

I-TA'LEEM SERIES

HOW TO UPLOAD MCQ QUESTIONS IN ITALEEMC

I-TA'LEEM



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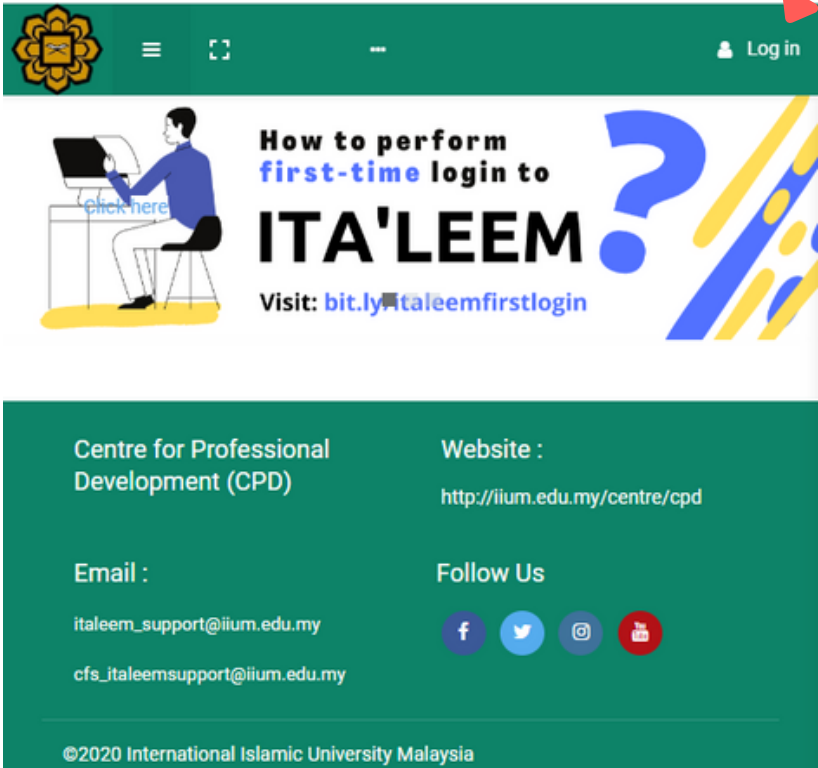
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LOGGING INTO I-TA'LEEM

- 1- Open the website at <https://italeemc.iium.edu.my/>.
- 2- Log in iTa'leEMc



The screenshot shows the website interface. At the top right, there is a "Log in" button with a user icon, indicated by a red arrow. Below the navigation bar is a banner with the text "How to perform first-time login to ITA'LEEM" and a large blue question mark. To the left of the text is an illustration of a person sitting at a desk with a laptop, with a "click here" link. Below the banner, the footer contains contact information for the Centre for Professional Development (CPD), including a website URL, email addresses, and social media icons for Facebook, Twitter, Instagram, and YouTube. The footer also includes the copyright notice "©2020 International Islamic University Malaysia".

Centre for Professional Development (CPD)

Website : <http://iium.edu.my/centre/cpd>

Email : italeem_support@iium.edu.my
cfs_italeemsupport@iium.edu.my

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LOGGING INTO I-TA'LEEM

3- Key in your username and password and click "Log in". The username and password are identical to that of your HURIS and IIUM Portal.



Sign In



Remember username

[Forgot Password?](#)

Log in

Log in as a guest



CONVERTING QUESTIONS TO AIKEN FORMAT

iTa'LeEM



AIKEN FORMAT

Format the examination questions into Aiken format and save as plain text. AIKEN template in MS Words can be downloaded from this link: <https://bit.ly/3CqDisk>.

NO numbering.



What is the Capital of Canada?

- A. Ottawa
- B. Vancouver
- C. Toronto
- D. Montreal

ANSWER: A

← One line space.

What is the Capital of Alberta?

- A. Ottawa
- B. Calgary
- C. Edmonton
- D. Lethbridge

ANSWER: C

All capitalized.



CREATING THE QUIZ

iTa'LeEM



SELECT COURSE CODE

1- At the landing page, scroll left or right in the “Course overview” section.

The screenshot displays a user interface for course selection. It is divided into two main sections: 'Recently accessed courses' and 'Course overview'.

Recently accessed courses: This section features two course cards. The first card has a blue header with a grid pattern and an orange footer containing the text 'MEDICINE SEM1 MBBS 1210 NORMAL RESP...'. A white mouse cursor is positioned over the blue header. The second card has a yellow header with a geometric pattern and a red footer containing 'MEDICINE SEM2 MBBS 1410 Section 01 STR...'. A right-pointing arrow is visible to the right of the cards.

Course overview: This section includes a filter dropdown menu set to 'All (except removed from view)', a 'Course name' dropdown, and a 'Card' view selector. Below these are two course cards. The first card has a grey header with a wavy pattern and an orange footer with 'MEDICINE SEM1 MBBS 1109 NORMAL STRU...'. The second card has a blue header with a grid pattern and a red footer with 'MEDICINE SEM1 MBBS 1210 NORMAL RESP...'. A right-pointing arrow is visible to the right of the cards.


