

I-TA'LEEM SERIES

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



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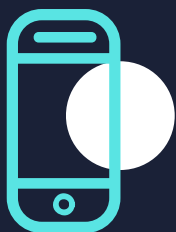


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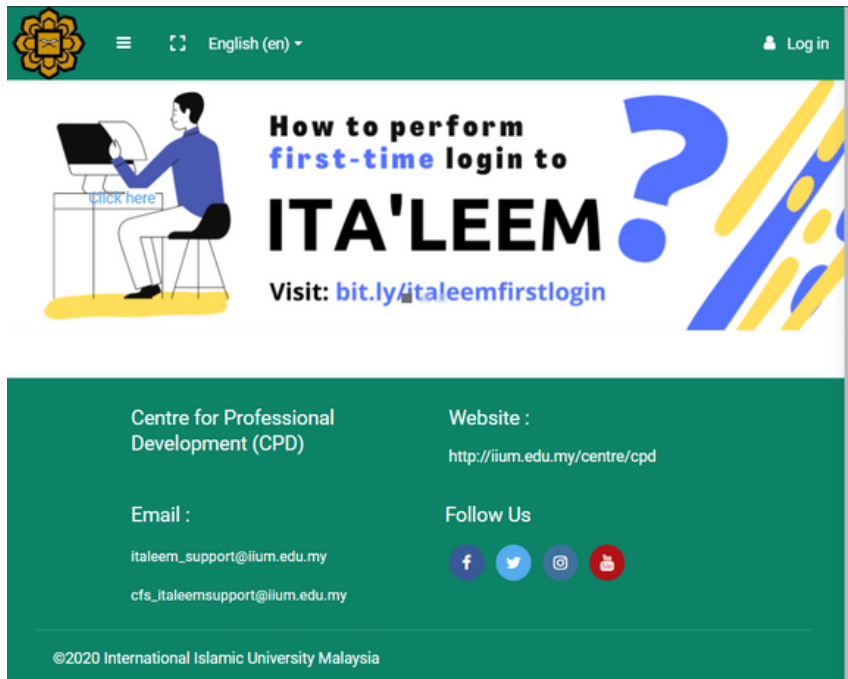
LOGIN INTO I-TA'LEEM



LOGIN INTO I-TA'LEEM

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

2- Log in i-Ta'LeEm



The image shows a screenshot of the i-Ta'LeEm website. The header is green with a logo on the left, a menu icon, a language selector set to 'English (en)', and a 'Log in' button on the right. Below the header is a white banner with an illustration of a person at a computer. The text on the banner reads: 'How to perform first-time login to ITA'LEEM' with a large blue question mark to the right. Below this, it says 'Visit: bit.ly/italeemfirstlogin'. The footer is green and contains contact information for the Centre for Professional Development (CPD), including website URL, email addresses, and social media icons for Facebook, Twitter, Instagram, and YouTube. The copyright notice at the bottom reads '©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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LOGIN INTO I-TA'LEEM

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



Sign In

XXXXXXXX

.....



Remember username

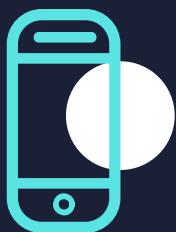
[Forgot Password?](#)

