to continue.

Now click on “**Assign To**” icon to assign the test.



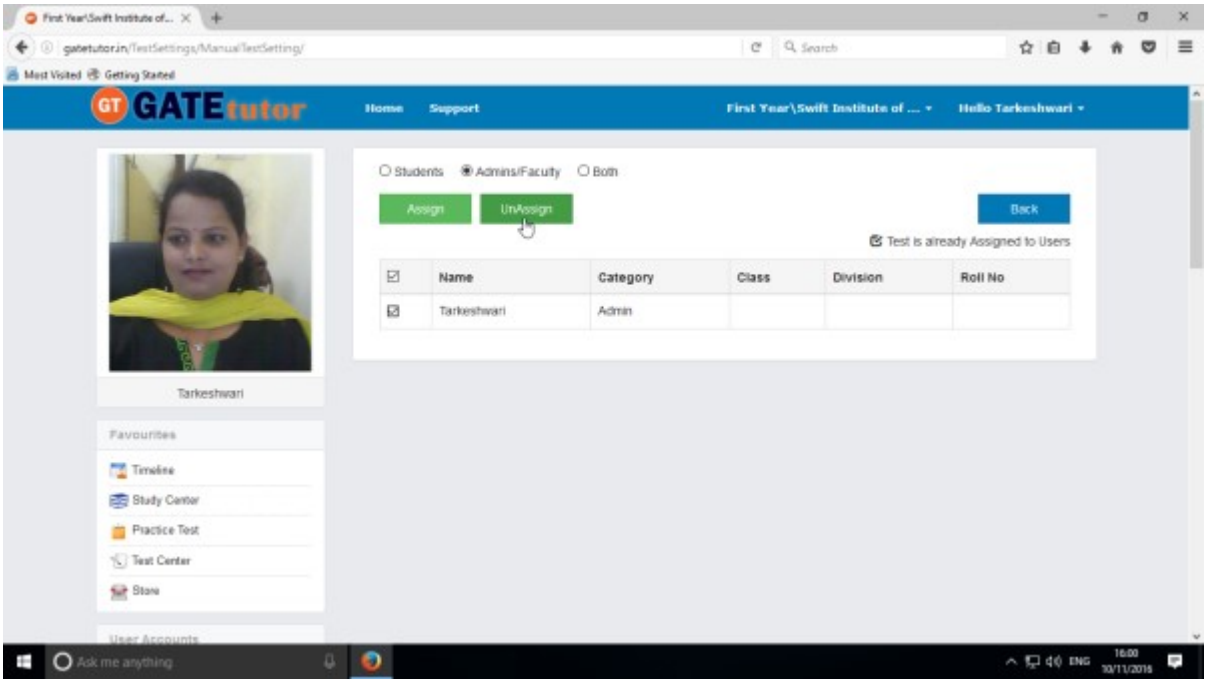
Select the names to which you want to assign the test

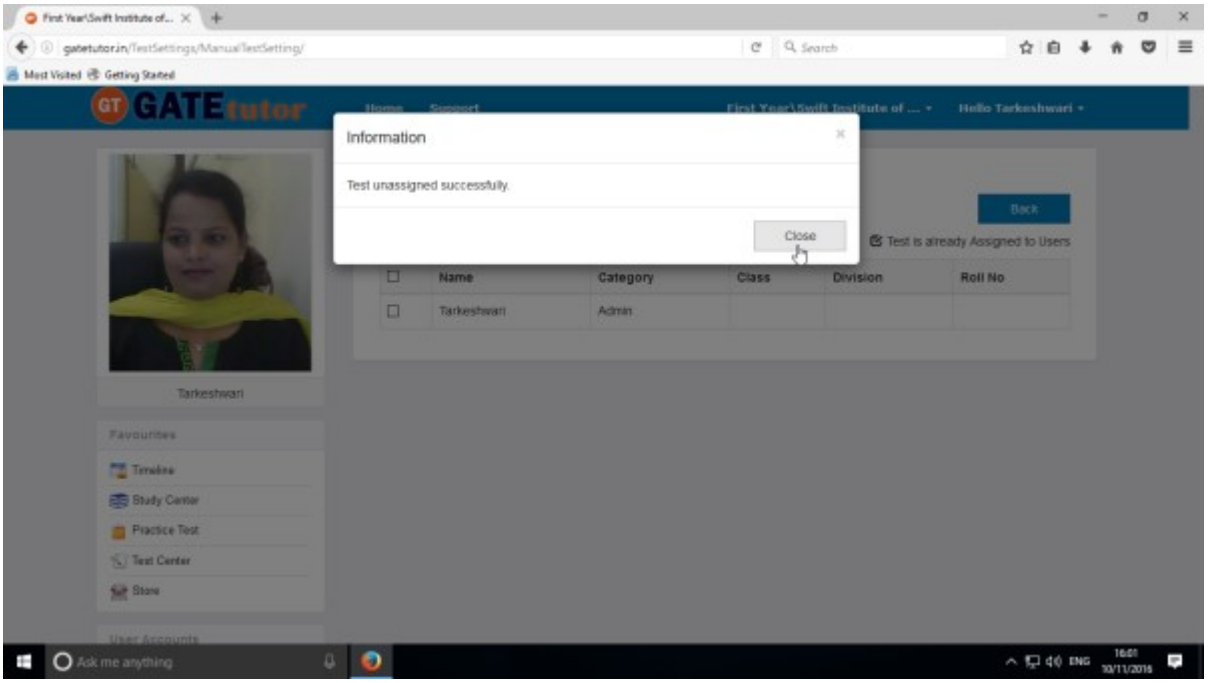


Click on **“Assign”** to assign a test.

If you have assigned the test to the friends and you want to make any changes in the test or want to cancel an assigned test, you can unassign the test.

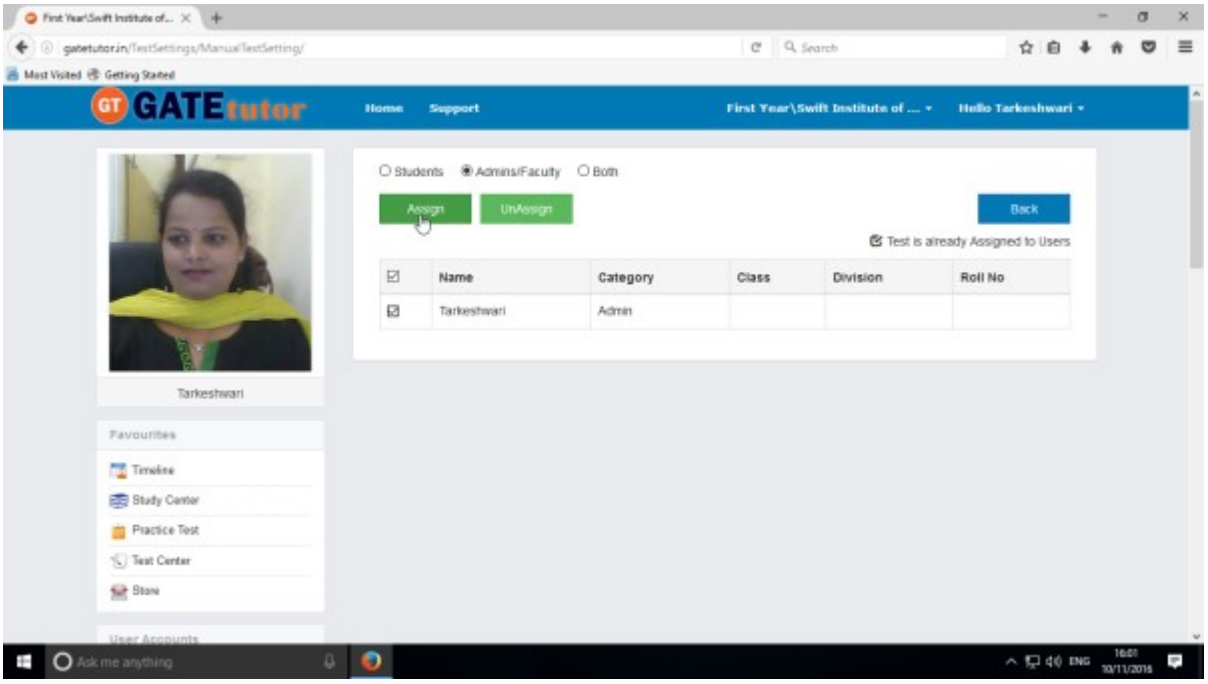
Just click on "**UnAssign**" button, the test will be unassigned and also disappeared from the timeline and test center.



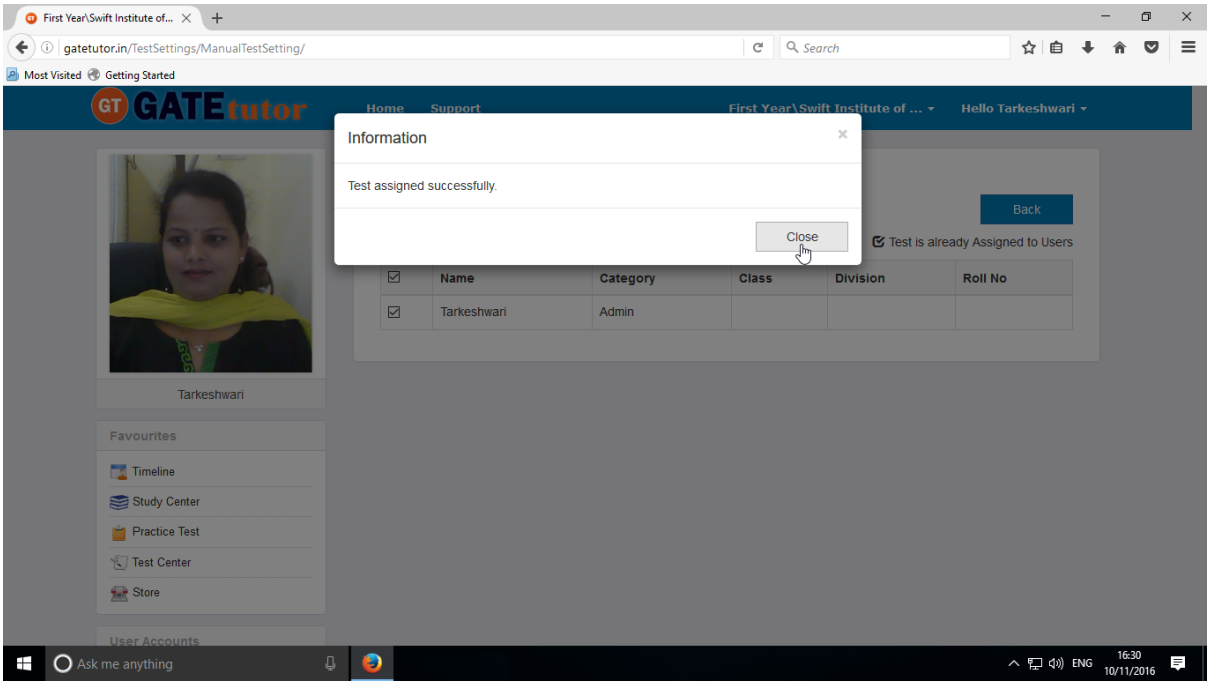


The test will be unassigned and also disappeared from the sub group timeline and test center.

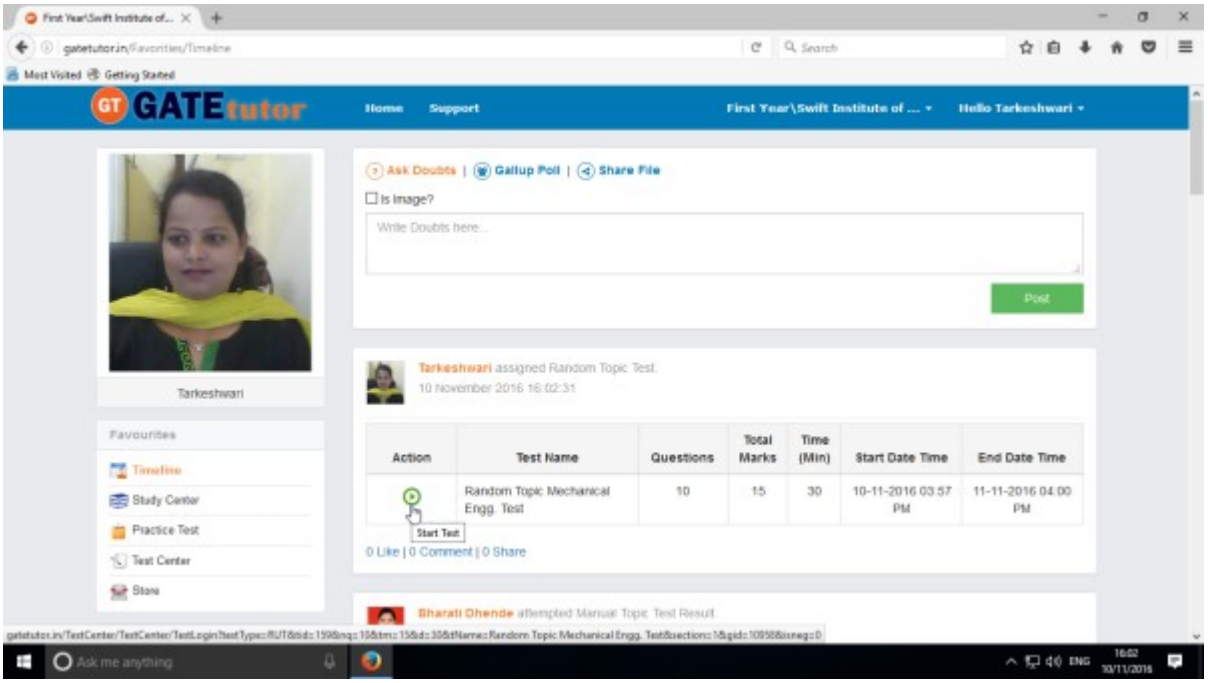
Now choose a name & assign test by clicking on “**Assign**” as follows



Test will get assigned successfully when you click on “**Assign**”

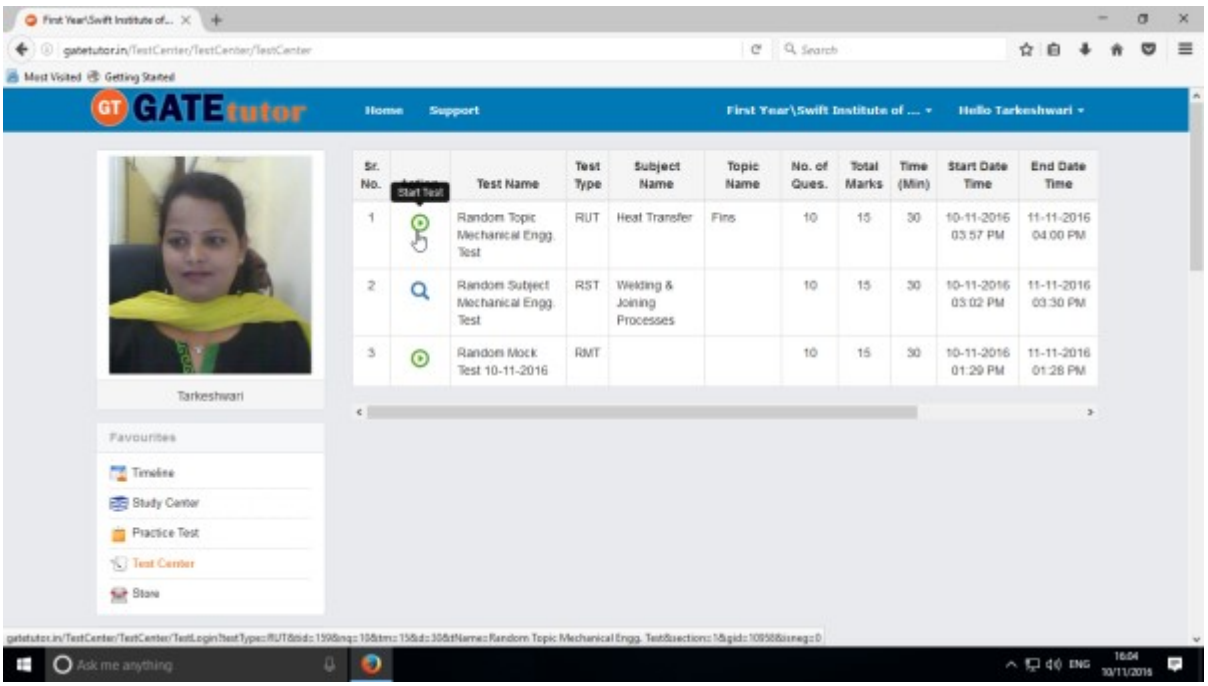


You can check the assigned test on sub group timeline and check the test by clicking on “Timeline” to attend a test



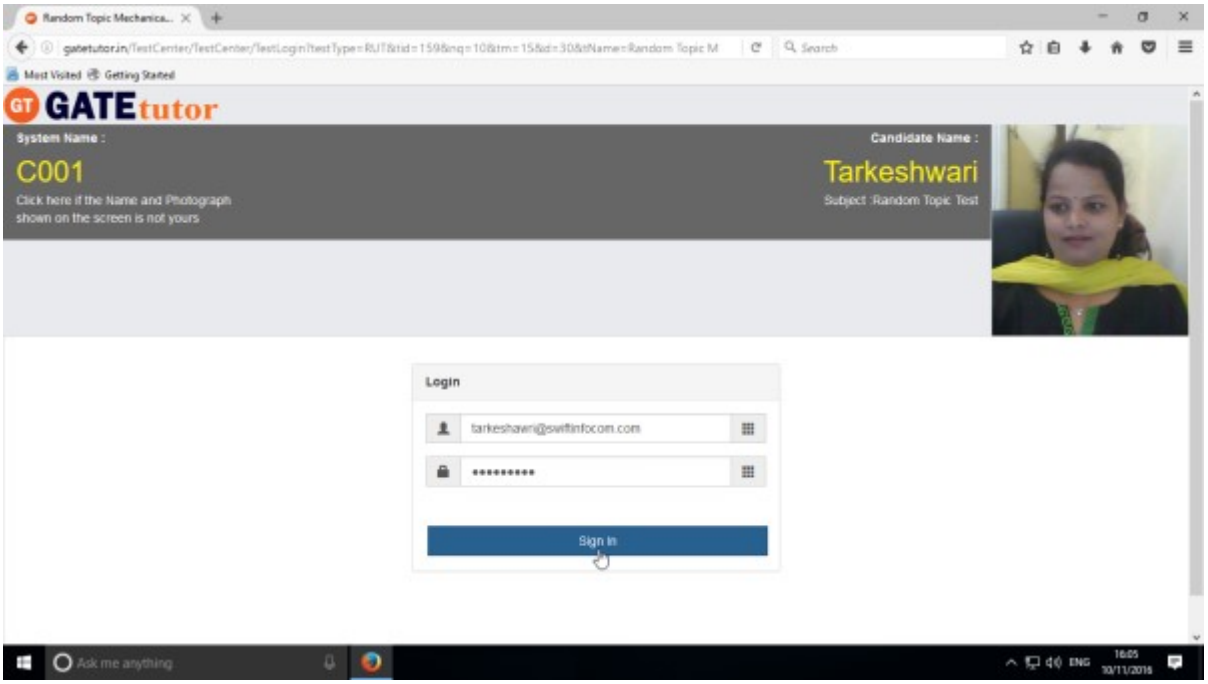
You can attend a test by clicking "**Start Test"** icon from sub group timeline**.**

Check the test will appear in **"Test Center"** also.

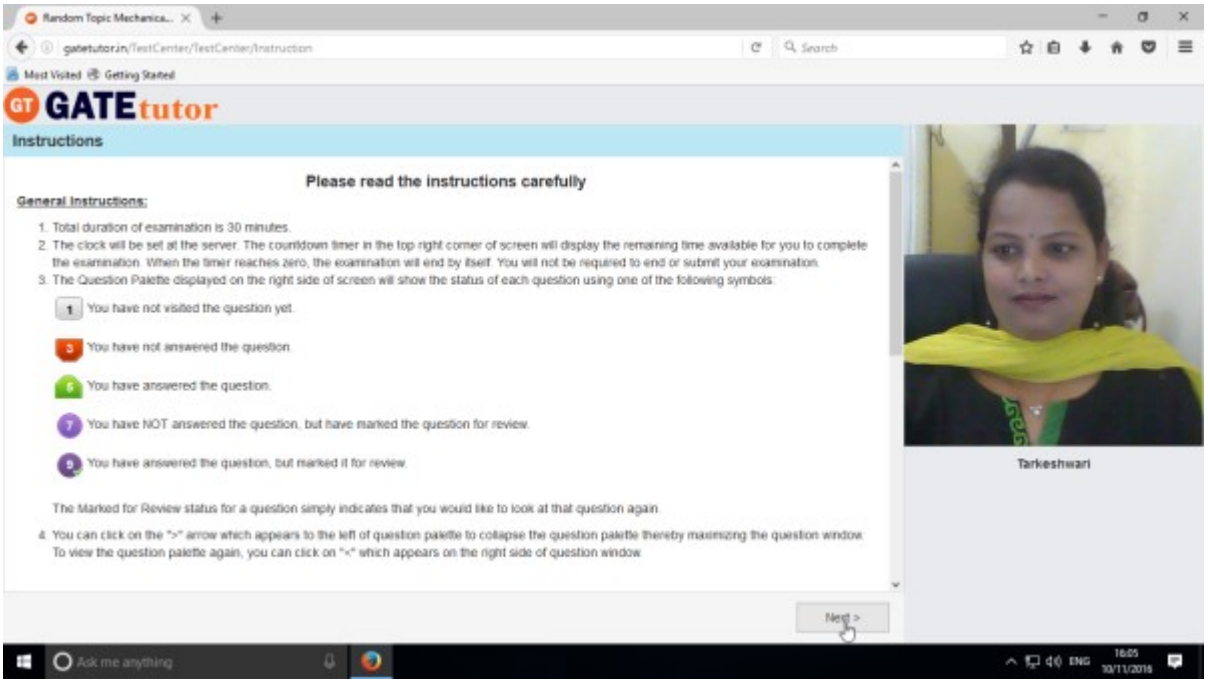


Click on "**Start**" icon to start a test.

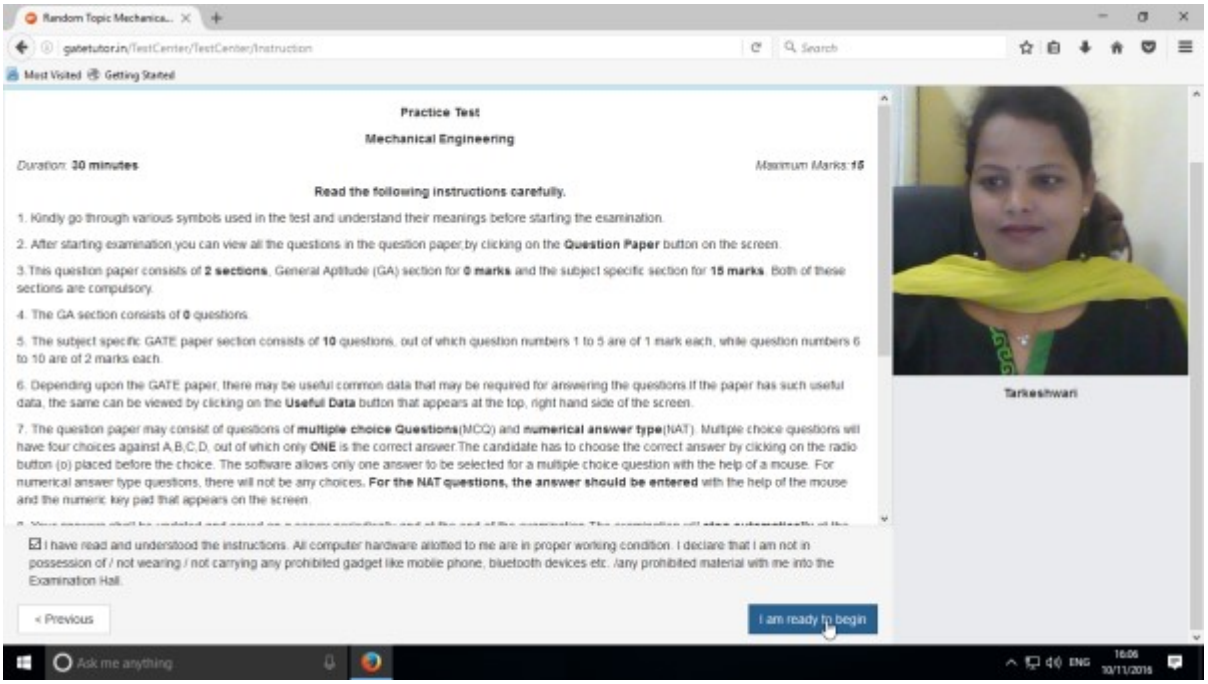
Click on “**Sign In**” to continue



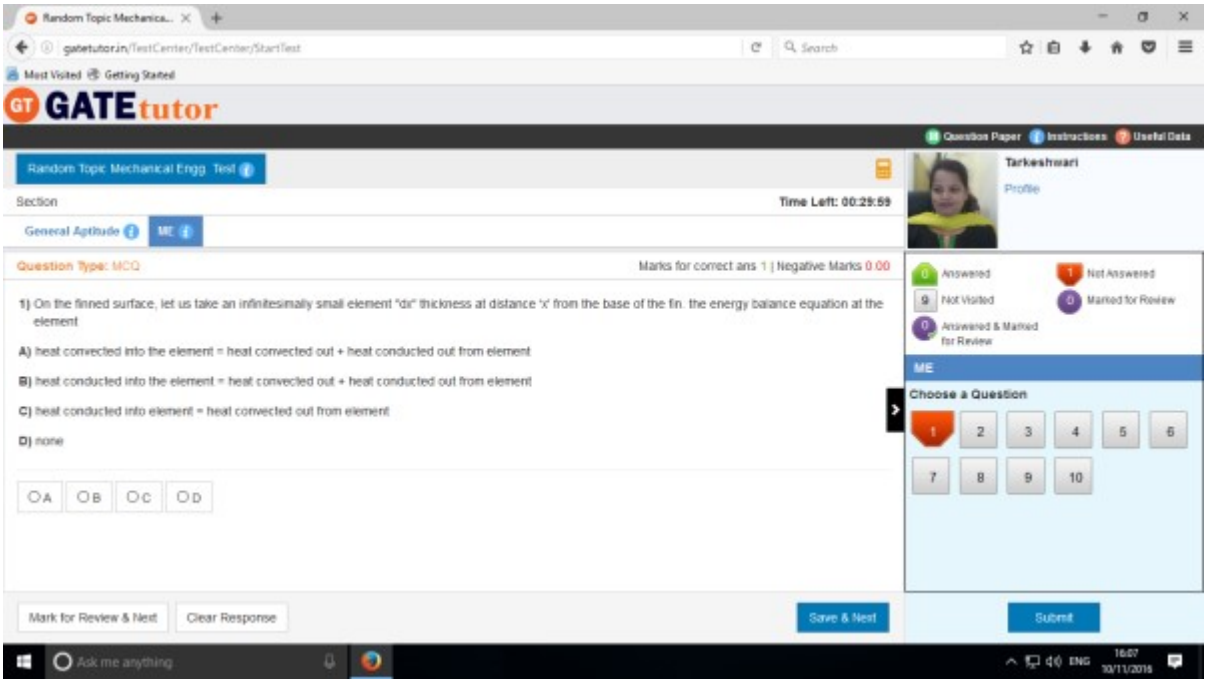
Click on **“Next”** to continue.



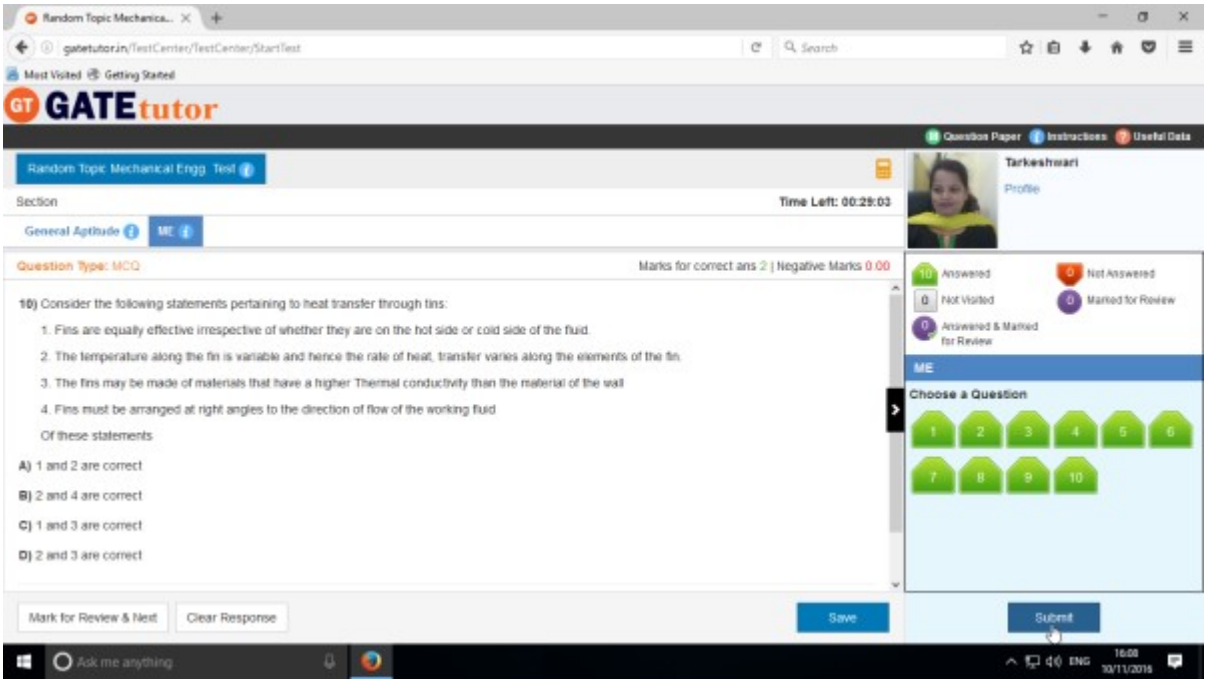
Then click on checkbox on "**I am ready to begin**"



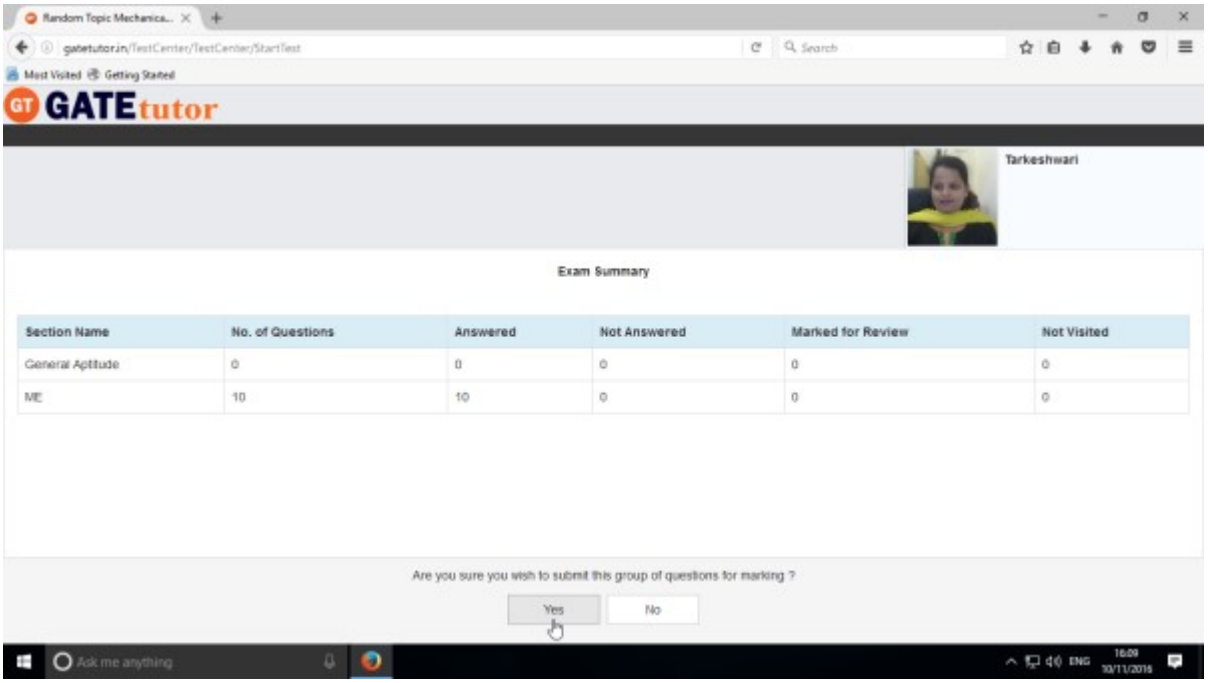
You will appear a test as follows.



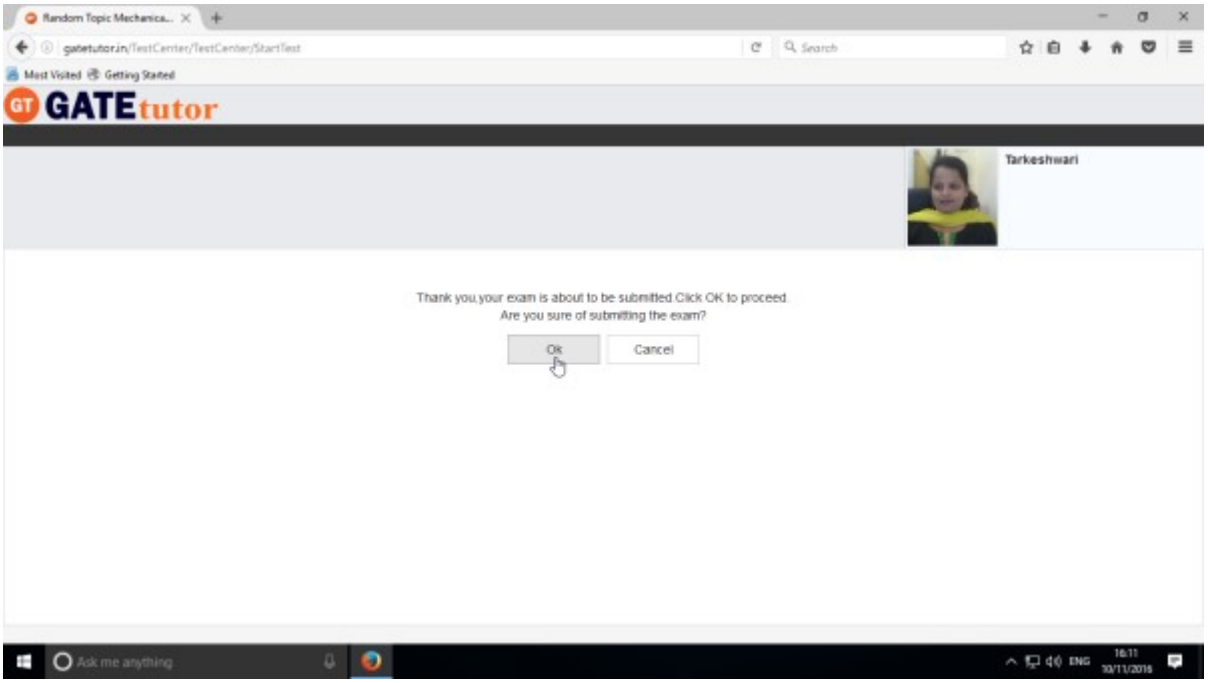
Attempt all the questions.



Click on "**Submit**" after finishing a test.

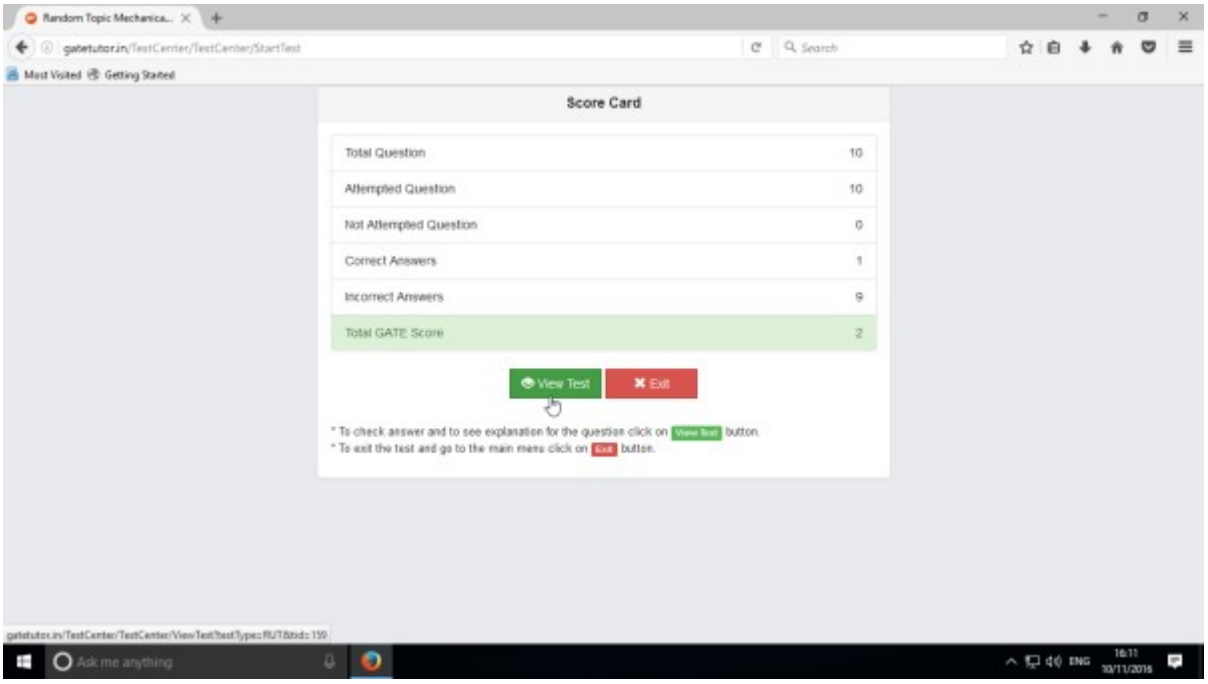


Click on "**Yes**" to continue & view the results.

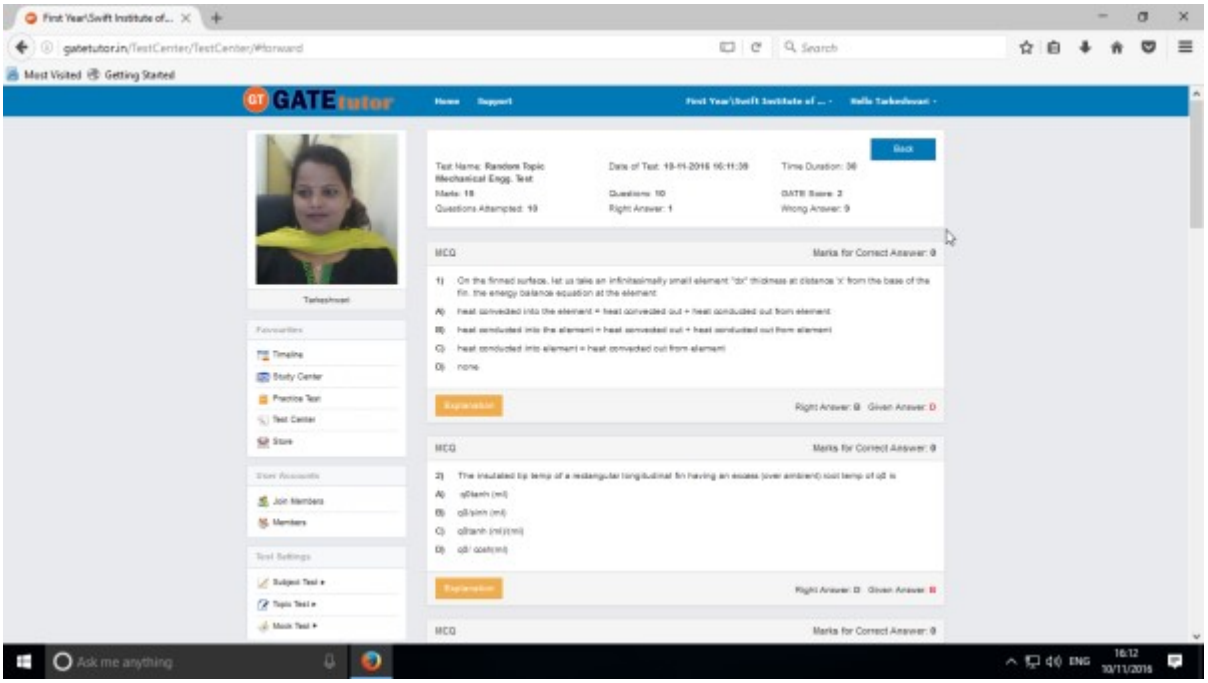


Click on “OK” to submit.

You can **“View Test”** or **“Exit”.**

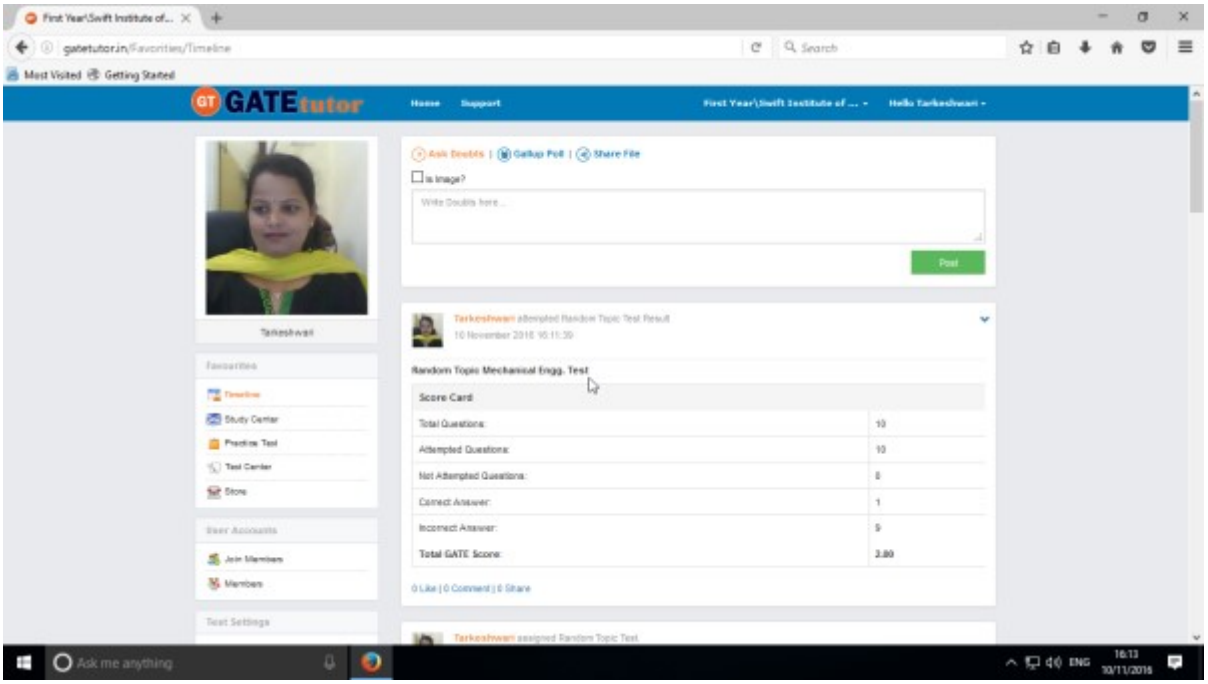


You can see the given test on your sub group timeline**.**



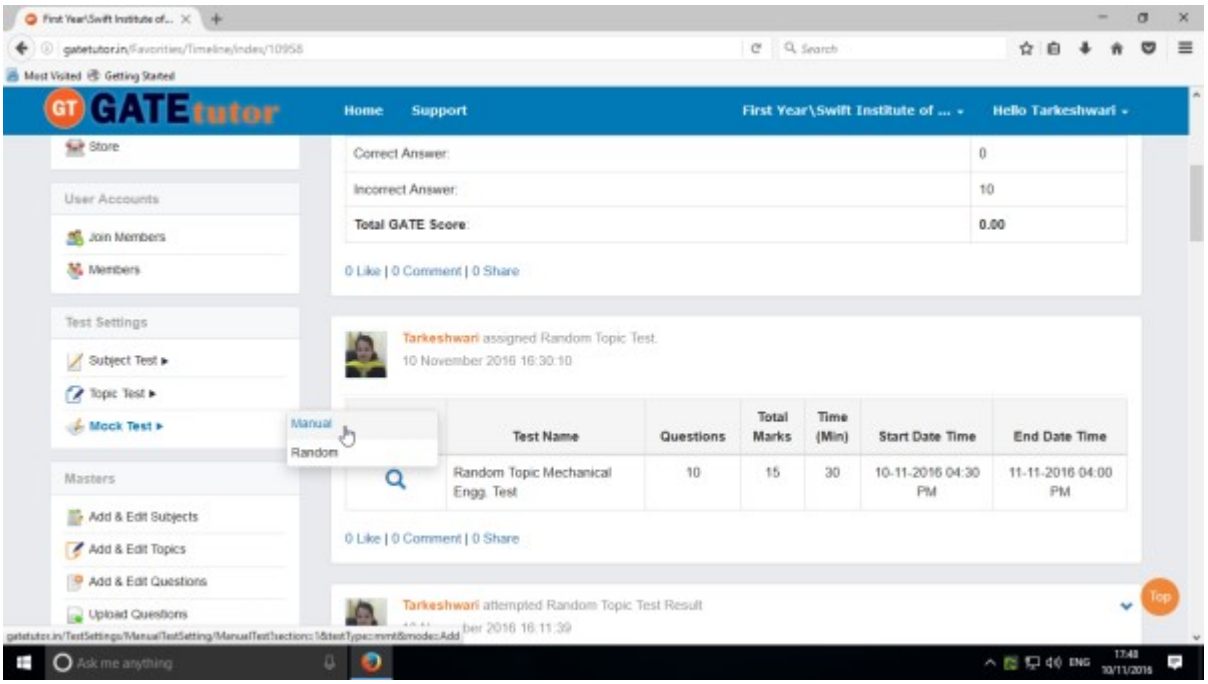
You can check the given test by clicking on “**View Test**”.

Now go to your sub group timeline to check the test results as follows.

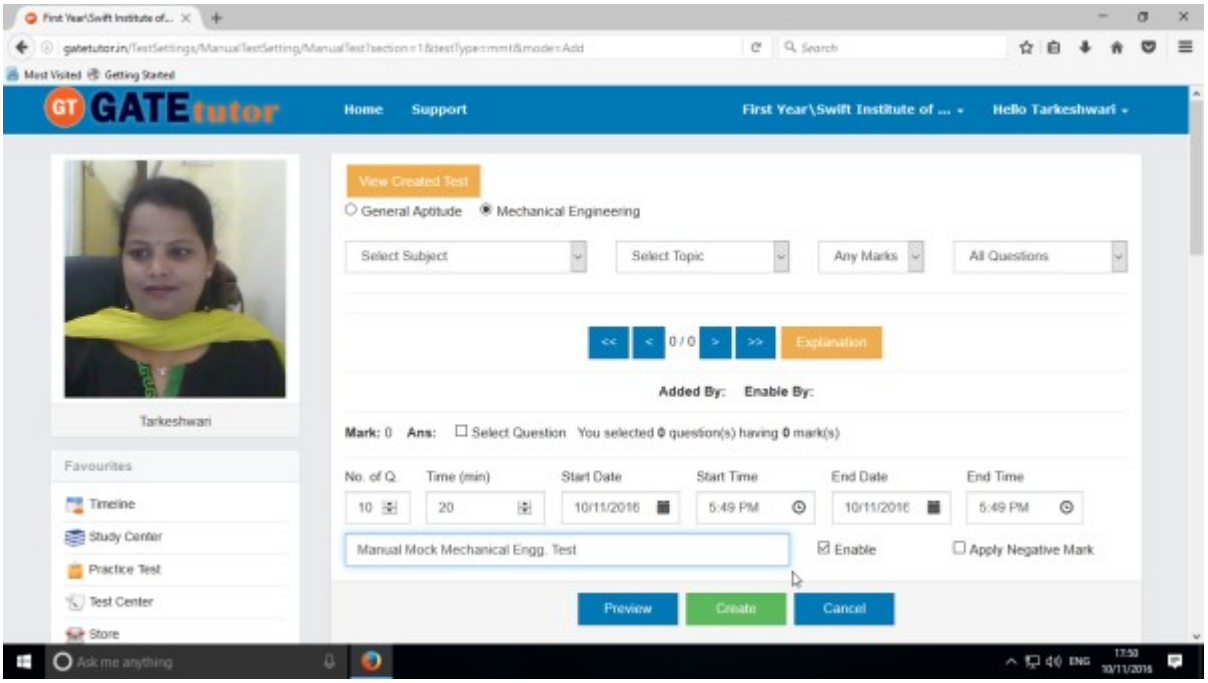


3. Mock Test

a) Manual Mock Test

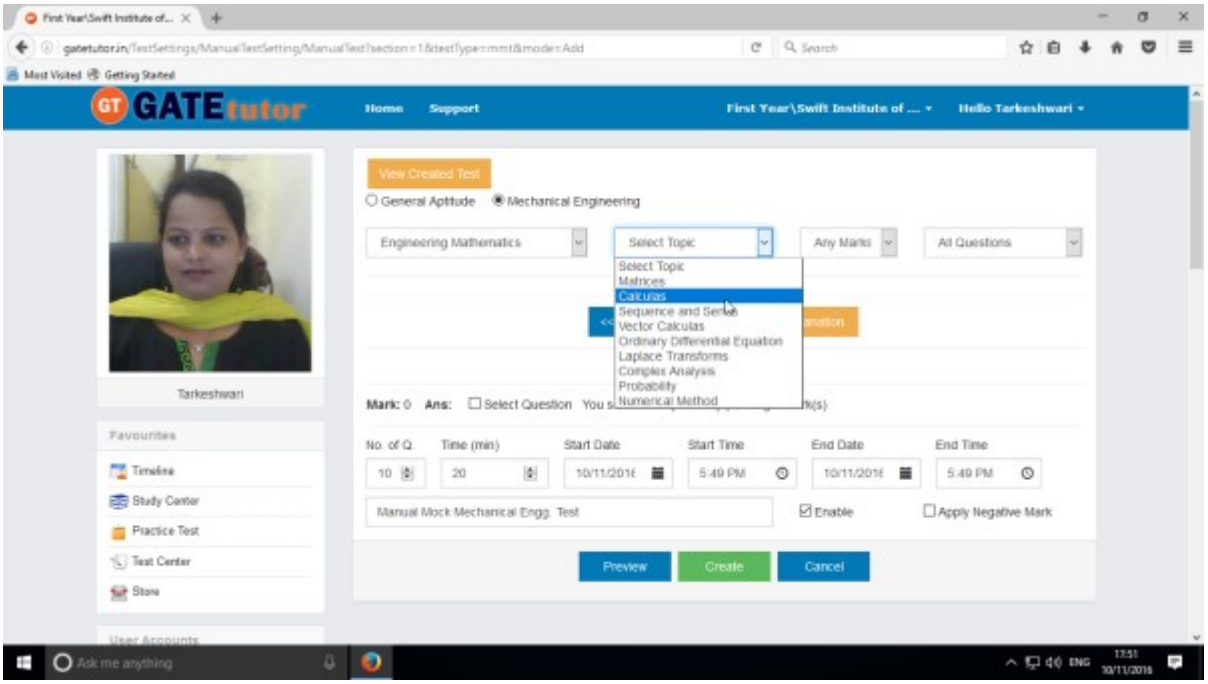


Click on "**Manual**" to create a test.

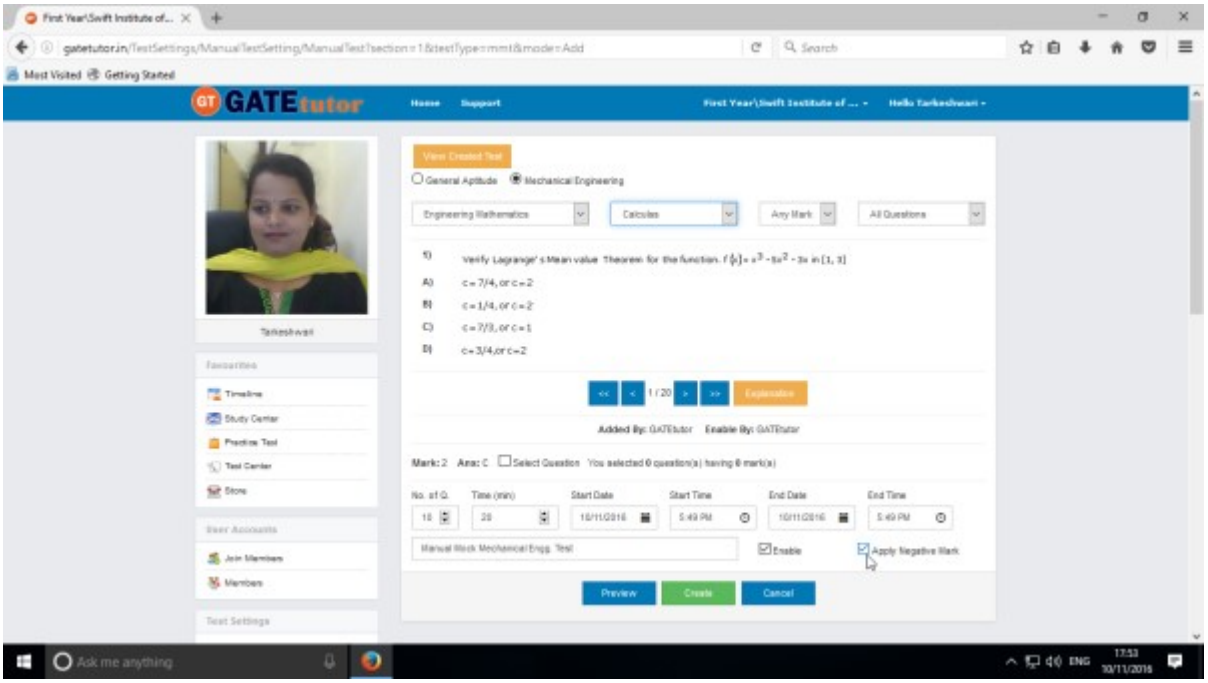


Write a test name as above.

Select subject and topic for the test.

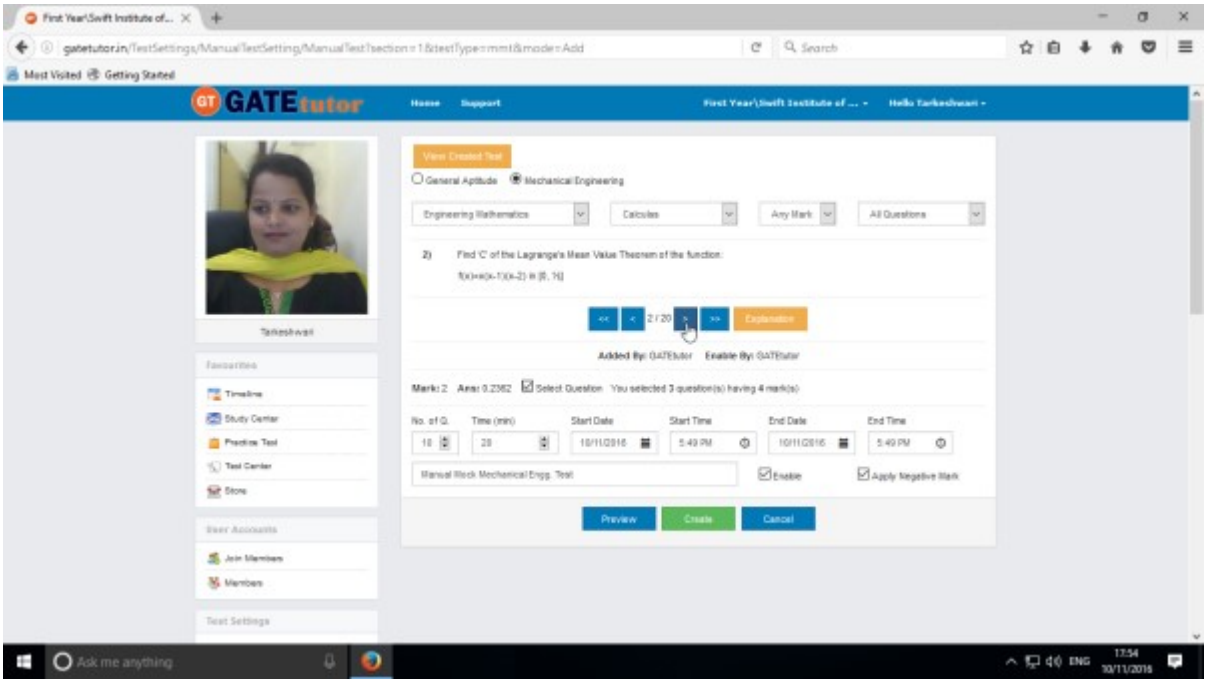


Fill up all the remaining details

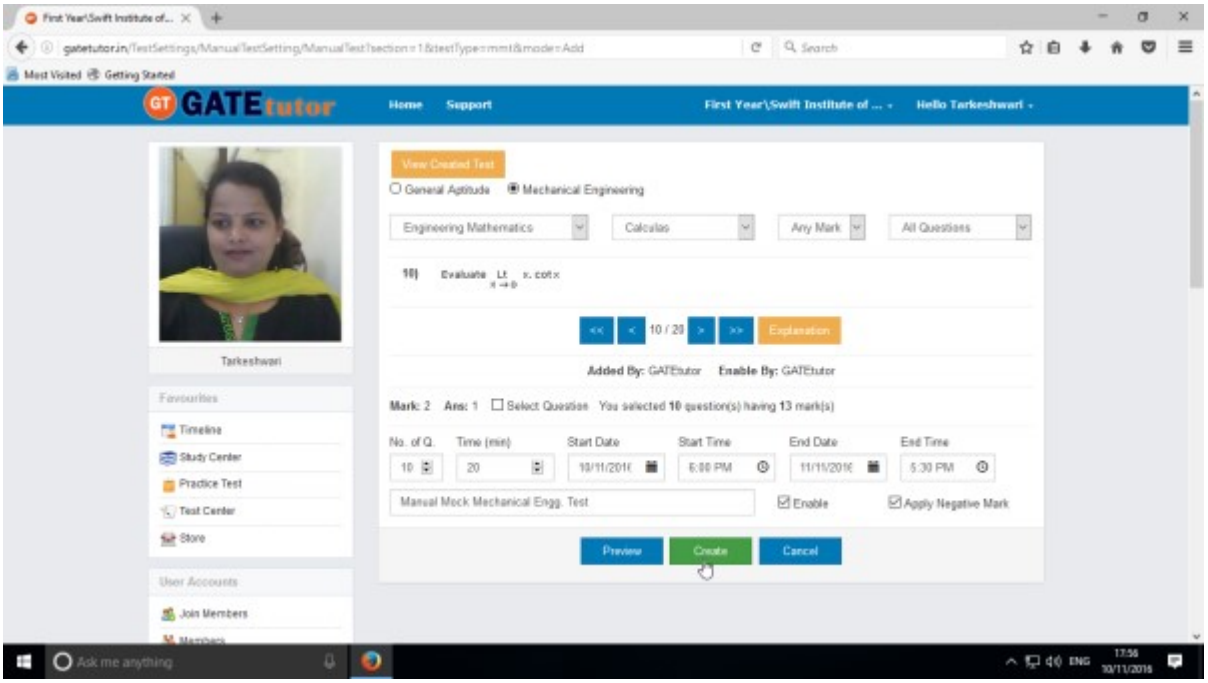


You can also apply negative marking for the test as above.

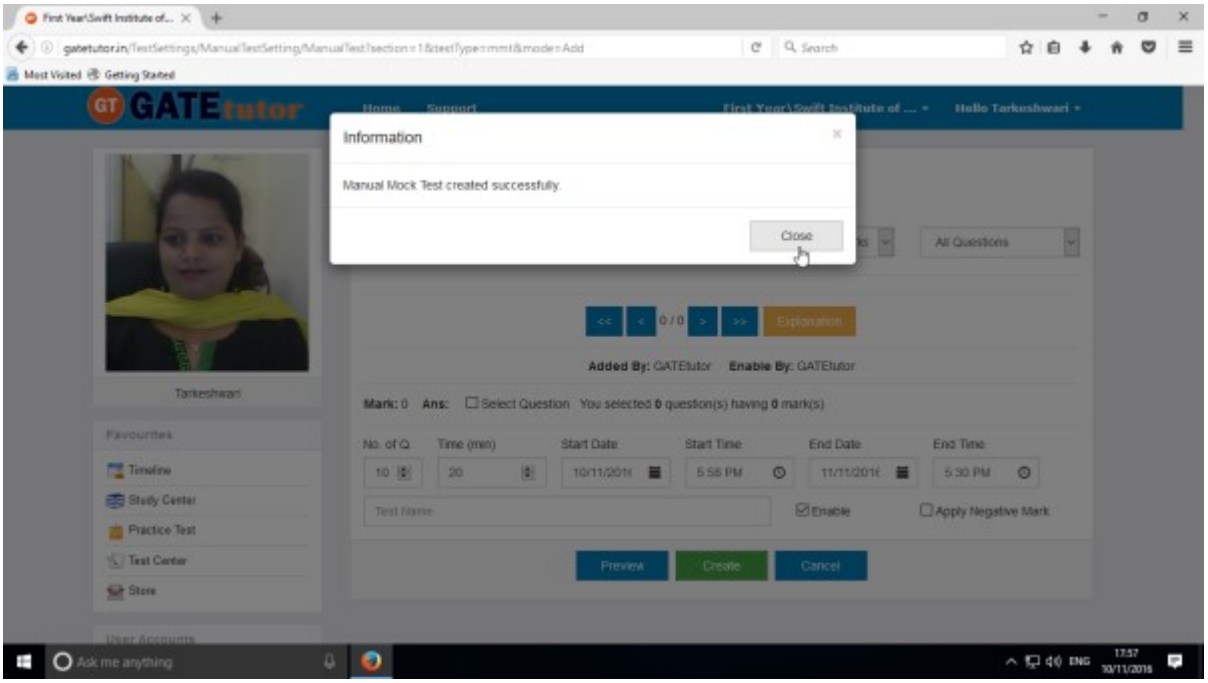
Select & choose the questions by clicking on forward & backward arrow.



Once you finish the questions selection, click on "**Create**" to create a test.

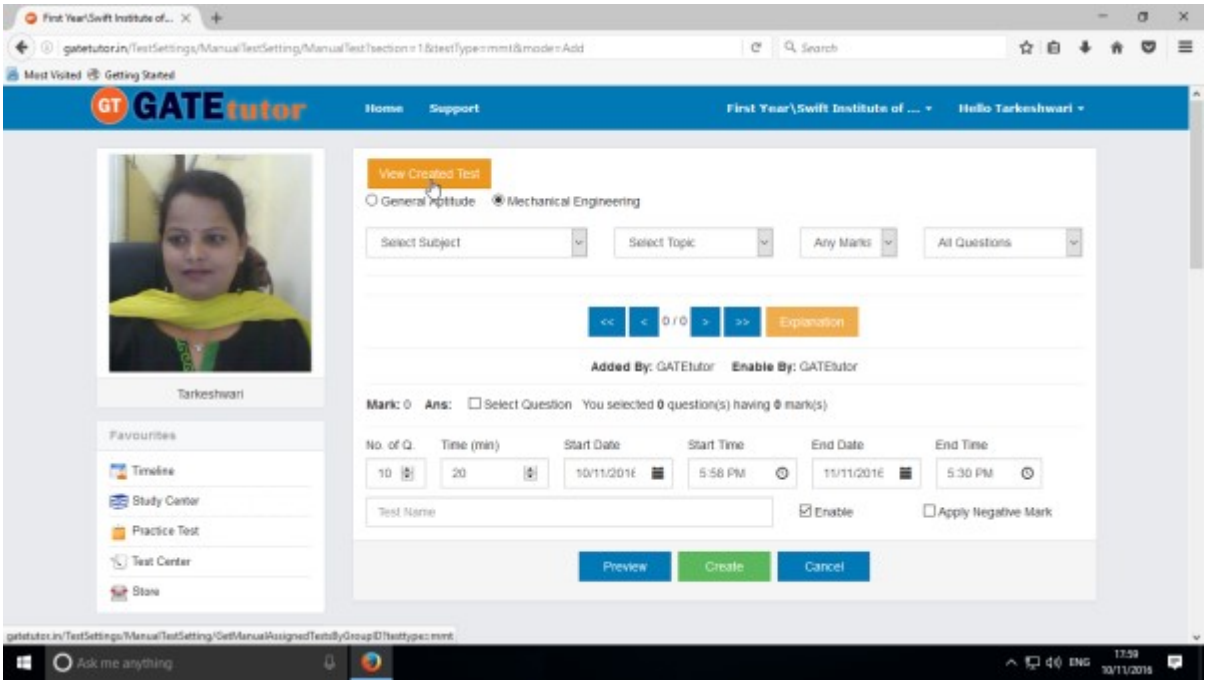


Test will get created successfully.

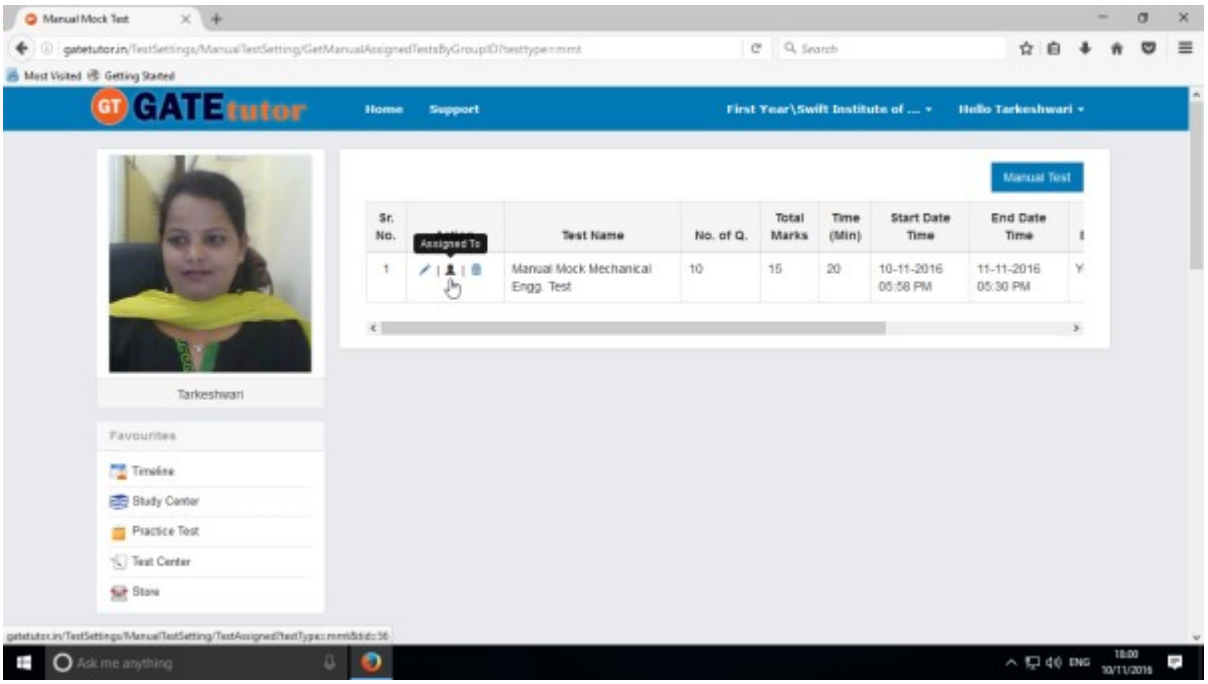


Click on "**Close**" to proceed.

Now click on "**View Created Test**" to check & assign the test.

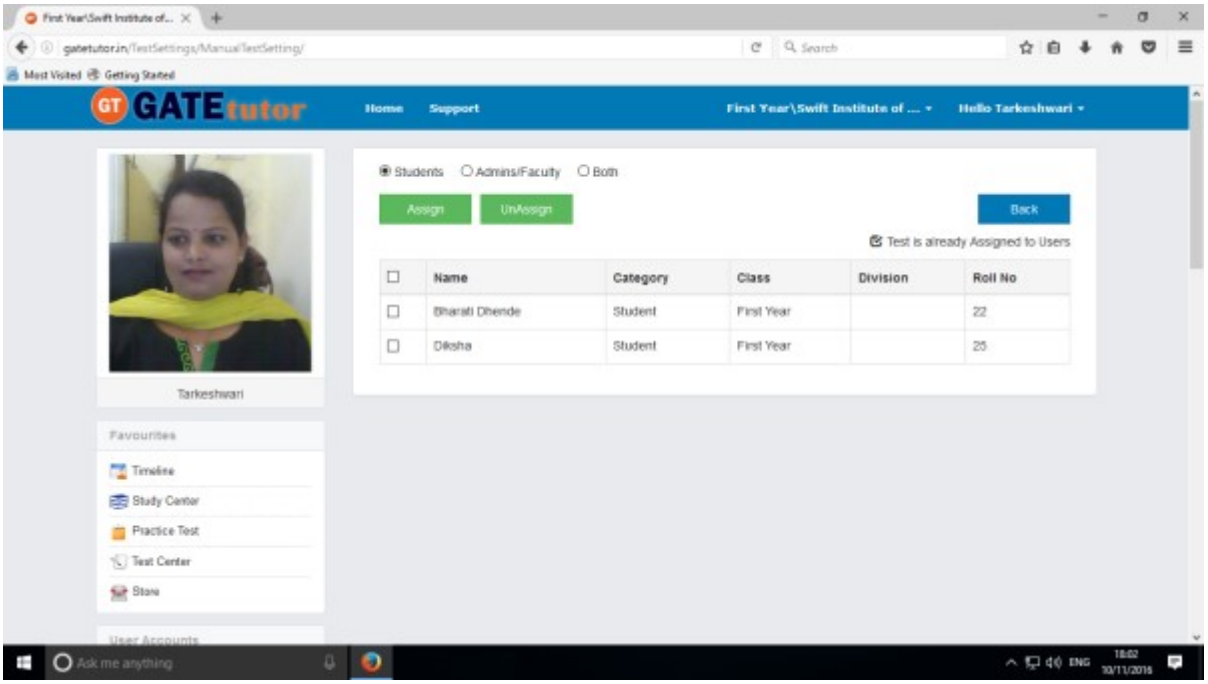


You can remove the questions from the test by clicking on “**View & Edit**” as well as “**Delete**” the test also.



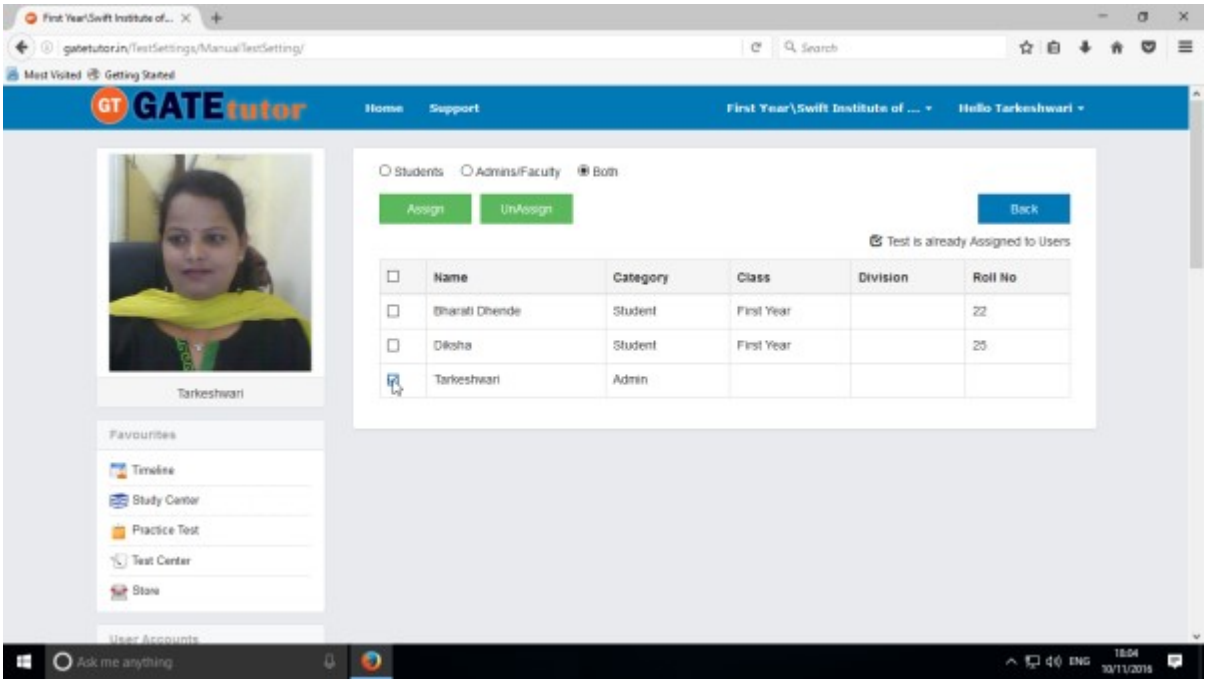
Click on “**Assigned To**” to assign a test

You will appear a window as follows.

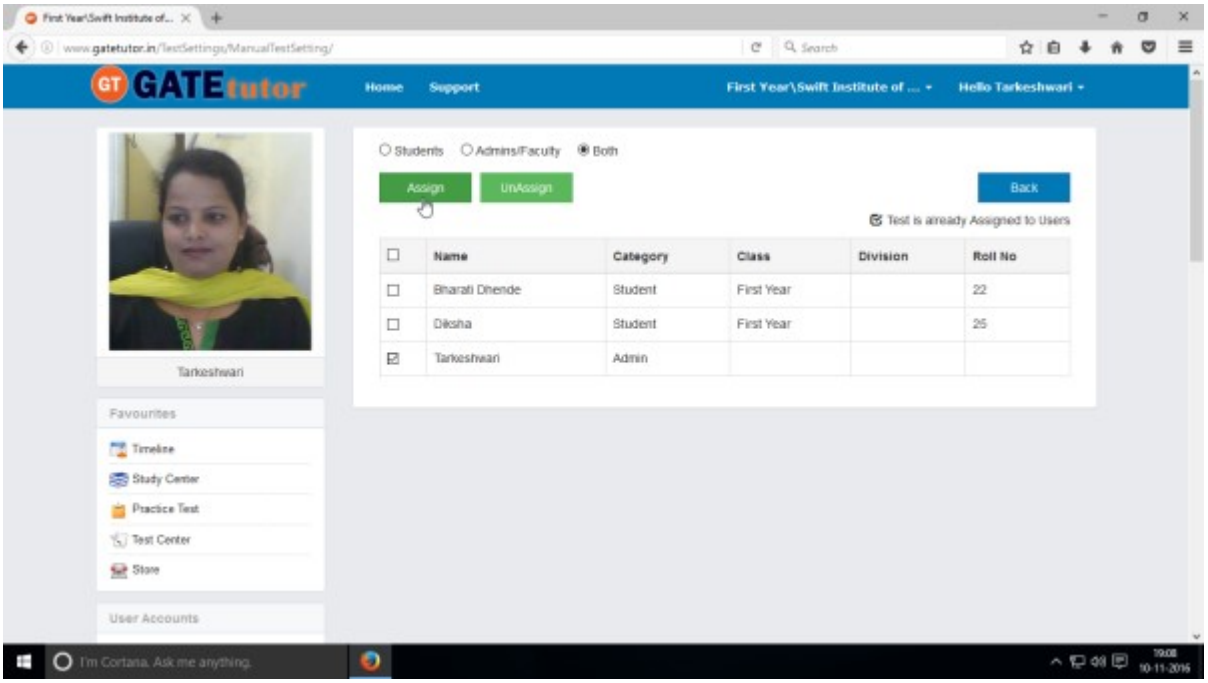


Click on “**Both**” radio button to choose names

Choose a name to assign a test

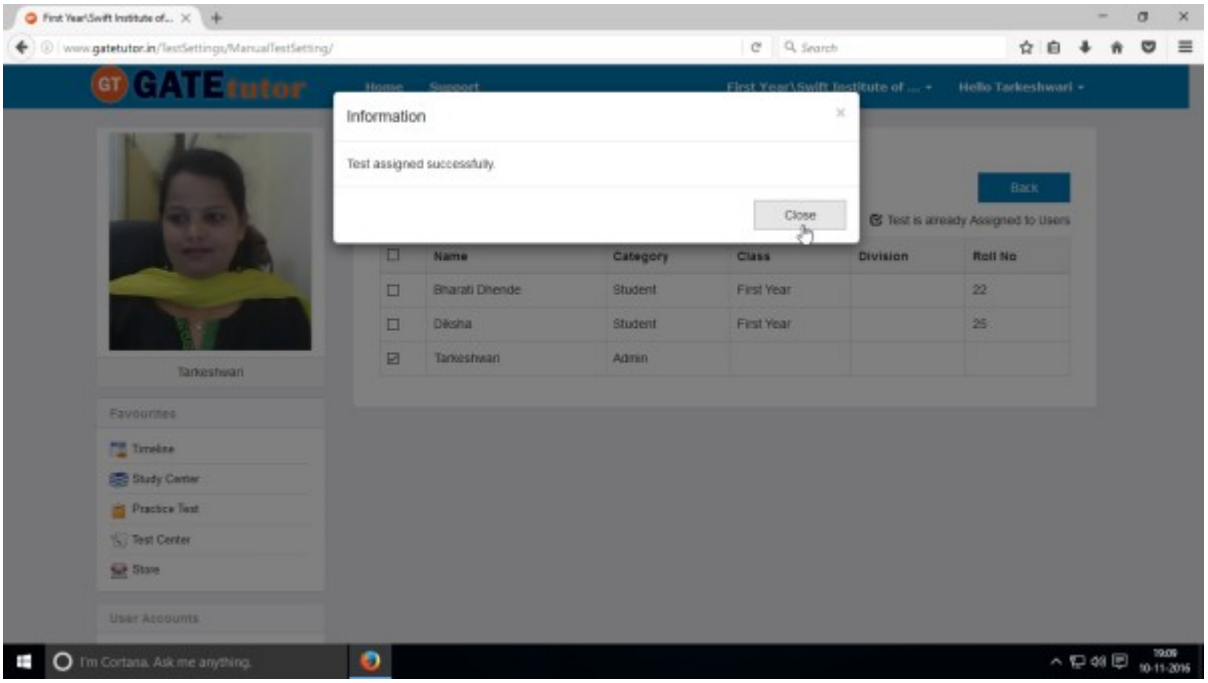


You can assign the test by clicking on "**Assign**".

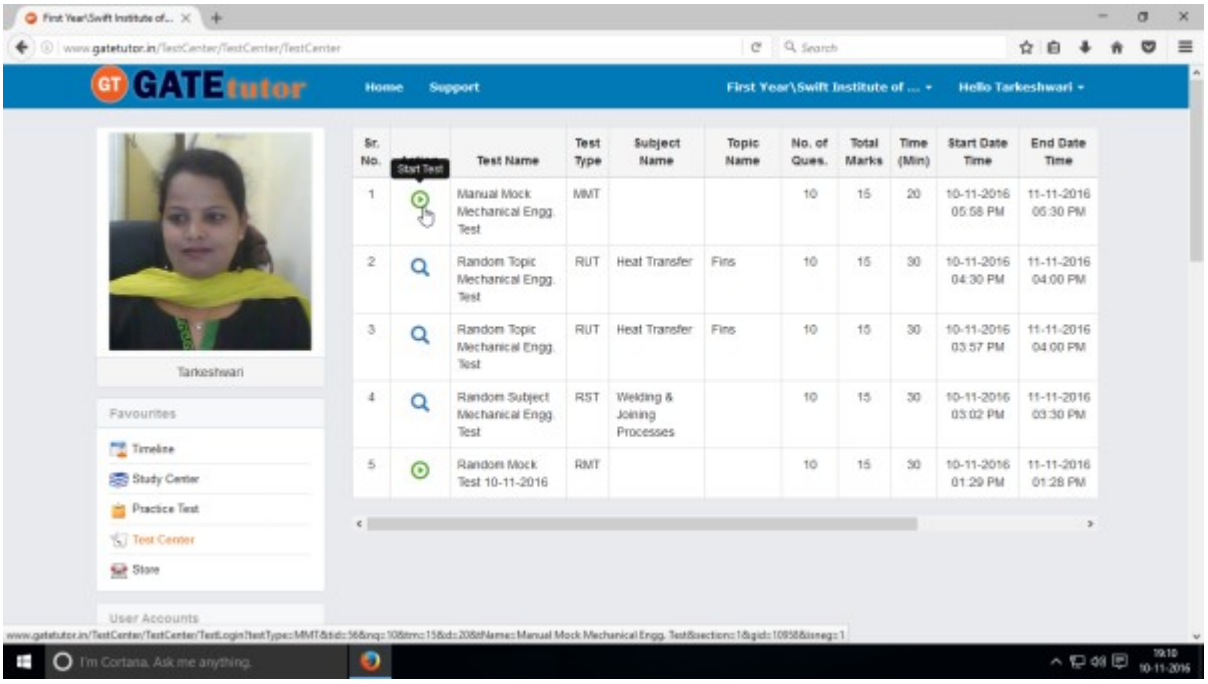


Click on "**Assign**" as above

Test will get assigned successfully.

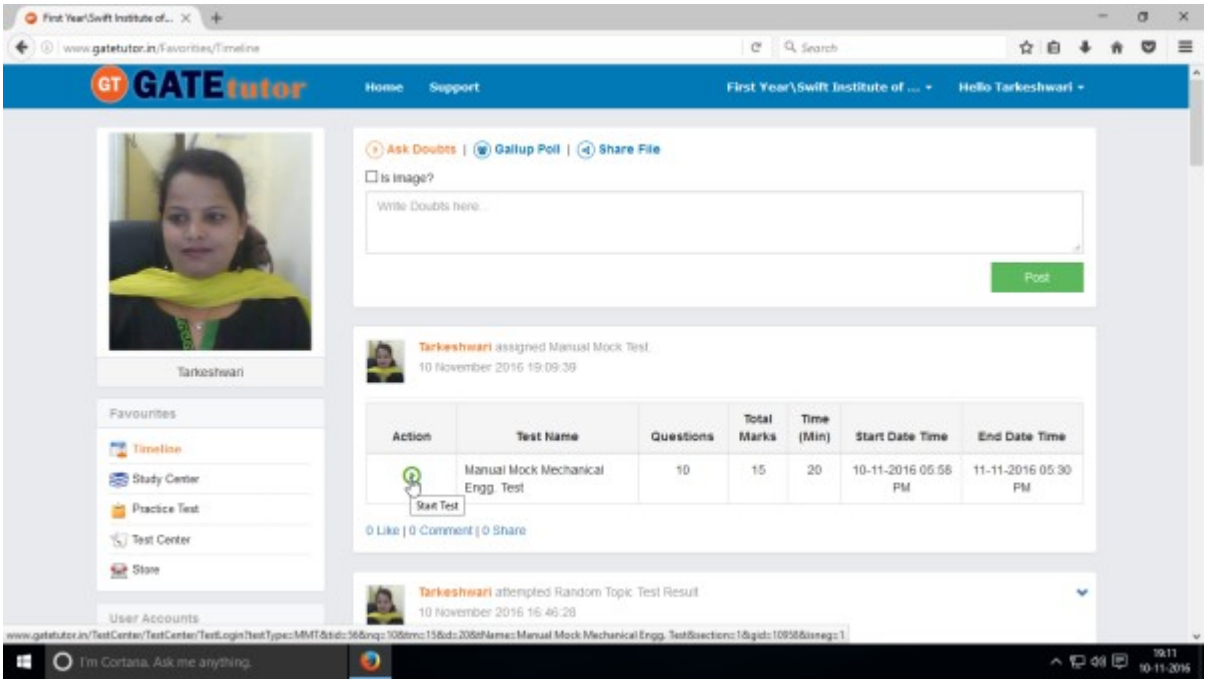


Click on the "**Close**" to continue.

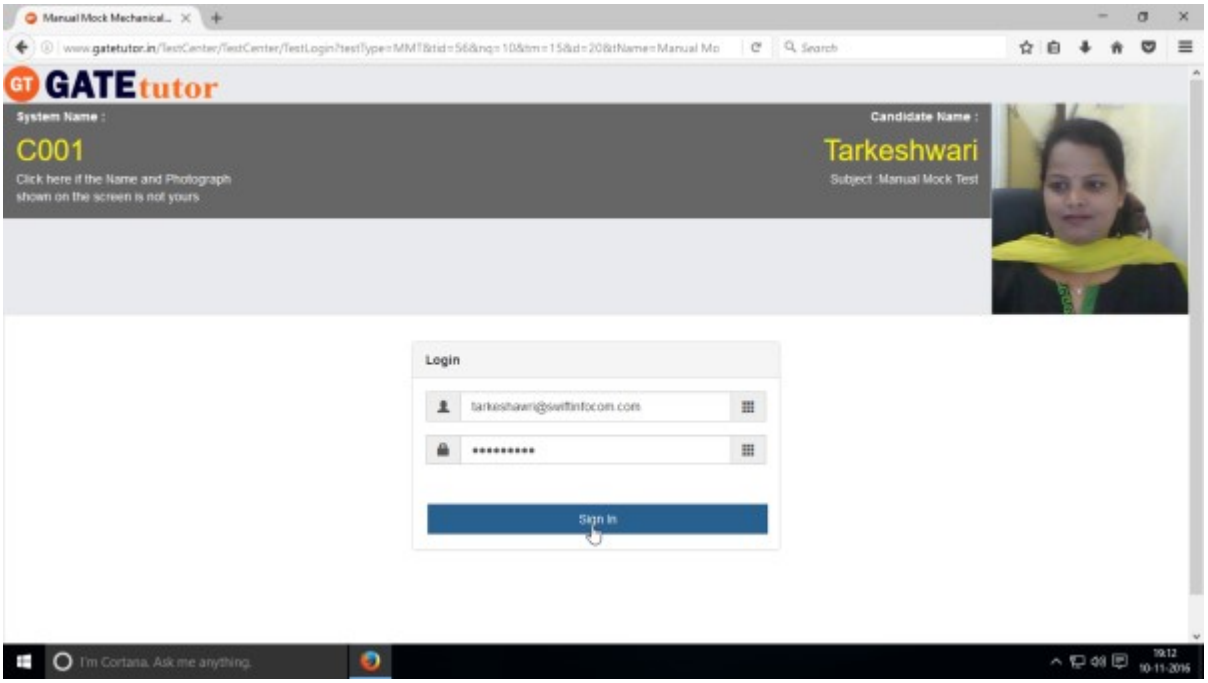


Check the assigned test appears in **"Test Center"** as above.

Same test will appear on sub group timeline as follows.

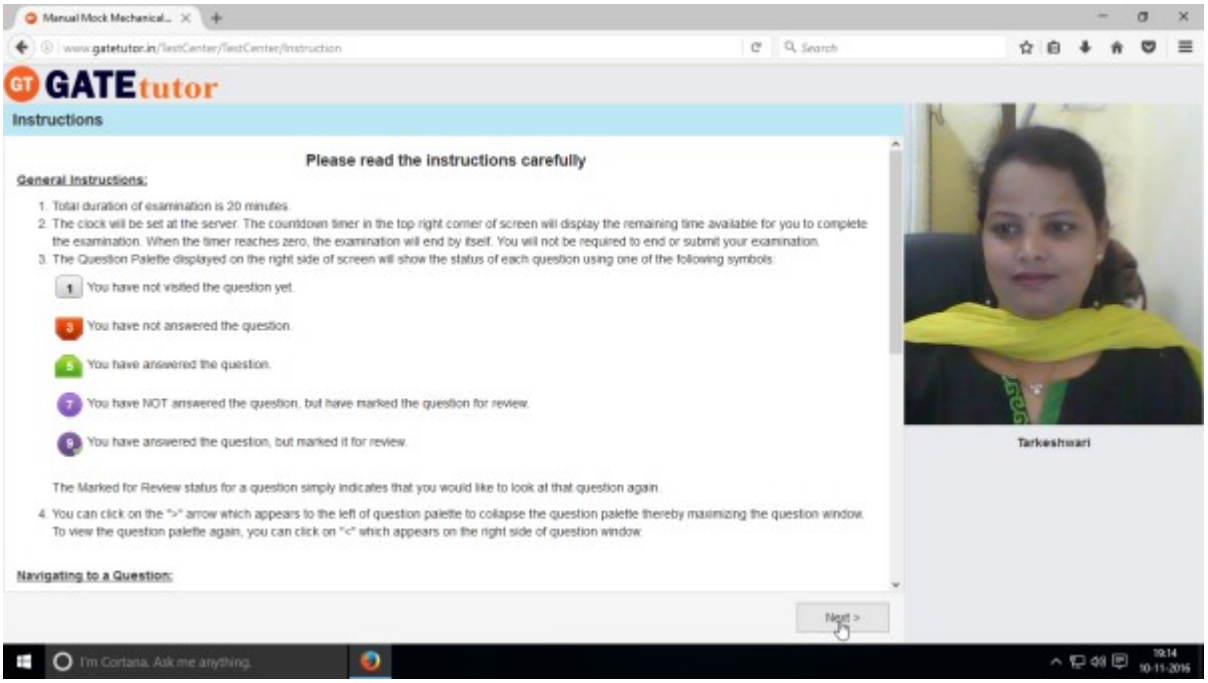


Click on "**Start Test**" icon to attend the test.



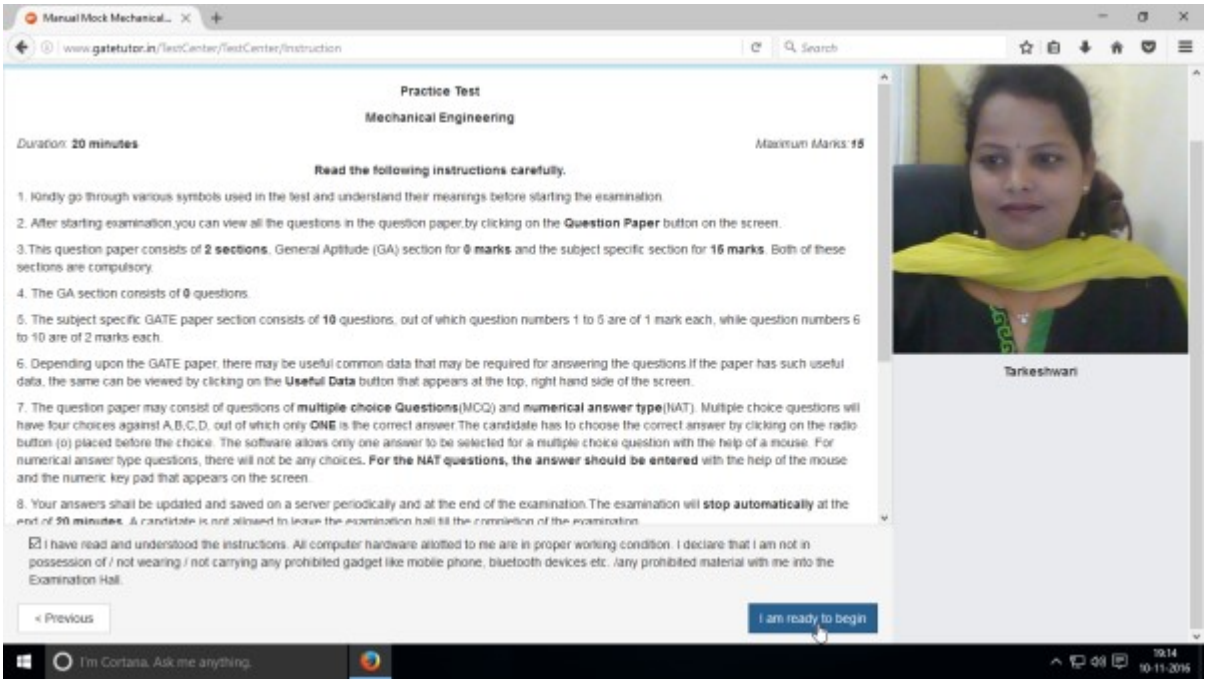
Click on **"Sign In"** to attempt a test.

Following window will appear after signing in

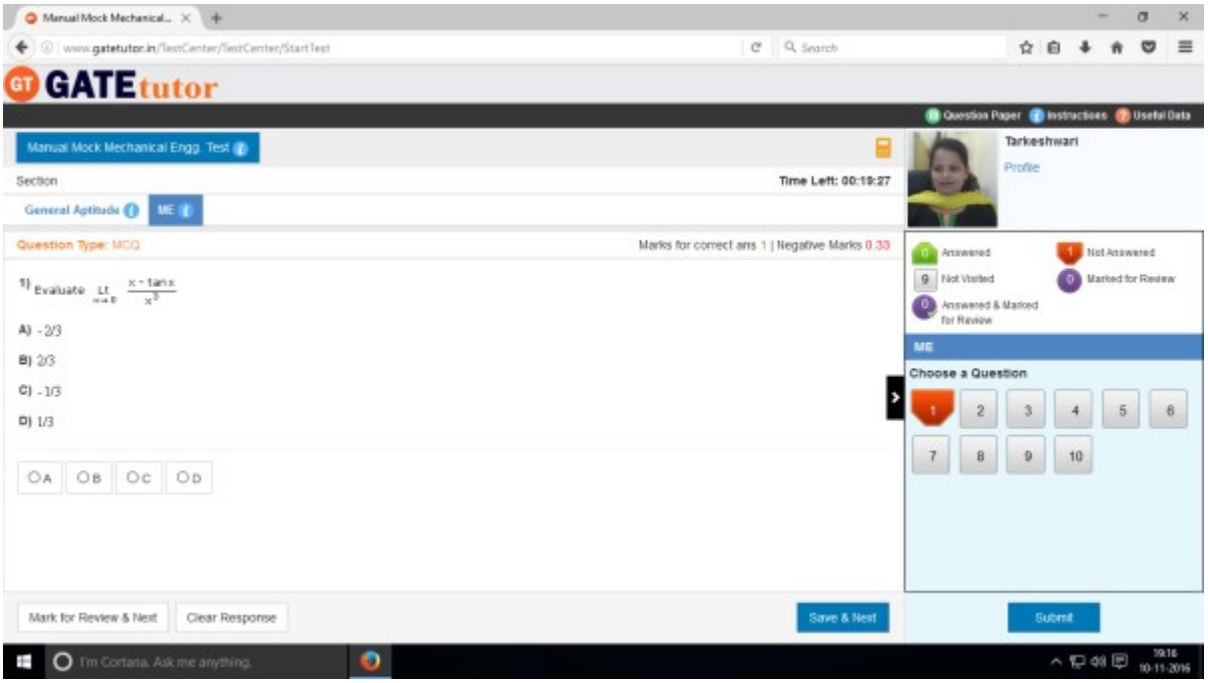


Read the instructions carefully and click on **"Next".**

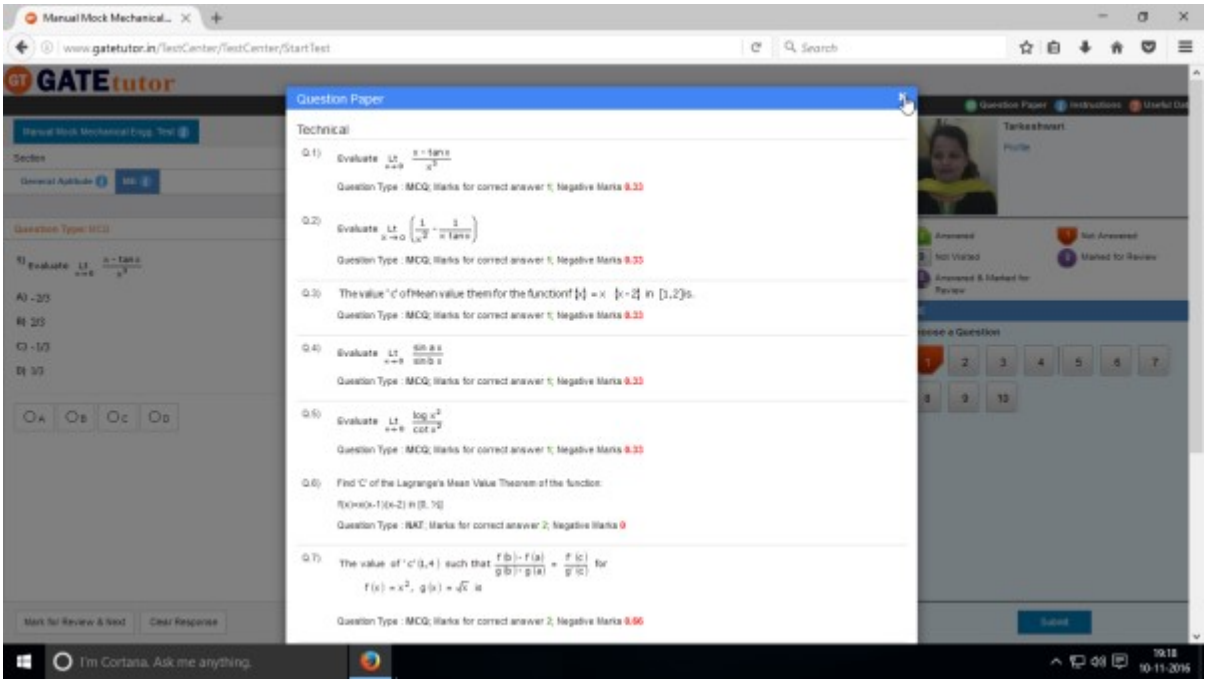
Click on a checkbox of instructions and then click on '**I am ready to begin**'.



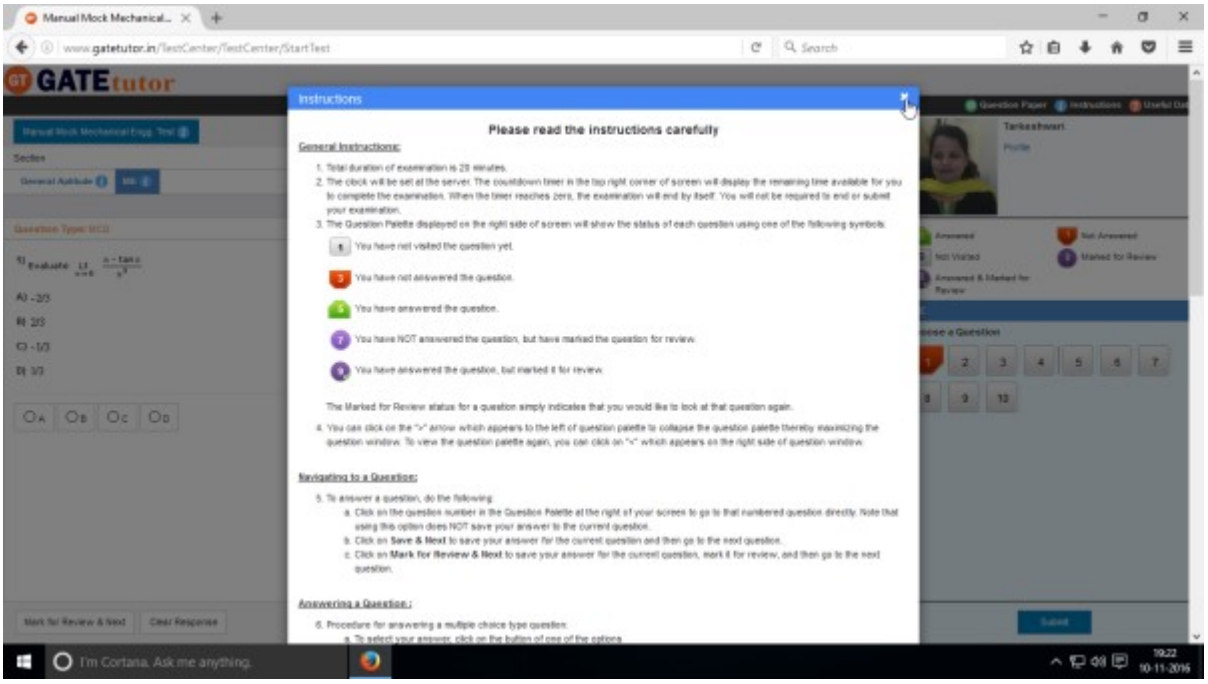
You will appear a test as follows



You can check the whole question paper by clicking on "**Question Paper**"

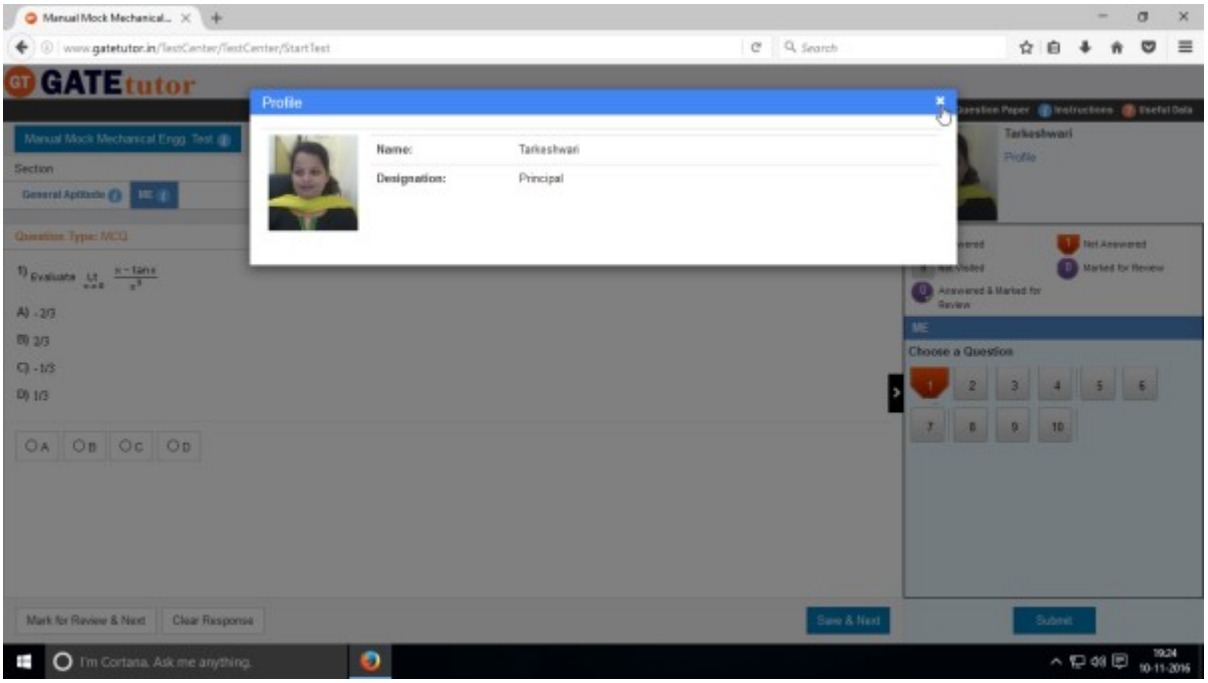


You can also check the instructions again if you have a doubt.

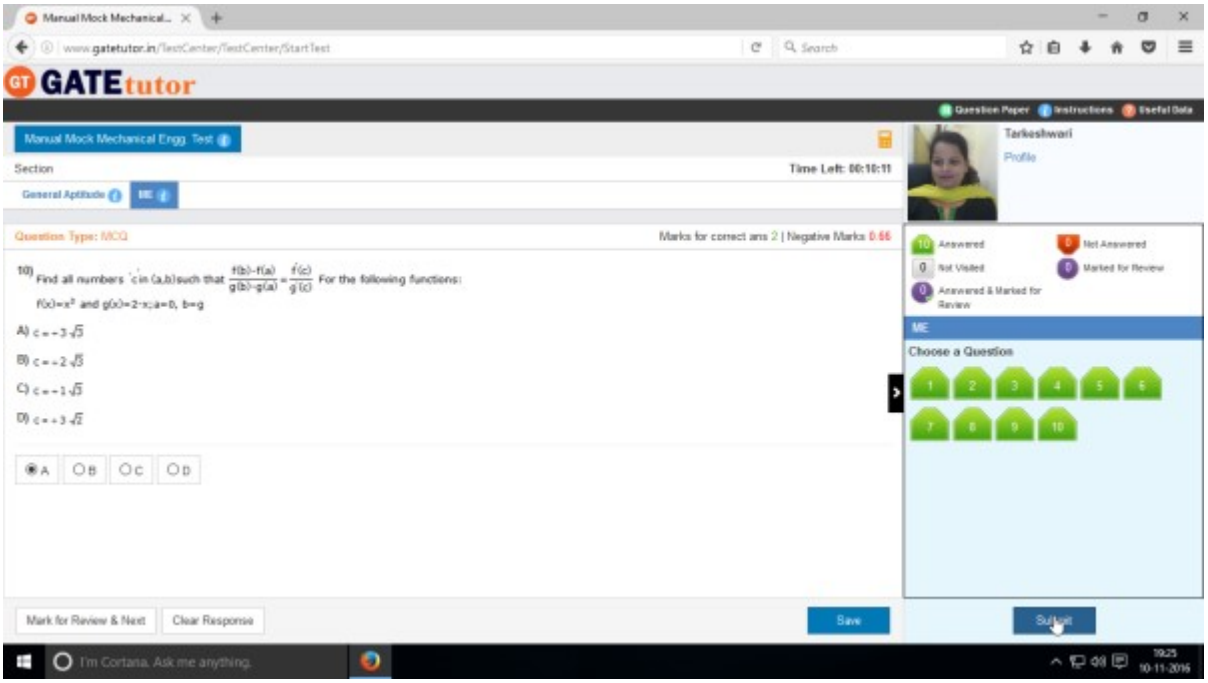


Just click on "**Instructions**"

Click on "**Profile**" to check the status of profile

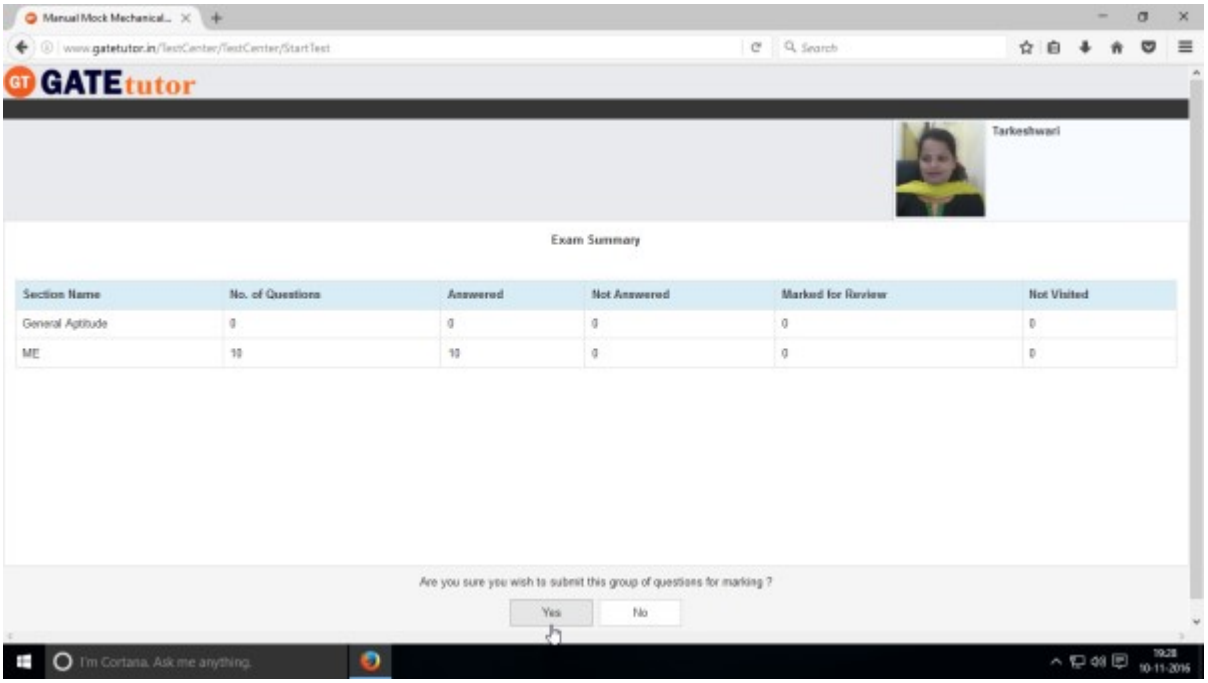


Close the profile & attempt the test.

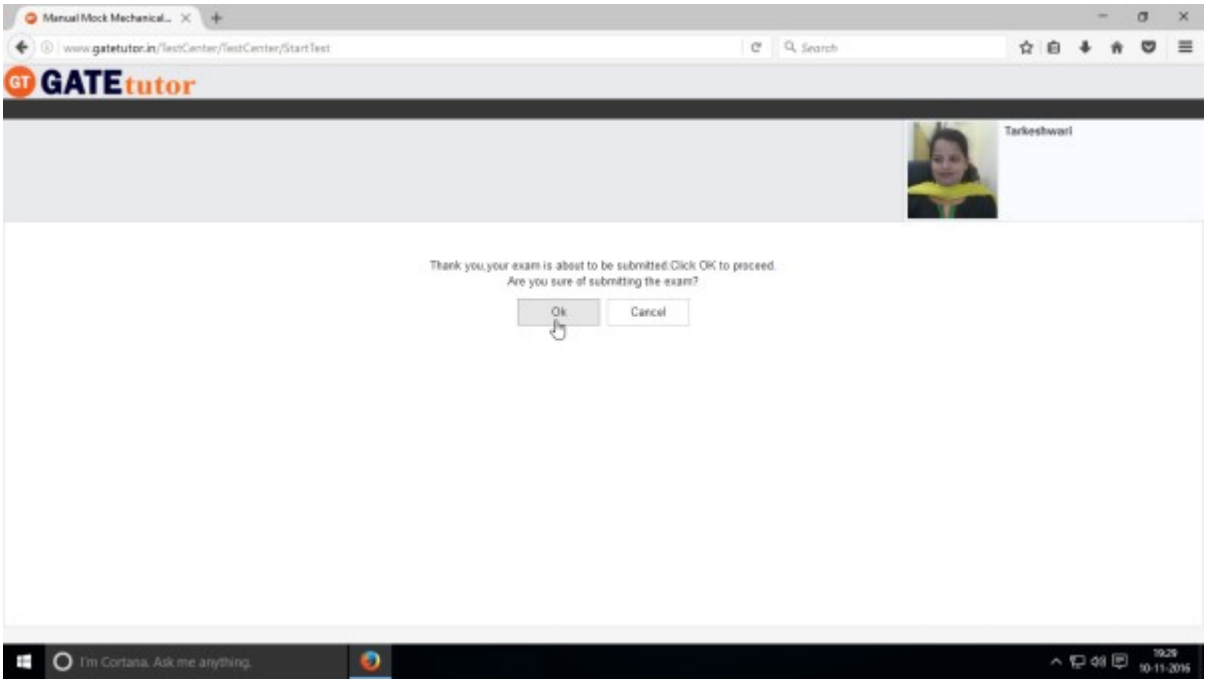


Attempt all questions & click on "**Submit**" to save a test as above.

Attempt all the questions & click on **"Submit".**

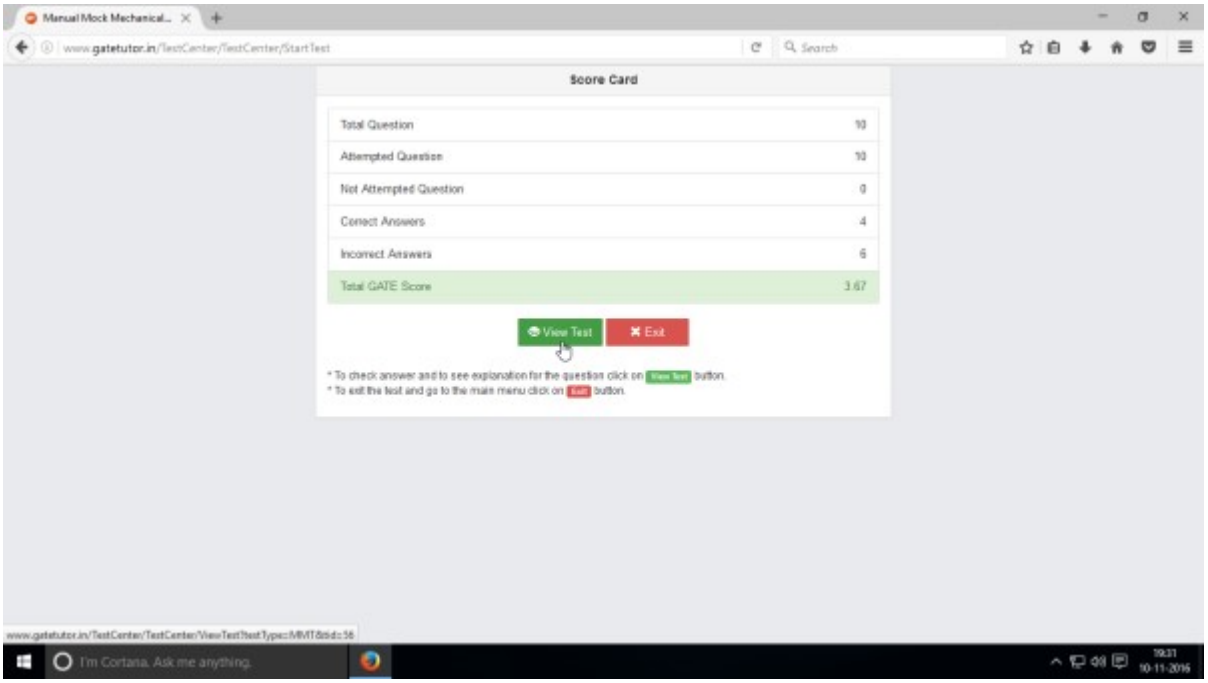


Click on "**Yes**" to continue.

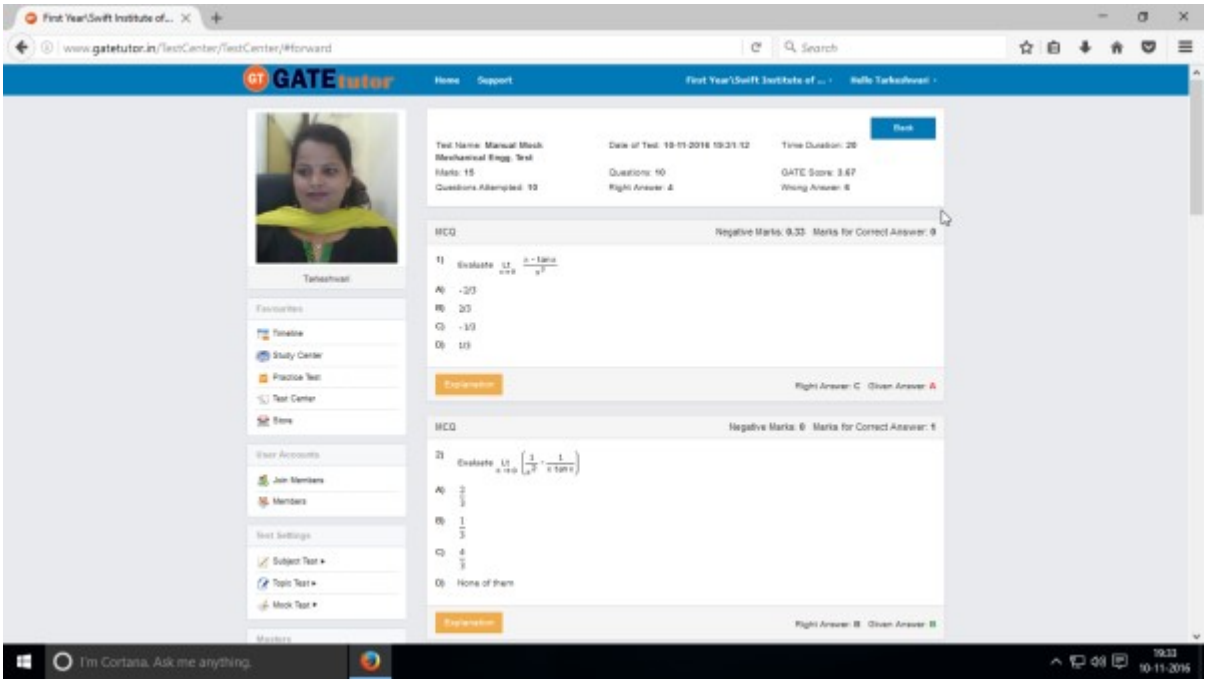


Click on "OK" to submit the test.

Click on "**View Test**" or "**Exit**"



Click on "**View Test**" to check the given test.

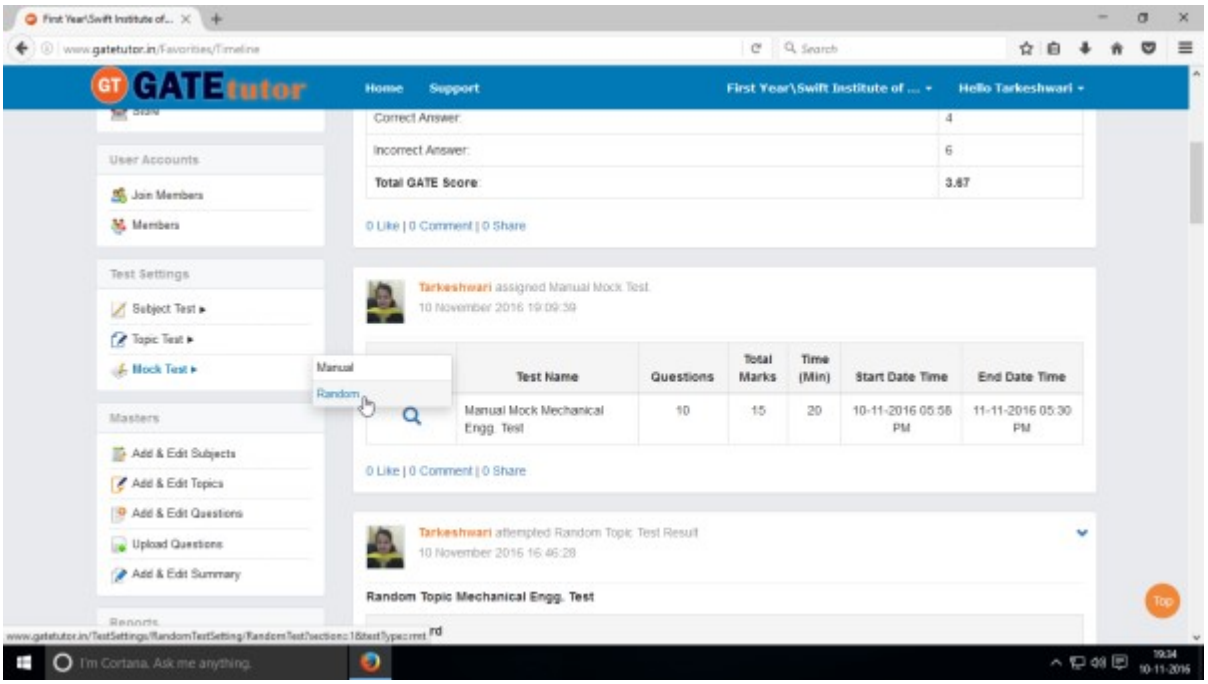


You can check the given test as above.

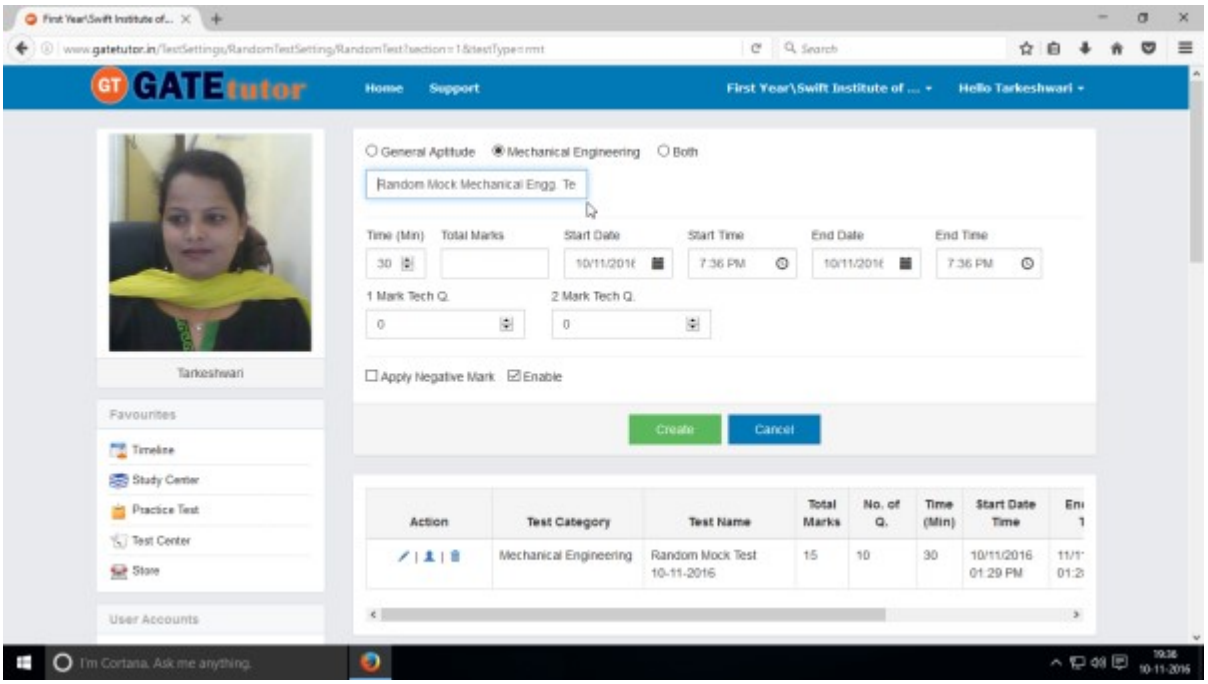
Now click on "**Timeline"** to see the results on sub group timeline.

b) Random Mock Test

Click on **"Random"** to create a test.

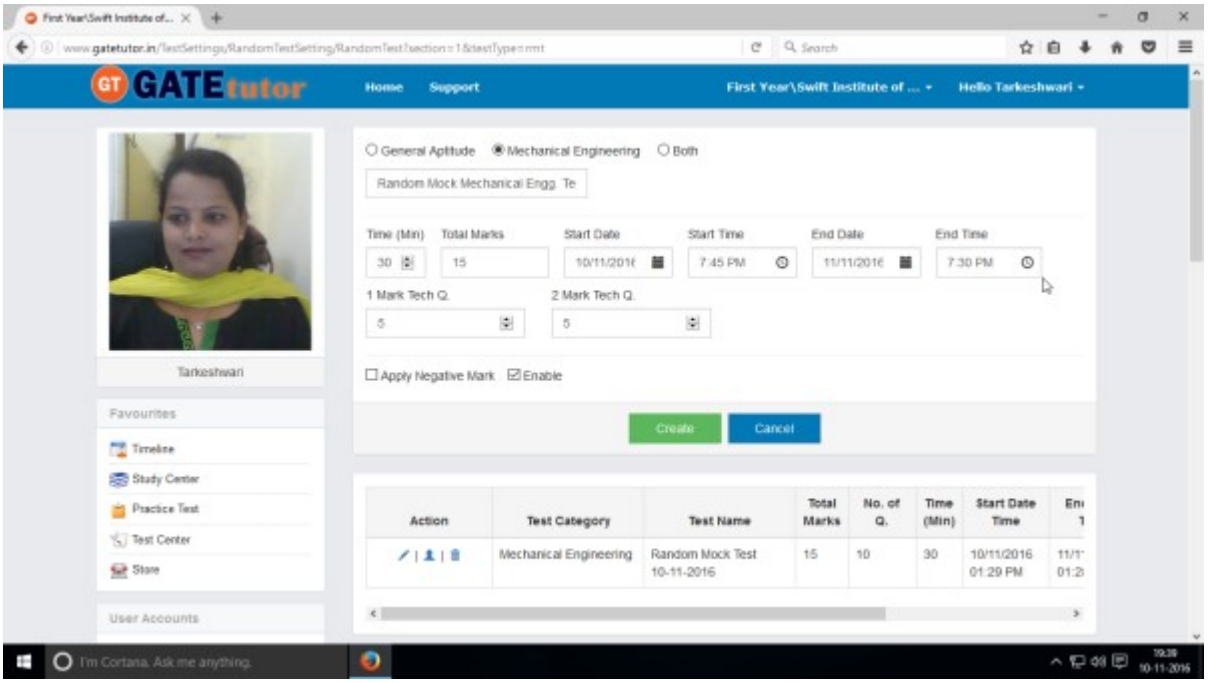


Choose the mock test for General Aptitude, Mechanical Engineering or Both etc.

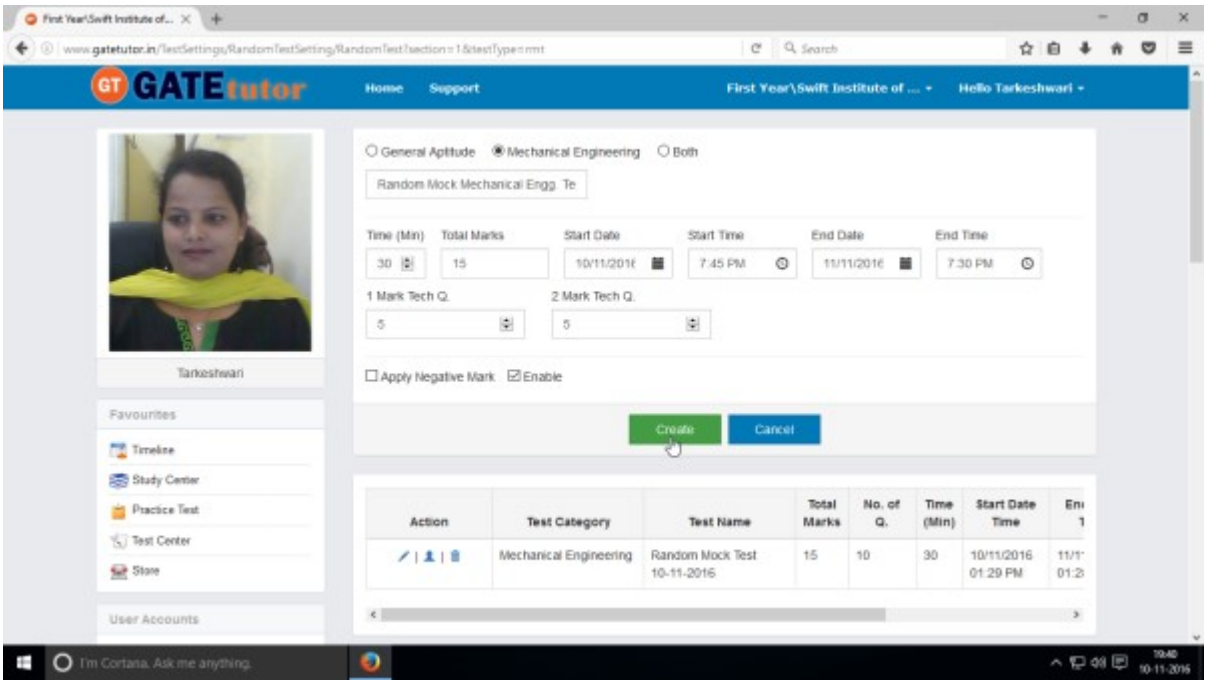


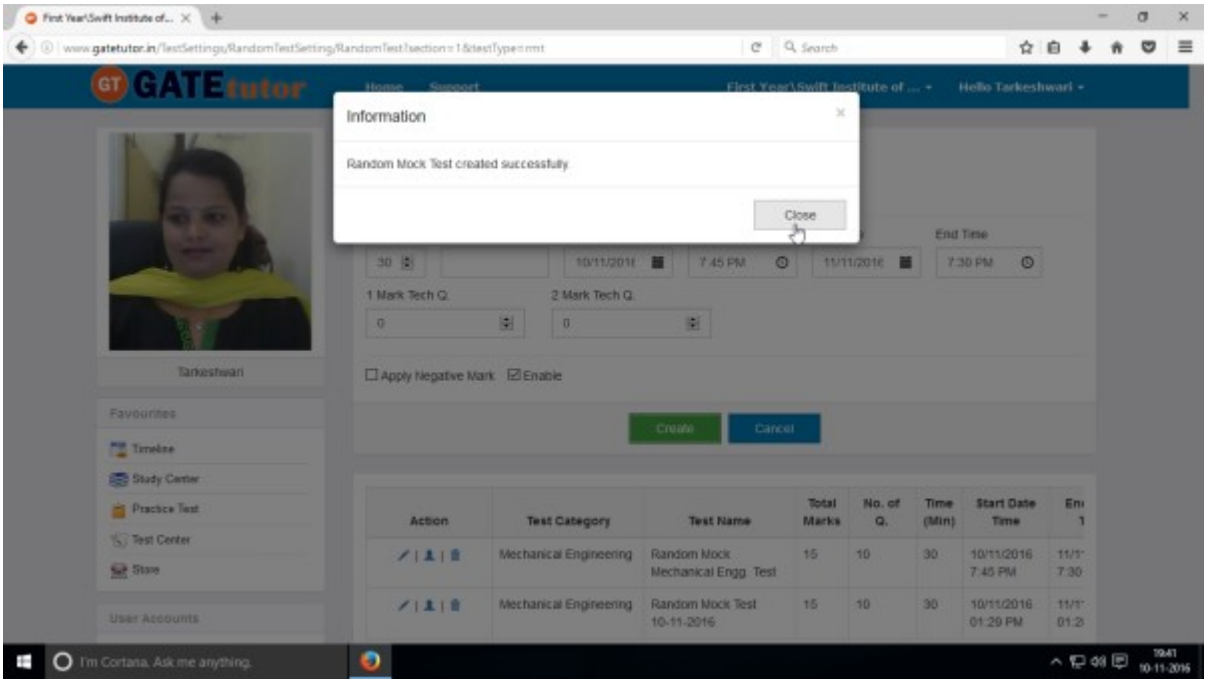
Then write a test name.

Fill up all the required details.



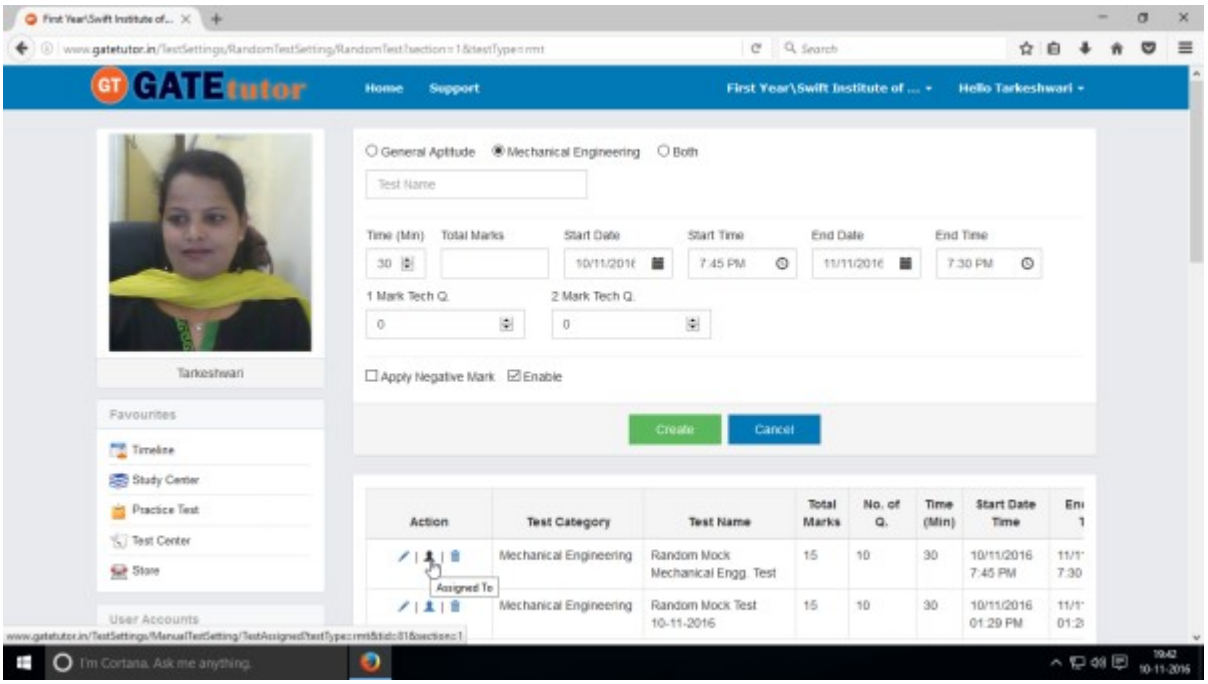
Click on "**Create**" to create a test



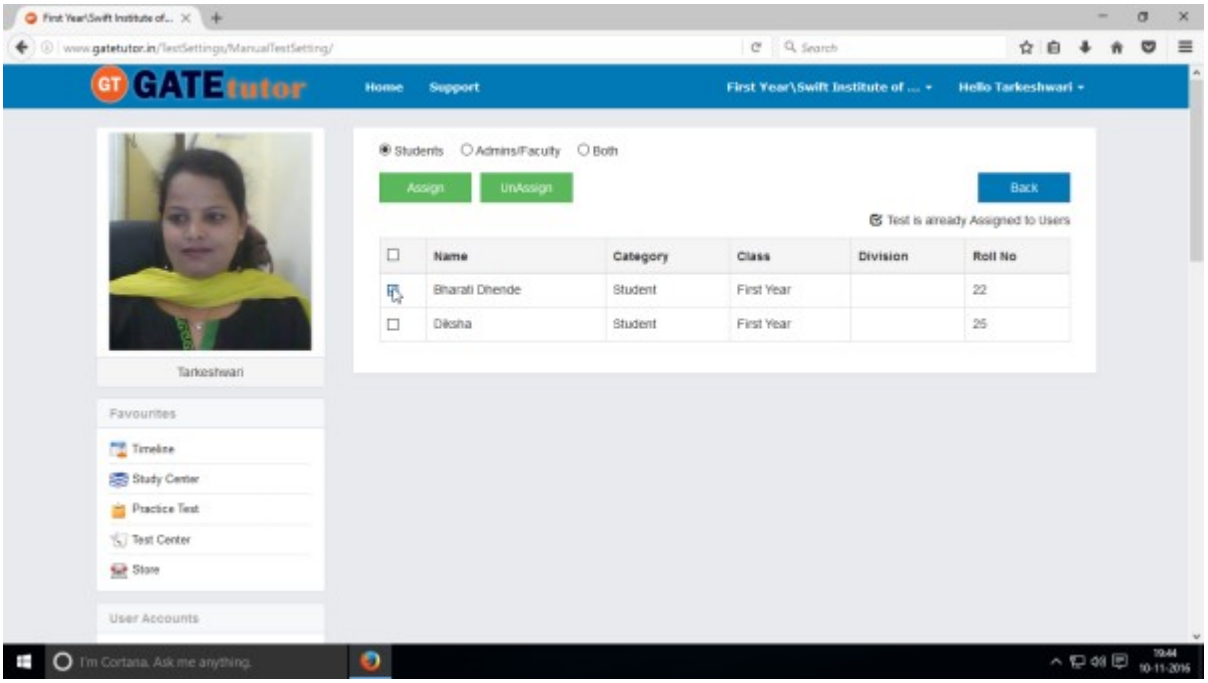


Random Mock Test will get created successfully. Now click on "**Close**" to continue.

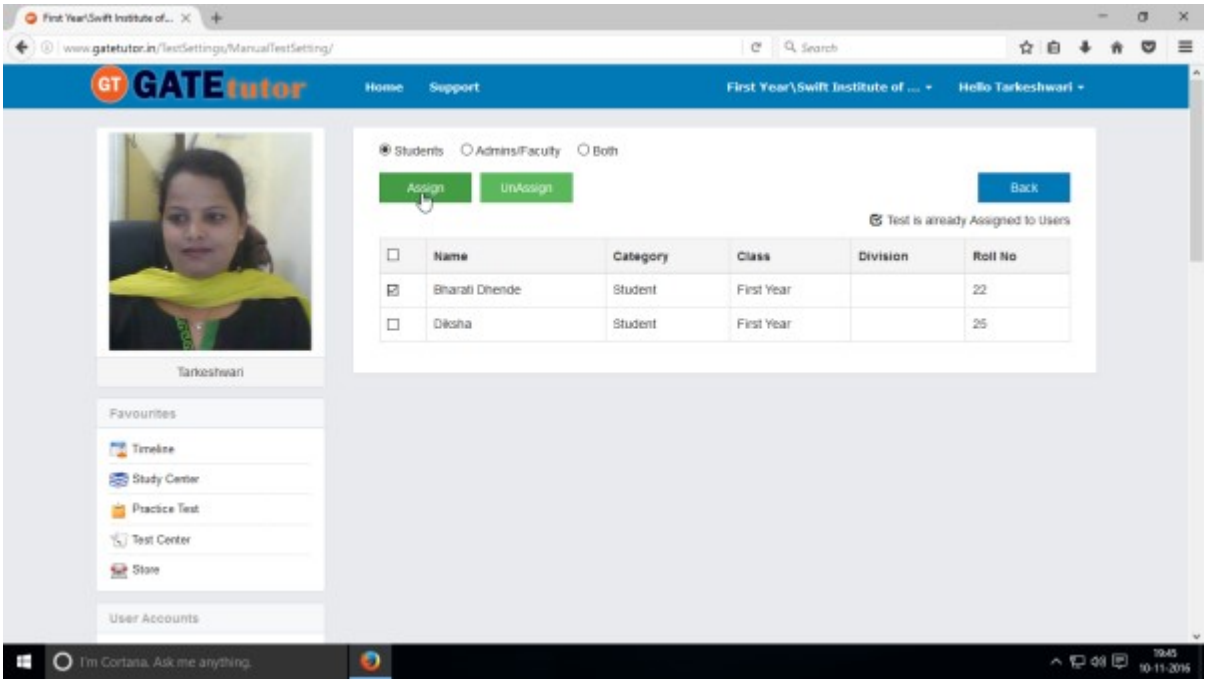
Click on "**Assigned To**" icon just below the create button to assign the test.



Choose names from the list to assign the test.

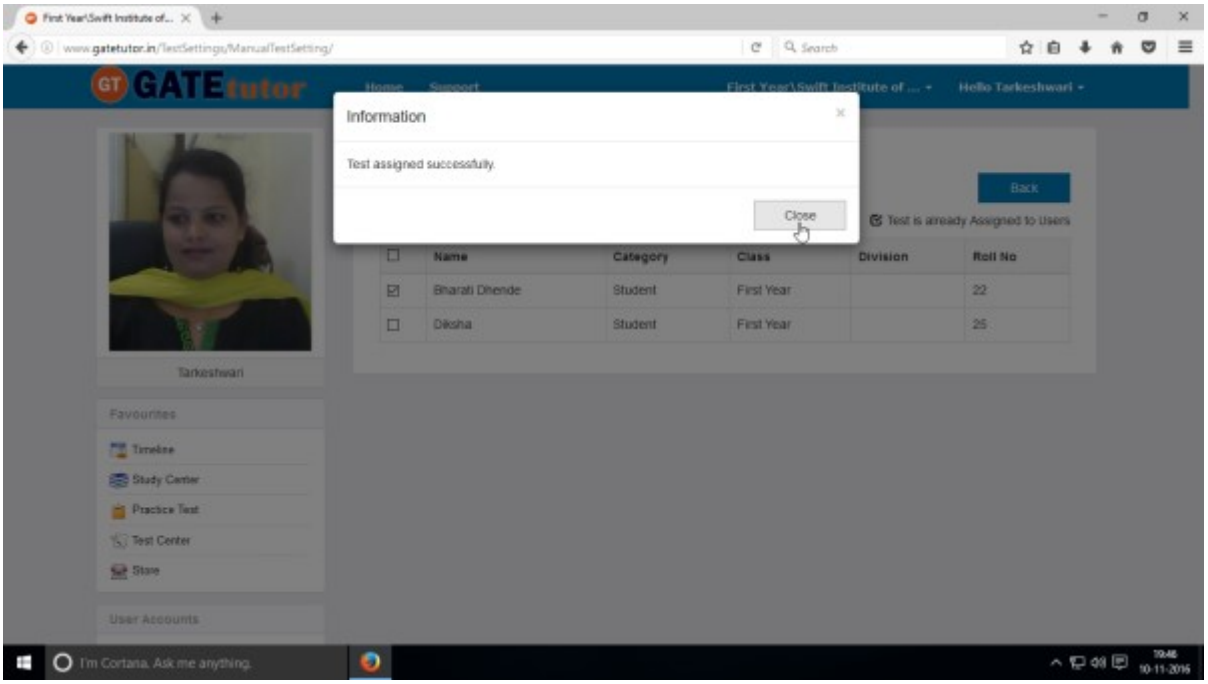


Select a name to which you want to assign the test and click on **"Assign"**



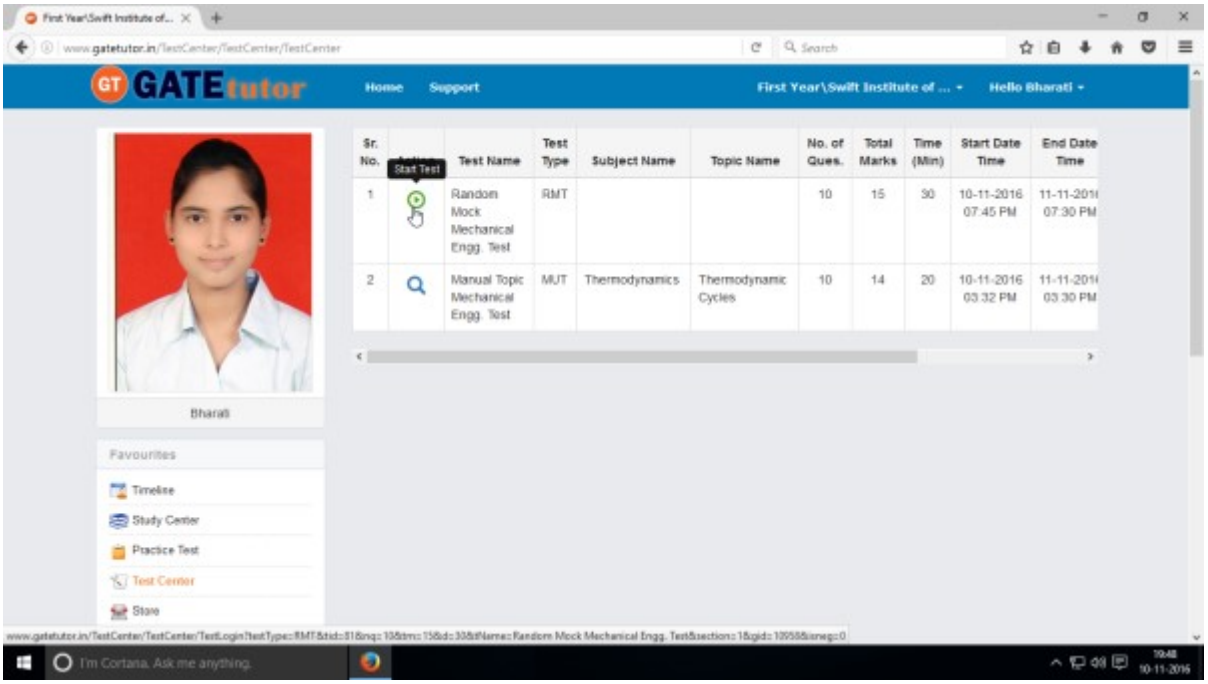
Click on "**Assign**" to assign a test.

Test will get assigned successfully.

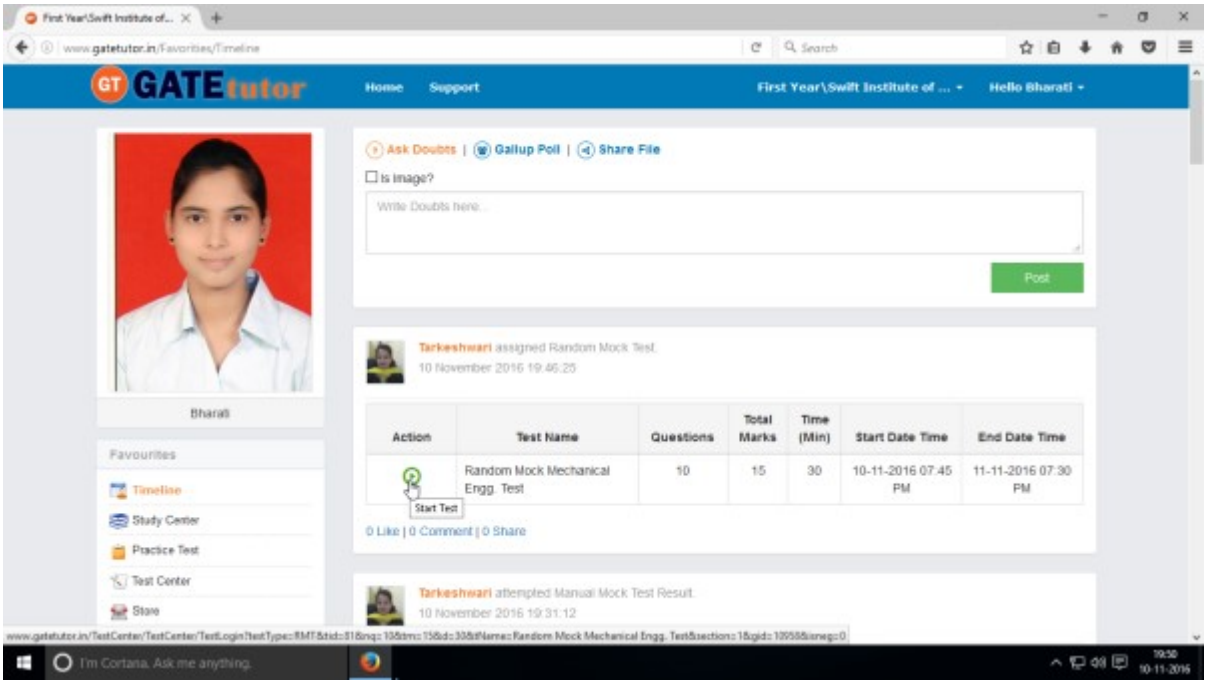


Click on "**Close**" to continue.

Check the assigned test into "**Test Center**"

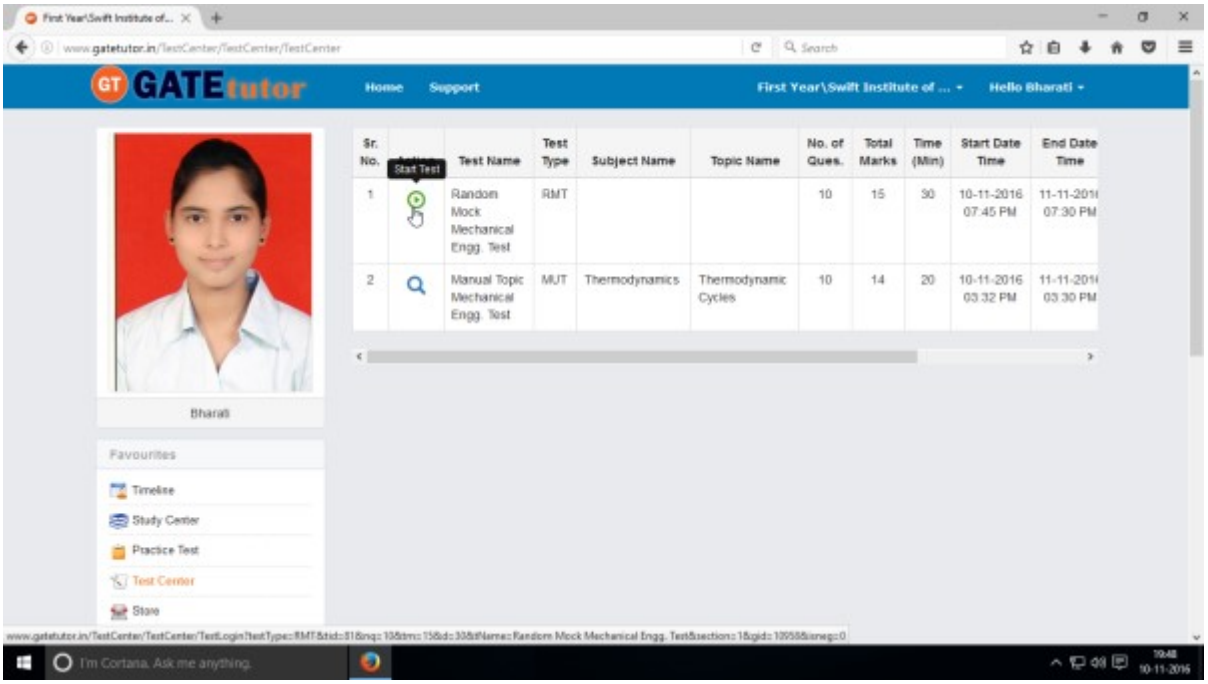


Check the test on your own timeline as follows.



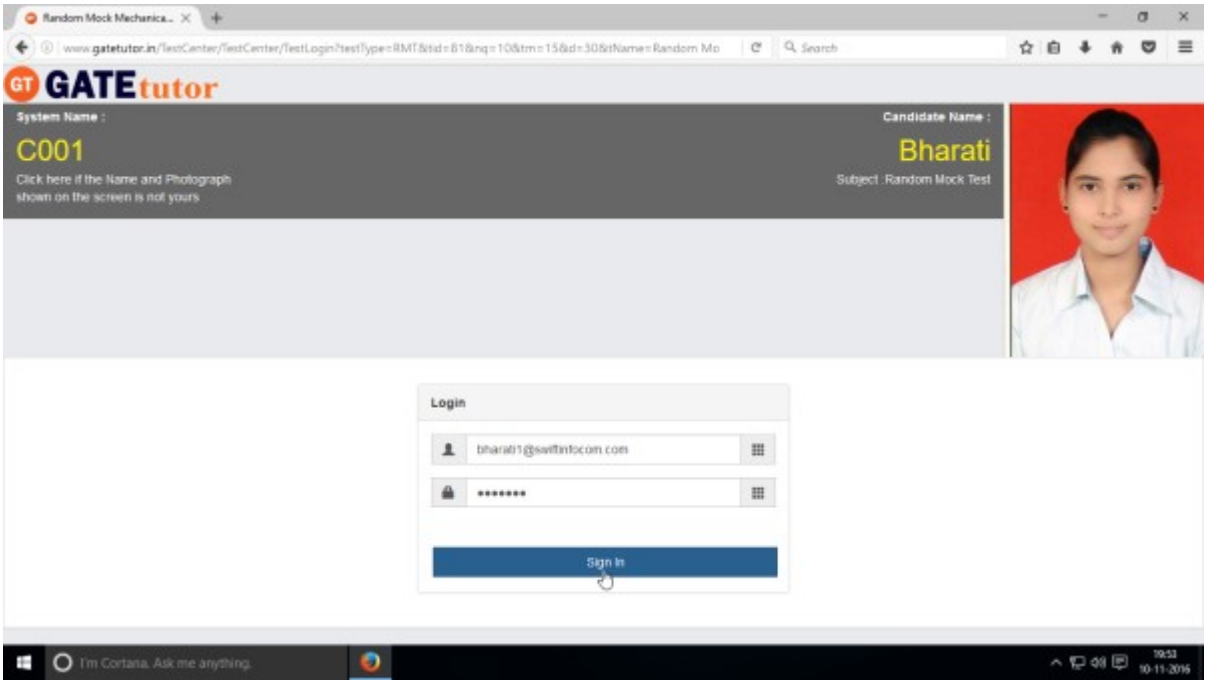
You can attempt the test from test center and own timeline both.

To start a test from test center, just click on **"Start Test"** icon as follows.

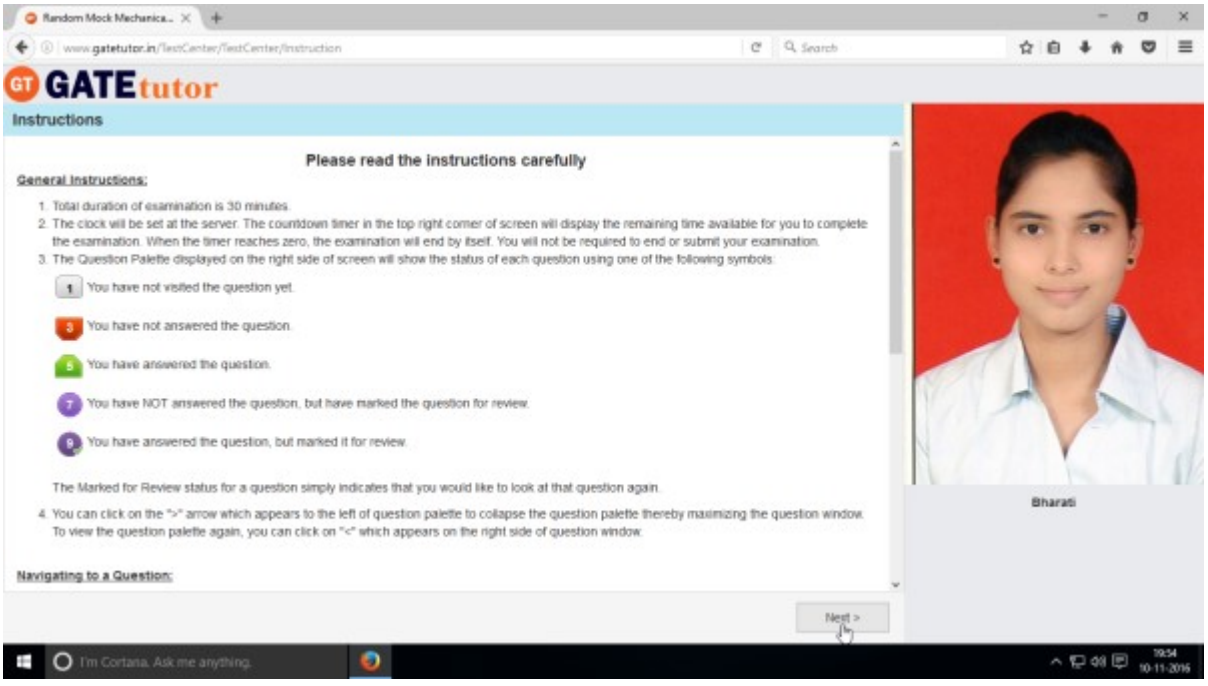


Click on "**Start Test**" as above

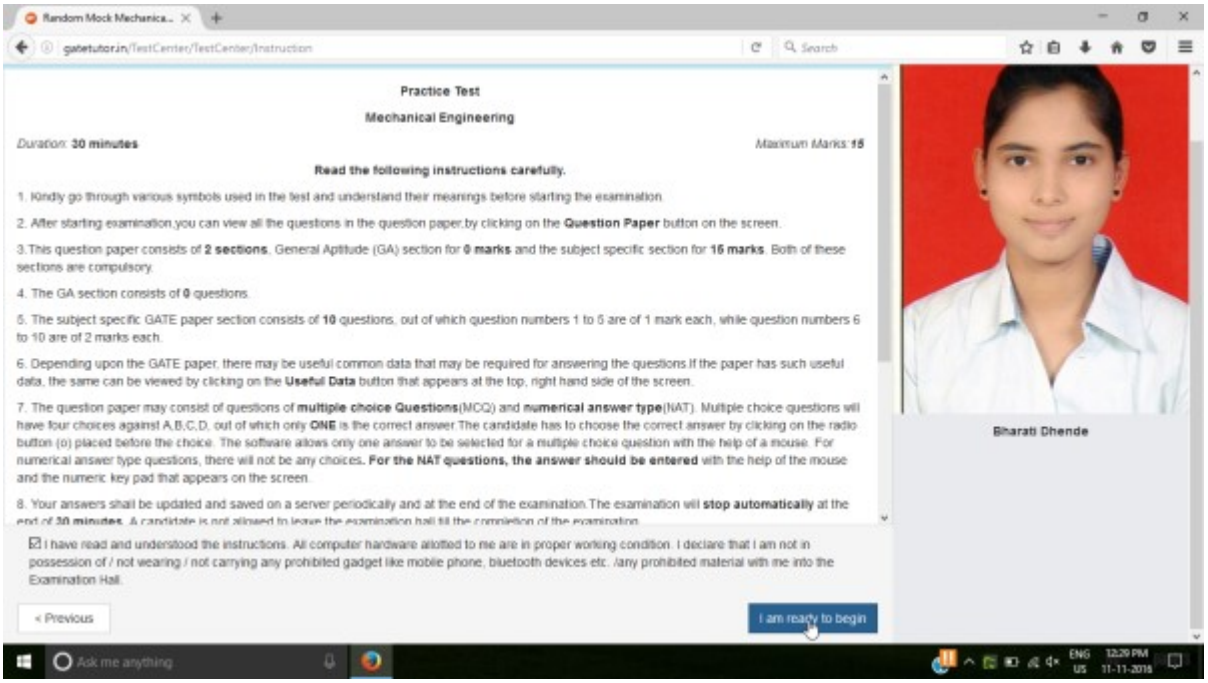
Click on “**Sign In**” to continue the test



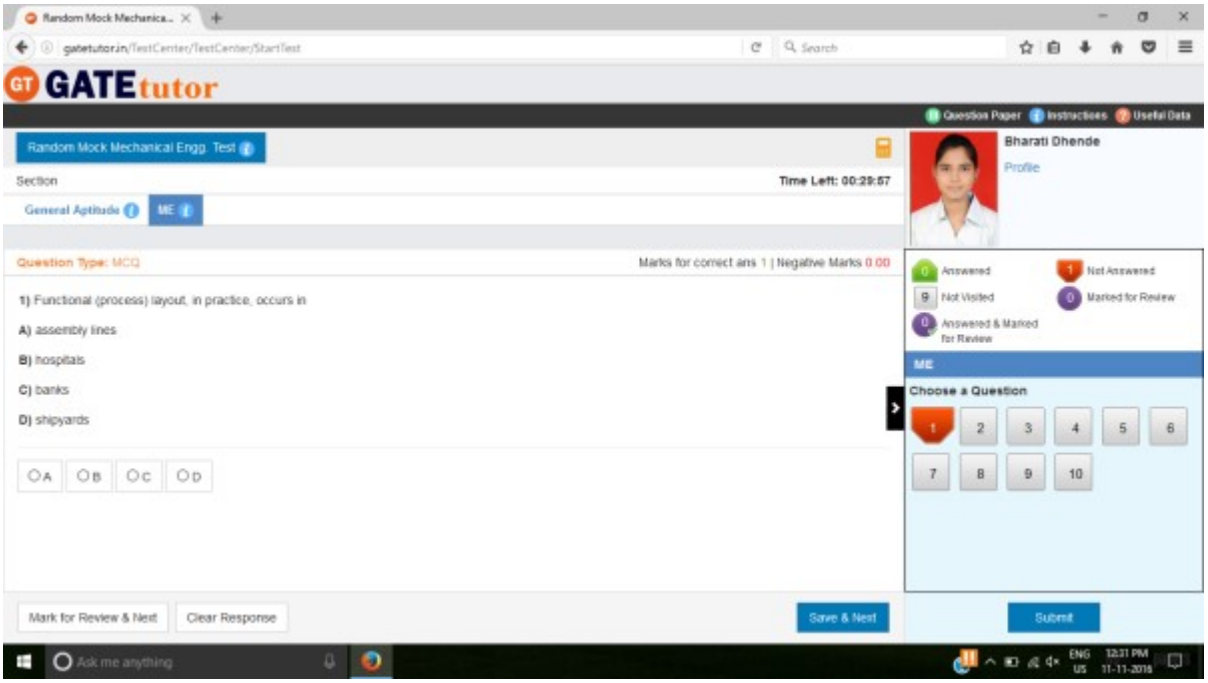
Read the instruction carefully and click on “**Next**”



Click on “**I am ready to begin**” to attempt the test as follows

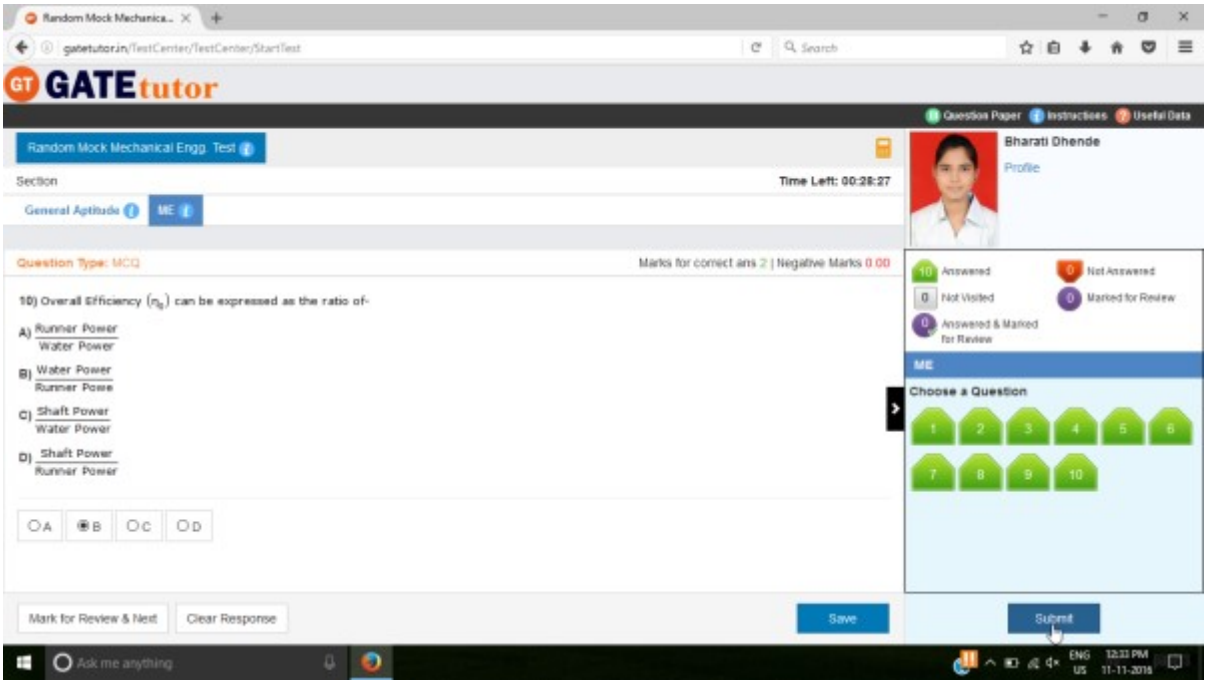


You can solve the questions after appearing for the test as follows.



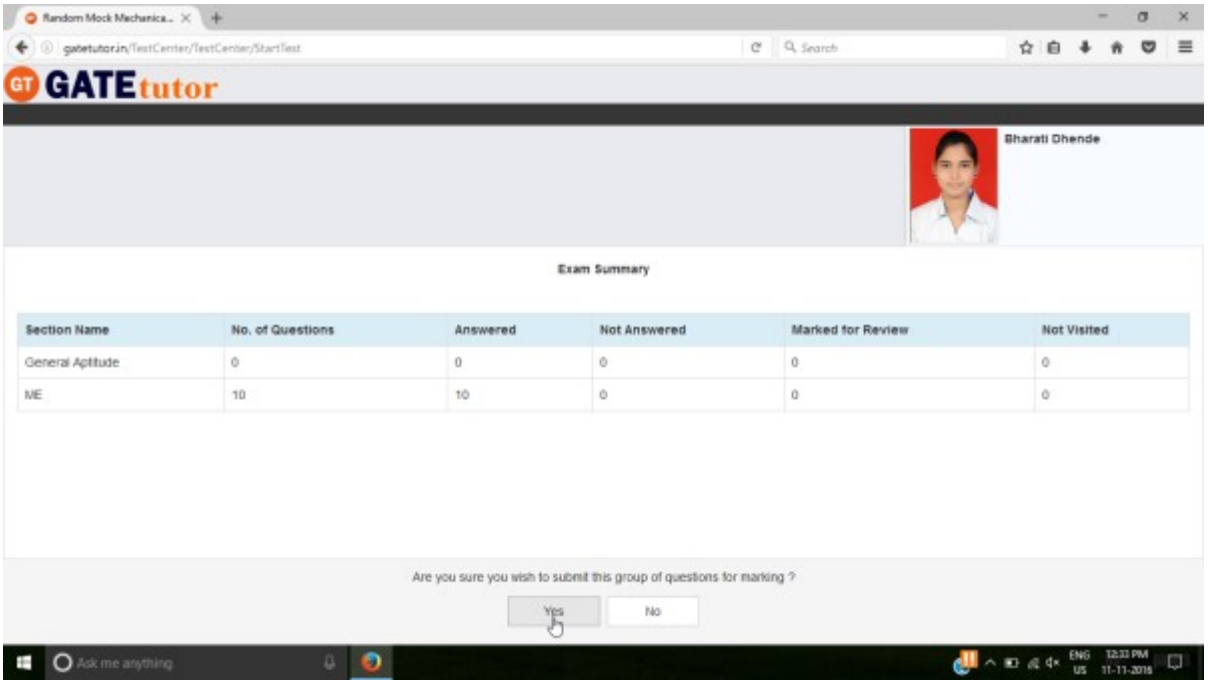
Attempt all the questions.

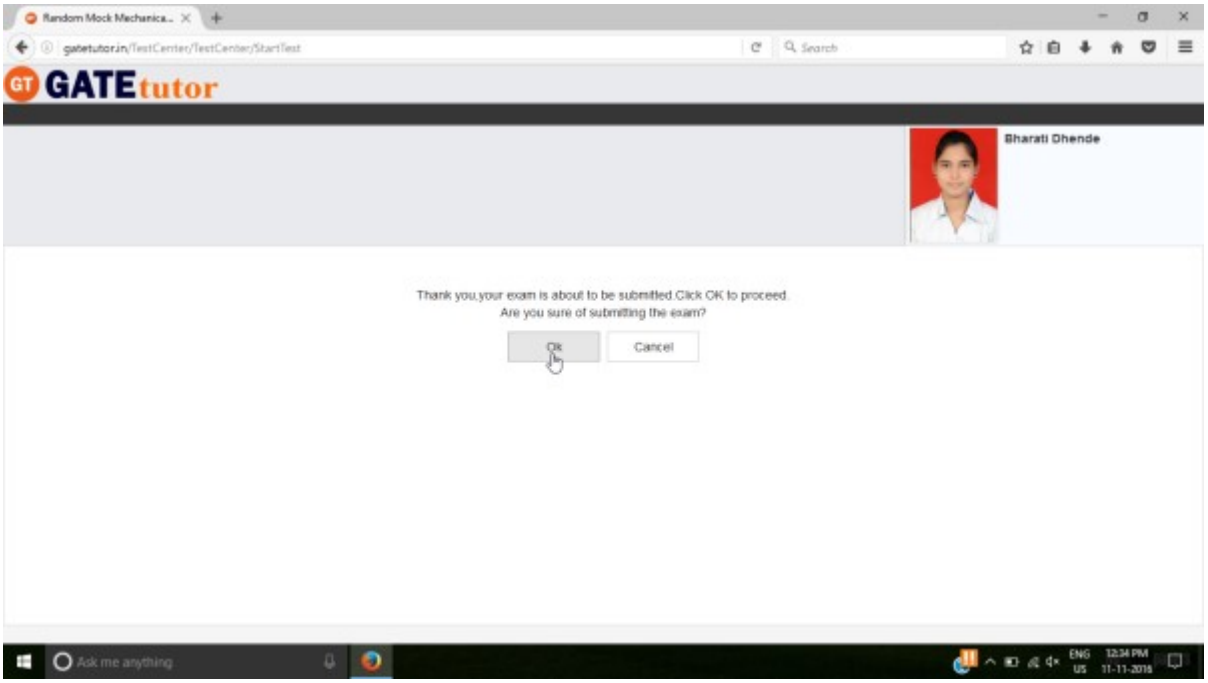
Attempt all the questions.



Click on "**Submit**" to save a test.

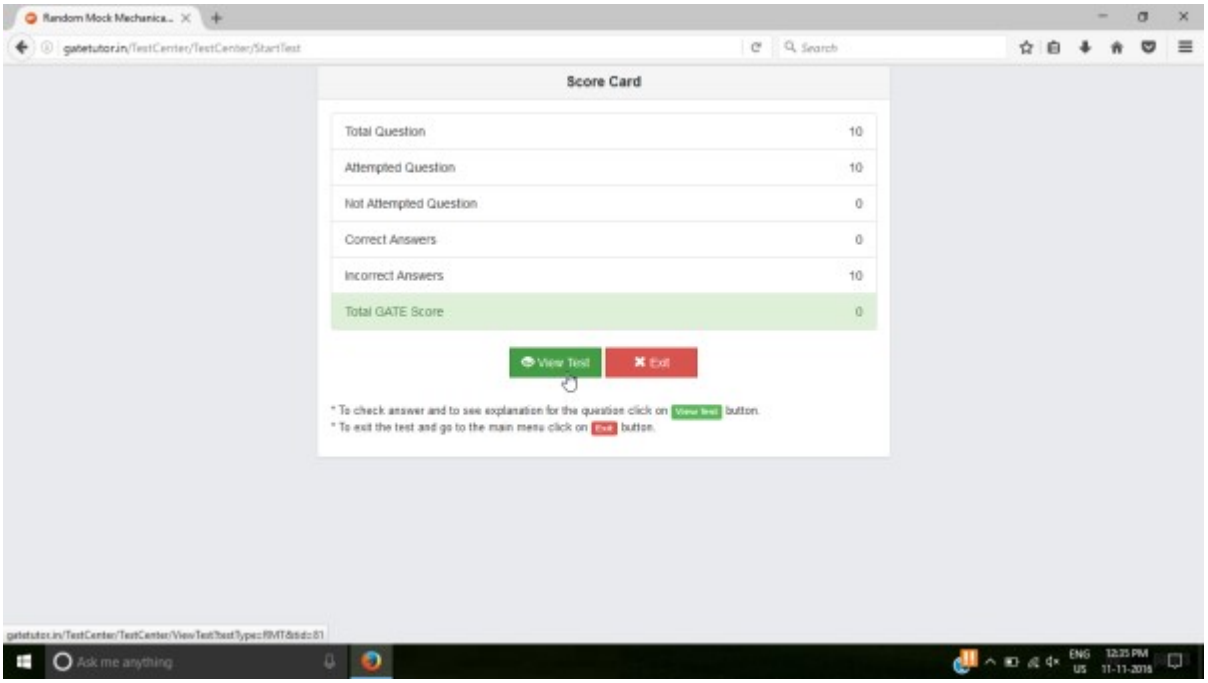
Click on "**Yes**" to confirm to submit a test.



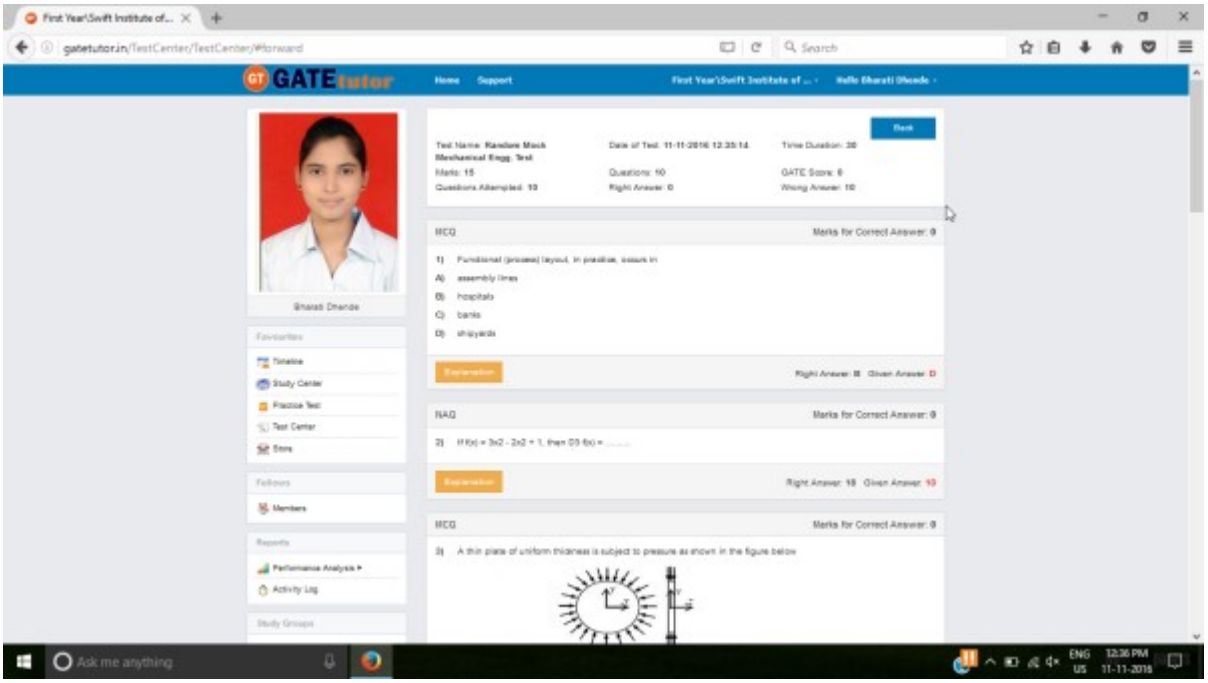


Now click on "**OK**" to continue.

You can "**View test**" or **"Exit"**



Click on **“View Test”** to view the test & you will appear the given test as follows.

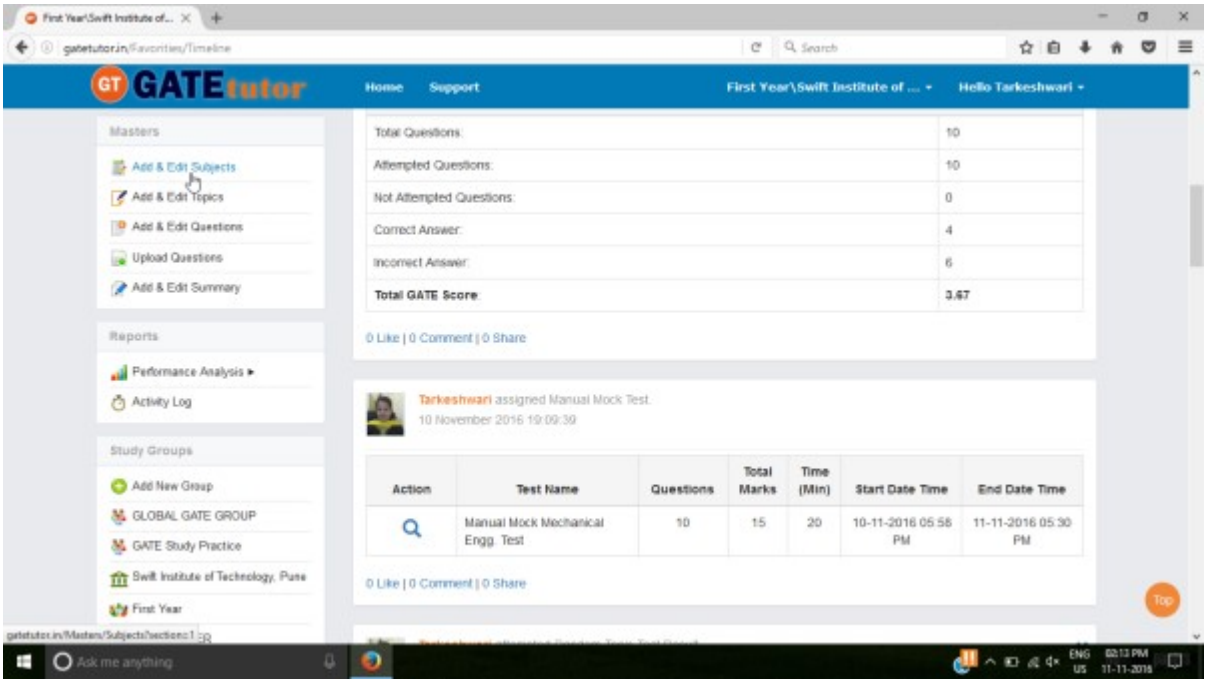


When you click on “**View Test**”, you will get directed to the test that you have given before. You can check & compare the correct answers with your answers and you can also check the explanation for that question.

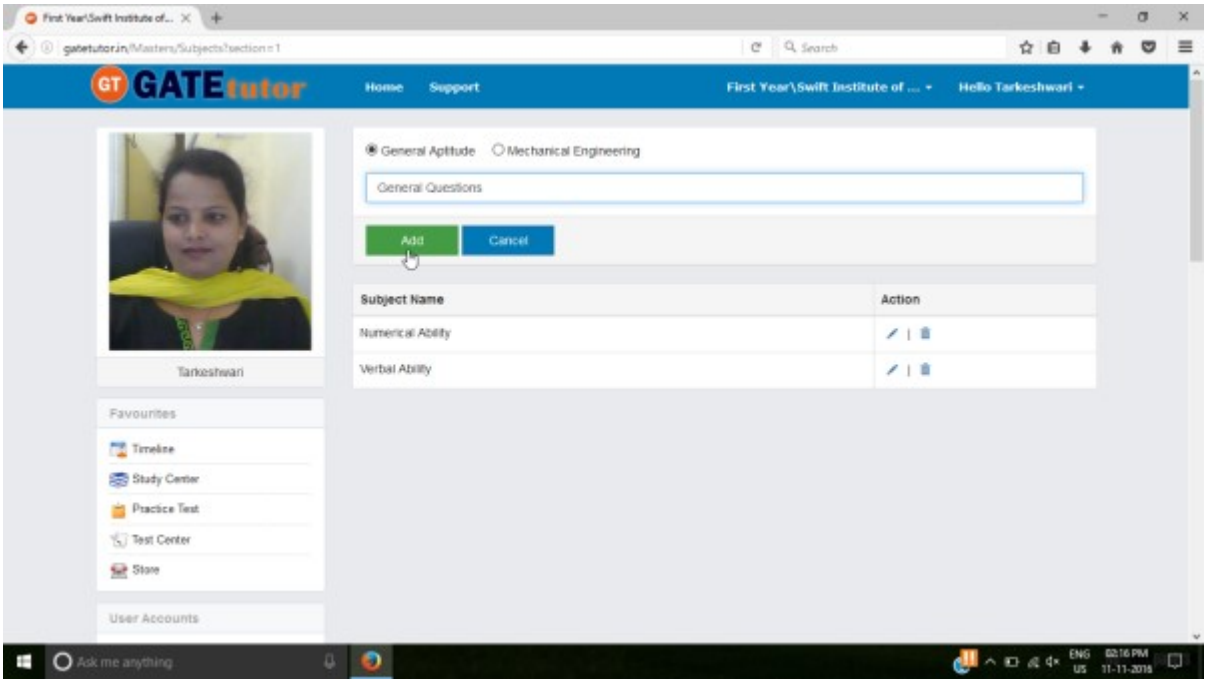
XIII. Masters

Masters menu is the all in one operational platform for all the users like admin to add their own GATE related data individually. Admin can add & edit subjects, add & edit topics, upload questions, and add & edit summary also on the GATEtutor from sub group timeline. Admin can add his/her own subjects, topics related to GATE. Admin can also add & upload the questions & give tests on that subjects & topics which are added by him/her.
Choose General Aptitude or Mechanical Engineering to add a subject under it.

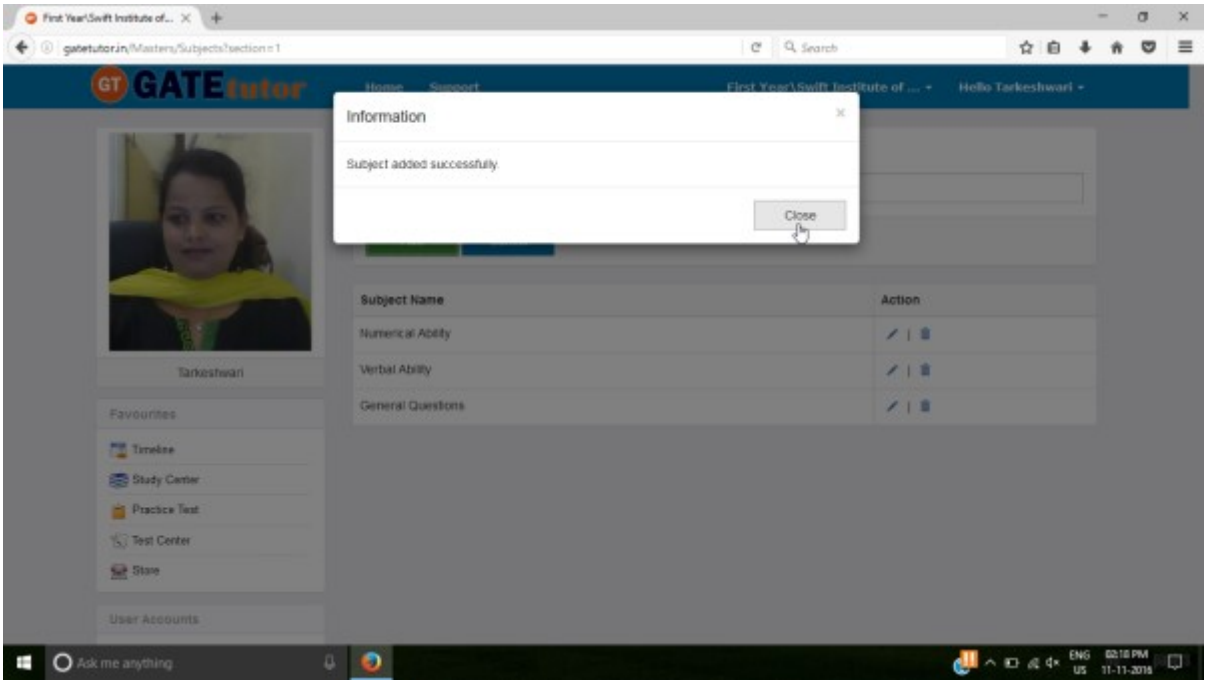
1) Add and Edit Subject



Choose the main menu radio button to select the subject for. Ex: General Aptitude

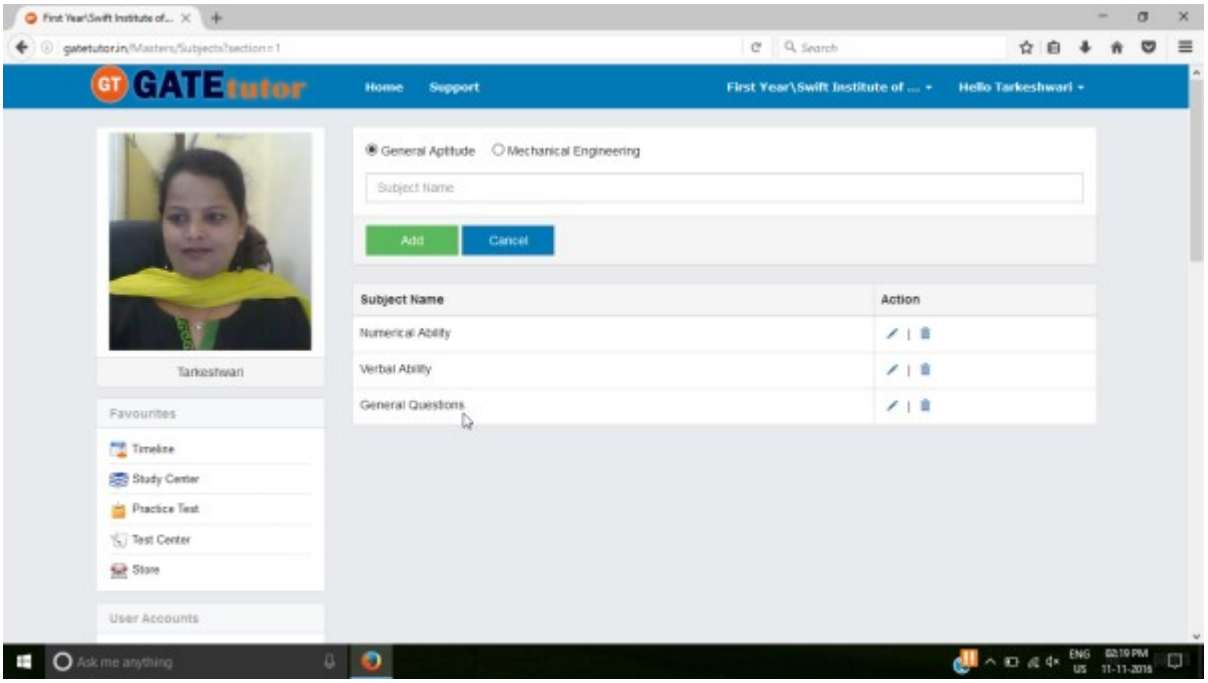


Click on “**Add”** to save the subject that you have entered.



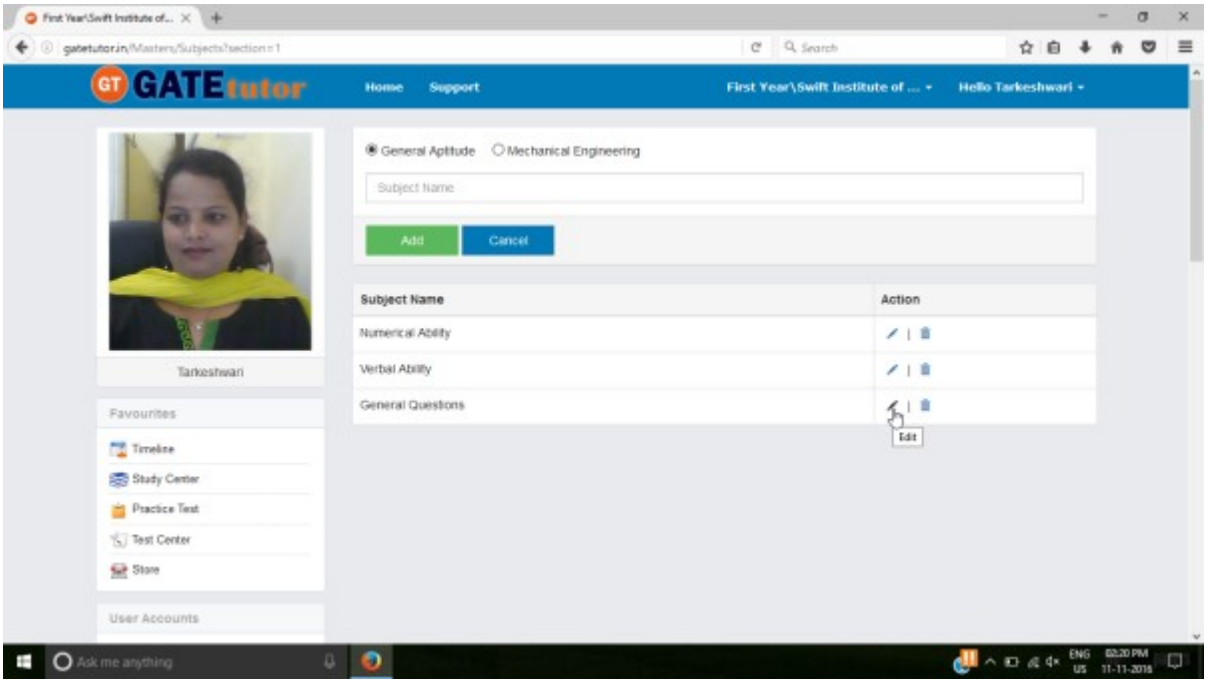
Click on “**Close**” to continue.

Added subject will be displayed at lower side of list.

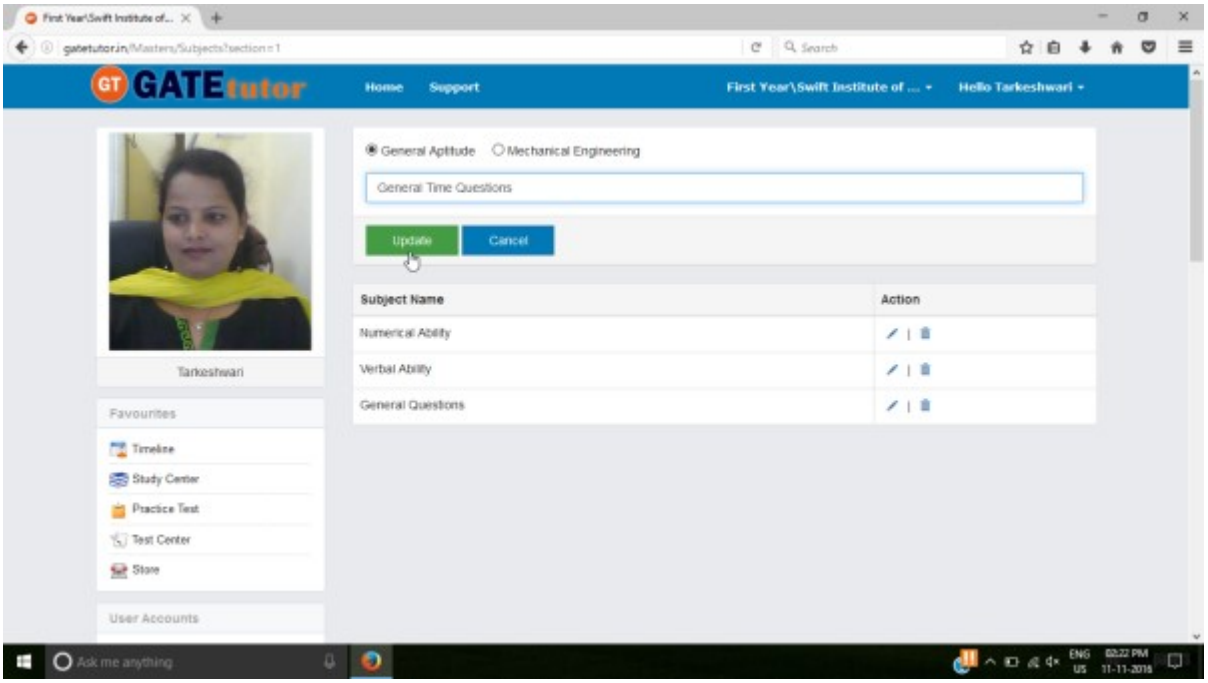


When you add any subject, it will display as a post on your college timeline with subject name & the user’s name who has added it.

To change or update the subject, click on “**Edit”** icon to make change in the subject name

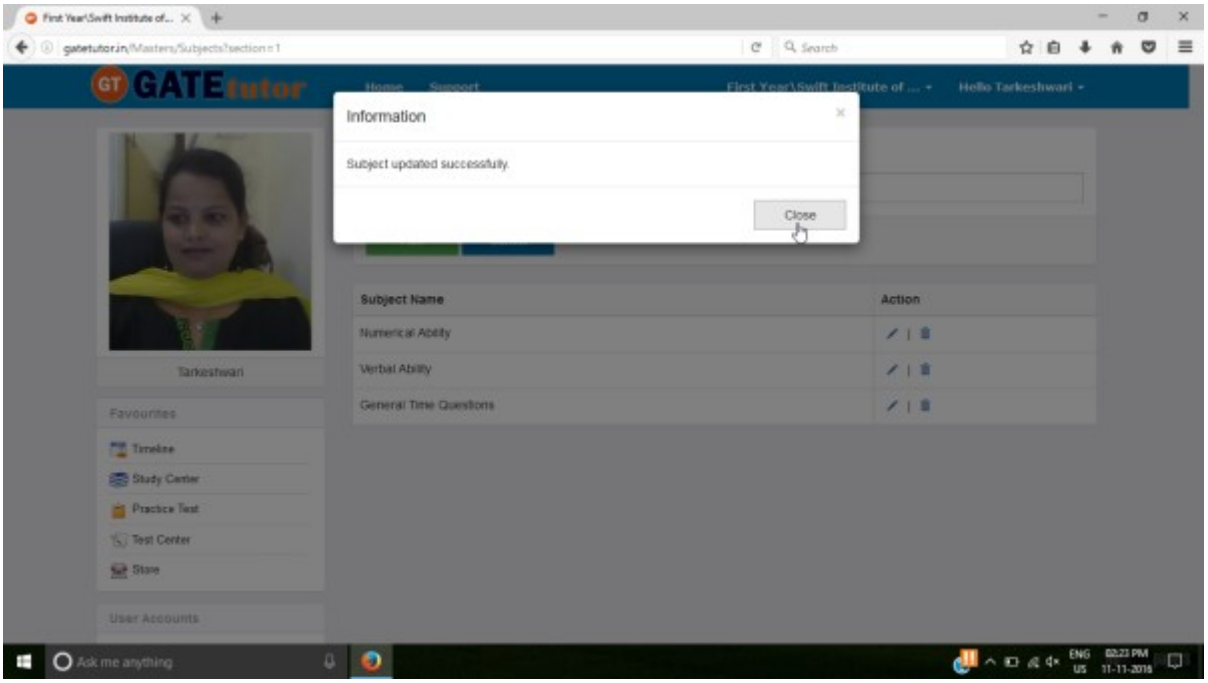


Edit the subject name & click on “**Update**” to update the subject

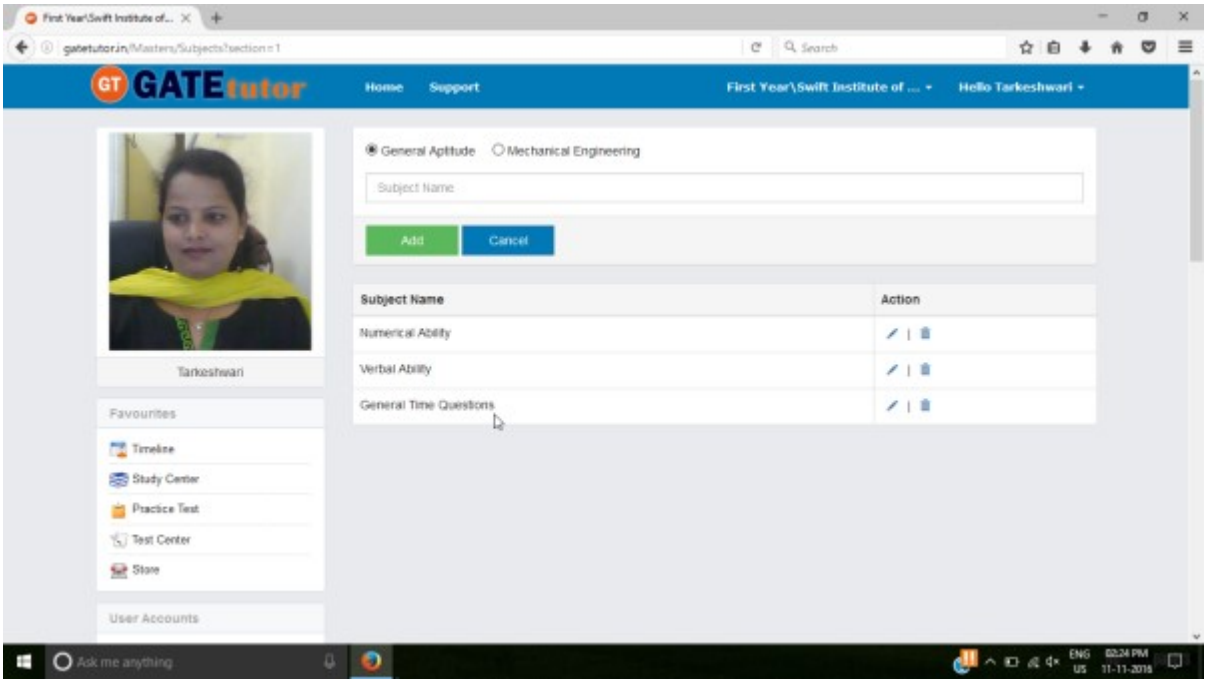


After clicking on update, changes will be saved.

You will appear the following window



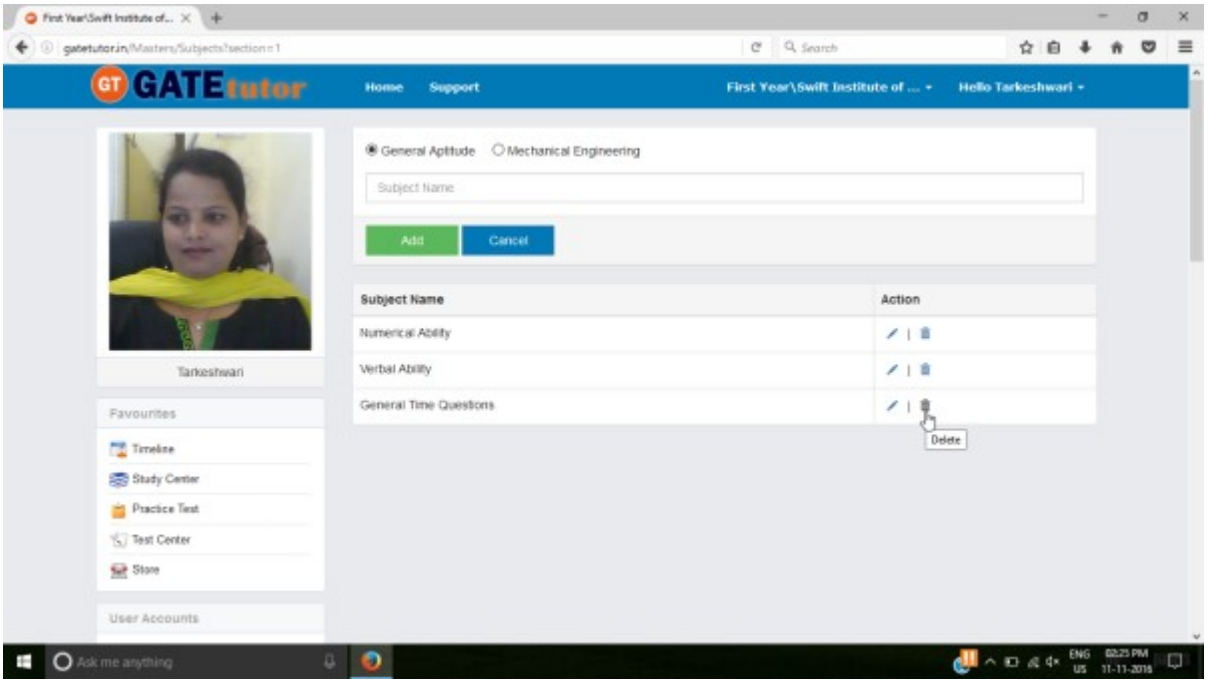
Click on "**Close**" & see the changes done at lower side of list.



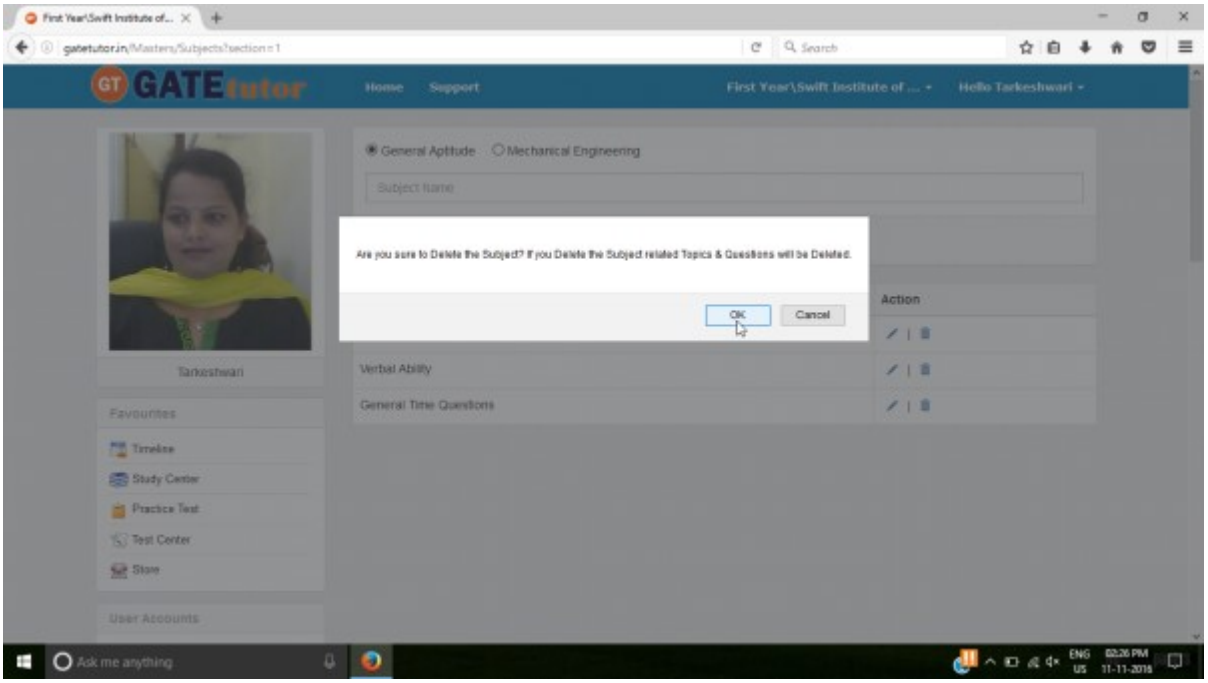
Check the updated subject as above.

To delete a subject from the list, choose a subject

(Note: You can delete only those subject, topic, question which are added by you)

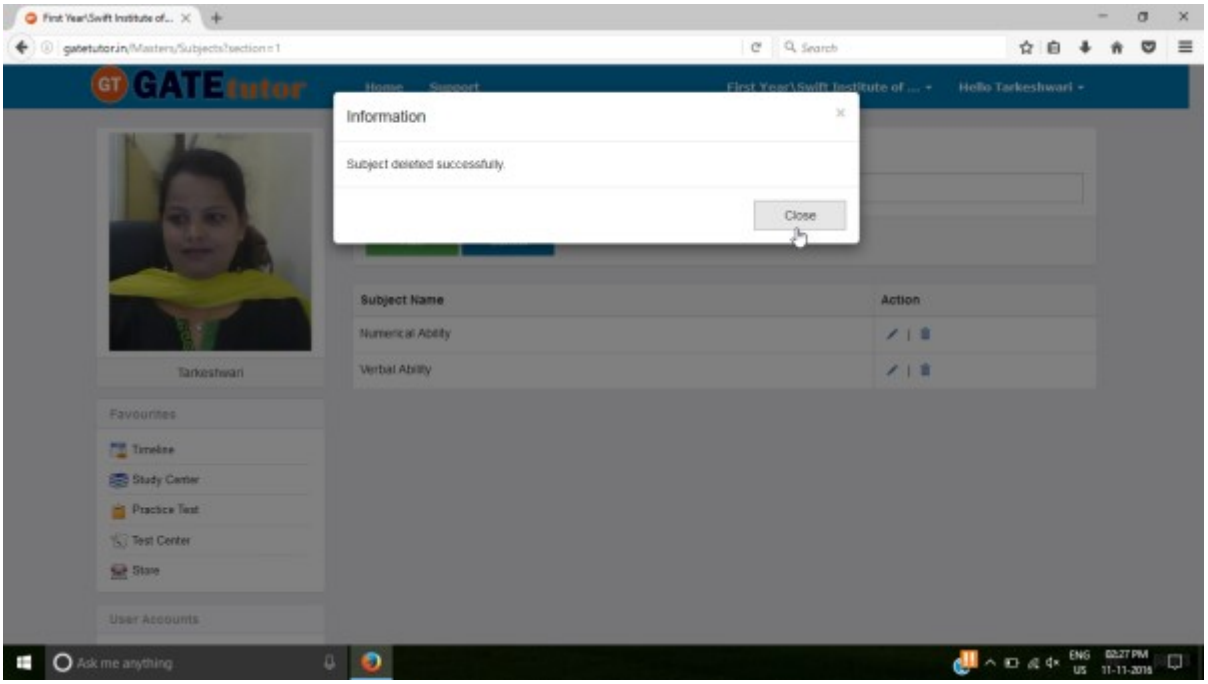


Click on **"Delete"** icon

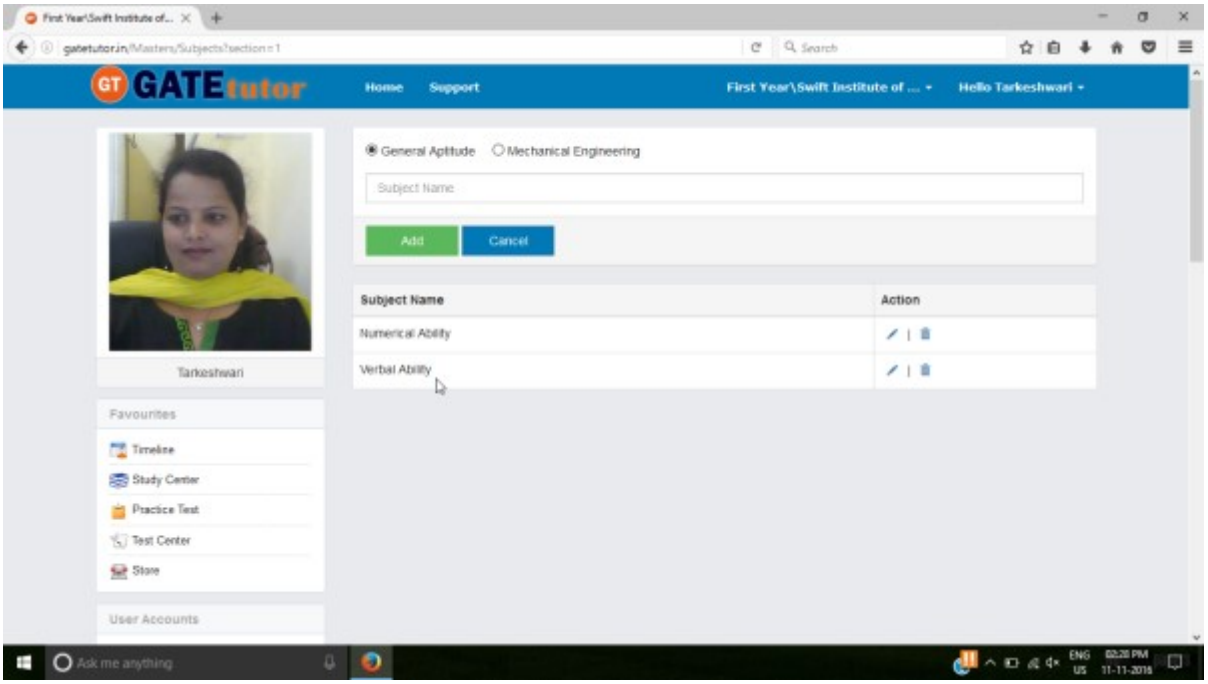


Click on **"OK"** to delete that subject**.**

The subject will get deleted.



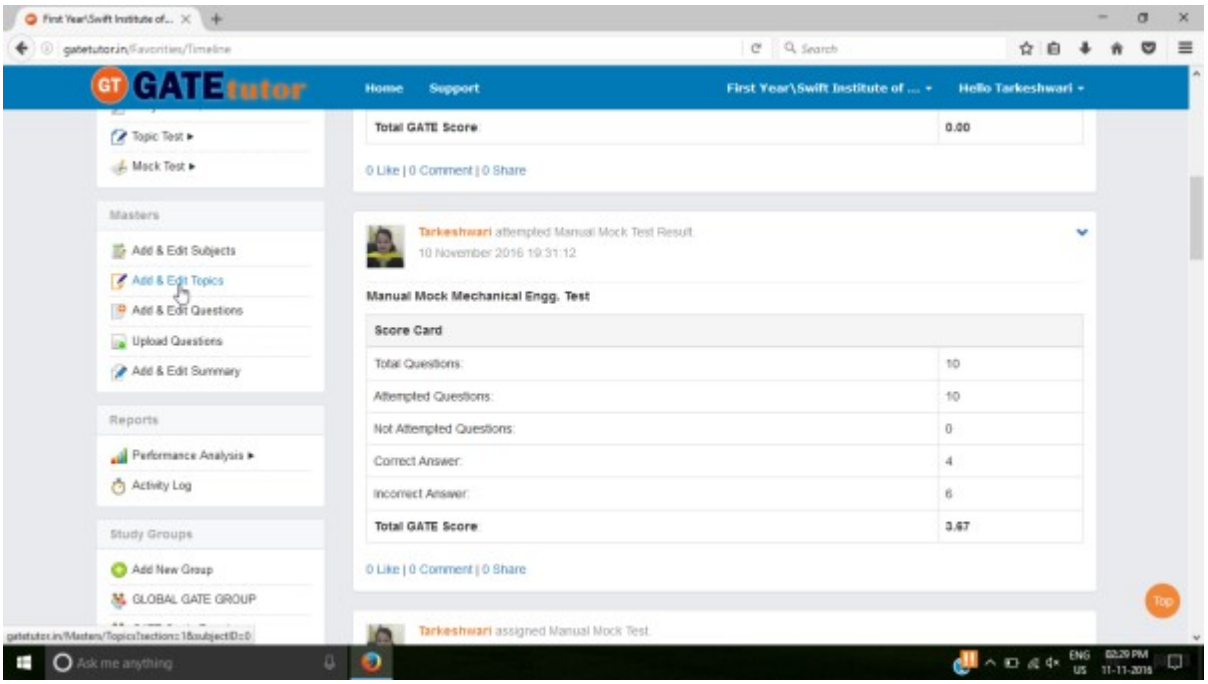
Click on "**Close**" & see the changes.



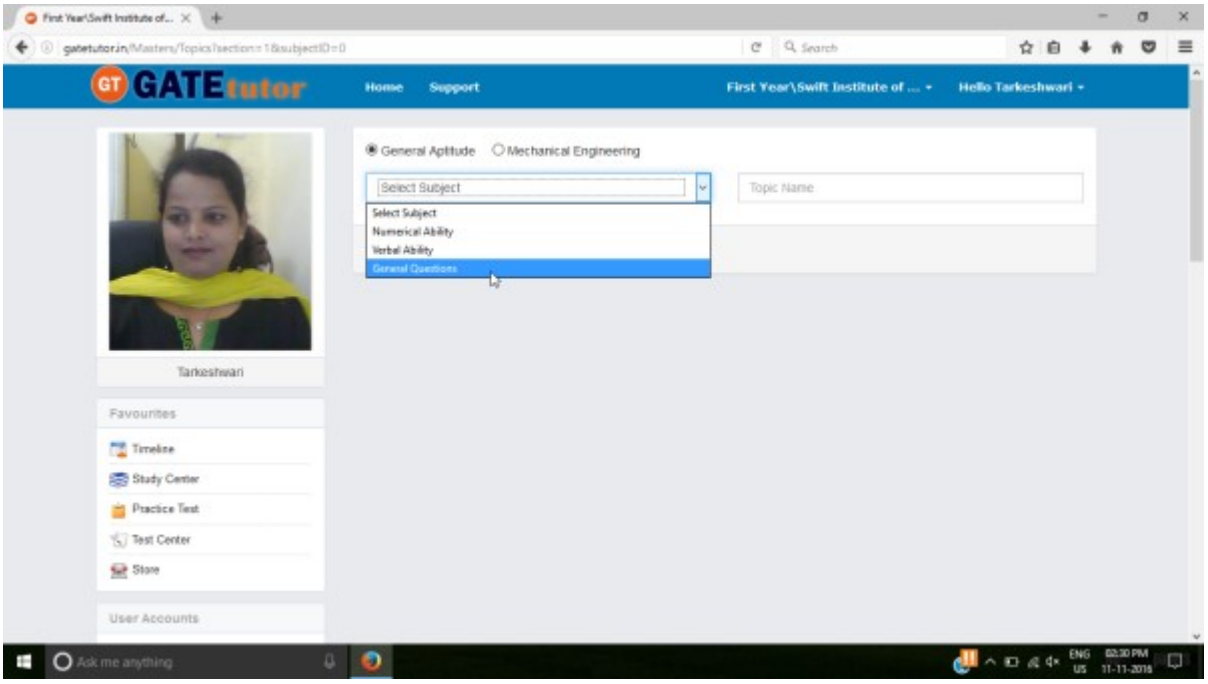
The added subject is deleted from the list.

2) Add and Edit Topic

You can add the topic under the subject that you have entered as well as under the currently present subjects provided by GATEtutor
Click on **“Add and Edit Topic”**

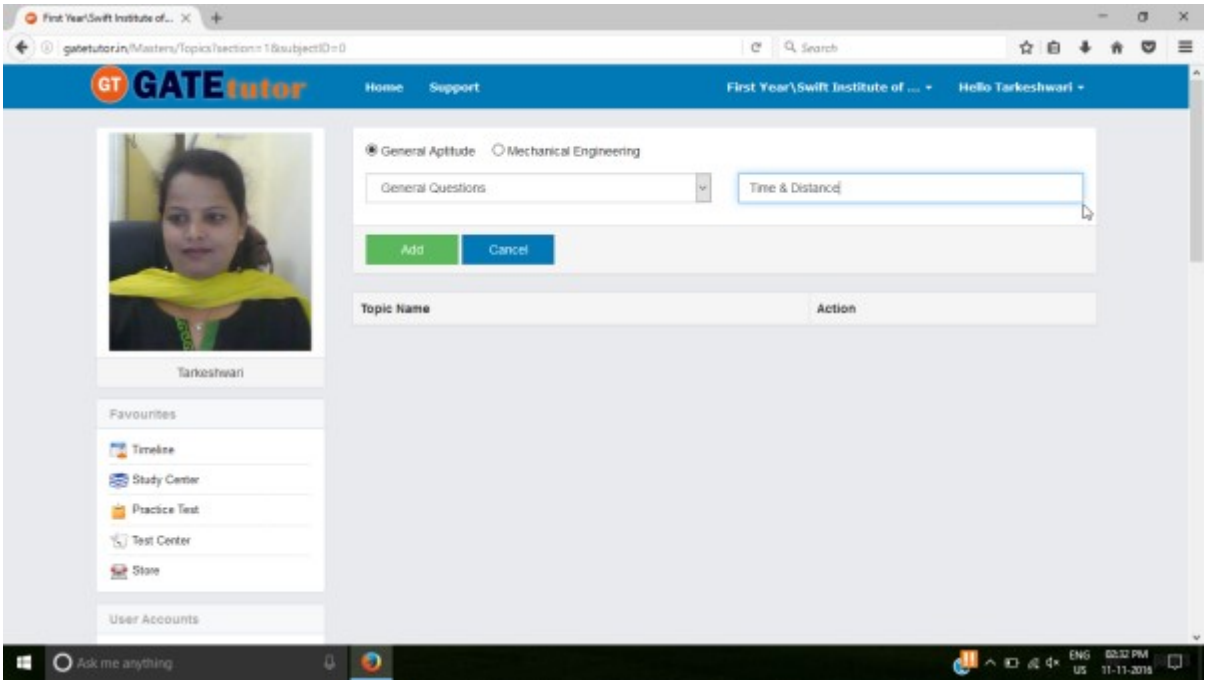


Choose a subject to add a topic under it.

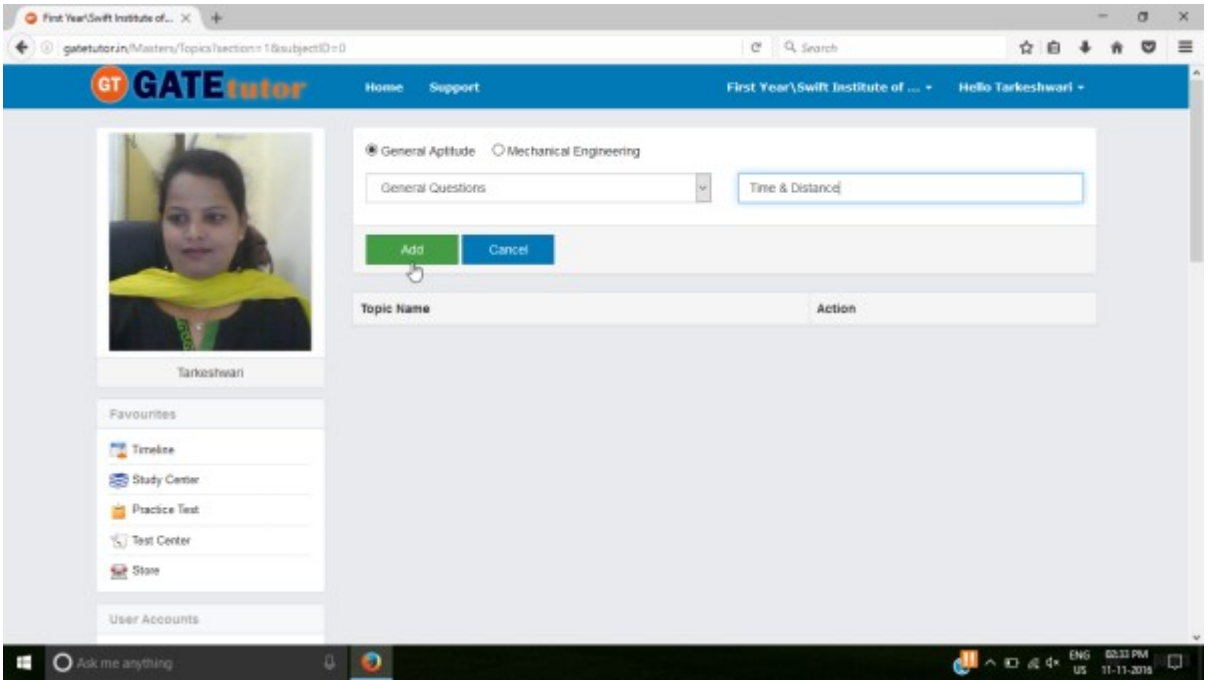


Choose a Subject under which you want to add a topic.

Enter the topic name**.**

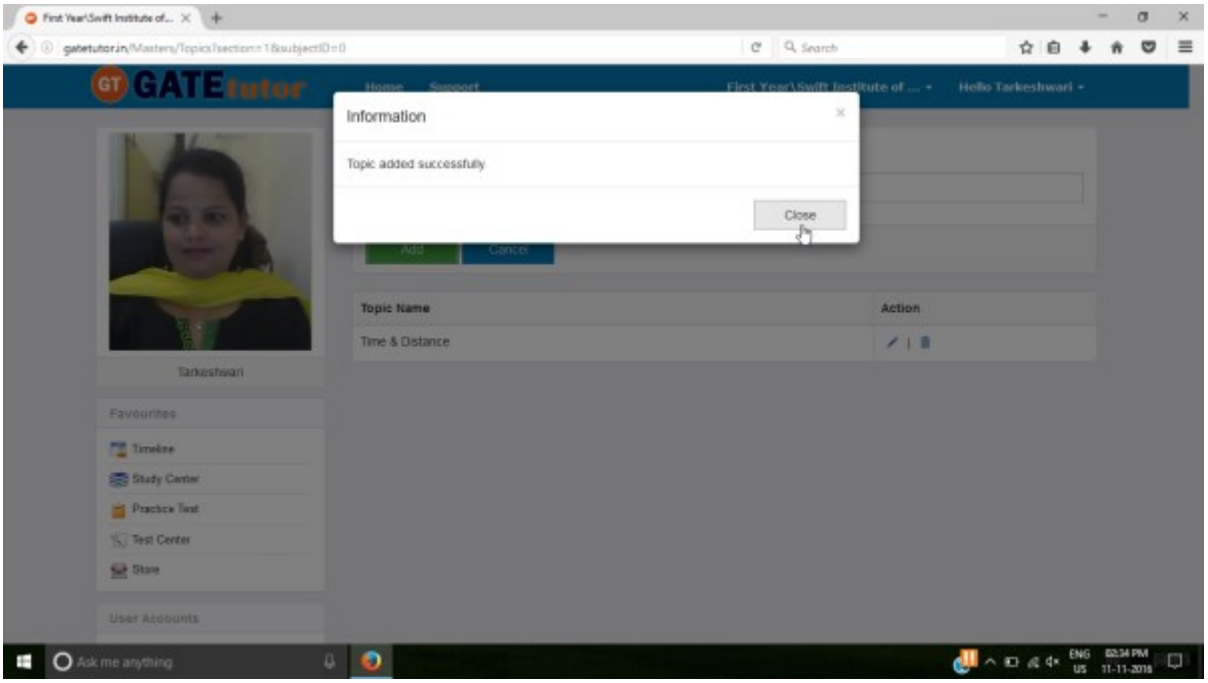


Click on **"Add"** to save the topic.



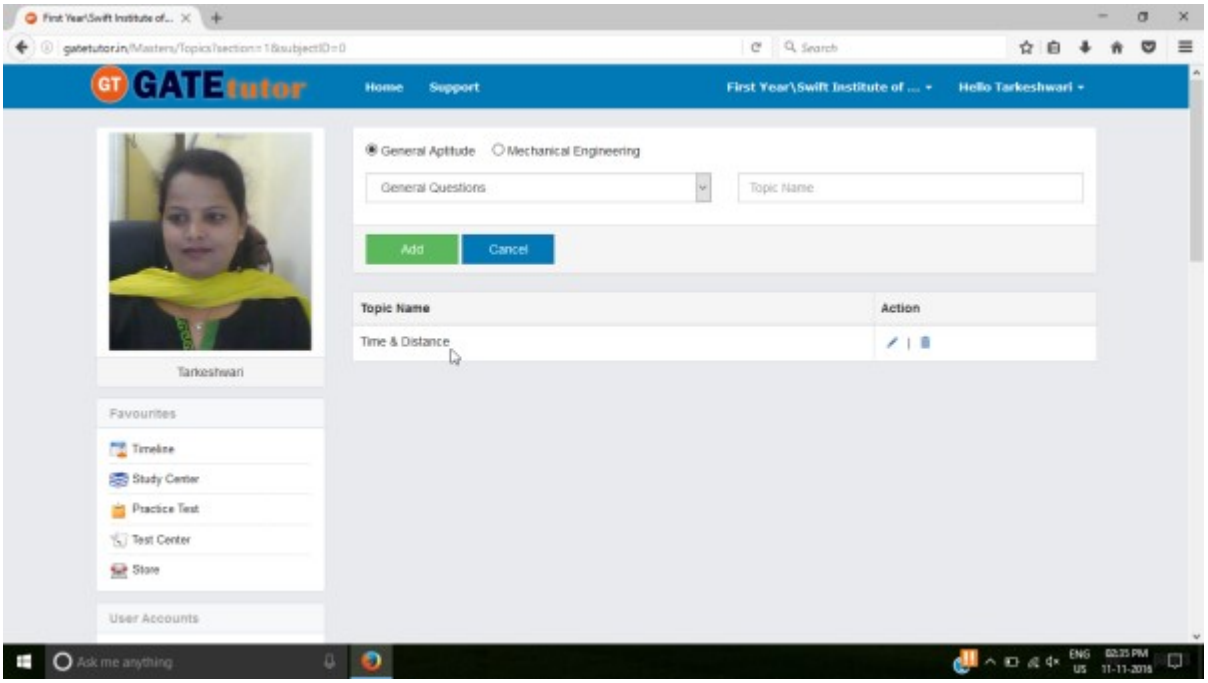
When you click on "**Add**", the new topic will be saved.

Topic is added successfully.



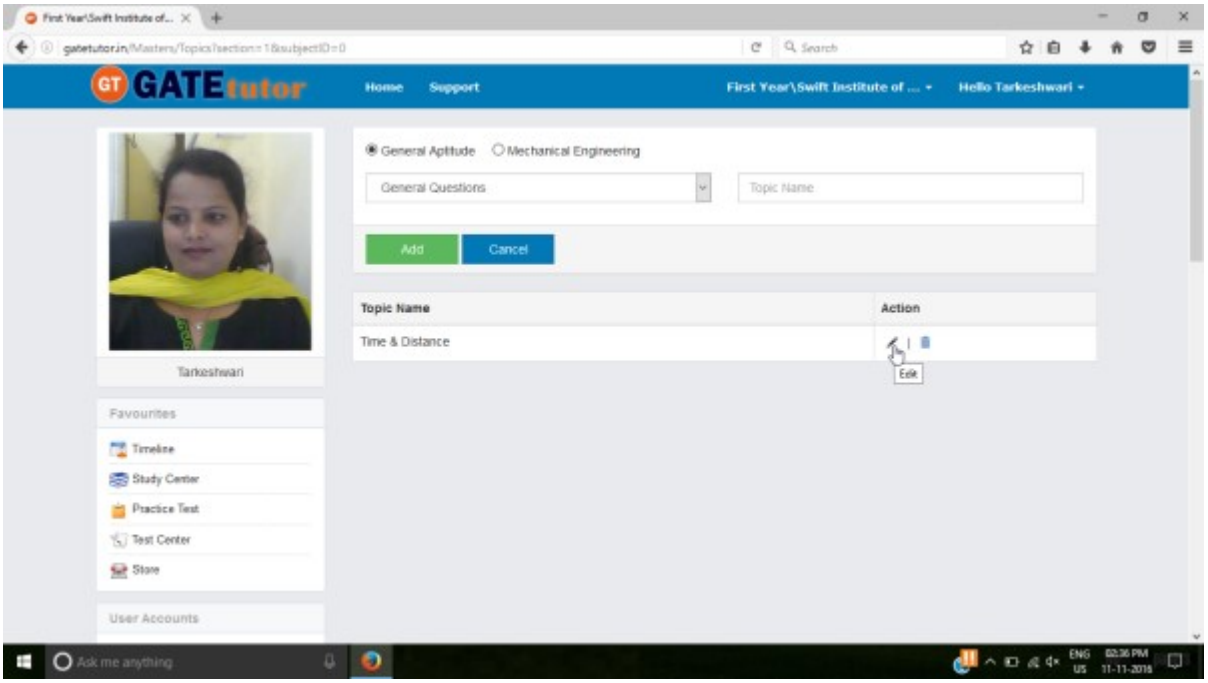
Click on **"Close"** to continue.

Check the newly added topic under that subject as follows

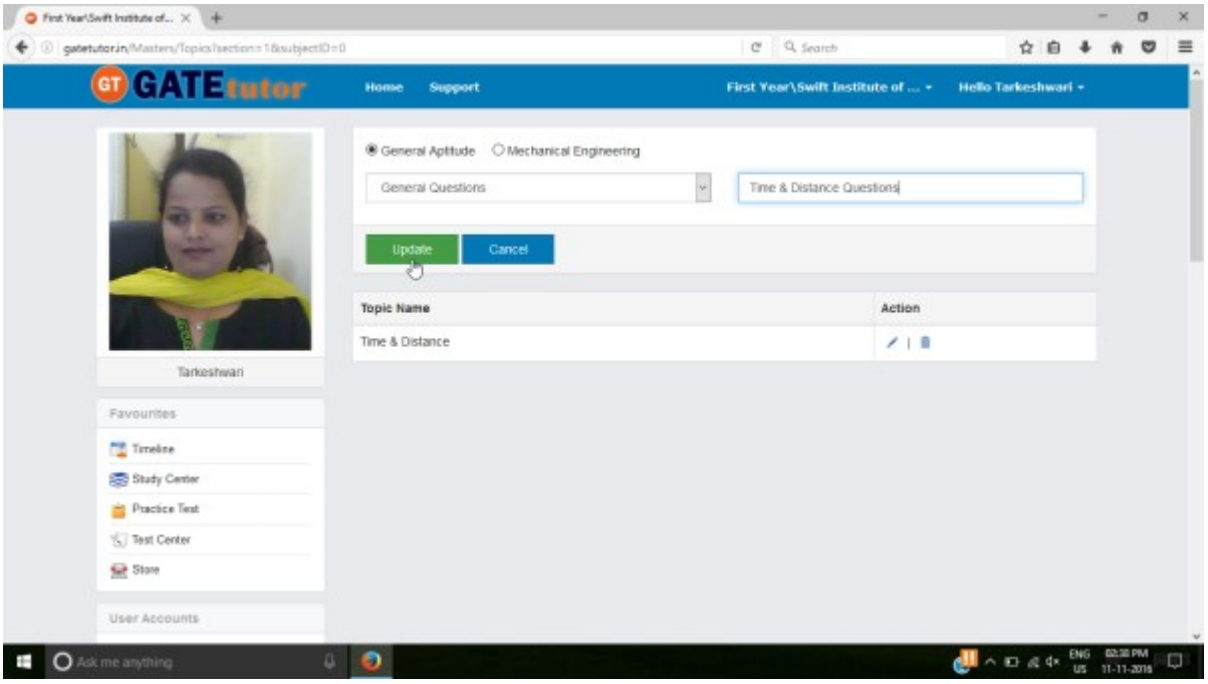


You can edit & delete the new topic also.

To edit the name of topic, click on "**Edit**" icon

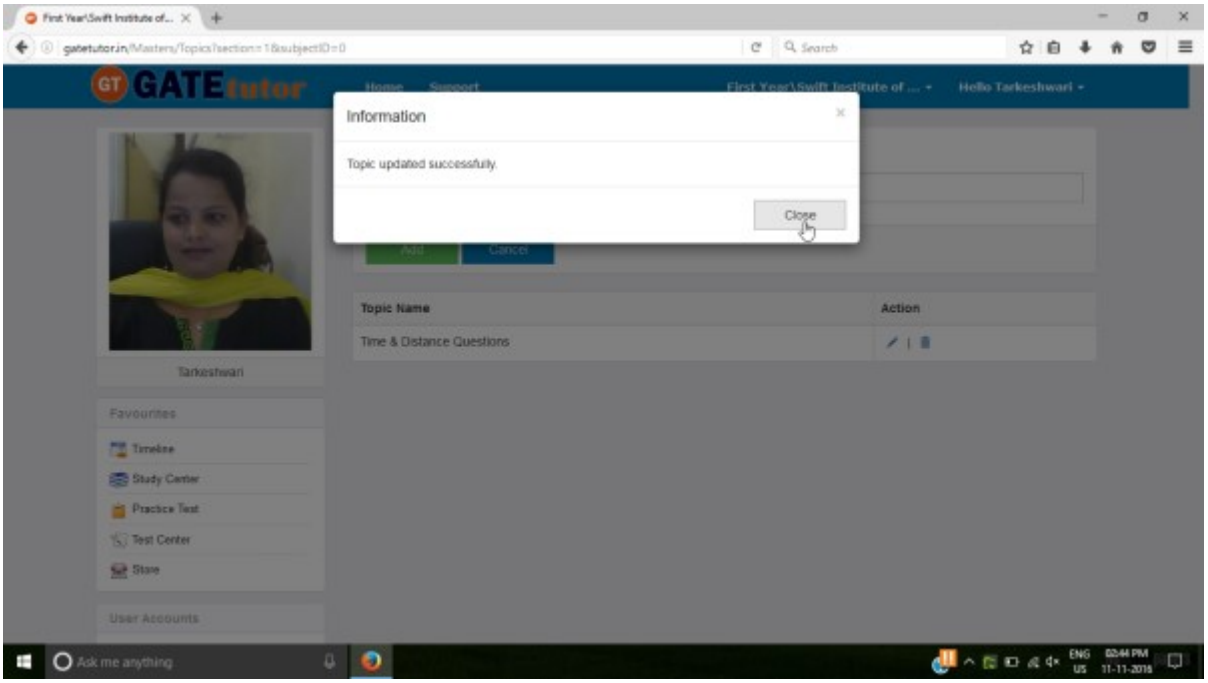


Write a "**Topic**" name & click on "**Update**" to make change.

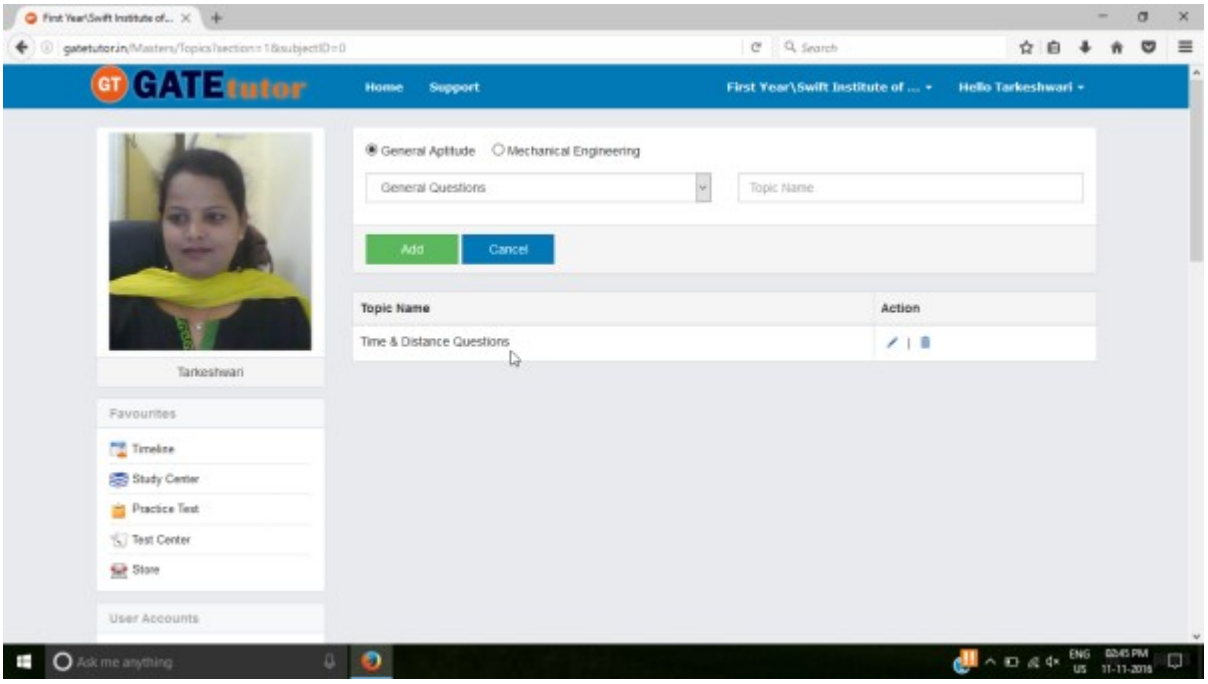


Click on "**Update**" as above

Topic name will get updated successfully.

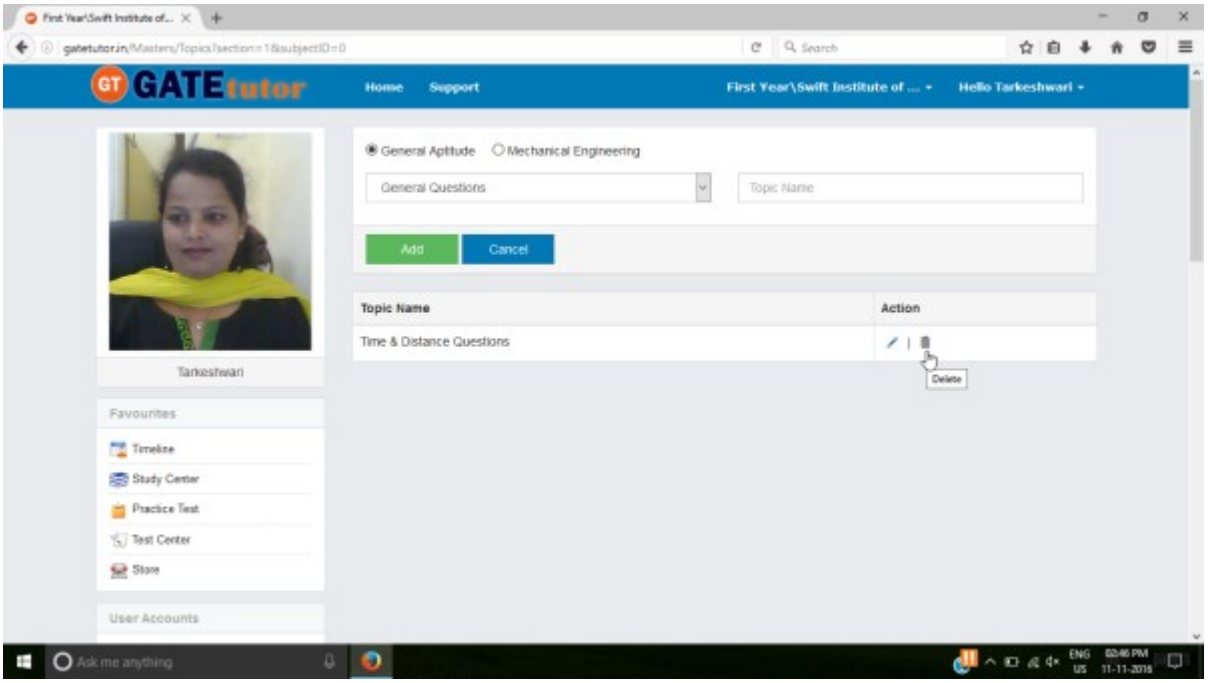


Click on "**Close**" to continue & see the changes that you have done

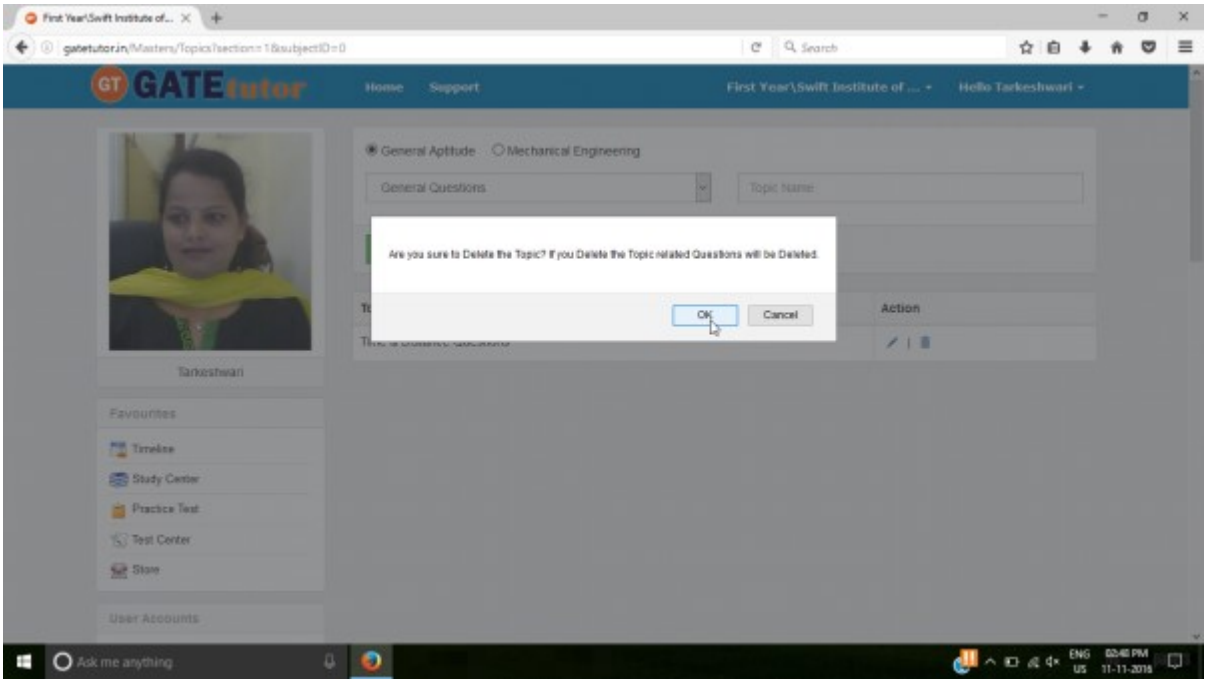


You can also delete the newly added topic.

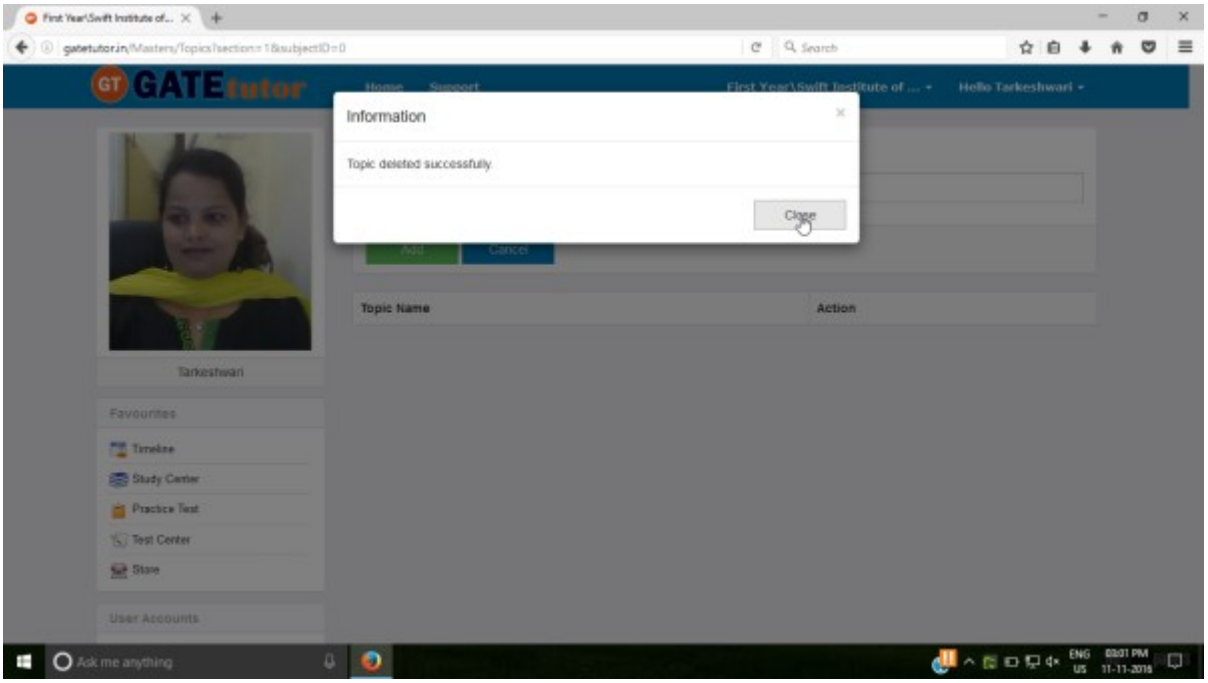
Click on "**Delete**" icon as follows.



If you click on "**Delete**" the topic as well as topic related questions will get deleted

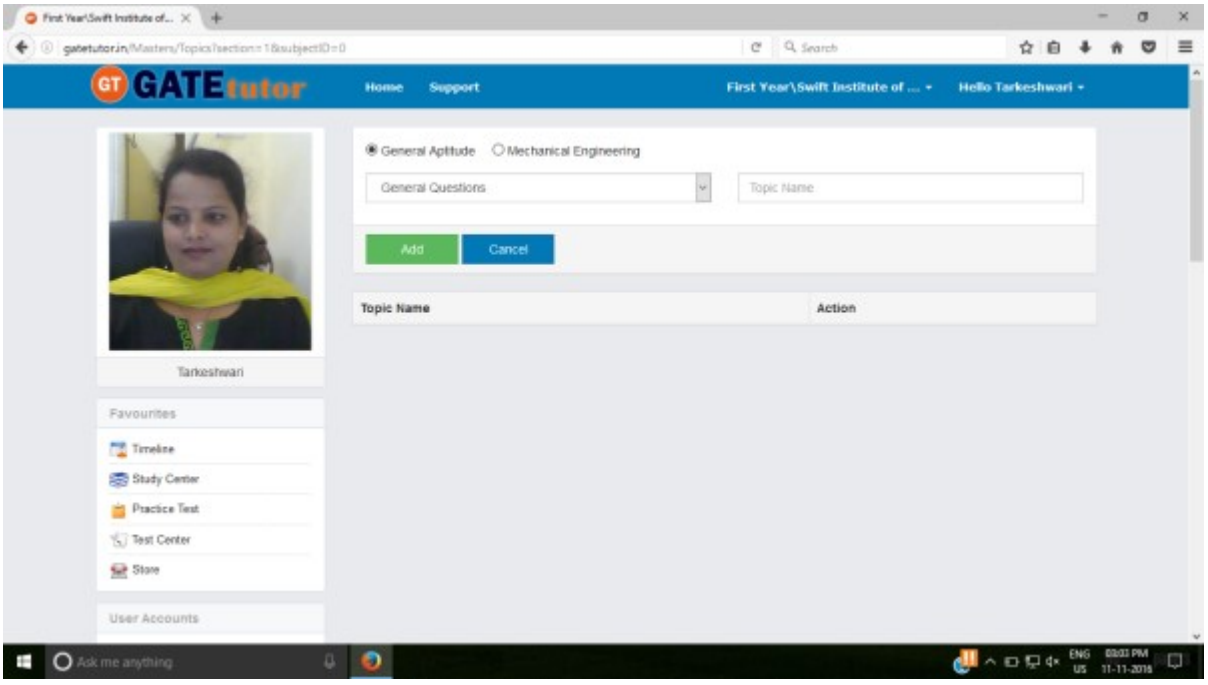


Click on "**OK**" to delete a topic as above.



Click on "**Close**" to continue & check that the topic list.

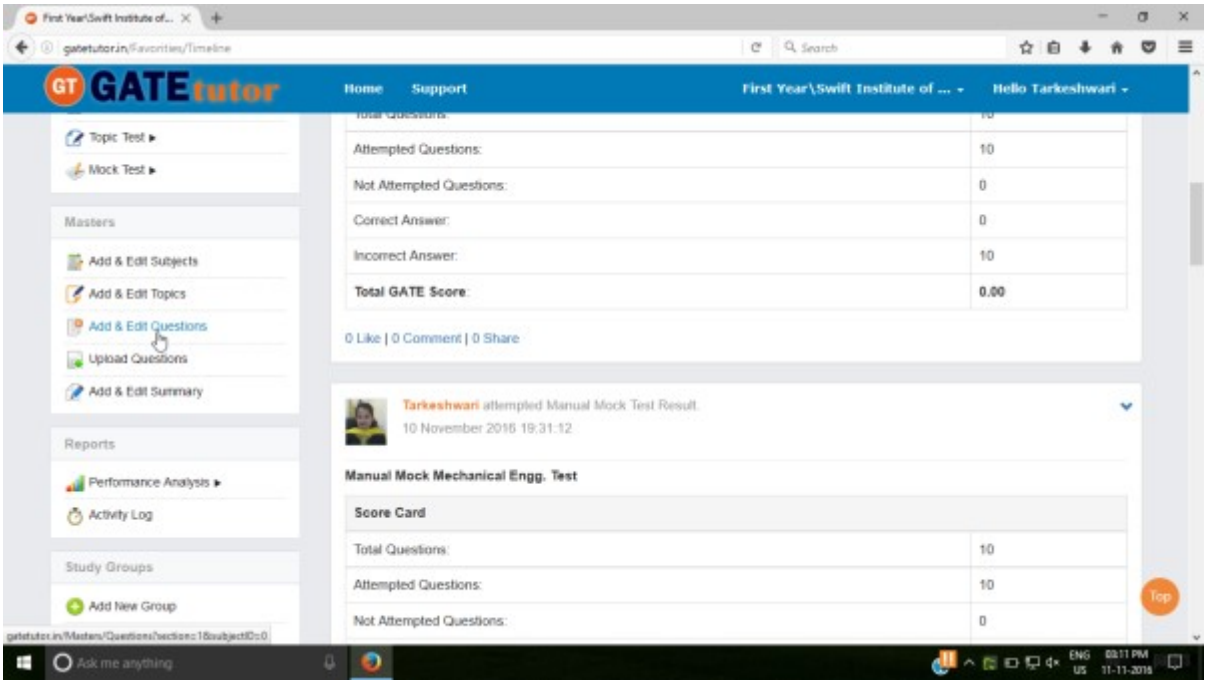
Check that the topic is deleted from the list**.**



There is no topic present in above list.

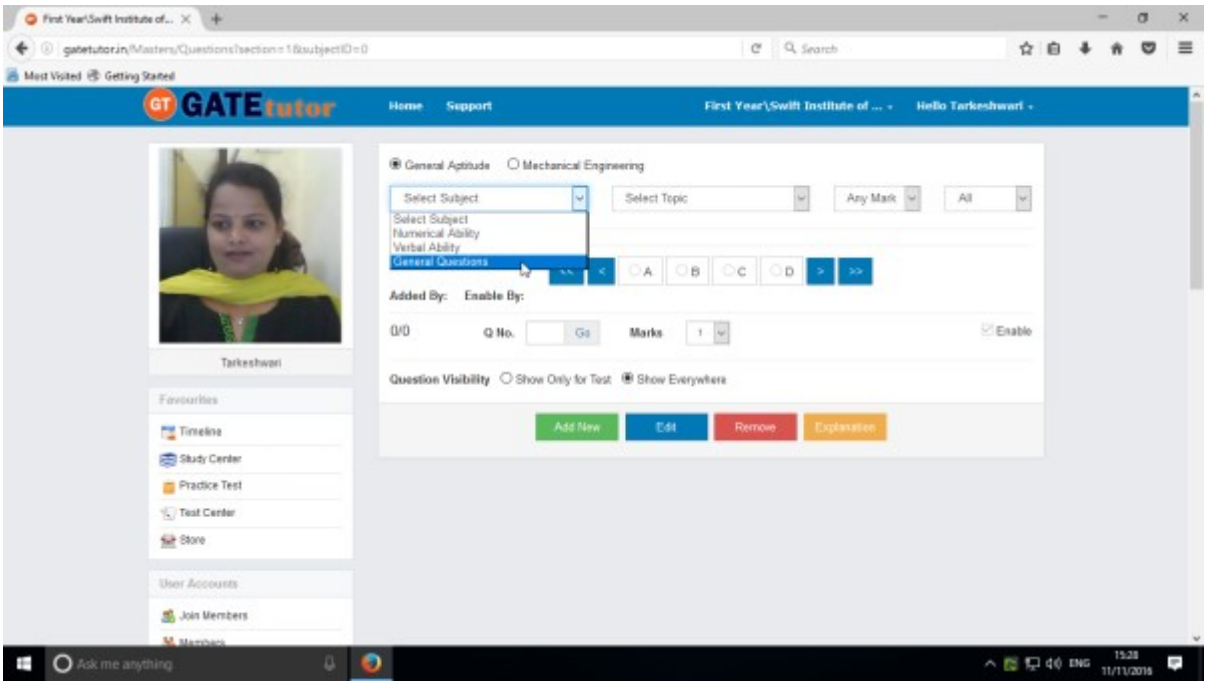
3) Add and Edit Question

You can add the questions in the GATEtutor under the subject & topic you have added before as well as the subjects & topics are provided by GATEtutor.
Click on **“Add and edit question”**

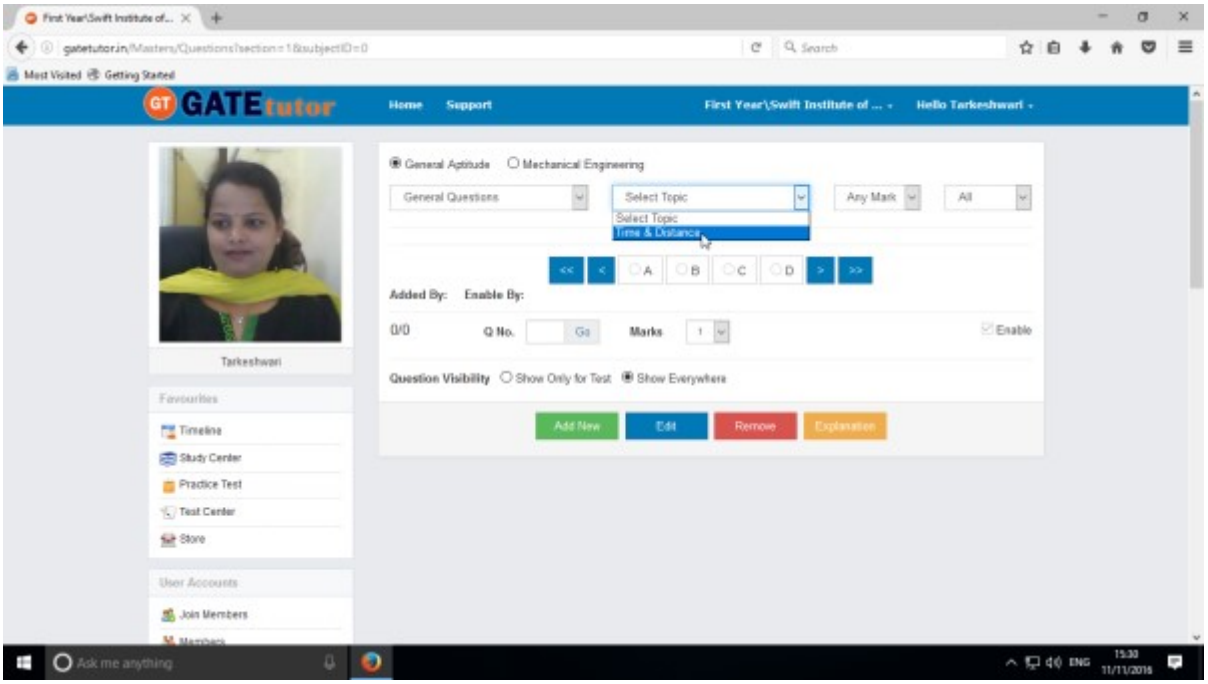


Choose General Aptitude or Mechanical Engineering stream to add questions under it.

