

ALIVE FACULTY MANUAL

ALIVE

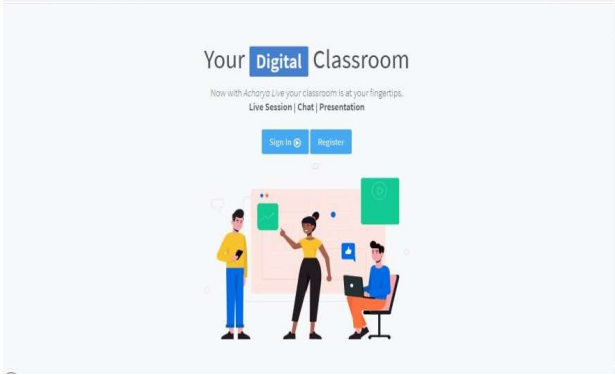
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Alive Online Classes

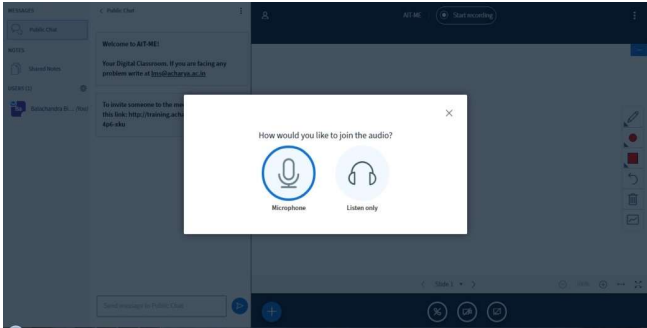
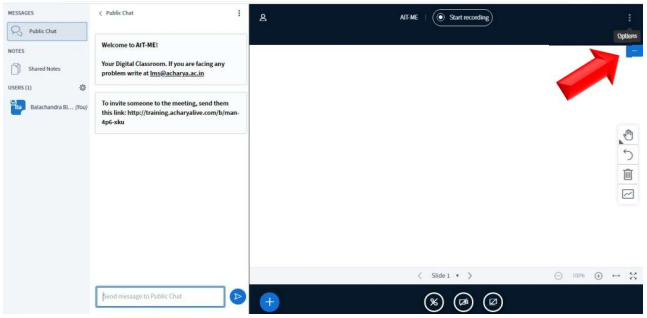
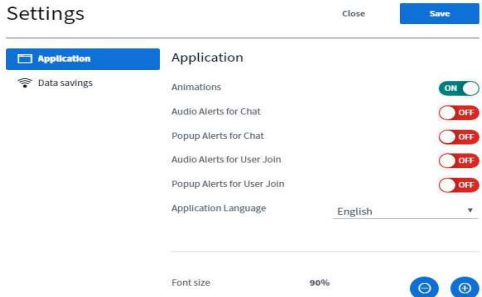
Section 1: Sign-in and Session link generation

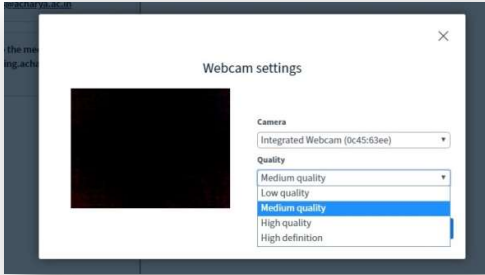
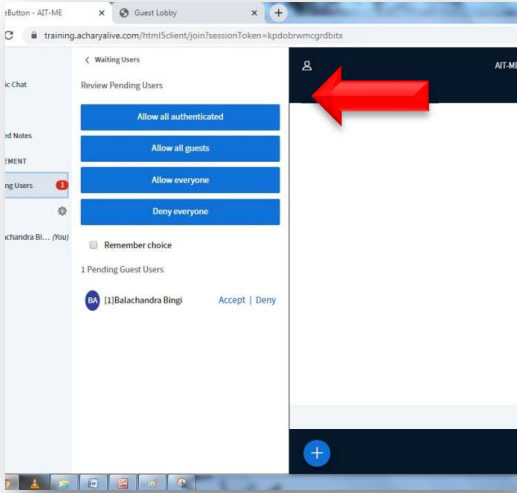
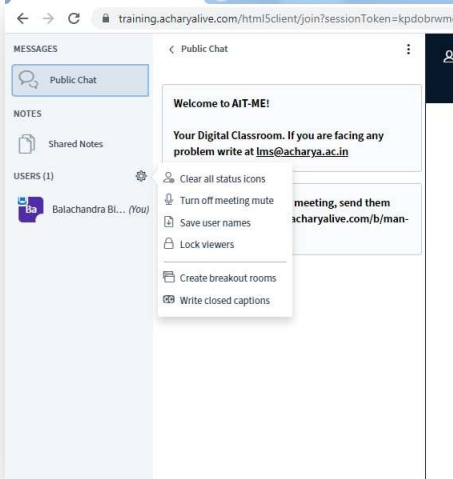
Follow these steps to log in to Alive.

