

Archiving a Möbius Exam for RAMS

As mandated, Exams should be stored on RAMS. The director of First Year (Jonathan Kress) has suggested that we archive a variation of the exam and the course module file that can be used to recreate the exam. According to Hilda Cahya, this has been proposal accepted by the Exams Unit.

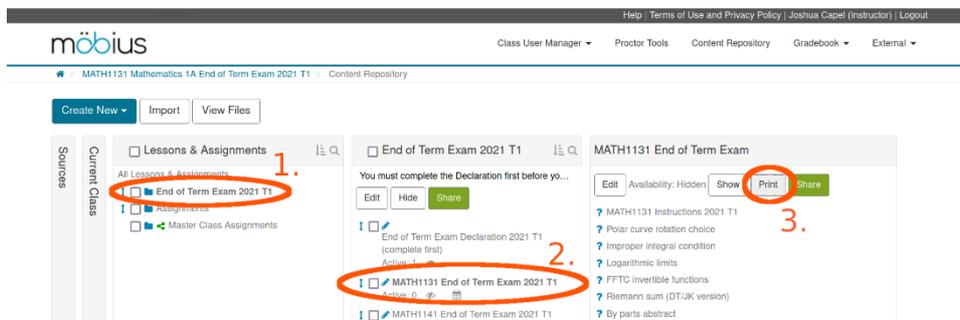
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Step-by-Step instructions (with pictures)

1. Create a printout of the exam as an example

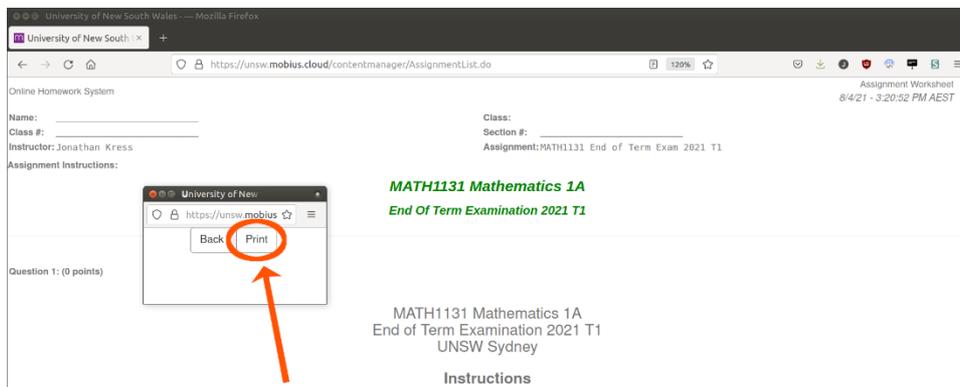
Navigate to your exam in the content repository and click print.

1. Select the correct Unit
2. Select the correct "assignment" (i.e. your exam)
3. Click "Print".



This will give you a plain text version of the exam that can be printed to pdf.

Click print and save to a pdf.

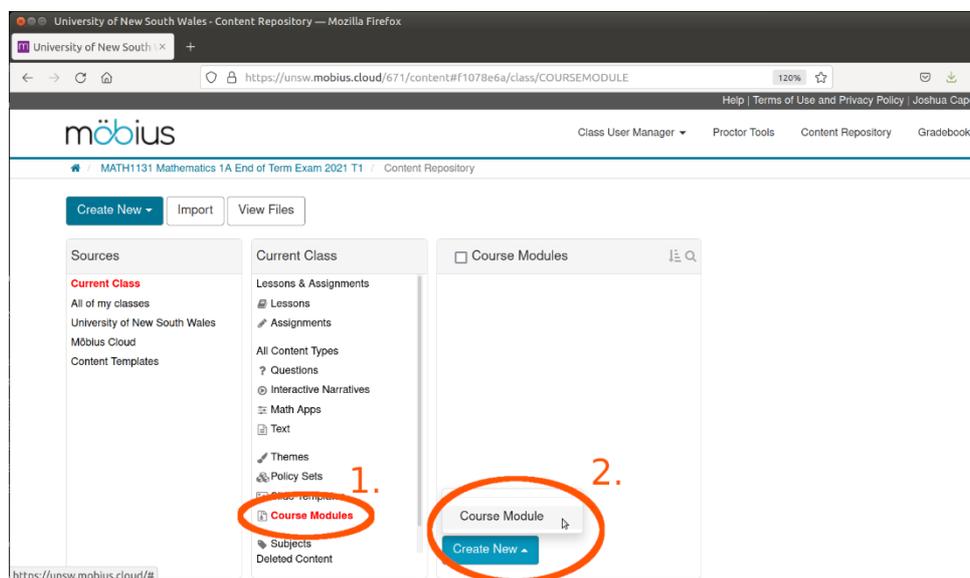


2. Export your exam in a course module

There is a quick and dirty way to export your exam, but the instructions below are the recommended way to export your material (this will preserve the structure of your question database).

