PenExam.com ✒️

📘 **Detailed Step-by-Step Guide for Teachers on Penexam**

▶️ **Step 1: Open Website**

1. Open your browser and go to **penexam.com**.

2. Scroll down to the **bottom (footer section)** of the homepage.

🔗 **Step 2: Access Teacher Panel**

1. In the footer, click on **"Earn with PenExam"**.

2. On the page that opens, click on the link **"Access Teacher Panel"**.

   o This will take you to the **Teacher Panel portal**, where teachers manage their tests.

🆕 **Step 3: Create Teacher Account**

1. On the Teacher Panel page, click **"Create Account for Teacher Panel"**.

2. Fill in the registration form carefully:

   o **Full Name**

   o **Email ID** (use the one you will log in with later)

   o **Password**

   o **Academy Name** (your institution or personal brand)

3. **Upload Academy Logo** 📌

   o This logo will appear with your test series, so make sure it is clear and professional.

4. After filling all details, click **Submit / Create Account**.

5. Your Teacher account is now created.

🔐 **Step 4: Login to Teacher Panel**

1. On the Teacher Panel page, click **"Login"**.

2. Enter your registered **Email ID** and **Password**.

3. After successful login, you will reach the **Teacher Dashboard**.

🎖️ Step 5: Teacher Dashboard Overview

- The **Teacher Dashboard** is your control center.

- On the **right-hand side of the panel**, you will find important links:

    o **Add Test Series**

    o **Add Sub-Test Series**

    o **Add Questions**

    o **Upload Questions**

    o **Categories Test Series**

➕ Step 6: Add a Main Test Series

1. Click **"Add Test Series"**.

2. Fill in details for your test series:

    o **Test Series Name** (e.g., "Medieval History NCERT 6th to 12th")

    o **Description** (overview of syllabus, chapters, or topics covered)

    o **Price** (amount users must pay to unlock full access)

    o **Validity** (time period the user can access after purchase – e.g., 1 month, 6 months, 1 year)

3. Click **Save**.

4. Your **Test Series** is now created.

➕ Step 7: Add Sub-Test Series (within a main test)

1. Click **"Add Sub-Test Series"** from dashboard.

2. Select the **parent Test Series** you just created.

3. Enter details for each **Sub-Test**:

- o **Sub-Test Name** (e.g., "Medieval India – Delhi Sultanate")
- o **Free or Paid**:
  - You can choose whether the sub-test will be free or paid.
  - **Recommended:** Make the **first 2 sub-tests Free** so users can check quality.

4. Click **Save**.

5. Repeat to create multiple sub-tests under your main series.

✍️ Step 8: Add Questions

There are **two methods** to add questions:

A. Add Questions Manually

1. Click **"Add Questions"**.

2. Enter the number of questions you want → click **Generate Field**.

3. For each question, fill details:
   - o **Question Text**
   - o **Option A, Option B, Option C, Option D**
   - o **Correct Option** (select A/B/C/D)
   - o **Explanation / Solution** (optional but recommended for clarity)

4. Select the **Test Series** and **Sub-Test Series** in which these questions should appear.

5. Click **"Add Questions"**.

6. Your questions are now live on penexam.com. ✅

B. Upload Questions in Bulk (via Excel template)

1. Click **"Upload Question"**.

2. Download the **Excel Template file**.

3. Open template in **MS Excel** and fill each row as follows:

- **Column 1:** Question
- **Column 2:** Option A
- **Column 3:** Option B
- **Column 4:** Option C
- **Column 5:** Option D
- **Column 6:** Correct Option (write A / B / C / D)
- **Column 7:** Solution / Explanation (optional)

4. Save the file in .CSV format.

5. Back on the website:
   - Select **Test Series**
   - Select **Sub-Test Series**
   - Upload the Excel file.

6. Questions will automatically be added and visible on PenExam. ✅

📁 Step 9: Categorize Sub-Test Series

1. Click **"Categories Test Series"** from the dashboard.

2. Select the **Test Series** you want to categorize.

3. You will see a list of its **Sub-Tests**.

4. Tick ✔ the sub-tests you want to group together.

5. Enter a **Category Name** (e.g., "Unit I – Early Medieval India").

6. Click **Add Category**.

7. Now those sub-tests appear under the new category.

✅ Step 10: Final Checklist

Before publishing, make sure:

- Academy Logo uploaded

- Test Series added with proper **Name, Description, Price, Validity**

- Sub-Tests created (first 2 set as **Free**)

- Questions added (manually or uploaded via Excel)

- Categories created for better organization

- Previewed tests to check everything is correct

📌 **Tips for Best Results**

- Always **write clear descriptions** of your test series to attract more users.

- Provide at least a **few free tests** so students can judge your quality.

- Use **detailed solutions** for questions – students value learning, not just answers.

- Update and add new sub-tests regularly to keep your series active.

- Promote your test series link among students to increase visibility.