

2024

# USER MANUAL SISTEM PENTAKSIRAN BERSEPADU (SPB)

PUSAT PENGURUSAN KECEMERLANGAN & INOVASI AKADEMIK (CoMAE-i)

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# **1.0 GETTING STARTED**

Login to SPB. Visit https://spb.unisza.edu.my/



Log in button for UniSZA Student/Staff

-~8	(for non-UniSZA)	
Username		
Password		
Remember u:		
	Log in (non UniSZA)	

Log in space for non-UniSZA (eg: part-timer lecturers)

# 2.0 COURSE AND STUDENT'S CONFIGURATION

#### 2.1 Course Configuration

Click on **My Course** to see the list of your course for current semester. Please make sure your course is active which is already linked to OBE system (**orange color**).

Dashboard	My Courses	Analytics	Admin@SPB	Video Tutoria	al e-Aduan
Dashboard >	My courses > 1	Nore			
		MIP21	202 🕑		MIR20803 👁
	AN	SPECIALISED I ATOMY AND II	RADIOGRAPHIC MAGE EVALUAT	ς ΓΙΟΝ	RADIOGRAPHIC ANATOMY AND IMAGE ANALYSIS
		SEMESTER II	SESI 2023/2024		SEMESTER II SESI 2023/2024
		Total S <mark>4</mark>	tudent: <mark>9</mark>		Total Student: <mark>0</mark>
	Lect	<u>ırer:</u> yatijasmin@unisza.ed	u.my		Lecturer: nurhayatijasmin@unisza.edu.my

# 2.2 Enrol Students

Enrol students to the course by importing from Sistem Pendaftaran Kursus (BPA)

Click Manage Students -> Enrol Student (Import BPA)

Turn editing on	🗠 Gradebook	? Manage Assessment -	💒 Manage Students 🗸	\$
		× Clock	Enrol Student (Import BPA)	
		Server:	Registered students (for unenrol/login as)	:31am
		N YOU:	Manage Groups	:32am
			Activity Logs	

Dashboard My	Courses Analytics Admin@Sl	PB Video Tutorial e-Aduan			
Dashboard > My cou	urses > MIP21202				
MANAG	ESTUDENTS				
List of	Students for Cou	rse MIP21202 - SPECIALISED RA	DIOGRAPHIC AN	ATOMY AND IMAGE	EVALUATION
Session : 2023	20 - SEMESTER II SESI 2023/2024				
STUDENT WIT	TH NO GROUP : 49				
CSV					
NO. 🔺	USERNAME	♦ FULLNAME	PROGRAM \$	ACADEMIC ADMISSION SESSION	¢ GROUP ¢ ACTION
1	074729@putra.unisza.edu.my	FARAH ELLYSA BINTI ROSLAN	DM14	SEM I 2022/2023	-
2	072350@putra.unisza.edu.my	AINNUR ZAFIRAH BINTI ZAHIRUDDIN	DM14	SEM I 2022/2023	-
3	072756@putra.unisza.edu.my	RUBY HIEW HUI TING	DM14	SEM I 2022/2023	-
4	073239@putra.unisza.edu.my	NURUL AZMINA BINTI ABDUL HADI	DM14	SEM I 2022/2023	÷
5	071976@putra.unisza.edu.my	WAN NUR FATIN BINTI WAN MOHD ZAWAWI	DM14	SEM I 2022/2023	
6	072231@putra.unisza.edu.my	ALLY SHAFIKA BINTI ABDUL RAHMAN	DM14	SEM I 2022/2023	
7	074505@putra.unisza.edu.my	FAZANA BINTI ABDUL RAHIM	DM14	SEM I 2022/2023	
8	074905@putra.unisza.edu.my	HAMEEZA SYANAZ BINTI MOHAMED ZIAUDIN	DM14	SEM I 2022/2023	1. A.
9	072416@putra.unisza.edu.my	NUR FAQIHAH DAYANA BINTI ADAM	DM14	SEM I 2022/2023	

Notes: <u>If the student list are not the same with the BPA list</u>, re-click **"Manage Students-**>**Enrol Students"** to update with the latest list from BPA. Usually, the list will be finalized after Week 5 of the normal academic semester, or Week 3 of the short semester. If the button was clicked between Week1-4, the pre-registration list will be used.

