



I-TA'LEEM SERIES

HOW TO UPLOAD MODIFIED ESSAY QUESTIONS (MEQ) IN I-TA'LEEM



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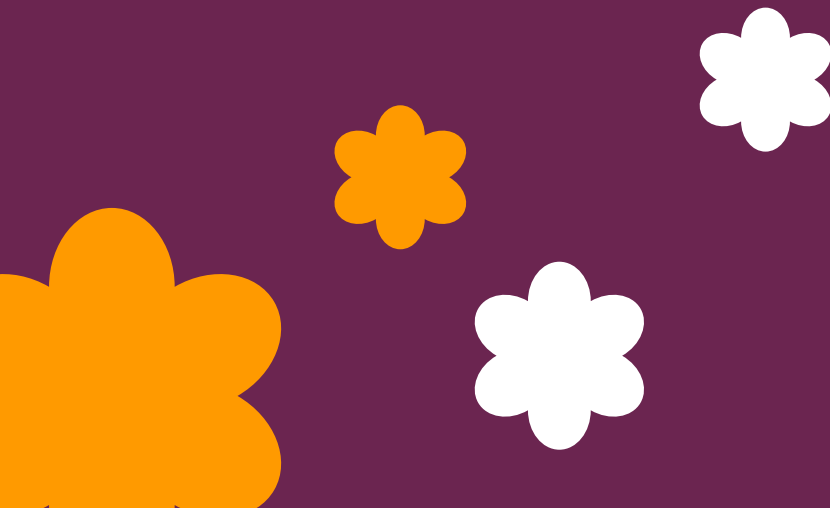


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7. PREVIEW QUIZ



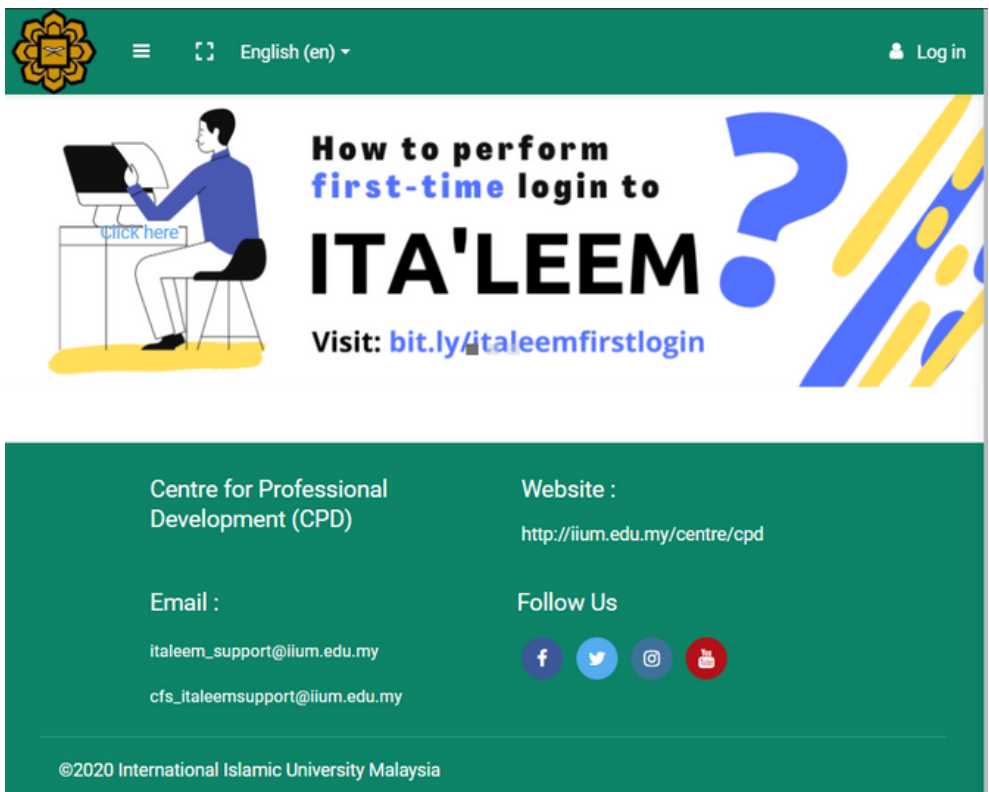
The background is a solid purple color. It features five stylized flowers: a large white flower at the top center, a medium orange flower at the top left, a medium orange flower at the top right, a large orange flower at the bottom left, and a large orange flower at the bottom right. A smaller white flower is positioned at the bottom center.

LOGIN INTO I-TA'LEEM

LOGIN INTO I-TA'LEEM

1- Open the website at
<https://italeemc.iium.edu.my/>

2- Log in i-Ta'LeEm



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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LOGIN INTO I-TA'LEEM

3- Key in your username & password and click 'Log in'.



Sign In

xxxxxxxx

.....

