# HOW TO USE 'MANUAL GRADING' FEATURES IN I-TA'LEEM

# iTa'LeEM
### Integrated Teaching and Learning Environment System

**DR. MOHD FADLY MOHD NOOR**

**DEPT OF BASIC MEDICAL SCIENCES**

**KULLIYYAH OF MEDICINE**

**& CENTRE FOR PROFESSIONAL DEVELOPMENT**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

# DISCLAIMER

# TABLE OF CONTENTS
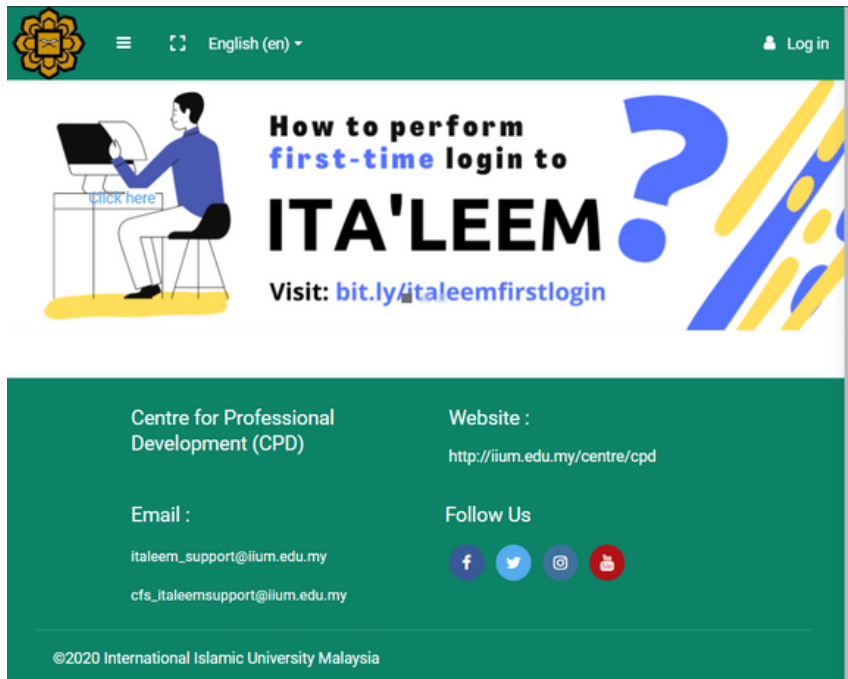
# LOGIN INTO I-TA'LEEM

# LOGIN INTO I-TA'LEEM

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

2- Log in i-Ta'LeEm

# LOGIN INTO I-TA'LEEM

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



## Ta'LeEM
### Integrated Teaching and Learning Environment System

### Sign In

xxxxxxxx

••••••••••

☑ Remember username                    Forgot Password?

**Log in**

Log in as a guest

# SELECT THE COURSE CODE
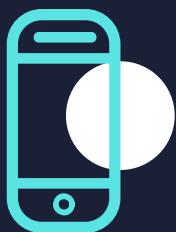
# SELECT THE COURSE CODE

1- At the dashboard, all the registered courses will be displayed at the 'Course overview' section.

Recently accessed courses

**MEDICINE**
SEM2 MBBS 2410 THE LOCOMO...

**MEDICINE**
SEM2 MBBS 1410 STRUCTURE ...

Course overview

▼ All (except removed from view) ▼

**MEDICINE**
SEM1 MBBS 1109 NORMAL STR...

**MEDICINE**
SEM1 MBBS 1210 NORMAL RES...
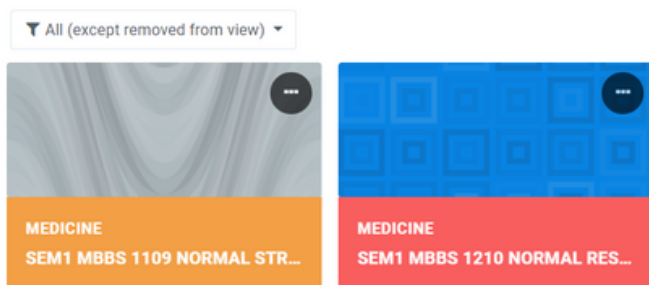
# SELECT THE COURSE CODE

2- Select the specific course which contain the assessment paper for marking. For example MBBS 1210.

