

## TUTORIAL MEMBUAT SOAL LATIHAN (IMPORT DARI WORD KE ELEARNING)

(untuk course creator)

- 1. Buatlah soal Latihan di M. Word dengan format seperti di bawah ini.
  - TULIS Judul dan jenis tugas diatas
  - Pemberian nomer dan pilihan menggunakkan Numbering
  - Rumus menggunakan Equation
  - Gambar harus dalam pilihan in line with text
  - Tulis ANS: Jawabannya di bawah pilihan ganda (contoh ANS: A)





2. SAVE AS DENGAN TYPE RICH TEXT FORMAT (RTF)

File name:	QUIZ IMPORT	~
Save as type:	Rich Text Format	~
Authors:	SIT DARBI Tags: Add a tag	
∧ Hide Folders	Tools Save Cancel	

3. Kemudian jalankan aplikasi ExamView Import Utility



4. Klik next sampai muncul seperti gambar di bawah ini.

ExamView Impo	rt Wizard	×
**	Step 1: Highlight the RTF files in the top list that you want to import, and click the Select button. The files you select will appear in the lower list. When the lower list shows all the files you want to import, click the Next button.         Image: Comparison of the top list that you want to import, and click the Next button.         Image: Comparison of top list that you want to import, and click the Next button.         Image: Comparison of top list that you want to import, and click the Next button.         Image: Comparison of top list that you want to import, and click the Next button.         Image: Comparison of top list that you want to import, and click the Next button.         Image: Comparison of top list the top list that you want to import, and click the Next button.         Image: Comparison of top list the top list that you want to import, and click the Next button.         Image: Comparison of top list the top list t	
	c:\examview\banks          C:\examview\banks         C:\examview\banks         C:\examview\banks         C:\examview\banks	<b>b</b>
e	learning.darulabi	din.com



5. Selanjutnya kita cari **Folder** tempat kita menyimpan file soal latihan (word) yang sudah dalam bentuk RTF dengan cara klik icon dibawah ini.



6. Akan muncul seperti ini. (pilih Folder tempat menyimpannya saja) – klik Select





7. Klik File-nya dan kemudian klik select sehingga file pindah ke bawah



10. Kemudian klik Next



11. Saat muncul seperti ini klik next. (tidak perlu mengubah settingan di bagian ini)



12. Selanjutnya silakan ubah untuk bagian ini (jika sudah silakan klik **Next**)

ExamView Import \	Vizard X	
	Step 3: Set the fonts and styles to be used for the question banks. The fonts selected will not affect the questions already in the RTF files, but will apply only to new questions.         Question Bank Fonts         Set       Question bank title         Times New Roman, 13 pt. Bold         Question number style:       1.         Answer choice style:       A.         Show choices for TruerFase and Yes/No         Multiple Choice         Image: Use columns         No columns (conserve paper)         Choice sequence:         A b c d e	<b>b</b> i
<u>H</u> elp	< <u>B</u> ack <u>N</u> ext > E <u>x</u> it	n.com



13. Untuk settingan selanjutnya klik next sampai ada menu finish dan klik finish sehingga muncul seperti gambar di bawah ini.



14. Tutup tampilan tersebut. (close x)





# Lanjut ke Langkah Export

\_\_\_\_\_

\_\_\_\_\_

15. Buka file soal Latihan yang sdh di export ( .bank Exam)

📙   🛃 🤿 🗧 TEST SOAL						
File Home Share View						
Pin to Quick Copy Paste Pin to Quick Copy Paste Paste shortcut	Move Copy to * to *	New item •	Properties	it Select all	ection	
Clipboard	Organize	New	Open	Select		
$\leftarrow \rightarrow \checkmark \uparrow \checkmark$ This PC $\rightarrow$ Desktop $:$	TEST SOAL Sesu	ai Folder ya	ang dib	uat di aw	a	
📌 Quick access	Name P test soal	Date 8/10	e modified 0/2020 8:50 AM	Type ExamView Bank	Size 303 KB	
Downloads Documents	*	0/4/	2020 10:55 AM	Kich lext romat	2,031 KB	
Elearning	A	∖ buka file Klik 2 x	e yang i	ni.		
gametk TUGAS BU ENDAH						