COURSE OF INTEREST

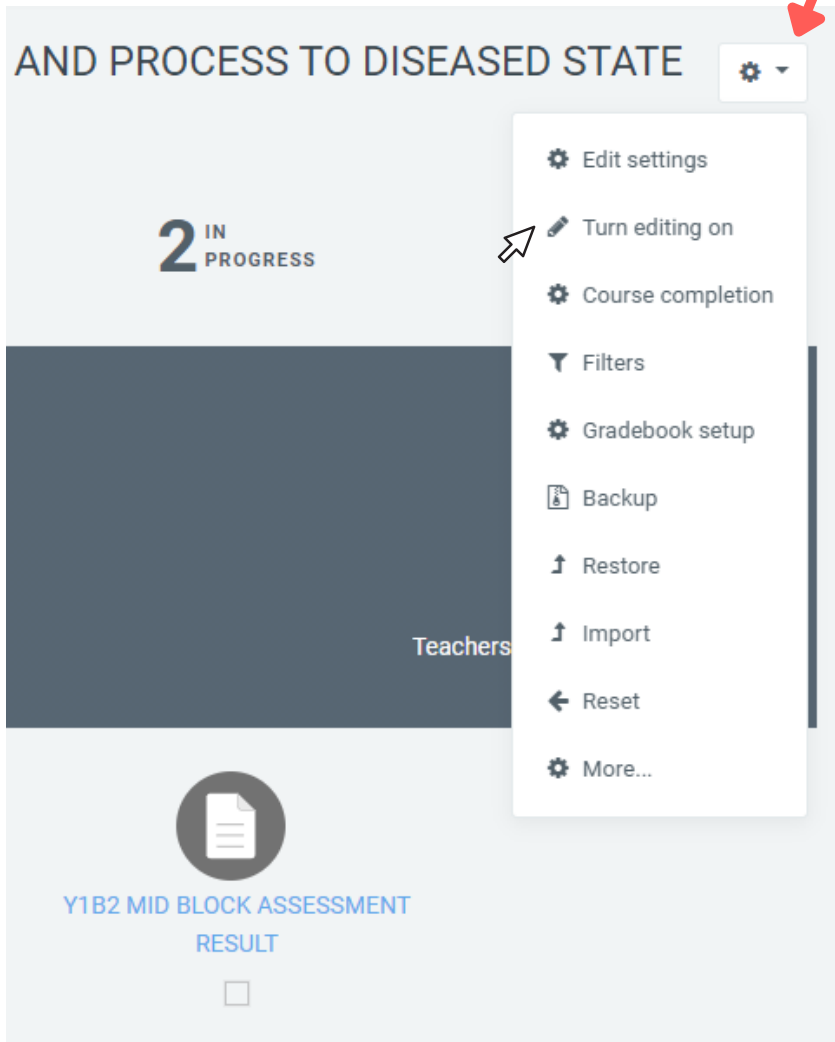
2- Select the course of interest and click on it. For example, “MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE”. It will bring you to the course page.

The screenshot shows a course page with the following elements:

- Course Title:** SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE
- Breadcrumbs:** Dashboard / My courses / MBBS 1210 SEM1
- Settings:** A gear icon with a dropdown arrow.
- Statistics:**
 - 0 ENROLLED STUDENTS
 - 0 STUDENTS COMPLETED
 - 0 IN PROGRESS
 - 0 YET TO START
- General Section:** A dark grey box with the title "General". At the bottom right, it says "Teachers" followed by two profile pictures and navigation arrows.
- Announcements:** A circular icon with a question mark and an exclamation mark, labeled "Announcements".
- Assessment:** A circular icon with a document symbol, labeled "Y1B2 MID BLOCK ASSESSMENT RESULT".

TURN EDITING ON

3- Click on the setting icon  and select Turn editing on.

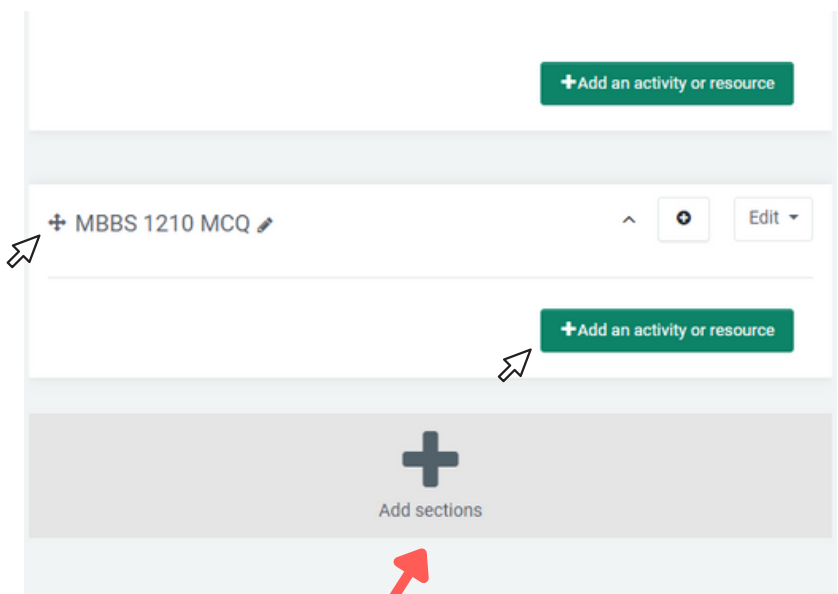


The screenshot shows a Moodle course page titled "AND PROCESS TO DISEASED STATE". The page is in "2 IN PROGRESS" mode. A settings menu is open, showing various options. A red arrow points to the settings icon (gear) in the top right corner. A mouse cursor points to the "Turn editing on" option in the settings menu. The page also displays "Teachers" and "Y1B2 MID BLOCK ASSESSMENT RESULT" with a checkbox below it.

- Edit settings
- Turn editing on
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Reset
- More...

ADD SECTIONS













- 4- STEP 1: Click on '**Add sections**' at the bottom of the page. A pop-up box will appear. Click on '**Add sections**' at the pop-up box. Click on the pencil to name your section eg 'MBBS 1210 MCQ' and press '**Enter**'. Then click on '**Add an activity**' in the new section.






SELECT "QUIZ"

5- Select the activity as "Quiz" and click "Add".

