UNIVERSITI SULTAN ZAINAL ABIDIN

CENTRE FOR MANAGEMENT OF ACADEMIC EXCELLENCE & INNOVATION
PUSAT PENGURUSAN KECEMERLANGAN & INOVASI AKADEMIK

2024

USER MANUAL

SISTEM PENTAKSIRAN BERSEPADU (SPB)

PUSAT PENGURUSAN KECEMERLANGAN & INOVASI AKADEMIK (CoMAE-i)

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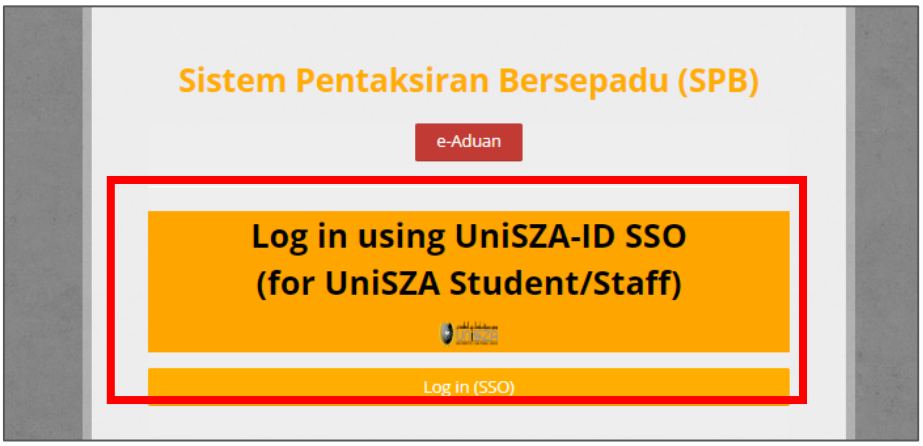
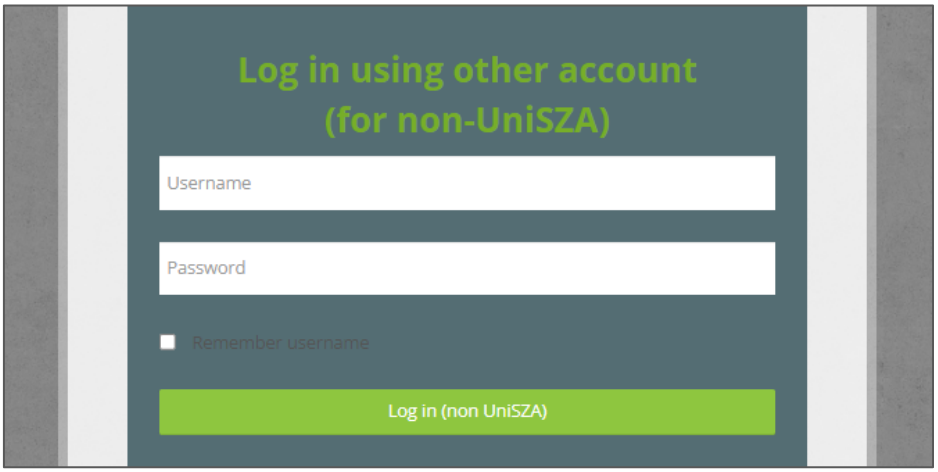
1.0 GETTING STARTED

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



Log in button for UniSZA Student/Staff

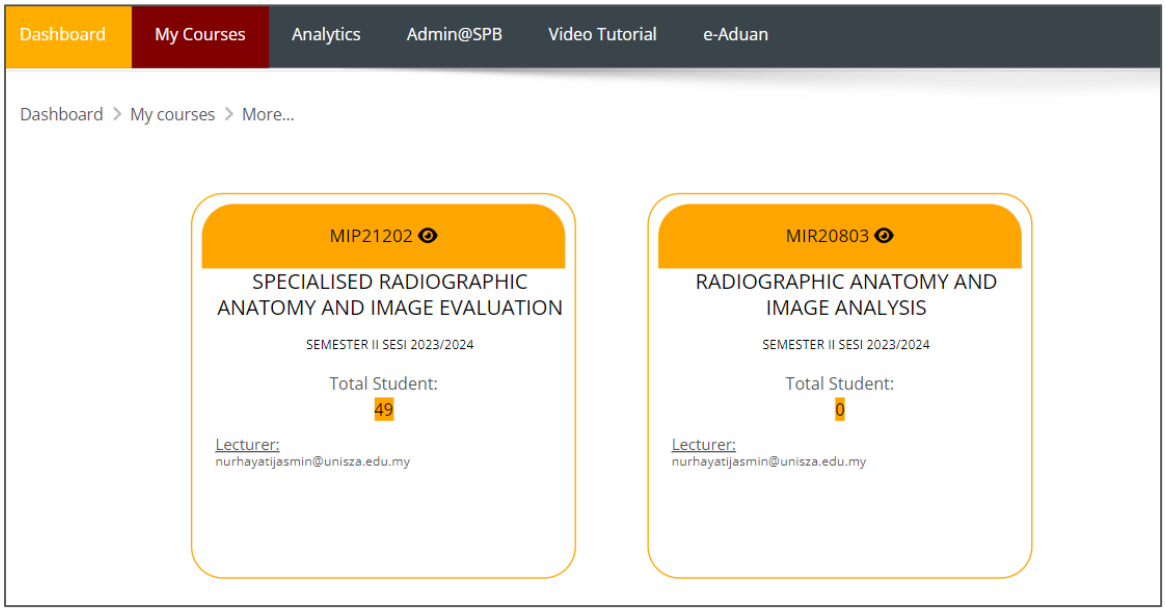


Log in space for non-UniSZA (eg: part-timer lecturers)

2.0 COURSE AND STUDENT'S CONFIGURATION

2.1 Course Configuration

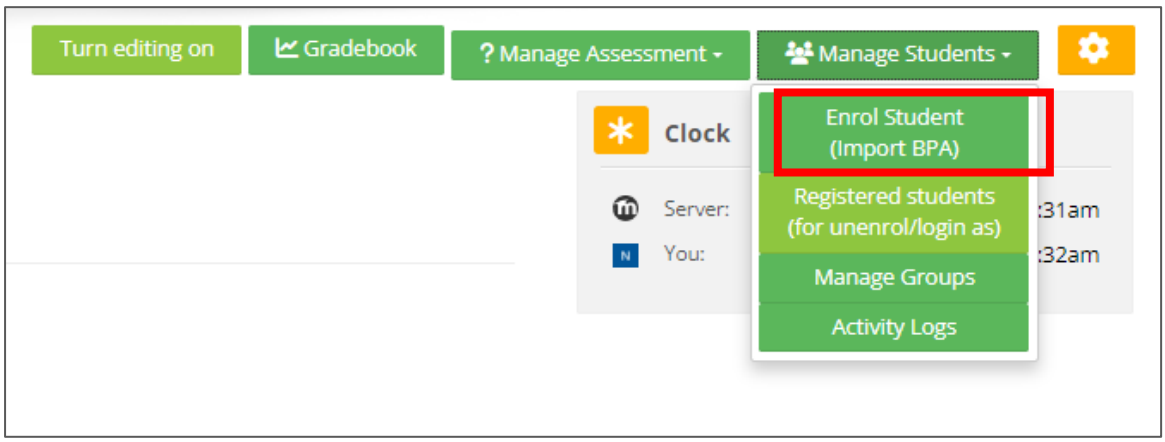
Click on **My Course** to see the list of your course for current semester. Please make sure your course is active which is already linked to OBE system (**orange color**).

