

Perception Version 4
Authoring Manager
User Guide

May 2005

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1 Introduction

This guide is intended to help you understand online questions and assessments and then help you through the detailed operations of using the *Perception* authoring tool *Authoring Manager*. We do not suggest that you try to sit and read this as you might a novel, but rather you should use it for reference.

The complete set of *Perception documentation* is listed in this guide.

If you simply wish to get started using Questionmark *Perception* we recommend that you consult the *Getting Started with Perception Version 4* guide.

As well as reading this guide, you are recommended to check the *Perception* support site for the latest information. You can reach this on the web at:

http://www.questionmark.com/perception/help

If you have any other questions about *Perception*, please contact your local Questionmark affiliate. We welcome any feedback from customers on this or any other Questionmark product.

1.1 What is Authoring Manager?

Authoring Manager enables you to create your own tests, exams, surveys and questionnaires for online delivery. These types of online question and answer exercises are all known as *assessments*. People who work through assessments are called *participants*. *Authoring Manager* is *Perception*'s desktop authoring application, and the assessments you create with it are delivered to participants with *Perception Server*.

You can go through the entire process of authoring questions and then building them into assessments, doing everything that you need to do, without leaving *Authoring Manager*. This is made possible by *using repositories*.

If you are *upgrading from version 3* of *Perception* you will see that this process is now much more streamlined and you can manage everything in a single environment. You can import all your *Perception* version 3 data into a version 4 repository and work with it in *Authoring Manager*.

The main aspects of *Authoring Manager*'s functionality are:

- *Using repositories*
- *Creating questions*
- *Topic structuring*
- *Building assessments*
- *Managing resources*
- *Managing content objects*
- *Customizing with templates*
- *Implementing security*
- *Controlling workflow*

1.2 Using repositories

All the data and files associated with the questions and the assessments built up from them are stored in a single *repository*. The data associated with the questions and the assessments is stored in a single *repository database* within the repository. The files associated with them are stored in the same repository as the database. These files are *resource* files, *template* files and learning *content*.

A repository can reside on your own PC, or it can be located on a central machine and be shared between several authors.

You can use more than one repository, you can move items between repositories and you can copy items from one repository to another.

When an assessment is ready for delivery to participants, the *Perception Server* software can use the repository in which the assessment was built. Alternatively, an assessment can be copied between repositories, perhaps from a "development" repository to a "production" repository.

This document gives you a complete reference to using *repositories*.

1.3 Creating questions

Assessments are built up from questions, which *Authoring Manager* holds in topics. *Topic structuring* allows you to create a structured item bank of questions.

Each question can contain one or more question metatags that are defined by question authors to classify questions, and may be used later for question selection.

Authoring Manager also provides the functionality for these questions to be scored, and to define feedback to be given to the participants answering the questions. Scores and feedback may also be defined for topics containing a set of questions.

The *Question Wizard* and *Question Editor* tools that you can use for creating *questions* are described fully in this document.

1.4 Topic structuring

Authoring Manager allows you to create topics which contain questions. Topics may also contain subtopics, and this makes it possible to organize questions by topic and create a structured item bank of questions.

1.5 Building assessments

When you have some questions available, *Authoring Manager* then allows you to organize them into assessments. These assessments can be specified in a variety of ways, giving the user complete control over the information delivered to the participant.

Assessments can be limited by the time or number of attempts a participant may take, and may also be set up to require monitoring by a proctor or invigilator who must confirm the identity of participants.

Assessments can even be created that direct participants to another program or assessment dependent on the assessment's results.

Assessments can also be structured into a hierarchy of *assessment folders*.

This document details how you build *assessments* with *Assessment Wizard* and *Assessment Editor* tools.

1.6 Managing resources

Resources such as graphic files or multimedia files can be included in questions, assessments or *topic outcomes*. *Authoring Manager* enables you to manage resources and store them in the same repository that contains the data for the questions and the assessments.

You can discover how to add *resources* to your repository and then include them in questions and assessments in this document.

1.7 Managing content objects

Content such as Word documents, Powerpoint presentations or URLs can be included in questions or assessments.

Authoring Manager enables you to manage learning content objects and store them in the same repository that contains the data for the questions and the assessments.

You can discover how to add *content objects* to your repository and then include them in questions and assessments in this document.

1.8 Customizing with templates

The way assessments appear to participants can be customized with *templates*. *Authoring Manager* enables you to manage templates and store them in the same repository that contains the data for the questions and the assessments.

This document explains how you can use the *Template Editor* tool and customize your assessments with *templates*.

1.9 Implementing security

If your repository is located on a central machine and is shared between several authors, then it is a shared repository. *Authoring Manager* enables you to control who can use a topic or assessment folder and which facilities each user has. The users are called administrators and their activities are controlled with *access rights*.

This document contains an *overview of security*, and you can find out more about the security model in the document *Concepts of Authoring*.

1.10 Controlling workflow

The stages that questions go through as authors develop them can be defined as a *workflow*. When a question is under development, its progress can be tracked as is passes through a workflow.

A guide to creating a *workflow* using the *Workflow Editor* and to using a workflow is given in this document.

1.11 Upgrading from version 3

If you have been using the *Perception* version 3 authoring tools *Question Manager* and *Assessment Manager*, you now only need to use *Authoring Manager.*

The separate question database and assessment database are now integrated into single *repository database*. In addition, you can manage all your graphics, multimedia and template files with *Authoring Manager* because they are stored in the same repository as the database.

If you wish to import *Perception* version 3 data, you can easily do this by creating a new repository with the *Repository Wizard*. You can import a question database, an assessment database, all your resources, templates, multimedia files and java files into your new repository in a single operation.

Authoring Manager allows you to create a local repository and import *Perception* version 3 data, but to do this for a shared repository you must use *Shared Repository Manager* (see the *Shared Repository Manager User Guide* for details about creating shared repositories).

Since the *Perception Server* software uses a repository to deliver assessments, there is no longer any need to publish them to your server. You can develop assessments in the same repository that *Perception Server* uses to deliver them, or you can copy assessments into the repository that *Perception Server* uses.

1.12 The repository database

The database format supported for local repositories is MS Access.

However, for large scale deployment it is recommended that you use shared repositories that support the **SQL Server** and **Oracle** database formats (see the *Shared Repository Manager User Guide* for details about creating shared repositories).

1.13 Perception documentation

The main documents that are available for *Perception* are:

- *Getting Started with Perception Version 4*
  Tells you how to get started
- *Authoring Manager Installation Guide*
  Tells you how to install *Authoring Manager*
- *Authoring Manager User Guide*
  Tells you how to use *Authoring Manager*
- *Concepts of Authoring*
  Explains the Concepts of Authoring in Perception
- *Shared Repository Manager User Guide*
  Tells you how to use Shared Repository Manager
- *Perception Server Installation Guide*
  Tells you how to install *Perception Server*
- *Web Deployment Guide*
  Tells you how to use Perception Server

These documents can all be found on the *Perception* support site:

http://www.questionmark.com/perception/help

You will also find other documents and knowledgebase questions on this site.

2 Starting Authoring Manager

2.1 Starting Authoring Manager

To start *Authoring Manager*, select the menu item **Start | Programs | Perception4 | Authoring Manager**.

You will initially see the splash screen, which will disappear quite soon, but you can click on it to proceed to the next screen.

The screens you see next will vary slightly depending on whether you are *starting Authoring Manager for the first time* or *starting Authoring Manager subsequently*.

When you have started *Authoring Manager*, you will see the *Authoring Manager Window*.

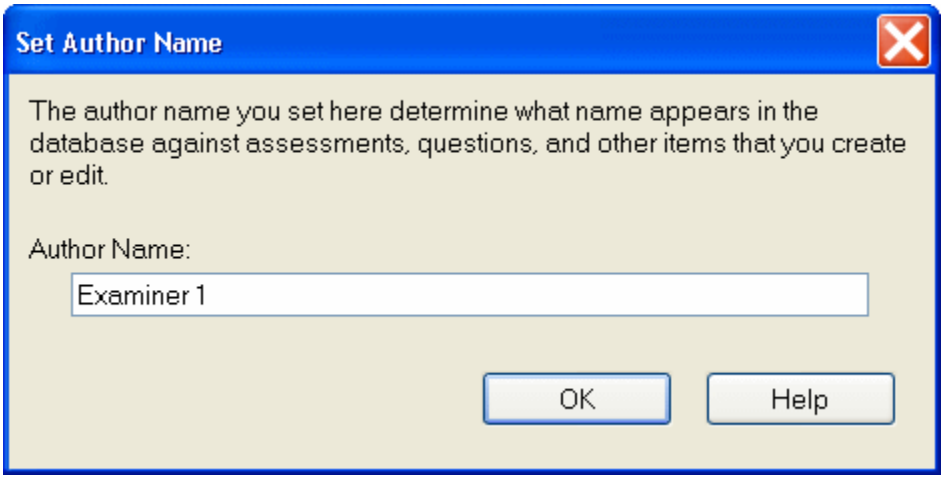
2.2 Starting Authoring Manager for the first time

After you see the splash screen, *Authoring Manager* will take you through the following screens:

1) *Author name* screen
   This asks you to specify the **Author Name** that will be used in all questions you create in local repositories, but it can be changed with the **Tools | Options…** menu option.
2) *Welcome* screen
   You can now open an existing local repository or shared repository or create a new repository with the *Repository Creation Wizard*.
3) *Authoring Manager Window*
   On this screen, you can work with an open repository or open a new one.

2.3 Author name

This screen only appears when *Authoring Manager* is first started.

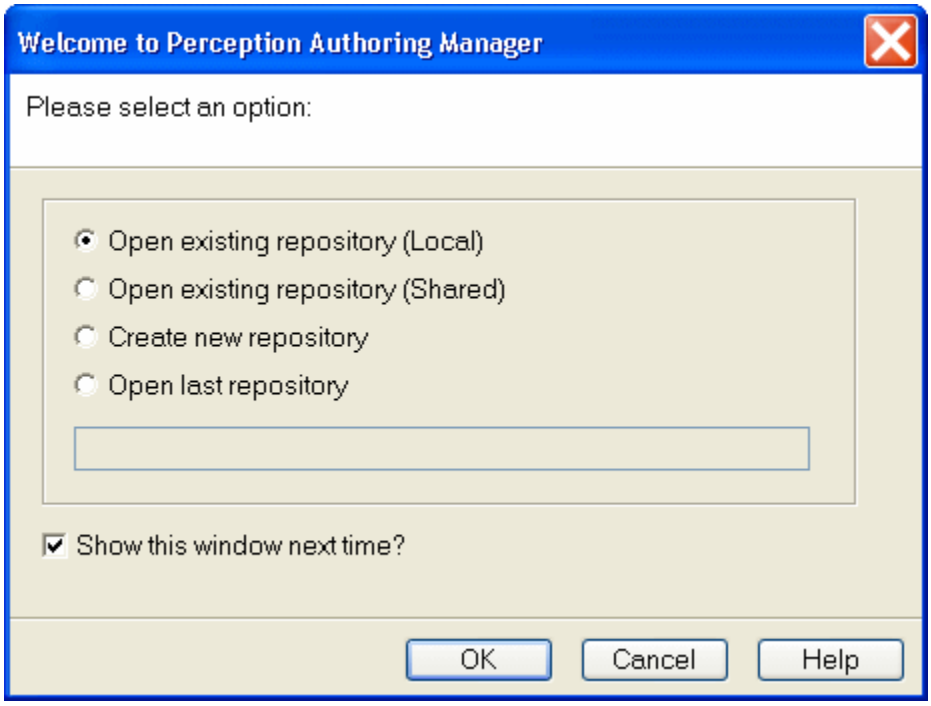


Type in the **Author Name** and click **OK**.

This name will be used in all questions you create in local repositories, but it can be changed with the setting options menu option.

2.4 Welcome

When *Authoring Manager* is started, you will see this screen.



If you have successfully opened a repository before in *Authoring Manager*, this screen will have the repository indicated under the **Open last repository** option.

Select one of the following:

- **Open existing repository (Local)**
  Select this option for *opening a local repository* that already exists
- **Open existing repository (Shared)**
  Select this option for *opening a shared repository* that already exists
- **Create new repository**
  Select this option to create a new repository with the *Repository Creation Wizard*
- **Open last repository**
  You can only use this option if you have run *Authoring Manager* before and used it **to work** with a repository.

If you wish to **Show this window next time** you start *Authoring Manager*, tick this box, otherwise ensure it is unticked.

If you choose **Create new repository** you will see the Authoring Manager main screen when the *Repository Creation Wizard* has finished, with the new repository open and ready for you to work with.

Click **OK** to proceed to the *Authoring Manager Window* with your chosen repository open and ready for you to work with.

You can click **Cancel** at any time to proceed to the *Authoring Manager Window* with no repository open.

2.5 Starting Authoring Manager subsequently

If the *options for startup* are set to bring *Authoring Manager* up with the welcome screen, then (after you see the splash screen) *Authoring Manager* will take you through the following screens:

1) *Welcome* screen
   You can now open an existing local repository or shared repository, create a new repository with the *Repository Creation Wizard*, or open the last repository that was used in *Authoring Manager*.
2) *Authoring Manager Window*
   On this screen, you can work with an open repository or open a new one.

If the *options for startup* are *not* set to bring *Authoring Manager* up with the welcome screen, then (after you see the splash screen) *Authoring Manager* will open either a default repository or the last repository that was opened, depending on how the *options for startup* are set.

3 The Authoring Manager Window

If you've used Microsoft Windows products before, you'll find most of the *Authoring Manager Window*'s components familiar. If you need more information about standard window features, see your Windows documentation.

When you first open a repository in *Authoring Manager*, you will see the *default window* layout of the *Authoring Manager Window*.

The *Authoring Manager Window* enables you to use the following:

- The *folder views pane*
- The *navigation tree*
- The *list pane* and the various *displays* within it
- The *preview pane*

It also gives you facilities for:

- *Obtaining best practice advice*
- *Updating Authoring Manager*

In addition, you can use the *menus* and *toolbars* on the *Authoring Manager Window*.

3.1 Overview

3.1.1 Main Features

The *Authoring Manager Window* has these features:

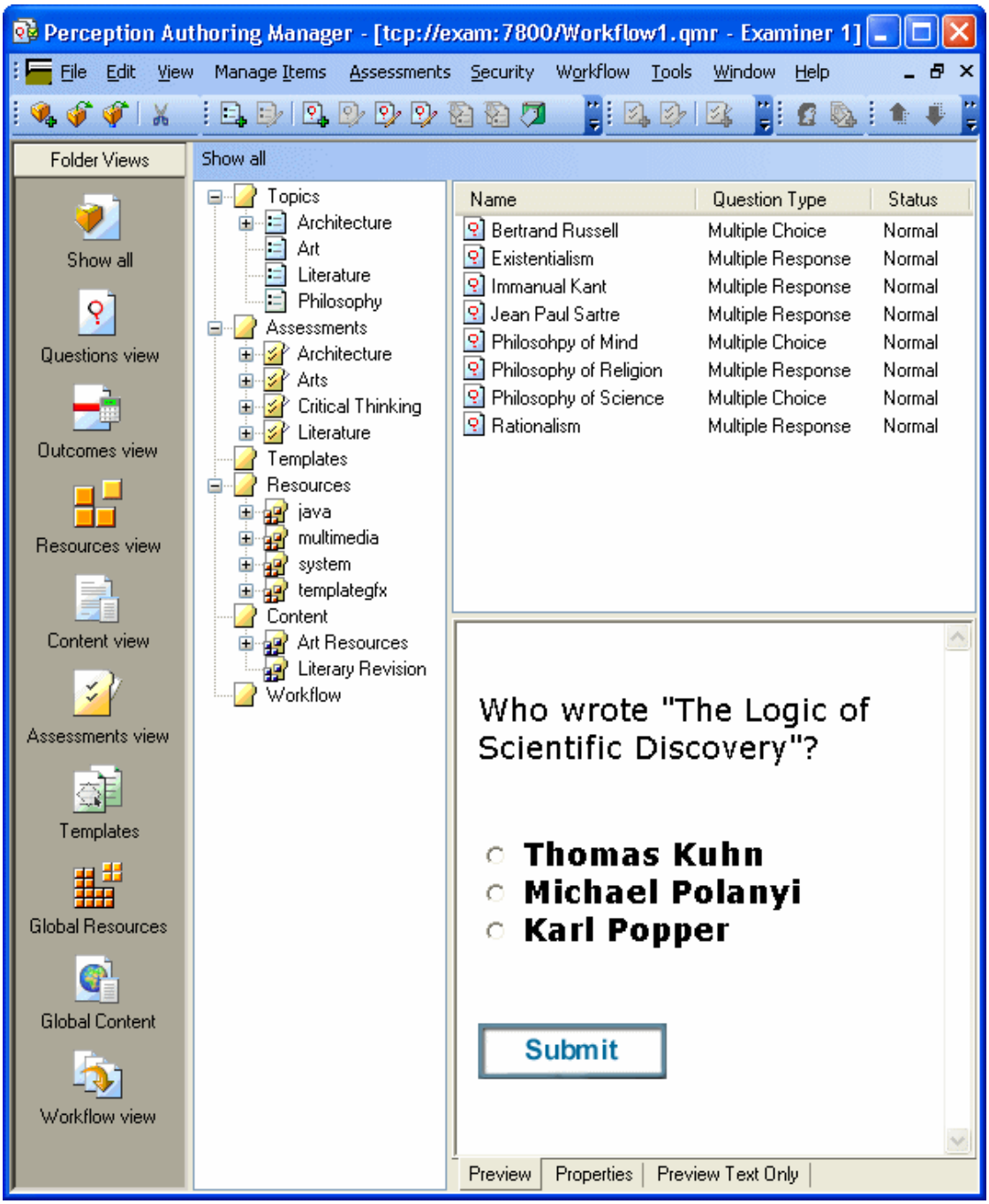
- *The default window*
- *Obtaining best practice advice*
- *Updating Authoring Manager*

3.1.2 The default window

When you first start *Authoring Manager*, you will see the default window layout of the *Authoring Manager Window*. What you see depends on whether you are using *Authoring Manager with a repository open* or *without a repository open*.

With a repository open

If you successfully opened a repository when you started *Authoring Manager* its contents will be displayed on this screen.

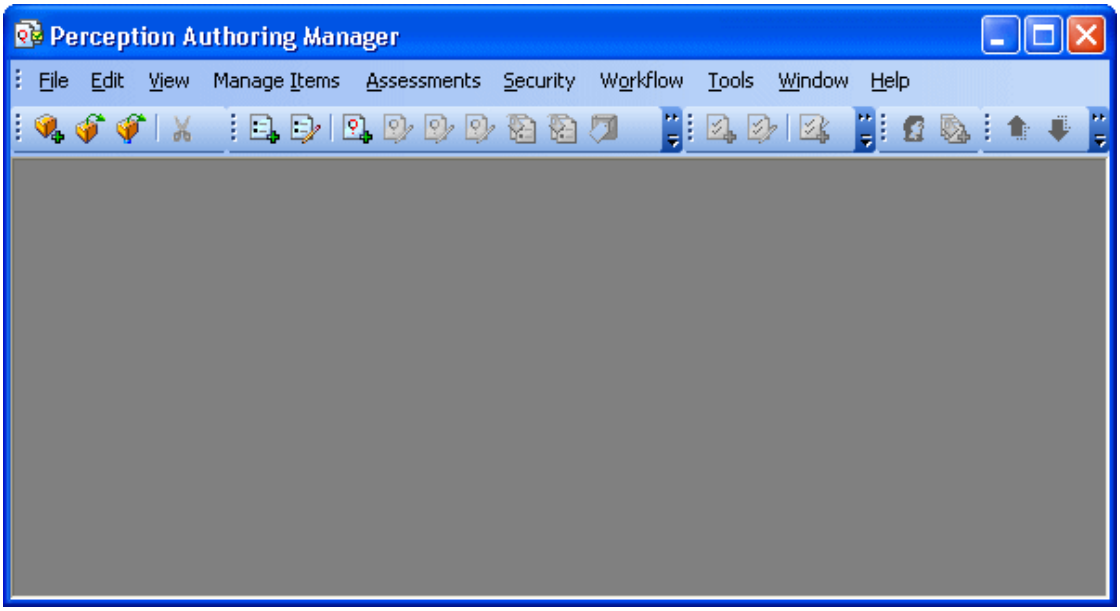


The *window layout* enables you to use the following:

- The *folder views pane*
- The *navigation tree*
- The *list pane* and the various *displays* within it
- The *preview pane*
- The *preview (text only) pane*
- The *properties pane*

Without a repository open

If you *did not* successfully open a repository when you started *Authoring Manager*, you will have to open a repository before you can use any of the features of the *Authoring Manager Window*.



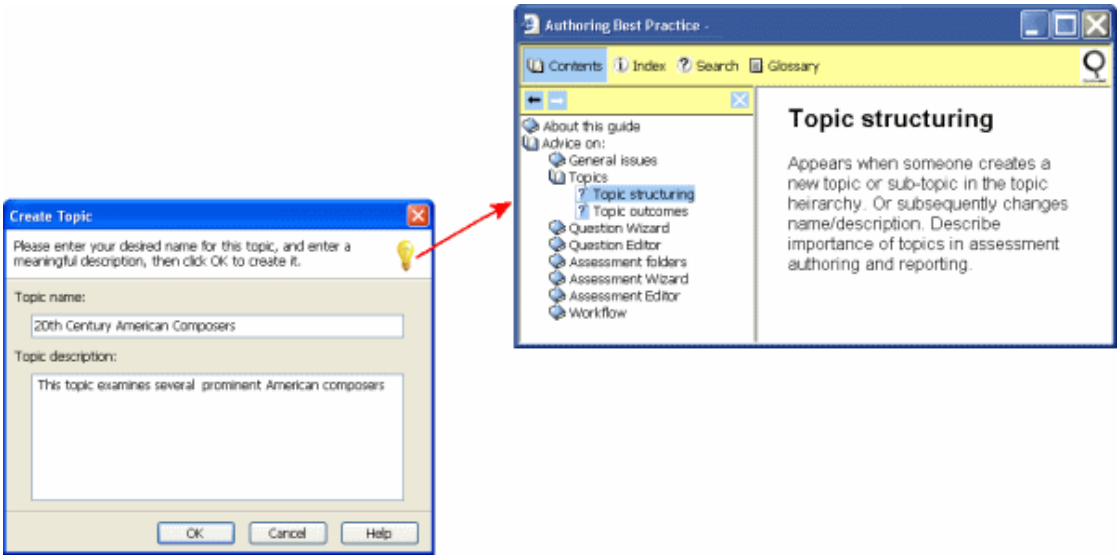
3.1.3 Obtaining best practice advice

Some of *Authoring Manager*'s screens contain this symbol:



If you click on this symbol, you will see some advice on how best to use the functionality that the screen provides.

For example, on the screen for *creating topics*, clicking this symbol will give you some advice on using and structuring topics.



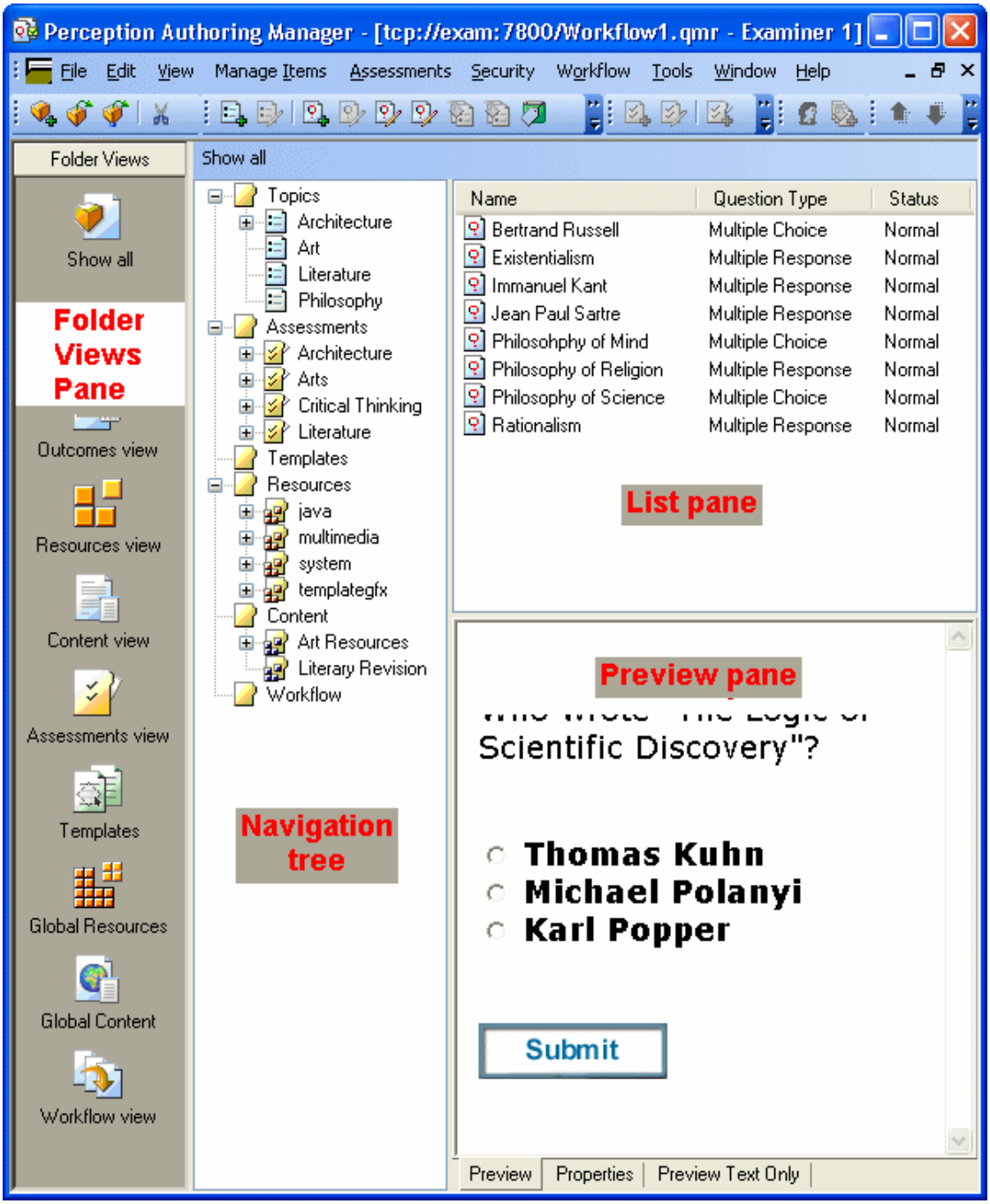
3.2 Using Authoring Manager

You can use the *window layout* in the *Authoring Manager window* for any of the following:

- *Working with topics*
- *Working with topic outcomes*
- *Working with questions*
- *Working with assessment folders*
- *Working with assessments*
- *Working with templates*
- *Working with resources*
- *Working with content*
- *Working with workflows*

3.2.1 The window layout

The *Authoring Manager Window* contains the following components:



- The *folder views pane* appears on the left of the Authoring Manager Window
- The *navigation tree* appears in the center of the Authoring Manager Window
- The *list pane* appears on the top right of the *Authoring Manager Window*
- The *preview pane* appears on the bottom left of the *Authoring Manager Window*

By clicking on the **Properties** tab, the *properties pane* appears on the bottom left of the *Authoring Manager Window* in place of the *preview pane*.

By clicking on the **Preview Text Only** tab, the *preview (text only) pane* appears on the bottom left of the *Authoring Manager Window* in place of the *preview pane*.

3.2.2 Working with topics

Authoring Manager has facilities for *working with root topics* and *working with individual topics*.

Working with Root topics

To work with root topics:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *questions view*
   - The *outcomes view*
   - The *resources view*

2) Highlight the topics section in the *navigation tree*

Working with Individual topics

To work with individual topics:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *questions view*
   - The *outcomes view*
   - The *resources view*

2) Highlight a topic in the *navigation tree* to work with it

3.2.3 Working with topic outcomes

To work with topic outcomes:

1) Switch to the *outcomes view* with the *folder views pane*
2) Highlight a topic in the *navigation tree*
3) Use the *outcome display* in the *list pane* to work with individual topic outcomes for the topic

3.2.4 Working with questions

To work with individual questions:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *questions view*

2) Highlight a topic in the *navigation tree*
3) Use the *question display* in the *list pane* to work with individual questions within the topic

3.2.5 Working with assessment folders

Authoring Manager has facilities for *working with root assessment folders* and *working with individual assessment folders*.

Working with root assessment folders

To work with root assessment folders:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *assessments view*

2) Highlight the assessments section in the *navigation tree* to work with root assessment folders

Working with individual assessment folders

To work with individual assessment folders:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *assessments view*

2) Highlight an assessment folder in the *navigation tree* to work with it

3.2.6 Working with assessments

To work with individual assessments:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *assessments view*

2) Highlight an assessment folder in the *navigation tree*
3) Use the *assessment display* in the *list pane* to work with individual assessments in the assessment folder

3.2.7 Working with templates

To work with templates:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *templates view*

2) Highlight templates section in the *navigation tree*
3) Use the *template display* in the *list pane* to work with templates

3.2.8 Working with resources

Authoring Manager has facilities for:

- *Working with individual topic resources*
- *Working with individual global resources*
- *Working with root global resource folders*
- *Working with individual global resource folders*

Working with individual topic resources

To work with individual topic resources:

1) Switch to the *resources view* with the *folder views pane*
2) Highlight a topic in the *navigation tree*
3) Use the *topic resource display* in the *list pane* to work with individual topic resources within the topic

Working with individual global resources

To work with individual global resources:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *global resources view*

2) Highlight a global resource folder in the *navigation tree*
3) Use the *global resource display* in the *list pane* to work with individual global resources within the topic

Working with root global resource folders

To work with root global resource folders:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *global resources view*

2) Highlight the global resources section in the *navigation tree*
3) Use the *global resource display* in the *list pane* to work with root global resource folders

Working with individual global resource folders

To work with individual global resource folders:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *global resources view*

2) Highlight a global resource folder in the *navigation tree* to work with it

3.2.9 Working with content

Authoring Manager has facilities for:

- *Working with individual topic content objects*
- *Working with individual global content objects*
- *Working with root global content folders*
- *Working with individual global content folders*

Working with individual topic content objects

To work with individual topic content objects:

1) Switch to the *content view* with the *folder views pane*
2) Highlight a topic in the *navigation tree*
3) Use the *topic content display* in the *list pane* to work with individual topic content objects within the topic

Working with individual global content objects

To work with individual global content objects:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *global content view*

2) Highlight a global content folder in the *navigation tree*
3) Use the *global content display* in the *list pane* to work with individual global content objects within the topic

Working with root global content folders

To work with root global content folders:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *global content view*

2) Highlight the global content section in the *navigation tree*

Working with individual global content folders

To work with individual global content folders:

1) Switch to either of the following views with the *folder views pane*:
   - The *full view*
   - The *global content view*

2) Highlight a global content folder in the *navigation tree* to work with it

3.2.10 Working with workflows

You can only use workflows if you are using a shared repository.

To work with workflows:

1) Switch to either of the following views with the *folder views pane*:
    - The *full view*
    - The *workflow view*

2) Highlight workflow section in the *navigation tree*
3) Use the *workflow display* in the *list pane* to work with workflows

3.3 The panes

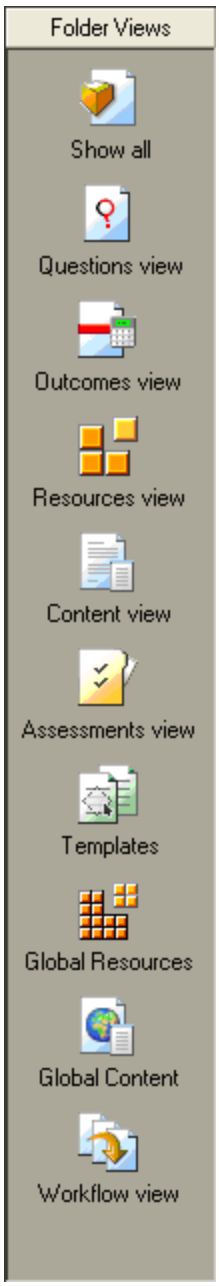
3.3.1 Panes in the Authoring Manager Window

The *Authoring Manager Window* contains the following panes:

- The *folder views pane*
- The *navigation pane*
- The *list pane* and the various *displays* within it
- The *preview pane*
- The *preview (text only) pane*
- The *properties pane*

3.3.2 The folder views pane

The folder views pane appears on the left of the *Authoring Manager window*.



The icons on the folder views pane enable you to switch to the following views:


Show all

Click this icon to see the *full view*


Questions view

Click this icon to see the *questions view*


Outcomes view

Click this icon to see the *outcomes view*


Resources view

Click this icon to see the *resources view*


Content view

Click this icon to see the *content view*


Assessments view

Click this icon to see the *assessments view*


Templates

Click this icon to see the *templates view*


Global Resources

Click this icon to see the *global resources view*


Global Content

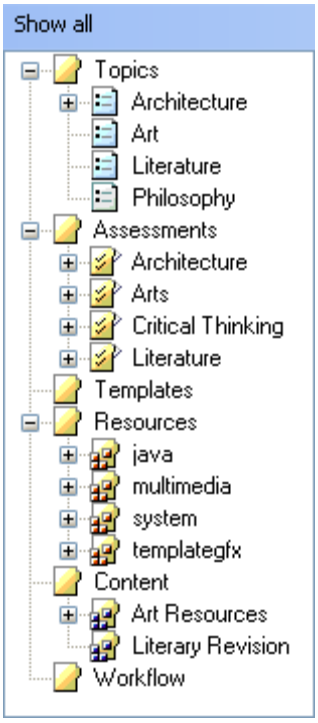
Click this icon to see the *global content view*


Workflow view

Click this icon to see the *workflow view*
(This icon is only visible when you are using a shared repository)

3.3.3 The navigation tree

The navigation tree appears in the center of the *Authoring Manager window*.

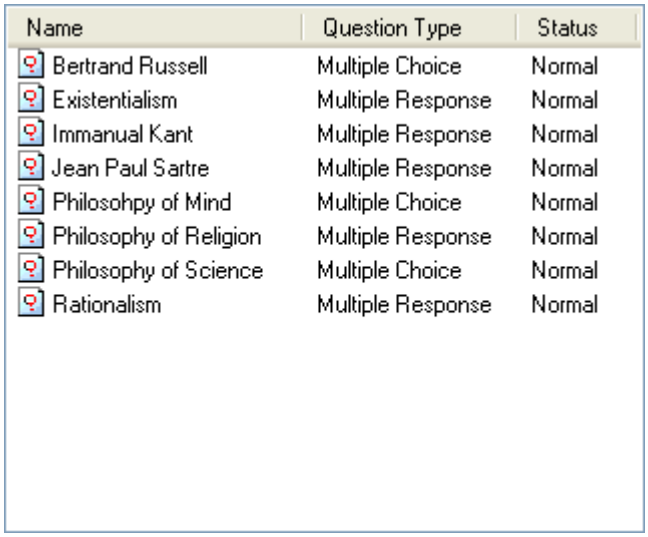


It contains the following:

- The topics section
- The topics
- The assessments section
- The assessment folders
- The templates section
- The global resources section
- The global resource folders
- The global content section
- The global content folders
- The workflow section

3.3.4 The list pane

The list pane appears on the top right of the *Authoring Manager window*.

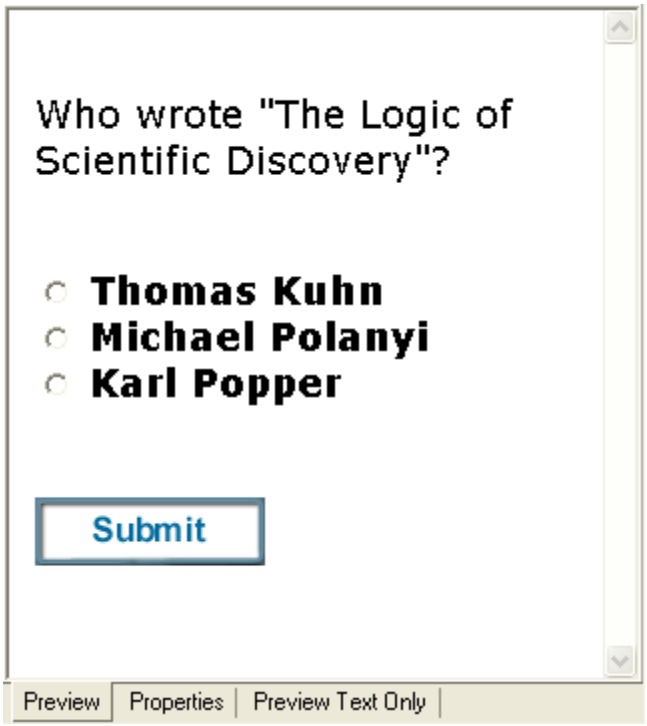


It can contain any of the following displays, depending on which *view* you select with the *folder views pane* and what you highlight in the *navigation tree*:

- The *question display*
- The *topic outcome display*
- The *topic resource display*
- The *topic content display*
- The *template display*
- The *assessment display*
- The *global resource display*
- The *global content display*
- The *workflow display*

3.3.5 The preview pane

The preview pane appears on the bottom right of the *Authoring Manager window*.



It appears for:

- Questions highlighted in the *questions view*
- Assessments highlighted in the *assessments view*
- Topic resources highlighted in the *resources view*
- Global resources highlighted in the *global resources view*
- Topic content objects highlighted in the *content view*
- Global content objects highlighted in the *global content view*
- Workflows highlighted in the *workflow view*

The preview pane shows you what the highlighted item looks like.

If you click on the **Properties** tab, the *properties pane* appears on the bottom left of the *Authoring Manager Window*.

If you click on the **Preview Text Only** tab, the *preview (text only) pane* appears on the bottom left of the *Authoring Manager Window*.

3.3.6 The preview (text only) pane

The preview (text only) pane appears on the bottom left of the *Authoring Manager window*. It is useful if you have a slow connection to your repository.

It appears for:

- Questions highlighted in the *questions view*
- Assessments highlighted in the *assessments view*

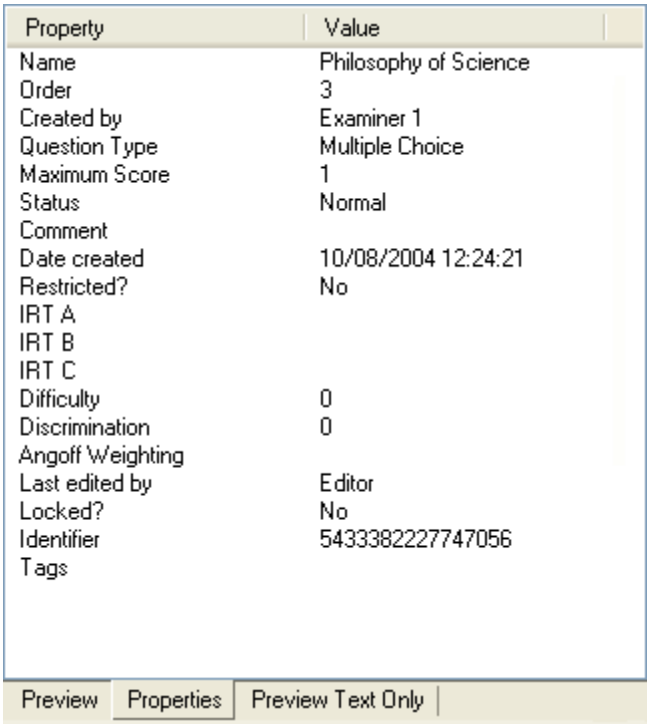
The preview (text only) pane shows you what the highlighted item looks like, but without displaying any of the resources or content items that highlighted item uses.

If you click on the **Preview** tab, the *preview pane* appears on the bottom left of the *Authoring Manager Window*.

If you click on the **Properties** tab, the *properties pane* appears on the bottom left of the *Authoring Manager Window*.

3.3.7 The properties pane

The properties pane appears on the bottom left of the *Authoring Manager window*.



It appears for:

- Questions highlighted in the *questions view*
- Assessments highlighted in the *assessments view*
- Templates highlighted in the *templates view*
- Topic resources highlighted in the *resources view*
- Global resources highlighted in the *global resources view*
- Topic content objects highlighted in the *content view*
- Global content objects highlighted in the *global content view*

The properties pane gives you information about what you highlighted.

If you click on the **Preview** tab, the *preview pane* appears on the bottom left of the *Authoring Manager Window*.

If you click on the **Preview Text Only** tab, the *preview (text only) pane* appears on the bottom left of the *Authoring Manager Window*.

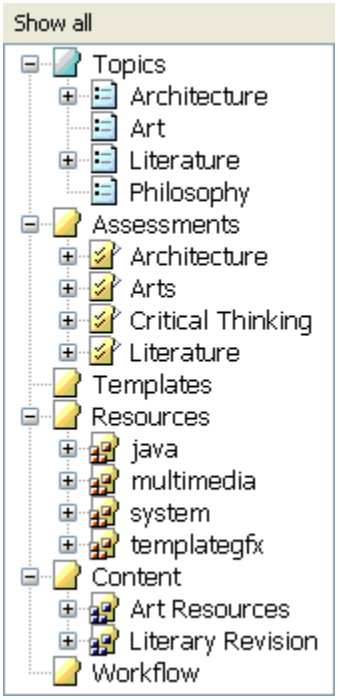
3.4 The views

Each view determines what you can use in the *navigation tree*. The views you can use are:

- The *full view*
- The *questions view*
- The *outcomes view*
- The *resources view*
- The *content view*
- The *assessments view*
- The *templates view*
- The *global resources view*
- The *global content view*
- The *workflow view*

3.4.1 Full view

You can switch to this view with the *folder views pane*.



When you are in the **full view**, you can do any of the following:

- **Work with topics**
  Highlight the topics section in the *navigation tree* to work with root topics

  Highlight a topic in the *navigation tree* to work with individual topics

- **Work with questions**
  Highlight a topic in the *navigation tree* to see the *question display* in the *list pane* and work with individual questions in the topic

- **Work with assessment folders**
  Highlight the assessments section in the *navigation tree* to work with root assessment folders

  Highlight an assessment folder in the *navigation tree* to see the *assessment display* in the *list pane* and work with individual assessment folders within the highlighted assessment folder

- **Work with assessments**
  Highlight an assessment folder in the *navigation tree* to see the *assessment display* in the *list pane* and work with individual assessments in the assessment folder

- **Work with templates**

  Highlight the templates section in the *navigation tree* to see the *template display* in the *list pane* and work with individual templates

- **Work with global resource folders**

  Highlight the global resources section in the *navigation tree* to work with root global resource folders

  Highlight a global resource folder in the *navigation tree* to work with global resource folders within the highlighted folder

- **Work with global resources**

  Highlight a global resource folder in the *navigation tree* to see the *global resource display* in the *list pane* and work with individual global resources

- **Work with global content folders**

  Highlight the global content section in the *navigation tree* to work with root global content folders

  Highlight a global content folder in the *navigation tree* to work with global content folders within the highlighted folder

- **Work with global content objects**

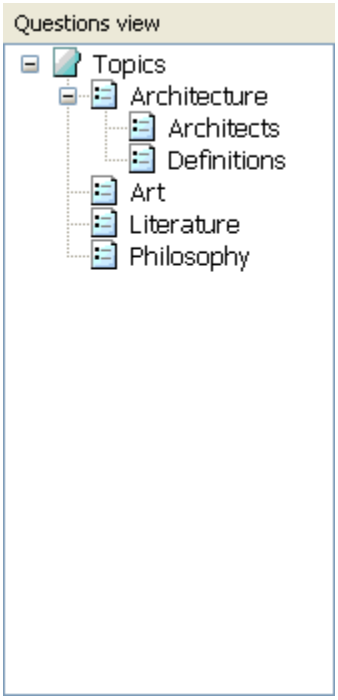
  Highlight a global content folder in the *navigation tree* to see the *global content display* in the *list pane* and work with individual global content objects

- **Work with workflows**

  Highlight the workflow section in the *navigation tree* to see the *workflow display* in the *list pane* and work with workflows

3.4.2 Questions view

You can switch to this view with the *folder views pane*.



When you are in the **questions view**, you can do any of the following:

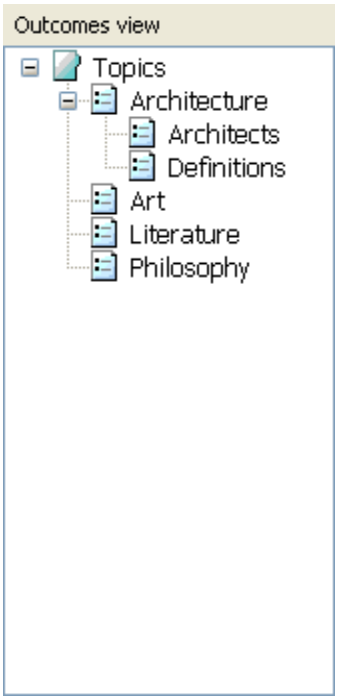
- **Work with topics**
  Highlight the topics section in the *navigation tree* to work with root topics

  Highlight a topic in the *navigation tree* to work with individual topics

- **Work with questions**
  Highlight a topic in the *navigation tree* to see the *question display* in the *list pane* and work with individual questions in the topic

3.4.3 Outcomes view

You can switch to this view with the *folder views pane*.



When you are in the **outcomes view**, you can do any of the following:

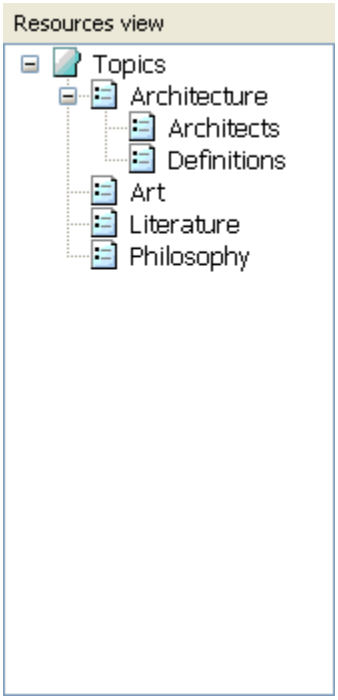
- **Work with topics**
  Highlight the topics section in the *navigation tree* to work with root topics

  Highlight a topic in the *navigation tree* to work with individual topics

- **Work with topic outcomes**
  Highlight a topic in the *navigation tree* to see the *topic outcome display* in the *list pane* and work with individual topic outcomes for the topic

3.4.4 Resources view

You can switch to this view with the *folder views pane*.



When you are in the **resources view**, you can do any of the following:

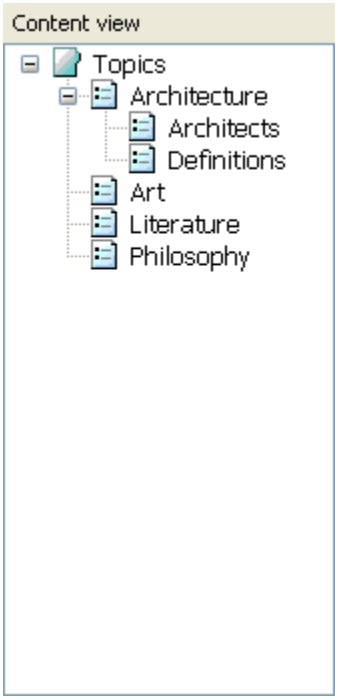
- **Work with topics**
  Highlight the topics section in the *navigation tree* to work with root topics

  Highlight a topic in the *navigation tree* to work with individual topics

- **Work with topic resources**
  Highlight a topic in the *navigation tree* to see the *topic resource display* in the *list pane* and work with individual topic resources

3.4.5 Content view

You can switch to this view with the *folder views pane*.



When you are in the **content view**, you can do any of the following:

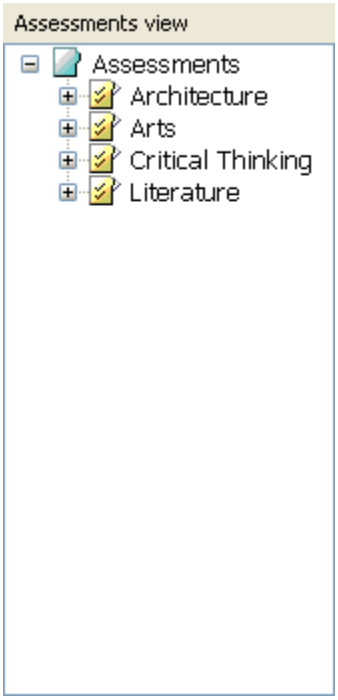
- **Work with topics**
  Highlight the topics section in the *navigation tree* to work with root topics

  Highlight a topic in the *navigation tree* to work with individual topics

- **Work with topic content objects**
  Highlight a topic in the *navigation tree* to see the *topic content display* in the *list pane* and work with individual topic content objects

3.4.6 Assessments view

You can switch to this view with the *folder views pane*.



When you are in the **assessments view**, you can do any of the following:

- **Work with assessment folders**

  Highlight the assessments section in the *navigation tree* to work with root assessment folders

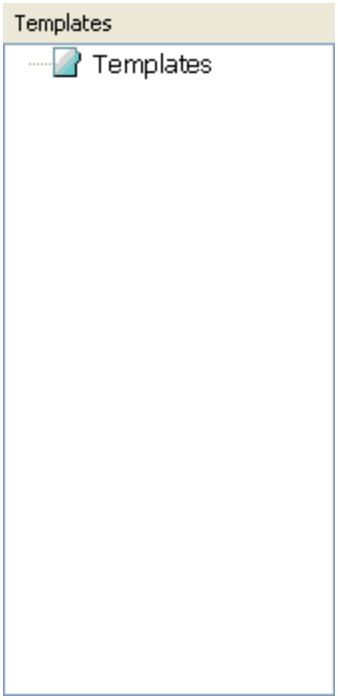
  Highlight an assessment folder in the *navigation tree* to see the *assessment display* in the *list pane* and work with individual assessment folders within the highlighted assessment folder

- **Work with assessments**

  Highlight an assessment folder in the *navigation tree* to see the *assessment display* in the *list pane* and work with individual assessments in the assessment folder

3.4.7 Templates view

You can switch to this view with the *folder views pane*.



When you are in the **templates view**, you can do any of the following:

- **Work with templates**
  Highlight the templates section in the *navigation tree* to see the *template display* in the *list pane* and work with individual templates

3.4.8 Global resources view

You can switch to this view with the *folder views pane*.



When you are in the **global resources view**, you can do any of the following:

- **Work with global resource folders**

  Highlight the global resources section in the *navigation tree* to work with root global resource folders

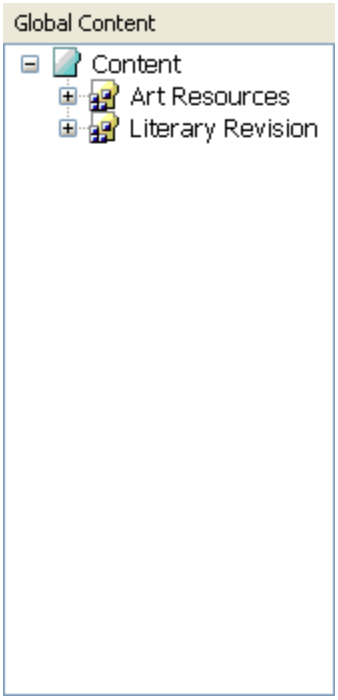
  Highlight a global resource folder in the *navigation tree* to work with global resource folders within the highlighted folder

- **Work with global resources**

  Highlight a global resource folder in the *navigation tree* to see the *global resource display* in the *list pane* and work with individual global resources

3.4.9 Global content view

You can switch to this view with the *folder views pane*.



When you are in the **global content view**, you can do any of the following:

- **Work with global content folders**

  Highlight the global content section in the *navigation tree* to work with root global content folders

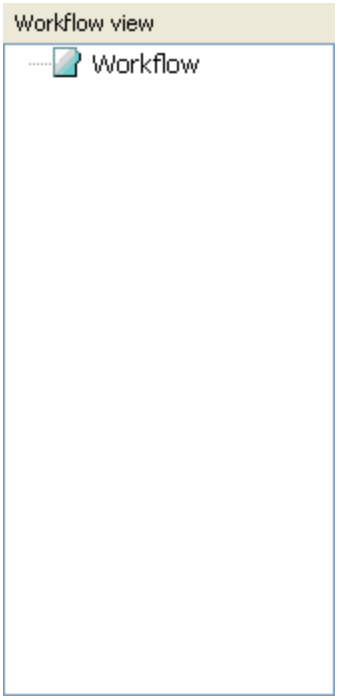
  Highlight a global content folder in the *navigation tree* to work with global content folders within the highlighted folder

- **Work with global content objects**

  Highlight a global content folder in the *navigation tree* to see the *global content display* in the *list pane* and work with individual global content objects

3.4.10 Workflow view

This view is only available when you are using a shared repository. You can switch to this view with the *folder views pane*.



When you are in the **workflow view**, you can do any of the following:

- **Work with workflows**
  Highlight the workflow section in the *navigation tree* to see the *workflow display* in the *list pane* and work with workflows

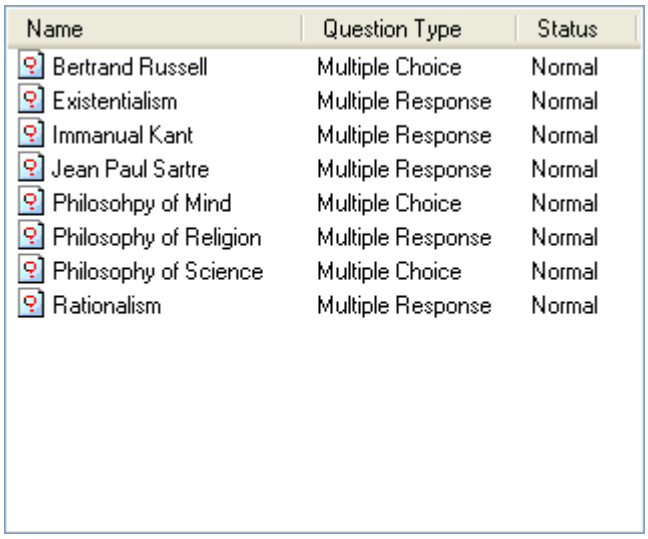
3.5 The displays

You can use any of these displays in the *list pane*:

- The *question display*
- The *topic outcome display*
- The *topic resource display*
- The *topic content display*
- The *assessment display*
- The *template display*
- The *global resource display*
- The *global content display*
- The *workflow display*

3.5.1 The question display

This display is designed for *working with questions*.

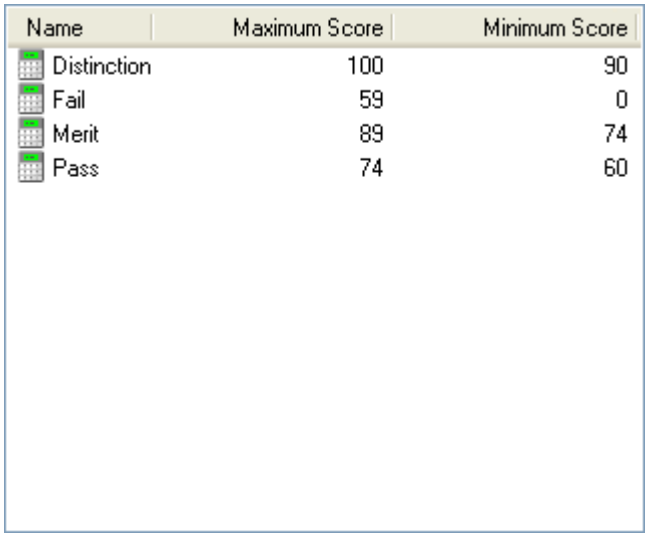


To see the **question display**, switch to the *questions view* or the *full view* with the *folder views pane* and highlight a topic in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *question display columns*.

3.5.2 The topic outcome display

This display is designed for *working with topic outcomes*.

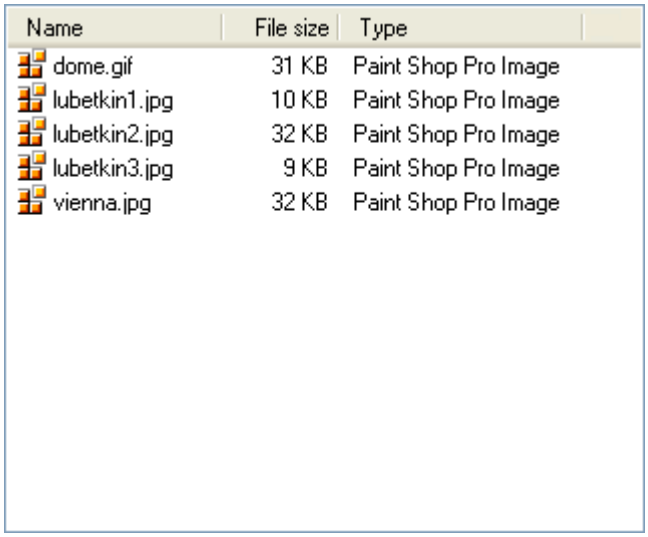


To see the **topic outcome display**, switch to the *outcomes view* with the *folder views pane* and highlight a topic in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *topic outcome display columns*.

3.5.3 The topic resource display

This display is designed for *working with individual topic resources*.

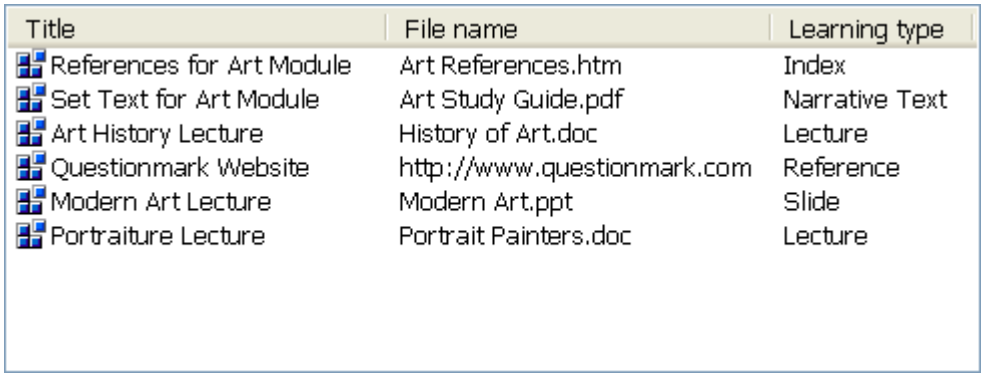


To see the **topic resource display**, switch to the *resources view* with the *folder views pane* and highlight a topic in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *topic resource display columns*.

3.5.4 The topic content display

This display is designed for *working with individual topic content objects*.

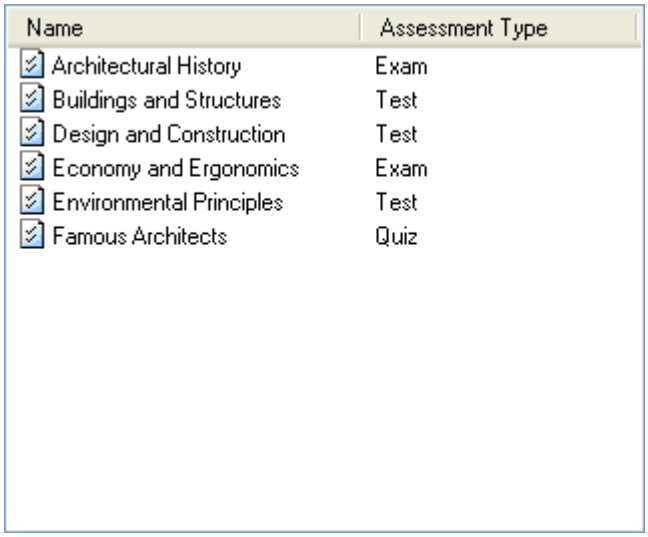


To see the **topic content display**, switch to the *content view* with the *folder views pane* and highlight a topic in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *topic content display columns*.

3.5.5 The assessment display

This display is designed for *working with assessments*.

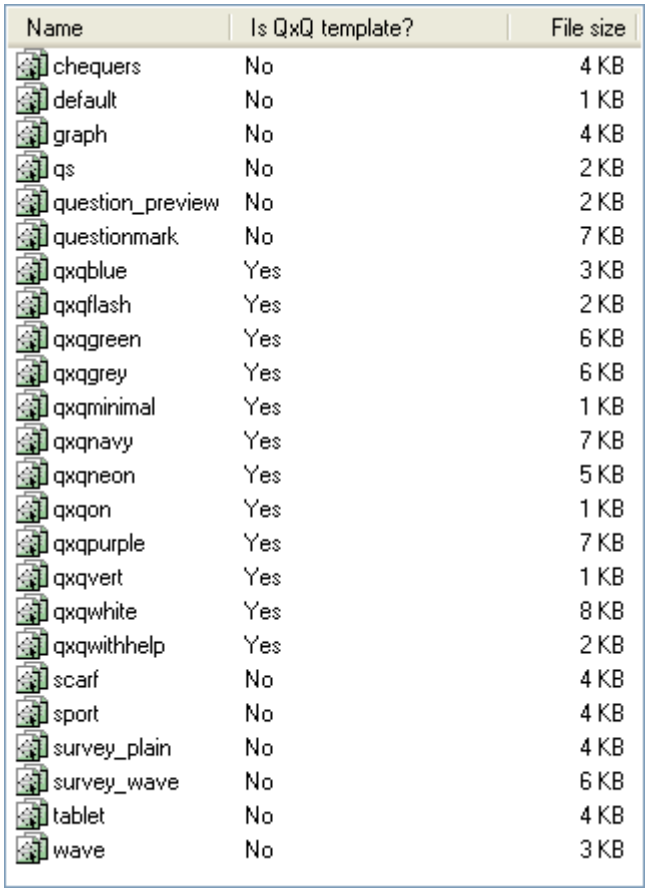


To see the **assessment display**, switch to the *assessments view* or the *full view* with the *folder views pane* and highlight an assessment folder in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *assessment display columns*.

3.5.6 The template display

This display is designed for *working with templates*.



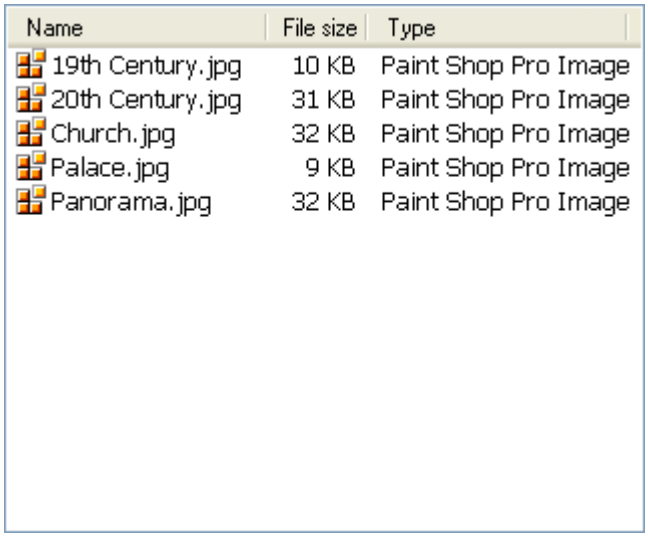
Name	Is QxQ template?	File size
chequers	No	4 KB
default	No	1 KB
graph	No	4 KB
qs	No	2 KB
question_preview	No	2 KB
questionmark	No	7 KB
qxqblue	Yes	3 KB
qxqflash	Yes	2 KB
qxqgreen	Yes	6 KB
qxqgrey	Yes	6 KB
qxqminimal	Yes	1 KB
qxqnavy	Yes	7 KB
qxqneon	Yes	5 KB
qxqon	Yes	1 KB
qxqpurple	Yes	7 KB
qxqvert	Yes	1 KB
qxqwhite	Yes	8 KB
qxqwithhelp	Yes	2 KB
scarf	No	4 KB
sport	No	4 KB
survey_plain	No	4 KB
survey_wave	No	6 KB
tablet	No	4 KB
wave	No	3 KB

To see the **template display**, switch to the *templates view* or the *full view* with the *folder views pane* and highlight the templates section in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *template display columns*.

3.5.7 The global resource display

This display is designed for *working with individual global resources*.

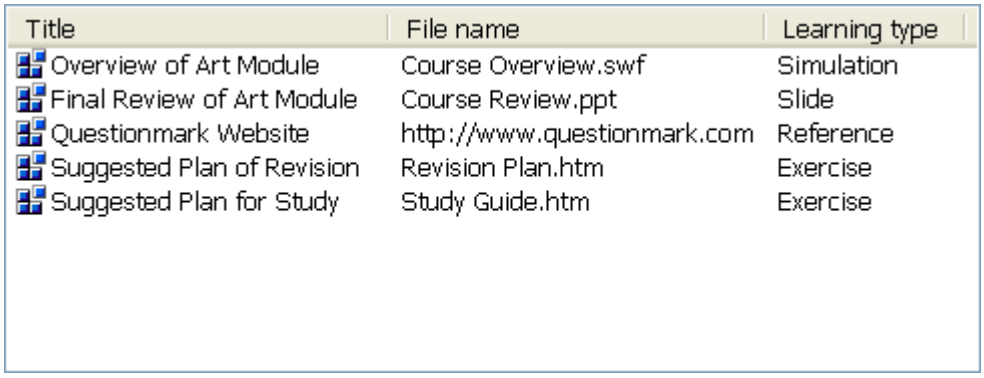


To see the **global resource display**, switch to the *global resources view* or the *full view* with the *folder views pane* and highlight a global resource folder in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *global resource display columns*.

3.5.8 The global content display

This display is designed for *working with individual global content objects*.



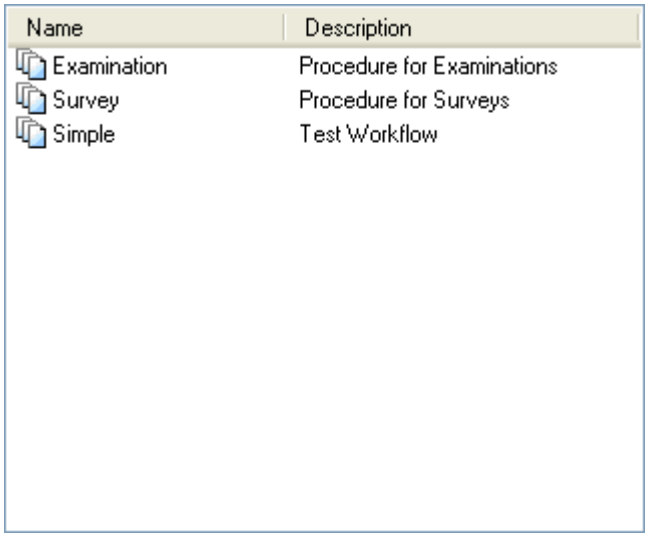
To see the **global content display**, switch to the *global content view* or the *full view* with the *folder views pane* and highlight a global content folder in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *global content display columns*.

3.5.9 The workflow display

You can only see the **workflow display** if you are using a shared repository.

This display is designed for *working with workflows*.



To see the **workflow display**, switch to the *workflow view* or the *full view* with the *folder views pane* and highlight the workflow section in the *navigation tree*.

You can also change the *column selection* and the *column sort order* in the *workflow display columns*.

3.6 The display columns

The *displays* in the *list pane* can contain the following columns:

- The *question display* can contain the *question display columns*
- The *topic outcome display* can contain the *topic outcome display columns*
- The *topic resource display* can contain the *topic resource display columns*
- The *topic content display* can contain the *topic content display columns*
- The *assessment display* can contain the *assessment display columns*
- The *template display* can contain the *template display columns*
- The *global resource display* can contain the *global resource display columns*
- The *global content display* can contain the *global content display columns*
- The *workflow display* can contain the *workflow display columns*

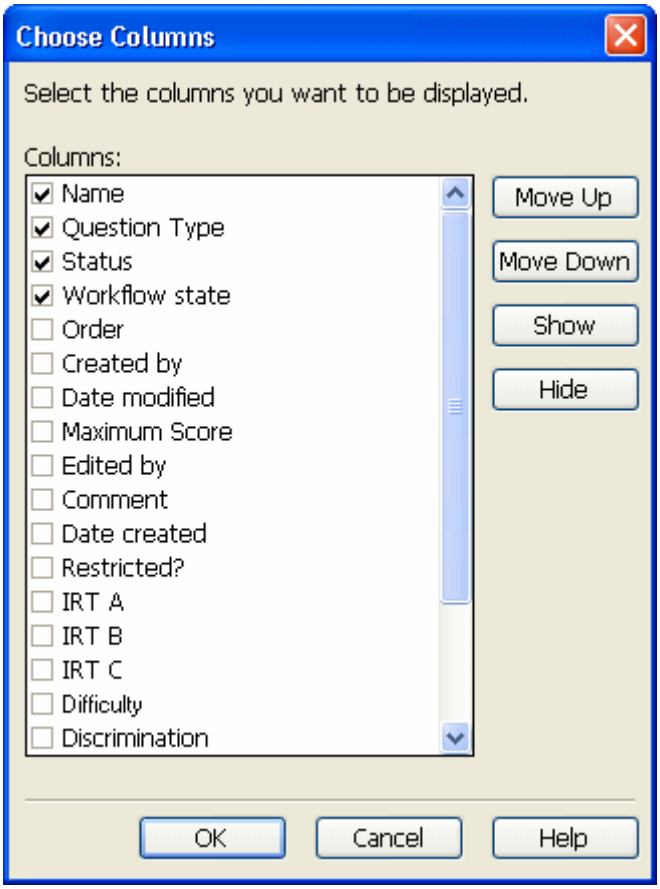
3.6.1 The question display columns

You can tailor the columns that appear in the *question display* in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.


Choose Columns
Select the columns you want to be displayed.
Columns:
Name
Question Type
Status
Workflow state
Order
Created by
Date modified
Maximum Score
Edited by
Comment
Date created
Restricted?
IRT A
IRT B
IRT C
Difficulty
Discrimination
Move Up
Move Down
Show
Hide
OK
Cancel
Help

The **Columns** that are ticked will appear in the *question display*. The columns available are:

Name

Question Type

Status

Workflow stage

Order

Created by

Date modified

Maximum Score

Edited by

Comment

Date created

Restricted?

IRT A

IRT B

IRT C

Difficulty

Discrimination

Angoff Weighting

Last Edited by

Locked?

Identifier

Revision

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

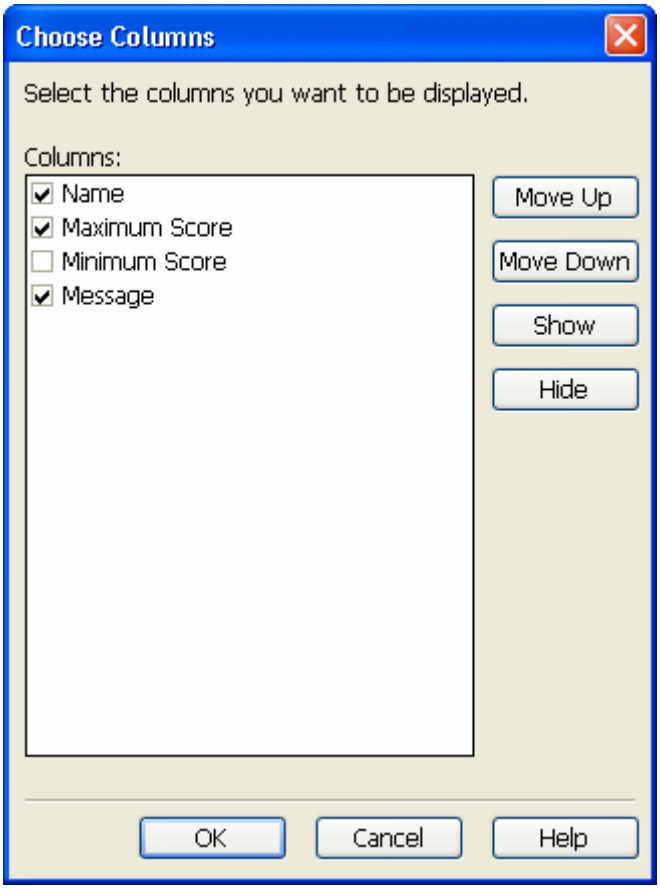
3.6.2 The topic outcome display columns

You can tailor the columns that appear in the *topic outcome display* in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.



The **Columns** that are ticked will appear in the *topic outcome display*. The columns available are:

Name

Maximum Score

Minimum Score

Message

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

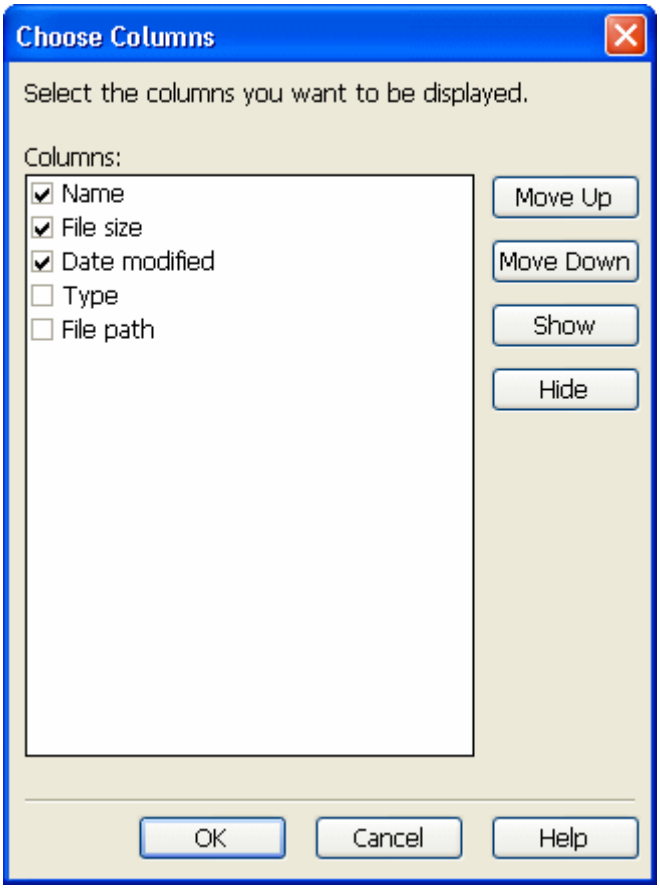
3.6.3 The topic resource display columns

You can tailor the columns that appear in the *topic resource display* in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.



The **Columns** that are ticked will appear in the *topic resource display*. The columns available are:

Name

File size

Date modified

Type

File path

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

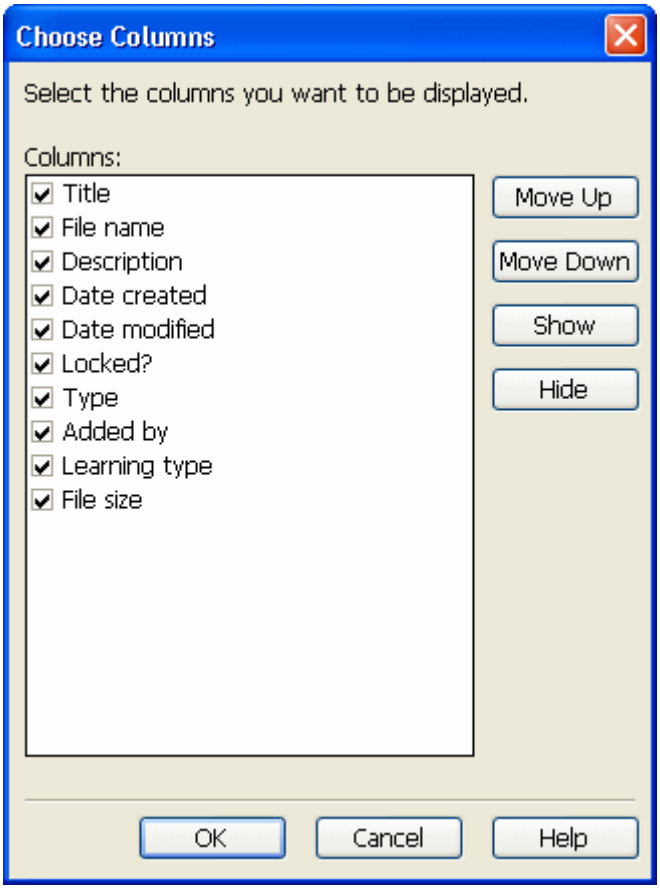
3.6.4 The topic content display columns

You can tailor the columns that appear in the ***topic content display*** in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.



The **Columns** that are ticked will appear in the *topic content display*. The columns available are:

Title

File name

Description

Date created

Date modified

Locked?

Type

Added by

Learning type

File size

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

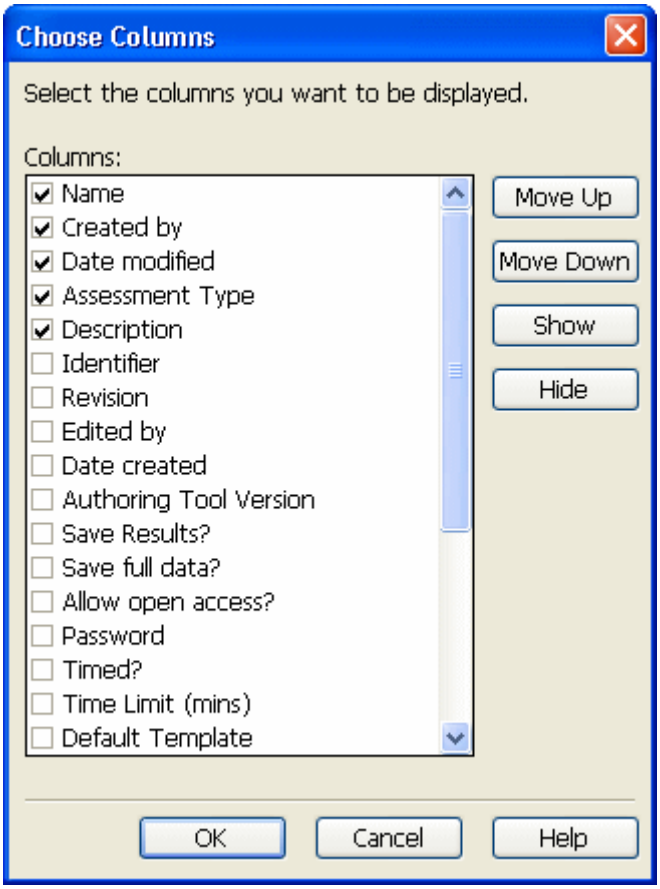
3.6.5 The assessment display columns

You can tailor the columns that appear in the *assessment display* in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.



The **Columns** that are ticked will appear in the *assessment display*. The columns available are:

Name

Created by

Date modified

Assessment Type

Description

Identifier

Revision

Edited by

Date created

Authoring Tool Version

Save Results?

Save full data?

Allow open access?

Password

Timed?

Time Limit (mins)

Default Template

Feedback Shown

Question Feedback

Exclude Unscored?

Monitored?

Run from integration?

Anonymous assessment?

Require secure browser?

Save as you go

Save as you go timer (mins)

Locked?

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

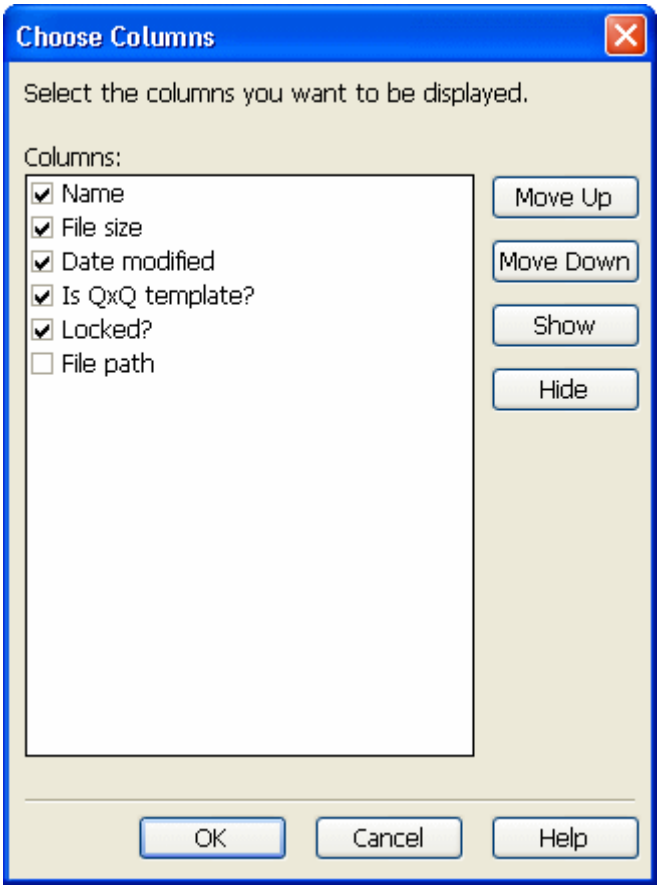
3.6.6 The template display columns

You can tailor the columns that appear in the *template display* in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.



The **Columns** that are ticked will appear in the *template display*. The columns available are:

Name

File size

Date modified

Is QxQ template?

Locked?

File path

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

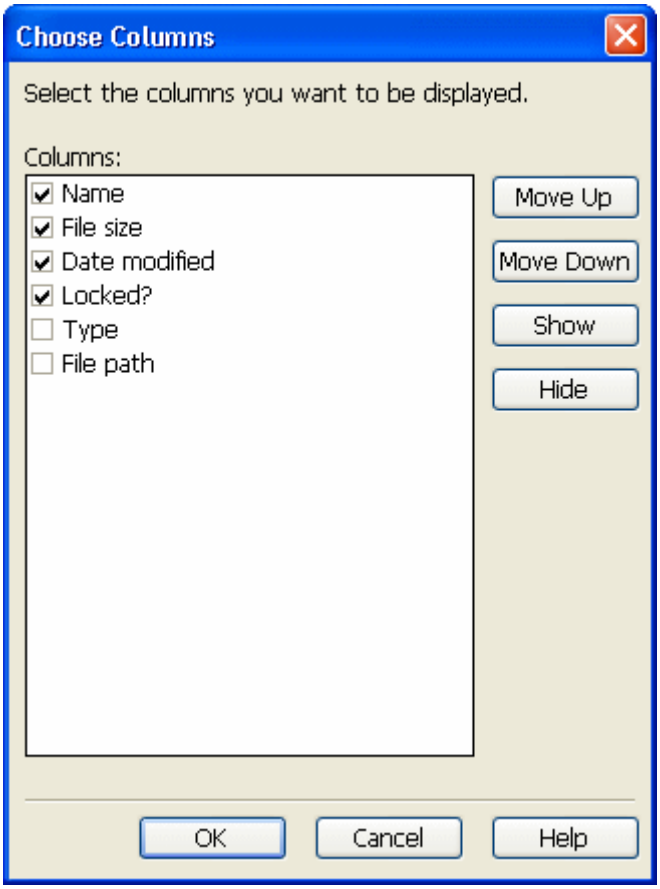
3.6.7 The global resource display columns

You can tailor the columns that appear in the *global resource display* in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.



The **Columns** that are ticked will appear in the *global resource display*. The columns available are:

Name

File size

Date modified

Locked?

Type

File path

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

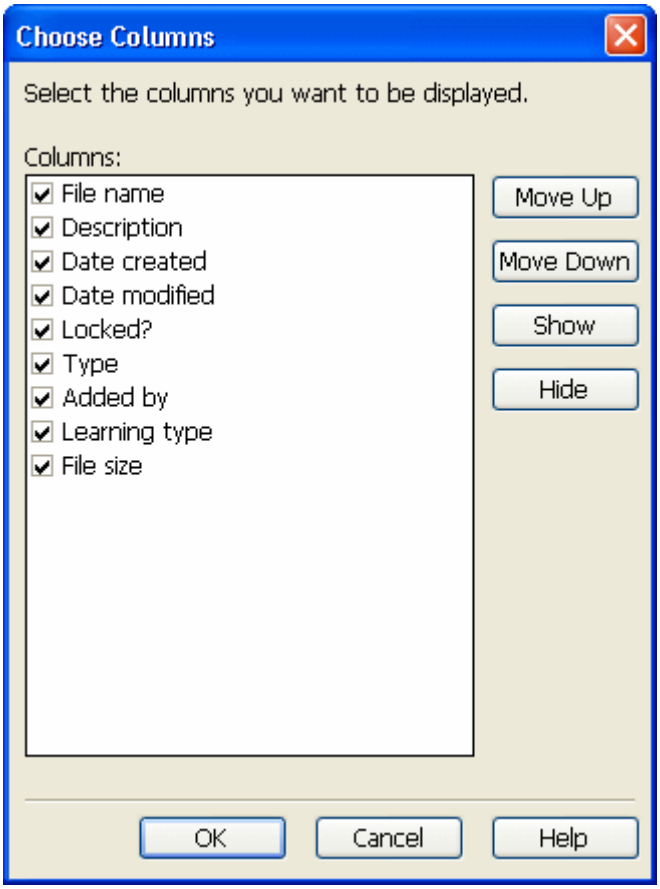
3.6.8 The global content display columns

You can tailor the columns that appear in the *global content display* in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.



The **Columns** that are ticked will appear in the *global content display*. The columns available are:

File name

Description

Date created

Date modified

Locked?

Type

Added by

Learning type

File size

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

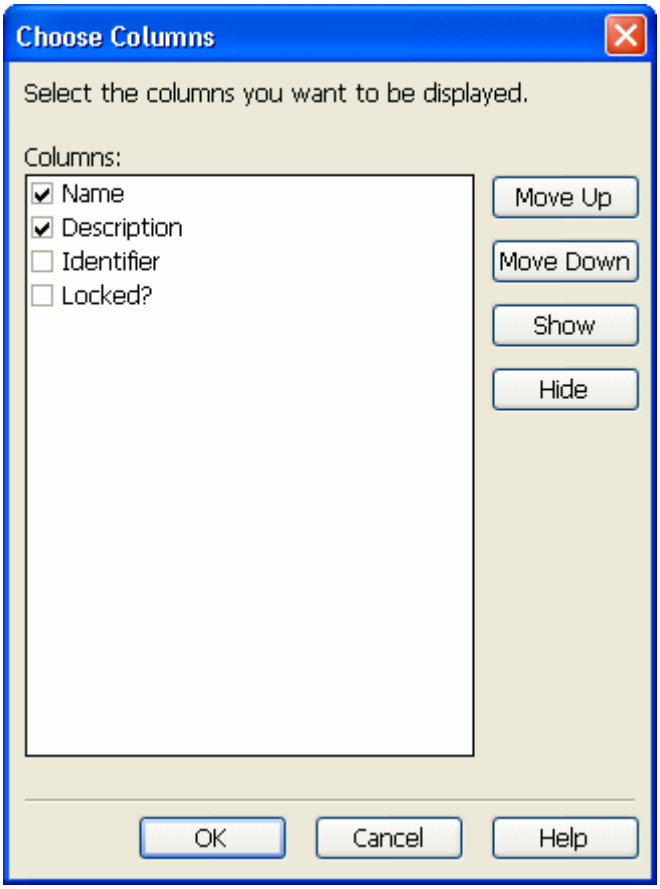
3.6.9 The workflow display columns

You can tailor the columns that appear in the *workflow display* in the following ways:

- Change the *column selection* to show or hide each possible column, and specify the order in which the selected columns appear
- Change the *column sort order* of a column so that it is displayed in ascending or descending order
- Change the *column alignment* so that the entries in it are left justified, center justified or right justified

Column selection

To select which columns to display, right click on any of the column headings and select **Arrange Columns…** on the popup menu that appears. A screen then appears on which you can arrange how the columns appear.



The **Columns** that are ticked will appear in the *workflow display*. The columns available are:

Name

Description

Identifier

Locked?

To include a column that is *not* ticked, highlight it and click **Show**.

To exclude a column that is ticked, highlight it and click **Hide**.

