

# ExamX - Cloud Workspace User Guide

This document provides clear instructions on how to use the ExamX Cloud Workspace effectively during exams and assignments. Please read carefully to ensure a smooth and successful experience.

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## 1. Assignments Folder

The **Assignments** folder contains the exam or assignment details, provided by your instructor. If you accidentally delete the file(s) in this folder:

- **Do not panic!** Inform your instructor immediately.
  - The instructor can quickly re-upload the assignment by using a simple push feature.
  - Always double-check the folder to ensure all necessary files are present before starting your work.
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## 2. Submissions Folder

The **Submissions** folder is where you upload your completed work. This folder is highly flexible and accepts:

- Multiple individual files (e.g., Word documents, PDFs, images, etc.).
- A single compressed file (e.g., a .zip file).
- Complete folder structures, such as a project directory.

### Automatic Synchronization

- ExamX automatically synchronizes the contents of the **Submissions** folder with the server in real time.
  - In the event of an exam interruption (e.g., technical issues or cloud-related errors), all uploaded files are securely stored on the server and can be restored.
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## 3. Restricted Access

To maintain exam integrity:

- **Internet access is disabled.** You will not be able to browse the web or access external resources during your session.
- You are limited to using only the pre-installed programs and tools available within the ExamX Cloud Workspace. Ensure you familiarize yourself with these tools before the exam.

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## 4. Providing Feedback

Your feedback is invaluable in helping us improve ExamX. If you encounter any issues or have suggestions, please submit your feedback at:

[www.examx.at/feedback](http://www.examx.at/feedback)

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## 5. Tips for a Smooth Experience

- **Preparation:** Ensure you review the installed tools and applications ahead of the exam.
  - **Organization:** Keep your files and folders well-organized to avoid confusion during submission.
  - **Backup Awareness:** Trust the automatic synchronization system, but double-check your **Submissions** folder before finishing your session.
  - **Communication:** Reach out to your instructor or administrator immediately if you encounter issues.
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By adhering to these guidelines, you can ensure a stress-free and efficient experience using the ExamX Cloud Workspace. Best of luck with your assignments and exams!