examverse

Quick Start Guide

For Account Administrators

& Question Authors

v1.0

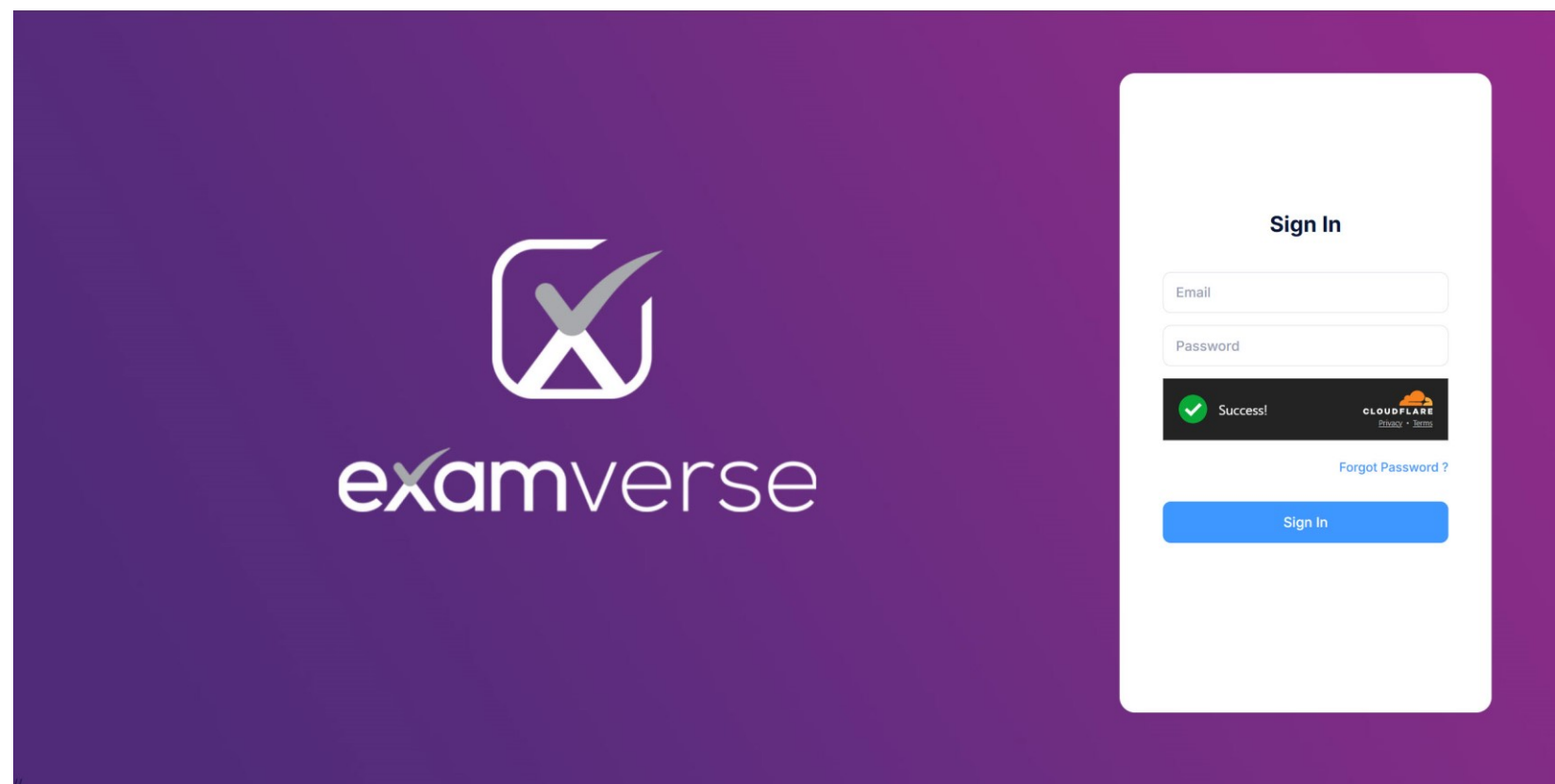# Table of Contents

Kindly continue reading, or click on a link to get directly to a specific section.

❑ Activate your Institutional account by opening the "**Welcome to 3D Organon**" email your received and clicking the **Activation Link**. Enter your email and create a password to complete the activation.

❑ You will also receive an email titled "**Examverse Order Confirmation**". Please click the Examverse link in the email (or click here) to access the platform.

Please click the link below to log in to the **Examverse** platform:
https://examverse.3dorganon.com/login

Login Credentials
Username: *your email*
Password: *created during the activation of your 3D Organon account; if you forget your password, you can reset it* here.

Cloudflare verifies human users without the need for interaction.

Sign In

Email

Password

✅ Success!   **CLOUDFLARE** Privacy · Terms

Forgot Password ?

Sign In

Note: If you experience any difficulties logging in, please contact our Customer Support Team at support@3dorganon.com.

II. Welcome to the Examverse Dashboard

Server Time: 4-Mar-2025 13:00:02 (GMT+02:00)

⚠️ This is related to the time zone your device is set to.
All exams you create will be scheduled according to this time zone.