Select the subject first under which you want to add the question

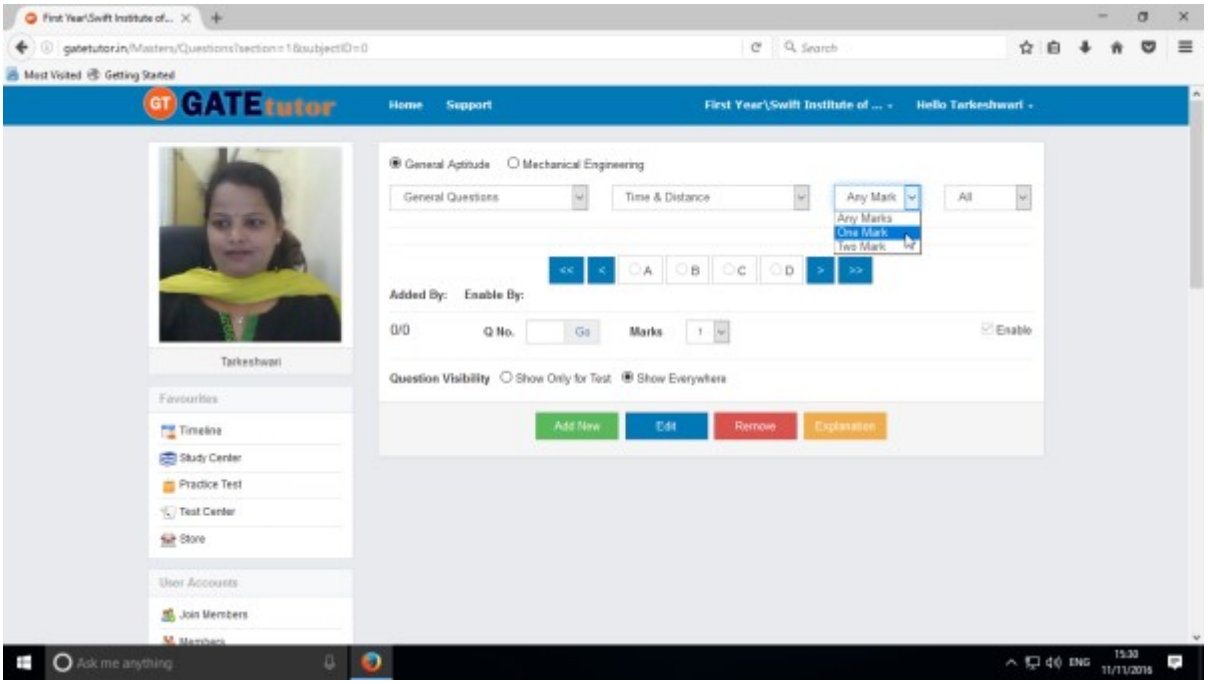


Choose the Topic.

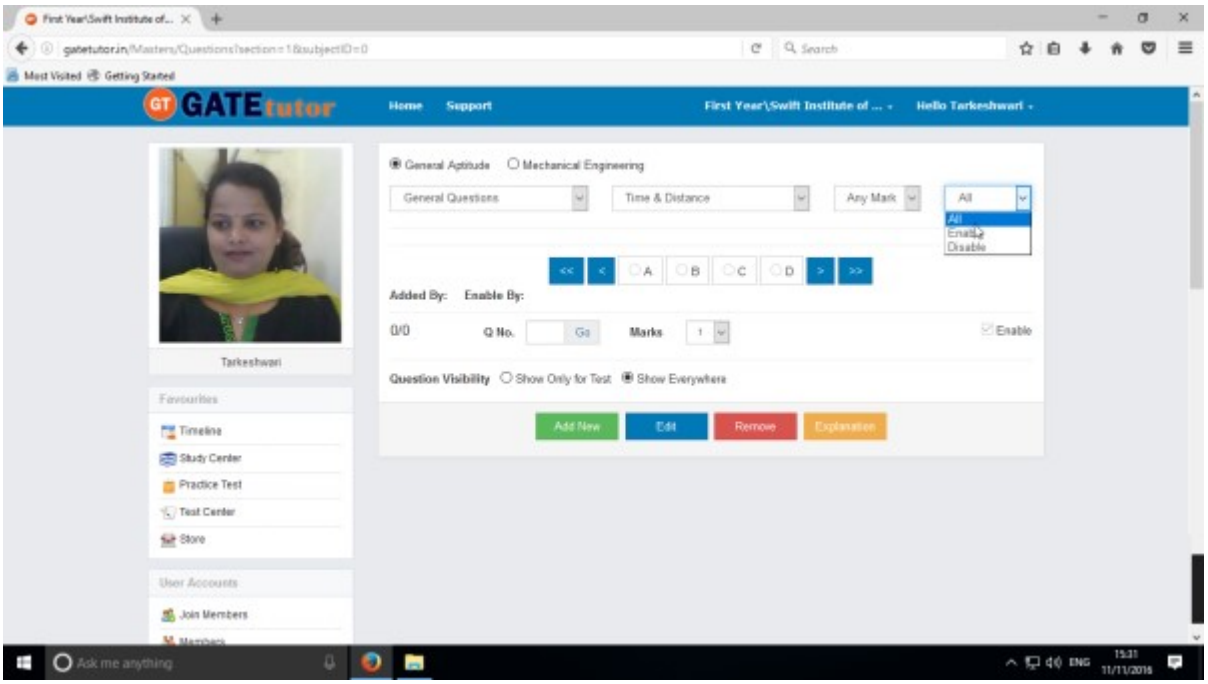


Now select the **"Topic"** as above.

Select one or two marks option for the question.

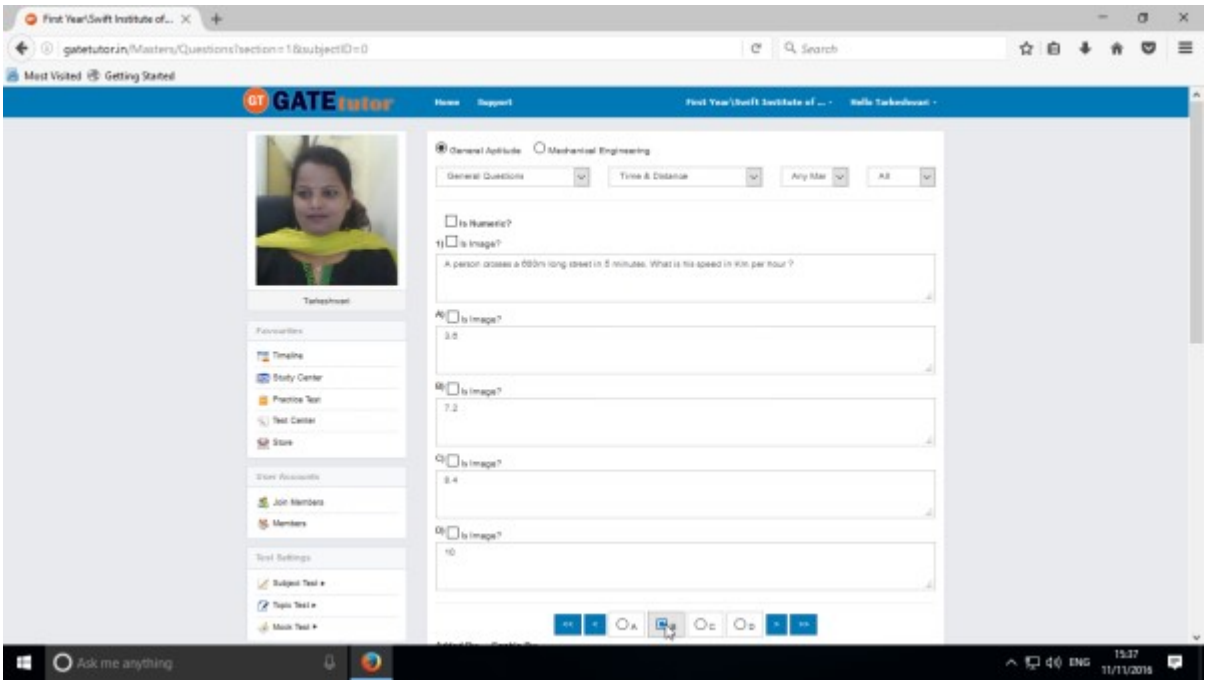


Choose “**All**” from drop down list to see the added questions to all of your students.



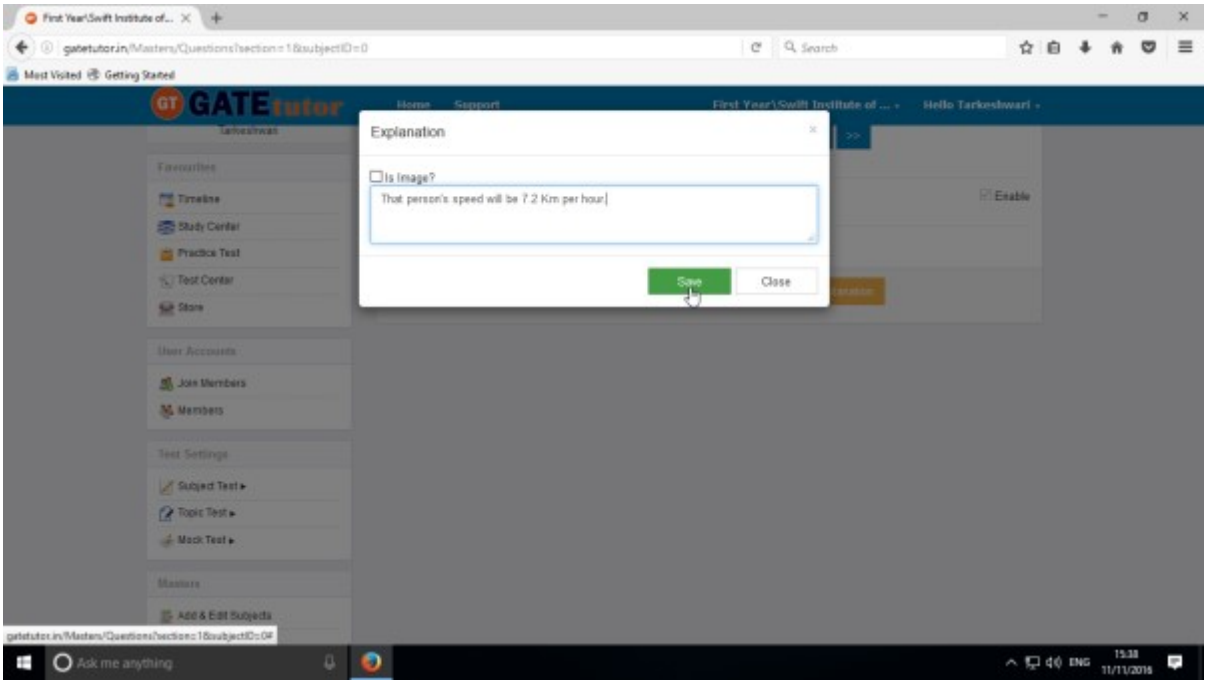
After choosing “**All**”, just click on “**Add New**” to get below window.

Write a question and provide the correct answer.



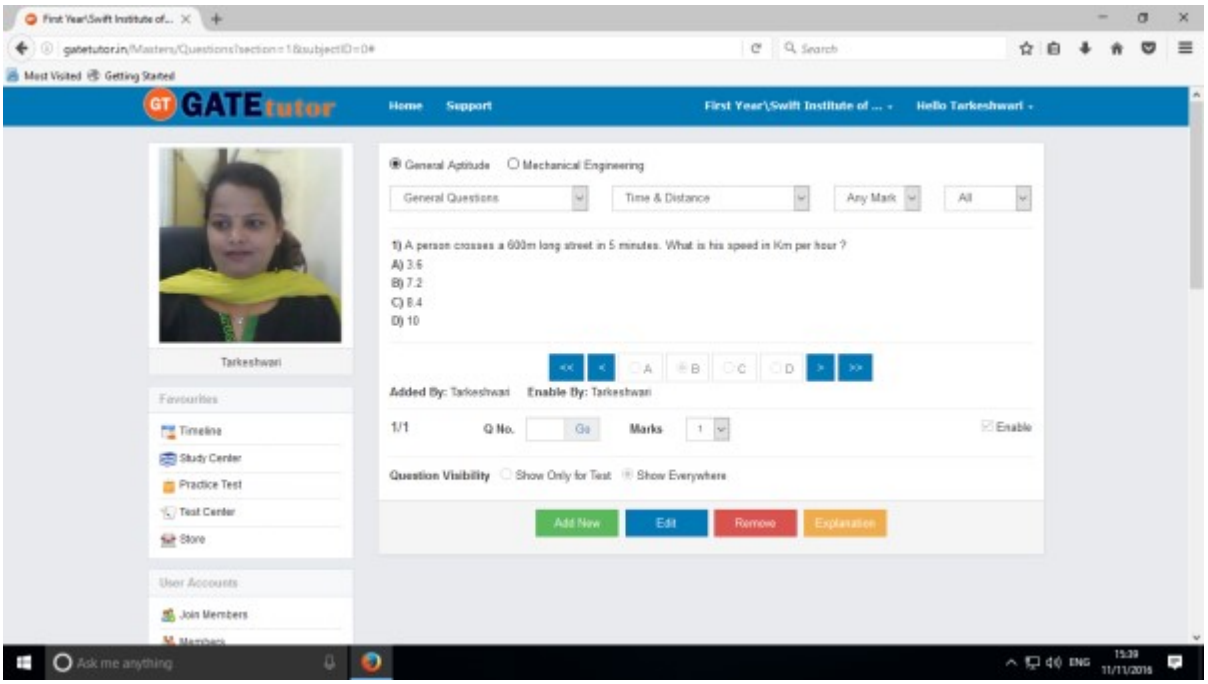
You can also add an image for the question & answers option separately by clicking on **Is Image?**

Provide a correct answer & click on **“Save”**



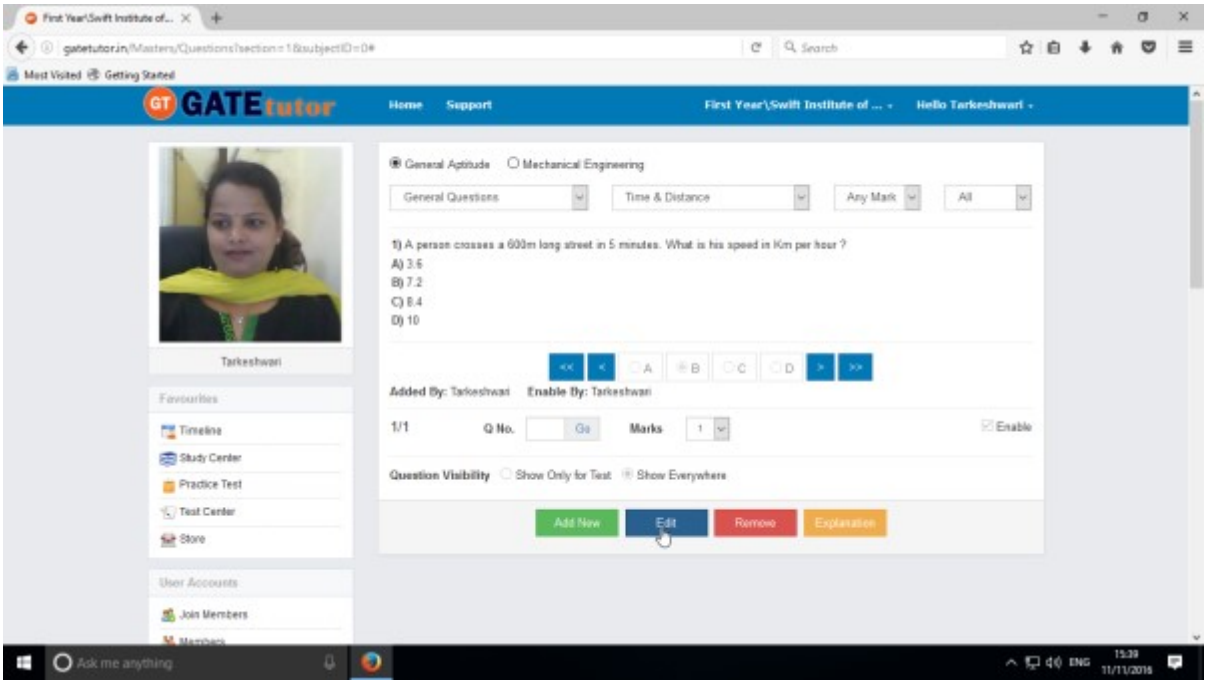
Enter the “**Explanation”** in the explanation window & click on **“Save”.**

You can also in add an image in the explanation. Just click on **Is Image?** Then browse & upload an image.

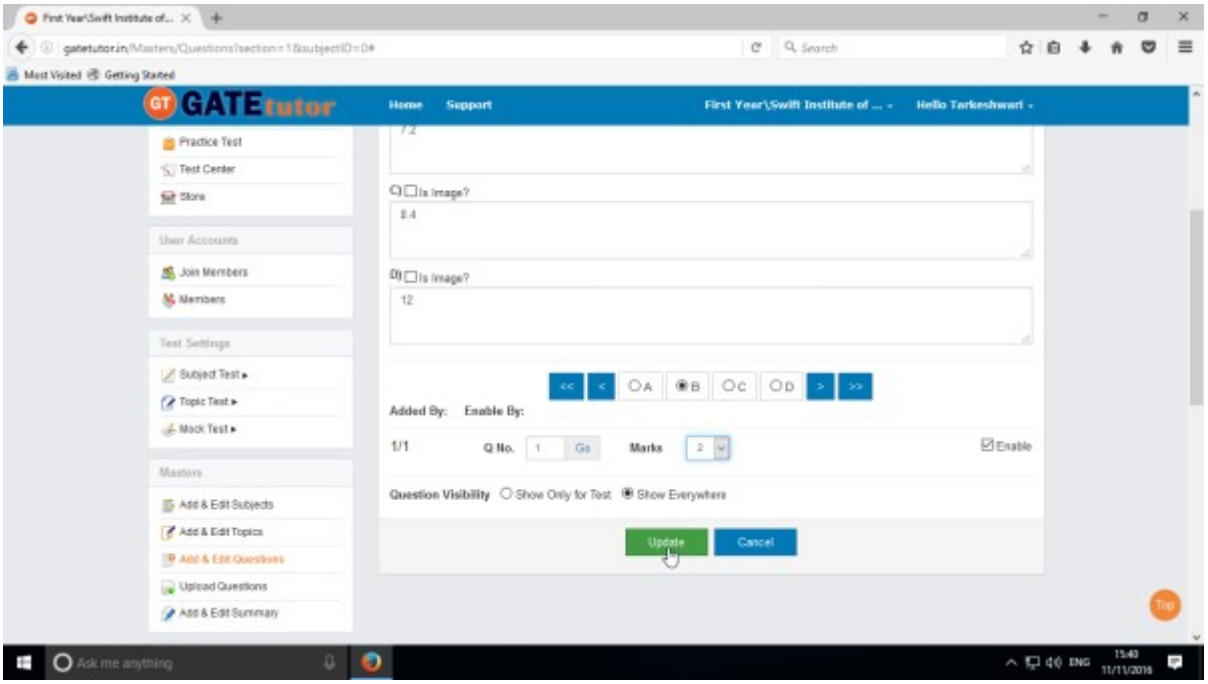


You can see the added question as above.

If you want to edit the question to change in it then click on **“Edit”**

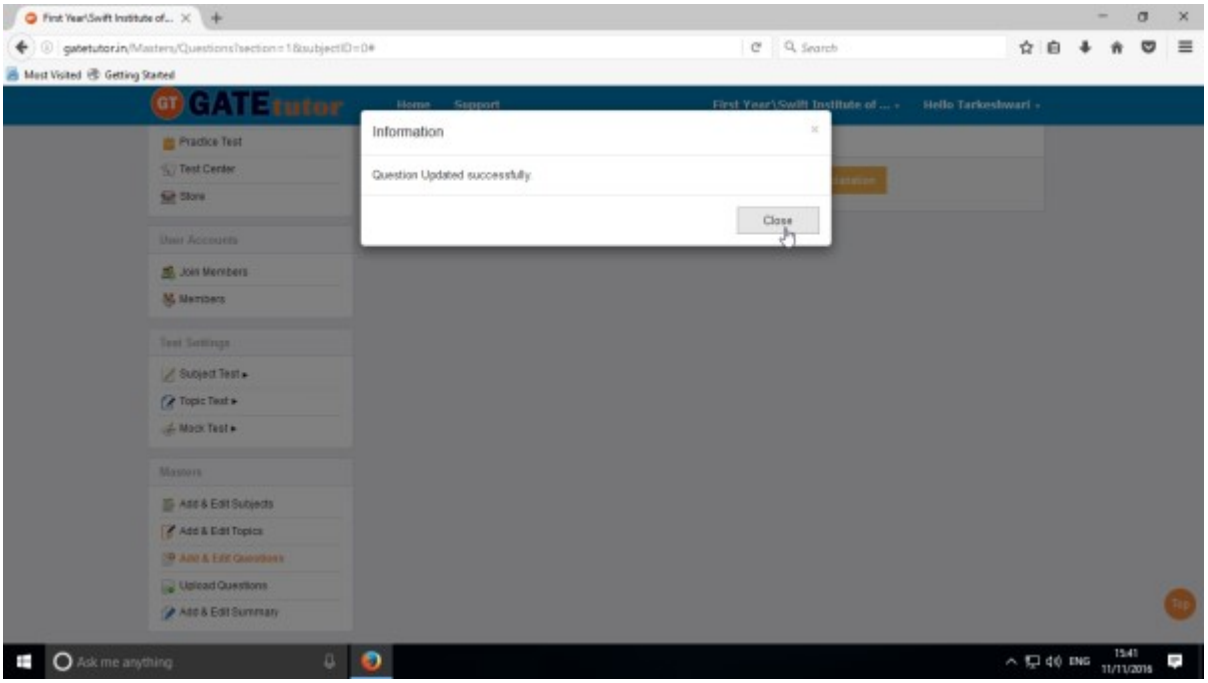


You can edit the question, answer & options also

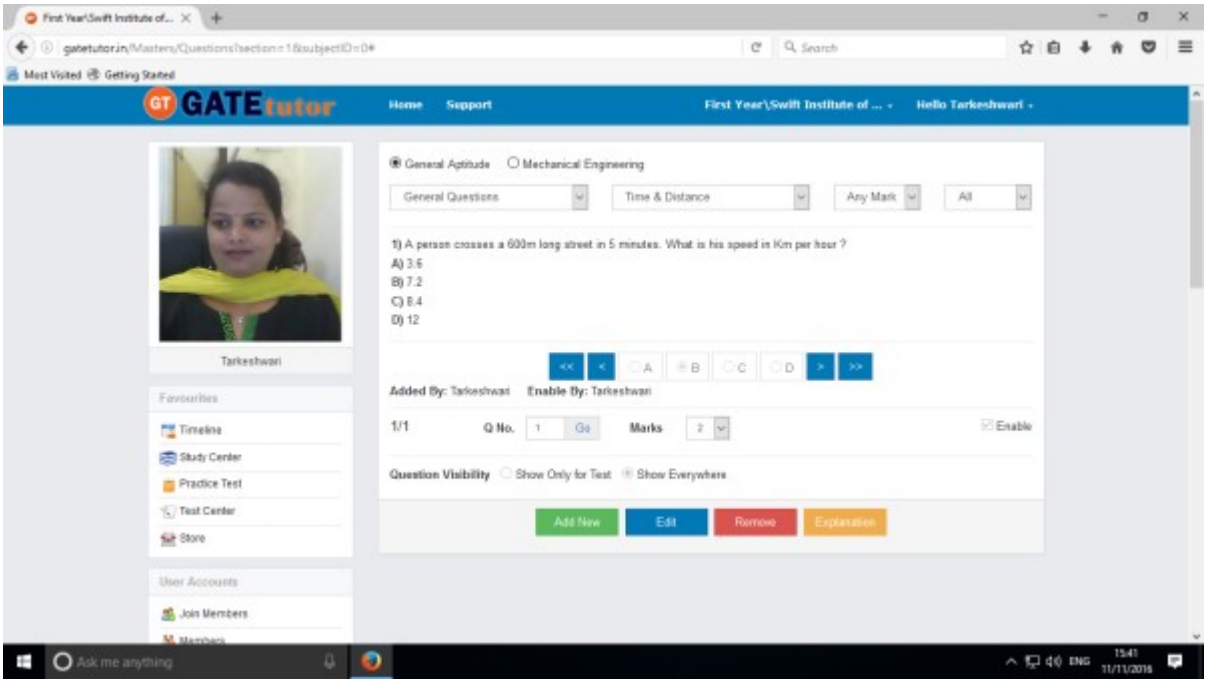


Check as per above window.

After editing the question, click on **“Update”**



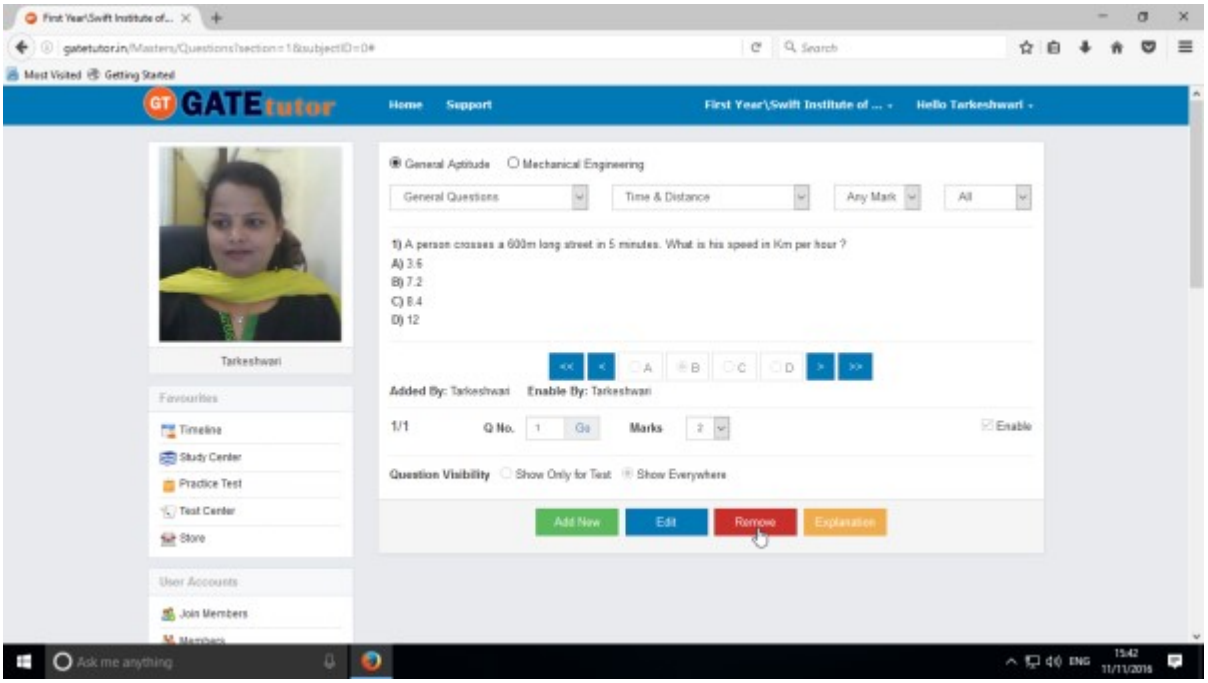
Question will get updated successfully.



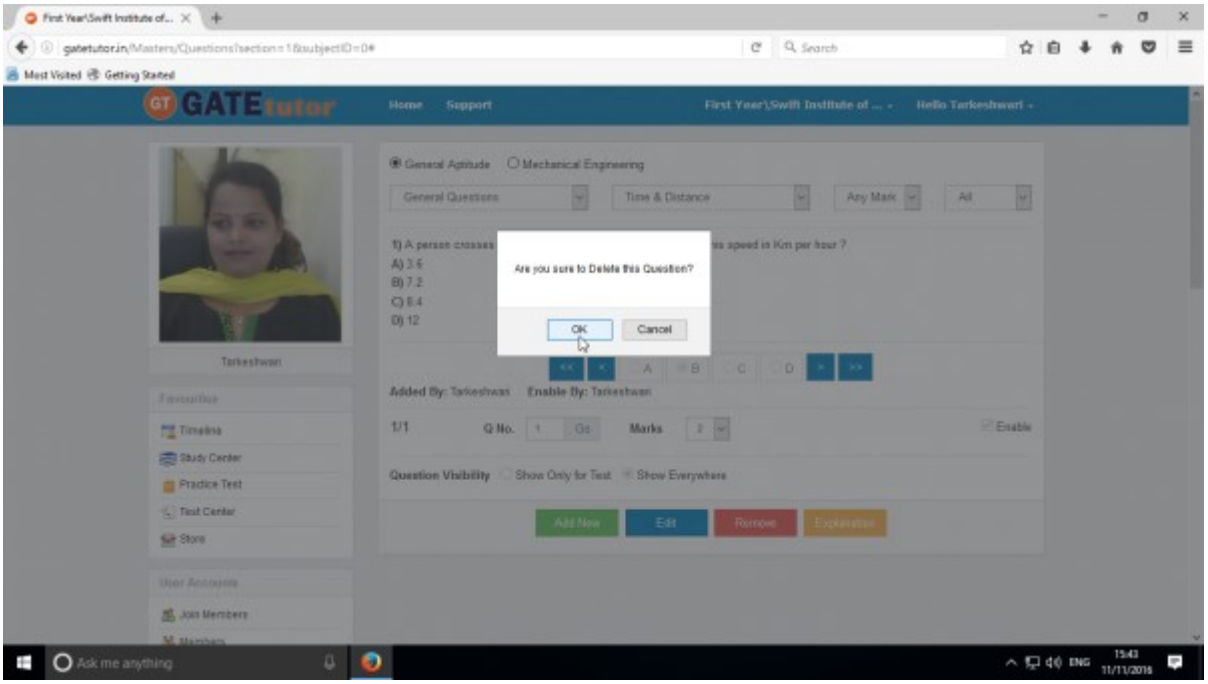
Check the changes after updating the question.

You can also remove the added question

Choose the question first & click on remove.

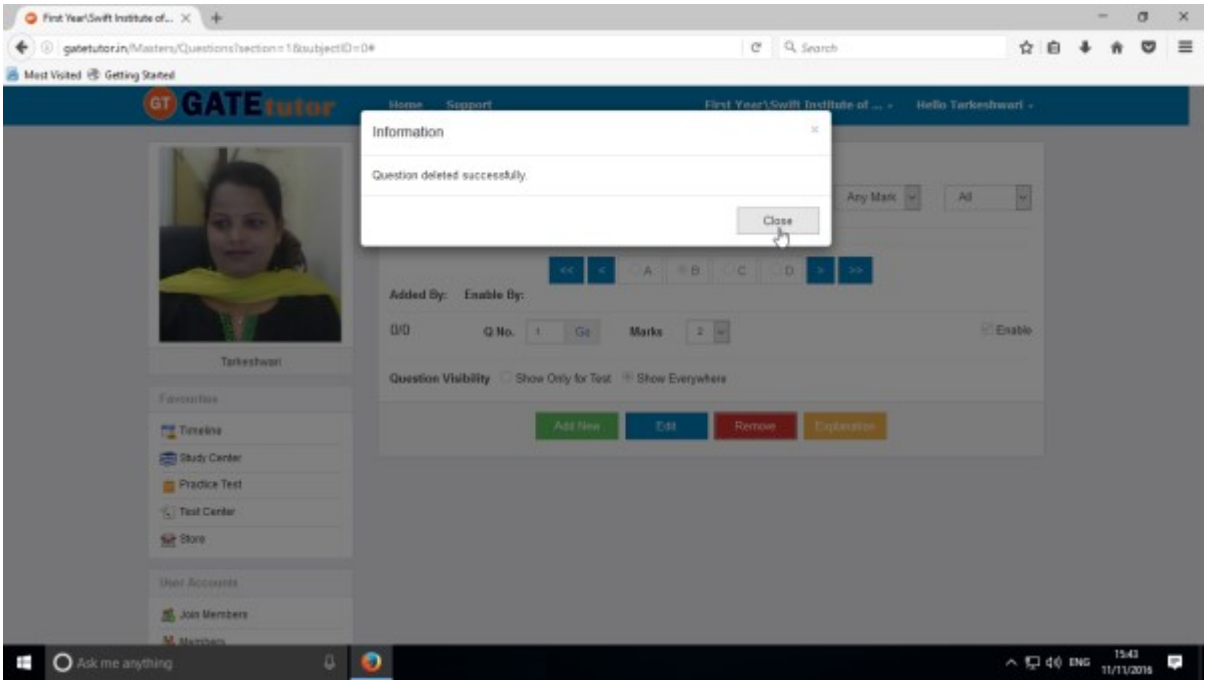


Click on **“Remove”** to remove the uploaded question**.**

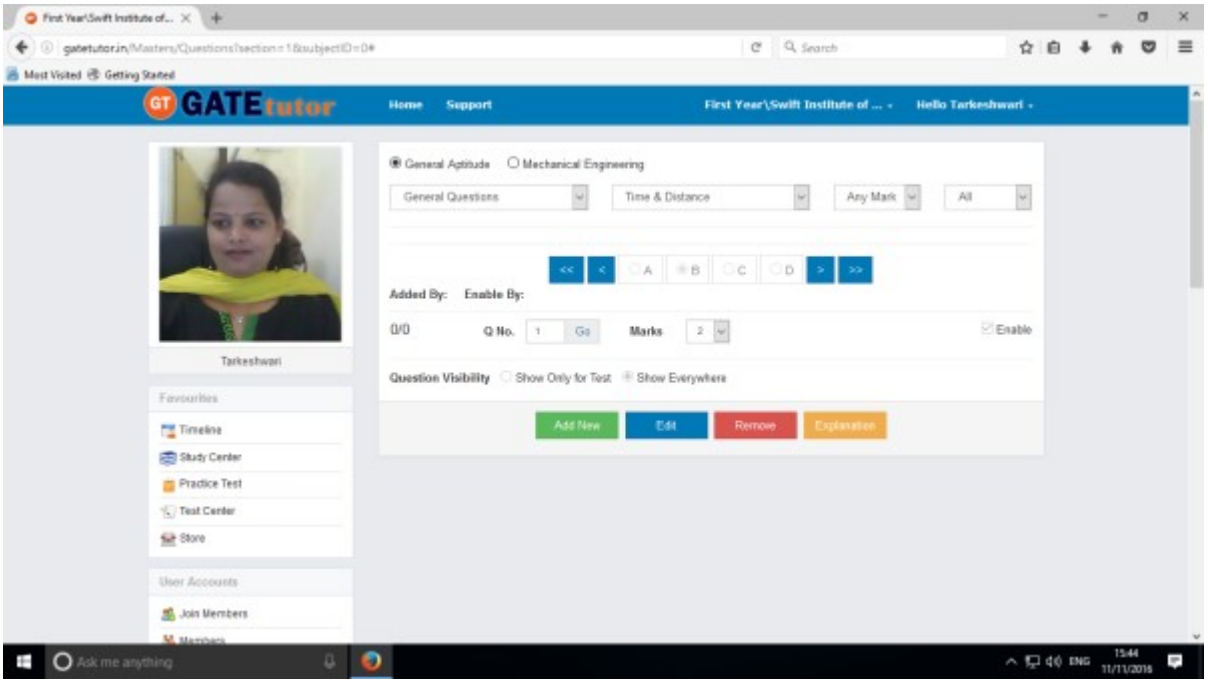


Click on the **“OK”** to delete the question.

Question will get deleted from that subject & topic.

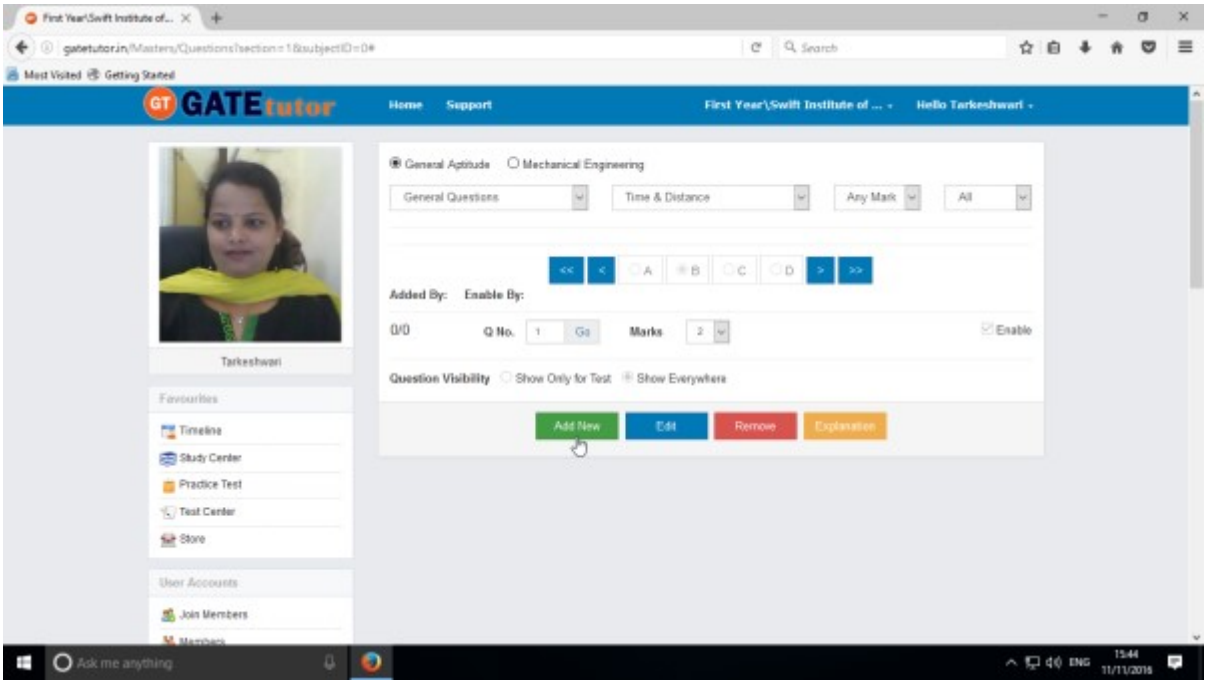


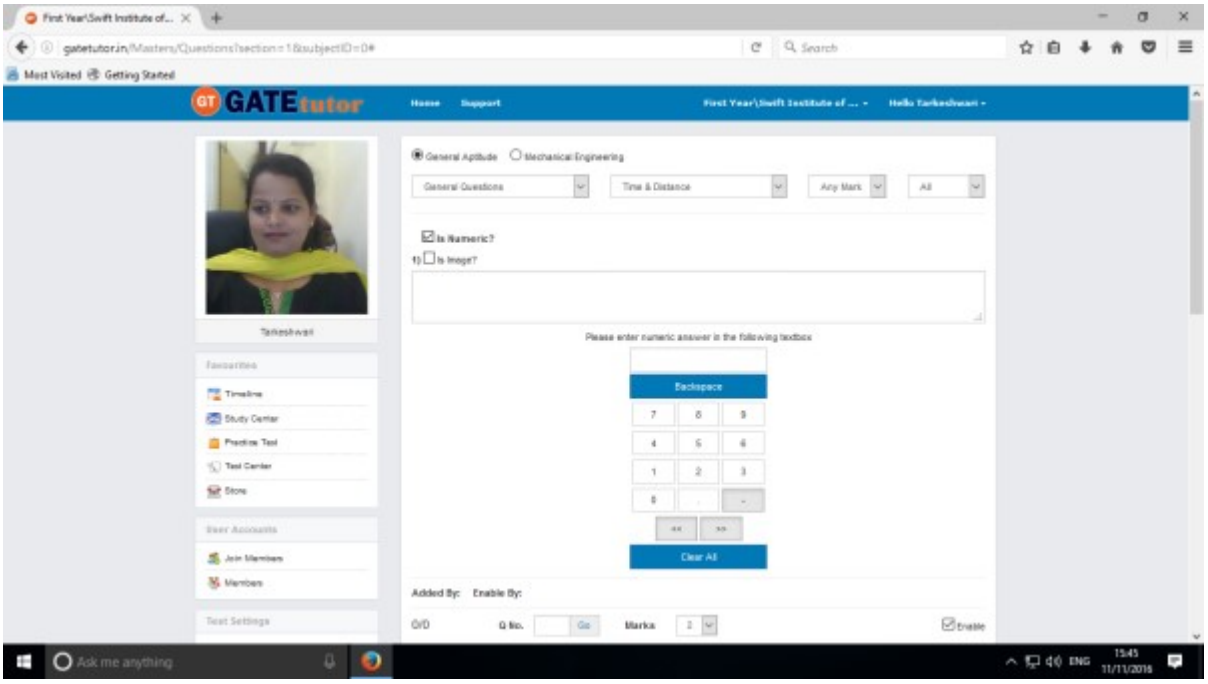
Click on "**Close**" to continue.



Check that the question is deleted from the page.

Click on “**Add New**” to add numeric question.



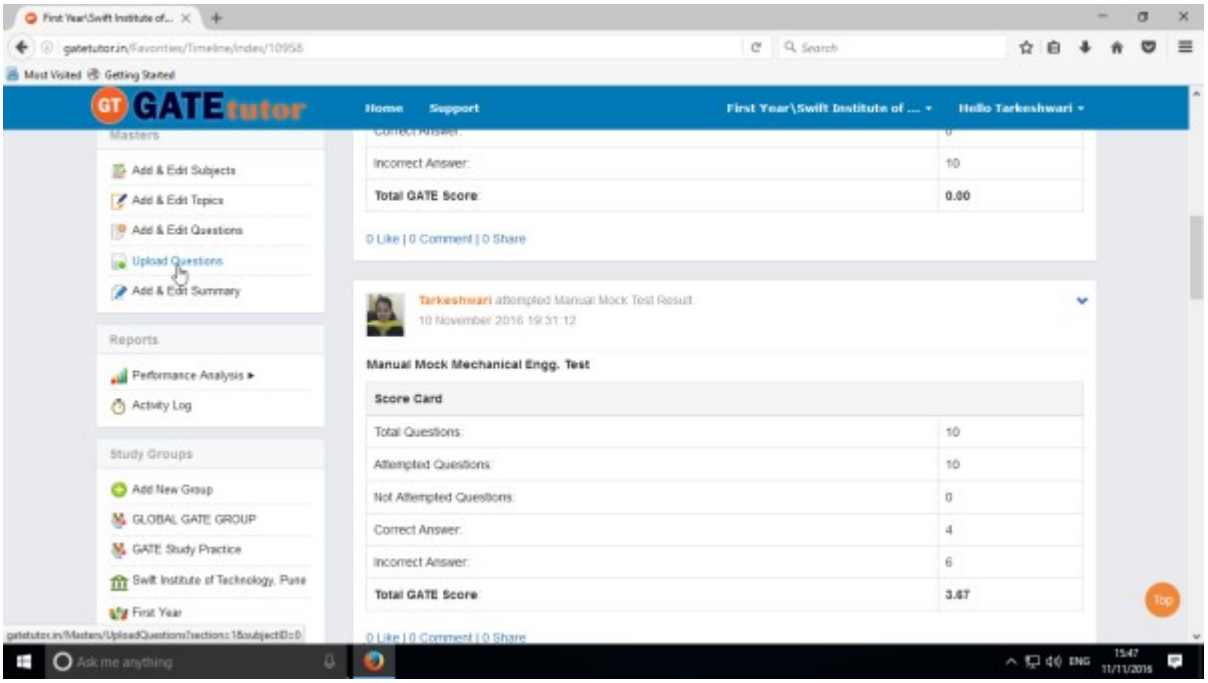


Similarly for numerical questions, select **“Is Numeric?”** & follow the above process to Add, Edit & Delete the question.

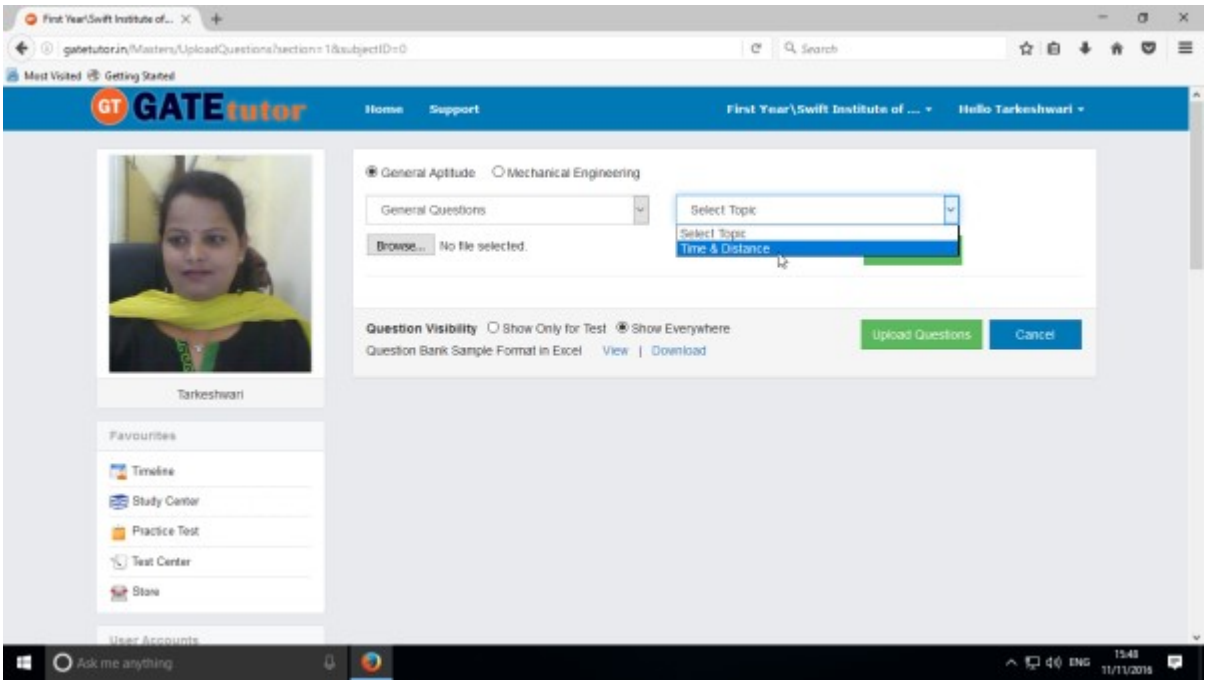
4) Upload Questions

You can upload your own question under the desired subject & topic in .xls or Excel file format.

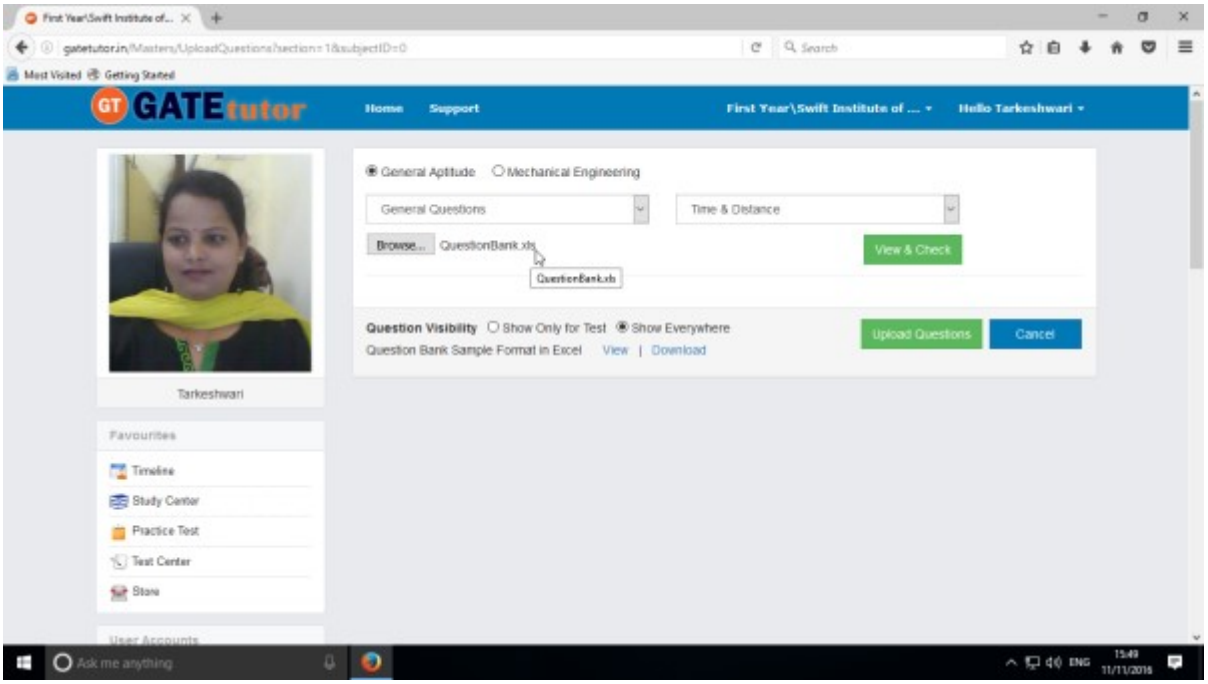
Click on **“Upload Questions”** to upload the questions in GATEtutor



Select the **Subject** & **Topic**



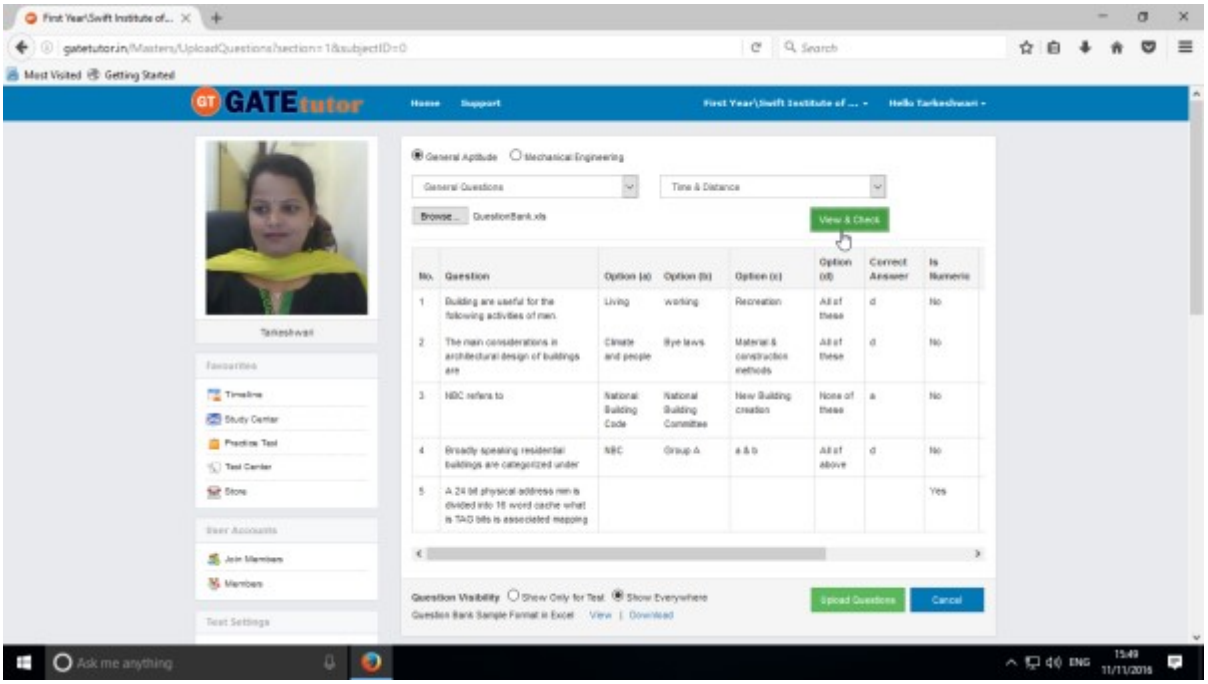
Click on “**Browse**” & attach an excel or .xls format file to upload the questions



Choose the questions visibility between for “**Show Only for Test**” or “**Show everywhere”**

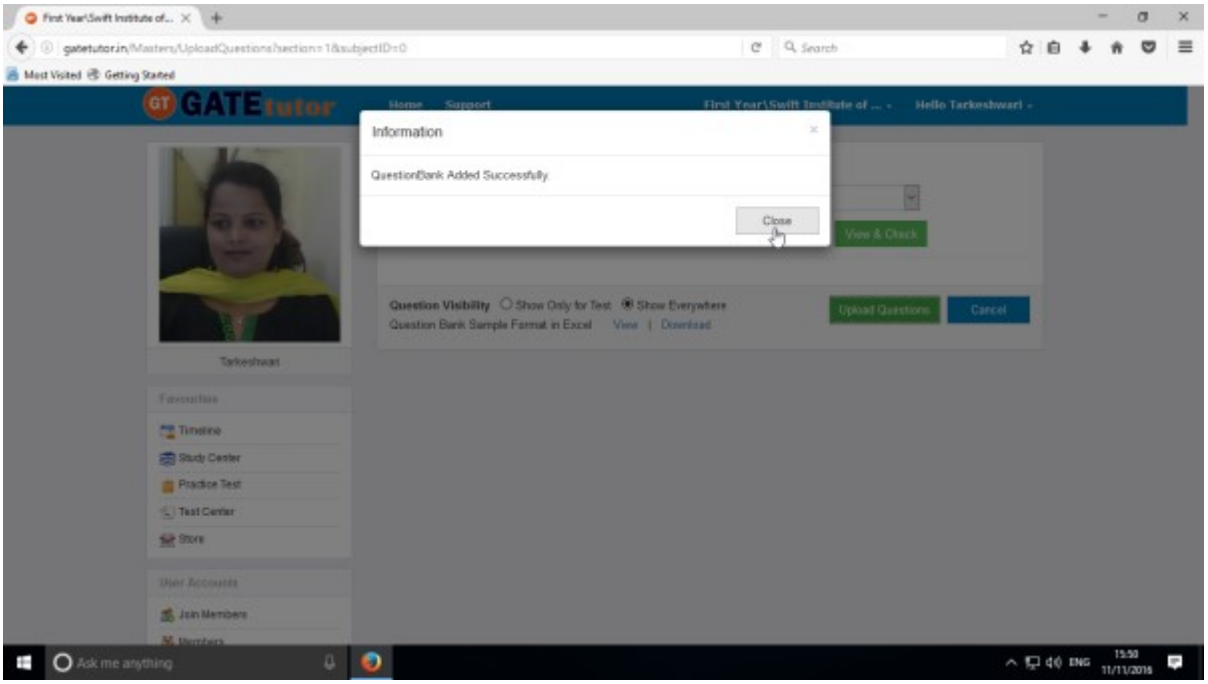
Upload Questions Sample Format in Excel also provided as an example. You can view & download it.

To view the questions from the excel sheet, click on **“View & Check”**



You can view the all questions, answers with options & explanation.

Now click on the **“Upload Questions”**



Question file is added successfully

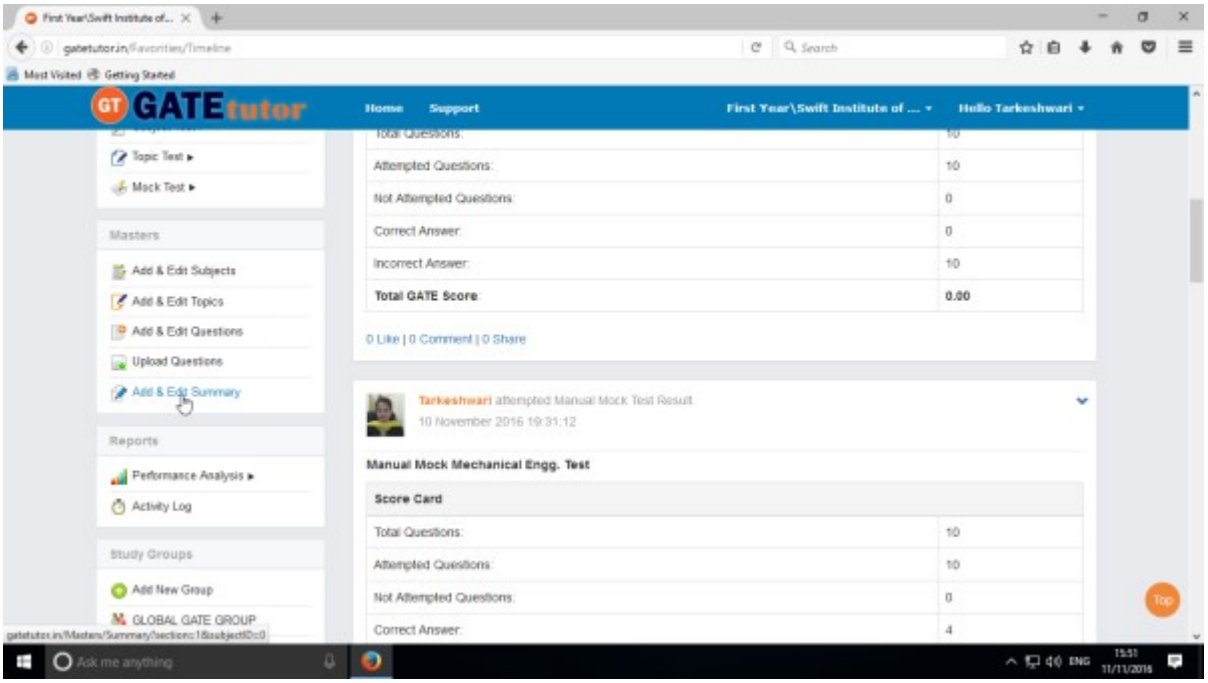
Click on “**Close**” to continue.

You can check these questions in Practice Test & Study Center as well.

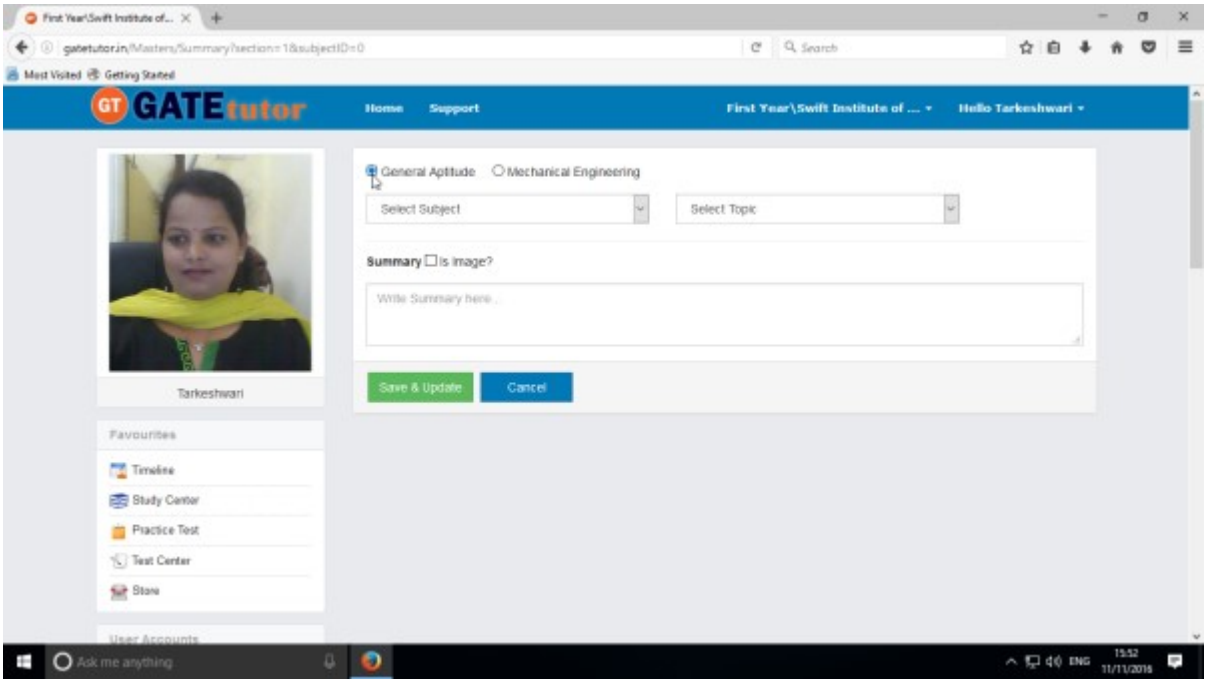
5) Add & Edit Summary

Add & Edit Summary is a showcase for the admin to show the particulars or activities done by the admin from his/her sub group timeline.

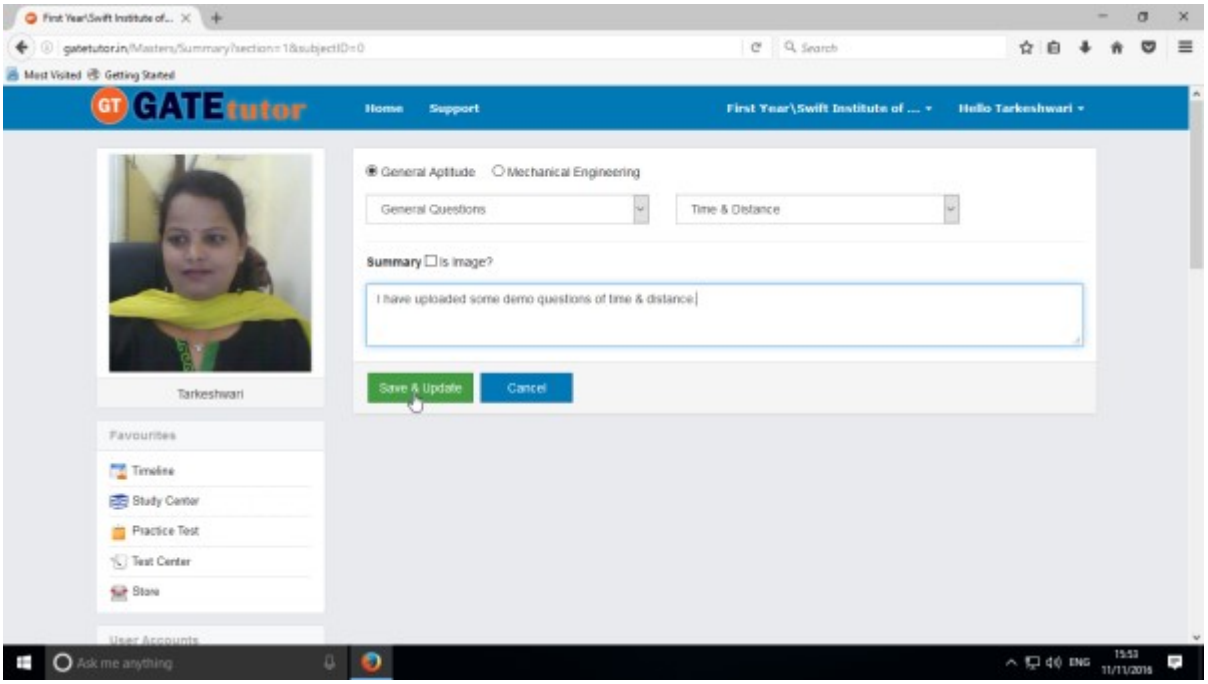
Click on "**Add & Edit Summary**"



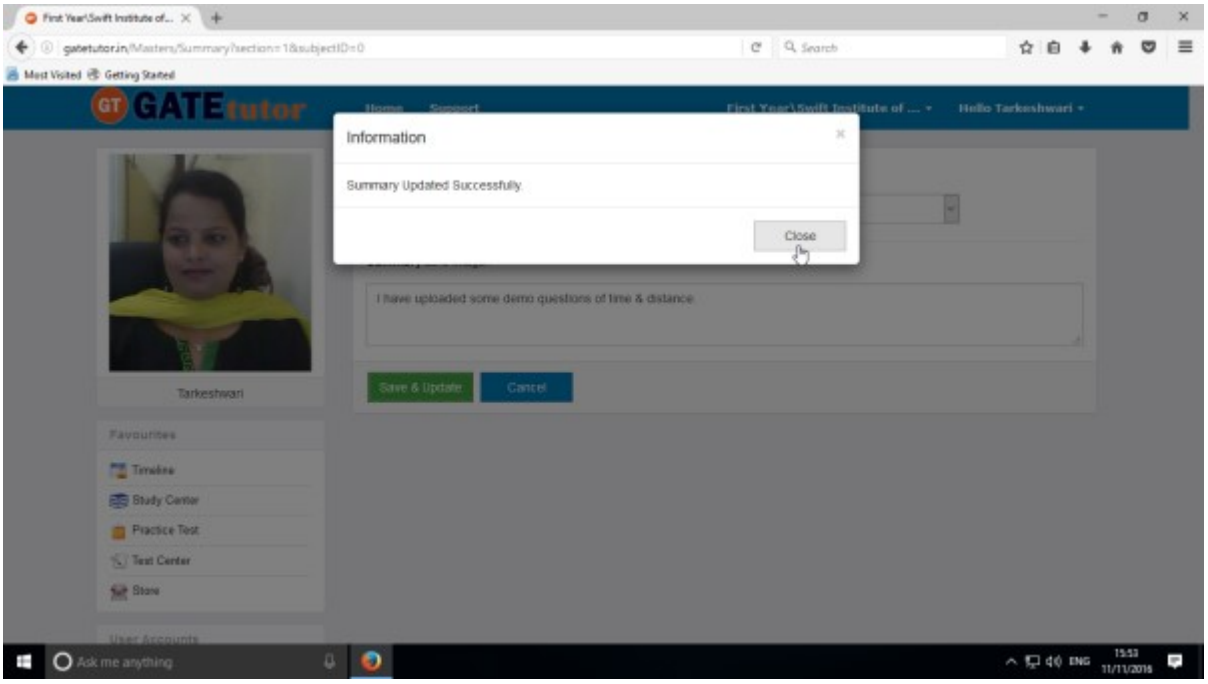
Choose menu from General Aptitude or Mechanical Engineering to add summary



Select a **subject** & **topic.**

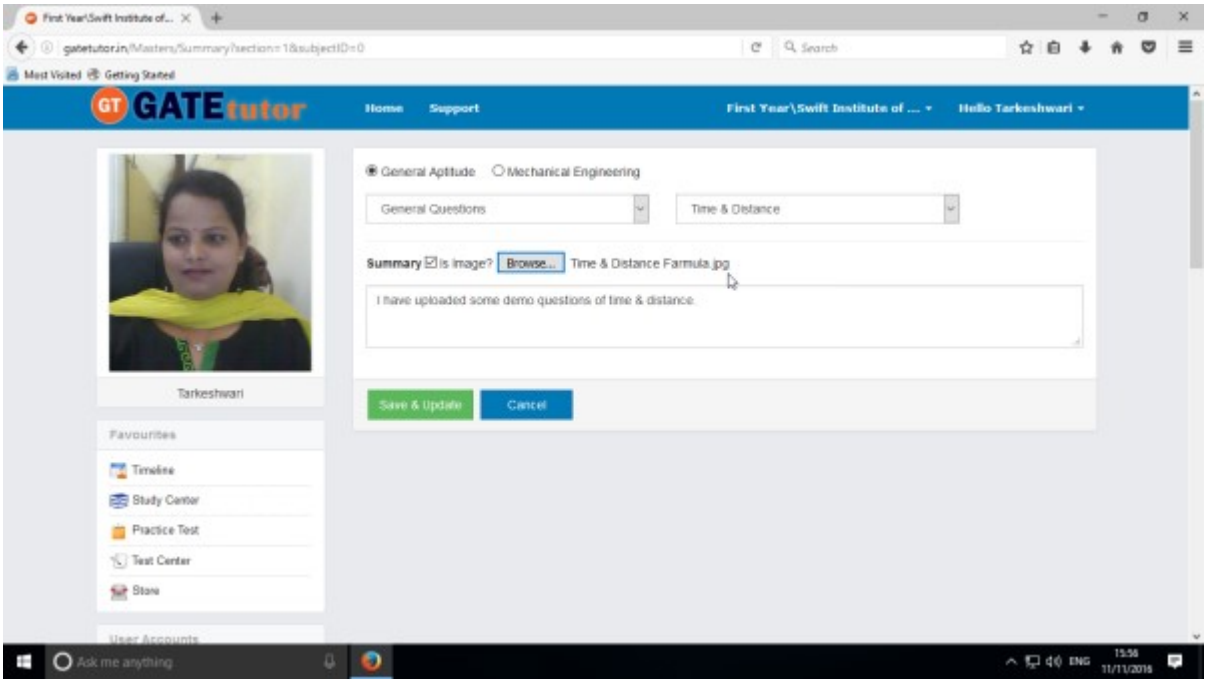


Enter the **"Summary"** & click on the **"Save & Update"**



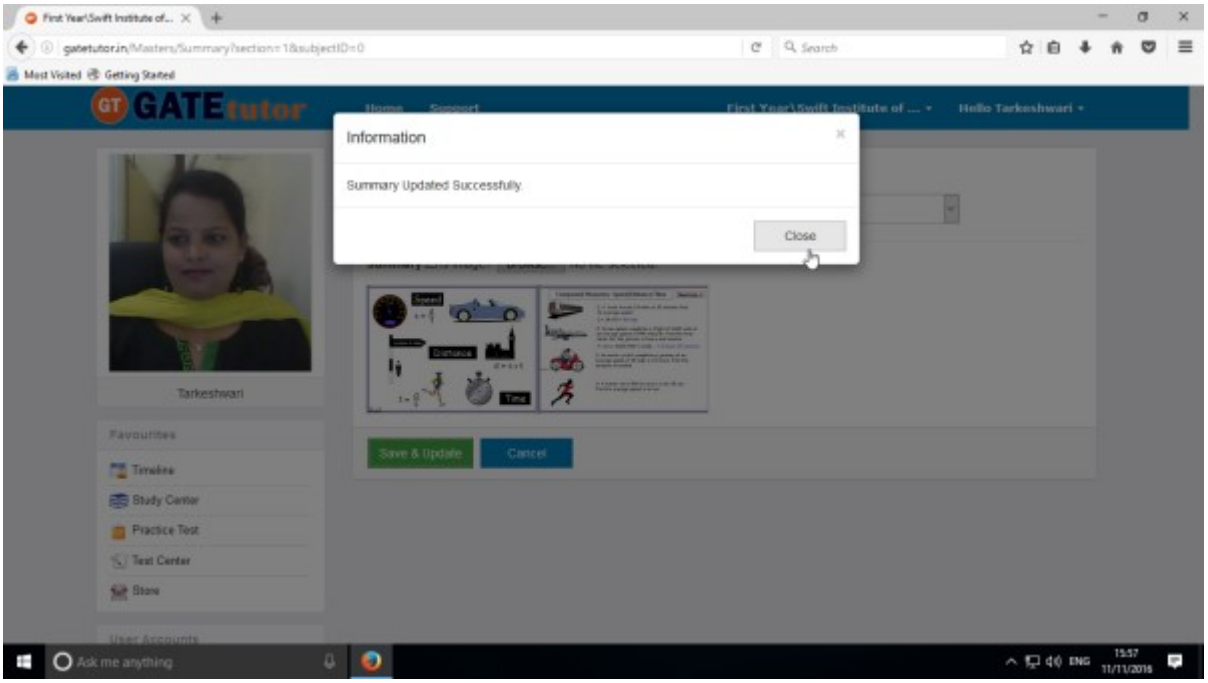
Click on the **"Close"** to continue

You can upload the image also in **"Add & Edit summary",** just click on **Is Image?**



Click on "**Browse**" to attach an image.

Click on **"Save & Update"**



Click on "**Close**" to continue.

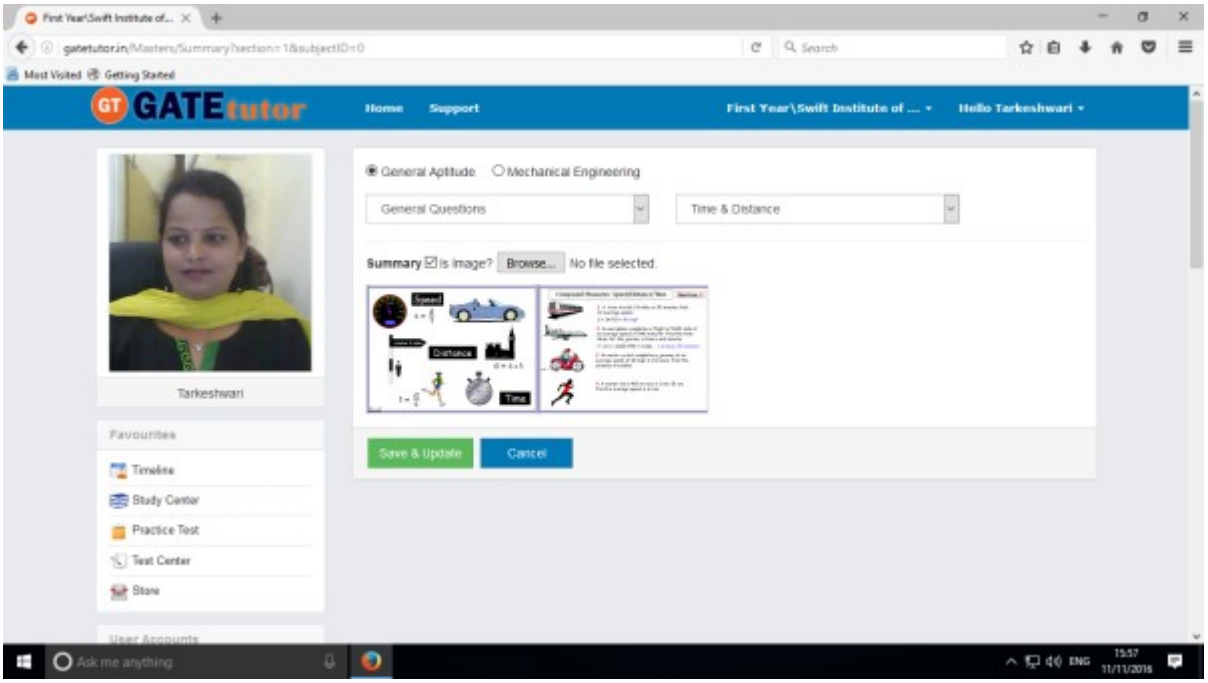


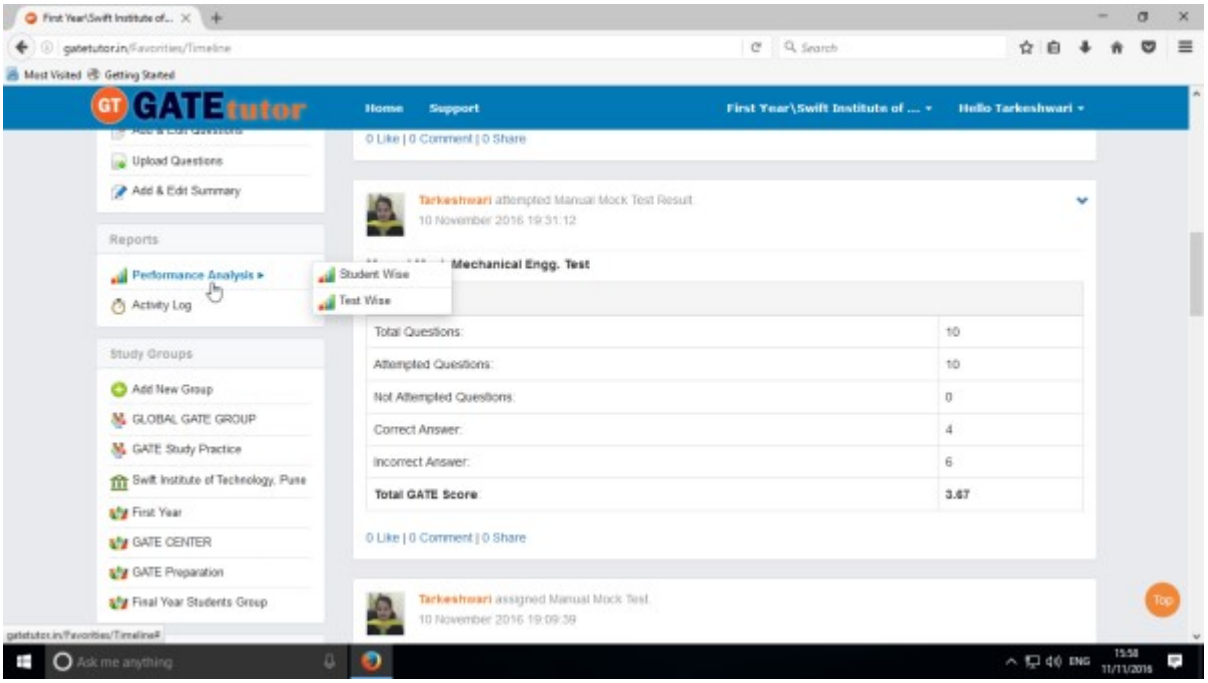
Image will visible on same page.

XIV) Reports

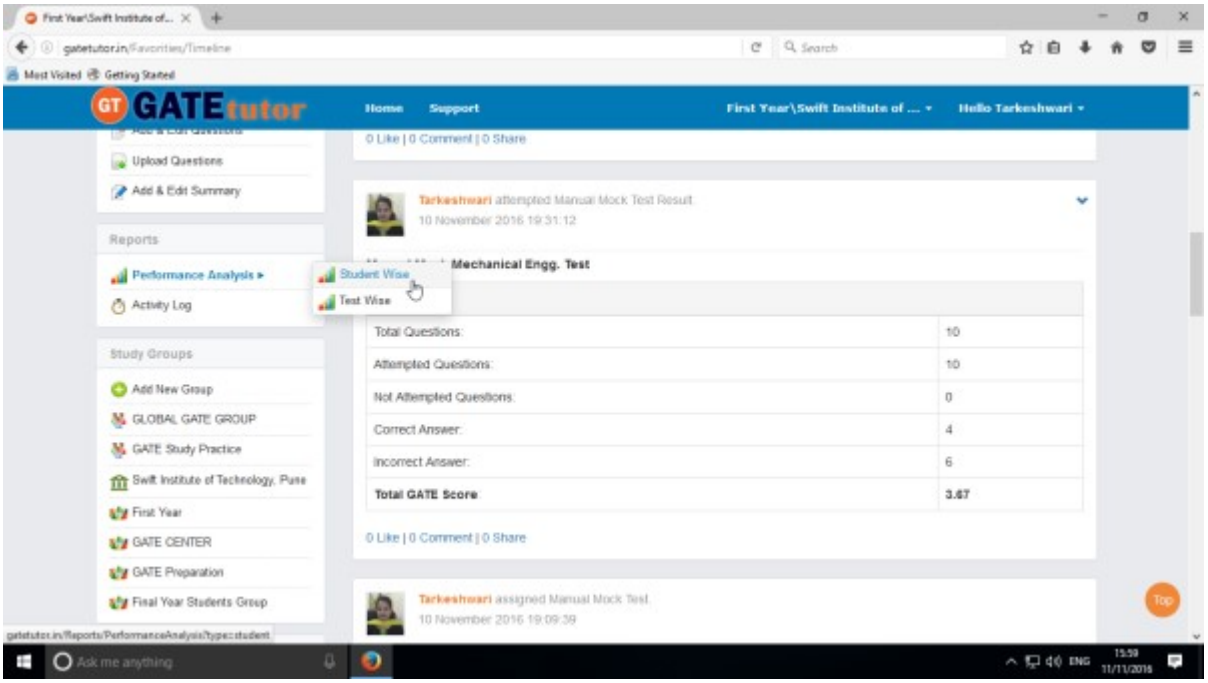
"Reports" is a tool which is used to tally & comparison of the performance and activity of the user at the same time on GATEtutor. Admin can generate the reports as per performance like **Student wise** and **Test wise** on sub group timeline**.** Admin can also check his/her activity log in report format.

1) Performance Analysis (On Sub Group Timeline): To see performance of students and yourself as Student wise & Test Wise

Click on **"Performance Analysis"**



Choose the options between: 1) **Student Wise 2) Test wise**

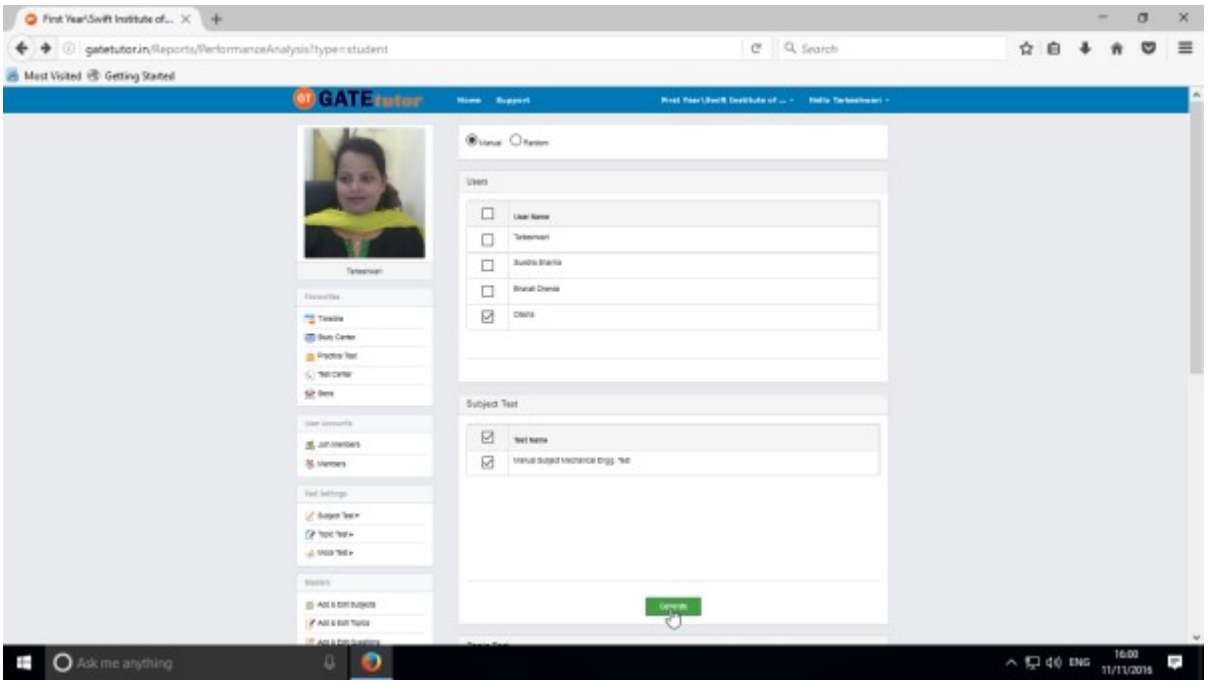


Choose “Student wise” to see performance of students.

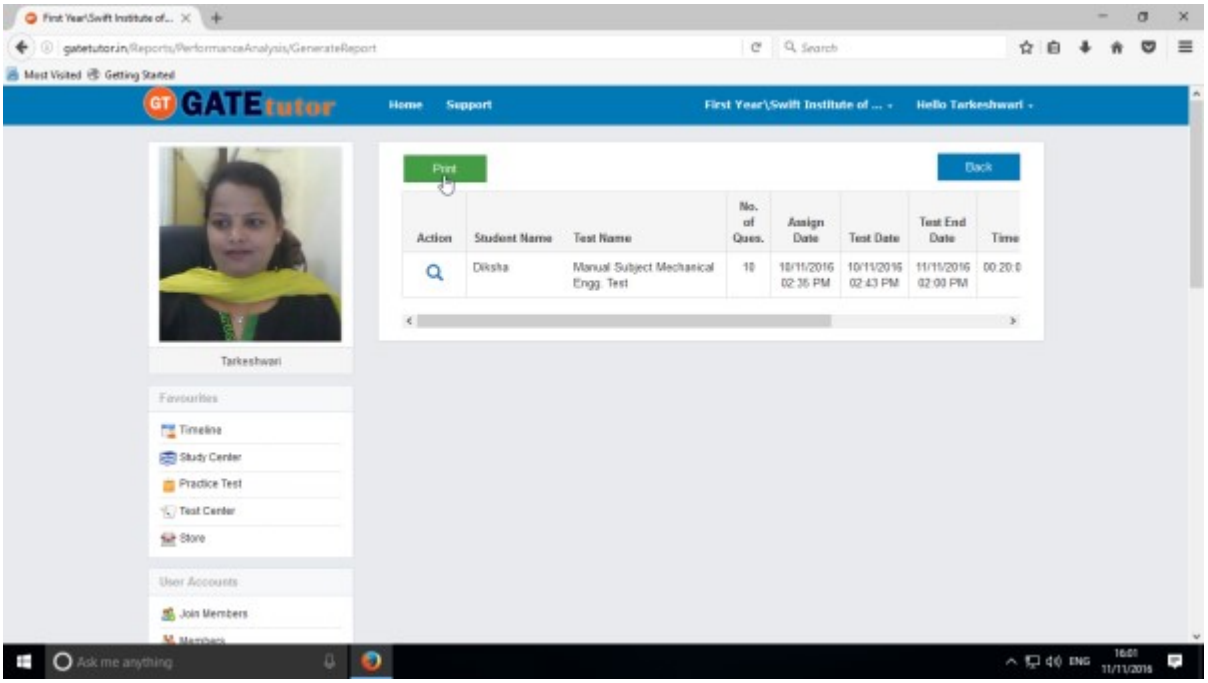
a) Student Wise

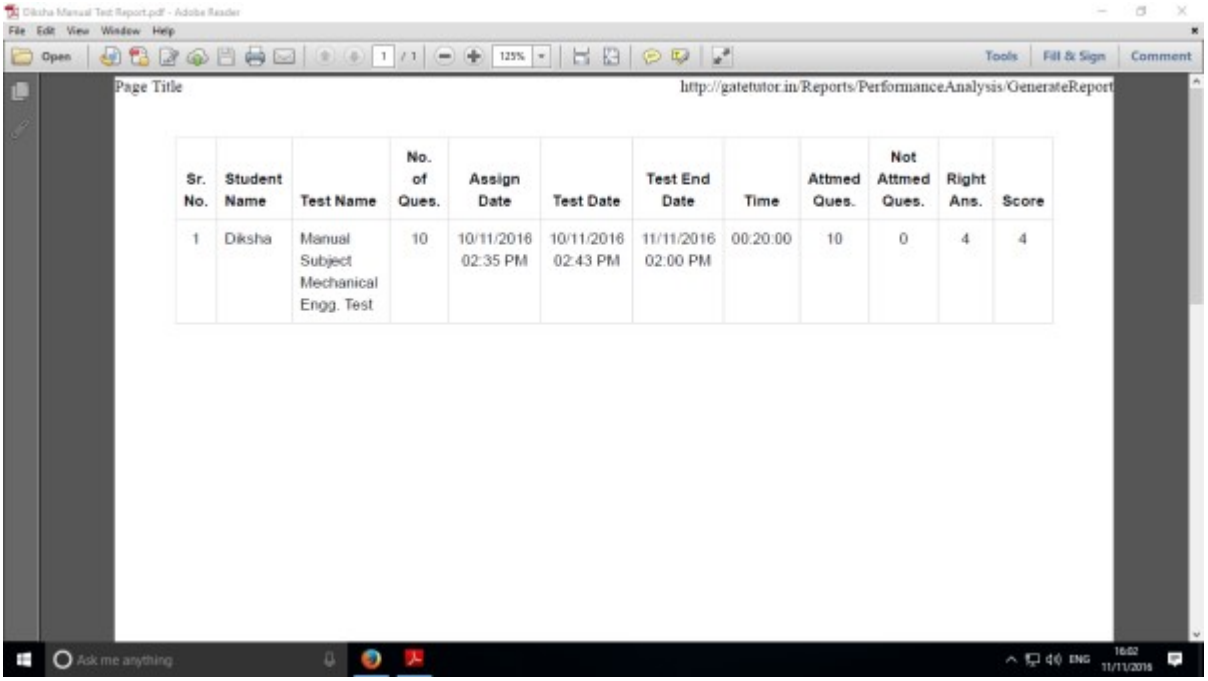
Select type of test by clicking on radio button **“Manual Tests”.** Here it shows all manual tests that you and your student have given & you can check the performance by checking the username & test names.

Select the student’s name & Test names by clicking on check box, whose performance to be checked



Now click on **“Generate”** to create reports. The following window will appear

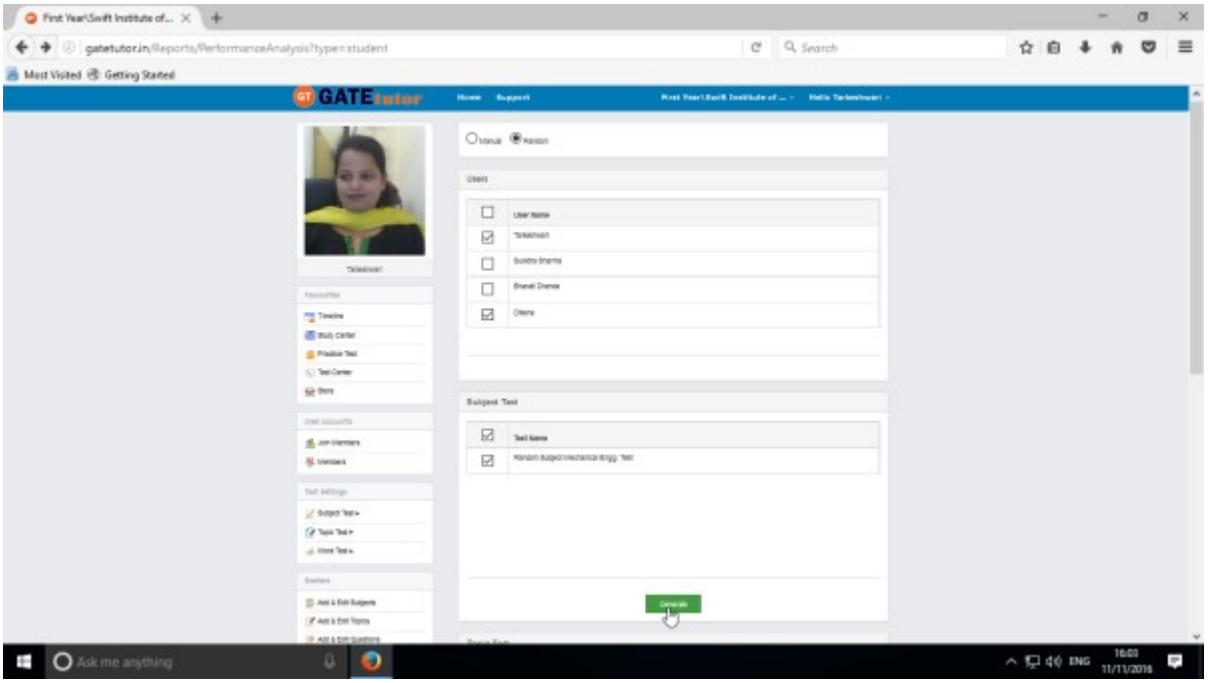




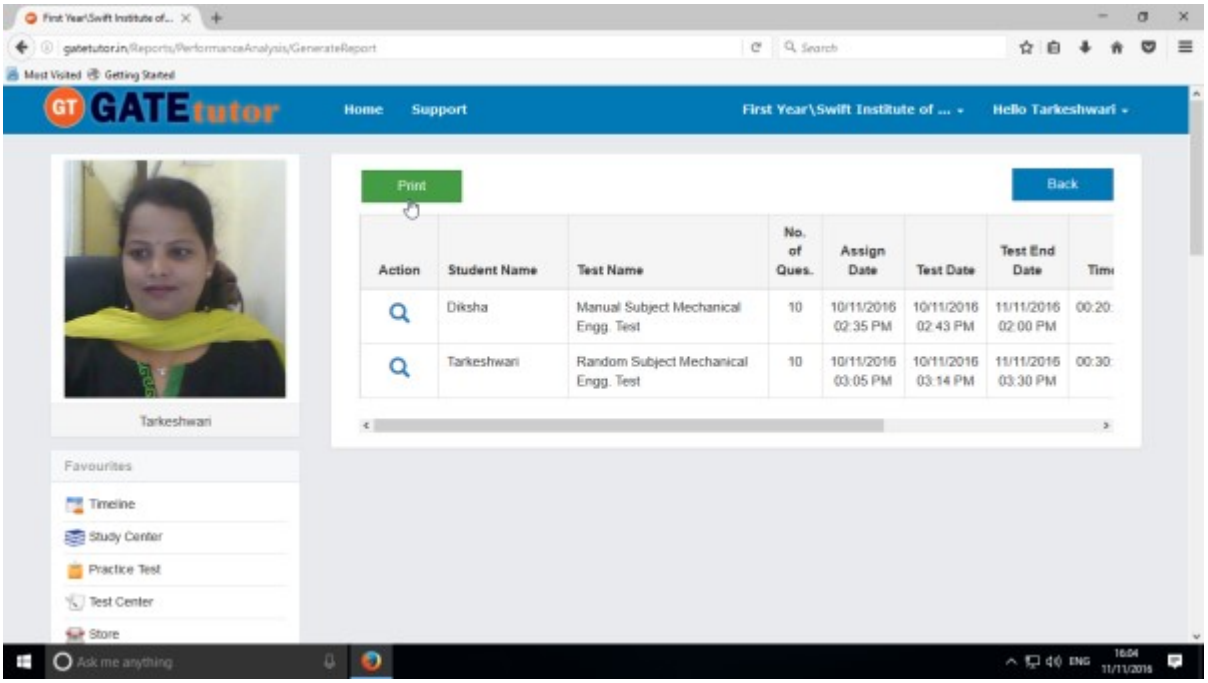
Sr. No.	Student Name	Test Name	No. of Ques.	Assign Date	Test Date	Test End Date	Time	Attmed Ques.	Not Attmed Ques.	Right Ans.	Score
1	Diksha	Manual Subject Mechanical Engg. Test	10	10/11/2016 02:35 PM	10/11/2016 02:43 PM	11/11/2016 02:00 PM	00:20:00	10	0	4	4

Click on the "**View Test**" option to see the tests & By clicking on "**Print**" you can see the performance report & take out the print also.

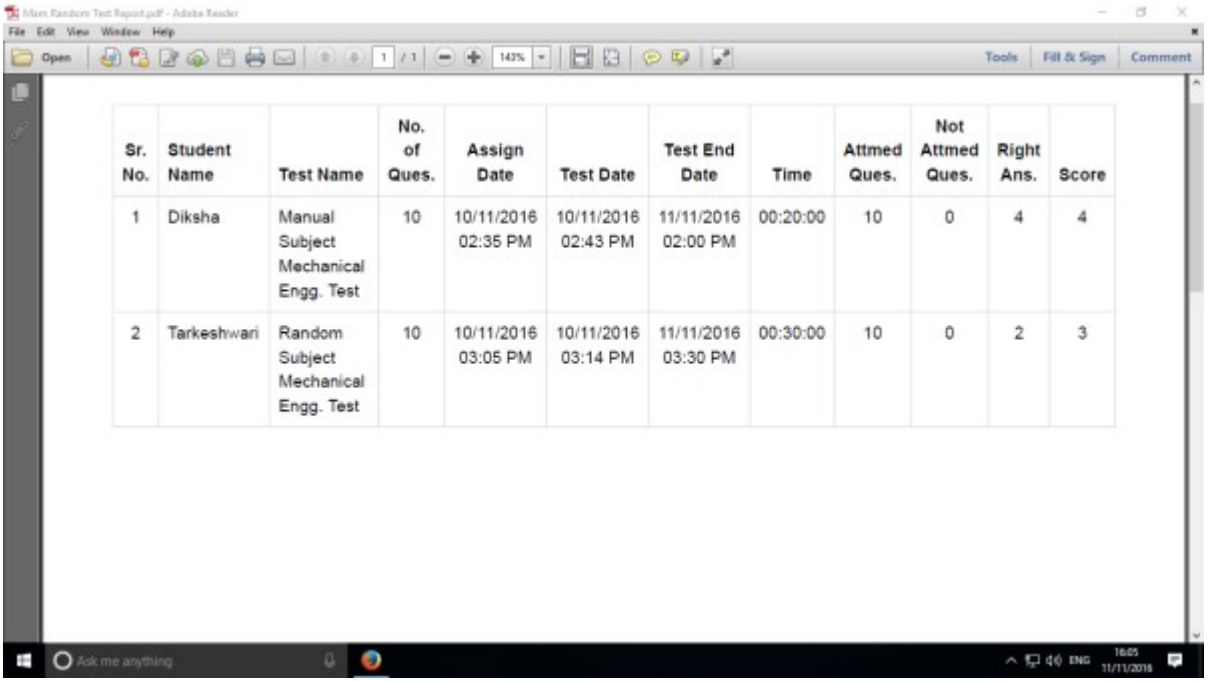
Select type of test by clicking on radio button **"Random Tests".** Here you can check all the random tests given by you & your group members.
Select the student's name & test names by clicking on check box, whose performance want to be checked



Now click on **"Generate",** you will get the following window



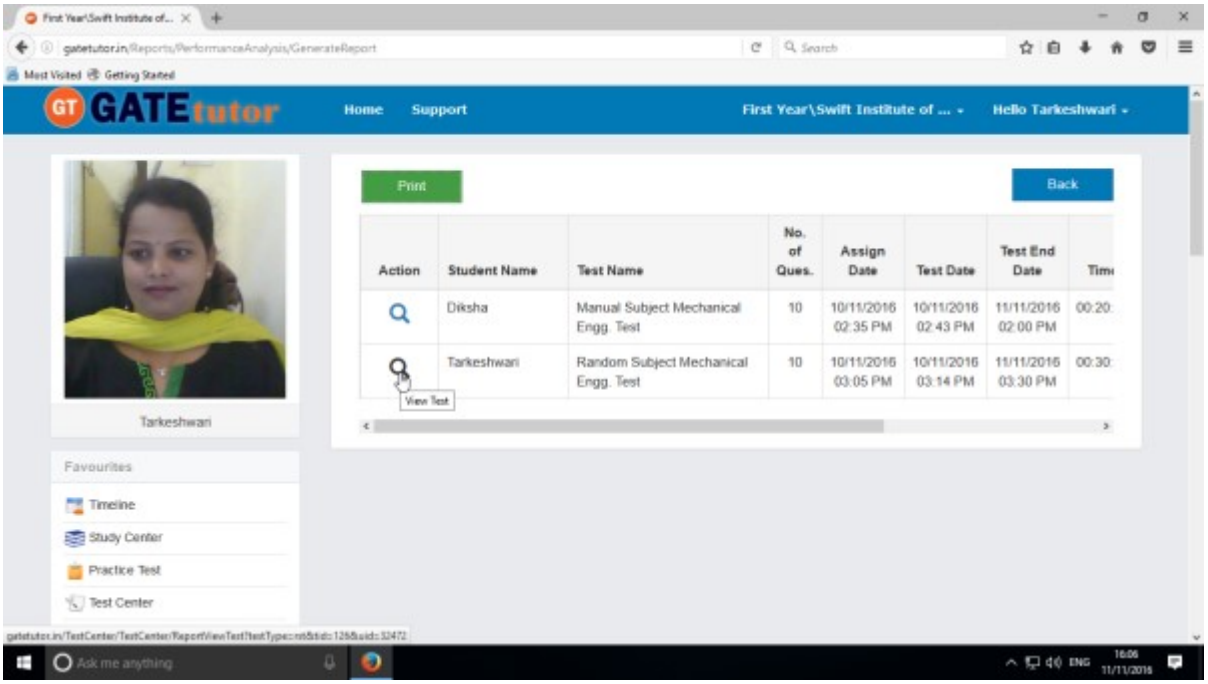
Now, click on the "**Print**" to generate Report. By clicking on "**Print**" you can take out the print.

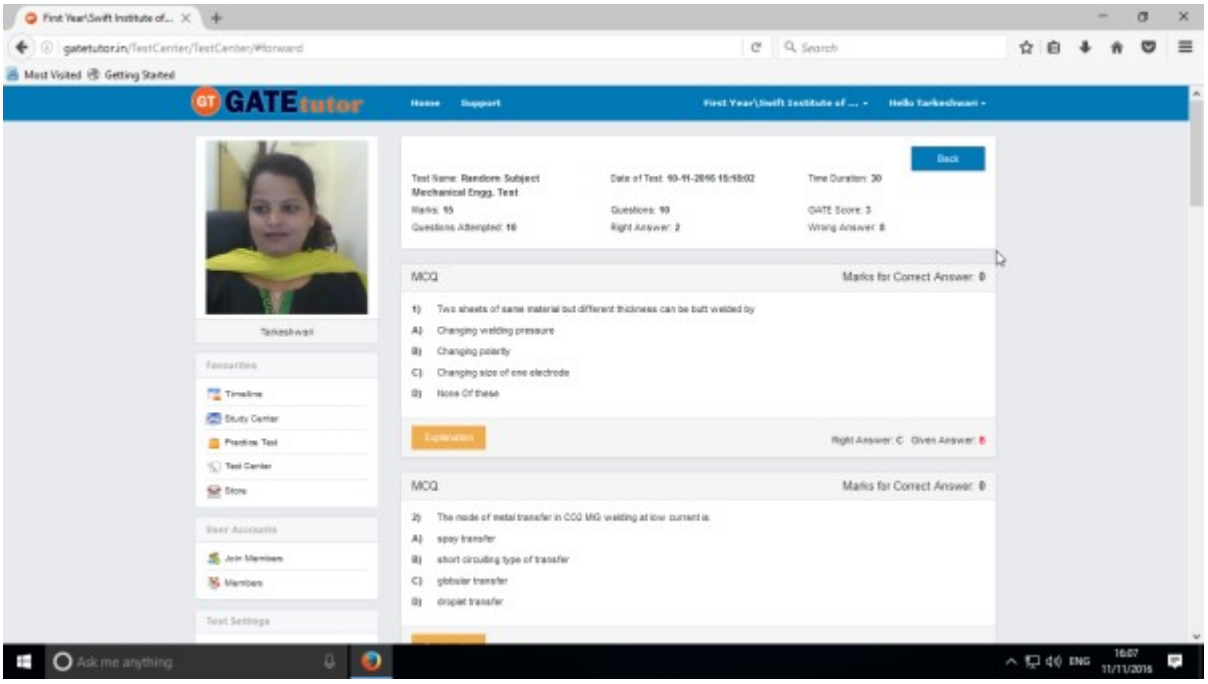


Sr. No.	Student Name	Test Name	No. of Ques.	Assign Date	Test Date	Test End Date	Time	Attmed Ques.	Not Attmed Ques.	Right Ans.	Score
1	Diksha	Manual Subject Mechanical Engg. Test	10	10/11/2016 02:35 PM	10/11/2016 02:43 PM	11/11/2016 02:00 PM	00:20:00	10	0	4	4
2	Tarkeshwari	Random Subject Mechanical Engg. Test	10	10/11/2016 03:05 PM	10/11/2016 03:14 PM	11/11/2016 03:30 PM	00:30:00	10	0	2	3

You can check the performance in report manner as above.

Click on **“View Test”** to see that test for the performance.



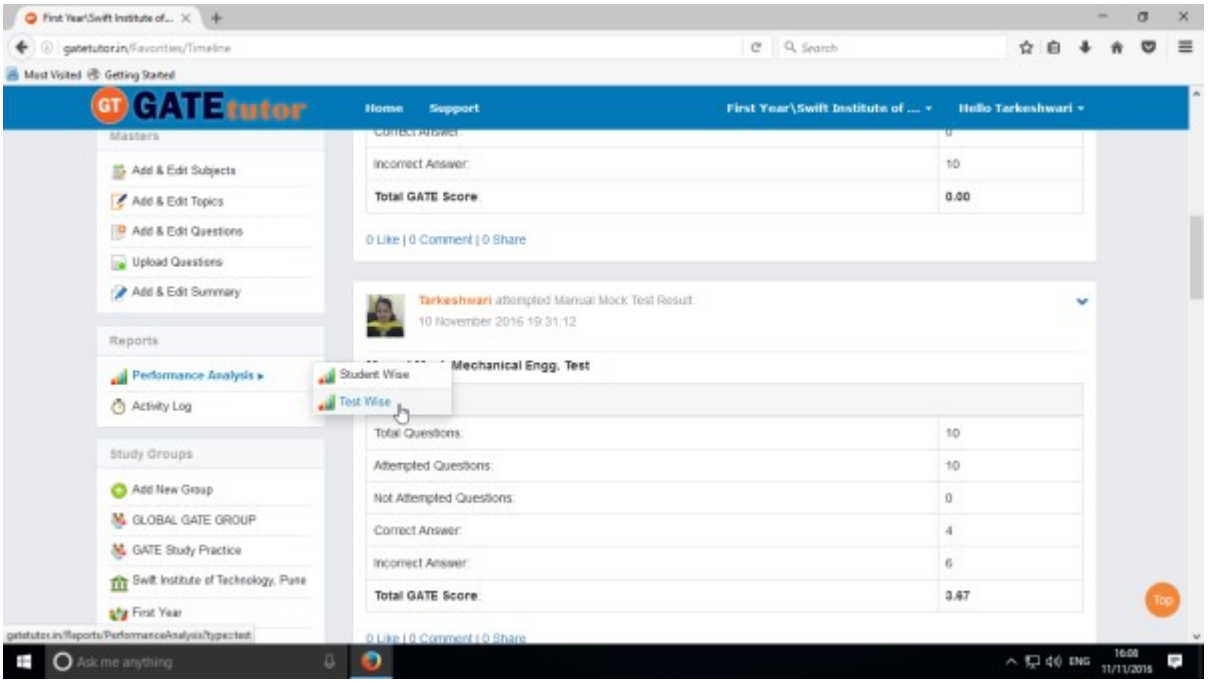


You can check that test that you have given by clicking on “**View Test**” as above.

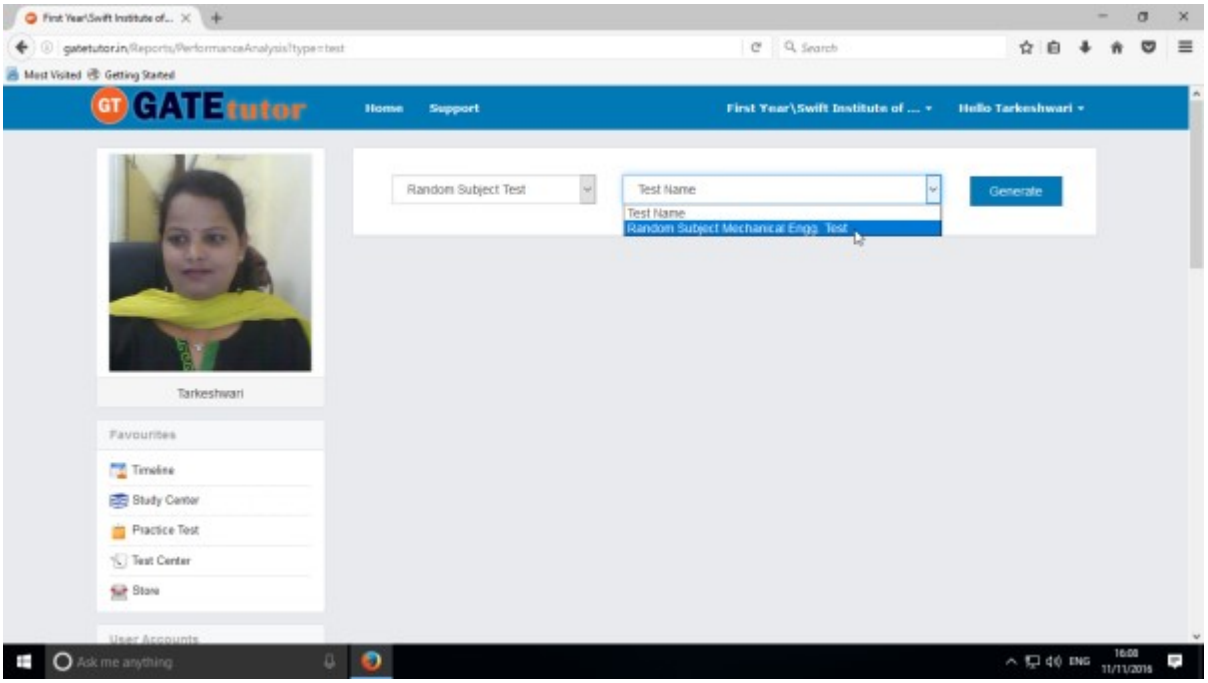
b) Test Wise

Here you can check the performance by selecting test names. Firstly you have to choose test type & then test name. When you generate the report, it shows the usernames who have attempted test in report also.

Click on the "**Test wise**" to see the performance test wise.

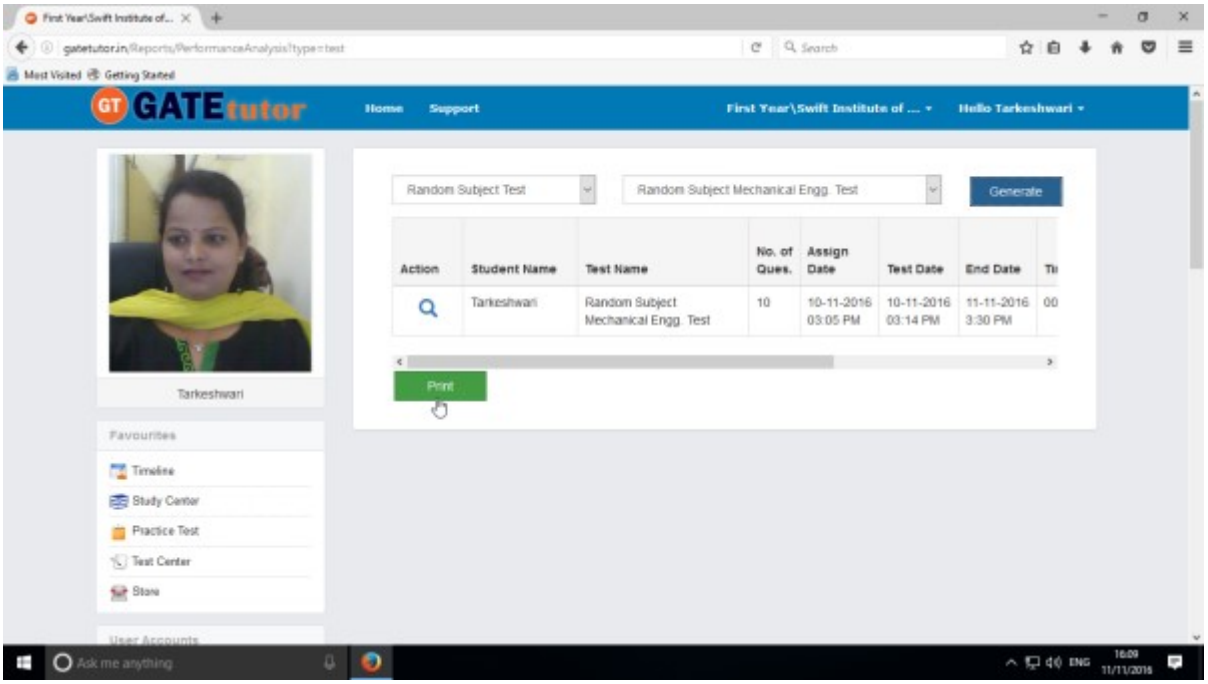


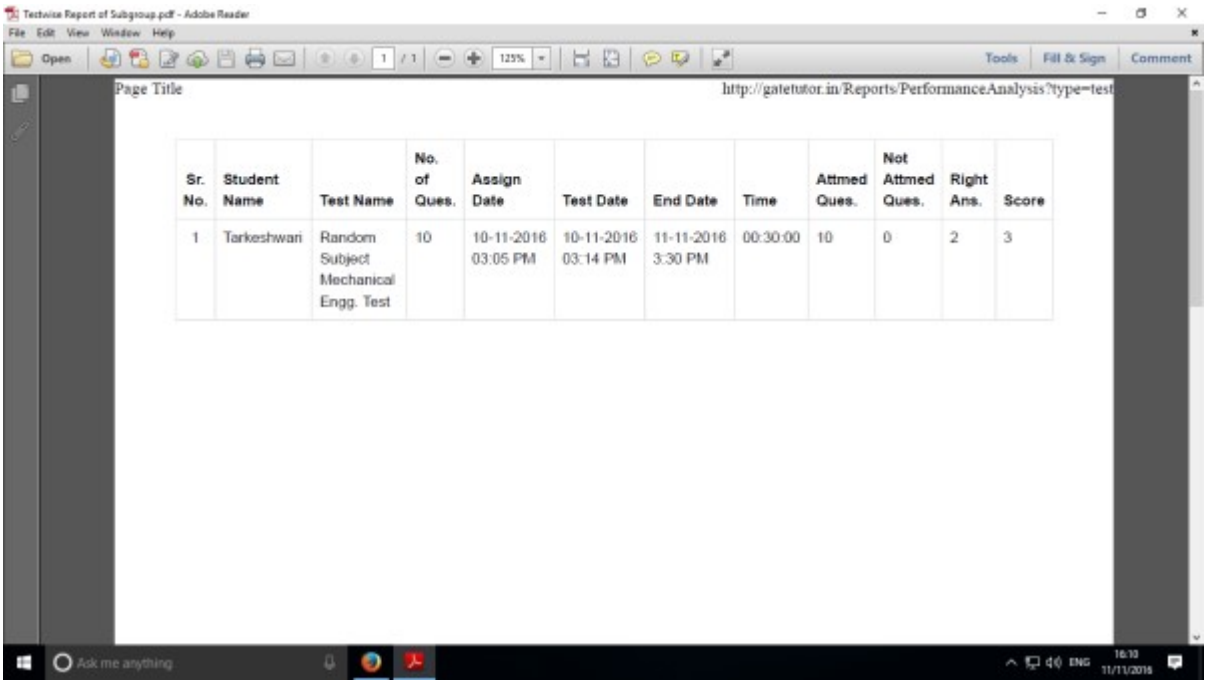
Now, choose test type & test name to generate a report.



Now, click on "**Generate**" to generate report & click on "Print" to take printout of the Report.

Click on “**Print**” to check the report.



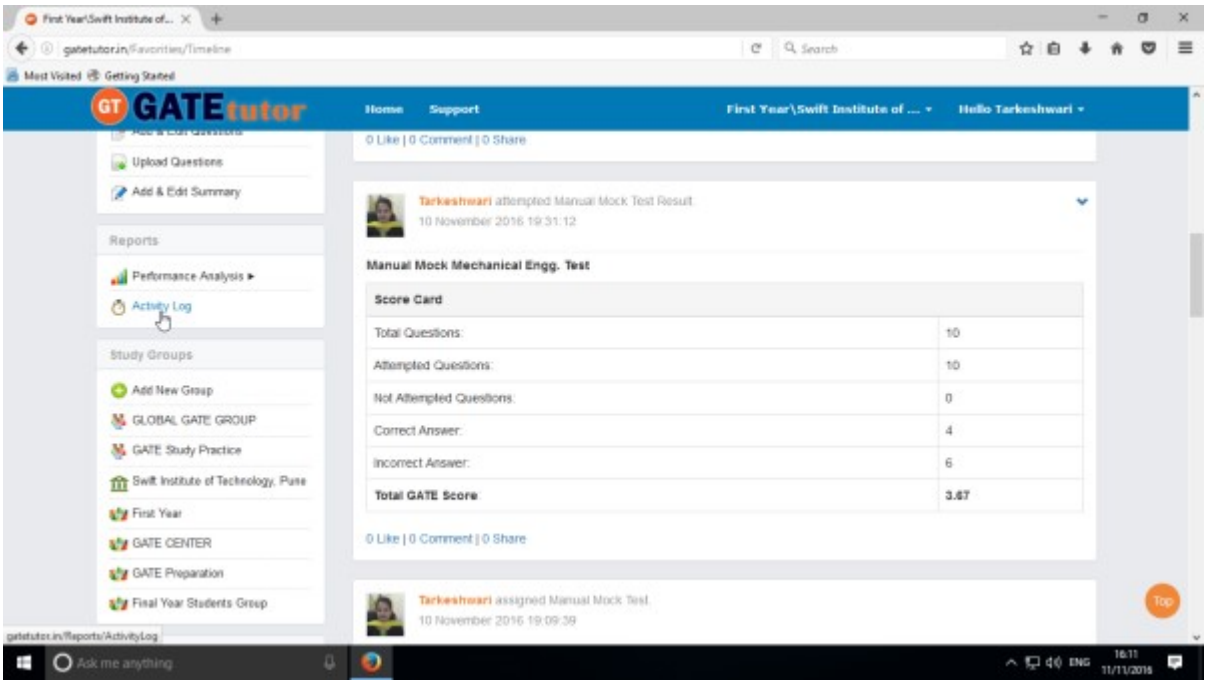


Generated test wise report views as above.

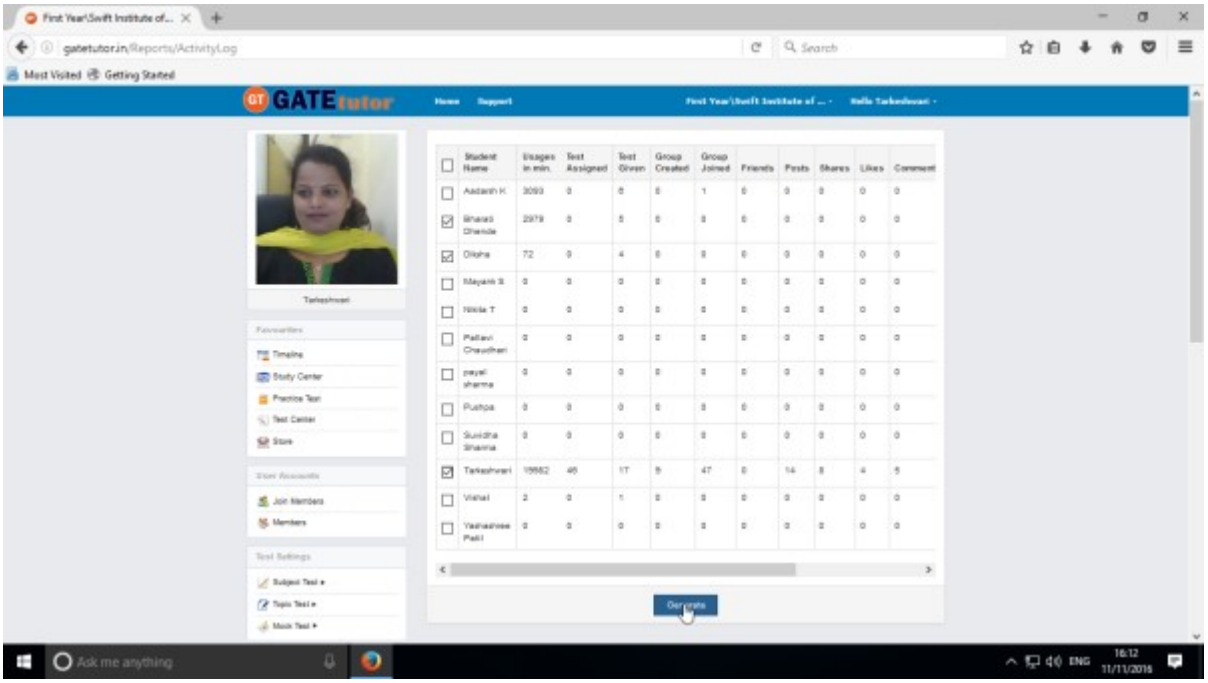
2) Activity Log

Activity log is the overall usage report sheet of the user in a single report. You can view the total usage of GATEtutor in minutes & can check assigned tests, given tests, group creation, group joined, friends, posts, likes, shares, comments, added subjects, topics and questions also on sub group timeline.

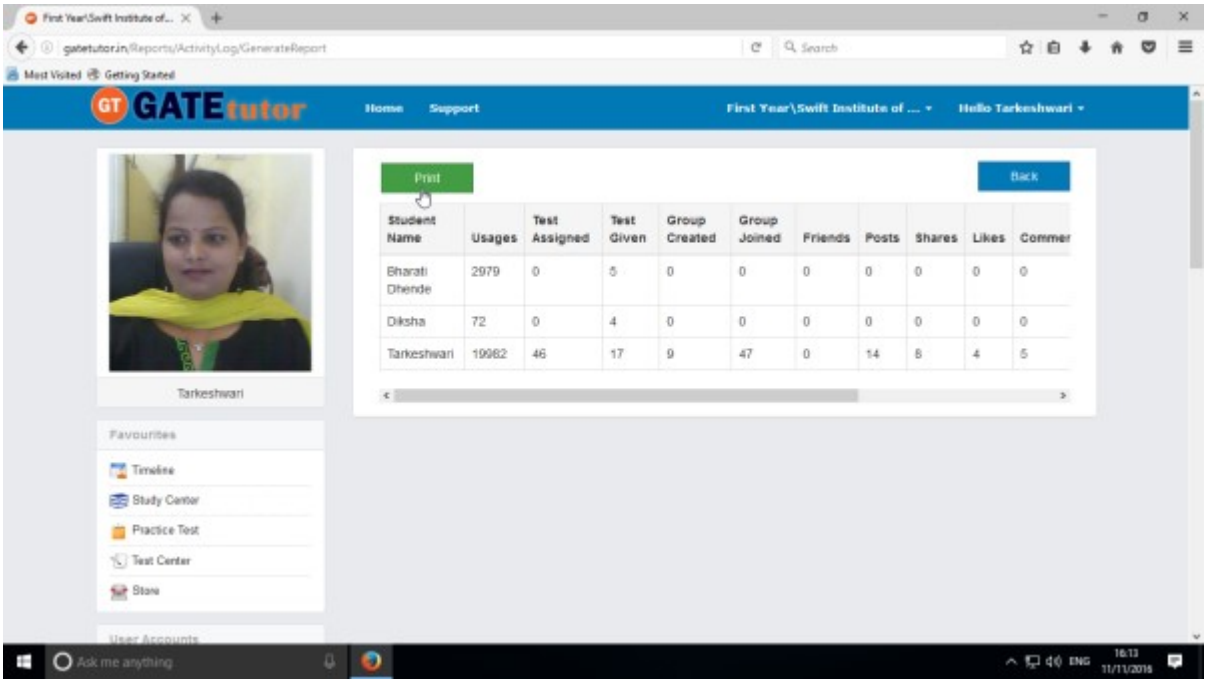
To check total usage and total time used, click on **"Activity Log"**



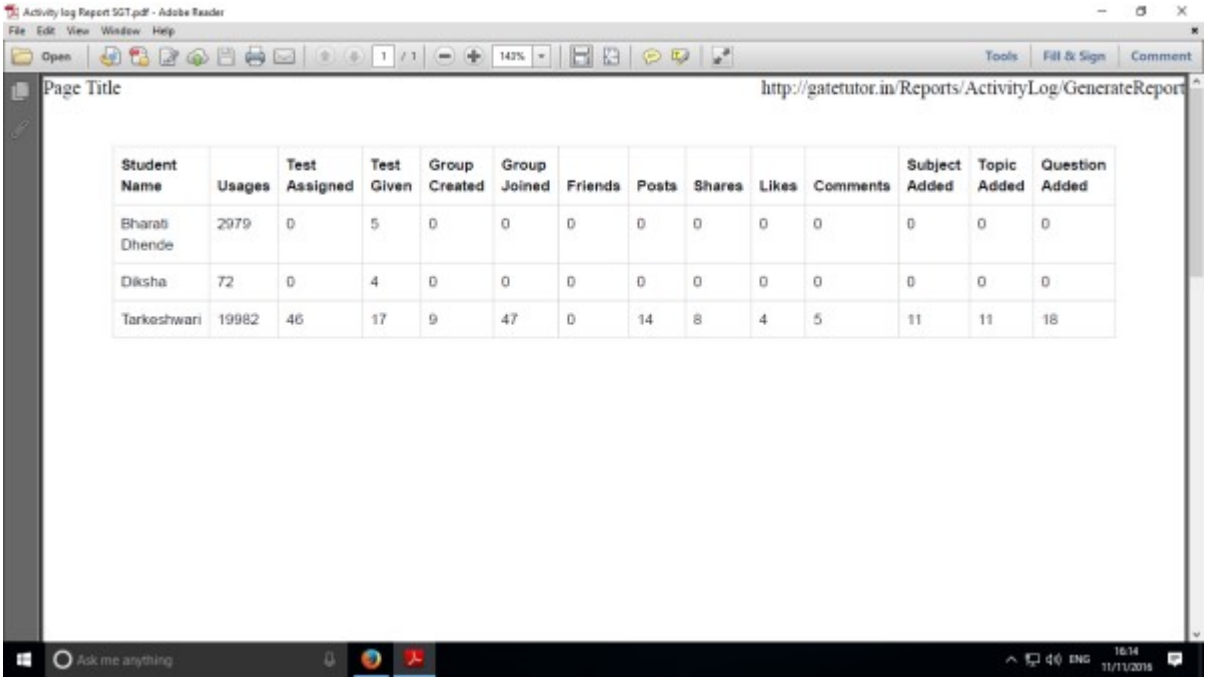
Click on the student name checkbox to see the activity log of him/her



Click on the **“Generate”** to view the activity log in report as follows



Click on **“Print**” to take print out or view in report.



Student Name	Usages	Test Assigned	Test Given	Group Created	Group Joined	Friends	Posts	Shares	Likes	Comments	Subject Added	Topic Added	Question Added
Bharati Dhende	2979	0	5	0	0	0	0	0	0	0	0	0	0
Diksha	72	0	4	0	0	0	0	0	0	0	0	0	0
Tarkeshwari	19982	46	17	9	47	0	14	8	4	5	11	11	18

You will get the Activity Log in report manner as above.

XV. Study Groups

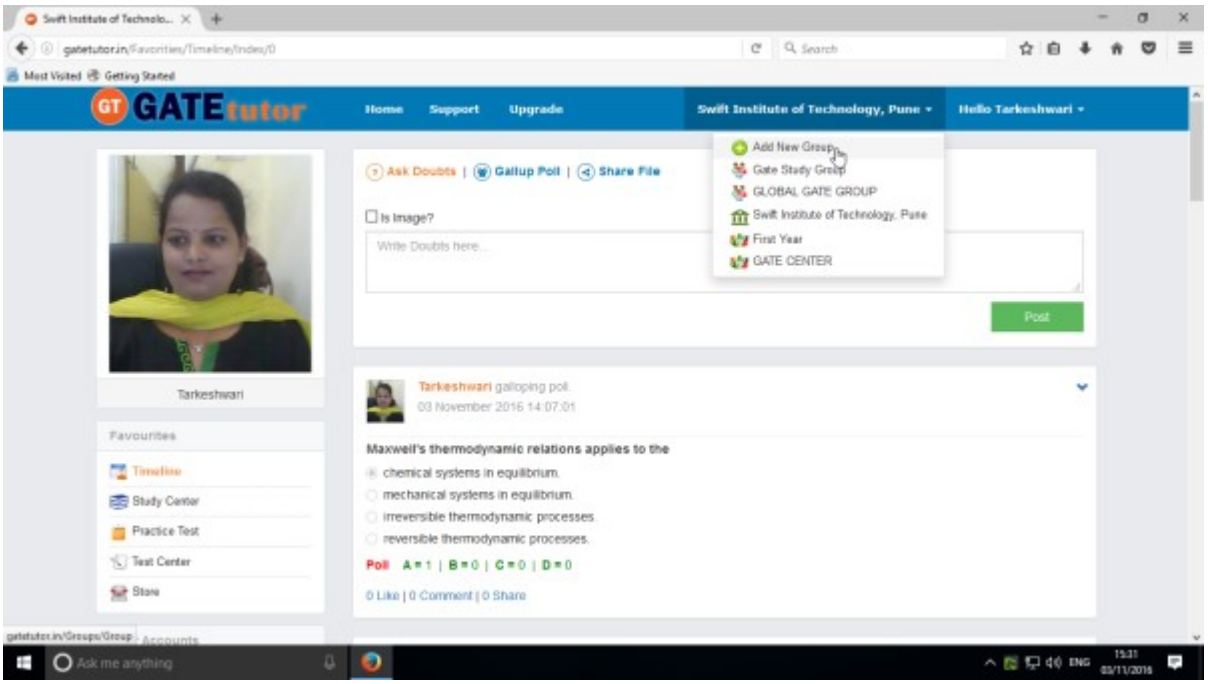
A **study group** is a small group of people who regularly meet to discuss shared fields of study related to GATE online. Admin can create multiple sub groups also.

Sub Group

When an admin is on his/her college timeline & creates a group by clicking on "**Add New Group**" is created as **sub group.** You can also create multiple sub groups. Under the sub group you can join the members into the group from same college & from the same department only.

1) Create New Sub Group

When an admin is on College Timeline & if he/she creates any new group under the existing college group, it will also get considered as "**Sub Group**". User can perform here all the activities that he/she can do under the same Sub Group.



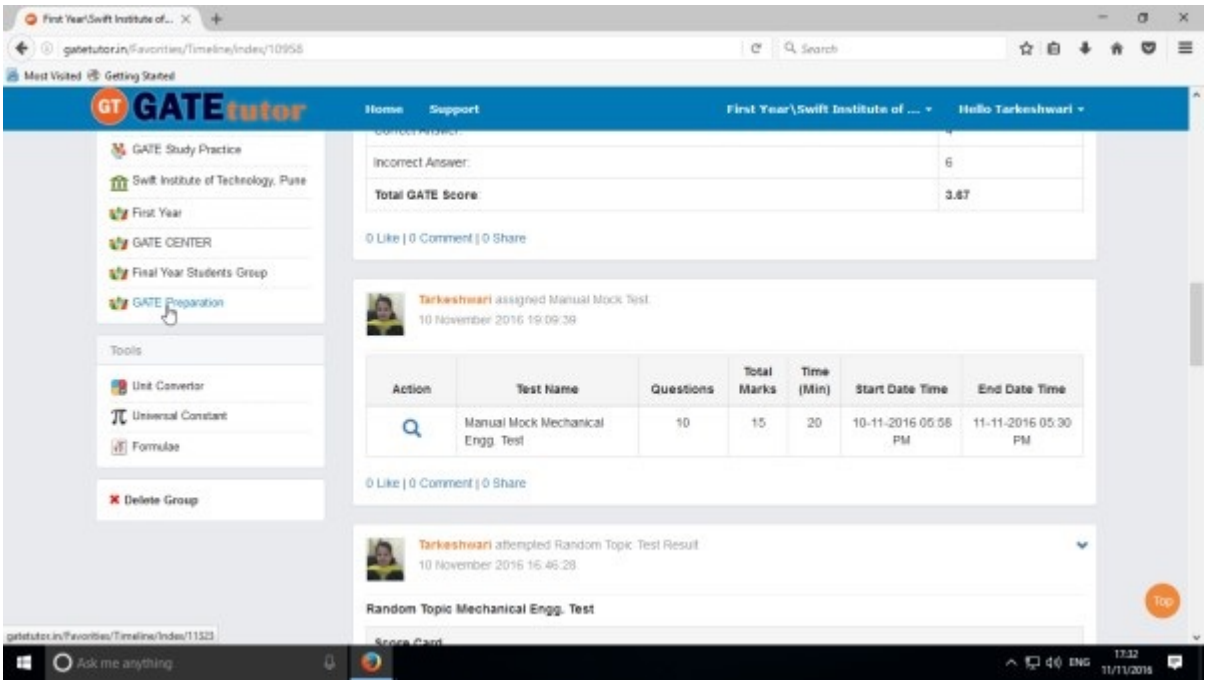
Click on "Add New Group" to create new sub group.

(NOTE: Refer II) Starting with GATEtutor c) Study Group to check the process of Sub Group Creation & You should be on College Timeline to create a Sub Group)

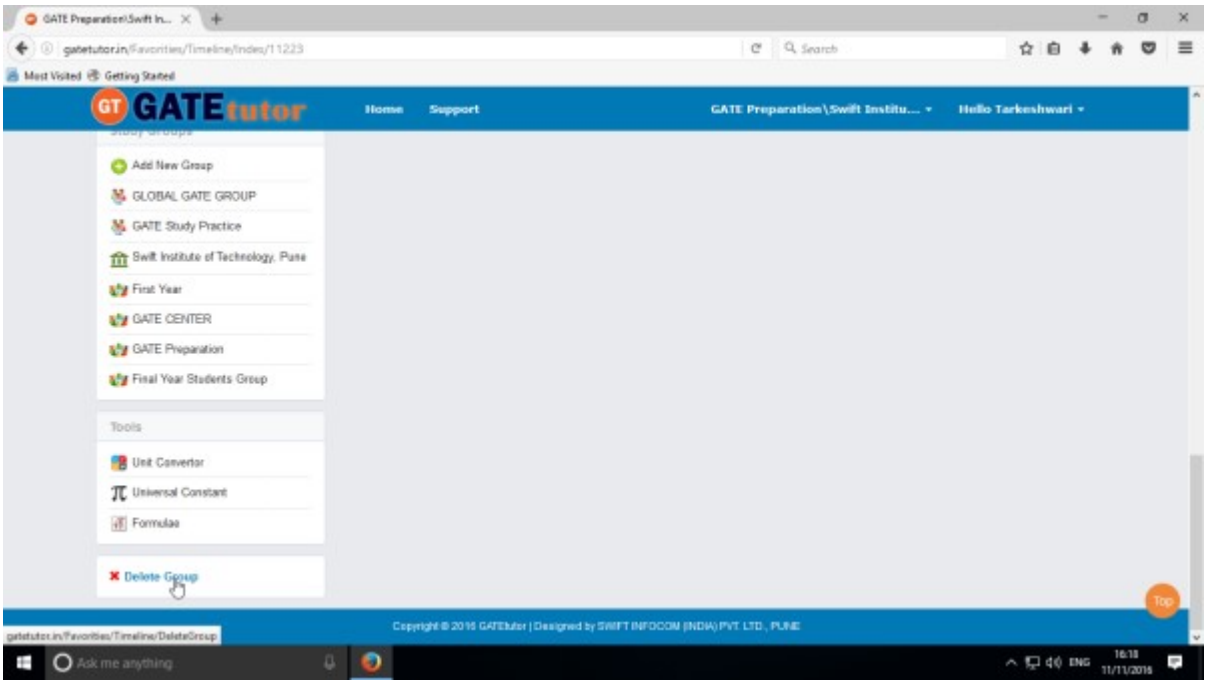
a) Delete Group

If you want to delete the group, you can delete the Group. Just go to that group timeline as follows.

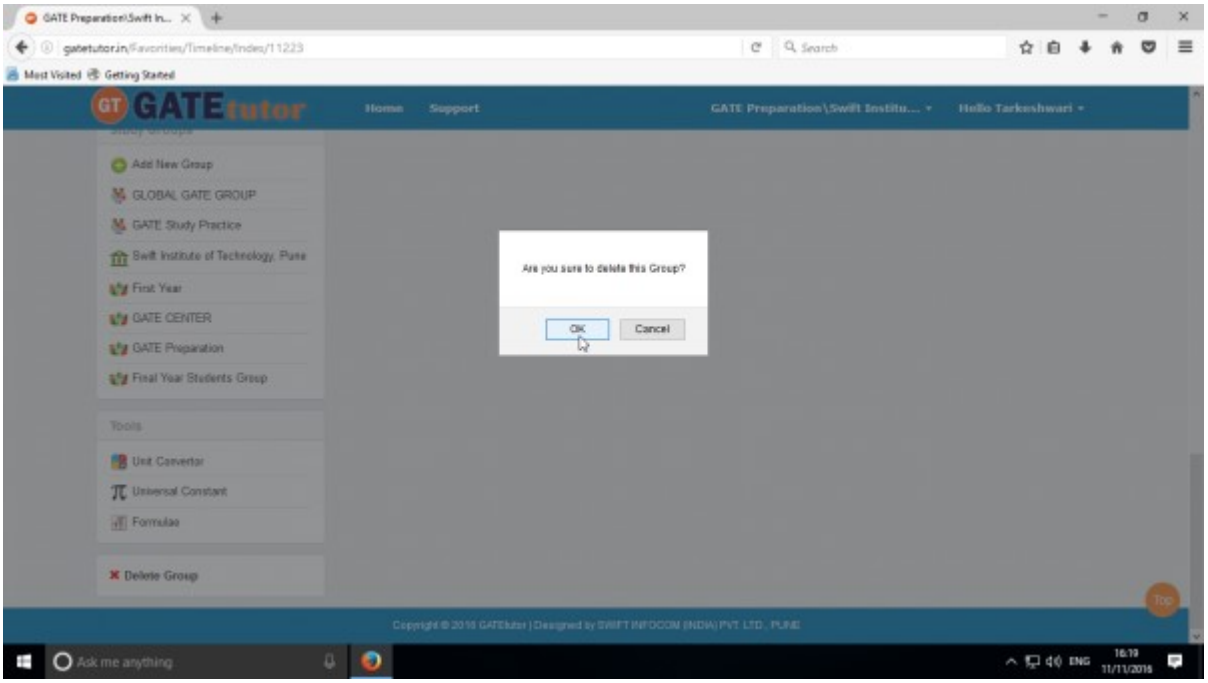
(NOTE: You can delete that group only which is created by you)



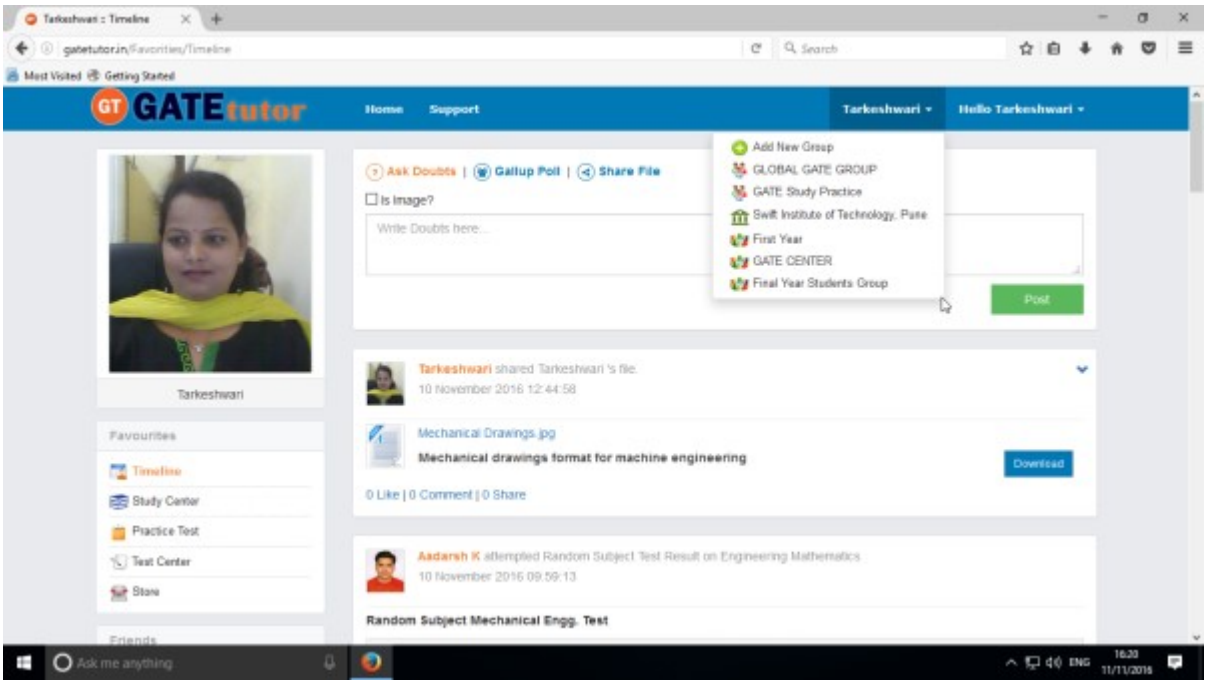
When you click on sub group name, you will redirect to that sub group timeline



Now just click on the "**Delete Group**" option to delete the group



Click on "**OK**" to delete the group.



Check that the group is deleted from Study Groups & you will redirect to the own timeline.

b) Leave Group

If you don't want to be in the Group, you can leave that group.

If you are added by someone of your friend or group member into the Group, then you can leave group.

When you are on sub group timeline, you will not see the "**Leave Group**" option.

(NOTE: If you are added by an admin, you can't leave a sub group)

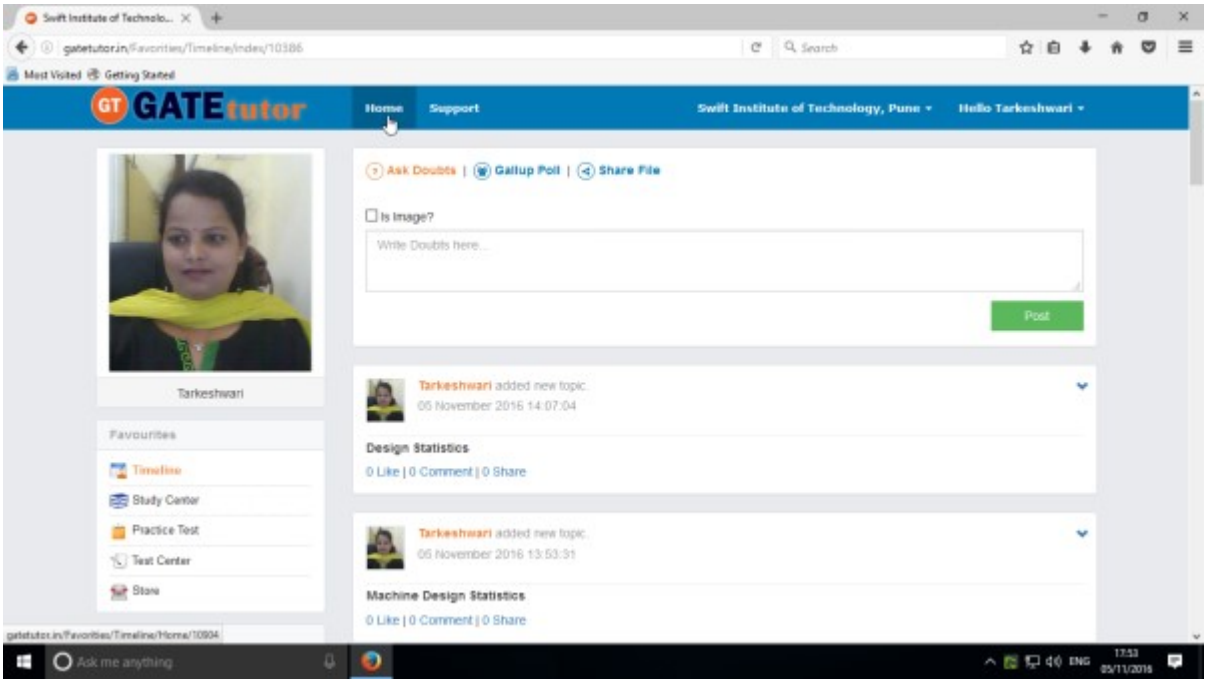
XVI. Tools

(NOTE: Refer **IX. Tools** on College Timeline to see Tools tab)

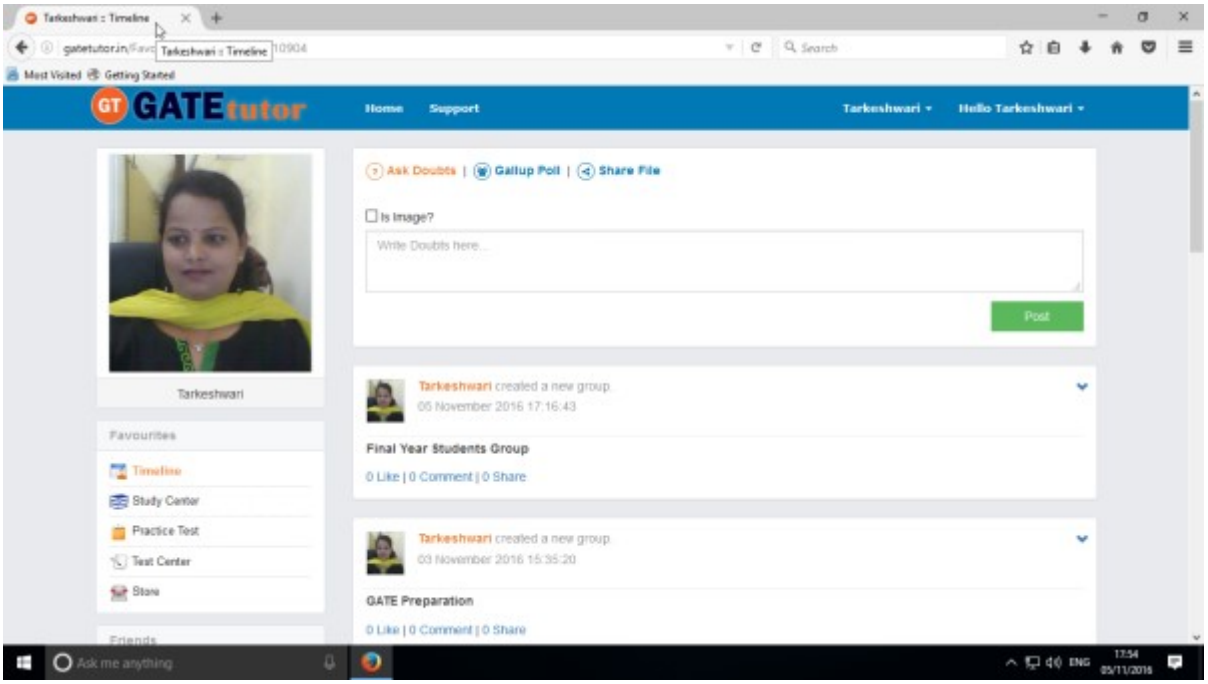
XVII. Favourites (On Own Timeline)

1. Timeline

When you click on the "**Home**", you will redirect to your own Timeline. When you are on your own timeline, you can see the new tabs are visible in the main menus like **Friends** (Invite Friends, Friends) instead of **User Accounts** (Fellows, Add & Edit Students, Add & Edit Admins) & **Study Groups**- where you can create the global group also.



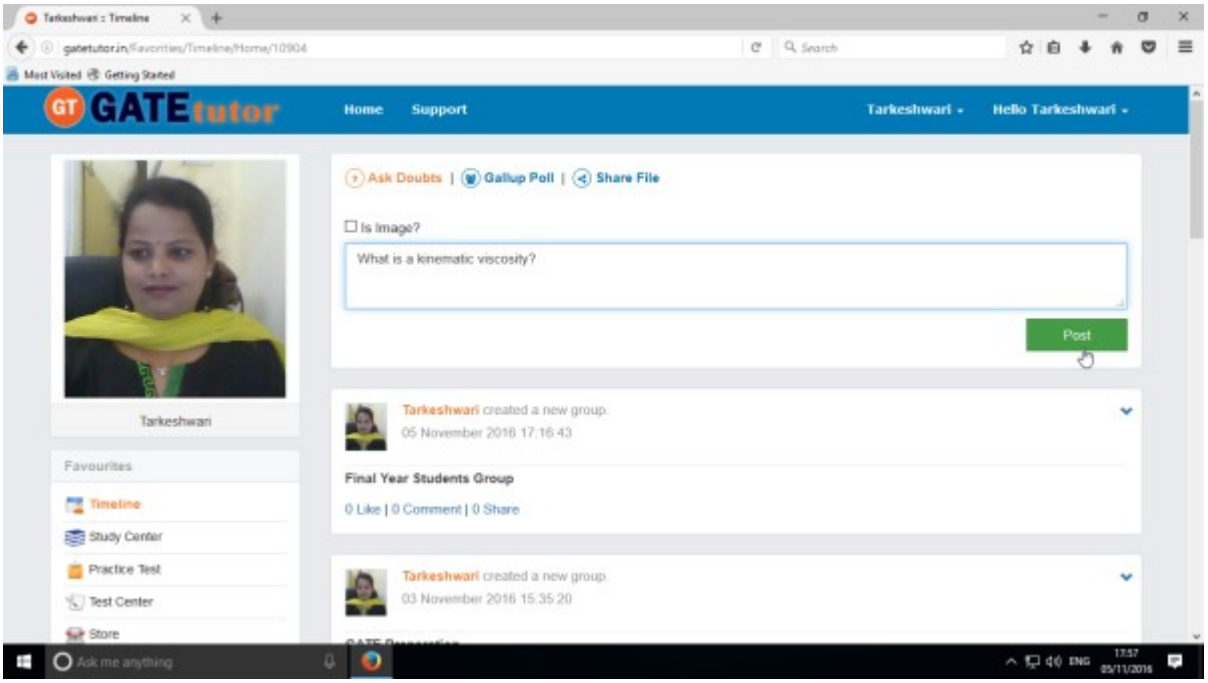
Just click on the "**Home**", you will redirect to your own timeline.



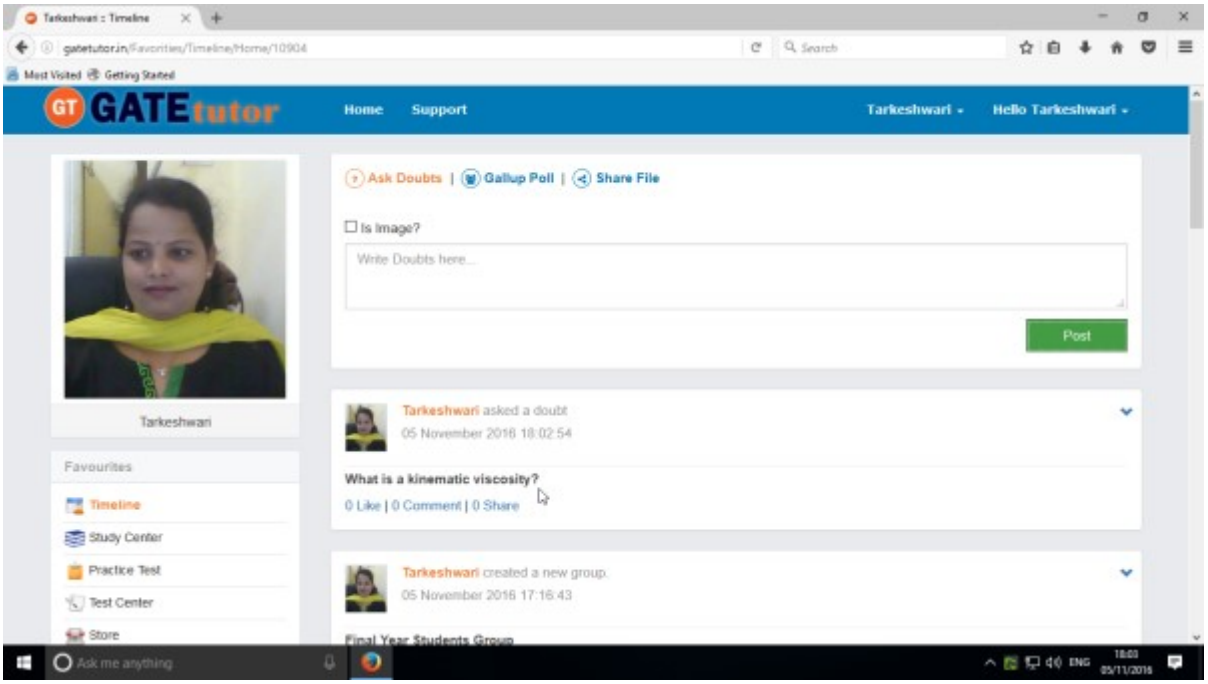
a) Ask Doubts

When you are on your own timeline, you can post any doubt through “Ask Doubt”. When you post a doubt on your own timeline, it will be visible on all of your friend’s own timeline. So they can answer your doubt. It is a unique idea to interact and solve the problems.

Ask doubts to your friends by clicking on **“Ask Doubts”**

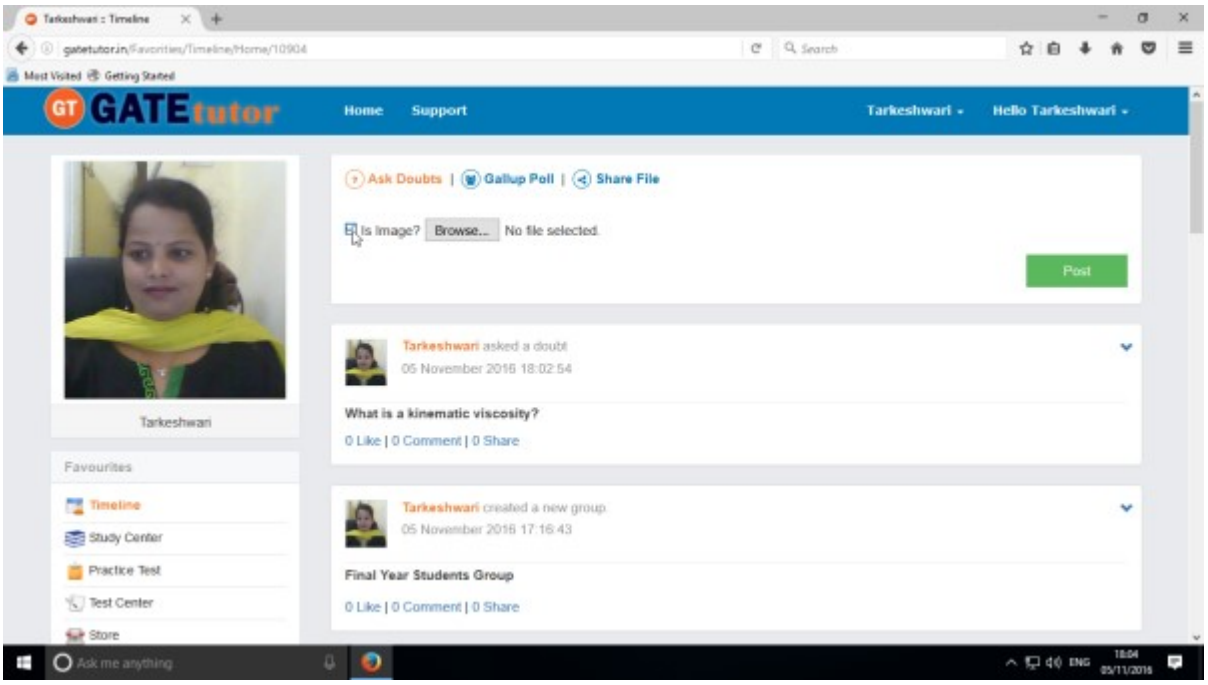


Write your doubt & click on the “**Post**” to share

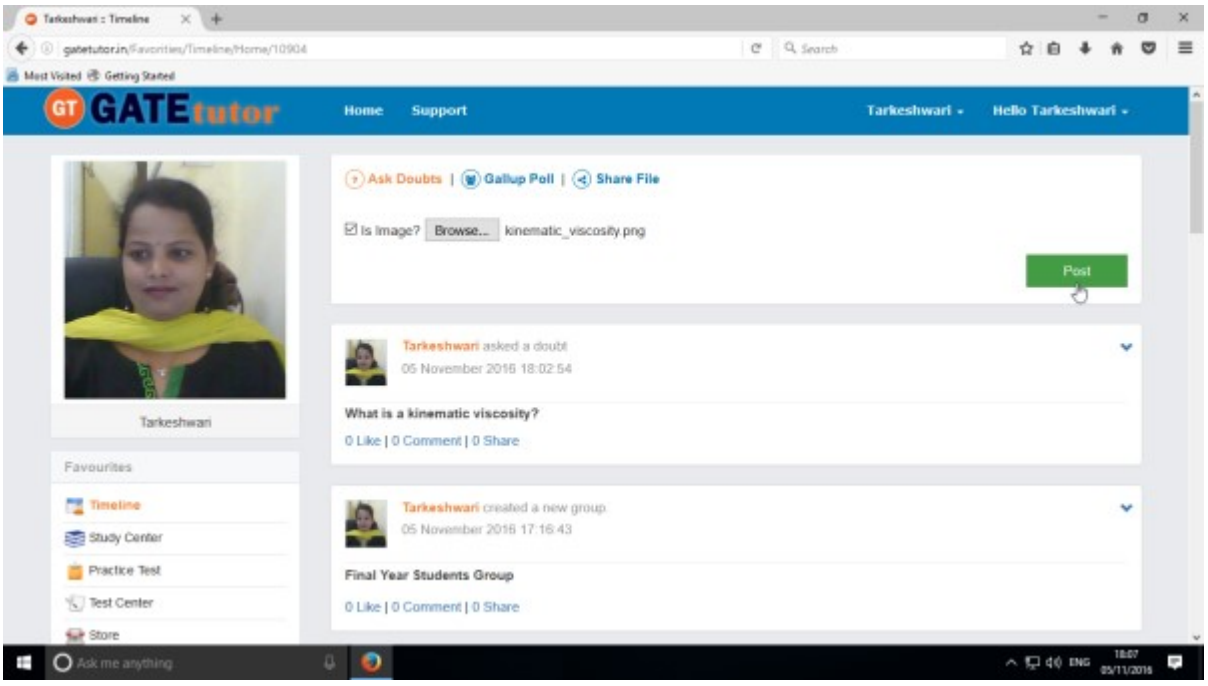


Your doubt will visible on your home wall as above.

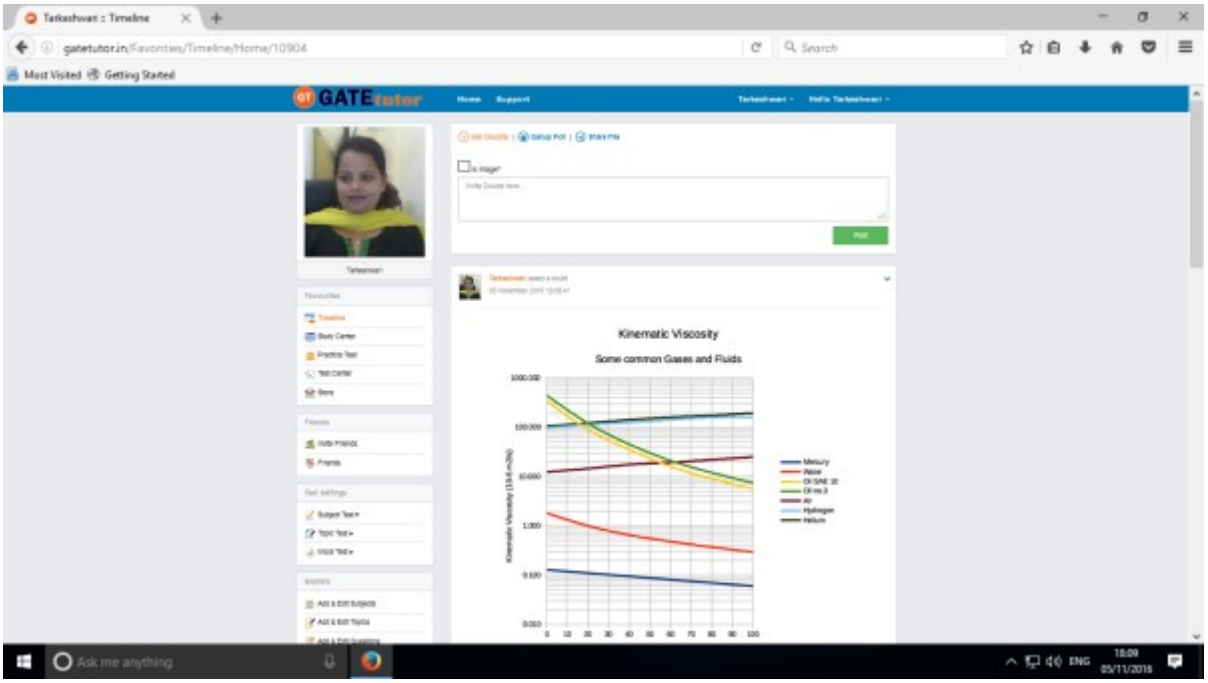
You can upload an image also by clicking on the "**Is image?**" check box in "**Ask Doubts**"



Click on the "**Is Image?**" and then click on "**Browse**" to upload the file for asking a doubt.
Choose the file to upload & click on "**Post**".

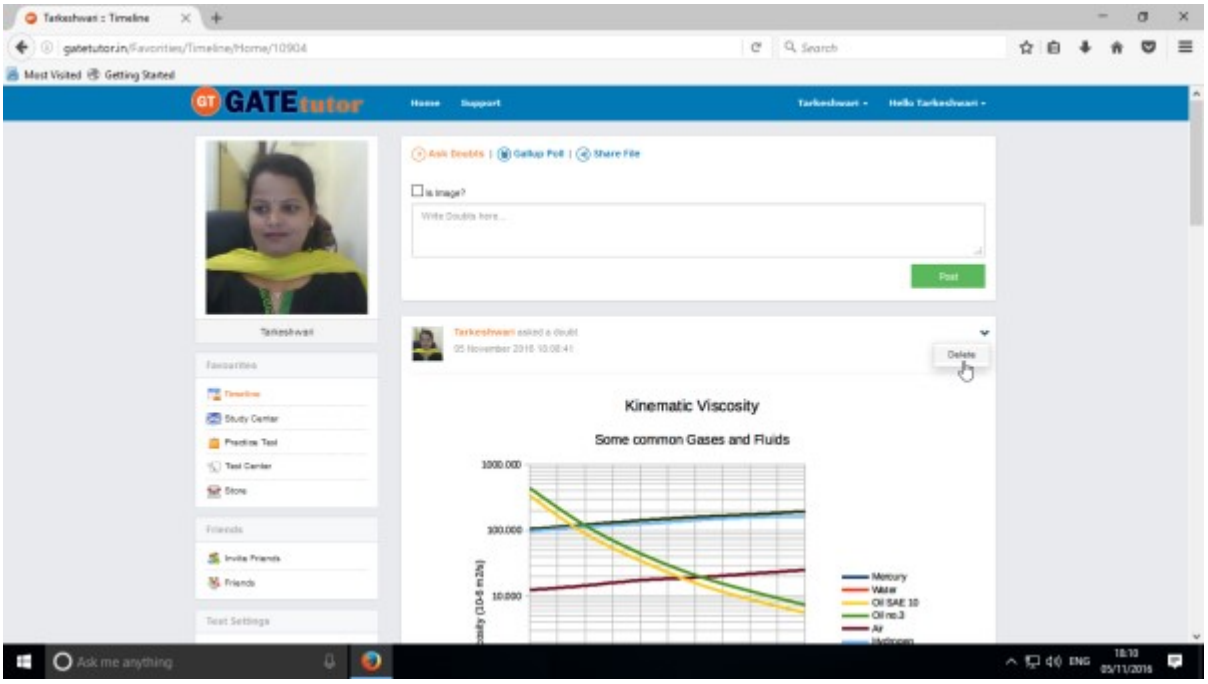


When you click on the "**Post**" after choosing an image, it will visible on your & your friend's own timeline.



The image is uploaded successfully in an "**Ask Doubt**" as above

You can remove the uploaded image on "**Ask Doubt**" from your own timeline.



Click on "**Delete**" to remove.

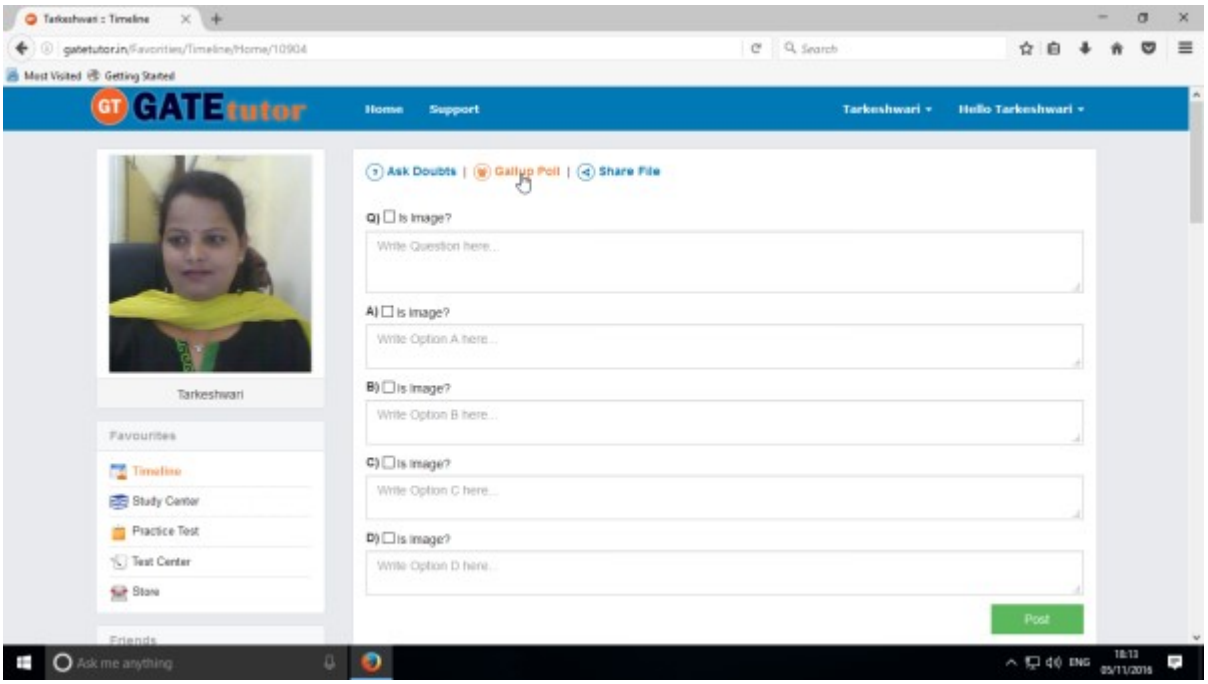
If you click on delete then the image will be removed from "**Ask Doubt**" on your own timeline.

b) Ask a Question/Gallup Poll

Ask a question in a "**Gallup Poll**" is a unique idea for asking doubtful questions & get answers from friends consecutively on own timeline. You can ask any questions in the Gallup Poll by providing multiple choice answers to choose the correct answer on own timeline. Where your friends can give the answers & solve the problem as well as comment their opinions below the question.

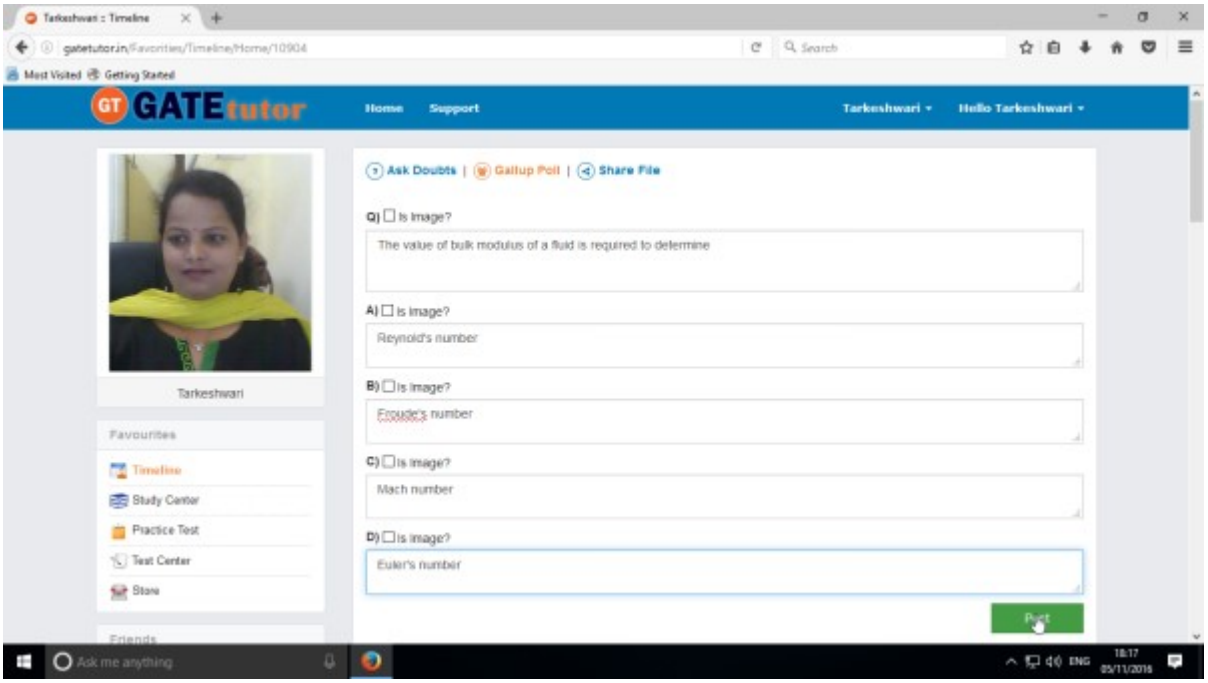
You can also upload an image for the questions and options separately.

Click on **Gallup Poll**



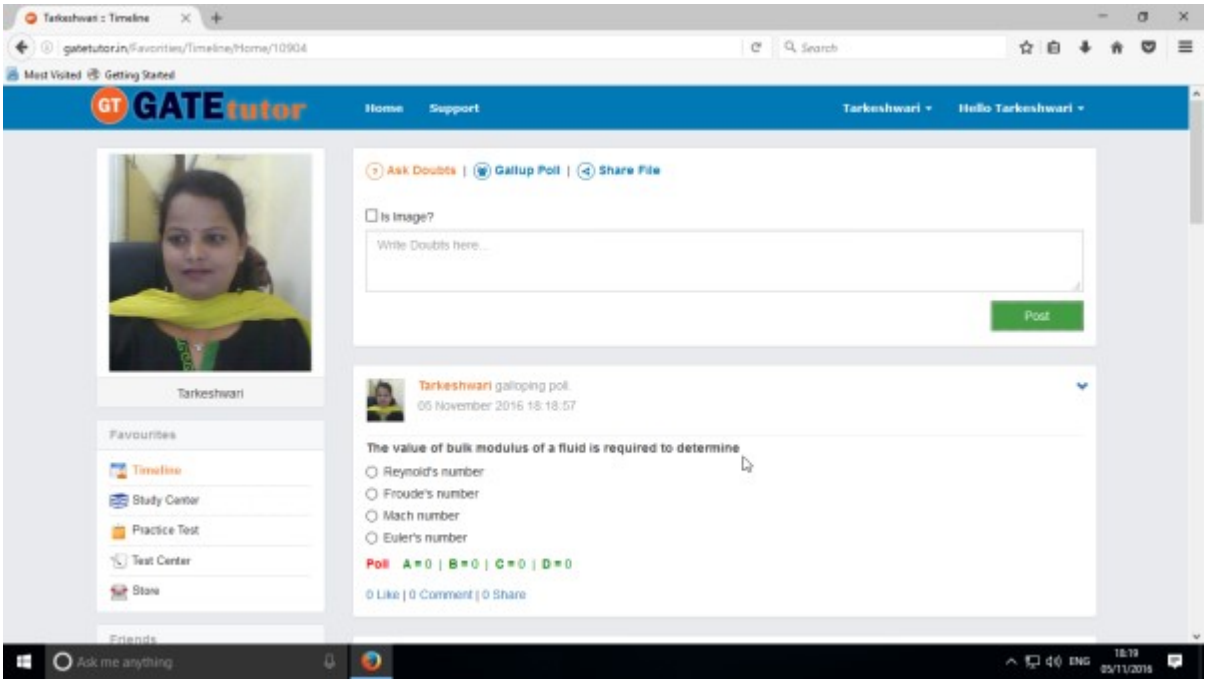
When you click on "**Gallup Poll**", you will appear a window as above.

Write a question in a Gallup Poll & provide four options to choose a correct answer & click on "**Post**"

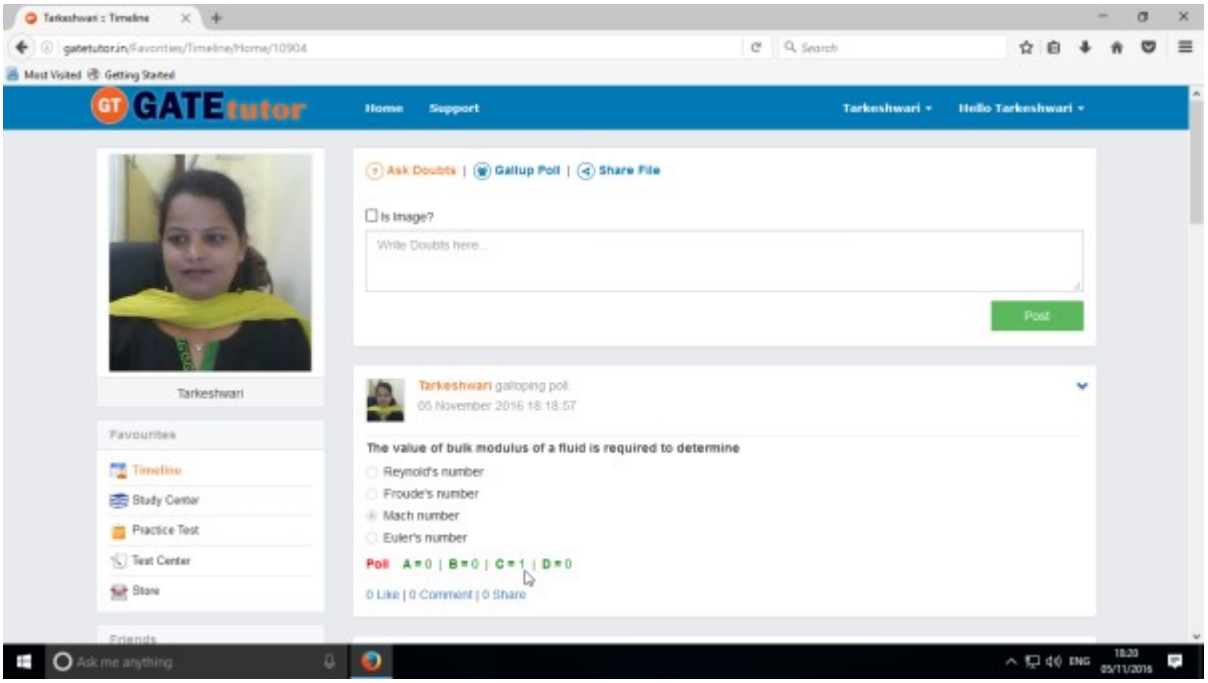


You can also add images for question & options separately in Gallup poll. Just click on **Is Image?** To upload an image

Post question in a "**Gallup Poll**"



Click on your own answer and see the ratings below similarly.

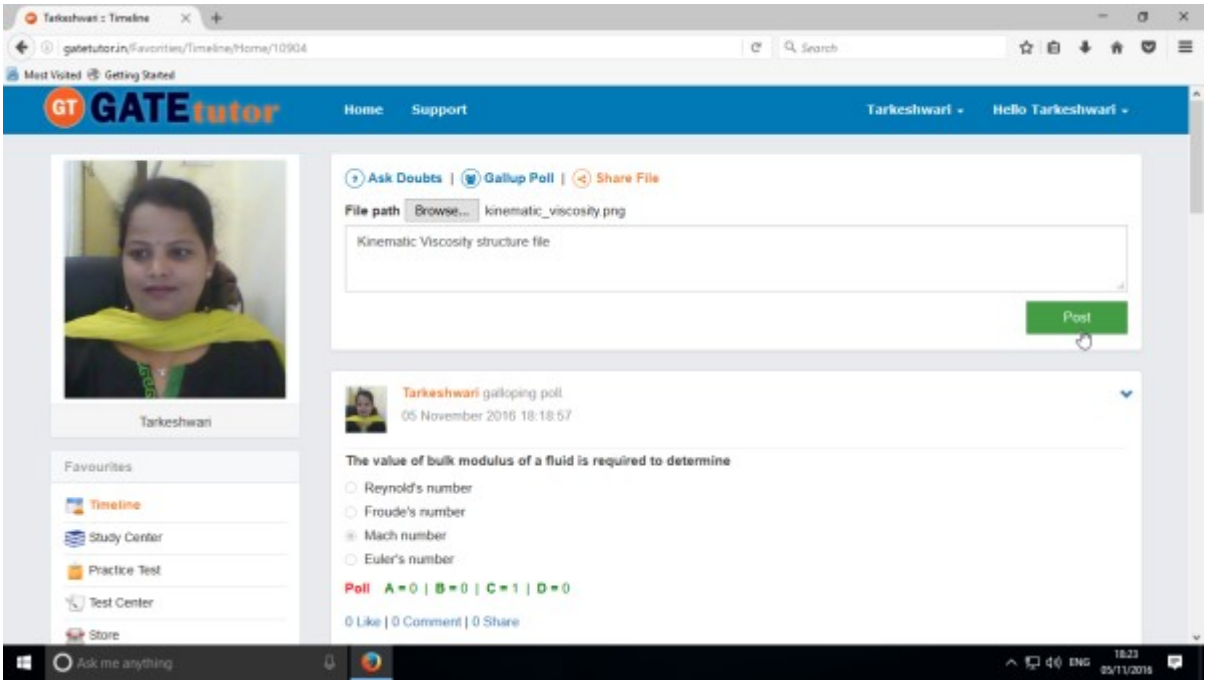


Similarly you can Like, Comment and Share the question on your friend's wall as well as in any group.

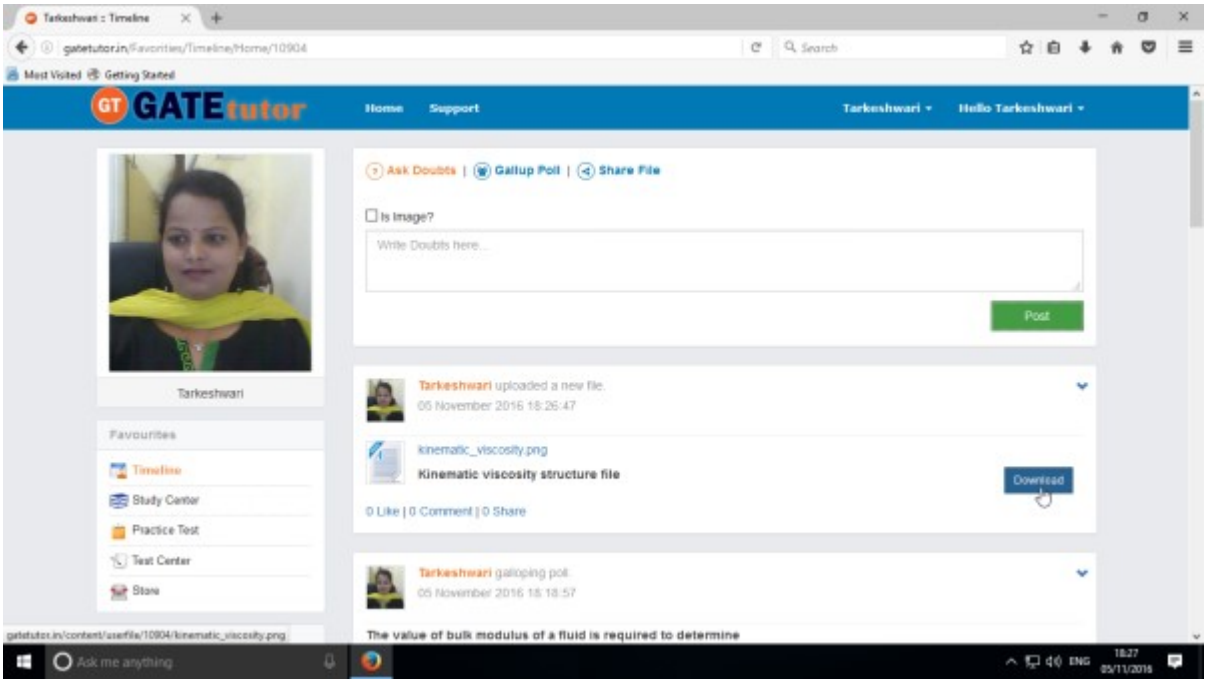
Your friends can share this question as post in various other groups and timeline.

c) Share File

Share file is an option to share the study material on GATEtutor. It is the easiest way to upload & download the study material in various formats. Someone who has a study material he/she can upload it on GATEtutor & all of the other friends of him/her can download it at a single click from their timeline & from store also.



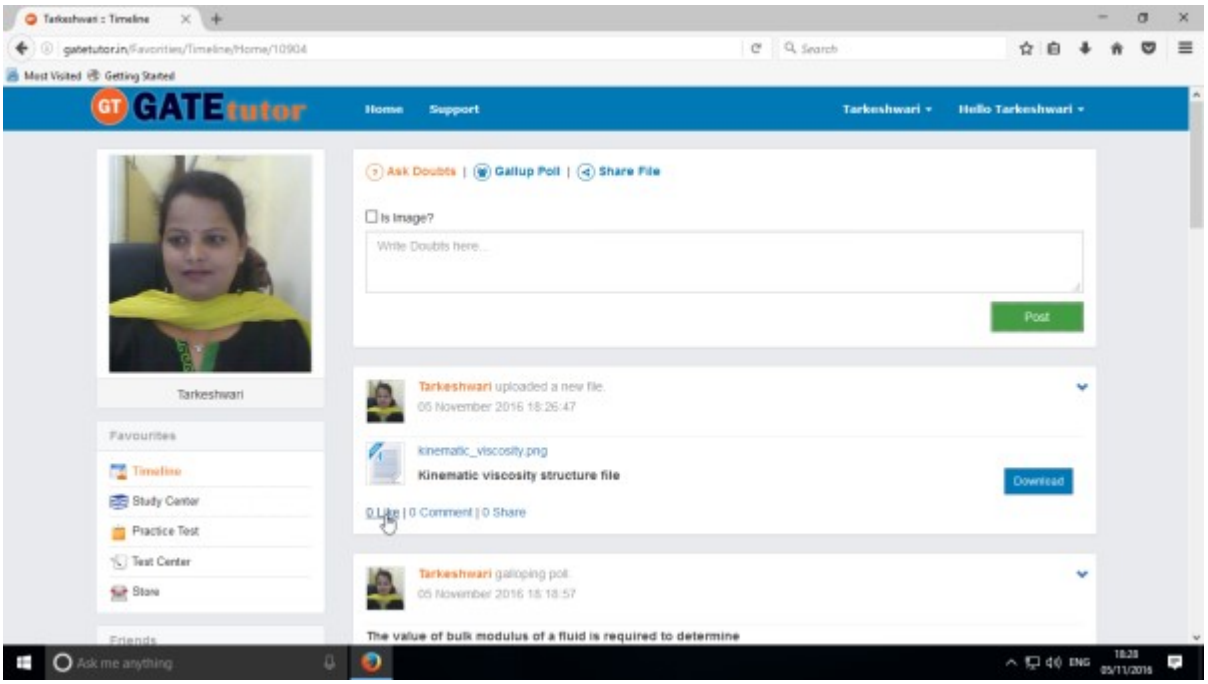
When you click on the "**Post**", the post will be shared on your own timeline & your friend's own timeline. You can also share audio, video, word, pdf, image formats, excel and various file formats.



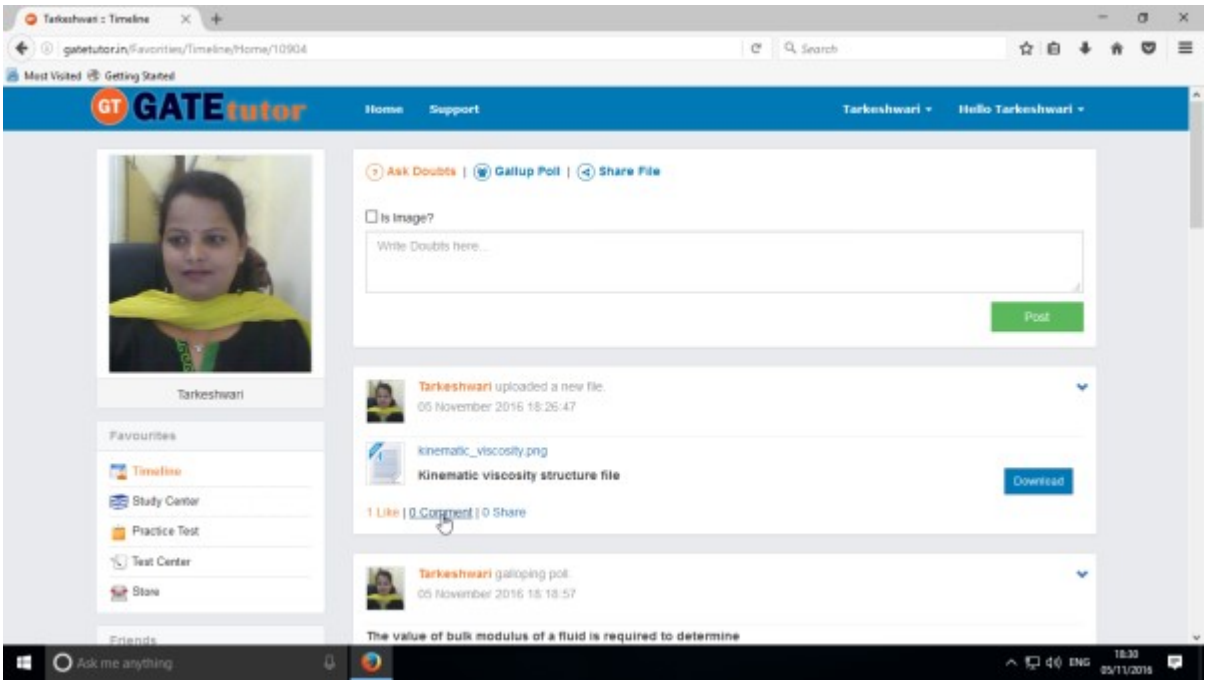
If you want to download the study material just click on "**Download**" option & the file will be downloaded to use.

d) Like

You can like the post on your own timeline by clicking on "**Like**" which will be shared by your friend or admin faculty member or by you own.



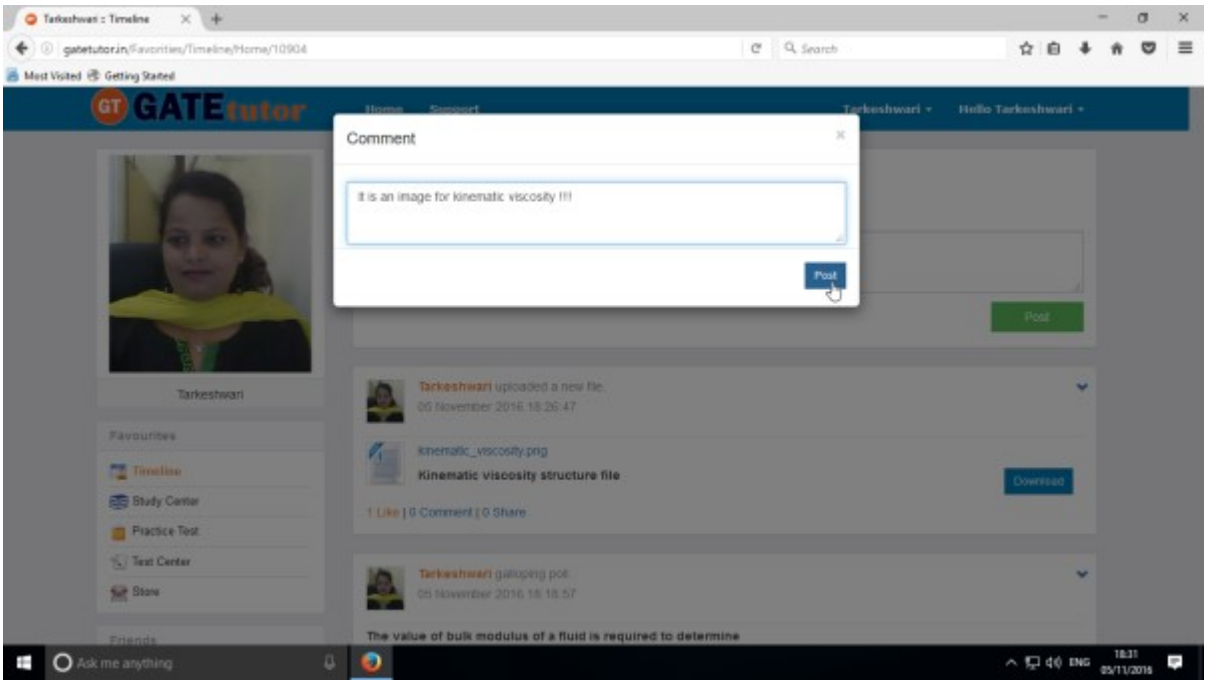
You can comment on any post & that comment will post on your own timeline.



In the above image, you can see the count of the Likes, Comments and Share has been done on the post.

e) Post a Comment

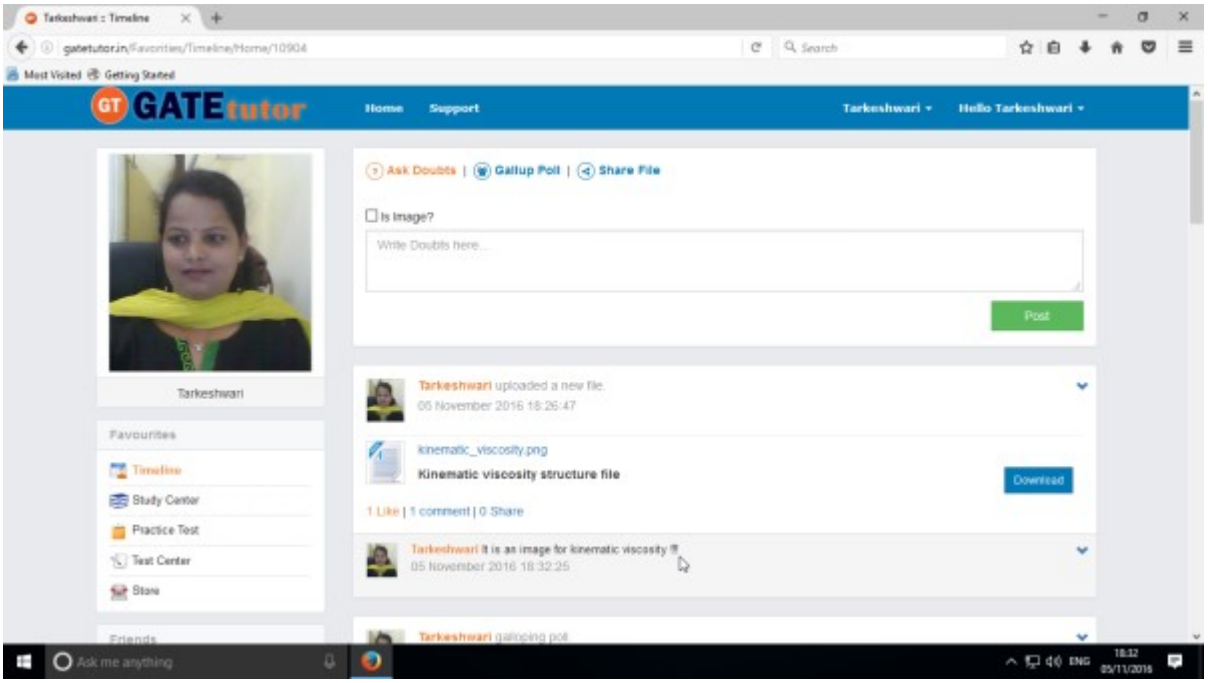
You can comment on post by clicking on "**Comment**"



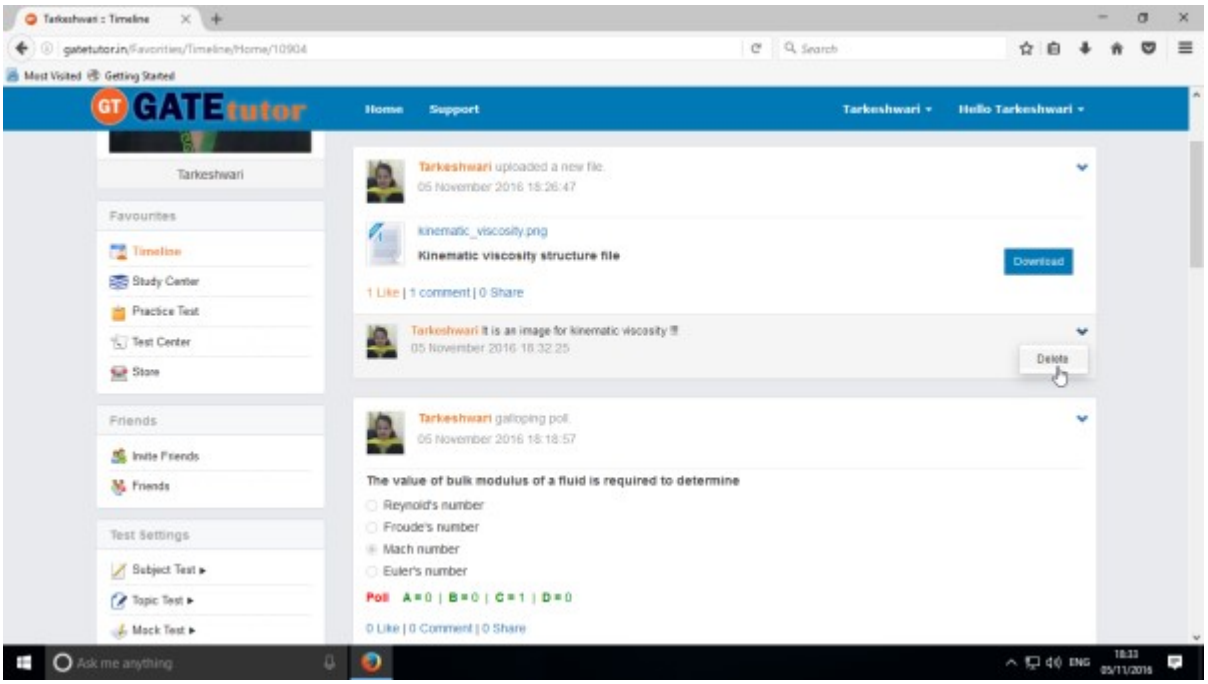
Enter the comment in the comment box & click on "**Post**"

When you click on the "**Post**", your comment will be shared & displayed on your own timeline also.

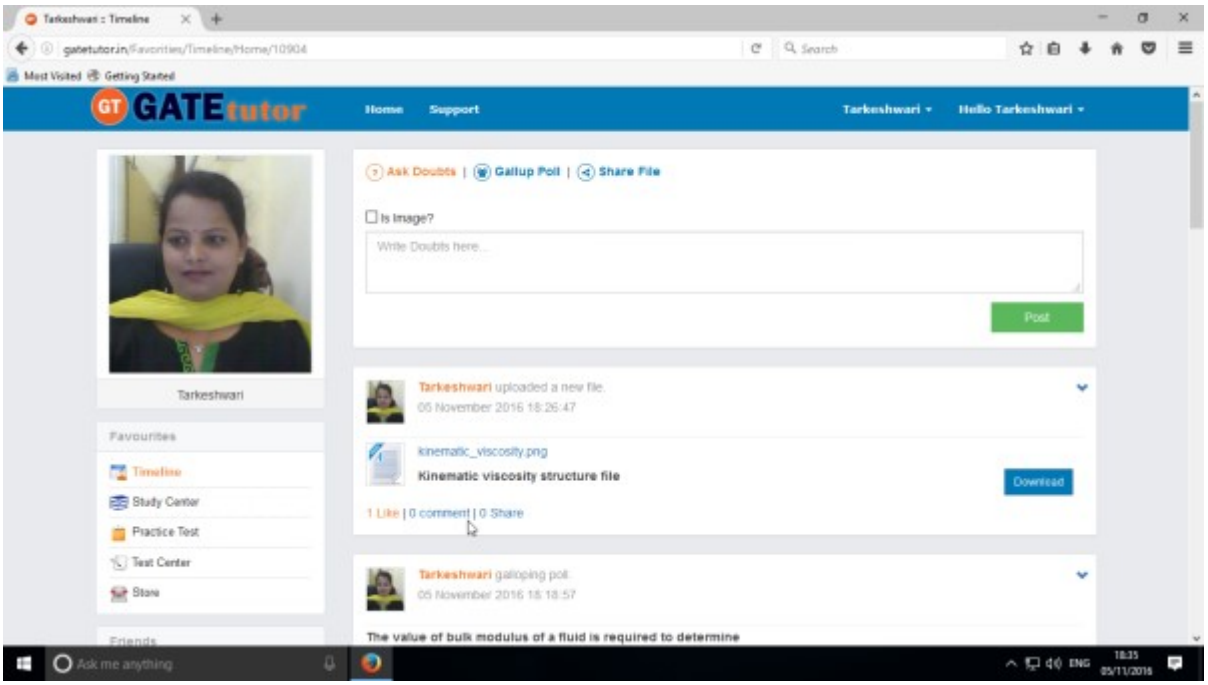
You can see the comment on your timeline.



f) Delete a Comment



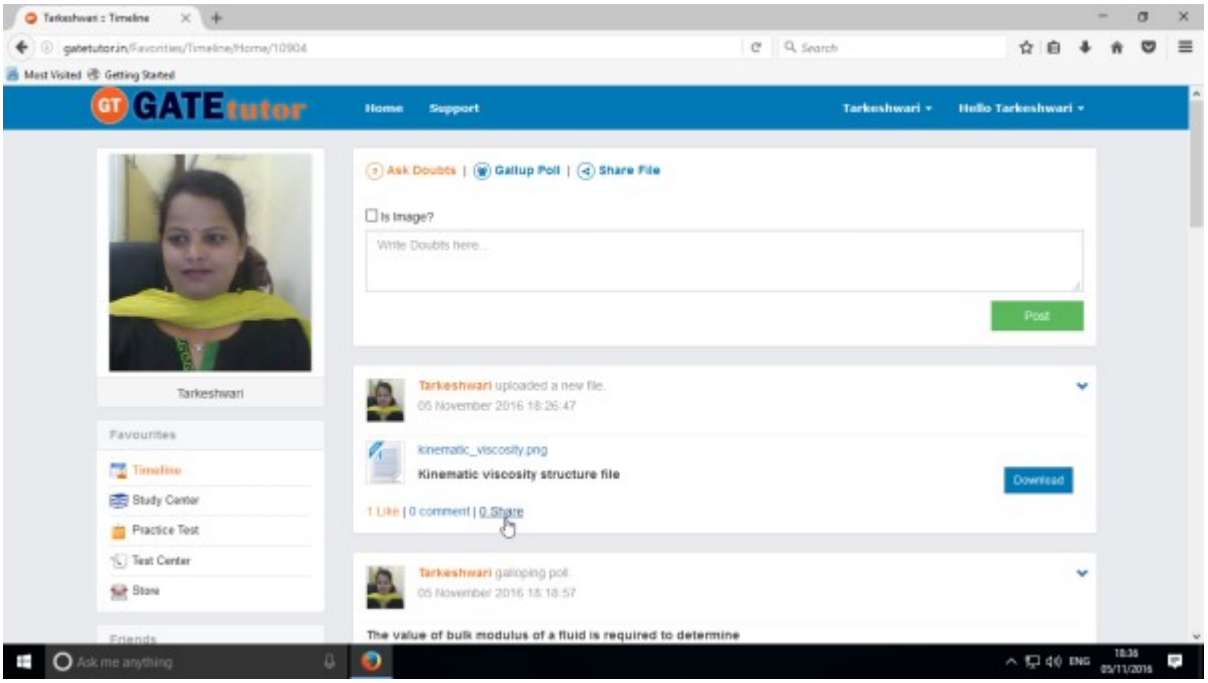
Click on the "**Delete**" which is shown in above figure. When you click on delete, the post will get deleted from that page.



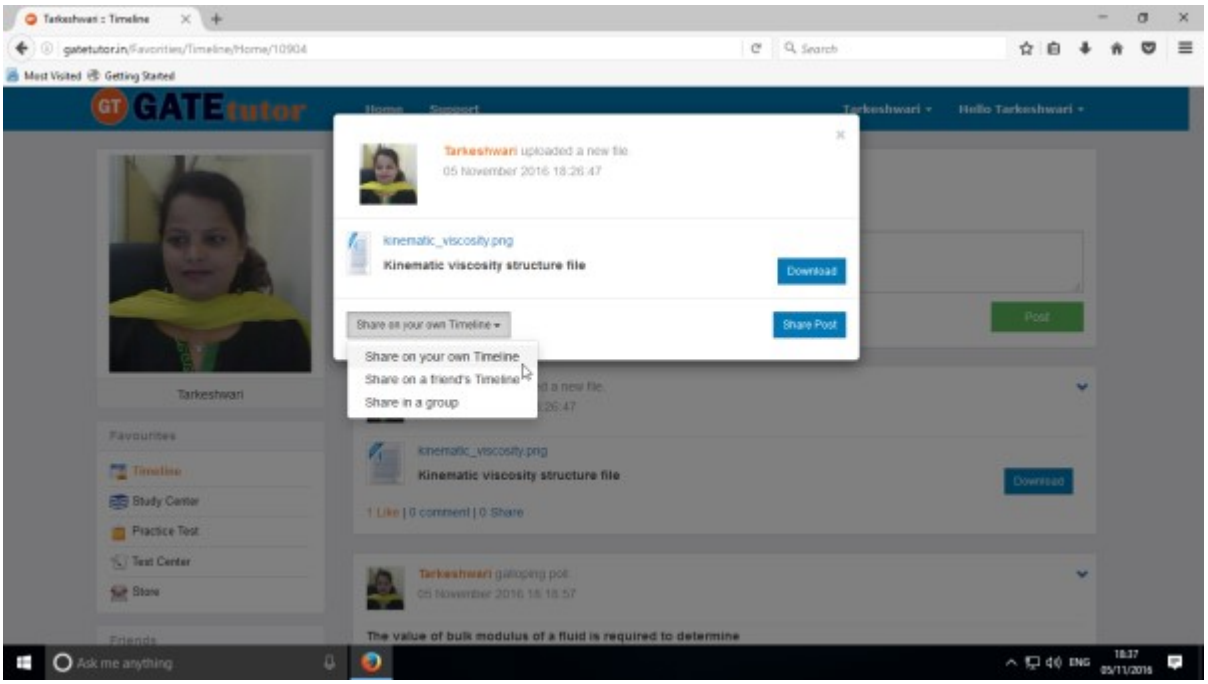
Check the comment is deleted from timeline.

g) Share Post

You can share the post on your own Timeline, friend's timeline or in a group in which you are the member and the group which is created by you.To share the post click on "**Share**".



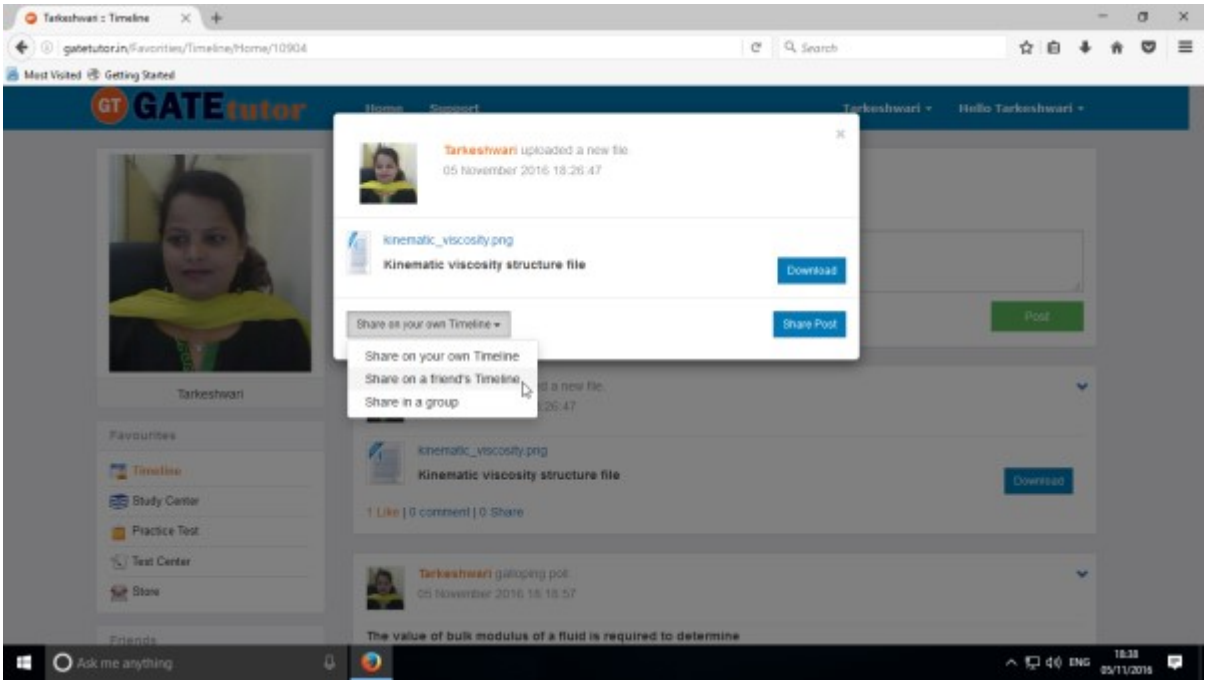
You can also share the post on your own timeline**.**



Click on the "**Share on your own timeline**" & then click on "**Share Post**".

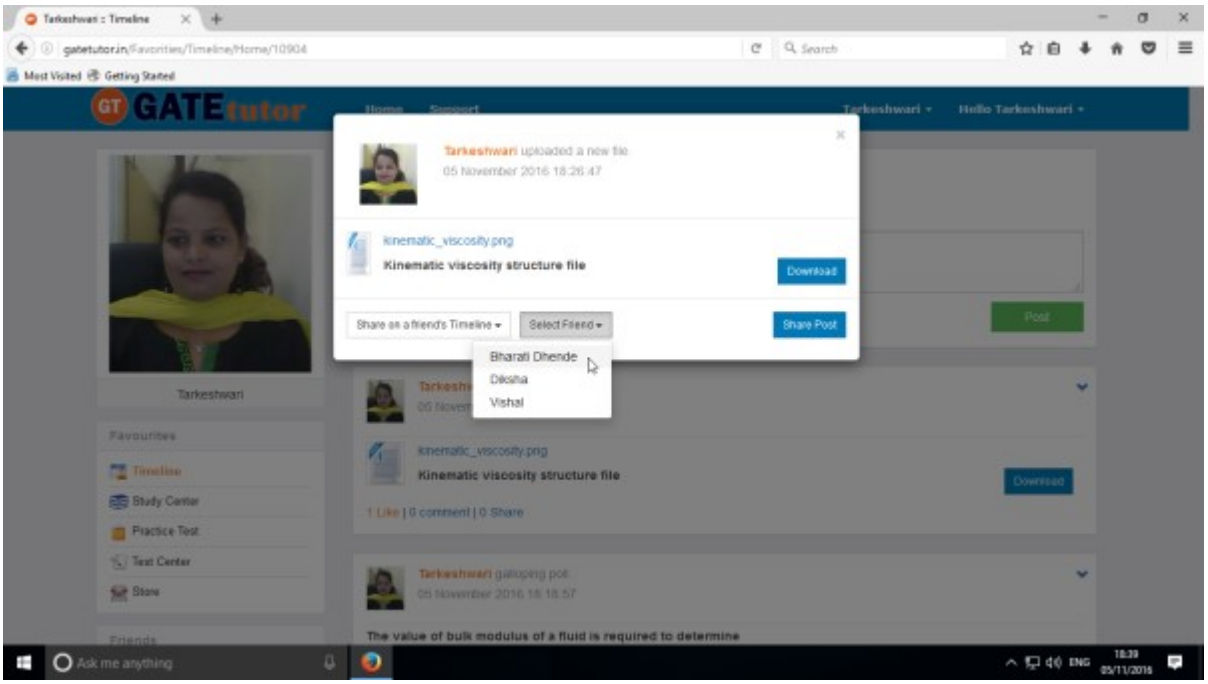
Then go to your own timeline to check the shared post.

Now select an option to choose where you want to share the post.

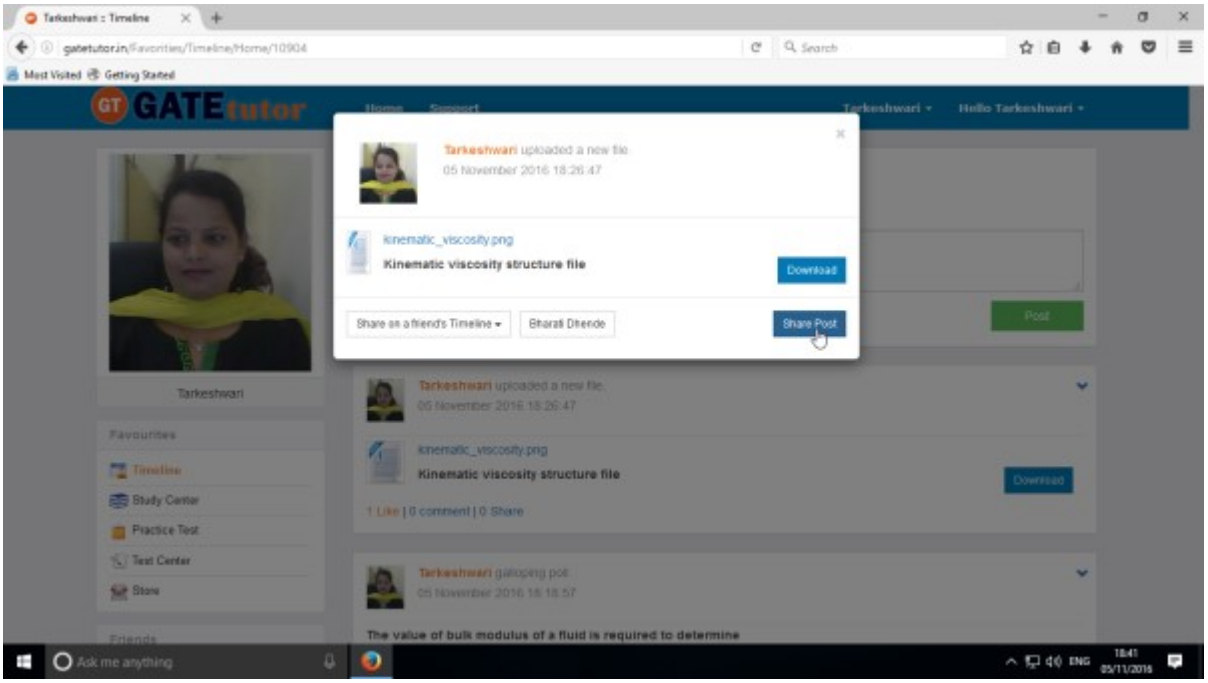


e.g. - Click on the Share on a friend's Timeline

Choose the name of the friend on whose timeline you want to share the post.

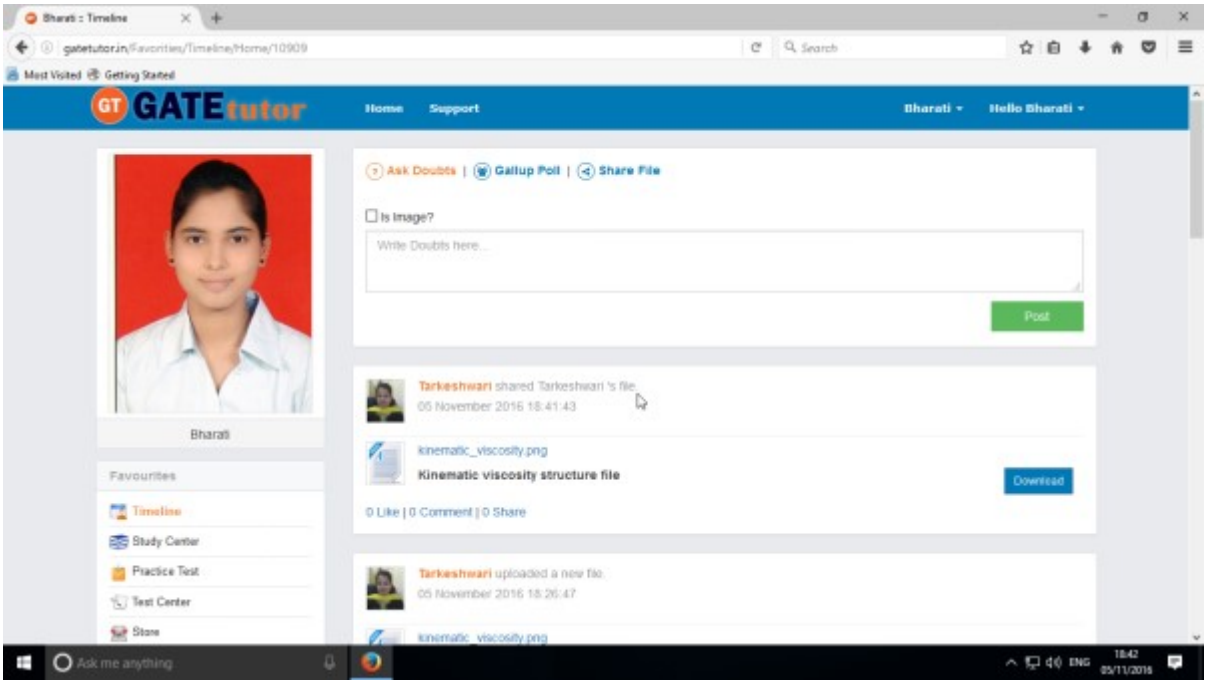


When you select a friend name to post on his/her timeline, click on friend name shown as above
After choosing both of the options click on the "**Share Post**"



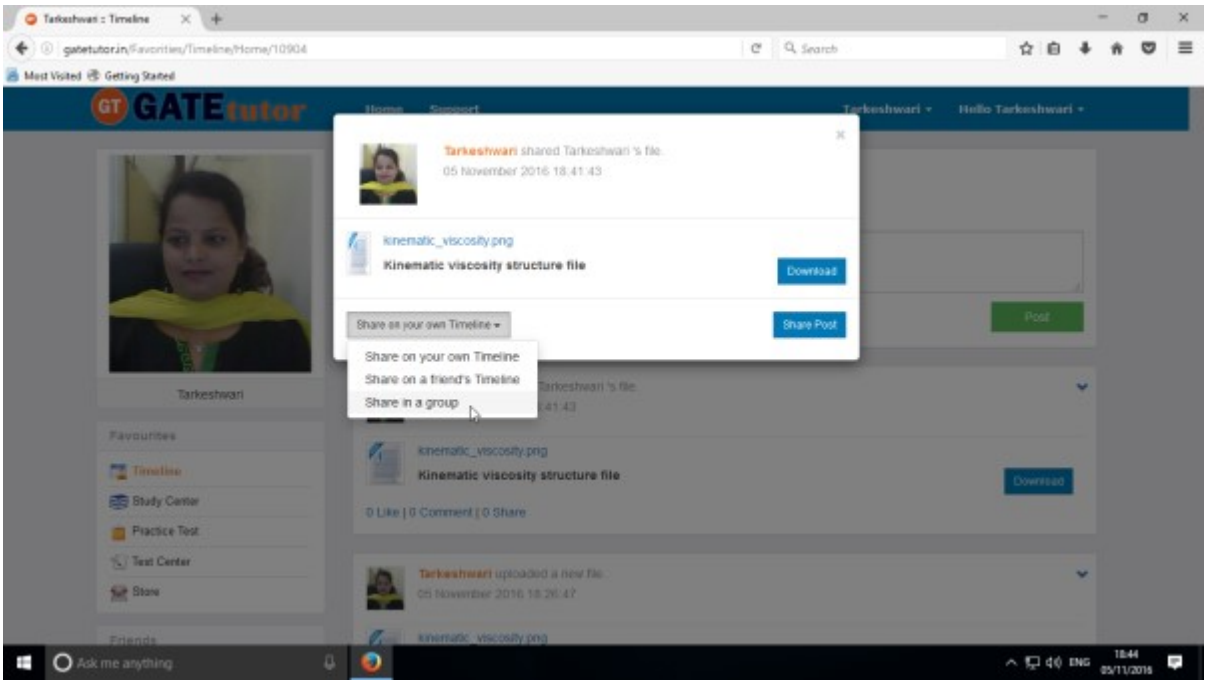
Click on share post as above after choosing friend's name.

Check on the friend's timeline, you will see the post that you shared on his/her own timeline.

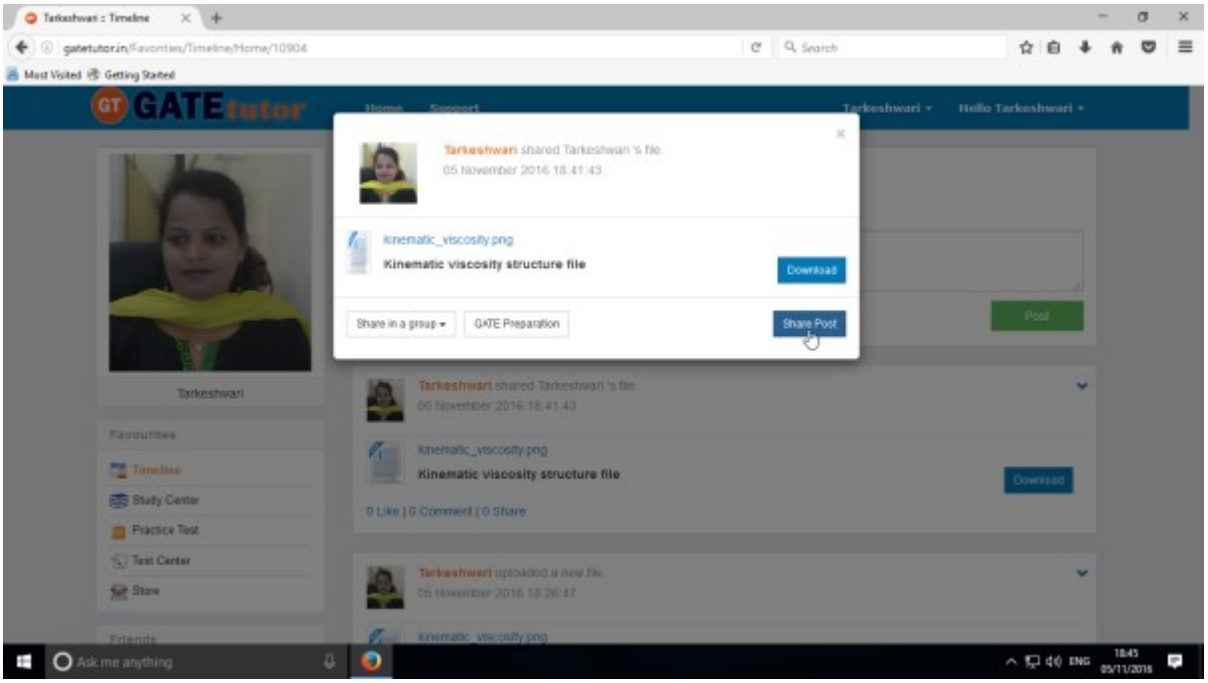


Owner of the post can only delete the post.

You can also share the post in the group in which you are the member or in that group which is created by you



Click on the "**Share in a group**" & choose the group name to share the post.



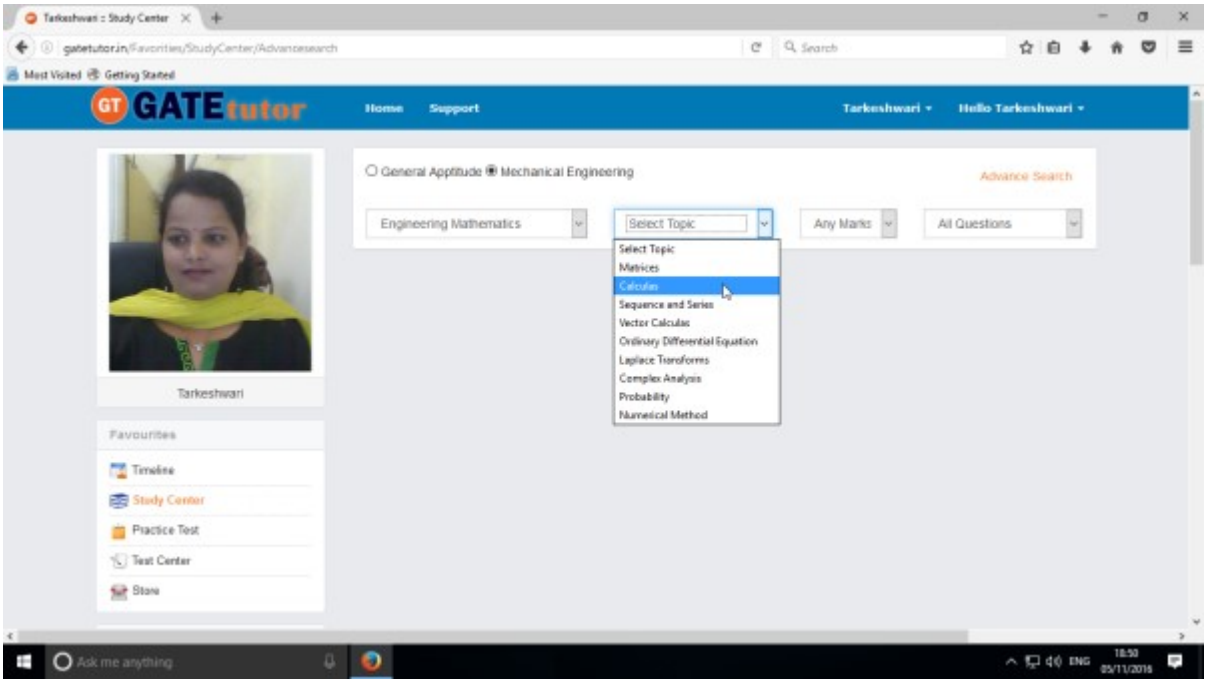
After choosing the both sharing options, click on the "**Share Post**" & go to that group's timeline to check the post that you have shared.

2) Study Center

a) General Info

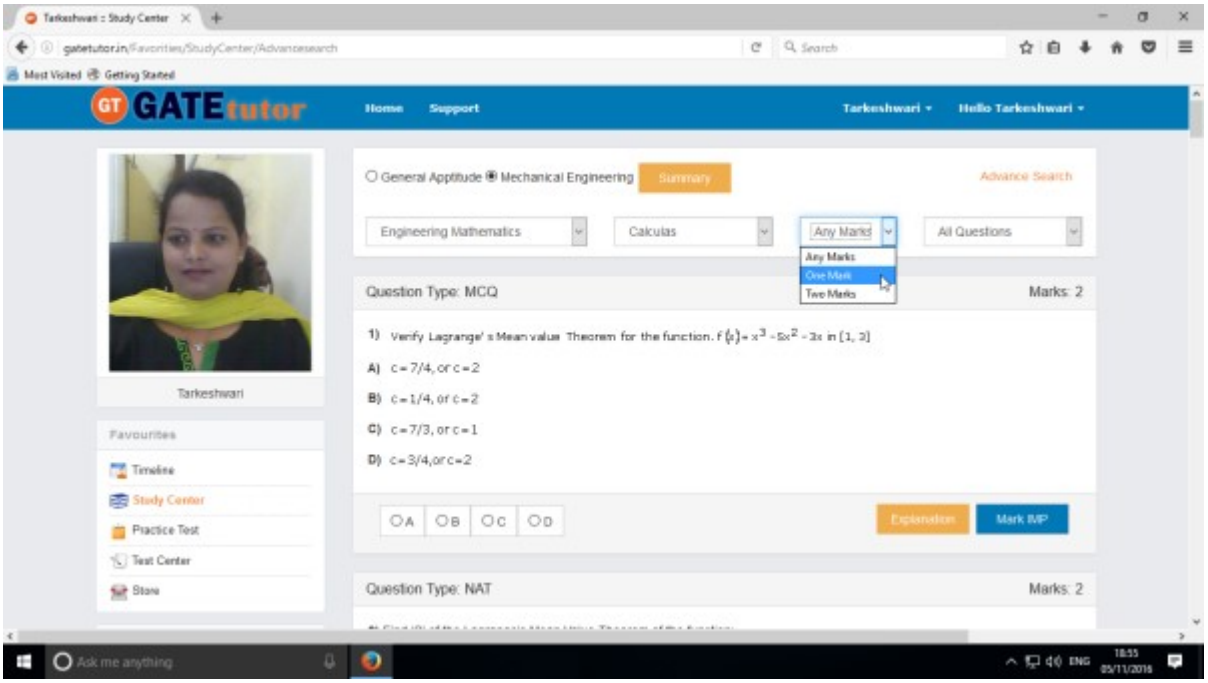
It is a unique studying method provided by the GATEtutor.
In study center, just choose one option between General Aptitude and Mechanical Engineering. Then select the "**Subject**" & "**Topic**", choose marks & question type. Now, you can start to solve the questions.
Choose one of the answers that you know about the question, if it is correct then it will be visible as green check mark otherwise it will shown as wrong cross ahead the question. If you have any doubt about the question, you can see the explanation instantly on that page and if you feel the question is important for you, you can mark it as an important.
In the Study Center you can see & solve the questions under that subjects and topics which are added by you own also.

Select **subject & Topic**

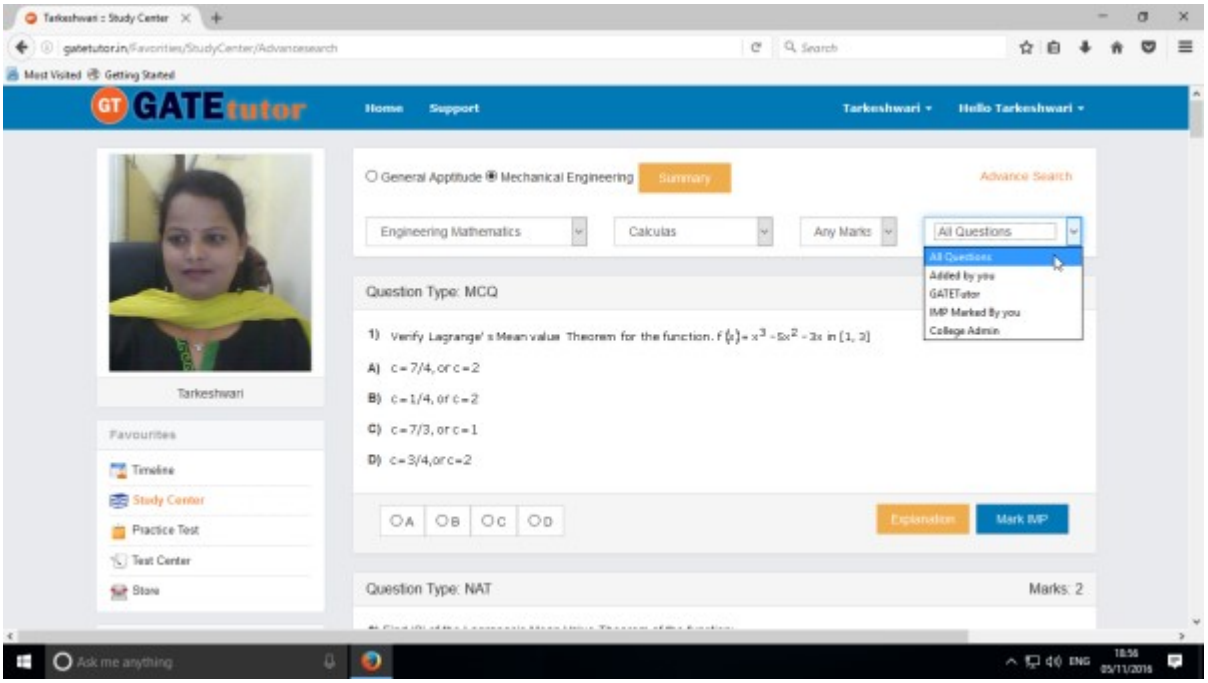


Also choose from main menu General Aptitude or Mechanical Engineering for the Test.

Select “**Any marks**” options for question like 1 mark or 2 marks.



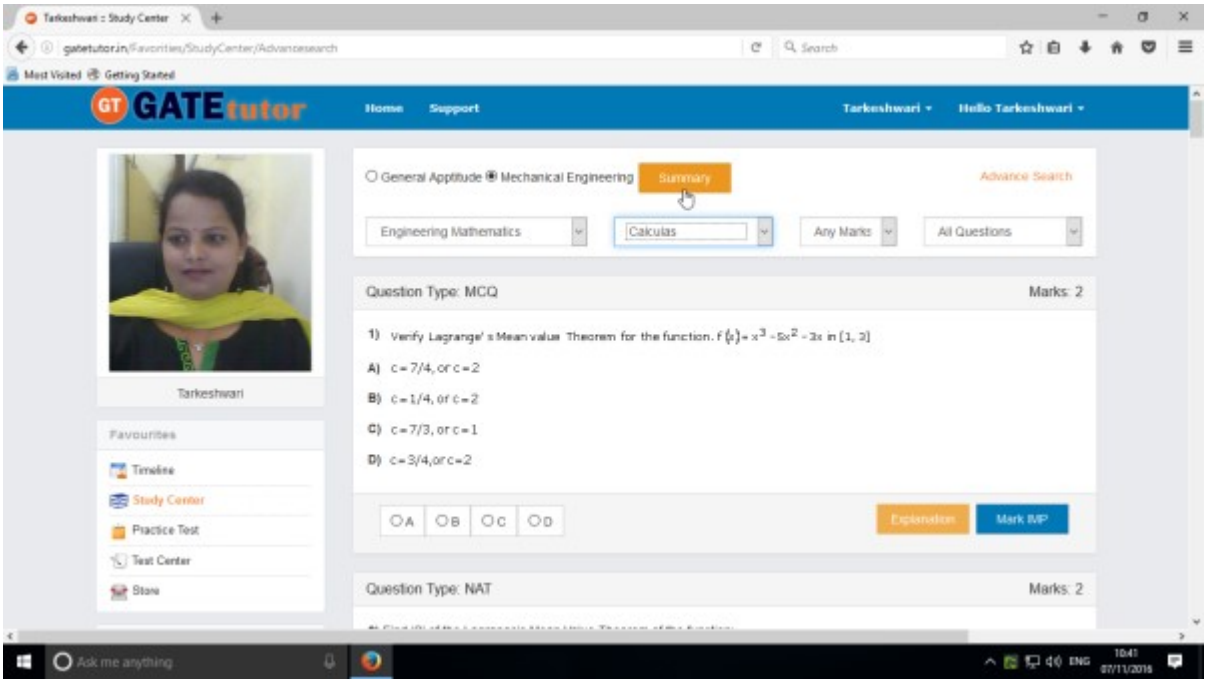
Choose “**All Questions**” to solve more questions. You can also choose the questions from All Questions, Added by you, GATEtutor, IMP Marked By you and College Admin.



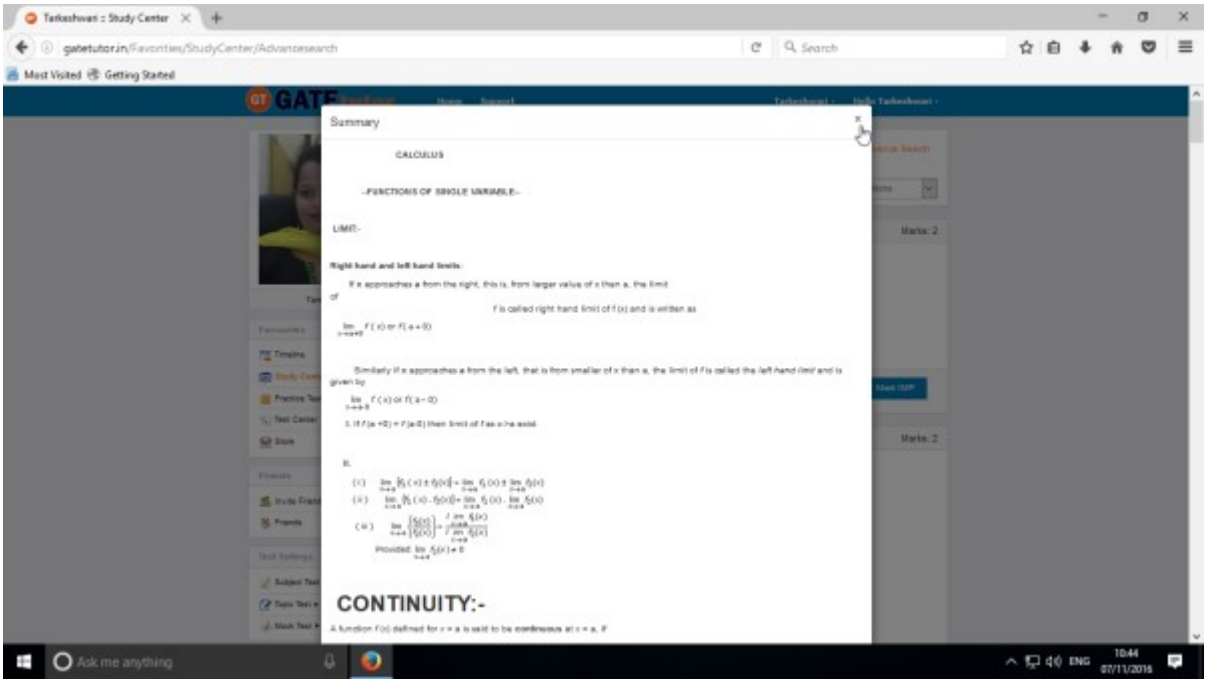
Choose questions from the different types of sources.

b) Summary

When you click on "**Summary**", it shows all the fundamentals & properties of the "**Topic**" that you have selected for study. It is helpful to read & understand the fundamentals in short period of time.

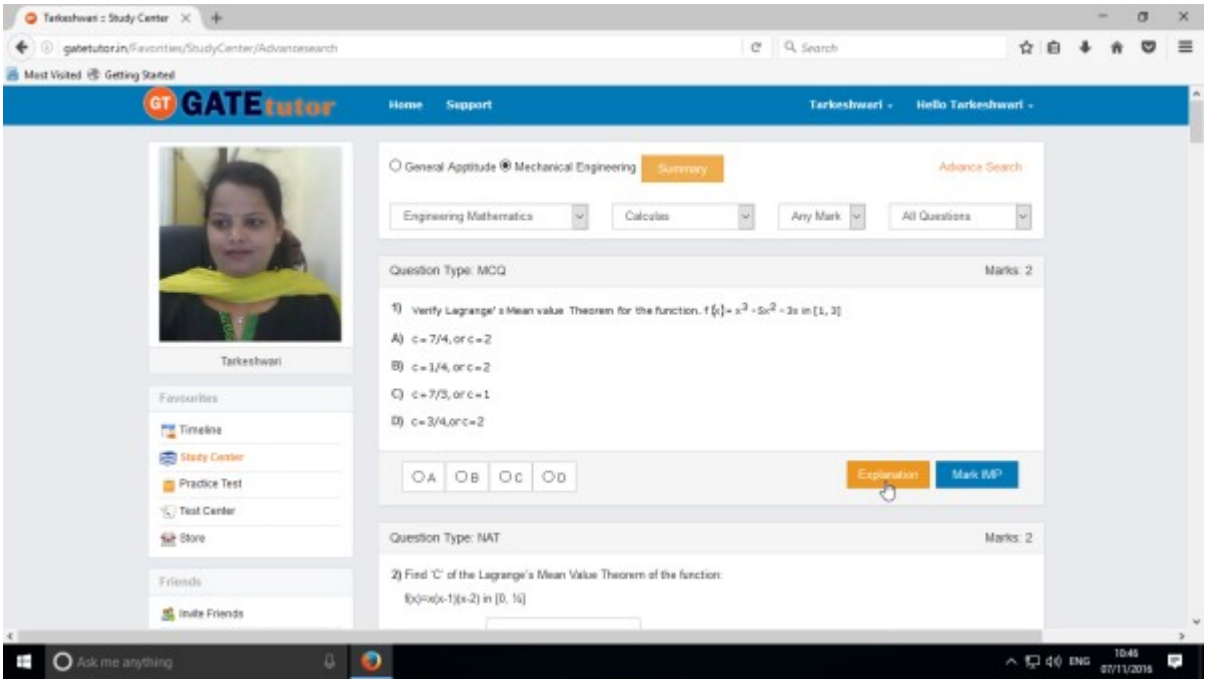


Click on "**Summary**" as above.

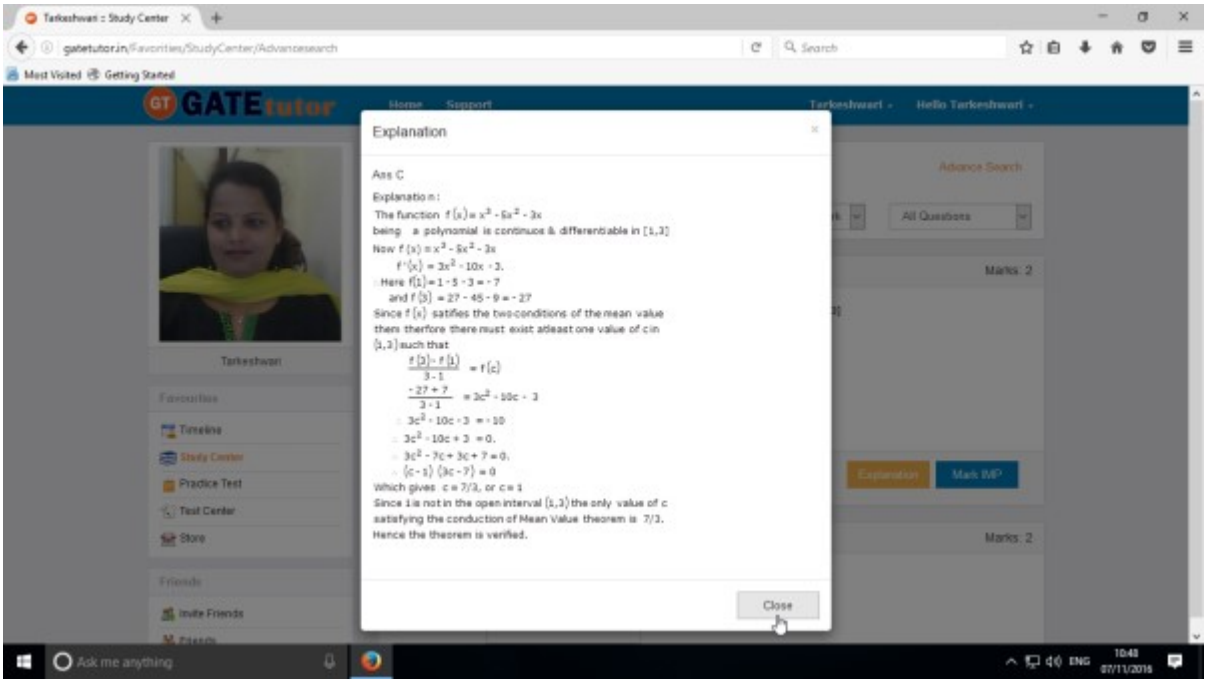


When you click on the "**Summary**", the window appears as above.

If you have any doubt about the questions you can also see the explanation by clicking on "**Explanation**" just below the question.

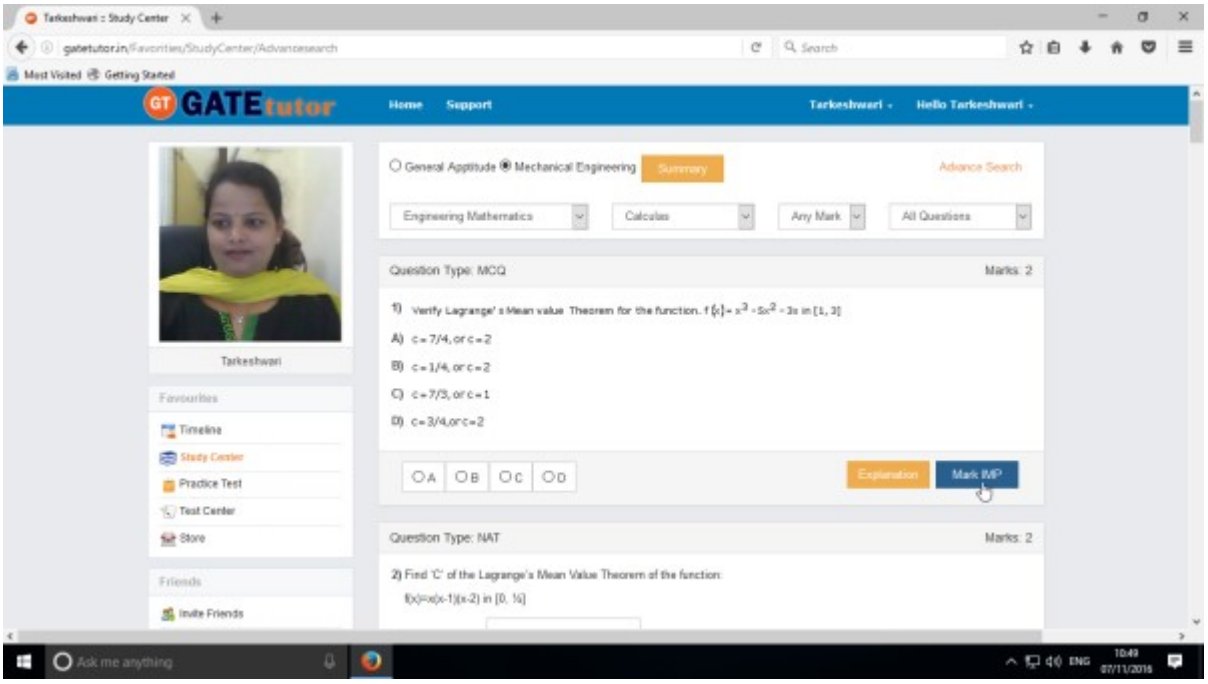


Click on "**Explanation**" & check it to clear a doubt.

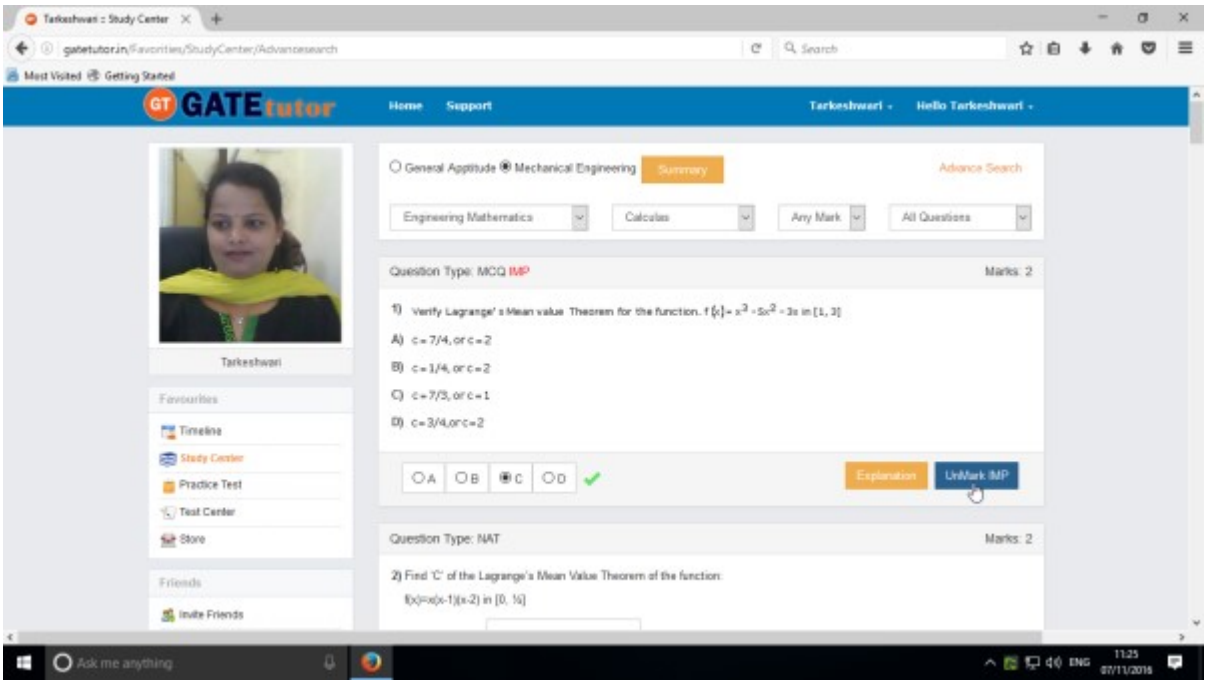


Click on "Close" to continue.

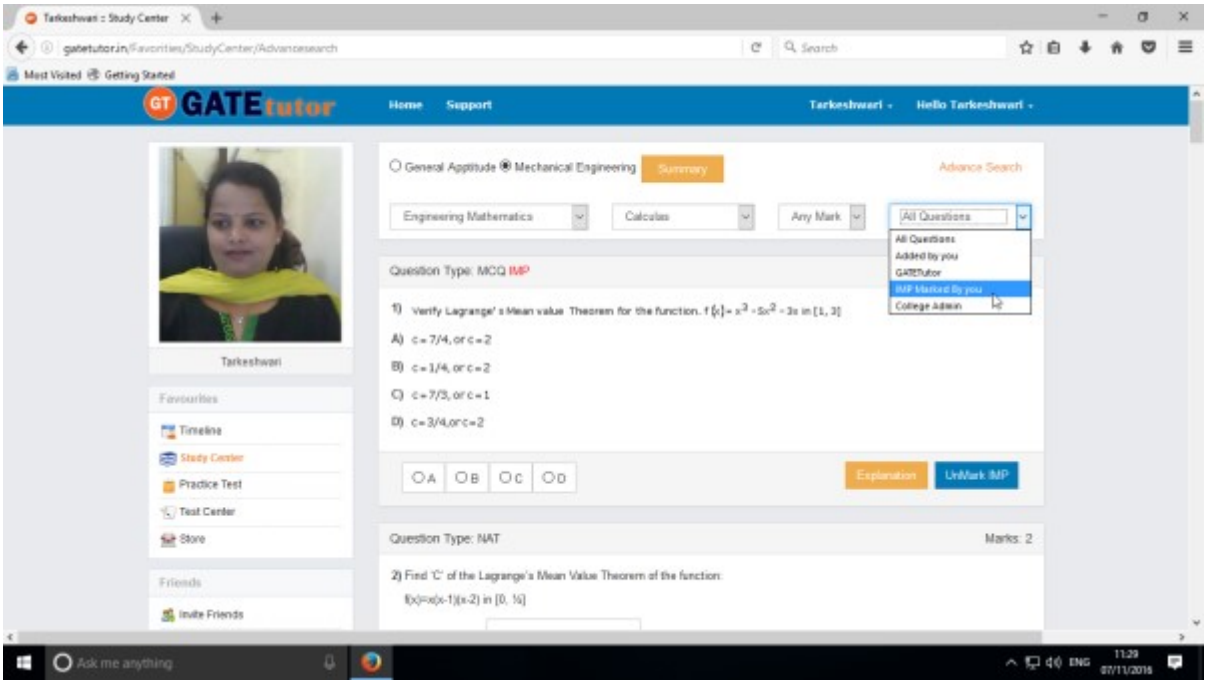
You can sort the questions by their importance or priority also.
If you want to mark the question as an important question for study then click on "**Mark IMP**"



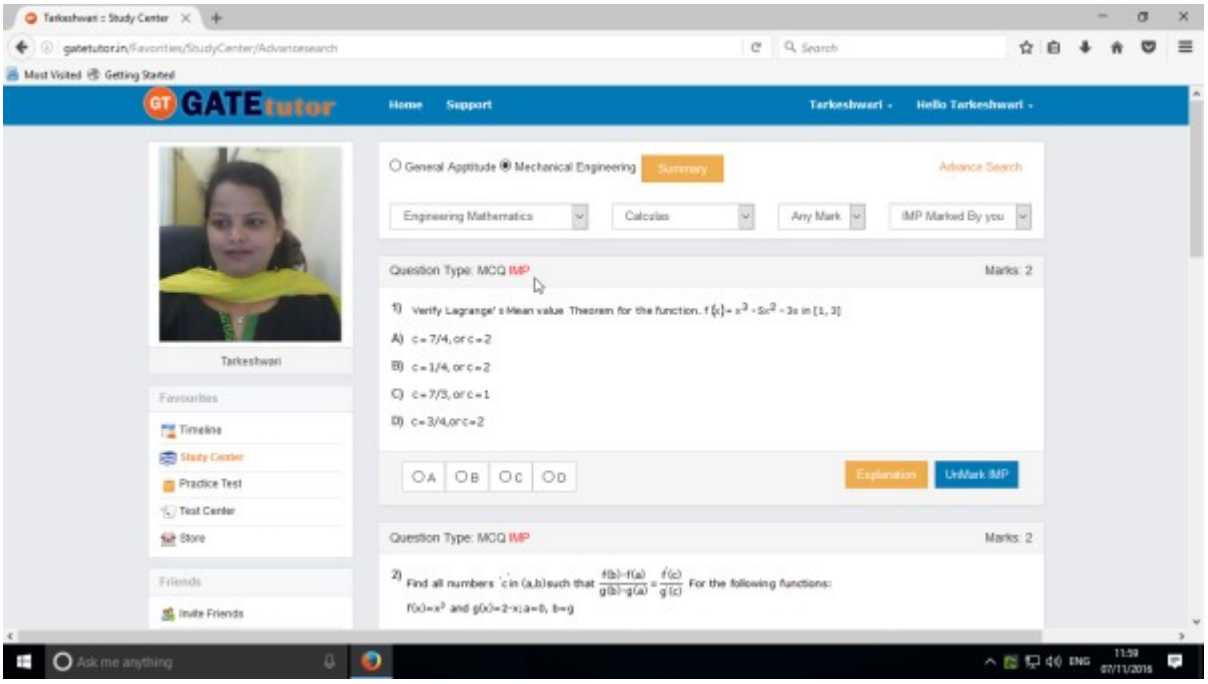
If you want to remove the "**Mark IMP**" tags from the question & remove from the list of imp questions. Just click on "**Unmark IMP**". The Imp mark tag will be removed & it will get removed from imp questions list.



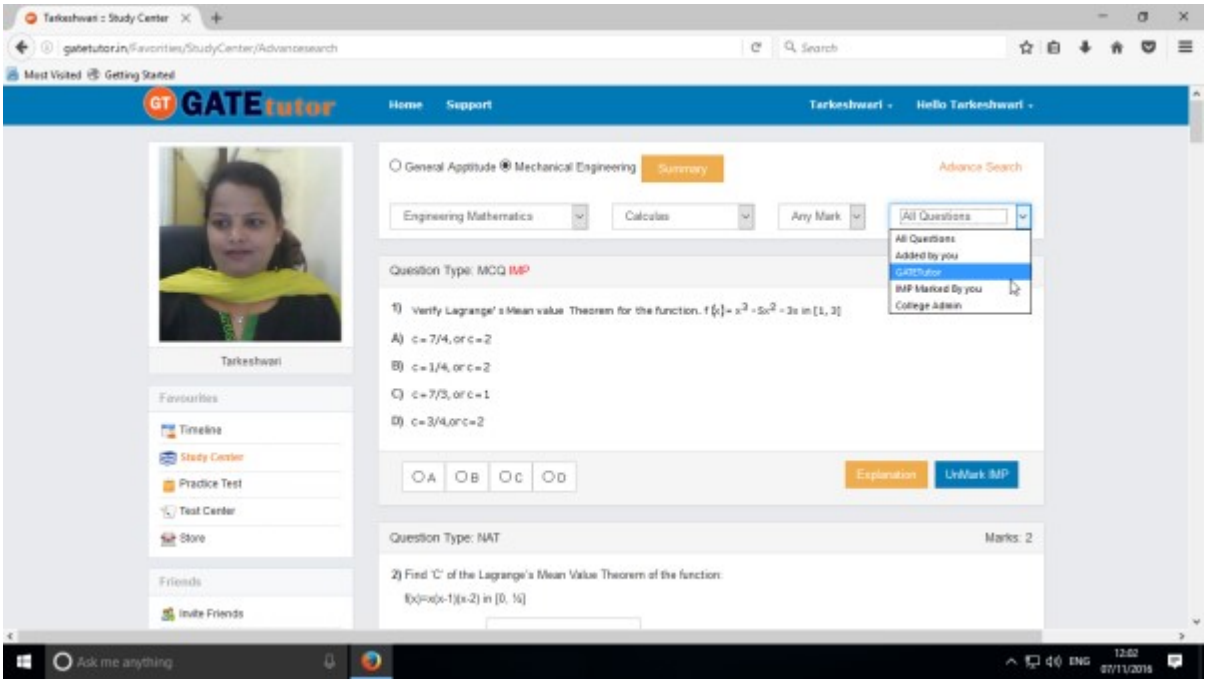
You can check that questions which are marked as Imp for the study. To view IMP questions, choose that subject & Topic then choose "**IMP marked by YOU**" question type



You will appear IMP questions list as follows in which questions are chosen by you.



Similarly you can view questions which are Added by you, GATEtutor and college admin also.

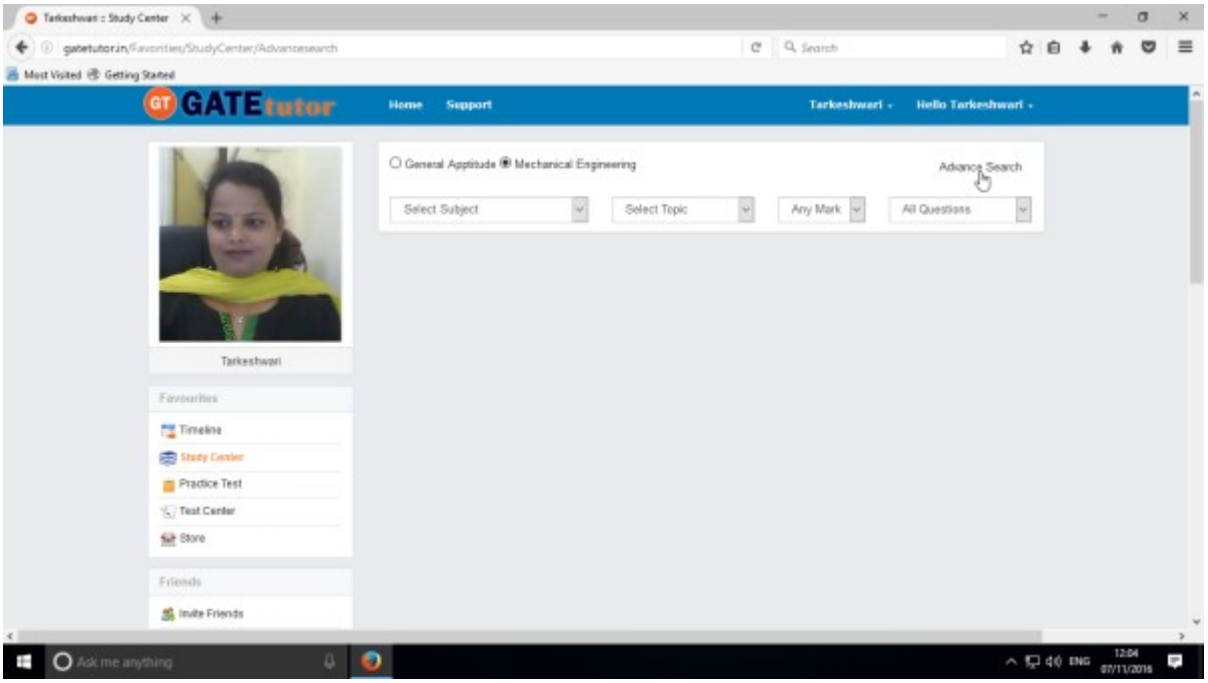


You can choose from multiple types of questions for study like All Questions, Added by you, GATEtutor, IMP Marked By you, College Admin as shown in the figure above.

