Online Question Bank

www.edcity.hk/oqb/

Quick Start Guide (Teacher Version)

Recommended Browser Settings

Items	Recommended Settings
Browser	Latest version of Chrome, Firefox, Safari or Microsoft Edge

Contents

1. Enter platform 2

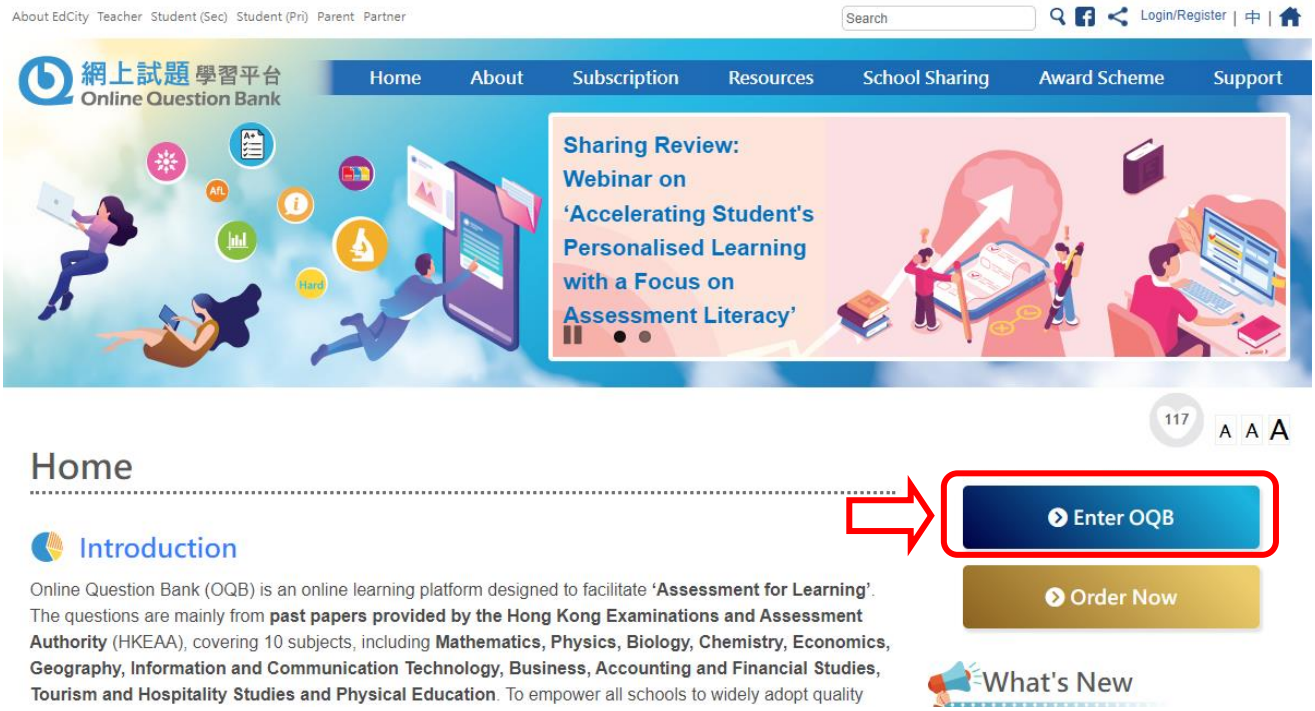
2. Paper settings 3
2.1. Create/Edit paper - Question 3
2.2. Edit/Publish paper 11
2.3. Suspend and delete paper 13
2.4. Distribute paper with QR codes or links 14
2.5. Add/Edit Group 15

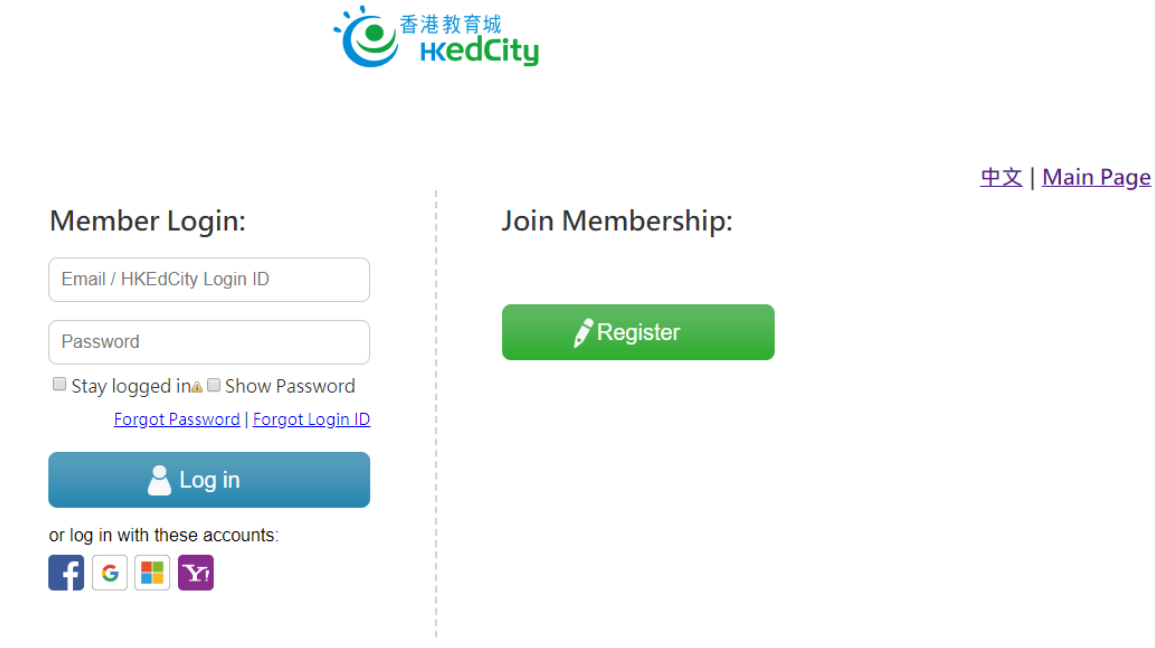
3. View published paper 17
3.1. View paper list 17
3.2. View report 21
3.2.1. Score Analysis 24
3.2.2. Topic Analysis 26
3.2.3. Level of Difficulty Analysis 27
3.2.4. Question Analysis 28
3.3. Share paper/report 30
3.3.1. Share paper 30
3.3.2. Share report (within school only) 32
3.3.3. Share preset paper 34

4. Student Mode 35

1. Enter platform

Go to Online Question Bank, click ‘Login’, and log in with EdCity teacher account.

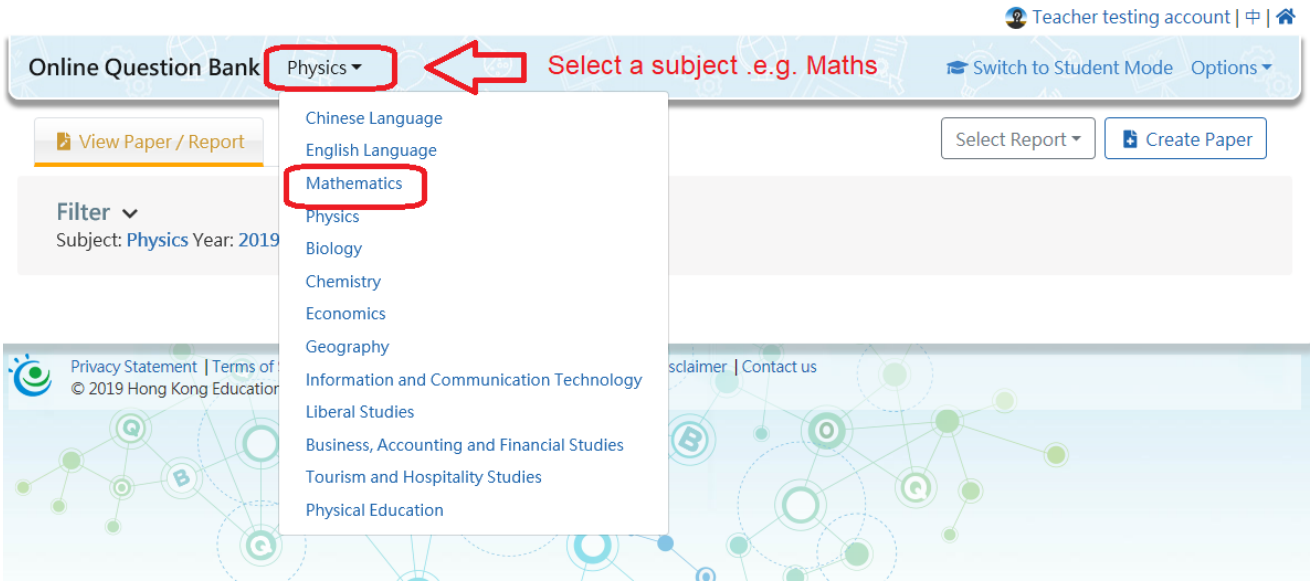




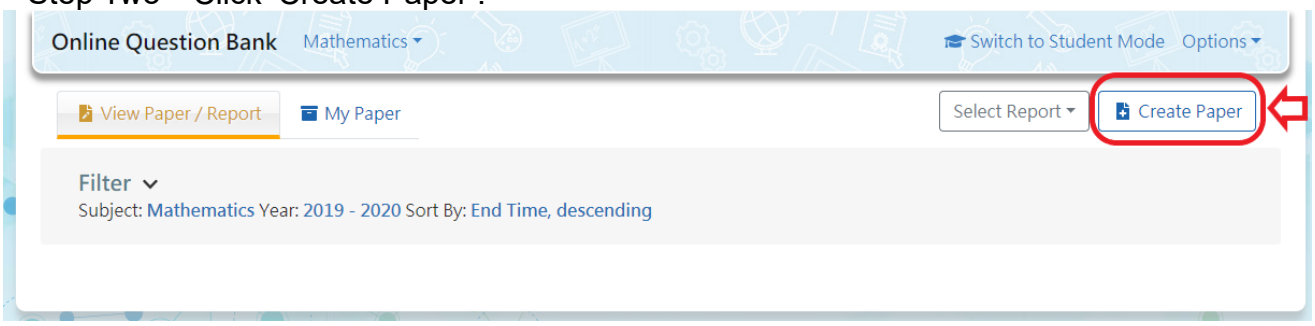
2. Paper settings

2.1. Create/Edit paper - Question

Step One　Select the subject.

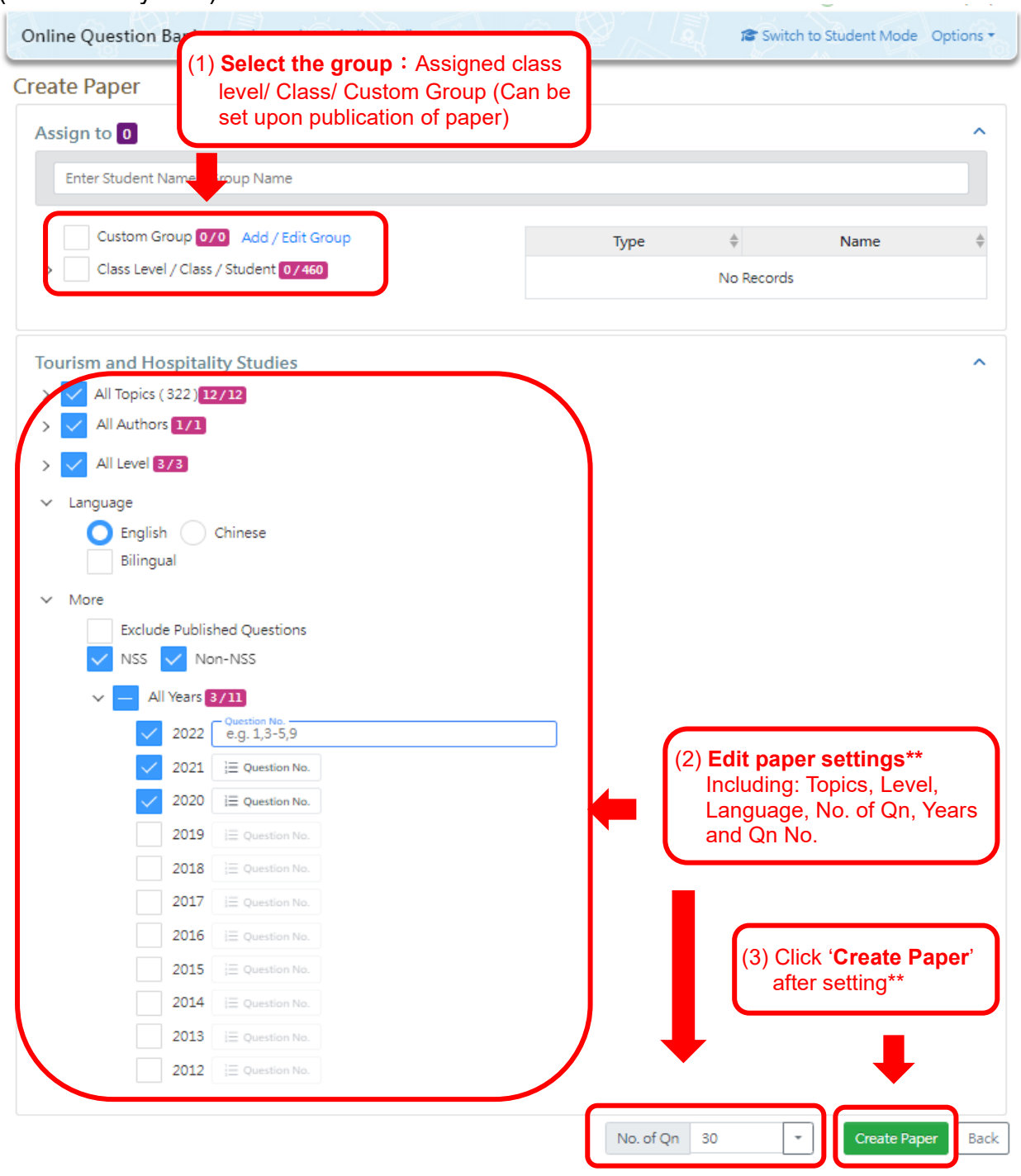


Step Two　Click ‘Create Paper’.



Step Three　Edit basic settings of the paper.

(1) **Select the group:** Assigned Class Level/ Class/ Custom Group (Can be set upon publication of paper)
(2) **Edit paper settings ****
Including: Topics, Level, Language, No. of Qn and Years
(3) Click **'Create Paper'** after setting **
(**Mandatory field)

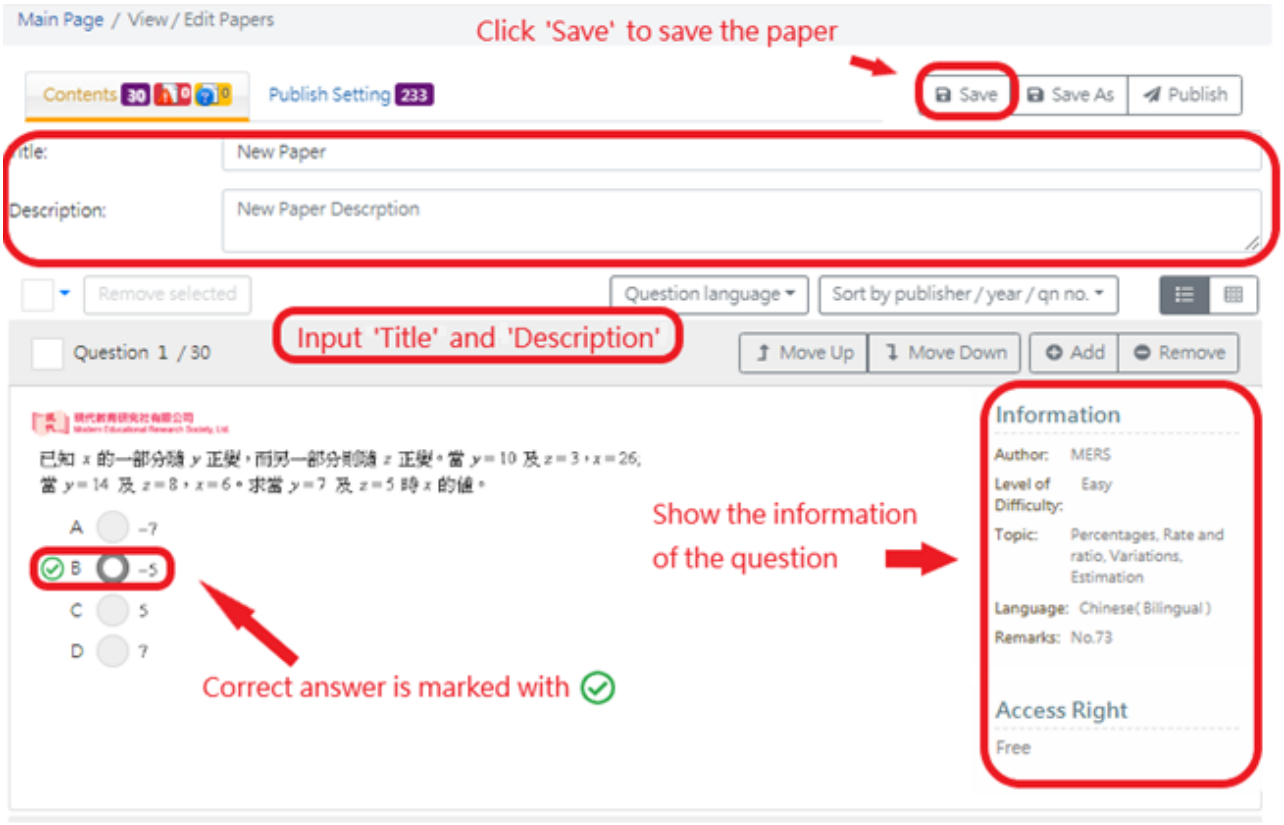


Notes:

Item	Description
>	Click the button to show more details
Language	Select questions in different languages If 'Bilingual' is selected, language of the questions can be chosen upon publication of paper. (Note: The saved paper can be published to various groups in different times)
More – Exclude Published Questions	Exclude all the questions published before
More – NSS/Non-NSS	Select questions designed for New Senior Secondary (NSS) and/or Non-NSS academic structure and curriculum
More – Years	Select years of questions (Each subject package may have different available years of questions) After selecting the years of the public examination, enter the question number to narrow down the scope of the system's search to find the suitable questions accurately.