To move the position in which a column appears, highlight it and click **Move Up** or **Move Down** until it is in the correct position.

Column sort order

To sort a column in ascending order, right click on the column heading and select **Ascending** on the popup menu that appears.

To sort a column in descending order, right click on the column heading and select **Descending** on the popup menu that appears.

Column alignment

To left justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Left** on the second popup menu that appears.

To center justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Center** on the second popup menu that appears.

To right justify the entries in a column, right click on the column heading and select **Align** on the popup menu that appears. Then select **Align Right** on the second popup menu that appears.

3.7 The toolbars

The toolbars you can use in the *Authoring Manager Window* are:

- The *Standard toolbar*
- The *Manage Items toolbar*
- The *Assessments toolbar*
- The *Workflow toolbar*
- The *Tools toolbar*
- The *Delivery order toolbar*

3.7.1 The Standard toolbar

The **Standard** toolbar can be docked to top, bottom, left side or right side of the *Authoring Manager Window*.



It has the following icons:

 *Open a local repository*

 *Open a shared repository*

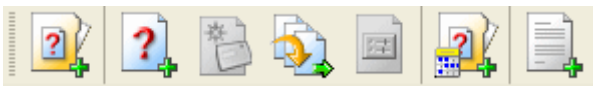
 Cut the selected items

 Copy the selected items

 Paste the selected items

3.7.2 The Manage Items toolbar

The **Manage Items** toolbar can be docked to top, bottom, left side or right side of the *Authoring Manager Window*.



It has the following icons:


Create a topic


Create a question with the *Question Wizard*


Change the *delivery status* of a question


Apply an action to a question in a topic controlled by a workflow


Set Item Parameters for a question


Create a topic outcome


Add a topic content object or *Add a global content object*

3.7.3 The Assessments toolbar

The **Assessments** toolbar can be docked to top, bottom, left side or right side of the *Authoring Manager Window*.



It has the following icons:

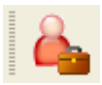

Add an assessment folder


Create an assessment with the *Assessment Wizard*


Create a template with the *Template Editor*

3.7.4 The Workflow toolbar

The **Workflow** toolbar can be docked to top, bottom, left side or right side of the *Authoring Manager Window*.



It has the following icon:



Manage administrators

3.7.5 The Tools toolbar

The **Tools** toolbar can be docked to top, bottom, left side or right side of the *Authoring Manager Window*.



It has the following icons:



Tryout



Define a Likert Scale

3.7.6 The Delivery Order toolbar

The **Delivery Order** toolbar can be docked to top, bottom, left side or right side of the *Authoring Manager Window*.



It has the following icons:



Move question up in delivery order



Move question down in delivery order

3.8 The menus

The *Authoring Manager Window* has these menus:

- The *File menu*
- The *Edit menu*
- The *View menu*
- The *Manage items menu*
- The *Assessments menu*
- The *Security menu*
- The *Workflow menu*
- The *Tools menu*
- The *Window menu*
- The *Help menu*

3.8.1 File menu

The **File** menu has these options:

New Repository…	This starts the *Repository Creation Wizard*
Open	Use this for *opening a local repository* or *opening a shared repository*
Close	This closes a repository
Import/Export	This starts the *Import Qpack Wizard* or the *Export Qpack Wizard*
Recent Repositories…	Use this to open one of the 10 most recently opened repositories
Exit	This closes down *Authoring Manager*

3.8.2 Edit menu

The **Edit** menu has these options:

Cut	Cut the selected item
Copy	Copy the selected item
Paste	Paste the selected item
Select All	Select all items in the *list pane*
Delete	Delete the selected item
Rename	Rename selected item

3.8.3 View menu

The **View** menu has these options:

Show Folder Views Pane	Use this to see or hide the *folder views pane*
Show Preview/Properties Pane	Use this to see or hide the *preview pane* and the *properties pane*
Show Folders in List	Use this to see or hide topics, assessment folders, global resource folders and global content folders in the *list pane* depending on what is highlighted in the *navigation tree*
Show Toolbars	Use this to see or hide the *toolbars*
Display	Use this to switch to any of the *views* that are available
Refresh	Use this to update the *navigation tree* and the *list pane*
Refresh	Use this to tryout a question or assessment if one is highlighted in the *list pane*

3.8.4 Manage items menu

The **Manage Items** menu has these options:

Add Topic…	Use this for *creating topics*
Edit Topic…	Use this for *editing topics*
Add Root Topic With Workflow…	Use this for *creating a root topic with workflow*
Add Question…	Use this for *creating a question* with the *Question Wizard*
Edit Question	Use this for: • Editing a question with the *Question Wizard* • Editing a question with *Question Editor* • Changing the *delivery status* of a question • If a question is in a topic that is controlled by a workflow, this option can be used for *applying an action* or *changing a stage independently* • *Assigning metatags to questions* • *Setting Item Parameters for questions*
Import	Use this for *importing questions* from **QML**, **QTI XML** or **ASCII** files
Export	Use this for *exporting questions* to **QML** or **QTI XML**
Add Topic Outcome…	Use this for *creating topic outcomes*
Edit Topic Outcome…	Use this for *editing topic outcomes*
Add Resource…	Use this for *adding topic resources directly* or *adding global resources directly*
Edit Resource…	Use this for *editing topic resources* or *editing global resources*
New Global Resources Folder	Use this for *adding a global resource folder*
Add Content…	Use this for *adding topic content objects* or *adding global content objects*
Edit Content File…	Use this for *changing topic content objects* or *changing global content objects*
New Global Content Folder	Use this for *adding a global content folder*

3.8.5 Assessments menu

The **Assessments** menu has these options:

Add Assessment Folder…	Use this for *adding an assessment folder*
Edit Assessment Folder…	Use this for *modifying an assessment folder*
Add Assessment…	Use this for *creating an assessment* with the *Assessment Wizard*
Edit Assessment…	Use this for editing an assessment with *Assessment Editor*
Print	Use this for printing an assessment to Word or printing an assessment to HTML
New Template	Use this for *creating a template* with the *Template Editor*
Edit Template	Use this for *editing a template with Template Editor*
Edit Template as Text	Use this for *editing a template as text*
Add Existing Template	Use this for *adding an existing template*

3.8.6 Security menu

The **Security** menu has these options:

Manage Administrators…	Use this for *managing administrators*
Manage Profiles…	Use this for managing profiles
Assign Administrators to Current Topic…	Use this to specify *which administrators can use a topic*
Assign Administrators to Current Assessment Folder…	Use this to specify *which administrators can use an assessment folder*
Change Password…	Use this for *changing the logged in administrator's password*

3.8.7 Workflow menu

The **Workflow** menu has these options:

Add Workflow…	Use this for *creating a new workflow*
Edit Workflow…	Use this for *editing an existing workflow*
Export Workflow…	Use this for *exporting a workflow*
Import Workflow…	Use this for *importing a workflow*

3.8.8 Tools menu

The **Tools** menu has these options:

Metatag Definition…	Use this for *creating and managing metatags* with the *Metatag Definition Tool*
Likert Scales Definition…	Use this for *defining a Likert Scale*
Options…	Use this for setting any of these *options*:

- *Options for startup*
- *Options for adding or editing questions*
- *Options for the Spelling Checker*
- *Options for Publishing for Windows*
- *Options for question ACSII import*

3.8.9 Window menu

The **Window** menu has these options:

Cascade	This displays the open repository windows in a cascading sequence
Tile Horizontally	This displays the open repository windows in a horizontally tiled pattern
Tile Vertically	This displays the open repository windows in a vertically tiled pattern
Arrange Icons	This places all minimized repository windows at the bottom of the *Authoring Manager Window* from left to right

3.8.10 Help menu

The **Help** menu has these options:

Contents…	This displays the *Authoring Manager* help
Best Practice and Guidance…	This displays the *Authoring Best Practice* help
Support Website…	This takes you to the *Perception* Support Site
Check for Updates…	This starts the process of *updating Authoring Manager*
About Shared Repository…	If you are using a shared repository, this displays information about it
About Authoring Manager…	This displays information about the version, build and configuration of *Authoring Manager* and allows you to get an updated license

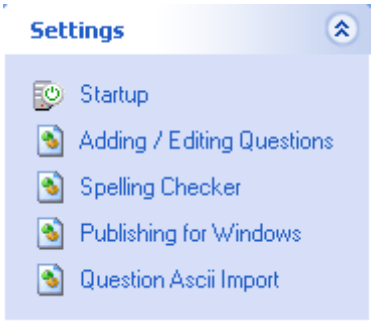
4 Options

You can use the *settings menu* to set the following:

- *Options for startup*
- *Options for adding or editing questions*
- *Options for the Spelling Checker*
- *Options for Publishing for Windows*
- *Options for ASCII question import*

4.1 The settings menu

If you select the **Tools | Options…** menu option in the *Authoring Manager Window* you will see a screen that contains the settings menu.



Click the **Startup** link to set the *options for startup*

Click the **Adding/Editing Questions** link to set the *options for adding or editing questions*

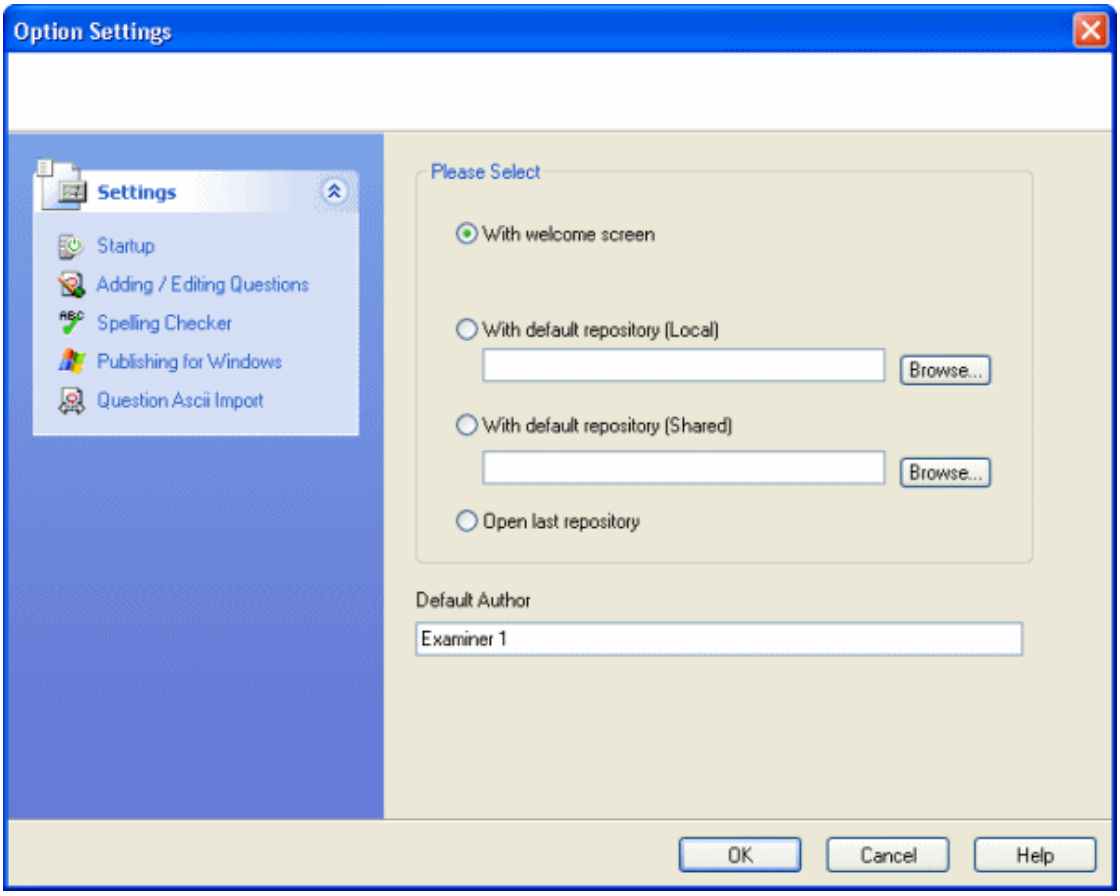
Click the **Spelling Checker** link to set the *options for the Spelling Checker*

Click the **Publishing for Windows** link to set the *options for Publishing for Windows*

Click the **Question Ascii Import** link to set the *options for ASCII question import*

4.2 Options for startup

To specify what appears when *Authoring Manager* is first started, click the **Startup** link on the *settings menu* and you will see the screen for to setting these options.



Select one of the following:

- **With welcome screen**
  Select this to show the *option* screen when *Authoring Manager* is started. This enables the user to choose which repository to open.

- **With default repository (Local)**
  Select this to open a local repository when *Authoring Manager* is started. Enter the name of the local repository in the box below it, or click **Browse…** and select it. Specify the local repository as a file with the extension **.qmr** that corresponds to the name of the local repository you wish to open, for example to open the local repository **procedures** you must specify the file **procedures.qmr**.

- **With default repository (Shared)**
  Select this to open a shared repository when *Authoring Manager* is started. Enter the URL of the shared repository in the box below it, or click **Browse…** and select it with the open shared repository screen. Specify the shared repository as a URL with the port number that is configured (by default the port numbers are **7800** for a **TCP** connection or **7801** for an **HTTP** connection).

- **Open last repository**
  Select this to open the most recent local repository or shared repository that was opened by *Authoring Manager* again when it is started.

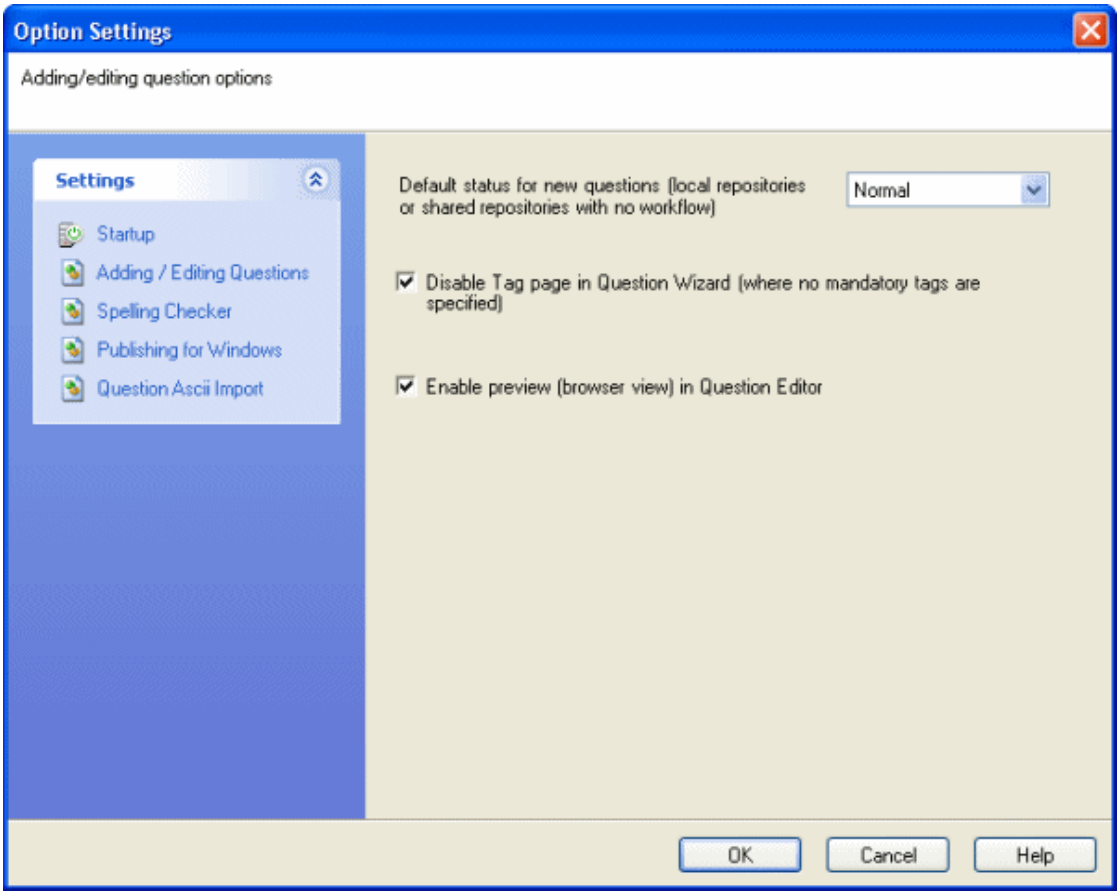
You can also enter the **Default Author**, which will appear in the *Authoring Manager Window* when new questions and assessments are created.

You can now do any of the following:

- Click **OK** and your startup options will be updated and you will return to the *Authoring Manager Window*
- Click **Cancel** and your startup options will *not* be updated and you will return to the *Authoring Manager Window*
- Click the **Adding/Editing Questions** link on the *settings menu* to set the *options for adding or editing questions*
- Click the **Spelling Checker** link on the *settings menu* to set the *options for the Spelling Checker*
- Click the **Publishing for Windows** link on the *settings menu* to set the *options for Publishing for Windows*
- Click the **Question Ascii Import** link on the *settings menu* to set the *options for ASCII question import*

4.3 Options for adding or editing questions

To control the optional features of the *Question Wizard* and *Question Editor*, click the **Adding/Editing Questions** link on the *settings menu* and you will see the screen for to setting these options.



Use the drop-down list to set the **Default status for new questions**. This defines the *question delivery status* that all new questions will have when they are first created.

- *Normal*
- *Retired*
- *Incomplete*
- *Experimental*
- *Beta*

Note: This does not apply to questions that are controlled by a workflow, whose *question delivery status* is defined by the workflow they are under.

If you do *not* wish to assign metatags and metatag values for questions when you create them with the *Question Wizard*, tick **Disable Tag page in Question Wizard**. If you have created any mandatory metatags, the *Question Wizard* will ignore this setting and require you to set them (and also allow you to set any optional metatags as well).

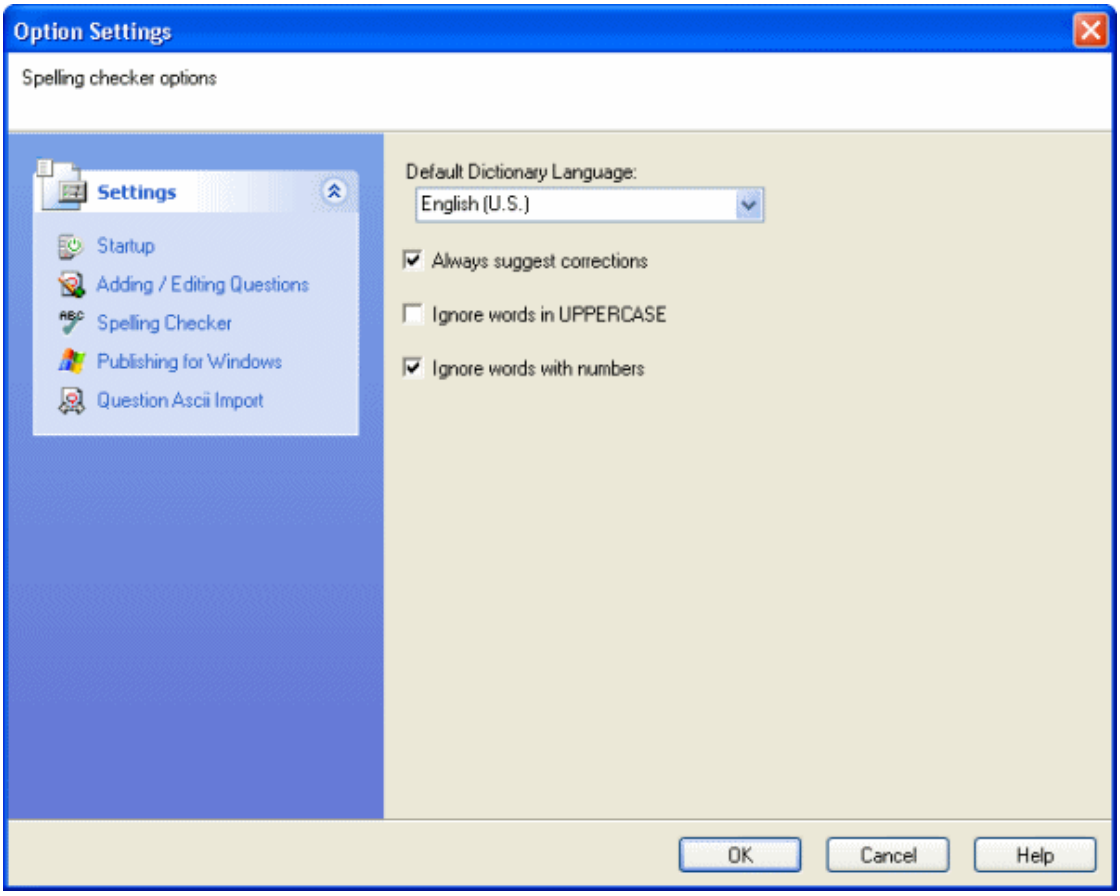
If you wish to use the *preview pane* in the *Question Editor Window* when you are editing a question with *Question Editor*, tick **Enable preview (browser view) in Question Editor**. This allows you to use the *preview pane*, the *HTML pane* and the *QML pane* in the *Question Editor Window*. If you leave this unticked, you can only use the *QML pane* in the *Question Editor Window*.

You can now do any of the following:

- Click **OK** and your startup options will be updated and you will return to the *Authoring Manager Window*
- Click **Cancel** and your startup options will *not* be updated and you will return to the *Authoring Manager Window*
- Click the **Startup** link on the *settings menu* to set the *options for startup*
- Click the **Spelling Checker** link on the *settings menu* to set the *options for the Spelling Checker*
- Click the **Publishing for Windows** link on the *settings menu* to set the *options for Publishing for Windows*
- Click the **Question Ascii Import** link on the *settings menu* to set the *options for ASCII question import*

4.4 Options for the Spelling Checker

To control the optional features of the *spelling checker*, click the **Spelling Checker** link on the *settings menu* and you will see the screen for to setting these options.



Select the **Default Dictionary Language** from the drop-down list. This is the language that will be used for spell checking unless you *change the language* in the *simple view* or the *design view* of the *HTML Editor*.

If you wish to see suggestions for misspelt words every time you use the spell checker, tick **Always suggest corrections**.

If you wish words in uppercase to be ignored by the spell checker, tick **Ignore words in UPPERCASE**.

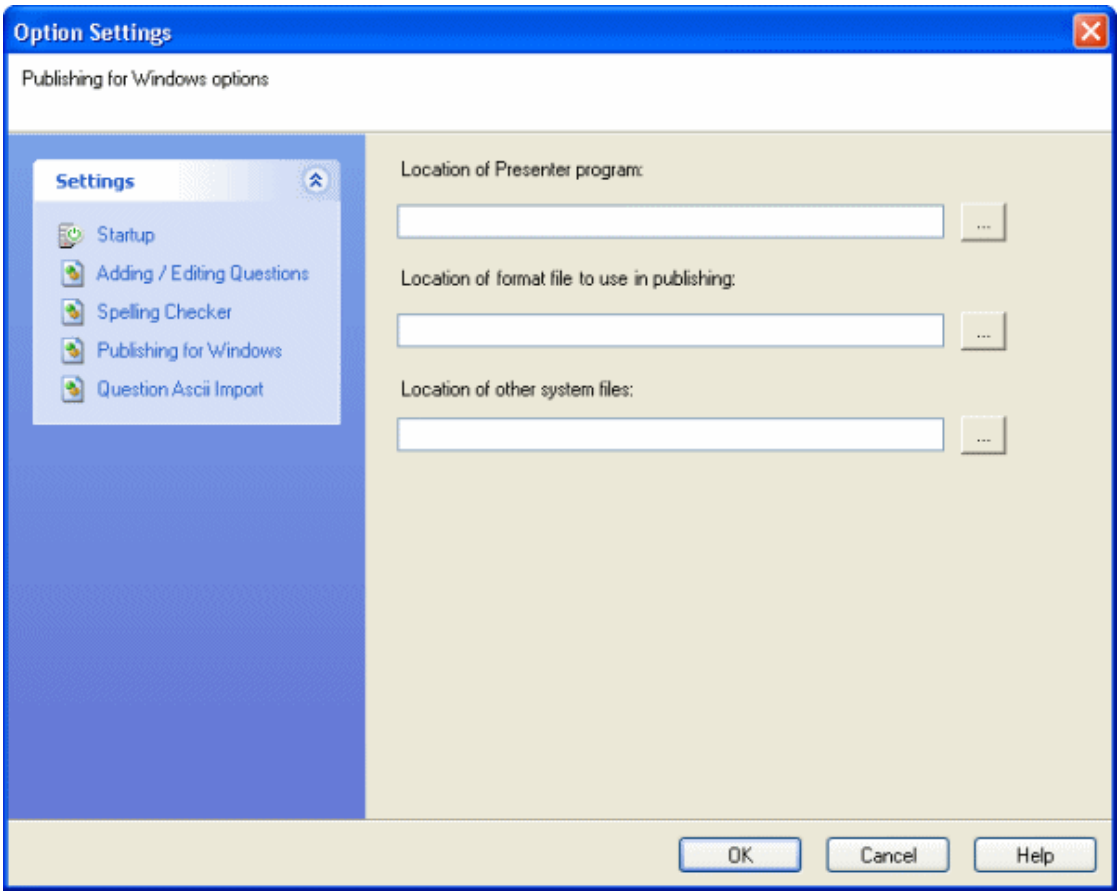
If you wish words containing numbers to be ignored by the spell checker, tick **Ignore words with numbers**.

You can now do any of the following:

- Click **OK** and your startup options will be updated and you will return to the *Authoring Manager Window*
- Click **Cancel** and your startup options will *not* be updated and you will return to the *Authoring Manager Window*
- Click the **Startup** link on the *settings menu* to set the *options for startup*
- Click the **Adding/Editing Questions** link on the *settings menu* to set the *options for adding or editing questions*
- Click the **Publishing for Windows** link on the *settings menu* to set the *options for Publishing for Windows*
- Click the **Question Ascii Import** link on the *settings menu* to set the *options for ASCII question import*

4.5 Options for Publishing for Windows

To control the optional features for publishing for Windows Delivery, click the **Publishing for Windows** link on the *settings menu* and you will see the screen for to setting these options.



Enter the **Location of Presenter program** in the upper box or click … and select it.

Enter the **Location of format file to use in publishing** in the middle box or click … and select it.

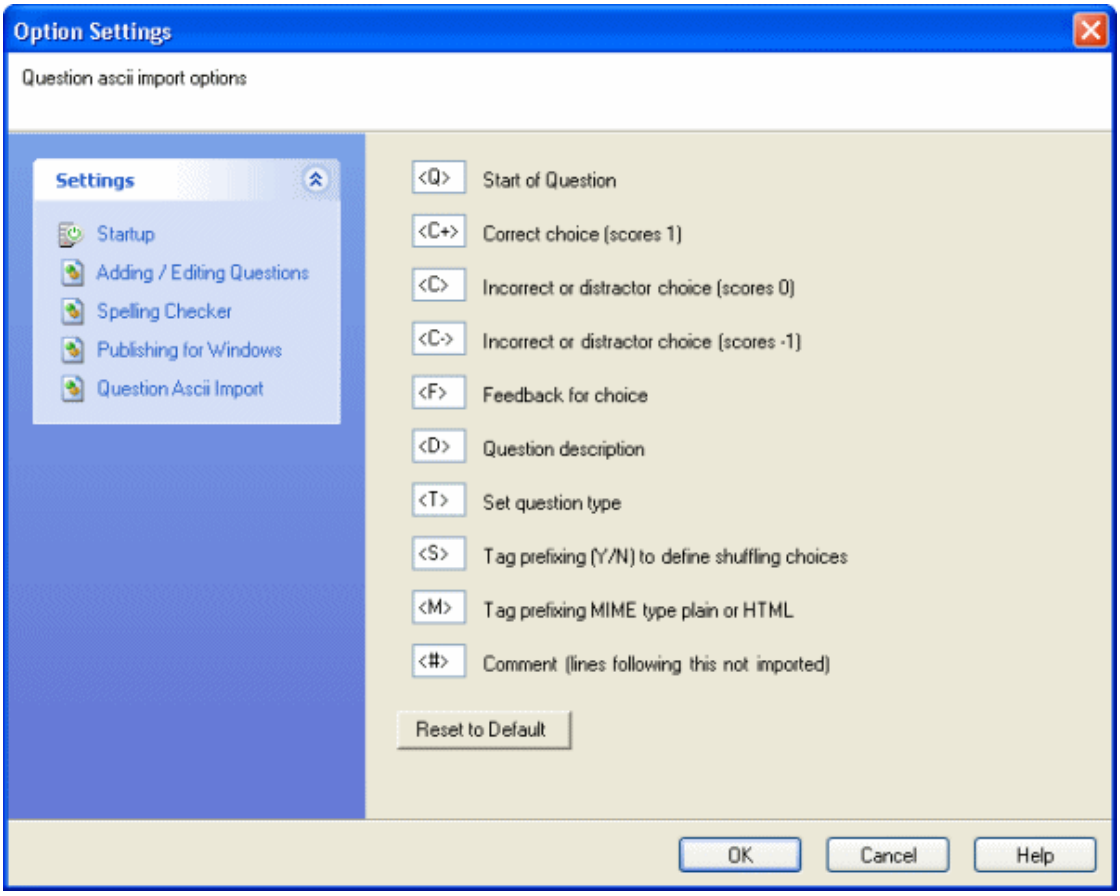
Enter the **Location of other system files** in the lower box or click … and select it.

You can now do any of the following:

- Click **OK** and your startup options will be updated and you will return to the *Authoring Manager Window*
- Click **Cancel** and your startup options will *not* be updated and you will return to the *Authoring Manager Window*
- Click the **Startup** link on the *settings menu* to set the *options for startup*
- Click the **Adding/Editing Questions** link on the *settings menu* to set the *options for adding or editing questions*
- Click the **Spelling Checker** link on the *settings menu* to set the *options for the Spelling Checker*
- Click the **Question Ascii Import** link on the *settings menu* to set the *options for ASCII question import*

4.6 Options for question ASCII import

To control the optional features for *importing questions from ASCII files*, click the **Question Ascii Import** link on the *settings menu* and you will see the screen for to setting these options.



Type in your own ASCII marker codes for each of the variables.

To use the *default ASCII marker codes*, click **Reset to Default**.

You can now do any of the following:

- Click **OK** and your startup options will be updated and you will return to the *Authoring Manager Window*
- Click **Cancel** and your startup options will *not* be updated and you will return to the *Authoring Manager Window*
- Click the **Startup** link on the *settings menu* to set the *options for startup*
- Click the **Adding/Editing Questions** link on the *settings menu* to set the *options for adding or editing questions*
- Click the **Spelling Checker** link on the *settings menu* to set the *options for the Spelling Checker*
- Click the **Publishing for Windows** link on the *settings menu* to set the *options for Publishing for Windows*

4.6.1 Default ASCII marker codes

The ASCII marker codes used by default are:

Default Codes	
Variable	**Code**
Start of Question	**<Q>**
Correct choice (scores 1)	**<C+>**
Incorrect or distracter choice (scores 0)	**<C>**
Incorrect or distracter choice (scores -1)	**<C->**
Feedback for choice	**<F>**
Question description	**<D>**
Set question type	**<T>**
Tag prefixing to set define shuffling choices	**<S>**
Tag prefixing Mime type plain or HTML	**<M>**
Comment	**<#>**

5 Likert Scales

A *Likert scale* is set of at least 3 but no more than 10 possibilities. Likert scales are used to create questions that assess a participant's attitude to a particular issue and are useful in *surveys*.

You can *define a Likert Scale* which will be stored in the repository for you to use later.

5.1 Using Likert Scales

Authoring Manager enables you to work with *Likert scales*.

You can *define a Likert Scale* in *Authoring Manager*, and use it later to create *Likert scale* questions with the *Question Wizard*.

What is a Likert Scale?

A Likert scale measures agreement with a statement on a scale of possibilities. In *Authoring Manager*, when you define a Likert scales it must have:

- A name
- At least 3 choices
- No more than 10 choices
- A score (or Weight) for each choice

Common Likert scales include a 5 point scale with a neutral mid point (ranging, for example, from **Strongly agree** to **Strongly disagree** with **Neither agree nor disagree** in the middle). However, 7 point Likert scales are becoming more popular.

Likert scales were invented by Dr Rensis Likert (1903–81) in 1932.

Defining a Likert Scale

To define a Likert scale, select the **Tools | Likert Scales Definition…** option in the *Authoring Manager window* and you will see the *Likert Scale definition* screen.

5.2 Likert Scale screens

The screens available for defining Likert scales are:

- *Likert Scale definition* screen
  Use this screen to create and manage Likert scales that are stored in the repository for you to use later.

  This screen also uses these screens:

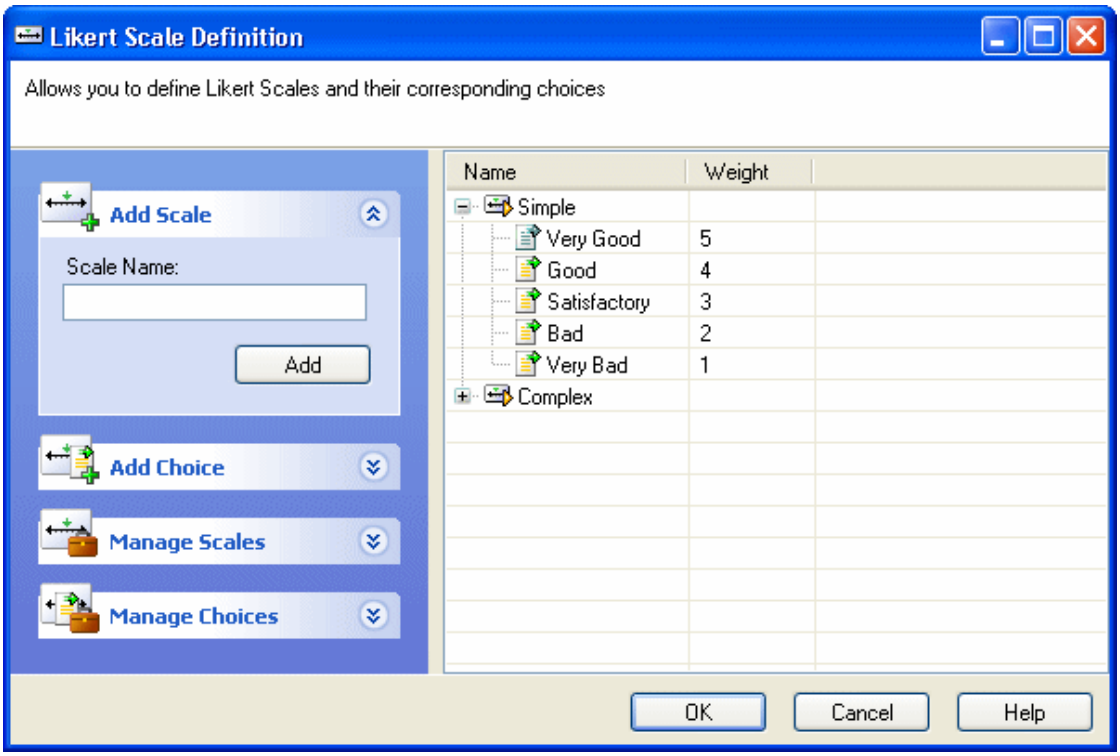
  - *Rename scale* screen
    Use this screen to give an existing Likert scale a new name

  - *Edit choice* screen
    Use this screen to give a choice in a Likert scale a new name and change its weight

5.2.1 Likert Scale definition

This screen enables you to:

- Add a new Likert scale
- Rename or delete an existing Likert scale
- Add a new choice to an existing Likert scale
- Rename or delete an existing choice in a Likert scale
- Reorder the choices in a Likert scale



This screen has four menus that you can us:

- *Add scale menu*
- *Add choice menu*
- *Manage scales menu*
- *Manage choices menu*

When you have defining your Likert scales, click **OK** to save them in the repository and return to the *Authoring Manager window*.

If you do not wish to save your updates, click **Cancel** to return to the *Authoring Manager window*.

Add scale menu

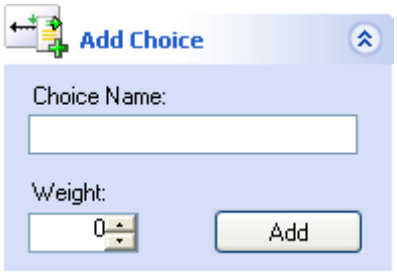
To add a new Likert scale, first expand the **Add Scale** menu.



Then enter the **Scale Name** and click **Add** to create the new Likert scale.

Add choice menu

To add a new choice to an existing Likert scale, first expand the **Add Choice** menu.



Highlight the Likert scale to which you wish to add a new choice.

Then enter the **Choice Name**.

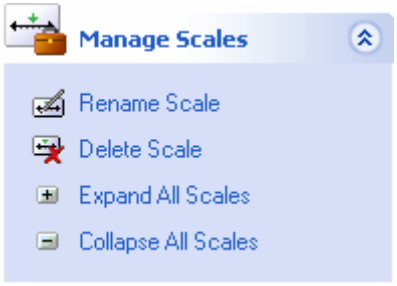
Enter the **Weight** or select it with the spin control.

When you are *creating Likert scale* question with the *Question Wizard*, you specify one of the Likert scales you have defined. The question you create will include a question outcome corresponding to each of your choices, and the score set in each question outcome will be set to the **Weight** set for the corresponding choice.

Click **Add** to create the new choice.

Manage scales menu

You can manage your existing Likert scales by expanding the **Managing Scales** menu.



To rename a Likert scale, highlight it and click the **Rename Scale** option. You will then see the *rename scale* screen that enables you to give the selected Likert scale a new name.

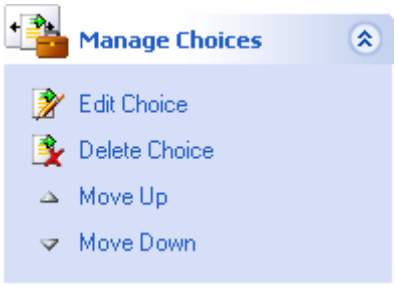
To delete a Likert scale, highlight it and click the **Delete Scale** option.

You can see all the choices for all your Likert scales by clicking the **Expand All Scales** option.

You can also view just the Likert scales themselves by clicking the **Collapse All Scales** option.

Manage choices menu

You can manage the choices in your existing Likert scales by expanding the **Managing Choices** menu.



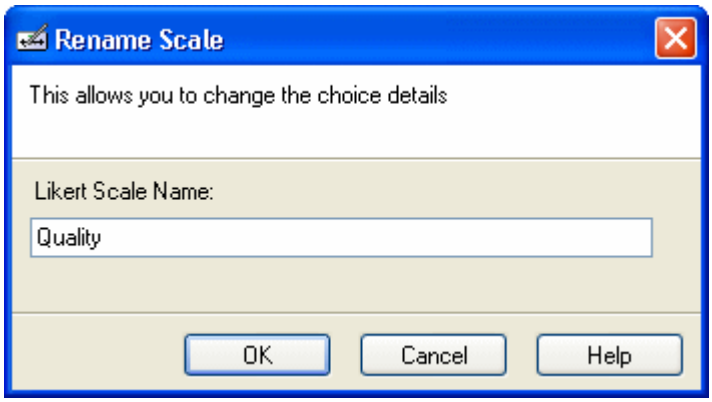
To edit a choice in an existing Likert scale, expand the Likert scale and highlight the choice. Then click the **Edit Choice** option and you will see the *edit choice* screen that enables you to rename the selected choice and change its weight.

To delete a choice, highlight it and click the **Delete Scale** option.

To reorder the choices in an existing Likert scale, you can highlight a choice and click the **Move Up** or **Move Down** options to change the position of the choice in the Likert scale.

5.2.2 Rename scale

This screen enables you give an existing Likert scale a new name.



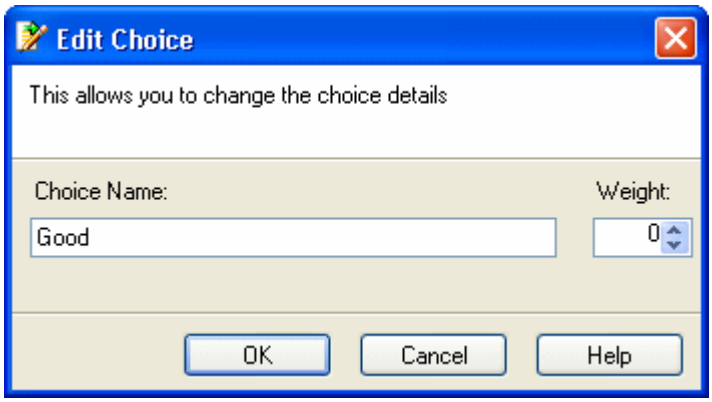
Enter the new **Likert Scale Name**.

Click **OK** to rename your Likert scale and return to the *Likert Scale definition* screen.

Click **Cancel** return to the *Likert Scale definition* screen *without* renaming your Likert scale.

5.2.3 Edit choice

This screen enables you give a choice in a Likert scale a new name and change its weight.



Enter the new **Likert Scale Name**.

Enter the **Weight** or select it with the spin control.

Click **OK** to edit your choice and return to the *Likert Scale definition* screen.

Click **Cancel** return to the *Likert Scale definition* screen *without* editing your choice.

6 Repositories

Authoring Manager enables you to keep all the data, resources, content objects and templates that you use for creating questions and assessments in a single repository.

When you have completed an assessment, the *Perception Server* software can use your repository to deliver the assessment to participants.

Working with repositories

Before you use any of *Authoring Manager* 's features, you must create or open a repository. You can either do this from the *Authoring Manager window* or you may see the *Authoring Manager options* screen that allows you to do this when you start *Authoring Manager*.

There are two kinds of repository, *local repositories* and *shared repositories*, both of which are described below.

In *Authoring Manager*, you can work with either a single repository or with *multiple repositories*. Each repository opens in its own window.

What is a local repository?

A *local repository* is a repository that must exist of your own PC. It must be located on a local hard drive, not on a drive that you can access from a network.

No security features are available for local repositories.

What is a shared repository?

A *shared repository* is a repository that exists on any PC that you can access with a **TCP** or **HTTP** connection.

Authoring Manager lets you open shared repositories but it does not let you create them. To do this, you must use *Shared Repository Manager* (see the *Shared Repository Manager User Guide* for details about creating shared repositories).

When you open a *shared repository* you must login to it with a username and password. *Authoring Manager* also provides *security* features for shared repositories.

Using multiple repositories

In *Authoring Manager*, most of the things (like copy and paste) that you can do within a single repository you can also do between one repository and another, for example you could move an assessment folder from a "development" repository to a "production" repository.

If you are trying to paste something into a shared repository, you must have sufficient access rights.

Note: You cannot move or copy *workflows* between *shared repositories*, but you can *import a workflow* into a *shared repository* and *export a workflow* from a *shared repository*.

6.2 Local repositories

A *local repository* is a repository that must exist of your own PC. It must be located on a local hard drive, not on a drive that you can access from a network.

No security features are available for local repositories.

You can always create and open local repositories with *Authoring Manager*.

Creating a local repository

To create a local repository, select the **File | New Repository…** option from the *Authoring Manager window*. This will start the *Repository Creation Wizard* that enables you to *create a local repository*.

It is possible to create a new empty local repository, or create a new one from *Perception* version 3 data with the *Repository Creation Wizard*.

Opening a local repository

To open a local repository, select the **File | Open | Open Local Repository…** option from the *Authoring Manager window* and do the following:

1. Search for a file with the extension **.qmr** that corresponds to the name of the local repository you wish to open, for example to open the repository **procedures** you must find the file **procedures.qmr**
2. Select the **.qmr** file
3. Click **Open**

The local repository will now appear in the *Authoring Manager window*.

You can also open a local repository that you have used before from the *Authoring Manager window* by selecting the **File | Recent Repositories…** menu option. Choose which recently used local repository that you wish to open and it will appear in the *Authoring Manager window*.

6.3 Shared repositories

You can only *access shared repositories* with *Authoring Manager* if you can access them with a **TCP** or **HTTP** connection, and you are recognized as an administrator by the shared repository that you wish to use.

You cannot *create shared repositories* with *Authoring Manager*.

6.3.1 Creating a shared repository

Shared repositories can only be created with *Shared Repository Manager*.

It is possible to create a new empty shared repository, or create a new one from *Perception* version 3 data.

See the *Shared Repository Manager User Guide* for details about *creating an empty shared repository* and *importing Perception version 3 data into a shared repository*.

Shared repositories are usually *secured*, which means that when they are opened the user must provide a username and password.

6.3.2 Accessing a shared repository

Before you can use a shared repository in *Authoring Manager* you must:

1. *Open the shared repository* to establish your **TCP** or **HTTP** connection
2. *Login to the shared repository* to be able to edit it

Opening a shared repository

To open a shared repository, select the **File | Open | Open Shared Repository…** option from the *Authoring Manager window* and you will see the open shared repository screen. This enables you to establish your connection.

You can also open a shared repository that you have used before from the *Authoring Manager window* by selecting the **File | Recent Repositories…** menu option. Choose which recently used shared repository that you wish to open.

Logging in to a shared repository

When you have established your connection, you will see the login to shared repository screen. This requires you to enter a username and password.

When you have logged in successfully, the shared repository will now appear in the *Authoring Manager window*.

Logging in as a different administrator

If you have access to a shared repository but you wish to access it as a different administrator, it's recommended that you:

1. Close the shared repository
2. Open the shared repository again
3. Login to the shared repository as the appropriate administrator

6.4 The Repository Creation Wizard

The *Repository Creation Wizard* enables you to create a local repository that you can use in *Authoring Manager.*

You can create an empty local repository, or create a local repository from *Perception* version 3 data.

To start the *Repository Creation Wizard*, select the **File | New Repository…** option from the *Authoring Manager window*.

6.4.1 Using the Repository Creation Wizard

Creating a local repository

The *Repository Creation Wizard* takes you through the following screens:

1. *Welcome* screen
   This screen appears when the *Repository Creation Wizard* is first started.
2. *Name and location* screen
   Use this screen to give your new local repository a name and specify where it will reside.
3. *Initial topic and assessment folder* screen
   On this screen, you can specify an initial root topic and an initial root assessment folder that will be created in the new local repository.
4. *Import version 3 data* screen
   This screen lets you create your new local repository from existing *Perception* version 3 data if you wish. If you choose to do this, you will see the screens for *importing Perception version 3 data*.
5. *Confirm repository creation* screen
   Before you create your new local repository, this screen shows you the settings you have made and asks you to confirm them.
6. *Progress* screen
   The progress of the *Repository Creation Wizard* in creating your new local repository is shown on this screen.
7. *Completion* screen
   Finally, you will see this screen.

Importing Perception version 3 data

If you choose to import existing *Perception* version 3 data into your new local repository on the *Import version 3 data* screen, the *Repository Creation Wizard* then takes you through these screens:

1. *Version 3 databases* screen
   This screen asks you to specify which question and assessment databases you wish to import into your new local repository by either entering the database pathnames or by giving their Data Source Names (DSNs).
2. *Version 3 templates and resources* screen
   Use this screen to define which *Perception* version 3 templates and resources directories you wish to import into your new local repository.

   If you click **Advanced…** you will see the:
   - *Version 3 multimedia and java resources* screen
     Use this screen to import multimedia and Java files into your new local repository by giving the directories in which they are located.

3. You will now continue through with the screens *above*.

6.5 The Repository Wizard Screens

If you wish to create an new empty local repository, the *Repository Creation Wizard* will take you through the screens for *creating an empty local repository*.

If you wish to create a new local repository and import *Perception* version 3 data into it, the *Repository Creation Wizard* will take you through the screens for *importing version 3 data*.

6.5.1 Creating an empty repository screens

For creating an new empty local repository, the *Repository Creation Wizard* uses these screens:

- *Welcome* screen
- *Name and location* screen
- *Initial topic and assessment folder* screen
- *Import version 3 data* screen
- *Confirm repository creation* screen
- *Progress* screen
- *Completion* screen

6.5.2 Importing version 3 data screens

For creating a new local repository and importing *Perception* version 3 data into it, the *Repository Creation Wizard* uses these screens:

- *Welcome* screen
- *Name and location* screen
- *Initial topic and assessment folder* screen
- *Import version 3 data* screen
- *Version 3 databases* screen
- *Version 3 templates and resources* screen
- *Version 3 multimedia and java resources* screen (optional)
- *Confirm repository creation* screen
- *Progress* screen
- *Completion* screen

6.5.3 Welcome

This screen appears when the *Repository Creation Wizard* is first started.

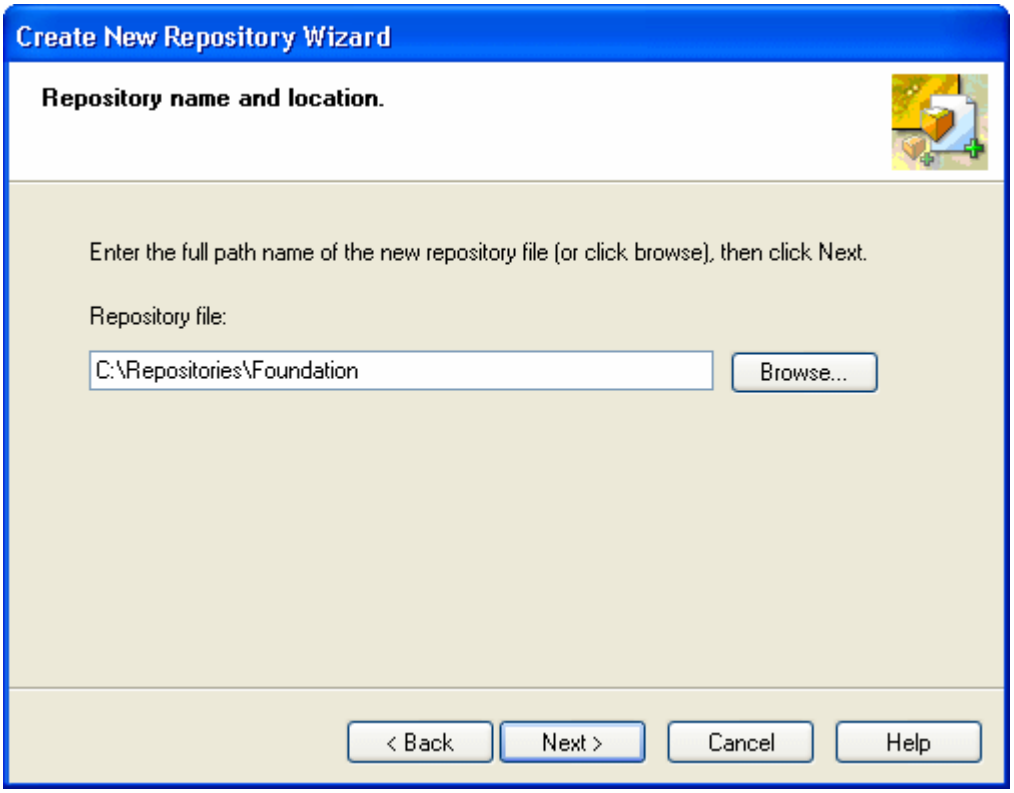


To proceed to the next screen of the *Repository Creation Wizard*, click **Next>**.

Click **Cancel** to return to the *Authoring Manager window* without creating a local repository.

6.5.4 Name and location

This screen is used to specify the full pathname of your new local repository.



Enter the full pathname of your new local repository in the **Repository file** box. You can use **Browse…** to locate an existing directory to use in the pathname.

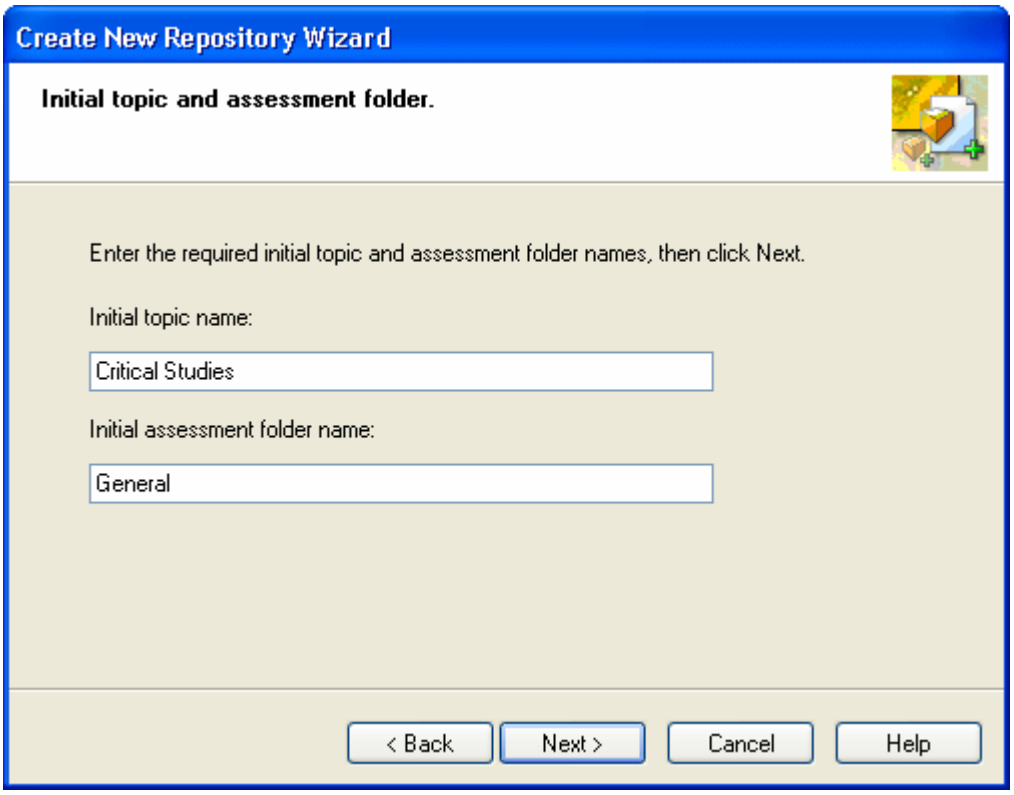
Click **<Back** to return to the previous screen in the *Repository Creation Wizard*.

Click **Next>** to proceed to the next screen in the *Repository Creation Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a local repository.

6.5.5 Initial topic and assessment folder

This screen enables you to create an initial root topic and an initial root assessment folder in your new local repository.



If you wish to create a root topic in your new local repository, enter a name for it in the **Initial topic name** box. You can leave this blank and create a root topic later.

If you wish to create a root assessment folder in your new local repository, enter a name for it in the **Initial assessment folder name** box. You can leave this blank and create a root assessment folder later.

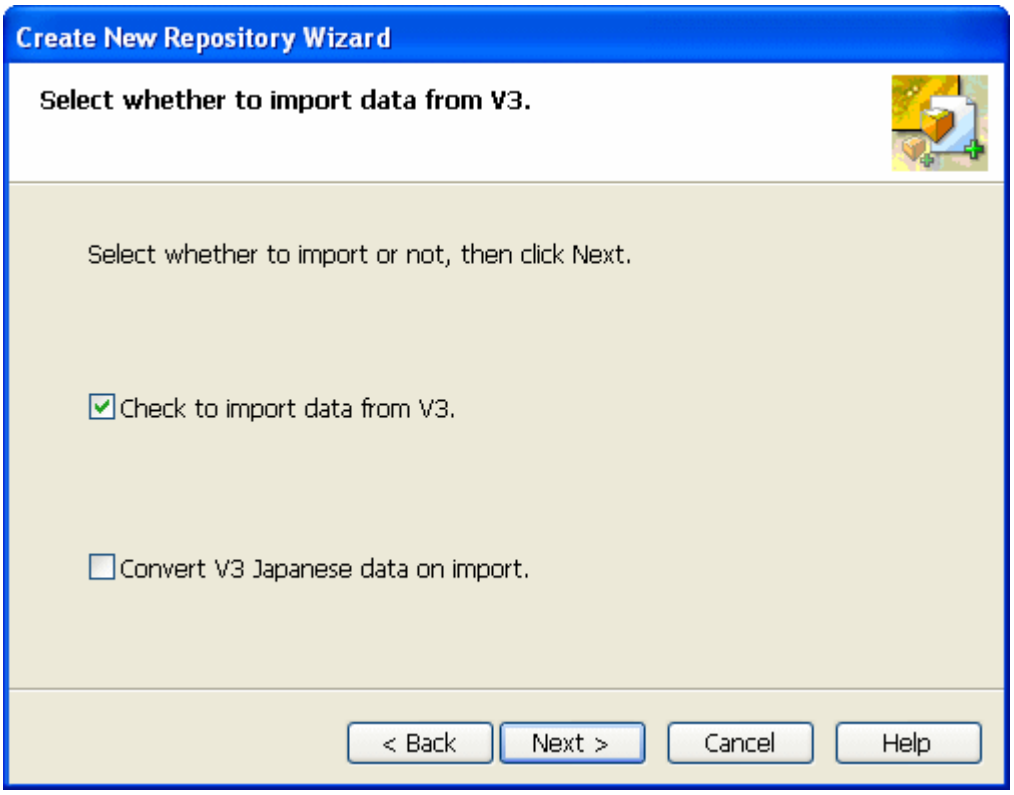
Click **<Back** to return to the previous screen in the *Repository Creation Wizard*.

Click **Next>** to proceed to the next screen in the *Repository Creation Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a local repository.

6.5.6 Import version 3 data

This screen enables you to begin importing *Perception* version 3 data into your new local repository, or continue and create an empty one.



Click **<Back** to return to the previous screen in the *Repository Creation Wizard*.

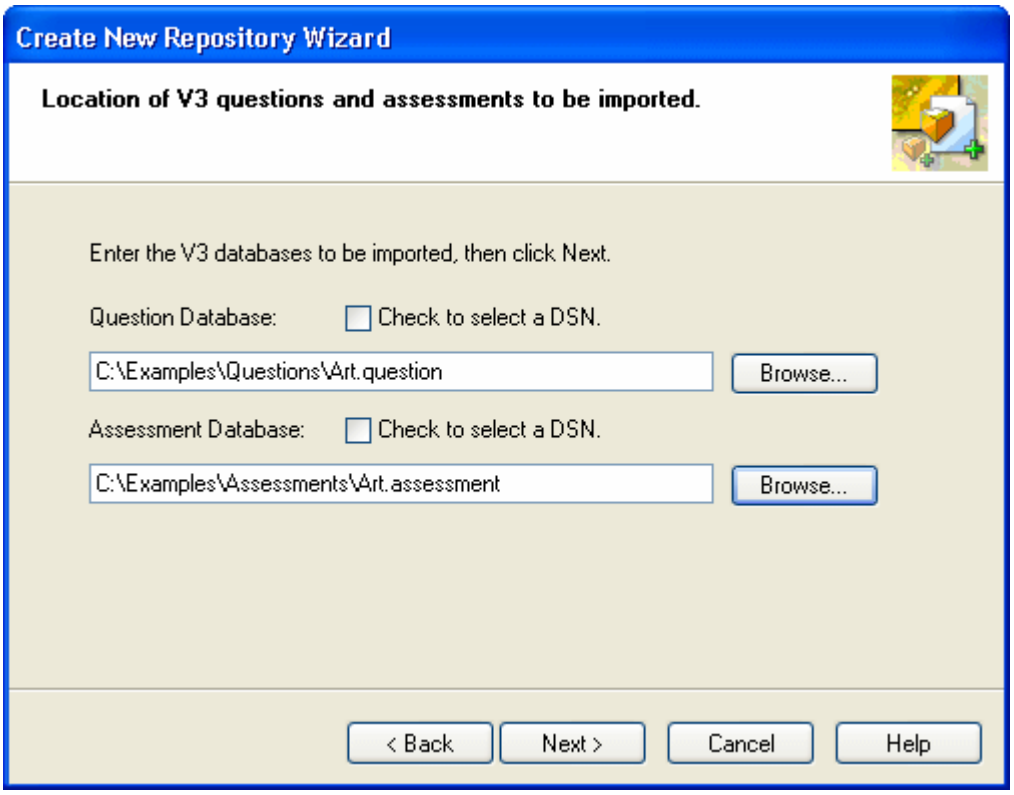
If you tick **Check to import data from V3**, you will see the *version 3 databases* screen if you click **Next>**. This allows you to import *Perception* version 3 data into your new local repository. In this case, you can also tick **Convert V3 Japanese data on import** to preserve any Japanese characters in your version 3 data.

If you do *not* tick **Check to import data from V3**, you will see the *confirm repository creation* screen if you click **Next>**. This will create an empty local repository.

Click **Cancel** to return to the *Authoring Manager window* without creating a local repository.

6.5.7 Version 3 databases

This screen enables you to select the *Perception* version 3 question and assessment databases that you wish to import into your new local repository.



To specify the *Perception* version 3 **Question database** as a filename, you can either enter it in the upper box or click **Browse…** next to the upper box and locate it.

You can also specify the *Perception* version 3 **Question database** as a DSN by ticking **Check to select a DSN** above the upper box and then *select the DSN*.

To specify the *Perception* version 3 **Assessment database** as a filename, you can either enter it in the lower box or click **Browse…** next to the lower box and locate it.

You can also specify the *Perception* version 3 **Assessment database** as a DSN by ticking **Check to select a DSN** above the lower box and then *select the DSN*.

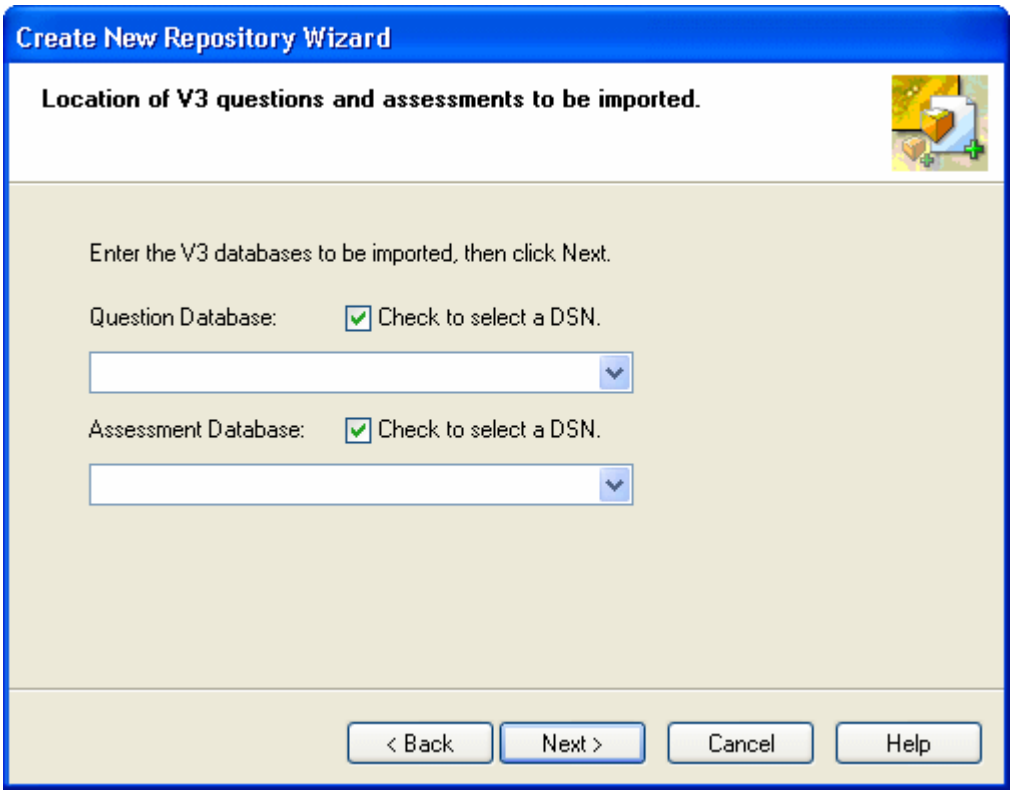
Click **<Back** to return to the previous screen in the *Repository Creation Wizard*.

Click **Next>** to proceed to the next screen in the *Repository Creation Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a local repository.

Selecting a DSN

If you tick the **Check to select a DSN** options for either the **Question database** or the **Assessment database**, a drop-down list will appear above the appropriate box.

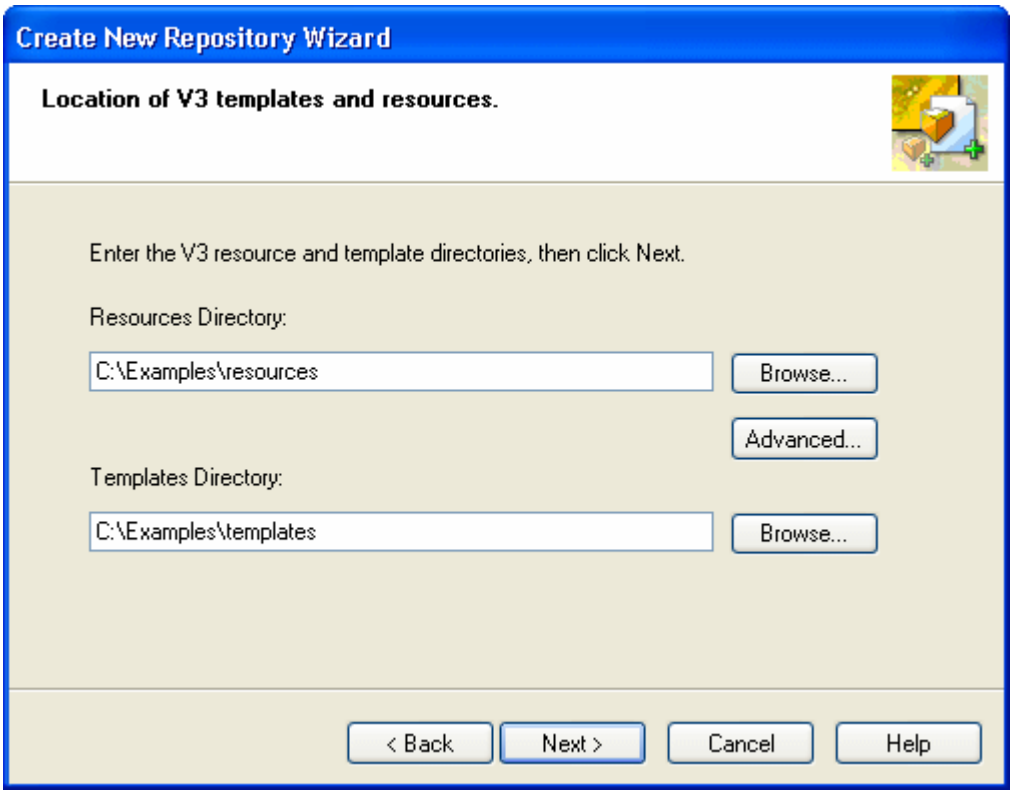


To specify the **Question database** as a DSN, use the drop-down list next to the upper box select the appropriate DSN.

To specify the **Assessment database** as a DSN, use the drop-down list next to the upper box select the appropriate DSN.

6.5.8 Version 3 templates and resources

This screen enables you to select the *Perception* version 3 templates and resources that you wish to import into your new local repository.



To specify where your *Perception* version 3 resources are located, you can either enter the directory where they reside in the **Resources Directory** box or click **Browse…** next to the upper box and locate this directory.

To specify where your *Perception* version 3 templates are located, you can either enter the directory where they reside in the **Templates Directory** box or click **Browse…** next to the lower box and locate this directory.

If you also wish to select *Perception* version 3 multimedia and Java files to be imported into your new local repository click **Advanced…** and you will see the *version 3 multimedia and Java resources* screen.

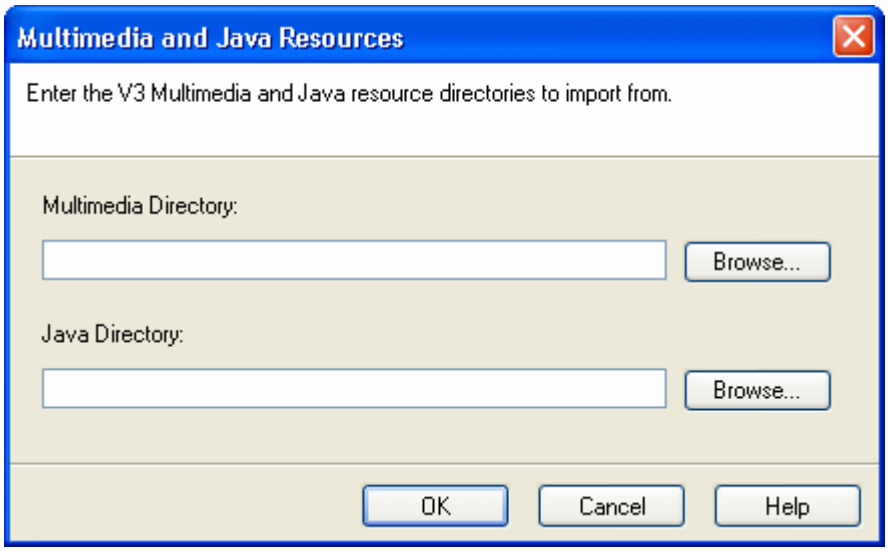
Click **<Back** to return to the previous screen in the *Repository Creation Wizard*.

Click **Next>** to proceed to the next screen in the *Repository Creation Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a local repository.

6.5.9 Version 3 multimedia and Java resources

This screen enables you to select the *Perception* version 3 multimedia and Java files that you wish to import into your new local repository.



To specify where your *Perception* version 3 multimedia files are located, you can either enter the directory where they reside in the **Multimedia Directory** box or click **Browse…** next to the upper box and locate this directory.

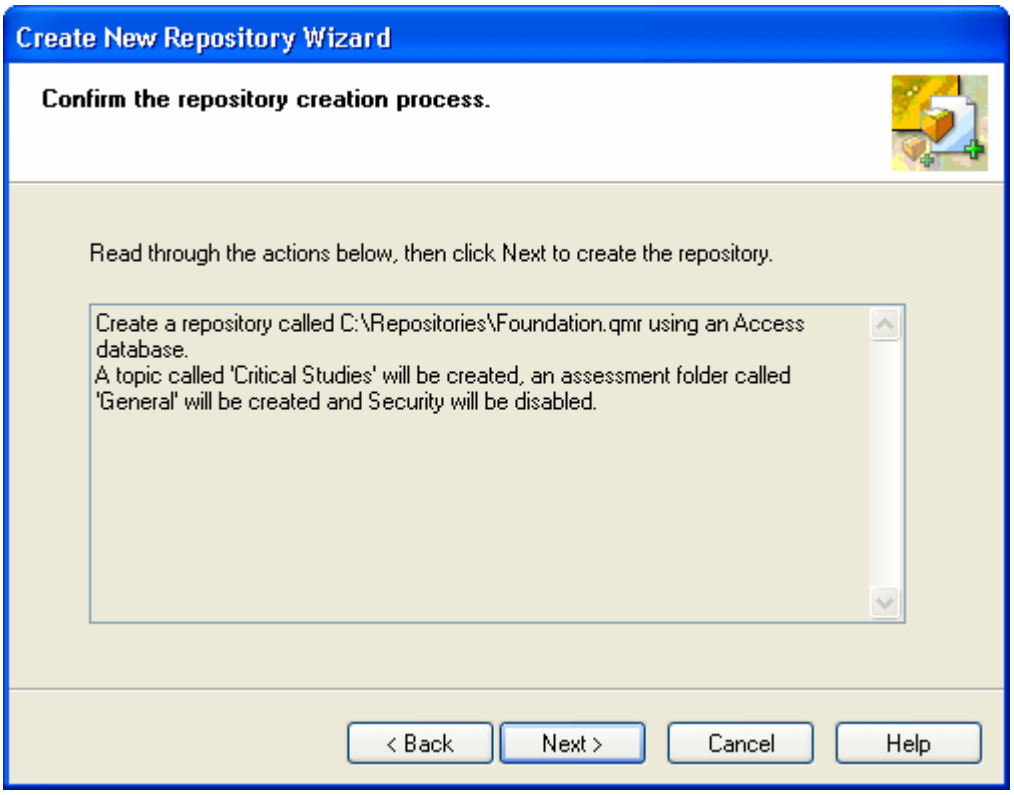
To specify where your *Perception* version 3 Java files are located, you can either enter the directory where they reside in the **Java Directory** box or click **Browse…** next to the lower box and locate this directory.

Click **OK** to import the version 3 multimedia and java files that you selected and return to the *version 3 templates and resources* screen.

Click **Cancel** *not* to import the version 3 multimedia and java files that you selected and return to the *version 3 templates and resources* screen.

6.5.10 Confirm repository creation

This screen allows you to confirm that you wish to create your new local repository, or go back and change the details for the local repository that you wish to create.



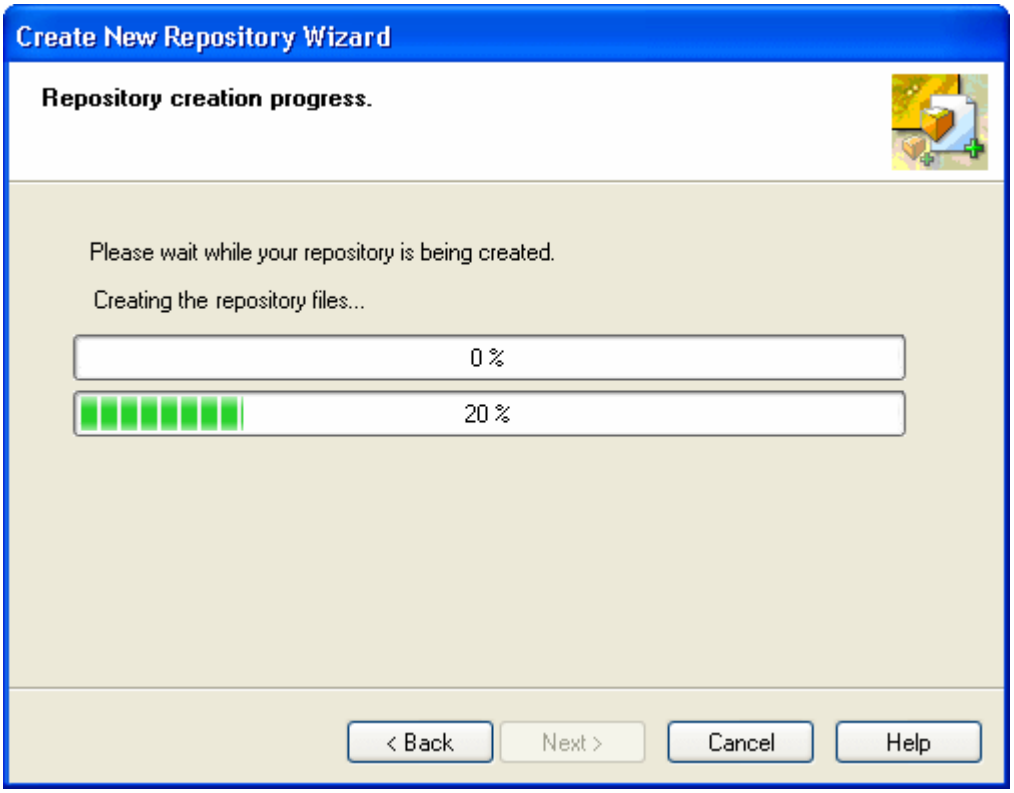
If you do *not* wish to create this local repository, click **<Back** to return to the previous screen in the *Repository Creation Wizard*.

If you are satisfied that you do wish to create this local repository,, click **Next>** to proceed to the next screen in the *Repository Creation Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a local repository.

6.5.11 Progress

This screen displays the progress as your new local repository is created.



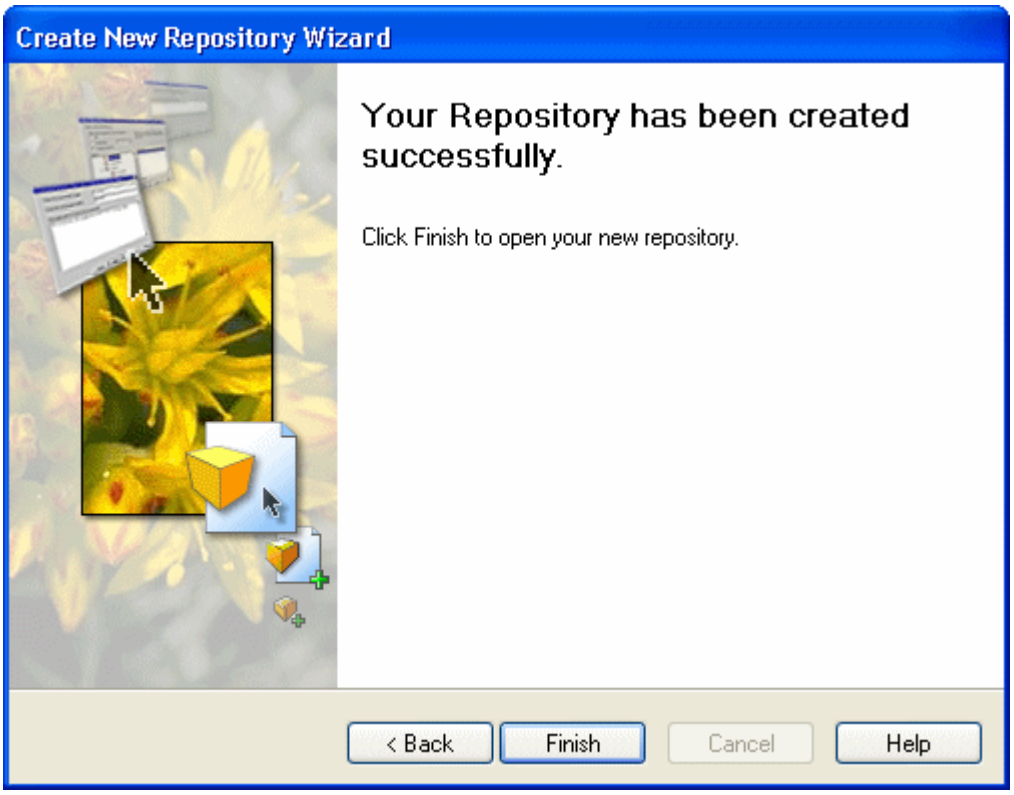
When your new local repository is created, you will automatically proceed to the next screen in the *Repository Creation Wizard*.

You can click **<Back** at any time while your new local repository is being created to return to the previous screen in the *Repository Creation Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a local repository.

6.5.12 Completion screen

This screen appears when you have created your new local repository with the *Repository Creation Wizard*.



Click **<Back** to return to the previous screen in the *Repository Creation Wizard*.

Click **Finish** to return to the *Authoring Manager window* where you will see your new local repository.

7 Topics

A topic is a group of *questions* (also known as *items*) relating to a particular subject, level of difficulty, or some other common trait. A topic can also contain another topic. This is called a *subtopic*.

A topic at the top of a topic structure is called a *root topic*. When a new repository is created, it need not contain any topics, but you must create at least one root topic before you can create any questions. There can be more than one root topic in the repository.

You can use *Authoring Manager* to create a more complex structure containing root topic, topics, subtopics and *questions*. In this way, topics can be used to build up structured *item banks*. This structure is stored in the repository and is used later as a library for building *assessments*.

It is important to consider how to name your topics before building structured item banks, especially if several authors are contributing to it. Topic names must be unique.

Each topic has a unique *Topic ID* that is assigned at the time the topic is created. Although you cannot see Topic IDs in *Authoring Manager*, they determine whether *copying topics* or moving topics is possible between repositories.

When *creating an assessment*, individual *questions* may be selected or whole topics of questions may be.

You can find out more about *topics* in the document *Concepts of Authoring*.

Topics can also be given one or more *topic outcomes* that can be used to determine specific feedback for a topic according to how the participant scored for the *questions* in each topic used by the *assessment* they took. *Topic outcomes* can be used for reporting, and give useful information for analyzing how the performance of individual participants or groups of participants varies by topic.

7.1 Working with topics

Authoring Manager provides facilities for:

- *Creating topics*
- *Editing topics*
- *Copying topics*
- *Renaming topics*
- *Deleting topics*
- *Importing topics from Qpacks*
- *Exporting topics to Qpacks*

It is not possible to move topics within a repository or between repositories.

7.1.1 Creating topics

If you wish to use a *workflow*, you must follow the steps for *creating a root topic with workflow*.

To create a topic:

1. Locate the topics section in the *navigation tree* of the *Authoring Manager window*
2. Highlight the position at which you wish to create a new topic:
    - To create a root topic, highlight **Topics**
    - To create a topic within a topic structure, highlight the topic below which you wish to create the topic (a topic structure is limited to 10 levels)
3. Select the **Manage Items | Add Topic…** menu option in *Authoring Manager*
4. You will now see the *create topic* screen with which you can create a new topic the repository

Topic names must be unique at the same level of a topic structure. Two root topics cannot have the same name, and nor can two topics with the same name exist directly under another topic.

7.1.2 Editing topics

To modify a topic:

1. Locate the topic in the topics section of the *navigation tree* of the *Authoring Manager window* and highlight it
2. Select the **Manage Items | Edit Topic…** menu option in *Authoring Manager*
3. You will now see the *modify topic* screen with which you can change the name and description of the topic

Topic names must be unique at the same level of a topic structure. Two root topics cannot have the same name, and nor can two topics with the same name exist directly under another topic.

7.1.3 Copying topics

You can copy a topic within the same repository or to another repository with the *drag and drop method* or the *copy and paste method*.

Topic names must be unique at the same level of a topic structure. Two root topics cannot have the same name, and nor can two topics with the same name exist directly under another topic.

When a topic is copied within the same repository and a topic already exists with the same name as the one you are copying at the same level as you paste, it will be created with **Copy of** prefixed to the name. For example, an topic called **Science** will be copied as **Copy of Science** in is case.

When a topic is copied to another repository and a topic already exists with the same name as the one you are copying at the same level as you paste, what will happen depends on the Topic IDs of the topic being copied and the topic being copied to, and also the Topic IDs of any subtopics of these topics.

The rules for copying topics are:

- If the Topic ID is the same for both topics

And:

- If the Topic IDs are the same for all subtopics with the same name at the same level in both topic structures

Then:

- Any subtopics in the topic being copied will overwrite those in the topic being copied to
- Any subtopics in the topic being copied that do not exist at the same level in the topic being copied to will be copied
- Any topic outcomes in the topic being copied that have the same name and score range and belong to the corresponding topic outcomes as those in the topic being copied to will overwrite those in the topic being copied to
- Any topic outcomes in the topic being copied that have the same name but a different score range and belong to the corresponding topic outcomes as those in the topic being copied to will be copied with the same name in the topic being copied to
- Any topic outcomes that do not exist at the same level in the topic being copied to will be copied
- Any *questions*, *resources* or *content objects* in the topic being copied that have the same name as those at the same level in the topic being copied to will overwrite those in the topic being copied to
- Any *questions*, *resources* or *content objects* that do not exist at the same level in the topic being copied to will be copied
- Any *metatags* assigned to *questions* being copied that have *metatags* of the same name in the *questions* being copied will overwrite those in the *questions* being copied
- Any *metatags* assigned to *questions* being copied that do *not* have *metatags* of the same name in the *questions* being copied will be copied
- Metatag definitions will be copied if the *metatags* they define do not exist in the repository being copied to

If any *questions*, *resources*, *content objects* or topic outcomes are overwritten, you will see the screens for *confirming overwrites*.

These rules envisage that you intent to maintain the same structures in different repositories. It is advisable to consider your topic naming conventions carefully.

Drag and drop method

To copy a topic:

1. Locate the topics section in the *navigation tree* of the *Authoring Manager window*
2. Highlight the topic you wish to copy
3. Hold down the left mouse button and drag the question to the position at which you wish to create the copy in the same repository or in another repository
    - To create the copy as a root topic, drag the original topic to **Topics**
    - To create the copy in a topic structure, drag the original topic to the topic below which you wish to create the copy
4. Hold down the left mouse button and drag the question to the topic within which you wish to create the copy in the same repository or in another repository
5. Release the left mouse button

Copy and paste method

To copy a topic:

1. Locate the topics section in the *navigation tree* of the *Authoring Manager window*
2. Highlight the topic you wish to copy
3. Select the **Edit | Copy** menu option in *Authoring Manager*
4. Highlight the position at which you wish to create the copy in the same repository or in another repository
    - To create the copy as a root topic, highlight **Topics**
    - To create the copy in a topic structure, highlight the topic below which you wish to create the copy
5. Select the **Edit | Paste** option in *Authoring Manager*

7.1.4 Renaming topics

You should take great care when renaming topics. If you copy topics between repositories as part of your process, renaming a topic can cause confusion when keeping track of questions.

To rename a topic:

1. Locate the topics section in the *navigation tree* of the *Authoring Manager window*
2. Highlight the topic you wish to rename
3. Select the **Edit | Rename** menu option in *Authoring Manager*
4. Enter the new topic name in the box created around the topic's existing **Name**
5. Move the cursor away from the box

Topic names must be unique at the same level of a topic structure. Two root topics cannot have the same name, and nor can two topics with the same name exist directly under another topic.

7.1.5 Deleting topics

To delete a topic:

1. Locate the topics section in the *navigation tree* of the *Authoring Manager window*
2. Highlight the topic you wish to delete
3. Select the **Edit | Delete** menu option in *Authoring Manager*
4. Click **Yes** on the confirmation screen that appears

You cannot delete:

- A topic that contains *questions* used in an *assessment*.
- A topic that contains other topics that contain *questions* used in an *assessment*.

When you delete a topic, you also delete:

- All the *topic outcomes* for the topic that is deleted
- All the *questions* in the topic that is deleted
- All the *topics* within the topic that is deleted
- All the topic outcomes in each of these *topics*
- All the *questions* in each of these *topics*

When you delete a topic, you do *not* delete:

- Any topic resources used by the *questions* in the topic that is deleted, unless they are being used by *questions* in other topics outside the topic structure of the topic you are deleting
- Any topic resources used by any *questions* in any topics within the topic that is deleted, unless they are being used by *questions* in other topics outside the topic structure of the topic you are deleting
- Any topic content objects used by the *questions* in the topic that is deleted unless they are being used by *questions* in other topics outside the topic structure of the topic you are deleting, or in any *assessments*
- Any topic content objects used by any *questions* in any topics within the topic that is deleted unless they are being used by *questions* in other topics outside the topic structure of the topic you are deleting, or in any *assessments*

Note: Topic resources and topic content objects should only be used in questions that reside in the same topic as the topic resource or topic content object you are using.

7.1.6 Importing topics from Qpacks

You can import topics to a repository from a *Qpack* with the *Import Qpack Wizard*.

7.1.7 Exporting topics to Qpacks

You can export topics from a repository to a *Qpack* with the *Export Qpack Wizard*.

7.2 Topic outcomes

When a participant has answered all the *questions* that are presented to them, their score for each *assessment* can be used to determine specific feedback for a topic with *topic outcomes*.

This is possible because *Perception* calculates an overall score for all the *questions* that a participant answers for a given topic.

Topic outcomes can be used for reporting, and give useful information for analyzing how the performance of individual participants or groups of participants varies by topic.

A range of topic scores is used to define one or more topic outcomes. For example, a topic score of less than **40%** may be used to define a *retake* topic outcome, one of **41%-70%** to define a *pass* topic outcome and a final one of more than **70%** may be used to define a *merit* topic outcome.

There may be one or more topic outcomes associated with a topic but there need not be any.

You can find out more about *topic outcomes* in the document *Concepts of Authoring*.

Authoring Manager provides facilities for:

- *Creating topic outcomes*
- *Editing topic outcomes*
- *Copying topic outcomes*
- *Moving topic outcomes*
- *Renaming topic outcomes*
- *Deleting topic outcomes*
- *Importing topic outcomes from Qpacks*
- *Exporting topic outcomes to Qpacks*

7.2.1 Creating topic outcomes

You can create a topic outcome for a root topic or a topic within a topic structure.

It is possible to have more than one topic outcome with the same name for the same topic, but two topic outcomes for the same topic *cannot* have overlapping score ranges.