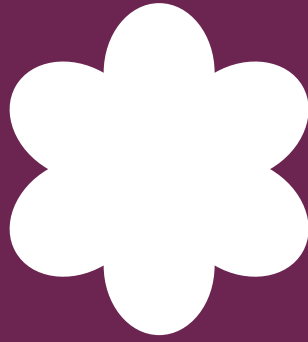


Remember username

[Forgot Password?](#)

Log in

Log in as a guest

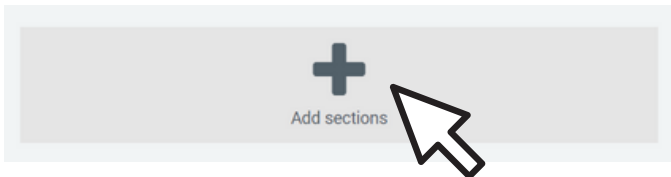


ADD AN ACTIVITY

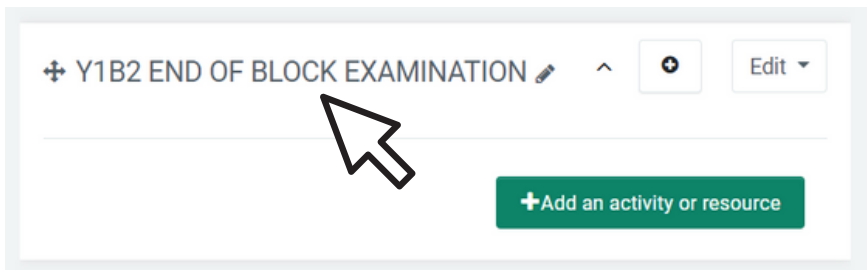


ADD AN ACTIVITY

1- Click 'Add sections' at the bottom of the course page.

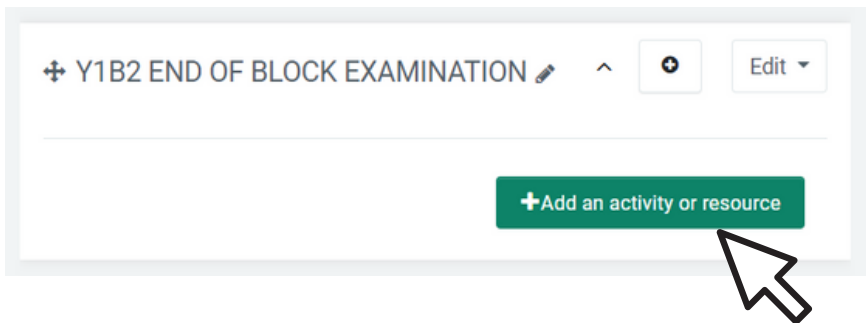


2- Name the newly created section accordingly. Press 'enter' after editing the name.



ADD AN ACTIVITY

3- Click 'Add an activity or resource'.



ADD AN ACTIVITY

4- Select activity as 'Quiz' and click 'Add'

Add an activity or resource ×

- Edpuzzle
- External tool
- Feedback
- Forum
- Glossary
- Group self-selection
- HotPot
- Interactive Content
- Lesson
- Questionnaire
- Quiz**
- SCORM pack
- Survey
- Wiki
- Workshop
- Zoom meeting

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

ADD AN ACTIVITY

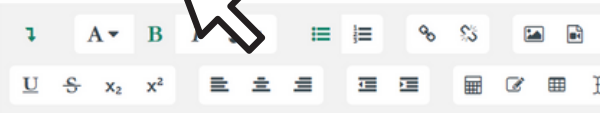
5- Name the Quiz and the description of the assessment paper.

• Adding a new Quiz •

▼ General

Name ! MEQ: PAPER 1

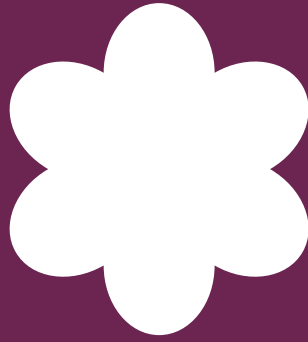
Description



Instruction

- This is a **SINGLE ATTEMPT QUIZ**
- You **MUST** answer all questions.
- Time allocated is **30 minutes**.
- You **CANNOT 'Back'** or change your answers once you have moved to the next question.
- If you 'Flag' the question, you **CANNOT REATTEMPT** the question.
- When you have finished the quiz, please click on '**Submit all and finish**'.



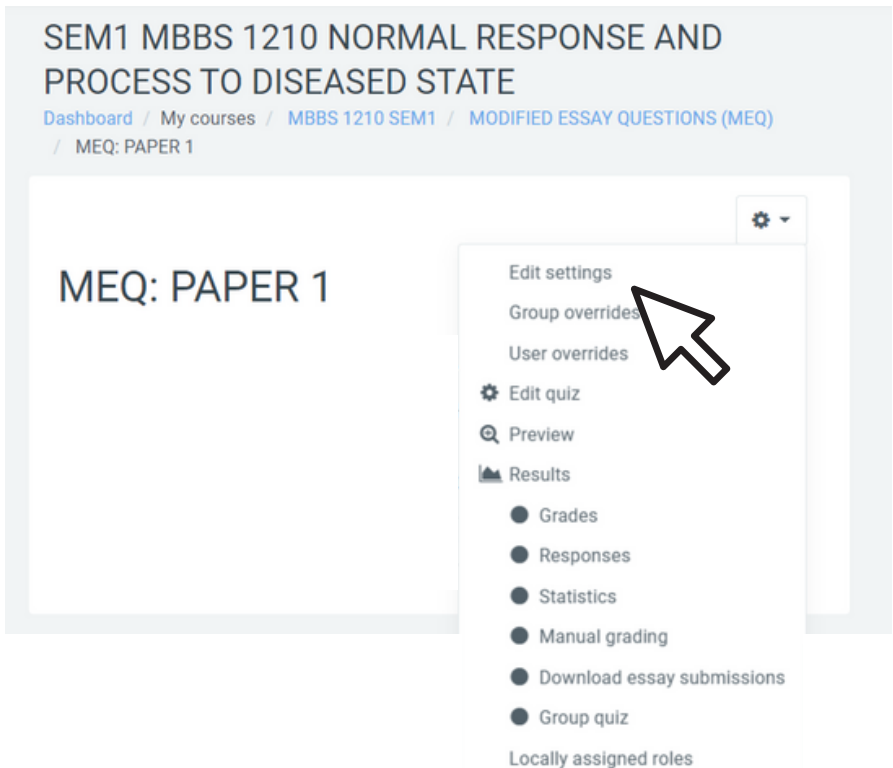


EDIT QUIZ SETTING



EDIT QUIZ SETTING

1- Select 'Edit Settings' on the drop-down list at the right upper corner.