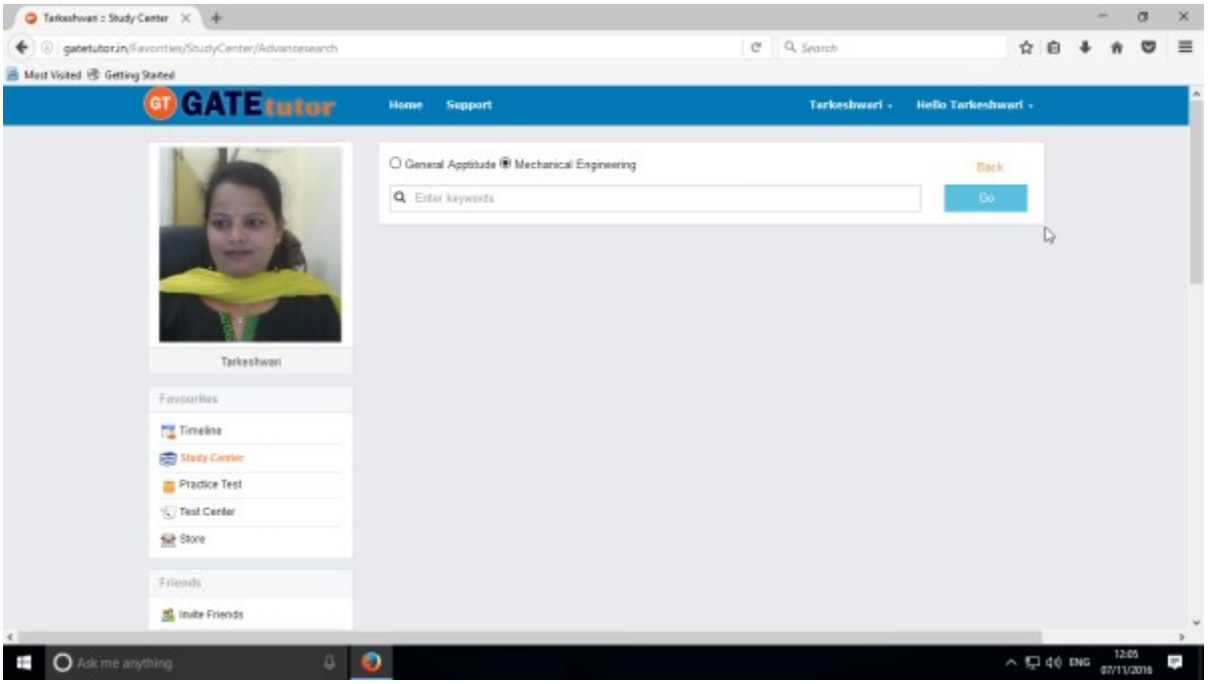
c) Advance Search

If you don't remember the subject & topic in the study center or if you want the questions from random subjects or topics for study, you can use the "**Advance Search**".

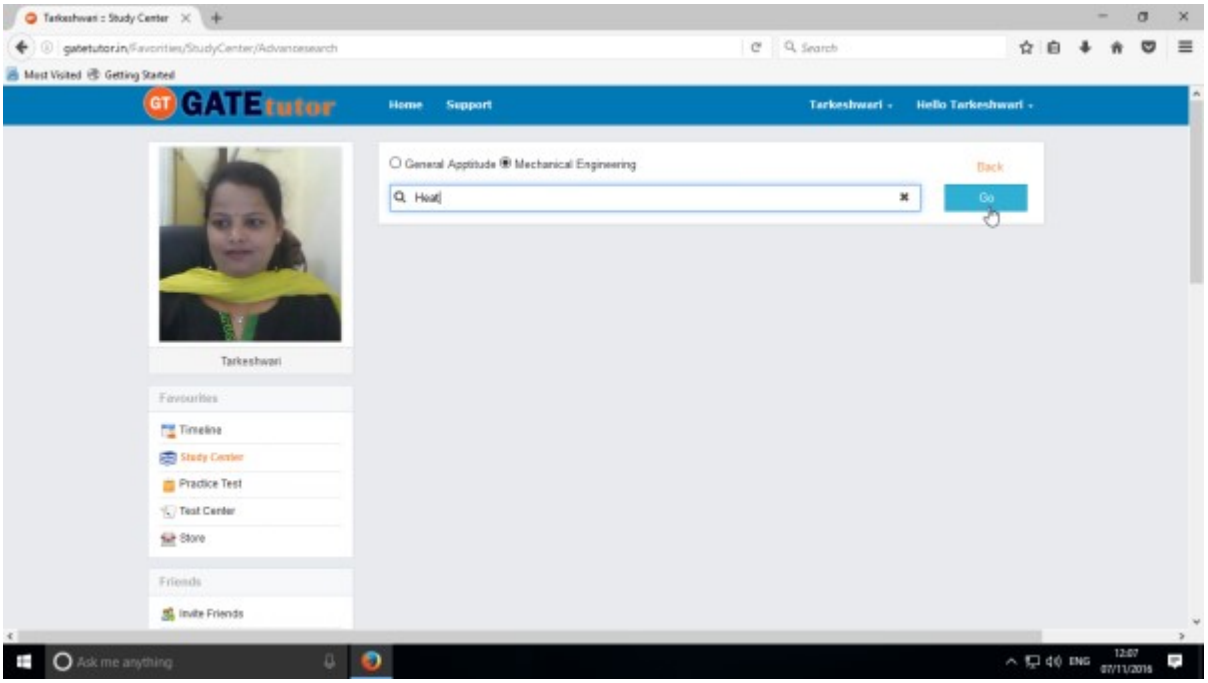
It is a search bar where you have to put just a keyword related to the subject and topic; then whole questions related that keyword will be seen on the screen.



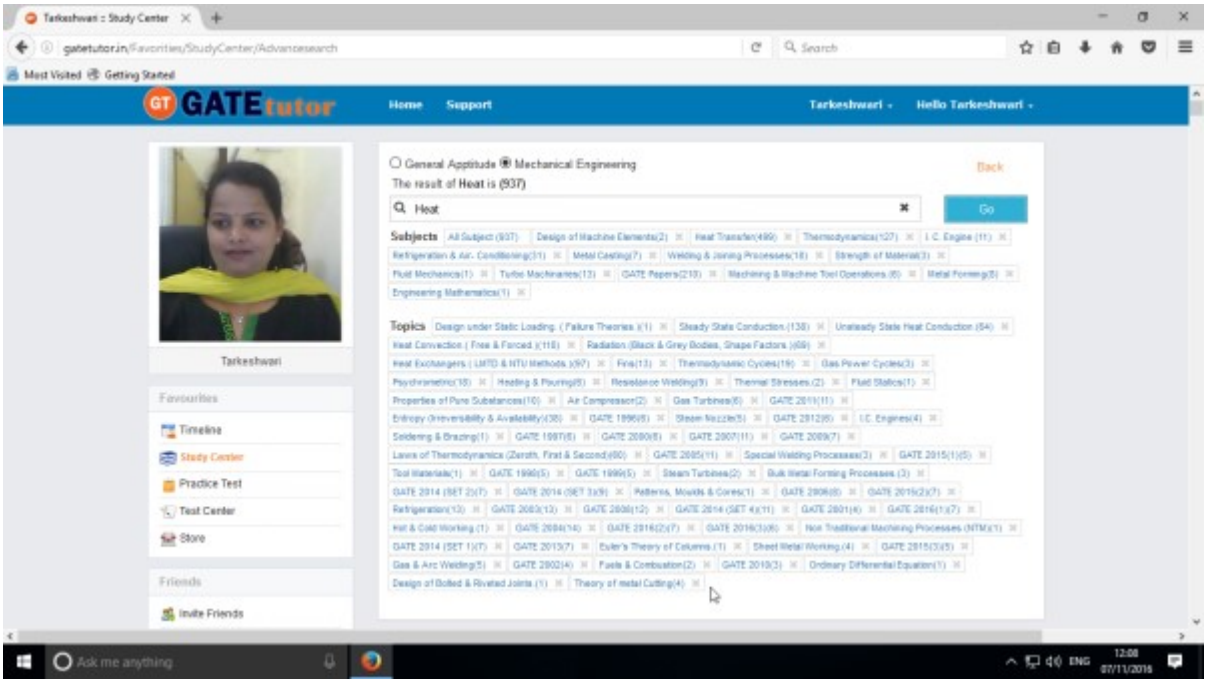
Click on "**Advance Search**", you will appear following window



Enter the keywords related to the subjects & topics then click on "**Go**"

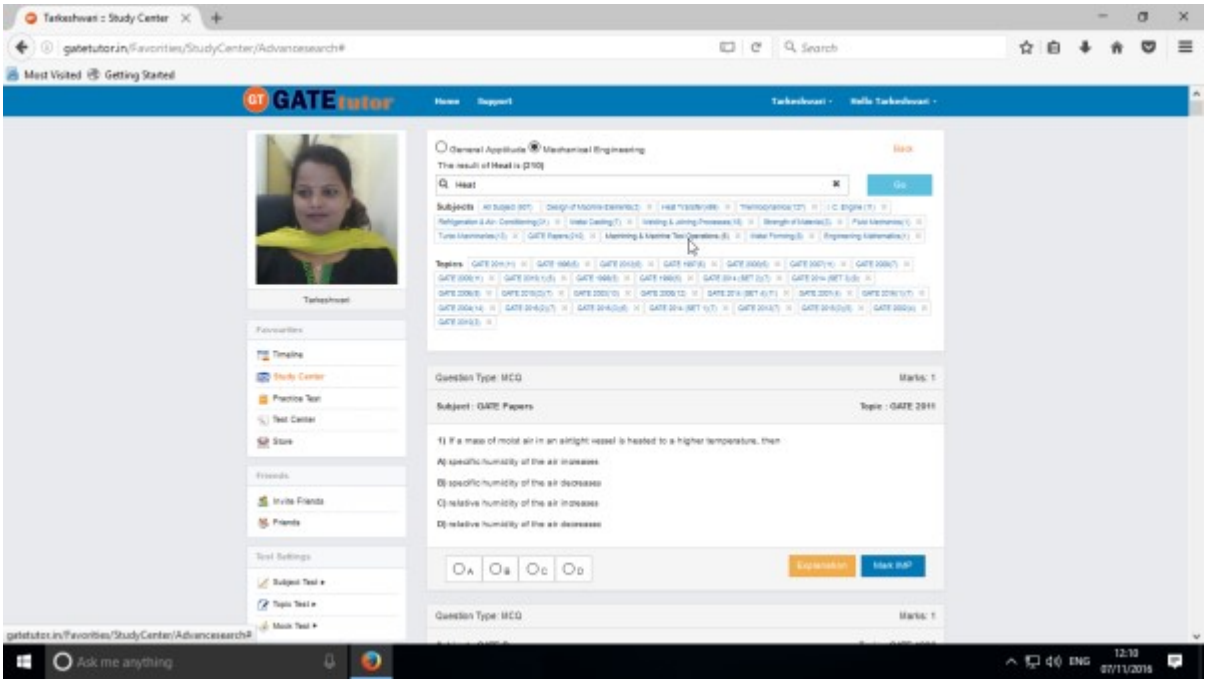


You will get all the data from that keyword like subject, topic & related questions.

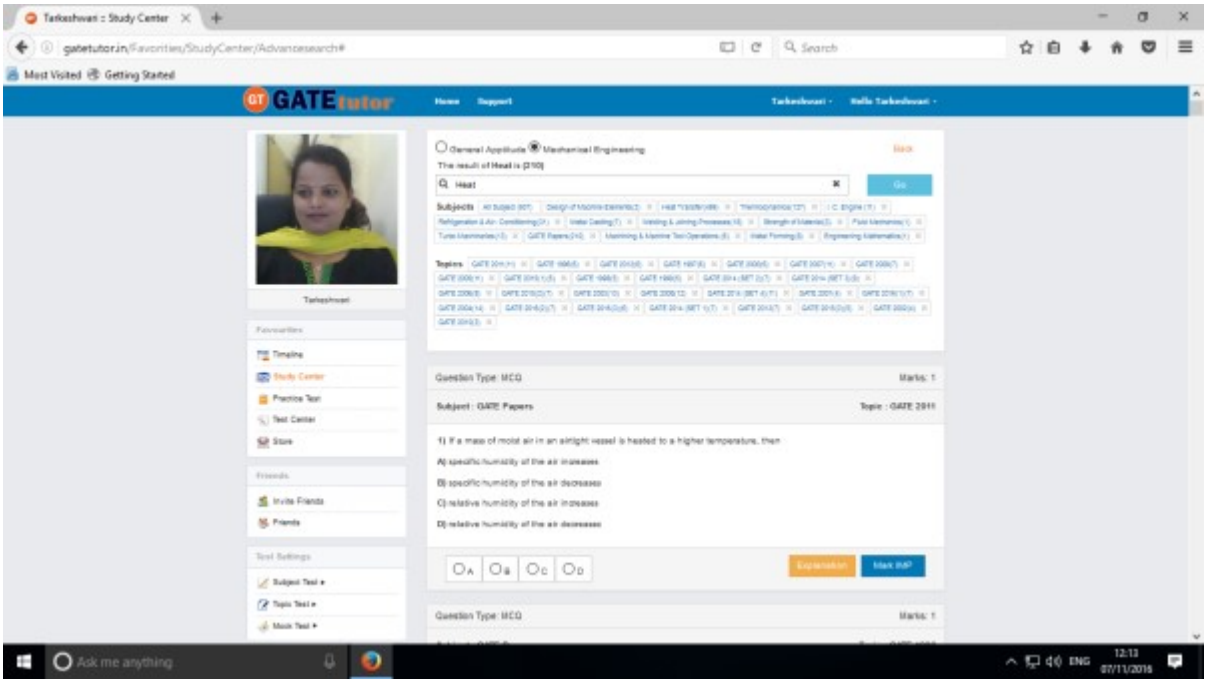


Now you can choose the keyword related data for the questions in study center by using advance search.

Choose any subject or topic to see the questions to study.



Now you can check the questions to study related to subject or topic as follows.

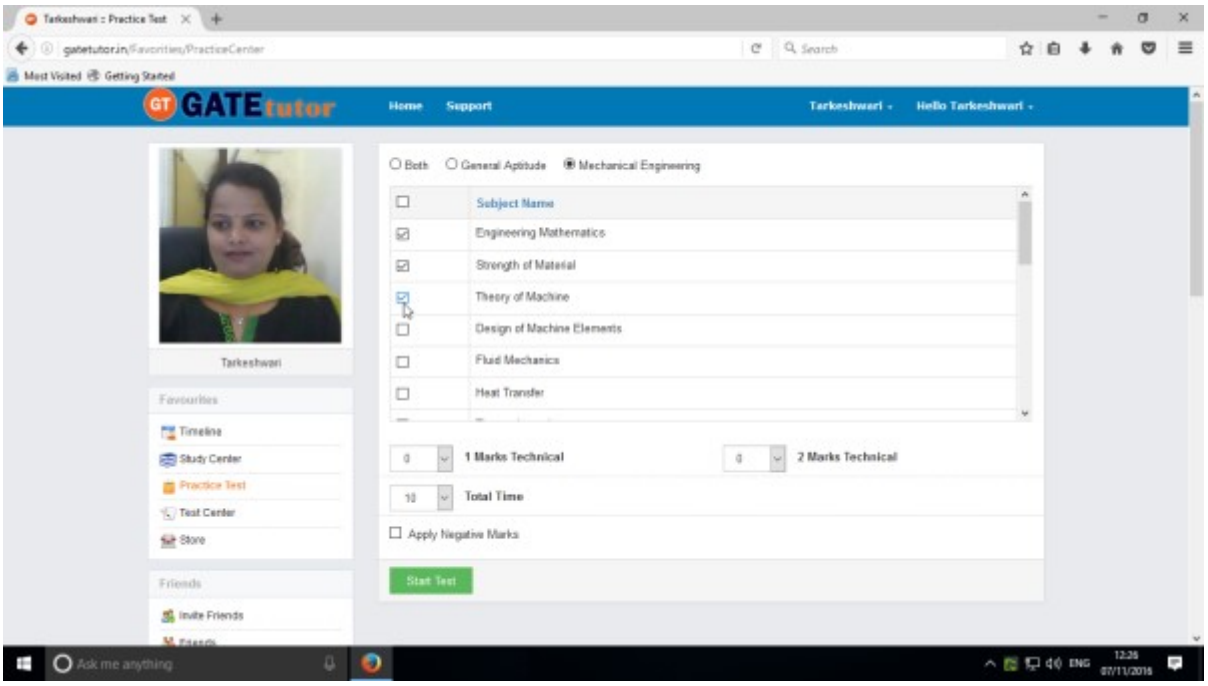


Check the questions to study as above.

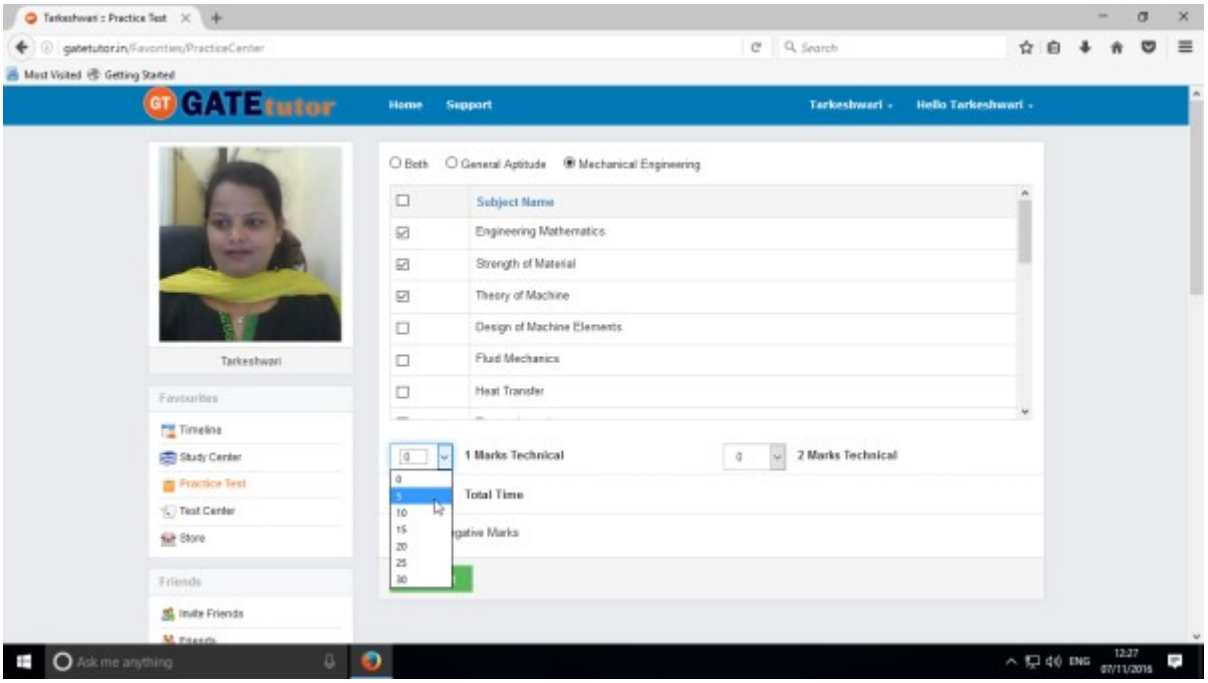
3) Practice Test

Practice test is a platform for the users to attempt & solve the various Subject tests with options like "**General Aptitude**", "**Mechanical Engineering**" and "**Both**". You can give the practice tests as much as you want from your own Timeline.

Choose a subject on which you want to give a practice test

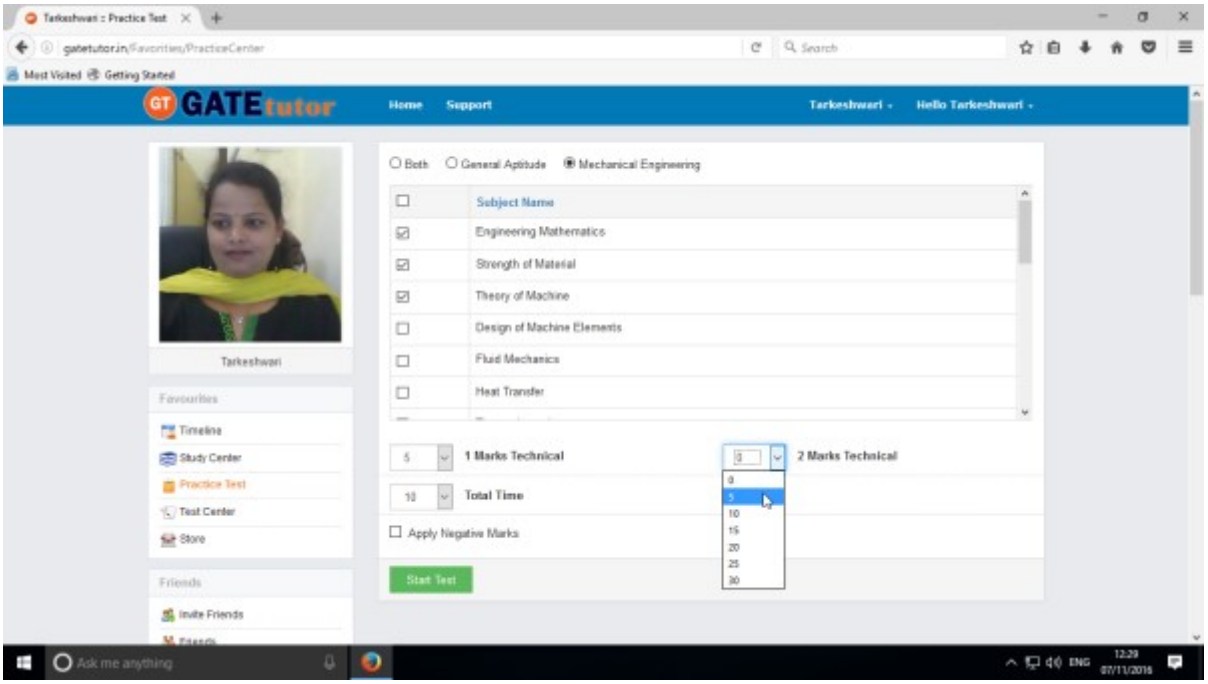


There are two options to select mark, "**One mark**" & "**Two marks**" technical.

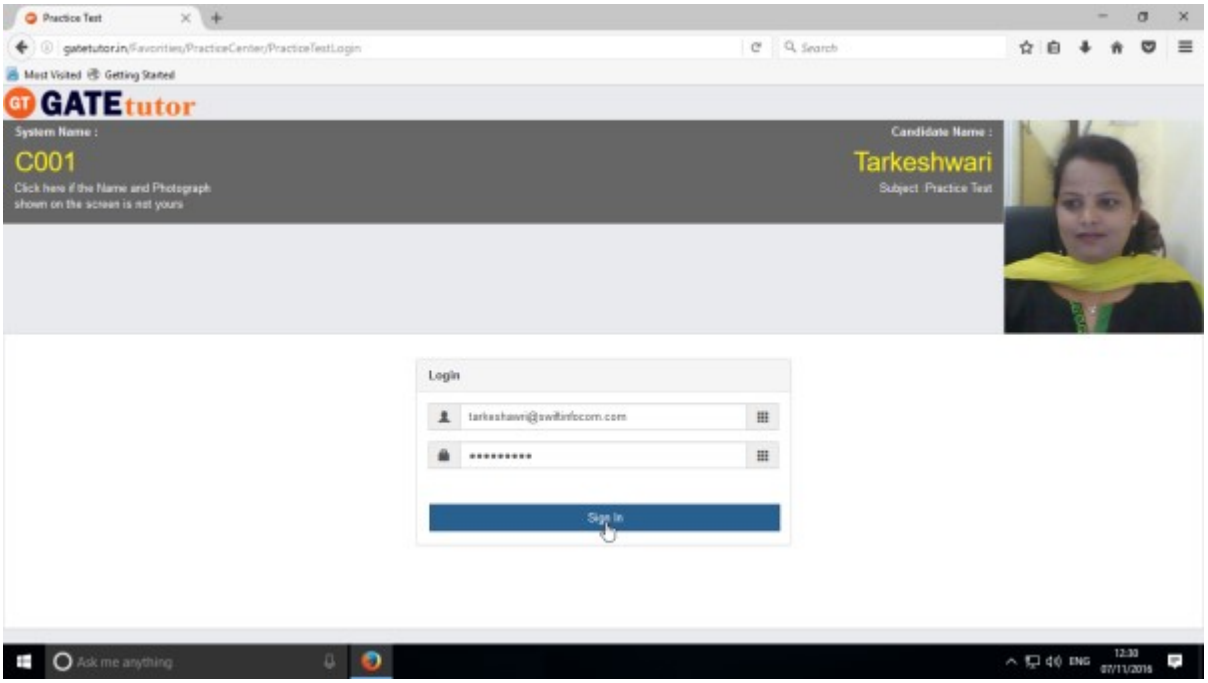


Choose the number of one mark questions as above.

Choose number of two mark questions & select the time as per questions or as per you want

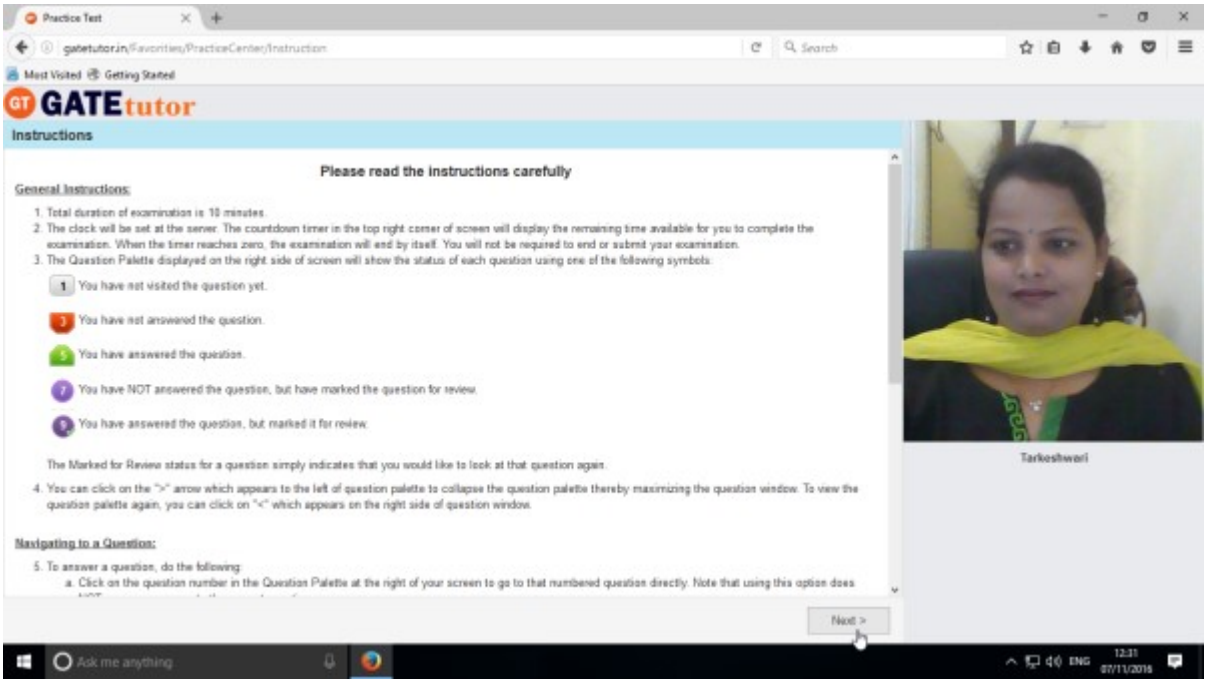


You can also give the practice test with negative marking. Just click on the "**Apply Negative Mark**" checkbox & click on the "**Start Test**".

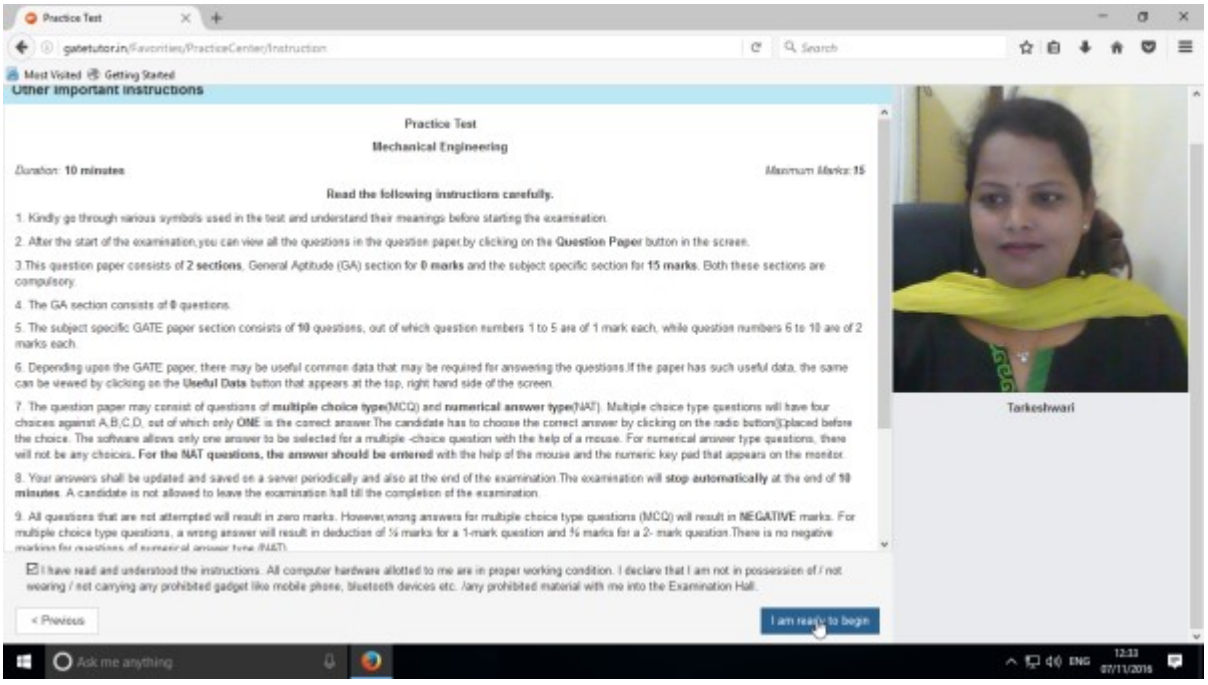


Click on "**Sign in**" to continue the Test

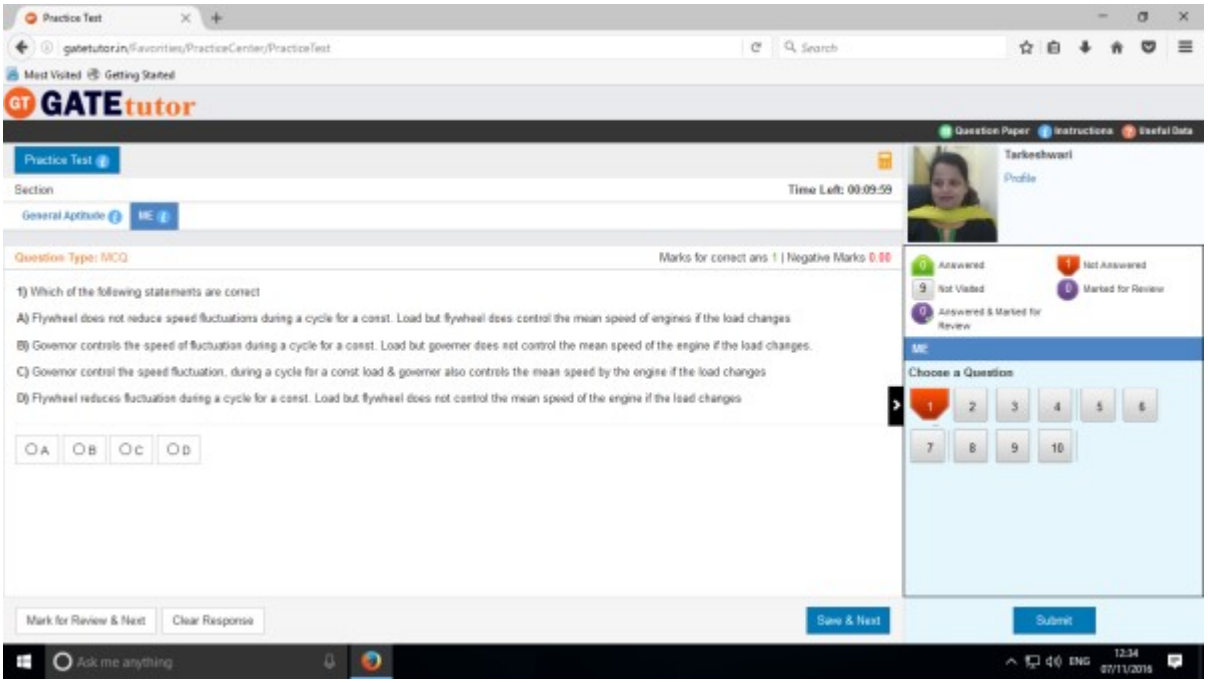
Click on the "**Next**" button to continue for the test.



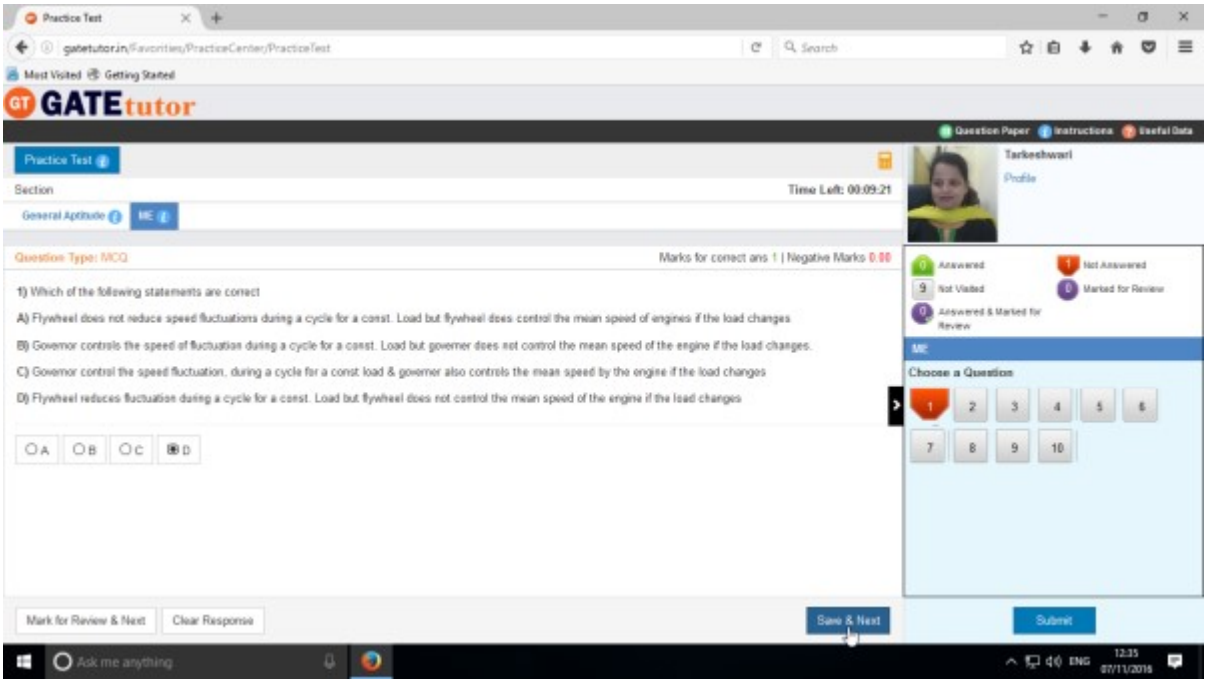
Read the instructions carefully & click on "**I am ready to begin**".



Practice test will appear as follows.

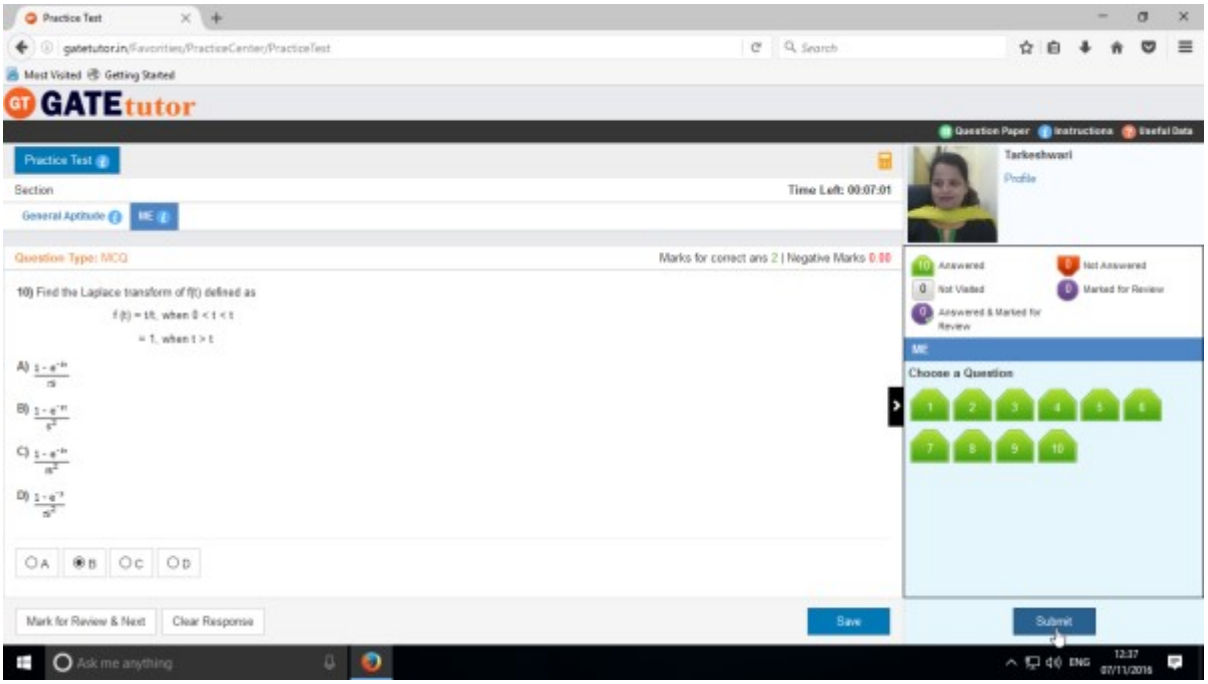


Select the answers from given options & click on "**Save & Next**" to submit that answer & for the next question.

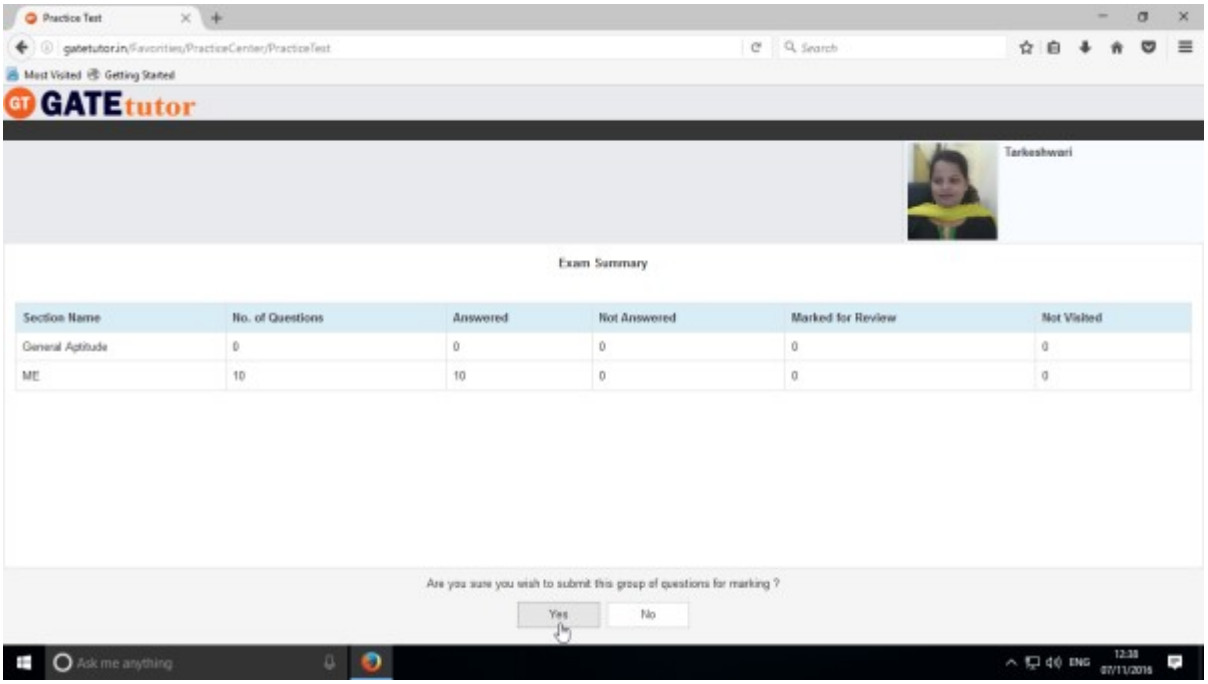


Attend all the questions to finish the practice test.

After completion of the test click on the '**Submit**' & test will get saved

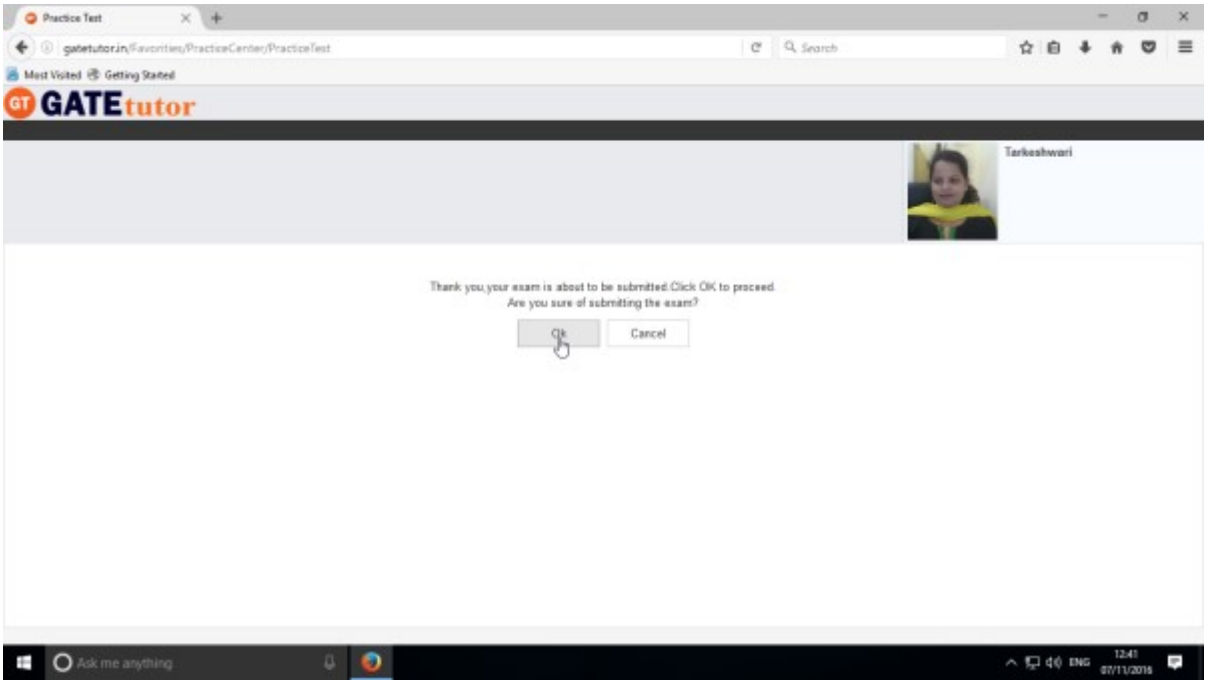


After clicking on "**Submit**", you will appear a window as follows.

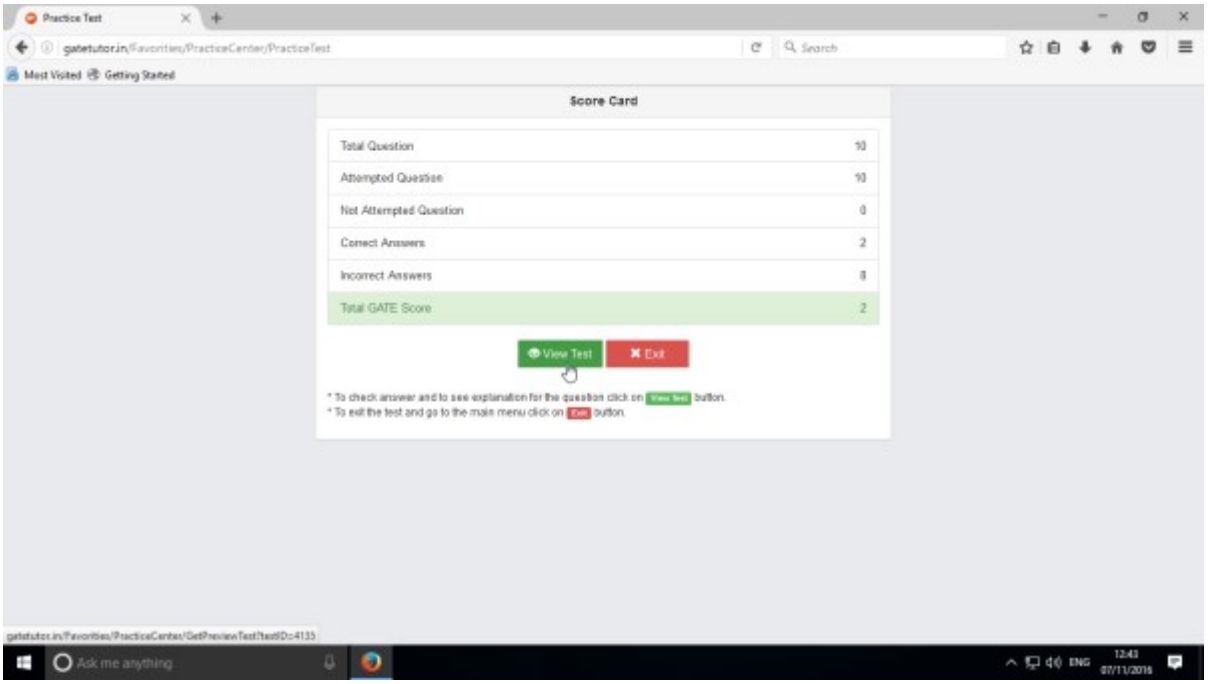


Click on "**Yes**" to submit the exam summary.

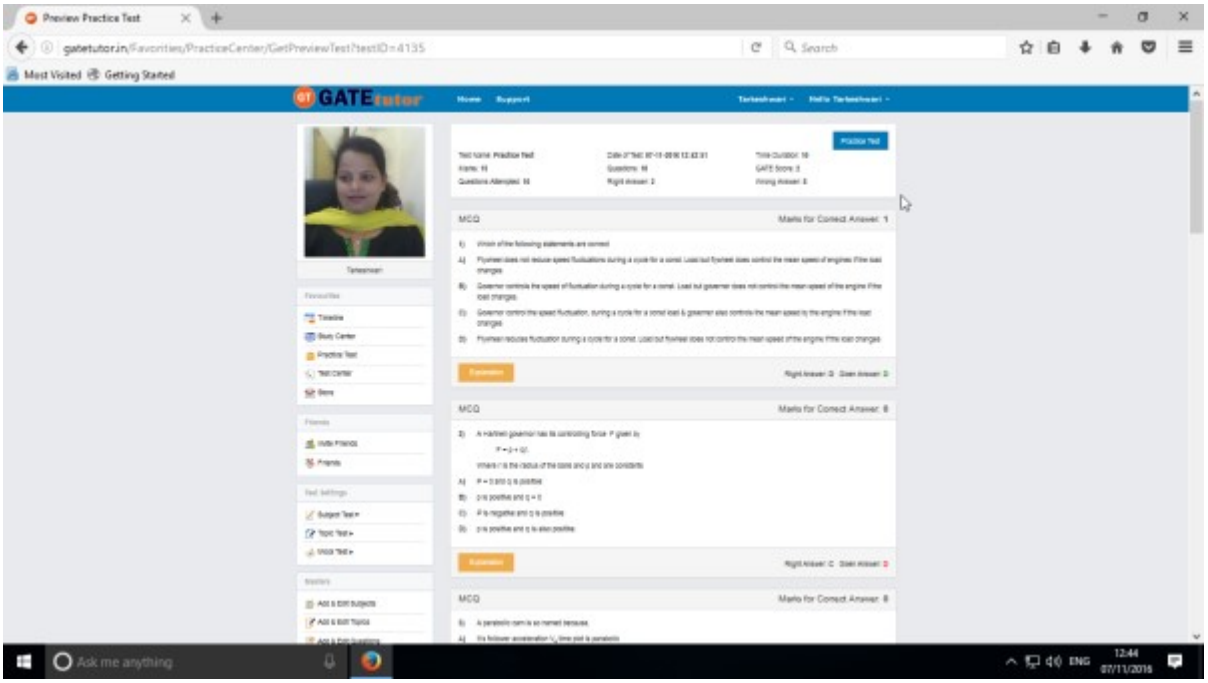
Click on “**OK**” to to confirm to submit the test as follows.



Click in “**View Test**” to view the test or “**Exit**” to exit the test.



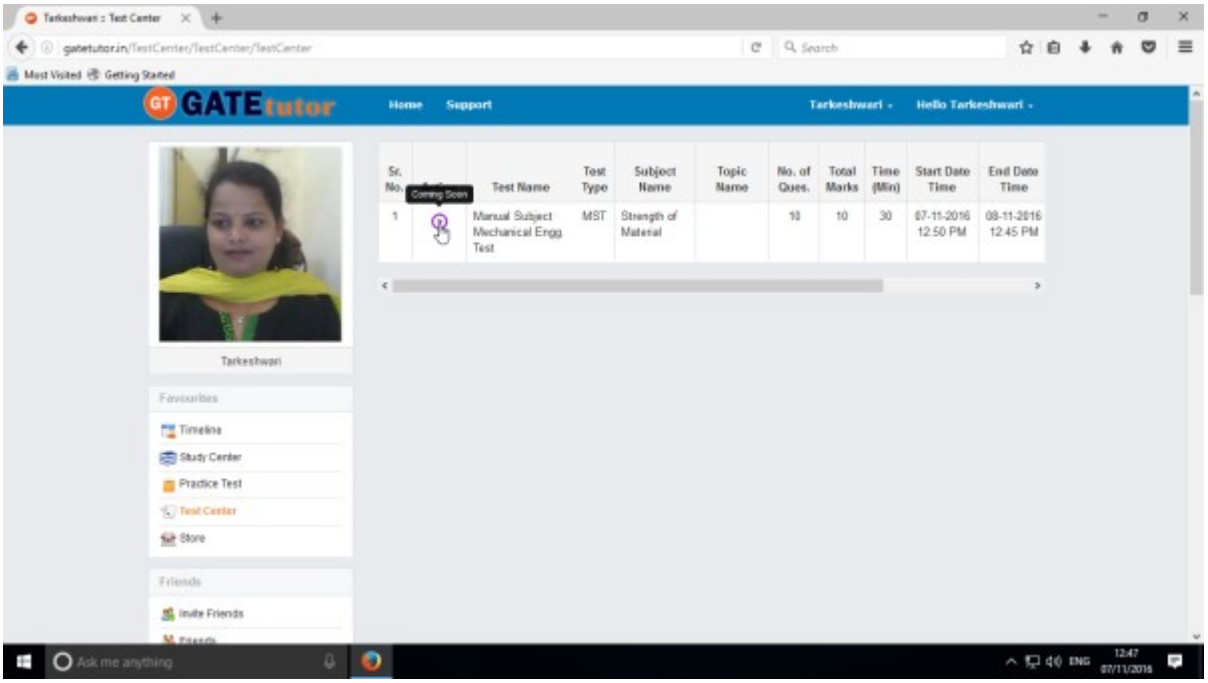
To see whole attempted test click on “**View Test**”.



You will see the Practice Test that you have given.

4) Test Center

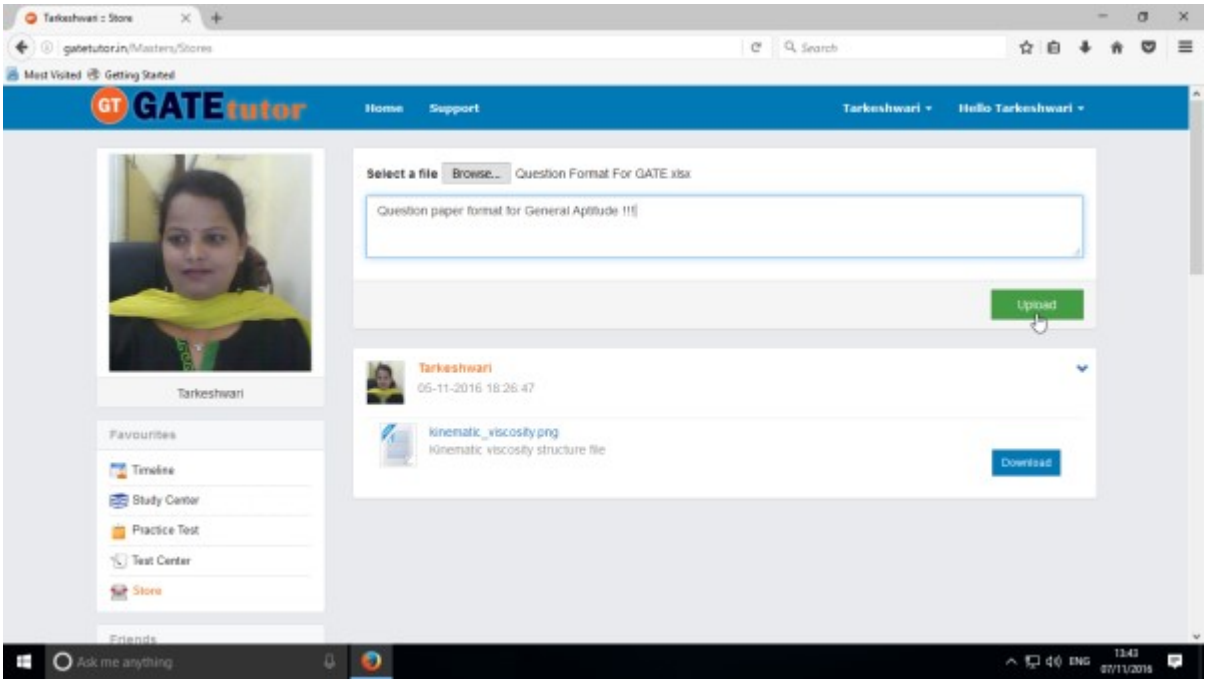
At the Test center menu you can check the whole status of the given Test like Total Tests, Total Time, Total Marks, Start Date Time, End Date Time, and Assigned by, Action, Subject Name, and Topic Name. You can also attend the test from Test Center when the admin, your friend or you own assign the test from your own timeline.



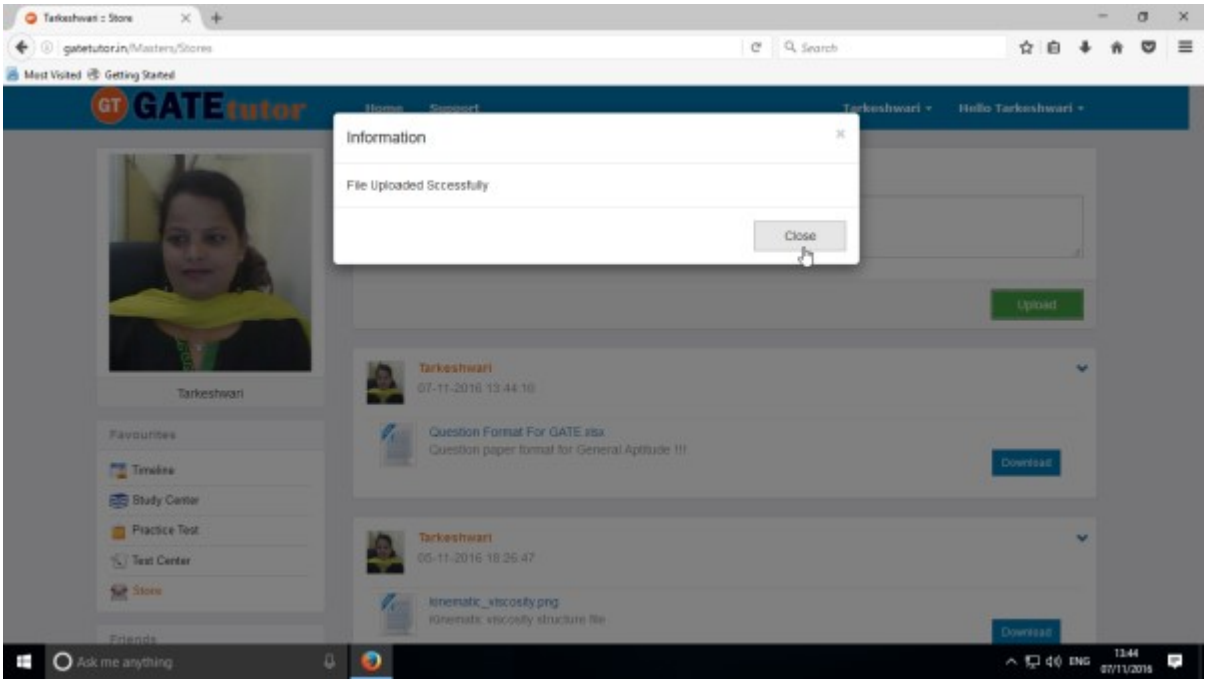
5) Store

Store is the platform for the user to upload & download the study material globally. If you upload any file, it will appear on your timeline & friend's timeline also. If you want to download that file from your timeline just click on "**Download**" just below the file & your file will be downloaded and saved.

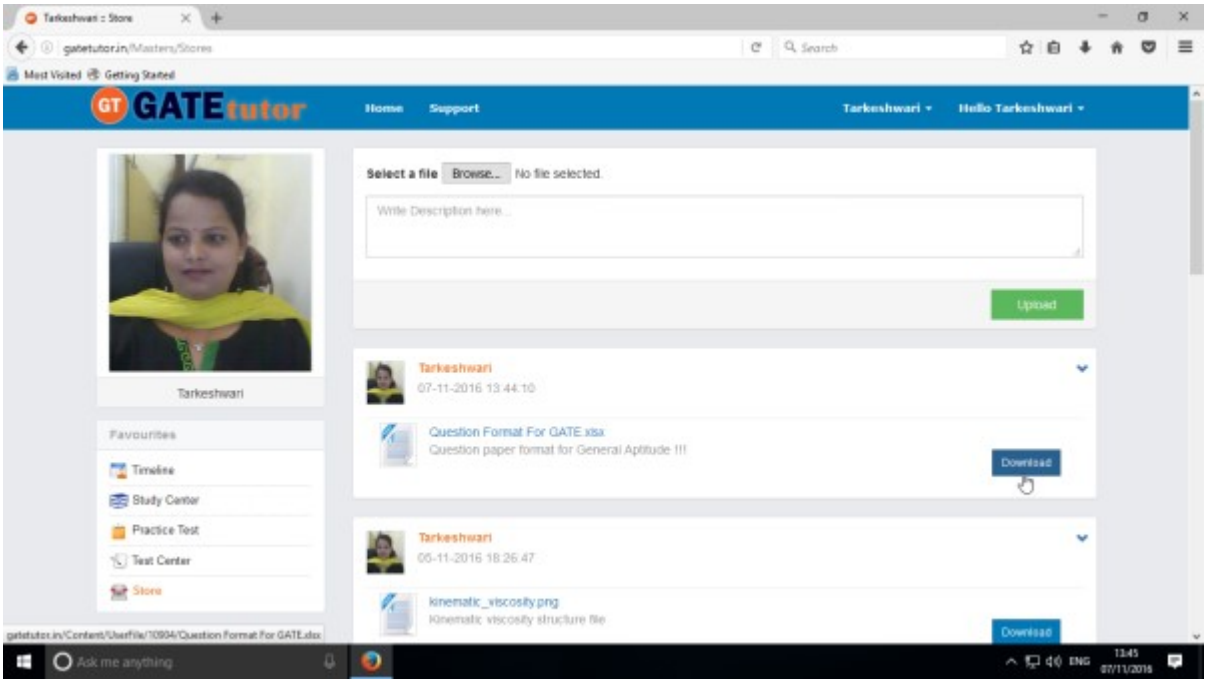
Select the file to upload, write the description under for the file & click on "**Upload**" to upload any file or document from own timeline.



Click on "**Upload**" to upload the file. After uploading file successfully click on "**Close**" to continue.



The file will be uploaded & now available to download for other users like your friends & students.



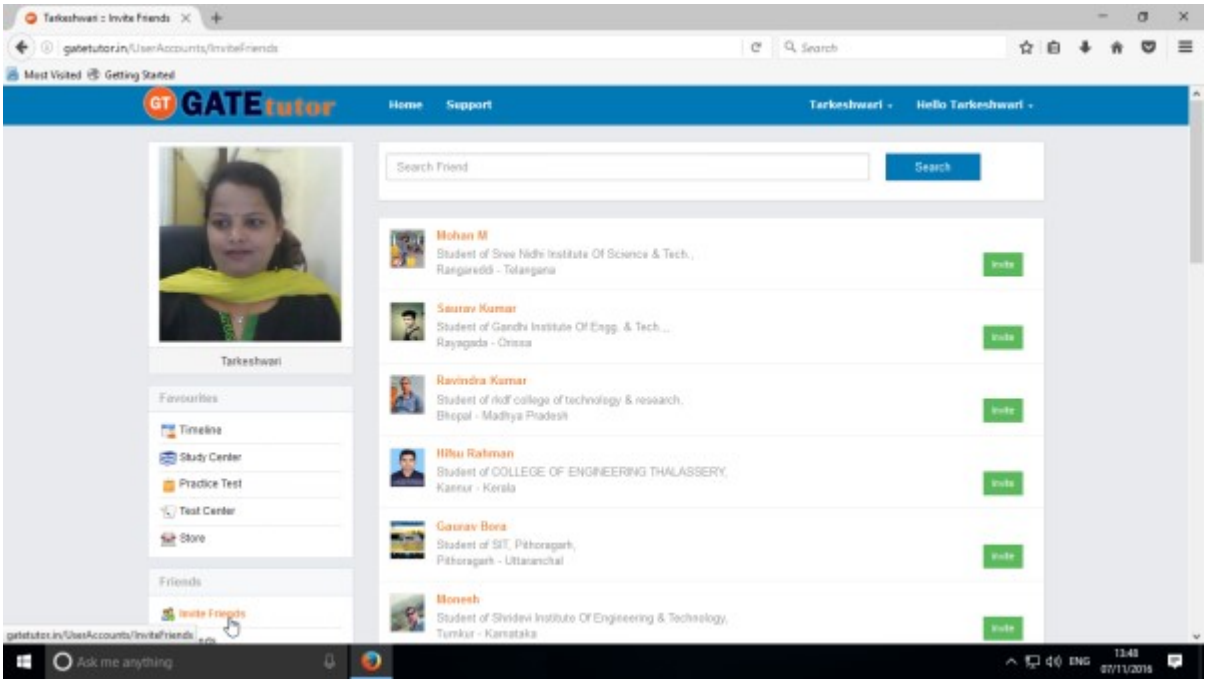
Click on "**Download**" to download the file.

XVIII. Friends

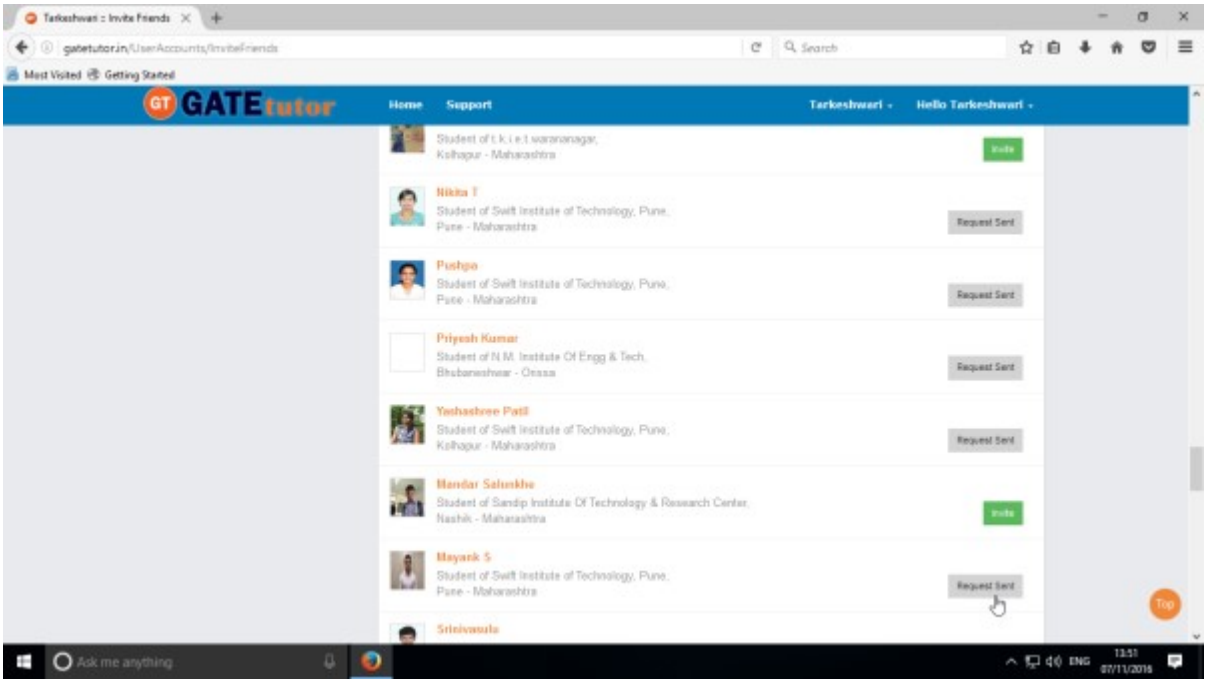
Friends

"**Friends**" is a tab to make new friends from all of the engineering colleges in India with same department only. You can invite the students those who you want to make friend. You can also receive the friend request from other students which you can accept or ignore. If you send a friend request to any student and that student accepts your friend request & if you gets any friend request and you accept it; that student will become your friend. You can also check your friend list by clicking on "**Friends**".

1) Invite Friends (On Own Timeline)



If you click on the "**Invite**" in front of the username, a friend request will be sent to that user. If that student accepts the friend request then that student will become your friend & will be seen in your friends list.

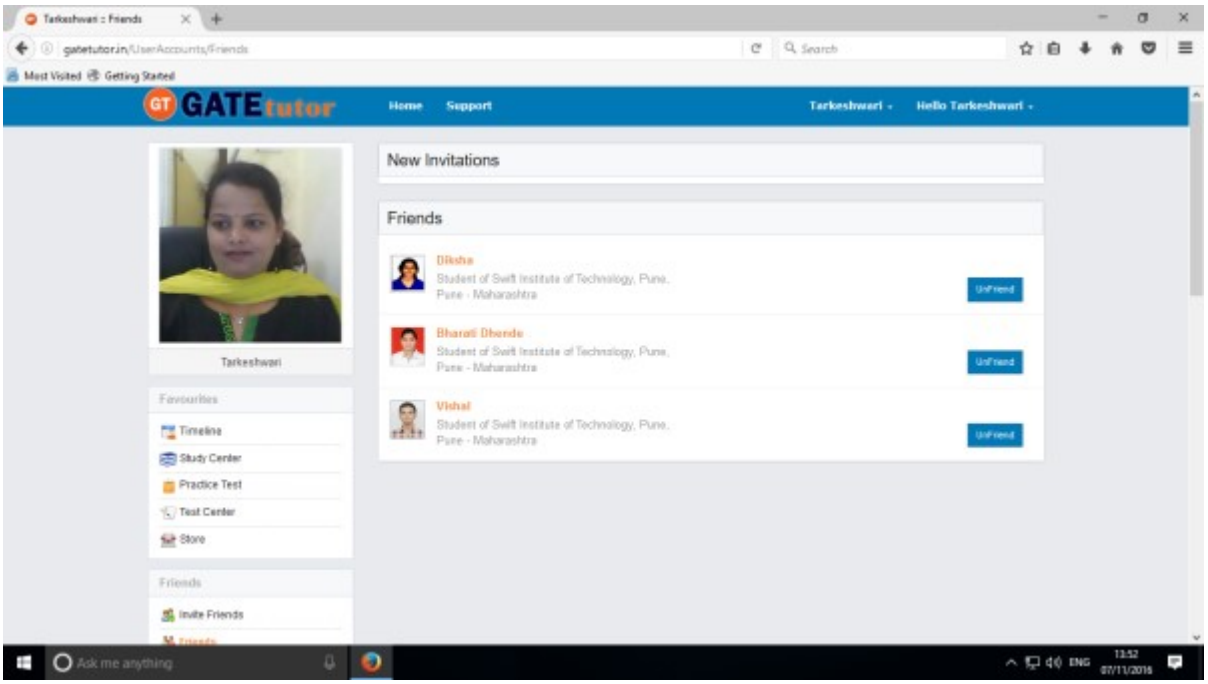


(**NOTE**: If you are on your own timeline then only you can see the Friends option)

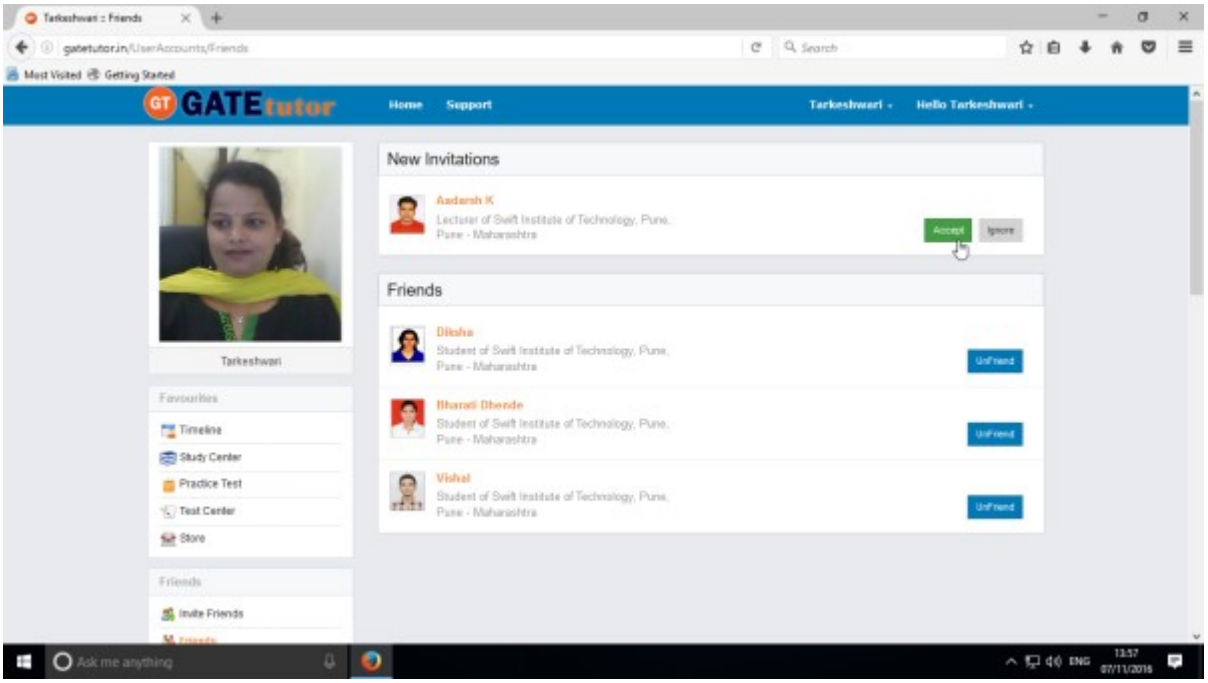
2) Friends (On Own Timeline)

Here, it shows how many friends are connected with you.

If you want to remove the friends from the list, click on "**UnFriend**" & that friend will get removed from the friend list.



If you get new friend request from any student, it will be seen as “**New Invitation**” as follows



If you accept the friend request then that student will become your friend and displayed in friend list. If you click on “**Ignore**” request will get disappeared.

XIX. Test Settings

Test settings are the test tab in the GATEtutor under which you can create multiple tests under it. User can create & assign the tests in Test settings. If you are an admin then you can create and assign a test to yourself and your friends as well as faculty members. (**NOTE:** If you are on your own timeline, you can assign the test to your friends, faculty & yourself own)

Manual Test: In the manual test, you can create the test manually by choosing the questions from various topics under same subject.

Random Test: In the random test, you can create the test randomly where the GATEtutor chooses the topics randomly for that subject & adds the questions for the test randomly.

There are three types of Test: **1) Subject Test (Manual/Random)**

2) Topic Test (Manual/Random)

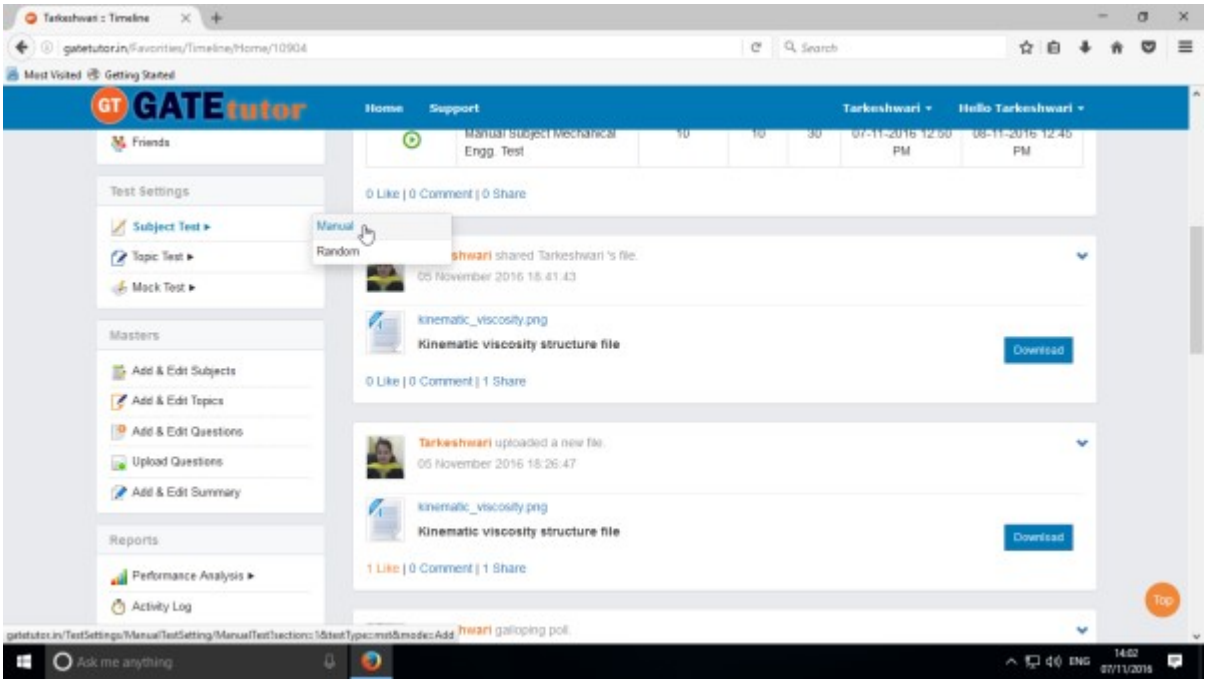
3) Mock Test (Manual/Random)

1) Subject Test

a) Manual Subject Test

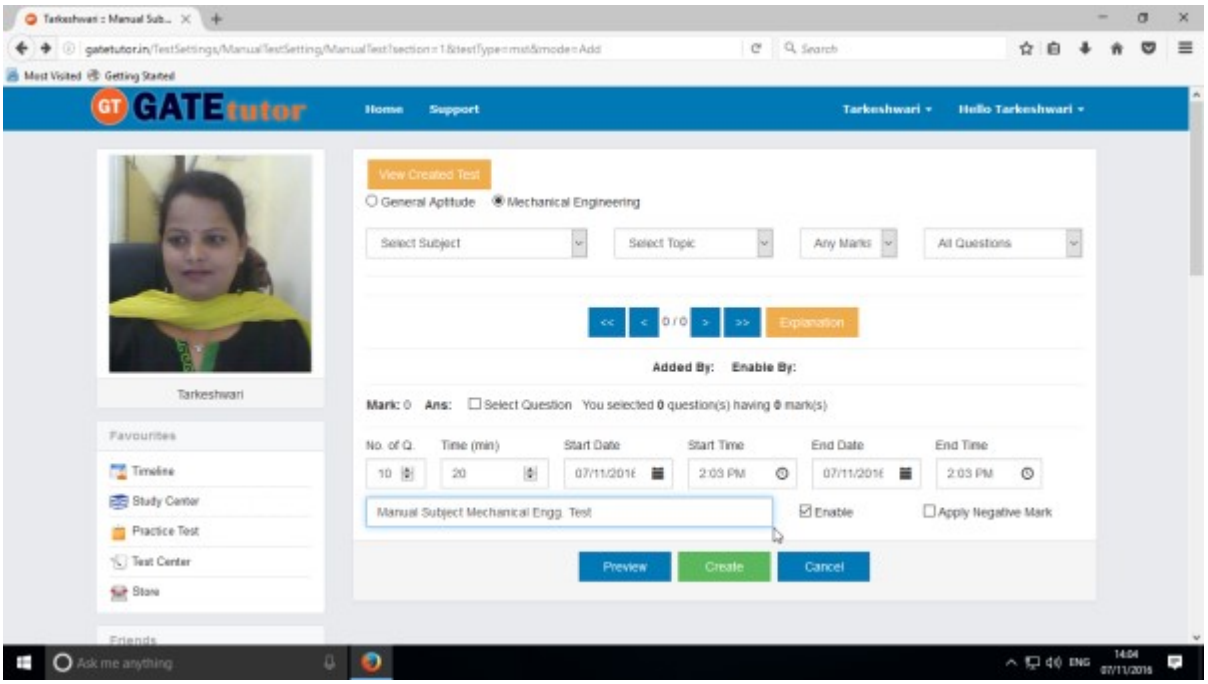
In the Manual subject test, you can create the test manually by choosing the questions from various topics under that Subject.

Select **"Subject Test"** & choose from these options -1) Manual, 2) Random



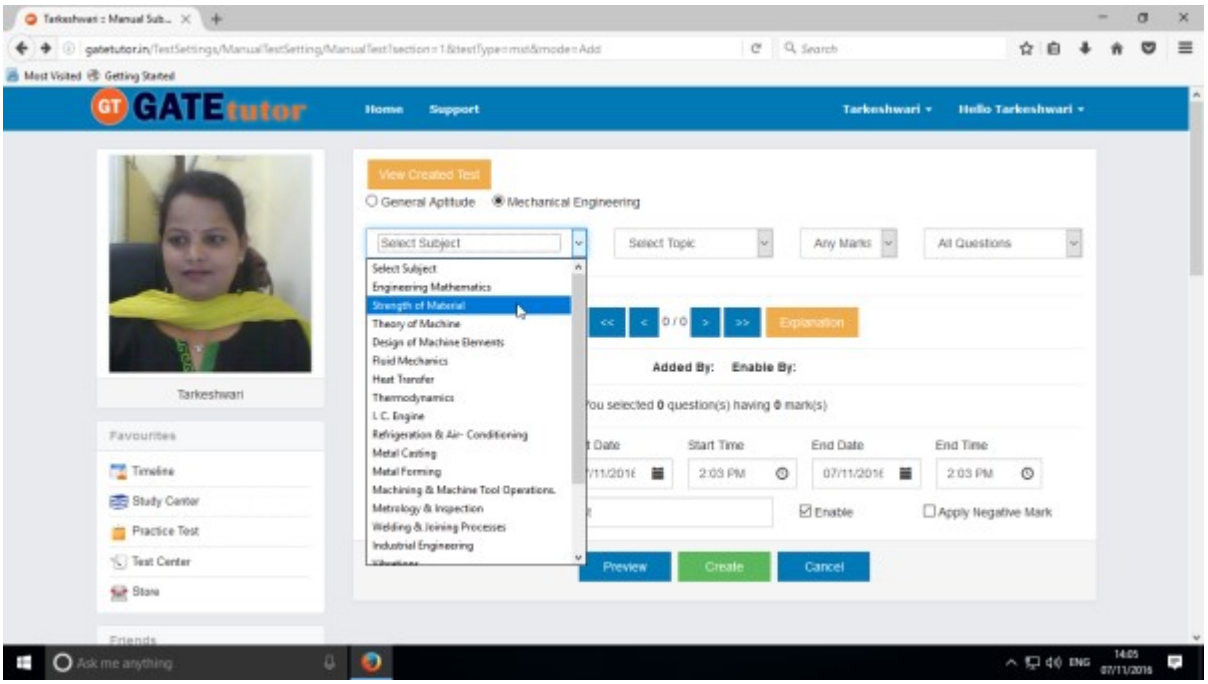
Select **"Manual"** to create Manual Subject Test

Choose the test type by clicking on given radio buttons for General Aptitude or Mechanical Engineering test.



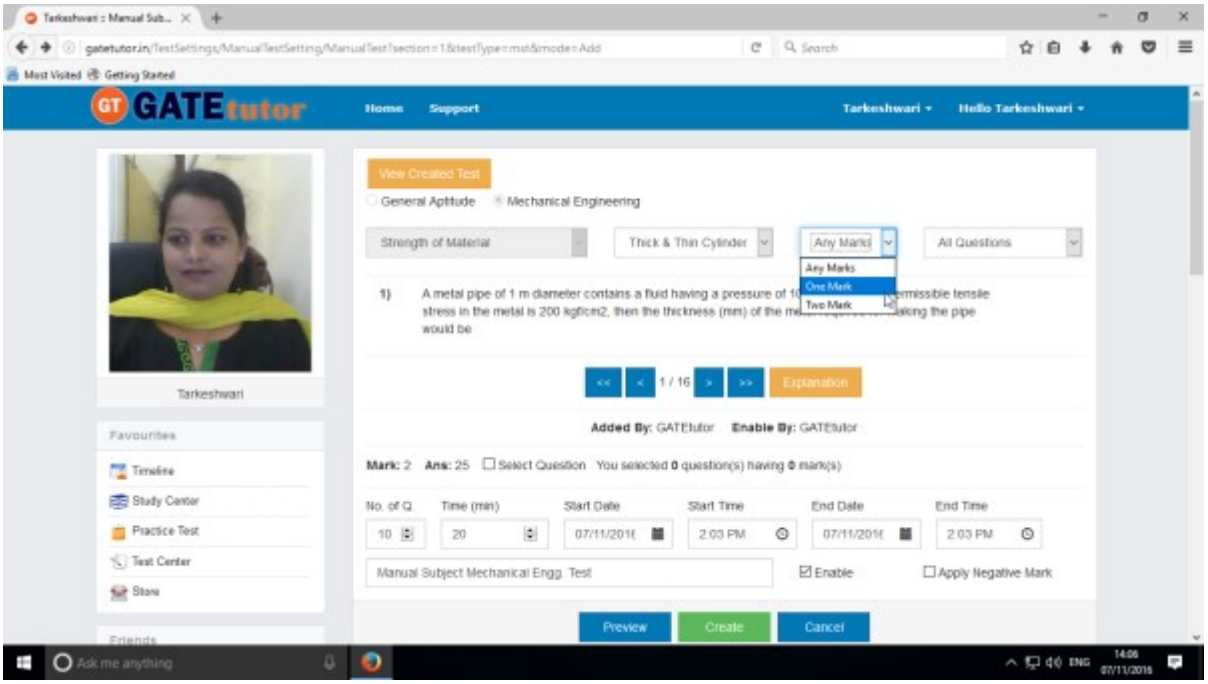
Write **“Test name”** first.

Choose “**Subject”** from that subject dropdown list.



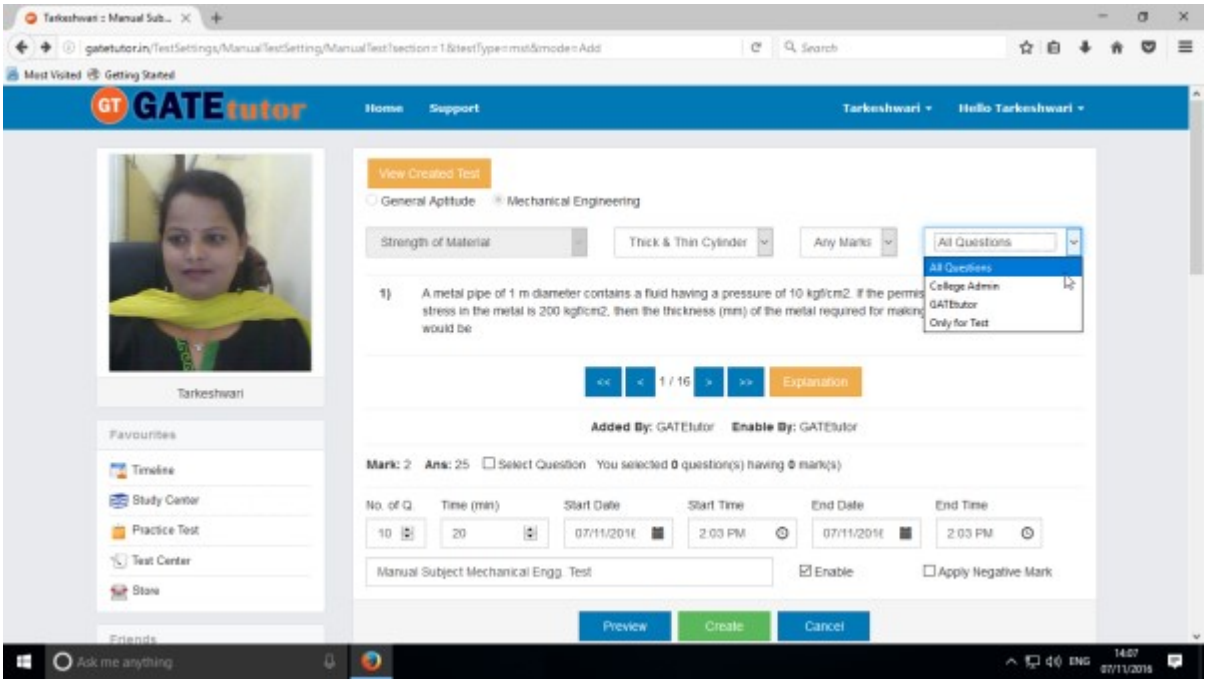
Choose the Topic also for the test

Choose “**Topic**” & **one** mark or **two** marks questions according to you

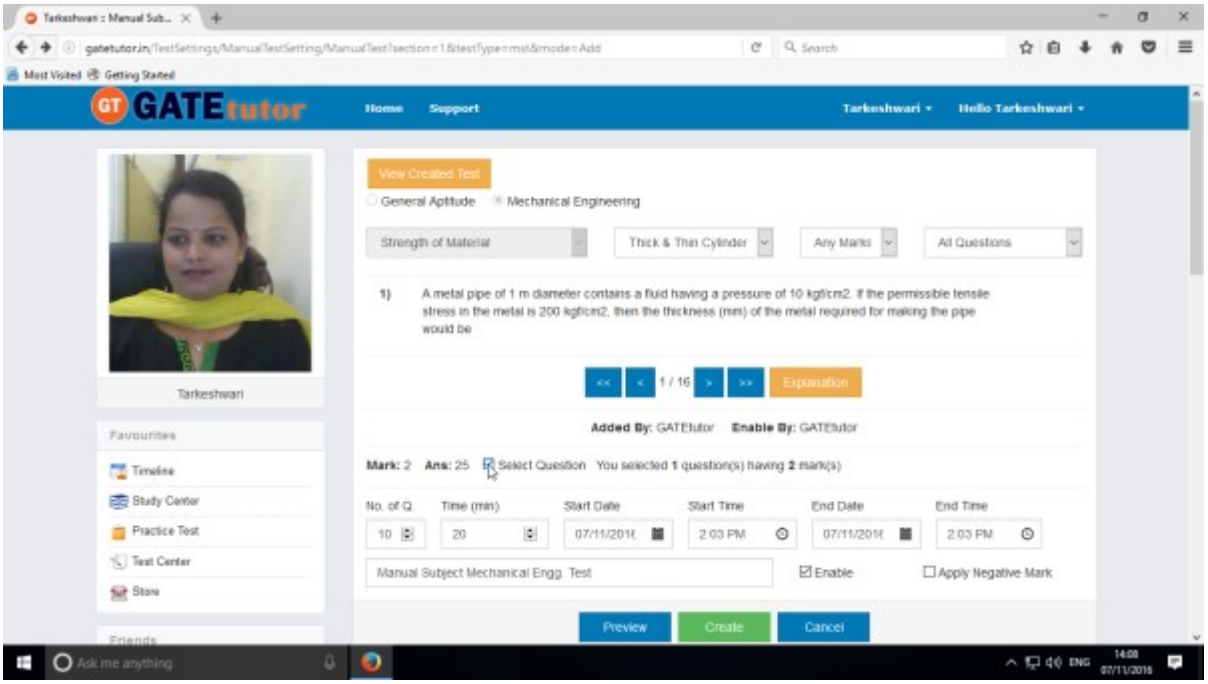


You can choose questions from multiple options as follows:
1) **All Questions** – Shows the entire subject & topic related questions.
2) **College Admin** – It shows the questions added by college admin.
3) **GATEtutor** – It shows the questions from GATEtutor.
4) **Only for Test** – It shows the questions are only for test not from other sources.

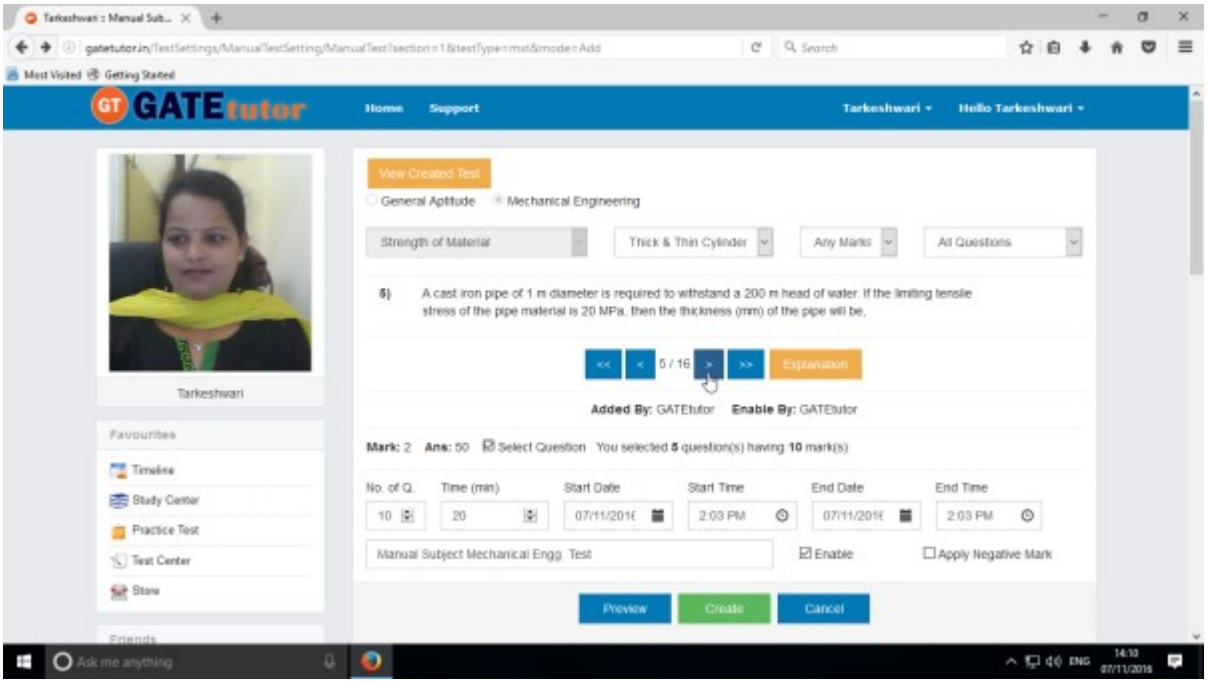
Choose **“Questions type”**



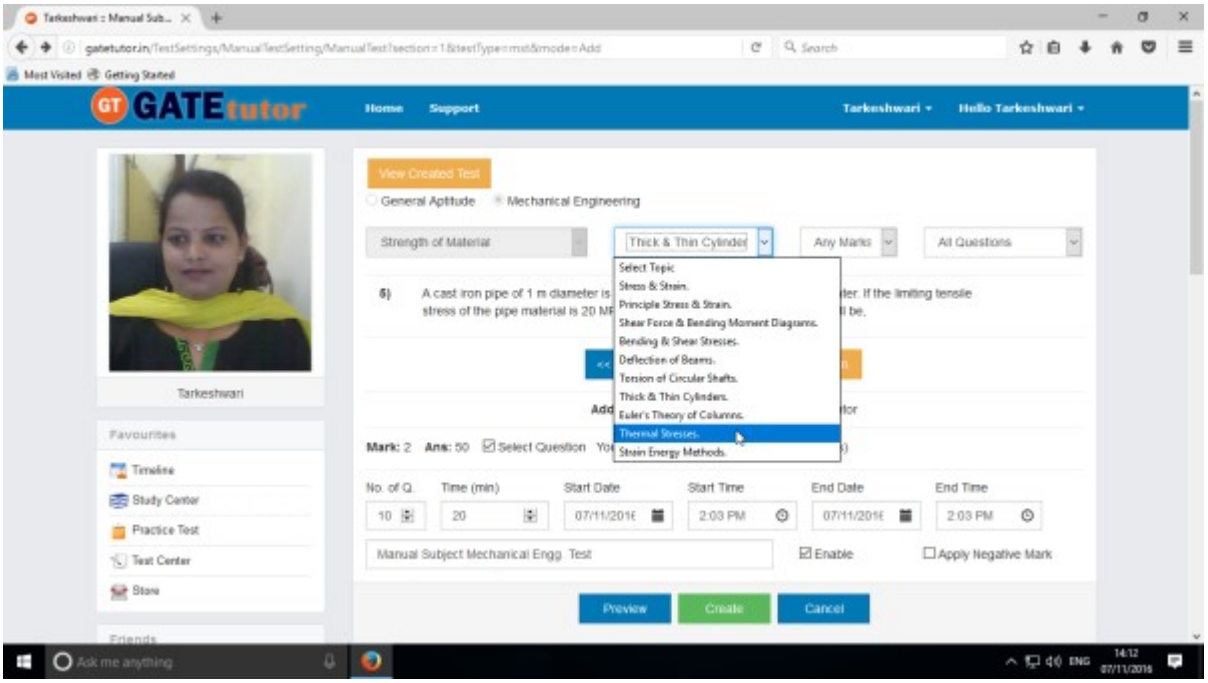
To choose questions, click on checkbox of "**Select Question**"



Select multiple questions by using forward and backward arrows.

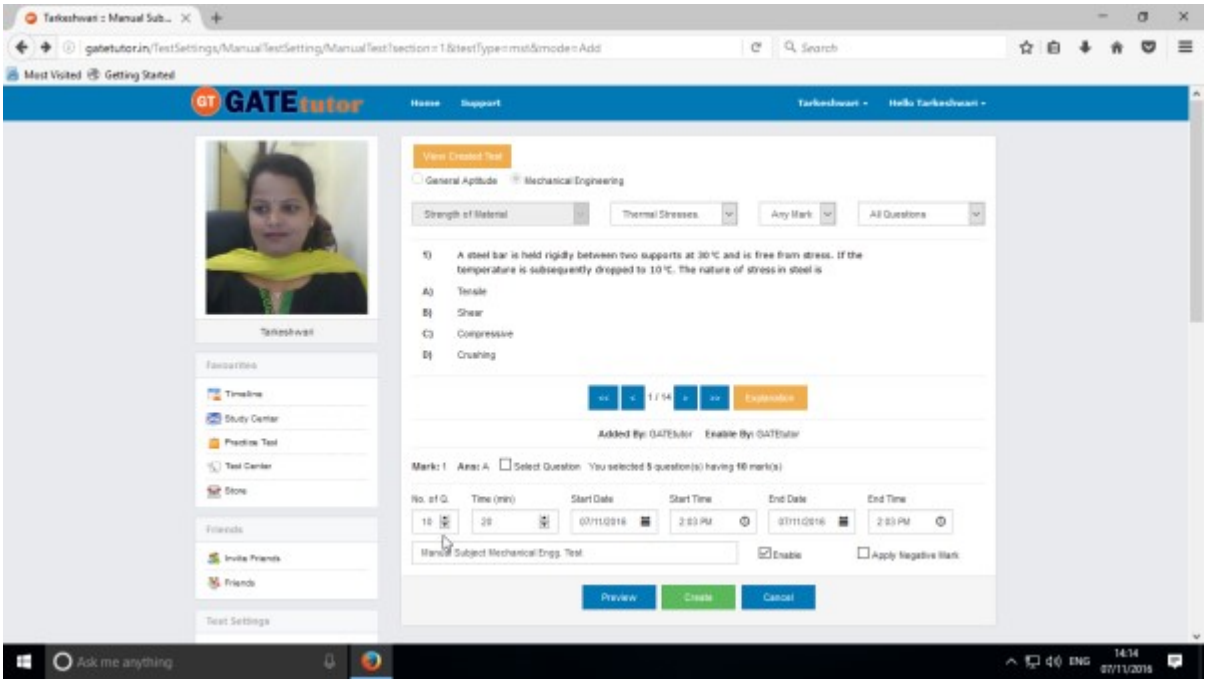


Choose questions from multiple topics from the same subject.

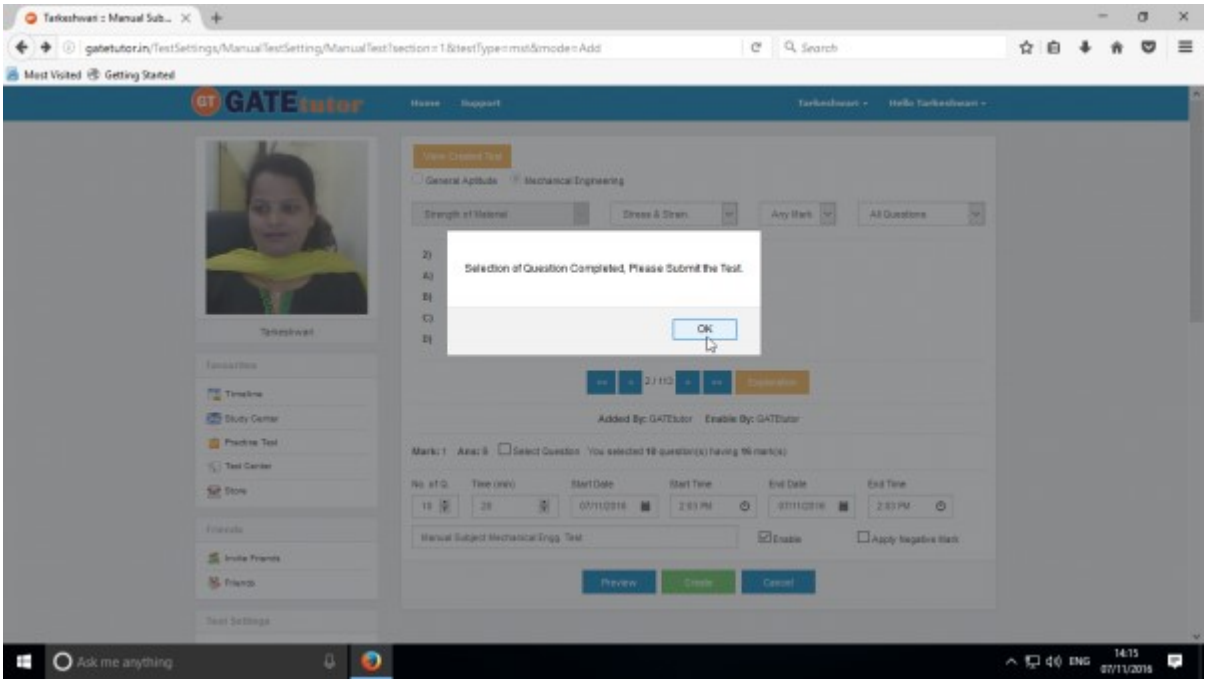


Select another topic to select the questions.

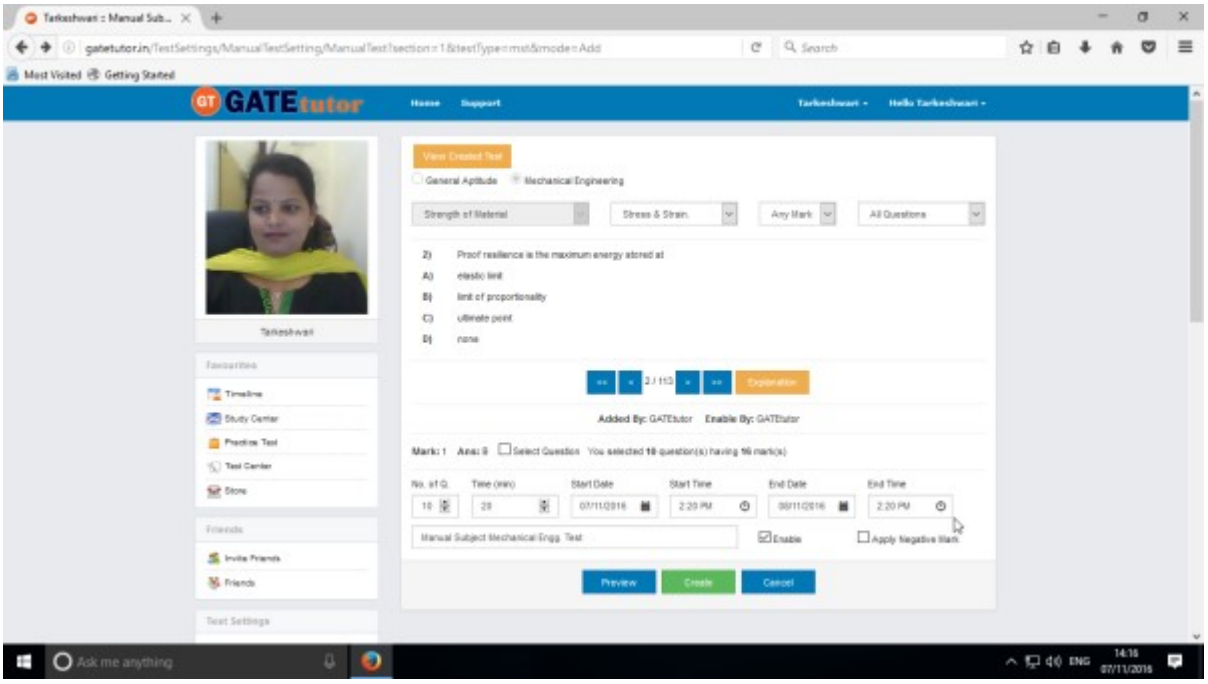
Total numbers of questions are shown in lower left corner



When the selection of questions is completed, the pop up window will appear as follows

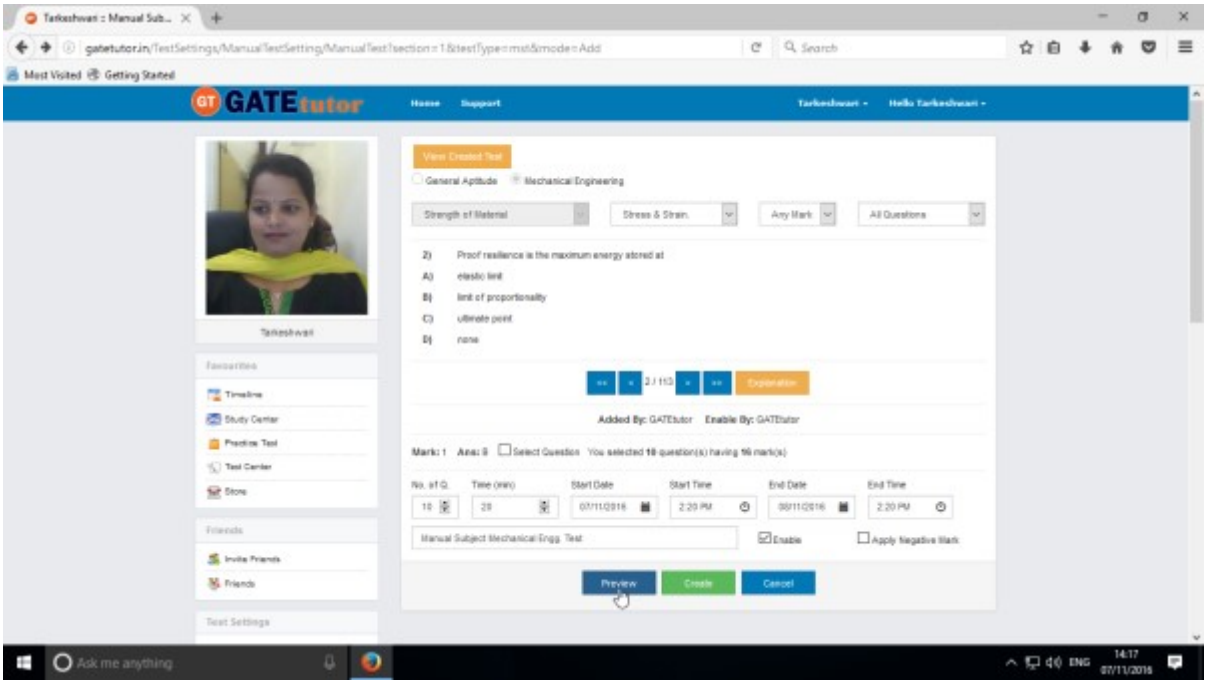


Click on “OK”, now the test is ready to create or preview.



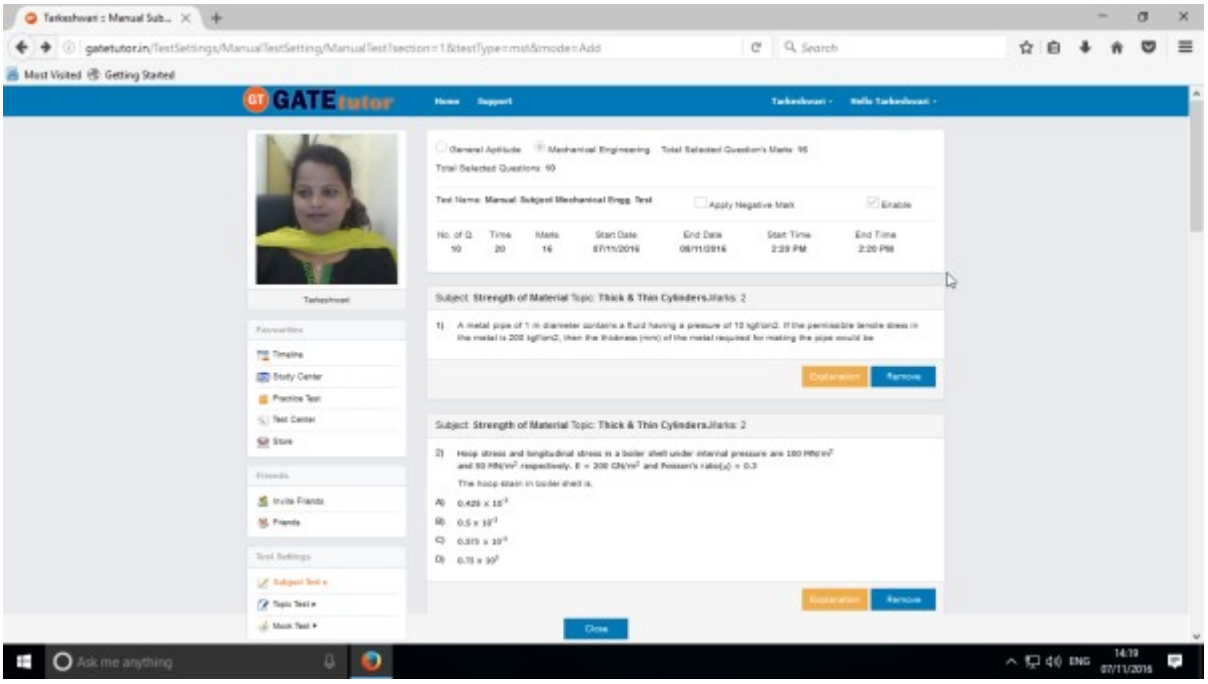
Fill all the details like Time, Number of Questions, Start and End Date, Start and End Time etc. If you want to give or assign the test by negative marking system then click on checkbox of “**Apply Negative Mark**”

If you want to check the whole tests before creating then click on the "**Preview**" button.



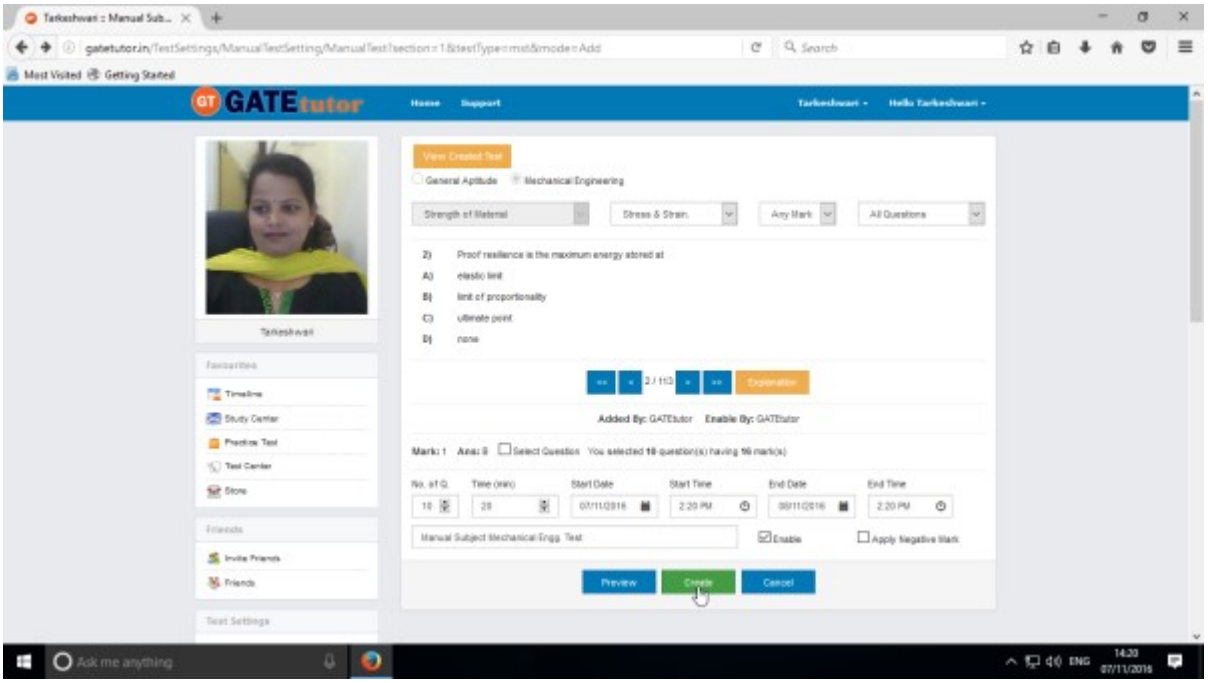
You can view the questions that you have selected, Explanation of the answers, Start & End date with Time, No. of Questions at the same page.

You can check the test set by you as a preview before creating test.

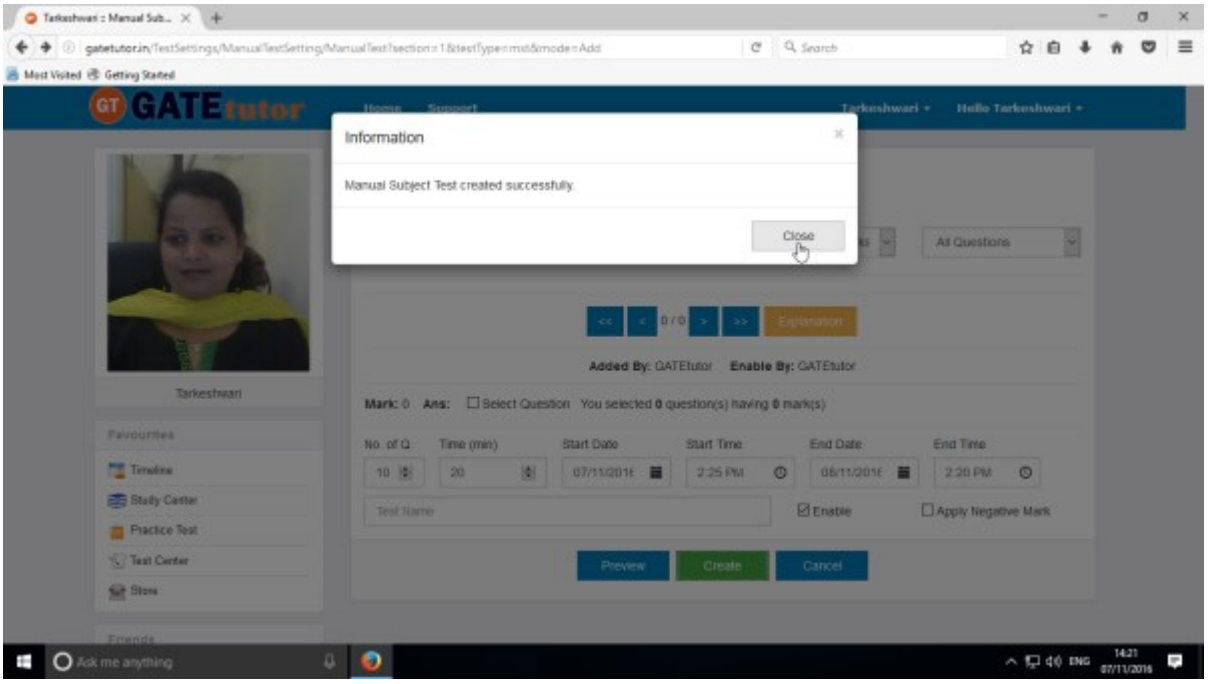


Click on "**Close**" to continue.

Now submit the test by clicking on **“Create”**

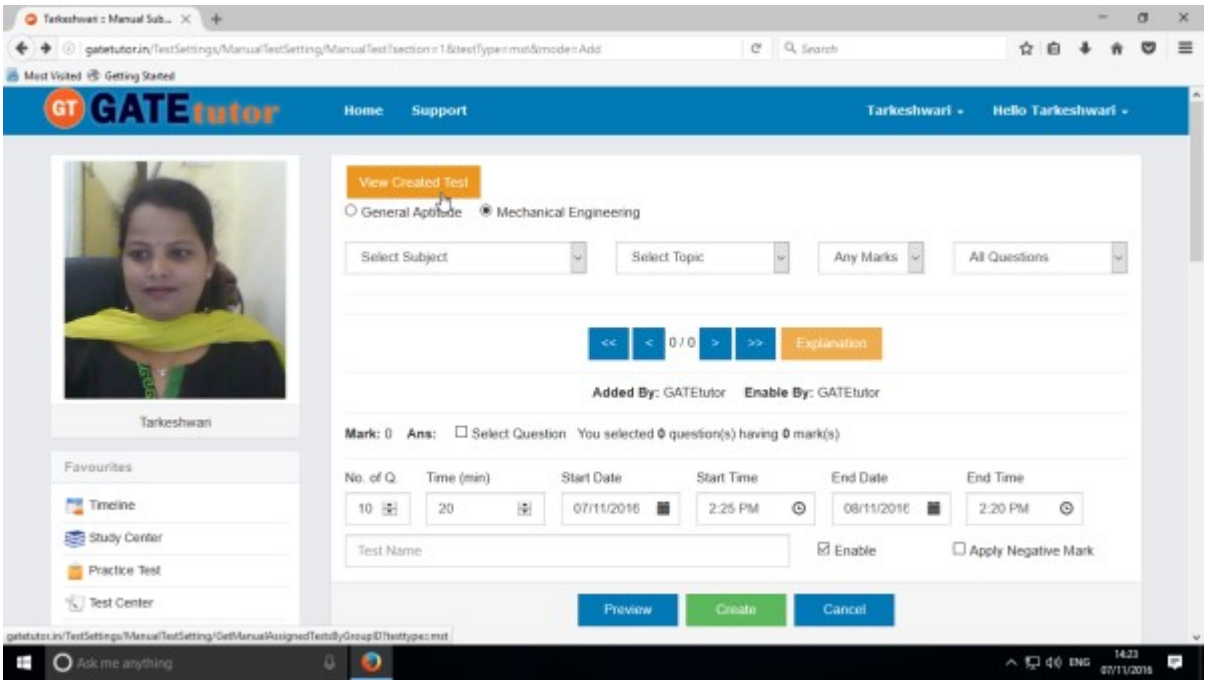


Manual Subject Test will get created successfully.

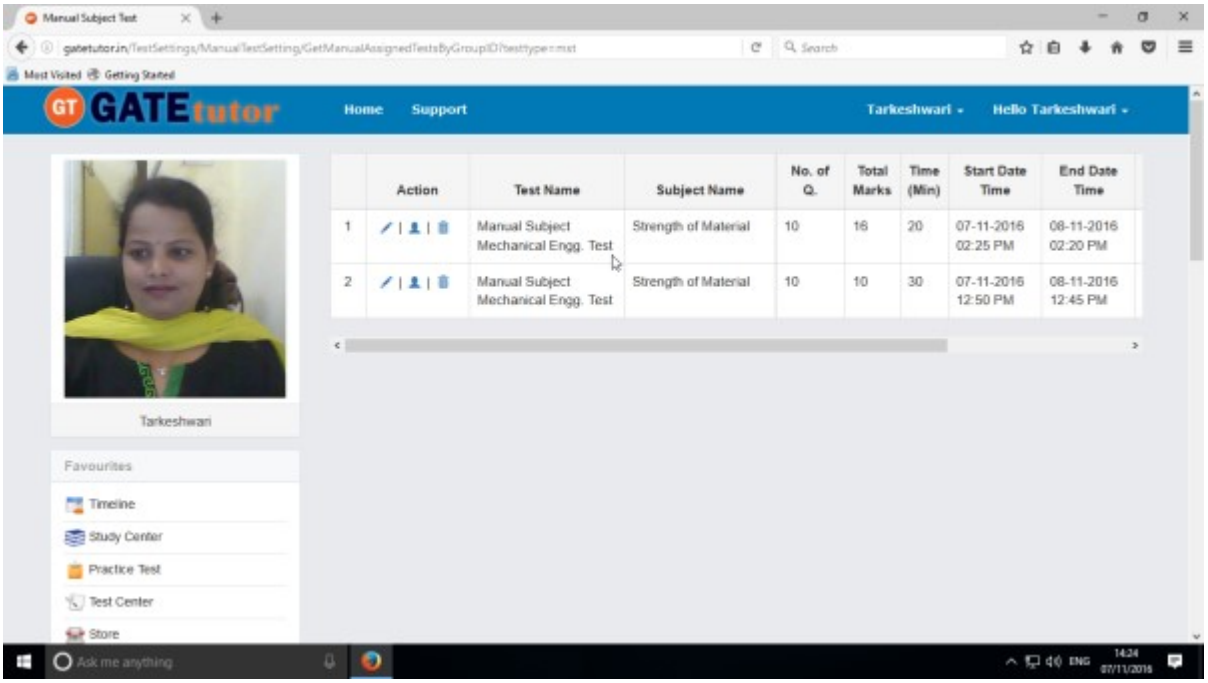


Click on “**Close**” to proceed.

Once you create the test, you can view the created test & assign the test as well by clicking on "**View Created Test**" button

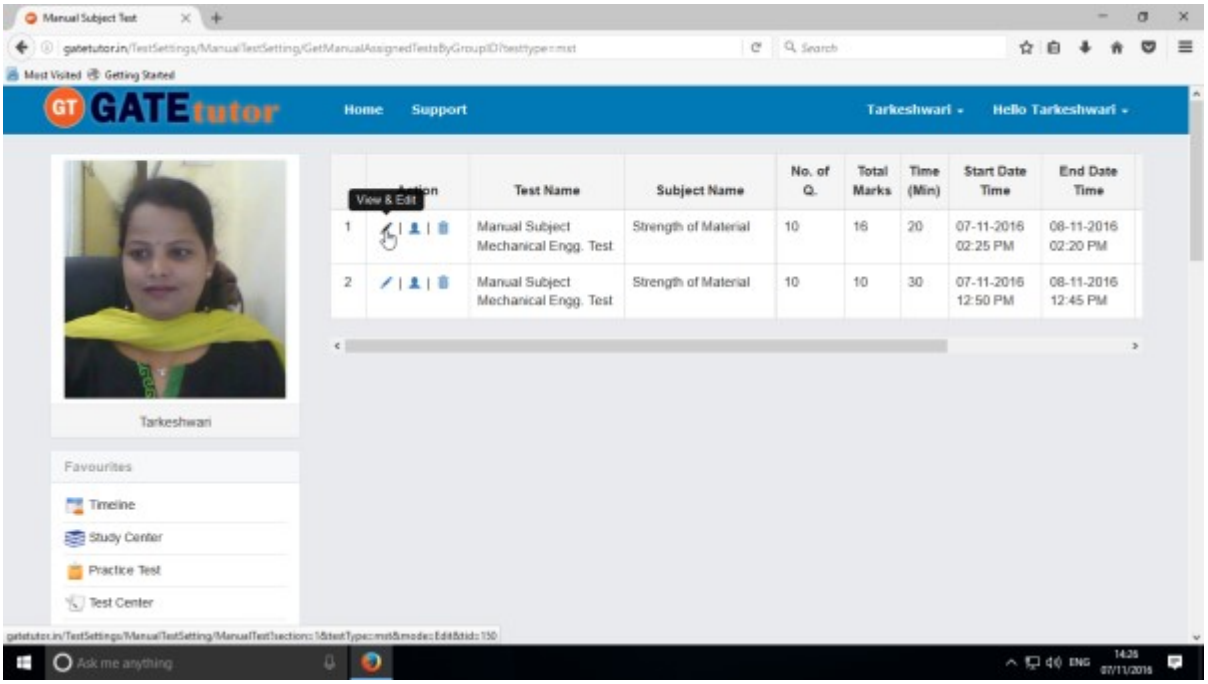


Check the test as follows.

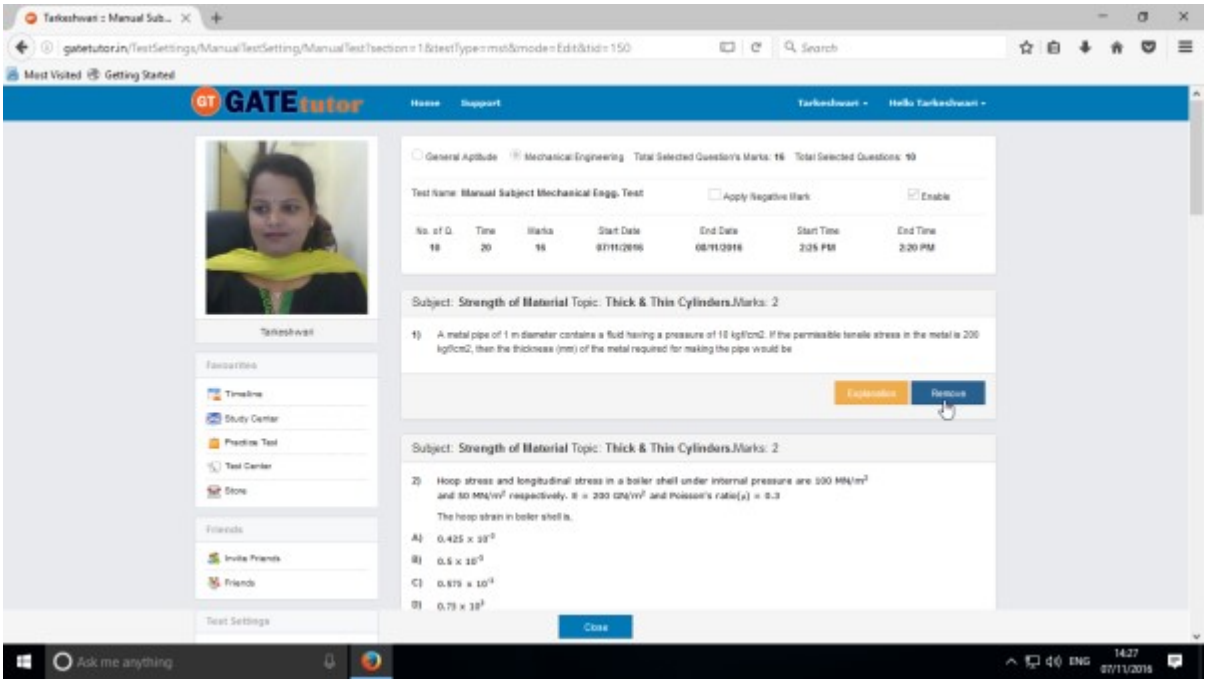


You can View & Edit, Assign and Delete this test also

Click on “**View & Edit**” option to edit the test

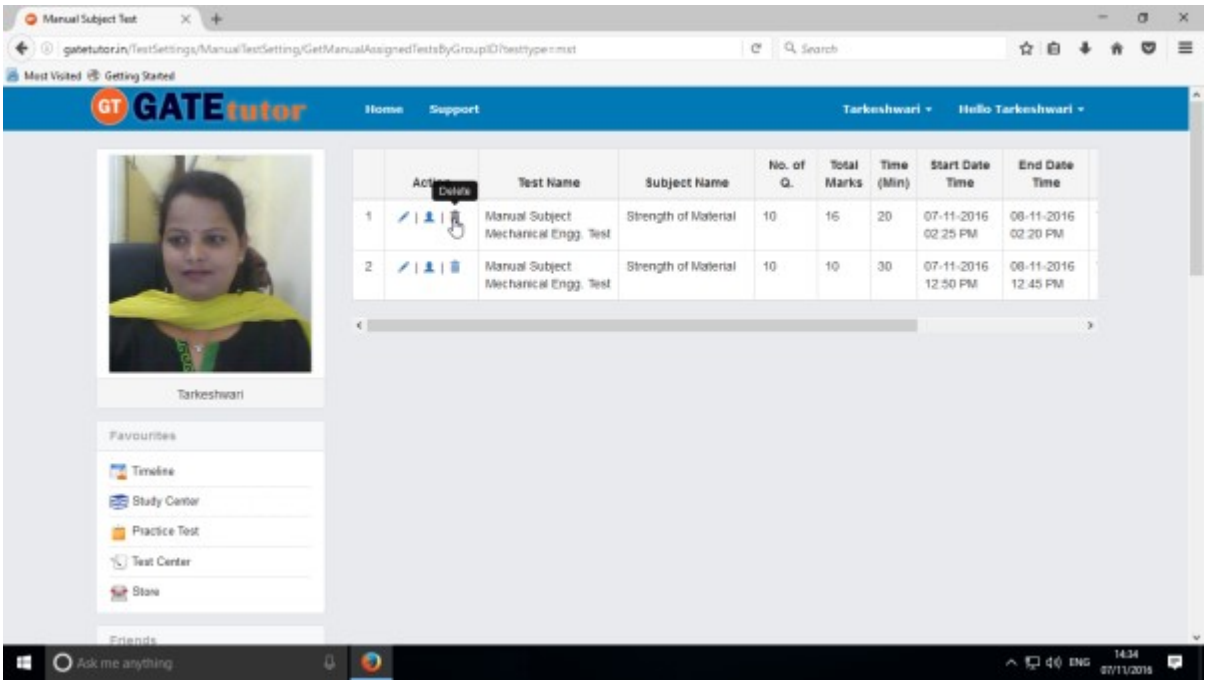


You can remove the questions from test by using “**View & Edit**” option.

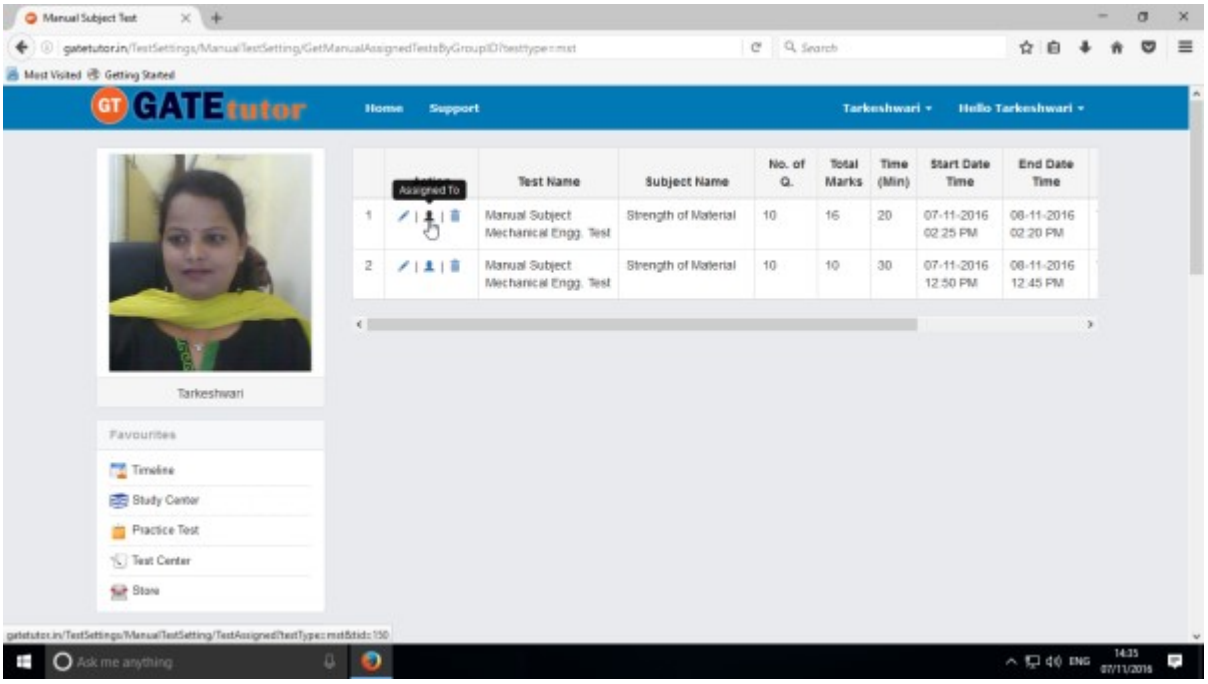


You can check the explanation for that question also. Click on “**Close**” to continue.

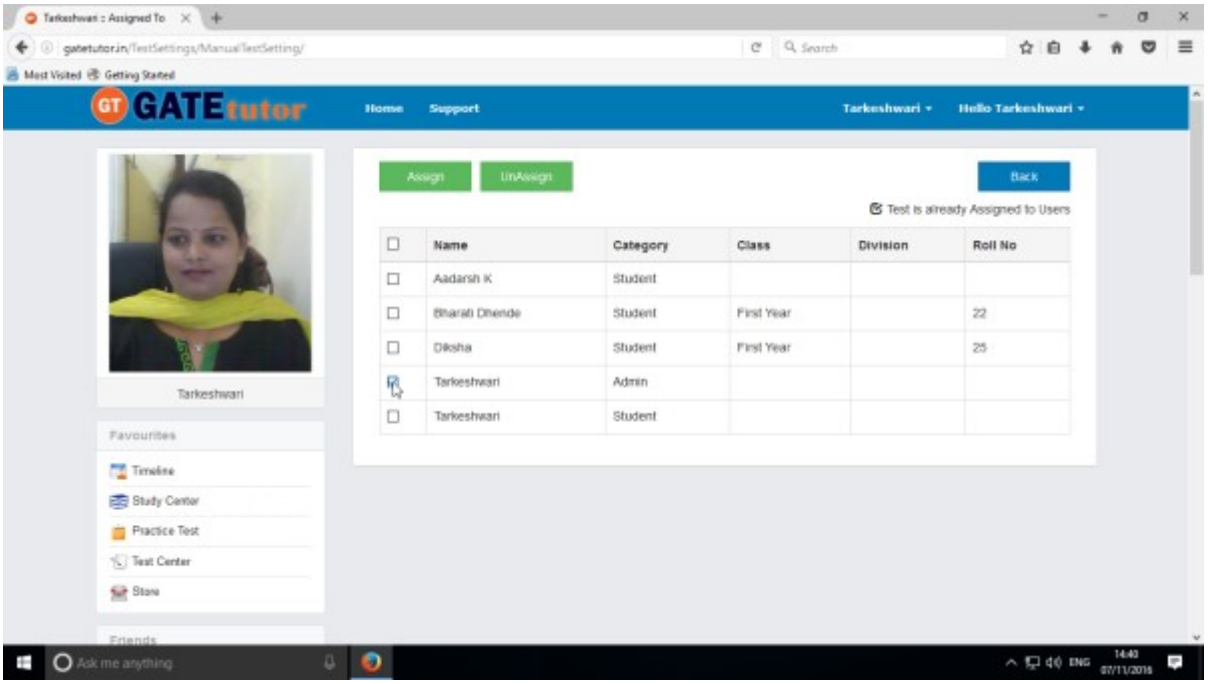
You can also delete the created test by clicking on “**Delete**” icon as follows



You can assign the test to your friends & students by clicking the ‘**Assigned To**’ icon as follows

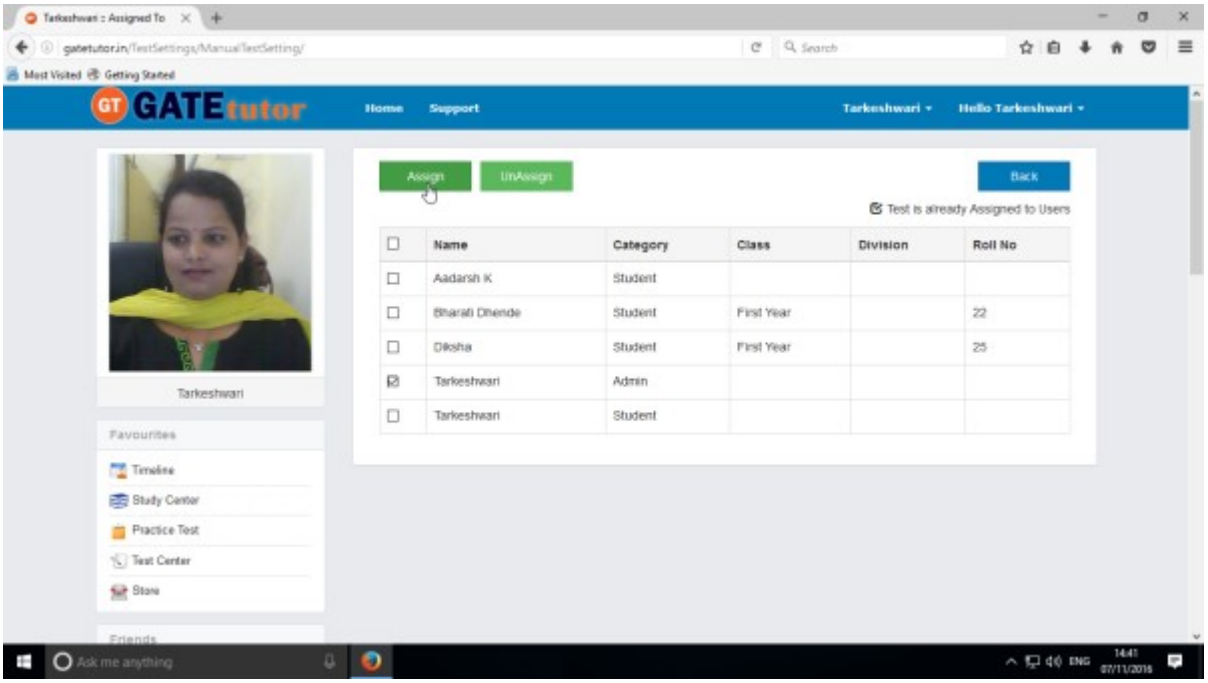


You can assign the test to your friends & yourself own.

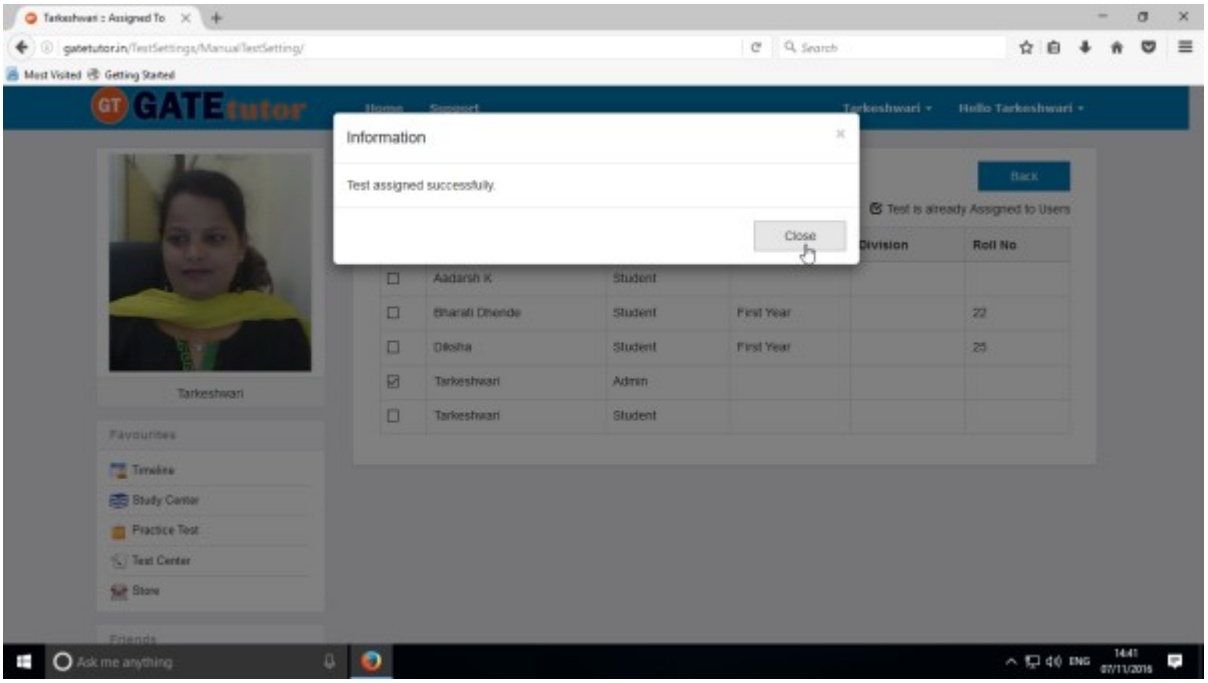


Now choose the name to which you want to assign the test

Now, click on "**Assign**" to assign test.

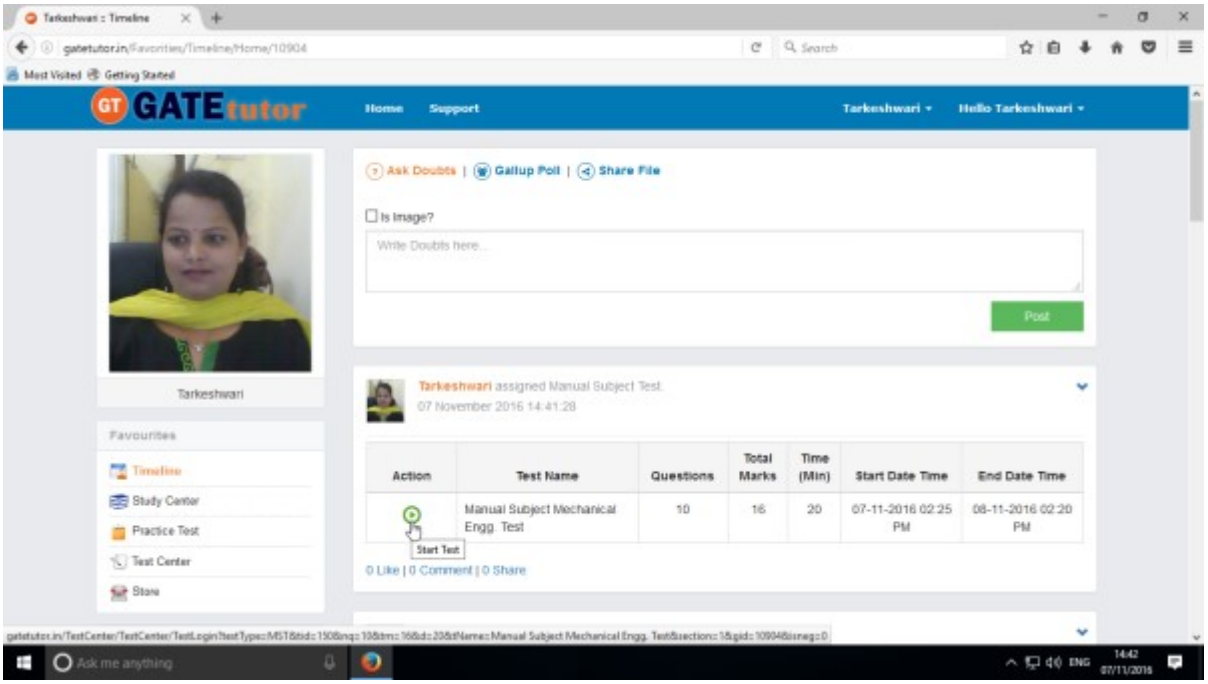


Test will be assigned successfully.

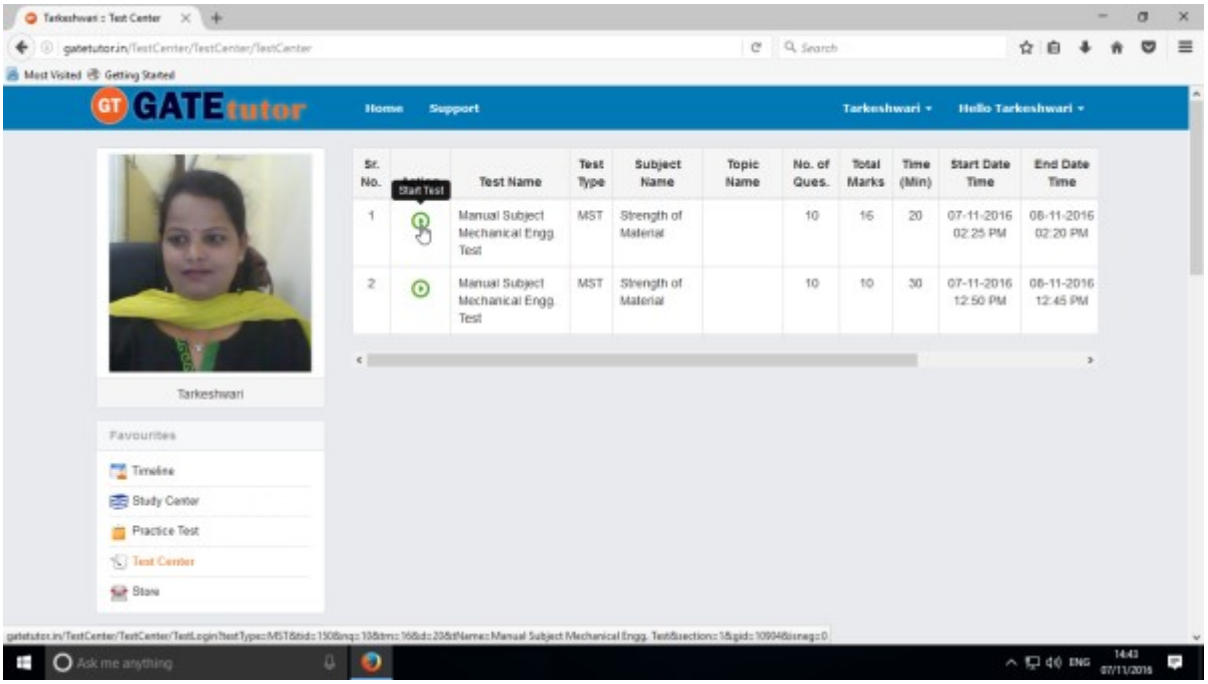


Click on **"Close"** to continue.

You can start the assigned test from your own timeline.

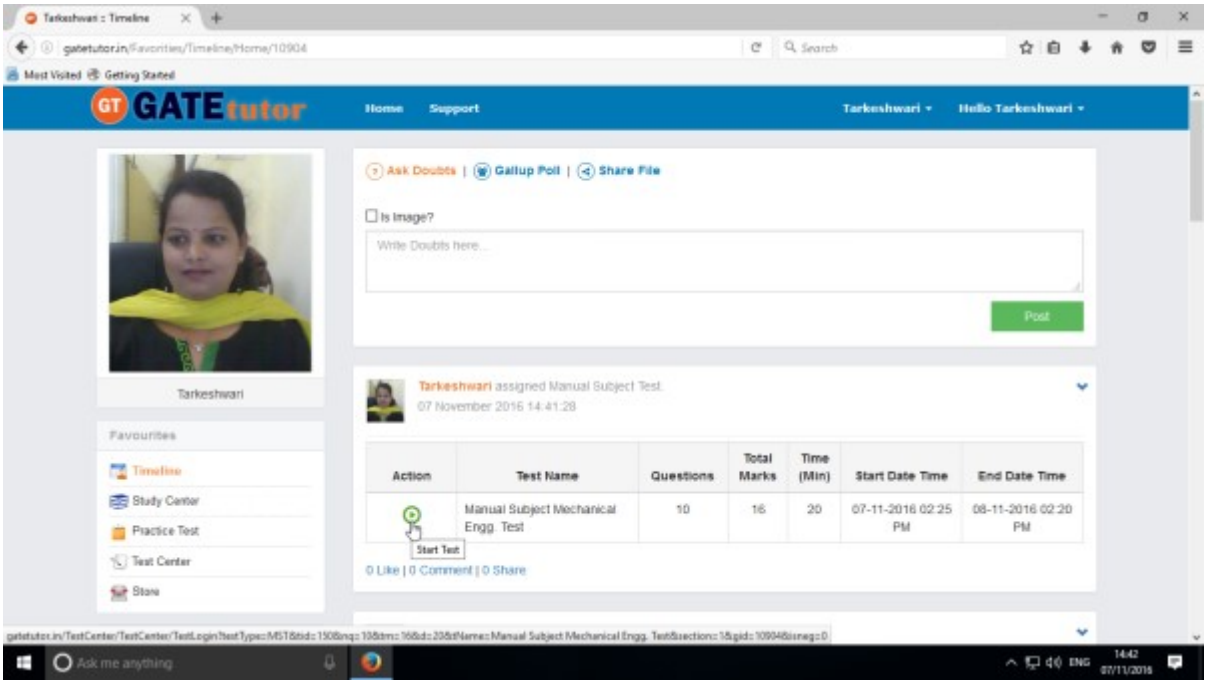


Assigned test is shown in **"Test Center"** also.

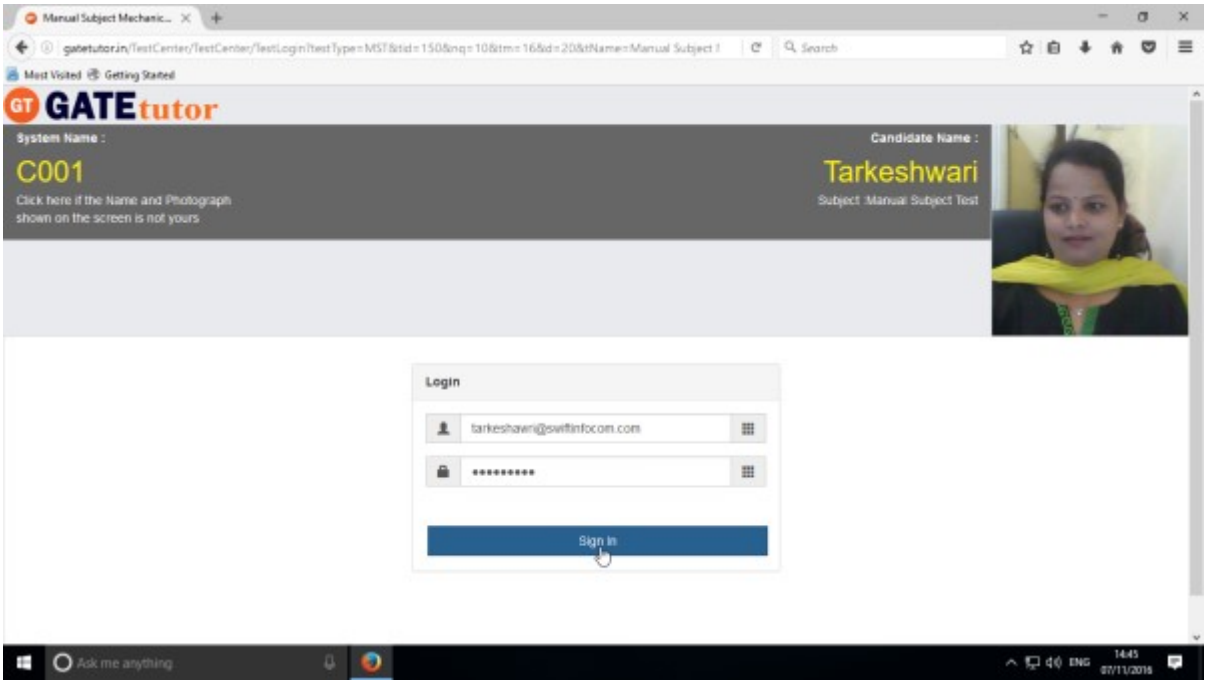


You can attend the test from both on timeline and test center also.

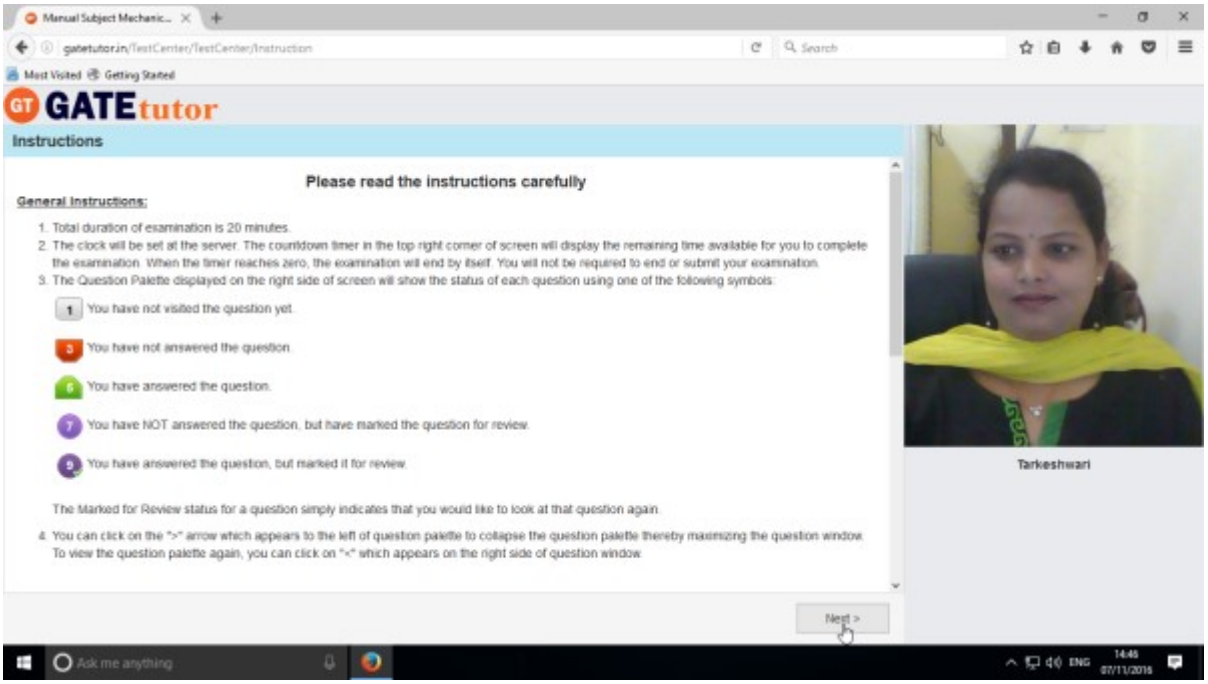
To start test from own timeline, click on “**Start Test”**



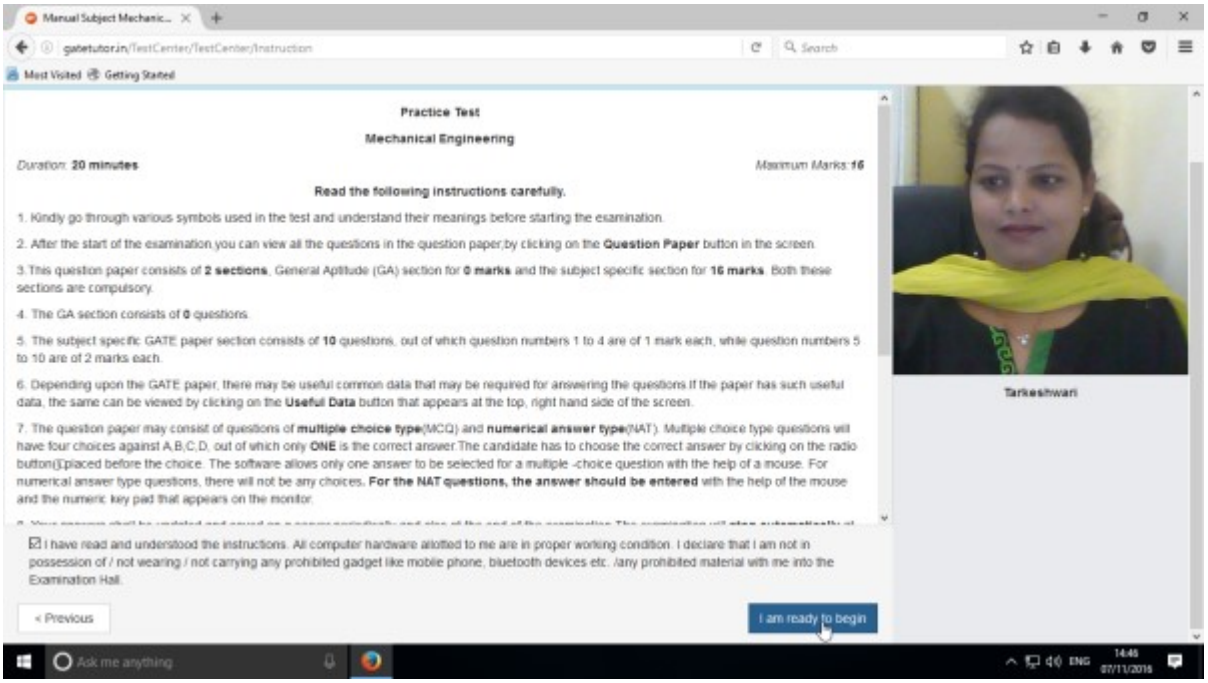
Click on “**Sign In”** to attend the test

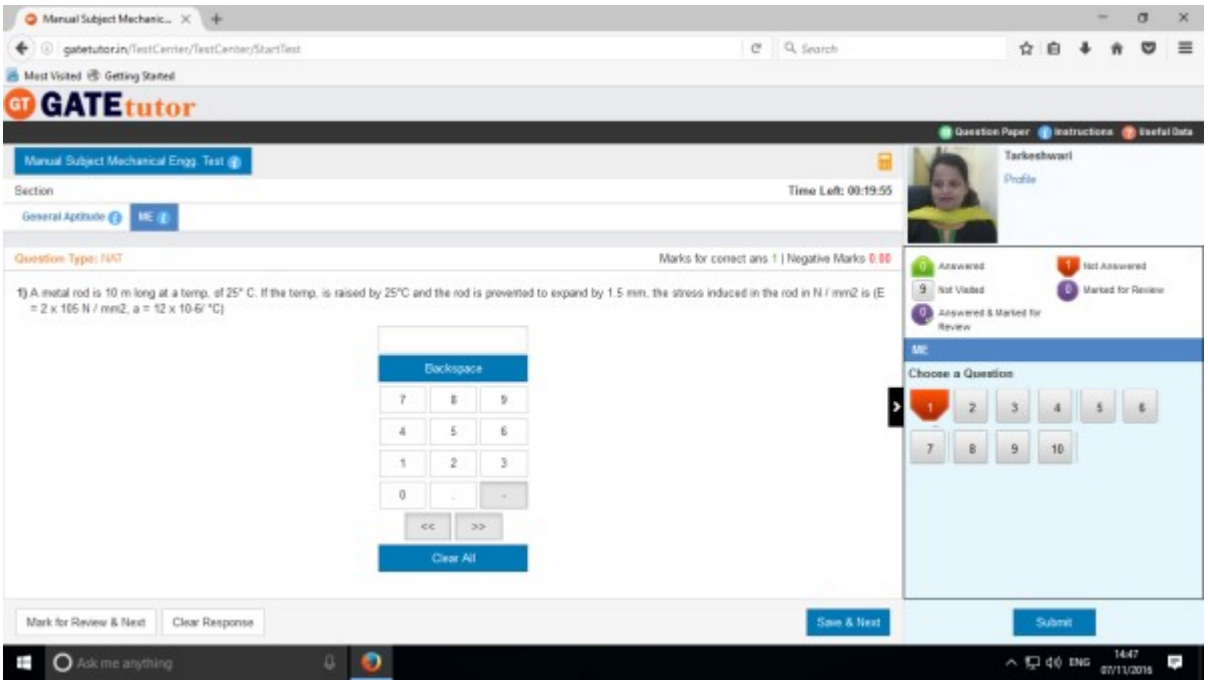


You will appear the following window, click on "**Next**"

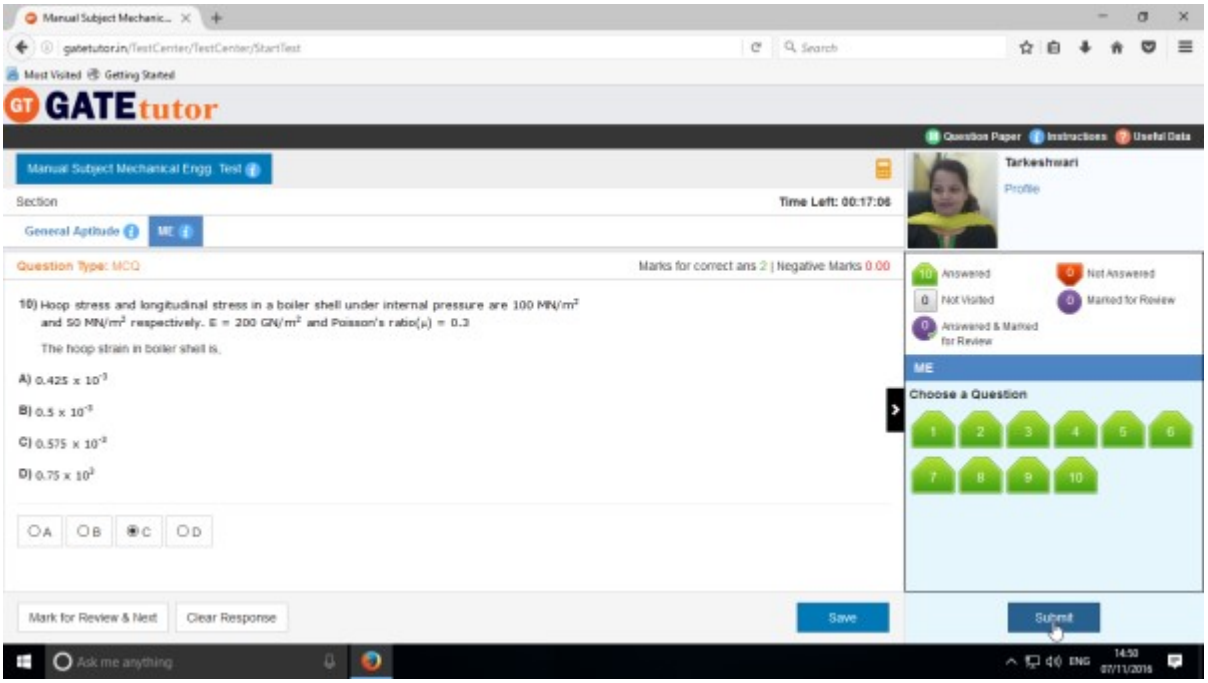


Click on "**I am ready to begin"** to appear for a test



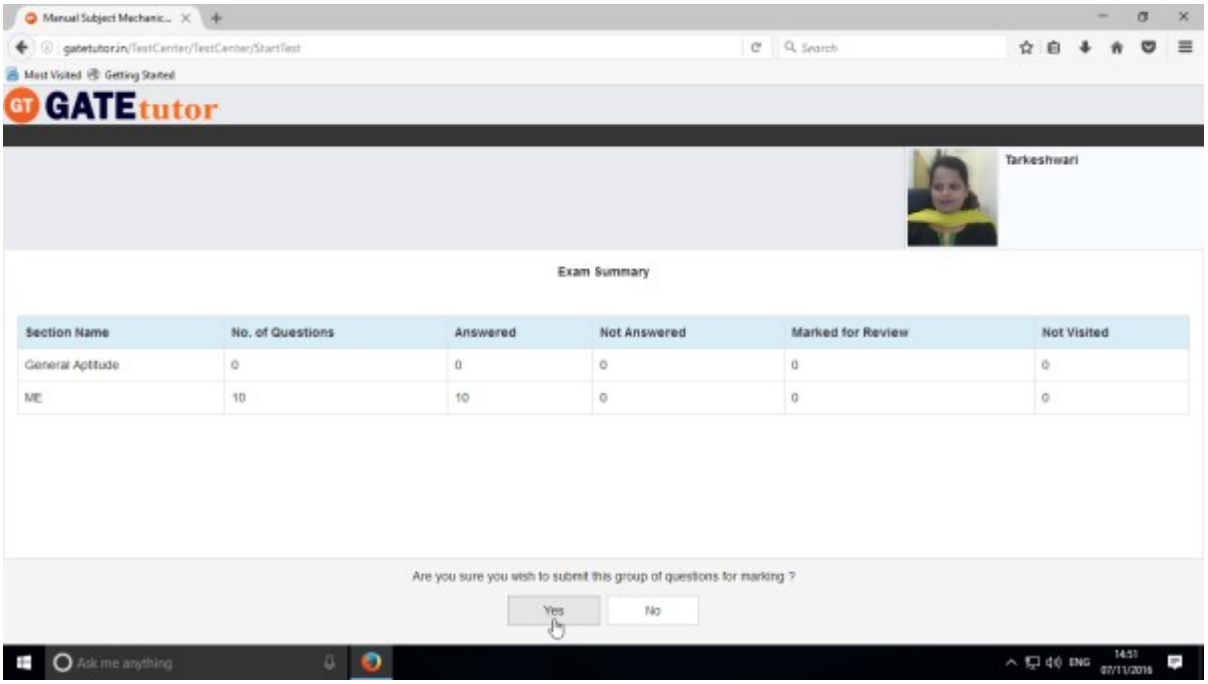


The manual subject test appears as above.

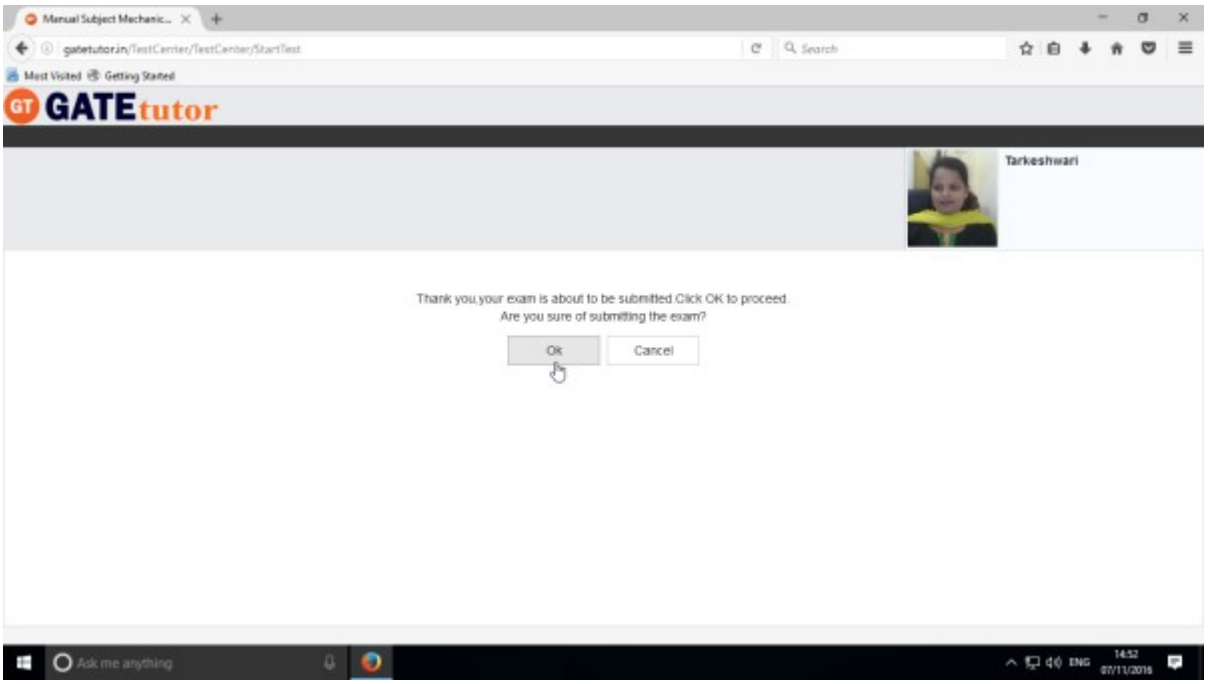


Attempt the entire test and click on **"Submit"** to save the test.

You will get the exam summary about your test.

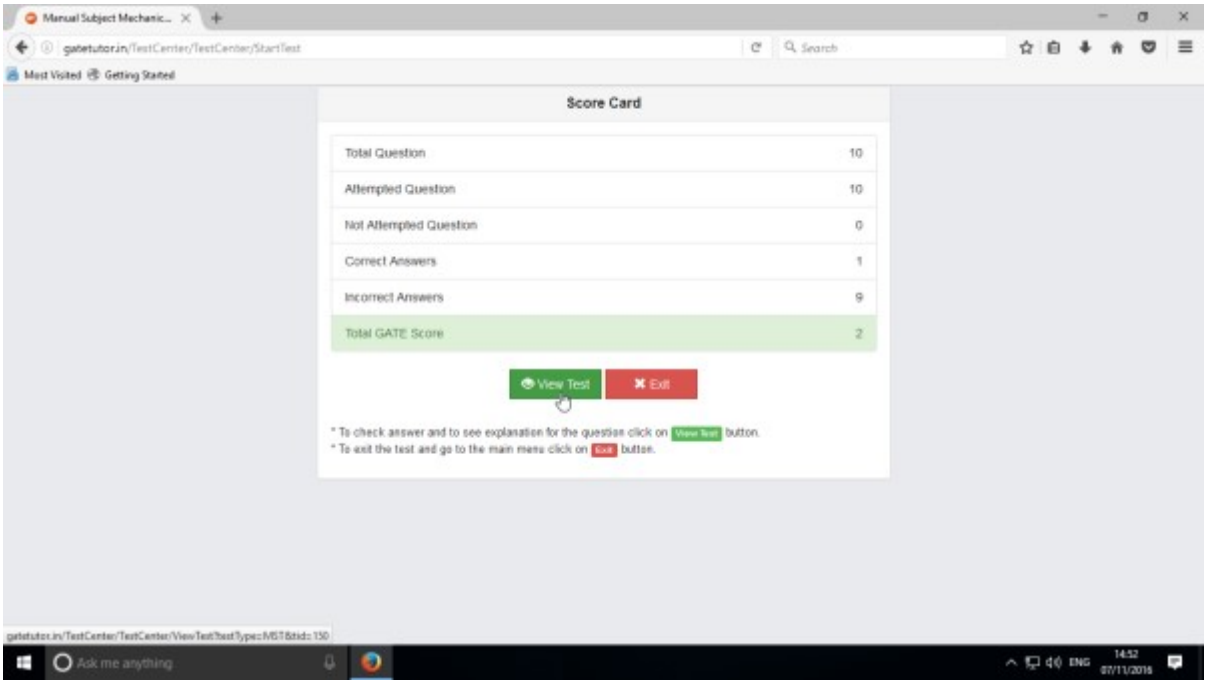


Click on "**Yes**" to submit the test.



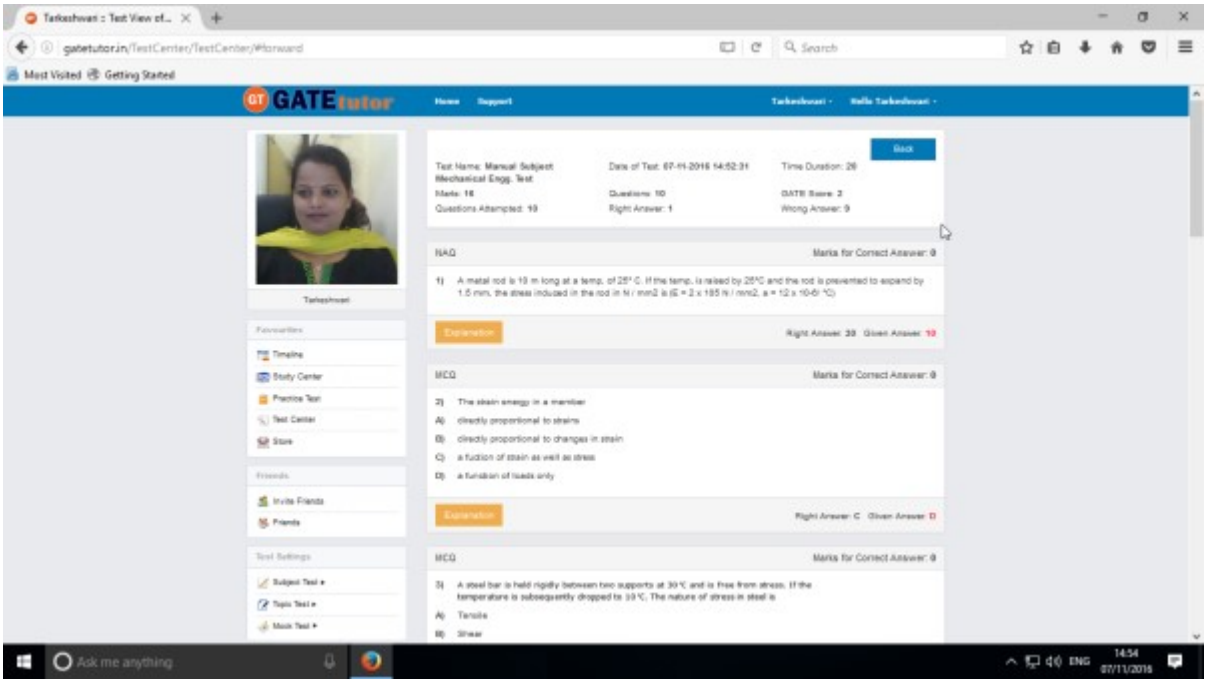
Click on "**OK**" to proceed.

You can click on **“View Test”** or **“Exit”.**



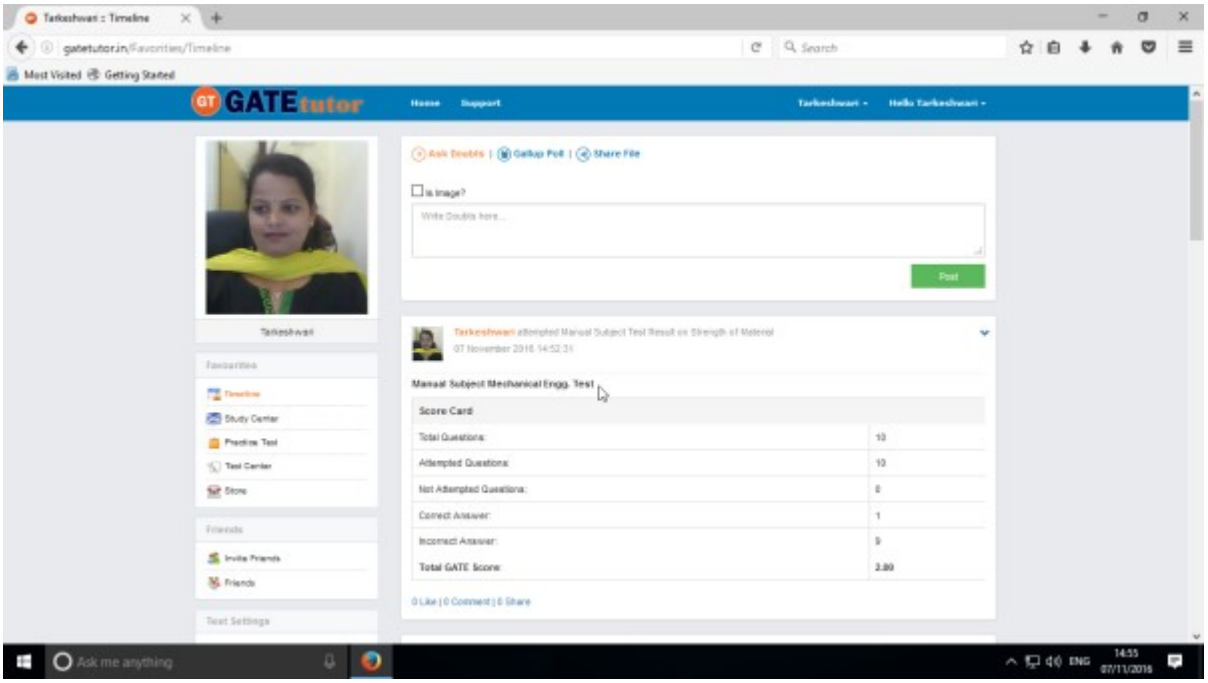
Click on “**View Test**”

Given test will be seen as follows.



You can check & compare your answer with explanation as well.

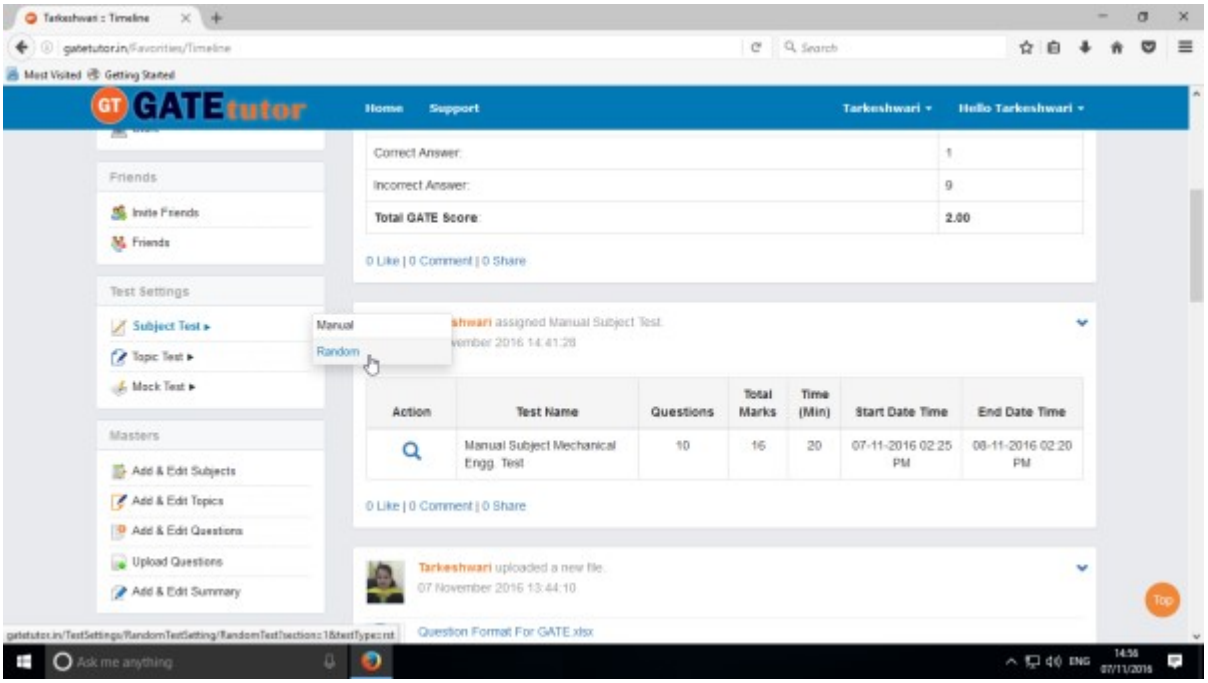
Click on timeline to see the results on own timeline



You can check the test results as above.

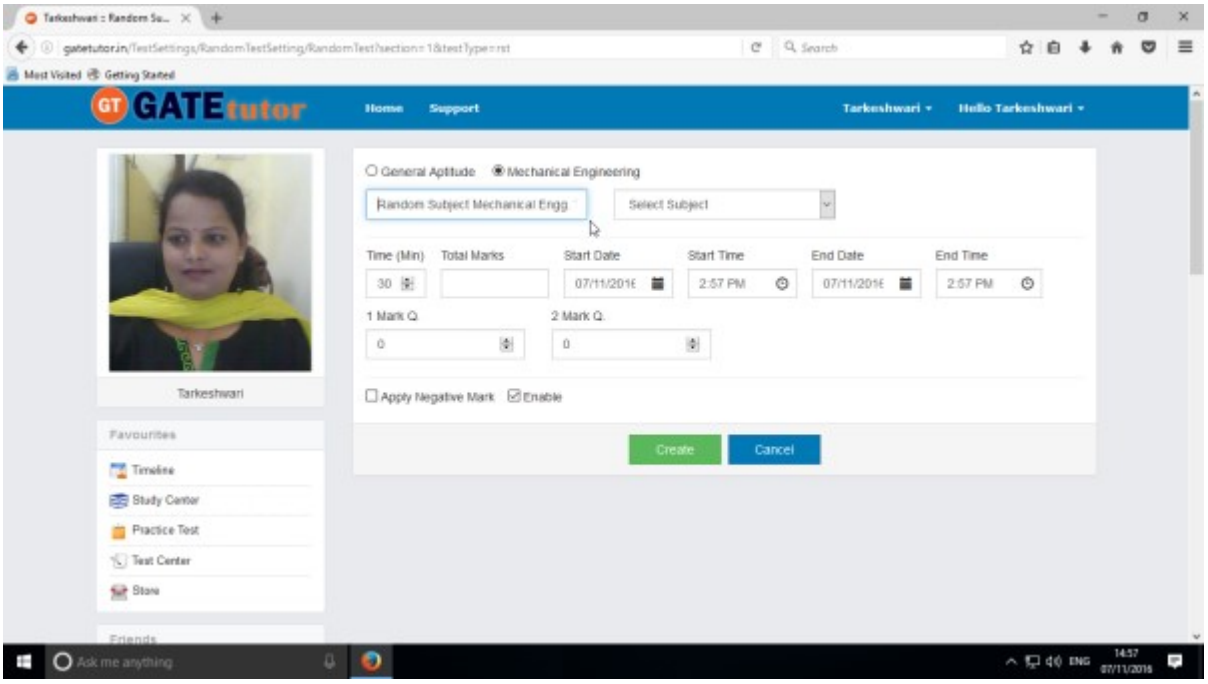
b) Random Subject Test

In the Random subject test, you can create the test randomly where GATEtutor chooses the questions from various topics under the subject.

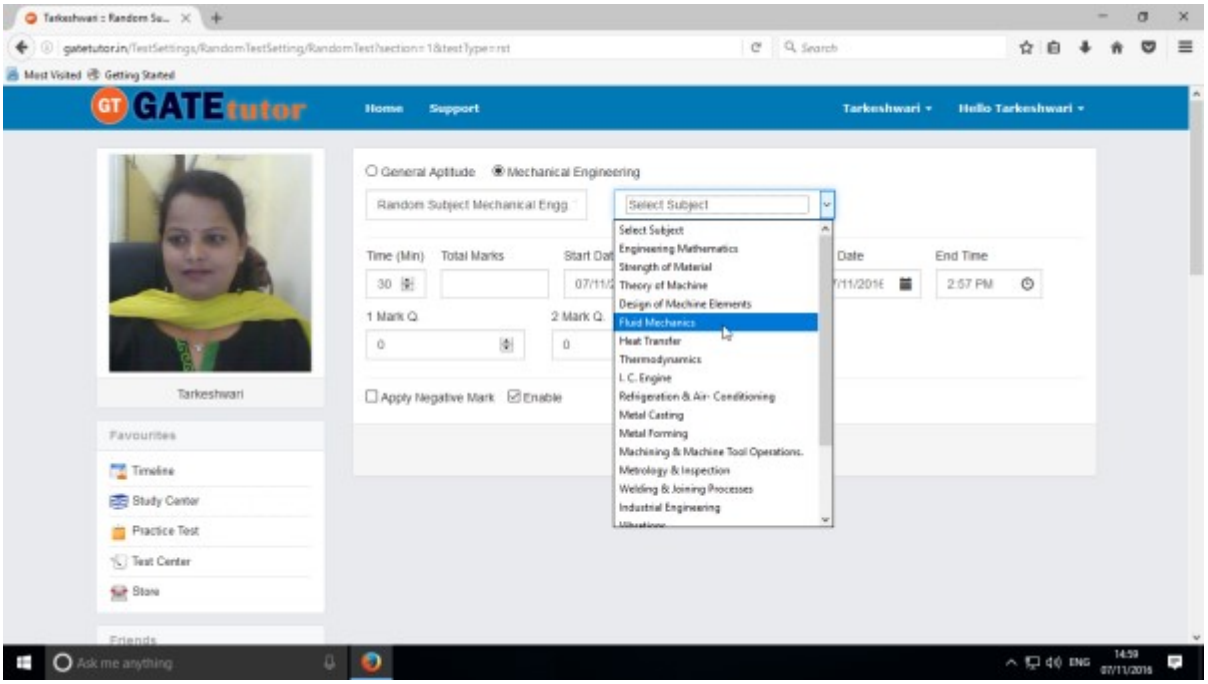


Click on "**Random**" to create a test.

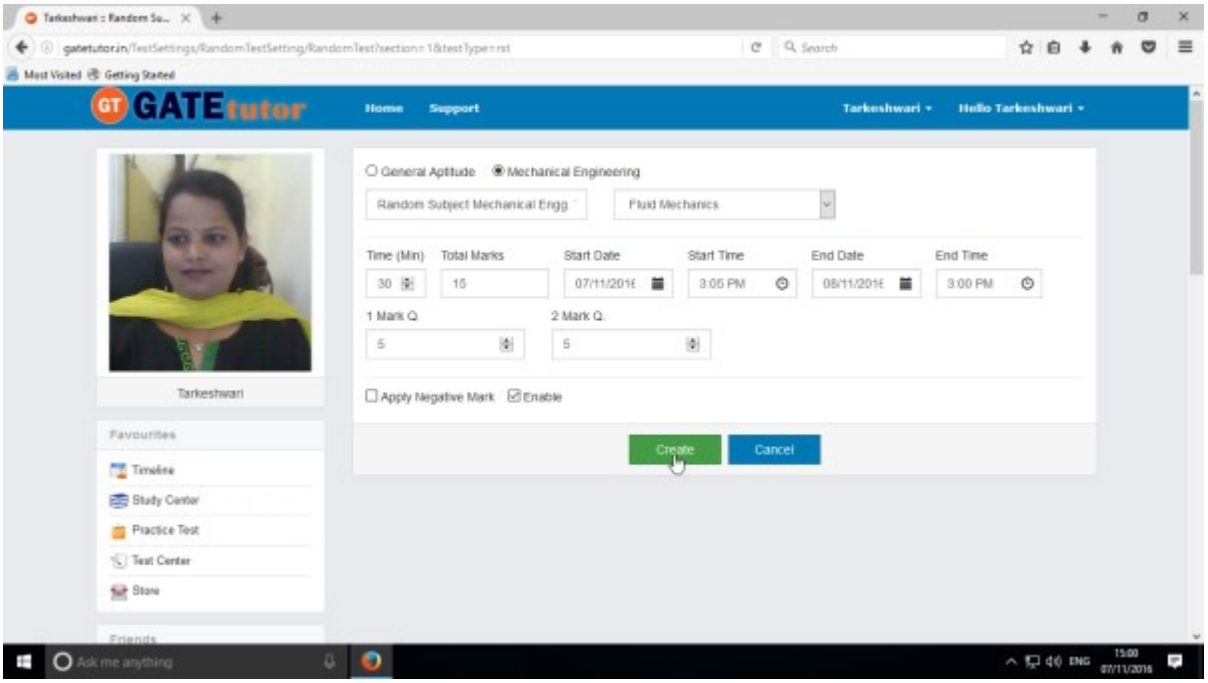
Write a test name.



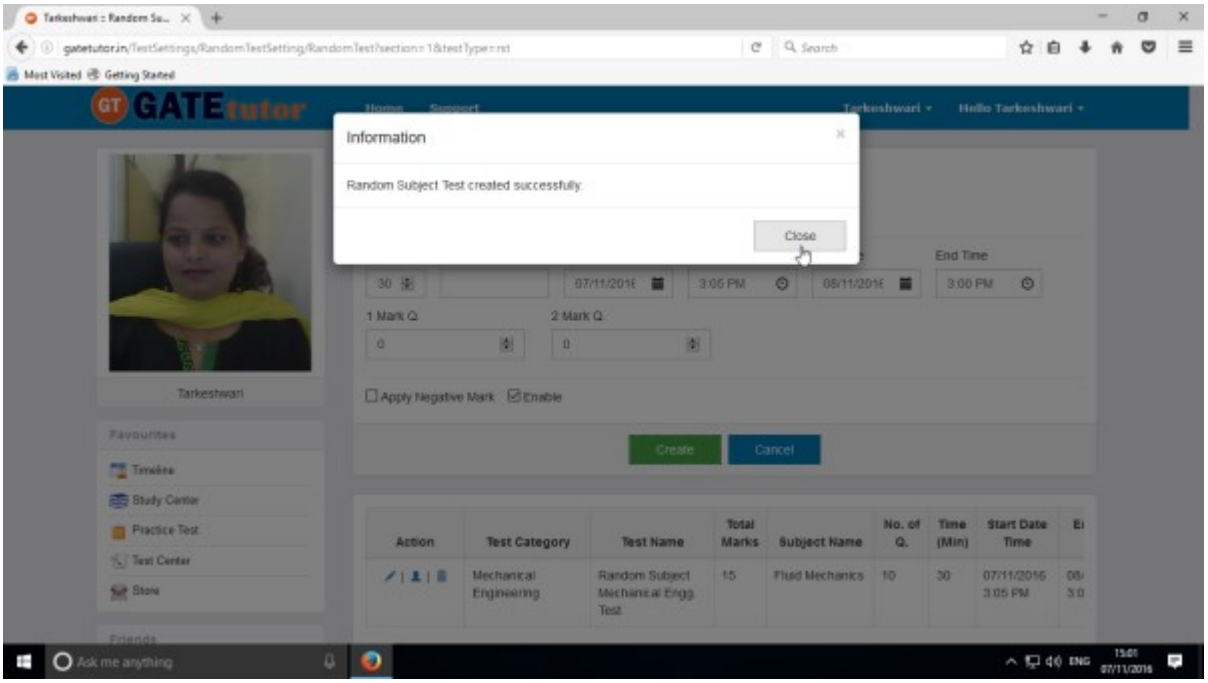
Choose the Subject for the Test



Fill all the details like Time, Total Marks, Start & End date with Time, 1 Mark & 2 Marks questions & you can also apply negative marking method for the test.

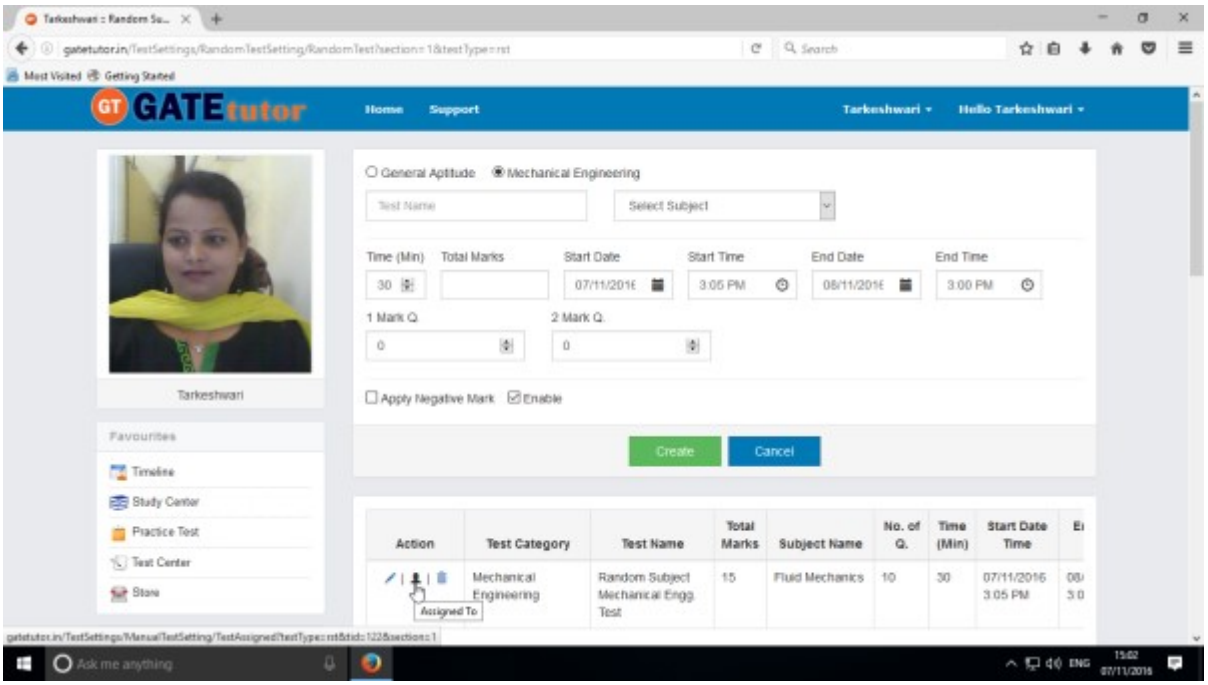


Click on **“Create”** to create a test.

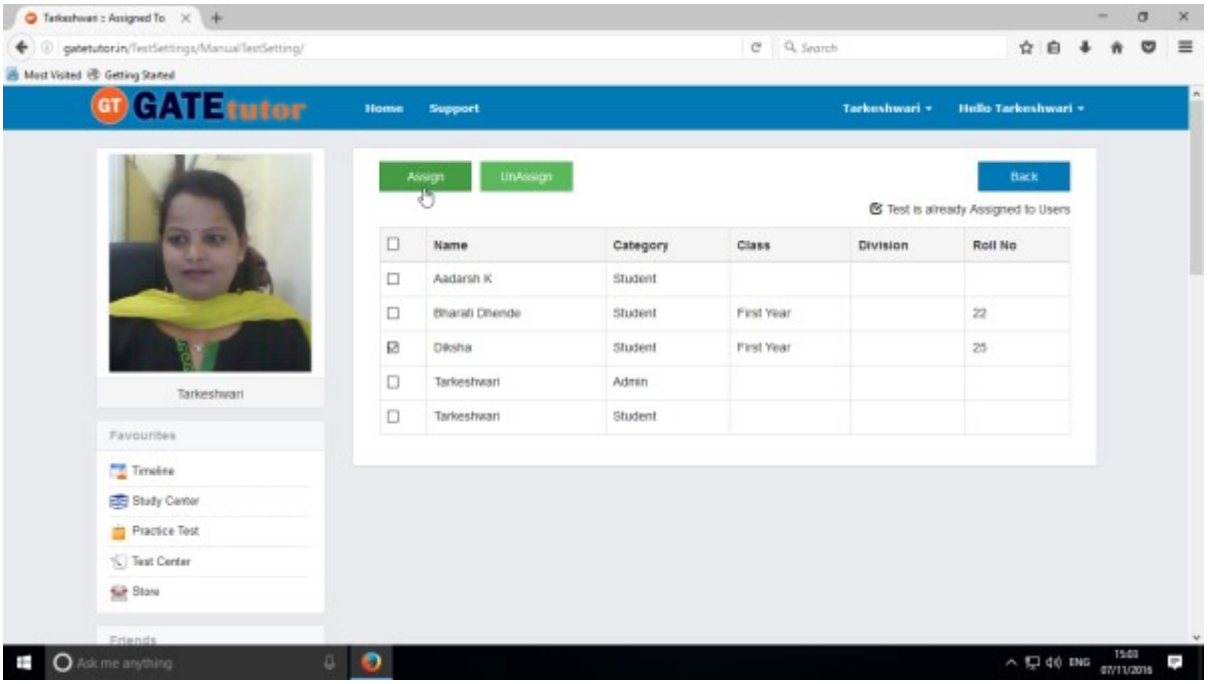


Random Subject Test created successfully. Now click on "**Close**" to continue.

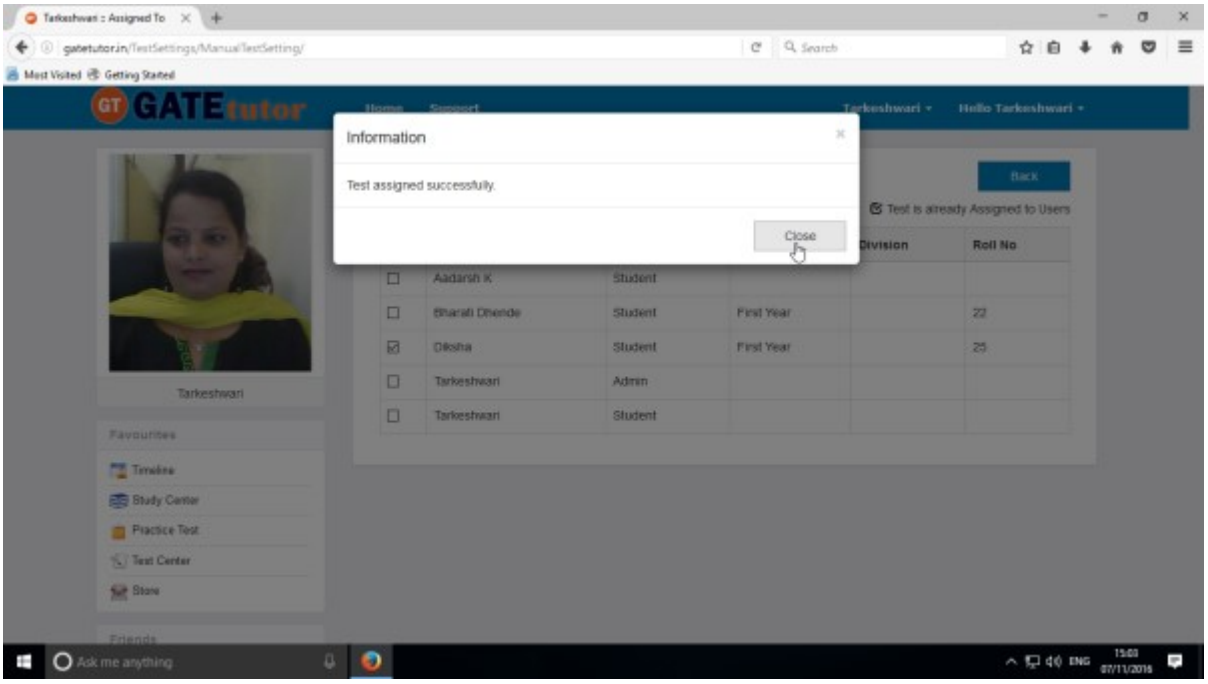
Click on **"Assigned To"** to assign the test.



Select friend names to whom you want to assign the test and click on **“Assign”**

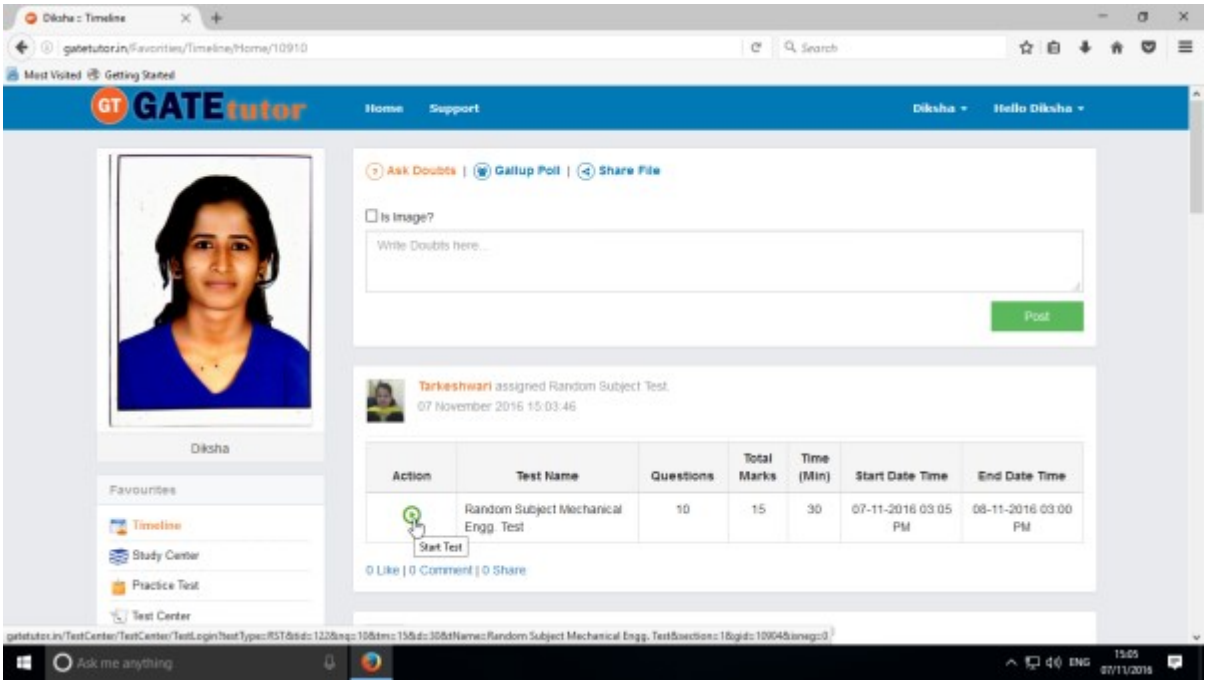


Test assigned successfully to the selected student.

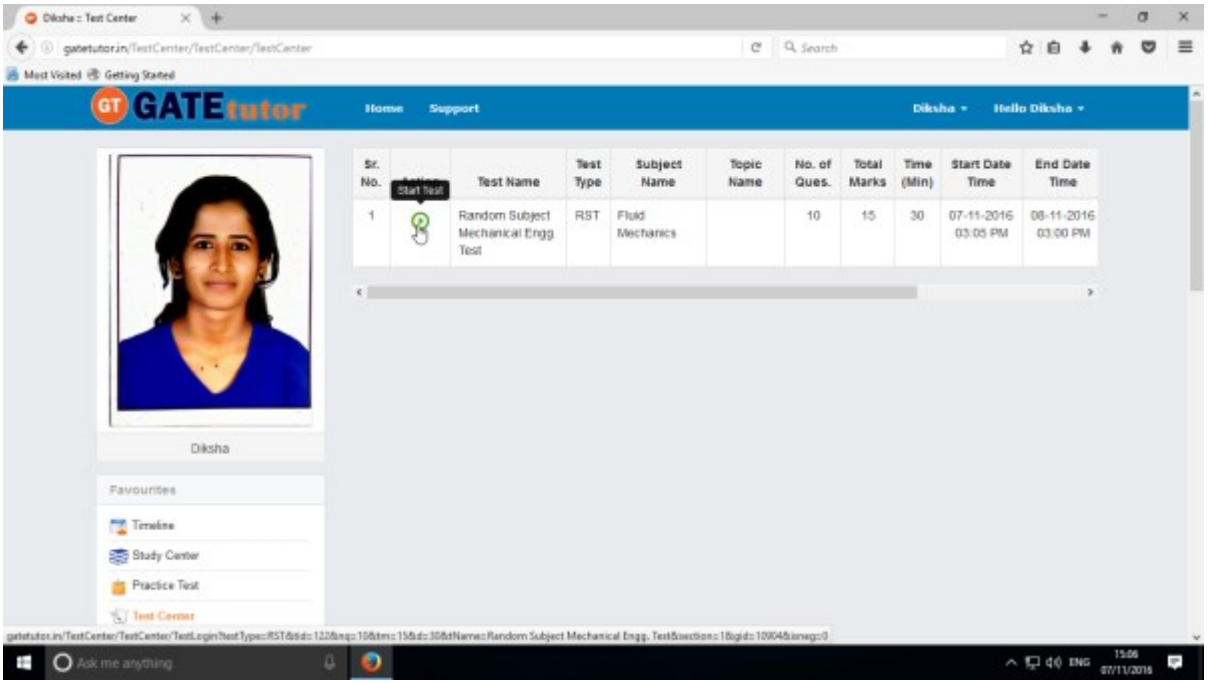


Click on “**Close**” to continue.

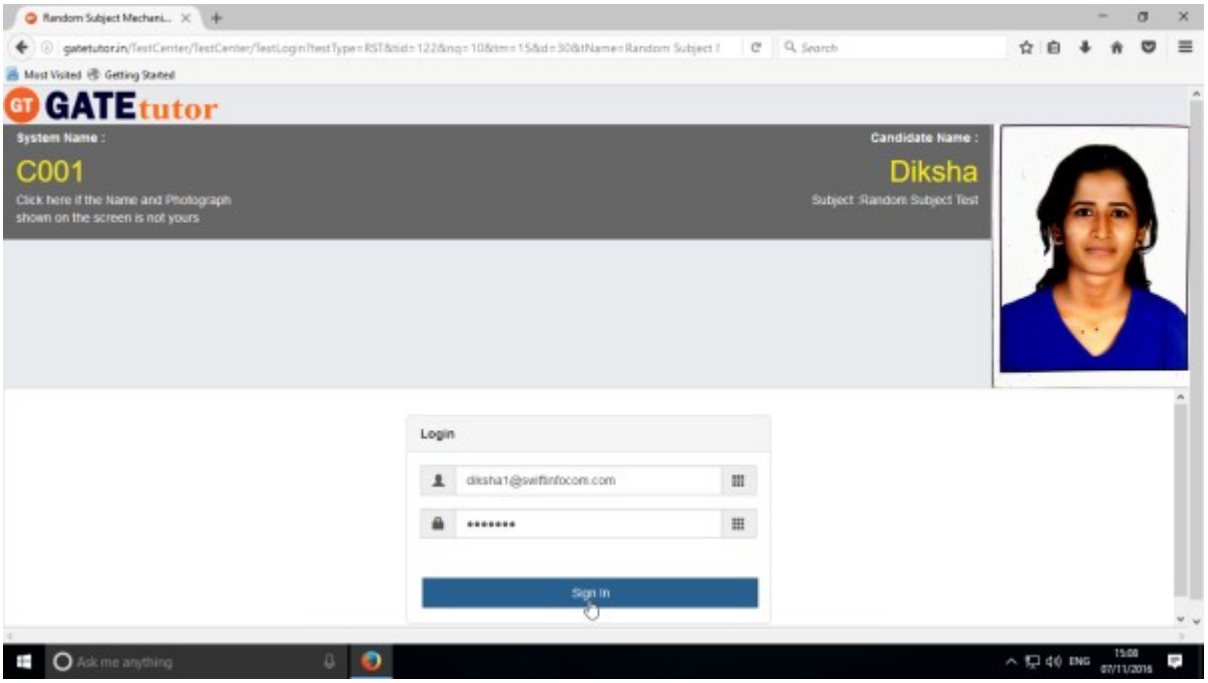
Check the assigned test on friend's own timeline.



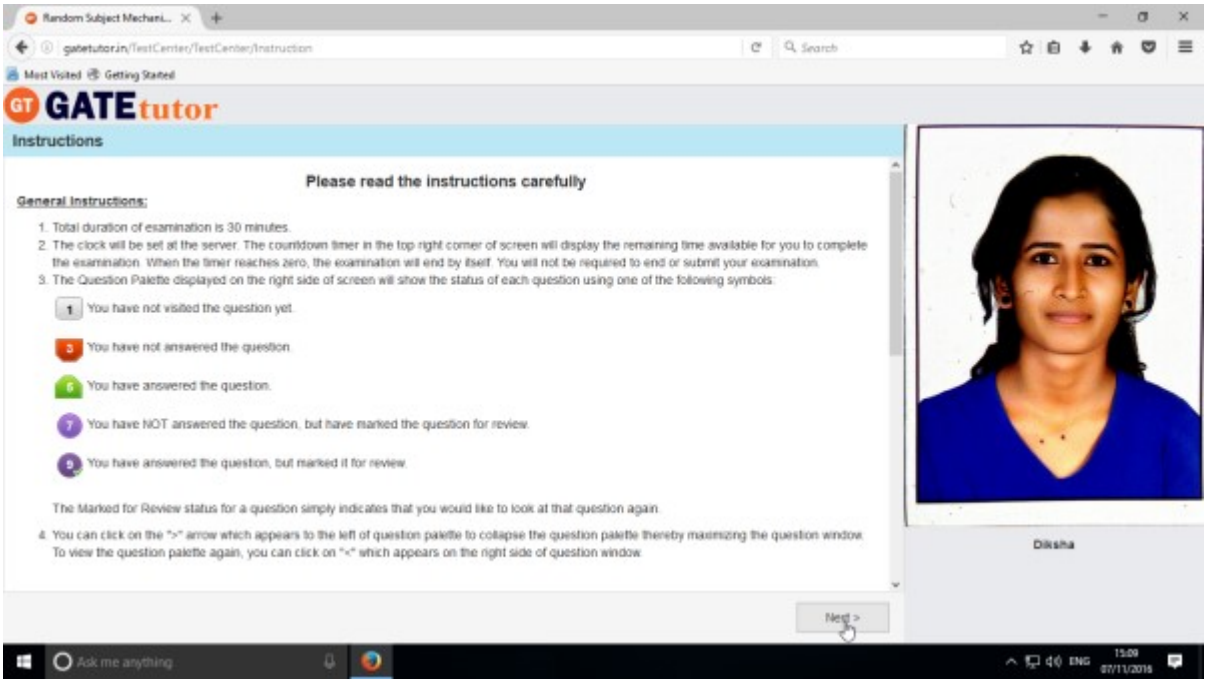
Check the assigned test is available in "**Test Center**" as well.



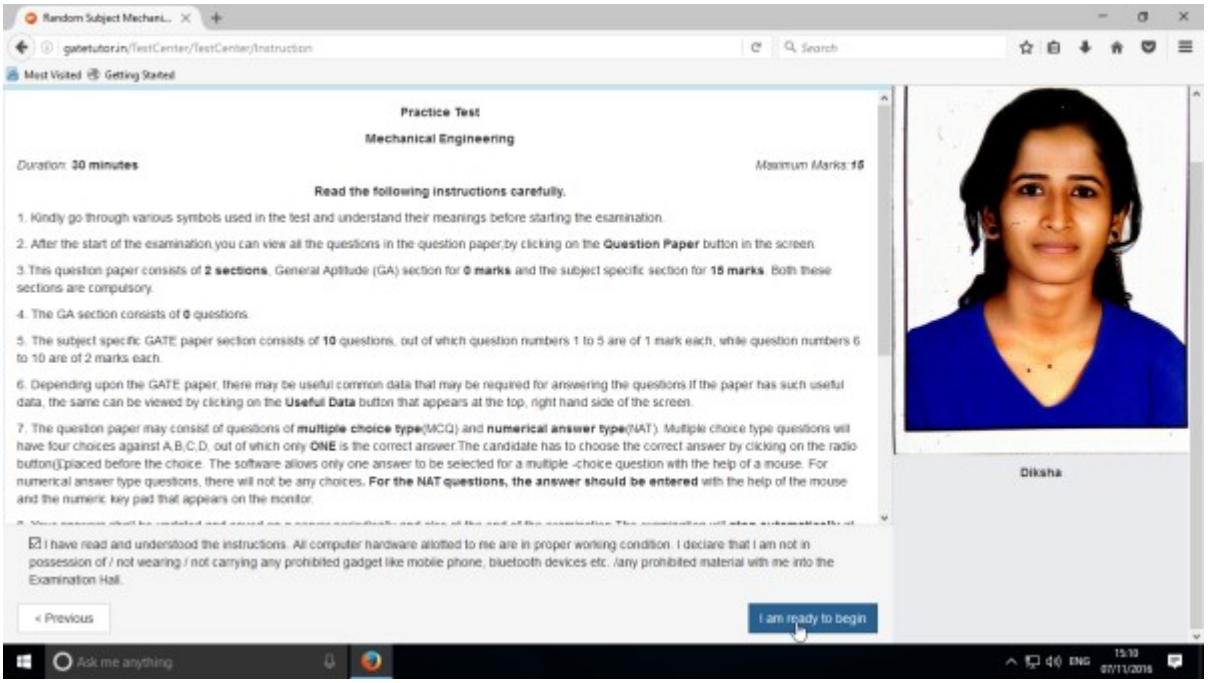
Click on "**Start Test**" to attend the test as above.



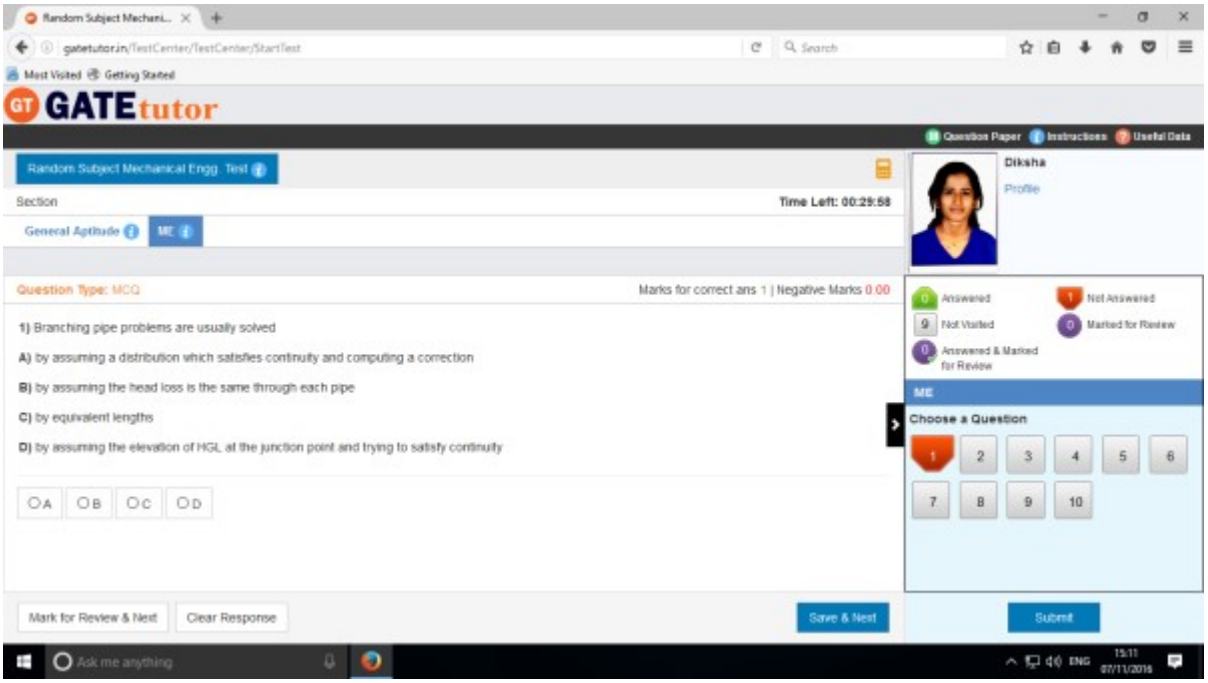
Click on "**Sign In**" to attend a test.



Click on "**Next**" to continue.

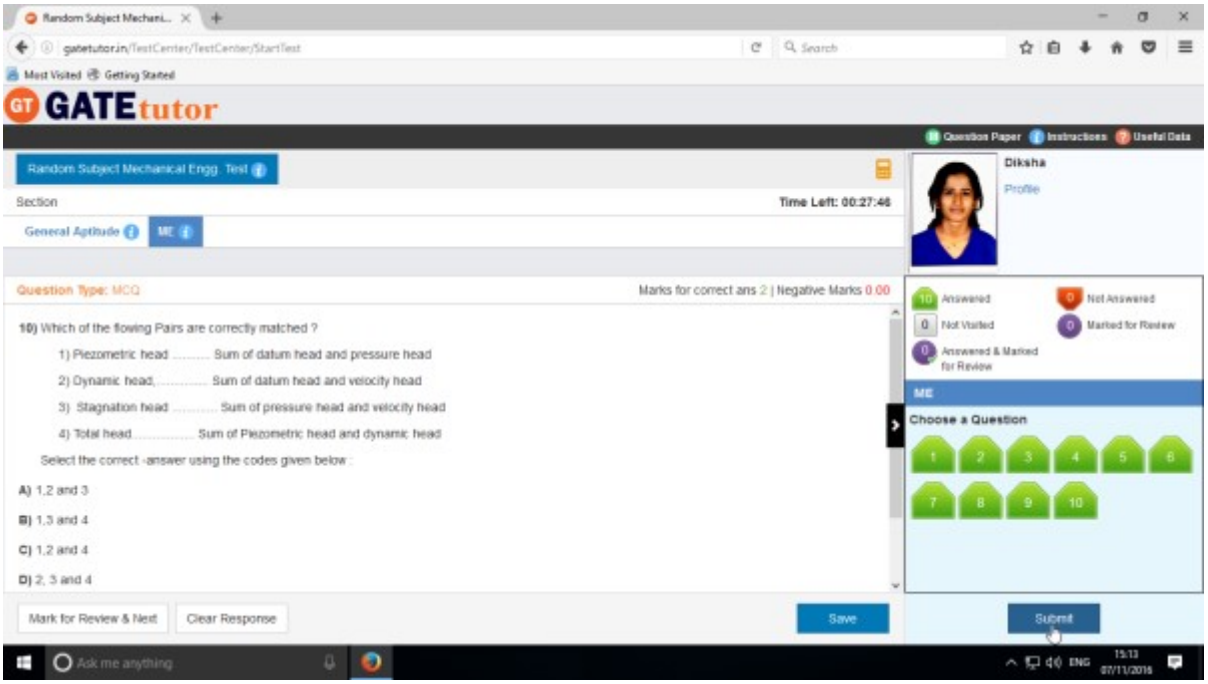


Click on "**I am ready to begin**" to continue

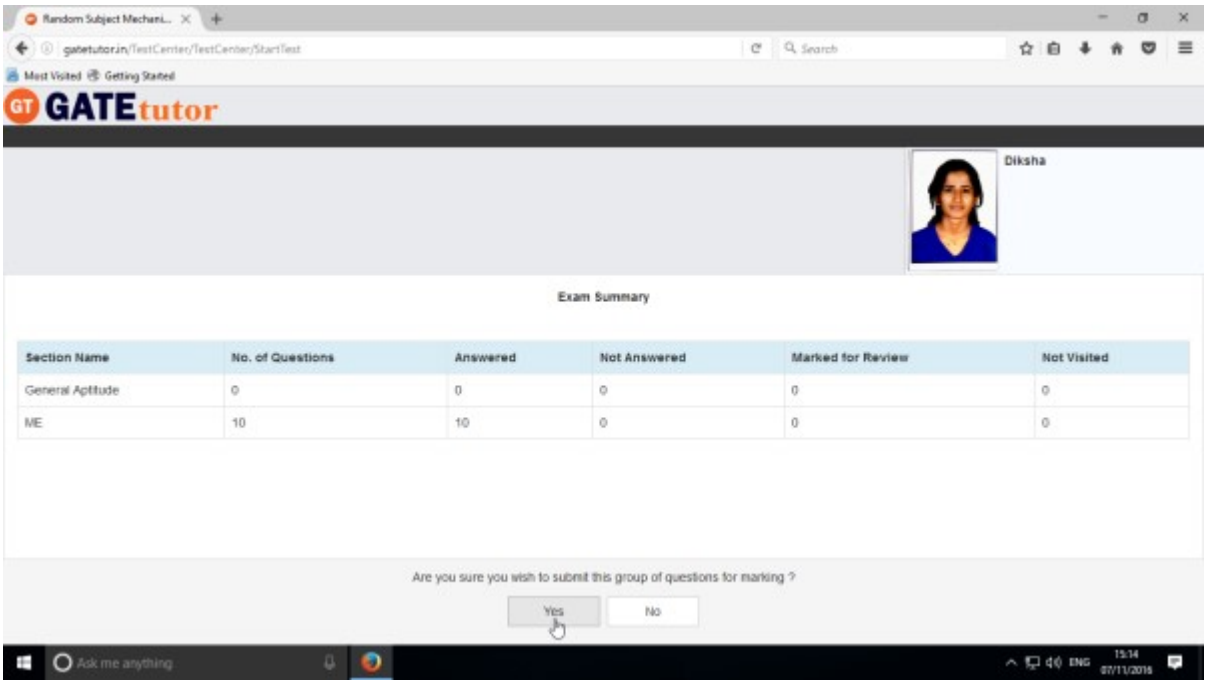


You will appear a test as above.

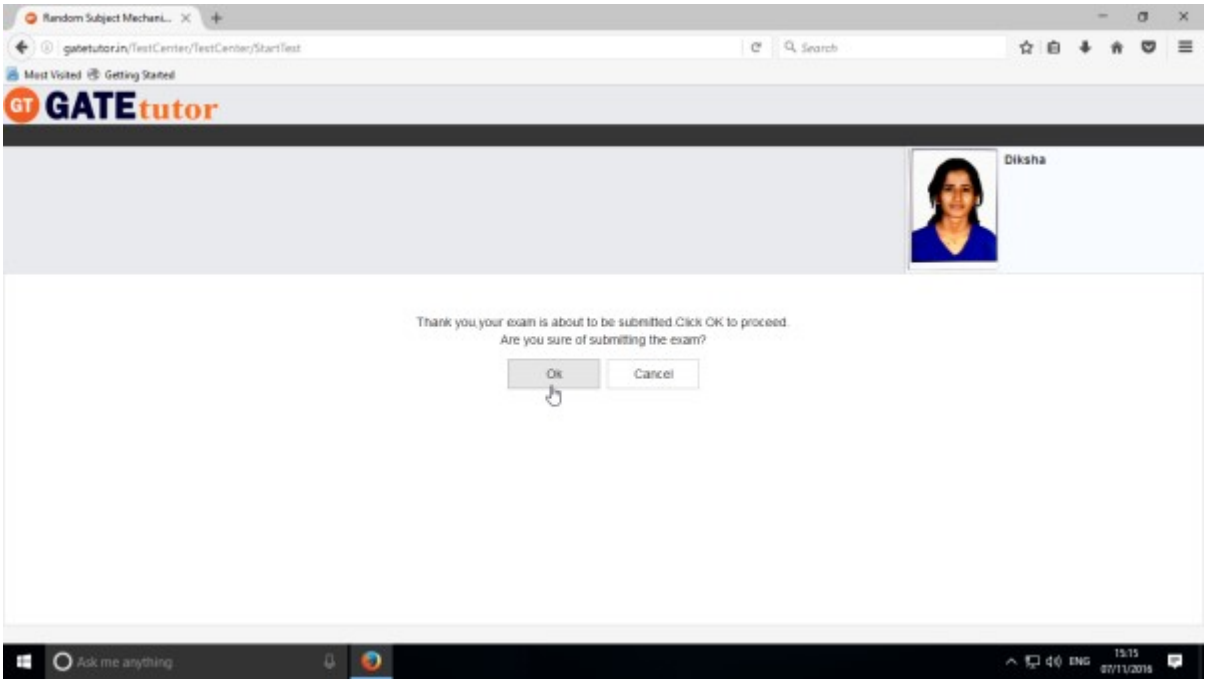
Attempt all the questions & finish the test.



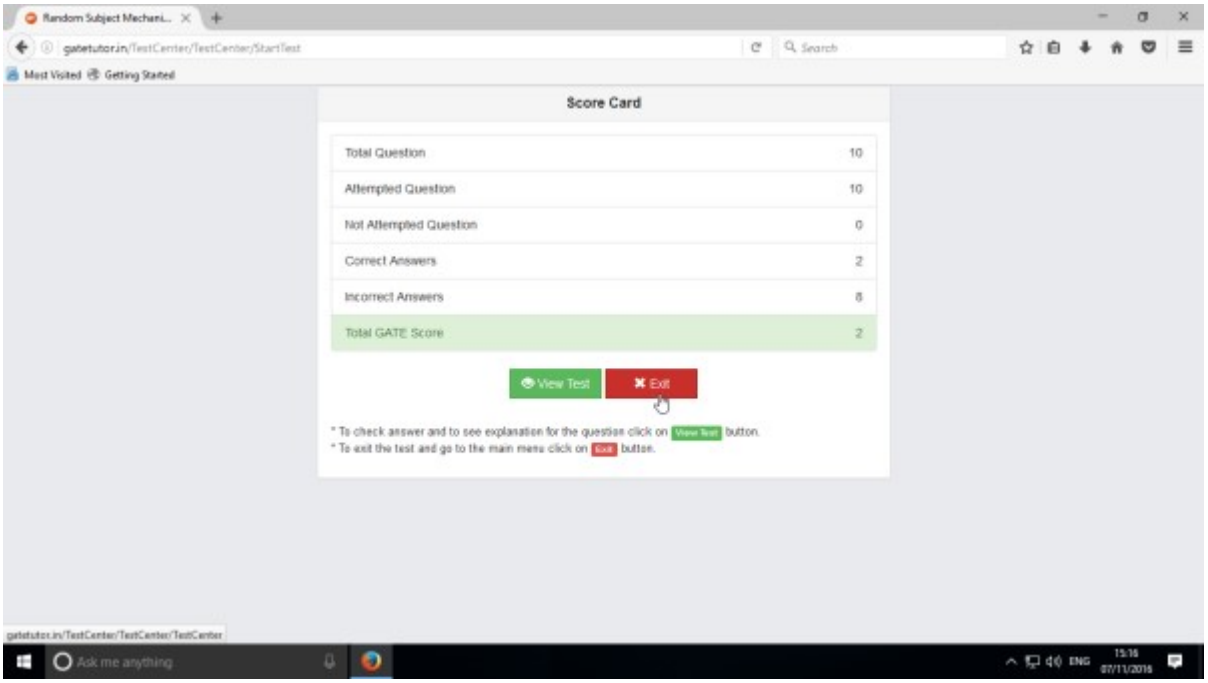
Click on "**Submit**" to save & finish the test.



Click on "**Yes**" to continue.

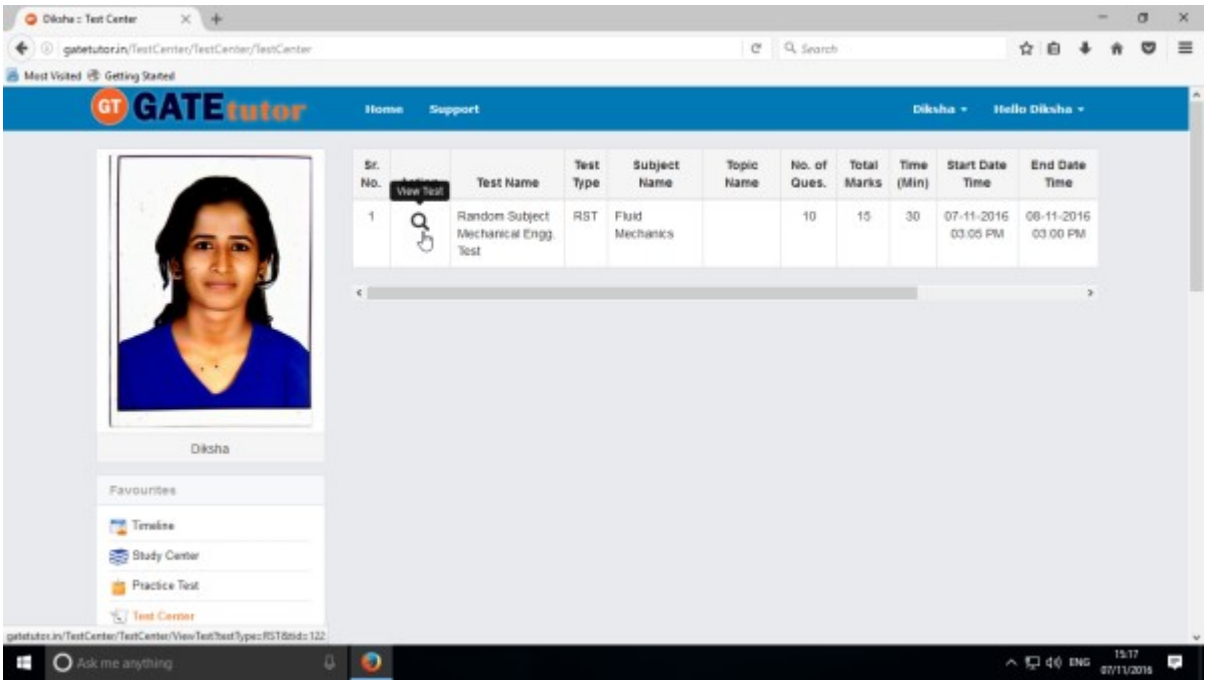


Click on “OK” to proceed.



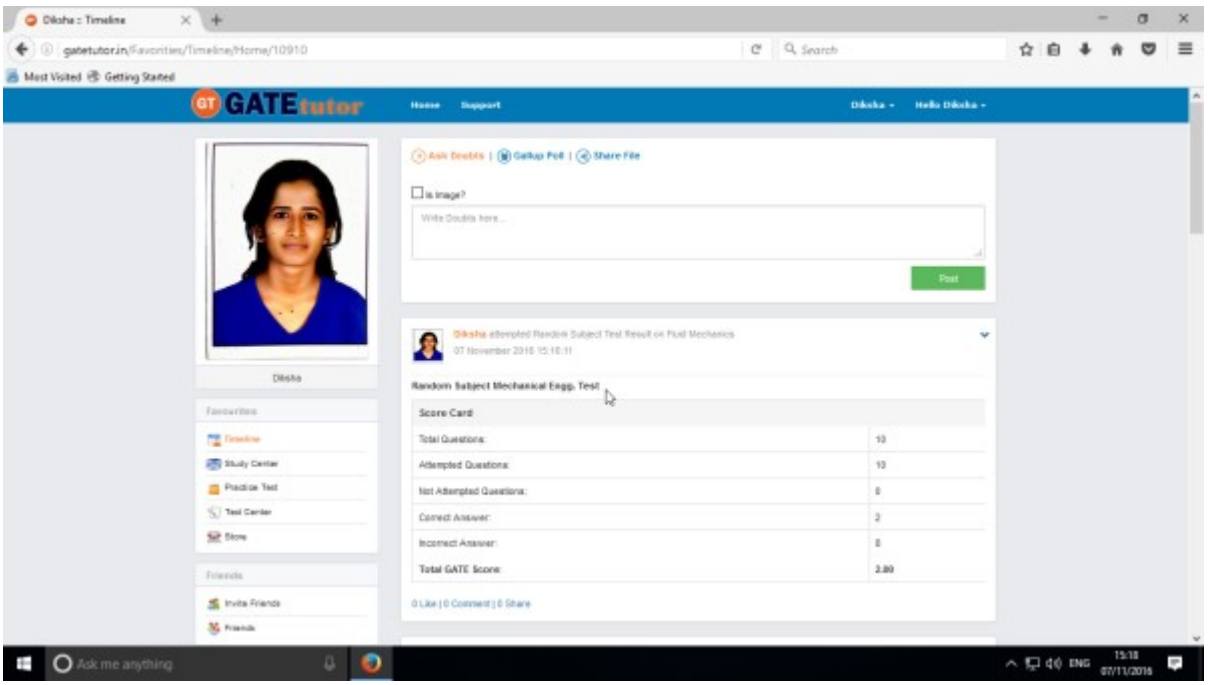
Click on “**Exit**”

When you click on “**Exit**”, you will redirect to test center as follows.



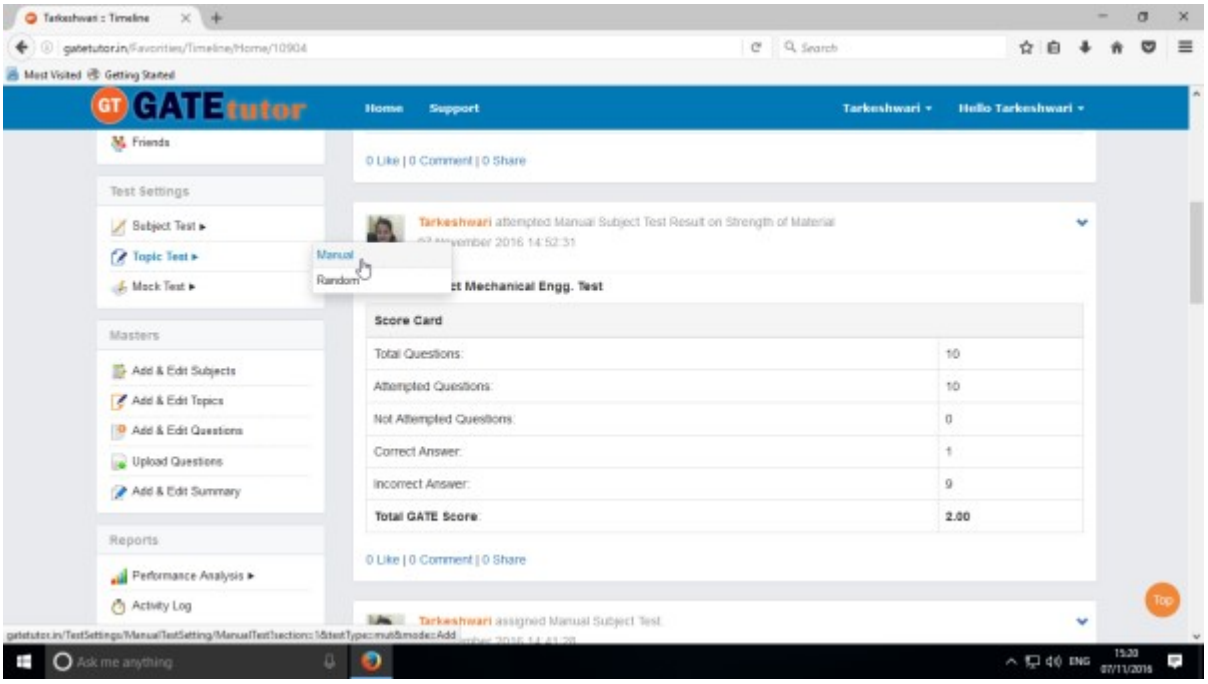
You can view the given test, when you click on “**View Test**”.

Test results will appear on own timeline as follows.

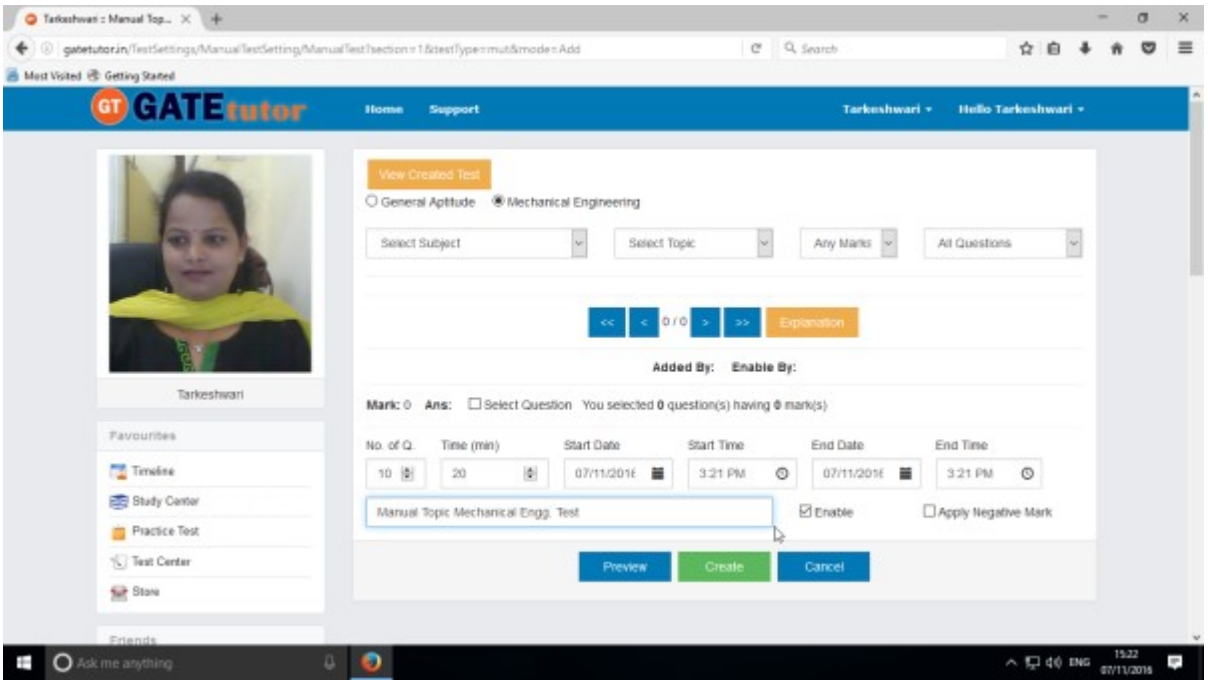


2. Topic Test

a) Manual Topic Test

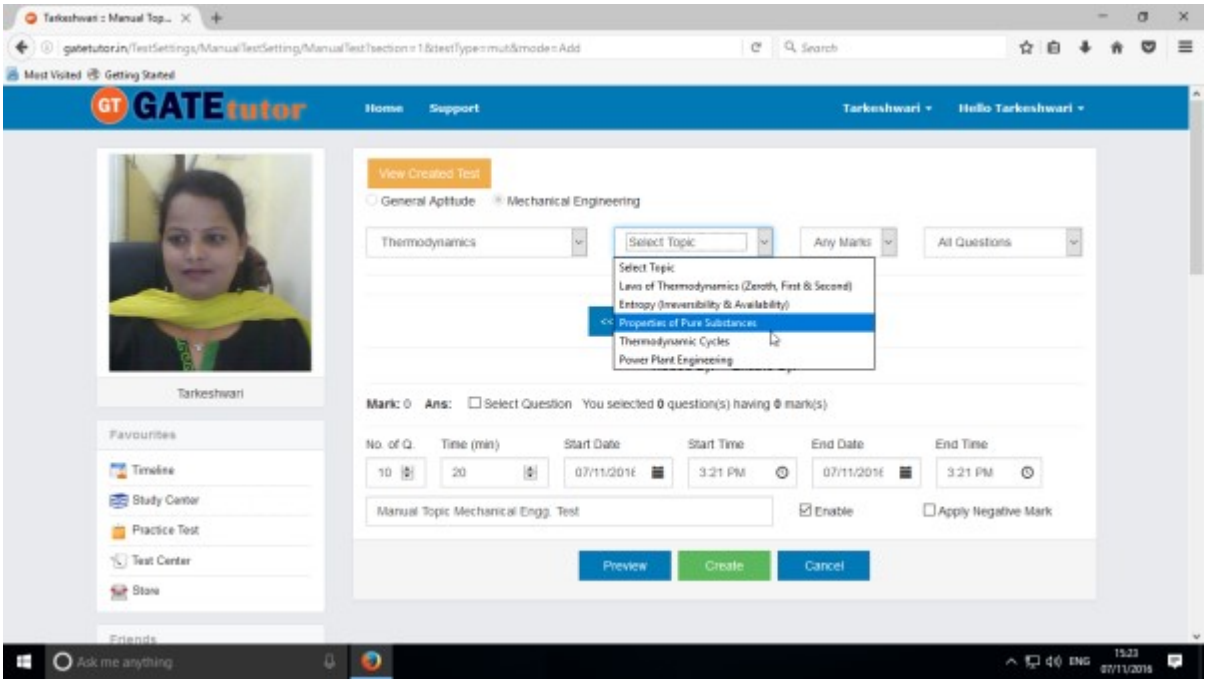


Select “Manual” tab to create a test.

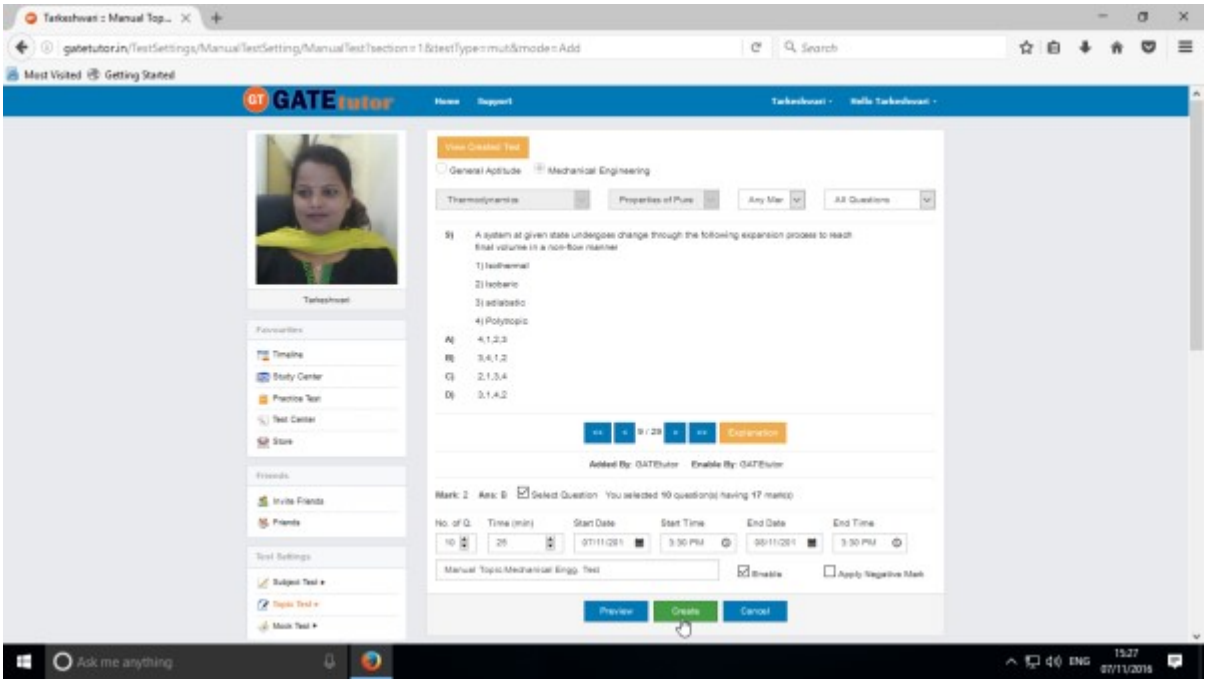


Write a test name as above.

Select subject & topic for the test.



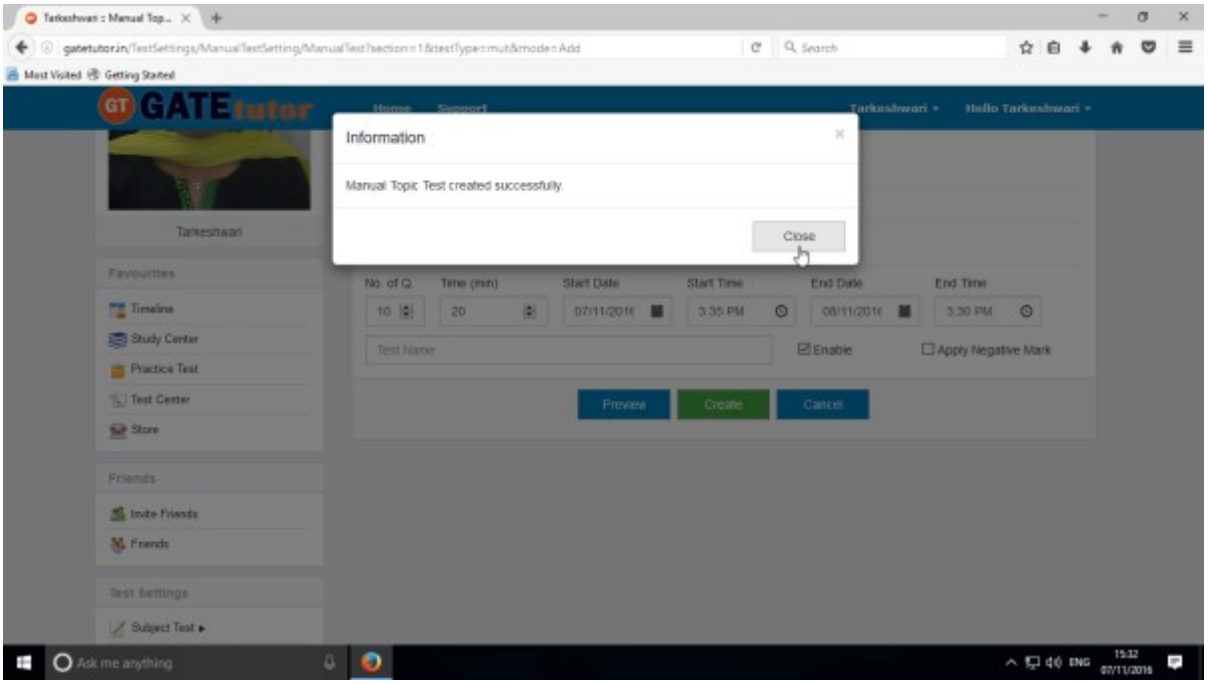
Select Marks & Questions type & fill up all the details



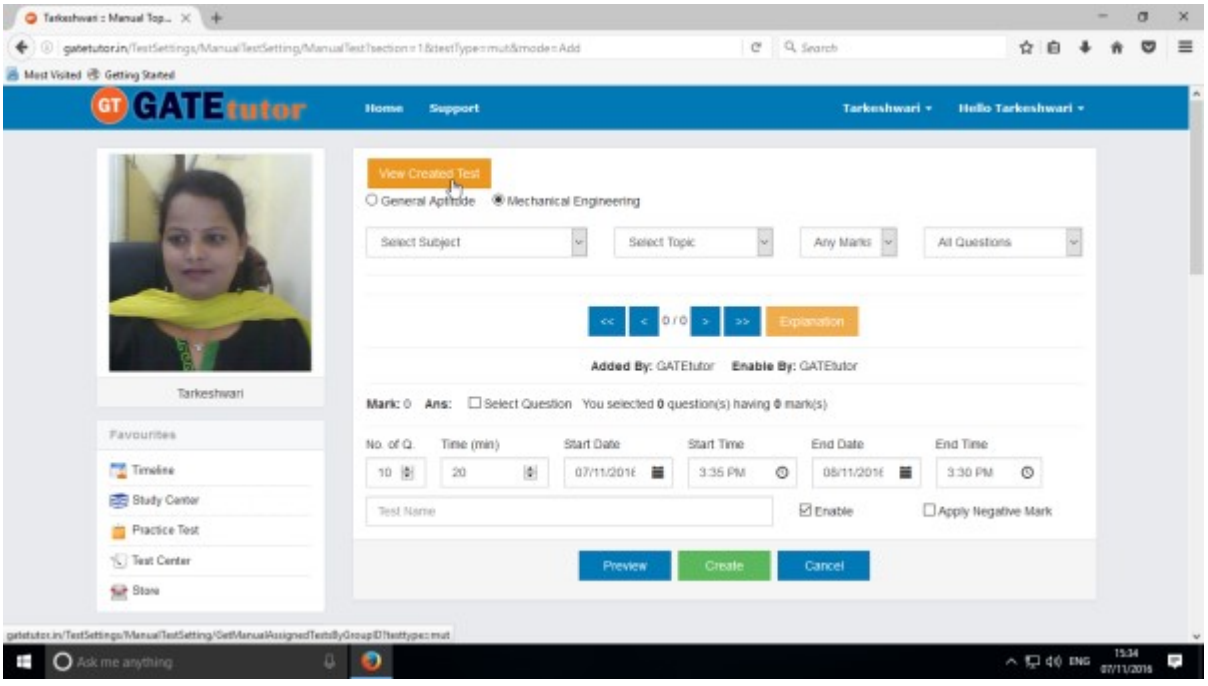
Select questions by clicking on "**Select Question**" checkbox with forward and backward arrow.

Then click on the "**Create**" to create a test.

Manual Topic Test will be created successfully.

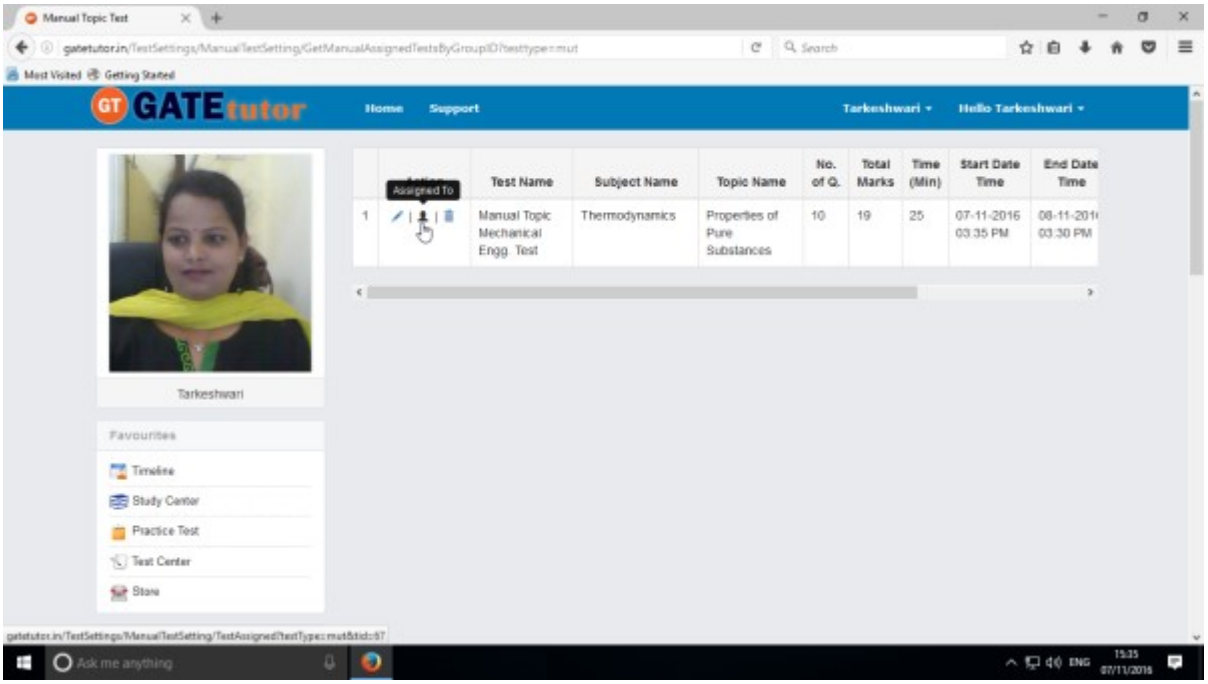


Click on "**Close**" to proceed.

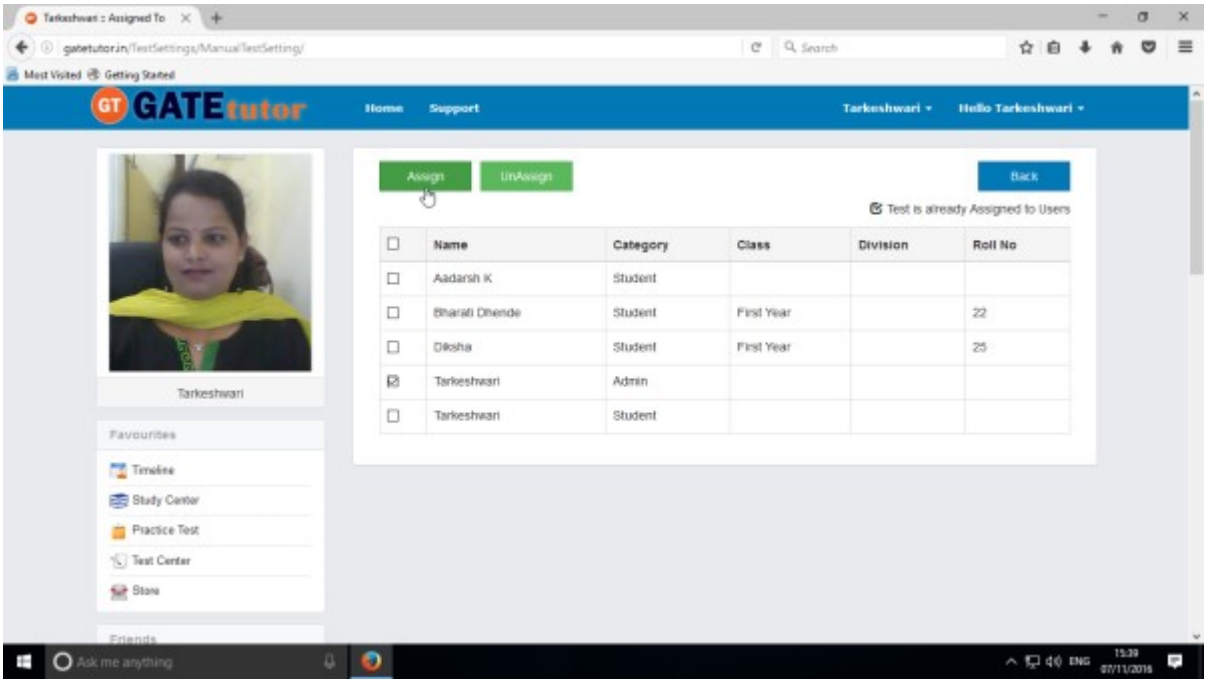


Click on the "**View Created Test**" to check created test.

Click on “**Assigned To**” to assign your friends.

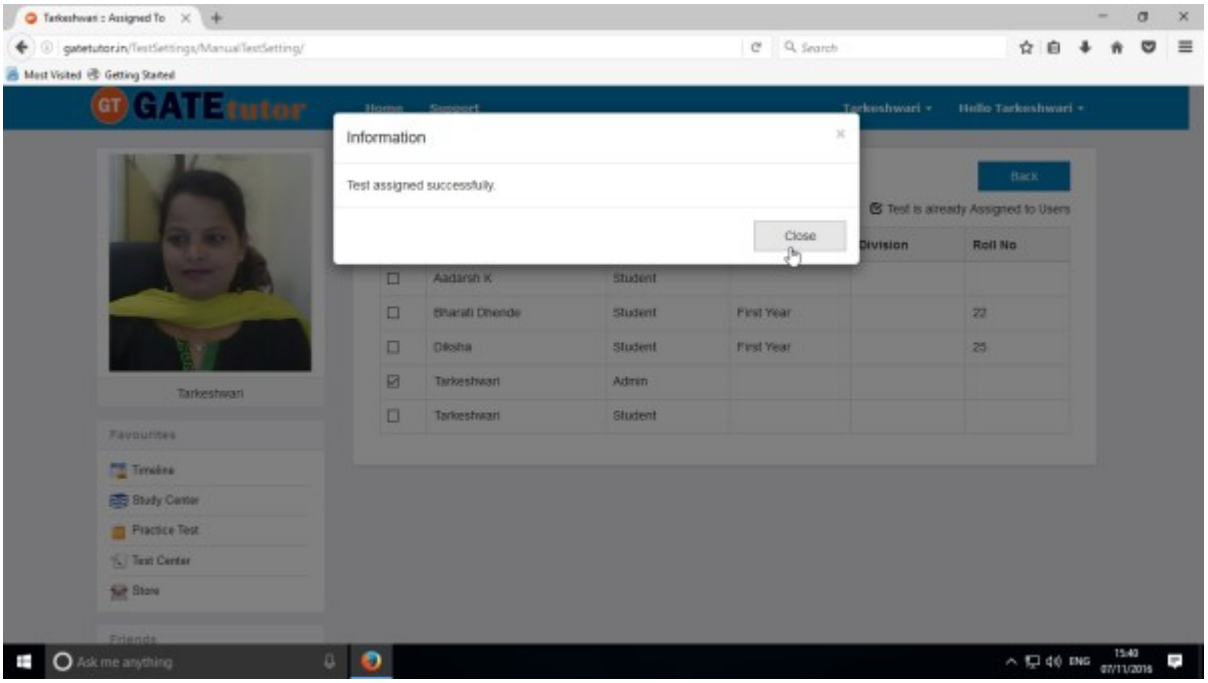


Select the name of friends to whom you want to assign the test.



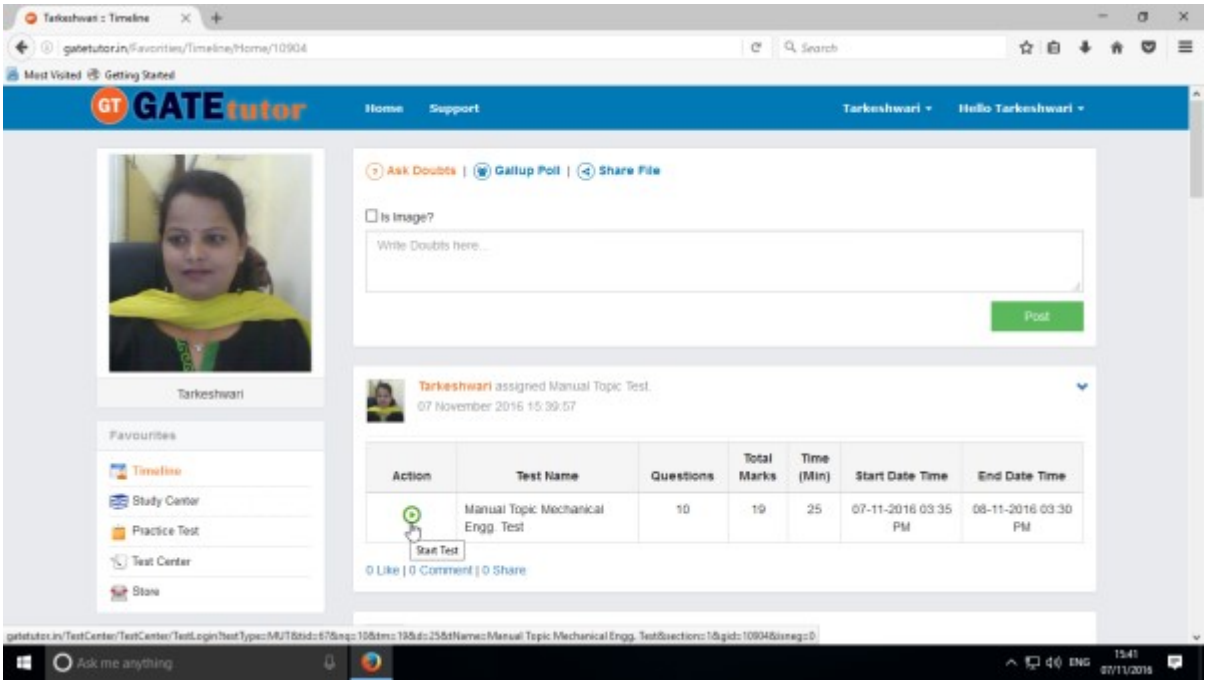
Then click on **“Assign”** to assign test as above.

