MOOC MIGRATION MANUAL

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JABATAN TEKNOLOGI PENGAJARAN, PEMBELAJARAN DAN INOVASI iNED UiTM
Contents
INTRODUCTION ........................................................................................................................................ 3
TERMINOLOGY ......................................................................................................................................... 4
PRE MIGRATION ......................................................................................................................................... 8
Create a folder in the desktop and name the file as > course code (e.g. BCM563) ......................... 8
Create course email (Gmail/ yahoo) ...................................................................................................... 8
Create account for ................................................................................................................................. 8
Copy and run the open learning URL provided in the list ..................................................................... 8
Create folders based on the number of chapters/modules in the learning activities .................... 9
Sign in to ; http://mooc.uitm.edu.my/v3/home/ .................................................................................. 9
Click MYMOOCS> SEARCH FOR DESIRED COURSE NAME > VIEW > COURSE SETTING > EDIT COURSE . 11
Click COURSE SETTING > EDIT COURSE .......................................................................................... 11
Click SUBMIT ........................................................................................................................................ 14
Create learning activities in myMOOC ................................................................................................ 15
MIGRATING HOMEPAGE ...................................................................................................................... 16
Create learning activities for HOMEPAGE ............................................................................................ 16
Divide your OL HOMEPAGE into sections to determine number of posts to create ..................... 18
Create POSTS ....................................................................................................................................... 20
Fill in the 1st Topic/ welcoming address > SUBMIT .......................................................................... 21
Create 2nd/ 3rd/ 4th POST > click +post ............................................................................................. 23
Other examples of HOMEPAGE ........................................................................................................... 23
MIGRATING CONTENT .......................................................................................................................... 25
Open OL MOOC > COURSE SETUP > CONTENT ................................................................................. 25
Create Learning Activities in MOOC.UiTM ............................................................................................ 26
Create Post ............................................................................................................................................ 27
Copying content to MOOC.UiTM ......................................................................................................... 28
Features in EDITOR FRAME ................................................................................................................... 29
Migrating text ....................................................................................................................................... 35
Migrating Images ................................................................................................................................... 36
Migrating Files ...................................................................................................................................... 39
Migrating Video .................................................................................................................................... 48
Migrating Links ..................................................................................................................................... 50
MIGRATING QUIZZES/ ACTIVITY ........................................................................................................ 51
Migrating multiple question with multiple question styles.................................................................55
TIPS AND TRICKS ..................................................................................................................................61
To ease migration process, use 3 separate browsers; .................................................................61
Align your browser side by side .................................................................................................................62
Use screen capturing tools .........................................................................................................................63
Use keyboard shortcut keys .........................................................................................................................64
INTRODUCTION

In line of becoming a vanguard in e-learning, Universiti Teknologi MARA (UiTM) have developed a new MOOC platform known as MOOC.UiTM (until further notice). To proliferate the use of MOOC in UiTM, it is decided that all MOOC’s developed in Open Learning to be migrated to the new platform.

Hence, this manual is created to assist MOOC developers to migrate MOOC’s that was developed in Open Learning to the new platform MOOC.UiTM.
TERMINOLOGY

1) COURSE SUMMARY:

The page students will see once they join the course. There are two version of Course Summary; 1) Content extracted from AIMS, and 2) Content inserted by developers. The former version can only be viewed by students that registered the course, meanwhile, the latter is for students outside of UiTM or UiTM students who did not formally register the course.

MOOC developers will be given an access to COURSE SETTING (refer the red box) which allows the developers to edit the content of the COURSE SUMMARY.
2) **LEARNING ACTIVITIES:**

Learning Activities refers to course content. It is divided into 3 types of content; 1) Introduction, 2) Learning Activities, and 3) Conclusion. If the content is developed as Introduction or Conclusion, there is no need to include Topic Learning Outcomes. However, if the content is regards as a Learning Activities, it is COMPULSORY to include a minimum of TWO topic learning outcomes.

Learning activities can be inserted by clicking the +LEARNING ACTIVITIES button (refer the red box).
3) POSTS

A post is where your content will be placed at. It is situated in the Learning Activities.