The screenshot shows a course page for 'SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE'. The breadcrumb trail is 'Dashboard / My courses / MBBS 1210 SEM1 / MODIFIED ESSAY QUESTIONS (MEQ) / MEQ: PAPER 1'. The main content area displays 'MEQ: PAPER 1'. A settings gear icon in the top right corner of the content area has been clicked, opening a dropdown menu. A mouse cursor is pointing at the 'Edit settings' option, which is the first item in the list. Other options in the menu include 'Group overrides', 'User overrides', 'Edit quiz' (with a gear icon), 'Preview' (with a magnifying glass icon), 'Results' (with a bar chart icon), and several options with radio button icons: 'Grades', 'Responses', 'Statistics', 'Manual grading', 'Download essay submissions', and 'Group quiz'. At the bottom of the menu is 'Locally assigned roles'.

SEM1 MBBS 1210 NORMAL RESPONSE AND
PROCESS TO DISEASED STATE

Dashboard / My courses / MBBS 1210 SEM1 / MODIFIED ESSAY QUESTIONS (MEQ)
/ MEQ: PAPER 1

MEQ: PAPER 1

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

EDIT QUIZ SETTING

2- Go to 'Timing': Fill in the timing as per schedule

▼ Timing

Open the quiz	?	25	March	2021	09
Close the quiz		25	March	2021	09
Time limit	?	30	minutes	<input checked="" type="checkbox"/> Enable	
When time expires	?	There is a grace period when open attempts can b			
Submission grace period	?	10	minutes	<input checked="" type="checkbox"/> Enable	




EDIT QUIZ SETTING

3- Go to 'Grade': Be sure to select Attempts allowed as 1

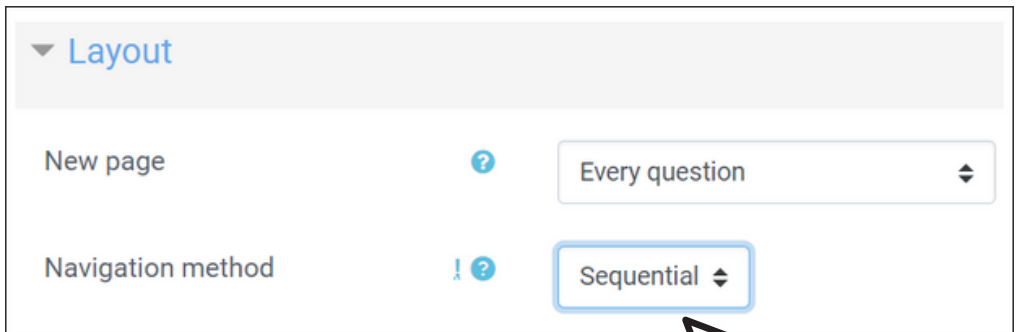
▼ Grade

Grade category	?	Uncategorised ▾
Grade to pass	?	
Attempts allowed		1 ▾



EDIT QUIZ SETTING

4- Go to 'Layout': Select 'Sequential' for Navigation method to make the question no turning back.



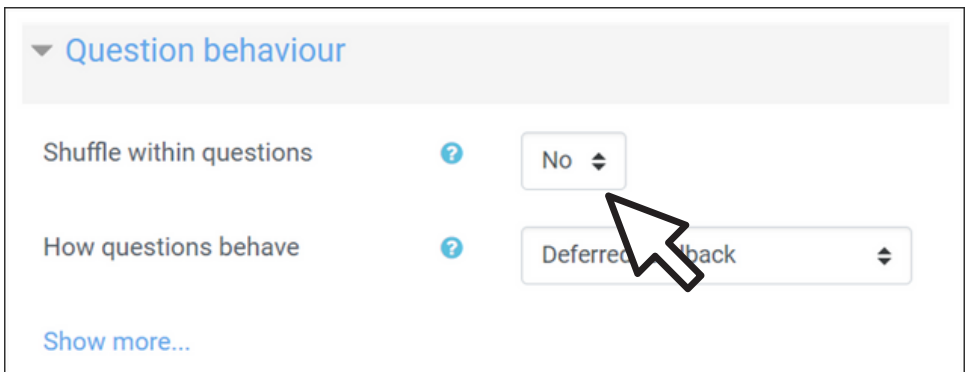
Layout

New page	?	Every question
Navigation method	! ?	Sequential



EDIT QUIZ SETTING

5- Go to 'Question Behaviour': Select 'No' to shuffle within questions.



▼ Question behaviour

Shuffle within questions ? No ▾

How questions behave ? Deferred ▾

[Show more...](#)



EDIT QUIZ SETTING

6- Go to 'Review options': Untick all boxes.

