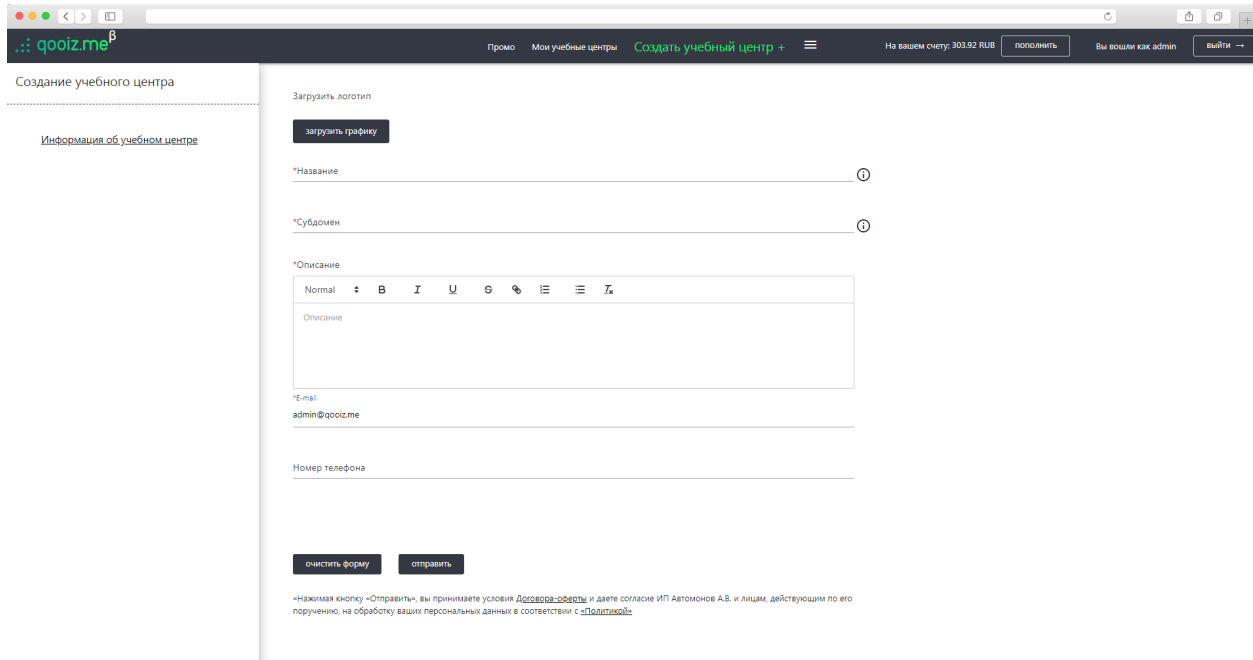


Start of work

To start studying you first need to create a learning center (LC further).

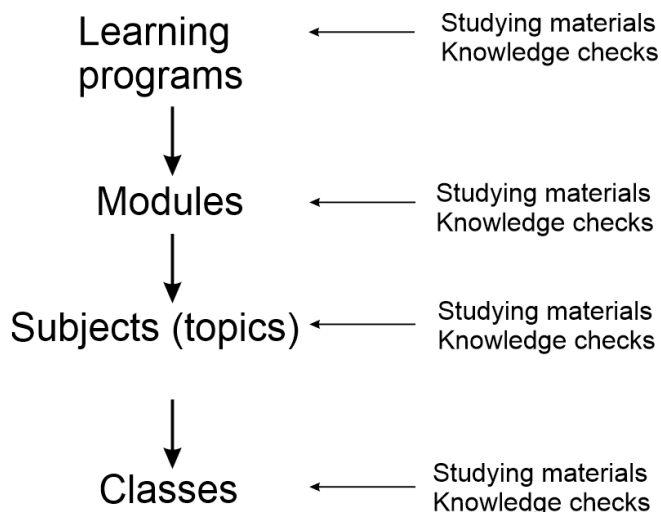
The creation form is located at: <https://qooiz.me/account/create>



The screenshot shows the 'Создание учебного центра' (Learning Center Creation) form on the qooiz.me website. The form includes fields for 'Название' (Name), 'Субдомен' (Subdomain), 'Описание' (Description) with a rich text editor, 'E-mail' (pre-filled with admin@qooiz.me), and 'Номер телефона' (Phone number). There are buttons for 'загрузить логотип' (upload logo), 'загрузить графику' (upload graphics), 'очистить форму' (clear form), and 'отправить' (send). A footer note states: 'Нажимая кнопку «Отправить», вы принимаете условия [Договора-оферты](#) и даете согласие ИП Автомоное А.С. и лицам, действующим по его поручению, на обработку ваших персональных данных в соответствии с [Политикой](#)'.