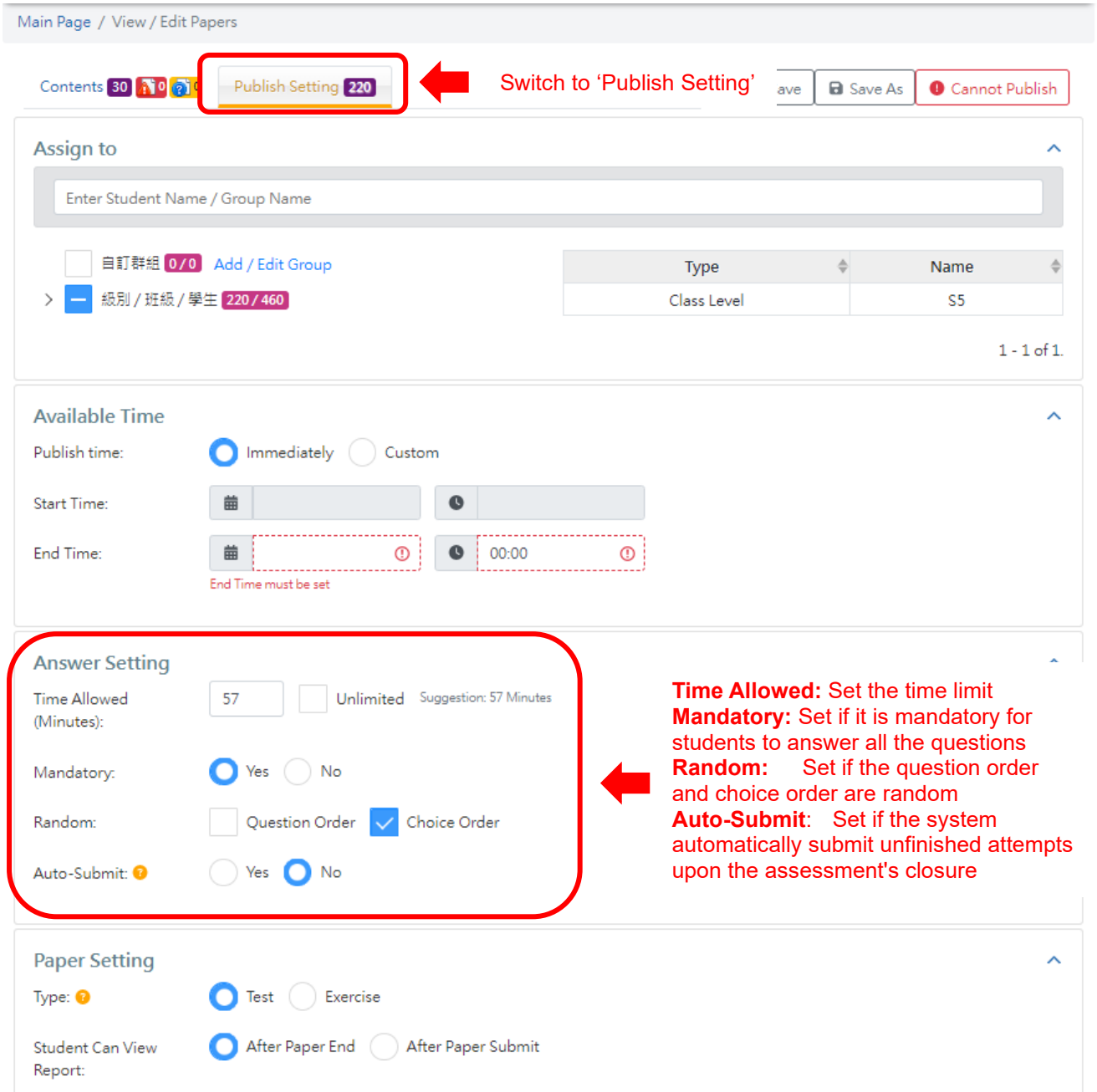
Step Four　Edit and view the questions.

Basic settings
Recommended input:
Title:　Title of the paper
Description: Description of the paper

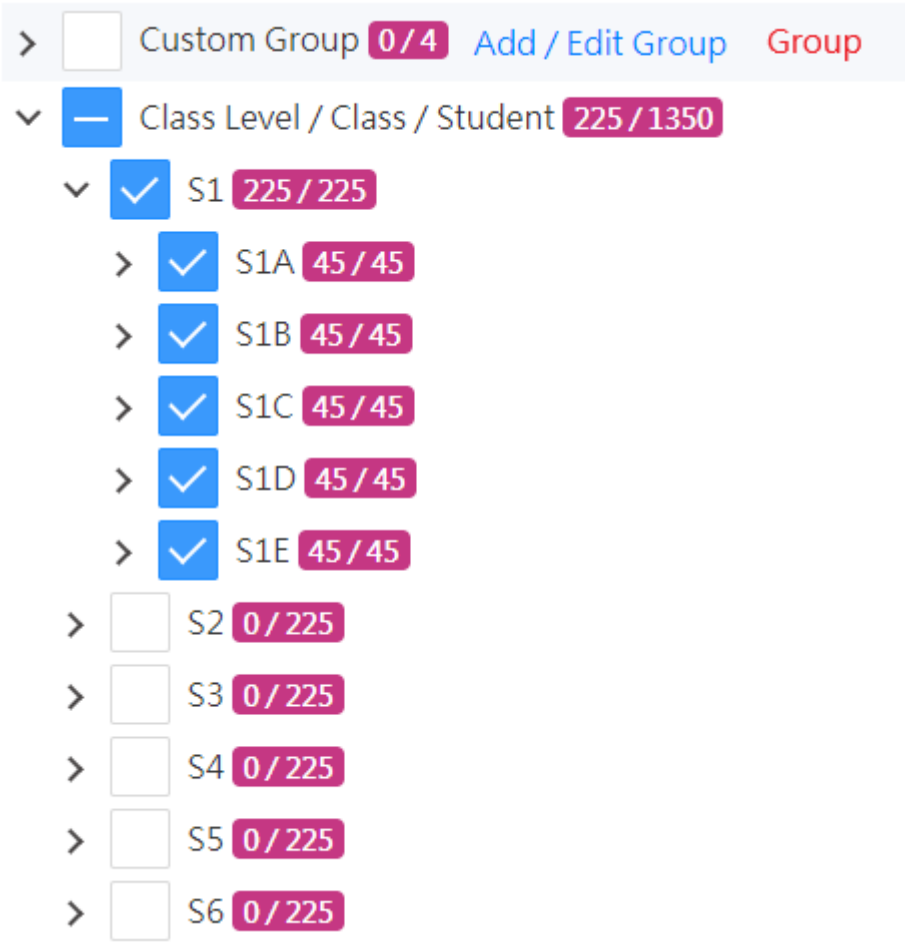


Mandatory input:

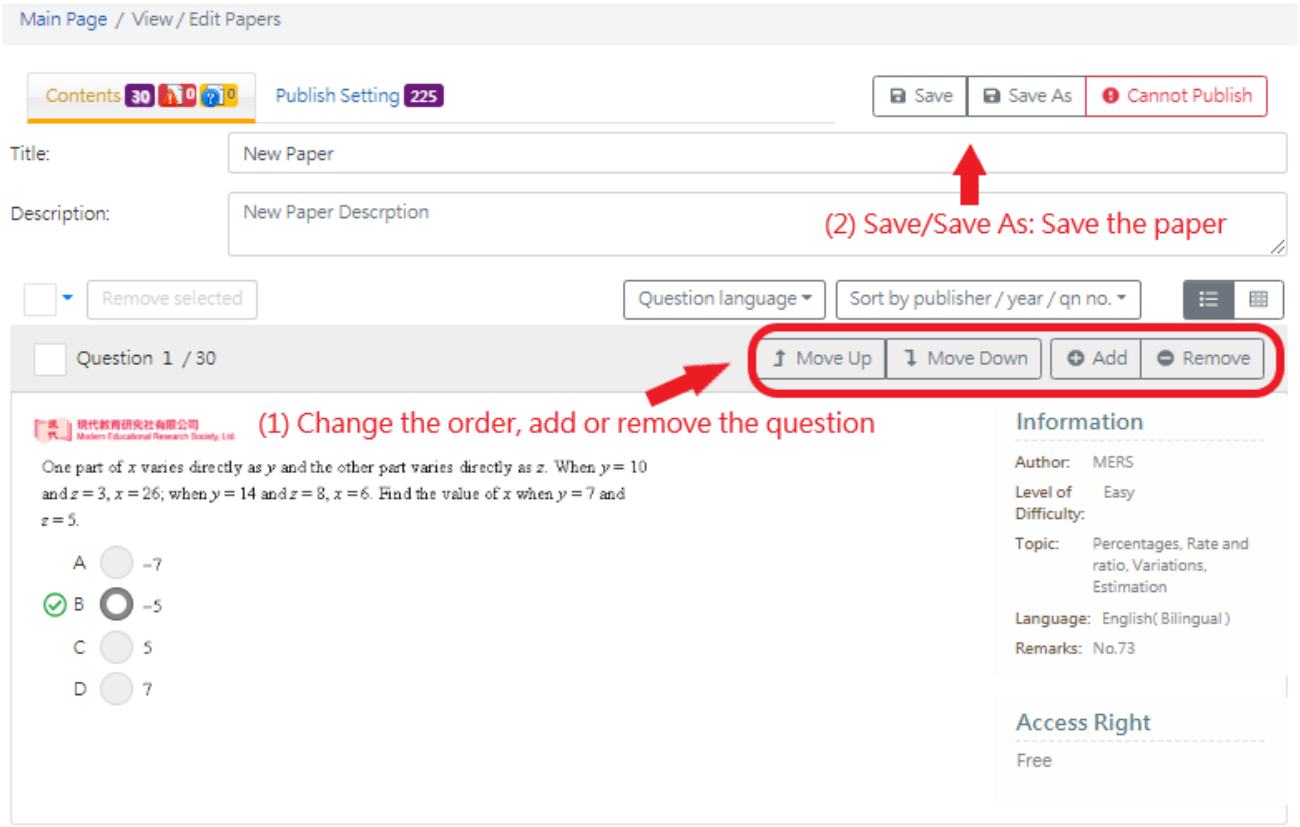
Time Allowed: Set the time limit (The system will show a recommended time limit based on number of questions for reference, teachers can change it if necessary.)
Mandatory: Set if it is mandatory for students to answer all the questions
Random: Set if the question order and choice order are random
Auto-Submit: Set if the system automatically submit unfinished attempts upon the assessment's closure



Group: Select the target class or group to distribute the paper.
*** Please refer to '2.3 Add/Edit group' for details of 'Custom Group'.*

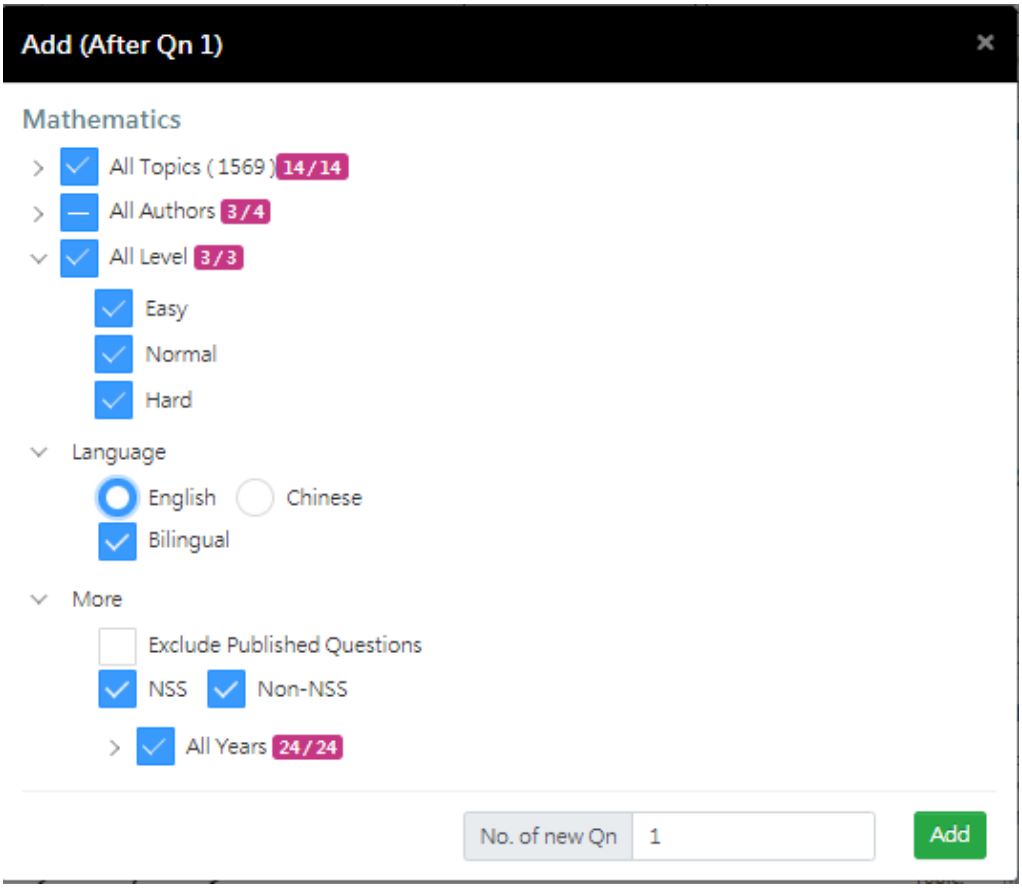


Step Five Preview the questions: Change the order, add or remove question.



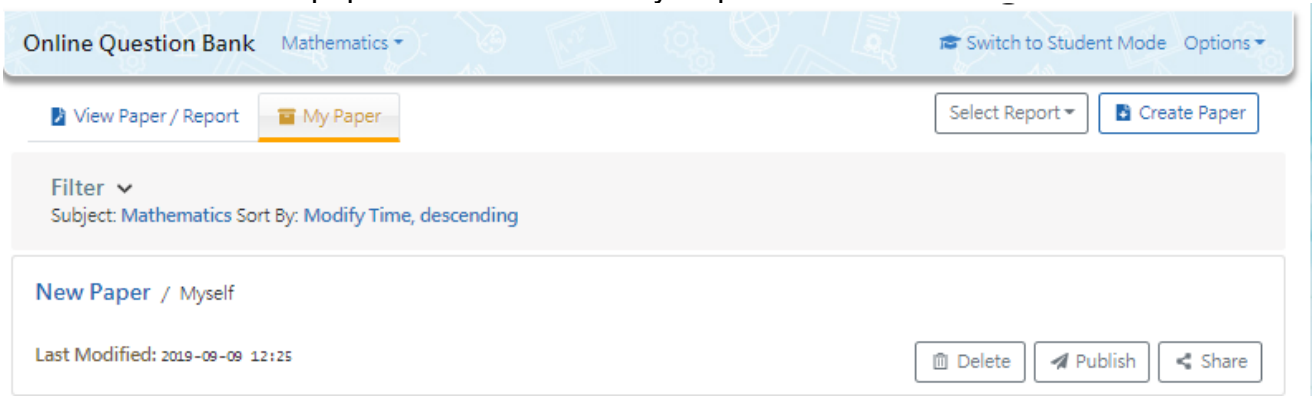
Add question: Add questions according to different criteria, including: topics, authors, level, languages, No. of new Qn and years, etc.