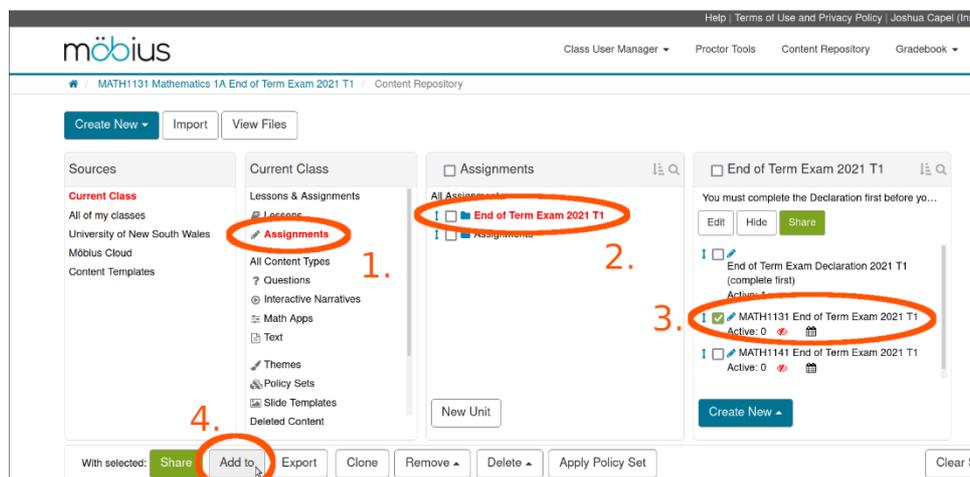
Create a new Course Module in the content repository.

1. Go to the 'Course Modules' in your Current Class.
2. Create a new course module.
3. Give your course module a name (not pictured below).



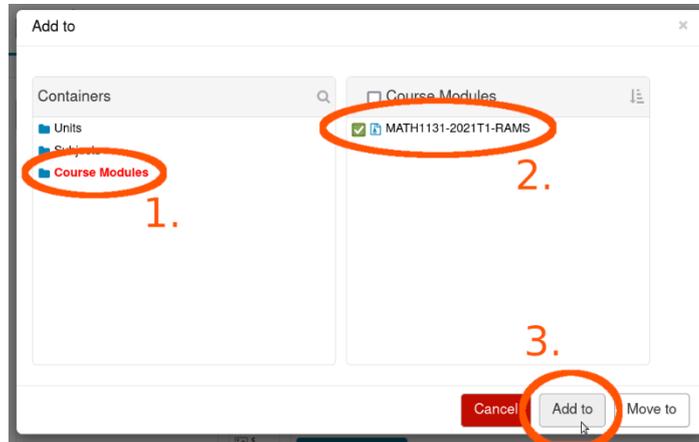
Add your "assignment" to the repository.

1. Go to the assignments.
2. Find the unit containing your exam.
3. Select your exam.
4. Click 'Add to' so it can be added to the Course Module you created (see next step).



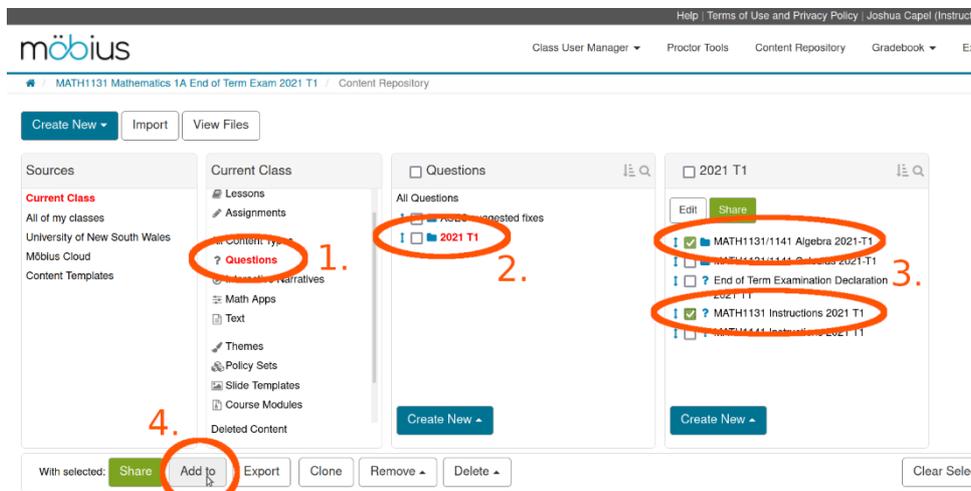
Add your exam to the Course Module you created.

1. Select the 'Course Modules' contained.
2. Select the course module you just created (using the checkbox)
3. Click 'Add to' to add this exam to the course module.