▼ Review options ⓘ




During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt ⓘ	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt	<input type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct ⓘ	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks ⓘ	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback ⓘ	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback ⓘ	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer ⓘ	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ⓘ	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback



EDIT QUIZ SETTING

7- Go to 'Common module settings': Select the availability as 'Hide from students'

▼ Common module settings

Availability		<input type="text" value="Hide from students"/>
ID number		<input type="text"/>
Group mode		<input type="text" value="No groups"/>

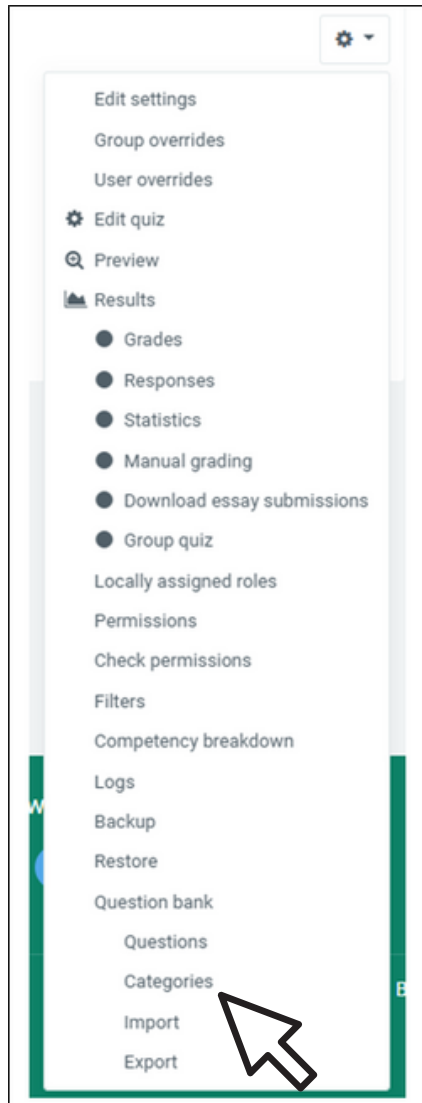
8- Then click 'Save and display'

The background is a solid purple color. It features five stylized flowers: a large white flower at the top center, a medium orange flower at the top left, a medium orange flower at the top right, a large orange flower at the bottom left, and a medium white flower at the bottom center. The text is centered in white, bold, uppercase letters.

**CREATE
QUESTION
BANK**

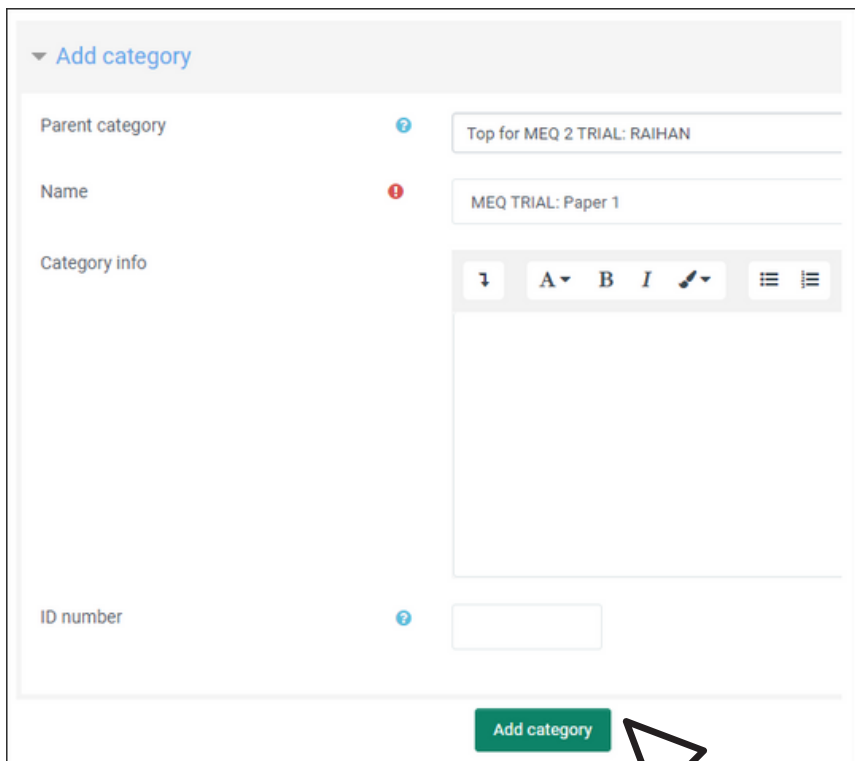
CREATE QUESTION BANK

1- No questions are added yet. Go to the Question Bank by clicking the wheel on the top right and select 'Categories'.



CREATE QUESTION BANK

- 2- Scroll down to 'Add category'.
 - Choose parent category.
 - Name the category.
 - Click 'Add category'

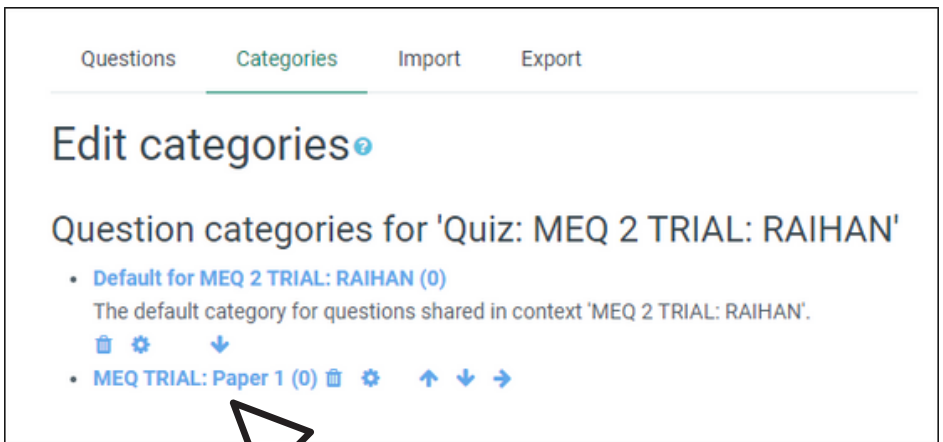


The screenshot shows a web form titled "Add category". It contains the following fields and elements:

- Parent category:** A dropdown menu with a blue question mark icon, currently showing "Top for MEQ 2 TRIAL: RAIHAN".
- Name:** A text input field with a red error icon, containing "MEQ TRIAL: Paper 1".
- Category info:** A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), and list (bulleted and numbered). The editor area is currently empty.
- ID number:** A text input field with a blue question mark icon, currently empty.
- Submit button:** A green button labeled "Add category" at the bottom right, with a mouse cursor pointing to it.