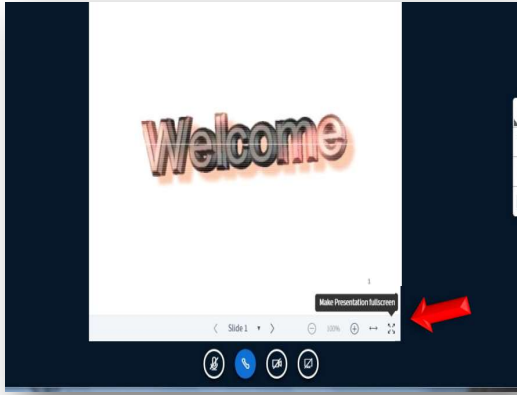
Sl. No.	Steps	Demo Screen
1	Type the URL shared with respective institutions. New users click on the Register and complete the Registration process	
2	Enter the sign-in details on the sign-in page.	
3	Click on the share button after successful login to generate a session link.	

4	Copy the session link by clicking on Copy, share it with students and start the session by clicking on “Start”	
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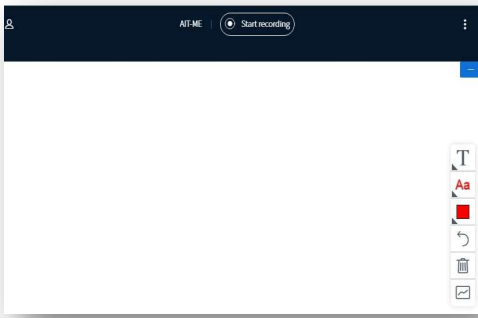
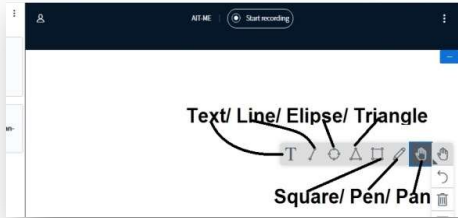
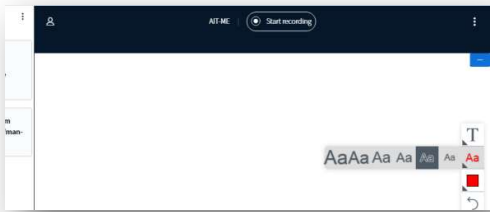
Section 2: Initial Settings Before the Commencement of Lecture

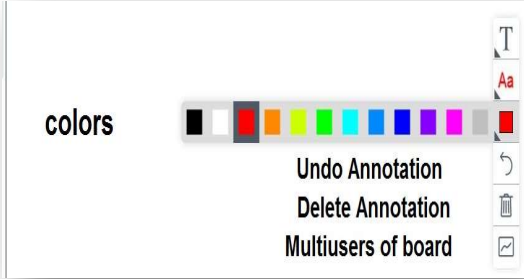
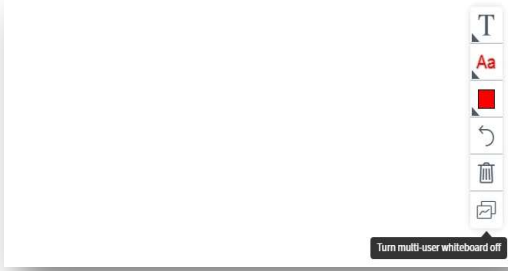
Sl. No.	Steps	Demo Screen
1	Click on the microphone icon and follow the audio-visual instruction for confirmation.	
2	Click on the options icon for settings.	
3	Settings based on the session requirement, data availability and network coverage.	

