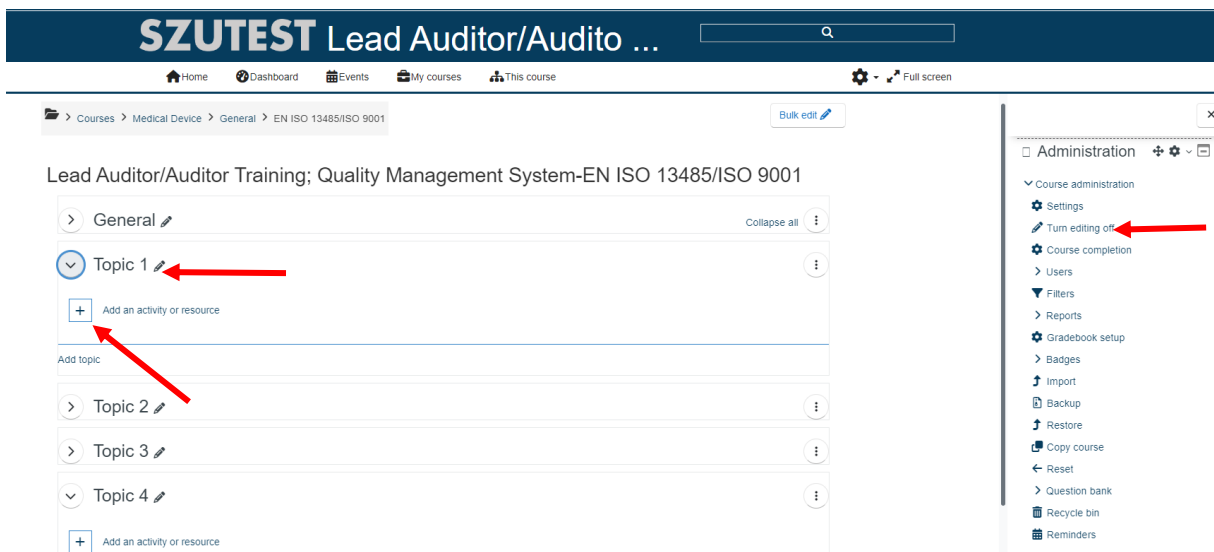


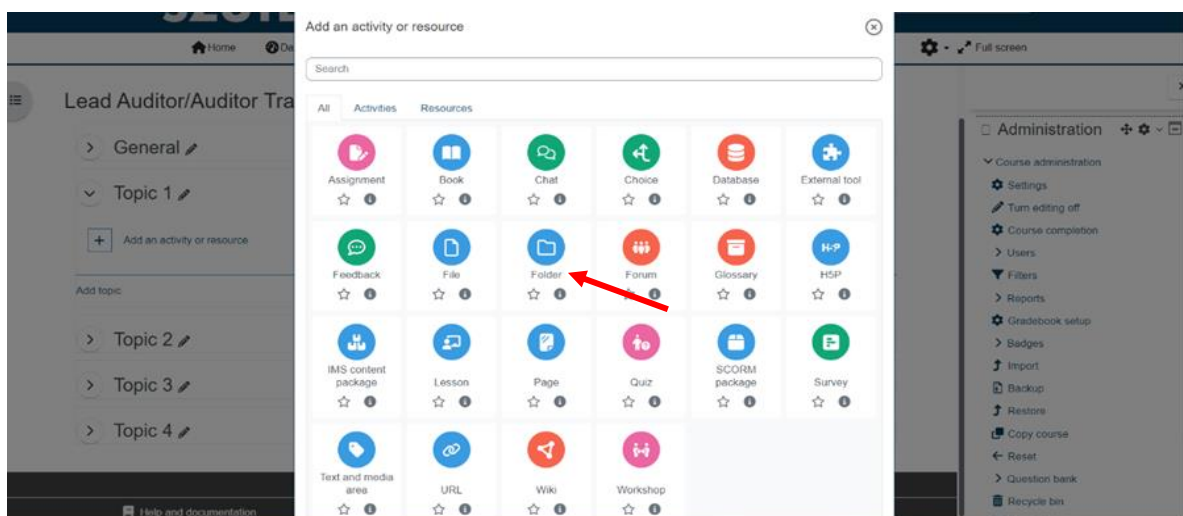
Guideline for SZUTEST Academy Teachers: Uploading Training Material, setting up an Exam and Building the Question Bank

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 accessing the right toolbar in the administration section
- 5- Create a topic name for your content by clicking on edit pen icon



- 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)