Add an activity or resource ×

-  Forum
-  Glossary
-  Group self-selection
-  HotPot
-  Interactive Content
-  Lesson
-  Questionnaire
-  Quiz
-  SCORM package
-  Survey
-  Wiki
-  Workshop

RESOURCES

-  Book
-  File
-  Folder

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

Add **Cancel**

NAME THE QUIZ

6- Name the "Quiz" and the description of the paper.

SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#) / [MBBS 1210 MCQ](#)

/ Adding a new Quiz to MBBS 1210 MCQ

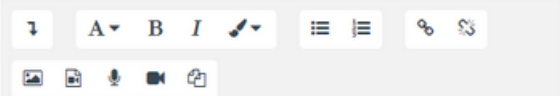
➊ Adding a new Quiz to MBBS 1210 MCQ

▶ Expand all

▼ General

Name !

Description




TIMING


6. Fill in the timing as per schedule.

▼ **Timing**

Open the quiz ?

20 ▾ July ▾ 2021 ▾ 09 ▾ 00 ▾  Enable

Close the quiz

20 ▾ July ▾ 2021 ▾ 10 ▾ 06 ▾  Enable

Time limit ?

0 minutes ▾ Enable

When time expires ?

There is a grace period when open attempts can be submitted, but no more que ▾

Submission grace period ?

10 minutes ▾ Enable

ATTEMPT


7. Be sure to select Attempts allowed as "1" under Grade.

▼ Grade

Grade category ?
Uncategorised ▾

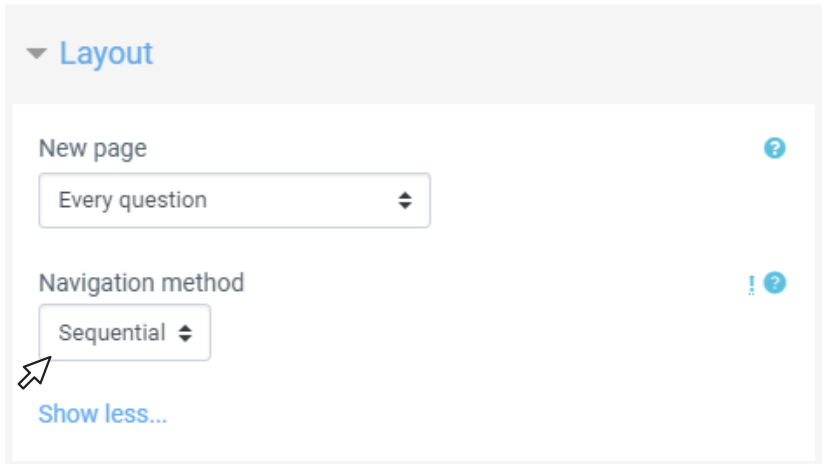
Grade to pass ?

Attempts allowed
1 ▾



SEQUENTIAL METHOD

8. For the Layout, select “Sequential” for Navigation Method to make the question no turning back.



The screenshot shows a settings panel titled "Layout" with a dropdown arrow. It contains two main sections: "New page" and "Navigation method".

- New page:** A dropdown menu currently set to "Every question". A question mark icon is visible to the right.
- Navigation method:** A dropdown menu currently set to "Sequential". A warning icon (exclamation mark and question mark) is visible to the right.

A mouse cursor is pointing at the "Sequential" option in the "Navigation method" dropdown. Below the settings is a link that says "Show less..."

SHUFFLE

9. For the question behaviour, select “Yes” to shuffle within questions.

▼ Question behaviour

Shuffle within questions ?

Yes ▾

How questions behave ?

Deferred feedback ▾

[Show more...](#)

UNTICK ALL

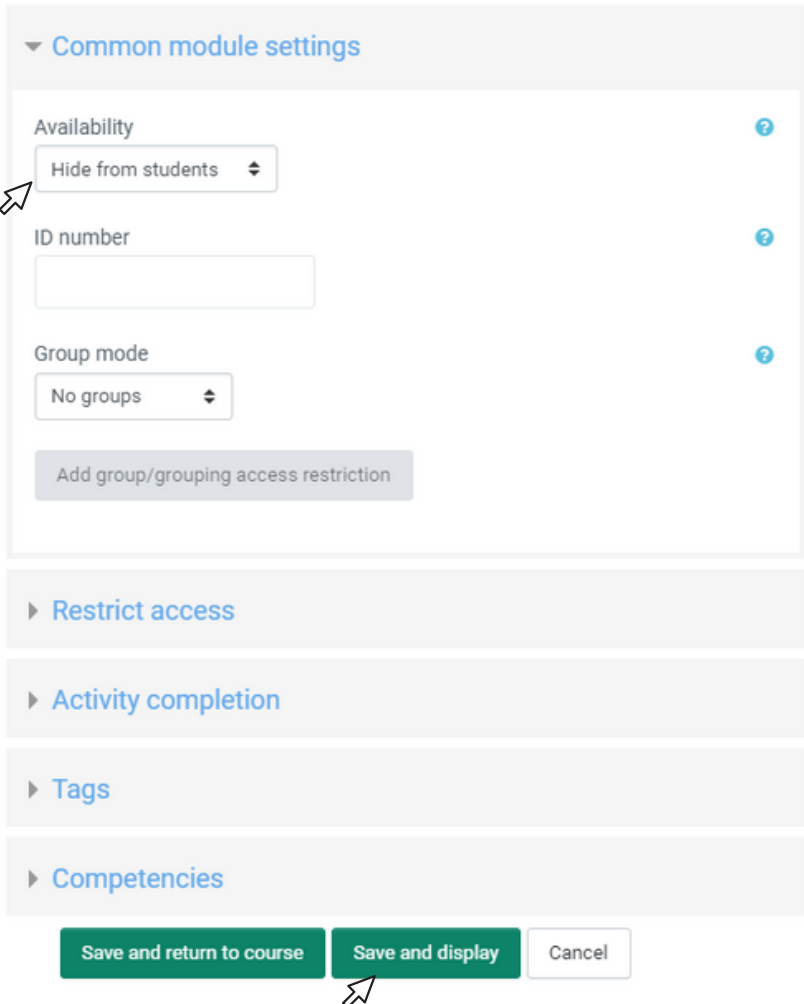
10. For the review options, untick all options.

