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## **SBUYS Course Administration Procedure Document**

*Last updated - Oct 08*

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## Introduction

This manual aims to give teachers practical instructions and guide them through the steps of course administration for the Dispensing course online. It will cover things such as Registration enrollment and grading.

## Course Administration

When you enter your course for the first time, you will first see the **course page** (See picture below). This is the home page of your course (in the breadcrumb navigation bar this page is listed with the short name for the course, as specified in the course Settings).

The course page is normally built up of three parallel columns under the navigation bar at the top. The left column contains blocks for management of the course, as in participants (**People**), a list of **Activities** used in the course, the **Administration** box and the list of **Courses** you have access to.

The middle column contains the course materials and activity modules. Most of those you must add when you build your course. Note that in the picture the example course has a **topic** lay out with 5 topics.

The right column contains a number of optional blocks containing the Latest **News**, **Upcoming Events**, the **Calendar** and the **Recent Activity** block. Sometimes there can be other blocks as well (if another teacher added them before you). These blocks are of use in teaching.

The screenshot shows a Mozilla Firefox browser window displaying a course page. The address bar shows the URL: <http://sbuystest.ithuta.net/course/view.php?id=3>. The page title is "Course: S BUYS Dispensing of Medicine by Healthcare Practitioners - Mozilla Firefox".

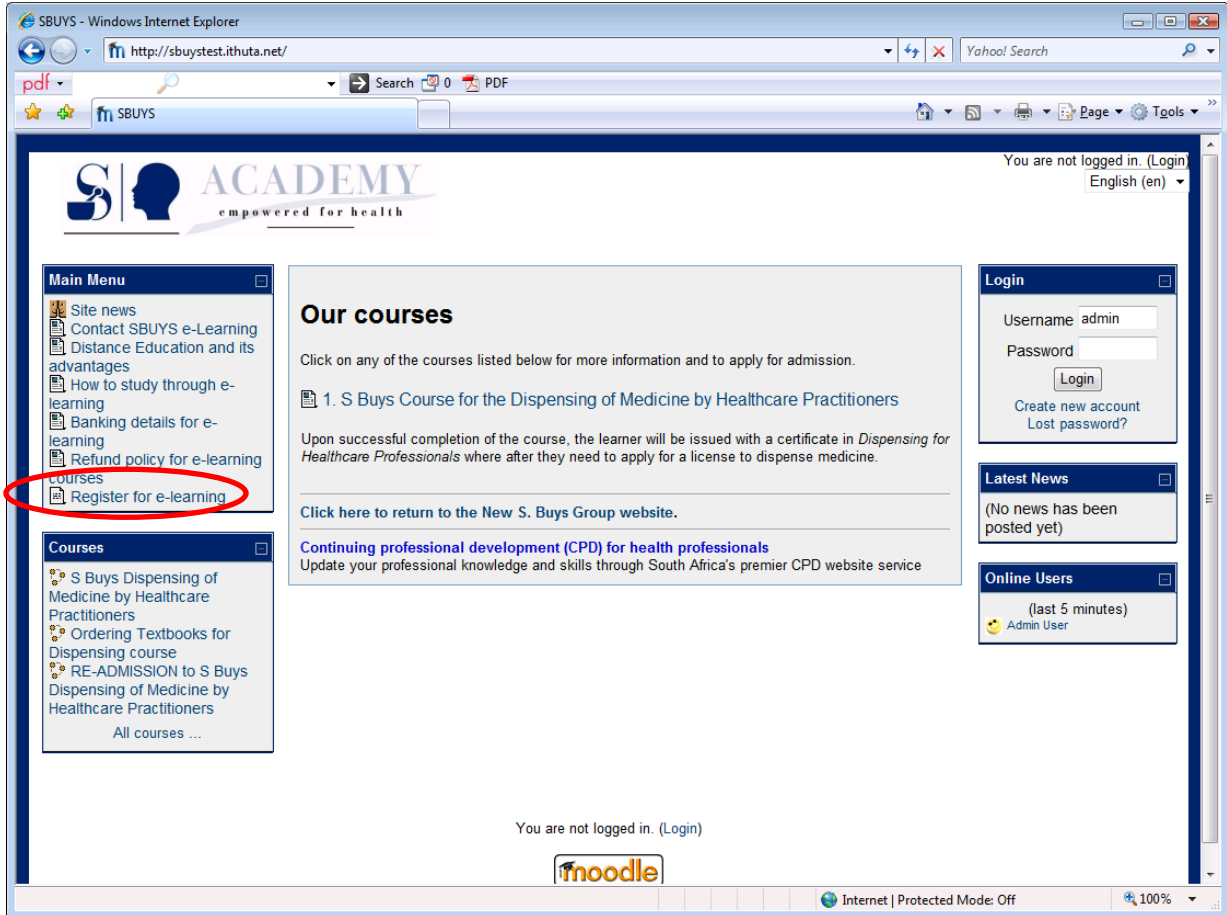
The page layout is as follows:

- Left Column (Navigation):**
  - People:** Participants
  - Activities:** Assignments, Choices, Forums, Glossaries, Quizzes, Resources, Surveys
  - Search Forums:** Search box with "Go" button and "Advanced search" link.
  - Administration:** Turn editing on, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, Profile
  - Course categories:** Dispensing of medicine
- Central Column (Topic outline):**
  - Section: **S BUYS COURSE FOR THE DISPENSING OF MEDICINE BY HEALTHCARE PROFESSIONALS (AUTHORISED PRESCRIBERS) IN TERMS OF ACT 101 OF 1965, AS AMENDED**
  - Text: "You will need the **Adobe Reader** to open the PDF (PDF) files. Some of the files are big - please be patient while they download to your computer. Save the files on your own computer to avoid downloading them again. Click here to download the Adobe Reader (its Free!) for installation on your computer."
  - Links: Course outcomes, Where and how to find help, How to order a hard copy of the study material.
  - Section: **Get started here cool**
  - Text: "The following two documents will give you all the background and information you need to complete the course successfully"
  - Links: Background and introduction to course, The complete course instructions (read and print out!), Course Content Index
  - Text: "Use **general course questions** to ask questions about the way the course is structured or administered. Tip: Consult the **frequently asked questions** underneath the forum first."
  - Links: Frequently asked questions, Course news forum
  - Section: **1 STUDY UNIT ONE: THE DISPENSING VEHICLE: LEGAL AND ETHICAL FRAMEWORK**
  - Text: **Facilitator: Linda Nysschen (B Sc. Pharm)**
- Right Column (Optional Blocks):**
  - Latest News:** "Add a new topic...", "19 Dec, 11:51: Lehane Boonzaaier Notice: End of Year Closing dates 2007 more...", "7 May, 10:10: Lehane Boonzaaier NCD indicated after 10 years more...", "15 Jan, 13:12: Lehane Boonzaaier New changes in Rules and Pricing more...", "22 Nov, 11:43: Lehane Boonzaaier End of year closing date notice more...", "5 Apr, 11:30: Elene Milne Telephone and Fax Numbers more... Older topics ..."
  - Calendar:** July 2008. A calendar grid showing dates from 1 to 31. The 31st is highlighted.

