Introduction

Are you looking for a flexible and convenient online testing solution? SunRav WEB Class is a comprehensive software bundle that offers modules for creating test, taking them and processing the results. Importantly, implementing and deploying online testing system with SunRav WEB Class takes little time and effort. Moreover, the application comes with ready-made scripts and detailed instructions when and how to apply them.

The program allows administrators to create a wide variety of online tests, including the ones with multimedia support. To prevent unauthorized access or falsifying results, the program uses password protection and strong encryption algorithms.

The spectrum of possible applications for SunRav WEB Class is truly unlimited - remote education, assessing the results of training programs and seminars, applicants pre-screening, certification, and so on.

MySQL support feature enables administrators to build a variety of individual or group reports with any level of details. These reports quickly show which test topics generated the best results and which ones were mostly failed. Another advantage of using MySQL in conjunction with SunRav WEB Class is a capability to continuously tract performance of users to see whether they are progressing or not. Finally, MySQL database offers a wealth of opportunities to experienced administrators for processing results.

System Requirements

- Web server. As a web server, you can use either Apache (1 or 2), or MS IIS.

- MySQL. Version 4.1 or greater.

- PHP. Version 5.0 or greater. PHP must be configured to support the following modules: Iconv, MB Strings, GD.

  If you don't have your own web server, shared hosting with MySQL and PHP support will do.

  You can find more information regarding installation and usage of these products on the websites mentioned above as well as other websites related to these products.

Installation

The SunRav TestOfficePro package consists of two parts:

1. tMaker for Windows. This is a program for creating and editing tests.

2. Set of php scripts, which should be installed on a web server. These scripts are used to perform testing, manage users and tests, as well as create reports based on the results of testing.

Installation Steps

1. Download the most recent version of the software from the SunRav Software website: http://sunrav.com/download.html

2. Launch the webclass.exe file and follow the installation instructions.

3. In the SunRav WEB Class installation folder, find the *web* folder. Copy the contents of this folder to your web server. It is recommended that you create a separate folder on your server for these files.

4. Launch your web browser (Internet Explorer, FireFox, Opera etc.) and point it to the following address:

   servername.com/test/install.php

   Where *servername* is the name of your server (e.g. localhost or www.myservername.com) *test* is the folder containing the files you uploaded.

5. Read the license agreement. If you agree with these conditions, mark the "Yes, I agree with the license terms and conditions" and press the Next button. If you don't agree, you must stop the installation process. You cannot continue installation until you agree with the license terms and conditions.

6. The installation program will check whether your web server meets the system requirements. If a parameter meets the requirements, you will see Ok next to its name. Otherwise, you will see Failed. If at least one parameter doesn't meet the requirements, the installation will not continue. If all parameters are Ok, press the Next button.

7. In your browser you will see the prompt to initialize the database (this means create the necessary tables and fill them with initial data).

8. Specify the following information:

   8.1. *Server* – address of the MySQL server. In most cases it is localhost.

   8.2. *DB Name* – name of the database, which will be used to store tests, results etc.

   8.3. *Create DB* – if this checkbox is marked, the program will try to create the database. Otherwise, you must take care of it yourself. This may be needed if you use shared hosting.

   8.4. *Login* – MySQL user login. Contact your system administrator to find out what you should specify here. If you don't have a system administrator and you installed MySQL yourself, you can probably use root.

   8.5. *Password* – password of the MySQL user.

   8.6. *Table prefix* – prefix, which will be prepended to the name of each table. This may be needed if you have to use one database for several applications.

   8.7. *Recreate tables* – delete the existing tables and create new ones. Warning! All data contained in the tables will be lost!

   8.8. *URL* - address of the folder, into which the scripts are installed. For example: www.myservername.com/web.

8.9. *Create user group* – if you specify the name of the user group here (recommended), then after the database is installed, a user group with this name will be created.

8.10. *Administrator password* – specify the administrator password for the SunRav WEB Class control panel.

9. Press the Install DB button.

10. If everything is correct, you will see the *Installation successful* message.

11. To access all functions (scripts) you should authorize yourself – enter your login and password. Right after the database is installed, the following user with administrator rights will be created:
login - *admin*
password – you specified this in step 8.10.

12. Delete the servername.com/test/install.php file and the install folder

See also: Update.

Control panel

The control panel is used to manage users, tests and configuration parameters of SunRav WEB Class.

