# Import questions to LAMS Question Bank using MS Word Documents

Use Microsoft Word to import questions with images, tables and proper formatting into the LAMS Question Bank (QB).

Questions imported from Microsoft Word can also contain metadata such **Learning Outcomes**, **Feedback** and other additional information.

Currently (as of LAMS v4), the question types allowed are **Multiple Choice Questions** (MCQ) and **Essay questions**. In the near future, other questions types might be included.

## Question structure

The structure of the question is very simple.

All questions start with the label “**Question:**”.

Each question can contain the following attributes

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Required |
| Question Title | This is the question title.  Titles are important to identify and manage questions.  All question in the LAMS QB must contain a title.  However, when using Word, it’s not required to explicitly add a question title as if no question is provided, the **first 80 characters** of the question text will be used as question title. | No |
| Question Text | The body of the question. This portion can include formatting, indenting, tables and images. | Yes |
| Possible answers  (MCQ only) | In the case of MCQs, these are the list of options that the students can pick. The possible answer must include a letter to specify order. Ie:  **a) Answer 1**  **b) Answer 2**  **c) Answer 3**  *Note that possible answers can include formatting.* | Yes  (only for MCQs) |
| Correct answers  (MCQ only) | To specify which answer(s) is correct, include the letter that precedes the right answer(s).  Ie:  **Answer: c**  In case a question can have more than one correct answer:  **Answer: a,b** | Yes (only for MCQs) |
| Feedback | After students answer the question general feedback can be displayed. You can add this feedback text as follows:  **Feedback:** Text for feedback after question  *Note that feedback can include multiple lines, tables, indenting and images.* | No |
| Learning Outcomes | You can map a question to a specific learning outcome or outcomes. To include learning outcomes to your question, include the following:  **LO: Name of learning outcome 1**  **LO: Name of learning outcome 2** | No |

## Question limitations

There are no maximum number of questions to import. Following the structure as described above, you are able to import a large set of questions (either MCQ or Essay question types).

# Example MCQ question

**Question**: Luke’s father

|  |  |
| --- | --- |
| A picture containing person, toy, holding, small  Description automatically generated | Which movie is the one where **Luke Skywalker** finds out **Darth Vader** is his father? |

1. The ***Empire Strikes Back***
2. Phantom Menace
3. A **New** Hope
4. Attack of the **Clones**

**Answer**: a

**Feedback**: Darth Vader informs Luke while fighting with lightsabres in the movie ***“The Empire Strikes Back”***

**LO**: General Star Wars knowledge

**LO**: Capacity to comprehend complicated family relationships

# Example Essay question

**Question**: May The Force be with you

A picture containing indoor, cat, mug

Description automatically generated

**In your own words**, explain the meaning of ***The Force***. Also make a reference as to when you have sensed a disturbance in the Force.

**Feedback**: The Force is a mysterious energy field created by life that binds the galaxy together. Harnessing the power of the Force gives the Jedi, the Sith, and others sensitive to this spiritual energy extraordinary abilities, such as levitating objects, tricking minds, and seeing things before they happen.

**LO**: Understanding The Force

**LO**: Sensing The Force