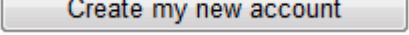
# SBUYS e-Learning Dispensing course Administrative Procedure:

## Registration

1. Student visits <http://sbuys.ithuta.net> and browses the website.



2. Registers by clicking on the “**Register for e-learning**” link to access the registration

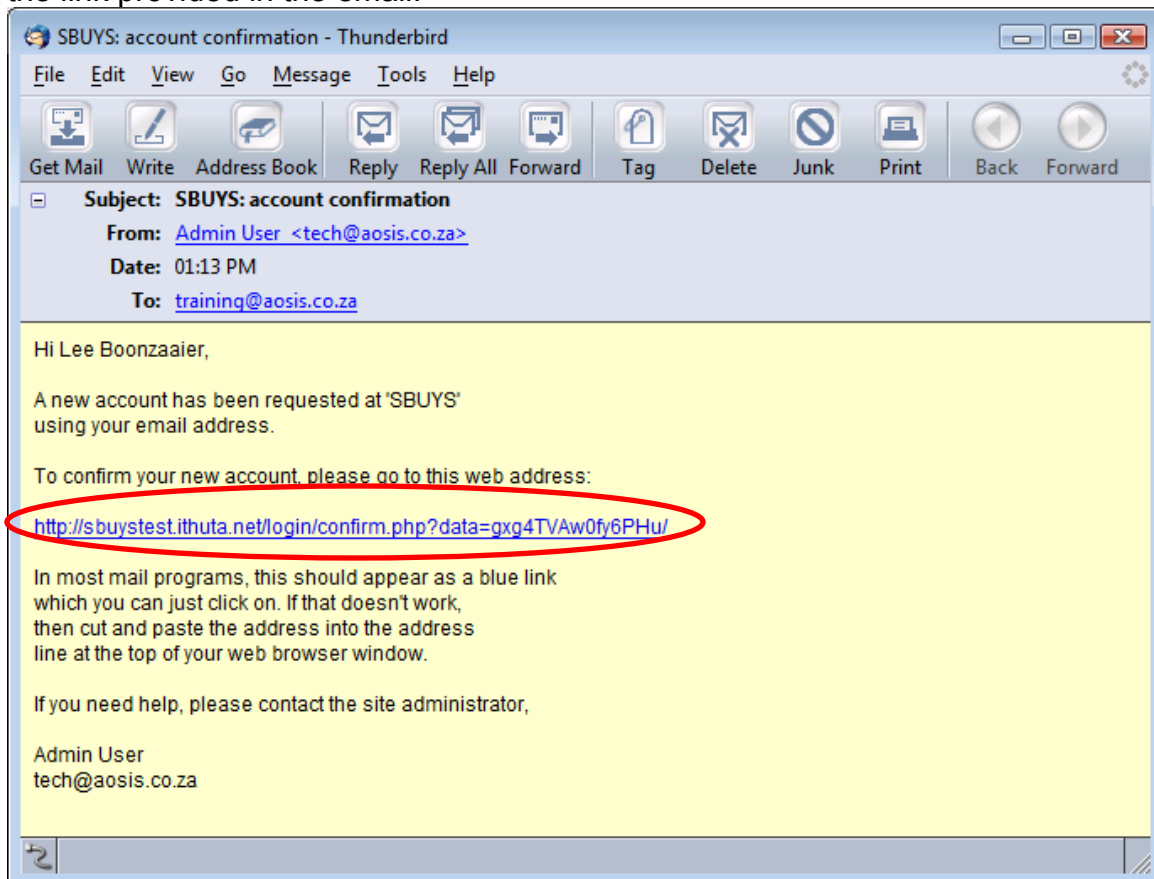
form listed on the main menu on the left, then clicking the  button. The following screen will appear when clicking on the Continue button they will be redirected to the front page of the website.

### SBUYS ► Confirm your account

An email should have been sent to your address at **training@aosis.co.za**  
It contains easy instructions to complete your registration.  
If you continue to have difficulty, contact the site administrator.



3. The student will receive an email to verify their email address specified by clicking on the link provided in the email.



4. Student clicks link in email to verify email address.
5. Only once verified would the system accept the registration and send an email with student login and registration details to the student and assigned administrator.
6. Student can now log into the system using login details provided via email and entering it into the login box on the right and clicking on the Login button.

Login

Username

Password

Login

Create new account  
Lost password?

# Enrollment

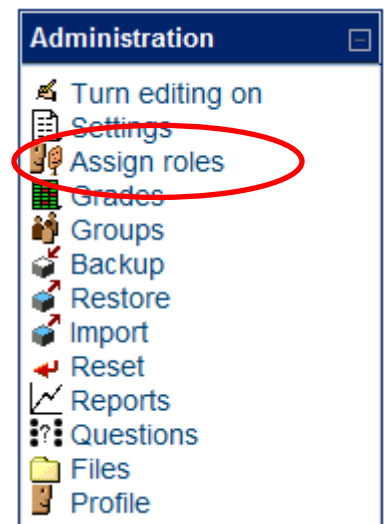
## 1. External enrollment

- a. Student logs in.
- b. Selects desired course in the Course category section.
- c. Student presented with payment options:
  - i. **Online Credit card payment**
    1. Student fills in details through secure VCS payment gateway and is granted immediate access when transaction confirms successful.
  - ii. **Direct Deposit** – Details given
    1. Student makes deposit to given details and faxes proof of payment to office.
    2. Administrator verifies payment with finance.
    3. Process manual payment for enrollment into the course.



## 2. Internal enrollment

- a. In rare occasions or for testing purposes it is possible to enroll students into a course without affecting the payments list. This can be done internally within the course.
- b. Click on the **Assign roles** link in the administration panel inside the course.
- c. This will open the below window, click on the students link shown below. This will open the tool to assign students internally from the user database that are not already enrolled in the course.



Locally assigned roles    Override permissions

### Assign roles in Course: S Buys Dispensing of Medicine by Healthcare Practitioners ?

Roles	Description	Users	
Administrator	Administrators can usually do anything on the site, in all courses.	0	
Course creator	Course creators can create new courses and teach in them.	0	
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	3	Lehane Boonzaaier Linda Nysschen Gertruida Van Wyk
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
Student	Students generally have fewer privileges within a course.	171	More than 10
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0	

- d. In the following window select the student you would like to enroll from the list on the right that will be the potential student who are not enrolled into the

Locally assigned roles Override permissions

### Assign roles in Course: S Buys Dispensing of Medicine by Healthcare Practitioners ⓘ

Role to assign Student

Enrolment duration 365 days Starting from Today (29 July 2008)

171 existing users 94 potential users

George Aldrich, galdrich@oranjemed.co.za  
Elsa Badenhorst, abadenho@law.co.za  
Patricia Bartman, pat.bartman@gmail.com  
Hendi Bekker, h.bekker@bonestan.co.za  
ZAHIERA BODIAT, zaya@telkomsa.net  
Vanessa Ann Boniface, boniface@curie.uct.ac.za  
Jenny Agnes Bornman, spatsel@telkomsa.net  
Anthea Bossert, ABossert@aurumhealth.org  
Johan Christiaan Botha, drjohan@cosmed.co.za  
Michelle Botha, michelle.botha@quintiles.com  
ANe BOTHER, hanrimed@mweb.co.za  
GERTRUIDA C BREYTENBACH, marmokkie@hotmail.com  
Anel Briel, abriel@ttctrials.co.za  
Zelda Brits, zbrits@telkomsa.net  
Ronel Brown, n.taitz@bonestan.co.za  
kenyaditswe,bertha buti, kbuti@auruminstitute.org  
Paul Carey, pcarey@sun.ac.za  
Jonathan Carr, jcarr@sun.ac.za  
Musa Chauke, mchauke@auruminstitute.org  
Marie COETZEE, frm\_maintenance@yahoo.com


asdf adf, asdf@asdf.com  
Odette Barnard, obarnard@sbuys.co.za  
Mary Elizabeth Bateman, mbateman@uctgsh1.uct.ac.za  
me be, lehanesb@webmail.co.za  
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Theresa Belman, tbelman@gmail.com  
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Nazira Carrim-Ganey, grandma\_68@yebco.co.za  
Hannelie Cilliers, hcilliers@mweb.co.za  
Hanlie Coetzee, hcoetzee@sbuys.co.za  
Marie-Louise Cronj?, medical@shatterprufe.co.za  
SOPHIA MAGARETHA LUC DA SILVA, lucia@myclinic.co.za  
Lourensa De Villiers, lourensa@ecpdsa.co.za  
Lourika De Villiers, rika@ecpdsa.co.za  
Pierre de Villiers, pierre@ecpdsa.co.za  
Dewet Diener, dewet@aosis.co.za  
craig friderichs, craig.friderichs@gmail.com

◀ Add  
Remove ▶


Search

COURSE.