Log in

Log in as a guest



SELECT THE COURSE CODE



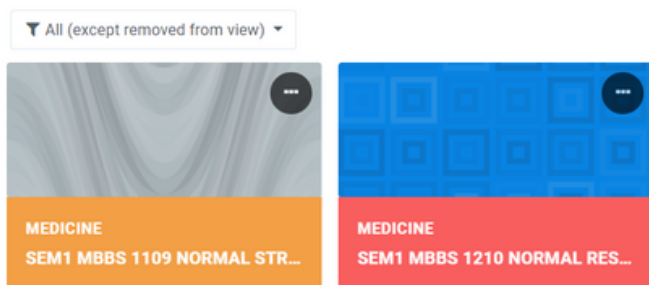
SELECT THE COURSE CODE

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

Recently accessed courses



Course overview



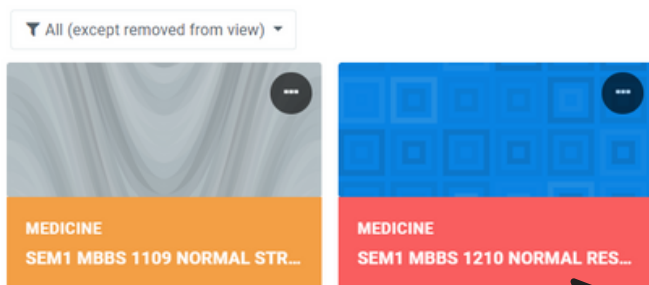
SELECT THE COURSE CODE

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

Recently accessed courses



Course overview




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

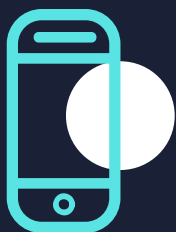
Teachers  

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

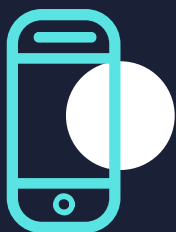


MEQ: PAPER 2



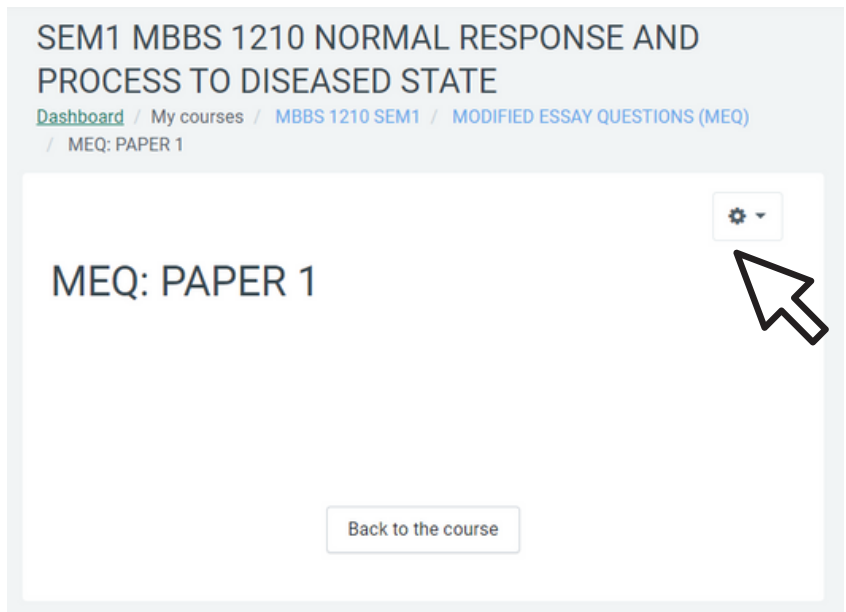


WHERE TO FIND MANUAL GRADING OPTION?



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

The screenshot shows a course page with a breadcrumb trail: Dashboard / My courses / MBBS 1210 SEM1 / MODIFIED ESSAY QUESTIONS (MEQ) / MEQ: PAPER 1. The main content area displays 'MEQ: PAPER 1'. In the top right corner of this area, there is a settings icon (a gear) with a dropdown arrow. A mouse cursor is pointing at this icon. At the bottom center, there is a button labeled 'Back to the course'.




WHERE TO FIND MANUAL GRADING OPTION?