You can register multiple learning centers, and all of them will be autonomous units with their own set of services and features.

Studying services that can be created in the LC can have the following structure:



In doing so, any element can be removed, and the structure can take a form of:

Learning programs



Classes ← Studying materials

However, it does not make much sense to create structures with a module or a subject as the base.

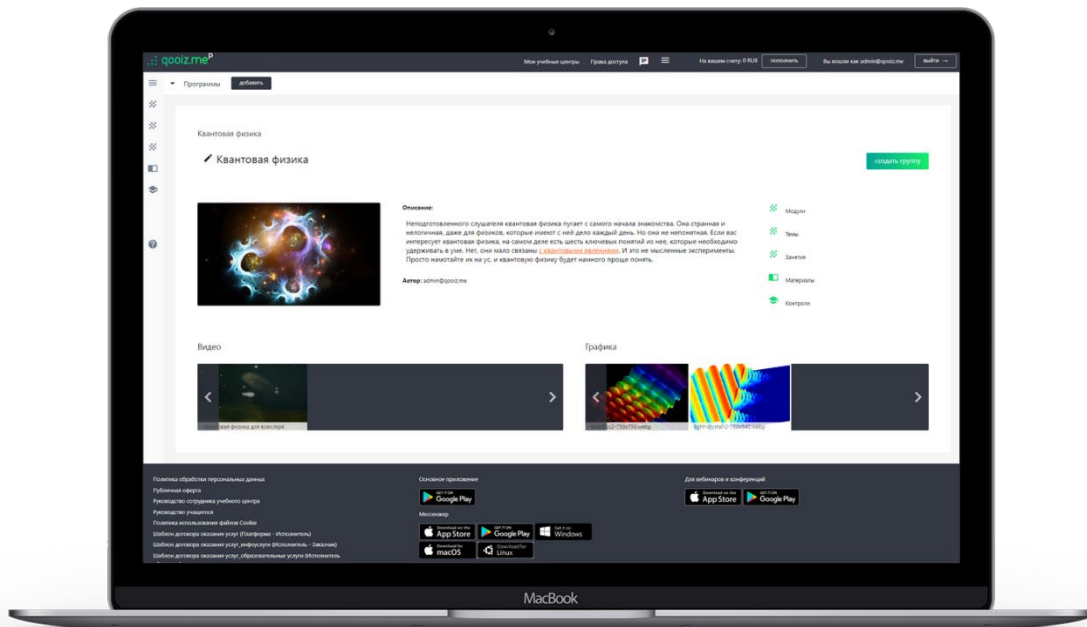
Additionally, the service can consist of a single element, classes in the form of a "Webinar", for example.

The service can be obtained multiple times. For this purpose, a distinct studying group (class) is created every time; the group has its studying period, and the students are recruited into the group.

Within the group, employees of the LC work with a copy of the educational service, that is, they can change it anyway without modifying the original version.

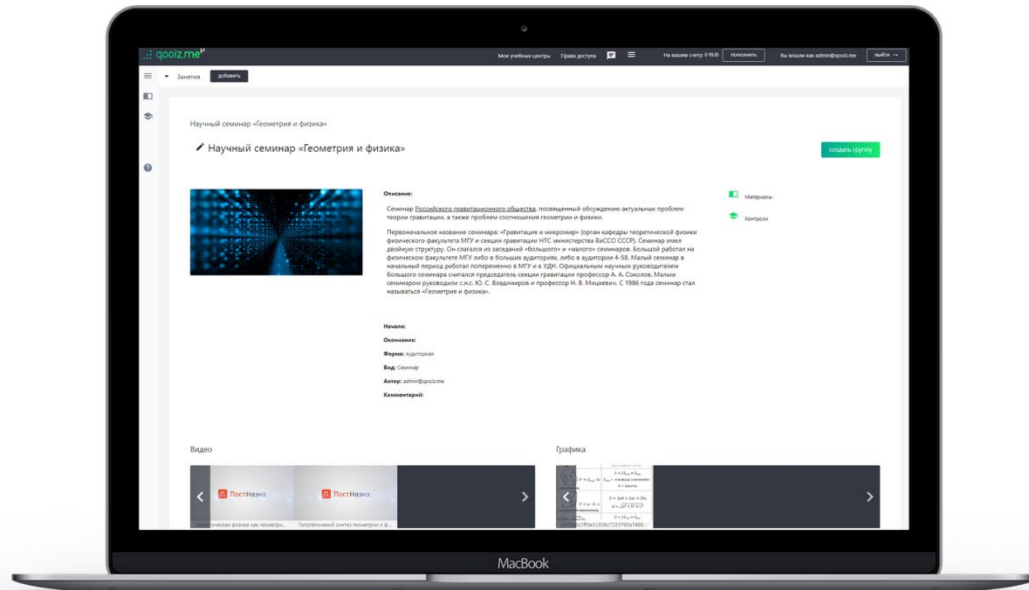
To get accepted into the group, users send an application for studying, which is then reviewed by the authorities of the LC (the application can be accepted or denied). If the application gets accepted the user becomes part of the group.

