Setup of Moodle Course for MSE Exams

INSTRUCTIONS: PROCEDURES AND DETAIL ACTIVITIES

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1 Moodle Course Setup for MSE Exams

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Purpose of this document: describe the activities to set up and operate a dedicated Moodle course for regular and resit exam sessions, on the MSE Moodle installation.

1.1 Introduction

In order to organise the regular (RPS) and resit (WPS) exam sessions, MSE-CH may prepare one or several copies of dedicated Moodle courses.

These Moodle courses are managed differently than Moodle courses for teaching in central modules:

- Manual, explicit enrolment in the course; no self-enrolment
- Lecturers and students are organized in groups
  - Lecturers are managed by
- One section per module to be examined
- Exam sections are composed of mandatory and optional elements, depending on choice of module group
  - Mandatory: preliminary information
  - Semi-optional: Moodle quizzes and assignments
  - Optional use (controlled visibility): Grading table
- Exam sections are only visible for students or lecturers of this specific module
- Lecturers
  - can edit everything,
  - but not delete or add any activity or resource, and
  - only within the scope of the specific module section
- Students
  - can always view the preliminary information content of a module section
  - can access exam elements during exam (submit) or during exam viewing sessions.

This document explains the necessary steps to set up the Moodle course.

1.2 Exam Models

In order to reduce complexity and to facilitate access for students and lecturers, the number of activities and resources appearing in a module exam section is structured as follows in Models 1, 2, 3 and 4:

Example MODULE_1 (Model 1)

`Hidden from students`

- Example Module 1, Preliminary Information for the Exam
- Example Module 1, Exam quiz
- Example Module 1, Exam additional documents upload
- Example Module 1, Exam marking key

Example MODULE_3 (Model 3)

`Hidden from students`

- Example Module 3, Preliminary Information for the Exam
- Example Module 3, Assignment A
- Example Module 3, Assignment B
- Example Module 3, Exam marking key

Example MODULE_2 (Model 2)

`Hidden from students`

- Example Module 2, Preliminary Information for the Exam
- Example Module 2, Assignment
- Example Module 2, Exam marking key

Example MODULE_4 (Model 4)

`Hidden from students`

- Example Module 4, Preliminary Information for the Exam
- Example Module 4, Exam quiz
- Example Module 4, Assignment
- Example Module 4, Exam marking key

2 Roles and Exam Procedures

2.1 Overview: Roles

The various activities are to be carried out by the following roles:

1. Students of a module (**STUD**, several persons)
2. Lecturers of a module (**LECT**, several persons)
3. MSE-CH coordination (**COORD**, several persons)
4. Moodle Admin (**ADMIN**, 1x)
5. Moodle Superusers (**SUPER**, 1x from each UAS)

2.2 Overview: Phases and Deadlines

The exam will be structured in the following 4 phases, with the specific admission rights and activities of main roles LECT and STUD:

Phase	Deadlines	LECT Access	STUD Access
1. Exam Prep-aration	• D1: Lecturers have access • D2: Students have access	Access to their specific exam elements after D1	No access to course before D2, limited access after D2 (preliminary information only)
2. Exam Exe-cution	• D3: First exam starts • D4: Last exam ends	Full access to their specific exam elements, incl. student submissions	Access to relevant exam elements during exam times

3. Exam Correction	• D5: Correction finished	Full access to their specific exam elements	No access to exam elements
4. Exam Viewing	• D6 + D7: time slots for viewing • D8: Exam period finished	Access to their specific exam elements	Access to relevant exam elements during viewing times during D6 and D7 (e.g., 2x 1 hour)

2.3 Overview: Documents

Code	Document
LEMC	List of exam model chosen, per module group (Excel)
LMLE	List of module lecturers (Excel)
LSTM	List of students inscribed in module
LSCD	List of students with compensation of disadvantages, with additional time indication per module
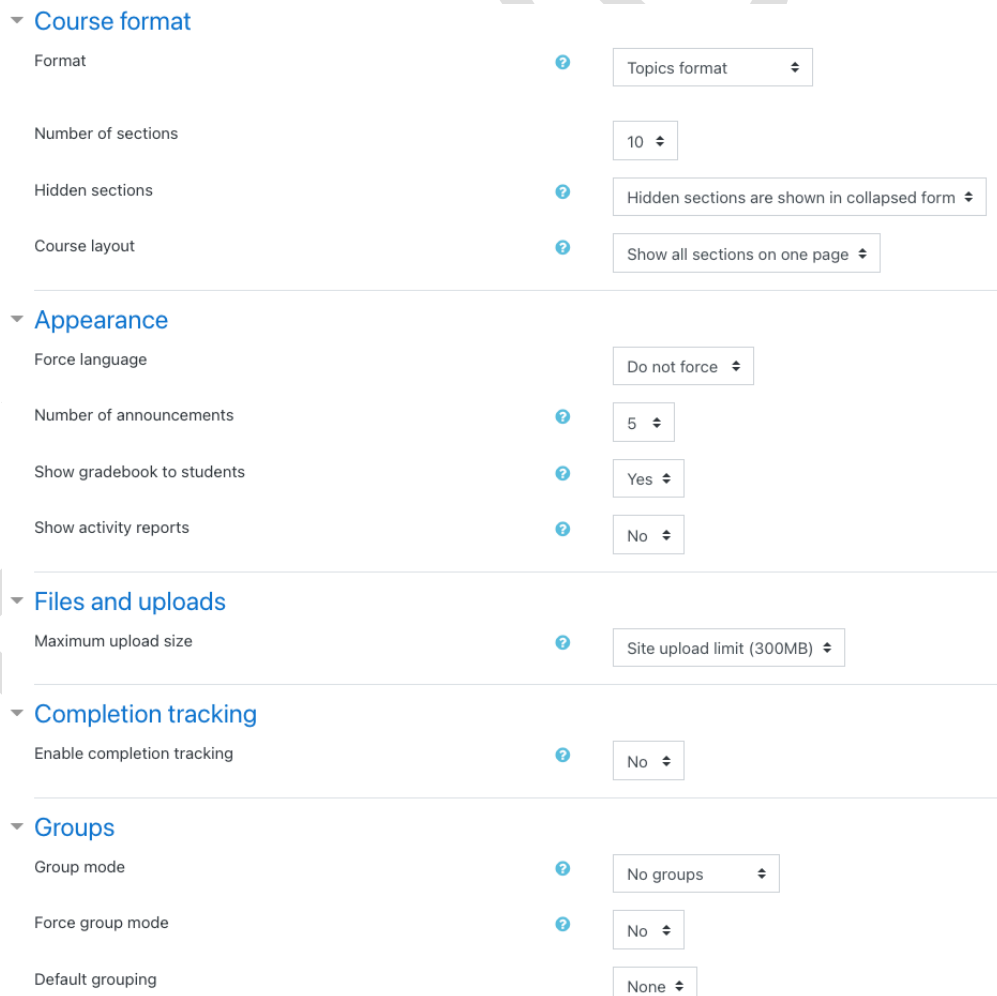
3 Preparation of Phase "Exam Preparation" (Regular Exam Session)