To create a topic outcome:

1. Ensure that you are using the *topic outcome display* in the *list pane* of the *Authoring Manager window*
2. Highlight the *topic* for which you wish to create a new topic outcome
3. Select the **Manage Items | Add Topic Outcome…** menu option in *Authoring Manager*
4. You will now see the *topic outcomes* screen with which you can create a new topic outcome in the repository

7.2.2 Editing topic outcomes

It is possible to have more than one topic outcome with the same name for the same topic, but two topic outcomes for the same topic *cannot* have overlapping score ranges.

To modify a topic outcome:

1. Ensure that you are using the *topic outcome display* in the *list pane* of the *Authoring Manager window*
2. Locate the topic for which the topic outcome applies in the topics section of the *navigation tree* of the *Authoring Manager window*
3. Highlight the topic outcome that you wish to modify
4. Select the **Manage Items | Edit Topic Outcome…** menu option in *Authoring Manager*
5. You will now see the *topic outcomes* screen with which you can edit the topic outcome

7.2.3 Copying topic outcomes

You can copy a topic outcome from the topic that has it to another topic within the same repository or to another repository. To do this you can use the *drag and drop method* or the *copy and paste method*.

It is possible to have more than one topic outcome with the same name for the same topic, but two topic outcomes for the same topic *cannot* have overlapping score ranges. However, a topic outcome *cannot* be copied if this would create overlapping score ranges between topic outcomes in the topic that the topic outcome is being copied to.

The rules for copying topic outcomes are:

- Any topic outcomes being copied that have the same name and score range as a topic outcome belonging to the topic being copied to *cannot* be copied
- Any topic outcomes being copied that have the same name but a different score range as a topic outcome belonging to the topic being copied to will be copied as another topic outcome with the same name, provided that there would be no overlapping score bands between the topic outcomes belonging to the topic being copied
- Any topic outcomes that would create overlapping score bands between the topic outcomes belonging to the topic being copied to *cannot* be copied

When a topic outcome is copied in the same repository as the original, nothing else is copied.

If the copy is in a different repository to the original, the following are copied:

- All the *resources* used by the topic outcome that is copied
- All the *content objects* used by the topic outcome that is copied

Drag and drop method

To copy a topic outcome:

1. Ensure that you are using the *topic outcome display* in the *list pane* of the *Authoring Manager window*
2. Find the *topic* that has the topic outcome you wish to copy
3. Highlight the topic outcome you wish to copy
4. Hold down the left mouse button and drag the topic outcome to the *topic* within which you wish to create the copy in the same repository or in another repository
5. Release the left mouse button

Copy and paste method

To copy a topic outcome:

1. Ensure that you are using the *topic outcome display* in the *list pane* of the *Authoring Manager window*
2. Locate the topics section in the *navigation tree* of the *Authoring Manager window*
3. Find the topic that has the topic outcome you wish to copy
4. Highlight the topic outcome you wish to copy
5. Select the **Edit | Copy** menu option in *Authoring Manager*
6. Highlight the topic to which you wish to create the copy in the same repository or in another repository
7. Select the **Edit | Paste** option in *Authoring Manager*

7.2.4 Moving topic outcomes

You can move a topic outcome from the topic that has it to another topic within the same repository or to another repository.

It is possible to have more than one topic outcome with the same name for the same topic, but two topic outcomes for the same topic *cannot* have overlapping score ranges. However, a topic outcome *cannot* be moved if this would create overlapping score ranges between topic outcomes in the topic that the topic outcome is being moved to.

The rules for moving topic outcomes are:

- Any topic outcomes being moved that have the same name and score range as a topic outcome belonging to the topic being moved to *cannot* be moved
- Any topic outcomes being moved that have the same name but a different score range as a topic outcome belonging to the topic being moved to will be moved as another topic outcome with the same name, provided that there would be no overlapping score bands between the topic outcomes belonging to the topic that the topic outcome is being moved to
- Any topic outcomes that would create overlapping score bands between the topic outcomes belonging to the topic that the topic outcome is being moved to *cannot* be moved

When a topic outcome is moved in the same repository as the original, nothing is copied.

If the topic outcome is moved to a different repository to the original, the following are copied:

- All the *resources* used by the topic outcome that is moved
- All the *content objects* used by the topic outcome that is moved

To move a topic outcome:

1. Ensure that you are using the *topic outcome display* in the *list pane* of the *Authoring Manager window*
2. Find the *topic* that has the topic outcome you wish to move
3. Highlight the topic outcome you wish to move
4. Select the **Edit | Cut** menu option in *Authoring Manager*
5. Highlight the *topic* to which you wish to move the topic outcome in the same repository or in another repository
6. Select the **Edit | Paste** option in *Authoring Manager*

7.2.5 Renaming topic outcomes

To rename a topic outcome:

1. Ensure that you are using the *topic outcome display* in the *list pane* of the *Authoring Manager window*
2. Find the *topic* that has the topic outcome you wish to rename
3. Highlight the topic outcome you wish to rename
4. Select the **Edit | Rename** menu option in *Authoring Manager*
5. Enter the new topic outcome name in the box created around the topic's existing **Name**
6. Move the cursor away from the box

Note: It is possible to have more than one topic outcome with the same name for the same topic, because topic outcomes are distinguished by a unique ID number. However, this should be avoided.

7.2.6 Deleting topic outcomes

To delete a topic outcome:

1. Ensure that you are using the *topic outcome display* in the *list pane* of the *Authoring Manager window*
2. Highlight the topic outcome you wish to delete
3. Select the **Edit | Delete** menu option in *Authoring Manager*
4. Click **Yes** on the confirmation screen that appears

When you delete a topic outcome you do *not* delete:

- Any *resources* used by the topic outcome that is deleted
- Any *content objects* used by the topic outcome that is deleted

7.2.7 Importing topic outcomes from Qpacks

You can import topic outcomes to a repository from a *Qpack* with the *Import Qpack Wizard*.

7.2.8 Exporting topic outcomes to Qpacks

You can export topic outcomes from a repository to a *Qpack* with the *Export Qpack Wizard*.

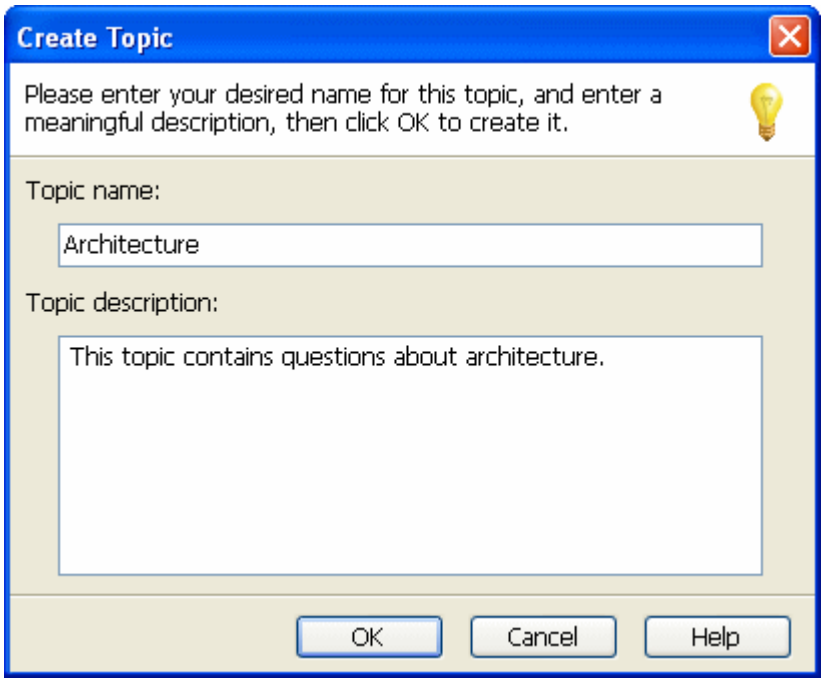
7.3 Topic screens

The screens available for working with topics and topic outcomes are:

- *Create topic* screen
  Use this screen to create a new topic the repository
- *Modify topic* screen
  Use this screen to edit an existing topic the repository
- *Topic outcomes* screen
  Use this screen to create a new topic outcome or edit an existing topic outcome the repository

7.3.1 Create topic

This screen enables you to create a new topic in the repository.



Enter the **Topic name** in the upper box.

A **Topic name** must be unique at the same level of a topic structure. Two root topics cannot have the same name, and nor can two topics with the same name exist directly under another topic.

A **Topic name** *cannot* be more than 50 characters long or contain any of the following characters:

- Single quote (**'**)
- Double quote (**"**)
- Less than symbol (**<**)
- Greater than symbol (**>**)
- Hash sign (**#**)
- Vertical bar (**|**)
- Backslash (\)

If you are creating a new root topic, it *cannot* have the same name as a existing root topic.

If you are creating a new topic within another topic, it *cannot* have the same name as a existing topic in the topic within which you are creating your new topic.

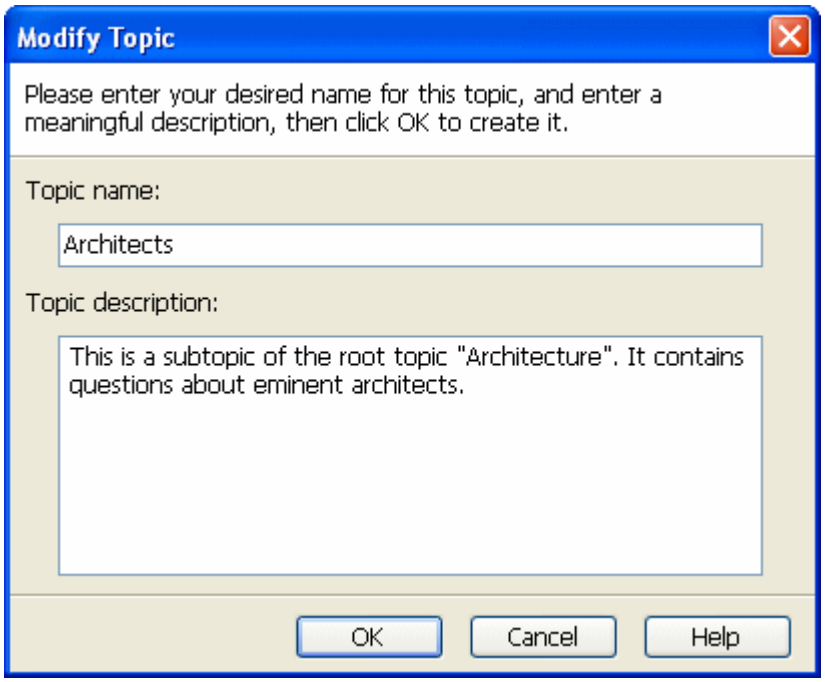
If you wish, Enter the **Topic description** in the lower box.

Click **OK** and your new topic will be created, and you will return to the *Authoring Manager window*.

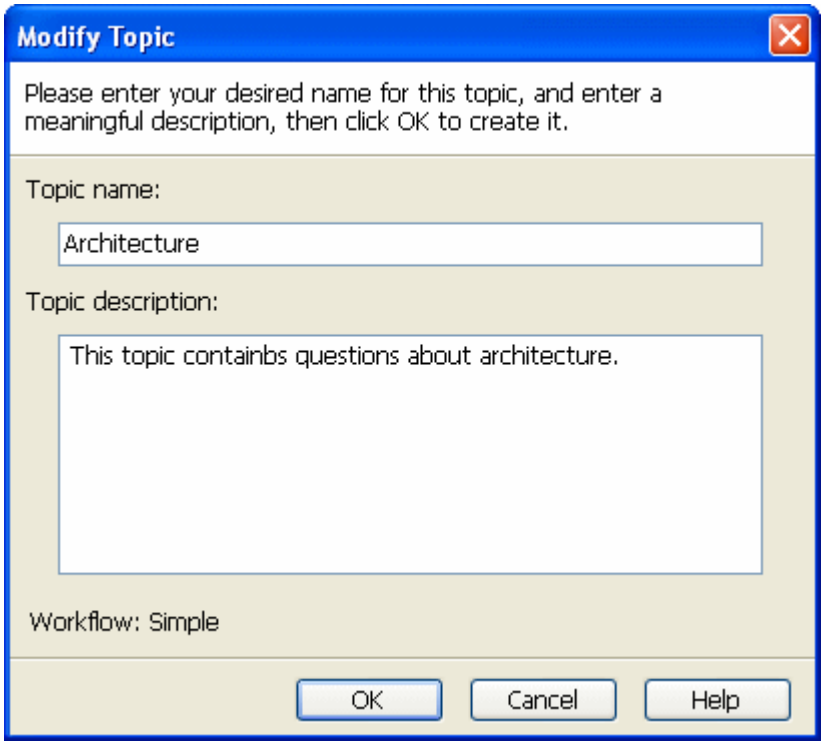
Click **Cancel** and a new topic will *not* be created, and you will return to the *Authoring Manager window*.

7.3.2 Modify topic

This screen enables you to modify an existing topic in the repository.



If the topic has a *workflow* applied to it, the name of the workflow will be indicated on the screen.



Enter the **Topic name** in the upper box.

A **Topic name** must be unique at the same level of a topic structure. Two root topics cannot have the same name, and nor can two topics with the same name exist directly under another topic.

A **Topic name** *cannot* be more than 50 characters long or contain any of the following characters:

- Single quote (**'**)
- Double quote (**"**)
- Less than symbol (**<**)
- Greater than symbol (**>**)
- Hash sign (**#**)
- Vertical bar (**|**)
- Backslash (****)

If you are editing a new root topic, it *cannot* have the same name as a existing root topic.

If you are editing a new topic within another topic, it *cannot* have the same name as a existing topic in the topic within which you are editing your topic.

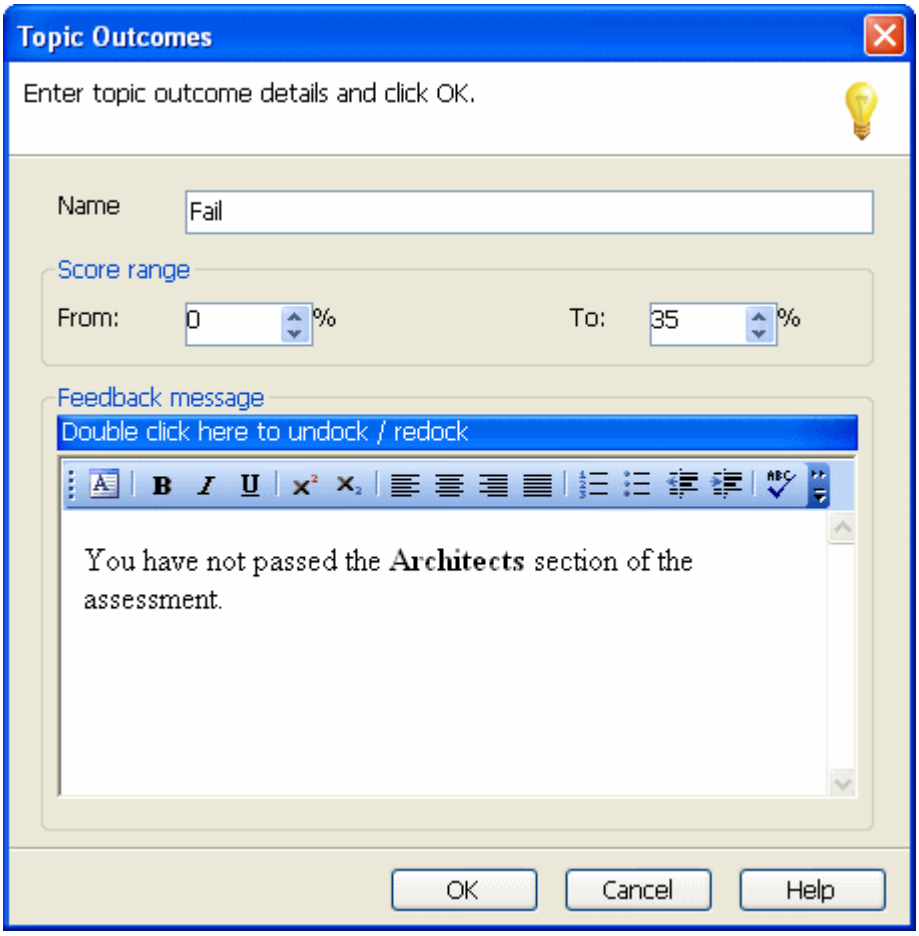
If you wish, Enter the **Topic description** in the lower box.

Click **OK** and your topic will be updated, and you will return to the *Authoring Manager window*.

Click **Cancel** and your topic will *not* be updated, and you will return to the *Authoring Manager window*.

7.3.3 Topic outcomes

This screen enables you to create a new topic outcome or modify an existing topic outcome for an existing topic in the repository.



Enter the **Topic name** in the upper box.

> **Note:** It is possible to have more than one topic outcome with the same name for the same topic, because topic outcomes are distinguished by a unique ID number. However, this should be avoided.

Enter the minimum percentage score **From** which the topic outcome will be applicable in the left hand box under **Score range**, or select it with the spin control.

Enter the maximum percentage score **To** which the topic outcome will be applicable in the right hand box under **Score range**, or select it with the spin control.

Note: Topic outcomes for the same topic can have overlapping score ranges, but two topic outcomes *cannot* have the same range.

If you are creating a new topic outcome:

- Click **OK** and your new topic outcome will be created, and you will return to the *Authoring Manager window*.
- Click **Cancel** and a new topic outcome will *not* be created, and you will return to the *Authoring Manager window*.

If you are editing an existing topic outcome:

- Click **OK** and your topic outcome will be updated, and you will return to the *Authoring Manager window*.
- Click **Cancel** and your topic outcome will *not* be updated, and you will return to the *Authoring Manager window*.

8 Questions

Questions are presented to participants who choose answers for them. They are of a selected type, and may be assigned a score according to the participant's answer.

You can create new questions with the Question Wizard and edit existing assessments with the Question Editor. Several *different types of question* are supported.

When a participant answers a question they generally consider their answer and select one of the available *choices*.

When the participant has answered the question, a *question outcome* will usually be processed. A question outcome contains an *outcome condition* that is a test of the participant's answer and is used to determine the *question score* assigned to the participant for this answer, and the *question feedback* given to the participant for this answer.

The purpose of question outcomes is to relate choices to outcomes using conditions.

Questions are stored in a repository and are organized into *topics*. They may also contain *metatags* that can be used when selecting them for use in *assessments*.

Each question has a unique *Question ID* that is assigned at the time the question is created. Although you cannot see Question IDs in *Authoring Manager*, they determine what happens when *copying questions* and *moving questions* between repositories.

Authoring Manager provides facilities for *trying out questions*, importing questions and exporting questions.

You can find out more about *questions* in the document *Concepts of Authoring*.

8.1 Working with questions

Authoring Manager supports several *different types of question* and provides facilities for:

- *Creating questions*
- *Editing questions*
- *Copying questions*
- *Moving questions*
- *Renaming questions*
- *Deleting questions*
- *Trying out questions*
- *Importing questions*
- *Exporting questions*

8.1.1 Different types of question

Authoring Manager supports these types of question:

- **Captivate/RoboDemo**
  Macromedia®'s Captivate™ (formerly RoboDemo) product enables you to create movies or simulations of applications that show or test people on applications skill, and include these in *Perception* assessments.

  You can find more information on the *Macromedia web site*.

  You will need to use Captivate™ to create a movie and export it for use in this type or question. See *creating a Captivate/RoboDemo question*. See also the *Perception* support site for further information:

  http://www.questionmark.com/perception/help

- **Drag and drop**
  Participants place several graphical markers on the background graphic to indicate their answers (these are called the “hot” areas). See *creating a drag and drop question*.
- **Essay**
  The user is presented with a question, and answers by typing in text. **Essay** questions are designed for long, open-ended text questions that are answered with free text essays. These can be scored with Questionmark's *Scoring Tool*, or by other methods outside *Perception*. Unscored **essay** questions can also be useful in surveys. See *creating an essay question*.
- **Explanation**
  These questions are used to give general information at the beginning of a topic, or provide information pertaining to following questions. See *creating an explanation question*.
- **Fill in banks**
  These questions allow you to set a number of blanks for the participant to fill in, with each entry scored separately. Using the wizard, you can only define one correct answer for each blank, but you can construct outcomes for these questions manually to add additional answers and trap any number of variations. See *creating a fill in banks question*.
- **Hotspot**
  These questions are *drag and drop* questions with only one “hot” area. The participant places a single marker on a single image to indicate an answer. See *creating a hotspot question*.
- **Likert scale**
  These questions are *multiple choice* questions that ask the participant to assign an option from a set of possibilities to a question. A Likert scale must have at least 3 but no more than 10 possibilities. See *creating a Likert scale question*.
- **Macromedia Flash**
  These questions enable you to use a Flash™ object. This object presents a question to the participant and returns the answer to *Perception*. See *creating a Macromedia Flash question*.
- **Matching**
  These questions offer the participant a drop-down list of possible responses to a question. See *creating a matching question*.

- **Matrix**
  In these questions, the participant chooses one answer in each row, from a matrix of option buttons. You can define several lines of information, which gives much greater flexibility than a single *multiple choice* question. See *creating a matrix question*.
- **Multiple choice**
  In these questions, participants are presented with a question and a choice of answers, only one of which is correct.

  There is no limit to the number of distracters you can use.

  See *creating a multiple choice question*.
- **Multiple response**
  These questions can be used very effectively for more complex material. You can define any number of correct answers, and award points for each one selected.
  See *creating a multiple response question*.
- **Numeric**
  These questions are appropriate when you want the participant to enter a number. You can specify a range, and even assign a different score to answers within this range. See *creating a numeric question*.
- **Pull-down list**
  These questions are functionally the same as *matrix* questions. The difference is simply one of presentation: *matrix* questions have the options presented as option buttons, whereas these questions present the options as drop-down menus. See *creating a pull-down list question*.
- **Ranking**
  These questions require the participant to place a list of options in an order. See *creating a ranking question*.
- **Select a blank**
  These questions invite the participant to choose the correct word or phrase from a drop down list that corresponds to a blank area of text. See *creating a select a blank question*.
- **Spoken response**
  These questions let the participant record their answer to a question using their voice. To create these questions, you must be able to use a Wimba server and you license must permit you to use them. See *creating a spoken response question*. See also the *Perception* support site for further information:

  http://www.questionmark.com/perception/help

- **Text match**
  These questions are similar to a *fill in blanks* question. You still need to be careful to avoid ambiguity. By setting the score to zero, you could use this question type to collect information. See *creating a text match question*.
- **True/False**
  These questions are *multiple choice* questions that ask the participant to give a “True” or “False” answer to a question. See *creating a True/False question*.
- **Yes/No**
  These questions are *multiple choice* questions that ask the participant to give a “Yes” or “No” answer to a question. See *creating a Yes/No question*.

8.1.2 Creating questions

You can create a question with the Question Wizard.

The Question Wizard guides you through a series of screens that help you create a question.

8.1.3 Editing questions

If you created a question with the Question Wizard, you can also edit it with the Question Wizard, apart from:

- *Captivate/RoboDemo* questions
- *Fill in banks* questions
- *Macromedia Flash* questions
- *Select a blank* questions

You can also edit a question with the *Question Editor.*

Once you have edited a question with the Question Editor, you can no longer edit it with the *Question Wizard.*

You can use Question Editor to develop a question in the following ways:

- Define *question properties*
- Add or change *question notes*
- Add or change the *question stimulus*
- Add, edit or delete *question choices*
- Add, edit or delete *question outcomes*

8.1.4 Setting Item Parameters for questions

To set the Item Parameters for a question, right-click on the question and select the **Set Item Parameters…** menu option in *Authoring Manager*. You will then see the *Setting Item Parameters* screen.

8.1.5 Copying questions

You can copy a question within the same repository or to another repository with the *drag and drop method* or the *copy and paste method*.

When a question is copied within the same repository as the original, nothing else is copied.

When a question is copied within the same repository and a question already exists with the same name as the one you are copying in the topic you are copying the question to, it will be created with **Copy of** prefixed to the name. For example, a question called **Volcanoes** will be copied as **Copy of Volcanoes**.

If the copy is in a different repository to the original, and no question already exists with the same name as the one you are copying in the topic you are copying the question to, the following are copied:

- All the *resources* used in the question
- All the *content objects* used in the question
- All the *metatags* used in the question

When a question is copied to another repository and a question already exists with the same name as the one you are copying in the topic you are copying the question to, what will happen depends on the Question IDs of the question being copied and of the question being copied to.

The rules for copying questions of the same name are:

- If the Question ID is the same for both questions, the question being copied to will be overwritten
- If the Question ID is *not* the same for both questions, the question being copied to will be copied to a second question with the same name as the question being copied to
- Whether the Question ID is the same or not for both questions:
- Any *resources* used by the question being copied will be overwritten if they have the same name as *resources* used by the question being copied to
- Any *resources* used by the question being copied will be copied if they do *not* have the same name as *resources* used by the question being copied to
- Any *content objects* used by the question being copied will be overwritten if they have the same name as *content objects* used by the question being copied to
- Any *content objects* used by the question being copied will be copied if they do *not* have the same name as *content objects* used by the question being copied to
- Any *metatags* assigned to the question being copied will be overwritten if they have the same name as *metatags* assigned to the question being copied to
- Any *metatags* assigned to the question being copied will be copied if they do *not* have the same name as *metatags* assigned to the question being copied to
- Metatag definitions will be copied if the *metatags* they define do not exist in the repository being copied to

If any *questions*, *resources* or *content objects* are overwritten, you will see the screens for *confirming overwrites*.

Drag and drop method

To copy a question:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the question you wish to copy
3. Hold down the left mouse button and drag the question to the *topic* within which you wish to create the copy in the same repository or in another repository
4. Release the left mouse button

Copy and paste method

To copy a question:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the question you wish to copy
3. Select the **Edit | Copy** menu option in *Authoring Manager*
4. Highlight the *topic* within which you wish to create the copy in the same repository or in another repository
5. Select the **Edit | Paste** option in *Authoring Manager*

8.1.6 Moving questions

You can move a question within the same repository or to another repository, unless it is included in an assessment as a single question.

When a question is moved within the same repository as the original, nothing else is moved.

If the question is moved to a different repository to the original, and no question already exists with the same name as the one you are moving in the topic you are moving the question to, the following are copied:

- All the *resources* used in the question
- All the *content objects* used in the question
- All the *metatags* used in the question

When a question is moved to another repository and a question already exists with the same name as the one you are moving in the topic you are moving the question to, what will happen depends on the Question IDs of the question being moved and of the question being moved to.

The rules for moving questions of the same name are:

- If the Question ID is the same for both questions, the question being moved to will be overwritten
- If the Question ID is *not* the same for both questions, the question being moved to will be copied to a second question with the same name as the question being moved to
- Whether the Question ID is the same or not for both questions:
- Any *resources* used by the question being moved will be overwritten if they have the same name as *resources* used by the question being moved to
- Any *resources* used by the question being moved will be copied if they do *not* have the same name as *resources* used by the question being moved to
- Any *content objects* used by the question being moved will be overwritten if they have the same name as *content objects* used by the question being moved to
- Any *content objects* used by the question being moved will be copied if they do *not* have the same name as *content objects* used by the question being moved to
- Any *metatags* assigned to the question being moved will be overwritten if they have the same name as *metatags* assigned to the question being moved to
- Any *metatags* assigned to the question being moved will be copied if they do *not* have the same name as *metatags* assigned to the question being moved to
- Metatag definitions will be copied if the *metatags* they define do not exist in the repository being moved to

If any *questions*, *resources* or *content objects* are overwritten, you will see the screens for *confirming overwrites*.

To move a question:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the question you wish to move
3. Select the **Edit | Cut** menu option in *Authoring Manager*
4. Highlight the position to which you wish to move the question in the same repository or in another repository
5. Select the **Edit | Paste** option in *Authoring Manager*

8.1.7 Renaming questions

To rename a question, you can edit it with the Question Wizard or with Question Editor and change the **question description**.

Alternatively, to rename a question:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the question you wish to rename
3. Select the **Edit | Rename** menu option in *Authoring Manager*
4. Enter the new question name in the box created around the question's existing **Name**
5. Move the cursor away from the box

Note: It is possible to have more than one question with the same name in the same *topic*, because questions are distinguished by a unique Question ID. However, this should usually be avoided.

8.1.8 Deleting questions

To delete a question:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the question you wish to delete
3. Select the **Edit | Delete** menu option in *Authoring Manager*
4. Click **Yes** on the confirmation screen that appears

You cannot delete a question that is being used in an *assessment*.

When you delete a question you do *not* delete:

- Any *resources* used by the question that is deleted
- Any *content objects* used by the question that is deleted

8.1.9 Trying out a question

This is described in the *tryout facilities* section under *questions*.

8.2 Importing questions

You can import questions to the repository in the following ways:

- *Importing questions from QML files*
- *Importing questions from QTI XML files*
- *Importing questions from ASCII files*
- *Importing questions from QPacks*

If you wish to import text containing characters using accented and other non-English characters, you need to ensure that the text file is in Unicode format. You can do this by reading your text file into a text editor such as *Notepad* and saving the file with Unicode encoding.

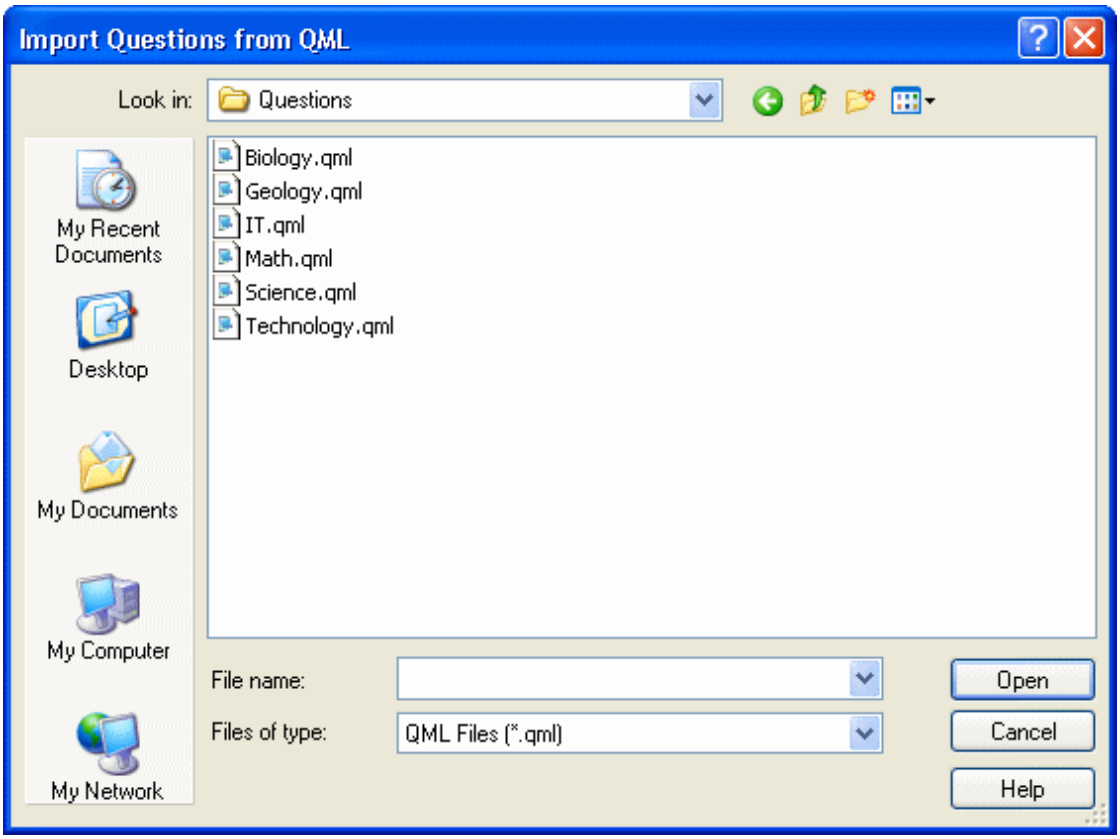
8.2.1 Importing questions from QML files

If your QML file contains accented or other non-English characters, see the *note* below.

To import questions to the repository from a QML file:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the *topic* into which you wish to import questions from a QML file
3. Select the **Manage Items | Import | QML…** menu option in *Authoring Manager*.

You will then see the **Import Questions from QML** screen.



Locate the QML file that contains the questions you wish to import.

Click **Open** and the questions in the QML file will be imported, and you will return to the *Authoring Manager window*. The imported questions will appear in the *topic* you highlighted.

Click **Cancel** and *no* questions will be imported, and you will return to the *Authoring Manager window*.

Note: Importing accented and other non-English characters

If you wish to import text containing characters using accented and other non-English

characters, you need to ensure that your QML file is in Unicode format. You can do this by reading your QML file into a text editor such as *Notepad* and saving it with Unicode encoding.

8.2.2 Importing questions from QTI XML files

Perception supports version 1.2 of the IMS QTI specification. For more details about this, see the *Perception* support site at:

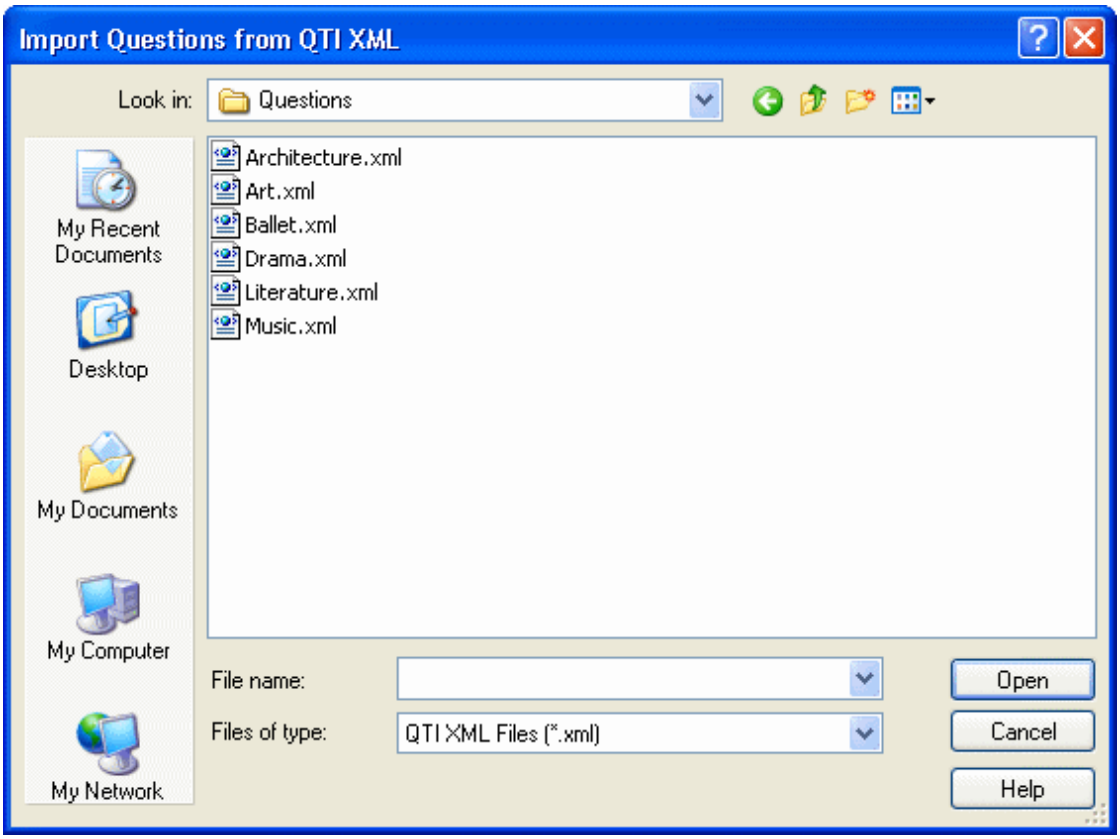
http://www.questionmark.com/perception/help

If your QTL XML file contains accented or other non-English characters, see the *note* below.

To import questions to the repository from a QTI XML file:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the *topic* into which you wish to import questions from a QTI XML file
3. Select the **Manage Items | Import | QTI XML…** menu option in *Authoring Manager*.

You will then see the **Import Questions from QTI XML** screen.



Locate the QTI XML file that contains the questions you wish to import.

Click **Open** and the questions in the QTI XML file will be imported, and you will return to the *Authoring Manager window*. The imported questions will appear in the *topic* you highlighted.

Click **Cancel** and *no* questions will be imported, and you will return to the *Authoring Manager window*.

Note: Importing accented and other non-English characters

If you wish to import text containing characters using accented and other non-English characters, you need to ensure that your QTI XML file is in Unicode format. You can do this by reading your QTI XML file into a text editor such as *Notepad* and saving it with Unicode encoding.

8.2.3 Importing questions from ASCII files

You must specify which marker codes used in an ASCII file before importing questions from ASCII files. To do this:

1. Select the **Tools | Options…** menu option in *Authoring Manager*
2. On the screen that appears, select the *Options for ASCII question import* option

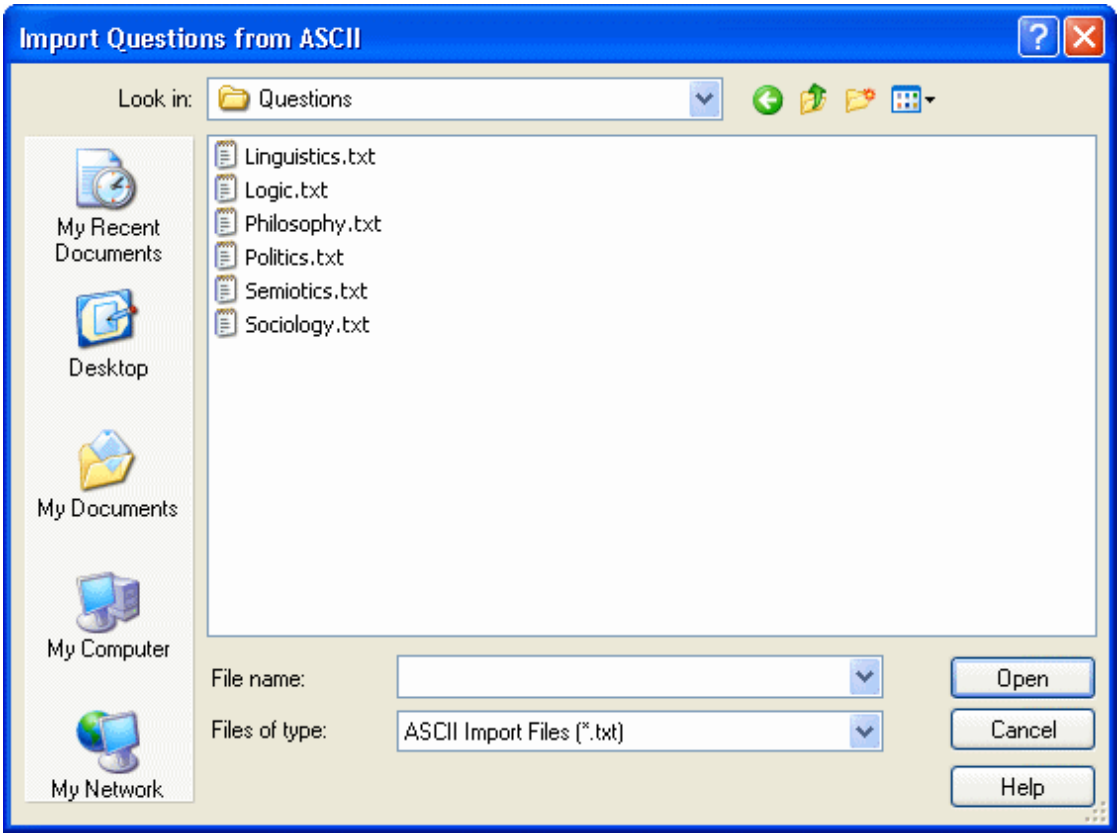
The ASCII file can use the *default marker codes*, or customized marker codes.

If your ASCII file contains accented or other non-English characters, see the *note* below.

To import questions to the repository from an ASCII file:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the *topic* into which you wish to import questions from an ASCII file
3. Select the **Manage Items | Import | ASCII…** menu option in *Authoring Manager*.

You will then see the **Import Questions from ASCII** screen.



Locate the ASCII file that contains the questions you wish to import.

Click **Open** and the questions in the ASCII file will be imported, and you will return to the *Authoring Manager window*. The imported questions will appear in the *topic* you highlighted.

Click **Cancel** and *no* questions will be imported, and you will return to the *Authoring Manager window*.

Note: Importing accented and other non-English characters

If you wish to import text containing characters using accented and other non-English characters, you need to ensure that your ASCII file is in Unicode format. You can do this by reading your ASCII file into a text editor such as *Notepad* and saving it with Unicode encoding.

8.2.4 Importing questions from Qpacks

You can import individual questions to a repository from a *Qpack* with the *Import Qpack Wizard*.

8.3 Exporting questions

You can export questions from a repository in the following ways:

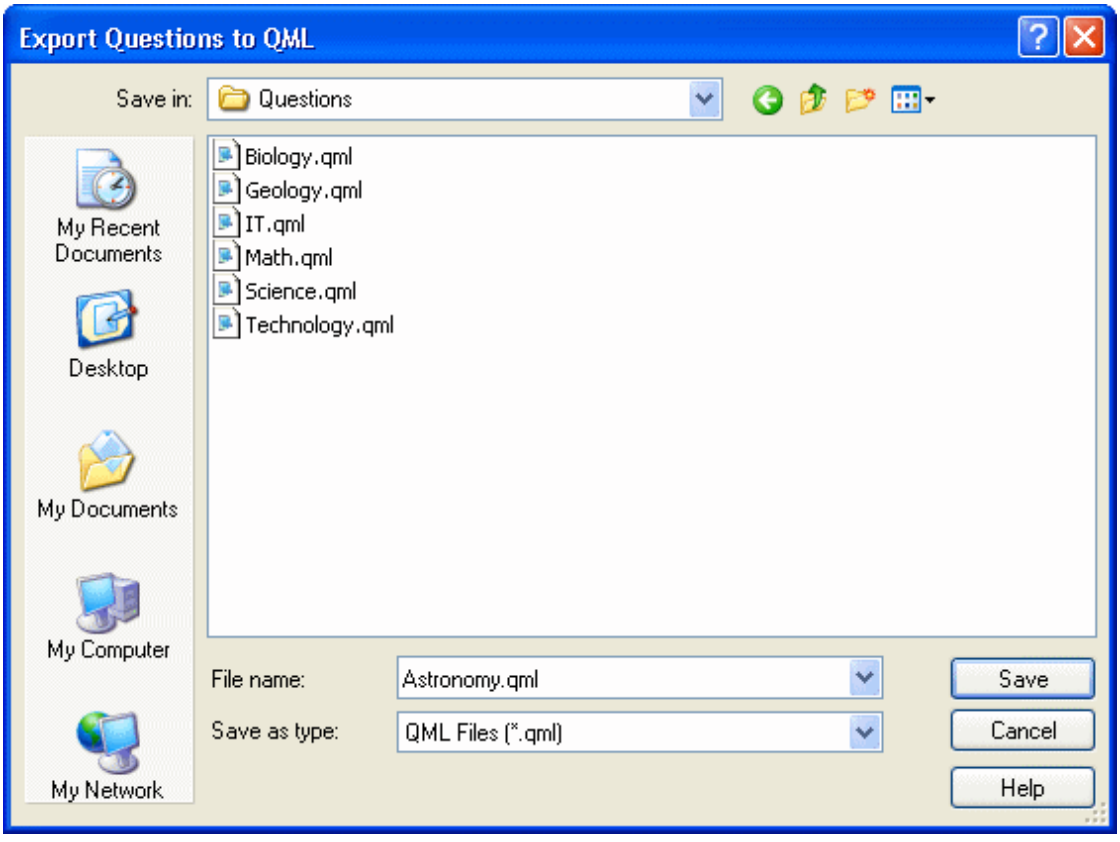
- *Exporting questions to QML files*
- *Exporting questions to QTI XML files*
- *Exporting questions to QPacks*

8.3.1 Exporting questions to QML files

To export questions from the repository to a QML file:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the questions you wish to export to a QML file
3. Select the **Manage Items | Export | QML…** menu option in *Authoring Manager*.

You will then see the **Export Questions to QML** screen.



Specify the QML file that you wish to contains the questions you highlighted.

If you click **Cancel** at this point, *no* questions will be exported, the QML file will *not* be created if it does not already exist, and you will return to the *Authoring Manager window*.

Click **Save**.

If you specified a QML file that already exists, you will see a screen that asks you whether you wish to **Overwrite** the QML file or **Append** the questions to it.

The questions you highlighted will now be exported to the QML file and you will return to the *Authoring Manager window*.

8.3.2 Exporting questions to QTI XML files

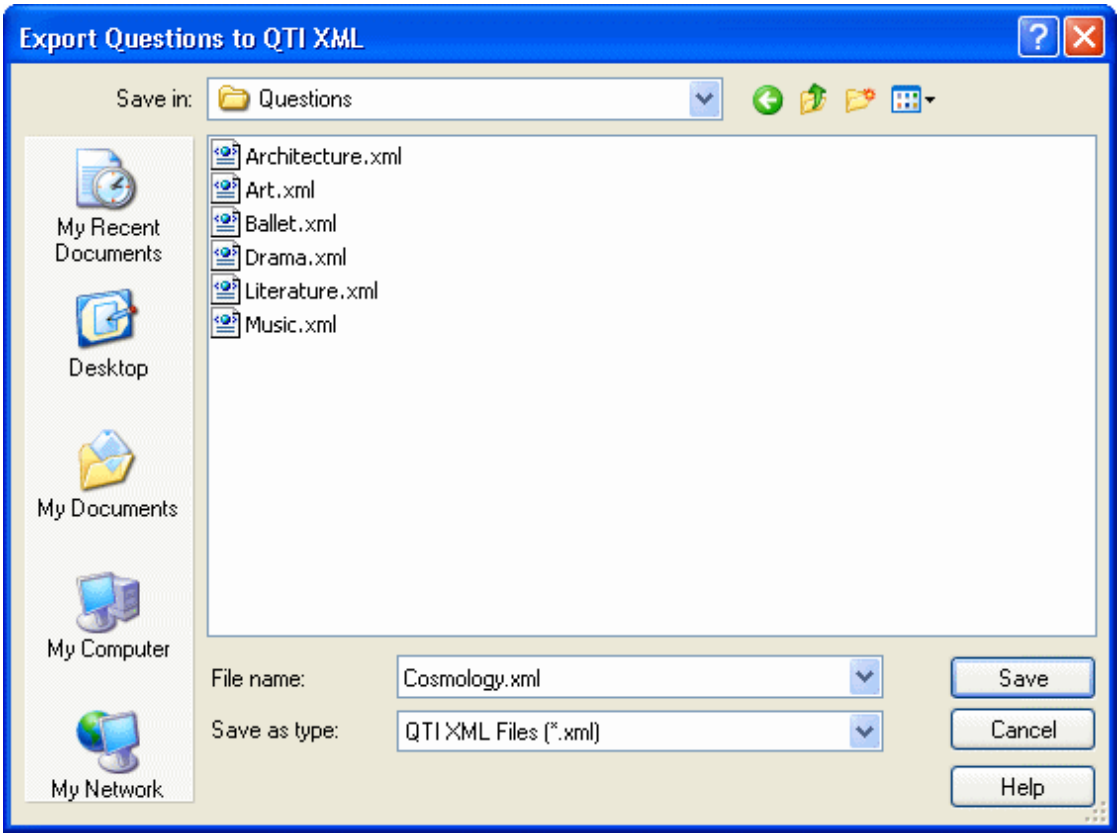
Perception supports version 1.2 of the IMS QTI specification. For more details about this, see the *Perception* support site at:

http://www.questionmark.com/perception/help

To export questions from the repository to a QTI XML file:

1. Ensure that you are using the ***question display*** in the *list pane* of the *Authoring Manager Window*
2. Highlight the questions you wish to export to a QTI XML file
3. Select the **Manage Items | Export | QTI XML…** menu option in *Authoring Manager*.

You will then see the **Export Questions to QTI XML** screen.



Specify the QTI XML file that you wish to contains the questions you highlighted.

If you click **Cancel** at this point, *no* questions will be exported, the QTI XML file will *not* be created if it does not already exist, and you will return to the *Authoring Manager window*.

Click **Save**.

If you specified a QTI XML file that already exists, you will see a screen that asks you whether you wish to **Overwrite** the QTI XML file or **Append** the questions to it.

The questions you highlighted will now be exported to the QTI XML file and you will return to the *Authoring Manager window*.

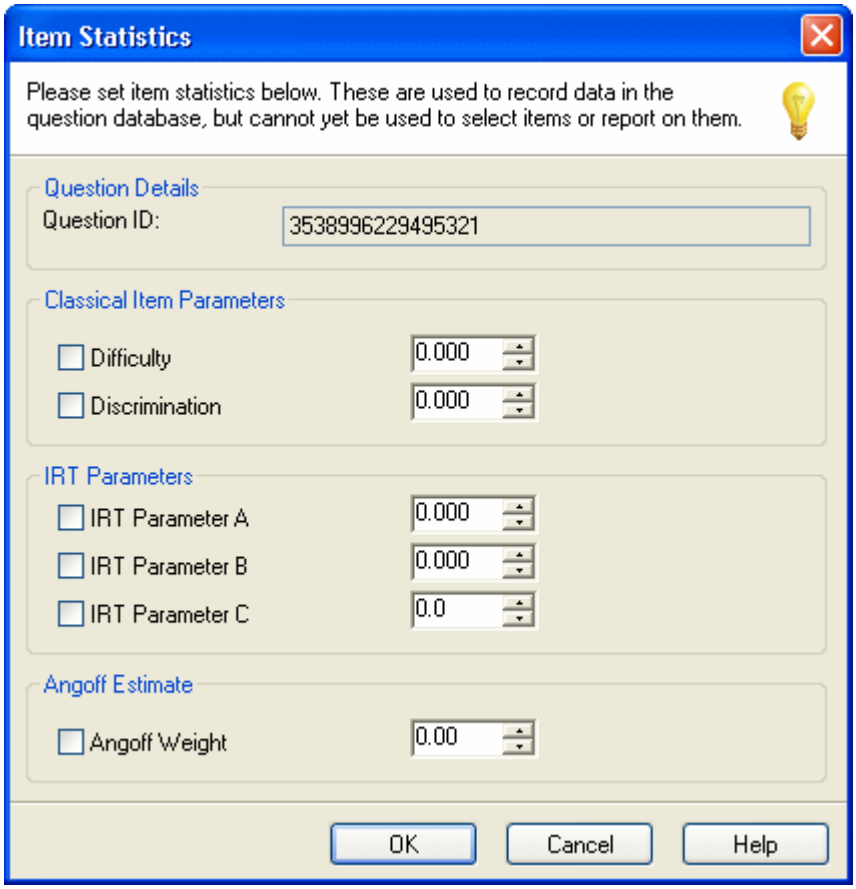
8.3.3 Exporting questions to Qpacks

You can export individual questions from a repository to a *Qpack* with the *Export Qpack Wizard*.

8.4 Question screens

8.4.1 Setting Item Parameters

This screen enables you to set the Item Parameters for a question.



Enter a value within the range show below for each of the parameters, or select it with the appropriate spin control.

Parameter	Minimum value	Maximum value
Difficulty	**0.000**	**1.000**
Decimation	**-1.000**	**1.000**
IRT Parameter A	**-9.999**	**9.999**
IRT Parameter B	**-9.999**	**9.999**
IRT Parameter C	**0.0**	**1.0**
Angoff Weight	**0.00**	**1.00**

Click **OK** and the Item Statistics will be updated for the question you selected and you will return to the *Authoring Manager window*.

Click **Cancel** and the Item Statistics will *not* be updated for the question you selected and you will return to the *Authoring Manager window*.

9 Question metatags

A metatag is a set of defined values that is used to categorize a question. These values are called *metatag values*.

Perception supports topics are the main method of structuring questions, but more advanced users can also use *metatags*. When the results of assessments are reported on with *Enterprise Manager*, the answers can be analyzed by topic but *not* by metatag. Generally it is best to use topic structuring to create and manage structured item banks rather than metatags.

You can use metatags to classify questions according to your own criteria, and then build assessments from questions that all meet one or more of these criteria. For example, you could create an assessment whose questions are equally difficult by using a metatag called **Difficulty level** which could have values **Easy**, **Moderate** or **Difficult**.

You can find out more about *classifying questions with metatags* in the document *Concepts of Authoring*.

Authoring Manager provides a tool for *creating and managing metatags* which enables you to:

- Add and delete metatags
- Assign metatag values to metatags
- Specify a default metatag value for a metatag

You can also set a metatag to be *mandatory*, which means that if any metatags are set for a question, then any mandatory metatags must be included in the ones that are set.

Authoring Manager also enables you *use metatags with questions* with another tool with which you can:

- Select a defined metatag and one of its values
- Assign the selected metatag and metatag valve to a question

9.1 What are metatags?

A *metatag* is a set of defined values that is used to categorize a question.

9.1.1 Metatag values

The values defined for a metatag are called *metatag values*.

The following table shows the metatag values given to two metatags, **Difficulty** and **Approved**.

Example metatags	
Metatag name	**Metatag value**
Difficulty	*Easy*
	Moderate
	Difficult
Approved	*New York*
	California
	Florida

You can now include these metatags and metatag values in the questions shown below:

Example of Metatags and Metatag Values				
Question	**Metatag Settings**			
	Metatag	**Metatag Value**	**Metatag**	**Metatag Value**
Algebra	**Difficulty**	*Easy*	**Approved**	*New York*
Geometry	**Difficulty**	*Easy*	**Approved**	*New York*
Poetry	**Difficulty**	*Difficult*	**Approved**	*California*
Napoleon	**Difficulty**	*Difficult*	**Approved**	*California*
Calculus	**Difficulty**	*Difficult*	**Approved**	*Florida*

When you come to build an assessment, you can select all the questions with the metatag value *Easy* set for the metatag **Difficulty**, and the questions **Algebra** and **Geometry** will be placed in the assessment.

Alternatively, if you choose to select all the questions with the metatag value *California* set for the metatag **Approved**, the questions **Poetry** and **Napoleon** will be placed in the assessment.

9.1.2 Mandatory metatags

A metatag can be made a *mandatory metatag*. Unless a question has *no* metatags set for it, it *must* have any mandatory metatags set for it in addition to any others that you may set that are not mandatory.

9.1.3 Optional metatags

A metatag that has not been made a *mandatory metatag* is an *optional metatag*. It may or may not be set for a particular question.

9.2 Working with metatags

Authoring Manager provides two tools with which you can define and use metatags:

- The *metatag definition tool*
  This is for used to *creating and managing metatags* which are then available for any questions in the repository
- The *metatag assigning tool*
  This is for using *assigning metatags to questions* and may be used directly or from the Question Wizard

Questions that have metatags set to with specific metatag values can be selected for assessments with the *Assessment Editor*.

9.2.1 Creating and managing metatags

You can create and manage metatags and metatag values with the *metatag definition tool*. This lets you:

- *Add a metatag*
- *Delete a metatag*
- *Make a metatag mandatory*
- *Add a metatag value*
- *Delete a metatag value*
- *Make a metatag value the default*

9.2.2 The metatag definition tool

To *create and manage metatags* and metatag values, select the **Tools | Metatag Definition…** option in the *Authoring Manager window* and you will see the *metatag definition* screen.

9.2.3 Adding a metatag

You can create a new metatag with the *Add Metatag* menu on the *metatag definition* screen.

You can enter a description along with the metatag name, but once you have created a metatag you cannot change either its name or its description.

9.2.4 Adding a metatag value

You can create a new metatag with the *Add Value* menu on the *metatag definition* screen.

Once you have created a metatag you cannot change its name.

9.2.5 Deleting a metatag

You can delete a metatag with the *Manage Metatags* menu on the *metatag definition* screen.

Note: You cannot delete a metatag that is being used by any question in the repository.

9.2.6 Making a metatag mandatory

You can make a metatag **Mandatory** with the *Manage Metatags* menu on the *metatag definition* screen.

Unless a question has *no* metatags set for it, it *must* have any mandatory ones set for it in addition to any others that you may set that are not mandatory.

9.2.7 Deleting a metatag value

You can delete a metatag value with the *Manage Values* menu on the *metatag definition* screen.

Note: You cannot delete a metatag that is being used by any question in the repository.

9.2.8 Making a metatag value the default

You can set a metatag value to be the default value for a metatag with the *Manage Values* menu on the *metatag definition* screen.

9.3 Assigning metatags to questions

You can apply metatags to your questions with the *metatag assigning tool*. This lets you:

- *Assign metatags and a metatag values*
- *Unassign metatags and metatag values*
- *Reassign metatags and metatag values*

9.3.1 The metatag assigning tool

To *use metatags with questions*, highlight the question you wish to assign one or more metatags to and then:

Either:

- Select the **Manage Items | Edit Question | Assign Metatag…** option in the *Authoring Manager window*

Or:

- Right-click the question in the *Authoring Manager window* and select the **Assign Metatag…** option

You will then see the *metatag assigning* screen.

9.3.2 Assigning metatags with the Question Wizard

The *metatag assigning* screen also appears in the *Question Wizard* if:

Either:

- You have defined mandatory metatags in the repository

Or:

- You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

9.3.3 Assigning metatags and metatag values

You can do this on the *metatag assigning* screen.

9.3.4 Unassigning metatags and metatag values

You can do this on the *metatag assigning* screen.

9.3.5 Reassigning metatags and metatag values

You can do this on the *metatag assigning* screen.

9.4 Selecting questions by metatag

When you have defined your metatags and assigned them to some questions, you can then include only those questions in an assessment that have specific values for the metatags. This is done with *metatag equations*.

9.4.1 Metatag equations

When you select questions in an assessment, you can select only those questions from a topic that have specified values for specific metatags. You do this with a *metatag equation* which has the form:

Approved = Florida

You can use more that one metatag in a metatag equation, for example

Approved = Florida AND
Difficulty = Easy

You can use either **=** (equals) or **!=** (not equals) between the metatags and the metatag value.

You can also use the logical operators **AND** or **OR** between the terms in a metatag equation.

9.4.2 Selecting questions by metatag

When you are *creating an assessment* with the *Assessment Wizard* you *cannot* use *metatag equations* to select questions by metatag.

Assessment Editor provides facilities for *including questions by metatag* which make use of *metatag equations*.

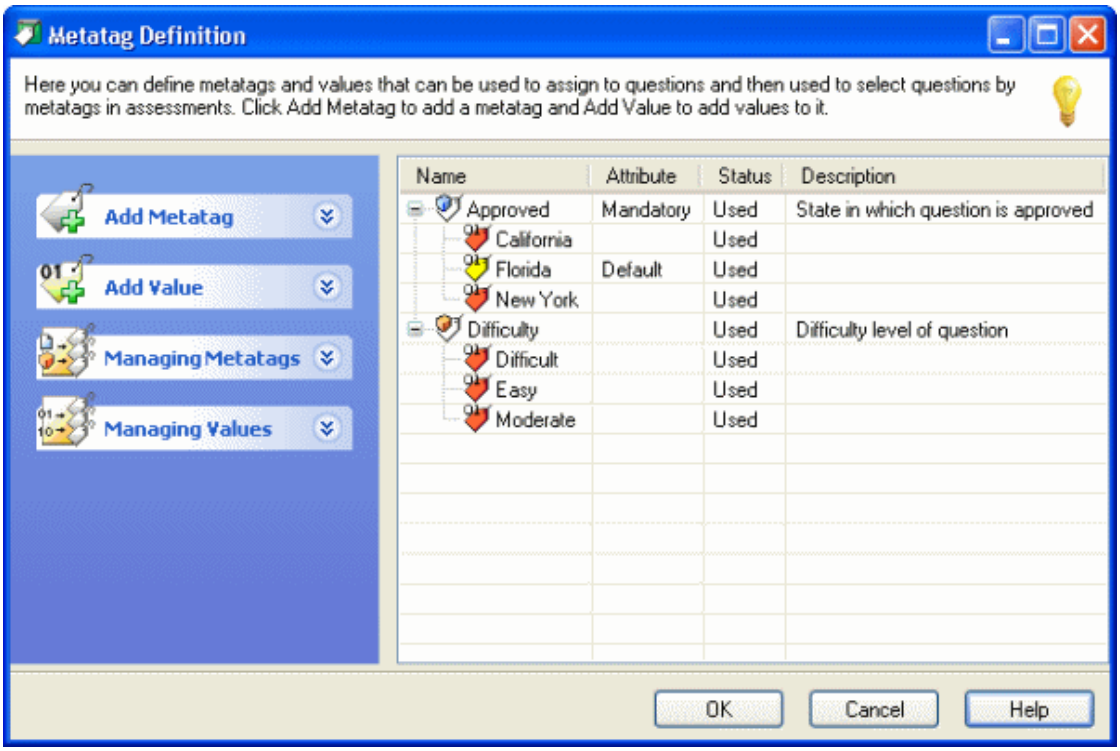
9.5 Metatag screens

Authoring Manager provides two screens for working with metatags:

- The *metatag definition* screen
  This screen enables you to add and delete metatags and metatag values, and also set a metatag value as the default for a metatag
- The *metatag assigning* screen
  This screen enables you to assign, unassign or reassign metatags and metatag values

9.5.1 Defining metatags

This screen enables you to add and delete metatags, make them mandatory metatags, add and delete metatag values, and set a metatag value as the default for a metatag.



This screen has four menus that you can use:

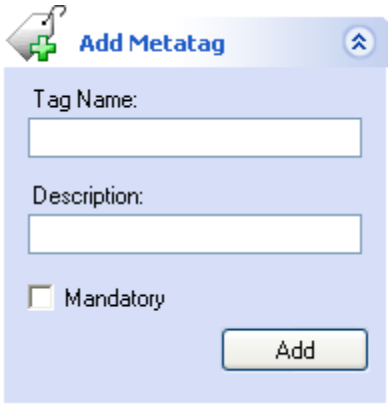
- The *Add Metatag* menu
- The *Add Value* menu
- The *Manage Metatags* menu
- The *Manage Values* Metatag menu

When you have finished defining your metatags, click **OK** to save them in the repository and return to the *Authoring Manager window*.

If you do not wish to save your updates, click **Cancel** to return to the *Authoring Manager window*.

Adding a metatag

To add a metatag, first expand the **Add Metatag** menu.



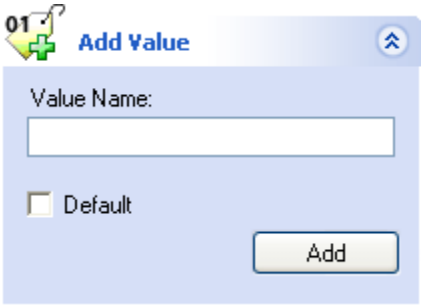
Then enter the **Metatag Name** and, if you wish, a **Description** for the metatag.

Tick **Mandatory** if you wish this metatag to be a mandatory metatag.

Click **Add** to create the new metatag.

Adding a metatag value

To add a metatag value, highlight the metatag you wish to create a new metatag value for and then expand the **Add Value** menu.



Then enter the **Value Name**.

Tick **Default** if you wish this metatag value to be the default for the metatag you are adding this metatag value to.

Click **Add** to create the new metatag value

Managing metatags

You can manage your existing metatags by expanding the **Managing Metatags** menu.



You can see all the metatag values for all your metatags by clicking the **Expand All Metatags** option.

You can also view just the metatags themselves by clicking the **Collapse All Metatags** option.

To delete a metatag, highlight it and click the **Delete Metatag** option.

To make a metatag mandatory, highlight it and click the **Make Advisory** option.

To make a mandatory metatag non-mandatory, highlight it and click the **Make Non-mandatory** option.

Managing Values

You can manage your existing metatag values by expanding the **Managing Values** menu.



To delete a metatag value, highlight it and click the **Delete Value** option.

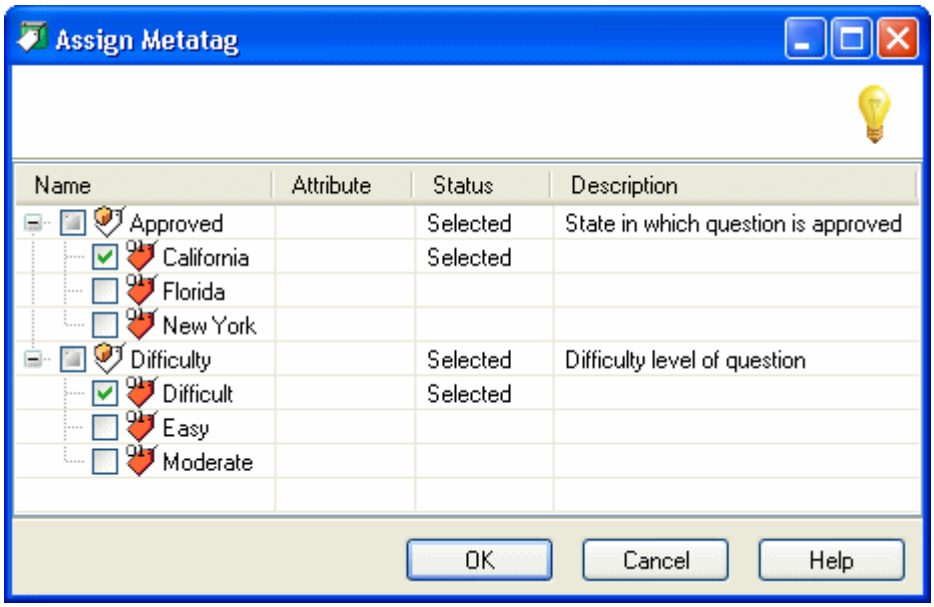
To make a metatag value the default value for the metatag it belongs to, highlight it and click the **Make Default** option.

If a metatag value is the default value for the metatag it belongs to and you wish it *not* to be, highlight it and click the **Revert Default** option.

9.5.2 Assigning metatags

This screen enables you to:

- Assign a metatag and one of its values to a question
- Unassign a previously assigned metatag and one of its values from a question
- Reassign a previously assigned metatag value for a metatag already assigned to a question



To assign a metatag and one of its values to a question, select the required metatag value and tick the box to the left of it.

To unassign a previously assigned metatag and one of its values from a question, select the required metatag value and untick the box to the left of it.

To reassign a previously assigned metatag value for a metatag already assigned to a question, simply unassign the currently assigned metatag value and then assign the new metatag value.

10 The Question Wizard

The *Question Wizard* is the easiest and quickest way to construct questions with *Authoring Manager*. Many *different types of question* are supported.

The *Question Wizard* takes you through a series of screens that make it easy for you to create or edit questions in *Authoring Manager*. The screens you see depend on which question type you select.

These questions are stored in a database and can form an *item bank* from which *Perception* assessments can be constructed. The same screens are used to create new a new question or edit an existing one of the same question type.

For a more versatile method of editing questions in *Authoring Manager*, use the *Question Editor*.

10.1 Overview

10.1.1 Creating a question

Any of the *different types of question* that are supported can be created with by starting the Question Wizard and working through its screens.

When you create questions with the *Question Wizard*, later on you can use the *Question Wizard* again for *editing questions*, or use the *Question Editor* to do this.

To start using the *Question Wizard*, select the **Manage Items | Add Question…** menu option in *Authoring Manager*.

You will then see the following screens:

1) *Welcome screen*
   This begins the sequence of screens that you will see.
2) *Question type screen*
   You can now choose which type of question you wish to create

When you have selected your **question type**, you can proceed to the next screen which is for *adding the question stimulus*.

After this, the *Question Wizard* will take you through a set of screens for creating a question of the **question type** you chose. See the topic *creating different types of question*.

10.1.2 Editing questions with the Question Wizard

Any of the *different types of question* that are supported can be edited with the *Question Wizard* except for:

- *Captivate/RoboDemo* questions
- *Fill in banks* questions
- *Macromedia Flash* questions
- *Select a blank* questions

To edit a question with the *Question Wizard,* highlight the question in the ***question display*** in the *list pane* of the *Authoring Manager Window* and either:

- Select the **Manage Items | Edit Question | With Wizard…** menu option

or:

- Right-click the question and select the **With Wizard…** menu option that appears on the popup menu that appears

or:

- Double-click on the question.

The *Question Wizard* will then take you through the same screens as it would for *creating a question* of the same question type.

Once you have edited a question with the Question Editor, you can no longer edit it with the *Question Wizard.*

10.1.3 Different types of question

Authoring Manager supports these types of question:

- **Captivate/RoboDemo**
  Macromedia®'s Captivate™ (formerly RoboDemo) product enables you to create movies or simulations of applications that show or test people on applications skill, and include these in *Perception* assessments.

  You can find more information on the *Macromedia web site*.

  You will need to use Captivate™ to create a movie and export it for use in this type or question. See *Creating a Captivate/RoboDemo question*. See also the *Perception* support site for further information:

  http://www.questionmark.com/perception/help

- **Drag and drop**
  Participants place several graphical markers on the background graphic to indicate their answers (these are called the “hot” areas). See *Creating a drag and drop question*.
- **Essay**
  The user is presented with a question, and answers by typing in text. **Essay** questions are designed for long, open-ended text questions that are answered with free text essays. These can be scored with Questionmark's *Scoring Tool*, or by other methods outside *Perception*. Unscored **essay** questions can also be useful in surveys. See *Creating an essay question*.
- **Explanation**
  These questions are used to give general information at the beginning of a topic, or provide information pertaining to following questions. See *Creating an explanation question*.
- **Fill in banks**
  These questions allow you to set a number of blanks for the participant to fill in, with each entry scored separately. Using the wizard, you can only define one correct answer for each blank, but you can construct outcomes for these questions manually to add additional answers and trap any number of variations. See *Creating a fill in banks question*.
- **Hotspot**
  These questions are *drag and drop* questions with only one “hot” area. The participant places a single marker on a single image to indicate an answer. See *Creating a hotspot question*.
- **Likert scale**
  These questions are *multiple choice* questions that ask the participant to assign an option from a set of possibilities to a question. A Likert scale must have at least 3 but no more than 10 possibilities. See *Creating a Likert scale question*.
- **Macromedia Flash**
  These questions enable you to use a Flash™ object. This object presents a question to the participant and returns the answer to *Perception*. See *Creating a Macromedia Flash question*.
- **Matching**
  These questions offer the participant a drop-down list of possible responses to a question. See *Creating a matching question*.

- **Matrix**
  In these questions, the participant chooses one answer in each row, from a matrix of option buttons. You can define several lines of information, which gives much greater flexibility than a single *multiple choice* question. See *Creating a matrix question*.
- **Multiple choice**
  In these questions, participants are presented with a question and a choice of answers, only one of which is correct.

  There is no limit to the number of distracters you can use.

  See *Creating a multiple choice question*.
- **Multiple response**
  These questions can be used very effectively for more complex material. You can define any number of correct answers, and award points for each one selected.
  See *Creating a multiple response question*.
- **Numeric**
  These questions are appropriate when you want the participant to enter a number. You can specify a range, and even assign a different score to answers within this range. See *Creating a numeric question*.
- **Pull-down list**
  These questions are functionally the same as *matrix* questions. The difference is simply one of presentation: *matrix* questions have the options presented as option buttons, whereas these questions present the options as drop-down menus. See *Creating a pull-down list question*.
- **Ranking**
  These questions require the participant to place a list of options in an order. See *Creating a ranking question*.
- **Select a blank**
  These questions invite the participant to choose the correct word or phrase from a drop down list that corresponds to a blank area of text. See *Creating a select a blank question*.
- **Spoken response**
  These questions let the participant record their answer to a question using their voice. To create these questions, you must be able to use a Wimba server and you license must permit you to use them. See *Creating a spoken response question*. See also the *Perception* support site for further information:

  http://www.questionmark.com/perception/help

- **Text match**
  These questions are similar to a *fill in blanks* question. You still need to be careful to avoid ambiguity. By setting the score to zero, you could use this question type to collect information. See *Creating a text match question*.
- **True/False**
  These questions are *multiple choice* questions that ask the participant to give a “True” or “False” answer to a question. See *Creating a True/False question*.
- **Yes/No**
  These questions are *multiple choice* questions that ask the participant to give a “Yes” or “No” answer to a question. See *Creating a Yes/No question*.

10.2 Using the Question Wizard

You can use the *Question Wizard* for:

- *Creating questions*
- *Adding the question stimulus*
- *Editing questions*

An *example of creating a question* with the *Question Wizard* is also described in this document.

10.2.1 Creating a question

Any of the *different types of question* that are supported can be created with by starting the Question Wizard and working through its screens.

When you create questions with the *Question Wizard*, later on you can use the *Question Wizard* again for *editing questions*, or use the *Question Editor* to do this.

To start using the *Question Wizard*, select the **Manage Items | Add Question…** menu option in *Authoring Manager*.

You will then see the following screens:

1) *Welcome screen*
   This begins the sequence of screens that you will see.
2) *Question type screen*
   You can now choose which type of question you wish to create

When you have selected your **question type**, you can proceed to the next screen which is for *adding the question stimulus*.

After this, the *Question Wizard* will take you through a set of screens for creating a question of the **question type** you chose. See the topic *creating different types of question*.

10.2.2 Adding the question stimulus

If you are creating a **fill in blanks** question, you will see the *question stimulus (fill in blanks)* screen.

If you are creating a **select a blank** question, you will see the *question stimulus (select a blank)* screen.

Otherwise, you will see the *question stimulus* screen which is part of the *HTML Editor*. From this screen, you can:

- Type in your question stimulus
- Apply formatting to your question stimulus
- *Insert a hyperlink* to your question stimulus
- *Insert a picture* into your question stimulus
- *Insert a video* into your question stimulus
- *Insert sound* into your question stimulus
- *Insert a content object* into your question stimulus
- *Insert an equation* into your question stimulus
- *Insert a Flash object* into your question stimulus
- *Insert a field* into your question stimulus
- Use the *spelling checker* on your question stimulus
- Use the *thesaurus* on your question stimulus

You can also *use the advanced views* of the *HTML Editor*.

When you have added your question stimulus, the *Question Wizard* will take you through a set of screens for creating a question of the **question type** you chose. See the topic *creating different types of question*.

10.2.3 Editing questions with the Question Wizard

Any of the *different types of question* that are supported can be edited with the *Question Wizard* except for:

- *Captivate/RoboDemo* questions
- *Fill in banks* questions
- *Macromedia Flash* questions
- *Select a blank* questions

To edit a question with the *Question Wizard,* highlight the question in the ***question display*** in the *list pane* of the *Authoring Manager Window* and either:

- Select the **Manage Items | Edit Question | With Wizard…** menu option

or:

- Right-click the question and select the **With Wizard…** menu option that appears on the popup menu that appears

or:

- Double-click on the question.

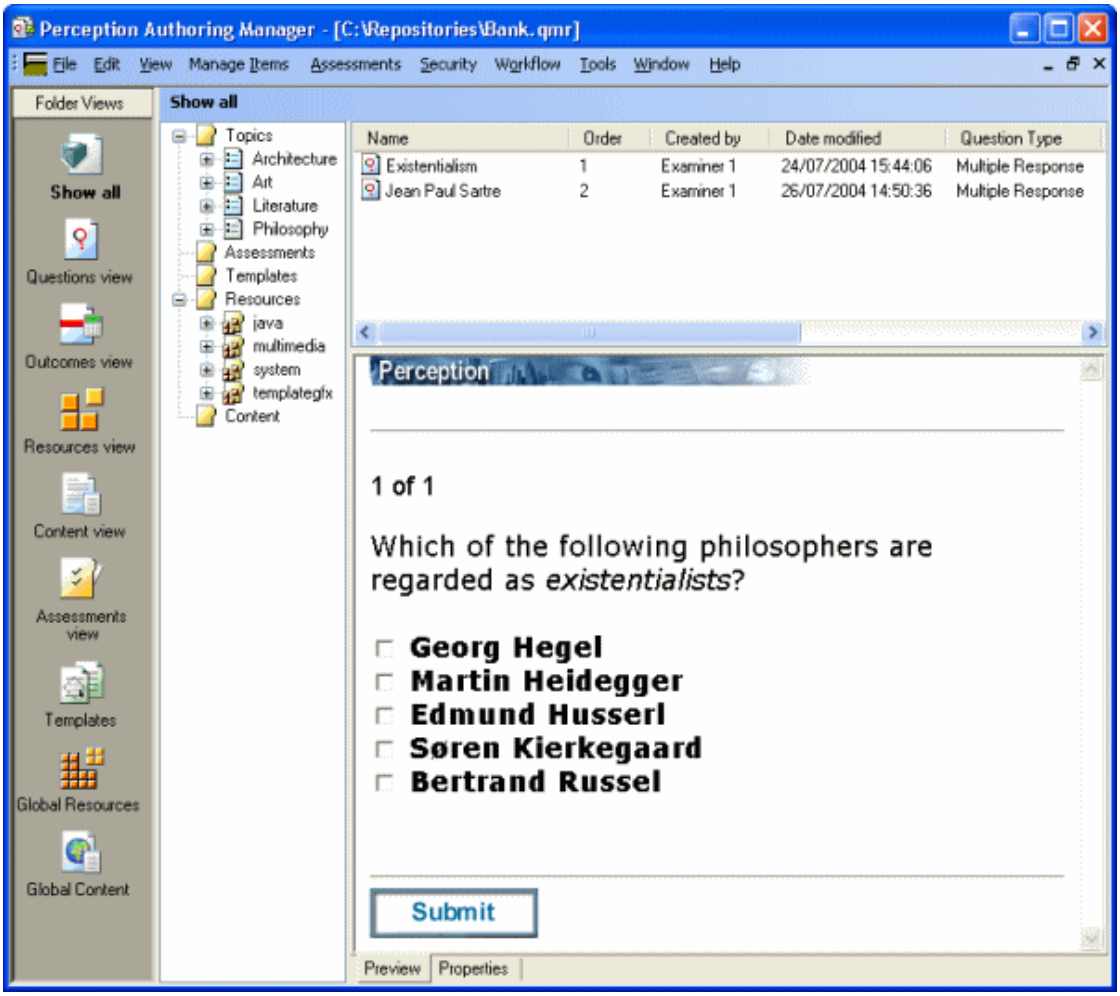
The *Question Wizard* will then take you through the same screens as it would for *creating a question* of the same question type.

Once you have edited a question with the Question Editor, you can no longer edit it with the *Question Wizard.*

10.2.4 Example of creating a question

This example takes you through the process of creating a *multiple choice* question with the *Question Wizard*.

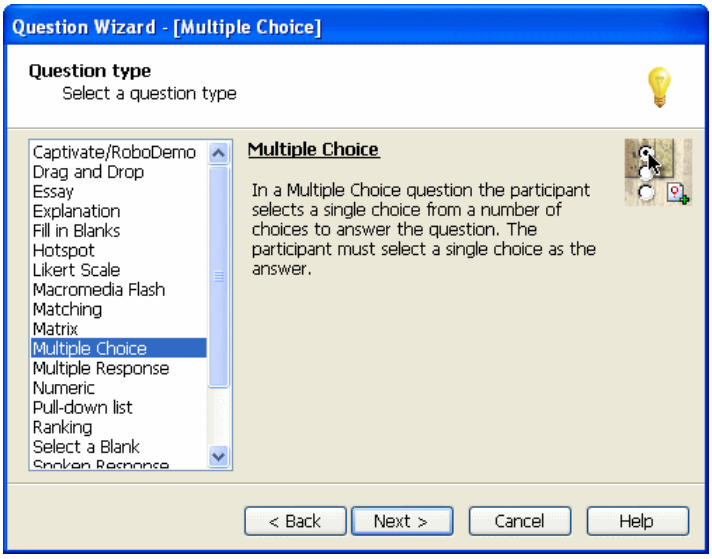
In the *Authoring Manager Window*, highlight a topic within which you will create a new question.



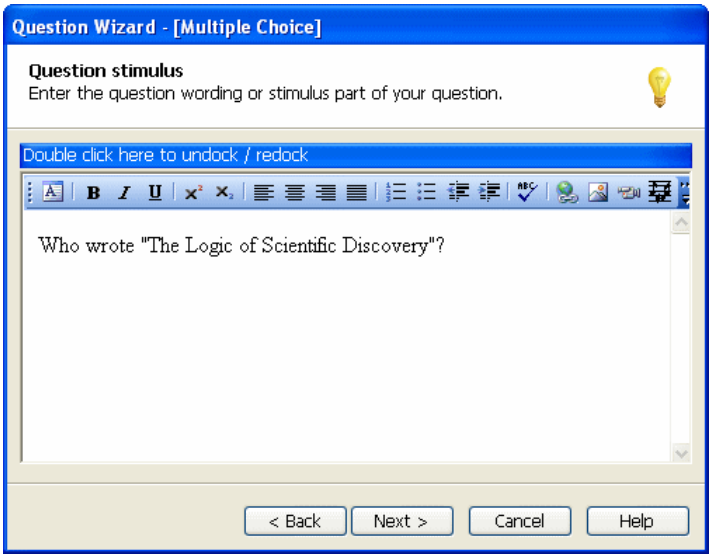
Select the **Manage Items | Add Question…** menu option.



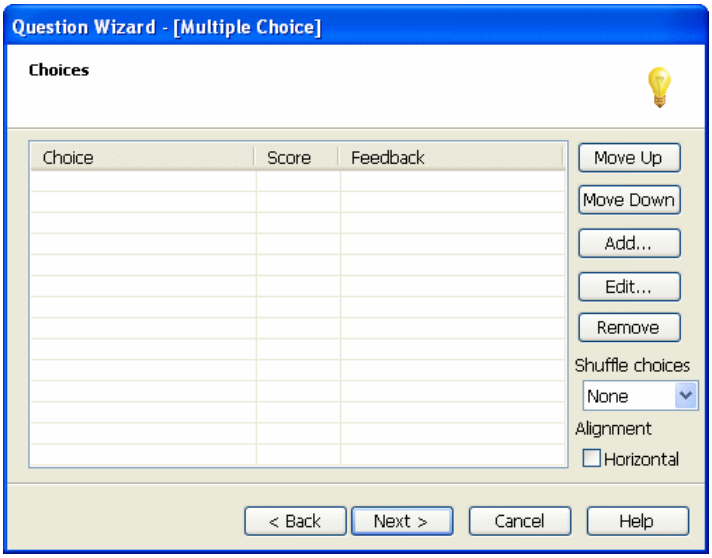
Click **Next>**.



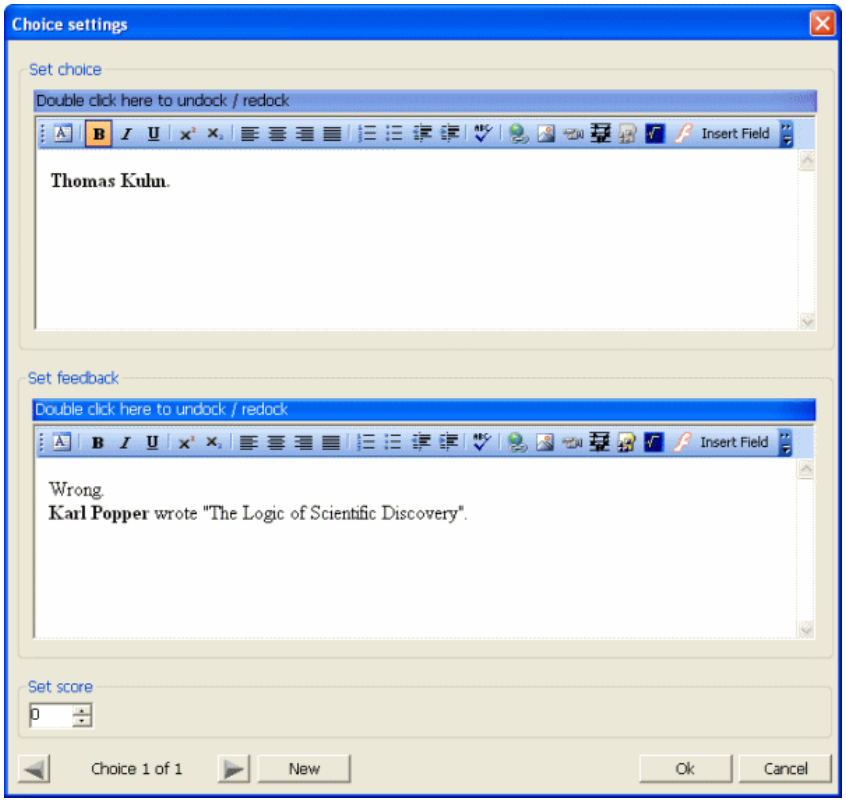
Choose **Multiple Choice** and click **Next>**.



Type in the question stimulus and click **Next>**.



Click **Add** to add your first choice.

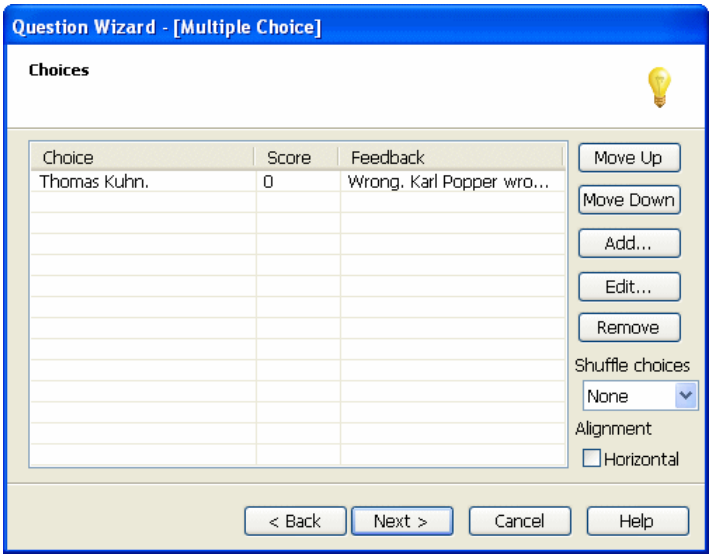


In the **Set choice** box, type in the text for this choice.

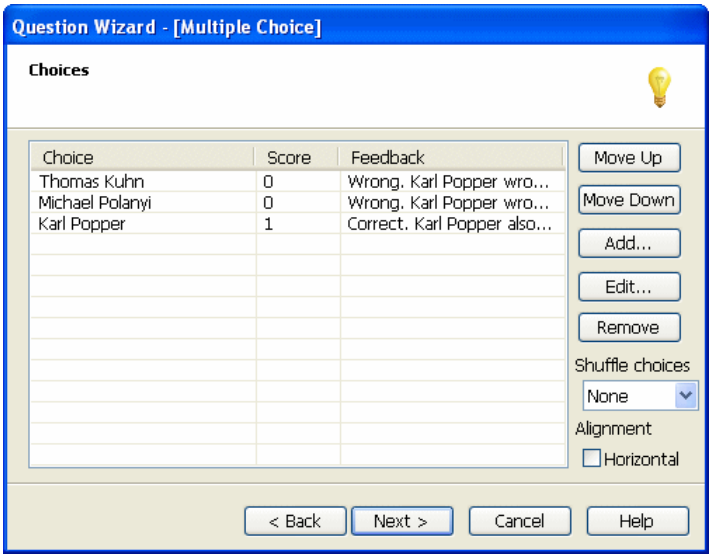
In the **Set feedback** box, type in the text that you wish the participant to see if they select this choice.

Use the **Set score** spin control to specify the score for this choice.

Click **OK** when you are satisfied with the choice you have created.

