

Reformed Baptist Seminary Virtual Campus

Teacher's Guide

Logging in

1. Type <http://virtual.rbseminary.org> into your browser.
2. In the left hand side of the screen, enter your username and password.
3. The courses for which you are assigned as teacher will appear in the main column.

Grading an examination

When a student takes an examination, you will receive an email indicating that it is ready to be graded.

Finding the examination

1. Login to RSBVC.
2. Select the course.
3. Click the examination that has been taken.
4. Click the "Results" tab. RBSVC will display the students who have attempted the examination.

Grading questions manually

1. Click the student's grade for the examination. RBSVC will display the quiz questions and the student's answers.
2. For each question that needs to be graded manually (i.e. the essay questions), click the link "Make comment or override grade" beneath the student's answer.
3. RBSVC will open a new window containing two text fields:
 - a. The largest one provides a place to make a comment. Use of this field is optional.
 - b. The smaller field is where you enter a grade.
4. Enter a comment (if desired) and a grade.
5. Click "Save." The examination will now display your comment and grade, and the student's updated total grade will now appear at the top of quiz.

Regrading a question with incorrect answer in the key

If the student's answer for an automatically graded item was correct but was marked wrong due to an error in the answer key for the question, you can either manually reassign the grade, or you can update the question itself and have the system reassign the grade (this latter option is helpful if multiple students have taken the quiz and you want to fix all their grades simultaneously).

1. While editing the student's quiz, click the edit question symbol and change the answer to the correct answer.
2. Just above the name of the quiz, click the "Regrade" link. RBSVC will automatically update the grade of any student who has already taken the quiz (If they should have been marked wrong but weren't, their grade will go down. If they should have been marked correct but weren't, their grade will go up).

Creating questions

Accessing the question bank for your course:

1. Log into <http://virtual.rbseminary.org>
2. Locate the course you want to add questions to.
3. On the left side of the screen (within the admin box), click the “Questions” link.
4. RBSVC displays any existing questions with a variety of symbols next to each question. The symbols tells you either what type of question it is or allow you to perform a variety of actions on a question.

Note: The question name column is not the actual question itself, but if you want to view the question itself along with the name, click the “Show question text in the question list” option near the top of the page.

Question Type Symbols

- An essay question has a white square.
- A matching question has two pairs of three dots with three parallel lines between the dots.
- A short answer question has a white rectangle.
- A multiple choice question has three dots with a horizontal line running from each dot.
- A true/false question has two dots aligned horizontally.

Action Symbols

- Click the magnifying glass to preview the question as it would appear on an examination.
- Click the hand with pencil to edit the question.
- Click the up/down arrow to move the question up or down.
- Click the X to delete the question (you’ll receive a confirmation box before the question is deleted in case you click it by accident).
- Click the selection box of multiple items to delete or move to another category multiple questions at a time (these buttons are at the bottom of the action column).

Creating a true/false question:

1. Click the “Choose” pop-down menu next to “Create New Question” and click “True/False.”
2. Type the question name (either a short description of the question, or you can make up a code to link the question to a textbook page; e.g. A question from Boettner page 109 could have a code of “Boet_p109” at the beginning of the description.) The student will never see the question name—it is for the instructor’s use only.
3. Type the question text (the true/false statement itself).
4. Type any general feedback to give the student automatically when the quiz is graded (not required).
5. Click the pop-up menu for “Correct answer” to designate whether the correct answer is “True” or “False” (“False” is the default).

6. Type any feedback that the students will receive for true and/or false responses (not required)
7. Click the button “Save changes” to create the question. The question will now appear in the list of questions.

Creating a multiple choice question:

1. Click the “Choose” pop-down menu next to “Create New Question” and click “Multiple Choice.”
2. Type the question name.
3. Type the question text.
4. Type any general feedback (not required).
5. Click “One or multiple answers?” to select whether to allow “One answer only” or to allow multiple answers.
6. Click the option “Shuffle the choices” to reorder the display of the various multiple choice options the student views.
7. Under “Choice 1”, type the first option in the answer field, click the pop-up menu “Grade” to indicate the value the answer should receive, and type any feedback the student will receive for the answer. If the answer is not the correct choice, then enter “None” for the Grade. For a correct answer, click “100%.” The feedback is optional.
8. Repeat step 7 for as many options as you want to include. Five choices are supplied by default (a minimum of two are required). If you need more choices, click the button “Blanks for 3 More Choices” beneath the “Choice 5” section.
9. Type any feedback you want the student to receive in the feedback text boxes.
10. Click the button “Save changes” to create the question. The question will now appear in the list of questions.

Creating a short answer question:

1. Click the “Choose” pop-down menu next to “Create New Question” and click “Short Answer.”
2. Type the question name.
3. Type the question text.
4. Type any general feedback (not required).
5. Click the “Case sensitivity” pop-up menu to designate whether case is important (in most cases, it is best to leave this on the default of “No, case is unimportant”).
6. In the Answer 1 section, type the correct answer in the “Answer” field. Use the * symbol as a wild card.
7. Click the “Grade” pop-up menu to indicate what grade the answer will receive. Because you are entering a correct answer, you probably want to choose “100%”.
8. Type any feedback you want the student to receive if he types this answer for the question.
9. In some cases, you will want to allow a short answer question to have more than one possibility for a correct answer. If this is the case, use the Answer 2 block to add the additional correct option.
10. Click the button “Save changes” to create the question. The question will now appear in the list of questions.