A post can be categorized either;

i. Content; May be in the form of TEXT, YOUTUBE VIDEO, PDF/PPT/WORD/EXCEL FILE, AUDIO OR IMAGES

ii. Assessment: Referring to MARKED ASSESSMENT

iii. Additional Materials: Refers to REFERENCES, LINKS or OTHER MATERIALS for references.

iv. Activity: May be in the form of DISCUSSION, QUIZ, UNMARKED TEST, etc.

v. Feedback: Refers to SURVEY distributed to the students. Usually placed in Conclusion or Introduction.

vi. Teaching Video: Applies to ORIGINAL VIDEO, videos created by developers himself/herself.

*Each post may constitute of 1 -2 category/type. Example; Content + Activity or Content + Teaching Video
At the end of each module, students are urged to conduct a self-reflection to measure your level of understanding on each topic. This course will be referring to the Malaysian Contract Act 1950 and similar acts.

At the end of the topic, you will be able to:
1. Define contract law and elements of contract
2. Distinguish elements of contract and terms of contract

<table>
<thead>
<tr>
<th>Type</th>
<th>Post Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td></td>
</tr>
<tr>
<td>Additional Materials</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Feedback</td>
<td></td>
</tr>
<tr>
<td>Tracking Video</td>
<td></td>
</tr>
</tbody>
</table>

Choose Files: No file selected

Add
PRE MIGRATION

Create a folder in the desktop and name the file as > course code (e.g. BCM563)

Create course email (Gmail/ yahoo)
Save the email address and password

Example
email : constructionlaw.uitm@gmail.com
password : constlaw@563
*optional but highly recommended to ease course planning and management

Create account for
a) h5p.org : https://h5p.org/
b) issuu : https://issuu.com/
c) YouTube
*use the same login id and password as the email you have created

Copy and run the open learning URL provided in the list
a) Login open learning
b) Click COURSE SETUP > CONTENT
Create folders based on the number of chapters/modules in the learning activities

Example: BCM563> Home

BCM563 > Chapter 1/ Chapter 2 etc.

*This will ensure ALL content (images/files/videos/audios) are safely stored.


id: <STAFF ID>

password: <iSTAFF PORTAL PASSWORD>
Click MYMOOCS > SEARCH FOR DESIRED COURSE NAME > VIEW > COURSE SETTING > EDIT COURSE

Click COURSE SETTING > EDIT COURSE
Fill COURSE INFORMATION, you can COPY (ctrl + c) and PASTE (ctrl+v) from open learning
i. MOOC Status:
   Change it to Online once migration is complete

ii. Course Description:
   Describe what the course is about and who is it for. If you already have it in OL MOOC, you may copy and paste it in the editor.
   *you may refer to OL MOOC (COURSE SETUP > GENERAL > COURSE LANDING PAGE)

iii. Cluster:
   Select the cluster the MOOC belongs to.

iv. Effort:
   Hours students should spend each week for him/her to complete their MOOC course.

v. Course Level:
   Select either: beginner/ intermediate/ expert

vi. Course Language:
   Select the language that will be used in the MOOC

vii. Transferrable Skills:
   Type in skills students will get if they complete the MOOC

viii. Promotional Video:
   Paste the URL
   *you may refer to OL MOOC (COURSE SETUP > GENERAL > PROMOTIONAL VIDEO)

ix. Introductory Video:
   Paste the URL
x. **Pre-requisite Course:**
   Select YES or NO. If the selection is YES, state the pre-requisite code.

xi. **Course Syllabus:**
   The syllabus was automatically extracted from AIMS. Fill in the editor if the MOOC have a different set of topics.

xii. **Assessment Breakdown:**
   The information was extracted from Aims, However, you are required to fill in the information for MOOC students.
xiii. Reading List
Information automatically extracted from AIMS, you may add more if needed.

