

READ\_ME.pdf

**DOCUMENTATION FOR EDU-DIPLOMA QUESTION BANKS**  
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Each folder on this disk contains questions, images, and documentation related to the topic for which the folder is named. In the list below, XXXX refers to the topic name (e.g., AtmosphereClimate, DesertsWind, Glaciers, Groundwater, OceansCoasts, Streams).

Images are either public domain or were provided by the authors; permission is granted to use these images for educational and research purposes, with appropriate credit.

### PURPOSE OF FOLDERS AND FILES

Folder: XXXX\_HighQuality – Folder containing jpegs of all images used in the question bank. These images are suitable for use in classroom presentations. Relative file size and image quality are indicated by the ending “\_Hi” for best quality, “\_Lo” for lowest quality, and “\_Md” for moderate file size and quality.

File: XXXX\_TestBank\_Pics.zip – WinZip file containing all images used in the question bank.

File: XXXX\_Captions.pdf – Adobe Acrobat PDF file with captions and image sources.

File: XXXX\_INDEX.pdf – Adobe Acrobat PDF file listing questions by title (either a term for definition questions or a descriptive phrase for thought questions), and the relevant image names where images are used. The “high quality” image name is descriptive to help users more readily identify the subject and source when inserting them into presentations. The “test bank” image name is coded so test-takers cannot right-click on the image and see the terms or descriptions in the file name during an exam.

File: XXXX\_QB.qu – EDU-DIPLOMA qu file with questions to be uploaded to user’s web site.

### UPLOADING IMAGES AND QUESTION BANKS

First, set up your EDU-DIPLOMA home page. Then upload the images for each topic to the web site as detailed below. The “.qu” files have the correct image names but will need to have the URL of your web site substituted for the “XXXX”. After substituting the URL as described below, upload the “.qu” files.

### Uploading Zip Archives of Images

- 1) Go to the “Main Menu” and click on “System Tools”
- 2) Click on “Website Editor”
- 3) On the Website Editor page, click on “new subfolder”
- 4) In the window after “New Folder Name:” type the topic name (e.g., “Glaciers”)
- 5) Under the new folder name, click “upload file(s) to this point”
- 6) Click the “Zip Archive” button, then either “Browse” to search for the file, or type its location into the window below “Enter the complete path of the file you wish to upload”.
- 7) Click “open” to upload the Zip Archive.

### Determining the Correct URL for Images

- 1) From the “Website Editor” page (under “System Tools”), open a folder (e.g., “Glaciers”) by clicking on the arrow before its name.
- 2) Click on the “open” icon before one of the image names.
- 3) This takes you to the “View/Delete File” page which says “The file you selected has the URL XXXX - Click on the URL above to view the file.” When you click on the blue underlined URL, the image appears in a new window.
- 4) Select the URL in the window and copy it.
- 5) Paste the URL into a word processor or a notes application like WordPad. Delete the name of the image and the last backslash, like this:  
[http://calculus.unl.edu/edu/web/Ge10Li000/Public\\_Html/GlaciersNew/Glaciers01\\_01.jpg](http://calculus.unl.edu/edu/web/Ge10Li000/Public_Html/GlaciersNew/Glaciers01_01.jpg)
- 6) The remaining part of the URL must be substituted for the “XXXX” part of each question by using a global search and replace function.

**Note:** We recommend using a generic word processor rather than Microsoft Word. The AutoCorrect functions in Microsoft Word make pasting URL information into \*.qu files difficult. If no other processor is available, you may avoid AutoCorrect confusion by going to “Edit” and “Find” (<ctrl> + f). In the window that pops up, select the “Highlight all items found in:” box for “Main Document”, and then click “Find All”. Close the Find window and select “Edit” and “Paste Special”. Select “Unformatted text” and click “OK”.

- 7) Save the corrected .qu file to your hard disk.

### Uploading Corrected Question Banks

- 1) From the “Main Menu” screen of your EDU-DIPLOMA home page, go to Question Bank Editor.
- 2) Click the button for “Upload and edit a question bank from your computer”, then “OK”.
- 3) Click “Browse”, find and open the question bank, then click “Load”.
- 4) Check the question bank to make sure it is fully functional and the images are loading properly, then save under the topic name.

### Modifying Image Size

Image sizes and shapes can be modified in EDU-DIPLOMA from the Question Bank Editor by clicking “Edit”, then “Next”. In the window labeled “Text of the question” you can modify image dimensions by changing the numbers after “WIDTH” and “HEIGHT”. Then click “Finish” and save the modified question bank.