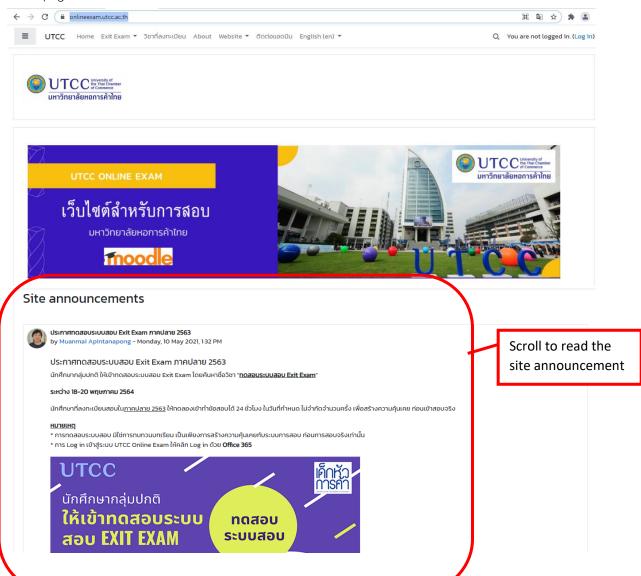
## Guideline for UTCC Online Examination (LMS/Moodle System)

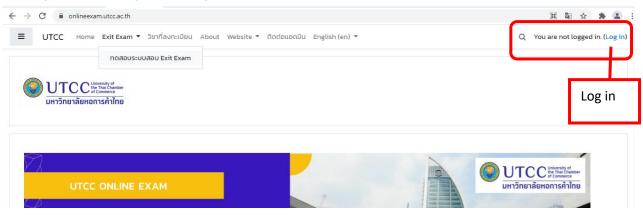
1. Open Internet Browser and type URL <a href="https://onlineexam.utcc.ac.th/">https://onlineexam.utcc.ac.th/</a> or scan QR Code as follows: (supported devices: PC, Notebook, Smartphone, iPad และ Tablet)



Home page of UTCC Online Exam website is shown as follows:



2. To log in, click on "Log in" at the right-top corner.



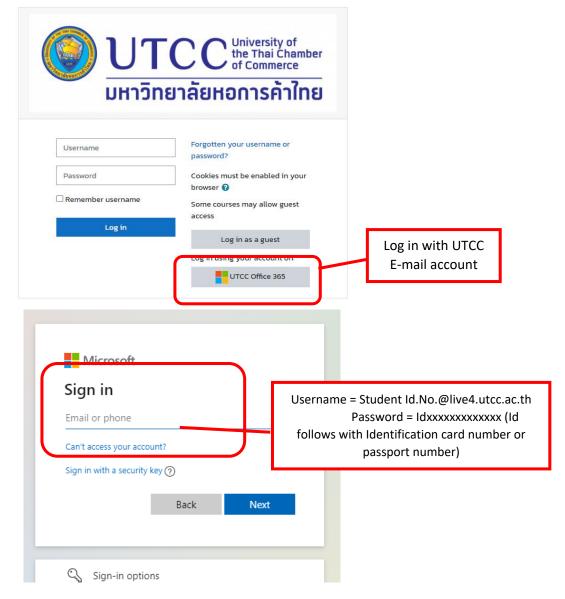
3. At Log in page, select UTCC Office 365 and log in with students' username ang password (UTCC E-mail account).