Creating a matching question:

1. Click the “Choose” pop-down menu next to “Create New Question” and click “Matching.”
2. Type the question name.
3. Type the question text.
4. Type any general feedback (not required).
5. As is indicated on the screen, you “must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.”
6. If you need more than three sets of questions/answers, click the button “3 More Sets of Blanks” and type in the additional questions and/or answers.
7. Click the button “Save changes” to create the question. The question will now appear in the list of questions.

Creating an essay question:

1. Click the “Choose” pop-down menu next to “Create New Question” and click “Essay.”
2. Type the question name.
3. Type the question text.
4. Type any general feedback (not required).
5. Click the button “Save changes” to create the question. The question will now appear in the list of questions.

Creating a quiz and adding questions

Quiz creation involves two basic steps: (1) Creating the quiz and selecting various options for the quiz itself, and (2) adding the questions to the quiz.

Creating a quiz

1. After accessing the main page for your course, click the “Turn editing on” option in the top right or just under the “Administration” block on the left side of the screen.
2. Two pop-up menus will now appear at the bottom of each section/block.
3. In the block where you want the quiz to appear, click the “Add an activity” pop-up menu, then click “Quiz.”
4. Once the Quiz form appears, type the Quiz name in the Name field (this is the name that will appear in the section on the main page.)
5. You can also type an “Introduction” to the quiz, which can be a basic description of the quiz, such as what lecture or textbook reading the quiz covers. The student will see this description after he clicks on the quiz link, but before he takes the quiz itself.
6. **Timing Section:** Because most RBS examinations will not be using the Timing options, you can ignore these options.
7. **Display Section:** These options control how the quiz questions will be displayed to the student. You can control how many questions per page will appear (relevant for examinations with many questions), whether the questions are shuffled, and whether the options within a multiple choice question are shuffled.
8. **Attempts:** You will want to change the “Attempts allowed” from “Unlimited” to “1”.
9. **Grades:** Leave these as the defaults.

10. **Review options:** This section allows you to control when the student receives feedback on his answers. If a quiz has a large number of questions that will be graded automatically (such as True/False, Multiple Choice, Matching, and Short Answer), then letting students see their answer immediately after their attempt. The second column (“Later, while the quiz is still open”) allows students to access their grades at a later point through the gradebook. Since RBS is not using the timing option for quizzes, the final column (“After the quiz is closed”) is not relevant.
11. **Security:** Type a password in the “Require password” field. You will likely want to coordinate passwords with the RBS administrator. This value can be changed at any time and can be viewed by clicking the “Unmask” option.
12. **Common Module Setting:** no need to edit these.
13. **Overall Feedback:** If you want the student to receive automatic feedback based on their grade on the quiz, you can enter the grade values and feedback text in this section.
14. Click “Save and display.”

Adding questions to the quiz

1. RBS Online now displays the quiz with question that already exist in the question bank on the right side. (The relatively empty space on the left side will display the questions that you choose to add to the quiz).
Note: If you want to add questions “on the fly,” you can do so here in a similar way to how you did in the question bank.
2. To view the question text in addition to the question name, click the “Show question text in the question line” option on the right side of the screen.
3. To add an individual question to a quiz, click the << symbol next to the question. It will then appear in the quiz question list on the left side.
4. To add multiple questions, click the selection box next to each question and then click the “<Add to quiz” button at the bottom of the question list.
Note: You have the same options to preview, edit, reorder, or delete individual questions.
5. Once you have added the questions to the quiz, you have several options:
 - a. You can assign the grade value of each question (default is “1”), as well as the total point value of the quiz (Default is “10”). If you choose to have a maximum value that is different than the sum of the grade value for each question, RBSVC will calculate the grade based on the relative value of each question divided by the maximum grade.
 - b. If you want to remove a question from the quiz, click the >> button next to the question.
 - c. If you want to reorder the questions on the quiz, click the up/down arrows (to the left of the quiz questions).
 - d. Another option for reordering questions (faster for reordering many at once) is to click the “Show the reordering tool” option. RBSVC will display a number (in increments of 10) next to each question. You can type in any whole number next to each question, and RBSVC will reorder the questions upon saving.
6. Click “Save Changes” under the list of quiz questions.

Previewing a quiz

Previewing a quiz as the student will see it can save a lot of time (on the teacher’s part) and confusion (on the student’s part).

1. Click the “Preview” tab. As an instructor, you can actually take the quiz and submit your answers to see if you set everything up correctly. In this way, you can confirm before the student sees the quiz whether each quiz question has the correct answer.
2. If any question has an error (in either the wording of the question or which answer is labeled the correct one), you can click the edit option next to the question and make the change. The change will appear the next time the quiz is displayed (it will not change the current preview until you exit the preview or submit your answers).
3. Once you are satisfied that the quiz contains the questions you want (and the preview is correct), click the name of the course in the breadcrumb trail near the top left of the screen.
4. Once you are on the main course page, scroll to the section where you added the quiz. The quiz will be displayed there. (You can move it, edit it, or delete it if you need).