▼ Review options ?

<p>During the attempt</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> The attempt ?<input checked="" type="checkbox"/> Whether correct ?<input checked="" type="checkbox"/> Marks ?<input checked="" type="checkbox"/> Specific feedback ?<input checked="" type="checkbox"/> General feedback ?<input checked="" type="checkbox"/> Right answer ?<input type="checkbox"/> Overall feedback ?	<p>Immediately after the attempt</p> <ul style="list-style-type: none"><input type="checkbox"/> The attempt<input checked="" type="checkbox"/> Whether correct<input type="checkbox"/> Marks<input checked="" type="checkbox"/> Specific feedback<input checked="" type="checkbox"/> General feedback<input checked="" type="checkbox"/> Right answer<input type="checkbox"/> Overall feedback
<p>Later, while the quiz is still open</p> <ul style="list-style-type: none"><input type="checkbox"/> The attempt<input checked="" type="checkbox"/> Whether correct<input type="checkbox"/> Marks<input checked="" type="checkbox"/> Specific feedback<input checked="" type="checkbox"/> General feedback<input checked="" type="checkbox"/> Right answer<input type="checkbox"/> Overall feedback	<p>After the quiz is closed</p> <ul style="list-style-type: none"><input type="checkbox"/> The attempt<input checked="" type="checkbox"/> Whether correct<input type="checkbox"/> Marks<input checked="" type="checkbox"/> Specific feedback<input checked="" type="checkbox"/> General feedback<input checked="" type="checkbox"/> Right answer<input type="checkbox"/> Overall feedback

HIDE FROM STUDENTS

11. For the common module settings, select the availability as “Hide from students”. Click on "Save and display".



▼ Common module settings

Availability ?
Hide from students

ID number ?

Group mode ?
No groups

Add group/grouping access restriction

▶ Restrict access

▶ Activity completion

▶ Tags

▶ Competencies

Save and return to course Save and display Cancel




**CREATING
THE QUESTION
BANK**

i-Ta'LeEM



QUESTION BANK

1- Go to the Question Bank by click on the  (setting) icon and select “Categories”.

MCQ PAPER 1

Instruction





- This is a **SINGLE ATTEMPT QUIZ**
- This quiz has **30 questions**.
- You **MUST** answer all questions.
- Time allocated is **60 minutes**.
- You **CANNOT 'Back'** or change your the next answer.
- If you 'Flag' the question, you **CANN**
- When you have finished the quiz, ple

INTEGRITY DECLARATION

As a student of Kulliyah of Medicir this synchronized online Integrated

1. I have **READ AND UNDERSTOC** the examiners.
2. I am only allowed to answer th **allocated time**.
3. **I WILL NOT CHEAT** during the use any other gadgets, applica or open other internet browser
4. **I WILL NOT CONTACT OR COM** STUDENTS or ANYONE during



- Edit settings
- Group overrides
- User overrides
-  Edit quiz
-  Preview
-  Results
 - Grades
 - Responses
 - Statistics
 - Manual grading
 - Download essay submissions
 - Group quiz
- Locally assigned roles
- Permissions
 - Check permissions
- Filters
- Competency breakdown
- Logs
- Backup
- Restore
- Question bank
 - Questions
 -  Categories
 - Import

ADD CATEGORY

2. Select the Parent Category and name the Category. Click "Add category".

▼ Add category

Parent category ?

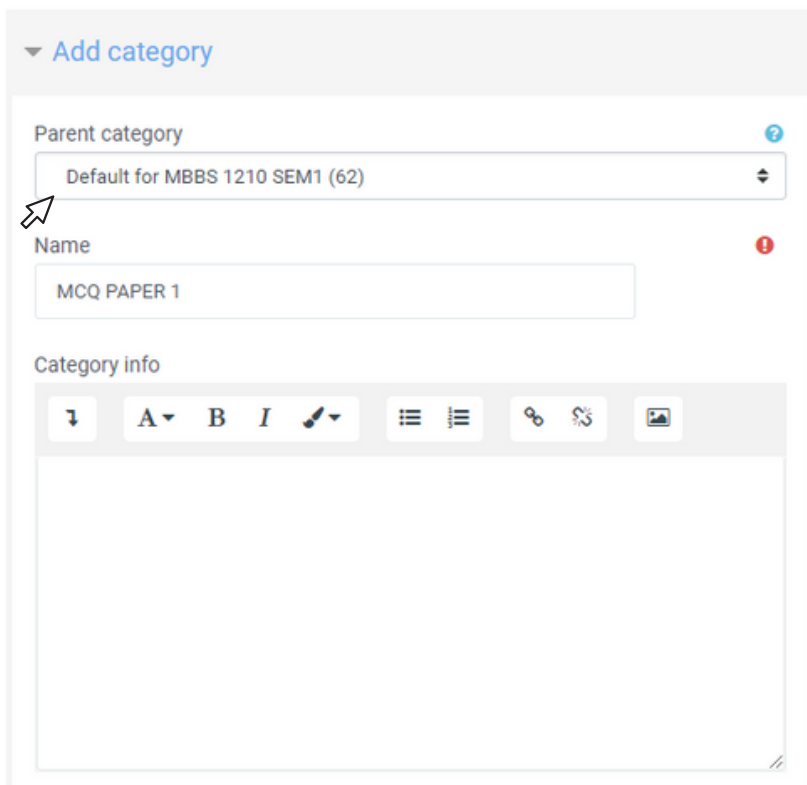
Default for MBBS 1210 SEM1 (62) ⌵

Name !