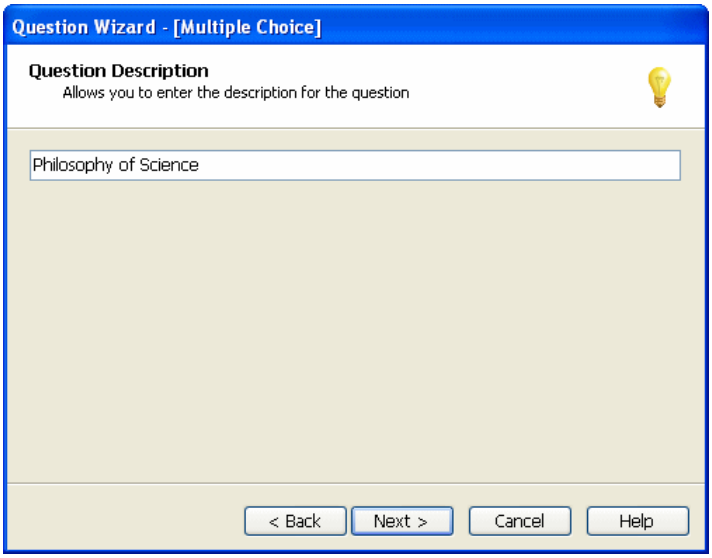


Click **Add** again to include more choices.

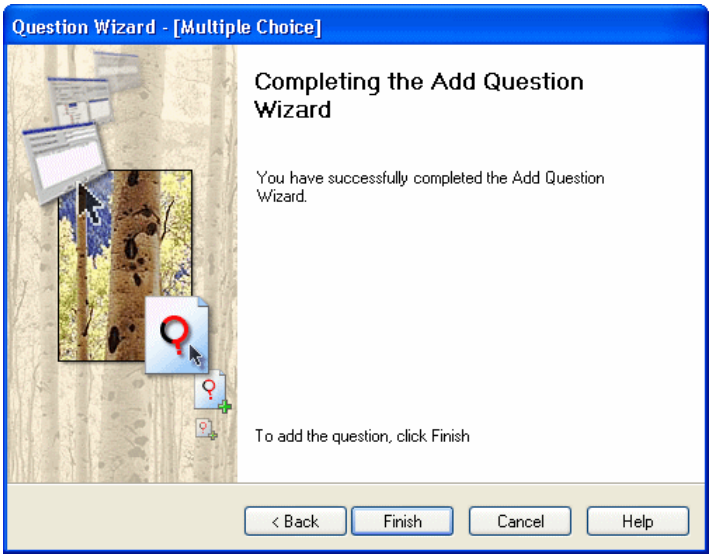


To *change a score*, double click on it and use the spin control that appears.

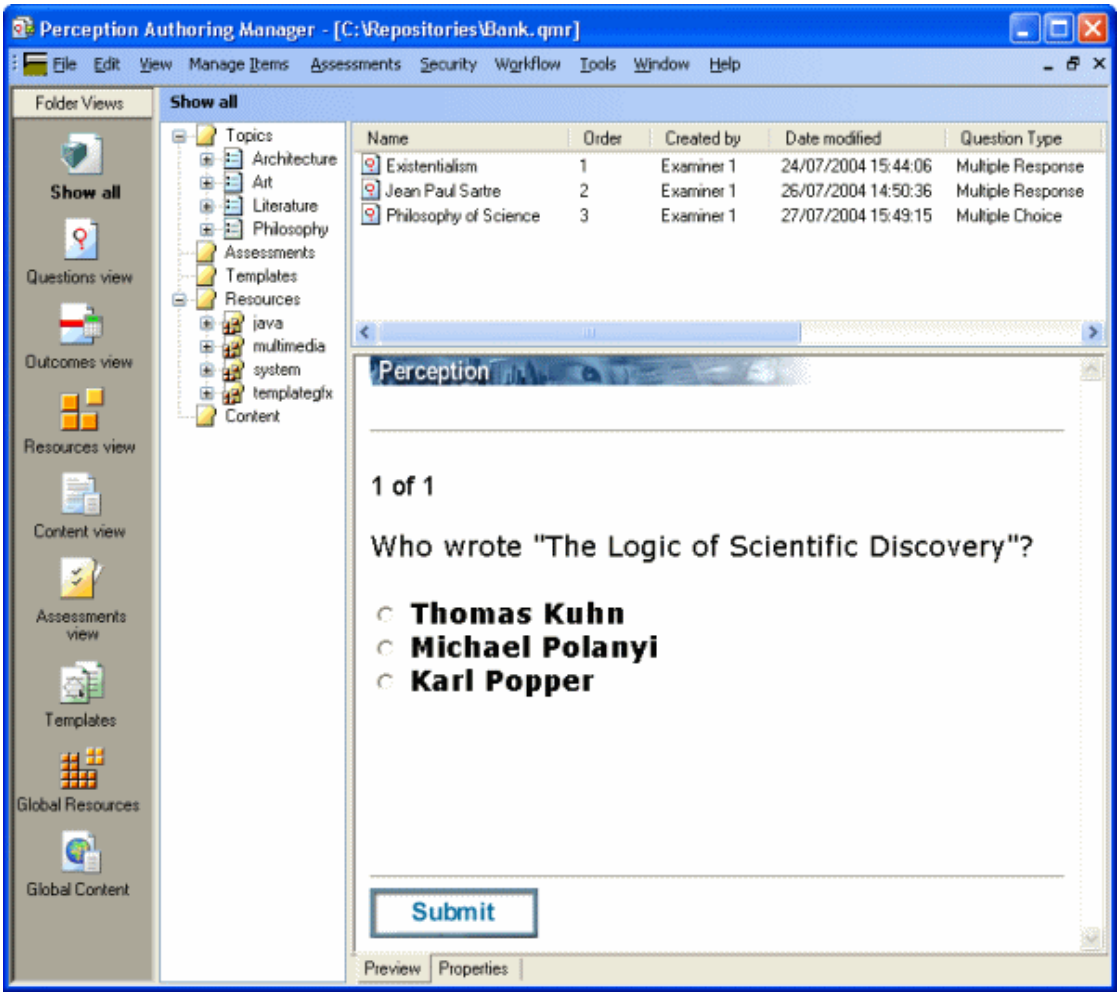
Click **Next>** when you are satisfied with your question choices:



Type in a description of the question – this will be used as the question **Name** in *Authoring Manager*.



Click **Finish** to complete the question.



10.3 Creating different types of question

You can create these *different types of question* with the *Question Wizard*:

- *Creating a Captivate/RoboDemo question*
- *Creating a drag-and-drop question*
- *Creating an essay question*
- *Creating an explanation question*
- *Creating a fill in banks question*
- *Creating a hotspot question*
- *Creating a Likert scale question*
- *Creating a Macromedia Flash question*
- *Creating a matching question*
- *Creating a matrix question*
- *Creating a multiple choice question*
- *Creating a multiple response question*
- *Creating a numeric question*
- *Creating a pull-down list question*
- *Creating a ranking question*
- *Creating a select a blank question*
- *Creating a spoken response question*
- *Creating a text match question*
- *Creating a True/False question*
- *Creating a Yes/No question*

10.3.1 Creating a Captivate/RoboDemo question

A **Captivate/RoboDemo** question is created from a **.qml** file and a corresponding **.swf** (Flash™) file that have been generated by *Captivate* or *RoboDemo*. See the *Perception* support site for further information:

http://www.questionmark.com/perception/help

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Captivate/RoboDemo QML file* screen
   Select a **.qml** that has been generated by *Captivate* or *RoboDemo* and has a corresponding **.swf** (Flash™) file.
2) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

3) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
4) *Completion* screen
   Finally, you will see this screen.

10.3.2 Creating a drag and drop question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Background graphics* screen
   This asks you to specify a graphic that will act as a "background". Participants will drag and drop other marker graphics on to this background to indicate their answers.

2) *Define markers* screen
   You can now choose one or more marker graphics that the participant will drag and drop on the background graphic. To choose these, click **Add**.

3) *Select marker* screen
   On this screen, you can locate and highlight a file that contains the marker graphic that you wish to use and specify its position.

4) To add another marker, click **Add** again.

5) When you have added all your markers, click **Next>**.

6) *Define markers* screen
   You can now use this screen to set the scoring.

7) *Feedback when correct* screen
   You can now enter the feedback that the participant will see if they do not place all markers correctly.

8) *Feedback when wrong* screen
   You can now enter the feedback that the participant will see if they did not place all markers correctly.

9) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:

   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

10) *Question description* screen
    Give the question the name or description that will be used in *Authoring Manager*.

11) *Completion* screen
    Finally, you will see this screen.

10.3.3 Creating an essay question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Text box* screen
   This asks you to specify the height and width of the box in which participants will enter their essay and the maximum score for the essay.
2) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

3) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
4) *Completion* screen
   Finally, you will see this screen.

10.3.4 Creating an explanation question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

2) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
3) *Completion* screen
   Finally, you will see this screen.

10.3.5 Creating a fill in blanks question

After you have selected **fill in blanks** as your *question type*, the *Question Wizard* will take you through the following screens:

1. *Question stimulus (fill in blanks)* screen
   This lets you enter the text including the words you wish to use as blanks that the participant must fill in. It also enables you to set up the scoring for the question.
2. *Feedback when correct* screen
   You can now enter the feedback that the participant will see if they filled in the blanks correctly.
3. *Feedback when wrong* screen
   You can now enter the feedback that the participant will see if they did not fill in the blanks correctly.
4. *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*
5. *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
6. *Completion* screen
   Finally, you will see this screen.

10.3.6 Creating a hotspot question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Select graphics* screen
   This asks you to specify a graphic that will act as a "background" on which participants will drag and drop a marker graphics to indicate their answers. It also asks you to specify the marker graphic.
2) *Marker coordinates* screen
   This screen lets you specify the position on the background graphic where the participant must place the marker graphic to answer the question correctly. You can also set the score for a correct answer with this screen.
3) *Feedback when correct* screen
   You can now enter the feedback that the participant will see if they place the marker correctly.
4) *Feedback when wrong* screen
   You can now enter the feedback that the participant will see if they did not place the marker correctly.
5) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

6) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
7) *Completion* screen
   Finally, you will see this screen.

10.3.7 Creating a Likert scale question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Likert Scale settings* screen
   Select a Likert scale to use in your **Likert Scale** question. You must have *defined the Likert Scale* in the repository beforehand.
2) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

3) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
4) *Completion* screen
   Finally, you will see this screen.

10.3.8 Creating a Macromedia® Flash™ question

To create a Macromedia Flash question, you must have two files of the same file name (excluding the file extension) available in the same folder:

- A Macromedia® Flash™ Object with the file extension **.swf**
- A QML file with the file extension **.qml**, published from Macromedia® Flash™ using the **Flash to QML** template

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Macromedia Flash QML file* screen
   This asks you to specify the QML file that will be used, and set the score for the correct answer.
2) *Feedback when correct* screen
   You can now enter the feedback that the participant will see if they answer the question correctly.
3) *Feedback when wrong* screen
   You can now enter the feedback that the participant will see if they did not answer the question correctly.
4) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*
5) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
6) *Completion* screen
   Finally, you will see this screen.

10.3.9 Creating a matching question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Question choices (matching)* screen
   Use this screen to create and order your question choices and set the scoring.
2) *Question choice settings (matching)* screen
   This lets you specify your question choices and a match corresponding to each of them.
3) *Feedback when correct* screen
   You can now enter the feedback that the participant will see if they answer the question correctly.
4) *Feedback when wrong* screen
   You can now enter the feedback that the participant will see if they answer the question wrongly.
5) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

6) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
7) *Completion* screen
   Finally, you will see this screen.

10.3.10 Creating a matrix question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Question choices (matrix and pull-down list)* screen
   Your matrix will consist of choices and options. Use this screen to specify the choices for your matrix.
2) *Question options (matrix and pull-down list)* screen
   Use this screen to specify the options for your matrix.
3) *Set scores* screen
   You can associate your choices with one or more options and set the score for each answer that the participant can give.
4) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

5) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
6) *Completion* screen
   Finally, you will see this screen.

The feedback for **matrix** questions is entered by using *Question Editor* to set up outcomes for matrix questions.

10.3.11 Creating a multiple choice question

This is described by the example given in *example of creating a question*.

10.3.12 Creating a multiple response question

After you have *added the question stimulus*, the *Question Wizard* will take you through a series of screens that depend on whether you wish to have a *"right" and a "wrong" answer*, or whether you wish to have *separate answers for each choice*.

Working with "right" and "wrong" outcomes

If you tick **Select a group of choices as the correct answer** on the first screen that appears, you will see the following screens:

1) *Question choices screen*
   This screen lets you create question choices and set the score for the correct answer.
2) *Feedback when correct screen*
   You can now enter the feedback that the participant will see if they answer the question correctly.
3) *Feedback when wrong screen*
   You can now enter the feedback that the participant will see if they answer the question wrongly.
4) *Metatags screen*
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

5) *Question description screen*
   Give the question the name or description that will be used in *Authoring Manager*.
6) *Completion screen*
   Finally, you will see this screen.

Working with separate outcomes

If you *do not* tick **Select a group of choices as the correct answer** on the first screen that appears, you will see the following screens:

1) *Question choices, scores and feedback (multiple response)* screen
   This screen lets you create question choices, score them, define how they are displayed and specify the feedback the participant sees for each of them.
2) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

3) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
4) *Completion* screen
   Finally, you will see this screen.

10.3.13 Creating a numeric question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Answer and scores* screen
   Use this screen to specify the correct answer and also (if you wish) a numeric range within which a participant may give an answer. You can also set scores for answers that are correct, wrong or (optionally) within a range.

   If you choose to define scores on this screen, you will see the feedback screens:

   a) *Feedback when correct* screen
      You can now enter the feedback that the participant will see if they answer the question correctly.
   b) *Feedback when wrong* screen
      You can now enter the feedback that the participant will see if they answer the question wrongly.
   c) *Feedback when within range* screen
      You can now enter the feedback that the participant will see if their answer is within the range specified for the question.

If you choose *not* to define scores on this screen, you will only see these screens:

2) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

3) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
4) *Completion* screen
   Finally, you will see this screen.

10.3.14 Creating a pull-down list question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Question choices (matrix and pull-down list)* screen
   Your question will consist of choices and options. Use this screen to specify the choices for your question.
2) *Question options (matrix and pull-down list)* screen
   Use this screen to specify the options for your question.
3) *Set scores* screen
   You can associate your choices with one or more options and set the score for each answer that the participant can give.
4) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*
5) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
6) *Completion* screen
   Finally, you will see this screen.

The feedback for **pull-down list** questions is entered by using *Question Editor* to set up outcomes for matrix questions

10.3.15 Creating a ranking question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Question choices and rankings* screen
   This allows you to create your question choices and define their correct ranking, and specify how the ranking is displayed.
2) *Question choice settings (ranking)* screen
   Use this screen to add a question choice and specify its rank.
3) *Feedback when correct* screen
   You can now enter the feedback that the participant will see if they give each choice its correct ranking.
4) *Feedback when wrong* screen
   You can now enter the feedback that the participant will see if they *do not* give each choice its correct ranking.
5) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

6) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
7) *Completion* screen
   Finally, you will see this screen.

10.3.16 Creating a select a blank question

After you have selected **select a blank** as your *question type*, the *Question Wizard* will take you through the following screens:

1) *Question stimulus (select a blank)* screen
   This lets you enter the text including the word you wish to use as the blank word that the participant choose. It also enables you to set the scoring for the question.
2) *Incorrect answers* screen
   Use this screen to create the incorrect answers that are offered to the participant along with the correct one.
3) *Feedback when correct* screen
   You can now enter the feedback that the participant will see if they selected the correct answer.
4) *Feedback when wrong* screen
   You can now enter the feedback that the participant will see if they did not select the correct answer.
5) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

6) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
7) *Completion* screen
   Finally, you will see this screen.

10.3.17 Creating a spoken response question

A **spoken response** question requires a Wimba server. See the *Perception* support site for further information:

http://www.questionmark.com/perception/help

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Spoken response settings* screen
   Specify the URL of a Wimba voice server and an **Authoring ID** recognized by the server so that a question can be asked and the answer given by voice.
2) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*

3) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
4) *Completion* screen
   Finally, you will see this screen.

10.3.18 Creating a text match question

After you have *added the question stimulus*, the *Question Wizard* will take you through the following screens:

1) *Text entry* screen
   Use this screen to define the width and number of lines in the text box that the participants use to enter their answer with this screen. It also allows you to specify whether to score the answers or not.
2) *Answers and feedback (text match)* screen
   You will only see this screen if you chose to define scores on the *text entry* screen. It enables you to create your answers, score them and specify the feedback for each one.
3) *Metatags* screen
   This screen allows you to assign metatags and metatag values for your question. You will only see this screen if:
   - You have defined mandatory metatags in the repository

   Or:

   - You have *not* defined mandatory metatags in the repository, and you have *not* disabled this screen in the *options for adding or editing questions*
4) *Question description* screen
   Give the question the name or description that will be used in *Authoring Manager*.
5) *Completion* screen
   Finally, you will see this screen.

10.3.19 Creating a True/False question

This is the same as a multiple choice question, except that the choices **True** and **False** are inserted by the *Question Wizard*.

These choices each have a score of **0** and no feedback.

The example of *creating a typical question* shows how a multiple choice question is created with the *Question Wizard*.

10.3.20 Creating a Yes/No question

This is the same as a multiple choice question, except that the choices **Yes** and **No** are inserted by the *Question Wizard*.

These choices each have a score of **0** and no feedback.

The example of *creating a typical question* shows how a multiple choice question is created with the *Question Wizard*.

10.4 The Question Wizard Screens

The screens used by the *Question Wizard* are divided into these categories:

- *Starting and finishing screens*
  These screens are always shown by the Question Wizard
- *Question stimulus screens*
  These screens allow you to enter the question stimulus (wording), according to the question type
- *Graphics and multimedia screens*
  These screens are used with **drag and drop**, **hotspot** and **Macromedia® Flash™** questions
- *Question choices screens*
  These screens define the choices for **matching** and **matrix** questions
- *Question choice settings screens*
  These screens allow you to set up the choices for **matching**, **multiple choice**, **multiple response**, **ranking** and **text match** questions
- *Text settings screens*
  These screens define how the participant enters text for **essay** and **text match** questions
- *Question options screens*
  These screens define the options for **matrix** and **pull-down list** questions
- *Question scoring screens*
  These screens set the scoring for **matrix** and **pull-down list** questions
- *Answer screens*
  These screens specify the answers for **select a blank** and **text match** questions
- *Feedback screens*
  These screens specify the feedback for both correct and incorrect answers for a variety of question types
- *Value setting screens*
  These screens allow you to change scores for questions of many question types, and also change a ranking within a **ranking** question

10.4.1 Starting and Finishing screens

The following screens are always shown by the *Question Wizard*:

- *Welcome* screen
  This always appears when the *Question Wizard* is started
- *Question description* screen
  This is included by the *Question Wizard* for every question type
- *Completion* screen
  This is always the last screen shown by the *Question Wizard*

10.4.2 Welcome

This screen appears when the *Question Wizard* is first started.

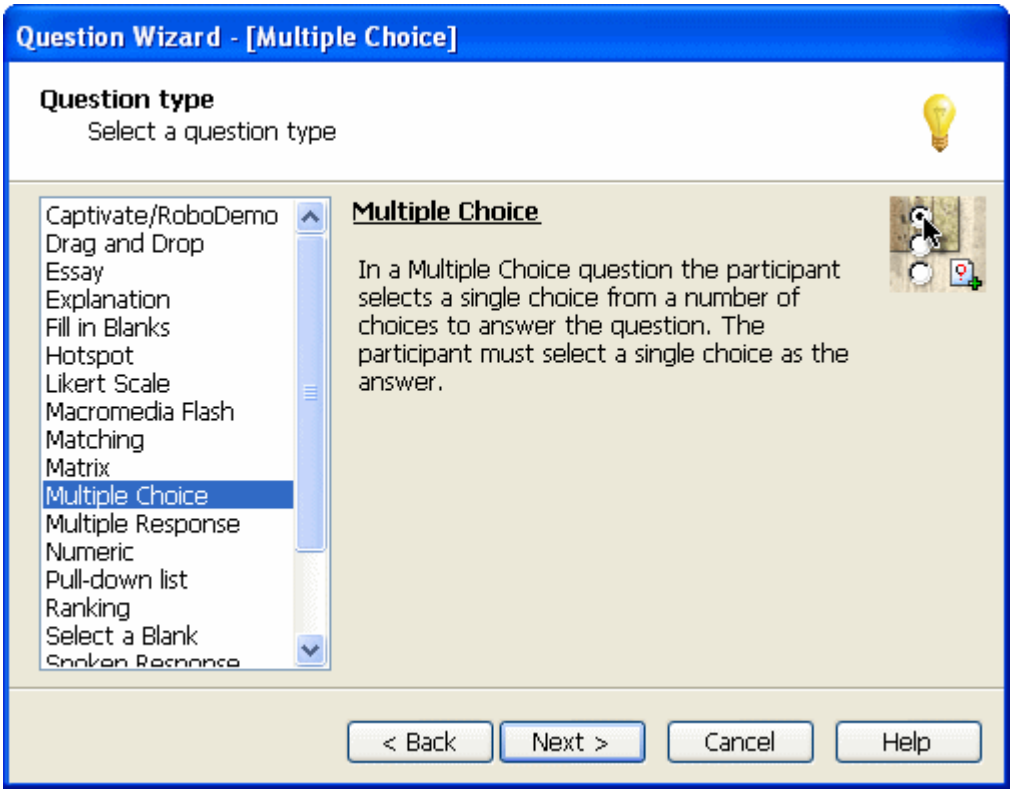


To proceed to the next screen of the *Question Wizard*, click **Next>**.

Click **Cancel** to return to the *Authoring Manager window* without creating a question.

10.4.3 Question type

This screen is used to select the **question type**.



Select the question type from the list.

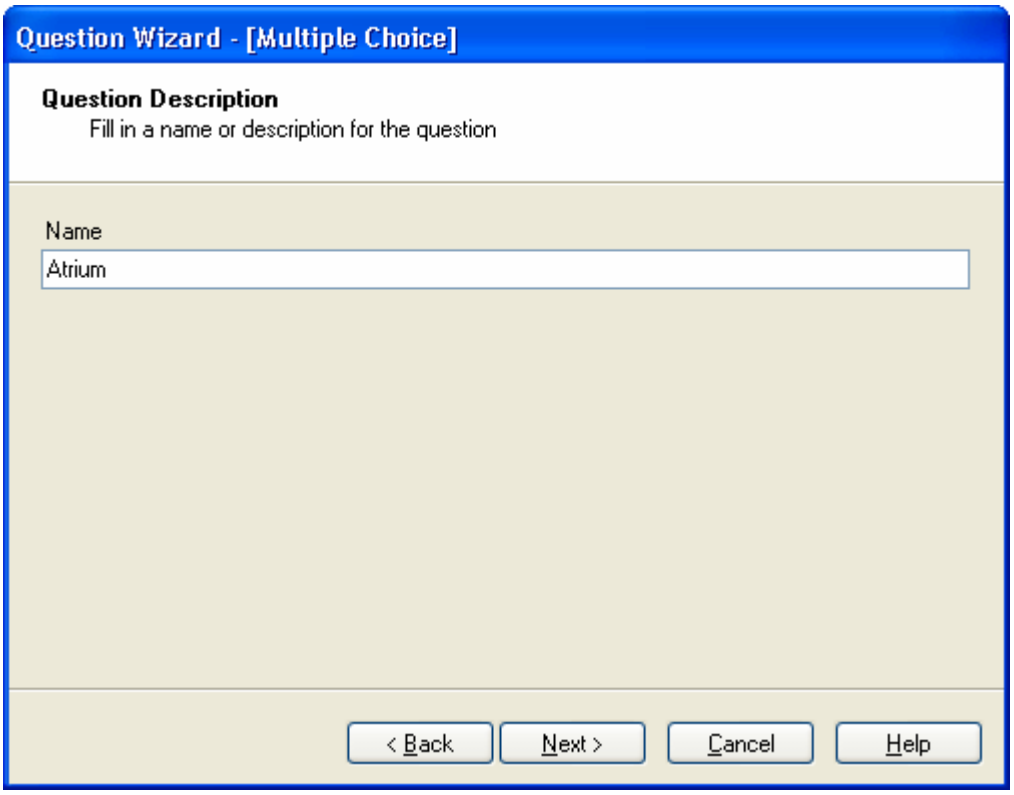
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.4 Question description

This screen lets you give a description of the question – this will be used as the question **Name** in *Authoring Manager*.



Type in a description of the question under **Name**. This will be used as the description of the question. It is important to use a clear description for each question because it is useful in reports.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.5 Completion

This screen appears when you have created a question with the *Question Wizard*



Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Finish** to return to the *Authoring Manager window*. You will see the question in the repository that was open when you started the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.6 Question stimulus screens

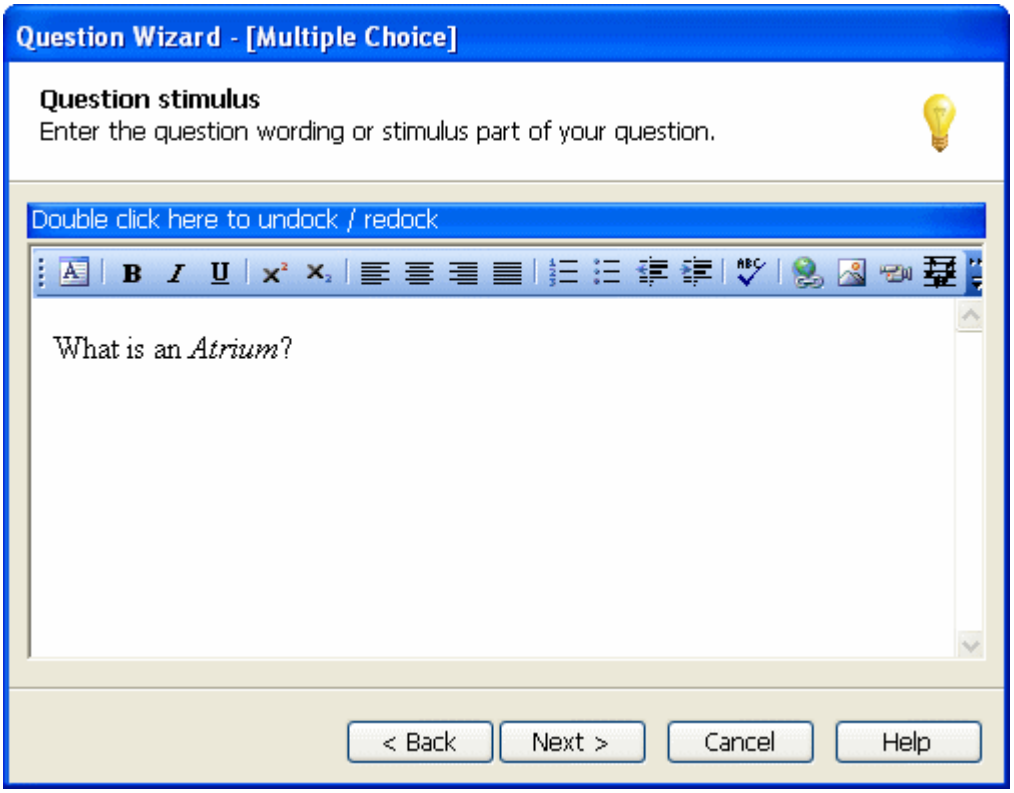
If you are creating a question with the *Question Wizard* of any type other than **fill in blanks** or **select a blank**, you will see the *question stimulus* screen.

If you are creating a **fill in blanks** question with the *Question Wizard*, you will see the *question stimulus (fill in blanks)* screen.

If you are creating a **select a blank** question with the *Question Wizard*, you will see the *question stimulus (select a blank)* screen.

10.4.7 Question stimulus

This screen enables you to enter your **question stimulus**.



This screen is the *simple view* of the *HTML Editor*. With this screen, you can:

- Type in your question wording
- Apply formatting to your question wording
- *Insert a hyperlink* to your question wording
- *Insert a picture* into your question wording
- *Insert a video* into your question wording
- *Insert sound* into your question wording
- *Insert a content object* into your question wording
- *Insert an equation* into your question wording
- *Insert a Flash object* into your question wording
- *Insert a field* into your question wording
- Use the *spelling checker* on your question wording
- Use the *thesaurus* on your question wording

You can also *use the advanced views* of the *HTML Editor*.

Click **<Back** to return to the previous screen in the *Question Wizard*.

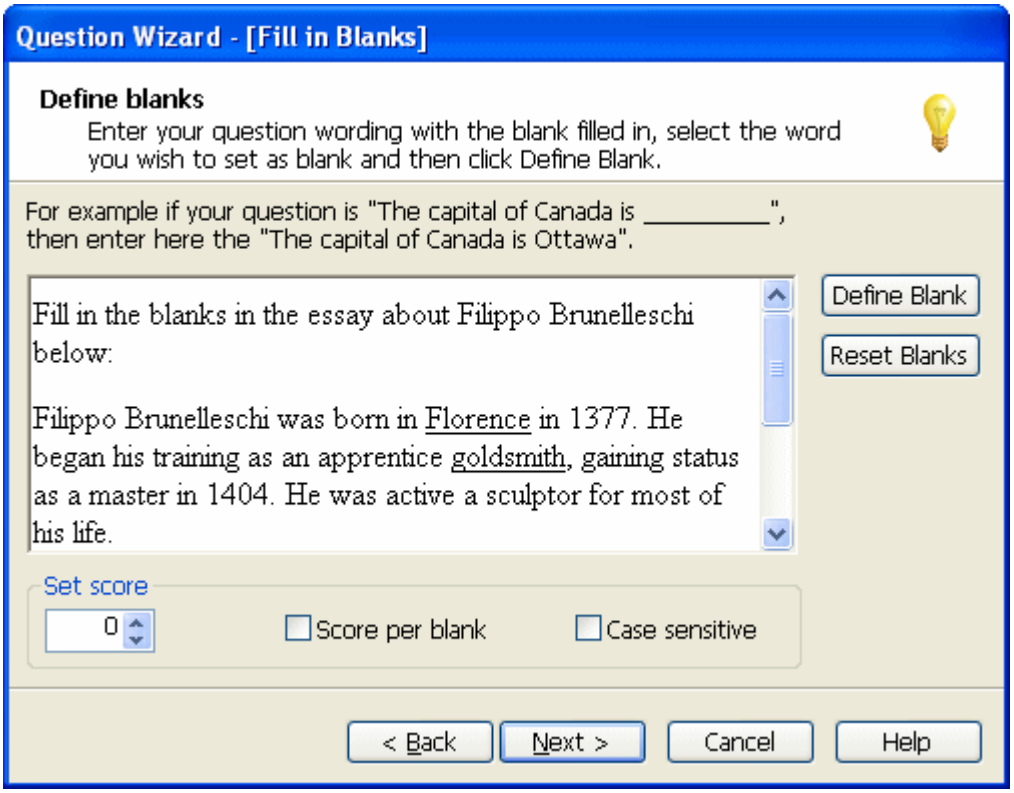
Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.8 Question stimulus (fill in blanks)

This screen lets you define blanks within a text.

First, enter the text in which you wish to have one or more blank words.



Then highlight each word you wish to be blanked out and click **Define Blank**.

If there is only one blank word, use the **Set score** spin control to define the score for entering it correctly.

If there is more than one blank word:

- You can set the score for entering all the blanks correctly by using the **Set score** spin control to set the score and ticking **Score per blank**.
- You can set the score for each blanks that is entered correctly by using the **Set score** spin control to set the score and leaving **Score per blank** unticked.

Tick **Case sensitive** if you wish the participant to fill in the blank with the correct case, otherwise leave this unticked.

To remove your blanks and start again click **Reset Blanks**.

Click **<Back** to return to the previous screen in the *Question Wizard*.

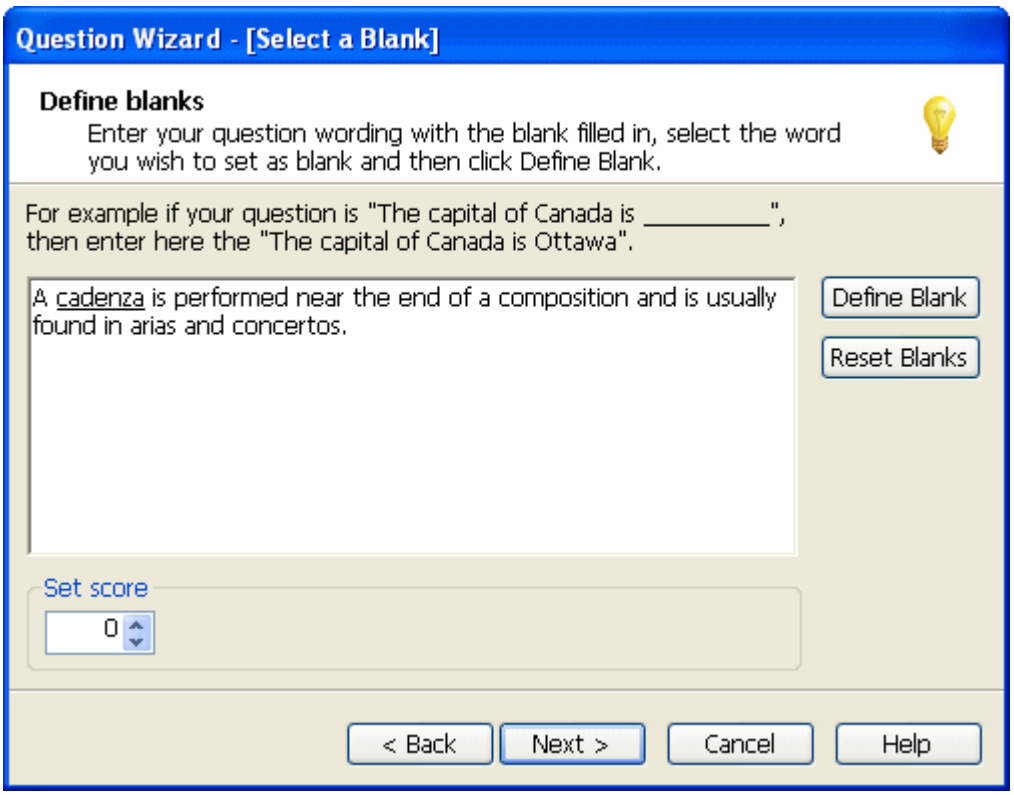
Click **<Next** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.9 Question stimulus (select a blank)

This screen lets you define a single blank within a text. The participant selects a word from a drop-down list as their answer.

First, enter the text in which you wish to have a blank word.



Then highlight the word you wish to be blanked out and click **Define Blank**.

Use the **Set score** spin control to define the score for entering the blanked out word correctly.

To remove your blank and start again click **Reset Blanks**.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **<Next** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.10 Graphics and multimedia screens

If you are creating a **drag and drop** question with the *Question Wizard*, you will see the following screens:

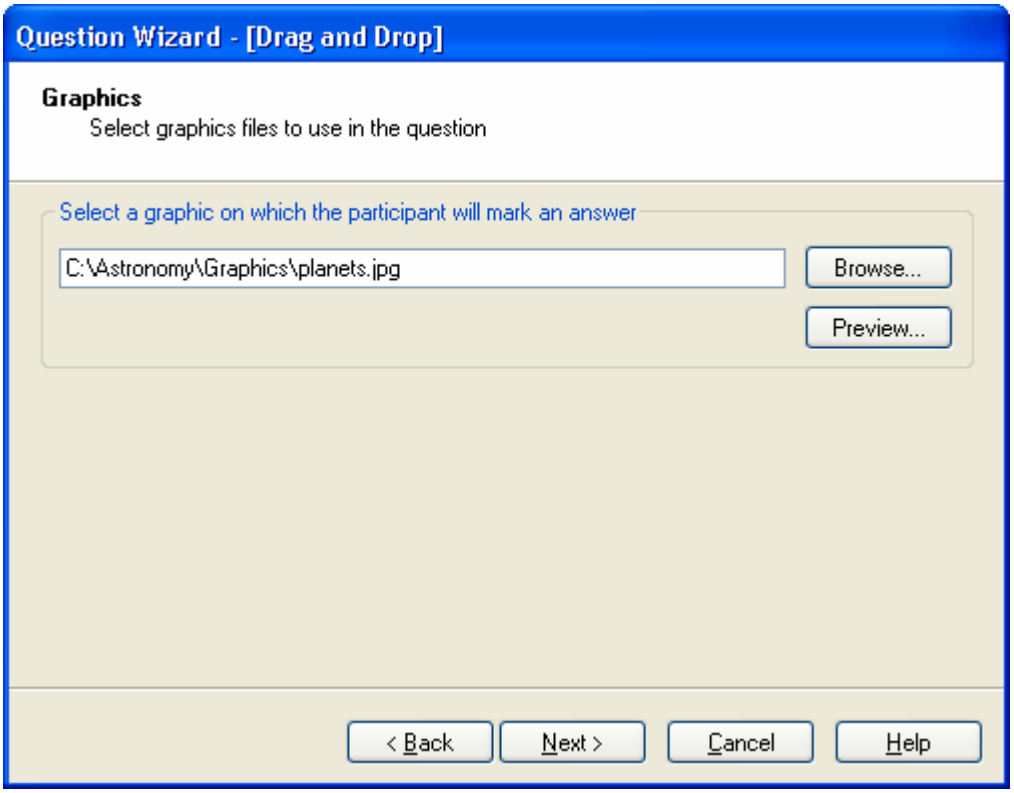
- *Background graphics* screen
- *Define markers* screen
- *Position marker* screen
- *Select marker* screen

If you are creating a **hotspot** question with the *Question Wizard*, you will see the following screens:

- *Select graphics* screen
- *Position marker* screen
- *Marker coordinates* screen

10.4.11 Background graphics

This screen is used to select a background graphic.



Click **Browse…** to select a graphic on which participants will place marker graphics.

Click **Preview…** to see what the graphic looks like with the *preview a graphic* screen.

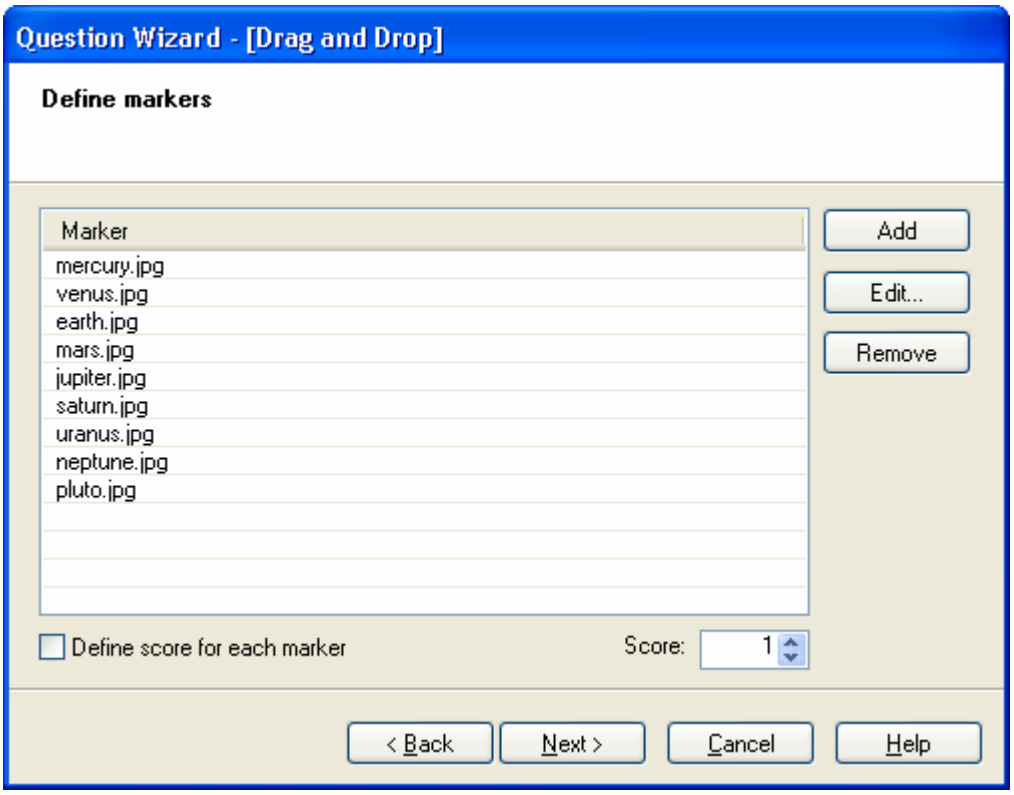
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.12 Define marker graphics

This screen is used to specify which graphics will be used as markers on a *background graphic* and to define the scoring for them.



If you wish to set only one score that is awarded when all the markers are placed correctly, ensure that **Define scores for each marker** is not ticked the choose the **Score** in the adjacent box.

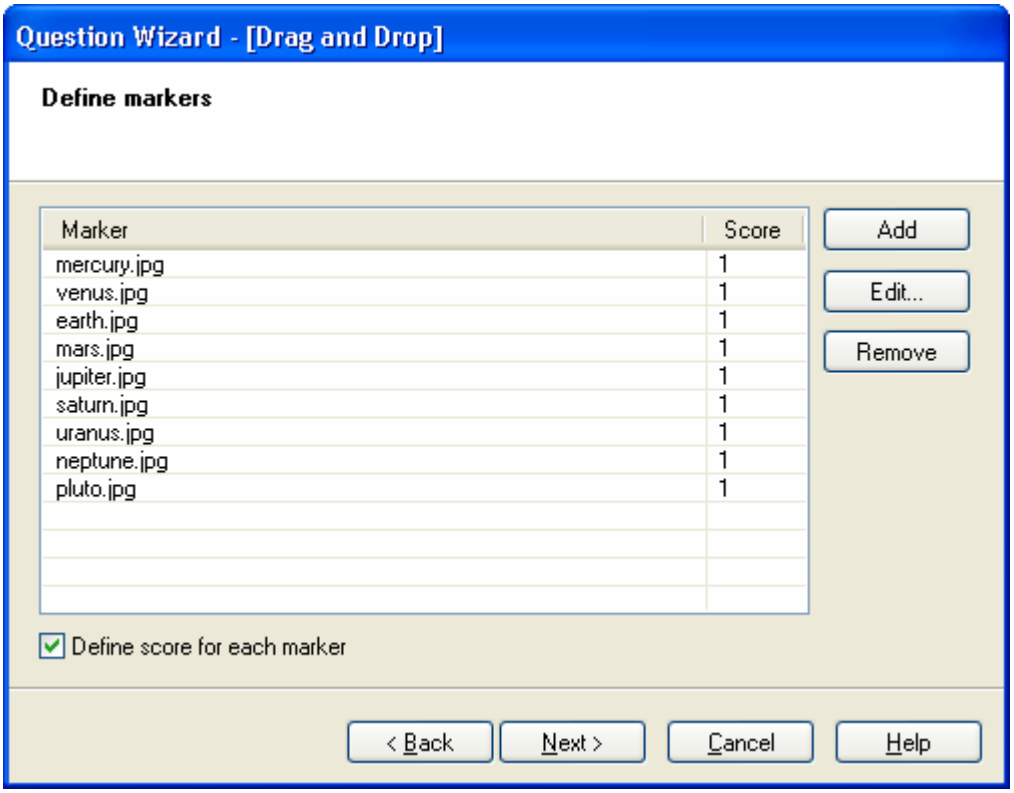
To set a score for each marker being placed correctly, ensure that **Define scores for each marker** is ticked.

To select a marker graphic that the participant will drag and drop on the background graphic, click **Add**.

You will then see the *select marker* screen, with which you select a marker graphic and define its position on the background graphic.

To select another marker graphic that the participant will drag and drop on the background graphic, click **Add** again.

If you ticked **Define scores for each marker**, you can *change the score* for each marker with a spin control.



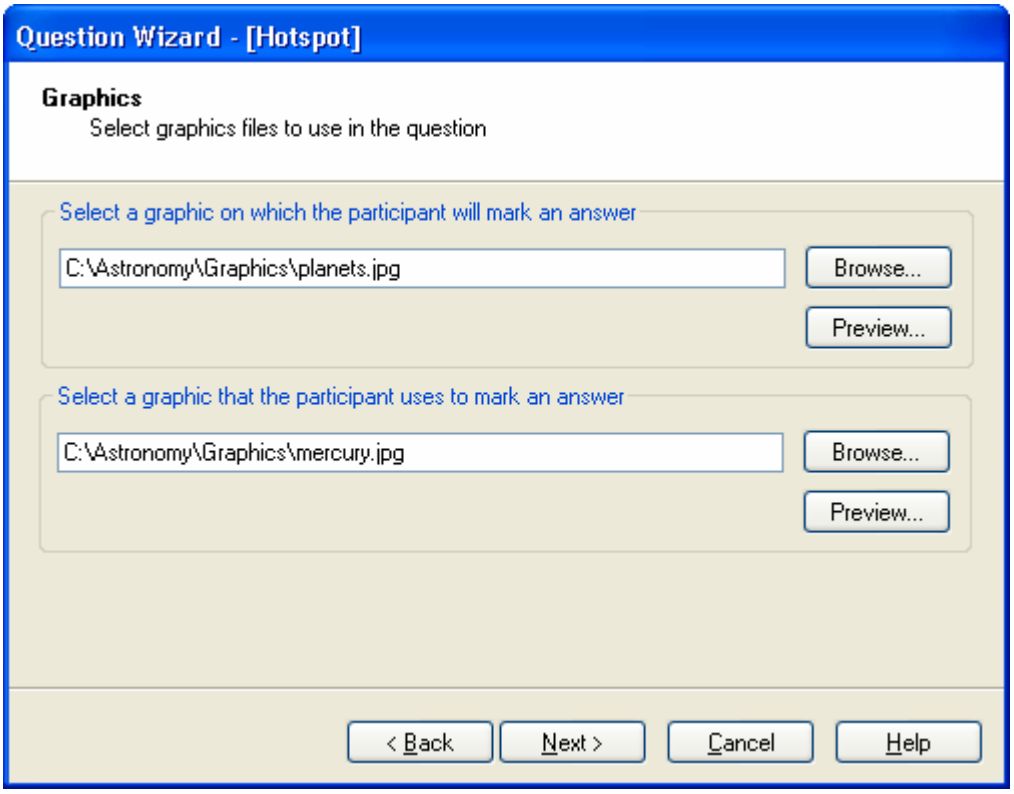
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.13 Select graphics

This screen is used to select both a background graphic and a marker graphic to use with it.



Enter the filename of the background graphic in the upper box, or click **Browse…** to locate it. This is the graphic on which participants will drag and drop a marker graphic to indicate their answers. You can also click **Preview…** to see what the graphic looks like with the *preview a graphic* screen.

Enter the filename of the marker graphic in the lower box, or click **Browse…** to locate it. This is the graphic the participants will drag and drop on the background graphic to indicate their answers. You can also click **Preview…** to see what the graphic looks like with the *preview a graphic* screen.

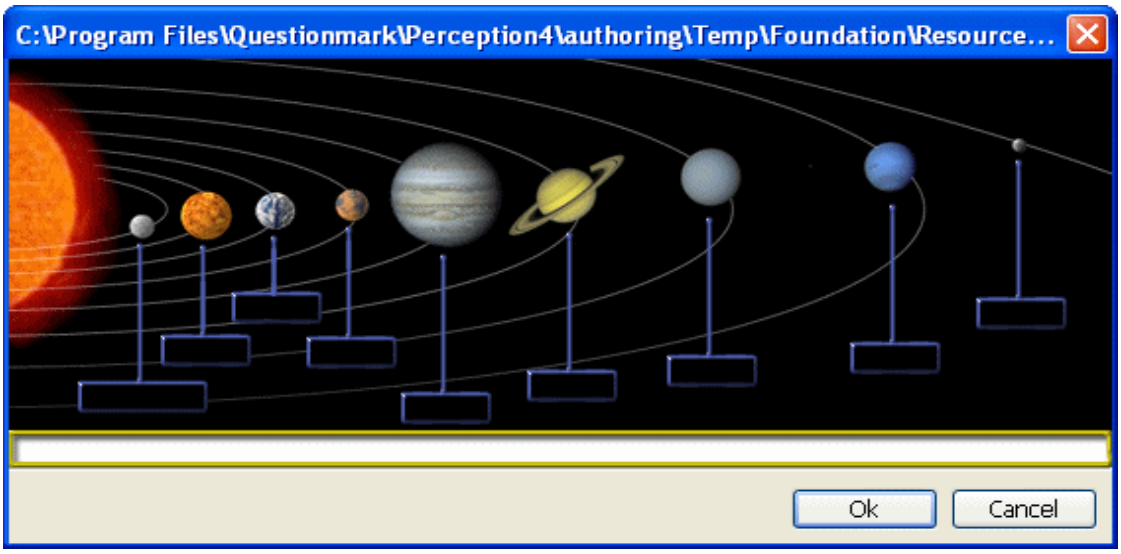
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

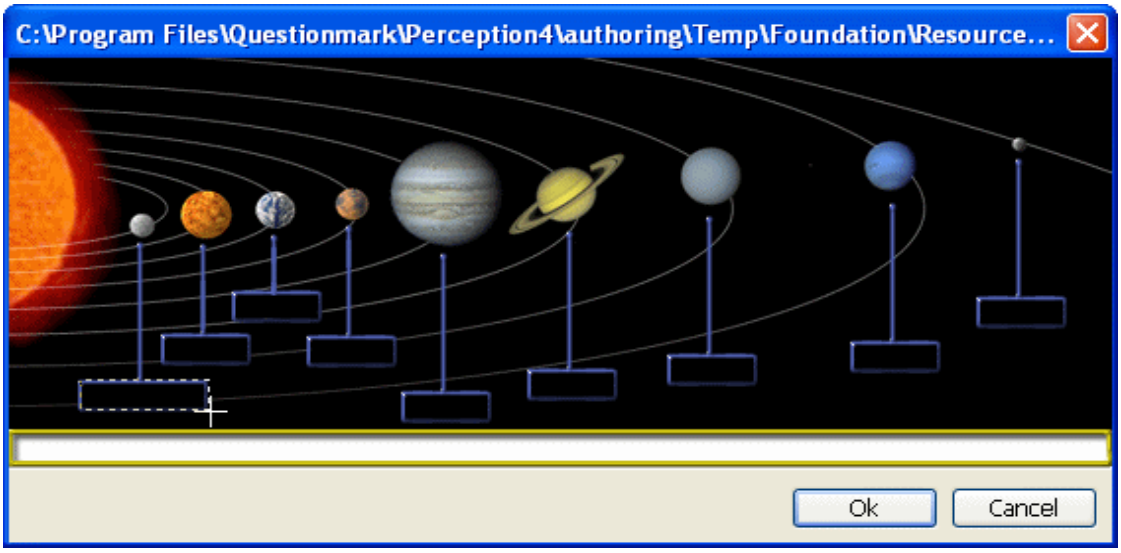
Click **Cancel** and you will see the cancellation dialog.

10.4.14 Position marker

This screen enables you to specify where the participant must place a marker graphic on a *background graphic* to answer the question correctly.



Click the left-mouse down to start your selection and drag it whilst keeping it down to complete the selection area.



Note: See the advice below for more information on *selecting your coordinates for "hot" areas*.

When you are satisfied with the area you have selected, use the menu option **File | Save & Close**.

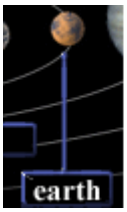
You will return to the *select marker* screen where your coordinates will appear.

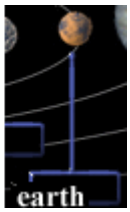
Selecting coordinates for the "hot" areas

When selecting your coordinates for "hot" areas, it is important to remember that when the participant places the marker to signify an answer, it is the center of the graphic that must be within your coordinates.

This may have implications on how strict your "hot" areas are. For example, you may wish to make a "hot" area smaller than your marker graphics size, meaning that the participant needs to be more accurate when positioning the marker.

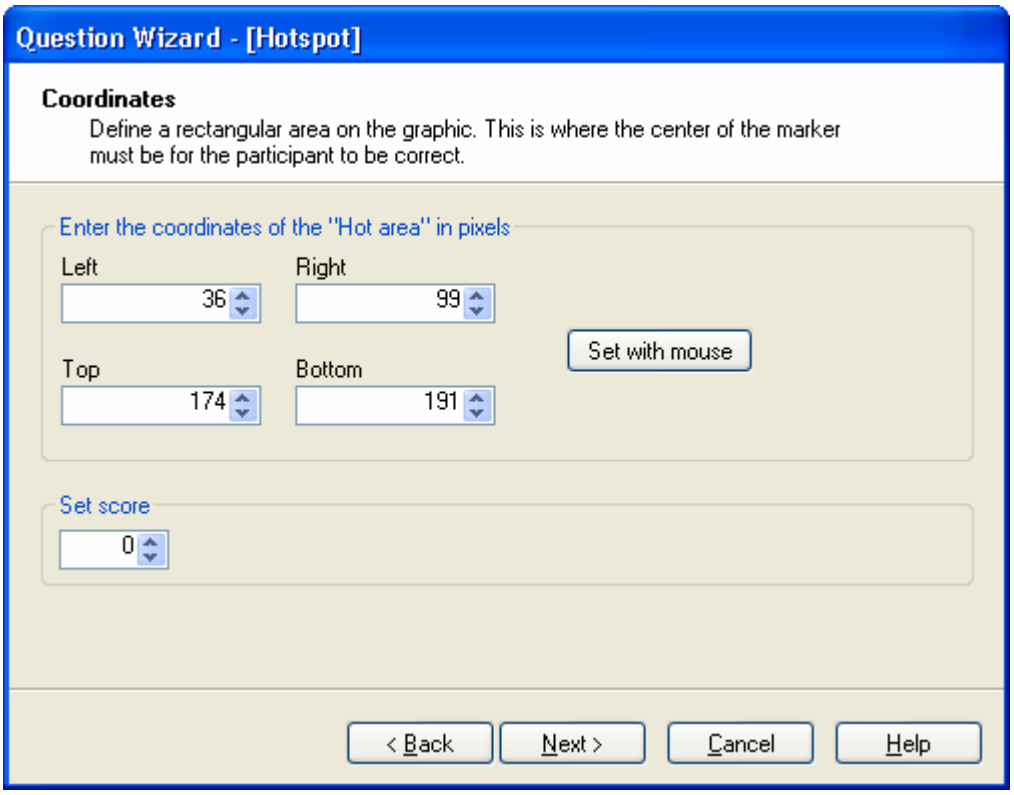
The positions of the markers in the left and right figures are both considered as being correct, as the absolute center of the marker graphic lies within the coordinates of the blue rectangle.





10.4.15 Marker coordinates

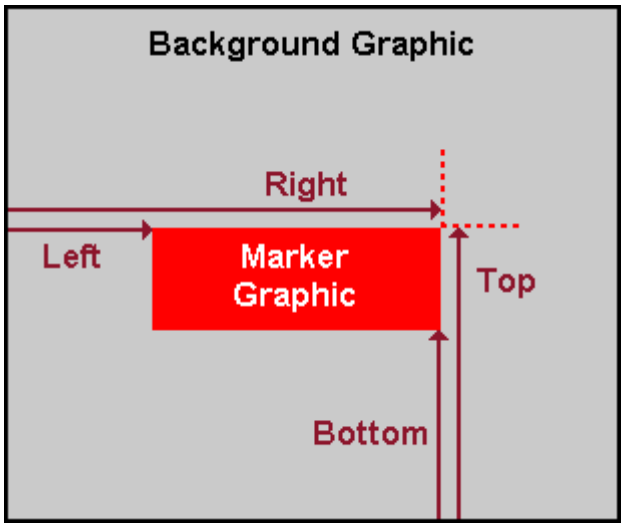
This screen is used to define the position of a marker graphic on a background graphic and set the score for a correct answer.



You can specify the position on the background graphic where the participant must place the marker graphic as follows:

Either:

- Enter the coordinates on the background graphic for the correct position of the marker graphic, as illustrated below.



Or:

- Click **Set with mouse** and you will see the *position marker* screen

Use the **Set score** spin control to specify the score for placing the marker graphic correctly.

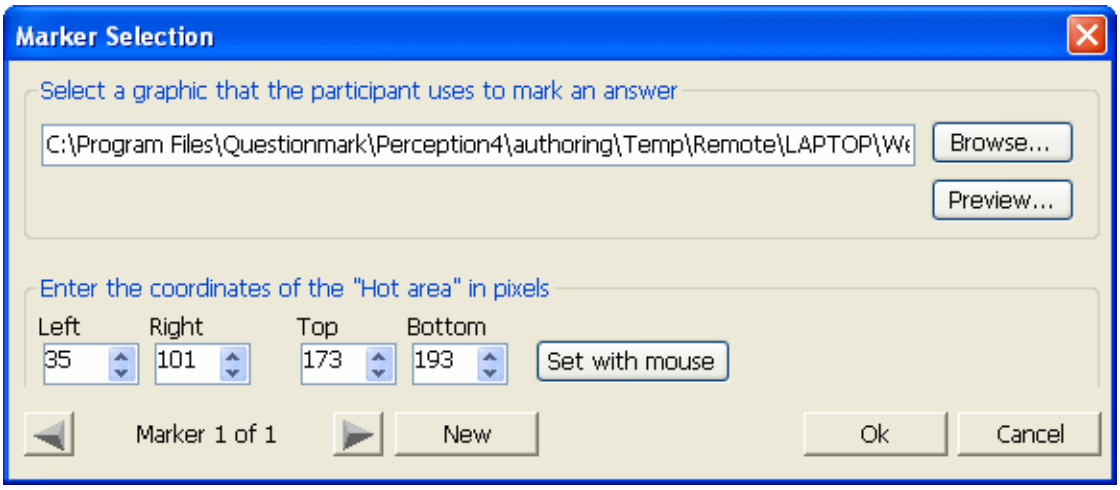
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.16 Select marker

This screen allows you to select a marker graphic and define its position on a *background graphic*.

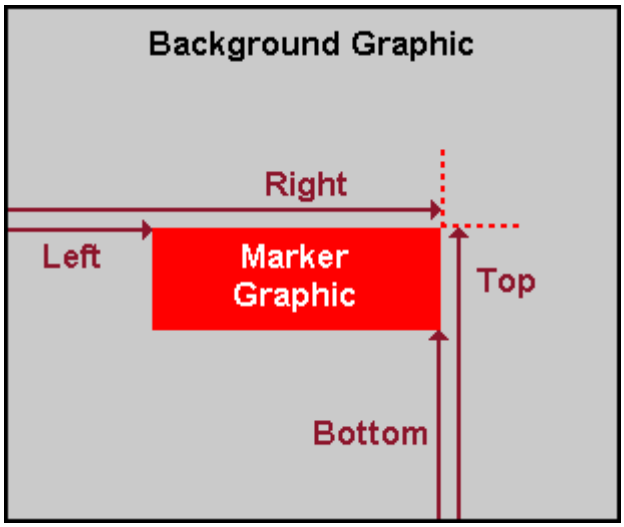


Click **Browse…** to select a marker graphic.

You can specify the position on the background graphic where the participant must place this marker as follows:

Either:

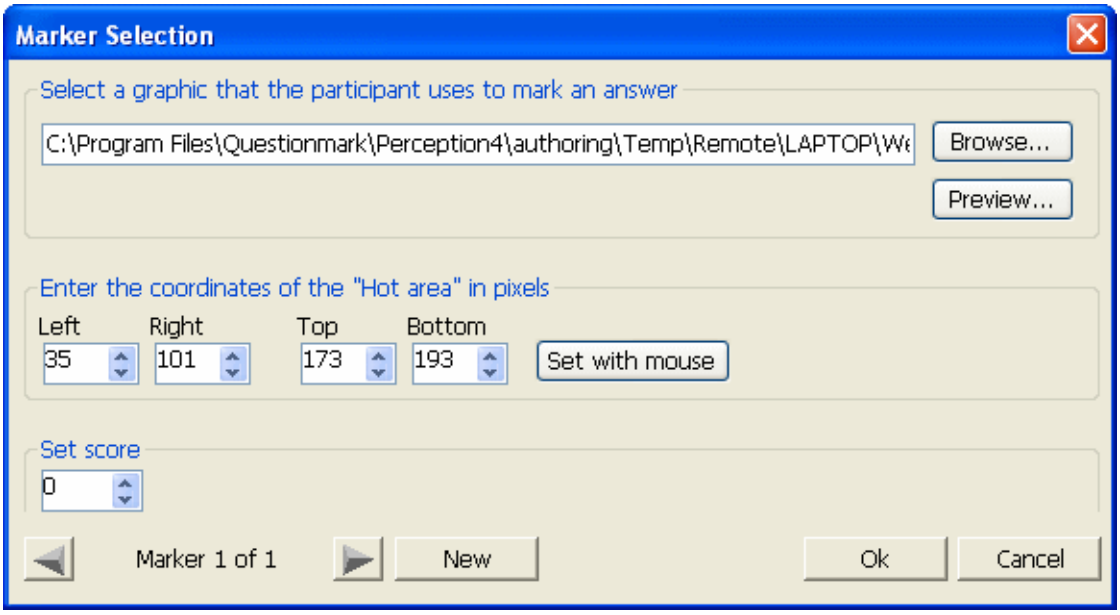
- Enter the coordinates on the background graphic for the correct position of the marker graphic, as illustrated below.



Or:

- Click **Set with mouse** and you will see the *position marker* screen

If you ticked **Define scores for each marker** on the *define marker* screen, you can set a score for this marker.



Use the **Set score** spin control to specify the score for this choice.

You can navigate through all the other marker graphics that have been selected with the controls at the bottom left of the screen.

Click **New** at any time to add a new marker graphic.

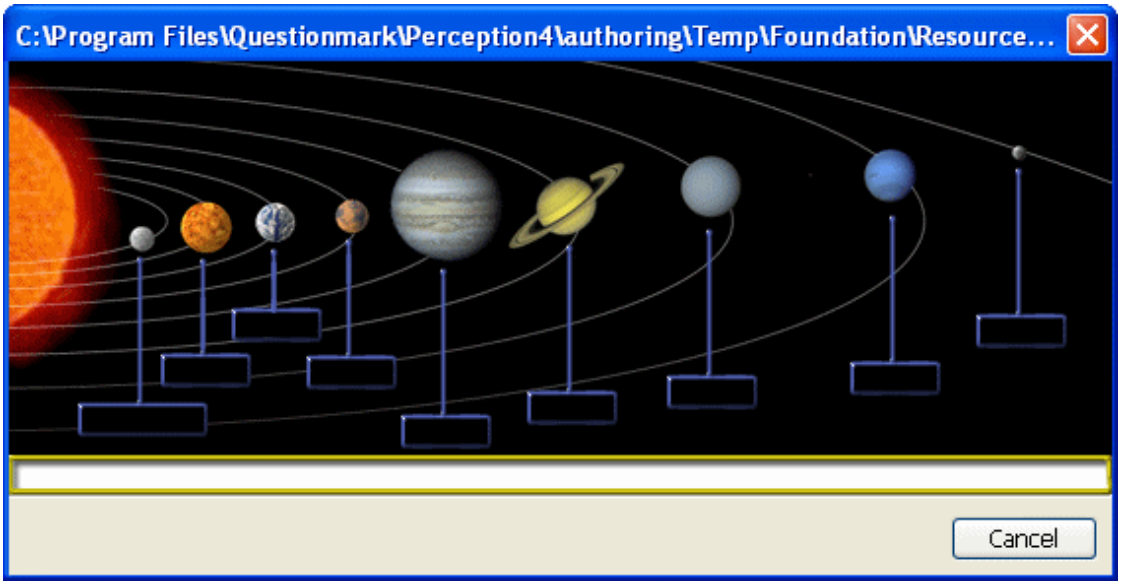
To return to the previous screen without creating or changing the question choice, click **Cancel**.

Click **OK** when you are satisfied with the choice you have created.

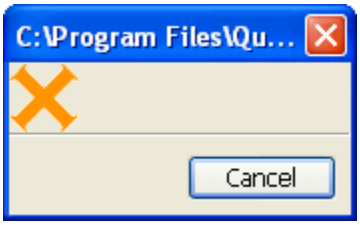
10.4.17 Preview a graphic

This screen enables you to preview a graphic.

With **drag and drop** or **hotspot** questions, you can preview a background graphic.



You can also preview a marker graphic with **drag and drop** or **hotspot** questions.



You can either select the **File | Close** menu option or close the window when you have finished previewing the graphic.

10.4.18 Question choices screens

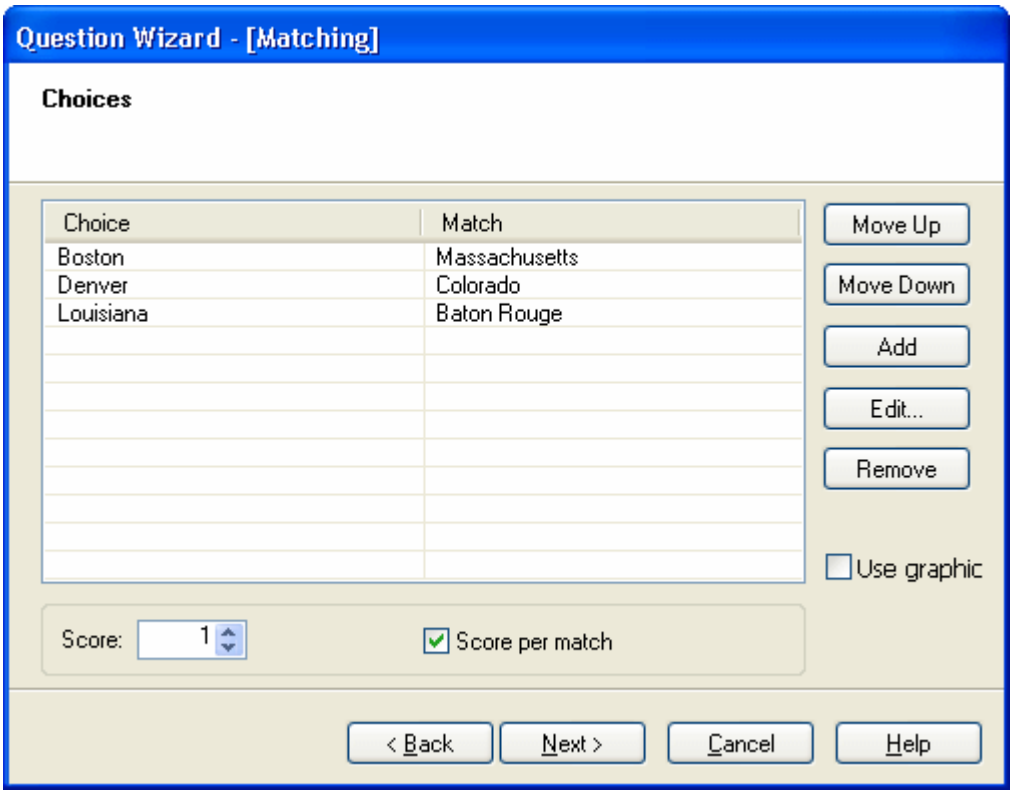
The screen you use to set question choices depends on the question type:

- **Matching**
  If you are creating a **Matching** question with the *Question Wizard*, you will see the *question choices (matching)* screen
- **Matrix**
  If you are creating a **Matrix** question with the *Question Wizard*, you will see the *question choices (matrix and pull-down list)* screen
- **Multiple choice**
  If you are creating a **Multiple choice** question with the *Question Wizard*, you will see the *question choices, scores and feedback (multiple choice)* screen
- **Multiple response**
  If you are creating a **Multiple response** question with the *Question Wizard*, and you are *working with "right" and "wrong" outcomes*, you will see the *question choices (multiple response)* screen.

  If you are creating a **Multiple response** question with the *Question Wizard*, and you are *working with separate outcomes*, you will see the *question choices, scores and feedback screen (multiple response)* screen.
- **Pull-down list**
  If you are creating a **Pull-down list** question with the *Question Wizard*, you will see the *question choices (matrix and pull-down list)* screen
- **Ranking**
  If you are creating a **Ranking** question with the *Question Wizard*, you will see the *question choices and rankings* screen

10.4.19 Question choices (matching)

This screen enables you to create choices and corresponding matches for them and set the score for either each match or for all matches.



Click **Add** to add a question choice. You will then see the *question choice settings (matching)* screen, with which you can create your question choices.

To change the position in which a question choice is displayed, highlight it and click **Move Up** or **Move Down**.

To change a question choice and its match, click **Edit…** and you will see the *question choice settings (matching)* screen, with which you can modify the question choice.

If you wish to set a score for each match separately, tick **Score per match** and then set the **Score** with the spin control.

If you wish to set a score for all matches, leave **Score per match** unticked and then set the **Score** with the spin control.

If you tick **Use graphic** you can use *the graphical question interface* for *presenting matching questions graphically*.

If you double click on any entry in the **Choices** column it will appear in the *simple view* of the *HTML Editor*.

You can also double click on any entry in the **Matching** column to change the text used for matching.

To delete a question choice, click **Remove**.

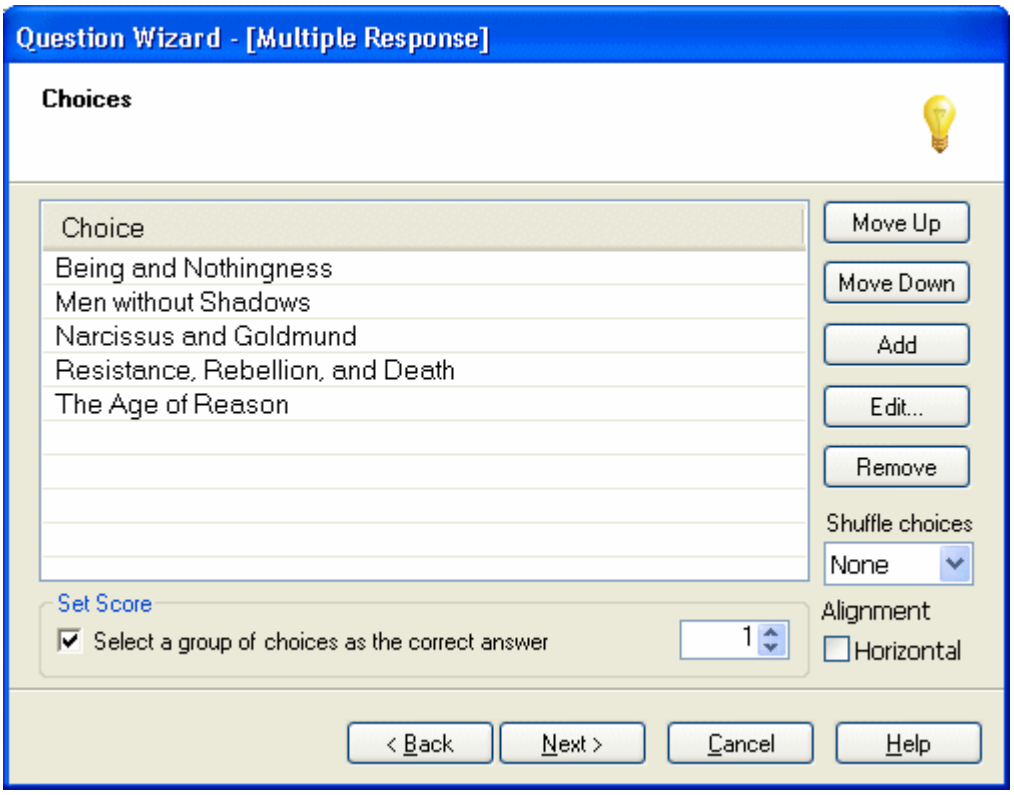
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.20 Question choices (multiple response)

This screen lets you create question choices.



Click **Add** to add a question choice. You will then see the *simple view* of the *HTML Editor* with which you can create your question choice.

To change the position in which a question choice is displayed, highlight it and click **Move Up** or **Move Down**.

To modify a question choice, click **Edit…** or double-click on it and it will appear in the *simple view* of the *HTML Editor*.

To delete a question choice, click **Remove**.

You can also set the question choices to appear in the same order or in a different order each time the question is presented. To do this, select one of the following in the drop-down list under **Shuffle choices**:

None	–	Make the question choices always appear in the same order
All	–	Shuffle all the question choices
All but last	–	Make the last question choice always appear at the end of the list but shuffle all the other question choices
All but last two	–	Make the last two question choices always appear at the end of the list but shuffle all the other question choices

Before you can proceed, you must highlight one or more of the question choices as the correct answer.

If you untick **Select a group of choices as the correct answer** at any stage, the *question choices , scores and feedback (multiple response)* screen will appear.

You can also tick **Horizontal** (under **Alignment**) to make your choices appear horizontally instead of vertically.

Set the score for the correct answer with the **Score** spin control.

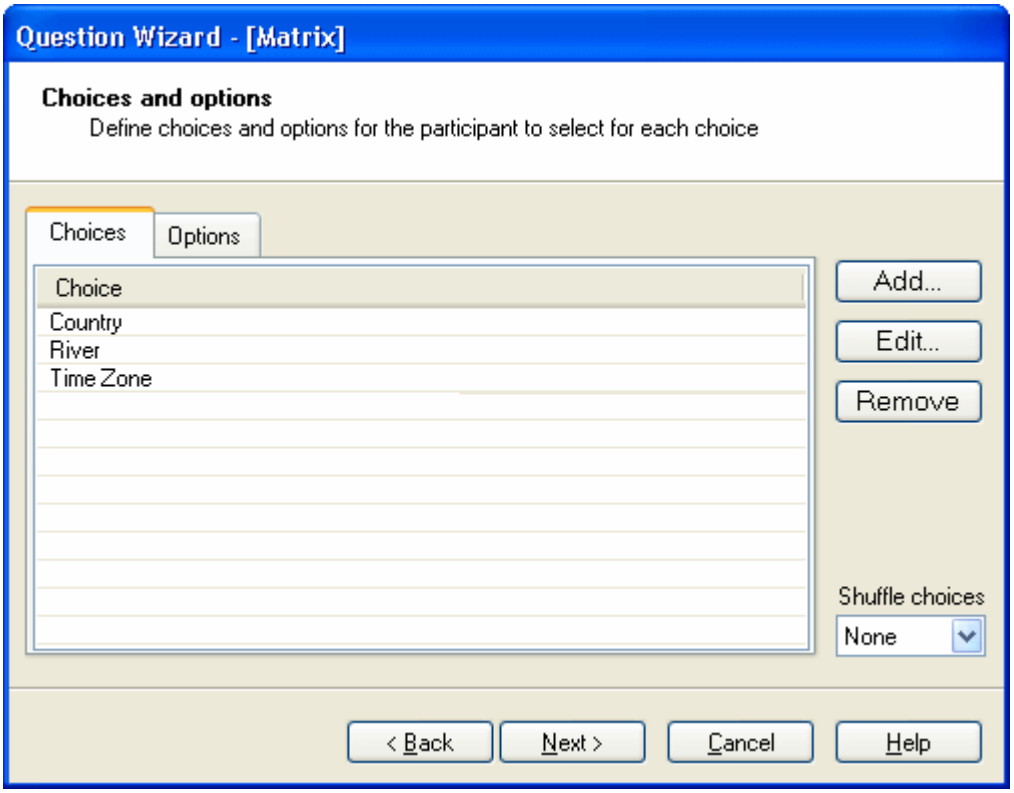
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.21 Question choices (matrix and pull-down list)

This screen is used to specify your question choices.



Click **Add** to add a question choice. You will then see the *simple view* of the *HTML Editor* with which you can enter your question choice.

To modify a question choice, click **Edit…** or double-click on it and it will appear in the *simple view* of the *HTML Editor*.

To delete a question choice, highlight it and click **Remove**.

You can also set the question choices to appear in the same order or in a different order each time the question is presented. To do this, select one of the following in the drop-down list under **Shuffle choices**:

None	–	Make the question choices always appear in the same order
All	–	Shuffle all the question choices
All but last	–	Make the last question choice always appear at the end of the list but shuffle all the other question choices
All but last two	–	Make the last two question choices always appear at the end of the list but shuffle all the other question choices

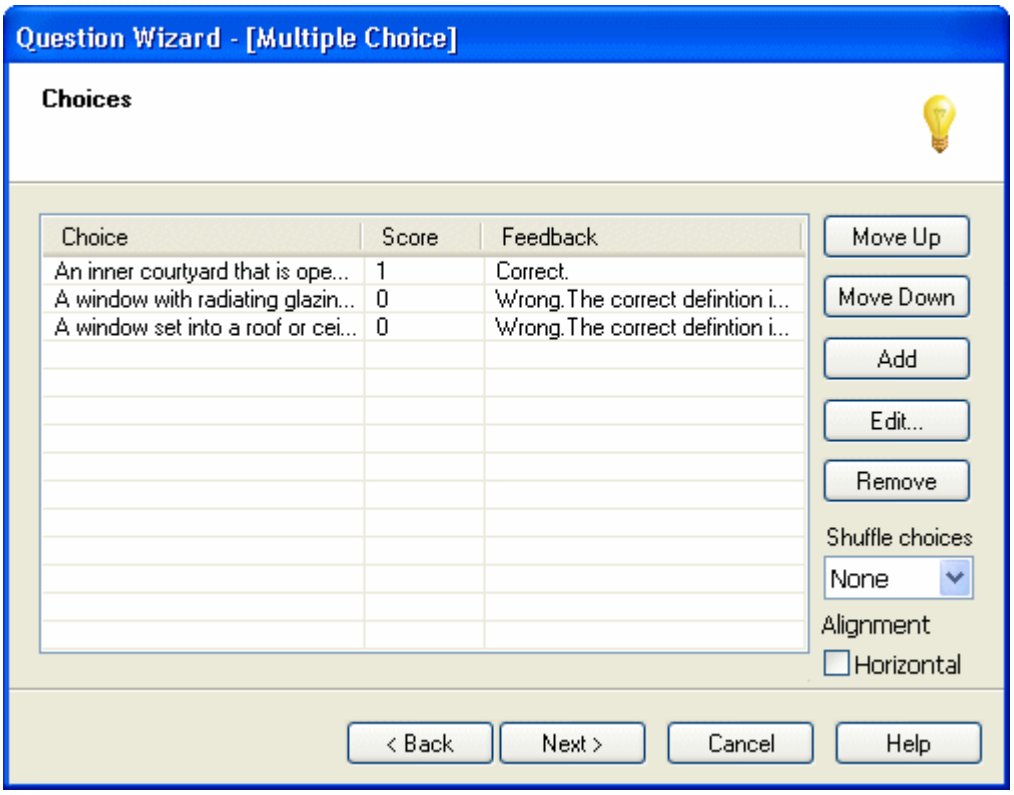
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.22 Question choices, scores and feedback (multiple choice)

This screen lets you create question choices, score them, define how they are displayed and specify the feedback the participant sees for each of them.



Click **Add** to add a question choice. You will then see the *question choice settings (simple)* screen, with which you can create your question choices.

To change the position in which a question choice is displayed, highlight it and click **Move Up** or **Move Down**.

To change a question choice, click **Edit…** and you will see the *question choice settings (simple)* screen, with which you can modify the question choice.

If you double click on any entry in the **Choices** column it will appear in the *simple view* of the *HTML Editor*.

If you double click on any entry in the **Feedback** column it will appear in the *simple view* of the *HTML Editor*.

To *change a score*, double click on it and use the spin control that appears.

To delete a question choice, click **Remove**.

You can also set the question choices to appear in the same order or in a different order each time the question is presented. To do this, select one of the following in the drop-down list under **Shuffle choices**:

None	–	Make the question choices always appear in the same order
All	–	Shuffle all the question choices
All but last	–	Make the last question choice always appear at the end of the list but shuffle all the other question choices
All but last two	–	Make the last two question choices always appear at the end of the list but shuffle all the other question choices

You can also tick **Horizontal** (under **Alignment**) to make your choices appear horizontally instead of vertically.

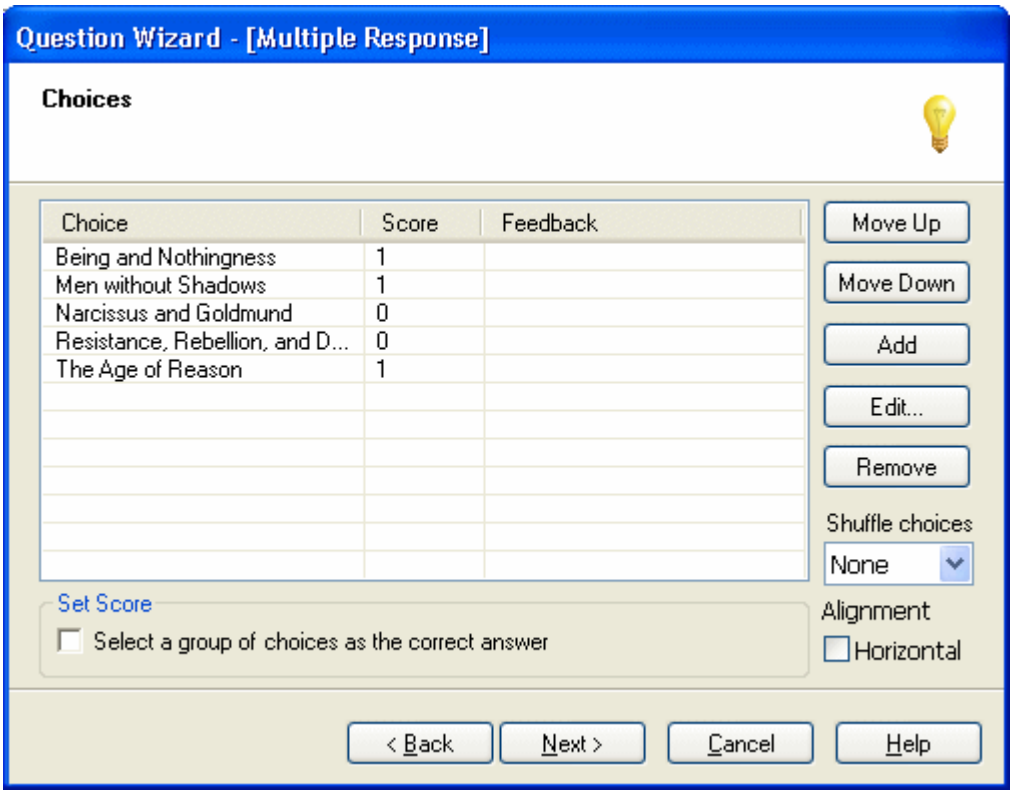
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.23 Question choices, scores and feedback (multiple response)

This screen lets you create question choices, score them, define how they are displayed and specify the feedback the participant sees for each of them.



Click **Add** to add a question choice. You will then see the *question choice settings (simple)* screen, with which you can create your question choices.

To change the position in which a question choice is displayed, highlight it and click **Move Up** or **Move Down**.

To change a question choice, click **Edit…** and you will see the *question choice settings (simple)* screen, with which you can modify the question choice.

If you double click on any entry in the **Choices** column it will appear in the *simple view* of the *HTML Editor*.

If you double click on any entry in the **Feedback** column it will appear in the *simple view* of the *HTML Editor*.

To *change a score*, double click on it and use the spin control that appears.

To delete a question choice, click **Remove**.

You can also set the question choices to appear in the same order or in a different order each time the question is presented. To do this, select one of the following in the drop-down list under **Shuffle choices**:

None	–	Make the question choices always appear in the same order
All	–	Shuffle all the question choices
All but last	–	Make the last question choice always appear at the end of the list but shuffle all the other question choices
All but last two	–	Make the last two question choices always appear at the end of the list but shuffle all the other question choices

If you tick **Select a group of choices as the correct answer** at any stage, the *question choices (multiple response)* screen will appear.

You can also tick **Horizontal** (under **Alignment**) to make your choices appear horizontally instead of vertically.

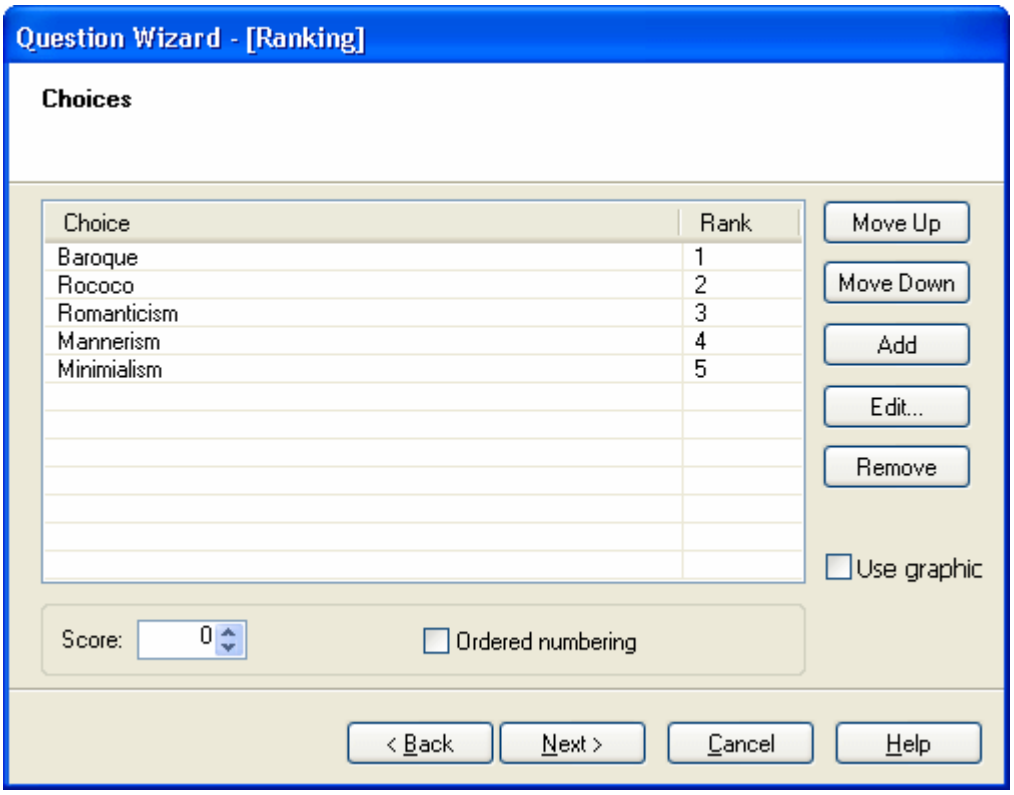
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.24 Question choices and rankings

This screen enables you to create your question choices and define their correct ranking, and specify how the ranking is displayed.



Click **Add** to add a question choice. You will then see the *question choice settings (ranking)* screen, with which you can create your question choices.

To change the position in which a question choice is displayed, highlight it and click **Move Up** or **Move Down**.

To change a question choice and its ranking, click **Edit…** and you will see the *question choice settings (ranking)* screen, with which you can modify the question choice.

If you double click on any entry in the **Choices** column it will appear in the *simple view* of the *HTML Editor*.

To *change a ranking*, double click on it and use the spin control that appears.

To delete a question choice, click **Remove**.

To set the **Score** for all choices being ranked correctly, use the spin control.

If you wish your rankings to appear as ordinal numbers (**1st**, **2nd**, **3rd**…, and so on) tick the **Ordered numbering** box.

If you tick **Use graphic** you can use *the graphical question interface* for *presenting ranking questions graphically*.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*. If any of the rankings duplicated, an error message will appear and you must correct this before you can proceed to the next screen.

Click **Cancel** and you will see the cancellation dialog.