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

SEM1 MBBS 1210 NORMAL RESPONSE AND PROCESS TO DISEASED STATE

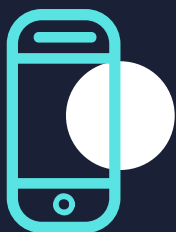
[Dashboard](#) / [My courses](#) / [MBBS 1210 SEM1](#) / [MODIFIED ESSAY QUESTIONS \(MEQ\)](#)
/ [MEQ: PAPER 1](#)

MEQ: PAPER 1

- Edit settings
- Group overrides
- User overrides
-  Edit quiz
-  Preview
-  Results
 - Grades
 - Responses
 - Statistics
 - Manual grading
 - Download essay questions
 - Group quiz
- Locally assigned roles



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	<input type="checkbox"/>	MEQ 1: Dr █████ (Q1)	145	0	145
2	<input type="checkbox"/>	MEQ 1: Dr █████ (Q2)	145	0	145
3	<input type="checkbox"/>	MEQ 1: Dr █████ (Q3)	145	0	145
4	<input type="checkbox"/>	MEQ 1: Dr █████ (Q4)	145	0	145
5	<input type="checkbox"/>	MEQ 1: Prof Dr █████ (Q5)	145	0	145
6	<input type="checkbox"/>	MEQ 1: Prof Dr █████ (Q6)	145	0	145
7	<input type="checkbox"/>	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	<input type="checkbox"/>	MEQ 1: Dr [REDACTED] (Q1)	145	0	145
2	<input type="checkbox"/>	MEQ 1: Dr [REDACTED] (Q2)	145	0	145
3	<input type="checkbox"/>	MEQ 1: Dr [REDACTED] (Q3)	145	0	145
4	<input type="checkbox"/>	MEQ 1: Dr [REDACTED] (Q4)	145	0	145
5	<input type="checkbox"/>	MEQ 1: Prof Dr [REDACTED] (Q5)	145	0	145
6	<input type="checkbox"/>	MEQ 1: Prof Dr [REDACTED] (Q6)	145	0	145
7	<input type="checkbox"/>	MEQ 1: Prof Dr [REDACTED] (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 [REDACTED]

[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: [REDACTED]

[Back to the list of questions](#)

Options

Attempts to grade

Those that have previously been graded manually (3) ▾

Questions per page

5

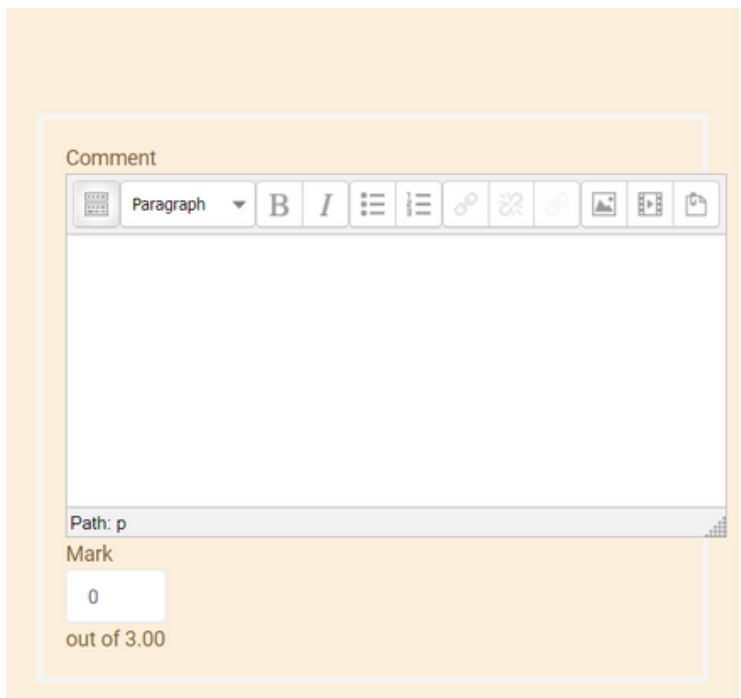
Order attempts

Randomly ▾
Randomly
By date
By student first name
By student last name
By student ID number



PERFORMING MANUAL GRADING

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.



