

UMP DIGITAL ASSESSMENT SYSTEM (UDAS)

<https://udas.ump.edu.my>

Lecturer Guide

Access Examination Course Page

CONDITIONS TO USE THE SYSTEM EXAM ONLINE

1. Involve online answering of questions (synchronous or asynchronous)
2. Use the [Quiz / Assignment](#) features.
3. Conduct during exam week

LECTURER'S CHECKLIST

1. Account is verified
2. Enrolled in the examination course page as Editing Teacher
3. Check and monitor [Participants](#) (students' list/groupings)
4. Prepare proper exam instructions
5. Prepare the Integrity Declaration Form
6. Prepare Examination Questions
7. Download/Save Examination Results and Responses

Steps to Access the Course Page

Step 1: Go to <https://udas.ump.edu.my> and click LOG IN



UMP Digital Assessment System

<input type="text" value="Username"/>	Forgotten your username or password?
<input type="password" value="Password"/>	Cookies must be enabled in your browser ?
<input type="checkbox"/> Remember username	
<input type="button" value="Log in"/>	

EXAMINATION COURSE PAGE VIEW

The screenshot shows a web browser at the URL udas.ump.edu.my/my/. The page features a navigation bar with 'UDAS', 'My Courses', and 'All Courses'. A user profile for 'AWANIS BINTI ROMLI' is visible in the top right. The main content area is divided into several sections:

- Learning plans:** A section with a plus, gear, and dropdown icon.
- Timeline:** A section with a plus, gear, and dropdown icon, containing a circular refresh icon and a list icon. Below it, a message states 'No upcoming activities due'.
- Private files:** A section with a plus, gear, and dropdown icon.
- Recently accessed courses:** A section with a plus, gear, and dropdown icon, featuring a blue geometric pattern header and the text 'FACULTY OF COMPUTING DATABASE SYSTEMS [Section 02]'.

A left sidebar contains navigation options: 'Dashboard' (selected), 'Calendar', 'My courses', 'DCI1043_02', and 'Add a block'.

EXAM SYSTEM [INSTRUCTOR]
VIEW STUDENT LIST

The system will display list of students enrolled in the course based on the list from IMS. In the [participants](#) page, lecturer (s) is able to view:-

1. Total number of enrolled students
2. Students details (Name, ID Number, Department)
3. Student's Group Name (if any)
4. Students access log (last access to the page) to identify who needs to be reminded to access the exam page.

*It is lecturer's responsibility to verify the student list.

*All students' activities and assessment are displayed according to their respective section/group, including the integrity declaration form submission and examination results.

View Student List

Click Partipants

UDAS My Courses All Courses

AWANIS BINTI ROMLI

DCI1043_02

Participants

Badges

Competencies

Grades

General

Topic 1

Topic 2

Topic 3

Topic 4

Dashboard

Calendar

My courses

DATABASE SYSTEMS [Section 02]

Dashboard / My courses / DCI1043_02

Turn editing off

Announcements

Topic 1

Topic 2

Topic 3

Edit

Edit

Edit

+ Add an activity or resource

+ Add an activity or resource

+ Add an activity or resource

In the Participants page, go to Match > All > Roles > Type or select > Student
click Apply Filters -> to view only participants with 'Student' role

The screenshot shows the UDAS interface for the course DCI1043_02. The 'Participants' section is active in the left sidebar. The main content area shows a filter bar with 'Match' set to 'Any', 'Roles' set to 'Student', and 'Type or select...' set to 'Student'. A red circle highlights the 'Student' filter. Below the filter bar, it says '42 participants found'. A table of participants is displayed, with the first row highlighted. A red box highlights the table content. A red arrow points from the 'No. of enrolled students' label to the '42 participants found' text. Another red arrow points from the 'Enrolled student details' label to the table.

UDAS My Courses All Courses

AWANIS BINTI ROMLI

Participants

Enrol users

Match Any Roles Type or select... **Student x**

+ Add condition Clear filters Apply filters

42 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

1 2 3 »

	First name / Surname	ID number	Department	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	MUHAMMAD SHAHRIZUAN BIN MOHD ROMZI	CC20199	FACULTY OF COMPUTING	Student	No groups	Never	Active

View Student List

UDAS My Courses All Courses AWANIS BINTI ROMLI

42 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

1 2 3 »