10.4.25 Question choice settings screens

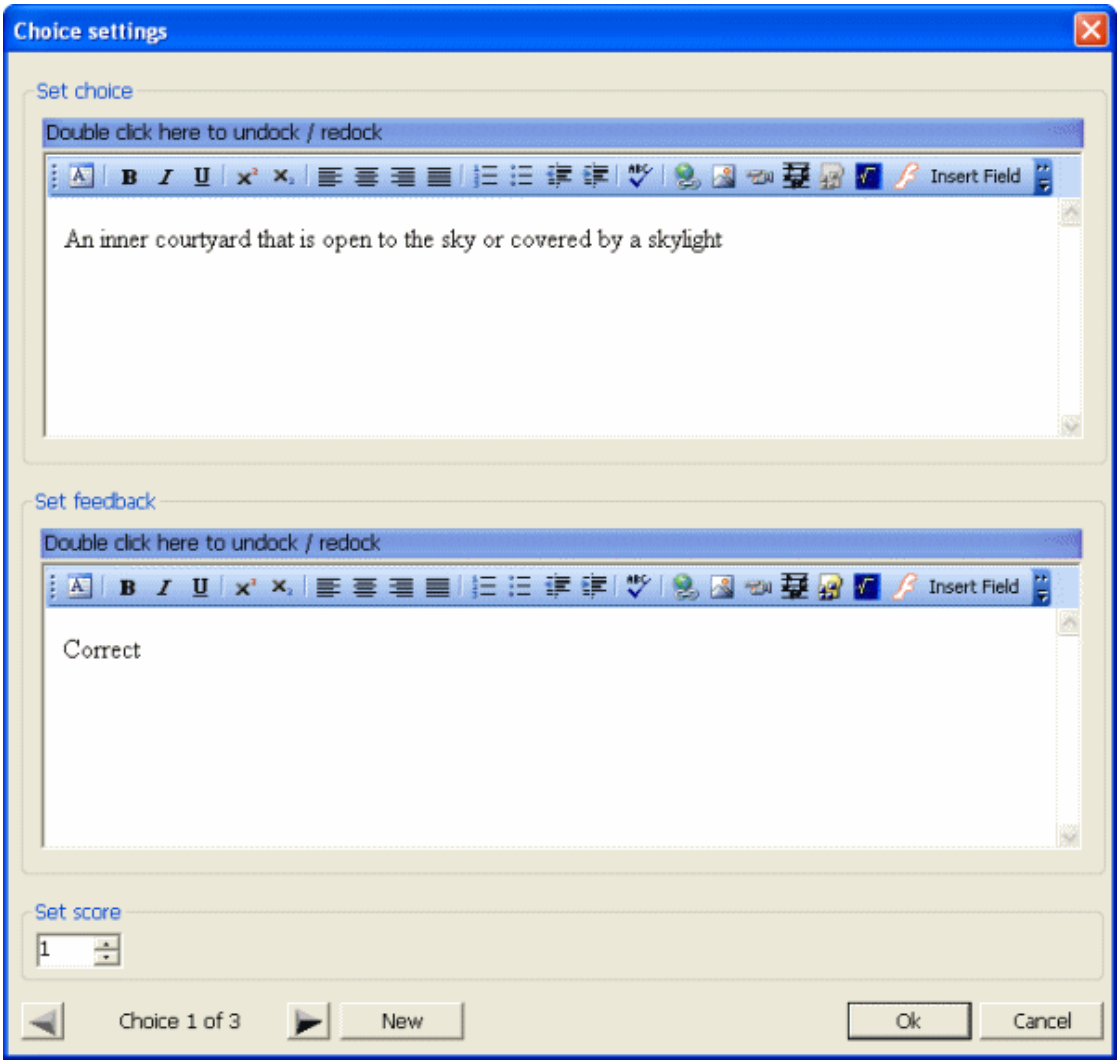
If you are creating a **multiple choice**, **multiple response** or **text match** question with the *Question Wizard*, you will see the *question choice settings (simple)* screen.

If you are creating a **matching question** with the *Question Wizard*, you will see the *question choice settings (matching)* screen.

If you are creating a **ranking question** with the *Question Wizard*, you will see the *question choice settings (ranking)* screen.

10.4.26 Question choice settings (simple)

This screen enables you to enter the **question choice** and also its score and feedback.



The **Set choice** box allows you to enter the question choice or feedback and the **feedback** box allows you to enter the question feedback. They each contains the *simple view* of the *HTML Editor* with which you can:

- Type in your question choice or feedback
- Apply formatting to your question choice or feedback
- *Insert a hyperlink* to your question choice or feedback
- *Insert a picture* into your question choice or feedback
- *Insert a video* into your question choice or feedback
- *Insert sound* into your question choice or feedback
- *Insert a content object* into your question choice or feedback
- *Insert an equation* into your question choice or feedback
- *Insert a Flash object* into your question choice or feedback
- *Insert a field* into your question choice or feedback
- Use the *spelling checker* on your question choice or feedback
- Use the *thesaurus* on your question choice or feedback

You can also *use the advanced views* of the *HTML Editor*.

Use the **Set score** spin control to specify the score for this choice.

You can navigate through all the other question choices settings with the controls at the bottom left of the screen.

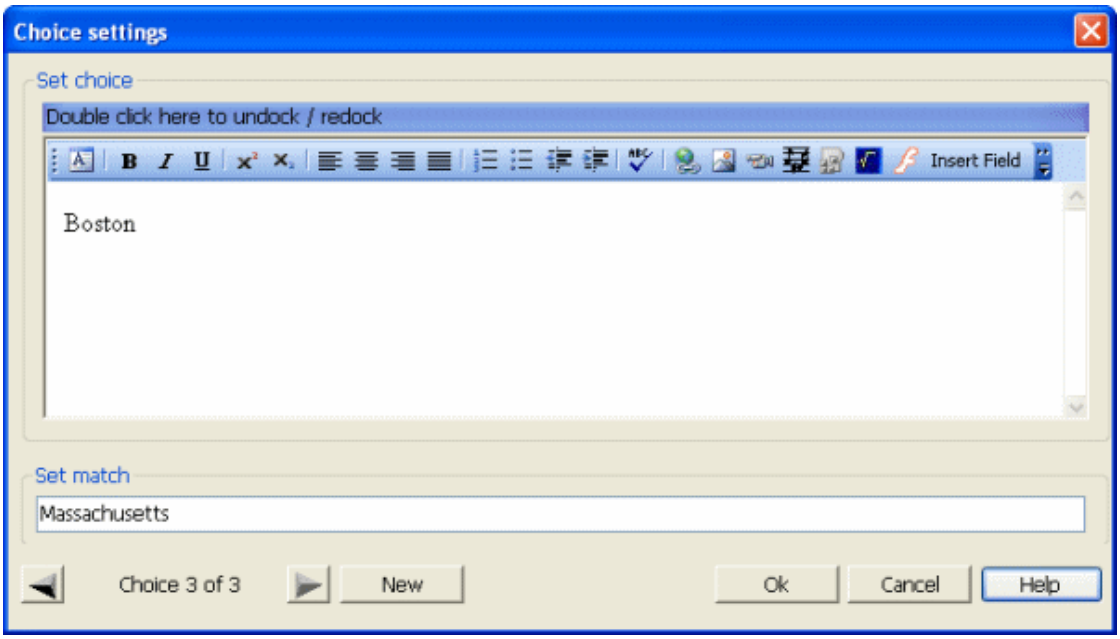
Click **New** at any time to add a new question choice.

To return to the previous screen without creating or changing the question choice or feedback, click **Cancel**.

Click **OK** when you are satisfied with the choice you have created.

10.4.27 Question choice settings (matching)

This screen enables you to enter the **question choice** and the corresponding text that must match it for the question to be answered correctly.



The **Set choice** box allows you to enter the question choice. It contains the *simple view* of the *HTML Editor* with which you can:

- Type in your question choice
- Apply formatting to your question choice
- *Insert a hyperlink* to your question choice
- *Insert a picture* into your question choice
- *Insert a video* into your question choice
- *Insert sound* into your question choice
- *Insert a content object* into your question choice
- *Insert an equation* into your question choice
- *Insert a Flash object* into your question choice
- *Insert a field* into your question choice
- Use the *spelling checker* on your question choice
- Use the *thesaurus* on your question choice

You can also *use the advanced views* of the *HTML Editor*.

Use the **Set match** box to enter the text that must match the choice for the question to be answered correctly.

> **Note:** Only the text of the question choice will be used for matching.

You can navigate through all the other question choices settings with the controls at the bottom left of the screen.

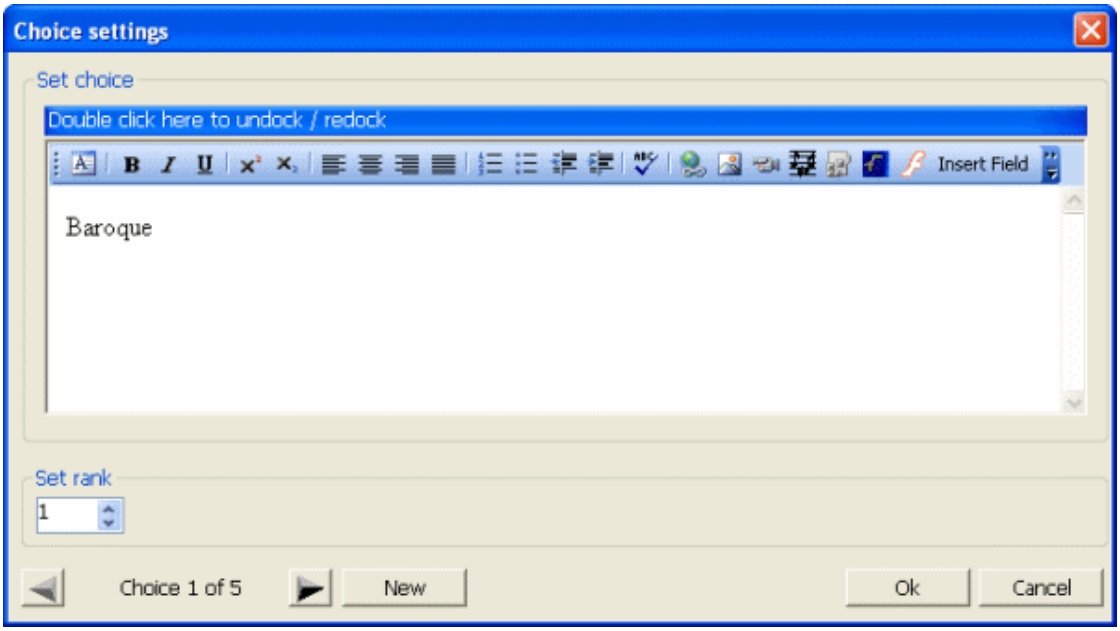
Click **New** at any time to add a new question choice.

To return to the previous screen without creating or changing the question choice, click **Cancel**.

Click **OK** when you are satisfied with the choice you have created.

10.4.28 Question choice settings (ranking)

This screen enables you to add a **question choice** and specify its rank.



The **Set choice** box allows you to enter the question choice. It contains the *simple view* of the *HTML Editor* with which you can:

- Type in your question choice
- Apply formatting to your question choice
- *Insert a hyperlink* to your question choice
- *Insert a picture* into your question choice
- *Insert a video* into your question choice
- *Insert sound* into your question choice
- *Insert a content object* into your question choice
- *Insert an equation* into your question choice
- *Insert a Flash object* into your question choice
- *Insert a field* into your question choice
- Use the *spelling checker* on your question choice
- Use the *thesaurus* on your question choice

You can also *use the advanced views* of the *HTML Editor*.

Use the **Set rank** spin control to specify the ranking for this choice.

You can navigate through all the other question choices settings with the controls at the bottom left of the screen.

Click **New** at any time to add a new question choice.

To return to the previous screen without creating or changing the question choice, click **Cancel**.

Click **OK** when you are satisfied with the choice you have created.

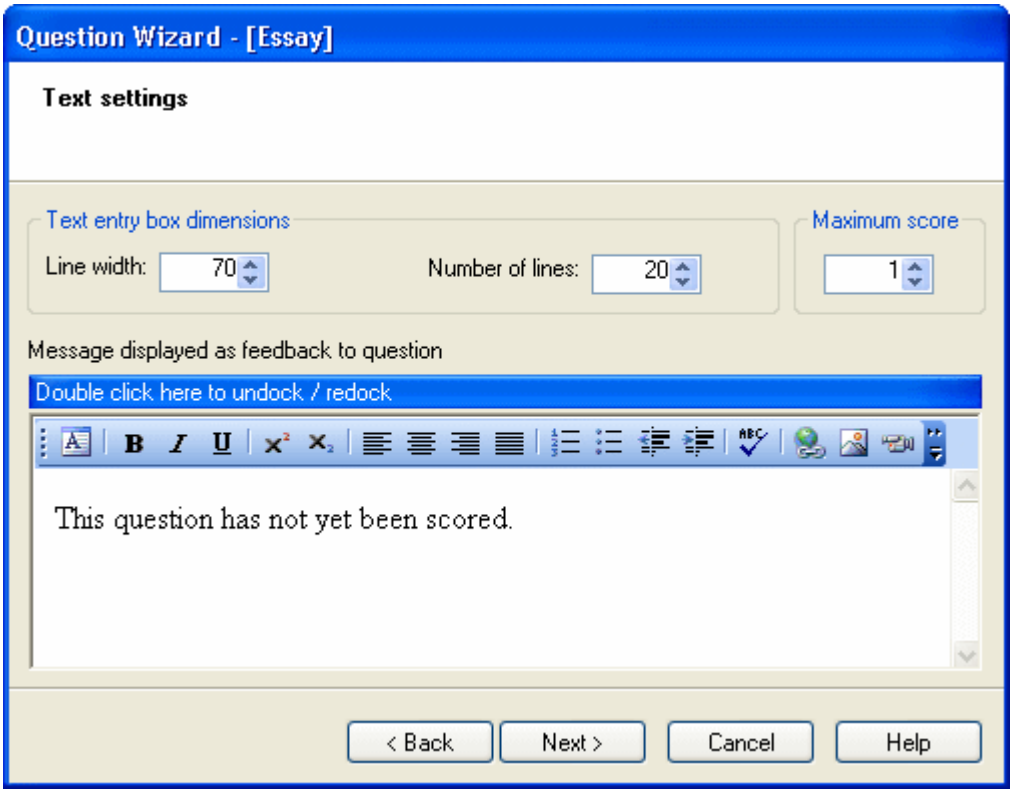
10.4.29 Text settings screens

If you are creating an **essay** question with the *Question Wizard*, you will see the *text box* screen.

If you are creating a **text match** question with the *Question Wizard*, you will see the *text entry* screen.

10.4.30 Text box

This screen lets you specify the width and height for the text box used with an **essay** question, and also the maximum score for the essay.



Specify the **Line width** and the **Number of lines** for the box in which participants will enter their essay with the spin controls.

Enter the **Maximum score** for the essay with the spin control.

By default, the feedback **This question has not yet been scored** will be shown to the participant when they submit their essay, but you can change this if you wish. The default feedback is shown in the *simple view* of the *HTML Editor* with which you can:

- Type in your question feedback
- Apply formatting to your question feedback
- *Insert a hyperlink* to your question feedback
- *Insert a picture* into your question feedback
- *Insert a video* into your question feedback
- *Insert sound* into your question feedback
- *Insert a content object* into your question feedback
- *Insert an equation* into your question feedback
- *Insert a Flash object* into your question feedback
- *Insert a field* into your question feedback
- Use the *spelling checker* on your question feedback
- Use the *thesaurus* on your question feedback

You can also *use the advanced views* of the *HTML Editor*.

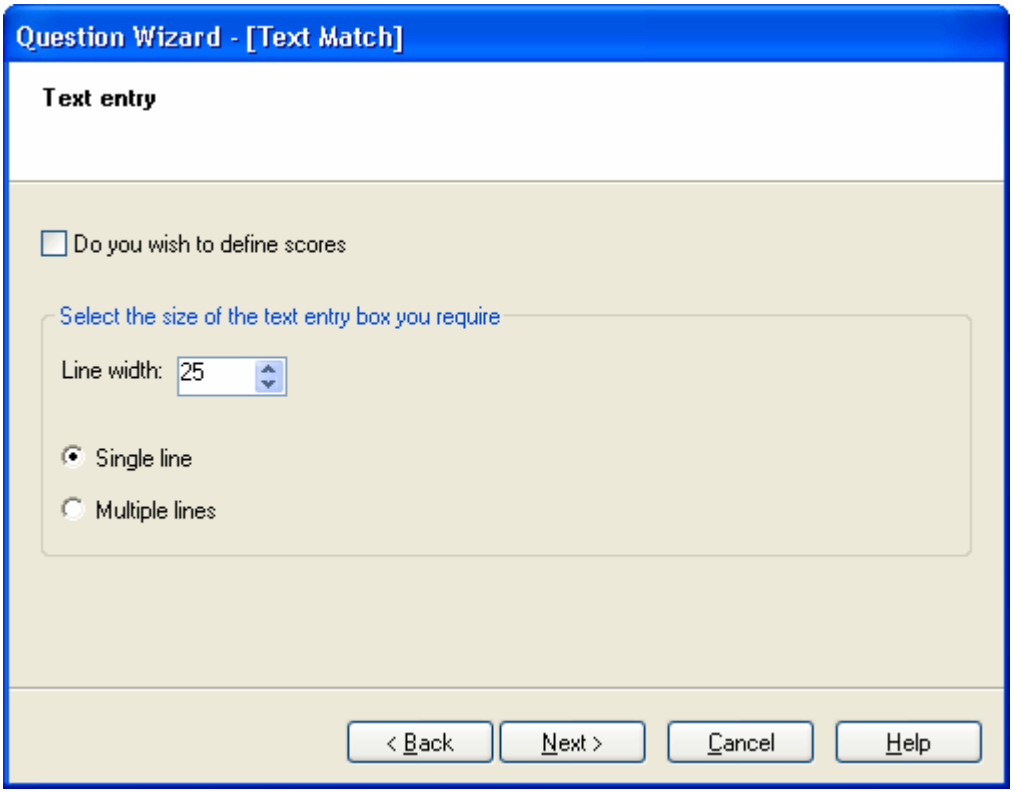
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will return to the *define markers* screen.

10.4.31 Text entry

This screen lets you specify the text settings for a **text match** question.



If you wish to set scores and specify feedback for the participant's answer, tick the **Do you wish to define scores** box.

The participant will type their answer in a text box whose size you can define:

- **Width**
  Enter the number of characters wide the text box will be in the **Line width** box, or user the spin control.
- **Height**
  Select either Single line or Multiple lines.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **<Next** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

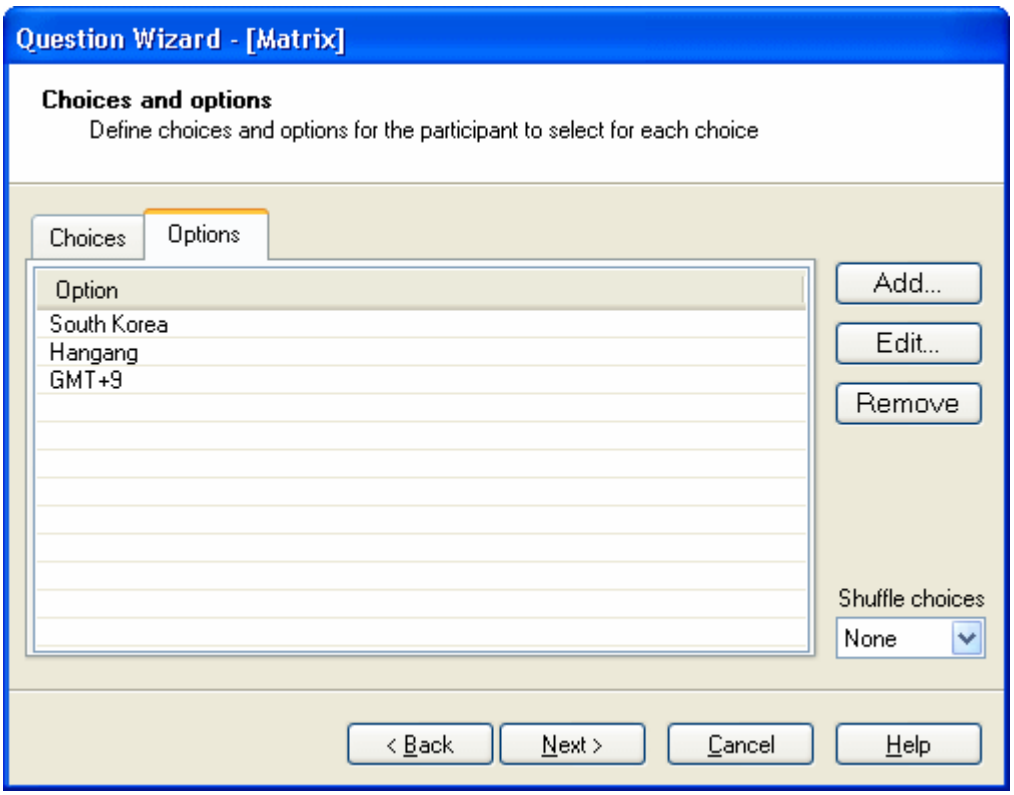
10.4.32 Question options screens

If you are creating a **pull-down list** question with the *Question Wizard*, you will see the *question options (pull-down list)* screen.

If you are creating a **matrix** question with the *Question Wizard*, you will see the *question options (matrix)* screen.

10.4.33 Question options (matrix and pull-down list)

This screen is used to specify your question options.



Click **Add** to add a question option and you will see the *question options text* screen.

To modify a question choice, click **Edit…** and the *question options text* screen will appear. Or double-click on it to change the option text on this screen.

To delete a question option, highlight it and click **Remove**.

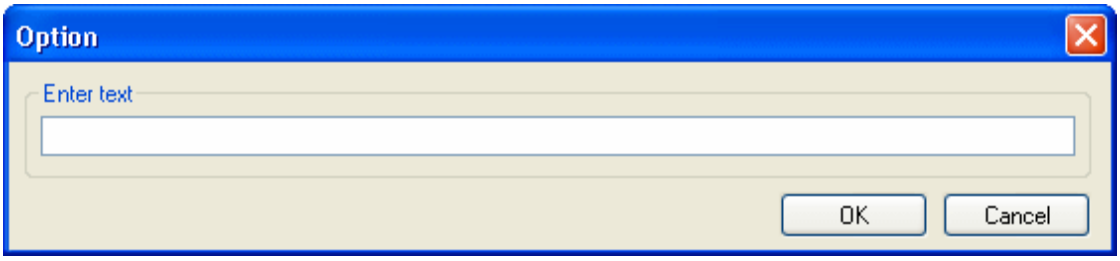
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.34 Question options text

This screen is used to enter the text for a question option.



Type in the text for the option in the **Enter text** box.

Click **OK** to return to the previous screen in the *Question Wizard* and include this text as the option.

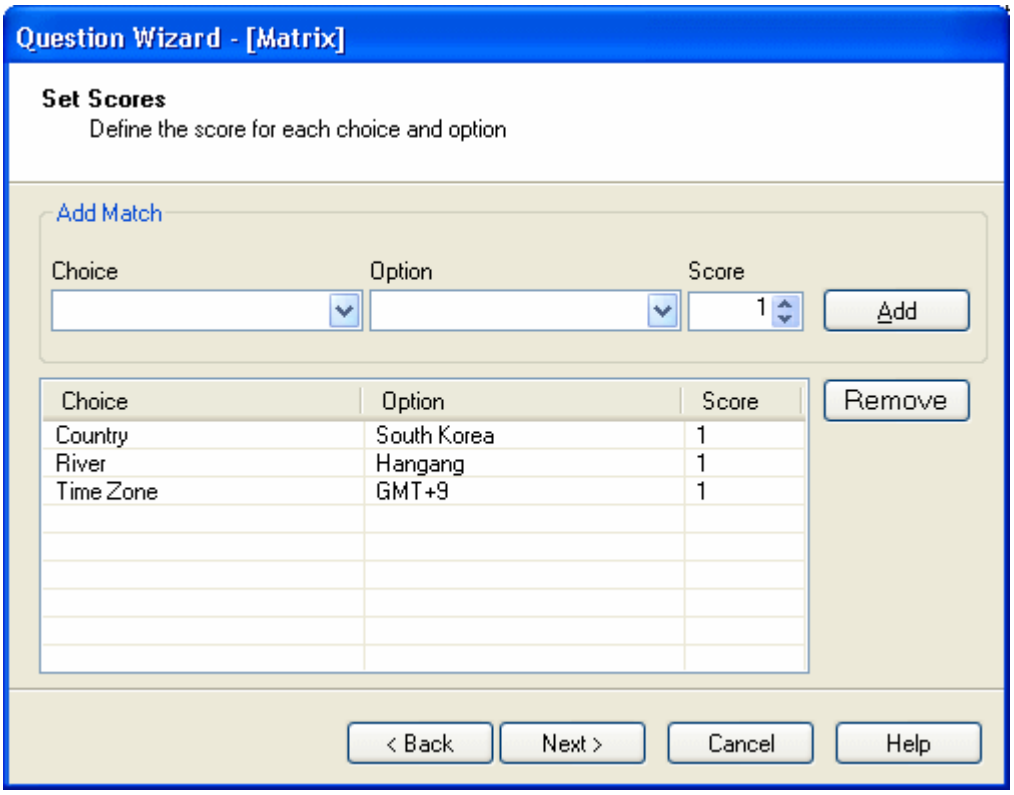
Click **Cancel** and you will return to the previous screen in the *Question Wizard*. If you are adding a new option, it will not be included, otherwise the existing option will be unchanged.

10.4.35 Question scoring screens

If you are creating a **matrix** or **pull-down list** question with the *Question Wizard*, you will see the *set scores* screen.

10.4.36 Set Scores

This screen is used to create matching pairs of choices and options and set the score for each such combination.



To create a matching pair:

1) Select a question choice with the **Choice** drop-down list
2) Select a question option with the **Option** drop-down list
3) Set a score for this combination with the **Score** spin control
4) Click **Add** to include this combination in the matrix

To delete a combination, highlight it and click **Remove**.

Click **<Back** to return to the previous screen in the *Question Wizard*.

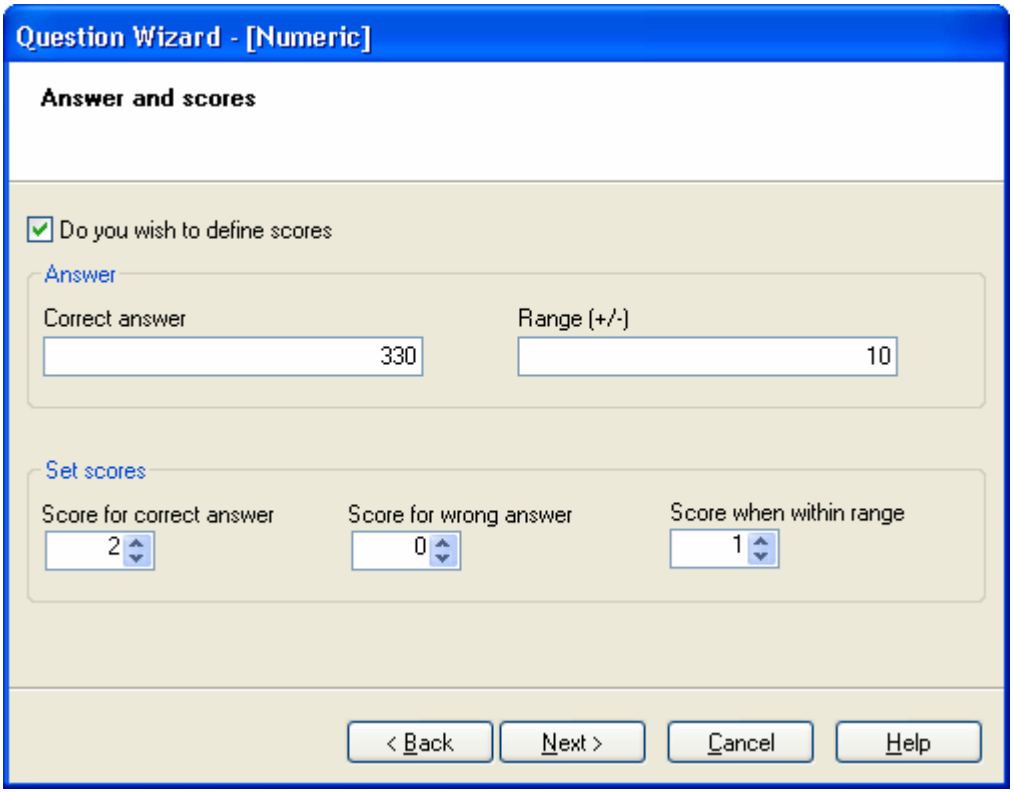
Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.37 Question answer and scores (numeric)

This screen lets you specify the correct answer and set scores for correct answers and wrong answers.

If you wish, you can also specify a numeric range within which a participant may give an answer, and set a score for answers that are within a range.



If you wish to define scores for your question, tick **Do you wish to define scores**. If you do not tick this, you cannot use anything else on this screen.

Enter the **Correct answer** and then use the **Score for correct answer** and **Score for wrong answer** spin controls to set these scores.

If you wish, you can define a numeric range within which a participant may give an answer and use the **Score when within range** spin control to set the score for answers that are within this range.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

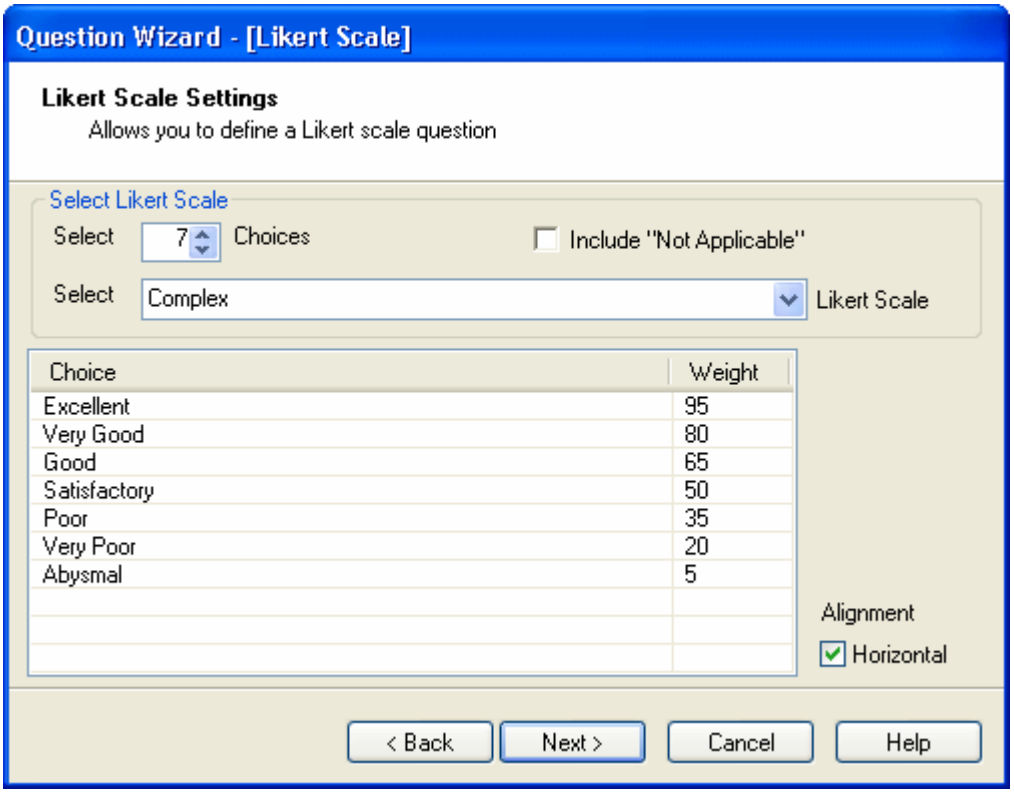
10.4.38 Settings screens

Settings screens are used for the following question types:

- **Likert Scale**
  If you are creating a **Likert Scale** question with the *Question Wizard*, you will see the *Likert Scale settings* screen
- **Spoken response**
  If you are creating a **spoken response** question with the *Question Wizard*, you will see the *spoken response settings* screen

10.4.39 Likert Scale settings

This screen enables you to select a predefined Likert Scale for a **Likert Scale** question. You can *define the Likert Scale* yourself.



First, select the number of **Choices** you wish to have in your Likert Scale by typing the number in or with the spin control.

You will then be able to choose a **Likert Scale** that is stored in the repository with the drop-down list. This allows you to select from the Likert Scales in the repository that have number of **Choices** you specified.

If there are no Likert Scales in the repository with the number of **Choices** you specified, you must *define a Likert Scale* with this number of choices and start the *Question Wizard* again.

If you tick **Include "Not Applicable"** then an additional choice will be added which will appear as **Not Applicable** to the participant.

A question outcome will be created for each choice whose score will be the **Weight** derived from the Likert Scale, except for a **Not Applicable** choice whose corresponding question outcome will always score 0.

The choices will be presented to the participant as a vertical list unless you tick **Horizontal** under **Alignment**, in which case the choices will be displayed as a horizontal list.

Click **<Back** to return to the previous screen in the *Question Wizard*.

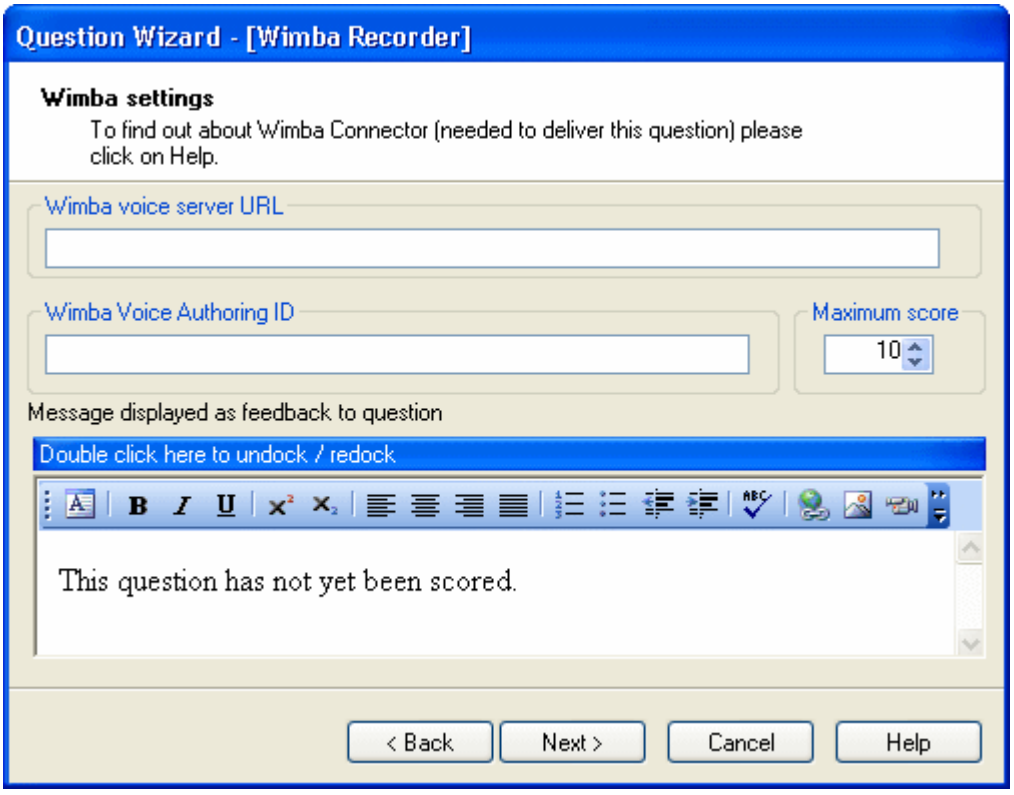
Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.40 Spoken response settings

This screen enables you to specify the URL of a Wimba voice server and an **Authoring ID** recognized by the server so that a question can be asked and the answer given by voice. See the *Perception* support site for further information:

http://www.questionmark.com/perception/help



Enter the **Wimba voice server URL**.

Enter the **Wimba Voice Authoring ID**.

Enter the **Maximum score** for the question or select it with the spin control.

By default, the feedback **This question has not yet been scored** will be shown to the participant when they submit their voice recording, but you can change this if you wish. The default feedback is shown in the *simple view* of the *HTML Editor* with which you can:

- Type in your question feedback
- Apply formatting to your question feedback
- *Insert a hyperlink* to your question feedback
- *Insert a picture* into your question feedback
- *Insert a video* into your question feedback
- *Insert sound* into your question feedback
- *Insert a content object* into your question feedback
- *Insert an equation* into your question feedback
- *Insert a Flash object* into your question feedback
- *Insert a field* into your question feedback
- Use the *spelling checker* on your question feedback
- Use the *thesaurus* on your question feedback

You can also *use the advanced views* of the *HTML Editor*.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

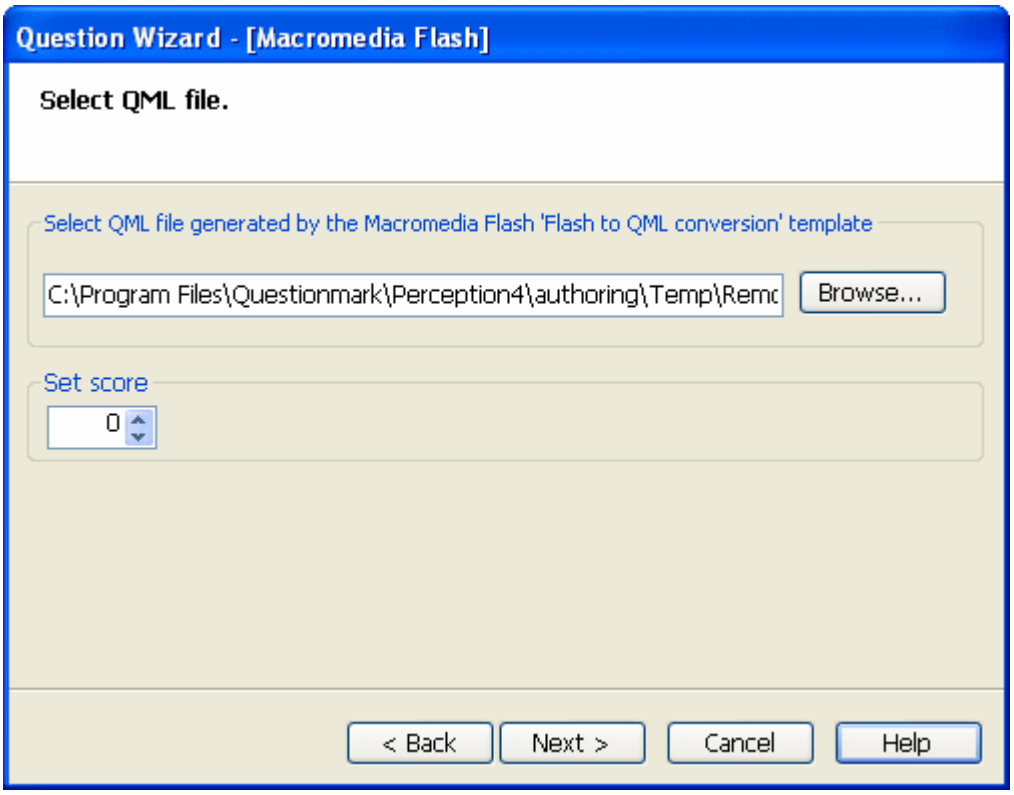
10.4.41 QML file screens

QML files are selected for the following question types:

- **Macromedia® Flash™**
  If you are creating a **Macromedia® Flash™** question with the *Question Wizard*, you will see the *Macromedia Flash QML file* screen.
- **Captivate/RoboDemo**
  If you are creating a **Captivate/RoboDemo** question with the *Question Wizard*, you will see the *Captivate/RoboDemo QML file* screen

10.4.42 Macromedia® Flash™ QML file

This screen is used to select a QML file which has a corresponding Macromedia® Flash™ object in the same folder, and to set the score for a correct answer.



Click **Browse…** to select a QML file that has a corresponding **.swf** file in the same folder (see *creating a Macromedia® Flash™ question*) for more information about these files.

Use the **Set score** spin control to specify the score for answering this question correctly

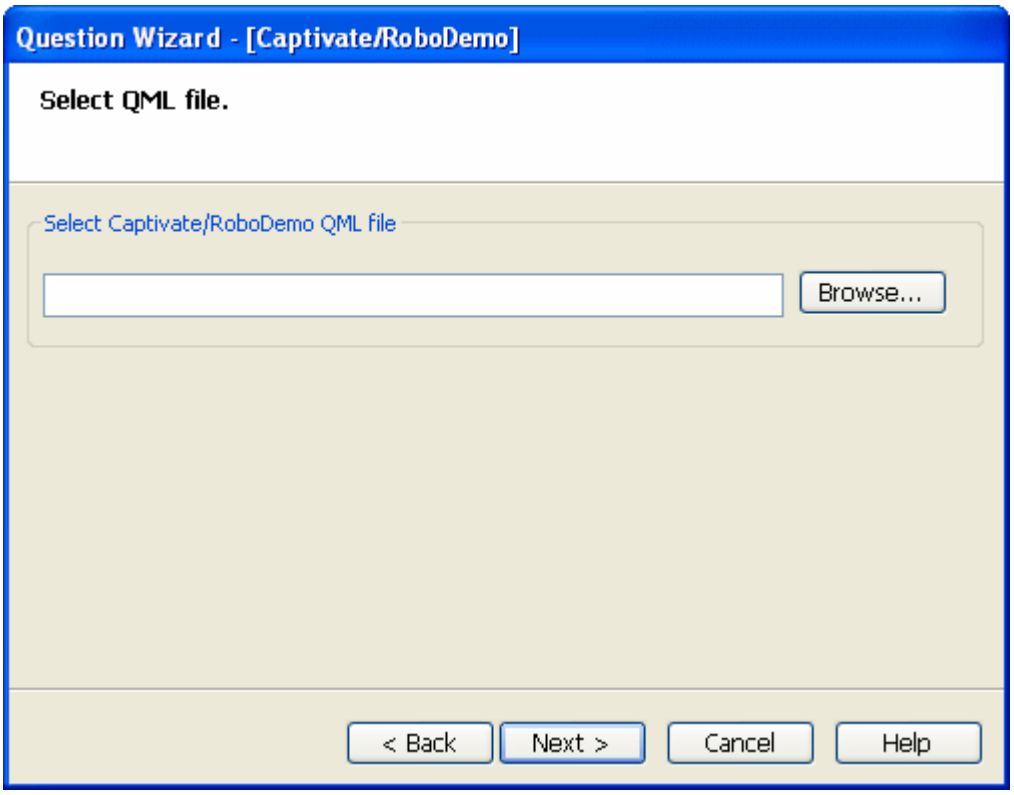
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.43 Captivate/RoboDemo QML file

This screen enables you to select a **.qml** file for a **Captivate/RoboDemo** question. The **.qml** file must have been generated by *Captivate* or *RoboDemo* and have corresponding **.swf** (Flash™) file.



Click **Browse…** and select a **.qml** file with the *Resource Browser* screen. There must also be a corresponding **.swf** (Flash™) file at the same location as the **.qml** file.

If the **.qml** file is not in the correct format, you will see an error message.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

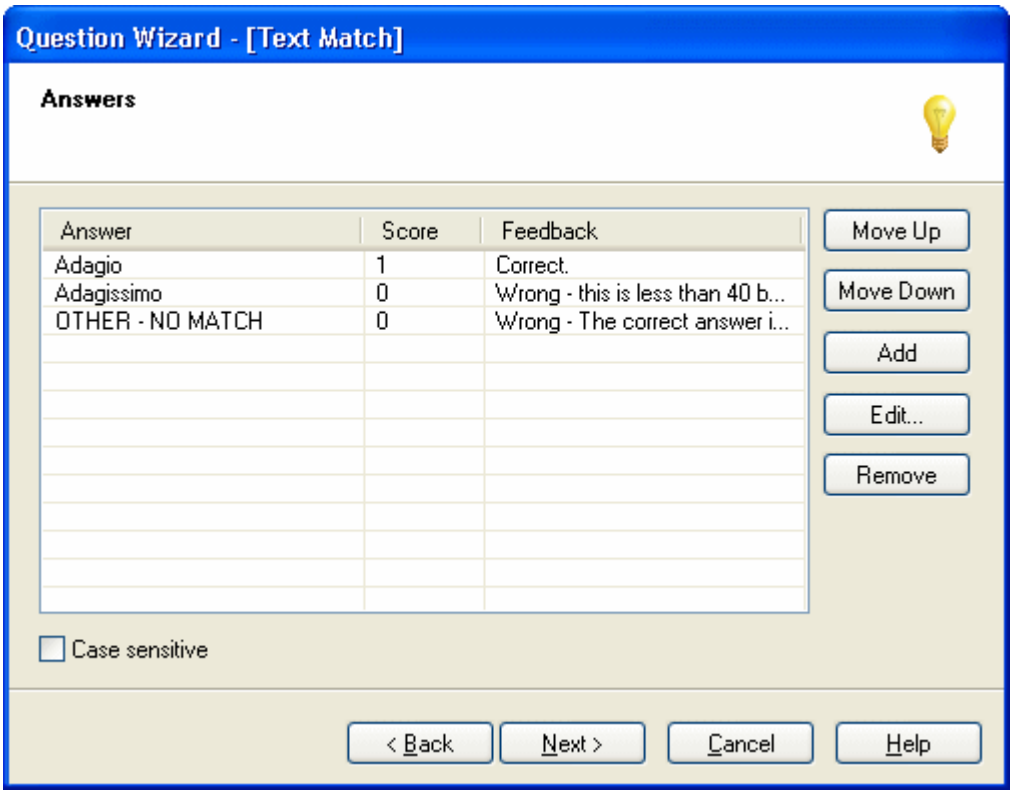
10.4.44 Answer screens

If you are creating a **select a blank** question with the *Question Wizard*, you will see the *incorrect answers* screen.

If you are creating a **text match** question with the *Question Wizard*, you will see the *Answers and feedback (text match)* screen and then the *Answer settings (text match)* screen.

10.4.45 Answers and feedback (text match)

This screen enables you to create your answers for **text match** questions, score them and specify the feedback for each one.



Click **Add** to add an answer. You will then see the *answer settings (text match)* screen, with which you can add an answer, the feedback shown when it is chosen and its score.

The answer **OTHER - NO MATCH** is always present and cannot be deleted.

To change the position in which a question choice is displayed, highlight it and click **Move Up** or **Move Down**.

To change an answer, its feedback or its score, click **Edit…** and you will see the *answer settings (text match)* screen. If you do this with the answer **OTHER - NO MATCH** you can only change the feedback or the score.

You can also double click on any entry in the **Answer** column except **OTHER - NO MATCH** to change the text used for an answer.

To *change a score*, you can double click on it and use the spin control that appears.

If you double click on any entry in the **Feedback** column and it will appear in the *simple view* of the *HTML Editor*.

If you wish each answer to be processed only if the participant users the correct case, tick **Case sensitive**.

To delete any answer other than **OTHER - NO MATCH**, click **Remove**.

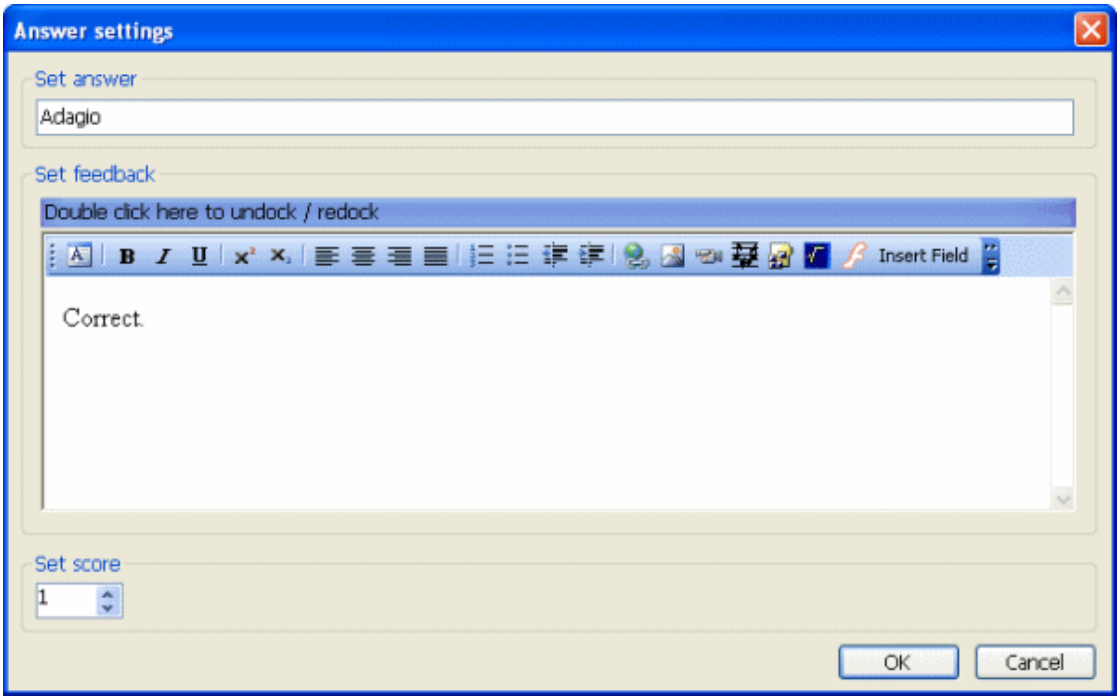
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.46 Answer settings (text match)

This screen enables you to specify the answer text, feedback and score for an answer to a **text match** question.



In the **Set answer** box, type in the text for this answer.

The **Set feedback** box allows you to enter the feedback that you wish the participant to see if they select this answer. It contains the *simple view* of the *HTML Editor* with which you can:

- Type in your question feedback
- Apply formatting to your question feedback
- *Insert a hyperlink* to your question feedback
- *Insert a picture* into your question feedback
- *Insert a video* into your question feedback
- *Insert sound* into your question feedback
- *Insert a content object* into your question feedback
- *Insert an equation* into your question feedback
- *Insert a Flash object* into your question feedback
- *Insert a field* into your question feedback
- Use the *spelling checker* on your question feedback
- Use the *thesaurus* on your question feedback

You can also *use the advanced views* of the *HTML Editor*.

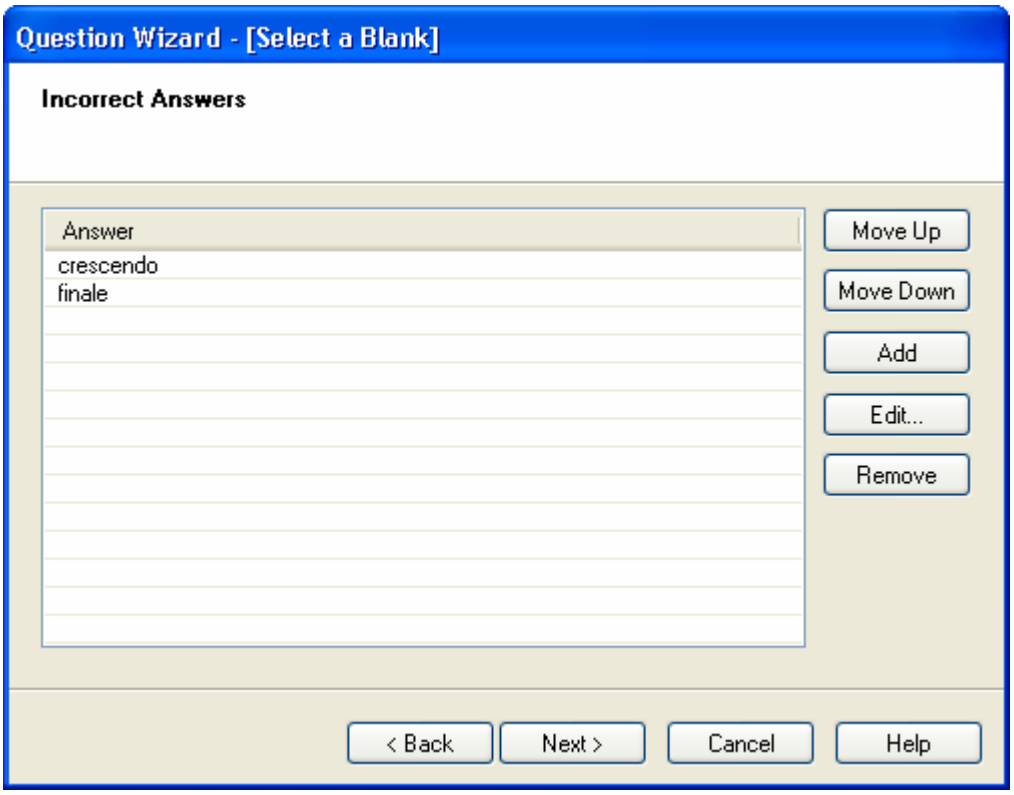
Use the **Set score** spin control to specify the score for this choice.

To return to the previous screen without creating or changing the question choice, click **Cancel**.

Click **OK** when you are satisfied with the answer you have created.

10.4.47 Incorrect answers (select a blank)

This screen lets you define the incorrect answers for blanked out word that are included in a drop-down list with the correct answer



Click **Add** to add a question choice. You will then see the *question options text* screen, with which you can add the incorrect words on the drop-down list that the participant uses.

To change the position in which a question choice is displayed, highlight it and click **Move Up** or **Move Down**.

To change a question choice, click **Edit…** and you will see the *question options text* screen, with which you can modify the question choice.

You can also double click on any entry in the **Answer** column to change the text used for an incorrect choice.

To delete an incorrect answer, click **Remove**.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

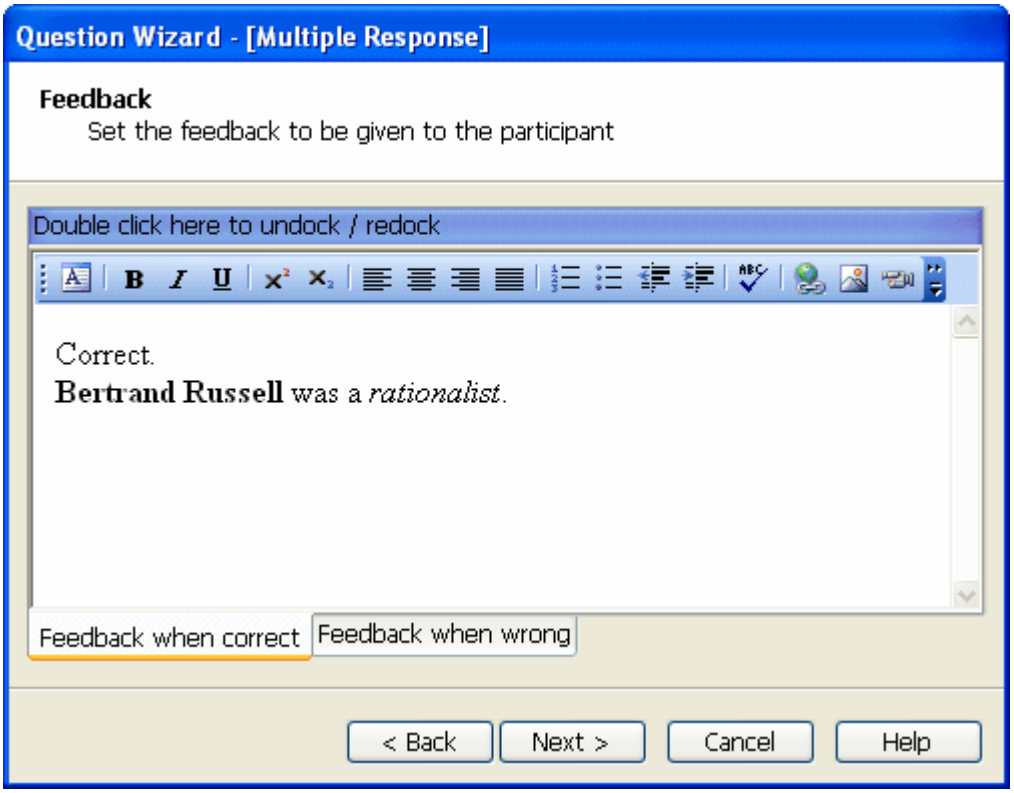
10.4.48 Feedback screens

You will see the *Feedback when correct* and the *Feedback when wrong* screens if you are creating a question of any of these types:

- Drag and drop
- Fill in Blanks
- Hotspot
- Macromedia Flash
- Matching
- Multiple Response
- Numeric
- Ranking
- Select a blank

10.4.49 Feedback when correct

This screen lets you enter the feedback that the participant will see when they enter the correct answer.



This screen is the *simple view* of the *HTML Editor* with which you can enter the feedback that you wish the participant to see if they answer the question correctly. With this screen, you can:

- Type in your question feedback
- Apply formatting to your question feedback
- *Insert a hyperlink* to your question feedback
- *Insert a picture* into your question feedback
- *Insert a video* into your question feedback
- *Insert sound* into your question feedback
- *Insert a content object* into your question feedback
- *Insert an equation* into your question feedback
- *Insert a Flash object* into your question feedback
- *Insert a field* into your question feedback
- Use the *spelling checker* on your question feedback
- Use the *thesaurus* on your question feedback

You can also *use the advanced views* of the *HTML Editor*.

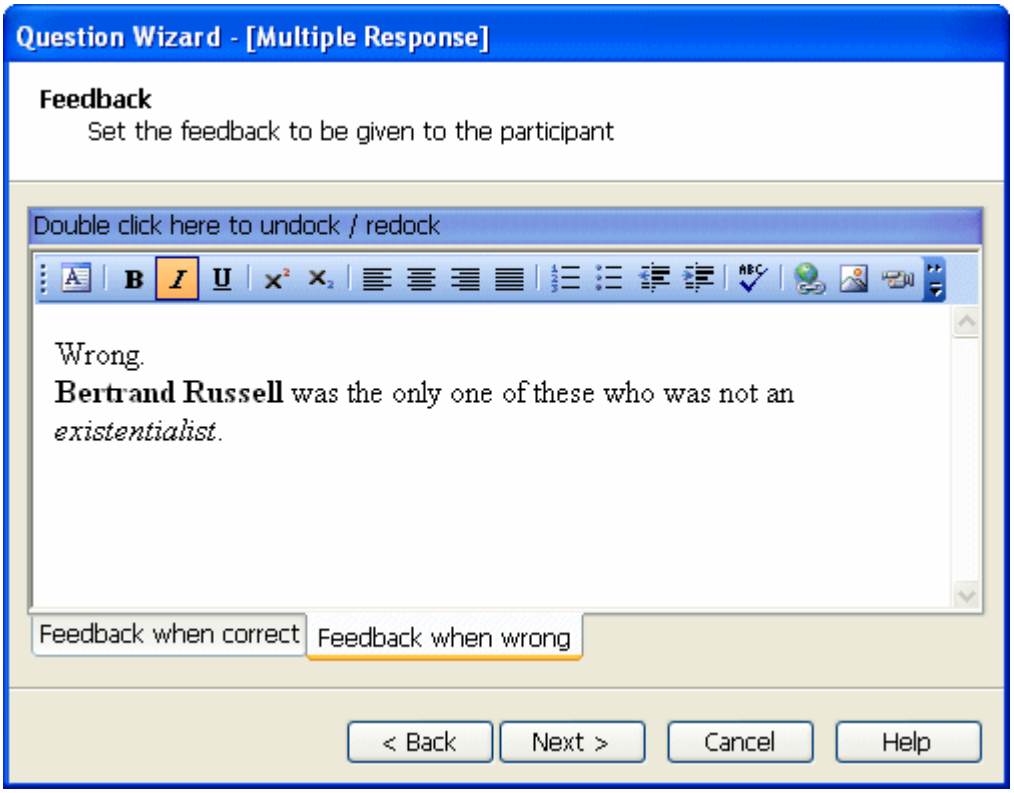
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.50 Feedback when wrong

This screen lets you enter the feedback that the participant will see when they enter the wrong answer.



This screen is the *simple view* of the *HTML Editor* with which you can enter the feedback that you wish the participant to see if they answer the question wrongly. With this screen, you can:

- Type in your question feedback
- Apply formatting to your question feedback
- *Insert a hyperlink* to your question feedback
- *Insert a picture* into your question feedback
- *Insert a video* into your question feedback
- *Insert sound* into your question feedback
- *Insert a content object* into your question feedback
- *Insert an equation* into your question feedback
- *Insert a Flash object* into your question feedback
- *Insert a field* into your question feedback
- Use the *spelling checker* on your question feedback
- Use the *thesaurus* on your question feedback

You can also *use the advanced views* of the *HTML Editor*.

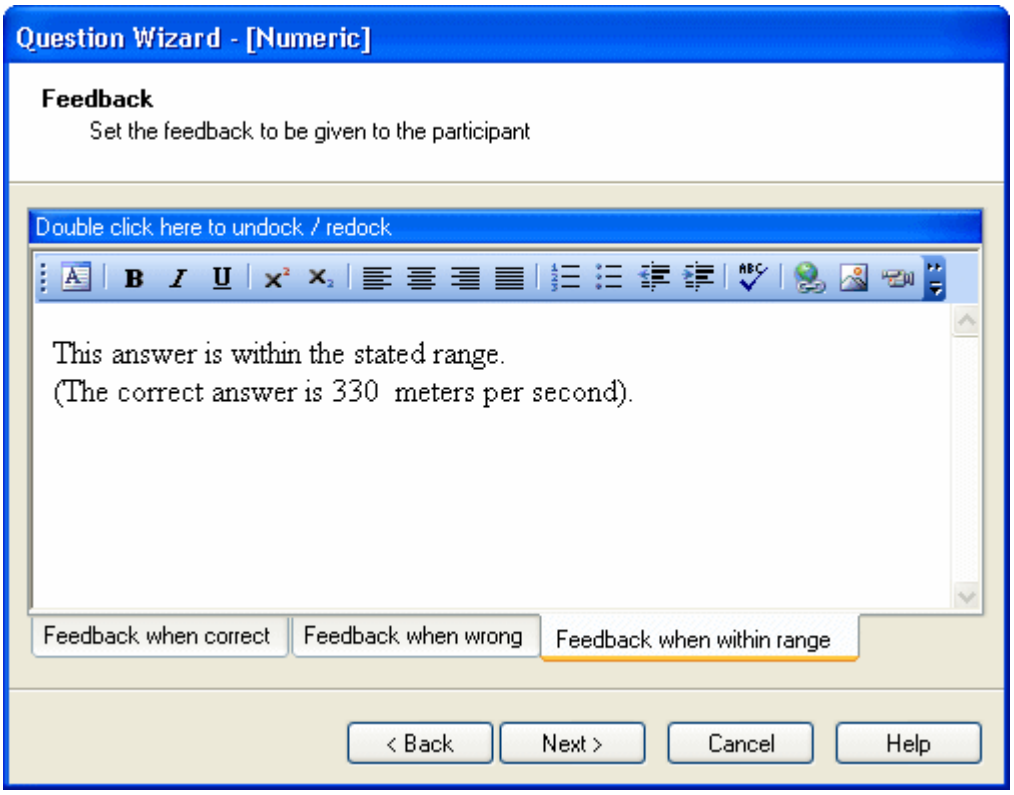
Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.4.51 Feedback when within range (numeric)

This screen lets you enter the feedback that the participant will see when they enter an answer to a numeric question which is within a defined range of the correct answer.



This screen is the *simple view* of the *HTML Editor* with which you can enter the feedback that you wish the participant to see if their answer is within the range specified for the question. With this screen, you can:

- Type in your question feedback
- Apply formatting to your question feedback
- *Insert a hyperlink* to your question feedback
- *Insert a picture* into your question feedback
- *Insert a video* into your question feedback
- *Insert sound* into your question feedback
- *Insert a content object* into your question feedback
- *Insert an equation* into your question feedback
- *Insert a Flash object* into your question feedback
- *Insert a field* into your question feedback
- Use the *spelling checker* on your question feedback
- Use the *thesaurus* on your question feedback

You can also *use the advanced views* of the *HTML Editor*.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

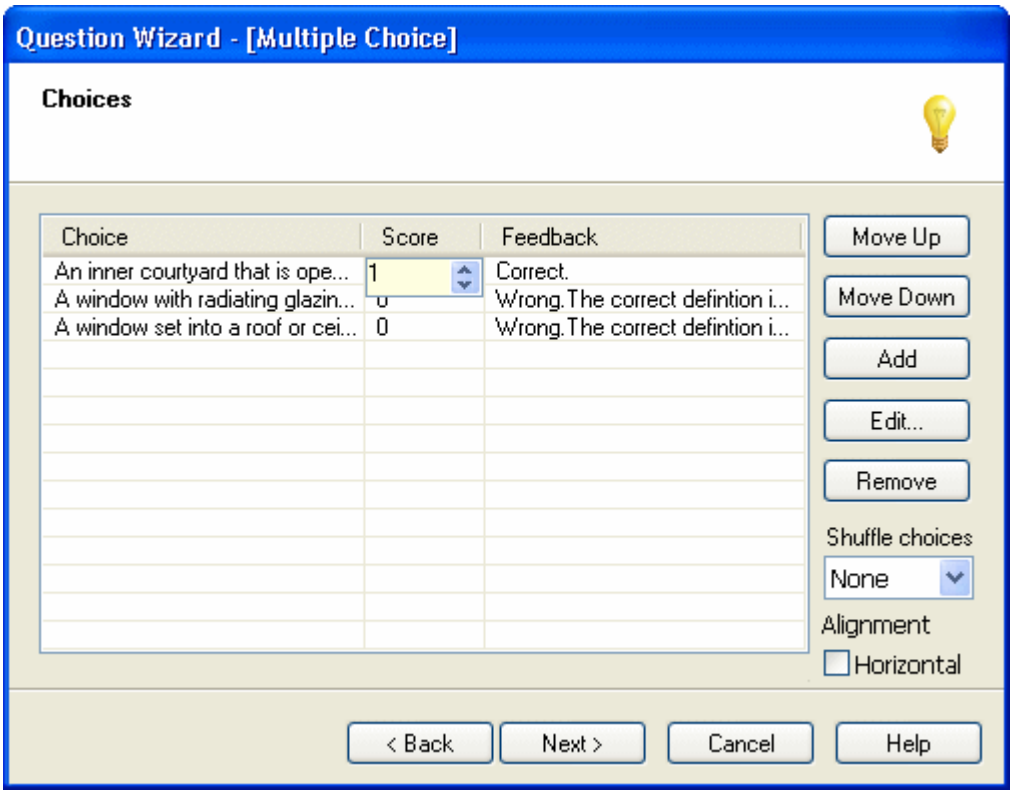
10.4.52 Value setting screens

The *Question Wizard* allows you to *change a score* when creating many of the question types.

If you are creating a **ranking** question with the *Question Wizard*, you can to *change a ranking*.

10.4.53 Changing a score

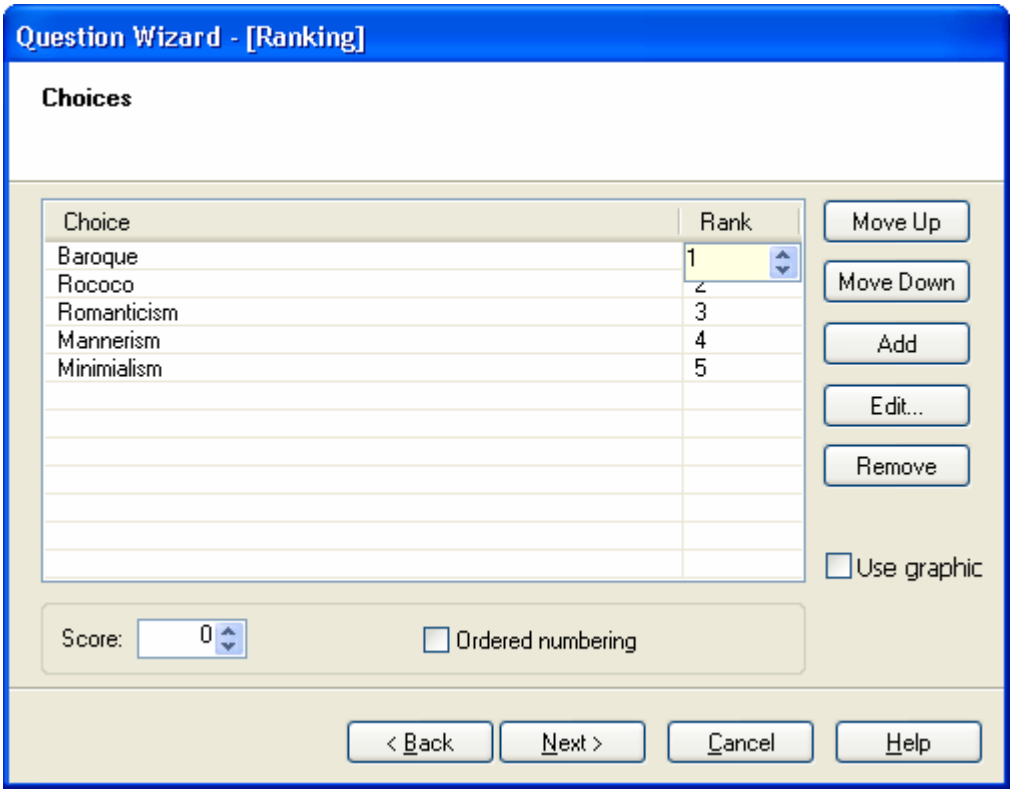
To change a score, double click on the score you wish to alter and you will see a spin control.



Use the spin control to set the score to a value between **-16383** and **16383**.

10.4.54 Changing a ranking

To change a ranking, double click on the rank you wish to alter and you will see a spin control.



Use the spin control to set the score to a value between **1** and the number of choices.

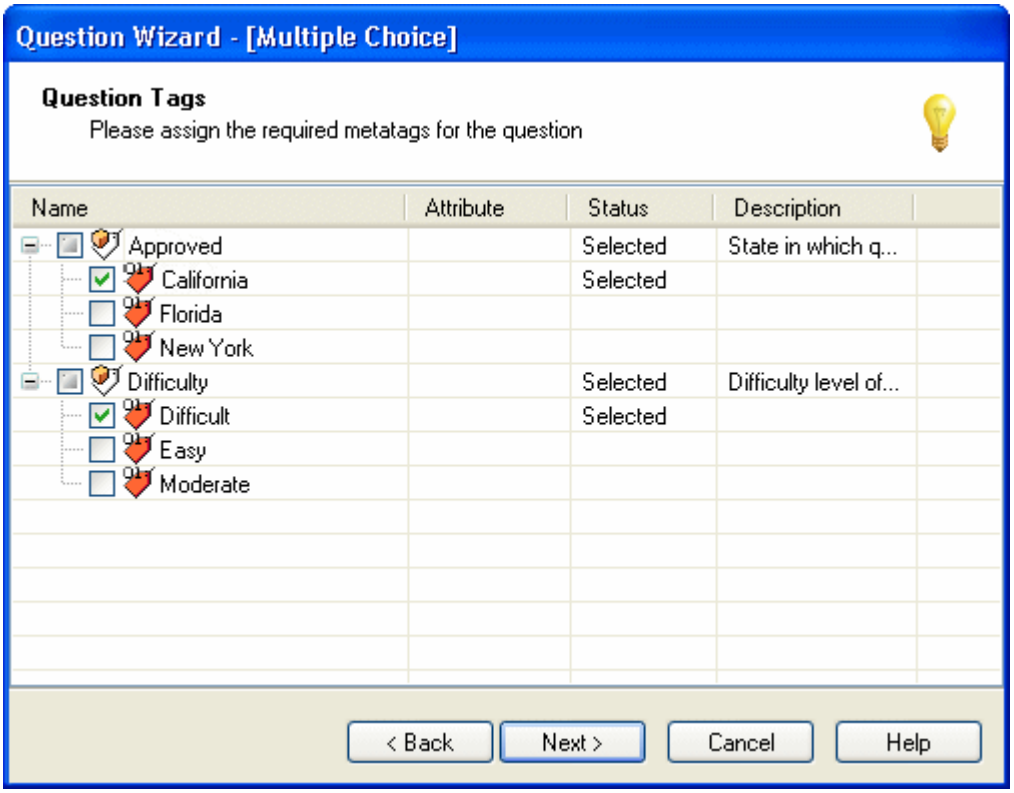
10.4.55 Metatag screens

If you have defined mandatory metatags in the repository, you will see the *metatags* screen which enables you to set metatag values for your question.

If you have *not* defined mandatory metatags in the repository, you will see the *metatags* screen unless you have disabled this screen in the *options for adding or editing questions*.

10.4.56 Metatags

This screen allows you to assign metatags and metatag values for your question.



To assign a metatag and a metatag value to your question, locate the metatag on the screen and tick the appropriate metatag value.

Click **<Back** to return to the previous screen in the *Question Wizard*.

Click **Next>** to proceed to the next screen in the *Question Wizard*.

Click **Cancel** and you will see the cancellation dialog.

10.5 The graphical interface

Perception provides a graphical interface that uses Macromedia® Flash™ graphics for the following:

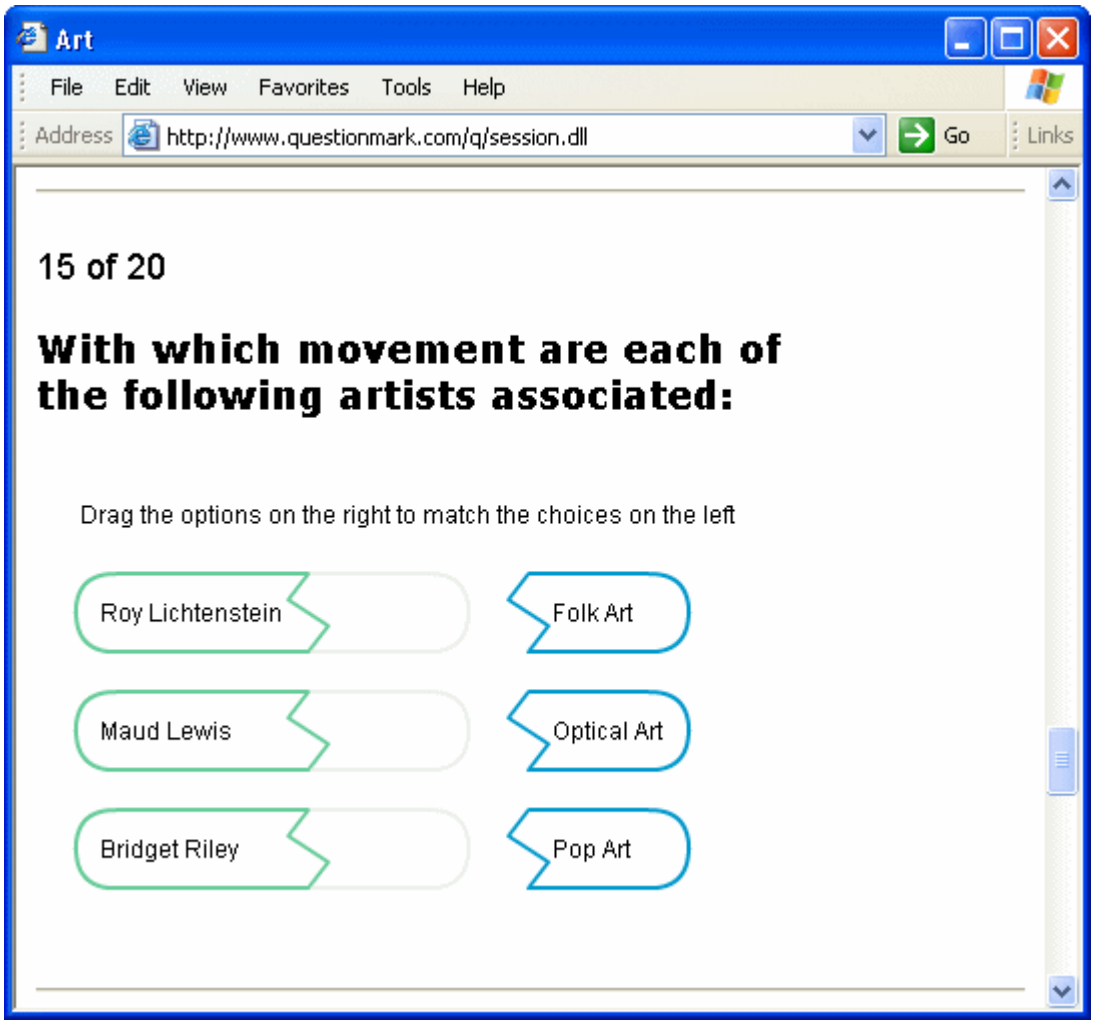
- *Presenting matching questions graphically*
- *Presenting ranking questions graphically*

See the *Perception* support site for more latest information. You can reach this on the web at:

http://www.questionmark.com/perception/help

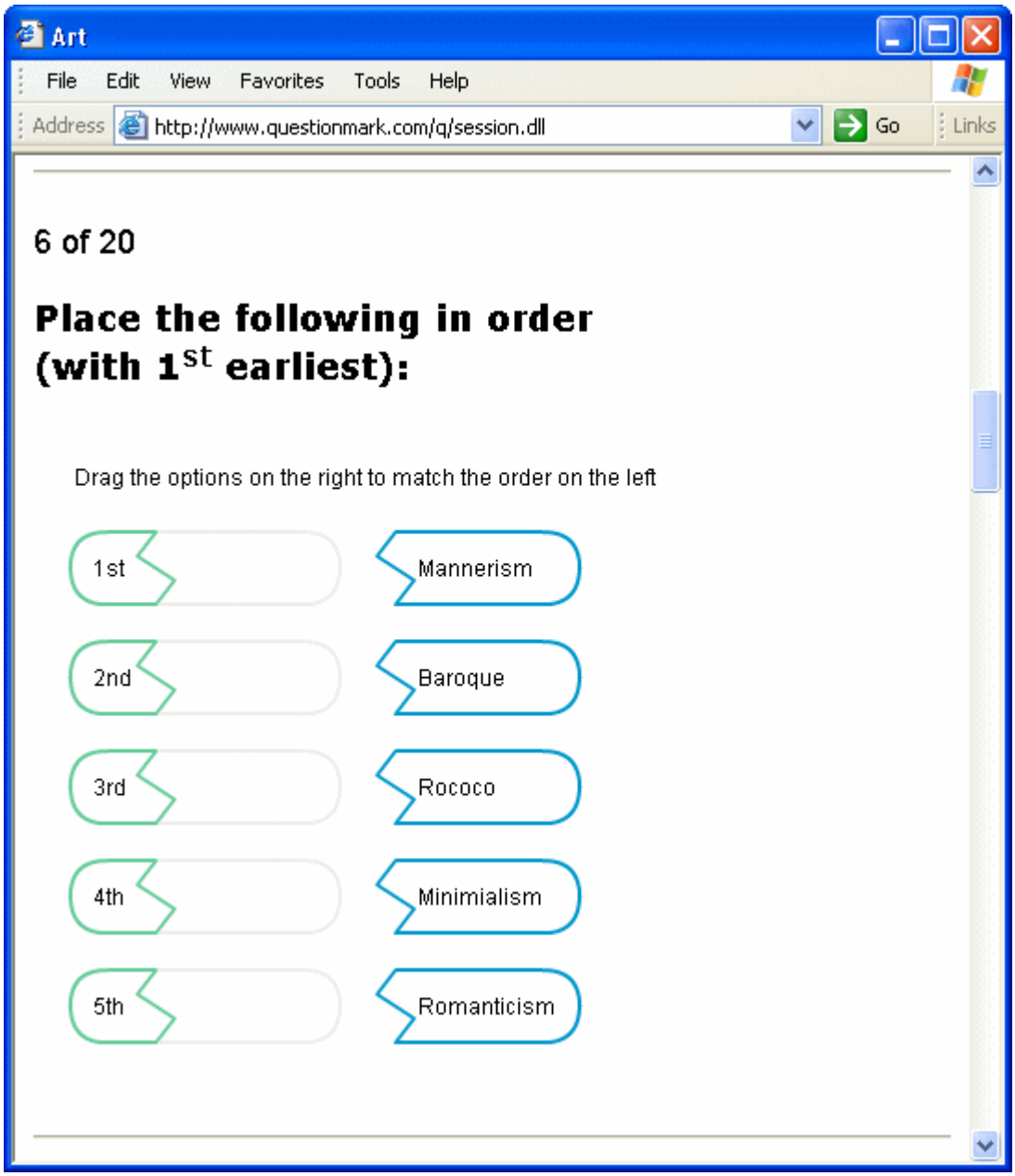
10.5.1 Presenting matching questions graphically

The graphical interface uses Macromedia® Flash™ graphics to present the choices for a *matching* question. Participants move the graphics with the mouse to indicate their matches.



10.5.2 Presenting ranking questions graphically

The graphical interface uses Macromedia® Flash™ graphics to present the choices for a *ranking* question. Participants move the graphics with the mouse to indicate their rankings.



11 Question Editor

The *Question Editor* is a powerful tool for editing the elements of a question directly. These elements include the *question type*, *question stimulus*, *question choices* and *question outcomes* which you can learn more about in the document *Concepts of Authoring*.

By *using the question editor*, you can implement your own scoring scheme and feedback mechanism to suit your requirements.

The *Question Editor* can be used to edit questions created with the *Question Wizard*.

Once you have edited a question with the Question Editor, you can no longer edit it with the *Question Wizard.*

11.1 Using Question Editor

The *Question Editor* provides a more versatile method of editing questions in *Authoring Manager* than the *Question Wizard*. Text blocks, graphics, HTML elements and complex outcomes all become possible when using the *Question Editor*.

After *opening a question* in *Question Editor*, you will see the *Question Editor Window* with which you can develop all the components of your question.

Question Editor will open all the *different types of question* that *Authoring Manager* supports, and also questions of any *custom question types* that are correctly set up. *Question Editor* will *not* open questions of any other type.

11.1.1 Opening a question

To open a question in *Question Editor*, highlight the question in the ***question display*** in the *list pane* of the *Authoring Manager Window* and select **Manage Items | Edit Question | Edit with Editor**.

You will then see the *Question Editor Window*.

11.1.2 The Question Editor Window

When you start *Question Editor* you will see the *Question Editor* window.

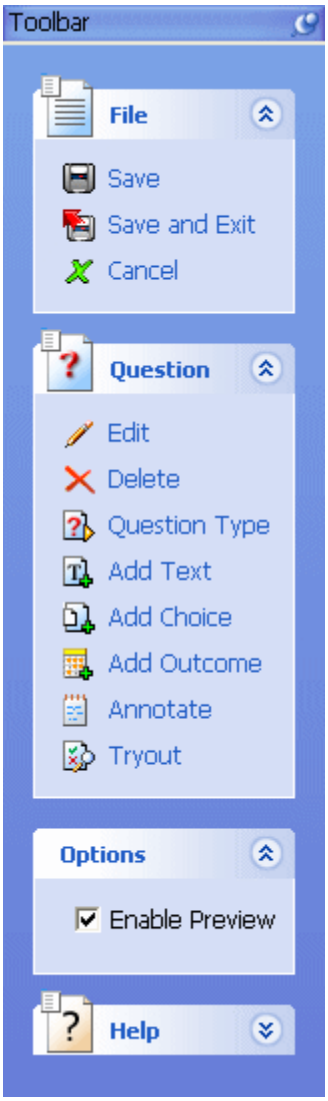


This has the standard Windows XP interface features, and has three panes:

- *The toolbar pane*
  This contains four menus with which you can use all the functions of *Question Editor*
- *The question pane*
  This contains the question tree that shows you how a question is constructed
- *The preview pane*
  This gives you as preview of the questions as the participant will see it, or a view of the code used for presentation (*The HTML pane*) or the markup in which it is stored (*The QML pane*)

11.1.3 The toolbar pane

The toolbar pane is on the left of the *Question Editor Window*.



It has four separate menus with the following options:

File Menu

Save	Click this option to save any changes to your question
Save and Exit	Click this option to save any changes to your question and return to the *Authoring Manager window*
Cancel	Click this option to return to the *Authoring Manager window without* saving any changes to your question

Question Menu

Edit What this option does depends on what is highlighted in the *question pane*:

- The *question* folder
  Click **Edit** to change the *question properties* or the *question notes*
- The *question stimulus* text or resources
  Click **Edit** to *edit the question stimulus* by modifying question text and adding resources
- The *question type*
  Click **Edit** to change the *question answer* by setting the question type, enabling or disabling participant comments or specifying whether to shuffle the question choices
- A question *choice*
  Click **Edit** to change a *question choice* by specifying its text or resources, defining its text settings or specifying its options (you cannot edit a question choice for a *Likert Scale question*)
- A question *outcome*
  Click **Edit** to change a *question outcome* by setting its score, defining the condition that activates it or specifying the feedback that it gives to a participant

Delete Click this option to delete the *question stimulus* text or resources, *question choices* or *question outcomes*

Question Type Click this option to change the *question answer* by setting the question type, enabling or disabling participant comments or specifying whether to shuffle the question choices

Add Text What this option does depends on what is highlighted in the *question pane*:

- The *question stimulus* or one of its components
  Click **Add Text** to *add text and resources* to the question stimulus containing question text or question resources
- The *question type*
  Click **Add Text** to ***add text and resources*** before the first question choice
- A question *choice*
  Click **Add Text** to *add text and resources* before or after any of the question choices
- The *question outcomes* folder
  Click **Add Text** to *add text and resources* before the first question outcome
- A question *outcome*
  Click **Add Text** to *add text and resources* before or after any of the question outcomes

Add Choice Click this option to add a new *question choice*

Add Outcome Click this option to add a new *question outcome*

Annotate Click this option to change the *question properties* or the *question notes*

Tryout Click this option to *tryout the question*

Options Menu

Enable Preview If you tick this you will see the *preview pane*, the *HTML pane* and the *QML pane*, otherwise you will just see the *QML pane*

Help Menu

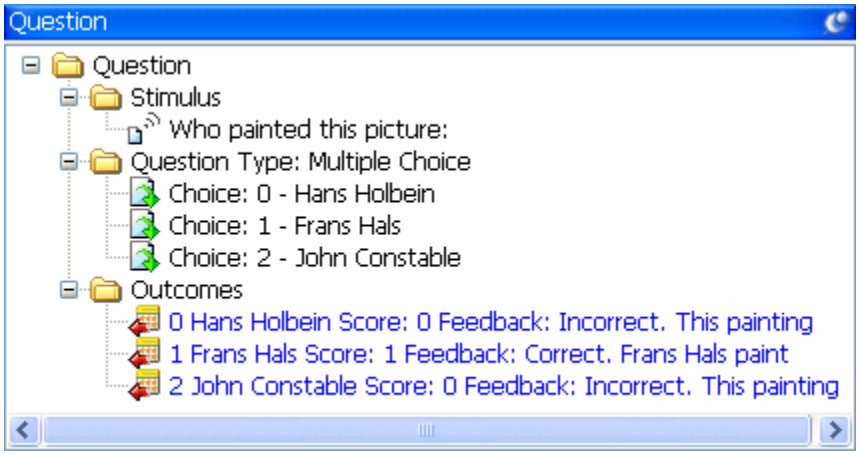
Contents Click this option to see the context-sensitive help for *Question Editor*

Support Website Click this option to browse the *Perception* support site

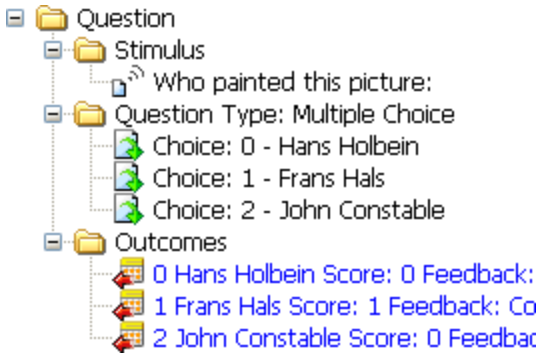
About Click this option to see details about the version of *Authoring Manager* that you have installed

11.1.4 The question pane

The question pane is at the top right of the *Question Editor Window*.



