

UPLOAD EXAMINATIONS ON THE EXAMINATION PLATFORM OPAL EXAM@TUD FROM THE STUDENTS' PERSPECTIVE

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Created by:

Center for Interdisciplinary Learning and Teaching (ZiLL)

Digital Learning and Teaching Team

E-mail: elearning@tu-dresden.de

Contact for technical questions:

Service desk first-level-support

E-Mail: elearning@tu-dresden.de

Tel.: 0351 463-34942

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These instructions describe the procedure for uploaded final examinations on the OPAL Exam@TUD examination platform from the students' perspective. The OPAL course module Task is used for this purpose.

The final examination normally proceeds in the following steps:

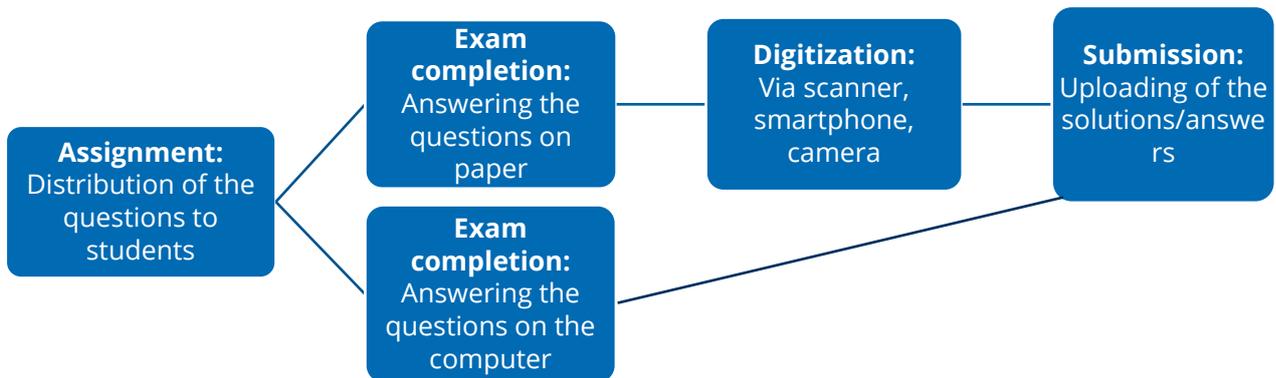


Figure 1: Final examination procedure

Grades can be assigned, final examinations can be viewed, and sample solutions can be provided via the examination platform; these features are not used in all examinations and, therefore, are omitted in these instructions.

Notes:

- Use the most current version of **Google Chrome** or **Mozilla Firefox**.
- We recommend **disabling** any existing **adblockers** in the browser if possible or to allow exceptions for OPAL Exam@TUD. Adblockers can interfere with server communication, which can lead to incalculable effects, including the case of data not being transmitted.

1. Examination Access

You will receive a link to your examination from your test proctor.

Please note: Using the OPAL Exam@TUD examination platforms requires a valid ZIH login and a [second security feature \(second factor\)](#).