- e. To quickly find the student you can search their record by typing in their surname or part there of, the list will then filter to your input. Once you have found the correct student, highlight then name by clicking on it then clicking on

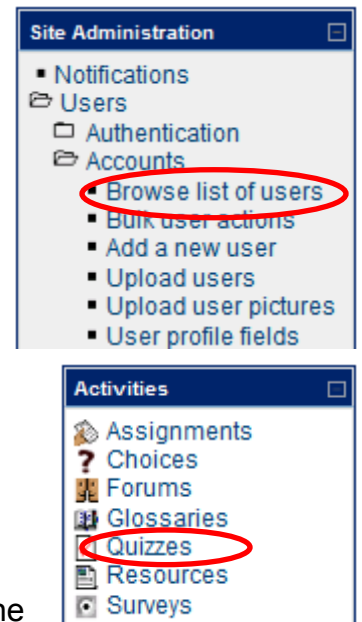
the  button in the center. This will enroll the student into the course without affecting the Recent Payments list. The Administrator/Teacher and the student will both receive an email notification that the student has been enrolled into the course.

- f. Use the breadcrumbs at the top left of the page to navigate back to the course

by clicking on the course short name. 

## Booking Summative Assessments

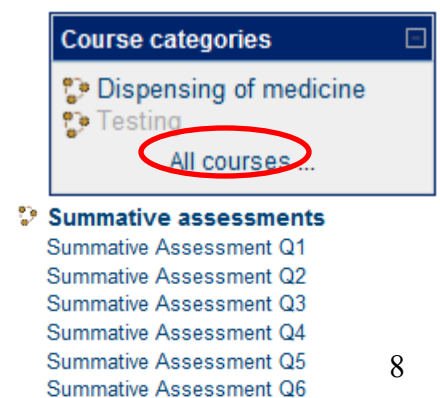
1. Students are required to call in and arrange booking for summative assessment.
2. Administrator should take username for reference and checks if student was competent in all 5-study units formative assessments.
3. To view the students grades:
  - a. Click on the **Users**, then **Accounts**, then **Browse list of users** link on the Administration panel on the front page on the site.
  - b. Type in the student name or student number or part thereof in the filter section on top, Click on the **Add filter** button to view the records containing your criteria.
  - c. Click on the correct student name to view the profile and click on the **Login as** button at the bottom of the screen, you will then be viewing the course as the student. Then Click on the course and click on **Quizzes** in the **Activity block**. This will display all the student's best grades for the formatives in this cause.



Section	Name	Quiz closes	Best grade	Feedback
1	Formative Assessment (SU-1)	Friday, 31 December 2010, 12:40 PM	8 / 10	
2	Formative Assessment (SU-2): part 1	Friday, 31 December 2010, 08:55 AM	7 / 9	
	Formative Assessment (SU-2): part 2	Friday, 31 December 2010, 09:30 AM	10 / 10	
3	Formative Assessment (SU-3)	Friday, 31 December 2010, 04:05 PM	8 / 10	
4	Formative Assessment (SU-4)	Friday, 31 December 2010, 04:00 PM	12 / 14	
5	Formative Assessment (SU-5)	Friday, 31 December 2010, 05:50 PM	7 / 10	
6	MCQ's of summative assessment (Practise)	Friday, 31 December 2010, 08:30 AM		
	Essay Paper for summative assessment	Monday, 18 October 2010, 09:15 AM		
7	Course feedback questionnaire	Thursday, 5 August 2010, 05:40 PM		

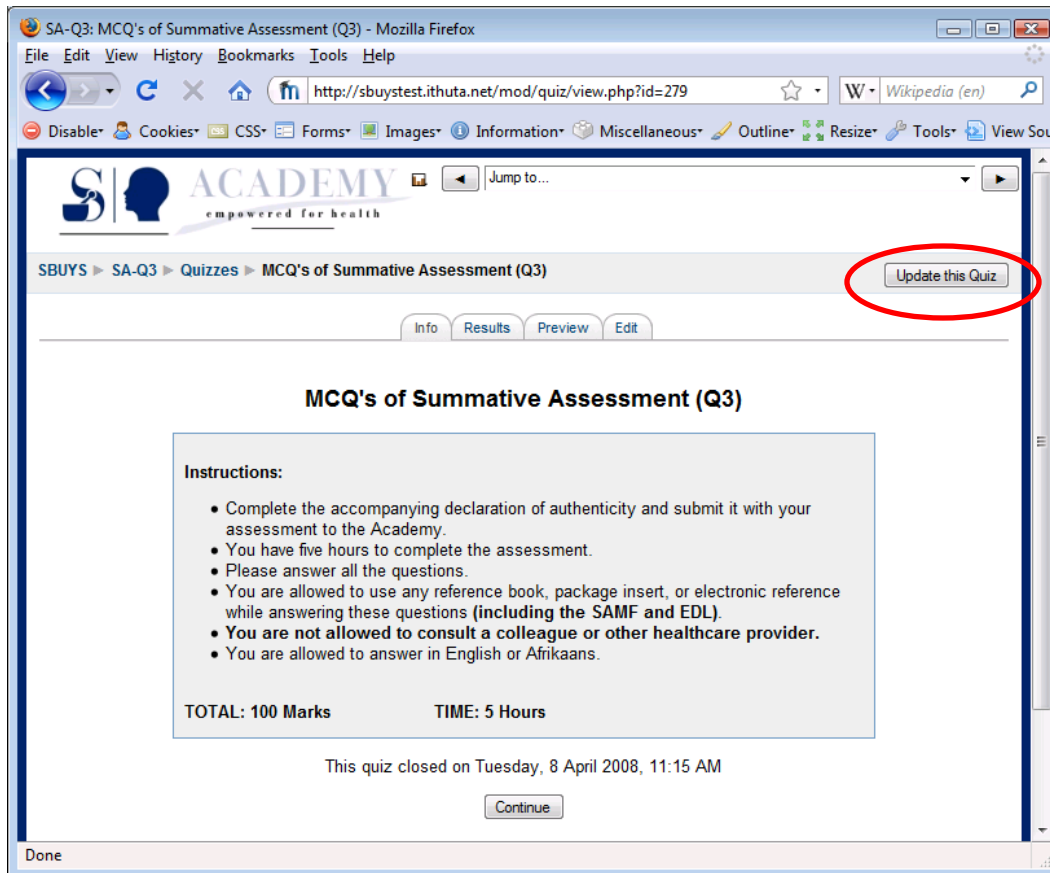
[Admin User] You are logged in as Stephen John Schmidt (Logout)

4. Take down date and time student would like to book for reminding them that it is a 5-hour assessment that can be done after hours as well but without technical support.
5. Administrator will then go online and set up one of the summative assessment courses as per booking as follows:
  - a. On the front page, click on the **All courses** link on the **Course Categories** block.
  - b. In the Course Categories list, choose one of the Summative assessment courses by clicking on it. Please make sure that you do not choose a course already set up for a booking. To check this you can view the availability of the quizzes and



assignment dates to see if they are dated forward. Click on the Activities and view their details.