<p>4</p>	<p>Webcam settings (preferably set for low quality).</p>	
<p>5</p>	<p>Accepting the users (students) for the session and verifying the list of users.</p>	
<p>6</p>	<p>Settings options for users.</p>	

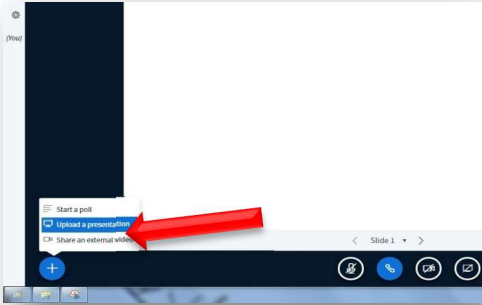
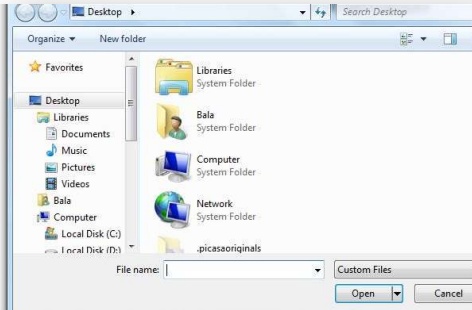
7	Set the presentation screen for full screen.	
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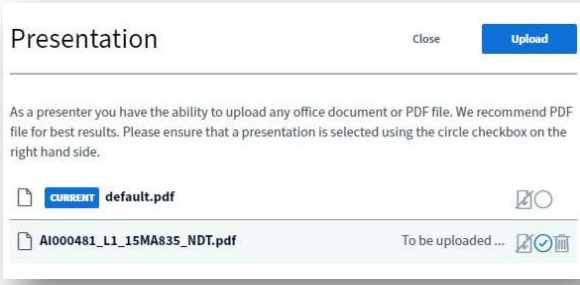
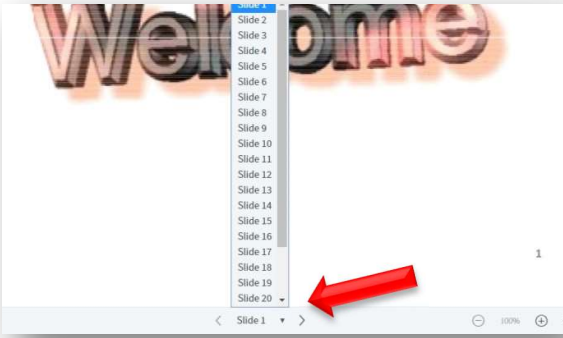
Section 3: Commencement of Session on White Board

Sl. No.	Steps	Demo Screen
1	Text/ Graphical input and editing console.	
2	Text/ Graphical/ stylus	
3	Font size selection	


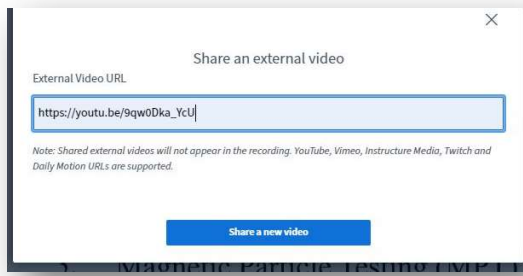
4	The font colour, Undo and Delete annotation.	
5	Add a multi-user board.	


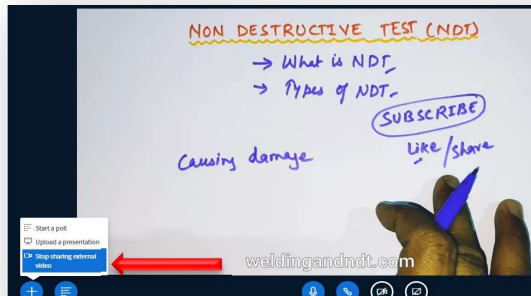
Section 3B: Commencement of the Session With a PPT