Recently accessed courses

**MEDICINE**
SEM2 MBBS 2410 THE LOCOMO...

**MEDICINE**
SEM2 MBBS 1410 STRUCTURE ...

Course overview

▼ All (except removed from view) ▼

**MEDICINE**
SEM1 MBBS 1109 NORMAL STR...

**MEDICINE**
SEM1 MBBS 1210 NORMAL RES...

# SELECT THE COURSE CODE
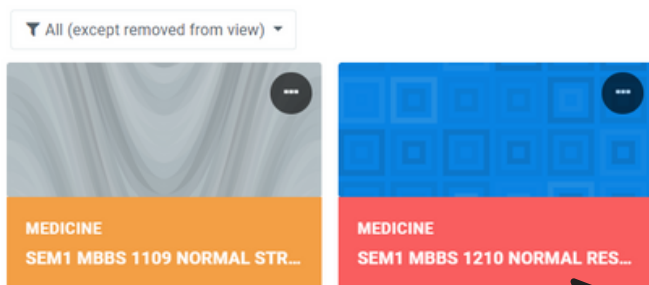
3- Now you are in the course page.

## SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

Dashboard / My courses / MBBS 1210 SEM1

☼ ▾

**154** ENROLLED STUDENTS

**0** STUDENTS COMPLETED

**2** IN PROGRESS

**152** YET TO START

### General

Teachers ‹ 〉

AnnouncementsY1B2 MID BLOCK ASSESSMENT RESULT

# FINDING THE ASSESSMENT PAPER
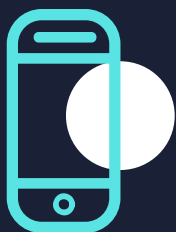
# FINDING THE ASSESSMENT PAPER

Select the required paper for marking. For example: MEQ Paper 1

MODIFIED ESSAY QUESTIONS (MEQ)
Hidden from students

MEQ: PAPER 1

MEQ: PAPER 2
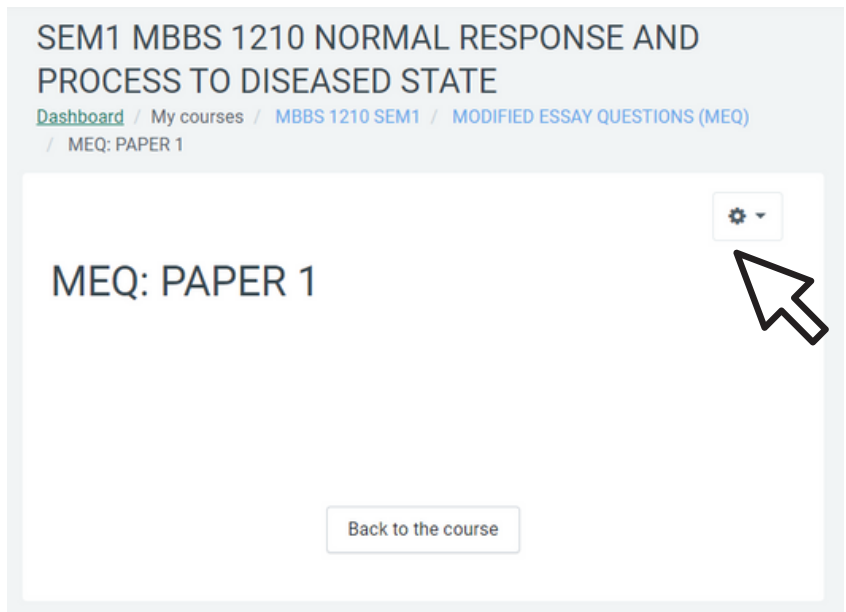
# WHERE TO FIND MANUAL GRADING OPTION?
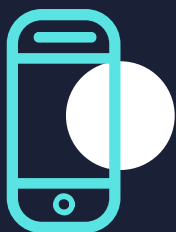
# WHERE TO FIND MANUAL GRADING OPTION?

1- After clicking the paper's name, now you will be at the front page of the assessment paper. Select setting drop-down button on the right upper corner.