Overview:

- Dedicated exam course has to be set up
- Contents have to be converted from existing (template) course
- Access to the course has to be configured with NO self-enrolment
- User groupings and groups have to be created
- Sections with exam elements for each module have to be created
- User inscriptions for lecturers have to be created, with **no** role
- Time control in all exam elements has to be permanently checked, as lecturers have (potentially) the rights to misconfigure their elements
- Once the exams are ready (ca. 1 week before first exam), students are enrolled with their group membership (per student module group), in role `Étudiant`.
- From now on, time control has to be active, releasing content for the exams on time, even if lecturers are still able to make changes.

3.1 Create Course [ADMIN]

Create empty course with short name <SN> and full name <FN> - do NOT use a course template at this stage. Use standard settings.

▼ Course format

Format	❓	Topics format ⬍
Number of sections		10 ⬍
Hidden sections	❓	Hidden sections are shown in collapsed form ⬍
Course layout	❓	Show all sections on one page ⬍

▼ Appearance

Force language		Do not force ⬍
Number of announcements	❓	5 ⬍
Show gradebook to students	❓	Yes ⬍
Show activity reports	❓	No ⬍

▼ Files and uploads

Maximum upload size	❓	Site upload limit (300MB) ⬍

▼ Completion tracking

Enable completion tracking	❓	No ⬍

▼ Groups

Group mode	❓	No groups ⬍
Force group mode	❓	No ⬍
Default grouping		None ⬍

3.2 Configure Enrolment [ADMIN]

Remove any existing self-enrolment method from the course access methods – only manual inscriptions are allowed.

3.3 Create Groupings for Lecturers and Students [ADMIN]

1. Create a grouping named **Lect-All**, later to be assigned all the module lecturer groups
2. Create a grouping named **Stud-All**, to later contain all the module student groups

3.4 Import Information Content from Template Course [ADMIN]

Use the standard content import procedure to get contents from the template course:

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Find a course to import data from:

Select a course   Total courses: 4

	Course short name
○	RegularExamAUT20_21-Zurich_Winterthur_2
○	RegularExamAUT20_21-Zurich_Winterthur_2_restore
○	RegularExamAUT20_21-Zurich_Winterthur_1-Restore
◉	RegularExamAUT20_21-Zurich_Winterthur

[RegularExamAUT20_21-] [Search]

[Continue]

1. Course selection ▶ **2. Initial settings** ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Import settings

☑ Include activities and resources

☐ Include blocks

☑ Include files

☑ Include filters

☐ Include calendar events

☐ Include question bank

☐ Include groups and groupings

☐ Include competencies

☐ Include custom fields

☐ Include content bank content

[Jump to final step] [Cancel] [Next]

1. Course selection ► **2. Initial settings** ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Import settings

	☑ Include activities and resources
	☐ Include blocks
	☑ Include files
	☑ Include filters
	☐ Include calendar events
	☑ Include question bank
	☐ Include groups and groupings
	☐ Include competencies
	☐ Include custom fields
	☐ Include content bank content

[Jump to final step] [Cancel] [Next]

Import everything from Section "Information" – but NOT any Forum (those have to be added later on)!

☑ **Information**

☐ Notifications 🗨

☐ Forum Lecturers 🗨

☐ Instructions for Course Administrators 📄

☐ Frequently Asked Questions (FAQ) – Exam Preparation 🗨

☐ Frequently Asked Questions (FAQ) – Exam Execution 🗨

☐ Frequently Asked Questions (FAQ) – Exam Correction 🗨

☐ Frequently Asked Questions (FAQ) – Exam Inspection 🗨

☐ Frequently Asked Questions (FAQ) – Students 🗨

☑ Group Overview 👥

☑ Basic Principles of the Exam (short version) 📄

☑ Factsheet Electronic Exam AUT2020-21 📄

☑ Exam Models and Recommendations Regular Exam Session Autumn 2020-21 (Zürich) 📗

Add everything from the "Fake Exam" and the "Example Module_" sections, but no old Module exam sections.