CREATE QUESTION BANK

3- Click the newly added category



Number in the bracket indicates number of questions in the category.



CREATE QUESTION BANK

4- Create a new question.

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

Question bank

Select a category:

No tag filters applied


▼

Show question text in the question list

[Search options](#) ▼

Also show questions from subcategories

Also show old questions



CREATE QUESTION BANK

5- Select 'Essay' as the question type and click 'Add'.

Choose a question type to add ×

QUESTIONS

- ☰ Multiple choice
- True/False
- ☰ Matching
- Short answer
- 12 Numerical
- 📄 Essay
- $\frac{2+2}{=7}$ Calculated
- $\frac{2+2}{=7}$ Calculated multichoice
- $\frac{2+2}{=7}$ Calculated simple
- ⬆️ Drag and drop into text
- ⬆️ Drag and drop markers
- ⬆️ Drag and drop grids

Allows a response of a file upload and/or online text. This must then be graded manually.

CREATE QUESTION BANK

6- Copy & paste the question from the MS word to the Question text box and edit accordingly.

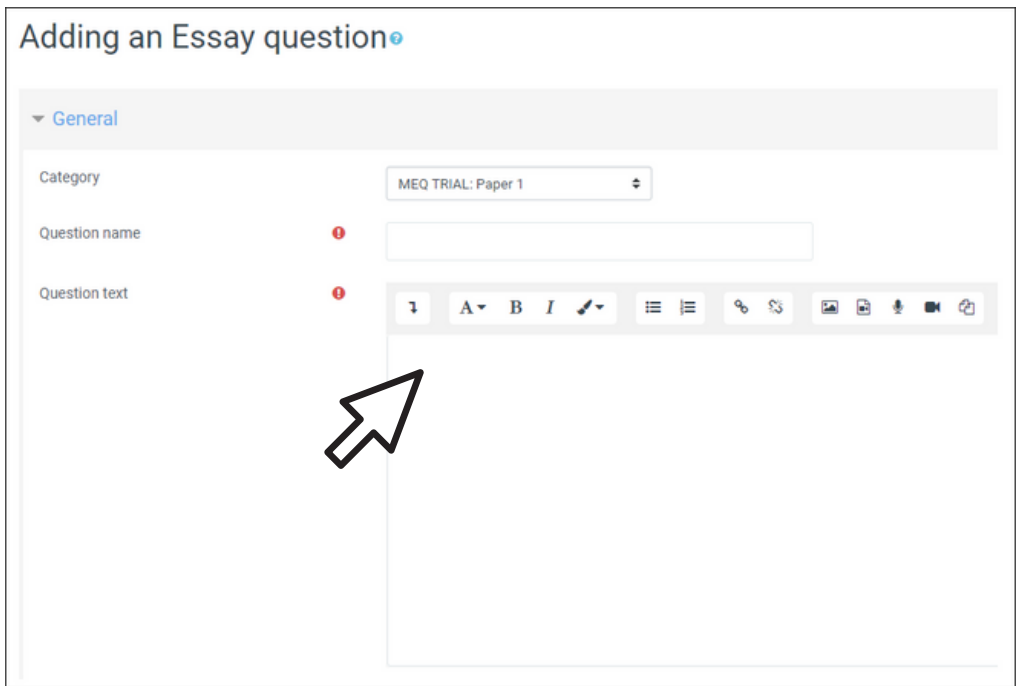
Adding an Essay question

General

Category: MEQ TRIAL: Paper 1

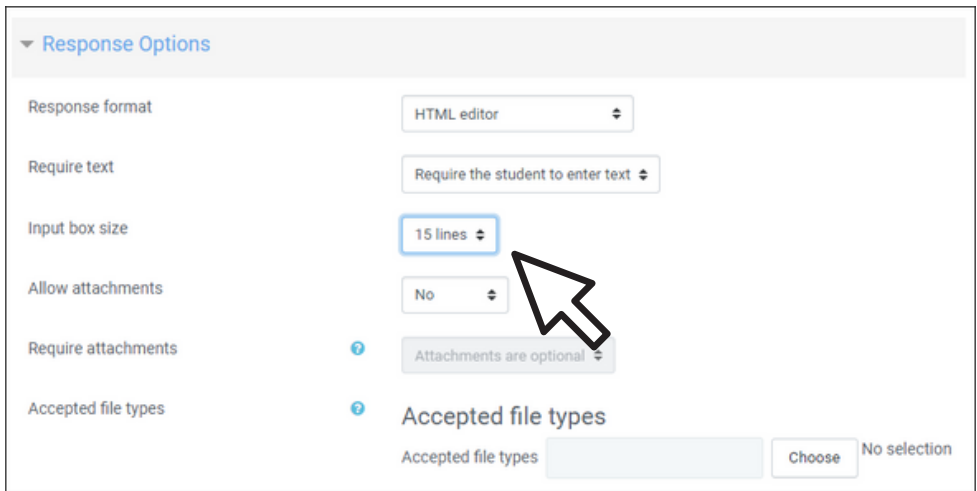
Question name:

Question text:

The image shows a screenshot of a software interface for creating a question. The title is "Adding an Essay question". Under the "General" tab, there are three fields: "Category" with a dropdown menu set to "MEQ TRIAL: Paper 1", "Question name" with an empty text box, and "Question text" with a large text area. A red information icon is next to the "Question name" and "Question text" labels. The "Question text" area has a rich text editor toolbar with icons for undo, font color, bold, italic, text color, bulleted list, numbered list, link, unlink, insert image, insert video, and insert audio. A mouse cursor is pointing at the "Question text" area.