To access the functionality, use the following address `servername.com/test/index.php`. Alternatively you can use `servername.com/test` (depending on server configuration).

- *servername* – your web server (e.g. localhost or www.myservername.com)
- *test* – folder containing testing scripts

It is recommended that you bookmark this address so you will be able to quickly access it later.

Logging to control panel

Before you access the control panel, you must be authorized.

To authorize yourself, enter login in the *Login* field and your password in the *Password* field and press `Enter`.

Managing users

- [Configuring user groups](#)
- [Managing test groups and sections](#)
- [Creating and editing users](#)
- [Importing users](#)

User groups

All users of the system are split into groups. To manage user groups, select the `Users/Groups` menu item.
  To create a new group:

1. Specify its name in the *Name* field.

2. Specify its description in the *Description* field.

3. If the group is hidden, check the *Hidden* button.

4. Press the `Add` button.

  To edit group properties:

1. Click the ✎ icon to the right of the group.

2. Edit group properties

3. Press the `Change` button.

  To delete a group:

1. Click the 🗑 icon to the right of the group.

2. Press the `Delete` button.

3. If there are users of this group in the database, you will see a warning message - you need delete (or remove) users from this group before you'll may delete the group.

Managing groups

For each group, you can specify the list of test sections. Thus, users from different groups can access different test sections and different tests.

To manage groups, use the `Tests/Manage groups sections` menu item.

To assign a test section to the group:

5. Select a group from the dropdown list.

6. Select a section(s) for this group from the list *Section*.

7. Press `Add`.

To change test section for the group:

1. Click the ✎ icon located to the right from the group.

2. Change the test section or group.

3. Press `Change`.

To delete test section from the group:

4. Click the 🗑 icon located to the right from the group.

2. Press the `Delete` button.

Creating and editing users

To manage users, select the Users/Accounts menu item.

To add a new user:

1. Specify user data in the *Add user* user section.
2. Assigning *Permissions* to the user.
3. Press the Add button.

To modify user data:

5. Click the ✏ icon to the right of the username.
6. Change the necessary user data.
7. Click Change.

To delete the user:

8. Click the 🗑 icon to the right of the username.
2. Press Delete.

User Properties

Rights

Rights	Notation	Description
Viewing results	resultsview	User can view his/her testing results.
Testing	testing	User can perform tests.
Creating reports	report	User can create and view reports.
Manage tests	tests	User can manage reports and tests.
Manage users	users	User can manage reports, tests and users.
Administrator	admin	User can access the control panel.

- *User* - user name.

- *Login* – user login.

- *Password* – user password.

- *E-mail address* – user's e-mail address.

- *Notes* – any other information about the user.

Import

If you need to add many users to the database, you can use the import functionality.
To do this:

1. Make a list of users in the text file in the following format: first line – user name, second line - password.

2. Select the `Users/Import` menu item in the control panel.

3. Select a *group* into which the users will be added.

4. Specify <u>Permissions</u>, which will be assigned to the users.

5. Select the file where the user list is located by pressing the `Browse…` button.

6. Press the `Import` button.

Managing tests

-
-
-

Test sections

All tests are divided into sections. Each test can be contained in one or several sections. To edit sections, select the Sections menu item.

To create a new section:

8. Specify the section name in the *Name* field.
9. If the section is empty, mark the *Hidden* checkbox.
10. Press Add.

To edit section properties:

9. Click the ✎ icon to the right of the section.
10. Change the section properties
11. Press Change.

To delete the section:

12. Click the 🗑 icon to the right of the section.
2. Press Delete.
3. If there are tests from this section in the database, the warning will appear.

Tests

To manage tests, select the Tests/Tests menu item.

To add a test to the database:

1. Prepare the test in the XML format.
2. Select the XML file containing the test from the File dropdown list.
3. Select section, into which the test will be placed.
4. If you want the test to be invisible, mark the corresponding checkbox.
5. Press Import.

To edit test properties:

13. Click the ✎ icon to the right of the test.
14. Change the test properties.
15. Press Change.

To view the questions contained in the test:

1. Click the ❓ icon to the right of the test.

To update the test from an XML file:

1. Click the 🔄 icon to the right of the test.
2. Select the XML file from the File dropdown list.
3. Press Update.

To delete the test:

4. Click the 🗑 icon to the right of the test.
2. Press Delete.

Creating XML files

To add a test to the database, you should create the test file in the XML format. This can be done using the tMaker program, which is a part of the SunRav WEB Class package.

