How to take an online assessment on ELS
All MSBM final assessments will be asynchronous and students will be allowed a number of days to complete these. The duration will be specified by the lecturer but all are expected to be completed within 2-5 days.

All assessments will be administered through the online system and this will be used to track your submissions.

Detailed instructions will be stated on your examination papers so please ensure that you carefully follow the instructions provided.

This document is broken down into the following sections:

• About ELS
• Accessing the assessment
• Doing the assessment
• Answering a multiple choice question
• Answering a structured question
• Quiz Navigation
• Submitting an Assessment
About ELS
ELS or Executive Learning Suite, is our main platform that handles content management and sharing for our postgraduate programmes.
Sections of ELS
Accessing the assessment
1. Log into ELS Platform

Enter your username (id number) and password.

Click on the “Log In” button
2. Select Course...

After successfully logging into ELS you will see a list of courses for which you are currently assigned to.

Select the course whose assessment you would like to begin by clicking on the associated link.

(Please consult your timetable for assessment schedules)
3. Select the “Assessment” option

You are now in the course’s container. Each container holds pertinent course information, such as notes, outlines and assessments, to be accessed by the student.

Locate the Assessment Topic, which may not be at the top of the list. Please note that a single assessment may contain multiple links that corresponds to different sections of the assessment.
4. Start assessment

After clicking on the corresponding link for the assessment, you will be brought to an Information Screen that gives important instructions to be followed in order to successfully complete the assessment.

Be sure to pay keen attention to the instructions given.

Once ready click the “Attempt Quiz Now” button at the end of the instructions to start the assessment.
Doing the assessment
A Little Bit About ELS Assessments

An assessment is simply a combination of questions to be answered by the student. Our ELS platform supports two main types of questions, namely:

- Multiple Choice Questions (MCQ)
- Structured Questions (written response)

A single assessment may be divided into multiple sections, with each section being comprised of a single type of question.
Answering a multiple choice question
Questions may be loaded one at a time, or a page at a time (i.e. multiple questions on a single page).

To answer a multiple choice question you simply need to select the option that corresponds to the desired answer.

To move to the next question, click the “Next” button located a bit below the question window.
Answering a structured question
Structured Questions

At the beginning of a section that contains short answer/essay questions you may see a link to download the question paper.

This may be used as reference, if you choose to complete the assessment offline.
Structured Questions

There are two ways to respond to a structured question.

1. You may type the response directly into the area provided.
2. You may use a separate application, such as Word or Excel, and upload the file that contains the response.
3. Instructions will be provided on each examination paper.
Uploading a File...

There are two ways to upload a saved file from another application that contains your response.

1. You may drag and drop the file in the area highlighted.
2. You may use the file picker and select the file that you had previously saved.
Quiz Navigation
Quiz Navigation

The Quiz Navigation window is located to the top right of the Assessment Screen and may be used to navigate between questions.

However, some multiple choice sections may not allow you to change the order in which questions are attempted.
Flagging a question

You may flag a question that you want to revisit at a later time. Flagged questions are specially indicated in the Quiz Navigation Window.
Quiz Navigation Key

- A flagged question is shown with a red triangle at the top right.
- Questions on the current page are shown with a thicker border.
- After viewing a description, it is shown with the bottom half grey.
- After saving an essay question, it is shown with the bottom half grey.
- A dependent question is shown in grey with a padlock icon.
Submitting an Assessment
Submitting an Assessment

To finish an assessment, click on the “Finish Attempt...” link located in the Quiz Navigation Window

OR

You may click “Next” on the last page of an assessment.

This brings up the “Summary of Attempt” Page.
Summary of Attempt Page

This page allows you to review all questions answered and alerts you to questions not yet attempted.

You may click on any question page number or the "Return to attempt" button to go back to the quiz. You cannot go backward for MCQs.

If you are finished, click on the "Submit all and finish" button to submit your attempt. A popup will appear, informing you that you can no longer change your answers; confirm it and your submission is complete.
... and you’re done!!!
Saving Progress...

If you want to save your current progress and continue the assessment at a later time, click "Finish attempt". When you return to continue the assessment, ELS will remember which page you were on and allow you to continue from there.
If ELS detects that you have lost internet connectivity, and the Quiz’s autosave feature is enabled, a warning message is displayed, prompting the student to make a note of recent responses.
If anything in this document is unclear, please contact your Programme Coordinator.

GOOD LUCK!!!