The screenshot displays a grading interface with a light orange background. At the top, there is a text area labeled "Comment" with a rich text editor toolbar. The toolbar includes icons for text color, background color, paragraph style (set to "Paragraph"), bold (B), italic (I), bulleted list, numbered list, link, unlink, link icon, image, video, and print. Below the comment box, the text "Path: p" is visible. Underneath that is a "Mark" section with a white input box containing the number "0" and the text "out of 3.00" below it.

Save and go to next page



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

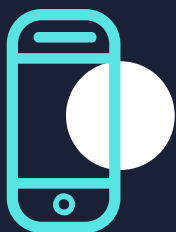
Questions that need grading

[Also show questions that have been graded automatically](#)

Q #	T	Question name	To grade	Already graded	Total
1	<input type="checkbox"/>	MEQ 1: Dr █████ (Q1)	0	145	145
2	<input type="checkbox"/>	MEQ 1: Dr █████ (Q2)	145	0	145
3	<input type="checkbox"/>	MEQ 1: Dr █████ (Q3)	145	0	145
4	<input type="checkbox"/>	MEQ 1: Dr █████ (Q4)	145	0	145
5	<input type="checkbox"/>	MEQ 1: Prof Dr █████ (Q5)	145	0	145
6	<input type="checkbox"/>	MEQ 1: Prof Dr █████ (Q6)	145	0	145
7	<input type="checkbox"/>	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

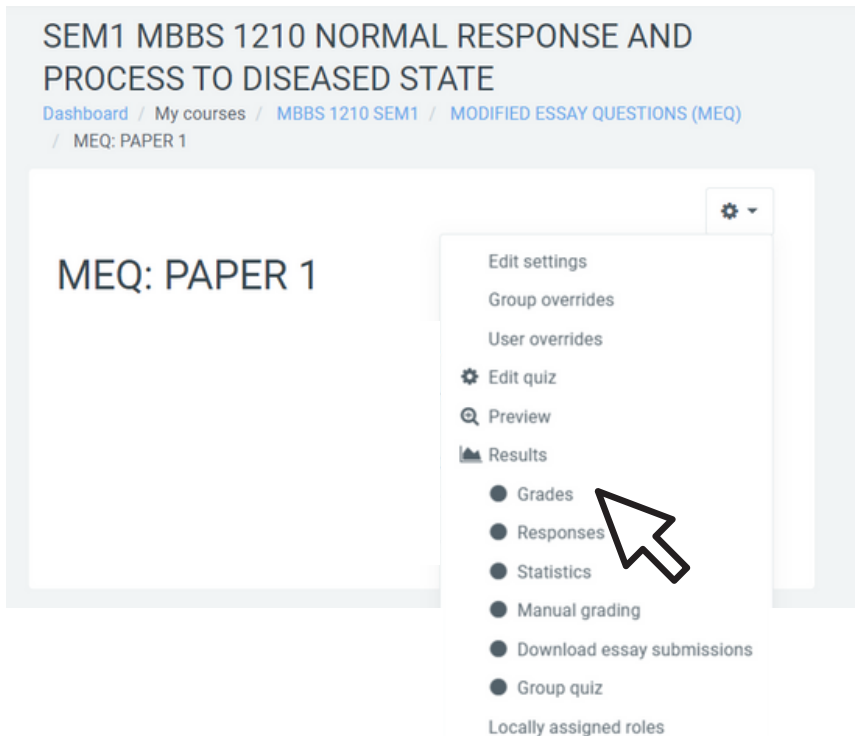
MEQ: PAPER 1



[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.

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download table data as

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/25.00	Q. 1 /3.00
<input type="checkbox"/>	 STUDENT'S NAME MATRIC NUMBER Review attempt		Finished	2 August 2021 10:00 AM	2 August 2021 10:35 AM	35 mins 54 secs	15.00	✓ 3.00
<input type="checkbox"/>	 STUDENT'S NAME MATRIC NUMBER Review attempt		Finished	2 August 2021 10:00 AM	2 August 2021 10:31 AM	31 mins 32 secs	20.50	✓ 3.00
<input type="checkbox"/>	 STUDENT'S NAME MATRIC NUMBER Review attempt		Finished	2 August 2021 10:00 AM	2 August 2021 10:31 AM	31 mins 33 secs	20.00	☑ 2.50

HOW TO CHECK STUDENTS' GRADES?