Dashboard	My Courses	Analytics	Admin@SPB	Video Tutorial	e-Aduan
Dashboard >	My courses > Mor	e			
		MIP21	202 🧿		MIR20803 👁
	SF ANAT	PECIALISED I OMY AND IN	RADIOGRAPHIC MAGE EVALUAT	: ION	RADIOGRAPHIC ANATOMY AND IMAGE ANALYSIS
		SEMESTER II	SESI 2023/2024		SEMESTER II SESI 2023/2024
	Lecture		9 9		Total Student:
	nurhayat	<u>L.</u> ijasmin@unisza.ed	u.my		<u>Lecturer.</u> nurhayatijasmin@unisza.edu.my

The total number of students for the course will appear in "My Course".





# 2.3 Unenroll Students

Unenroll students from course to remove if the student is no longer in your course or dropped.

Click on Manage students -> Registered Students (for unenroll/login as)

Turn editing on	🗠 Gradebook	? Manage As	ssessment +	💒 Manage Students 🗸	\$
			* Clock	Enrol Student (Import BPA)	
			Server:	Registered students (for unenrol/login as)	:31am
			N YOU:	Manage Groups	:32am
			_	Activity Logs	

Participants																			
		1																í	Enrol users
Match Any 🗸 Select	~																		8
+ Add conditic Keyword Status Reprint found															Cle	ar fill	ters	A	pply filters
Enrolment me F Inactive for me	thods ore than C	D E F	G H	I J	K L	М	N	0	P Q	R	S	Т	U \	/ \	v	Y	Z		
Surname All	A B C	D E F	G H	I J	K L	М	Ν	0	PQ	R	S	Т	U N	/ \	N >	Y	Z		
				1	2 3	>													
First name / Surname 📤	Username		Departn	nent						Inst =	ituti	on R	oles	0	iroup -	s c	ast ac ourse	cess to	Status
DIN ROSZAIDI	073489@putra.uni	isza.edu.my	IJAZAH S. (KOMPU	ARJANA I TERAN IN	NUDA SA	INS KO	ompu' An Ke	ter Epujia	N	DC3	1	St	udent	s N	lo roups	N	ever		Active (i)
MAIZATUL AIDIL AYUNI BINTI MAHDHIR	072829@putra.uni	isza.edu.my	IJAZAH S (KOMPU	ARJANA I TERAN IN	NUDA SA	INS KO	mpu' An Ke	ter Epujia	N	DC3	1	St	udent	: N 8	lo roups	N	lever		Active

Select on keyword in filter section.

Match Any V Keyword	/ <sup>Type</sup> 073489 ×	8
+ Add condition		Clear filter Apply filters
42 participants found		
First name All A	B C D E F G H I J K L M	N 0 P Q R S T U V W X Y Z

Then type the matric number of the students. Click enter and then click on Apply filters.

М	latch Any	✓ Keyword			~	Тур	)e																									×
	+ Add cond	lition				07	7348	39 2	×																		Clos	r filte			oply filte	TE .
1 pa	rticipants found																										Cica				орріу пісе	
		First name	All	Α	В	С	D	E	F	G	Н	I	J	К	L	М	Ν	0	Ρ	Q	R	s	T	U	۷	W	Х	Y	Ζ			
		Surname	All	A	В	С	D	E	F	G	Н	I	J	К	L	М	N	0	Ρ	Q	R	S	Т	U	۷	W	Х	Y	Ζ			
	First name / S	urname 📤	User	man	ne				De	epart	tmen	ıt									Insti	tuti	on R	oles		Gro	ups	Las cou	it acc Irse	ess to	Status	
	MUHAN HAIKAL BIN R	IMAD AIDID OSZAIDI	0734	189@	putra	a.unis	sza.e	du.m	IJA <sup>Ŋ</sup> (K	azah Omp	SARJ. UTER	ANA AN	MU	DA S. RNET	AINS F) DE	KON NGAI	PUTE N KEP	r Ujian	N		DC3	1	S	tude	nt	No grou	ıps	Ne	ver		Active	i
		With sele	cted use	rs	Ch	1005	e							~																		
																															Enrol use	ers

The student will be shown as picture above. Click on **X** symbol to unenroll the student.

deo Tuto	Unenrol	×	
Participa	Do you really want to unenrol "MUHAMMAD AIDID HAIKAL BIN ROSZAIDI " (previously enrolled via "Manual enrolments") from "INTERNET ARCHITECTURE AND PROGRAMMING "?		
	Unenrol Cancel	1	nrol use

A popup message will appear to confirm the process. Click on **Unenroll** button.