☑ **Example MODULE_4 (Model 4)**

☑ Example Module 4, Preliminary Information for the Exam📁

☑ Example Module 4, Exam quiz✅

☑ Example Module 4, Assignment📁

☑ Example Module 4, Exam marking key📄

☐ **CM_ComplPro_A**

☐ CM_ComplPro_A, Preliminary Information for the Exam📁

☐ CM_ComplPro_A, Exam quiz✅

☐ CM_ComplPro_A, Exam additional documents upload📁

☐ CM_ComplPro_A, Exam marking key📄
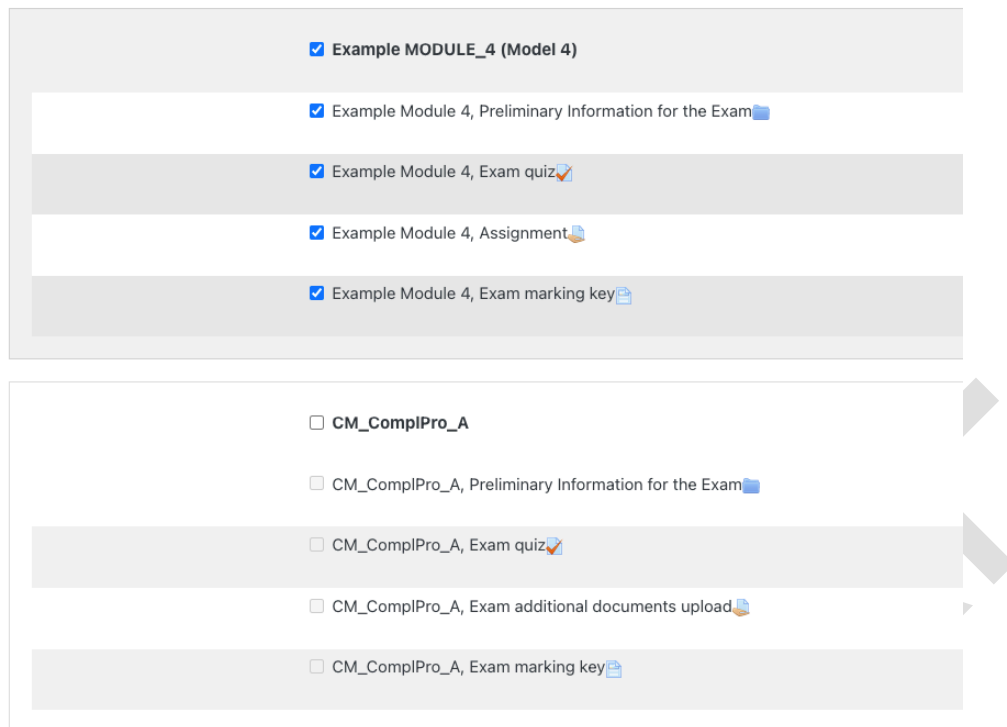
3.5 Check Content and Configuration of Exam Element Templates [ADMIN]

Carefully check that the elements of the "Example MODULE_x (Model x)" are **complete** and **correctly configured**, also **with regard to the wording of the descriptions (!!!)**:

- o Preliminary Information for the Exam
- o Exam quiz and/or Assignment
- o Exam additional documents upload
- o Exam marking key

As those elements will be multiplicated, any initial issue in the exam element templates will have to be fixed in all individual copies (!!).

Hint: ADMIN let COORD check all descriptions in the exam elements, by best sending them all descriptions as Word documents, asking for confirmation or updates. Or at least send the links for a thorough check.

3.6 Add the Block Sharing Cart [ADMIN]

Add the Block "Sharing Cart" to the new Moodle exam course. This will be the main tool to do the multiplication of exam elements.

3.7 Copy Forum, incl. Contents, from Template Course, using "Sharing Cart" [ADMIN]

Copy needed (5) Forums from Template course to the "Sharing cart" (click on basked at the activity). Confirm that we want to copy user data.
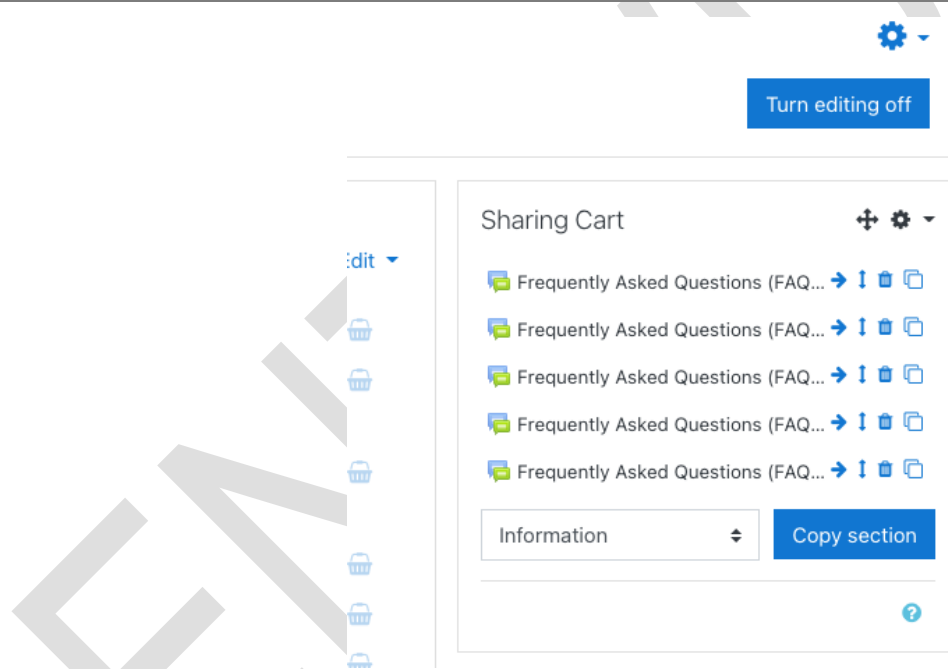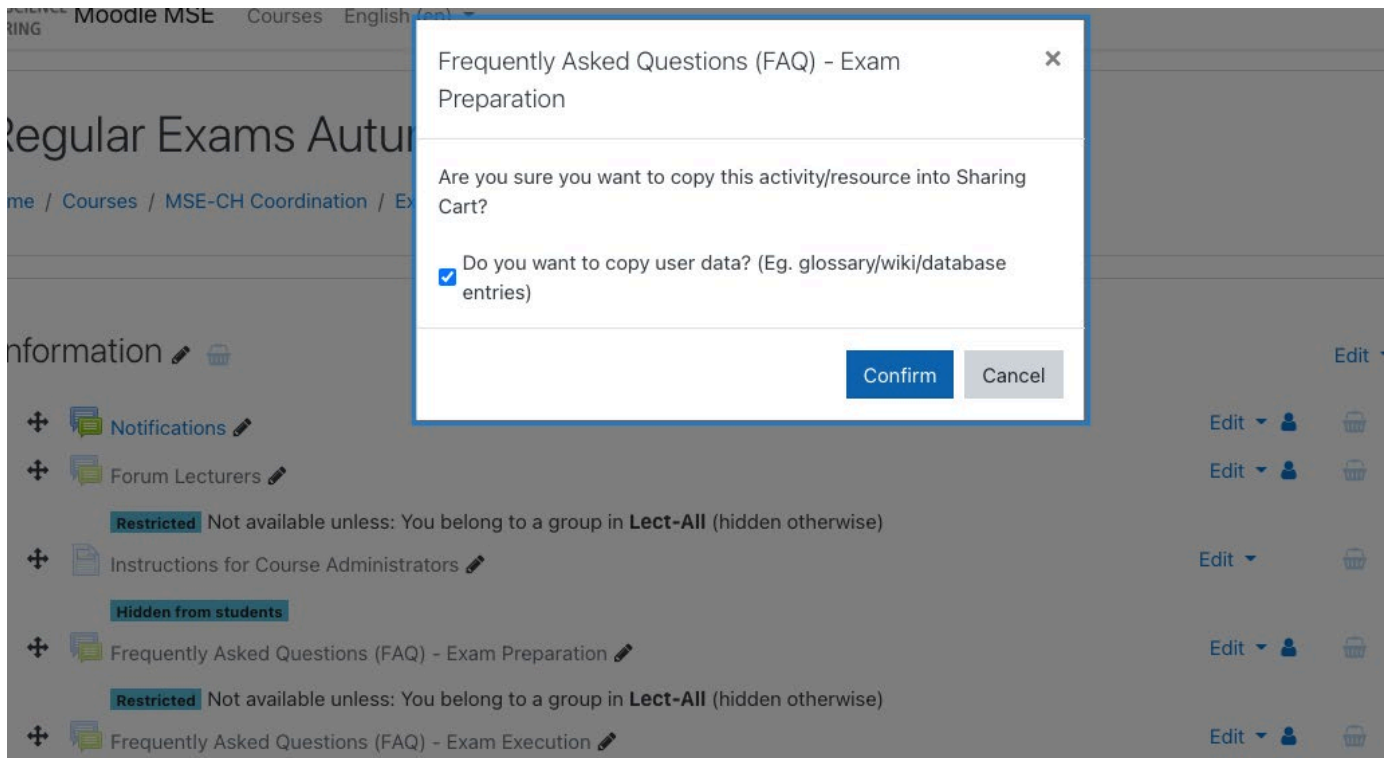
Now insert the 5 Forum with data in the "Information" section in the target course: click on ⧉ in the Sharing cart, then insert the item in the bottom of the section, in the "landing zone" (downwards arrow).