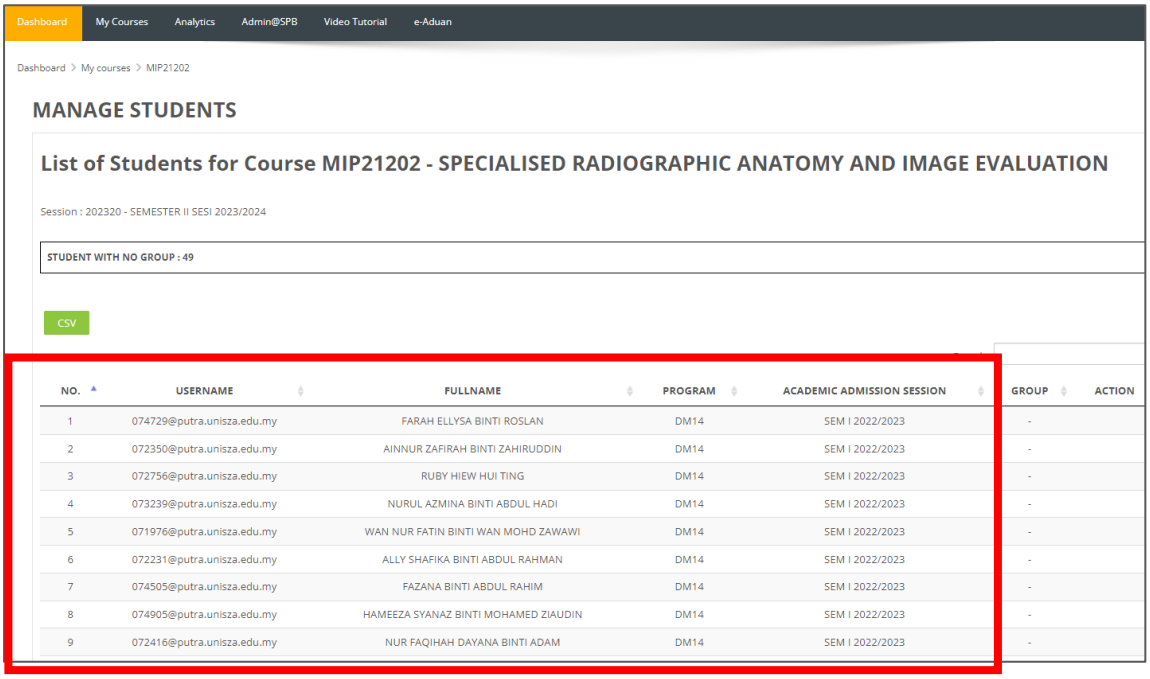


2.2 Enrol Students

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

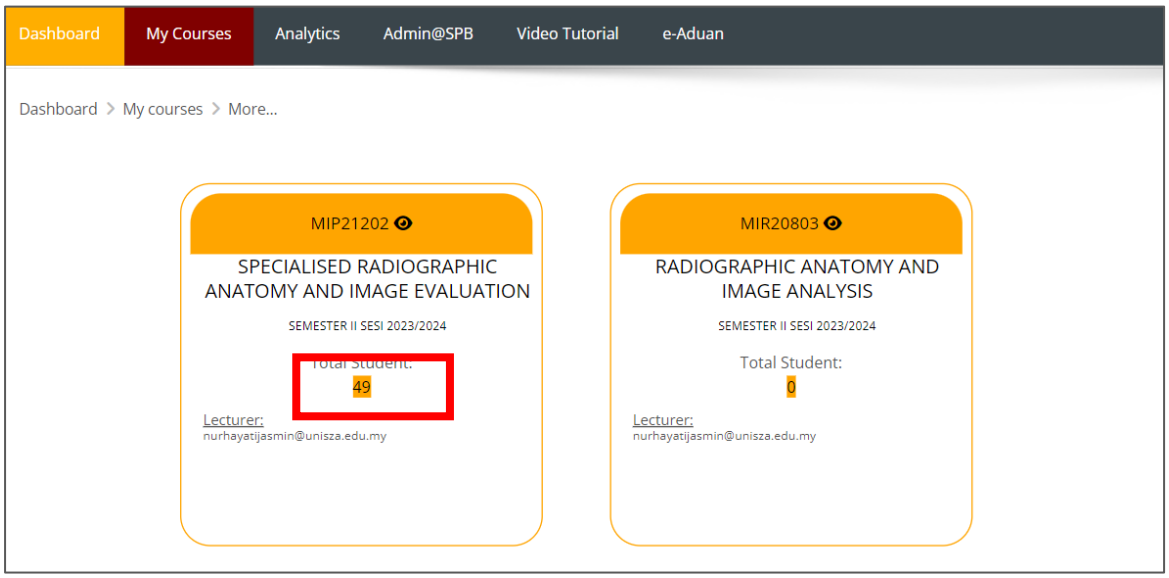
Click **Manage Students -> Enrol Student (Import BPA)**





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	-	
9	072416@putra.unisza.edu.my	NUR FAQIHAH DAYANA BINTI ADAM	DM14	SEM I 2022/2023	-	

*Notes: If the student list are not the same with the BPA list, 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.*



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

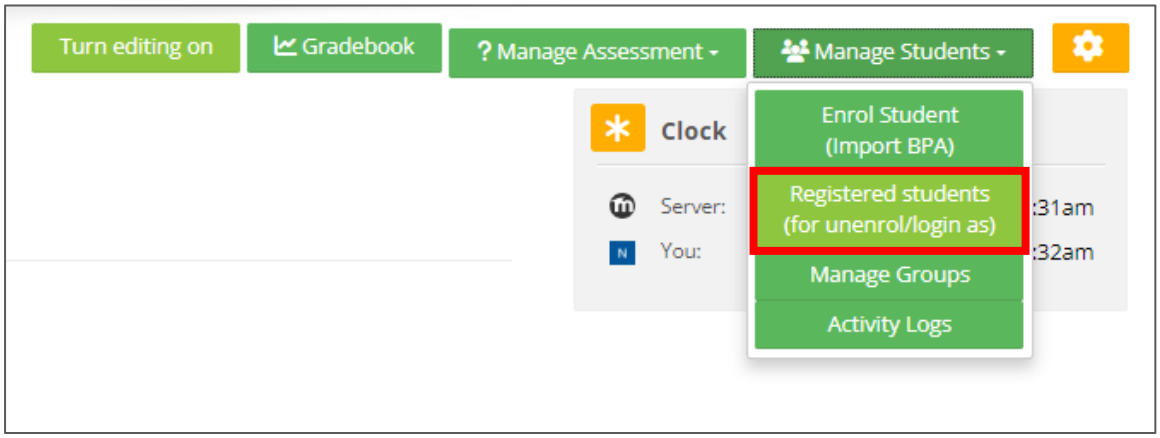
Scan QR code to watch video tutorial Enrol students:

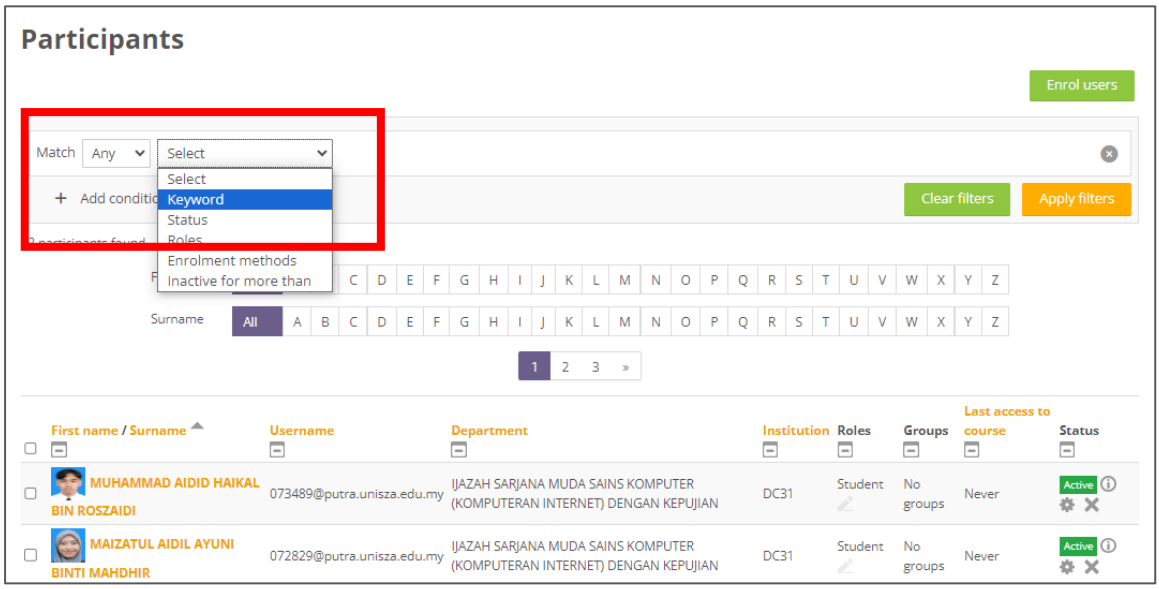
SCAN ME

2.3 Unenroll Students

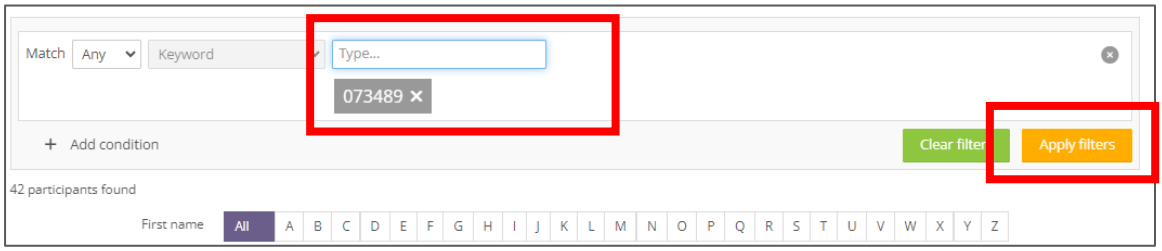
Unenroll students from course to remove if the student is no longer in your course or dropped.