Scan QR code to view video tutorial <u>Unenroll Students</u>:



# **3.0 ASSESSMENT CONFIGURATION**

#### 3.1 Manage Assessment [Teacher]

Import OBE Assessment list from OBE system.

#### Click Manage Assessment - > Create Assessment.

Turn editing on	🗠 Gradebook	? Manage Assessment -	*
		Create Assessment	
		Question Bank	
		Server:	

OB	E ASSESSMENT]						
MIP /iev	21202 - SPECIALISED RADIOC v the OBE Course	GRAPHIC A	NATOM	YAND	MAGE EVAL	UATION	
If the	following assessments are not the correct DCI version take	n from the OBE system	n, ask your facu	lty managemen	t (e.g. PJK) to choose the c	correct version of DCI at OBE syster	n for this course.
Revie	ew CQI						
ession	: 202320 - SEMESTER II SESI 2023/2024						
NO.	ACTION	CLO	VERSION	MQF/TAX		ASSESSMENT	TYPE
		CLO2	20221	MQF3a P4	Test 3 -Oral Test		Continuous Assessment
1	Manage Set Split Assessment						
1 2	Manage Set Split Assessment Manage Set Split Assessment	CLO2	20221	MQF3a P4	Test 2 -Oral Test		Continuous Assessment
1 2 3	Manage Set         Split Assessment           Manage Set         Split Assessment           Manage Set         Split Assessment	CLO2 CLO1	20221 20221	MQF3a P4 MQF1 C3	Test 2 -Oral Test Test 1 -Short Answer		Continuous Assessment Continuous Assessment
1 2 3 4	Manage Set     Split Assessment       Manage Set     Split Assessment       Manage Set     Split Assessment       Manage Set     Split Assessment	CLO2 CLO1 CLO3	20221 20221 20221	MQF3a P4 MQF1 C3 MQF3c A3	Test 2 -Oral Test Test 1 -Short Answer Image reviewing -Presentation		Continuous Assessment Continuous Assessment Continuous Assessment

Notes: If the assessment list not SAME with the latest DCI version in OBE, please inform faculty management (PJK) to change or reset the OBE Version. Assessment list in SPB can only be imported/updated by the faculty management members.

Click on which **Manage Set** button you want to create the assessment based on your DCI in OBE. For example, to create a quiz.



# Click on Add New Quiz Activity Set

Session : 2 Assessmen Weight : 4 Type : Fina CLO1 : Clas	02120 - SEMES nt : Final Exam 0% al Assessment ssify issues rel	TER 2 - SESI 202 (Short Answer ated to multim	1/2022 ) edia over computer net	works [C2, MQF1 Know	wledge and Understa	inding]			
							Add New Quiz Activity Set	Add New Assignmen	t Activity Set
You can ad	ld more than one a	ssessment set for th	is CLO. This can be used to sepa	rate assessment for differen	t students/groups, OR choo	se the HIGHEST mark among the a	issessments that the student has att	empted.	
If more the	an one assessment	were added here, SF	'B will automatically choose the	HIGHEST mark among the a	ssessments of the student.	Please note that SPB will not SUM	or AVERAGE the marks from the asso	essment.	
No.	Action	Name	Total Marks	Weight(%) No	<b>Question</b>	General Date	Group Date	User Date	Туре

The quiz set will show as picture below. Click on edit symbol to add questions.

lf m	ore than one assessment were added here, SPB will au	tomatically choose the HIGHEST mark amon	g the assessments	of the student. Pl	lease note that	SPB will not SUM or AVERAGE the	marks from the assessment		
No.	Action	Name	Total Marks	Weight(%)	Question	General Date	Group Date	User Date	Туре
1	Edit Delete Preview • Download schema • Download question • Download question (UniSZA Format) • Assessment Specification	Final Exam (Short Answer) Izdiharibrahim@unisza.edu.my 2024-04-23 11:13:22	0.00	40.00	عر 0	Start:2026-04-23 00:00 End:2026-04-23 00:00	Add Group	Add User	Quiz

The page will show as a picture below. Click on **Add** from question bank button. Please make sure the questions already in your question bank. Otherwise, the questions will not import into the list.