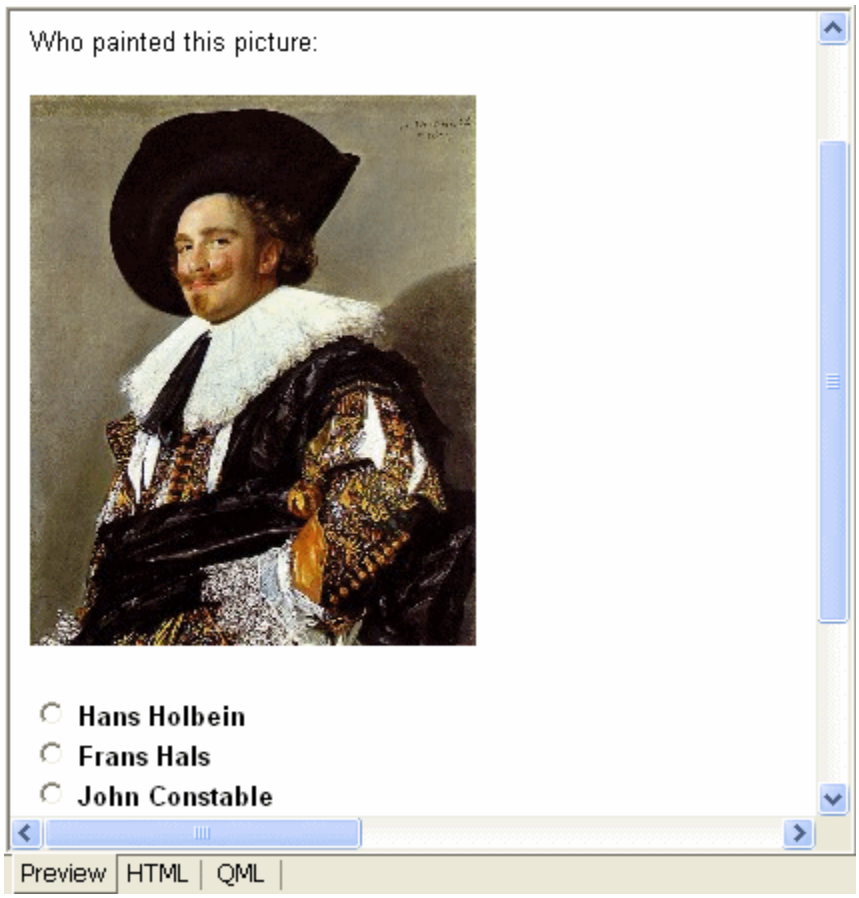
Within the question pane, the question tree is shown.



The question tree contains the *question elements* that you can work with in *Question Editor*.

11.1.5 The preview pane

The preview pane is at the bottom right of the *Question Editor Window*. Click the **Preview** tab is to see the question as the participant will see it.

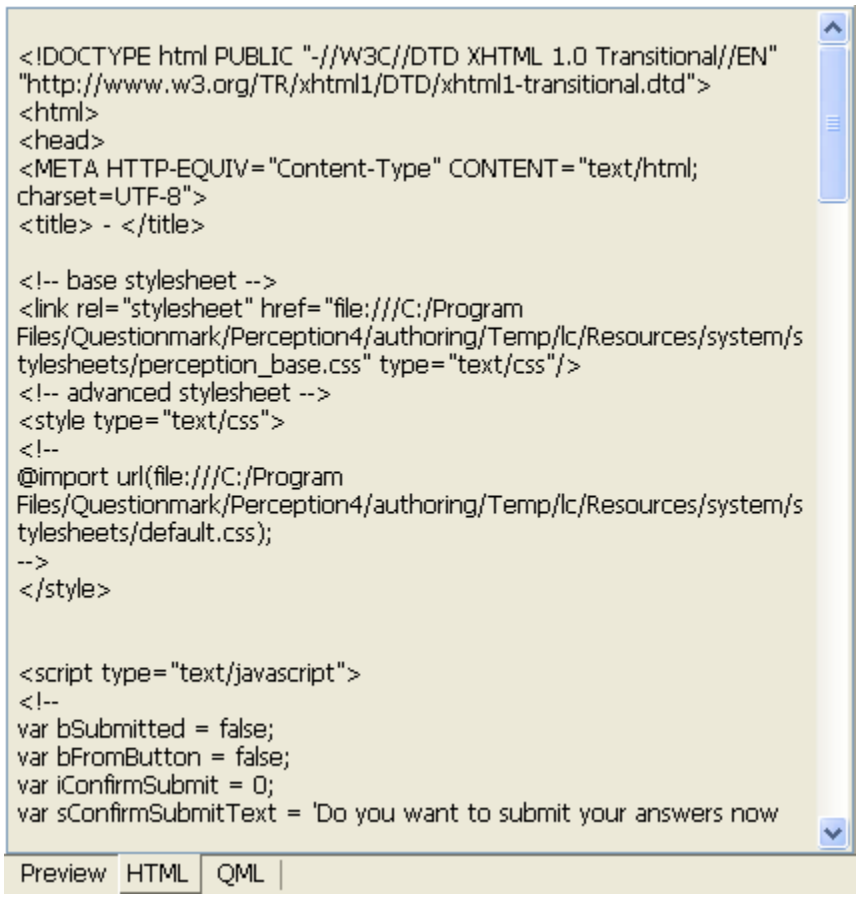


The question preview uses a generic preview template, which means that the question may appear differently when it is used in an assessment.

You can also click the **HTML** tab to see the *HTML pane* or the **QML** tab to see the *QML pane*.

11.1.6 The HTML pane

The HTML pane will appear on the right of the *Question Editor Window*. Click the **HTML** tab is to see HTML code that will be generated for the question and rendered in the participant's browser.



The HTML code is generated with a generic preview template, which means that different HTML code may be generated when the question is used in an assessment.

You can also click the **Preview** tab to see the *preview pane* or the **QML** tab to see the *QML pane*.

11.1.7 The QML pane

The QML pane will appear on the right of the *Question Editor Window*. Click the **QML** tab to see the Question Markup Language (QML) code that defines the question.

QML is explained in the *Concepts of Authoring* document.



You can also click the **Preview** tab to see the *preview pane* or the **HTML** tab to see the *HTML pane*.

11.1.8 Trying out questions

To tryout question at any time, simply clicking the **Tryout option** in the *toolbar pane*. You will then see the *question tryout* screen.

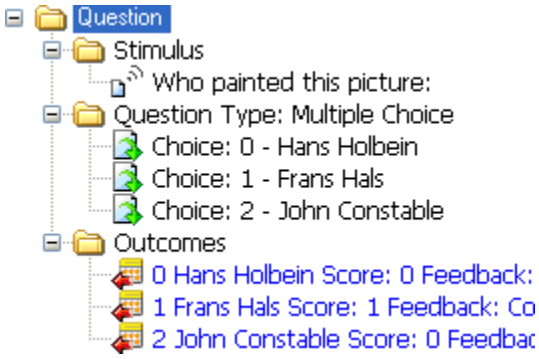
11.2 Question elements

The question elements that you can work with in *Question Editor* are:

- The *question folder*
- The *stimulus folder*
- The *question type*
- The *question choices*
- The *outcomes folder*
- The *question outcomes*

11.2.1 The question folder

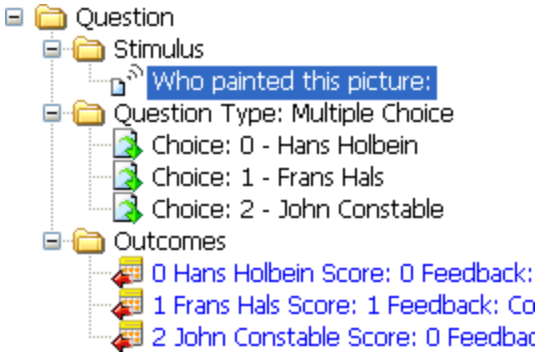
The **Question** folder is at the root of the question tree.



Double clicking it enables you to edit the *question properties* and *question notes*.

11.2.2 The stimulus folder

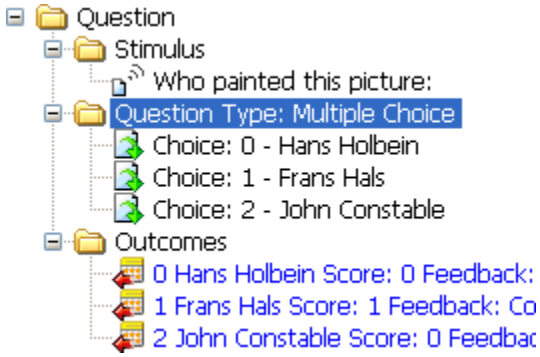
The **Stimulus** folder contains the question wording and resources. It may have several resources.



Double clicking the one of the icons below it enables you to edit a question stimulus item.

11.2.3 The question type

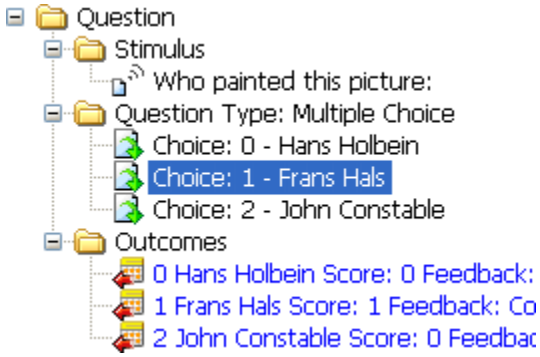
The **Question Type** defines the answer characteristics such as the question type, participant comments boxes and whether to shuffle choices. It is also a folder that contains the question choices.



Double clicking it enables you to edit the *question answer*.

11.2.4 Question choices

A question **Choice** defines the options that the participant can select from.

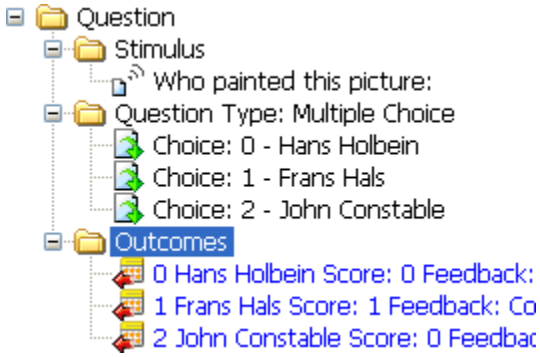


Double clicking a question choice enables you to edit the *ID and wording*, *text settings* or *options* for the question choice.

You cannot edit a question choice for a *Likert Scale question*.

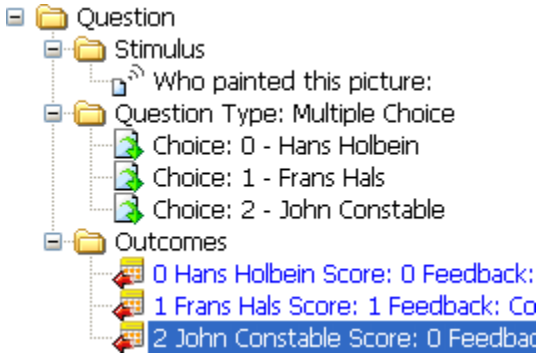
11.2.5 The outcomes folder

The **Outcomes** folder contains the question outcomes.



11.2.6 Question outcomes

A question **Outcome** is activated when a participant selects a particular choice or set of choices.



Double clicking a question outcome enables you to edit the *score*, the *condition* under which it is activated or the *feedback* that it presents to the participant.

11.3 Editing question annotations

11.3.1 Question annotation

If you click **Edit** on the *question menu* in the *toolbar pane* you will see the *question properties* screen with which you can add or modify *question properties*.

From this screen you can also navigate to the screen for *editing question notes*.

11.3.2 Question properties

If you If you click **Edit** on the *question menu* in the *toolbar pane* you will see the *question notes* screen from which you can navigate to the *question properties* screen with which you can define your question properties.

The question properties must have a *description*. You can edit this and a question's *delivery status* and *score limits* with the *question properties* screen.

Question description

The question **description**:

- May be up to 200 characters long
- Must *not* be blank
- Must *not* contain any of the characters **"**, **<**, **>**, or **#**
- Must *not* contain any control characters

It is used as the question **Description** on the *Authoring Manager Window*, and it can appear in reports.

Question delivery status

If a question is *not* under a *workflow* scheme, the **Delivery Status** can be set to one of the following:

- **Normal**
  A **normal** question can be used in an assessment
- **Retired**
  A **retired** question can is retained only for historical purposes and *cannot* be used in an assessment
- **Incomplete**
  An **incomplete** question is still being developed and *cannot* be used in an assessment
- **Experimental**
  You can put **experimental** questions into an assessment to try them out and gain statistics, without impacting on participants if they are unfair. They behave as follows:
    - Their score will be shown to the participant but will not be counted for the block, topic or assessment score
    - Their maximum score will not be added to the block, topic or assessment maximum score
    - They appear as normal to the participant, but their score does not count towards the total score for the assessment.

  Usually authors who use **experimental** questions will not choose to display feedback as they are usually used in higher stakes assessments. If feedback is displayed on **experimental** questions, the score feedback for them should show as **0 out of 0**.

- **Beta**
  A **beta** question behaves in the same way as a normal question but can be distinguished as a question being beta tested

Question score limits

You can set a maximum score, or **ceiling**, for the question. If the question score is calculated to be greater than the **ceiling**, it will be set to the **ceiling**. The **ceiling** must be between **0** and **100** inclusive.

You can set a minimum score, or **floor**, for the question. If the question score is calculated to be less than the **floor**, it will be set to the **floor**. The **floor** must be between **0** and **100** inclusive.

11.3.3 Question notes

If you click **Edit** on the *question menu* in the *toolbar pane* you will see the *question notes* screen.

A question note must have a *label* and an *author* as well as the *text* that comprises the note.

You can add a new question note containing each of these with the *question notes* screen, or use it to edit the *author* and *text* for an existing question note.

If the question you are working with is under a workflow, you can also use the facilities for *viewing and updating workflow history*. Question notes do not have any security provisions, but they are included in the QML in which the question is stored (QML is explained in the *Concepts of Authoring* document).

The label

The label:

- Must be unique within a question (other questions can contain a note with the same label but the same question cannot contain two notes with the same label)
- Cannot be blank
- Cannot be more than 50 characters long
- *Cannot* contain any of the characters **"**, **<**, **>**, or **#**
- *Cannot* contain any control characters

The author

The author:

- Cannot be blank
- Cannot be more than 50 characters long

The text

The text:

- Cannot be blank
- Cannot be more than 32767 characters long

11.4 Editing text and resources in a question

11.4.1 Question text and resources

To *add text and resources* to a question, highlight one of the following in the *question pane* and click **Add Text** in the *toolbar pane*:

- The *question stimulus* or one of its components
  This will *add text and resources* to the question stimulus containing question text or question resources
- The *question type*
  This will ***add text and resources*** before the first question choice
- A question *choice*
  This will *add text and resources* before or after any of the question choices
- The *question outcomes* folder
  This will *add text and resources* before the first question outcome
- A question *outcome*
  This will *add text and resources* before or after any of the question outcomes

To *edit text and resources* in question, highlight the text block in the *question pane* and click **Edit** on the *toolbar pane*.

11.4.2 Editing the question stimulus

To edit the **question stimulus**, highlight the *question stimulus* or one of its components in the *question pane* and click **Edit** on the *toolbar pane*.

You will then see the *question text and resources* screen, with the **question stimulus** displayed in the *simple view* of the *HTML Editor*. With this screen, you can type in your question wording, format it and also add resources such as pictures and hyperlinks.

11.4.3 Adding text and resources

To add text to question, use the **Add text** option the *toolbar pane*.

You will then see the *question text and resources* screen, with the text displayed in the *simple view* of the *HTML Editor*. With this screen, you can add the text, format it and also add resources such as pictures and hyperlinks.

11.4.4 Editing text and resources

To edit a text and resources element in question, highlight it in the *question pane* and click **Edit** on the *toolbar pane*.

You will then see the *question text and resources* screen, with the text displayed in the *simple view* of the *HTML Editor*. With this screen, you can modify the text, format it and also add resources such as pictures and hyperlinks.

11.5 Editing the question answer

11.5.1 Question answer

If you select the **Question | Question Type** menu option or click on **Question Type** in the *question pane*, you will see the screen for *editing the question answer*.

This screen enables you to *set the question type*, *enable participants to submit their own comments*, *shuffle question choices* when the question is presented, or choose how to *orient question choices* (horizontally or vertically).

11.5.2 Editing the question answer

You can edit a question's *type*, enable *participant comments*, specify whether to *shuffle question choices* when the question is presented or choose how to *orient question choices* (horizontally or vertically) with the *question answer* screen.

Setting the question type

You set the question's type to any of the following:

- *Drag-and-drop*
- *Essay*
- *Fill in blanks*
- *Likert scale*
- *Macromedia Flash*
- *Matching*
- *Matrix*
- *Multiple choice*
- *Multiple response*
- *Numeric*
- *Pull-down list*
- *Ranking*
- *Select a blank*
- *Spoken response*
- *Text match*
- *True/False*
- *Yes/No*

You can also set the question's type to any *custom question types* that have been correctly set up.

Enabling participant comments

You can enable participants to submit their own comments for a question, and set the dimensions of the box they use for this.

Shuffling question choices

You can specify whether or not to shuffle the question choices when they are presented to the participant. If you choose to shuffle them, you can shuffle all of them, all but the last one of them or all but the last two of them.

Orienting question choices

You can choose to display the question choices vertically or horizontally.

11.6 Editing question choices

11.6.1 Question choices

If you double click on a question *choice* you will see the *question choice ID and wording* screen for all question types except **drag and drop** and **hotspot** questions.

You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

If you are editing a **drag and drop** or **hotspot** questions, the procedure is the same but you will see the *question choice ID and graphics* screen.

Depending on the question type, you can also edit the **options** and the **text settings** for the question choice. The possibilities for each question type are shown below:

Question type	What you can edit	Editing screens available
Multiple choice **Multiple response** **True/False** **Spoken response** **Yes/No**	Question choice ID Question choice wording	*Question choice ID and wording* screen
Drag and drop **Hotspot**	Question choice ID Graphics in question choice	*Question choice ID and graphics* screen
Matching **Matrix** **Pull-down list** **Ranking**	Question choice ID Question choice wording Question choice options	*Question choice ID and wording* screen *Question choice options* screen

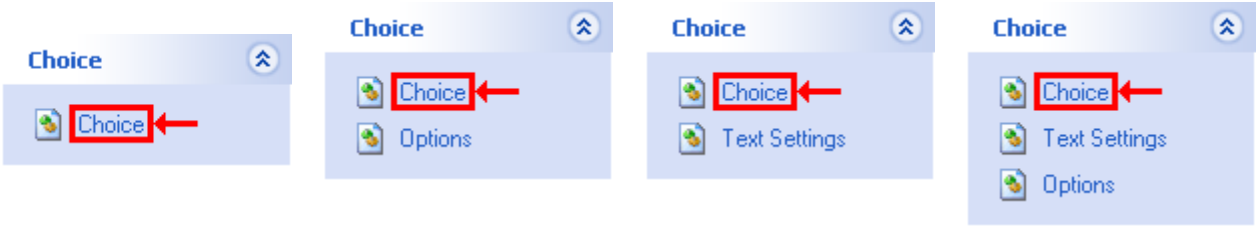
Essay **Fill in blanks** **Numeric** **Text match**	Question choice ID Question choice wording Question choice text settings	*Question choice ID and wording* screen *Question choice text settings* screen
Macromedia® Flash™ **Captivate/RoboDemo** **Select a blank**	Question choice ID Question choice wording Question choice options Question choice text settings	*Question choice ID and wording* screen *Question choice text settings* screen *Question choice options* screen
Explanation	An **explanation question** does not have any question choices.	
Likert Scale	You cannot edit a question choice for a **Likert Scale question**.	

11.6.2 Choice ID and choice wording

If you double click on a question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

Choice menu

If you edit a choice in any type of question apart from **drag and drop** or **hotspot**, you will see the **Choice** menu on the left hand side of the screen.



It will contain different options according to the question type of the question being edited, but it will always have a **Choice** option.

Editing the question choice ID and choice wording

If you click **Choice** on this menu, you will see the *question choice ID and wording* screen. How you set your choice ID and choice wording depends on the question type:

Essay	See *choice ID and choice wording for essay questions*
Fill in blanks	See *choice ID and choice wording for fill in blanks questions*
Macromedia® Flash™	See *choice ID and choice wording for Macromedia® Flash™ questions*
Matching	See *choice ID and choice wording for matching questions*
Matrix	See *choice ID and choice wording for matrix questions*
Multiple choice	See *choice ID and choice wording for multiple choice questions*
Multiple response	See *choice ID and choice wording for multiple response questions*
Numeric	See *choice ID and choice wording for numeric questions*
Pull-down list	See *choice ID and choice wording for pull-down list questions*
Ranking	See *choice ID and choice wording for ranking questions*
Captivate/RoboDemo	See *choice ID and choice wording for Captivate/RoboDemo questions*
Select a blank	See *choice ID and choice wording for select a blank questions*
Text match	See *choice ID and choice wording for text match questions*
True/False	See *choice ID and choice wording for True/False questions*
Spoken response	See *choice ID and choice wording for spoken response questions*
Yes/No	See *choice ID and choice wording for Yes/No questions*
Other question types	See *choice ID and choice wording for other question types*

And also:

Custom	See *choice ID and wording for custom questions*

Choice ID and choice wording for essay questions

If you double click on an **essay** question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

This also applies to **fill in blanks, numeric** and **text match** questions.

Choice ID

Each choice has a **Choice ID** which is usually a single character but may be longer.

The **Choice ID** must *not* contain any of the illegal characters **"**, **<**, **>** or **#**.

A **Choice ID** should *not* be changed if it is being referenced in a question outcome.

A **Choice ID** has no meaning outside the question.

Choice ID and choice wording for fill in blanks questions

Setting the **Choice ID** and choice wording for **fill in blanks** questions is the same as for *essay* questions.

Choice ID and choice wording for Macromedia® Flash™ questions

If you double click on a **Macromedia® Flash™** question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

Choice ID

The **Choice ID** corresponds to the name of a Flash movie or the name of an interaction within it. It should not normally be changed.

Wording

The question choice wording indicates where the Flash movie is located in the repository and should not normally be changed.

Choice ID and choice wording for matching questions

If you double click on a **matching** question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

This also applies to **matrix**, **pull-down list** and **ranking** questions.

Choice ID

Each choice has a **Choice ID** which is usually a single character but may be longer.

The **Choice ID** must *not* contain any of the illegal characters **"**, **<**, **>** or **#**.

A **Choice ID** should *not* be changed if it is being referenced in a question outcome.

A **Choice ID** has no meaning outside the question.

Choice ID and choice wording for matrix questions

Setting the **Choice ID** and choice wording for **matrix** questions is the same as for *matching* questions.

Choice ID and choice wording for multiple choice questions

If you double click on a **multiple choice** question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

This also applies to **Likert scale, multiple response, True/False** and **Yes/No** questions.

Choice ID

Each choice has a **Choice ID** which is usually a single character but may be longer.

The **Choice ID** must *not* contain any of the illegal characters **"**, **<**, **>** or **#**.

A **Choice ID** should *not* be changed if it is being referenced in a question outcome.

A **Choice ID** has no meaning outside the question.

Choice ID and choice wording for multiple response questions

Setting the **Choice ID** and choice wording for **multiple response** questions is the same as for *multiple choice* questions.

Choice ID and choice wording for numeric questions

Setting the **Choice ID** and choice wording for **numeric** questions is the same as for *essay* questions.

Choice ID and choice wording for pull-down list questions

Setting the **Choice ID** and choice wording for **pull-down list** questions is the same as for *matching* questions.

Choice ID and choice wording for ranking questions

Setting the **Choice ID** and choice wording for **ranking** questions is the same as for *matching* questions.

Choice ID and choice wording for Captivate/RoboDemo questions

Setting the **Choice ID** and choice wording for **Captivate/RoboDemo** questions is the same as for *Macromedia Flash* questions.

Choice ID and choice wording for select a blank questions

Setting the **Choice ID** and choice wording for **select a blank** questions is the same as for *Macromedia Flash* questions.

Choice ID and choice wording for text match questions

Setting the **Choice ID** and choice wording for **text match** questions is the same as for *essay* questions.

Choice ID and choice wording for True/False questions

Setting the **Choice ID** and choice wording for **True/False** questions is the same as for *multiple choice* questions.

Choice ID and choice wording for spoken response questions

Setting the **Choice ID** and choice wording for **spoken response** questions is the same as for *multiple choice* questions.

Choice ID and choice wording for Yes/No questions

Setting the **Choice ID** and choice wording for **Yes/No** questions is the same as for *multiple choice* questions.

Choice ID and choice wording for other question types

For **drag and drop** questions, see *choice ID and graphics for drag and drop questions*.

For **hotspot** questions, see *choice ID and graphics for hotspot questions*.

An **explanation** question does not have any question choices.

You cannot edit a question choice for a **Likert Scale** question.

11.6.3 Choice ID and choice graphics

If you double click on a **drag and drop or hotspot** question *choice* you will see the *question choice ID and graphics* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

For details about setting the background and marker graphics, see *choice ID and choice graphics for drag and drop questions* and *choice ID and choice graphics for hotspot questions*.

For questions of any other question type, see *choice ID and choice graphics for other question types*.

Choice ID and choice graphics

If you double click on a **drag and drop or hotspot** question *choice* you will see the *question choice ID and graphics* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

For details about setting the background and marker graphics, see *choice ID and choice graphics for drag and drop questions* and *choice ID and choice graphics for hotspot questions*.

For questions of any other question type, see *choice ID and choice graphics for other question types*.

Choice ID and choice graphics for drag and drop questions

If you double click on a **drag and drop** question *choice* you will see the *question choice ID and graphics* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

This also applies to **hotspot** questions.

Choice ID

Each choice has a **Choice ID** which is usually a single character by may be longer.

The **Choice ID** must *not* contain any of the illegal characters **"**, **<**, **>** or **#**.

A **Choice ID** should *not* be changed if it is being referenced in a question outcome.

A **Choice ID** has no meaning outside the question.

Background graphic

If you change the background graphic for a drag and drop question, you *must* ensure that the same background graphic is used in every question choice.

Marker graphic

Different question choices can use the same or different marker graphics.

Choice ID and choice graphics for hotspot questions

Setting the **Choice ID** and choice graphic for **hotspot** questions is the same as for *drag and drop questions*.

Choice ID and choice graphics for other question types

An **explanation** question does not have any question choices.

You cannot edit a question choice for a **Likert Scale question**.

See the following for questions of any of these question types:

Essay	See *choice ID and choice wording for essay questions*
Fill in blanks	See *choice ID and choice wording for fill in blanks questions*
Macromedia® Flash™	See *choice ID and choice wording for Macromedia® Flash™ questions*
Matching	See *choice ID and choice wording for matching questions*
Matrix	See *choice ID and choice wording for matrix questions*
Multiple choice	See *choice ID and choice wording for multiple choice questions*
Multiple response	See *choice ID and choice wording for multiple response questions*
Numeric	See *choice ID and choice wording for numeric questions*
Pull-down list	See *choice ID and choice wording for pull-down list questions*
Ranking	See *choice ID and choice wording for ranking questions*
Captivate/RoboDemo	See *choice ID and choice wording for Captivate/RoboDemo questions*
Select a blank	See *choice ID and choice wording for select a blank questions*
Text match	See *choice ID and choice wording for text match questions*
True/False	See *choice ID and choice wording for True/False questions*
Spoken response	See *choice ID and choice wording for spoken response questions*
Yes/No	See *choice ID and choice wording for Yes/No questions*

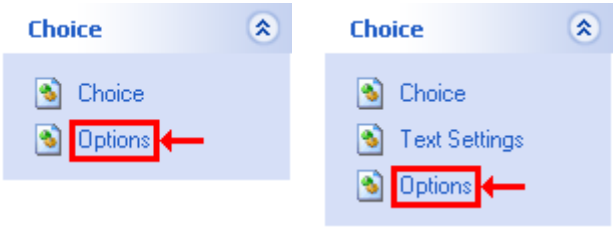
11.6.4 Choice options

If you double click on a question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

If you are editing a **Macromedia® Flash™**, **matching**, **matrix**, **pull-down list**, **ranking** or **select a blank** question you can navigate to the *question choice options* screen.

Choice menu

If you edit a choice in any type of question apart from **drag and drop** or **hotspot**, you will see the **Choice** menu on the left hand side of the screen.



It will contain different options according to the question type of the question being edited, but it will sometimes have an **Options** option.

Editing the question choice options

If you click **Options** on this menu, you will see the *question choice options* screen. How you set your choice options depends on the question type:

Fill in blanks	See *choice options for fill in blanks questions*
Macromedia® Flash™	See *choice options for Macromedia® Flash™ questions*
Matching	See *choice options for matching questions*
Matrix	See *choice options for matrix questions*
Pull-down list	See *choice options for pull-down list questions*
Ranking	See *choice options for ranking questions*
Captivate/RoboDemo	See *choice options for Captivate/RoboDemo questions*
Select a blank	See *choice options for select a blank questions*

And also:

Custom	See choice options for custom questions

Choice options for fill in blanks questions

There are no options in a **fill in blanks** question choice.

Choice options for Macromedia® Flash™ questions

These should not normally be changed.

Choice options for matching questions

If you double click on a **matching** question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

From this screen you can navigate to the *question choice options* screen.

All choices in a matching question *must* have the same options.

The order in which the options appear in the first question choice will be the order in which they are presented.

An option must *not* contain any of the illegal characters **"**, **<**, **>** or **#**.

There must be at least two options.

Choice options for matrix questions

Setting choice options for **matrix** questions is the same as for *matching* questions.

Choice options for pull-down list questions

Setting choice options for **pull-down list** questions is the same as for *matching* questions.

Choice options for ranking questions

Setting choice options for **ranking** questions is the same as for *matching* questions.

Choice options for Captivate/RoboDemo questions

Setting choice options for **Captivate/RoboDemo** questions is the same as for *select a blank* questions.

Choice options for select a blank questions

If you double click on a **select a blank** question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

From this screen you can navigate to the *question choice options* screen.

The order in which the options appear in the first question choice will be the order in which they are presented.

An option must *not* contain any of the illegal characters **"**, **<**, **>** or **#**.

There must be at least two options.

Choice options for other question types

An **explanation** question does not have any question choices.

You cannot edit a question choice for a **Likert Scale question**.

There are no options in the question choices for questions of any of these question types:

- **Drag and drop**
- **Essay**
- **Hotspot**
- **Multiple choice**
- **Multiple response**
- **Numeric**
- **Spoken response**
- **Text match**
- **True/False**
- **Yes/No**

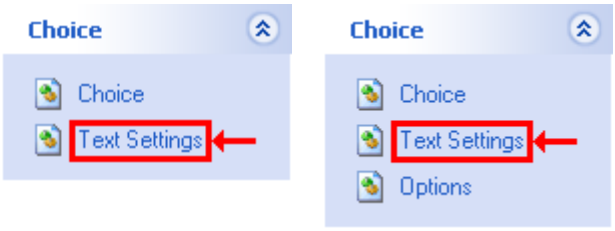
11.6.5 Choice text settings

If you double click on a question *choice* you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

If you are editing an **essay**, **select a blank**, **Macromedia® Flash™**, **numeric**, **select a blank**, or **text match** question you can navigate to the *question choice text settings* screen.

Choice menu

If you edit a choice in any type of question apart from **drag and drop** or **hotspot**, you will see the **Choice** menu on the left hand side of the screen.



It will contain different options according to the question type of the question being edited, but it will sometimes have a **Text Settings** option.

Editing the question choice text settings

If you click **Text Settings** on this menu, you will see the *question choice text settings* screen. How you make your choice text settings depends on the question type:

Essay	See *choice text settings for essay questions*
Fill in blanks	See *choice text settings for fill in blanks questions*
Macromedia® Flash™	See *choice text settings for Macromedia® Flash™ questions*
Numeric	See *choice text settings for numeric questions*
Captivate/RoboDemo	See *choice text settings for Captivate/RoboDemo questions*
Select a blank	See *choice text settings for select a blank questions*
Text match	See *choice text settings for text match questions*
Other question types	See *choice text settings for other question types*

And also:

Custom	See choice text settings for custom question

Choice text settings for essay questions

This also applies to **fill in blanks, numeric**, **text match** and **Captivate/RoboDemo** questions.

If the **width** is not set, a default value is used.

If the **height** is not set, a default value is used.

Choice text settings for fill in blanks questions

If the **width** is not set, a default value is used.

The **height** is always set to 1.

Choice text settings for Macromedia® Flash™ questions

These should not normally be changed.

Choice text settings for numeric questions

Defining text settings for **numeric** questions is the same as for *fill in blanks* questions.

Choice text settings for Captivate/RoboDemo questions

Defining text settings for **Captivate/RoboDemo** questions are the same as for *essay* questions.

Choice text settings for select a blank questions

These should not normally be changed.

Choice text settings for text match questions

Defining text settings for **text match** questions are the same as for *essay* questions.

Choice text settings for other question types

An **explanation** question does not have any question choices.

You cannot edit a question choice for a **Likert Scale** question.

There are no text settings in the question choices for questions of any of these question types:

- **Drag and drop**
- **Hotspot**
- **Matching**
- **Matrix**
- **Multiple choice**
- **Multiple response**
- **Pull-down list**
- **Ranking**
- **True/False**
- **Spoken response**
- **Yes/No**

11.7 Editing question outcomes

Questions created with the *Question Wizard* contain outcomes generated from the information that is given, and depend on the question type.

However, you can use *Question Editor* to implement you own scheme, but you should take care when *designing question outcomes*.

If you double click on a question *outcome* you will see the *question outcome name and score* screen. You will also see this screen if you right click on a question *outcome* and select **Edit** from the popup menu that appears, or you highlight a question *outcome* and click **Edit** on the *question menu* in the *toolbar pane*.

11.7.1 Designing question outcomes

How you design your question outcomes depends on the question type:

Captivate/RoboDemo	See *designing outcomes for Captivate/RoboDemo questions*
Drag and drop	See *designing outcomes for drag and drop questions*
Essay	See *designing outcomes for essay questions*
Explanation	An **explanation** question does not have any question outcomes
Fill in blanks	See *designing outcomes for fill in blanks questions*
Hotspot	See *designing outcomes for hotspot questions*
Likert scale	See *designing outcomes for likert scale questions*
Macromedia® Flash™	See *designing outcomes for Macromedia Flash questions*
Matching	See *designing outcomes for matching questions*
Matrix	See *designing outcomes for matrix questions*
Multiple choice	See *designing outcomes for multiple choice questions*
Multiple response	See *designing outcomes for multiple response questions*
Numeric	See *designing outcomes for numeric questions*
Pull-down list	See *designing outcomes for pull-down list questions*
Ranking	See *designing outcomes for ranking questions*
Select a blank	See *designing outcomes for select a blank questions*
Text match	See *designing outcomes for text match questions*
True/False	See *designing outcomes for True/False questions*
Spoken response	See *designing outcomes for spoken response questions*
Yes/No	See *designing outcomes for Yes/No questions*
Other question types	See designing outcomes for other question types

And also:

Custom	See designing outcomes for custom questions

Designing outcomes for drag and drop questions

Drag and drop conditions define areas on the graphical image using pixel coordinates. The top left corner of an image is **0**,**0** and the bottom right corner of the image is **x**,**y** where **x** is the width of the image and **y** is the height. The software compares the position of the center of the graphical marker and tests if this is within the area or not. You should usually make your area larger than the size of the marker, to deal with possible confusion by the participant as to which part of the marker counts for pointing purposes.

Because outcomes are evaluated in the order in which they are defined you can use overlapping areas. For instance, if you choose a point on the image as your correct answer, you can define successive outcomes using larger size rectangles and award lower marks the further the participant gets from the right answer area.

You can define three types of area – rectangular areas, circular areas and polygonal areas. Usually it's best just to use rectangles, but if you have a need for circles or polygons, you can use these, though you have to encode them in QML (Question Markup Language) which is explained below.

Note: The center of the marker graphic must be within your coordinates – see the topic about the *position marker* screen for more information about *selecting coordinates for the "hot" areas*.

Rectangular areas

To define a rectangular area, you set the coordinates of its corners. You can do this by:

Either:

- *Edit the condition with Question Editor*
  Double click under the **Value** column on the line you wish to alter and *change the value* so that it contains the coordinates of the rectangle in the following format:

  top left x, top left y, bottom left x, bottom left y

  For example **46,116,173,176**.

Or:

- *Editing the condition in QML*
  Find the area you wish to edit and insert the coordinates of the rectangle in the following format:

  outcome name, RECT, top left x, top left y, bottom left x, bottom left y

  For example **"mercury" RECT 46,116 173,176**.

Circular areas

To define a circular area, you set the coordinates of its center and the length of its radius. You can do this by *editing the condition in QML*. Find the area you wish to edit and insert the coordinates of the rectangle in the following format:

outcome name, CIRCLE, center x, center y, radius

For example **"mercury" CIRCLE 38,72,70**.

Polygonal areas

To define a polygon with three or more points, you set coordinates of the each vertex in the order in which they occur on the polygon's perimeter. It is assumed that the first and last points are joined. You can do this by *editing the condition in QML*. Find the area you wish to edit and insert the coordinates of the rectangle in the following format:

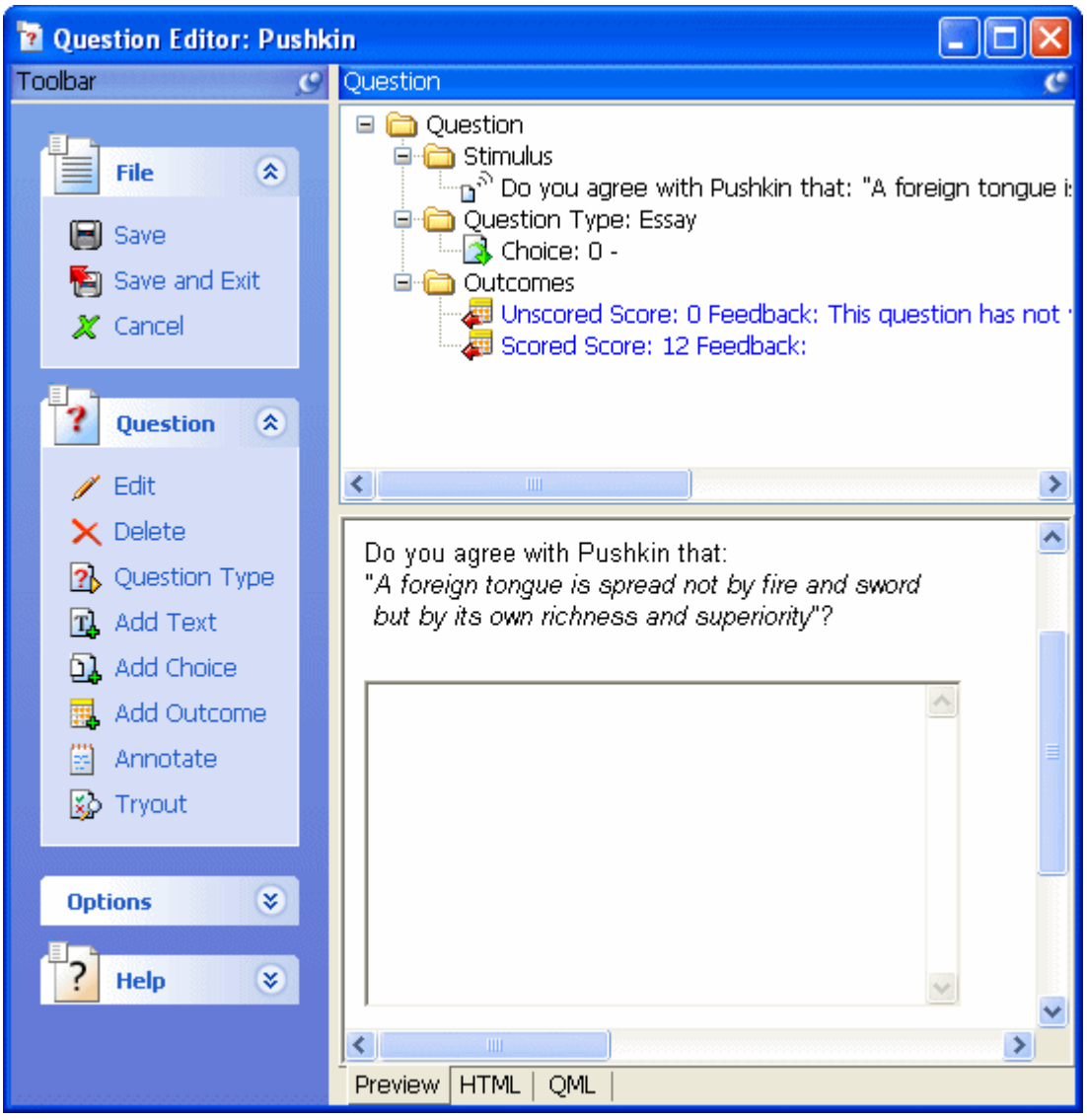
outcome name, POLY, vertex1 x, vertex1 y, vertex2 x, vertex2 y, …

For example:

"mercury" POLY 218,82 248,64 280,22 308,53 357,37 363,85 317,103 281,69 250,111.

Designing outcomes for essay questions

If you create an **essay** question with the *Question Wizard*, it will look similar to the screen below when it is opened with the *Question Editor*:



Two outcomes have been created. The **Unscored** outcome is used to display a message to the participant and is set by default to appear always.

The **Scored** outcome is used to set a maximum score for the essay when it is graded using other software, for example Questionmark's *Scoring Tool*. The default settings mean that this outcome will ever appear, but it enables external software to ascertain the maximum score.

For more information about *Scoring Tool.*, see the *Web Deployment Guide* or the *Perception* support site at:

http://www.questionmark.com/perception/help

Designing outcomes for fill in blanks questions

This question type is essentially a text match question with more than one choice in which a text value may be entered, although the two question types are normally formatted differently when displayed to allow the answers to be spaced within other text. However, if only one blank is used then it is the same as a text match question.

Outcomes for fill in the blanks questions must perform a text match on a number of choices, either in the same or successive outcomes. As with multiple response questions, two methods may be employed to construct outcomes:

- Use the setting **Evaluate other conditions even if this condition is met** option in conjunction with the **Accumulate** scoring option. Check the value of the first choice and add or subtract marks as appropriate then the value of each of the other choices in turn.
- Use the **AND** operator in the condition to match the correct combination of choices. This demands that all the choices specified match their respective answers.

The two may also be used in conjunction; a single outcome using **AND** operators to check that all the required choices are correct, followed by single outcomes for each choice which continue evaluating and accumulate the scores.

You can also use this question type to ask people to enter two or more things in any order. For example, if the question is “Name the two countries which have land borders with the USA”, then you can define two text entry boxes (choices). You can then define the following outcomes:

- One outcome with a label of “Both right” might test for the first choice being "Canada” **AND** the second choice being “Mexico”.
- Another outcome with a label of “Both right” might test for the first choice being “Mexico” **AND** the second choice being “Canada”. This needs to be a separate outcome, as it’s not possible to combine this with the logic of the previous condition.
- An outcome with a label of “One right” might test for either choice being "Mexico” or either choice being “Canada”.
- And finally an outcome with condition **Anything else** could catch all other answers.

You can also use the **Choice matches the text misspelled**, **Choice includes the text** or the **Choice includes the text ignoring letter case** conditions for this question type.

Designing outcomes for hotspot questions

Designing outcomes for **hotspot** questions is the same as for *drag and drop questions*.

Designing outcomes for Likert scale questions

If you use the *Question Wizard* to create a **Likert scale** question, you can use *Question Editor* to set change the weightings.

Designing outcomes for Macromedia® Flash™ questions

If you use the *Question Wizard* to create a **Macromedia Flash** question, you can use Question *Editor* to set the feedback.

Designing outcomes for matching questions

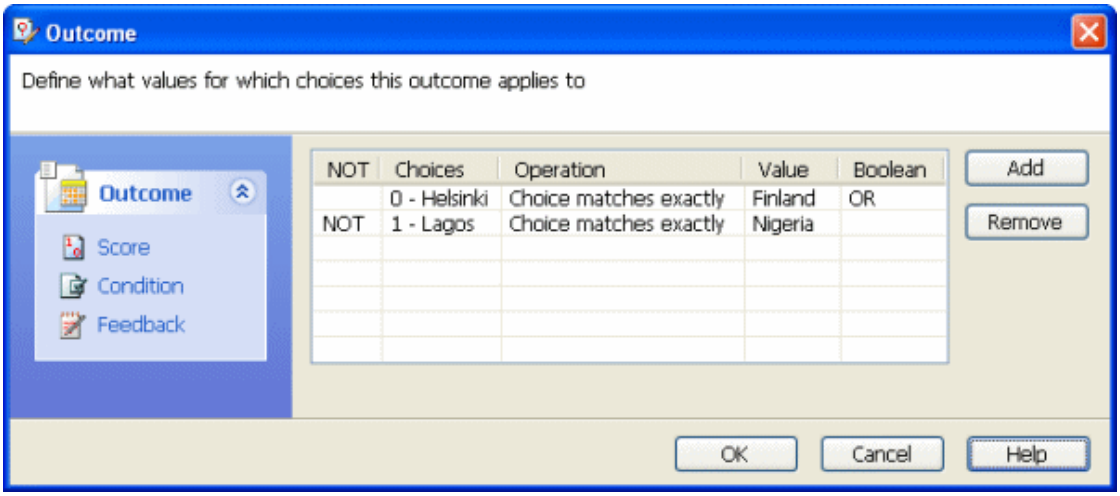
If you use the Question Wizard to create a **matching** question, and do not tick the **Score per match** option when defining the scores and feedback in the *question choices (matching)* screen, only two outcomes will be created:



Rather than just have “right” and “wrong” outcomes, you can use *Question Editor* to create a separate outcome for each correct choice. If you **Accumulate** the scoring for each outcome, you will create a question that scores **0**, **1**, **2**, **3** or **4** according to the number of correct choices the participant makes.


Question Editor: Cities
Toolbar
File
Save
Save and Exit
Cancel
Question
Edit
Delete
Question Type
Add Text
Add Choice
Add Outcome
Annotate
Tryout
Options
Help
Question
Question
Stimulus
Match each city to the country it is in:
Question Type: Matching
Choice: 0 - Helsinki
Choice: 1 - Lagos
Choice: 2 - Kathmandu
Choice: 3 - Dakar
Outcomes
Helsinki right Add: 1 Feedback: Correct.
Lagos right Add: 1 Feedback: Correct.
Kathmandu right Add: 1 Feedback: Correct.
Dakar right Add: 1 Feedback: Correct.
Match each city to the country it is in:
Lagos
Dakar
Helsinki
Kathmandu
Preview
HTML
QML

It is also possible to implement a more sophisticated scoring and feedback scheme that deals with every possible combination of choices.



Designing outcomes for matrix questions

Constructing outcomes for this question type is similar to the methods used for *multiple response* and fill in blanks questions.

The option selected by the participant for each choice is returned as text and the outcomes checked for matches with the answer text. But in this case, the answers that the participant may give are restricted to the options presented to them.

A single outcome may test for the correct combination of text values using the **AND** operator or the **Evaluate other conditions even if this condition is met** option may be used to check each choice in turn.

Designing outcomes for multiple choice questions

In a **multiple choice** question, the participant either answers one of the choices, or else leaves the question unanswered. There are only a limited number of circumstances to consider in the outcomes.

Here are some different ways in which you can construct outcomes:

1) You can have one outcome for each choice, with the score and feedback for each choice defined in the outcome. This is how questions created by the *Question Wizard* are made. Because each choice has its own outcome, it's easy to produce graphs in the reporting software showing which choices are chosen.
2) If you also want to catch unanswered questions and give appropriate feedback, you do the same as above, but also add a **Not answered** outcome to catch unanswered questions.
3) If you don't need an analysis by choice in the reporting software, you can reduce the number of outcomes to the following two:
    - One outcome for the correct choice, with its score and feedback.
    - One outcome using the **Anything else** condition, which deals with all incorrect answers and to the case when the question is unanswered.
4) If you have long feedback, which you don't want to repeat in every outcome, you can have an initial outcome with condition **Always happens** which gives the feedback but has no score or label, and which evaluates other outcomes after it. Then you can follow with outcomes as in 1 or 2 or 3.

Designing outcomes for multiple response questions

Constructing outcomes for **multiple response** questions is more complicated since a participant may select more than one of the choices, or indeed all of them. How to proceed depends on how you want the question scored and how you want feedback constructed.

Two main strategies are possible for this question type:

1) Make one outcome for each choice. Use the setting **Evaluate other conditions even if this condition** is met option in conjunction with the **Accumulate** scoring option. Each choice can be selected in turn and for each correct option that is selected a point may be added to the question score.
2) Use the **AND** operator in the condition to match the correct combination of choices. Also, use the **NOT** operator to **AND** the choices which are not correct. This approach is especially appropriate if you want to give a score for the question only if the participant gets it exactly right.

This is best illustrated with an example. Suppose a question has six choices **ABCDEF**, and it is correct to choose three of them, say **ACE**, then these are the two different ways of making the outcomes:

1) Make one outcome for each choice, with **Evaluate other conditions even if this condition is met** and the **Accumulate** scoring option. Give a score of say **1** point to each of **ACE**, and a score of **0** points or **-1** points for each of **BDF**. You can set different feedback for each choice, which will be joined when given. This will mean that the score for getting the question right is **3** points.

   Something to watch out for if you take this approach is that a participant could try to select all options. If you don't give negative marks for wrong choices, there is nothing to stop this – they still get maximum points. One common approach is to award **-1** points per incorrect choice and also set a floor of zero.

2) Make one outcome for getting the question right, consisting of a condition where A is chosen **AND** B is **NOT** chosen **AND** C is chosen **AND** D is **NOT** chosen **AND** E is chosen **AND** F is **NOT** chosen. This can score **1** point, or however many points you want. Make another outcome with condition **Anything else**, for all other answers, scoring zero.

   You can if you wish expand this option, with additional outcomes for partially right answers. For example, you might define an outcome matching AC but **NOT** BDEF that gives **2** points and so on.

If you don't want to make separate feedback for each choice, then make an outcome with a blank ID and with condition **Always happens** at the top of your list of outcomes, and put the feedback there.

Designing outcomes for numeric questions

As with *outcomes for text match questions*, constructing outcomes for numeric questions you must test the value that the participant has given for the choice. But this time, both the value and the answer are interpreted as numbers.

Four tests are available for numeric questions. They are whether the two numbers are equal, whether the value given falls within a range between two numbers or whether one number is greater or less than another. Both whole numbers and real numbers containing a decimal point may be used in the condition and entered as an answer. Scientific numbers with an exponent are also permitted. *Perception* tries to ensure that participants can enter only numbers into numeric choices, but if the participant does manage to enter text, this will always fail to match with a number.

If the question has a single right answer, then usually you would make one outcome, which finds this and another outcome, which finds **Anything else**. Or you might make a middle outcome, which finds numbers in a range from the right answer, and allocates a partial score. For example, if your question is "What is the value of π to two decimal places?" then you might have outcomes:

- If the answer is 3.14, give full marks.
- If the answer is in the range 3.1 to 3.2, give partial marks.
- If the answer is **Anything else**, give zero marks.

Remember that because outcomes are evaluated sequentially, if the answer is 3.14, then the first outcome only will be evaluated, so you do not need to worry that the second one is also met, as it will not be reached.

If you are conducting a survey, and you want to assign the numbers into bands for analysis, then this is easily done using outcomes. For example if you are asking people how old they are, then you can make outcomes for age bands 0-18, 19-35, 36-50 and 51-100, or however, else you want to analyze them. These outcomes are easily built by using the **Choice is a number greater than** or **Choice is a number less than** conditions. *Enterprise Reporter* will then automatically analyze them in these bands, and the raw data will also be available if you need it.

If you are using numbers with decimal places, the following guidelines indicate how these are marked:

- If the number in the condition is specified as a real number (for example, “1.1”, then only an answer of this exact number will make the condition true). The answer of “1” as a whole number will not match.
- If the number in the condition is specified as a whole number (for instance “1”), then any real number will match if the digit before the decimal point is “1”, from “1.00001” to “1.99999”. In this case, the digits after the decimal point are discarded, not rounded.
- When a range is specified as the condition, the upper and lower limits of the range are included, so the condition “1 TO 3” will allow all three numbers, “1”, “2” and “3” as right answers. When the range is specified with whole numbers, any real number that is truncated to a whole number within that range is also accepted, from “1.00001” to “3.99999”.
- When the range is specified using real numbers, both numbers in the range must be real numbers. You should not mix whole and real numbers within the range.
- Numbers in scientific notation may also be used. For example, 10E2, 10E-3, 10.0E2.

You can create numeric questions with more than one choice. In that case, you will want to use the same guidelines as are applicable to outcomes for multiple response questions and outcomes for fill in blanks questions to determine the way you structure their outcomes.

Designing outcomes for pull-down list questions

Designing outcomes for **pull-down list** questions are the same as those for *matrix questions*.

Designing outcomes for ranking questions

As with outcomes for *matching questions*, outcomes for **ranking** questions are created with “right” and “wrong” outcomes by default, and more complex outcomes corresponding to partially correct responses can be constructed in a similar way.

Designing outcomes for Captivate/RoboDemo questions

For information about designing outcomes for **Captivate/RoboDemo** questions, see the section *Editing the questions* of the *Captivate Generated Questions User Guide* on the *Perception* support site:.

http://www.questionmark.com/perception/help

Designing outcomes for select a blank questions

As with outcomes for *matching questions*, outcomes for **select a blank** questions are created with "right" and "wrong" outcomes by default.

However, a **select a blank** question can be treated as a series of *multiple choice* questions and more complex outcomes corresponding to partially correct responses can be constructed.

Designing outcomes for text match questions

You need to use great care in designing open text questions that can be marked. The only text questions that it is safe to mark are ones where the number of possibly right answers is strictly limited, typically questions where the answer is short and factual.

For example, these might be questions that you can safely deliver and mark in a computerized exam, because there is only one answer, or only a small number of answers:

What is the capital city of Italy?

Name a country other than the USA, which uses the dollar as its currency?

Which Word menu item do you copy and paste from?

What is the French word for "sickness"?

On the other hand, these questions would be very difficult, if impossible to mark properly as there are too many possible answers to enumerate:

Describe the shape of the country Italy.

How did the word "dollar" come to be used as the name for US currency?

How would you copy and paste some text in Word?

Translate this paragraph into French.

Text match marking usually follows a “waterfall” principle, where one condition is evaluated and then another, until a condition that matches applies. Your conditions may be:

- **Exact match**
  The answer must match exactly a value. Leading and trailing spaces are ignored. So “Rome” will match “ Rome ”. But spaces within text are not ignored. So “capital of Italy” (two spaces between each word) will not match “capital of Italy” (one space between each word).

  You can set that letter case matters or not. If it does matter, then “Rome” will not match “rome”. Usually you should only set that letter case matters if you are testing language or keyboard skills or in some situation where getting the wrong letter case is important. Otherwise you run the risk of penalizing participants who are not proficient at typing.

  Exact matches are good if the right answer is a word or phrase that you want typed in exactly.
- **Misspellings**
  If an exact match is not made, you may wish to look for a misspelling, where one letter is wrong.

  Other misspellings, which do not fit into this algorithm will not be found automatically and will need to be trapped in other ways. For example, if you are looking for an answer of “Philadelphia” and your students sometimes spell it “Filadelfia”, you will need to trap this yourself.
- **Included in text**
  An alternative condition is to check whether text is included in the answer. For example if you check to see if “word” is included in an answer, it will be found in answers of “sword” “words do not hurt me” or “not a word”, but not in “worlds” or “low order.” Again this can be with or without letter case.
- **Boolean combinations**
  You can combine any of the above with the **NOT**, **OR** and **AND** operators to make expressions containing these conditions to create sophisticated marking algorithms.

Here are some examples of how you can use these conditions to make useful questions:

What is the capital city of Canada?

This is a simplest kind of text question, where there is one right answer, which must be given. Possible conditions might be the following:

- If the answer matches “Ottawa” exactly ignoring case, then score **2** points and give feedback for being right.
- If the answer matches “Ottawa” misspelled, then score **1** point, and give feedback with the correct spelling.
- If the answer is anything else, score **0** and give feedback for being wrong.

You could omit the middle condition if you prefer.

Who wrote the play "Hamlet"?

Another common kind of question is where there is a single factual answer but there might be a number of different ways of saying it. There would be two approaches to marking this question. One approach would be as follows:

- If the answer includes "Shakespeare", then score **1** point and give feedback for being right.
- If the answer is anything else, score **0** and give feedback for being wrong.

And the other approach would be:

- If the answer matches "Shakespeare" exactly, then score **1** point and give feedback for being right.
- If the answer matches "Will Shakespeare" exactly, then score **1** point and give feedback for being right.
- If the answer matches "William Shakespeare" exactly, then score **1** point and give feedback for being right.
- If the answer is anything else, score **0** and give feedback for being wrong.

The advantage of the first approach is that it is simpler, but it does permit longer answers that might be wrong to be marked right. For example "Shakespeare, Bacon, Goethe, Miller, (and all the other authors I can think of)…" would be marked right. The advantage of the second approach is that it will never mistakenly mark a wrong answer right, but it may miss a possible right answer, for example "W. Shakespeare" would not be marked right.

You need to think carefully about which answers you will permit, and which answers you won't.

Name the two planets that are closer to the Sun than Earth

In this more complex example, the participant must name Venus and Mercury in either order. The simplest way of doing this would be to make a condition:

- If the answer includes "Venus" **AND** the answer includes "Mercury", score **1** point and give feedback for being right.
- If the answer is anything else, score **0** and give feedback for being wrong.

More complex conditions could exclude the other planets and also give partial marks for getting one right, for example:

- If the answer includes “Venus” **AND** the answer includes “Mercury” **AND** the answer does not include “Mars” **AND** the answer does not include “Jupiter” **AND** the answer does not include “Saturn” **AND** the answer does not include “Uranus” **AND** the answer does not include “Neptune” **AND** the answer does not include “Pluto”, score **2** points and give feedback for being right.
- If the answer includes “Venus” **AND** the answer includes “Mercury”, score **1** point but give feedback saying they have included other planets too.
- If the answer includes “Venus”, score **1** point and give feedback saying that “Venus” is correct but “Mercury” is also there.
- If the answer includes “Mercury”, score **1** point and give feedback saying that “Mercury” is correct but “Venus” is also there.
- If the answer is anything else, score **0** and give feedback for being wrong.

Note: Because outcomes are always evaluated in order then only one of the above will ever apply.

With all questions it’s important to try them out and get them piloted by people before you use them for real assessment purposes. With text match questions, this is especially true. The question is safest to use for simple questions where there is a single or very small number of right answers. Open text questions are a powerful tool, because they do not prompt the user with the answer, but they also can be misused. Consider your questions carefully, because it's a common pitfall for someone to think of an answer which should be right, but which has not been included in the design.

You can make **text match** questions with more than one choice (that is, more than one text area the participant can answer in).

Designing outcomes for True/False questions

Designing outcomes for **True/False** questions is the same as for *multiple choice* questions.

Designing outcomes for spoken response questions

Designing outcomes for **spoken response** questions is the same as for *essay questions*.

Designing outcomes for Yes/No questions

Designing outcomes for **Yes/No** questions is the same as for *multiple choice* questions.

11.7.2 Implementing question outcomes

If you double click on a question *outcome* you will see the *question outcome name and score* screen. You will also see this screen if you right click on a question *outcome* and select **Edit** from the popup menu that appears, or you highlight a question *outcome* and click **Edit** on the *question menu* in the *toolbar pane*.

You can then use the *outcome* menu to:

- Set the *score* for the outcome
- Define the outcome *condition*
- Specify the *feedback* for the outcome

Scores in question outcomes

If you double click on a question *outcome* you will see the *question outcome name and score* screen. You will also see this screen if you right click on a question *outcome* and select **Edit** from the popup menu that appears, or you highlight a question *outcome* and click **Edit** on the *question menu* in the *toolbar pane*.

This screen enables you to:

- Give the outcome a **name** – it is very important to do this so that question outcomes can be identified correctly in reports
- Set a **score** for the outcome or define it to be unscored
- Add the **score** for an outcome to the current score resulting from previous outcomes
- Define whether or not an outcome is the last to be processed if it is processed

Conditions in question outcomes

If you double click on a question *outcome* you will see the *question outcome name and score* screen. You will also see this screen if you right click on a question *outcome* and select **Edit** from the popup menu that appears, or you highlight a question *outcome* and click **Edit** on the *question menu* in the *toolbar pane*.

If you then click **Condition** on the *outcome* menu, you will see the *question outcome condition* screen. This screen enables you to:

- Add or remove negation (a **NOT** operator) from a question condition
- Change a choice in a question condition
- Change an operation in a question condition
- Change a value in a question condition
- Change a boolean operator (**AND** or **OR**) in a question condition
- Edit the condition in QML

Feedback in question outcomes

If you double click on a question *outcome* you will see the *question outcome name and score* screen. You will also see this screen if you right click on a question *outcome* and select **Edit** from the popup menu that appears, or you highlight a question *outcome* and click **Edit** on the *question menu* in the *toolbar pane*.

If you then click **Feedback** on the *outcome* menu, you will see the *question outcome feedback* screen. This screen enables you to use the *HTML Editor* to create your feedback.

When you first edit a question outcome, you will see the *question outcome name and score* screen which contains the *outcome* menu. This menu enables you to:

- Set the *score* for the outcome
- Define the outcome *condition*
- Specify the *feedback* for the outcome

11.7.3 Conditions in question outcomes

If you edit a question outcome you will see the *outcome menu* on the left hand side of the screen. If you click **Condition** on this menu, you will see the *question outcome condition* screen.

Question outcome conditions use *operators* appropriate to the question type.

How you set your outcome condition depends on the question type:

Drag and drop	See *conditions in drag and drop question outcomes*
Essay	See *conditions in essay question outcomes*
Fill in blanks	See *conditions in fill in blanks question outcomes*
Hotspot	See *conditions in hotspot question outcomes*
Likert scale	See *conditions in Likert scale question outcomes*
Macromedia® Flash™	See *conditions in Macromedia® Flash™ question outcomes*
Matching	See *conditions in matching question outcomes*
Matrix	See *conditions in matrix question outcomes*
Multiple choice	See *conditions in multiple choice question outcomes*
Multiple response	See *conditions in multiple response question outcomes*
Numeric	See *conditions in numeric question outcomes*
Pull-down list	See *conditions in pull-down list question outcomes*
Ranking	See *conditions in ranking question outcomes*
Captivate/RoboDemo	See *conditions in Captivate/RoboDemo question outcomes*
Select a blank	See *conditions in select a blank question outcomes*
Text match	See *conditions in text match question outcomes*
True/False	See *conditions in True/False question outcomes*
Spoken response	See *conditions in spoken response question outcomes*
Yes/No	See *conditions in Yes/No question outcomes*
Other question types	See *conditions in other question types*

And also:

Custom	See *conditions in custom question outcomes*

List of operators

The operators that can be used in question outcomes are:

Choice includes the text
Choice includes the text ignoring letter case
Choice is a number equal to
Choice is a number greater than
Choice is a number in a range from
Choice is a number less than
Choice is in the area bounded by
Choice is selected
Choice matches exactly
Choice matches exactly
Choice matches ignoring letter case
Choice matches the text misspelled
Always happens
Anything Else
Not Answered

When editing a question outcome, only the operators appropriate for the question type are available.

Conditions in drag and drop question outcomes

The operators available for a **drag and drop** question outcome are:

Choice is in the area bounded by
Always happens
Anything Else
Not Answered

Conditions in essay question outcomes

The operators available for an **essay** question outcome are:

Always happens
Anything Else
Not Answered

Conditions in fill in blanks question outcomes

The operators available for a **fill in blanks** question outcome are:

Choice matches exactly
Choice matches ignoring letter case
Choice matches the text misspelled
Choice includes the text
Choice includes the text ignoring letter case
Always happens
Anything Else
Not Answered

Conditions in hotspot question outcomes

Setting conditions in **hotspot** question outcomes is the same as for *drag and drop* questions

Conditions in Likert Scale question outcomes

Setting conditions in **Likert Scale** question outcomes is the same as for *multiple choice* questions.

Conditions in Macromedia® Flash™ question outcomes

Setting conditions in **Macromedia® Flash™** question outcomes is the same as for *matching* questions.

Conditions in matching question outcomes

The operators available for a **matching** question outcome are:

Choice matches exactly
Always happens
Anything Else
Not Answered

Conditions in matrix question outcomes

Setting conditions in **matrix** question outcomes is the same as for *matching* questions.

Conditions in multiple choice question outcomes

The operators available for a **multiple choice** question outcome are:

Choice is selected
Always happens
Anything Else
Not Answered

Conditions in multiple response question outcomes

The operators available for a **multiple response** question outcome are:

Choice is selected
Always happens
Anything Else
Not Answered

Question Editor has a special facility that allows you to create a condition for *multiple response questions* that causes the question outcome to be processed if the participant selects all the choices.

Conditions in numeric question outcomes

The operators available for a **numeric** question outcome are:

Choice is a number equal to
Choice is a number in a range from
Choice is a number greater than
Choice is a number less than
Always happens
Anything Else
Not Answered

Conditions in pull-down list question outcomes

Setting conditions in **pull-down** question outcomes is the same as for *matching* questions.

Conditions in ranking question outcomes

Setting conditions in **ranking** question outcomes is the same as for *matching* questions.

Conditions in Captivate/RoboDemo question outcomes

Setting conditions in **Captivate/Robodemo** question outcomes is the same as for *matching* questions.

Conditions in select a blank question outcomes

Setting conditions in **select a blank** question outcomes is the same as for *matching* questions.

Conditions in text match question outcomes

Setting conditions in **text match** question outcomes is the same as for *fill in blanks* questions.

Conditions in True/False question outcomes

Setting conditions in **True/False** question outcomes is the same as for *multiple choice* questions.

Conditions in spoken response question outcomes

The operators available for an **spoken response** question outcome are:

Always happens
Anything Else
Not Answered

Conditions in Yes/No question outcomes

Setting conditions in **Yes/No** question outcomes is the same as for *multiple choice* questions.

Conditions in other question types

An **explanation** question does not have any question outcomes.

11.8 Editing questions with custom question types

Question Editor allows you to create your own *custom question types*. If you do this, you can:

- Create *custom question choices* within a question of a custom type
- Create *custom question outcomes* within a question of a custom type

11.8.1 Custom question types

In addition to the *different types of question* that *Authoring Manager* supports, you can create your own as follows:

1) Define the question layout in the format files – this is explained on the *Perception* support site which you can reach on the web at:

   http://www.questionmark.com/perception/help

2) Locate the ASCII file **qtypes.format** in the directory **\authoring\format** of your *Authoring Manager* installation
3) Open the file **qtypes.format** in a suitable editor (such as Notepad)
4) At the end of this file, add a line of the format:

   <Question Type>=<Question Type Description>

   For example

   CW=Crossword

5) Close the file **qtypes.format**

When you are *setting the question type* in *Question Editor*, the new question type will appear in the **Question type** drop-down list on the *question answer* screen.

11.8.2 Custom question choices

If you double click on a question *choice* for a question with a *custom question type*, you will see the *question choice ID and wording* screen. You will also see this screen if you right click on a question *choice* and select **Edit** from the popup menu that appears, or you highlight a question *choice* and click **Edit** on the *question menu* in the *toolbar pane*.

Choice ID

Each choice has a **Choice ID** which is usually a single character but may be longer.

The **Choice ID** must *not* contain any of the illegal characters **"**, **<**, **>** or **#**.

A **Choice ID** should *not* be changed if it is being referenced in a question outcome.

A **Choice ID** has no meaning outside the question.

11.8.3 Custom question outcomes

If you edit a question outcome for a question with a *custom question type*, you will see the *outcome menu* on the left hand side of the screen. If you click **Condition** on this menu, you will see the *question outcome condition* screen.

The operators that can be used in a question outcome for a question with a *custom question type* are:

Choice includes the text

Choice includes the text ignoring letter case

Choice is a number equal to

Choice is a number greater than

Choice is a number in a range from

Choice is a number less than

Choice is in the area bounded by

Choice is selected

Choice matches exactly

Choice matches exactly

Choice matches ignoring letter case

Choice matches the text misspelled

11.9 Copying question elements

You can use *Question Editor* for:

- *Copying the question stimulus*
- *Copying text and resources*
- *Copying question choices*
- *Copying question outcomes*

11.9.1 Copying the question stimulus

You can copy the question stimulus within a question or to another question in the same repository or in another repository.

If you are copying between questions, both of them must be open in *Question Editor*.

To copy the question stimulus:

1) Highlight the *question stimulus* or one of its components in the *question pane*
2) Right click and select the **Copy** option on the popup menu that appears
3) Highlight the *question stimulus* or one of its components in the *question pane* of the question to which you are copying
4) Right click and select the **Paste** option on the popup menu that appears

11.9.2 Copying text and resources

You can copy text and resources within a question or to another question in the same repository or in another repository.

If you are copying between questions, both of them must be open in *Question Editor*.

To copy text and resources:

1) Highlight the text and resources element in the *question pane*
2) Right click and select the **Copy** option on the popup menu that appears
3) Highlight the element below which you wish to copy the text and resources in the *question pane* of the question to which you are copying
4) Right click and select the **Paste** option on the popup menu that appears

11.9.3 Copying question choices

You can copy question choices to another question in the same repository or in another repository.

Both questions must be open in *Question Editor*.

A question choice cannot be copied into a question that already has a question choice with the same **Question ID**.

To copy question choices:

1) Highlight the question choice you wish to copy in the *question pane*
2) Right click and select the **Copy** option on the popup menu that appears
3) Highlight the position at which you wish to create the copy
    - To create the copy as the first question choice, highlight the *question type*
    - To create the copy as another question choice, highlight the question choice below which you wish to create the copy
4) Right click and select the **Paste** option on the popup menu that appears

11.9.4 Copying question outcomes

You can copy question outcomes to another question in the same repository or in another repository.

Both questions must be open in *Question Editor*.

A question outcome cannot be copied into a question that already has a question outcome with the same **Outcome Name**.

To copy question outcomes:

1) Highlight the question outcome you wish to copy in the *question pane*
2) Right click and select the **Copy** option on the popup menu that appears
3) Highlight the position at which you wish to create the copy
    - To create the copy as the first question outcome, highlight the *outcomes folder*
    - To create the copy as another question outcome, highlight the question outcome below which you wish to create the copy
4) Right click and select the **Paste** option on the popup menu that appears

11.10 Moving question elements

You can use *Question Editor* for:

- *Moving the question stimulus*
- *Moving text and resources*
- *Moving question choices*
- *Moving question outcomes*

11.10.1 Moving the question stimulus

You can move the question stimulus to another question in the same repository or in another repository.

If you are moving between questions, both of them must be open in *Question Editor*.

To move the question stimulus:

1. Highlight the *question stimulus* or one of its components in the *question pane*
2. Right click and select the **Cut** option on the popup menu that appears
3. Highlight the *question stimulus* or one of its components in the *question pane* of the question to which you are moving
4. Right click and select the **Paste** option on the popup menu that appears

11.10.2 Moving text and resources

You can move text and resources within a question or to another question in the same repository or in another repository.

If you are moving between questions, both of them must be open in *Question Editor*.

To move text and resources:

1) Highlight the text and resources element in the *question pane*
2) Right click and select the **Cut** option on the popup menu that appears
3) Highlight the element below which you wish to move the text and resources in the *question pane* of the question to which you are moving
4) Right click and select the **Paste** option on the popup menu that appears

11.10.3 Moving question choices

You can move question choices within a question or to another question in the same repository or in another repository.

If you are moving between questions, both questions must be open in *Question Editor*.

A question choice cannot be moved to a question that already has a question choice with the same **Question ID**.

To move question choices:

1) Highlight the question choice you wish to move in the *question pane*
2) Right click and select the **Cut** option on the popup menu that appears
3) Highlight the position at which to you wish to move the question choice
    - To move the question choice and make it the first question choice, highlight the *question type*
    - To move the question choice and make it another question choice, highlight the question choice below which you wish to move the question choice
4) Right click and select the **Paste** option on the popup menu that appears

11.10.4 Moving question outcomes

You can move question outcomes within a question or to another question in the same repository or in another repository.

If you are moving between questions, both of them must be open in *Question Editor*.

A question outcome cannot be moved into a question that already has a question outcome with the same **Outcome Name**.

To move question outcomes:

1) Highlight the question outcome you wish to move in the *question pane*
2) Right click and select the **Cut** option on the popup menu that appears
3) Highlight the position at which you wish to move the question outcome
    - To move the question choice and make it the first question outcome, highlight the *outcomes folder*
    - To move the question choice and make it another question outcome, highlight the question outcome below which you wish to move the question outcome

1. Right click and select the **Paste** option on the popup menu that appears

11.11 Question Editor screens

The screens available in the *Question Editor* are divided into these categories:

- *Question annotation screens*
  These screens allow you to enter the question **description** and other information
- *Question text screens*
  These screens allow you to edit text in the **question stimulus** and also add graphics and multimedia resources
- *Question type screens*
  These screens allow you to set the question **type**
- *Question choice screens*
  These screens allow you to edit the question **choices**
- *Question outcome screens*
  These screens allow you to edit the question **outcomes**
- *Condition setting screens*
  These screens allow you to edit the question **conditions** within question **outcomes**

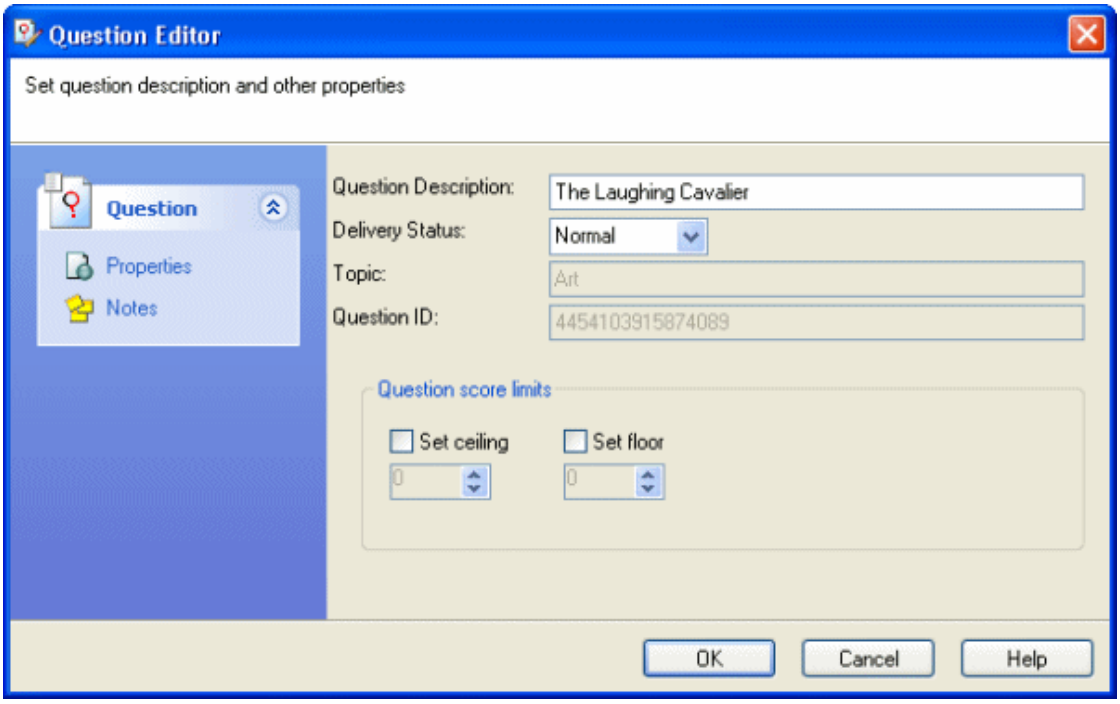
11.11.1 Question annotation screens

The question annotation screens are:

- The *question properties* screen
  You can set a question's **description**, **delivery status** and **score limits**. With this screen
- The *question notes* screen
  You can add or modify the **question notes** with this screen

11.11.2 Question properties

This screen enables you to modify *question properties*.



You *must* enter a **Description** for the question. It will be used as the question **Description** in the *Authoring Manager Window*. This is often used in reports, so it is important to use a clear description for each question.

Use the drop-down list to set the **Delivery Status** to one of the following:

- *Normal*
- *Retired*
- *Incomplete*
- *Experimental*
- *Beta*

Note: You cannot set the **Delivery Status** if the question is under a *workflow* scheme.

To set a maximum score for the question, click **Set ceiling** and use the spin control to set it to a value between **0** and **100** inclusive.

To set a minimum score for the question, click **Set floor** and use the spin control to set it to a value between **0** and **100** inclusive.

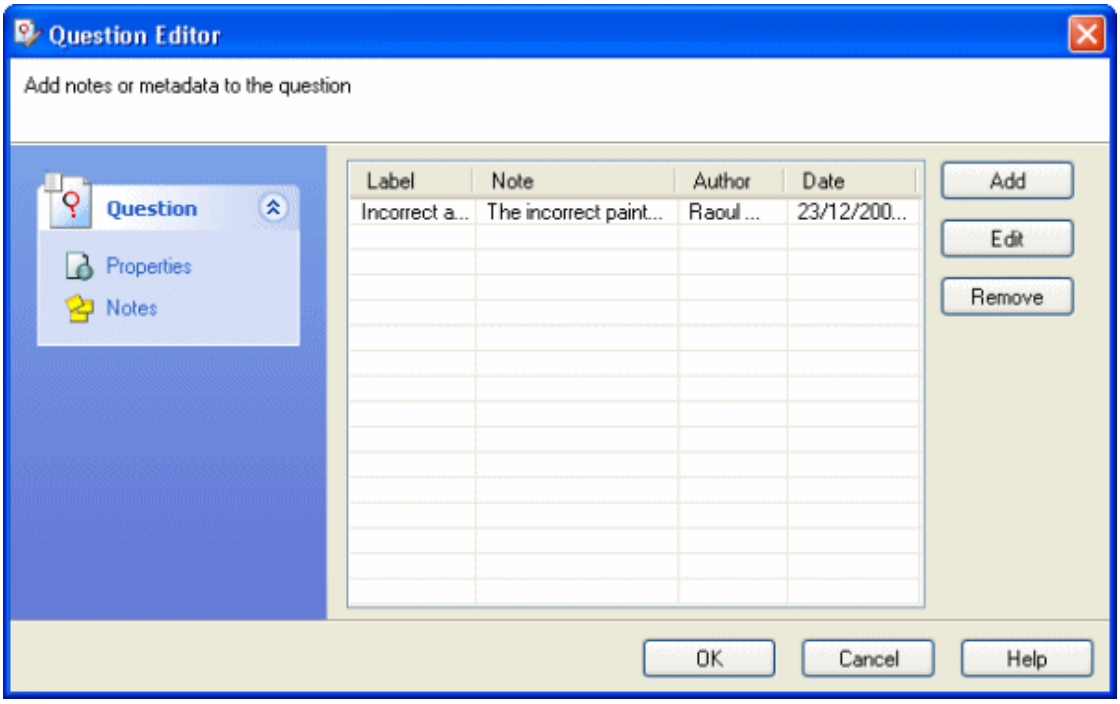
Click **OK** and your question properties will be updated, and you will return to the *Question Editor Window*.

Click **Cancel** and your question properties will *not* be updated, and you will return to the *Question Editor Window*.

You can also select the menu option **Question | Notes** to go to the screen for editing *question notes*.

11.11.3 Question notes

This screen enables you to add or modify *question notes*.



To add a new question note, click **Add** and you will see a screen that enables you add a question note.

To edit an existing question note, highlight the one you wish to change and click **Edit**. You will see a screen that enables you edit a question note.

To delete a question note, highlight the one you wish to change and click **Remove**.

Click **OK** and your question note will be updated, and you will return to the *Question Editor Window*.

Click **Cancel** and your question note will *not* be updated, and you will return to the *Question Editor Window*.

You can also select the menu option **Question | Properties** to go to the screen for editing *question properties*.

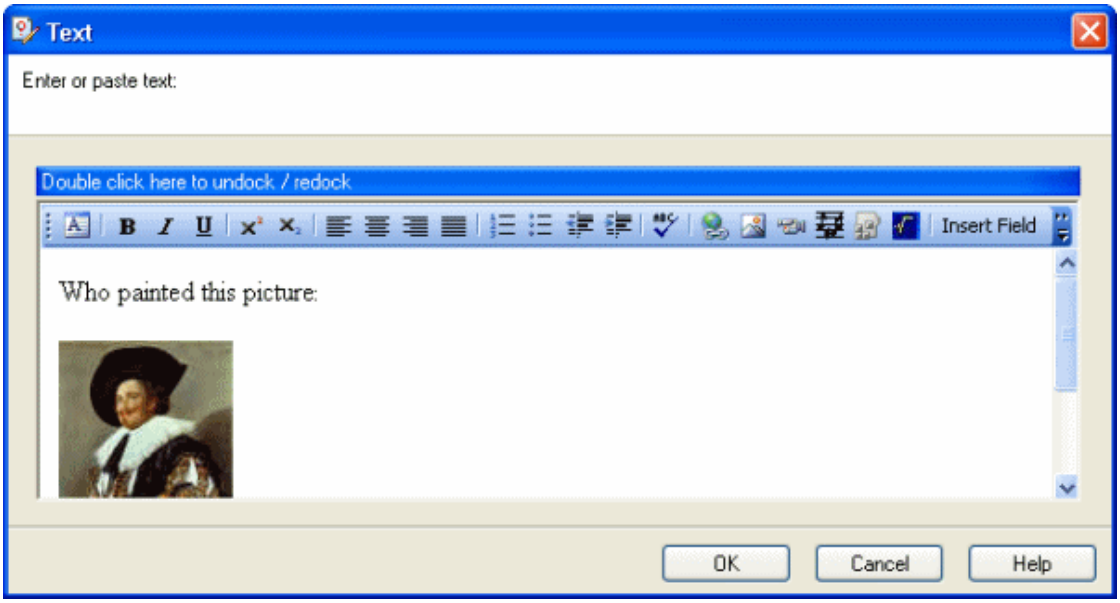
11.11.4 Question text and resources screens

You can modify text and resources in the **question stimulus** with the *question text and resources* screen.

You can also add or edit text elsewhere in the question with this screen.

11.11.5 Question text and resources

This screen enables you to add or modify text and resources.



This screen is the *simple view* of the *HTML Editor*. With this screen, you can:

- Type in your question wording
- Apply formatting to your question wording
- *Insert a hyperlink* to your question wording
- *Insert a picture* into your question wording
- *Insert a video* into your question wording
- *Insert sound* into your question wording
- *Insert a content object* into your question wording
- *Insert an equation* into your question wording
- *Insert a Flash object* into your question wording
- *Insert a field* into your question wording
- Use the *spelling checker* on your question wording
- Use the *thesaurus* on your question wording

You can also *use the advanced views* of the *HTML Editor*.

Click **OK** and your question will be updated, and you will return to the *Question Editor Window*.

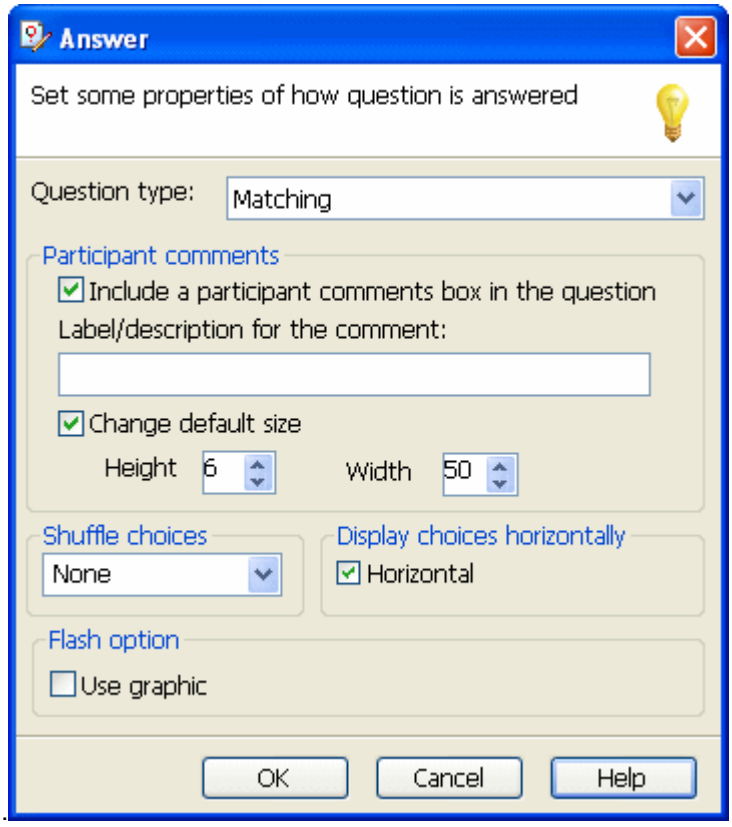
Click **Cancel** and your question will *not* be updated, and you will return to the *Question Editor Window*.

11.11.6 Question type screens

The question type is set with the *question answer* screen which also allows the question **type** to be set, allows **participant comments** to be submitted, and determines whether to **shuffle** the question choices.

11.11.7 Question answer

This screen enables you to set a question's **type**, allow **participant comments** to be submitted, specify whether to **shuffle** the question choices, and how to orient question choices.



Select the **Question type** from the drop-down list, which includes all the *different types of question* that *Authoring Manager* supports, and also any *custom question types* that are correctly set up.

Changing the question type can cause it to change behavior or stop working properly – a warning box appears if you do this.

If you wish to allow participants to submit their own comments for the question, tick **Include a participant comment box in the question**. The box in which comments to be submitted will be 5 pixels high and 50 pixels wide by default, unless you tick **Change default size** and then specify your own default **Height** and **Width**.

You can specify whether or not to **Shuffle choices**, and if so which ones to shuffle, when the question is presented to the participant. Select one of the following from the drop-down list according to how you wish the participant to see the question choices:

- **None**
  The question choices *are not* shuffled
- **All**
  All the question choices are shuffled
- **All but last**
  All the question choices *except* the last one are shuffled
- **All but last two**
  All the question choices *except* the last two are shuffled

If you wish to present the question choices horizontally (following each other on the same line unless more than one line is necessary), tick **Horizontal**. Otherwise, they will be displayed vertically (with one per line).

If you selected **matching** or **ranking** as the **Question type**, you can tick **Use graphic** to use *the graphical question interface* for *presenting matching questions graphically* or *presenting ranking questions graphically*.

Click **OK** and your question answer will be updated, and you will return to the *Question Editor Window*.

Click **Cancel** and your question answer will *not* be updated, and you will return to the *Question Editor Window*.

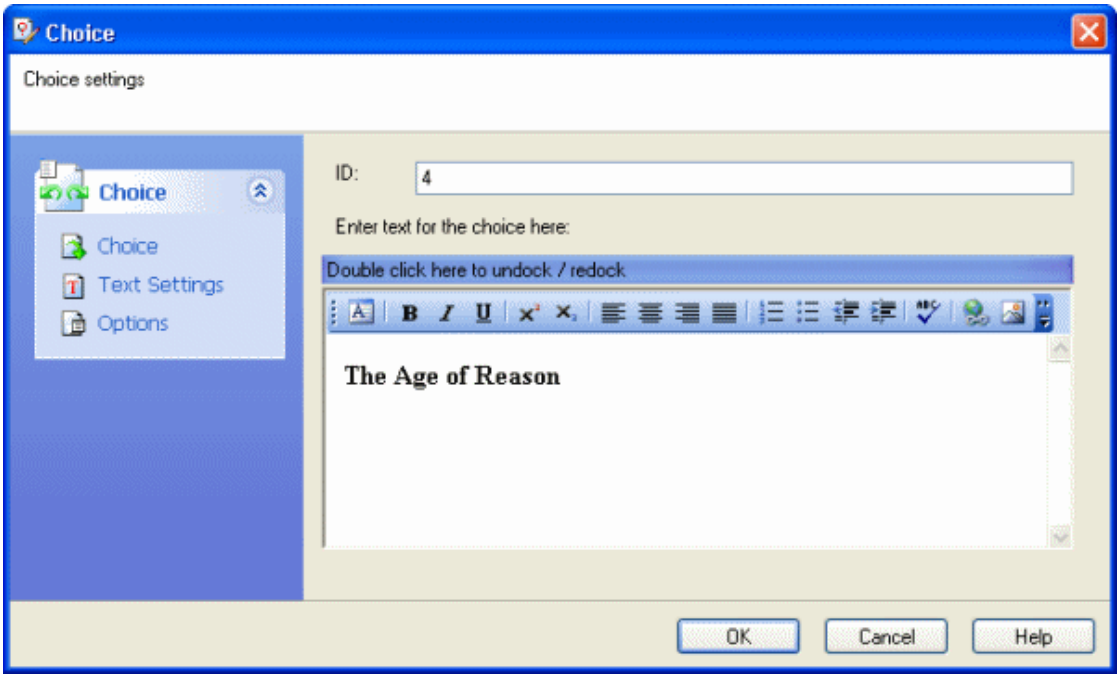
11.11.8 Question choice screens

The question choice screens are:

- The *question choice ID and wording* screen
  This screen enables you to set a question choice **ID** and define the question choice text for all questions except **drag and drop** and **hotspot** questions
- The *question choice ID and graphics* screen
  If you are editing a **drag and drop** or **hotspot** question, you use this screen to set a question choice **ID** and define the background and marker graphics
- The *question choice options* screen
  You can define the options for a question choice with this screen
- The *question choice text settings* screen
  To define the text settings for a question choice, use his screen

11.11.9 Question choice ID and wording

This screen enables you to set a question choice **ID** and define the question choice wording.