(Click › to show details)



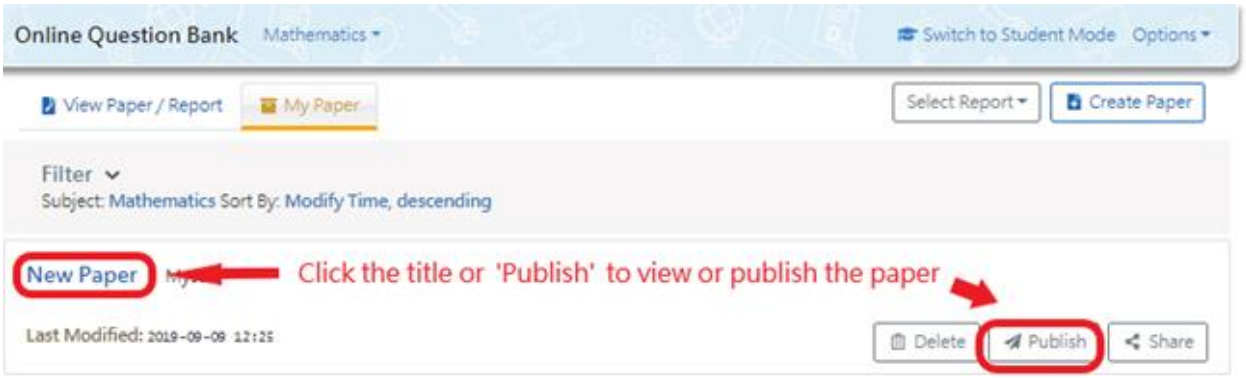
Step Six Click Save or Save As to save the paper.

Step Seven Click 'Main Page' and return to the main page.
Saved papers are shown on 'My Paper'.

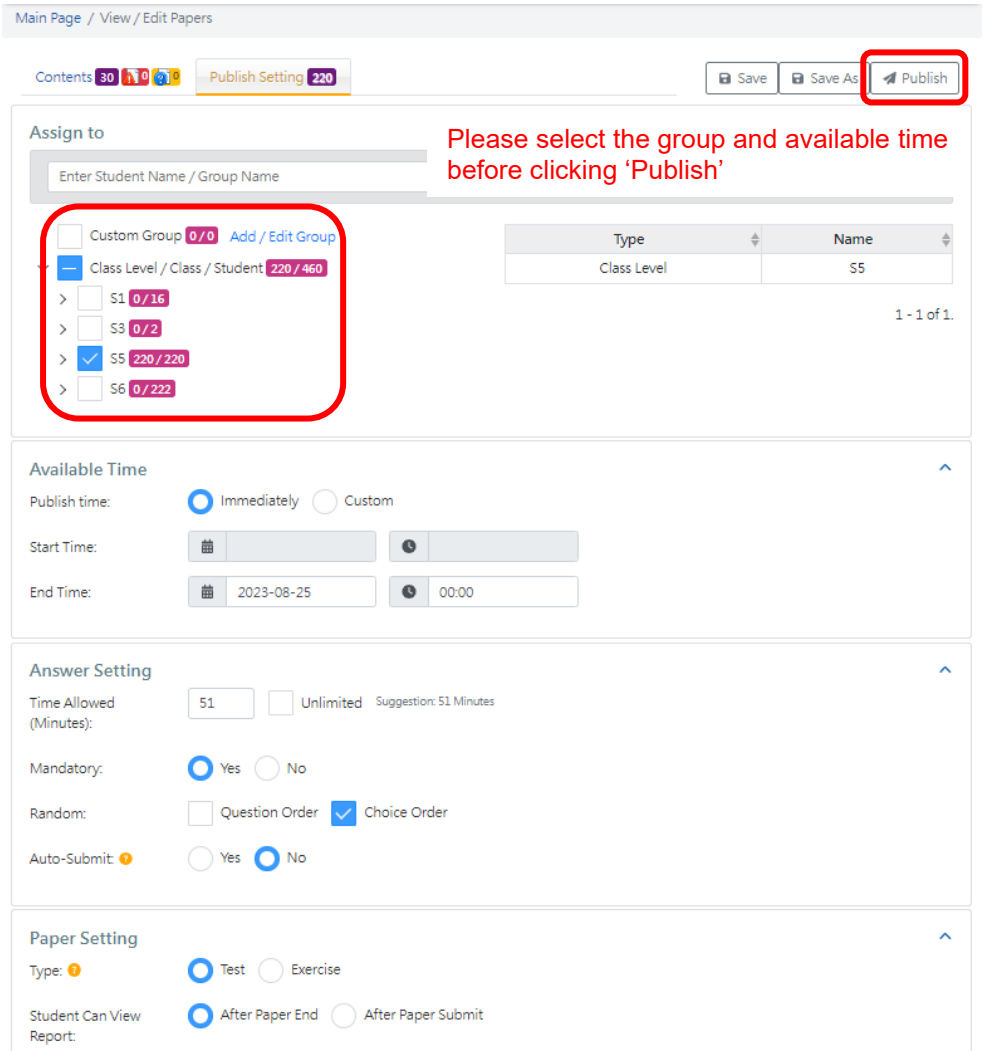


2.2. Edit/Publish paper

Step One　Select paper on ‘My Paper’.



Step Two　Once finished the paper amendment, select the target group.

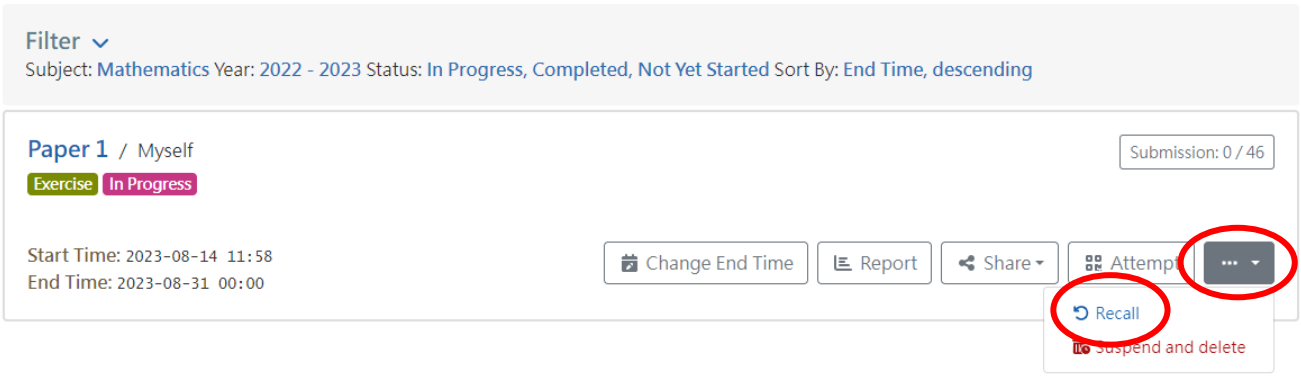


Step Three　Set the ‘Paper Type’, ‘Publish Time’ and ‘Start/End Time’, then click ‘Publish’.

Item	Description
Paper Type	Test: Students can only view the answers after submitting the paper Exercise: Students can view the answer after finishing each question
Publish Time	Immediately: Publish the paper immediately Custom: Select the start time and end time Start Time: Students can only do the paper after the Start Time End Time: Students cannot do the paper after the End Time
Publish	Click ‘Publish’ after finished settings, the paper will be distributed to the target groups

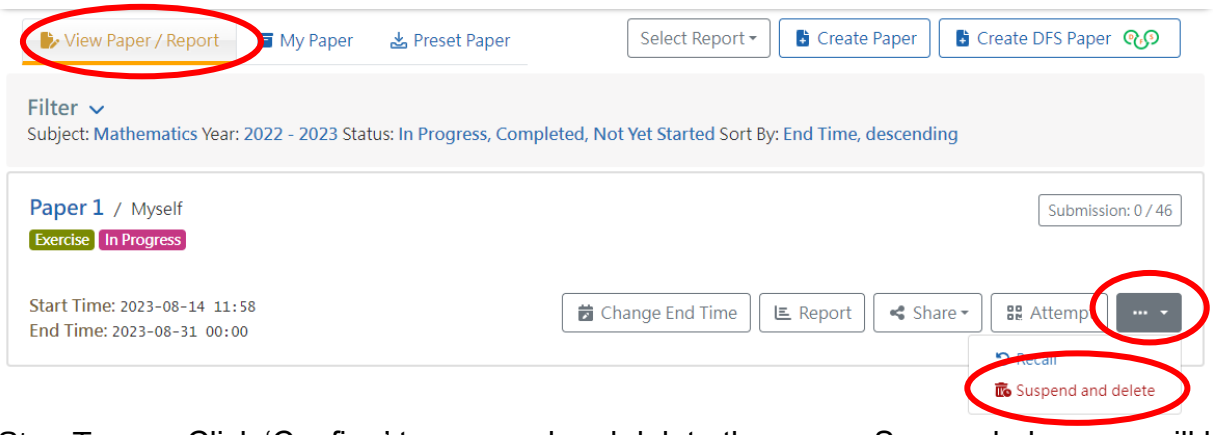
Step Four　Confirm the paper settings, then click Publish to publish.

Step Five　After publishing the paper, click ‘Recall’ under ••• to recall paper which has not yet started or answered by students .

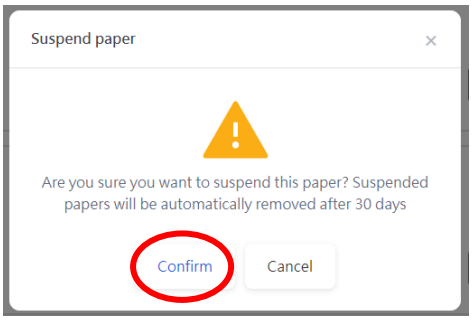


2.3. Suspend and delete paper

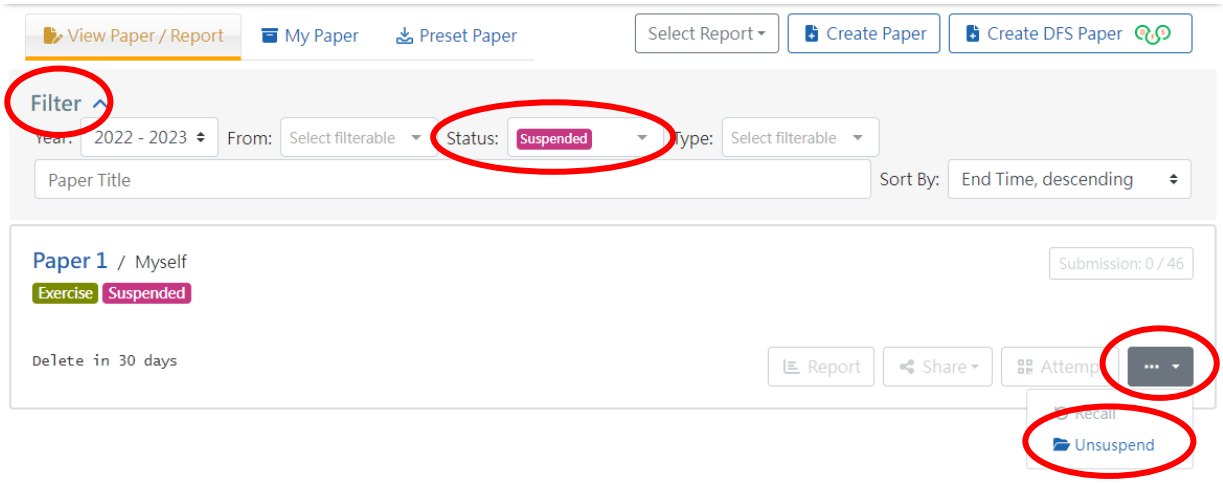
Step One On ‘View Paper/Report’, click ‘Suspend and delete’ under ••• .



Step Two Click ‘Confirm’ to suspend and delete the paper. Suspended papers will be automatically removed after 30 days.

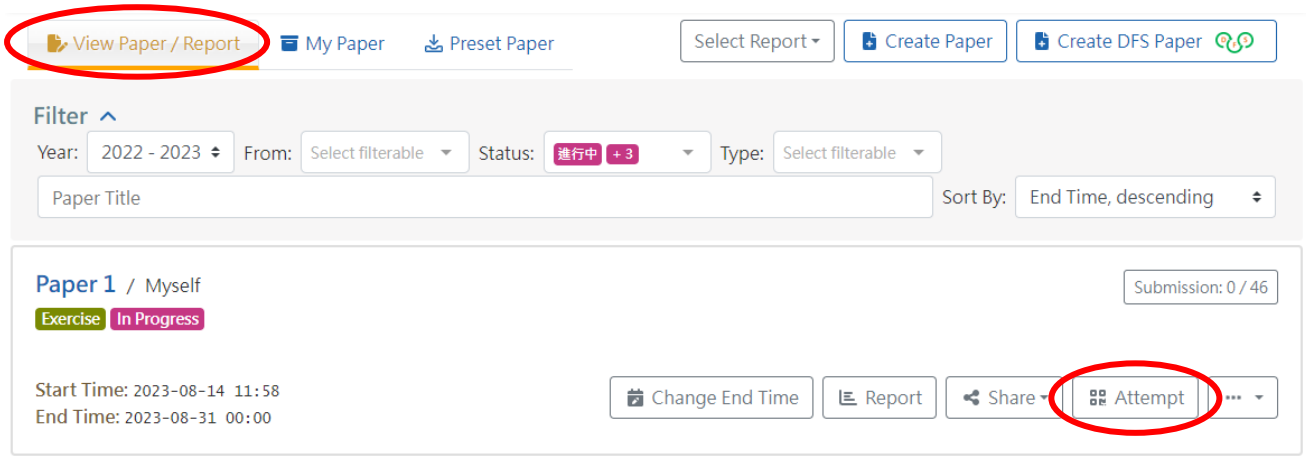


Step Three At filter, select 'Suspended’ as status to search for suspended papers. Click ‘Unsuspend’ under ••• to resume the paper.



2.4. Distribute paper with QR codes or links

Step One　On ‘View Paper/Report’, click ‘Attempt’.

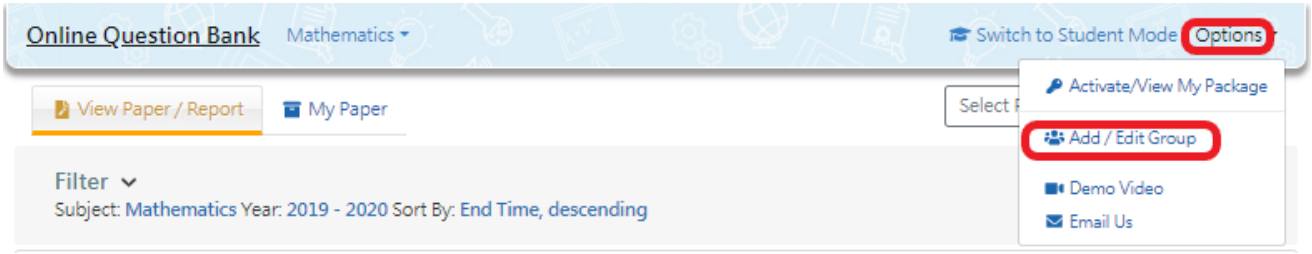


Step Two　Choose to share with assigned students by QR codes or links. After opening the link, students can directly log in and open the paper. Students who are not assigned in the publish settings cannot open the paper using the QR codes or links.

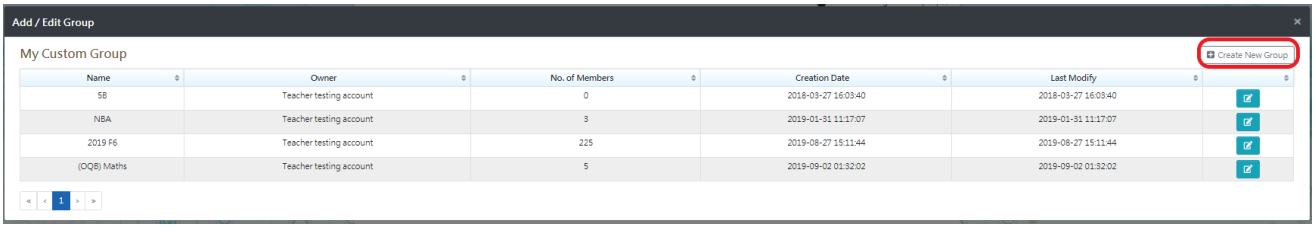
2.5. Add/Edit Group

The system sets classes as default groups according to the information in ‘School Accounts Administration System’. Teachers can create custom group as needed.
(Note: Custom group cannot be shared with other accounts.)

