



examverse

Quick Start Guide

For Account Administrators

& Question Authors

v1.0

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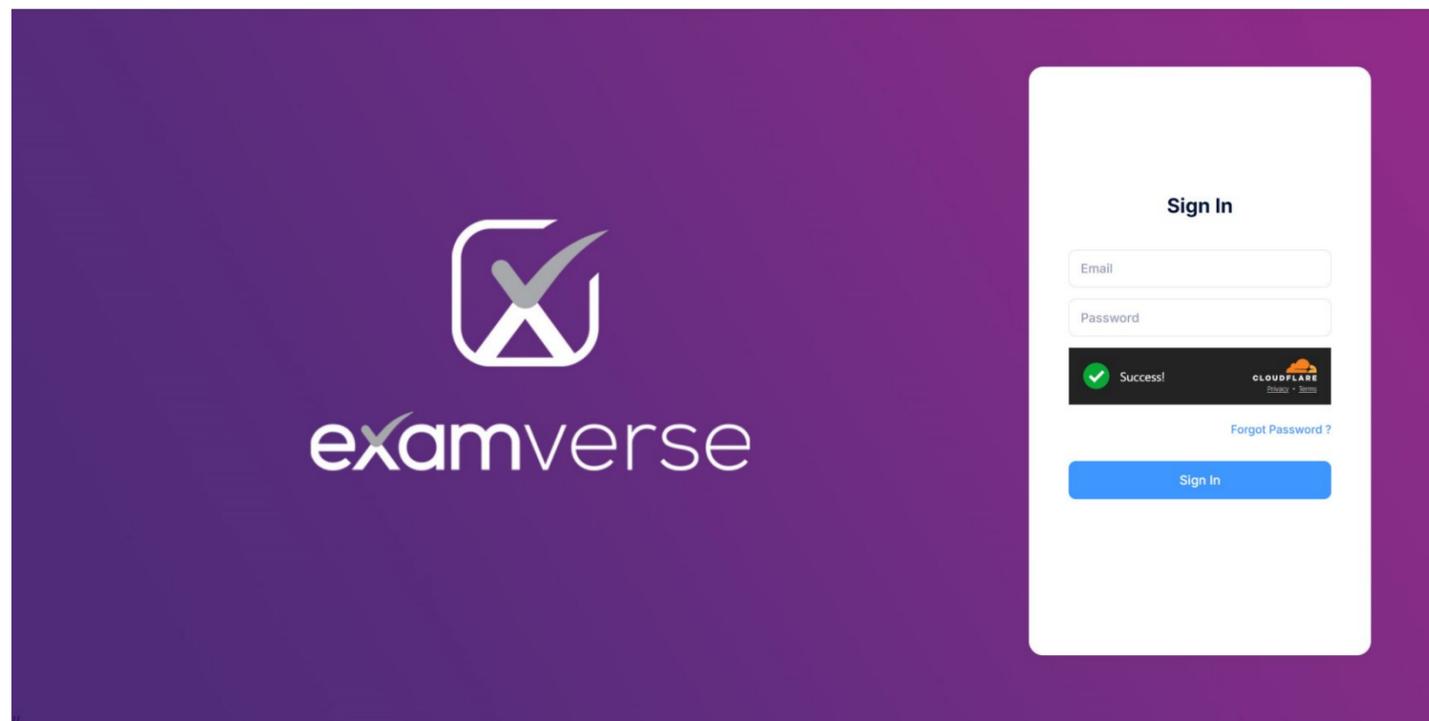
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I. Account Activation and Login to the Examverse Platform



- ❑ 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>



Sign In

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.

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

II. Welcome to the Examverse Dashboard



examverse

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).

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  1 App
 4 Portal

[Details](#)



Have you created new Assessment ?



[Try now](#)

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

Categories you can choose from.

 **George**

[Account Settings](#)

Sign Out

 Hello **George**

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

[Question Bank](#)

[Assessments](#)

[Create Question](#)

[Create Assessment](#)

The most popular options.

III. Viewing the Admins List



- Dashboard
- Admins**
- Categories
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Admins List

Home - Admins

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

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

Actions

- Edit
- Delete
- Deactivate

IV. Adding New Administrators



Dashboard

Admins

Categories

Questions

Assessments

Cohorts

Reported issues

Create Admin

Home - Admins List - Create Admin

Emails: *

william@xyz.com x

Enter an email address to include as an Administrator.

XML Upload: *

Choose File

No file chosen

[\(Download Sample\)](#)

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

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



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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

Search by name

Search

Reset

+ Add Category

Click on "Add Category" to create a new 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.

VI. Add new Questions



Dashboard

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Question List

Home - Question List

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

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 a Question Type and click on "Create".

Choose between **Web** and **3D Organon**.

- Web:** Create questions for use in the Examverse Web portal.

Question Type

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

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

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.

Cancel Create

+ Add Question

ACTION

Actions v

< 1 >

VI. Add new Questions



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Choose a Question Type and click on "Create".

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.

Cancel Create

+ Add Question

ACTION

Actions v

< 1 >

VII. Create New Assessments



Dashboard

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Reported issues

Assessment List

Home - Assessment List

Click on "New Assessment" to create Assessments.

Search by title

Search

Reset

+ New Assessment

#	TITLE	ASSESSMENT DATE & TIME	PRACTICE	TYPE	STATUS	LAST MODIFIED	ACTION
---	-------	------------------------	----------	------	--------	---------------	--------

No data available



VII. Create New Assessments



- 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

- 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.

VII. Create New Assessments



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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



Dashboard

Admins

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Reported issues

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.

IX. Add Cohorts



Dashboard

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Cohort List

Home - Cohort List

Search by name

Search

Reset

+ Add Cohort

#

NAME

LAST MODIFIED

ACTION

No data available



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

IX. Add Cohorts



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

Create Cohort

Home - Cohort List - Create Cohort

Name *

Test Cohort 1

Student Emails *

Search for Students



Choose XML file

No file chosen

[\(Download Sample\)](#)

Type student emails

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

Linked Assessments

Search for Assessments



Cancel

Save

X. Reported issues



Dashboard

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Reported Issues List

Home - Reported Issues

#	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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