6. Now to set up the Activities for the booking: Section 1: MULTIPLE-CHOICE QUESTIONNAIRE
- a. Click on the MCQ link, this will open the quiz details window. Then click on the Update this quiz button in the top right corner of the screen. This will open the quiz settings. [MCQ's of Summative Assessment \(Q3\)](#)



- b. Scroll down to the Timing section and change the Open and close times as per booking. Good practice would be to allow the student extra 15min before and after the time specified to cater for any technical difficulties they may encounter.


**Timing**

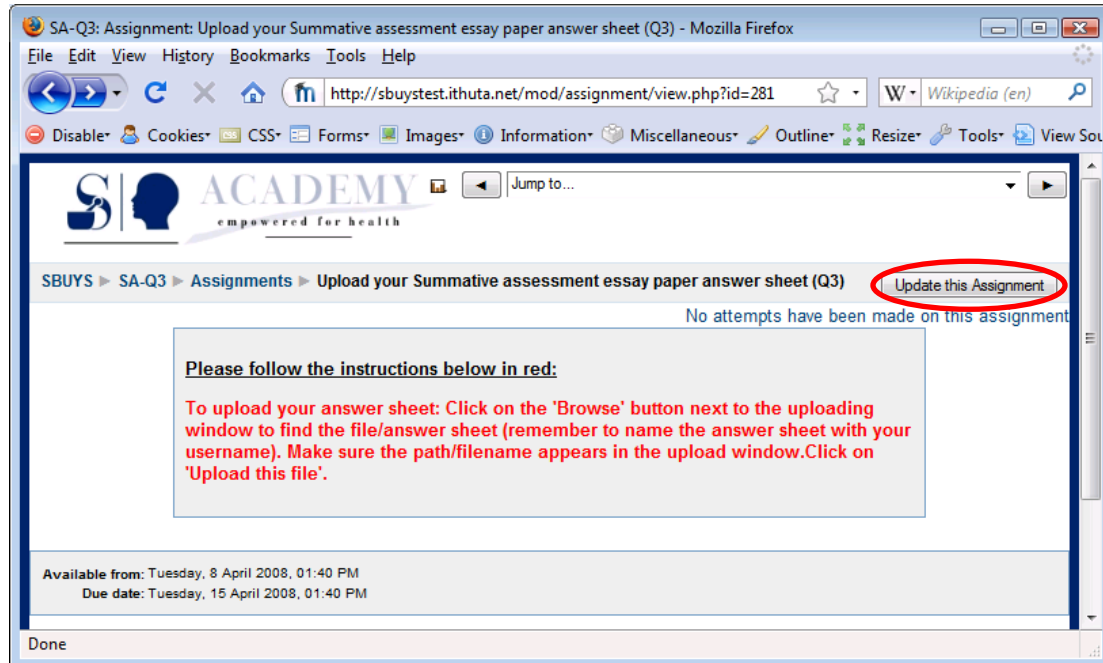
Open the quiz ?	8	June	2008	07	45	<input type="checkbox"/> Disable
Close the quiz ?	8	June	2008	13	15	<input type="checkbox"/> Disable
Time limit (minutes) ?	330	<input checked="" type="checkbox"/> Enable				
Time delay between first and second attempt ?	None					
Time delay between later attempts ?	None					

*E.g. this booking was made for 8 June 2008 8am till 1pm.*

- c. Click on the **Save and return to course** button to save your changes.
- d. Follow the same procedure from to c for the Essay Paper quiz. a

Section 2: ESSAY QUESTIONNAIRE  
[Essay Paper for summative assessment \(Q3\)](#)

- e. For the submission of the essay answer sheet we use an assignment. Click on the  [Upload your Summative assessment essay paper answer sheet \(Q3\)](#) link in Section 2. This will open the assignment details window.
- f. Click on the **Update this Assignment** button in the top right corner of the screen. This will open the assignment settings.



- g. Scroll down in the **General** section, change the open and close date & times to the same date & times you set the quizzes. Make sure that the **Prevent late submissions** setting is set to **Yes**.

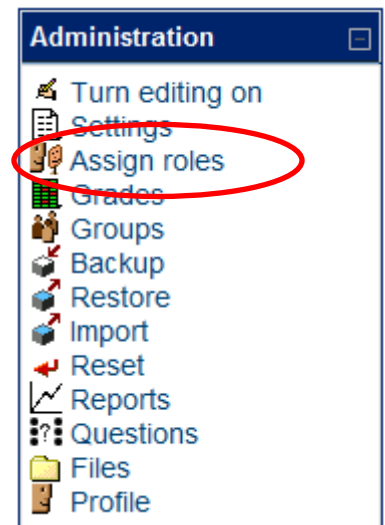
Available from 8 June 2008 07 45  Disable

Due date 8 June 2008 13 15  Disable

Prevent late submissions Yes

- h. Click on the **Save and return to course** button so save your changes.
7. The student now needs to be internally enrolled into the course, as summative assessment is included in payment of course.

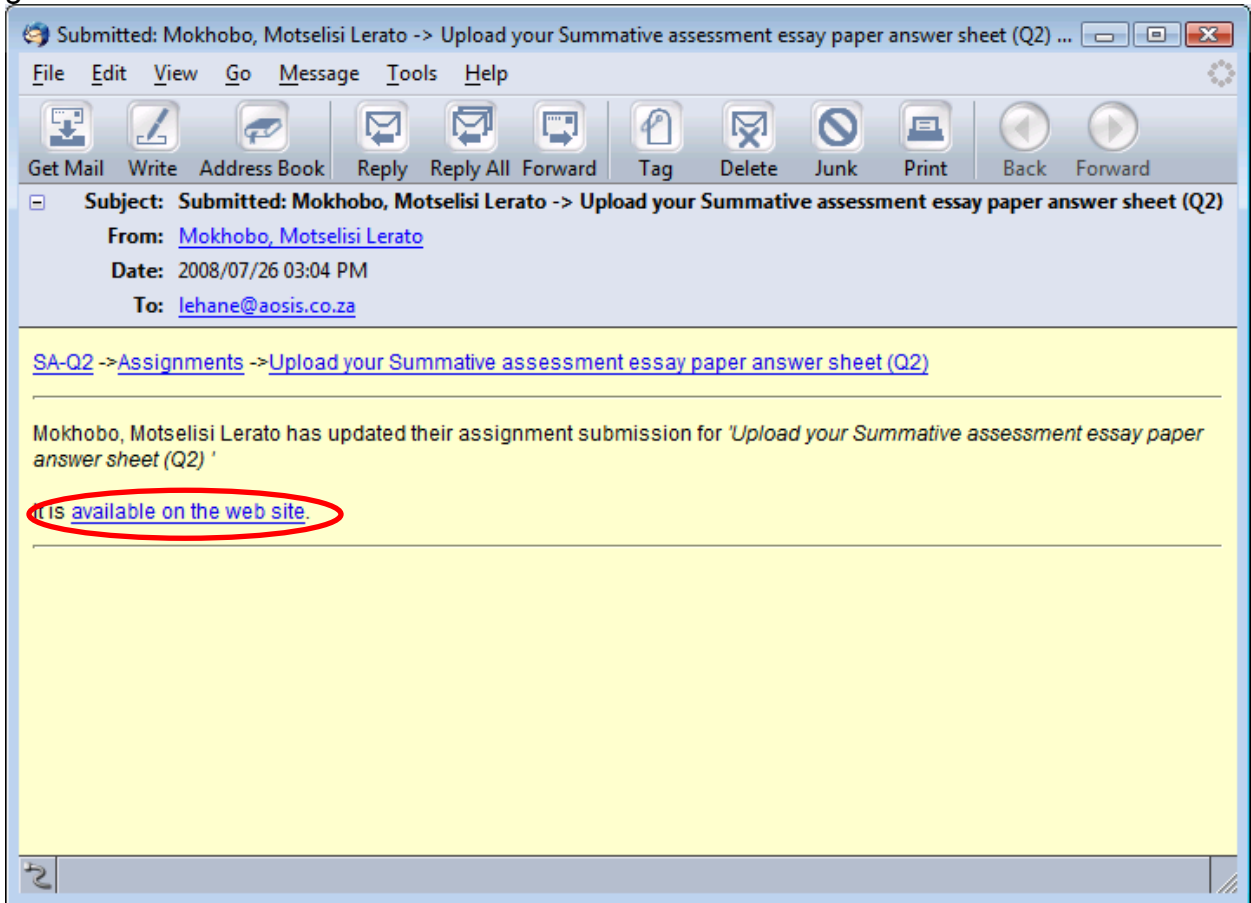
- a. Click on the **Assign roles** link in the administration panel inside the course.
- b. Click on the **Students** link. This will open the tool to assign students internally from the user database that are not already enrolled in the course.
- c. In the following window select the student you would like to enroll from the list on the right that will be the potential student who are not enrolled into the course.
- d. To quickly find the student you can search their record by typing in their surname or part there of, the list will then filter to your input. Once you have found the correct student, highlight then name by clicking on