3.8   Re-Assign Objects to Groupings [ADMIN]

Re-assign the Forums (lecturers-only) to the correct grouping – as the activities complain that the group-ing is missing.

+ Add an activity or resource

3.9   Create Groups for and Enrol Lecturers [ADMIN]

Create groups for the lecturers of all modules to be examined (input: list of modules and lecturers <LML>): module lecturers will belong to a group defined by the short name of the module, e.g. CM_Com-plPro_A.

(Student groups will be created later only, they will not have access to the course by now).

Tool instructions:

- Use the "User bulk enrolment" Plugin available on MSE Moodle, in the Participant context menu.
- Compose the needed logic using an Excel formula in list <**LMLE**> then cleansing up (removing hyphen " character, etc.) in a pure text editor
    - o # Module 1 group name, e. g., CM_CompPro_A
    - o Lecturer name 1
    - o Lecturer name 2
    - o # Module 2 group name, … etc.
    - o If required (no lecturers confirmed yet), take the email address of some Moodle user (e.g., michael.roethlin@bfh.ch in this example)
    - o If there are real errors with email addresses from users, correct them. E.g., by going to Moodle user management, searching the name of the user, and looking for the email address registered in Moodle.

Participants

| Match | Any ⬍ | Select ⬍ |

➕ Add condition

0 participants found

First name | All | A B C D E F G H I J K L M N O P Q R S T U ...

Surname | All | A B C D E F G H I J K L M N O P Q R S T U V

Nothing to display

With selected users... | Choose... ⬍

Enrol users

⚙ ▾
&+ Enrolled users
Enrolment methods
   Manual enrolments
👥 Groups
   Permissions
🔒 Check permissions
&+ Other users
👥 User bulk enrolment
🔨 Bulk enrolments
🔨 Bulk unenrolments

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User bulk enrolment

Here, you can bulk enrol users to your course. A user to be enrolled is identified b ... e account.

List of e-mail addresses   ❗ ❓

To enrol an existing Moodle user into this course, add his e-mail address to this form, one user / e-mail address per line.

Example:
alice@example.com
bob@example.com

Optionally, you are able to create groups and add the enrolled users to the groups. All you have to do is to add a heading line with a hash sign and the group's name, separating the list of users.

Example:
Group 1
alice@example.com
bob@example.com
Group 2
carol@example.com
dave@example.com

Enrol users   Cancel

There are required fields in this form marked ❗ .

User bulk enrolment

Here, you can bulk enrol users to your course. A user to be enrolled is identified by his e-mail address stored in his Moodle account.

List of e-mail addresses   ❗ ❓

CM_AcWritPre
michael.roethlin@bfh.ch
CM_ComplPro_B
michael.roethlin@bfh.ch
CM_Entrepr
michael.roethlin@bfh.ch
CM_InnChang_B
michael.roethlin@bfh.ch
CM_PrivLaw
michael.roethlin@bfh.ch

Enrol users   Cancel

There are required fields in this form marked ❗ .

User bulk enrolment

Groups included in the list

Group name	Group status
CM_AcWritPre	Group will be created
CM_ComplPro_B	Group will be created
CM_Entrepr	Group will be created
CM_InnChang_B	Group will be created
CM_PrivLaw	Group will be created

Participants

Match	Any	Select					⊗

+ Add condition   Clear filters   Apply filters

1 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	Department	Institution	Roles	Groups	Last access to course	Status
Michael Röthlin	michael.roethlin@bfh.ch	TI	BFH	Étudiant	CM_AcWritPre, CM_ComplPro_B, CM_Entrepr, CM_InnChang_B, CM_PrivLaw, CM_QRM, CM_SustDev, FTP_AppStat_B, FTP_DigImPro, FTP_Energy, FTP_Life, FTP_MachLe_B, FTP_Multiphy, FTP_Optimiz_C, FTP_PredMod_B, FTP_StochMod, FTP_Tensors, FTP_TheoComp, TSM_AdvAirDes, TSM_AdvContr, TSM_AdvElDes, TSM_AdvMech, TSM_AdvStDaAn, TSM_AnTeDe, TSM_AutMobRoS, TSM_AutoSys, TSM_BIM, TSM_BioMedEng, TSM_CFD, TSM_CIComp, TSM_CSM, TSM_DataMgmt, TSM_DeLearn, TSM_DigInd, TSM_HydMeth, TSM_InnoDes, TSM_IntAuto, TSM_Laser, TSM_Logistic, TSM_MatPla, TSM_MatSurf, TSM_MedDD, TSM_ModAvi, TSM_NatHaz, TSM_NPlanPro, TSM_NumMeth, TSM_OpMgmt, TSM_PhotoStor, TSM_Product, TSM_ProgAlg, TSM_QInOpMgmt, TSM_StatDig, TSM_StrucEng, TSM_TheoPlan, TSM_ThinFilm, TSM_TwoPhase, TSM_Urban, TSM_UseInf, TSM_WireCom	Never	Active

- o If not required, remove the dummy user inscription from the Moodle course
- o If real inscriptions for real lecturers have been made, **remove any roles from the lecturer inscriptions – especially** `Étudiant` **has to be removed from each lecturer!**

BAD:

Roles	Group
💾 ✖	CM_Ac
× Étudiant	CM_Su
	FTP_O
▼	TSM_A
	TSM_A
	TSM_D
	TSM_N
	TSM_N
	TSM_S
	TSM_U

GOOD:

on Roles	Groups
No roles 🖊	CM_AcWritPre, C... FTP_Energy, FTP_... TSM_AdvAirDes, TSM_BioMedEng TSM_IntAuto, TSI... TSM_NumMeth, T... TSM_ThinFilm, TS...