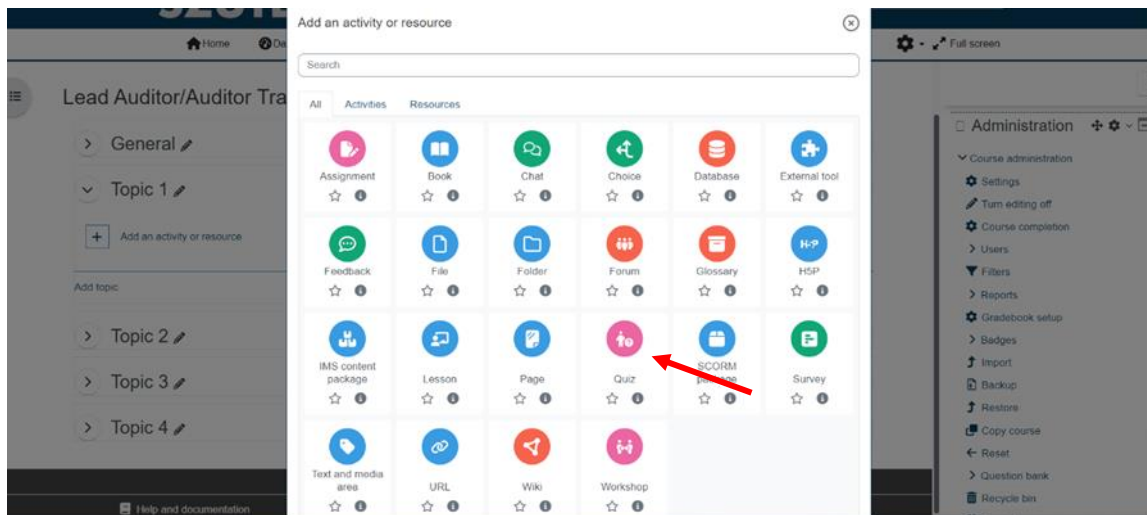
- 7- Enter your course title and description
- 8- Add your content (training material in pdf. and ppt. format) in content section

The screenshot shows the SZUTEST course management interface. At the top, there is a navigation bar with the SZUTEST logo and the course title 'Lead Auditor/Audito ...'. Below the navigation bar, there is a breadcrumb trail: 'Courses > Medical Device > General > EN ISO 13485/ISO 9001 > Topic 1 > Adding a new Folder to Topic 1'. The main content area is titled 'Adding a new Folder to Topic 1' and has an 'Expand all' link. The 'General' section is expanded, showing a 'Name' field and a 'Description' field. The 'Description' field is a rich text editor with a toolbar and a 'Display description on course page' checkbox. The 'Content' section is also expanded, showing a 'Files' area with a file upload icon and a drop zone. Red arrows point to the 'Name' field, the 'Description' editor, and the 'Files' upload area.

