Quick Guide: Questions in LearningHub

Summary

- Setting up the Question Bank
- How to set up each question type
- Bulk importing questions
- How to format for bulk upload
- How to grade Essay type questions
- How to give extra credit

Watch a demonstration:

- (Part 1)
- (Part 2)

How to Add Questions to the Question Bank

- Go into a course
- Click on More and then Question Bank
- Click on the dropdown menu labeled "Questions" to navigate between sections:
 - Questions: Add questions to an existing category

  - Categories: Add a new category
  - Import: Add questions from publishers or question-coded coded format
  - Export: Contact dlit@andrews.edu if moving questions between courses
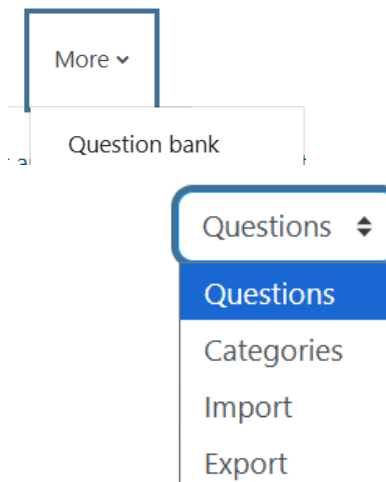
To Add Questions to a Category:

- Go to the Question Bank by clicking "Question bank" under the More menu

- Go to Categories and select the desired category
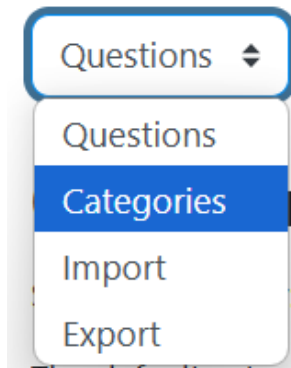
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- Click Create a new question

- **Choose a question type:**
  - Multiple Choice
  - True/False
  - Matching
  - Short Answer
  - Numerical
  - Essay
- For other types, contact dlit@andrews.edu

To Add a Category:

- Click Categories
- Set the Parent category
- Enter the Category name
- Click Add category

Setting Up Each Question Type

1. Multiple Choice
   a. Select Multiple Choice question
   b. Put in the question name: make sure the name has an indicator of what the question is about. It may be the first line of the question text
   c. Put in the question text
   d. Put in the point value

e. General Feedback is (optional): use only if you want to put in general question feedback

f. Indicate one or more options for answers

g. Shuffle choices: use if you want the students to get the answers in a different order. Do NOT use if you have options like; all of the above, any of the above, a and b, etc

h. Number choices: default is lower case letters

i. Put in the choices

j. Grade: select 100% if it is the correct answer. If there is more than one correct answer you can put in 100% in each grade or if they need to have both, make them 50% each.

k. Feedback(optional): This is the specific feedback for each answer

l. Combined feedback (optional): put in if there is more than one answer

m. Multiple tries: select a percentage of the deduction for each try

n. Tags (optional): put in keywords to help you find specific questions faster

o. Click Save changes

p. The page refreshes back to the page where you can add a new question

q. Repeat the process as necessary or select a new question type

2. True/False

a. Select True/False question

b. Put in the question name: make sure the name has an indicator of what the question is about. It may be the first line of the question text

c. Put in the question text

d. Put in the point value

e. Select the correct answer: The default is False

f. Feedback (optional): put in desired feedback

g. Multiple tries: select a percentage of the deduction for each try

h. Tags (optional): put in keywords to help you find specific questions faster

i. Click Save changes

j. The page refreshes back to the page where you can add a new question

k. Repeat the process as necessary or select a new question type

3. Matching

a. Select Matching question

b. Put in the question name: make sure the name has an indicator of what the question is about. It may be the first line of the question text

c. Put in the question text

d. Put in the point value: Usually, it is the number of matching items is the point value