CREATE QUESTION BANK

7- For the Response Options, Edit the Input box size to 5 lines, 10 lines or 15 lines accordingly.



▼ Response Options

Response format: HTML editor

Require text: Require the student to enter text

Input box size: 15 lines

Allow attachments: No

Require attachments: Attachments are optional

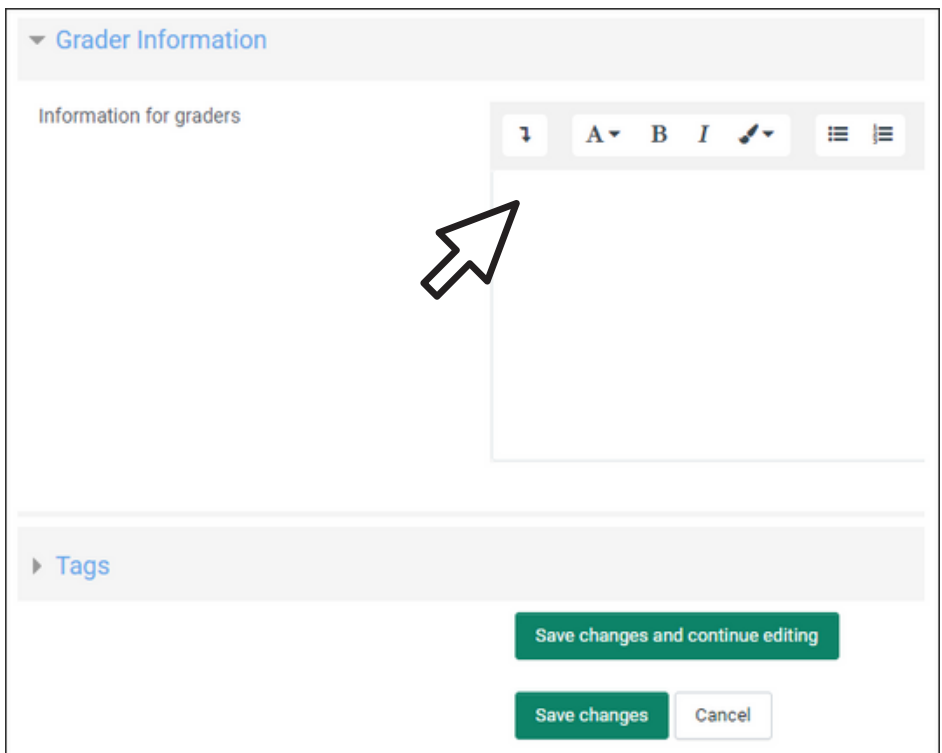
Accepted file types: Accepted file types

Accepted file types: [input field] Choose No selection

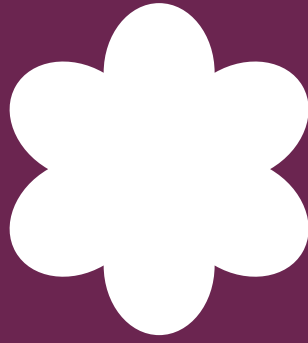


CREATE QUESTION BANK

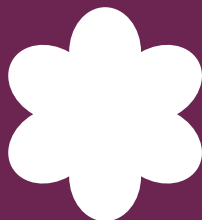
8- For the grader information, add the **answer scheme** for the lecturers' reference. Click 'Save changes'.



The screenshot displays a web interface for editing a question. The top section is titled "Grader Information" and contains a text area labeled "Information for graders". A mouse cursor is positioned over the text area. The text area has a toolbar with icons for undo, bold (A), italic (I), strikethrough, and list. Below the text area is a "Tags" section. At the bottom of the interface, there are three buttons: "Save changes and continue editing" (green), "Save changes" (green), and "Cancel" (white).



**ADD QUESTION
TO QUIZ**



ADD QUESTION TO QUIZ

1- To add questions to the quiz, click actions menu on the top right.

SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

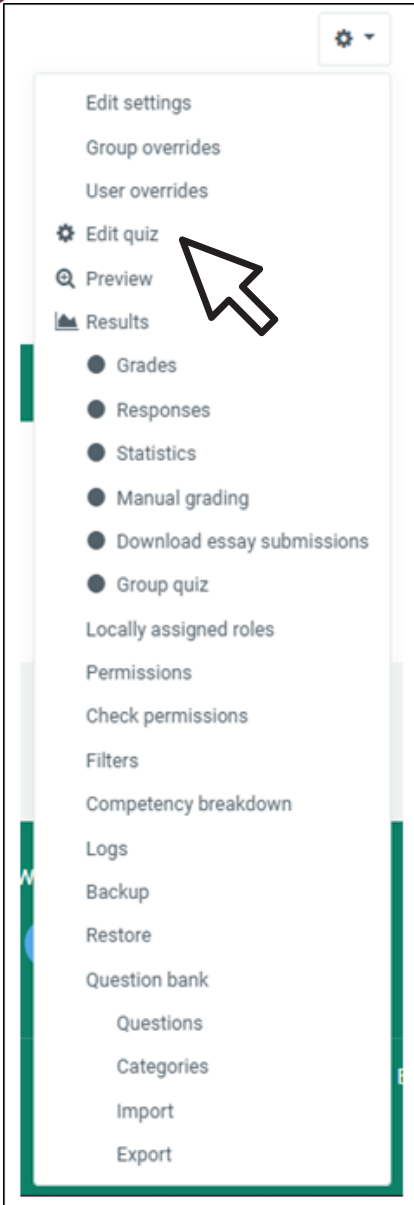
[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#)
/ [MODIFIED ESSAY QUESTIONS \(MEQ\) TRIAL](#) / [MEQ: PAPER 1](#)

MEQ: PAPER 1

Grading method: Highest grade



ADD QUESTION TO QUIZ



2- Choose edit quiz.