it then clicking on the  button in the center. This will enroll the

student into the course without affecting the Recent Payments list. The Administrator/Teacher and the student will both receive an email notification that the student has been enrolled into the course.

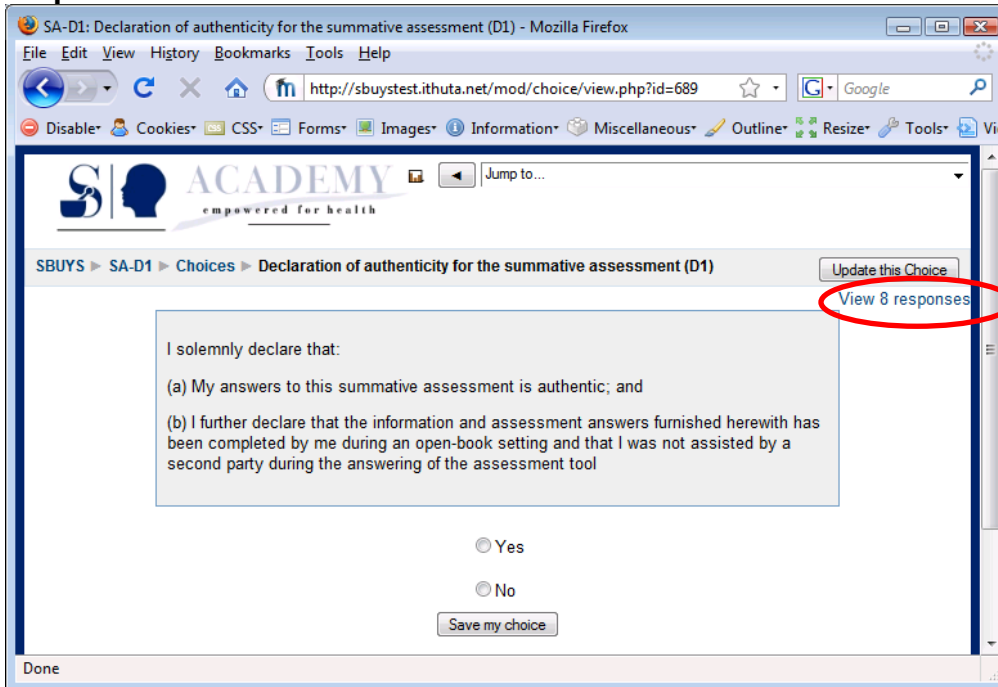
- e. Use the breadcrumbs at the top left of the page to navigate back to the course by clicking on the course short name. [SBUYS](#) > [SA-Q3](#) > Roles
- 8. The administrator is advised to keep record of student bookings for support purposes.
- 9. While the student is doing their assessment and uploads their summative essay paper answer sheet, the system will notify administrator and teachers of the course by email. The administrator should then check the submission by clicking on the link location given in the notification email.



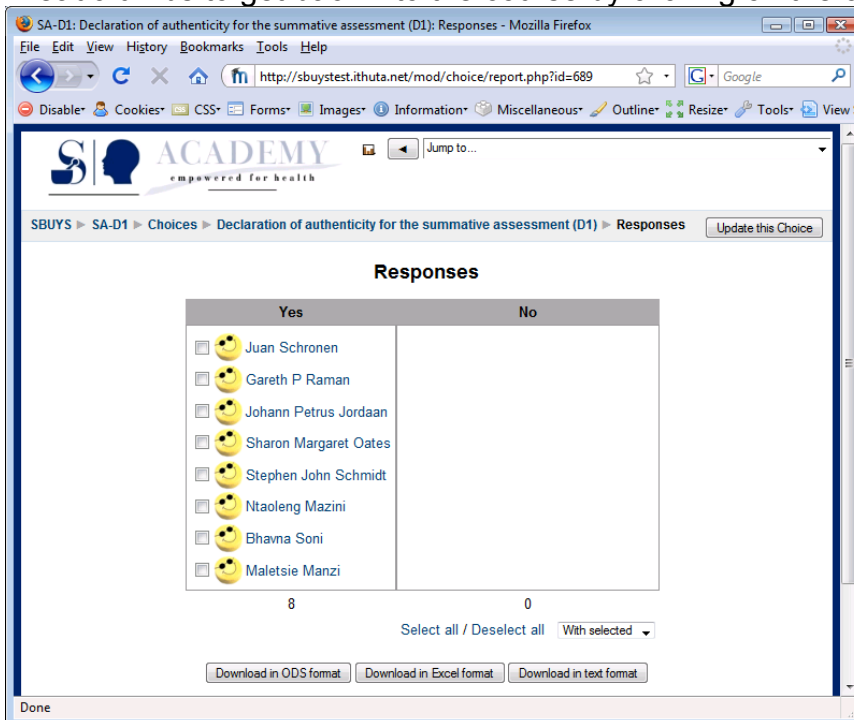
This will take you to the submissions list for that assignment online. Click on the submission corresponding with the student who just submitted.