xiv. Frequently Asked Questions
Mandatory to be filled, advisable to include FAQ such as:
   a) Who should enroll the course?
   b) Will I have access to the instructor if I have questions?
   c) How do I get more information about a course?
   d) Why should I register in MOOC List?
   e) Which class should I enlist on?
   f) Who does all the grading in a MOOC?
   g) What time zone applies to the deadlines in this class?
   h) Will I need any special software/ book/ tools for this class?
   i) Can I Get Credit at My University If I Take a MOOC?

xv. Group Class Setup
Technically, the list of classes will be extracted from SIMS, however you can assign facilitators to a specific class

Click SUBMIT

*Make sure to click submit to ensure retention of information
Create learning activities in myMOOC

NAVIGATION > LEARNING ACTIVITIES > MOOC LEARNING ACTIVITIES > +LEARNING ACTIVITIES
MIGRATING HOMEPAGE

Create learning activities for HOMEPAGE

i. Title
   Type; HOMEPAGE or HOME or GETTING STARTED

ii. Category
    Select Introduction

iii. Description
    Add description (if required)

iv. Learning Activities
    Select MOOC

Click SUBMIT
Divide your OL HOMEPAGE into sections to determine number of posts to create

WELCOME TO
INFORMATION AND COMMUNICATION TECHNOLOGY IN CONSTRUCTION COURSE

The role of the computer as a SUPPORT TOOL in professional engineering and appropriate information technology have significant potential to make the profession more EFFECTIVE and EFFICIENT. If professionals do not work to such improvements, the business will be operated by other organizations who have achieved new levels of performance by adoption of a new strong information technology strategy (Bhattacharya, 2001).

Hence, this course will allow learners to understand the use of INFORMATION AND COMMUNICATION TECHNOLOGY in enhancing efficiency of the construction project and the industry as a whole.

This course comprises of 2 MODULES

Overview of ICT in Construction Industry
Application Software for Construction Project

The course should be completed within 5 WEEKS time. However, you may complete it on your own phase.
We welcome **EVERYONE** who are interested to learn more on how ICT can be used in the construction industry.

**ICE BREAKING**

Introduce yourself in the **COMMENT SECTION** below and tell us any software you’ve used before.

---

**The original content was divided into 2 sections:**
1. **WELCOME!** and 2. **ICE BREAKING**
Create POSTS

Click on the LEARNING ACTIVITY (EG. + GETTING STARTED) > CLICK POST
Fill in the 1st Topic/ welcoming address > SUBMIT

i. Title
   Type; WELCOME

ii. Type
    Select Content

iii. Editor
    Ctrl C + Ctrl V your content

iv. Attachment
    Choose file if required

v. Tagging
    Insert tagging if required
END PRODUCT

WELCOME TO INFORMATION AND COMMUNICATION TECHNOLOGY IN CONSTRUCTION COURSE

The role of the computer as a SUPPORT TOOL in professional engineering and appropriate information technology has significant potential to make the profession more EFFECTIVE and EFFICIENT. If professionals do not work to such improvements, the business will be operated by other organizations who have achieved new levels of performance by the adoption of a new strong information technology strategy (Bhattacharya 2001).

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Application Software for Construction Project

The course should be completed within 5 WEEKS time. However, you may complete it on your own phase.

We welcome EVERYONE who is interested to learn more on how ICT can be used in the construction industry.
Create 2\textsuperscript{nd} / 3\textsuperscript{rd} / 4\textsuperscript{th} POST > click +post

**ICE BREAKING**

Introduce yourself in the COMMENT SECTION below and tell us any software you've used before.

File Attachment: No file attaches

For ICE Breaking your post type should be > ACTIVITIES

Other examples of HOMEPAGE

**EXAMPLE 1**
EXAMPLE 2

EXAMPLE 3

EXAMPLE 4
MIGRATING CONTENT

Open OL MOOC > COURSE SETUP > CONTENT

Identify the number of topics (Learning Activities) and subtopics (Posts) to create.