#### **ASSESSMENT - QUESTIONS**

SESSIC COURS CLO MQF	DN SE	:SEMESTER 2 - SESI 2021/2022 :CSW33603 ONLINE MULTIMEDIA TECHNOLOGIES :CLO1 Classify issues related to multimedia over computer networks :MQF1 Knowledge and Understanding	[NOTES] 1. TOTAL MARKS : 0.00 2. TOTAL WEIGHT: 40.00% 3. TOTAL TAXONOMY PERCENTAGES:	:							
TAXO! ASSES	NOMY SMENT	: C2 ': Final Exam (Short Answer)	C2 : 0% * 4. Question Types:								
TOPIC	HT S SLT)	:40% :[Click to see] :GL=2.5 IL=7.5									
						Expo	rt to word	doc	Sort Question	Add from Question Bank	Open Question Bank
NO.	ACTI	ON QUESTION	DEFA MAR	AULT Q RK M	QUIZ IARK I	NQF T	AX DEC	AC. ISION	торіс		
			No in	formati	ion						

# Choose the question category from the lists. Then click Add.

ASSESSMENT : Final Exam (Short Answer) MQF : MOF1				
TAXONOMY : C2				
PERCENTAGE : 40				
Question category *	_			
Please Select 🗸				
Please Select	1			
COURSE CATEGORY				
SEMESTER 2 - SESI 2022/2023:: ProgrammingTest (7)				
SEMESTER 2 - SESI 2022/2023:: Final - Packet Loss (10)	TEXT	OUESTION ANSWER	TRUE ANSWER	MARK
SEMESTER 2 - SESI 2022/2023:: Final - Overview MM (10)		QUEHONANDILL		
SEMESTER 2 - SESI 2022/2023" Final - MM Network (10)		No informatio	n	
SEMESTER 2 - SEST 2022/2025. That - Min Network (10)				
SEMESTER 2 - SESI 2022/2023:: Final - Multicast (10)				

Note: To create an assignment, the process is same as creating a quiz.



Scan QR code to view video tutorial Manage Assessment [Teacher]:



# 3.2 Manage Assessment [Faculty Management Members]

Manage Assessment list in SPB [for Faculty Management Members].

#### Admin@SPB -> Admin -> Manage Course

Assessment list in SPB can only be imported/updated by the faculty management members by using 'Admin@SPB -> Manage Courses -> Change/Reset OBE Version' menu. However, if there was an assessment done in the SPB, the assessment list will not be able to be updated unless the assessment needed to be deleted first.

Dashboard	My Courses	Analytics	Admin@SPB	Video Tutor
[SPB Admin	] PEGAWAI TEKNOL	OGI MAKLUMAT		
🔒 Dashboar	rd 🔅 Admin	🤊 Vetting Que	estions 🎓 PLO Re	port
	See Server log			
	Manage Session Manage IQAS			
	Quiz Report SPB Enrolment	s		
. г	SPR Usage Manage Course	25		
	Failure Statistic			

List	: of Coເ	urses for 202320 - SEN	AESTER II SESI 2023/	2024	
NO.	COURSE CODE	COURSE NAME	LECTURE NAME (UTIME)	OBE STATUS	
1	CSA23203	NETWORK TECHNOLOGY SECURITY AND COMMUNICATIONS	FIK: faisalamri@unisza.edu.my	Version: 20211 [More]	Change/Reset OBE Version
2	CSA23303	DATA COMMUNICATION WORKSHOP	FIK: norlina@unisza.edu.my	Version: 20211 [More]	Change/Reset OBE Version
3	CSA33403	PARALLEL AND DISTRIBUTED COMPUTING	FIK: wnshuhadah@unisza.edu.my	Version: 20211 [More]	Change/Reset OBE Version
4	CSA33503	COMPUTER FORENSICS	FIK: mafendee@unisza.edu.my FIK: sitidhalila@unisza.edu.my	Version: 20211 [More]	Change/Reset OBE Version

#### Change/Reset OBE version based on related course code.

 

 Statching CSA23203:NETWORK TECHNOLOGY SECURITY AND COMMUNICATIONS for session 202320 from the OBE system

 Statching CSA23203:NETWORK TECHNOLOGY SECURITY AND COMMUNICATIONS for session 202320 from the OBE system

 Statching CSA23203:NETWORK TECHNOLOGY SECURITY AND COMMUNICATIONS for session 202320 from the OBE system

 Verior State CourseCode CourseName
 Exture

 20211
 Draft
 CA 23203
 Network Technology Security and Communications
 Symptis
 Assessment
 Use: 10%: COD1: Missignent (Jak Proof)
 Use: The control
 Use: The control

Click Use this button.