First name / Surname	Grade	Comment	Last modified (Learner)	Last modified (Facilitator)	Status	Final grade
Johann Petrus Jordaan	-		<a href="#">SB_000145_a.doc</a> Monday, 22 January 2007, 02:52 PM		Grade	-
Maletsie Manzi	-		<a href="#">Answer_sheet_M_A_Manzi_D1.doc</a> Tuesday, 18 December 2007, 02:49 PM		Grade	-
Ntaoleng Mazini	-		Wednesday, 18 July 2007, 01:59 PM		Grade	-
Sharon Margaret Oates	-		<a href="#">SB00155_20_April_2007.doc</a> Friday, 20 April 2007, 01:30 PM		Grade	-
Gareth P Raman	-		<a href="#">ATA00000081.doc</a> Sunday, 8 October 2006, 05:34 PM		Grade	-
Stephen John Schmidt	-		<a href="#">Username_ATA00000016.doc</a> Wednesday, 27 June 2007, 12:56 PM		Grade	-
Juan Schronen	-		<a href="#">Adverse_Drug_Form_Replica_.doc</a> Sunday, 3 September 2006, 06:00 PM		Grade	-
Bhavna Soni	-		<a href="#">sb_000194_dr_bhavna_soni_essay_paper.doc</a> Tuesday, 28 August 2007, 12:23 PM		Grade	-

10. Save the file to your computer and send to assessors. (You can even enroll your assessors into the courses as teachers and they will get the notification as well.)
11. Administrator should also check the results of the MCQ's by clicking on **Quizzes** in the **Activity block** of the course, then click on the MCQ and find the student record.
12. Also check that the **Declaration of Authenticity** is signed before handing submission to assessors. Do this by clicking on the [? Declaration of authenticity for the summative assessment](#) link in Section 3. Click on the **View 8 responses** link.



13. Make sure that the student's name is displayed in the list marked yes. Use the Breadcrumbs to get back into the course by clicking on the course short name.



## Feedback Reporting

1. When the feedback report is received from the assessors, the administrator has to establish results and send the original feedback report via email with relevant information on how to proceed further.
2. This can be for either re-assessment or how to apply for the dispensing license form DOH.

## Grading

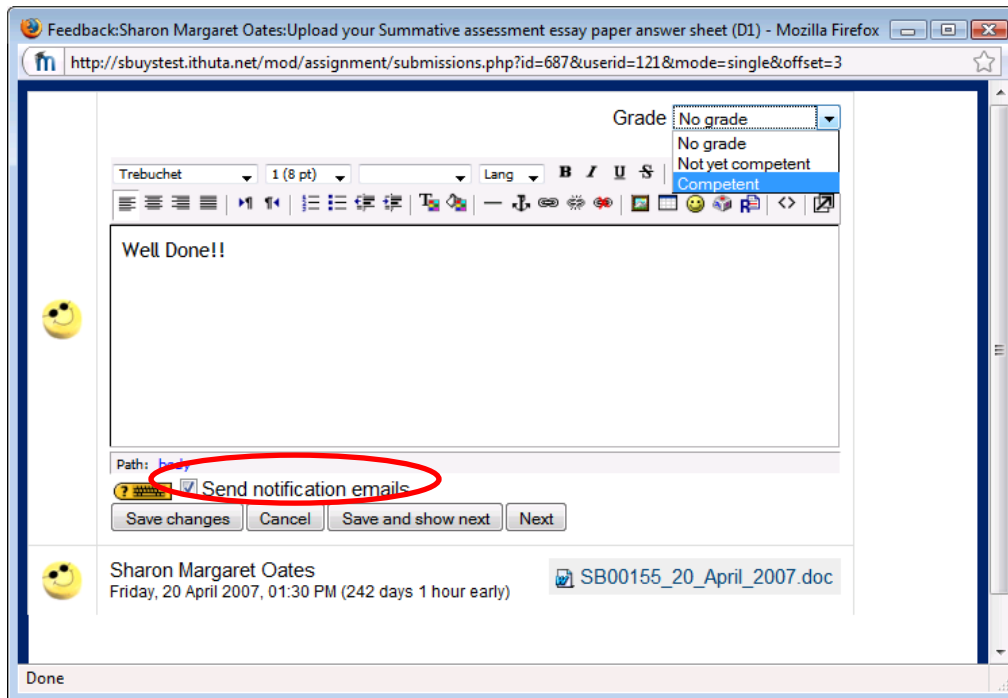
1. Go to the assessment course on the system stated on the feedback report by clicking on **All courses** in the **Course categories** block. Then click on the **Summative assessments** sub category.
2. The quiz is marked automatically by then system so we do not have to grade it.
3. To grade the essay paper submission, click on **Assignments** in the **Activity block**. Now click on the submitted assignments link corresponding with the assignment you would like to grade.

Topic	Name	Assignment type	Due date	Submitted	Grade
2	Upload your Summative assessment essay paper answer sheet (D1)	Upload a single file	Tuesday, 18 December 2007, 02:55 PM	<a href="#">View 8 submitted assignments</a>	-

Click on the Grade link on the student's record.

First name / Surname	Grade	Comment	Last modified (Learner)	Last modified (Facilitator)	Status	Final grade
Johann Petrus Jordaan	-		<a href="#">SB_000145_a.doc</a> Monday, 22 January 2007, 02:52 PM		Grade	-
Maletsie Manzi	-		<a href="#">Answer_sheet_M_A_Manzi_D1.doc</a> Tuesday, 18 December 2007, 02:49 PM		Grade	-
Ntaoleng Mazini	-		Wednesday, 18 July 2007, 01:59 PM		Grade	-
Sharon Margaret Oates	-		<a href="#">SB00155_20_April_2007.doc</a> Friday, 20 April 2007, 01:30 PM		Grade	-
Gareth P Raman	-		<a href="#">ATA00000081.doc</a> Sunday, 8 October 2006, 05:34 PM		Grade	-
Stephen John Schmidt	-		<a href="#">Username_ATA00000016.doc</a> Wednesday, 27 June 2007, 12:56 PM		Grade	-
Juan Schronen	-		<a href="#">Adverse_Drug_Form_Replica_.doc</a> Sunday, 3 September 2006, 06:00 PM		Grade	-
Bhavna Soni	-		<a href="#">sb_000194_dr_bhavna_soni_essay_paper.doc</a> Tuesday, 28 August 2007, 12:23 PM		Grade	-

4. This will open the grading tool for the assignment. In the grade dropdown box, select the relevant grade and type the feedback in the box provided. If you want to notify the student that their work has been graded, check the **Send notification emails** option. Then click on **Save changes** to save the grade.



5. You will then be redirected back to the submissions list with your changes made. You will then be redirected back to the submissions list with your changes made.

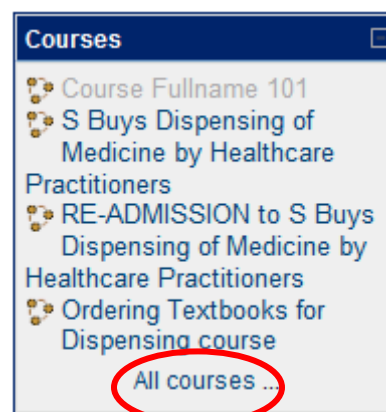
First name / Surname	Grade	Comment	Last modified (Learner)	Last modified (Facilitator)	Status	Final grade
Johann Petrus Jordaan	-		<a href="#">SB_000145_a.doc</a> Monday, 22 January 2007, 02:52 PM		Grade	-
Maletsie Manzi	-		<a href="#">Answer_sheet_M_A_Manzi_D1.doc</a> Tuesday, 18 December 2007, 02:49 PM		Grade	-
Ntaoleng Mazini	-		Wednesday, 18 July 2007, 01:59 PM		Grade	-
Sharon Margaret Oates	<b>Competent</b>	Well Done!!	<a href="#">SB00155_20_April_2007.doc</a> Friday, 20 April 2007, 01:30 PM	Thursday, 31 July 2008, 11:21 AM	Update	Competent
Gareth P Raman	-		<a href="#">ATA00000081.doc</a> Sunday, 8 October 2006, 05:34 PM		Grade	-

## Creating Summative Re-Assessments

Setting up a for summative re-assessments:

### How to create a course:

1. On the front page, click on All courses in the Courses block.
2. Scroll down and click on the hidden course category named Supplementary summative assessments.
3. Scroll down and click on the  button.