Learning programs



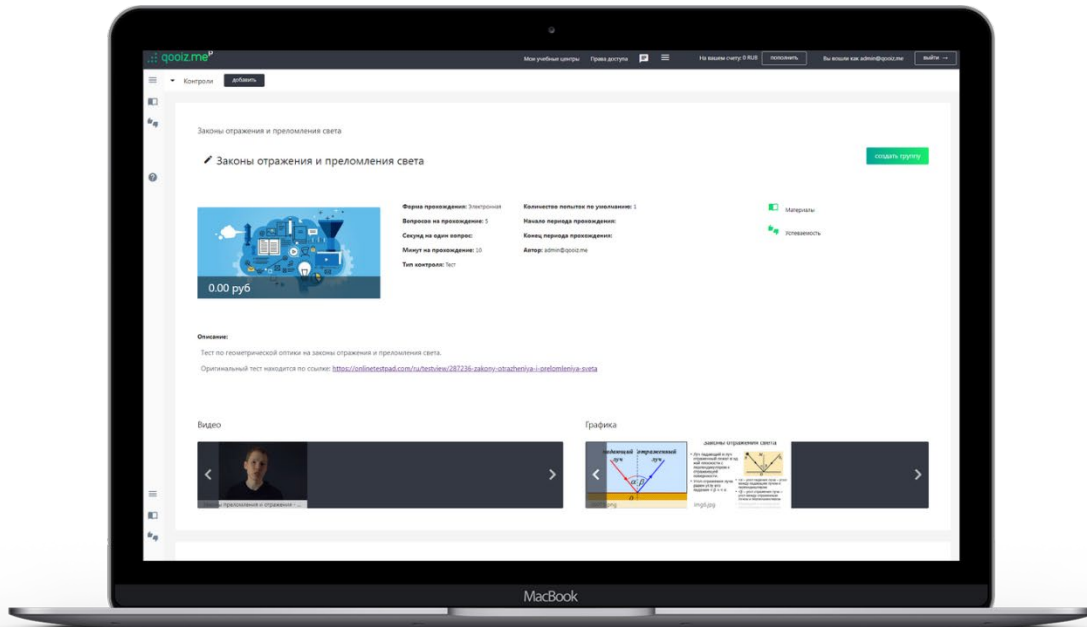
It is the major form of educational service, which can contain studying modules, classes, examinations, and materials. To put it simply, it can be a complete studying course, from obtaining a degree in the university to sewing courses.

Classes



Classes can be of the following types: webinar, videoconference, class, seminar, lecture, tour, or lab work. Primary interest usually goes to classes in the form of "Webinar" and "Videoconference", on pages of which a frame with a webinar or videoconference, respectively, opens up during the class period. All other types are merely for informational purposes only. All classes appear in the schedule for groups, teachers who conduct classes, and students, who participate in these classes.