To create an XML test, you should:
1. Create the test using tMaker.
2. Prepare the XML file.
3. Upload it to the web server to add it to the database.

There are two ways to upload the XML file to the web server. This can be done either manually or automatically.

Manually.

1. Open the test in tMaker.
2. Press Ctrl+E
3. In the list of file types, select XML file.
4. Enter the test filename. It should be specified using lowercase Latin characters.
5. Enter the unique test identifier. The name of this identifier will be used to create a folder where multimedia files (images, audio, video) will be stored.
6. Copy the created XML file to the /servername.com/tests/system/tests/ folder on the web server.
7. In the folder on your computer where the XML file is stored, the media folder will be created. In this folder there will be a folder named according to the name you entered at step 5. Copy the entire folder to the /servername.com/tests/media/ folder on your web server. Steps 6 and 7 can be performed using special software – an FTP client.

Automatic

1. Run tMaker.
2. Configure FTP access to your web server. To do this:
    2.1. Press F2.
    2.2. Switch to the FTP tab.
    2.3. Specify the web server connection parameters. Consult your system administrator or you hosting provider about these parameters.
    2.4. In the Server folder field specify the path to the folder where you installed SunRav WEB Class.
    2.5. Press OK
3. Open the test.
4. Press Ctrl+W.
5. Enter the unique test identifier. A folder with this name will be created to store multimedia files (images, audio, video).
6. All necessary files will be copied to the web server.

   Note: Step 2 must be completed only once.

Managing tests

A test can belong to one or many sections.

To manage tests, use the Tests/Manage sections tests menu item.

To place test into a section:

11. Select *Section* from the dropdown list.
12. Select *Sest* from the dropdown list.
13. Press Add.
14. If necessary, repeat steps 1 to 3 for other tests and/or sections.

To move test to another section:

4. Click the icon to the right of the test.
5. Change the test section.
6. Press Change.

To remove test from the section:

5. Click the icon to the right of the test.
2. Press Delete.

Creating reports

You can create reports either for individual users, or user groups.

Creating reports for user groups

To create reports for user groups, select the Reports/Group reports menu item.

To create a report:

1. Specify [Report parameters](#).
2. Specify columns, which will appear in the report.
3. Press Create button.

After the report is completed, you can print it. To do this, click Print report.

Report parameters

Report parameters

- *Group* – user group, for which the report will be created.

- *Test* – test, for which the report will be created.

- *Testing period* – if this checkbox is marked, only results of tests performed during the specified period of time (specified after the checkbox) will be made into the report. For more information about the date formats you can use, visit: http://www.gnu.org/software/tar/manual/html_chapter/tar_7.html

- *Score* – if this checkbox is marked, only results, which have the score in the range specified after the checkbox, will be made into the report.

- *Display last result* – If this checkbox is marked, only the last results of each user for the specified test will be made into the report.

- *Display report only* – if this checkbox is marked, only the report itself, without the heading (report parameters) will be displayed.

- *Generate CSV file* – if this checkbox is marked, the CSV file of the report will be generated.
  The CSV-file contains values formatted as a table and ordered in such a way that each subsequent value starts with a comma and each new row (test result) starts with a new line. CSV files can be read using MS Excel.

Viewing testing results of specific users

To view testing results of specific users, select the Reports/User results menu item. To sort by any column, click the corresponding column header.

To *view detailed testing results* click the 🗒 icon to the right of the result.

To *generate CSV file* of the report click the ⊕ icon to the right of the result.

To *prepare report for printing* click the 🖨 icon to the right of the results.

To *delete* testing results:

1. Click the 🗑 icon to the right of testing results.
2. Press Delete.

Creating reports with topics for user groups

Settings

- [Managing access rights](#)
- [Managing testing process](#)
- [Administration](#)
- [Languages](#)
- [Translations](#)

Managing access rights

To create reports for user groups, select the Rights menu item.

In this section you can configure availability of various sections of the control panel depending on user rights.

Each permission has a list of permitted sections (php files).

To add a new php file to the permission:

4. Select the permission from the Access dropdown list.

5. Specify the name of the php file.

6. Press Add.

To change the name of the php file:

6. Click the 🖊 icon to the right of the php file.

7. Specify the new name for the php file.

8. Press Edit.

To delete the php file:

9. Click the ✖ icon to the right of the php filename.

2. Press Delete.

Warning! Incorrect editing of data can lead to SunRav WEB Class not working properly!