Scan QR code to view video tutorial <u>Manage Assessment [Faculty</u> <u>Management Members]:</u>



# 3.3 Group submission for Assignment.

#### How to create Group submission for assignment?

Click Manage Students ->Manage Groups

Turn editing on	🗠 Gradebook	? Manage Assessment -	👑 Manage Students 🗸	\$
		* Clock	Enrol Student (Import BPA)	
		Server:	Registered students (for unenrol/login as)	:49am
		N YOU:	Manage Groups	:49am
			Activity Logs	

#### Click on Classic View

Session : 202210 - SEMESTER I SESI 2022/2023



#### Click create group



Enter the group name then click Save changes.

#### USER MANUAL SISTEM PENTAKSITAN BERSEPADU

🝷 General	
Group name	Paragraph     ▼     B     I     III     III     IIII     IIII     IIIII     IIIIIIIII     IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	Path: p
Enrolment key 🕐	Click to enter text 🖍 🔍
Group messaging 🕐	No 🗸
Hide picture	No 🗸
New picture	Choose a file You can drag and -
	Save changes Cancel

Then add the list of student names in the group by clicking on Add/Remove users button.



Click on Groupings tab -> Create grouping. This because later the submission will submit by groupings.



Named the grouping then click on Save changes.

Then, you have to add the related groups into that grouping by clicking on manage groups symbol shown in the picture below. The groups chosen will submit the assignment you want to be edited later.

Groupings					
Grouping	Groups	Activities	E	dit	
Test1	None	0	•	14	

Click on the groups you want to add into the grouping.

#### Add/remove groups: Test1

Existing members: 0	Potential members: 30
	ADN SMSYA1A ADN G1 BMHS1 ADN G2 BBARMT1A ADN G3 SMSYA1A ADN G3 SMSYA1A 11.30MLM ADN G4 BAC ADN G4 SMIMAGE

Then, go back to your course, click on Assignment to edit the assignment. You can edit it from the Create Assessment button.



On Group Submission settings, Choose Yes on Students submit in groups then choose grouping name on Grouping for student groups.

<ul> <li>Group submiss</li> </ul>	ion	settings
Students submit in groups	?	Yes 🖌
Grouping for student groups	?	Test1 V Test1
Require group to make submission	?	No 🗸
Require all group members submit	?	No ¥
Peer Assessment 🕐		No 🗸

On Common module settings, please choose the grouping name on Grouping. Then, click save and display.

Common module settings

	Test1
	None up/grouping access restriction
Grouping 🕐	None 🗸
Group mode 🕐	Visible groups 🗸 🗸
ID number 🕐	
Availability 🕐	Hide from students 🛛 🗸

2. How to create Rubrics for assignment?

Go to Assignment -> Edit Settings -> Grade. Choose Rubric on grading method. Then click save and display.

<ul> <li>Grade</li> </ul>	
Grade 🕐	Type Point 🗸
	Maximum grade
	25
Grading method 💮	Simple direct grading 🖌
Grade category 🕐	Simple direct grading
Grade to pass 🕐	Rubric
Anonymous submissions 🕐	No 🗸
Hide grader identity from ⑦ students	No 🗸

On this page, choose Create new grading form from a template. This will use the existing rubric template from moodle. You can use it then update it on your own.



$\checkmark$	
Use this template	
×	
Delete	

Click on use this template. Then click continue to confirm.

#### Confirm

Do you want to use the grading form 'ProjectPresentation' as a template for the new grading form in 'Rancangan Perniagaan (Berkumpulan) (Business Proposal ) (Submissions)?

Click on edit the current form definition.

Change active grading method to ⑦	Rubric	~	
		Edit the current form definition	Delete the currently defined form

On this page, you can edit the current form on your own, give the name of your rubric, give marks and after that, click save.