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

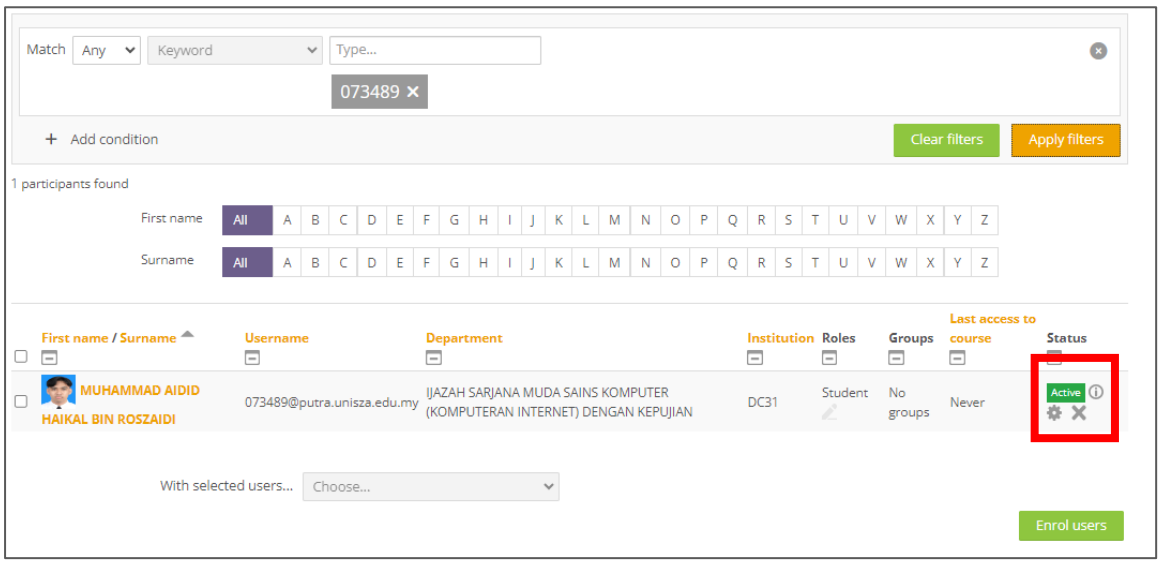




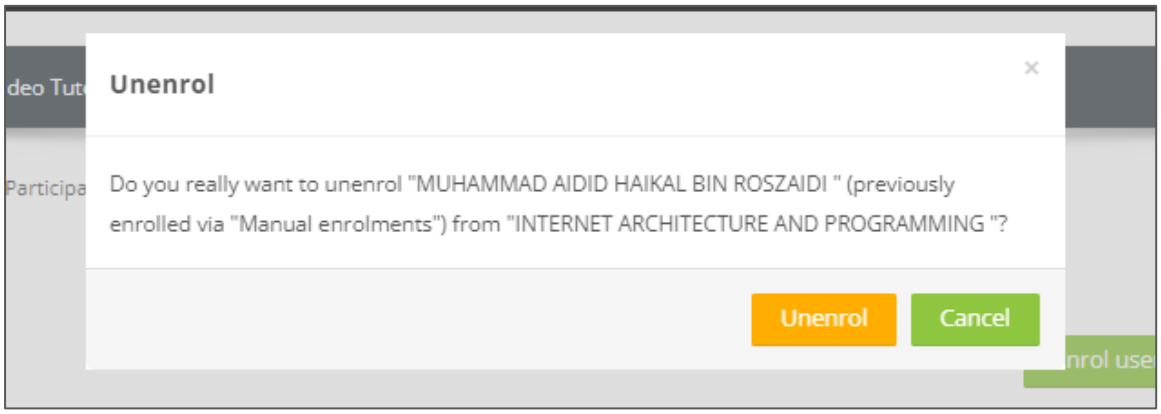
Select on keyword in filter section.



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



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



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

Scan QR code to view video tutorial Unenroll Students:

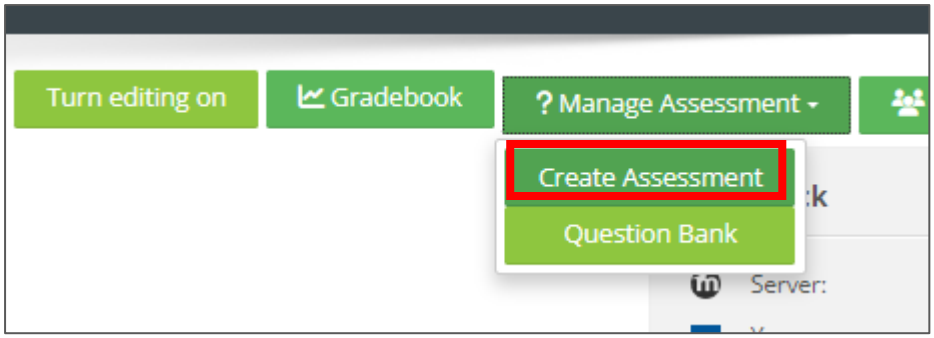
SCAN ME

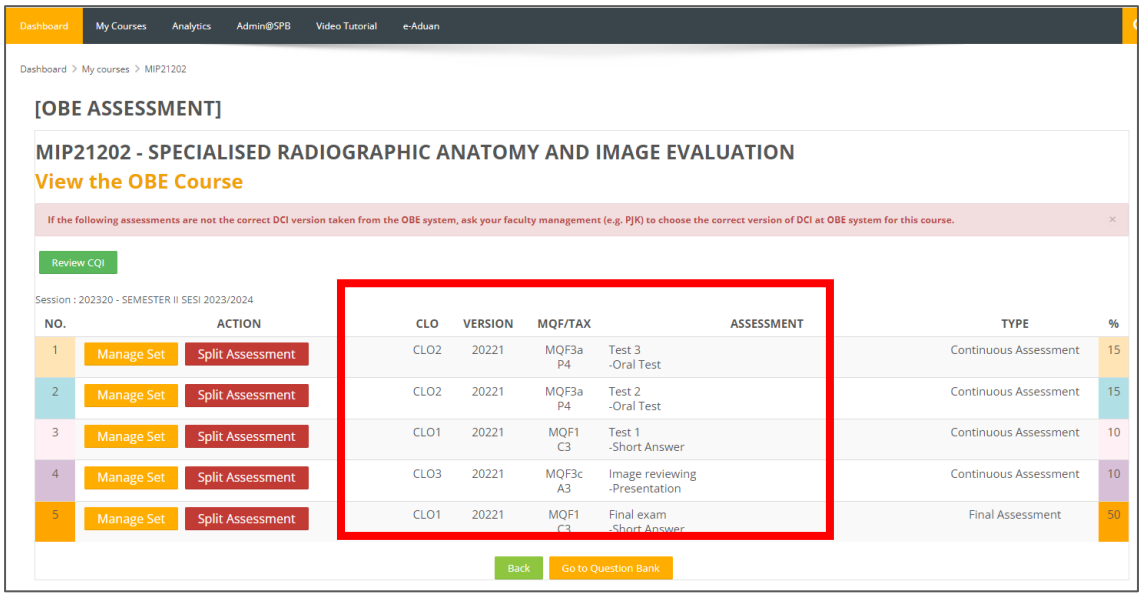
3.0 ASSESSMENT CONFIGURATION

3.1 Manage Assessment [Teacher]

Import OBE Assessment list from OBE system.

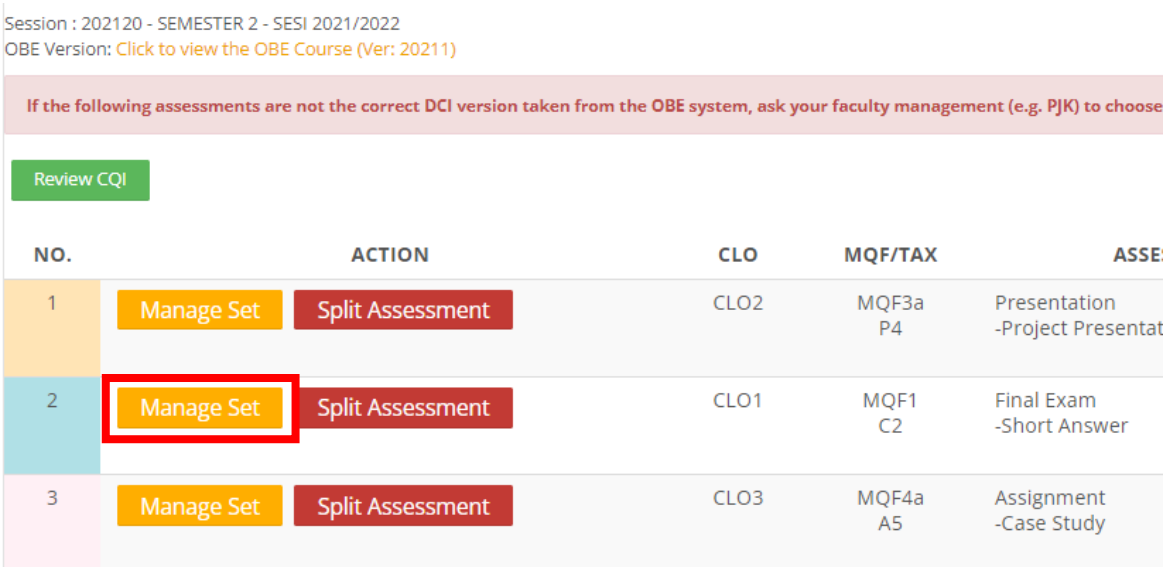
Click Manage Assessment - > Create Assessment.



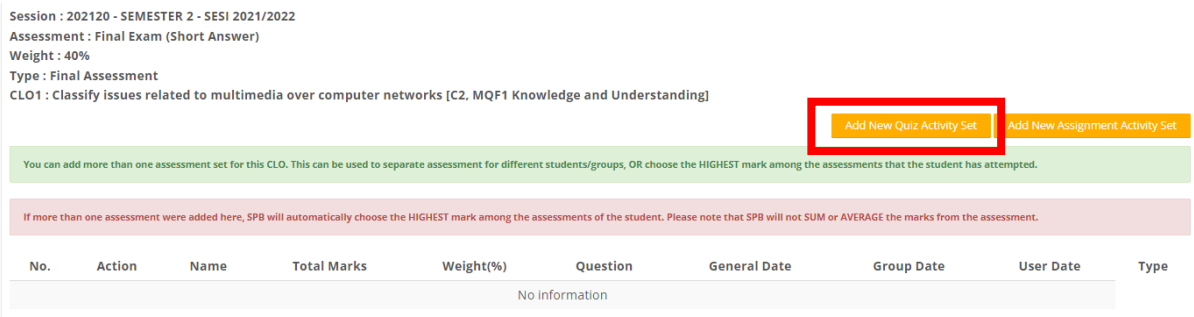


*Notes: **If the assessment list not SAME with the latest DCI version in OBE**, please inform faculty management (PJK) to change or reset the OBE Version. Assessment list in SPB can only be imported/updated by the faculty management members.*

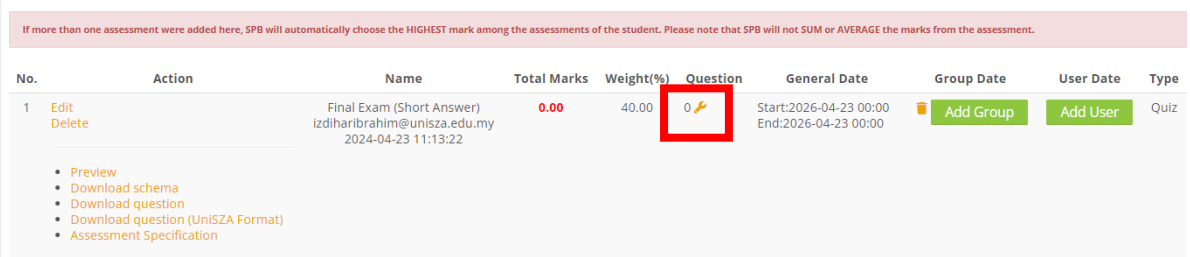
Click on which **Manage Set** button you want to create the assessment based on your DCI in OBE. For example, to create a quiz.