16. Akan muncul seperti gambar di bawah ini.

📀 test soal.bnk - ExamView Question Bank Editor	-		<
File Edit View Question Help			
🗋 🚵 🛃 🔑 🎉 💖 🔜 🛍 🛤 🧕 100% 🗸 🦹			
		ו	^
SOAL PAI KELAS 6			
MULTIPLE CHOICE			
Ini adalah penggalan QS? حُرَمَتْ عَلَيْكُمُ الْمَيْنَةَ وَالدُمْ وَلَحْمُ الْجَنْزِيرِ وَمَا أَهِلُ لِغَيْرِ اللهِ بِهِ			
A. Al-Ma'idah Ayat 3 C. Al-Ma'idah Ayat 5			
B. Al-Ma'idah Ayat 4			
ANS: A PTS: 1			
2. Ketentuan umum dan umum dari Allah di sebutkan. $(x + a)^n = \sum_{k=0}^n {n \choose k} x^k a^{n-k}$			
A. Qadar C. Qadha			
B. Iman			
ANS: C PTS: 1			
			v
		>	
	Que	stion bank title	
New Loit Delete	rotal quest	ions in bank: 3	



17. Kemudian Export ke mode Blackboard 6.0-7.0 seperti gambar di bawah ini.



Tim elearning SIT Darul Abidin



#### 19. Kemudian isi nama soal latihannya dan klik Ok.

Export to Blackboard	6.0-7.0		$\times$
	This export forma Pool Informatio	at creates a pool package that you import using Blackboard's Pool Manager. n	
AND	Name:	soal-test	
	Description: (optional)	Nama soal 🗘	
	Formatting:	HTML without default fonts $\sim$	
	Feedback:	Use ExamView Rationale V	
Bb	Image Directory IMPORTA Directory N	NT: Select a name that is unique for this question pool.	
PART IN CALERA	Help	OK Cancel	

- 20. Jika sudah silakan close semua (file Latihan soalnya)
- 21. Maka akan muncul file seperti ZIP/WinRAR di Folder tempat menyimpan Latihan soal seperti gambar di bawah ini.

📙   🛃 🤿 🗧   TEST SOAL			
File Home Share View			
Image: Pin to Quick access     Copy path       Pin to Quick access     Paste	Move Copy to * Copy	New folder	oen ∞ it story
Clipboard	Organize	New Open	
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\Rightarrow$ This PC $\Rightarrow$ Desktop $\Rightarrow$	> TEST SOAL		
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>Elearning</li> <li>TEST SOAL</li> <li>TUGAS BU ENDAH</li> <li>USER</li> </ul>	Name Soal-test test soal test soal	Date modified 8/10/2020 9:32 AM 8/10/2020 8:50 AM 8/4/2020 10:33 AM	Type WinR Exam Rich



## Lanjut UPLOAD Ke Elearning

\_\_\_\_\_

\_\_\_\_\_\_

22. Silakan Login dan lanjutkan membuat WS/Soal sampai Langkah Add an Activities and Resources seperti gambar di bawah ini.





25. Akan muncul menu di sebelah kanan seperti gambar di bawah ini.

			🌲 🍺 Admin Aris Sulaim	an 췕 🗸
		Edit 🔻	ADMINISTRATION	<b>⊕≎</b> ∽
mainkan Game Ing digunakan /er. 🖋	Edit 🔻 着		<ul> <li>Course administration</li> <li>Edit settings</li> <li>Course completion</li> </ul>	
	Add an activity or re	source	<ul> <li>&gt; Users</li> <li>Tilters</li> <li>&gt; Reports</li> </ul>	
		Edit 👻	Cradebook setup	
	Edit 👻		Backup	
	Edit 💌	$\checkmark$		
	Edit 🔻	$\checkmark$	Copy course	
	Edit 💌		Reset	
	Edit 🔻		> Question bank	
	Edu -	_		

26. Kemudian Klik menu Question bank – Import seperti gambar di bawah ini.



# E-Learning SIT Darul Abidin

27. Kemudian pilih Blackboard pada settingan File Format seperti gambar di bawah ini.



28. Untuk dibagian General ubah seperti gambar di bawah ini.



29. Kemudian import file (yang bentuk ZIP/WinRAR)

		* 2	
FILE PICKER		© Open	×
		← → ∽ ↑ 📙 « Desktop → TEST SOAL	✓ ひ Search TEST SOAL 🔎
The Content bank		Organize 👻 New folder	III 🕶 🔟 🚱
< Server files		Downloads * Name	Date modified Type
m server mes	Assachment	Documents     Soal-test     Pictures     Pictures	8/10/2020 9:32 AM WinRAR 2 8/10/2020 8:50 AM ExamView
Recent files	Attachment	Elearning	8/4/2020 10:33 AM Rich Text
Upload a file	Choose File No file chosen	E TEST SOAL	
🖎 URL downloader	Save as	USER	
m Private files		<ul> <li>OneDrive</li> </ul>	$\mathbf{X}$
() Wikimedia	Author	This PC	
	Admin Aris Sulaiman		*
	Choose licence ?	File name: soal-test	Open Cancel
	Licence not specified	*	
		Upload this file	NTACT US 11. Karer Hijau No ca A. Reiji, Kora