Testing

You can configure testing parameters by selecting the Configuration/Testing settings menu item.

Settings

- Language – testing language interface.

Login

- Login style - specifies login style.
- Users can register – if Yes is selected, users can register themselves.
- Display "View Results" button - if Yes is selected, the user can view his testing results.
- Testing without registering – if this is selected, each user can take tests without registering and logging on.
- Username for testing without registering – name of the user, to which the results of tests without login will be assigned.
- Default group – group, which will be suggested as a default when accessing user panel (logging).

Testing

- Display whether the answer is correct - If Yes is selected, the user will be able to see whether his answer was correct.
- Display statistics - if Yes is selected, the user will see statistics during testing.
- User can skip questions - if Yes is selected, the user will be able to skip questions. After he answered the last questions, all skipped questions will be offered again.
- Display question number – if Yes is selected, the question number will be displayed before the question text.
- Display percentage of correct answers - if Yes is selected, the statistics available to the user during the testing process, will contain the percentage of correct answers.
- User must answer question -

After testing

- Display rating - if Yes is selected, the list of users having the best results for the test will be displayed after the user finishes taking this test.
- Number of results in rating – Specifies number of results, which the rating will contain.
- Notify about finished tests by e-mail – if this checkbox is marked, the user will receive notifications after the testing is finished.
- Letter subject template - template of the subject of the notification letter.
- Sender – address of the sender of the notification letter.
- Template of the letter body - template of the notification letter.

Registration letter

- Reply address – the reply address of the letter sent to the user after he registered himself
- Beginning of the letter – text of the beginning of the letter sent as a confirmation of registration.

- Ending of the letter – text of the ending of the letter sent as a confirmation of registration.

  Press Change to save changes in the testing settings.

Administration

You can configure administration settings by selecting the `Configuration/Configure` menu item.

- *Language* – Language of the administration interface.
- *Regular expressions format* – specifies how open questions (typed from keyboard) will be handled.
- *Date format* – specifies date display mask.
- *Percent precision* – specifies amount of digits after the point when displaying the percentage of correct questions.
- *Send e-mail notification after testing is finished* – if this checkbox is marked, then an e-mail notification will be sent to the e-mail address specified below after testing is over.
- *Letter subject template* - [template](#) of the subject of the notification letter.
- *Receiver's address* – e-mail address to which notification letters will be sent.
- *Sender's address* – address of the sender of the notification letter.
- *Letter body template* - [template](#) of the notification letter.

Press `Change` to change the administration settings.

Languages

In this section, you can control interface languages. To access this section, select the Languages/
Languages menu item.

To create a new language:
15. Specify the language name in the *Name* field.
16. Specify the short name of the language in the *Short name* field.
17. Press Add.

To edit section properties:
10. Click the ✎ icon to the right of the language.
11. Change language properties.
12. Press Change.

To delete the language:
1. Click the 🗑 icon to the right of the language.
2. Press Delete.

Translations

In this section you can edit language resources. To access this section, select the Languages/ Translations menu item.

To translate a resource:

3. Click the ✏ icon to the right of the resource.

4. Edit the resource

5. Press Change.

To delete a resource, click the 🗑 icon to the right of the resource. Confirm the deletion.

Note: it is not recommended to delete standard resources.

Templates

Templates are used to generate subject and body of the letter sent after testing is finished.

- *%USERNAME%* - user name
- *%GROUP%* - user group
- *%TEST%* - test name
- *%TIMEBEGIN%* - time when testing started
- *%TIMEEND%* - time when testing finished
- *%RESULTS%* - testing results
- *%RIGHTCOUNT%* - number of correct answers
- *%SCORE%* - test score

User panel

Any action of the user such as registration, testing, viewing results, password recovery, editing of personal preferences is performed in User panel. To access it, the following link is used servername.com/test/index.php. Or simply servername.com/test/ (depending on the web server configuration).

- **servername** – your web server (e.g. localhost or www.myservername.com)

- **test** – folder, into which SunRav WEB Class is installed.

Any action in user panel (except registration and password reminder) can be performed only after logging on. To log on to the user panel, use the Login menu item. After the user is logged on, he can:

- Begin testing
- View testing results (can be disabled in the Control panel).
- Change personal preferences.
- Change password.

If the user is not logged on, he can:

- Log on to the user panel.
- Register (can be disabled in the Control panel).
- Recover password.