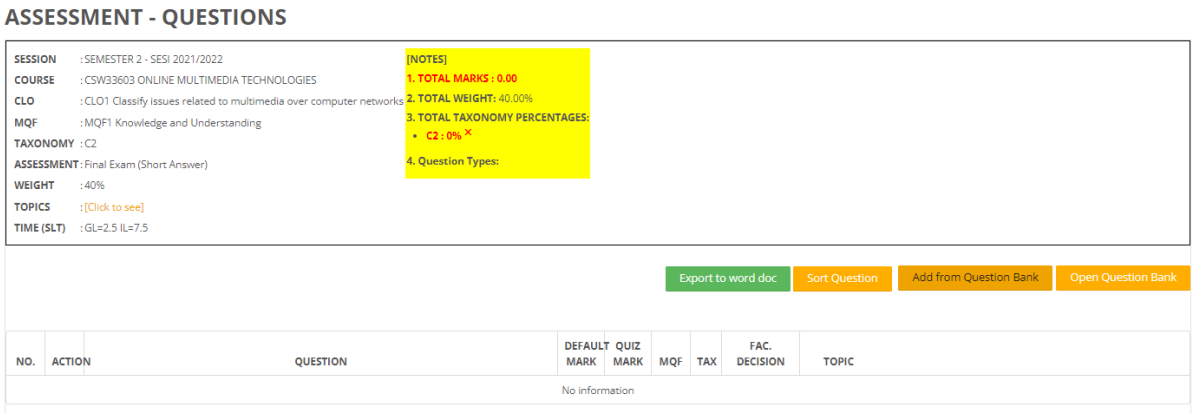
Click on **Add New Quiz Activity Set**



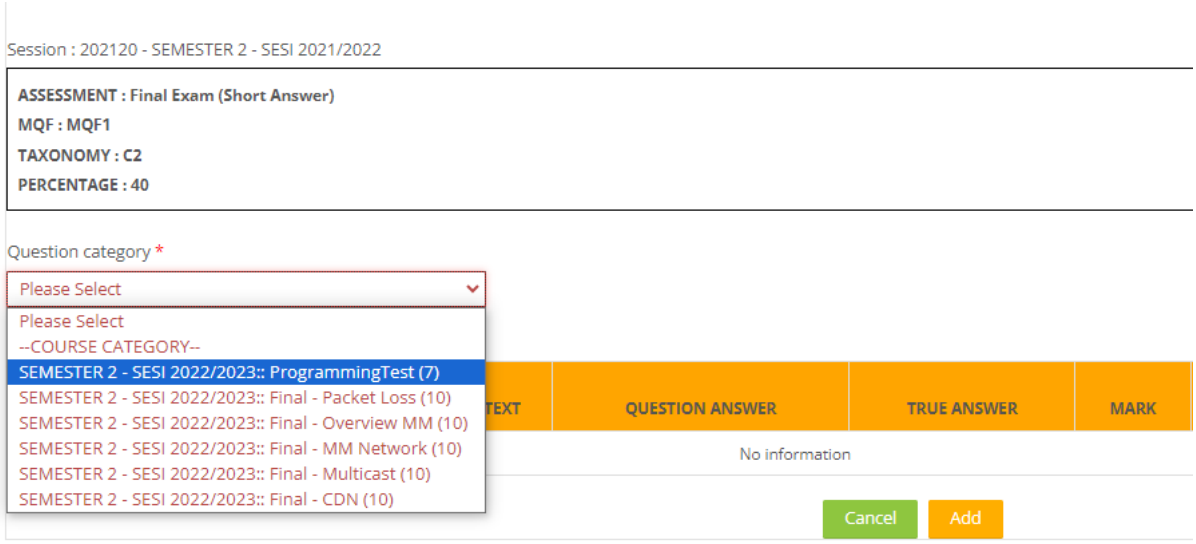
The quiz set will show as picture below. Click on **edit** symbol to add questions.



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.



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



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

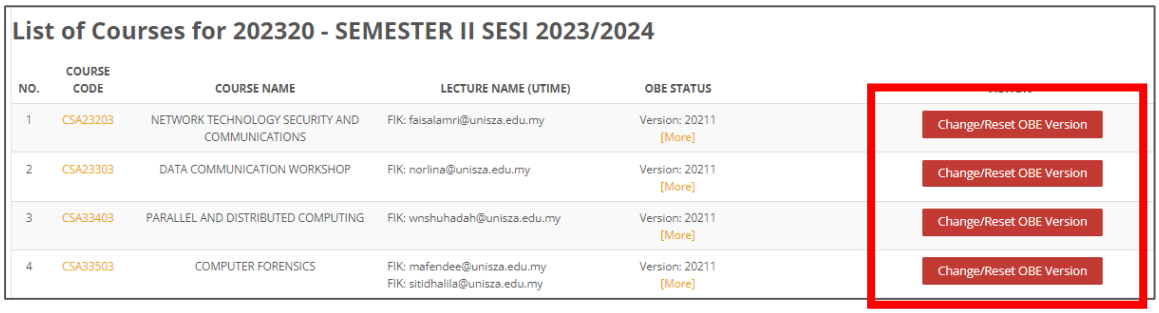
Scan QR code to view video tutorial Manage Assessment [Teacher]:

3.2 Manage Assessment [Faculty Management Members]

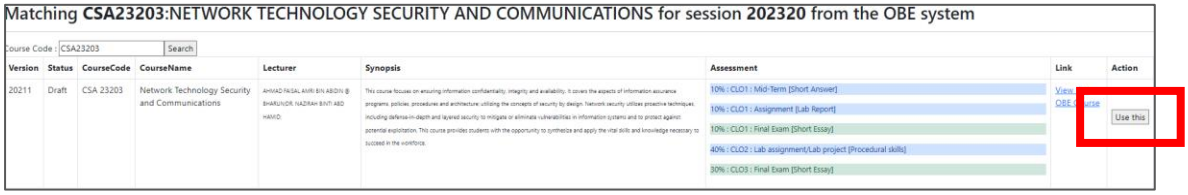
Manage Assessment list in SPB [for Faculty Management Members].

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.*



Change/Reset OBE version based on related course code.



Click **Use this** button.

Scan QR code to view video tutorial Manage Assessment [Faculty Management Members]:

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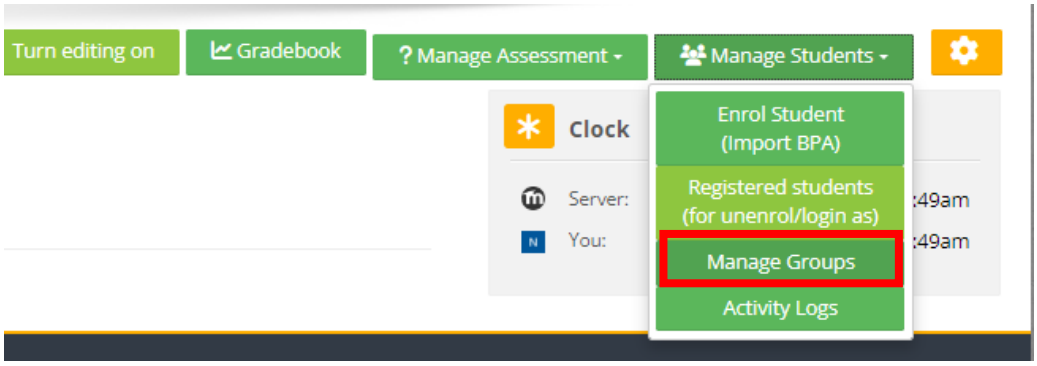
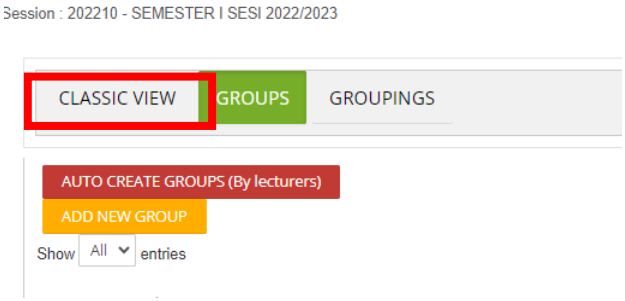
3.3 Group submission for Assignment.

How to create Group submission for assignment?