Sl. No.	Steps	Demo Screen
1	Upload PPT	
2	File selection	

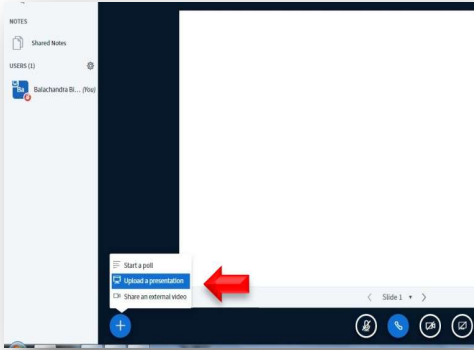
3	File upload	
4	Slide navigation	

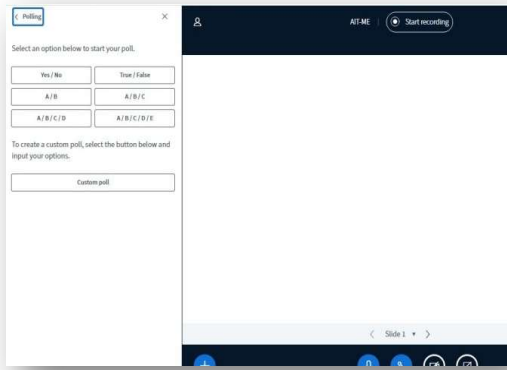
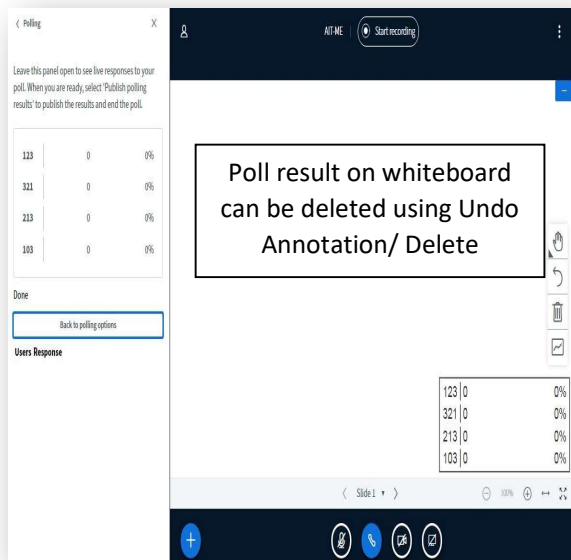
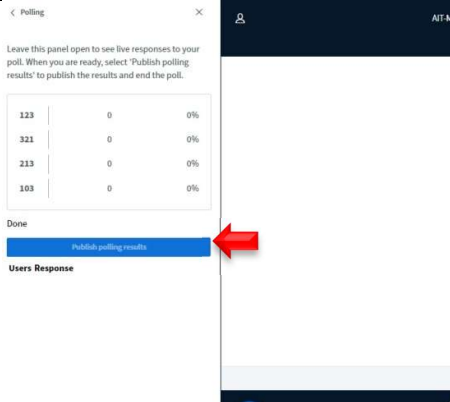
Section 3C: Commencement of the session with an external video

Sl. No.	Steps	Demo Screen
1.	Icon for external video link	
2.	Tab for uploading external video link.	

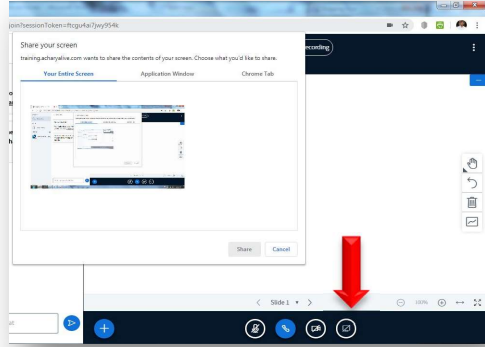
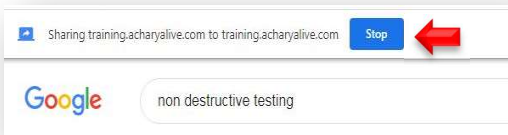
<p>3.</p>	<p>Play and Pause video like in any browser.</p>	
<p>4.</p>	<p>Stopping external video sharing.</p>	

Section 4: Conduction of Poll for feedback/agreement-disagreement/conflict in the answers/possible wrong answers students encountered due to wrong formulae, methods or improper data substitution

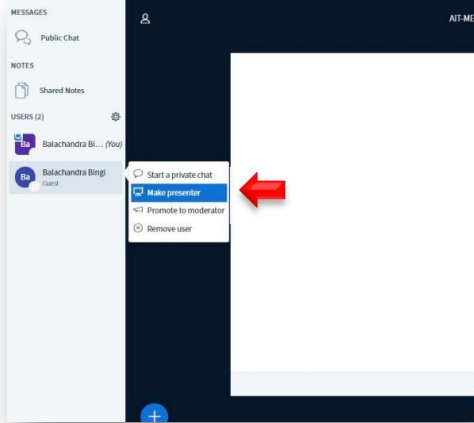
Sl. No.	Steps	Demo Screen
<p>1</p>	<p>Starting poll.</p>	