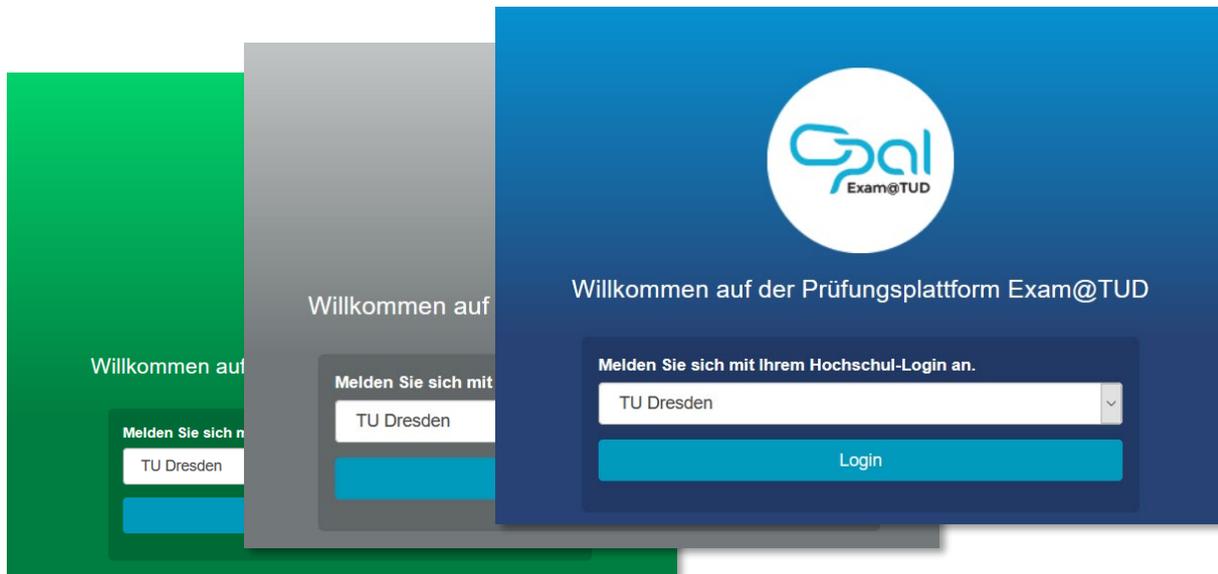


Figure 2: Login pages for the OPAL Exam@TUD examination platforms

After you log in on examination day, you should be able to access the examination course. This course or the examination may not have been released yet, as group and/or date restrictions may have been set up (Figure 3).

Informationen zum Zugang

- Dieser Inhalt ist freigegeben von **11.08.2020 11:10 Uhr** bis **11.08.2020 12:40 Uhr**.
- Dieser Inhalt ist nur für Mitglieder der Gruppen "**Prüfungssteuerung Gruppe A**", und "**Prüfungssteuerung Gruppe B**" freigegeben.

Dieses Kurselement ist nicht zugänglich.

Figure 3: Restricted access

In addition, you should be registered in a learning group for the examination, so that the examination is listed under "Exams > My Courses > Actively Enrolled." Contact your proctor if this is not the case.

2. Question Assignment

The assigned questions will be released in the task module from the start time of the final examination. Refresh the browser (F5) if necessary. You will find your task in the *Your Task* area (Figure

4). Please note, that it is possible, that the proctor provides several documents or file formats for your task. Click on one file to download and open it.

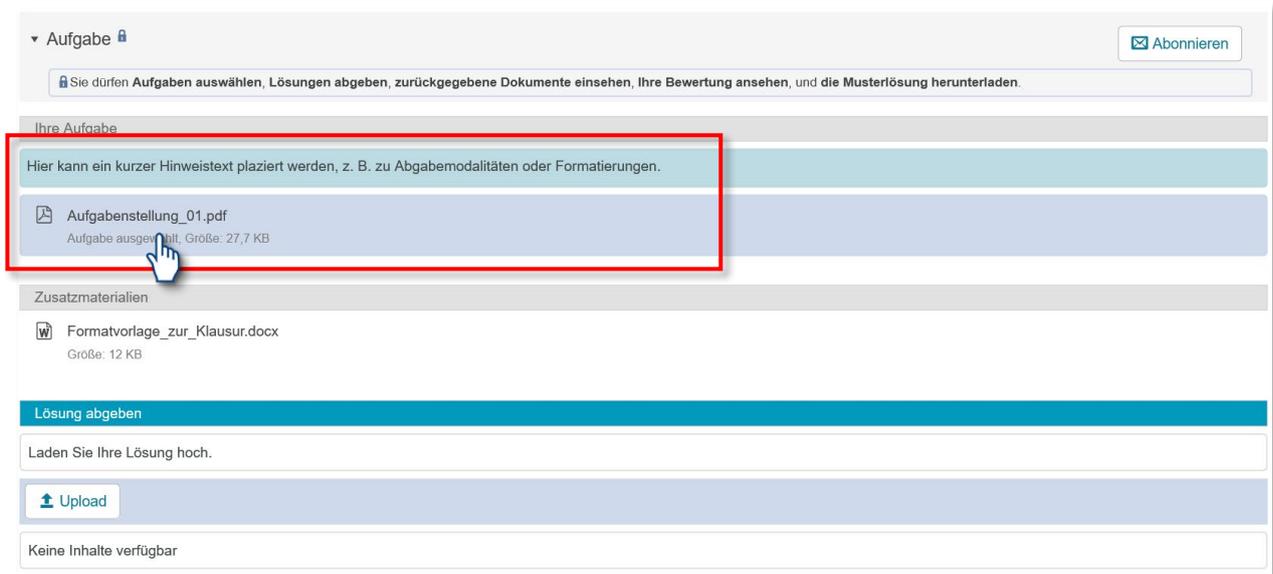


Figure 4: View after question assignment

3. Additional Materials

Besides the question assignment further documents can be provided by the proctor, e. g. style sheets or additional information. If additional materials are available you will find these in the corresponding section.

4. Completion of Questions/Tasks

You can now work on the questions/tasks in the allotted time. Plan on setting aside a few minutes at the end for uploading and digitizing if necessary.

The proctors will tell you in advance how the questions are to be answered. Depending on the task assignment/question type, the following variants are possible.