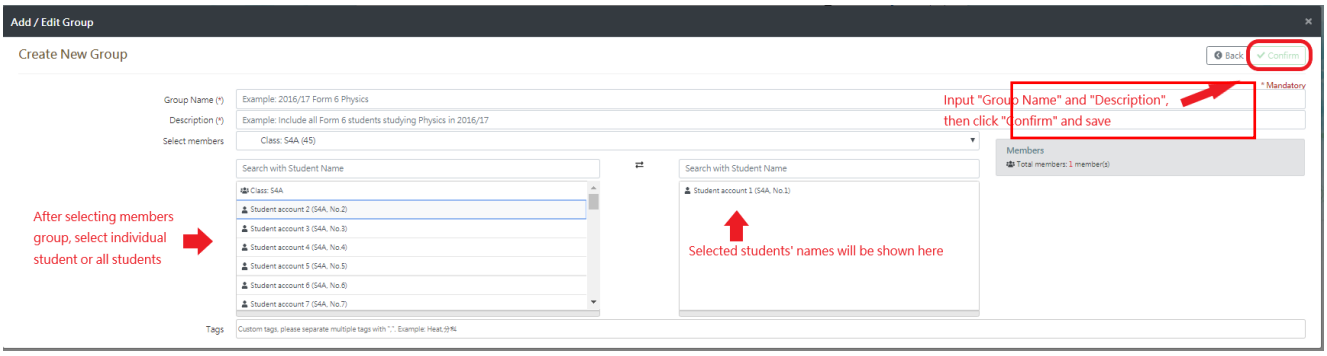
Step One Click ‘Add/Edit Group’ under ‘Options’.



Step Two Create New Group:

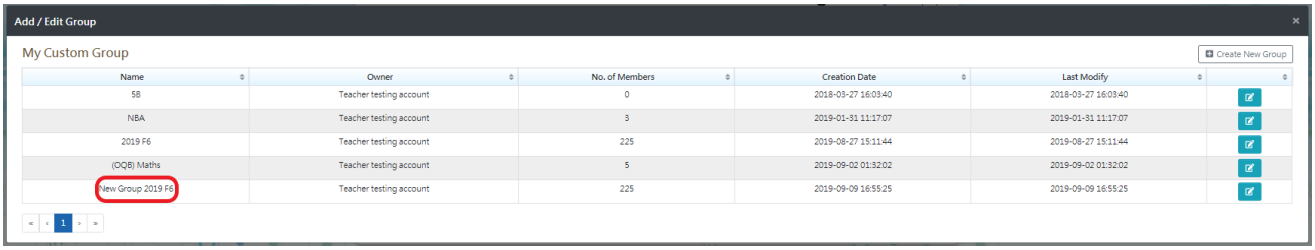


Step Three　Input group name, description and select students assigned to the group.



Step Four　Click ‘Confirm’, then click ‘Confirm’ again in the popup window.

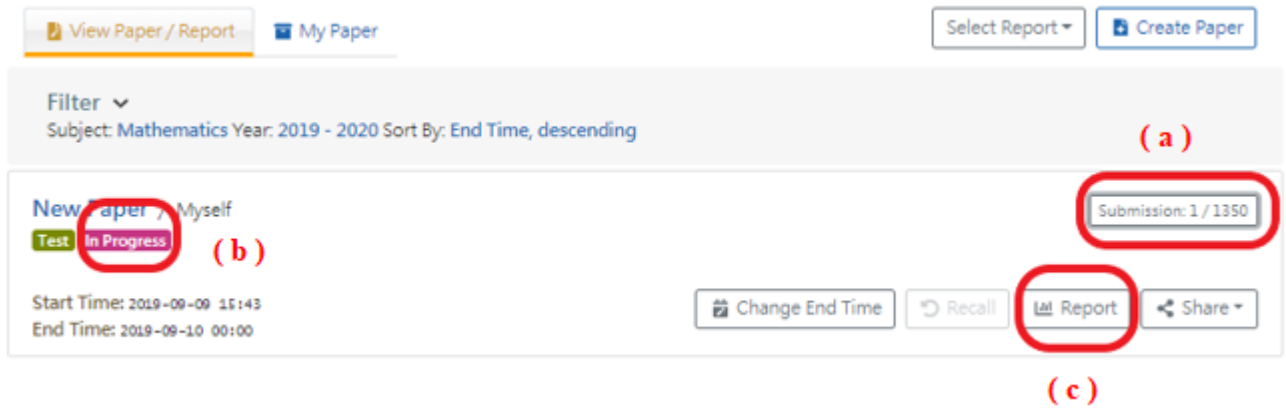
Custom group is added successfully:



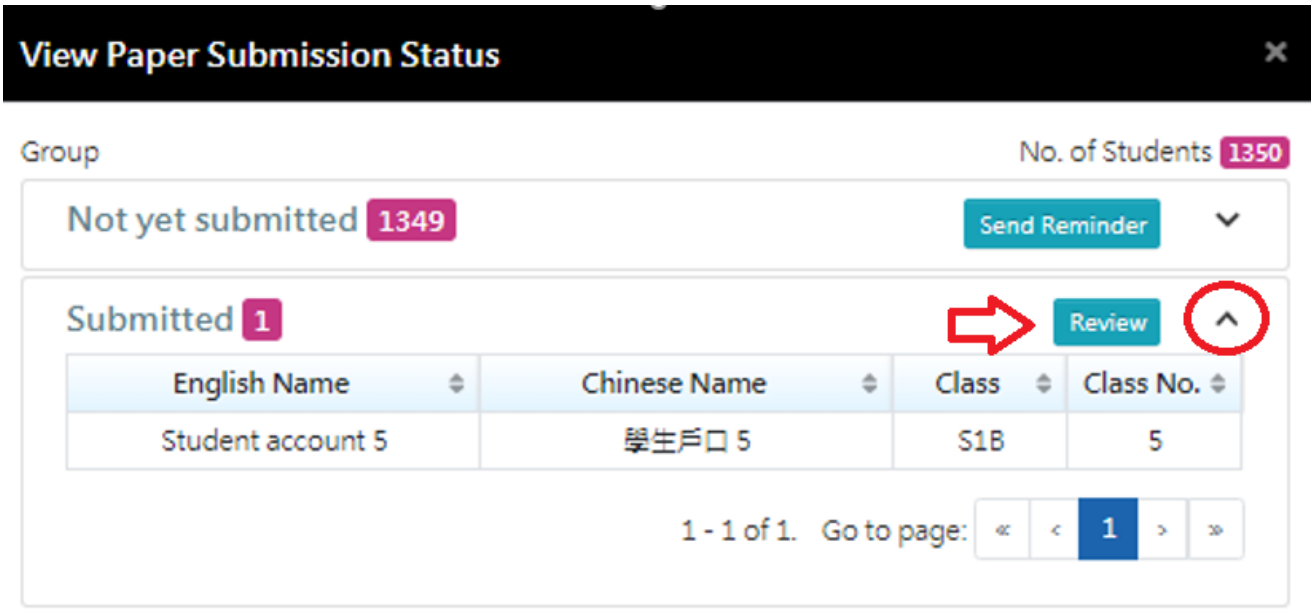
3. View published paper

3.1. View paper list

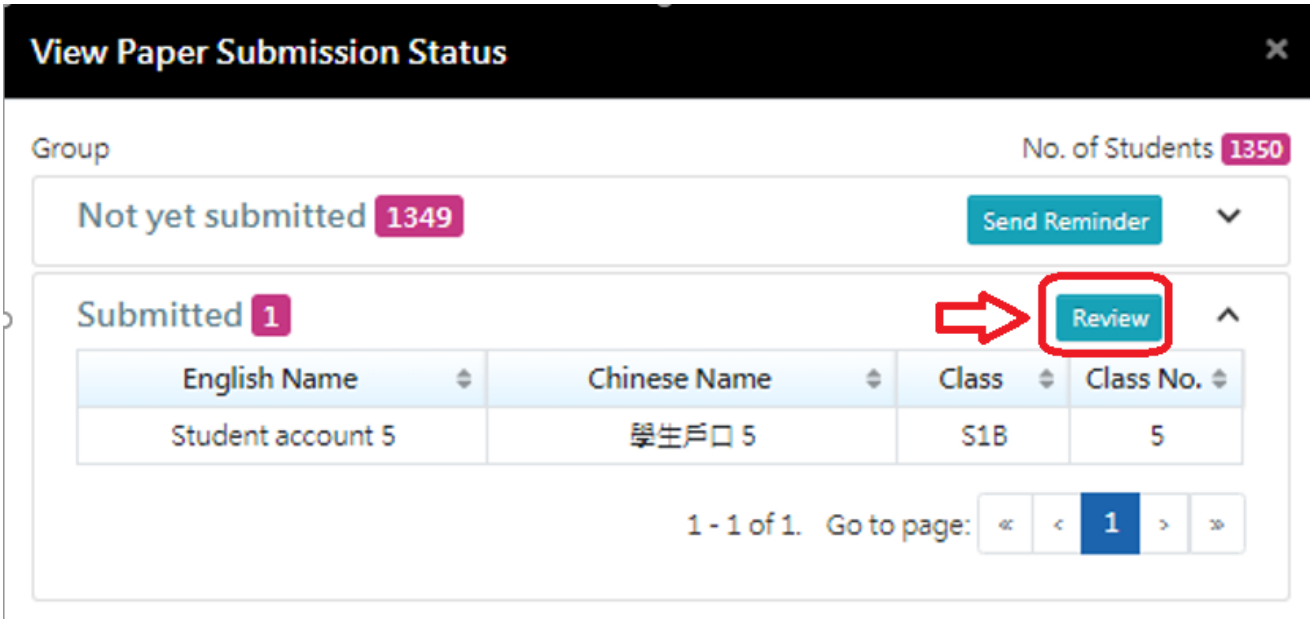
You can view published papers and their reports on ‘View Paper/Report’.

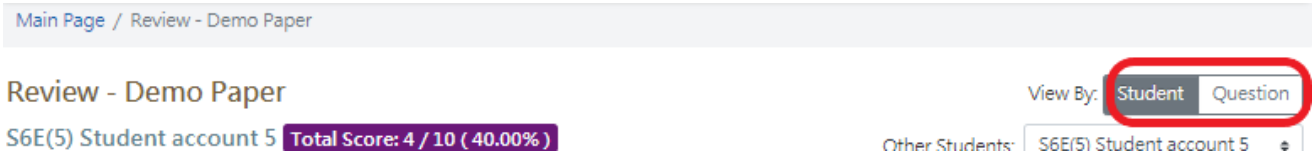


(a) No. of submission:
View paper submission status.
E.g.: ‘1/1350’ means that this paper is distributed to 1350 students, and 1 student has submitted the paper.
Click ‘Submitted’ to show the list of students who have submitted the paper.

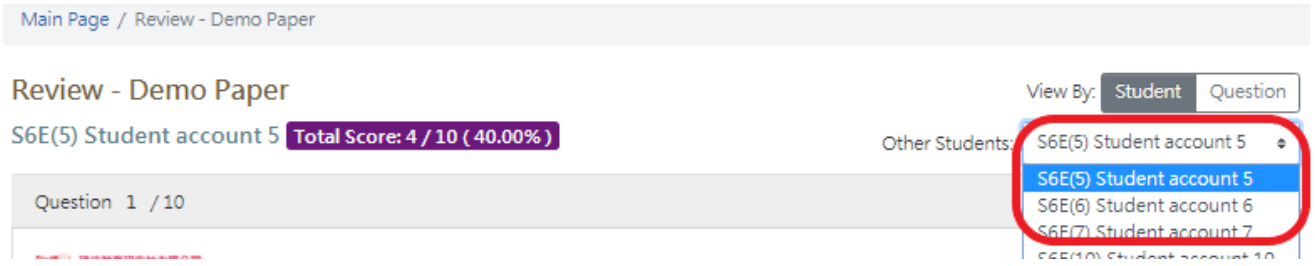


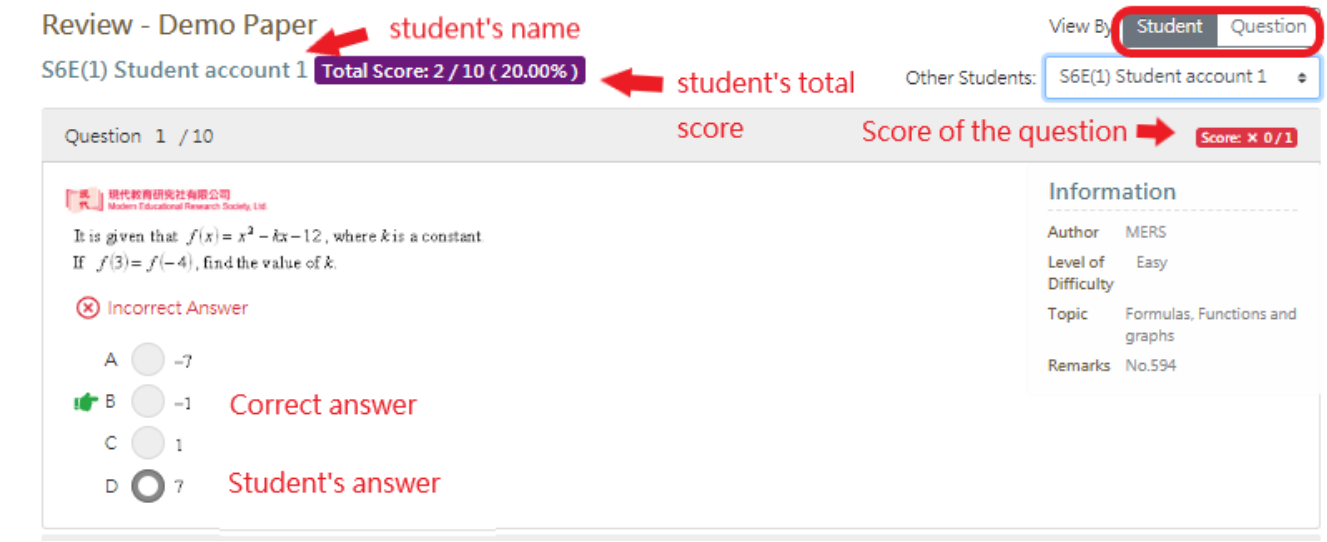
Review: Teacher can view the performance of students by ‘Student’/’Question’.