- o Finally, add all lecturer groups to the Lect-All grouping.

Add/remove groups: Lect–All

Existing members: 1

TSM_MatPla

Potential members: 58

TSM_Logistic
TSM_MatSurf
TSM_MedDD
TSM_ModAvi
TSM_NatHaz
TSM_NPlanPro
TSM_NumMeth
TSM_OpMgmt
TSM_PhotoStor
TSM_Product
TSM_ProgAlg
TSM_QlnOpMgmt
TSM_StatDig
TSM_StrucEng
TSM_TheoPlan
TSM_ThinFilm
TSM_TwoPhase
TSM_Urban
TSM_UseInf
TSM_WireCom

◄ Add

Remove ►

Back to groupings

3.10   Adapt Contents for Exam Sessions [COORD]

The imported contents have to be adapted (links to exam timetable, dates, etc.). In addition, the list of Superusers/supporters has to be updated.

3.11   Let Module Groups Choose Exam Model [COORD]

All involved module groups can choose one of the exam models. COORD communicates the result of the survey to ADMIN via <**LEMC**> list.

3.12   Create Module Exam Elements according to Module Group Choice [ADMIN]

Based on the <LEMC> list, ADMIN create a section for each module, containing the exam elements as specified by the module group:

1. Add a new section
2. Name the section to the code of the module (e.g., CM_ComplPro_A)
3. Use the "Sharing Cart" Plugin to mass copy and paste the template contents to the sections
4. For each element in the section (**yes**, this is really needed, as it is essential to know, e.g., to which exam a quiz backup belongs), add the module code to the name of this element, e.g.
   o CM_ComplPro_A, Preliminary Information for the Exam
   o CM_ComplPro_A, Exam quiz
   o CM_ComplPro_A, Exam additional documents upload
   o CM_ComplPro_A, Exam marking key

3.13 Assign Teacher Role to Lecturers for All Exam Elements [ADMIN]

Based on the structure created in the previous step, add local permissions (`Enseignant` role) to the lecturers of a module, for all exam elements **individually**:

- Preliminary information
- Quizzes and/or assignments
- Exam marking key.

3.14 Create Student Groups [ADMIN]

Once the list of registered students <**LMLE**> is available,

1. student module groups and subgroups can be defined,
2. student groups can be created, and
3. the future enrolment of students has to be tested.

For creating the groups, the same procedure as specified in step Create Groups for and Enrol Lecturers [ADMIN] can be used, i.e., the plugin "User bulk enrolment".

As a test user, it is recommended to enrol the dummy student mse-teststudent1@bfh.ch in all student module groups. For this, the Excel formula

="#Stud-"&E2&CHAR(10)&"mse-teststudent1@bfh.ch"

can be used to create the group name and the dummy enrolment, where E2 stands for the Module code, e.g., CM_ComplPro_A.

Student groups are then named, e.g., as Stud-CM_ComplPro_A.

3.15 Create Student Subgroups [ADMIN]

Based on experience and recommendations in the literature, not all students are allowed to launch the exam (especially quiz) at the very same exact second.

For this, the number of exam participants is determined based on the list of registered students <**LSTM**>.

If the number of students registered in a module exam exceeds 30, at least one subgroup is created and used to split up the number of students.

3.16 Determine Starting Times of Exams [ADMIN]

Based on the timetable of the exam and the number of subgroups required, the exact starting times of the exams are defined.

Module	Students	Nb Groups	Model	Start Plan	End Plan	shift_std	shift_sg1	shift_sg2	shift_sg3	Start_Standard Moodle	Start_SG01 M.	Start_SG02 M.	Start_SG03 M.
CM_ComplPro_A	106	4	1	29.01.21 09:15	29.01.21 11:15	0	3	6	9	29.01.21 09:15	29.01.21 09:18	29.01.21 09:21	29.01.21 09:24
CM_Ethics	117	4	1	29.01.21 13:15	29.01.21 15:15	0	3	6	9	29.01.21 13:15	29.01.21 13:18	29.01.21 13:21	29.01.21 13:24
FTP_OrdDiff	79	3	1	01.02.21 09:15	01.02.21 11:15	0	3	5		01.02.21 09:15	01.02.21 09:18	01.02.21 09:20	
TSM_CompAvi	17	1	2	01.02.21 09:15	01.02.21 11:15	7				01.02.21 09:22			
TSM_ITSec	29	1	3	01.02.21 09:15	01.02.21 11:15	9				01.02.21 09:24			
TSM_BusAn	69	2	4	02.02.21 09:15	02.02.21 11:15	0	1			02.02.21 09:15	02.02.21 09:16		
TSM_ManTech	28	1	1	02.02.21 09:15	02.02.21 11:15	2				02.02.21 09:17			
TSM_PowElSys	30	1	2	02.02.21 09:15	02.02.21 11:15	4				02.02.21 09:19			
TSM_SignProc	23	1	1	02.02.21 09:15	02.02.21 11:15	6				02.02.21 09:21			
TSM_SoftwEng	29	1	6	02.02.21 09:15	02.02.21 11:15	9				02.02.21 09:24			
TSM_AdvRobot	37	2	1	02.02.21 13:15	02.02.21 13:15	0	2			02.02.21 13:15	02.02.21 13:17		
TSM_AdvTherm	24	1	3	02.02.21 13:15	02.02.21 13:15	4				02.02.21 13:19			
TSM_CompVis	57	2	1	02.02.21 13:15	02.02.21 13:15	6	9			02.02.21 13:21	02.02.21 13:24		
FTP_Optimiz_B	75	3	1	03.02.21 09:15	03.02.21 11:15	0	2	3		03.02.21 09:15	03.02.21 09:17	03.02.21 09:18	
FTP_StatPlan	54	2	1	03.02.21 09:15	03.02.21 11:15	5	7			03.02.21 09:20	03.02.21 09:22		
TSM_WWTreat	24	1	7	03.02.21 09:15	03.02.21 11:15	9				03.02.21 09:24			
FTP_AppStat_A	71	3	1	03.02.21 13:15	03.02.21 13:15	0	2	4		03.02.21 13:15	03.02.21 13:17	03.02.21 13:19	
FTP_CompAlg	54	2	2	03.02.21 13:15	03.02.21 13:15	6	9			03.02.21 13:21	03.02.21 13:24		