Change your Theme (Light, Dark).

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- 🏠 Dashboard
- 👤 Admins
- 🔲 Categories
- ☑️ Questions
- ⚙️ Assessments
- 👥 Cohorts
- 📋 Reported issues

Categories you can choose from.

Welcome to Examverse Dashboard
Home - Welcome to Examverse Dashboard

Stats

🧪 **3** Cohorts

⏱️ **16** Assessments

🛡️ **33** Questions

🏛️ **4** Admins

Assessments
16 assessments of all

Blueprint
- ▸ 5 Total
- ▸ 4 Portal
- ▸ 1 App

Details

Have you created
new **Assessment ?**

Try now

George

Account Settings

Sign Out

Hello
George

Click here so you can Sign Out or change your Account Settings.

Question Bank

Create Question

Assessments

Create Assessment

The most popular options.

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Server Time: 4-Mar-2025 13:57:34 (GMT+02:00)

Admins List
Home – Admins

- Dashboard
- Admins
- Categories
- Questions
- Assessments
- Cohorts
- Reported issues

Enter an email address and search to locate an administrator.

Click on "**Actions**" to Edit permissions, Delete, or Deactivate an administrator.

Click on "**Add Admin**" to add a new administrator.

Search by name or email

Search   Reset   + Add Admin

# ⌄	EMAIL	NAME	STATUS	CREATED ON	ACTION
13	william@xyz.com	William	Active	06-Mar-2025 09:58 PM	Actions ⌄

Actions ⌄
Edit
Delete
Deactivate

1

Emails: *

Permissions
- ☑ Manage Admins module
- ☐ Manage Categories module
- ☑ Manage Assessment items (Questions) module
- ☑ Manage Assessments module
- ☐ Manage Cohorts module
- ☐ Allow the release of results to students
- ☑ View Admins module
- ☑ View Categories module
- ☐ View Assessment items (Questions) module
- ☐ View Assessments module
- ☑ View Cohorts module

IV. Adding New Administrators

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Server Time: 4-Mar-2025 13:57:34 (GMT+02:00)

Dashboard

Admins

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Questions

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Reported issues

Create Admin
Home – Admins List – Create Admin

If you need to add multiple emails, download the XML sample, fill it out, and then click "**Choose File**" to upload it.

Enter an email address to include as an Administrator.

Emails: *

william@xyz.com ×

XML Upload: *

Choose File   No file chosen

(Download Sample)

Permissions

☑ Manage Admins module
☑ Manage Categories module
☐ Manage Assessment items (Questions) module
☑ Manage Assessments module
☐ Manage Cohorts module
☑ Allow the release of results to students
☑ View Admins module
☑ View Categories module
☐ View Assessment items (Questions) module
☐ View Assessments module
☑ View Cohorts module
☑ Authority to delete Assessments

Please specify the permissions you would like to assign to the Administrator and click on "**Submit**".

Cancel   Submit

V. Add new Categories

Enhancing Curriculum Design with Categories
In Examverse, categories play a crucial role in refining and shaping your curriculum. They help organize exams by grouping related questions, ensuring that the assessment is well-structured and cohesive.

Category List
Home – Category List

Click on "**Add Category**" to create a new category.

| Search by name | | Search | Reset | + Add Category |

# ∨	TITLE	CREATED AT	ACTION
91	Semester Learning Objectives	28-Feb-2025 05:39 PM	Actions ∨
90	Learning Block Objectives	28-Feb-2025 05:39 PM	Actions ∨
89	Year Learning Objectives	28-Feb-2025 05:39 PM	Actions ∨
88	Program Learning Objectives	28-Feb-2025 05:39 PM	Actions ∨
87	Subjects	28-Feb-2025 05:39 PM	Actions ∨
86	Courses	28-Feb-2025 05:39 PM	Actions ∨

Predefined Categories.
These titles can be customized to your preference.

Dashboard
Admins
Categories
Questions
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Reported issues

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VI. Add new Questions

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Server Time: 7-Mar-2025 15:09:39 (GMT+02:00)

Click on "**Add Question**" to start adding new Questions.

Question List

Search by title

Search   Reset   Filter   + Add Question

# ∨	QUESTION TITLE	QUESTION TYPE	IMPLEMENTARION	LAST MODIFIED	ACTION
15	This is test question from the examverse superadmin	Multiple choice (MCQ)	Web, 3D Organon	17-May-2024 06:19 PM	Actions ∨

10 ∨

‹ 1 ›

VI. Add new Questions

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Dashboard

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Choose between **Web** and **3D Organon.**
- **Web:** Create questions for use in the Examverse Web portal.

Web   3D Organon

Different types of questions can be used in assessments, and each has a specific purpose and description.

Question Type

| Multiple choice (MCQ) |
| Short answer (SAQ) |
| Fill in the blank (FITB) |
| Matching (EMQ) |
| True/False (T/F) |
| Essay |
| Spotter |
| Spotter 3D |

A Multiple-choice question (MCQ) is a type of assessment item where respondents are presented with a question or incomplete statement and a list of possible answers (the options). Among the options, one or more are correct (key/s), while the remaining are incorrect (distractors). MCQs are commonly used in educational assessments because they allow for efficient testing of a wide range of knowledge, skills, and cognitive abilities, often ranging from recall to higher-order thinking, depending on the design of the question.