<input type="checkbox"/>	First name / Surname	ID number	Department	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	MUHAMMAD SHAHRIZUAN BIN MOHD ROMZI .	CC20199	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	NUR IZZAH BINTI AHMAD MALIKI .	CC20208	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	THIEVVIIYAA A/P SARAVANAN .	CC20222	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	AMIR RAZIN BIN MOHAMAD AZAN .	CC20233	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	HAIYAN HAZRIN BIN HAIMIDON .	CC20187	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	MUHAMMAD FAHMY IZZUDDIN BIN MOHD FAREQ .	CC20196	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	NUR FATEHA BINTI MOHD ZAIN .	CC20207	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	SIEW WEI HONG .	CC20232	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	EDRIN SYAFRIN BIN MOHD SOFI .	CC20186	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	SYAIDA IZZATI BINTI MD SALAHUDIN .	CC20221	FACULTY OF COMPUTING	Student	No groups	Never	Active
<input type="checkbox"/>	MUHAMMAD ANAS BIN ZAHAR .	CC20195	FACULTY OF COMPUTING	Student	No groups	Never	Active

EXAM SYSTEM [INSTRUCTOR]
USING URL TO CREATE
INTEGRITY DECLARATION FORM

- There is NO standard integrity declaration form for online final examination by PSPe as different faculty may have different requirements.
- Every faculty is to provide a standard integrity declaration content to your respective lecturers using any appropriate methods.
- CIREL recommend the use of [URL](#) feature for this purpose as it also can be used to record students' attendance by using [google form](#) or any other platform.
- It is recommended that the online integrity declaration form be made available for students at least 30 minutes before the online examination starts.

EXAM SYSTEM CREATE EXAM PAGE USING QUIZ

[INSTRUCTOR]

3 options to Add 'Exam' Quiz & Questions

Option 1 – Create New Quiz Activity & Questions

Option 2 – Reuse Existing Quiz Activity from KALAM

- Quiz Setting
- Question Bank
 - Categories
 - Questions

Option 3 – Import Question Bank

- Categories
- Questions

Option 2: Import Question Bank From KALAM

- Login to KALAM (<https://kalam.ump.edu.my>)
- Click setting -> More

The screenshot shows a web browser window displaying the KALAM course management interface. The browser address bar shows the URL kalam.ump.edu.my/course/view.php?id=560. The page title is "Course: DATABASE SYSTEMS". The user is logged in as "AWANIS BINTI ROMLI".

The interface features a sidebar on the left with a menu for course management, including options like "Participants", "Badges", "Competencies", "Grades", "General", and a list of weeks from "WEEK 1: 1-5 MAC 2021" to "WEEK 6: 5-9 APRIL".

The main content area displays the course title "DATABASE SYSTEMS" and a breadcrumb trail "Dashboard / My courses / DCI1043". Below this, there is a "General Course Details & Info" section with a large "Welcome" graphic and the text "DCI1043: DATABASE SYSTEM" and "COURSE SYNOPSIS:". The synopsis text is partially visible: "The course emphasizes the importance of data to an organization and how the data should be managed. Data".

On the right side of the main content area, there is a "Turn editing on" button with a gear icon. A dropdown menu is open, showing various settings options: "Edit settings", "Course completion", "Filters", "Gradebook setup", "Outcomes", "Backup", "Restore", "Import", "Reset", "Recycle bin", and "More...".

The Windows taskbar at the bottom shows the system tray with the date "14/4/2021" and time "1:53 PM".

Tab Course Administration

Question bank -> Export

The screenshot shows a web browser window with the URL `kalam.ump.edu.my/course/admin.php?courseid=560`. The page title is "Course administration". On the left, there is a sidebar menu with items like "Participants", "Badges", "Competencies", "Grades", "General", and several "WEEK" folders. The main content area is titled "Course administration" and has two tabs: "Course administration" (highlighted with a red circle) and "Users". Below the tabs, there are several sections of options:

- Course administration:** Edit settings, Course completion, Filters, Gradebook setup, Outcomes, Backup, Restore, Import, Reset, Recycle bin.
- Reports:** Competency breakdown, Logs, Live logs, Activity report, Course participation, Activity completion.
- Badges:** Manage badges, Add a new badge.
- Question bank:** Questions, Categories, Import, Export (highlighted with a red circle).

The Windows taskbar at the bottom shows the time as 1:55 PM on 14/4/2021 and includes icons for search, file explorer, Word, settings, Excel, PDF reader, and other applications.

DATABASE SYSTEMS

Dashboard / My courses / DCI1043 / Question bank / Export

Questions Categories Import Export

Export questions to file

File format

- Aiken format
- GIFT format
- Microsoft Word 2010 table format (wordtable)
- Moodle XML format
- XHTML format

General

Export category

Default for DCI1043 (20)

Write category to file Write context to file

Export questions to file

There are required fields in this form marked **i**.

