

PHILIPS

IntelliSite

Education Suite

Tutor

Philips Tutor v 6.0.0

English

EQA Quick Guide

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Introduction

From within the Tutor application there are two areas from which you can add an EQA study:

1. 'Manage Content'
2. 'Manage Tests'

In order to add an EQA Study from the 'Manage Content' tab, you can either hold a user role of 'Manager' or 'User'.

In order to add an EQA Study from the 'Manage Tests' tab, you must hold a user role of 'Manager'.

For specific steps on how to add a study from each of the above, please see the instructions on the following pages.

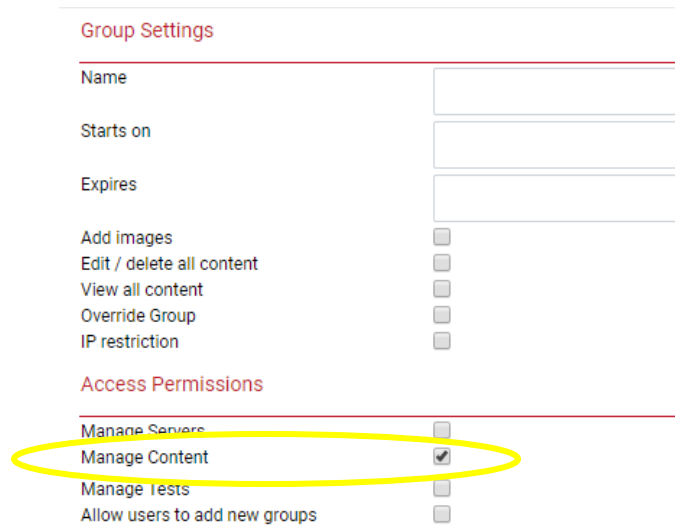
Please note, within the context of the VIRMILK deployment, most University of Copenhagen users hold the user role of 'User', so they can add EQA studies from the 'Manage Content' tab. For the limited users who hold a 'Manager' role, they can add EQA studies from either the 'Manage Content' or 'Manage Tests' areas.

1. Adding EQA Studies

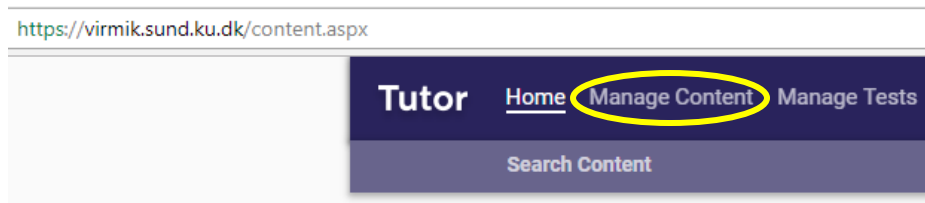
1.1. From 'Manage Content'

Please follow the steps below to successfully add an EQA – *this can be executed as a **user or manager***:

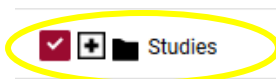
- Log into <https://virmik.sund.ku.dk/> as a user:
 - this user must be in a group with the 'Manage Content' permission enabled



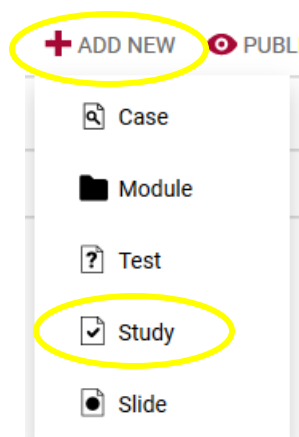
- the group must have 'Write' permission to at least one module/case
- Click on the 'Manage Content' tab from the top menu panel



- Select the checkbox beside a module/case



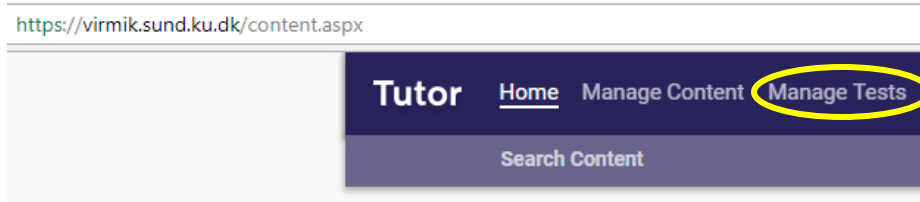
- Click the 'Add New' button along the top left of the page and Select 'Study'



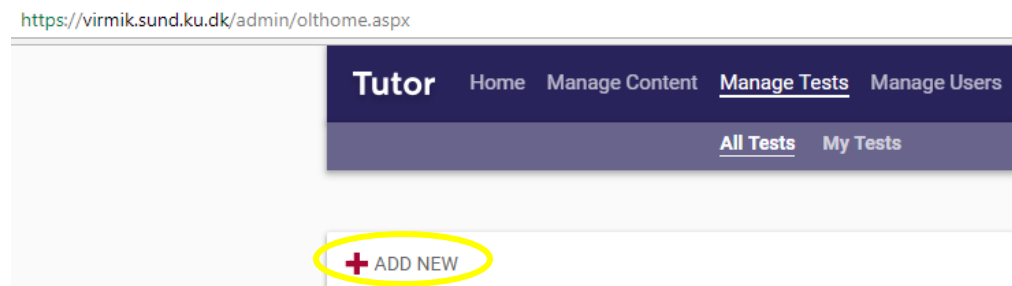
1.2. From 'Manage Tests'

Please follow the steps below to successfully add an EQA – *this can be executed as a **manager only***.

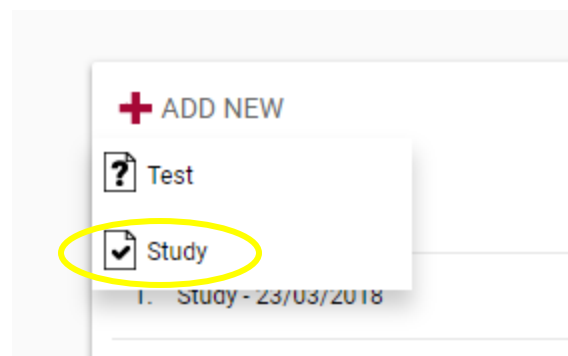
- Log into <https://virmik.sund.ku.dk/> as a manager
- Click on the 'Manage Tests' tab from the top menu panel



- Click the 'Add New' button



- Click the 'Study' button





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