*To ease migration, advisable to VIEW PAGE of each sub topics.
Create Learning Activities in MOOC.UiTM

1. Click + LEARNING ACTIVITIES > TYPE TITLE > SELECT TYPE (LEARNING ACTIVITIES) > INSERT DESCRIPTION (IF REQUIRED) > INSERT TOPIC LEARNING OUTCOMES > SELECT MOOC > SUBMIT
Create Post
CLICK ON DESIRED LEARNING ACTIVITIES (EXAMPLE; +LAW OF CONTRACT; INTRODUCTION) > +POST > INSERT TITLE > SELECT POST TYPE > INSERT CONTENT > SUBMIT
Copying content to MOOC.UiTM

The editor frame will hold your course content.
## Features in EDITOR FRAME

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>IMAGES</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) CUT; PASTE; COPY; PASTE AS PLAIN TEXT; PASTE FROM WORD; UNDO AND REDO</td>
<td><img src="image1.png" alt="Images" /></td>
<td><em>To expedite migration process use KEYBOARD SHORTCUT KEY:&lt;br&gt;- SELECT ALL: CTRL + A&lt;br&gt;- COPY: CTRL + C&lt;br&gt;- PASTE: CTRL + V&lt;br&gt;- CUT: CTRL + X&lt;br&gt;- UNDO: CTRL + Z&lt;br&gt;- REDO: CTRL + Y</em></td>
</tr>
<tr>
<td>2) SPELL CHECK</td>
<td><img src="image2.png" alt="ABC" /></td>
<td>This feature allows developer to conduct spell check while typing.</td>
</tr>
<tr>
<td>3) LINK AND UNLINK; ANCHOR</td>
<td><img src="image3.png" alt="Link" /></td>
<td>Insert Link</td>
</tr>
<tr>
<td>4) IMAGE</td>
<td><img src="image4.png" alt="Image" /></td>
<td>Use to paste images obtain directly from websites/google.</td>
</tr>
</tbody>
</table>
5) **MATH**

Use to insert LaTeX/Mathematics

```
\[
x = \frac{a \pm \sqrt{b^2 - 4ac}}{2a}
\]
```

6) **TABLE**

Create table

<table>
<thead>
<tr>
<th>Rows</th>
<th>Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Columns</th>
<th>Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Headers</th>
<th>Cell Spacing</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Border size</th>
<th>Cell Paddng</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alignment</th>
<th>Caption</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;not set&gt;</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>7)</strong> INSERT HORIZONTAL LINE</td>
</tr>
<tr>
<td><strong>8)</strong> INSERT SPECIAL CHARACTERS</td>
</tr>
<tr>
<td><strong>9)</strong> SMILEY</td>
</tr>
<tr>
<td><strong>10)</strong> IFRAME</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>---</td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>12) DOCUMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insert link for the documents (pdf/pptx/exe/wrd)</td>
</tr>
<tr>
<td></td>
<td>Document settings</td>
</tr>
<tr>
<td></td>
<td>Settings</td>
</tr>
<tr>
<td></td>
<td>Select the document</td>
</tr>
<tr>
<td></td>
<td>Link</td>
</tr>
<tr>
<td></td>
<td>Width: 710</td>
</tr>
<tr>
<td></td>
<td>OK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>13) YOUTUBE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insert URL for the video that you would like to include in your content</td>
</tr>
</tbody>
</table>
14) IMAGE

Upload an image from your file to editor

15) INSERT EQUATION

Create your equation

16) MAXIMIZE

If the editor frame is too small, maximize the view by clicking the maximize feature
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>17) SOURCE</strong></td>
<td><strong>18) PREVIEW</strong></td>
<td><strong>19) PRINT</strong></td>
</tr>
<tr>
<td>Use to embed files/websites using the embed code</td>
<td>To view the content</td>
<td>Print the content that you have created.</td>
</tr>
<tr>
<td><strong>20) BASIC EDITOR</strong></td>
<td><strong>WORS</strong></td>
<td></td>
</tr>
</tbody>
</table>

![Basic Editor Tools](image-url)
Migrating text

Text from OL can be migrated just by COPY and PASTE to MOOC.UiTM

1) COPY text from OL (Ctrl +C)

2) Paste text to MOOC.UiTM (Ctrl +V)