1. Select File format:
Recommended:
Microsoft Word or
Moodle XML

2. Select Export
Category:
Choose category to
export from question
bank

Click export questions to
file










UDAS: Import Question Bank

The screenshot shows the UDAS interface for course administration. The left sidebar contains navigation options: DCI1043_02, Participants, Badges, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, Topic 4, Dashboard, Calendar, My courses, DCI1043_02 (selected), and Add a block. The main content area is titled 'Course administration' and has two tabs: 'Course administration' (circled in red) and 'Users'. Below the tabs, there are three sections: 'Edit settings' (with sub-items: Edit settings, Course completion, Filters, Gradebook setup, Outcomes, Backup, Restore, Reset, Recycle bin), 'Reports' (with sub-items: Competency breakdown, Logs, Live logs, Activity report, Course participation, Activity completion), and 'Badges' (with sub-items: Manage badges, Add a new badge). At the bottom, the 'Question bank' section is visible, with sub-items: Questions, Categories, 'Import' (circled in red), and Export.

1. Login to UDAS (<https://udas.ump.edu.my>)
2. Click setting -> More
3. Tab Course Administration
4. Question bank -> import

Import questions from file

File format

- Aiken format 
- Blackboard 
- Embedded answers (Cloze) 
- Examview 
- GIFT format 
- Microsoft Word 2010 table format (wordtable) 
- Missing word format 
- Moodle XML format 
- WebCT format 


5. Choose file format


6. Import Question bank from file ->
Choose a file from your drive.

General

Import questions from file


Import

 Choose a file... Maximum size for new files: 20MB



You can drag and drop files here to add them.

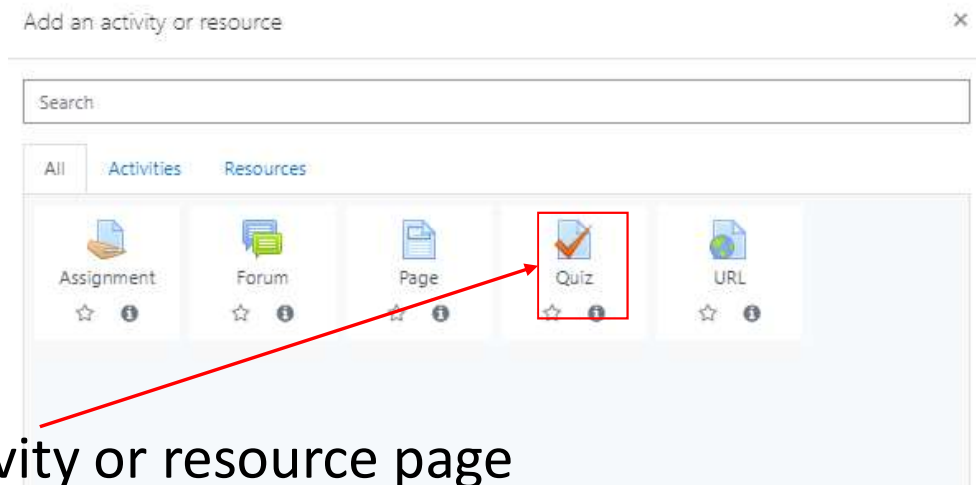
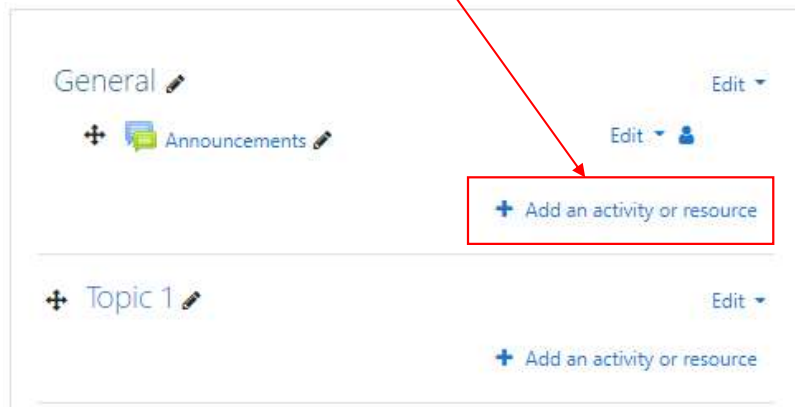
7. Click Import

There are required fields in this form marked .

Steps to Create Examination Questions Page Using Quiz (sample)

Step 1 and Step 2

Step 1: On your examination course page, **Turn Editing On** and go to **+ Add an activity or resource**



Step 2: Select **Quiz** in the Add an activity or resource page

Step 3: Enter the Examination name and Description

Adding a new Quiz [?](#) ▶ Expand all

▼ General

Name !