You can change the question ID in the **ID** box.

The lower box allows you to enter the question choice wording. It contains the *simple view* of the *HTML Editor* with which you can:

- Type in your question choice
- Apply formatting to your question choice
- *Insert a hyperlink* to your question choice
- *Insert a picture* into your question choice
- *Insert a video* into your question choice
- *Insert sound* into your question choice
- *Insert a content object* into your question choice
- *Insert an equation* into your question choice
- *Insert a Flash object* into your question choice
- *Insert a field* into your question choice
- Use the *spelling checker* on your question choice
- Use the *thesaurus* on your question choice

You can also *use the advanced views* of the *HTML Editor*.

How you set choices depends on the question type:

Drag and drop	See *choice ID and choice graphics for drag and drop questions*
Essay	See *choice ID and choice wording for essay questions*
Fill in blanks	See *choice ID and choice wording for fill in blanks questions*
Hotspot	See *choice ID and choice graphics for hotspot questions*
Macromedia® Flash™	See *choice ID and choice wording for Macromedia® Flash™ questions*
Matching	See *choice ID and choice wording for matching questions*
Matrix	See *choice ID and choice wording for a matrix questions*
Multiple choice	See *choice ID and choice wording for multiple choice questions*
Multiple response	See *choice ID and choice wording for multiple response questions*
Numeric	See *choice ID and choice wording for numeric questions*
Pull-down list	See *choice ID and choice wording for pull-down list questions*
Ranking	See *choice ID and choice wording for ranking questions*
Select a blank	See *choice ID and choice wording for select a blank questions*
Text match	See *choice ID and choice wording for text match questions*
True/False	See *choice ID and choice wording for True/False questions*
Yes/No	See *choice ID and choice wording for Yes/No questions*

And also:

Custom	See *choice ID and choice wording for custom questions*

Depending on the question type, you can also:

- Click **Text Settings** on the *choice menu* to edit the question choice text settings with *question choice text settings* screen
- Click **Options** on the *choice menu* to edit the question choice options with the *question choice options* screen

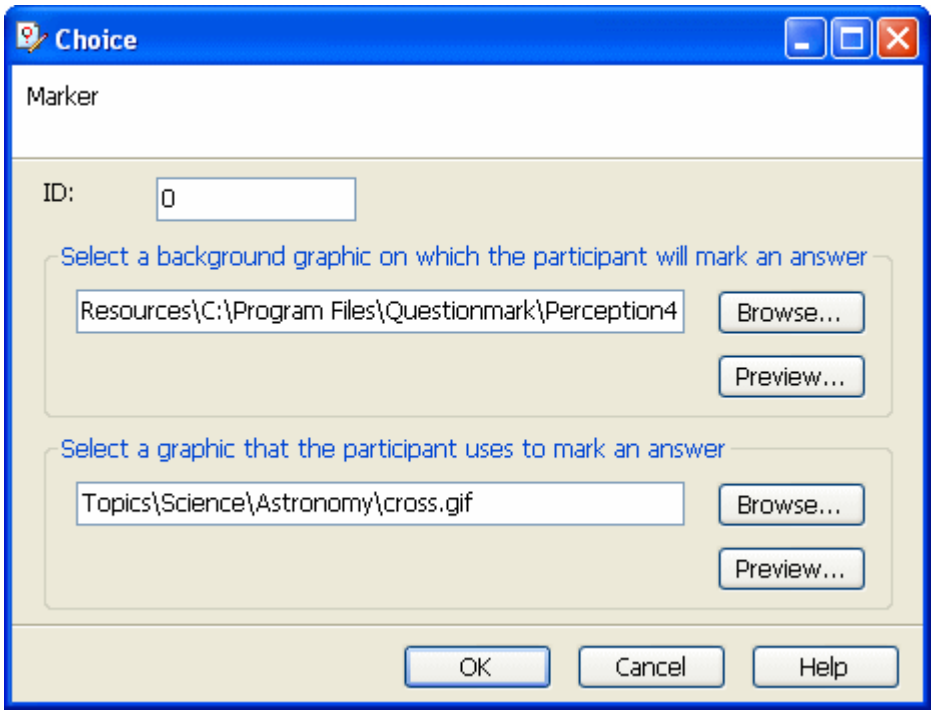
These options do not appear for all question types.

Click **OK** and your question choice will be updated, and you will return to the *Question Editor Window*.

Click **Cancel** and your question choice will *not* be updated, and you will return to the *Question Editor Window*.

11.11.10 Question choice ID and graphics

This screen enables you to set a question choice **ID** and define the background and marker graphics.



You can change the choice ID in the **ID** box.

To change the background graphic, click **Browse…** to the right of the upper box and select a new background graphic with the *Resource Browser* screen.

To see what the background graphic looks like, click **Preview…** to the right of the upper box and you will see it in the *resource preview* screen.

To change the marker graphic, click **Browse…** to the right of the upper box and select a new marker graphic with the *Resource Browser* screen.

To see what the marker graphic looks like, click **Preview…** to the right of the upper box and you will see it in the *resource preview* screen.

For more details about setting the background and marker graphics, see Choice ID and graphics for drag and drop questions and *Choice ID and graphics for hotspot questions*.

Click **OK** and your question choice will be updated, and you will return to the *Question Editor Window*.

Click **Cancel** and your question choice will *not* be updated, and you will return to the *Question Editor Window*.

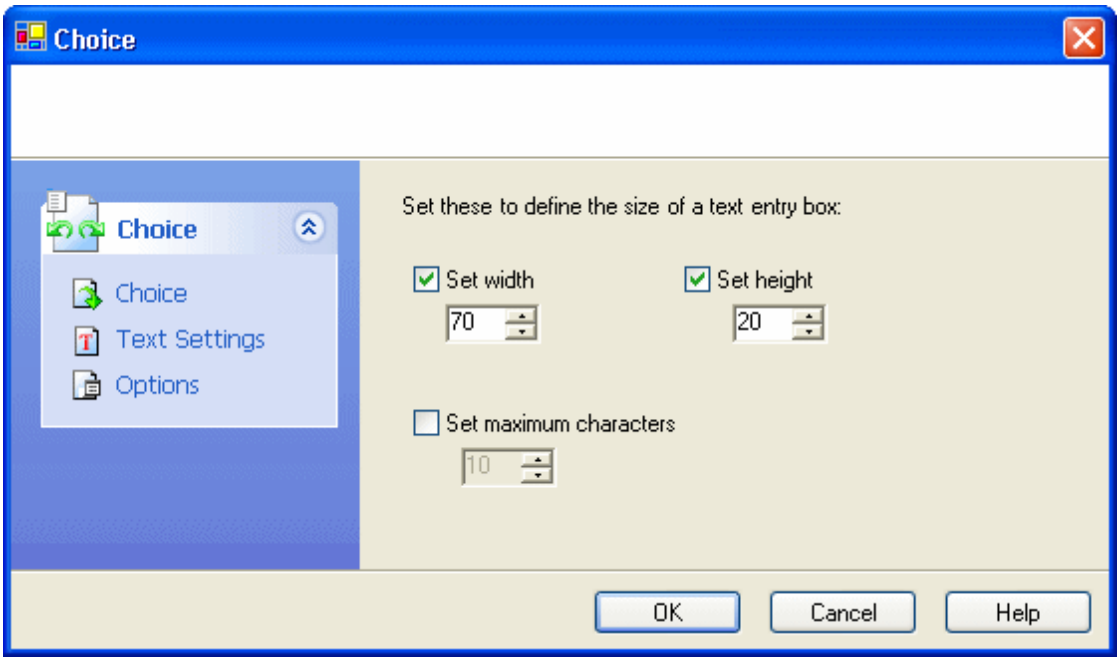
11.11.11 Question choice text settings

This screen enables you to define the text settings for a question choice if you are editing question of one of these question types:

- **Essay**
- **Fill in blanks**
- **Macromedia® Flash™**
- **Numeric**
- **Select a blank**
- **Text match**

And also:

- **Custom**



To set the width of the text entry box that the question choice uses, tick **Set width** and use the spin control underneath this option it to specify the width in pixels.

To set the height of the text entry box that the question choice uses, tick **Set height** and use the spin control underneath this option it to specify the height in pixels.

To limit the number of characters that can be typed in to the text entry box that the question choice uses, tick **Set maximum characters** and use the spin control underneath this option it to specify maximum number of characters allowed in the box.

How you make the text settings depends on the question type:

Essay	See *choice text settings for essay questions*
Fill in blanks	See *choice text settings for fill in blanks questions*
Macromedia® Flash™	See *choice text settings for Macromedia® Flash™ questions*
Numeric	See *choice text settings for numeric questions*
Select a blank	See *choice text settings for select a blank questions*
Text match	See *choice text settings for text match questions*

And also:

Custom	See choice text settings for custom questions

Depending on the question type, you can also:

- Click **Choice** on the *choice menu* to edit the question choice ID and wording with the *question choice ID and wording* screen
- Click **Options** on the *choice menu* to edit the question choice options with the *question choice options* screen

The **Choice** option always appears, but the **Options** option does not appear for all question types.

Click **OK** and your question choice will be updated, and you will return to the *Question Editor Window*.

Click **Cancel** and your question choice will *not* be updated, and you will return to the *Question Editor Window*.

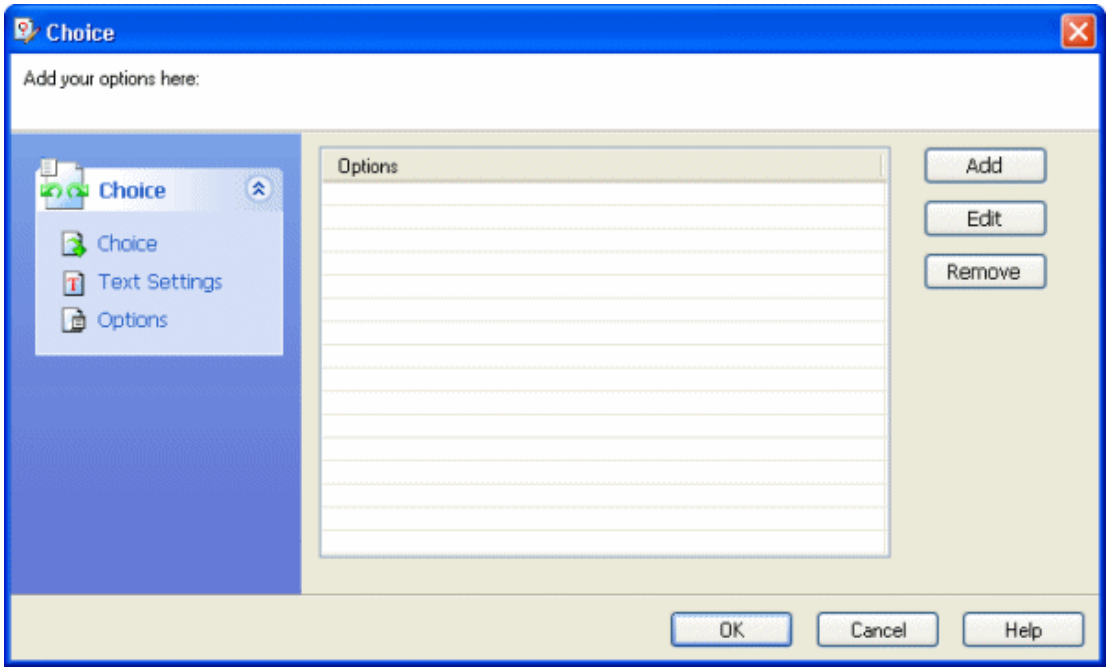
11.11.12 Question choice options

This screen enables you to define the options for a question choice if you are editing question of one of these question types:

- **Macromedia® Flash™**
- **Matching**
- **Matrix**
- **Pull-down list**
- **Ranking**
- **Select a blank**

And also:

- **Custom**



To add a new option, click **Add** and the text **New option** will appear in the **Options** list.

To edit an option, highlight it in the **Options** list and click **Edit**. You can then change the text for the option.

To delete an option, highlight it in the **Options** list and click **Remove**.

How you set the options depends on the question type:

Macromedia® Flash™	See *choice options for Macromedia® Flash™ questions*
Matching	See *choice options for matching questions*
Matrix	See *choice options for matrix questions*
Pull-down list	See *choice options for pull-down list questions*
Ranking	See *choice options for ranking questions*
Select a blank	See *choice options for select a blank questions*

And also:

Custom	See choice options for custom questions

Depending on the question type, you can also:

- Click **Choice** on the *choice menu* to edit the question choice ID and wording with the *question choice ID and wording* screen
- Click **Text Settings** on the *choice menu* to edit the question choice text settings with *question choice text settings* screen

The **Choice** option always appears, but the **Text Settings** option does not appear for all question types.

Click **OK** and your question choice will be updated, and you will return to the *Question Editor Window*.

Click **Cancel** and your question choice will *not* be updated, and you will return to the *Question Editor Window*.

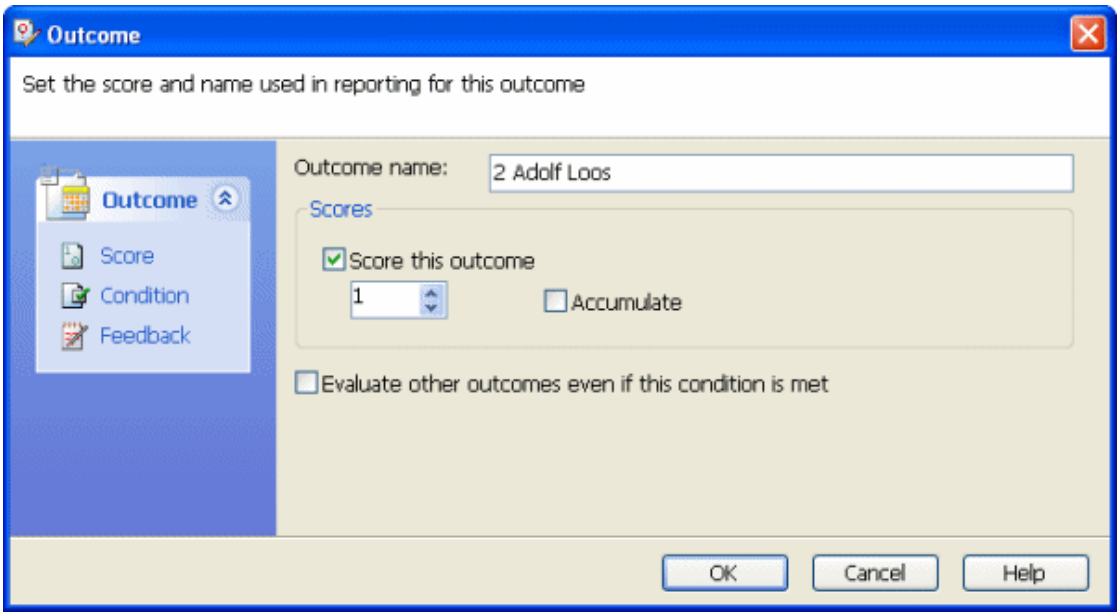
11.11.13 Question outcome screens

The question outcome screens are:

- The *question outcome name and score* screen
  Use this screen to set a question outcome **ID** and define the **score** for the question outcome
- The *question outcome condition* screen
  You can set a **condition** for a question outcome with this screen
- The *question outcome feedback* screen
  To specify the **feedback** for a question outcome, use this screen

11.11.14 Question outcome name and score

This screen enables you to set a question **Outcome name** and define the **score** for the question outcome.



First, expand the *outcome menu* and select **Score**.

Enter the **Outcome name** in the upper box. It can be up to 50 characters long but may be blank. It must *not* contain any of the illegal characters **"**, **<**, **>** or **#**. This is often used in reports, so it is important to use a clear naming scheme for question outcomes

To set a score for the outcome, tick **Score the outcome** and select a score with the spin control. The score must be an integer in the range **-16383** to **+16383** inclusive.

To leave the outcome unscored, ensure that **Score the outcome** is *not* ticked.

If other outcomes have been evaluated before this one and you wish to add the score for this outcome to the current question score, tick **Accumulate**.

If you wish other question outcomes after this one to be used if they apply, tick **Evaluate other outcomes even if the condition is met**.

To make this the last outcome to be used (if it applies), ensure that **Evaluate other outcomes even if the condition is met** is *not* ticked.

To edit the question condition, expand the *outcome menu* and select **Condition**. You will then see the *question outcome condition* screen.

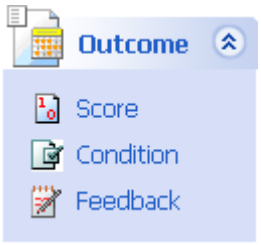
To edit the question feedback, expand the *outcome menu* and select **Feedback**. You will then see the *question outcome feedback* screen.

When you have finished editing the name and score, you can click **OK** and your question outcome will be updated, and you will return to the *Question Editor Window*.

If you do not wish to update your question outcome, click **Cancel** and you will return to the *Question Editor Window*.

The outcome menu

This menu allows you to change all parts of a question outcome.



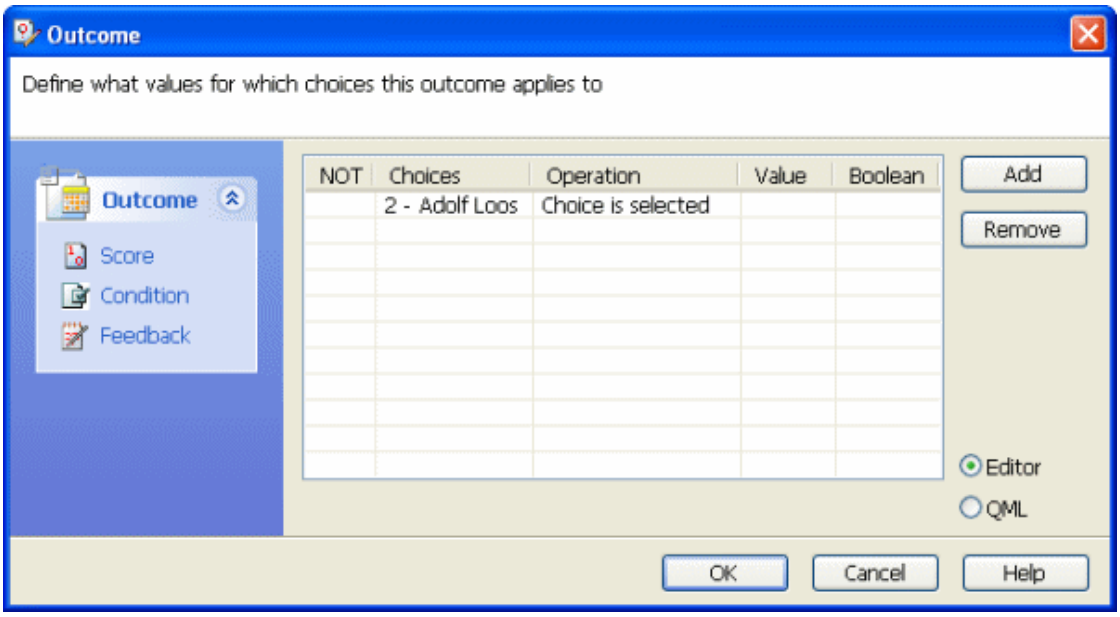
To change the **Outcome name** and **score** for the question outcome, click **Score** and you will see the *question outcome name and score* screen.

To change the question condition, click **Condition** and you will see the *question outcome condition* screen.

To change the question feedback, click **Feedback** and you will see the *question outcome feedback* screen.

11.11.15 Question outcome condition

This screen enables you to set a **condition** for a question outcome.



How you set your outcome condition depends on the question type:

Drag and drop	See *conditions in drag and drop question outcomes*
Essay	See *conditions in essay question outcomes*
Fill in blanks	See *conditions in fill in blanks question outcomes*
Hotspot	See *conditions in hotspot question outcomes*
Likert scale	See *conditions in Likert scale question outcomes*
Macromedia® Flash™	See *conditions in Macromedia® Flash™ question outcomes*
Matching	See *conditions in matching question outcomes*
Matrix	See *conditions in matrix question outcomes*
Multiple choice	See *conditions in multiple choice question outcomes*
Multiple response	See *conditions in multiple response question outcomes*
Numeric	See *conditions in numeric question outcomes*
Pull-down list	See *conditions in pull-down list question outcomes*
Ranking	See *conditions in ranking question outcomes*
Captivate/RoboDemo	See *conditions in Captivate/RoboDemo question outcomes*
Select a blank	See *conditions in select a blank question outcomes*
Text match	See *conditions in text match question outcomes*
True/False	See *conditions in True/False question outcomes*
Spoken response	See *conditions in spoken response question outcomes*
Yes/No	See *conditions in Yes/No question outcomes*
Other question types	See *conditions in other question types*

And also:

Custom	See *conditions in custom question outcomes*

If you are editing a condition in a *multiple response question outcome*, a slightly different screen is used.

To *edit the condition with Question Editor* using its own editing facilities, ensure that the **Editor** option is selected.

To *edit the condition in QML*, ensure that the **QML** option is selected.

To change the **Outcome name** and **score**, expand the *outcome menu* and select **Score**. You will then see the *question outcome name and score* screen.

To edit the question feedback, expand the *outcome menu* and select **Feedback**. You will then see the *question outcome feedback* screen.

When you have finished editing the condition, you can click **OK** and your question outcome will be updated, and you will return to the *Question Editor Window*.

If you do not wish to update your question outcome, click **Cancel** and you will return to the *Question Editor Window*.

Editing a condition with Question Edtor

First, expand the *outcome menu* and select **Condition**.

Then select the **Editor** option.

To add or remove negation (a **NOT** operator) from a question condition, double click under the **NOT** column on the line you wish to alter and you can *change the negation*.

To change a choice in a question condition, double click under the **Choices** column on the line you wish to alter and you can *change the choice*.

To change an operation in a question condition, double click under the **Operation** column on the line you wish to alter and you can *change the operation*.

To change a value in a question condition, double click under the **Value** column on the line you wish to alter and you can *change the value*.

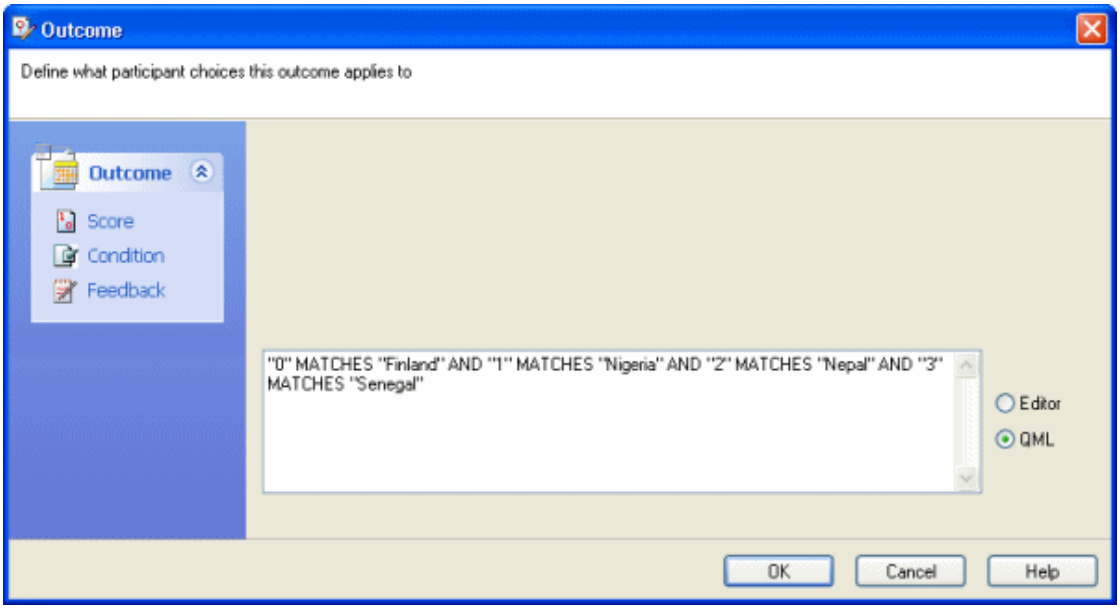
To change a boolean operator (**AND** or **OR**) in a question condition, double click under the **Boolean** column on the line you wish to alter and you can *change the boolean operator*.

To add a new line to the condition, click **Add**.

To remove a line from the condition, click **Remove**.

Editing a condition in QML

This screen enables you edit the QML for a **condition** in a question outcome.



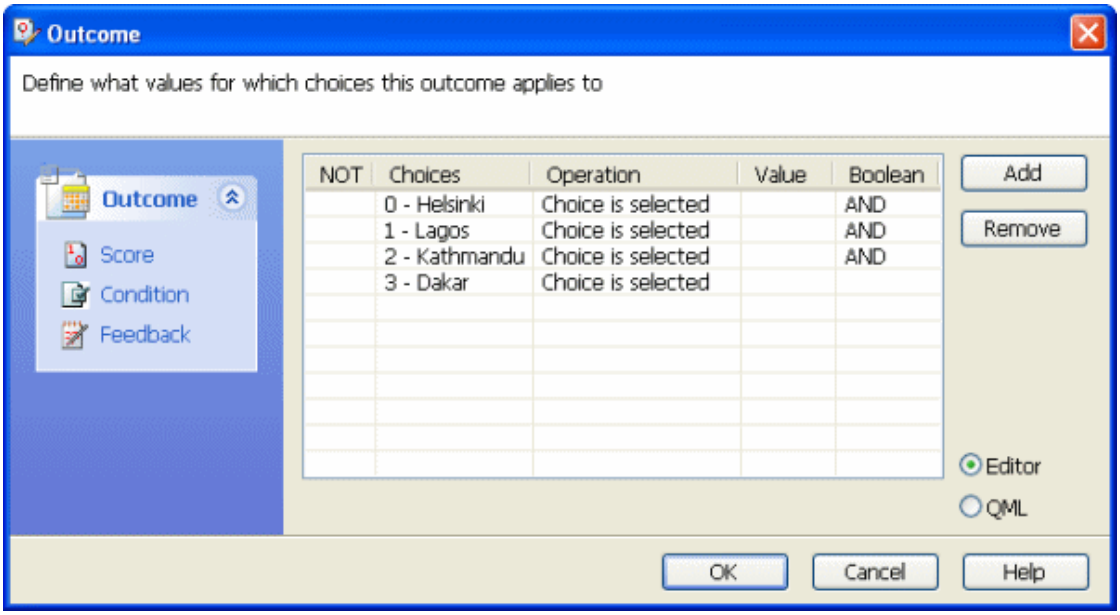
First, expand the *outcome menu* and select **Condition**.

Then select the **QML** option.

Edit the QML in the box.

Multiple response question outcomes

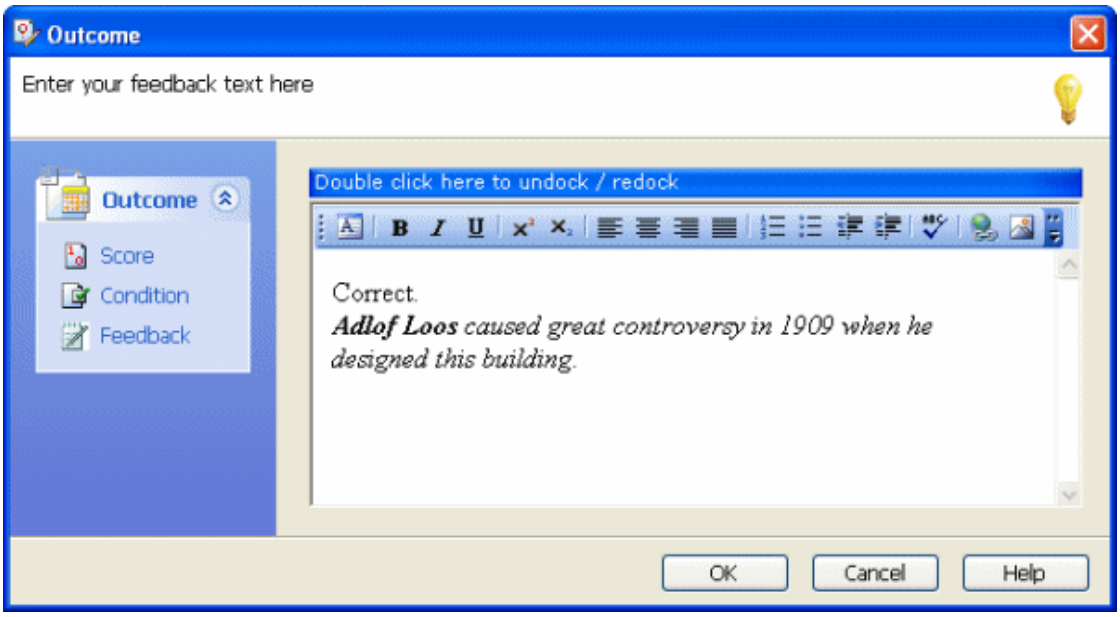
Conditions in **multiple response** question outcomes are the same as for all other question types except that the screen used to edit them has an additional **All Selected** button.



Click **All Selected** to create a condition that causes the question outcome to be processed if the participant selects all the choices.

11.11.16 Question outcome feedback

This screen enables you to specify the **feedback** for a question outcome.



First, expand the *outcome menu* and select **Feedback**.

The lower box allows you to enter the question feedback. It contains the *simple view* of the *HTML Editor* with which you can:

- Type in your question feedback
- Apply formatting to your question feedback
- *Insert a hyperlink* to your question feedback
- *Insert a picture* into your question feedback
- *Insert a video* into your question feedback
- *Insert sound* into your question feedback
- *Insert a content object* into your question feedback
- *Insert an equation* into your question feedback
- *Insert a Flash object* into your question feedback
- *Insert a field* into your question feedback
- Use the *spelling checker* on your question feedback
- Use the *thesaurus* on your question feedback

You can also *use the advanced views* of the *HTML Editor*.

To change the **Outcome name** and **score**, expand the *outcome menu* and select **Score**. You will then see the *question outcome name and score* screen.

To edit the question condition, expand the *outcome menu* and select **Condition**. You will then see the *question outcome condition* screen.

Click **OK** and your question outcome will be updated, and you will return to the *Question Editor Window*.

Click **Cancel** and your question outcome will *not* be updated, and you will return to the *Question Editor Window*.

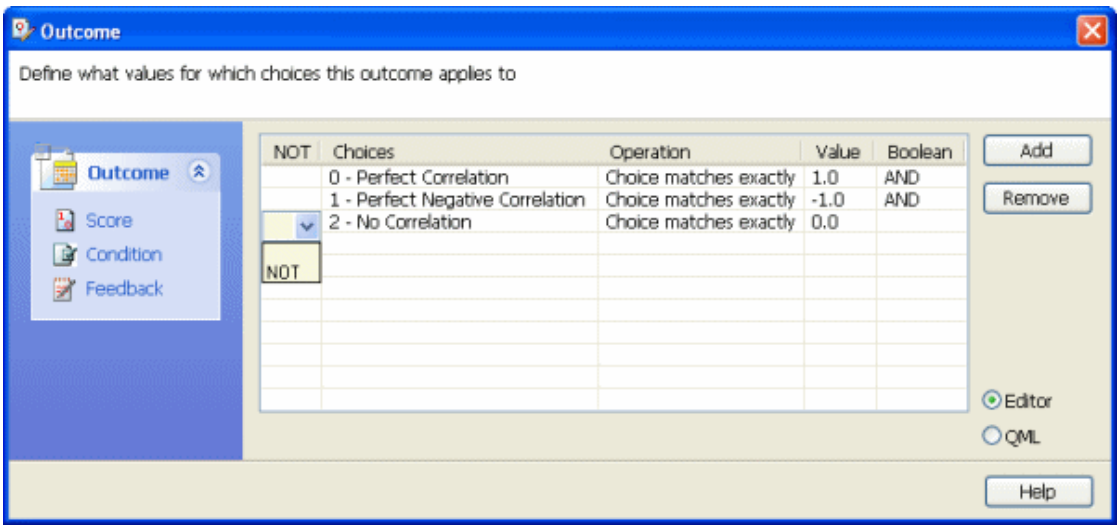
11.11.17 Condition setting screens

Question Editor allows you to change the condition of a question outcome as follows:

- *Changing a negation*
- *Changing a choice*
- *Changing an operation*
- *Changing a value*
- *Changing a boolean operator*

11.11.18 Changing a negation

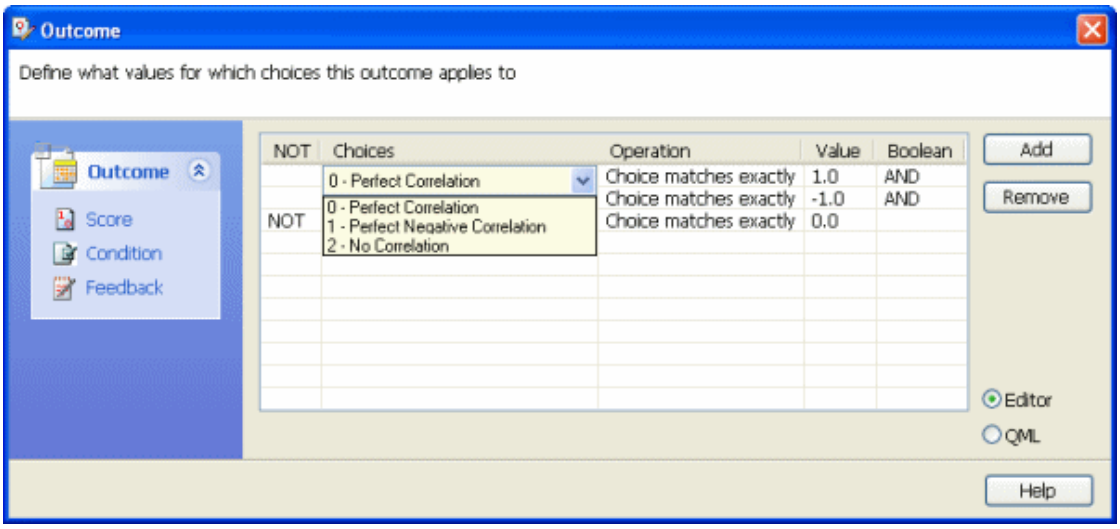
To add or remove negation (a **NOT** operator) from a question condition, double click under the **NOT** column on the line you wish to alter and you will see a drop-down list.



Use the drop-down list to add or remove the **NOT** operator.

11.11.19 Changing a choice

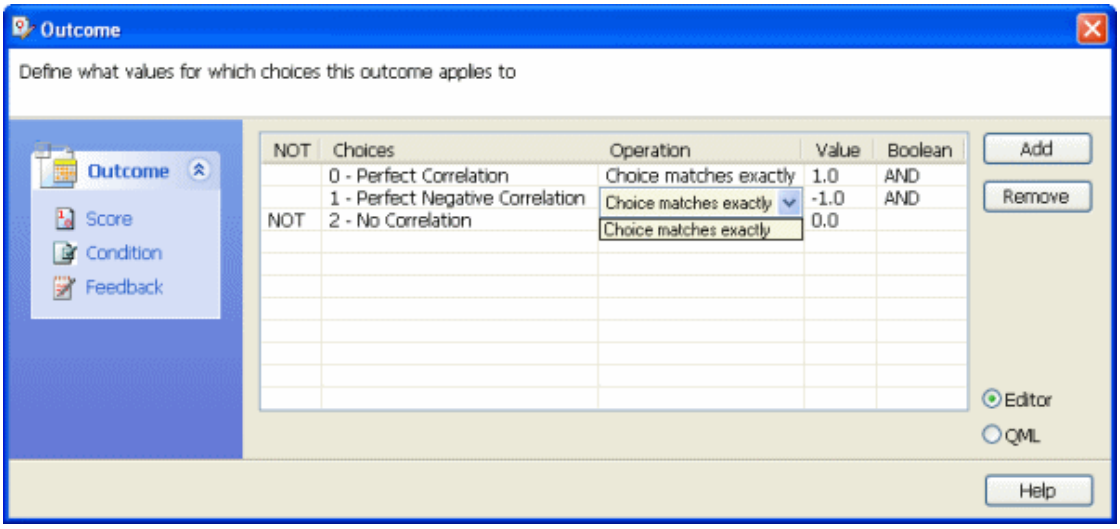
To change a choice in a question condition, double click under the **Choices** column on the line you wish to alter and you will see a drop-down list.



Use the drop-down list to select the choice you require.

11.11.20 Changing an operation

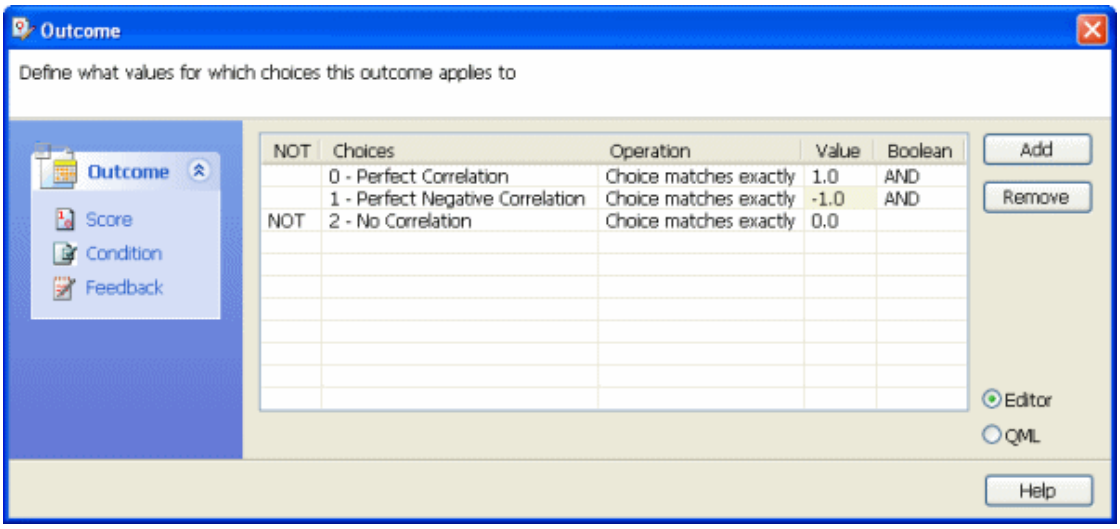
To change an operation in a question condition, double click under the **Operation** column on the line you wish to alter and you will see a drop-down list.



Use the drop-down list to select the operation you require.

11.11.21 Changing a value

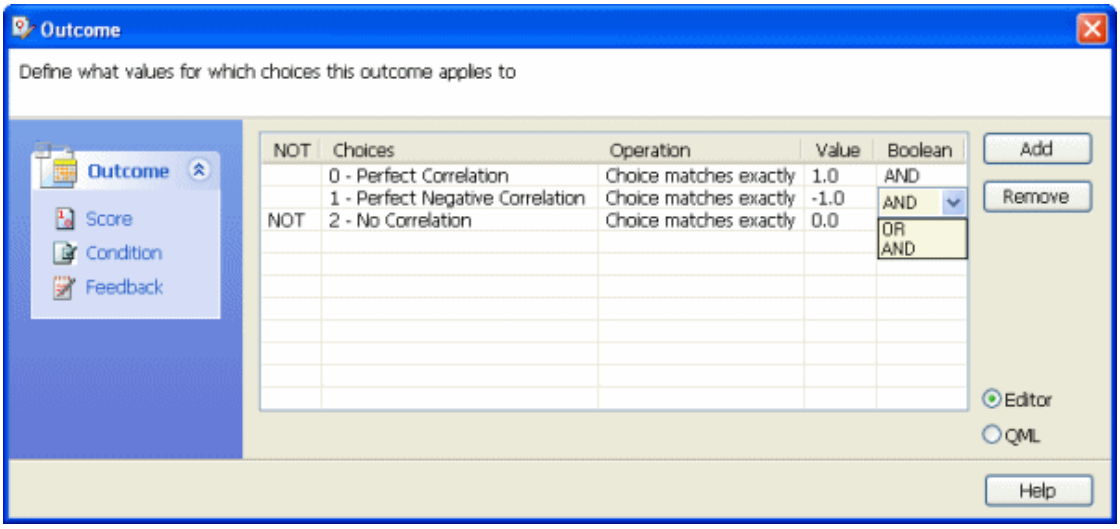
To change a value in a question condition, double click under the **Value** column on the line you wish to alter and it becomes editable.



Enter the required value in the editable box.

11.11.22 Changing a boolean operator

To change a boolean operator (**AND** or **OR**) in a question condition, double click under the **Boolean** column on the line you wish to alter and you will see a drop-down list.



Use the drop-down list to select **AND** or **OR**.

12 The HTML Editor

The *HTML Editor* is available to you when you are adding or changing material with *Question Wizard, Question Editor*, *Assessment Wizard* or *Assessment Editor.*

It allows you to work in various *views* in order to add material including text, hyperlinks, *picture files, video files, sound files, content objects* or equations, and also use the *proofing tools*.

You can also enter material marked up in HTML and preview the material to see how it will be presented to a participant.

There are also some *proofing tools* such as spell checking and a thesaurus available in the *HTML Editor*.

12.1 Views

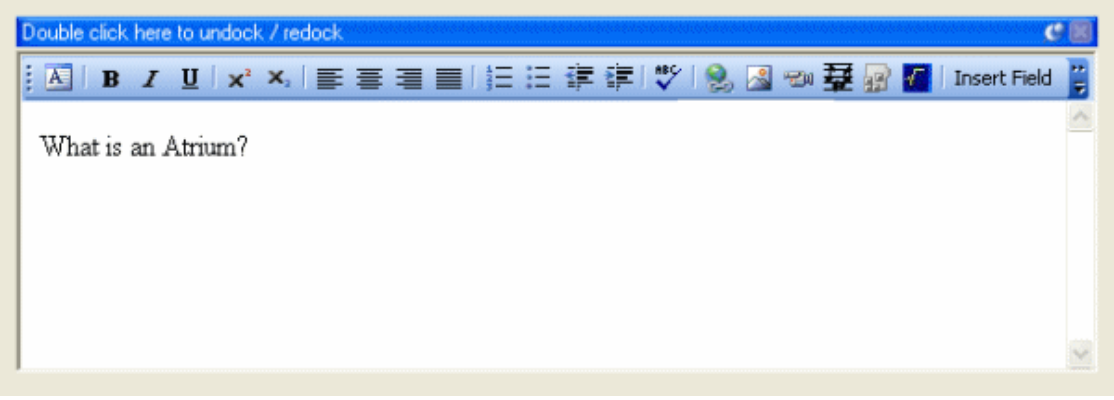
The *HTML Editor* provides these views that you can use:

- *Simple view*
  This view enables you to add text, hyperlinks, picture files, video files, sound files, content objects or equations, and also use the *proofing tools*
- *Design view*
  This view is the same as the *simple view* except that it gives you access *HTML view* and the *preview*
- *HTML view*
  This view enables you to type in material marked up in HTML
- *Preview*
  This view enables you to see how your material will be presented to a participant

12.1.1 Simple view

This view enables you to type in text and format it while seeing the effect of your changes.

You can also use the toolbar to *add hyperlinks*, *add pictures*, *add videos*, *add sound*, *add content objects* or *add an equation*, and also use the spelling and thesaurus tools.



You can use the simple view as a separate window, and consolidate it later with the original window, by *undocking and redocking* it.

To add text, just type it in.

The formatting controls you can use are:

-  *Use the advanced views*
-  Embolden the selected text
-  Italicize the selected text
-  Underline the selected text
-  Apply superscript
-  Apply subscript
-  Left justify the selected text
-  Center justify
-  Right justify
-  Full justify
-  Apply numbered list
-  Apply bulleted list
-  Increase indent
-  Decrease indent

Note: In this view, you cannot change the typeface or color of the text font. These are set with by the *template* that you use in an assessment or a question block within an assessment, which provides consistency.

You can also use these facilities:

	Spell check	– click this and you will see the *spell check* screen
	Insert hyperlink	– click this and you will go to the *add a hyperlink screen*
	Insert picture	– click this and you will go to the *add a picture* screen
	Insert video	– click this and you will go to the *add a video* screen
	Insert sound	– click this and you will go to the *add sound* screen
	Insert content object	– click this and you will go to the *add content object* screen
	Insert equation	– click this and you will go to the *add an equation* screen
	Insert Flash object	– click this and you will go to the *add Flash object* screen
	Insert field	– use this drop-down list to *add a field*

12.1.2 Using the advanced views

Click the *advanced button* on the tooolbar to use the *design view* of the *HTML Editor* which gives you the same facilities as the simple view and also lets you navigate to:

- The *HTML view*
  This also allows you to enter your material as marked up HTML code
- The *preview*
  This allows you to see your material as the participant will see it

12.1.3 Running the spelling checker

You can run the *spelling checker* in the following ways:

- Click the *spell check* button in the simple view
- Right-click in the text area and select the **Spelling** option from the popup menu that appears

12.1.4 Enabling check spelling as you go

To *check spelling as you go*, right-click in the text area and select the **Check spelling** option from the popup menu that appears.

12.1.5 Using the thesaurus

To use the *thesaurus*, place the cursor within a word for wish you wish to find an alternative, right-click and select the **Synonyms | Thesaurus** option at the bottom of the popup menu that appears.

12.1.6 Finding synonyms

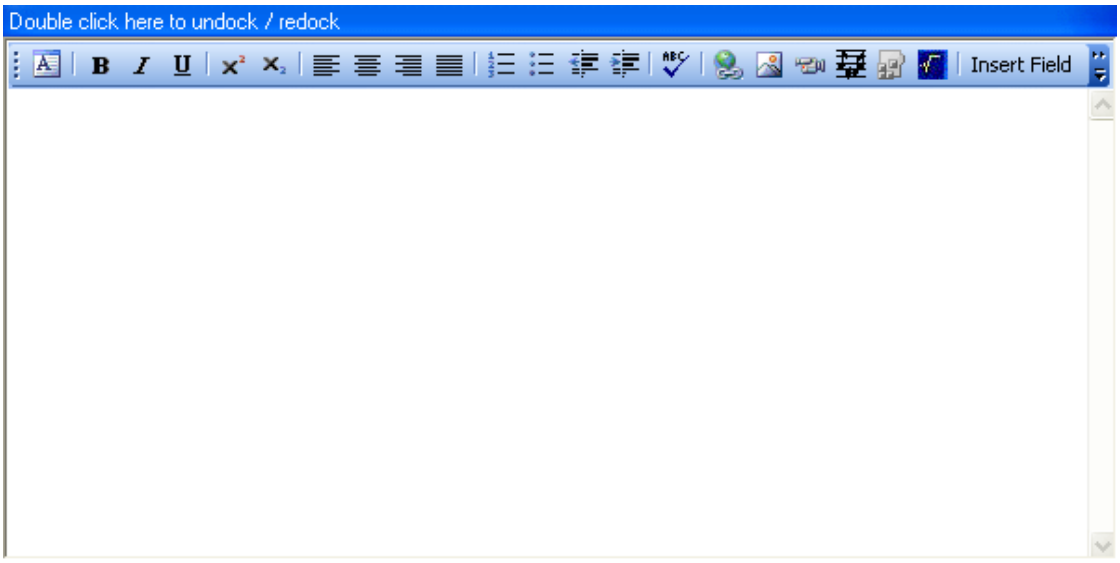
If you place the cursor within a word for wish you wish to find an alternative and right-click, you will see some words provided by the *synonym finder* that you can substitute for the original word.

12.1.7 Changing the language

To change the *language setting* for the spelling and thesaurus tools, right-click in the text area and select the **Language | Set language** option from the popup menu that appears.

12.1.8 Undocking and Redocking

To use the simple view as a separate window, you must *undock* it. To do this, double-click on the bar that says **Double click here to undock/redock** and you will be able to move and resize the simple view.



To consolidate the undocked simple view with the original window, you must *redock* it. To do this, double-click on the bar that says **Double click here to undock/redock**.

12.1.9 Adding a field

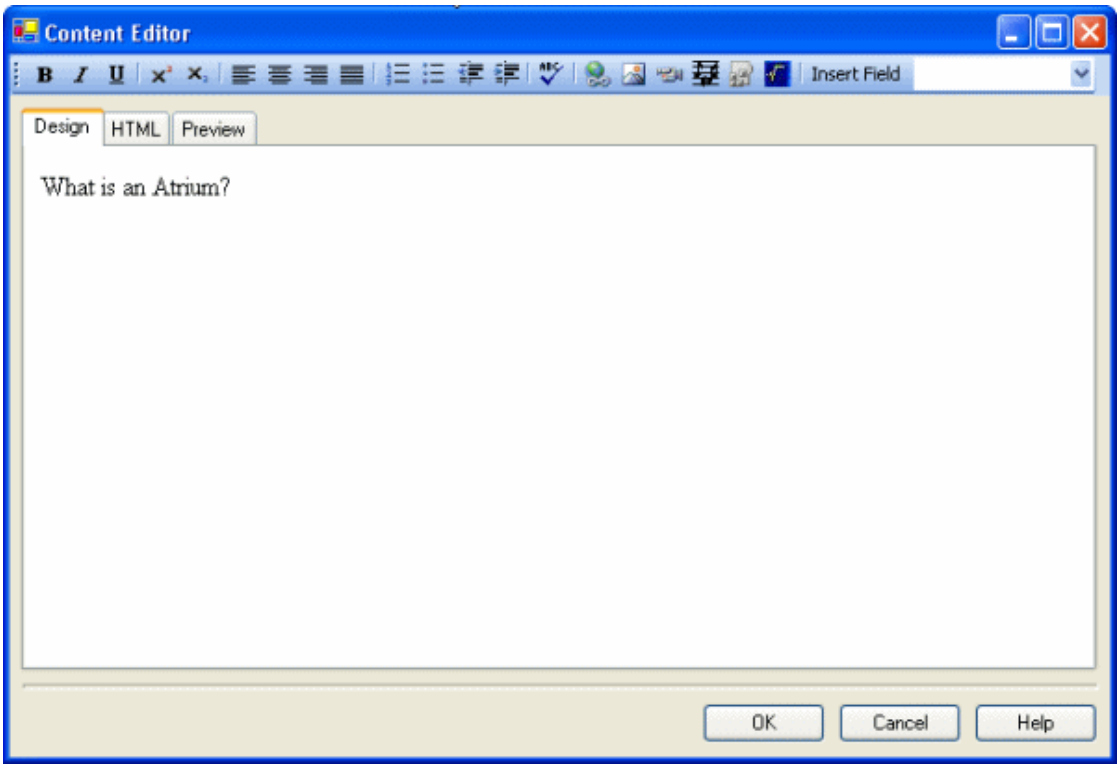
If you add a field, it will be evaluated after the participant has taken an assessment. For example, the participant's name and the assessment they took could appear in feedback for an assessment outcome.

You can add the following fields:

Assessment Name	The name of the assessment that the participant took
Assessment ID	The ID of the assessment that the participant took
Date	The date on which the participant took the assessment
Time	The time at which the participant took the assessment
Participant Name	The participant's name
Participant Details	The participant's details
Participant Group	The group that the participant belongs to
Score in points	The participant's score for the assessment the participant took, in points
Max score	The highest possible score for the assessment, in points
Time Limit	The time limit for the assessment the participant took, if set
Time so far	The time used so far by the participant for the assessment they are taking
Time spent	The time used by the participant for the assessment they took
Special 1 – Special 10	Fields for *collecting demographic data*

12.1.10 Design view

This view enables you to do the same things as the *simple view*, but it also gives you access to the *HTML view* and *preview*.



You can use this view in exactly the same way as the *simple view*.

> **Note:** In this view, you cannot change the typeface or color of the text font. These are set with by the *template* that you use in an assessment or a question block within an assessment, which provides consistency.

Click the **HTML** tab to navigate to the *HTML view*. This allows you to enter your material as marked up HTML code.

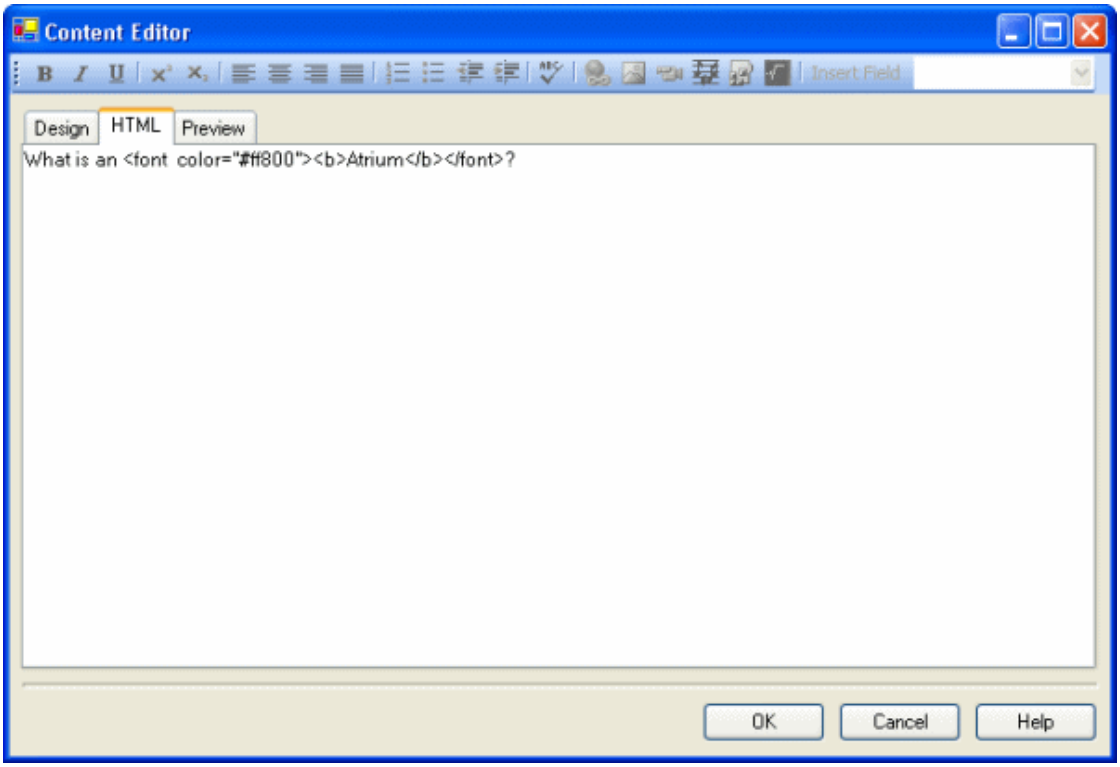
Click the **Preview** tab to navigate to the *preview*. This allows you to see your material as the participant will see it.

Click **OK** return to the *simple view* with any changes you have made..

Click **Cancel** return to the *simple view without* any changes you have made.

12.1.11 HTML view

This view enables you to enter your material as marked up HTML code.



Before you use this view, you might like to look at the *advice on adding a HTML code*.

Type in your material as marked up HTML code.

> **Note:** In this view, you are free to change the typeface or color of the text font. If you do this, you may lose consistency throughout an assessment or a question block within an assessment. See the *example of varying typeface*.

You cannot use the formatting controls or proofing tools on this screen.

Click the **Design** tab to navigate to the *design view*. This enables you to add text, hyperlinks, *picture files, video files, sound files, content objects* or equations, and also use the *proofing tools*.

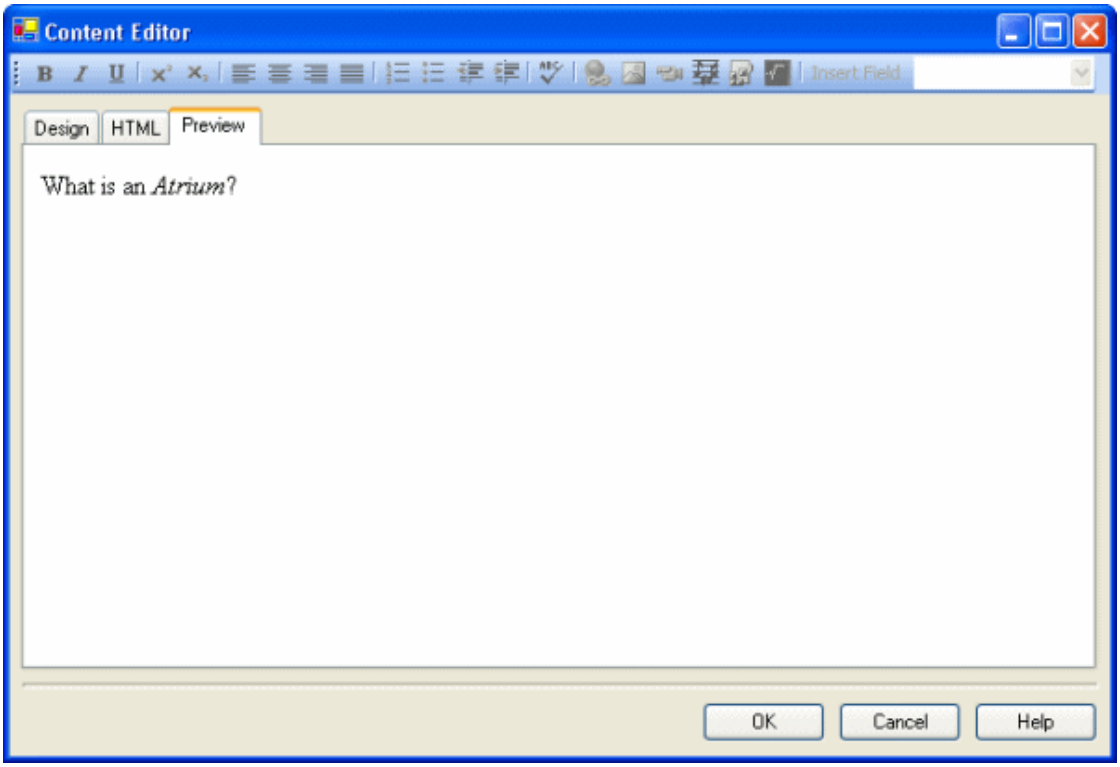
Click the **Preview** tab to navigate to the *preview*. This allows you to see your material as the participant will see it.

Click **OK** return to the *simple view* with any changes you have made..

Click **Cancel** return to the *simple view without* any changes you have made.

12.1.12 Preview

This view enables you to see how your material will be presented to a participant.



You cannot enter anything on this screen.

Click the **Design** tab to navigate to the *design view*. This enables you to add text, hyperlinks, *picture files, video files, sound files, content objects* or equations, and also use the *proofing tools*.

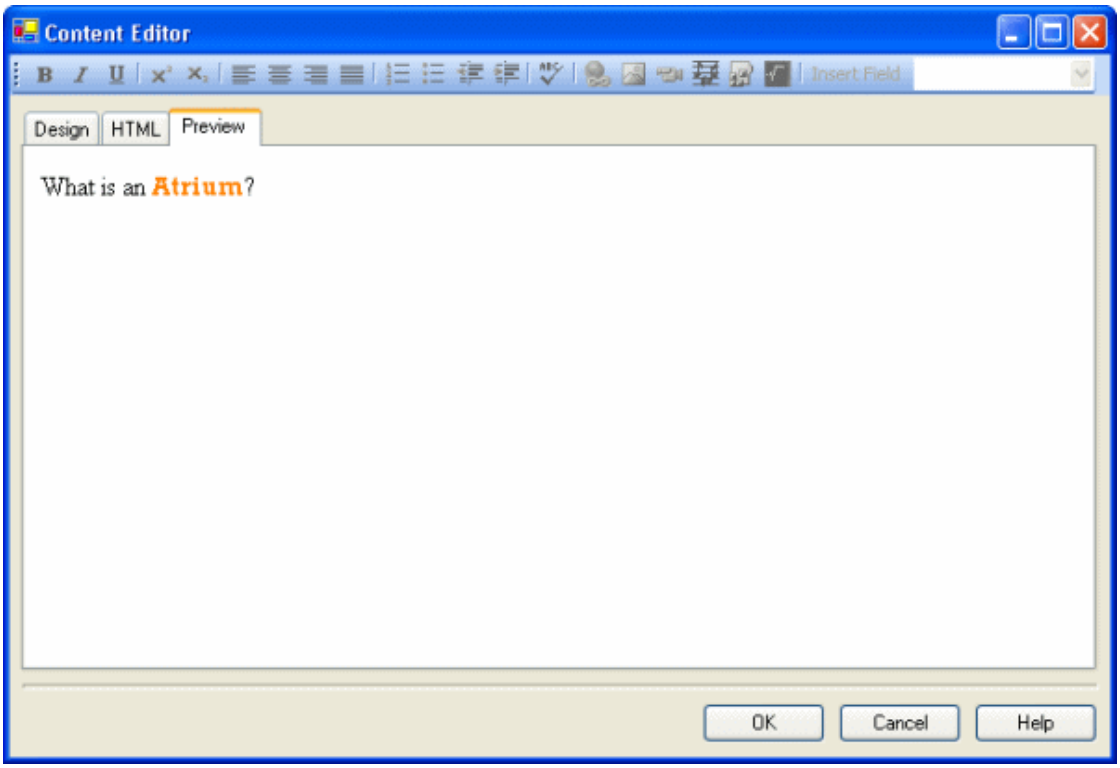
Click the **HTML** tab to navigate to the *HTML view*. This also allows you to enter your material as marked up HTML code.

Click **OK** return to the *simple view*..

Click **Cancel** return to the *simple view*.

12.1.13 Example of varying typeface

In this is an example, the typeface and color used for the word *Atrium above* has been changed with the *HTML view*.



12.2 Advice

The following topics give advice on various aspects of the *HTML Editor*:

- *Advice on adding HTML code*
- *Advice on adding a picture*
- *Advice on adding a video*
- *Advice on adding sound*

12.2.1 Advice on adding HTML code

You are free to use almost all the functionality of HTML within your material, but here are some things that you should not try to do:

- **Don't use your own document tags**
  Perception automatically generates the tags necessary to start and finish an HTML document for each page it produces. The document is started with **<HTML>**, **<HEAD>** and **<BODY>** tags and closed with **</BODY>** and **</HTML>** tags, *none of which* should be used in HTML code.
- **Don't use the facilities for forms**
  The questions in *Perception* are displayed and processed using the HTML **<FORM>** tag and various **<INPUT>** tags for the different choices. Using *any of these tags* within HTML code will prevent the participants' answers being correctly processed.
- **Don't use the ISMAP attribute in image tags**
  The use of the **ISMAP** attribute in image tags *should be avoided* for the same reason as for the forms facilities. Clicking on such an image will have the same effect as if the participant had clicked on the **Submit** button.
- **Be careful with tables**
  Some templates may use tables to control how the questions are displayed. If you use any table tags (for instance **<TABLE>**, **<TR>** or **<TD>**) in HTML code, make sure that they do not conflict with any templates that use tables. Also check that you do not leave such tags open. For instance, if you use **<TABLE>** to start a table, make sure to use **</TABLE>** to end it.
- **Be careful with scripts or dynamic HTML**
  If you copy your HTML code from an HTML authoring package, be aware that they may use scripting or advanced HTML features without you knowing it. Check the HTML code produced by such programs carefully to ensure that no such unwanted features, which may rely on specific browser or server capabilities, find their way into your questions. Such packages may also insert unwanted comments in the HTML code.

12.2.2 Advice on adding a picture

The following types of picture file can be used as resources in *Authoring Manager*:

.bmp **.jpg**

.gif **.png**

.jpeg

We recommend that you consider just using **.gif** and **.jpeg/.jpg** picture files as these are the most widely supported by browsers.

12.2.3 Advice on adding a video

You must ensure that, when the participants view the question, they have the facilities necessary to support the type of video file you include.

If you add a link to a video file, it is copied into the repository when it is inserted. This means that you cannot use this screen to link to an external video file. To do this, you must link to it with a hyperlink.

The following types of video file can be added with the *HTML Editor*:

.avi **.mpg** **.ra**

.mov **.qt** **.rm**

.mpeg **.swf**

12.2.4 Advice on adding sound

You must ensure that, when the participants view the question, they have the facilities necessary to support the type of sound file you include.

If you add a link to a sound file, it is copied into the repository when it is inserted. This means that you cannot use this screen to link to an external sound file. To do this, you must link to it with a hyperlink.

The following types of sound file can be added with the *HTML Editor*:

.aiff **.midi**

.au **.mp3**

.mid **.wav**

12.3 Proofing tools

The following proofing tools are available in the *HTML Editor*:

- Spelling *checker*
- Check *spelling as you go*
- *Thesaurus*
- *Synonym finder*
- *Language setting*

12.3.1 Spelling checker

The spelling checker requires Microsoft Word 97 (or later version) to be installed on your PC.

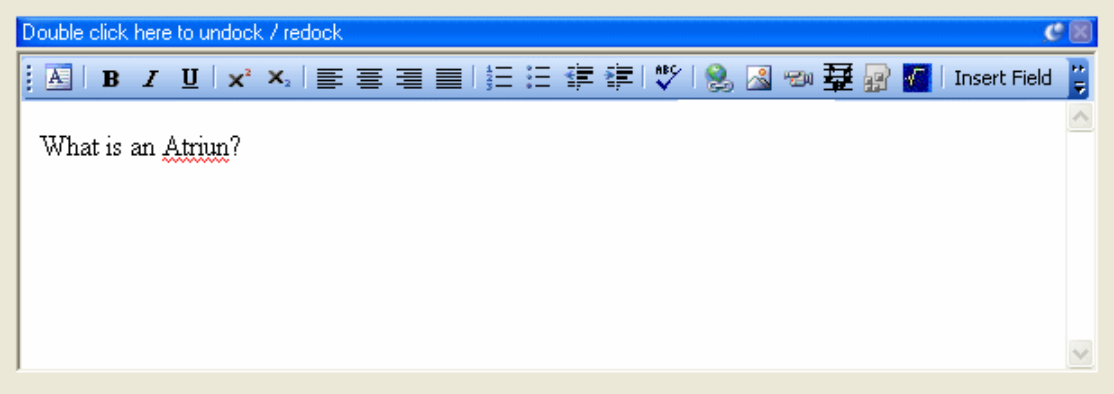
You use this by *running the spelling checker* in the *simple view* or the *design view* of the *HTML Editor*.

If you do this, you will see the *spell check* screen that enables you to check the spelling of the text shown in the *simple view* and *design view*.

12.3.2 Check spelling as you go

You do this by *enabling check spelling as you go* in the *simple view* or the *design view* of the *HTML Editor*.

When you have done so, any words that you enter that are not recognized by the spelling dictionary are underlined.



12.3.3 Thesaurus

The thesaurus requires Microsoft Word 97 (or later version) to be installed on your PC.

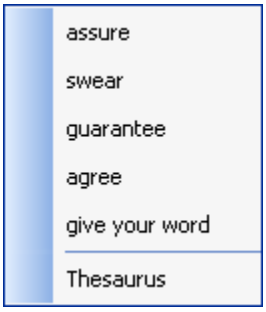
You do this by *using the thesaurus* in the *simple view* or the *design view* of the *HTML Editor*.

If you do this, you will see the *thesaurus* screen that enables you to look up alternative words for the one you selected the *simple view* and *design view*, and also look up other alternatives.

12.3.4 Synonym finder

You do this by *finding synonyms* in the *simple view* or the *design view* of the *HTML Editor*.

When you have done so, some synonyms for the word in which you placed the cursor will appear on a popup menu.



If you select one of the synonyms from the popup menu, it will replace the word in which you placed the cursor.

12.3.5 Language setting

You do this by *changing the language* for some selected text in the *simple view* or the *design view* of the *HTML Editor*.

If you do this, you will see the *language setting* screen that enables you to select which language is used for the spelling checker and thesaurus.

12.4 HTML Editor screens

The screens used by the *HTML Editor* are divided into these categories:

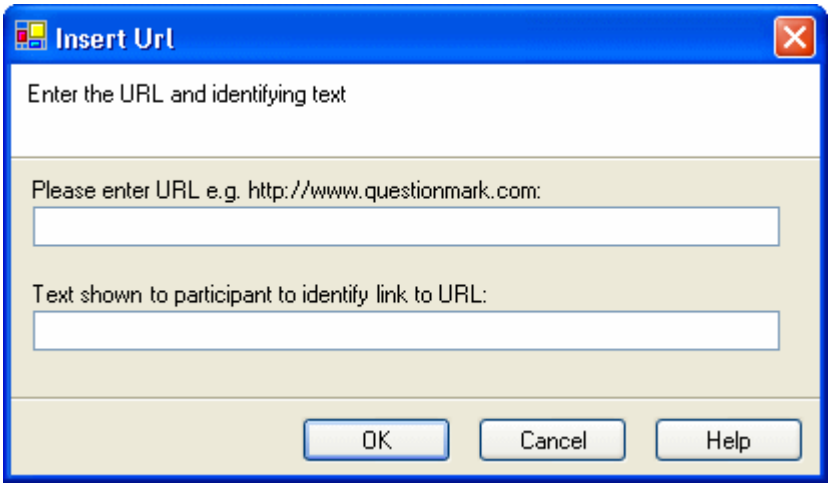
- *Hyperlink screens*
  These screen allow you to include hyperlinks
- *Picture screens*
  These screen allow you to include *picture files*
- *Video screens*
  These screen allow you to include *video files*
- *Sound screens*
  These screen allow you to include *sound files*
- *Content screens*
  These screen allow you to include *content objects*
- *Equation screens*
  These screen allow you to include equations
- *Flash object screens*
  These screen allow you to include Macromedia® Flash™ objects (**.swf** files)
- *Proofing screens*
  The screens allow you to use the *proofing tools*

12.4.1 Hyperlink screens

Hyperlinks can be added in the *HTML Editor* with the *add a hyperlink* screen.

12.4.2 Add a hyperlink

This screen enables you to add a hyperlink in the *simple view* and *design view* of the *HTML Editor*.



Type in the URL that you wish to link to in the upper box.

Type in the text that the participant will click on as the link in the lower box.

You must enter some text in both boxes before you can insert the link, but note that the URL is not validated.

If you entered some text in both boxes, click **OK** and the hyperlink will be inserted, and you will return to the view from which you chose to insert a hyperlink. Otherwise nothing will happen.

Click **Cancel** and *no* hyperlink will be inserted, and you will return to the view from which you chose to insert a hyperlink.

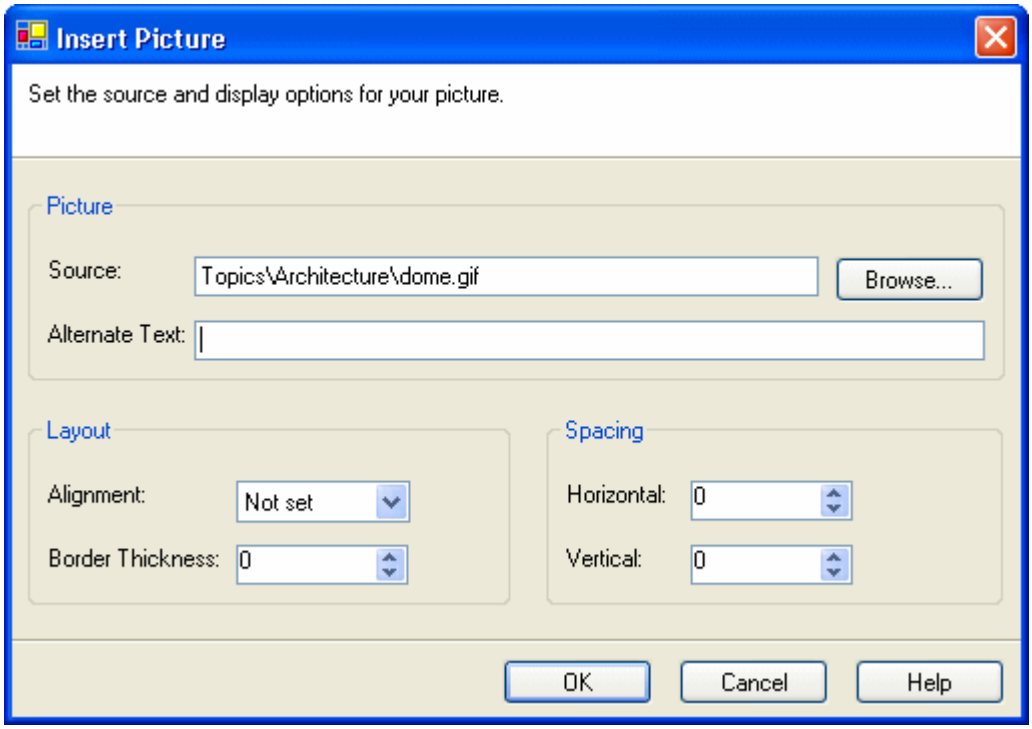
12.4.3 Picture screens

The screens available for using pictures in the *HTML Editor* are:

- *Add a picture* screen
  This screen enables you to add a picture with the *HTML Editor*
- *Select a picture* screen
  This screen enables you to select a specific picture that you can then add with the *HTML Editor*

12.4.4 Add a picture

This screen enables you to add a picture file in the *simple view* and *design view* of the *HTML Editor*.



Before you use this screen, you might like to look at the *advice on adding a picture*.

Click **Browse** and you will see the *select a picture* screen with which you can to locate the picture file that you wish to include. It will be copied into the repository when your image is inserted.

You can also specify some **Alternate Text** that will be displayed if the graphic becomes unavailable.

You can set the **Alignment** of the image with the drop-down list that gives the following options:

Not set	No alignment is specified
Left	The image will be aligned with the left margin and subsequent text will wrap around the right hand side of the image
Right	The image will be aligned with the right margin and the text wraps around the left hand side of the image
Txttop	The image will be aligned with the top of the tallest text in the line (this is usually, but not always, the same as **Top**)
Absmiddle	The middle of the image will be aligned with the middle of the current line
Baseline	The bottom of the image will be aligned with the baseline of the current line
Absbottom	The bottom of the image will be aligned with the bottom of the current line
Bottom	The bottom of the image will be aligned with the baseline of the current line (this is the same as **Baseline**)
Middle	The middle of the image will be aligned with the baseline of the current line
Top	The image will be aligned with the top of the tallest item in the line

If you require a border round the image, you can use the spin control to set the **Border Thickness** from **0** to **100** pixels.

You can set the **Horizontal** spacing above and below the image with the spin control from **0** to **100** pixels.

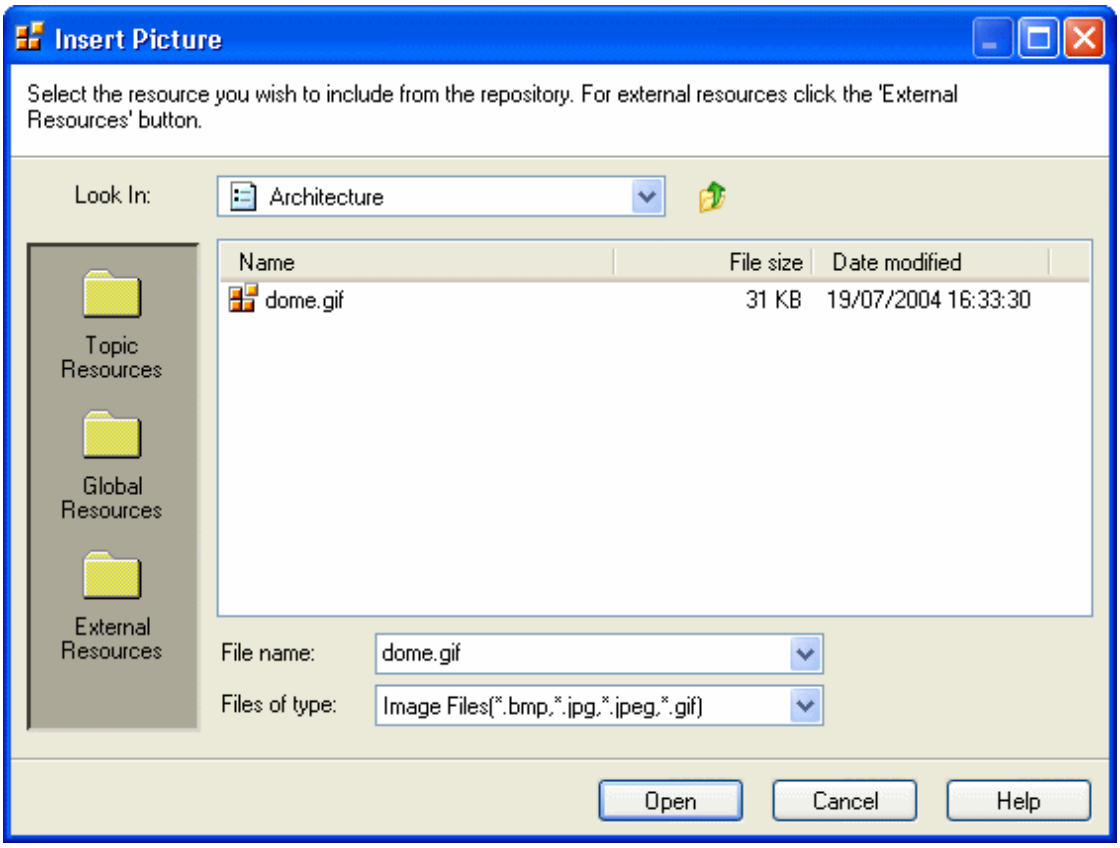
You can set the **Vertical** spacing above and below the image with the spin control from **0** to **100** pixels.

Click **OK** and your picture file will be inserted, and you will return to the view from which you chose to insert a picture file.

Click **Cancel** and *no* picture file will be inserted, and you will return to the view from which you chose to insert a picture file.

12.4.5 Select a picture

This screen enables you to select a picture file to insert in the *simple view* and *design view* of the *HTML Editor*.



If you wish to use a picture file that is a topic resource, click the **Topic Resources** icon on the left and use the right hand pane to navigate to the picture file you require. You can then *select a picture that is a topic resource*.

If you wish to use a picture file that is a global resource, click the **Global Resources** icon on the left and use the right hand pane to navigate to the picture file you require. You can then *select a picture that is a global resource*.

If you wish to add a new picture file into the repository and use it, click the **External Resources** icon on the left. You can then You can then *select a picture that is an external resource.*

Click **Open** to return to the *add a picture* screen. The picture file you selected will be included used in this screen.

Click **Cancel** to return to the *add a picture* screen without using any picture file you selected.

Selecting a picture that is a topic resources

To select a picture file that is a topic resource for inclusion into a question, click the **Topic Resources** icon and choose the picture file you require.

You can select a picture file that belongs to a topic other than the one your question belongs to, but if you are going to share resources between topics you should consider making them global resources.

Selecting a picture that is a global resources

To select a picture file that is a global resource for inclusion into a question, click the **Global Resources** icon and choose the picture file you require.

Selecting a picture that is an external resources

To select a picture file that is not currently in the repository for inclusion into a question, click the **External Resources** icon and choose the picture file you require.

The item will become a topic resource for the topic in which the question is located.

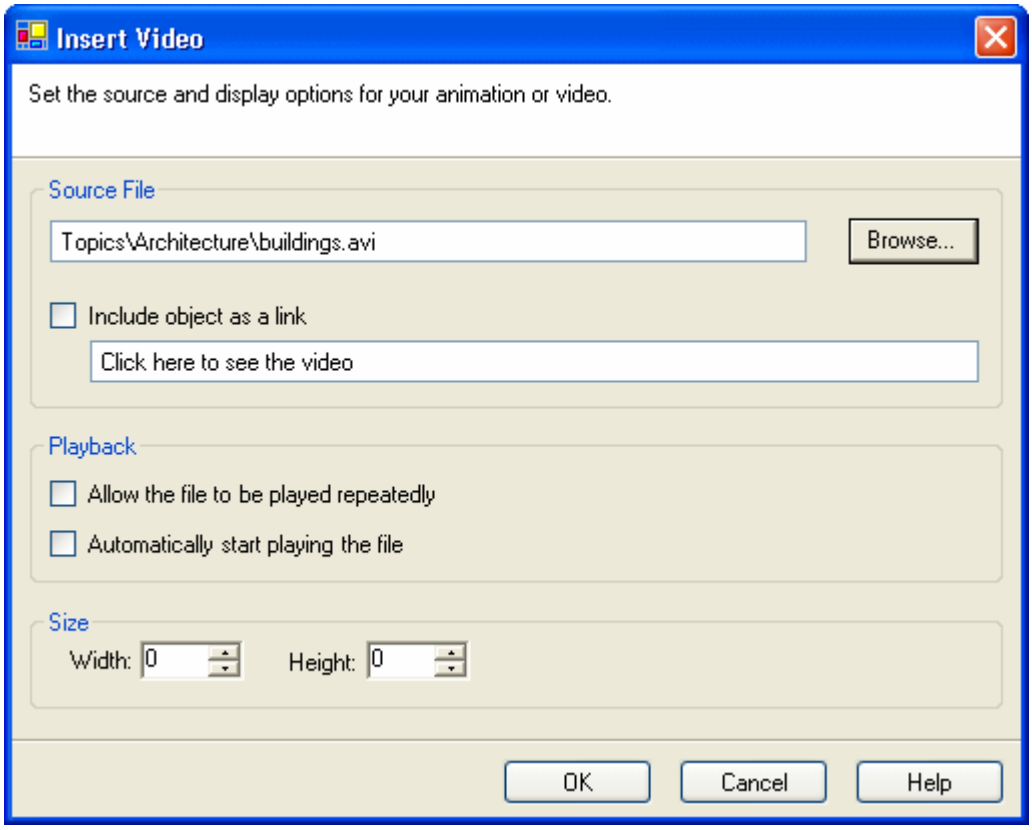
12.4.6 Video screens

The screens available for using video in the *HTML Editor* are:

- *Add a video* screen
  This screen enables you to add a video with the *HTML Editor*
- *Select a video* screen
  This screen enables you to select a specific video that you can then add with the *HTML Editor*

12.4.7 Add a video

This screen enables you to add a video file in the *simple view* and *design view* of the *HTML Editor*.



Before you use this screen, you might like to look at the *advice on adding a video*.

Click **Browse** and you will see the *select a video* screen with which you can to locate the video file that you wish to include. It will be copied into the repository when your image is inserted.

There are two ways of inserting a video file:

- *Linking to the video file*
- *Embedding the video file*

Linking to the video file

To do this, tick **Include file as a link** and enter some text for the link.

Click **OK** and your video file will be inserted, and you will return to the view from which you chose to insert a video file.

Click **Cancel** and *no* video file will be inserted, and you will return to the view from which you chose to insert a video file.

Embedding the video file

To do this, *do not* tick **Include file as a link**.

If you wish the video file to play continually, tick **Allow the multimedia object to play repeatedly**.

If you wish the video file to start playing automatically, tick **Automatically start playing the multimedia object**. If you wish the participant to start playing the video file manually, *do not* tick this.

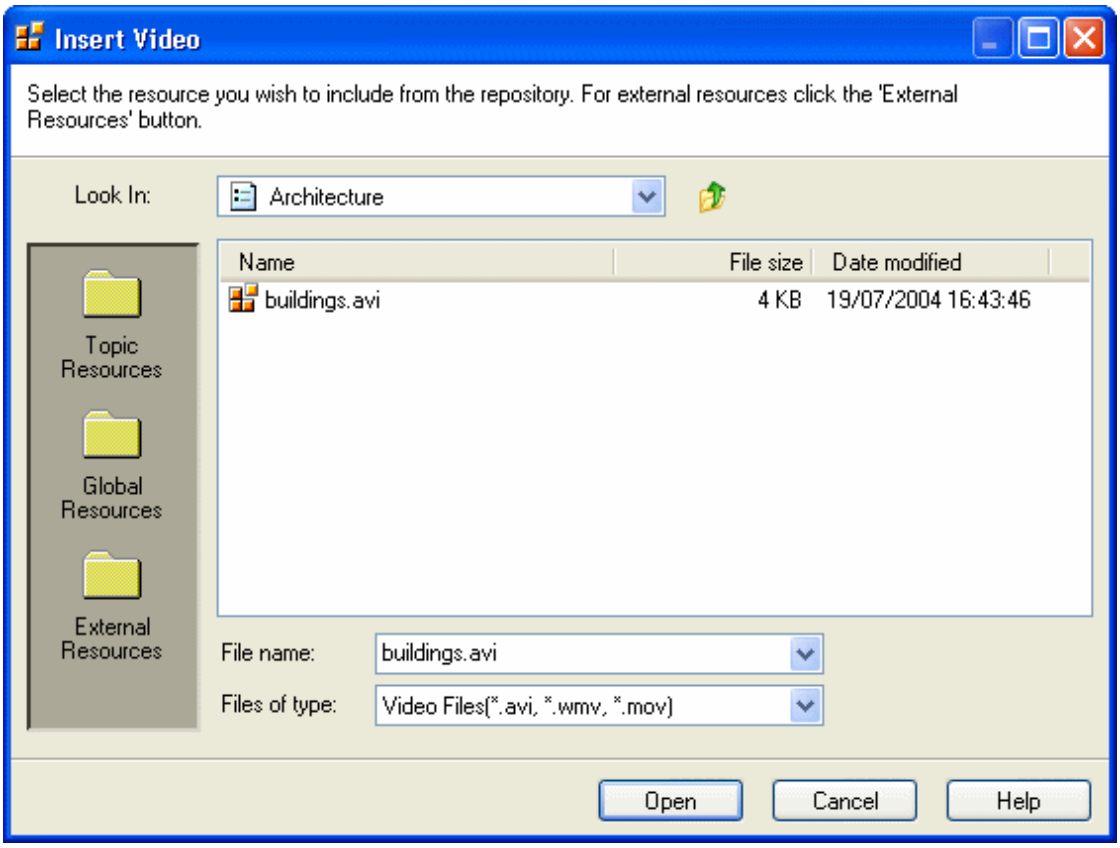
You can also set the **Width** and **Height** in pixels of the video file seen by the participant.

Click **OK** and your video file will be inserted, and you will return to the view from which you chose to insert a video file.

Click **Cancel** and *no* video file will be inserted, and you will return to the view from which you chose to insert a video file.

12.4.8 Select a video

This screen enables you to select a video file to insert in the *simple view* and *design view* of the *HTML Editor*.



If you wish to use a video file that is a topic resource, click the **Topic Resources** icon on the left and use the right hand pane to navigate to the video file you require. You can then *select a video that is a topic resource*.

If you wish to use a video file that is a global resource, click the **Global Resources** icon on the left and use the right hand pane to navigate to the video file you require. You can then *select a video that is a global resource*.

If you wish to add a new video file into the repository and use it, click the **External Resources** icon on the left. You can then You can then *select a video that is an external resource.*

Click **Open** to return to the *add a video* screen. The video file you selected will be included used in this screen.

Click **Cancel** to return to the *add a video* screen without using any video file you selected.

Selecting a video that is a topic resources

To select a video file that is a topic resource for inclusion into a question, click the **Topic Resources** icon and choose the video file you require.

You can select a video file that belongs to a topic other than the one your question belongs to, but if you are going to share resources between topics you should consider making them global resources.

Selecting a video that is a global resources

To select a video file that is a global resource for inclusion into a question, click the **Global Resources** icon and choose the video file you require.

Selecting a video that is an external resources

To select a video file that is not currently in the repository for inclusion into a question, click the **External Resources** icon and choose the video file you require.

