Column-by-column instructions for Kuby test bank file clean up & tagging:

Column A: assign all questions to taxonomy 3094

Column B: Review prompt in column K, and fill in this column with the relevant chapter ID. Chapter codes to be used in column B are on the Taxonomy and Chapter IDs tab of this sheet.
   ○ The questions should be grouped in the sheet by chapter, but you can reference the original files in this folder to help.
   ○ Most of the chapters are remaining the same, but chapters 4, 13, 17, 18 and 20 have extensive updates. An alignment of the tables of contents is on the 8e & DU TOC alignment tab.
   ○ If the question no longer has a chapter, please flag it as needing additional attention in this sheet

Columns C & D: check that they are complete, no entries are missing. Fill in with an appropriate entry if needed.

Column E: assign a Webb's Depth of Knowledge
         1-Recall
         2-Skill/Concept
         3-Strategic Thinking
         4-Extended Thinking

Column F: Replace current title with plain text version of prompt from column K

         Note: retain column K - different clean up is needed for that column.

   ● Translate characters like “ into the corresponding keyboard characters (in this case, "
   ● Translate ï to plain lowercase i
   ● Remove markup tags like <p>, </p> , _,
   ● Remove image coding such as

Column G: Add a 1-2 sentence description of what the question asks students to do. For example,

         Prompt (column K): Which is the BEST definition of "immunity"?
         Title (column F): Which is the BEST definition of "immunity"?
         Description (column G): Test Question. Define immunity.

Column H: Look through the answer choices (columns M, O, Q, S, U). If it makes sense to randomize the answer order, change "No" to "Yes". Questions with answer choices such as "all of these", "none of these", etc., should not be randomized.

Columns I, J: skip

Column K: Multiple steps
- Review entry & ensure that there is one <p> at the start, one </p> at the end.
- Remove paragraph tags (<p>, </p>) that are in the middle of sentences. Open and close tags around image coding can be left as is.
- All other HTML markup in this column should be kept as is.
- Please also scan through column K and/or the original files and flag any that have images or figure/table references for extra attention.

Column L: Please look for any that have images or table references and add them to the list for extra attention.

Column M-V: skip

Column W: Based on the prompt in column K, assign a learning objective (LO) to the question. Fill in column W with the corresponding GUID from this sheet.

Use the learning objective that fits the best - usually this will be within the chapter the question is assigned to.

The way this learning objective collection is written, you might find that the Bloom's/Webb's levels of the question don't perfectly match the CPD/KD of the learning objective. In this case, that's totally ok. As long as the question covers a piece of information in the learning objective, or the learning objective is something students would need to be able to do to answer the question, that's a good enough fit.

If more than one objective seems to fit, follow your instincts for the best fit, or ask Kelsey.