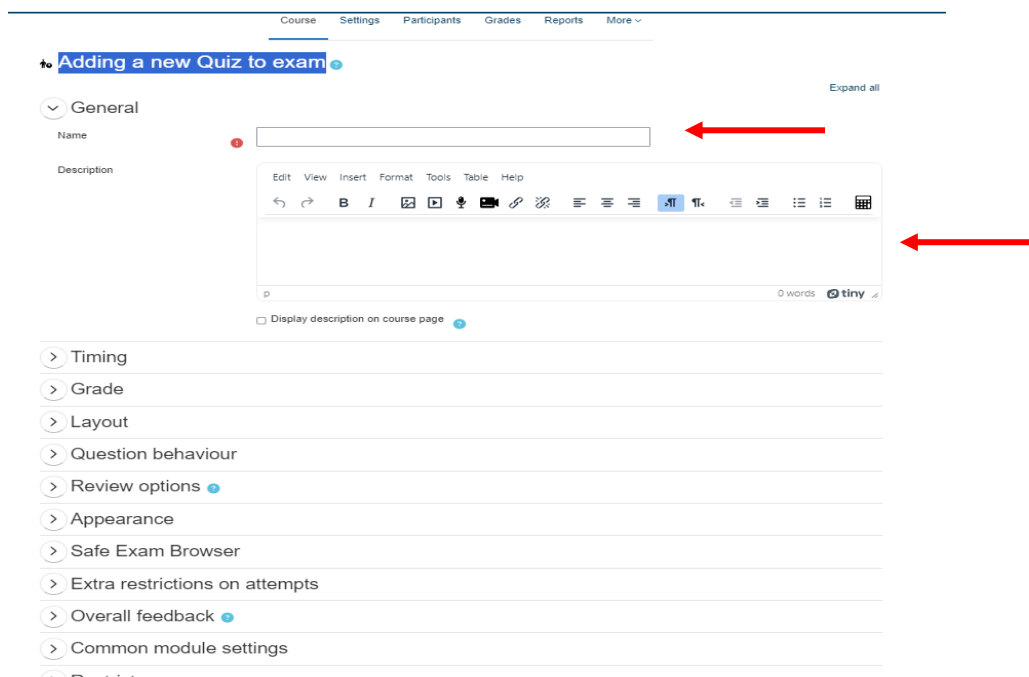
- 9- Save and return to course

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

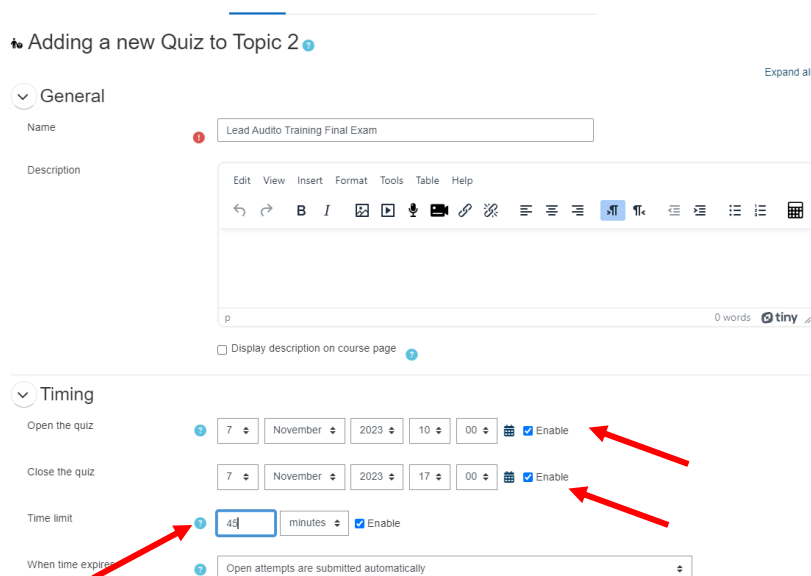
- 1- Navigate to the Academy homepage
- 2- Select your course category from the available options (general, specific active devices, specific non active devices)
- 3- Choose your desired course to set up the exam
- 4- Turn on editing mode by the accessing the right toolbar in the administration section
- 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



7- Provide a title and description for exam



8- Establish the exam timing (to set up the timing, enable options for opening, closing and time limit)



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

Grade

Grade category

Grade to pass

Attempts allowed

Grading method

Layout

New page

Show more...

- > Question behaviour
- > Review options
- > Appearance
- > Safe Exam Browser
- > Extra restrictions 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

SZUTEST Lead Auditor/Audito ...

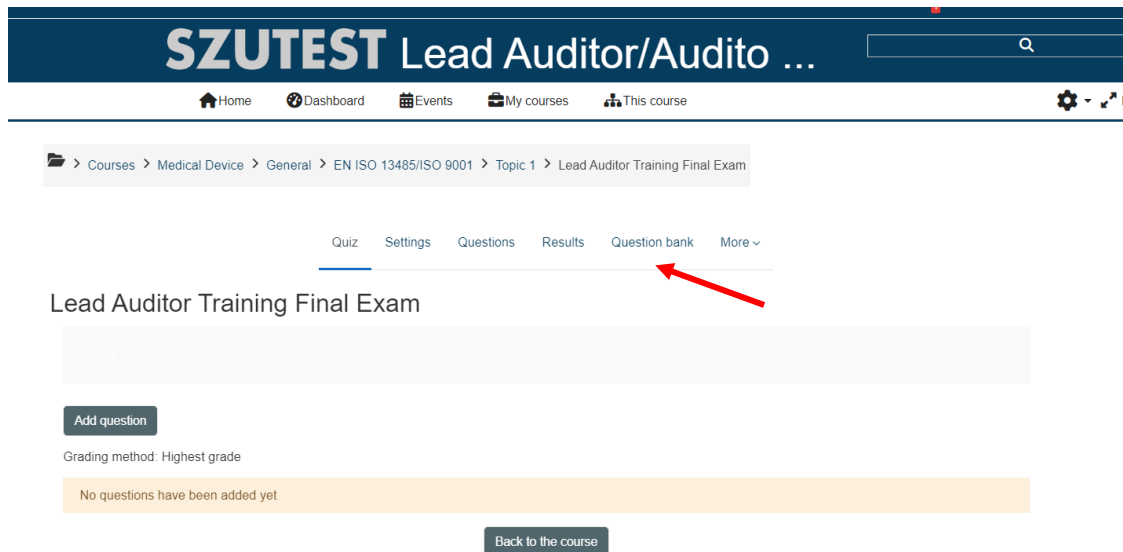
Home Dashboard Events My courses This course