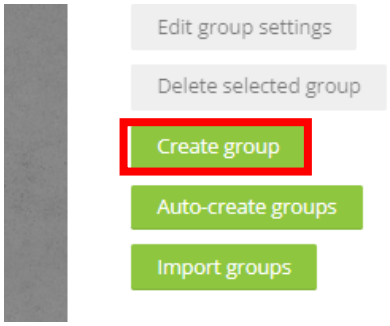
Click Manage Students ->Manage Groups



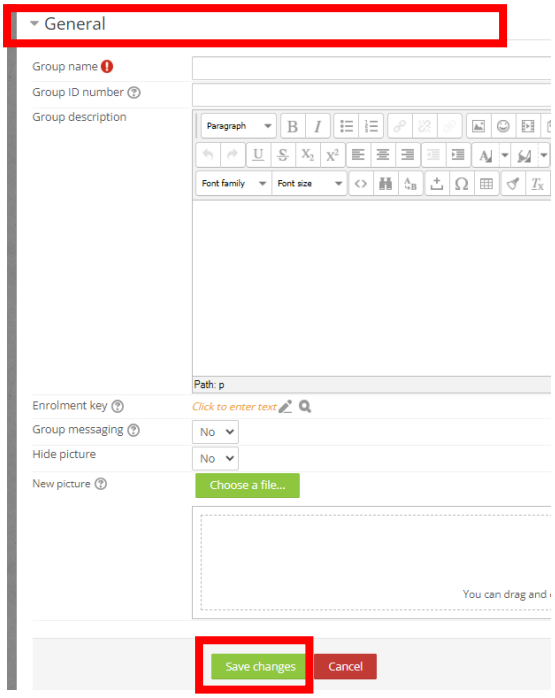
Click on Classic View



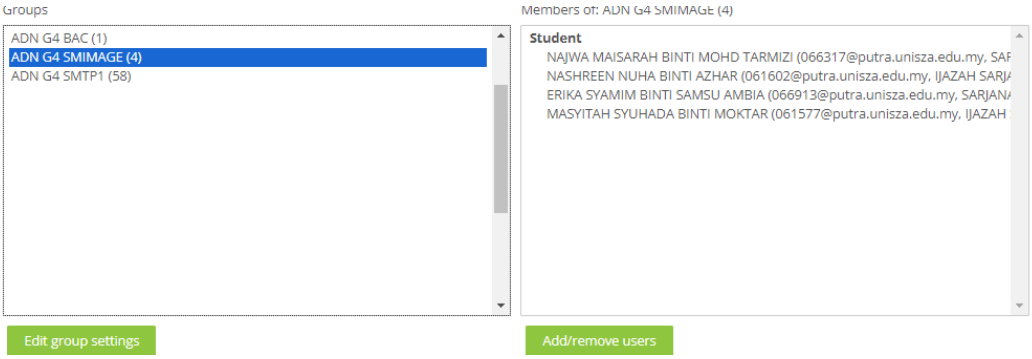
Click create group



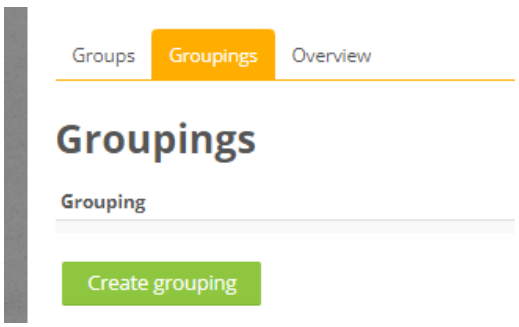
Enter the group name then click Save changes.



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

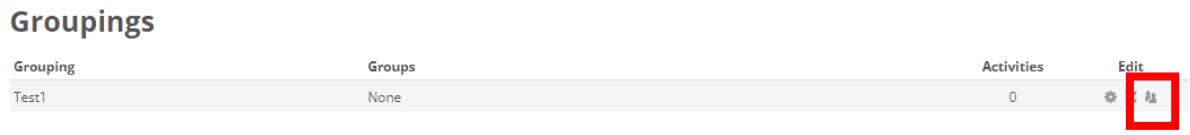


Click on Groupings tab -> Create grouping. This because later the submission will submit by groupings.

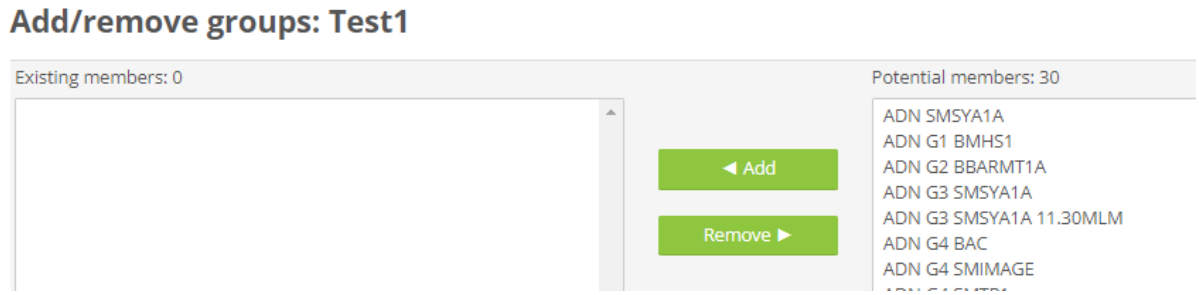


Named the grouping then click on Save changes.

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.

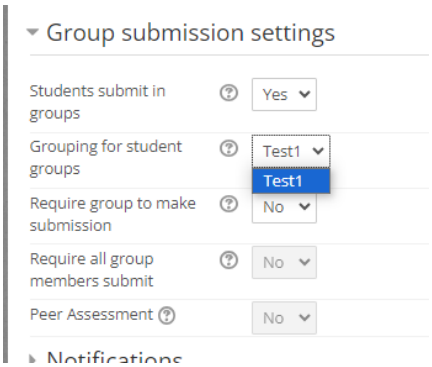


Click on the groups you want to add into the grouping.

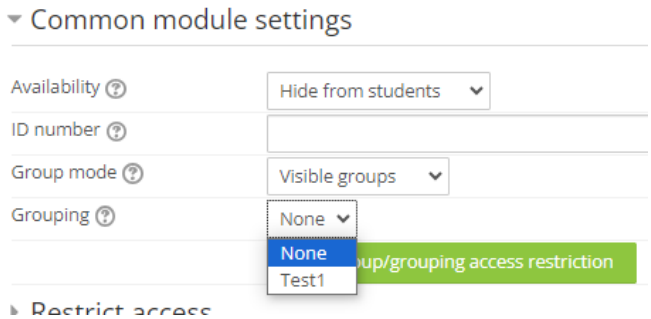


Then, go back to your course, click on Assignment to edit the assignment. You can edit it from the Create Assessment button.

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

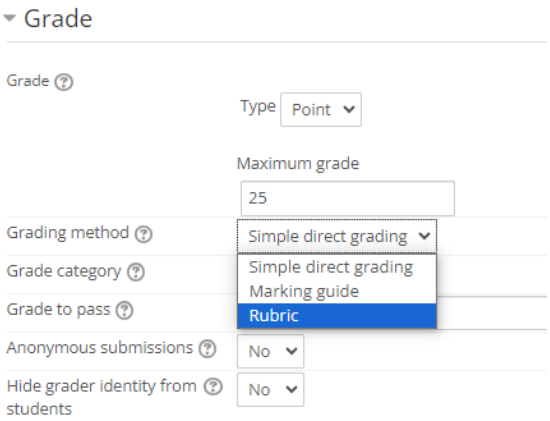


On Common module settings, please choose the grouping name on Grouping. Then, click save and display.

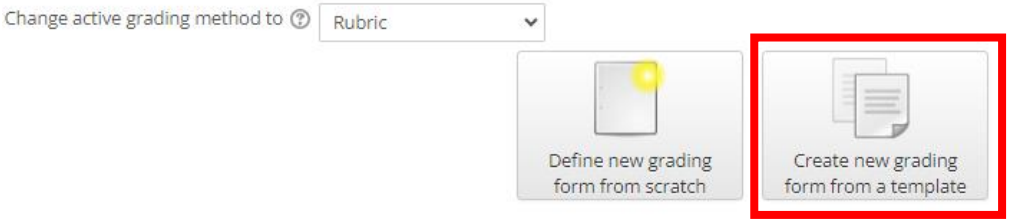


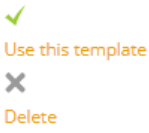
2. How to create Rubrics for assignment?

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

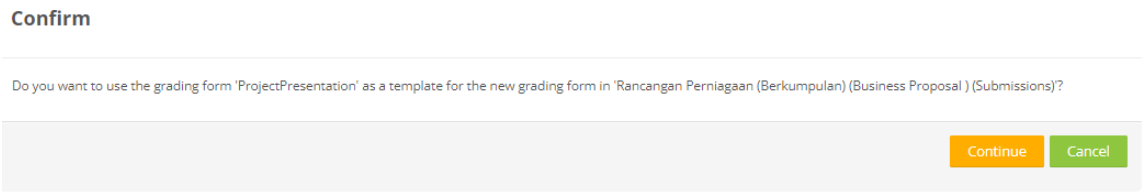


On this page, choose Create new grading form from a template. This will use the existing rubric template from moodle. You can use it then update it on your own.