+ Add Question

ACTION

Actions ⌄

< **1** >

Choose a Question Type and click on "**Create**".

If you plan to include media files, please be aware of the following size limits:
• Images: maximum **5 MB**
• Videos: maximum **35 MB**

Cancel   Create

VI. Add new Questions

examverse

- **Dashboard**
- **Admins**
- **Categories**
- **Questions**
- **Assessments**
- **Cohorts**
- **Reported issues**

Web | **3D Organon**

3D Organon: For creating questions to be used within the 3D Organon software (VR or Desktop implementation).

✕

Question Type

Multiple choice (MCQ)

True/False (T/F)

Anatomy 3D

A Multiple-choice question (MCQ) is a type of assessment item where respondents are presented with a question or incomplete statement and a list of possible answers (the options). Among the options, one or more are correct (key/s), while the remaining are incorrect (distractors). MCQs are commonly used in educational assessments because they allow for efficient testing of a wide range of knowledge, skills, and cognitive abilities, often ranging from recall to higher-order thinking, depending on the design of the question.

+ Add Question

ACTION

Actions ⌄

‹ **1** ›

Cancel | **Create**

Choose a Question Type and click on "**Create**".

If you plan to include media files, please be aware of the following size limits:
• Images: maximum **5 MB**
• Videos: maximum **35 MB**

VII. Create New Assessments

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Server Time: 7-Mar-2025 16:42:39 (GMT+02:00)

Dashboard

Admins

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Reported issues

Assessment List
Home - Assessment List

Search by title

Search Reset + New Assessment

Click on "**New Assessment**" to create Assessments.

# ⌄	TITLE	ASSESSMENT DATE & TIME	PRACTICE	TYPE	STATUS	LAST MODIFIED	ACTION
			No data available				

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Server Time: 10-Mar-2025 15:49:37 (GMT+02:00)

- Dashboard
- Admins
- Categories
- Questions
- **Assessments**
- Cohorts
- Reported issues

Create Assessment

Home – Assessment List – Create Assessment

⚠️ Pick the correct time zone.

Assessment title *

Assessment Title

Timezone

(UTC) Coordinated Universal Time ⌄

(UTC) Coordinated Universal Time ✓
(UTC-01:00) Cabo Verde Is.
(UTC-01:00) Azores
(UTC-03:00) Saint Pierre and Miquelon
(UTC-03:00) Salvador
(UTC-03:00) Punta Arenas

Date & Time (Set assessment start time)

Date & Time 📅

Target platform * ⓘ

◉ Web   ◯ 3D Organon

nual Release

- **Web**: For assessments on web browsers, accessible across devices without additional software.
- **3D Organon**: For assessments within the 3D Organon platform, leveraging immersive 3D visualization.

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- Dashboard
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Total available points ⓘ

0

Click on "**Add Questions**" to select the questions you want to include in the assessment.

Attached Questions

Add Questions

NO.   QUESTIONS   REMOVE

Cancel   **Save**

VIII. Create Practice Assessments

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Server Time: 10-Mar-2025 16:06:00 (GMT+02:00)

- Dashboard
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- **Assessments**
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Create Assessment

Home – Assessment List – Create Assessment

Assessment title *

Assessment Title

Target platform * ⓘ

● Web   ○ 3D Organon

Results release *

○ Release immediately at assessment completion   ○ Release date & time   ● Manual Release

☑ Practice Assessment with open time access ⓘ

This exam will automatically terminate 180 days after its creation.
You can manually terminate the exam at any time by pressing the
'Terminate' button.

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Server Time: 10-Mar-2025 16:38:20 (GMT+02:00)

Dashboard

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Cohort List
Home - Cohort List

Click on "**Add Cohort**" to create a new cohort and select the students to include.

Search by name

Search   Reset   + Add Cohort

# ∨	NAME	LAST MODIFIED	ACTION

No data available

< >

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Server Time: 10-Mar-2025 16:50:44 (GMT+02:00)

Dashboard

Admins

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Questions

Assessments

Cohorts

Reported issues

Create Cohort

Home – Cohort List – Create Cohort

Search to add students, upload an XML file with
student emails, or enter student emails one by one.

Name *

Test Cohort 1

Student Emails *

Search for Students

Choose XML file   No file chosen

Type student emails

(Download Sample)

Linked Assessments

Search for Assessments

Cancel   Save

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Server Time: 10-Mar-2025 16:56:46 (GMT+02:00)

- Dashboard
- Admins
- Categories
- Questions
- Assessments
- Cohorts
- **Reported issues**

Reported Issues List
Home – Reported Issues

Search by assessment name or email

Search   Reset

# ⌄	ASSESSMENT	STUDENT EMAIL	ISSUE	CREATED AT	ACTION
		No data available			

Students can click a button while taking the assessment to report an issue. These issues will be listed here. The Super Administrator can respond to the issue, and the student will receive the answer via email.

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v1.0