E-Learning SIT Darul Abidin

#### 30. Kemudian klik Import seperti gambar di bawah ini.

Import	Choose a file
	soal-test.zip
	Import

#### 31. Selanjutnya klik Continue

Questions	Categories	Import	Export	
Parsing ques	tions from impo	ort file.		×
Importing 3 o	questions from	file .	tergantung	×
1. [mcoo1-1.jpg]	Ini adalah peng	galan QS?	jumlah soal	
<b>2</b> . Ketentuan um	um dan umum	dari Allah di	ebutkan. ([mcoo2-1-jDg]	
<b>3</b> . [mcoo3-1.jpg]	Gambar Apaka	h ini?		
			Continue	

32. Kemudian atur settingan dan klik Move to seperti gambar di bawah ini





33. Selanjutnya kli menu judul **WS** yang kita buat.





## Lanjut ke Langkah Membuat Quiz

\_\_\_\_\_

\_\_\_\_\_

#### 34. Klik Add an Activity or Resource dan pilih Quiz



35. Atur Settingan Nama – tanggal untuk Quiznya dan JANGAN LUPA DI BAGIAN ACTIVITY COMPLETION atur seperti gambar di bawah ini.

🚽 ADDING A NE	EWQU	IZ TO GAME FLA	\SH	- TKA <sup>®</sup>			
▼ General							Expand all
Name	0	tes Quiz					
Description		I A- B I			\$ 🖬 🖬	) 🔮 🍽 🖄 H+P	
<ul> <li>Activity completion</li> </ul>	etion						
Completion tracking	0	Show activity as complet	e when a	conditions at 🗘			
Require view	(	Student must view thi	s activit	y to complete it	-		
Require grade		Student must receive a	a grade	to complete this a	ctivity 🝞		
Require passing grade	0	□ Require passing grade	🗌 Or	all available atter	npts completed		
Expect completed on	0	10	¢	August	÷	2020	÷
		11	\$	00	÷	🋗 🗆 Enable	

36. Kemudian klik **SAVE AN DISPLAY**.



37. Selanjutnya klik menu EDIT QUIZ seperti gambar di bawah ini.

TES QUIZ		<b>Q</b> -
	Grading method: Highest grade	
	No questions have been added yet	×
	Edit quiz Back to the course	

38. Atur settingan seperti gambar di bawah ini.

ve
Maximum grade 100.00 Save
Total of marks: 0.00
Shuffle 😯
Add 🗸
50

39. Kemudian klik menu Add – From Question Bank

EDITING QUIZ: TES QUIZ <sup>®</sup>	
Questions: o   This quiz is open	Maximum grade 100.00 Save
Repaginate Select multiple items	Total of marks: 0.00
ø	□ Shuffle Add ▼
	<ul> <li>a new question</li> <li>from question bank</li> <li>a random question</li> </ul>

# elearning.darulabidin.com



40. Selanjutnya cari kategori/ rumah soal Latihan yang tadi kita buat.



#### 41. Pilih seluruh soal kemudian klik Add selected questions to the quiz



42

EDITING QUIZ: TES QUIZ Questions: 3   This quiz is open Repaginate Select multiple items FAGE 1 PAGE 1 PAGE 2 Cambar Apakah ini? (mcoo3-1.jpg) Gambar Apakah ini? PAGE 2 Add ~
Questions: 3   This quiz is open Maximum grade 100.00 Save Repaginate Select multiple items Total of marks: 3.0 PACE 1 edit soal PACE 1 Add PACE 2 Add Add PACE 2 Add Add PACE 2 Add Add PACE 2 Add Add PACE 1 Add PACE 2 Add PACE
Repaginate Select multiple items     Total of marks: 3.0     Disa        PACE 1     edit soal     Add *     Add *     Add *
PACE1     edit soal       PACE1     Add ~       PACE2     Add ~
PAGE 1 Add ▼ ↑ 1 E to Cambar Apakah ini? [mcoo3-1.jpg] Gambar Apakah ini? PAGE 2 Add ▼
PAGE 2 Add 🔻
🕂 2 🗄 🔅 Ini adalah penggalan QS? (mcoor-1.jpg) Ini adalah penggalan QS? 🤤 📋 1.00 🖋
PACE3 Add -
🕂 3 🗄 🕸 Ketentuan umum dan umum dari Allah disebutkan. (Ketentuan umum dan u 🍳 🛍 1.00 🖋
Add 🛩

## TERIMA KASIH.

### **SEMOGA BERMANFAAT**