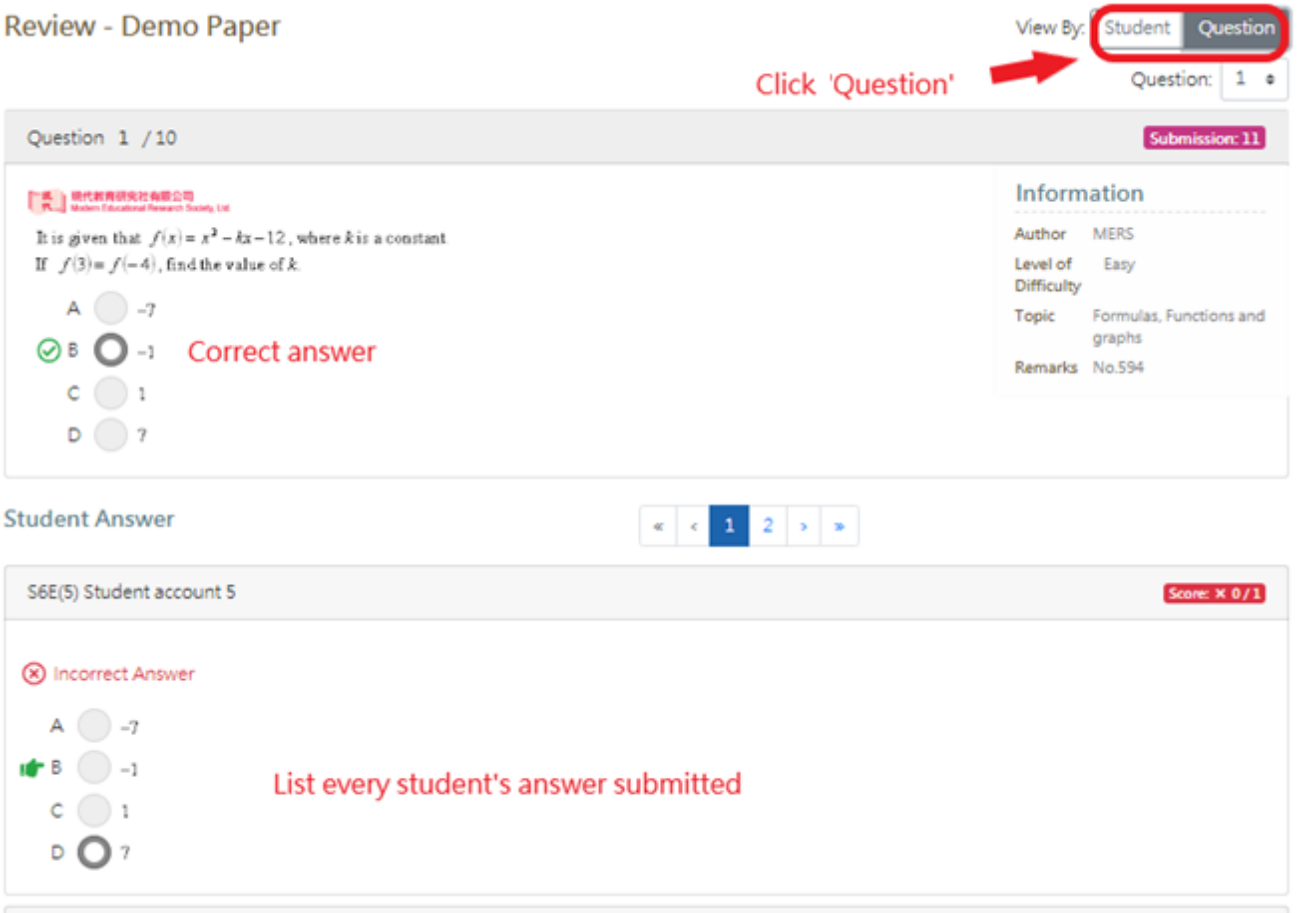


➢ View by Student:
View paper of each student

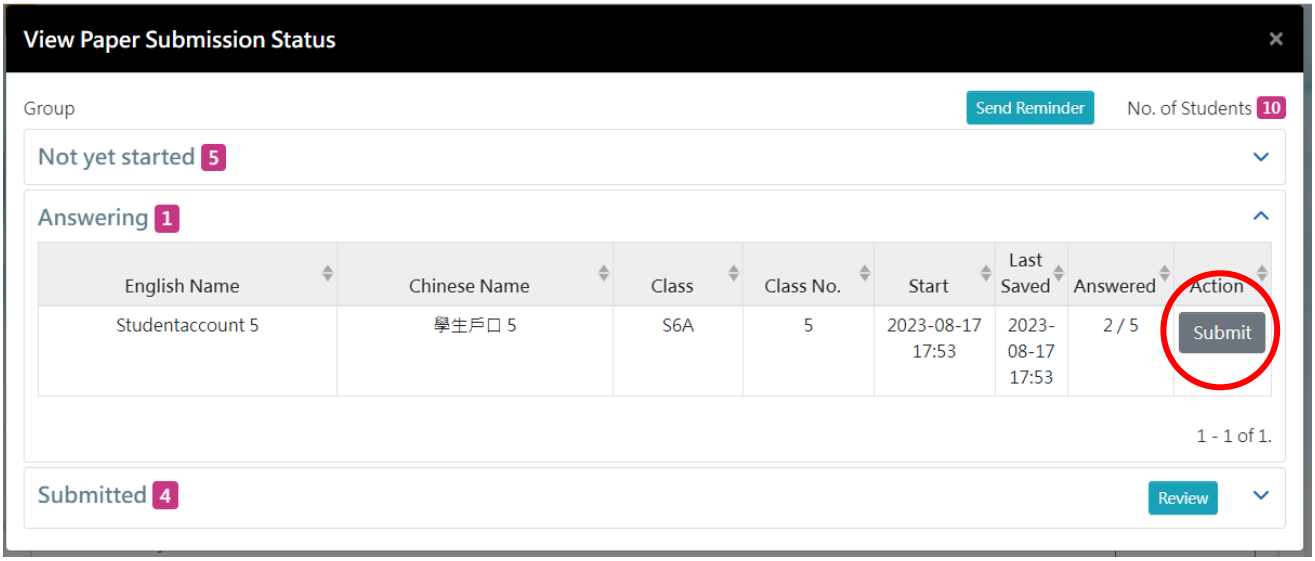




➢ View by Question:



Submit: Teachers can force the submission of answering paper



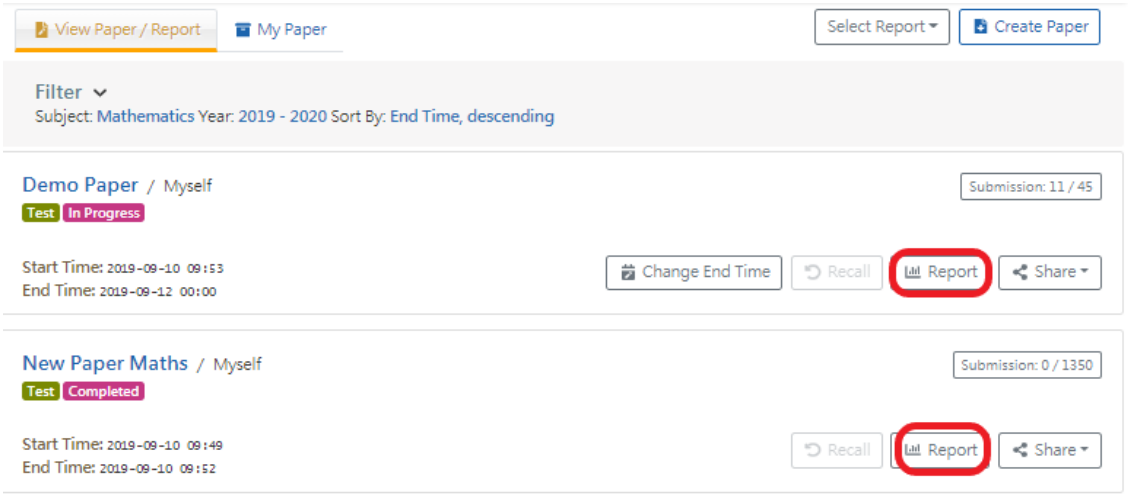
(b) Status:
In Progress = End time has not passed
Completed = End time has passed

(c) Report:
Teachers can view the reports of paper and share the reports with teachers within the school.
Please refer to '3.2 View report' and '3.3 Share paper/report'.

3.2. View report

Four types of report are available: ‘Score Analysis’, ‘Topic Analysis’, ‘Level of Difficulty Analysis’ and ‘Question Analysis’.

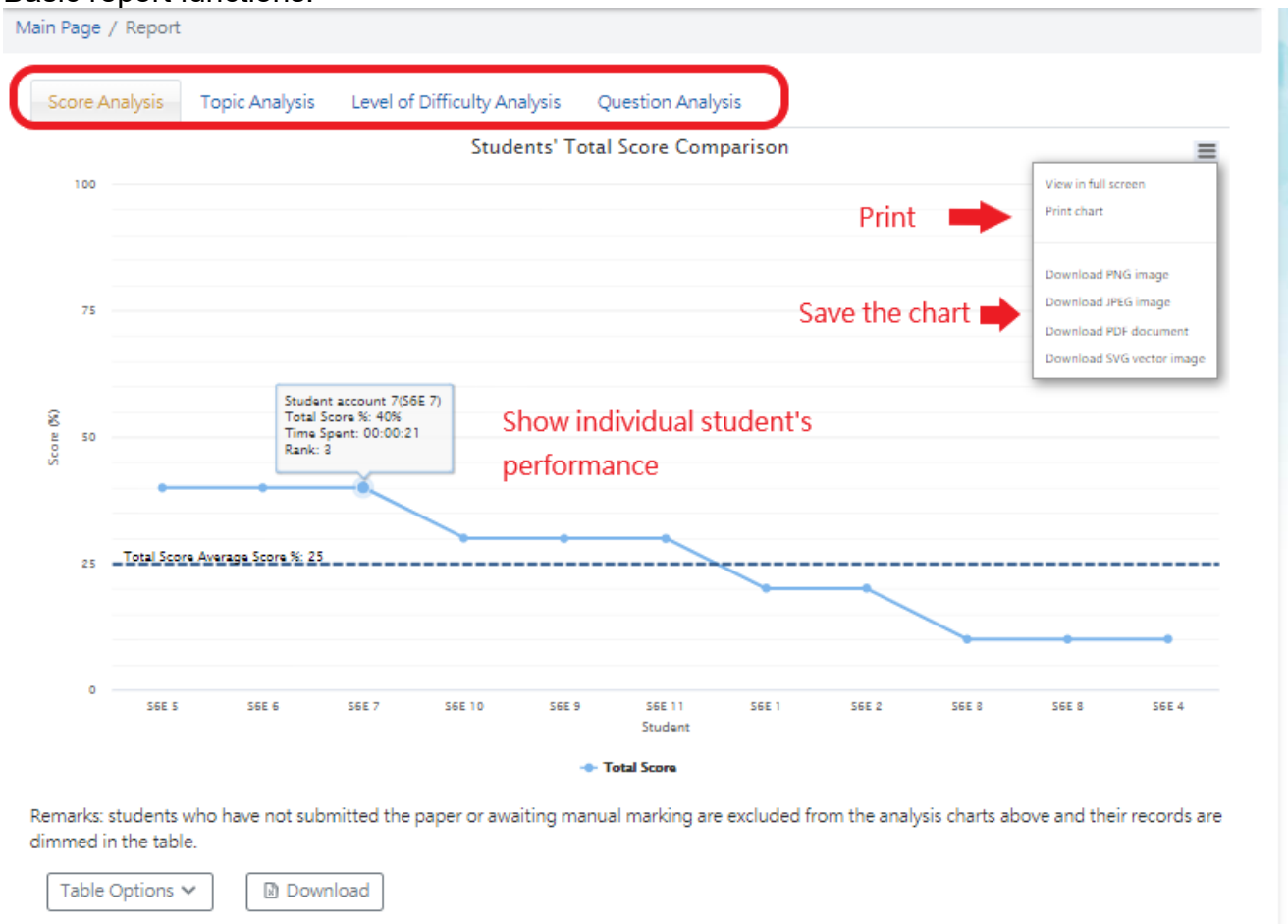
Teachers can view reports of the paper published by themselves or reports shared by other teachers. Click ‘Report’ to view the report.



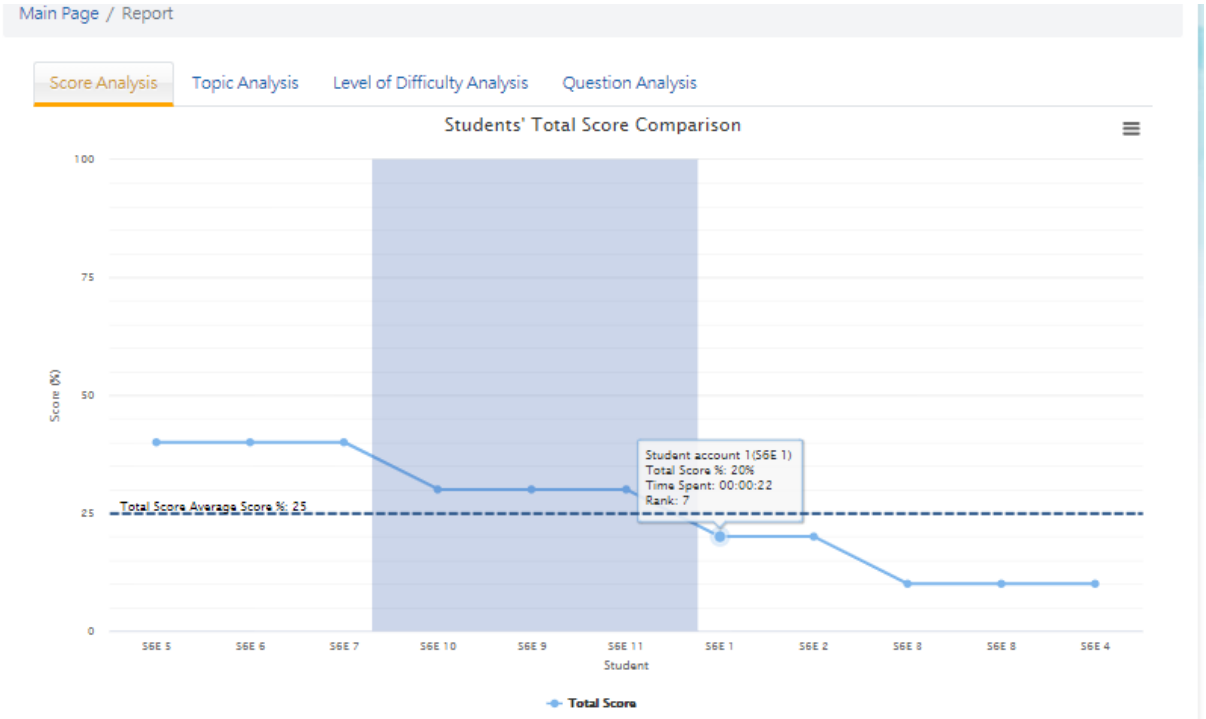
Basic report functions:

Item	Description
Types of report	Shown in four pages
Print chart	Print the chart
Download PNG image Download JPEG image Download PDF document Download SVG vector image	Download the chart, PNG, JPEG, PDF and SVG are available formats
Put the mouse over a point in the chart	Show performance of an individual student
Select part of the chart	Enlarge the selected part of the chart
Reset zoom	Reset the enlarged part

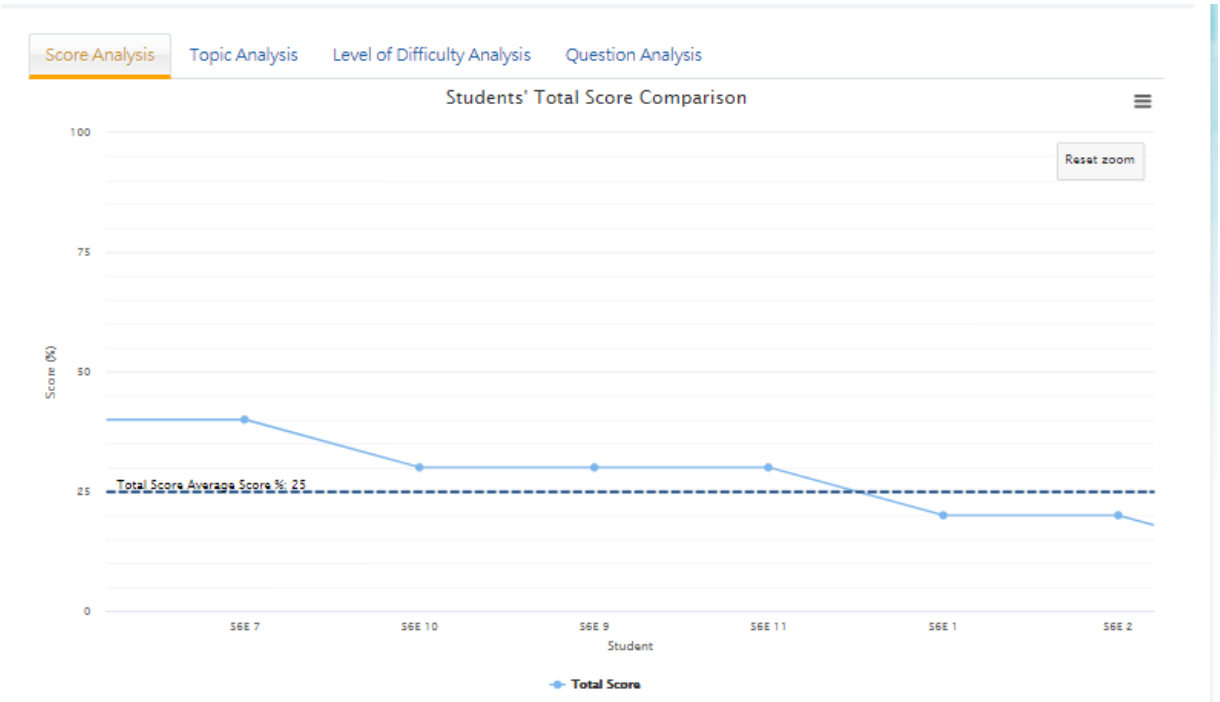
Basic report functions:



Select part of the chart:



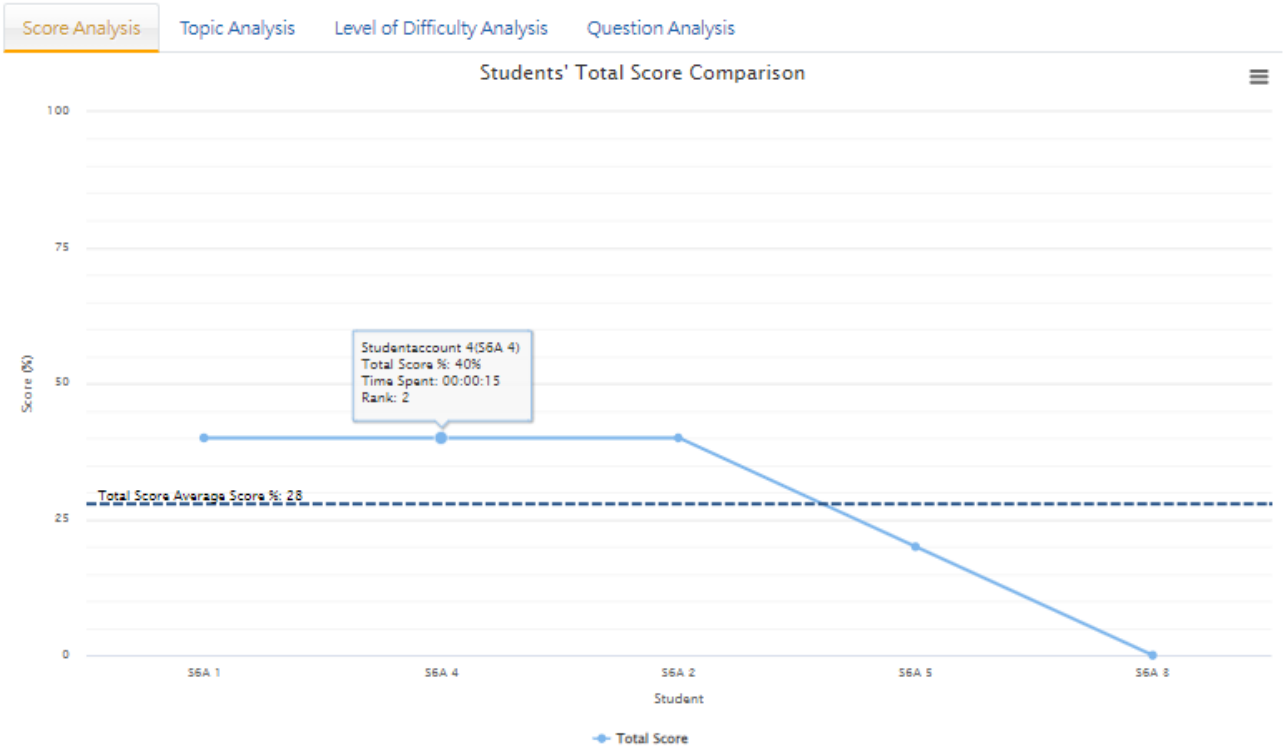
Enlarged chart:



3.2.1.Score Analysis

Teachers can view students' scores in the report.
Click the title in the table to sort the order by Class, Class No., Student Name, Ranking, Answer Time, Correctness or Score (%).

Example one: Sort by Score (%):

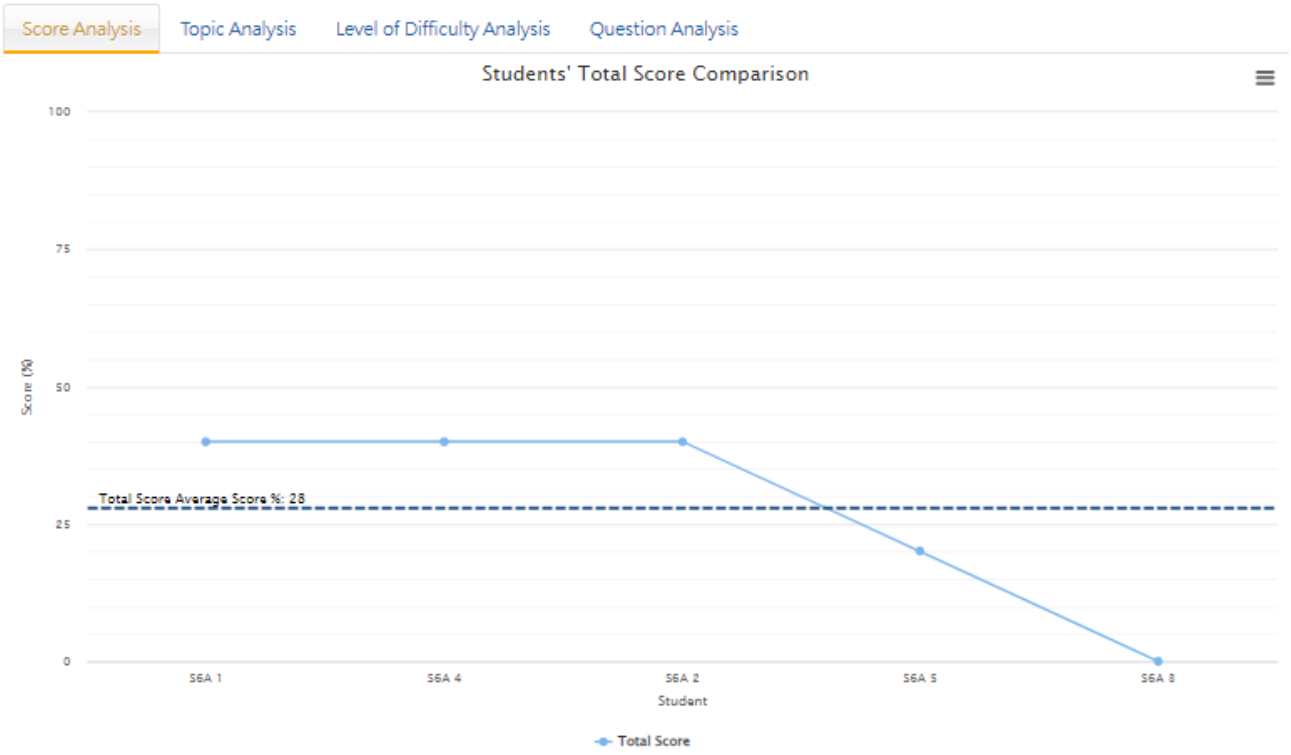


Remarks: students who have not submitted the paper or awaiting manual marking are excluded from the analysis charts above and their records are dimmed in the table.

Table Options Download

Class	Class No.	Student Name	Start	End	Answer Time	Submission by	Ranking	Answered	Correctness	Score (%)
S6A	1	Studentaccount 1	2023-08-17 18:17	2023-08-17 18:17	00:00:11	Student	1	5 / 5	2/5	40
S6A	4	Studentaccount 4	2023-08-17 18:19	2023-08-17 18:22	00:00:15	Teacher	2	5 / 5	2/5	40
S6A	2	Studentaccount 2	2023-08-17 18:18	2023-08-17 18:18	00:00:16	Student	3	5 / 5	2/5	40
S6A	5	Studentaccount 5	2023-08-17 18:20	2023-08-18 09:39	00:00:09	System	4	3 / 5	1/5	20
S6A	3	Studentaccount 3	2023-08-17 18:19	2023-08-17 18:22	00:00:10	Teacher	5	3 / 5	0/5	0

Example two: Sort by Ranking:



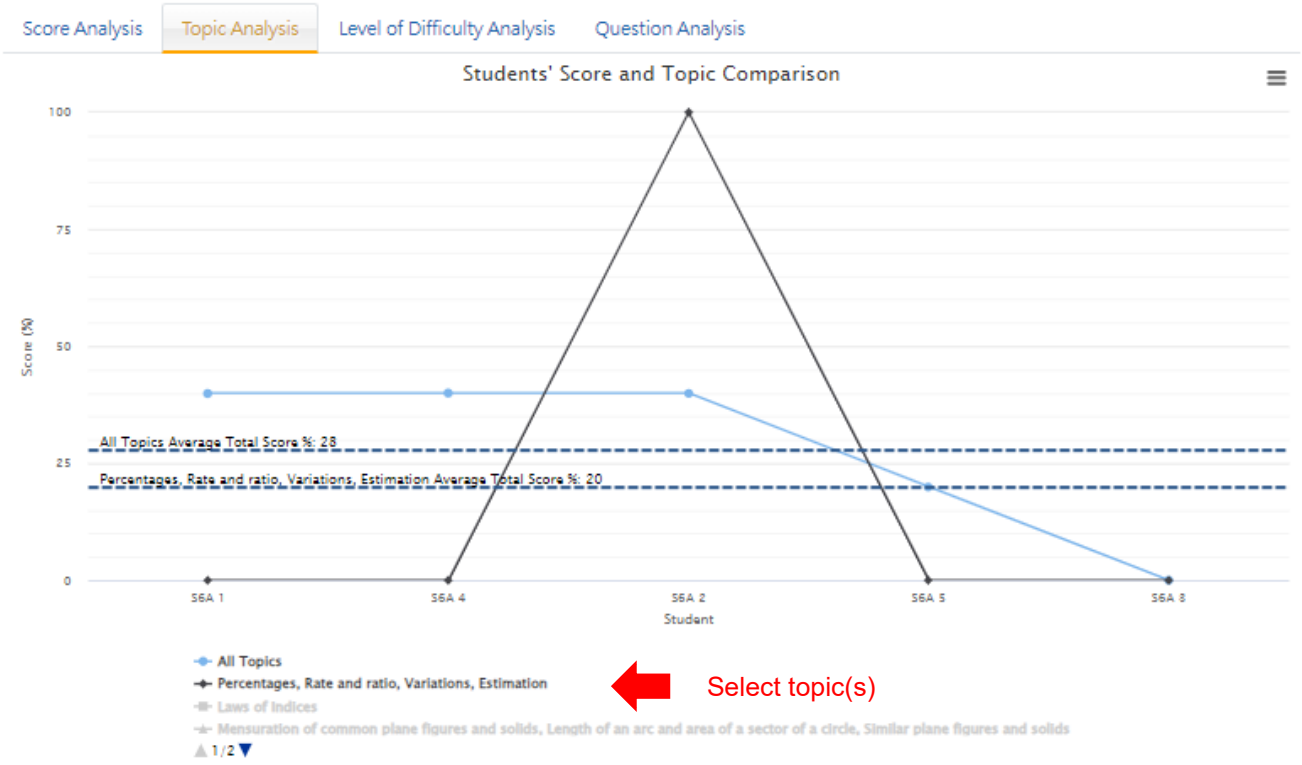
Remarks: students who have not submitted the paper or awaiting manual marking are excluded from the analysis charts above and their records are dimmed in the table.

Table Options | Download

Class	Class No.	Student Name	Start	End	Answer Time	Submission by	Ranking	Answered	Correctness	Score (%)
S6A	1	Studentaccount 1	2023-08-17 18:17	2023-08-17 18:17	00:00:11	Student	1	5 / 5	2/5	40
S6A	4	Studentaccount 4	2023-08-17 18:19	2023-08-17 18:22	00:00:15	Teacher	2	5 / 5	2/5	40
S6A	2	Studentaccount 2	2023-08-17 18:18	2023-08-17 18:18	00:00:16	Student	3	5 / 5	2/5	40
S6A	5	Studentaccount 5	2023-08-17 18:20	2023-08-18 09:39	00:00:09	System	4	3 / 5	1/5	20
S6A	3	Studentaccount 3	2023-08-17 18:19	2023-08-17 18:22	00:00:10	Teacher	5	3 / 5	0/5	0

3.2.2.Topic Analysis

Teachers can select topics to view performance of students in different topics.



Remarks: students who have not submitted the paper or awaiting manual marking are excluded from the analysis charts above and their records are dimmed in the table.

Details

Table Options Download

Class	Class No.	Student Name	Start	End	Answer Time	Submission by	Ranking	Answered	Correctness	Score (%)	Percent...
S6A	1	Studentaccount 1	2023-08-17 18:17	2023-08-17 18:17	00:00:11	Student	1	5 / 5	2/5	40	0
S6A	4	Studentaccount 4	2023-08-17 18:19	2023-08-17 18:22	00:00:15	Teacher	2	5 / 5	2/5	40	0
S6A	2	Studentaccount 2	2023-08-17 18:18	2023-08-17 18:18	00:00:16	Student	3	5 / 5	2/5	40	100
S6A	5	Studentaccount 5	2023-08-17 18:20	2023-08-18 09:39	00:00:09	System	4	3 / 5	1/5	20	0
S6A	3	Studentaccount 3	2023-08-17 18:19	2023-08-17 18:22	00:00:10	Teacher	5	3 / 5	0/5	0	0

3.2.3.Level of Difficulty Analysis

Teachers can select level to view performance of students in questions in different levels.

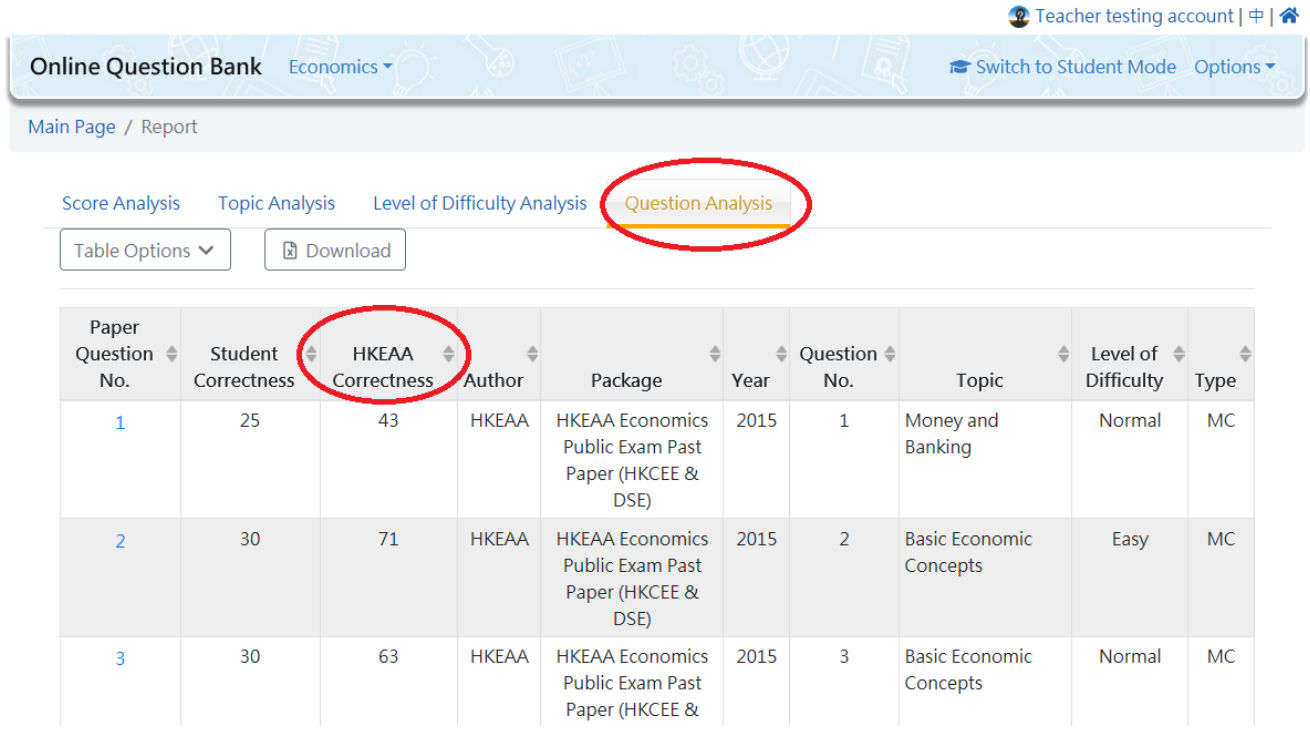
Remarks: students who have not submitted the paper or awaiting manual marking are excluded from the analysis charts above and their records are dimmed in the table.