User registration

To register, you must select the Registration menu item in the [User panel](). In the form that will appear, fill in the following fields:

- *Group* – group to which the user will belong.

- *Name* – user name.

- *Login* – user login. It should contain only digits and Latin letters. Case-sensitive.

- *Password* user password. It should contain only digits and Latin letters. Case-sensitive.

- *Password confirmation* – enter password again.

- *E-mail* – user's e-mail address. If the password is lost, it can be recovered and sent to this address.

After all fields are filled (the E-mail field is optional) press Registration.

Logging

Logging

To be able to take tests, view results etc., select the Login menu item in User panel. Then, specify your group, your name, password and press Enter.

Password reminder

Password reminder

   If a user forgot his password, he can recover it. To do this, select the Password recovery item in User panel. Then, enter your *Login* or *e-mail* and press Send. The password will be sent to the e-mail address specified.

Change password

Change password

To change password:

- [Log on](#) to the [User panel](#).

- Select the [Change password](#) menu item.

- Enter the current password, new password and repeat the new password.

- Press Change.

Change personal preferences

Change personal preferences

To change personal preferences:

- [Log on]() to the [User panel]().

- Select the [Change personal preferences menu item]().

- Change the current settings.

- Press Change.

Testing

Testing

To take test:

- [Log on]() to the [User panel]().

- Select the [Testing]() menu item.

- Select test

- Press Select.

Answering questions

There are different ways to answer questions depending on their type. There are five question types. Click the question type to find out how you should answer.

1. [Single choice](#).

2. [Multiple choice](#).

3. [Open question](#).

4. [Ordered list](#).

5. [Correspondence question](#).

A question can be skipped. To do this, press Skip. <u>Note</u>: this feature can be disabled.

To return to the previous question, press Return. <u>Note</u>: this feature can be disabled.

Single choice

To answer such question type, select only one variant. To do this, mark the radio button   to the left of the correct answer.

After you have selected your answer, press Answer.

Multiple choice

To answer such question type, you should correctly select one or several variants. To do this, mark the checkboxes to the left of each correct answer.

After you have selected your answer, press Answer.

Open question

To answer this question type, you should enter your answer to the edit field.

After you have entered your answer, press Answer.

Ordered list

Ordered list

To answer this question type, you should specify the position of each answer in the ordered list using the dropdown list

[dropdown] to the left of each answer.

After you have selected your answer, press Answer.

Correspondence question

Correspondence question

   To answer this question type, you should specify correspondence between each of the first portion of the answers and the second portion of the answers using the dropdown list [⌄] to the left of each answer.

   After you have selected your answer, press Answer.

Viewing results

Viewing results

To view your results after having taken tests:

- [Log on](#) to the [User panel](#).

- Select the [View results](#) menu item.

Note: this feature can be disabled.

Common problems and solutions

Common problems and solutions

  Problem: when trying to install the program on the server (the *install.php script*) I receive the *Internal Server Error* message. What can I do?

  Solution: most probably, your web server configured in such a way that it is impossible to configure PHP using the *.htaccess* file. Usually this happens if your server runs PHP as a CGI module. In this case you should configure PHP using *php.ini*. For more detailed information on how to do this, see: http://forums.site5.com/showthread.php?t=3689.

Technical Support

The latest version of SunRav WEB Class you can find at: http://www.sunrav.com/products/srtopweb/

If you have any questions or problems, feel free to contact us via online form.

Please inform us about the following:

- SunRav TestOfficePro.WEB version (from the About dialog);

- Windows, Apache or IIS, PHP and MySQL version;

- Detailed description of your problem (as much information as possible, please, so that we can quickly solve the problem).

Feedback

If you have any comments or concerns about SunRav TestOfficePro.WEB please direct them to online form. Your feedback is important to us in order to get an idea of how to make SunRav TestOfficePro.WEB a better product for you. Many of SunRav TestOfficePro.WEB's features and significant portions of SunRav TestOfficePro.WEB's interface have been heavily influenced by comments from users. So if you have a grand idea for a new feature, or a better way of doing something, please drop us a note.

How to register

Our software is available for immediate download. We recommend to download the demo version first to see if our product fits your needs. Once you have purchased a product, a license will be sent to you via email to unlock the software for full use.

Payment types

- Credit or debit cards: Visa, MasterCard, American Express, JCB, and Diners Club credit cards, as well as Maestro debit cards issued in the UK.
- Wire transfer
- Check
- PayPal
- Purchase order