Username = Student Id.No.@live4.utcc.ac.th

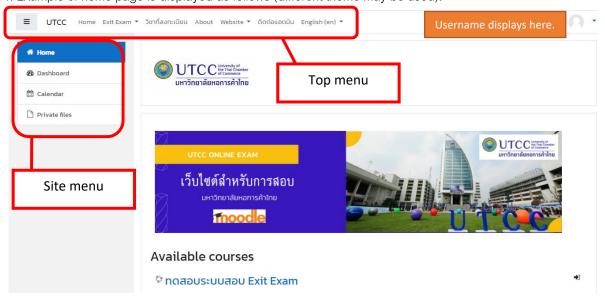
e.g. 5901111009@live4.utcc.ac.th or 1801101010019@live4.utcc.ac.th

Password = Idxxxxxxxxxxxx (Id follows with Identification card number or passport number)

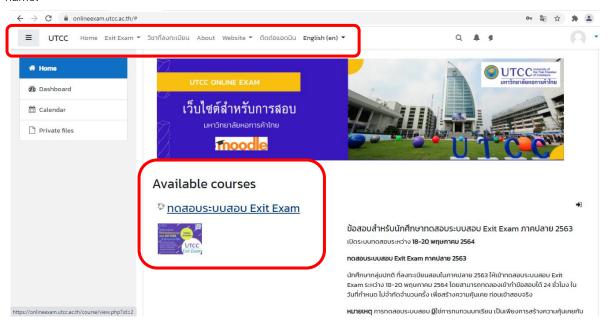
e.g. Passport No. is 1230470632111, the password is Id1230470632111

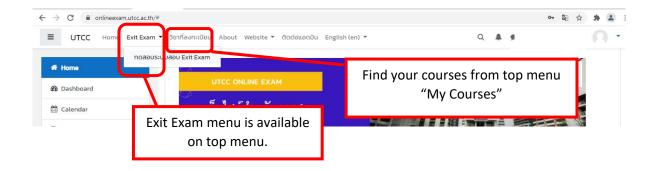


4. Example of home page is displayed as follows (different theme may be used).

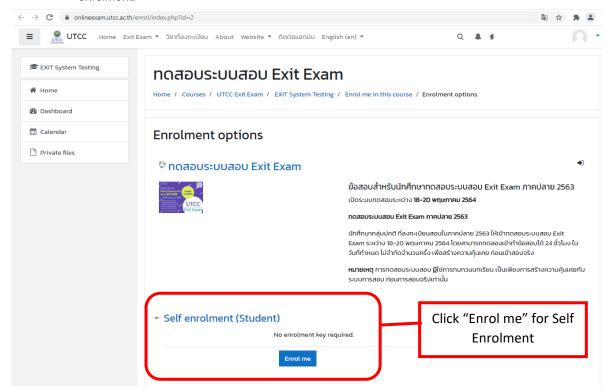


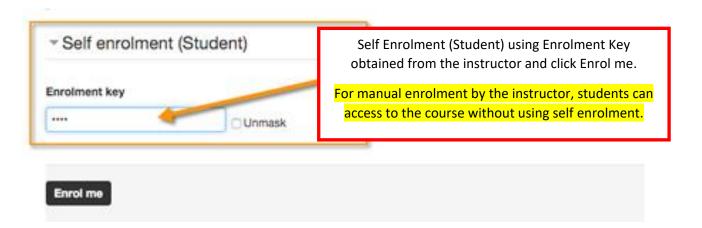
5. To access the exam course, top menu can be used (for smartphone, menu may be shown on the footer section) or scroll to check available courses or use search box with keyword e.g. Id. No., Course ID, Course name.