3.17 Configure Starting Times of Exams with Moodle Quizzes [ADMIN]

Set time controls according to exam plan:

- "Open the quiz" → starting time of first (main) group (sub-groups will have group overrides)

- "Close the quiz" → best leave open, as there may be students with later submission times
- "Time limit" → 2 hours (typically)
- "When time expires" → "Open attempts are submitted automatically"

3.18   Configure Starting Times of Exams with Moodle Assignments [ADMIN]

Set time controls according to exam plan:

- "Allow submissions from" → starting time of first (main) group (sub-groups will have group over-rides)
- "Due date" → official, non-technical end time of first (main) group (sub-groups will have group overrides)
- "Cut-off date" → communicated, technical end time of first (main) group (sub-groups will have group overrides)

Take care to have **the same information in the cut-off date as in the "Description" text** – students will NOT see the "Cut-off date" information (only the "Due date"), they will simply experience that submissions no longer work.

This redundancy is needed, as Moodle does not show this very relevant information!

Assignment name	CM_ComplPro_A, Exam additional documents upload

Description

A ▾ B I ✎▾ ◈▾ ≔ ≔ ⊘ ⊗ 🖼 🖼 🎤 ■▶ 🔗 H-5 U S x₂ x² ≡ ≡ ≡ ≣ ≣ ⊞ ✎ ⊞ Ｉ ↺ ♂ ❶ ⊞

</> ⊕▾ ✕ 🖋 ☺

> **Immediately AFTER the exam,** you CAN OPTIONALLY upload the following documents here (within 30 minutes, max. 20 files): really important hand-written notes or other documents you would like to be considered by lecturers. Or you can hand in comments to specific questions.
>
> **Unmittelbar NACH der Prüfung** können Sie hier OPTIONAL (innerhalb von 30 Minuten, max. 20 Dateien) folgende Dokumente hochladen: wirklich wichtige handschriftliche Notizen oder andere Dokumente, die von den Dozenten berücksichtigt werden sollen. Oder Sie können Bemerkungen zu bestimmten Fragen/Antworten hier ergänzen.

☐ Display description on course page ❓

Additional files ❓   Maximum size for new files: Unlimited

▦ ≣ 📁

📄

▸ Files

⬇

You can drag and drop files here to add them.

Availability

Allow submissions from	⚠❓	29 ⇕	January ⇕	2021 ⇕	09 ⇕	15 ⇕	📅	☑ Enable
Due date	⚠❓	29 ⇕	January ⇕	2021 ⇕	11 ⇕	15 ⇕	📅	☑ Enable
Cut-off date	⚠❓	29 ⇕	January ⇕	2021 ⇕	11 ⇕	45 ⇕	📅	☑ Enable
Remind me to grade by	❓	15 ⇕	April ⇕	2021 ⇕	14 ⇕	32 ⇕	📅	☐ Enable

☐ Always show description ❓

3.19 Configure Starting Times of Subgroups in Exams [ADMIN]

Based on the detail plan from the previous step, the exact starting times are configured in all relevant elements of the exams, per subgroup. The configuration is made using **Group overrides**.

CM_ComplPro_A, Exam quiz

Technical notes:

1. *Your responses in this quiz will be saved on the server whenever an option is changed, and then after 1 m... unstable internet connection, you can force saving on the server by going forward to another question, th...*
2. *Take the countdown seriously. Once the time runs out (and every second counts), your attempt will be su... without loss. To be on the safe side, submit your attempt in time, latest before the time runs out.*

By submitting this test I confirm that:

- I am the person taking the exam according to accurate registration;
- I have only used the permitted aids for the examination;

⚙ ▾
- Edit settings
- Group overrides
- User overrides
- ⚙ Edit quiz
- 🔍 Preview
- 📈 Results
  - ● Handout
  - ● Grades

CM_ComplPro_A, Exam quiz

Group	Overrides		Action
Stud-CM_ComplPro_A-SG01	Quiz opens	Friday, 29 January 2021, 9:18 AM	⚙ 🗐 🗑
Stud-CM_ComplPro_A-SG02	Quiz opens	Friday, 29 January 2021, 9:21 AM	⚙ 🗐 🗑
Stud-CM_ComplPro_A-SG03	Quiz opens	Friday, 29 January 2021, 9:24 AM	⚙ 🗐 🗑
Stud-Comp-Dis-Füllemann	Time limit	2 hours 24 mins	⚙ 🗐 🗑
Stud-Comp-Dis-Shamsabadi	Time limit	2 hours 24 mins	⚙ 🗐 🗑

Add group override

3.20 Create Student Groups for Students with Comp. of Disadvantage [ADMIN]

For each student (with name NAME) specified on the document **LSCD,** an additional group **Stud-Comp-NAME** has to be created. **Attention: students profiting from compensation of disadvantage may have obtained specific time changes per module, not always the same amount of extra time**.

For each module concerned, the specific additional time has to be specified by a Group override, in the relevant exam element such as Quiz or Assignment. (Using a group instead of user override has the advantage that it can be configured even before the student is enrolled in the course.)

3.21 Validate Student Email Addresses [ADMIN]

Once the list of registered students <**LSTM**> is available, the validity of the email addresses provided has to be checked.

For this, a trial enrolment takes place, using the "User bulk enrolment" plugin.

Each email address generating an error ("No existing Moodle user account with e-mail address … ") has to be communicated to COORD.

The list of student inscriptions <LSTM> will then be updated and, in the end, shall be processed in the trial enrolment without any error.

Only upon deadline D2, the real student enrolments will take place.

3.22 Enrol Students [ADMIN]

At time D2 exactly, all students as validated in the last step are enrolled manually in the course, the respective student module groups, student subgroups, and compensation of disadvantage groups.

