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

SZUTEST Lead Auditor/Audito) a	
♠Home 🍘 Dashboard 🗰 Events 🚔 My courses ♣This course	🗱 🗸 🖉 Euli:	screen
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
		Course completion
	()	> Users
		▼ Filters
+ Add an activity or resource		> Reports
		Gradebook setup
dd topic		> Badges
		Ĵ Import
>) Topic 2 🖉 🎽	(1)	Backup
		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)

Attome @Da	Add an activity or	resource				\otimes	🗴 • 🖍 Full screen
	Search						
Lead Auditor/Auditor Tra	All Activities	Resources					
> General /	0	0	2	4	0		Administration + +
✓ Topic 1 ≠	Assignment	Book ☆ ①	Chat ☆ O	Choice	Database	External tool	Course administration Course administration Settings Turn editing off
+ Add an activity or resource	Ø	D	0		0	HP	Course completion > Users
Add topic	Feedback	File 立 ①	Folder	Forum	Glossary	H5P ☆ ①	 Fitters Reports
> Topic 2 /		ø	0	(t.)	0	•	Gradebook setup Sadges
> Topic 3 /	IMS content package	Lesson ☆ O	Page 合 ①	Quiz ☆ ●	SCORM package	Survey	J Import Backup
> Topic 4 /	0	Ø		(i-i)			Ĵ Restine (■ Copy course ← Reset
Help and documentation	Text and modia area	URL	Wiki	Workshop			Question bank Recycle bin



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

SZUT	EST Lea	d Auditor/Au	ıdito□	۵	
🕈 Home 🛛 🕅	Dashboard 🛱 Events	Hy courses 🔒 This course			Full screen
Courses > Medical Device > Gene	ral > EN ISO 13485/ISO 900	1 > Topic 1 > Adding a new Folder to	Topic 1		
	Course Settings	Participants Grades Reports	More ~		
⊡ Adding a new Folde	er to Topic 1 💿		_	Expand all	
 ✓ General 				Expand an	
Name					
Description	Edit View Insert Fo	rmat Tools Table Help			
	∽ ∂ B I	2 Þ 🖞 🖿 🖉 🖉 ≡	ΞΞ <mark>.¶</mark> ¶k Ξ 8	∎ ≔ ≔ 🖬	
	p			0 words Stiny #	
	Display description on co	ourse page 🕜			
 Content 					
Files	D D ■ Files		Maximum s	ize for new files: 100 MB	
		You can drag and drop files	here to add them.		
	·				

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

SZUTEST

AHame ØDa	Add an activity or	resource				\otimes	🗴 - 🦨 Full screen
E Lead Auditor/Auditor Tra	Search All Activities	Resources					
 General Topic 1 	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
 Topic 2 Topic 3 	IMS content package ☆ ●	Lesson ☆ 0	Page ☆ 0	duz ≙ 0	CORM SCORM Part 199 合 ①	F Survey 쇼 0	Cradebook setup > Badges 1 Import B Backop 1 Restore
Topic 4 The part documentation	Text and modia area 会 0	URL	Vik i ☆ ●	Workshop ☆			Copy course Reset Caseton bank Recyclin bin

7- Provide a title and description for exam

		Course	Settings	Participants	Grades	Reports	More ~					
<mark>⊷</mark> Adding a new	Quiz to	o exam	9									
										E	xpand all	
 General 												
Name	9											
Description		Edit View	/ Insert Fo	ormat Tools T	able Help							
		$\leftarrow \diamond$	B I	🖾 🕨 🏺	= 8	% ≡	= =	,¶ ¶ ∢	= ::	i =	Ħ	
												-
		p							0 wo	rds 🖸	tiny 🖉	
	(Display de	scription on c	ourse page ₃								
> 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										
Destrict sesses	-											

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
	p 0 words 🛛 tiny 🦽
 ✓ Timing 	
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



_

- 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 \$
Grading method	∂ Highest grade ◆
 ✓ Layout 	
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

	SZU	TEST	Lea	d Audi	tor/Audito	۹.
	✦Home	Oashboard	#Events	My courses	👬 This course	\$ ~ 2 ⁴
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

Home		Lead Aud	itor/Audito	 ্ হ -
-				•
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	-	
Lead Auditor Train	ing Final Exan	ı		
Lead Auditor Train	ing Final Exan	ı		
	ing Final Exan	1		

- 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		
 Select missing words 		
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

SZUTEST

Ame 6	Oashboard Hever	ts 🔒 My courses	HThis course			🗱 🗸 🖍 Full screen
	Quiz Settings	Questions Results	Question bank	More ~		
Adding a Multiple ch	oice question	0				
 General 						Expand all
Category	Default for EN ISO 13	485/ISO 9001 🗧	:			
Question name					_	
Question text	Edit View Insert	Format Tools Table	Help			
	ら ぐ B	I 🖾 🕨 🎐 🖴	8 % ≡	≡ ≡ ¶	¶k ⊴ ≥ ∷ ∷	•••
	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
		 · · · · · · · · · · · · · · · · · · ·
		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	
	 · · · · · · · · · · · · · · · · · · ·	Ħ
	→	
	p 0 words 🖸	tin
Grade	None ¢	
Feedback		
Feedback	Edit View Insert Format Tools Table Help	
	5 ở B I 🛛 🖻 🖢 🖉 🔅 통 폭 폭 🔳 🏗 强 種 🗄 🗄	Ħ
	p 0 words 6) tiny
Choice 2	Edit View Insert Format Tools Table Help	
	· · · · · · · · · · · · · · · · · · ·	Ħ
	n Owerde de	+im
Grade	p 0 words 👩) tiny

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.