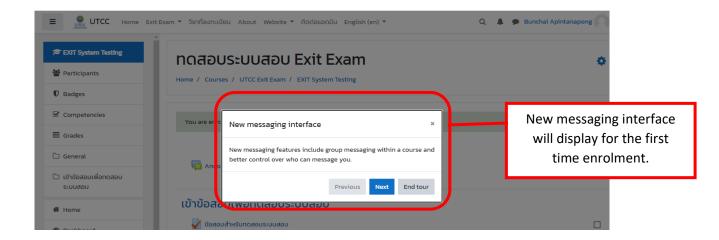




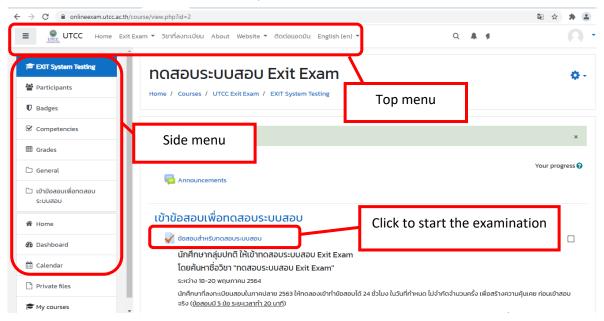
- 6. To have the examination, students have to enrol the course by scrolling to the Enrolment options:
  - Self Enrolment (Student) and click Enrol me or
  - Self Enrolment (Student) using Enrolment Key obtained from the instructor and click Enrol me or
  - Manual enrolment by the instructor, students can access to the course without using self enrolment.



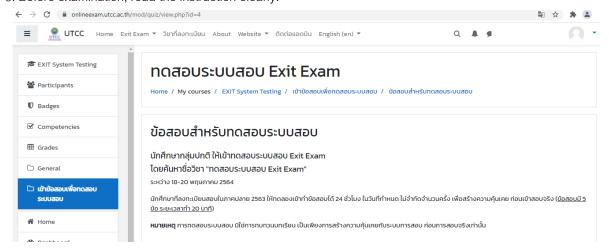




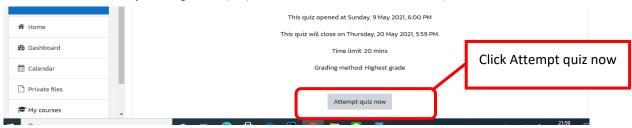
7. After enrolment, students can start the attempt to start the examination.

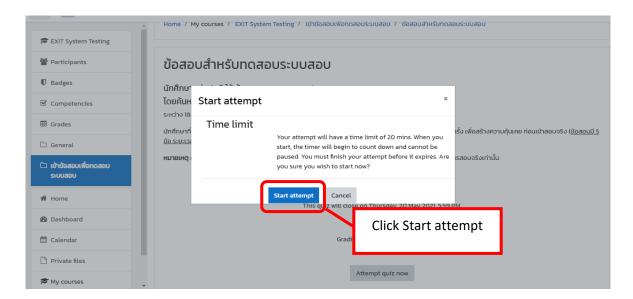


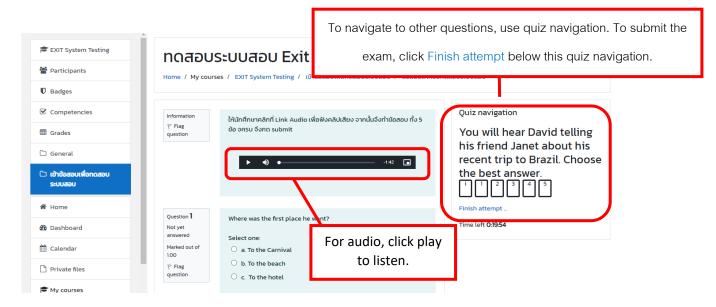
8. Before examination, read the instruction clearly.