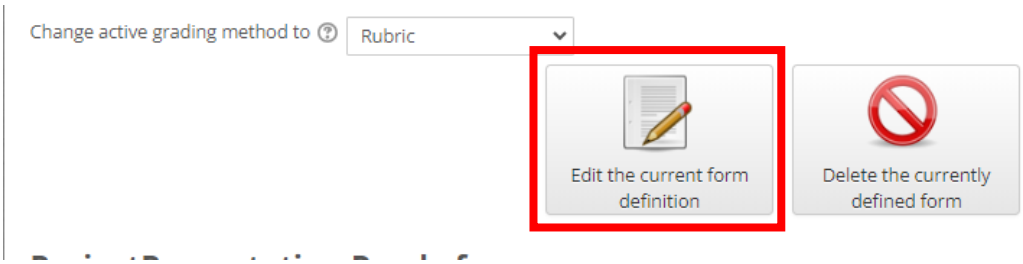




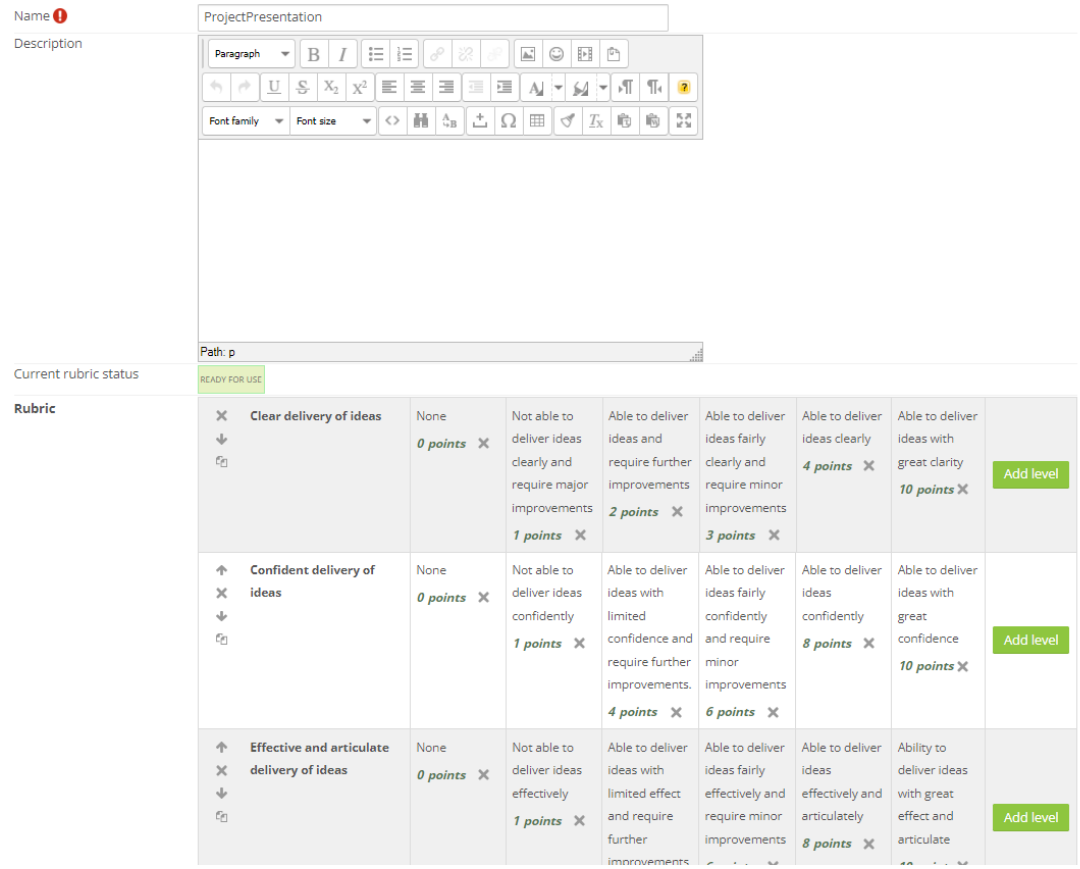
Click on use this template. Then click continue to confirm.



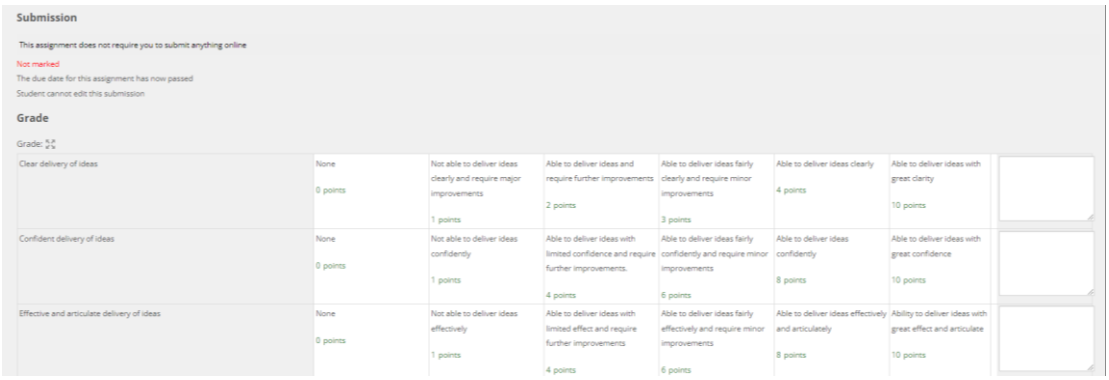
Click on edit the current form definition.



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.



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.



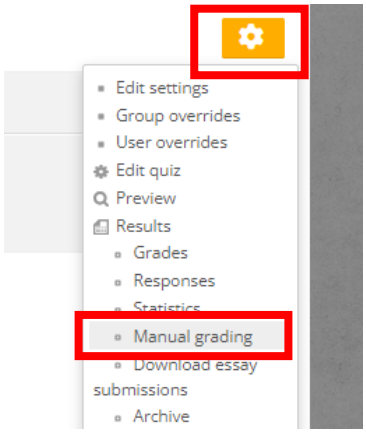
3.4 How to create Group Peer Assessment?

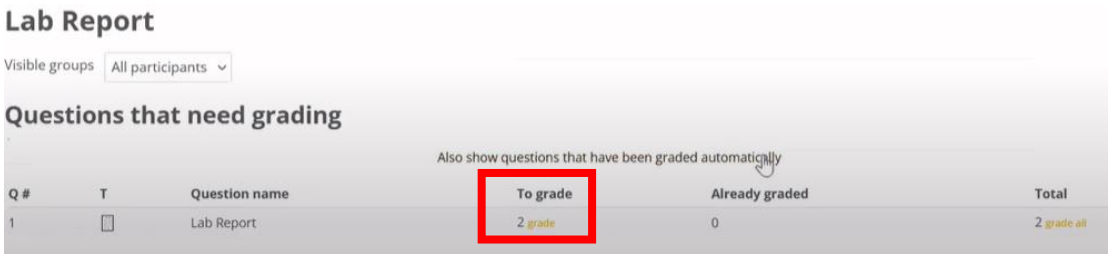
Peer Assessment is a process whereby students can evaluate their peers/team members based on teacher's benchmark. To create a peer assessment, first you must already have the assignment. Peer assessment can only be set on assignment module, not in the quiz module.

3.5 How to create Group mark submission for Quiz.

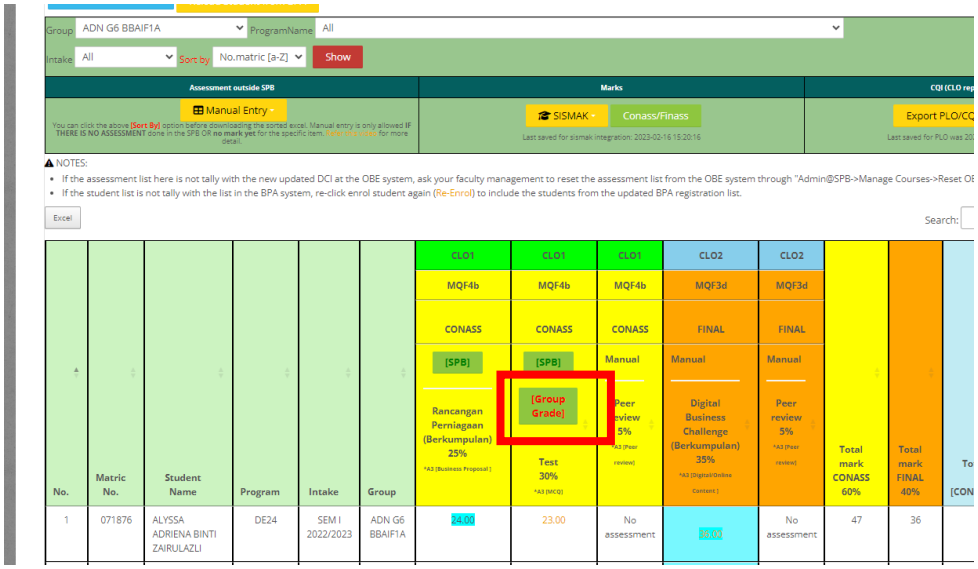
To give group mark submission, please make sure you already have a group. Then, in the quiz module, only essay question will be added in the quiz. So that, we will give a manually grading to the student in the group.

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.