3) Click SUBMIT/ SAVE button
Migrating Images

Images cannot be Copied and Paste from OL to MOOC.UiTM

1) **Right CLICK + SAVE AS** selected image
2) If the image is saved as TRANSFORM > ALL FILES, you are required to RENAME AND ADD (.PNG) before downloading.
3) Upload the image to MOOC.UiTM

IMAGE > CHOOSE FILE > SELECT FILE > OK

END PRODUCT
Migrating Files
Files can be placed in the form of ATTACHMENT or EMBED THE FILE IN FRAME EDITOR

ATTACH FILES

1) Download file
2) Open desired topic

3) Attach File

ATTACHMENT > CHOOSE FILE > SELECT FILE > OPEN
4) Submit / Save
Embed Files
MOOC.UiTM does not have a file preview feature. However, this can be achieved through 3rd party tools.

Listed are some tools you can opt for:

i. ISSUU
ii. Youblisher
iii. Flipsnack

1) Create an Account for any of the tools (this manual will be using ISSUU)
2) Upload file (only PDF file can be uploaded here)

SELECT FILE TO UPLOAD > TYPE IN TITLE > WAIT UNTIL CONVERTING PROCESS COMPLETES > PUBLISH NOW
3) Copy Embed code

CLICK VIEW LIVE > SHARE > COPY EMBED CODE
4) Embed file to MOOC.UiTM

SELECT DESIRED TOPIC > SOURCE > PASTE EMBED CODE (CTRL+V) > SOURCE

5) Resize iframe

DOUBLE CLICK iframe > WIDTH 1000 & HEIGHT 600 > ENABLE SCROLL BAR > OK
6) Submit or Save
Migrating Video

MOOC.UiTM only allows videos from YouTube to be uploaded into the frame editor. Therefore, it is advisable for developers to create a YouTube channel.

1) Copy URL of the desired YouTube video

https://www.youtube.com/watch?v=4jDWaZyWMBtG&feature=youtube
2) Open MOOC.UiTM> Select desired topic

YOUTUBE > PASTE YOUTUBE URL > RESIZE 1000 x 600 > OK
3) Submit or Save

Migrating Links
Similar to text, migration of LINKS from OL to MOOC.UiTM can be done by COPY and PASTE.
MIGRATING QUizzes/ ACTIVITY

Quizzes/ Activity have to be redesign in a 3rd party tools. Recommended Tools are;

i. **H5p.org**
   Requires developer to sign up. It is easy to use and provide a polish and professional look. It offers not only quiz maker but also presentation and games.

![H5p.org](image)

ii. **Classtools.net**
   Does not require registration, however one must include a code upon saving any quiz/activity. It is important to save the URL for each activity as it is nearly impossible to search the activity in classtools.

![Classtools.net](image)
Table below shows the tools equivalent to quiz widget in OL

<table>
<thead>
<tr>
<th>OL QUIZ WIDGET</th>
<th>TOOLS</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Matching</td>
<td>CLASSTOOLS.NET</td>
<td>DUSTBIN GAME GENERATOR</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Limited to max 4 categories only</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drag and drop each statement to the correct “bin”.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The quicker you are, the better your score!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dustbin Game Generator Students have to drag and drop answers into the correct “bin”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>H5P.ORG</td>
<td>DRAG AND DROP</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Requires to create image of categories</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drag and Drop Task: Create drag and drop tasks with images</td>
</tr>
<tr>
<td>Crossword Puzzle</td>
<td>CLASSTOOLS.NET</td>
<td>CROSSWORD GENERATOR</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Simple crossword puzzle maker</em></td>
</tr>
<tr>
<td>Fill in the blanks</td>
<td>H5P.ORG</td>
<td>FILL IN THE BLANKS</td>
</tr>
</tbody>
</table>
### Match it

*Both Classtools and H5P did not have this feature.*

<table>
<thead>
<tr>
<th>Match it</th>
<th>CLASSTOOLS.NET</th>
<th>DRAG AND DROP QUIZ MAKER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="Drag and Drop Quiz Maker" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H5P.ORG</th>
<th>DRAG THE WORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Drag the Words" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Multiple Choice</th>
<th>H5P.ORG</th>
<th>MULTIPLE CHOICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><img src="image" alt="Multiple Choice" /></td>
</tr>
</tbody>
</table>