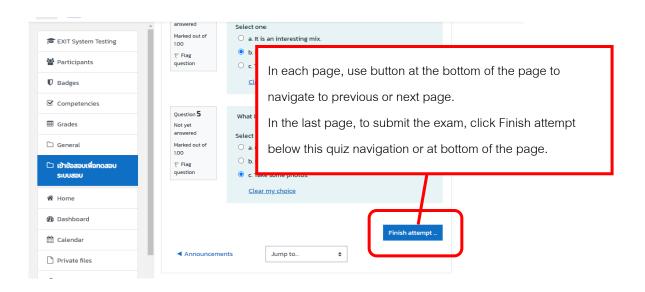


9. Start the examination by clicking "Attempt quiz now" and then click "Start attempt".

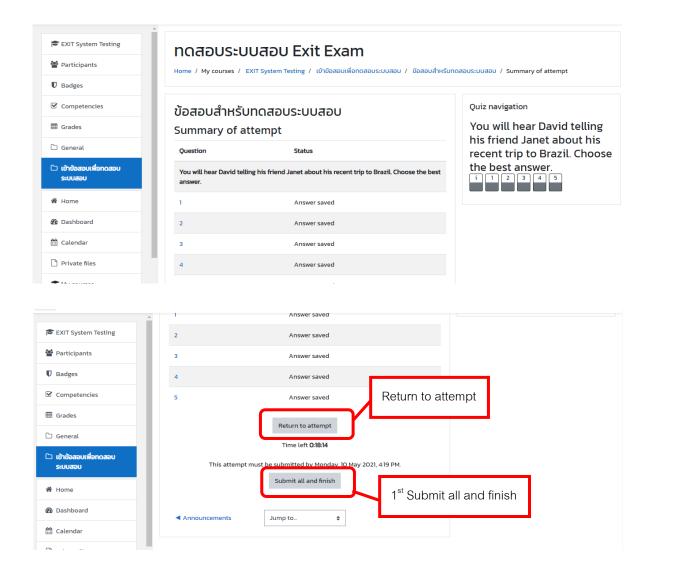




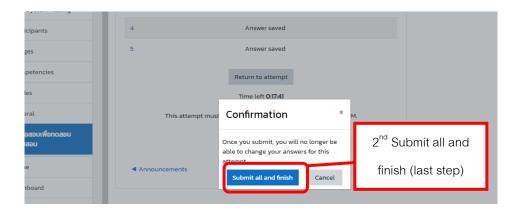




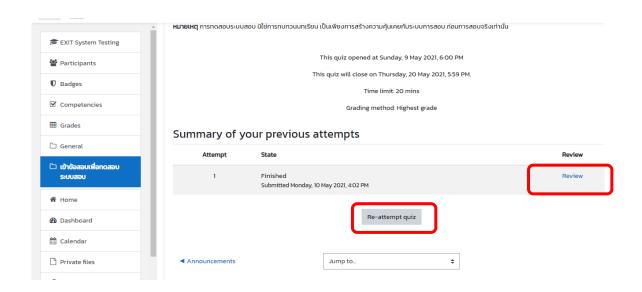
10. After clicking "Finish attempt", this page will display, students can review the quiz and summary (depend on permission from instructor). After reviewing, students have to return to attempt and submit by clicking on "Submit all and finish".



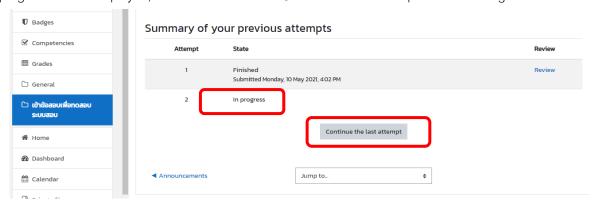
11. Last step to submit the attempt, click "Submit all and finish" again (2<sup>nd</sup> time).



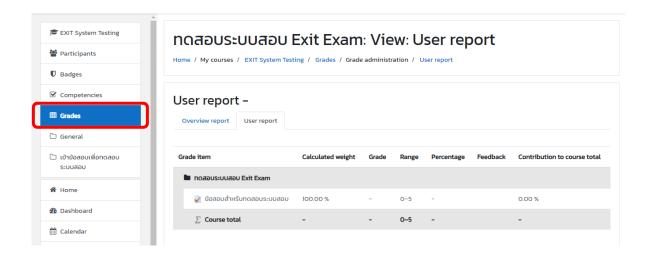
12. Students can re-attempt quiz, review quiz and read summary (depend on permission from instructor) in "Summary of your previous attempts".



13. In this summary, complete or no-complete submission can be checked. For non-complete submission, "In progress" will be displayed, students have to click "Continue the last attempt" and submit again.



14. If students have permission to review your grades, click "Grades" on the side menu.



15. Click "Log out" to exit from the online exam.