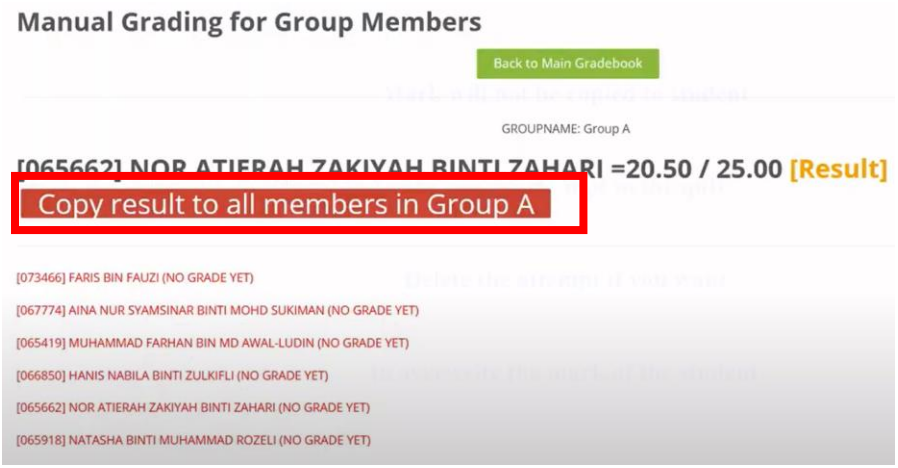




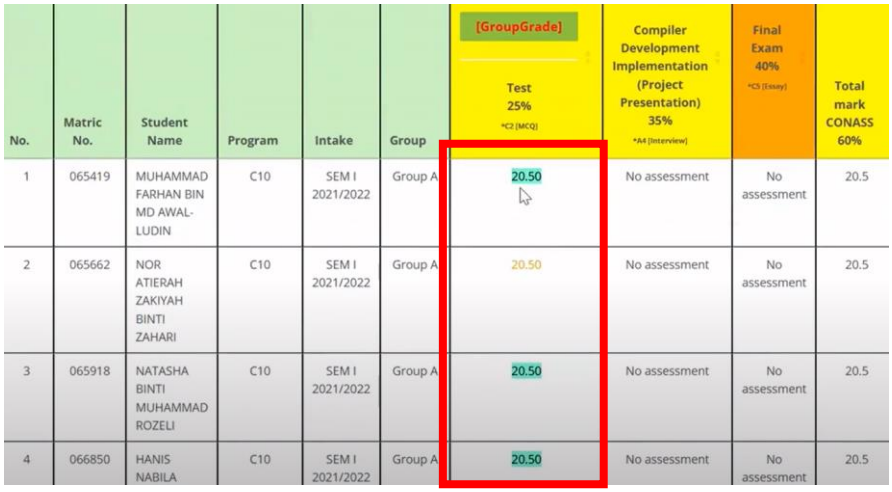
Then, you must grade to one of the team members in group. Then, go to gradebook, choose group then enter. Wait for the gradebook to appear. Click on group grade on quiz column.



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.



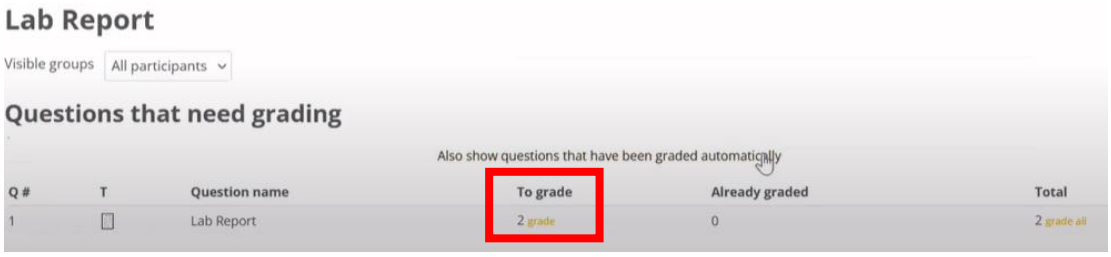
As you can see, the marks will be applied to all members in the group.



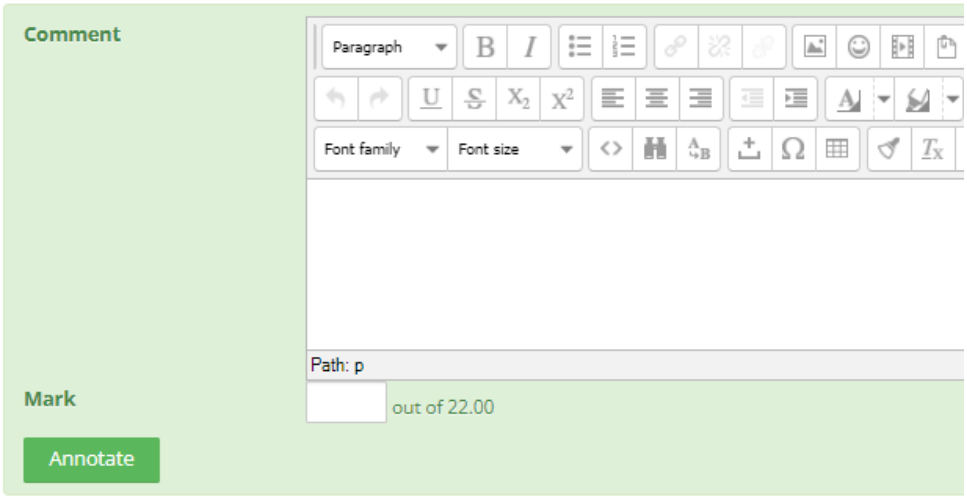
No.	Matric No.	Student Name	Program	Intake	Group	[GroupGrade] Test 25% *C2 (MCQ)	Compiler Development Implementation (Project Presentation) 35% *A4 (Interview)	Final Exam 40% *C5 (Essay)	Total mark CONASS 60%
1	065419	MUHAMMAD FARHAN BIN MD AWAL-LUDIN	C10	SEM I 2021/2022	Group A	20.50	No assessment	No 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 assessment	20.5

3.6 How to easily marking an essay questions in Quiz?

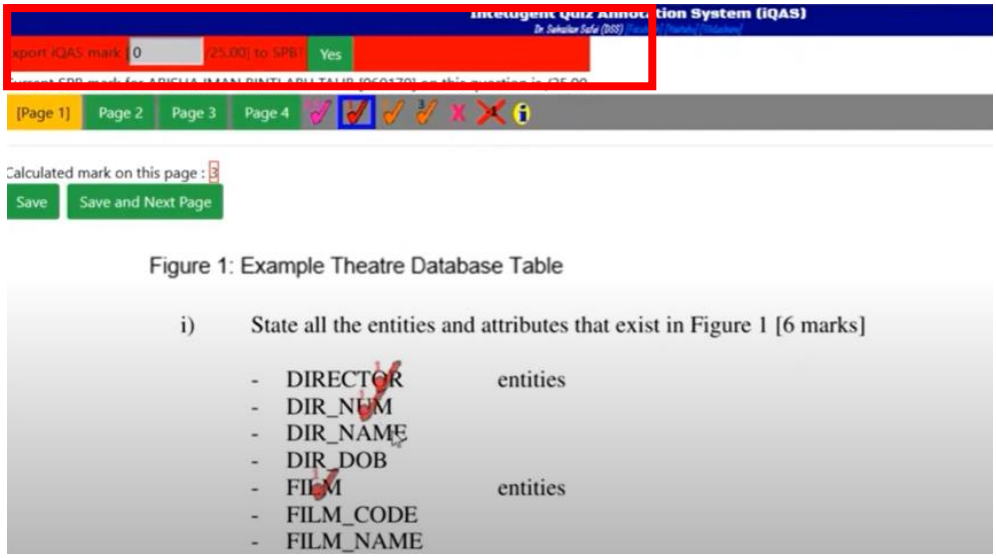
This process is to grade an essay question from Quiz module by using the annotation marking.



Click on Annotate button.



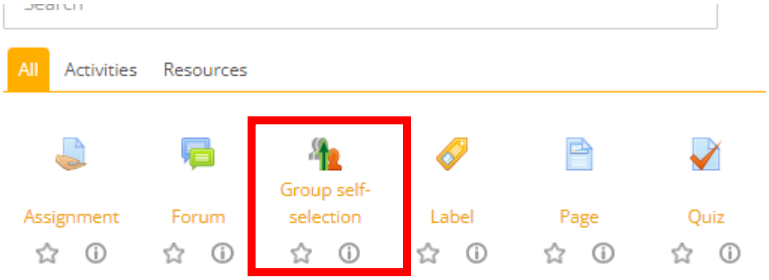
Then, you can marking the essay answer by clicking on every symbol on the page. After finish, click on Yes button then click on Save and go to next page.



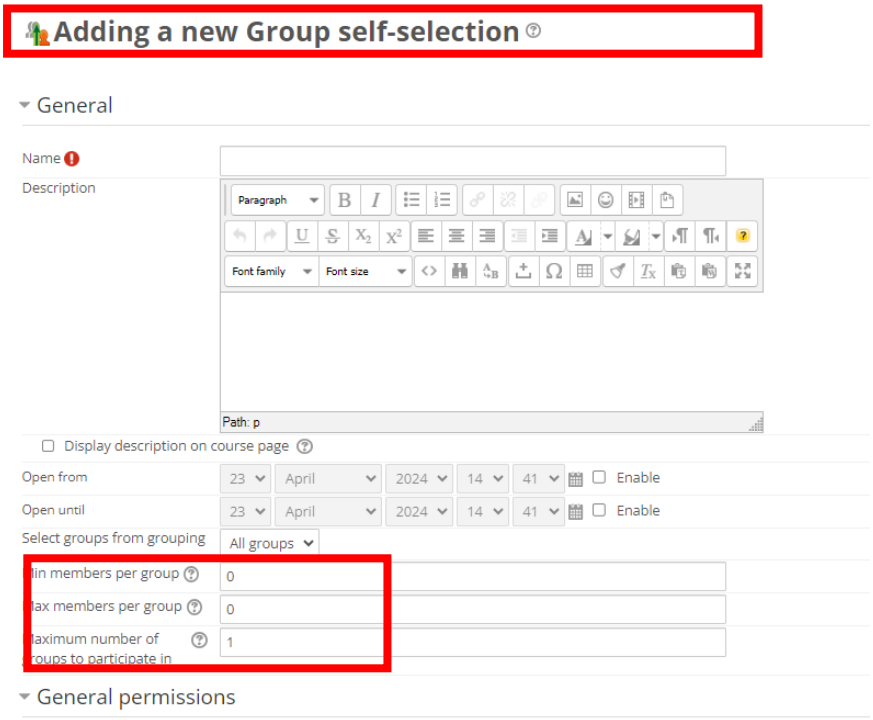
3.7 How to ask students to choose their own group.

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.



Give the name of your group self-selection. For example, “Choose your group/program/teacher”.