Description

⌵ A B I

Please answer all the MCQ Questions

Start time: 9am


End time: 12pm


Display description on course page [?](#)

Step 4: Set the examination Timing

- Open the quiz: Tick/Check Enable, Set date and time for the exam to open
- Close the quiz: Tick/Check Enable, Set data and time for the exam to close
- When time expires: Open attempts are submitted automatically (recommended)
- Click show more...to set Time Limit: Tick/Check Enable, Set in weeks, days, hours, minutes, or seconds

▼ **Timing**

Open the quiz ? 24 ↕ March ↕ 2021 ↕ 12 ↕ 32 ↕  Enable

Close the quiz 24 ↕ March ↕ 2021 ↕ 12 ↕ 32 ↕  Enable

Time limit ? 0 minutes ↕ Enable

When time expires ? Open attempts are submitted automatically ↕

Step 5: Set the Grades

Grade

Grade category ? Uncategorized ▾

Grade to pass ? 100.00

Attempts allowed 1 ▾



Attempts allowed: 1
(recommended)



Step 6: Set the Layout

- New page: Indicates no. of questions per page
- Click Show more... to Set the Navigation Method: Free (recommended).
- Another option is Sequential where student must answer questions in order and cannot return to previous page or skip questions.

****IMPORTANT: If you are using the " Sequential " navigation method, please inform your students in advance and mention it clearly in your examination instruction.**

Layout

New page  Every question 


Navigation method  Free 


Show less...

Step 7: Set Question Behaviour

- Shuffles within questions: Yes (recommended)
- How questions behaved: Deferred feedback (recommended)

▼ Question behaviour

Shuffle within questions  Yes ⇅

How questions behave  Deferred feedback ⇅

[Show more...](#)

Step 8: Set Review Options

- You are recommended to uncheck/untick all options for 'Immediately after attempt', 'Later, while the quiz is still open', and 'After the quiz is closed' to ensure results and right answers are not available for students. This has been set as default by the system admin.

Review options ?

During the attempt

- The attempt ?
- Whether correct ?
- Marks ?
- Specific feedback ?
- General feedback ?
- Right answer ?
- Overall feedback ?

Immediately after the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Later, while the quiz is still open

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

After the quiz is closed

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Uncheck/Untick All

Step 9: Set the Restrict Access

For access restrictions, set Student must match all or any of the following:

Add restriction:

- i. Activity Completion, Choose..... Integrity Declaration Form for... must be marked complete
- ii. Date: from Date/Time

More restrictions can be added such as for Group or User Profile, if needed

The screenshot displays the 'Restrict access' configuration interface. On the left, a panel titled 'Add restriction...' lists several options: 'Activity completion', 'Date', 'Grade', 'User profile', and 'Restriction set'. The 'Activity completion' and 'Date' options are highlighted with red boxes. Red arrows point from these boxes to the corresponding restriction rules in the main configuration area on the right. The main area shows a rule where 'Student' must match 'all' of the following: 'Activity completion Integrity Examination [] must be marked comp' and 'Date from 24 March 2021 00:00'. The 'Add restriction...' button in the main area is also highlighted with a red box and an arrow pointing to it from the 'Restriction set' option in the left panel. A 'Cancel' button is visible at the bottom of the left panel.

Step 10: Click Save and display

- once all settings are done click Save and display. Then proceed to Edit Quiz part to add questions into examination course page.

Final Exam AKB300 Semester 2 2020/2021

Please answer all the questions.

Question Format: MCQ

Exam Duration: 1 hour

Start time: 9am

End time: 10am

Attempts allowed: 1

The quiz will not be available until Thursday, 25 March 2021, 9:00 AM

This quiz will close on Thursday, 25 March 2021, 10:00 AM.

Time limit: 1 hour

No questions have been added yet

Edit Quiz → **Edit quiz**

Back to the course

Add Questions option:

1. Create New Question
2. Random Question form Question bank categories
3. 3. Question Bank

EXAM SYSTEM [INSTRUCTOR]
VIEW AND DOWNLOAD EXAM
RESULTS & RESPONSES (QUIZ)

[INSTRUCTOR]

IMPORTANT!!

Please download and back-up the examination (Quiz) results and responses as soon as they are available

Step to View and Download
Exam's Results and Responses
(Quiz) (sample)

Click the examination course page link

INTEGRITY DECLARATION AND EXAM QUESTIONS

 Integrity Examination Declaration

Restricted Available from **24 March 2021, 3:20 PM**

 Final Exam AKB300 Semester 2 2020/2021

Restricted Not available unless:

- The activity **Integrity Examination Declaration** is marked complete
 - It is after **25 March 2021, 9:00 AM**
-