- **Processing on a PC:** You answer the question directly in the task document or in a new file with the specified software.
 - It is best to use a PC/laptop for this purpose. In principle, it is possible to complete the examination on a tablet, but it is best to test whether your device meets the technical requirements for completing the exam during the mock examination.
 - If allowed by the test proctors, writing/drawing by pen on the tablet is also possible.
 - Save your work regularly to avoid data loss. When you are done answering, make a final save of the file on your device.
 - Pay attention to the specifications provided by the proctors. Converting text documents to PDF format is recommended.
- **Processing on Paper:** Answers are handwritten on paper and must then be digitized.
 - You can use a scanner or smartphone/digital camera for digitizing. Make sure your device is ready to use for the examination.

- The image should capture the entire answer sheet and be sharp and well lit. Briefly check readability before uploading.
- The files should not be too large, otherwise the upload can take a long time. To do this, adjust your capture settings if necessary or downsize the files using a suitable tool. An image size of about 1 MB is usually sufficient.
- Familiarize yourself in advance with how to achieve digitization with suitable quality and, if necessary, with how to transfer the files to your computer, so that you need as little time as possible to complete the process during the examination. When using an internet capable device for recording, the upload to OPAL can also be done directly via the device's browser.
- Pay attention to additional specifications given by the test proctors, e.g., for the labeling of the pages.

5. Solution Submission

Allow enough time for submission and make sure you **start and finish the upload within the access time** (see Figure 3).

Uploads that have been started will not be accepted after the access time ends and it is no longer possible to upload more files after that point. Therefore, where applicable, select all files for upload at the same time.

When you are done answering, you can upload your answers to the task module. If inactive for a longer time, refresh your browser to ensure you are still logged in.

Clicking on "Upload" in the "Submit Answers" section (Figure 5) will take you to the *Upload Files* dialog.



Figure 5: Area for uploading the answer files

You can select one or more files of any format via *Select Files* or through drag and drop (Figure 6). The **maximum size** of the upload folder is **307 MB**. Finally, click **Upload**; only then will uploading to the platform start.



Figure 6: Upload files dialog

A progress bar indicates the upload progress for each file (Figure 7). The *Upload Files* dialog is closed automatically after completion.

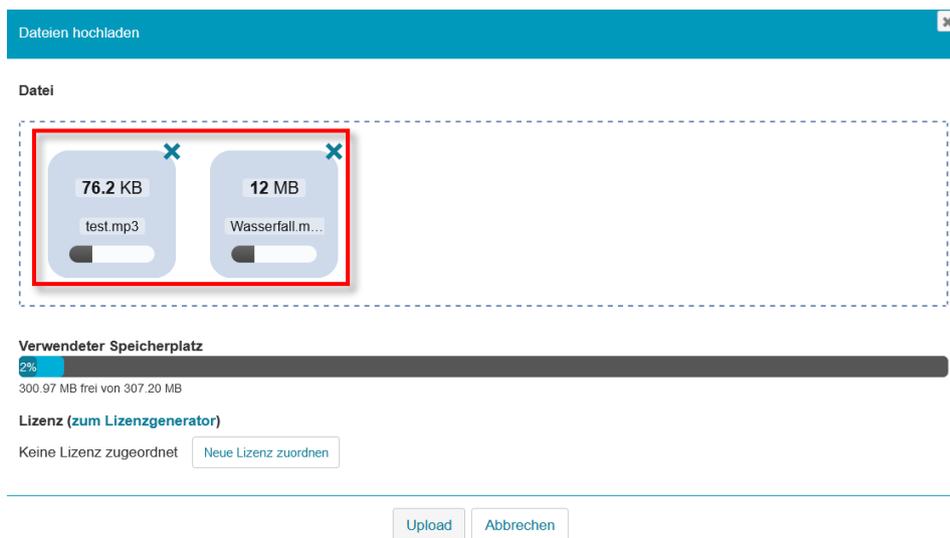


Figure 7: Upload progress bar

The submitted documents are now in your personal upload folder (Figure 8). You can upload additional documents as described above. You can click on the pen icon to customize the title of the file. Deleting the files (trash can icon) is only possible if the test proctors have allowed this.



Figure 8: Display after uploading the answer files

6. Hand Confirmation via E-mail

By default a confirmation e-mail for the file submission will be sent automatically to your e-mail address stored in OPAL Exam@TUD (Figure 9).

For that reason check your mail box disk space in advance. After submitting your solution check your mailbox for the confirmation e-mail and contact your proctor if you don't receive the e-mail.

Keep the confirmation e-mails for purpose of documentation.



Figure 9: Submission confirmation e-mail (optional)