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.

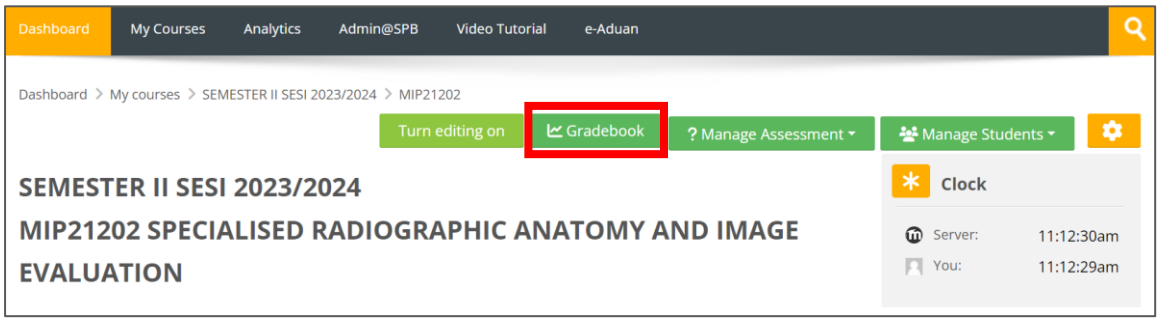
Then click save and display.

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.

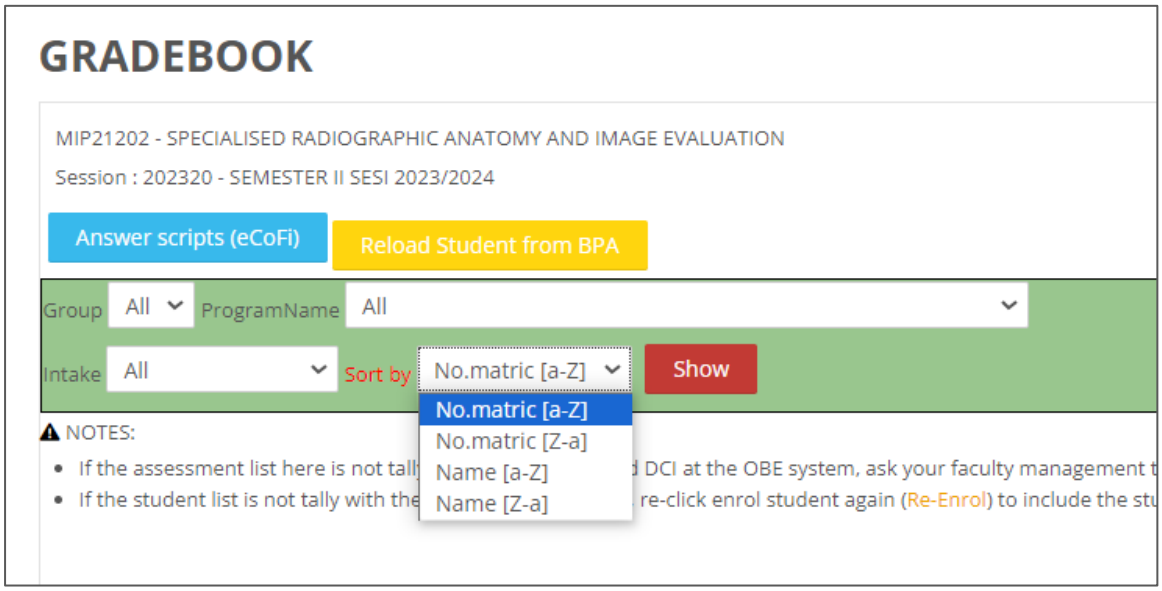
4.0 GRADEBOOK

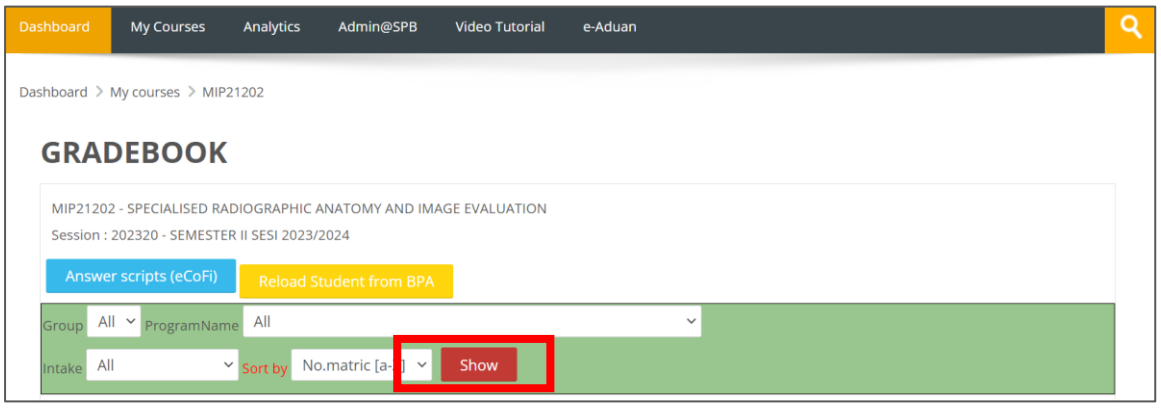
4.1 View Gradebook

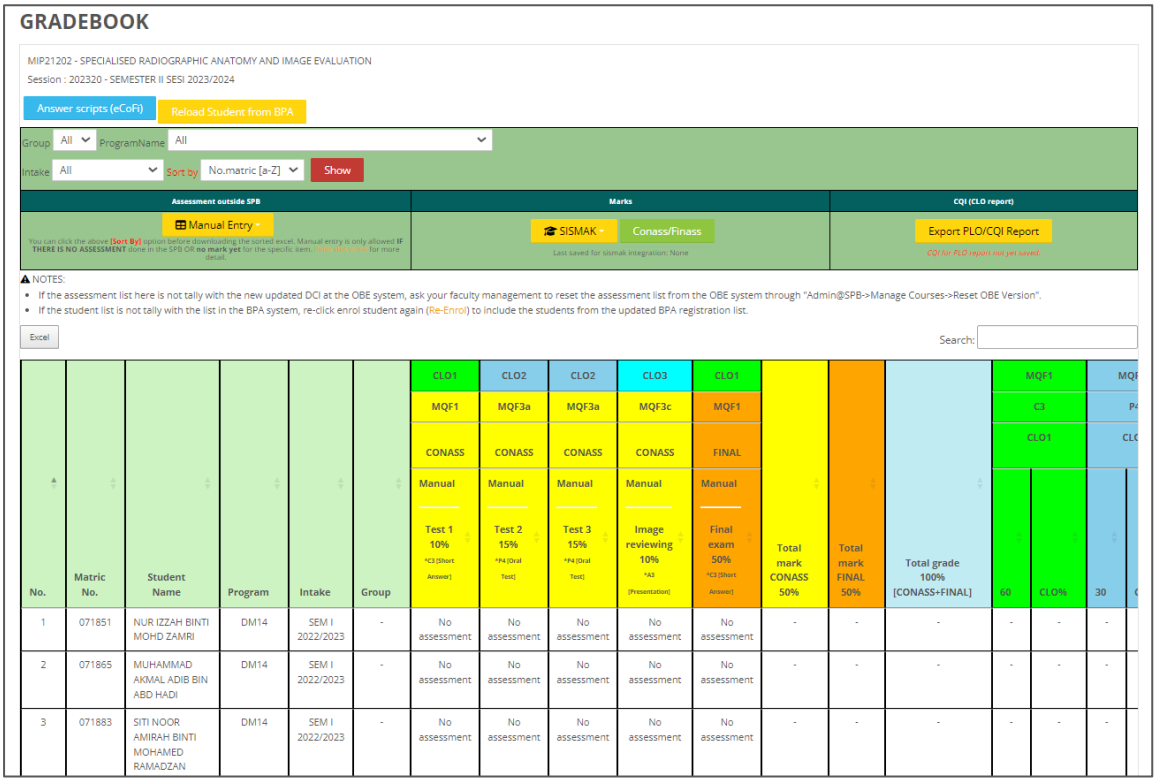
To view Gradebook, click **Gradebook -> Show**



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







GRADEBOOK

MIP21202 - SPECIALISED RADIOGRAPHIC ANATOMY AND IMAGE EVALUATION

Session : 202320 - SEMESTER II SESI 2023/2024

Answer scripts (eCoFi) | Reload Student from BPA

Group: All | ProgramName: All

Intake: All | Sort by: No.matric [a-Z] | Show

Assessment outside SPB: Manual Entry

Marks: SISMAK | Conass/Finass

CQI (CLO report): Export PLO/CQI Report

NOTES:

- If the assessment list here is not tally with the new updated DCI at the OBE system, ask your faculty management to reset the assessment list from the OBE system through "Admin@SPB->Manage Courses->Reset OBE Version".
- 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.

Excel | Search:

No.	Matric No.	Student Name	Program	Intake	Group	CLO1 MQF1 CONASS Manual Test 1 10%	CLO2 MQF3a CONASS Manual Test 2 15%	CLO2 MQF3a CONASS Manual Test 3 15%	CLO3 MQF3c CONASS Manual Image reviewing 10%	CLO1 MQF1 FINAL Manual Final exam 50%	Total mark CONASS 50%	Total mark FINAL 50%	Total grade 100% [CONASS+FINAL]	MQF1 C3 CLO1 60	CLO%	MQF P4 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	-	-	-	-	-	-

*Notes: **If the assessment list here is not tally with the new updated DCI at the OBE system**, ask your faculty management to reset the assessment list from the OBE system through "Admin@SPB->Manage Courses->Reset OBE Version".*

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.