Test will be assigned to selected friends

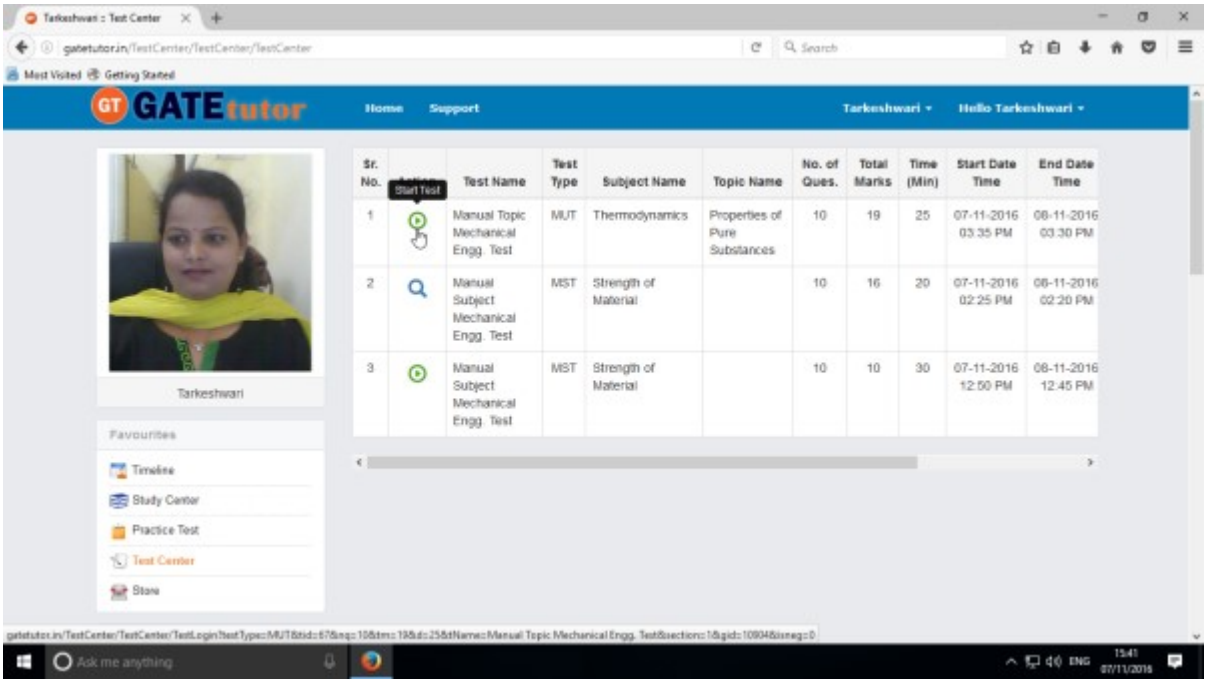


Click on "**Close**" to continue

Check on own timeline if you have assigned the test to yourself.



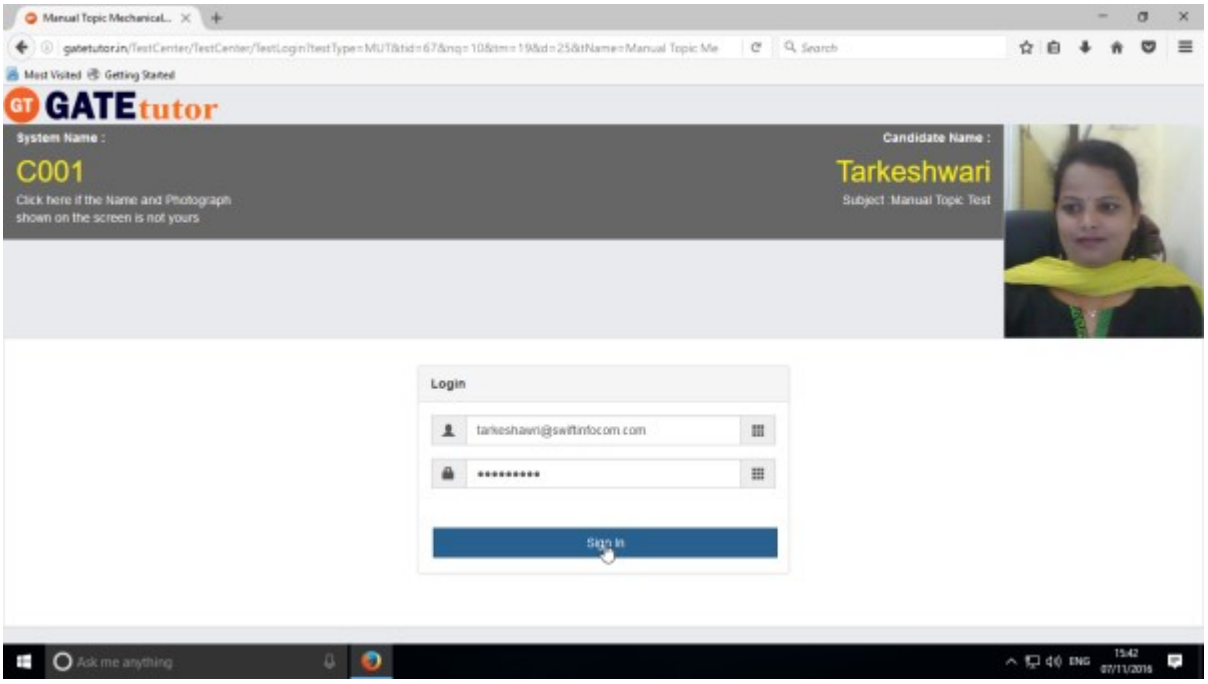
You can start test by clicking on **"Start Test".**



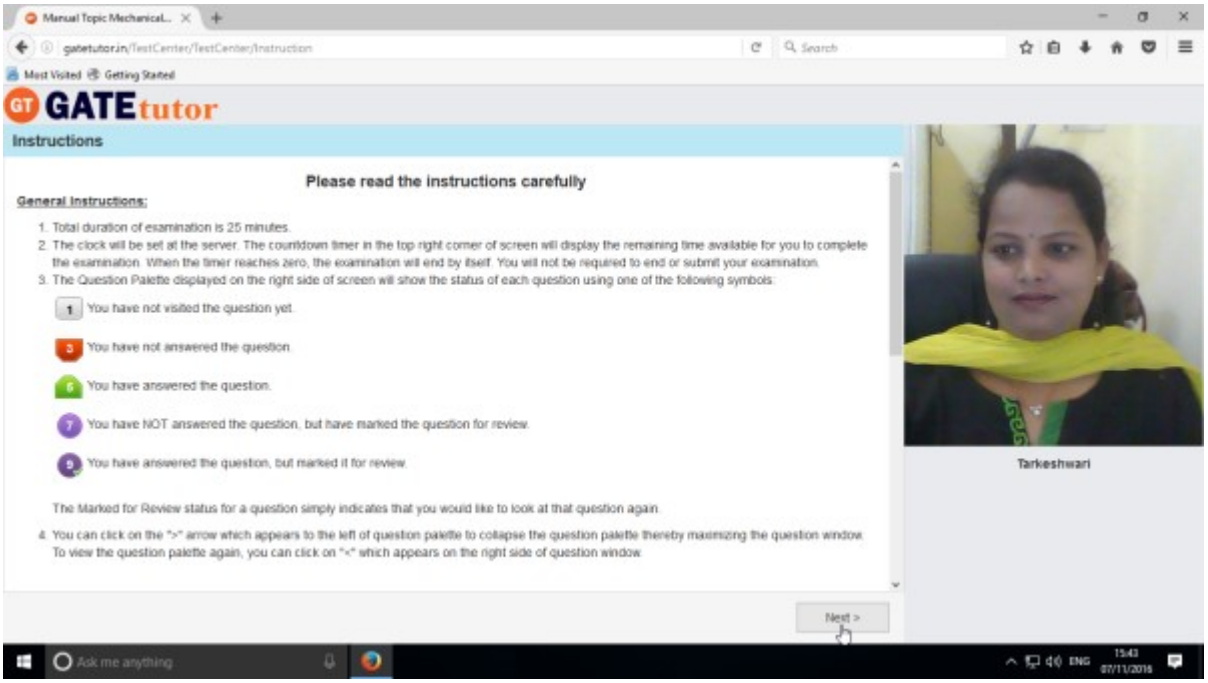
The assigned test will be shown in **Test Center** as well. You can attempt the test from Test Center also.

Click on "**Start Test**" icon as above to attempt a test.

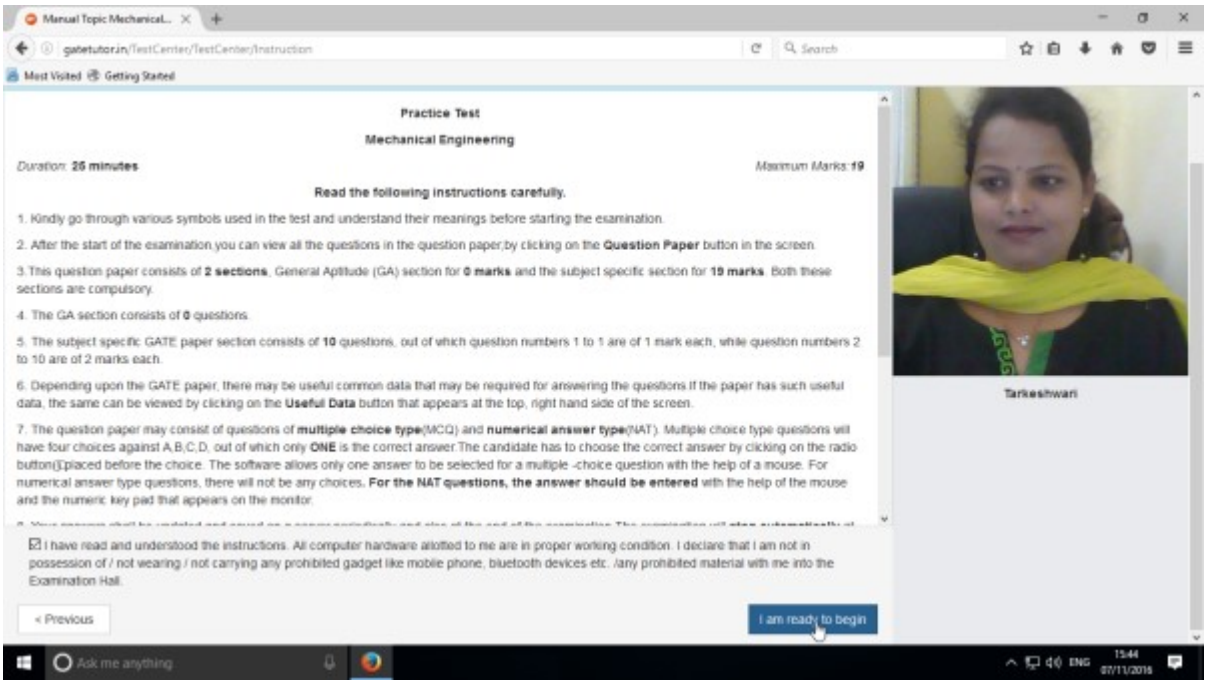
Click on “**Sign In**” to continue the Test



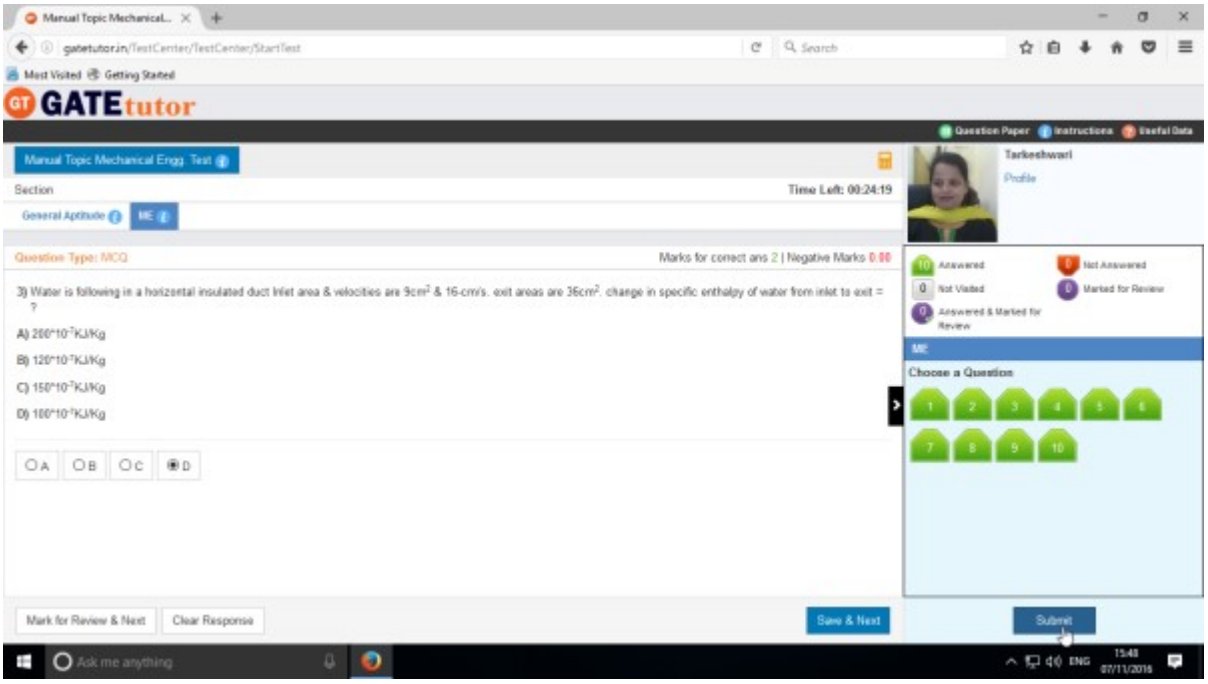
After signing in click on **“Next”**



Then check mark on “I have read and understood the instructions” & Click on “**I am ready to begin**” Button.

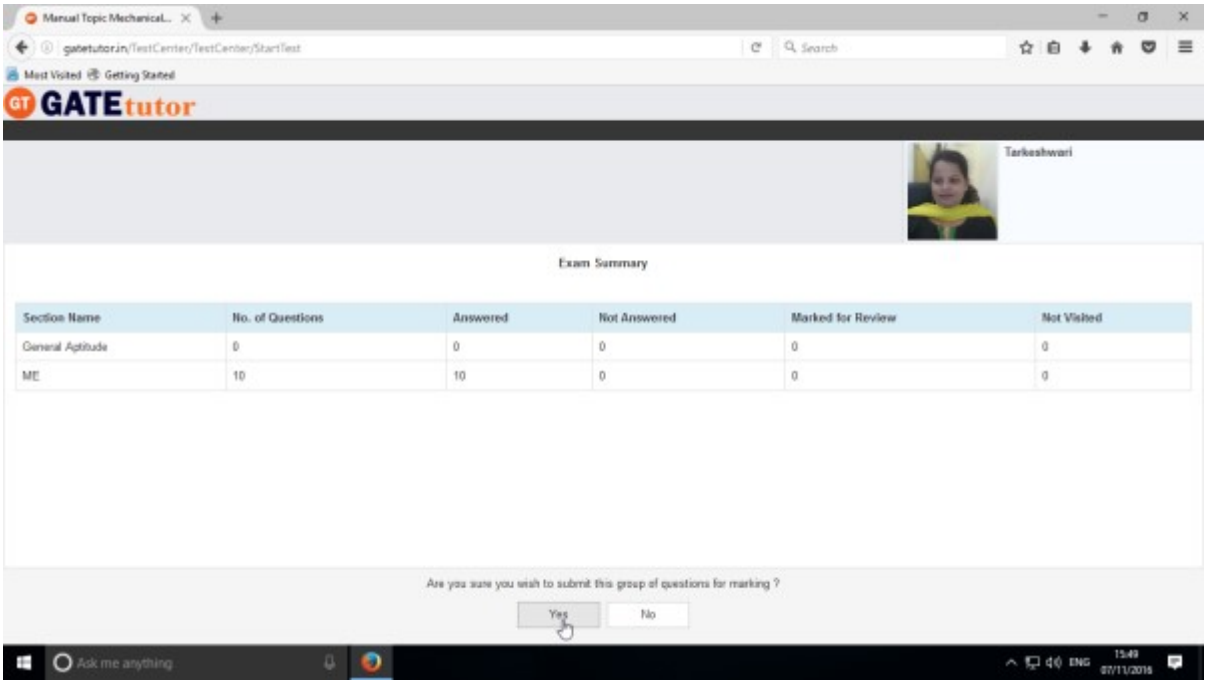


You can start the test by solving questions as follows

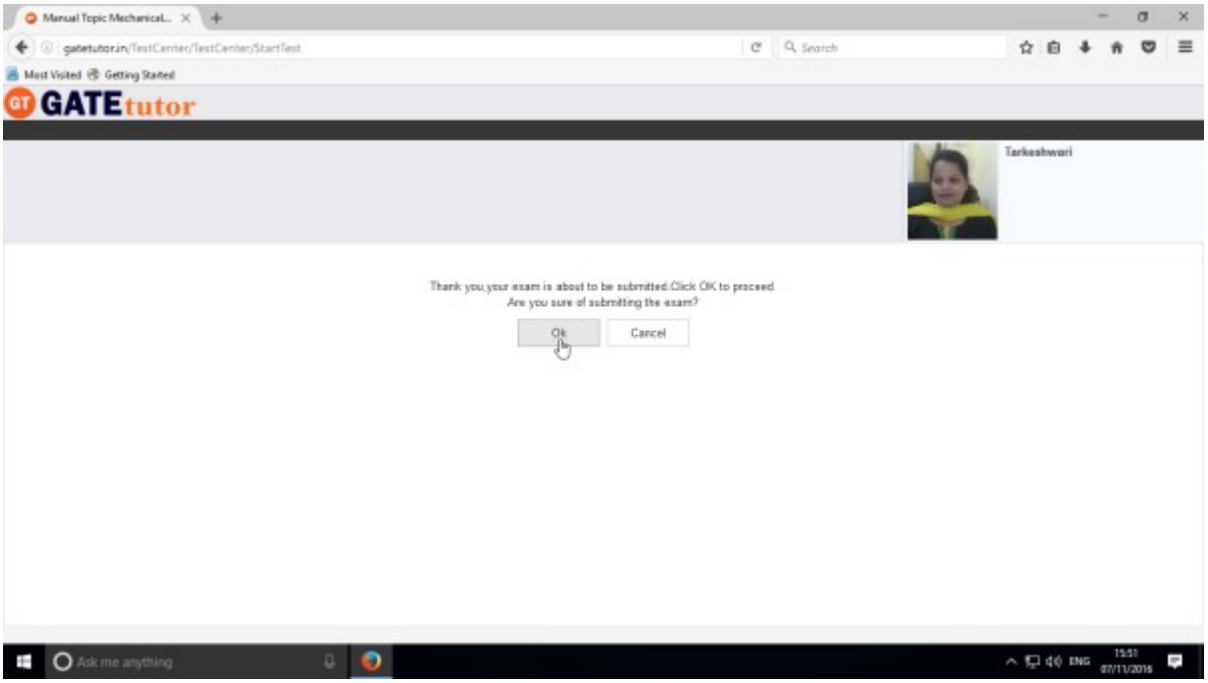


If you want to solve one of the questions later then you can click on “Mark for Review & Next” and solve later. That question will be shown as “Marked for Review”

After finishing test click on **“Submit”** to save a test.

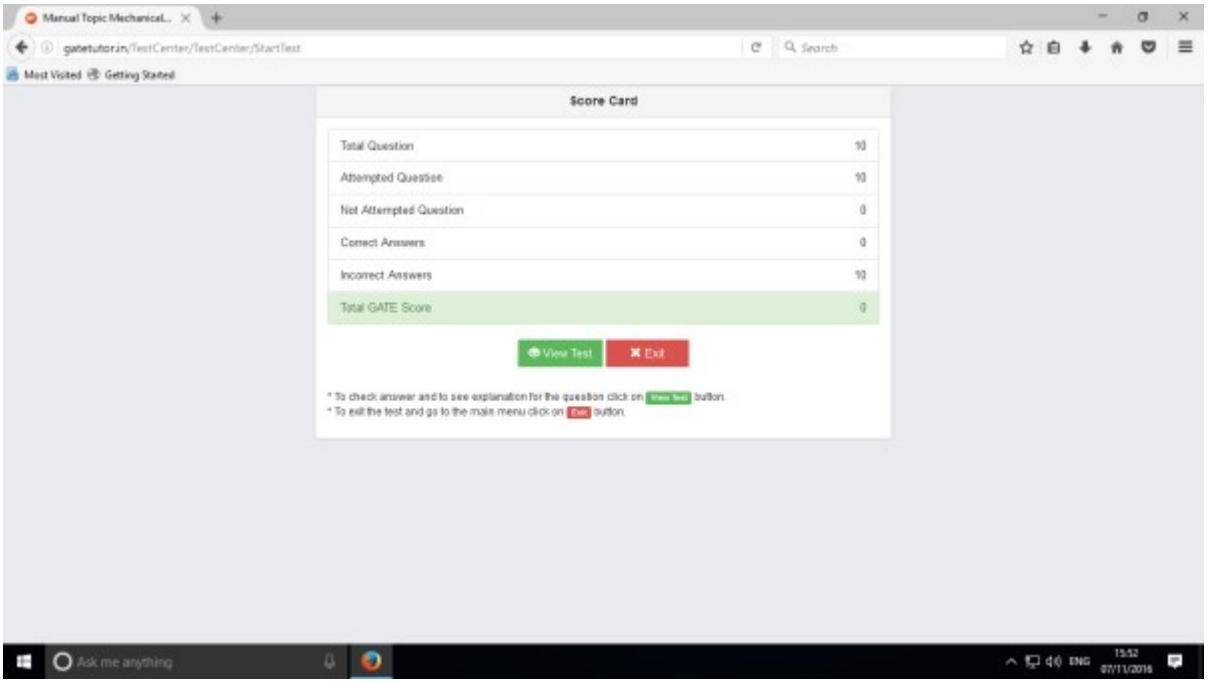


Click on "**Yes**" to submit.

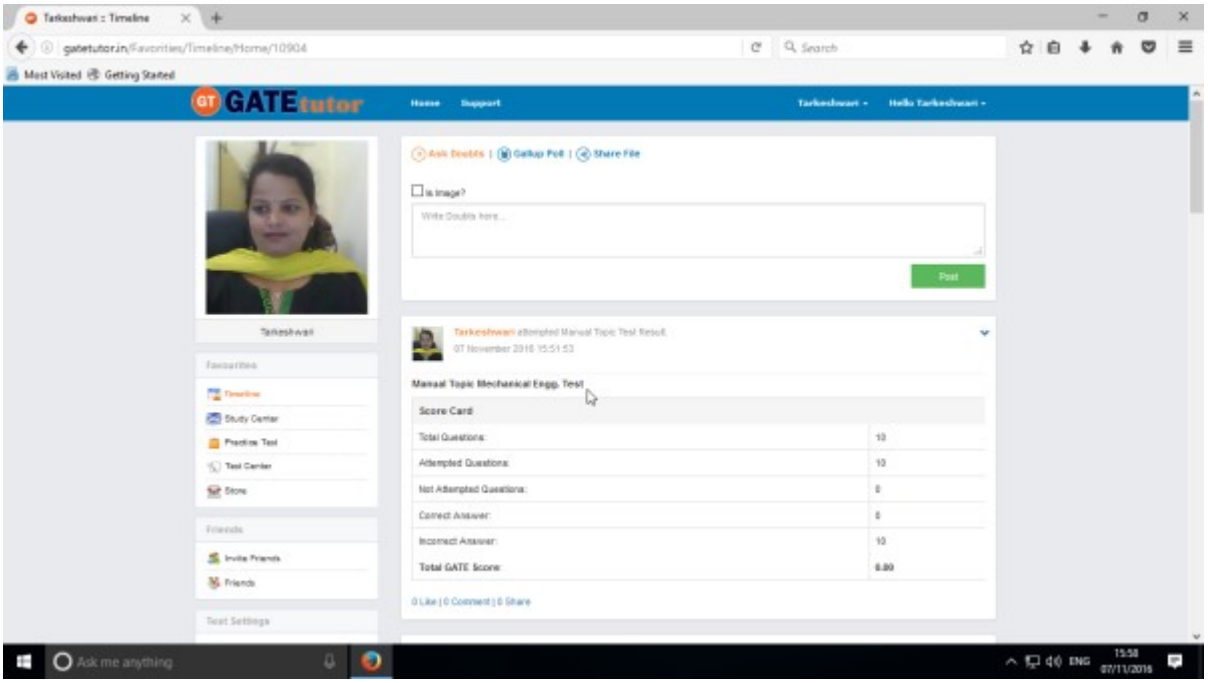


Now click on "OK".

You can **“View Test”** or **“Exit”** from the test by clicking on exit.

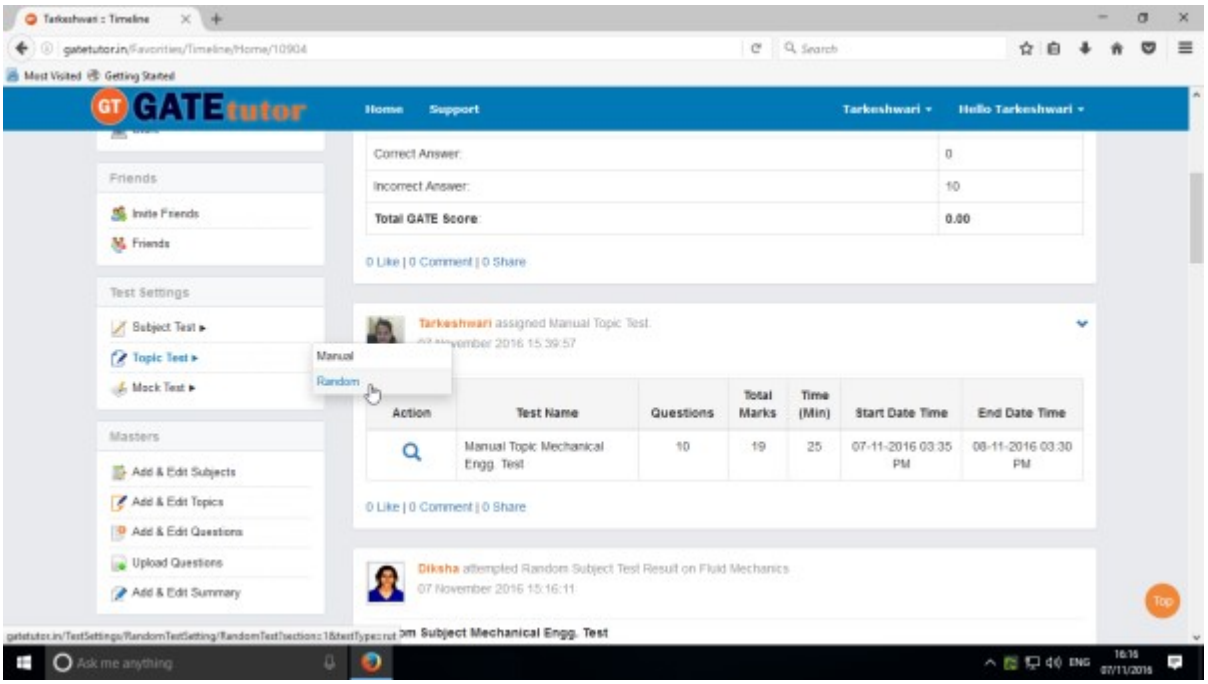


After finishing this test, go to your own timeline & test result will be displayed as follows.

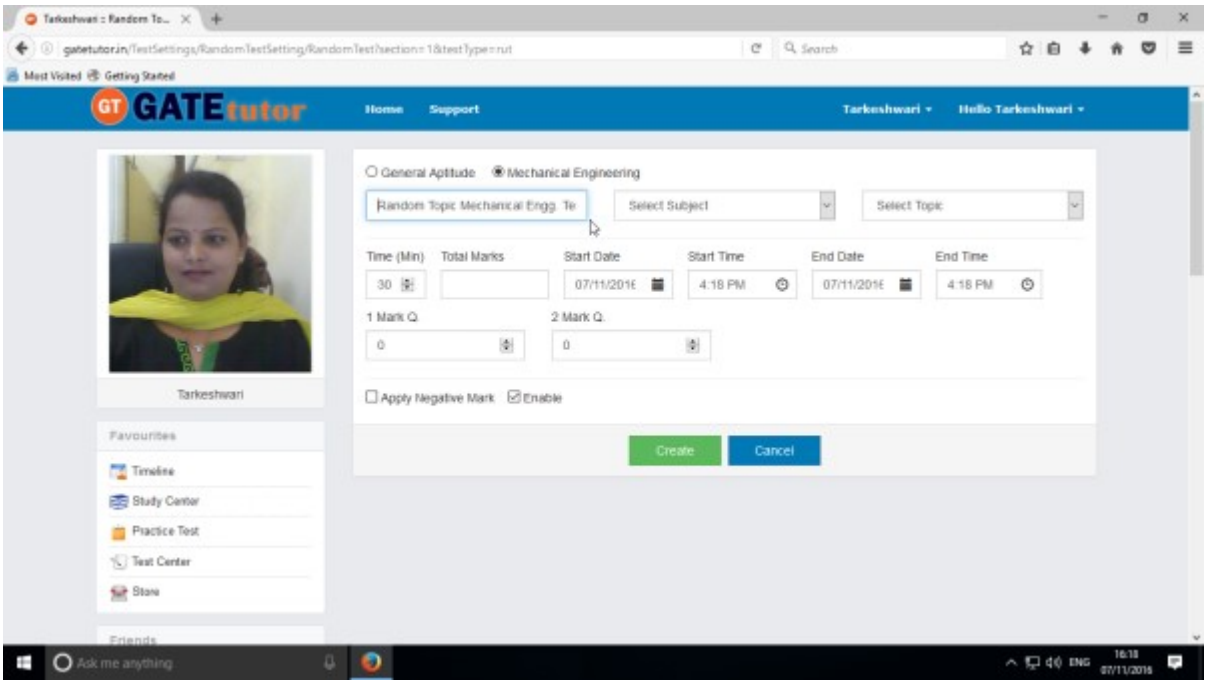


When you click on “**Home**” you can see the results as above

b) Random Topic Test

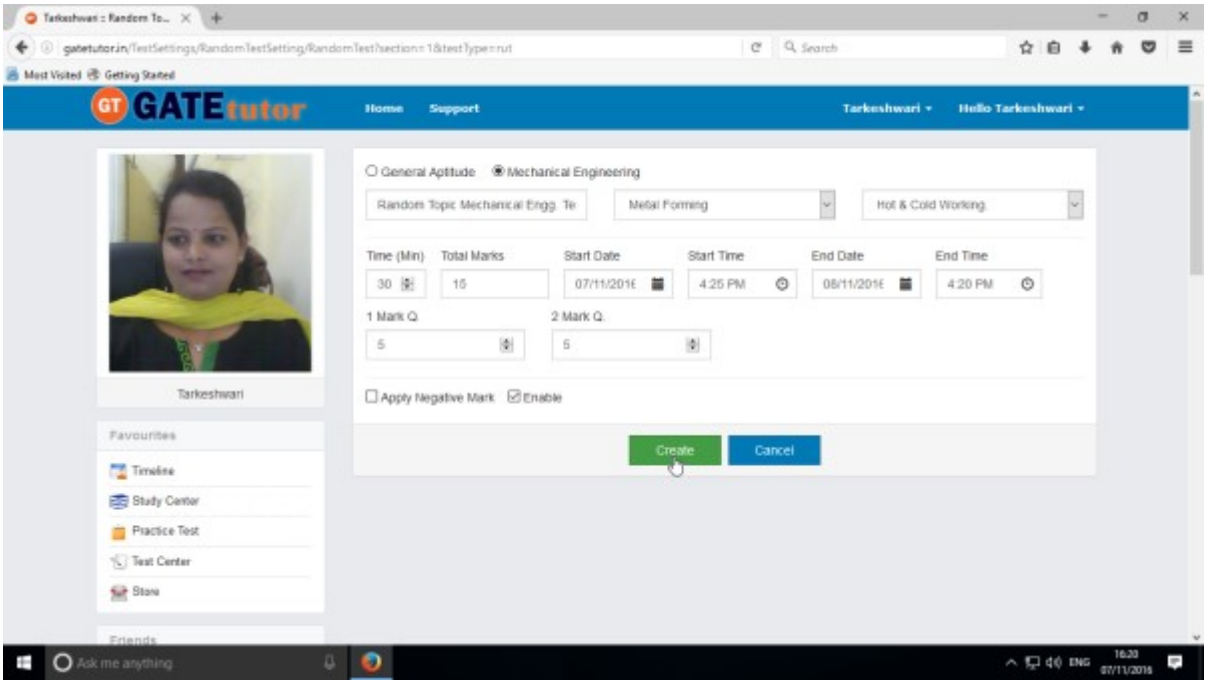


Click on **"Random"** to create a test.

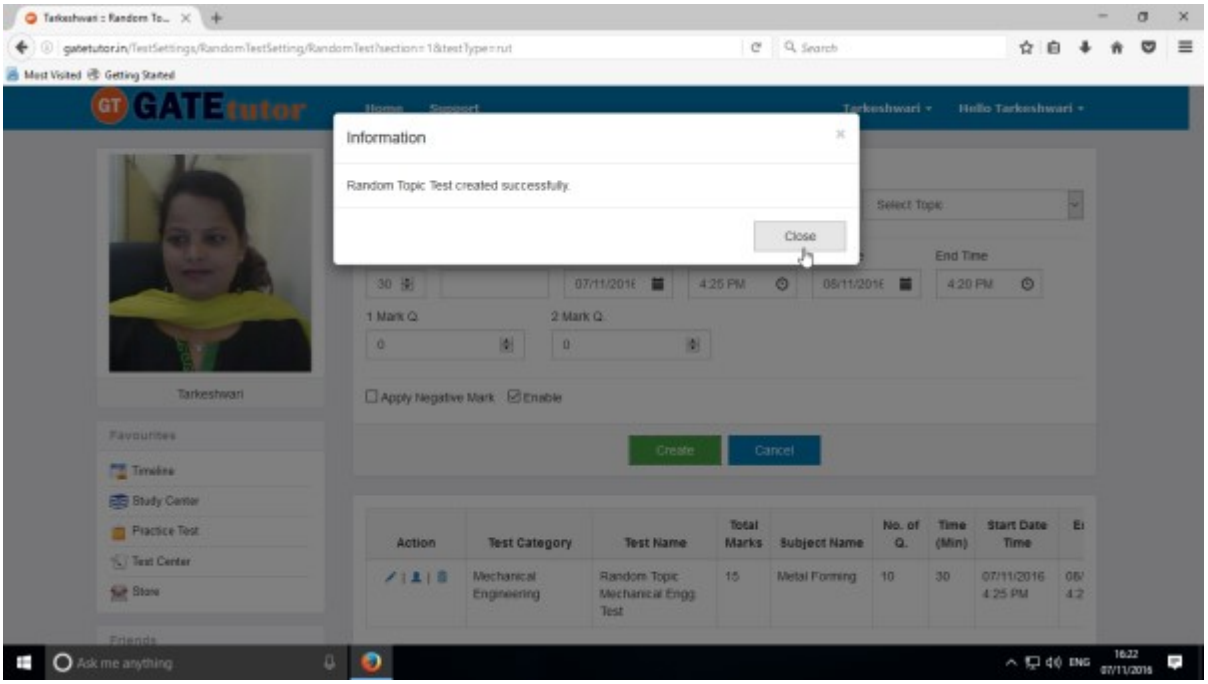


Write a test name as above.

Select subject & topic then fill up all the required details.

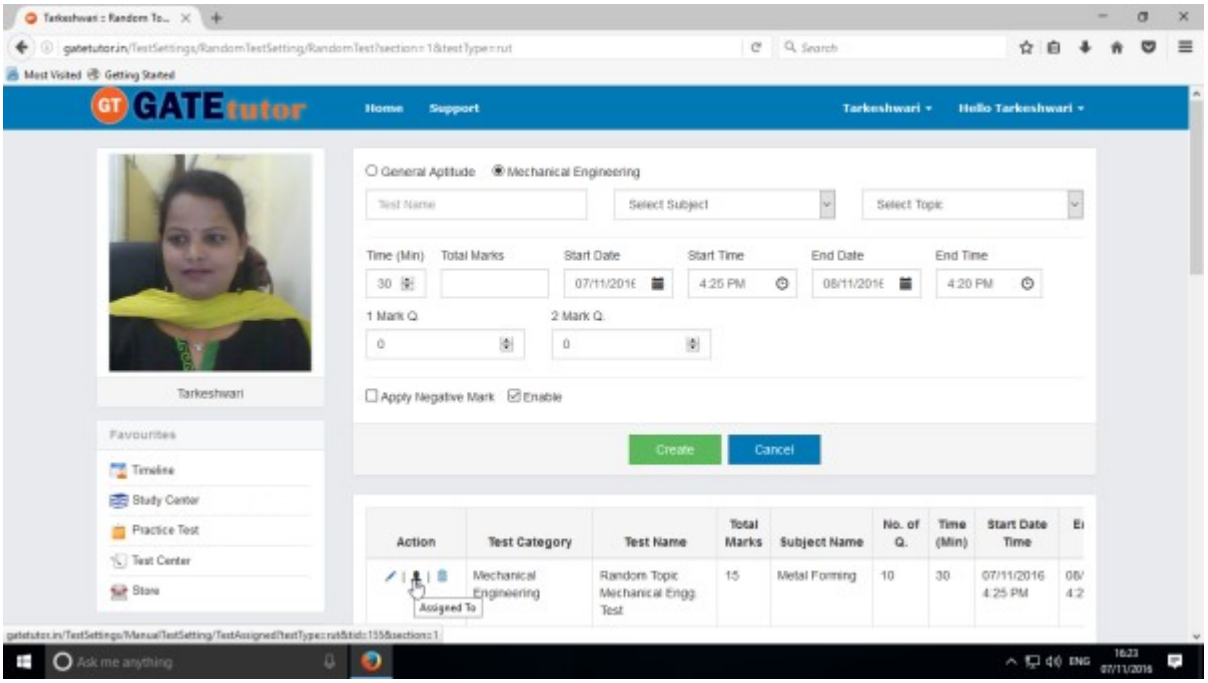


Click on the "**Create**" to create a test.

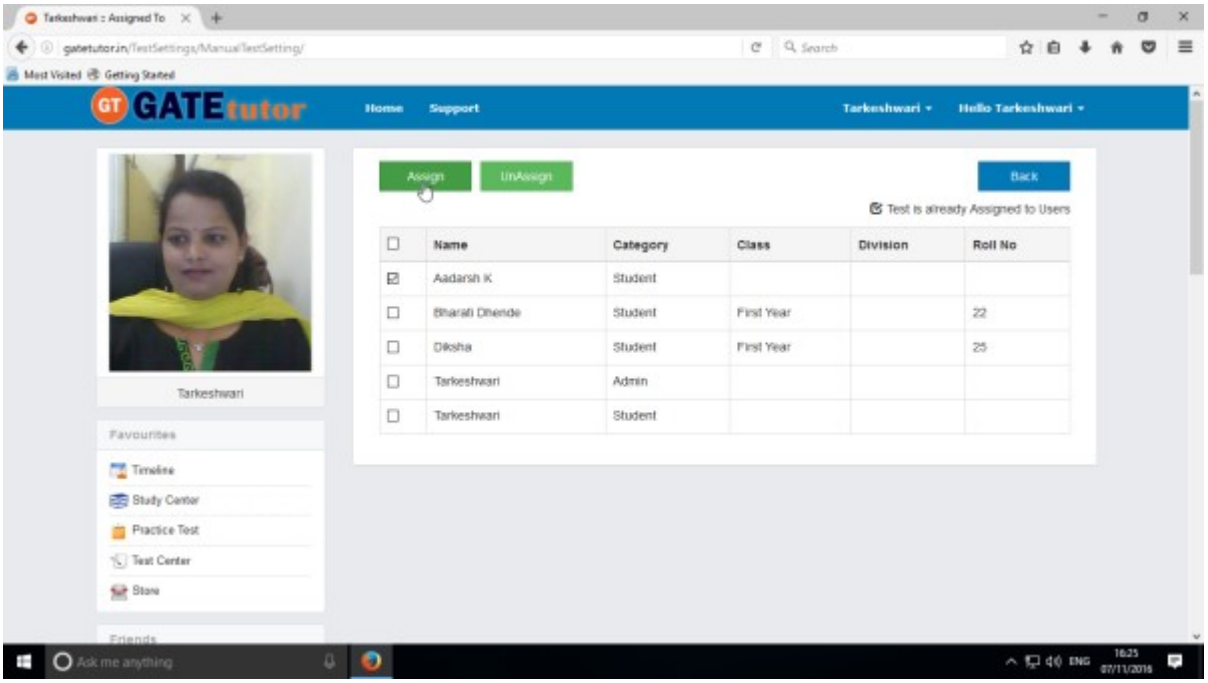


Click on the "**Close**" to continue.

Now click on “**Assign To**” icon to assign the test.



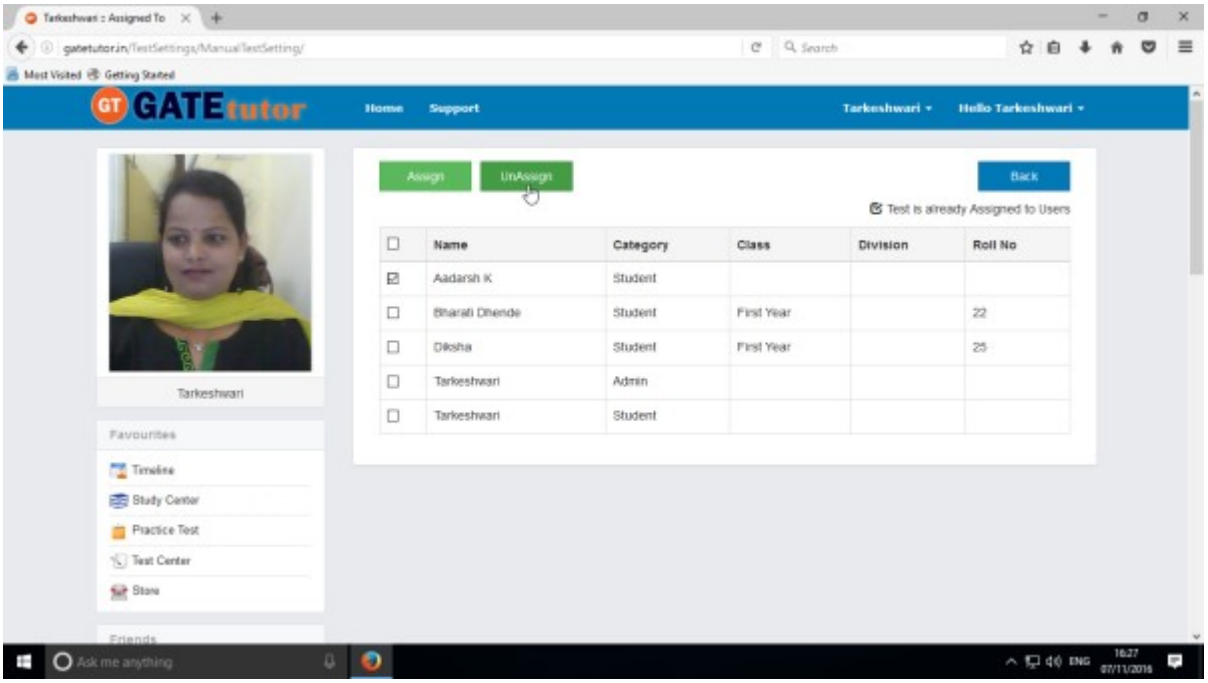
Select the names to which you want to assign the test

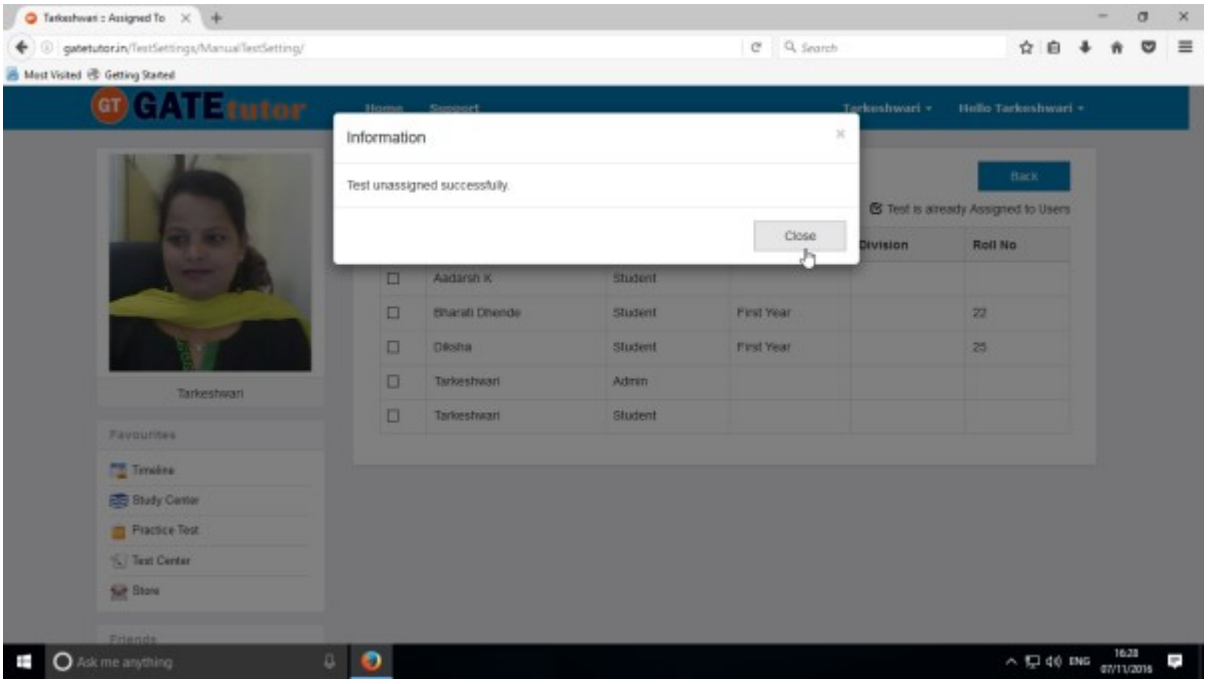


Click on **“Assign”** to assign a test.

If you have assigned the test to the friends and you want to make any changes in the test or want to cancel an assigned test, you can unassign the test.

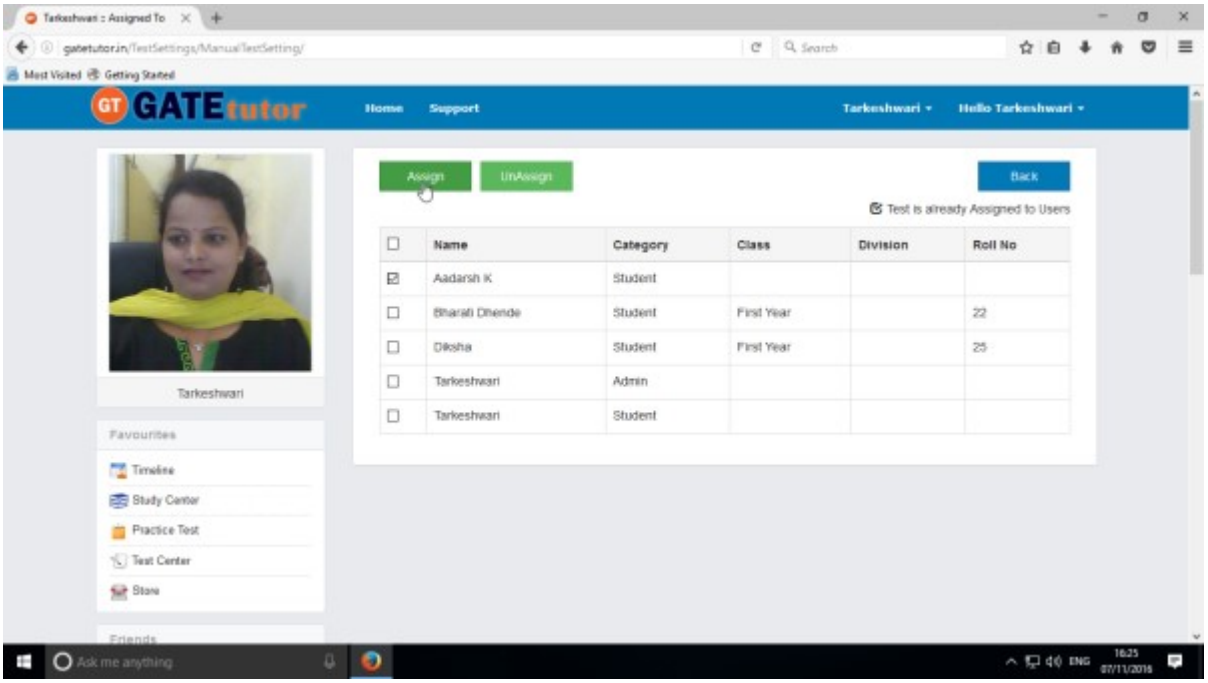
Just click on "**UnAssign**" button, the test will be unassigned and also disappeared from the Timeline and test center.





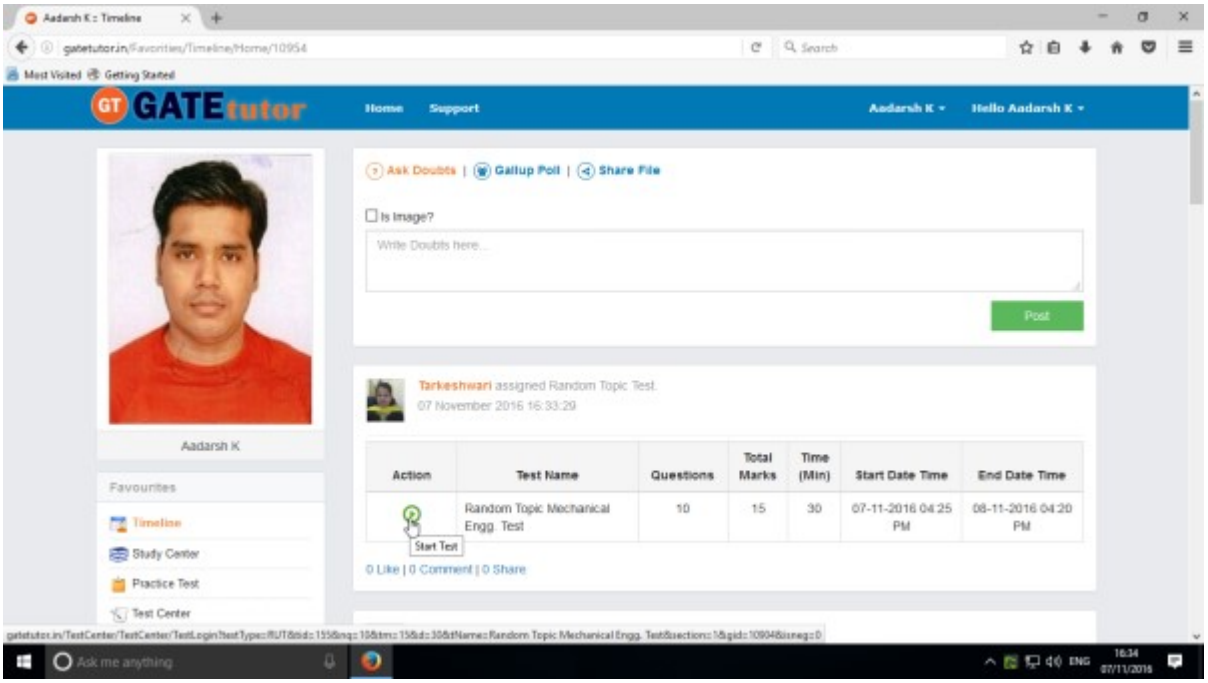
The test will be unassigned and also disappeared from the friend's own timeline and test center.

Now choose a name & assign test by clicking on “**Assign**” as follows



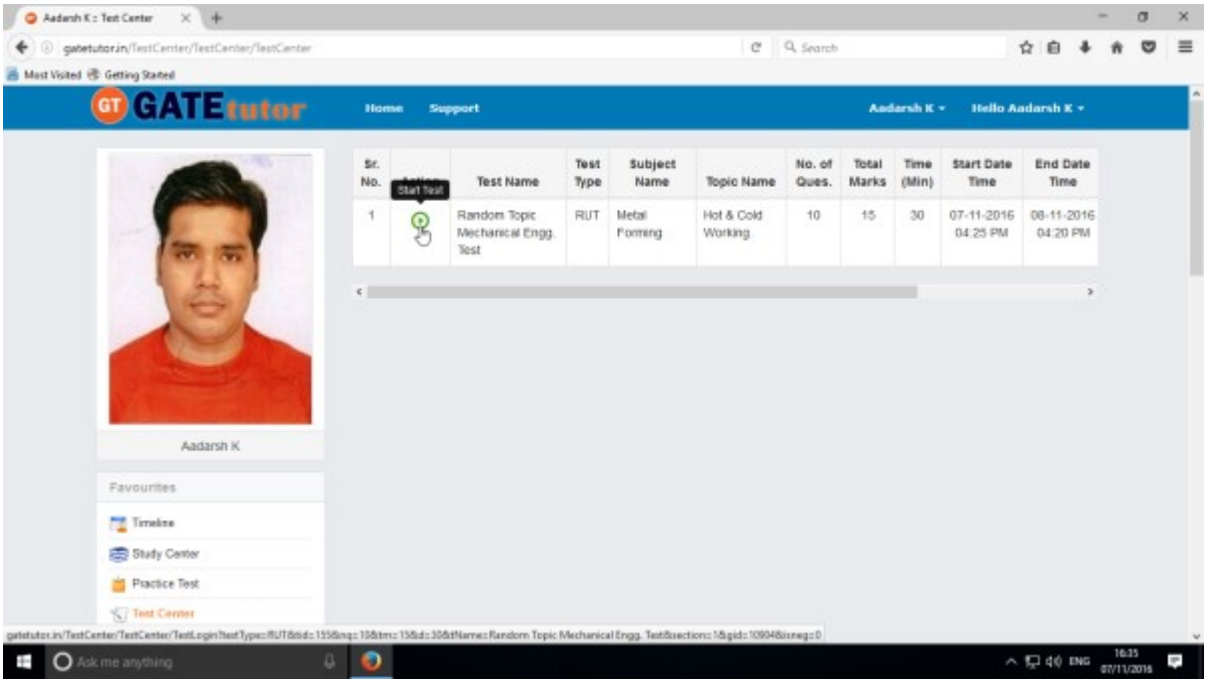
When you click on “**Assign**”, test will get assigned to your friend. Then click on “**Close**” to continue.

You can check the assigned test on friend’s timeline and check the test to attend



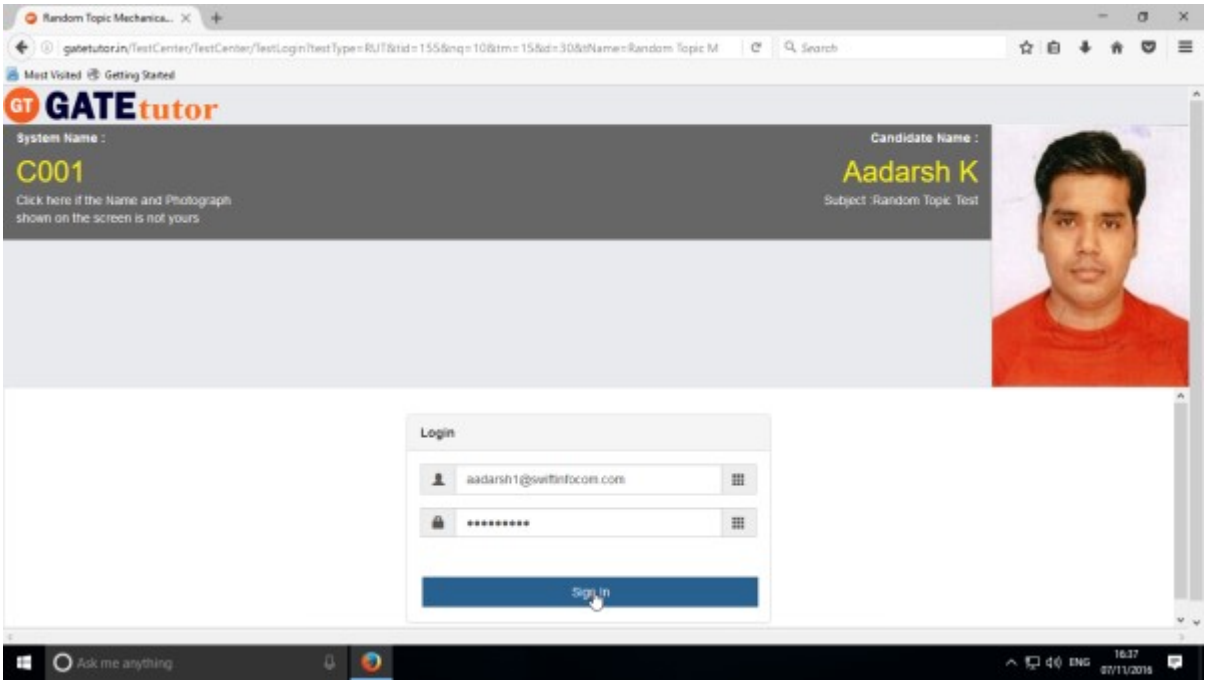
You can attend a test by clicking “**Start Test”** icon from own timeline**.**

Check the test will appear in **“Test Center”** also.

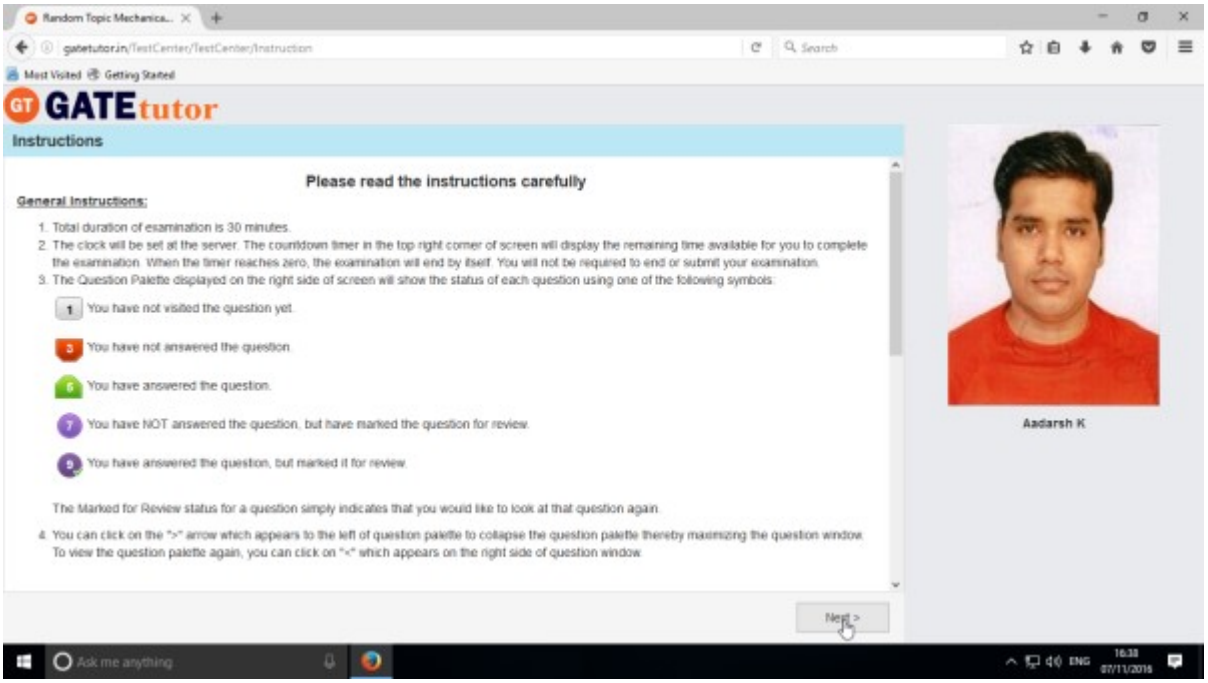


Click on “**Start Test**” icon to start a test.

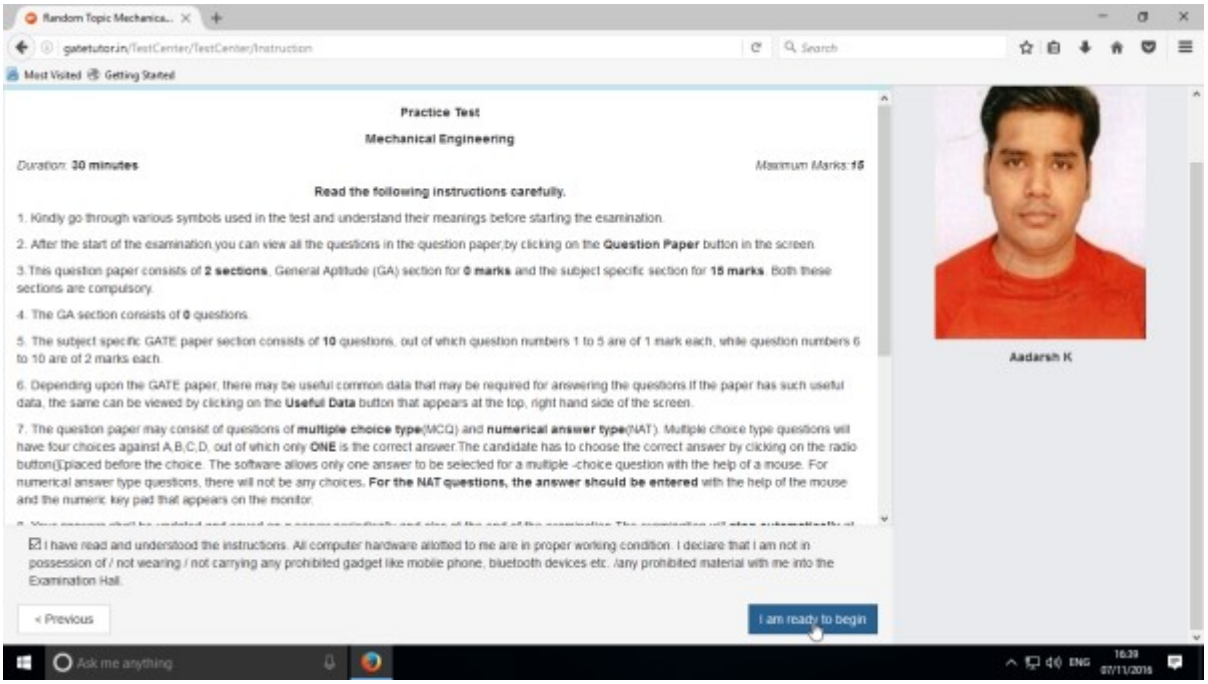
Click on “**Sign In**” to continue



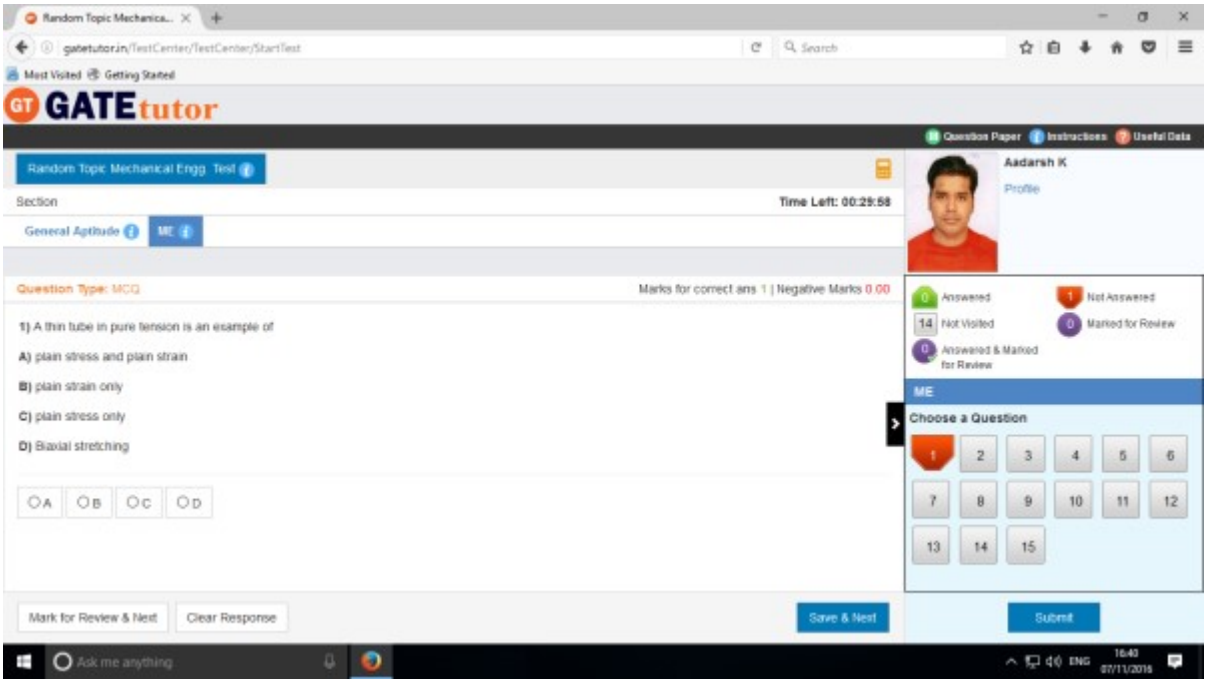
Click on **“Next”** to continue.



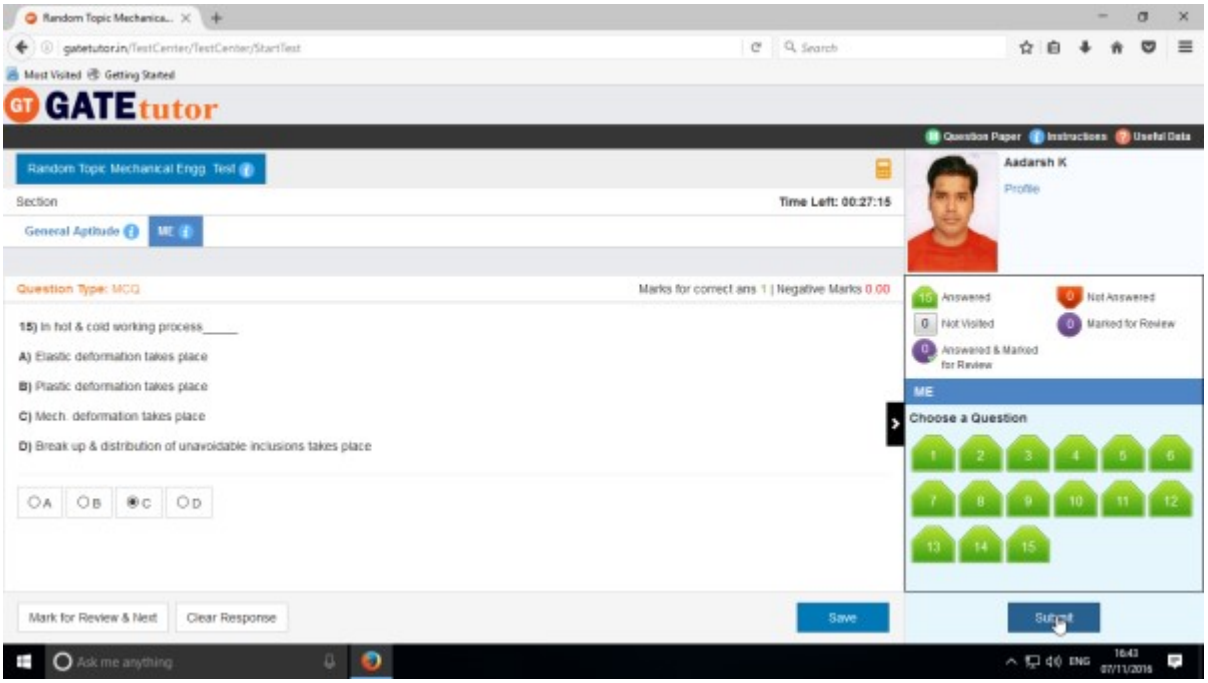
Then click on checkbox of "**I am ready to begin**"



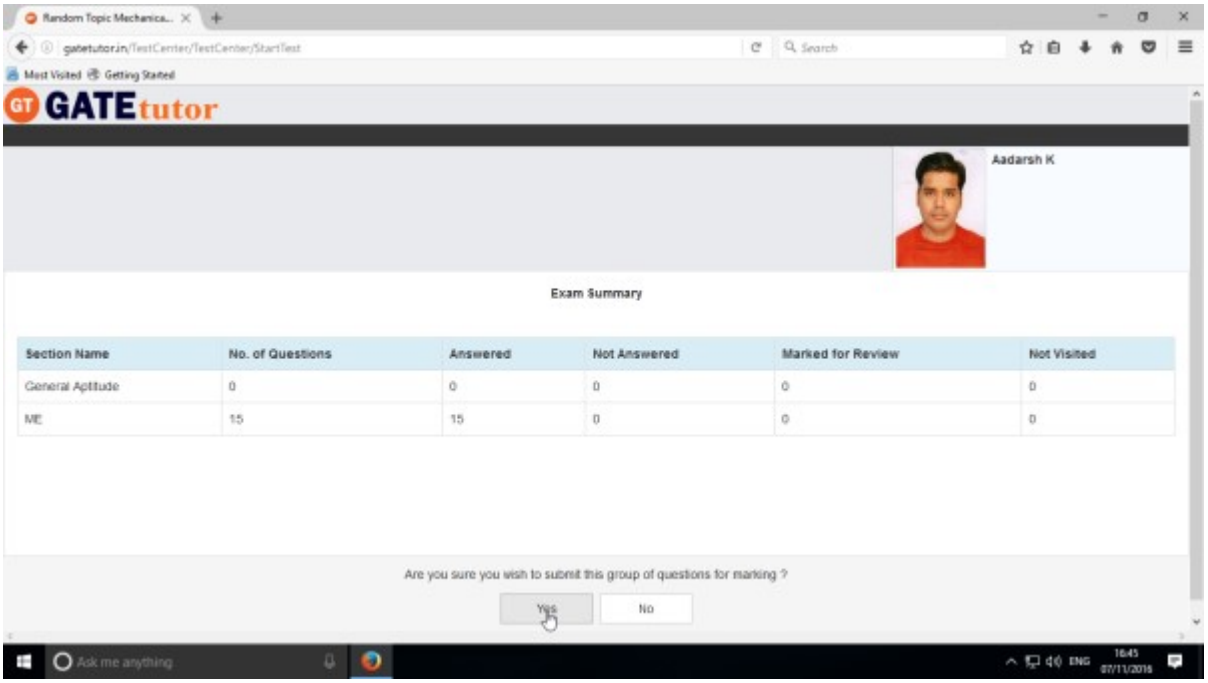
You will appear a test as follows.



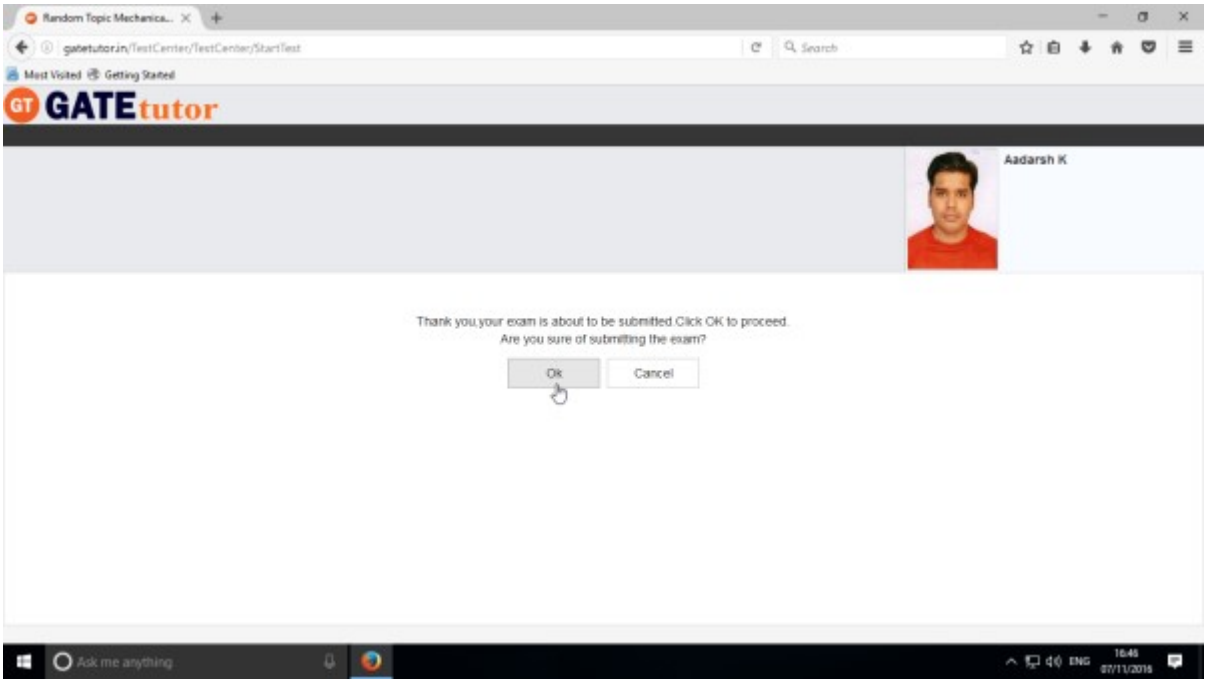
Attempt all the questions.



Click on "**Submit**" after finishing a test.

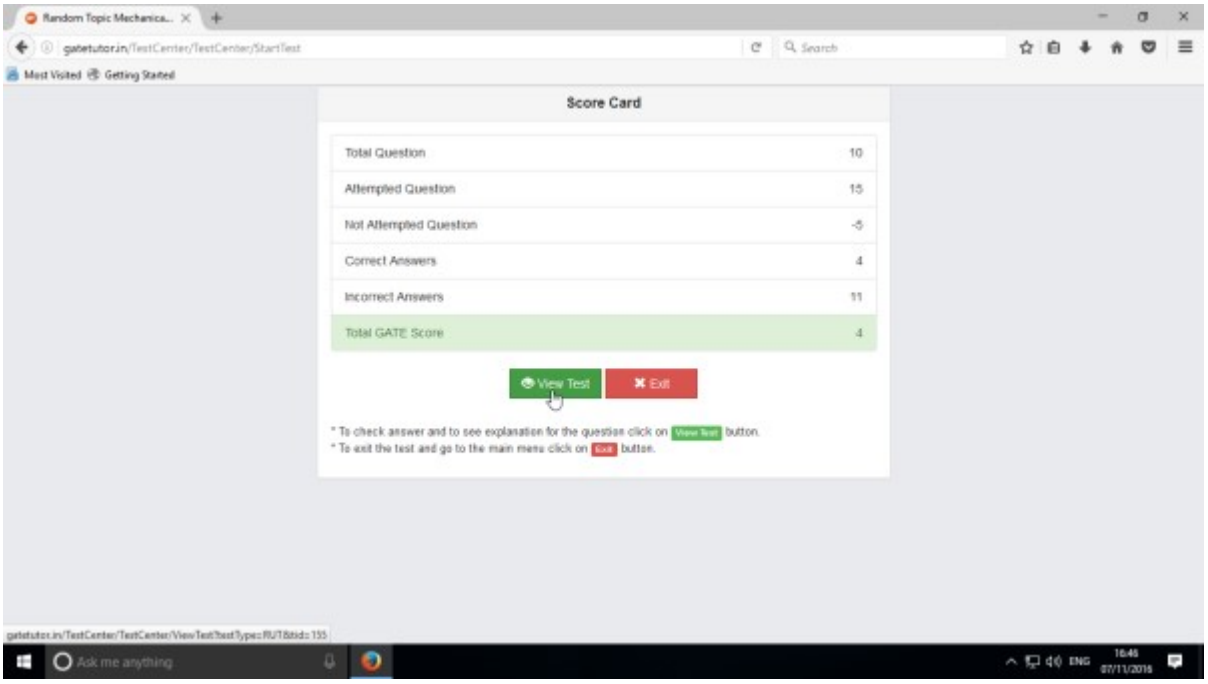


Click on "**Yes**" to continue & view the results.

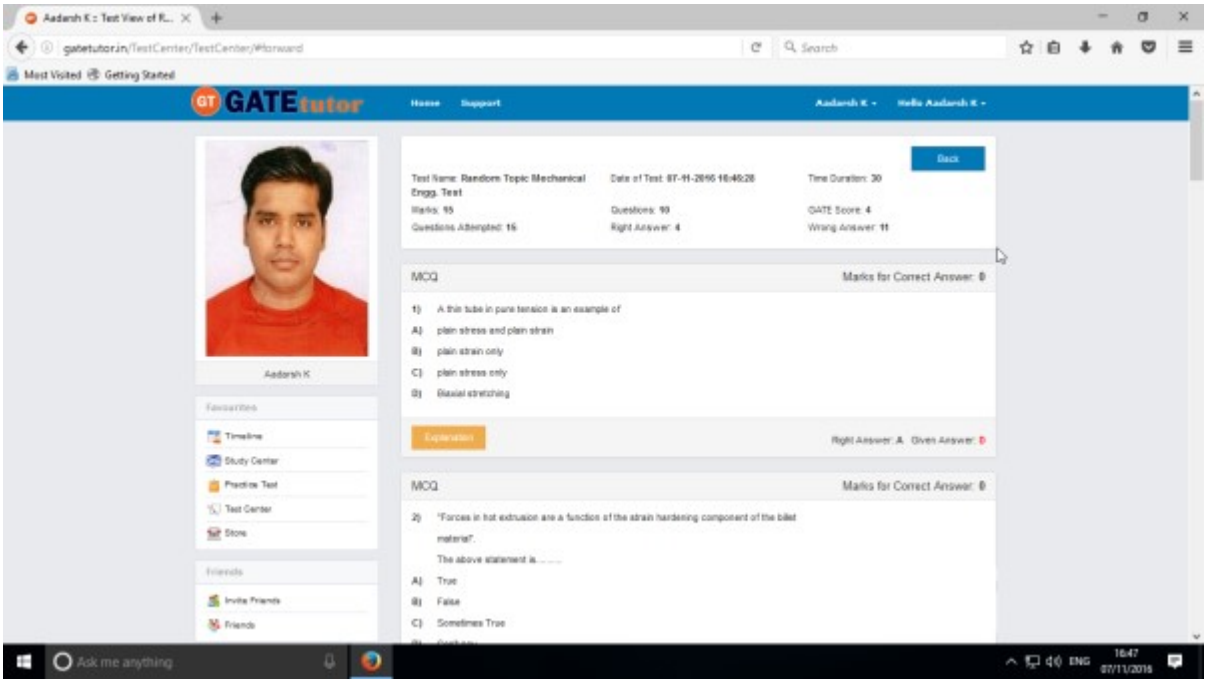


Click on “OK” to submit.

You can **“View Test”** or **“Exit”.**

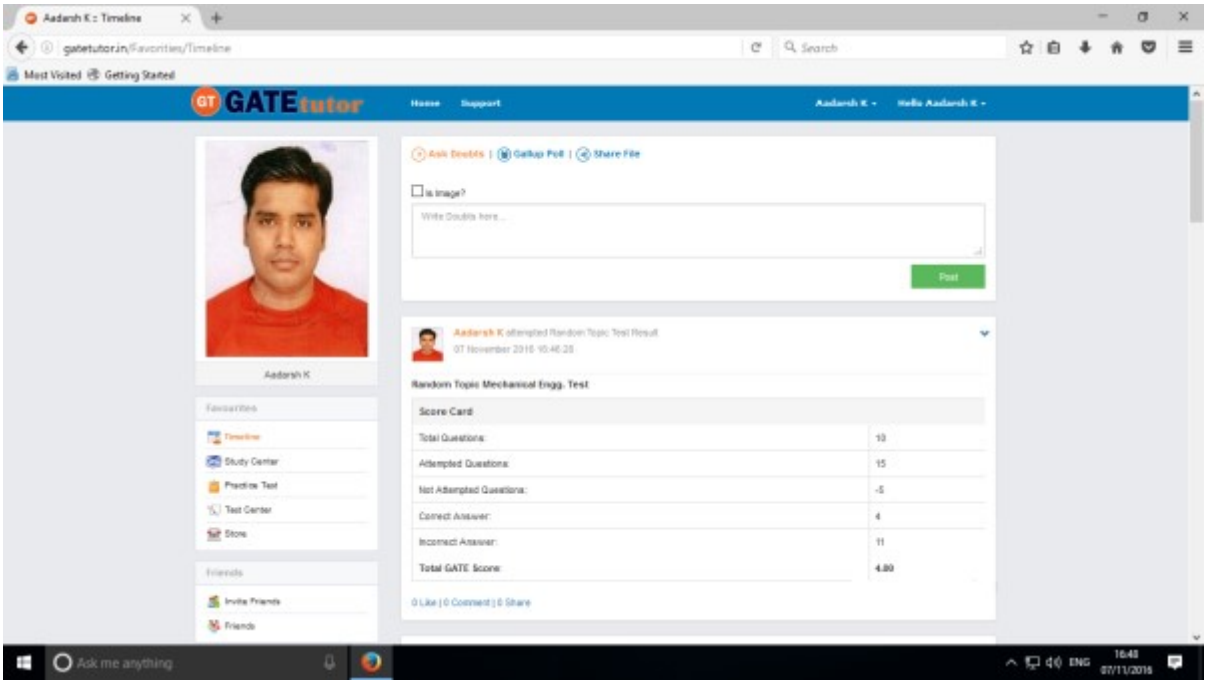


You can see the given test on your friend’s own timeline**.**



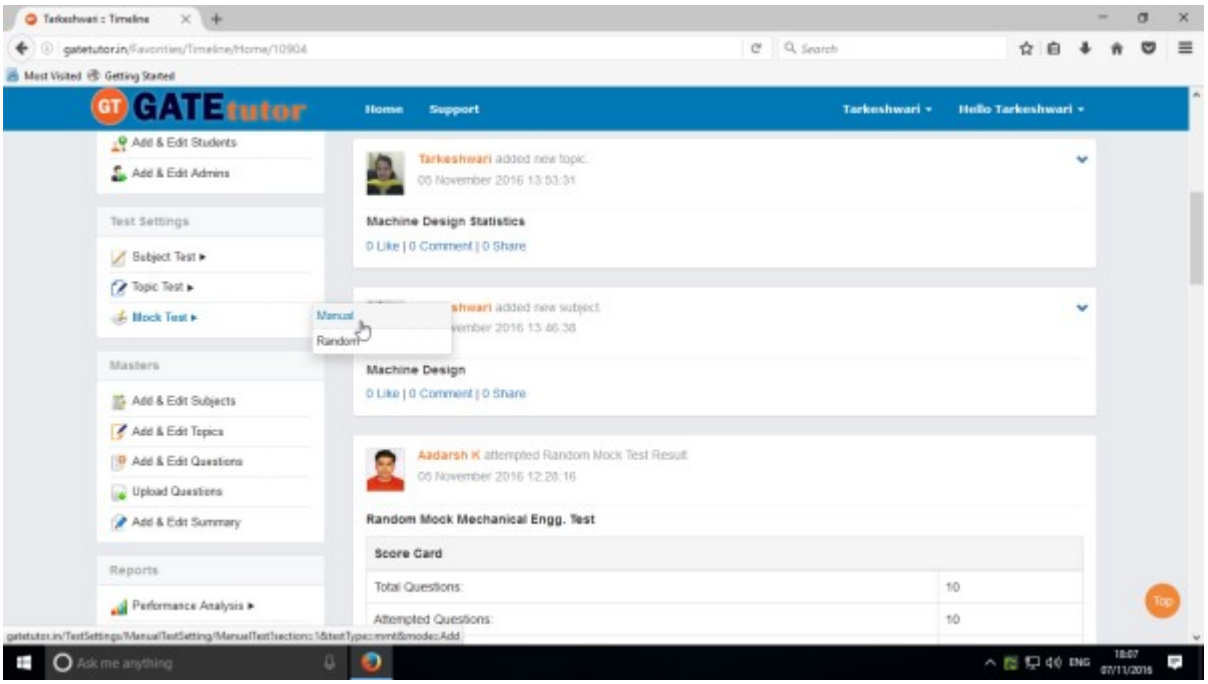
You can check the given test by clicking on "**View Test**".

Now go to your own timeline to check the test results as follows.

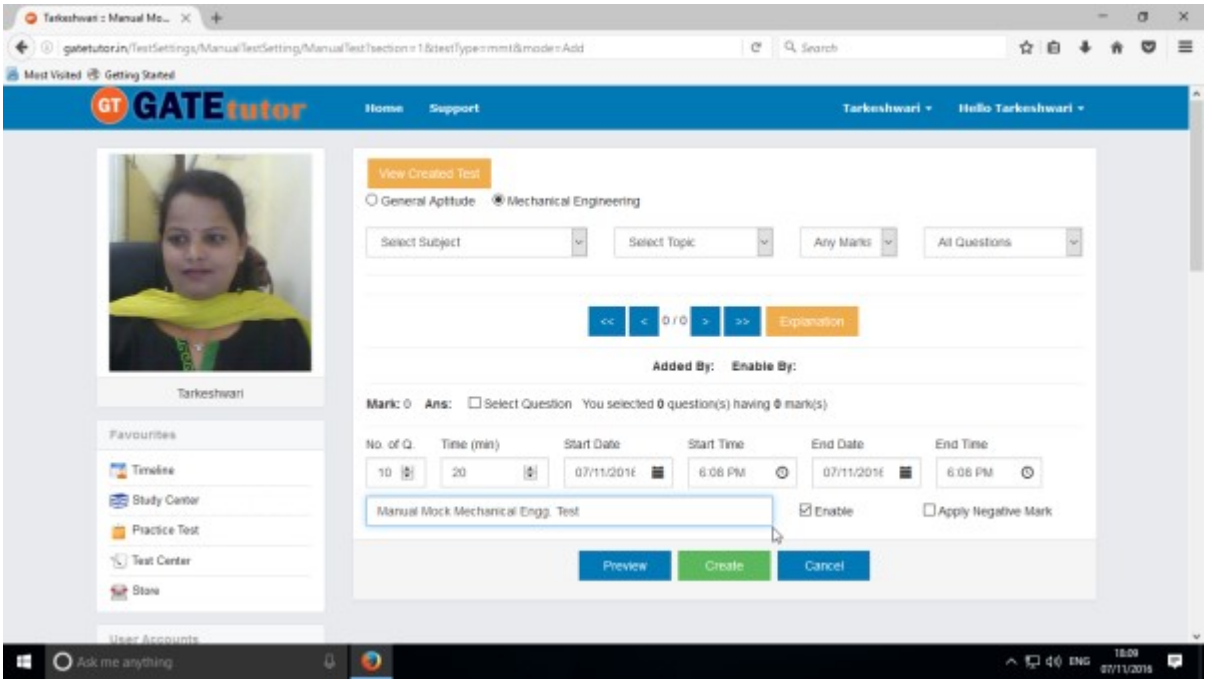


3. Mock Test

a) Manual Mock Test

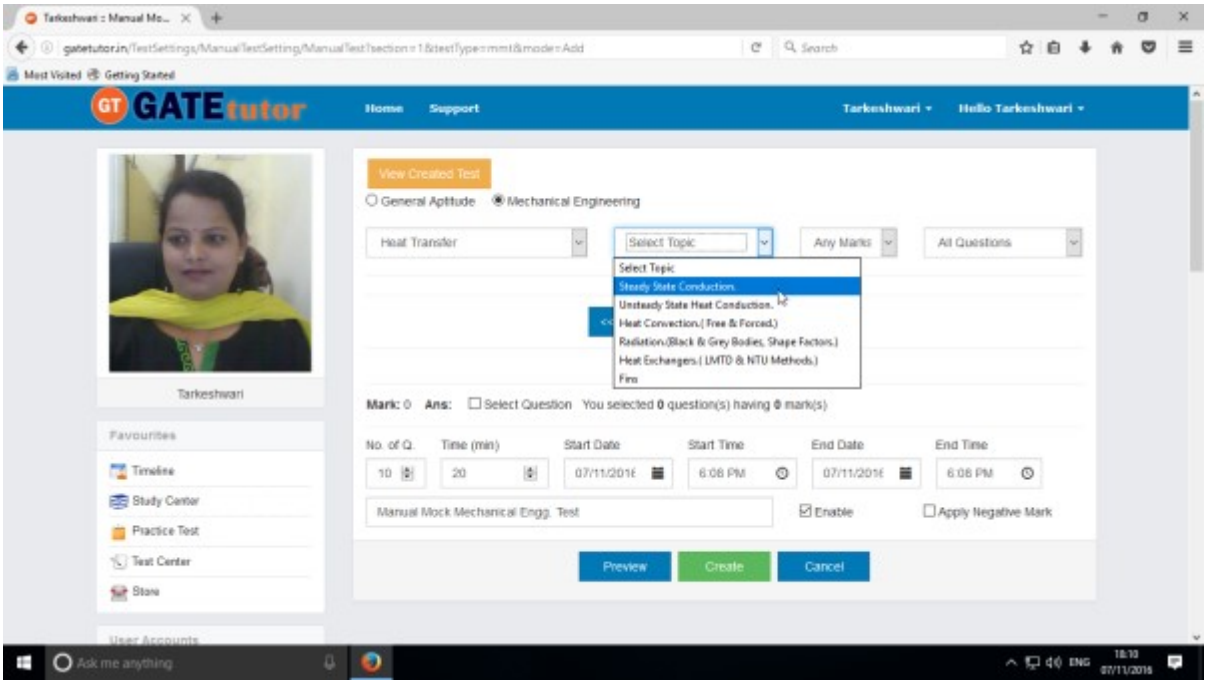


Click on "**Manual**" to create a test.

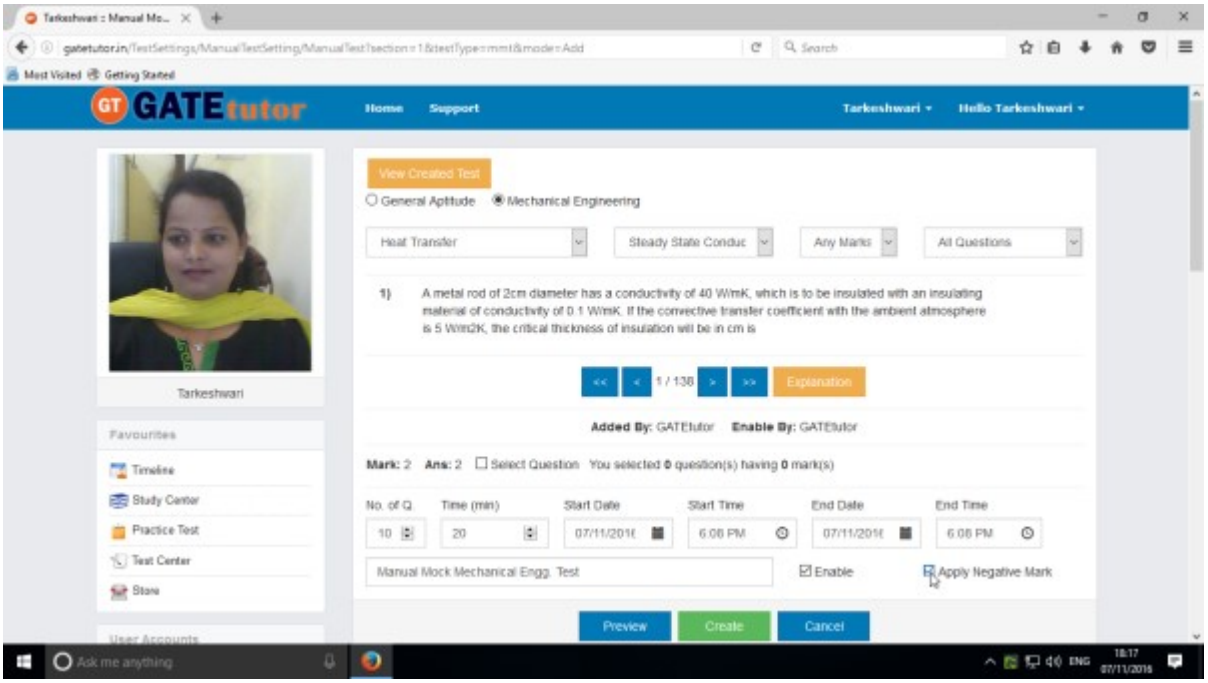


Write a test name as above.

Select subject and topic for the test.

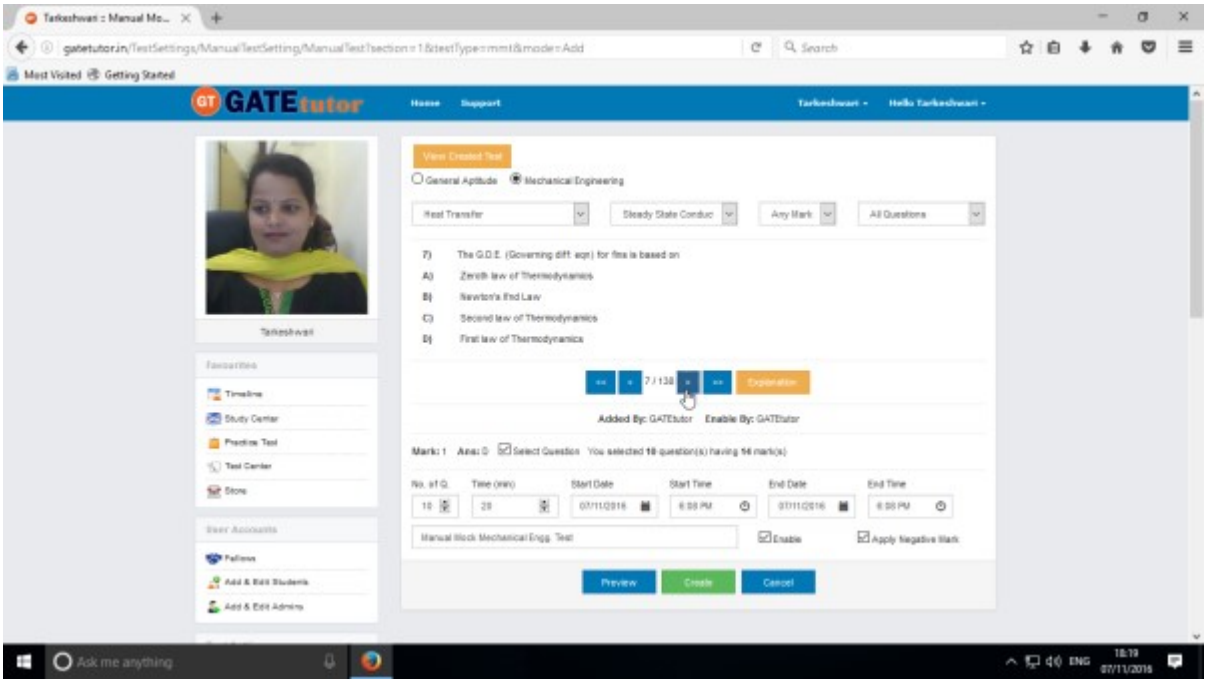


Fill up all the remaining details

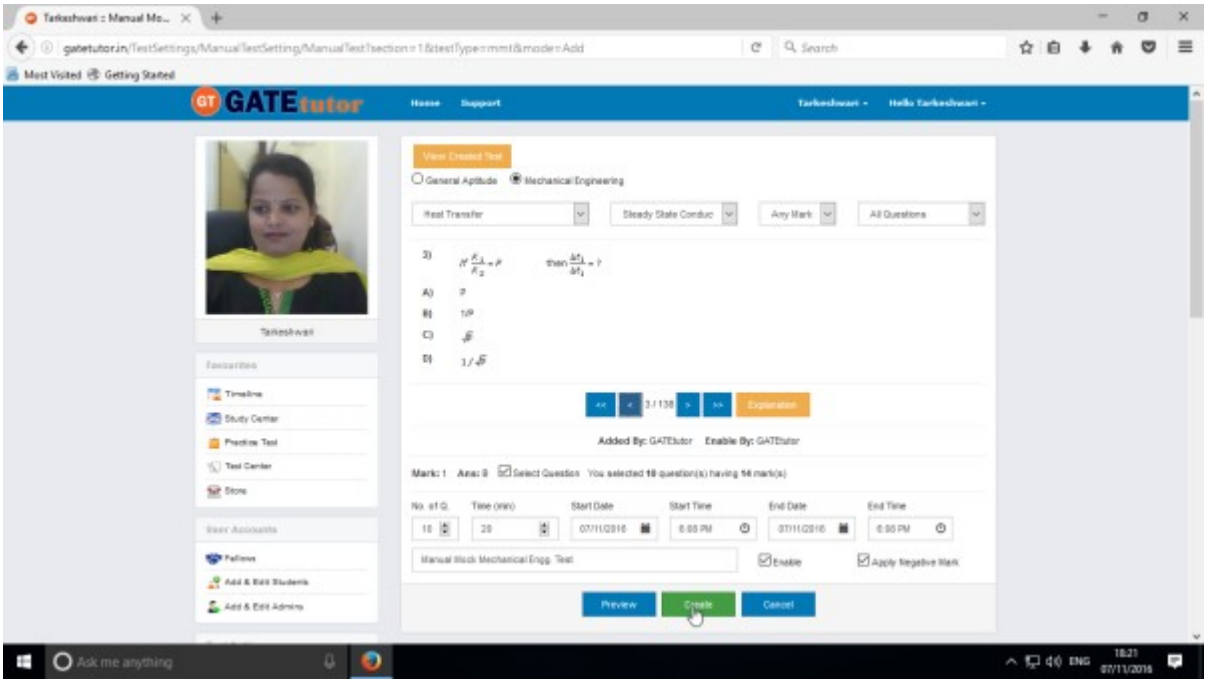


You can also apply negative marking for the test as above.

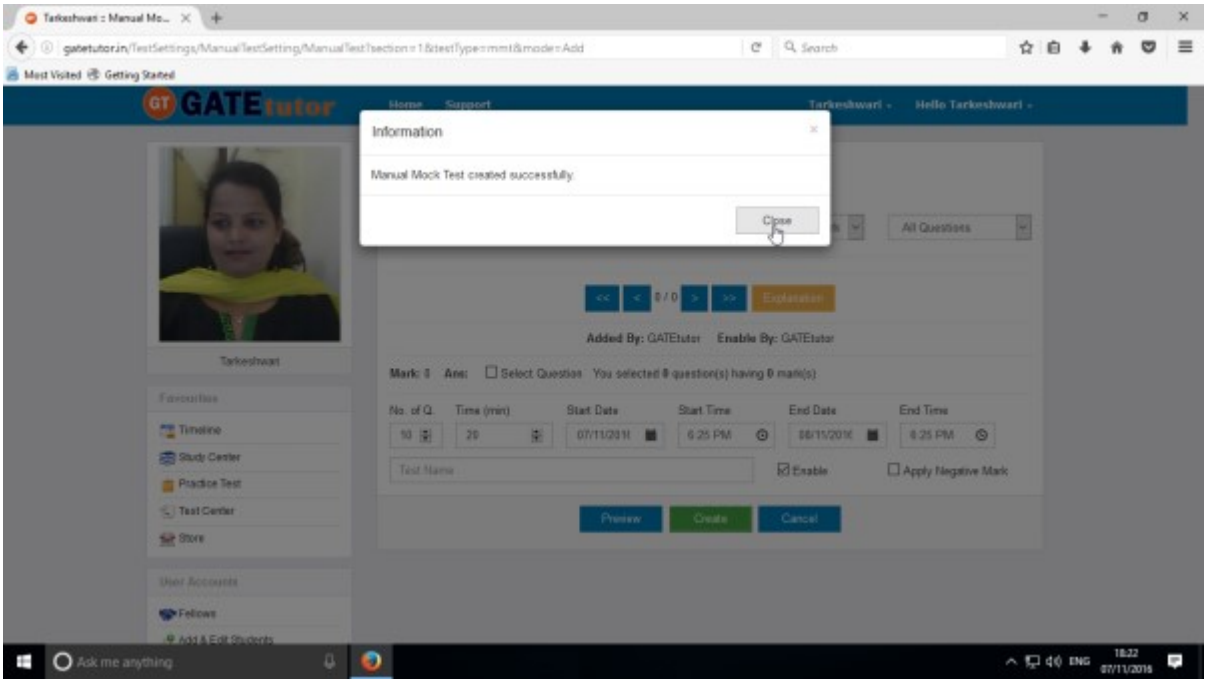
Select & choose the questions by clicking on forward & backward arrow.



Once you finish the questions selection, click on "**Create**" to create a test.

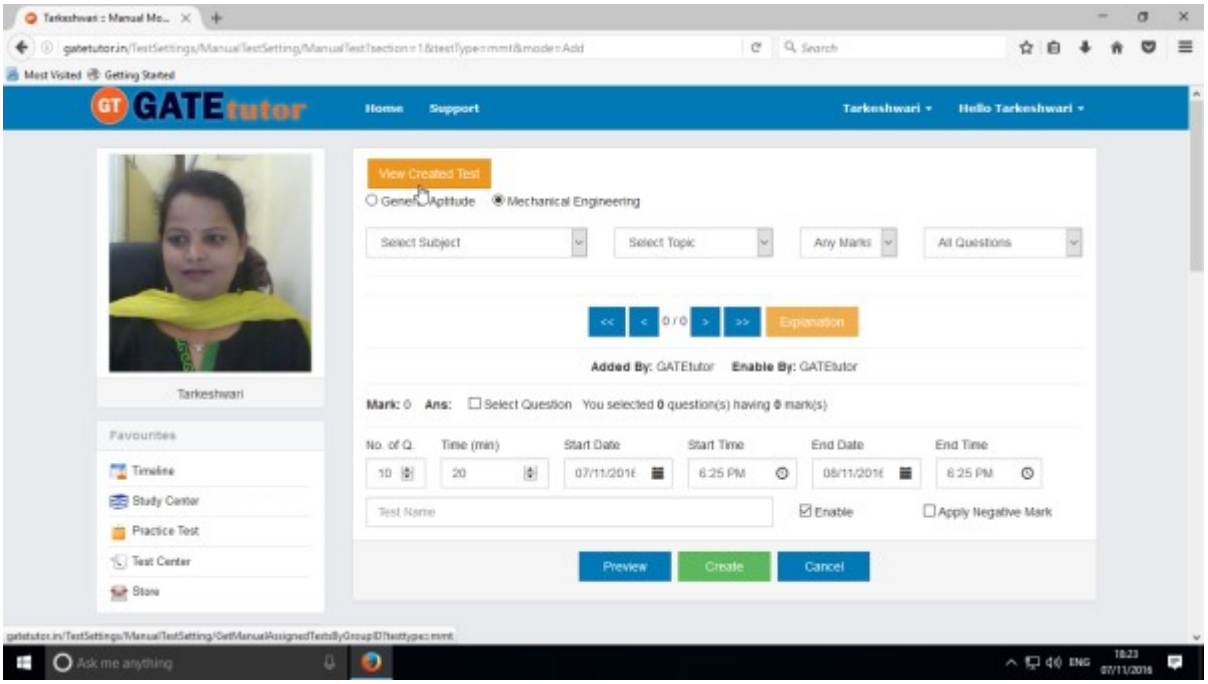


Test will get created successfully.

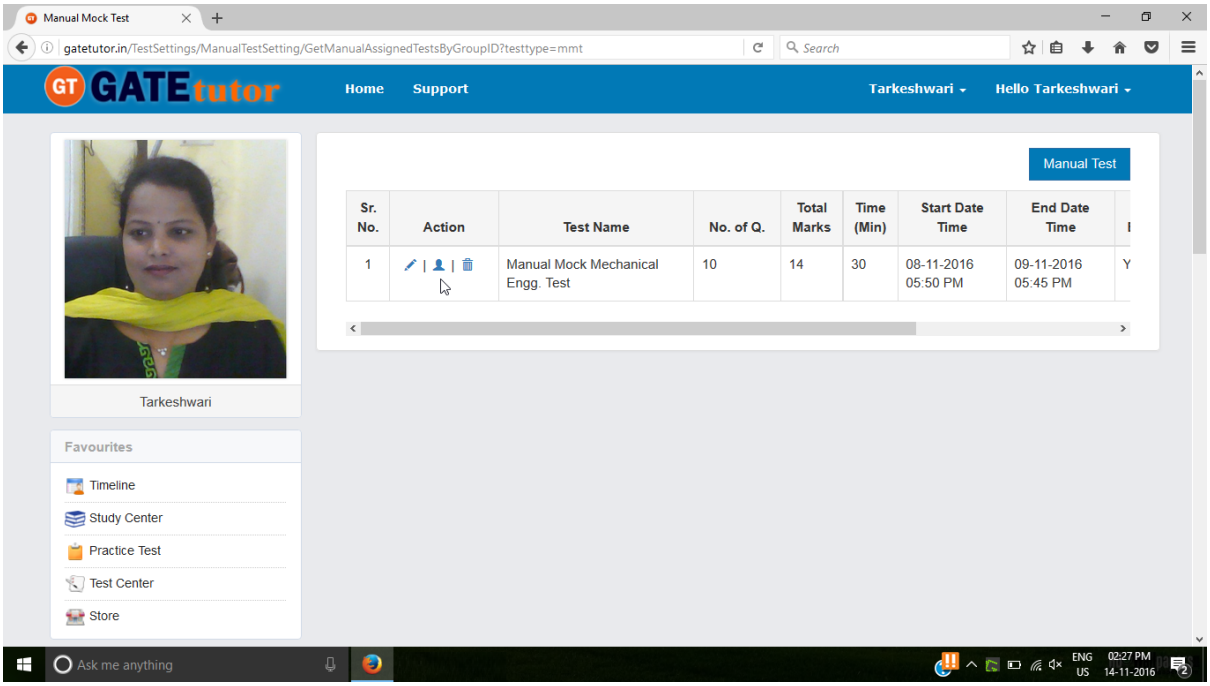


Click on “**Close**” to proceed.

Now click on “**View Created Test**” to check & assign the test.

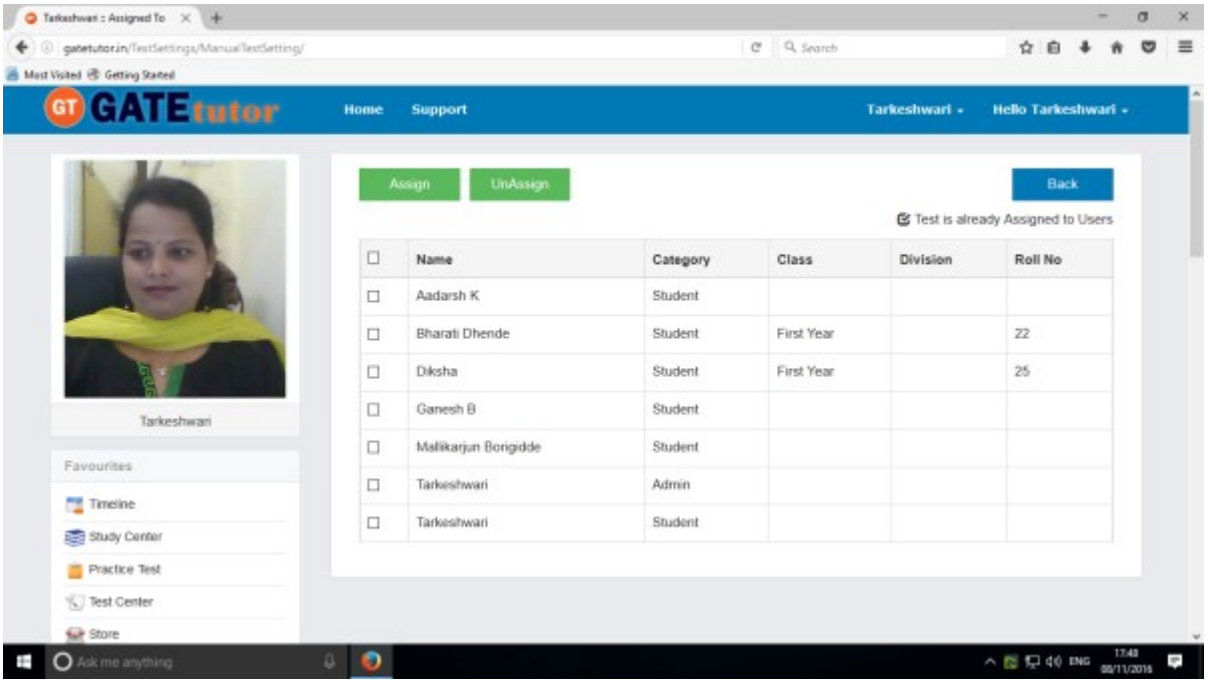


You can remove the questions from the test by clicking on "**View & Edit**" as well as "**Delete**" the test also.

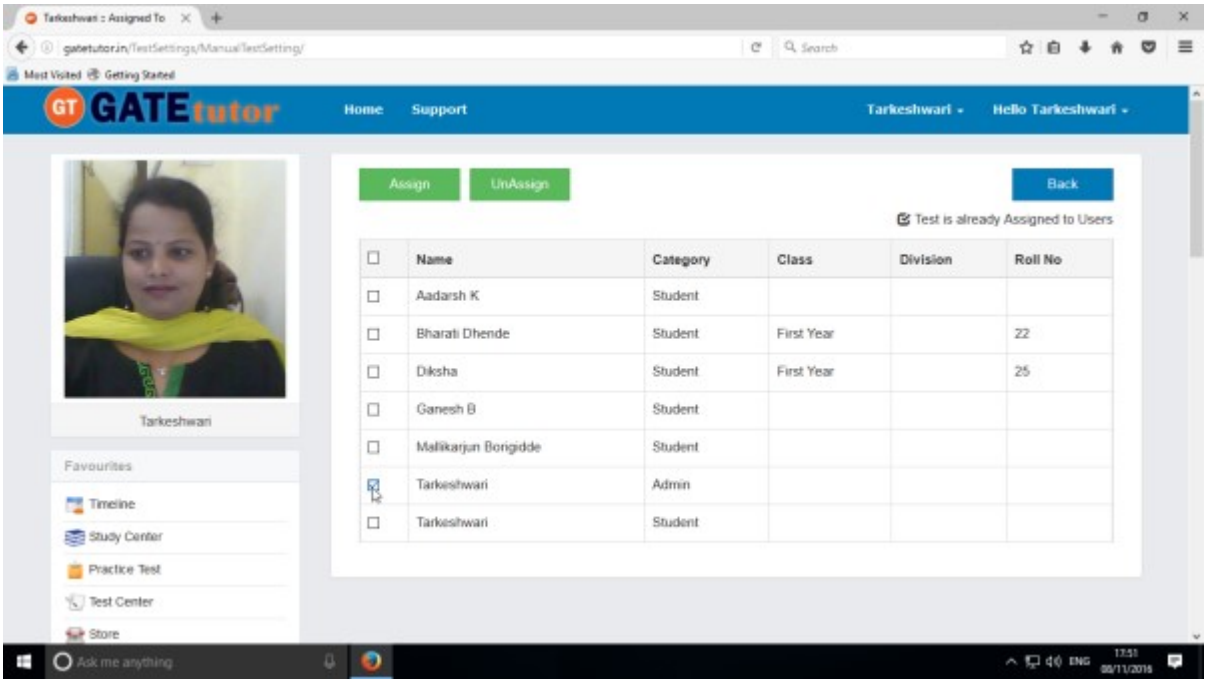


Now click on "**Assigned To**" to assign the test.

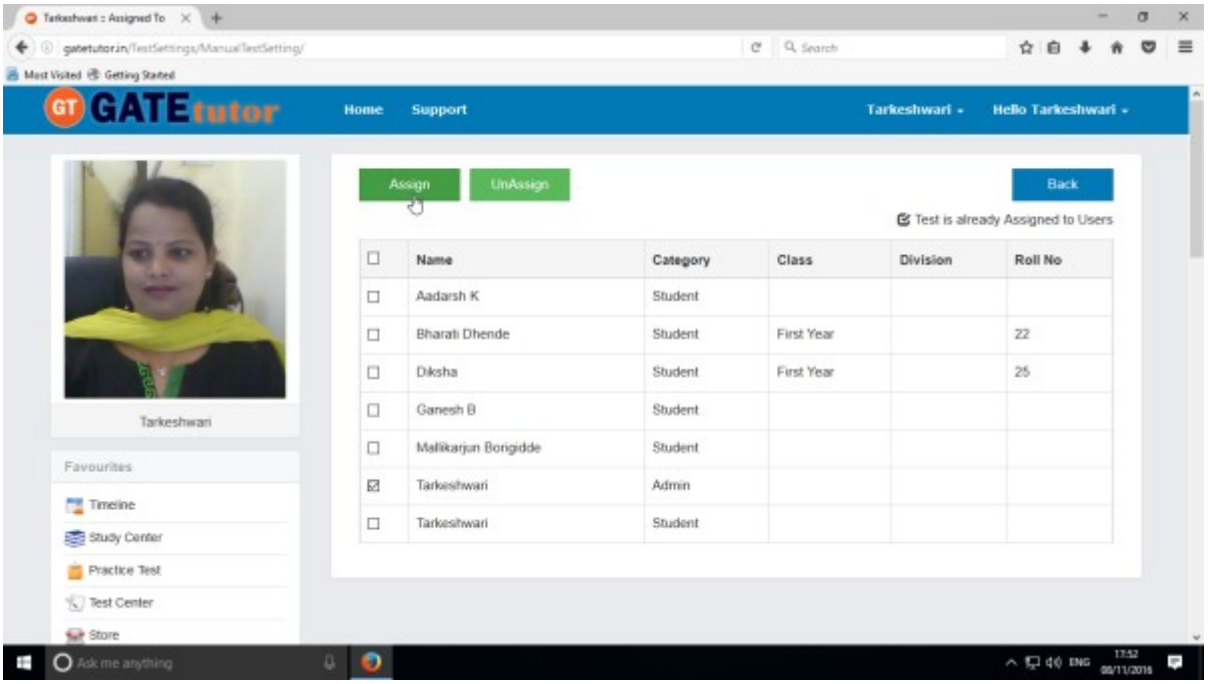
The following window will appear to assign a test



You can assign the test to yourself by clicking on "**Assign**".

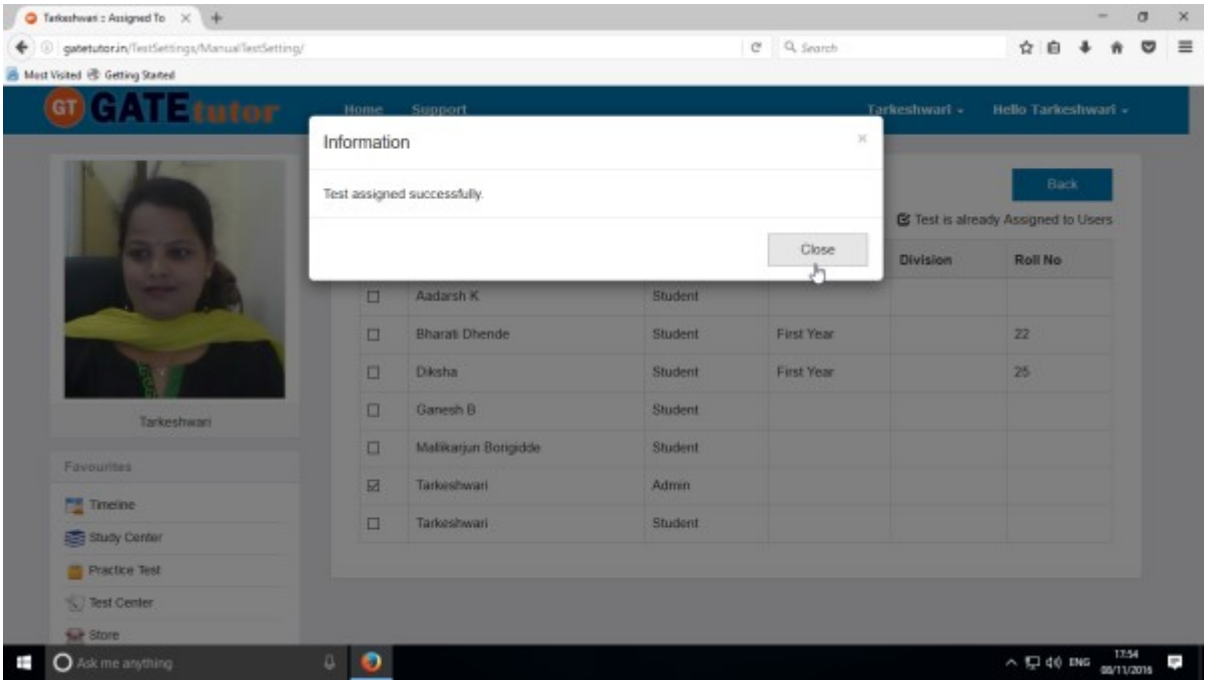


Now select name to assign a test.

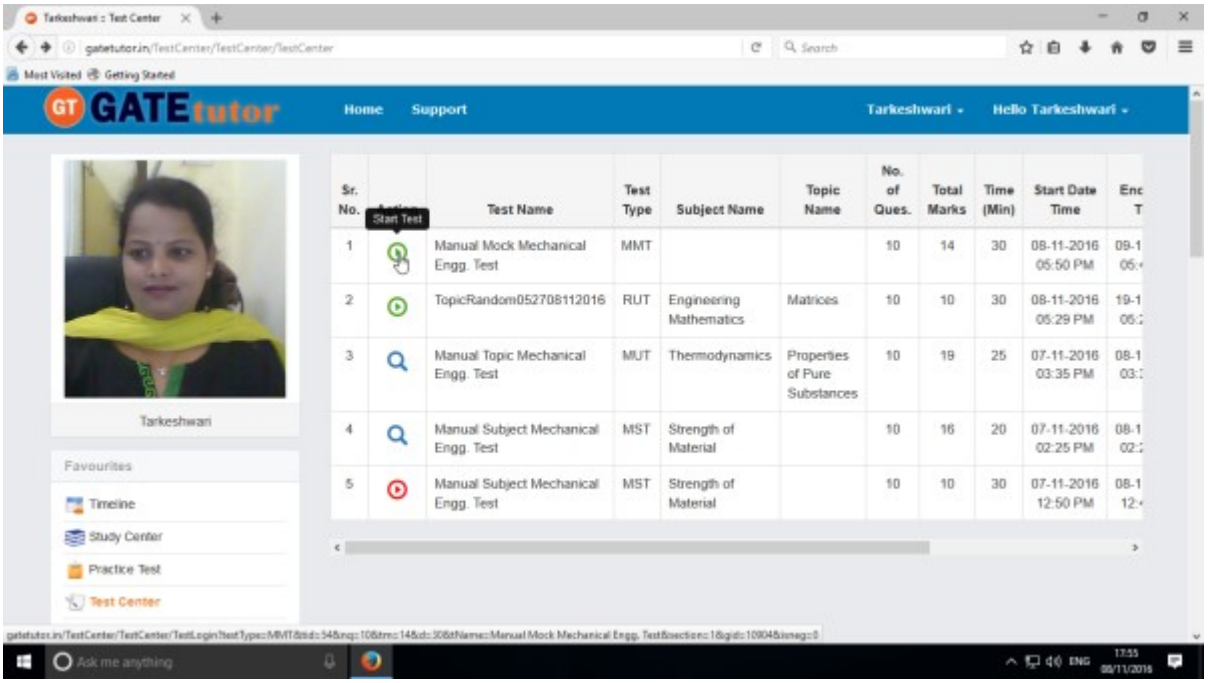


Click on "**Assign**" as above

Test will get assigned successfully.

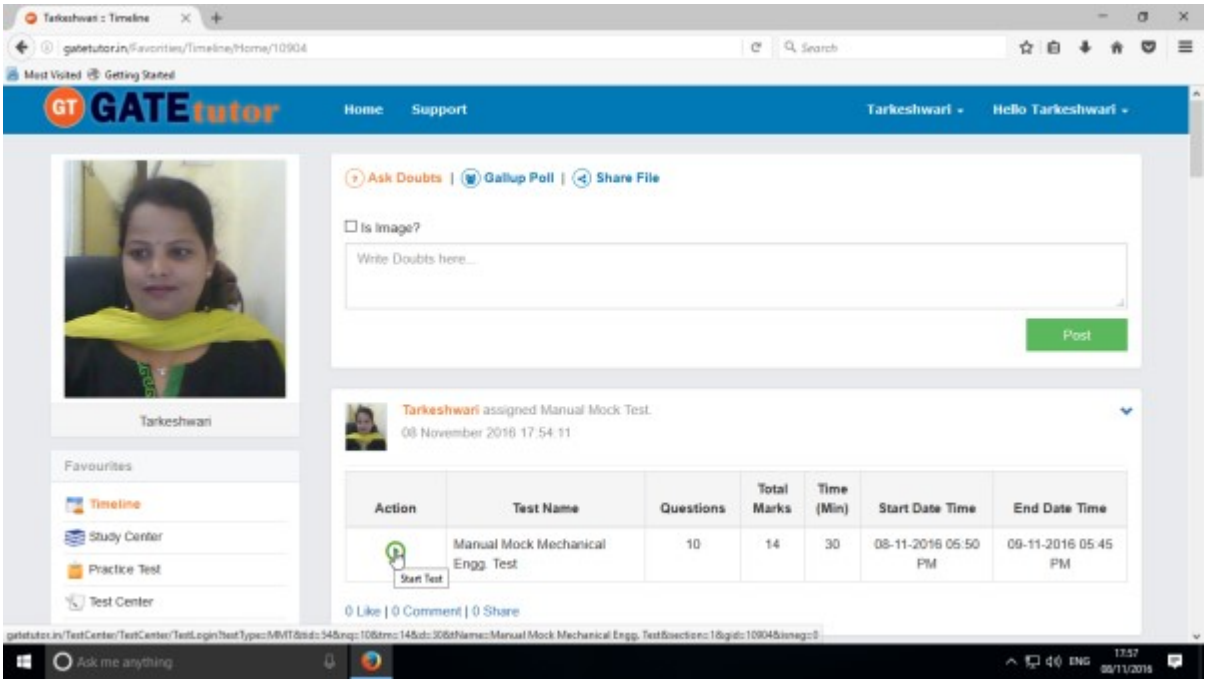


Click on the "**Close**" to continue.

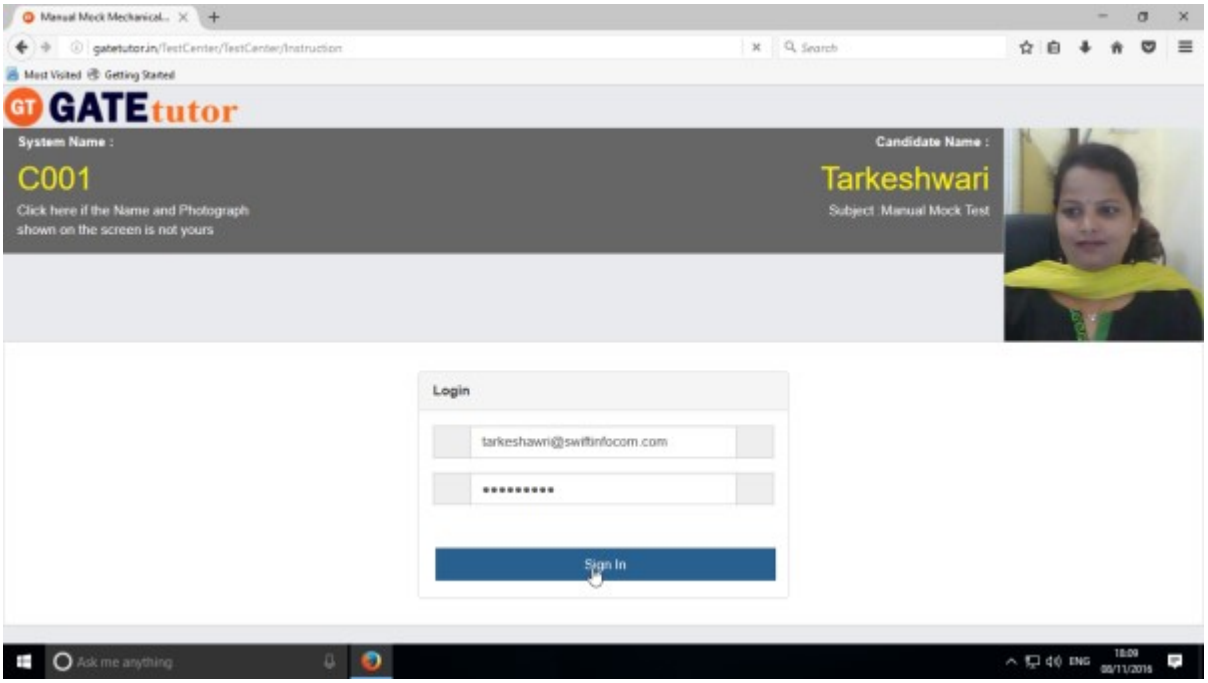


Check the assigned test appears in **"Test Center"** as above.

Same test will appear on own timeline as follows.

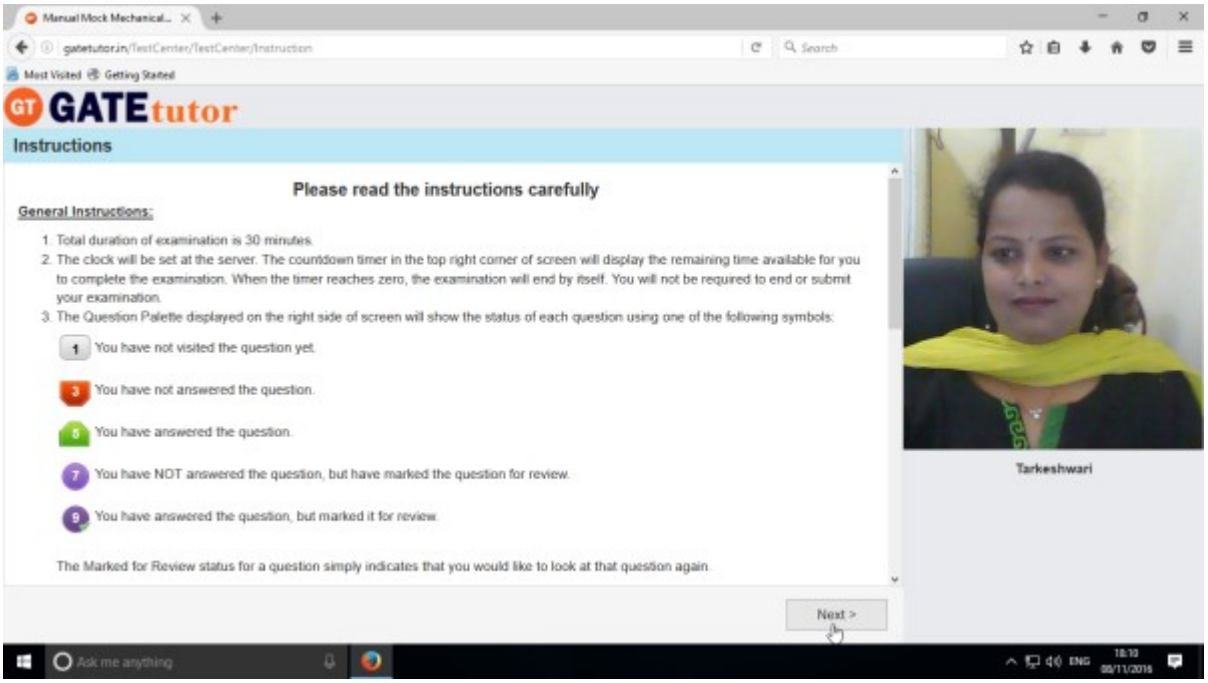


Click on "**Start Test**" icon to attend the test.



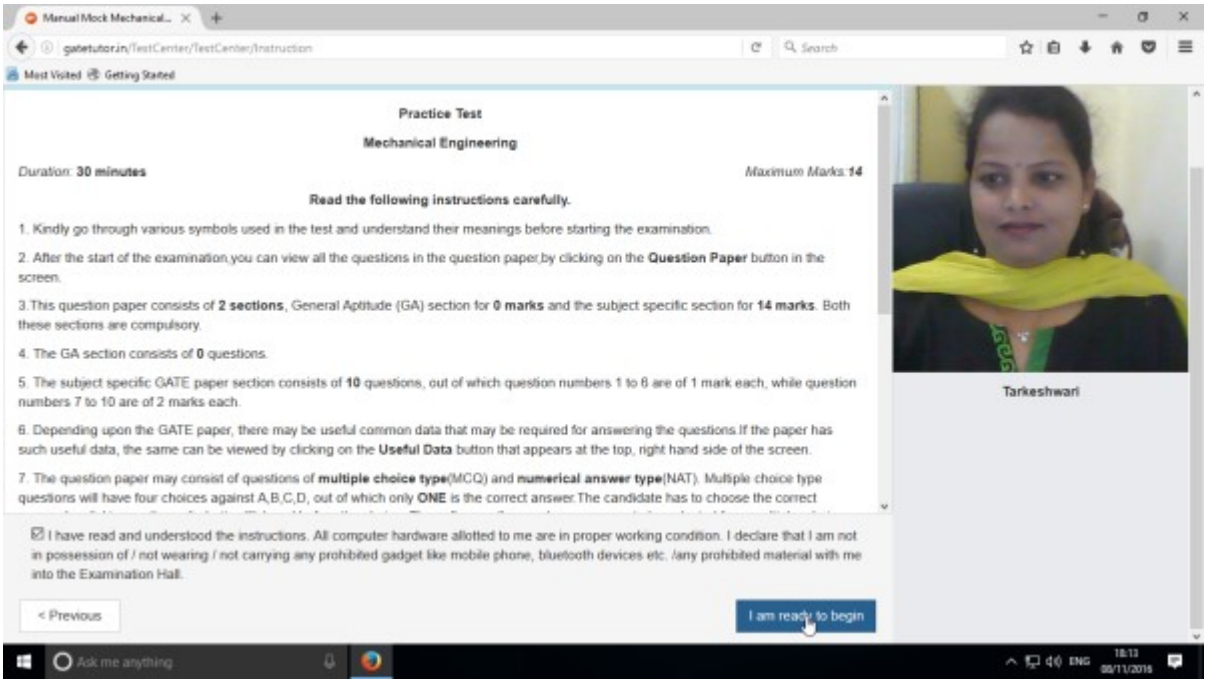
Click on **"Sign In"** to attempt a test.

Following window will appear after signing in

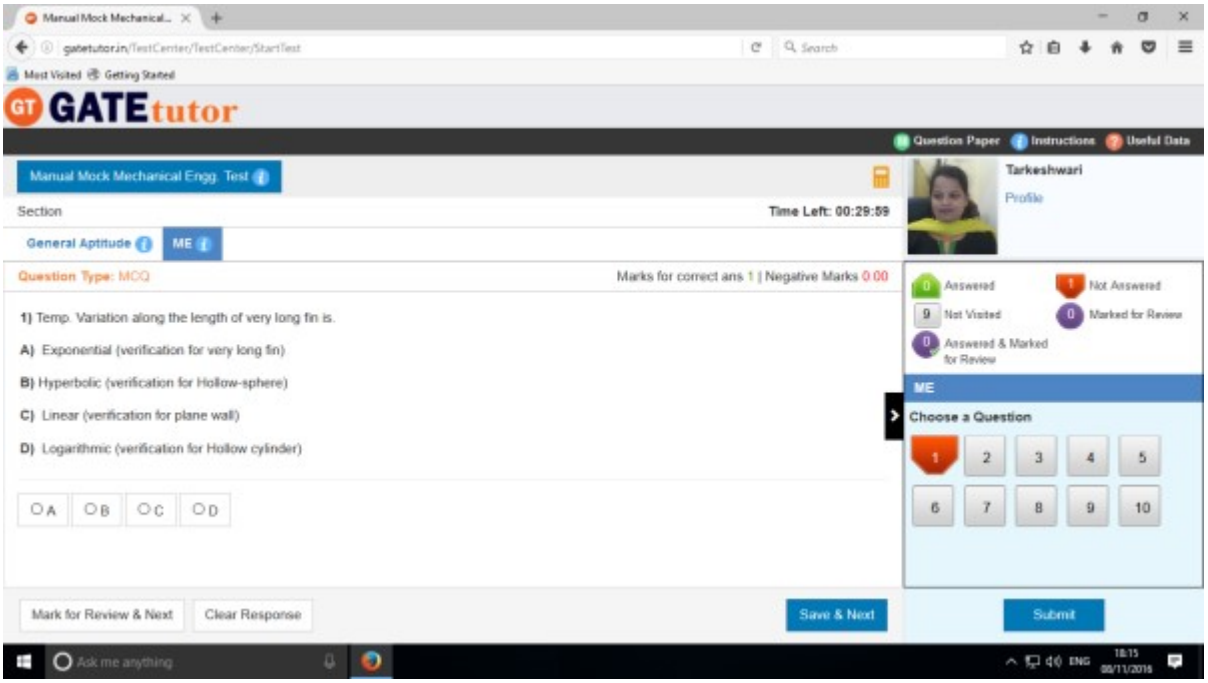


Read the instructions carefully and click on **"Next".**

Click on a checkbox of instructions and then click on '**I am ready to begin**'.

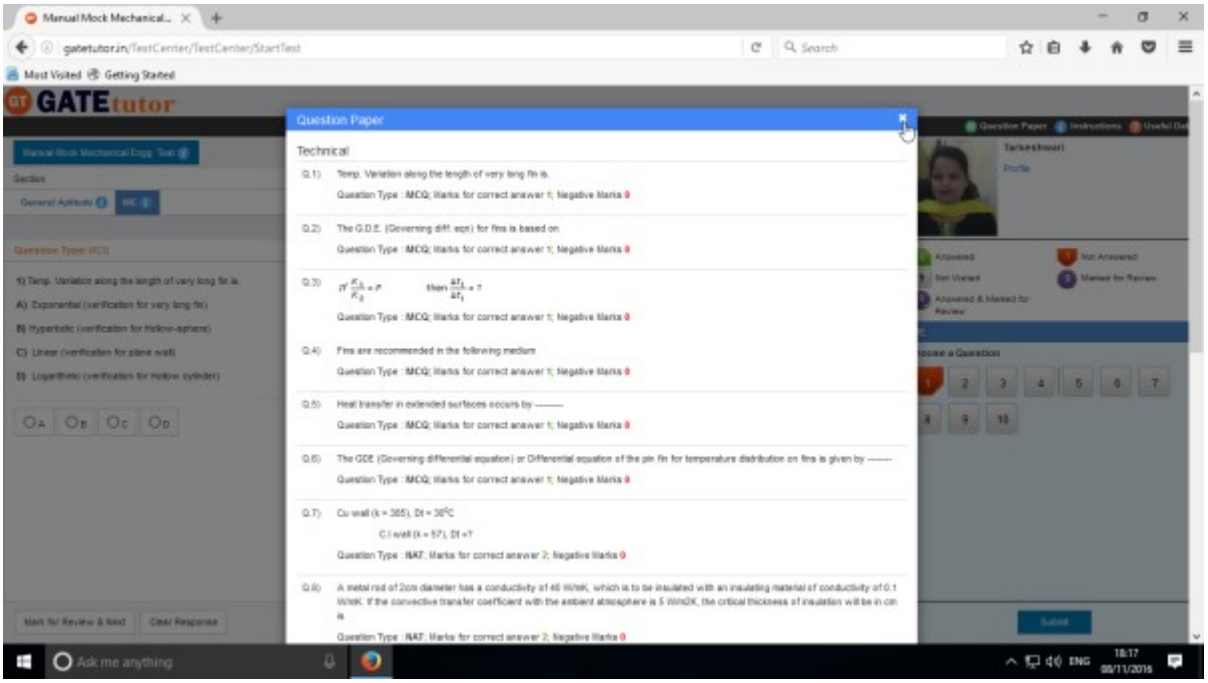


You will appear a test as follows

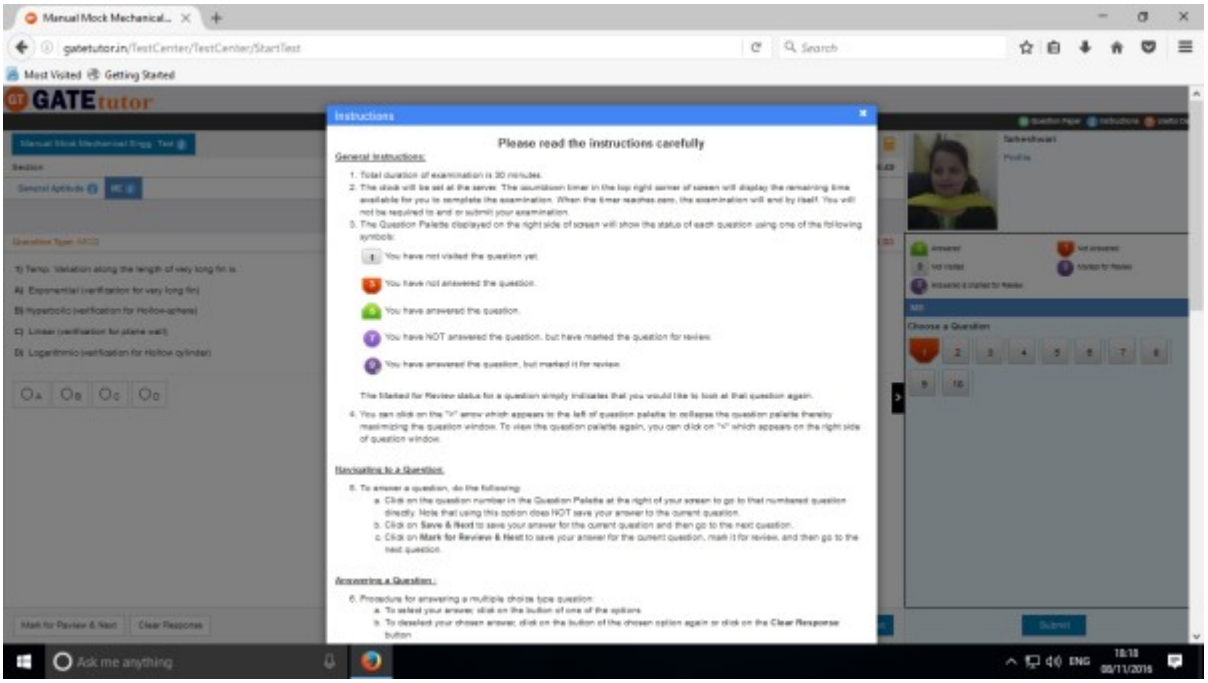


You can attempt a test now.

You can see whole question paper by clicking on **"Question Paper".**

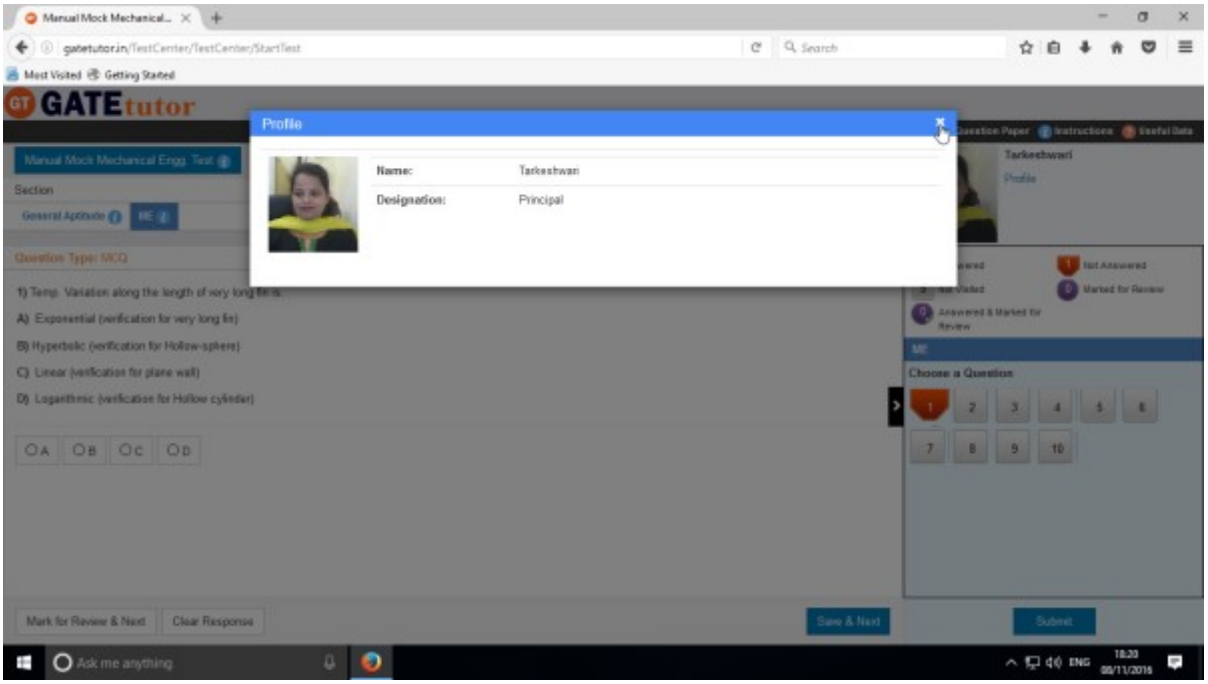


As a preview of a question paper will display. You can read the instructions again by clicking on "**Instructions**"

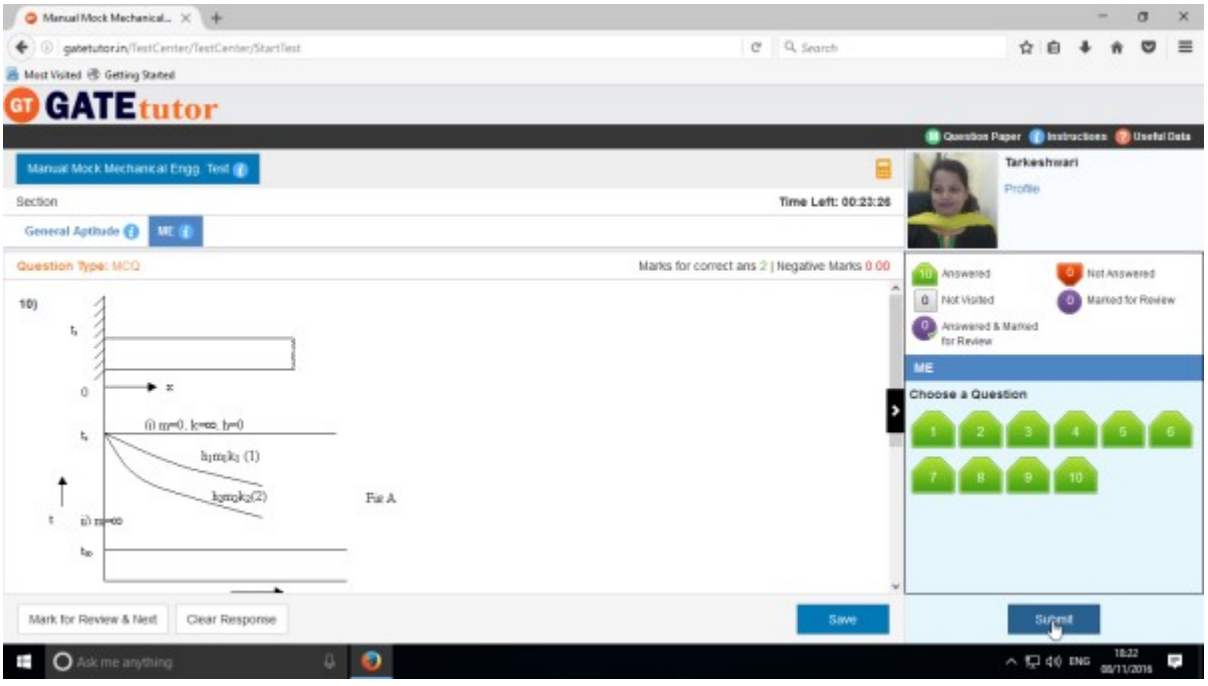


You will appear instructions page as above.

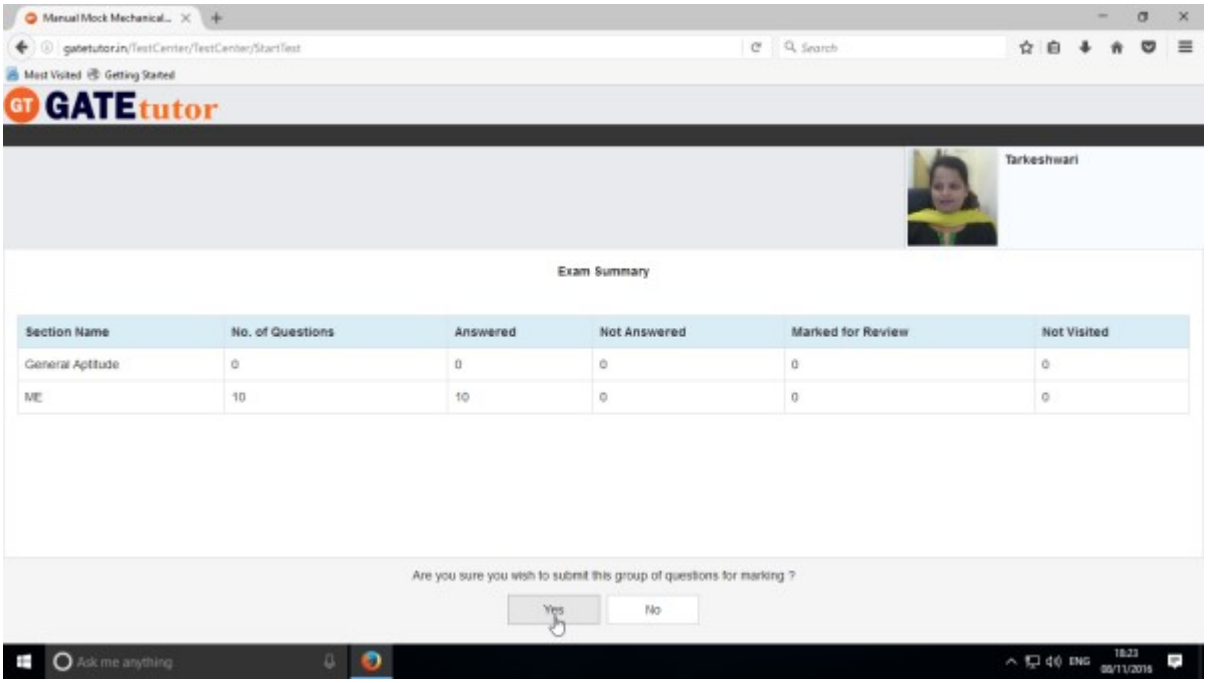
You can check your profile by clicking on **“Profile”**



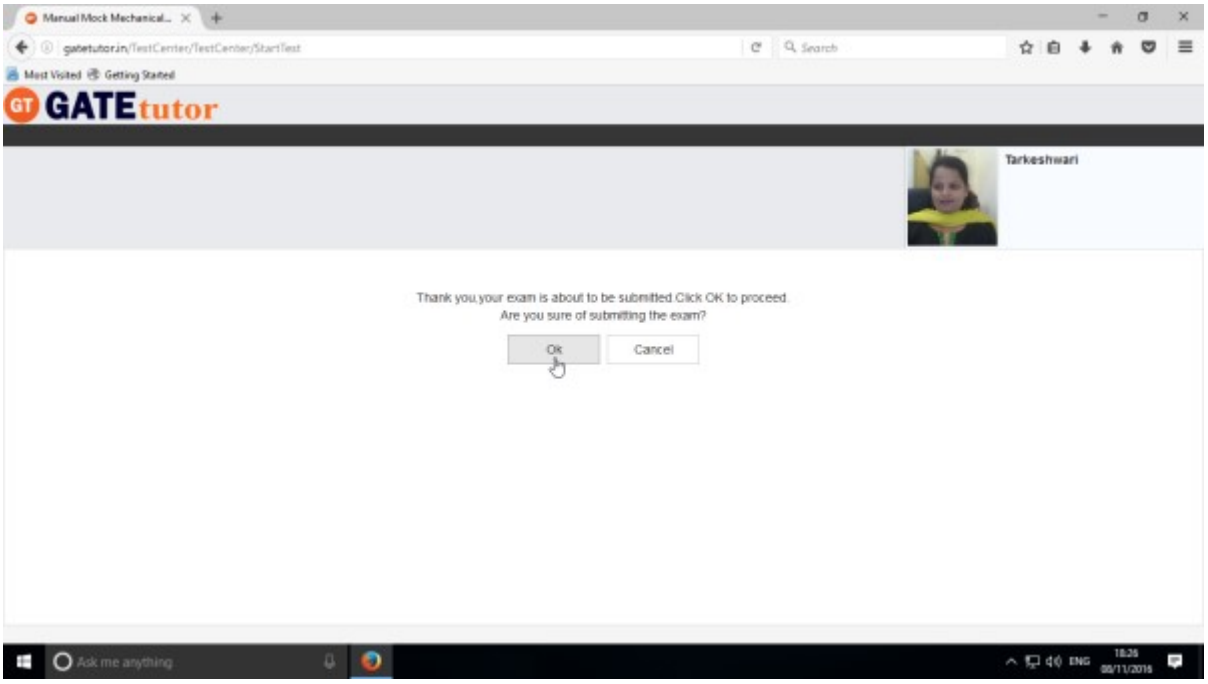
Close the profile & start the test.



Attempt all the questions & click on **“Submit”** to save a test.

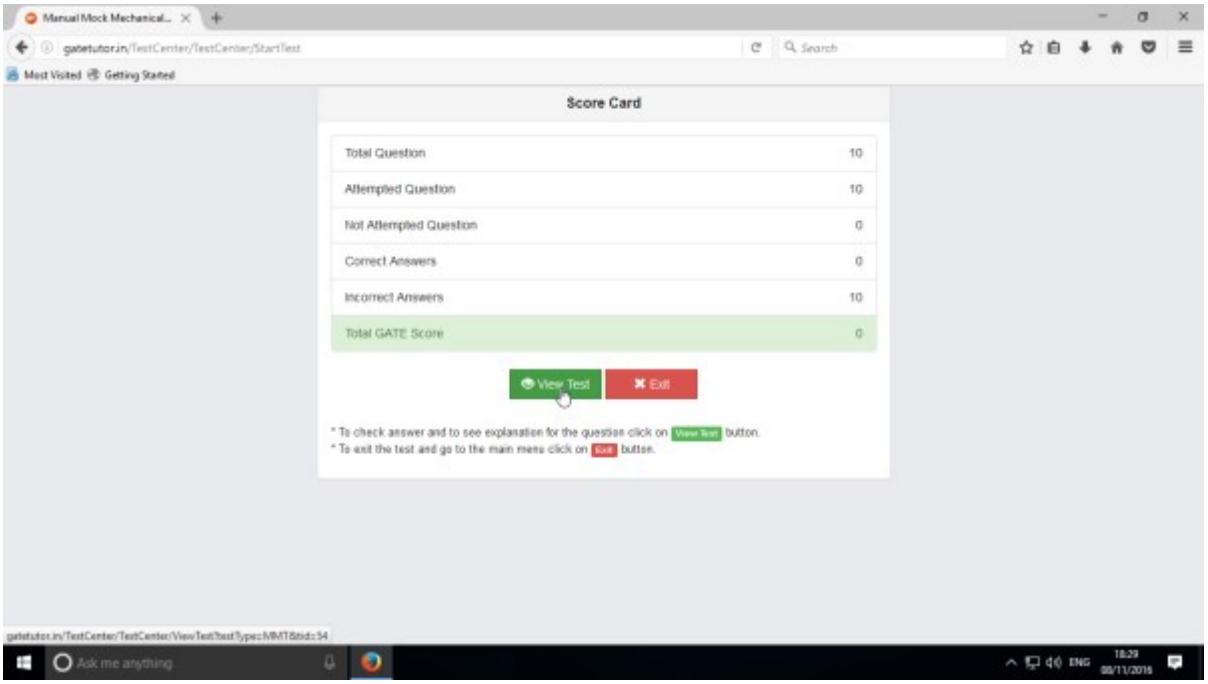


Click on "**Yes**" to continue.

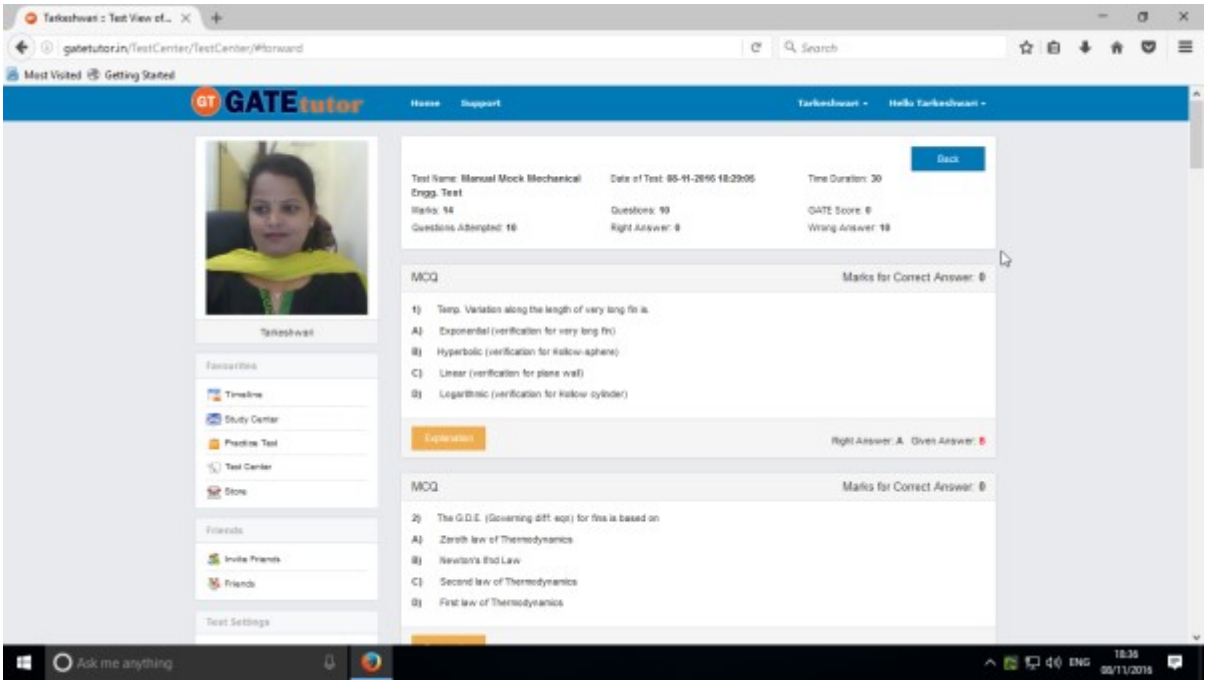


Click on "OK" to submit the test.

You can view the given test by clicking on "**View Test**".



Click on "**View Test**" to check the test.

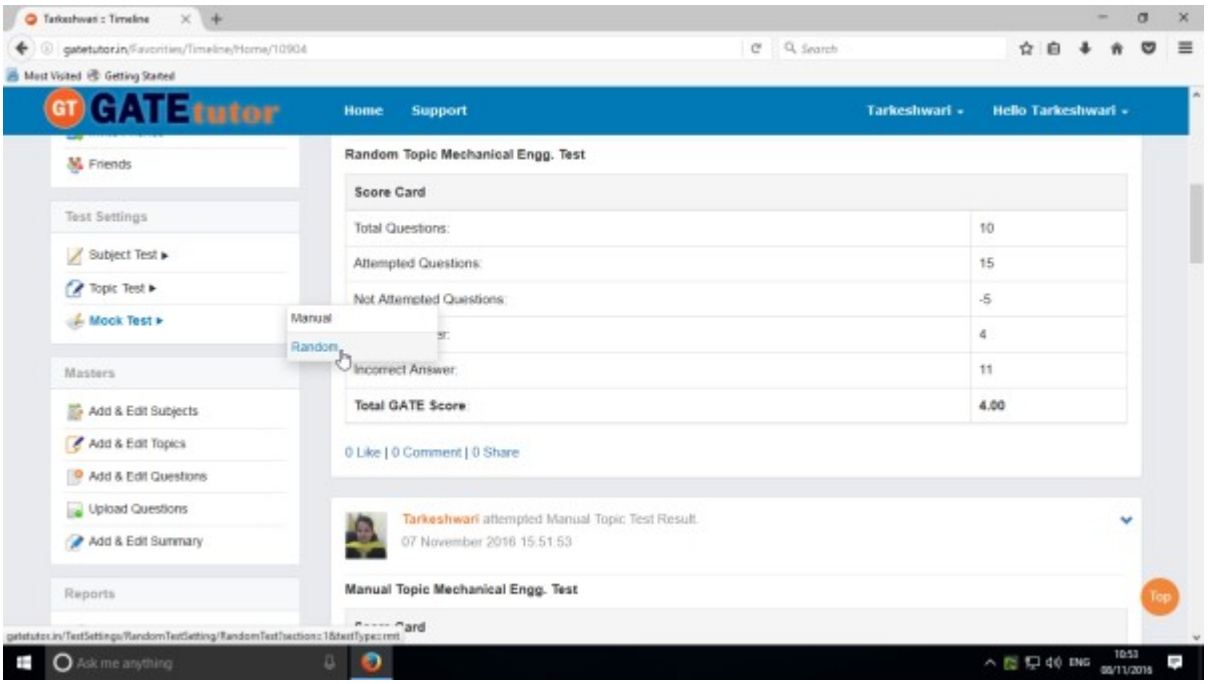


You can check the given test as above.

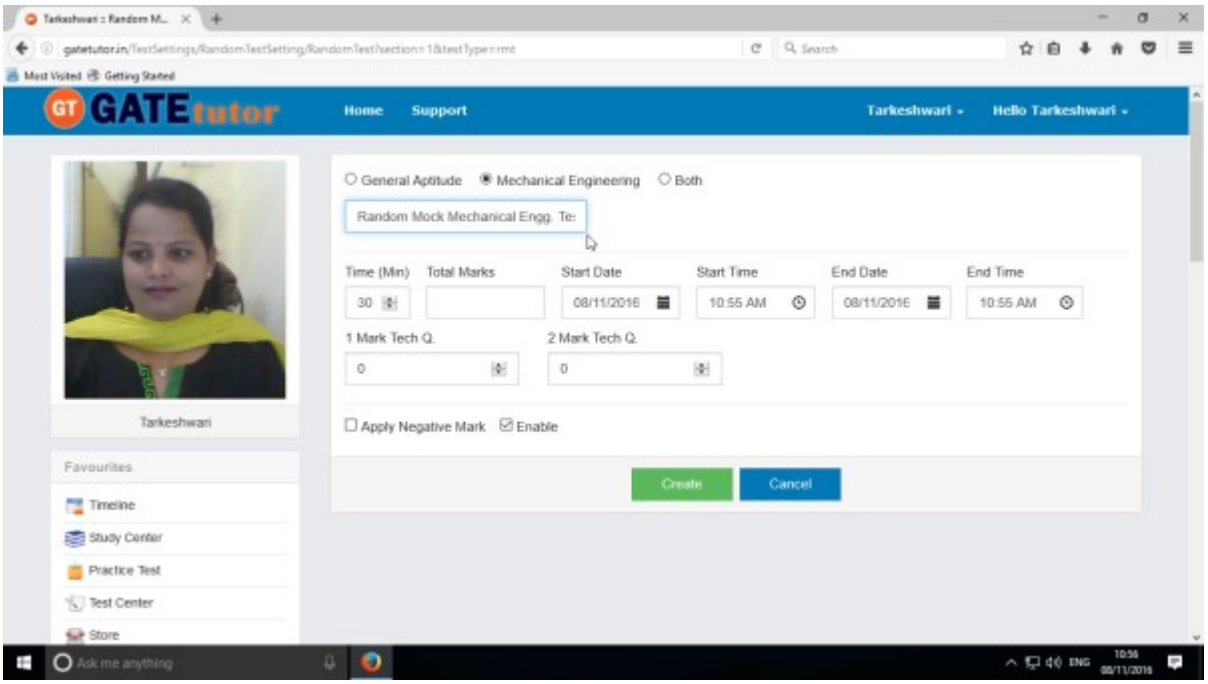
Now click on "**Timeline"** to see the results on own timeline.

b) Random Mock Test

Click on **"Random"** to create a test.

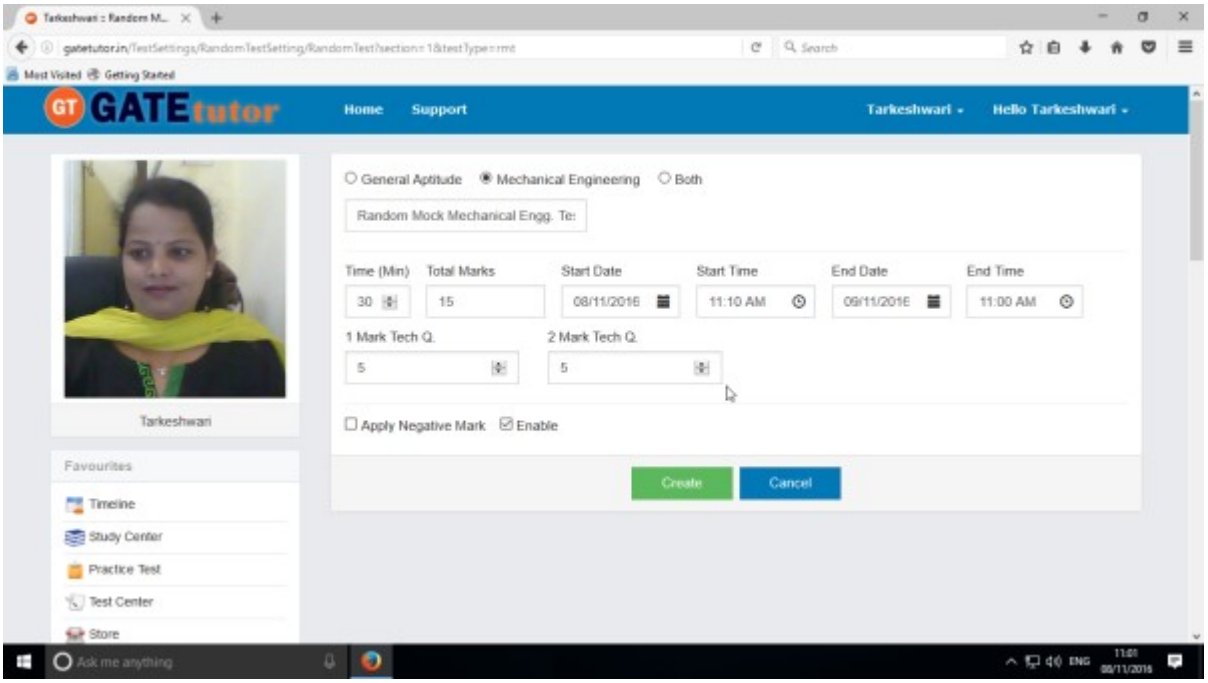


Choose the mock test for General Aptitude, Mechanical Engineering or Both etc.

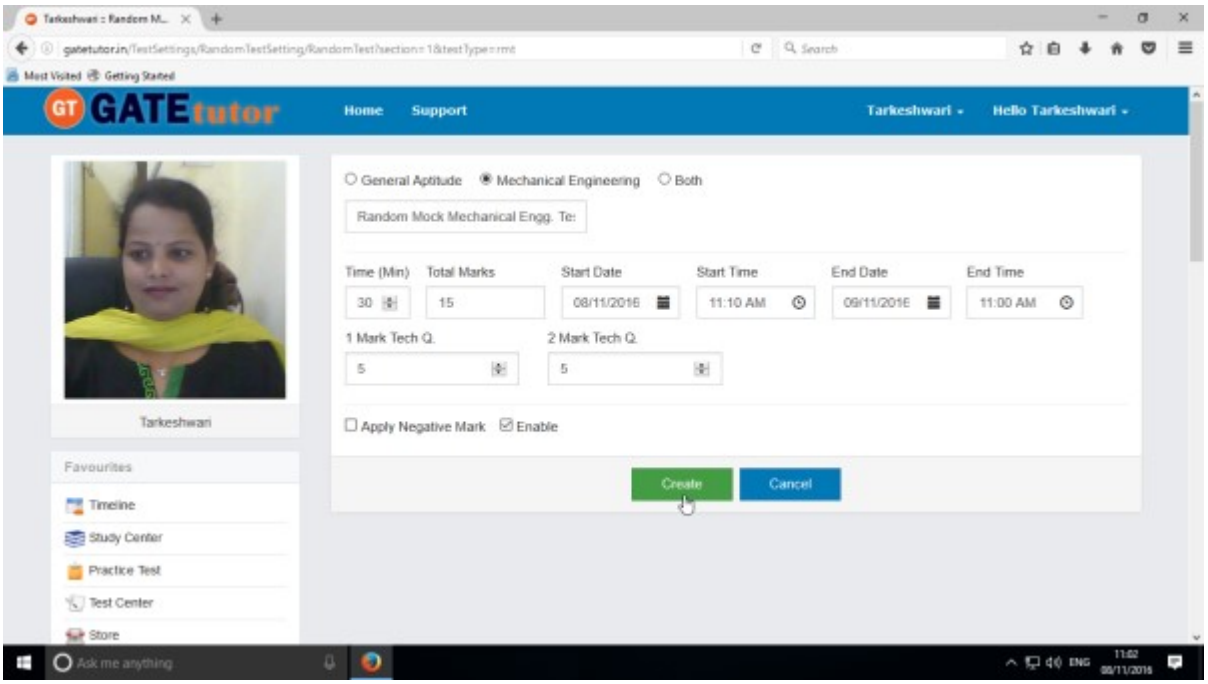


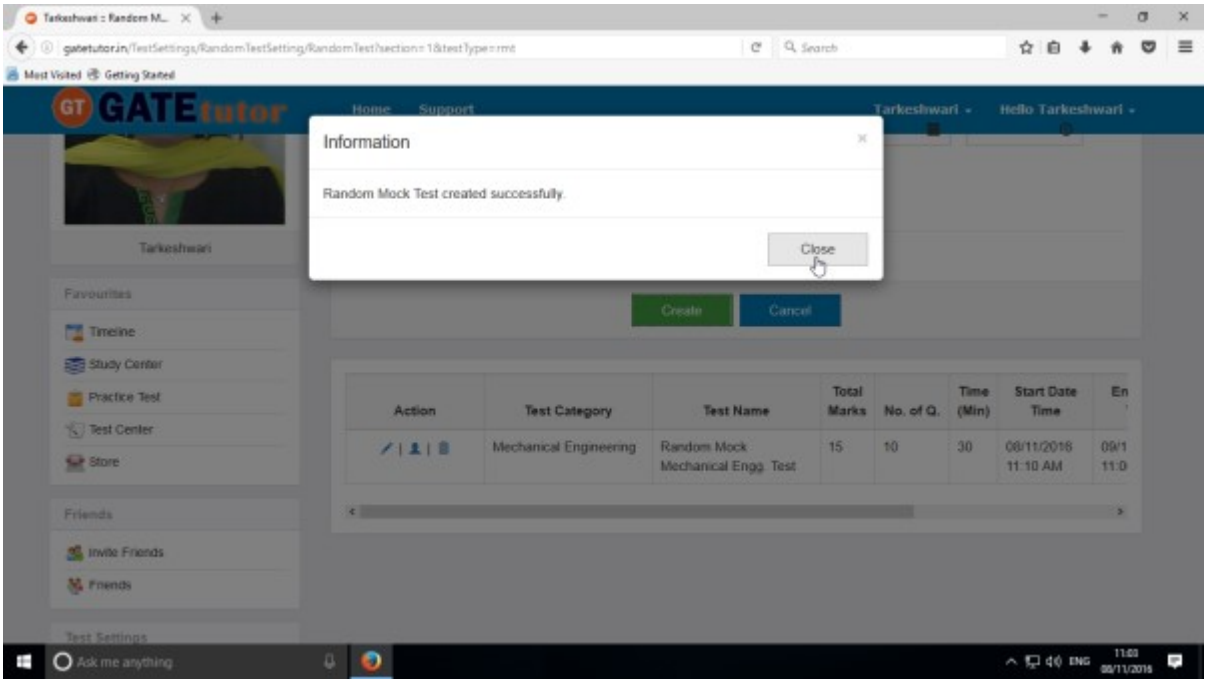
Then write a test name.

Fill up all the required details.



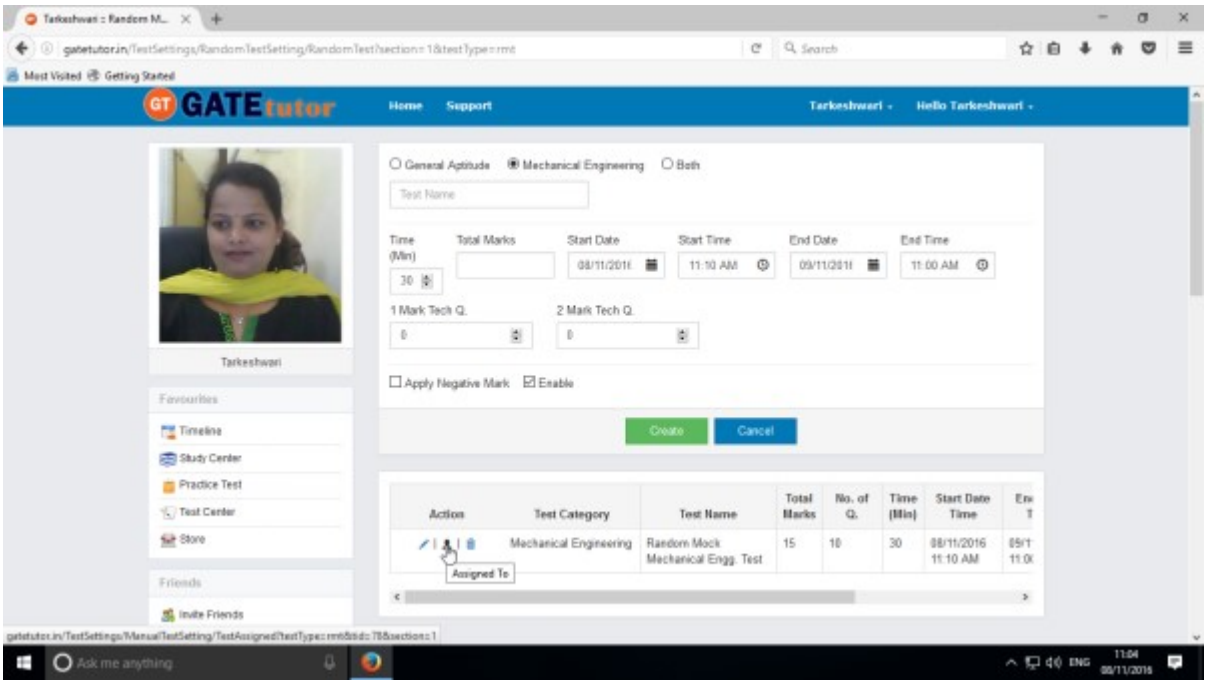
Click on "**Create**" to create a test



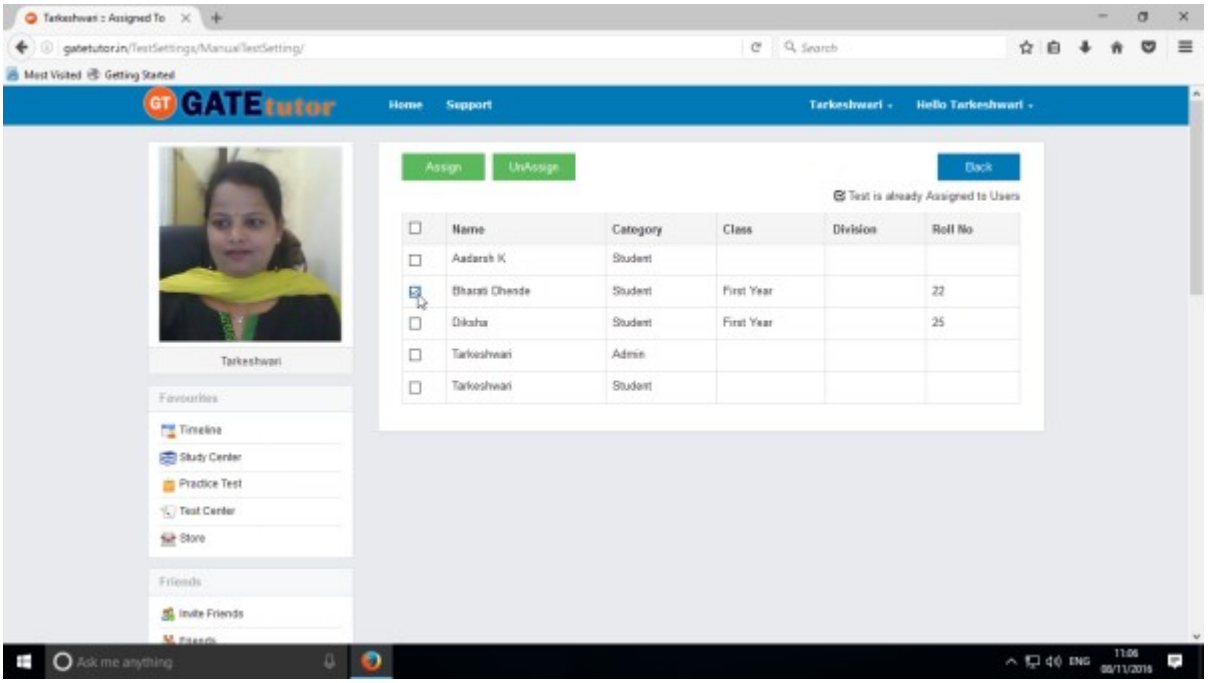


Random Mock Test will get created successfully. Now, click on "**Close**" to continue.

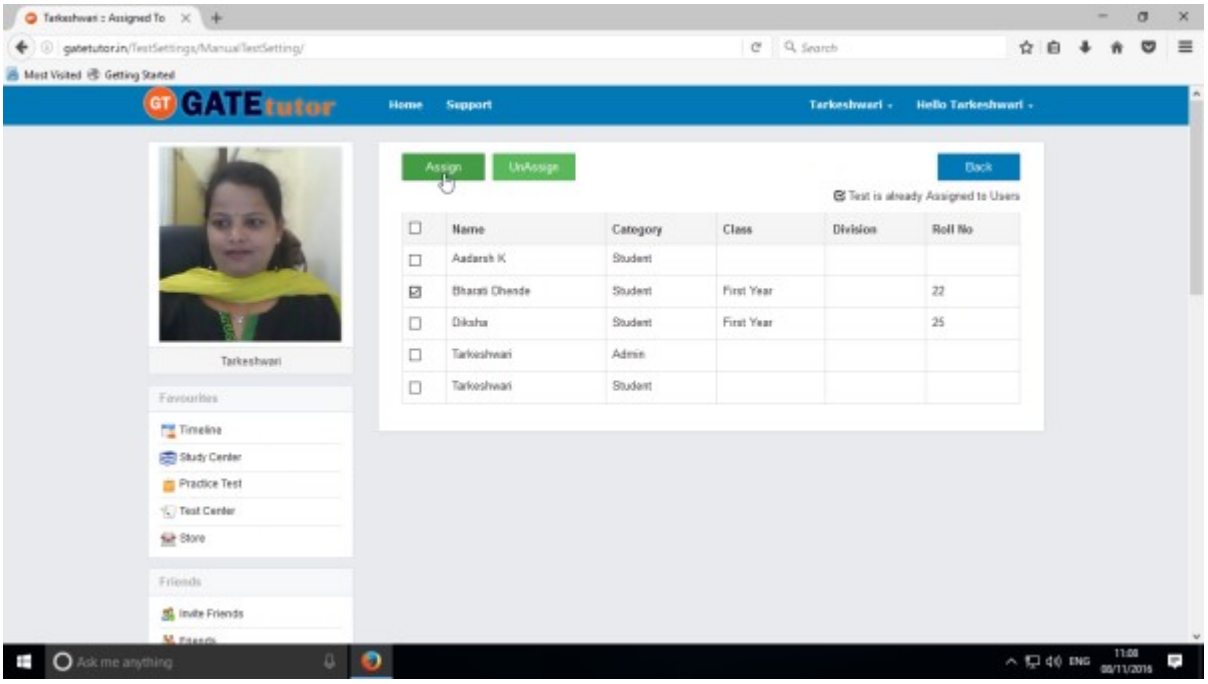
Click on "**Assign To**" icon just below the create button to assign the test.



Choose names from the list to assign the test.

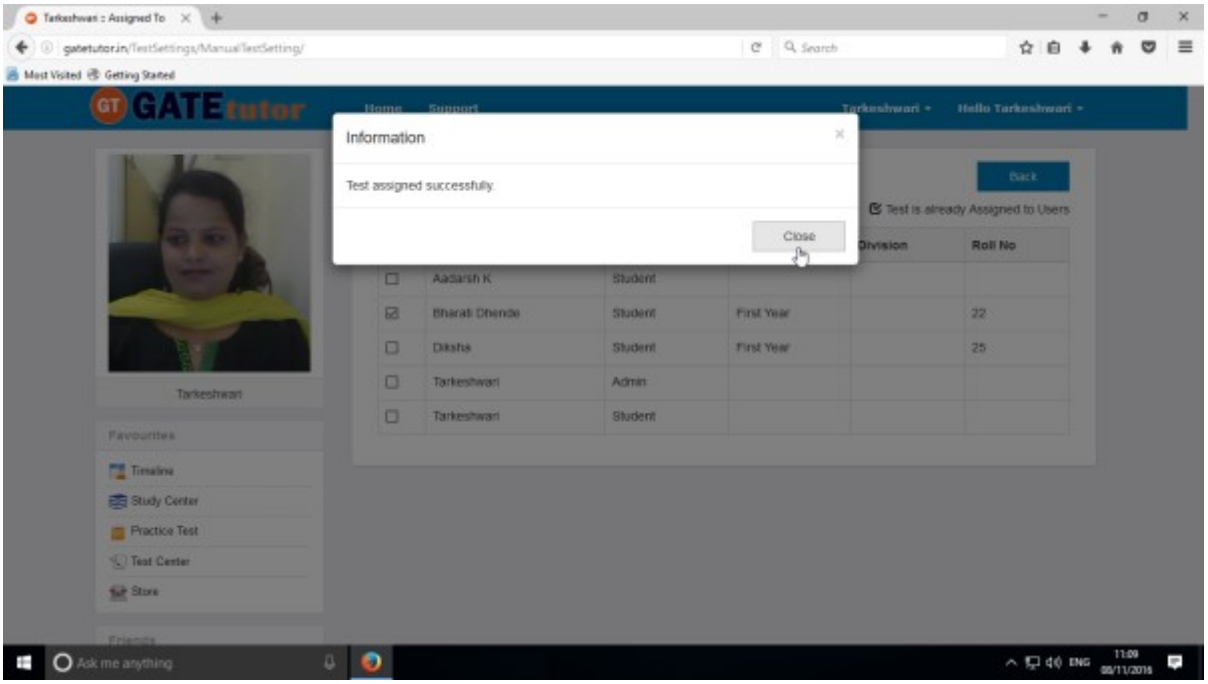


Select a name to which you want to assign the test and click on **"Assign"**



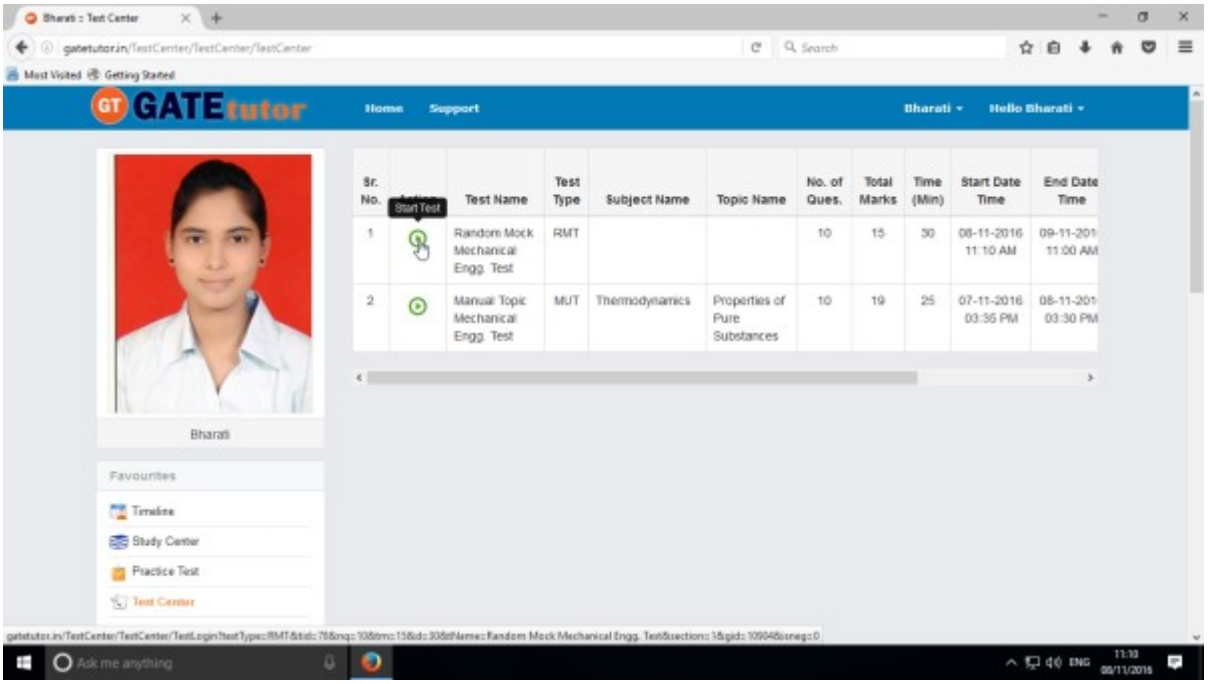
Click on "**Assign**" to assign a test.

Test will get assigned successfully.

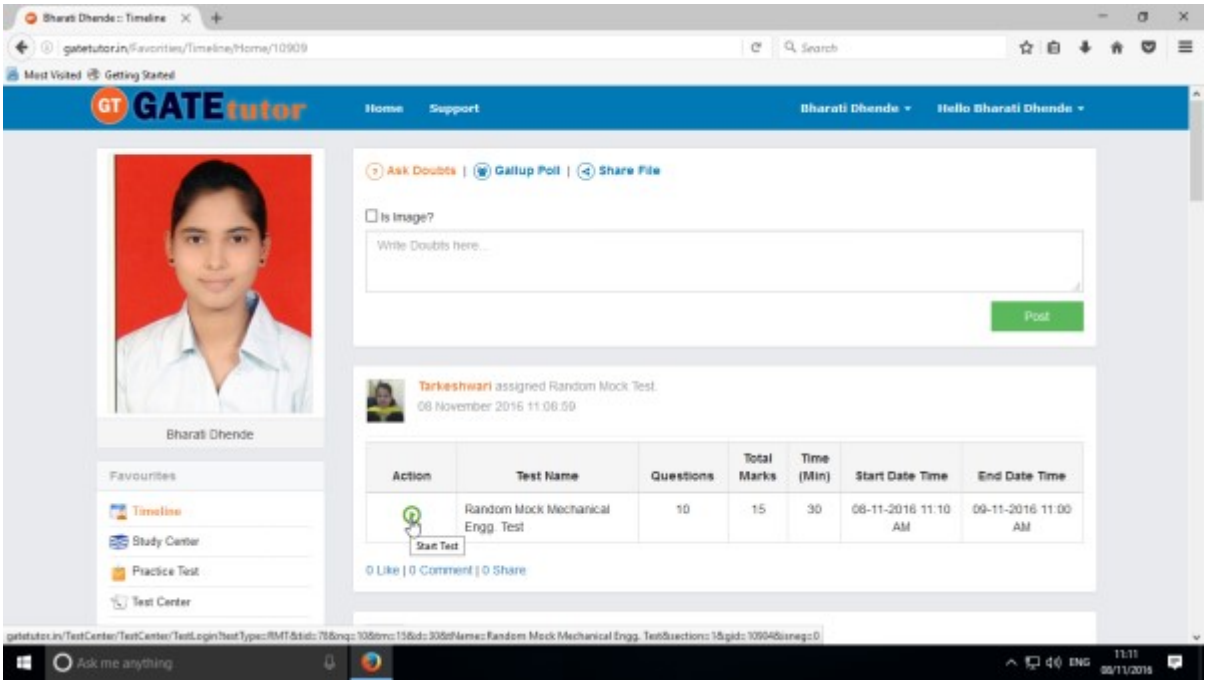


Click on "**Close**" to continue.

Check the assigned test into "**Test Center**"

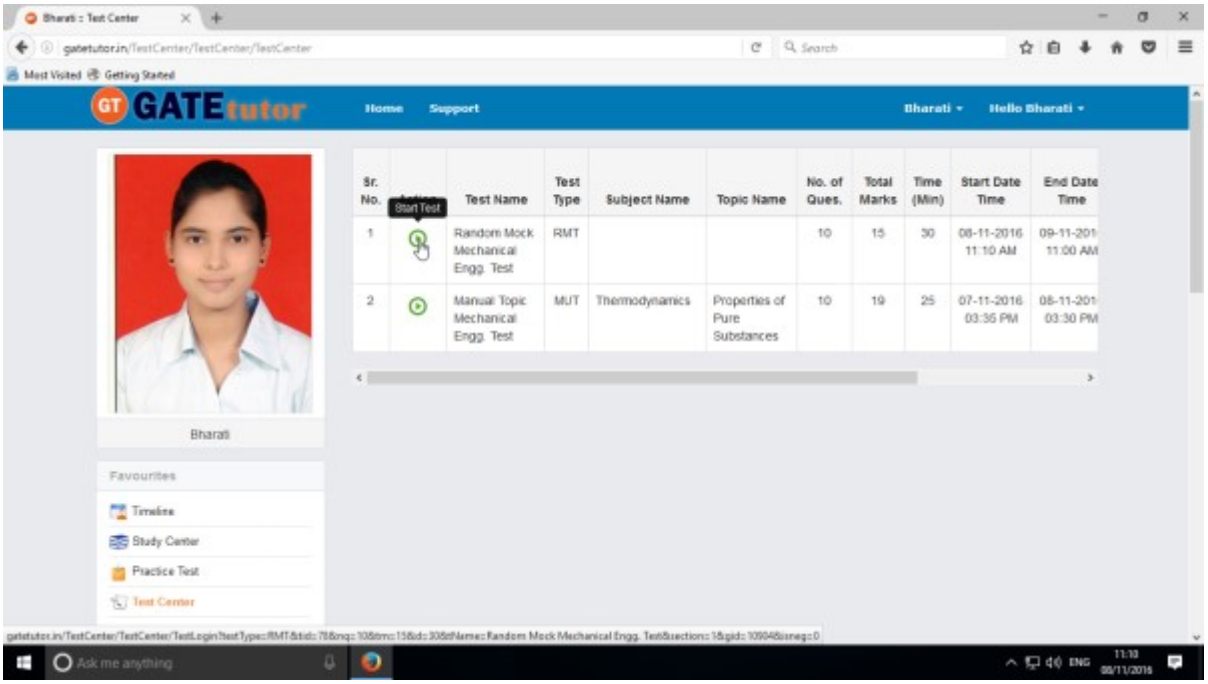


Check the test on your own timeline as follows.



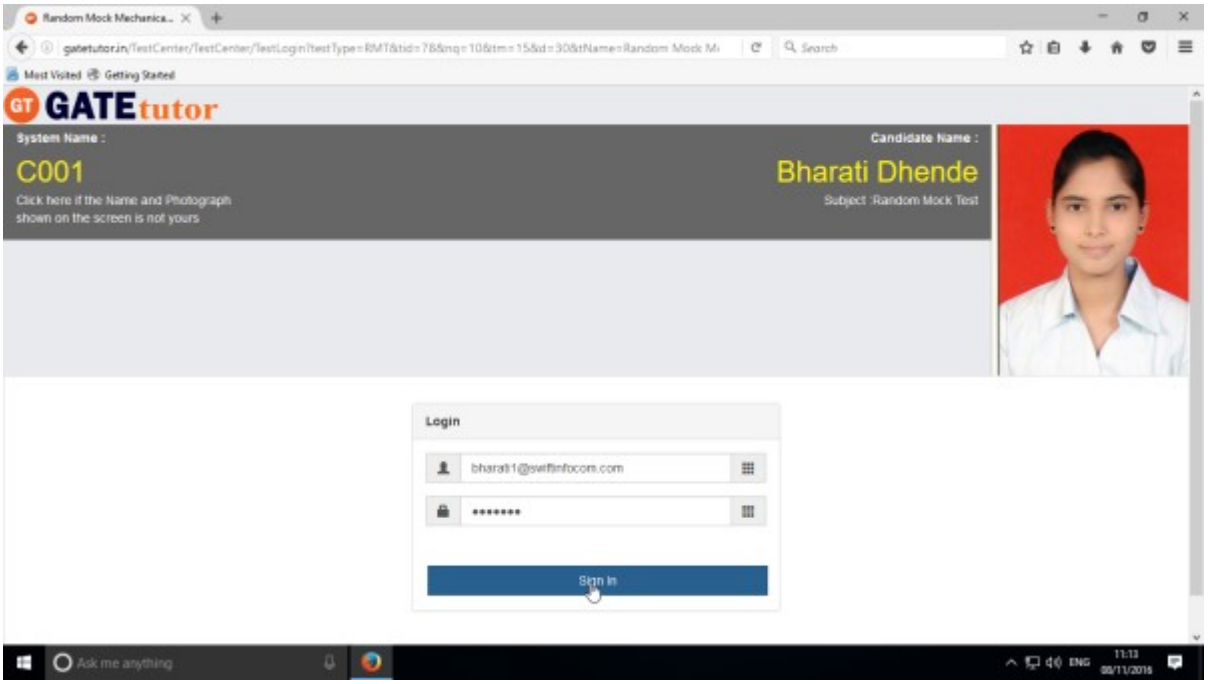
You can attempt the test from test center and own timeline both.

To start a test from test center, just click on **"Start Test"** icon as follows.

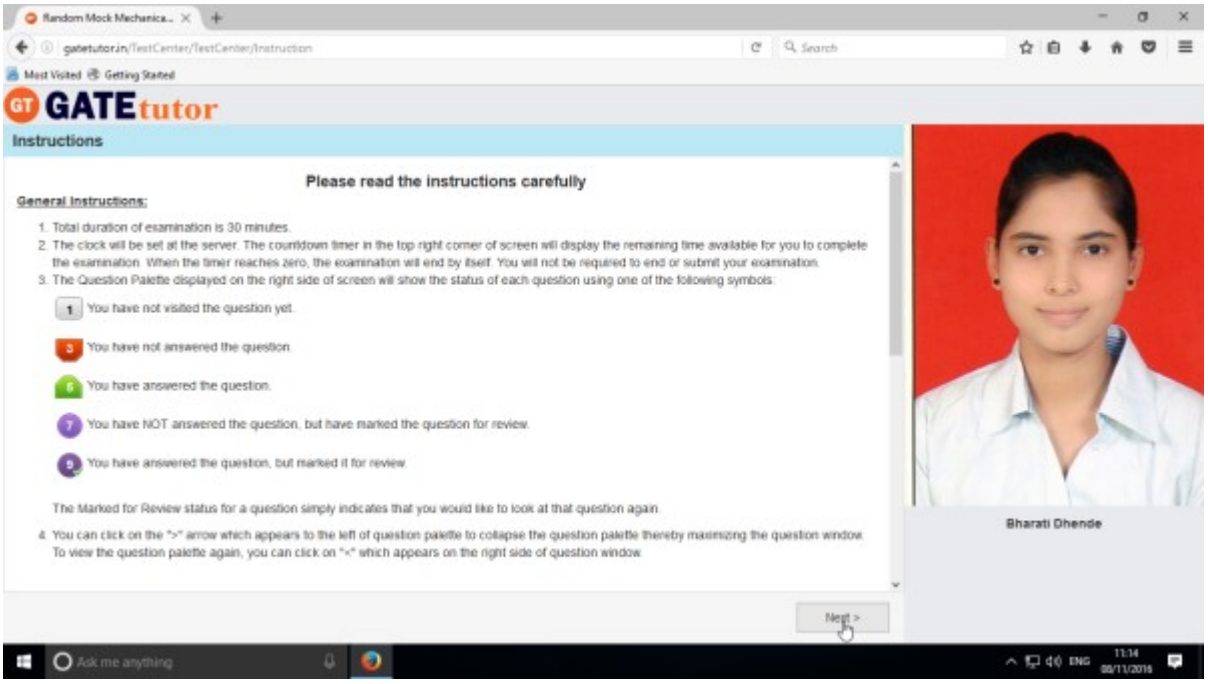


Click on "**Start Test**" as above

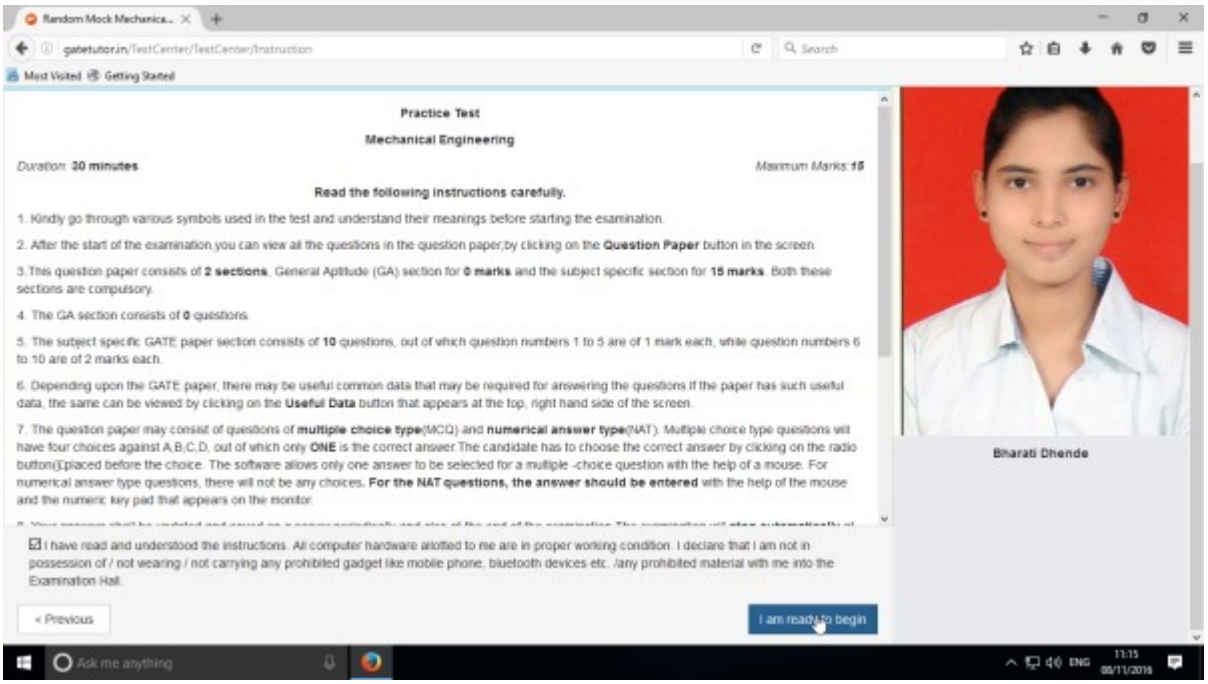
Click on “**Sign In**” to continue the test



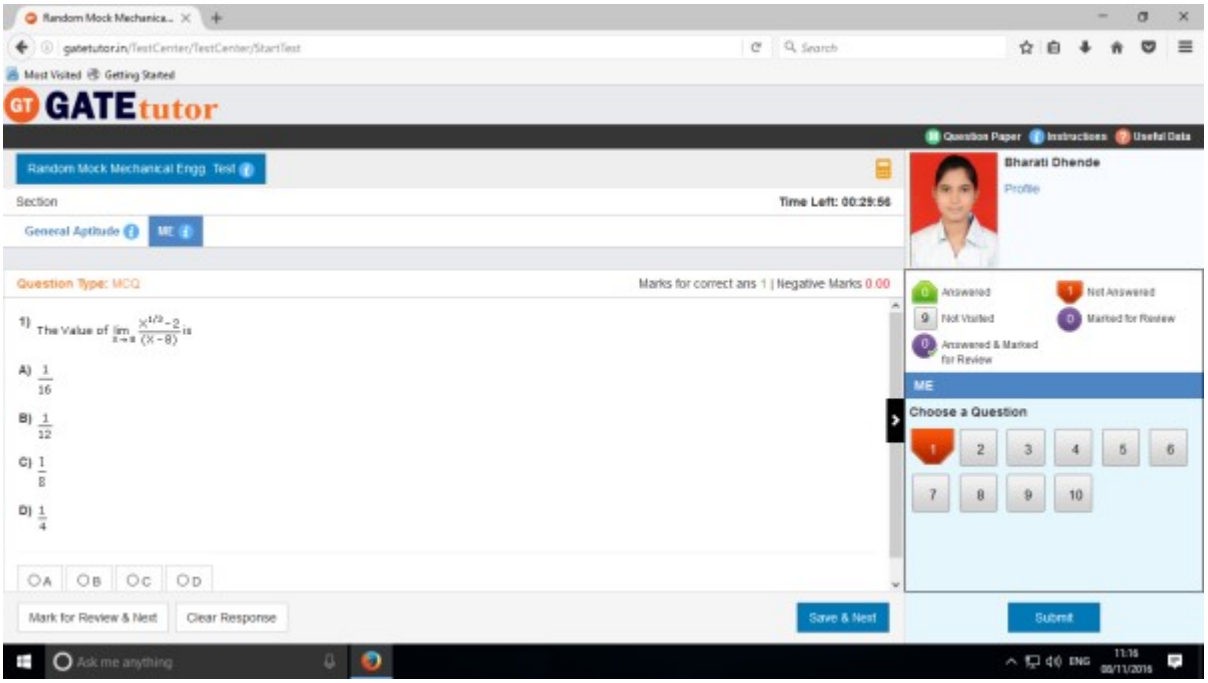
Read the instruction carefully and click on “**Next**”



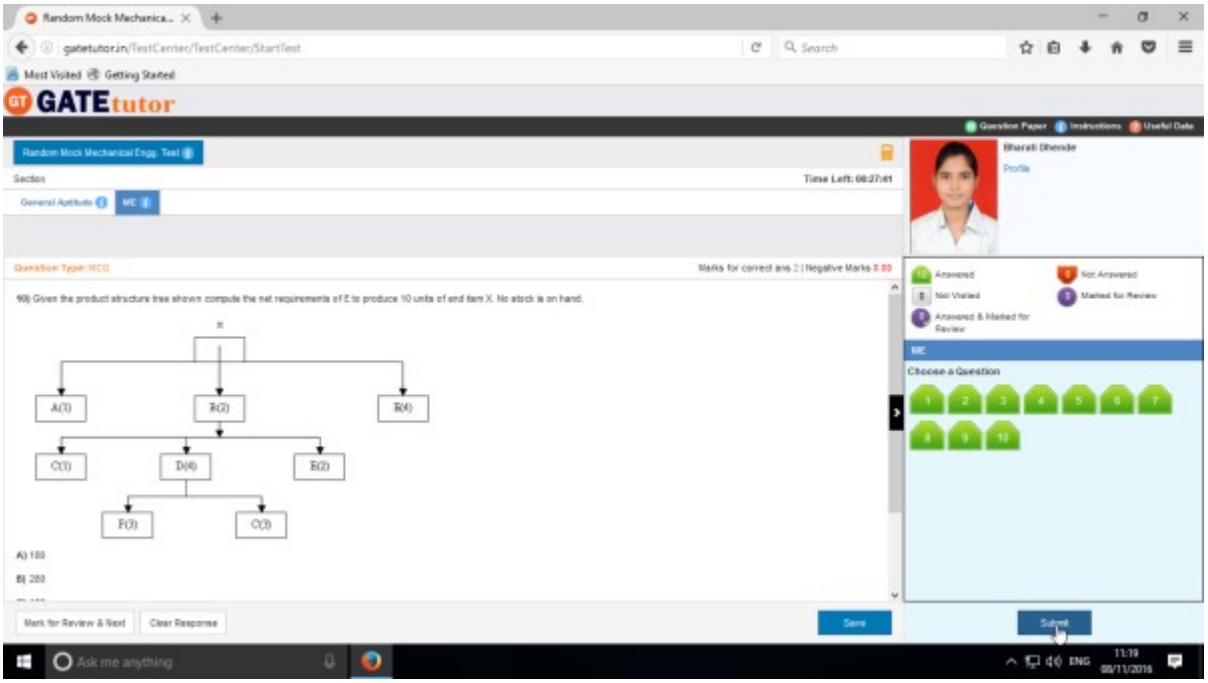
Click on "**I am ready to begin**" to attempt the test as follows



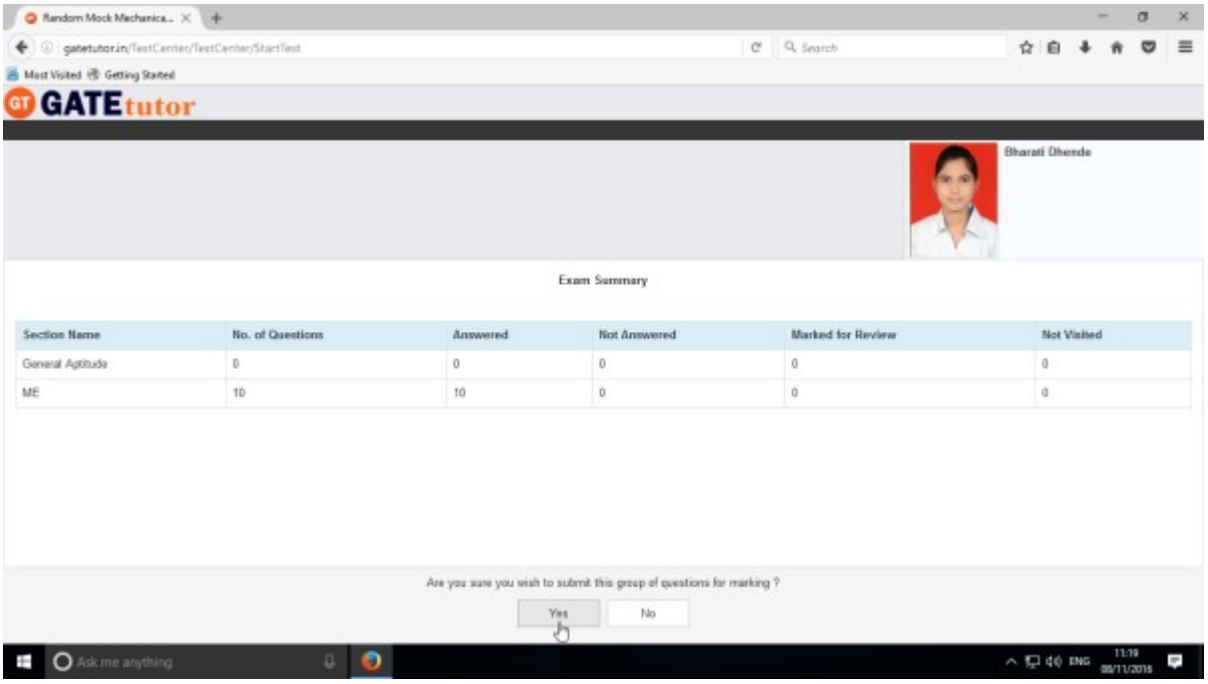
You can solve the questions after appearing for the test as follows.



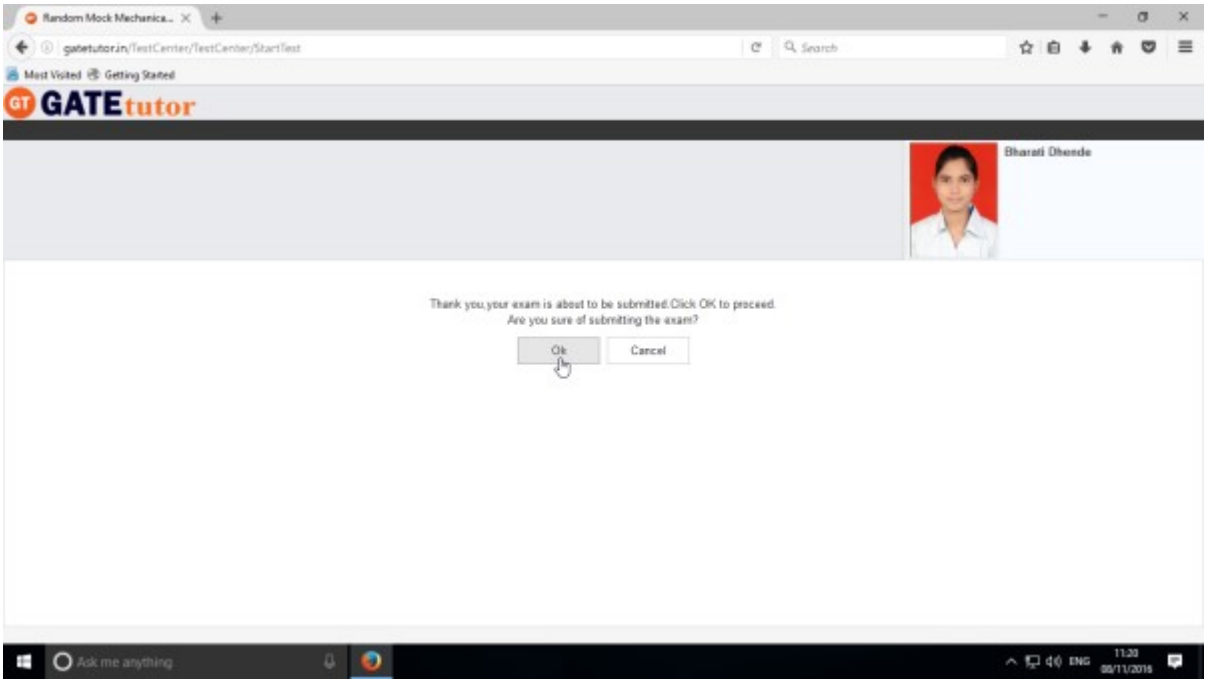
Attempt all the questions.



Click on "**Submit**" to save a test.

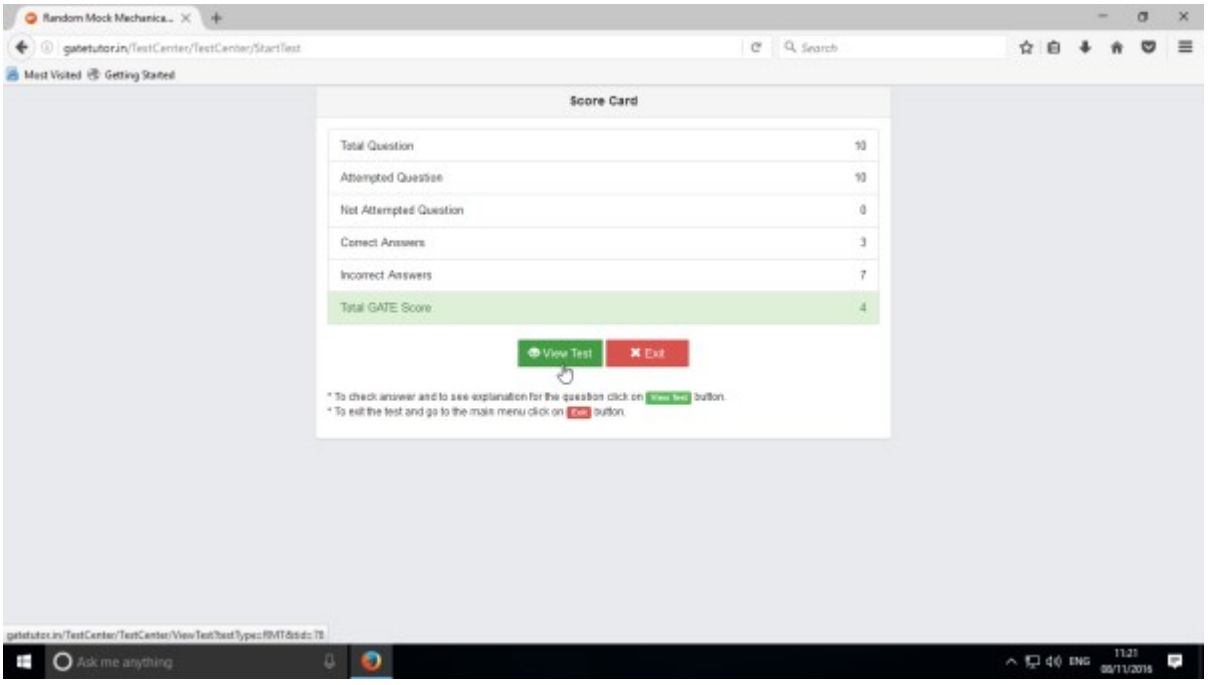


Click on "**Yes**" to confirm to submit a test.

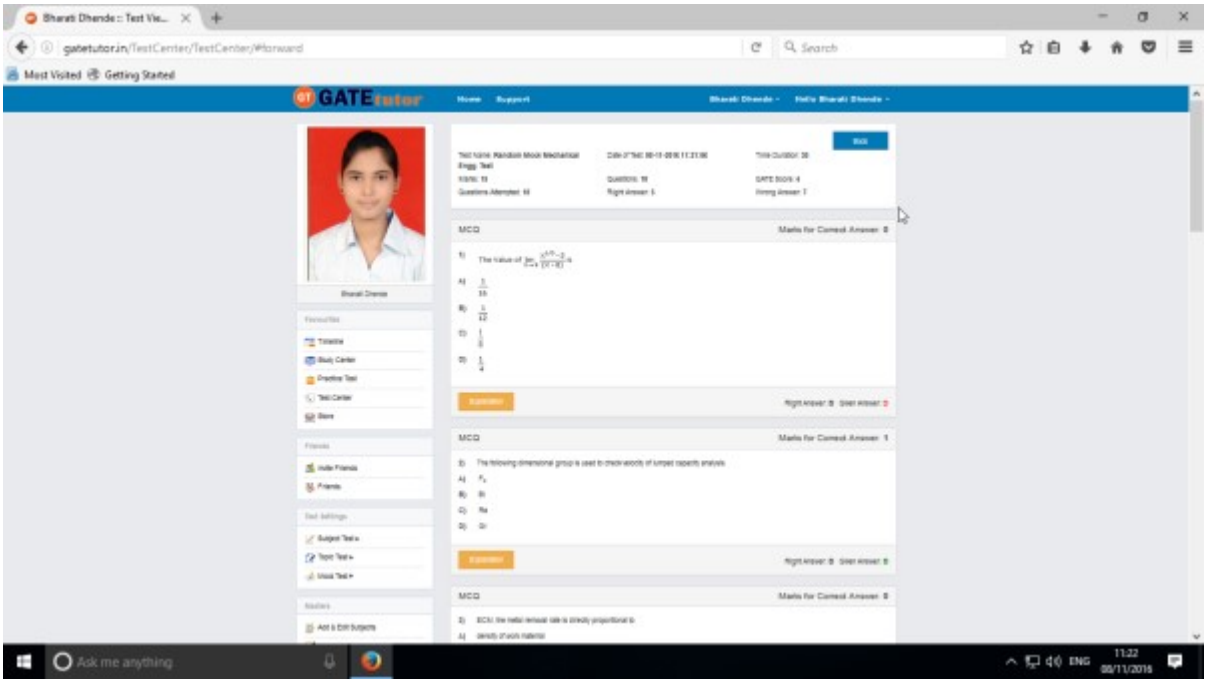


Now click on "**OK**" to continue.

You can "**View test**" or **"Exit"**



Click on **“View Test”** to view the test & you will appear the given test as follows.

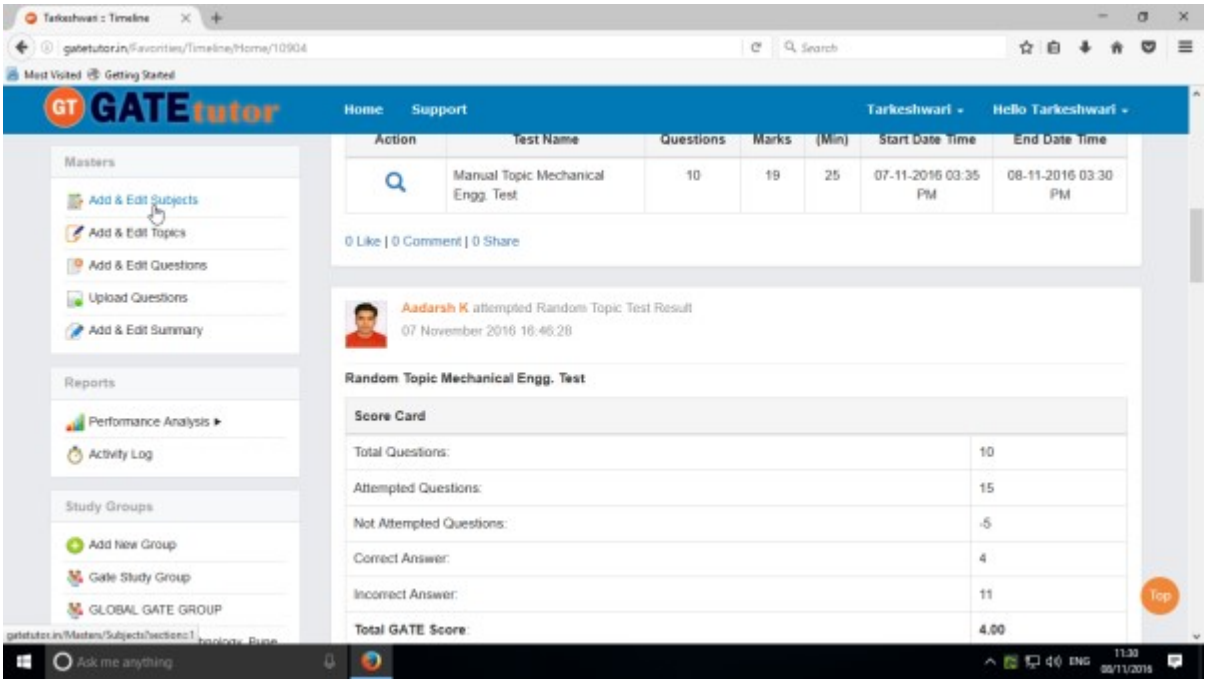


When you click on “**View Test**”, you will get redirected to the test that you have given before. You can check & compare the correct answers with your answers and you can also check the explanation for that question.

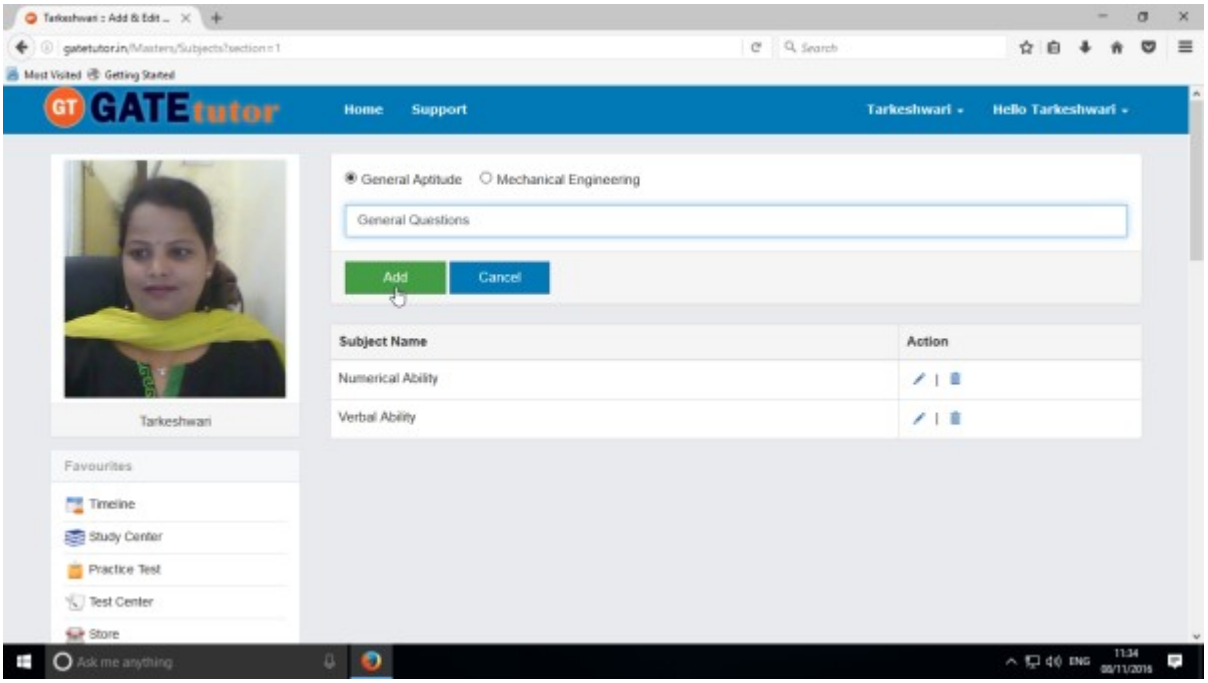
XX. Masters

Masters menu is the all in one operational platform for all the users like admin to add their own GATE related data individually. Admin can add & edit subjects, add & edit topics, upload questions, and add & edit summary also on the GATEtutor from college timeline. Admin can add his/her own subjects, topics related to GATE. Admin can also add & upload the questions & give tests on that subjects & topics which are added by him/her.
Choose General Aptitude or Mechanical Engineering to add a subject under it.

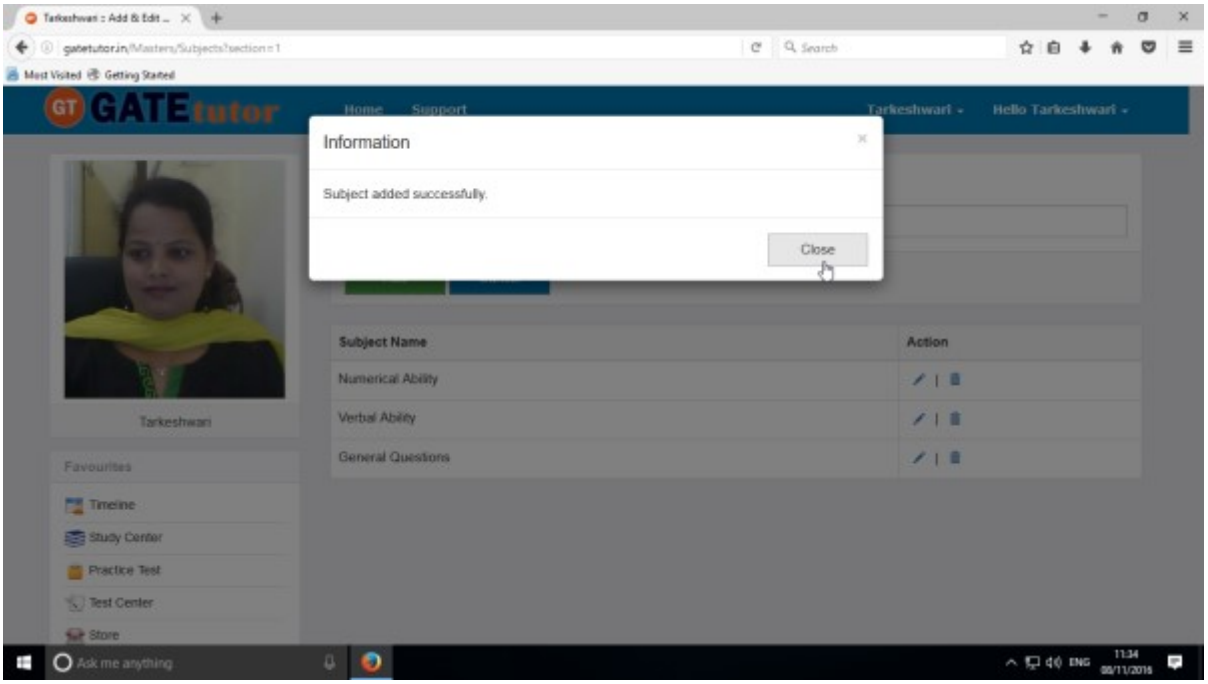
1) Add and Edit Subject



Choose the main menu radio button to select the subject for. Ex: General Aptitude

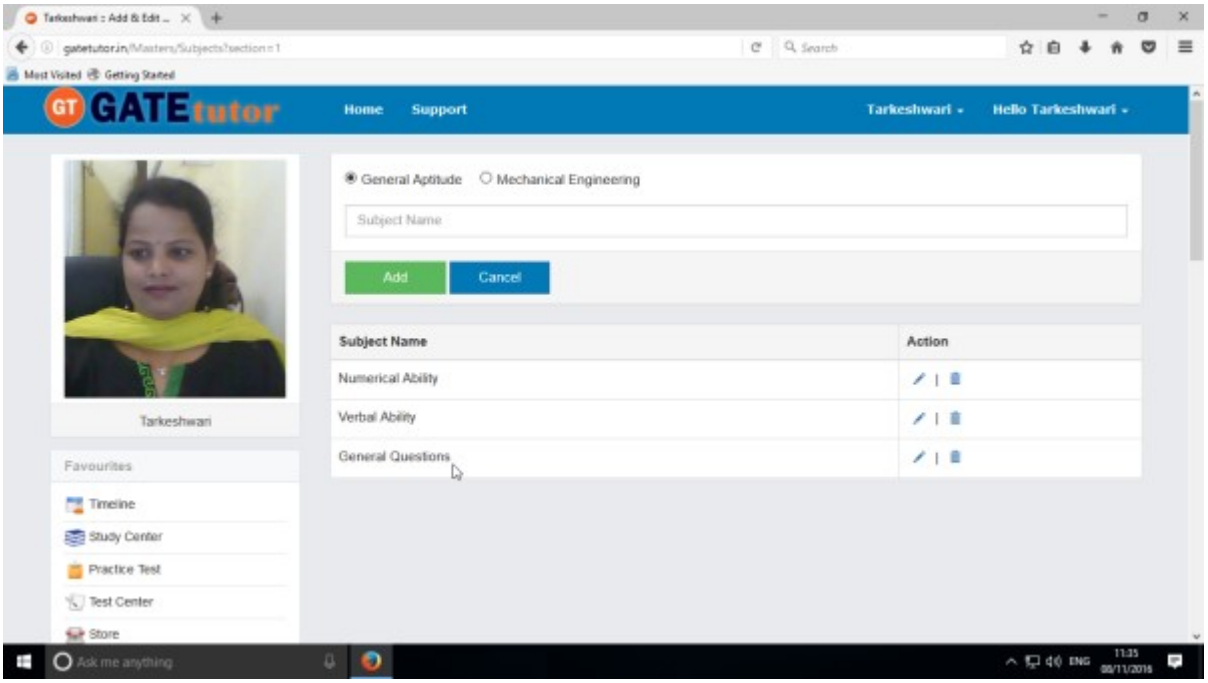

GATEtutor
Home
Support
Tarkeshwari
Hello Tarkeshwari
General Aptitude
Mechanical Engineering
General Questions
Add
Cancel
Subject Name
Action
Numerical Ability
Verbal Ability
Tarkeshwari
Favourites
Timeline
Study Center
Practice Test
Test Center
Store

Click on “**Add”** to save the subject that you have entered.



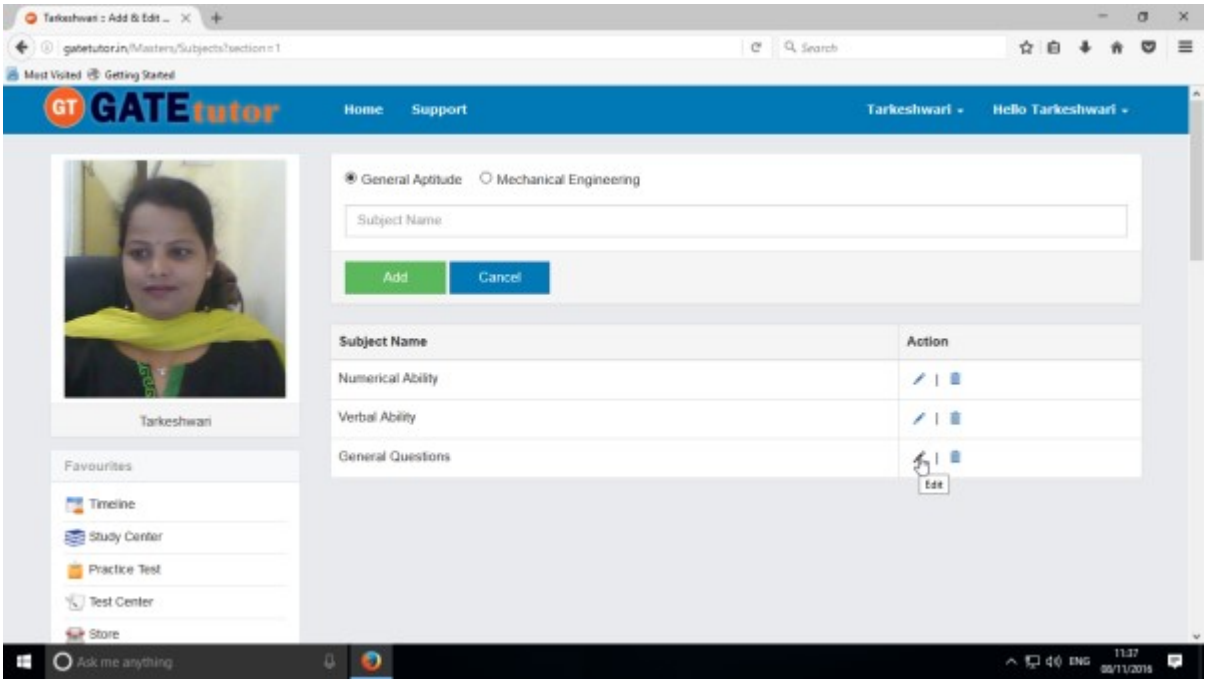
Click on “**Close**” to continue.

Added subject will be displayed at lower side of list.

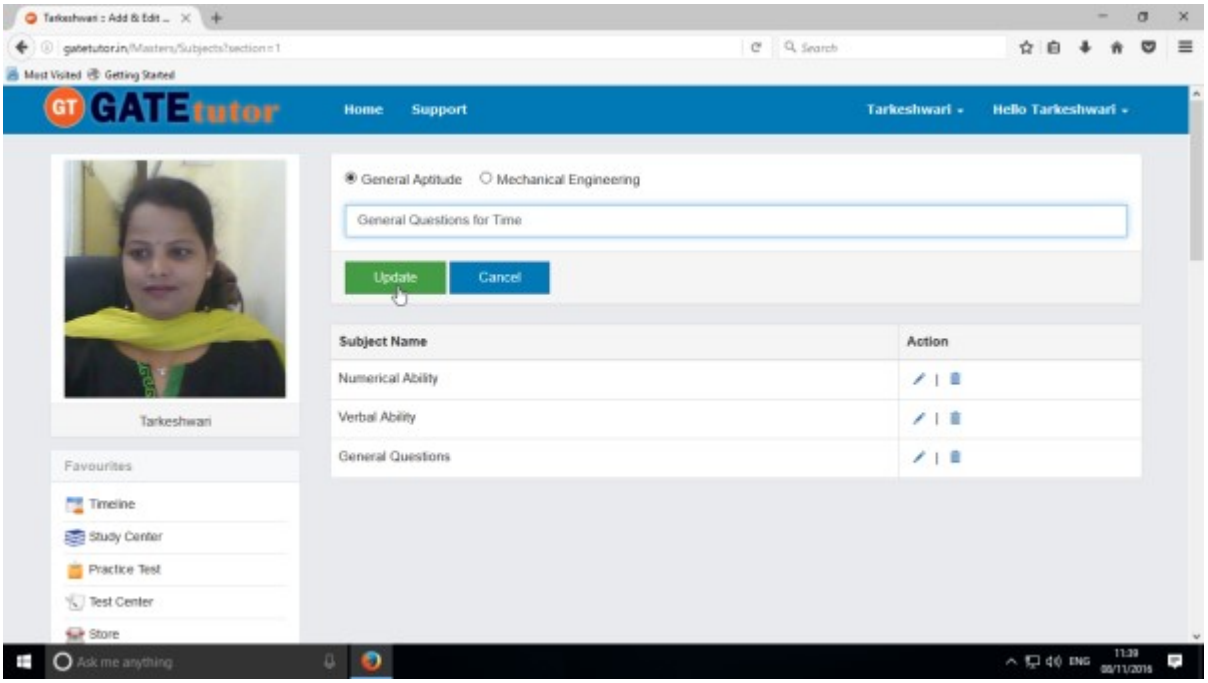


When you add any subject, it will display as a post on your own timeline with subject name & the user’s name who has added it.

To change or update the subject, click on “**Edit”** icon to make change in the subject name

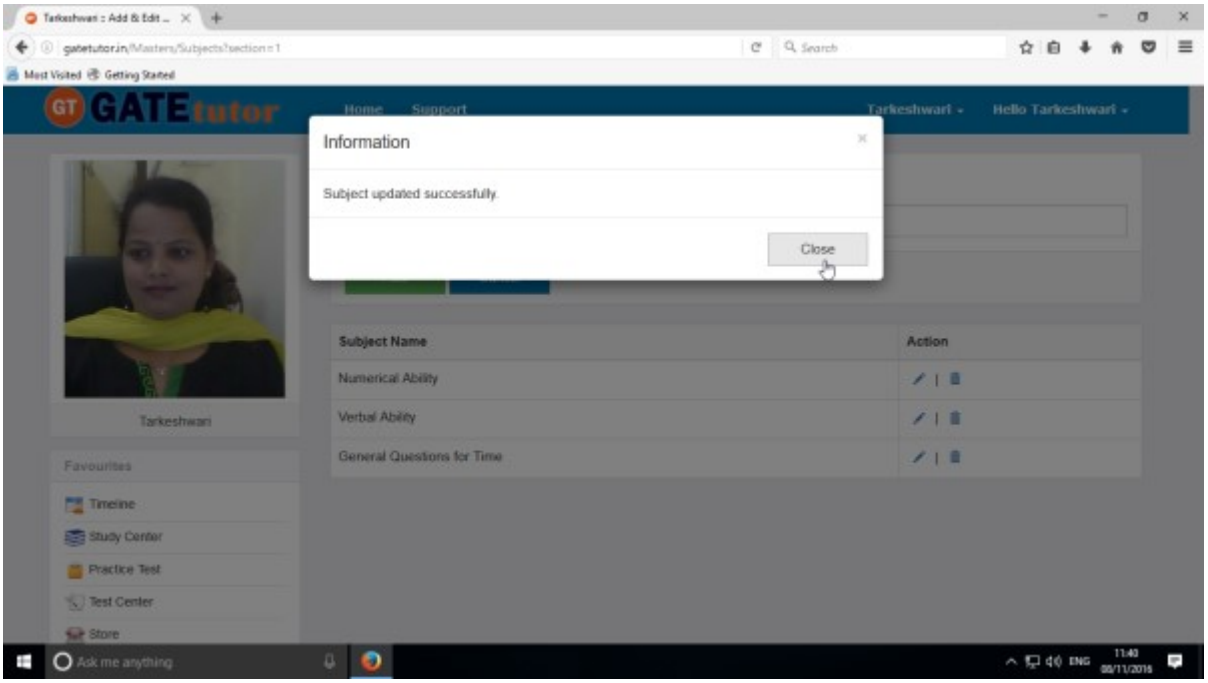


Edit the subject name & click on “**Update**” to update the subject

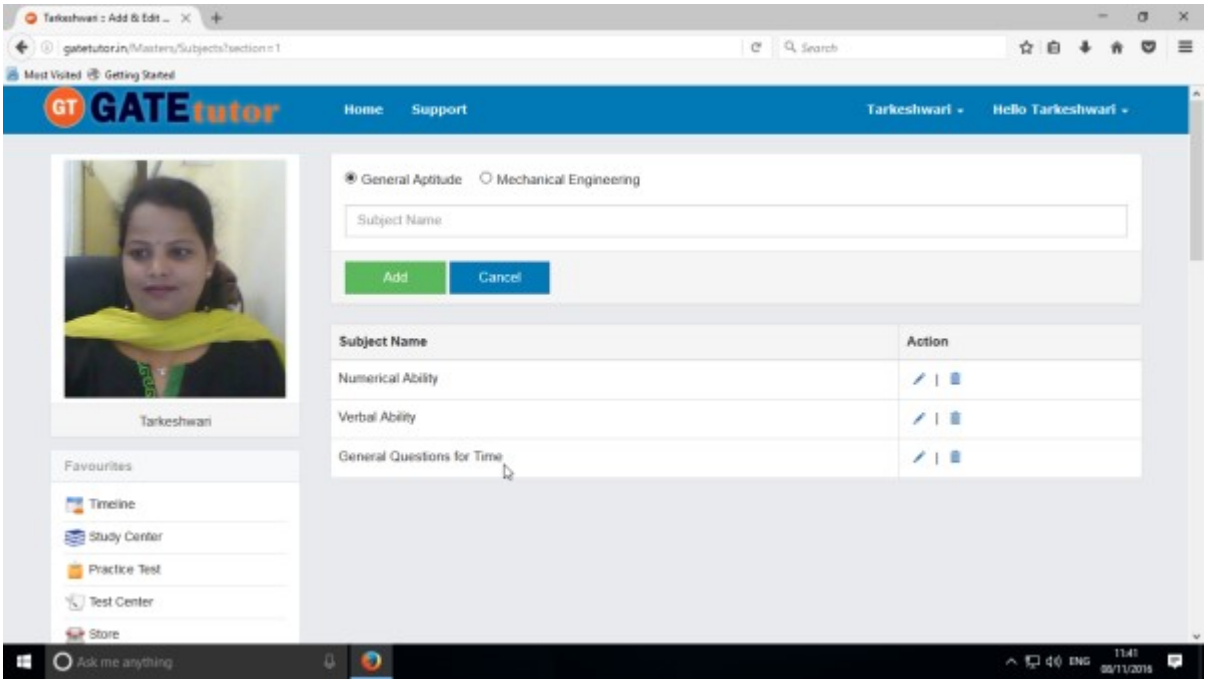


After clicking on update, changes will be saved.

You will appear the following window



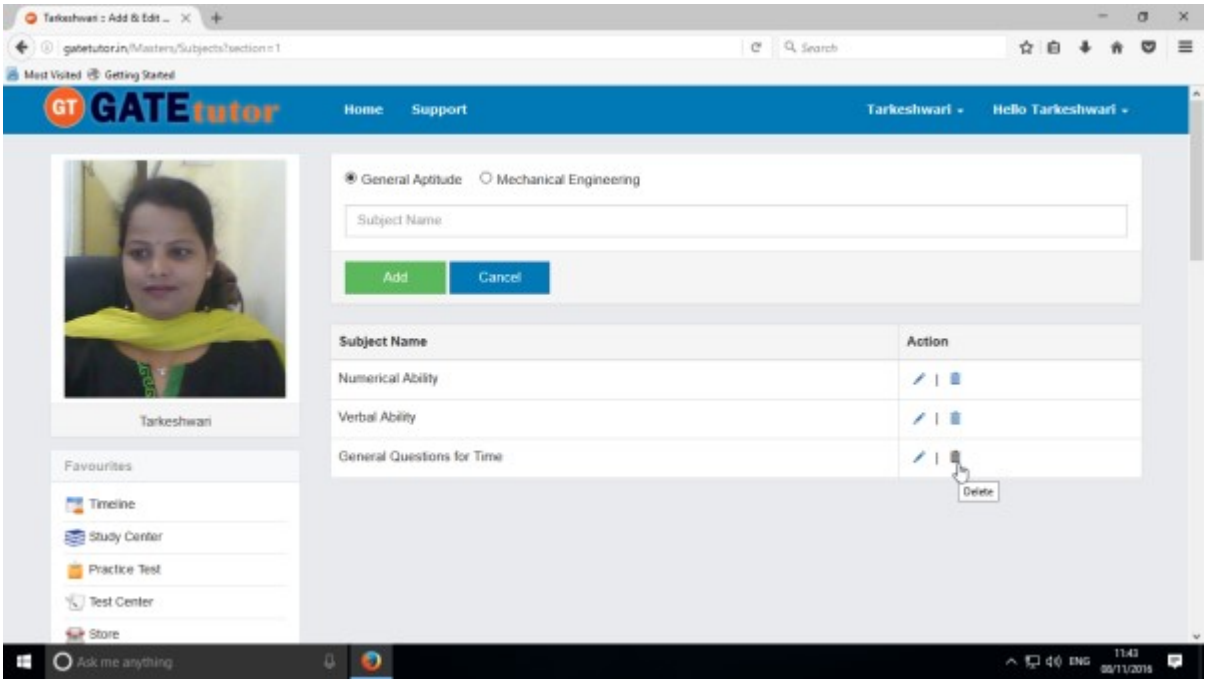
Click on "**Close**" & see the changes done at lower side of list.



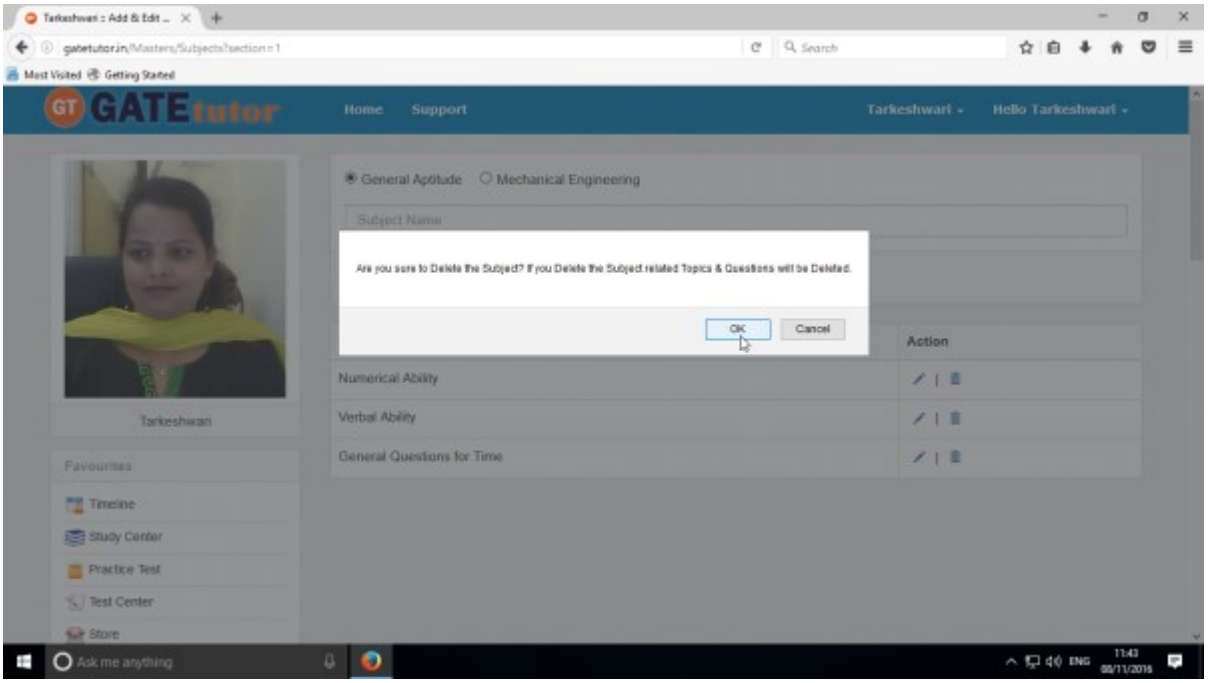
Check the updated subject as above.

To delete a subject from the list, choose a subject

(Note: You can delete only those subject, topic, question which are added by you)

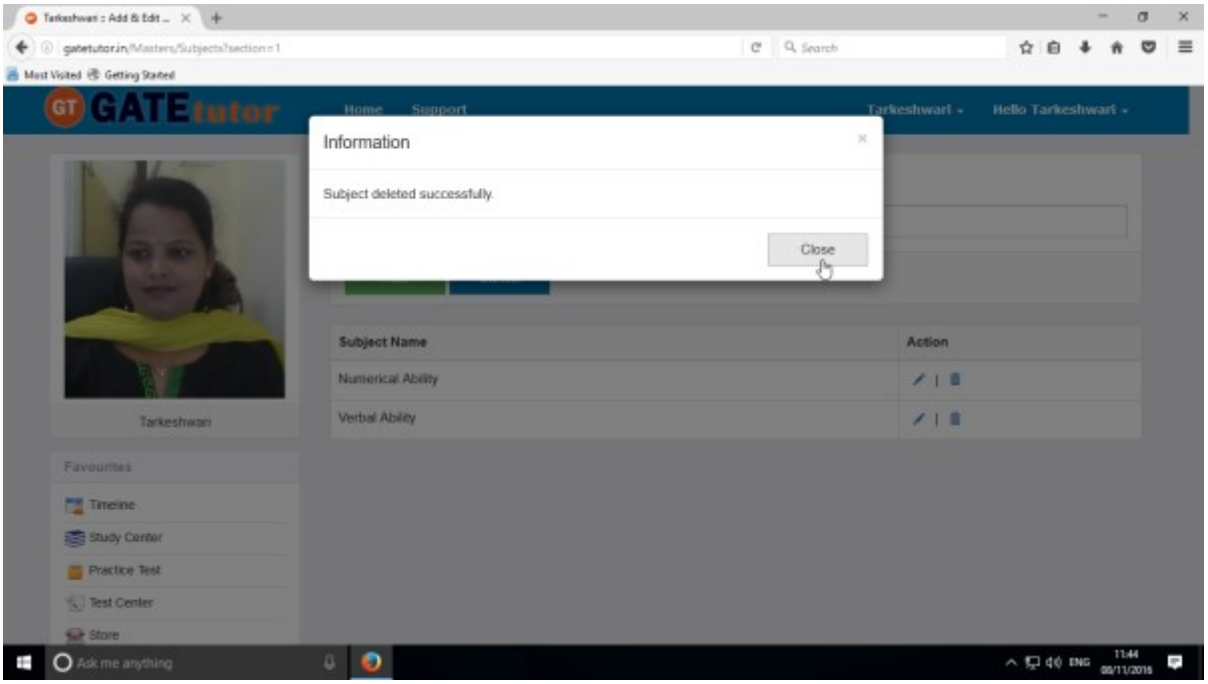


Click on **"Delete"** icon

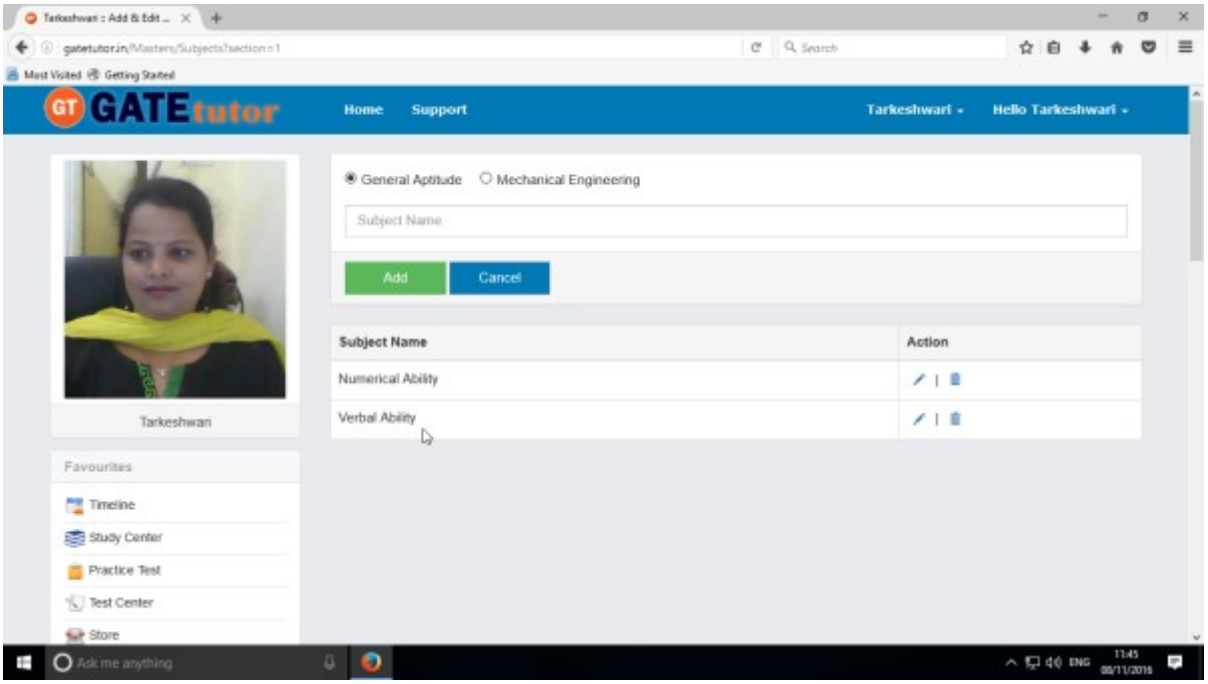


Click on **"OK"** to delete that subject**.**

The subject will get deleted.



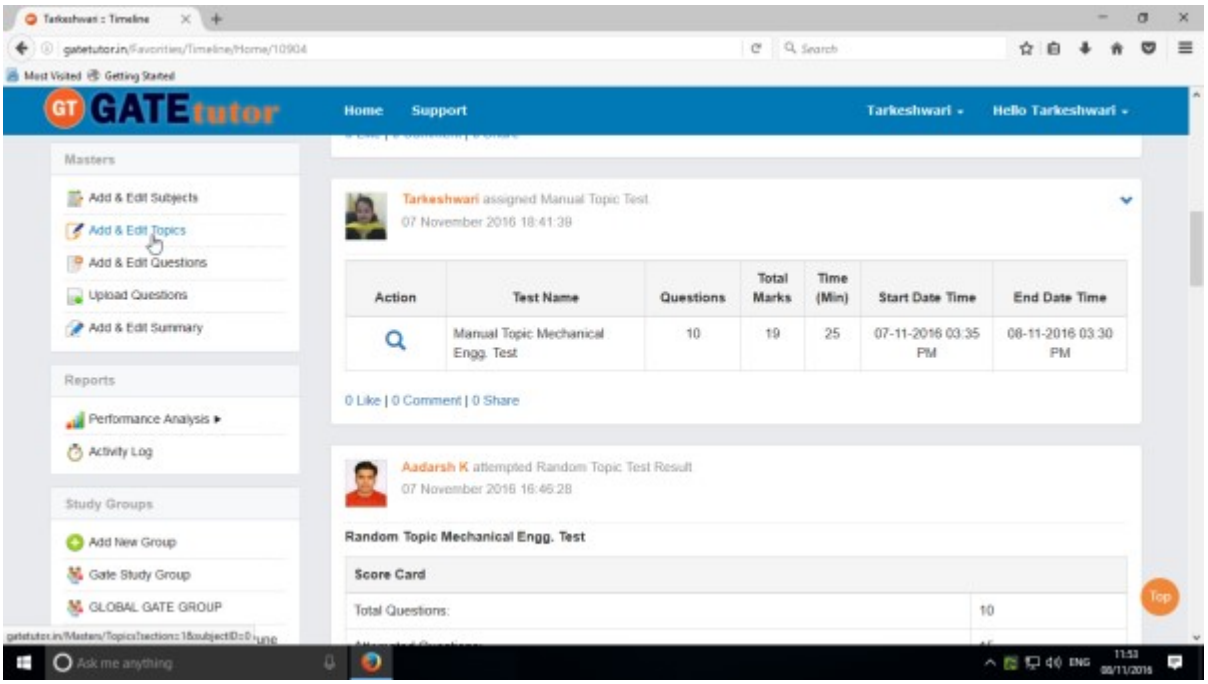
Click on "**Close**" & see the changes.



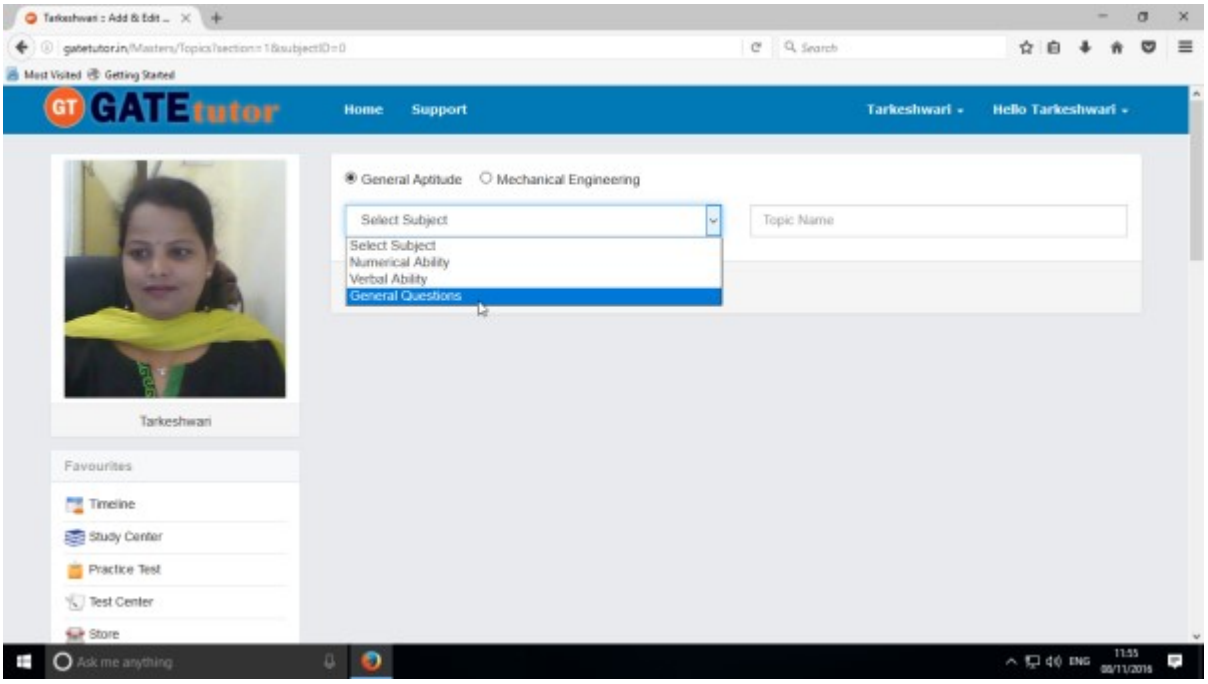
The added subject is deleted from the list.

2) Add and Edit Topic

You can add the topic under the subject that you have entered as well as under the currently present subjects provided by GATEtutor
Click on **“Add and Edit Topic”**

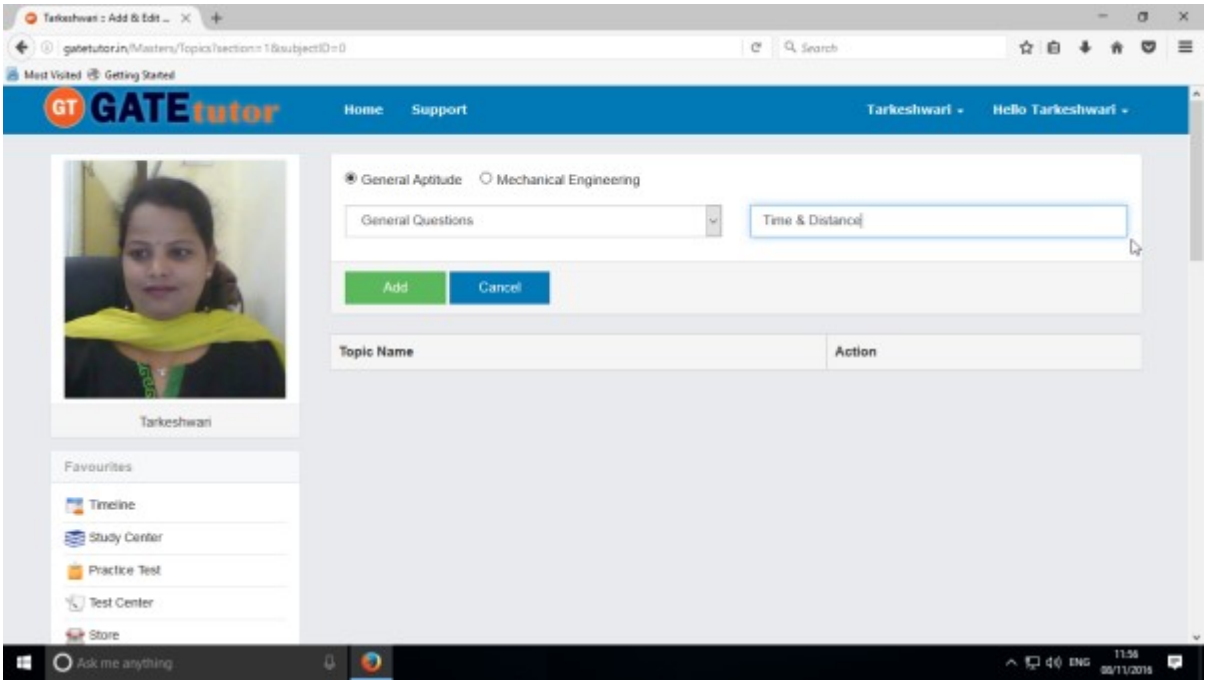


Choose a subject to add a topic under it.