Examinations

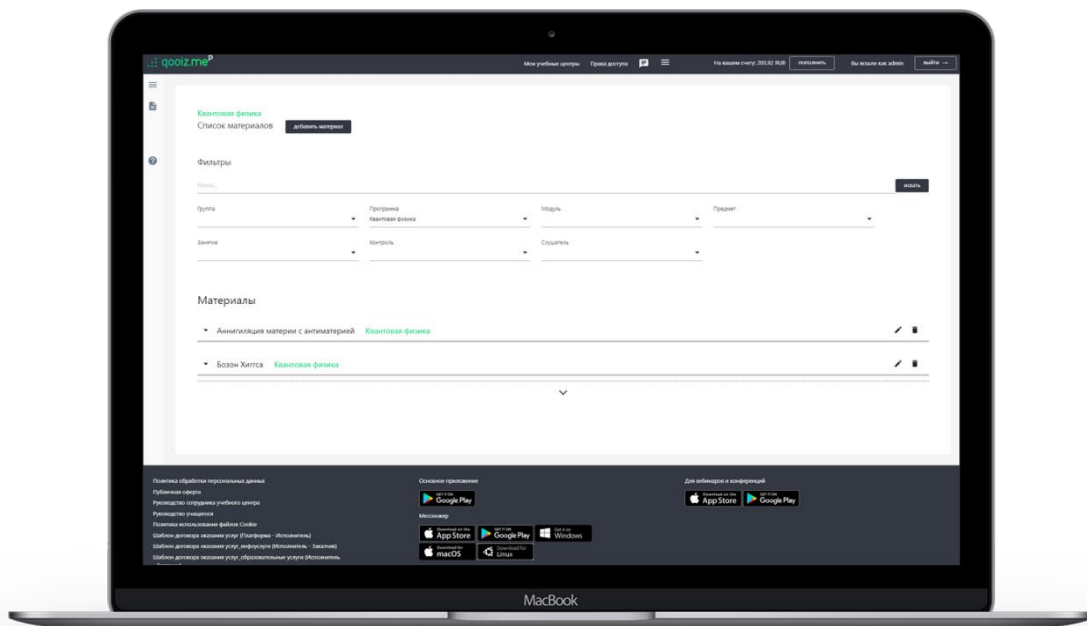


Examinations (knowledge checks) can be in the form of a test: you go from one question to another, choosing correct answers, from your perspective. If there are no possible answers provided, you will be able to type the answer or attach the file with your answer. Additionally, examinations can be in different written forms: a paper or a graduation thesis, for example. The answer to the assignment in the form like this should be a file. Speaking of assignments...Each exam has a set of assignments (100 assignments, for example) and the number of assignments for one completion (10, for example). Thus, during the exam 10 assignments are randomly selected which then need to be answered in this attempt to complete the exam. There can be multiple attempts (number of attempts is set in the exam settings), so if performed poorly at first, you can keep trying again till you run out of attempts or be satisfied with the result.

To repeat myself, just in case, assignments can be with a possible answer provided to you (multiple-choice questions) or without any options of an answer (and then you will need to type in the answer or send it as a file (s)).

Every exam has its time frame during which students can take it. For example, from 04/07/2020 to 04/14/2020, and time is given for one attempt (30 minutes, for example). Hence, a student can take the exam any day between April 7 and April 14 (possibly multiple times) and spend no more than 30 minutes on it. If the attempt has started, the timer can no longer be stopped- you can freely navigate through the website, and the timer will show the exact time you have left till the end of your attempt, which can even be seen on every page of the website. After the completion, you will see the results for all multiple-choice questions right after the submission of your work (67% of correct answers, for example). This result will also be shown to the teacher, who will review the attempt of completion. Assignments with typed answers or attached files will not be graded automatically and require teacher's involvement. The teacher must grade the work using a five-point scale, or pass/fail and can leave the comment. Soon there will be exams in the form of videoconferencing (interviews).

Materials

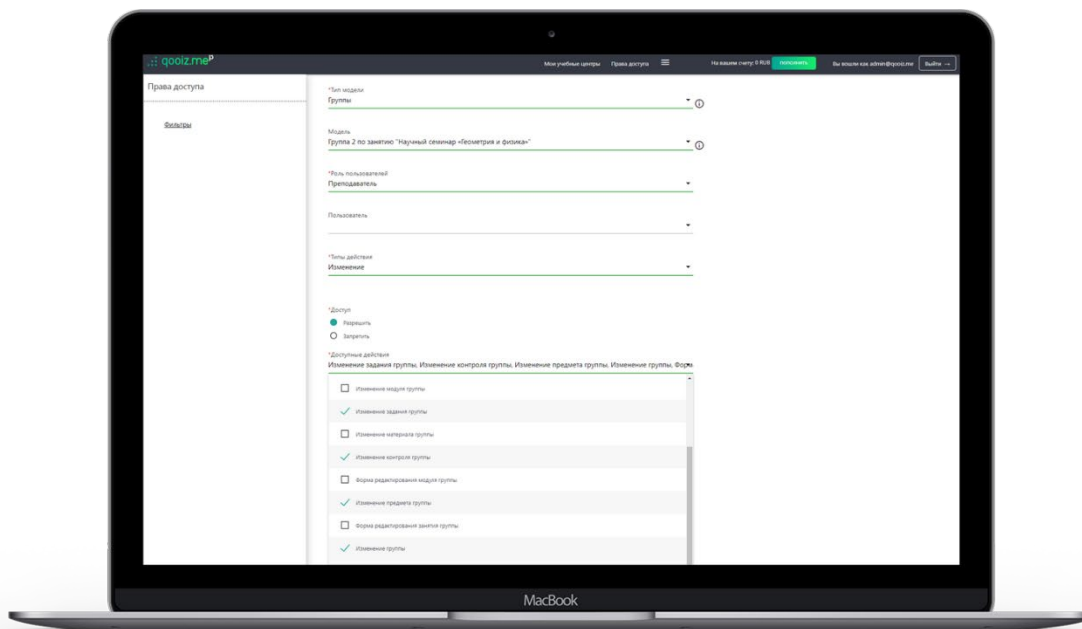


Materials- are the collection of different files, studying of which should help to understand any topic better. In other words, this is information for self-study. Materials can be attached to any other educational service for more in-depth study or can be an autonomous service- in this case, users get access to the materials immediately, without being included in the group.