Name 🕕	ProjectPresentation							
Description	Paragraph     •     B     I     III     IIII       •     •     •     •     B     I     IIII       •     •     •     •     •     IIIII       •     •     •     •     •     •       Font family     •     Font size     •     <>							
Current rubric status	Path: p							
	READY FOR USE							
Rubric	X Clear delivery of ideas ↓ C	None <i>0 points</i> X	Not able to deliver ideas clearly and require major improvements <b>1</b> points X	Able to deliver ideas and require further improvements 2 points X	Able to deliver ideas fairly clearly and require minor improvements <b>3 points</b> X	Able to deliver ideas clearly <i>4 points</i> X	Able to deliver ideas with great clarity 10 points X	Add level
	<ul> <li>↑ Confident delivery of</li> <li>x ideas</li> <li>↓</li> <li>C</li> </ul>	None <i>0 points</i> 💥	Not able to deliver ideas confidently <b>1 points</b> X	Able to deliver ideas with limited confidence and require further improvements. <i>4 points</i> X	Able to deliver ideas fairly confidently and require minor improvements <b>6</b> points X	Able to deliver ideas confidently <i>8 points</i> X	Able to deliver ideas with great confidence <b>10 points X</b>	Add level
	<ul> <li>↑ Effective and articulate</li> <li>★ delivery of ideas</li> <li>↓</li> <li>€2</li> </ul>	None <i>0 points</i> X	Not able to deliver ideas effectively 1 points X	Able to deliver ideas with limited effect and require further improvements	Able to deliver ideas fairly effectively and require minor improvements	Able to deliver ideas effectively and articulately <b>8 points</b> X	Ability to deliver ideas with great effect and articulate	Add level

Then, the grading submission page will show rubrics marks to give marks to your students. Just click on any box point in each criteria to give the marks. You can also give comment from each criteria. After that, click save changes.

Submission							
This assignment does not require you to submit anything online Not marked The due date for this assignment has now passed Student cannot edit this submission Grade							
Grade: 25 Cear delivery of ideas	None 0 points	Not able to deliver ideas clearly and require major improvements 1 points	Able to deliver ideas and require further improvements 2 points	Able to deliver ideas fairly clearly and require minor improvements 3 points	Able to deliver ideas clearly 4 points	Able to deliver ideas with great clarity 10 points	
Confident delivery of ideas	None 0 points	Not able to deliver ideas confidently 1 points	Able to deliver ideas with limited confidence and require further improvements. 4 points	Able to deliver ideas fairly confidently and require minor improvements 6 points	Able to deliver ideas confidently 8 points	Able to deliver ideas with great confidence 10 points	le le
Effective and articulate delivery of ideas	None 0 points	Not able to deliver ideas effectively 1 points	Able to deliver ideas with limited effect and require further improvements 4 points	Able to deliver ideas fairly effectively and require minor improvements 6 points	Able to deliver ideas effectively and articulately 8 points	Ability to deliver ideas with great effect and articulate 10 points	

# 3.4 How to create Group Peer Assessment?

Peer Assessment is a process whereby students can evaluate their peers/team members based on teacher's benchmark. To create a peer assessment, first you must already have the assignment. Peer assessment can only be set on assignment module, not in the quiz module.

#### 3.5 How to create Group mark submission for Quiz.

To give group mark submission, please make sure you already have a group. Then, in the quiz module, only essay question will be added in the quiz. So that, we will give a manually grading to the student in the group.

First, in a quiz page, go to edit symbol as shown in picture below, click on Results -> Manual grading. Then click on grade as shown in the second picture.

		<b></b>			
	= Edit	settings			
	• Grou	up overrides			
	<ul> <li>User</li> </ul>	overrides			
	🔅 Edit	quiz			
	Q Prev	iew			
	🖾 Resu	lts			
	• Gr	ades			
	• Re	sponses			
	e St	atistics			
	• M	anual grading			
	• Do	ownload essay			
	submis	sions			
	• Ar	chive			
Lab	Report	:			
Visible gr	oups All par	ticinante v			
101010 81	All par	ucipants •			
Ques	tions th	nat need grading			
			Also show questions that have b	een graded automatignly	
Q #	т	Question name	To grade	Already graded	Total
1		Lab Report	2 grade	0	2 grade all

Then, you must grade to one of the team members in group. Then, go to gradebook, choose group then enter. Wait for the gradebook to appear. Click on group grade on quiz column.



Then, you can see one of the team members in group already have a mark. Just click on Copy result to all members in group to give the mark to all group members in that group.

embers
Back to Main Gradebook
GROUPNAME: Group A
AH BINTI ZAHARI =20.50 / 25.00 [Result]
in Group A
JE YET)
YET)

As you can see, the marks will be applied to all members in the group.