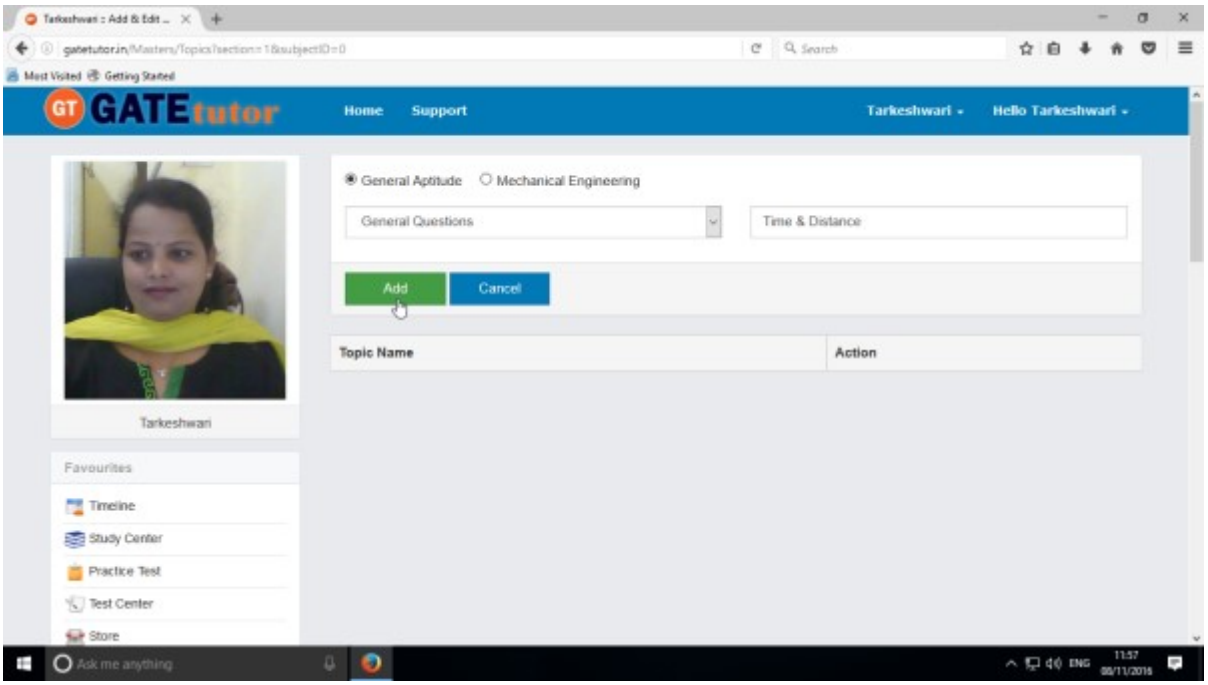


Choose a Subject under which you want to add a topic.

Enter the topic name**.**

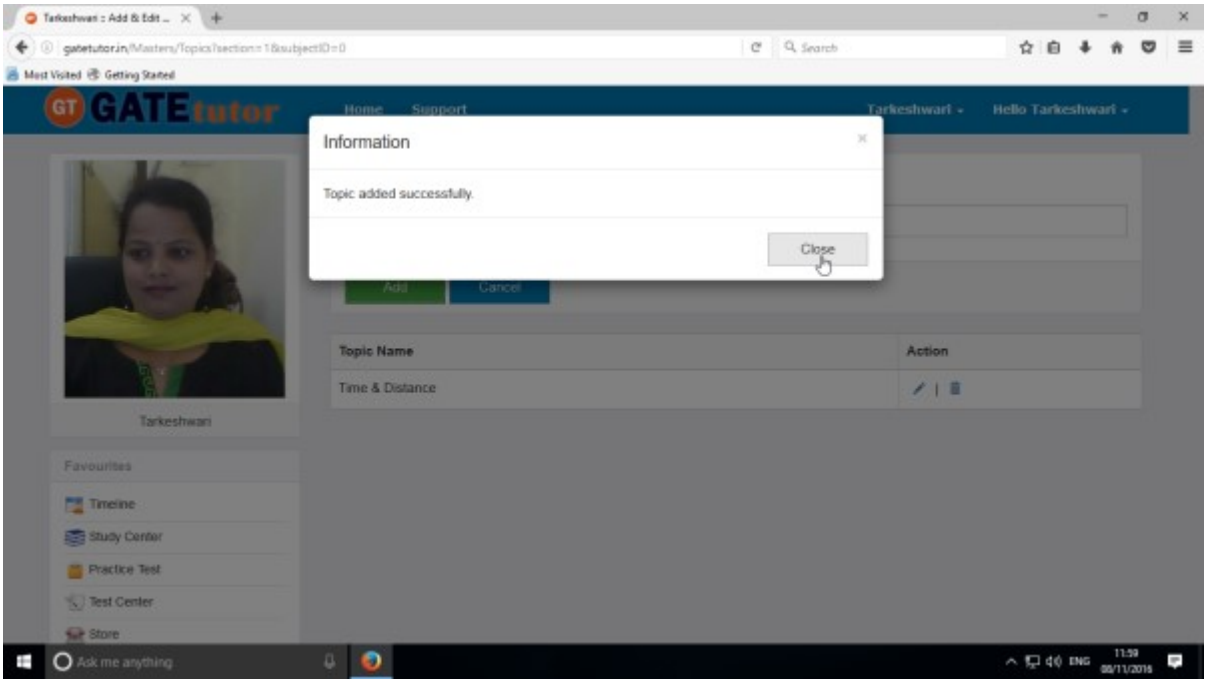


Click on **"Add"** to save the topic.



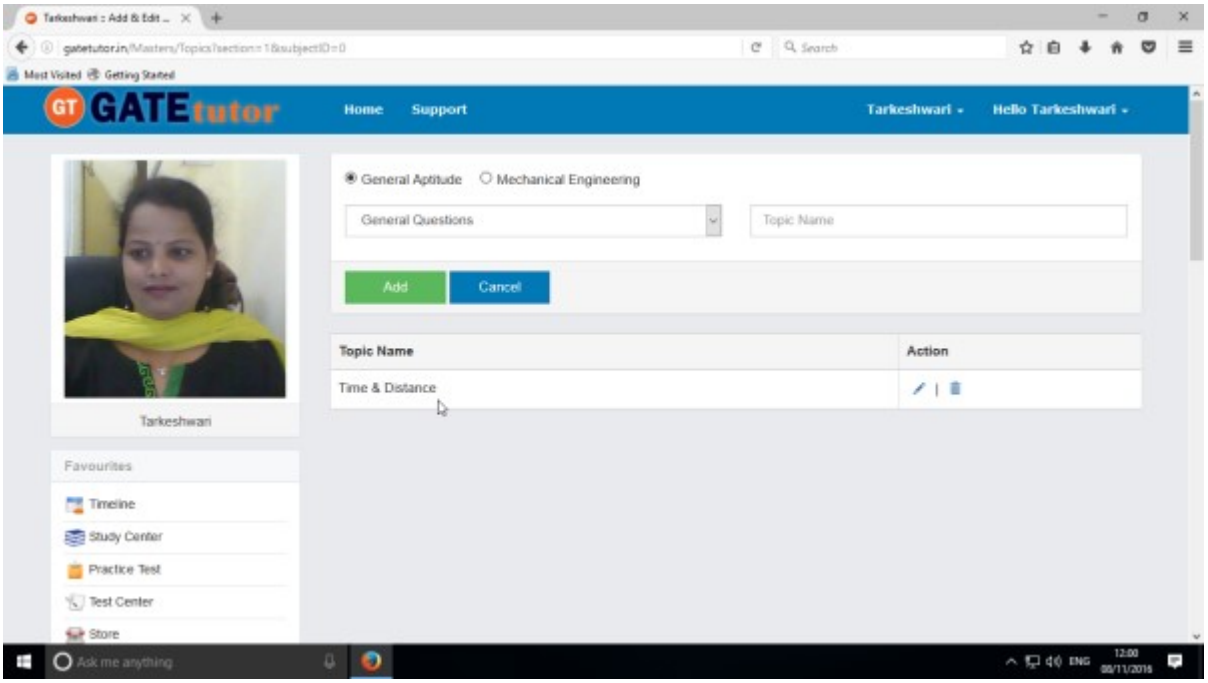
When you click on "**Add**", the new topic will be saved.

Topic is added successfully.



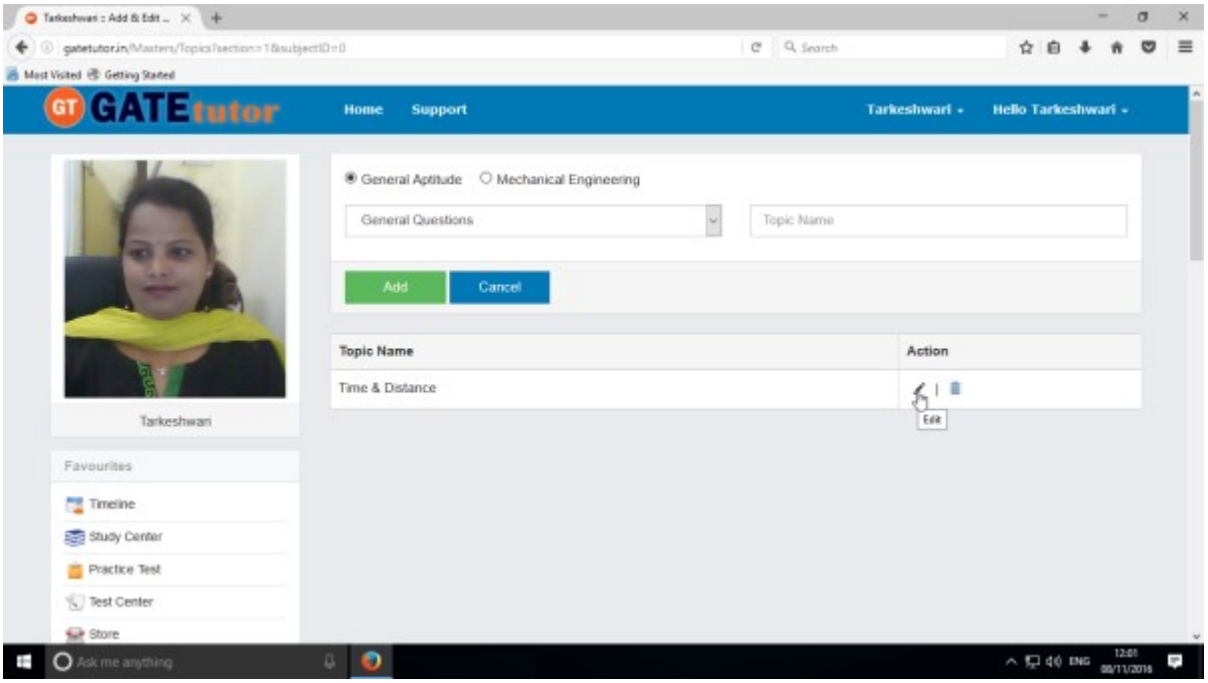
Click on **"Close"** to continue.

Check the newly added topic under that subject as follows

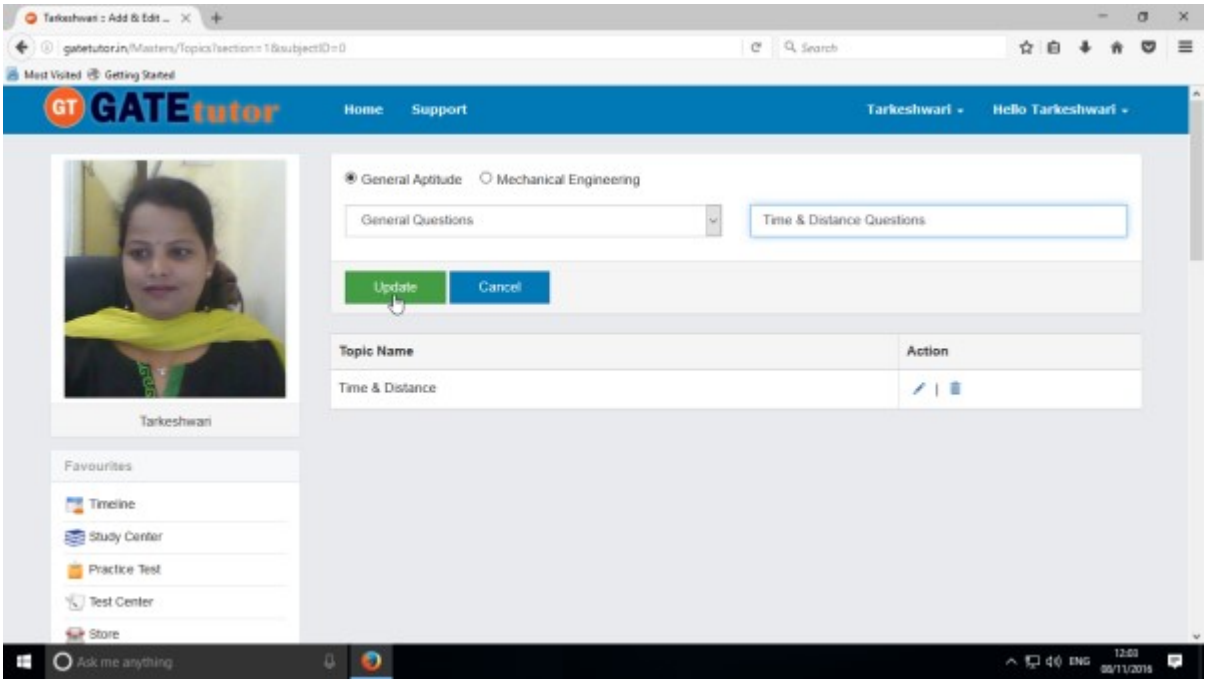


You can edit & delete the new topic also.

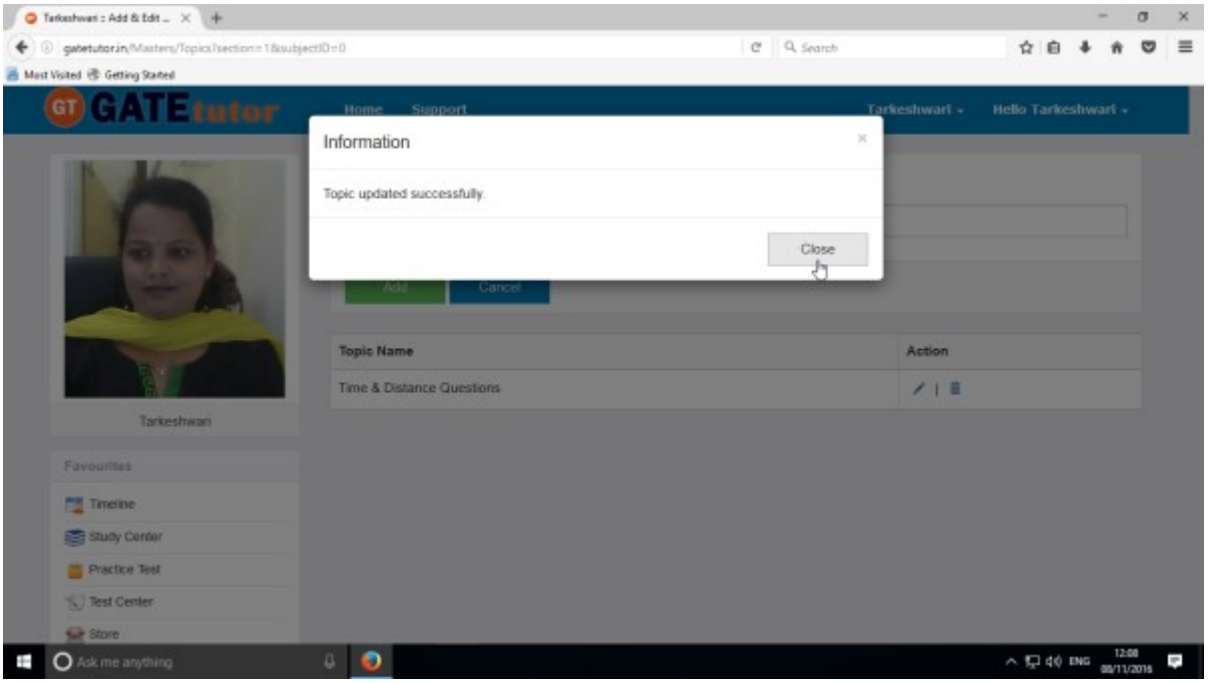
To edit the name of topic, click on "**Edit**" icon



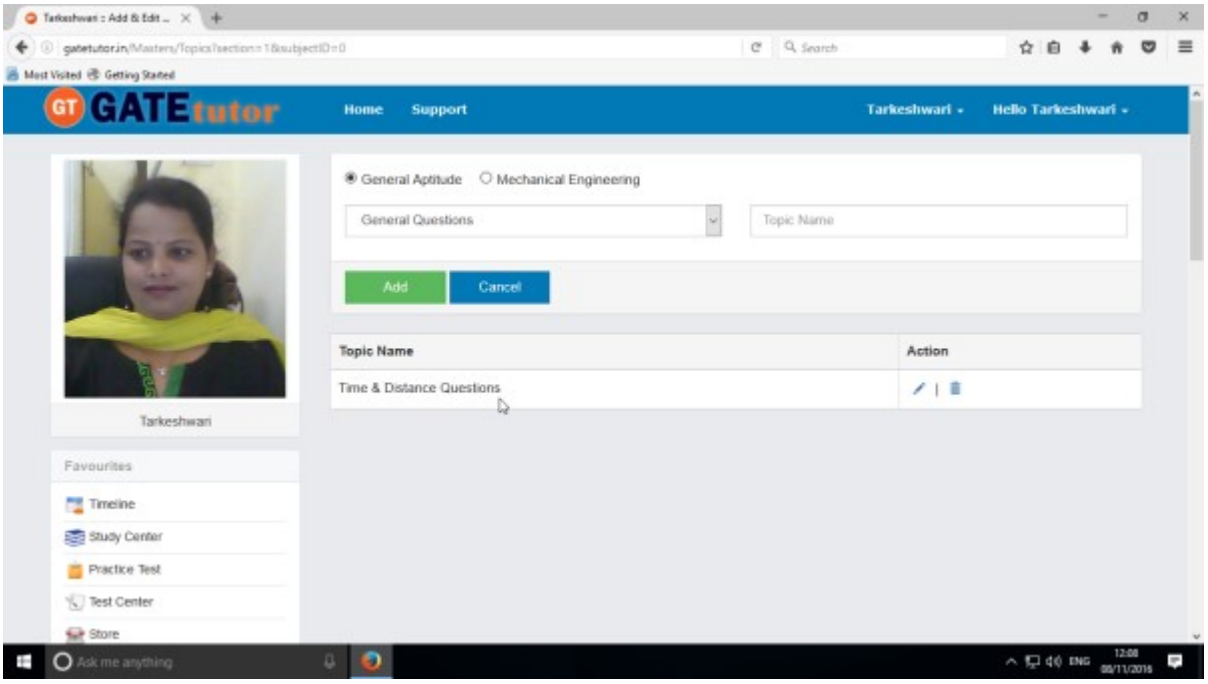
Write a "**Topic**" name & click on "**Update**" to make change.



Topic name will get updated successfully.

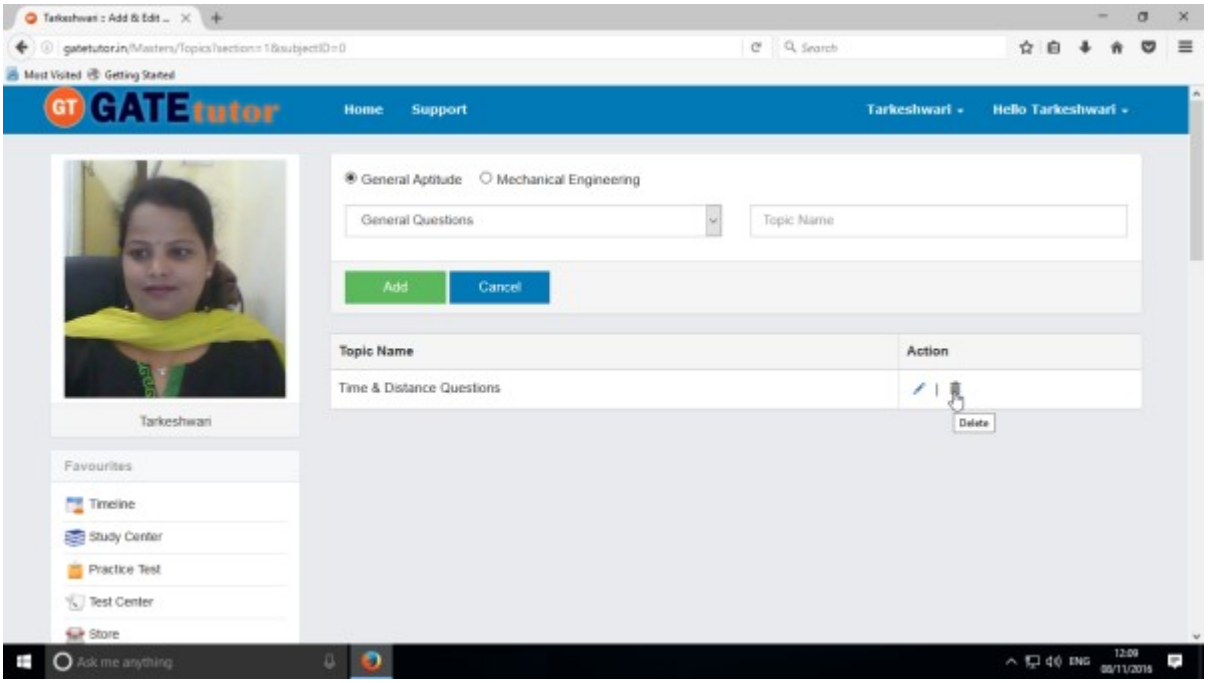


Click on "**Close**" to continue & see the changes that you have done

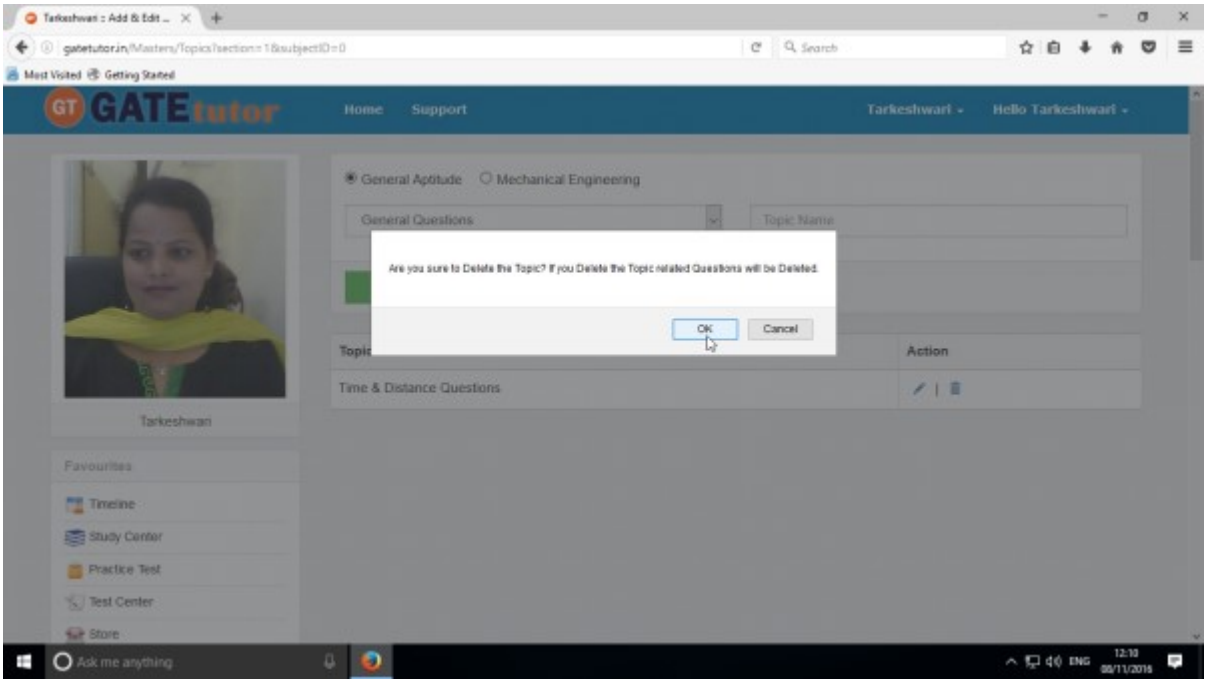


You can also delete the newly added topic.

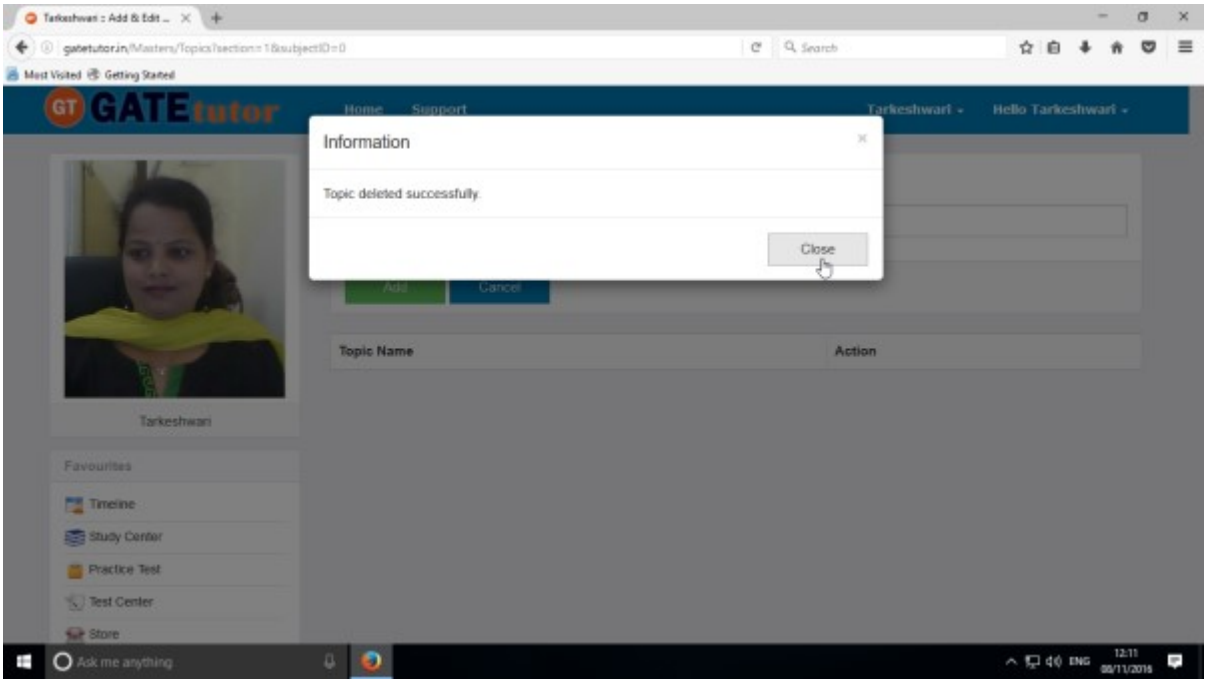
Click on "**Delete**" icon as follows.



If you click on "**Delete**" the topic as well as topic related questions will get deleted

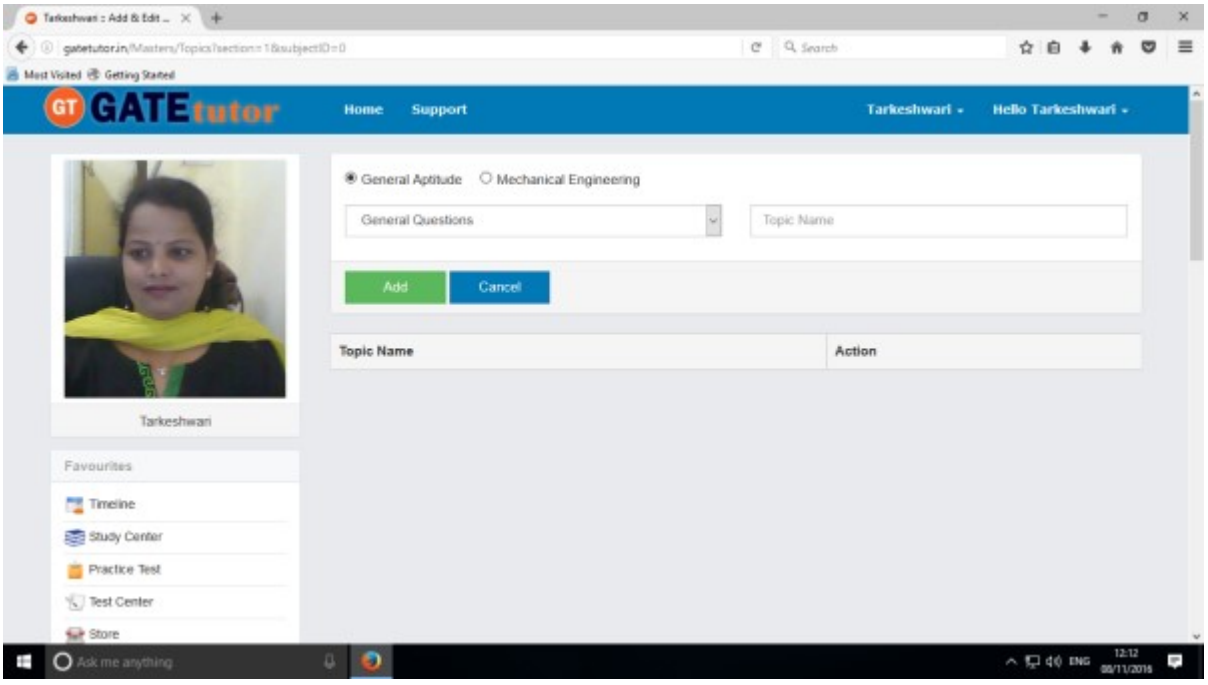


Click on "**OK**" to delete a topic as above.



Click on "**Close**" to continue & check that the topic list.

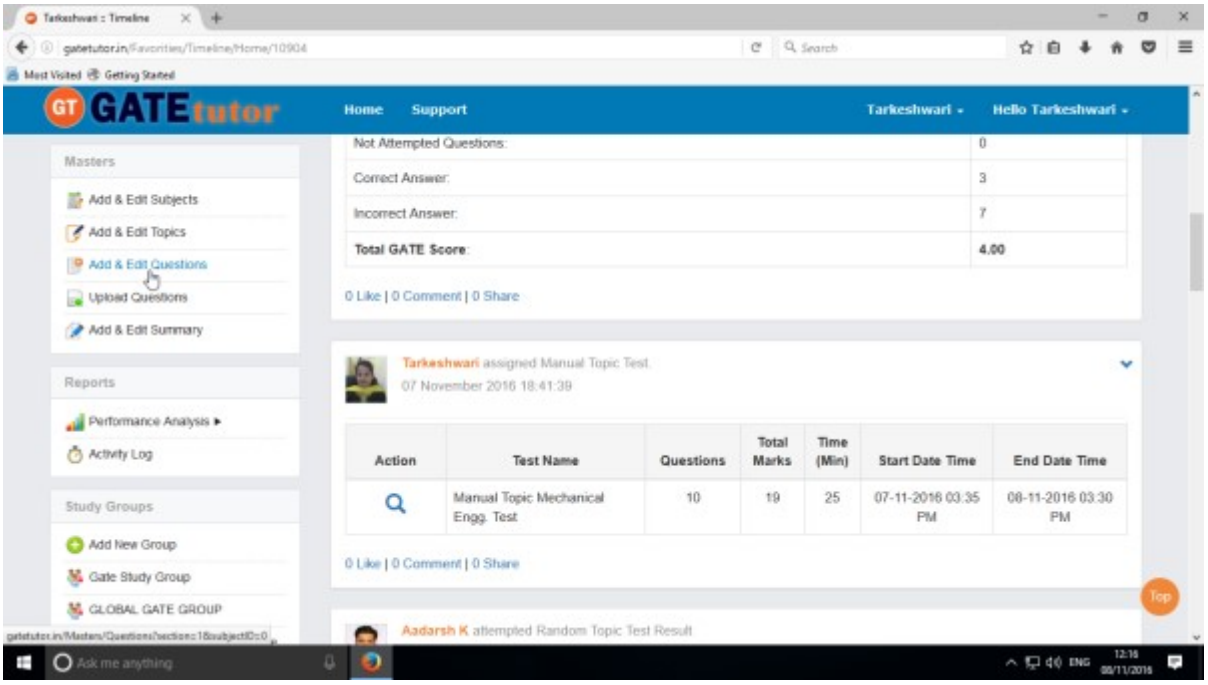
Check that the topic is deleted from the list**.**



There is no topic present in above list.

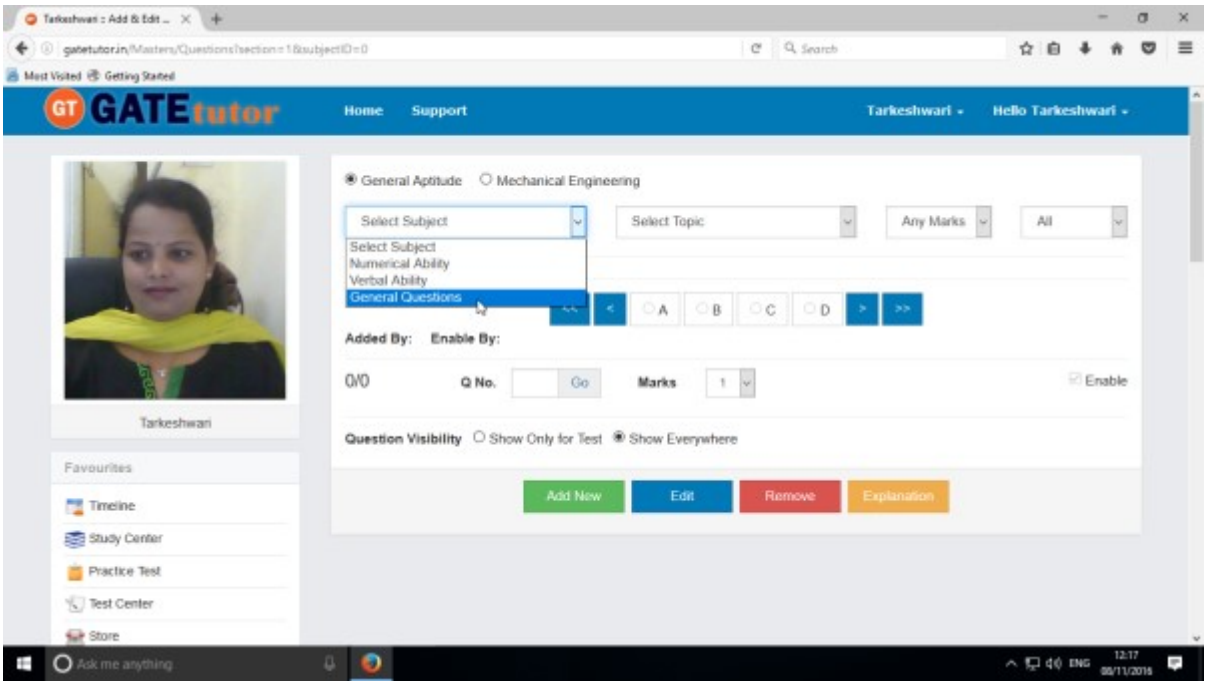
3) Add and Edit Question

You can add the questions in the GATEtutor under the subject & topic you have added before as well as the subjects & topics are provided by GATEtutor.
Click on **“Add and Edit question”**

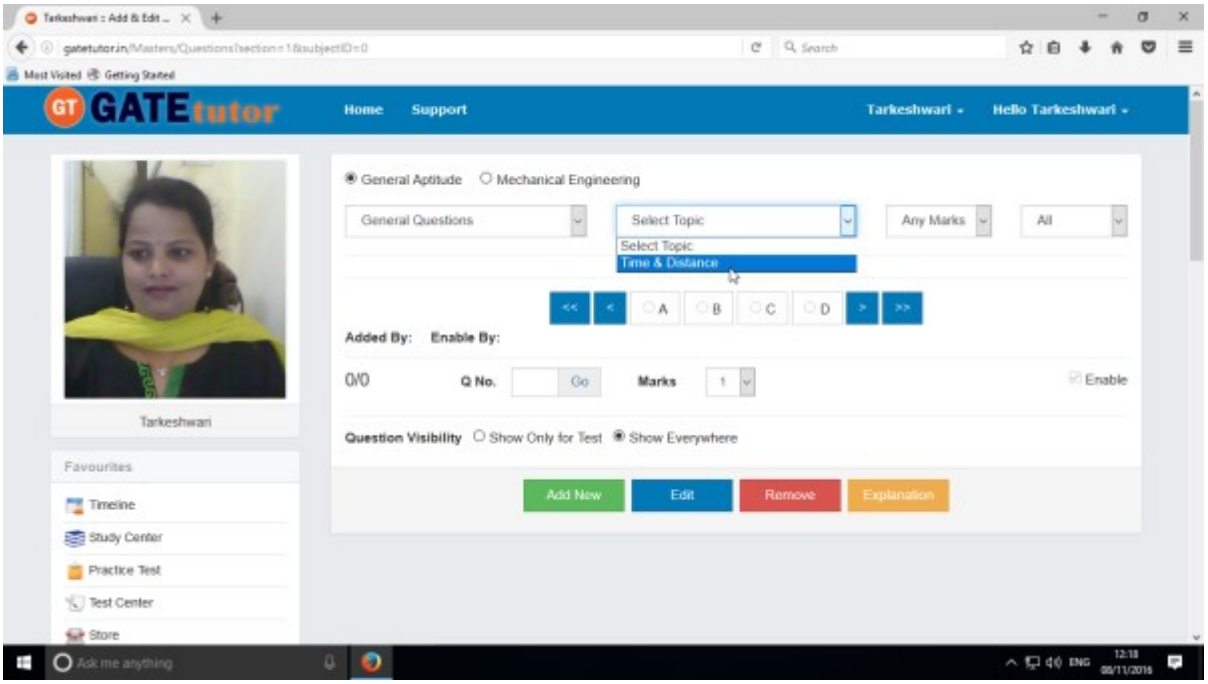


Choose General Aptitude or Mechanical Engineering stream to add questions under it.

Select the subject first under which you want to add the question

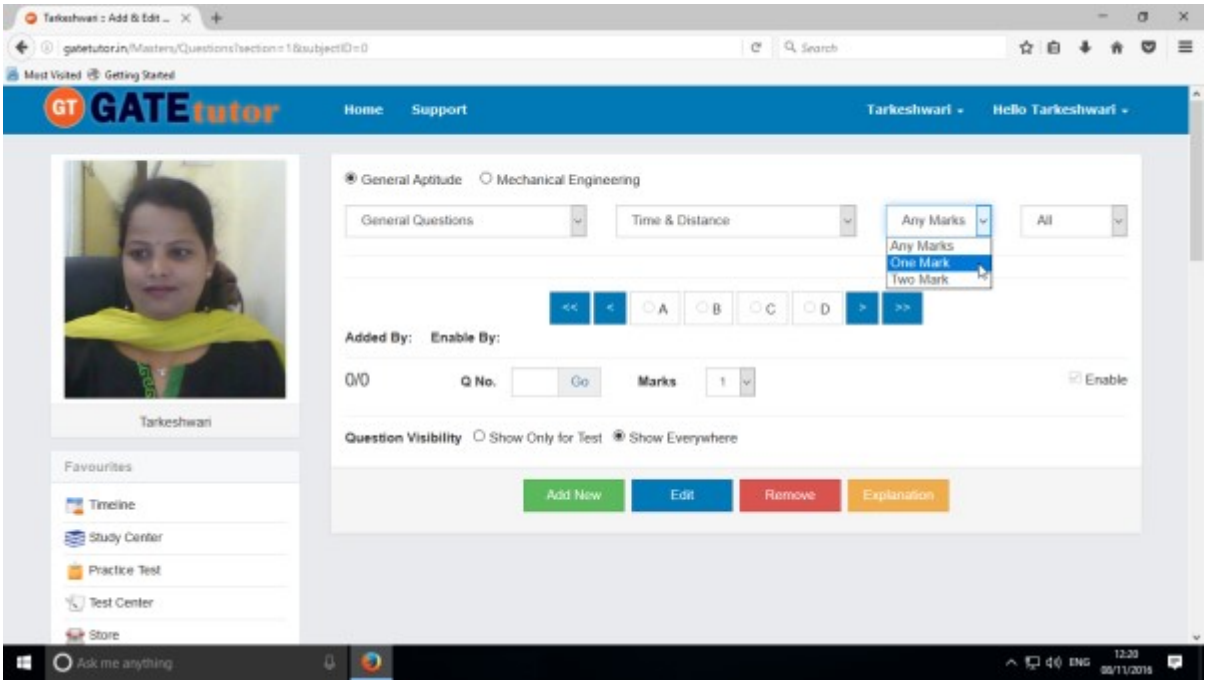


Choose a topic as follows.

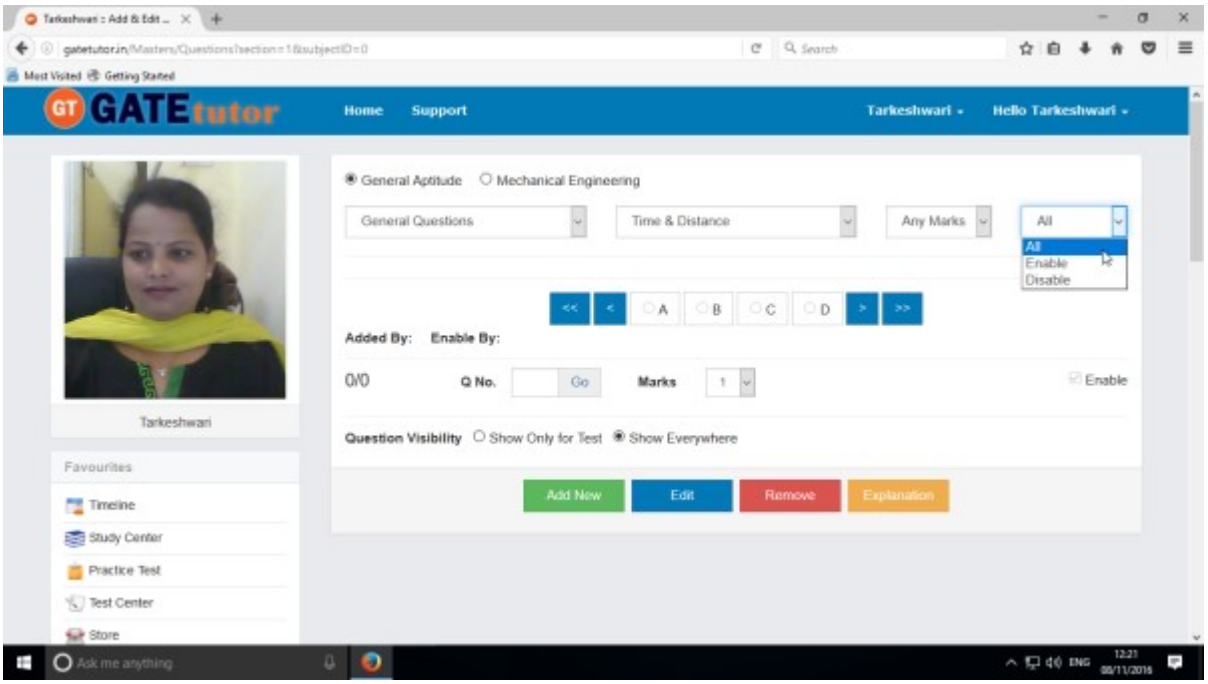


Now select the **"Topic"** as above.

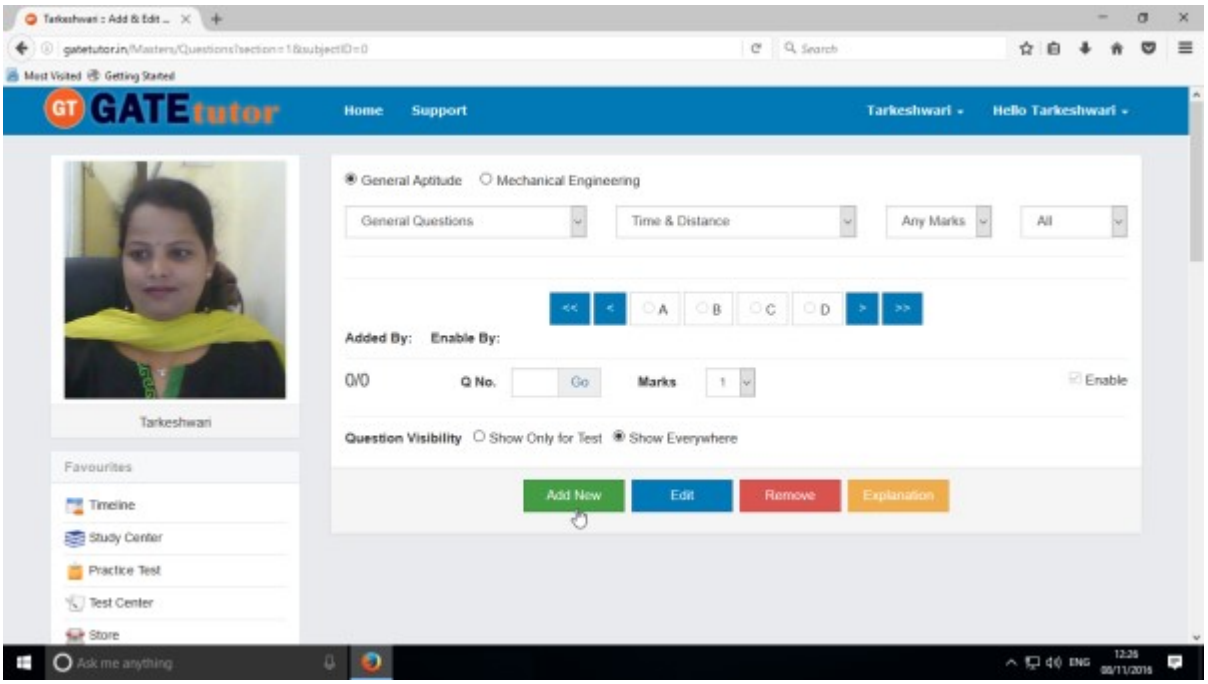
Select one or two marks option for the question.



Choose “**All**” from drop down list to see the added questions to all of your friends.

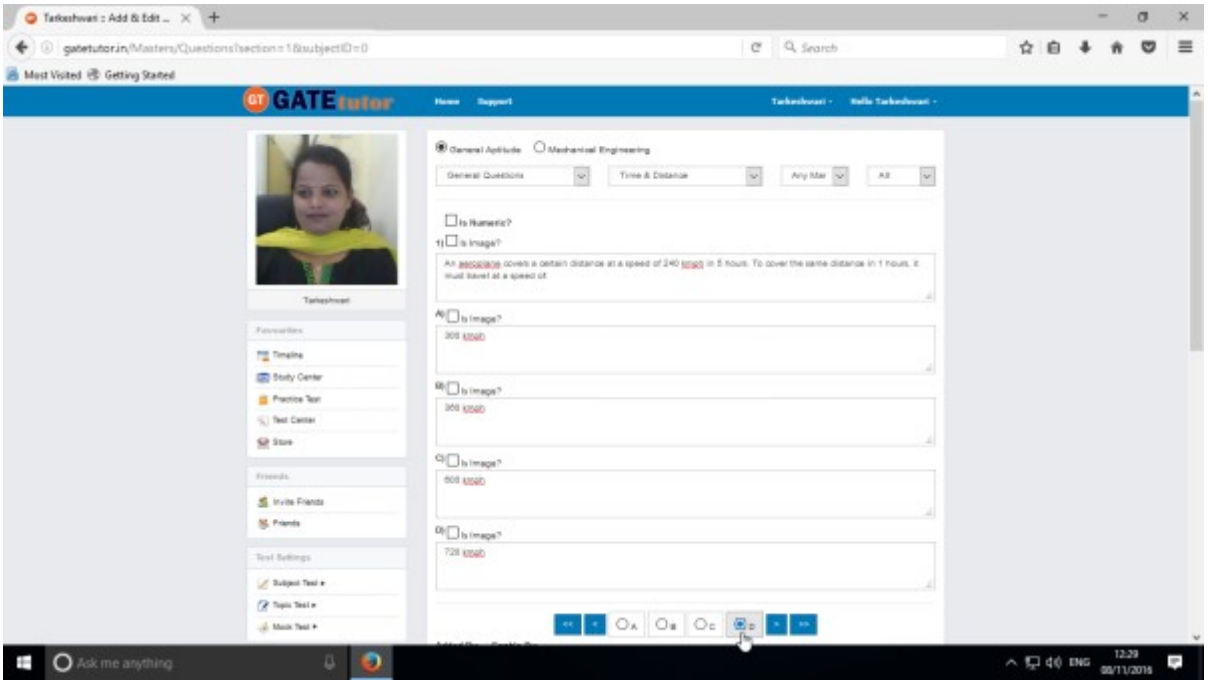


After choosing “**All**”, just click on “**Add New**” to add a question.



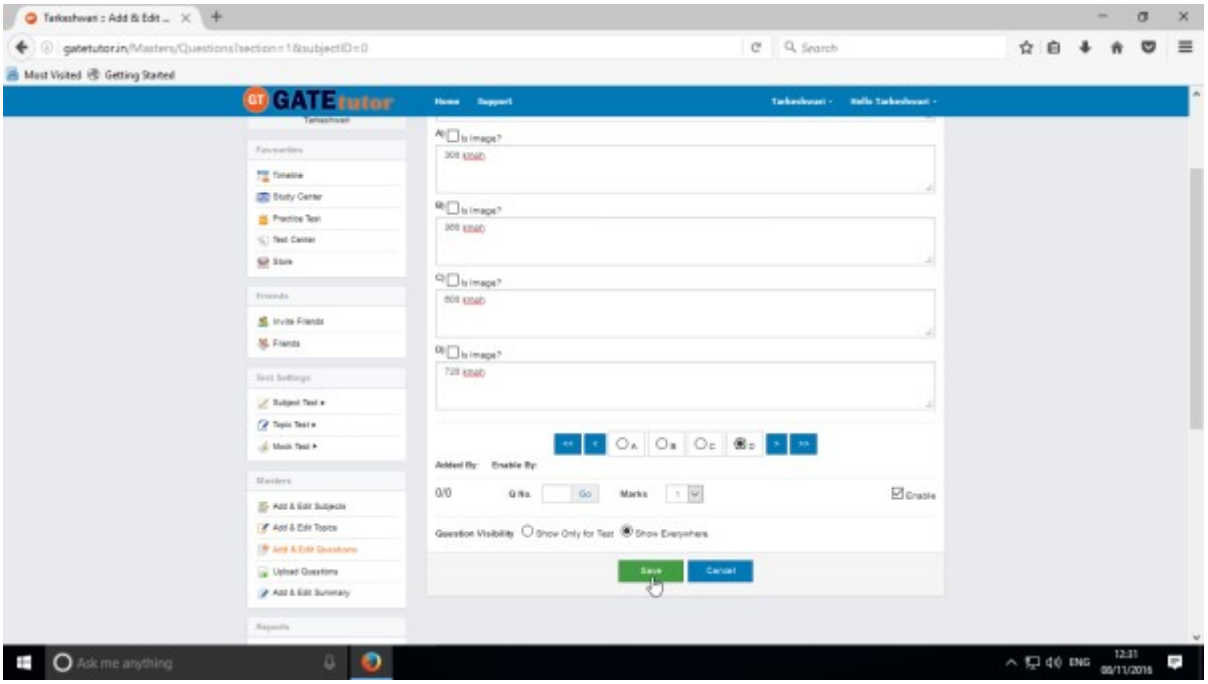
When you click on “**Add New**”, you will appear a window as follows.

Write a question and provide the correct answer options.

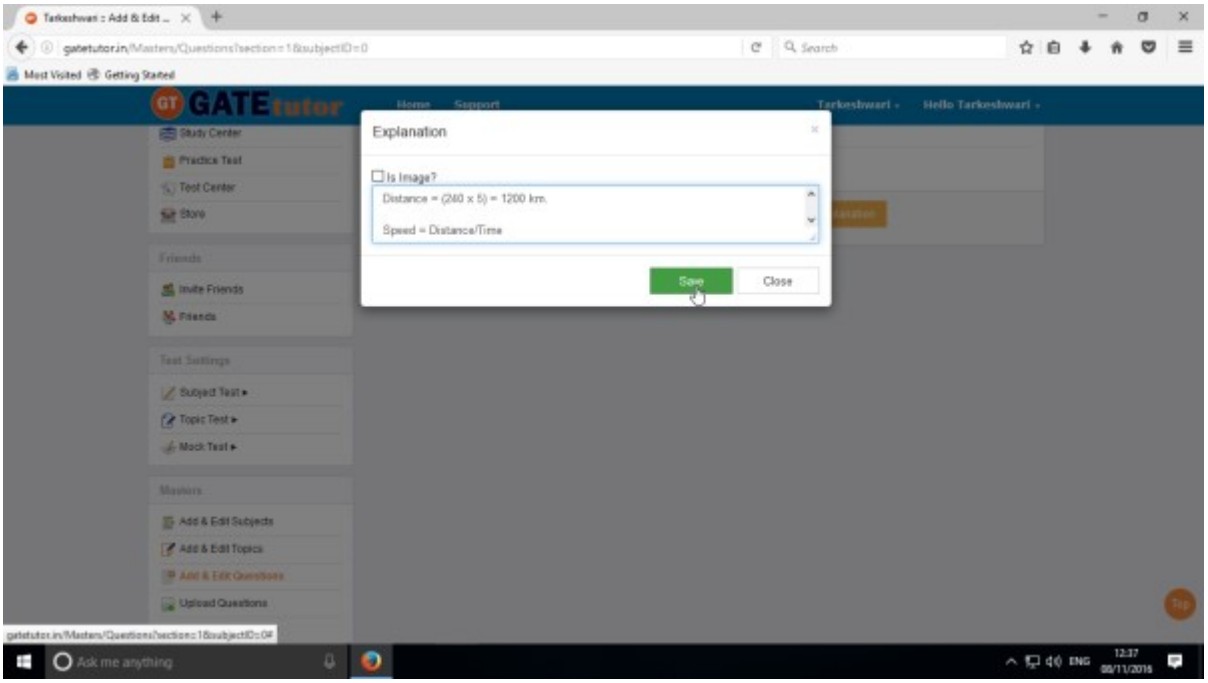


You can also add an image for the question & answers option separately by clicking on **Is Image?**

Provide a correct answer.

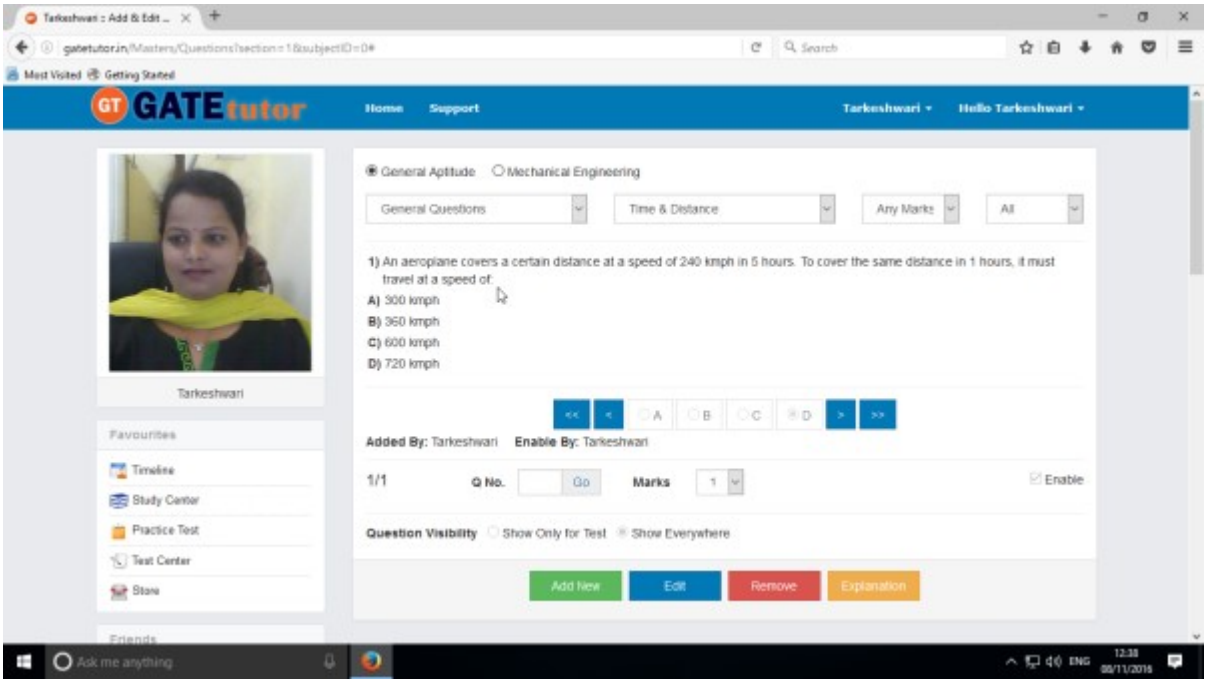


Click on **"Save"** to add a question.



Enter the "**Explanation"** in the explanation window & click on **"Save"** to save an explanation.

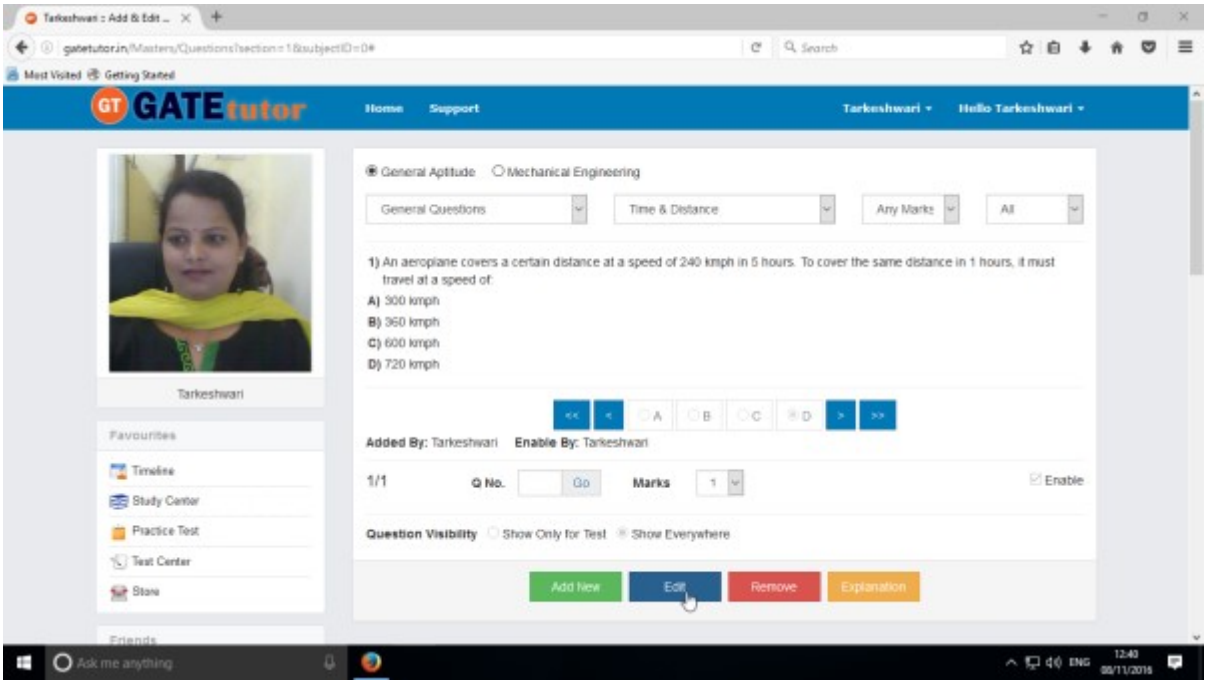
You can also in add an image in the explanation. Just click on **Is Image?** Then browse & upload an image.



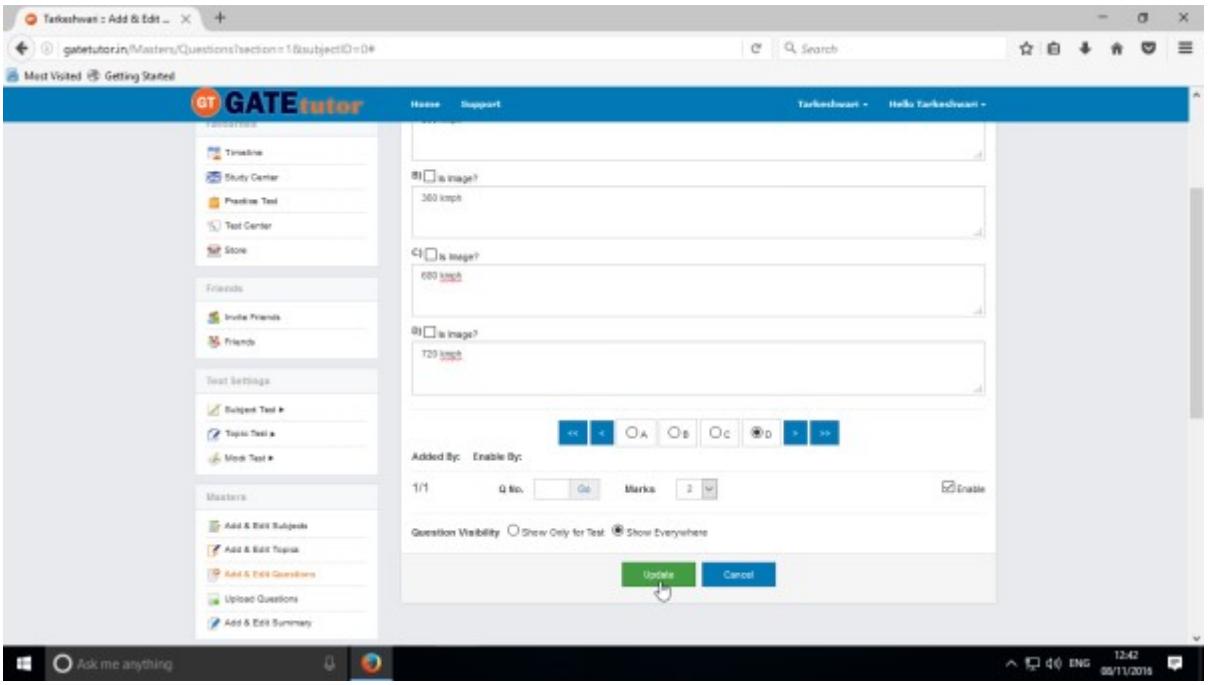
You can see the added question as above.

When you add any question, it will appear in Practice Test & Study Center as well.

If you want to edit the question to make change in it then click on **“Edit”**

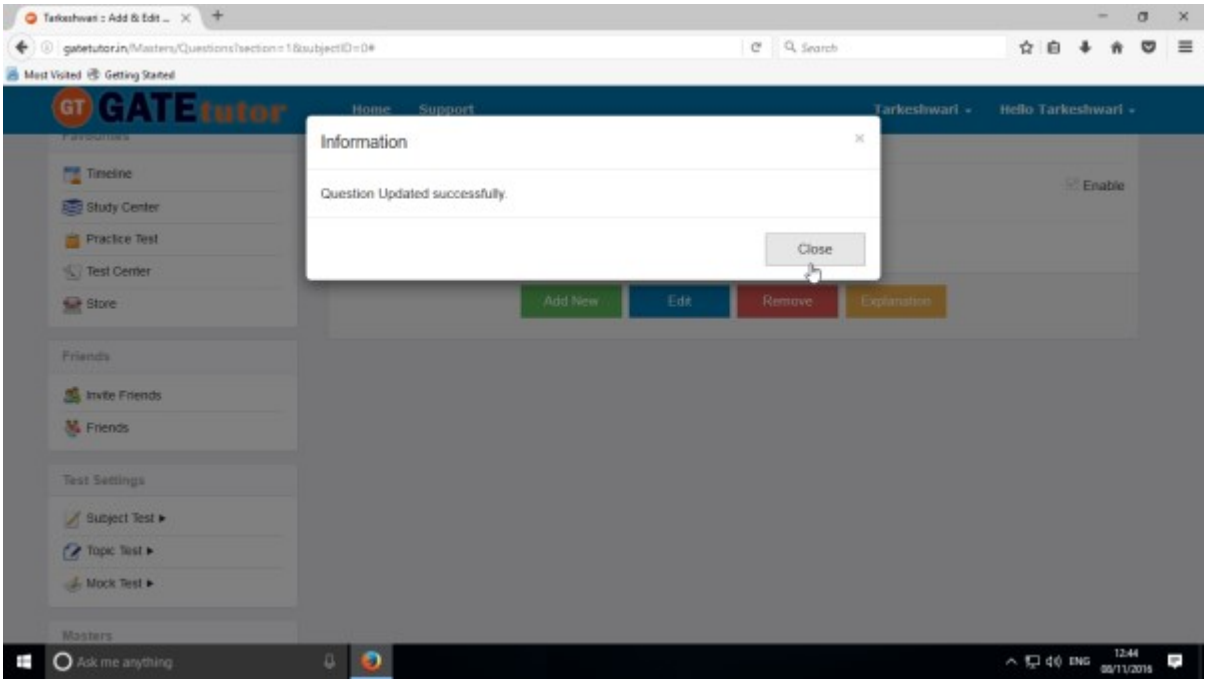


You can edit the question, answers & options also.

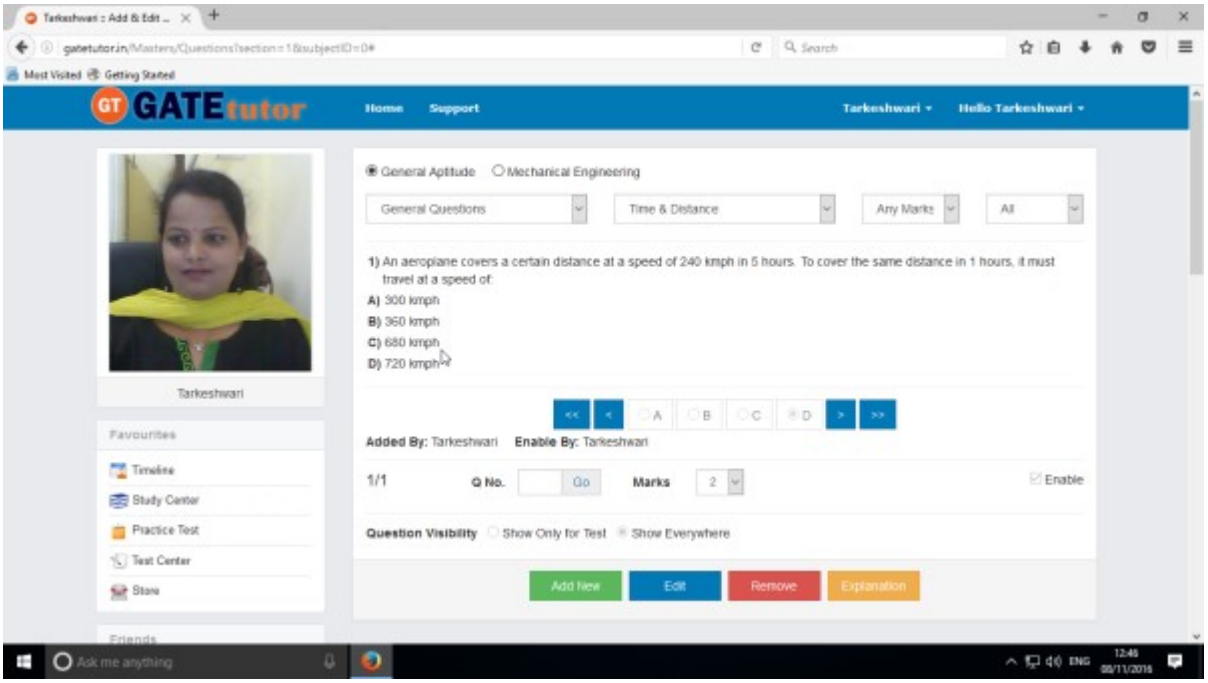


Check as per above window.

After editing the question, click on **“Update”**



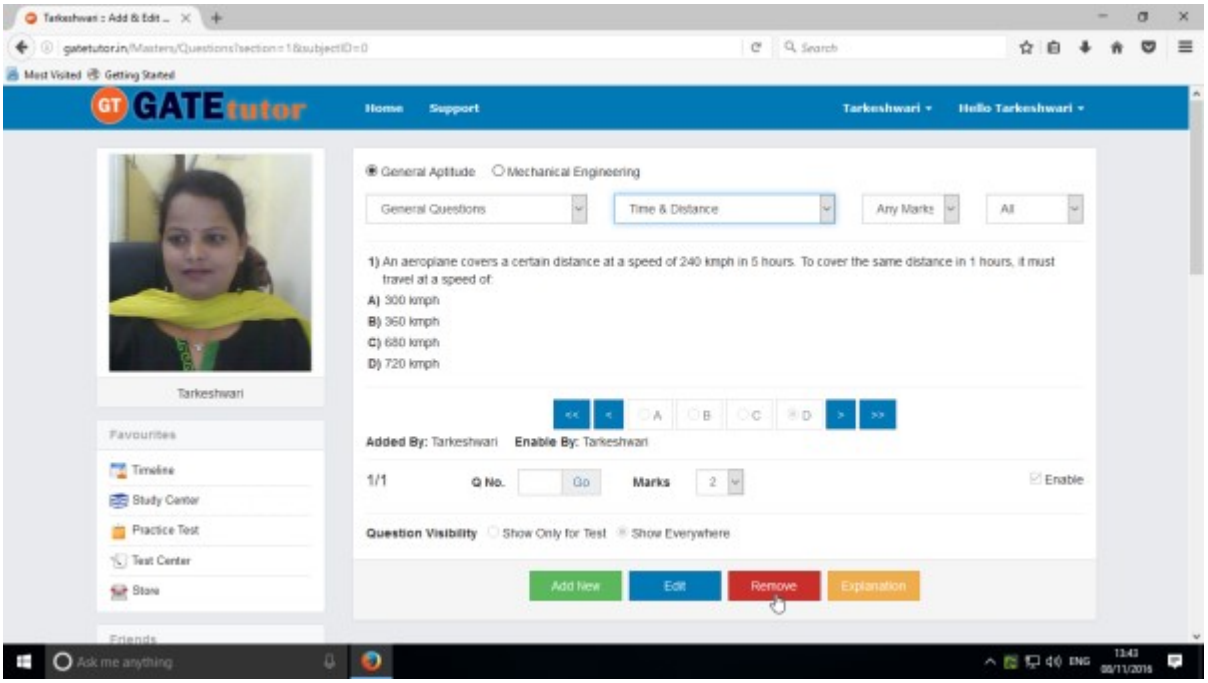
Question will get updated successfully.



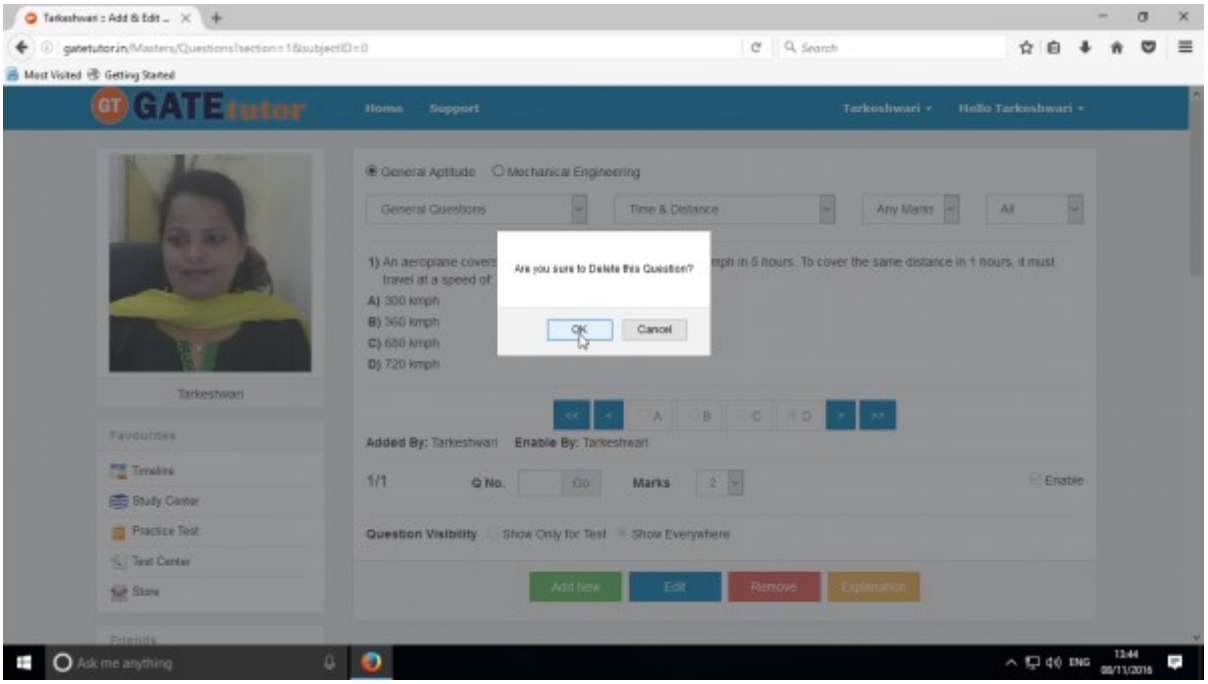
Check the changes after updating the question.

You can also remove the added question

Choose the question first & click on remove.

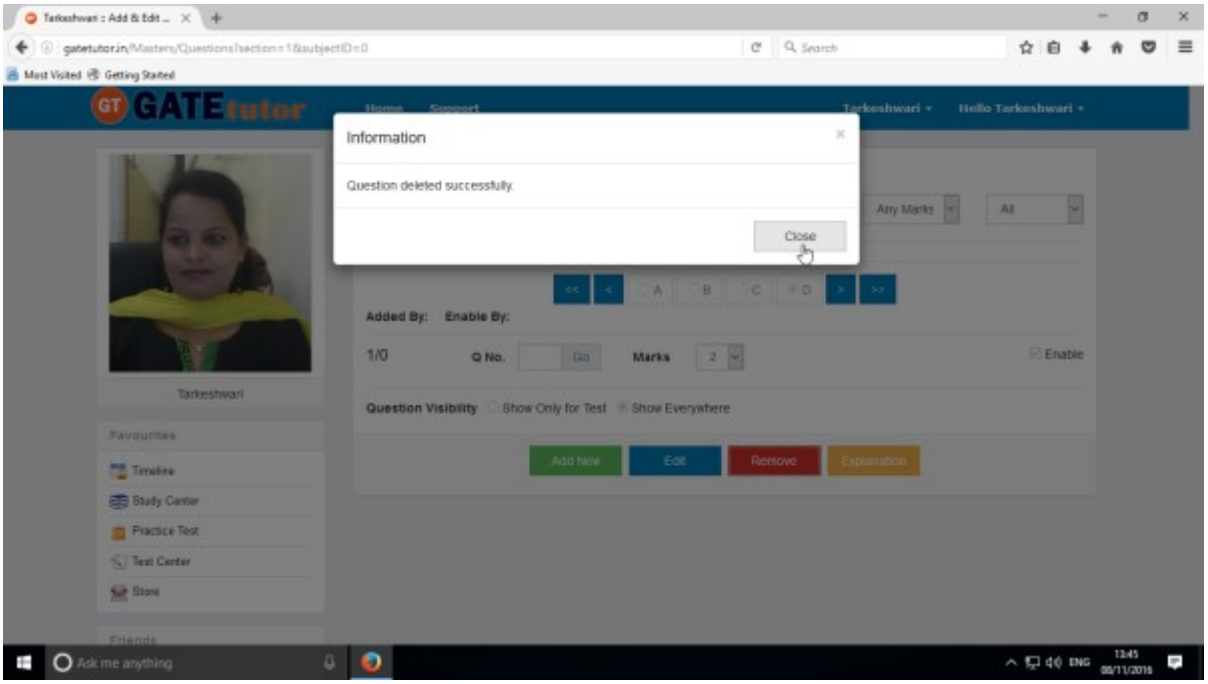


Click on **“Remove”** to remove the uploaded question**.**

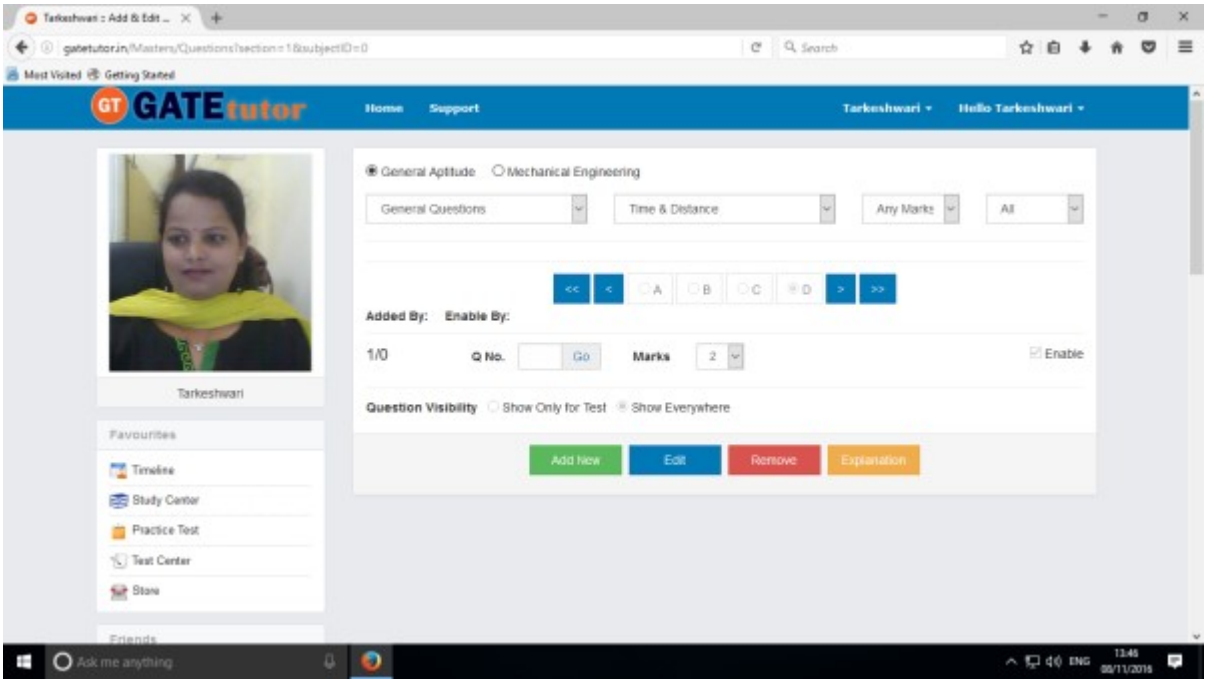


Click on the **“OK”** to delete the question.

Question will get deleted from that subject & topic.



Click on "**Close**" to continue.

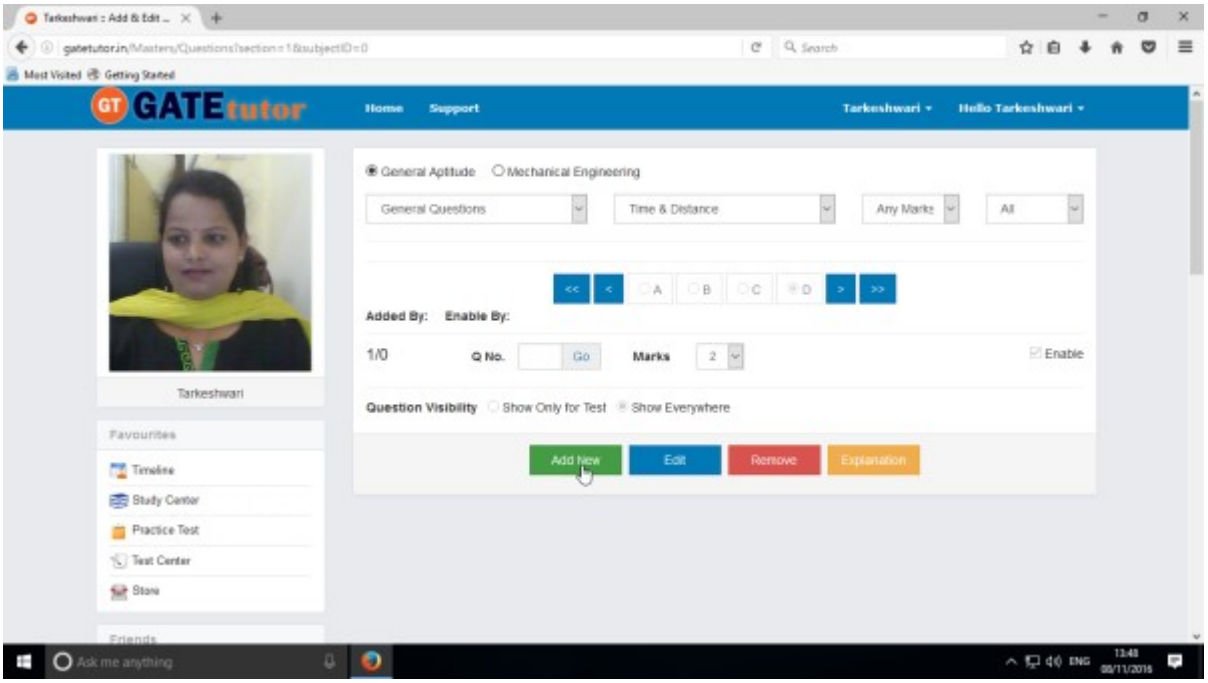


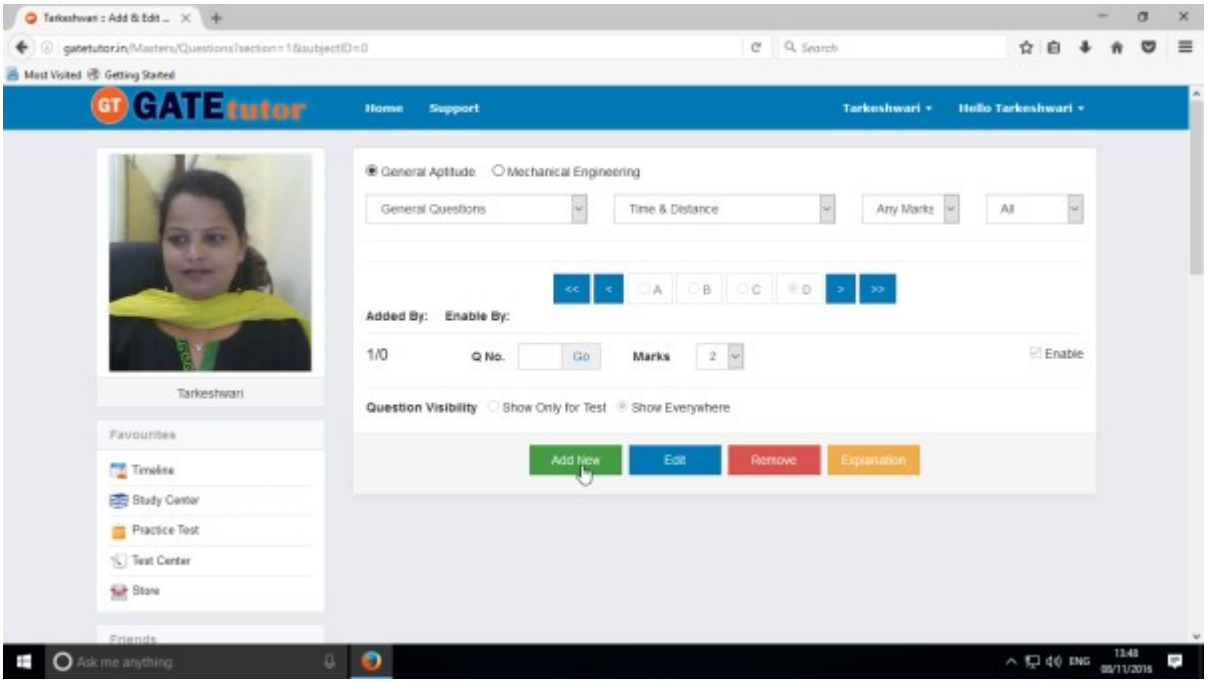
Check that the question is deleted from the page.

The question is also deleted from Practice Test & Study Center as well.

You can also add a numeric question in "**Add & Edit Question**"

Click on "**Add New**" to a add numeric question.



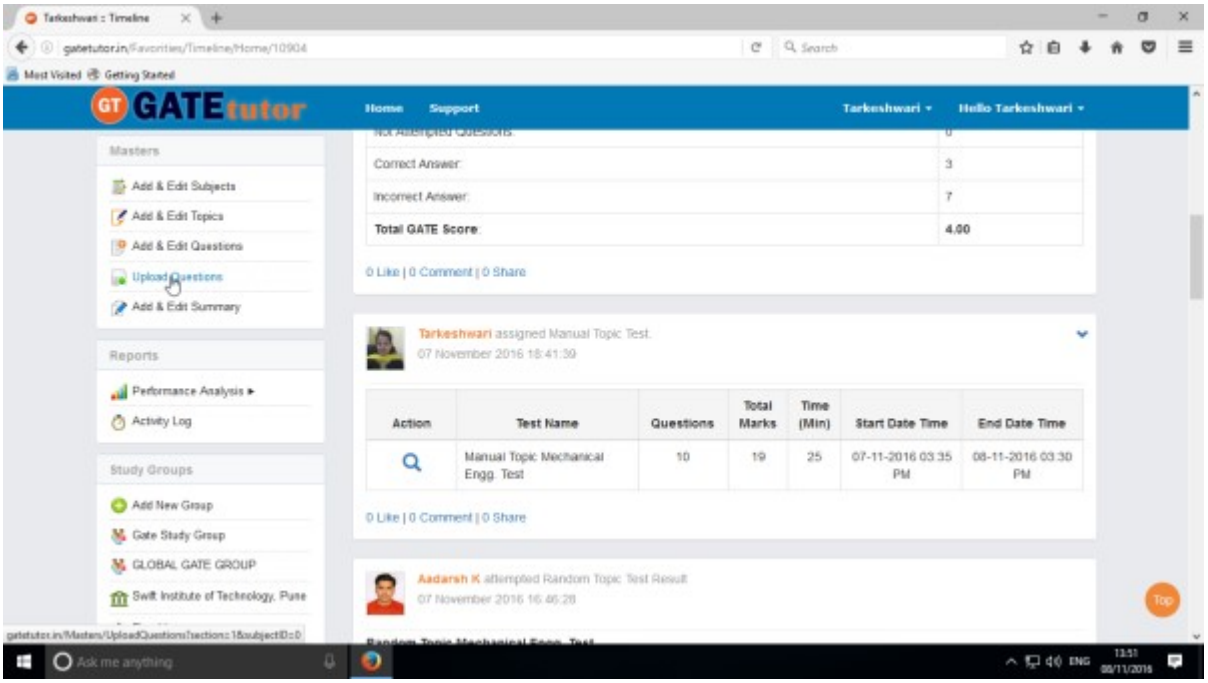


Similarly for numerical questions, select **"Is Numeric?"** & follow the above process to Add, Edit & Delete the question.

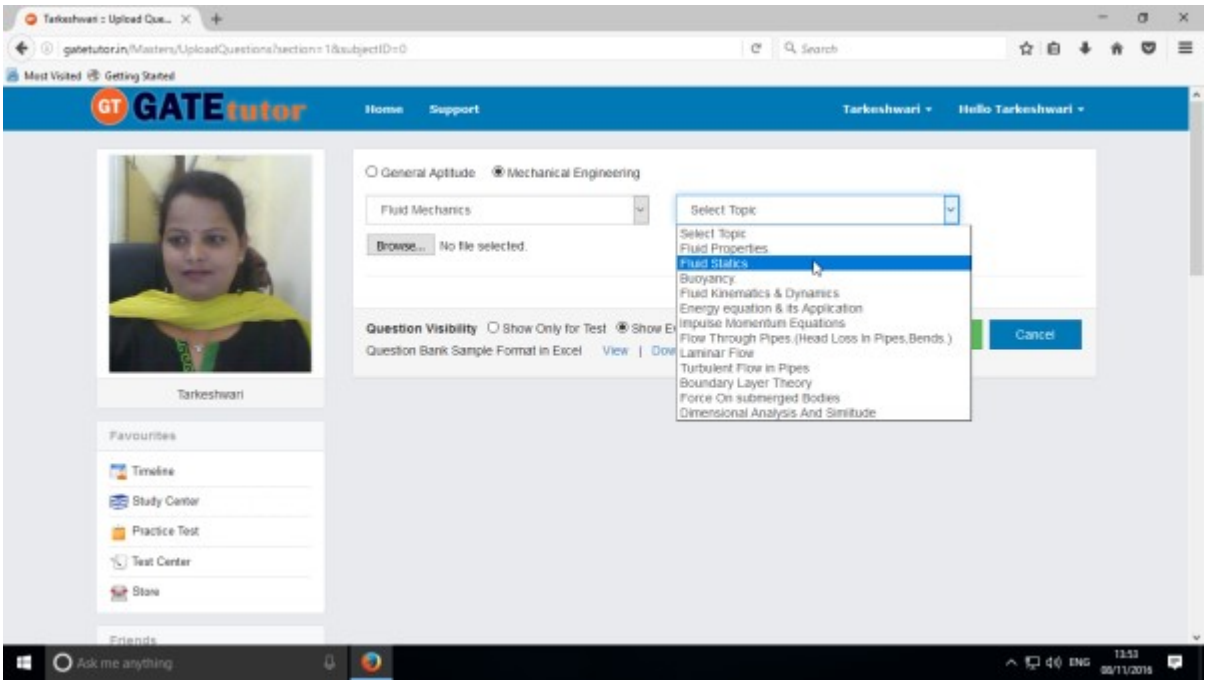
4) Upload Questions

You can upload your own question under the desired subject & topic in .xls or Excel file format.

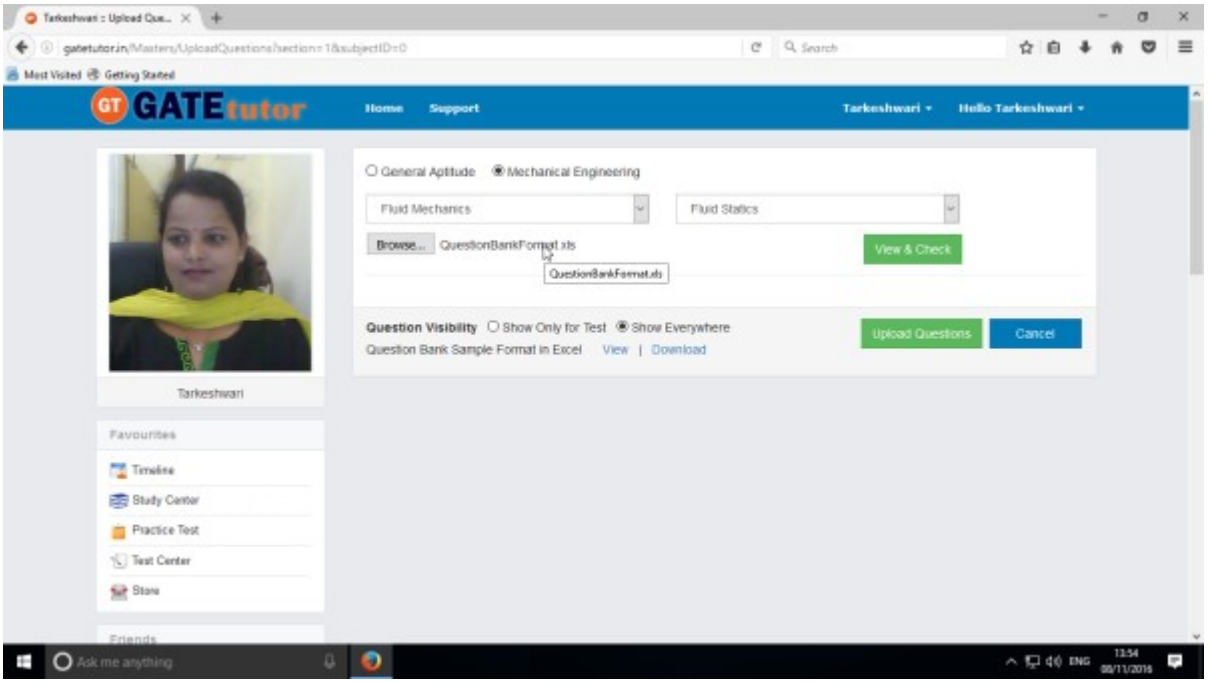
Click on **"Upload Questions"** to upload the questions in GATEtutor



Select the **Subject** & **Topic**



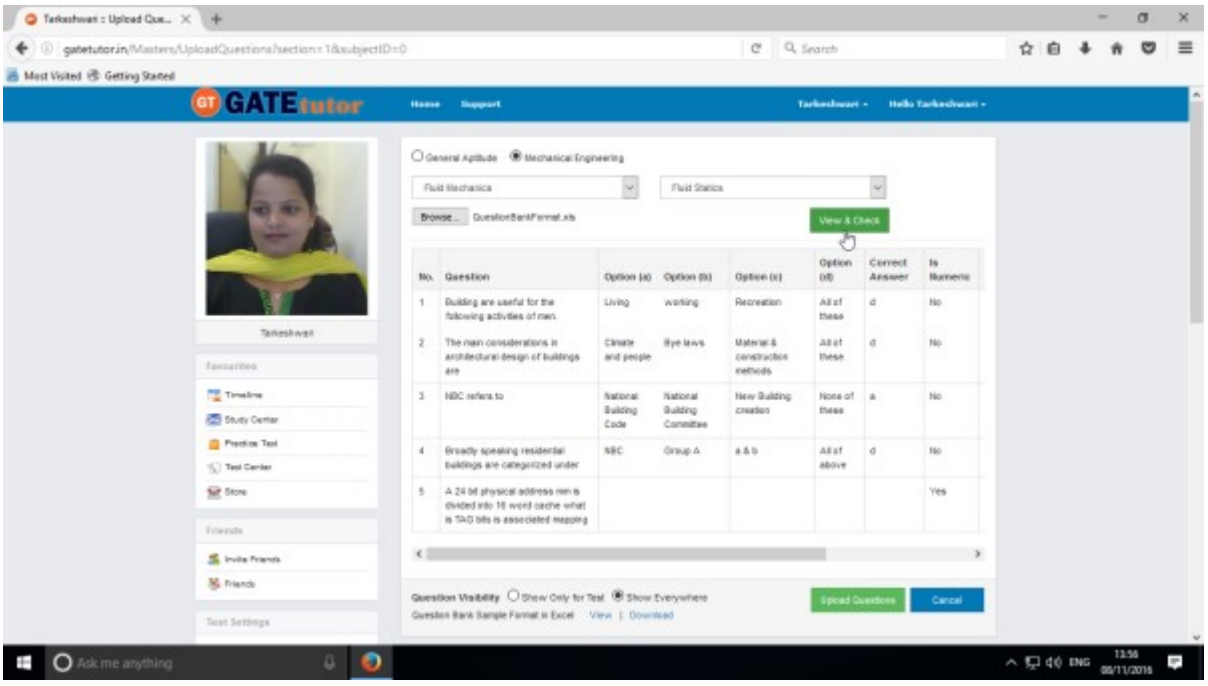
Click on "**Browse**" & attach an excel or .xls format file to upload the questions



Choose the questions visibility between for "**Show Only for Test**" or "**Show Everywhere"**

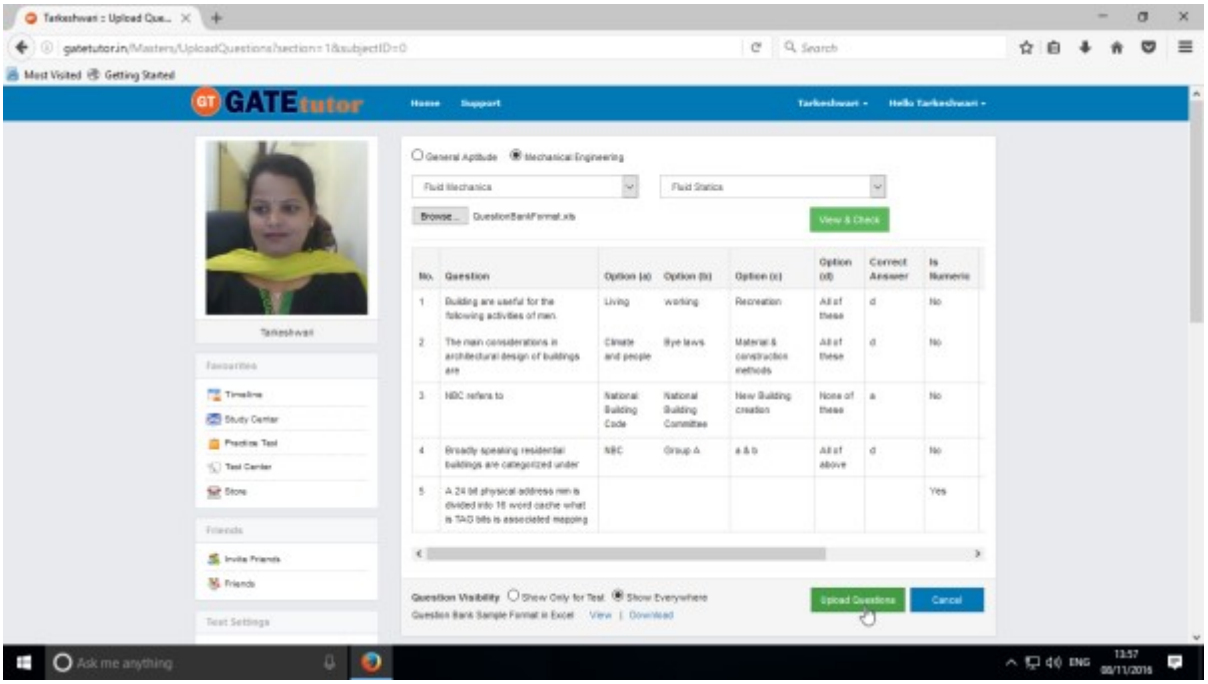
Upload Questions Sample Format in Excel also provided as an example. You can view & download it.

To view the questions from the excel sheet, click on **"View & Check"**

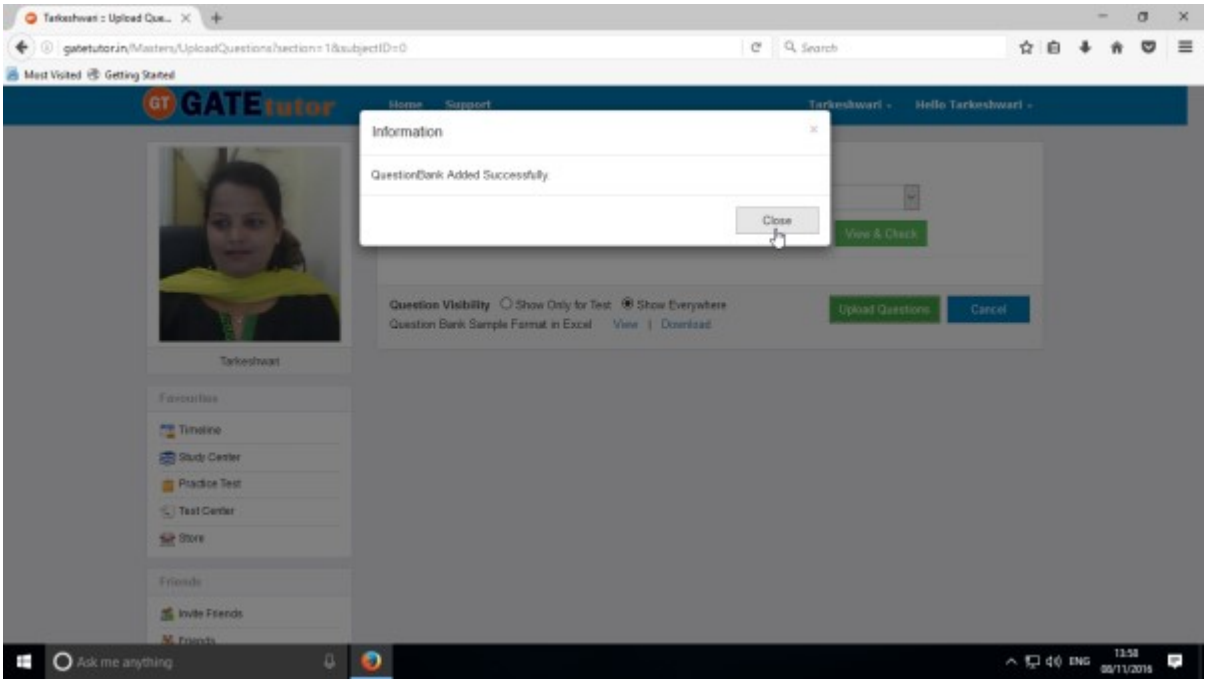


You can view the all questions, answers with options & explanation.

Now click on the **“Upload Questions”**



Question file will get added successfully



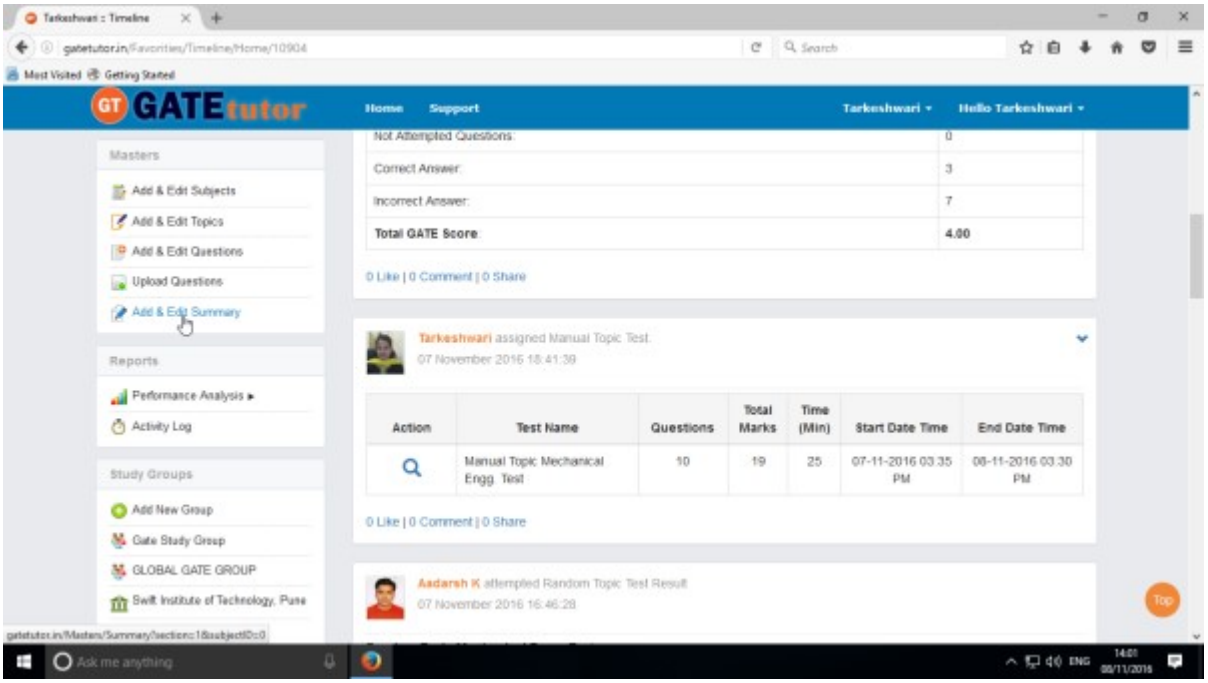
Click on “**Close**” to continue.

You can check these uploaded questions in **Study Center** & **Practice Test** as well.

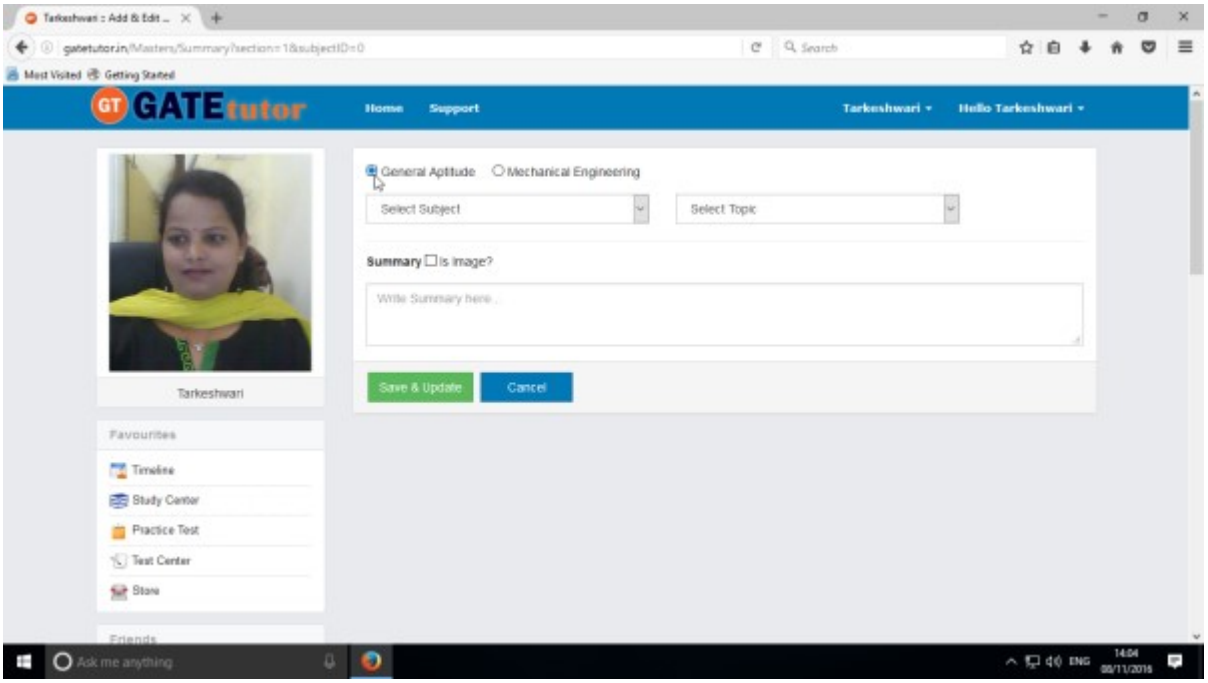
5) Add & Edit Summary

Add & Edit Summary is a showcase for the admin to show the particulars or activities done by the admin from his/her own timeline.

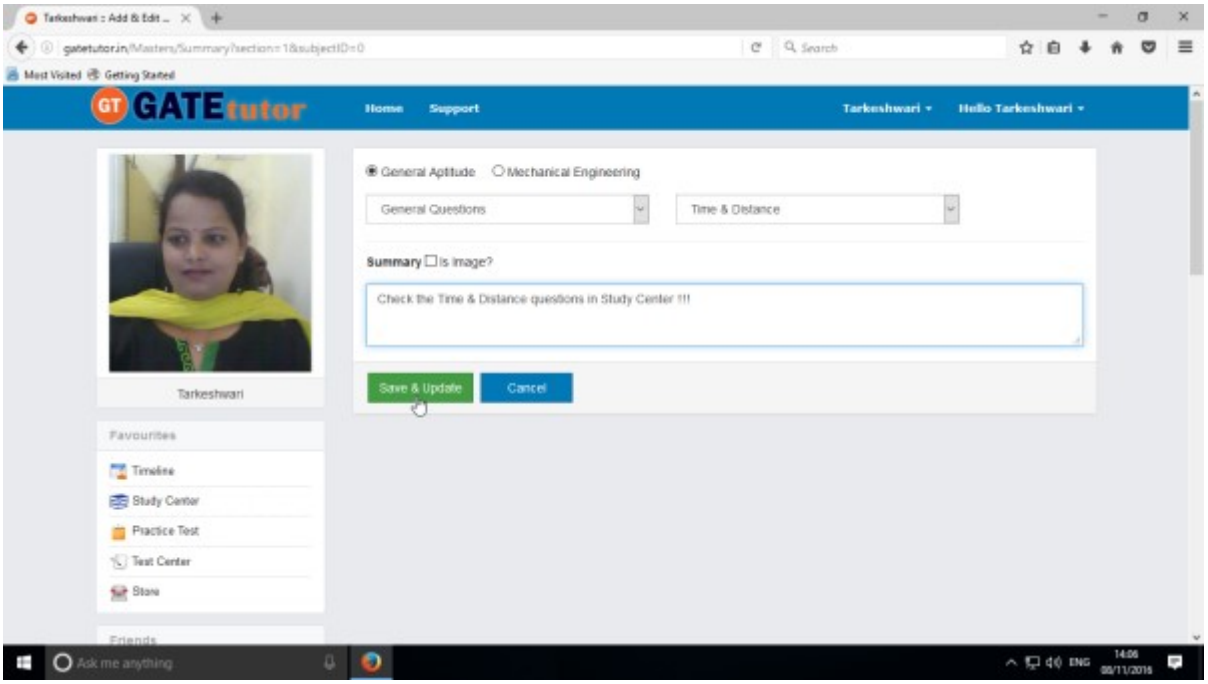
Click on "**Add & Edit Summary**"



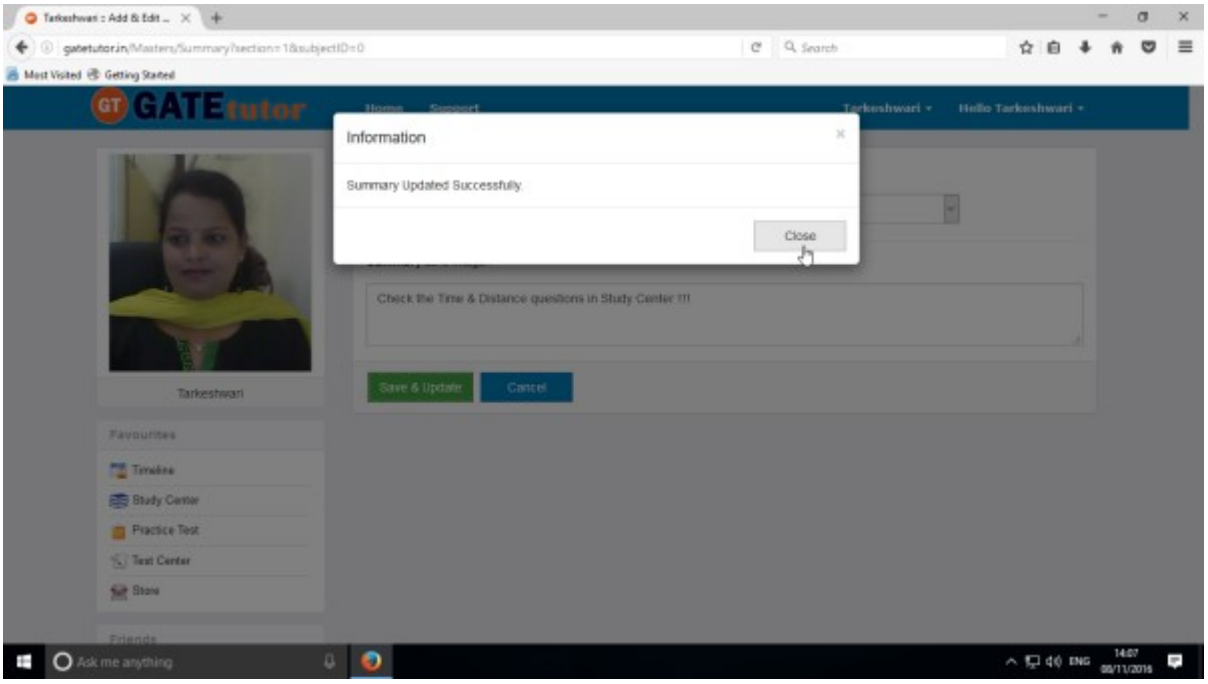
Choose menu from General Aptitude or Mechanical Engineering to add summary



Select a **subject** & **topic.**

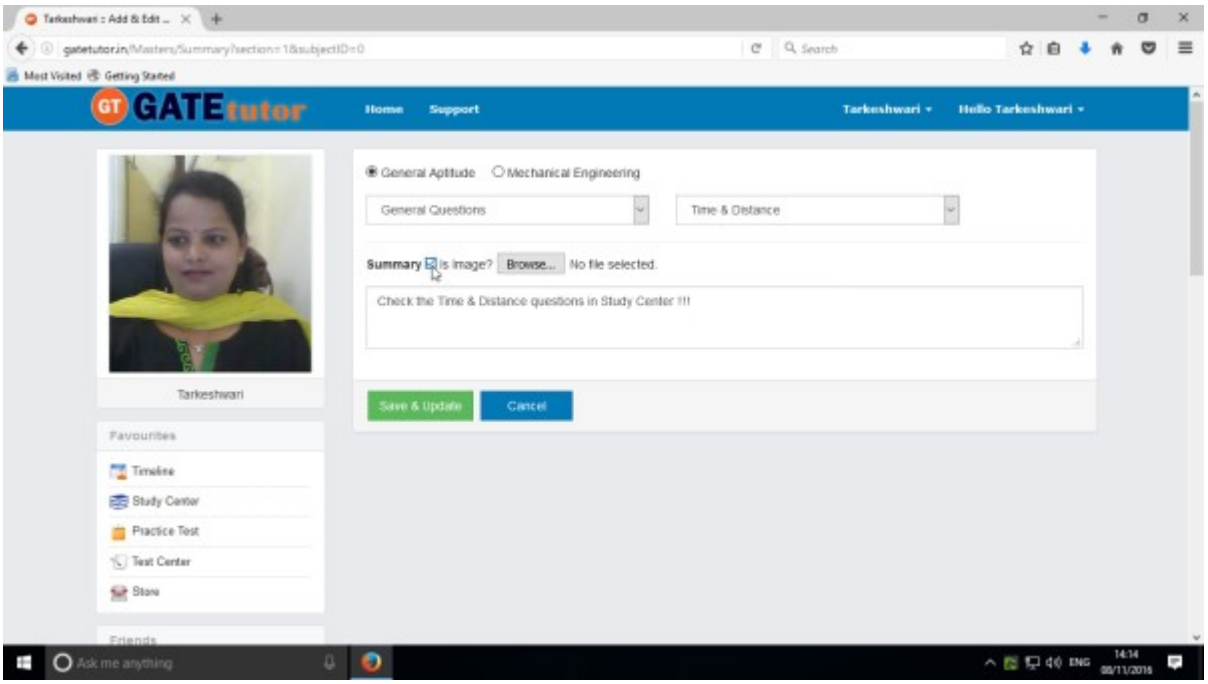


Enter the **"Summary"** & click on the **"Save & Update"**

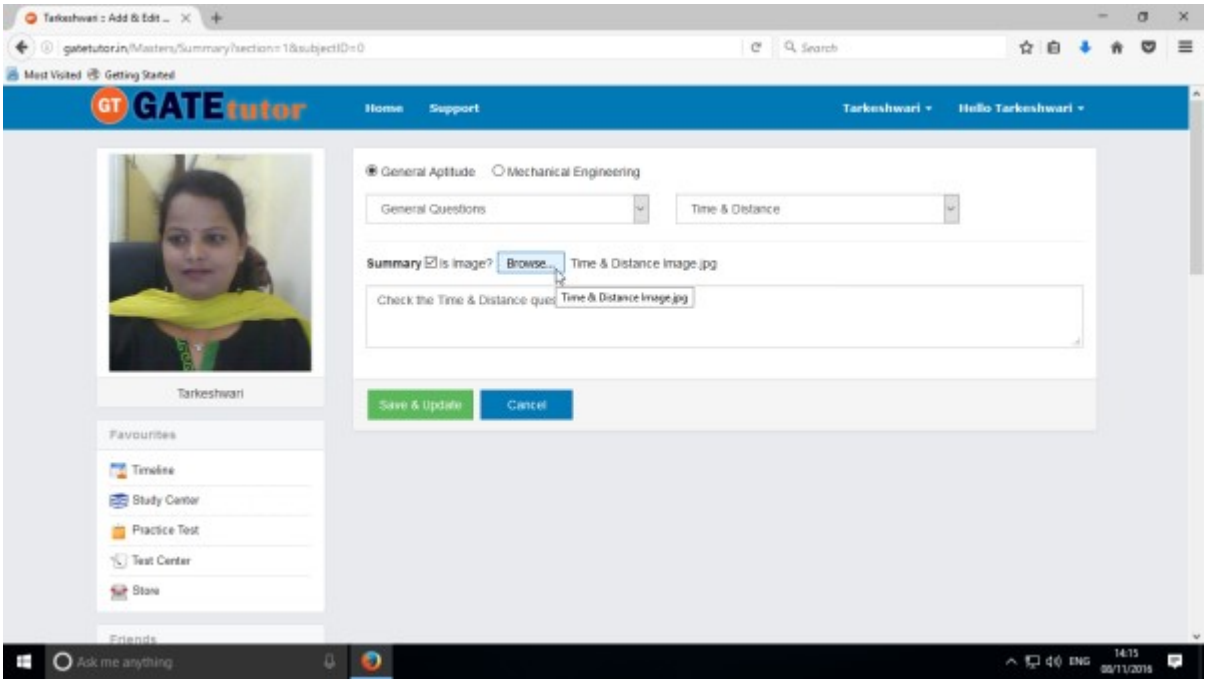


Click on the **"Close"** to continue

You can upload the image also in **“Add & Edit summary”,** just click on **Is Image?**

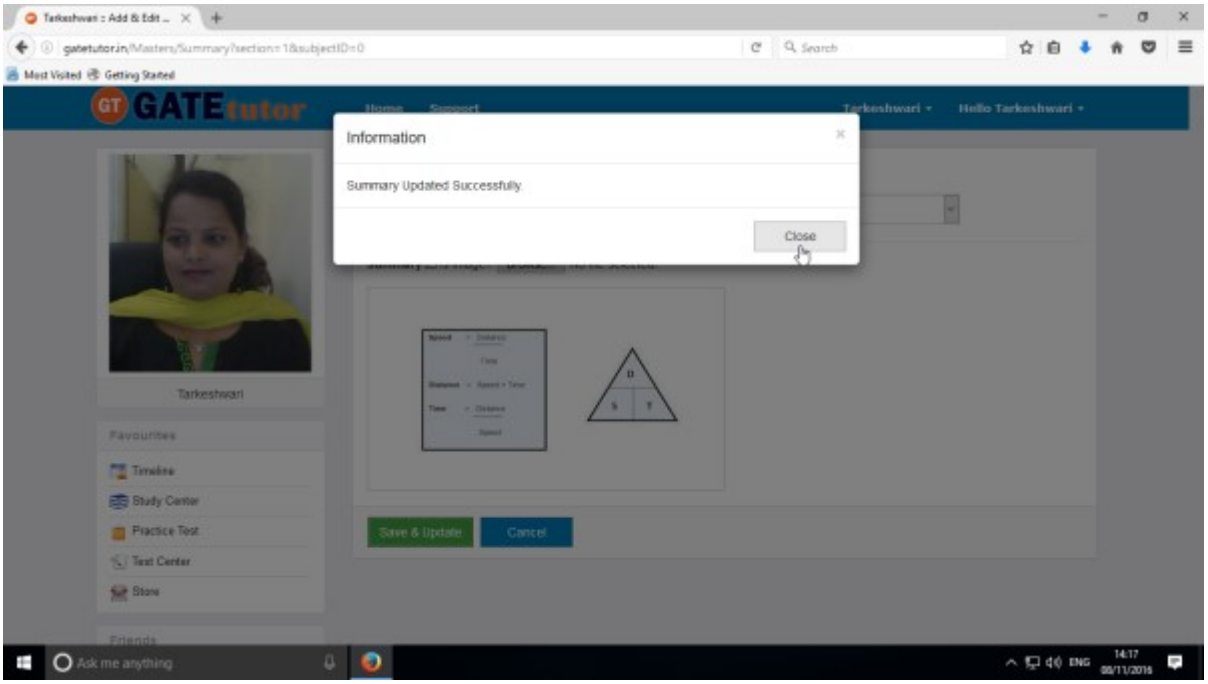


Click on “**Browse**” to attach an image.



Click on **“Save & Update”**

Image file will get added successfully.



Click on "**Close**" to continue.

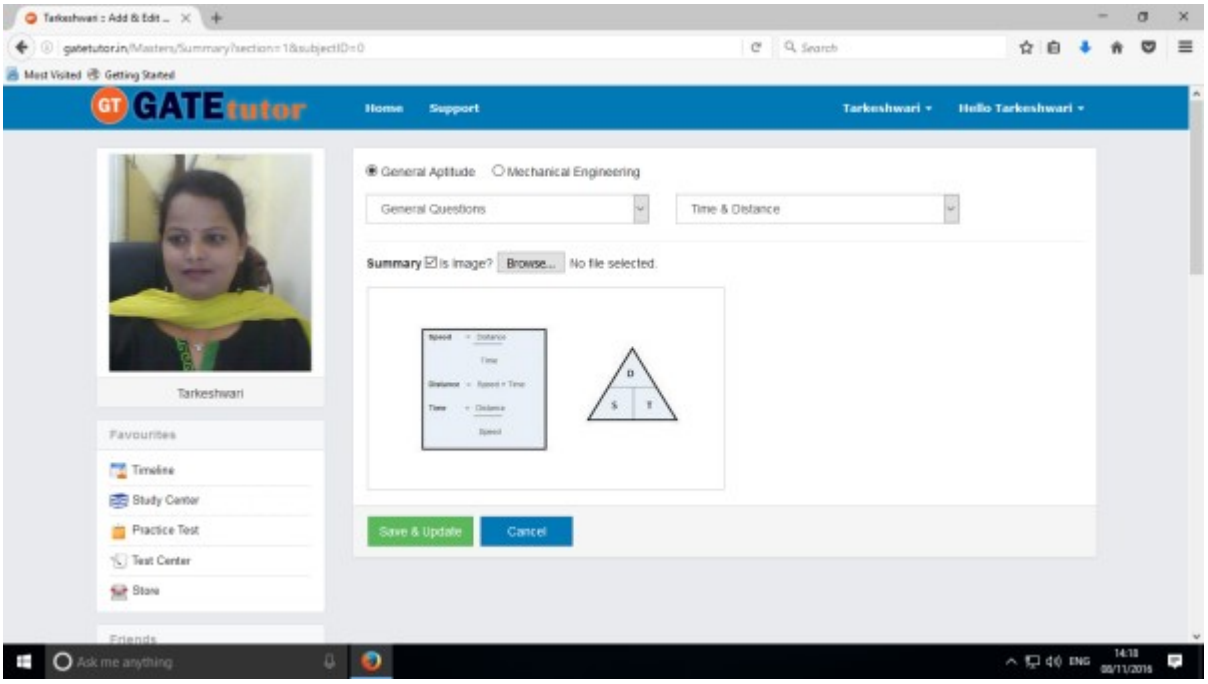
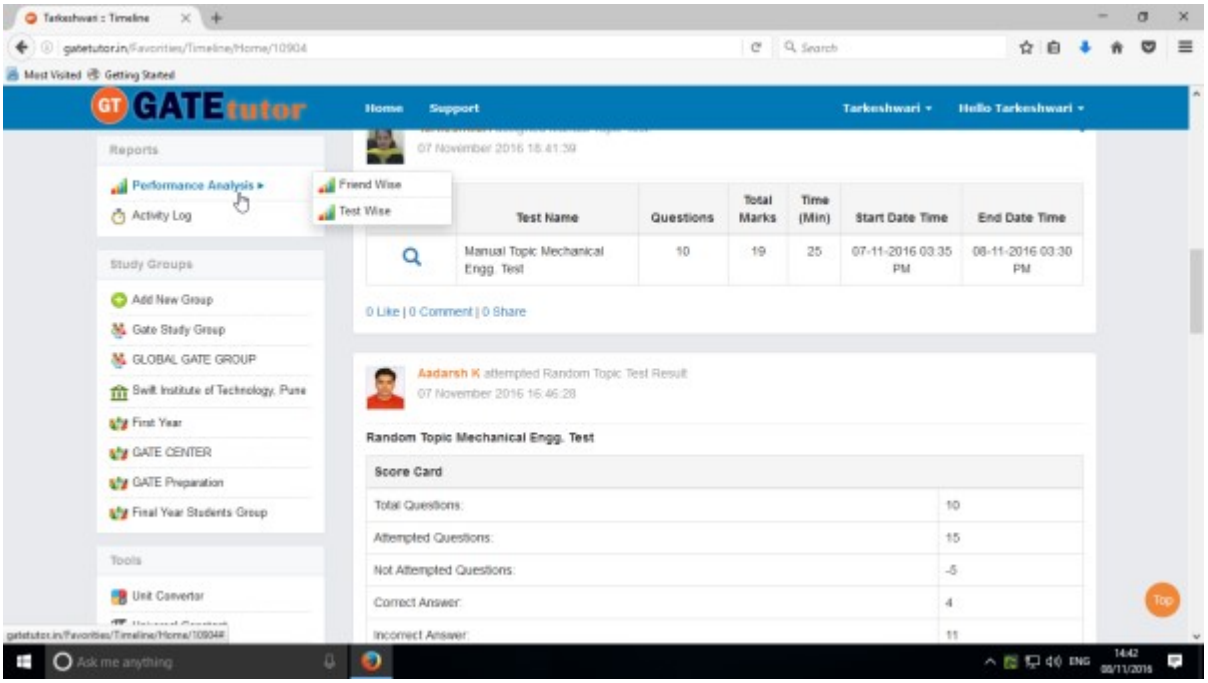


Image will visible on same page.

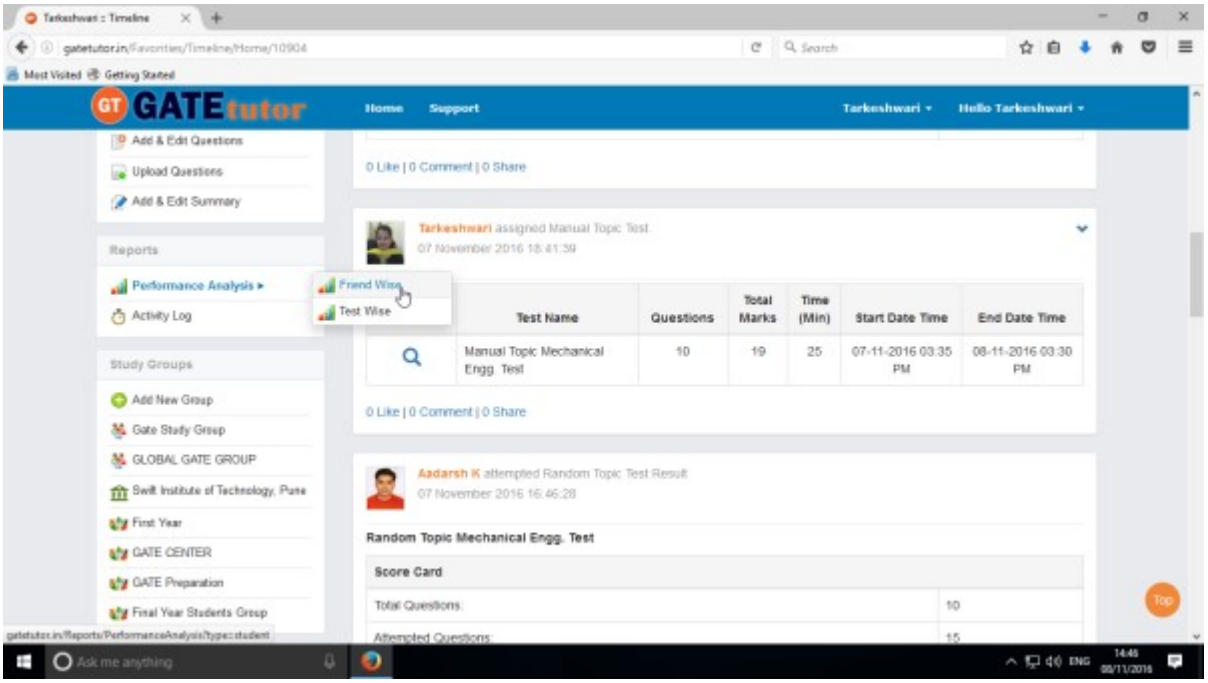
XXI. Reports

"Reports" is a tool which is used to tally & comparison of the performance and activity of the user at the same time on GATEtutor. User can generate the reports as per performance like **Friend wise** and **Test wise** on own timeline**.** User can also see his/her activity log in report format.

1) Performance Analysis (On Own Timeline): To see a performance of your friends and yourself as friend wise & test Wise
Click on **"Performance Analysis"**



Choose the options between: 1) **Friend Wise 2) Test wise**

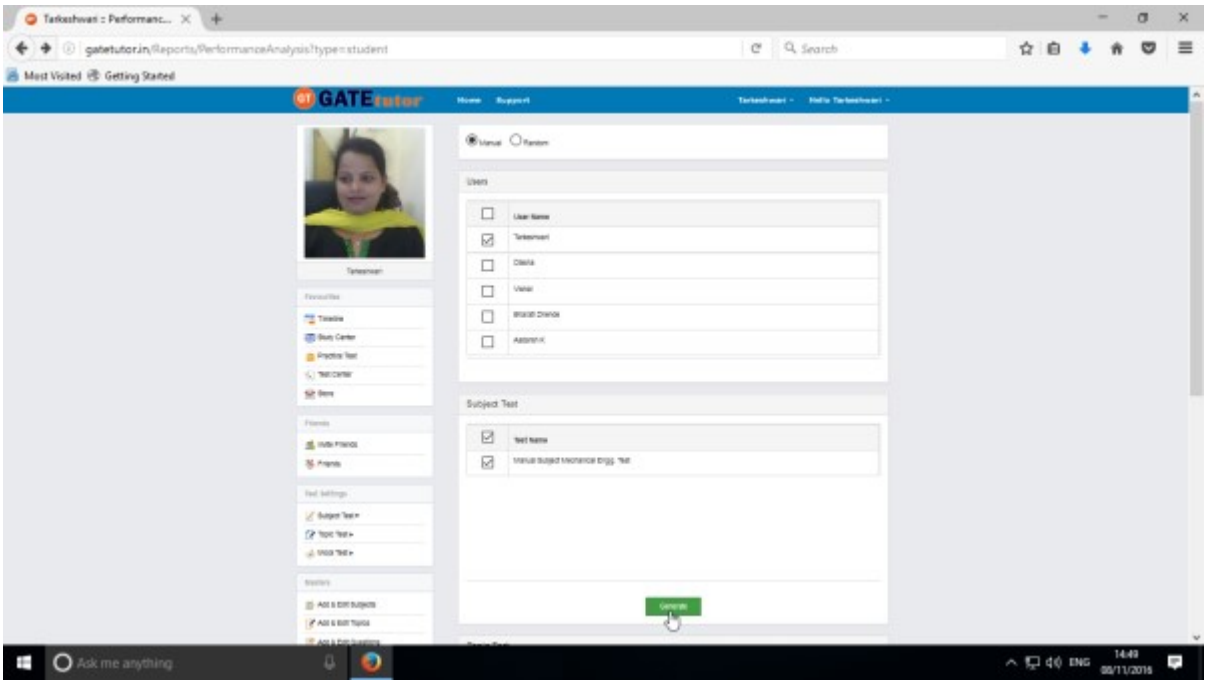


Choose “**Friend wise**” to see performance of friends.

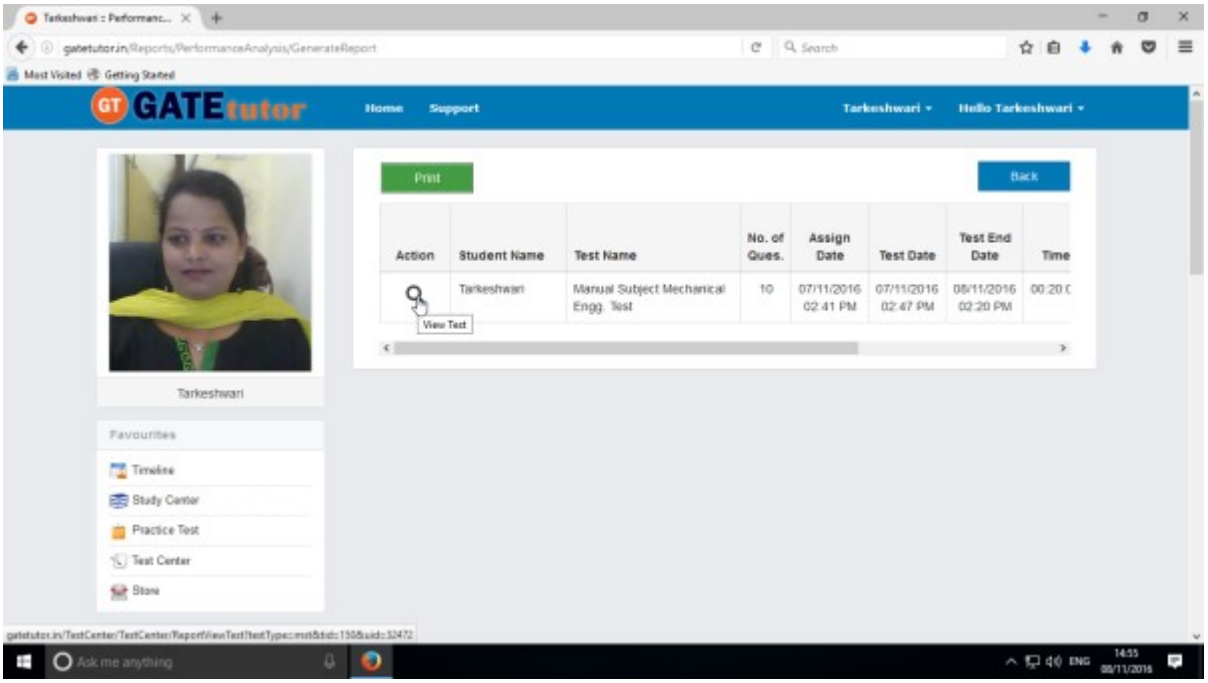
a) Friend Wise

Select type of test by clicking on radio button **“Manual Tests”.** Here it shows all manual tests that you and your friends have given & you can check the performance by checking the username & test names.

Select the Friend’s name & Test names by clicking on check box, whose performance to be checked

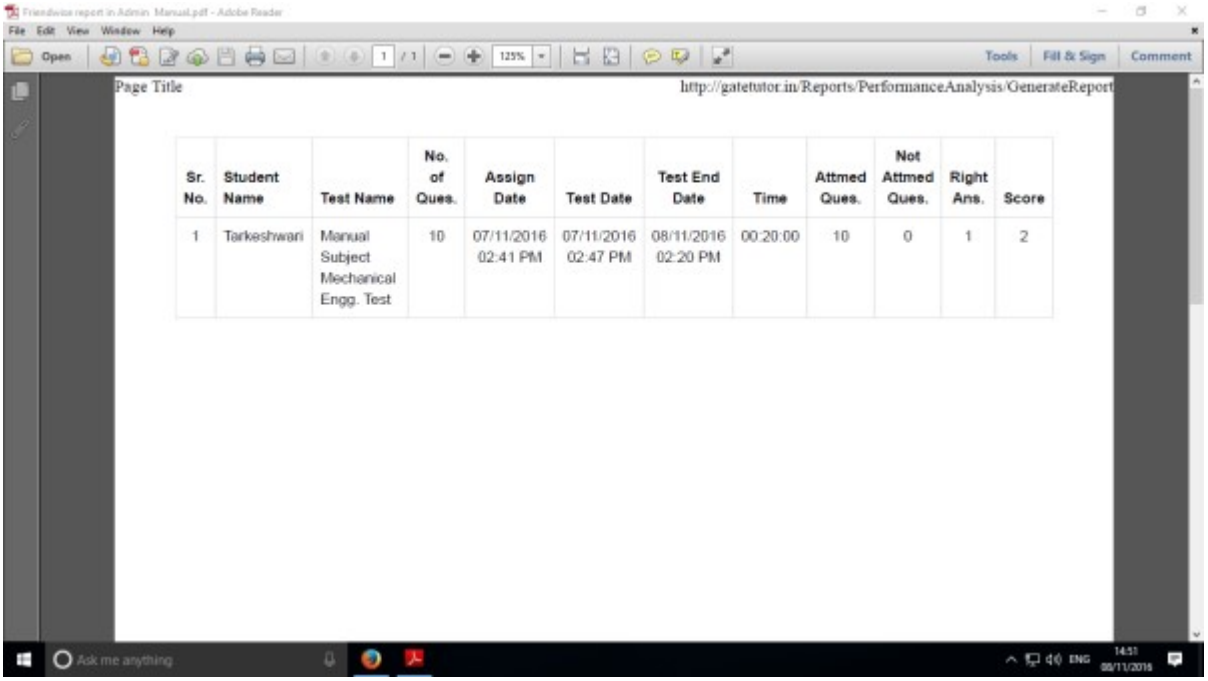


Now click on **“Generate”** to create reports. The following window will appear



Click on the “**View Test**” option to see the test as above.

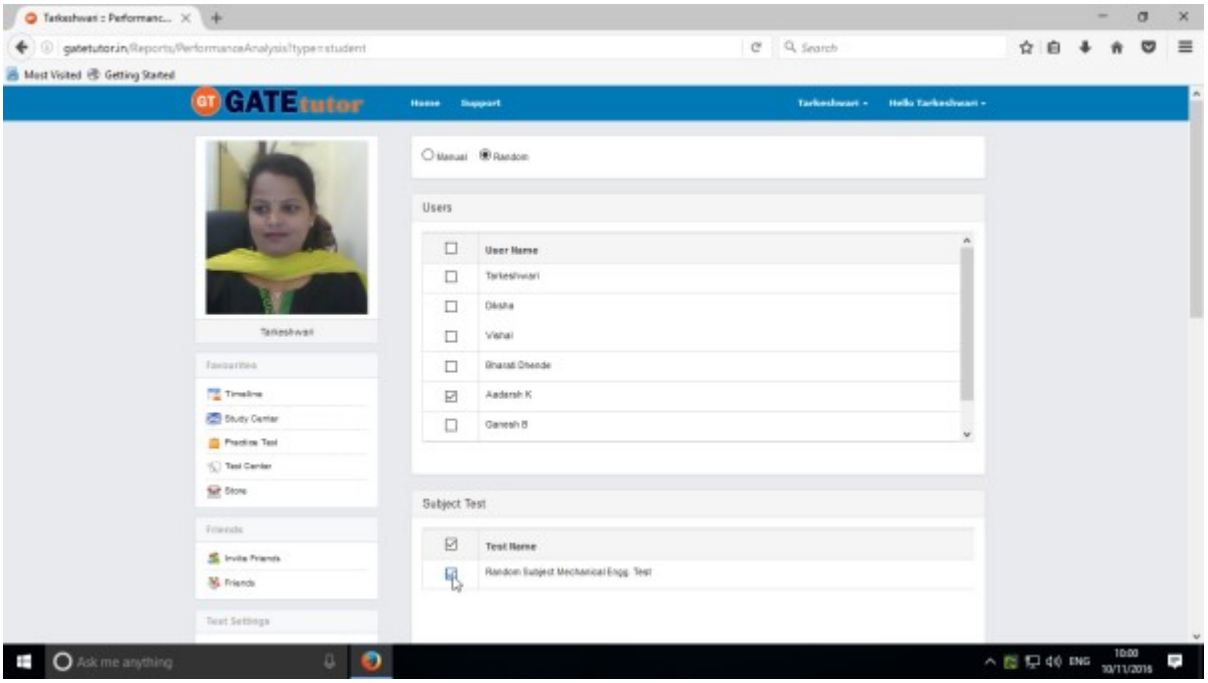
Click on “**Print**” to check the performance report



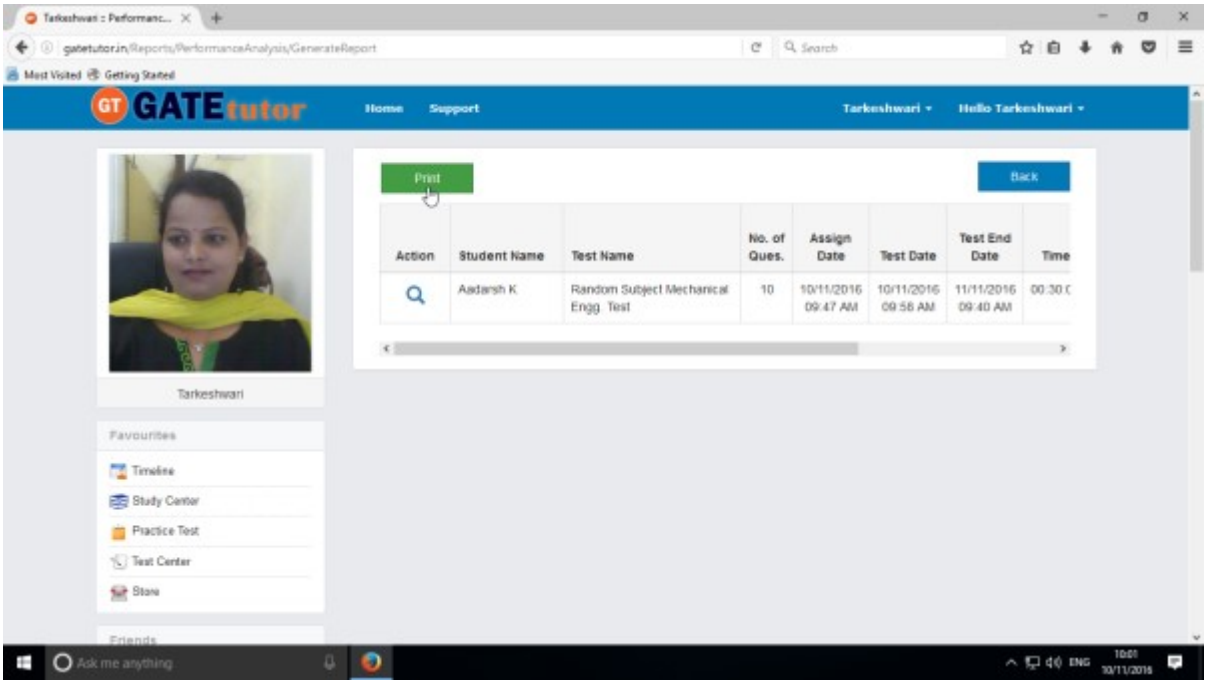
By clicking on “**Print**” you can see the performance report & take out the print also.

You can check the report as above.

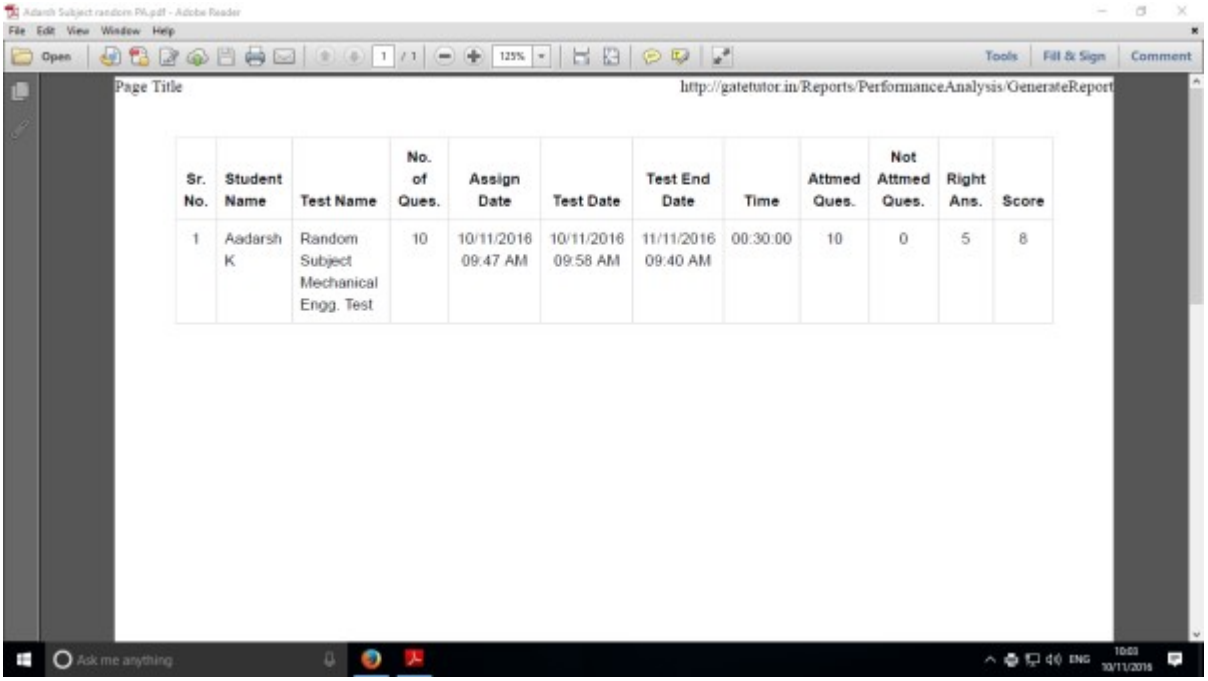
Select type of test by clicking on radio button **“Random Tests”.** Here you can check all the random tests given by you & your friends.
Select the friend’s name & test names by clicking on check box, whose performance want to be checked



Now, click on **“Generate”,** you will get the following window

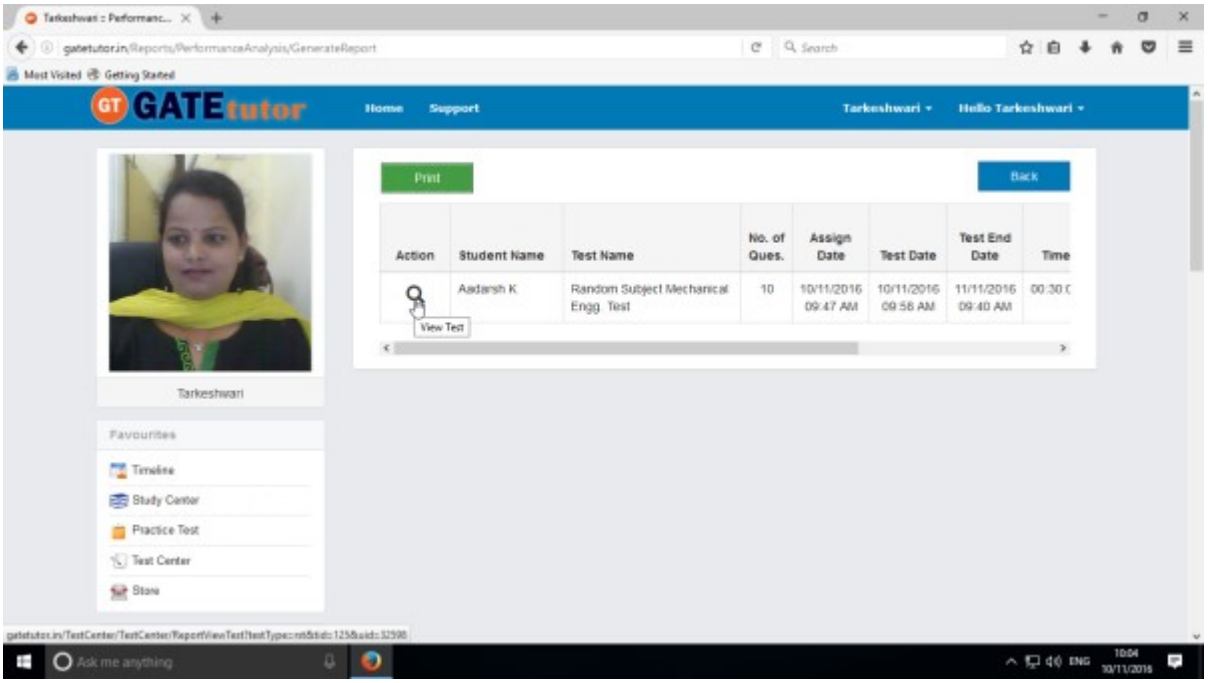


Now click on “**Print**” to generate Report. By clicking on “**Print**” you can take out the print also.



You can check the performance in report manner as above.

Click on **"View Test"** to see that test for the performance.

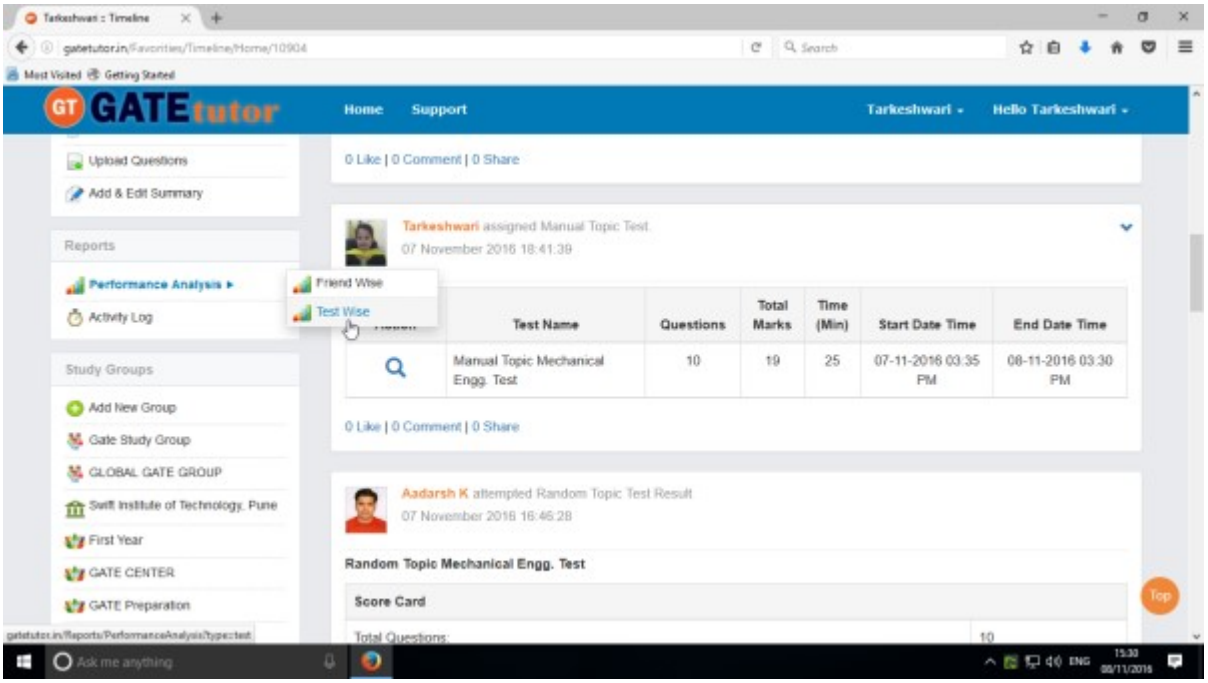


You will appear the whole test that you have given.

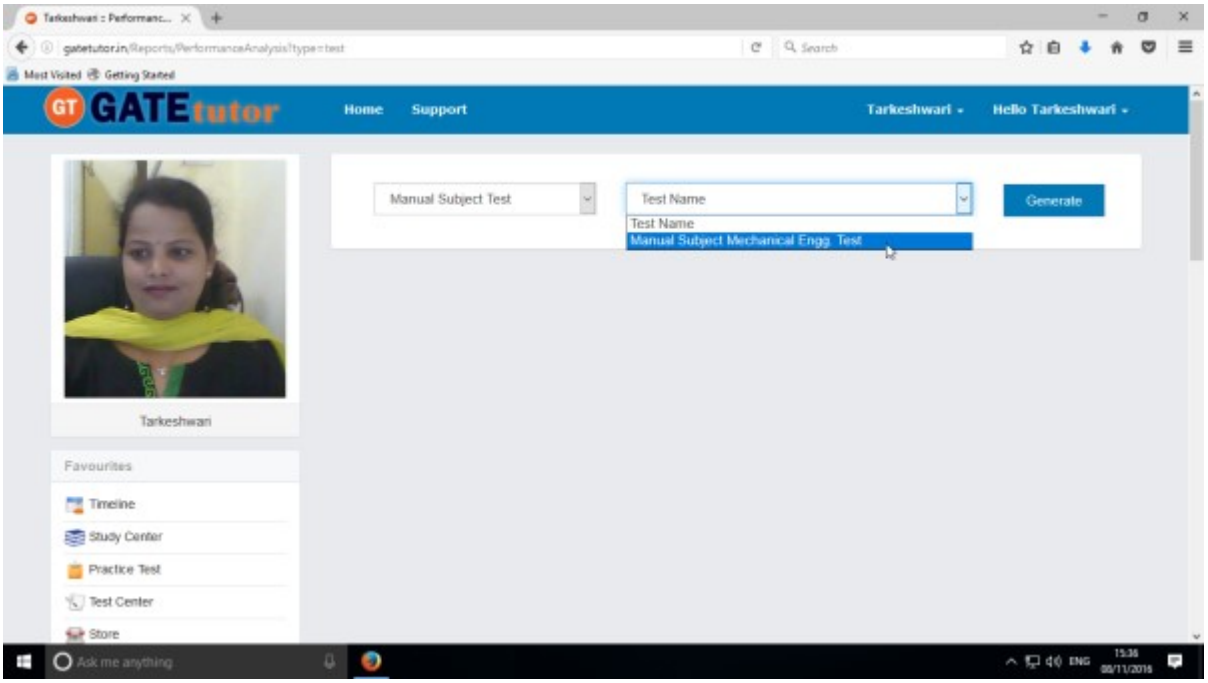
b) Test Wise

Here you can check the performance by selecting test names. Firstly you have to choose test type & then test name. When you generate the report, it shows the usernames who have attempted test in report also.

Click on the "**Test wise**" to see the performance test wise.

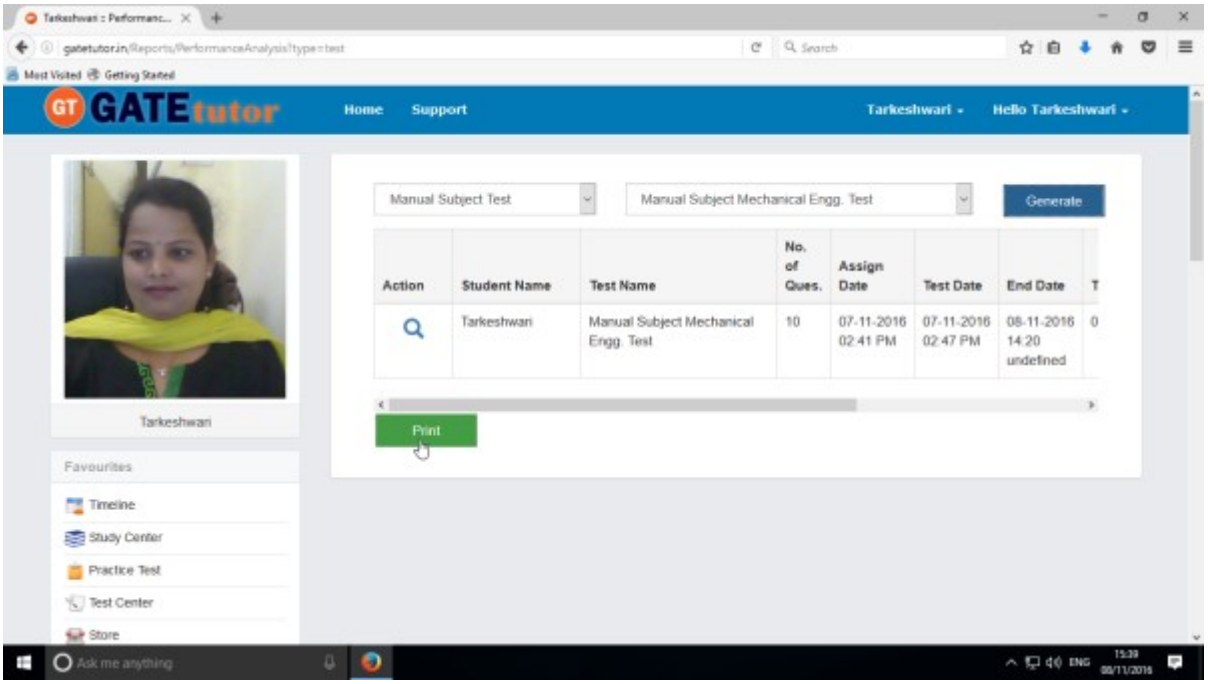


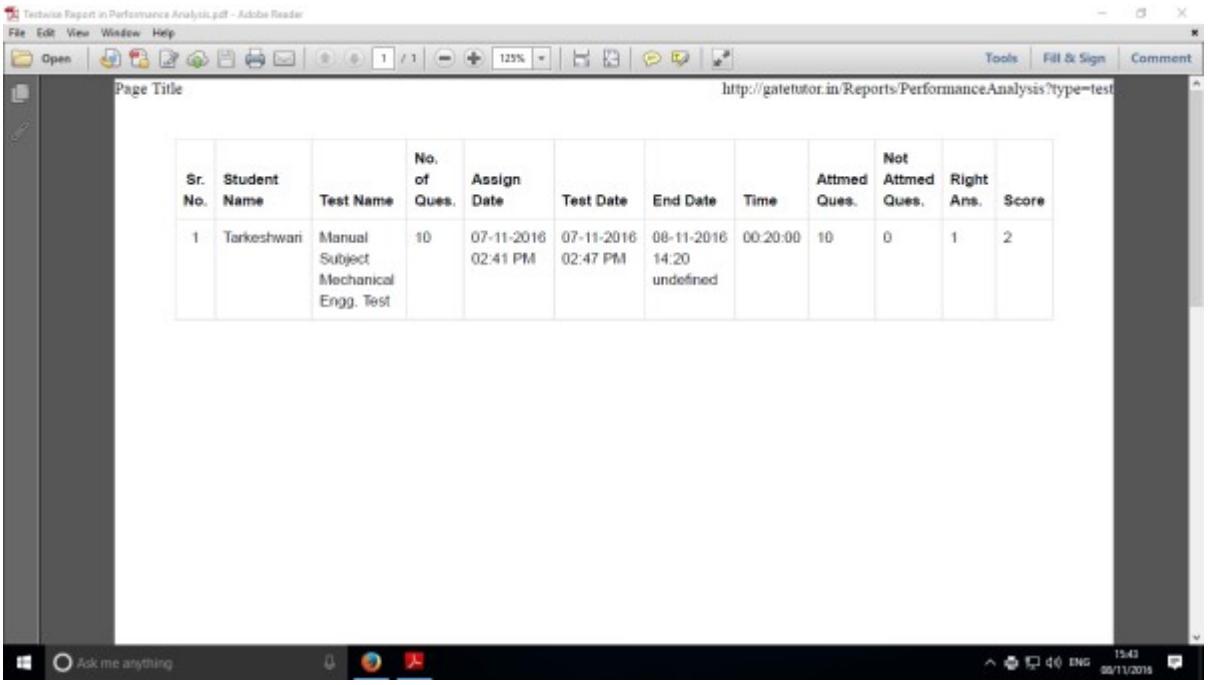
Now choose test type & test name to generate a report.



Now click on "**Generate**" to generate report & click on "Print" to take printout of the report.

Click on "**Print**" to check the report.



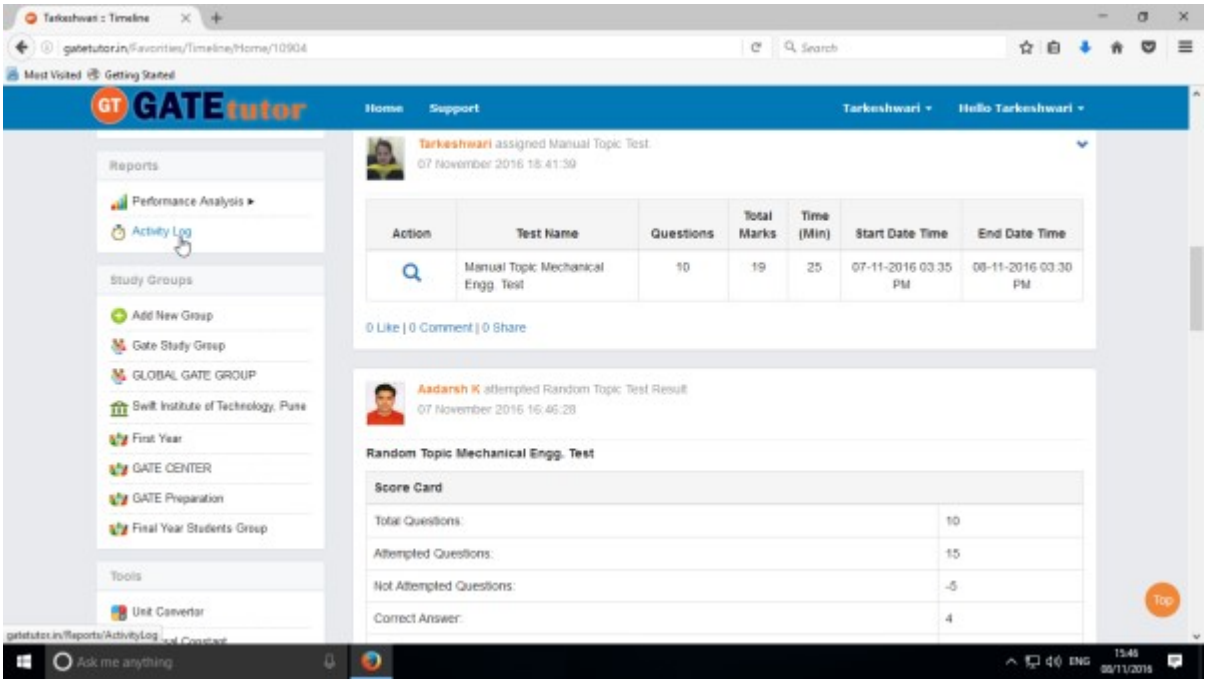


Generated test wise report views as above.

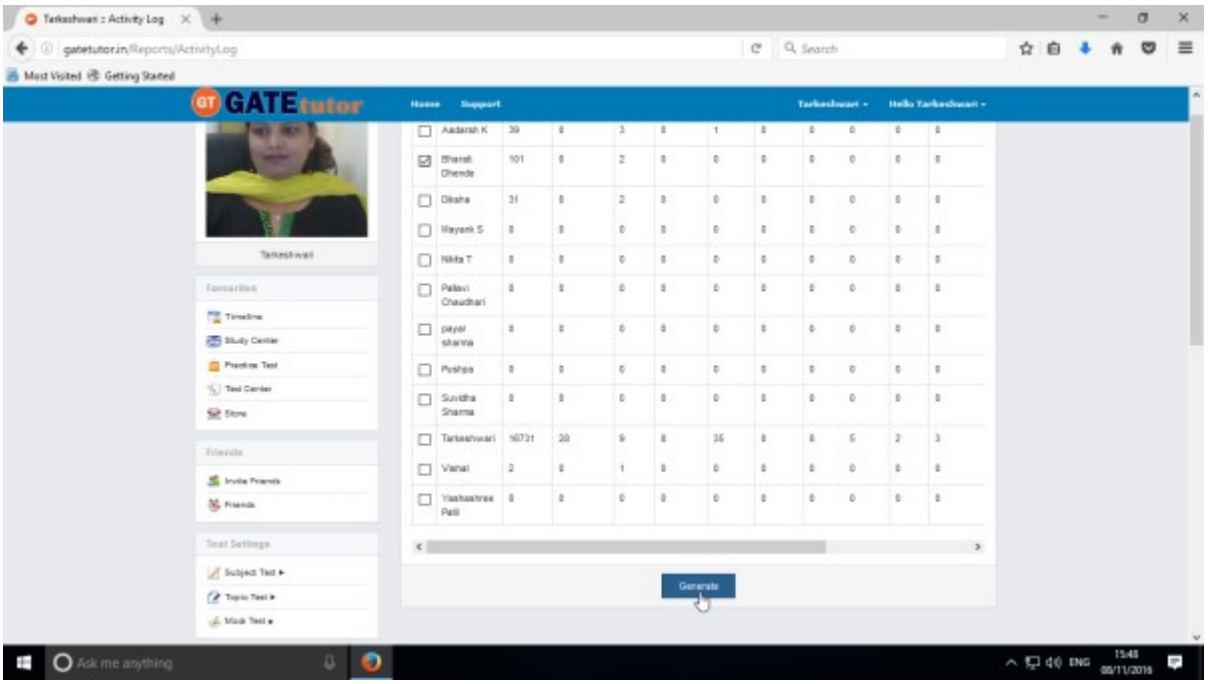
2) Activity Log

Activity log is the overall usage report sheet of the user in a single report. You can view the total usage of GATEtutor in minutes & can check assigned tests, given tests, group creation, group joined, friends, posts, likes, shares, comments, added subjects, topics and questions also on own timeline.

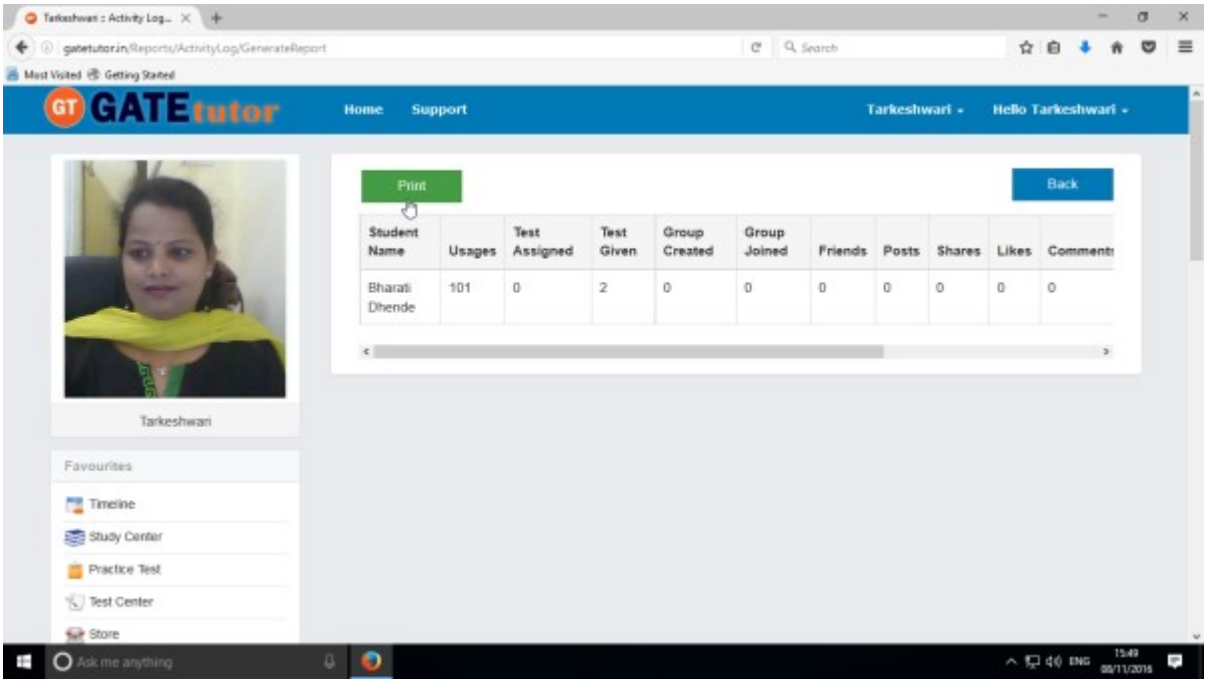
To check total usage and total time used, click on **"Activity Log"**



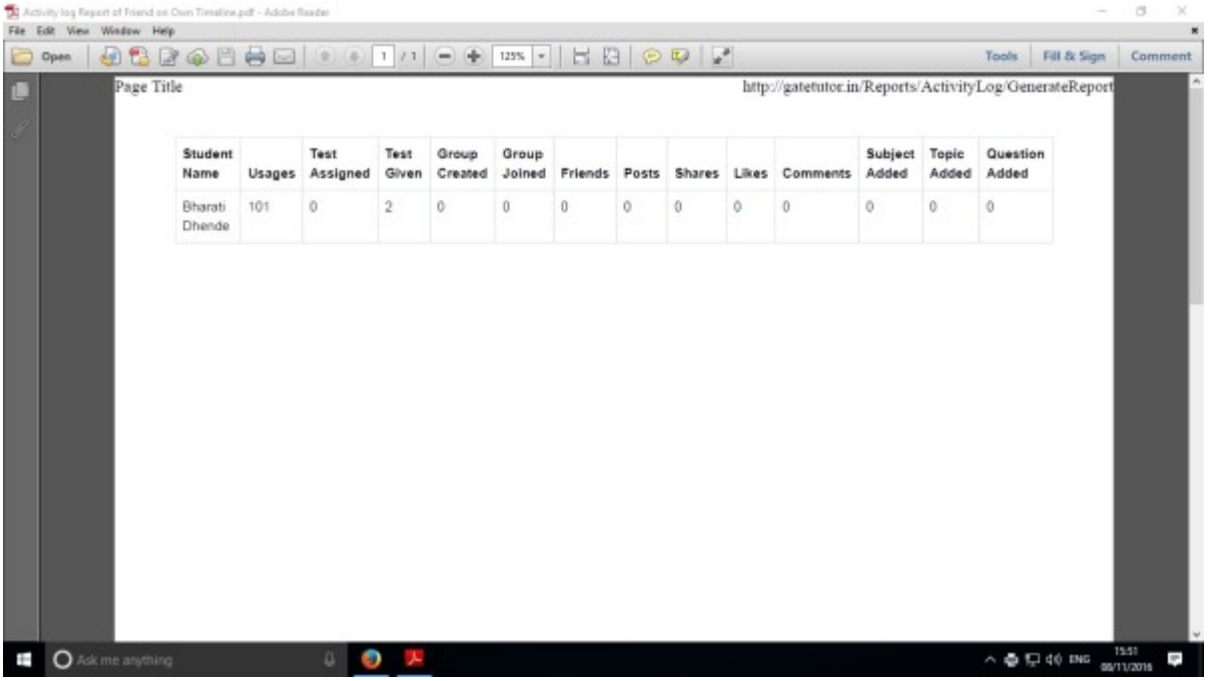
Click on the friend names checkbox to see the activity log of him/her



Click on the **“Generate”** to view the activity log in report as follows



Click on **“Print**” to take print out or view in report.



You will get the Activity Log in report manner as above.

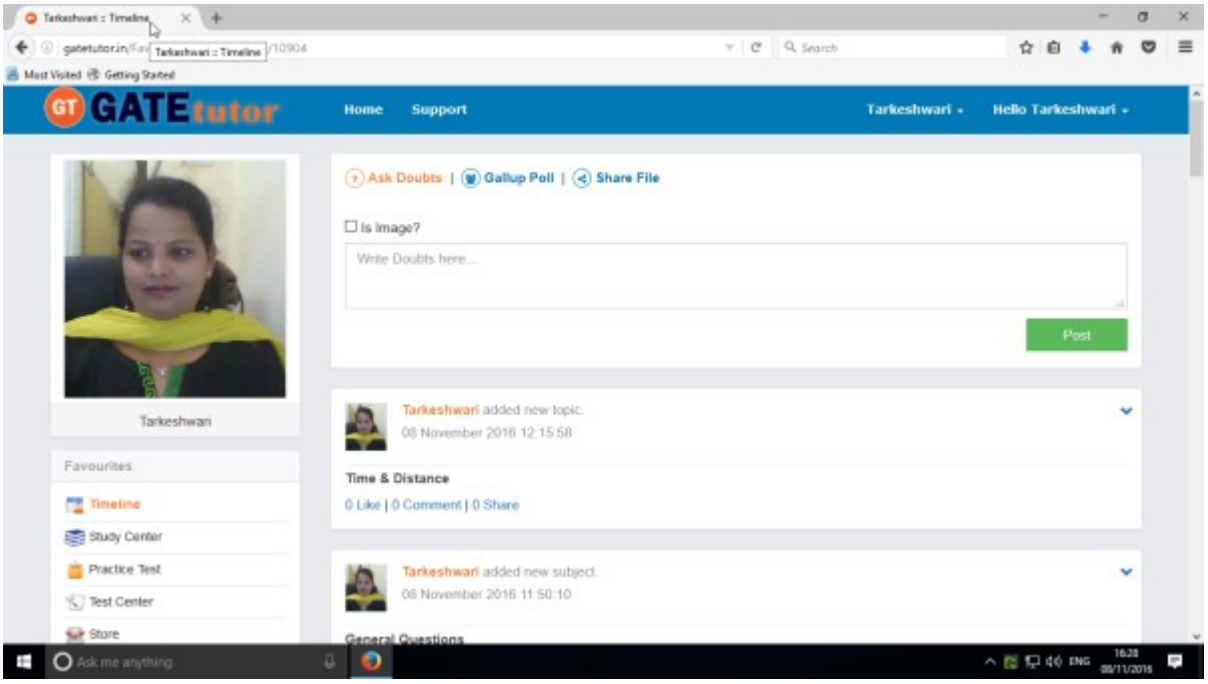
XXII. STUDY GROUPS

A **study group** is a small group of people who regularly meet to discuss shared fields of study related to GATE online. Admin can create multiple global groups from his/her own timeline.

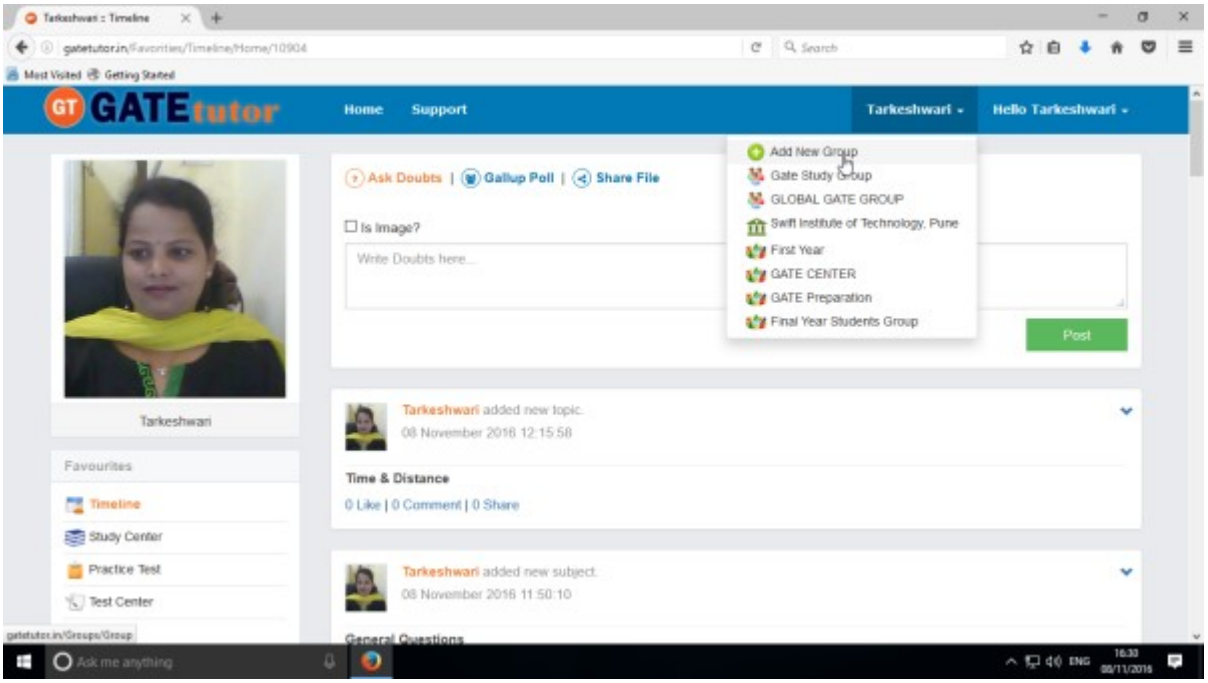
Global Group

When a user is on his/her own timeline & creates a group by clicking on "**Add New Group**" is created as a **global group.** You can also create multiple groups which will be global groups also. Under the global group, you can join the members from all over the engineering colleges in India but from the same department only.

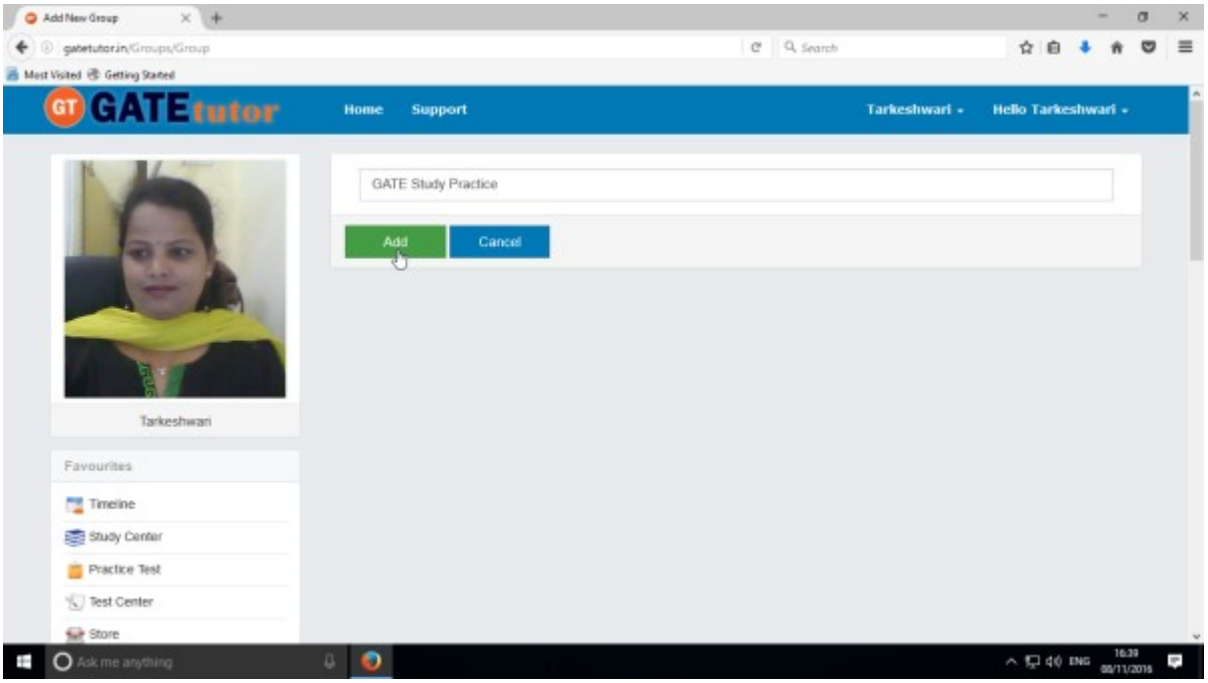
Go to your own timeline first then click on "**Add New Group**"



Click on the "**Add New Group**" to create a global group

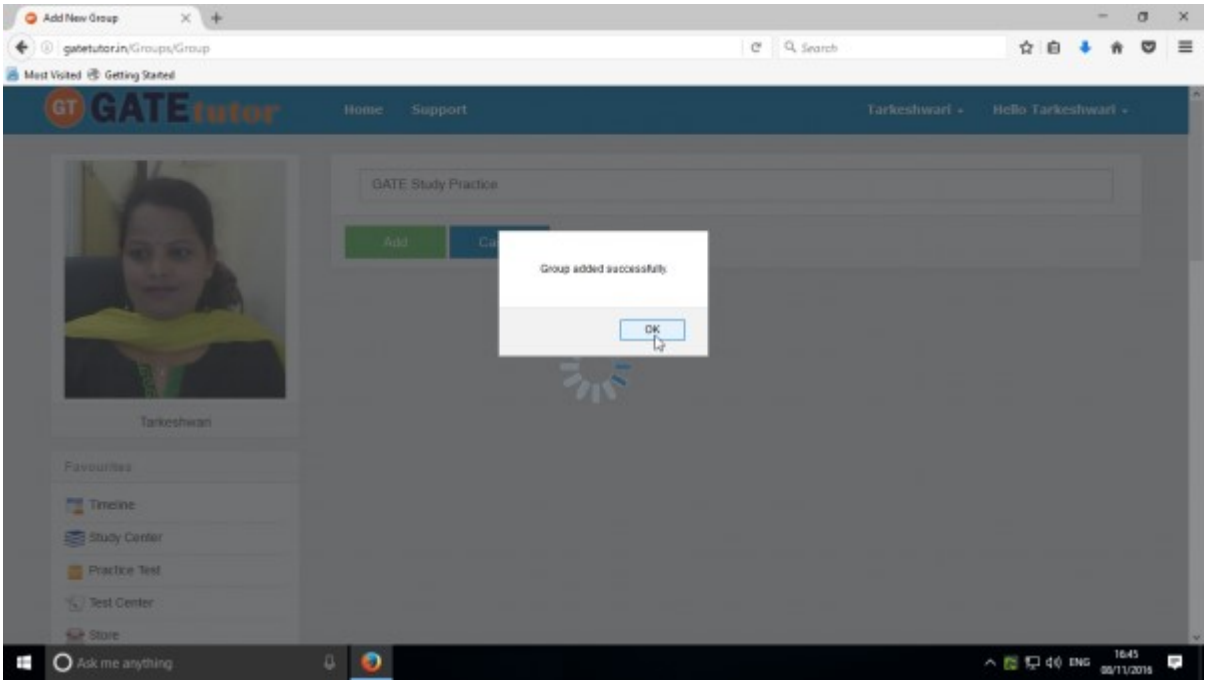


Enter the name of the group

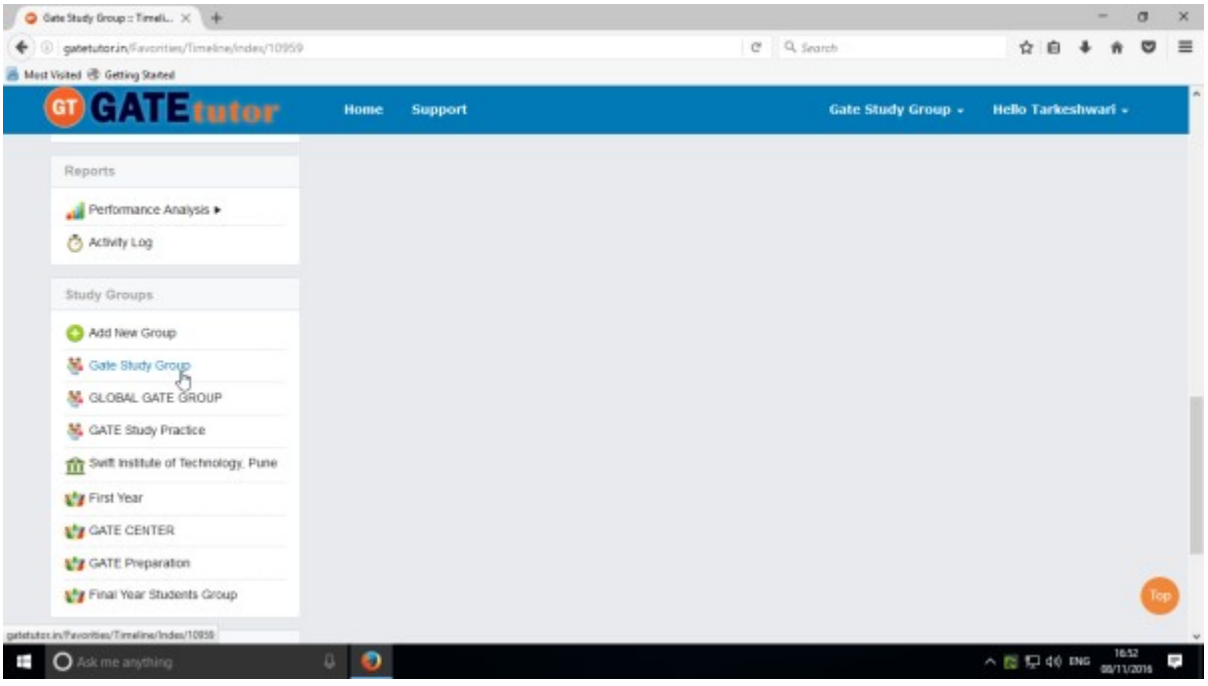


Click on "**Add**" to save the group.

The global group is created successfully as follows.



Click on "**OK**" to continue.



Check that the new global group is created in the "**Study Groups**" & you will redirect to that group timeline.

Now click on "**Home**" to go back to your own timeline.

XXIII. TOOLS

Tools are very useful in a product which we are working on, instead of using another object or application. GATEtutor is an online web portal for GATE. So it has provided the useful tools under the single hood which are as follows:

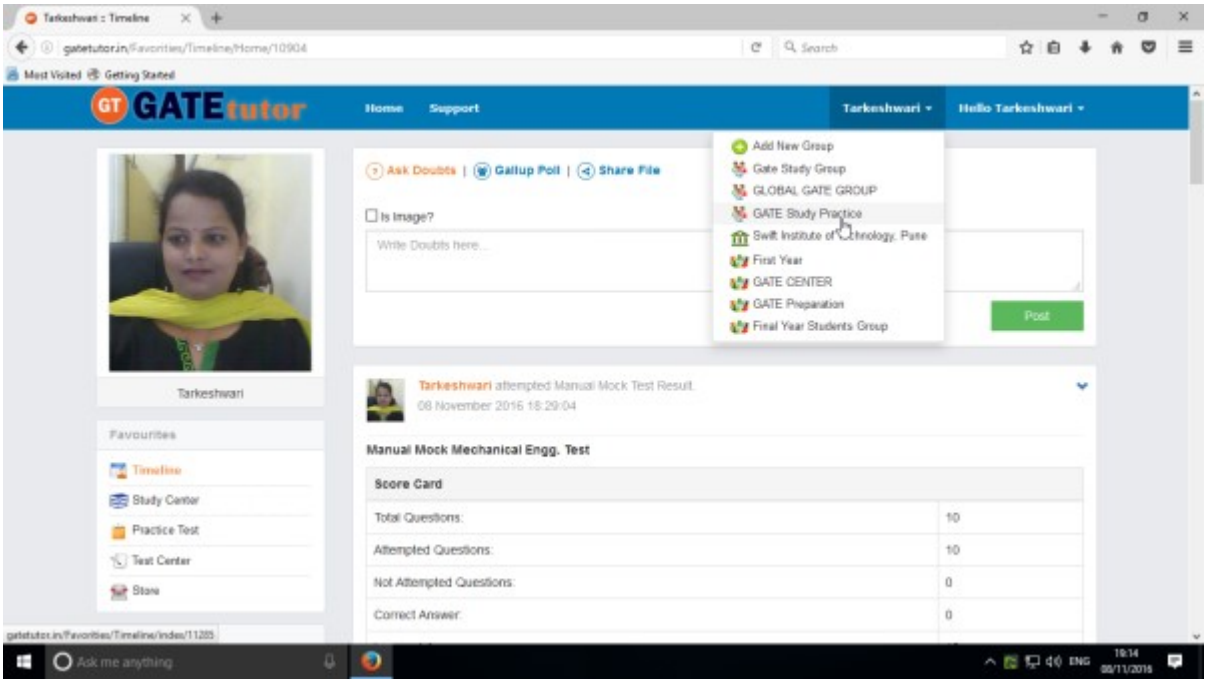
1) Unit Converter
2) Universal Constant
3) Formulae

(NOTE: Refer IX- Tools for details on College Timeline)

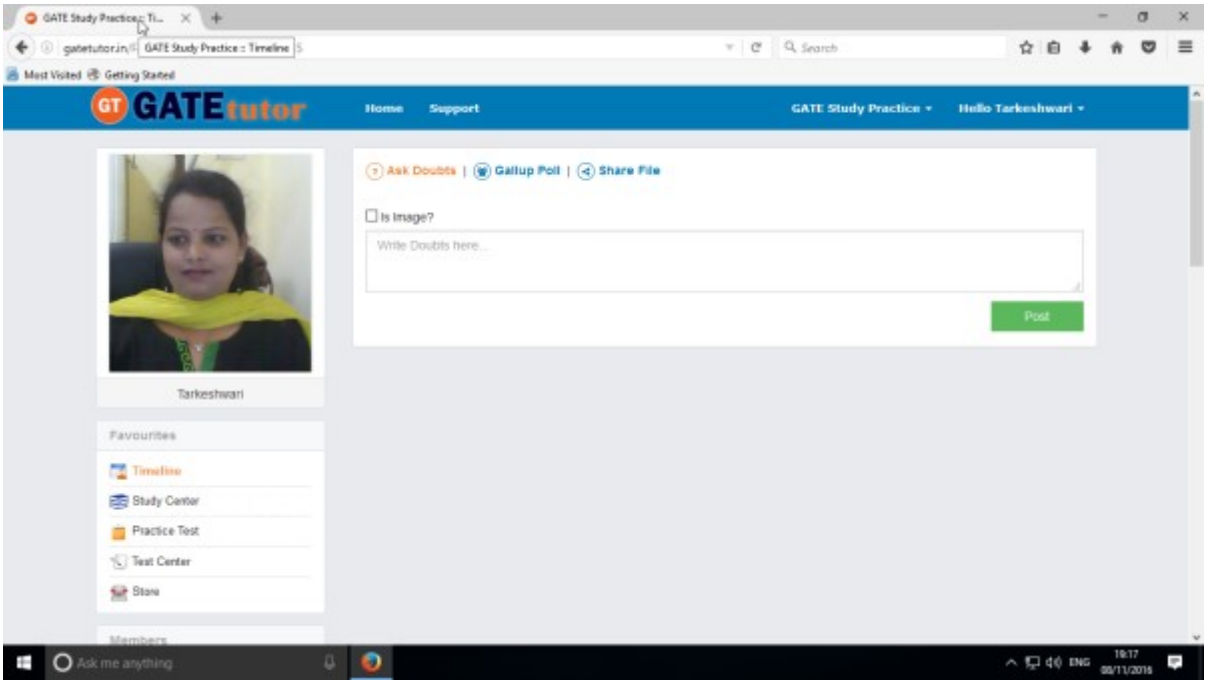
XXIV. Favourites (On Group Timeline)

1. Timeline

When you click on any global "**Group**", you will redirect to that group's Timeline. When you are on group timeline, you can see the new tabs are visible in the main menus like **Members** (Join Members, Members)**, Test Settings** (Subject Test, Topic Test, and Mock Test)**, Masters** (Add &Edit Subjects, Add & Edit Topics, Add & Edit Questions, Upload Questions, Add & Edit Summary)**, Reports** (Friend wise, Test wise) and **Study Groups**- where you can create the multiple global groups as well.



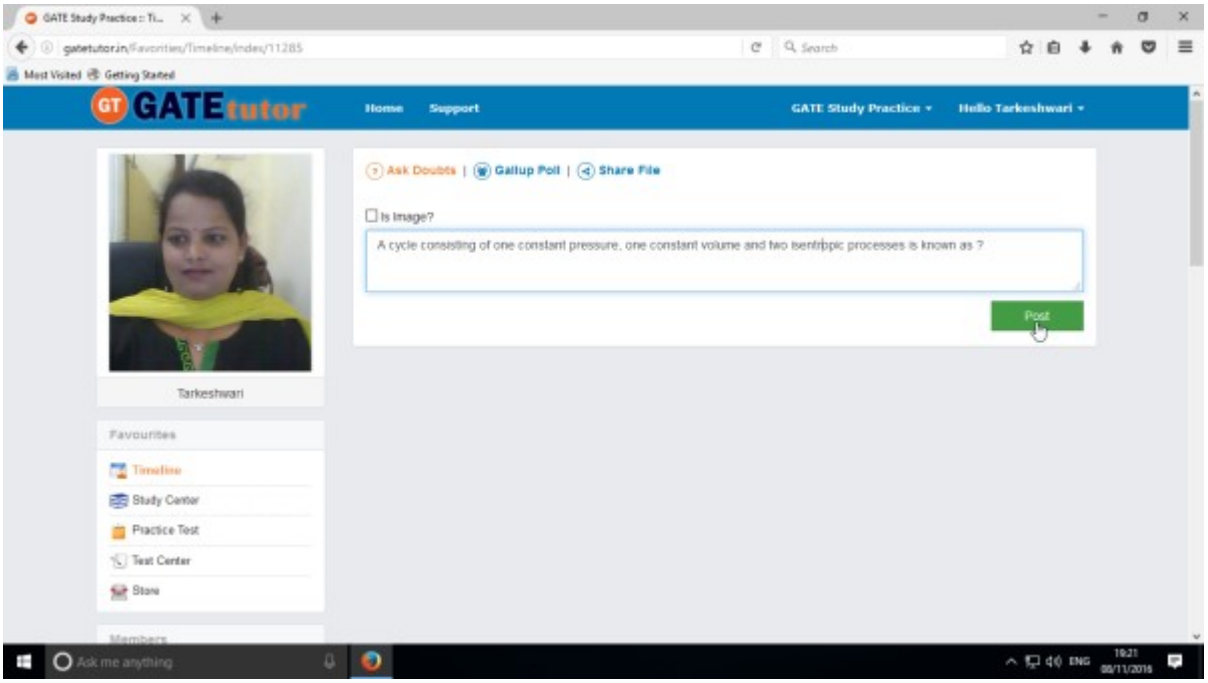
Just click on the group name, you will redirect to group timeline.



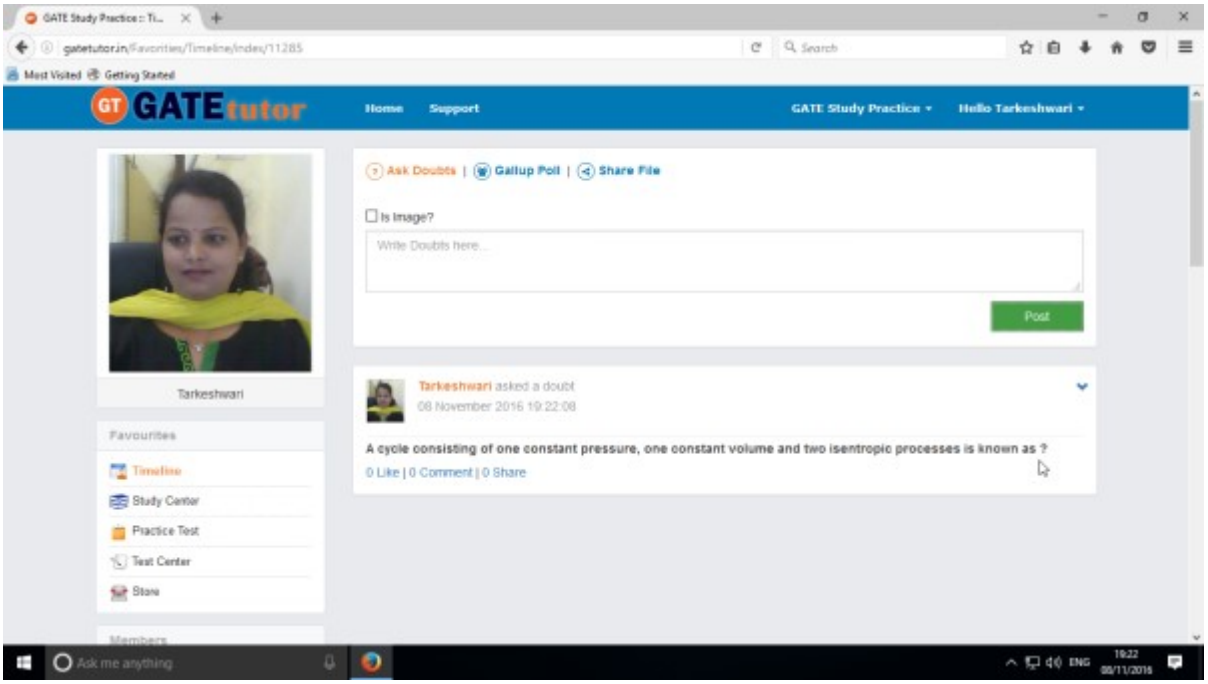
a) Ask Doubts

When you are on Group Timeline, you can post any doubt through "**Ask Doubt**" on group timeline. When you post your doubt on "Ask Doubt", it will be visible to all of your group members. So they can answer your doubt. It is a unique idea to interact and solve the problems.

Ask doubt to your friends by clicking on **"Ask Doubts"**

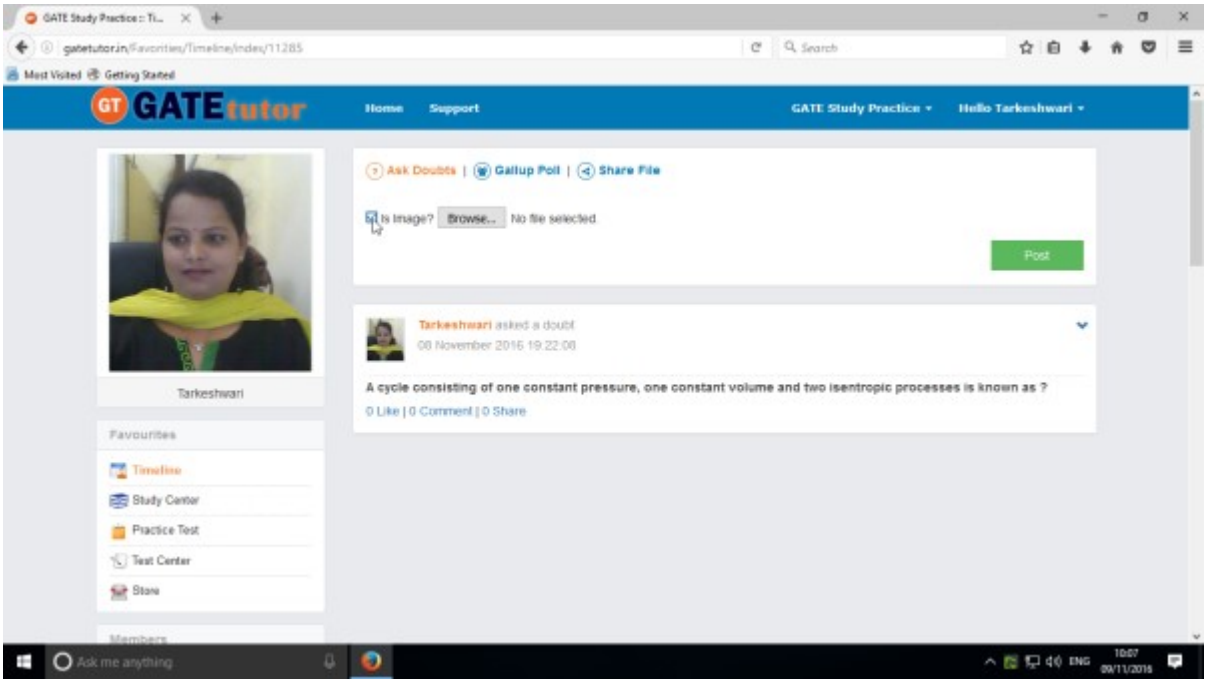


Write your doubt & Click on the "**Post**" to share



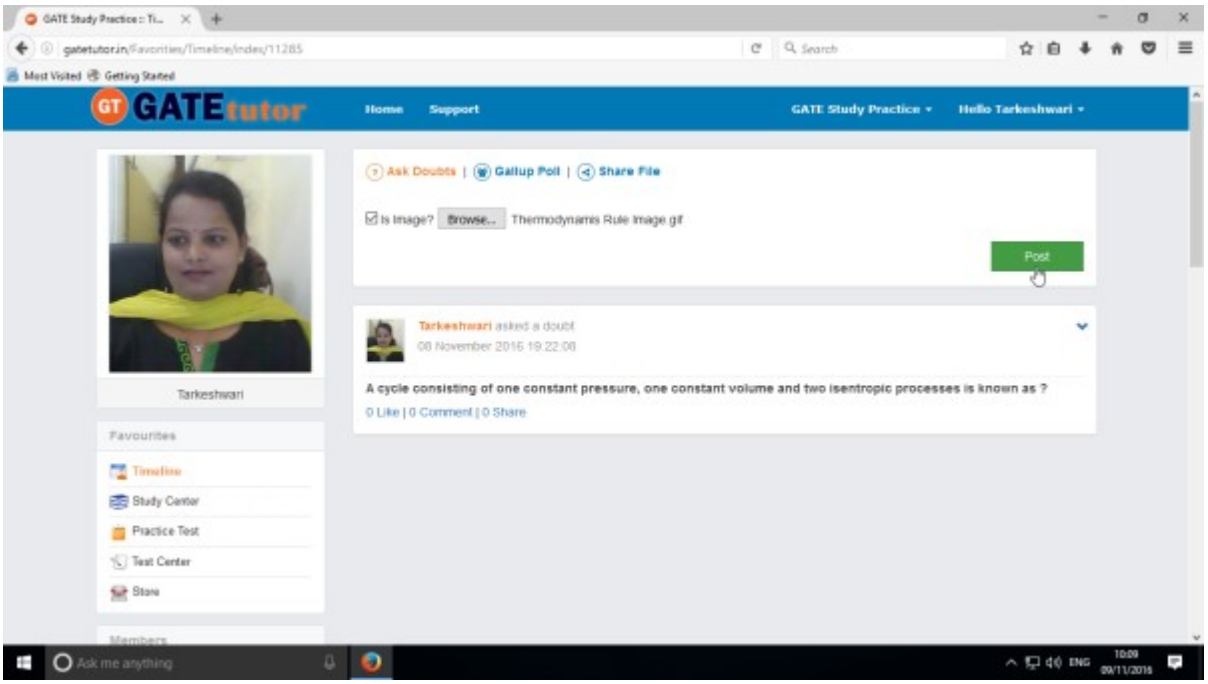
Your doubt will visible on the group timeline.

You can upload an image also by clicking on the "**Is image?**" check box in "**Ask Doubts**"

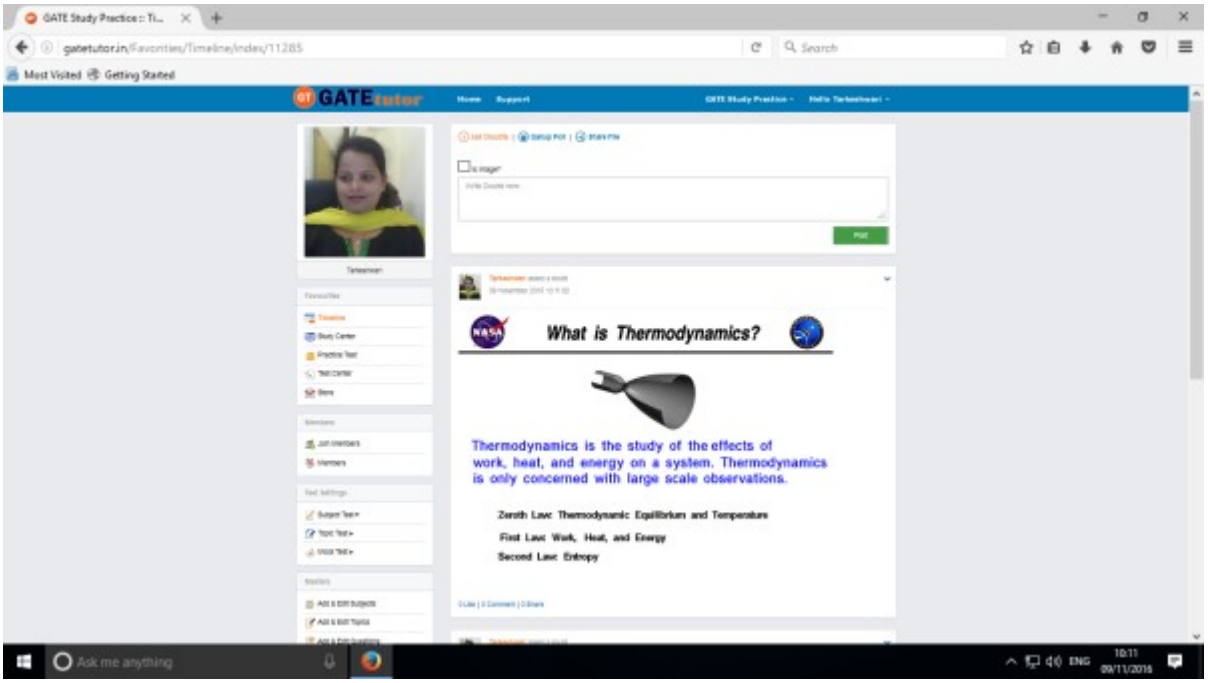


Click on the "**Is Image?**" and then click on "**Browse**" to upload the file for asking a doubt.

Choose the file to upload & click on the "**Post**"

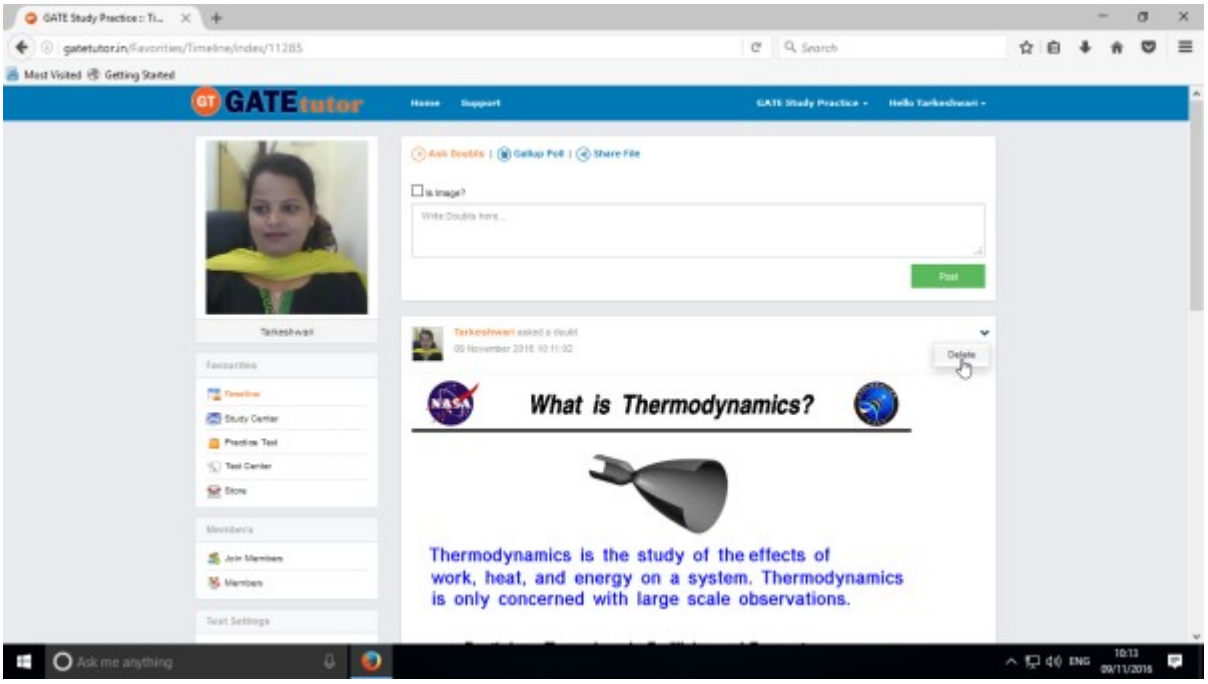


When you click on the "**Post**" after choosing the image, it will visible on your group timeline.



The image is uploaded successfully in an "**Ask Doubt**" as above

This image will be visible to all of your members under the group.



You can also delete an image uploaded in the "Ask Doubt"

Click on "**Delete**" to remove the image from "Ask Doubt" menu.

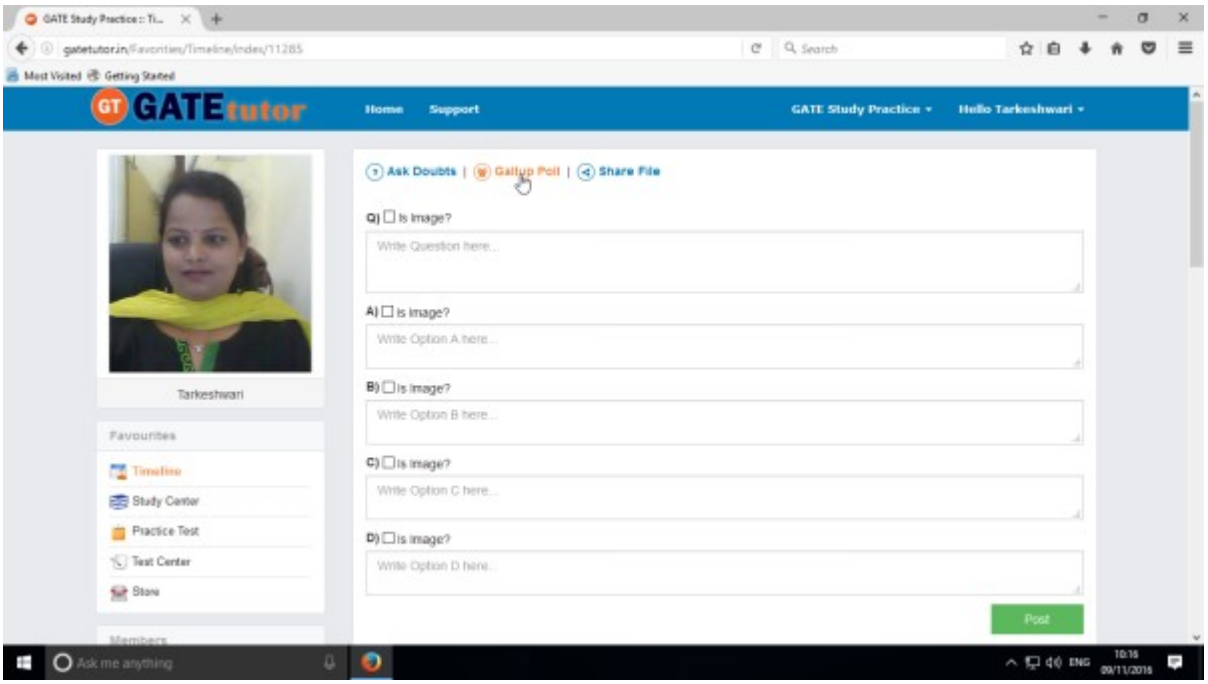
An uploaded image will be removed from group timeline.

b) Ask a Question/Gallup Poll

Ask a question in a "**Gallup Poll**" is a unique idea for asking questions, answering questions consecutively. You can ask any topic related questions in the Gallup poll by providing multiple choice answers or options to choose a correct answer. Where your group members can give the answers & solve the problem as well as comment their opinions below the question on group timeline.

You can also upload the image for the questions and options separately.

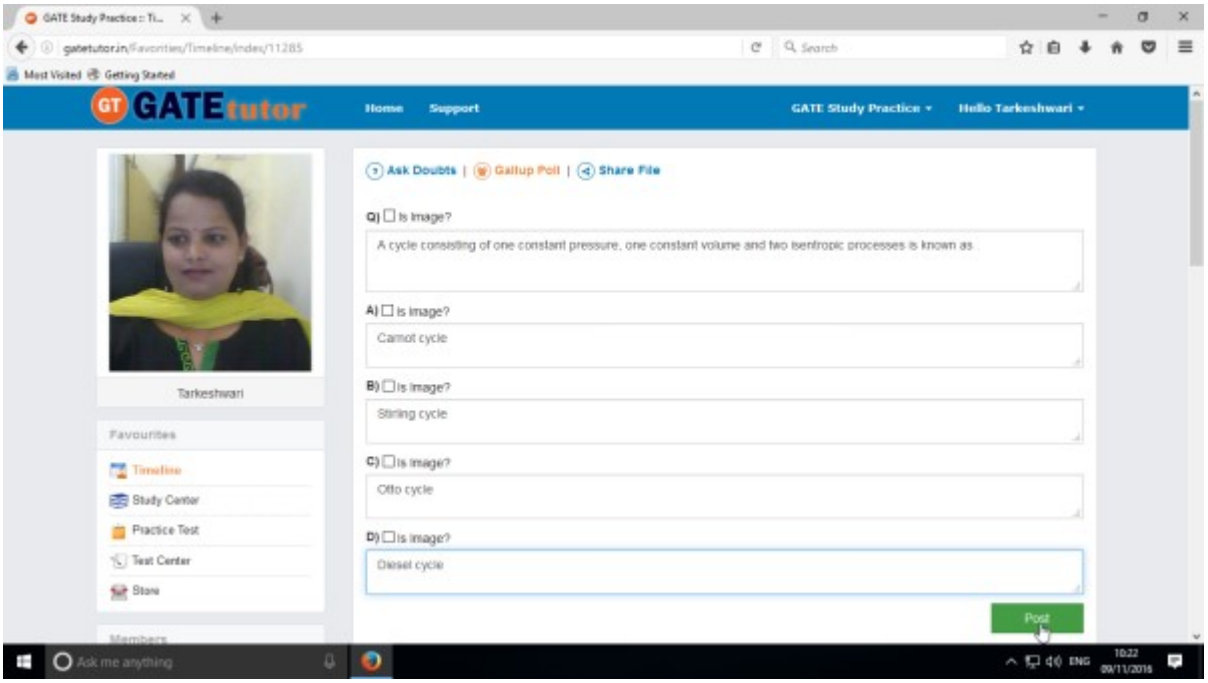
Click on **Gallup Poll**



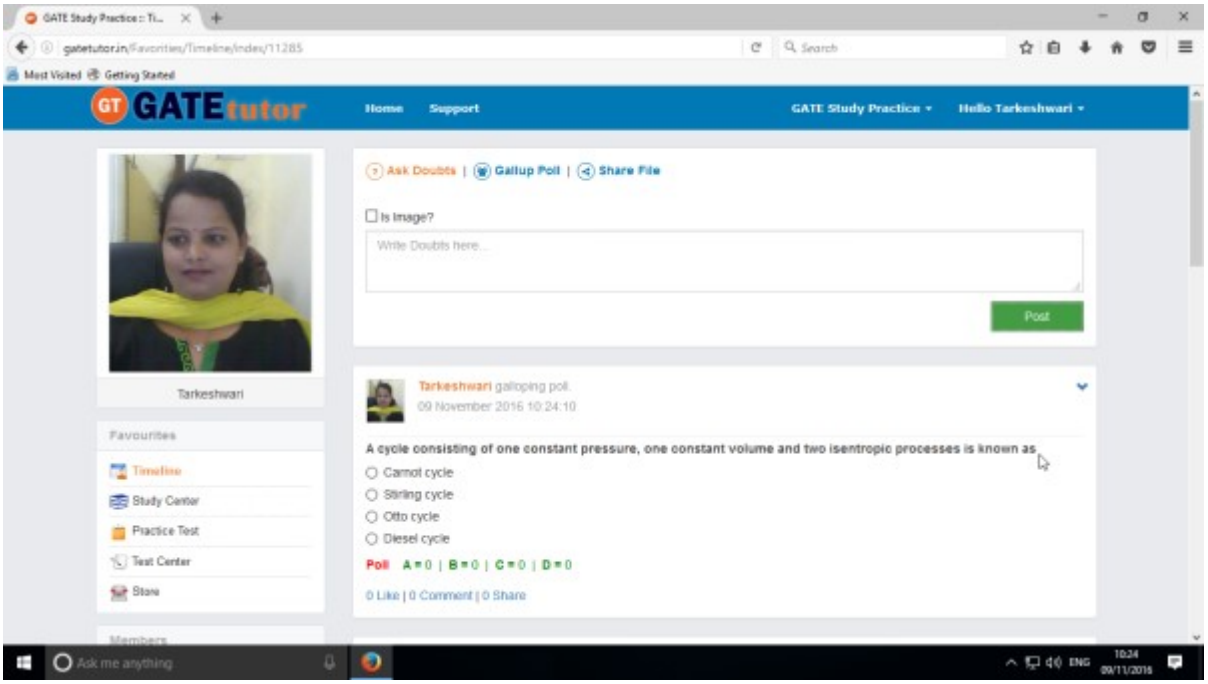
When you click on the "**Gallup Poll**", you will appear a window as above.

You can also add an image for question & its options in a Gallup Poll, Just click on **Is Image?**
To upload an image

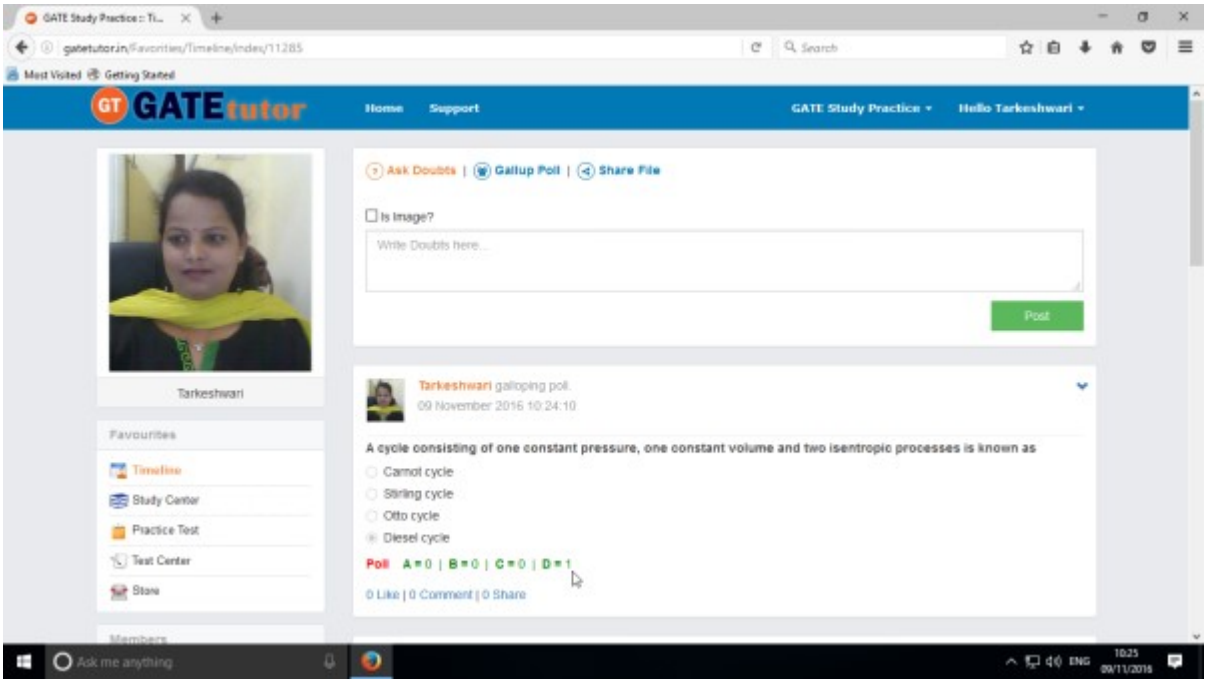
Write a question in a Gallup Poll & provide four options to choose a correct answer & click on "**Post**"



Post a question in a "**Gallup Poll**" on group timeline.



Click your own answer and see ratings below similarly for the answers.

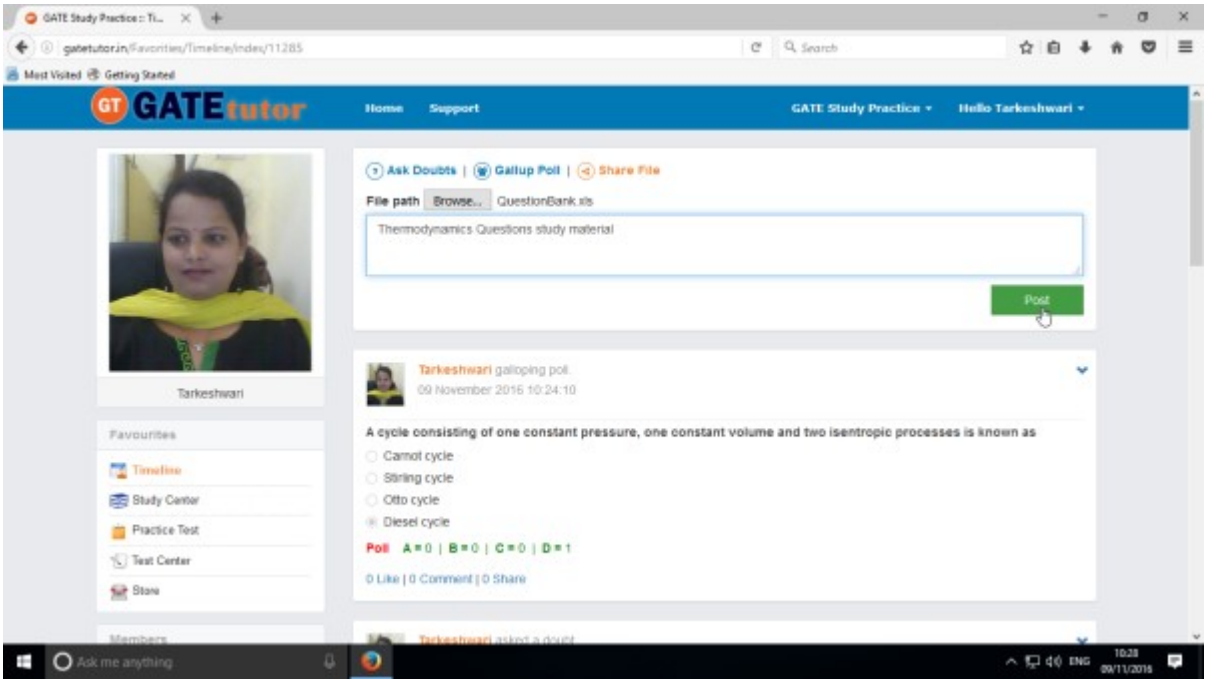


Similarly you can Like, Comment & Share the question on your friends timeline, own timeline as well as in group.

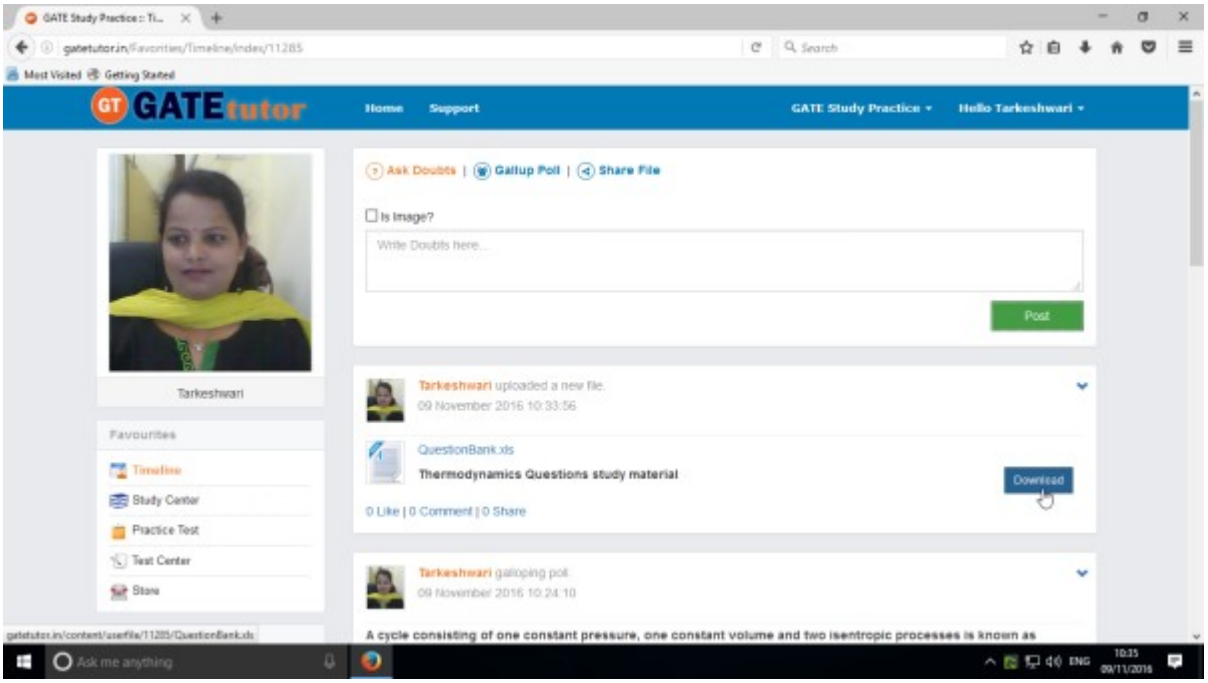
Your group members can share this question as a post in various other groups and timeline.

c) Share File

Share file is an option to share the study material on GATEtutor. It is the easiest way to upload & download the material from group timeline. Someone who has a study material he/she can upload it on GATEtutor & the group members can download it at a single click from group timeline.



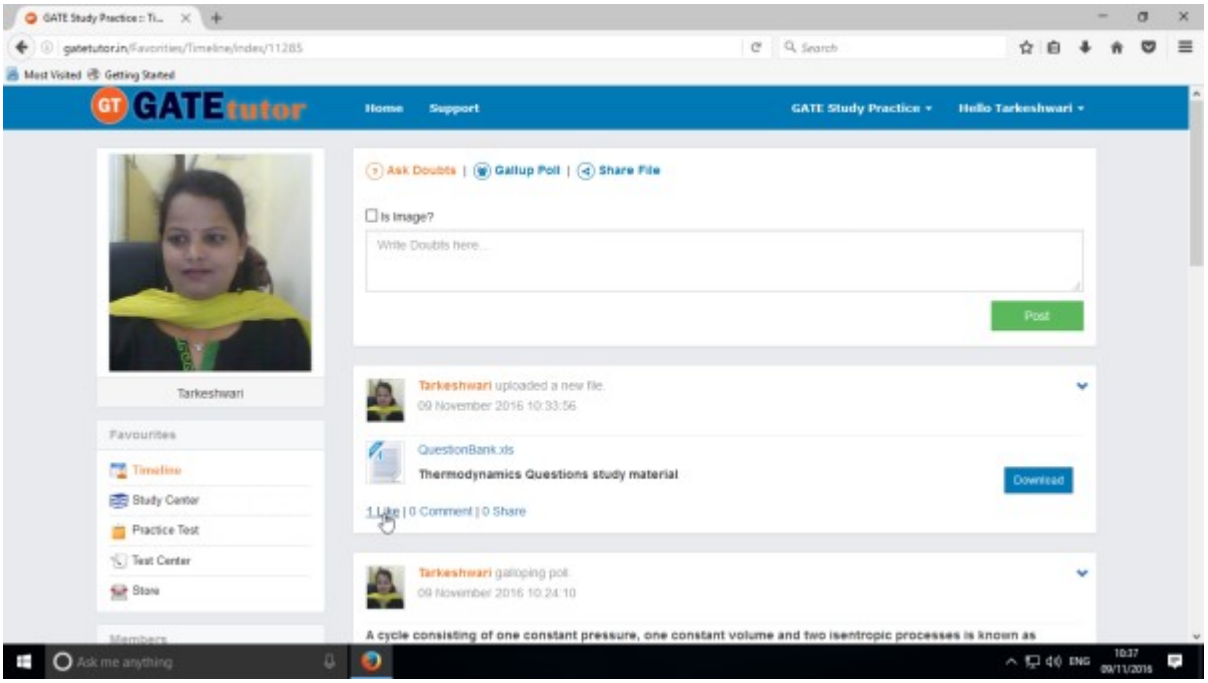
When you click on the "**Post**", the post will be shared on the group timeline. You can also share audio, video, word, pdf, image formats, excel and various file formats.



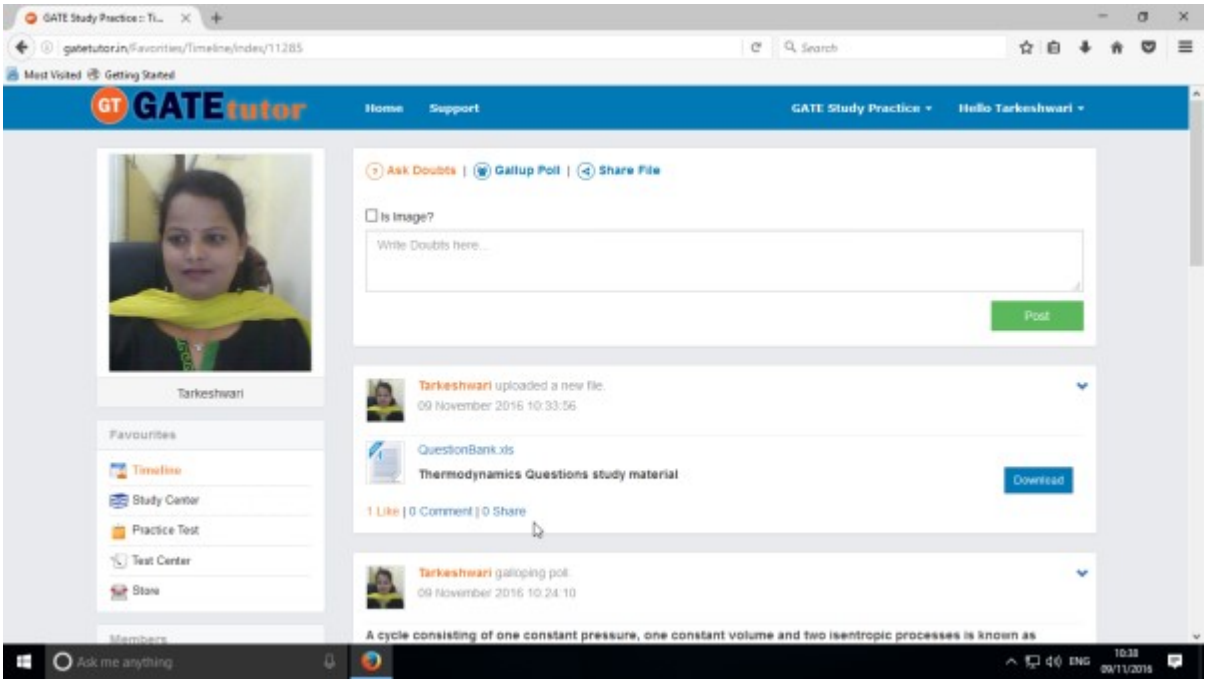
If you want to download the study material just click on "**Download**" option & the file will get downloaded to use.

d) Like

You can like the post on your group timeline by clicking on "**Like**" which will be shared by your group member, admin faculty member or by you own.



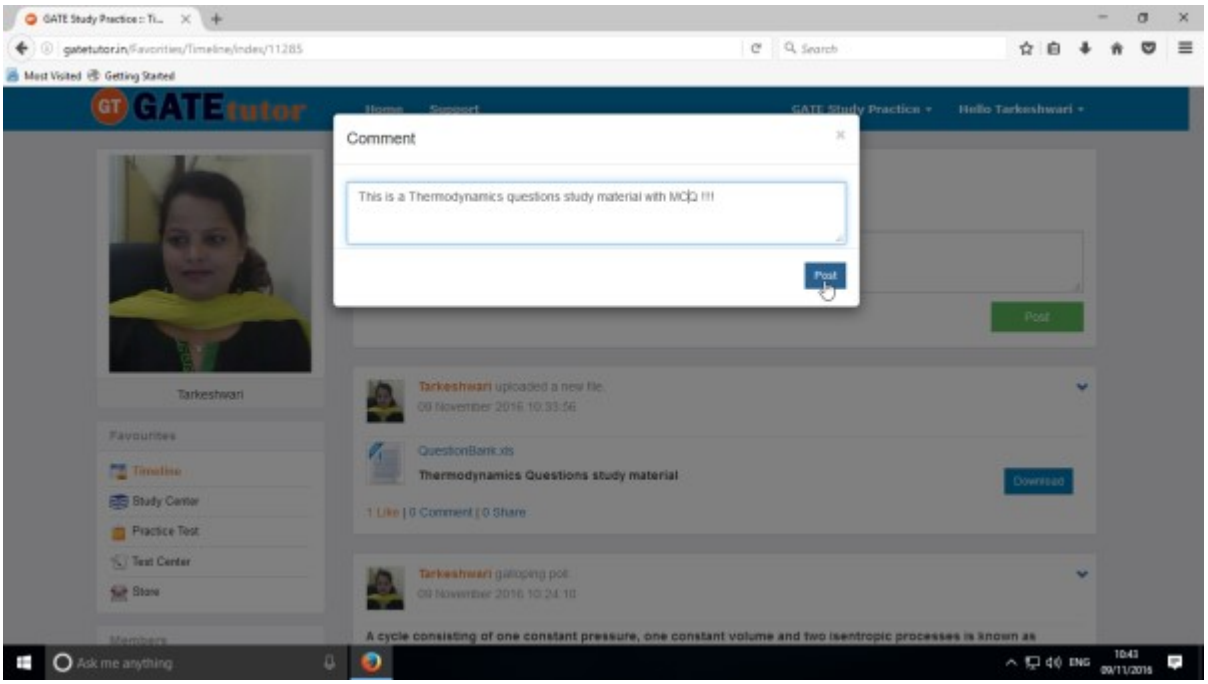
You can comment on any post that comment will show on group timeline also.



In the above image, you can see the Count of the Likes, Comments and share has been done on the post.

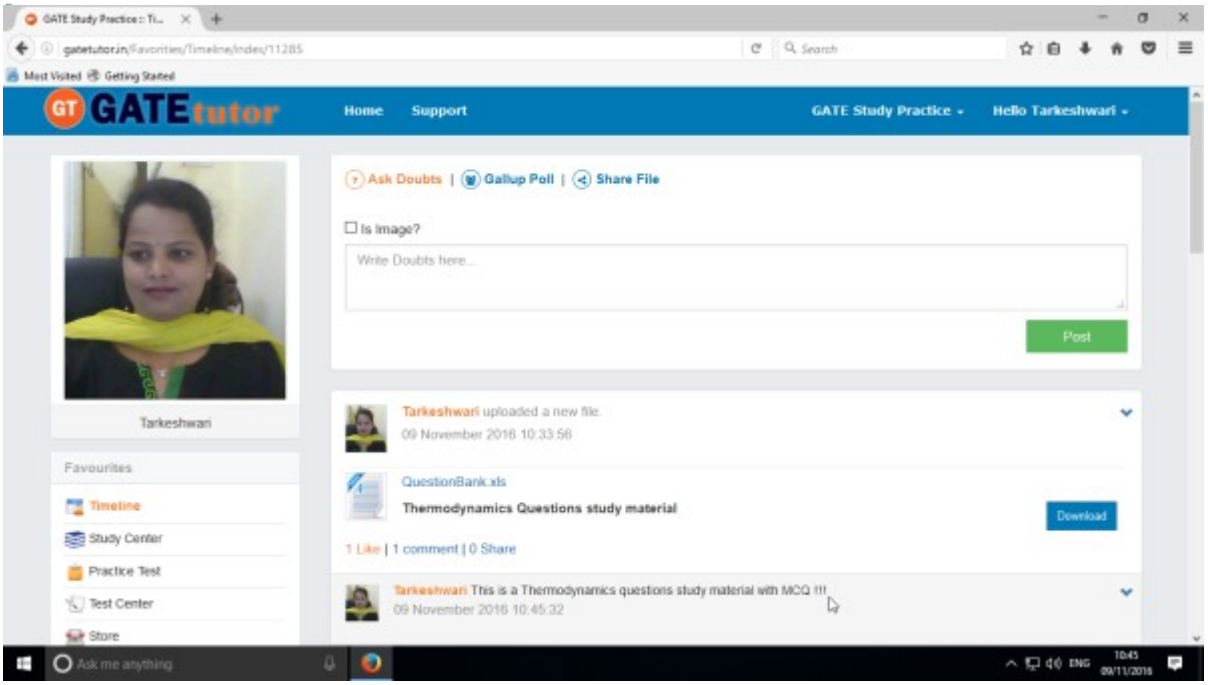
e) Post a Comment

You can comment on post by clicking on "**Comment**"



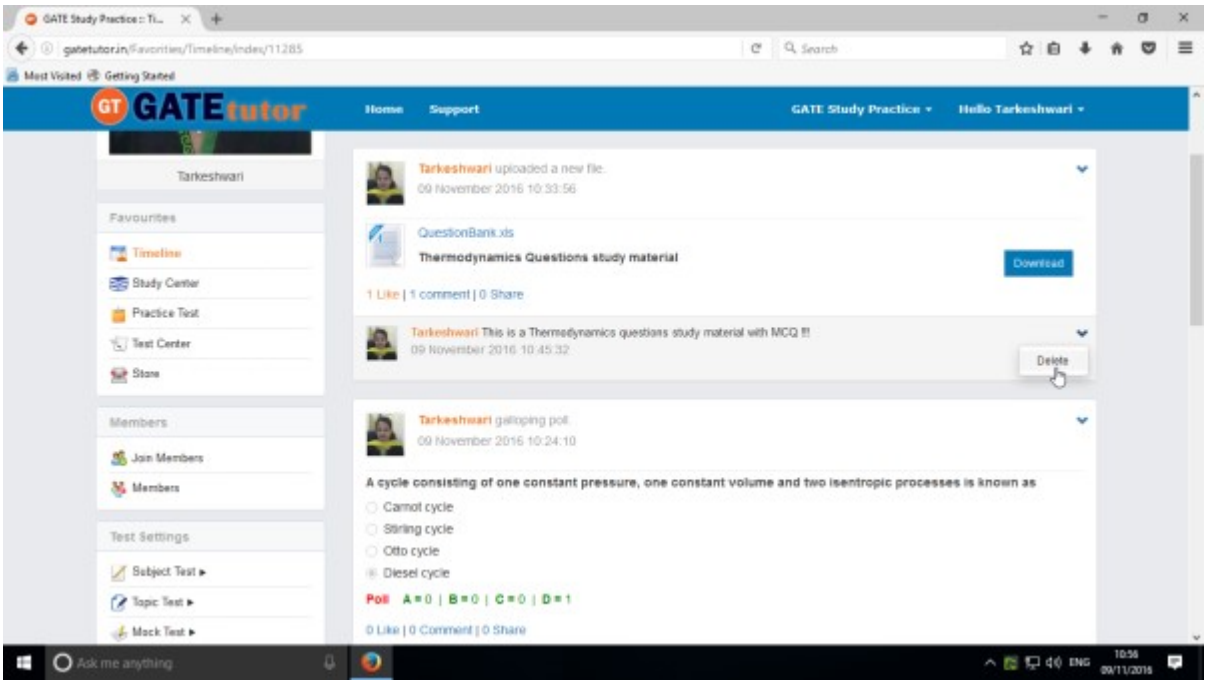
Enter the comment in the comment box & click on "**Post**"

When you click on the "**Post**" your comment will be shared & displayed on your Group Timeline.



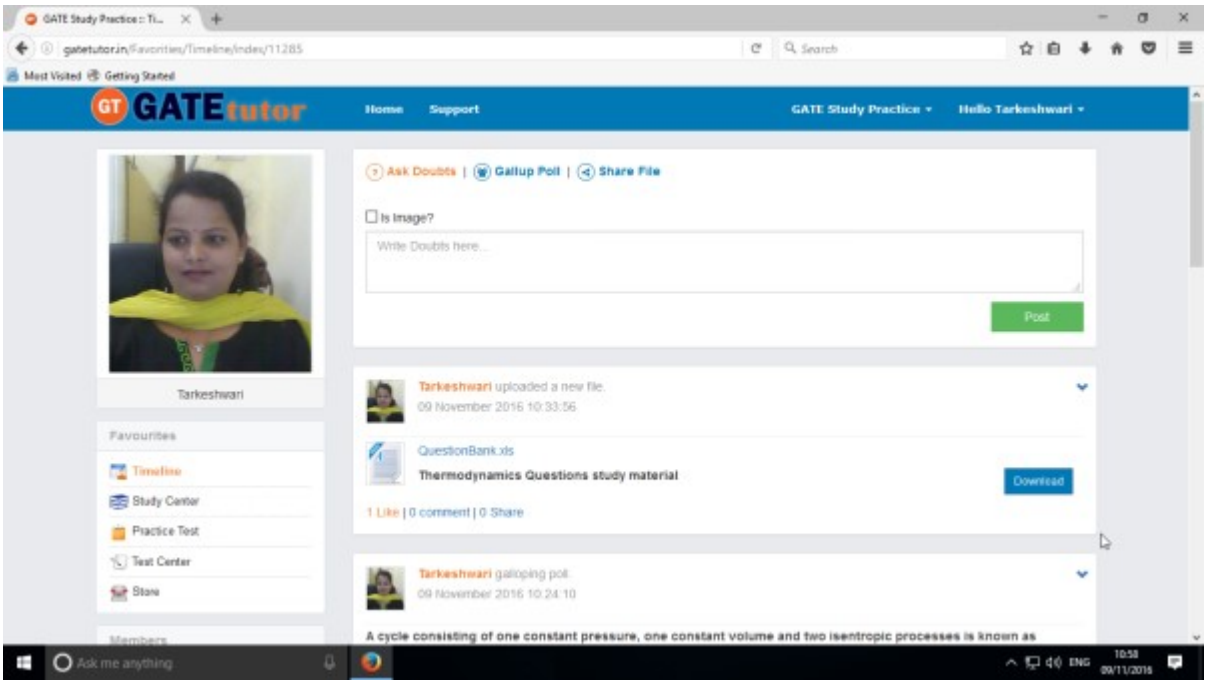
You can check the comment on your group timeline as above.

f) Delete a Comment



Click on the "**Delete**", comment will be deleted from the post.

Only that person can delete the comment who has commented on the post.

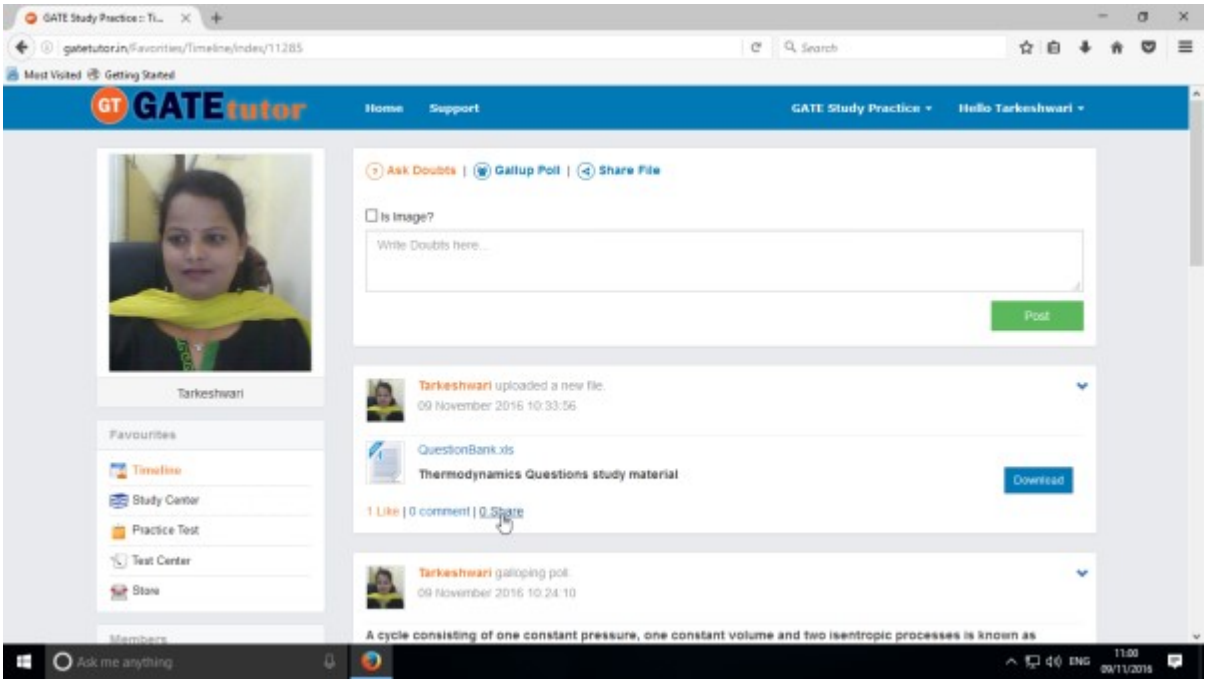


Check the comment is deleted from the timeline.

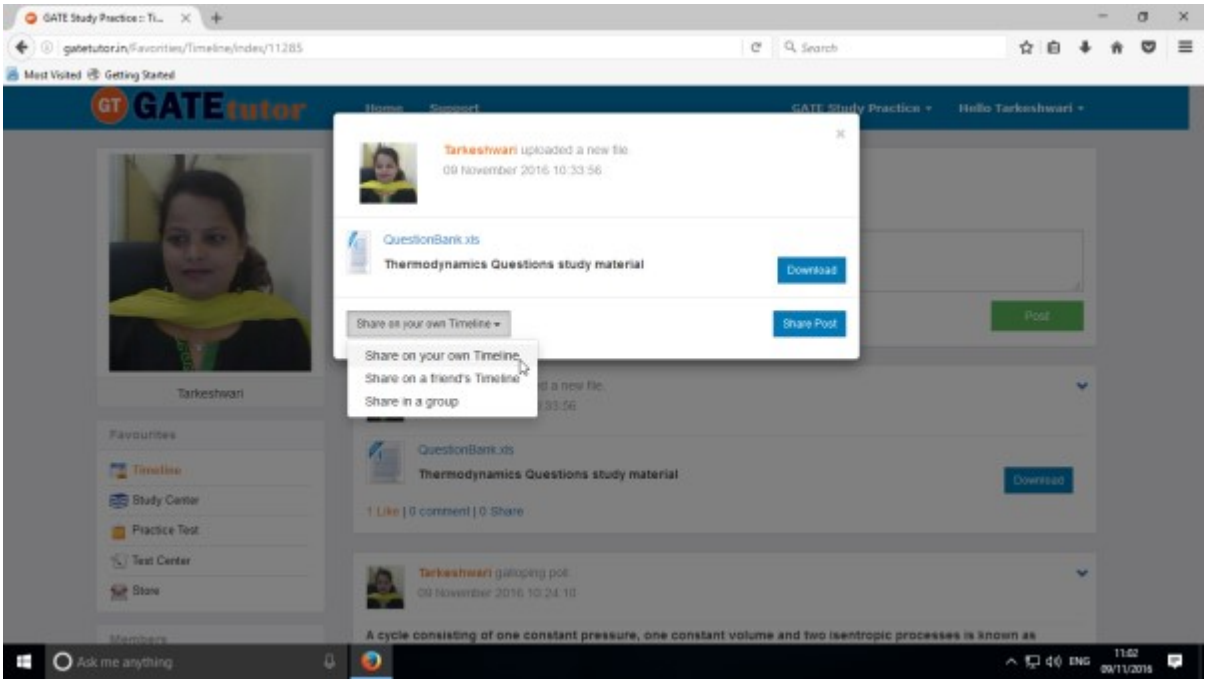
g) Share Post

You can share a post on your own timeline, friend's timeline and in the group in which you are the member.

To share the post click on "**Share**"

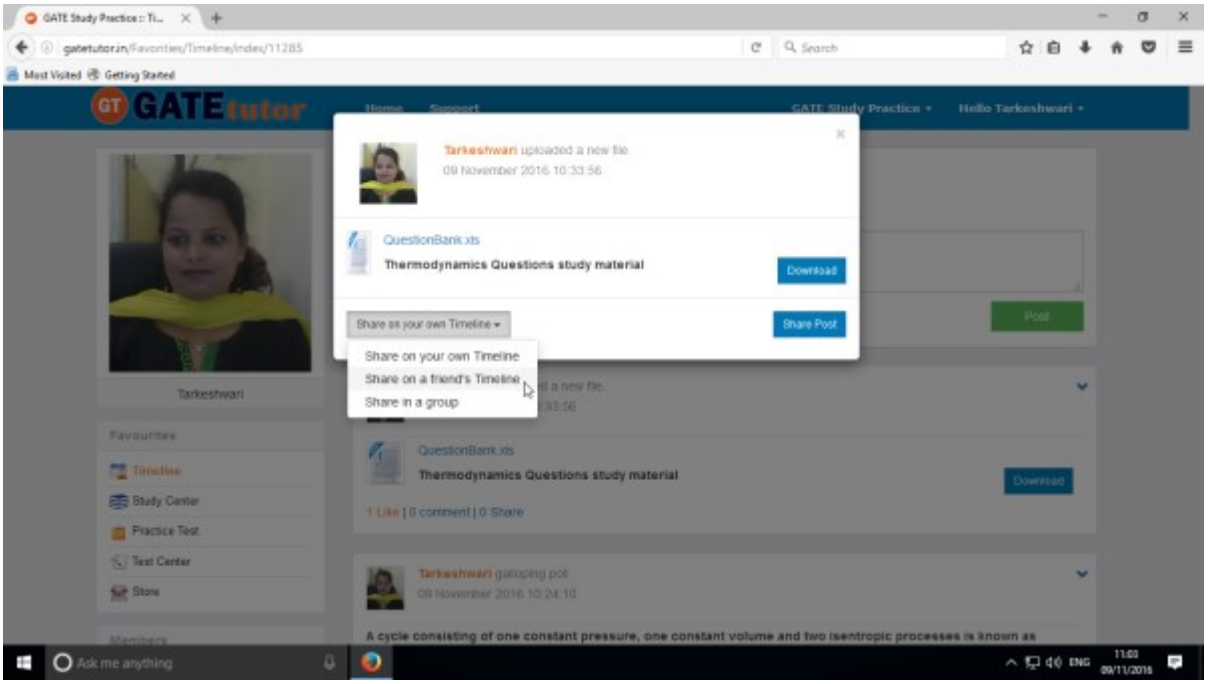


You can also share a post on your own timeline**.**

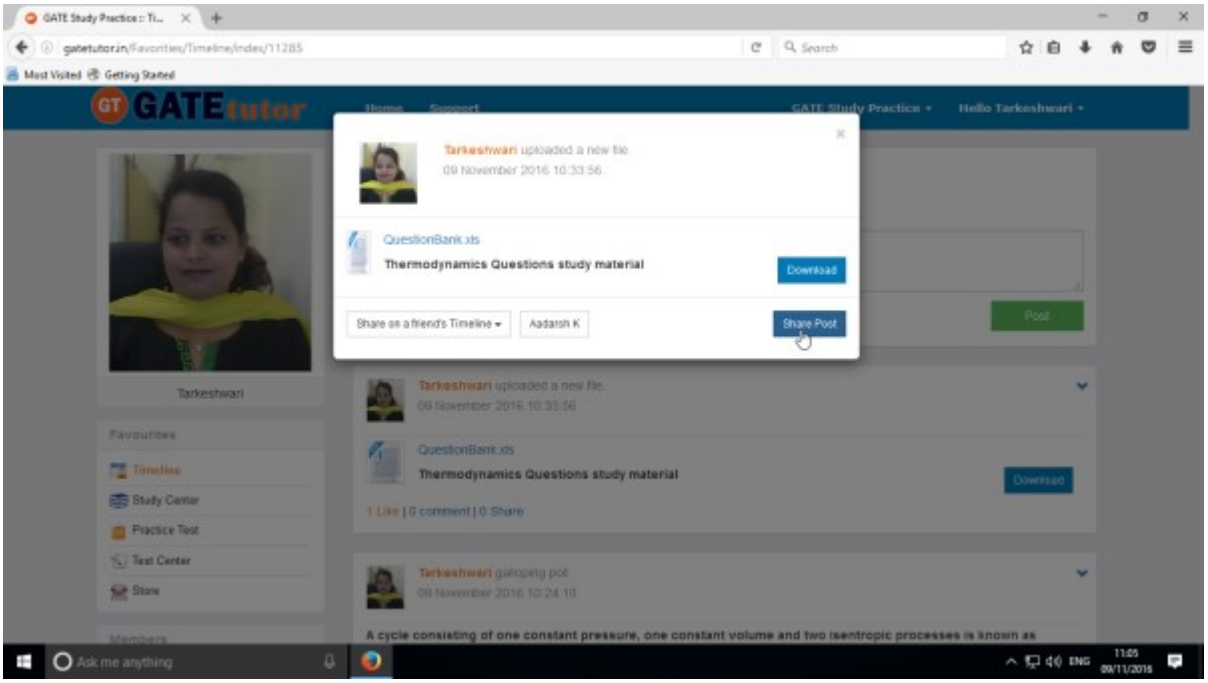


Click on the "**Share on your own Timeline**" & then click on "**Share Post**". Then go to your own timeline to check the shared post.

You can share the post on friend's timeline from the group timeline.



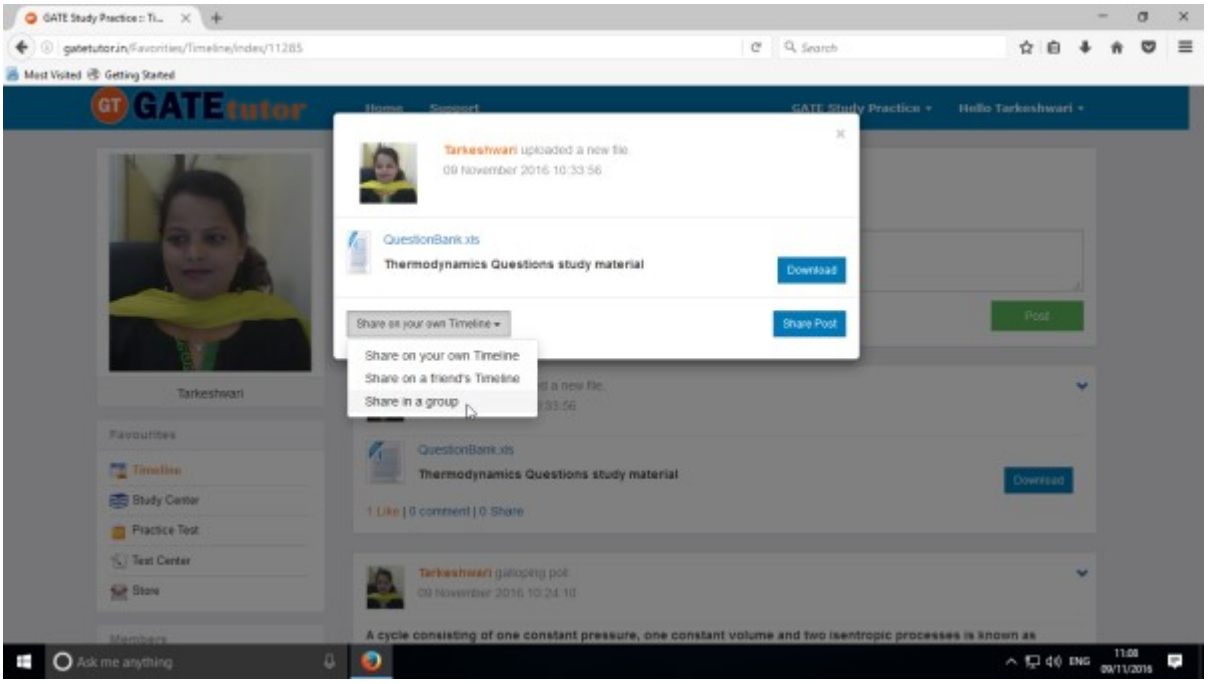
Click on the "**Share on a friend's Timeline**" & choose the friend's name to share the post



After choosing the both sharing options, click on the "**Share Post**" & go to that friend's timeline to check the post that you have shared.