MCQ PAPER 1

Category info

⌵ A ▾ B I ✎ ⋮ ⋮ 🔗 ⚙️ 🖼️



SELECT AIKEN FORMAT

3. Select the Import tab and tick on Aiken format.

SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE









[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#) / [MBBS 1210 MCQ](#) / [MCQ PAPER 1](#)
/ [Question bank](#) / [Import](#)

[Questions](#) [Categories](#) [Import](#) [Export](#)

Import questions from file

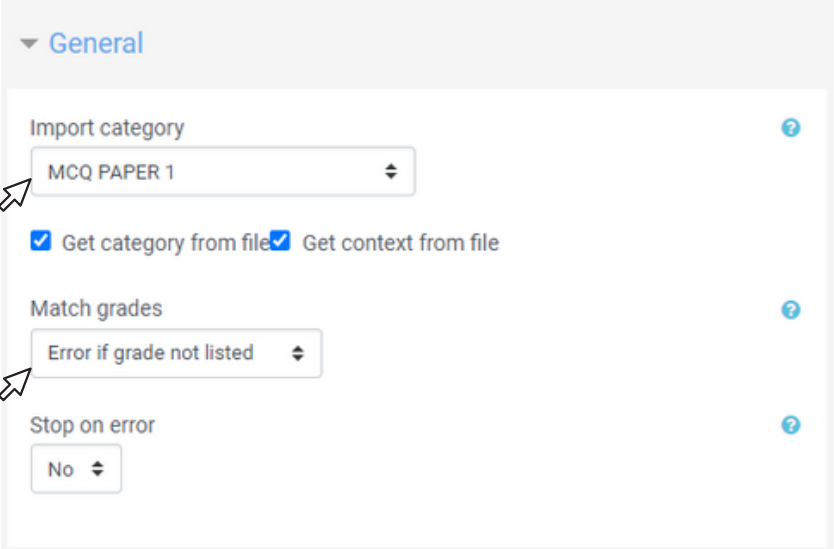
 Collapse all

File format

- Aiken format 
- Blackboard 
- Embedded answers (Cloze) 
- Examview 
- GIFT format 
- Missing word format 
- Moodle XML format 
- WebCT format 

IGNORE STOP ON ERROR

4. Select the category "MCQ Paper 1". Select "No" for the Stop on error.



▼ General

Import category ?

MCQ PAPER 1

Get category from file Get context from file

Match grades ?

Error if grade not listed


Stop on error ?


No


UPLOAD FILE


5. Choose the Aiken format file under Import "MCQ Paper 1.txt". Click Upload this file.


File picker


 Server files

 Recent files

 Upload a file

 URL downloader

 Private files

 Wikimedia

Attachment

MCQ Paper 1.txt

Save as

Author

Choose license

CLICK IMPORT

6. Once uploaded, click on Import.

▼ Import questions from file

Import ! Maximum size for new files: 100MB

MCQ Paper 1.txt

There are required fields in this form marked ! .

CONTINUE IMPORTING

7. Click continue when all questions uploaded.

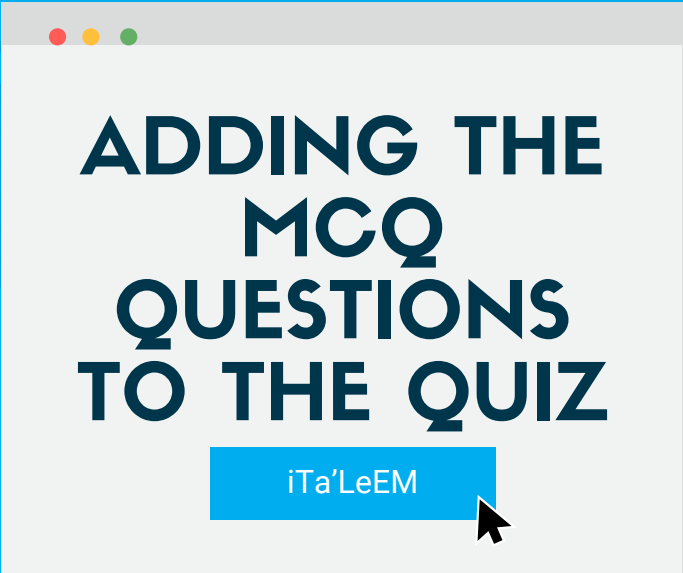
Questions Categories **Import** Export

Parsing questions from import file. ×

Importing 5 questions from file ×

1. Which is one of the muscles that hold head of humerus into glenoid cavity and then, ...
2. Which is the ligament that connects ...
3. Which is the muscle that is responsible for arm ...
4. Which muscle that median nerve innervates?
5. Which part of the ...

Continue




ADDING THE MCQ QUESTIONS TO THE QUIZ

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EDIT QUIZ

1. To add questions to the quiz from the question bank, go back to MCQ Paper 1. Click "Edit Quiz" on the settings  icon .

MCQ PAPER 1

Instruction

- This is a **SINGLE ATTEMPT QUIZ**
- This quiz has **30 questions**.
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- You **CANNOT** 'Back' or change your the next answer.
- If you 'Flag' the question, you **CANN**
- When you have finished the quiz, ple

INTEGRITY DECLARATION

Edit settings

Group overrides

User overrides

 Edit quiz

 Preview

 Results

Grades

Responses

Statistics

Manual grading

Download essay submissions

Group quiz

ADD FROM QUESTION BANK

2. Select Add on the top right and select "from question bank".

Editing quiz: MCQ PAPER 1

Questions: 0 | This quiz is open

Maximum grade


10.00

Save

Repaginate

Select multiple items

Total of marks: 0.00

Shuffle 

Add ▾

- + a new question
- + from question bank
- + a random question

ADD QUESTIONS TO QUIZ

3. Select the category and tick all the questions from the question bank.

Add from the question bank at the end ×

Select a category:

MCQ PAPER 1 (5) ⌵

No tag filters applied

Filter by tags... ⌵

Search options ⌵

Also show questions from subcategories

Also show old questions

T ^ Question

+ ☰ This is one of the muscles that hold head of humerus into glenoid cavity ar 🔍

+ ☰ What is the ligament that connects pectoral girdle to axial skeleton? What 🔍

+ ☰ What is the muscle that is responsible for arm flexion at the shoulder joint? 🔍

+ ☰ What position of the bone shown above? What position of the bone shown 🔍

+ ☰ Which muscle that median nerve innervates? Which muscle that median n 🔍

Add selected questions to the quiz

MARK, GRADE AND SHUFFLE

4. Edit the marks for each question correct in the Maximum grade. Tick the Shuffle to shuffle the questions and 'Save' the setting.