Enrolments have to be checked from enrolled students' point of view.

After D2, students experiencing access problems to the exam course will ask Helpdesk for help. ADMIN shall fix the problem, typically by exchanging the manual enrolment of one student identity by a different one (UAS student account vs. employee account).

3.23 Periodic Jobs [ADMIN]

1. Make full backups of the entire course **each working day**, once lecturers have started working.
2. Download backups to local machine and make local backup.

3.24 Tests [ADMIN]

1. Make sure, using any existing Moodle user, that the exam course is not accessible, and that no self-registration is available!
2. Once lecturers are enrolled, make sure, using an account of an involved lecturer, that the
    a. Forum entries in the information section are visible
    b. 2 fake exam elements are visible and accessible as students
    c. elements of his or her exam are available and can be edited.
3. Once students are enrolled, make sure, using an account of an involved student, that the
    a. 2 fake exam elements are visible and accessible as students
    b. sections with exams to which the student is registered are visible
    c. preliminary information for registered exams is available and accessible
    d. other elements in any exam section are perhaps visible but NOT accessible.

4 During Phase "Exam Execution"

Overview:

- *On the days of exams, ADMIN and COORD roles are mainly asked for monitoring and support (for lecturers and students)*
- *After completion of exams, it is very important to hide and make backups of individual exams (for the case, data is overwritten or lost during correction).*

4.1 Daily Jobs [ADMIN]

1. Early morning: check that Moodle system is running.
2. Manage the Hotline system (phone, mse-panic, etc.).
3. Manage help requests from lecturers and students.

4.2 Module-Related Jobs [ADMIN]

After the end of an exam:

1. Hide exam element
2. Make full backup of relevant exam elements (e.g., of an exam day)
3. Download and save backup locally.

Caveat: **Make sure that no compensation of disadvantage situation is still active, make an exam longer than officially scheduled – do not hide elements too early!!**

5 Preparation of Phase "Exam Correction" (Regular Exam Session)

Overview:

- *During the correction phase, no special activities are required from ADMIN*
- *Possible support activities include reports about logged student activities, e.g., to confirm no-shows in exams.*

5.1 Analyse Student Submission Status [ADMIN]

Upon request by COORD, ADMIN will have to use Moodle activity logs to report student activities during the exam.

Also, missing student submission cases (typically files) have to be analysed.

6 Preparation of Phase "Exam Viewing" (Regular Exam Session)

Overview:

- *Before the viewing phase, some specific setup has to be made to allow student access to the exam elements*
- *After this setup, ADMIN intervention is seldom necessary.*

6.1 Configuring Moodle Quizzes for Viewing [ADMIN]

Once the viewing dates are known (typically, 1 hour each on two inspection days), the visibility and timing parameters for the viewing have to be configured.

1. Make sure that the quiz has a closing date before start of the viewing session (!)
2. Configuring visibility – only the "After the quiz is closed" settings are needed:

- "The attempt" (default = checked): student tasks and student responses (automatically by Moodle)

- "Whether correct" (default = checked): the given answer is correct or wrong (automatically by Moodle)

- "Marks" (default = checked): possible score and achieved score

- "Specific feedback" (default = checked): comment added by corrector (lecturer)

- "General feedback" (default = checked): standard comment provided in quiz question by lecturer

- "Right answer" (default = NOT checked): ← this option is deactivated by default, i.e., **students will not see the correct solution**, only whether their answers are correct or not, plus the points

- "Overall feedback" (default = checked): general feedback on the overall test (automatically generated by Moodle), mostly empty or not used at all, but could be

3. Configuring time control
    a. For each exam element, go to the settings
    b. Configure "Restrict access" with the 2 time windows,
    c. with each time start and ending times
    d. and no visibility outside the viewing dates.

▸ Common module settings

▾ Restrict access

Access restrictions

Student [must ⇕] match [any ⇕] of the following

   Student [must ⇕] match [all ⇕] of the following

      Date [from ⇕] [23 ⇕] [March ⇕] [2021 ⇕] [16 ⇕] : [30 ⇕] ✕ ▪

     and

      Date [until ⇕] [23 ⇕] [March ⇕] [2021 ⇕] [17 ⇕] : [30 ⇕] ✕ ▪

      Add restriction...

or

   Student [must ⇕] match [all ⇕] of the following

      Date [from ⇕] [1 ⇕] [April ⇕] [2021 ⇕] [12 ⇕] : [00 ⇕] ✕ ▪

     and

      Date [until ⇕] [1 ⇕] [April ⇕] [2021 ⇕] [13 ⇕] : [00 ⇕] ✕ ▪

      Add restriction...

   Add restriction...

CM_ComplPro_A, Exam quiz

Restricted Not available (hidden) unless any of:
- All of:
  - It is after **23 March 2021, 4:30 PM**
  - It is before **23 March 2021, 5:30 PM**
- All of:
  - It is after **1 April 2021, 12:00 PM**
  - It is before **1 April 2021, 1:00 PM**

CM_ComplPro_A, Exam additional documents upload

Restricted Not available (hidden) unless any of:
- All of:
  - It is after **23 March 2021, 4:30 PM**
  - It is before **23 March 2021, 5:30 PM**
- All of:
  - It is after **1 April 2021, 12:00 PM**
  - It is before **1 April 2021, 1:00 PM**

6.2 Configuring Moodle Assignments for Viewing [ADMIN]

AS for the Moodle Quizzes, the parameters for the viewing can be configured.

1. Configuring feedback types

2. Configuring time control
   a. Go to the Assignment settings
   b. Configure the "Restrict access" section as described in "Configuring Moodle Quizzes for Viewing [ADMIN]"

6.3 Configuring Exam Marking Key for Viewing [ADMIN]

Shortly before the start of the viewing session, go through all "Exam Marking Key" text resources. If there seems to be valid information, unhide the element. If there is still the template text, leave it hidden.

6.4 Periodic Jobs [ADMIN]

1. Full backups of the entire course may no longer be possible, due to the immense quantity of data
2. However, you could regularly backup (twice a week or so) all quizzes, with their submissions and grading.
3. Download backups to local machine and make local backup.

7   After End of Regular Exam Session

Overview:

- *After the end of the exam session (this need not be months after the last exam, as access can be restored instantly in specific cases), access to the course is disabled by hiding the course.*
- *Eventually, all course exam contents are exported in visible format, and the course could be deleted.*

7.1   Terminating the Exam Course [ADMIN]

1. After the end of the viewing, the course can be hidden.
2. With the hiding, the course becomes inaccessible for lecturers and students.
3. Managers (MSE-CH staff) and ADMINs can always access all contents.