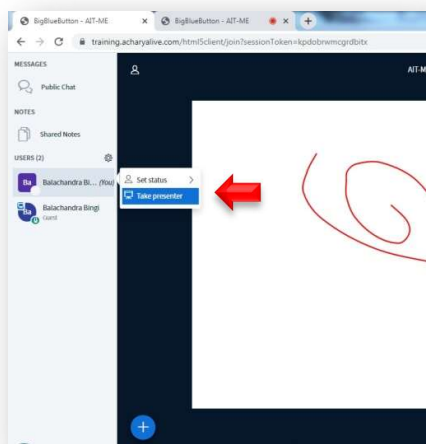
<p>2</p>	<p>Polling options as Yes/No, MCQ, True/False/ Custom.</p>	
<p>3</p>	<p>Poll results.</p>	
<p>4</p>	<p>Publish Poll result.</p>	

Section 5: Screen sharing with the users

Sl. No.	Steps	Demo Screen
1	Share Entire Screen	
2	Share Open Application screen	
3	Share Chrome/ Browser Tab	
4	To stop screen share, click on the popup alert.	

Section 6: Making User as Presenter by the host

Sl. No.	Steps	Demo Screen
1.	Assigning Presenter to user	

2.	Host presenter.	 A screenshot of a web browser displaying the Acharya Alive interface. The browser address bar shows 'training.acharyalive.com/html5client/join?sessionToken=...'. The interface includes a sidebar with sections for 'MESSAGES' (Public Chat), 'NOTES' (Shared Notes), and 'USERS (2)'. The 'USERS' list shows two users: 'Balachandra B...' and 'Balachandra Bingi'. A red arrow points to the 'Take presenter' button next to the second user. The main content area shows a white space with a red spiral drawing.
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Note:
The user/student can use this platform to present in a way similar to Host/Faculty when he/she becomes Presenter. This can be used for the presentation by the students or in small groups for the assignments.

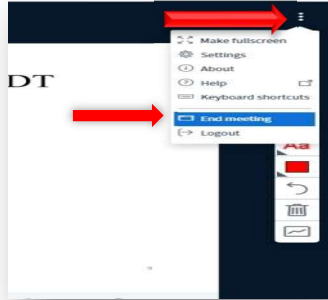
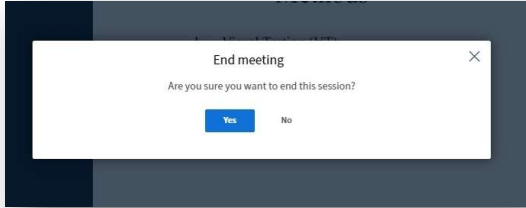
With the public, the chat host can communicate with everyone in the session and by clicking a private chat on a user, the host can communicate one on one with the student.

Shared notes can be downloaded in plain text/HTML format and can be used as the reference of salient points/ reminders for the next session for the same class.

Section 7: Some Important Keyboard Shortcuts

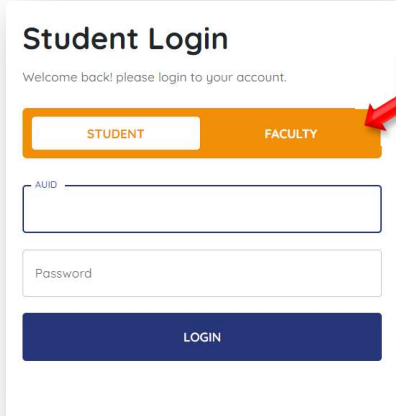
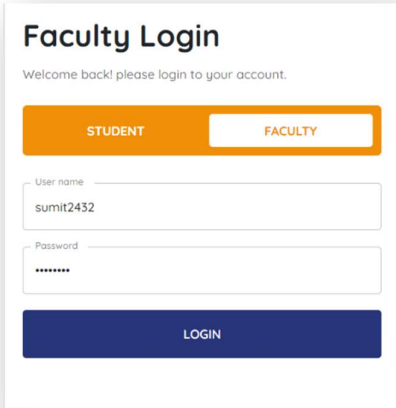
Combo	Function
Alt + O	Open Options
Alt + U	Toggle UserList
Alt + M	Mute / Unmute
Alt + J	Join audio
Alt + L	Leave audio
Alt + P	Toggle Public Chat (User list must be open)
Alt + H	Hide private chat
Alt + G	Close private chat
Alt + A	Open actions menu
Alt + S	Open status menu
Spacebar	Activate Pan tool (Presenter)
Right Arrow	Next slide (Presenter)
Left Arrow	Previous slide (Presenter)

Section 8: Ending Session

Sl. No.	Step	Demo
1	Go to the end session and click on it	
2	With Yes end the session and Sign-out from the main page	