Editing quiz: MCQ PAPER 1

Questions: 5 | This quiz is open

Maximum grade 5.00

Save

Repaginate

Select multiple items

Total of marks: 5.00

The screenshot shows the 'Editing quiz' interface for 'MCQ PAPER 1'. At the top, it displays 'Questions: 5 | This quiz is open', 'Maximum grade 5.00', and a 'Save' button. Below this are two buttons: 'Repaginate' and 'Select multiple items'. On the right, it shows 'Total of marks: 5.00' and a 'Shuffle' checkbox with a lock icon. The main area contains a list of four questions, each on a separate page (Page 1 to Page 4). Each question entry includes a plus icon, a list icon, a gear icon, the question text, a search icon, a trash icon, and a mark value of '1.00' with an edit icon. A mouse cursor is pointing at the 'Shuffle' checkbox and the '1.00' mark value of the first question.

Shuffle

Page 1 Add ▾

1 This is one of the mus... 1.00

Page 2 Add ▾



2 What is the ligament t... 1.00

Page 3 Add ▾

3 What is the muscle tha... 1.00

Page 4 Add ▾

4 What position of the b... 1.00



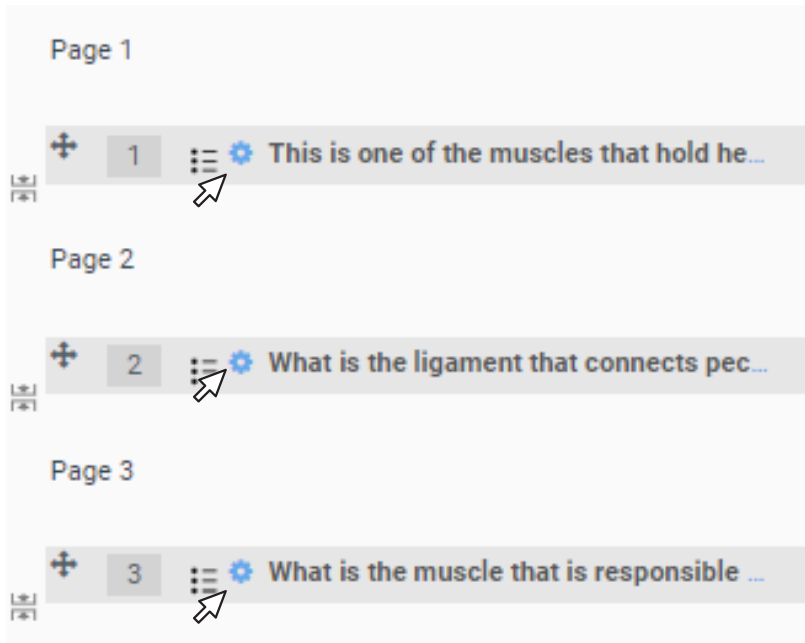
FORMATTING THE QUESTION

iTa'LeEM



QUESTION SETTING

1. To edit the questions click on the settings icon ⚙️ of the question.



QUESTION NAME/TEXT

2. Write the Question name as "Unit - Lecturer's name". In the Question text, the font can be changed & images can be added whenever necessary.

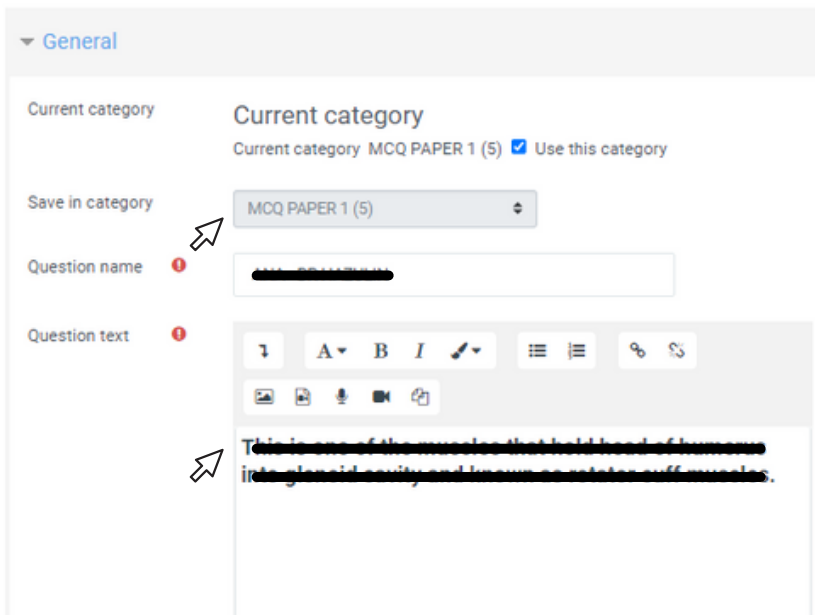
▼ General

Current category **Current category**
Current category MCQ PAPER 1 (5) Use this category

Save in category

Question name

Question text

The image shows a screenshot of a question editor interface. At the top, there is a 'General' tab. Below it, there are several fields: 'Current category' with a dropdown menu showing 'MCQ PAPER 1 (5)' and a checked box for 'Use this category'; 'Save in category' with a dropdown menu also showing 'MCQ PAPER 1 (5)'; 'Question name' with a text input field containing 'Unit - Lecturer's name'; and 'Question text' with a rich text editor containing the text 'This is one of the muscles that hold head of human in its position and in some cases it is off weeks.'. The rich text editor has a toolbar with various icons for text formatting and media insertion. Two white arrows point to the 'Question name' and 'Question text' fields.