8   Resit Exam Sessions

Overview:

- *For the resit exams, a new exam course has to be created, all activities have to be repeated for the modules requiring a resit exam.*
- *In contrast to the regular exam course, the "Information" section is heavily reduced. The "Fake exam" elements plus all module exam sections required have to be imported in the same way as for regular exams.*
- *As there are typically not many students in resit exams, student subgroups are not needed.*
- *Due to the reduced number of modules, user groups and user enrolments, the overall work effort for ADMIN is much smaller than for a regular exam.*

8.1   Preparation: Create Configuration for Resit Exam [ADMIN]

Same procedure and activities as described in Section "Preparation of Phase "Exam Preparation" (Regular Exam Session)". Only differences are the different template course, the reduced content, and the missing subgroup structure.

8.2   Activities during Execution of Exam [ADMIN]

Same procedure and activities as described in Section "During Phase "Exam Execution"".

8.3   Activities for Preparing/During Correction of Exam [ADMIN]

Same procedure and activities as described in Section "Preparation of Phase "Exam Correction" (Regular Exam Session)".

8.4   Preparation for Exam Viewing [ADMIN]

Typically, no general viewing sessions take place. Students can request viewing, which is then managed by the lecturers.

9   Time Budget

The following work times have been estimated for the ADMIN activities by Michael Röthlin:

Step	Activity	Time per Unit [h]	Occur-rence	Total Time [h]
3.1	Create Course	1	1	1
3.2	Configure Enrolment [ADMIN]	1	1	1
3.3	Create Groupings for Lecturers and Students [ADMIN]			0
3.4	Import Information Content from Template Course [ADMIN]	1	1	1
3.5	Check Content and Configuration of Exam Element Templates [ADMIN]	2	1	2
3.6	Add the Block Sharing Cart [ADMIN]			0
3.7	Copy Forum, incl. Contents, from Template Course, using "Sharing Cart" [AD-MIN]	1	1	1
3.8	Re-Assign Objects to Groupings [ADMIN]			0
3.9	Create Groups for and Enrol Lecturers [ADMIN]	3	1	3
3.10	Adapt Contents for Exam Sessions [COORD]			0
3.11	Let Module Groups Choose Exam Model [COORD]			0
3.12	Create Module Exam Elements according to Module Group Choice [ADMIN]	0.1	50	5
3.13	Assign Teacher Role to Lecturers for All Exam Elements [ADMIN]	0.1	50	5
3.14	Create Student Groups [ADMIN]	0.1	50	5
3.15	Create Student Subgroups [ADMIN]	0.1	30	3
3.16	Determine Starting Times of Exams [ADMIN]	4	1	4
3.17	Configure Starting Times of Exams with Moodle Quizzes [ADMIN]	0.1	30	3
3.18	Configure Starting Times of Exams with Moodle Assignments [ADMIN]	0.1	30	3
3.19	Configure Starting Times of Subgroups in Exams [ADMIN]	0.1	30	3
3.20	Create Student Groups for Students with Comp. of Disadvantage [ADMIN]	0.3	10	3
3.21	Validate Student Email Addresses [ADMIN]	4	1	4
3.22	Enrol Students [ADMIN]	1	1	1
3.23	Periodic Jobs [ADMIN]	0.2	10	2
3.24	Tests [ADMIN]	0.2	10	2
4.1	Daily Jobs [ADMIN]	1	12	12

Step	Activity	Time per Unit [h]	Occur-rence	Total Time [h]
4.2	Module-Related Jobs [ADMIN]	0.3	50	15
5.1	Analyse Student Submission Status [ADMIN]	0.5	8	4
6.1	Configuring Moodle Quizzes for Viewing [ADMIN]	0.2	30	6
6.2	Configuring Moodle Assignments for Viewing [ADMIN]	0.2	30	6
6.3	Configuring Exam Marking Key for Viewing [ADMIN]	0.02	50	1
6.4	Periodic Jobs [ADMIN]	0.2	10	2
7.1	Terminating the Exam Course [ADMIN]	2	1	2
8.1	Preparation: Create Configuration for Resit Exam [ADMIN]	15	1	15
8.2	Activities during Execution of Exam [ADMIN]	10	1	10
8.3	Activities for Preparing/During Correction of Exam [ADMIN]	5	1	5
8.4	Preparation for Exam Viewing [ADMIN]	0	0	0
	All activities per semester			**130**

10 Troubleshooting

10.1 Wrong Email Addresses in Enrolment

Go to Moodle Admin User Management. Search for the name of the user (lastname, firstname), then pick the email address registered with the user.

Lecturer email problems typically occur with ZHAW, who use sometimes shortnames@zhaw.ch, sometimes firstname.lastname@zhaw.ch.

This problem also occurs with student accounts from HSLU and ZHAW. Students from BFH (and perhaps other UAS) can separately login with their employee account, if they are UAS employees.

If multiple emails/Moodle accounts are registered for a given person, take the email address from the account with the newest login, or with the newest (still active) Moodle course inscriptions you find in the user profile.

10.2 Lecturers have no Access to Exam Elements

Check the local permissions in exam elements for existing users.

If you enrol new, or additional lecturers or Superusers into a module group, you have to

1. Enrol them in the relevant group
2. Add them to `Enseignant` roles in **each** one of the relevant exam elements (yes, it is a lot of clicks!)

Role	Description	Users with role
Enseignant	Les enseignants peuvent tout faire dans un cours, y compris ajouter et modifier les activités et donner des notes aux étudiants.	0
Enseignant non éditeur	Les enseignants non éditeurs peuvent enseigner dans leur cours et donner des notes aux étudiants, mais ne peuvent ni ajouter, ni modifier des activités.	0
Étudiant	Les étudiants ont en général moins de privilèges dans un cours.	0
Masterkommission	Rôle administratif pour la commission du master.	0

10.3 Lecturers have no Access to Fake Exam Elements

You have to give local `Étudiant` role to lecturers in each of the 2 Fake Exam elements.

Explanation: students have (as they possess the role `Étudiant` after enrolment in the course) by default access to the 2 elements, whereas lecturers DO NOT, as they lack any role!

10.4 Students cannot access Course

Check if the enrolment corresponds to the email address in the latest login attempt.