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

Back to the course

# WHERE TO FIND MANUAL GRADING OPTION?

2. Select 'Manual grading' on the drop-down list

# PERFORMING MANUAL GRADING

# PERFORMING MANUAL GRADING

1- Then the page will display:
- Question name/number
- Name of the lecturer for each question
- Number of responses per question:
  - To grade (not yet graded)
  - Already graded
  - Total

## MEQ: PAPER 1
### Questions that need grading

Also show questions that have been graded automatically

| Q # | T | Question name | To grade | Already graded | Total |
|-----|---|---------------|----------|----------------|-------|
| 1 | ☐ | MEQ 1: Dr ▇▇▇ (Q1) | 145 | 0 | 145 |
| 2 | ☐ | MEQ 1: Dr ▇▇▇ (Q2) | 145 | 0 | 145 |
| 3 | ☐ | MEQ 1: Dr ▇▇▇ (Q3) | 145 | 0 | 145 |
| 4 | ☐ | MEQ 1: Dr ▇▇▇ (Q4) | 145 | 0 | 145 |
| 5 | ☐ | MEQ 1: Prof Dr ▇▇▇ (Q5) | 145 | 0 | 145 |
| 6 | ☐ | MEQ 1: Prof Dr ▇▇▇ (Q6) | 145 | 0 | 145 |
| 7 | ☐ | MEQ 1: Prof Dr ▇▇▇ (Q7) | 145 | 0 | 145 |

# PERFORMING MANUAL GRADING

2- Select your question by clicking number to grade

## MEQ: PAPER 1

### Questions that need grading

Also show questions that have been graded automatically

| Q # | T | Question name | To grade | Already graded | Total |
|-----|---|---------------|----------|----------------|-------|
| 1 | ▢ | MEQ 1: Dr ▆▆▆ (Q1) | 145 | 0 | 145 |
| 2 | ▢ | MEQ 1: Dr ▆▆▆ (Q2) | 145 | 0 | 145 |
| 3 | ▢ | MEQ 1: Dr ▆▆▆ (Q3) | 145 | 0 | 145 |
| 4 | ▢ | MEQ 1: Dr ▆▆▆ (Q4) | 145 | 0 | 145 |
| 5 | ▢ | MEQ 1: Prof Dr ▆▆▆ (Q5) | 145 | 0 | 145 |
| 6 | ▢ | MEQ 1: Prof Dr ▆▆▆ (Q6) | 145 | 0 | 145 |
| 7 | ▢ | MEQ 1: Prof Dr ▆▆▆ (Q7) | 145 | 0 | 145 |

# PERFORMING MANUAL GRADING

3- At this page, you may select number of question-to-mark per page.



**SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE**

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

## MEQ: PAPER 1

Grading question 1: MEQ 1: Dr █████████

Back to the list of questions

▼ Options

Attempts to grade

Those that have previously been graded manually (3) ⬍

Questions per page

5

Order attempt

Randomly ⬍

**Change options**

# PERFORMING MANUAL GRADING

4- Also you may sort questions according to:
- Date of submission
- Student first name
- Student last name
- Student ID/matric number

## MEQ: PAPER 1
### Grading question 1: MEQ 1: ▮▮▮▮▮▮▮▮▮▮

Back to the list of questions

▼ Options

Attempts to grade

Those that have previously been graded manually (3) ⬍

Questions per page

5

Order attempts
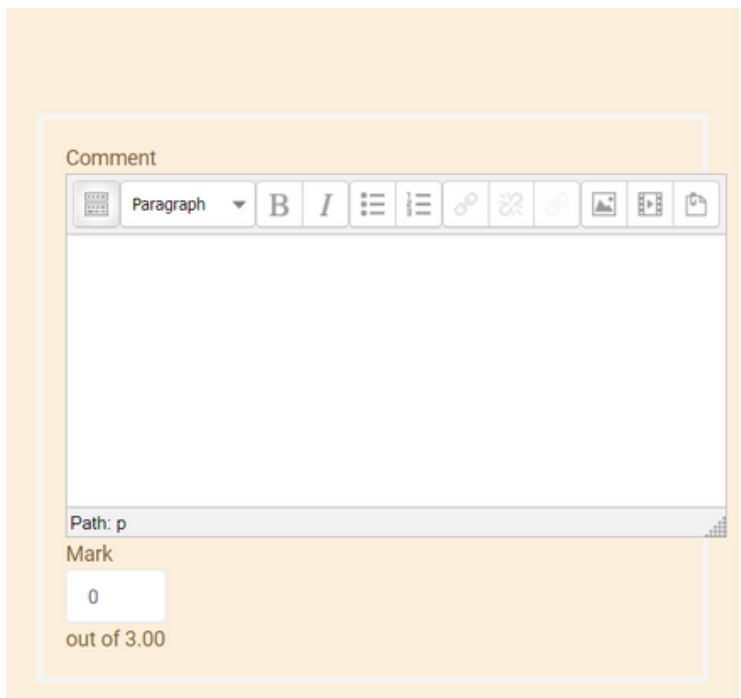
Randomly ⬍

| |
|---|
| **Randomly** |
| By date |
| By student first name |
| By student last name |
| By student ID number |

# PERFORMING MANUAL GRADING

5- Student's answer & answer scheme will be displayed below the question. Insert the marks in the small box at the bottom.

