Circular 20/2021-22 – Std I-IV   **21-Jun-2021**

Dear Parents,

Here is a help file explaining how you can upload the answer sheets of your ward in olash. Please through the help file.

1. Download and install OLASH application from Play Store. Please uninstall the present version and install fresh from Play Store. Latest version is 2.2.6.
2. Login using your username and password. You will find a home screen where subjects are displayed.
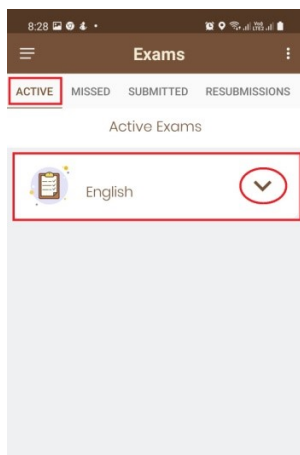3. Select Exams from the bottom menu.

   You may select the menu 'Exams' from the bottom menu.

   Or

   You can also select 'Active Exams' from the menu icon marked in red circles at the left top corner.
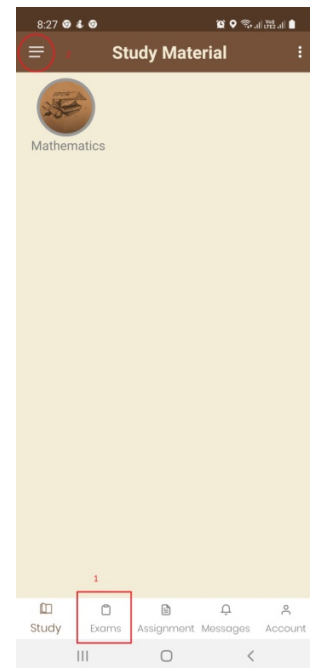
4. In the next screen, all active exams will be shown.

There are 4 tabs in this screen – Active, Missed, Submitted & Resubmissions.

Active = Exams for which answer sheets not uploaded, but last date is not over.

Missed = Exams for which answer sheets not uploaded, but last date is over. You can upload answer sheets for the missed exams too, but it will be marked as late submission.

Submitted = Exams for which answer sheets have been uploaded.

Resubmissions = Here, there will be a history of the uploading activities like request for resubmission. Resubmission is further explained at the end of this help file.

5. Clicking on the down arrow, given in the circle in the previous image, you will get the following screen.

Details about the tapped exam will be displayed in the expanded box.

Tap on the Subject to upload the answer sheets.
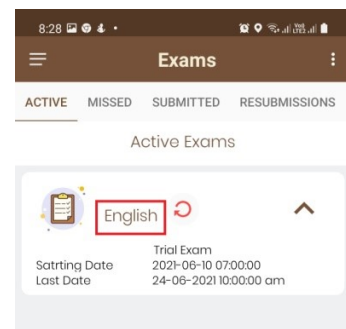
6. When you tap on the subject, it will go to next screen where you will be asked to grand permission for accessing photos and media on your device. Please allow.
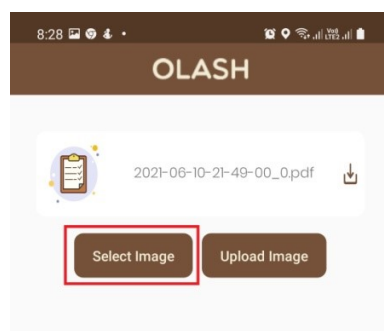
You have option of uploading the images of answer sheets by directly taking a photo or by selecting from the image gallery. It is always recommended to upload the answer sheets by taking direct photo of the answer sheets so that there is less chance of changing the page number order of the uploaded images.

You may click on 'Select Image' button to proceed with answer sheets upload. Click on 'Open camera' from the next screen.

7. You may take a photo of the answer sheet, covering the entire page without shaking the mobile. You can click on 'Retry' in the next screen if you want to take the photo of the same page again. If you are happy with the photo, click on 'OK' to proceed further.

8. In the next screen, the selected image will be shown with page number as given in the image.

If you have more than one page to upload, then click on 'Select Image' again and proceed as in the previous step.

Complete uploading the images.

Make sure that all images are in the page number order.

Click on 'Upload Image'. Total number of images will be shown. Click on 'YES' to proceed.

Once you submit the answer sheets, then it will be displayed in the submitted exams. At the same time, you will get a message in the message section regarding the submission.

Once the last time of the submitting
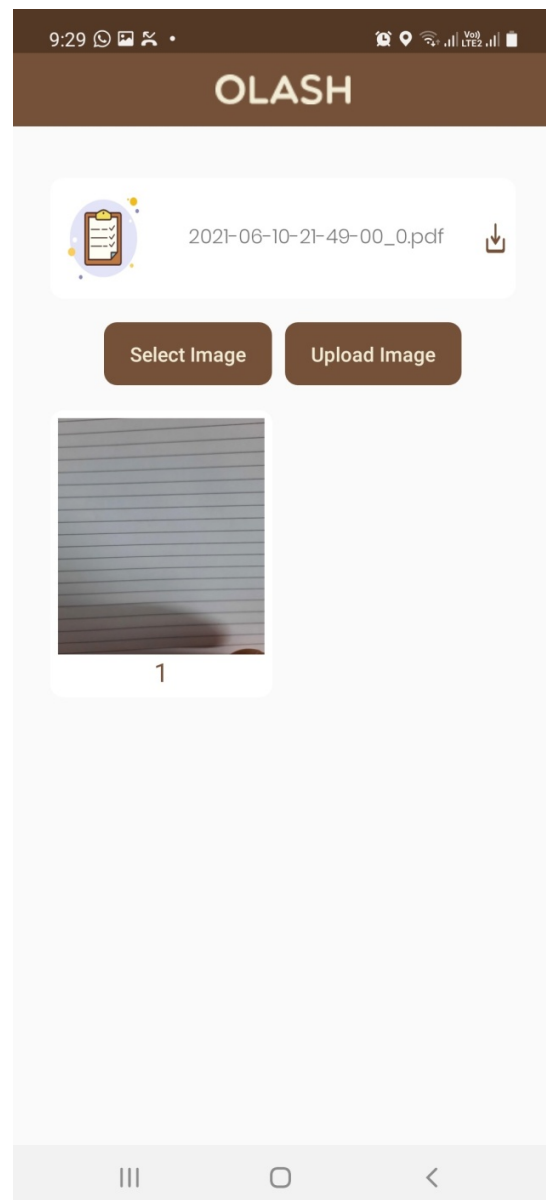
the answer sheets is over, you will get a confirmation message in the message section of olash.

Resubmission

- Students can resubmit the answer sheets of an exam if the last date and time is not over. All submitted exams will be displayed in the Submitted tab and there will be a button named 'Resubmit' if the time is not over.

- Once you click on resubmission button for resubmitting the already submitted answer sheets and if you don't re-upload fresh set of answer sheets, then the answer sheets of the last submission will be replaced by the system.