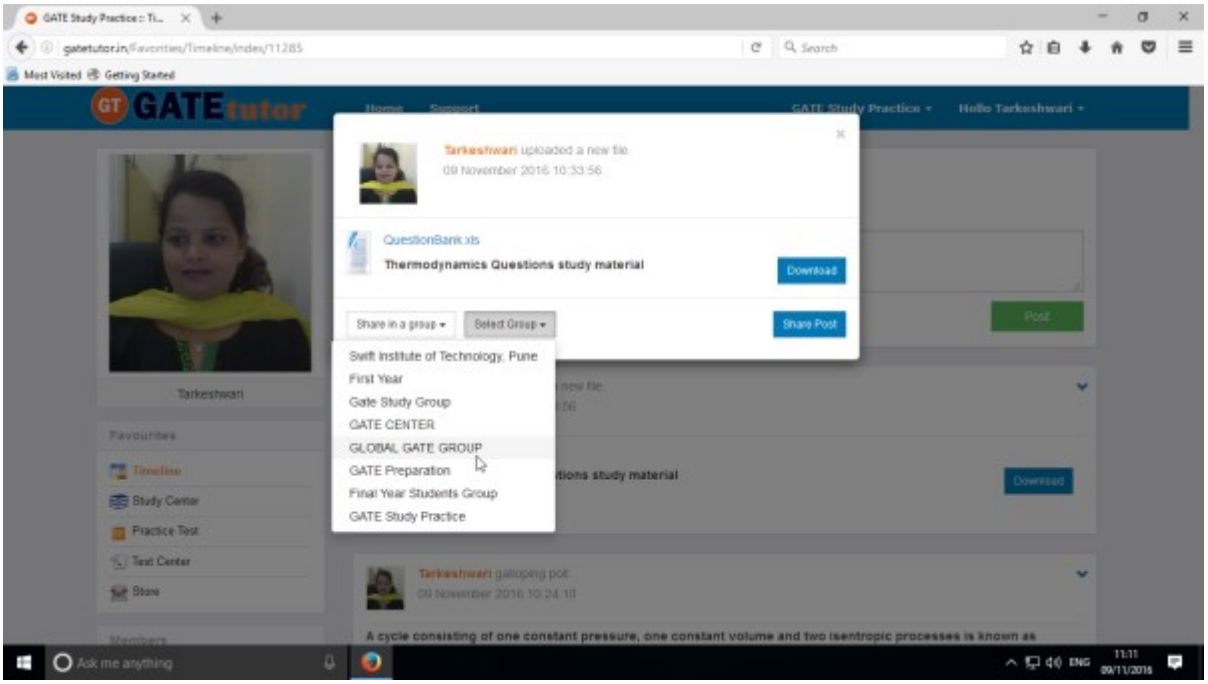
You can also share the post on your group where you are member of that group or the group which is created by you.

Now select an option to choose where you want to share a post.



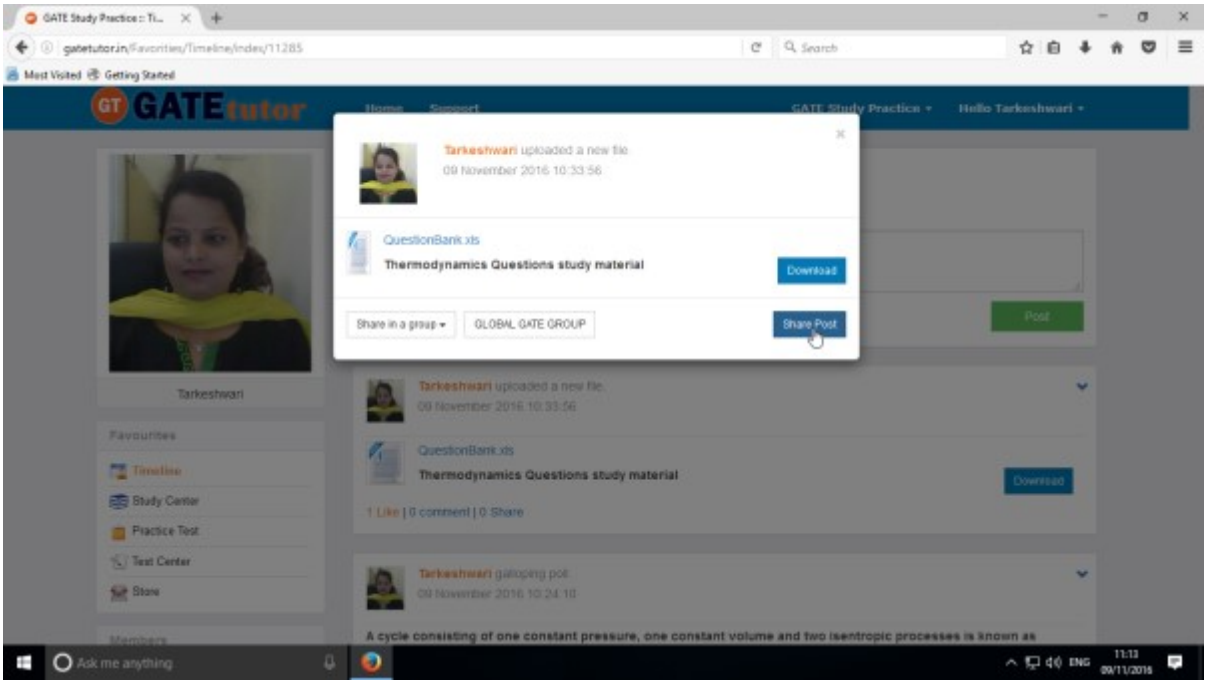
e.g. - Click on Share in a group

Choose a name of group on which you want to share a post.



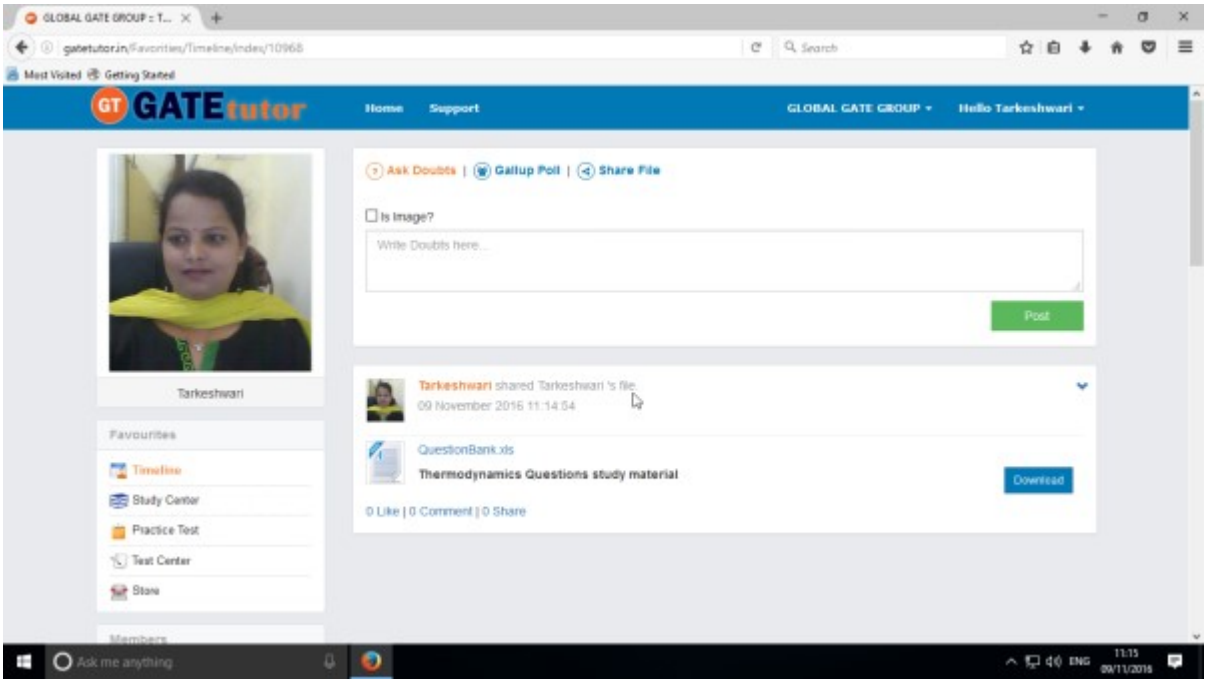
When you select share in a group to post then click on group name shown as above

After choosing both of the options click on the "**Share Post**"



Click on "**Share Post**" as above

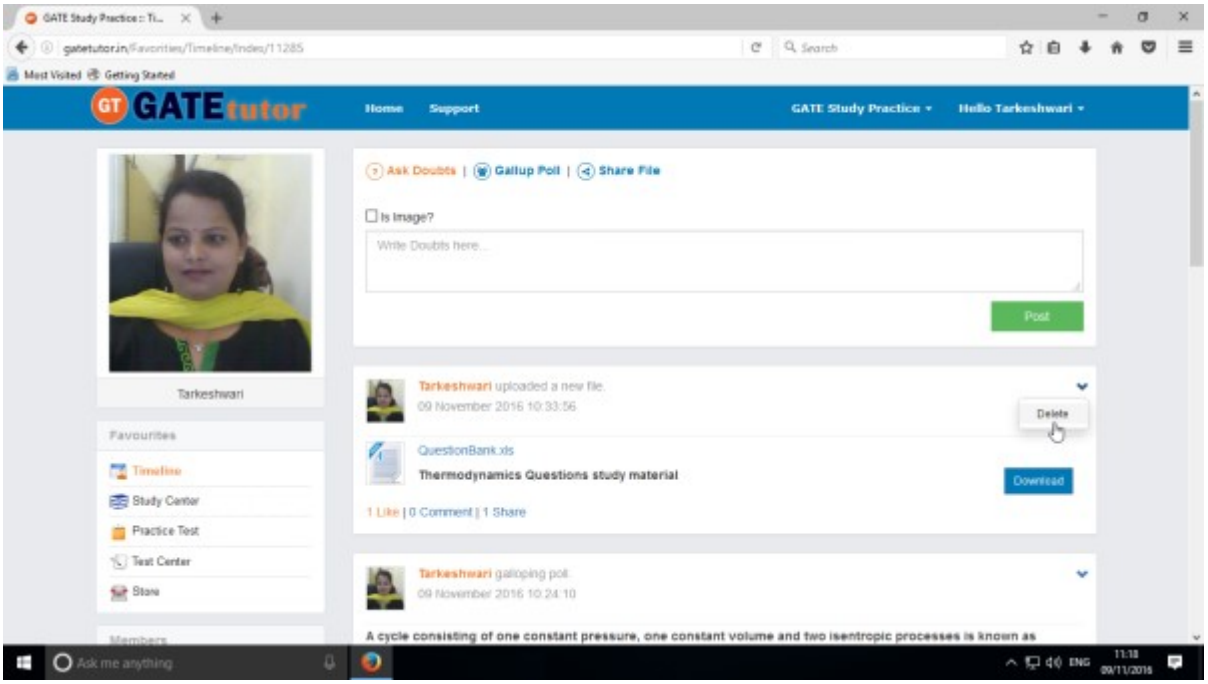
Check on the group member's group wall, you will see the post that you shared on the Group Timeline.



User can also delete the shared post on timeline.

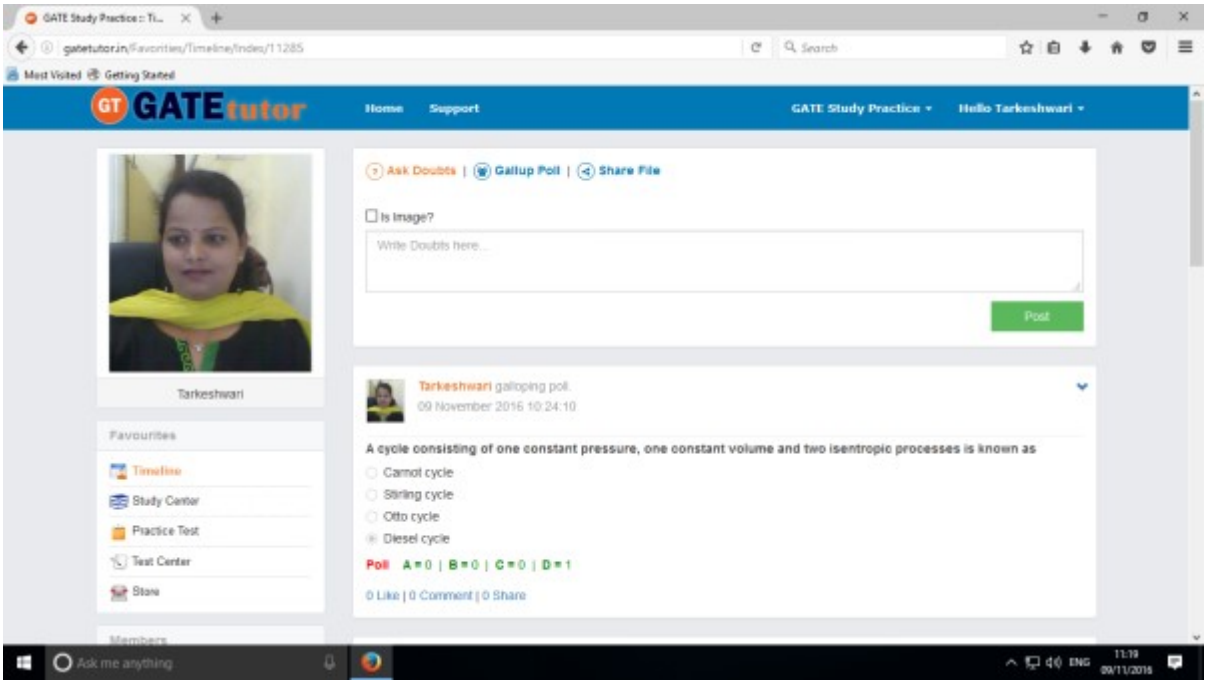
Owner of the post can only delete the post & on whose wall the post is shared.

h) Delete Post



Click on the "**Delete**" which is shown in above figure. When you click on delete, the post will get deleted from that page

You can check on the timeline, the Post which you shared is deleted from group timeline



2) Study Center

a) General Info

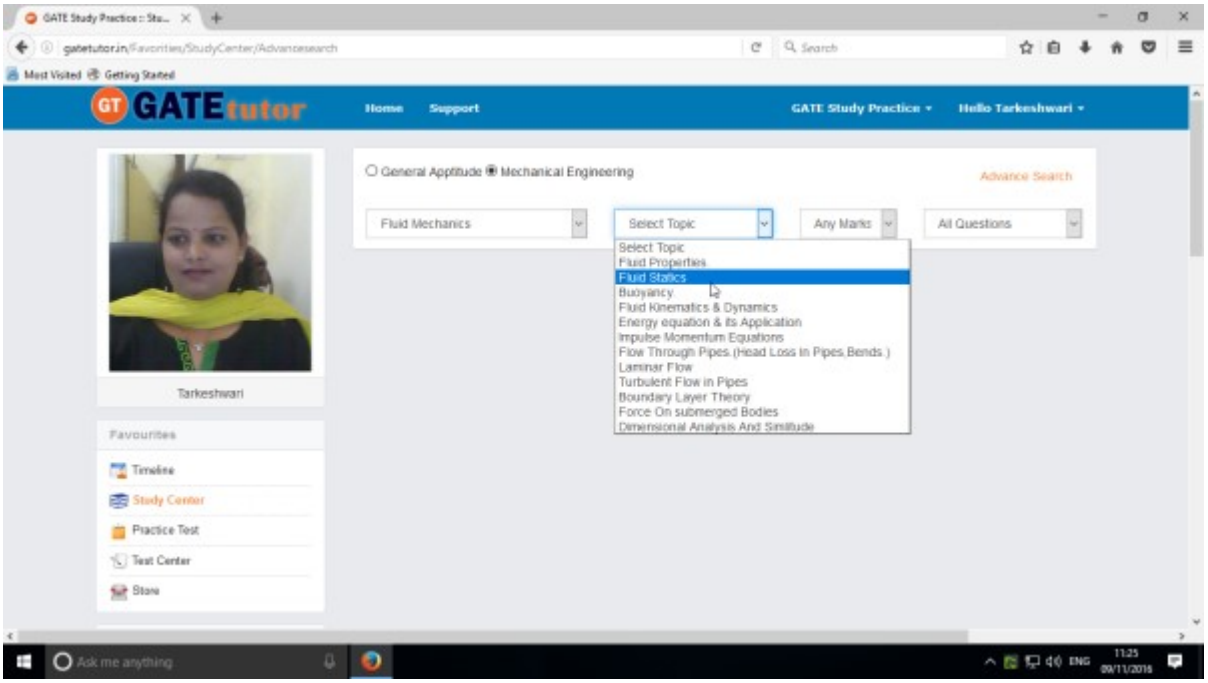
It is a unique studying method provided by the GATEtutor.

In study center, just choose one option between General Aptitude and Mechanical Engineering on Group Timeline. Then select the "**Subject**" & "**Topic**", choose marks & question type. Now, you can start to study the questions.

Choose one of the answers that you know of a question, if it is correct then it will be visible as green check mark otherwise it will shown as wrong cross. If you have any doubt about the question, you can see the explanation instantly on same page and if you feel that the question is important for you, you can mark it as an important.

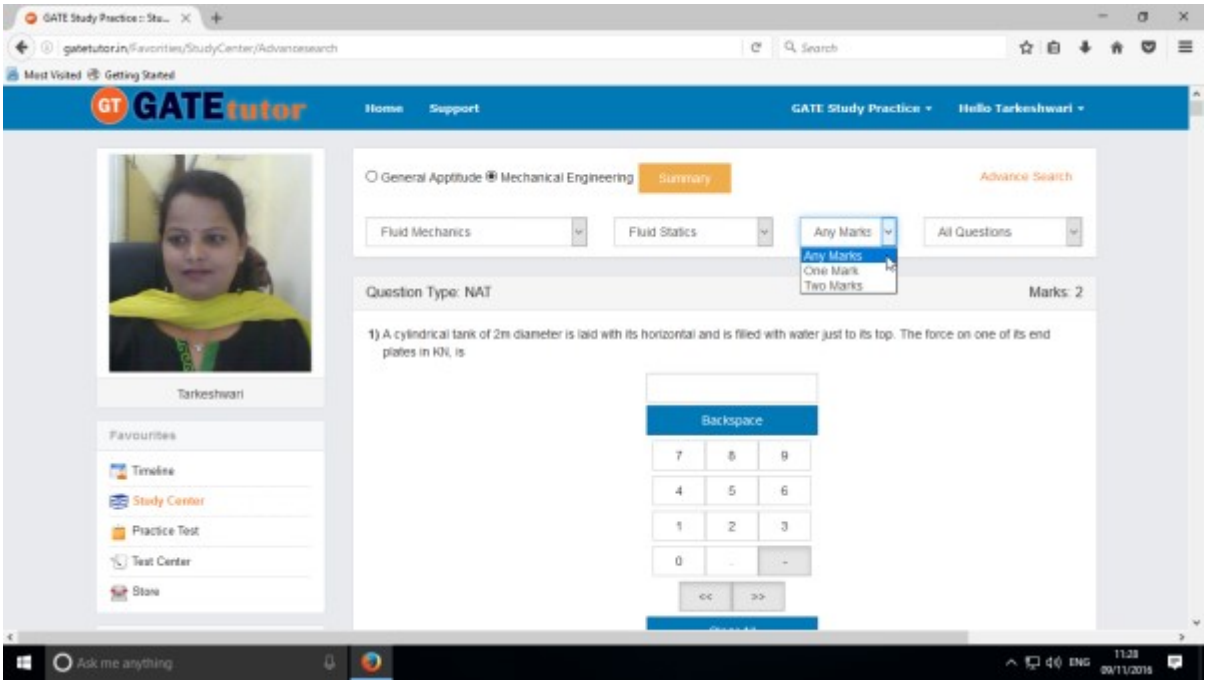
In a Study Center you can see & study the questions under that subjects and topics which are added by you own on group timeline also.

Choose from main menu like General Aptitude or Mechanical Engineering for study.

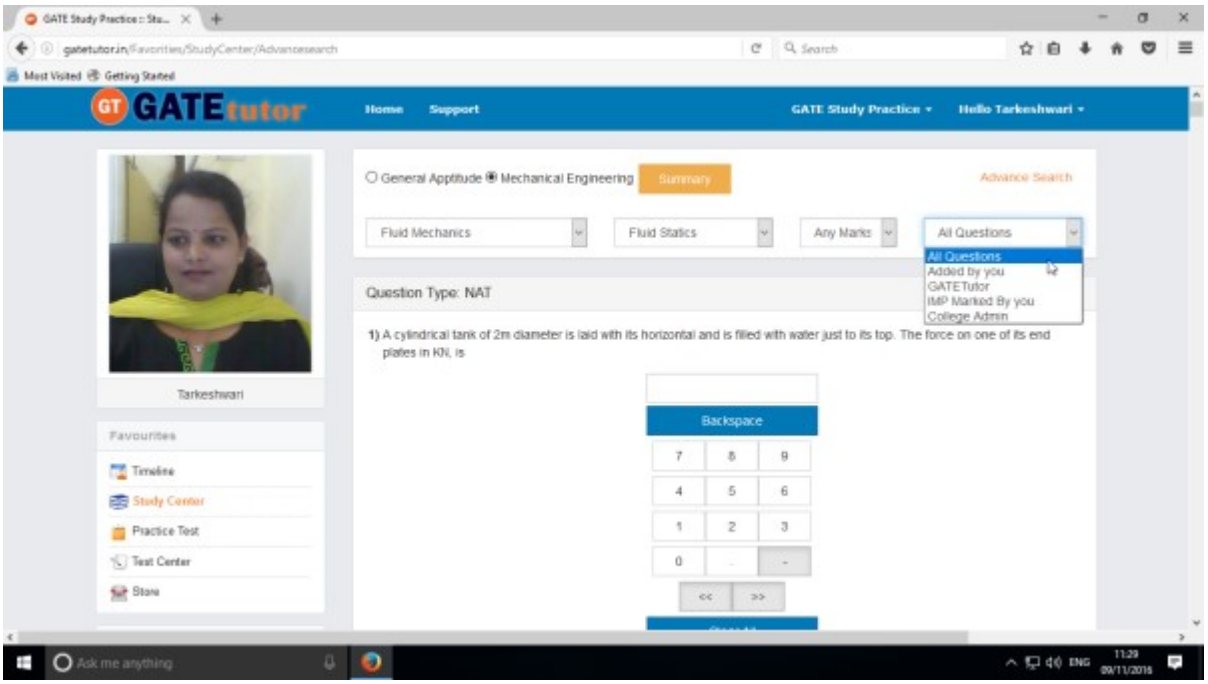


Select subject & topic as above.

Select “**Any marks**” from mark options.



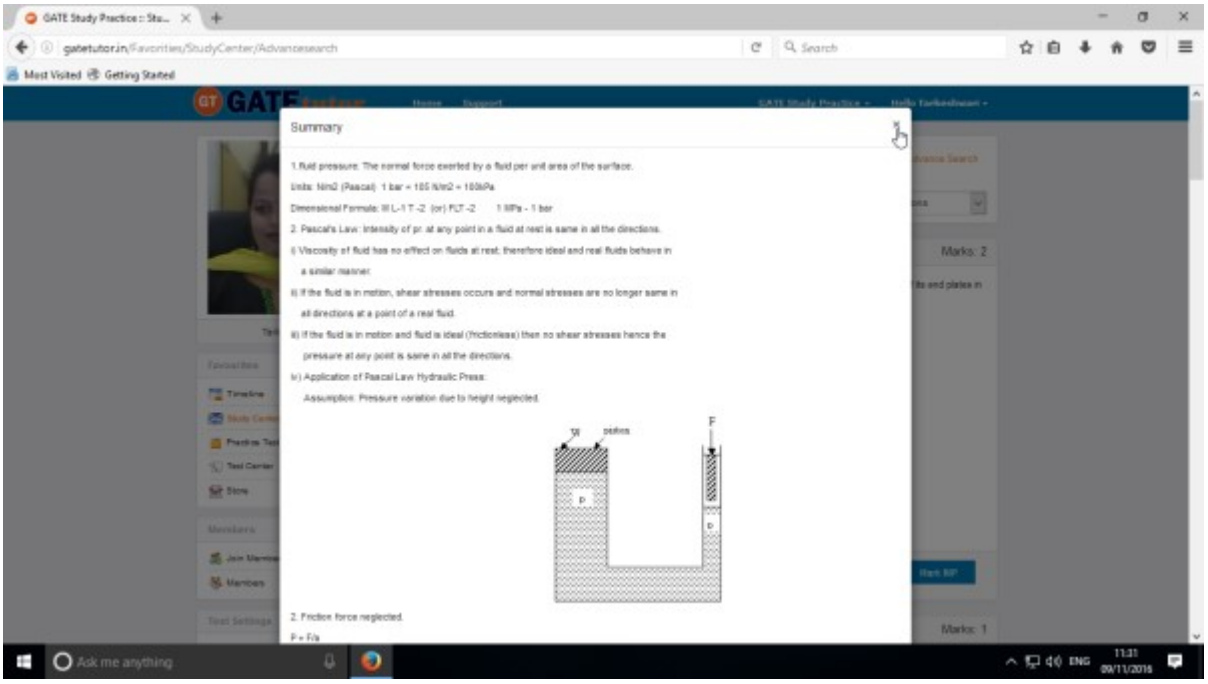
Choose “**All Questions**” to solve more questions.



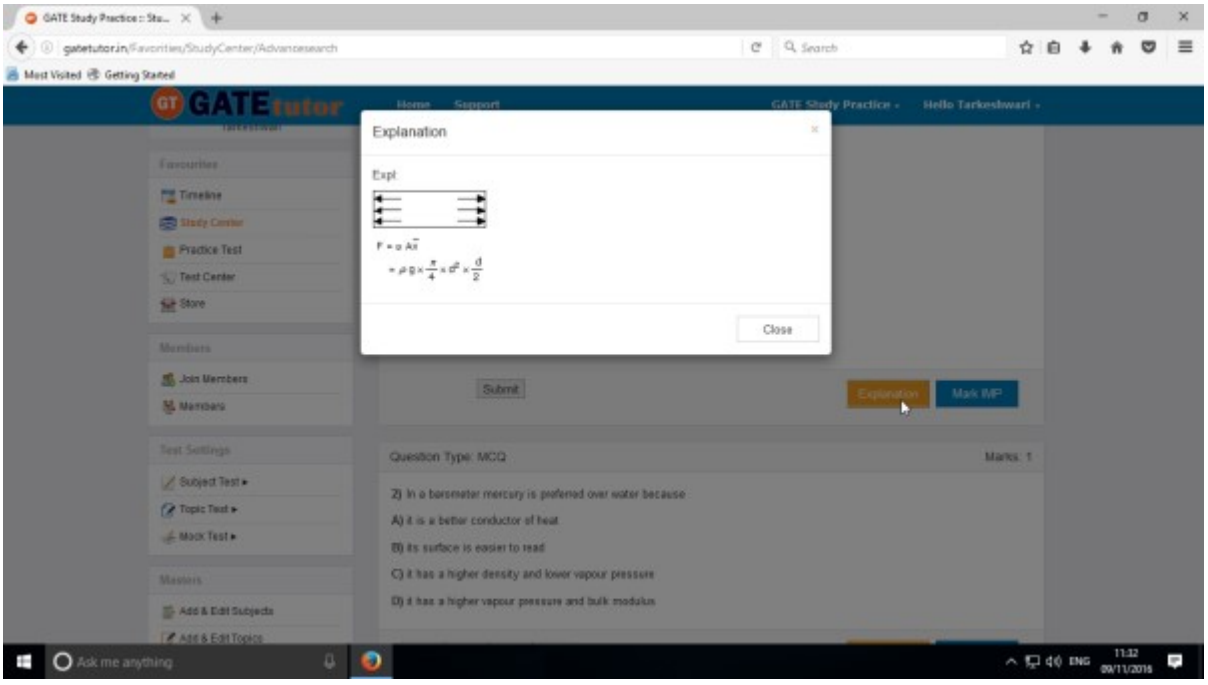
Choose questions from the different types of sources as well.

b) Summary

When you click on "**Summary**", it shows all the fundamentals & properties of the "**Topic**" that you have selected for the study on group timeline. It is helpful to read & understand the fundamentals in short period of time.
When you click on the "**Summary**", the window appears as follows

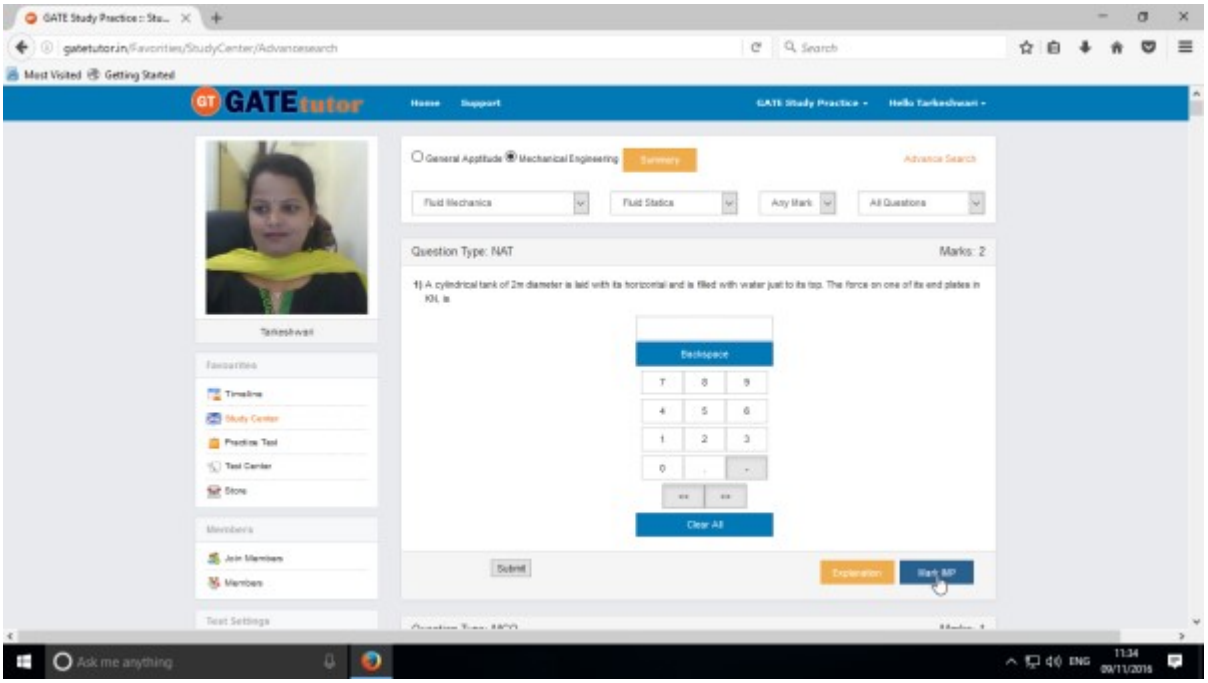


If you have any doubt about any questions, you can also see the explanation by clicking on "**Explanation**"

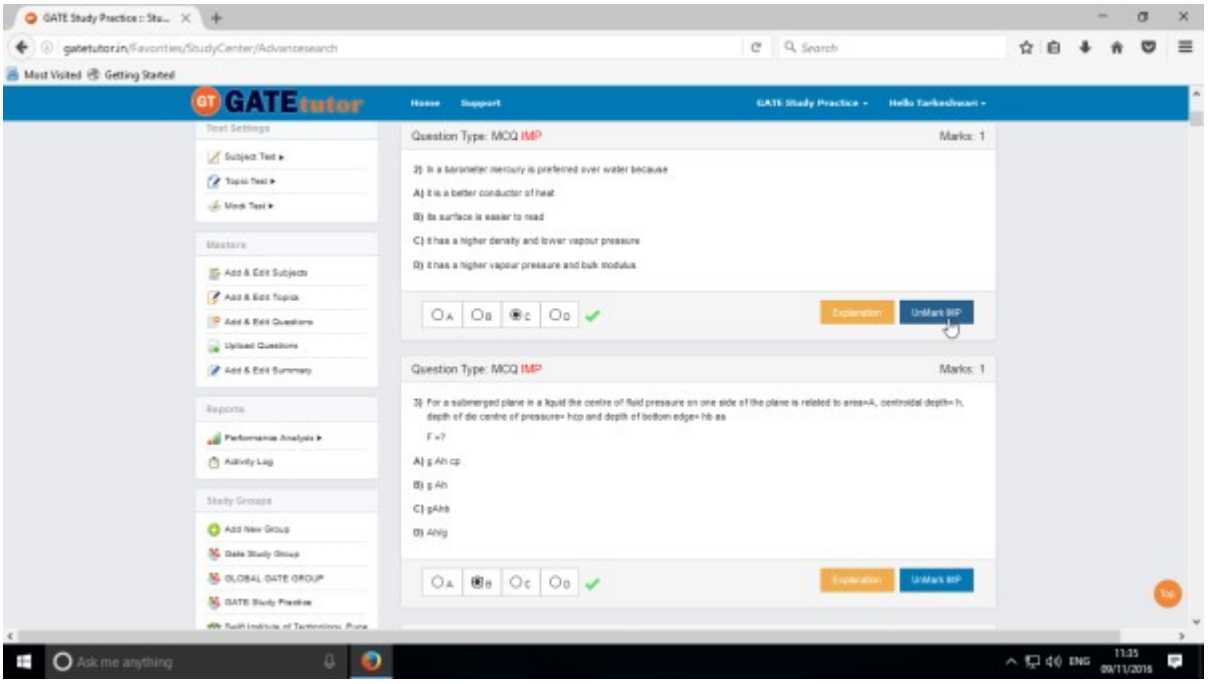


Click on "**Close**" to continue.

You can sort the questions by their importance or priority also.
If you want to mark the question as an important question then click on “**Mark IMP**”. It will be added into the “**IMP Marked By you**” question type.

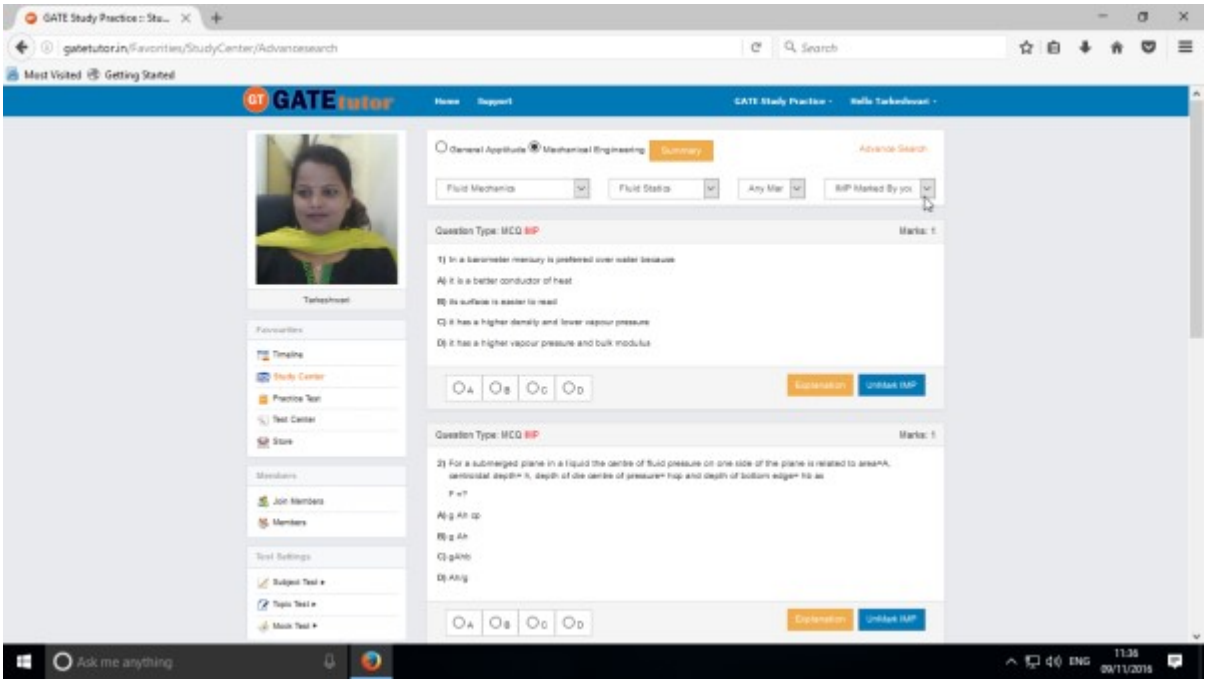


If you want to remove the “**Mark IMP**” tags from the question & remove from the list of imp questions, just click on the “**Unmark IMP**”.

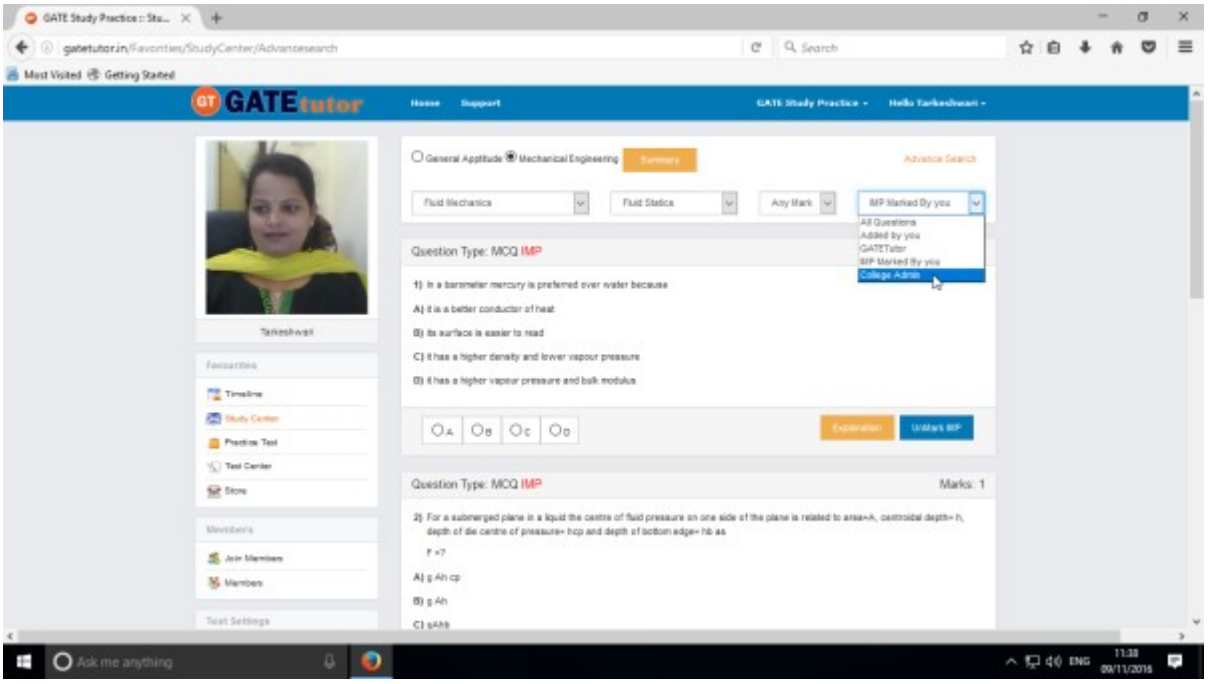


The Imp mark tag will be removed & it will be removed from imp questions list.

You can check that questions which are marked as Imp for the Test. To view IMP questions, choose that subject & Topic to view "**IMP marked by YOU**"



Similarly you can see questions which are **added by you, GATEtutor** and **college admin** as well.

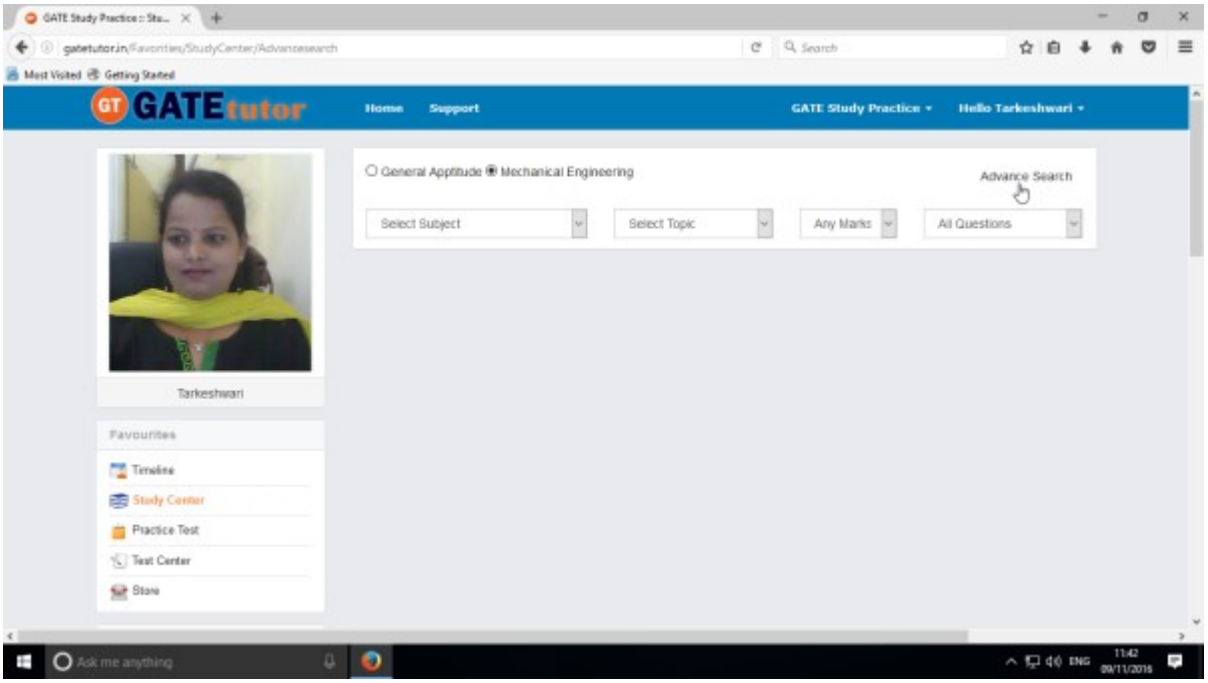


You can choose from multiple types of questions like all questions, added by you, GATEtutor, imp marked by you, college admin as shown in the figure above.

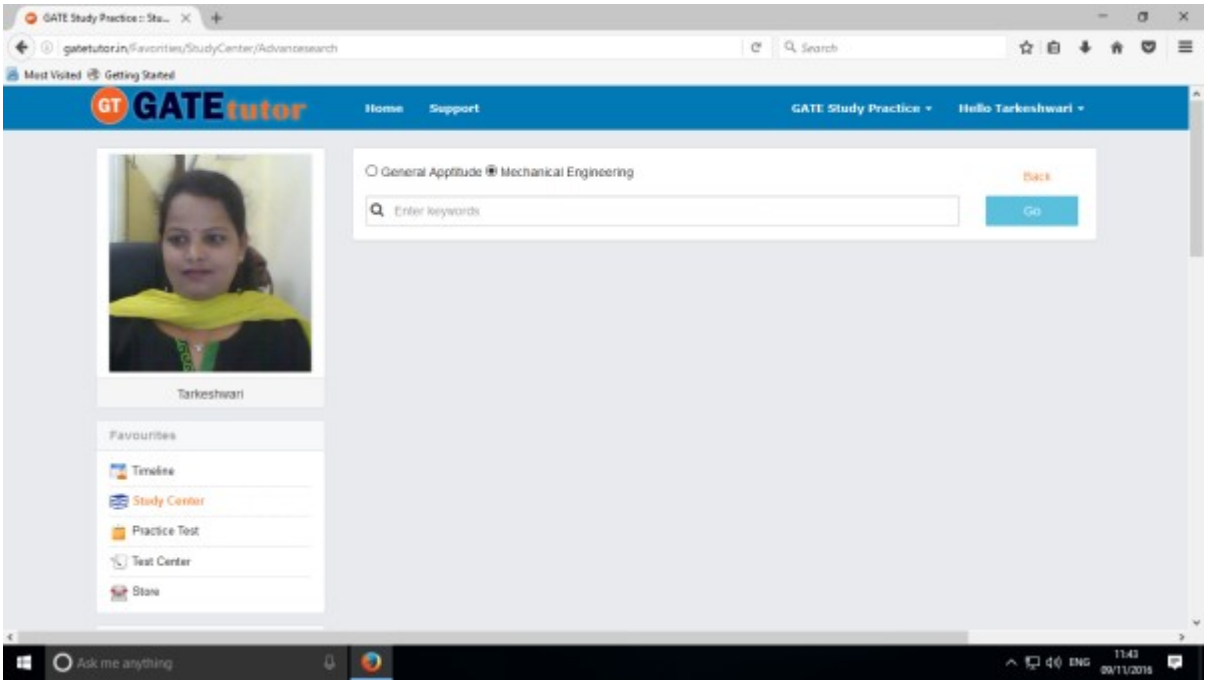
c) Advance Search

If you don't remember the subject & Topic in the study center or if you want the questions from random subjects or topics, you can use the "**Advance Search**" on Group timeline.

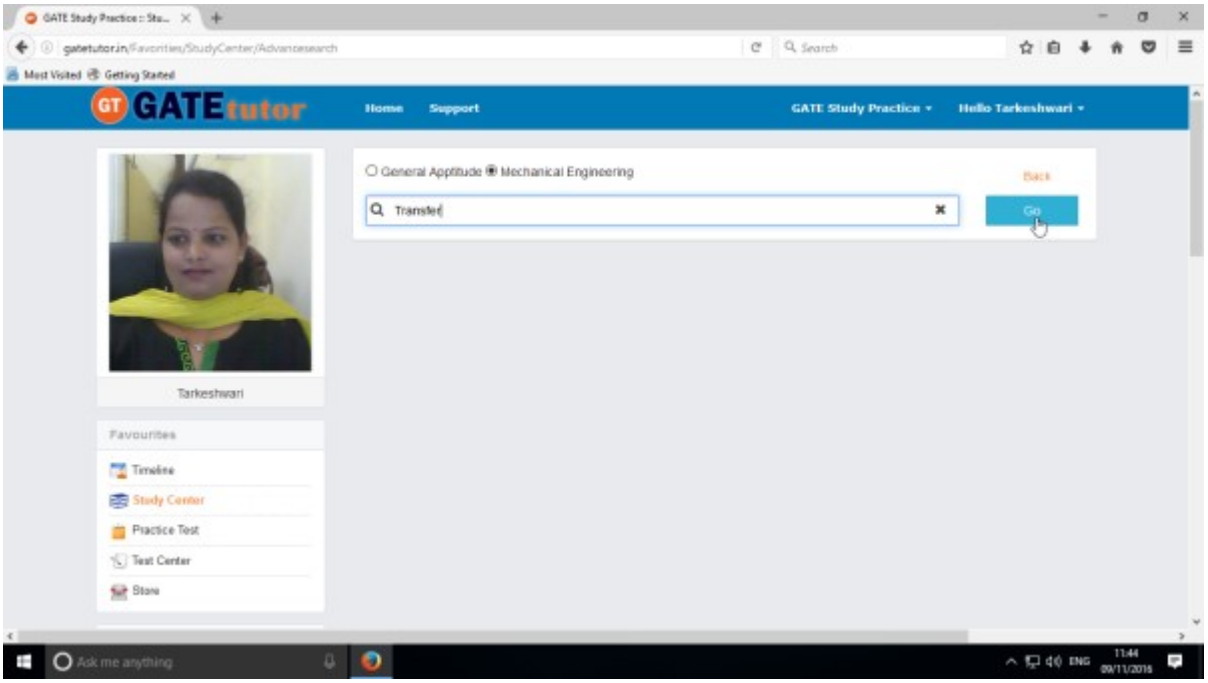
It is a search bar where you have to put just a keyword related to the Subject and Topic; then whole questions related to that keyword will be seen on the screen.



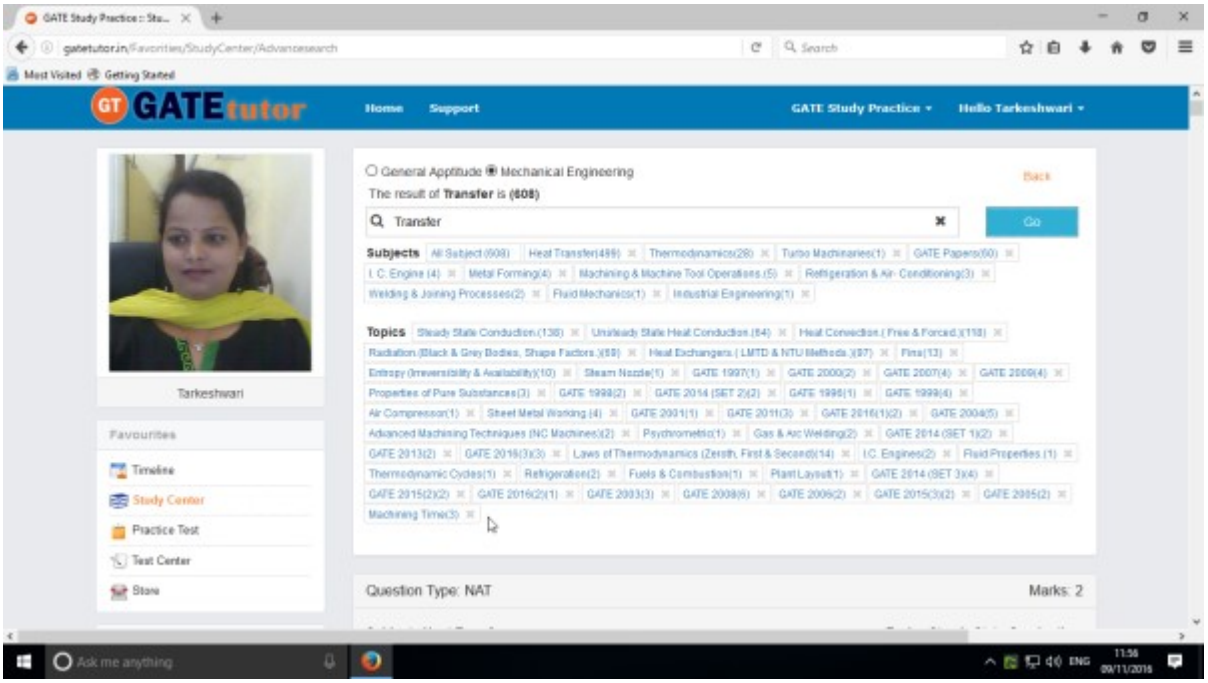
Click on the "**Advance Search**", you will appear following window



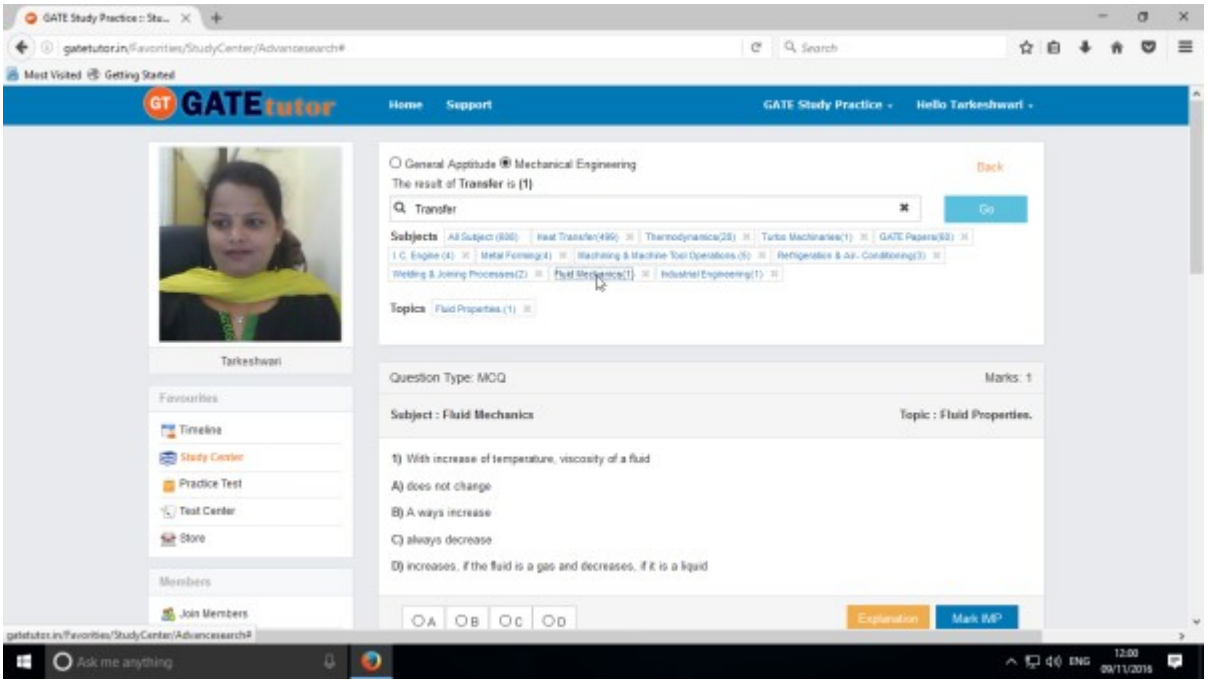
Enter the keywords related to the subjects & topics then click on "**Go**"



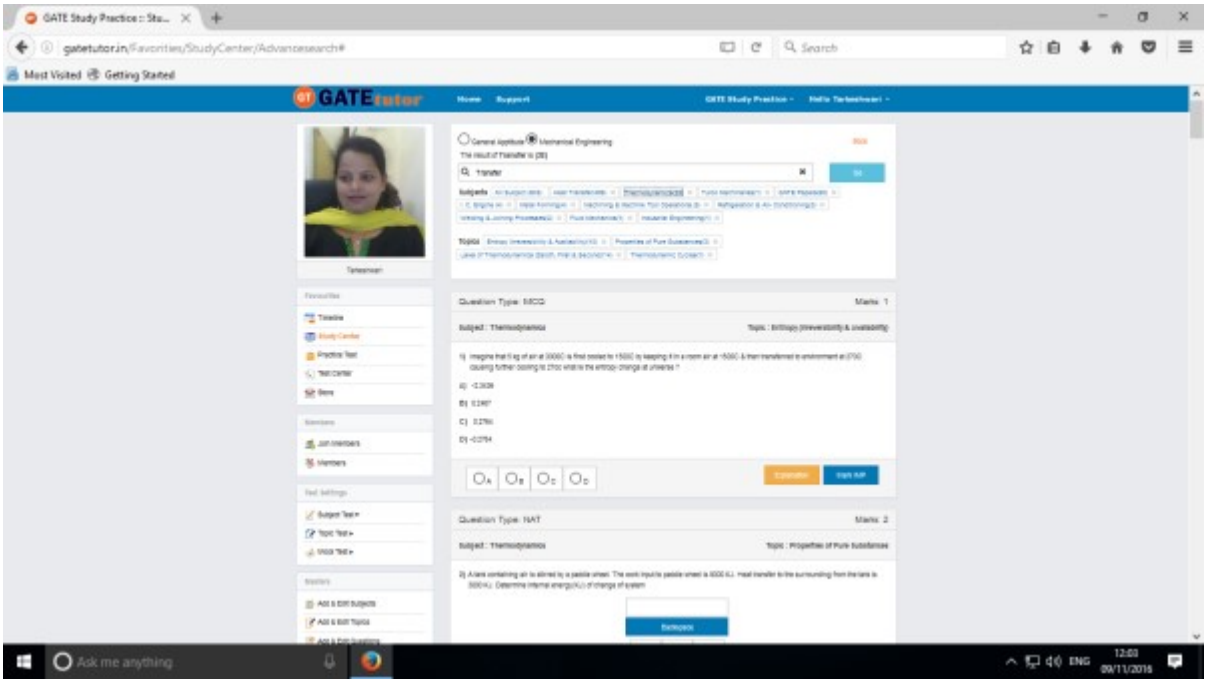
You will get all the data from that keyword like Subject, Topic & related questions.



Now you can choose the keyword related data for the questions in study center by using advance search & study the questions along with all results.



Choose any result to check the questions to study.

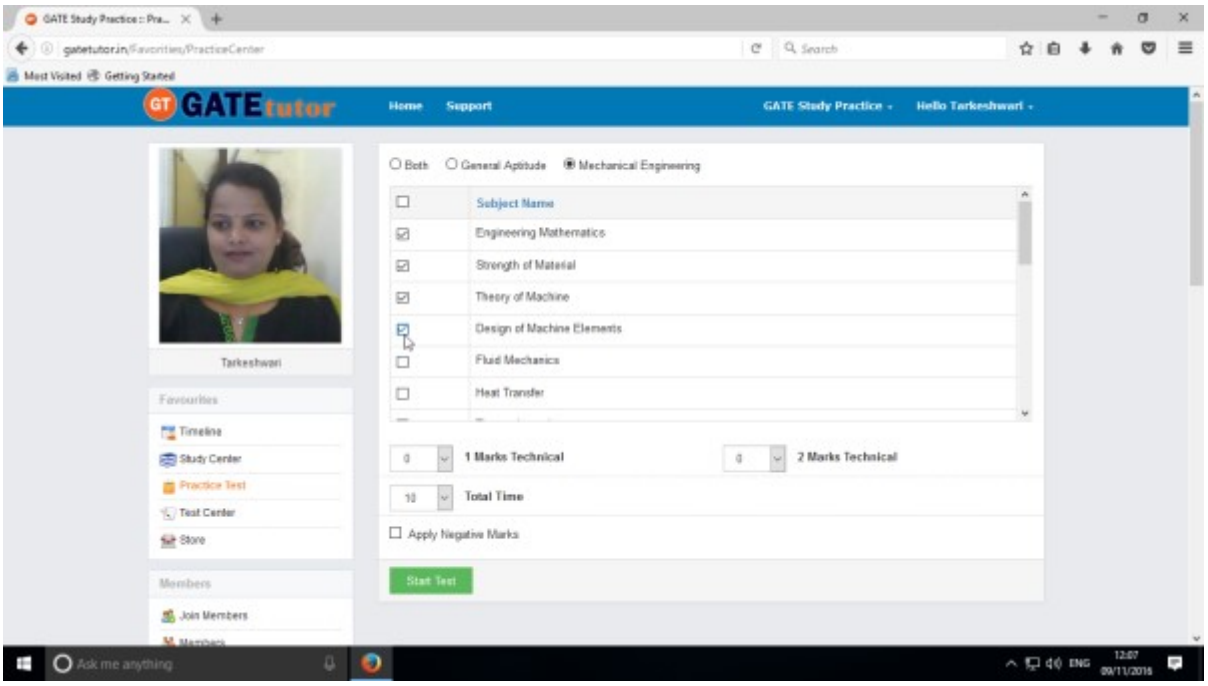


List of questions will be displayed as above in Advance Search.

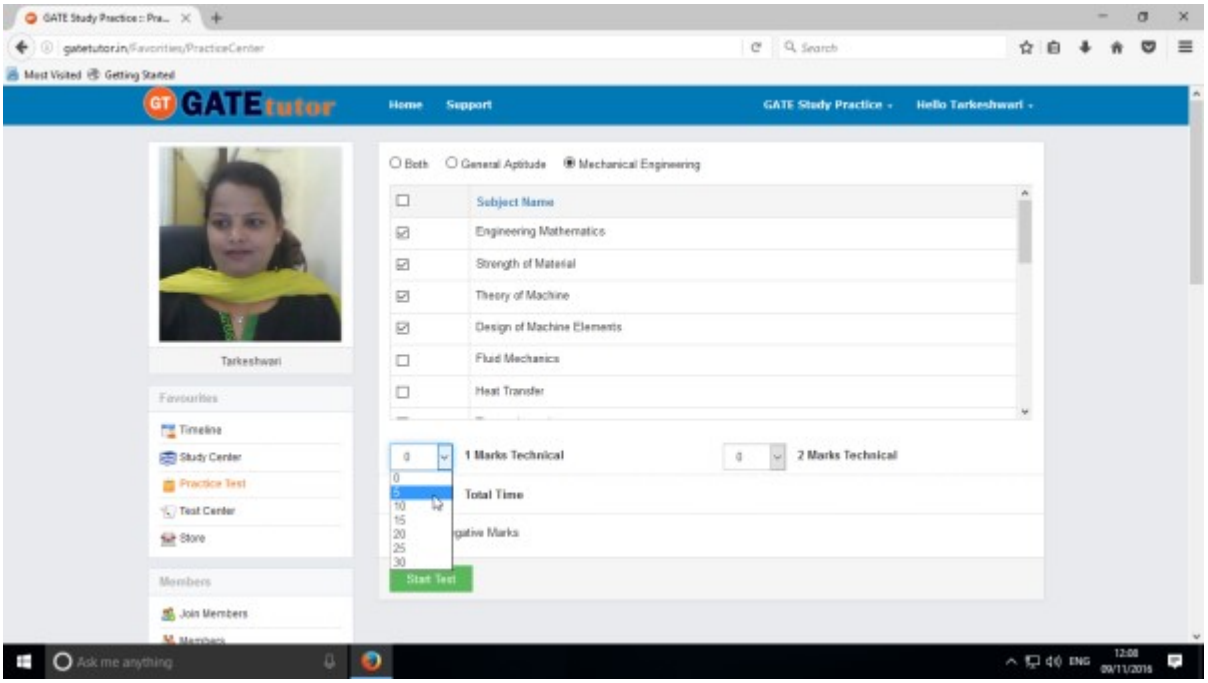
3) Practice Test

Practice test is a platform for the users to attempt & solve the various Subject tests with options like "**Both**", "**General Aptitude**" and "**Mechanical Engineering**". You can give a practice tests as much as you want from your group timeline.

Choose a subject on which you want to give a practice test

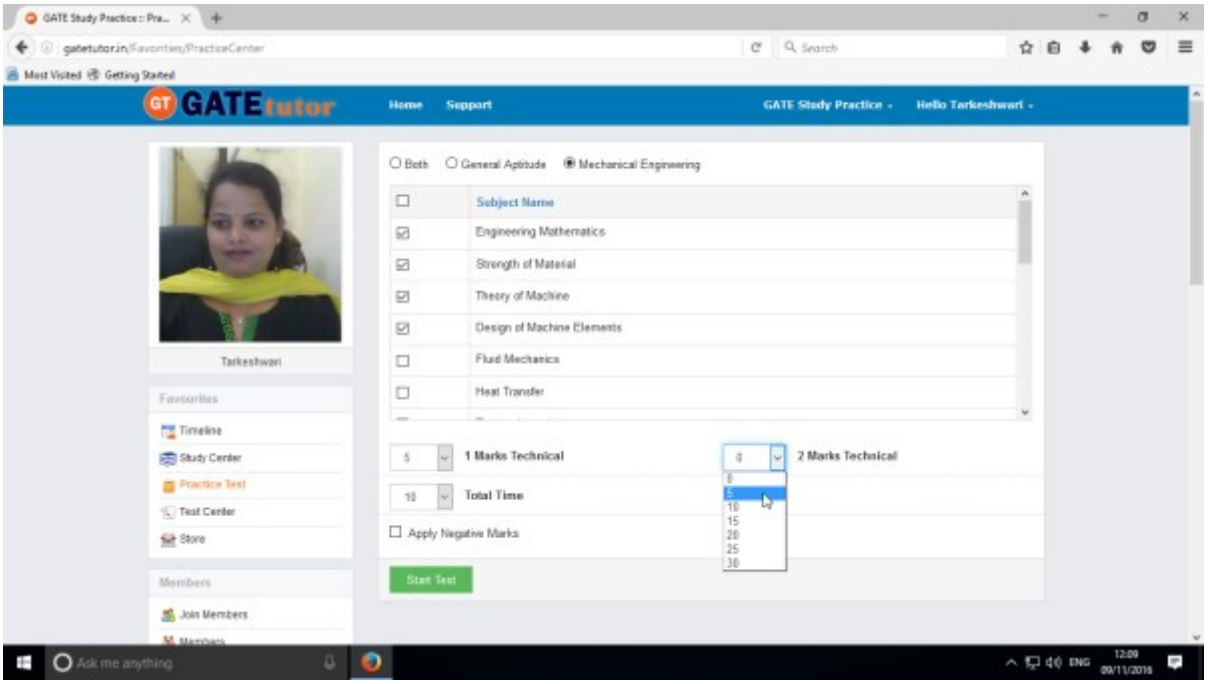


There are two options to select mark, "**One mark**" & "**Two marks**" technical.

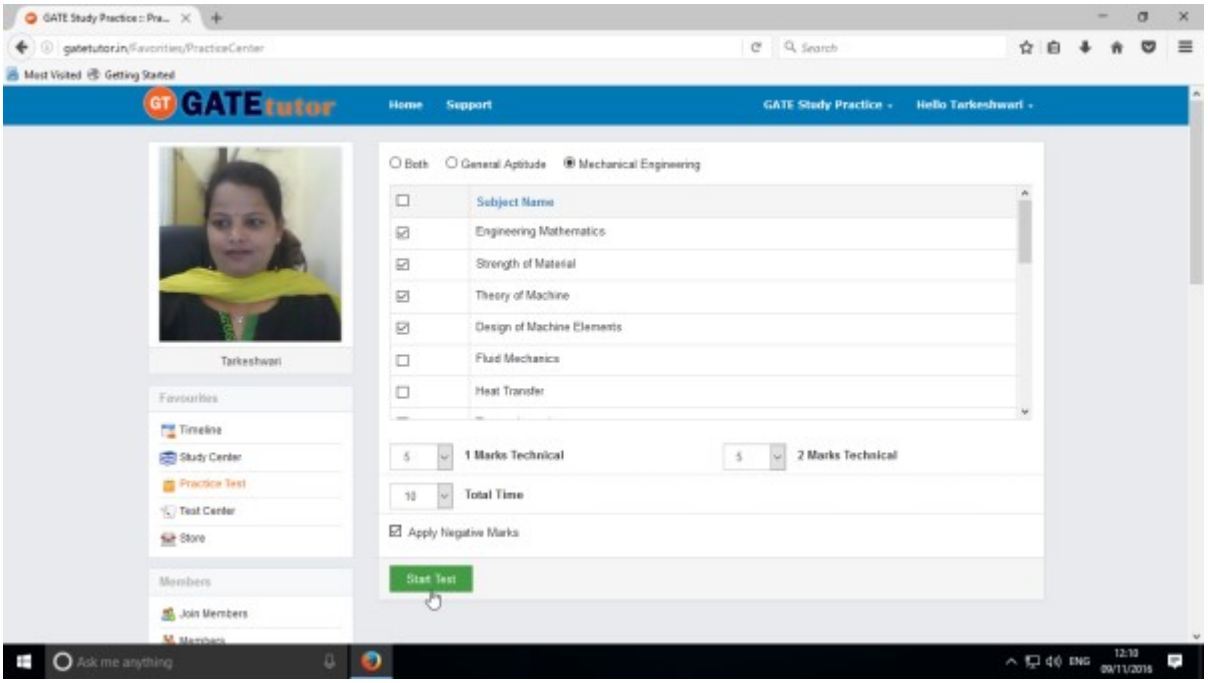


Choose the number of one mark questions as above.

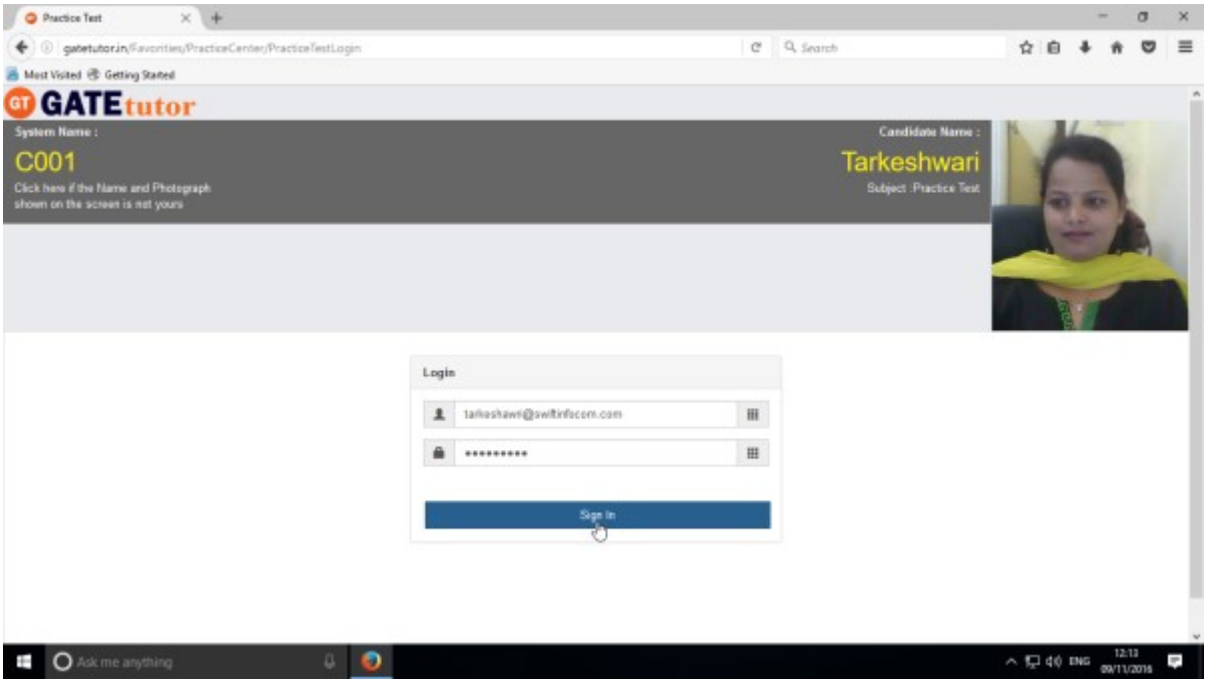
Choose number of two mark questions & select the time as per questions or as per you want



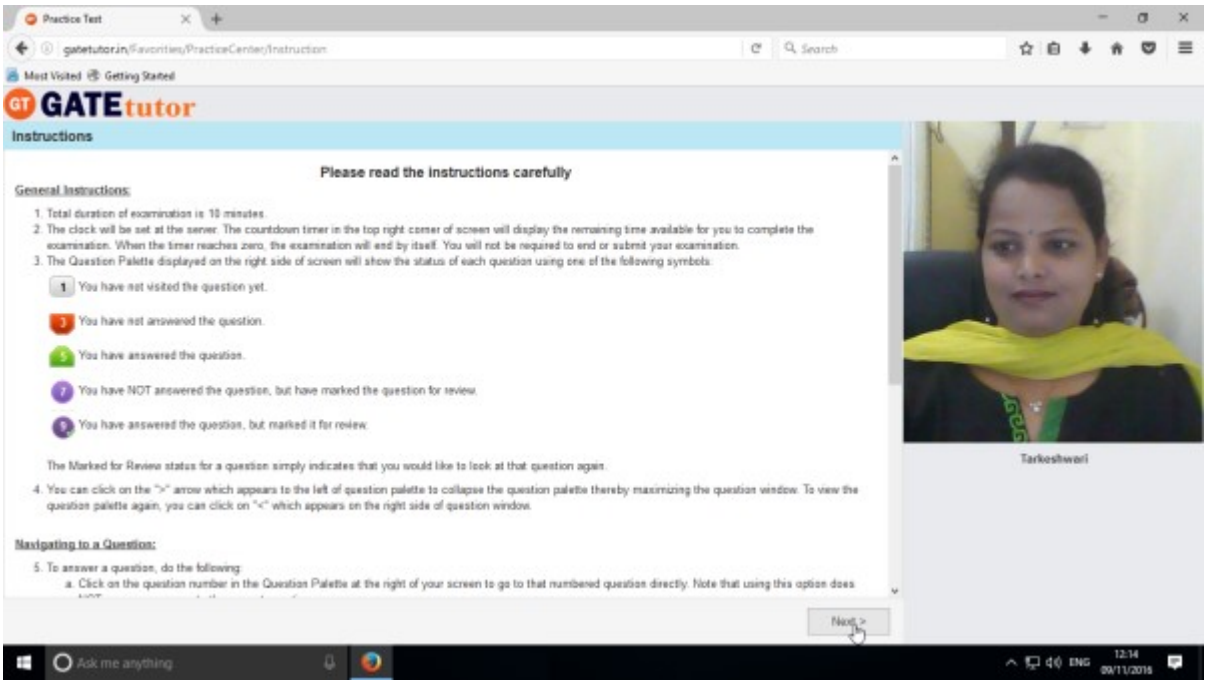
You can also give the practice test with negative marking. Just click on the "**Apply Negative Mark**" checkbox.



Click on "**Start Test**" as above

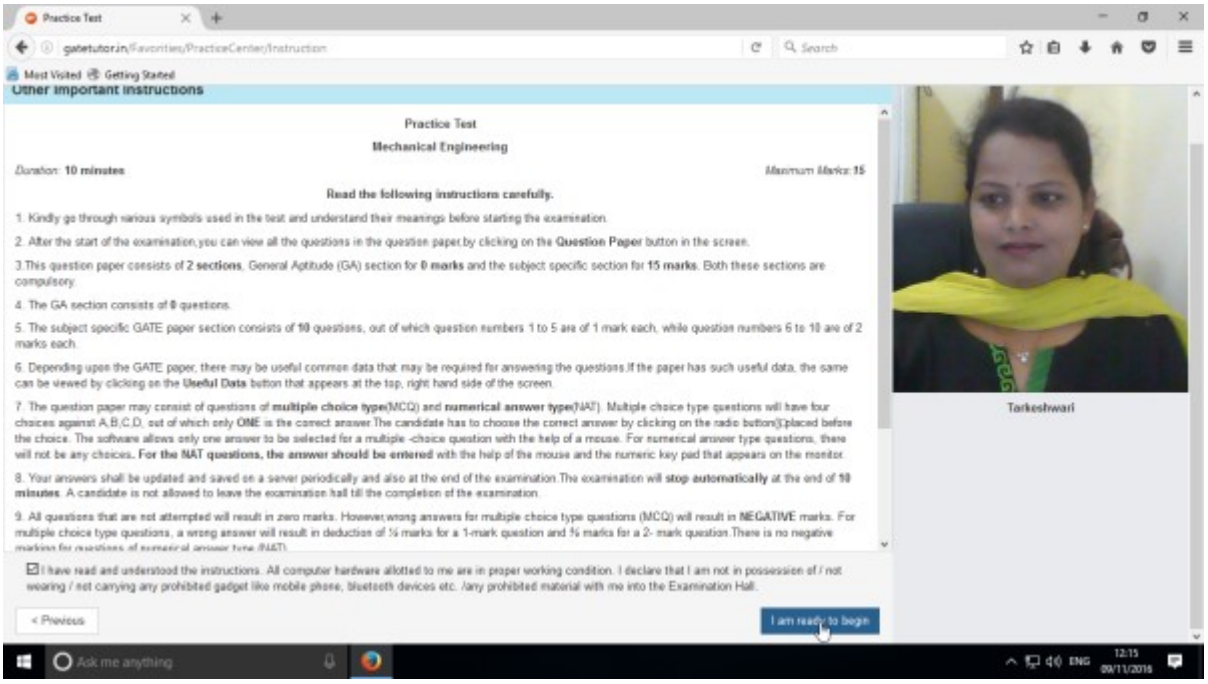


Click on "**Sign In**" to attempt a test.

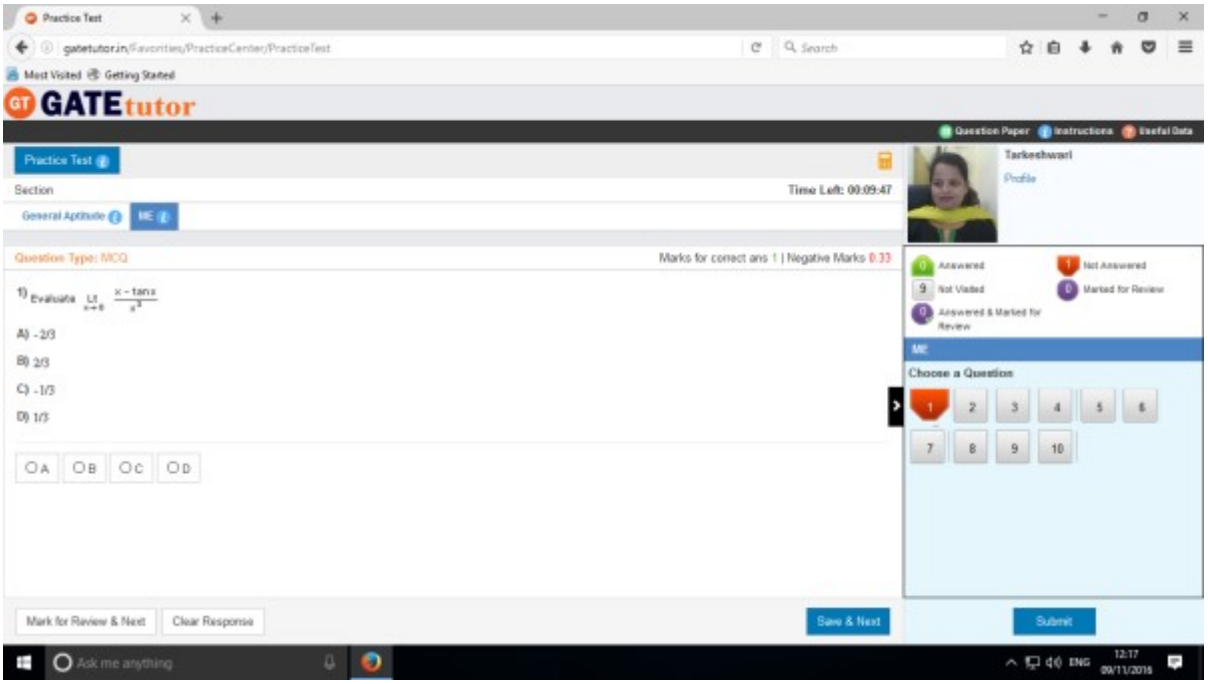


Click on "**Next**" to continue the test.

Read the instructions carefully & click on "**I am ready to begin**".

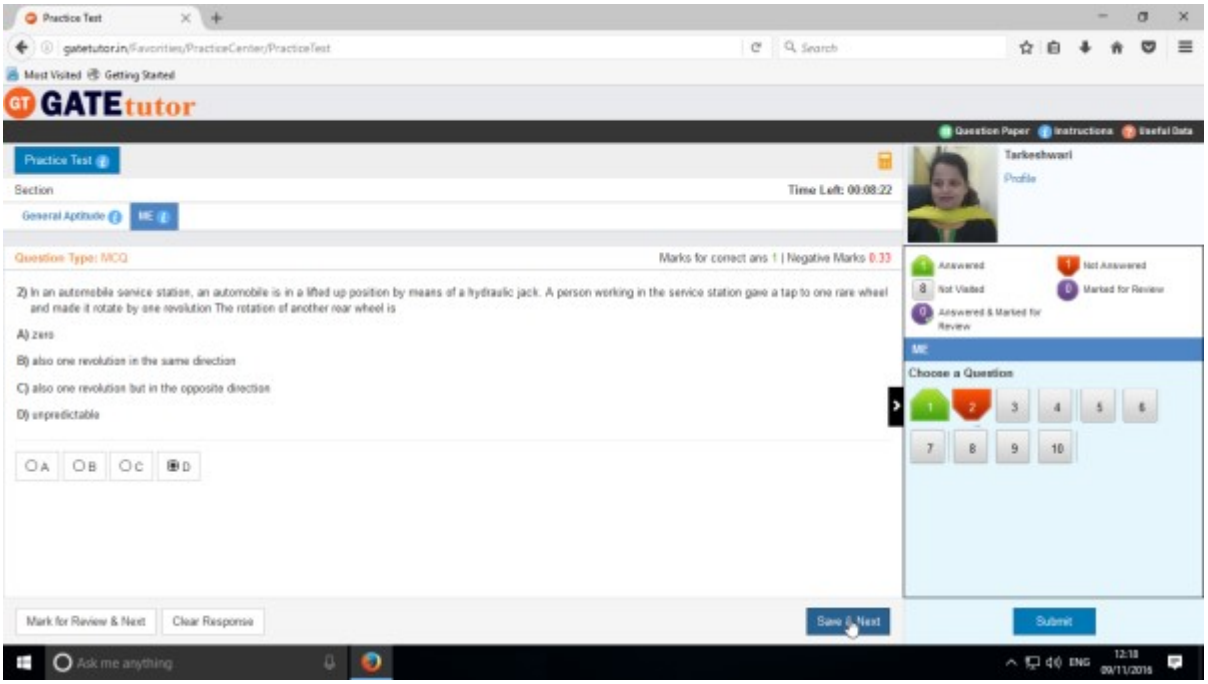


Practice test will appear as follows.

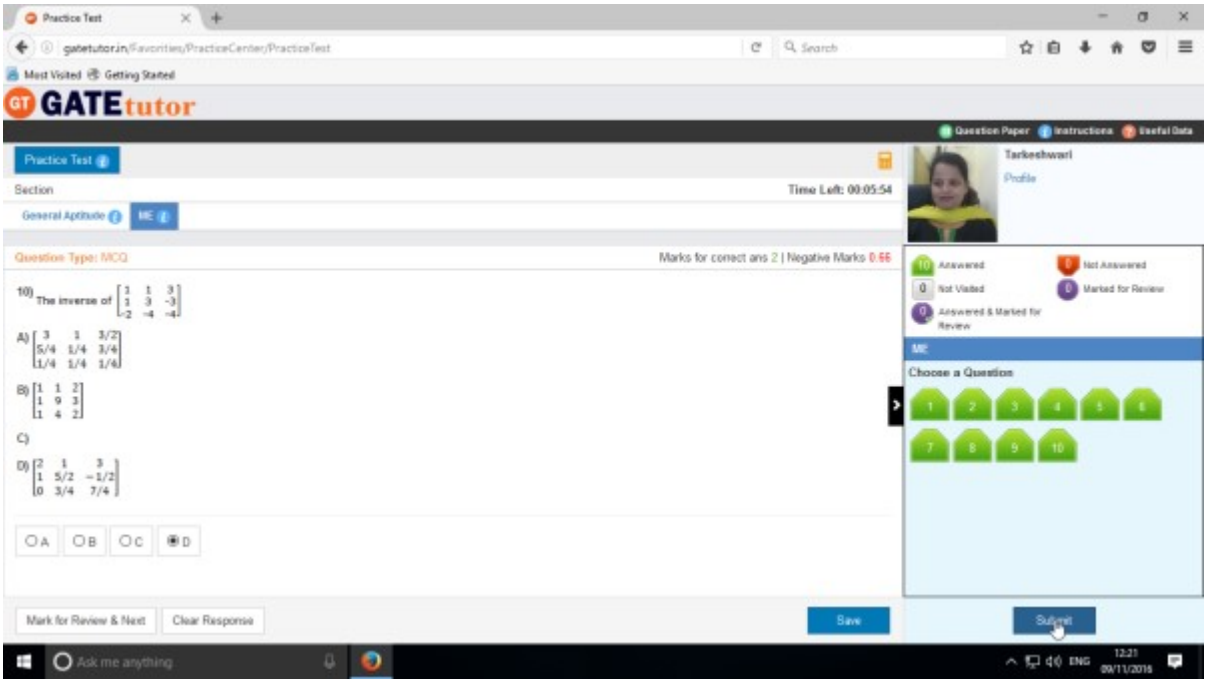


Select the answers from given options & click on "**Save & Next**" to submit that answer & for the next question.

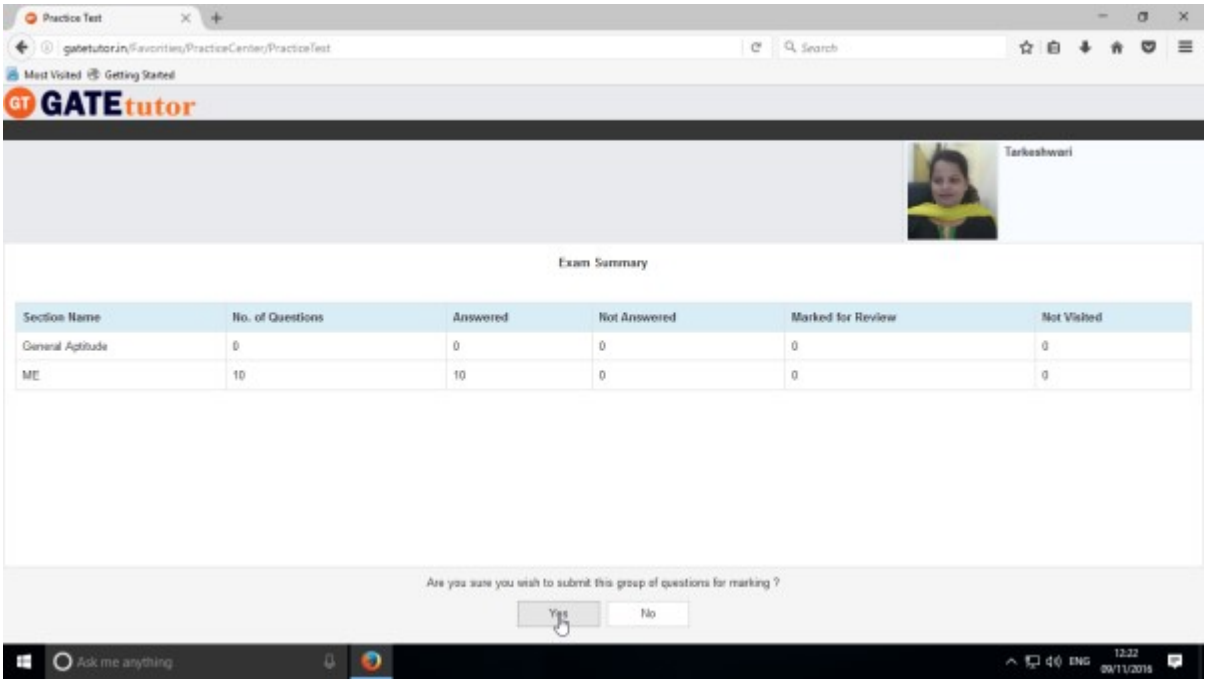
Attend all the questions to finish the practice test.



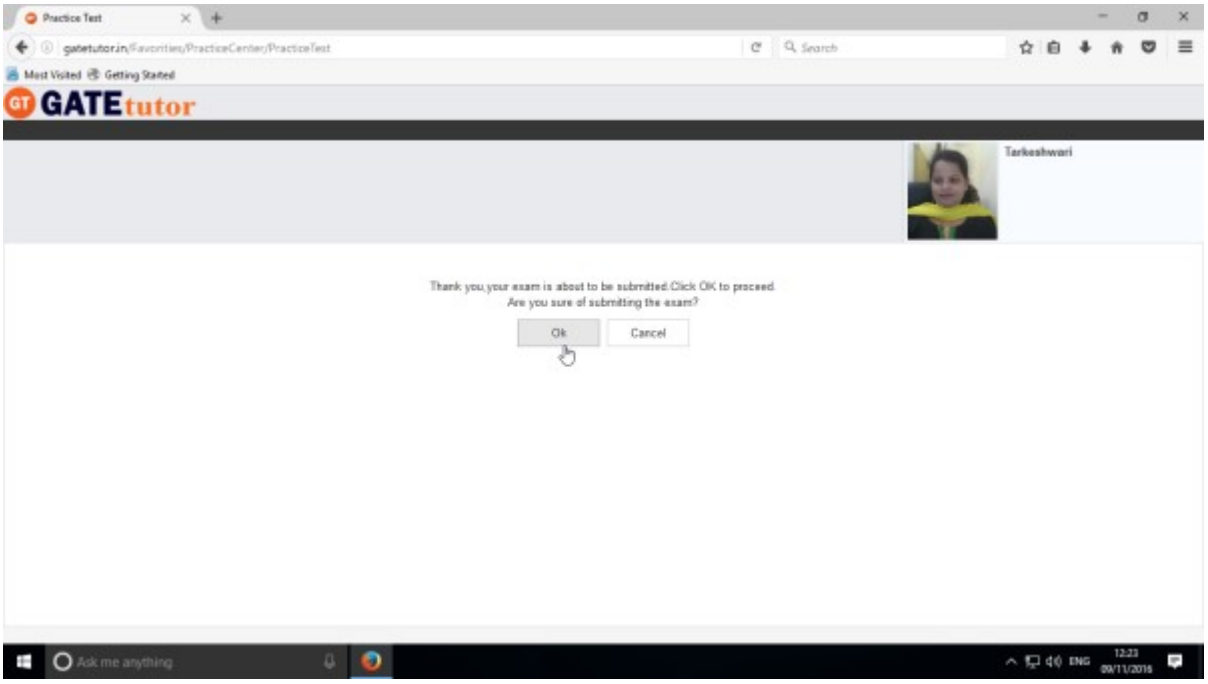
After completion of a test click on the "**Submit**" to save a test



After clicking on "**Submit**", you will appear a window as follows.

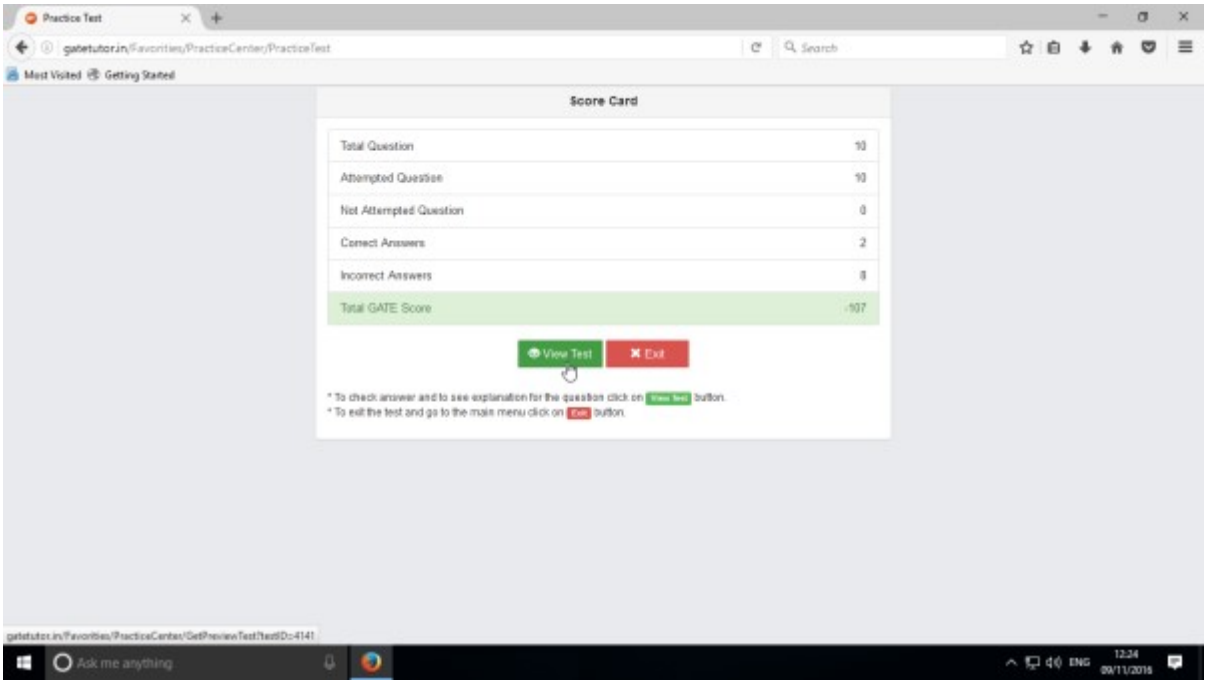


Click on "**Yes**" to submit the exam summary.

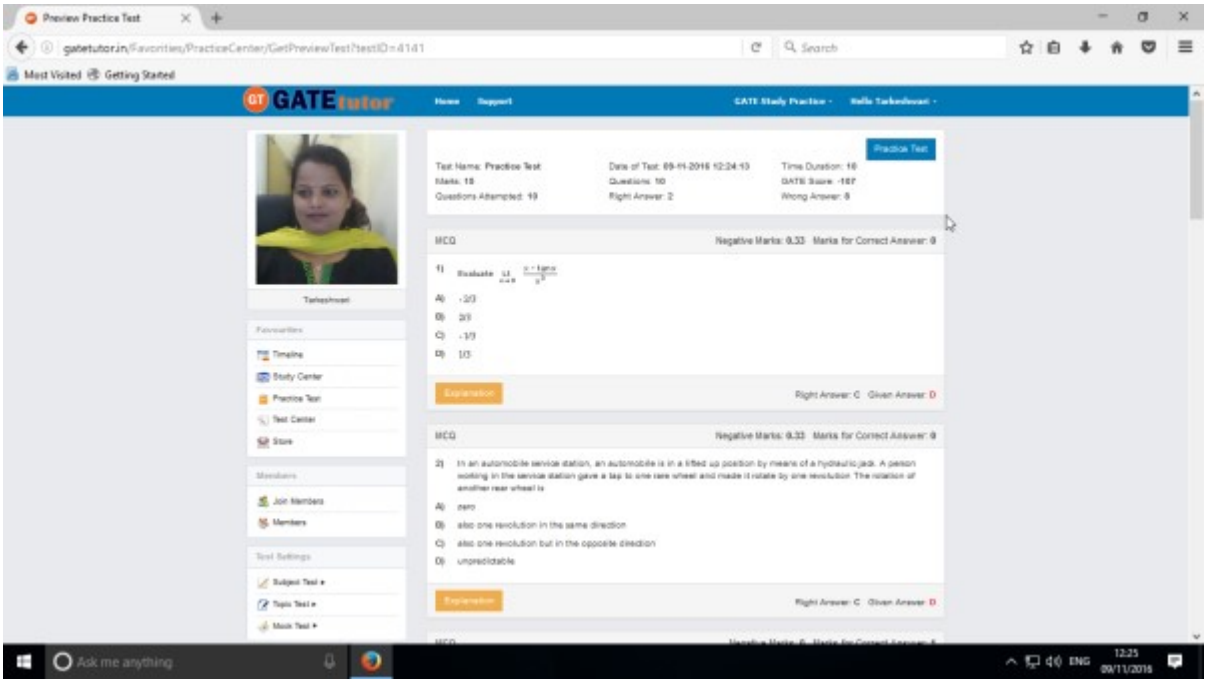


Click on "**OK**" to to confirm to submit the test as follows.

Click in “**View Test**” to view the test or “**Exit**” to exit the test.



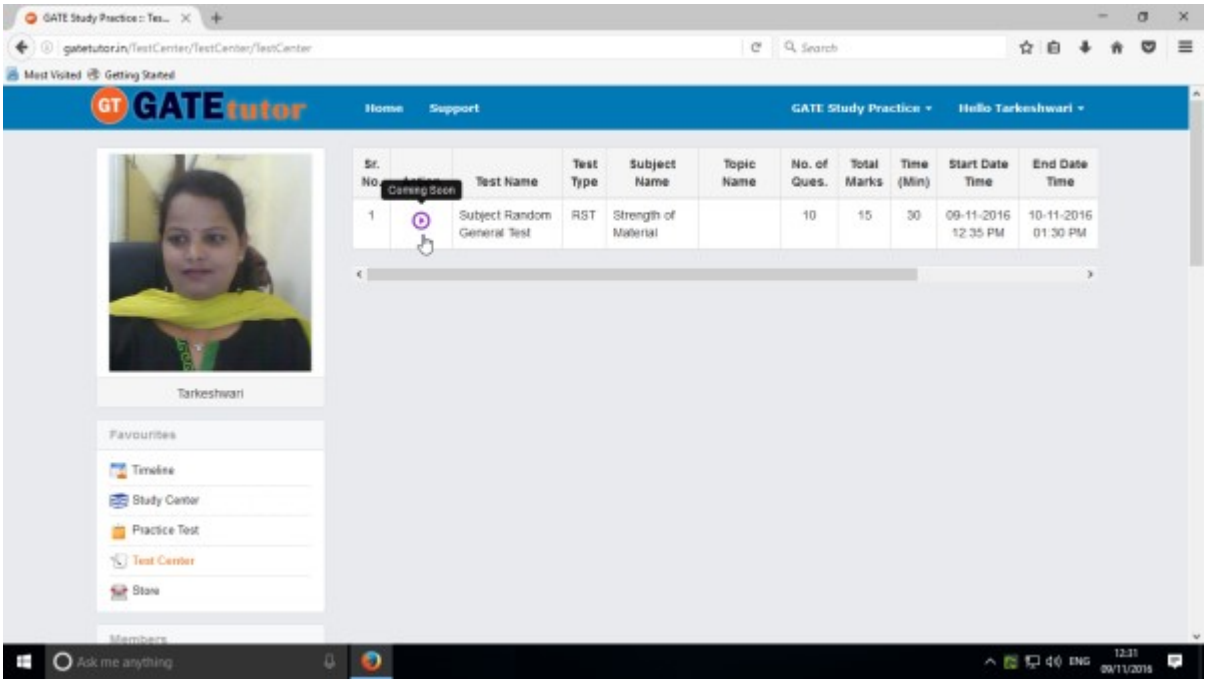
To see whole attempted test click on “**View Test**”.



You will see the Practice Test that you have given.

4) Test Center

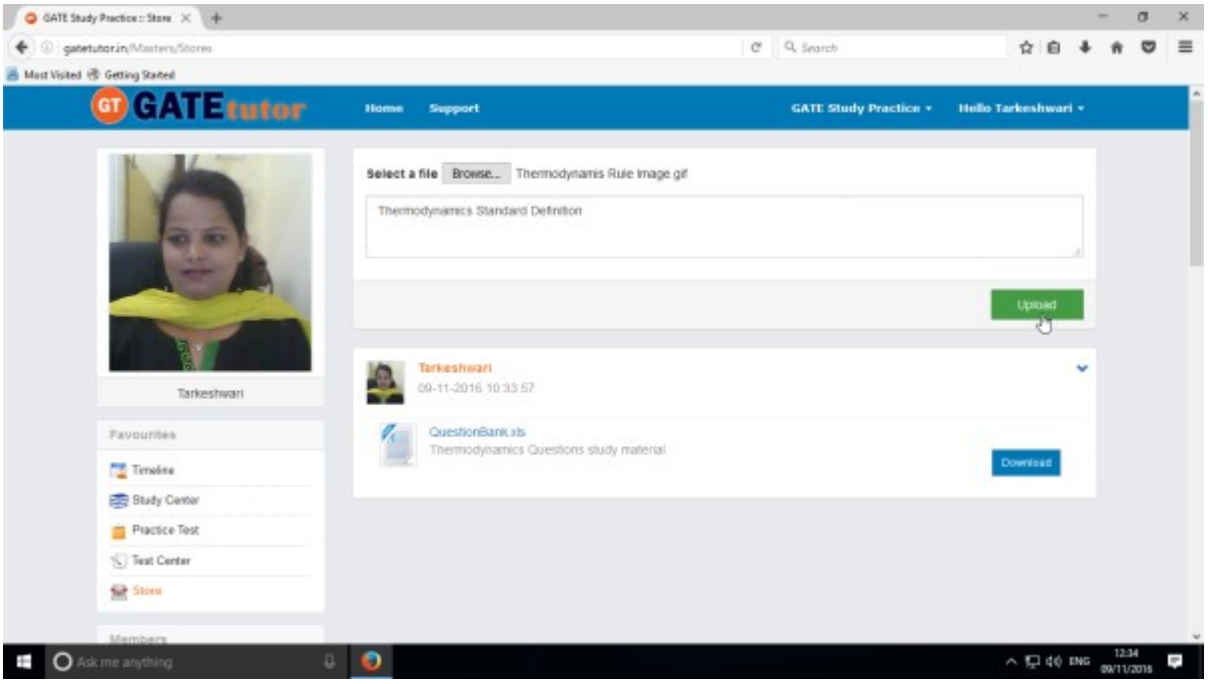
At the test center menu you can check the whole status of the given Test like Total Tests, Total Time, Total Marks, Start Date Time, End Date Time, and Assigned by, Action, Subject Name, and Topic Name. You can also attend the test from Test Center when the admin, your friend or you own assign the test from your group timeline.



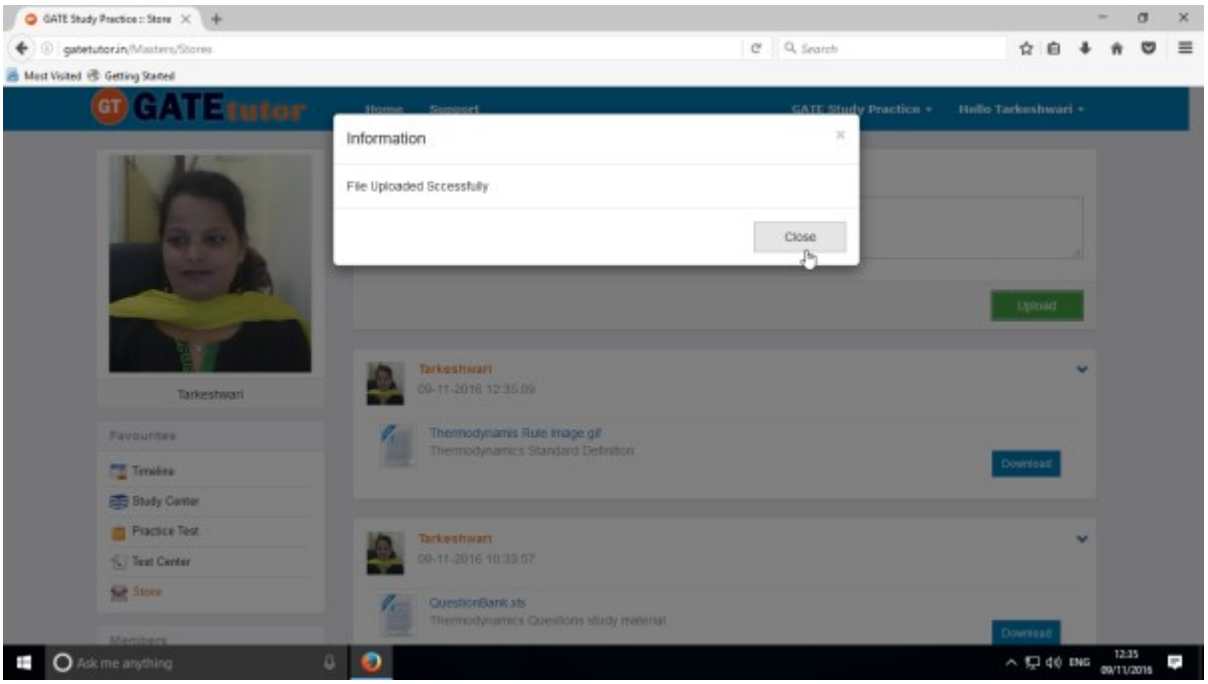
5) Store

Store is the platform for the user to upload & download the study material globally. If you upload any file, it will appear on your group wall & group member's timeline also. If you want to download that file from group timeline just click on "**Download**" just below the file & your file will be downloaded and saved.

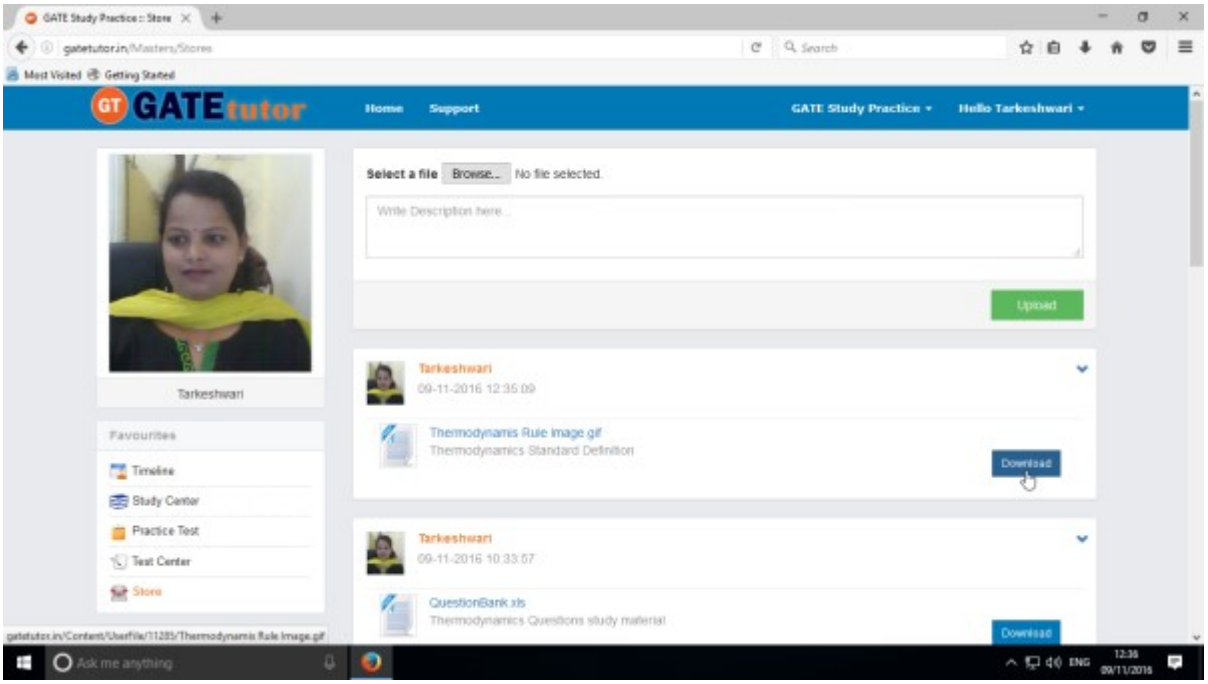
Select the file to upload, write the description under for the file & click on "**Upload**" to upload any file or document from group timeline.



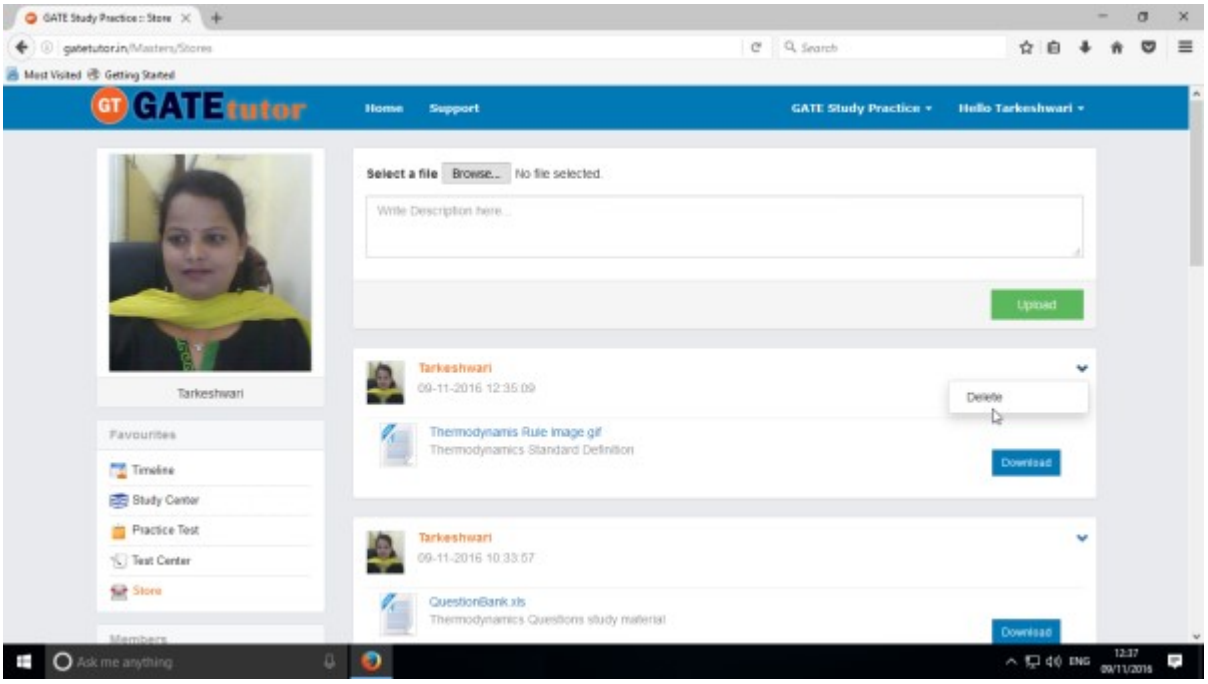
Click on "**Upload**" to upload the file. After uploading file successfully click on "**Close**" to continue.



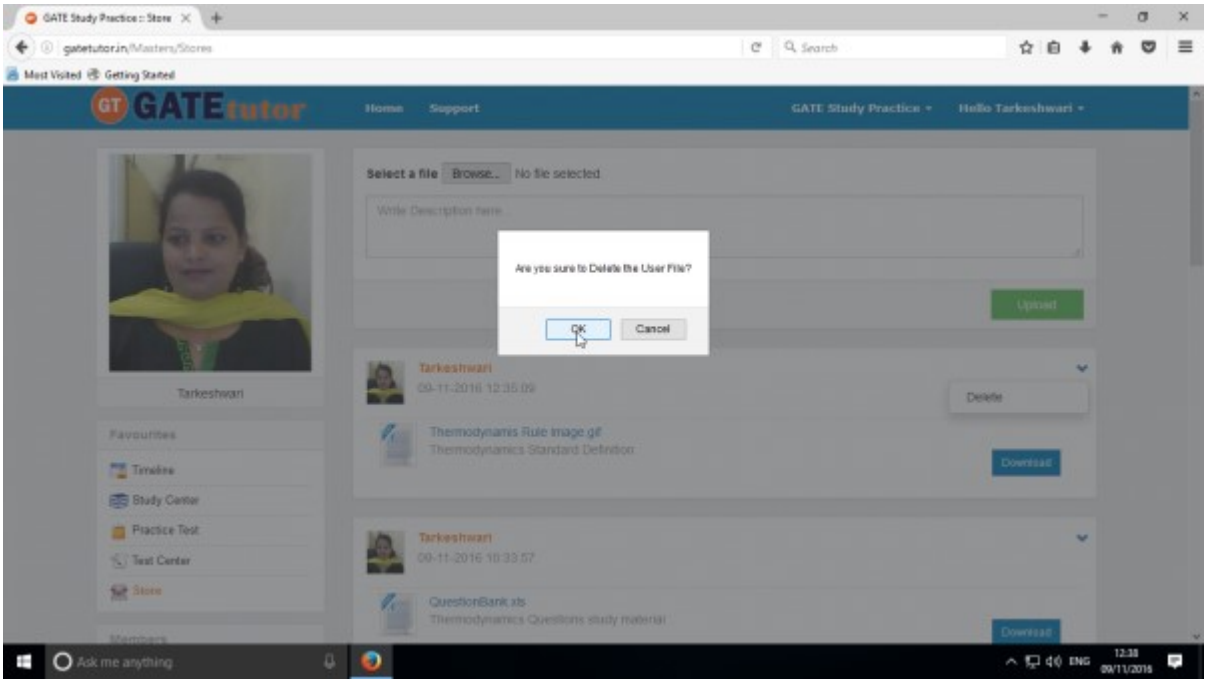
The file will be uploaded & now available to download for other users like group members.



You can also delete the file which is uploaded in the store.

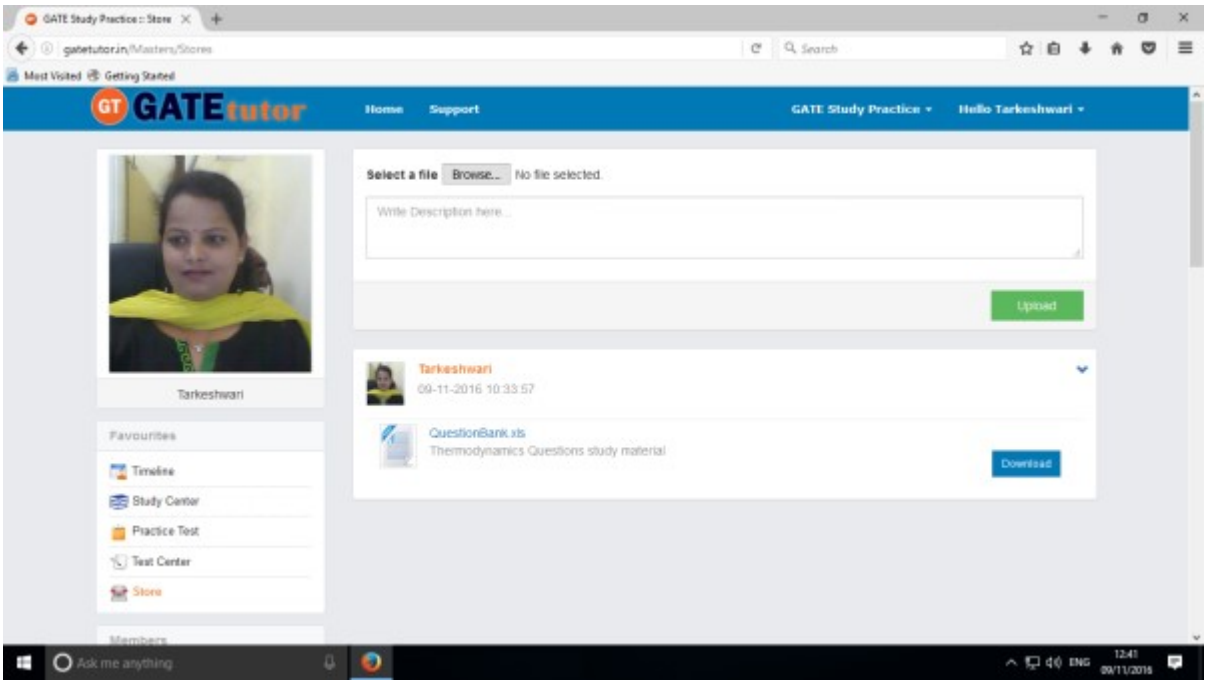


Click on "**Delete**"



Confirm by clicking on “OK” & the file will get deleted from the page.

Then Click on “**Close**” to continue.

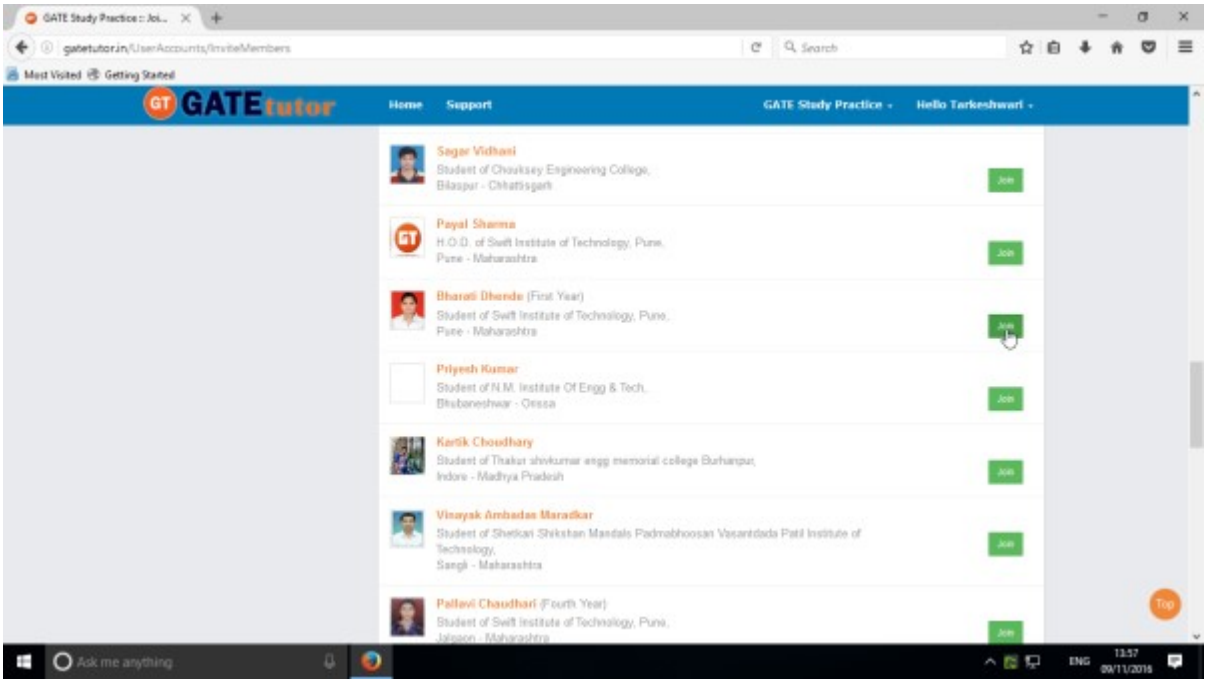


Check that the uploaded file is deleted from “**Store**”.

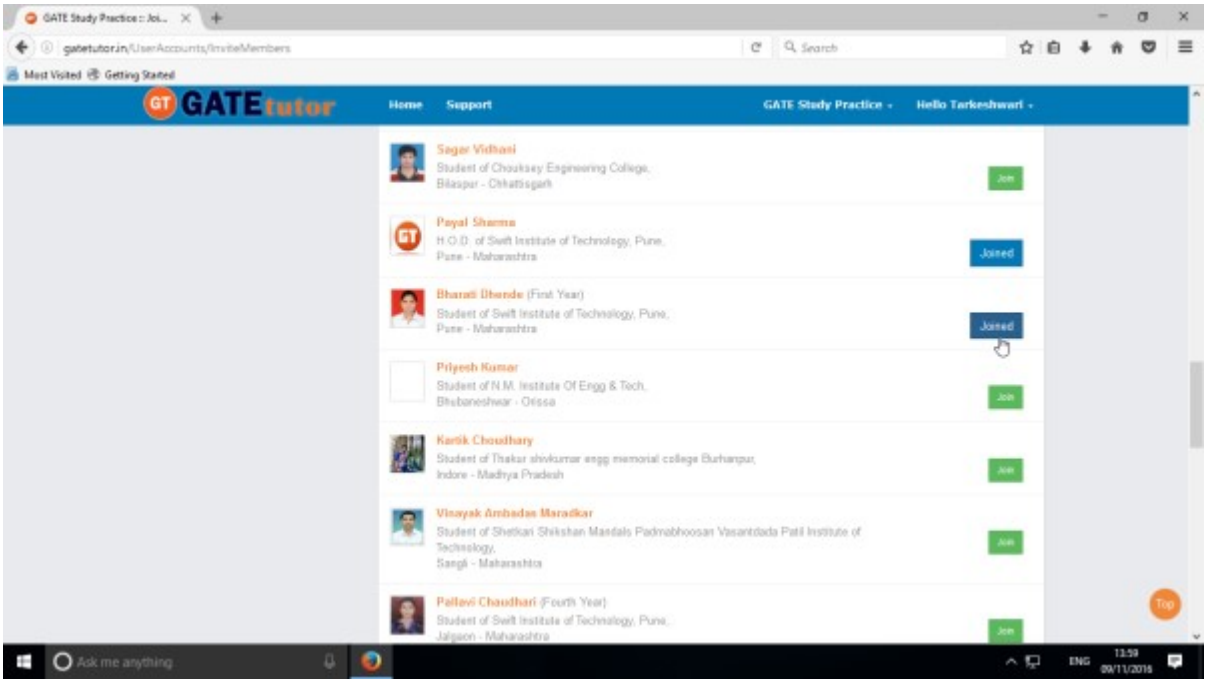
XXV. Members (On Global Group Timeline)

1) Join Members (On Group's Timeline)

In Join members, you can add the members in the group globally to expand the group. You can search new members & connect with them from the engineering colleges all over the country; but with same department only from your group timeline.

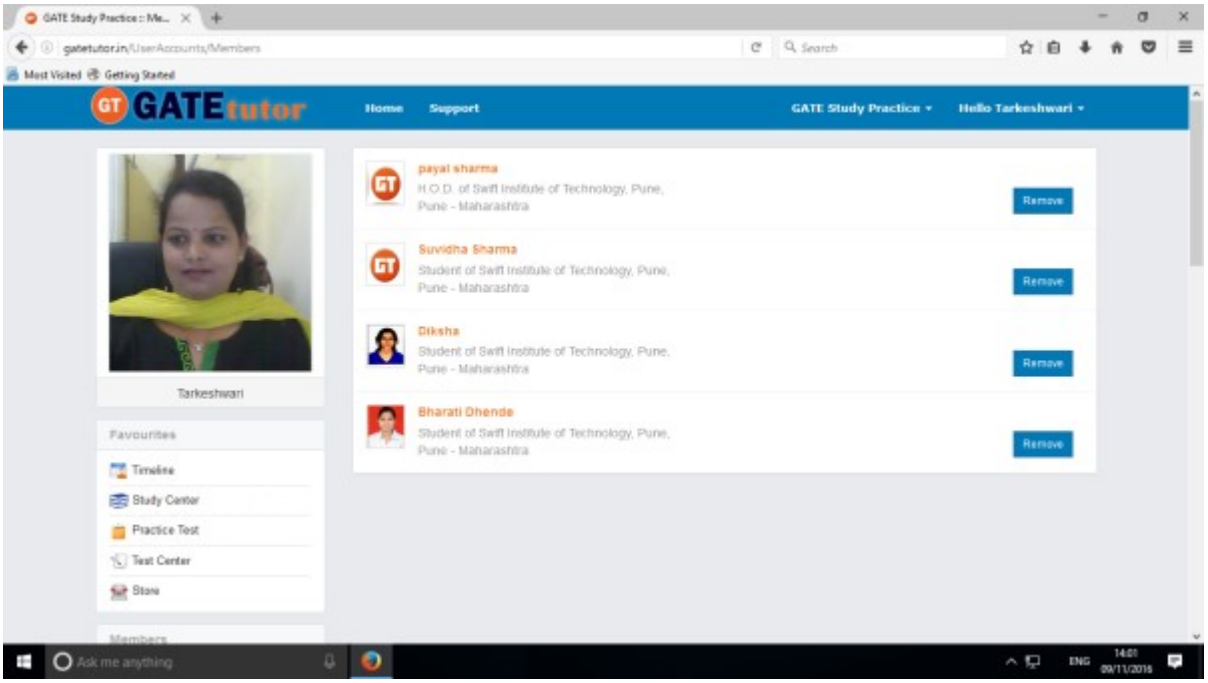


If you click on the "**join**" in front of the username that member will be added into the group

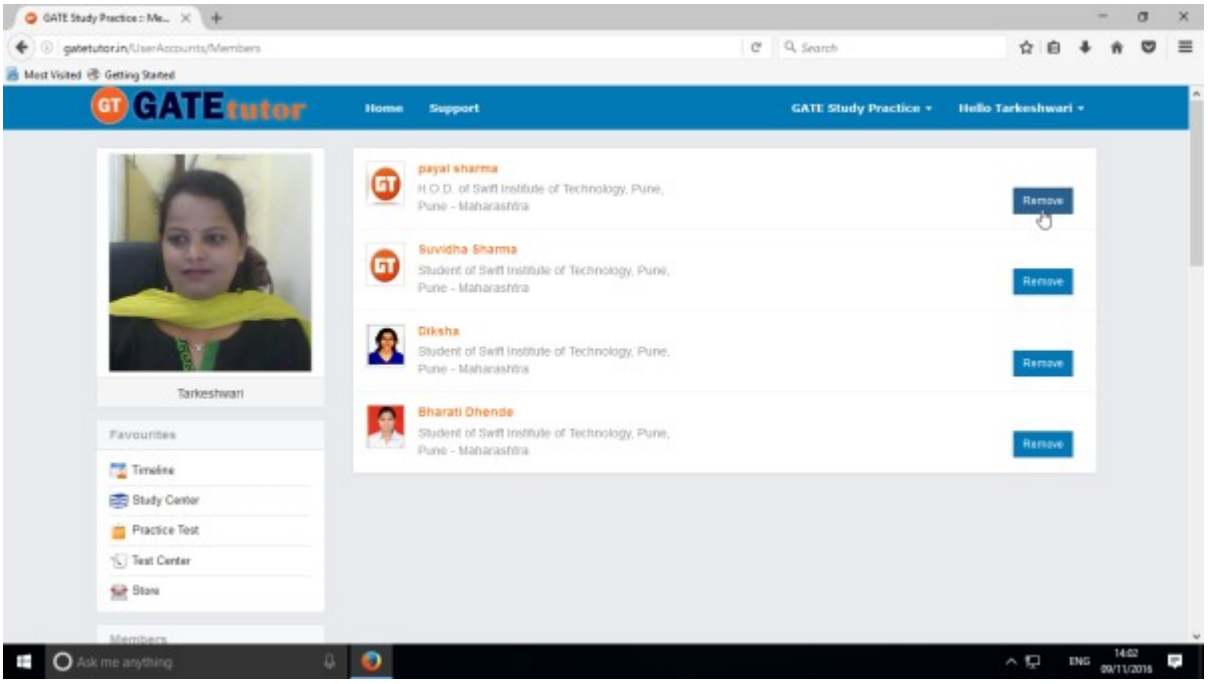


2) Members

Here, it shows how many members are connected with you in the group



If you want to remove the member from the list, click on "**Remove**".



When you click on "**Remove**" that member will be removed from the member list.

XXVI. Test Settings

Test settings are the test tab in the GATEtutor under which you can create multiple tests under it. You can create & assign the tests in test settings. If you are an admin then you can create and assign a test to yourself and your friends as well as faculty/admin with group members. (**NOTE:** If you are on your own timeline, you can assign the test to your friends & yourself own)

Manual Test: In the manual test, you can create the test manually by choosing the questions from various topics under same subject.

Random Test: In the random test, you can create the test randomly where the GATEtutor chooses the topics randomly for that subject & adds the questions for the test randomly.

There are three types of Test: **1) Subject Test (Manual/Random)**

2) Topic Test (Manual/Random)

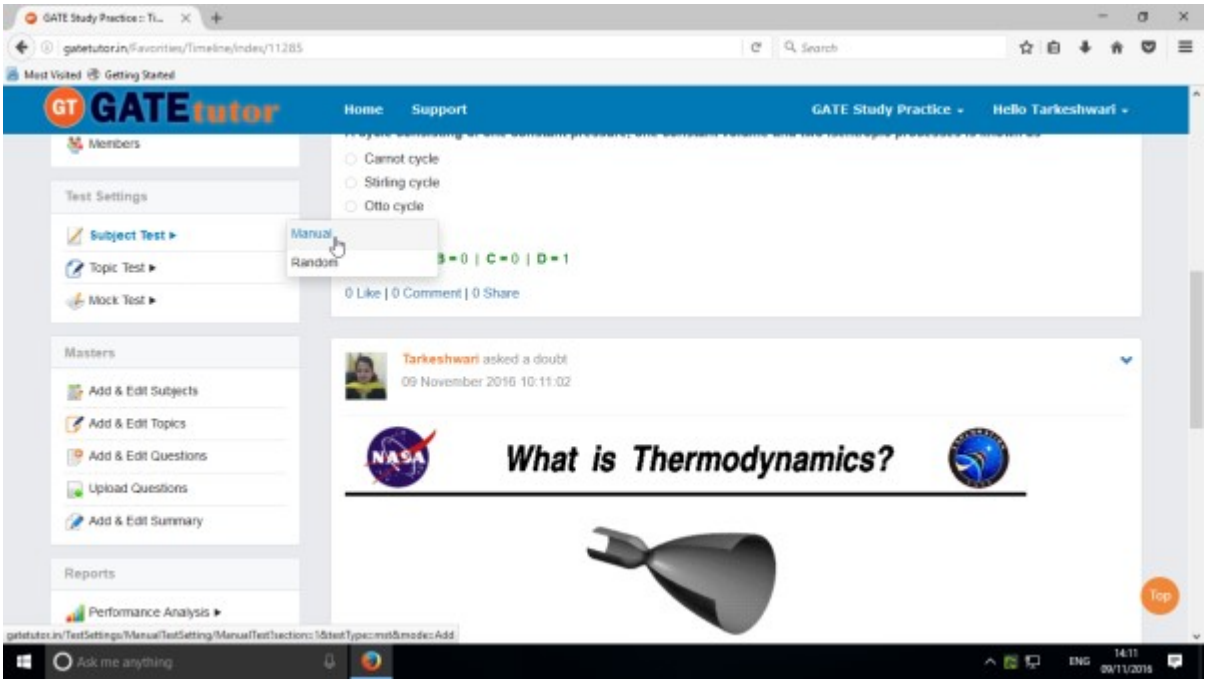
3) Mock Test (Manual/Random)

1) Subject Test

a) Manual Subject Test

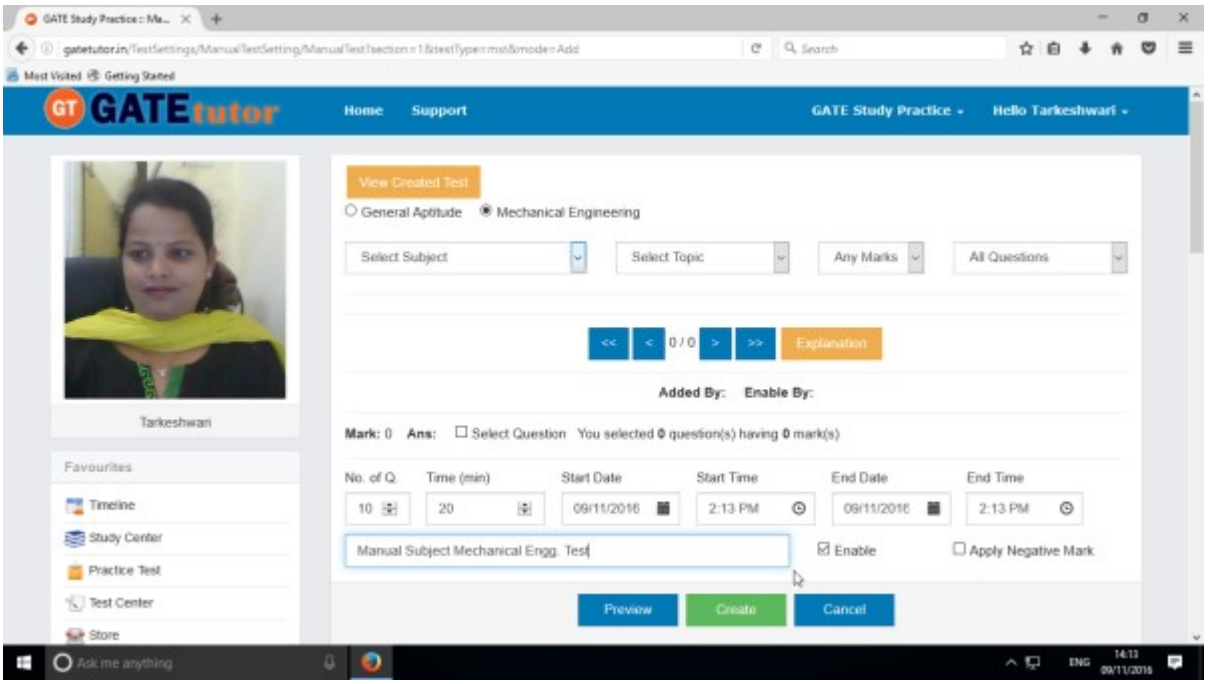
In the Manual subject test, you can create the test manually by choosing the questions from various topics under that Subject.

Select **"Subject Test"** & choose from these options -1) Manual, 2) Random



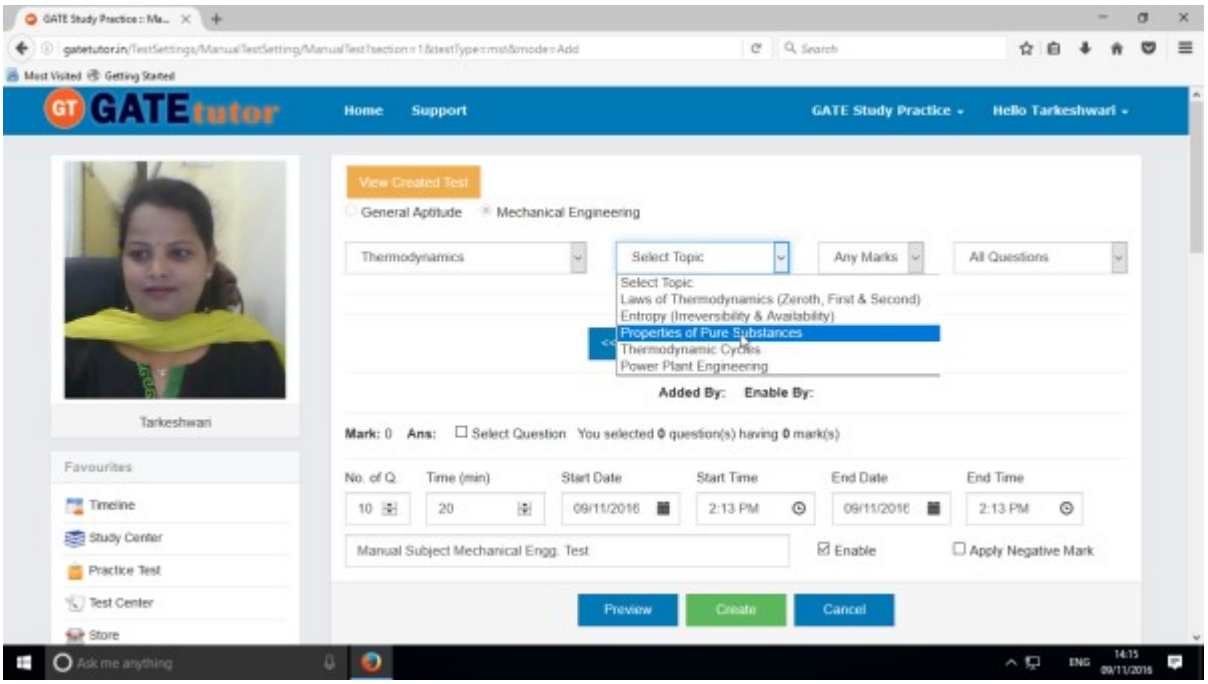
Select **"Manual"** to create Manual Subject Test

Choose a test type by clicking on given radio buttons for General Aptitude or Mechanical Engineering test.



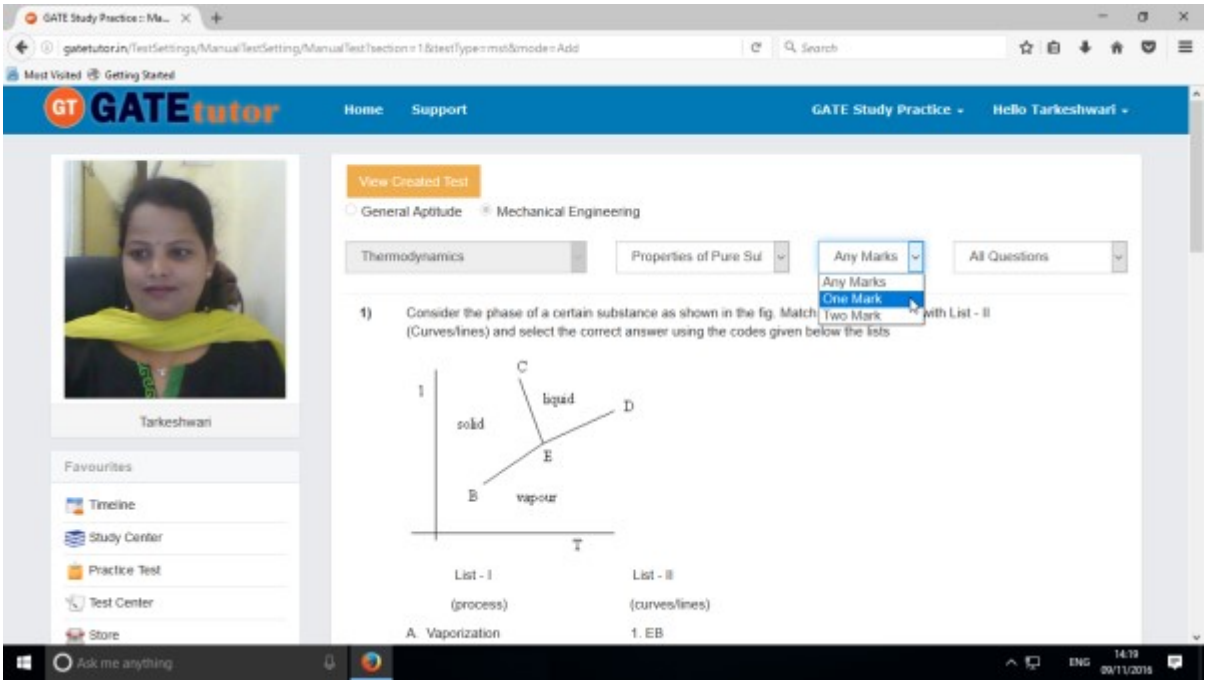
Write a test name.

Choose "**Subject"** from the subject dropdown list.



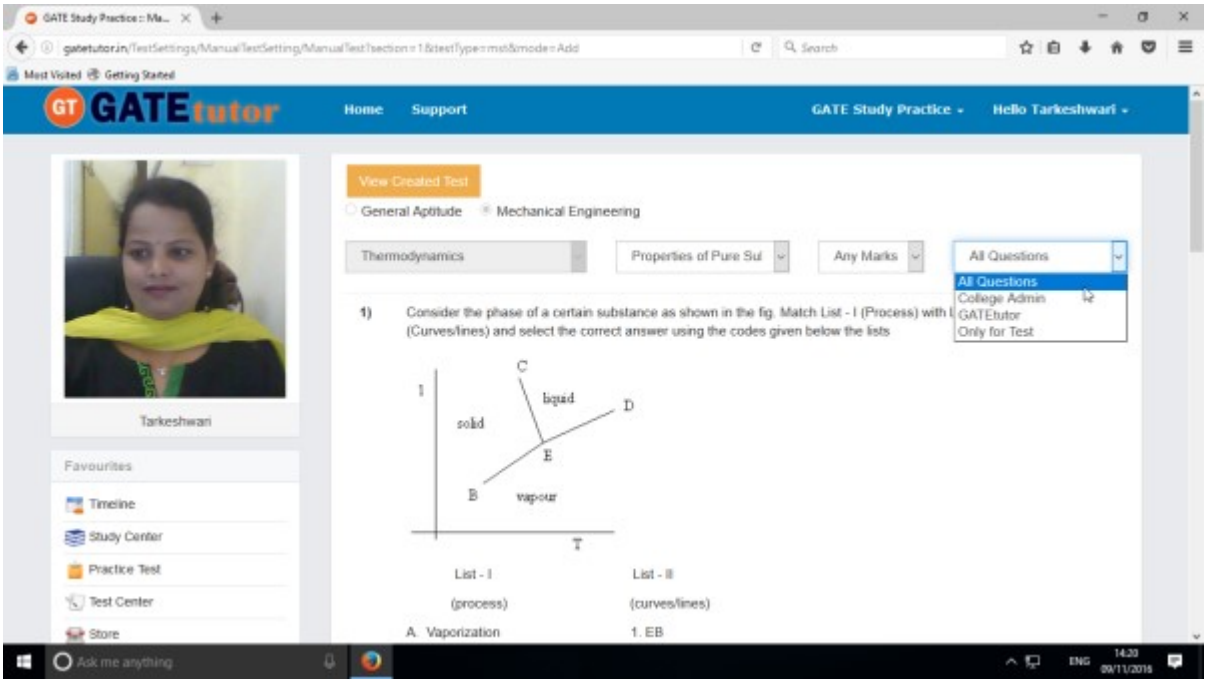
Choose the Topic also for the test

Choose **one** mark or **two** marks questions according to you

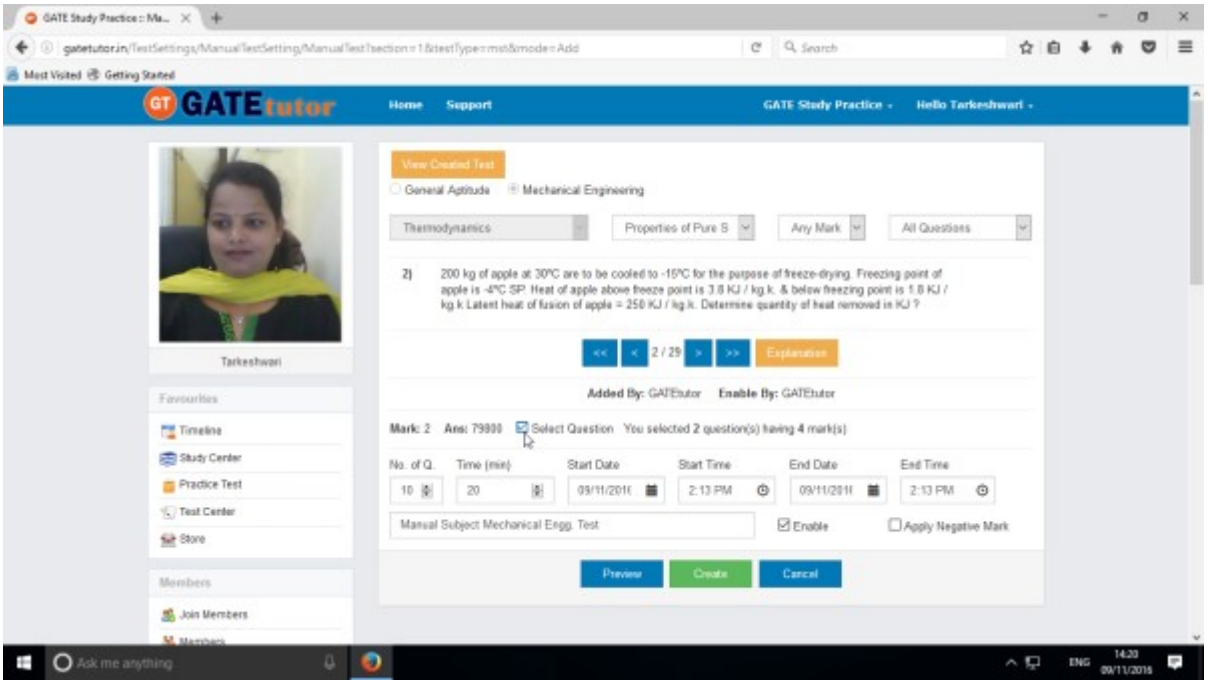


You can choose questions from multiple options as follows:
1) **All Questions** – Shows the entire subject & topic related questions.
2) **College Admin** – It shows the questions added by college admin.
3) **GATEtutor** – It shows the questions from GATEtutor.
4) **Only for Test** – It shows the questions are only for test not from other sources.

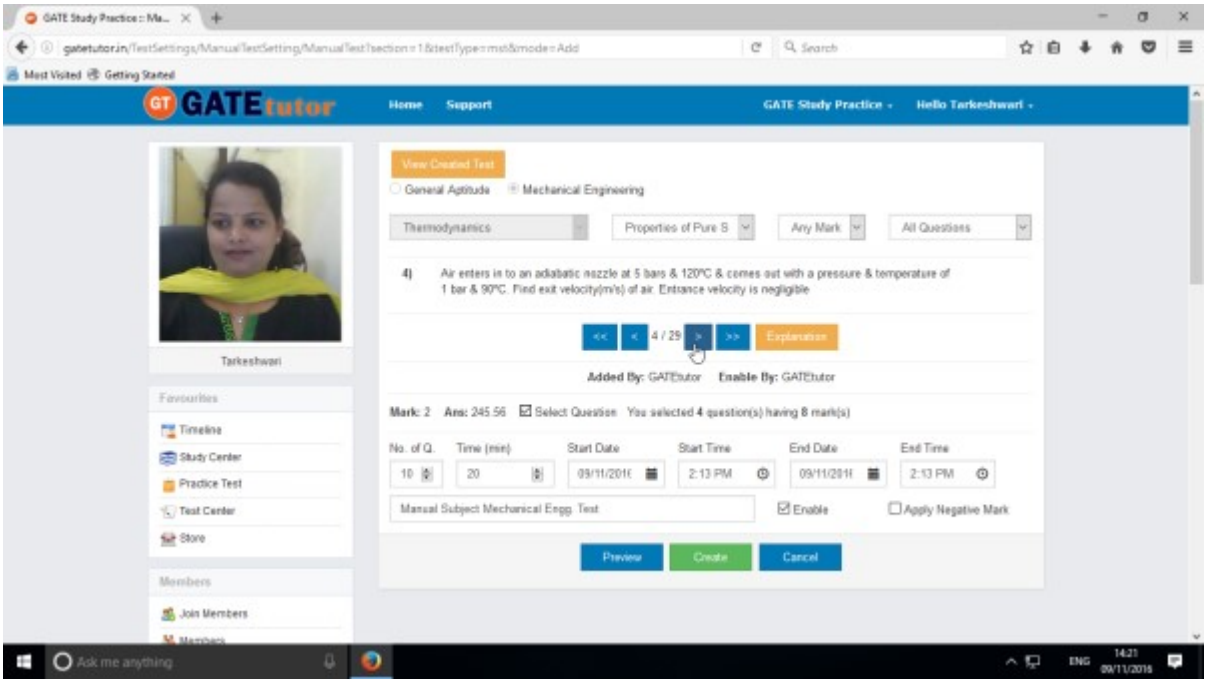
Choose **"Questions type"**



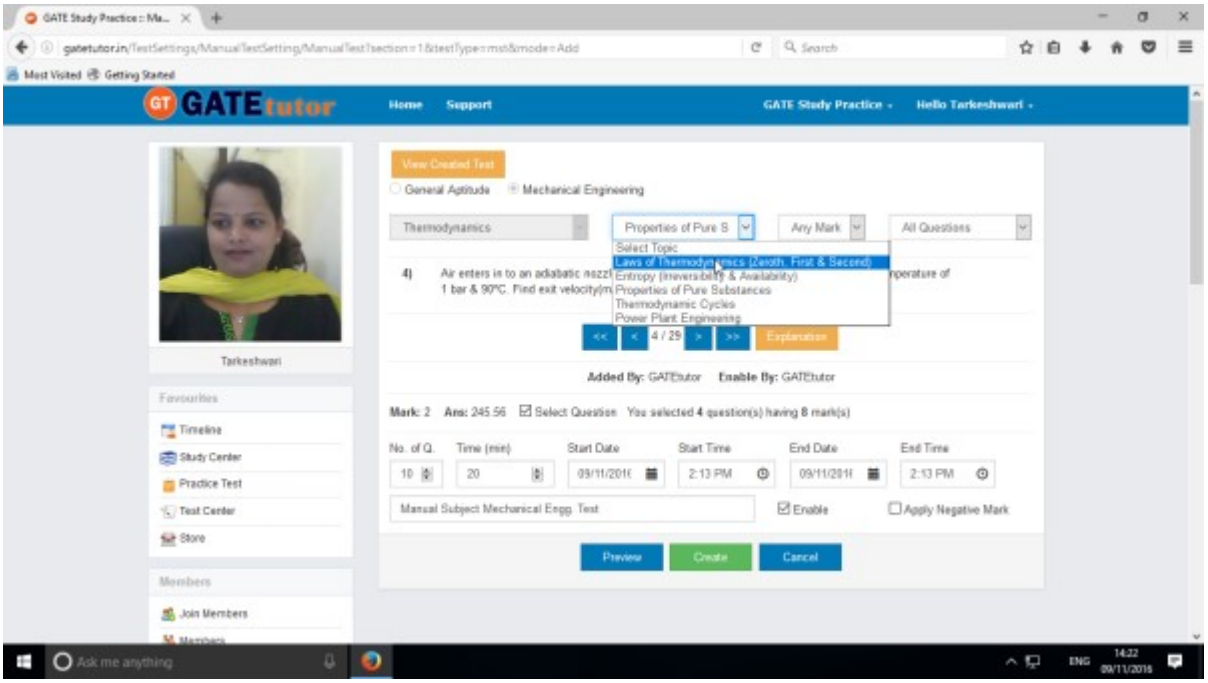
To choose questions, click on checkbox of "**Select Question**"



Select multiple questions by using forward and backward arrows.

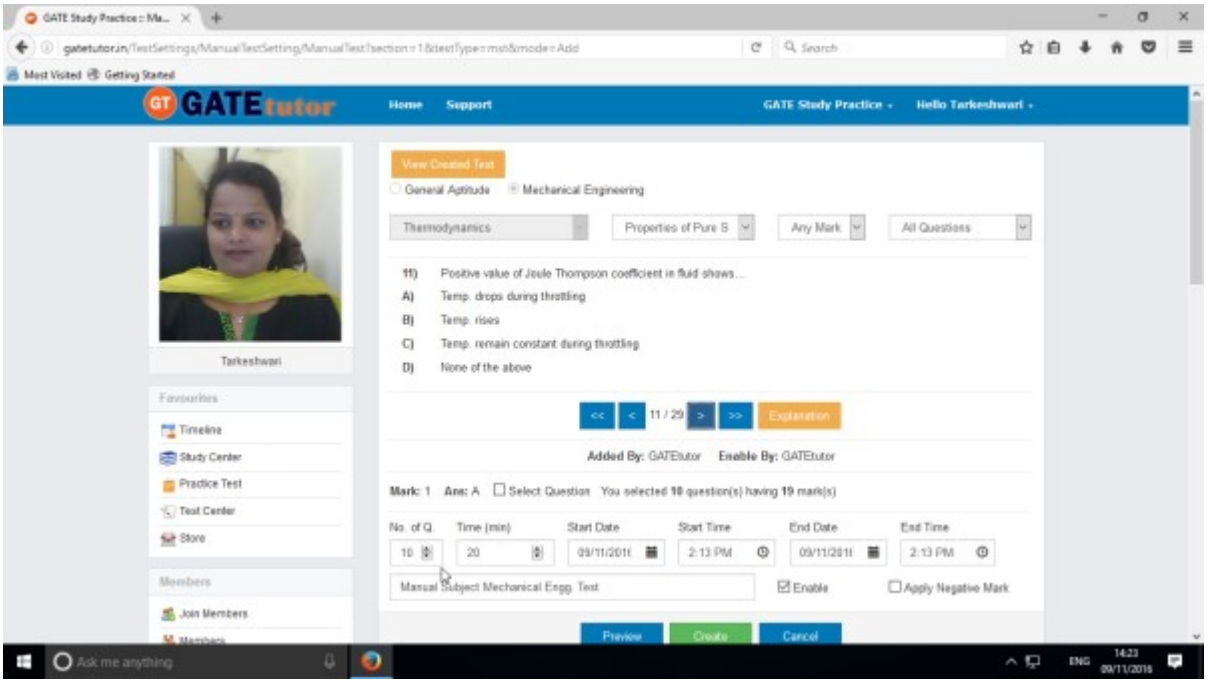


Choose questions from multiple topics from the same subject.

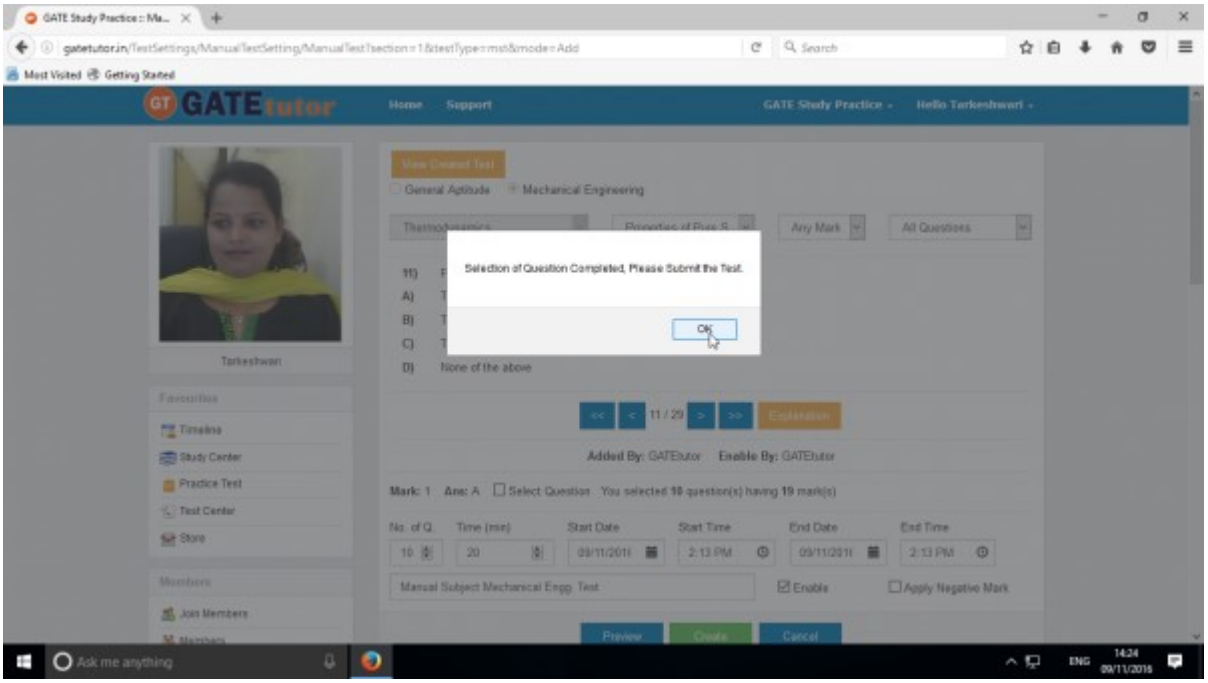


Select another topic to select the questions.

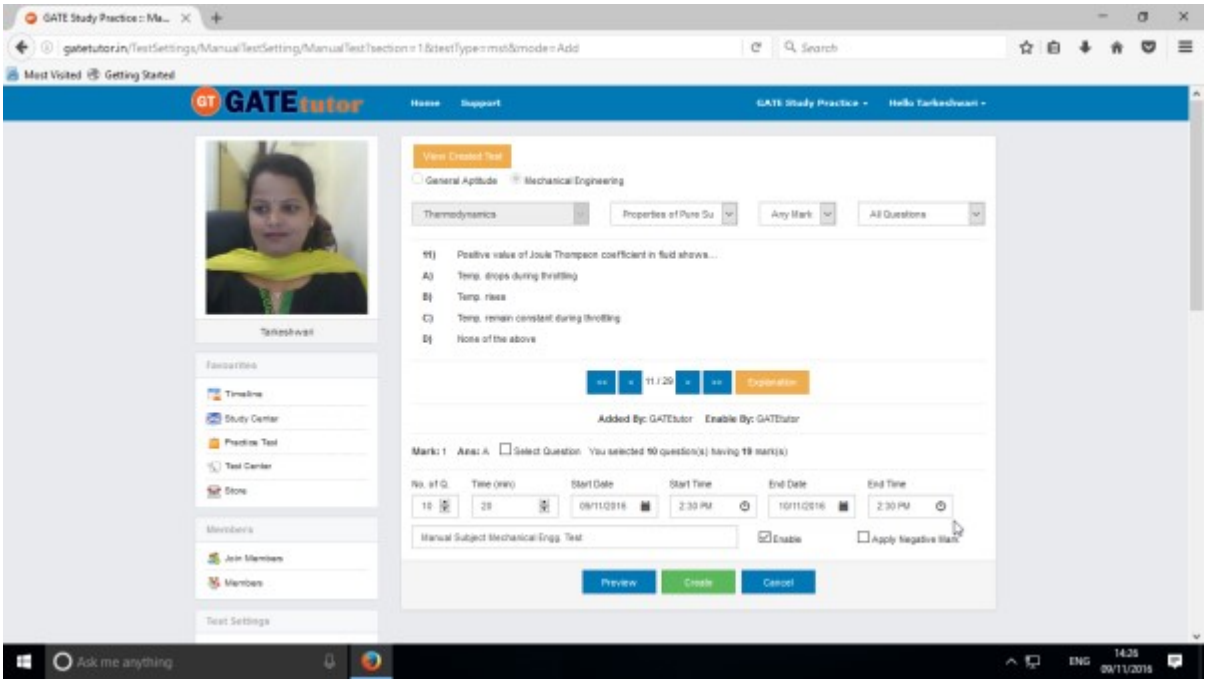
Total numbers of questions are shown in lower left corner



When the selection of questions is completed, the pop up window will appear as follows

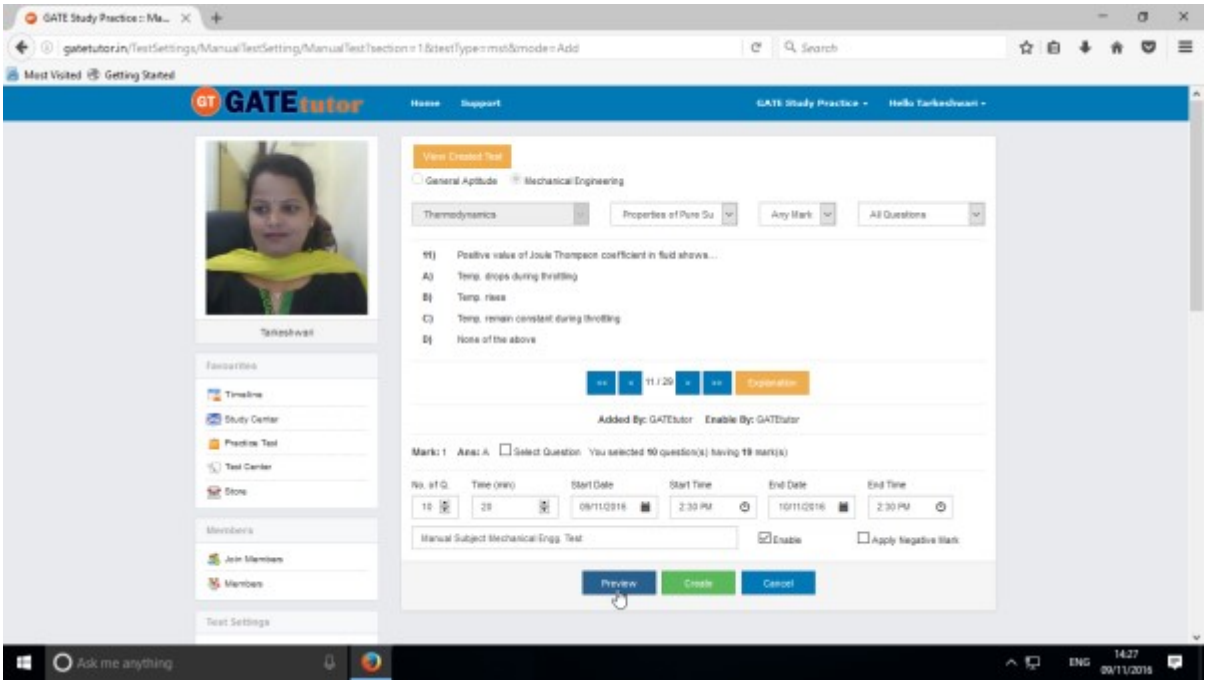


Click on “OK”, now the test is ready to create or preview.



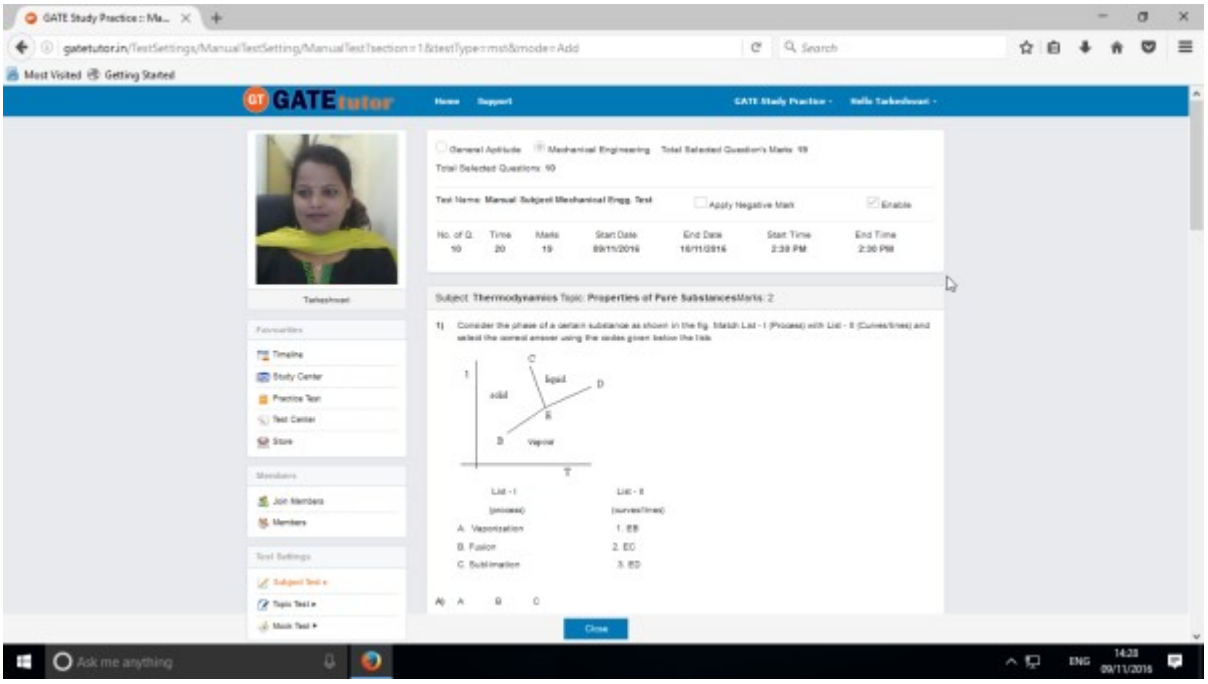
Fill all the details like Time, Number of Questions, Start and End Date, Start and End Time etc. If you want to give or assign the test by negative marking system then click on checkbox of “**Apply Negative Mark**”

If you want to check the whole test before creating then click on the "**Preview**"



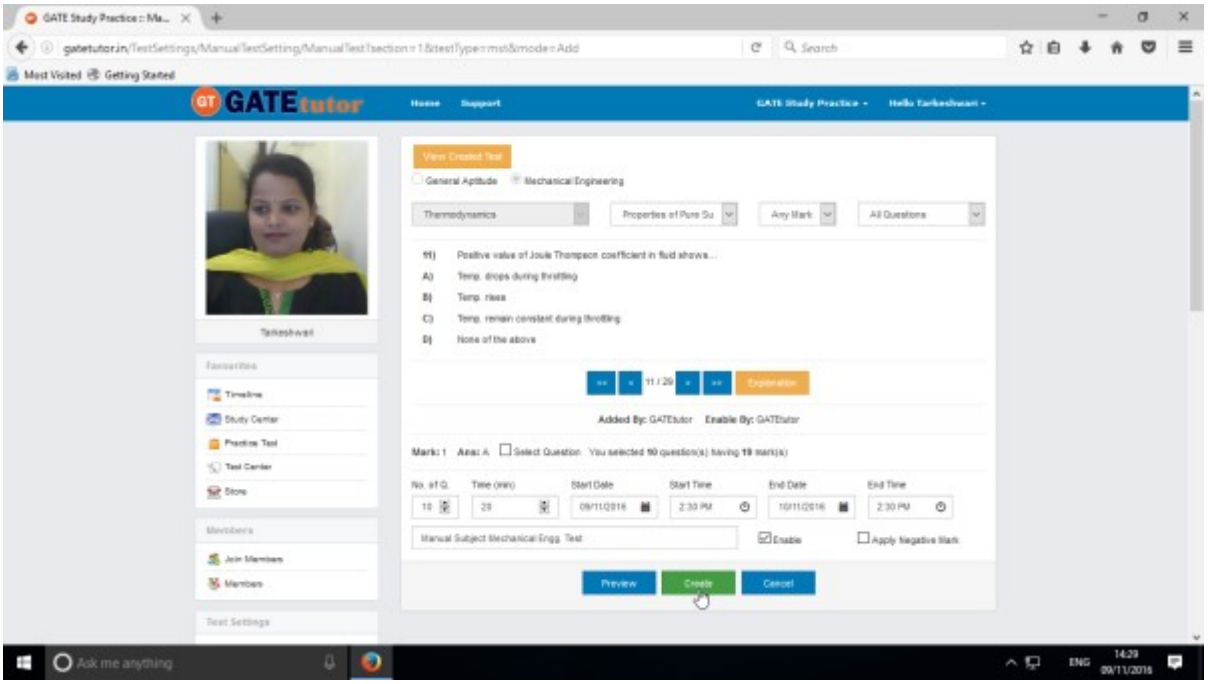
You can view the questions that you have selected, Explanation of the answers, Start & End date with Time, No. of Questions at the same page.

You can check the test set by you as a preview before creating test.

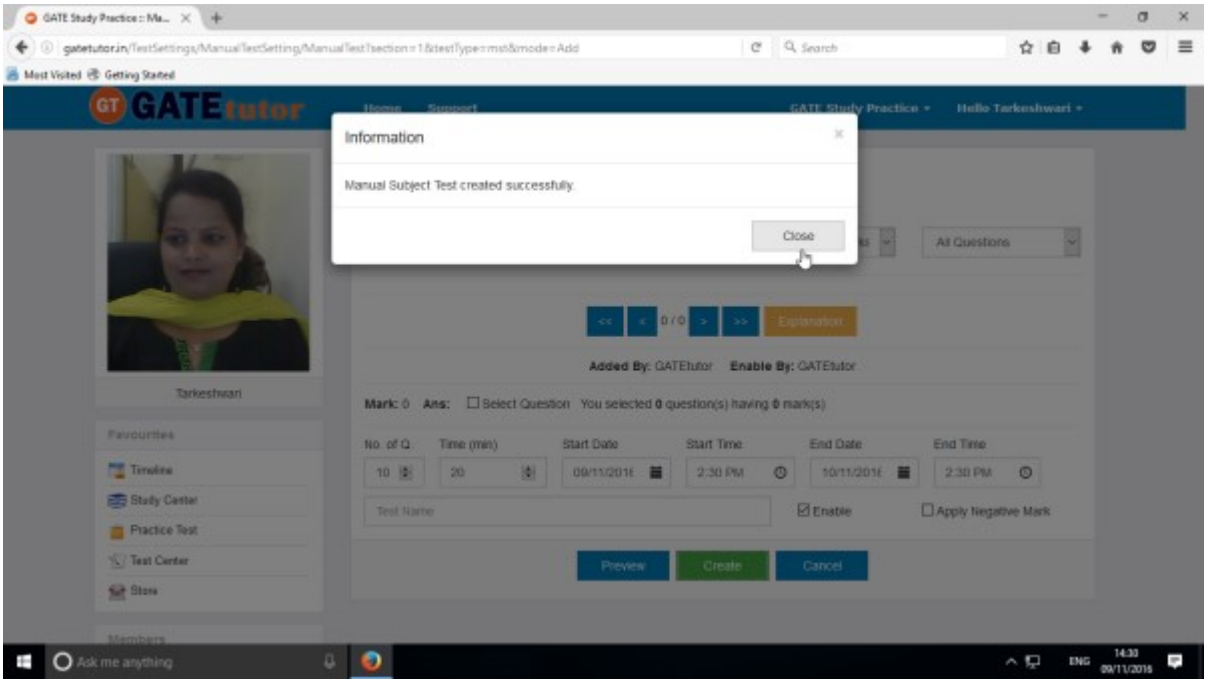


Click on "**Close**" to continue.

Now submit the test by clicking on **“Create”**

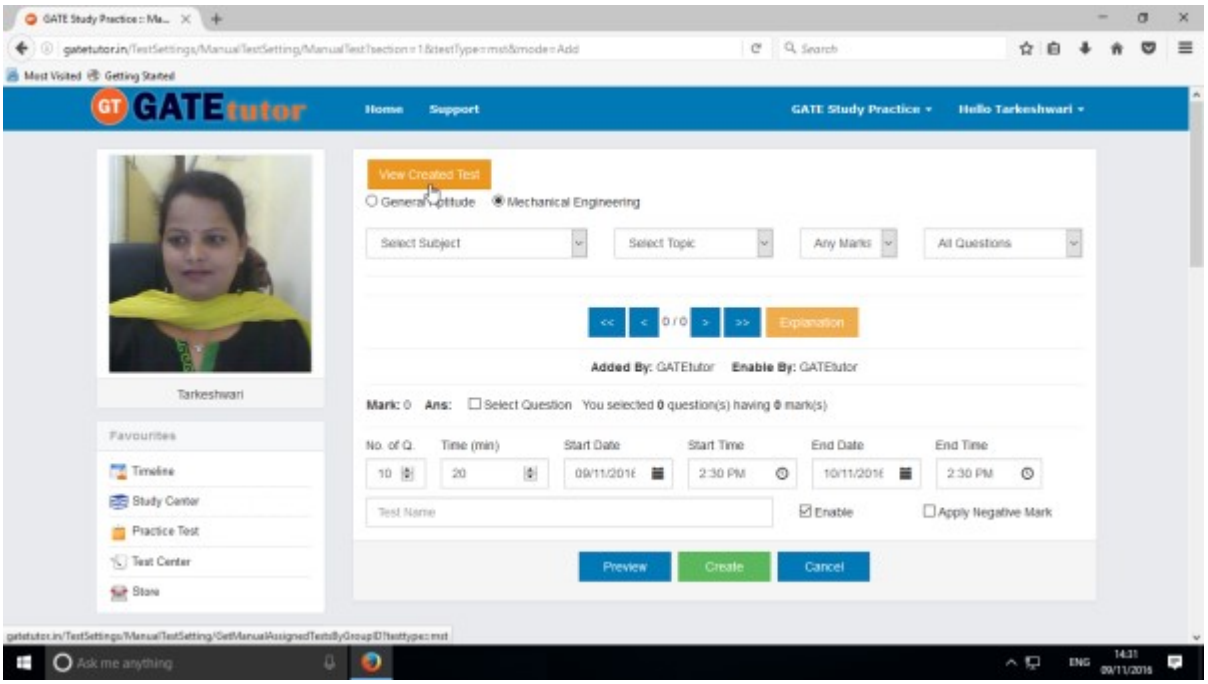


Manual Subject Test will get created successfully.

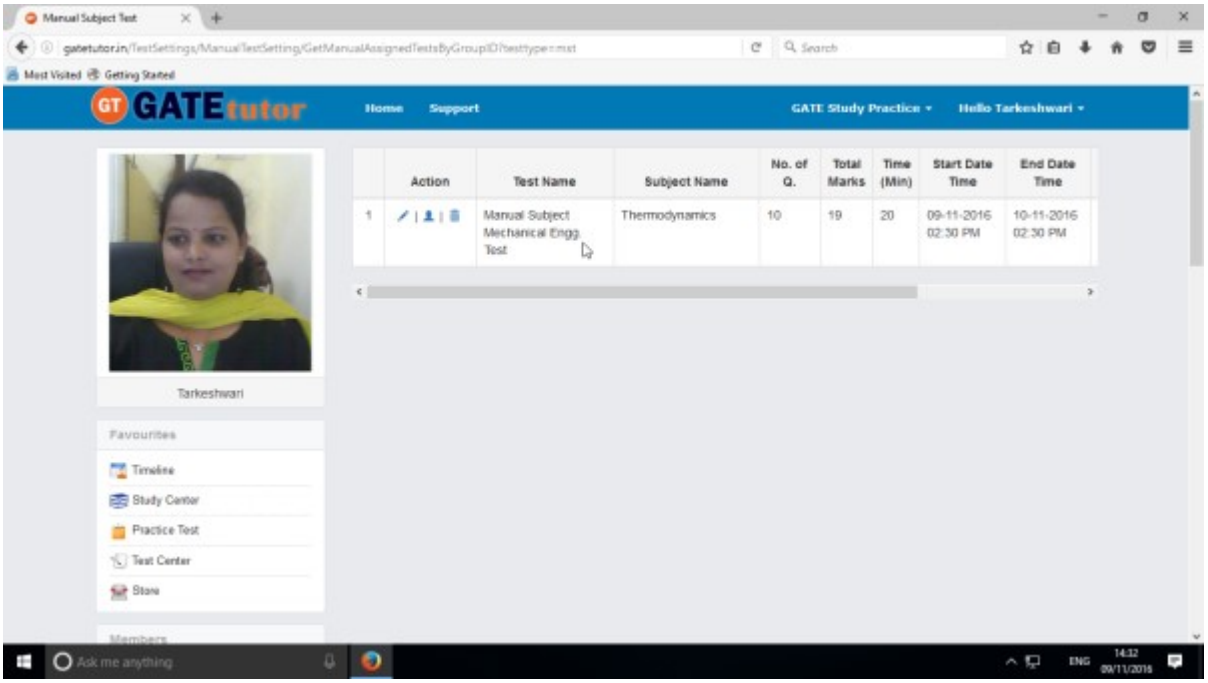


Click on “**Close**” to proceed.

Once you create the test, you can view the created test & assign the test as well by clicking on "**View Created Test"**

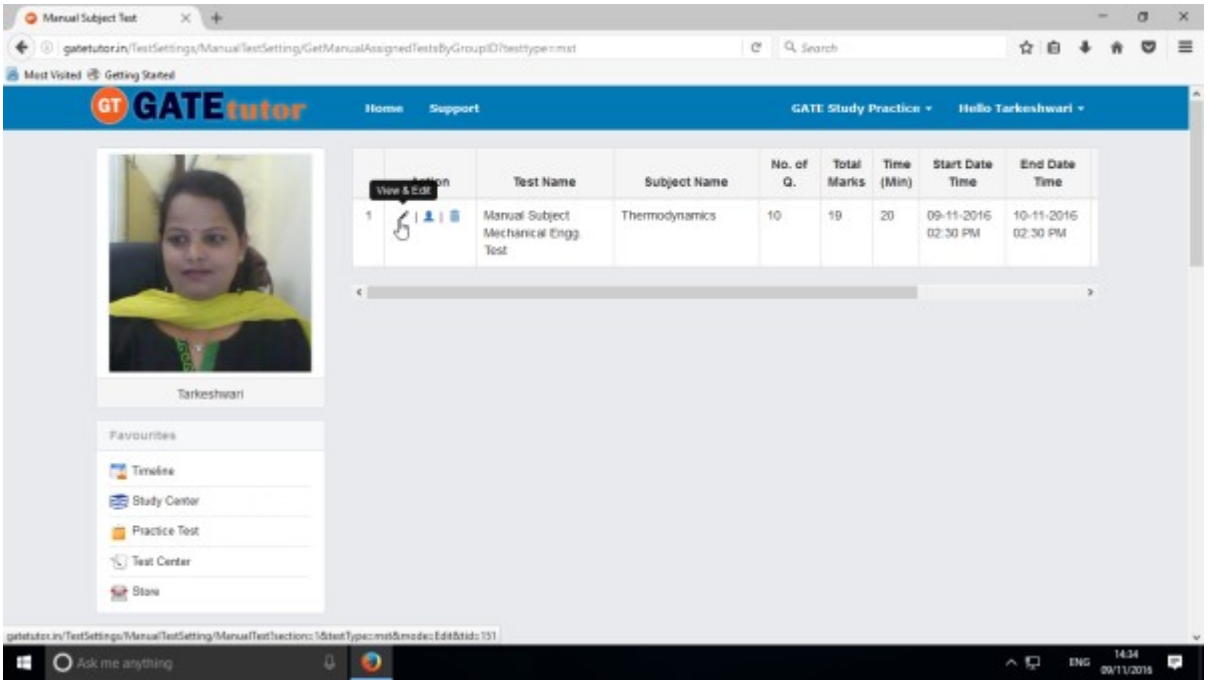


Check the test as follows.

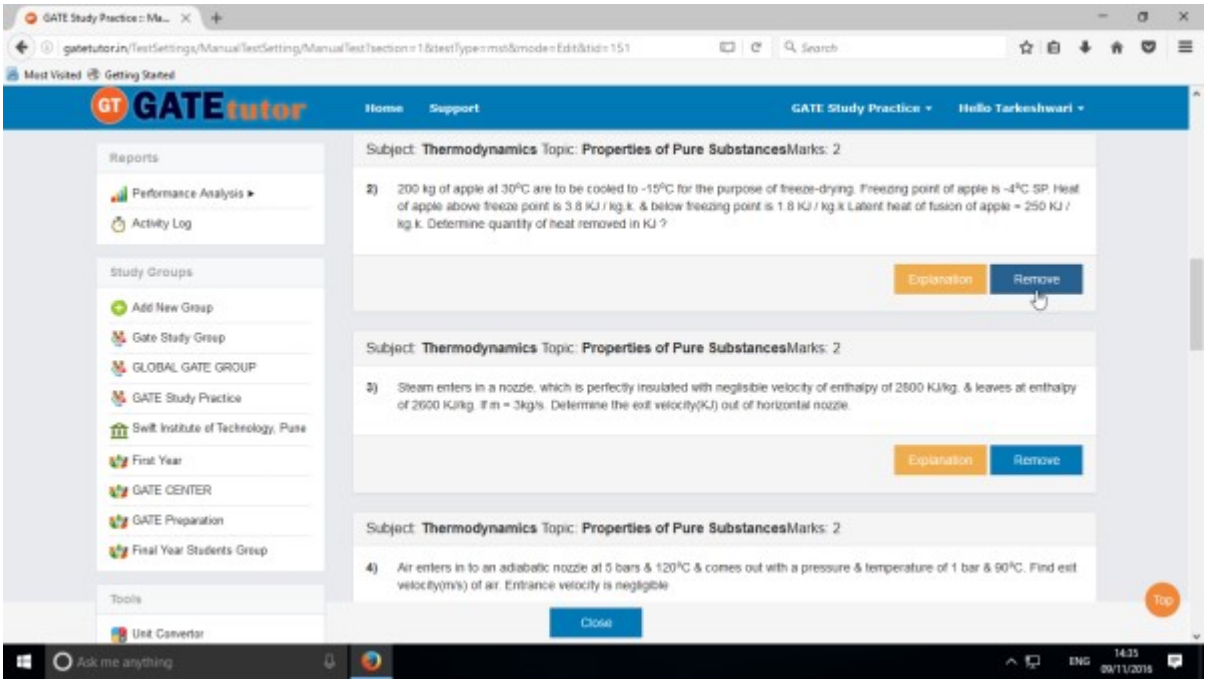


You can "**View & Edit**", "**Assign**" and "**Delete**" this test also.

Click on “**View & Edit**” option to edit the test

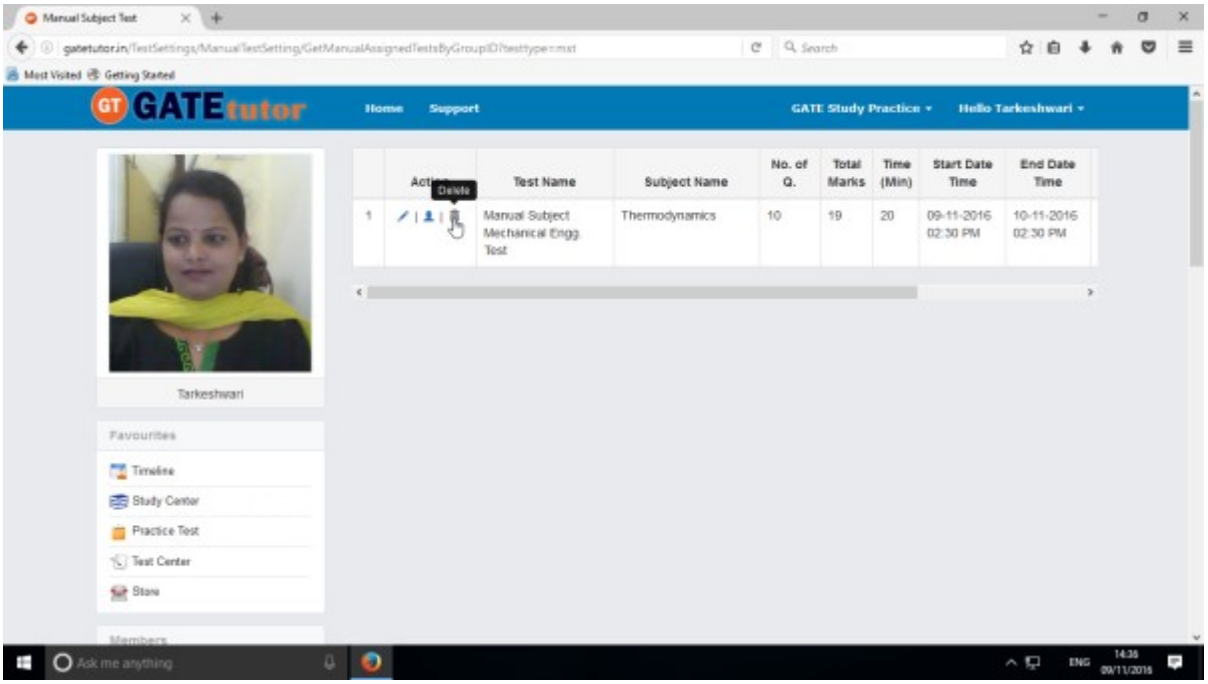


You can remove the questions from test by using “**View & Edit**” option.

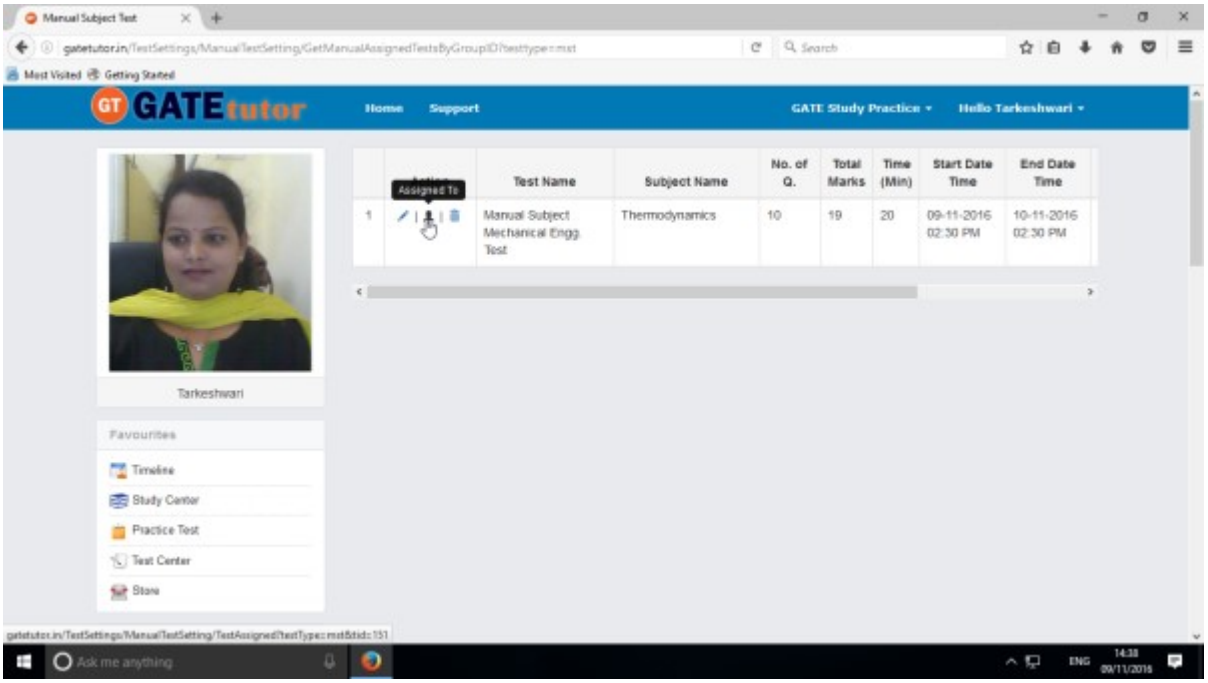


You can check the explanation for that question also. Click on “**Close**” to continue.

You can also delete the created test by clicking on “**Delete**” icon

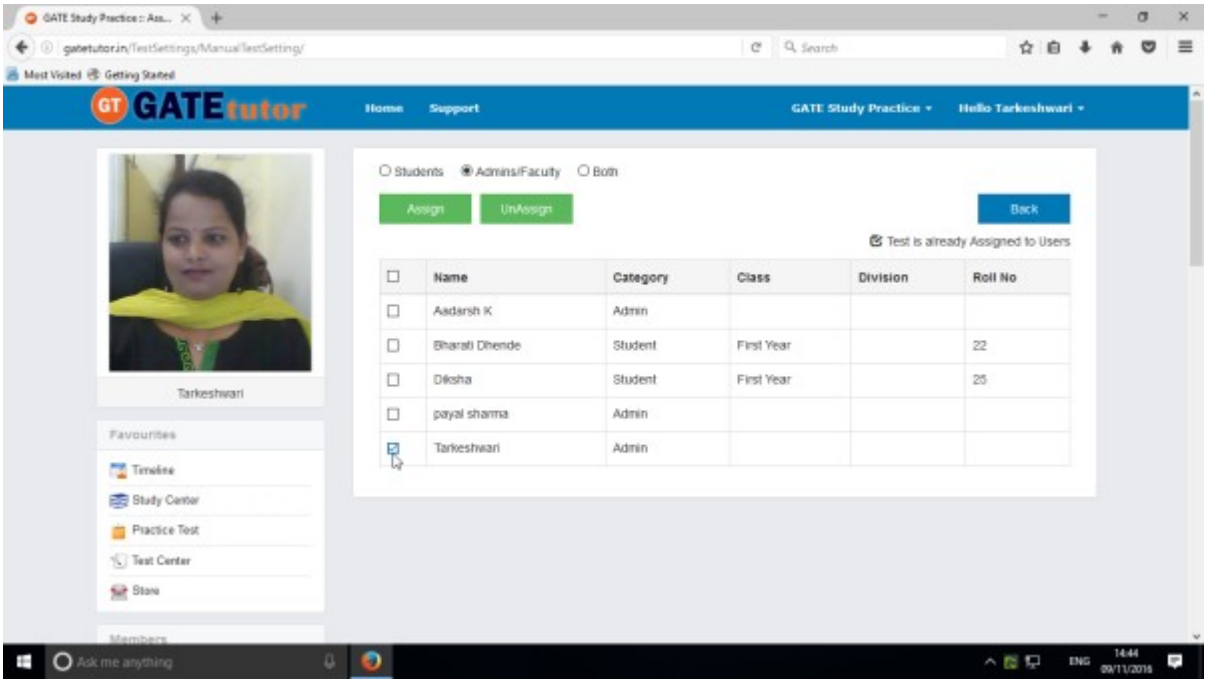


You can assign the test to your group members by clicking the ‘**Assigned To**’ icon as follows



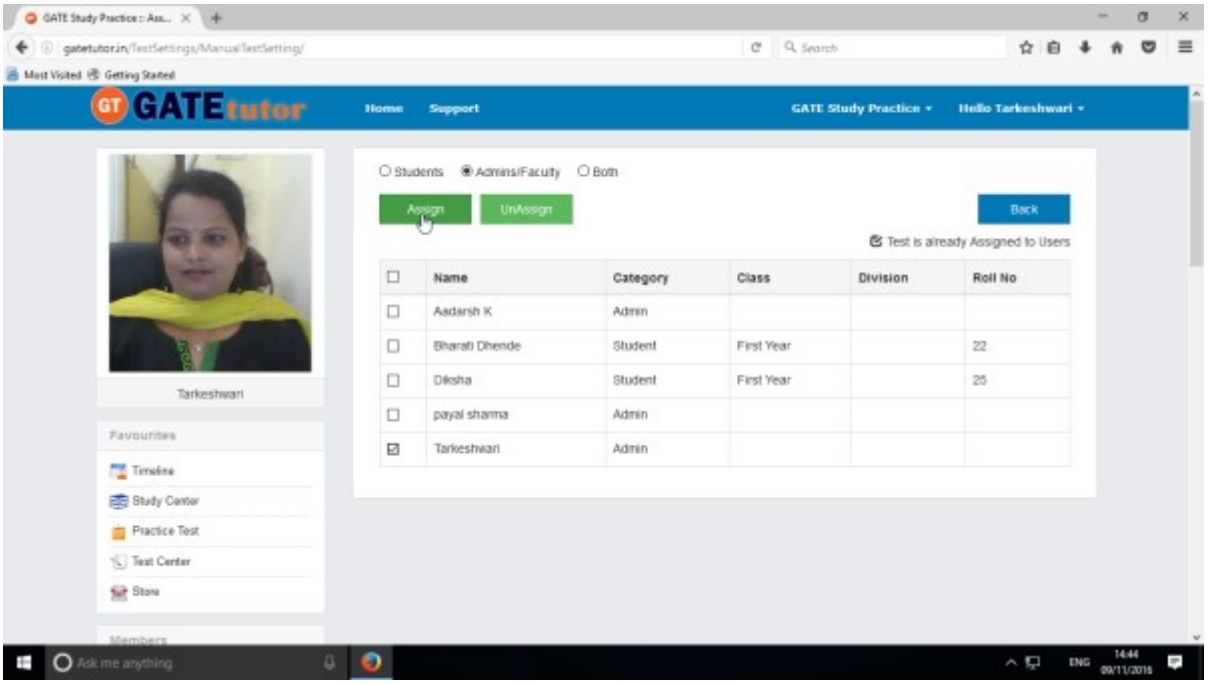
Choose to whom you want to assign the test like Students, Admin/Faculty or both.

Choose Admins/Faculty menu to assign a test.

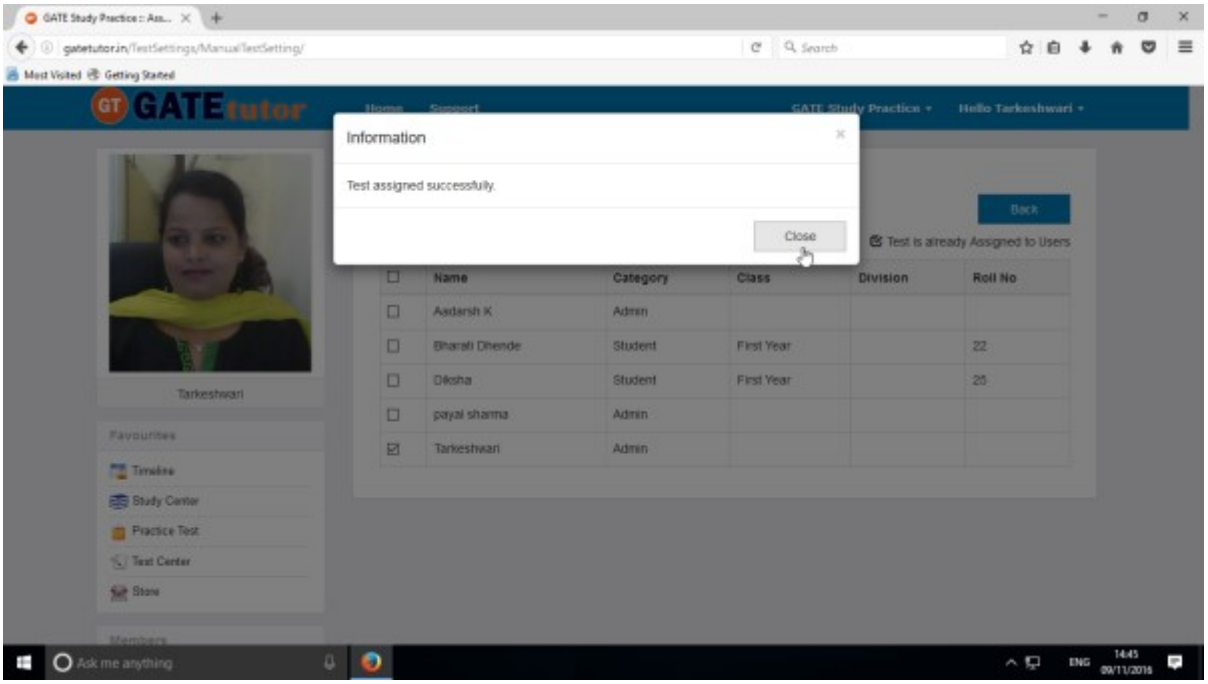


Now choose the name to which you want to assign the test

Now click on "**Assign**" to assign a test.

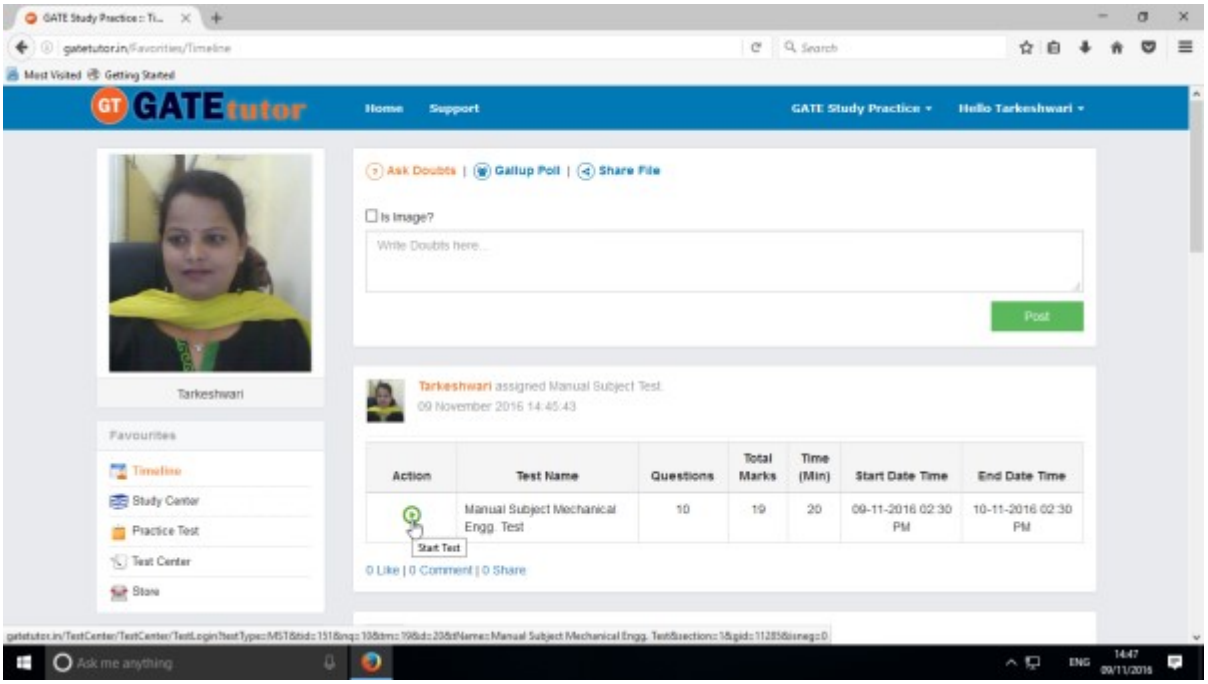


Test will get assigned successfully.

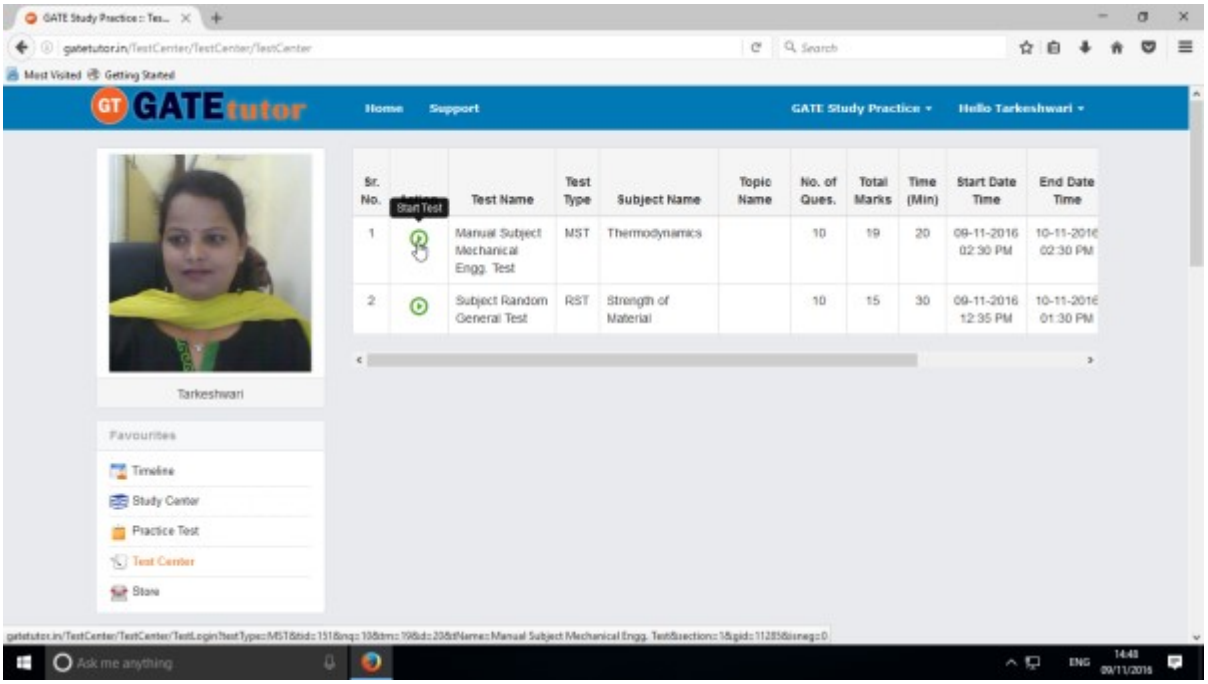


Click on **"Close"** to continue.

You can start an assigned test from your group timeline.

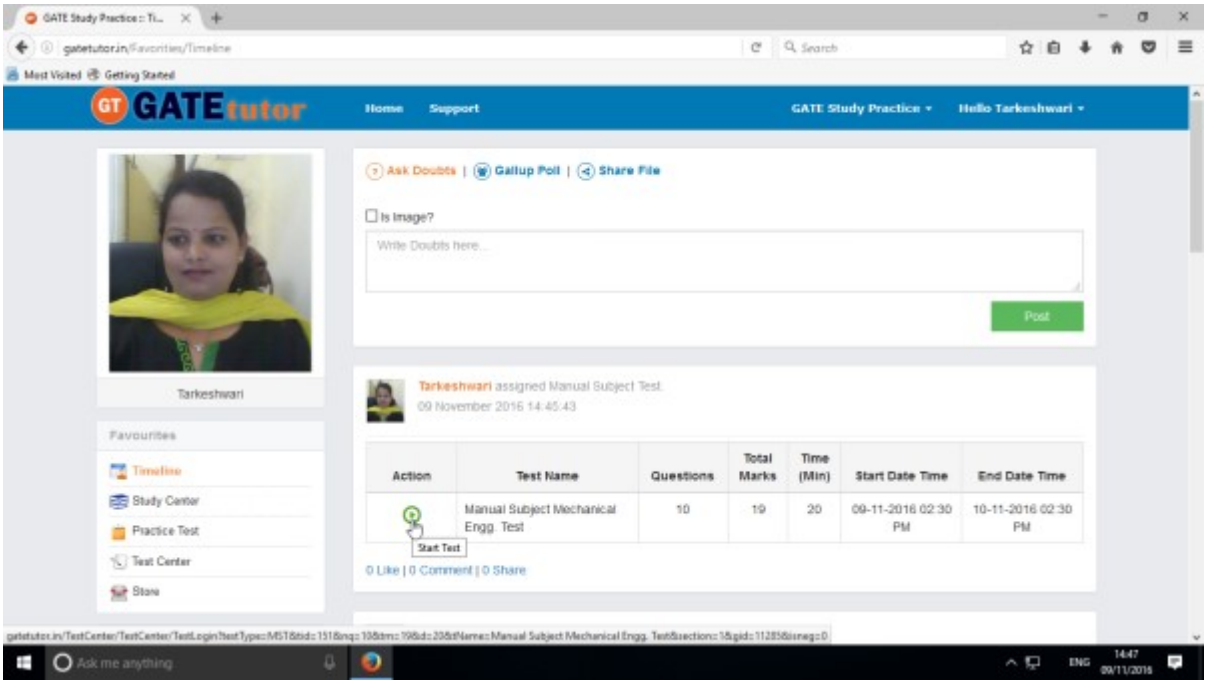


Assigned test is shown in **"Test Center"** also.

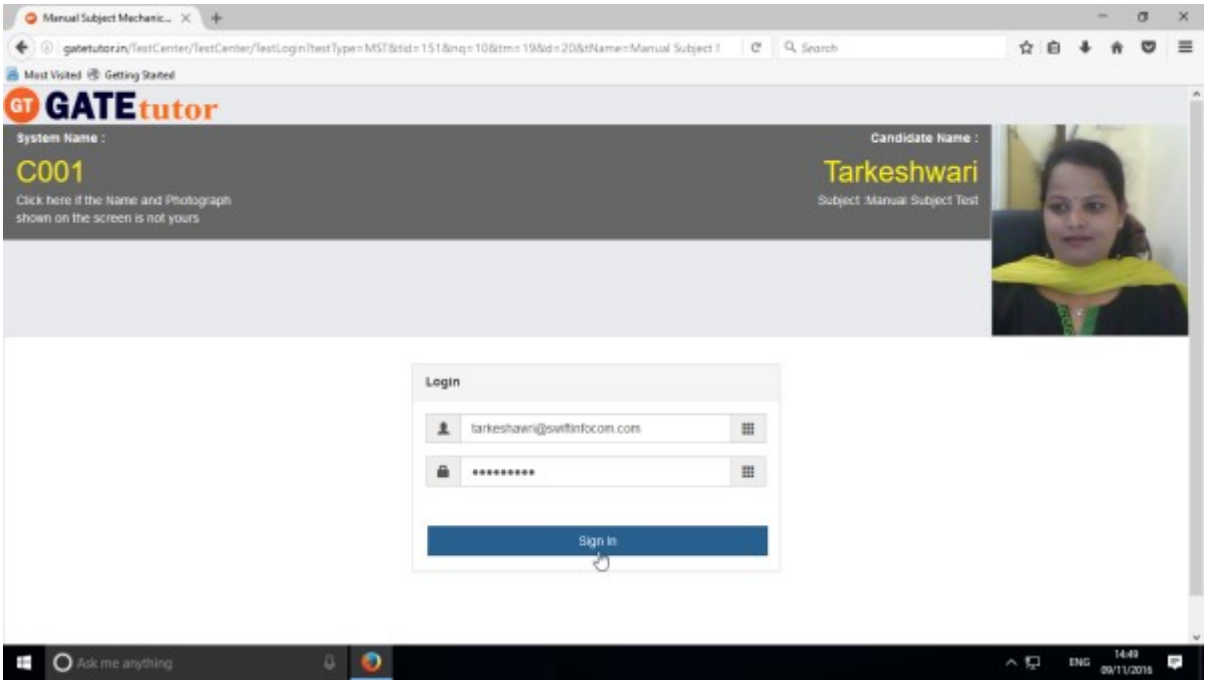


You can attend the test from both on timeline and test center also.

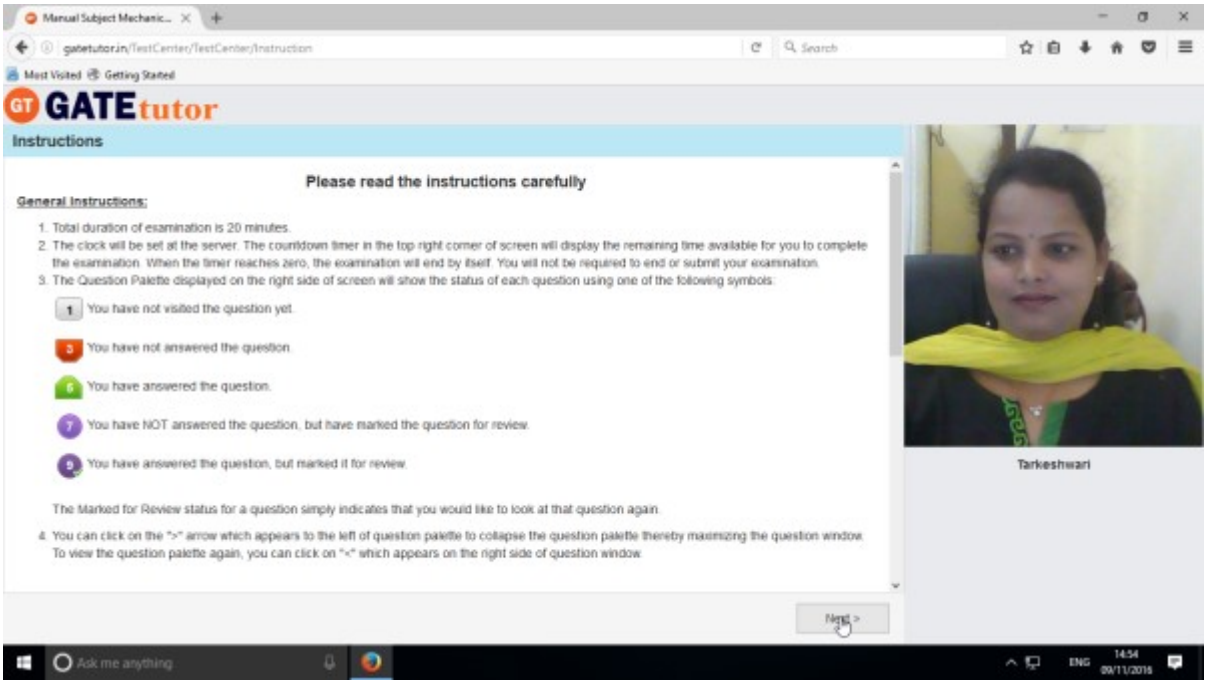
To start test from own timeline, click on “**Start Test”** icon



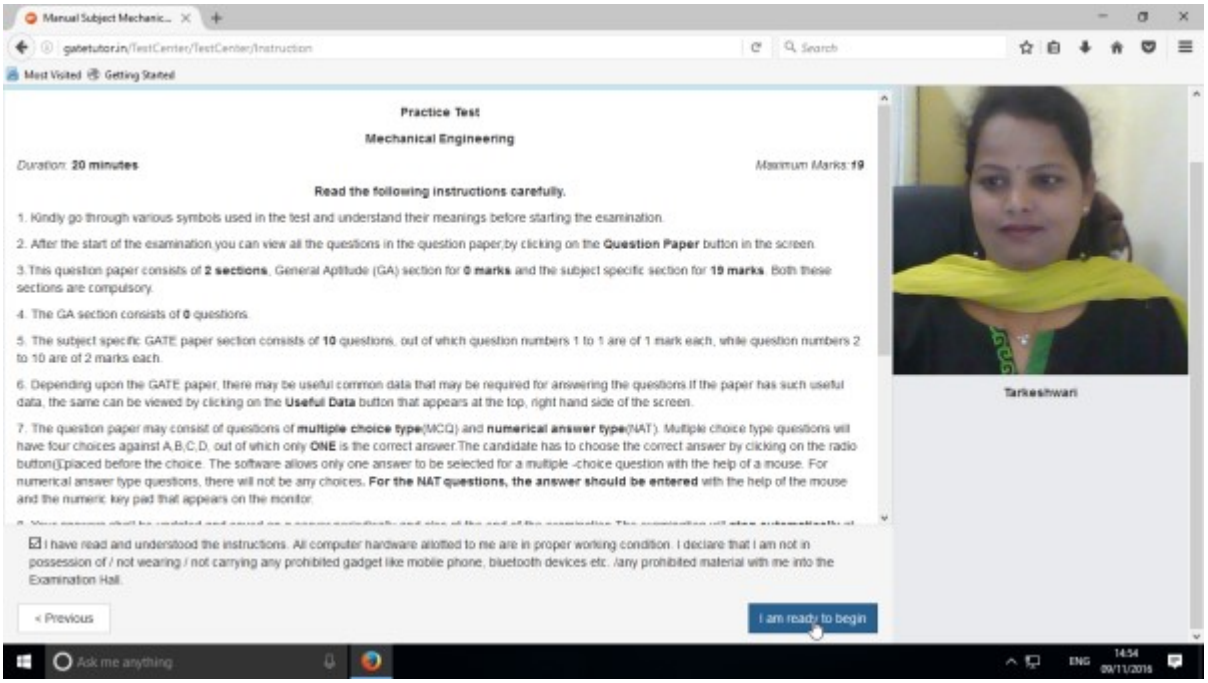
Click on “**Sign In”** to attend the test

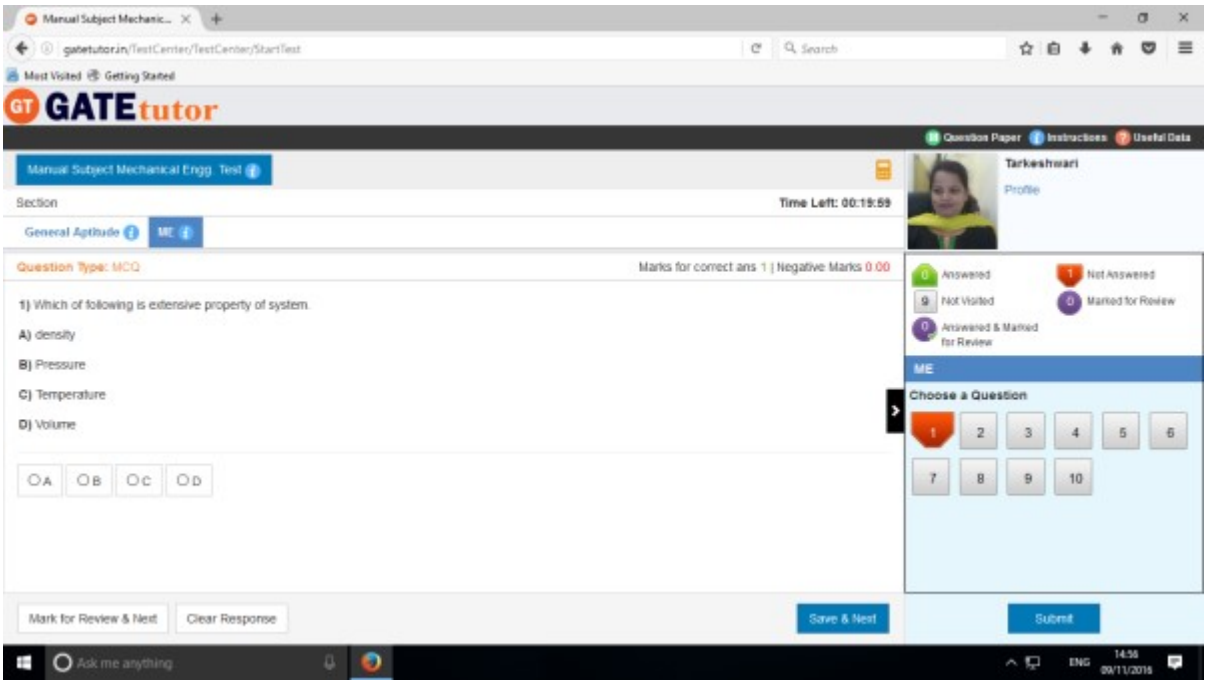


You will appear the following window, Click on "**Next**"

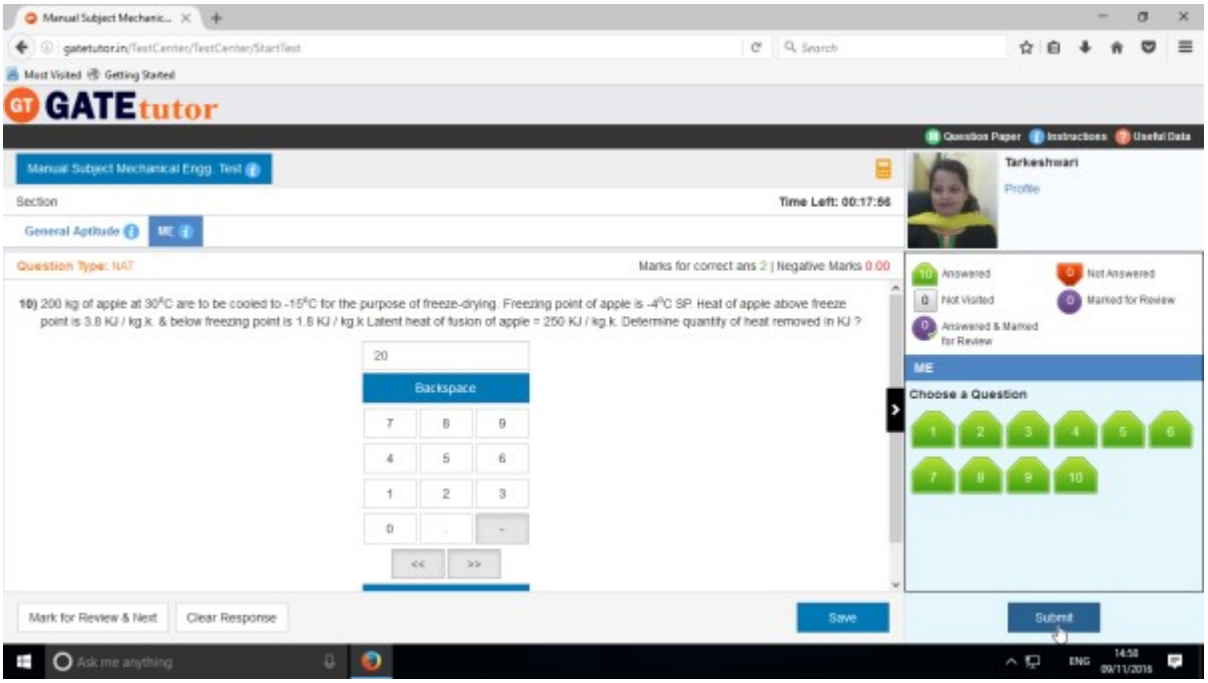


Click on "**I am ready to begin"** to appear a test



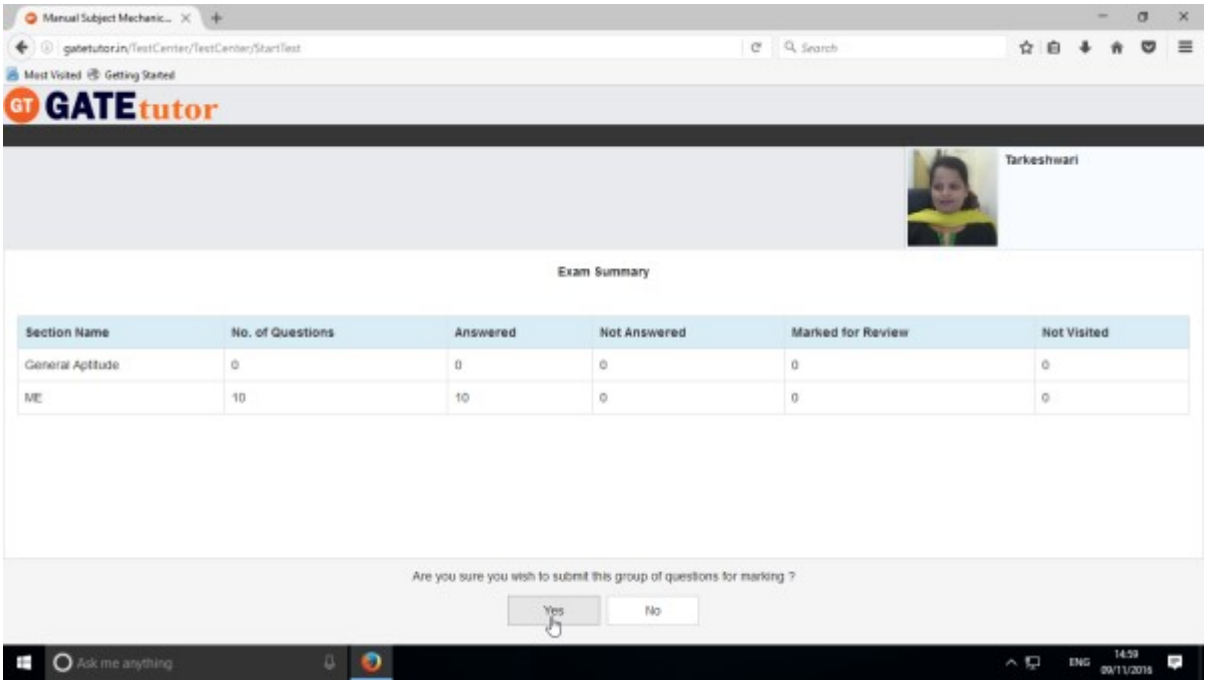


The manual subject test appears as above.

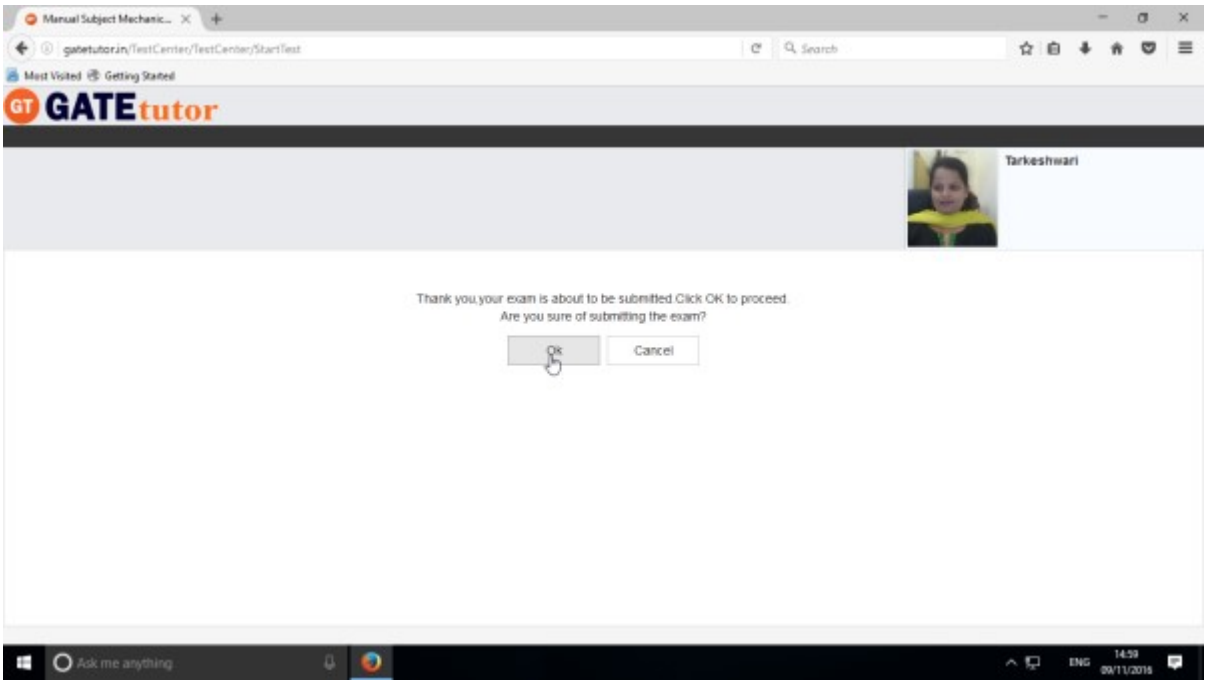


Attempt the entire test and click on **"Submit"** to save the test.

You will get the exam summary about your test.

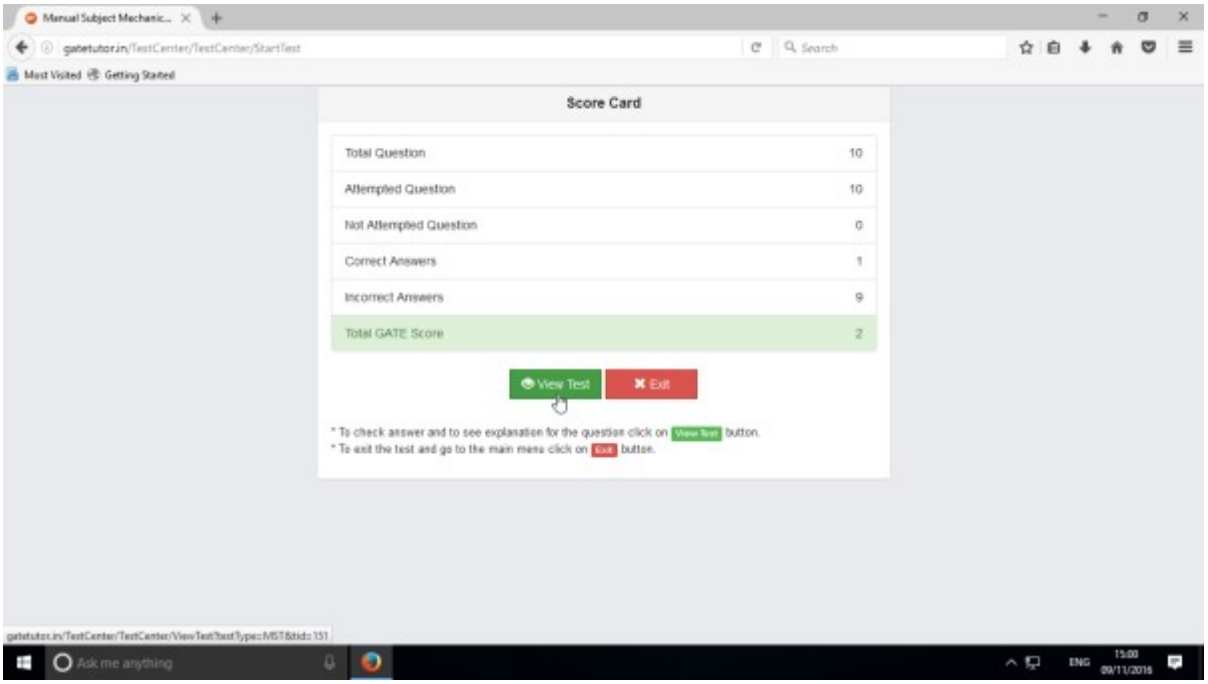


Click on "**Yes**" to submit the test.



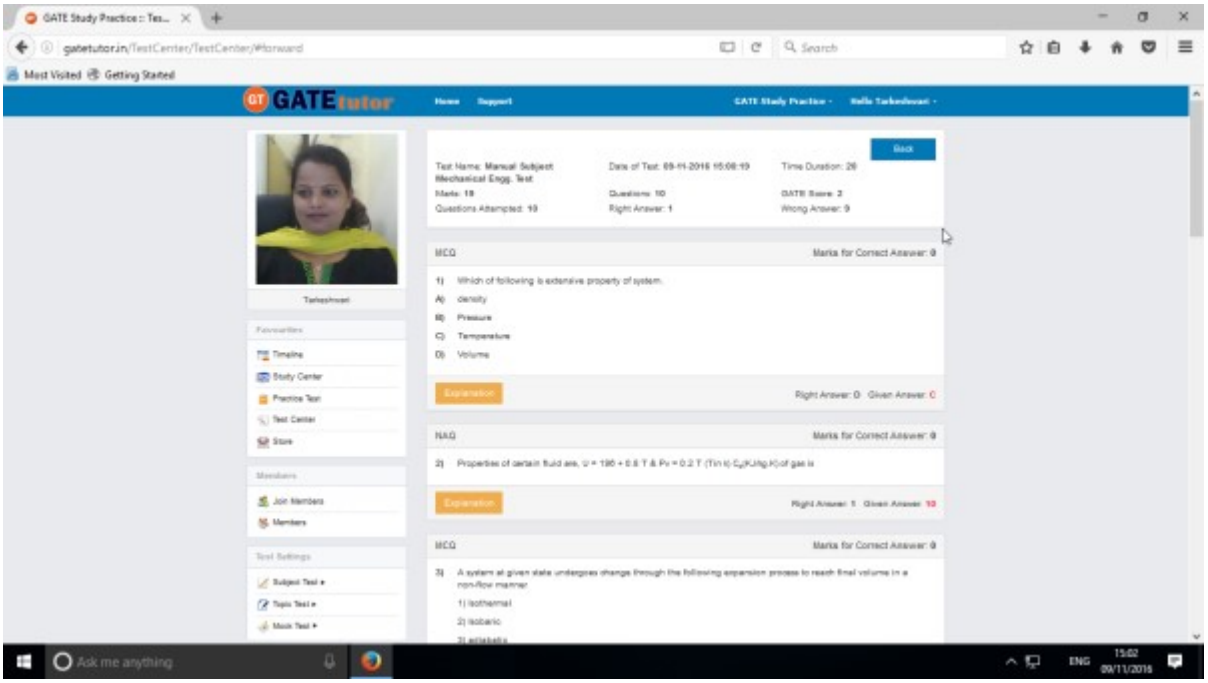
Click on "**OK**" to proceed.

You can click on **“View Test”** or **“Exit”.**

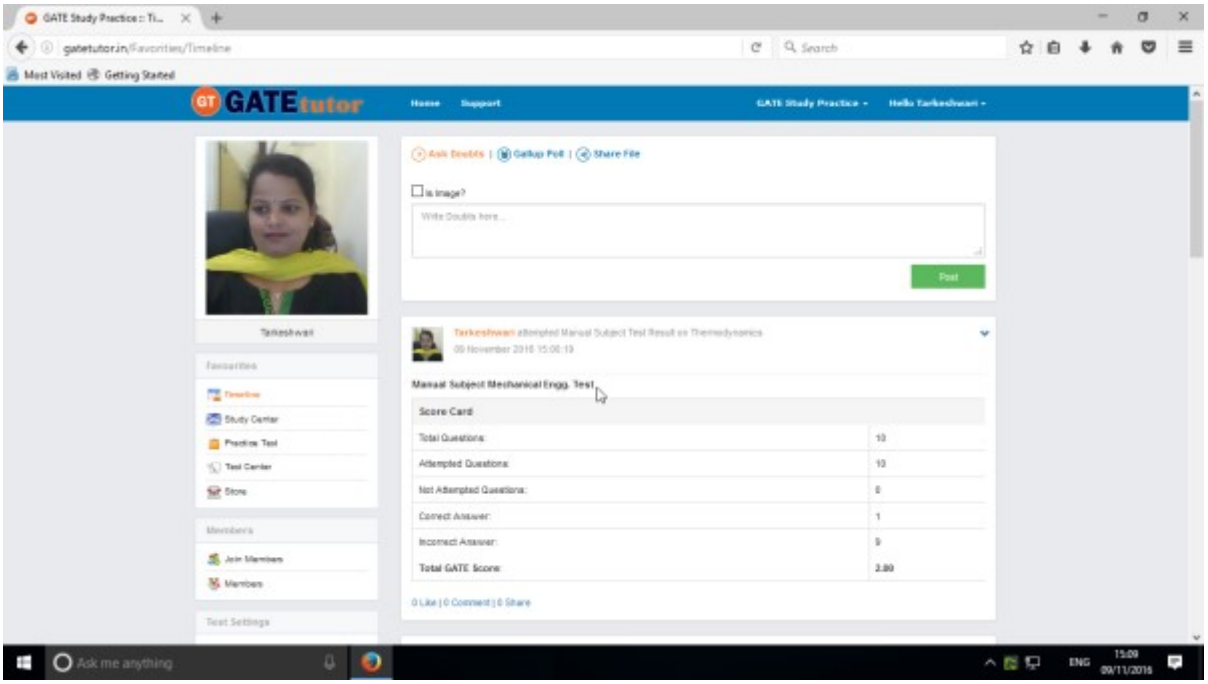


Click on “**View Test**”

Given test will be seen as follows.



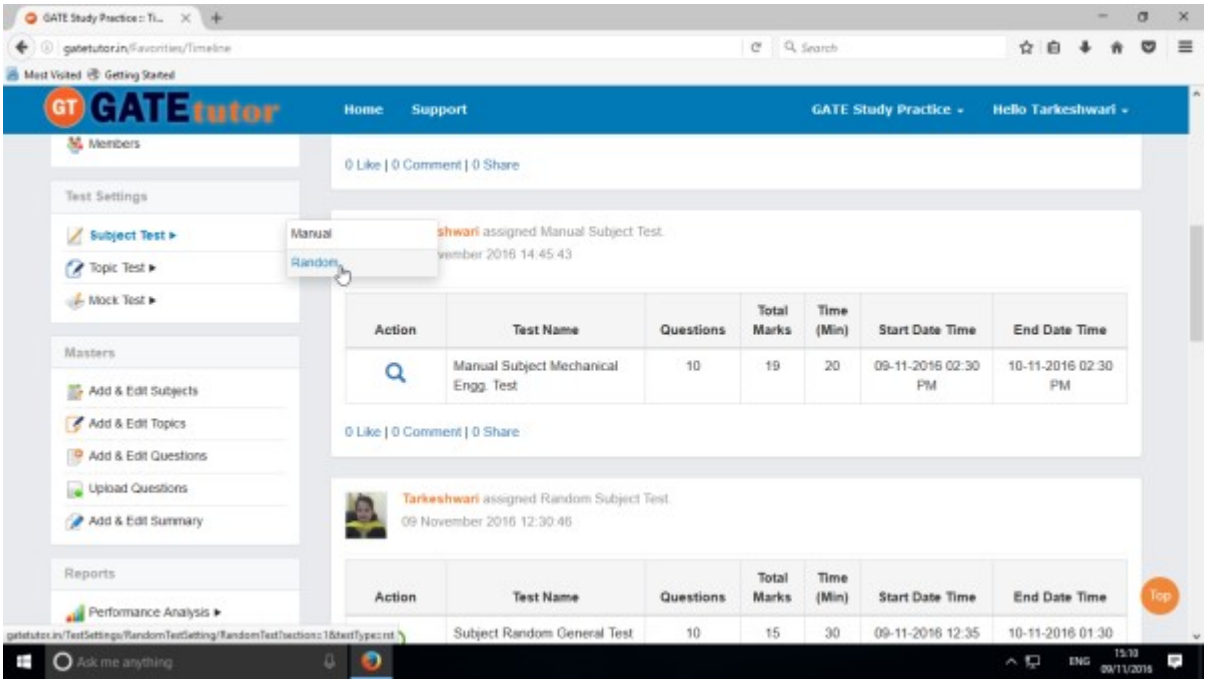
Click on timeline to see the results on group timeline



You can check the test results as above.

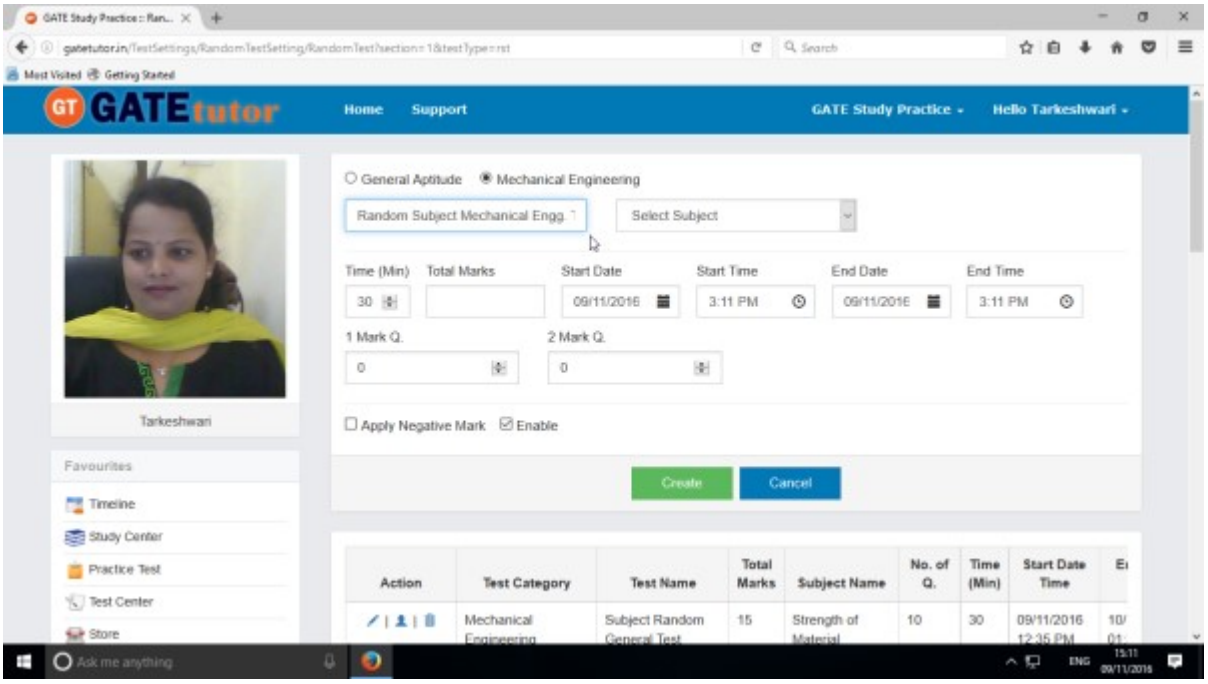
b) Random Subject Test

In the Random subject test, you can create the test randomly where GATEtutor chooses the questions from various topics under the subject.

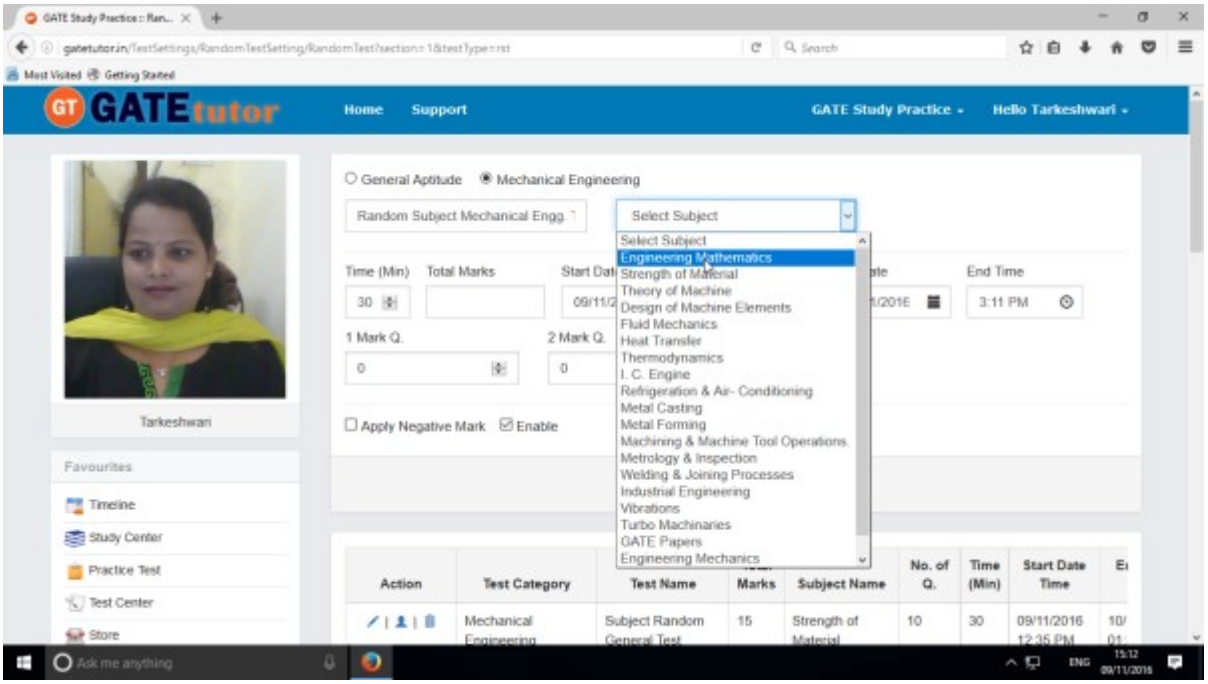


Click on "**Random**" to create a test.

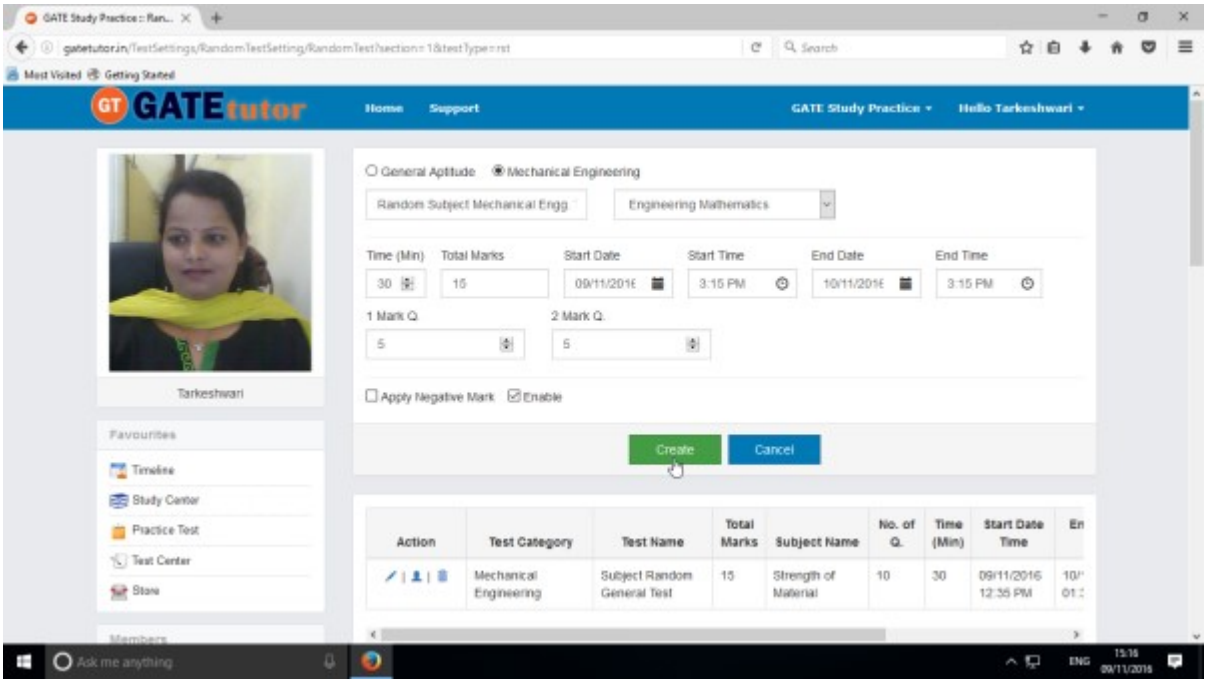
Write a test name.



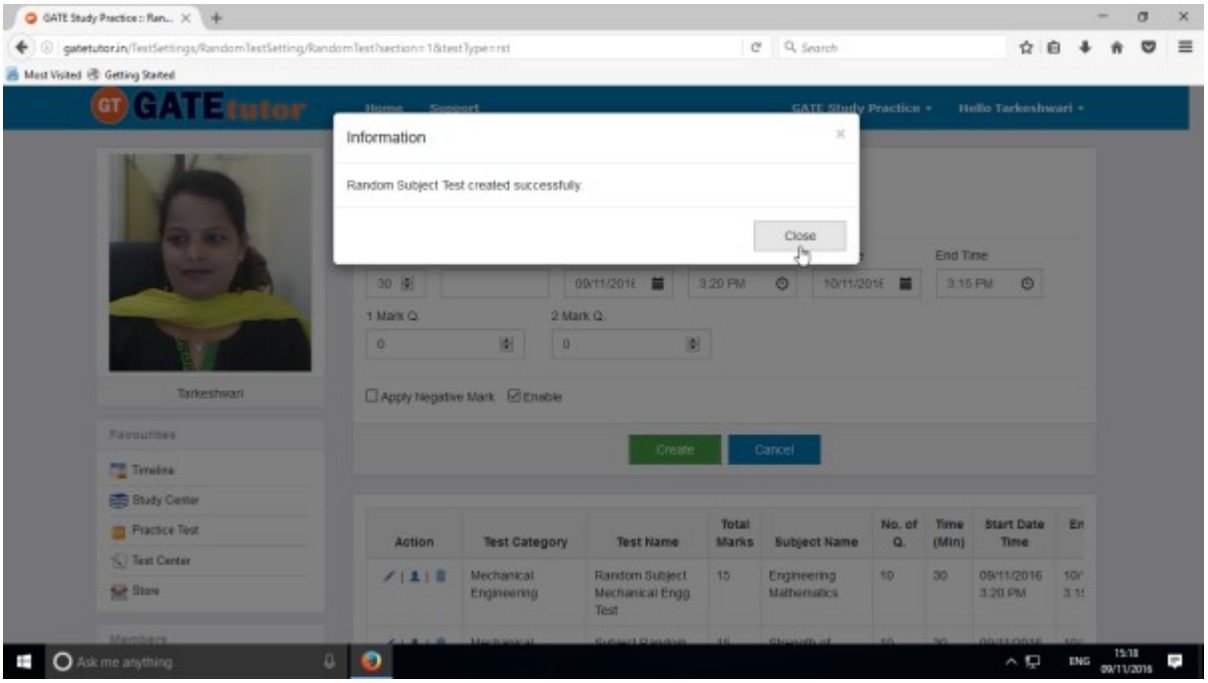
Choose a subject for the Test



Fill all the details like Time, Total Marks, Start & End date with Time, 1 Mark & 2 Marks questions & you can also apply negative marking method for the test.

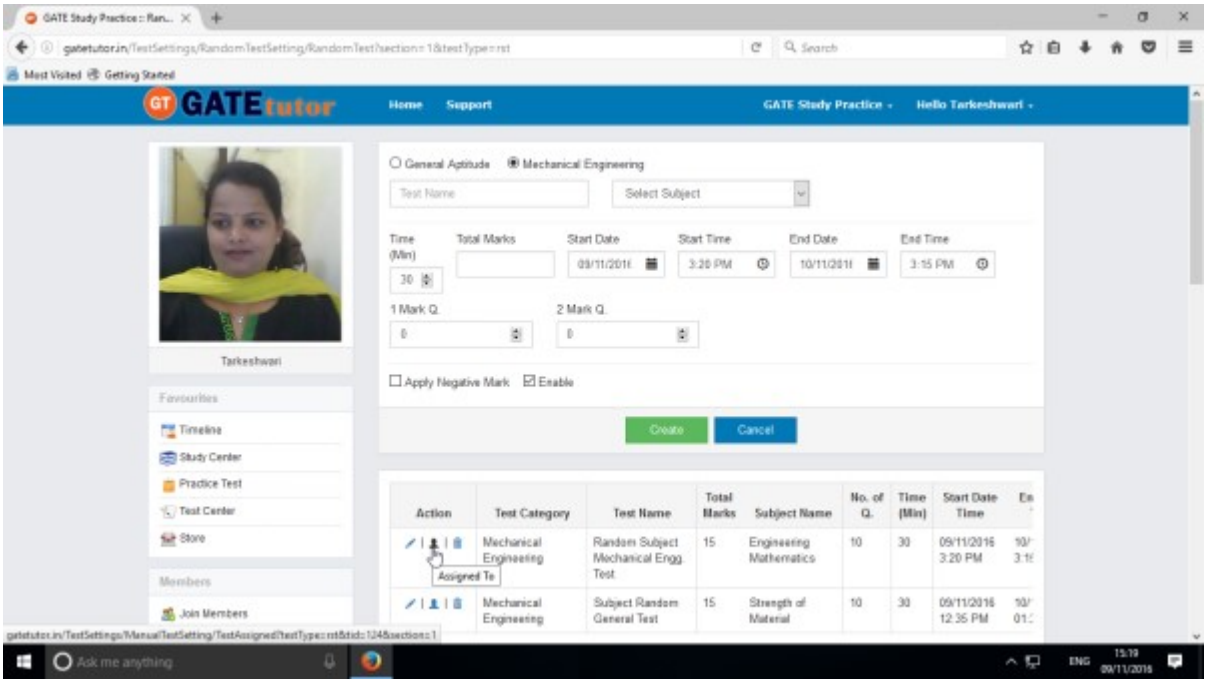


Click on **"Create"** to create a test.

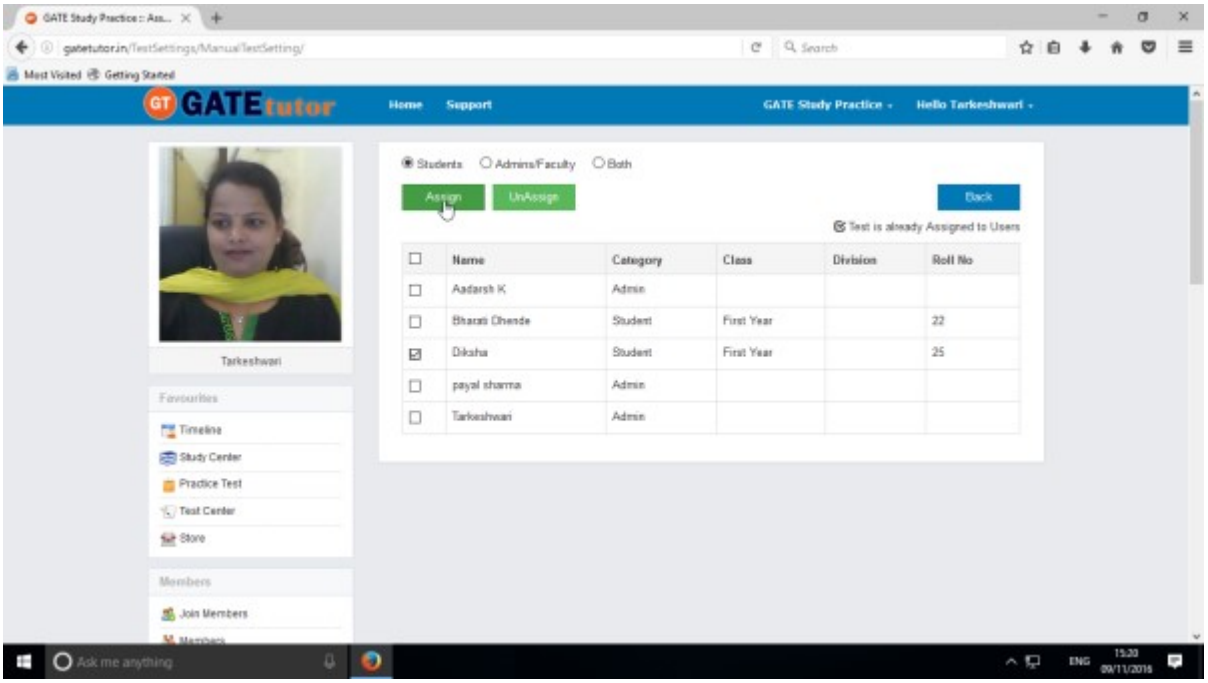


Random Subject Test created successfully. Now click on "**Close**" to continue.

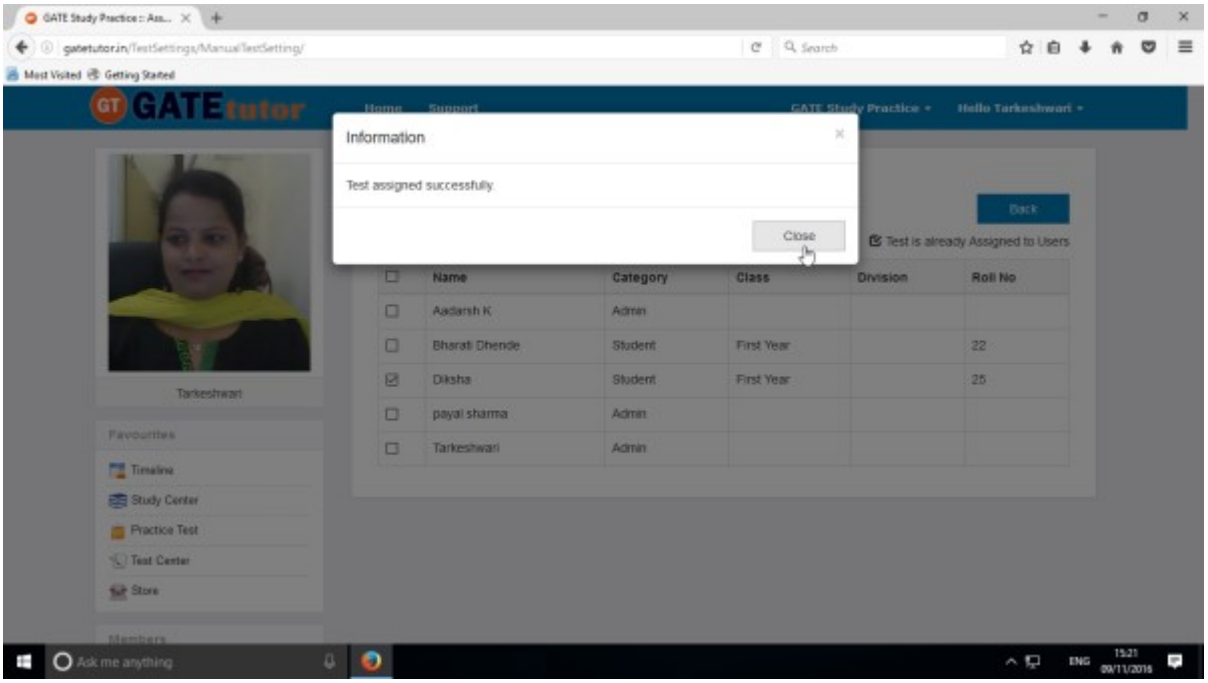
Click on **"Assigned To"** to assign the test.



Select names to which you want to assign the test and click on **"Assign"**

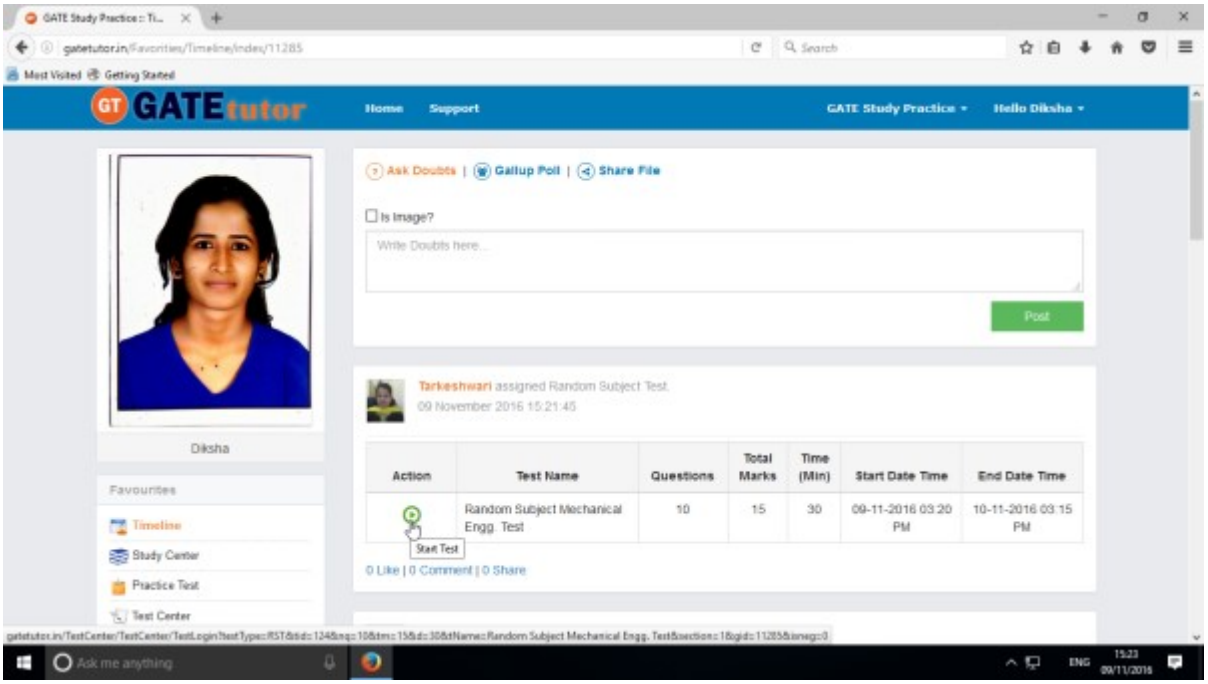


Test assigned successfully to the selected student.

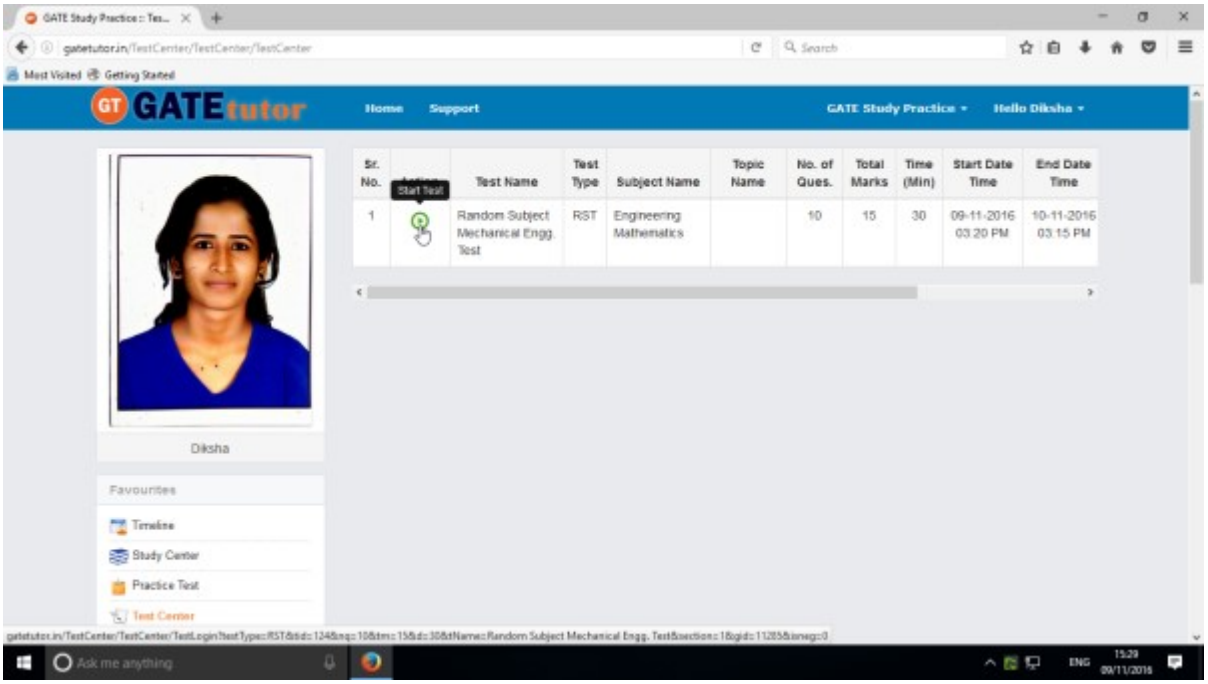


Click on "**Close**" to continue.

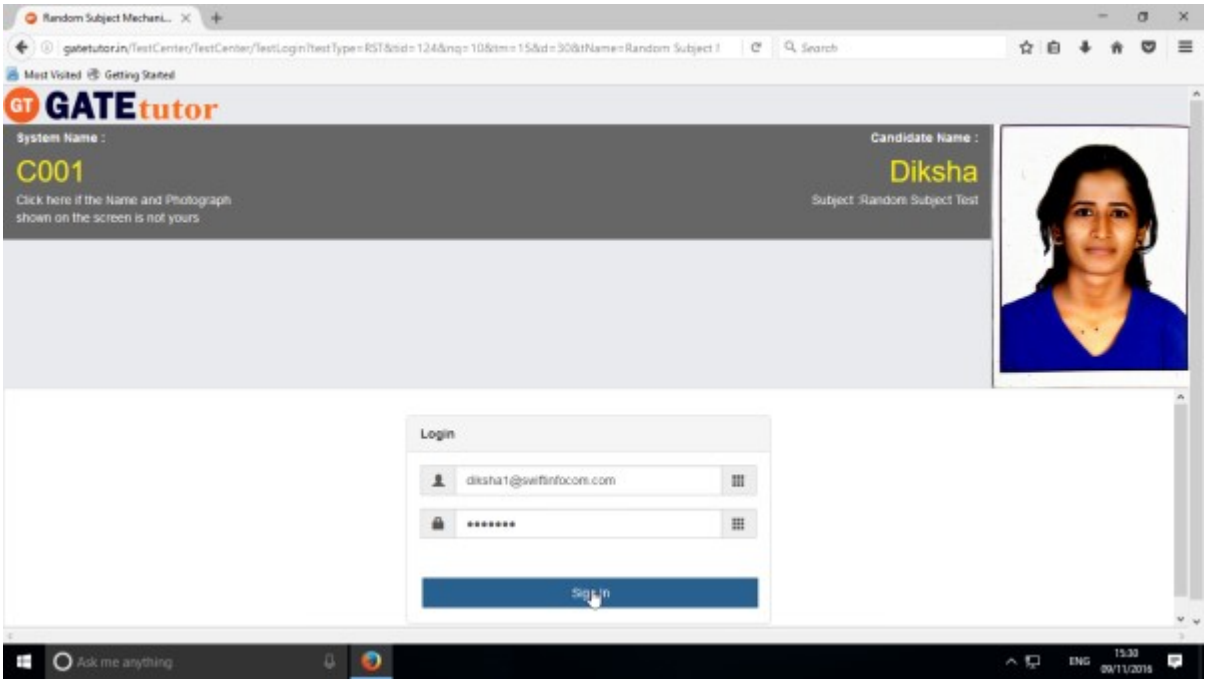
Check the assigned test on group member's group timeline.