Notifications

The website has 4 types of users' notifications: asynchronous notifications on the website, SMS, email, and texts in the messenger. Messenger is located at <https://mattermost.qooiz.me>; the account there is created automatically for those who have created LC or joined other's LC. For more convenient communication through the messenger, download the application for your platform, the links for which can be found in the footer of the pages, or at <https://qooiz.me/documents-and-apps>.

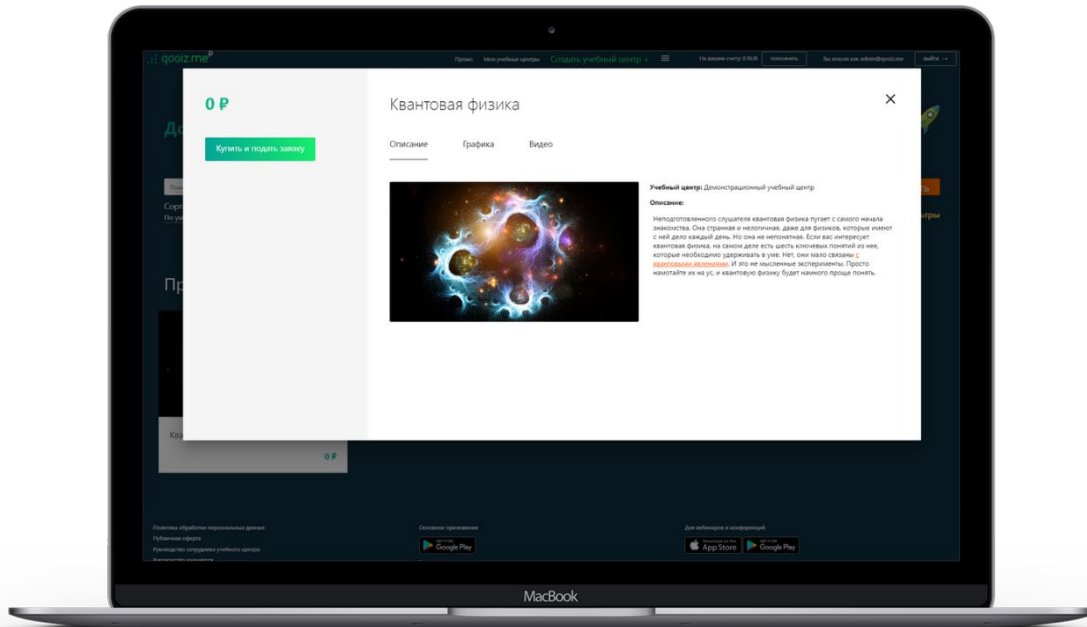
Rights Management



There is a system of access permission, with the help of which Admin of the LC can distribute the rights between the users of the LC. Admin can grant (or take away) the rights to a particular user(s) or assign a role for the completion of a particular task (s) (for example, group settings modification) over a particular object (s) (group №23, for example).

By default, there are 5 different roles for users within the LC: admin, editor, teacher, student, and guest. Admin has unlimited rights; editor cannot edit the rights/roles of other users and cannot accept/deny studying applications; teacher's rights are limited to viewing any objects within the LC, besides, teacher can conduct "his" classes and evaluate examination's attempts; student can view the content within his/her studying groups, participate in classes, take exams (knowledge checks); guest can only view studying offers and description of the LC. To repeat myself the rights of any user can be modified in any way, according to your goals.

Announcements



Creating an educational service, you can provide it both for free (for your employees, for example- if your goal is to train them), and for a fee, in this case, the price will be indicated in the service description and everyone who wants to get it will have to make a payment first.

Service Payment

For all new users, all services will be free **forever**.

If you have any additional questions about the use of our service you can leave a message on our page on Facebook or Vkontakte, as well as email us at operator@qooiz.me. Furthermore, you can contact me, the creator and service manager Avtomonov Alexander, directly at head@qooiz.me or call my phone number [+79045159232](tel:+79045159232). It will be my pleasure to help you!