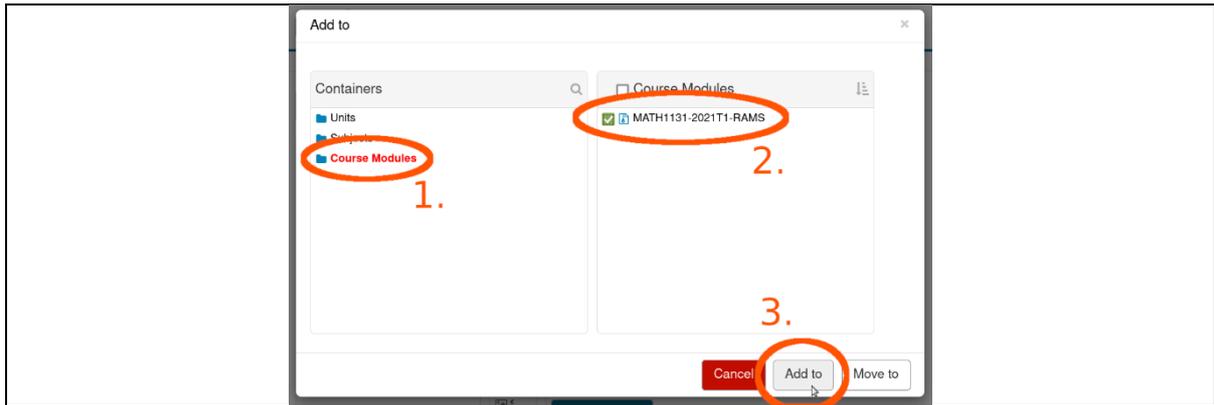
Add your question database to the repository.

1. Go to the Questions.
- 2+3. Select the Question group(s) you want to add.
4. Click 'Add to' so you can add your question group(s) to the course module you created (see next step).



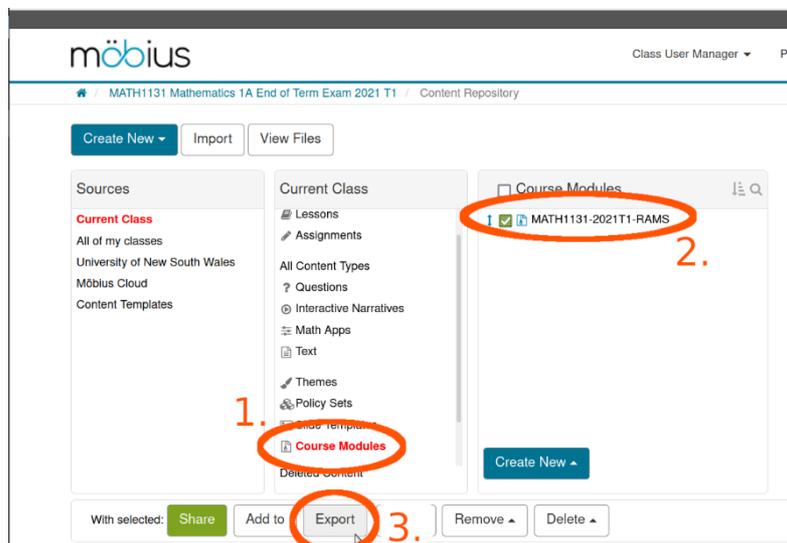
Add your question groups to the Course Module you created.

1. Select the 'Course Modules' contained.
2. Select the course module you just created (using the checkbox)
3. Click 'Add to' to add these to the course module.

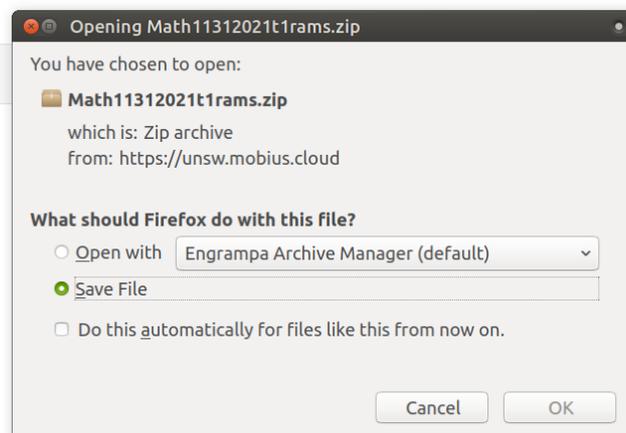


If you have added everything you wanted to the course module you can now export it.

1. Go to the Course Modules.
2. Select your Course Module.
3. Click Export to export a zip file containing your Exam.



Save your file.



3. Double check your material

It is impossible to make anything fool- proof because fools are so ingenious.

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This process will automatically grab any material (images, videos, etc..) that are needed for the questions. However (as this author has learnt), this can fail if you have been very ingenious and used randomised URLs for your images.

It is recommended you import this module into an empty class and do a dry run of the exam to make sure all the material was transferred into the course module.