Table Options Download

Class	Class No.	Student Name	Start	End	Answer Time	Submission by	Ranking	Answered	Correctness	Score (%)	Normal(%)
S6A	1	Studentaccount 1	2023-08-17 18:17	2023-08-17 18:17	00:00:11	Student	1	5 / 5	2/5	40	50
S6A	4	Studentaccount 4	2023-08-17 18:19	2023-08-17 18:22	00:00:15	Teacher	2	5 / 5	2/5	40	50
S6A	2	Studentaccount 2	2023-08-17 18:18	2023-08-17 18:18	00:00:16	Student	3	5 / 5	2/5	40	50
S6A	5	Studentaccount 5	2023-08-17 18:20	2023-08-18 09:39	00:00:09	System	4	3 / 5	1/5	20	50
S6A	3	Studentaccount 3	2023-08-17 18:19	2023-08-17 18:22	00:00:10	Teacher	5	3 / 5	0/5	0	0

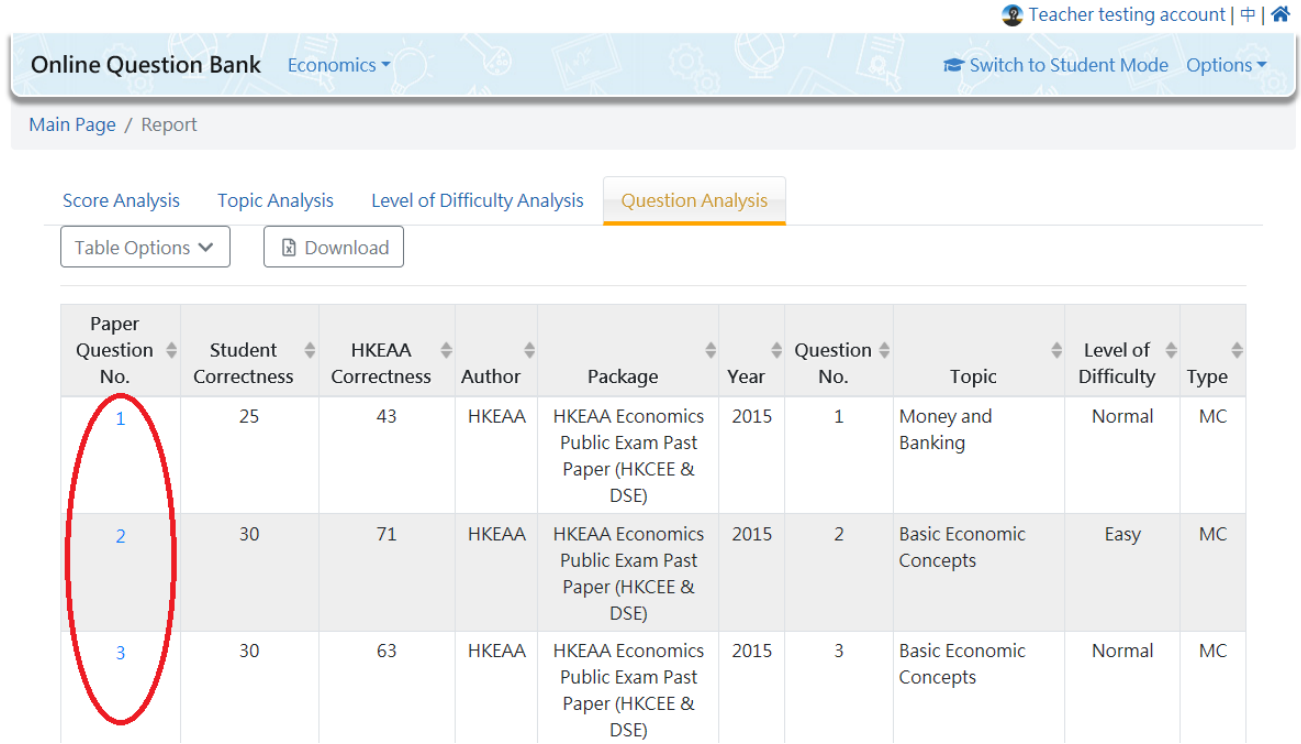
3.2.4.Question Analysis

Question Analysis lists the question information, student correctness rate and HKEAA correctness rate of the whole paper.
Teachers can view the average performance of students in each question.

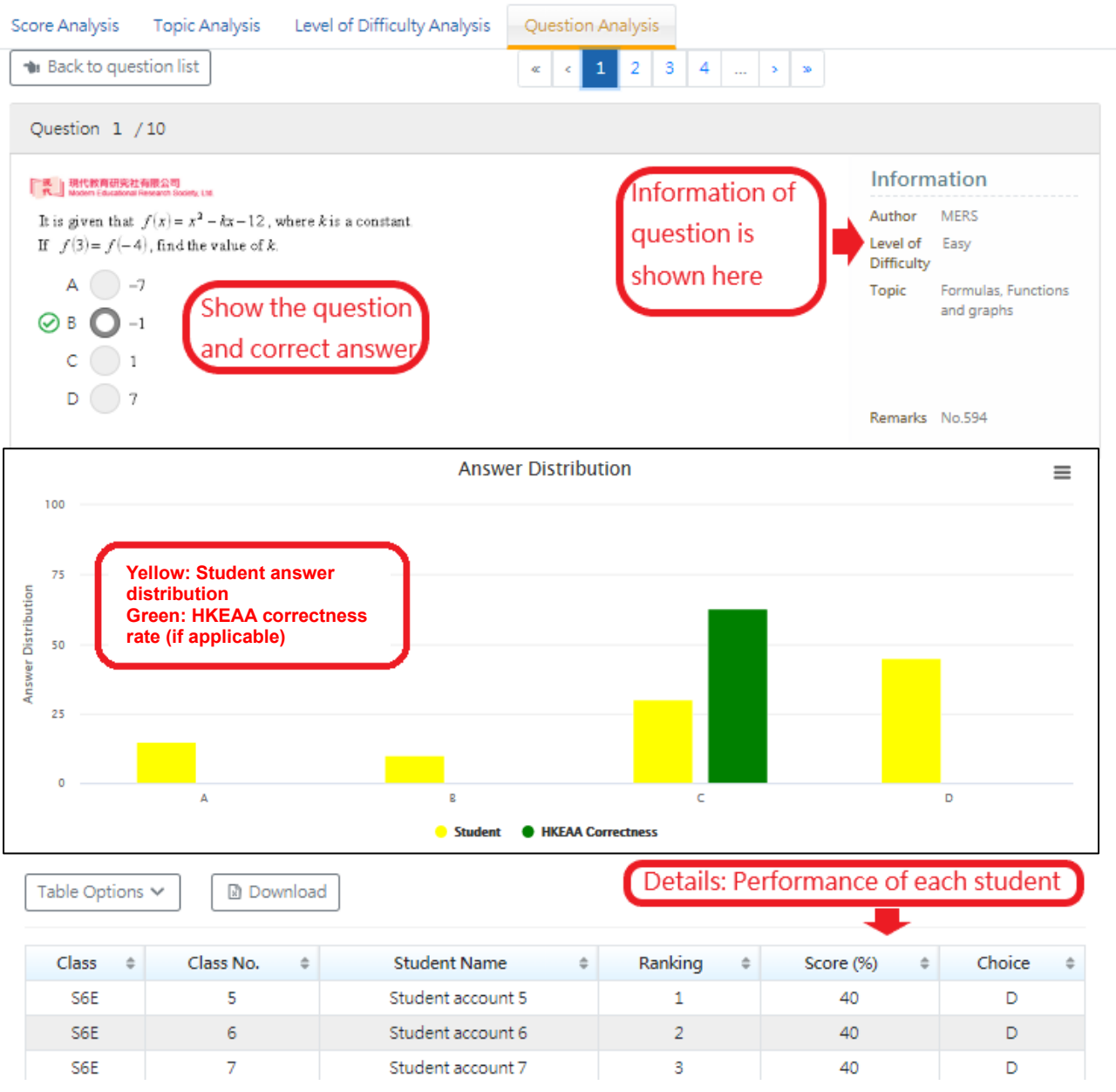


Paper Question No.	Student Correctness	HKEAA Correctness	Author	Package	Year	Question No.	Topic	Level of Difficulty	Type
1	25	43	HKEAA	HKEAA Economics Public Exam Past Paper (HKCEE & DSE)	2015	1	Money and Banking	Normal	MC
2	30	71	HKEAA	HKEAA Economics Public Exam Past Paper (HKCEE & DSE)	2015	2	Basic Economic Concepts	Easy	MC
3	30	63	HKEAA	HKEAA Economics Public Exam Past Paper (HKCEE &	2015	3	Basic Economic Concepts	Normal	MC

Click the Paper Question No. to view the details (only no. in blue can be clicked):



Paper Question No.	Student Correctness	HKEAA Correctness	Author	Package	Year	Question No.	Topic	Level of Difficulty	Type
1	25	43	HKEAA	HKEAA Economics Public Exam Past Paper (HKCEE & DSE)	2015	1	Money and Banking	Normal	MC
2	30	71	HKEAA	HKEAA Economics Public Exam Past Paper (HKCEE & DSE)	2015	2	Basic Economic Concepts	Easy	MC
3	30	63	HKEAA	HKEAA Economics Public Exam Past Paper (HKCEE & DSE)	2015	3	Basic Economic Concepts	Normal	MC

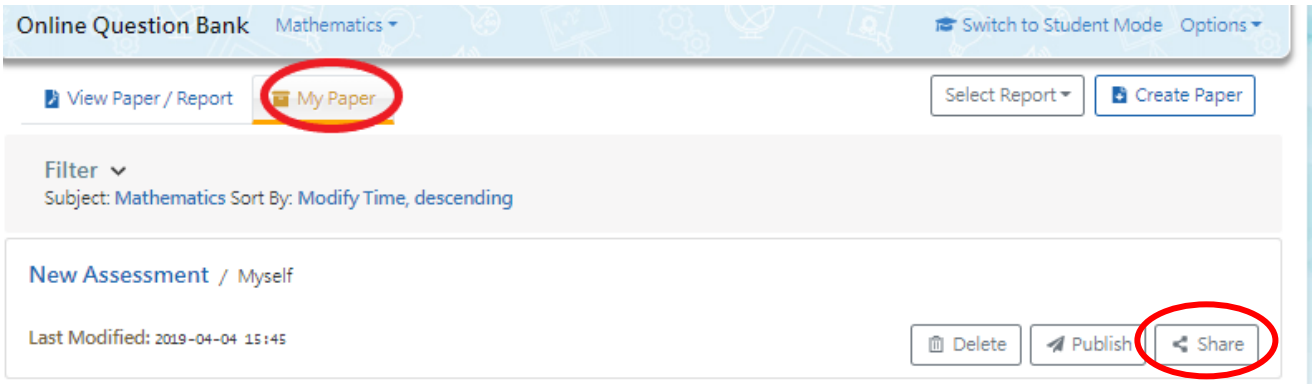


Class	Class No.	Student Name	Ranking	Score (%)	Choice
S6E	5	Student account 5	1	40	D
S6E	6	Student account 6	2	40	D
S6E	7	Student account 7	3	40	D

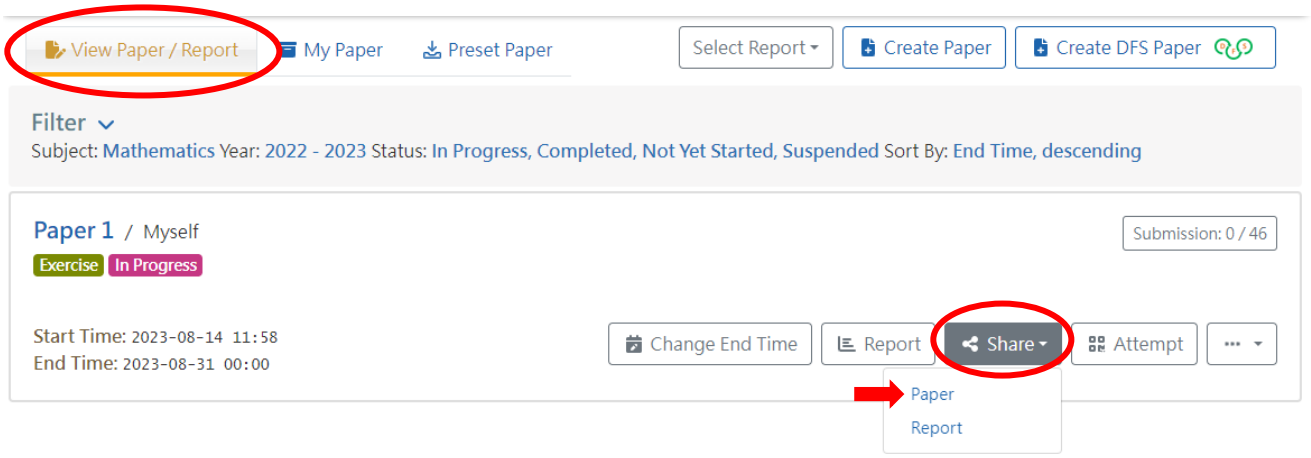
3.3. Share paper/report

3.3.1.Share paper

Share paper with **teachers within school** or **teachers from other schools** under 'My Paper':



Share paper with **teachers within school** or **teachers from other schools** under 'View Paper/Report':



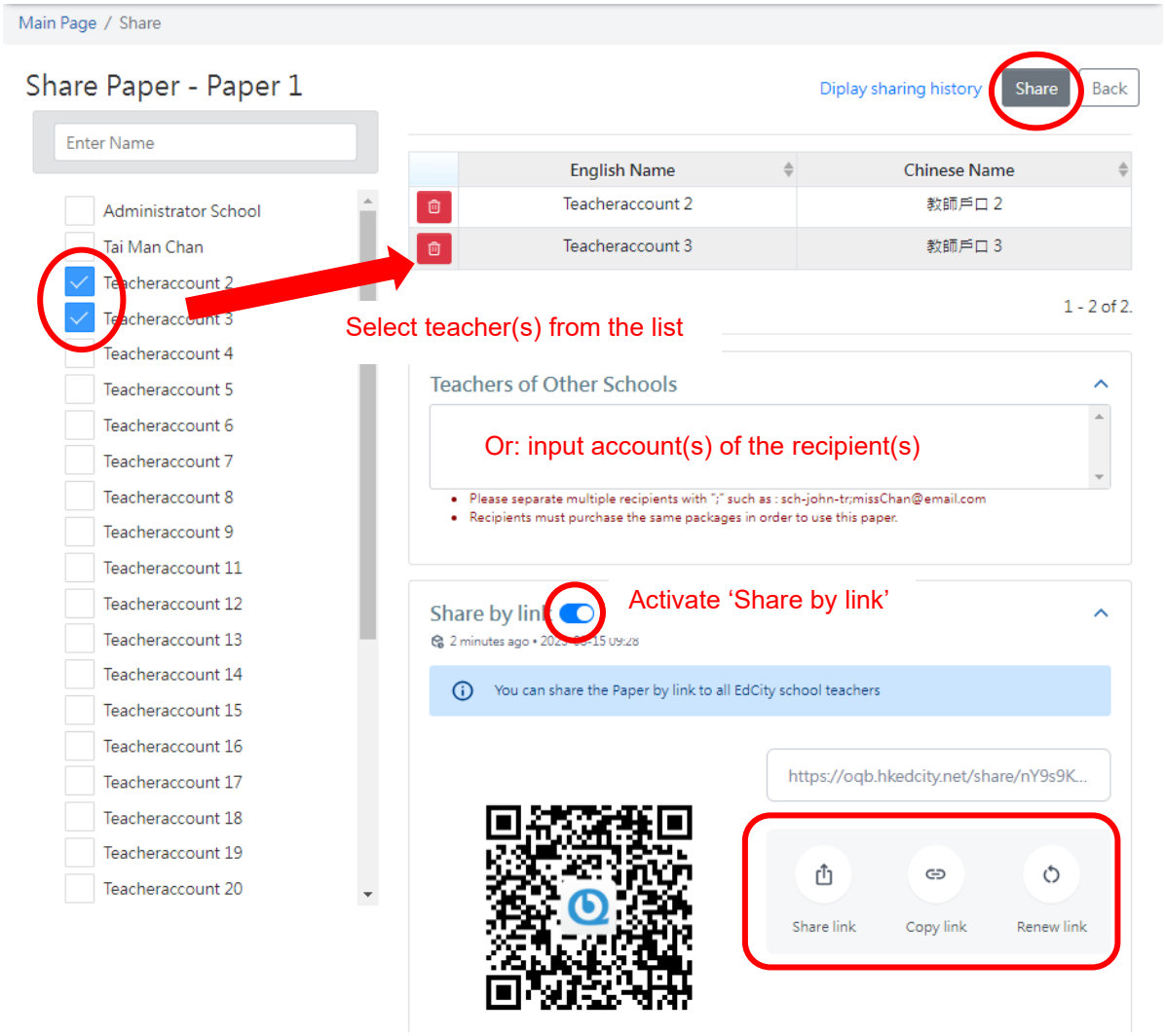
There are three methods for paper sharing in OQB:

Method 1: To share with teachers within school, select recipient(s) from the list.

Method 2: To share with teachers from other schools, input account(s) of the recipient(s).
* Please separate multiple recipients with semicolon ';',
  eg.: sch-john-tr;missChan@email.com
* Recipients must have purchased the same packages in order to use the paper.