How to set up the course:

Under the General Section:

1. Note that the course **Category** should be Dispensing of medicine / Supplementary summative assessments, if not, please select accordingly.
2. Rename the course **Full name** to Summative Assessment (question paper assigned eg. Q1), Name of student and Student number, Eg. *Summative Assessment Q1, Sr Du Plessis SB 000152*.
3. Select **Format** to be **Topics format**
4. **Number of week/topics** should be **1**.
5. Leave course date as default.
6. Hidden sections should be completely invisible from users.
7. News items leave as default.
8. Show grades should be Yes.
9. Show activities reports should be No.
10. Maximum upload size should be 2MB.
11. Is this a meta course should be set to No.

Under Enrollments section:

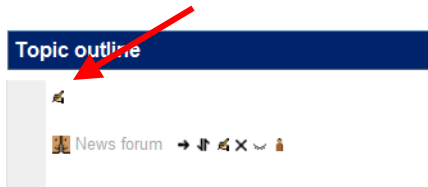
1. Enrollment Plugins: leave as default
2. Default role: Leave as default
3. Course enrollable: Set to NO.
4. Start date: Leave as default
5. End date: Leave as default.
6. Enrollment duration: Leave as default.

Leave the rest as default and click on **Save changes** button at the bottom of the page.

This should bring you to the empty course template for you to create the re-assessment course.

Now we need to add the instructions to the re-assessment. When you have the course open click on the **Turn editing on** button in top right corner.

Now click on the edit button underneath the Topic outline.



Copy and paste the example text below into the text into the textbox changing the information for the student accordingly and click on the **Save changes** button.

## Supplementary Summative Assessment Q1 Sr Du Plessis SB000152

*Complete the Supplementary Summative Assessment during the allotted 1 hour 15 minutes. Remember to complete the Declaration of Authenticity at the end!*

### INSTRUCTIONS:

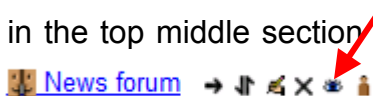
*Please use the same link below to **download** your question paper and **upload** your answer sheet after completion.*

*1. To 'Download' your question paper: Click on the "**Download your Supplementary Summative assessment essay paper here ( SB 152 )**" link below to display the essay paper. You can either print this page (file/print in the menu of your browser) or copy and paste the question paper into a Word file ( highlight the text and right click on the mouse, select 'copy', and right click on your document and select 'paste').*

*2. To upload your answer sheet: Click on the '**Upload your Supplementary Summative assessment essay paper answer sheet ( SB 1525)**' link below, to find the window for uploading your answer sheet. Click on the 'Browse' button to find the file/answer sheet (remember to name the answer sheet with your username). Make sure the path/filename appears in the upload window. Click on 'Upload this file'.*

### Summary of topic 0

You should now see the instructions in the top middle section of Topic outline. Click on the hide button to hide the **News forum**.



## Adding the Quiz – used to display question paper

Now in the block numbered 1 below the Topic outline block, click on the **Add an activity** dropdown box and select **Quiz**.



This should open the Adding a new Quiz to topic 1 page.

**Name:** Download your Supplementary Summative assessment essay paper here ( SB XXX)

**Introduction:** *Copy the following into the text area changing the details accordingly.*

### DISPENSING FOR HEALTH CARE PROFESSIONALS

## SUMMATIVE RE-ASSESSMENT QX

**NAME:** Title Initials Last name

**ID NO.** XXXXX XXXX XXX

**S Buys TDA reg. No:** SB000XXX

**Date and time of summative re-assessment:** 27-06-2008

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### Instructions:

- Complete the accompanying Declaration of Authenticity and submit it with your assessment to the Academy.
- Please answer all the questions.
- You are allowed to use any reference book, package insert, or electronic reference while answering these questions.
- **You are not allowed to consult a colleague or other healthcare provider.**
- You are allowed to answer in English or Afrikaans.

**TOTAL: XX Marks TIME: XX hour XX minutes**

In the Timing section:

1. Uncheck the Disable boxes behind open and close quiz.
2. Open the quiz: Change to date and time to start time.
3. Close the quiz: Change to date and time specified finish time.
4. Check the enable box behind Time limit box.
5. Time limit (minutes): Enter the amount of minutes to complete the assessment.

Leave the Display, Attempts and Grades sections as default.

In the Review section uncheck all the boxes besides the scores boxes in each row.

**Review options** ?

Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input type="checkbox"/> Responses	<input type="checkbox"/> Responses	<input type="checkbox"/> Responses
<input type="checkbox"/> Answers	<input type="checkbox"/> Answers	<input type="checkbox"/> Answers
<input type="checkbox"/> Feedback	<input type="checkbox"/> Feedback	<input type="checkbox"/> Feedback
<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

Leave the rest of the sections as default and click the **Save and Display** button at the bottom of the page.

You now have to add the questions to the quiz.

1. Click on the dropdown menu of **Create a new question** and select **Description**.

The screenshot shows the Moodle quiz editing interface. At the top, there is a breadcrumb trail: [sbuys](#) > [Q2 Re-SB 288](#) > [Quizzes](#) > [Download your Supplementary Summative assessment essay paper here \( SB 288\)](#) > [Editing Quiz](#). There is an [Update this Quiz](#) button on the right. Below the breadcrumb trail are tabs for [Info](#), [Results](#), [Preview](#), and [Edit](#). Under the [Edit](#) tab, there are sub-tabs for [Quiz](#), [Questions](#), [Categories](#), [Import](#), and [Export](#). The main content area is divided into two panels. The left panel, titled **Questions in this quiz**, contains the text "No questions have been added yet". The right panel, titled **Question bank**, contains a **Category** dropdown menu set to "Default for Q2 Re-SB 288". Below the category menu are three checkboxes:  Display questions from sub-categories too,  Also show old questions, and  Show question text in the question list. Below these checkboxes is the text "The default category for questions shared in context 'Q2 Re-SB 288'". At the bottom of the question bank panel is a **Create new question** dropdown menu set to "Choose..." with a help icon. A red arrow points to this dropdown menu. Below the question bank panel is the text "No questions have been added yet". At the bottom of the page, there is a link for [Moodle Docs for this page](#) and the text "ITHUTA/ITUTA Powered By Moodle".

2. **Question name:** Enter the question number the student has to complete.
3. Paste the text of the re-assessment from the word document into the Question text area and format the text.

## Adding a Description 🗨️

Category

Question name\*

Question text 🗨️

Trebuchet 1 (8 pt) Lang B / I U  $x_2$   $x^2$

QUESTION 1: 15 Marks  
(Sub-minimum of 10 is required for competence)

You have examined and interviewed your patient, Ms Brenda Monet, (an adult with no known allergies or other pre-existing condition) and found it appropriate to prescribe the following medication for her flu symptoms:

Rx Andolex Oral Rinse, qid (200ml) (Benzydamine)  
Mypaid Caps, 2 q4h for pain and fever (24) (Ibuprofen, Paracetamol)

Path:

Format 🗨️ HTML format

Image to display No images have been uploaded to your course yet

General feedback 🗨️

Trebuchet 1 (8 pt) Lang B / I U  $x_2$   $x^2$

Path:

Click on the **Save changes** button when done.

You now have your question listed in the question bank on the right. Click on the Preview button (the magnifying glass) to see if the questions display correctly.