e. Put in the question

f. Put in the answer to the question

g. You can have more answers than questions if you would like

h. Feedback (optional): put in desired feedback

i. Multiple tries: select a percentage of the deduction for each try

j. Tags (optional): put in keywords to help you find specific questions faster

k. Click Save changes

l. The page refreshes back to the page where you can add a new question

m. Repeat the process as necessary or select a new question type

4. Short answer

a. Select Short answer question

b. Put in the question name: make sure the name has an indicator of what the question is about. It may be the first line of the question text

c. Put in the question text

d. Put in the point value

e. General feedback (optional)

f. Keep case-sensitivity marked as No

g. Put in the answer, if there is more than one way to spell the answer put in these options as well.

h. Select the percentage for the grade

i. Feedback (optional): put in desired feedback

j. Multiple tries: select a percentage of the deduction for each try

k. Tags (optional): put in keywords to help you find specific questions faster

l. Click Save changes

m. The page refreshes back to the page where you can add a new question

n. Repeat the process as necessary or select a new question type

o. Note: this type of question will be auto-graded, but because of the misspelling of words, it will have to be checked and possibly an override did on the score. The

recommendation is that you use the Essay question type instead.

5. Essay
    a. Select Essay question
    b. Put in the question name: make sure the name has an indicator of what the question is about. It may be the first line of the question text
    c. Put in the question text
    d. Put in the point value
    e. General Feedback (optional)
    f. Response Options
        i.   Response format: leave set at HTML Editor
        ii. Leave Require the student to enter text
        iii. Choose the input box size: Note: the box size will expand. If you are doing a short answer select 5 lines; if you are doing a larger essay, select 40 lines. This just changes the size of the original box.
        iv. Select if Attached are allowed, if yes, choose the number of files they can upload
        v.   Select the type of files that can be uploaded
    g. Response Template: create a response template if you need a form for them to do online.
    h. Grader Information: put in the answer to the essay so others could grade it if necessary
    i. Tags (optional): put in keywords to help you find specific questions faster
    j. Click Save changes
    k. The page refreshes back to the page where you can add a new question
    l. Repeat the process as necessary or select a new question type

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Bulk Importing Questions into LearningHub

● Visit https://ed.oc.edu/blackboardquizgenerator
● Fill in the quiz/exam name
● Format sample questions like:

Multiple Choice

1. Which of the following is a prime number?

a) 4

*b) 5

c) 6

True/False

1. 3 is a prime number.

True

Essay

1. Tell me your life story.

Fill in the Blank

blank 1. Two plus two equals _____.

a. Four

b. 4

Matching

match 6. Match the chapters with their topics.

a) Chapter 13/Exception Handling

b) Chapter 16/File Processing

Multiple Answers

1. Which are prime numbers?

*a) 2

*b) 3

d) 4

*e) 5

- Click Generate Test Questions
- Click Download Question Pool
- In LearningHub:
  - Click Gear icon > More > Import under Question Bank
 - Choose Blackboard
  - Upload the .zip file

○ Click Import

Moving Questions to Another Category

- Go to Question Bank > Questions
- Select questions using checkboxes
- Scroll down to the "White selected" box and click "Move to…"
- Choose the new category
- Click Move to

Grading Essay Questions

- Click the quiz
- Click on the results tab
- Go to Manual grading under the dropdown menu labeled "Grades"
- Click Grade all
- View each essay response
- Enter:
  ○ Feedback
  ○ Point value
- Click Save and go to next
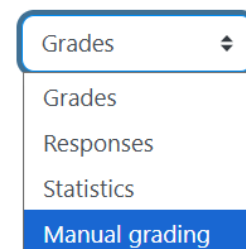
Adding Extra Credit

- Moodle doesn't support extra credit within a quiz
- Alternatives:
  ○ Create a separate quiz for extra credit
  ○ Add a manual grade item in the gradebook and enter extra points

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Additional Resources:

- **Questions Bank documentation**