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

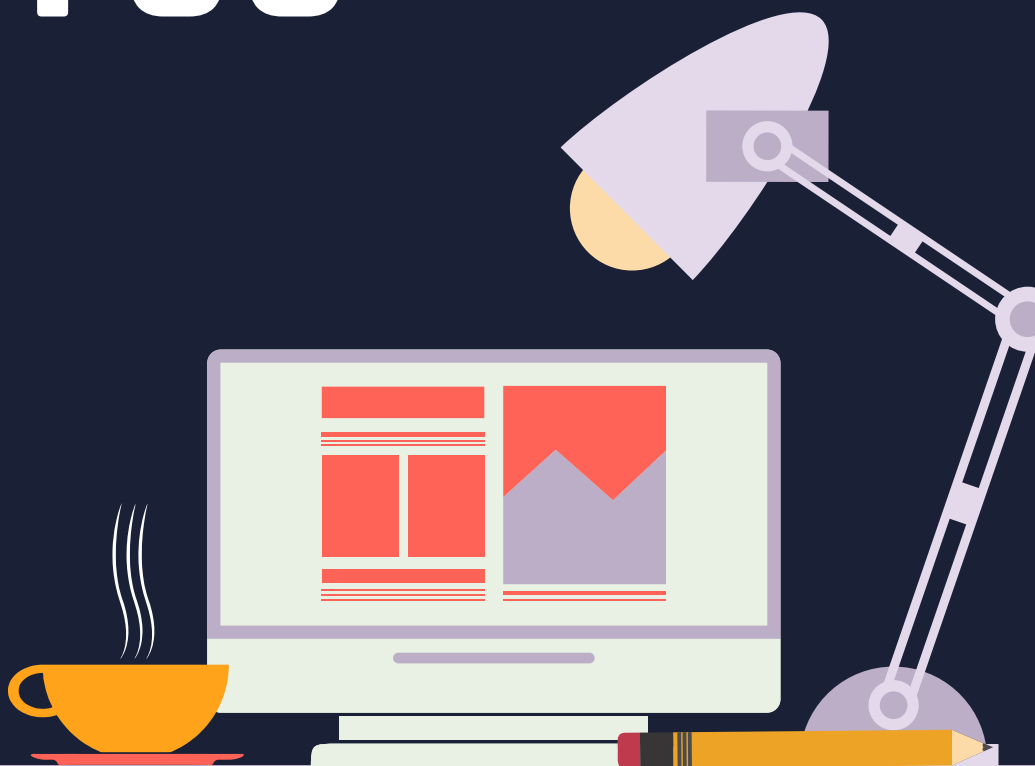
First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download table data as **Comma separated values (.csv)** **Download**

	First name / Surname	Email address	Grade	Started on	Completed	Time taken	Grade/25.00	Q. 1 /3.00
<input type="checkbox"/>	STUDENT'S NAME MATIC NUMBER Review attempt		Finished	2 August 2021 10:00 AM	2 August 2021 10:35 AM	35 mins 54 secs	15.00	✓ 3.00
<input type="checkbox"/>	STUDENT'S NAME MATIC NUMBER Review attempt		Finished	2 August 2021 10:00 AM	2 August 2021 10:31 AM	31 mins 32 secs	20.50	✓ 3.00
<input type="checkbox"/>	STUDENT'S NAME MATIC NUMBER Review attempt		Finished	2 August 2021 10:00 AM	2 August 2021 10:31 AM	31 mins 33 secs	20.00	☑ 2.50

THANK YOU



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