Action	Question name	Type
<input type="checkbox"/>	Question 1,2 and 4.2	<input type="checkbox"/>

Select all / Deselect all

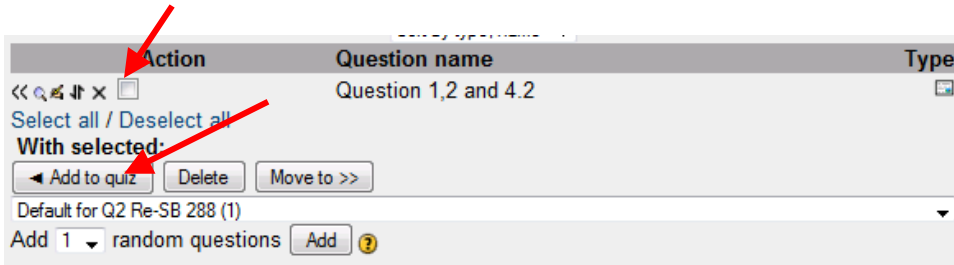
With selected:

Default for Q2 Re-SB 288 (1)

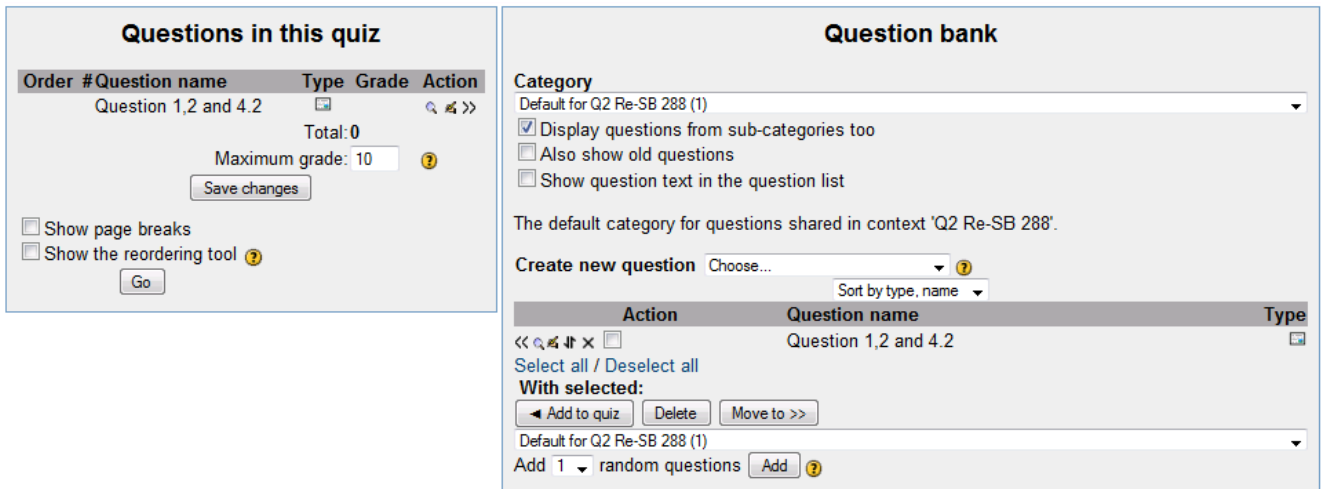
Add 1 random questions  🗨️

If it does not display correctly close the window and click on the edit button to format correctly.

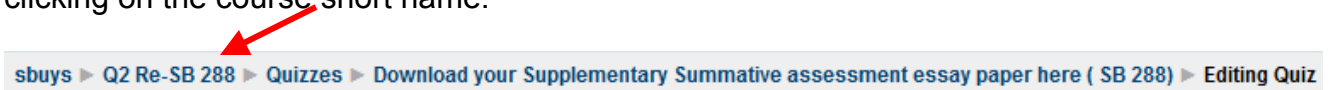
When you are satisfied with the question format, click on the check box to select the question. You now have to add the question into the quiz.



Now click on the **Add to quiz** button to add the question to the quiz. It should now look like this:



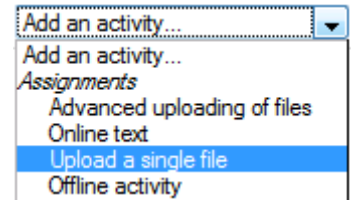
Now use the breadcrumbs to navigate back to the re-assessment course front page by clicking on the course short name.



You will now notice that the quiz has been added to the block numbered 1.

## Adding the Assignment – used to upload answer sheet.

Click on the Add an activity dropdown box in block 1 and select **Upload a single file** under **Assignments**.



**Name:** Upload your Supplementary Summative assessment essay paper answer sheet ( SB XXX)

Paste the following text in the Description text area:

**Please follow the instructions below in red:**

**To upload your answer sheet: Click on the 'Browse' button next to the uploading window to find the file/answer sheet (remember to name the answer sheet with your username). Make sure the path/filename appears in the upload window. Click on 'Upload this file'.**

1. **Grade:** Select - Scale: Competence.
2. **Available from:** Set date and time accordingly.
3. **Due date:** Set accordingly.
4. **Prevent late submissions:** Set to Yes.

In the Upload a single file section:

1. **Allow resubmitting:** Set to Yes.
2. **Email alert to teachers:** Set to Yes.
3. **Maximum size:** Set to 2MB.

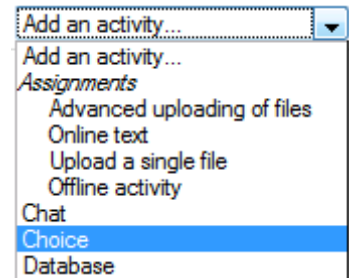
Leave the common module settings as default.

Click on the **Save and return to course** button. Your Assignment has now been setup and you will be taken back to the re-assessment course front page.

## Adding a Choice – used for Declaration of Authenticity

Click on the Add an activity dropdown box in block 1 and select Choice.

1. **Choice name:** Declaration of Authenticity
2. **Copy the following text into the Choice text area:**



I solemnly declare that:

- (a) My answers to this supplementary summative assessment is authentic; and
  - (b) I further declare that the information and assessment answers furnished herewith has been completed by me during an open-book setting and that I was not assisted by a second party during the answering of the assessment tool
3. Limit: Leave as default.
  4. Choice 1: Type in Yes.
  5. Choice 2: Type in No.
  6. Leave the rest as default.

In the **Miscellaneous Settings** section change **Display Mode** to **Display Vertically**.

Leave the rest as default and click on the **Save and return to course** button.

## Enrolling the student into the re-assessment course

Click on the **Turn editing off** button.

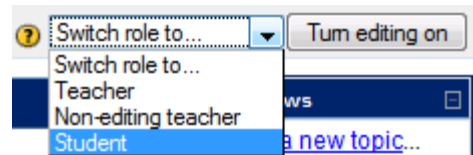
### Setting teacher and Enrolling student.

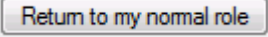
1. Follow the instructions for Internal enrollment pertaining to your student on page 6.
2. Follow same instructions to set teacher for the course by selecting Teacher when assigning roles.
3. Navigate back to the course.
4. The student will now receive an email notifying him that he has been enrolled into the course welcoming him into the course. (Email goes out to the teacher as well.)

### Testing if course set up correctly for re-assessment access:

Click on the **Switch role to** dropdown box and select student.

Click on all the activities in block 1 and review whether access is denied until specified time of re-assessment booking.



If everything is in order, click on the  button.

You have now set up the re-assessment course and tested the access to the course for the student. You may now send the student an email to confirm the booking for online re-assessment.