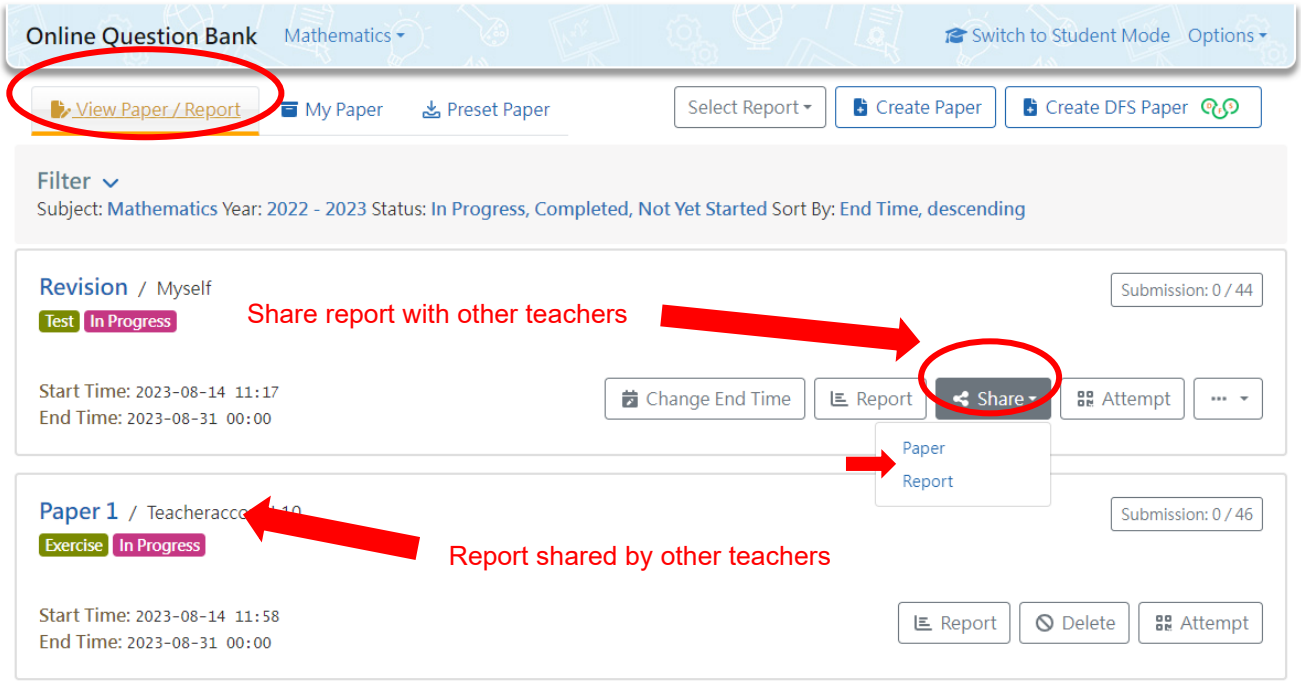
Method 3: To share with any EdCity teachers, share with QR codes or links.
* Activate 'Share by link' to obtain the system-generated QR Code and link for copy and share, or click 'Share Link' to send the link.
* Click 'Renew Link' to generate a new QR code and link. Once renewed, the links shared before will become invalid, and teachers will not be able to access the paper through that link.

Then click 'Share':



3.3.2.Share report (within school only)

On ‘View Paper/Report’, you can share reports with **school teachers**:

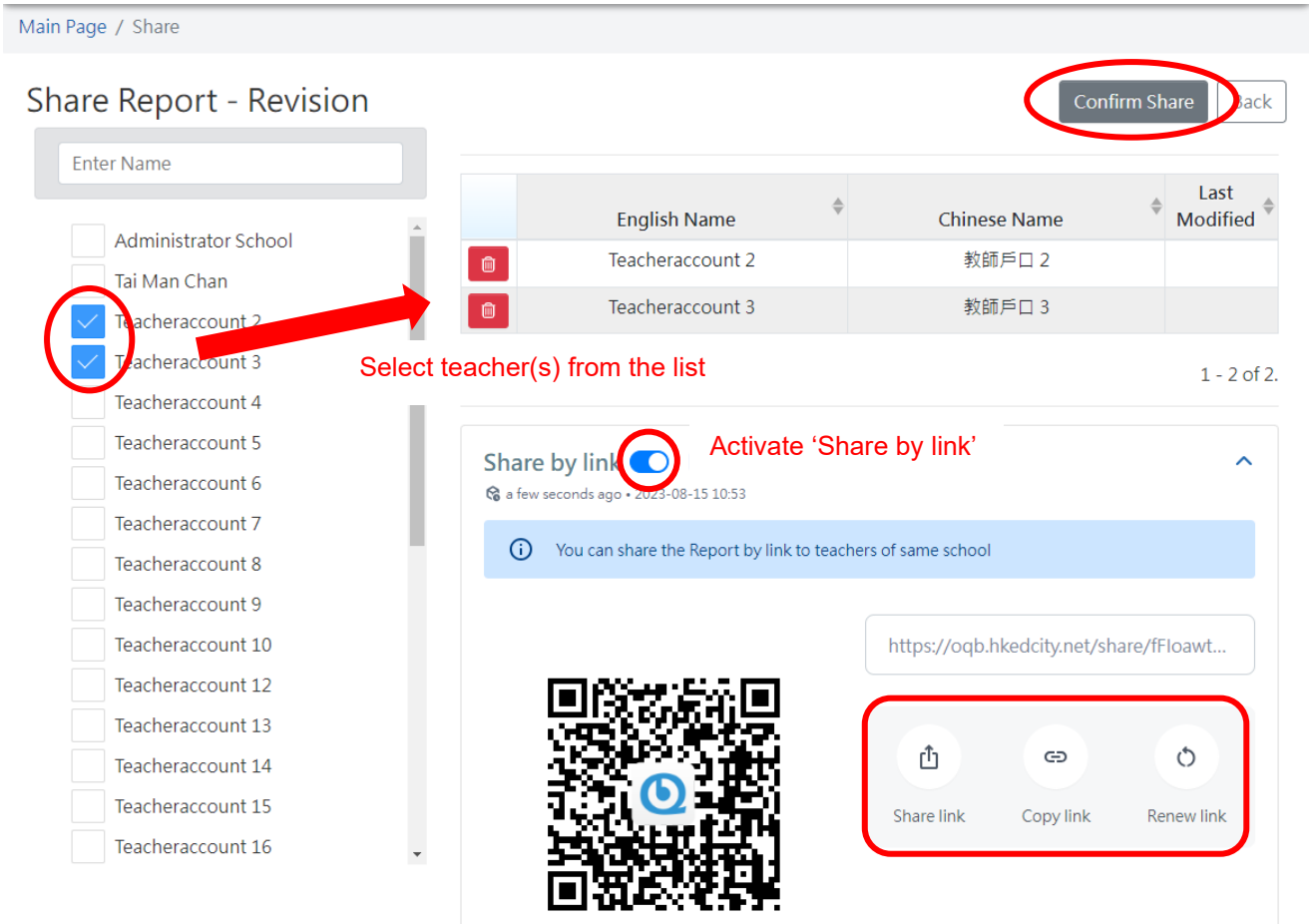


There are two methods for report sharing in OQB:

Method 1: Select teachers' name from the list.

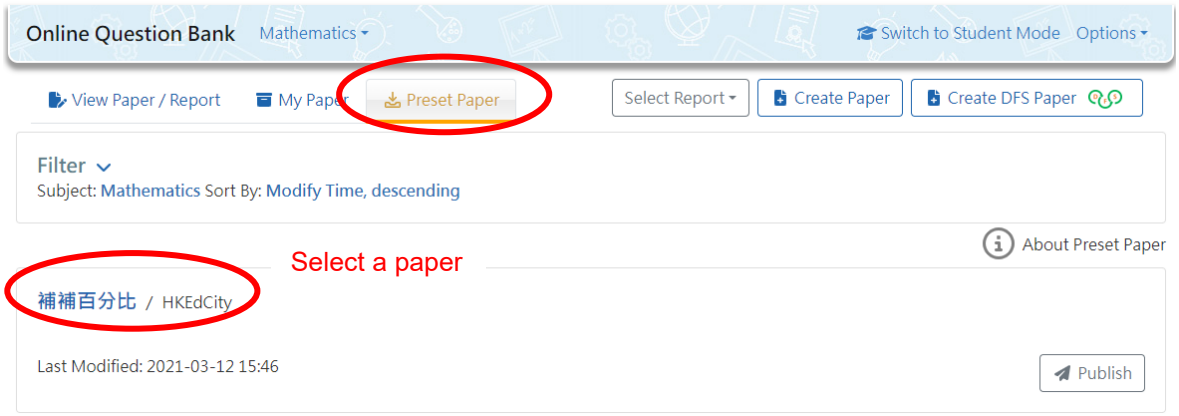
Method 2: Share with QR codes or links.
* Activate 'Share by link' to obtain the system-generated QR Code and link for copy and share, or click 'Share Link' to send the link.
* Click 'Renew Link' to generate a new QR code and link. Once renewed, the links shared before will become invalid, and teachers will not be able to access the report through that link.

Then click 'Confirm Share':

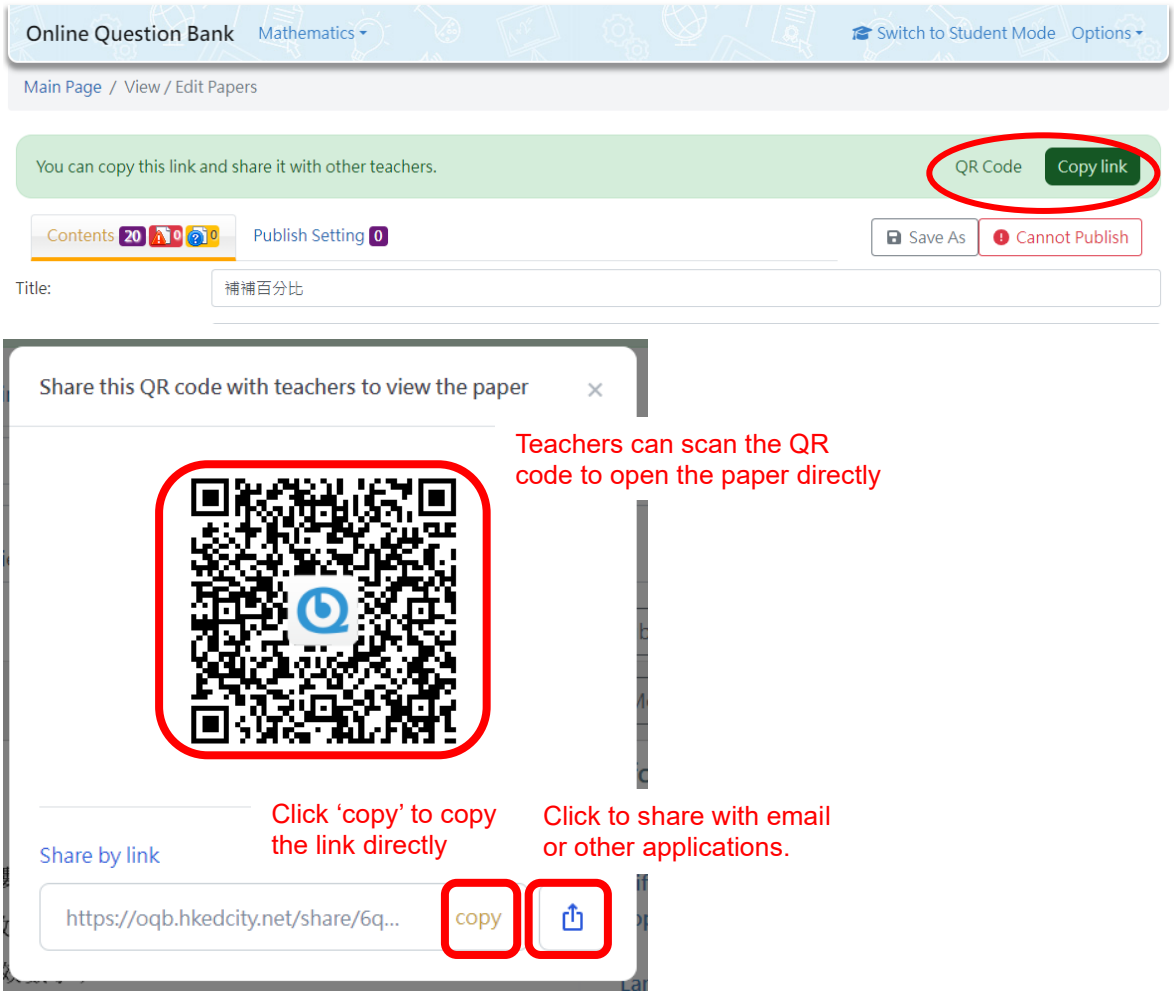


3.3.3.Share preset paper

Step One　Select a paper on ‘Preset Paper’.

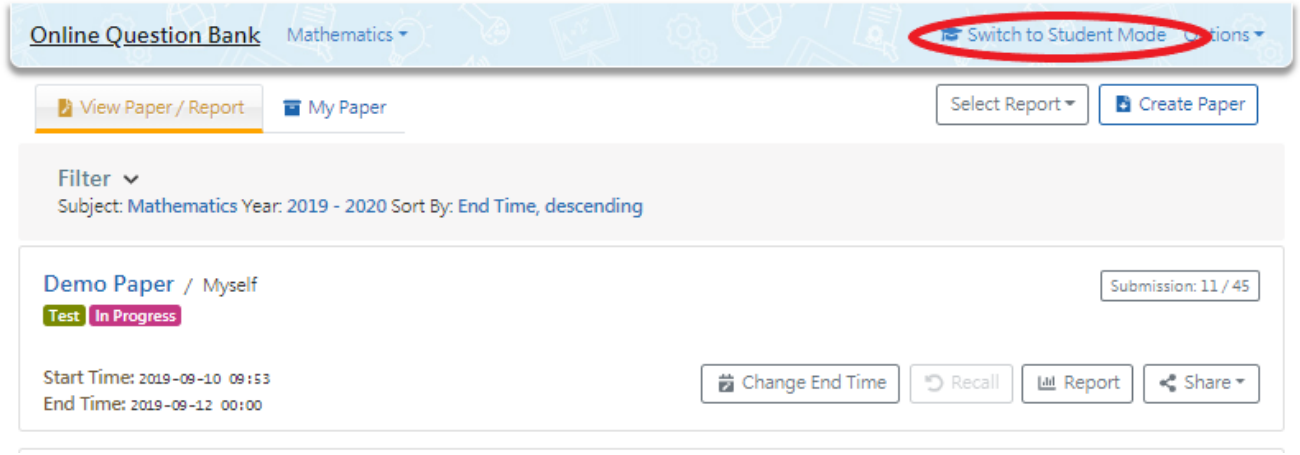


Step Two　Click ‘QR Code’ to obtain the system-generated QR Code and link, or click ‘Copy Link’ to copy the link directly.

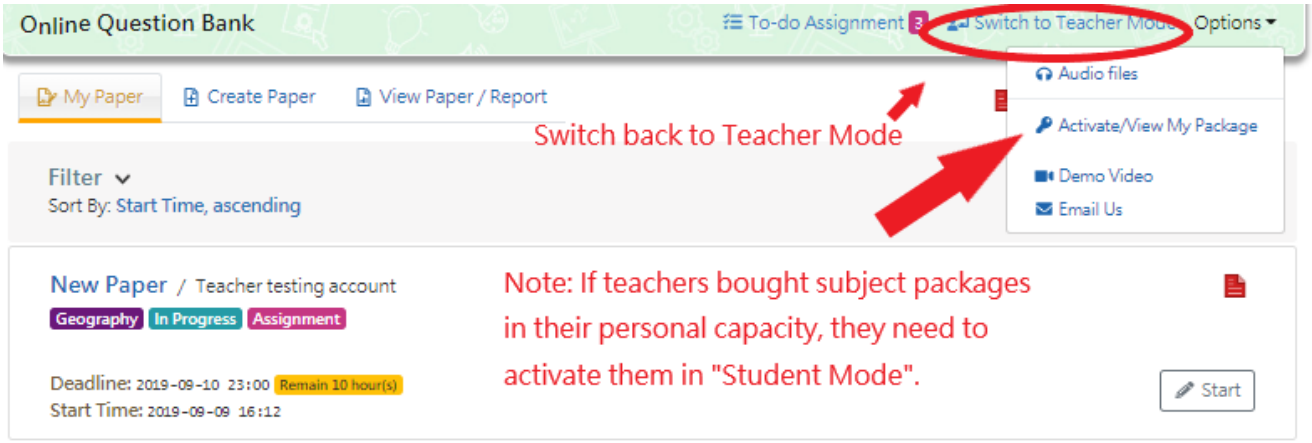


4. Student Mode

Click Switch to Student Mode, the webpage will switch to student interface.



'Student Mode' – Show student interface (Green background):



Note: If teachers bought subject packages in their personal capacity, they need to activate them in 'Student Mode'.