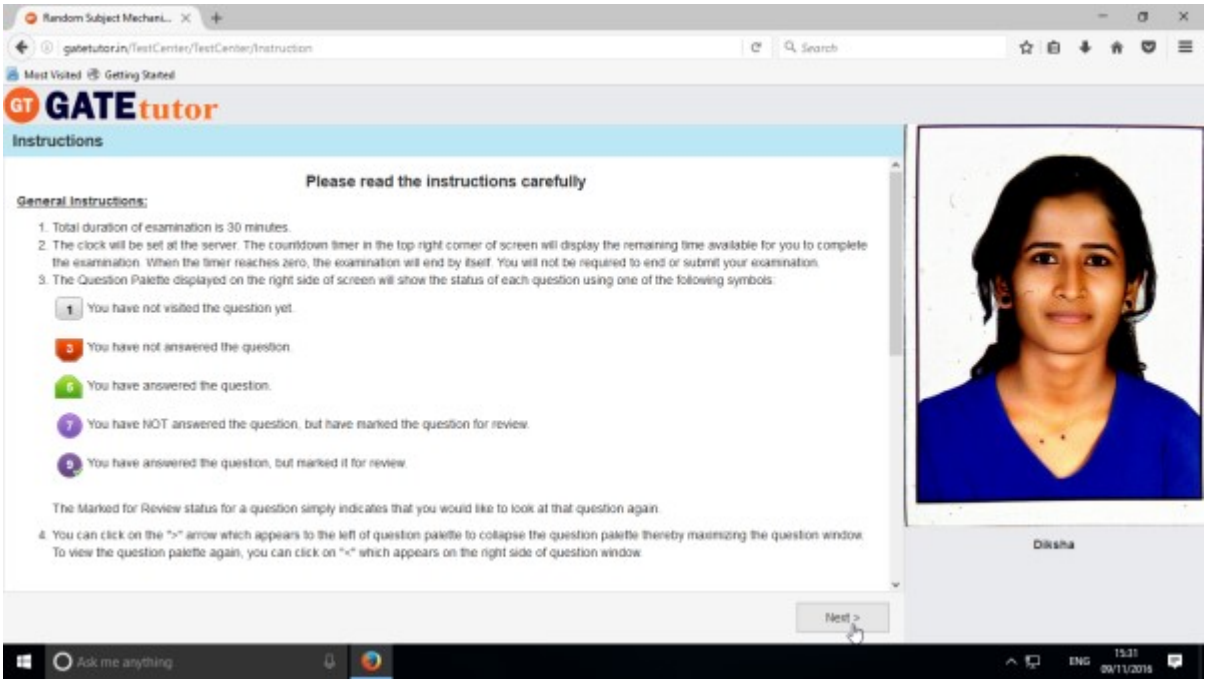
Check the assigned test is available in test center as well.



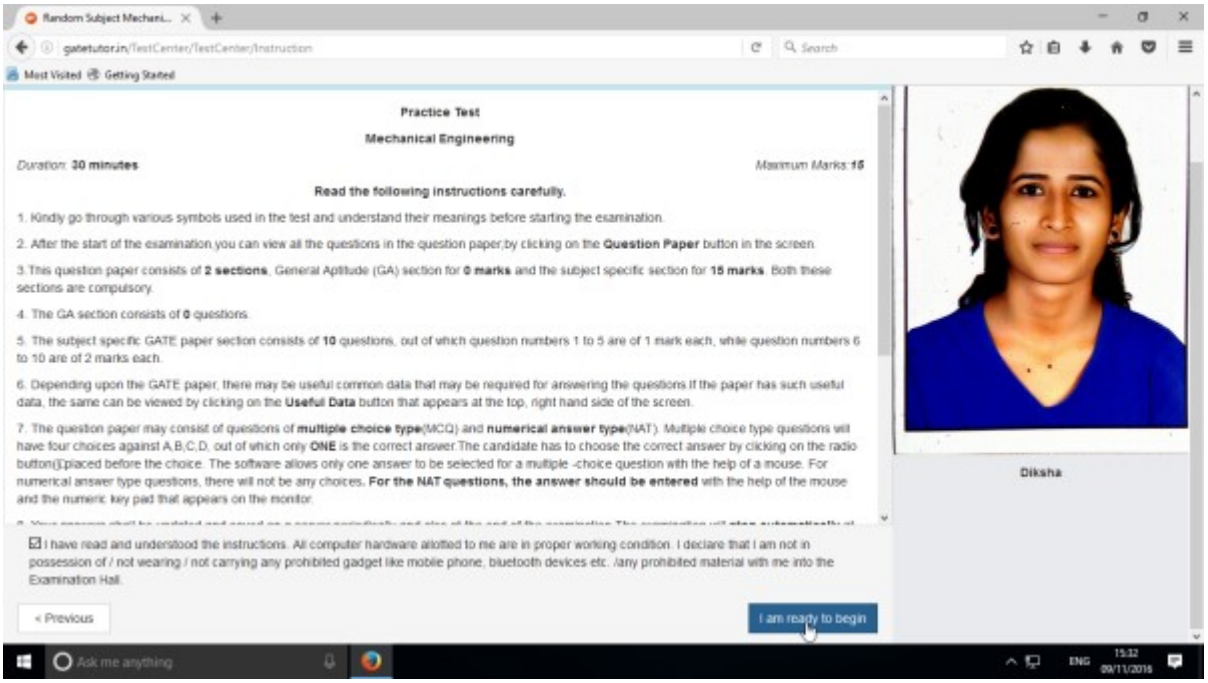
Click on "**Start Test**" to attend the test as above.



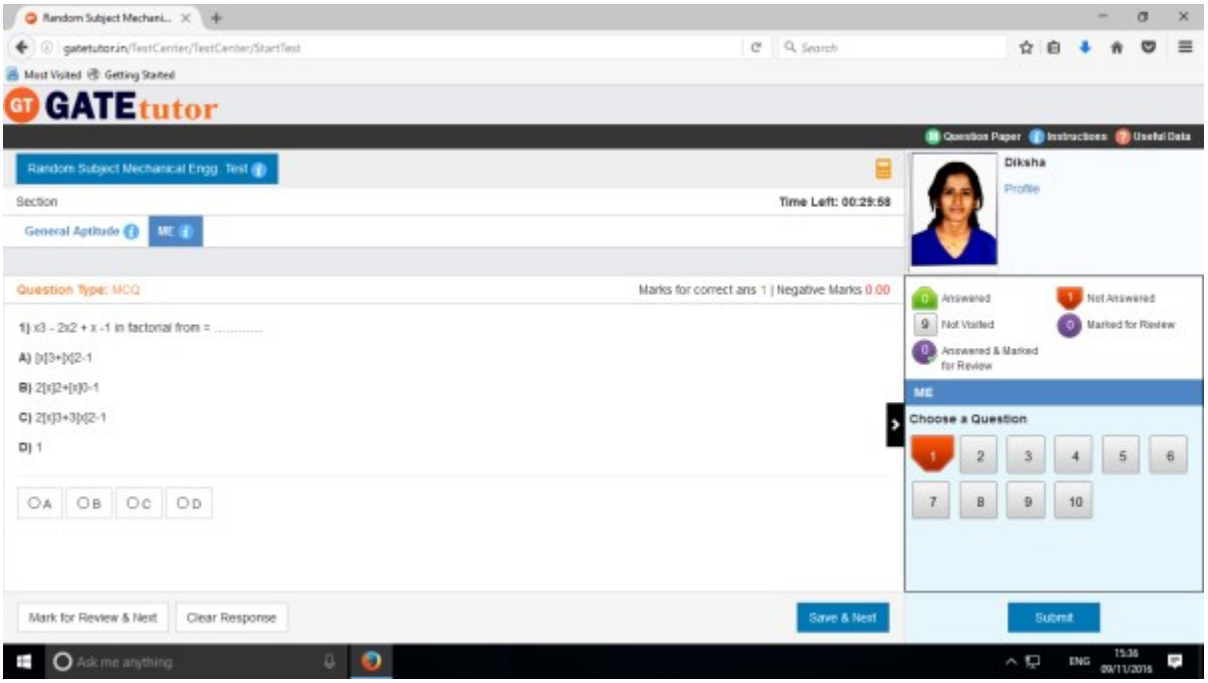
Click on "**Sign In**" to attend a test.



Click on "**Next**" to continue.

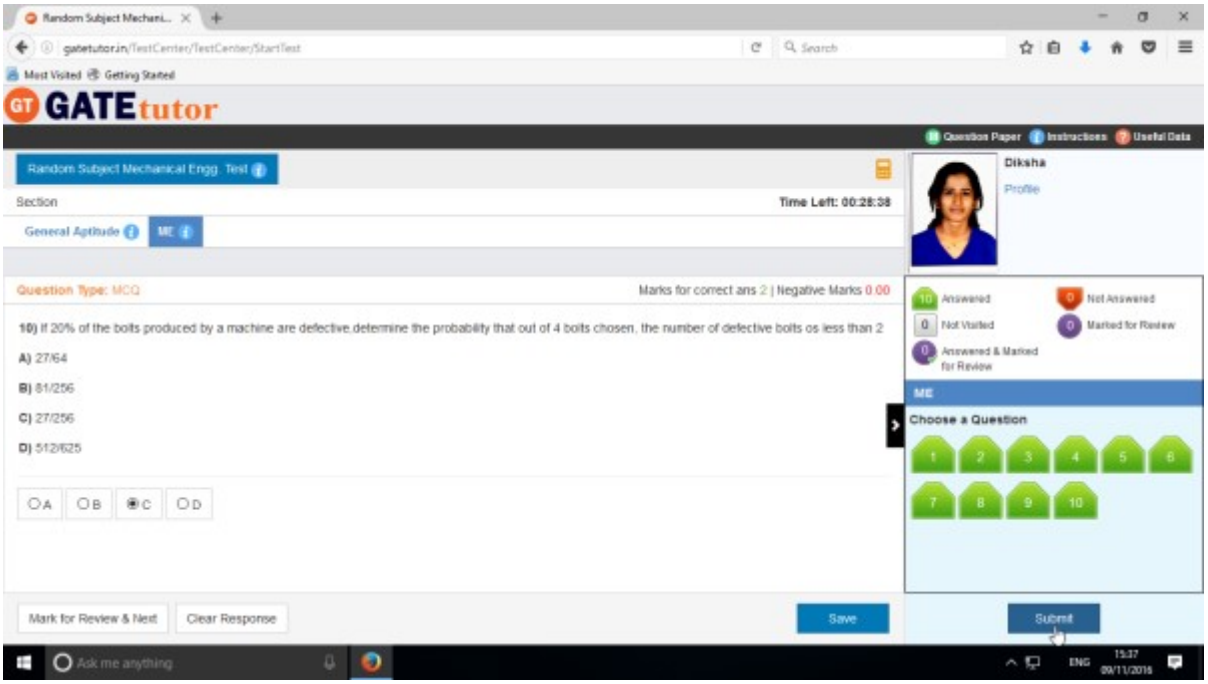


Click on "**I am ready to begin**" to continue

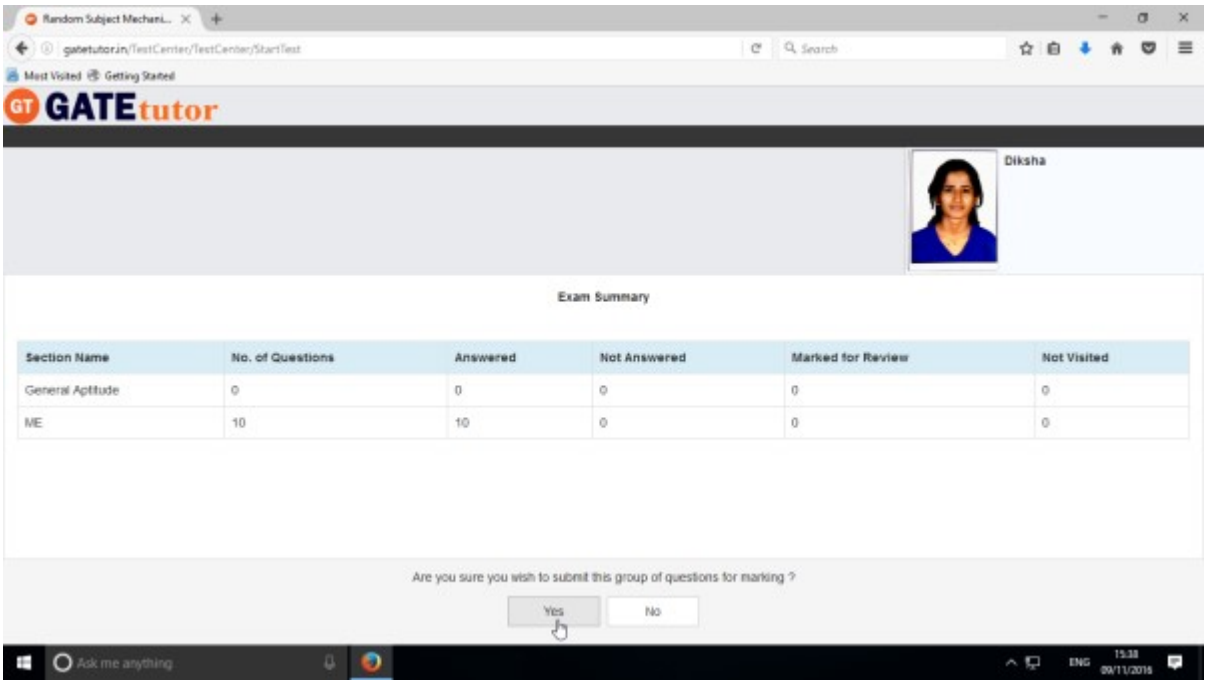


You will appear a test as above.

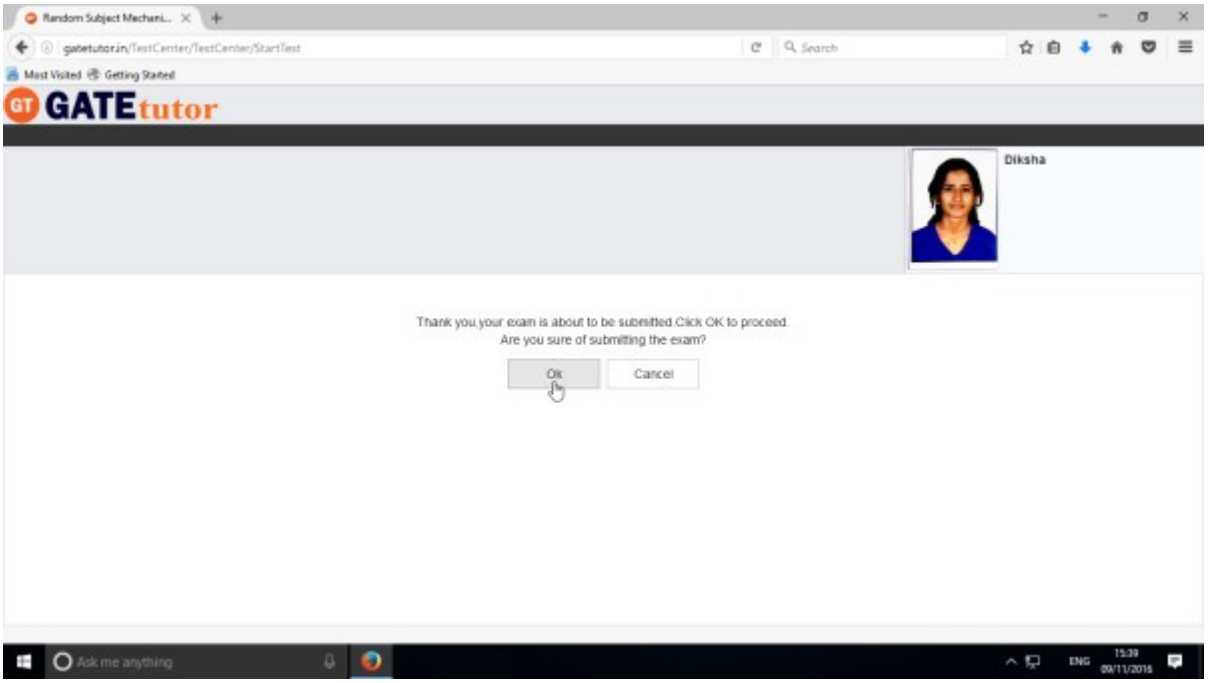
Attempt all the questions & finish the test.



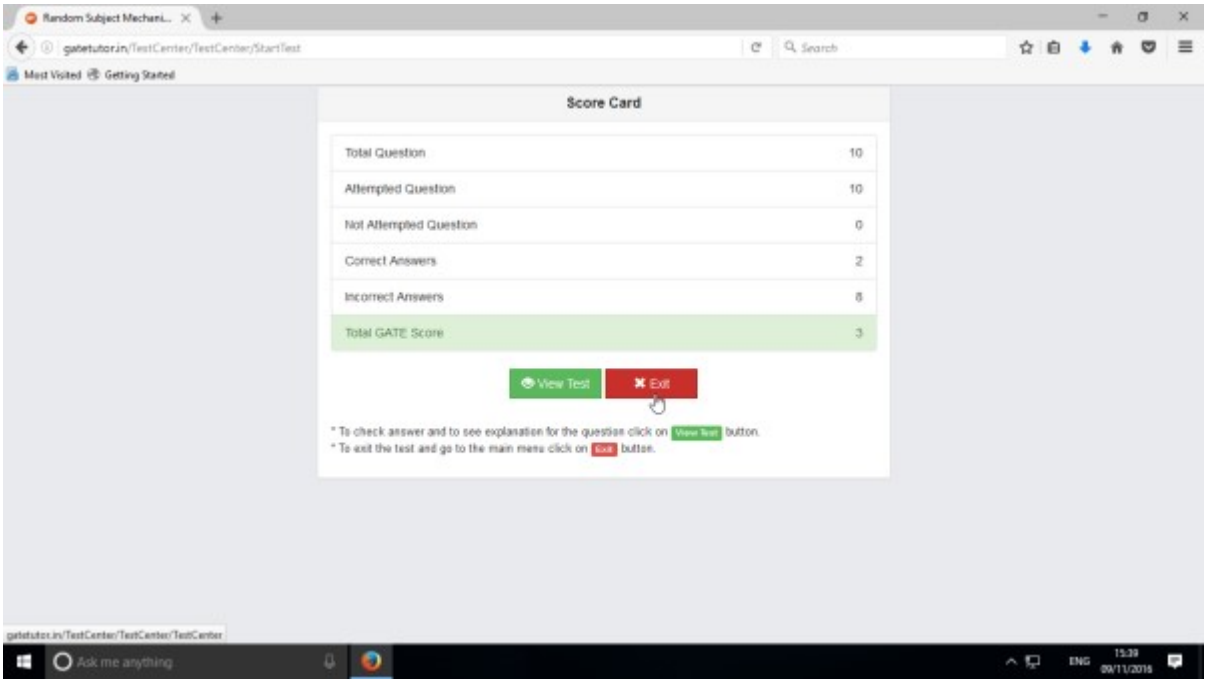
Click on "**Submit**" to save & finish the test.



Click on "**Yes**" to continue.

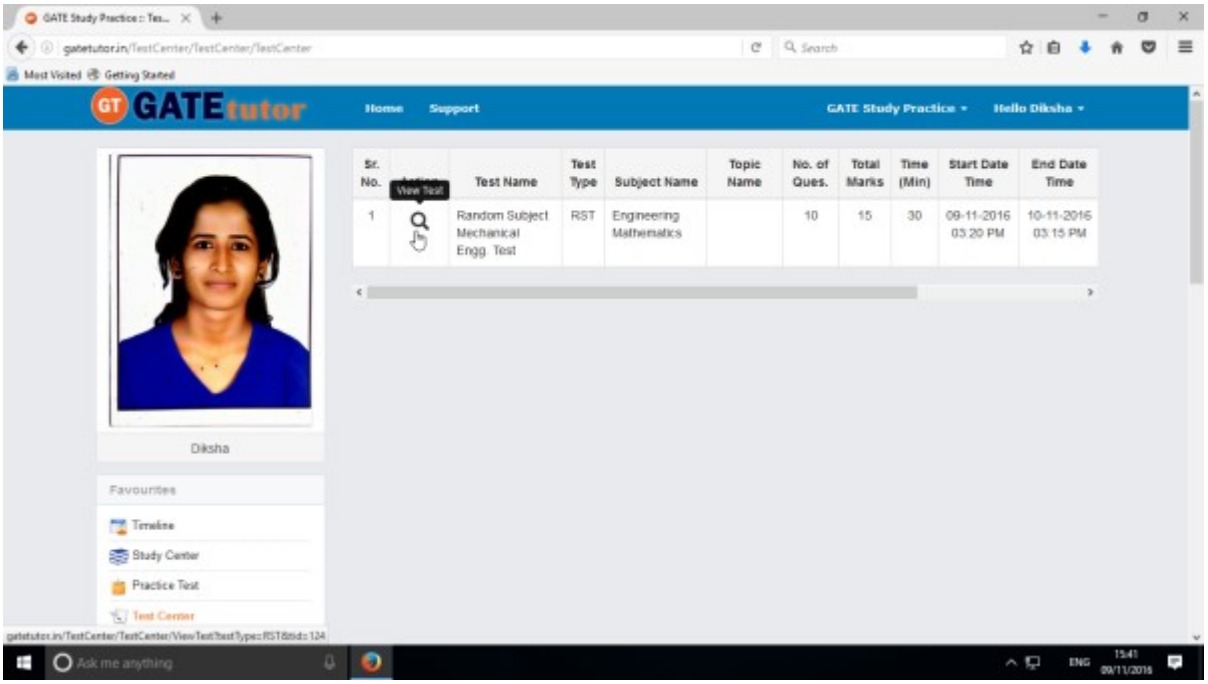


Click on “OK” to proceed.



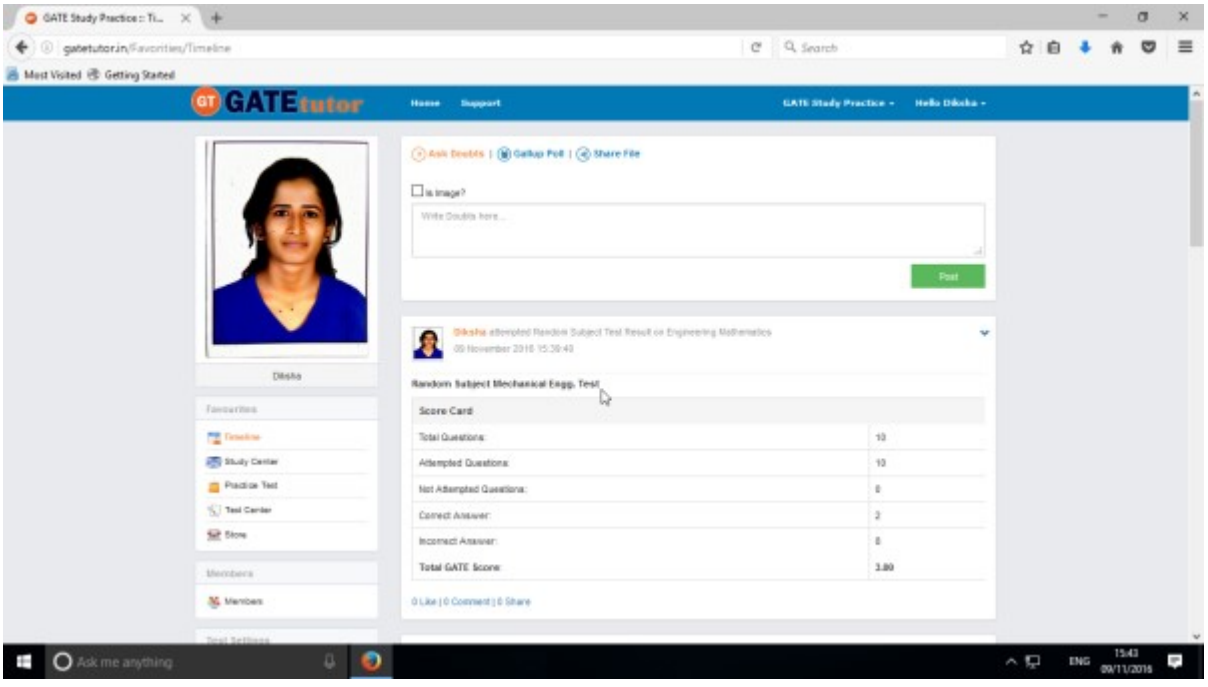
Click on “**Exit**”

When you click on "**Exit**", you will redirect to test center as follows.



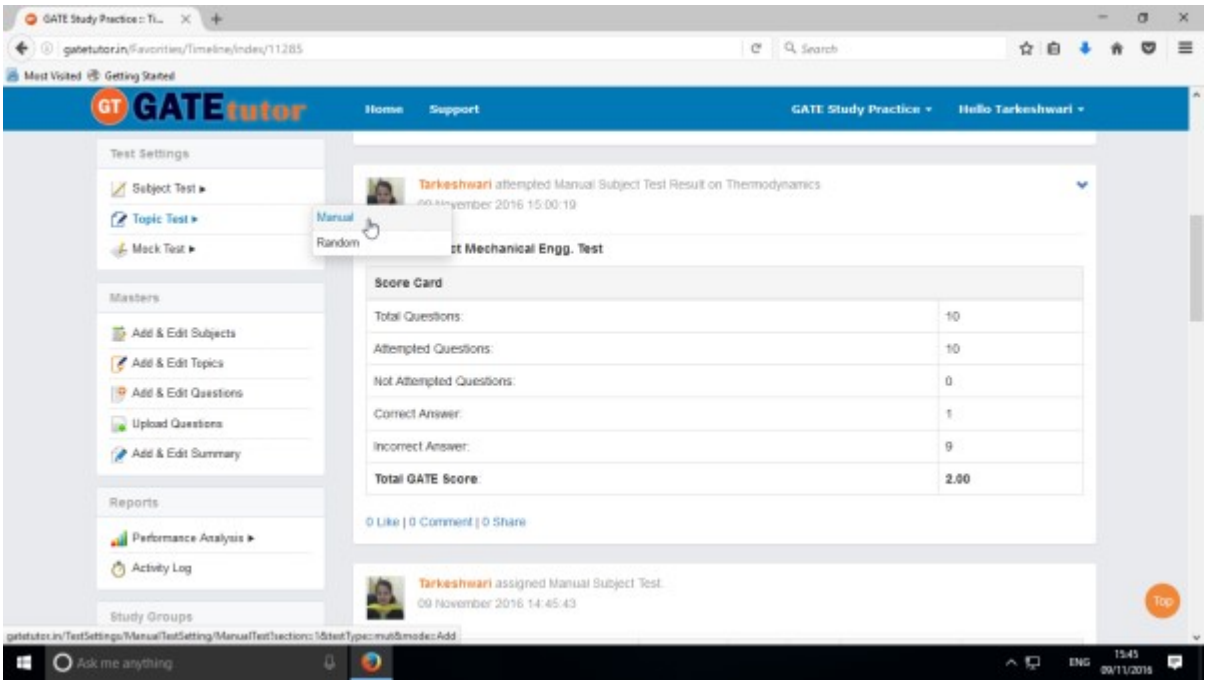
You can view the given test, when you click on "**View Test**".

Test results will appear on your group timeline as follows.

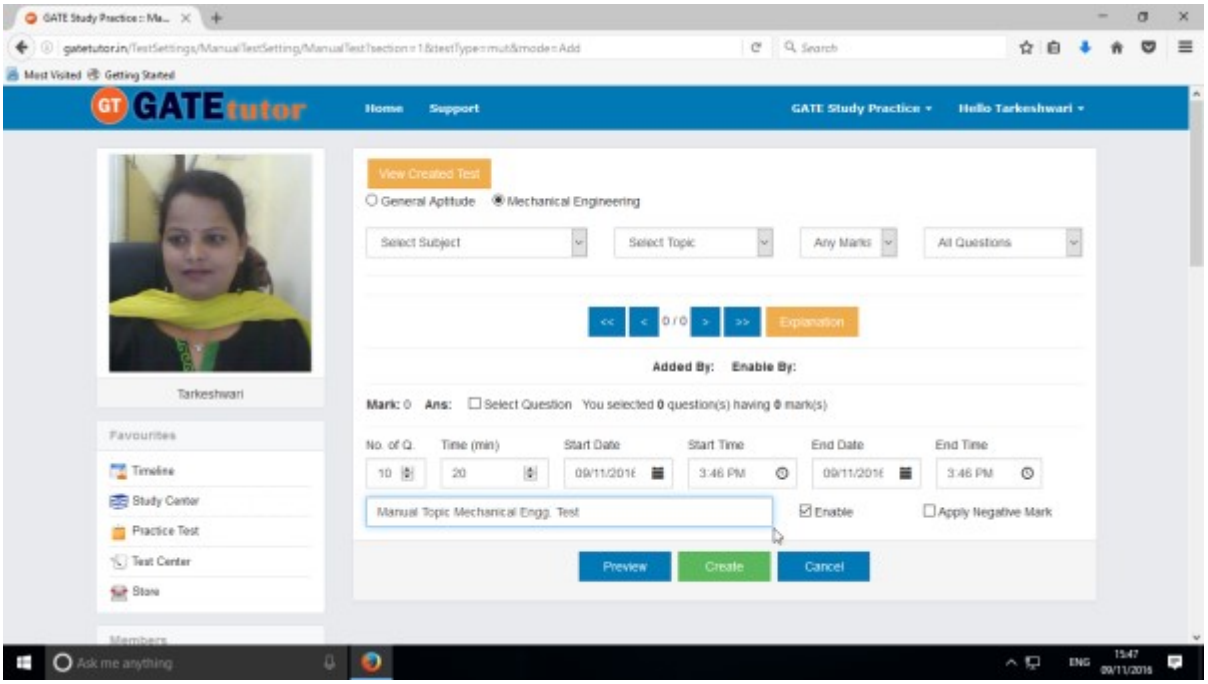


2. Topic Test

a) Manual Topic Test

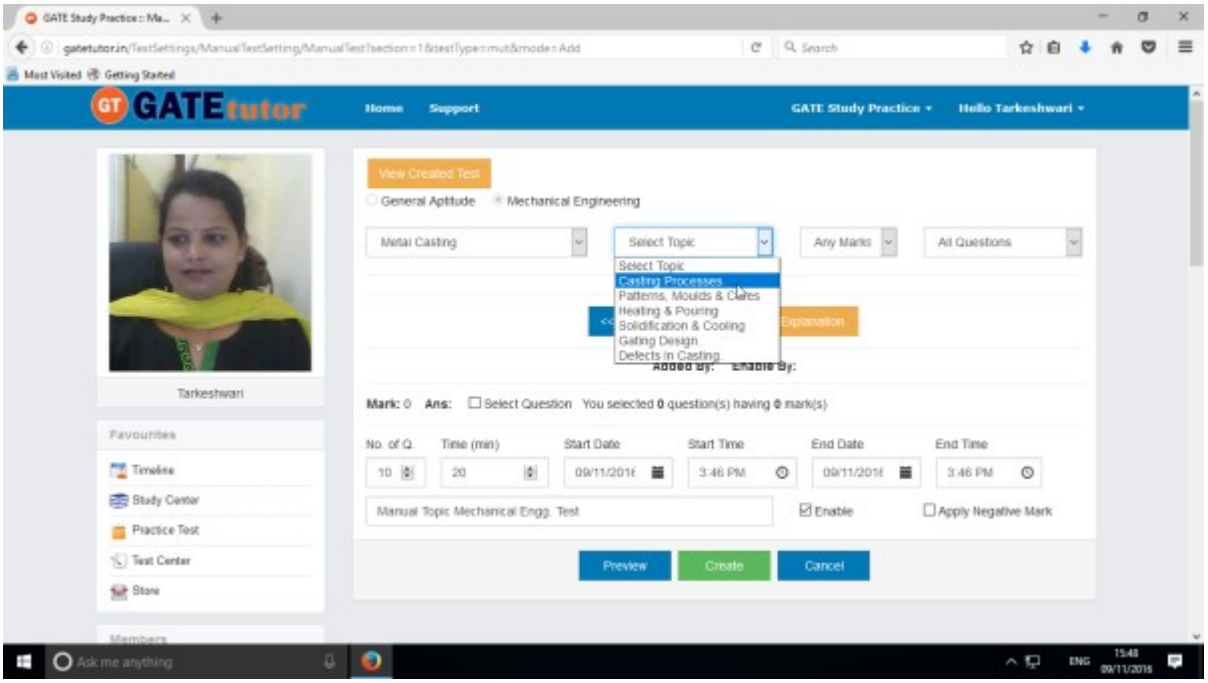


Select "**Manual**" to create test.

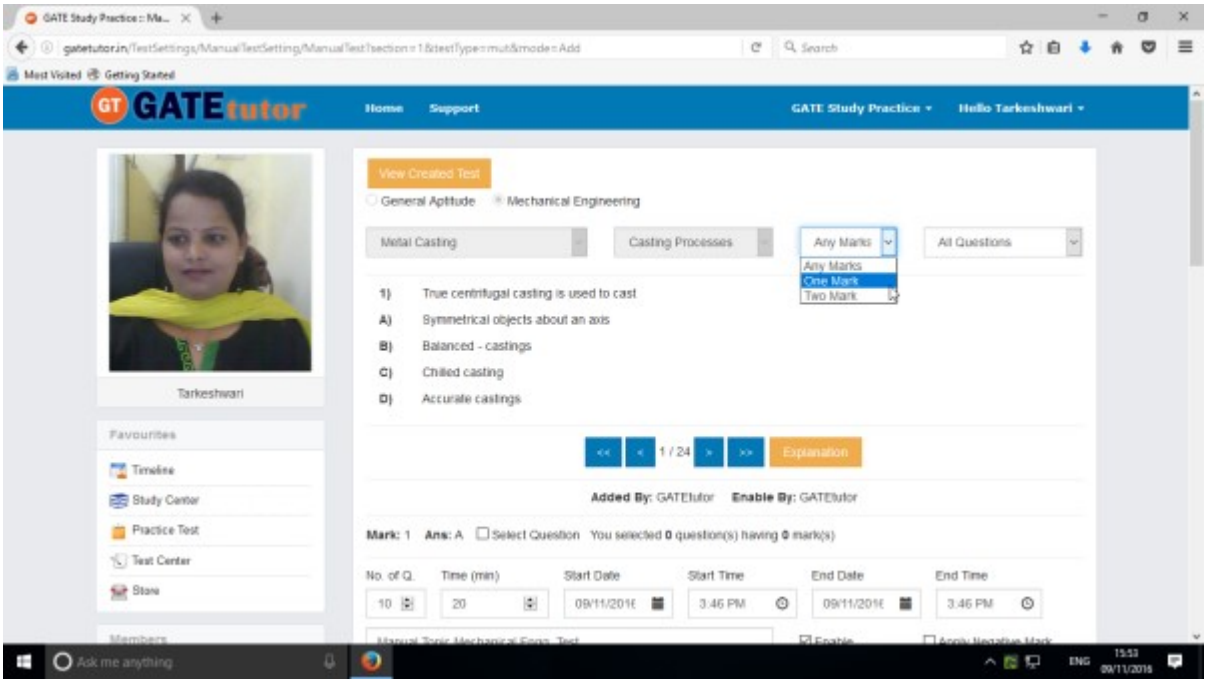


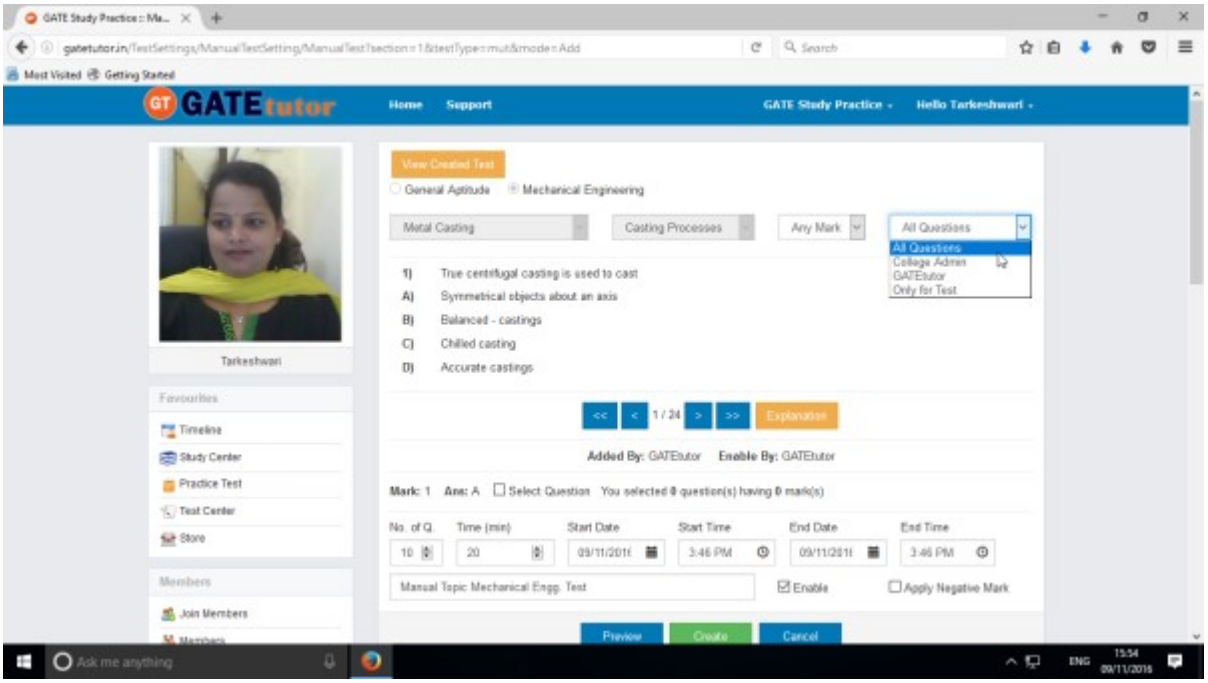
Write a test name as above.

Select subject & topic for the test.



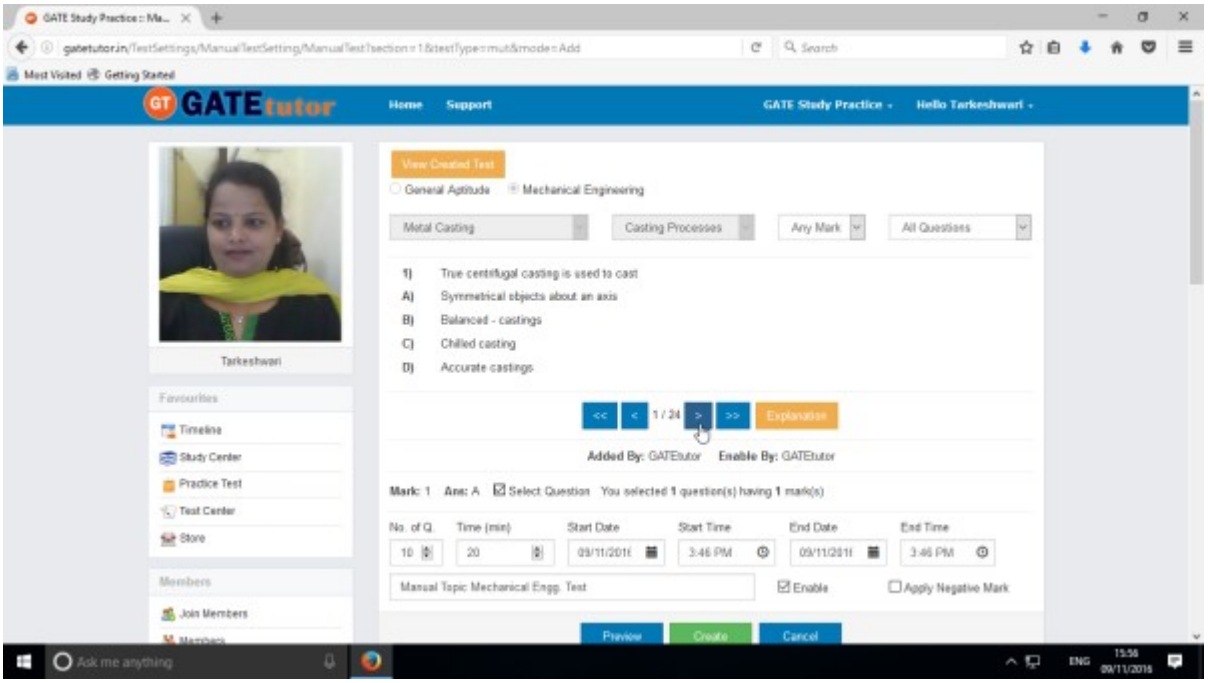
Select Marks option as follows

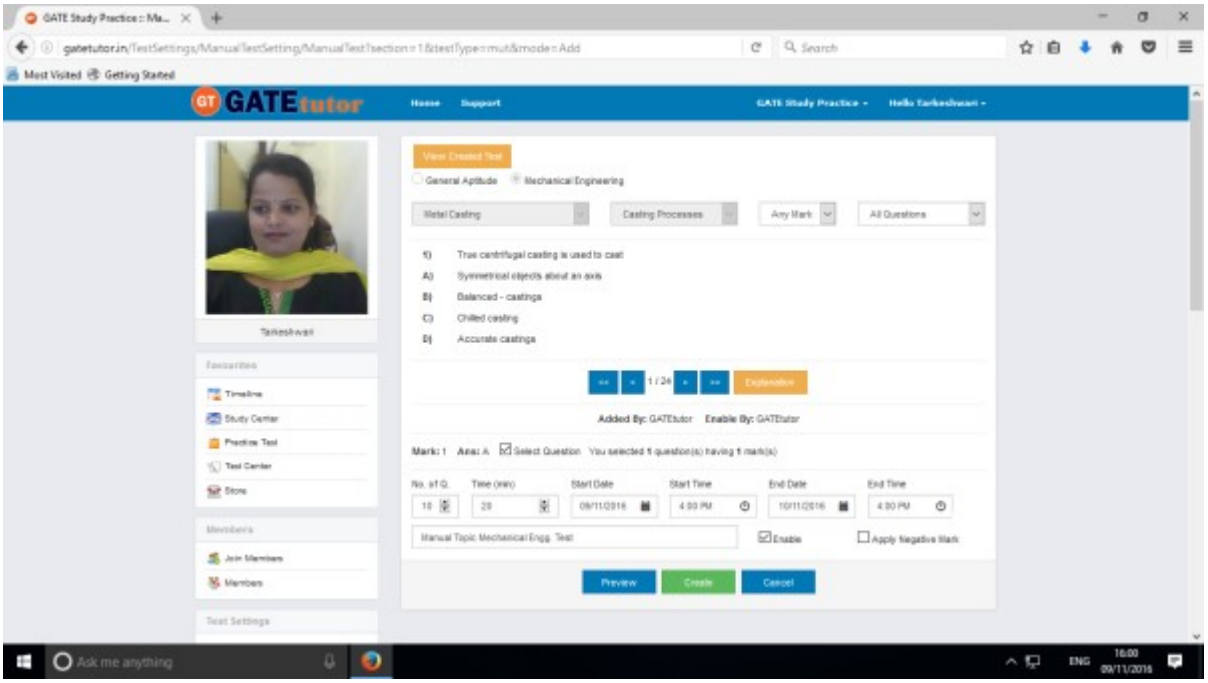




Choose question type as above.

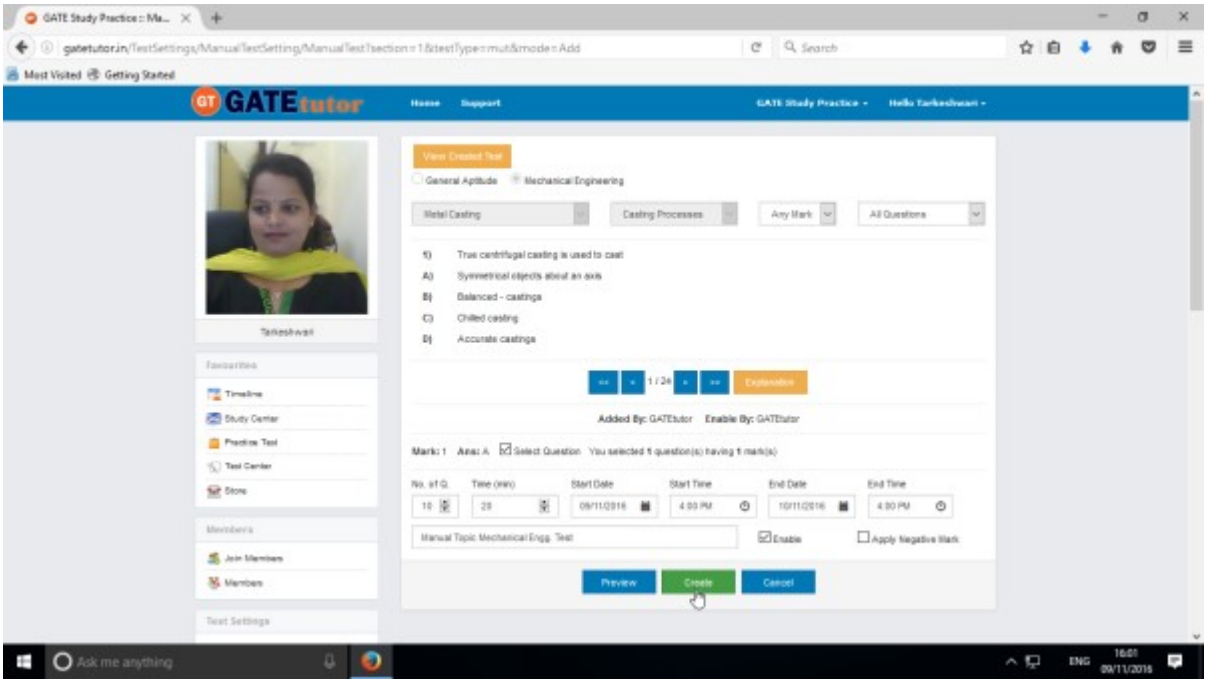
Select questions by clicking on "**Select Question**" checkbox & forward and backward arrow as follows.



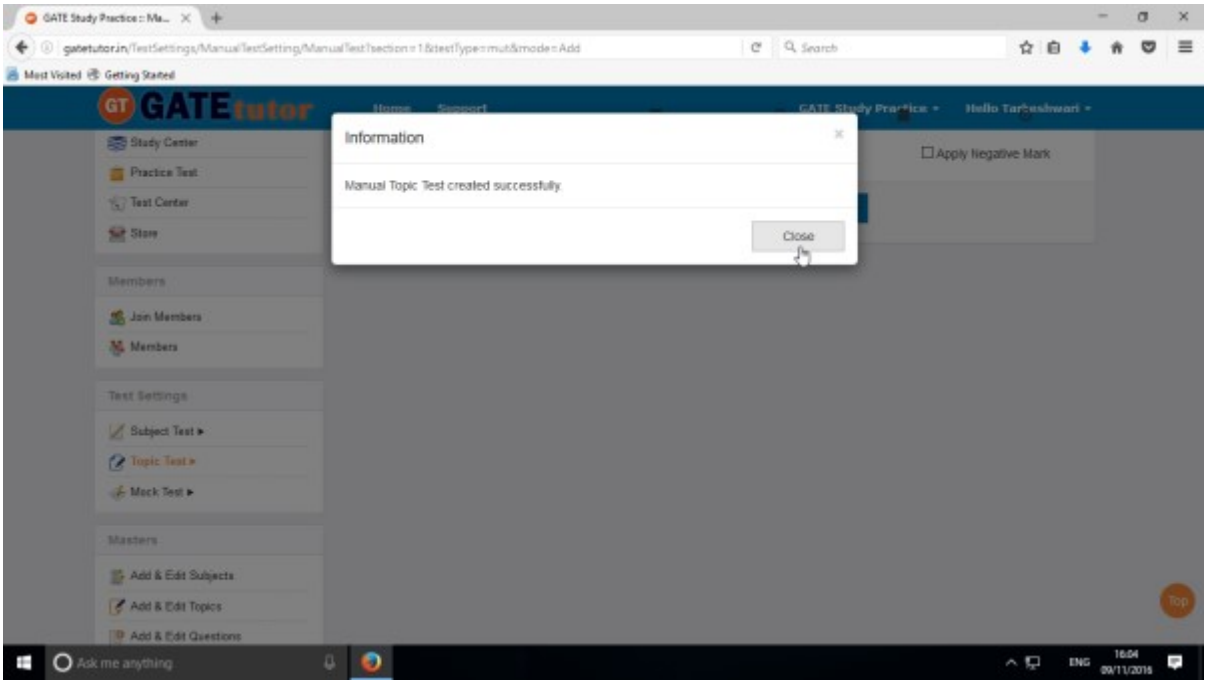


Fill up remaining details to create a test.

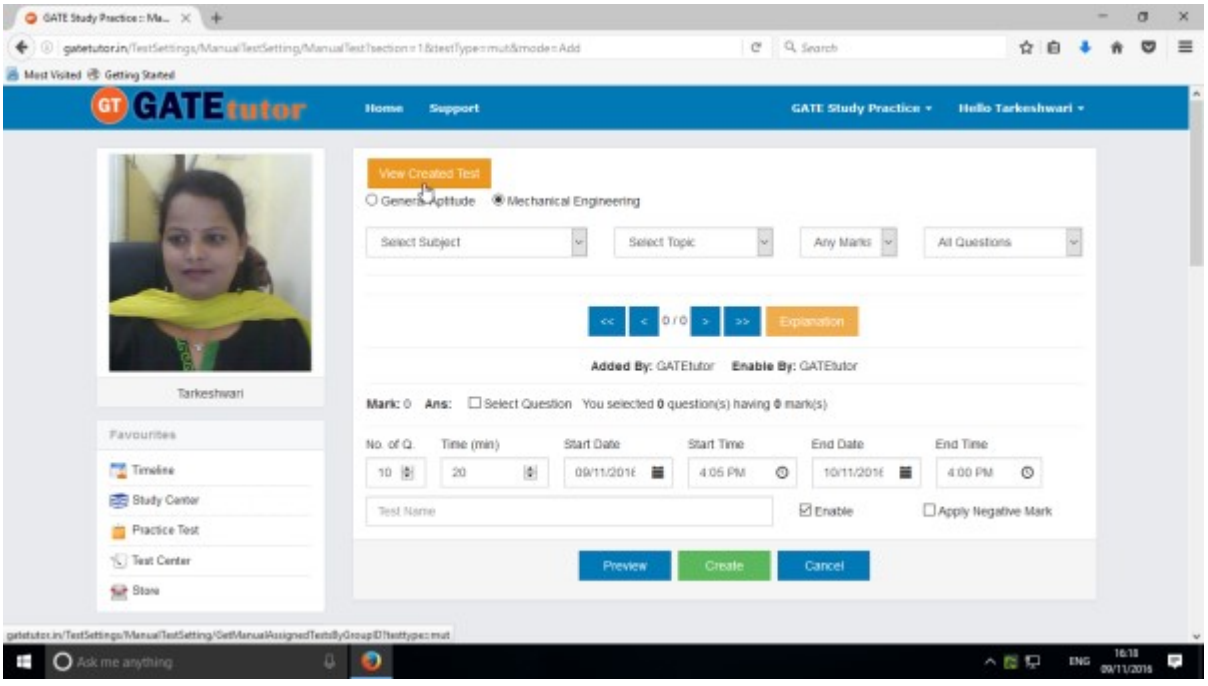
Then click on "**Create**" to create a test as follows.



Manual Topic Test will be created successfully.

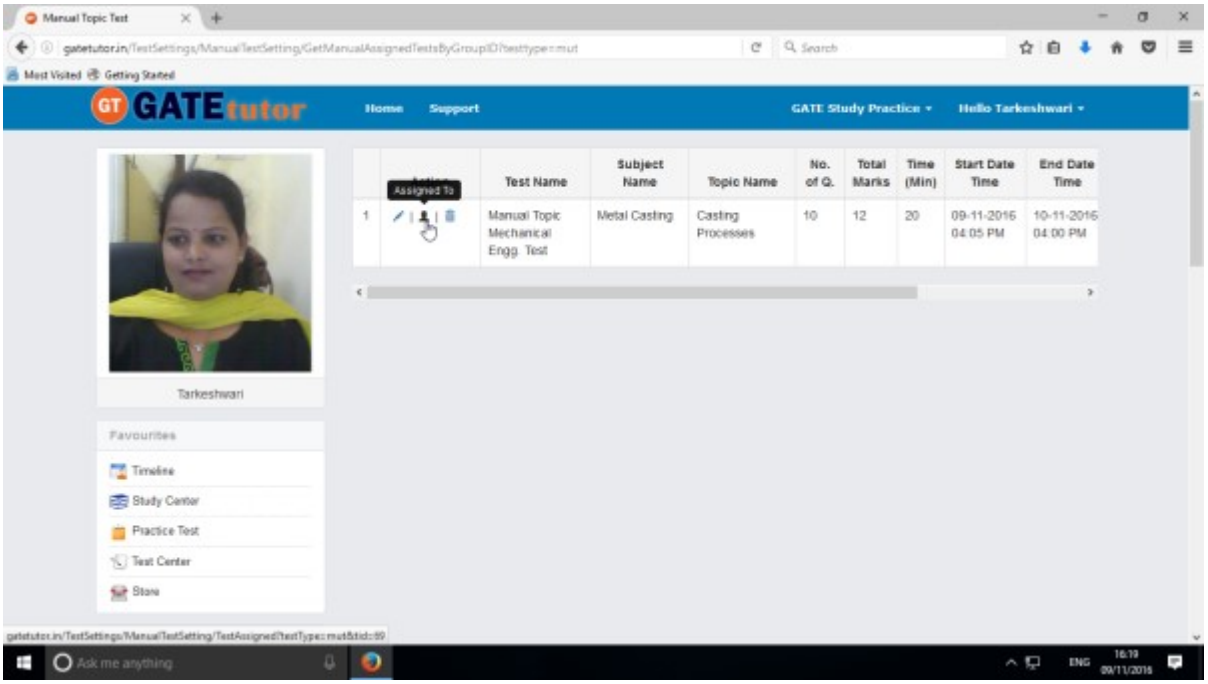


Click on "**Close**" to proceed.

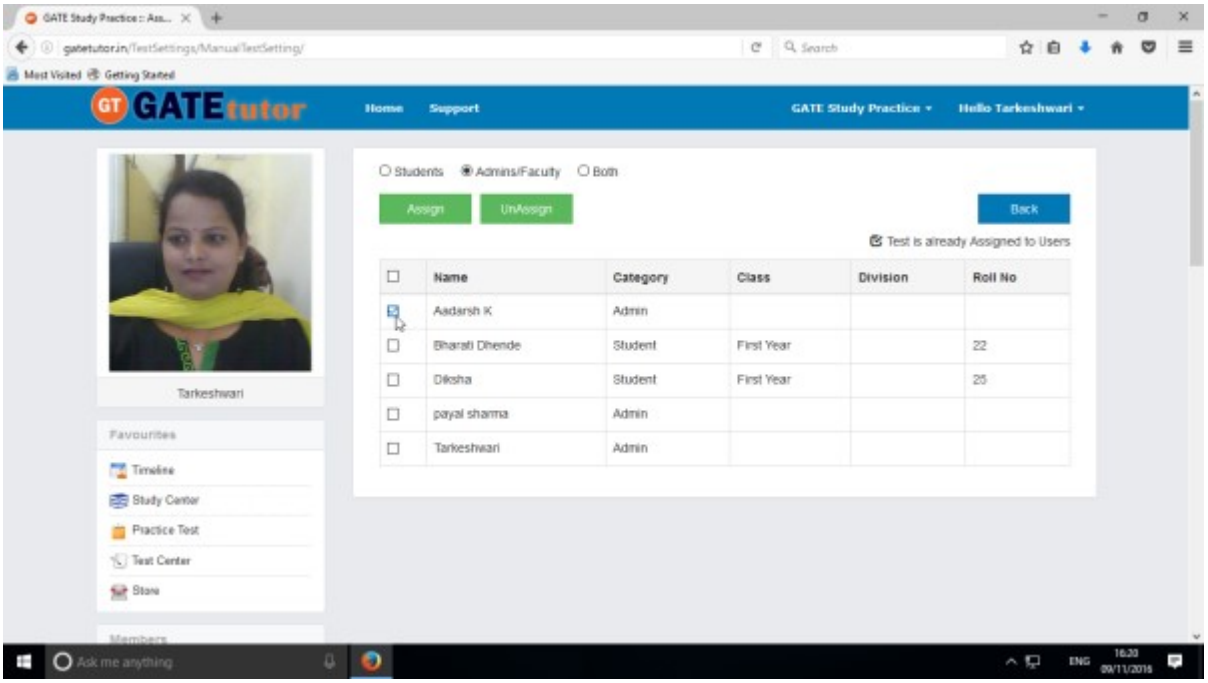


Click on the "**View Created Test**".

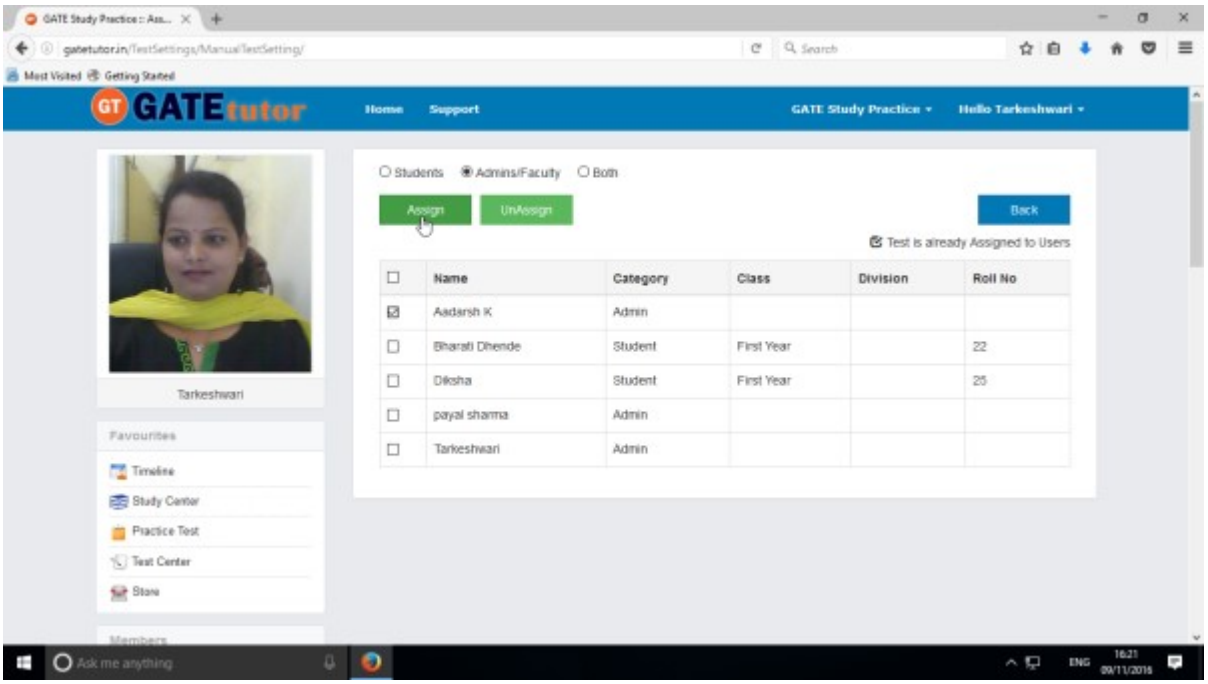
Then click “**Assigned To**” to assign the test to your group members.



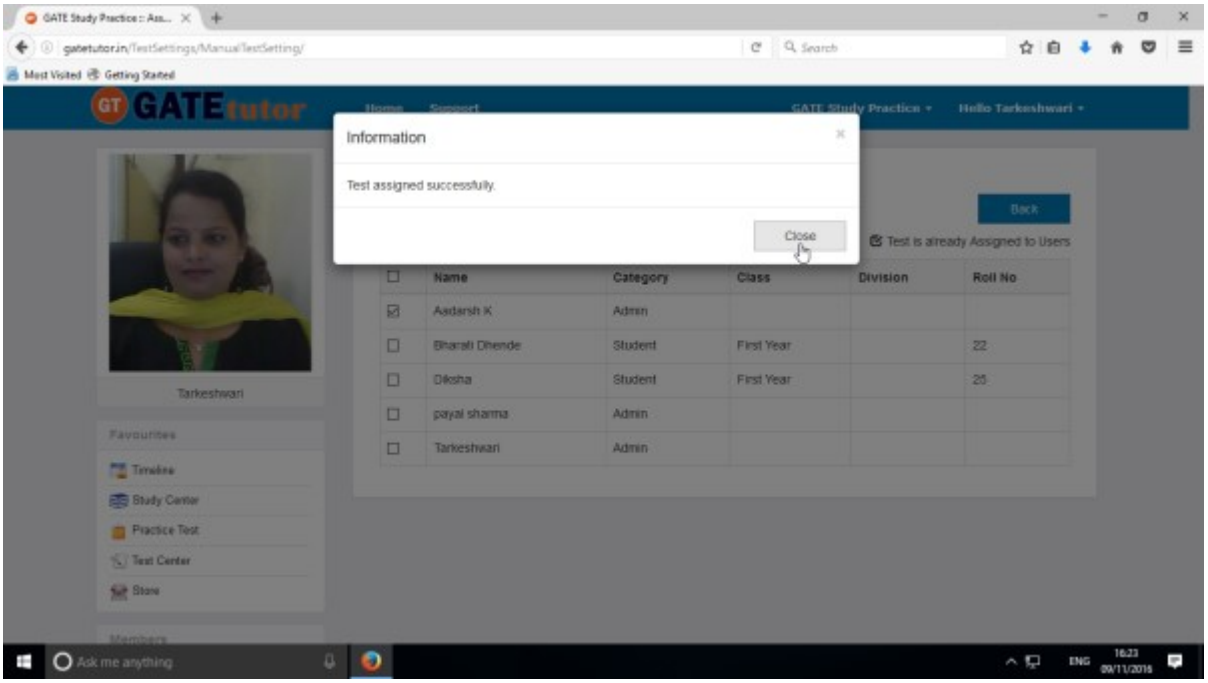
Select the name of group members to whom you want to assign the test.



Click on “**Assign**” to assign a test.

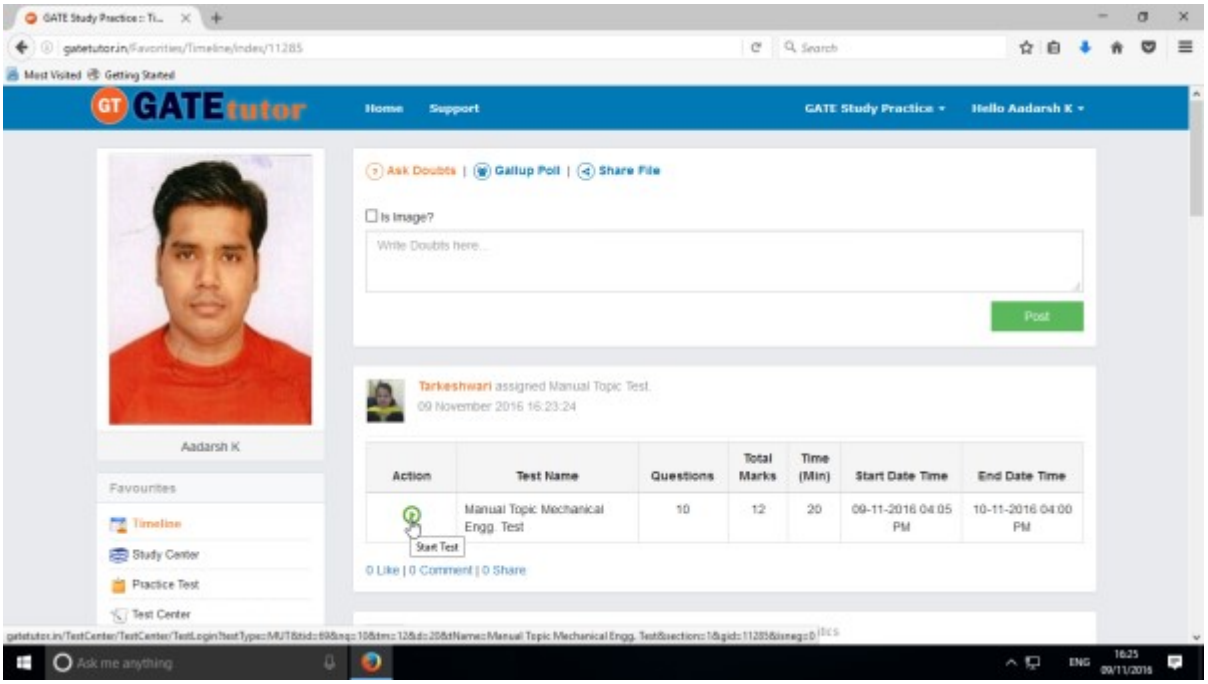


Test will be assigned to selected group member as follows.

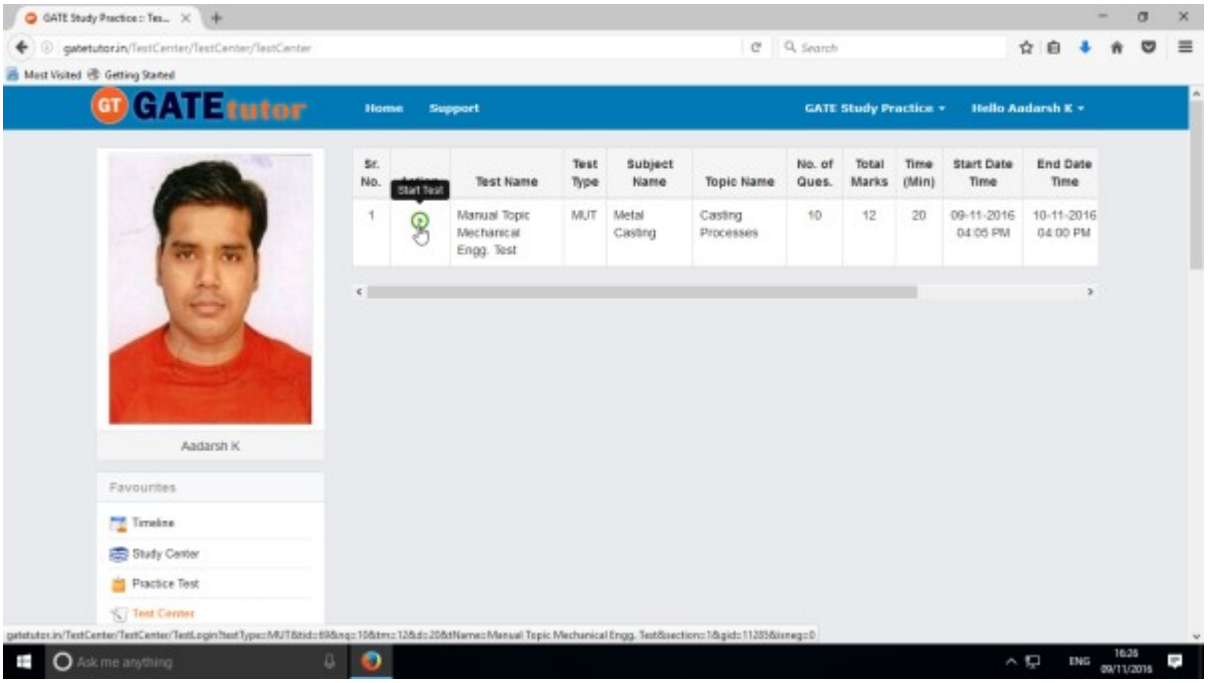


Click on “**Close**” to continue

Check the assigned on the member's group timeline

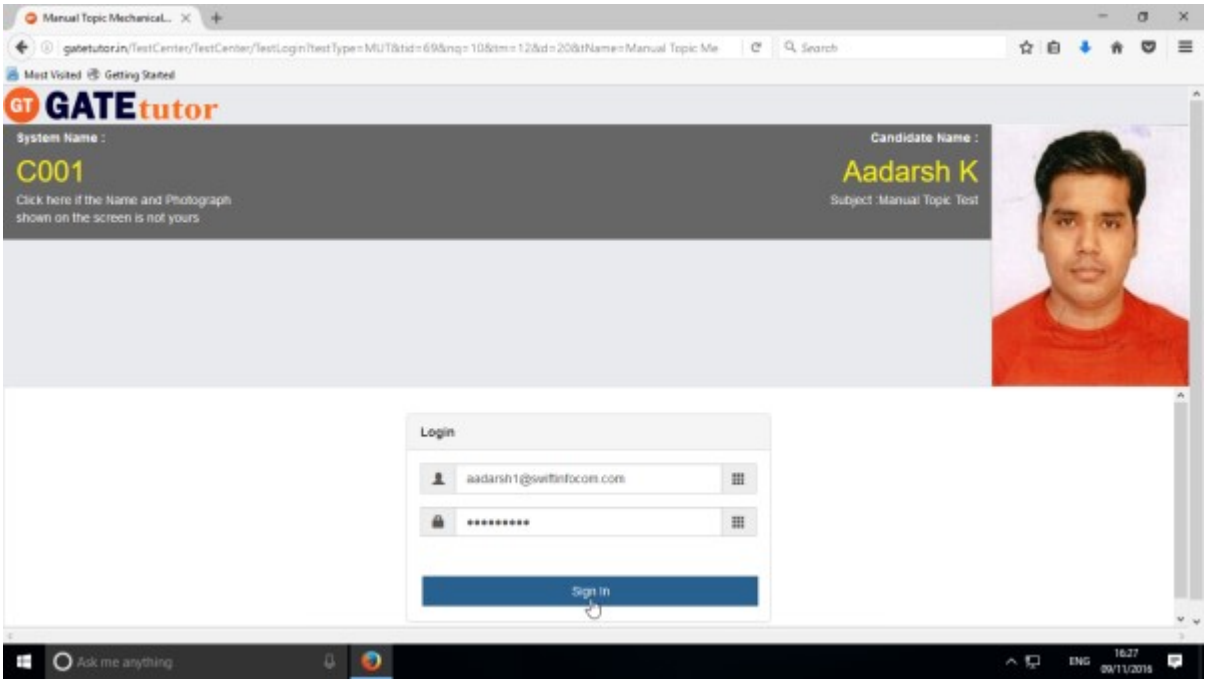


You can start test by clicking on **"Start Test"** icon

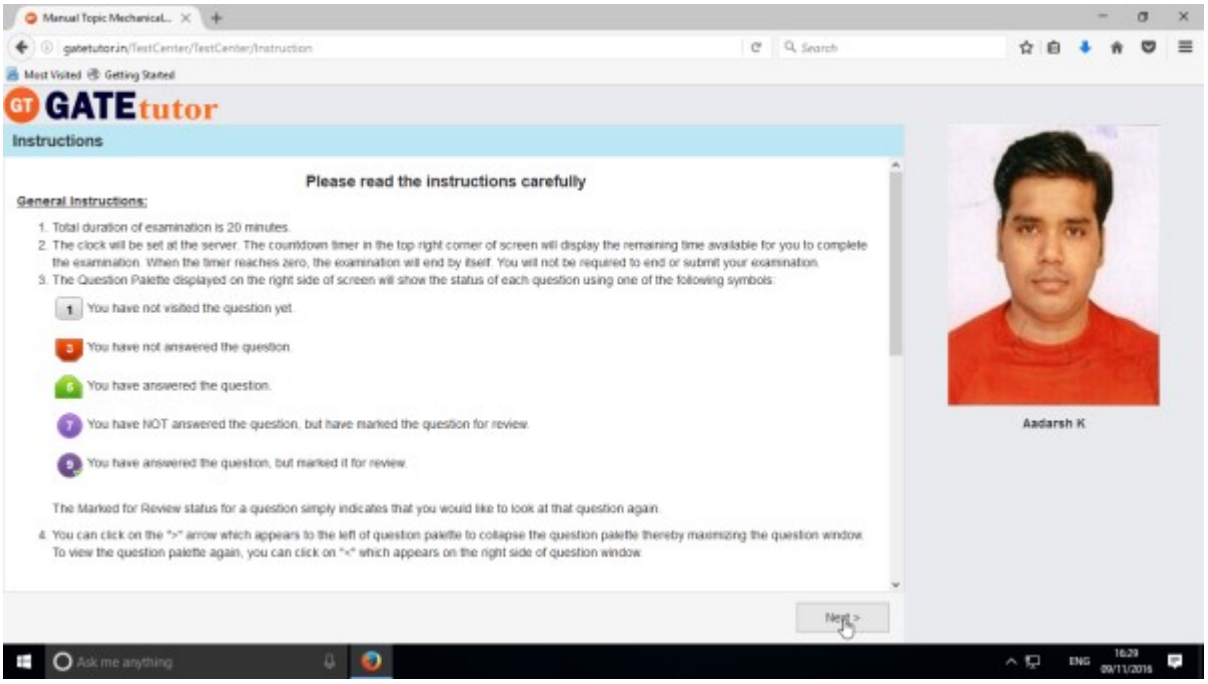


The assigned test will be shown in **Test Center** as well.

Click on “**Sign In**” to continue the Test

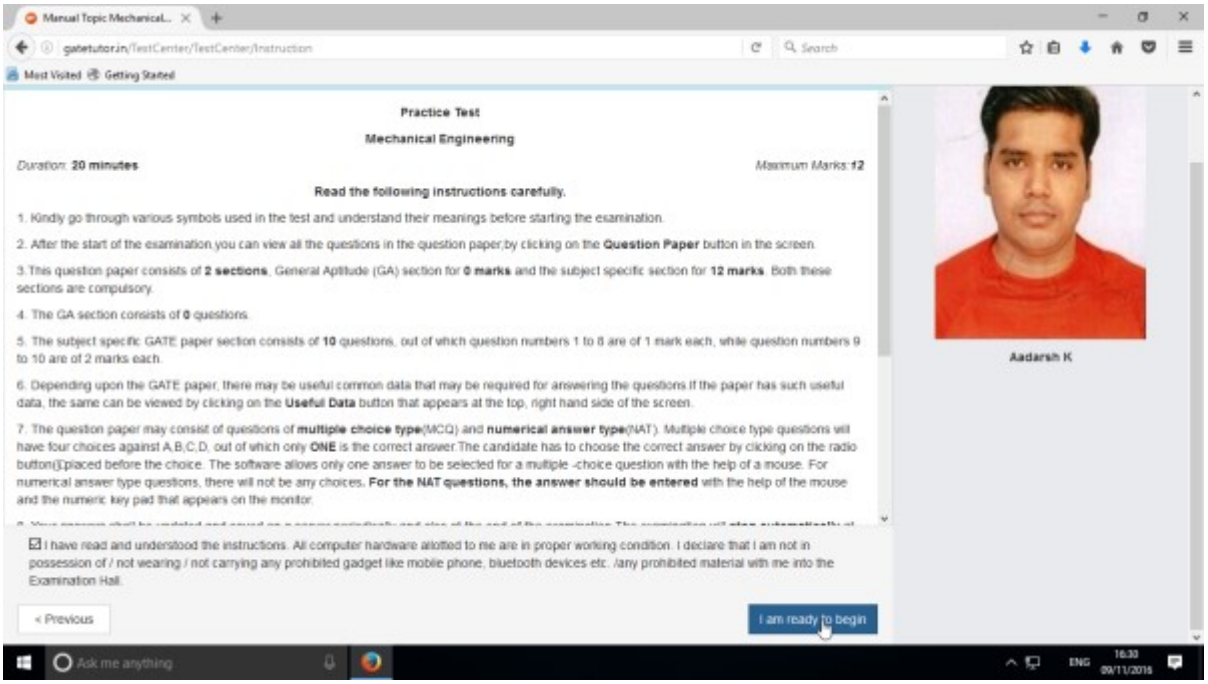


Click on **“Next”**

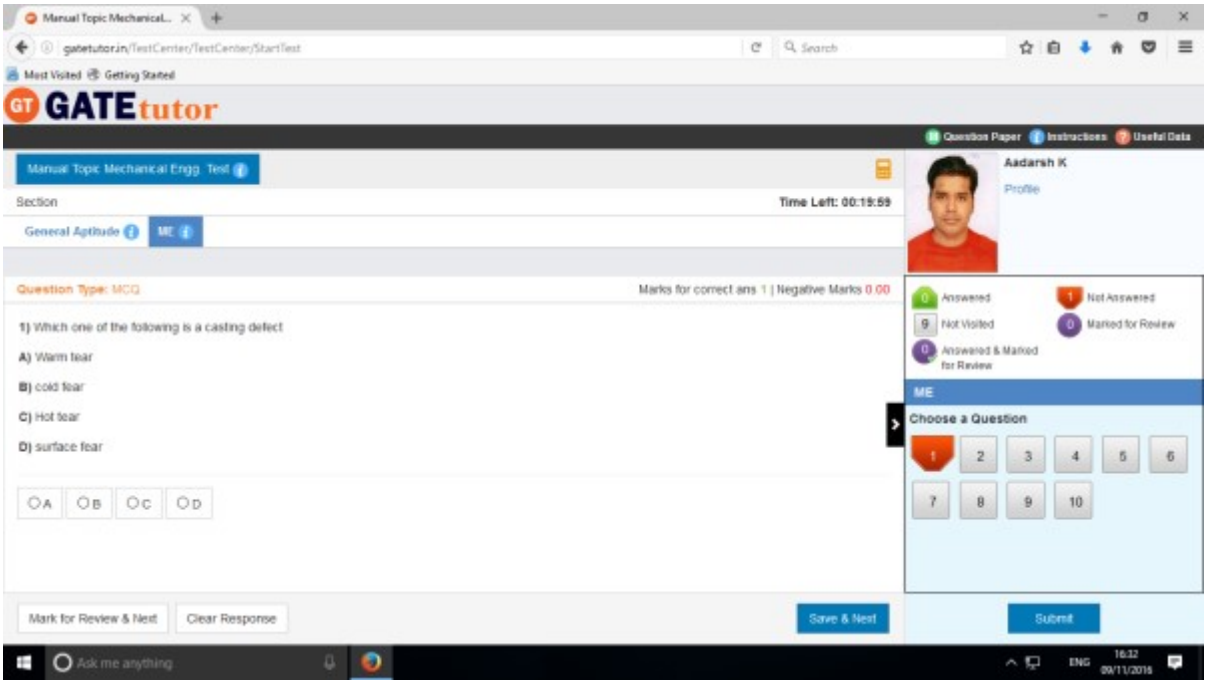


Check mark on “I have read and understood the instructions”

Then click on checkbox of "**I am ready to begin**".

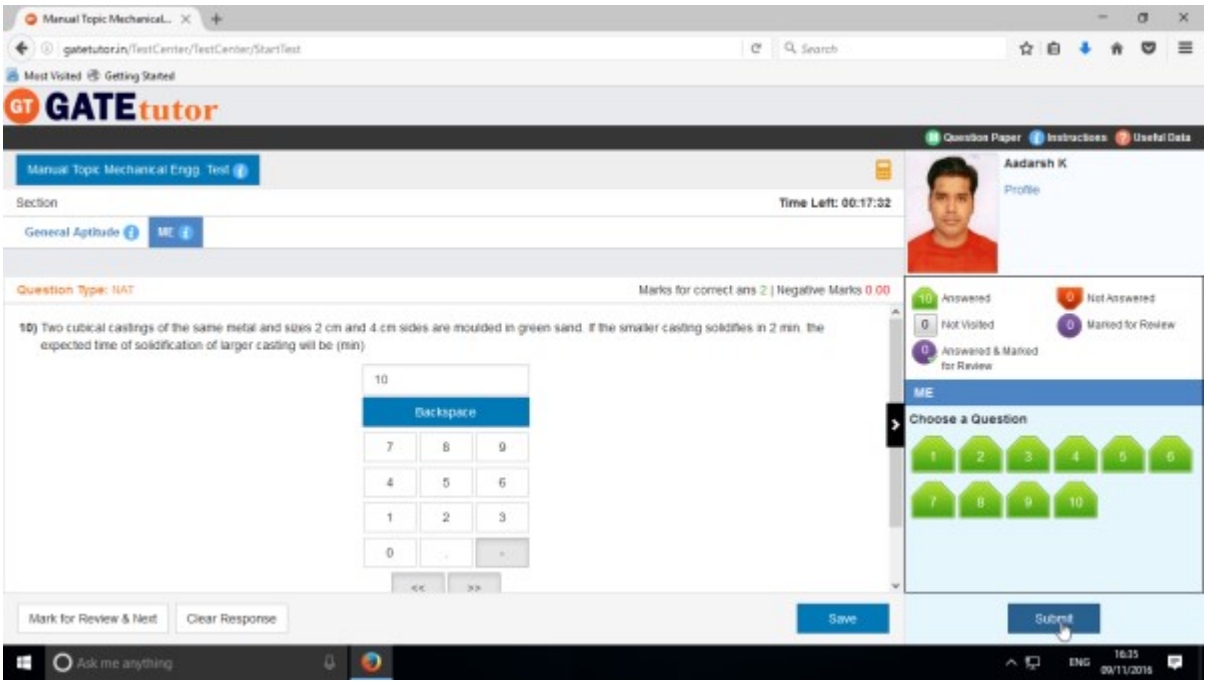


You will appear a test follows

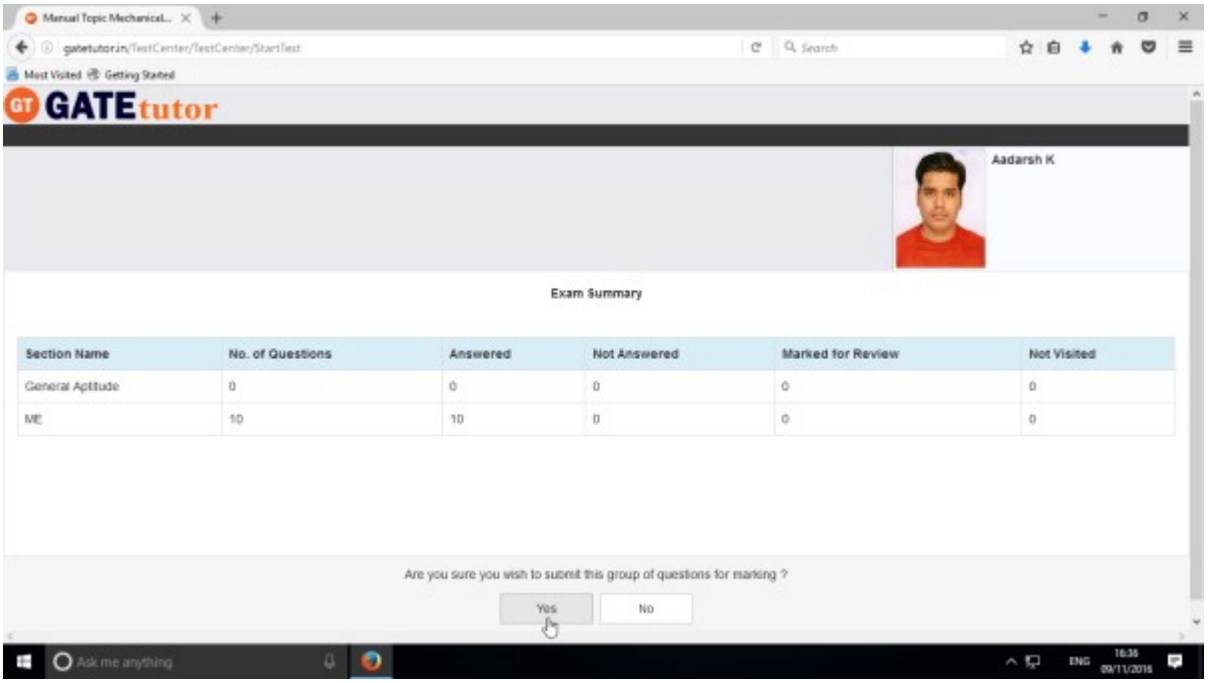


Attempt all the questions.

Attempt all the questions & click on submit to save the test.

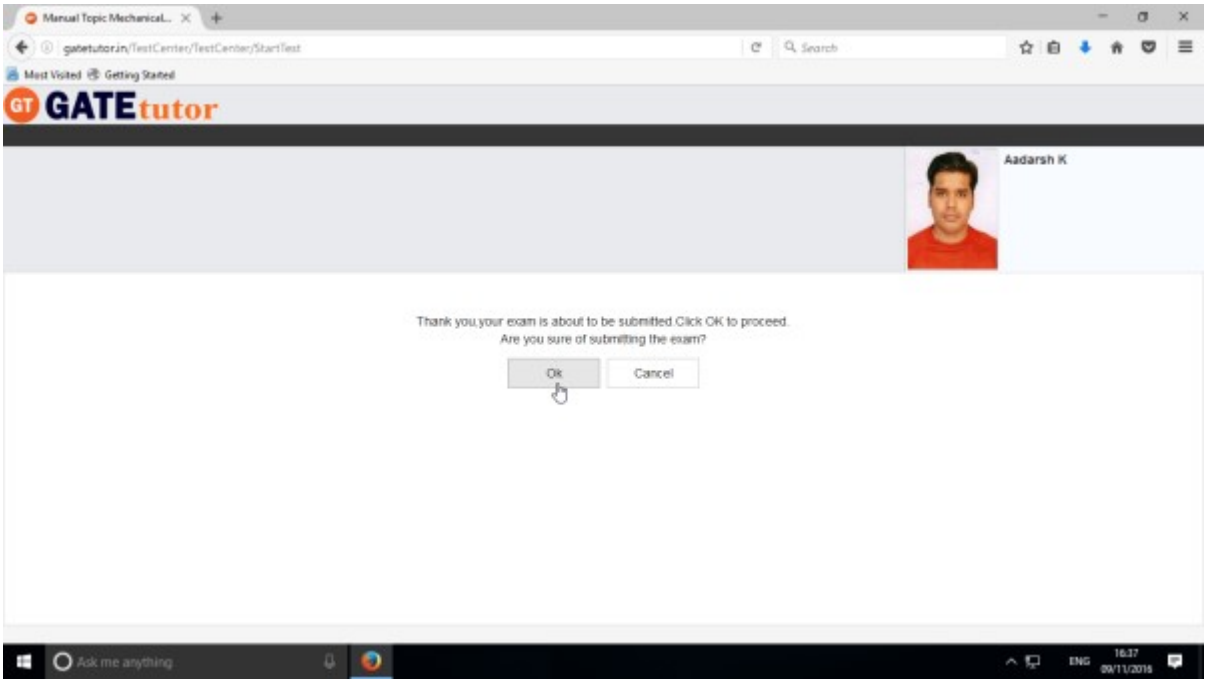


Finish the test & click on "**Submit**" as above.

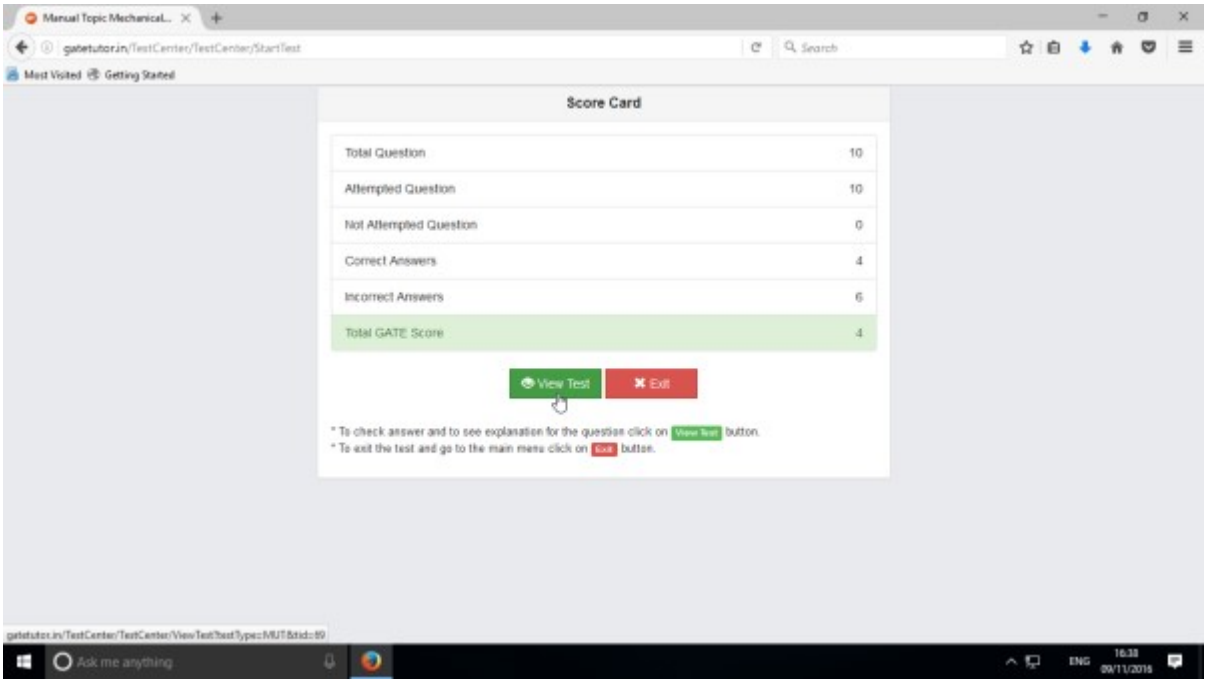


Click on "**Yes**" to continue.

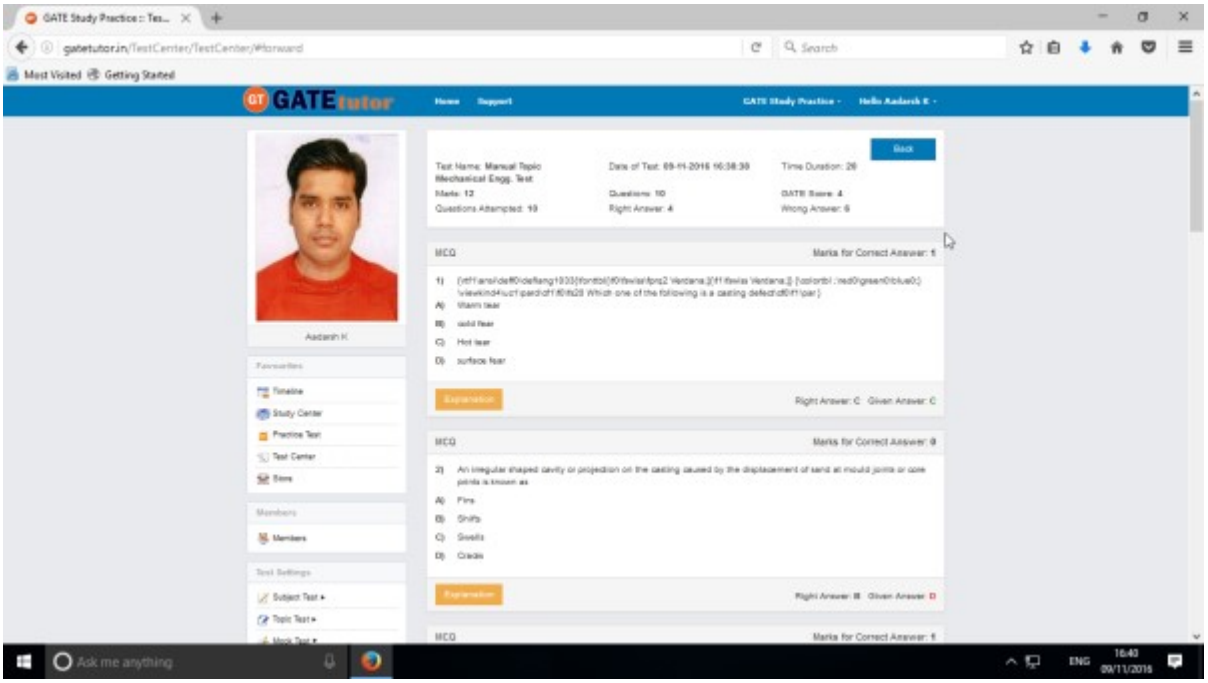
Now click on "**OK**" to confirm to submit a test.



You can **"View Test"** or **"Exit"** from the test by clicking on it.

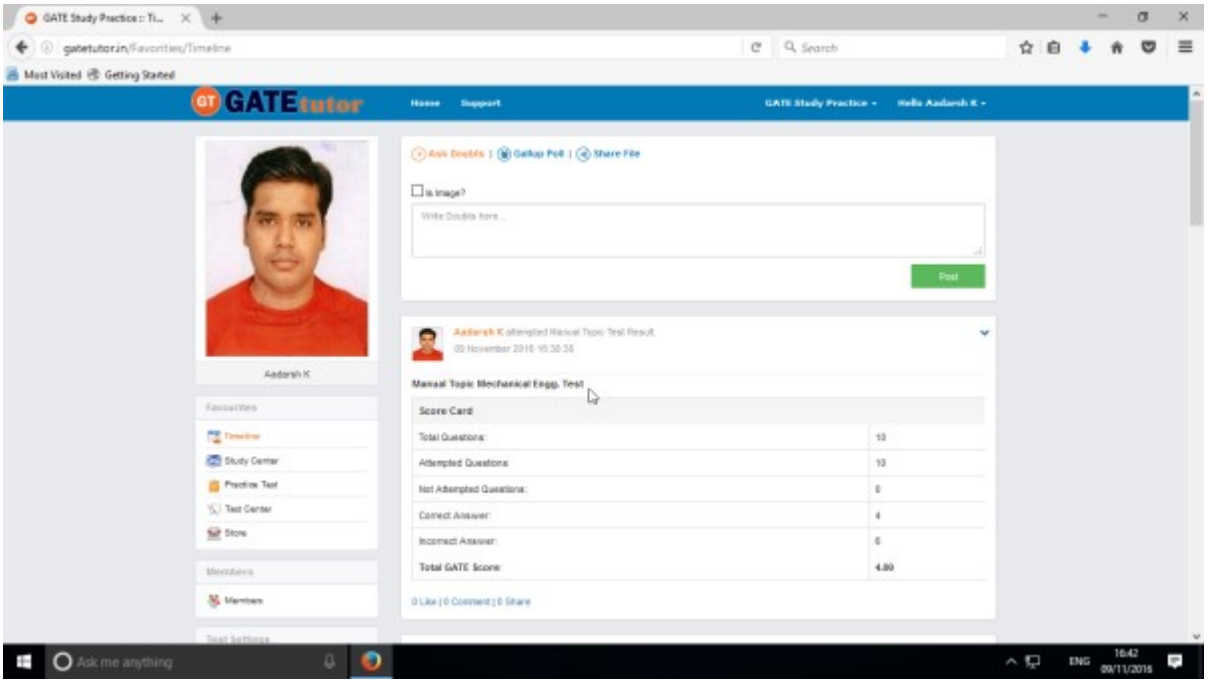


Click on "**View Test**"



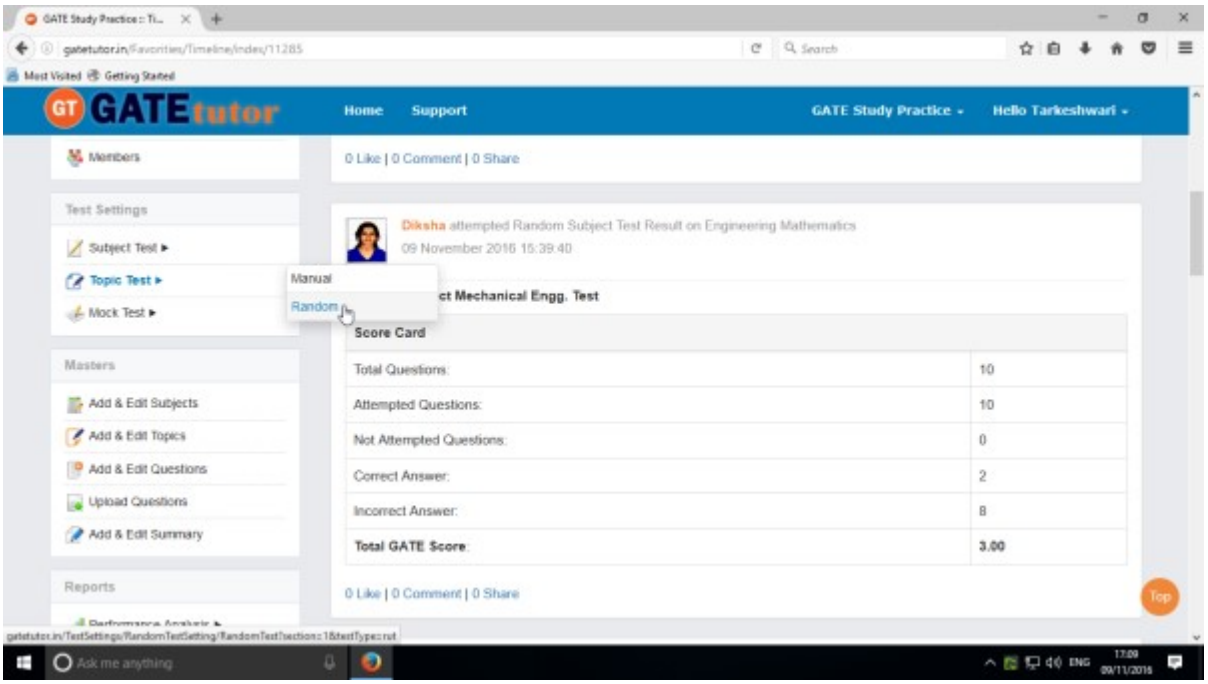
You can check the given test as above. Now click on "**Timeline**".

After submitting this test, test result will be displayed on your group timeline**.**

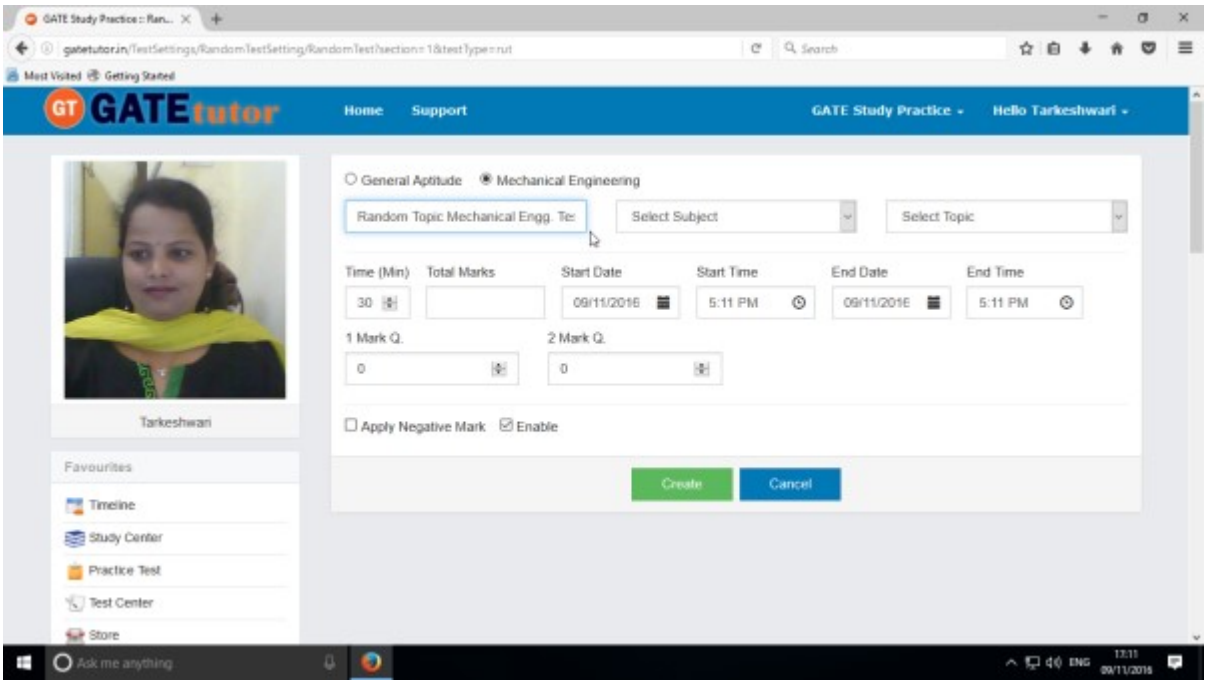


Click on "**Timeline**" & see the result as above.

b) Random Topic Test

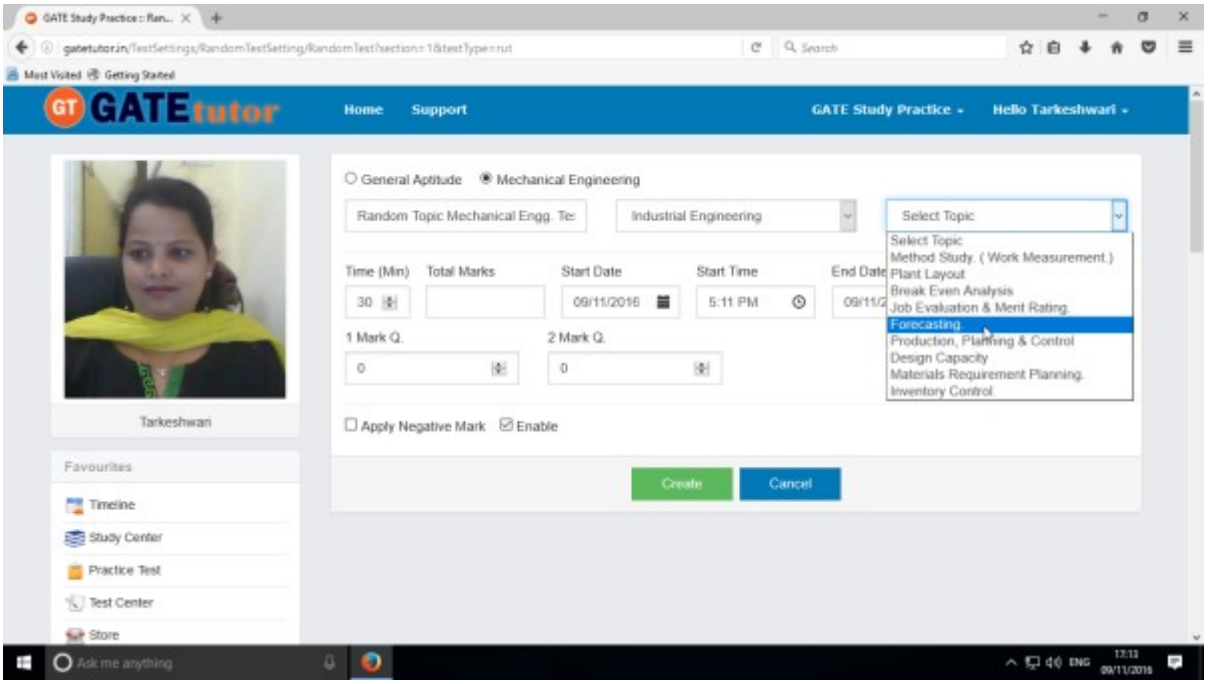


Click on **"Random"** to create a test.

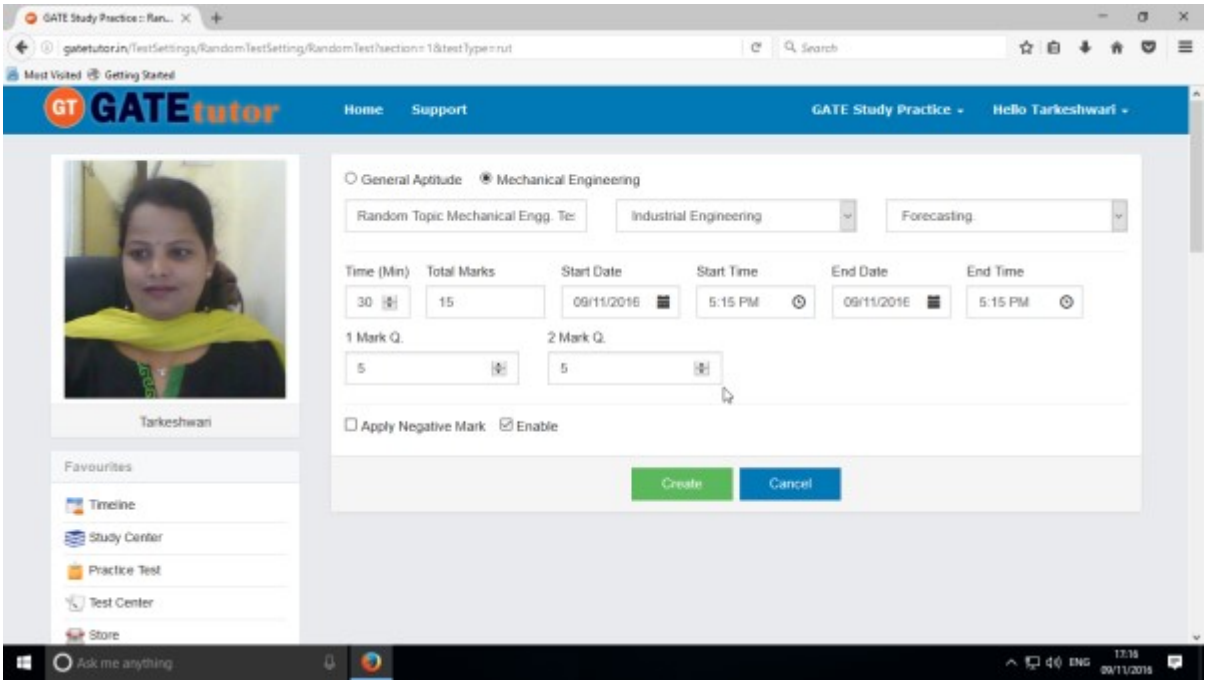


Write the test name as above.

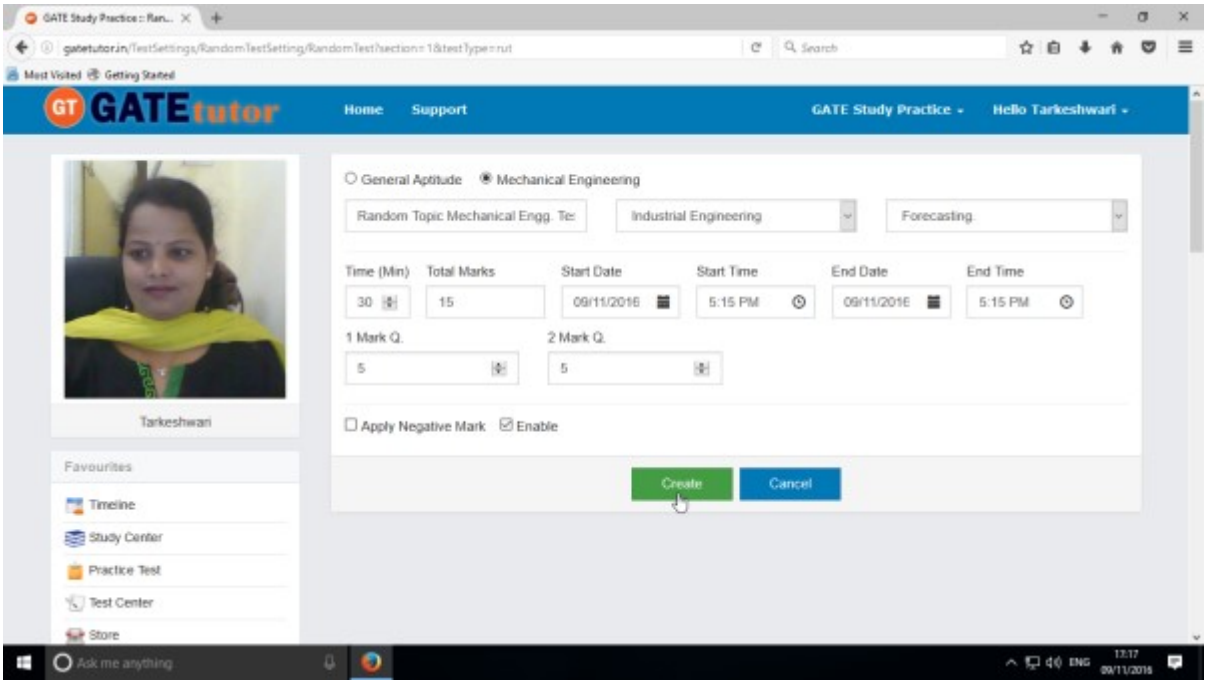
Select subject & topic.



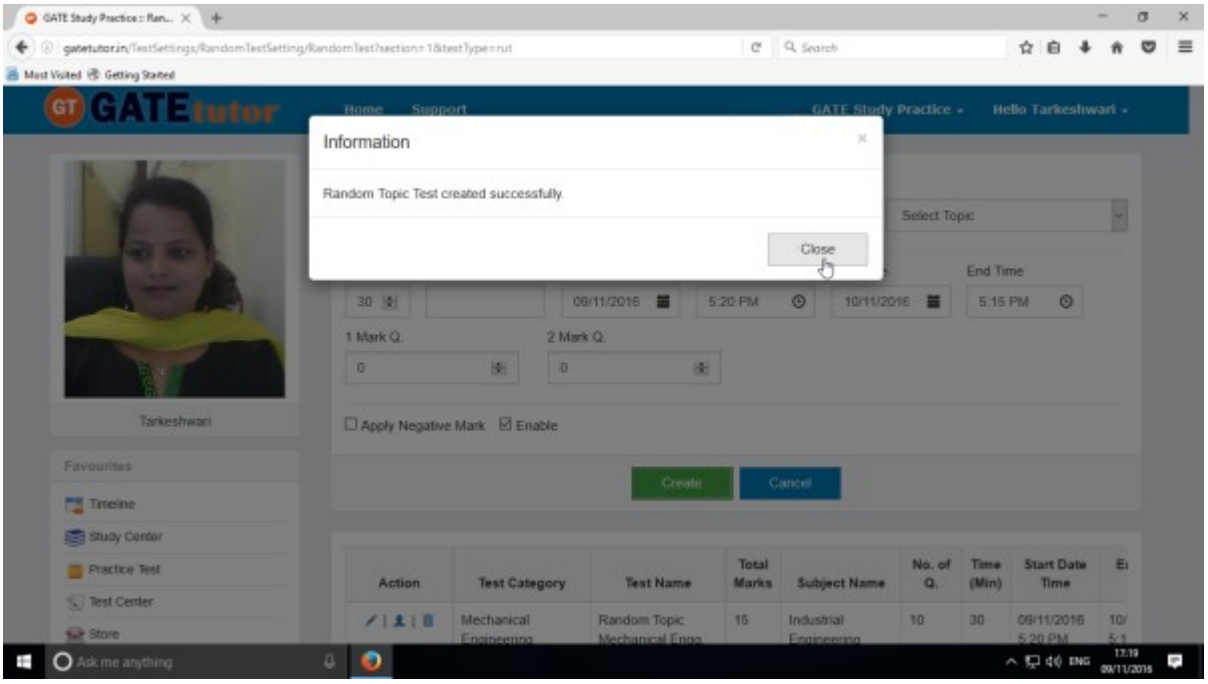
Then fill up all the remaining details like Marks, Time, Date etc.



Click on “**Create**” to create a test.

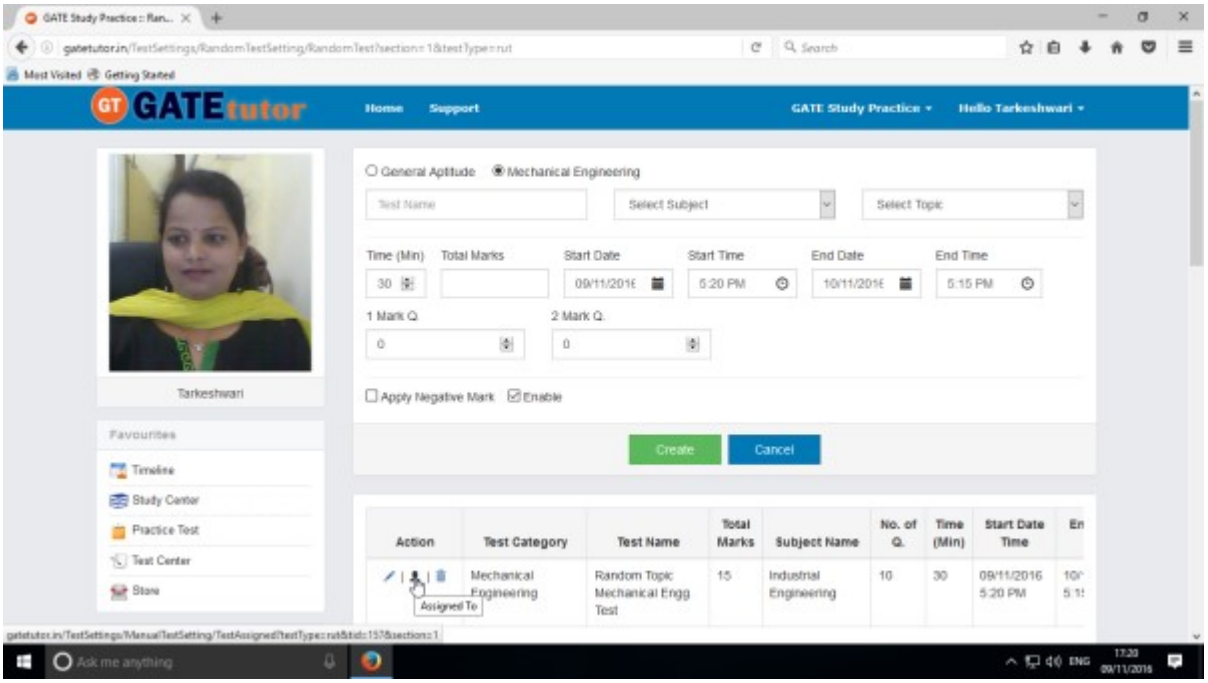


Test will get created successfully.

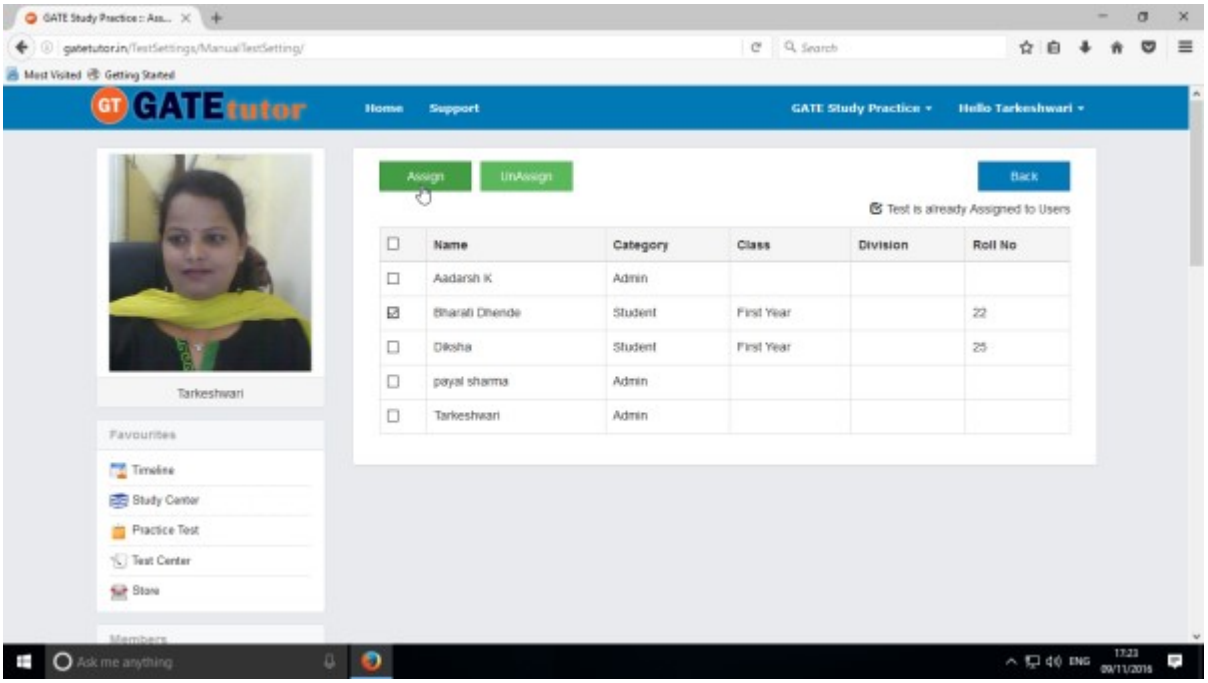


Click on “**Close**” to continue.

Now click on "**Assign To**" icon to assign the test to group members.

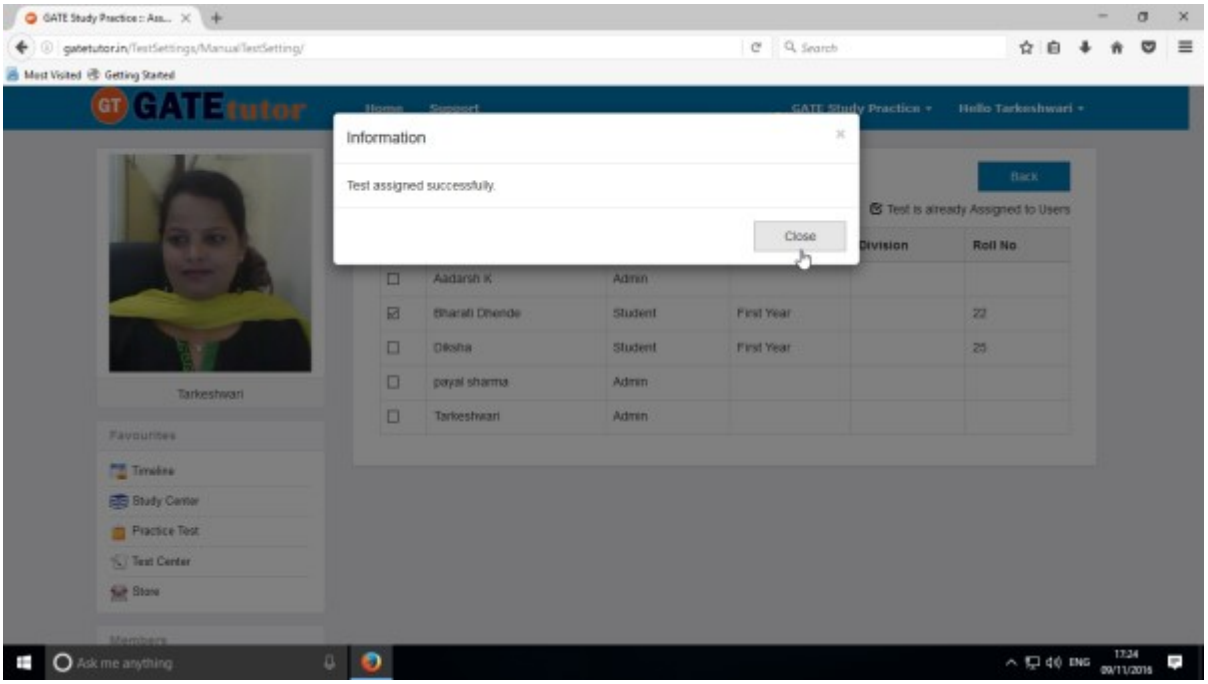


Select the names to which you want to assign the test.



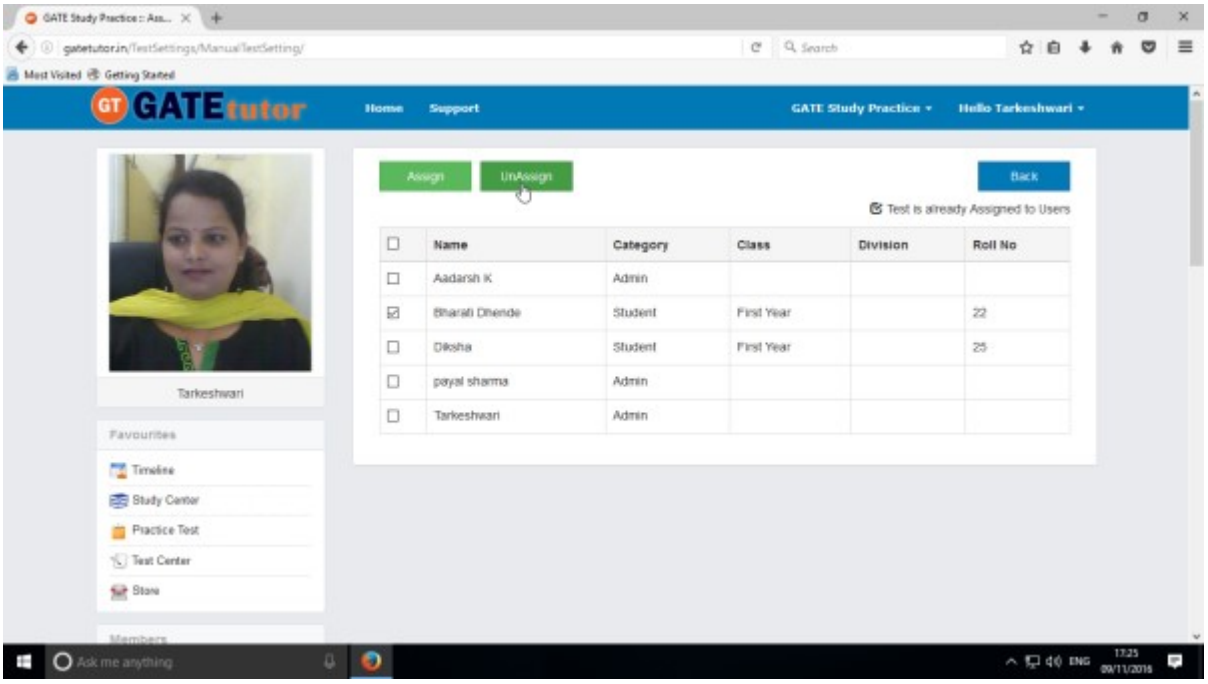
Click on **"Assign"** to assign a test.

Test will get created successfully.



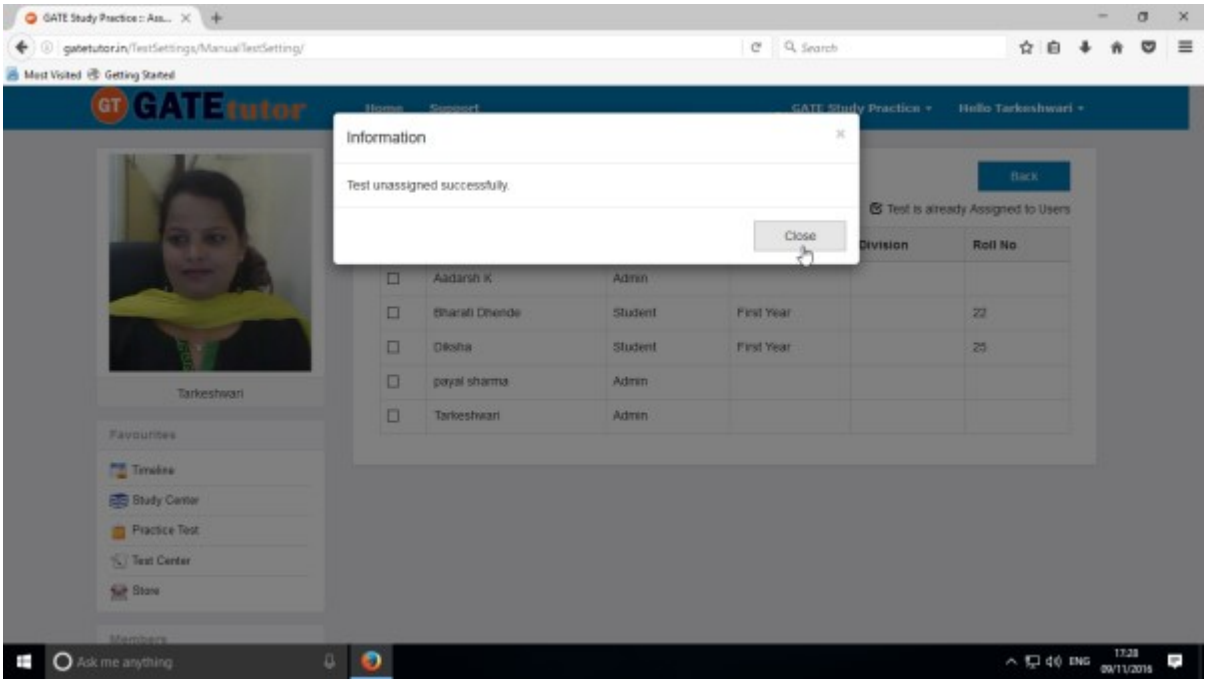
If you have assigned the test to the group members and you want to make any changes in the test or to want to cancel an assigned test, you can unassign the test.

Just click on "**UnAssign**", the test will be unassigned and also disappeared from the group timeline and test center as well.



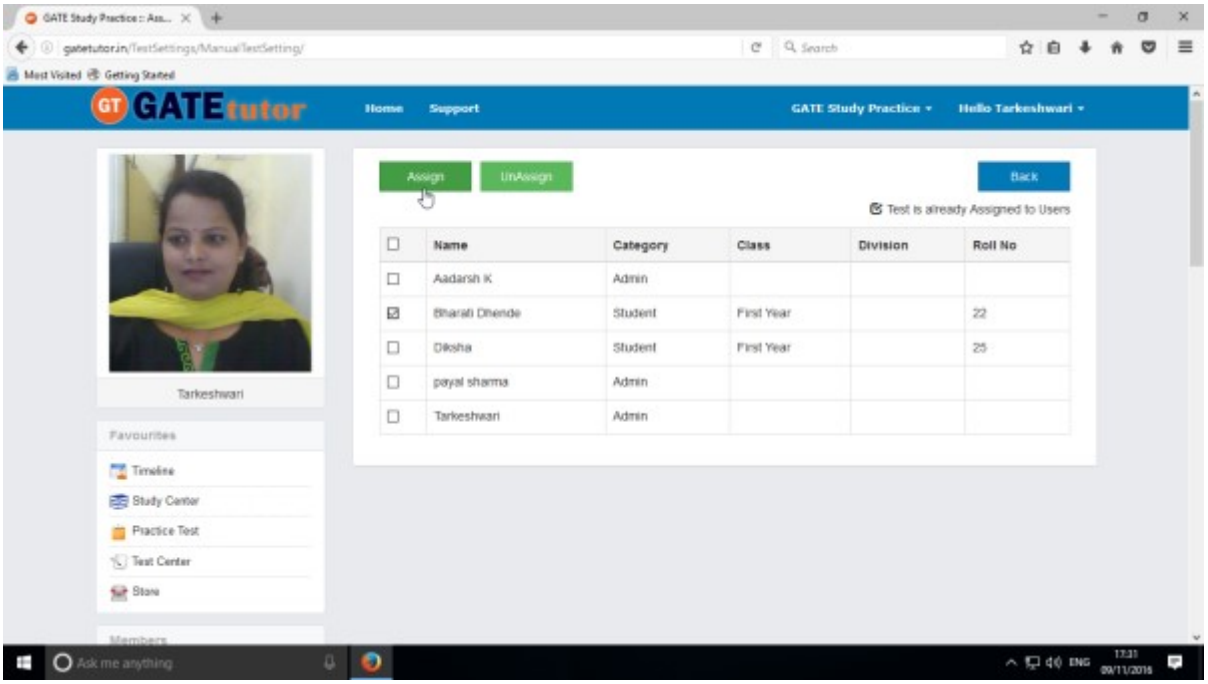
Click on "**UnAssign**" to unassign a test as above

Test will get unassigned successfully.



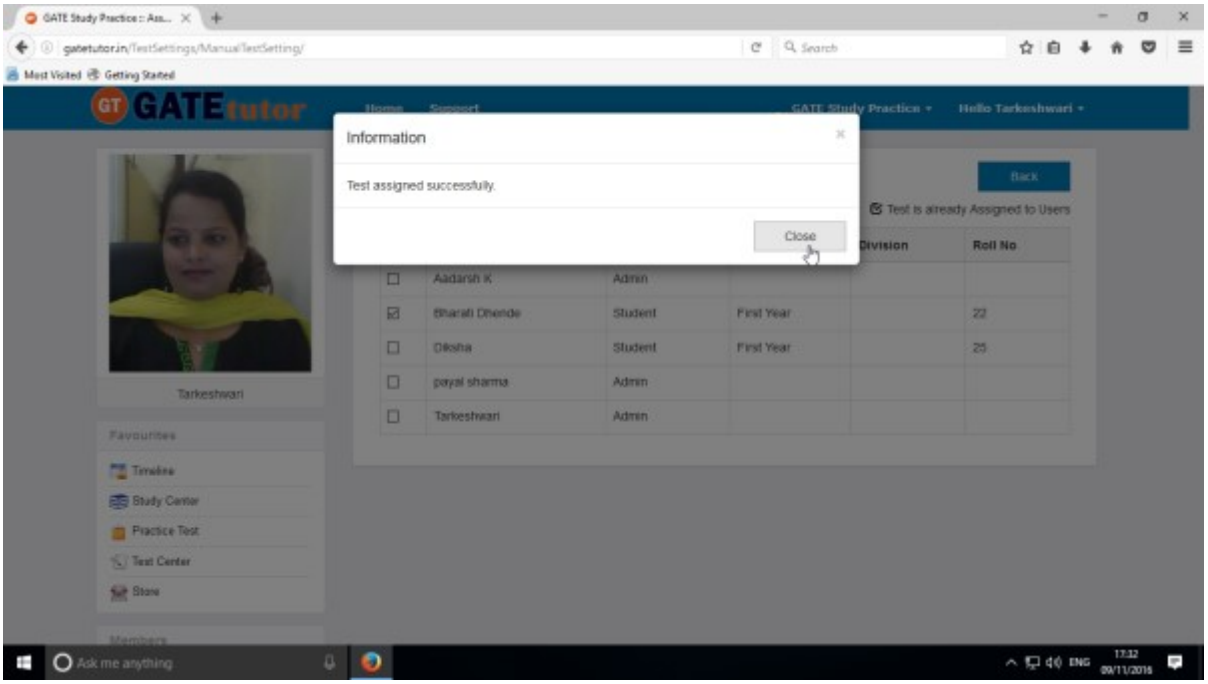
Click on **“Close”** to continue

Now assign the test to the group members.



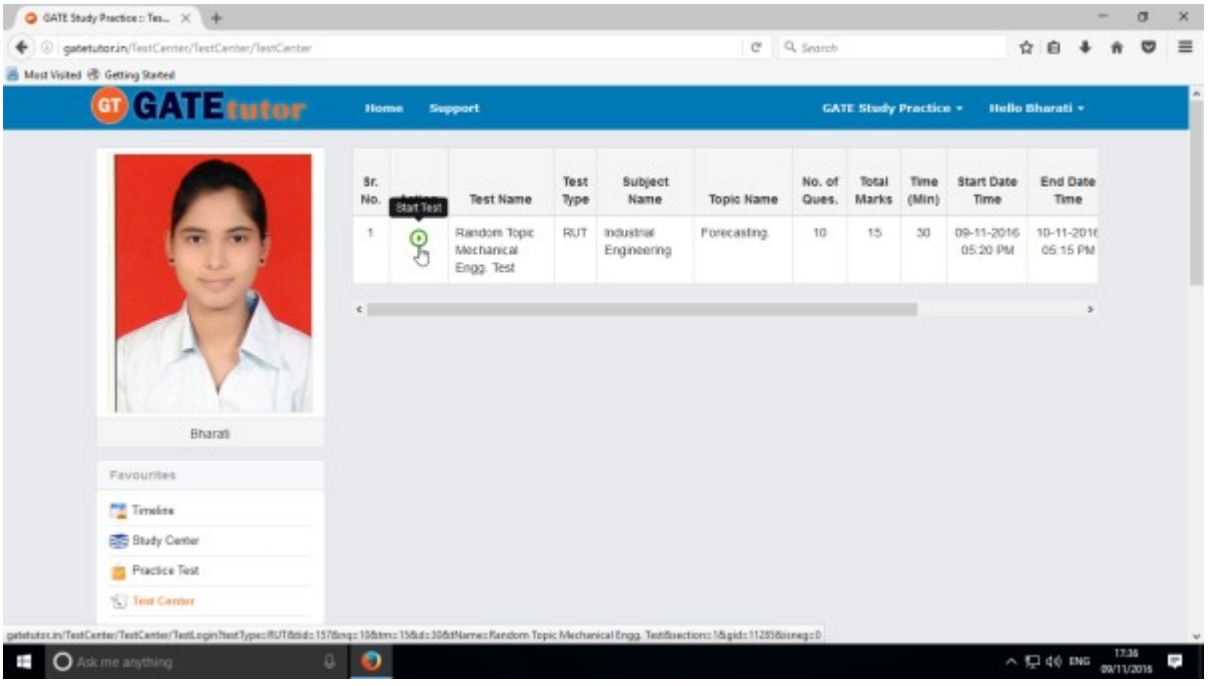
Click on “**Assign**” to assign a test.

Test will get assigned successfully.



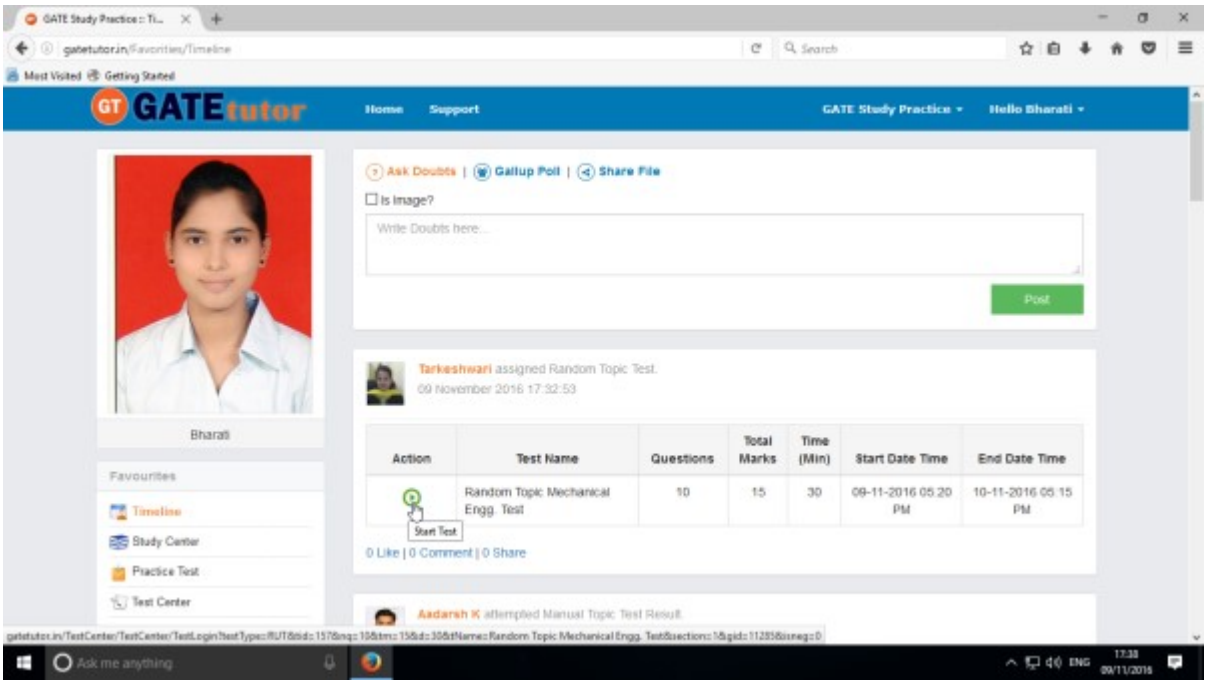
Click on "**Close**" to continue.

The assigned test will appear in **"Test Center"** as well.



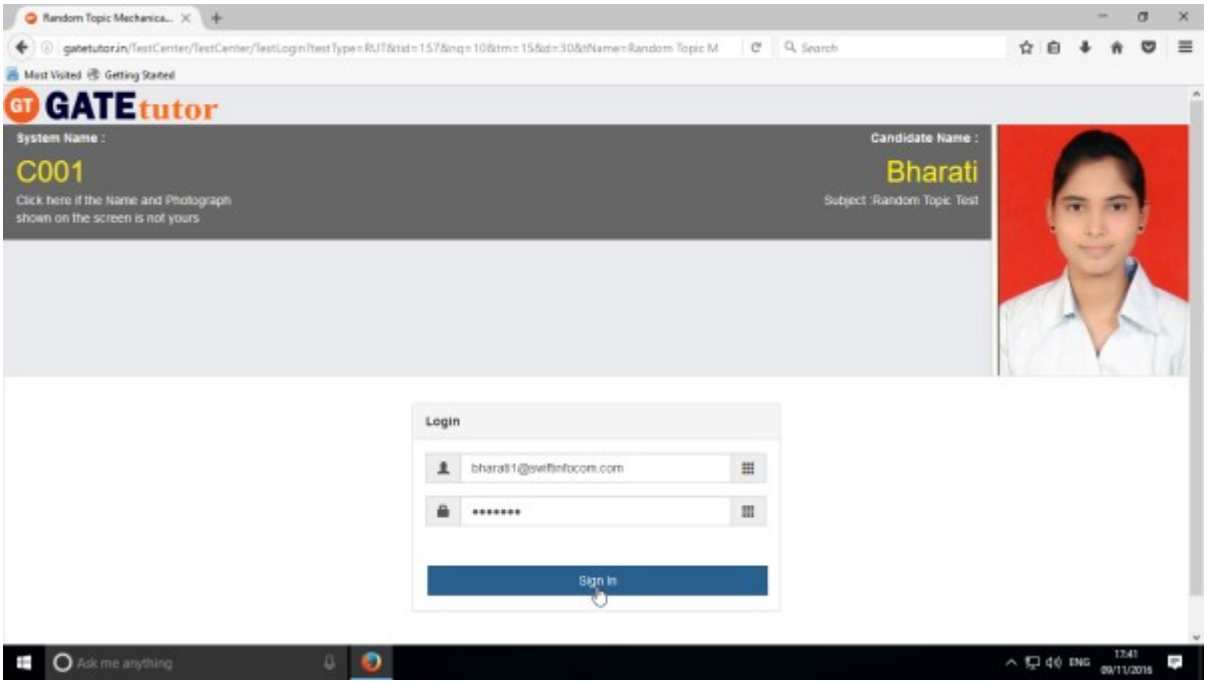
You can check the assigned test on member's group timeline as follows.

You can also attempt a test from group timeline as follows.

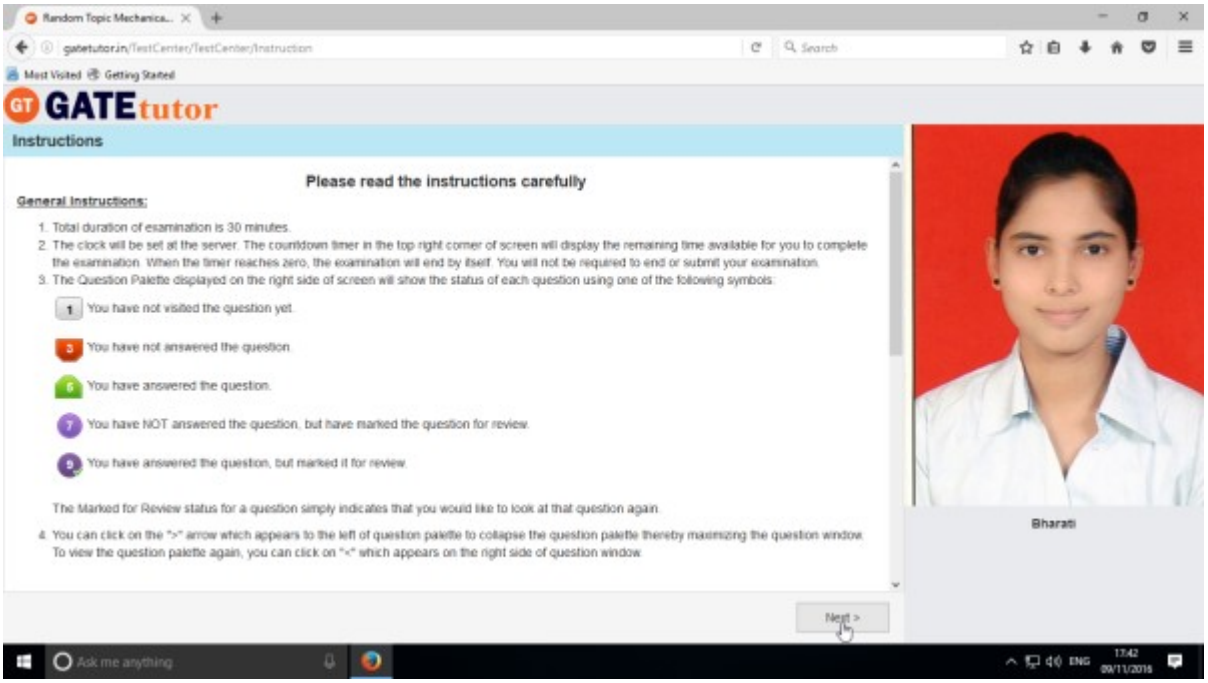


You can attend a test by clicking "**Start Test"** icon from group timeline & test center also**.**

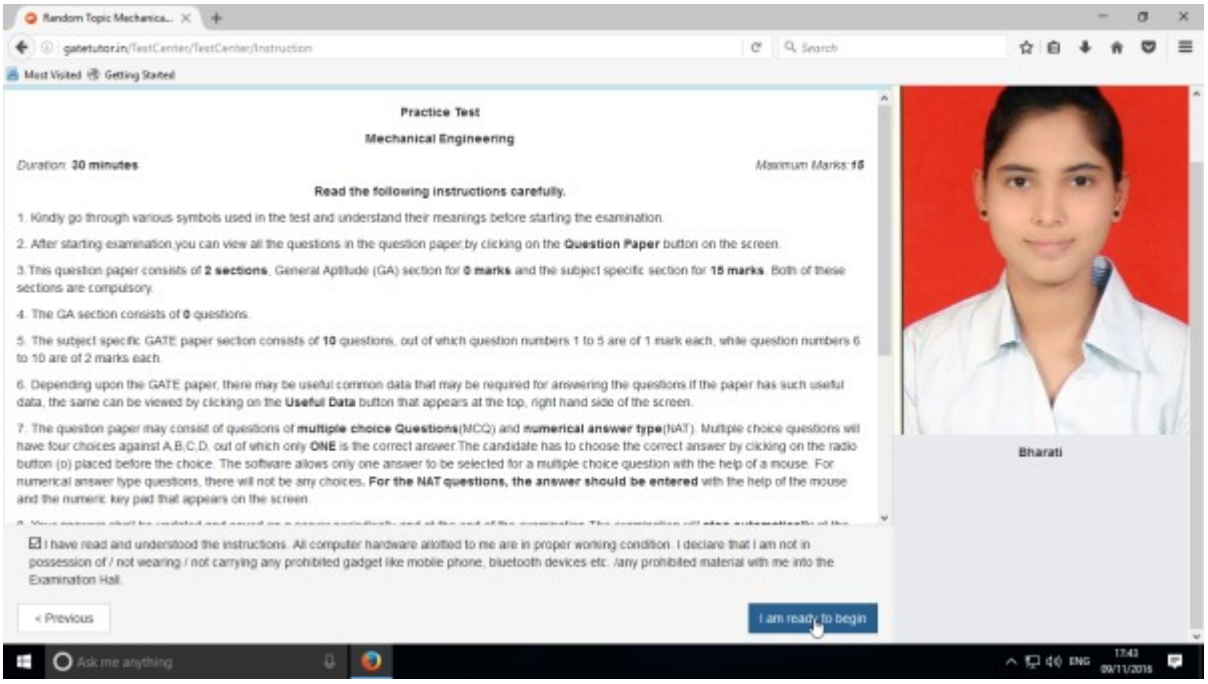
Click on "**Sign In**" to attempt a test.



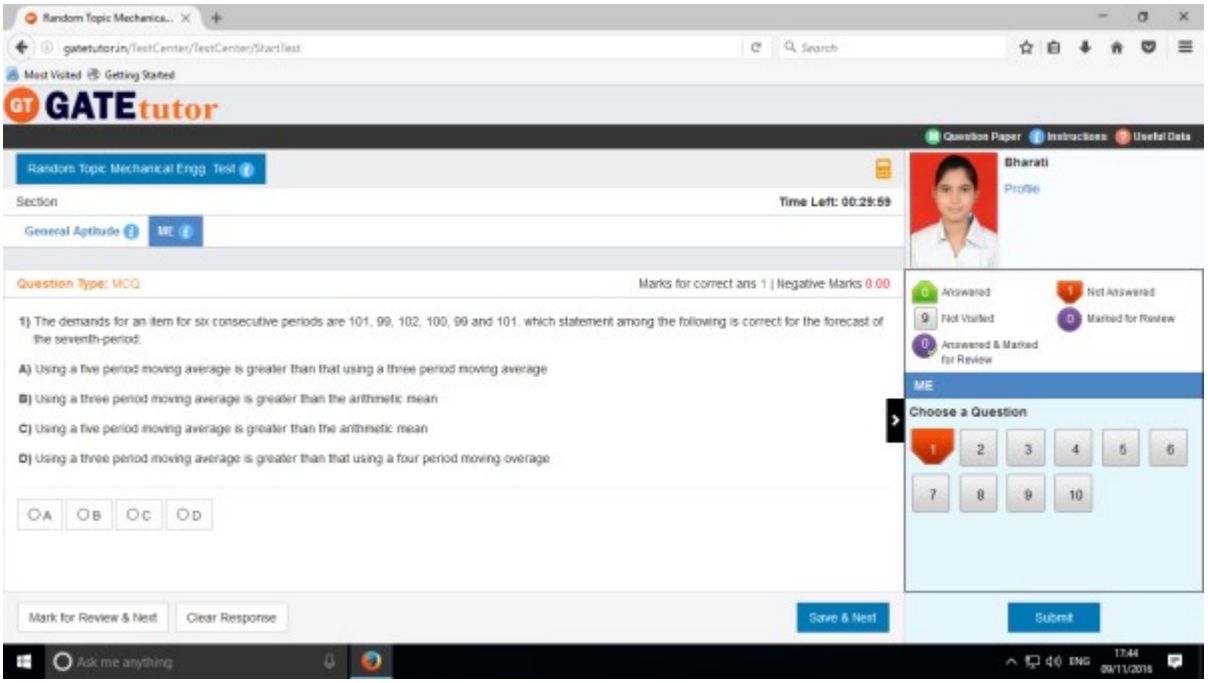
Click on **“Next”** to continue.



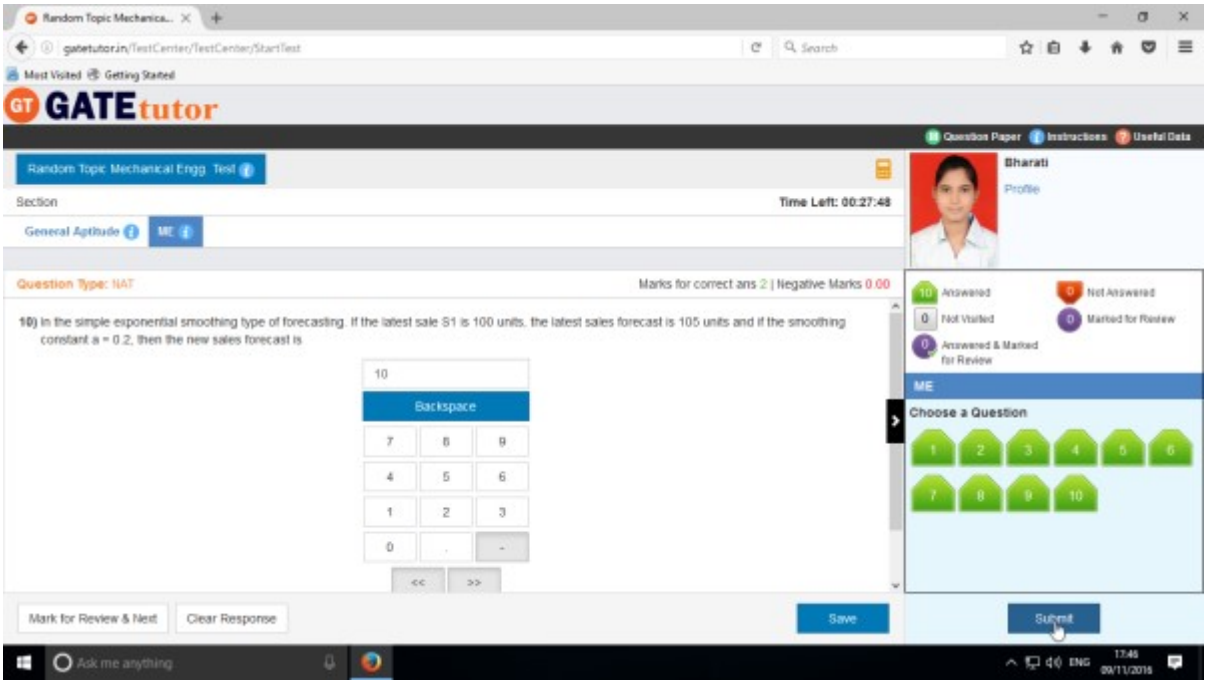
Then click on checkbox of “**I am ready to begin**” as follows.



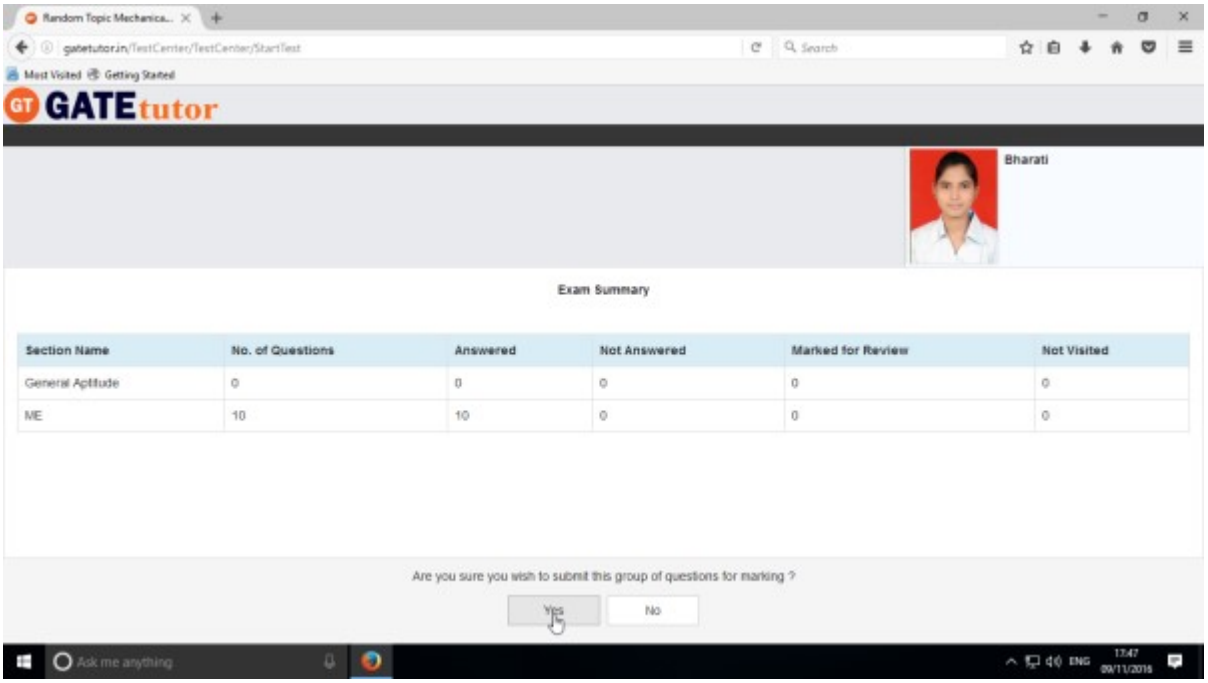
You will appear a test as follows.



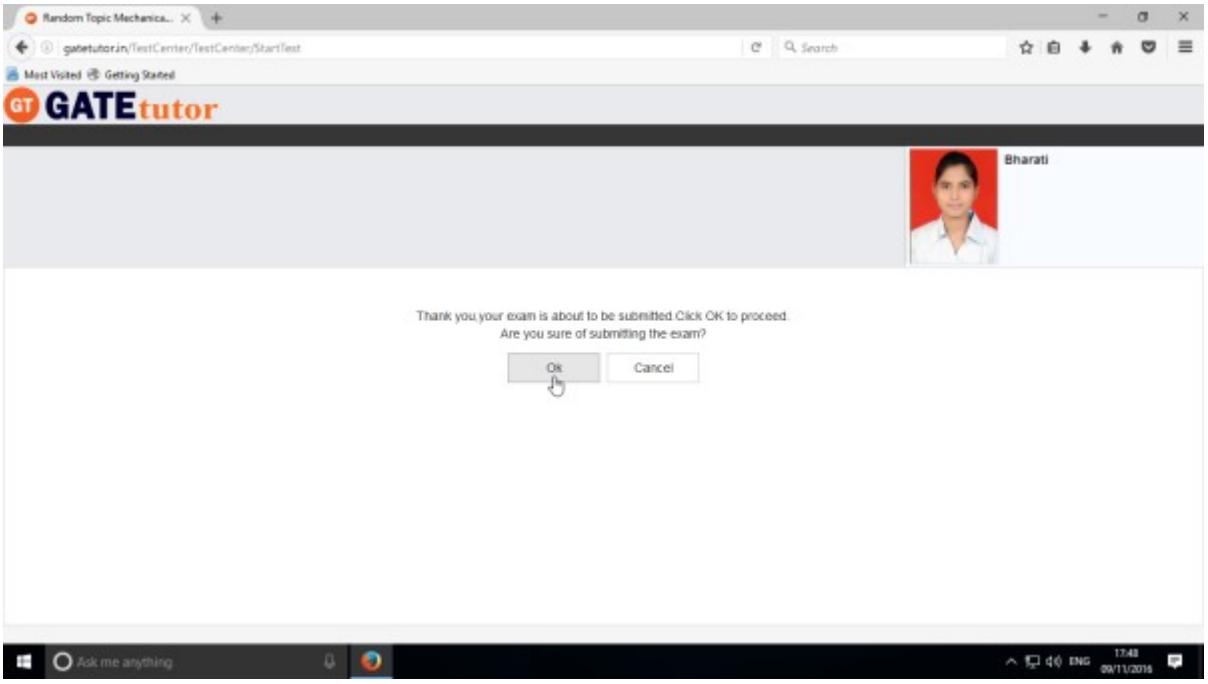
Attempt all the questions.



Click on "**Submit**" after finishing the test to save.

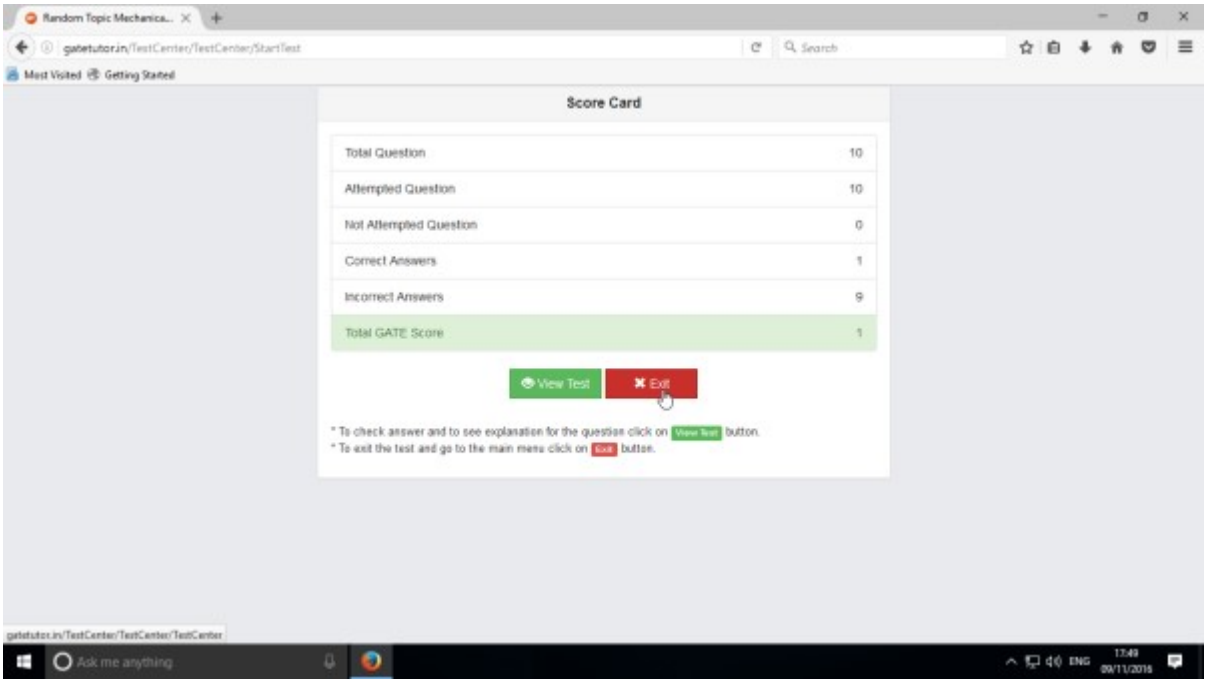


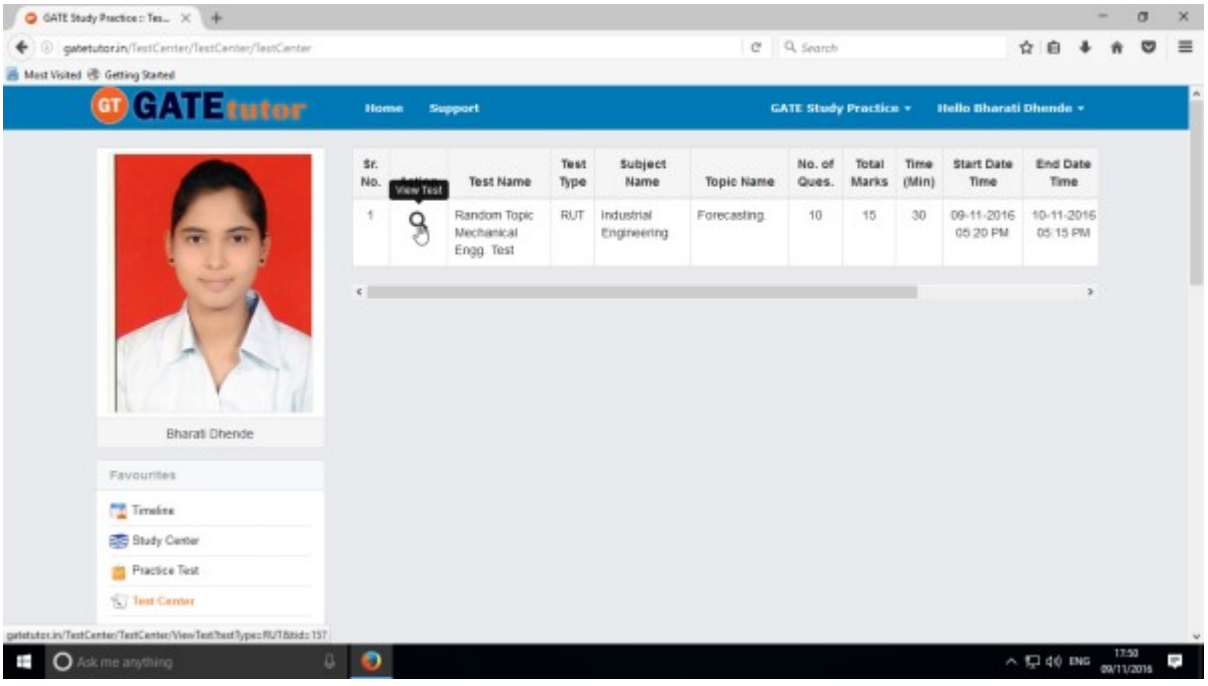
Click on "**Yes**" to continue.



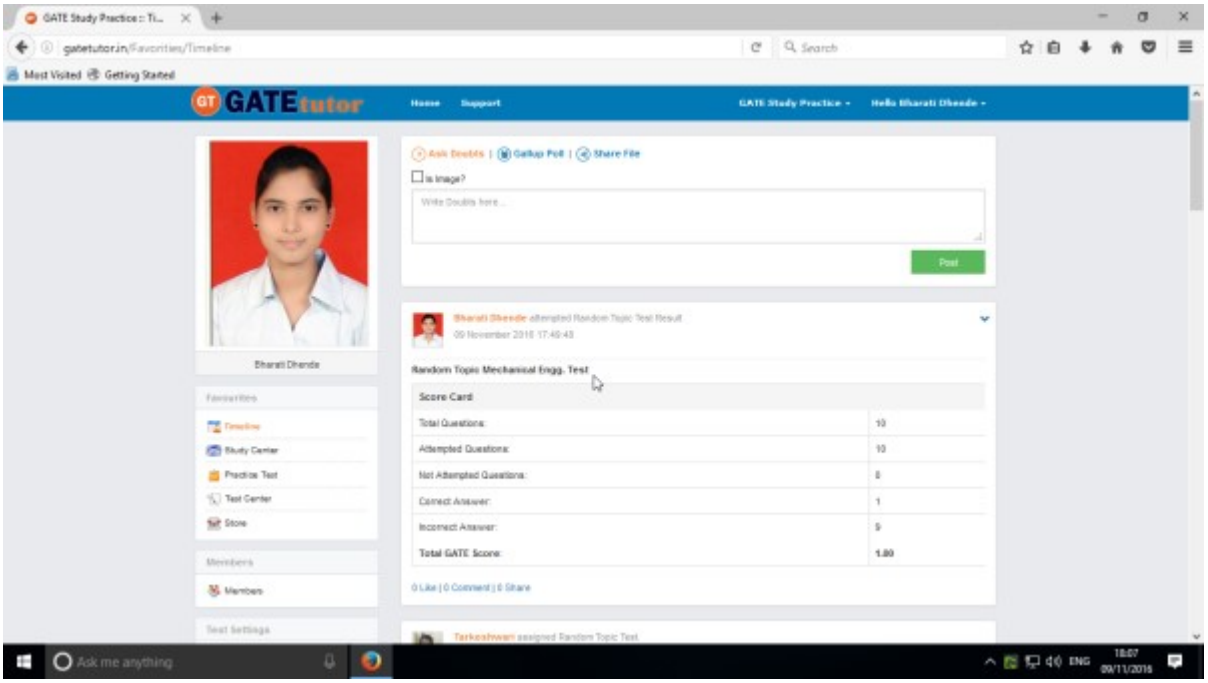
Click on "OK" to confirm to submit a test.

You can **“View Test”** or **“Exit”.**





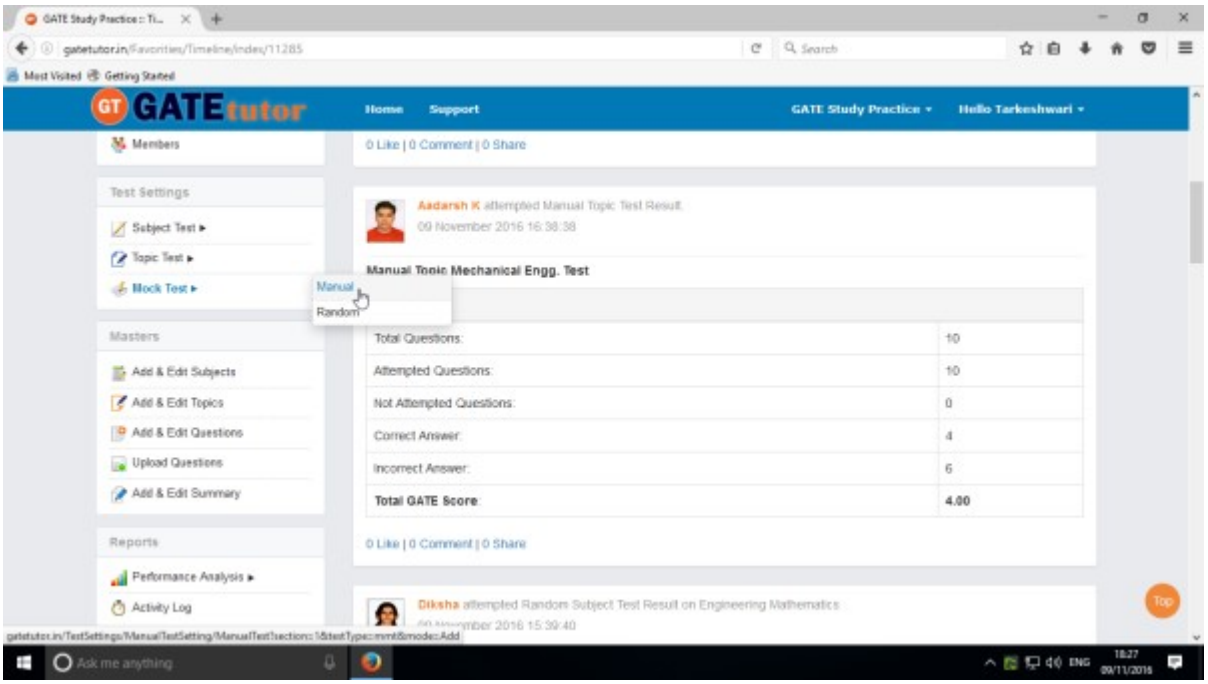
You can see the given test by clicking on “**View Test**” as above.



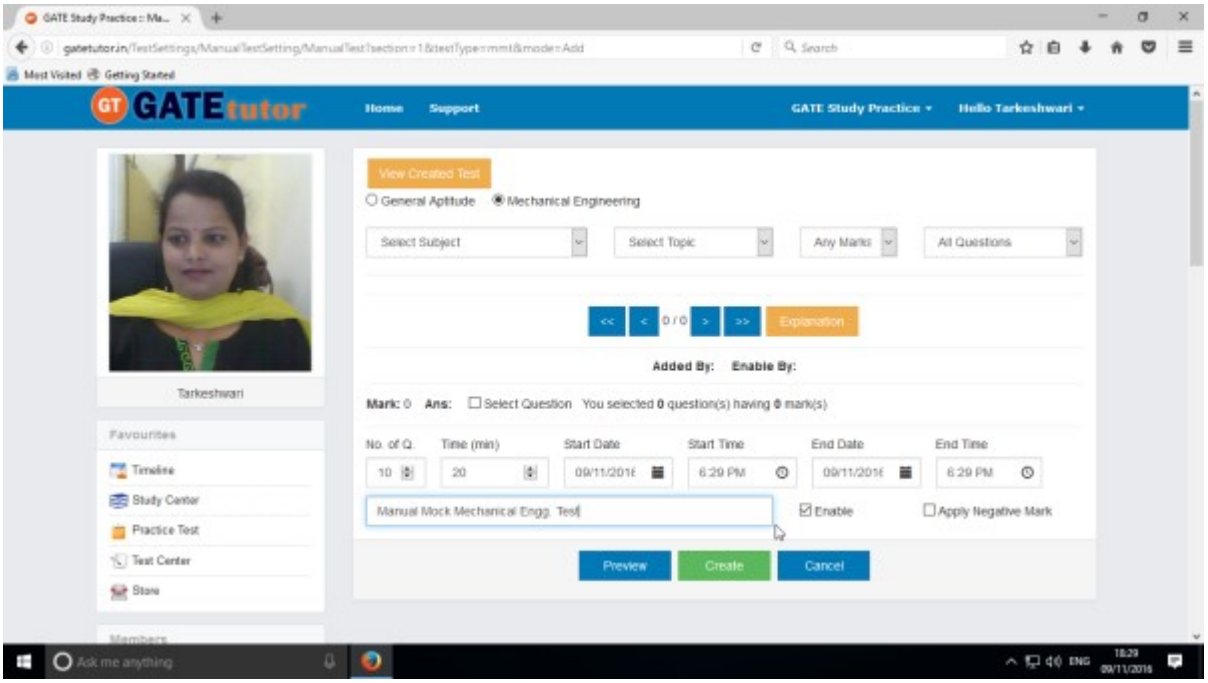
Click on "**Timeline**" to check the test result on group timeline.

3. Mock Test

a) Manual Mock Test

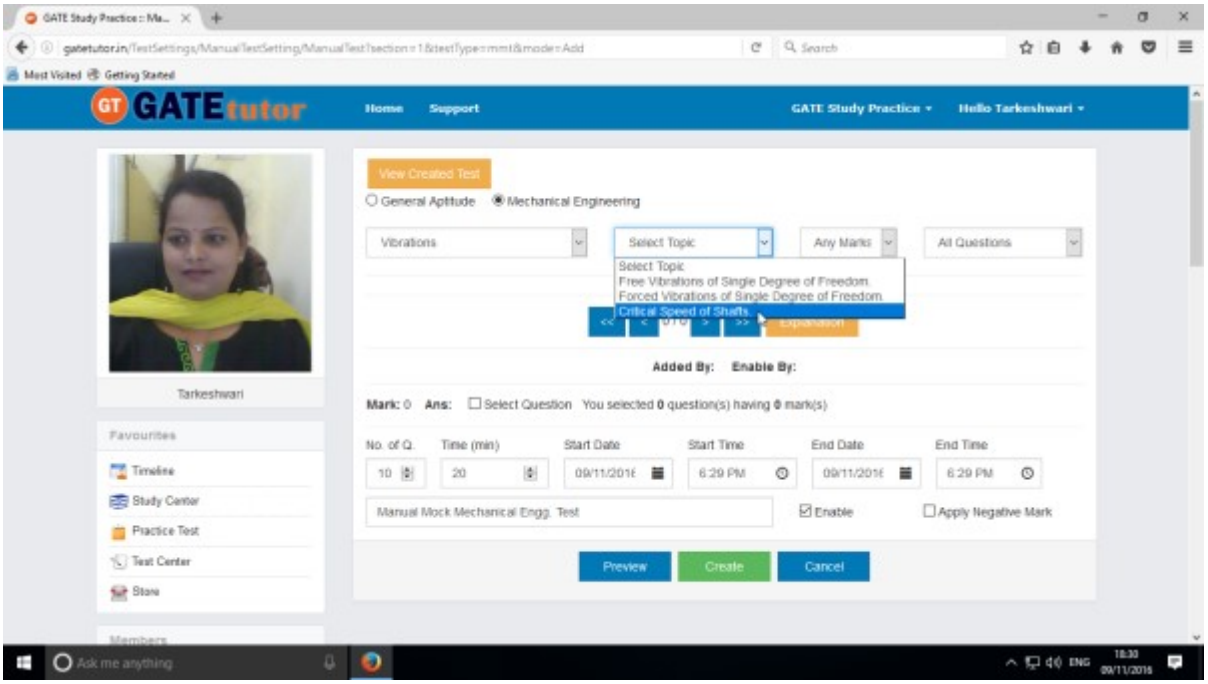


Click on "**Manual**" to create a test.

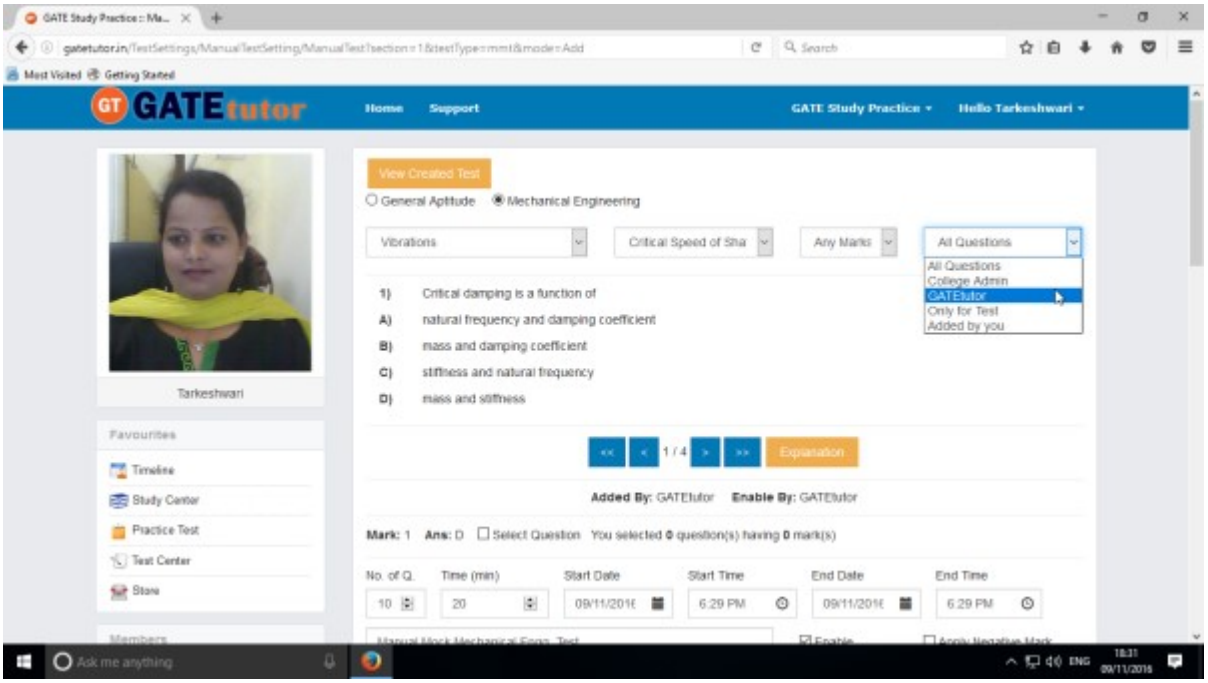


Write the test name as above.

Select subject and topic for the test.



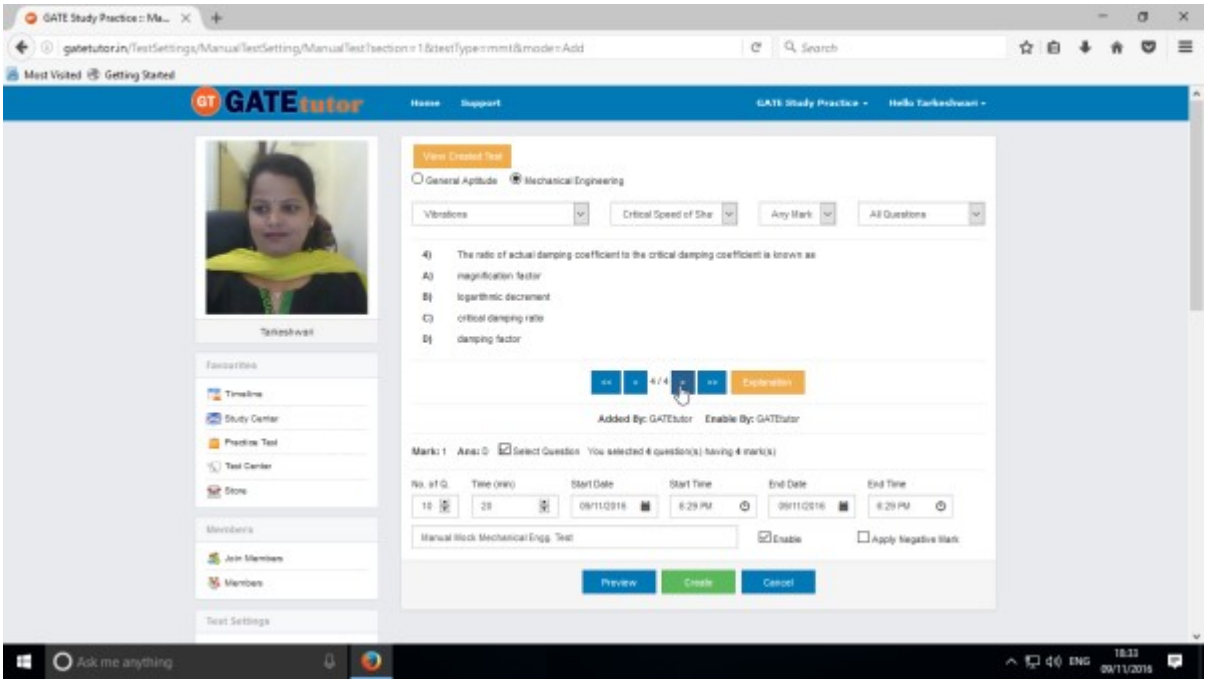
Fill up all the remaining details as follows



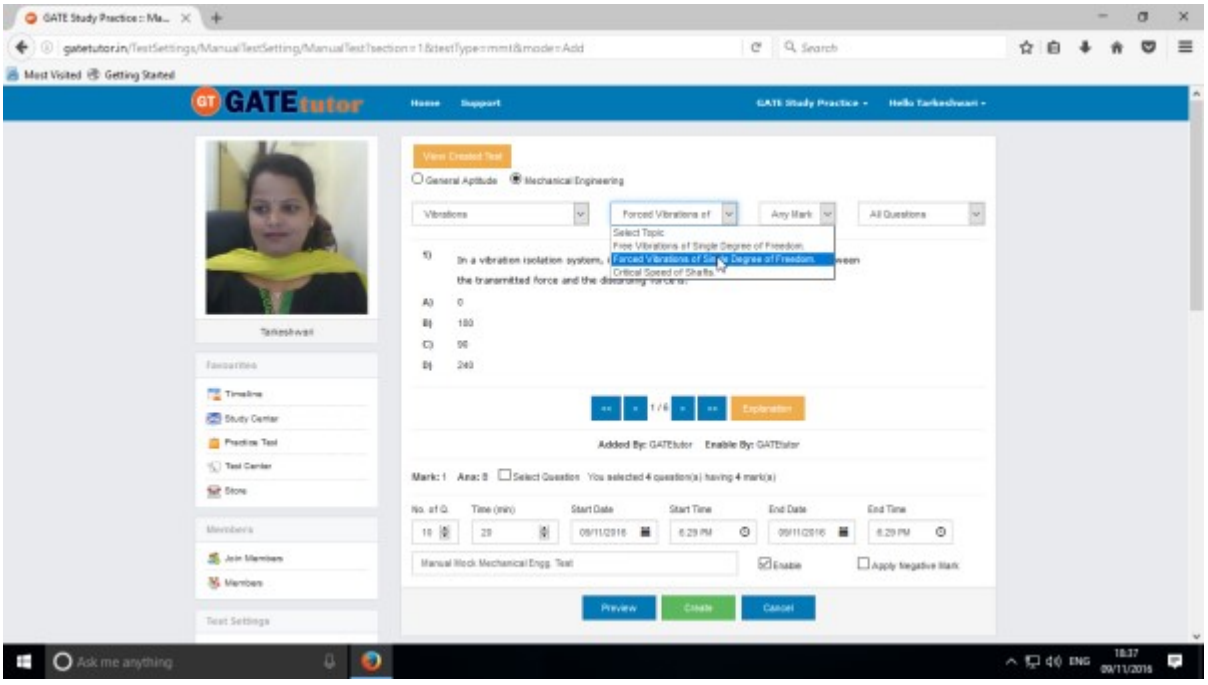
Select one mark two mark questions or any mark from the drop down list.

Also choose the question type for the test like College Admin, GATEtutor & Only for Test.

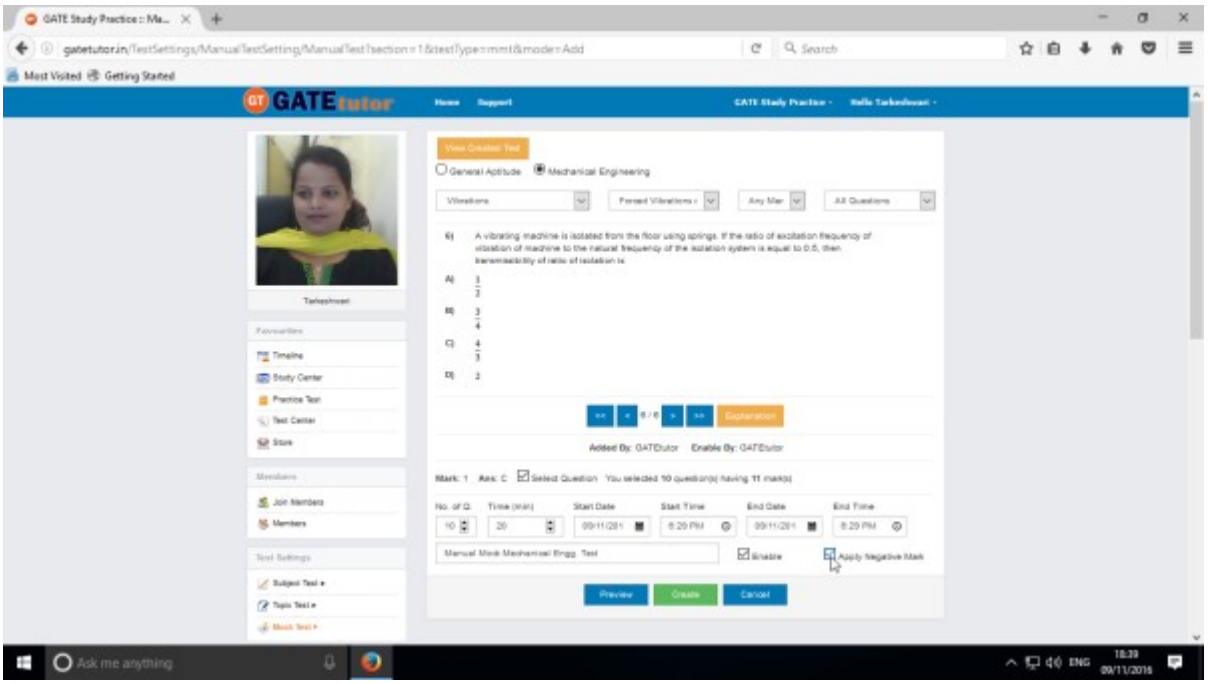
Click on “**Select Question**” checkbox with forward & backward arrow.



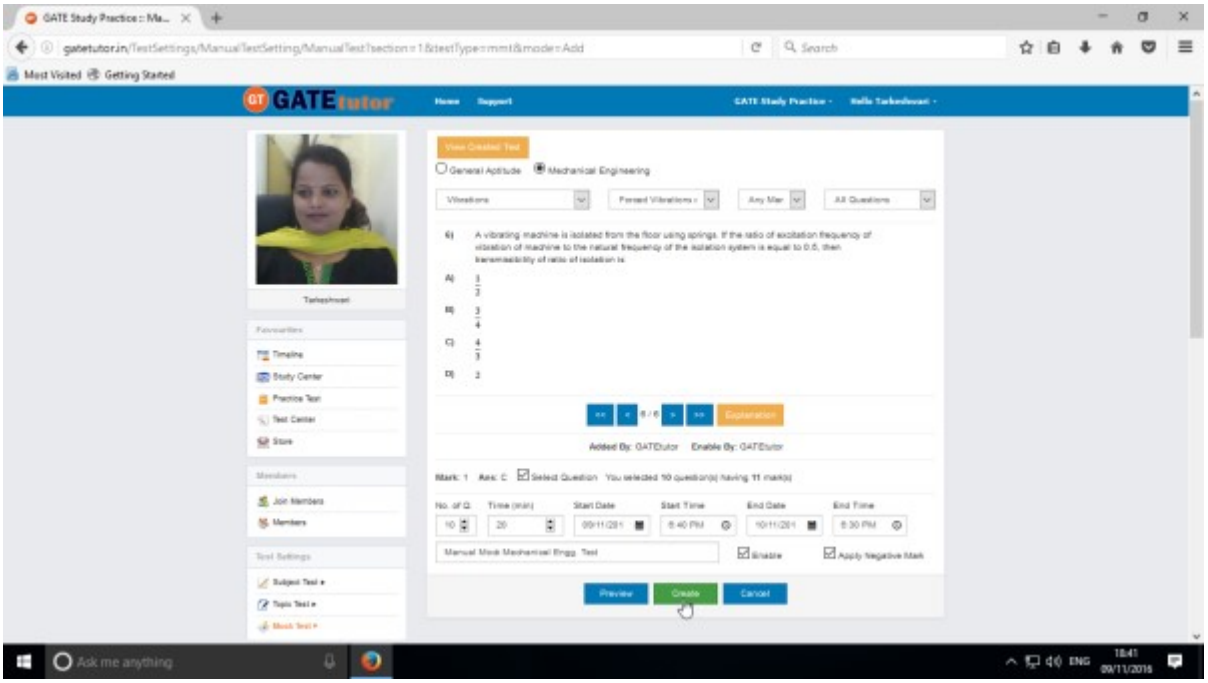
You can also change a topic to select the questions from it.



Complete a question selection for a test.

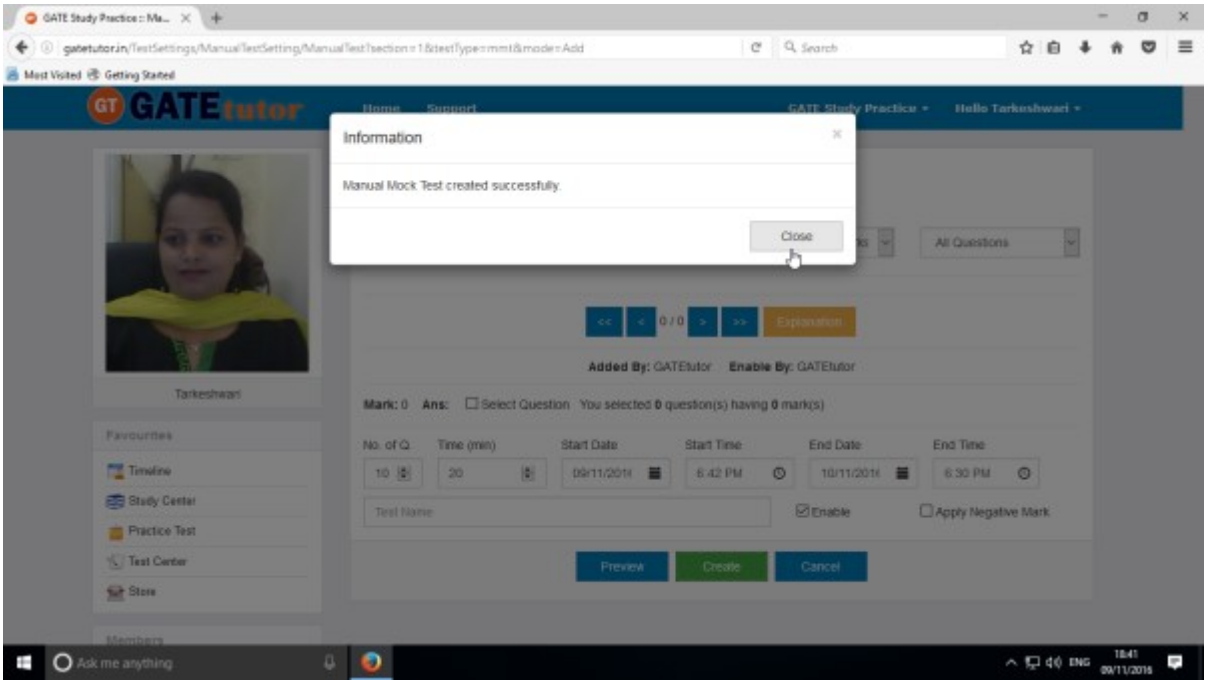


You can also apply Negative marking for the test as above.



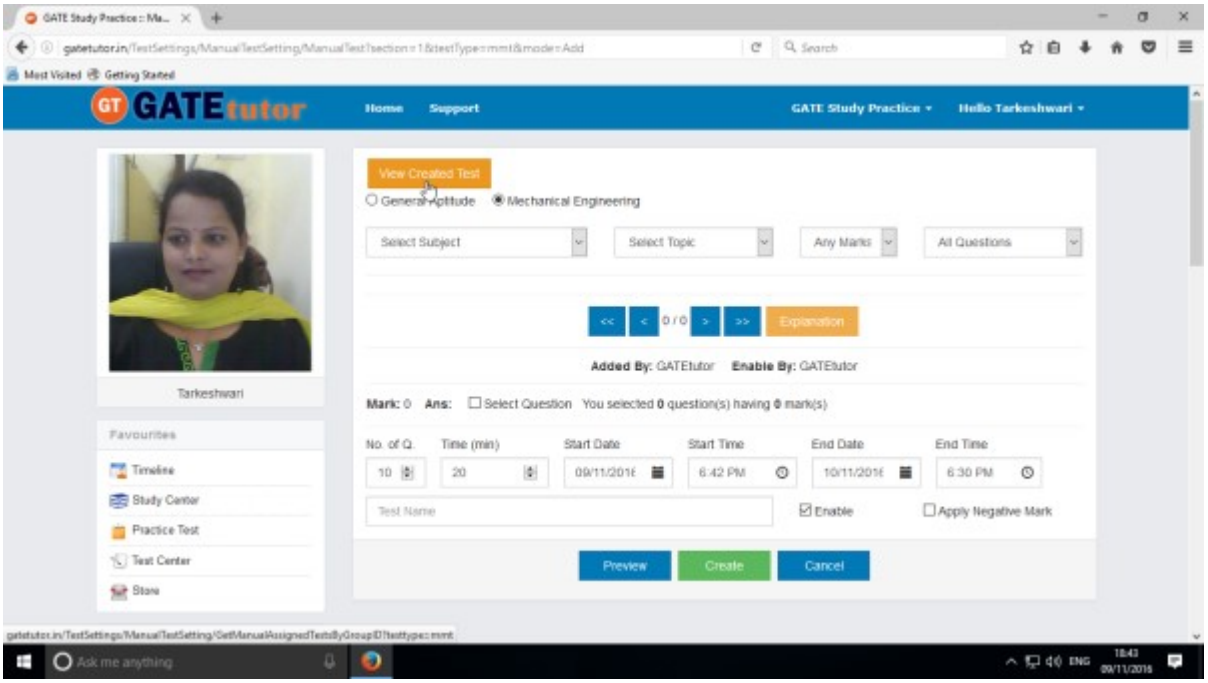
Once you finish the questions selection, click on "**Create**" to create a test.

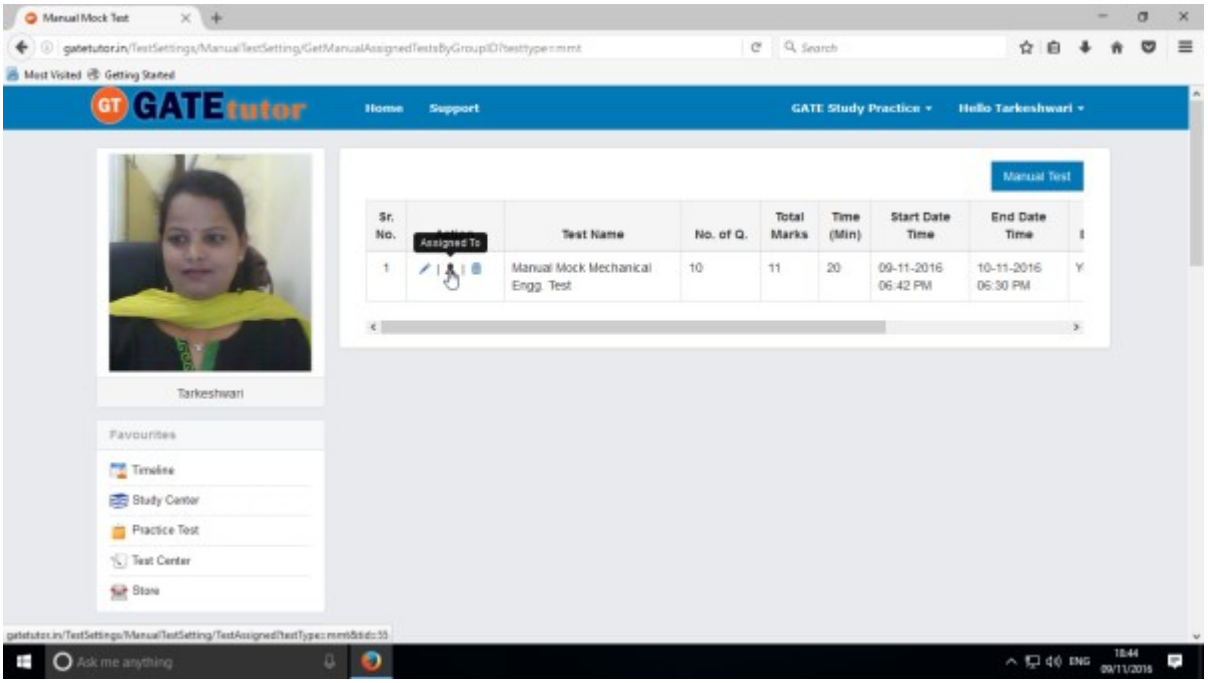
Test will get created successfully.



Click on "**Close**" to proceed.

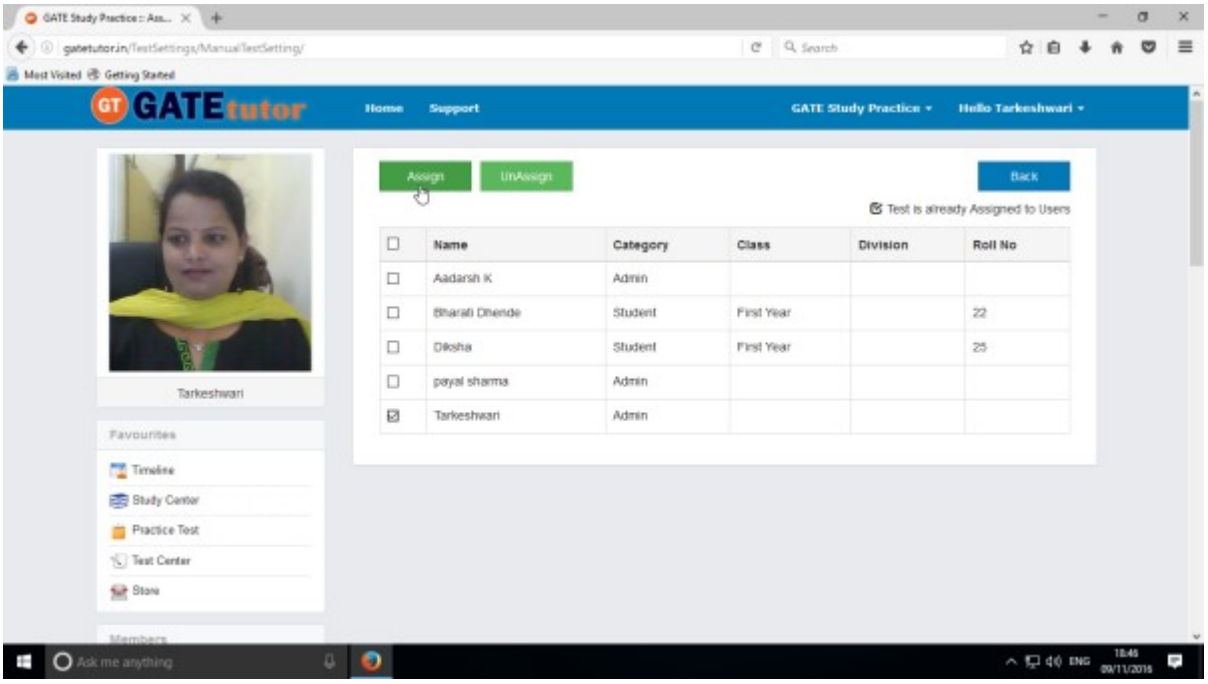
Click on "**View Created Test**" to check created test.





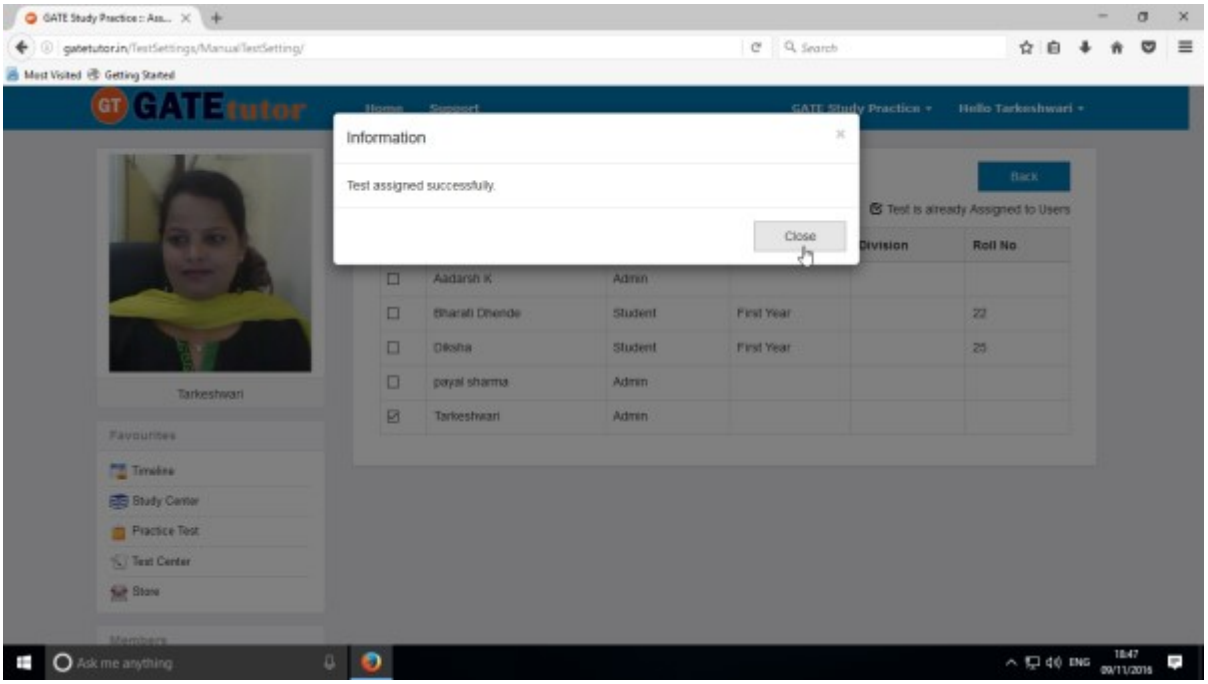
Click on "**Assigned To**" to assign the test

Choose a name to assign the test.

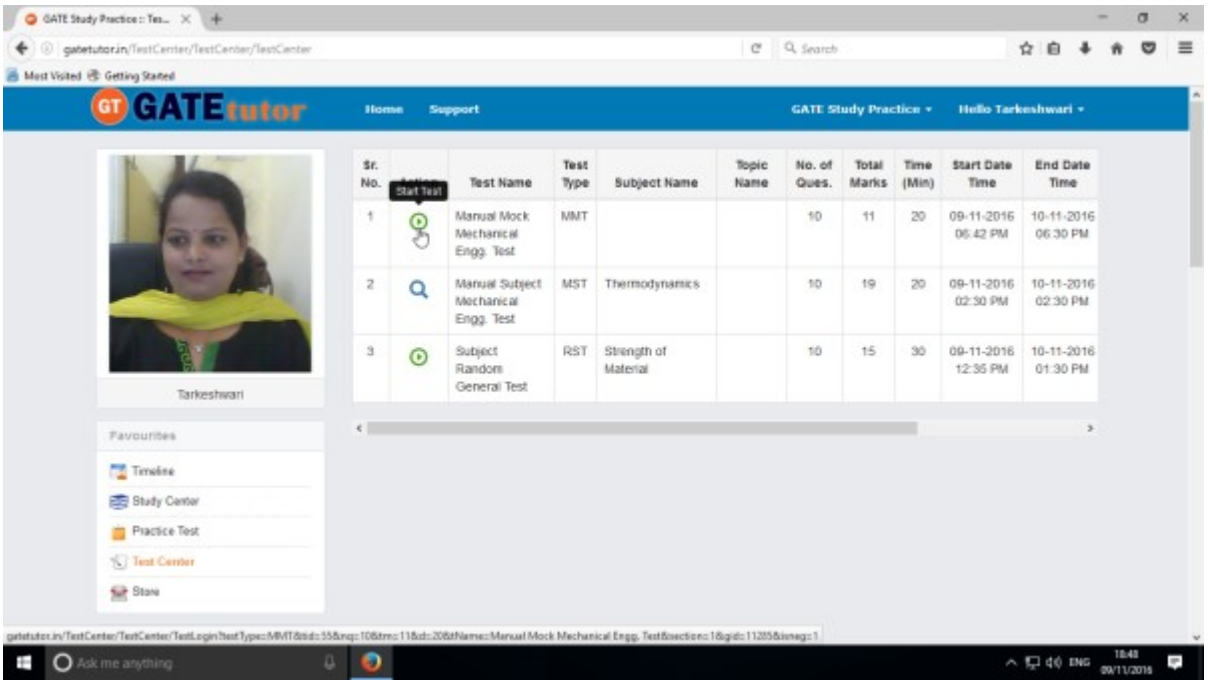


Click on "**Assign**"

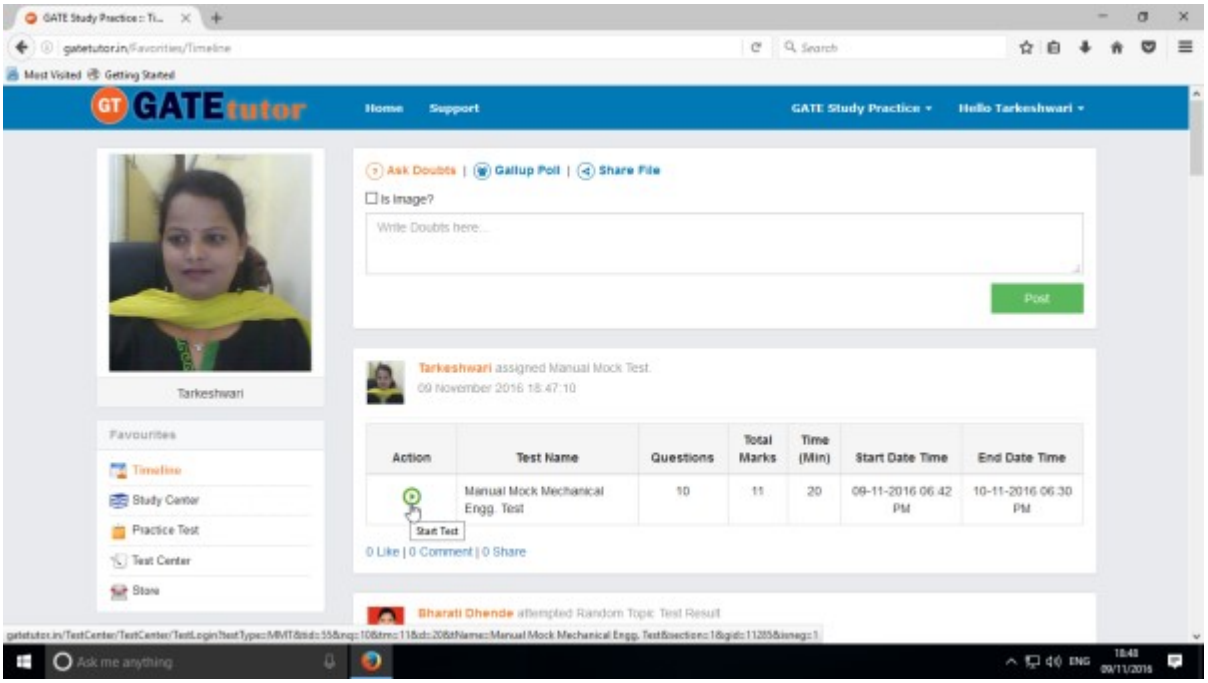
Test will get assigned successfully.



Click on the "**Close**" to continue.



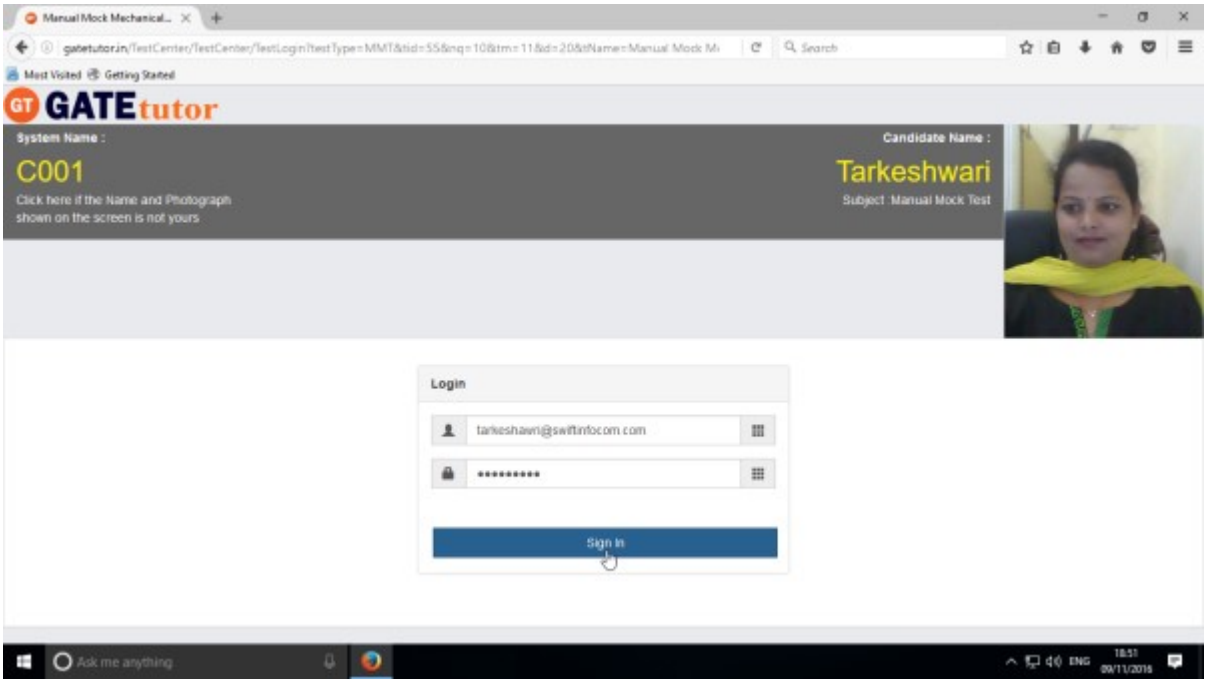
Check the assigned test visible in member's **"Test Center"** as above.



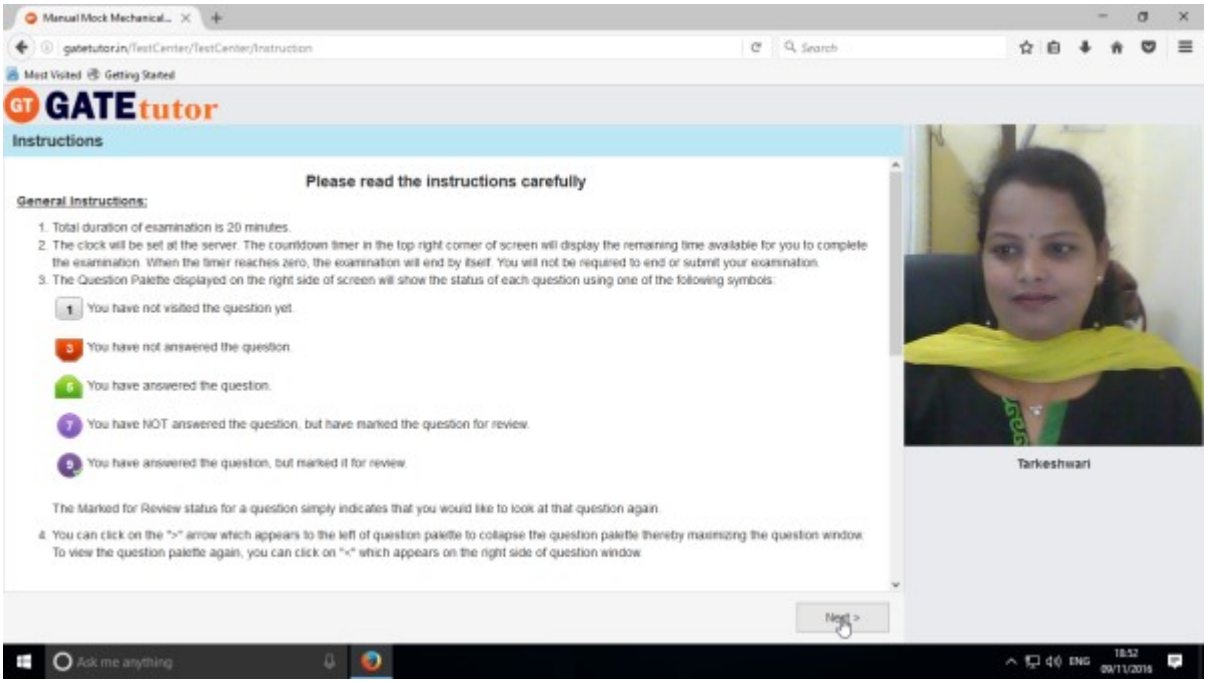
Check that the assigned test on member's group timeline as well.

To start a test click on **"Start Test"** icon as above

Click on **"Sign In"** to continue

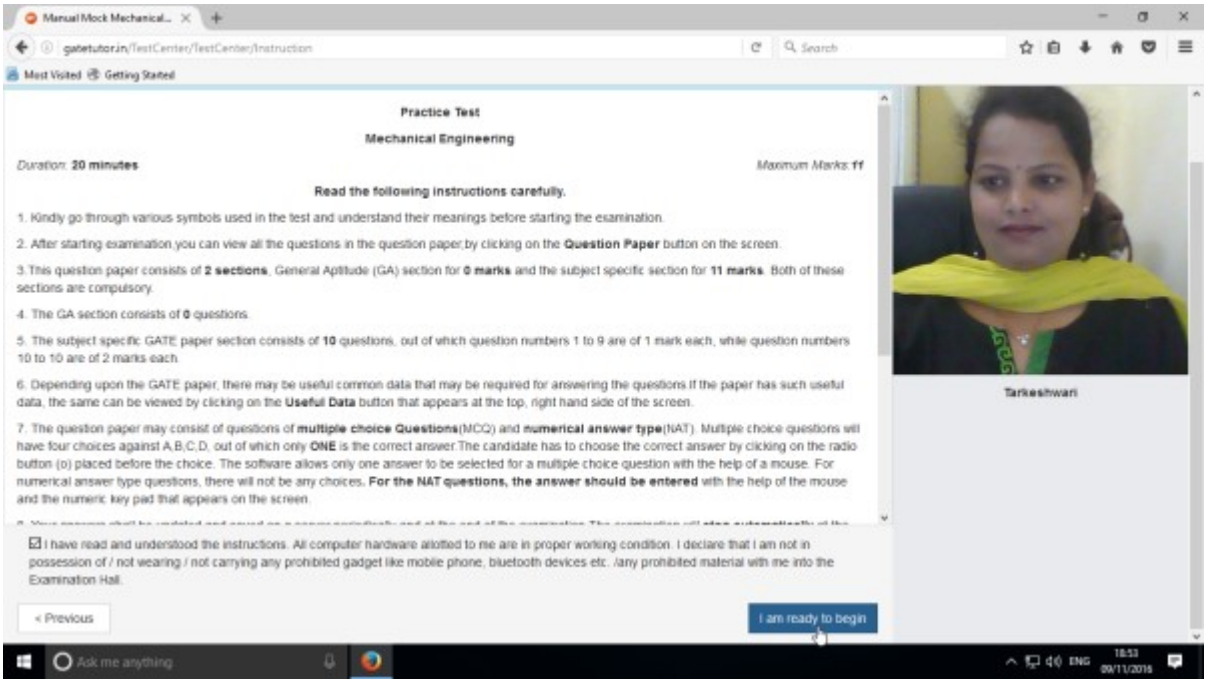


Following window will appear after signing in

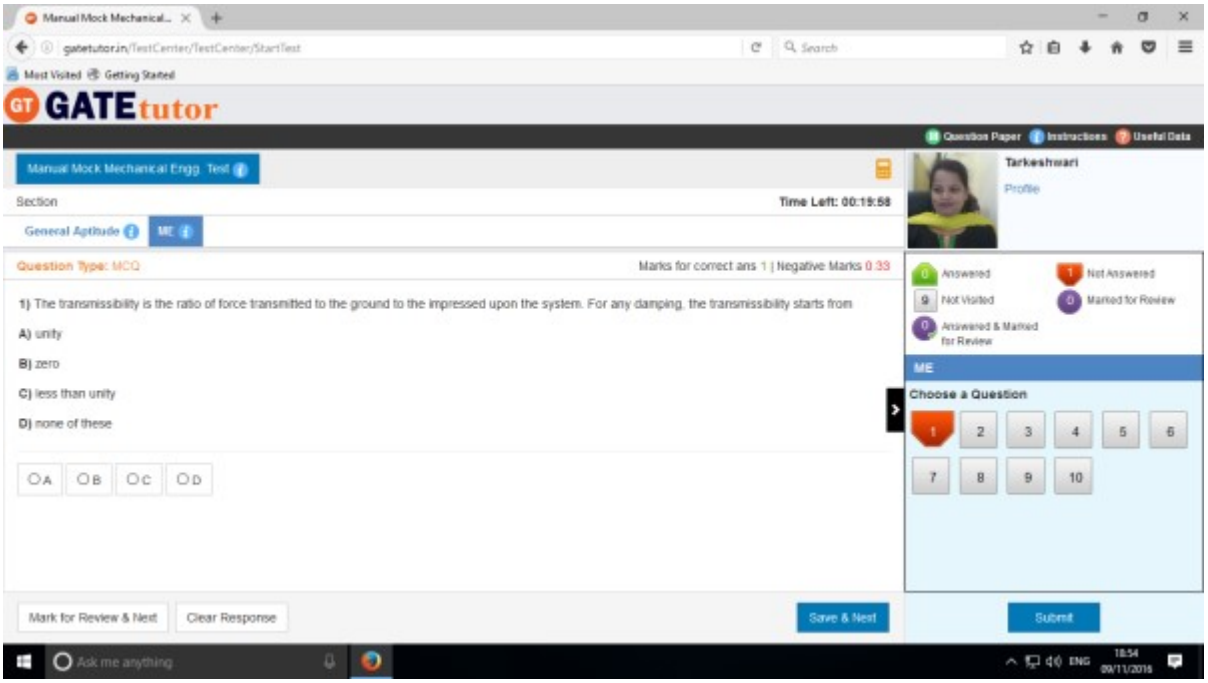


Read the instructions and click on **“Next”.**

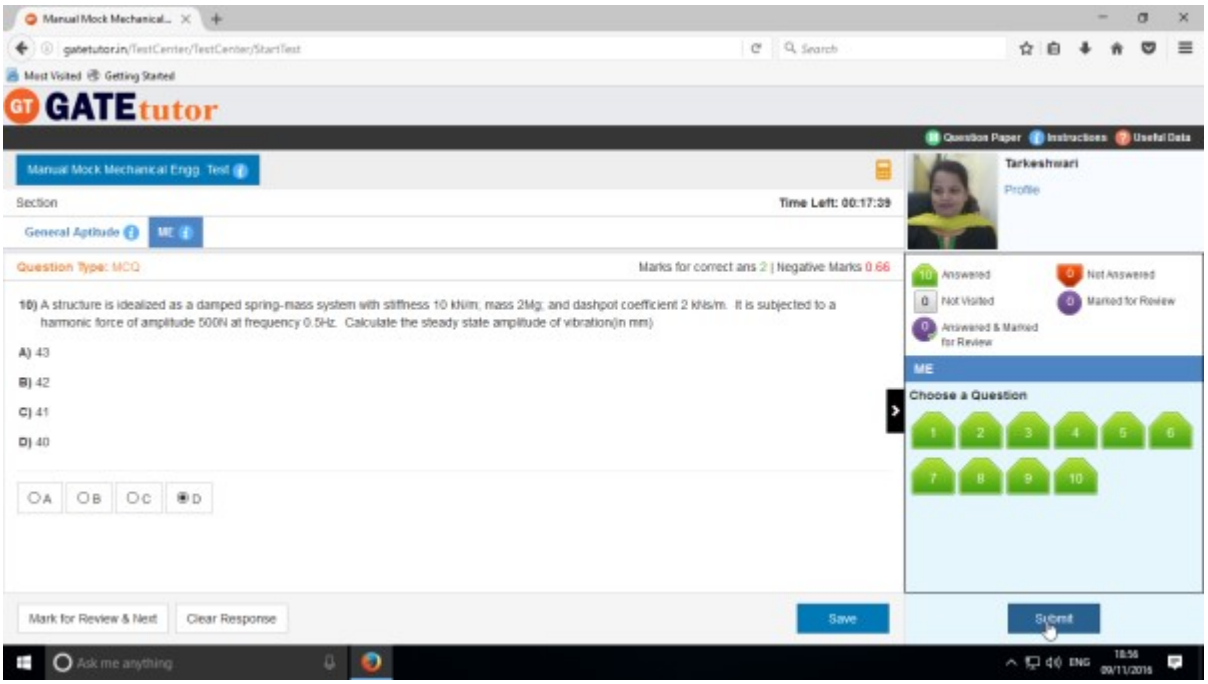
Click on “**I am ready to begin**”.



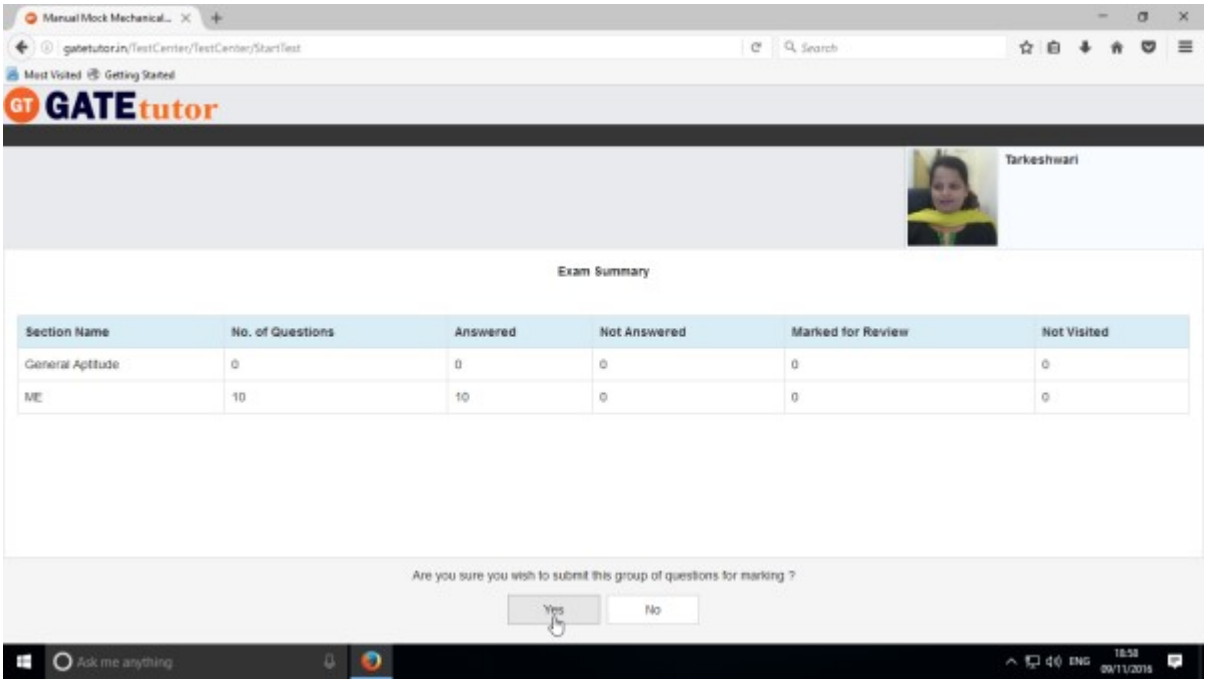
You will appear a test as follows.



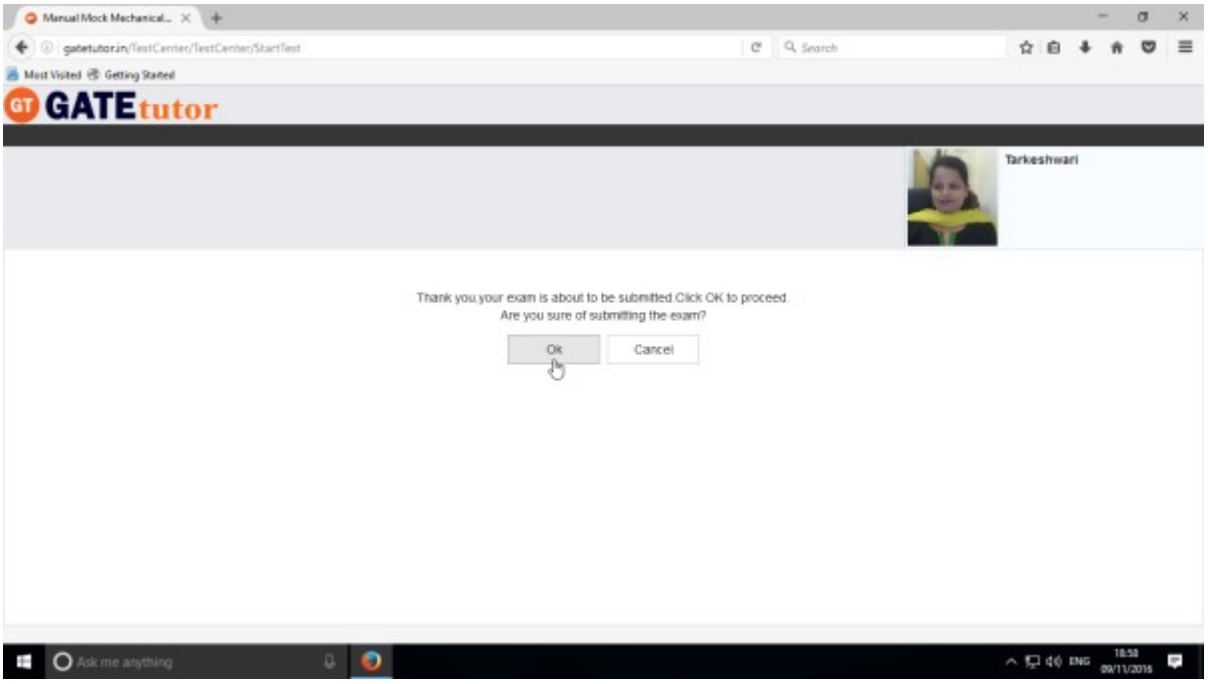
Attempt all the questions & click on "**Submit**"

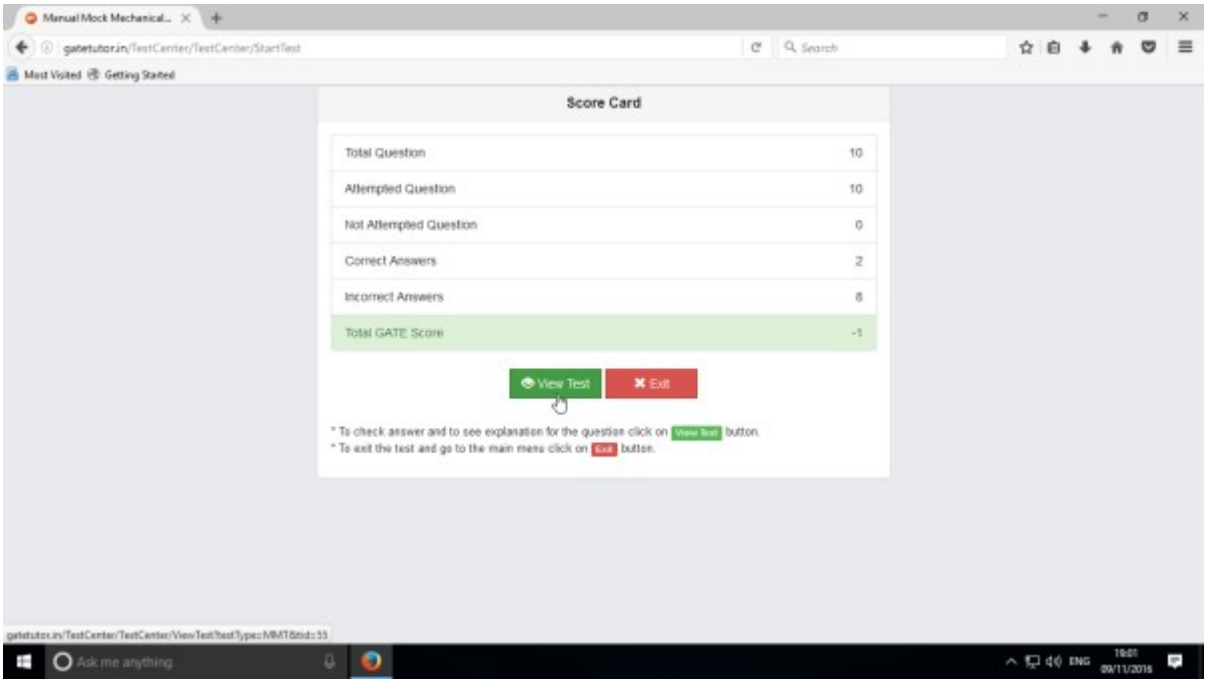


Click on "**Yes**" to submit a test.

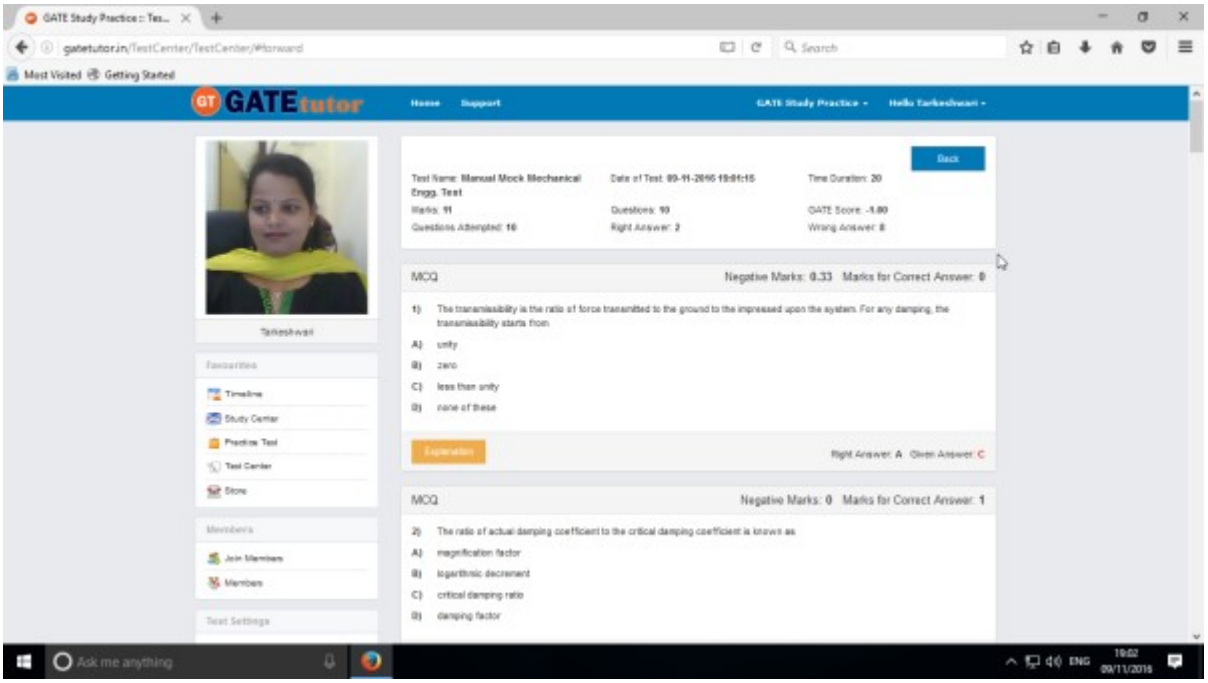


Click on "**OK**" to confirm to submit a test as follows.



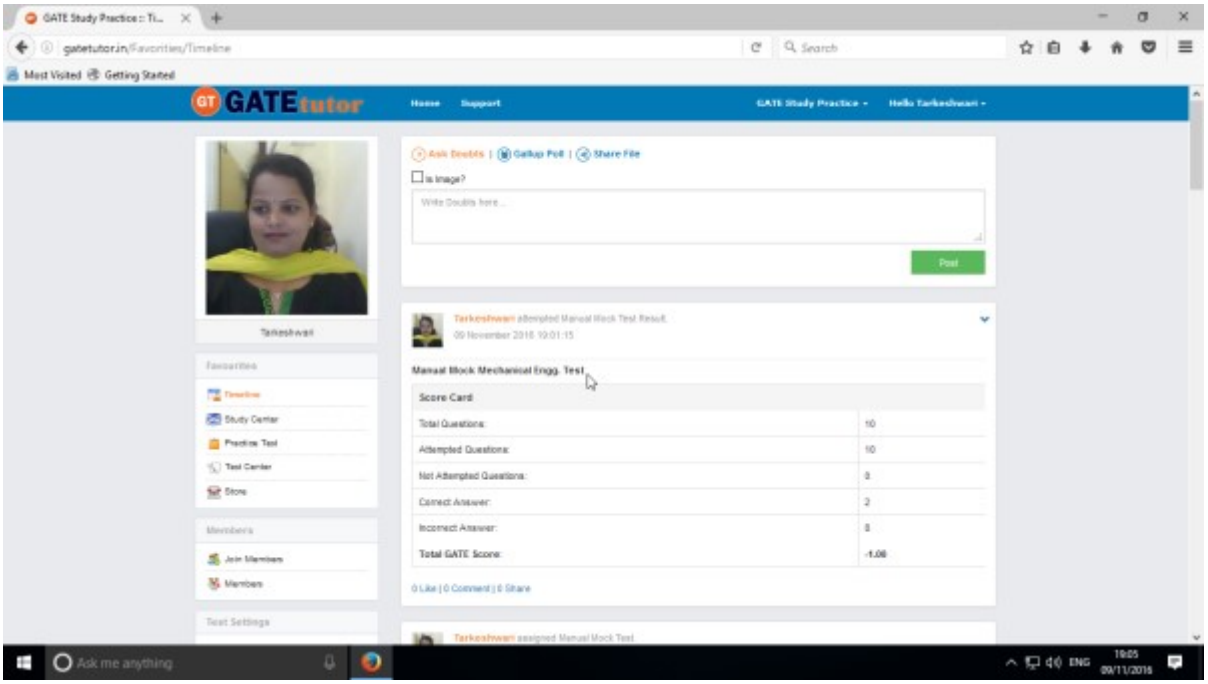


Click on "**View Test**" as above



Check the given test as above.

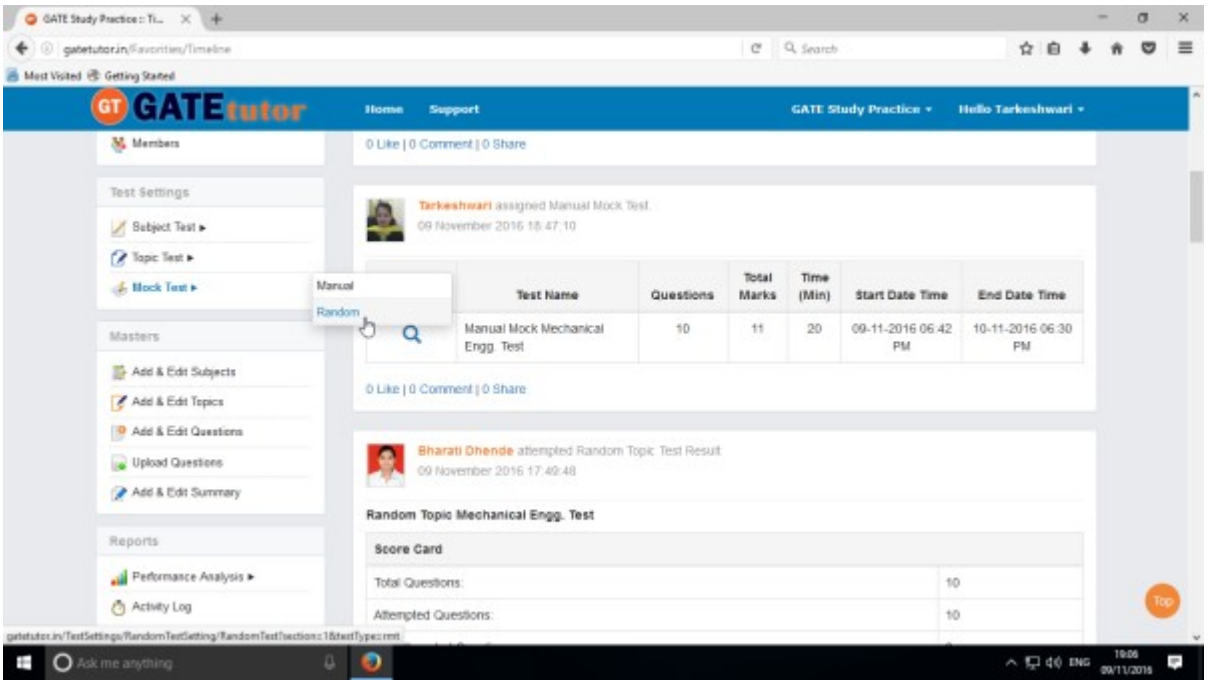
Click on “**Timeline**” to check the test results.



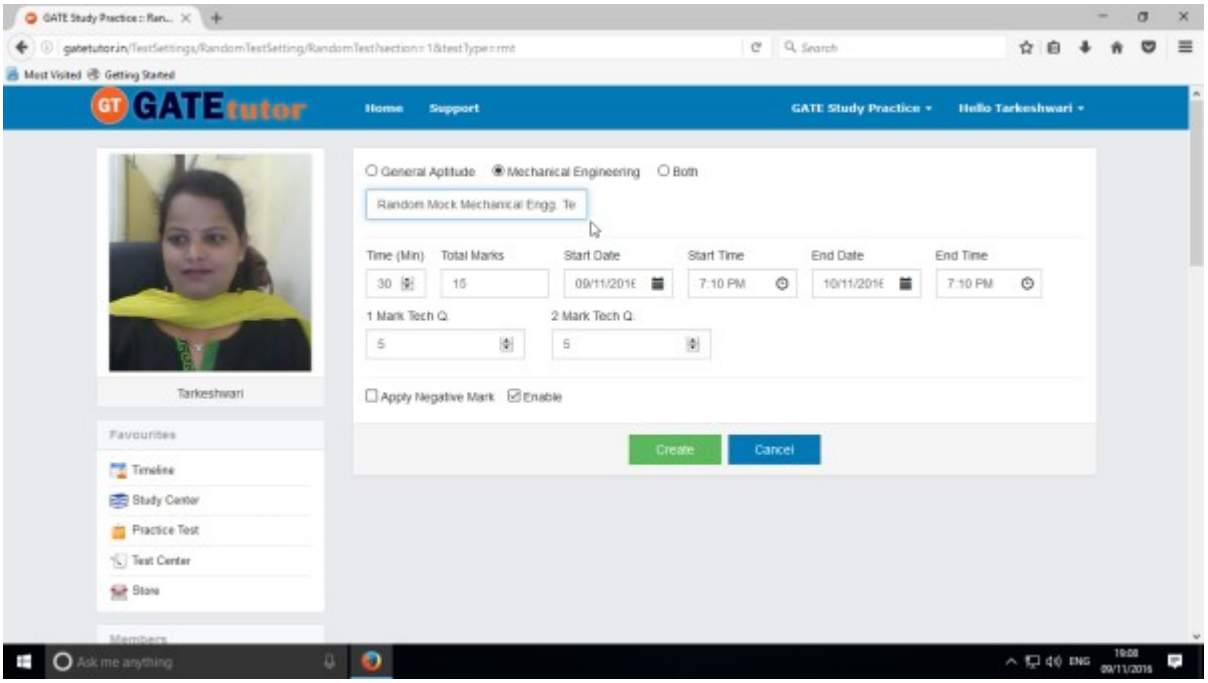
Your test score will be shown own your group timeline as above.

b) Random Mock Test

Click on **“Random”** to create test.

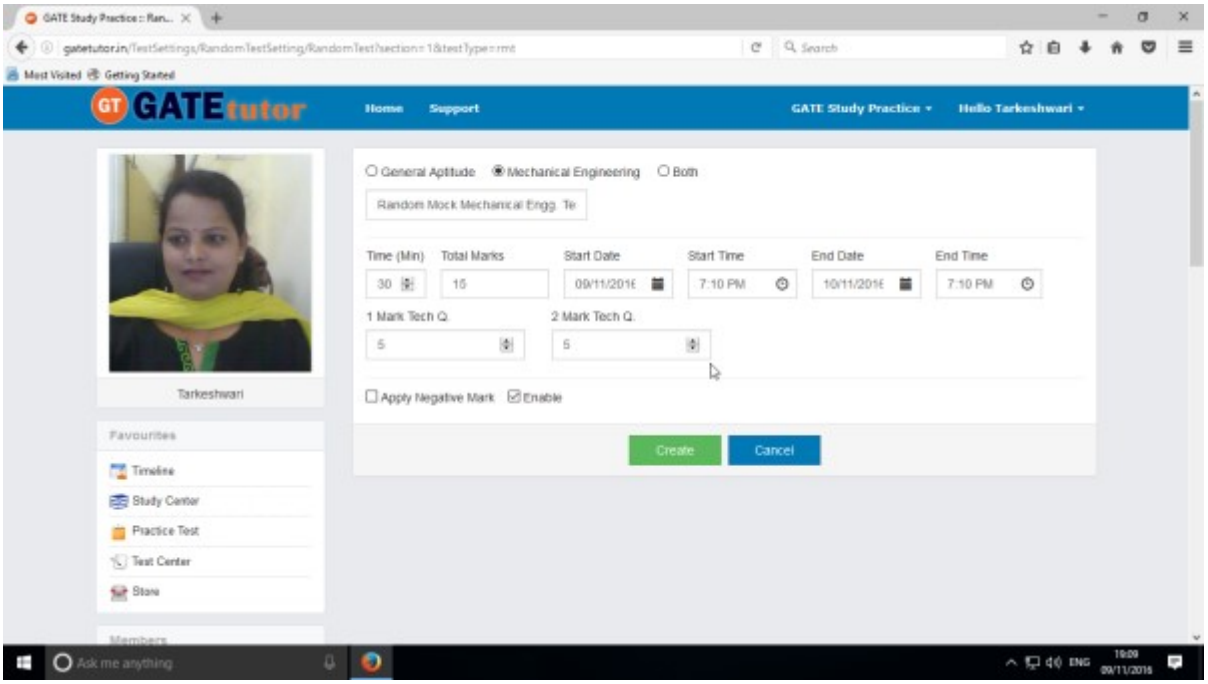


Choose the test type from General Aptitude, Mechanical Engineering and Both.

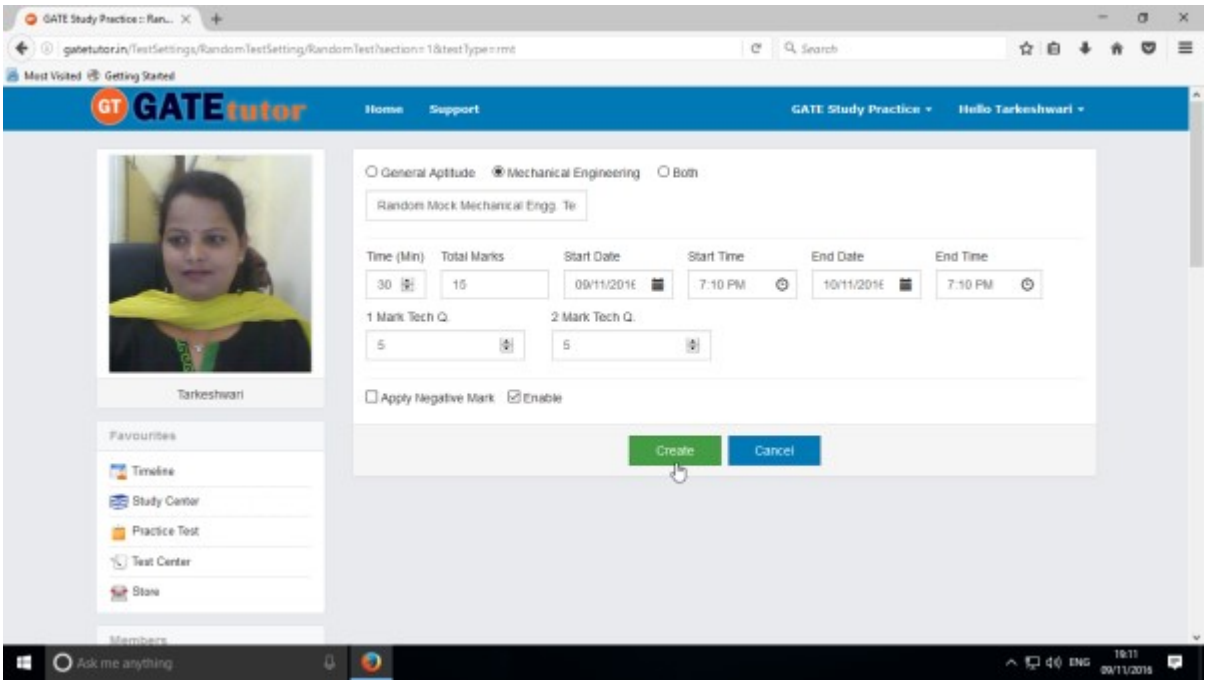


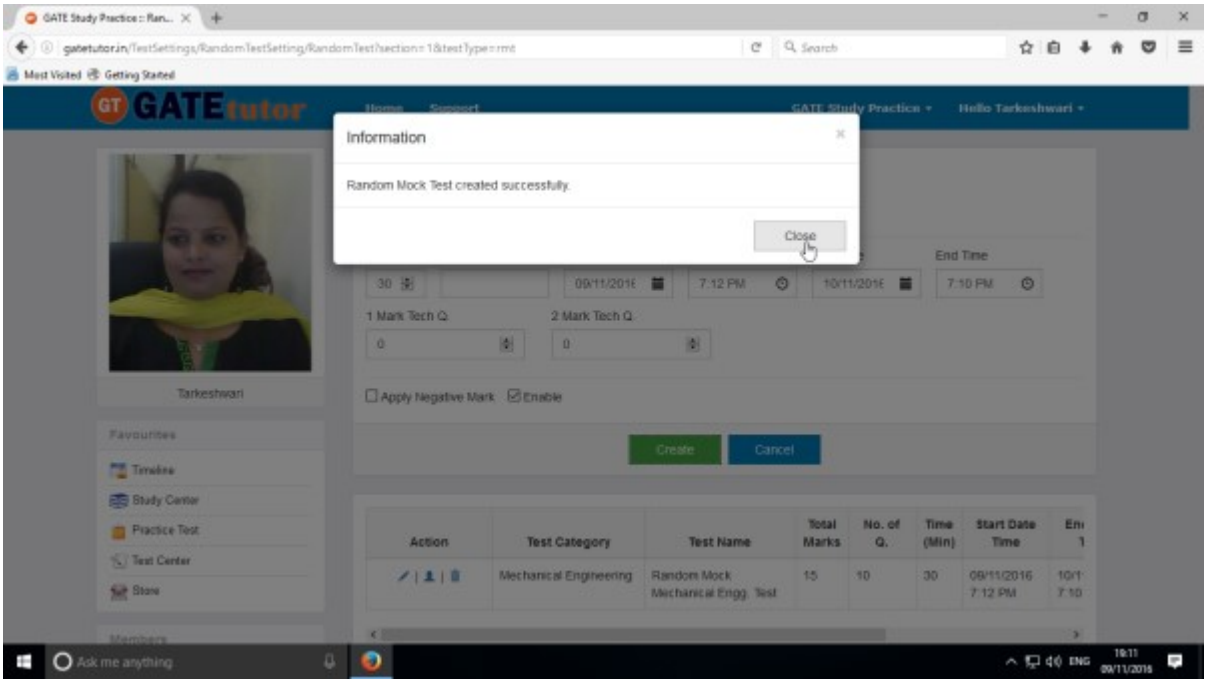
Write a test name as above.

Fill up all the details like Total marks, Time, No. of questions as follows



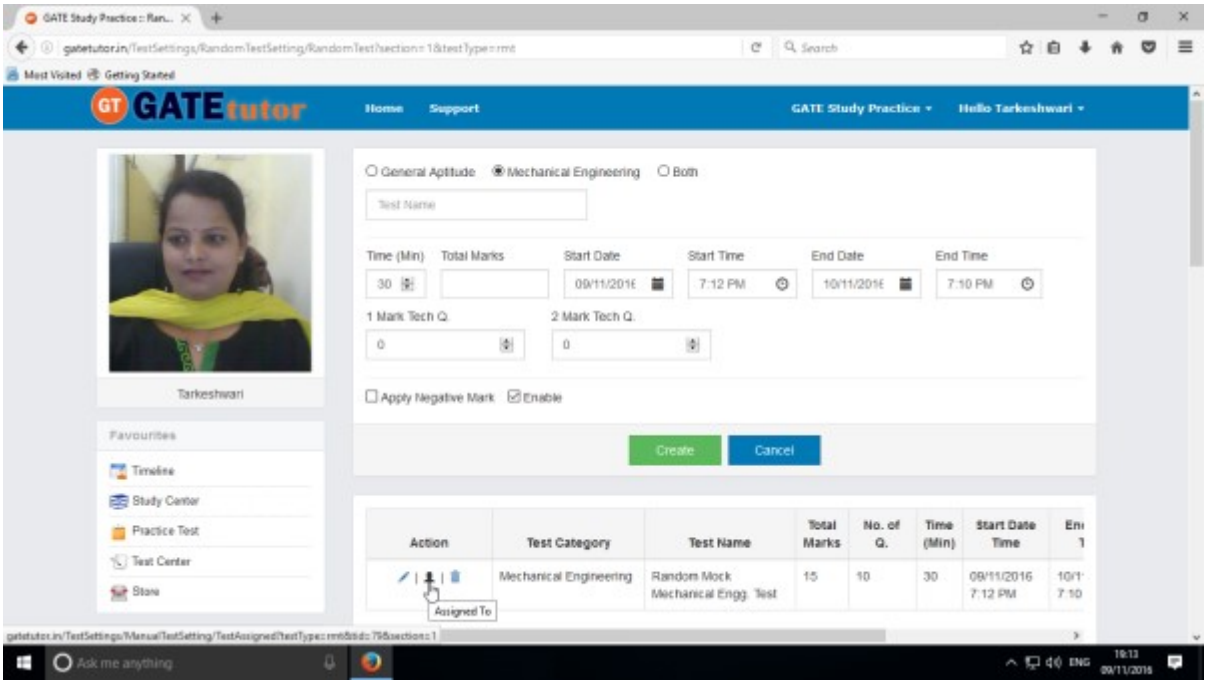
Click on “**Create**” to create a test

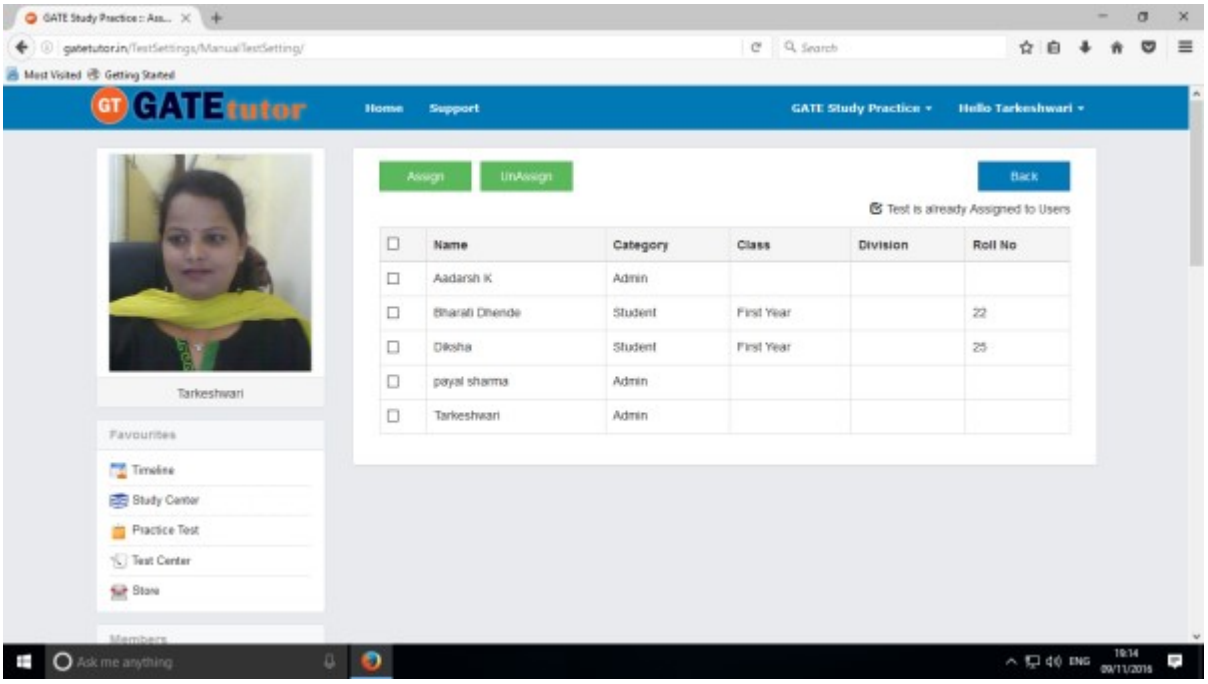




Random Mock test will get created successfully. Now click on “**Close**” to continue.

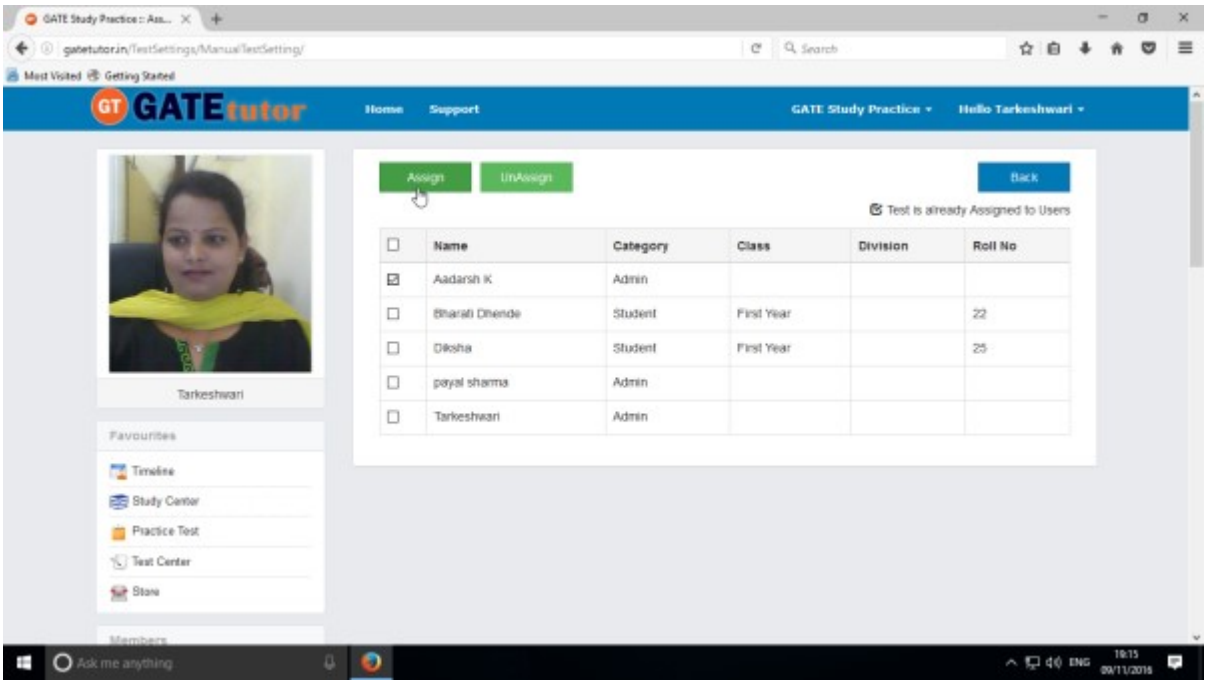
Click on "**Assigned to**" to assign the test to group members.



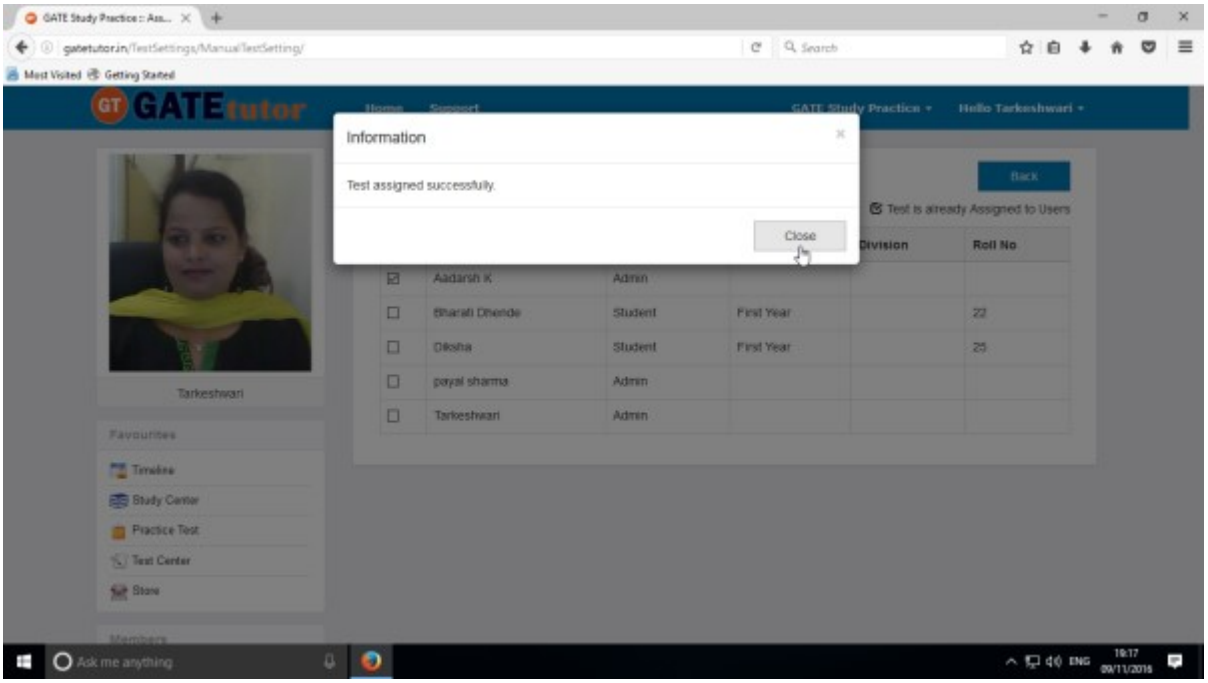


Choose the names to assign a test as above.

