## SZUTEST

## Guideline for SZUTEST Academy Teachers: Uploading Training Material, setting up an Exam and Building the Question Bank

To upload course contents as a teacher, please follow these steps:

- 1- Navigate to the Academy homepage
- 2- Select your course category from the available options (general, specific active devices, specific non active devices)
- 3- Choose your desired course
- 4- Turn on editing mode by the accessing the right toolbar in the administration section
- 5- Create a topic name for your content by clicking on edit pen icon

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Courses Medical Device General EN ISO 13485/ISO 9001	Bulk edit 🧨	
		□ Administration
ead Auditor/Auditor Training; Quality Management System-EN I	ISO 13485/ISO 9001	✓ Course administration
		Settings
>) General 🖉	Collapse all	Turn editing off
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+ Add an activity or resource		> Reports
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		Ĵ Restore
>) Topic 3 a	(1)	Copy course ← Reset
		Reset     Question bank
✓ Topic 4 𝗪	(1)	Recycle bin
+ Add an activity or resource		Reminders

6- Then, click on "+" sign to add an activity or resources and choose your desired format (in the most cases, using the "folder" format is recommended)

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- 7- Enter your course title and description
- 8- Add your content (training material in pdf. and ppt. format) in content section

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	Course Settings	Participants Grades Reports	More ~		
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<ul> <li>✓ General</li> </ul>				Expand an	
Name					
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	Display description on co	ourse page 🕜			
<ul> <li>Content</li> </ul>					
Files	D D ■ Files		Maximum s	ize for new files: 100 MB	
		You can drag and drop files	here to add them.		
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9- Save and return to course

To setting up an exam as a teacher, please follow these steps:

- 1- Navigate to the Academy homepage
- 2- Select your course category from the available options (general, specific active devices, specific non active devices)
- 3- Choose your desired course to set up the exam
- 4- Turn on editing mode by the accessing the right toolbar in the administration section
- 5- Create an exam title, for example: Lead Auditor Final Exam
- 6- Then, click on "+" sign to add an activity or resources and choose "Quiz" format

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<ul> <li>General </li> <li>Topic 1 </li> </ul>	Assignment	Book ☆ ●	Q Chat ☆ ❶	বি Choice	Database	External tool ☆ 0	Administration     +      +      -      Course administration     Setings     Tum editing of
Add an activity or resource	Feedback ☆ 0	Filo	Folder	Forum ☆ 0	Giossary ☆ ❶	H5P 125 12 0	Course completion Users Fitters Reports
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7- Provide a title and description for exam

		Course	Settings	Participants	Grades	Reports	More ~					
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<ul> <li>General</li> </ul>												
Name	9											
Description		Edit View	/ Insert Fo	ormat Tools T	able Help							
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> Timing												
> Grade												
> Layout												
> Question beha	viour											
> Review options	S 🔞											
> Appearance												
> Safe Exam Bro	owser											
> Extra restriction	ns on at	ttempts										
> Overall feedba	ck 💿											
> Common modu	ule setti	ngs										
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8- Establish the exam timing (to set up the timing, enable options for opening, closing and time limit)

⊷ Adding a new	Quiz to Topic 2 💿
✓ General	Expand al
Name	Lead Audito Training Final Exam
Description	Edit View Insert Format Tools Table Help 수 수 B I 🖸 🕑 🔮 🖴 & 종 플 프 프 🖪 🎵 🏗 🥶 프 프 프 프
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<ul> <li>✓ Timing</li> </ul>	
Open the quiz	● 7    November    2023    10    00
Close the quiz	7         ♦         2023         ♦         17         ♦         00         ♦         ∰         ☑ Enable
Time limit	● 45 minutes ÷ ☑ Enable
When time expires	Open attempts are submitted automatically



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- 9- Define grade to pass in "Grade to pass" option
- 10- Set layout in "Every 4 questions"

✓ Grade	
Grade category	⑦ Uncategorised ◆
Grade to pass	
Attempts allowed	Unlimited <b>\$</b>
Grading method	∂ Highest grade ◆
<ul> <li>✓ Layout</li> </ul>	
New page	Every 4 questions
Show more	
> Question behavi	our
> Review options	
> Appearance	
> Safe Exam Brow	vser
> Extra restrictions	s on attempts

11- Save and return to the course

To Building question bank as a teacher, please follow these steps:

1- Click on the "quiz" icon that you created in the previous step

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Courses >	Medical Device >	General > EN ISO 1	13485/ISO 9001			Bulk edit 🥒

Lead Auditor/Auditor Training; Quality Management System-EN ISO 13485/ISO 9001

> General 🖉	Collapse all
✓ Topic 1	()
Lead Auditor Training Final Exam 🌶	:
+ Add an activity or resource	
Add topic	
> Topic 2 🖋	:



2- Select "Question bank" from the toolbar above

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-				•
Courses > Medical Device	General > EN ISO 1348	5/ISO 9001 > Topic 1 > Lea	ad Auditor Training Final Exam	
	Quiz Setti	ngs Questions Result	ts Question bank More ~	
Lead Auditor Train	ing Final Exan	ı	-	
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- 3- Click "Create a new question"
- 4- Select the question type; such as "multiple choice questions"
- 5- Click "Add"

Choose a question type to add		×
QUESTIONS	Allows the selection of a single or multiple responses from a pre-defined list.	
☑ Ε Multiple choice		
○ •• True/False		
○ III Matching		
Short answer		
) 📇 Numerical		
Essay		
Calculated		
Calculated multichoice		
Calculated simple		
Drag and drop into text		
Drag and drop markers		
Drag and drop onto image		
Embedded answers (Cloze)		
Random short-answer matching		
<ul> <li>Select missing words</li> </ul>		
OTHER		
O 🖬 Description		
	Add	Cance

- 6- Within the "question name" field, input numbers such as 1,2, 3..., in sequence.
- 7- Within the "question text" field, type your question

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	Quiz Settings	Questions Results	Question bank	More ~		
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<ul> <li>General</li> </ul>						Expand all
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Question name					_	
Question text	Edit View Insert	Format Tools Table	Help			
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	p				0 words	Stiny //
Question status	Ready 🗢					
Default mark	1					

- 8- Disable the "shuffle the choices"
- 9- Specify whether it should be "one" or "multiple answers"

		p 0 words Otiny ,
Question status		Ready 🗢
Default mark	0	1
General feedback	8	Edit View Insert Format Tools Table Help
		<ul> <li>· · · · · · · · · · · · · · · · · · ·</li></ul>
		p 0 words 🕲 tiny ,
ID number	3	
One or multiple answers?		One answer only 🗢
		Shuffle the choices? 💿
Number the choices?		a., b., c., 💠

- 10- Input the answers from choice 1 to choice 5
- 11- Set the grade for the correct answer to 100%



Choice 1	Edit View Insert Format Tools Table Help	
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12- Save changes and go to add new question

I hope this guideline are helpful for your needs. If you have any questions, please feel free to reach out to training unit.