### Fill in the Blanks

Create a task with missing words in a text.
<table>
<thead>
<tr>
<th>Single Choice Set</th>
<th>Essay</th>
<th>Random Selector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create questions with one correct answer</td>
<td>Create essay with instant feedback</td>
<td></td>
</tr>
</tbody>
</table>
### Checklist

<table>
<thead>
<tr>
<th><strong>H5P.ORG</strong></th>
<th><strong>QUESTIONNAIRE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="Questionnaire" /></td>
</tr>
</tbody>
</table>

Create a questionnaire to receive feedback.

---

**Migrating multiple question with multiple question styles**

To migrate several questions with different styles (example; multiple choice and true/false) it is advisable to use QUESTION SET in H5P.org

1) This set comprises of several multiple choice questions and 2 true/false questions.
2) **LOGIN TO H5P.ORG > MY ACCOUNT > QUESTION SET**

**Quiz (Question Set)**

Create a sequence of various question types

3) **Fill in the information**

- **Title**
  - Module 5, Quiz 5

- **Background Image**
  - Optional background image for the question set.
  - Note: To avoid abuse, H5P.org has limited file size on uploads to 10 MB. To use larger images you must install H5P on your web site.

- **Progress indicator**
  - Question set progress indicator style.
  - Dots

- **Pass percentage**
  - Percentage of total score required for passing the quiz.
  - 50

- **Questions**
4) Select question type: MULTIPLE CHOICE, DRAG AND DROP, FILL IN THE BLANKS, MARK THE WORDS, DRAG TEXT OR TRUE FALSE QUESTION

5) Fill in the question and answer by following the instruction provided
6) Check the setting and CLICK SAVE

- **Randomize questions**
  - Enable to randomize the order of questions on display.
  - Number of questions to be selected.
  - Create a randomized batch of questions from the total.

- **Finished**
  - Settings for "Check", "Show solution" and "Retry"
  - Text overrides and translations

- **H5P Options**
  - Display buttons (download, embed and copyright)
  - Download button
  - Embed button
  - Copyright button

- Save  Delete
7) Click **EMBED > COPY EMBED CODE**

**MODULE 5; QUIZ 5**

New to HSP? Read the **installation guide** to get HSP on your own site.

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8) PASTE embed code at MOOC.UiTM using SOURCE > SUBMIT/SAVE

9) END PRODUCT
TIPS AND TRICKS

To ease migration process, use 3 separate browsers:

1) OL

2) MOOC.UiTM
3) 3rd Party Tools

Create Interactive content

H5P.org provides a free service for trying out H5P before installing it on your own site or signing up for H5P.com. Be aware that all test content created on H5P.org is publicly available.

Select content type:
- Create Content
- Upload

Search for Content Types

All Content Types (19 results)
- Show Recently Used First / Newest First / A to Z

Quiz (Question Set)
Create a sequence of various question types

Fill in the Blanks
Create a task with missing words in a text

Drag the Words
Create text-based drag and drop tasks

Choose Choice Set

Align your browser side by side
Use screen capturing tools.
Use keyboard shortcut keys.

**BASIC SHORTCUT KEYS**

- **Alt + F**: File menu options in current program
- **Alt + E**: Edit options in current program
- **F1**: Universal help (for all programs)
- **Ctrl + A**: Select all text
- **Ctrl + X**: Cut selected item
- **Shift + Del**: Cut selected item
- **Ctrl + C**: Copy selected item
- **Ctrl + Ins**: Copy selected item
- **Ctrl + V**: Paste
- **Shift + Ins**: Paste
- **Home**: Go to beginning of current line
- **Ctrl + Home**: Go to beginning of document
- **End**: Go to end of current line
- **Ctrl + End**: Go to end of document
- **Shift + Home**: Highlight from current position to beginning of line
- **Shift + End**: Highlight from current position to end of line
- **Ctrl + ←**: Move one word to the left at a time
- **Ctrl + →**: Move one word to the right at a time

**BEST OF LUCK**