**Nito: How to guide**

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## **Logging in**

Browse to the Nito URL: <https://nito.nwu.ac.za/login>

Enter login credentials and click on the **Key** icon in the top right corner



After logging in you will be presented with new options at the top of the page



Clicking the **Key** icon again will log you out. Clicking the ‘+’ icon will create a new exam.

## **Create new Exam**

To create a new exam, click the ‘+’ icon at the top of the **Nito** page



You will be presented with the **Create** page

Complete the required fields relevant to your exam session:

|  |  |
| --- | --- |
| Exam Name | only used for display purposes |
| Lab | where the exam will be written - **this does not book the room** |
| Start time | cannot be less than an hour before the actual start time |
| End time | logins will be made inactive after this time |
| Accounts | the number of random IDs to be generated |
| Internet Access | tick the box to allow Internet Access |
| USB Access | tick the box to allow USB drive access |

## **Uploading files**

Files can be loaded onto the mapped network drives (‘K’ drives) which will be available to students upon login. To do this click on the Add Files (paperclip) icon at the top right of the **Create** page



This will open the **Files** page



Click the ‘+’ icon at the top of the page to select files to upload. Using the presented **File Browser** locate the files and click open.

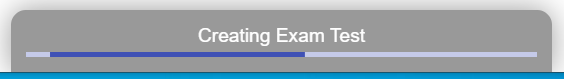
A list is presented of all the uploaded files

To remove a file, select the checkbox corresponding to the file you want to remove.

If you are done uploading files, click the Checkmark icon at the top left of the page to return to the **Create** page — uploaded files will now also be listed here.

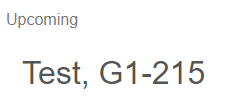
Once all fields have been completed, click the Checkmark icon at the top of the page to complete the exam.

A progress bar is displayed at the bottom of the page



## **Retrieving IDs**

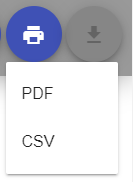
To retrieve the created IDs, click on the exam which was created (and which should be listed under **Upcoming**)



This will open the **View** page



Click on the **Print** icon at the top of the page to be presented with the option to download in either PDF or CSV format.



## **Editing an exam**

While still on the **View** page, click on the **Pen** icon to edit the exam details.



**Note - editing an exam will cause a regeneration of new exam IDs, and previous IDs for that exam will not work!**

**Downloading files**

After completion of the exam, clicking on the **Download Arrow** will download all the contents of the ‘K’ drives (bundled as a Zip file) to your hard drive.

The structure of the zip file is:

Exam-name.zip

|-> Random Exam identifier (folder)

|-> Random login (folder)

|-> file1

|-> file2

|-> Random login (folder)

|-> file1

|-> file2

|-> etc....

|-> Random IDs (csv)

|-> Random IDs (pdf)

Exams (**and all related files**) will automatically delete after 1 week from exam expiry date.

Updated: 9 March 2020 (LV)