ADD QUESTION TO QUIZ

3. Edit Quiz: Click 'Add' on the right and select from Question Bank.

SEM1 MBBS 2210 THE ALIMENTARY AND HEPATOBIILIARY SYSTEMS

[Dashboard](#) / [My courses](#) / [MBBS 2210 SEM1](#) / [Exam Unit Trial](#) / [MEQ: PAPER 1](#)
[/ Edit quiz](#)

Editing quiz: MEQ: PAPER 1 ?

Questions: 0 | This quiz is open

Maximum grade

25.00

Save

Repaginate

Select multiple items

Total of marks: 0.00

Shuffle ?

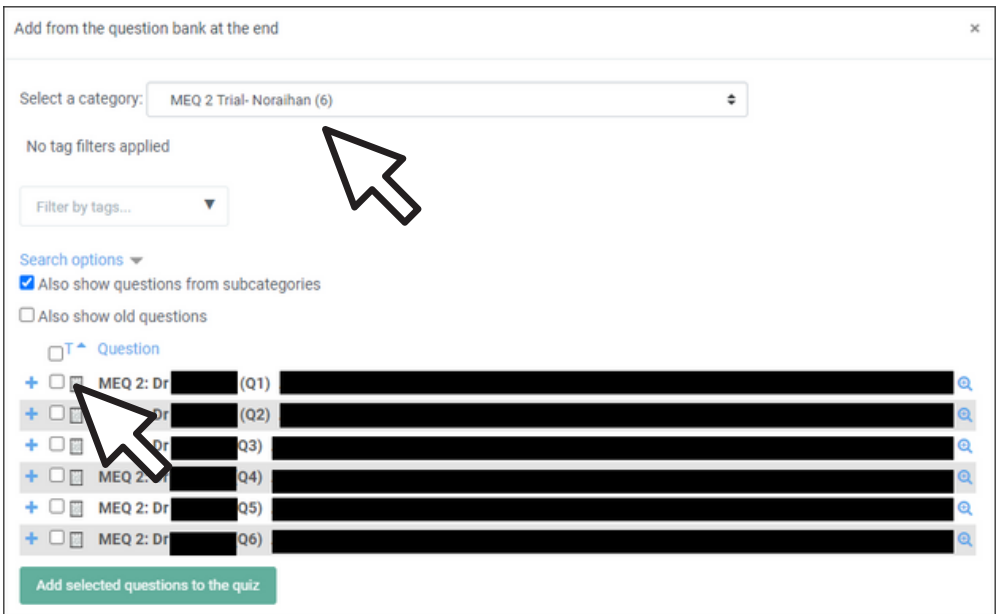
Add ▾

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



ADD QUESTION TO QUIZ

4. Select the category (where the questions were uploaded) and tick the questions' boxes from the Question Bank.
Click 'Add selected questions to the quiz'.



Add from the question bank at the end

Select a category: MEQ 2 Trial- Noraihan (6)

No tag filters applied

Filter by tags...

Search options ▾

Also show questions from subcategories

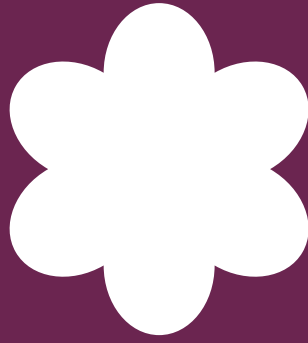
Also show old questions

Question

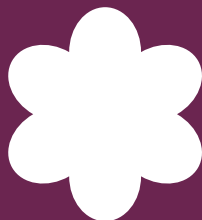
<input type="checkbox"/>	<input type="checkbox"/>	MEQ 2: Dr [REDACTED] (Q1)	[REDACTED]	
<input type="checkbox"/>	<input type="checkbox"/>	MEQ 2: Dr [REDACTED] (Q2)	[REDACTED]	
<input type="checkbox"/>	<input type="checkbox"/>	MEQ 2: Dr [REDACTED] (Q3)	[REDACTED]	
<input type="checkbox"/>	<input type="checkbox"/>	MEQ 2: Dr [REDACTED] (Q4)	[REDACTED]	
<input type="checkbox"/>	<input type="checkbox"/>	MEQ 2: Dr [REDACTED] (Q5)	[REDACTED]	
<input type="checkbox"/>	<input type="checkbox"/>	MEQ 2: Dr [REDACTED] (Q6)	[REDACTED]	

Add selected questions to the quiz





EDIT QUIZ



EDIT QUIZ

1. Click actions menu on the top right.

SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#)
/ [MODIFIED ESSAY QUESTIONS \(MEQ\) TRIAL](#) / [MEQ: PAPER 1](#)