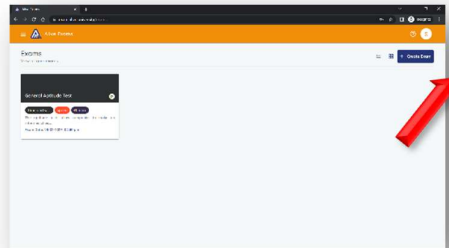
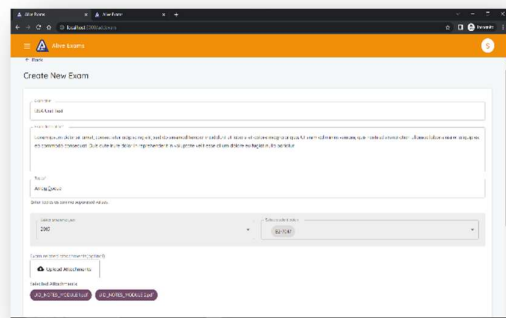
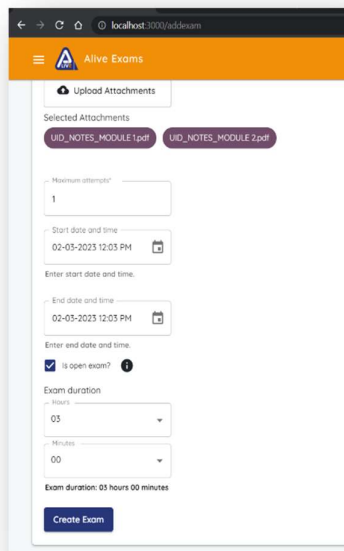
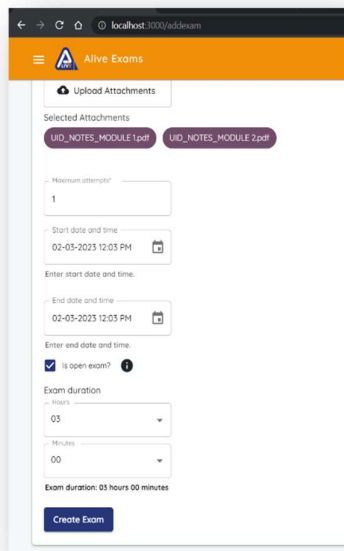
Alive Exams

Section 1: Sign in

Sl. No.	Steps	Demo Screen
1	Open up any internet browser (Windows Chrome is preferred) and access Alive exams through the URL: www.exams.alive.university	 A screenshot of the 'Student Login' page. At the top, it says 'Student Login' and 'Welcome back! please login to your account.' Below this are two buttons: 'STUDENT' and 'FACULTY'. A red arrow points to the 'FACULTY' button. Underneath are input fields for 'AUID' and 'Password', followed by a blue 'LOGIN' button.
2	The login page will be rendered once loaded. Click on the "Switch to faculty login" button on top.	
3	Fill out the login form with Alive credentials and log in.	 A screenshot of the 'Faculty Login' page. At the top, it says 'Faculty Login' and 'Welcome back! please login to your account.' Below this are two buttons: 'STUDENT' and 'FACULTY'. The 'FACULTY' button is highlighted in orange. Underneath are input fields for 'User name' (containing 'sumit2432') and 'Password' (containing '*****'). A blue 'LOGIN' button is at the bottom. A red arrow points to the 'LOGIN' button.

Section 2: Creating an Exam

Once logged in, the Exams page will be rendered where all the exams created by the faculty will be visible. A new exam can be created by following these steps.

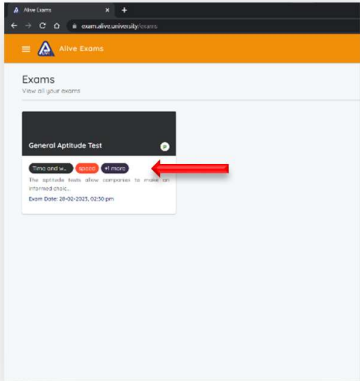
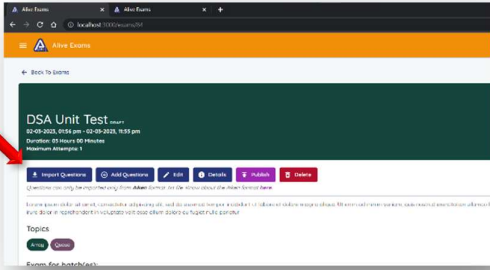
Sl. No.	Steps	Demo Screen
1	Click on the “Create Exam” button in the top right corner. On mobile devices click on the “+” Icon to create an exam.	
2	Will be redirected to the “create exam” page. Fill out all the required fields such as Exam title, Exam description, Topics for the exam, Maximum attempts allowed, Batches to which this exam is allotted (batches can be selected by selecting an academic year through the dropdown given), Exam start date and time, and Exam end date and time. Faculty can also optionally choose attachments for the exam.	 
3	The exam can be made open (Exams which will be open for a range of time and students can take them whenever they are ready within the range of time, exam duration should be specified for the open exams). By selecting the “Is Open Exam” checkbox.	
4	Once the form is filled click on create button at the	

	bottom to create a new exam.	
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Section 3: Adding Questions to the Exam