Select members to whom you want to assign the test and click on **“Assign”**

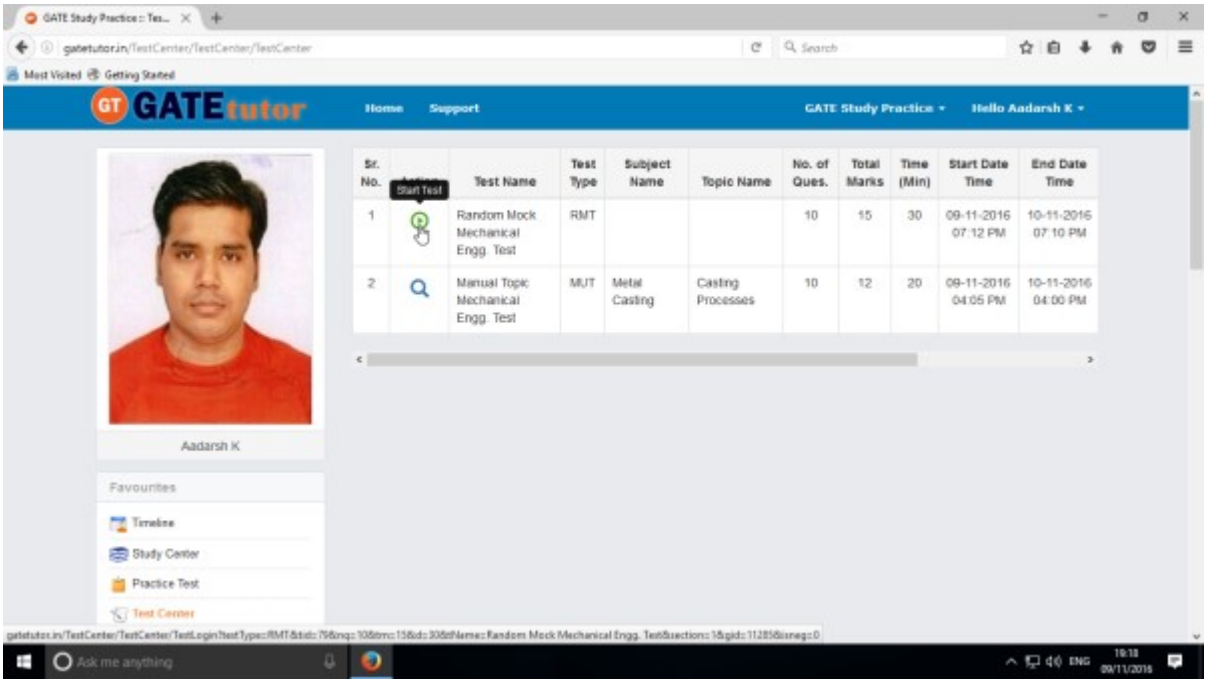


Test will get assigned successfully.

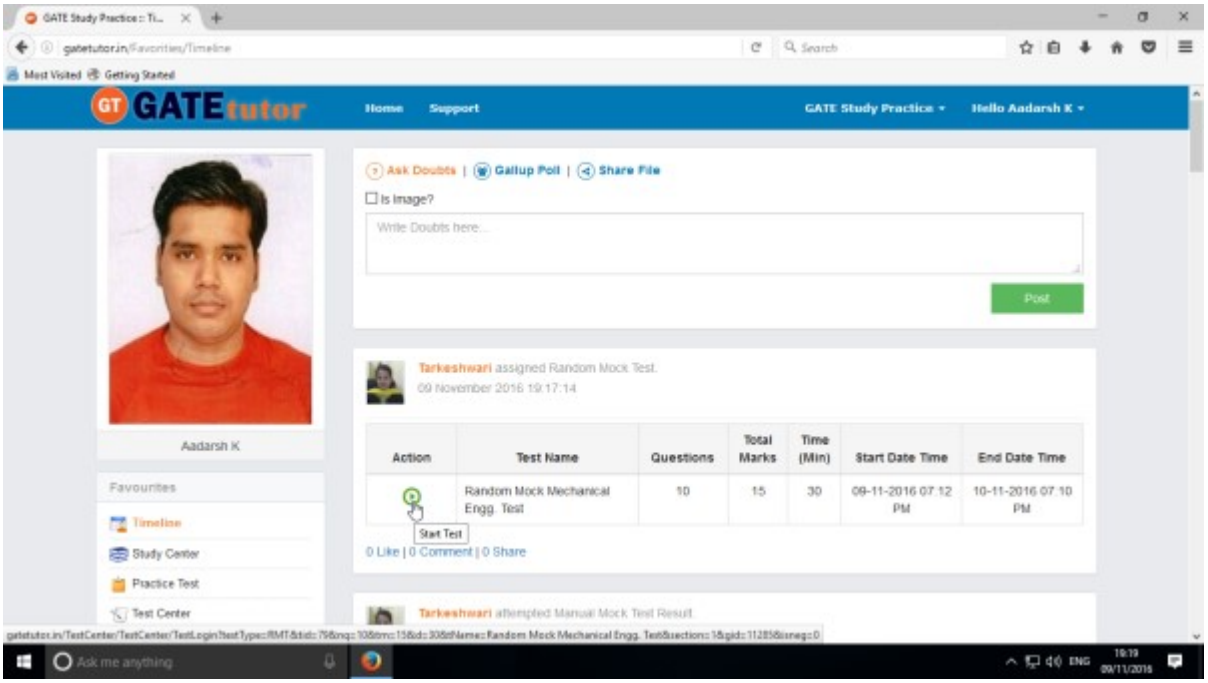


Click on “**Close**” to continue.

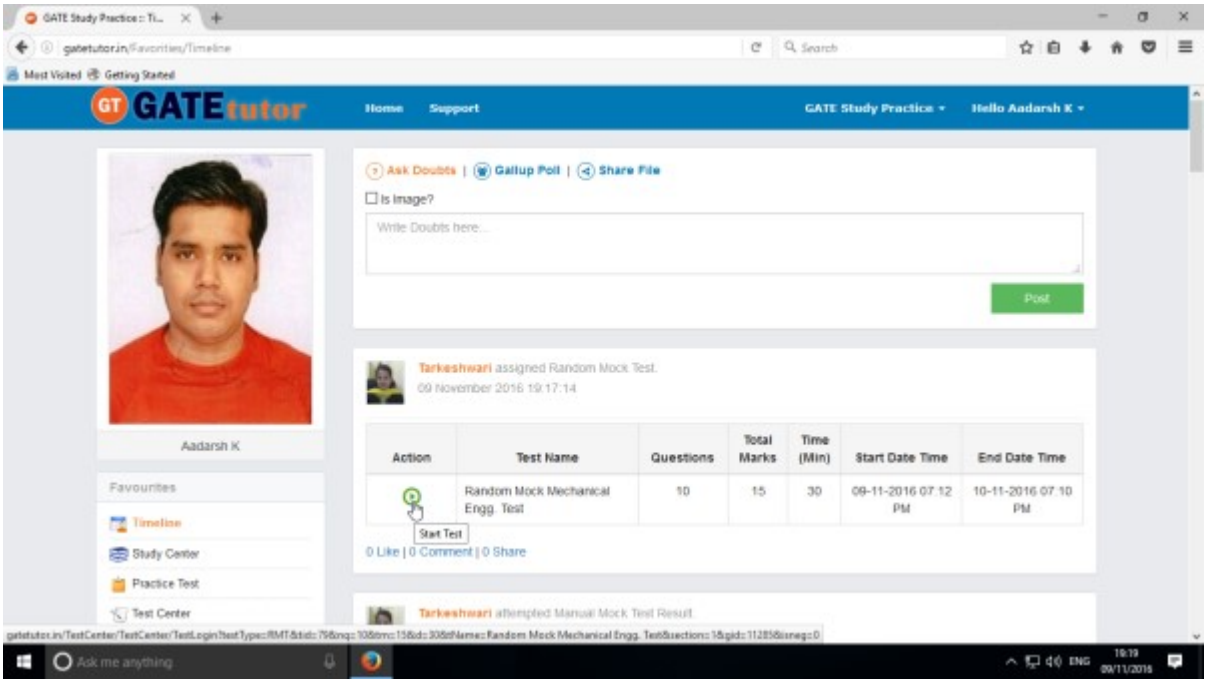
Check the test into “**Test Center**” as follows



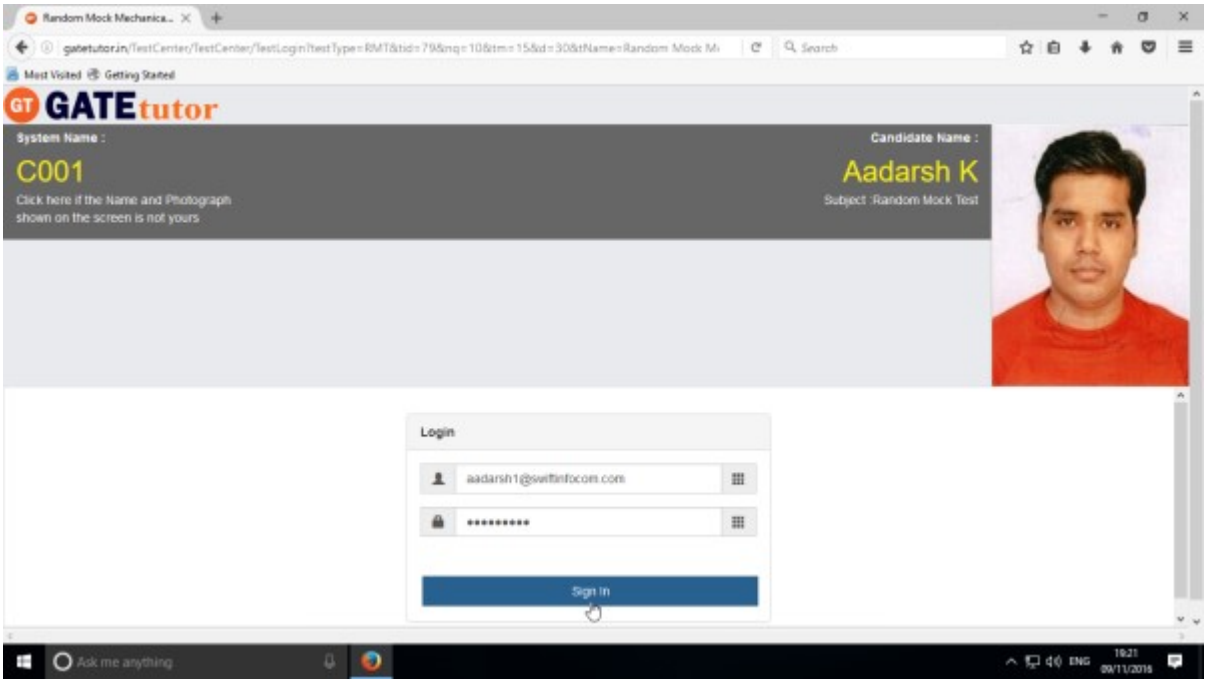
Check the assigned test on your group timeline.



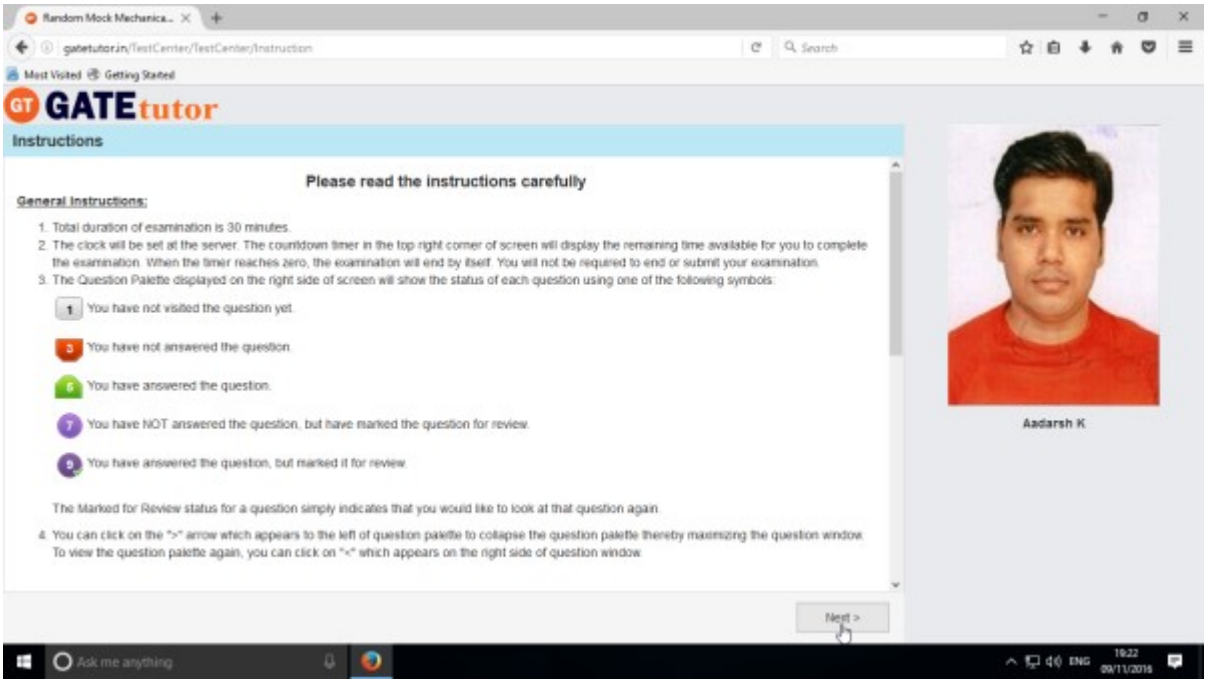
To start a test, just click on **“Start Test”** icon



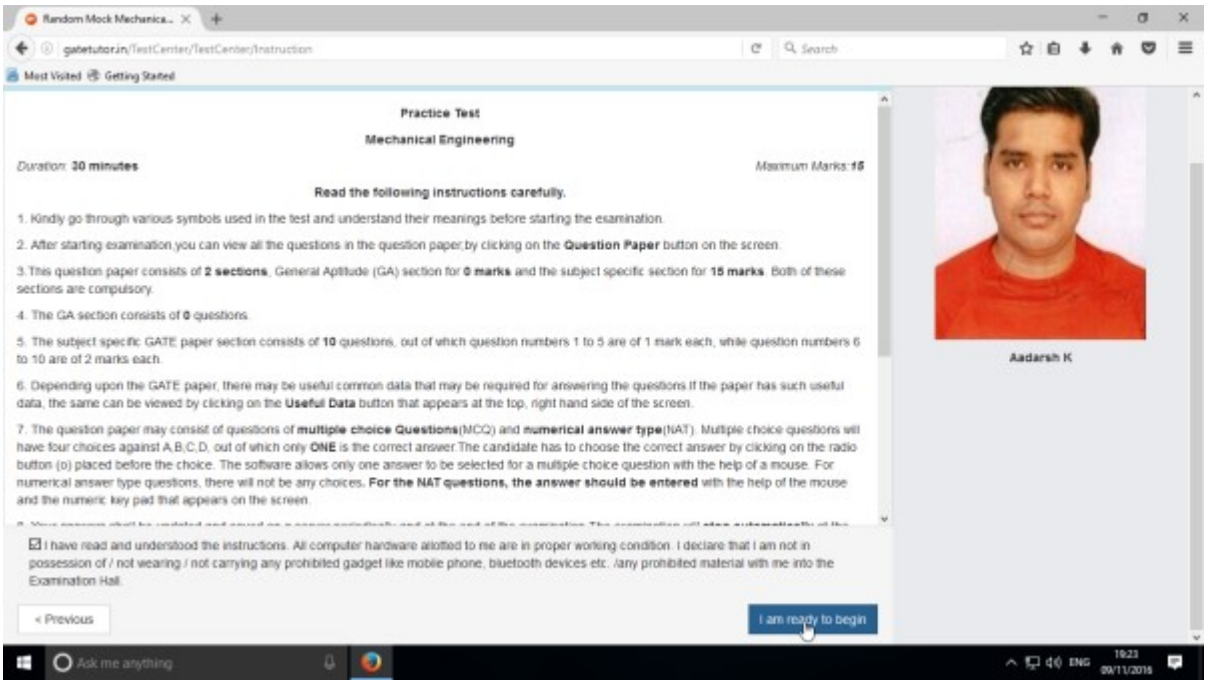
Click on “**Sign In**” to attempt a test.



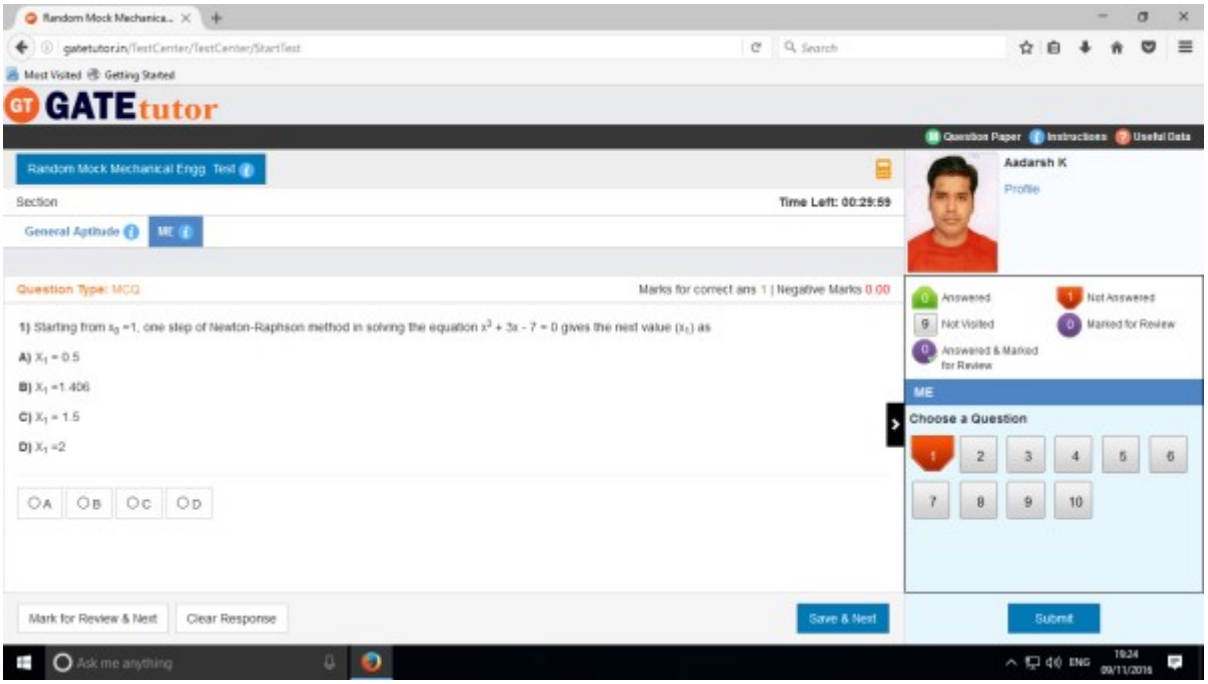
Read the instruction carefully and click on “**Next**”



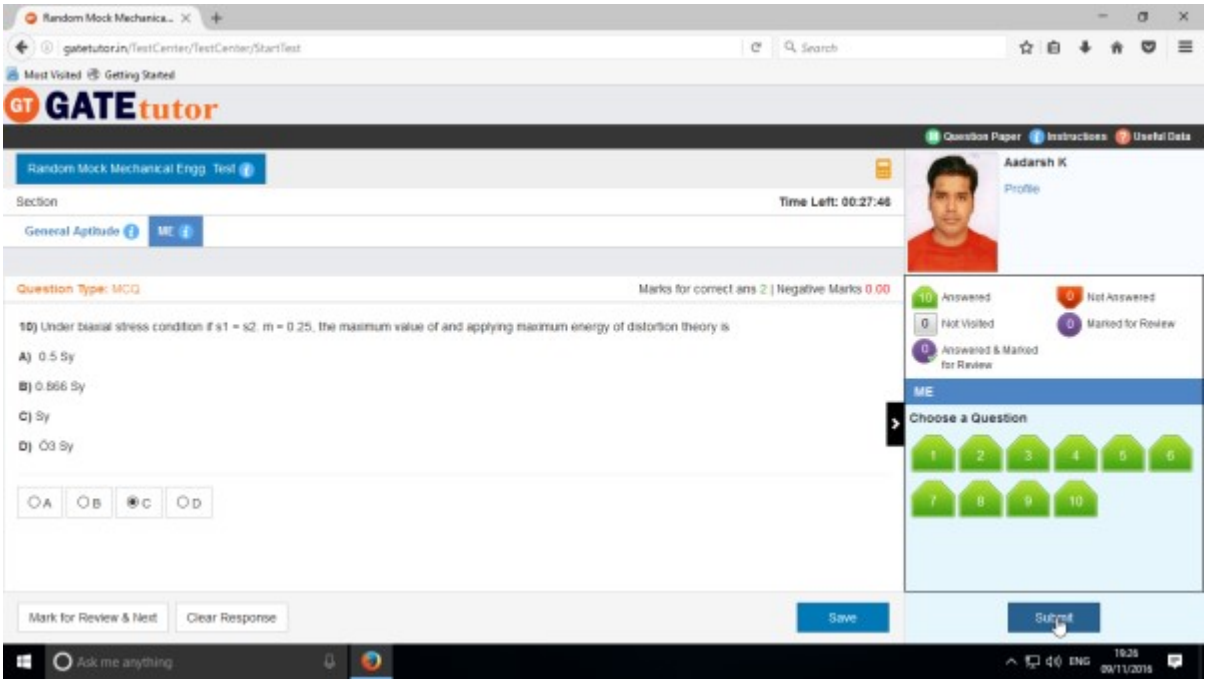
Click on “**I am ready to begin**” to attempt a test as follows



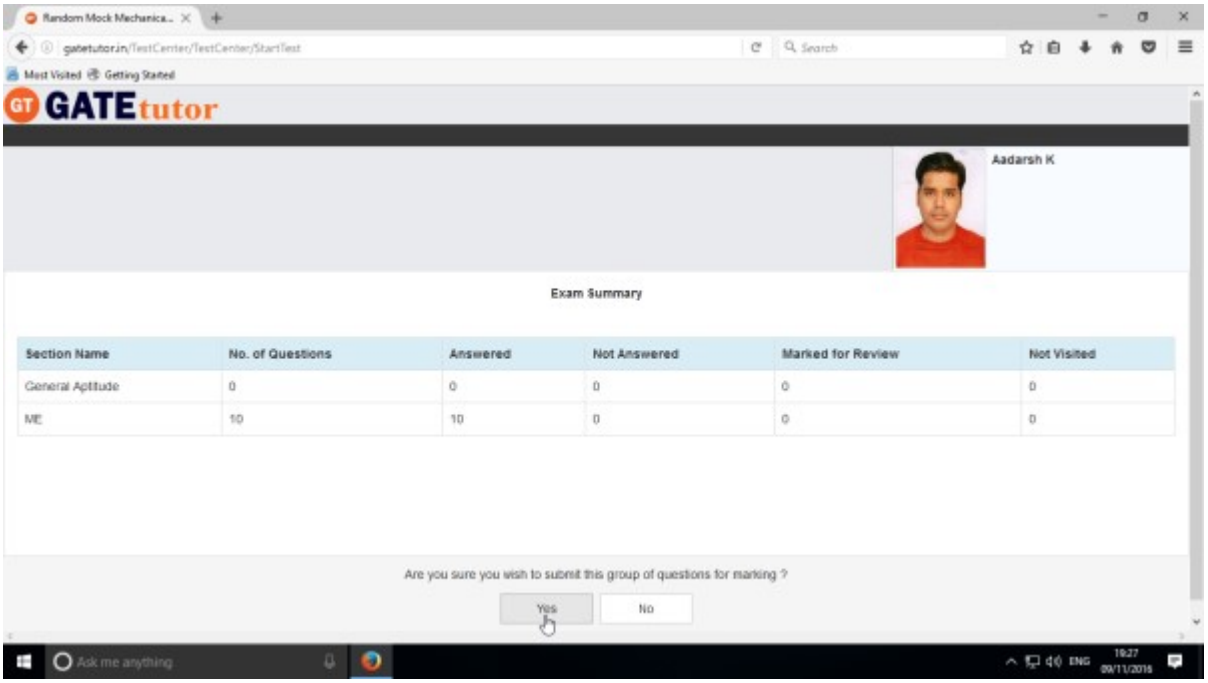
You will appear a window of test as follows



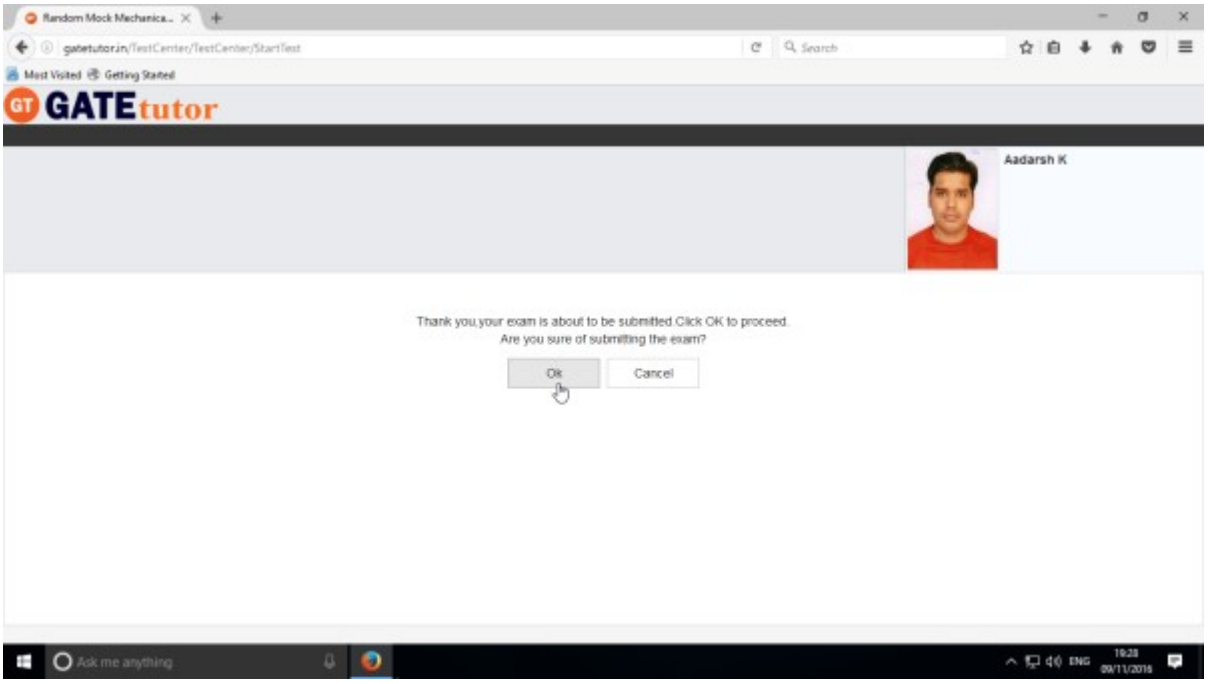
Attempt all the questions & click on **"Submit"** as follows



Click on "**Submit**" to submit the test.

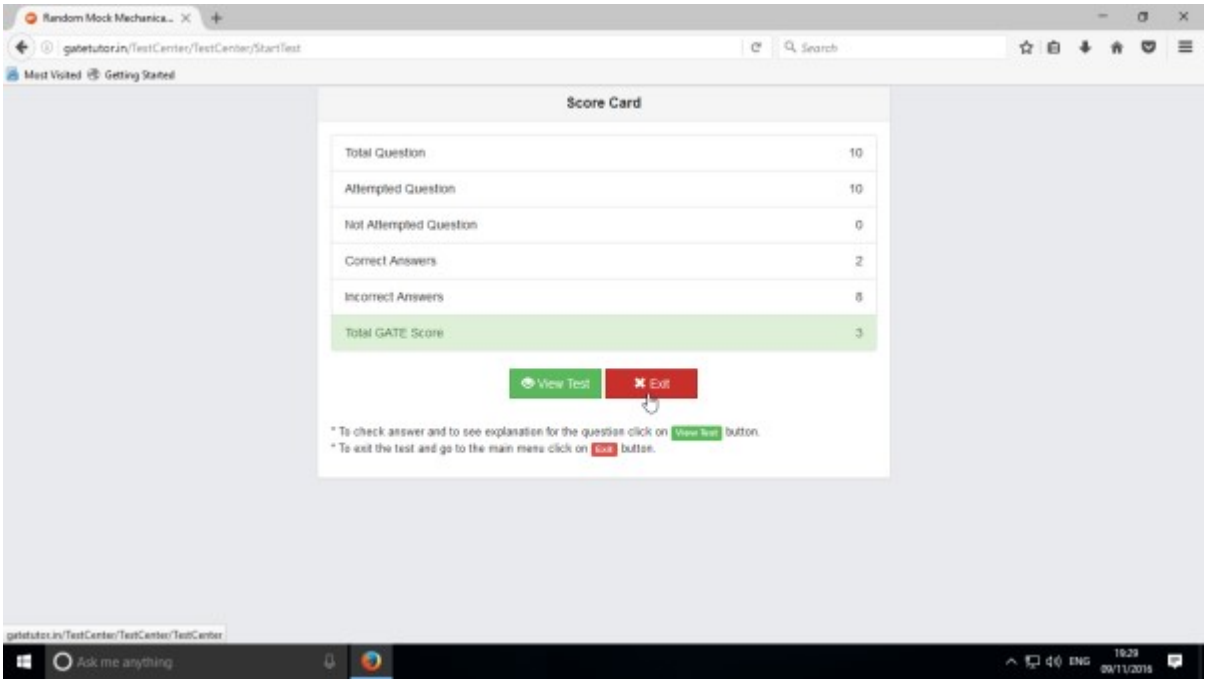


Click on "**Yes**" to continue.

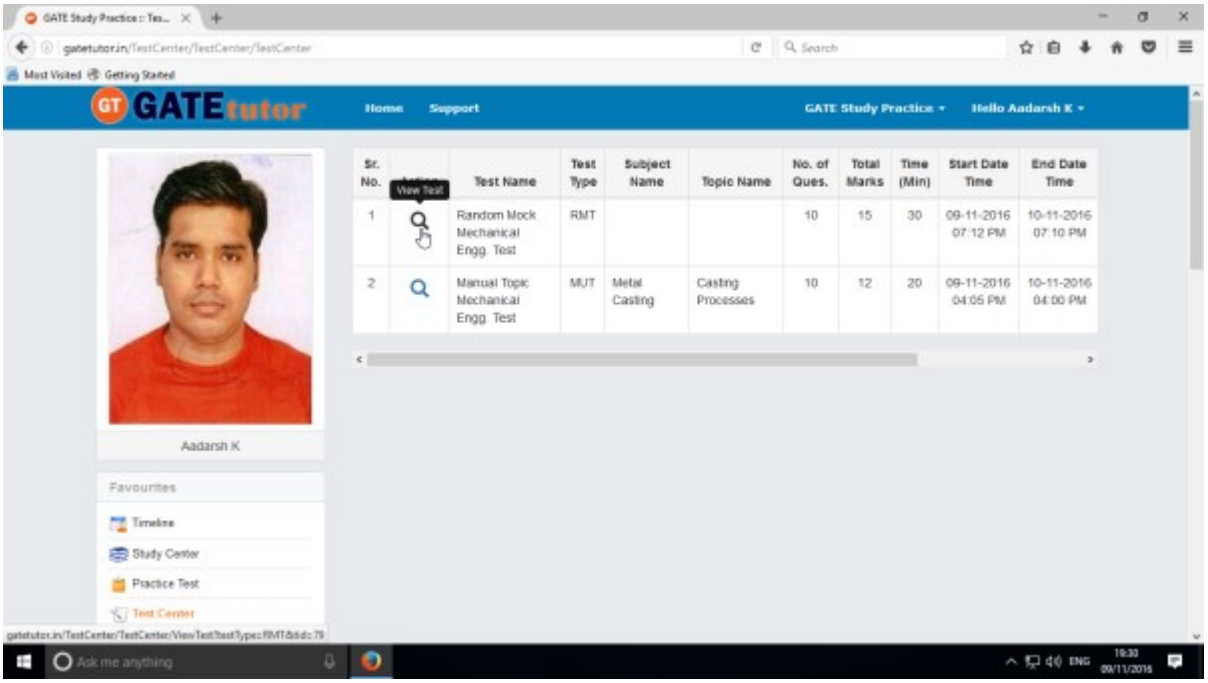


Click on "OK" to confirm to submit a test.

You can “**View test**” or **“Exit”**



Click on **“Exit”**



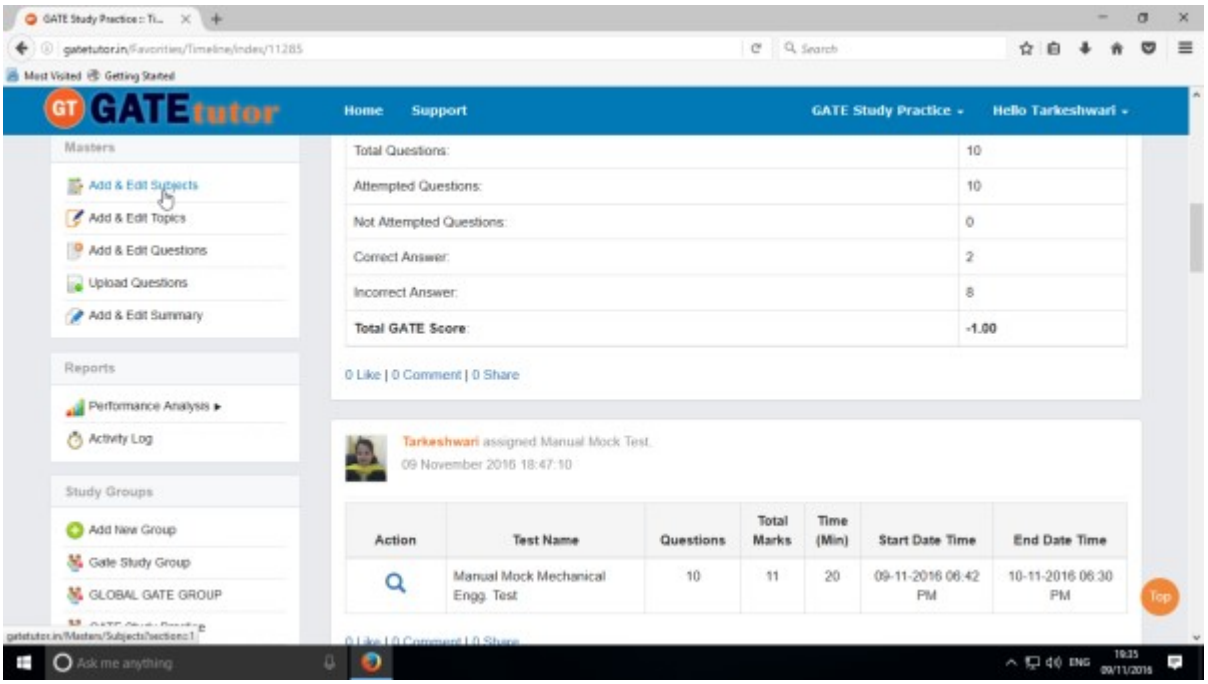
You can check the test by clicking on “**View Test**” icon as above.

Click on “**Timeline**” to check the test result.

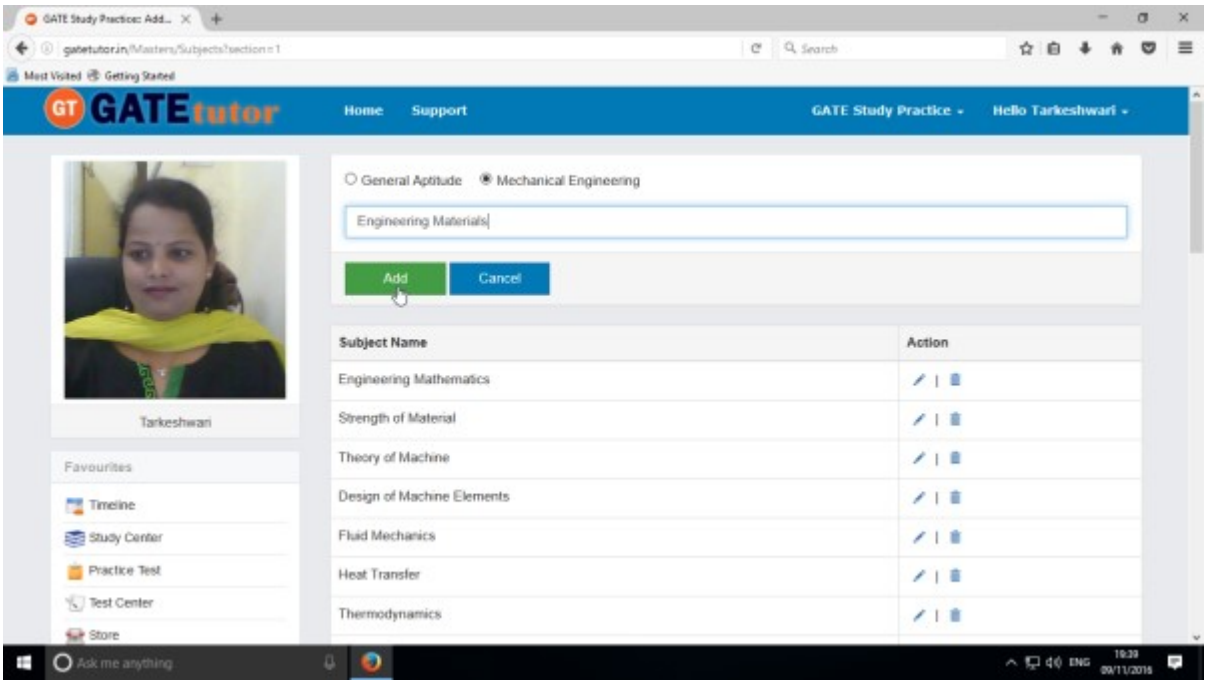
XXVII. Masters

“Masters” is the all in one operational platform for all the users like admin to add their own GATE related data individually. Admin can add & Edit subjects, topics, questions, upload questions and summary also on the GATEtutor from Group Timeline. Admin can add his own subjects, topics related to GATE & it will appear in Study center. Admin can also add & upload the questions & give tests for that subjects & topics which are added by him/her. All the activities in the Masters are visible only for those who have done that activity or the group members under the group or group timeline like added subject, topics, questions etc.

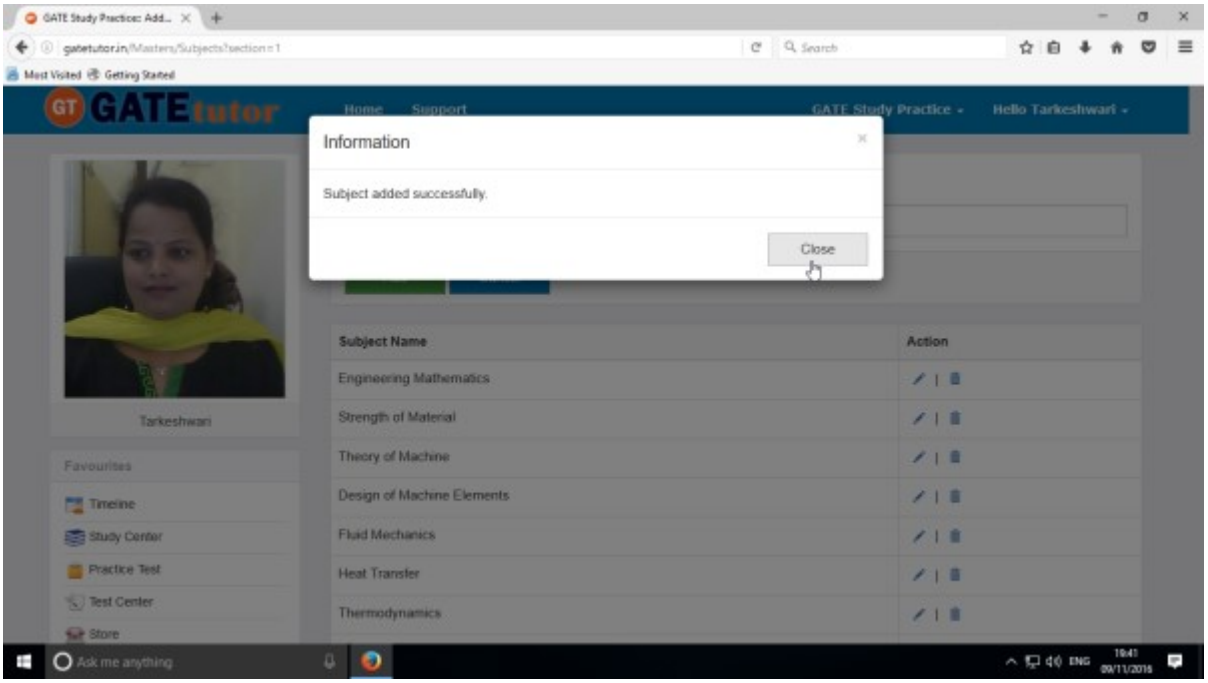
1) Add and Edit Subject



Choose the main menu radio button to select the subject for. Ex: General Aptitude & enter a subject name

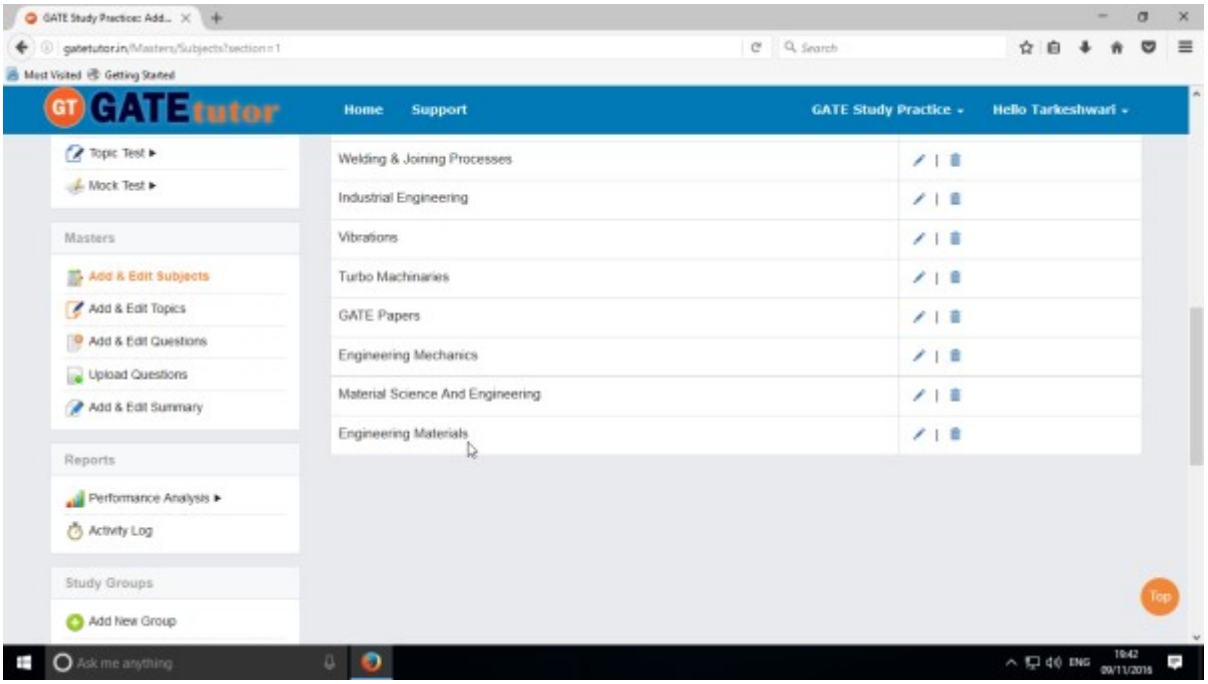


Click on "**Add"** to save the subject that you have entered.

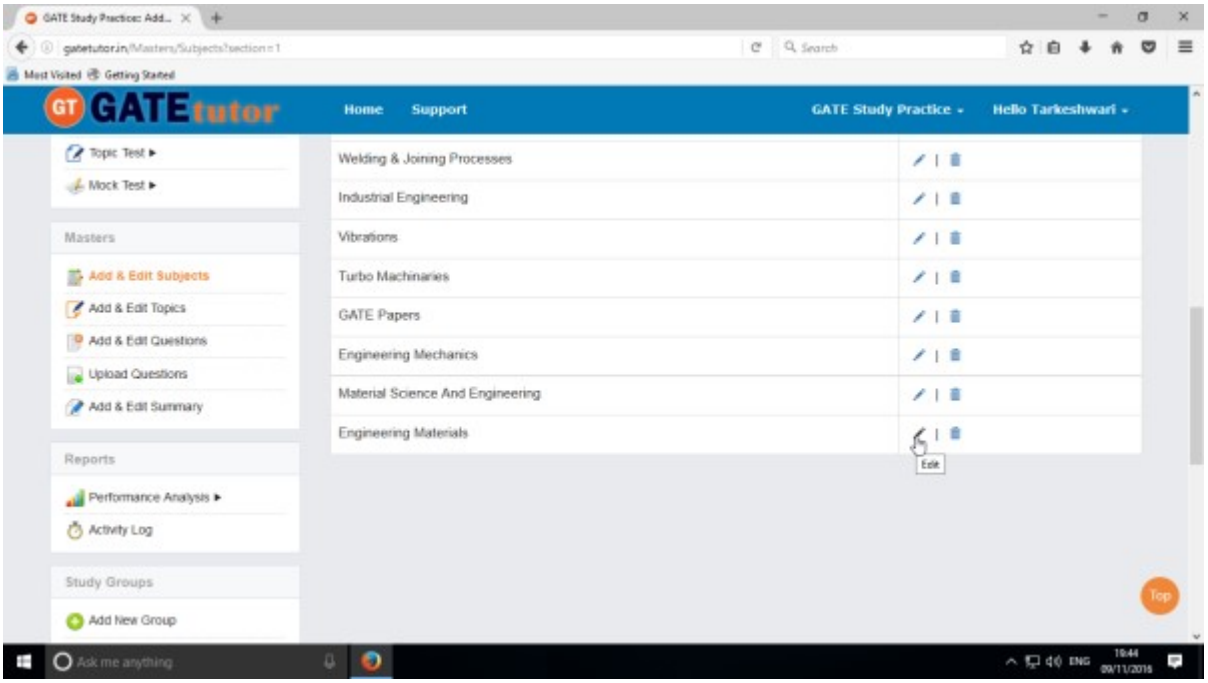


Click on "**Close**" to continue.

Added subject will be displayed at lower side of list.

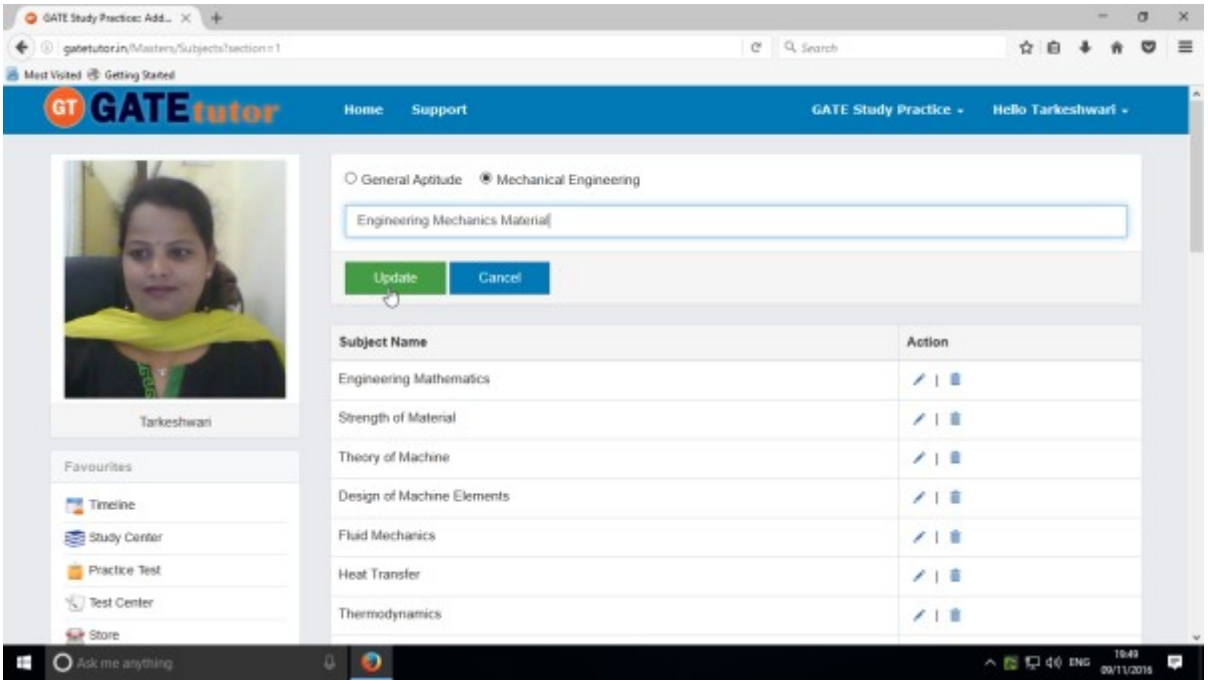


If you want to make any changes in subject name then you can edit the newly added subject.

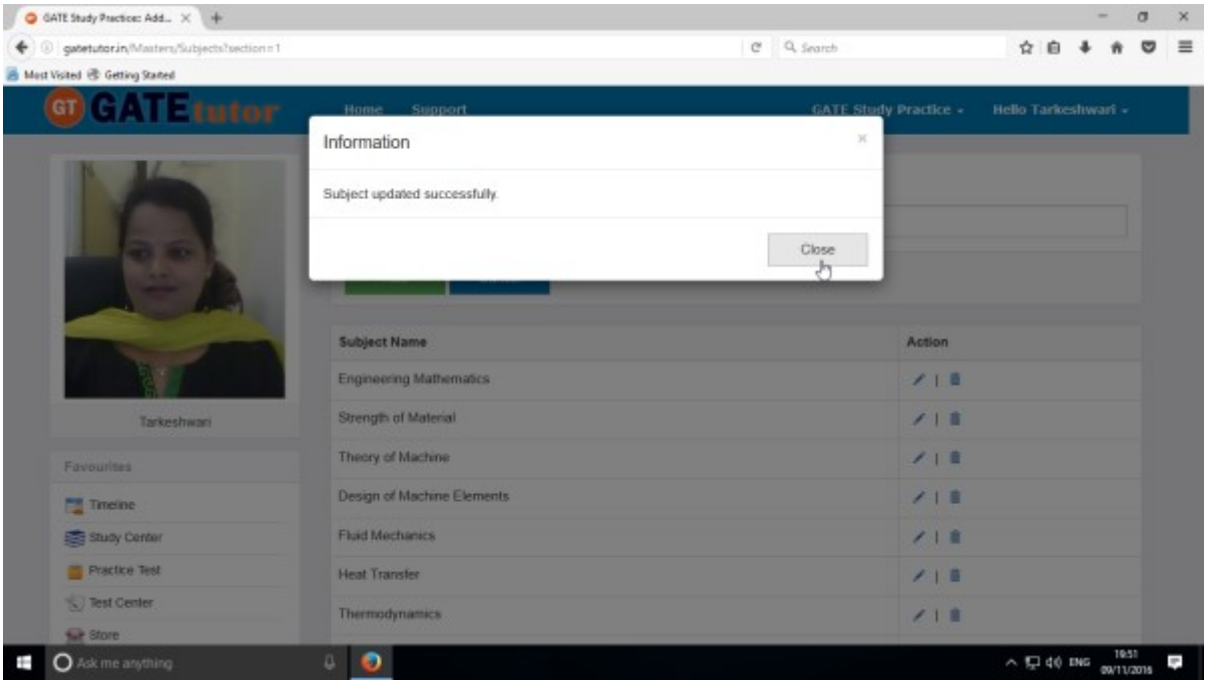


To update subject, click on "**Edit icon**" to select the subject and change the subject name

Edit the subject name & click on "**Update**" to update that subject

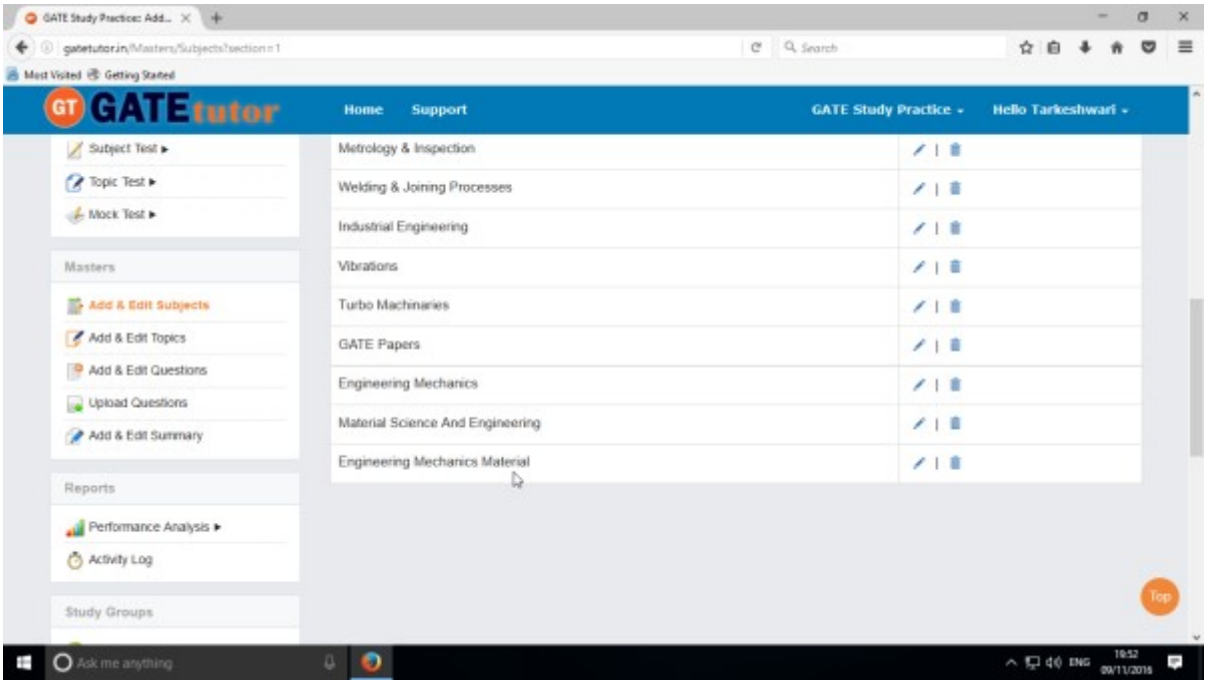


Subject will get updated successfully.



Click on "**Close**" to continue.

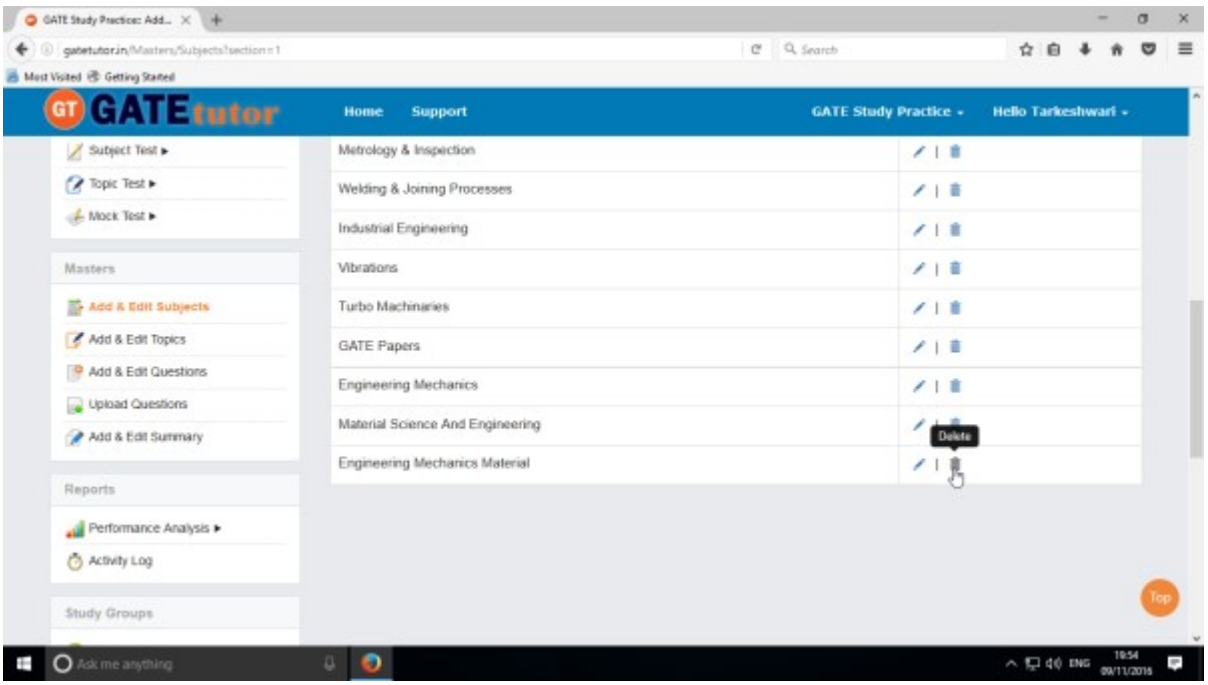
Click on “**Close**” & check the updated changes at lower side of subject list



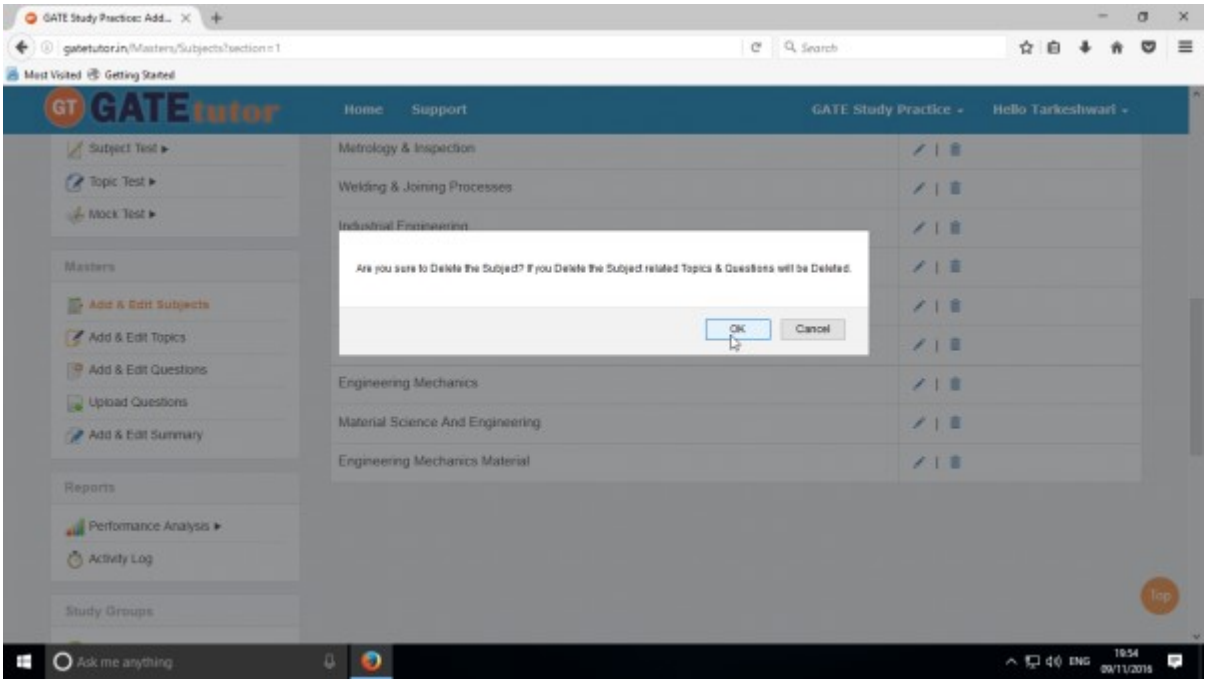
Check the updated subject as above.

To delete subject from the list, choose subject to delete

(Note: You can delete only those subject, topic, question which are added by you)

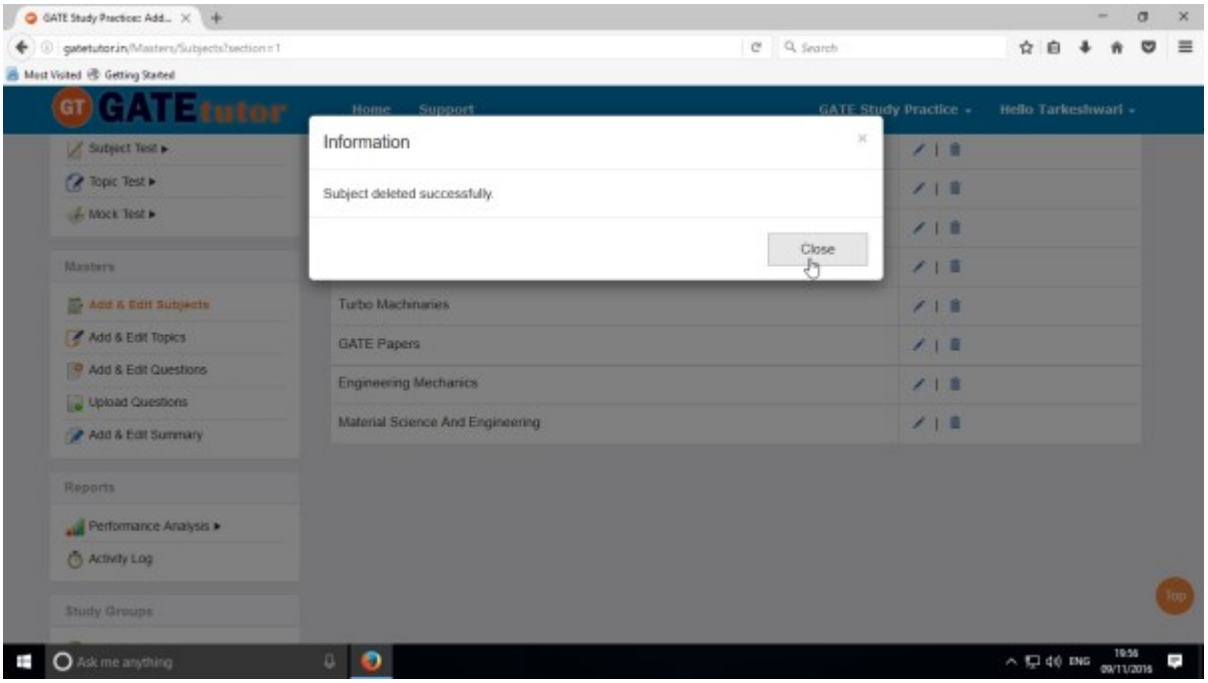


Click on **“Delete”** icon

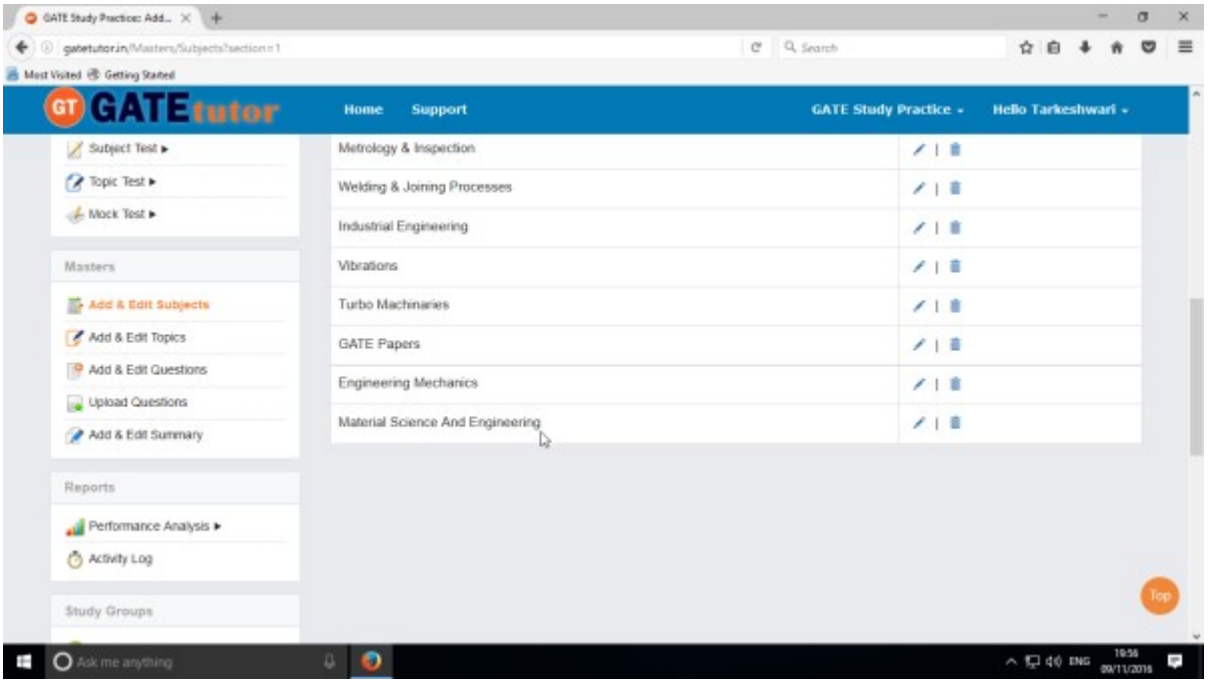


Click on **"OK"** to delete a Subject**.**

The Subject will get deleted successfully as follows.



Click on the "**Close**" & see the changes.

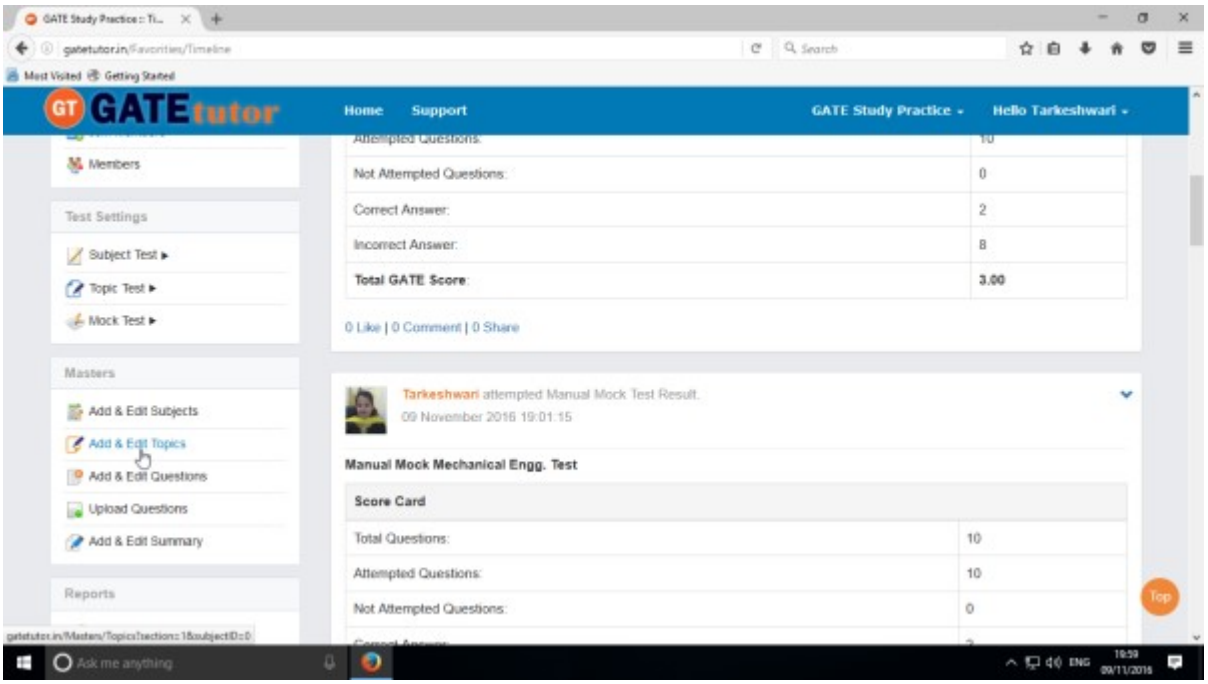


The subject will get deleted from the list.

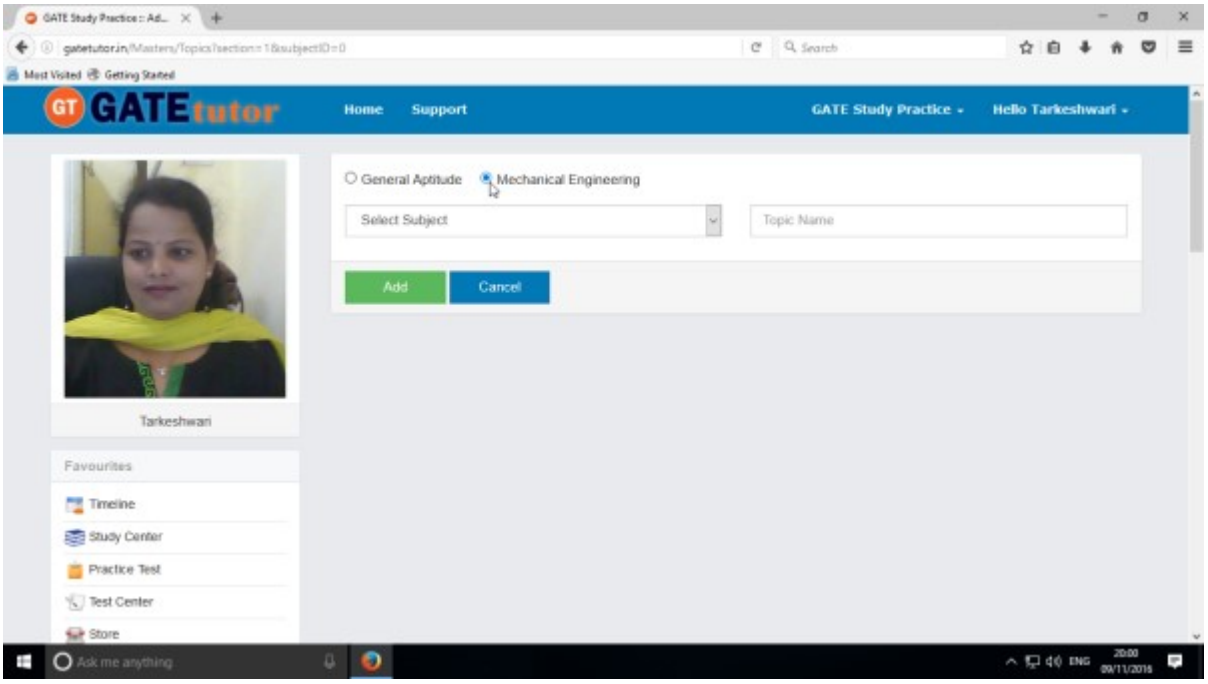
2) Add and Edit Topic

You can add the topic under the subject that you have entered as well as under the currently present subjects provided by GATEtutor

Click on **“Add and Edit Topic”**

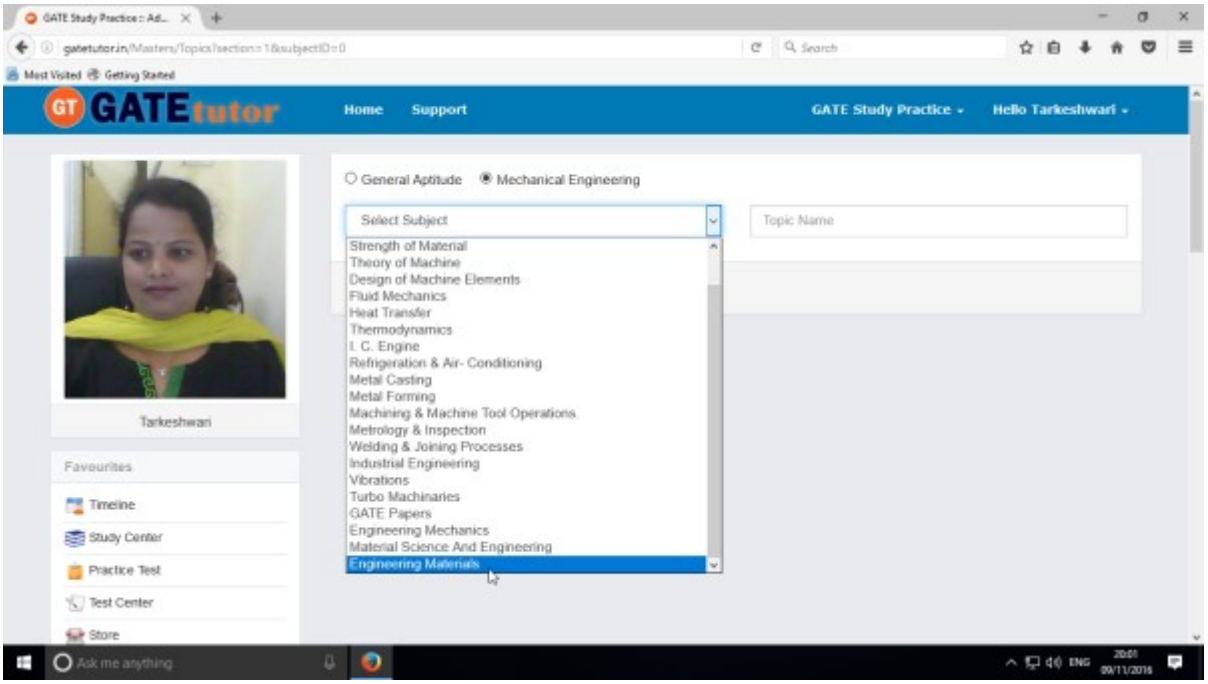


Choose a main menu first like Mechanical Engineering.

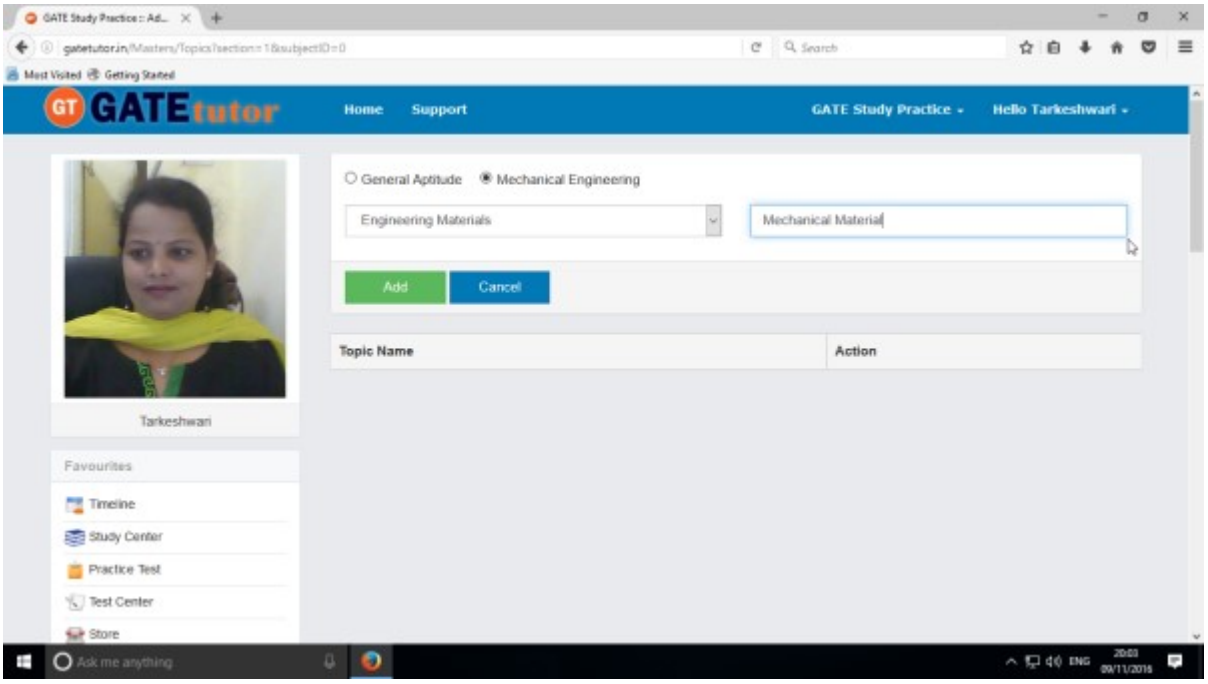


Main menus like General Aptitude or Mechanical Engineering

Choose a subject under which you want to add a topic

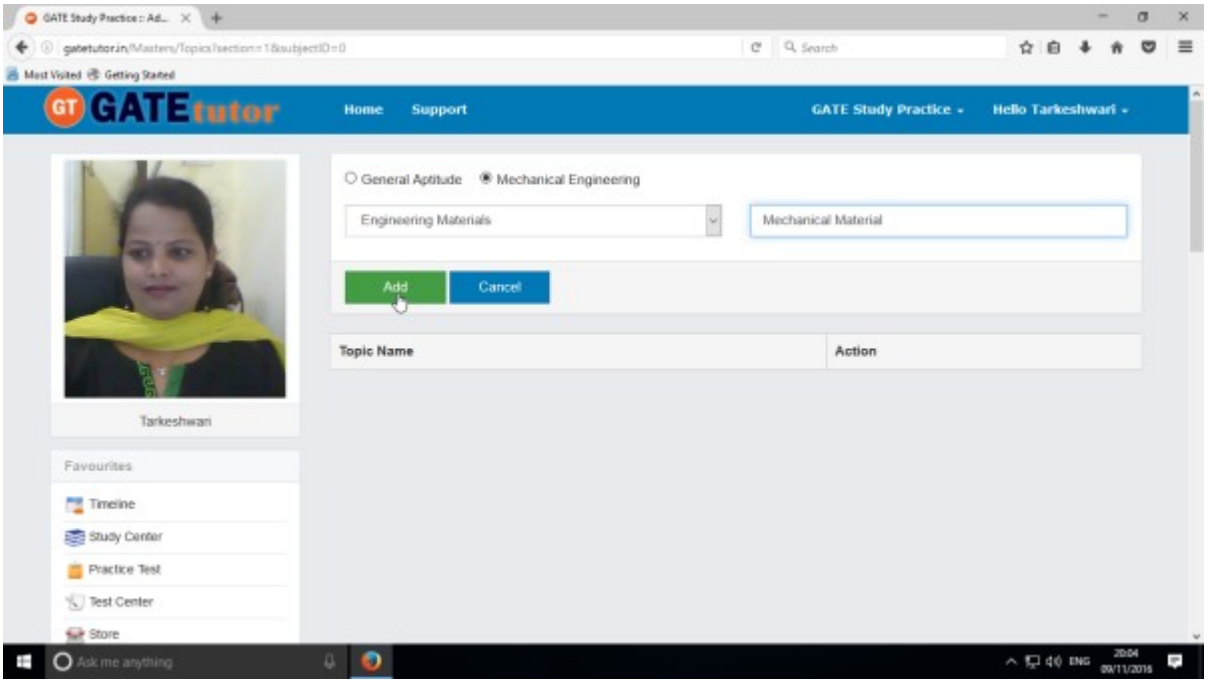


You can also add a topic under that subject which is added by you.

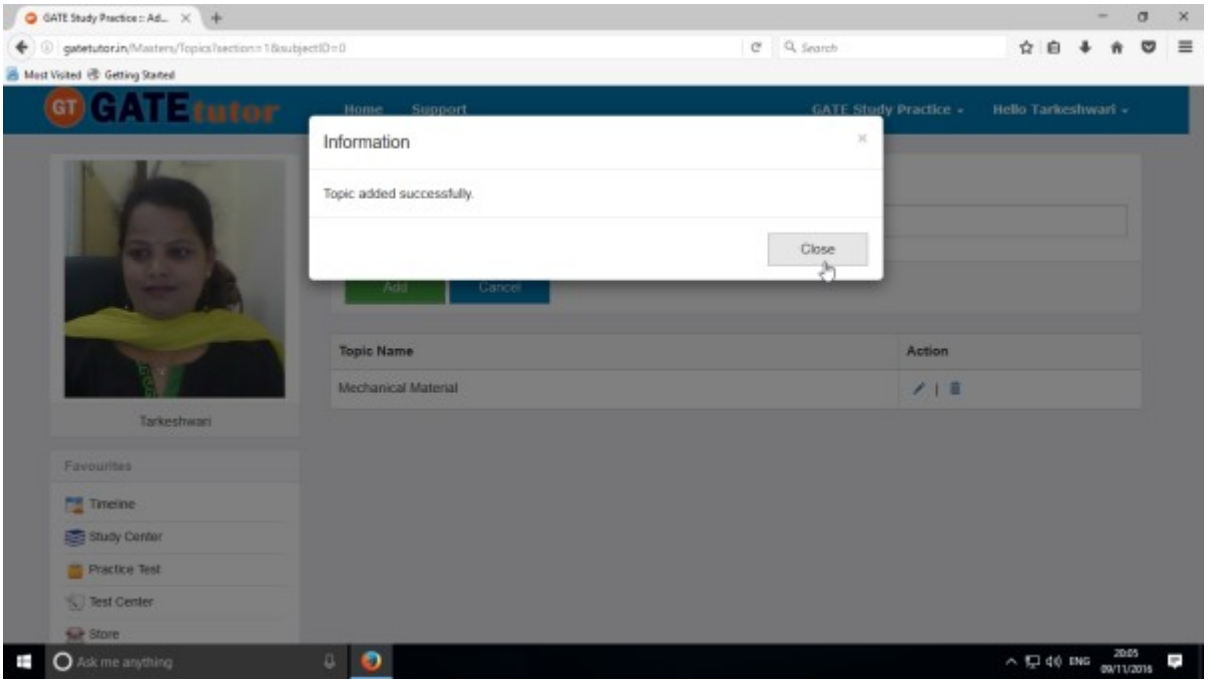


Enter the topic name as above.

Click on **“Add”** to add the topic under that subject

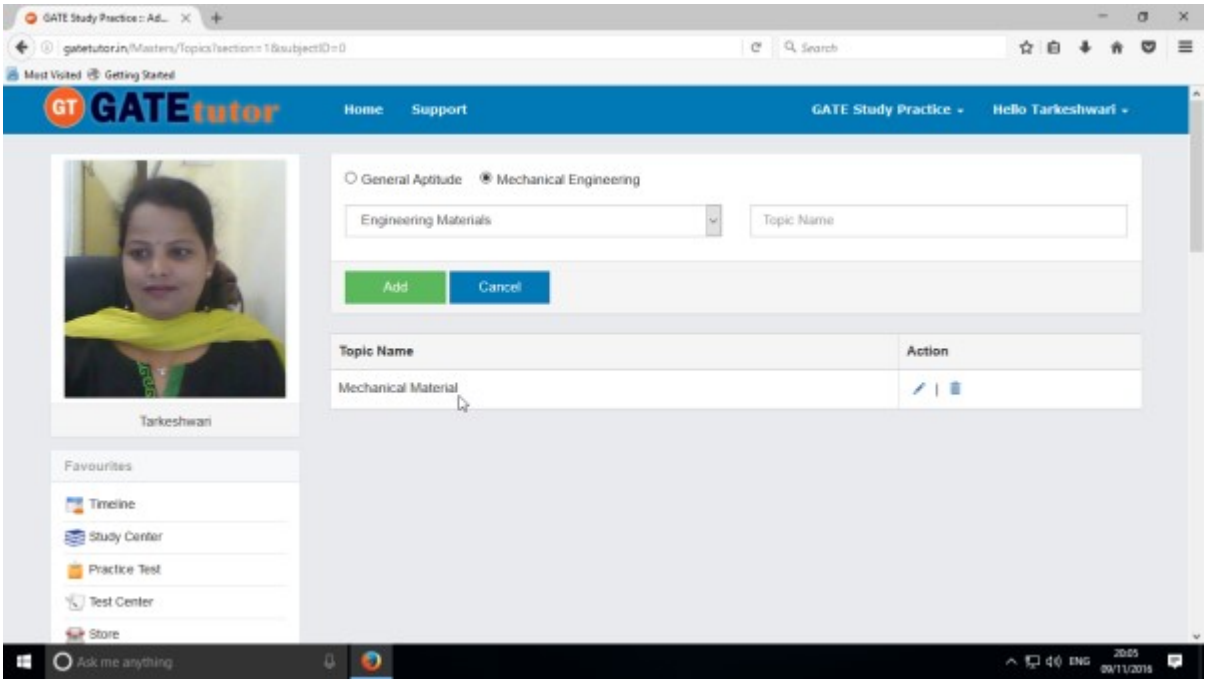


Topic will get added successfully.

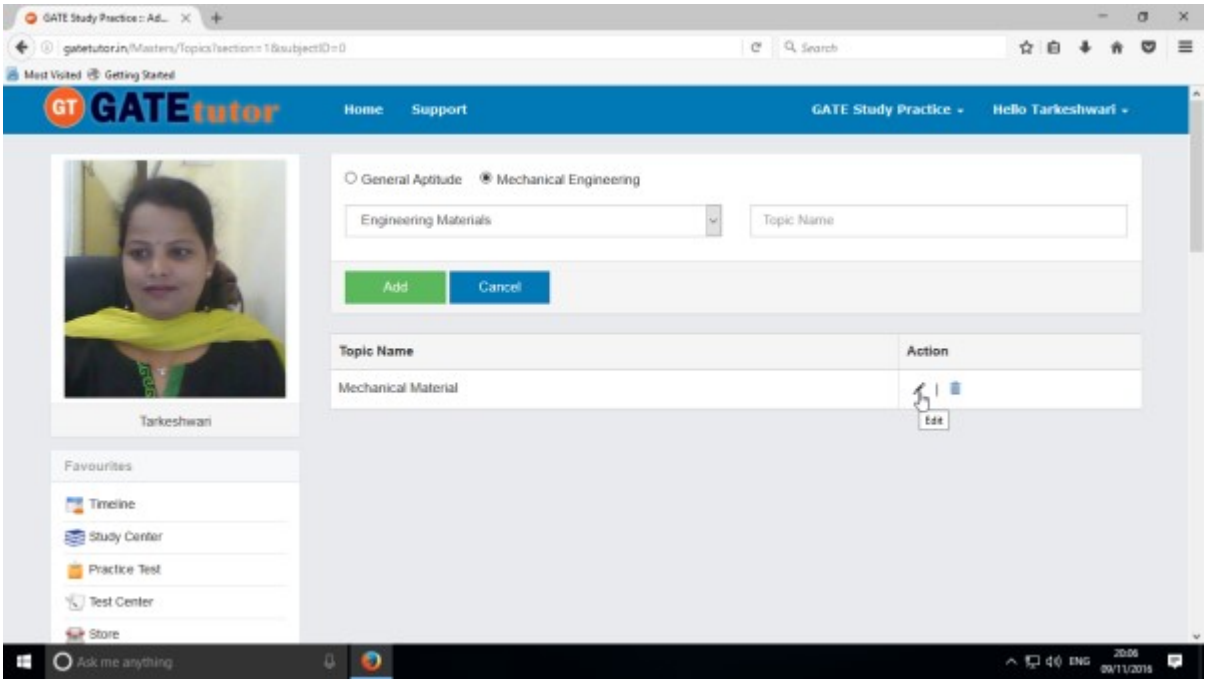


Click on **“Close”** to continue.

Check the added topic under that subject.

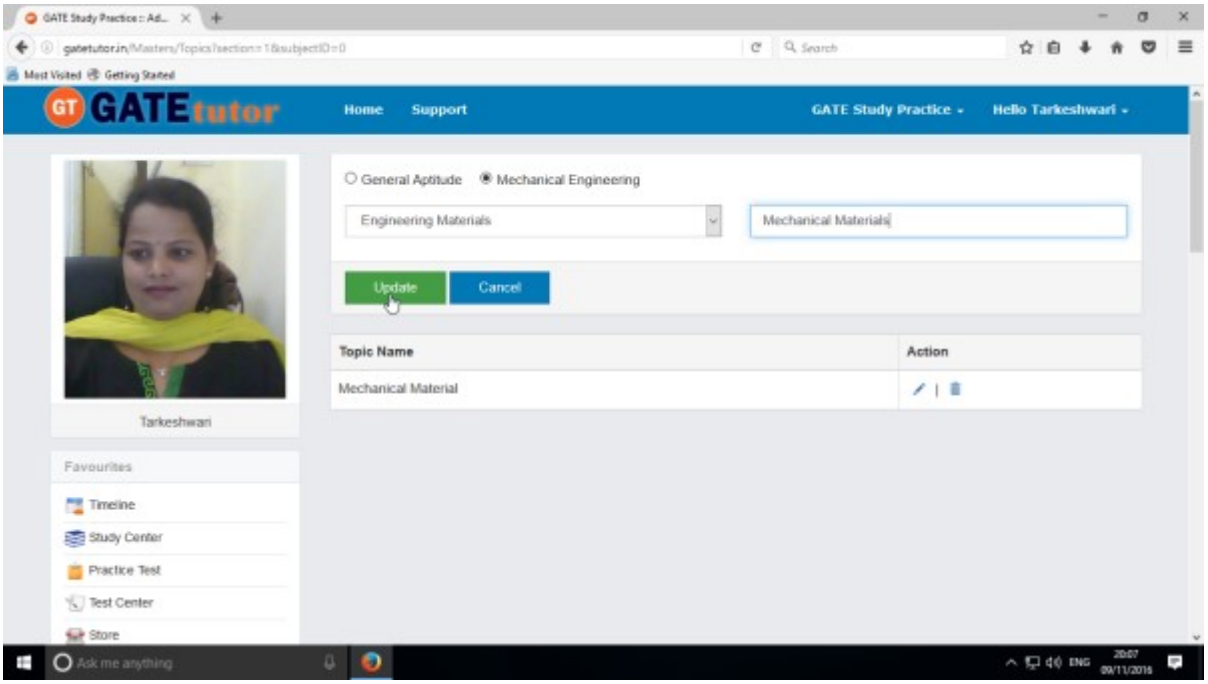


You can also change the name of topic if you want.

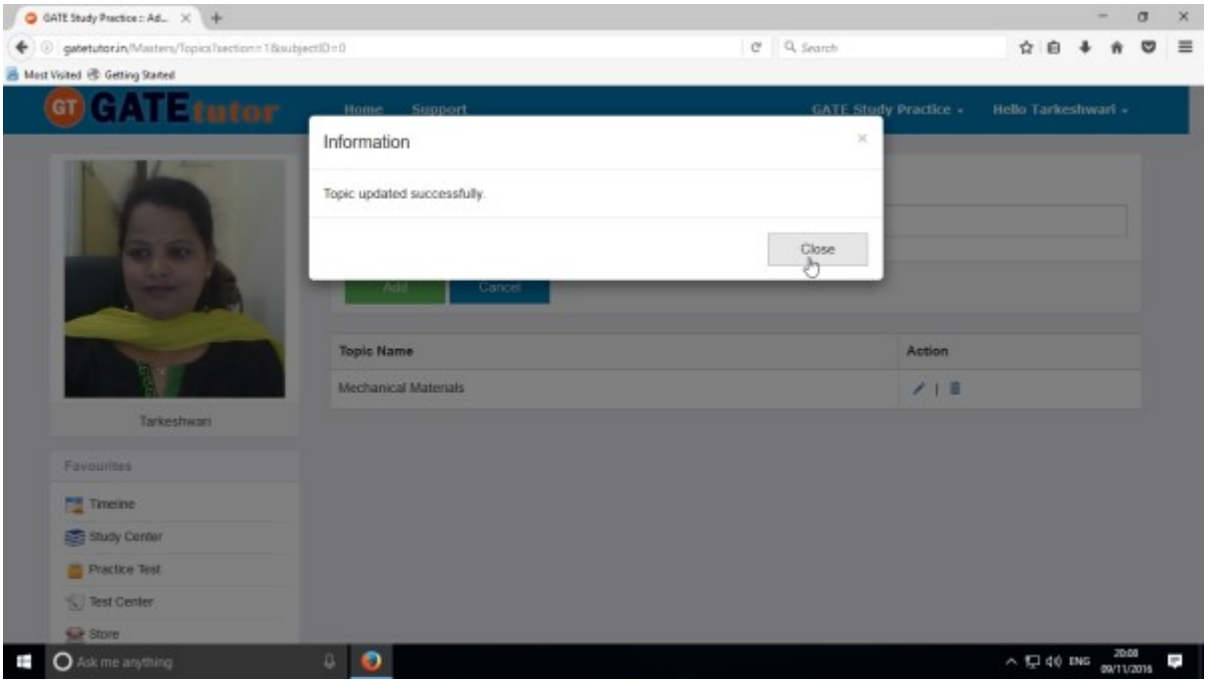


To change or edit the name of topic, Click on "**Edit**" icon

Write the “**Topic**” name & click on “**Update**” to change

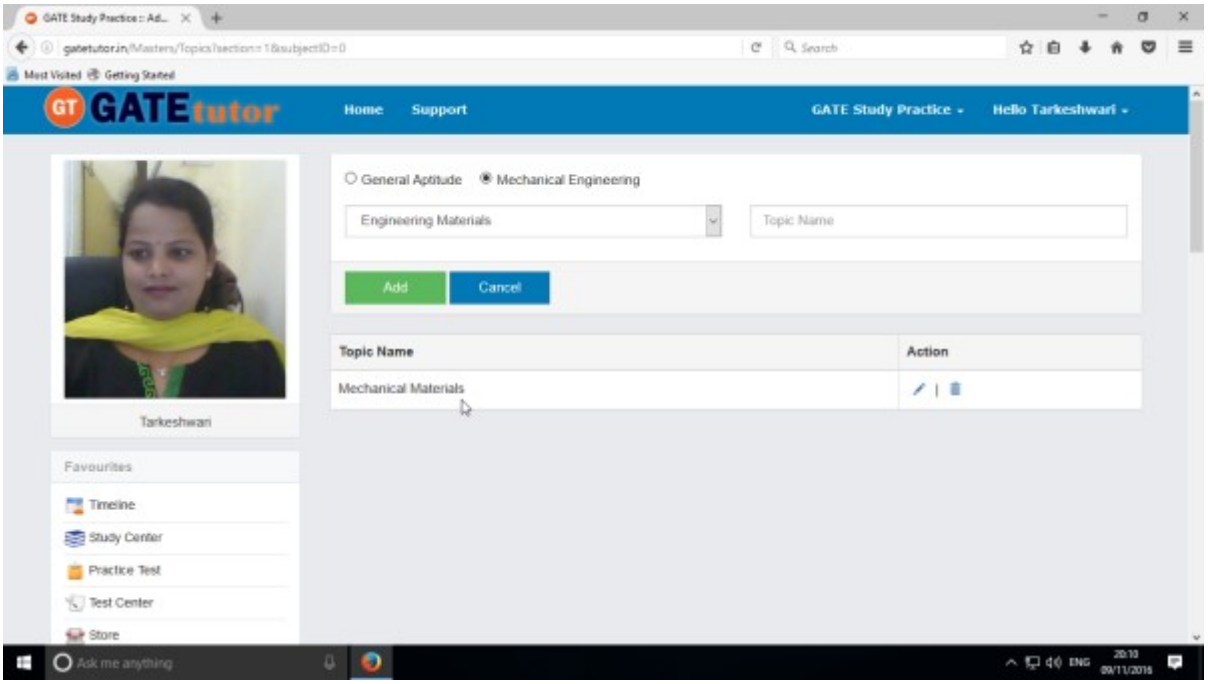


Topic name will get updated successfully

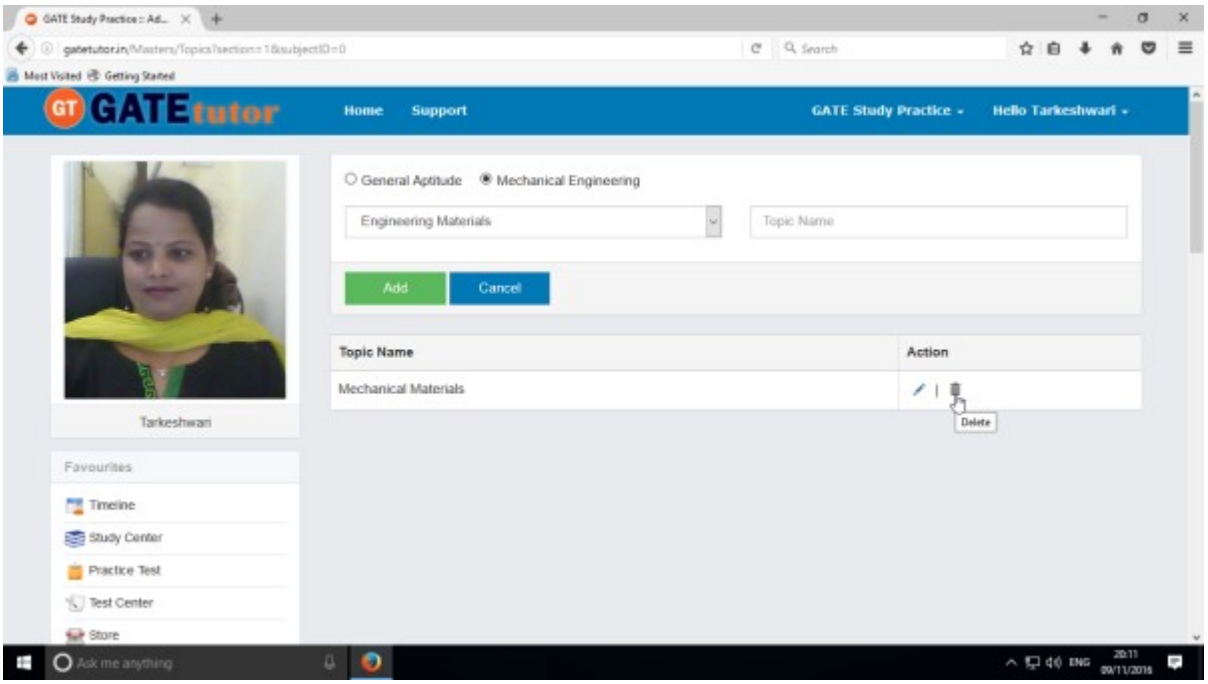


See the changes that you have done just below.

If you want to remove the topic, choose a topic to delete



Click on "**Delete**" icon

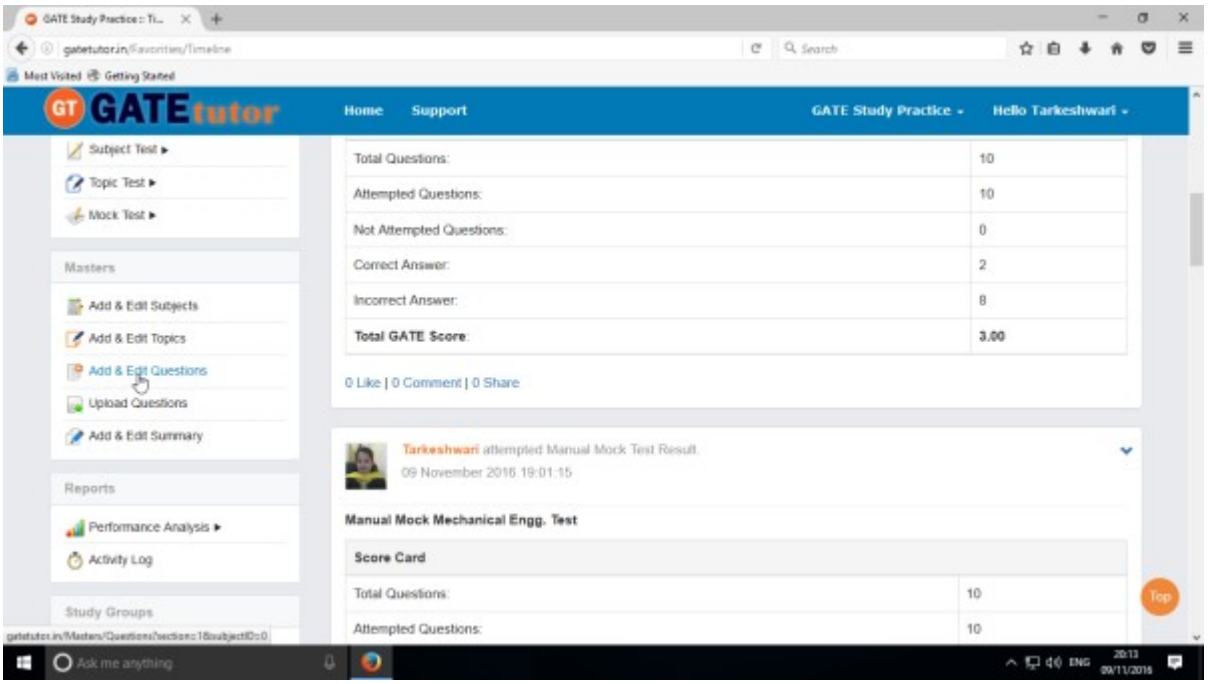


When you click on "**Delete**", that topic will be deleted from the list.

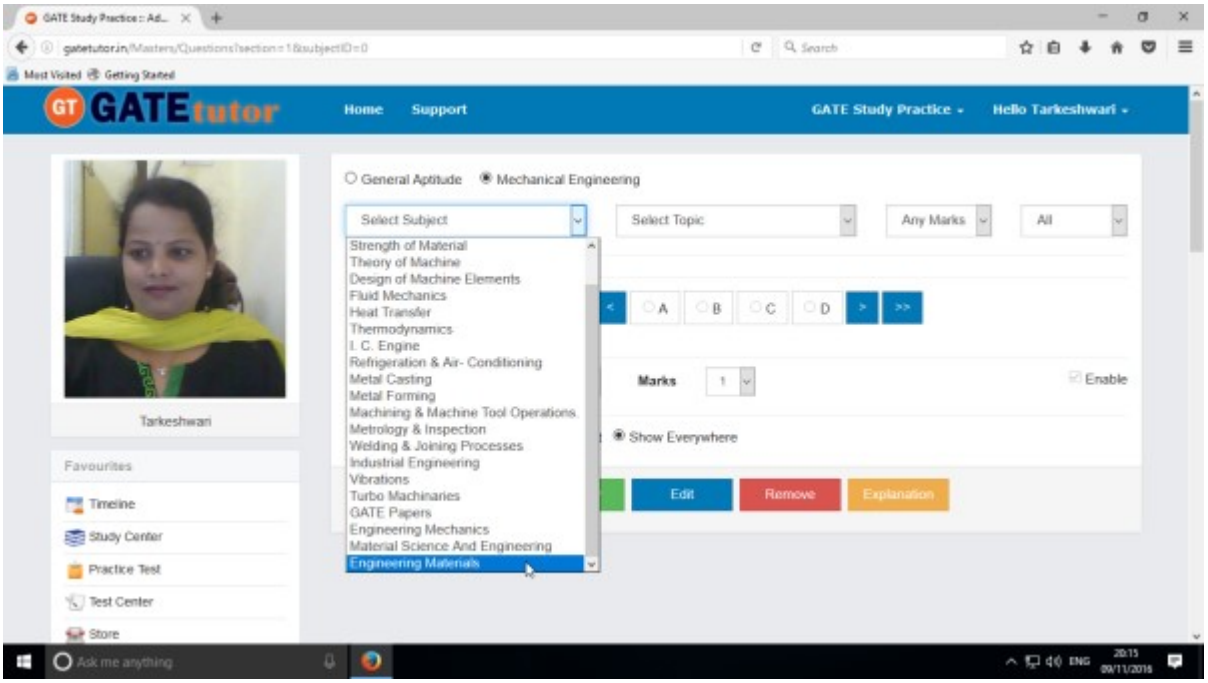
3) Add and Edit Question

You can add the questions in the GATEtutor under the subject & topic that you have added before on group timeline.

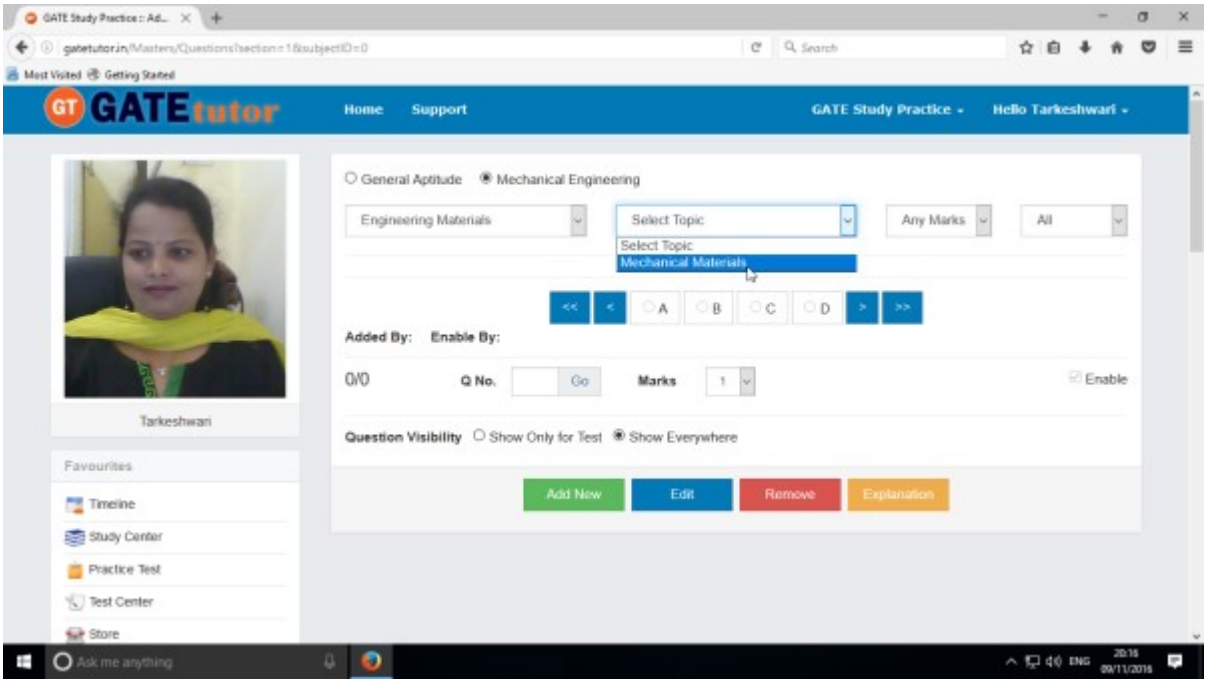
Click on **“Add and Edit question”**



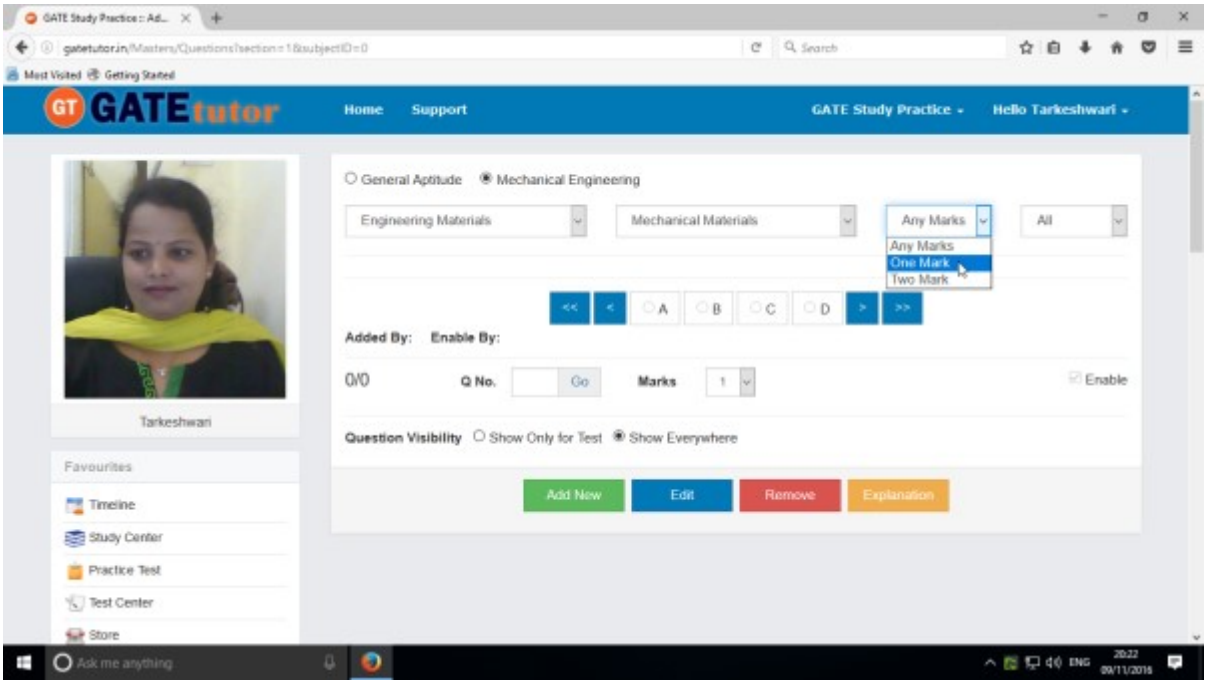
Select subject first under which you want to add a question



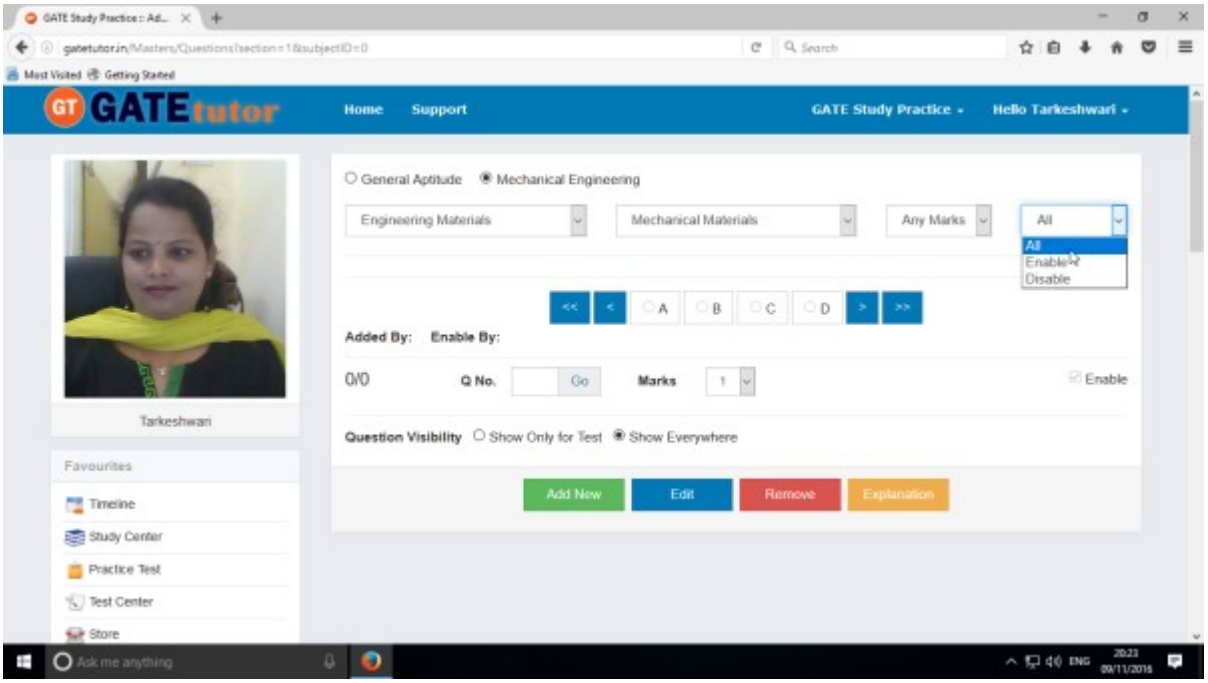
Now choose a topic as follows.



Select one or two marks options



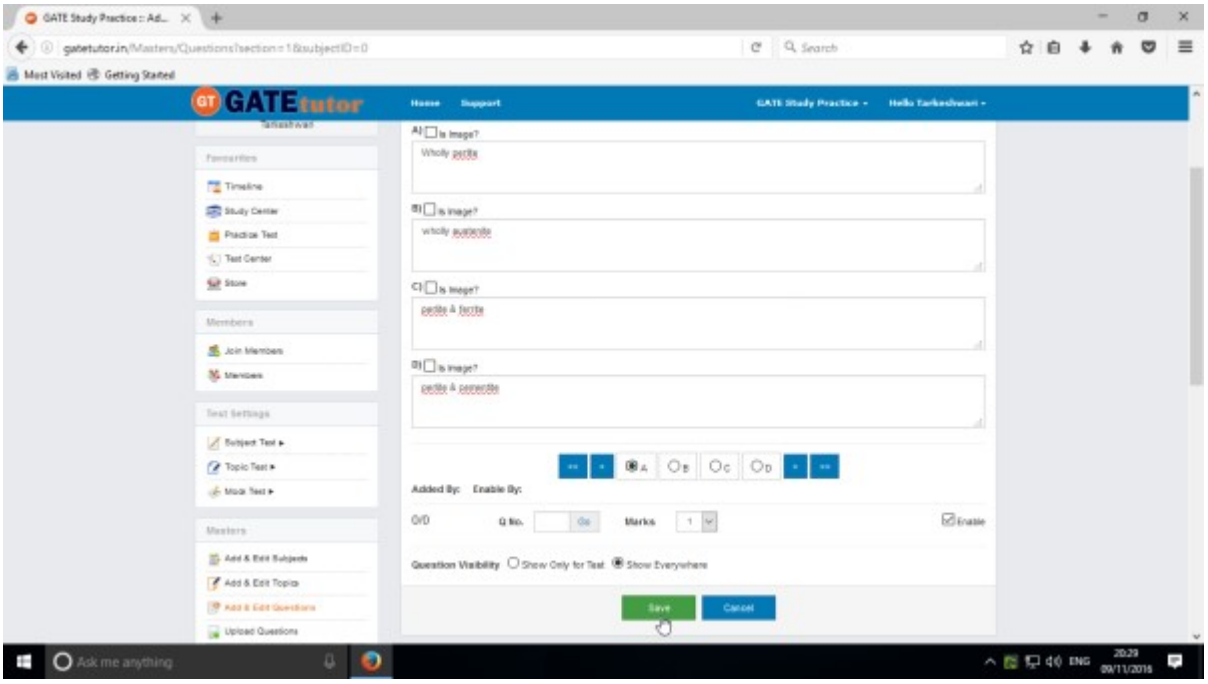
Choose "**All**" from drop down list to see the added questions to all of your group members



After choosing "**All**", just click on Add New button.

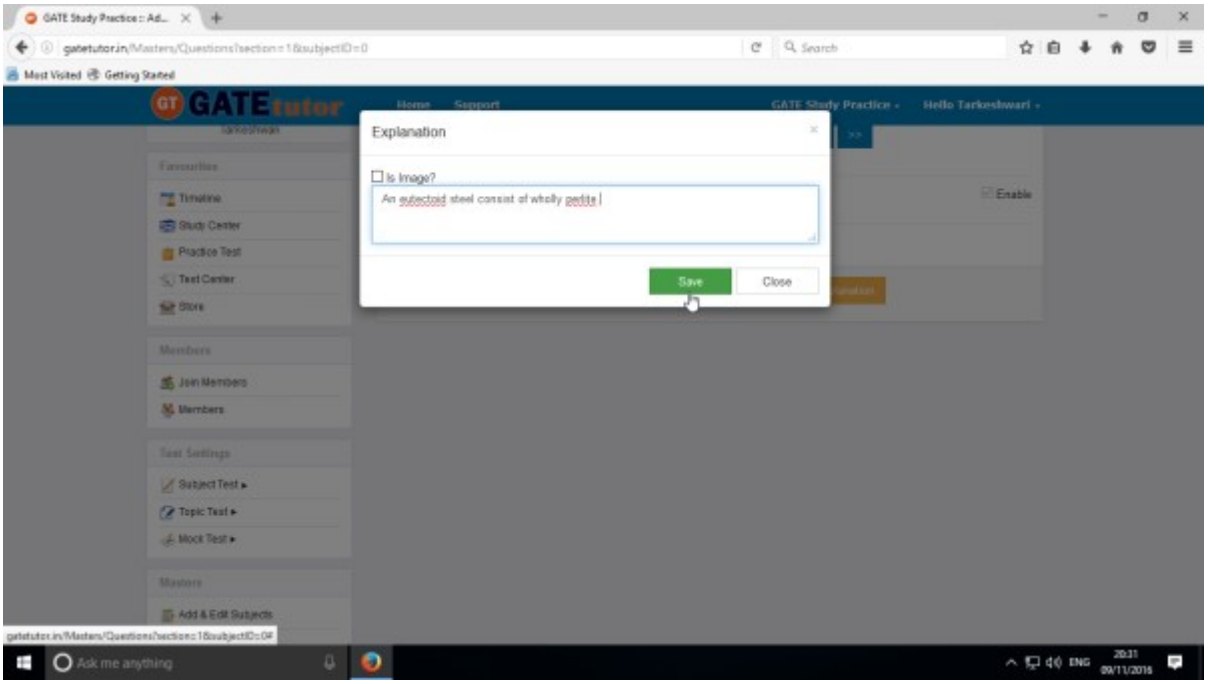
When you click on "**Add New**", you will appear the window as follows

Write a question and provide the correct answer



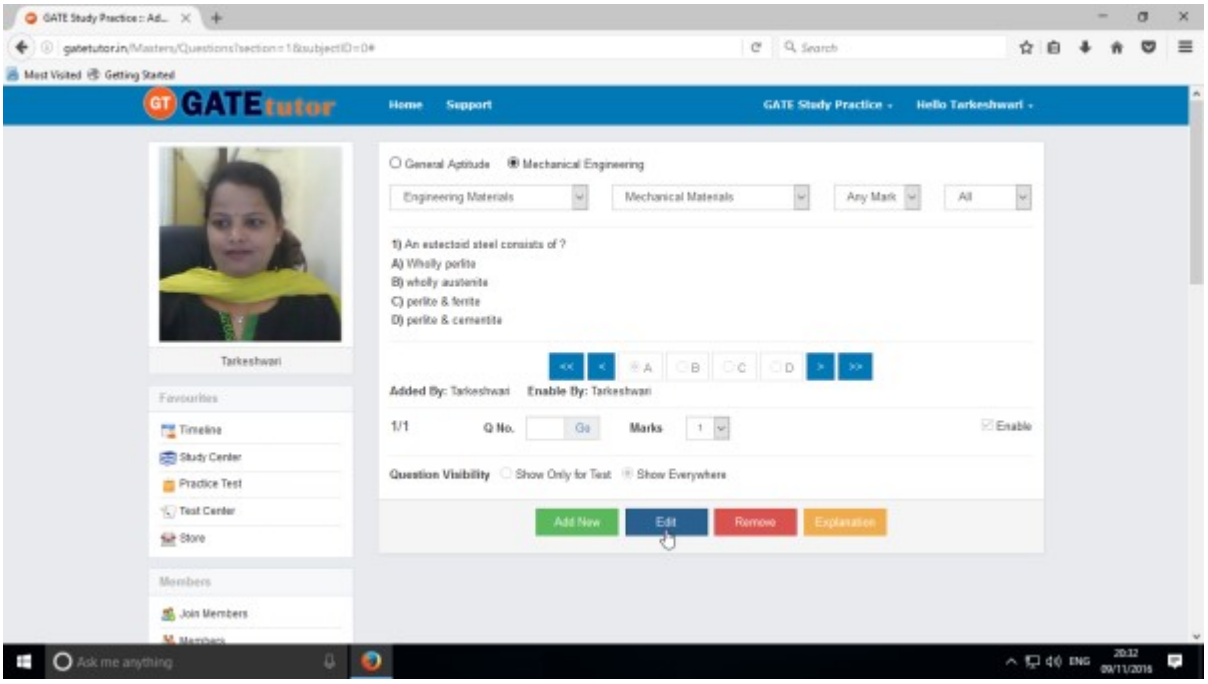
You can also add an image for the question & answers option by clicking on **Is Image?**

Provide a correct answer with Explanation & click on **"Save"**



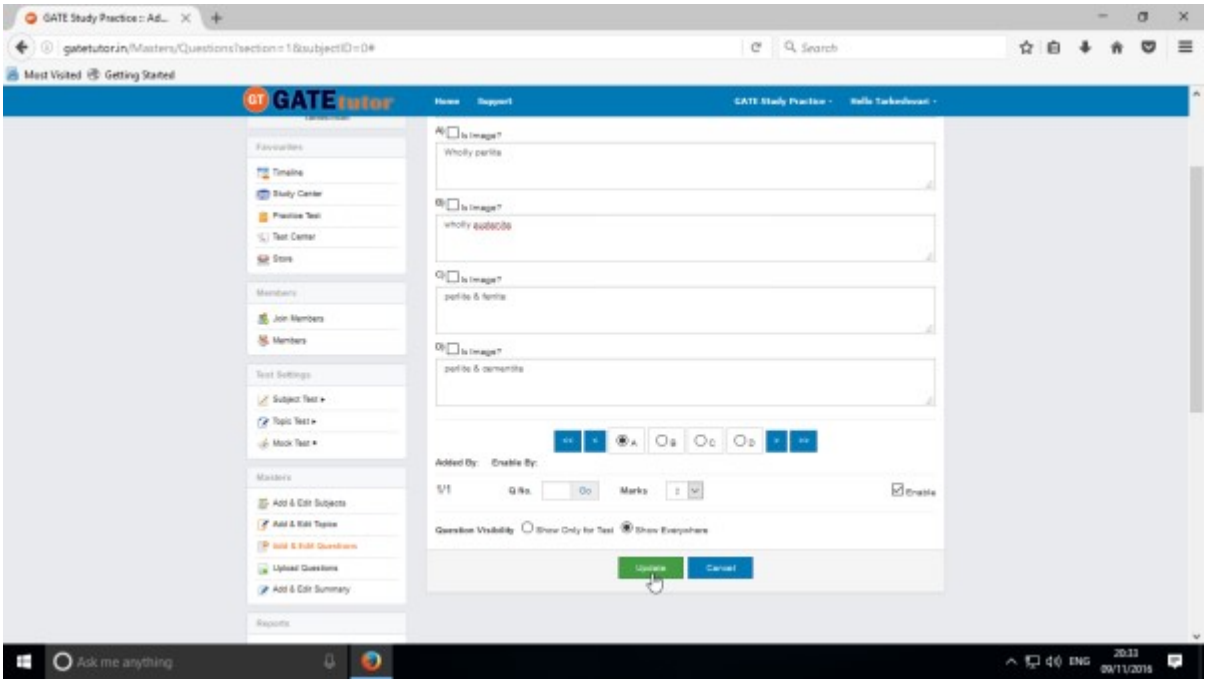
Enter the **Explanation** in the explanation window & click on the **"Save"**

If you want to edit the question to change in it then Click on **“Edit”**

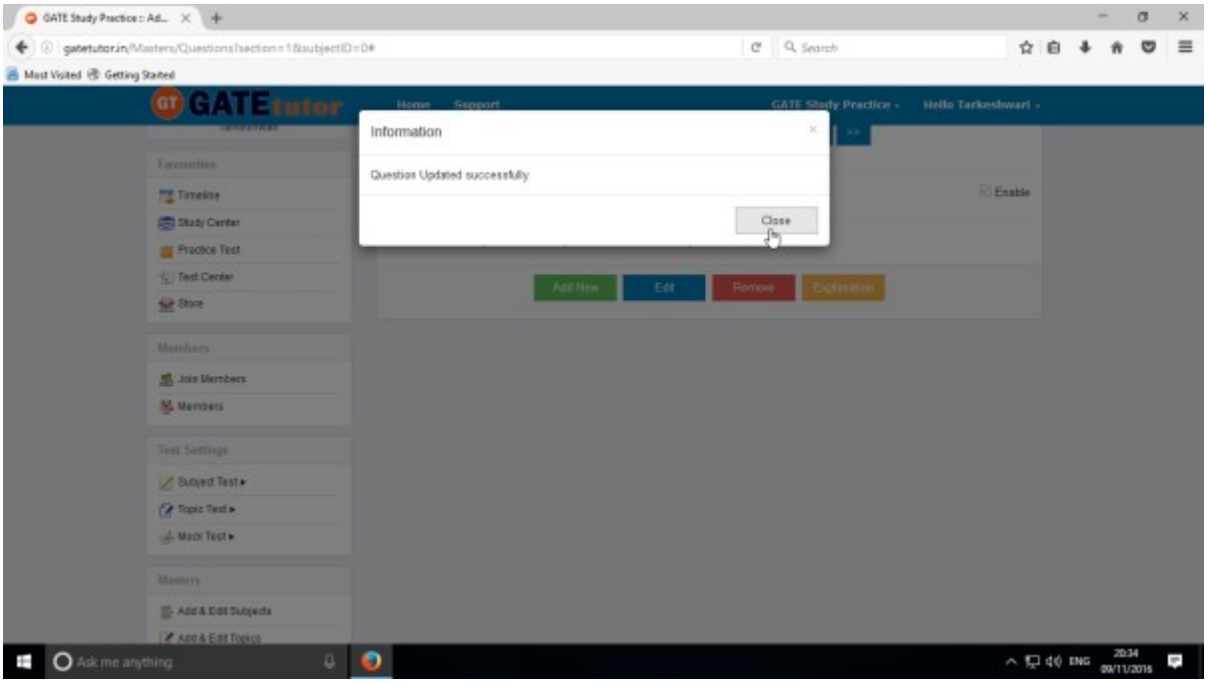


You can edit the question, answer & options also

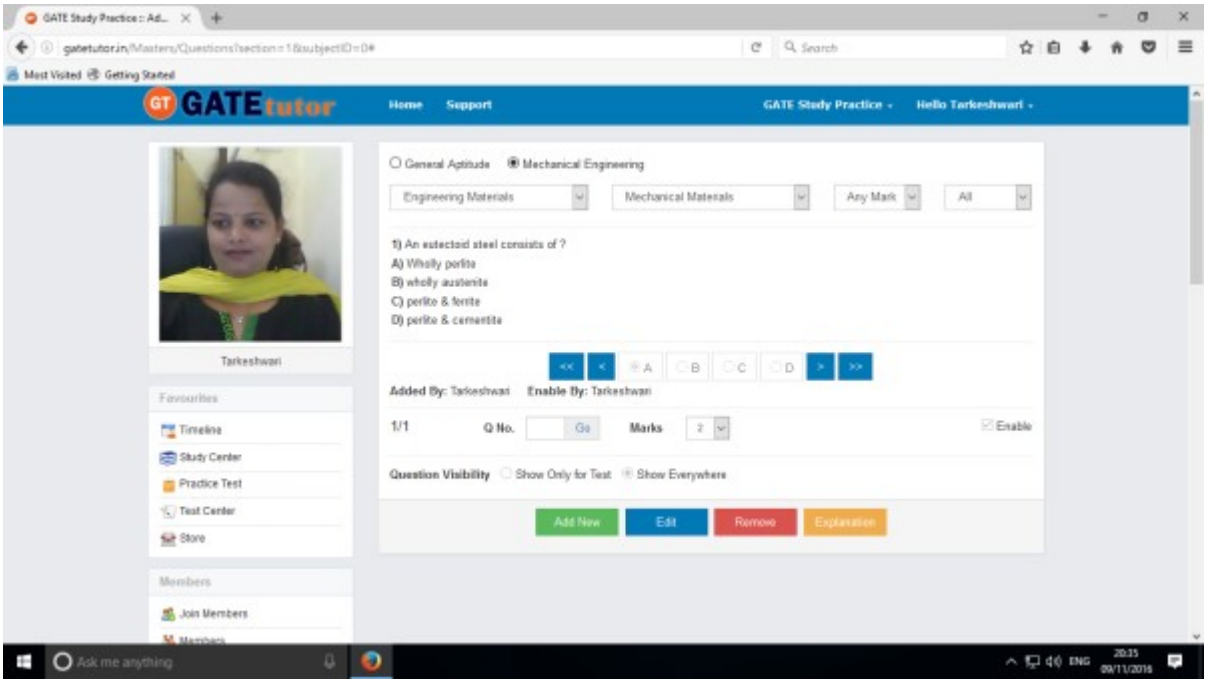
Make changes as per you want.



After editing the question, click on **“Update”**

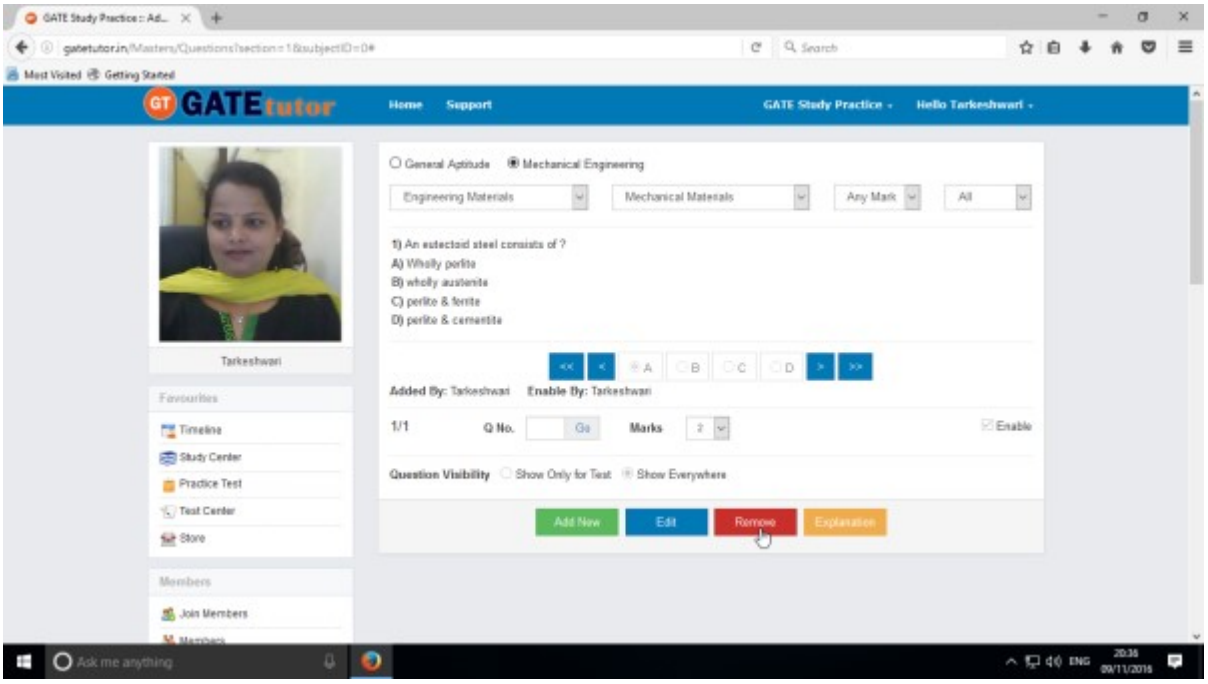


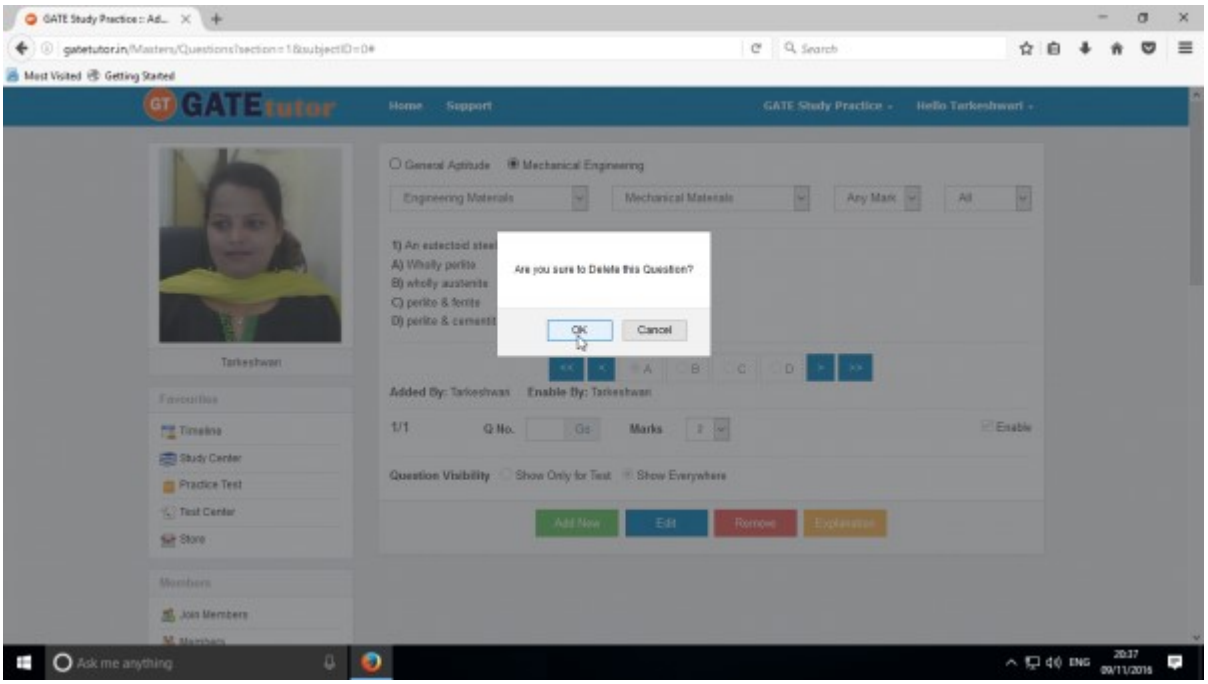
Question will get updated successfully.



Check the updated subject as above.

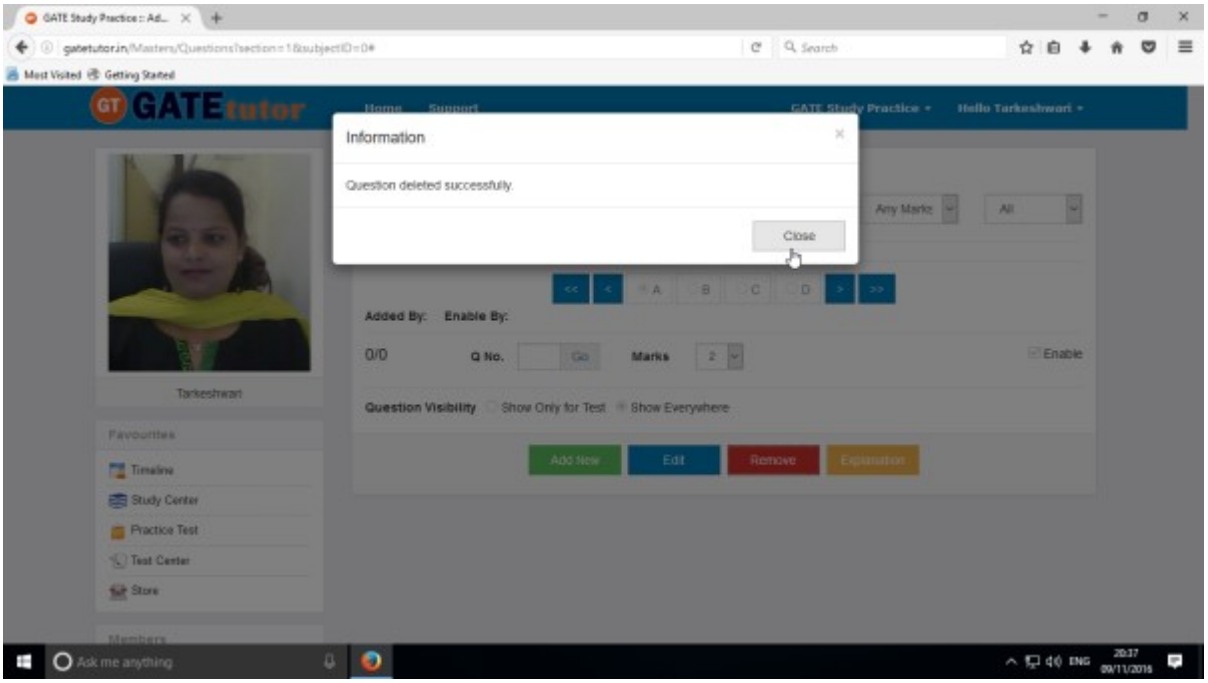
You can remove the uploaded questions by clicking on **“Remove”.**
Choose the question first & click on remove.



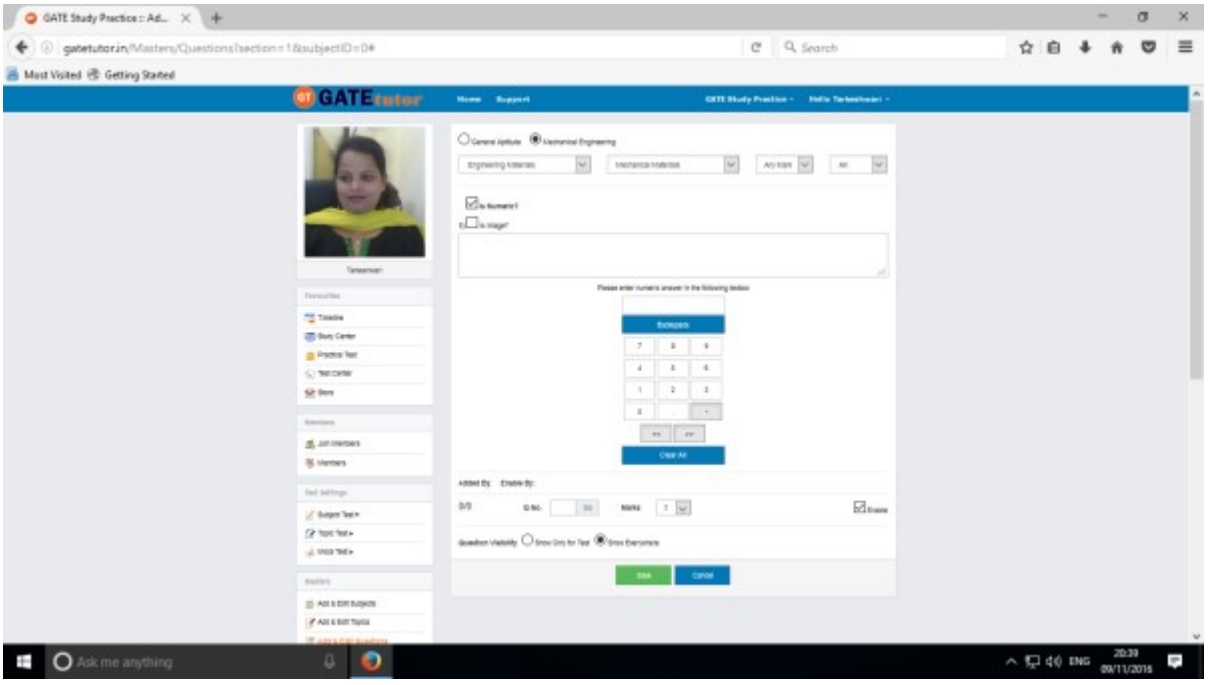


Click on the **“OK”** to delete the question.

Question will get deleted from that Subject & topic.



Click on "**Close**" to continue.

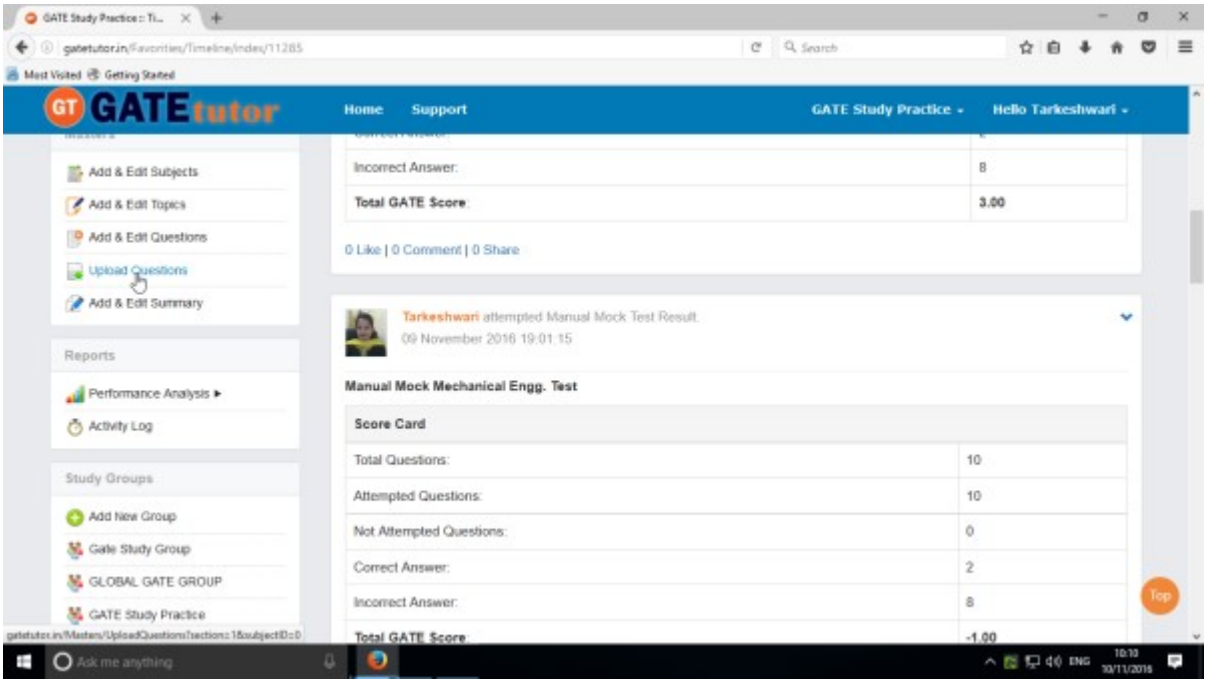


Similarly for numerical question select **"Is Numeric"** & follow the above process to Add, Edit & Remove the question.

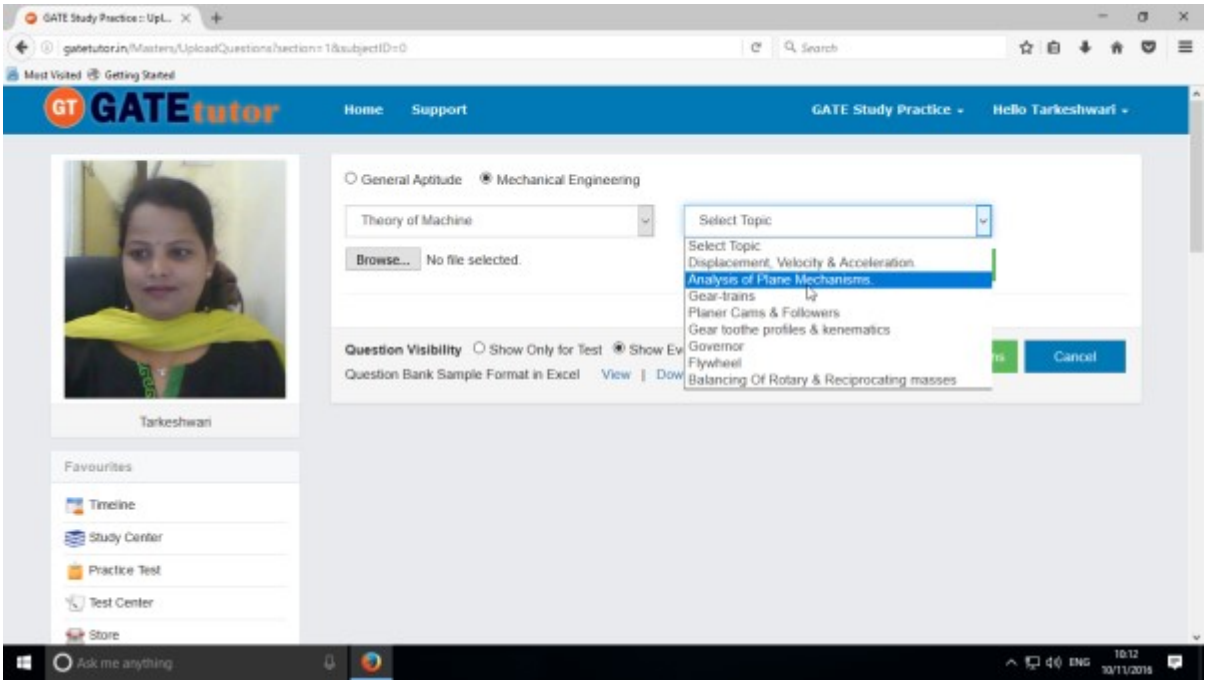
4) Upload Questions

You can upload your own questions under the desired subject & topic in .xls or Excel file format on the group timeline.

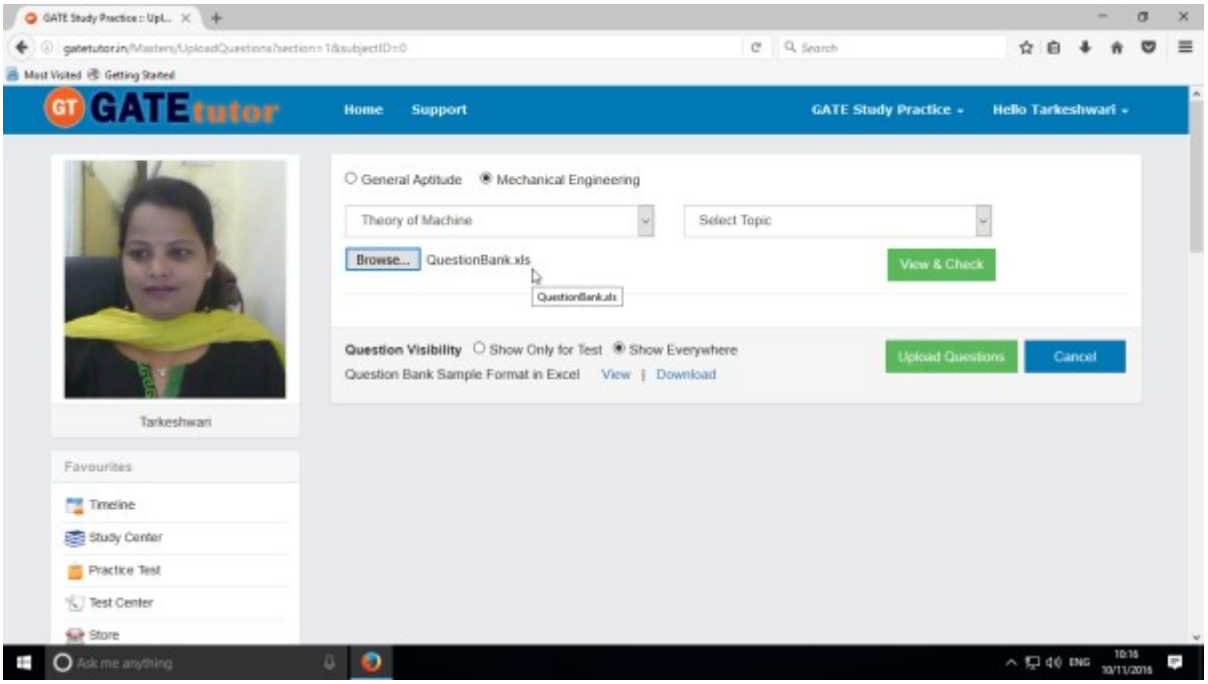
Click on **“Upload Questions”** to upload the questions in GATEtutor



Select the **“Subject”** & **“Topic”**



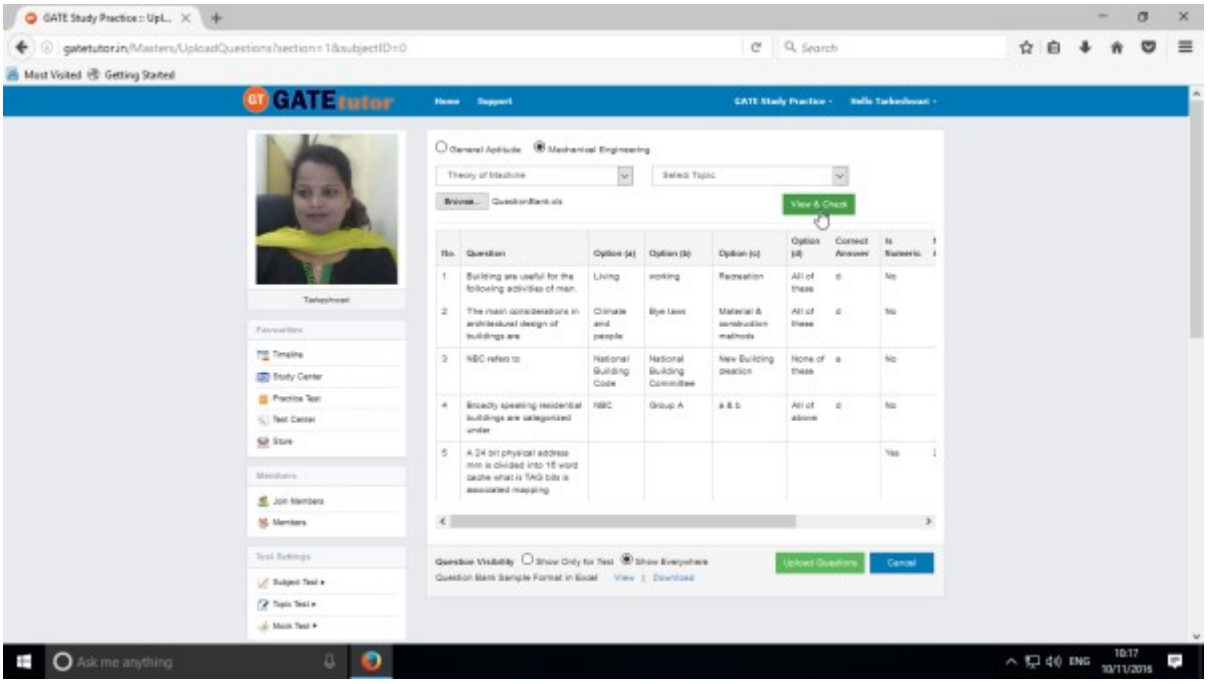
Click on Browse & attach an excel or .xls format file to upload the questions



Choose the questions visibility between for “**Show Only for Test**” or “**Show everywhere”**

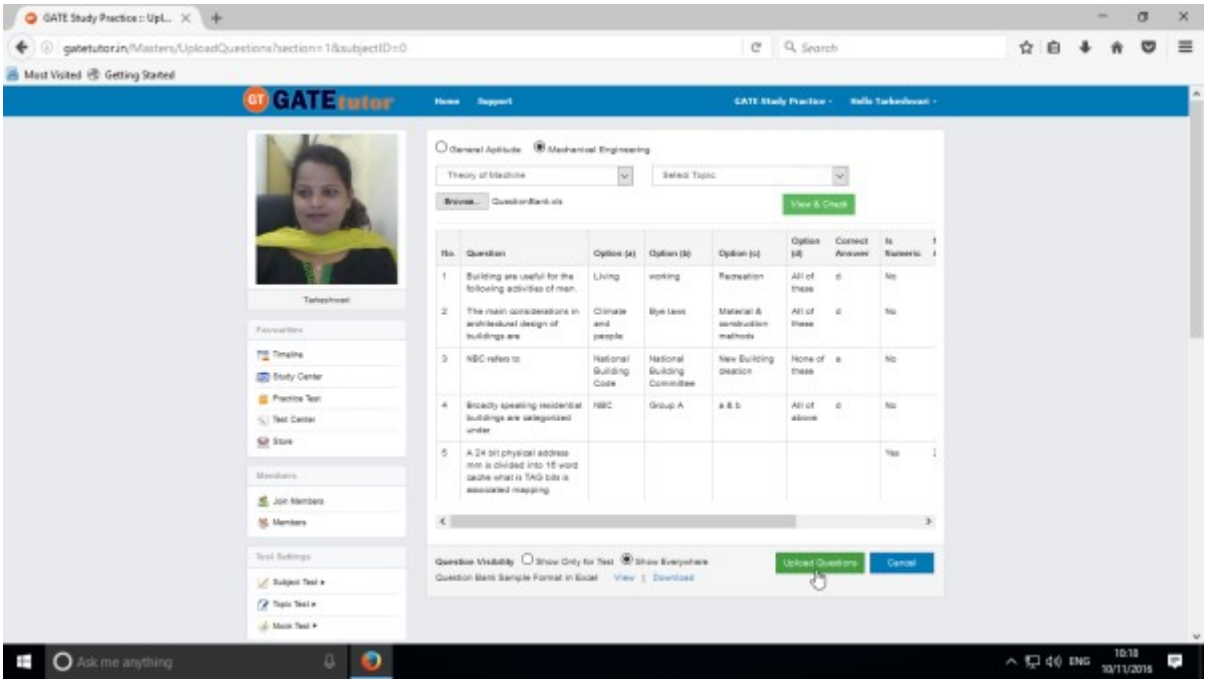
Upload Questions Sample Format in Excel file also provided as an example. You can view & download it.

To view the questions from the excel sheet, Click on **“View & Check”**



You can view the all questions, answers with options & explanation in that file.

Now click on the **“Upload Questions”**



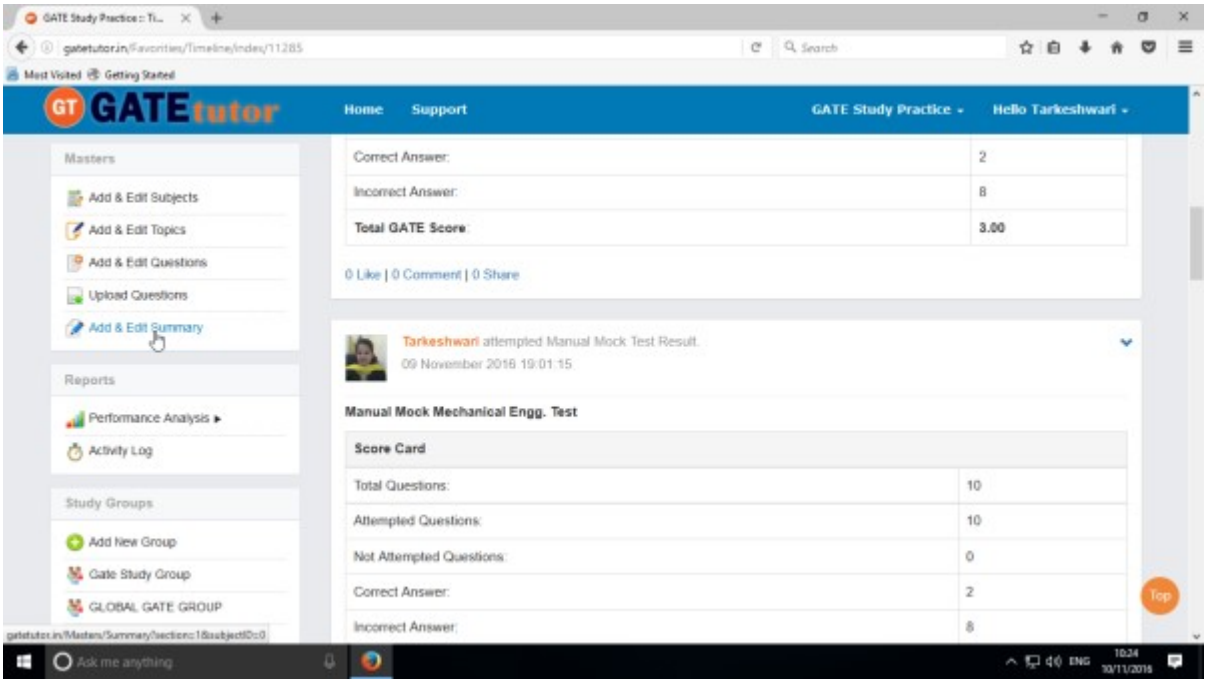
Questions will be added successfully.

You can check these questions in “**Study Center**” & “**Practice Test**” as well.

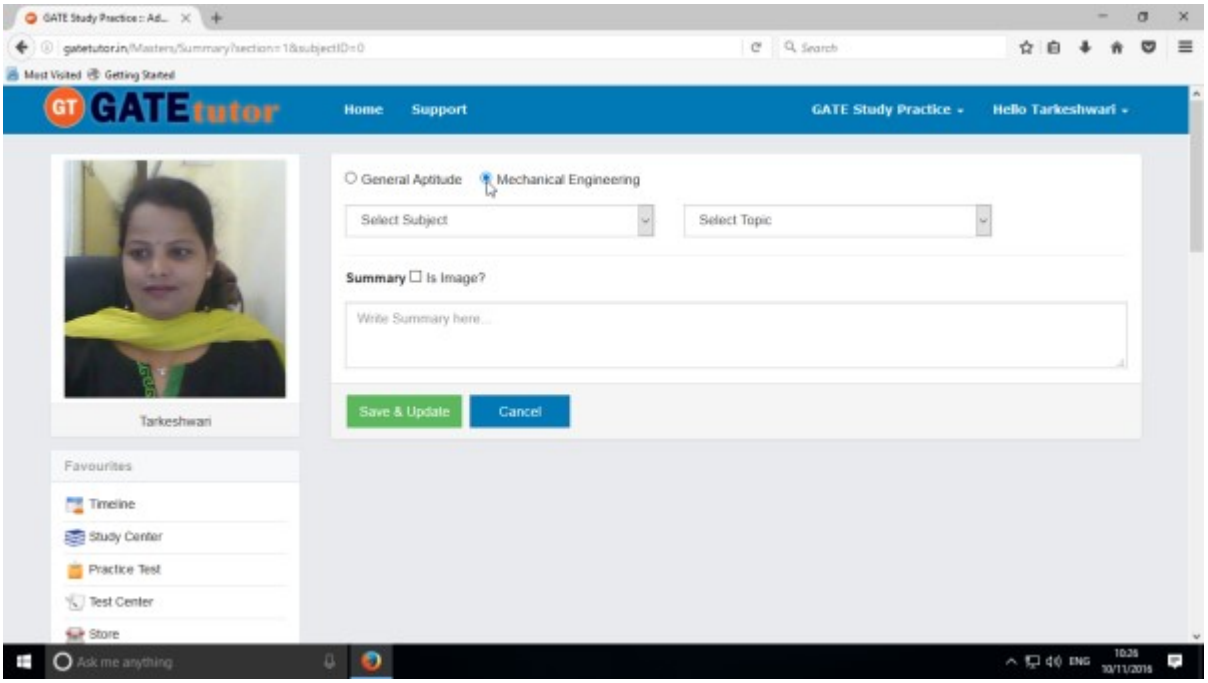
5) Add & Edit Summary

Add & Edit Summary is a showcase for the group members to show the particulars or activities done by the members & admin under the group.

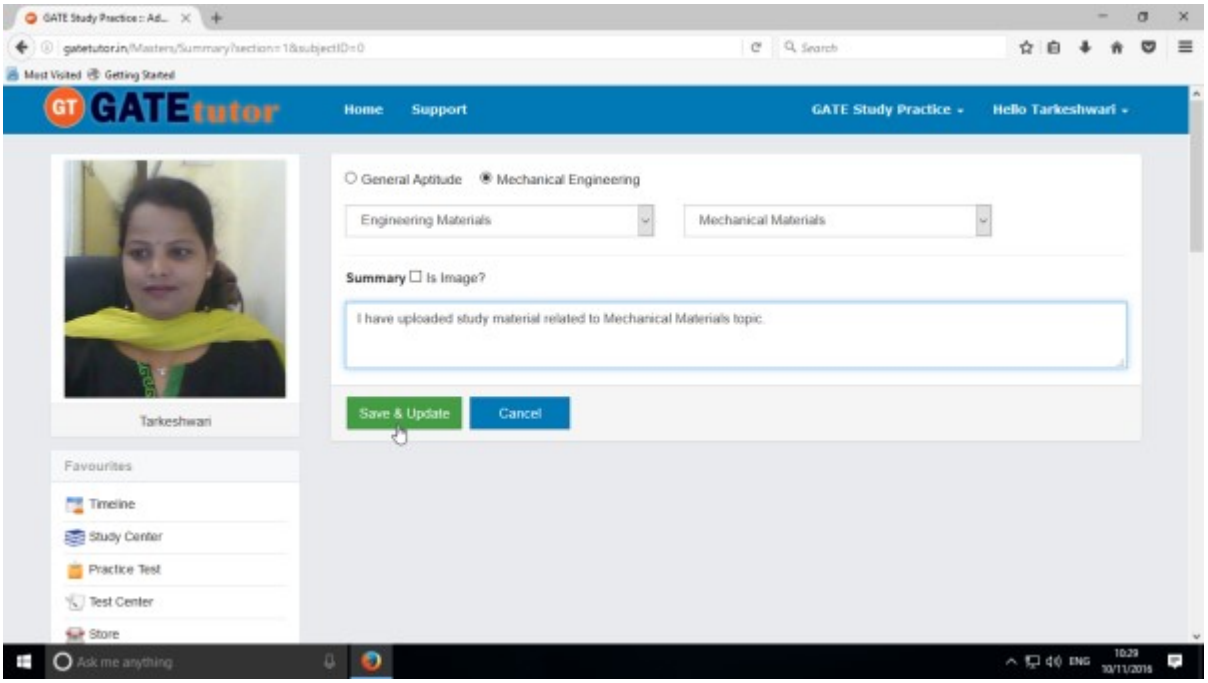
Click on "**Add & Edit Summary**"



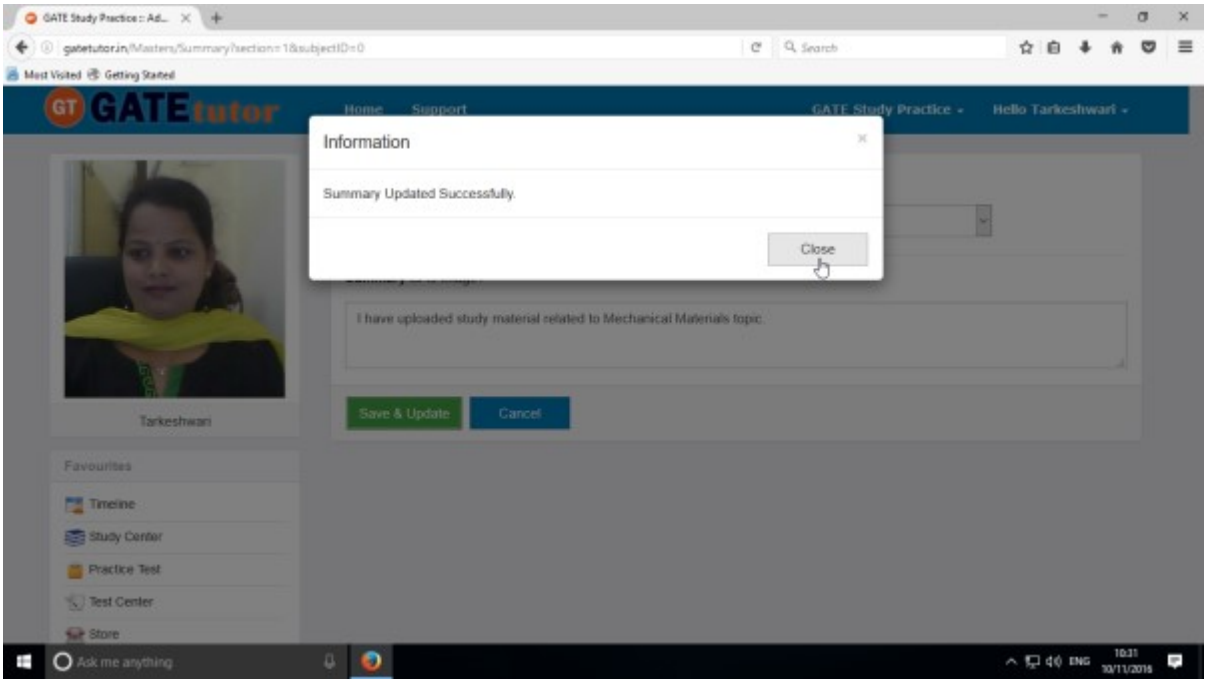
Choose menu from General Aptitude or Mechanical Engineering to add summary



Select **Subject** & **Topic**

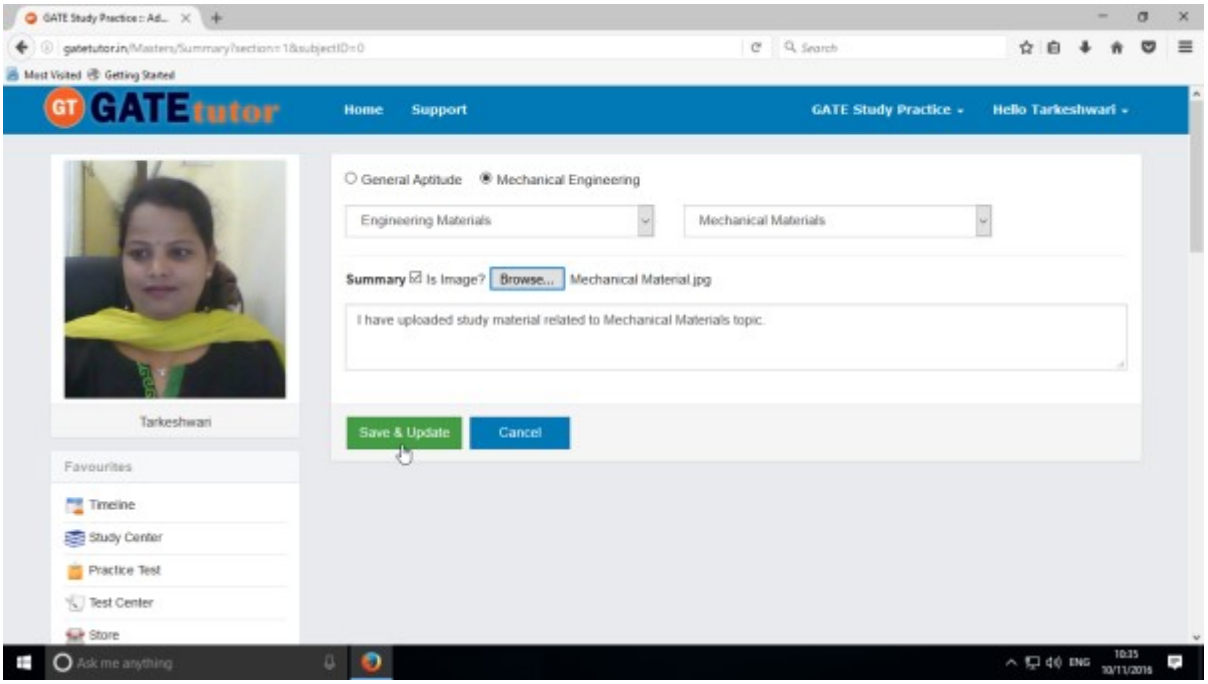


Enter the **"Summary"** & click on the **"Save & Update"**



Click on the **"Close"** to continue

You can upload an image also in **“Add & Edit summary”,** just click on **Is Image?**



Click on **“Save & Update”**

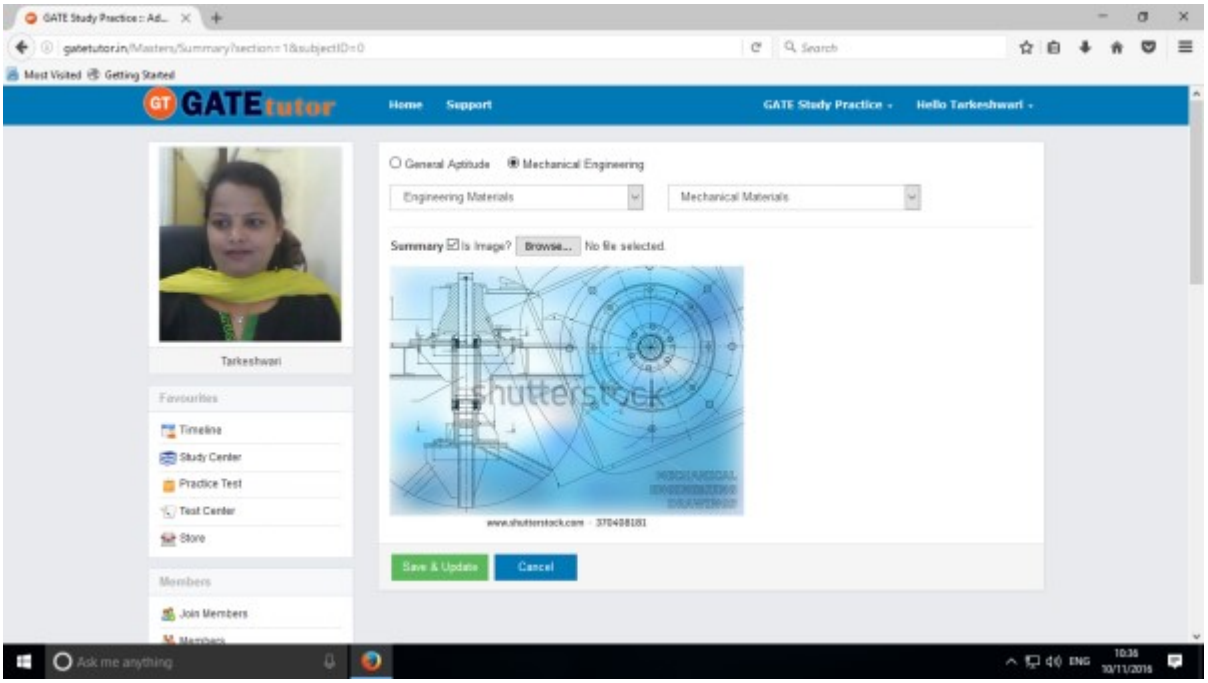


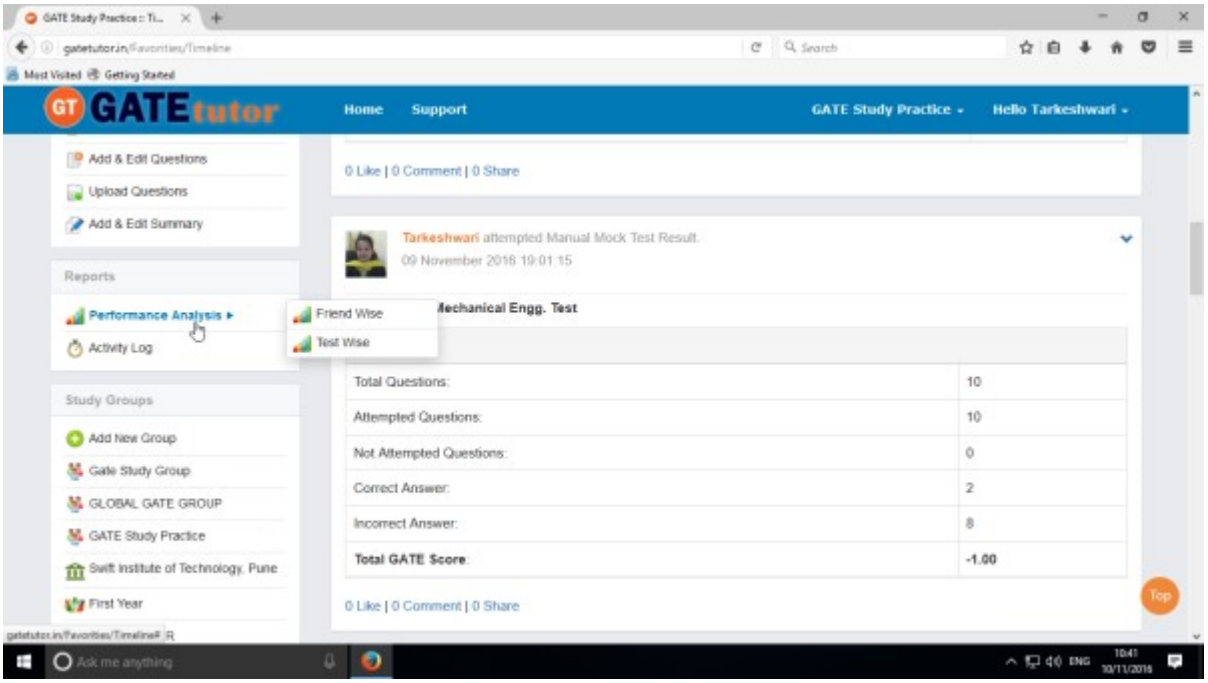
Image will visible on same page.

XXVIII. Reports

"Reports" is a tool which is used to tally & comparison of the performance and activity of the user at the same time on GATEtutor. Admin can generate the reports as per performance like **Friend wise** and **Test wise** reports of group members on group timeline**.** Admin can also see his/her activity log in report format.

A) Performance Analysis (On Group Timeline): To see performance of group members and yourself as a friend wise & Test Wise

Click on **"Performance Analysis"**



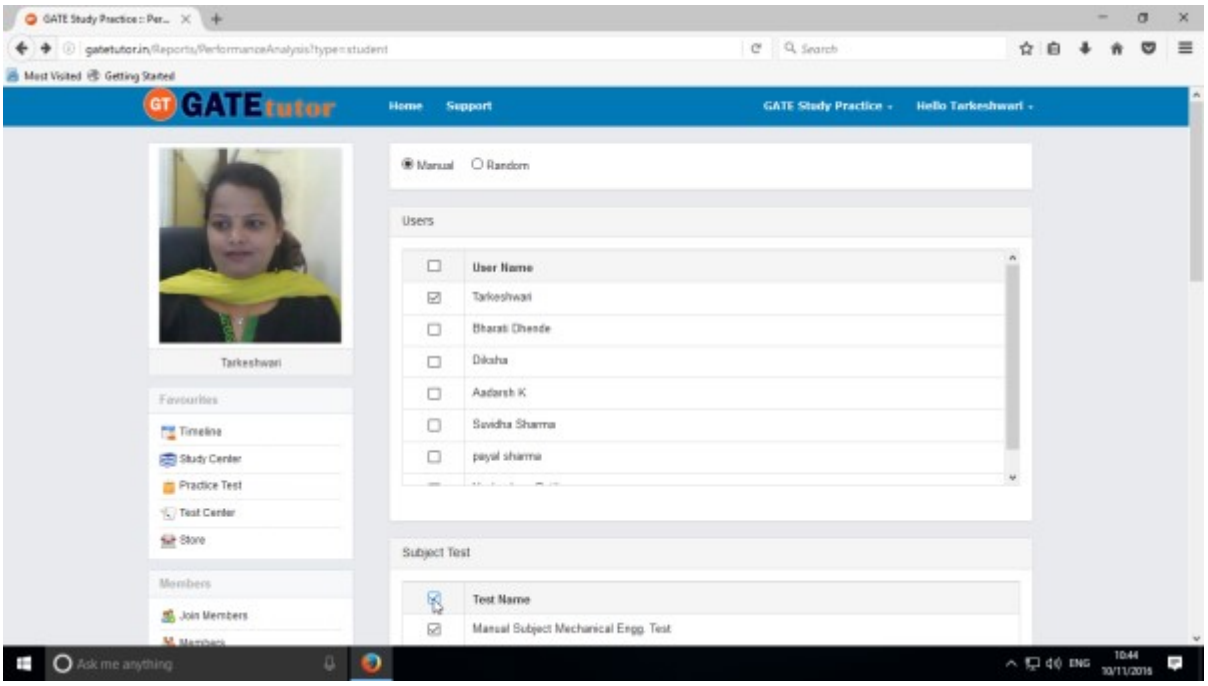
Choose the options between: 1) **Friend Wise 2) Test wise**

Choose "**Friend wise**" to see Performance of group members

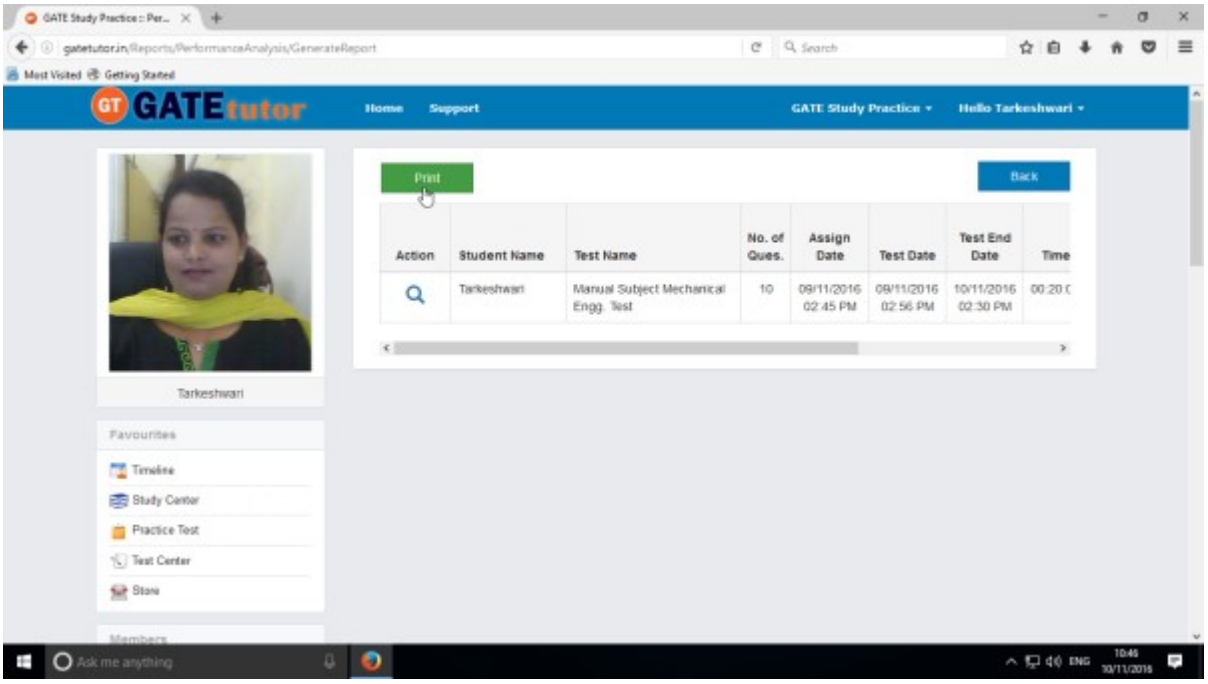
1) Friend Wise

Select type of test by clicking on radio button **“Manual Tests”**

Select the member’s name & test names by clicking on check box, whose performance to be checked

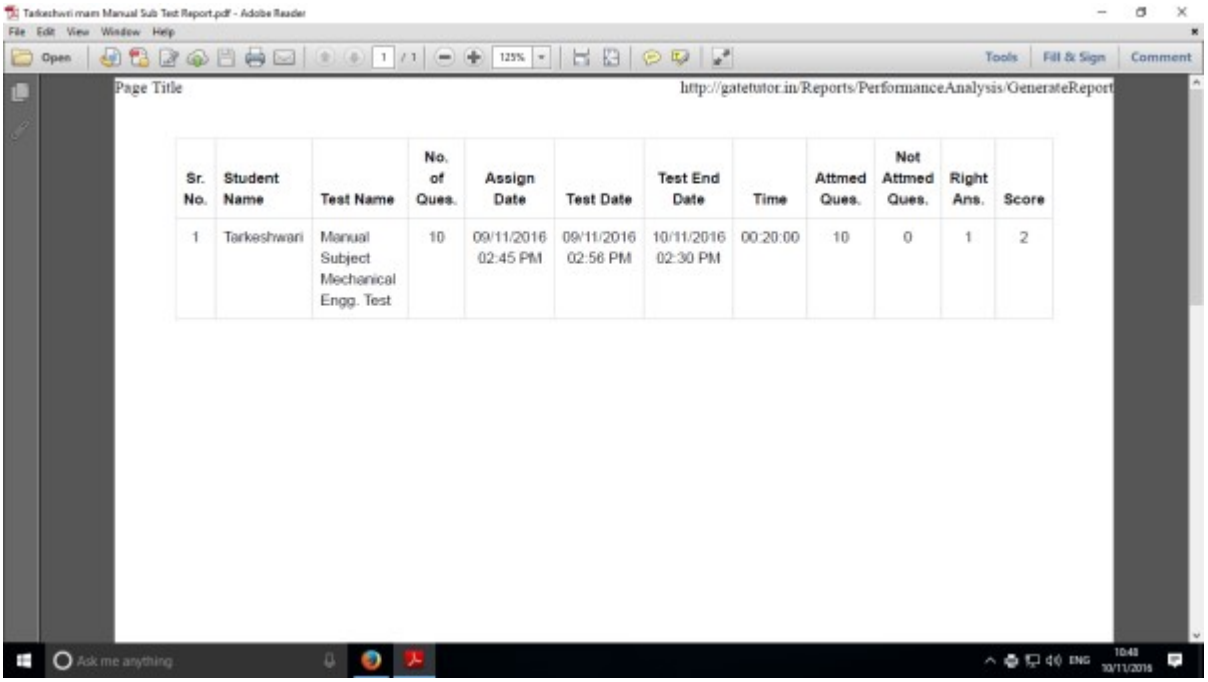


Now click on **“Generate”** just below the test name to create reports.



Click on the “**View Test**” option to see the tests & by clicking on “Print” you can see the performance & take out the print also.

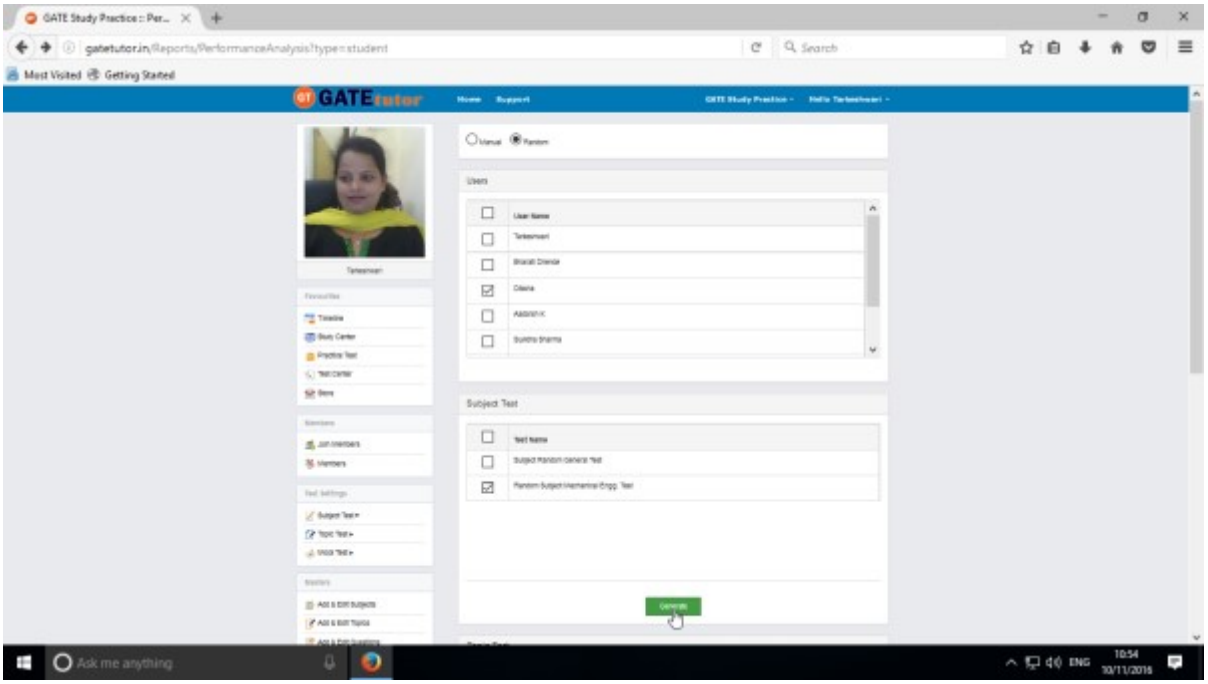
You can see the Performance Report.



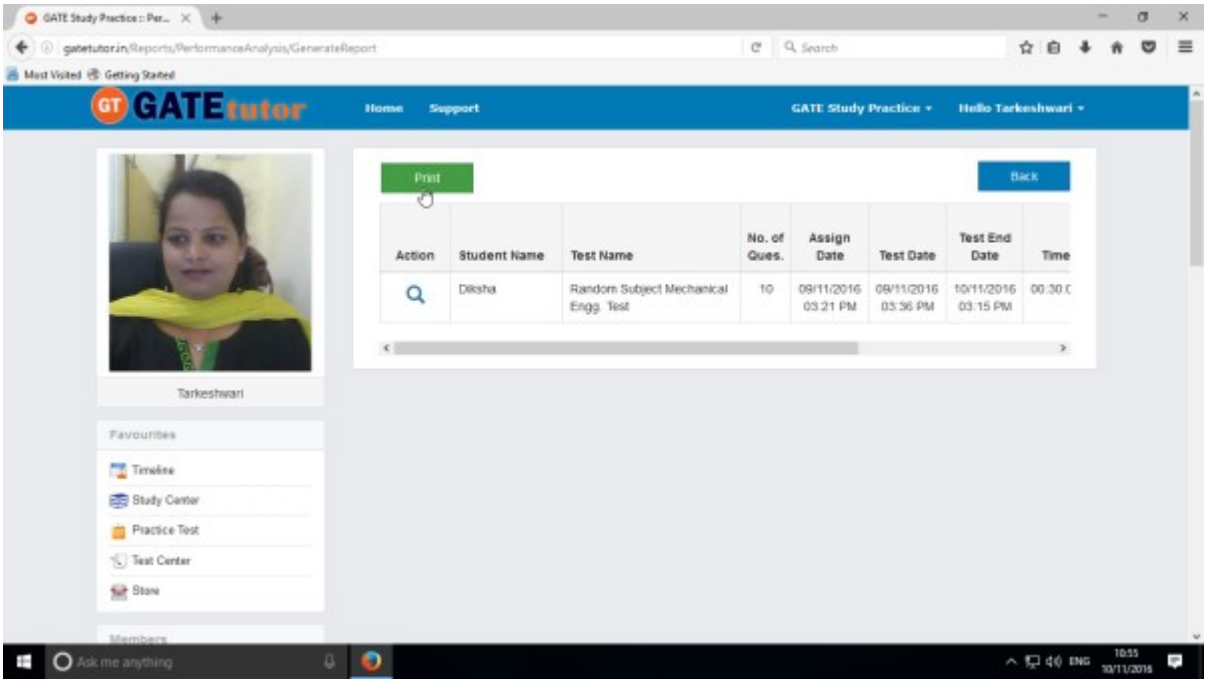
Sr. No.	Student Name	Test Name	No. of Ques.	Assign Date	Test Date	Test End Date	Time	Attmed Ques.	Not Attmed Ques.	Right Ans.	Score
1	Tarkeshwari	Manual Subject Mechanical Engg. Test	10	09/11/2016 02:45 PM	09/11/2016 02:56 PM	10/11/2016 02:30 PM	00:20:00	10	0	1	2

Select type of test by clicking on radio button **"Random Tests"** for random test reports.

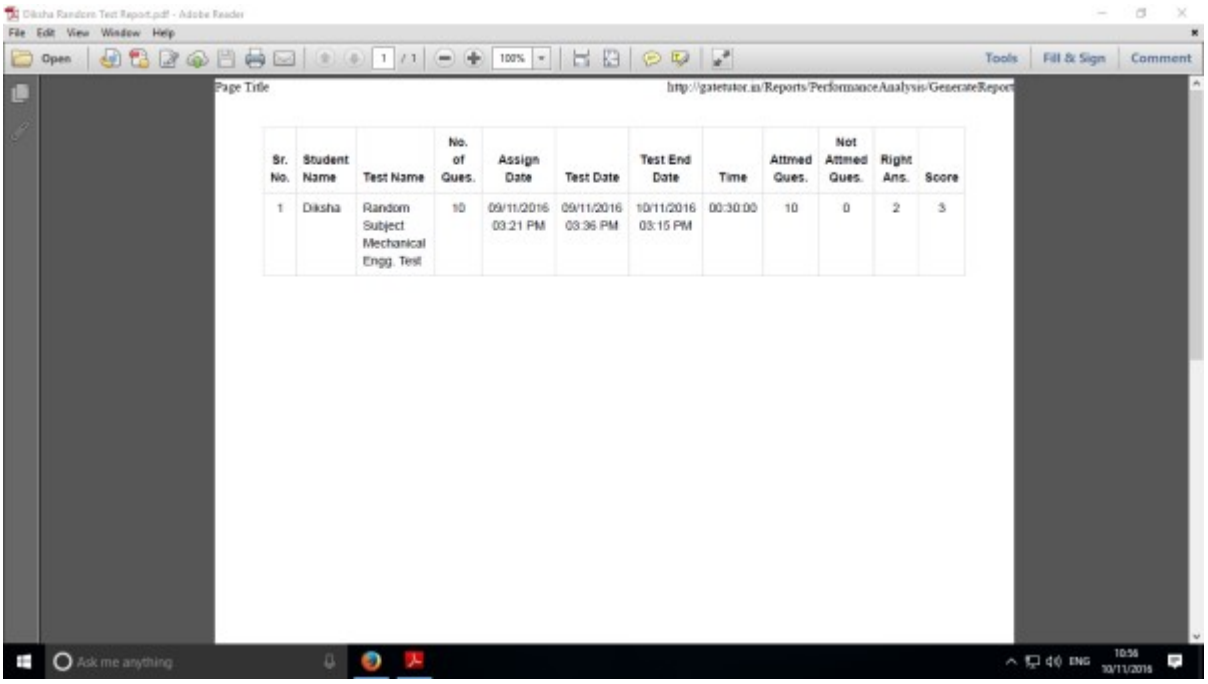
Select the friend's name & test names by clicking on check box, whose performance to be checked



Now click on **"Generate"**



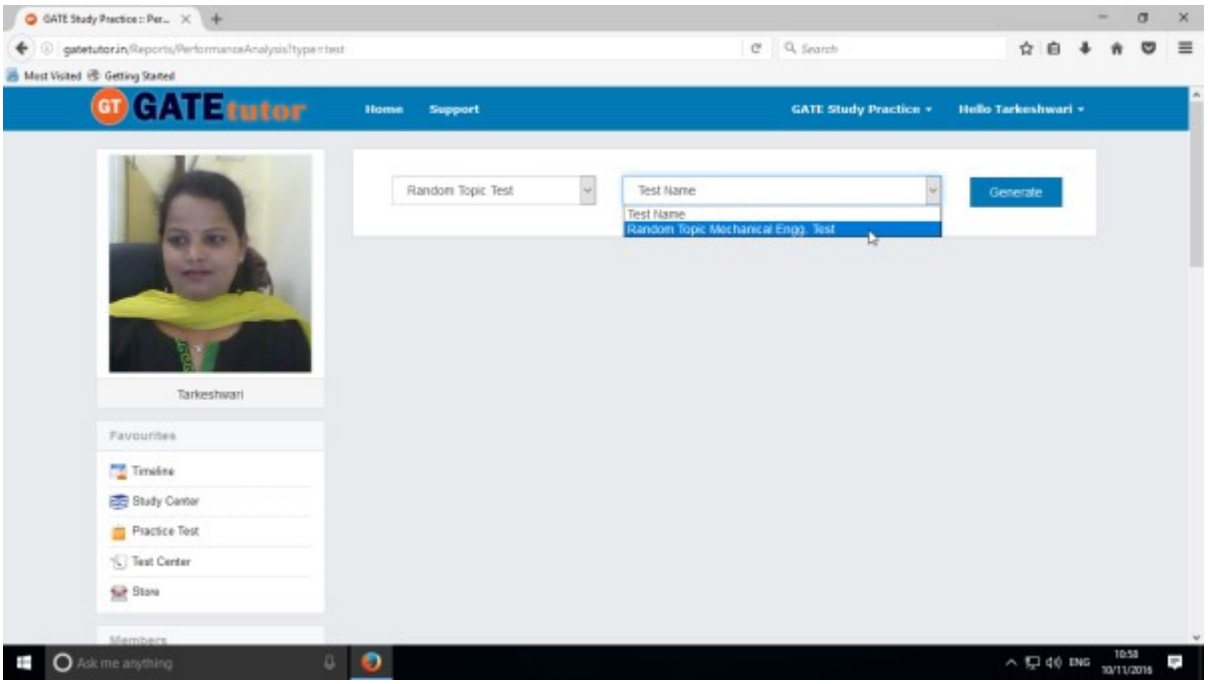
Now click on "**Print**" to generate Report.



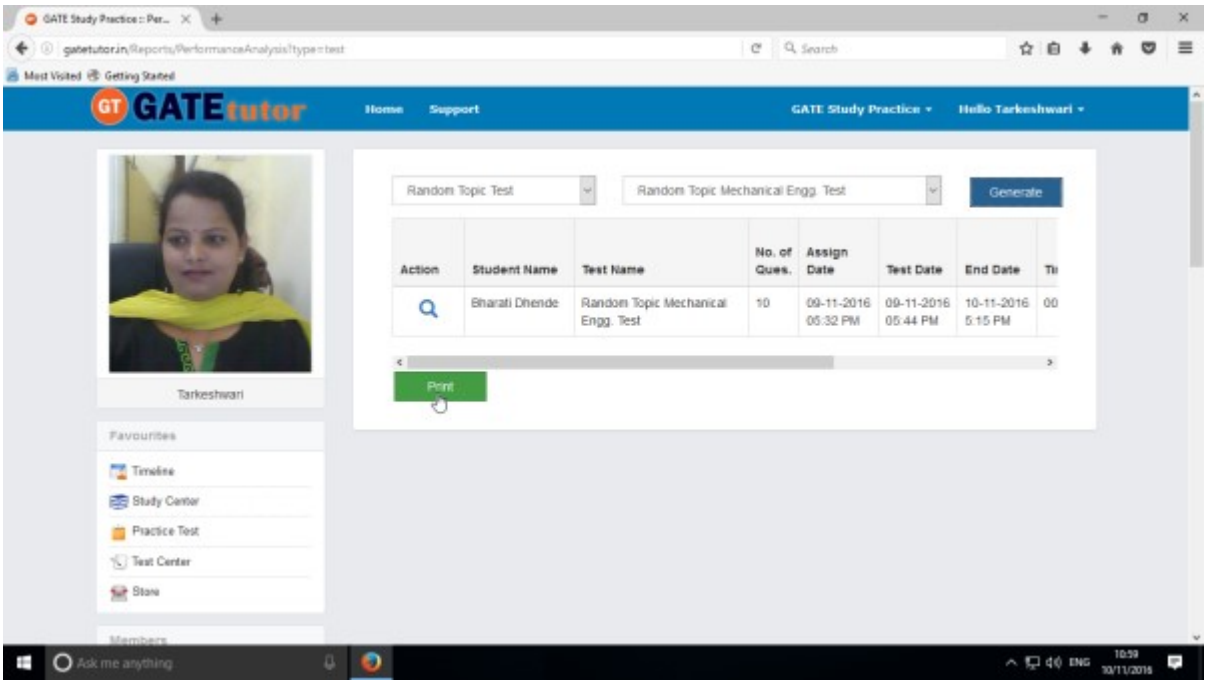
By clicking on "**Print**" you can see the performance Report & take out the print also.

2) Test Wise

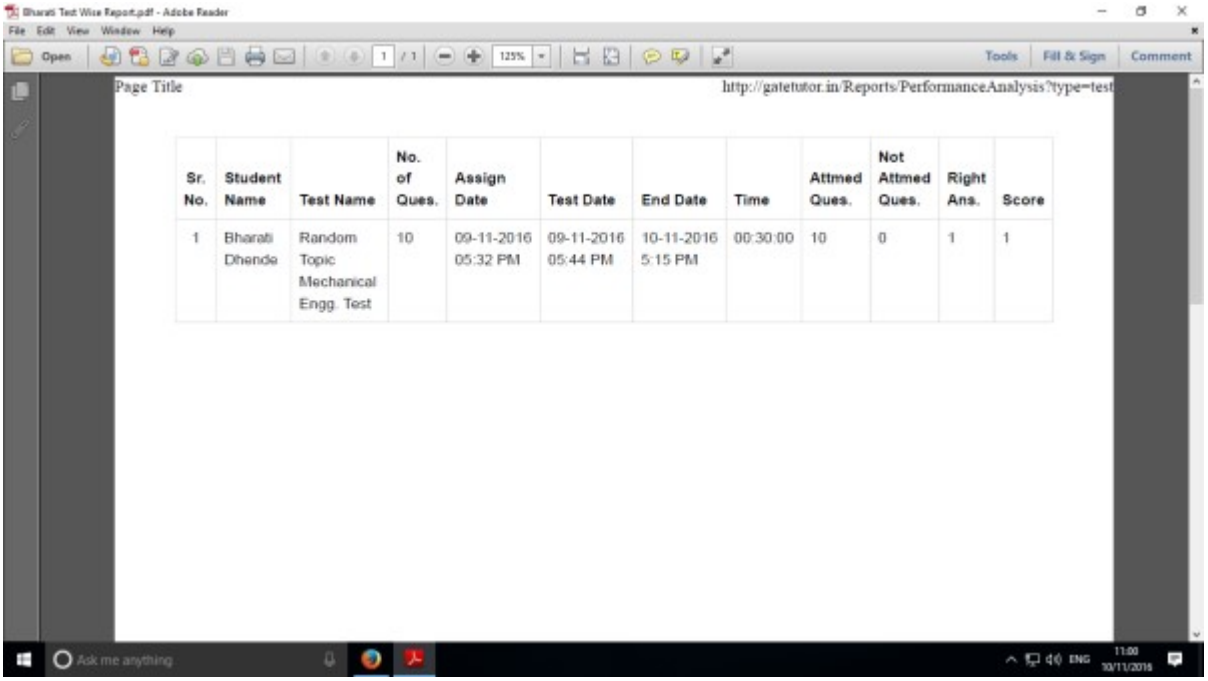
Select the "**Test Type**" & "**Test name**" by clicking on check box, whose performance need to be checked



Now click on "**Generate**" to generate report & click on "**Print**" button to printout the report.



Click on the "**Print**" to view Performance analysis test wise report.



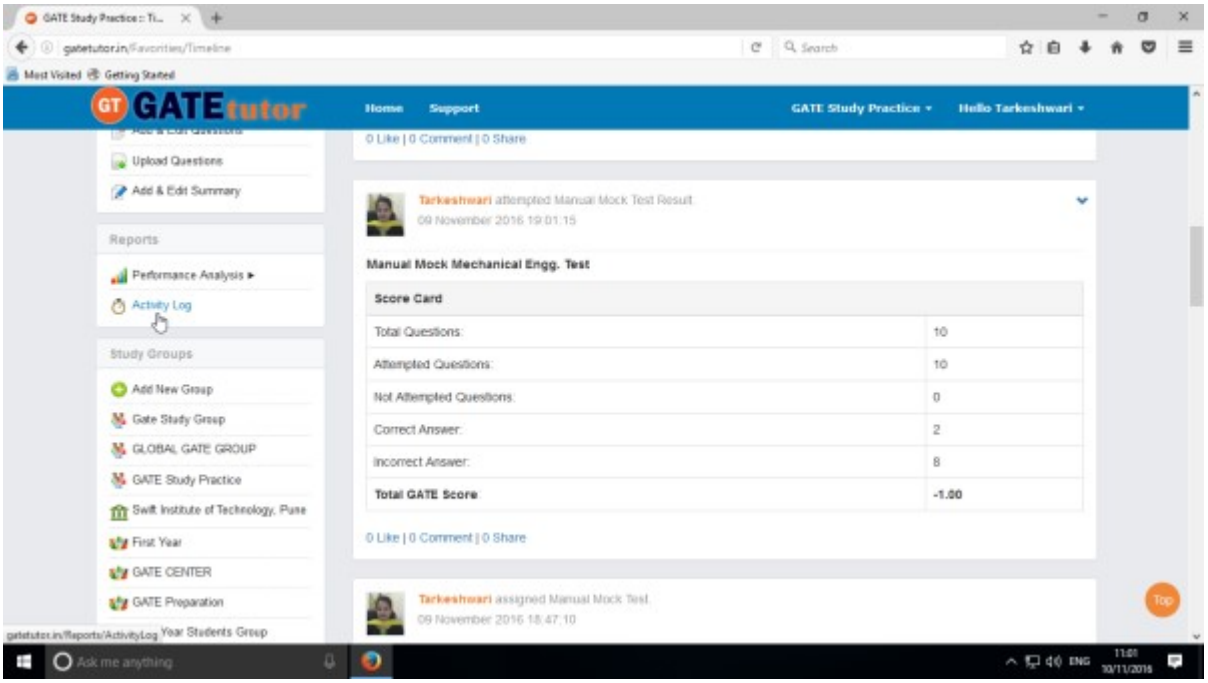
Generated report views as above

You can check the Performance in reports.

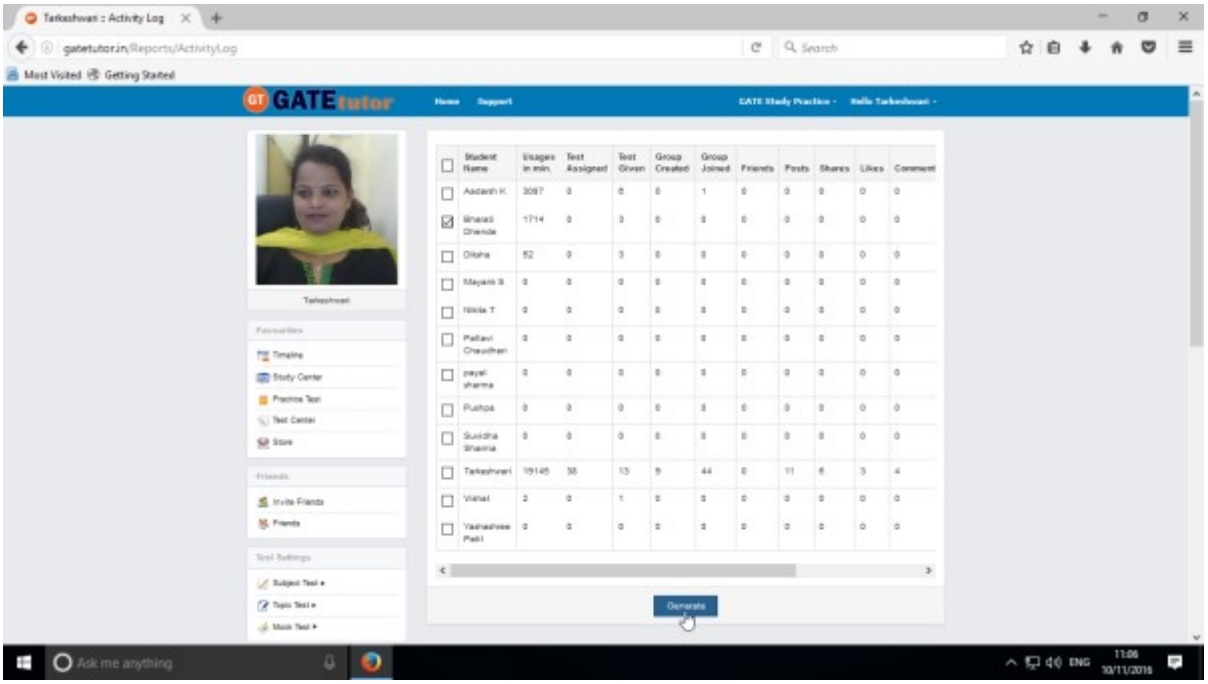
B) Activity Log

Activity log is the overall usage report sheet of the user in a single report. You can view the total usage of GATEtutor in minutes & can check assigned tests, given tests, group creation, group joined, friends, posts, likes, shares, comments, added subjects, topics and questions also on group timeline.

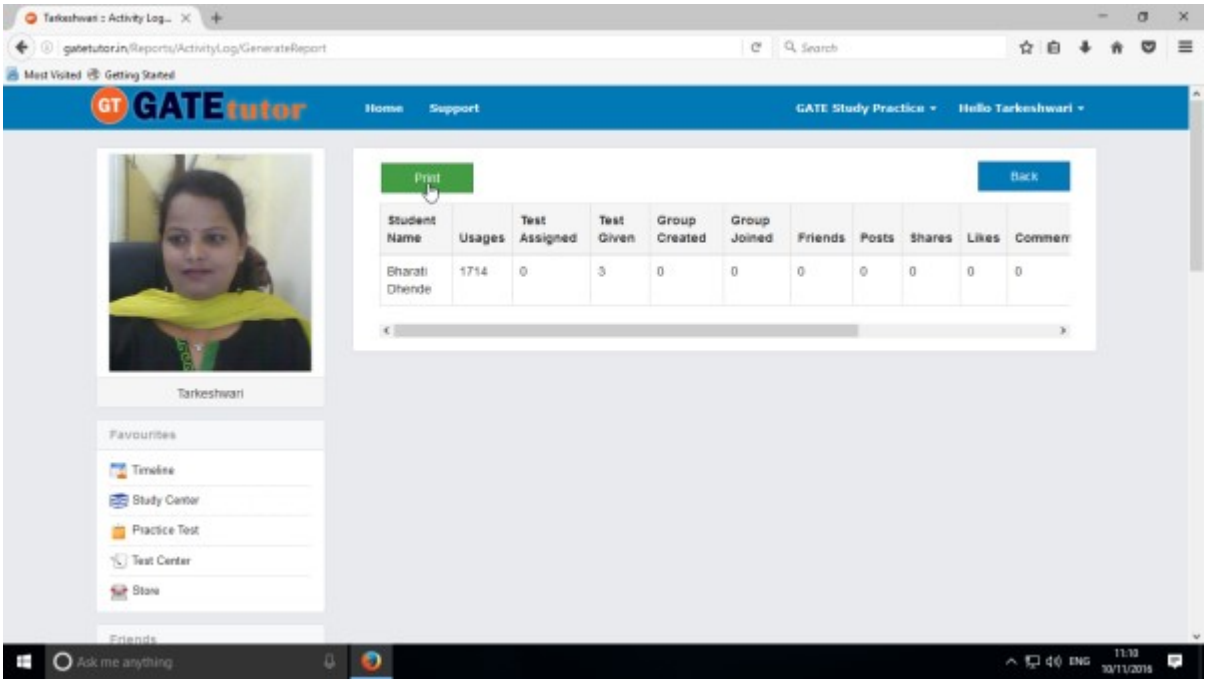
To check total usage and total time used, click on **"Activity Log"**



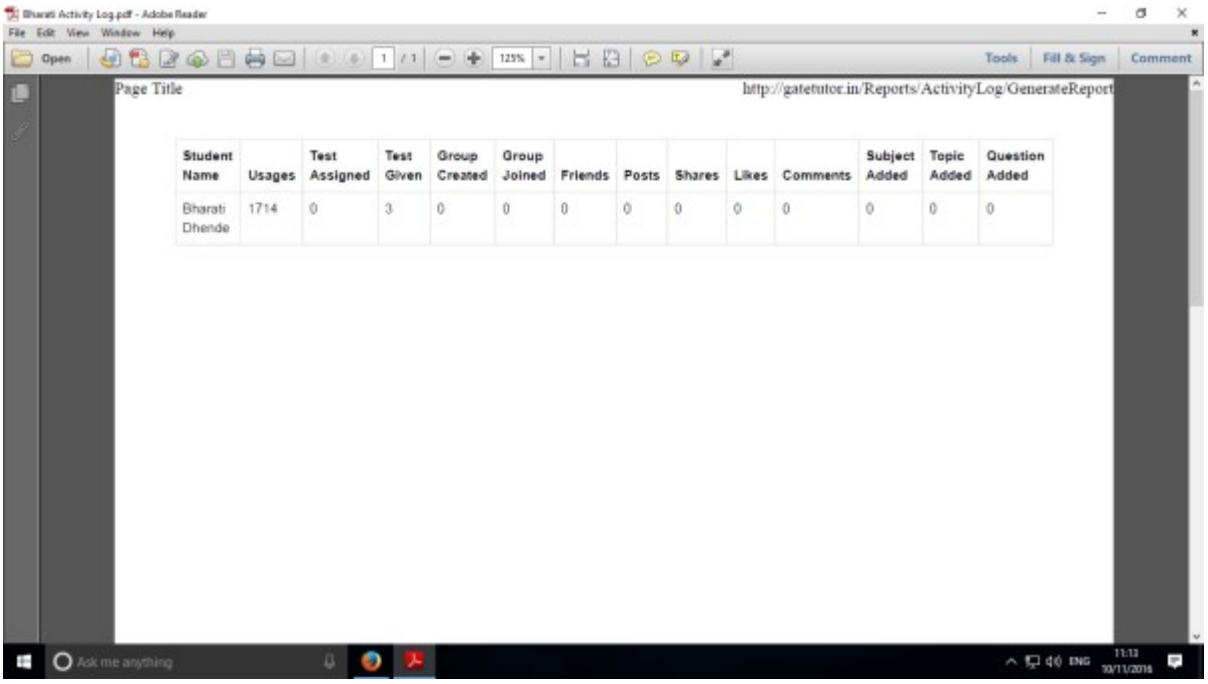
Click on the name checkbox to check the Activity Log



Click on the **"Generate"** to view the Activity Log personally or in Report



Click on the "**Print**" to take print out in Report manner



You can check the Activity log in Report Manner.

XXIX. Study Groups

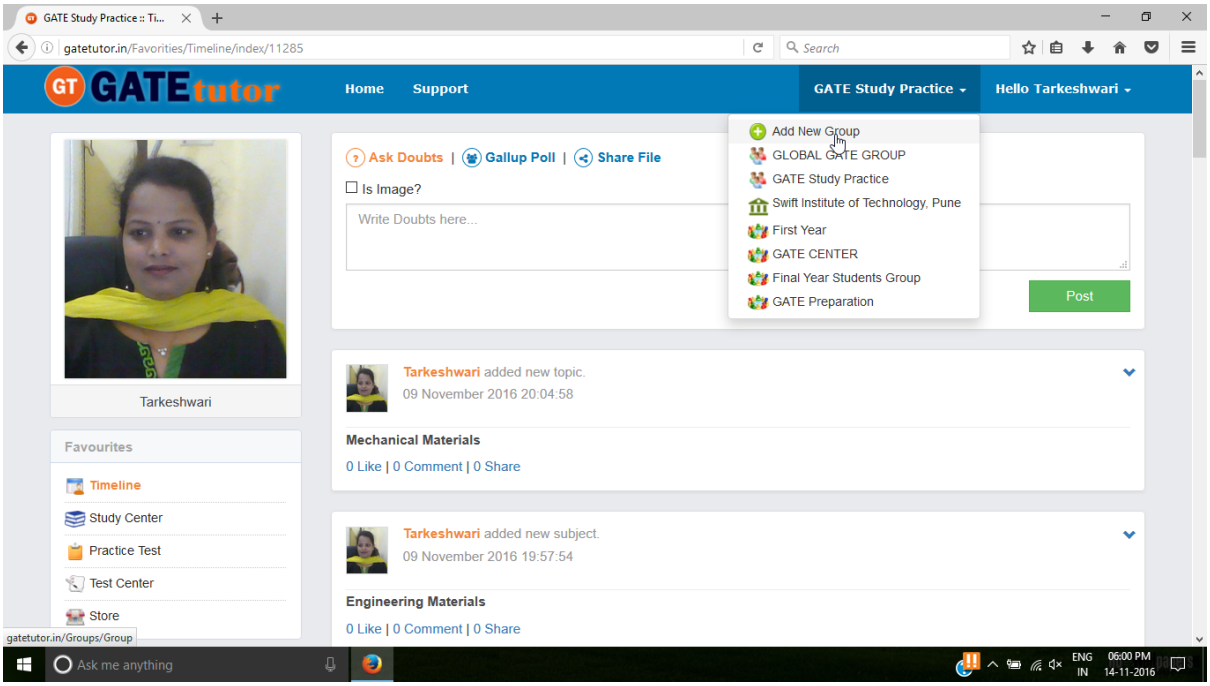
A **study group** is a small group of people who regularly meet to discuss shared fields of study related to GATE online. User can create multiple global groups also.

Global Group

When a user is on his/her own timeline & creates a group by clicking on "**Add New Group**" is created as **global group.** You can also create multiple global groups. Under the global group you can join the members into the group from all over the engineering colleges in India but from the same department only.

1) Create New Global Group

When a user is on Group Timeline & if he/she creates any new group under the existing global group, it will also get considered as "**Global Group**". User can perform here all the activities that he/she can do under the same Global Group as above (Refer XXII. Study Group)



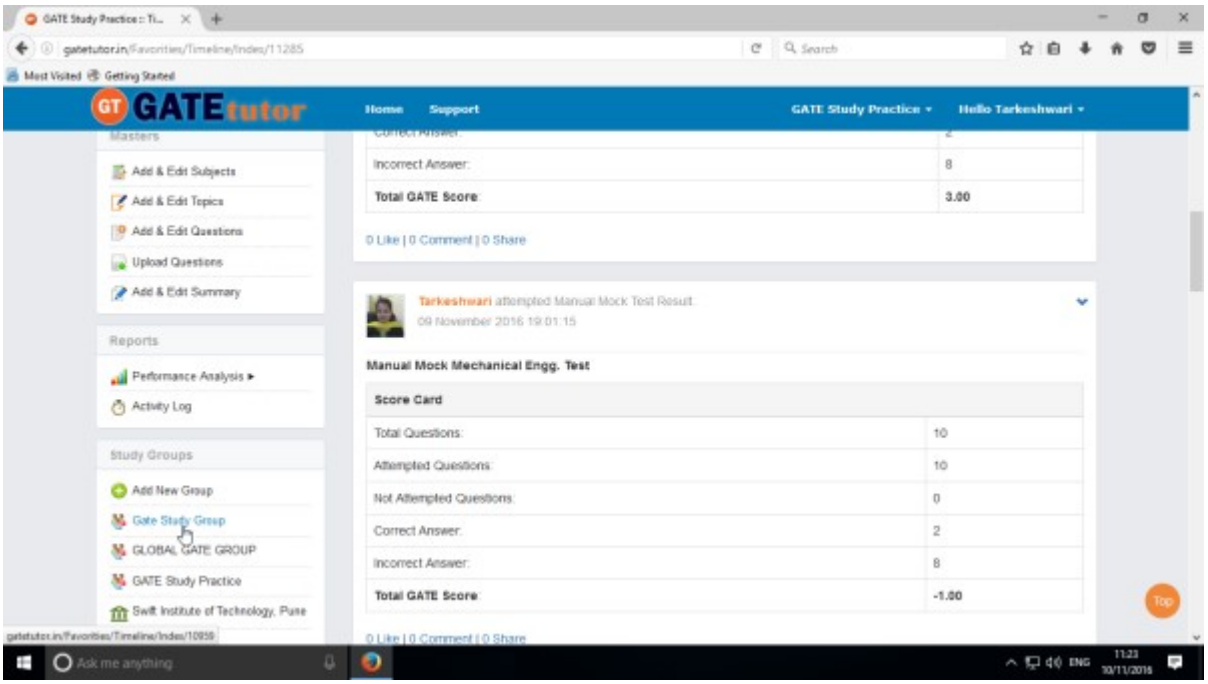
Click on "**Add New Group**" to create new global group.

(NOTE: Refer XXII. Study Group to check the process of Global Group Creation & You should be on Own Timeline to create a Global Group)

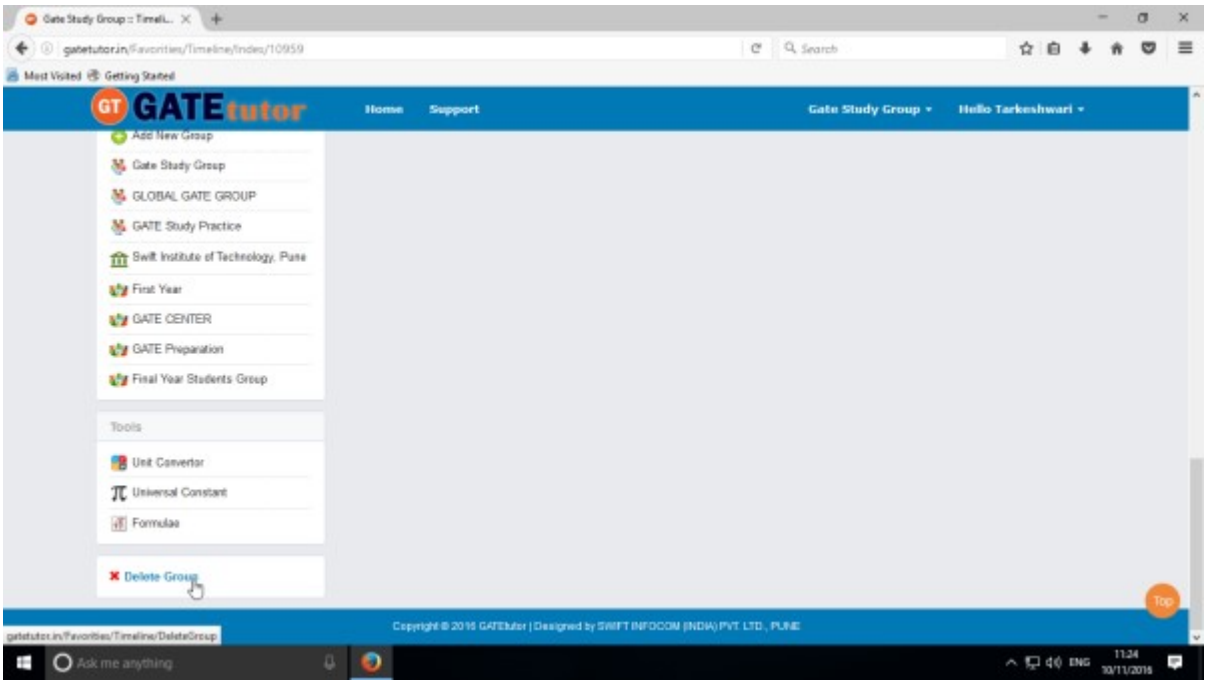
a) Delete Group

If you want to delete the group, you can delete the Group. Just go to that group timeline as follows.

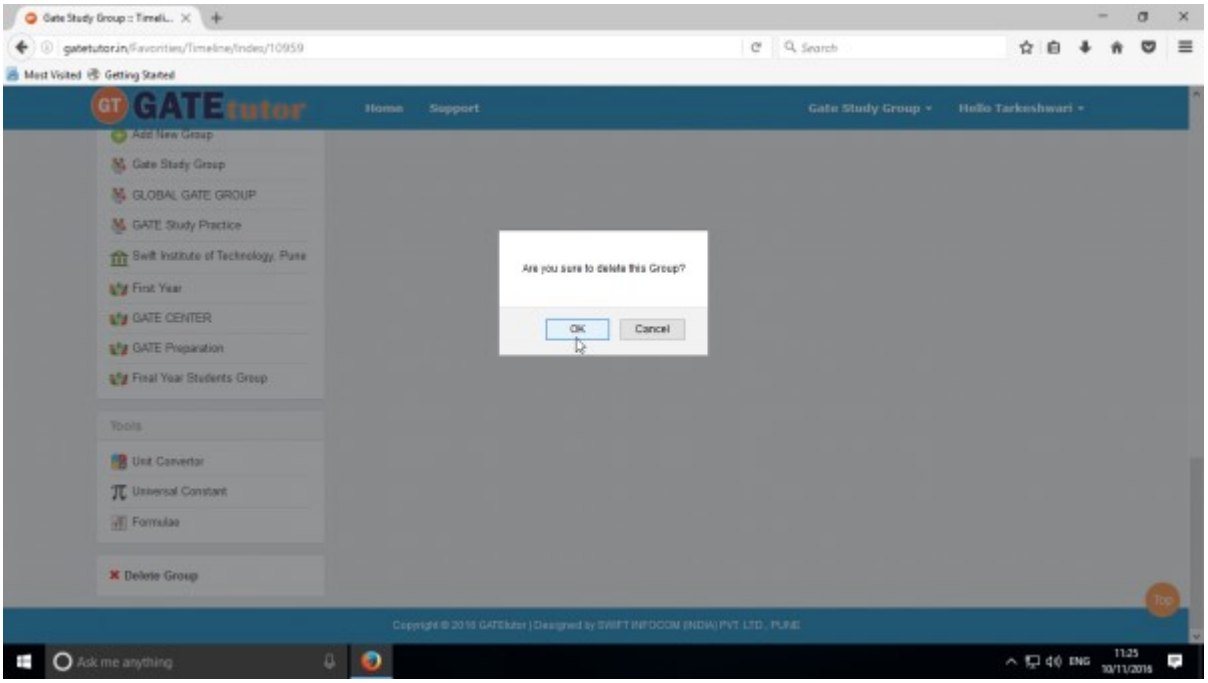
(NOTE: You can delete that group only which is created by you)



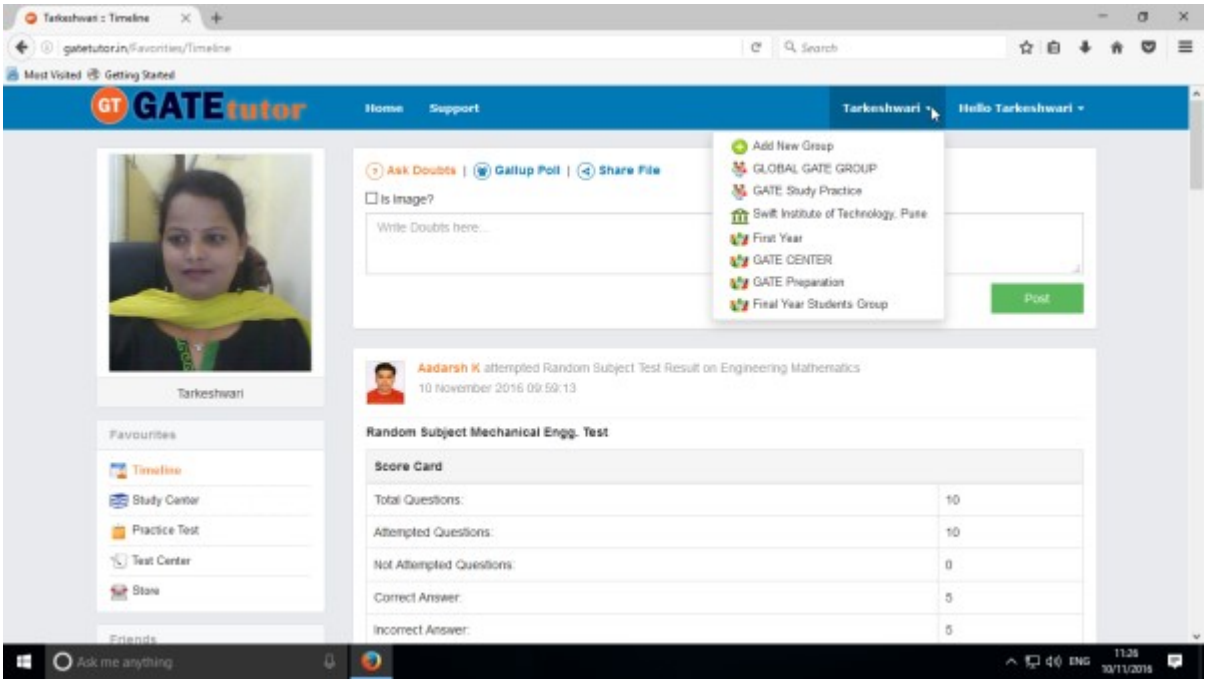
Now just click on the "**Delete Group**" option to delete the group



Click on "**Delete Group**" as shown is above image



Click on "**OK**" to delete the group.

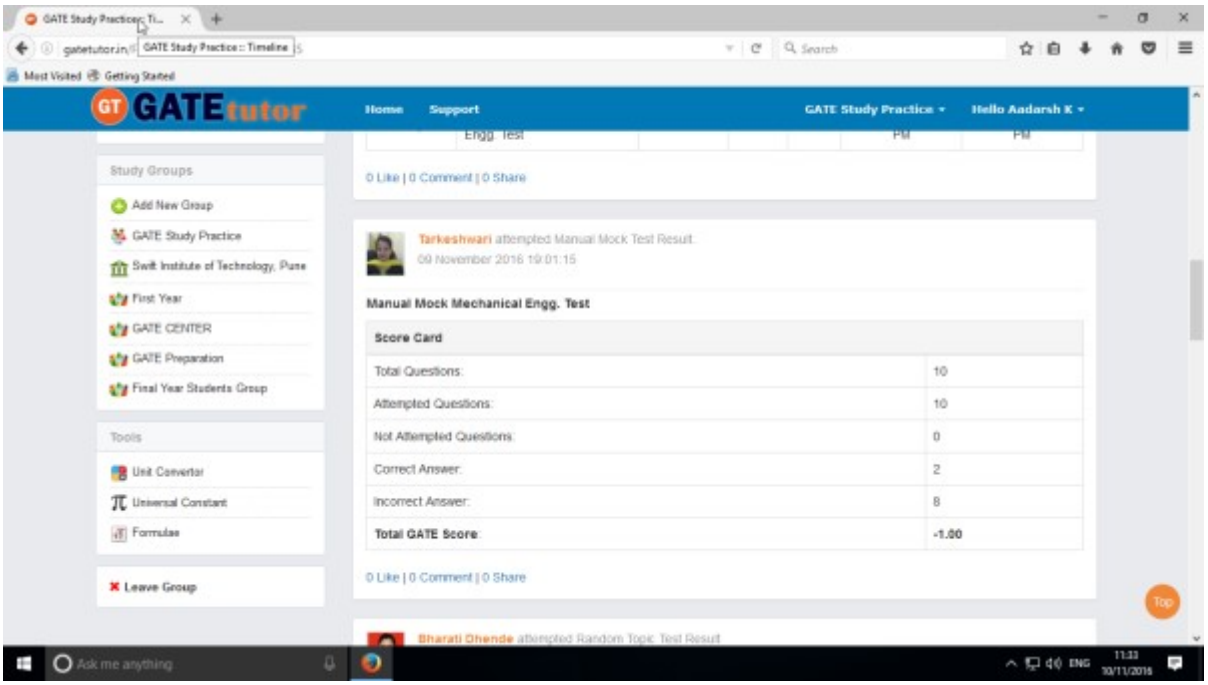


Check that the group is deleted from Study Groups & you will redirect to the own timeline.

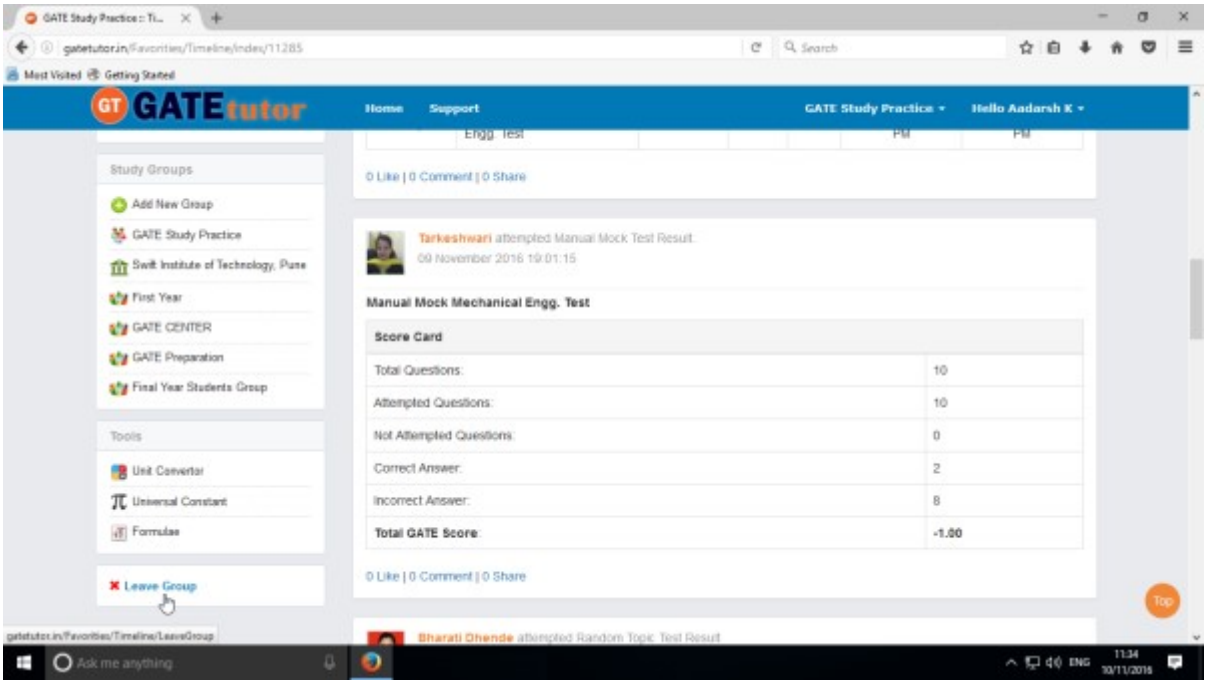
b) Leave Group

If you don't want to be in the Group, you can leave that group.

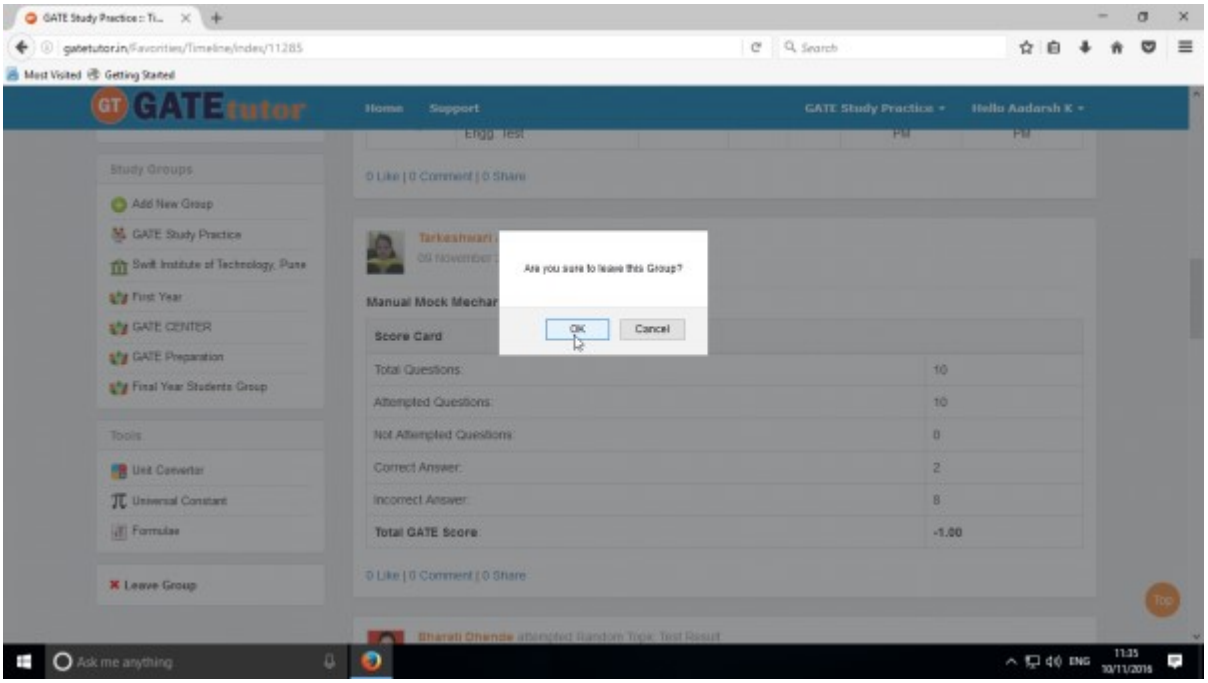
If you are added by someone of your friend or group member into the Group, then you can leave group.



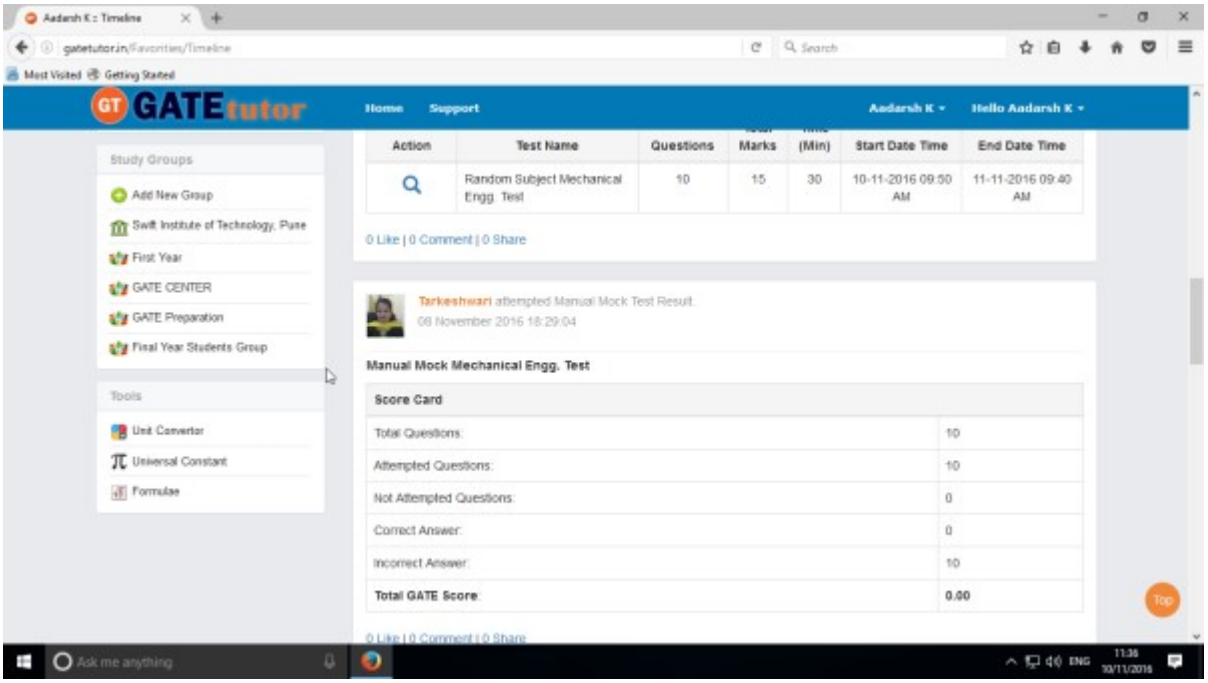
Just go to the group timeline which you want to leave.



Click on "**Leave Group**"



Click on “OK” to continue.



Check that the group is no more in the Study Groups & you will redirect to Home timeline.

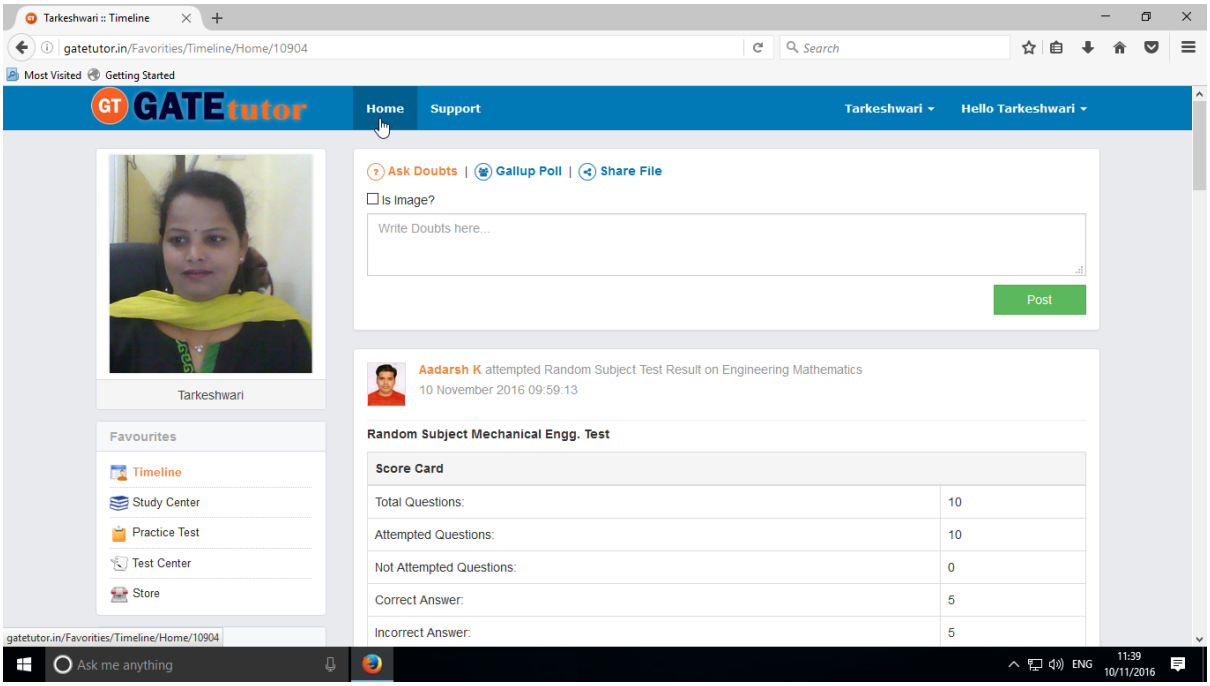
XXX. Tools

(NOTE: Refer XXIII. Tools on Own Timeline to see Tools tab)

XXXI. Home

“Home” is a central navigation to return on the timeline by just a single click. When you are using the GATEtutor & want to switch a task, you can use the “Home” button.

It is useful to switch or navigate the task internally. It navigates you to your own Timeline.

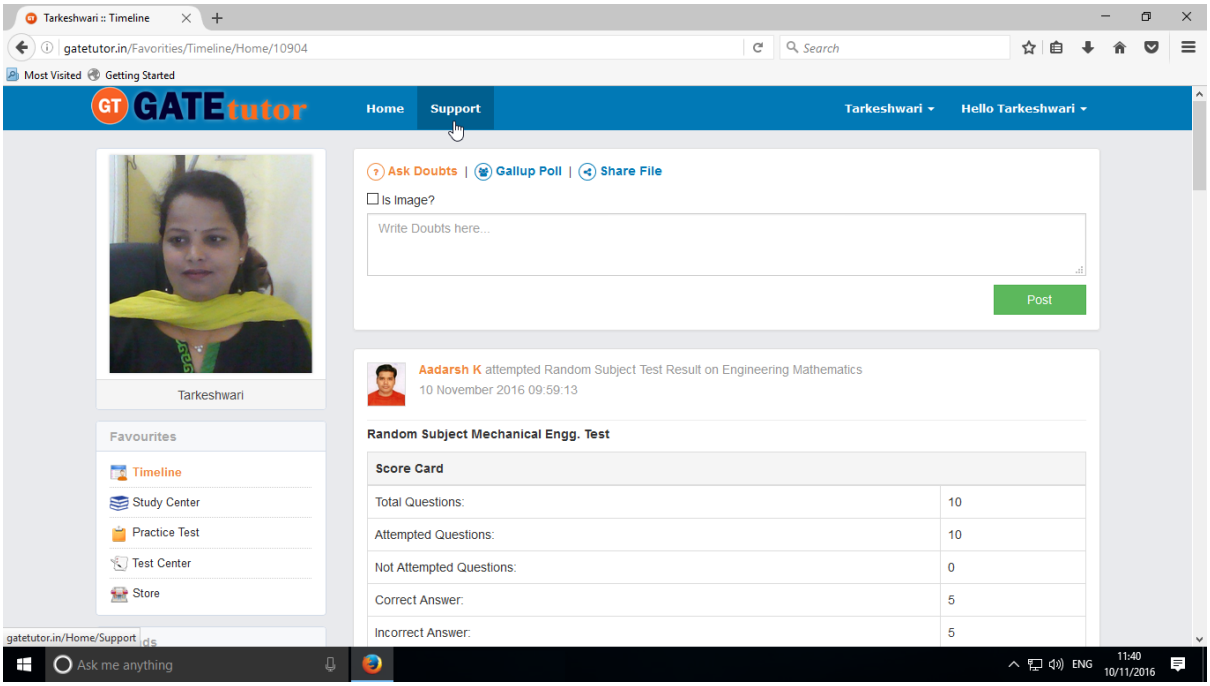


When you click on the “**Home**” you will get directed on your own timeline.

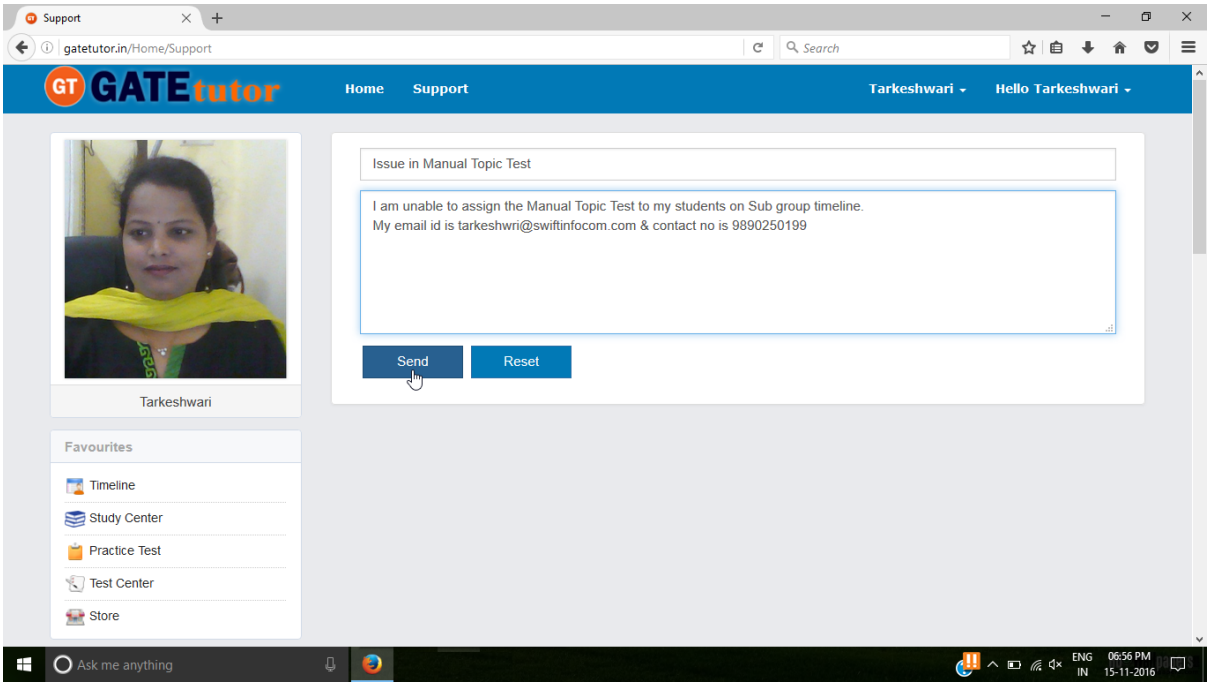
Whenever you want to check the updates on your timeline while using GATEtutor, just click on “Home”

XXXII. Support

If you found any problem while using the GATEtutor then just click on “Support”; our technical support team is here to assist you. Just click on the support to get help on issues related with GATEtutor. You can also send your suggestions to us on “Support”.

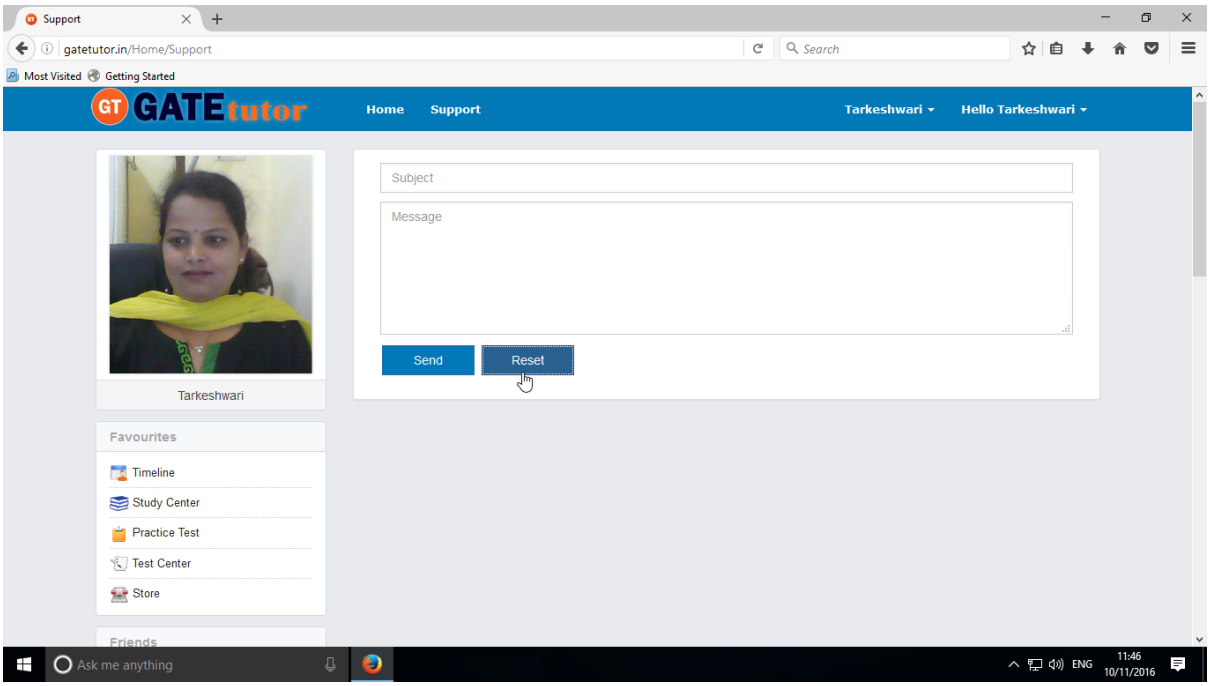


When you click on the “**Support**” you will appear the window as follows

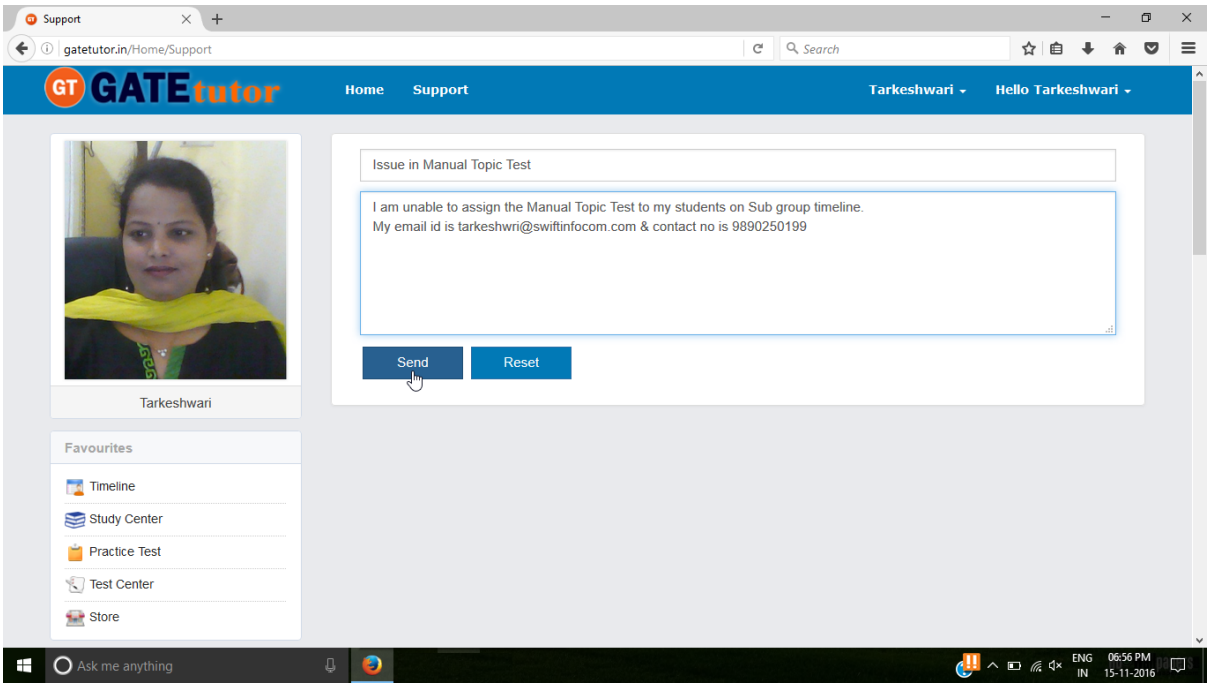


Just enter your issue in “**Subject**” and write the message in brief with your contact details like email id, contact number etc.

If you want to clear the subject & message to change or cancel, just click on the “Reset”. It will clear the subject & message both.



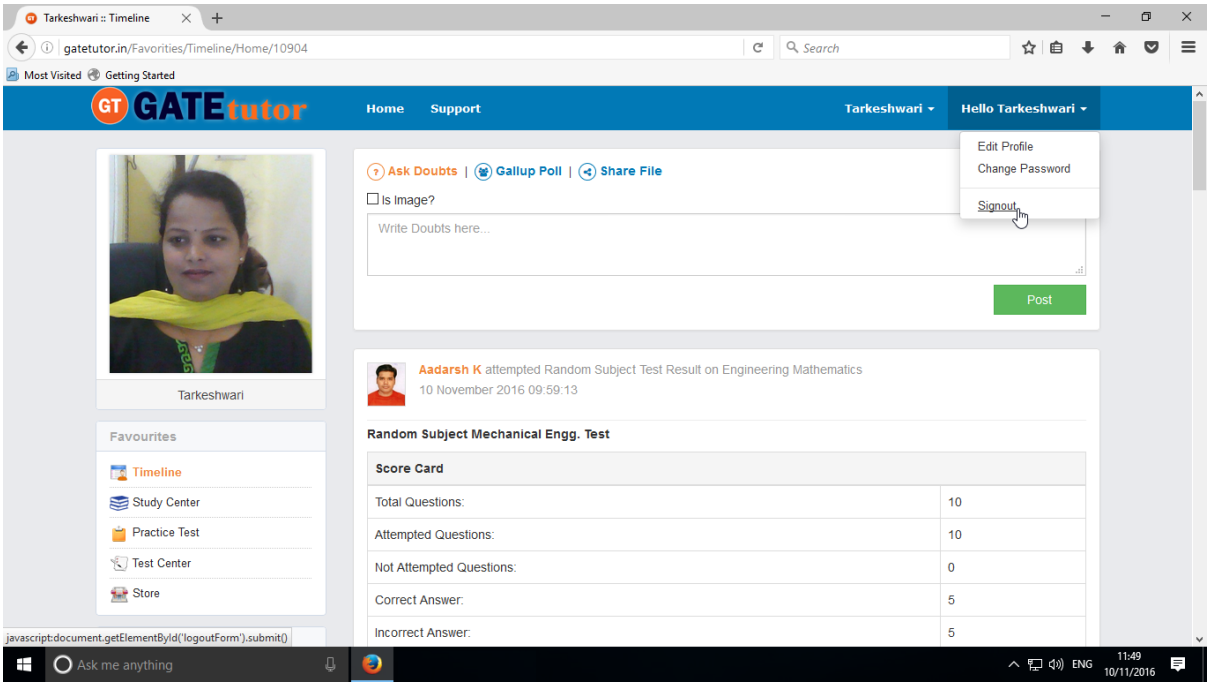
Now click on the “**Send**” to send the message to GATEtutor.



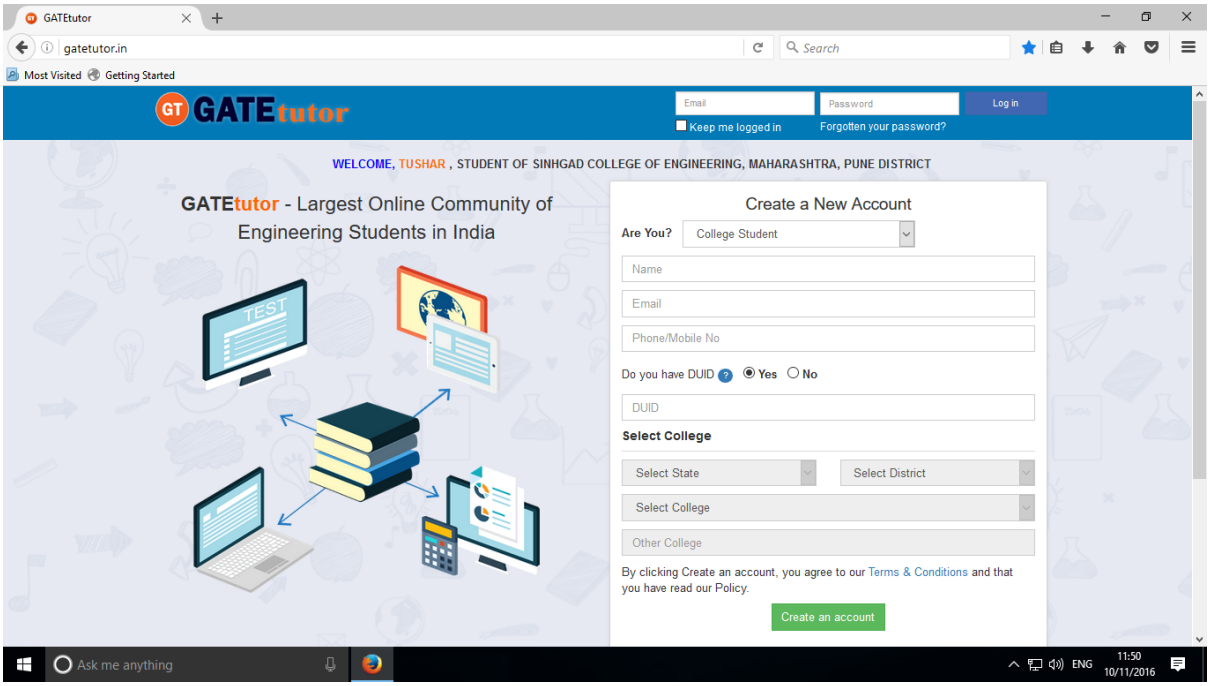
Just click on “**Send**” & your query will be sent to our support team.

Support team will contact you soon.

If you want to **“Sign Out”**, then click on Username & choose option to Sign out



You will go to the Login page again.



Thank You