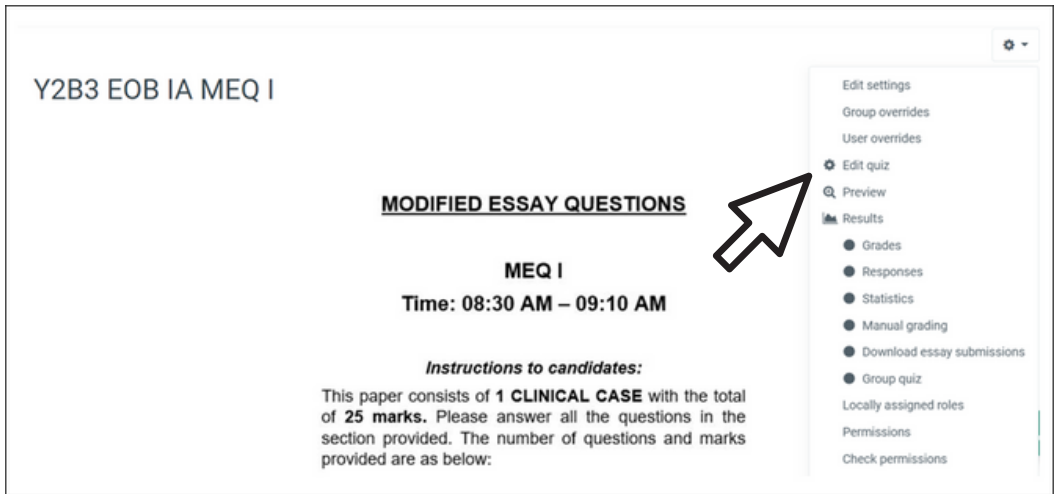
MEQ: PAPER 1

Grading method: Highest grade



EDIT QUIZ

2. Click 'Edit quiz'.



The screenshot displays a quiz editing interface. At the top left, the text 'Y2B3 EOB IA MEQ I' is visible. The main content area features the following text:

MODIFIED ESSAY QUESTIONS

MEQ I

Time: 08:30 AM – 09:10 AM

Instructions to candidates:

This paper consists of **1 CLINICAL CASE** with the total of **25 marks**. Please answer all the questions in the section provided. The number of questions and marks provided are as below:

On the right side, a settings menu is open, listing various options. A white mouse cursor is pointing at the 'Edit quiz' option, which is highlighted with a light blue background. The menu items are:

- Edit settings
- Group overrides
- User overrides
- Edit quiz** (highlighted)
- Preview
- Results
- Grades
- Responses
- Statistics
- Manual grading
- Download essay submissions
- Group quiz
- Locally assigned roles
- Permissions
- Check permissions



EDIT QUIZ

3. Edit Quiz: Tick 'Shuffle' on the top right if want to shuffle the questions.

SEM1 MBBS 2210 THE ALIMENTARY AND HEPATOBIILIARY SYSTEMS

[Dashboard](#) / [My courses](#) / [MBBS 2210 SEM1](#) / [Exam Unit Trial](#) / [MEQ: PAPER 1](#)
/ [Edit quiz](#)

Editing quiz: MEQ: PAPER 1 ?

Questions: 0 | This quiz is open

Maximum grade

25.00

Save

Repaginate

Select multiple items

Total of marks: 0.00



Shuffle ?

Add ▾

+ a new question

+ from question bank

+ a random question

EDIT QUIZ

4. To edit a question, click on the setting icon.



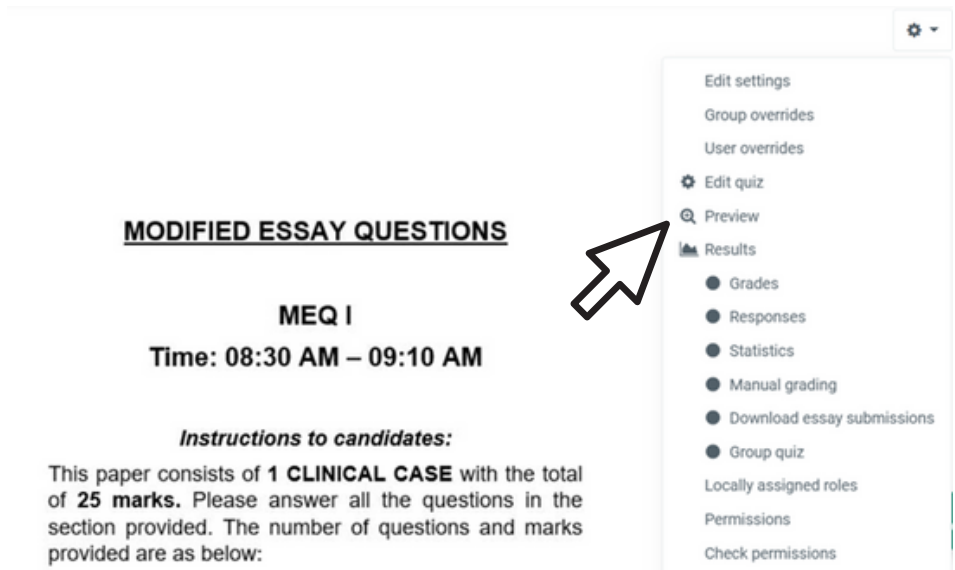


PREVIEW QUIZ



PREVIEW QUIZ

To preview the quiz, go back to the MEQ paper front page and click 'Preview' on the setting icon.



The screenshot displays a quiz page with the following content:

- MODIFIED ESSAY QUESTIONS**
- MEQ I**
- Time: 08:30 AM – 09:10 AM**
- Instructions to candidates:***
This paper consists of **1 CLINICAL CASE** with the total of **25 marks**. Please answer all the questions in the section provided. The number of questions and marks provided are as below:

On the right side, a settings menu is open, listing the following options:

- Edit settings
- Group overrides
- User overrides
- ⚙️ Edit quiz
- 🔍 **Preview** (indicated by a mouse cursor)
- 📄 Results
 - Grades
 - Responses
 - Statistics
 - Manual grading
 - Download essay submissions
 - Group quiz
- Locally assigned roles
- Permissions
- Check permissions



**THANK
YOU**



BMS KOM & CPD IIUM