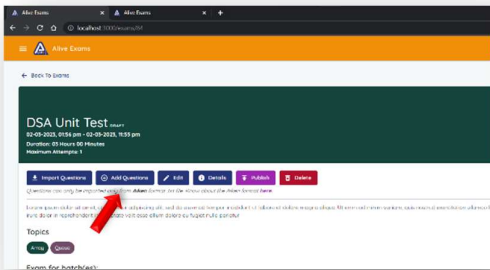
Importing Questions

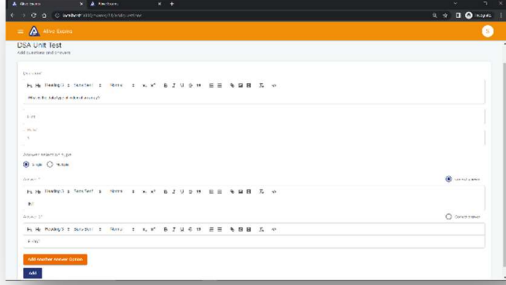
Questions can be imported from a text file which contains questions, options and answers in the [Aiken format](#). These are the steps involved in importing the question from a text(.txt) file.

Sl. No.	Steps	Demo Screen
1	Select the exam to which questions are to be imported from the exams page.	
2	Click on the “Import Question” button on the exam title’s right side.	
3	Select the Aiken format file from your device.	

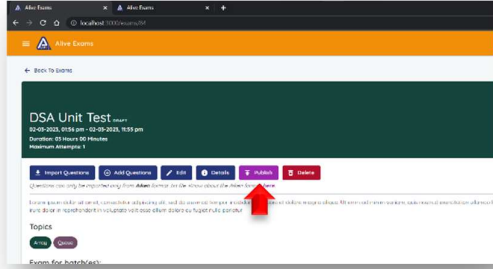
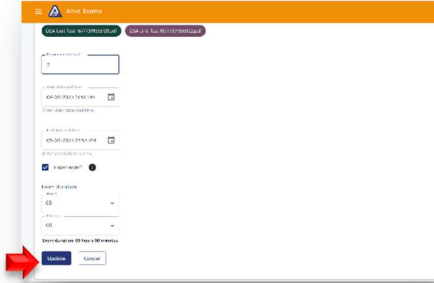
Manually Adding Questions

Questions can also be added manually through the “Add Question page”. These are the steps to be followed to add questions manually.

Sl. No.	Steps	Demo Screen
1	Select the exam to which questions are to be added.	
2	Click on the “Add Questions” button on the exam title’s right side, which redirects to a new page.	

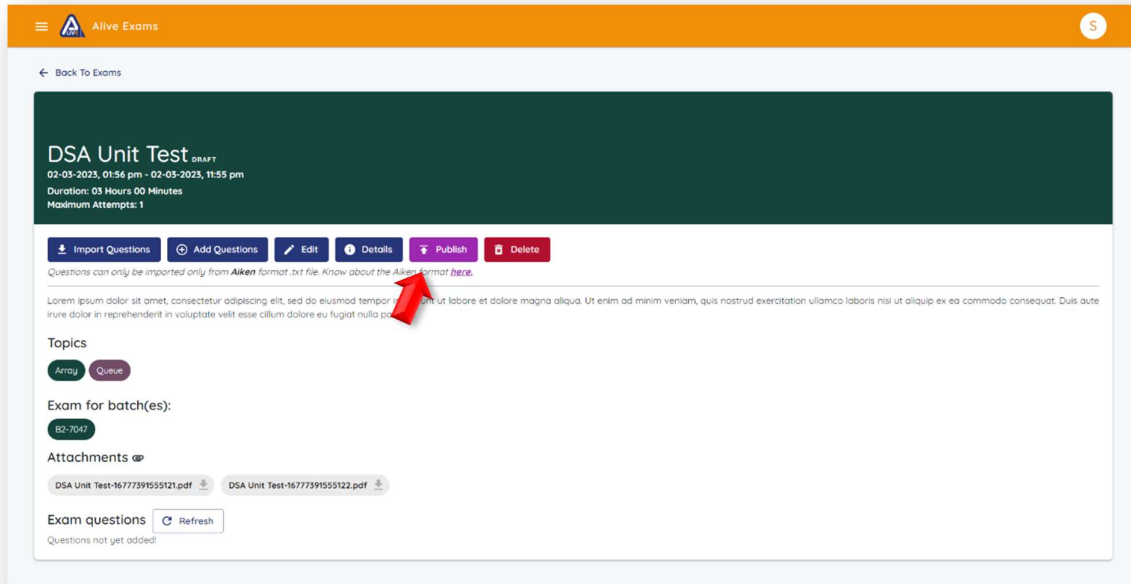
3	Fill in all the required fields such as Question, Options, Selection type, Marks allotted and Correct option for that question and click the “Add” button at the bottom.	
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Section 4: Editing an Exam