No.	Matric No.	Student Name	Program	Intake	Group	[GroupGrade] Test 25% *C2 (MCQ)	Compiler Development Implementation (Project Presentation) 35% *At(Interview)	Final Exam 40% *CS (Essey)	Total mark CONASS 60%
1	065419	MUHAMMAD FARHAN BIN MD AWAL- LUDIN	C10	SEM I 2021/2022	Group A	20.50 G	No assessment	No assessment	20.5
2	065662	NOR ATIERAH ZAKIYAH BINTI ZAHARI	C10	SEM I 2021/2022	Group A	20.50	No assessment	No assessment	20.5
3	065918	NATASHA BINTI MUHAMMAD ROZELI	C10	SEM I 2021/2022	Group A	20.50	No assessment	No assessment	20.5
4	066850	HANIS NABILA	C10	SEM I 2021/2022	Group A	20.50	No assessment	No	20.5

# 3.6 How to easily marking an essay questions in Quiz?

This process is to grade an essay question from Quiz module by using the annotation marking.

# Lab Report Visible groups All participants ~ Questions that need grading Also show questions that have been graded automatigntly Q # T Question name To grade Already graded Total 1 Lab Report 2 grade 0 2 grade at

#### Click on Annotate button.

Comment	
	Font family     Font size     Image: Size       Image: Size     Image: Size     Image: Size       Image: Size     Image: Size     Image: Size
	Path: p
Mark	out of 22.00
Annotate	

Then, you can marking the essay answer by clicking on every symbol on the page. After finish, click on Yes button then click on Save and go to next page.

		Incetugent quiz Annot Ir Sekular Sale (ISS) [****	tion System (iQAS)
xport iQAS mark 0 /2	100] to SPBT Yes		
Surrent CDD much for ADICUA IN	ANI DINITI ADULTALUD (000170) th	is question is (25.00	
[Page 1] Page 2 Page 3	Page 4 😽 🖌 🧹 🦸	× 🗙 🕯	
Calculated mark on this page : Save Save and Next Page	- Example Theatre Data	abase Table	
Figure	I. Example Theatre Data	idase l'adie	
i)	State all the entities a	nd attributes that exi	st in Figure 1 [6 marks]
	- DIRECTOR	entities	
	- DIR_NUM		
	- DIR_NAME		
	- DIR DOB		
	- FIIM	entities	
	<ul> <li>FILM_CODE</li> </ul>		
	<ul> <li>FILM_NAME</li> </ul>		

#### 3.7 How to ask students to choose their own group.

To use this feature, please make sure you already have the list of groups in your course.

Turn editing on -> Add activity or resources – Choose group self-selection.

Search					
All Activities	Resources				
Ļ	F	A.	Ø		V
Assignment	Forum	Group self- selection	Label	Page	Quiz
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Give the name of your group self-selection. For example, "Choose your group/program/teacher".

Adding a ne	w Gr	ou	p self	-sele	ctio	n ®					
General											
Name 🚺											
Description	Paragra	eph 👻	BI					0	1		5
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Display description on c	ourse pa	ge 🕐									
Open from	23 ¥	April	~	2024 🗸	14	41	~ ⊞	🗆 En	able		
Open until	23 🗸	April	~	2024 🗸	14	41	~ ii	🗆 En	able		
Select groups from grouping	All grou	ups 🗸									
lin members per group 🕐	0										
lax members per group 🕐	0										
laximum number of 🛛 🕐	1										
- General permission	ns										

Notes:

*Min members per group – to determine how many minimum number of members should be in the group. Please leave 0 to disable.* 

*Max members per group – to determine how many maximum number of members should be in the group. Please leave 0 to unlimited.* 

*Maximum number of group to participate in – this is to determine how many groups students can join.* 

Then click save and display.

Student will see the group list once they click on group self-selection name. Then they can choose which group they want to participate in by clicking on Become member of button.

# Choose your group

Manage g	roups					
Group 🔺 🔻	Group description * *	Count 🔺 *	Members * *	Action * *		
			1. WAN ABDUL RAHMAN BIN W FAZIDIN			
			2. NOR AIMAN BIN OSMAN			
Group B	Click to edit	6	3. NURUL AIN SYUHADAH BINTI YUSOF	Become member of		
aroup o	cher co conc	~	4. NUR IRA NATASHA BINTI JAFARIZAL	bacome member or		
			5. HANIS NABILA BINTI ZULKIFLI			
			6. MUHAMMAD NAUFAL BIN SURAN			
			1. NURUL AFEEQAH BINTI ZULKIFLEE			
			2. MOHD AZRIN BIN MOH HUSSIEN			
Group C	ettale ha andth	-	3. MUHAMMAD IKRAM BIN BAZURIM	The second s		
	Click to edit	5 **	4. NURAMNI NADZIRAH BINTI AMIR HAMZA	Become member of		
			н			

# 4.0 GRADEBOOK

#### 4.1 View Gradebook

To view Gradebook, click Gradebook -> Show



You can sort student list according to matric number or name.