Courses > Medical Device > General > EN ISO 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
- > Topic 2

2- Select “Question bank” from the toolbar above

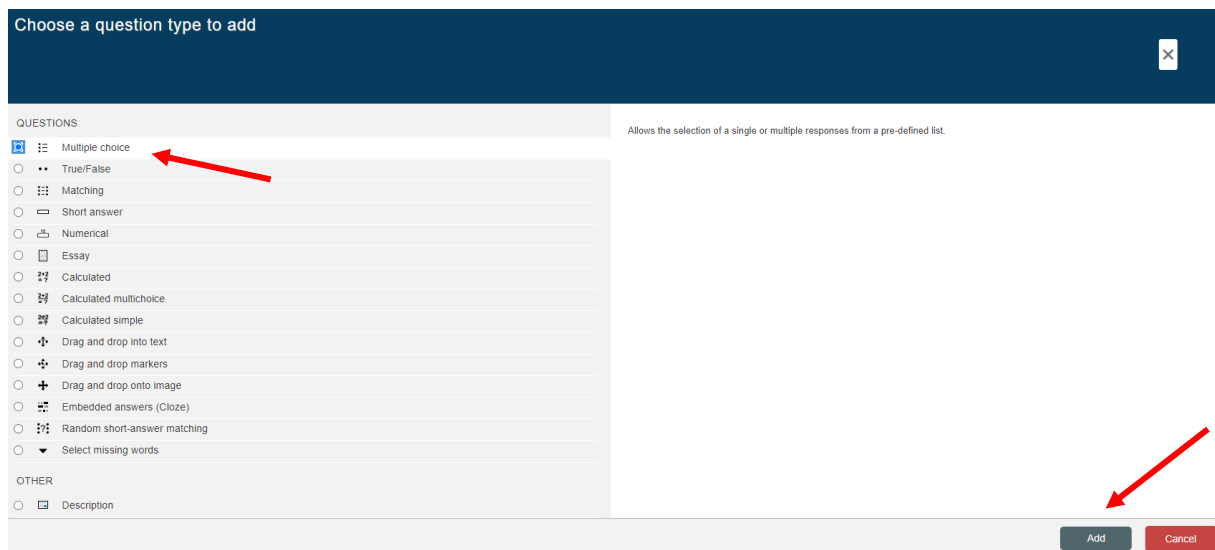


The screenshot shows the SZUTEST interface for a course titled "Lead Auditor/Auditor ...". The navigation bar includes "Home", "Dashboard", "Events", "My courses", and "This course". The breadcrumb trail is "Courses > Medical Device > General > EN ISO 13485/ISO 9001 > Topic 1 > Lead Auditor Training Final Exam". The toolbar contains "Quiz", "Settings", "Questions", "Results", "Question bank", and "More". A red arrow points to the "Question bank" tab. Below the toolbar, the page title is "Lead Auditor Training Final Exam". There is an "Add question" button, a "Grading method: Highest grade" label, a message "No questions have been added yet", and a "Back to the course" button.

3- Click “Create a new question”

4- Select the question type; such as “multiple choice questions”

5- Click “Add”



The screenshot shows a dialog box titled "Choose a question type to add". It features a list of question types under the heading "QUESTIONS". The "Multiple choice" option is selected and highlighted with a red arrow. Other options include True/False, 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, and Select missing words. Under the heading "OTHER", there is a "Description" option. A red arrow points to the "Add" button at the bottom right of the dialog box.

6- Within the “question name” field, input numbers such as 1,2, 3..., in sequence.

7- Within the “question text” field, type your question

Adding a Multiple choice question

Expand all

General

Category: Default for EN ISO 13485/ISO 9001

Question name:

Question text:

0 words tiny

Question status: Ready

Default mark: 1

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

Question status: Ready

Default mark: 1

General feedback:

0 words tiny

ID number:

One or multiple answers?: One answer only

Shuffle the choices?

Number the choices?: a., b., c., ...

Show standard instructions: No

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

Answers

Choice 1

Grade: None

Choice 2

Grade: 100%

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.