Grading attempts 1 to 145
Attempt number 1 for Student 1

Question 1

Mr. Lim, a 35-year-old Chinese man presents to the IIUM Family Health Clinic with fever and jaundice of 3 days duration. He also experiences discomfort at the right upper quadrant of his abdomen associated with nausea and vomiting.

On examination, he appears lethargic and is jaundiced. His body temperature is 38.5°C. The abdominal examination shows hepatomegaly which is tender on palpation.

Laboratory investigation results show increased plasma bilirubin level, with elevation of both conjugated and unconjugated types of bilirubin. The liver enzymes are also increased. The hepatitis B surface antigen test is positive.

Questions:

1) Define the following terms:
   i. Jaundice (2 marks)
   ii. Hepatomegaly (1 mark)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    **STUDENT'S ANWERS WILL**
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    **BE DISPLAYED HERE**

XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX        **ANSWER SCHEME WILL**
XXXXXXXXXXXXXXX   **BE DISPLAYED HERE**

Comment

**COMMENTS BY LECTURERS**
**(OPTIONAL)**

Mark

2    **INSERT MARKS HERE**

out of 3.00

# PERFORMING MANUAL GRADING

6- At the end of each page, click 'Save and go to next page' button. Once this button is clicked, all the marks will be saved in the students' grade.

# PERFORMING MANUAL GRADING

7- Once the questions are graded, the manual grading page will display the 'already graded' number.
Please note that, you may stop at any answer script, provided the page already been saved.
You may go back to the same question to mark ungraded answer scripts.

## MEQ: PAPER 1

### Questions that need grading

Also show questions that have been graded automatically

| Q # | T | Question name | To grade | Already graded | Total |
|-----|---|---------------|----------|----------------|-------|
| 1 | | MEQ 1: Dr ▮▮▮▮ (Q1) | 0 | 145 | 145 |
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| 3 | | MEQ 1: Dr ▮▮▮▮ (Q3) | 145 | 0 | 145 |
| 4 | | MEQ 1: Dr ▮▮▮▮ (Q4) | 145 | 0 | 145 |
| 5 | | MEQ 1: Prof Dr ▮▮▮▮ (Q5) | 145 | 0 | 145 |
| 6 | | MEQ 1: Prof Dr ▮▮▮▮ (Q6) | 145 | 0 | 145 |
| 7 | | MEQ 1: Prof Dr ▮▮▮▮ (Q7) | 145 | 0 | 145 |

# HOW TO CHECK STUDENTS' GRADES?
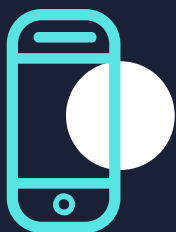
# HOW TO CHECK STUDENTS' GRADES?

1- To check the grades, you may go back to the front page of the assessment paper.



SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

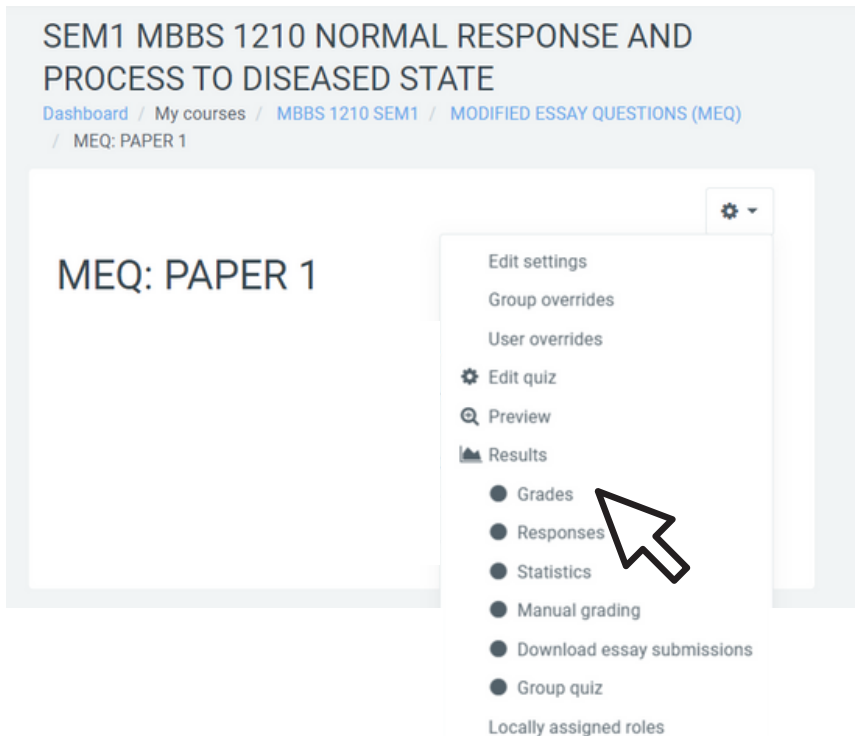Dashboard / My courses / MBBS 1210 SEM1 / MODIFIED ESSAY QUESTIONS (MEQ) / MEQ: PAPER 1

MEQ: PAPER 1

Back to the course

# HOW TO CHECK STUDENTS' GRADES?

2- Select 'Grades' from the drop-down list at the right upper corner.

## 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

# HOW TO CHECK STUDENTS' GRADES?

3- The page will display individual mark according to questions. The total marks for the whole paper will be automatically calculated by i-Ta'LeEm.

# HOW TO CHECK STUDENTS' GRADES?

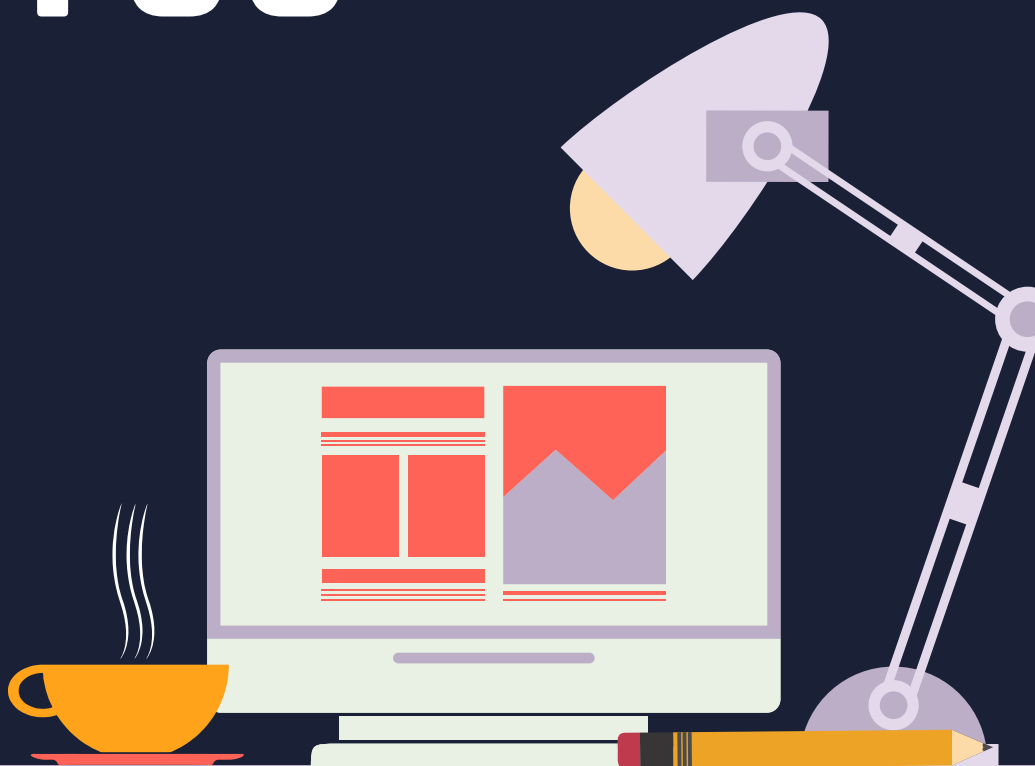4- You may generate the spreadsheet of the total mark from the 'Download' button above the grade table.

# THANK YOU

BMS KOM & CPD IIUM