GRADEBOOK			
MIP21202 - SPECIALISED RADIOGRA Session : 202320 - SEMESTER II SESI	PHIC ANATOMY AND IM/ 2023/2024	AGE EVALUATION	
Answer scripts (eCoFi)	oad Student from BPA		
Group All 🗙 ProgramName All		~	
Intake All Sort	No.matric [a-Z]	Show	
▲ NOTES:	No.matric [Z-a]		
<ul><li> If the assessment list here is not t</li><li> If the student list is not tally with</li></ul>	all. Name [a-Z] <sup>:he</sup> Name [Z-a]	DCI at the OBE system, ask your faculty managem re-click enrol student again (Re-Enrol) to include th	hent he st

Dashboard	My Courses	Analytics	Admin@SPB	Video Tutorial	e-Aduan	٩				
Dashboard 🔀	My courses > MIP2	21202								
GRAI	DEBOOK									
MIP21202 Session :	MIP21202 - SPECIALISED RADIOGRAPHIC ANATOMY AND IMAGE EVALUATION Session : 202320 - SEMESTER II SESI 2023/2024									
Answe	r scripts (eCoFi)	Reload St	udent from BPA							
Group Al	Y ProgramNam	e All	_		~					
Intake Al		Sort by No	.matric [a-i ] 🗸	Show						

GRA	DEBO	ОК														
MIP2120	2 - SPECIALIS	ED RADIOGRAPHIC A	NATOMY AND I	MAGE EVALUA	TION											
Session	202320 - SEN	VESTER II SESI 2023/2	024	_												
Answe	er scripts (eu	Reload St	udent from BP	A												
Group <sup>F</sup>	VII Y Progr	amName All					~									
Intake A	.II	Sort by N	o.matric [a-Z]	Show								_				
		Assessment	outside SPB						arks				CQI (CLO I	report)	_	
You can cli THERE IS	ck the above [Sor NO ASSESSMENT	t By] option before downlo I done in the SPB OR no ma	ading the sorted exc ark yet for the speci	el. Manual entry is fic item. Refer this s	only allowed IF		-	Last saved for sist					Export PLO/O	EQI Repo	ort mal.	
A NOTES:		det	ail.											,		
If the     If the	assessment li student list is	st here is not tally with	h the new upda	ted DCI at the	OBE system,	ask your faculty	management t	to reset the asse	ssment list from	the OBE system	through "Adm	in@SPB->Ma	nage Courses->Reset Of	BE Versio	in".	
Excel	seducine insens	not tany with the list	in the birrisyste	in, re dick en	or student de	an (ne Enroi) e	Finelade the st	dents non the	opublica britile,	gisciocion ilse.			Search			
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						CL01	CLO2	CLO2	CLO3	CL01				,	MQF1	мq
						MQF1	MQF3a	MQF3a	MQF3c	MQF1					C3	F
						CONASS	CONASS	CONASS	CONASS	FINAL					CLO1	CL
÷	÷	÷	÷	Å	÷	Manual	Manual	Manual	Manual	Manual	÷	÷	÷.			
						Test 1 10%	Test 2 15%	Test 3 15%	Image reviewing	Final +	Total	Total		÷	÷	÷
	Mateir	Student				*C3 (Short	*P4 (Oral	*P4 [Oral	10%	50%	mark	mark	Total grade			
No.	No.	Name	Program	Intake	Group	(1000)	1445	Turk)	(Presentation)	Answer]	50%	50%	[CONASS+FINAL]	60	CLO%	30
1	071851	NUR IZZAH BINTI MOHD ZAMRI	DM14	SEM I 2022/2023	-	No assessment	No assessment	No assessment	No assessment	No assessment	-		-	-	-	•
2	071865	MUHAMMAD AKMAL ADIB BIN ABD HADI	DM14	SEM I 2022/2023	-	No assessment	No assessment	No assessment	No assessment	No assessment	-		-	-		
3	071883	SITI NOOR AMIRAH BINTI MOHAMED RAMADZAN	DM14	SEM I 2022/2023	-	No assessment	No assessment	No assessment	No assessment	No assessment	-	-	-	-	-	-



If the student list is not tally with the list in the BPA system, re-click enrol student again (Re-Enrol) to include the students from the updated BPA registration list.