Sl. No.	Steps	Demo Screen
1	Choose the exam needed to be edited.	
2	Click on the “Edit” Button on the exam title’s right side, then will be redirected to the “Edit page”.	
3	After editing the details click on the “Update” button at the bottom.	

Section 5: Publishing The Exam

Click on the “publish” button on the exam title’s right side, and the exam will be published.
(Only after adding at least one batch and at least one question only exam can be published)

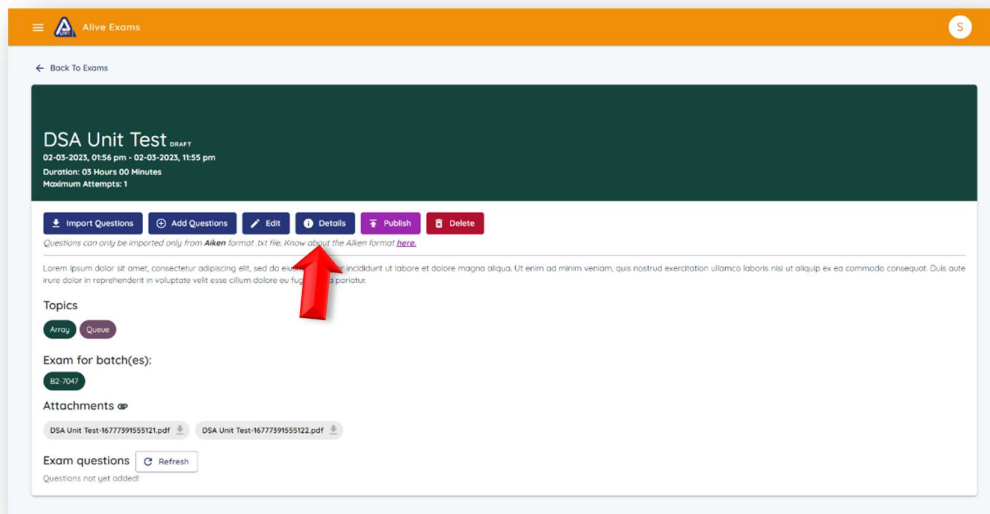


Section 6: Viewing The Participation Details of an Exam


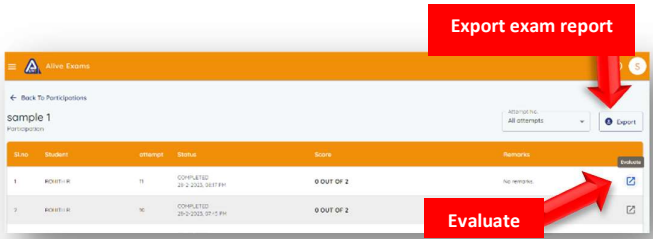
The participation details of an exam can be viewed in the following two ways.

Through Exam Page

Click on the “Details” button on the exam title’s right side. Participation details will be displayed in the tabular view.



Through Participation Page

Sl. No.	Steps	Demo Screen
1	Select the participation menu from the side drawer (which can be accessed through the hamburger menu ☰ located beside the Alive logo).	
2	On selecting participation on the side drawer, a tabular view of all exam participation details will be displayed, select an exam through the “View Details” button on the right side.	
3	Detailed information about each participant will be displayed in a tabular view. This data can be exported as a CSV file by clicking on the “Export” button	
4	Faculty can select any participation and evaluate and give remarks through the “Evaluate” button.	
5	Faculty can submit remarks on the evaluation page.	