NO NUMBERING

3. Tick on "Shuffle the choices" and "No numbering" for the choices.

One or multiple answers?

One answer only

Shuffle the choices? 

Number the choices?

No numbering

GRADES

4. The font for the answers can be edited. Grade for the correct answer is "100%" while for the wrong answer is "None".

▼ Answers

Choice 1

Pectoralis major

Grade: None

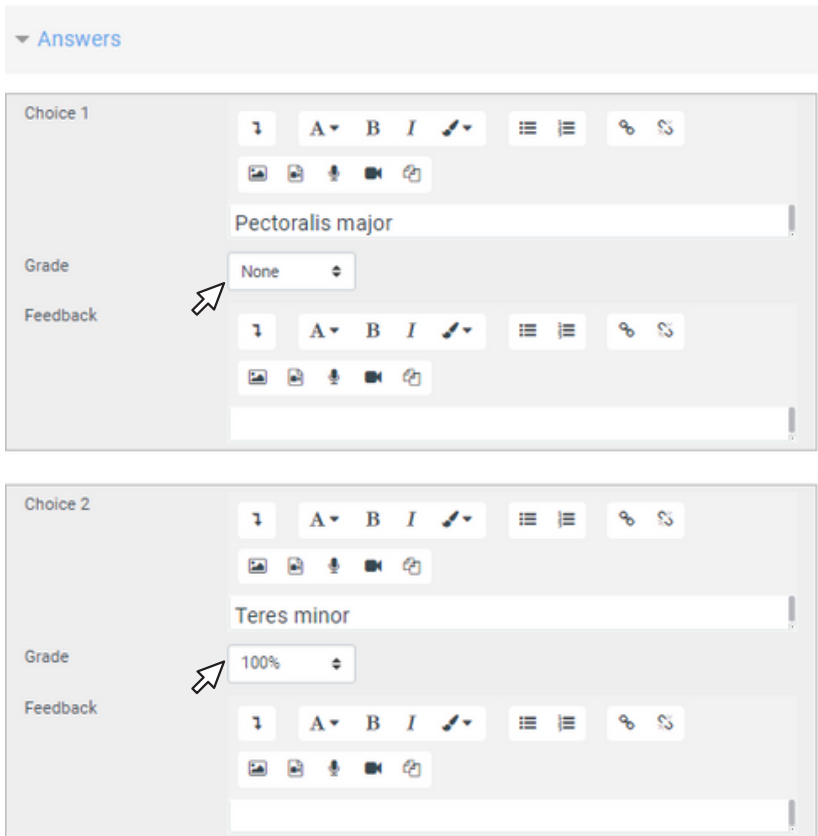
Feedback

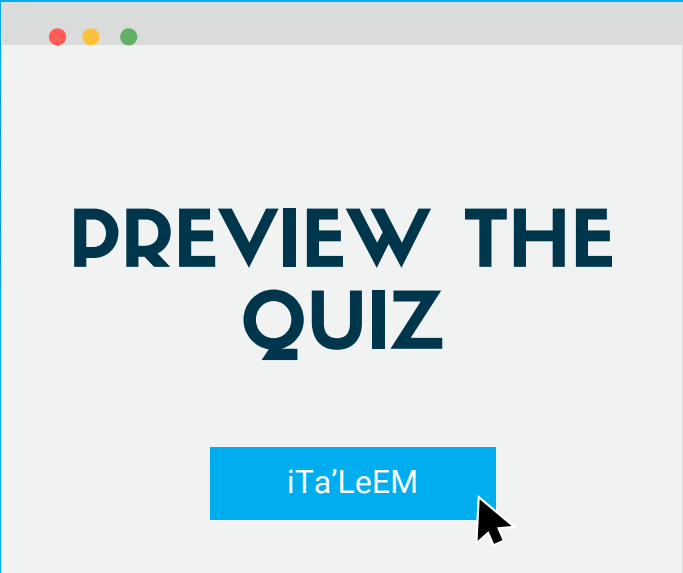
Choice 2

Teres minor

Grade: 100%

Feedback





PREVIEW THE QUIZ

iTa'LeEM



PREVIEW

1. To preview the quiz , go back to MCQ Paper 1. Click "Preview Quiz" on the settings icon.

SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#) / [MBBS 1210 MCQ](#) / [MCQ PAPER 1](#)

⚙️

MCQ PAPER 1

Instruction

- This is a **SINGLE ATTEMPT QUIZ**
- This quiz has **30 questions**.
- You **MUST** answer all questions.
- Time allocated is **60 minutes**.
- You **CANNOT** 'Back' or change your the next answer.
- If you 'Flag' the question, you **CANN**
- When you have finished the quiz, ple

- Edit settings
- Group overrides
- User overrides
- ⚙️ Edit quiz
- 🔍 Preview
- 📊 Results
 - Grades
 - Responses
 - Statistics
 - Manual grading
 - Download essay submissions

PREVIEW

2. The number of questions are listed on the right side of the questions.

The screenshot displays a quiz interface for 'SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE'. The question asks for a muscle that holds the head of the humerus into the glenoid cavity. The options are Teres minor, Pectoralis minor, Teres major, Pectoralis major, and Serratus anterior. The interface includes a 'Next page' button and a quiz navigation panel on the right with a 'Start a new preview' button and a question count (1-5).

SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

Dashboard / My courses / MBBS 1210 SEM1 / MBBS 1210 MCQ / MCQ PAPER 1 / Preview

Question 1
Not yet answered
Marked out of 1.00
Flag question
Edit question

This is one of the muscles that hold head of humerus into glenoid cavity and known as rotator cuff muscles.

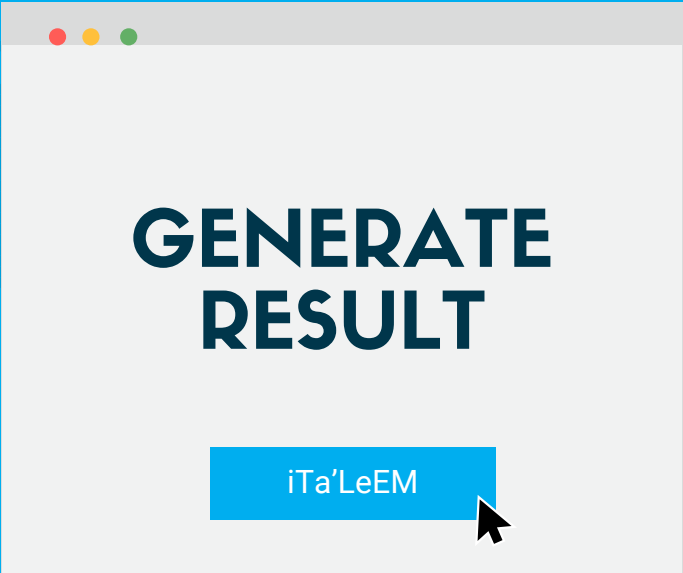

Select one:

- Teres minor
- Pectoralis minor
- Teres major
- Pectoralis major
- Serratus anterior

Next page

Quiz navigation
Finish attempt ...
Start a new preview

1 2 3 4 5



GENERATE RESULT

iTa'LeEM



RESULT

1. Once students completed the exam, click "Results" and "Grades" to review the students' mark.

ASSESSMENT (PAPER 1)

...e moved to the next answer.
...question.
...ll and finish'.

...d that during this synchronized online Integrat
...provided by the examiners.
...ing to the **allocated time**.
...n. I will not use any other gadgets, applicatio
...s.
...OTHER STUDENTS or ANYONE during the asse:

purely my effort.

Attempts allowed: 1

...ed on Monday, 1 February 2021, 9:40 AM

Attempts: 152

- Edit settings
- Group overrides
- User overrides
- ⚙ Edit quiz
- 🔍 Preview
- 📊 Results
- 🖱 ● Grades
- Responses
- Statistics
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- Download essay submissions
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- Locally assigned roles
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- Check permissions
- Filters
- Competency breakdown
- Logs
- Backup
- Restore
- Question bank
 - Questions
 - Categories
 - Import
 - Export



RESULT

2. Click 'Download' to generate the marks.

Attempts that are In progress Overdue Finished Never submitted
Show only attempts that have been regraded / are marked as needing regrading

▼ Display options

Page size

Marks for each question

Show report

Regrade all

Dry run a full regrade

Only one attempt per user allowed on this quiz.

first name:

urname:

Download table data as

	First name / Surname	Email address	State	Started on	Completed
--	----------------------	---------------	-------	------------	-----------

RESULT

3. The details of the students, paper, mark of each questions and total marks is presented in the Excel sheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Surname	First name	Email address	State	Started on	Completed	Time taken	Grade/20	Q. 1 /1	Q. 2 /1	Q. 3 /1	Q. 4 /1
2				Finished	1/2/2021 9:00	1/2/2021 9:39 39 mins 33 secs	13	1	1	1	1	1
3				Finished	1/2/2021 9:00	1/2/2021 9:40 40 mins 2 secs	10	1	1	1	1	1
4				Finished	1/2/2021 9:00	1/2/2021 9:38 38 mins 46 secs	14	1	0	1	1	1
5				Finished	1/2/2021 9:00	1/2/2021 9:38 38 mins 43 secs	15	1	1	0	1	1
6				Finished	1/2/2021 9:00	1/2/2021 9:28 28 mins 20 secs	12	1	0	1	1	1
7				Finished	1/2/2021 9:00	1/2/2021 9:39 39 mins 32 secs	11	1	0	0	1	1
8				Finished	1/2/2021 9:00	1/2/2021 9:26 26 mins 21 secs	11	1	0	1	1	1
9				Finished	1/2/2021 9:00	1/2/2021 9:39 39 mins 53 secs	3	0	0	0	0	0
10				Finished	1/2/2021 9:00	1/2/2021 9:38 38 mins 22 secs	17	1	1	1	1	1
11				Finished	1/2/2021 9:00	1/2/2021 9:40 40 mins 5 secs	14	1	0	1	1	1
12				Finished	1/2/2021 9:00	1/2/2021 9:40 40 mins 5 secs	14	1	0	1	1	1
13				Finished	1/2/2021 9:00	1/2/2021 9:39 39 mins 4 secs	15	1	0	1	1	1
14				Finished	1/2/2021 9:00	1/2/2021 9:40 40 mins 7 secs	13	1	0	1	1	1
15				Finished	1/2/2021 9:00	1/2/2021 9:40 40 mins 16 secs	8	1	0	1	1	1
16				Finished	1/2/2021 9:00	1/2/2021 9:34 34 mins 35 secs	16	0	1	1	1	1
17				Finished	1/2/2021 9:00	1/2/2021 9:29 29 mins 18 secs	17	1	0	1	1	1
18				Finished	1/2/2021 9:00	1/2/2021 9:17 17 mins 32 secs	12	0	1	1	1	1
19				Finished	1/2/2021 9:00	1/2/2021 9:39 39 mins 34 secs	11	0	0	1	1	0