The item will become a topic resource for the topic in which the question is located.

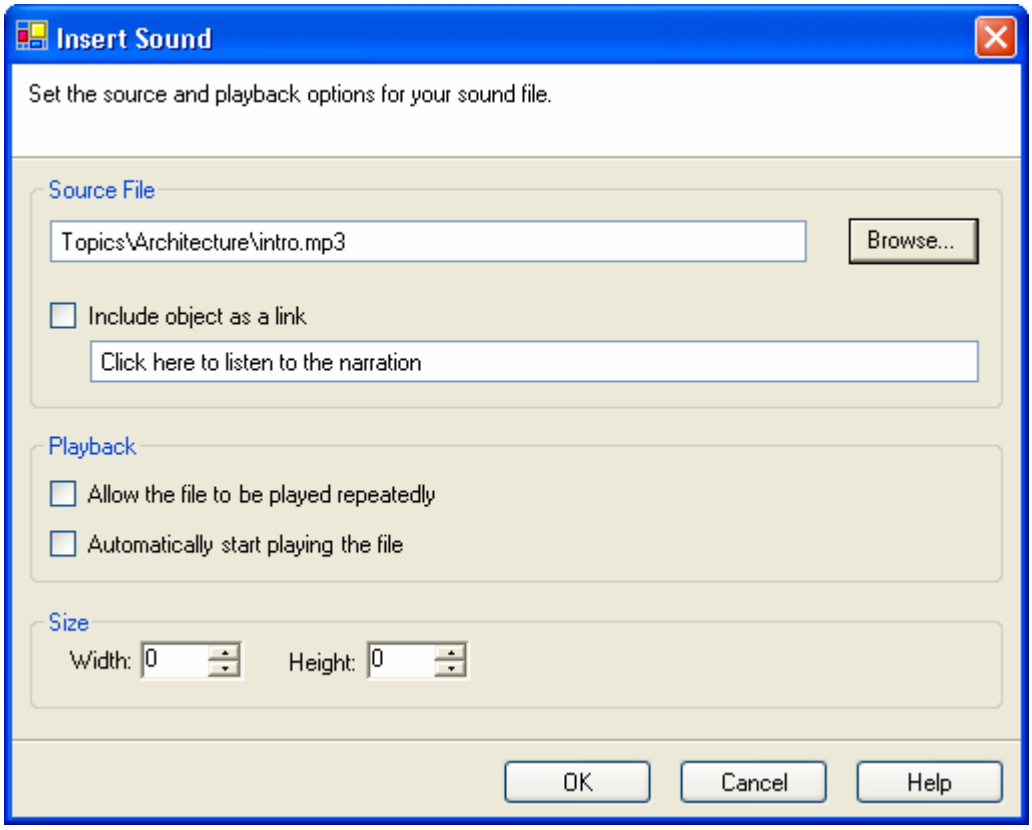
12.4.9 Sound screens

The screens available for using sound in the *HTML Editor* are:

- *Add sound* screen
  This screen enables you to add sound with the *HTML Editor*
- *Select sound* screen
  This screen enables you to select a specific sound that you can then add with the *HTML Editor*

12.4.10 Add sound

This screen enables you to add a sound file in the *simple view* and *design view* of the *HTML Editor*.



Before you use this screen, you might like to look at the *advice on adding sound*.

Click **Browse** and you will see the *select sound* screen with which you can to locate the sound file that you wish to include. It will be copied into the repository when your image is inserted.

There are two ways of inserting a sound file:

- *Linking to the sound file*
- *Embedding the sound file*

Linking to the sound file

To do this, tick **Include file as a link** and enter some text for the link.

Click **OK** and your sound file will be inserted, and you will return to the view from which you chose to insert a sound file.

Click **Cancel** and *no* sound file will be inserted, and you will return to the view from which you chose to insert a sound file.

Embedding the sound file

To do this, *do not* tick **Include file as a link**.

If you wish the sound file to play continually, tick **Allow the multimedia object to play repeatedly**.

If you wish the sound file to start playing automatically, tick **Automatically start playing the multimedia object**. If you wish the participant to start playing the sound file manually, *do not* tick this.

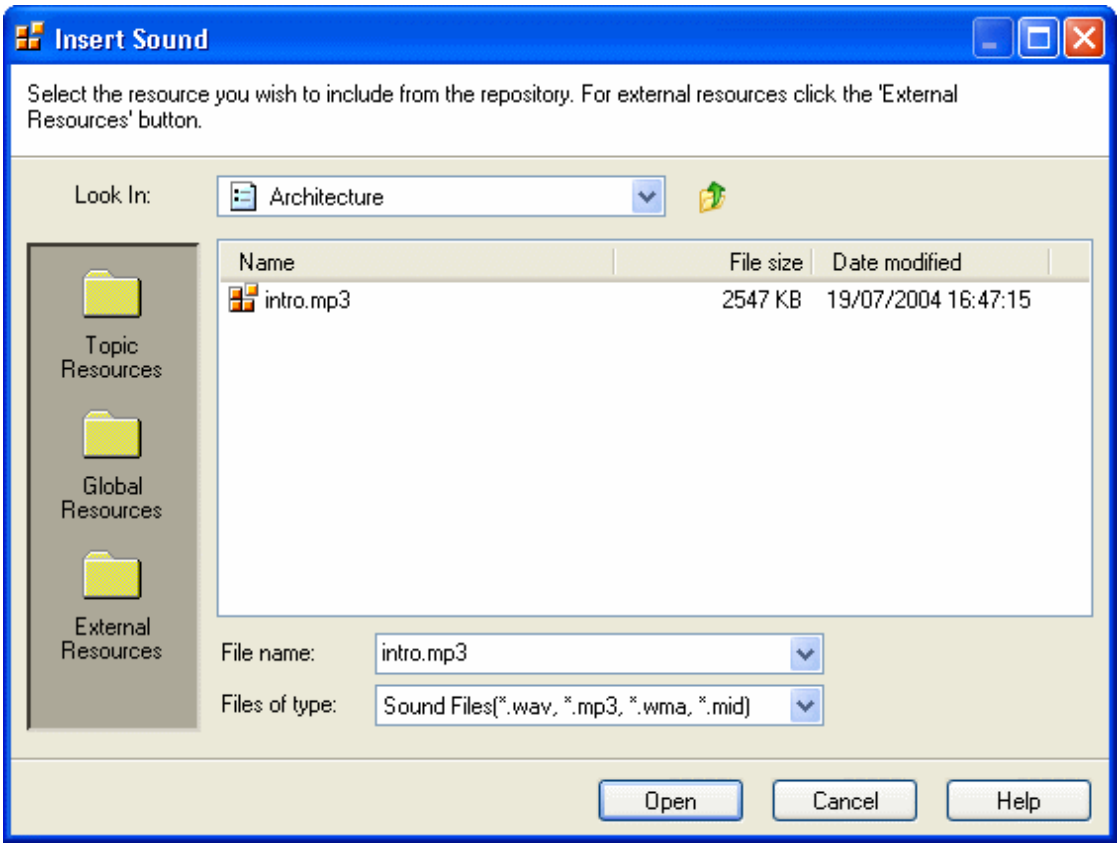
You can also set the **Width** and **Height** in pixels of the sound file seen by the participant.

Click **OK** and your sound file will be inserted, and you will return to the view from which you chose to insert a sound file.

Click **Cancel** and *no* sound file will be inserted, and you will return to the view from which you chose to insert a sound file.

12.4.11 Select sound

This screen enables you to select a sound file to insert in the *simple view* and *design view* of the *HTML Editor*.



If you wish to use a sound file that is a topic resource, click the **Topic Resources** icon on the left and use the right hand pane to navigate to the sound file you require. You can then *select sound that is a topic resource*.

If you wish to use a sound file that is a global resource, click the **Global Resources** icon on the left and use the right hand pane to navigate to the sound file you require. You can then *select sound that is a global resource*.

If you wish to add a new sound file into the repository and use it, click the **External Resources** icon on the left. You can then You can then *select sound that is an external resource.*

Click **Open** to return to the *add sound* screen. The sound file you selected will be included used in this screen.

Click **Cancel** to return to the *add sound* screen without using any sound file you selected.

Selecting sound that is a topic resources

To select a sound file that is a topic resource for inclusion into a question, click the **Topic Resources** icon and choose the sound file you require.

You can select a sound file that belongs to a topic other than the one your question belongs to, but if you are going to share resources between topics you should consider making them global resources.

Selecting sound that is a global resources

To select a sound file that is a global resource for inclusion into a question, click the **Global Resources** icon and choose the sound file you require.

Selecting sound that is an external resources

To select a sound file that is not currently in the repository for inclusion into a question, click the **External Resources** icon and choose the sound file you require.

The item will become a topic resource for the topic in which the question is located.

12.4.12 Content object screens

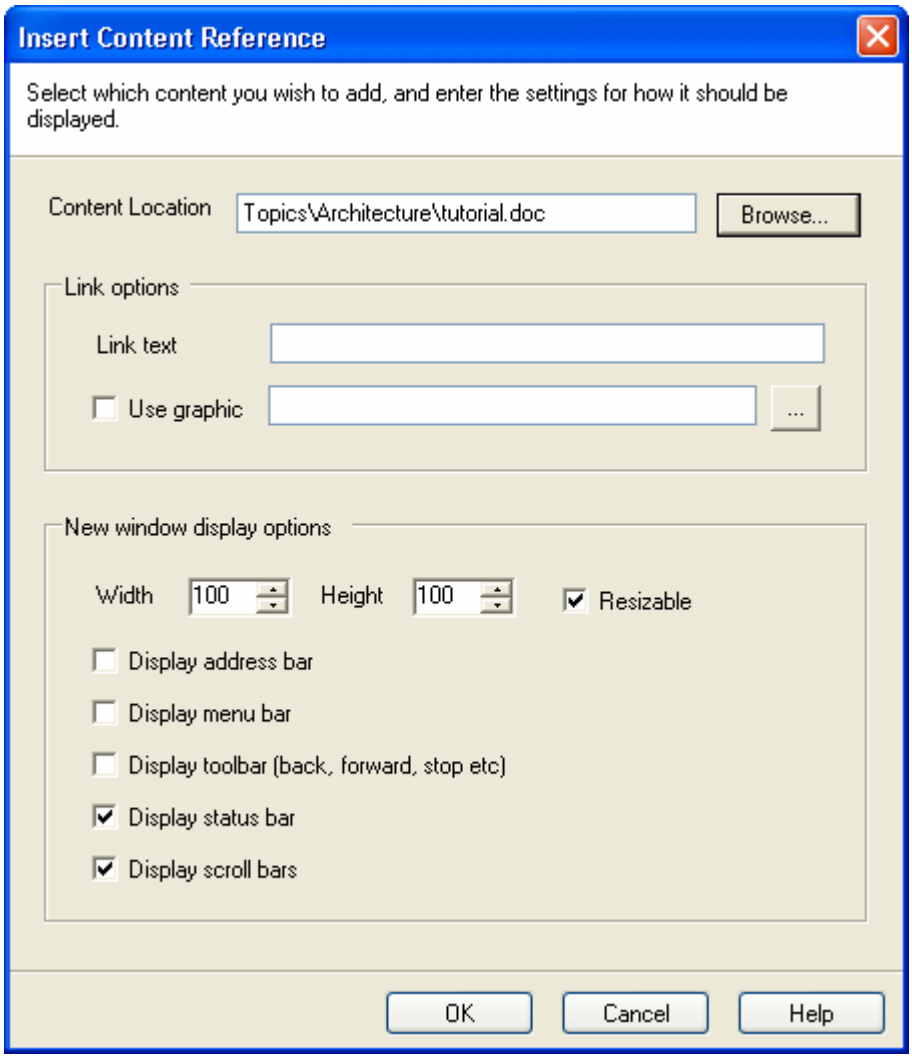
The screens available for using content objects in the *HTML Editor* are:

- *Add content* screen
  This screen enables you to add a content object with the *HTML Editor*
- *Select content* screen
  This screen enables you to select a specific content object that you can then add with the *HTML Editor*

Content objects can only be used in *topic outcomes, question feedback, assessment outcomes* and *assessment topic outcomes*.

12.4.13 Add content object

This screen enables you to add a content object in the *simple view* and *design view* of the *HTML Editor*.



Content objects can only be used in *topic outcomes, question feedback, assessment outcomes* and *assessment topic outcomes*.

Click **Browse** and you will see the *select content object* screen with which you can to locate the content object that you wish to include.

To include a text link to the content object, type the text in the **Link text** box.

To include a graphic link to the content object, tick **Use graphic** and you will see the *select a picture* screen with which you can to locate the picture file that you wish to use for the link.

You can set the **Width** and **Height** in pixels of the content object seen by the participant.

You can also specify the following for the window in which the content object is displayed when the participant clicks the link:

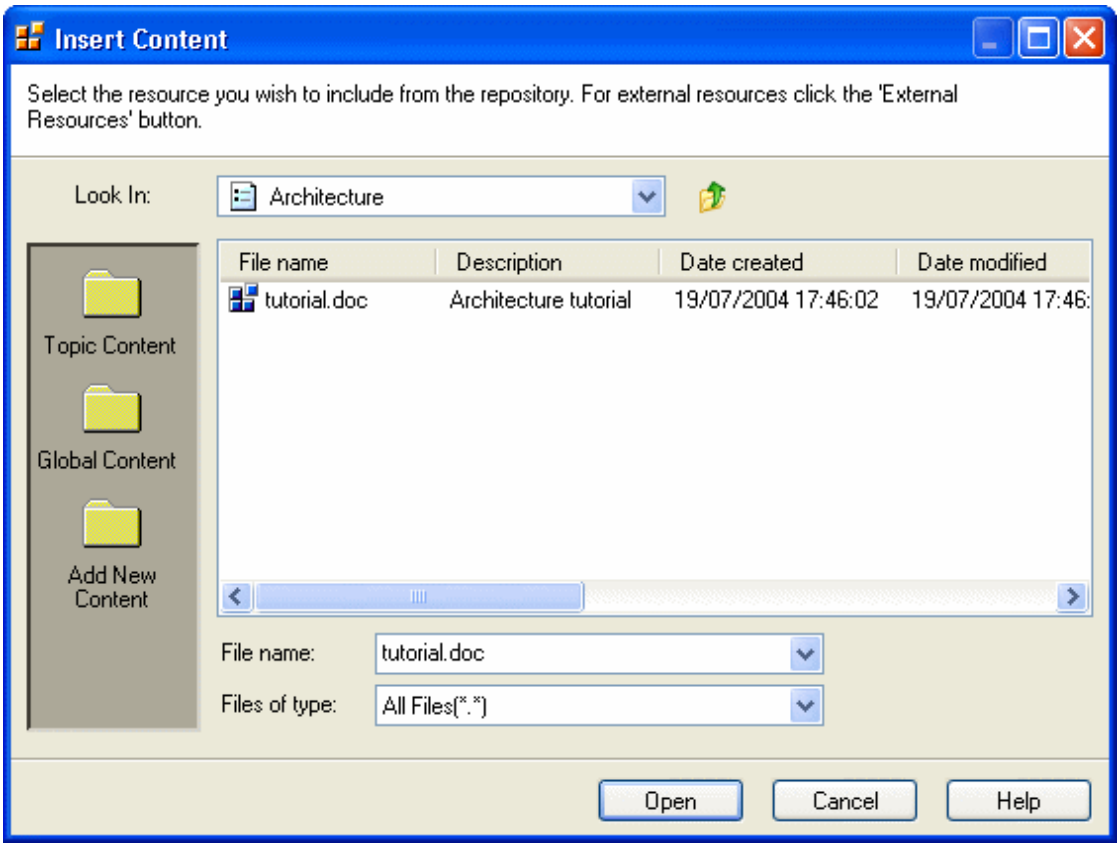
Display address bar	Tick this if you wish the participant to see the address (URL) of the content object
Display menu bar	Tick this if you wish the participant to see the menu
Display toolbar	Tick this if you wish the participant to see the toolbar
Display status bar	Tick this if you wish the participant to see the status bar
Display scroll bars	Tick this if you wish the participant to see scull bars

Click **OK** and your content object will be inserted, and you will return to the view from which you chose to insert a content object.

Click **Cancel** and *no* content object will be inserted, and you will return to the view from which you chose to insert a content object.

12.4.14 Select content object

This screen enables you to select a content object to insert in the *simple view* and *design view* of the *HTML Editor*.



If you wish to use a content object that is a topic content object, click the **Topic Content** icon on the left and use the right hand pane to navigate to the content object you require. You can then *select a topic content object*.

If you wish to use a content object that is a global content object, click the **Global Content** icon on the left and use the right hand pane to navigate to the content object you require. You can then *select a global content object*.

If you wish to add a new content object into the repository and use it, click the **Add New Content** icon on the left. You can then You can then *add a new content object.*

Click **Open** to return to the *add content* screen. The content object you selected will be included used in this screen.

Click **Cancel** to return to the *add content* screen without using any content object you selected.

Selecting a topic content object

To select a content object that is a topic content object for inclusion into a question, click the **Topic Content** icon and choose the content object you require.

You can select a content object that belongs to a topic other than the one your question belongs to, but if you are going to share resources between topics you should consider making them global content objects.

Selecting a global content object

To select a content object that is a global content object for inclusion into a question, click the **Global Content** icon and choose the content object you require.

Adding a new content object

To select a content object that is not currently in the repository for inclusion into a question, click the **Add New Content** icon.

The *Content Wizard* will then start and you can create a new content object.

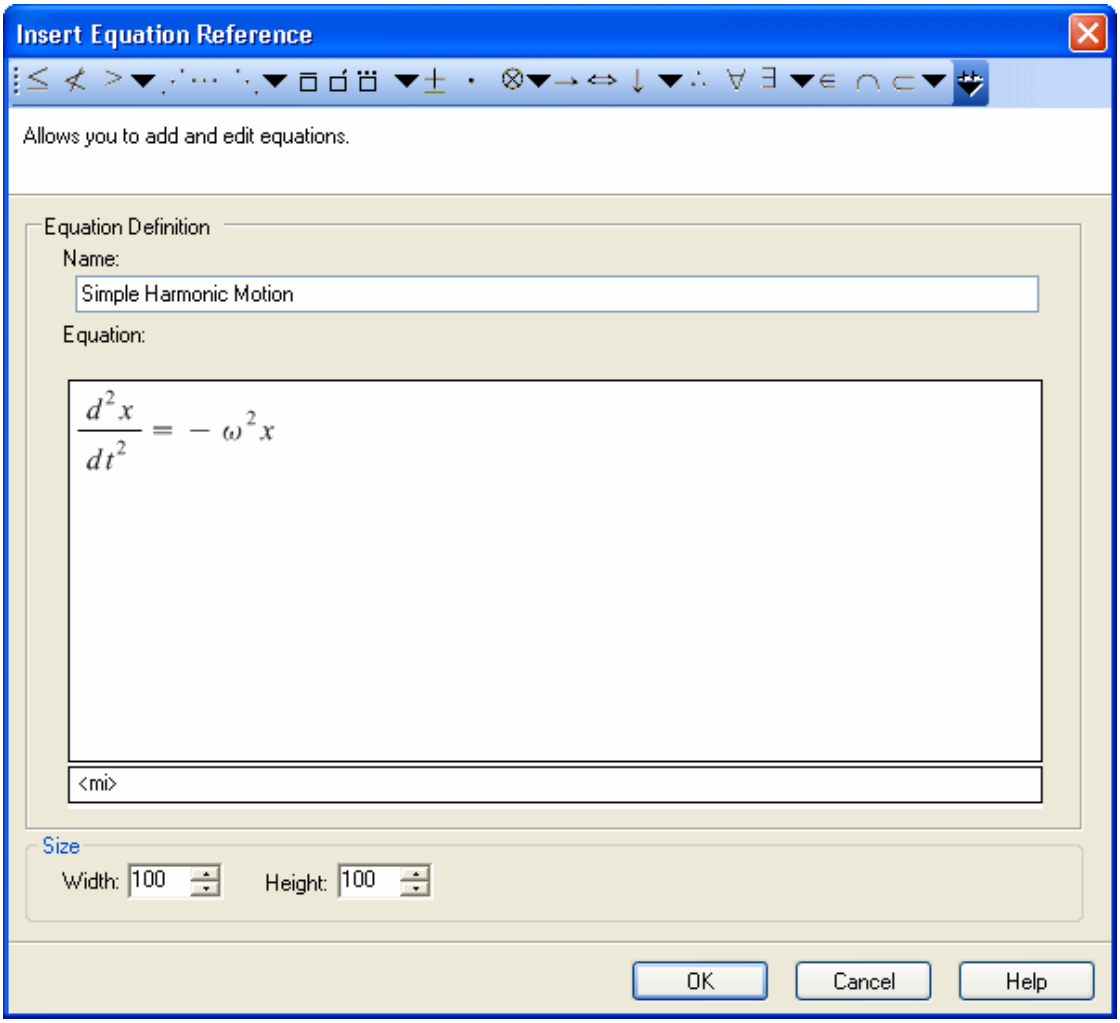
The content object will become a topic content object for the topic in which the question is located.

12.4.15 Equation screens

Equations can be added in the *HTML Editor* with the *add an equation* screen, which contains the *MathML Editor*.

12.4.16 Add an equation

This screen enables you to add an equation in the *simple view* and *design view* of the *HTML Editor*.



This screen is the *MathML Editor*.

It enables you to create mathematical equations and then store them in the repository in MathML format.

You can use a wide variety of *symbols* and *templates* in your equation.

You can set the **Width** and **Height** of your equation in pixels.

When you are satisfied with your equation, click **OK** and your equation will be inserted, and you will return to the view from which you chose to insert an equation.

Click **Cancel** and *no* equation will be inserted, and you will return to the view from which you chose to insert an equation.

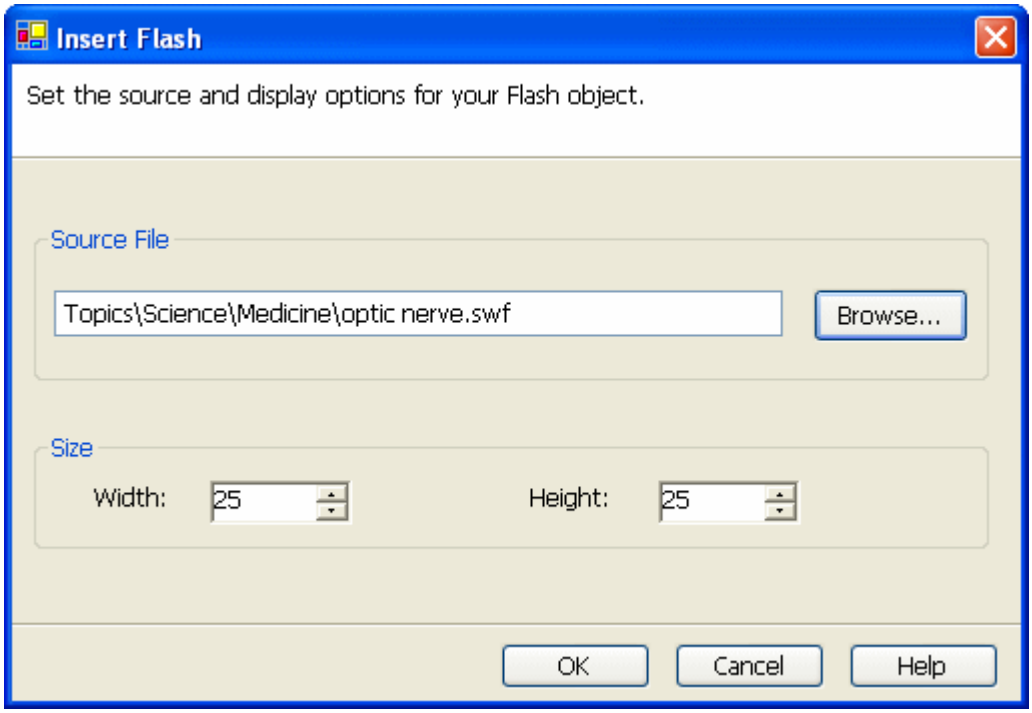
12.4.17 Flash object screens

The screens available for using Macromedia® Flash™ objects in the *HTML Editor* are:

- *Add Flash object* screen
  This screen enables you to add a Macromedia® Flash™ object (**.swf** file) with the *HTML Editor*
- *Select Flash object* screen
  This screen enables you to select a specific Macromedia® Flash™ object (**.swf** file) that you can then add with the *HTML Editor*

12.4.18 Add Flash object

This screen enables you to add a Macromedia® Flash™ object (**.swf** file) in the *simple view* and *design view* of the *HTML Editor*.



Click **Browse** and you will see the *select Flash object* screen with which you can to locate the Flash object that you wish to include.

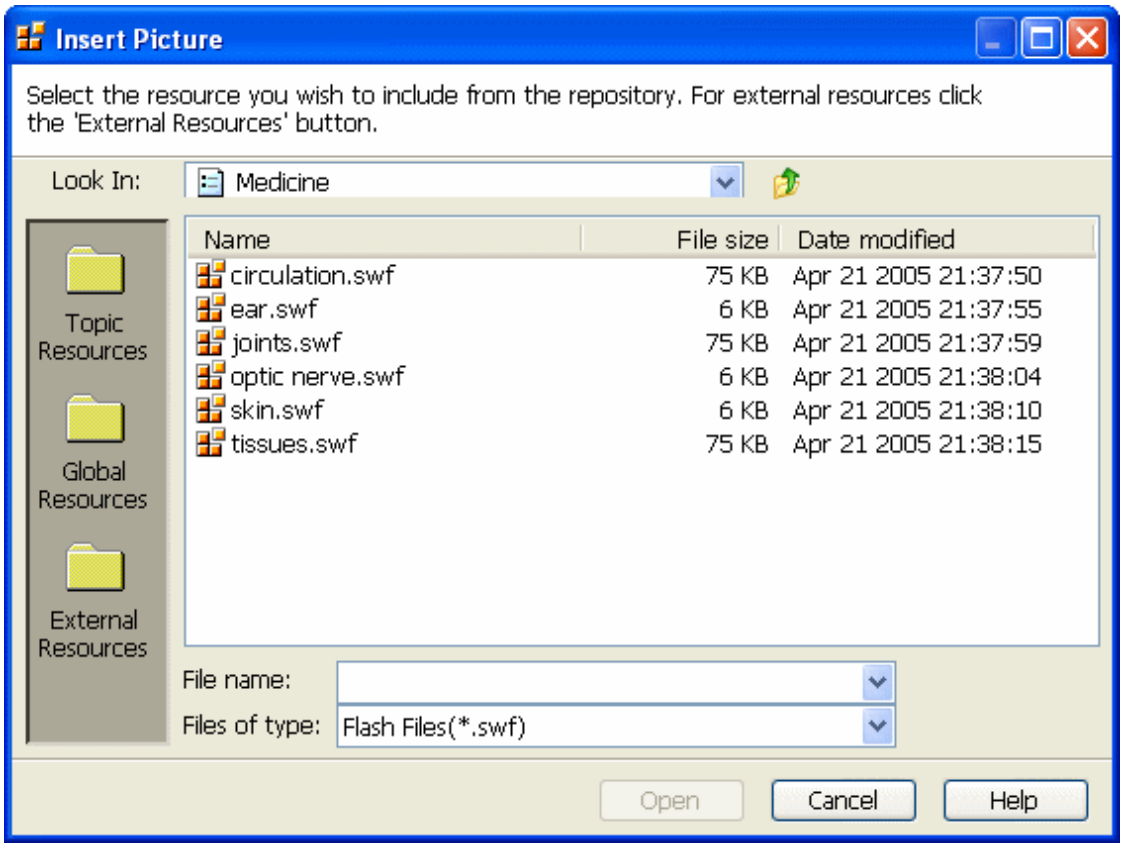
You can also set the **Width** and **Height** in pixels of the Flash object seen by the participant.

Click **OK** and your Flash object will be inserted, and you will return to the view from which you chose to insert a Flash object.

Click **Cancel** and *no* Flash object will be inserted, and you will return to the view from which you chose to insert a Flash object.

12.4.19 Select Flash object

This screen enables you to select a Macromedia® Flash™ object (**.swf** file) to insert in the *simple view* and *design view* of the *HTML Editor*.



If you wish to use a Flash object that is a topic resource, click the **Topic Resources** icon on the left and use the right hand pane to navigate to the Flash object you require. You can then *select a Flash object that is a topic resource*.

If you wish to use a Flash object that is a global resource, click the **Global Resources** icon on the left and use the right hand pane to navigate to the Flash object you require. You can then *select a Flash object that is a global resource*.

If you wish to add a new Flash object into the repository and use it, click the **External Resources** icon on the left. You can then *select a Flash object that is an external resource.*

Click **Open** to return to the *add Flash object* screen. The Flash object you selected will be included used in this screen.

Click **Cancel** to return to the *add Flash object* screen without using any Flash object you selected.

Selecting a Flash object that is a topic resources

To select a Flash object that is a topic resource for inclusion into a question, click the **Topic Resources** icon and choose the Flash object you require.

You can select a Flash object that belongs to a topic other than the one your question belongs to, but if you are going to share resources between topics you should consider making them global resources.

Selecting a Flash object that is a global resources

To select a Flash object that is a global resource for inclusion into a question, click the **Global Resources** icon and choose the Flash object you require.

Selecting a Flash object that is an external resources

To select a Flash object that is not currently in the repository for inclusion into a question, click the **External Resources** icon and choose the Flash object you require.

The item will become a topic resource for the topic in which the question is located.

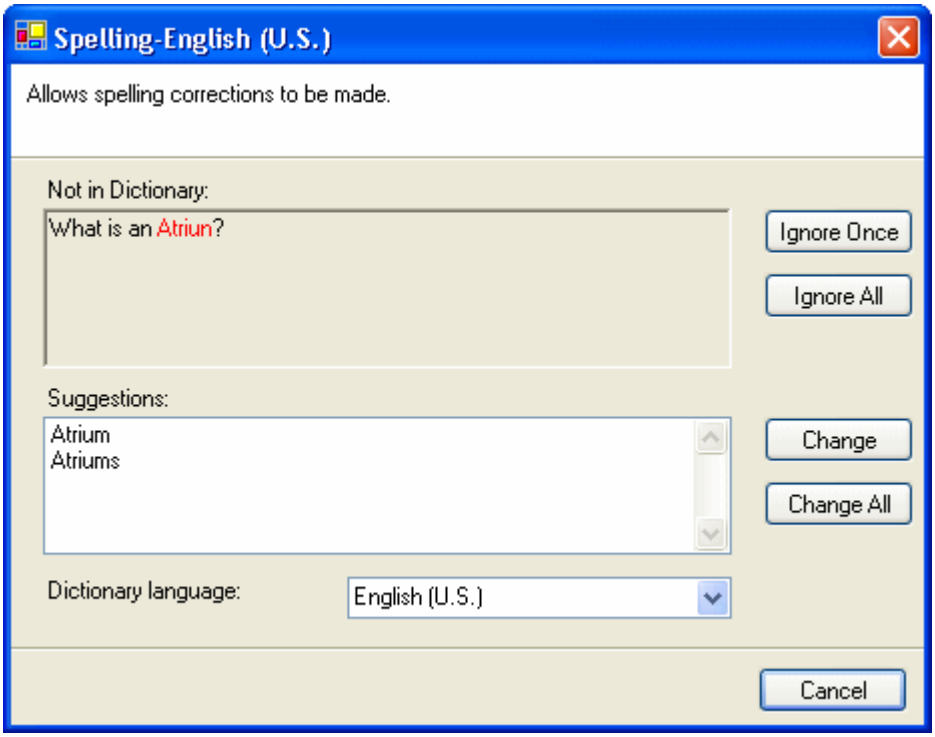
12.4.20 Proofing screens

The screens available for using the *proofing tools* in the *HTML Editor* are:

- *Spell check* screen
  This screen enables you to check the spelling of your text
- *Thesaurus* screen
  This screen enables you to select words in your text and look up alternatives.
- *Language setting* screen
  This screen enables you to select which language is used for the spelling checker and thesaurus.

12.4.21 Spell check

This screen enables you to check the spelling of the text shown in the *simple view* and *design view*.



The first word that appears in the text shown in the *simple view* and the *design view* that is not found in the spelling dictionary will be shown in **red** in the **Not in Dictionary** box. You can then do one of the following:

- **Ignore Once**
  Click this to ignore only this occurrence of the word shown in **red**. Any other occurrences of it will appear in the **Not in Dictionary** box.
- **Ignore All**
  Click this to ignore this, any every other occurrence of the word shown in **red**. Any other occurrences of it will *not* appear in the **Not in Dictionary** box.
- **Change**
  Select one of the words in the **Suggestions** box and click **Change** to replace this occurrence of the word shown in **red**. Any other occurrences of it will appear in the **Not in Dictionary** box.
- **Change All**
  Select one of the words in the **Suggestions** box and click **Change All** this to replace this, and every other, occurrence of the word shown in **red**. Any other occurrences of it will *not* appear in the **Not in Dictionary** box.

The spelling checker will continue to find all other words that are not found in the spelling dictionary in the same way, and you can then chose one of the options above for each word.

You can change the spelling dictionary at any time by selecting a different **Dictionary language** with the drop-down list.

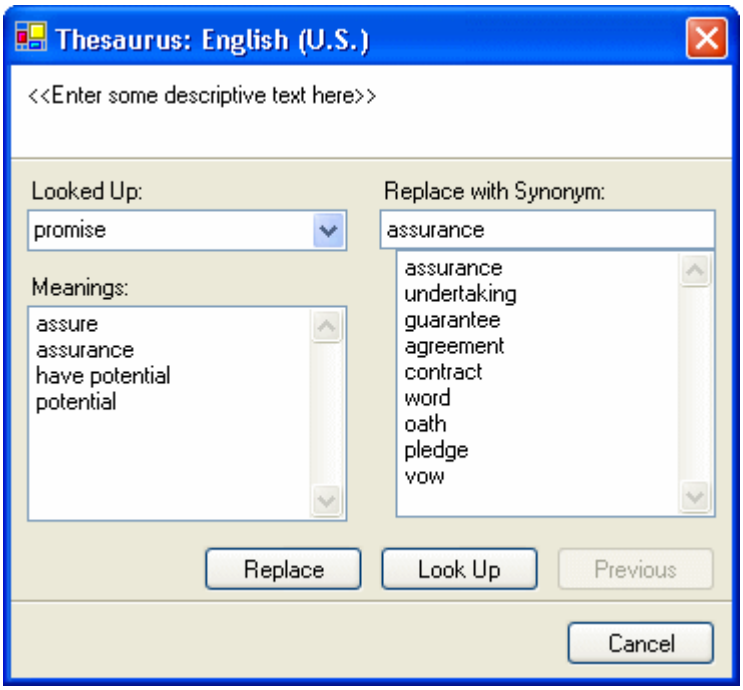
> **Note:** You can also change the spelling dictionary by *changing the language* in the *simple view* or the *design view*.

When there are no more words that are not found in the spelling dictionary, you will see a completion screen. Click **OK** on this screen any you will return to the view from which you chose to run the spelling checker.

You can click **Cancel** at any time to will return to the view from which you chose to run the spelling checker.

12.4.22 Thesaurus

This screen enables you to look up alternative words for the one you selected the *simple view* and *design view*, and also look up other alternatives.



You can select any word in the **Meanings** or **Replace with Synonym** boxes and click **Replace** to replace the word you selected in the *simple view* or *design view* with the new word and return to return to the view from which you chose to use the thesaurus.

You can also select any word in the **Meanings** box and click **Look Up** to find alternatives for the meaning you selected with the new word. These will appear in the **Replace with Synonym** box.

If you look up one or more meanings, you can click **Previous** to return to the last word you looked up. You can also return to any word you have looked up by selecting it from the **Looked Up** drop-down list.

You can click **Cancel** at any time to return to the view from which you chose to use the thesaurus.

12.4.23 Language setting

This screen enables you to select which language is used for the spelling checker and thesaurus.



Select the language in which your selected text is to be spell checked, or submitted to the thesaurus.

Click **OK** and your chosen language will be used for the selected text, and you will return to the view from which you chose to set the language.

Click **Cancel** and your chosen language will *not* be used for the selected text, and you will return to the view from which you chose to set the language.

13 The MathML Editor

The *MathML Editor* appears when you choose to insert an equation in the *simple view* or the *design view* of the *HTML Editor*.

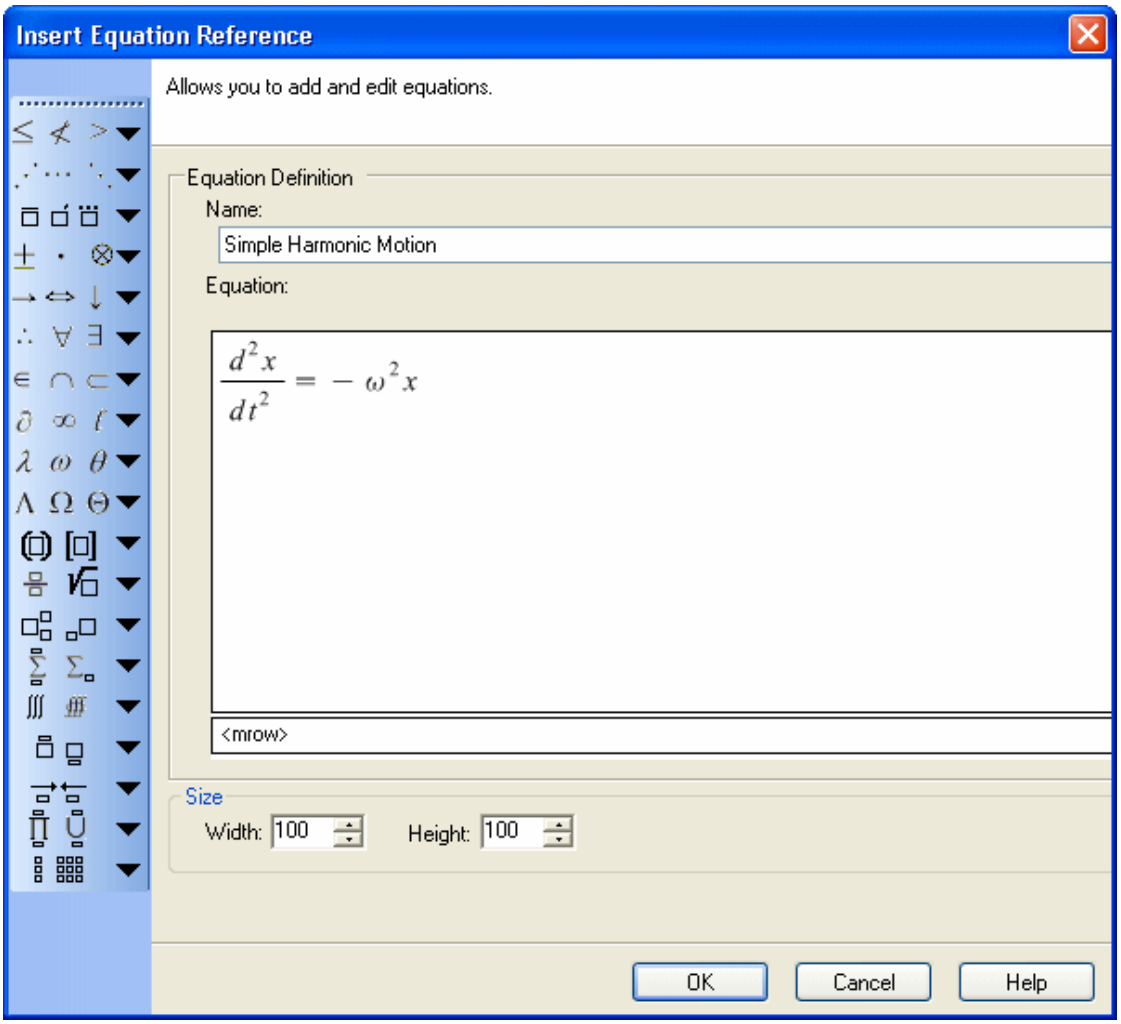
It enables you to build up a mathematical equation from *palettes* that provide simple *symbols* and *templates* for more complex terms.

An equation is stored in the repository as both a JPEG image and in MathML format. When an equation is displayed, the JPEG image is used, but when it is edited the MathML code itself is updated.

13.1 The toolbar

The *MathML Editor* appears when you choose to insert an equation in the *simple view* or the *design view* of the *HTML Editor*. It contains the toolbar which consists of a number of *palettes*.

The *MathML Editor* is shown below with the toolbar positioned to the left hand side.



13.1.1 Working with palettes

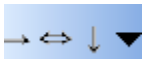
The toolbar contains these palettes:


Relational symbols


Spaces and ellipses


Embellishment templates


Operator symbols

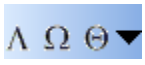

Arrow symbols

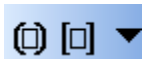

Logical symbols

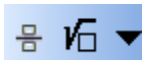

Set theory symbols


Miscellaneous symbols


Lowercase Greek characters


Uppercase Greek characters


Fence templates

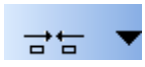

Fraction and root templates


Superscript and subscript templates


Summation templates


Integral templates


Underscript and overscript templates


Labeled arrow templates


Product and set templates


Matrix templates

To use a palette, click anywhere on it and you will see the appropriate set of *symbols* or *templates*.

13.1.2 Working with symbols

To *add a symbol*, simple select the appropriate *palette* and then select the symbol you need.

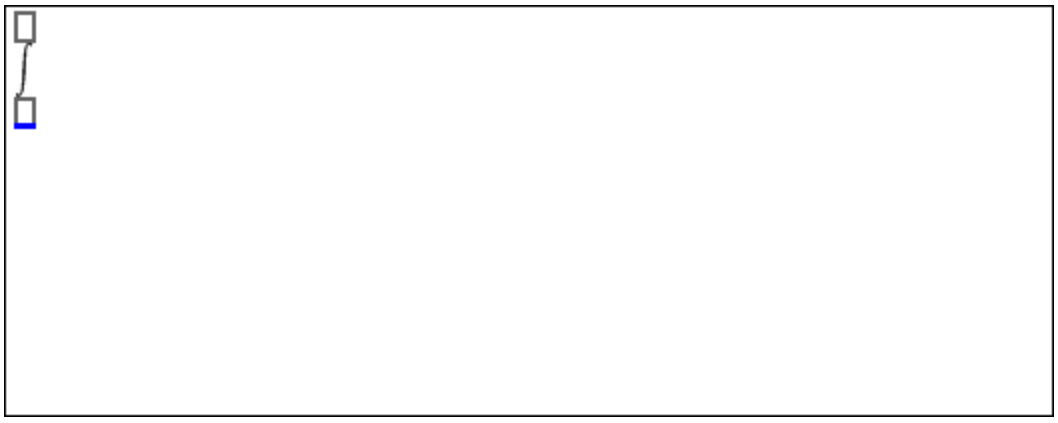
For example, to insert an equals sign, click the *operator symbols palette* and then select **=** from it.

13.1.3 Working with templates

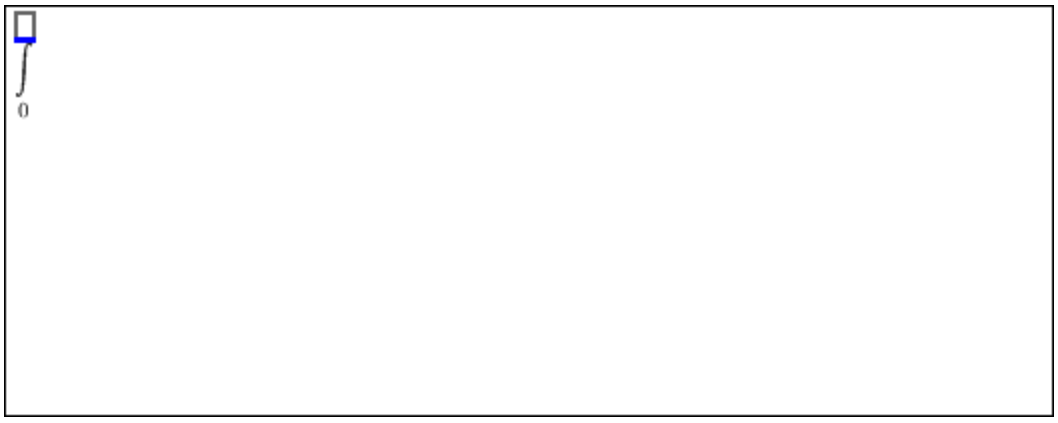
To *use a template*, simple select the appropriate *palette* and then select the template you need.

Many templates require you to enter text or symbol in boxes indicated to create a term for your equation.

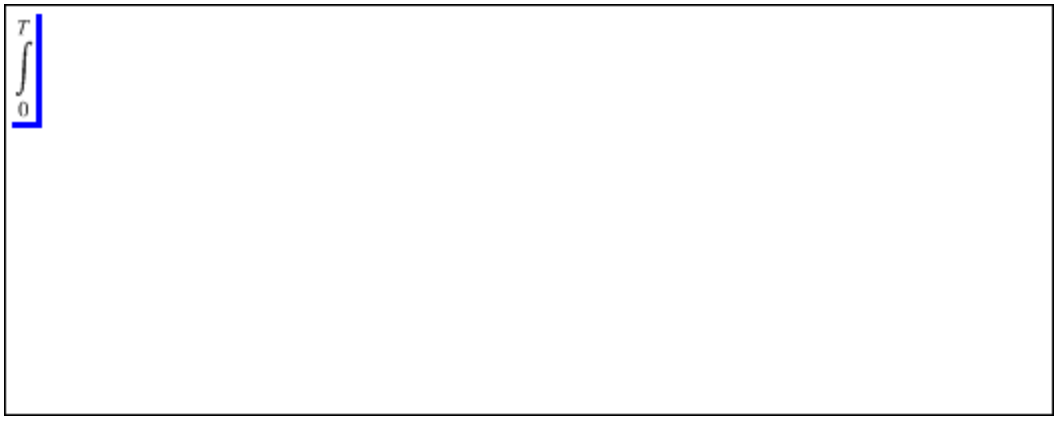
For example, to create a definite integral, click the *integral templates palette* and select the definite integral.



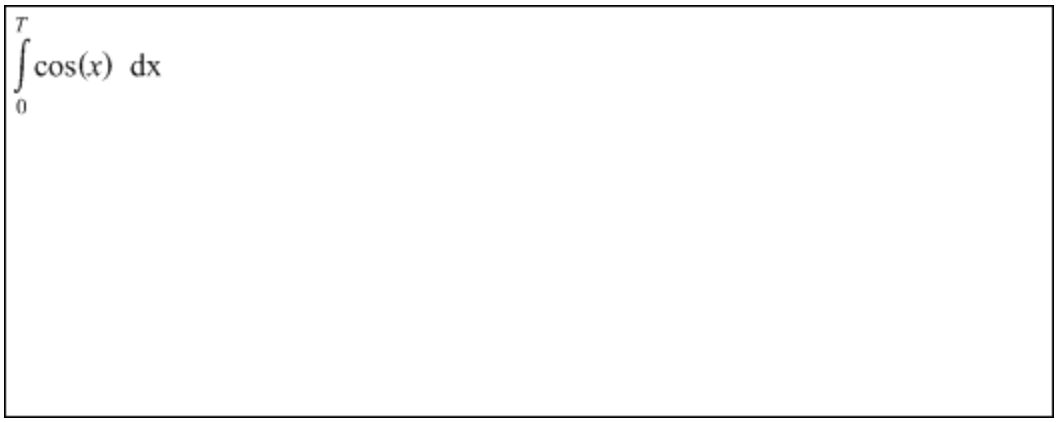
The bottom box is highlighted in **blue**. Enter **0** in it and then move the cursor to the top box.



The top box is highlighted in **blue**. Enter **T** in it and then move the cursor to the right.



You can now enter the integrand and complete your integral.



13.2 Adding symbols

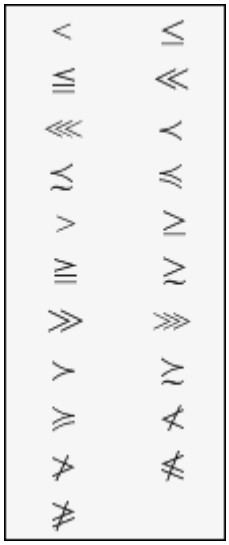
You can add these symbols to a mathematical equation with the *MathML Editor*:

- *Relational symbols*
- *Spaces and ellipses*
- *Operator symbols*
- *Arrow symbols*
- *Logical symbols*
- *Set theory symbols*
- *Miscellaneous symbols*
- *Greek characters (lowercase)*
- *Greek characters (uppercase)*

13.2.1 Adding relational symbols

To select a relational symbol use the *relational symbols palette* on the toolbar.

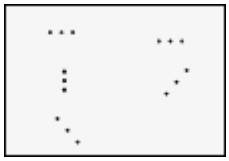
These relational symbols are available:



13.2.2 Adding spaces and ellipses

To select a space or ellipsis symbol use the *spaces and ellipses palette* on the toolbar.

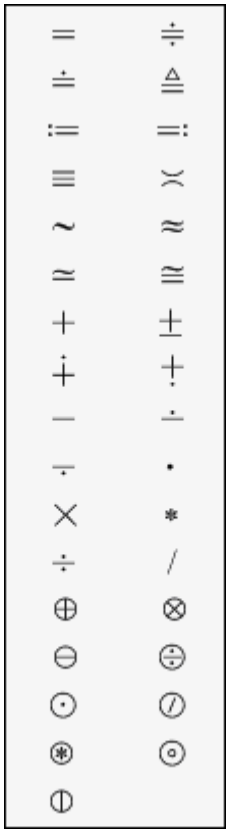
These spaces and ellipses symbols are available:



13.2.3 Adding operator symbols

To select an operator use the *operator palette* on the toolbar.

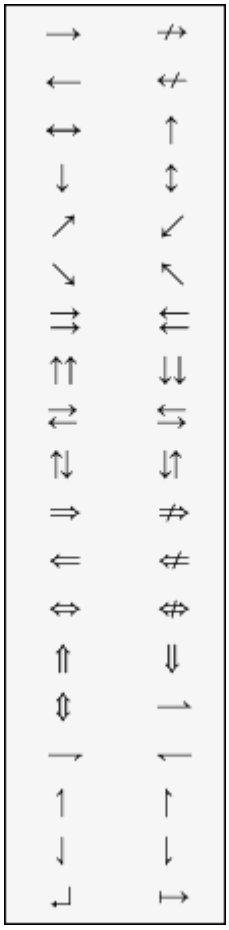
These operators are available:



13.2.4 Adding arrow symbols

To select an arrow use the *arrow palette* on the toolbar.

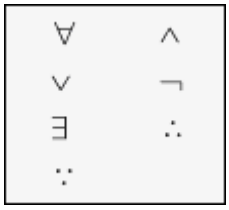
These arrows are available:



13.2.5 Adding logical symbols

To select a logical symbol use the *logical symbols palette* on the toolbar.

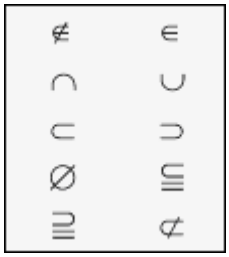
These logical symbols are available:



13.2.6 Adding set theory symbols

To select a set theory symbol use the *set theory symbols palette* on the toolbar.

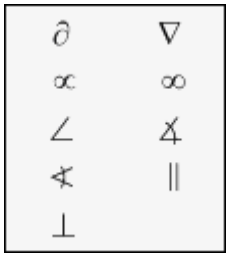
These set theory symbols are available:



13.2.7 Adding miscellaneous symbols

You can select one of the miscellaneous symbol by using the *miscellaneous symbols palette* on the toolbar.

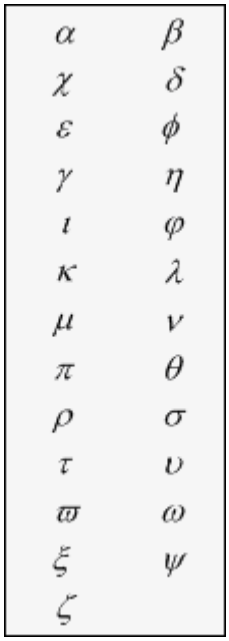
These miscellaneous symbols are available:



13.2.8 Adding Greek characters (lowercase)

To select a lowercase Greek character use the *lowercase Greek characters palette* on the toolbar.

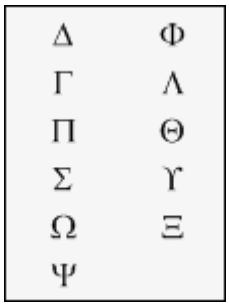
These lowercase Greek characters are available:



13.2.9 Adding Greek characters (uppercase)

To select an uppercase Greek character use the *uppercase Greek characters palette* on the toolbar.

These uppercase Greek characters are available:



13.3 Using templates

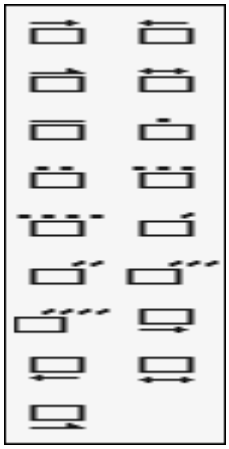
You can use the templates to add terms to a mathematical equation with the *MathML Editor*:

- *Embellishment templates*
- *Fence templates*
- *Fraction and root templates*
- *Superscript and subscript templates*
- *Summation templates*
- *Integral templates*
- *Underscript and overscript templates*
- *Labelled arrow templates*
- *Product and set templates*
- *Matrix templates*

13.3.1 Using embellishment templates

To select an embellishment template use the *embellishment templates palette* on the toolbar.

These embellishment templates are available:



13.3.2 Using fence templates

To select a fence template use the *fence templates palette* on the toolbar.

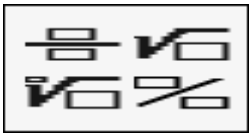
These fence templates are available:



13.3.3 Using fraction and root templates

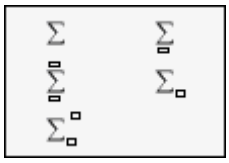
To select a fraction and root template use the *fraction and root templates palette* on the toolbar.

These fraction and root templates are available:



13.3.4 Using summation templates

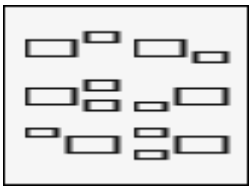
To select a summation template use the *summation templates palette* on the toolbar.



13.3.5 Using superscript and subscript templates

To select a superscript and subscript template use the *superscript and subscript templates palette* on the toolbar.

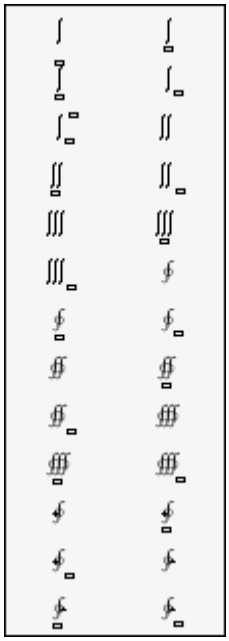
These superscript and subscript templates are available:



13.3.6 Using integral templates

To select an integral template use the *integral templates palette* on the toolbar.

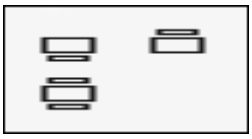
These integral templates are available:



13.3.7 Using underscript and overscript templates

To select an underscript and overscript template use the *underscript and overscript templates palette* on the toolbar.

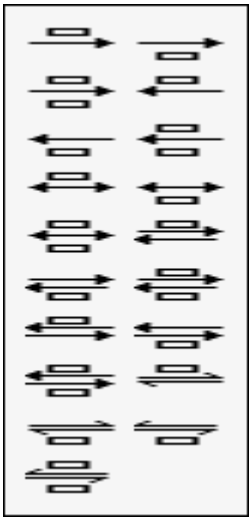
These underscript and overscript templates are available:



13.3.8 Using labeled arrow templates

To select a labeled arrow template use the *labeled arrow templates palette* on the toolbar.

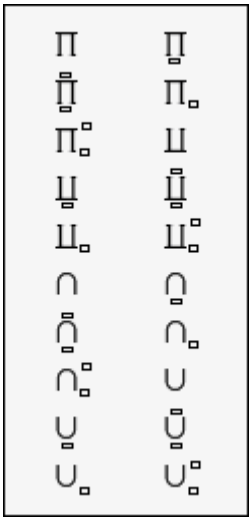
These labeled arrow templates are available:



13.3.9 Using product and set templates

To select a product and set template use the *product and set templates palette* on the toolbar.

These product and set templates are available:



13.3.10 Using matrix templates

To select a matrix template use the *matrix templates palette* on the toolbar.

These matrix templates are available:



14 Assessments

An *assessment* is a collection of questions that are answered by participants, together with the instructions necessary to present them to a participant.

You can create new assessments with the Assessment Wizard and edit existing assessments with the Assessment Editor. Several *different types of assessment* are supported.

Assessments are composed of *assessment blocks*. There are four different types of *assessment blocks* available to build an assessment:

- *Control blocks*
- *Question blocks*
- *Jump blocks*
- *Assessment Outcomes*

Assessments are stored in a repository. An assessment must be created in a shared repository or copied to one before they can be delivered to participants.

Authoring Manager provides facilities for *printing assessments* and *trying out assessments*, and it also allows you to use Qpacks to *import assessments* and *export assessments*.

You can find out more about *assessments* in the document *Concepts of Authoring*.

14.1 Assessment blocks

14.1.1 Working with assessment blocks

Assessments are composed of blocks. You can find out more about *assessment blocks* in the document *Concepts of Authoring*.

There are four different types of blocks available to build an assessment:

- *Control blocks*
- *Question blocks*
- *Jump blocks*
- *Assessment Outcomes*

14.1.2 Assessment control blocks

This contains the settings for how the assessment is to be delivered. This includes time limits, feedback settings, messages, which template is used and which question topics are reported on.

You can find out more about *control blocks* in the document *Concepts of Authoring*.

You can edit a control block by *using Assessment Editor*. To do this:

1) In the *Assessment Editor Window*, highlight the *control block folder*
2) Double click the *control block folder*
3) You can now *edit the control settings* such as the assessment **name**, **description**, **type**, **time limit**, **save as you go** parameters, **template** and other controls
4) You can also *edit the security settings* such as assessment **monitoring**, require *Questionmark Secure* to be used to take the assessment and set other security features.

14.1.3 Assessment question blocks

Question blocks contain sub-blocks or *references* that specify which questions and topics are used in an assessment. They enable you to add questions from a topic individually, randomly or in their entirety. You cannot save an assessment if it has no question blocks, or if a question block has no question references.

Question blocks and references are shown hierarchically in the *assessment pane* of the *Assessment Editor Window*.

You can find out more about *question blocks* in the document *Concepts of Authoring*.

You can *add a question block* by *using Assessment Editor*. To do this:

1) In the *Assessment Editor Window*, highlight the *assessment flow folder*, another *question block* or a *jump block*
2) Right click on what you have highlighted
3) A new ***question block*** is added which you can now edit

You can also *edit a question block* by *using Assessment Editor*. To do this:

1) In the *Assessment Editor Window*, highlight a *question block*
2) Double click on the *question block*
3) Select **Edit settings…** from the popup menu that appears
4) You can now edit the *question block* settings to name it, set it to give no feedback, present the questions in a random order, ignore any assessment time limit, and use its own template
5) You can also specify an introductory message for the *question block*.

14.1.4 Assessment jump blocks

Usually, question blocks in an assessment are presented one by one in order, until the end of an assessment is reached. However a jump block can change the order in which question blocks are presented, either by skipping forward, missing out some blocks, or else going back to re-present a previous block.

Jump blocks can be set depending on question outcomes or scores.

You can find out more about *jump blocks* in the document *Concepts of Authoring*.

You can *add a jump block* by *using Assessment Editor*. To do this:

1) In the *Assessment Editor Window*, right clicking on the *assessment flow folder*, a *question block* or another *jump block*
2) A new *jump block* is added which you can now edit

You can also *edit a jump block* by *using Assessment Editor.* To do this:

1) In the *Assessment Editor Window*, double click on a *jump block* or right click on a *jump block* and select **Edit settings…** from the popup menu that appears
2) You can now edit the *jump block* to specify where to jump to and the condition for jumping.

14.1.5 Assessment outcomes

Assessment outcomes enable you to name and establish score bands for an assessment, and to give a message to the participant scoring within the band.

Branching enables users to branch to another assessment or another program or URL.

You can also use an assessment outcomes to send a standard email to a list of recipients at the end of the assessment.

A further feature is the ability to require that participant to achieve a specified minimum score for one or more topics that they must attain to "pass" the assessment. An assessment outcome contains a score band that determines when it is processed.

The layout of the final page containing the final message is defined by the template file, but can contain the final score as well as the message defined in the score band.

You can find out more about *assessment outcomes* in the document *Concepts of Authoring*.

You can *add an assessment outcome* by *using Assessment Editor*. To do this:

1) In the *Assessment Editor Window*, right click the *assessment outcomes folder* and use the popup menu, or right click on an existing ***assessment outcome*** and select **Insert outcome…** from the popup menu that appears
2) A new ***assessment outcome*** is added which you can now edit

You can also *edit an assessment outcome by using Assessment Editor. To do this:*

1) In the *Assessment Editor Window*, double click on an ***assessment outcome*** or right click on an ***assessment outcome*** and select **Edit settings…** from the popup menu that appears
2) You can now edit the ***assessment outcome*** to name it, define the range of scores to which it applies and specify its feedback.
3) You can also define branching to another assessment or to another program or URL
4) Finally, you can specify a standard email that is sent whenever the *assessment outcome* is processed

14.2 Assessment folders

Assessment folders are used to contain assessments in a repository. They are always located in the assessments section of the *navigation tree* in the *Authoring Manager window*.

It is possible to create a structure of assessment folders so that one assessment folder may contain assessments or other assessment folders.

An assessment folder that that appears at the top of an assessment folder structure is called a *root assessment folder*.

There may be one or more structures of assessment folders, each with its own root assessment folder.

An assessment can only exist in an assessment folder.

Authoring Manager provides several facilities for *using assessment folders*.

14.2.1 Using assessment folders

Authoring Manager provides facilities for:

- *Adding an assessment folder*
- *Modifying an assessment folder*
- *Copying an assessment folder*
- *Renaming an assessment folder*
- *Deleting an assessment folder*

It is not possible to move assessment folders within a repository or between repositories.

14.2.2 Adding an assessment folder

To create an assessment folder:

1) Locate the assessments section in the *navigation tree* of the *Authoring Manager window*
2) Highlight the position at which you wish to create a new assessment folder
    - To create a root assessment folder, highlight **Assessments**
    - To create an assessment folder within an assessment folder structure, highlight the assessment folder below which you wish to create the new assessment folder
3) Select the **Assessments | Add Assessment Folder…** menu option in *Authoring Manager*
4) You will now see the *create assessment folder* screen with which you can give the new assessment folder a name and a description

Assessment folder names must be unique at the same level of an assessment folder structure. Two root assessment folders cannot have the same name, and nor can two assessment folders with the same name exist directly under another assessment folder.

14.2.3 Modifying an assessment folder

To modify an assessment folder:

1) Locate the assessments section in the *navigation tree* of the *Authoring Manager window*
2) Highlight the assessments folder you wish to modify
3) Select the **Assessments | Edit Assessment Folder…** menu option in *Authoring Manager*
4) You will now see the *modify assessment folder* screen with which you can change the name and a description of the assessment folder a name and a description

Assessment folder names must be unique at the same level of an assessment folder structure. Two root assessment folders cannot have the same name, and nor can two assessment folders with the same name exist directly under another assessment folder.

14.2.4 Copying an assessment folder

You can copy an assessment folder within the same repository or to another repository with the *drag and drop method* or the *copy and paste method*.

Assessment folder names must be unique at the same level of an assessment folder structure. Two root assessment folders cannot have the same name, and nor can two assessment folders with the same name exist directly under another assessment folder.

When an assessment folder is copied within the same repository and an assessment folder already exists with the same name as the one you are copying at the same level as you paste, it will be created with **Copy of** prefixed to the name. For example, an assessment folder called **Literature** will be copied as **Copy of Literature** in this case.

When an assessment folder is copied to another repository and an assessment folder already exists with the same name as the one you are copying at the same level as you paste, what will happen depends on the Assessment Folder IDs of the assessment folder being copied and the assessment folder being copied to, and also the Assessment Folder IDs of any other assessment folders within these assessment folders.

The rules for assessment folders are:

- If the *Assessment Folder ID* is the same for both *assessment folders*

And:

- If the *Assessment Folder IDs* are the same for all other *assessment folders* with the same name at the same level in both *assessment folder* structures

Then*:*

- Any other *assessment folders* within the *assessment* being copied will overwrite those in the *assessments* being copied to
- Any other *assessment folders* in the *assessment folders* being copied that do not exist at the same level in the *assessment folders* being copied to will be copied
- Any *assessments* in the *assessment folders* being copied will overwrite those in the *assessment folder* being copied to
- All the *templates* used in each of these *assessments* will be copied
- All the *topics* used in each of these *assessments* will be copied (but see the rules for *copying topics*)
- Any *topic outcomes* in any of these *topics* that have the same name and score range and belong to the corresponding *topic outcomes* as those in the *topic* being copied to will overwrite those in the *topic* being copied to
- Any *topic outcomes* in the *topic* being copied that have the same name but a different score range and belong to the corresponding *topic outcomes* as those in the *topic* being copied to will be copied with the same name in the *topic* being copied to
- Any *topic outcomes* that do not exist at the same level in the *topic* being copied to will be copied
- Any *questions*, *resources* or *content objects* in the *topic* being copied that have the same name as those at the same level in the *topic* being copied to will overwrite those in the *topic* being copied to
- Any *questions*, *resources* or *content objects* that do not exist at the same level in the *topic* being copied to will be copied
- Any *metatags* assigned to *questions* being copied that have *metatags* of the same name in the *questions* being copied will overwrite those in the *questions* being copied
- Any *metatags* assigned to *questions* being copied that do not have *metatags* of the same name in the *questions* being copied will be copied
- *Metatag definitions* will be copied if the *metatags* they define do not exist in the repository being copied to

If any *assessments*, *questions*, *resources*, *content objects*, topic outcomes or *templates* are overwritten, you will see the screens for *confirming overwrites*.

These rules envisage that you intent to maintain the same structures in different repositories. It is advisable to consider your topic naming conventions carefully.

Drag and drop method

To copy an assessment folder:

1) Locate the assessments section in the *navigation tree* of the *Authoring Manager window*
2) Highlight the assessments folder you wish to copy
3) Hold down the left mouse button and drag the assessment to the position at which you wish to create the copy in the same repository or in another repository
    - To create the copy as a root assessment folder, drag the original assessment folder to **Assessments**
    - To create the copy in an assessment folder structure, drag the original assessment folder to the assessment folder below which you wish to create the copy
4) Release the left mouse button

Copy and paste method

To copy an assessment folder:

1) Locate the assessments section in the *navigation tree* of the *Authoring Manager window*
2) Highlight the assessments folder you wish to copy
3) Select the **Edit | Copy** menu option in *Authoring Manager*
4) Highlight the position at which you wish to create the copy in the same repository or in another repository
    - To create the copy as a root assessment folder, highlight **Assessments**
    - To create the copy in an assessment folder structure, highlight the assessment folder below which you wish to create the copy
5) Select the **Edit | Paste** option in *Authoring Manager*

14.2.5 Renaming an assessment folder

To rename an assessment folder:

1) Locate the assessments section in the *navigation tree* of the *Authoring Manager window*
2) Highlight the assessment folder you wish to rename
3) Select the **Edit | Rename** menu option in *Authoring Manager*
4) Enter the new assessment folder name in the box created around the assessment folder's existing **Name**
5) Move the cursor away from the box

Assessment folder names must be unique at the same level of an assessment folder structure. Two root assessment folders cannot have the same name, and nor can two assessment folders with the same name exist directly under another assessment folder.

14.2.6 Deleting an assessment folder

To delete an assessment folder:

1) Locate the assessments section in the *navigation tree* of the *Authoring Manager window*
2) Highlight the assessments folder you wish to delete
3) Select the **Edit | Delete** menu option in *Authoring Manager*
4) Click **Yes** on the confirmation screen that appears

When you delete an assessment folder you delete:

- All the *assessment folders* within the *assessment folder* that is deleted
- All the *assessments* within the *assessment folder* that is deleted
- All the *assessments* in any of the *assessment folder* within the *assessment folder* that is deleted

When you delete an assessment folder you do *not* delete:

- Any *questions used* by any assessments that are deleted
- Any *topics containing* any questions used by any assessments that are deleted
- Any *templates* used by any assessments that are deleted
- Any resources *used* by any assessments that are deleted
- Any resources *used* by any questions in any assessments that are deleted
- Any *content objects* used by any assessments that are deleted
- Any *content* objects *used by any* questions *in any assessments that are deleted*

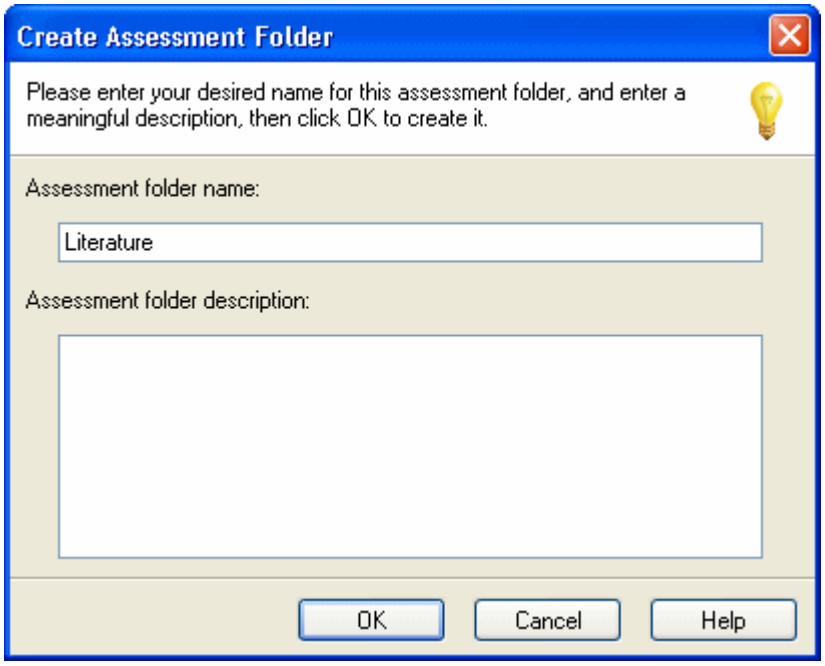
14.2.7 Assessment folder screens

The screens available for working with assessment folders are:

- *Create assessment folder* screen
  Use this screen to add a new assessment *folder* to the repository
- *Modify assessment folder* screen
  Use this screen to change the name or *description* of an assessment folder already in the repository

14.2.8 Create assessment folder

This screen enables you to create a new assessment folder to the repository.



Enter the **Assessment folder name** of the new assessment folder in the upper box. The **Assessment folder name** must be unique at the same level of an assessment folder structure. Two root assessment folders cannot have the same name, and nor can two assessment folders with the same name exist directly under another assessment folder.

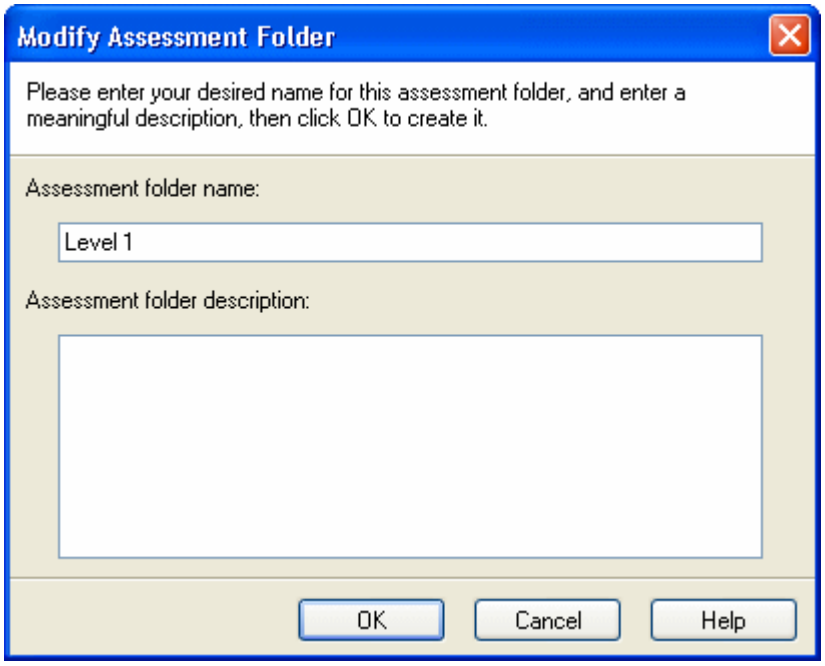
If you wish, enter an **Assessment folder description** for the new assessment folder in the lower box.

Click **OK** to return to the *Authoring Manager window*. You will see the new assessment folder in the repository in the position that you specified it to be created.

Click **Cancel** to return to the *Authoring Manager window without* creating a new assessment folder in the repository.

14.2.9 Modify assessment folder

This screen enables you to modify an assessment folder that already exists in the repository.



Enter the **Assessment folder name** of the new assessment folder in the upper box. The **Assessment folder name** must be unique at the same level of an assessment folder structure. Two root assessment folders cannot have the same name, and nor can two assessment folders with the same name exist directly under another assessment folder.

If you wish, change the **Assessment folder description** in the lower box.

Click **OK** to return to the *Authoring Manager window*. You will see the assessment folder in the repository with the new name and description..

Click **Cancel** to return to the *Authoring Manager window without* modifying the assessment folder.

14.3 Working with assessments

Authoring Manager provides facilities for:

- *Creating assessments*
- *Editing assessments*
- *Copying assessments*
- *Moving assessments*
- *Renaming assessments*
- *Deleting assessments*
- *Printing assessments*
- *Trying out assessments*
- *Importing assessments from Qpacks*
- *Exporting assessments from Qpacks*

14.3.1 Creating an assessment

You can create an assessment with the *Assessment Wizard*.

The *Assessment Wizard* guides you through a series of screens that help you create an assessment.

14.3.2 Editing an assessment

You can edit an assessment with the *Assessment Editor*.

You can use *Assessment Editor* to develop an assessment in the following ways:

- Add, edit or delete *question blocks*
- Add, edit or delete *jump blocks*
- Add, edit or delete *assessment outcomes*
- Add or change *reported topics*
- Add, edit or delete *topic outcomes*
- Use *prerequisite topic scores*

14.3.3 Copying an assessment

You can copy an assessment within the same repository or to another repository with the *drag and drop method* or the *copy and paste method*.

When an assessment is copied within the same repository as the original, nothing else is copied.

When an assessment is copied within the same repository and an assessment already exists with the same name as the one you are copying in the assessment folder you are copying the assessment to, it will be created with **Copy of** prefixed to the name. For example, an assessment called **Dickens** will be copied as **Copy of Dickens**..

If the copy is in a different repository to the original, and no assessment already exists with the same name as the one you are copying in the assessment folder you are copying the assessment to, the following are copied:

- All the *templates* used in the *assessments* will be copied
- All the *topics* used in the *assessment* will be copied (but see t*h*e rules for *copying topics*)
- Any *topic outcomes* in any of these *topics* that have the *same* name and score range and belong to the corresponding *topic outcomes* as those in the *topic* being copied to will overwrite those in the *topic* being copied to
- Any *topic outcomes* in the *topic* being *copied* that have the same name but a different score range and belong to the corresponding *topic outcomes* as those in the *topic* being copied to will be copied with the same name in the *topic* being copied to
- Any *topic outcomes* that do not exist at the same level in the *topic* being copied to will be copied
- Any *questions*, *resources* or *content objects* in the *topic* being copied that have the same name as those at the same level in the *topic* being copied to will overwrite those in the *topic* being copied to
- Any *questions*, *resources* or *content objects that* do not exist at the same level in the *topic* being copied to will be copied
- Any *metatags* assigned to *questions* being copied that have *metatags* of the same name in the *questions* being copied will overwrite those in the *questions* being copied
- Any *metatags* assigned to *questions* being copied that do *not* have *metatags* of the same name in the *questions* being copied will be copied
- Metatag definitions will be copied if the *metatags* they define do not exist in the repository being copied to

If any *assessments*, *questions*, *resources*, *content objects*, topic outcomes or *templates* are overwritten, you will see the screens for *confirming overwrites*.

When an assessment is copied to another repository and an assessment already exists with the same name as the one you are copying in the assessment folder you are copying the assessment to, what will happen depends on the Assessment IDs of the assessment being copied and of the assessment being copied to.

The rules for copying assessments of the same name are:

- If the *Assessment ID* is the same for both *assessments*, the *assessment* being copied to will be overwritten
- If the *Assessment ID* is *not* the same for both *assessments*, the *assessment* being copied to will be copied to a second *question* with the same name as the *question* being copied to
- Whether the *Assessment ID* is the same or not for both *assessments*:
    - Any *templates* used by the assessment being copied will be overwritten if they have the same name as *templates* used by the assessment being copied to
    - Any *templates* used by the question being copied will be copied if they do *not* have the same name as *templates* used by the assessment being copied to
    - Any *resources* used by the assessment being copied will be overwritten if they have the same name as *resources* used by the assessment being copied to
    - Any *resources* used by the assessment being copied will be copied if they do *not* have the same name as *resources* used by the assessment being copied to
    - Any *content objects* used by the assessment being copied will be overwritten if they have the same name as *content objects* used by the assessment being copied to
    - Any *content objects* used by the assessment being copied will be copied if they do *not* have the same name as *content objects* used by the assessment being copied to
    - All the *topics* used in the assessments will be copied (but see the rules for *copying topics*)
    - Any topic outcomes in any of these *topics* that have the same name and score range and belong to the corresponding topic outcomes as those in the topic being copied to will overwrite those in the topic being copied to
    - Any topic outcomes in the topic being copied that have the same name but a different score range and belong to the corresponding topic outcomes as those in the topic being copied to will be copied with the same name in the topic being copied to
    - Any topic outcomes that do not exist at the same level in the topic being copied to will be copied
    - Any *questions*, *resources* or *content objects* in the topic being copied that have the same name as those at the same level in the topic being copied to will overwrite those in the topic being copied to
    - Any *questions*, *resources* or *content objects* that do not exist at the same level in the topic being copied to will be copied
    - Any *metatags* assigned to *questions* being copied that have *metatags* of the same name in the *questions* being copied will overwrite those in the *questions* being copied
    - Any *metatags* assigned to *questions* being copied that do *not* have *metatags* of the same name in the *questions* being copied will be copied
    - Metatag definitions will be copied if the *metatags* they define do not exist in the repository being copied to

If any *questions*, *resources* or *content objects* are overwritten, you will see the screens for *confirming overwrites*.

Drag and drop method

To copy an assessment:

1) Ensure that you are using the *assessment display* in the *list pane* of the *Authoring Manager Window*
2) Highlight the assessment you wish to copy
3) Hold down the left mouse button and drag the assessment to the *assessment folder* within which you wish to create the copy in the same repository or in another repository
4) Release the left mouse button

Copy and paste method

To copy an assessment:

1) Ensure that you are using the *assessment display* in the *list pane* of the *Authoring Manager Window*
2) Highlight the assessment you wish to copy
3) Select the **Edit | Copy** menu option in *Authoring Manager*
4) Highlight the *assessment folder* within which you wish to create the copy in the same repository or in another repository
5) Select the **Edit | Paste** option in *Authoring Manager*

14.3.4 Moving an assessment

You can move an assessment within the same repository or to another repository.

When an assessment is moved within the same repository and an assessment already exists with the same name as the one you are moving in the assessment folder you are moving the assessment to, it will be created with **Copy of** prefixed to the name. For example, an assessment called **Dickens** will be copied as **Copy of Dickens**..

When an assessment is moved within the same repository as the original, nothing else is copied.

When an assessment is moved within the same repository and an assessment already exists with the same name as the one you are moving in the assessment folder you are moving the assessment to, it will be created with **Copy of** prefixed to the name. For example, an assessment called **Dickens** will be moved as **Copy of Dickens**..

If the new assessment is in a different repository to the original, and no assessment already exists with the same name as the one you are moving in the assessment folder you are moving the assessment to, the following are copied:

- All the *templates* used in the assessments will be moved
- All the *topics* used in the assessment will be moved if they do not already exist in the repository being moved to, or if they exist and have the same name and Topic ID for the *topic* and all its subtopics
- Any topic outcomes in any of these *topics* that have the same name and score range and belong to the corresponding topic outcomes as those in the topic being moved to will overwrite those in the topic being moved to
- Any topic outcomes in the topic being moved that have the same name but a different score range and belong to the corresponding topic outcomes as those in the topic being moved to will be moved with the same name in the topic being moved to
- Any topic outcomes that do not exist at the same level in the topic being moved to will be moved
- Any *questions*, *resources* or *content objects* in the topic being moved that have the same name as those at the same level in the topic being moved to will overwrite those in the topic being moved to
- Any *questions*, *resources* or *content objects* that do not exist at the same level in the topic being moved to will be moved
- Any *metatags* assigned to *questions* being moved that have *metatags* of the same name in the *questions* being moved will overwrite those in the *questions* being moved
- Any *metatags* assigned to *questions* being moved that do *not* have *metatags* of the same name in the *questions* being moved will be moved
- Metatag definitions will be moved if the *metatags* they define do not exist in the repository being moved to

If any *assessments*, *questions*, *resources*, *content objects*, topic outcomes or *templates* are overwritten, you will see the screens for *confirming overwrites*.

When an assessment is moved to another repository and an assessment already exists with the same name as the one you are moving in the assessment folder you are moved the assessment to, what will happen depends on the Assessment IDs of the assessment being moved and of the assessment being moved to.

The rules for moving assessments of the same name are:

- If the *Assessment ID* is the same for both assessments, the assessment being moved to will be overwritten
- If the *Assessment ID* is *not* the same for both assessments, the assessment being moved to will be moved to a second question with the same name as the question being moved to
- Whether the Assessment ID is the same or not for both assessments:
    - Any *templates* used by the assessment being moved will be overwritten if they have the same name as *templates* used by the assessment being moved to
    - Any *templates* used by the question being moved will be moved if they do *not* have the same name as *templates* used by the assessment being moved to
    - Any *resources* used by the assessment being moved will be overwritten if they have the same name as *resources* used by the assessment being moved to
    - Any *resources* used by the assessment being moved will be moved if they do *not* have the same name as *resources* used by the assessment being moved to
    - Any *content objects* used by the assessment being moved will be overwritten if they have the same name as *content objects* used by the assessment being moved to
    - Any *content objects* used by the assessment being moved will be moved if they do *not* have the same name as *content objects* used by the assessment being moved to
    - All the *topics* used in the assessment will be moved if they do not already exist in the repository being moved to, or if they exist and have the same name and Topic ID for the *topic* and all its subtopics
    - Any topic outcomes in any of these *topics* that have the same name and score range and belong to the corresponding topic outcomes as those in the topic being moved to will overwrite those in the topic being moved to
    - Any topic outcomes in the topic being moved that have the same name but a different score range and belong to the corresponding topic outcomes as those in the topic being moved to will be moved with the same name in the topic being moved to
    - Any topic outcomes that do not exist at the same level in the topic being moved to will be moved
    - Any *questions*, *resources* or *content objects* in the topic being moved that have the same name as those at the same level in the topic being moved to will overwrite those in the topic being moved to
    - Any *questions*, *resources* or *content objects* that do not exist at the same level in the topic being moved to will be moved
    - Any *metatags* assigned to *questions* being moved that have *metatags* of the same name in the *questions* being moved will overwrite those in the *questions* being moved
    - Any *metatags* assigned to *questions* being moved that do *not* have *metatags* of the same name in the *questions* being moved will be moved
    - Metatag definitions will be moved if the *metatags* they define do not exist in the repository being moved to

If any *questions*, *resources* or *content objects* are overwritten, you will see the screens for *confirming overwrites*.

To move an assessment:

1) Ensure that you are using the *assessment display* in the *list pane* of the *Authoring Manager Window*
2) Highlight the assessment you wish to move
3) Select the **Edit | Cut** menu option in *Authoring Manager*
4) Highlight the position to which you wish to move the assessment in the same repository or in another repository
5) Select the **Edit | Paste** option in *Authoring Manager*

14.3.5 Renaming an assessment

To rename an assessment:

1) Ensure that you are using the *assessment display* in the *list pane* of the *Authoring Manager Window*
2) Highlight the assessment you wish to rename
3) Select the **Edit | Rename** menu option in *Authoring Manager*
4) Enter the new assessment name in the box created around the assessment's existing **Name**
5) Move the cursor away from the box

Note: It is possible to have more than one assessment with the same name in the same *assessment folder*, because assessments are distinguished by a unique ID number. However, this should be avoided.

14.3.6 Deleting an assessment

To delete an assessment:

1) Ensure that you are using the *assessment display* in the *list pane* of the *Authoring Manager Window*
2) Highlight the assessment you wish to delete
3) Select the **Edit | Delete** menu option in *Authoring Manager*
4) Click **Yes** on the confirmation screen that appears

When you delete an assessment you do *not* delete:

- Any *questions* used by the assessment that is deleted
- Any *topics* containing any *questions* used by the assessment that is deleted
- Any *templates* used by the assessment that is deleted
- Any *resources* used by the assessment that is deleted
- Any *resources* used by any *questions* in the assessment that is deleted
- Any *content objects* used by the assessment that is deleted
- Any *content objects* used by any *questions* in the assessment that is deleted

14.3.7 Trying out an assessment

This is described in the *tryout facilities* section under assessments. If you tryout an assessment, it will display the first *question block* in the assessment. It is only possible to tryout single *question blocks*.

14.3.8 Importing assessments from Qpacks

You can import an assessment from a Qpack to the repository by *using the Import Qpack Wizard*.

Simply *start the Import Qpack Wizard* and work through the steps for *importing from a Qpack*.

14.3.9 Exporting assessments as Qpacks

You can export an assessment from the repository to a Qpack by *using the Export Qpack Wizard*.

Before you *start the Export Qpack Wizard*, you must highlight the assessment that you wish to export.

You can then work through the steps for *exporting to a Qpack*.

14.4 Printing assessments

Authoring Manager enables you to make printouts for reference purposes.

If participants are intended to take tests on paper, you can use this facility to create the printed assessment papers. You would typically:

- Print out the questions and give them to participants
- Print out the answers and give them to whoever is doing the manual scoring

If an assessment contains multiple blocks, it is printed as a single document (all in one block). And if an assessment contains jumps, these are ignored on printing.

Authoring Manager provides facilities for:

- *Printing an assessment to Word*
- *Printing an assessment to HTML*

14.4.1 Question papers

A question paper contains the questions in an assessment, usually formatted for answering on paper.

14.4.2 Answer papers

An answer paper contains the questions the questions in an assessment, usually formatted for answering on paper, and also the right answers to the questions in the assessment.

14.4.3 Archive papers

An archive is the same as an *answer paper*, except that it always excludes any questions in the assessment that have any of the *rich media question types*.

14.4.4 Printing assessments to HTML

To print an assessment to HTML, follow the steps for *creating a an HTML printout*.

14.4.5 Creating an HTML printout

To print an assessment to HTML:

1. Ensure that you are using the *assessment display* in the *list pane* of the *Authoring Manager Window*
2. Highlight the assessment you wish to print
3. Right-click and select the **Print Assessment to HTML**… on the popup menu option that appears
4. You can now begin *using the HTML print screens*

14.4.6 Using the HTML print screens

When you begin printing an assessment to HTML, you will first see the *HTML print output* screen, which screen enables you to send the print output to a browser, an editor, a file or a printer.

You can also navigate to the *HTML print layout* screen which lets you control the layout of the print output.

You can also navigate to the *HTML print files* screen which enables you to specify which files are used in the printing process.

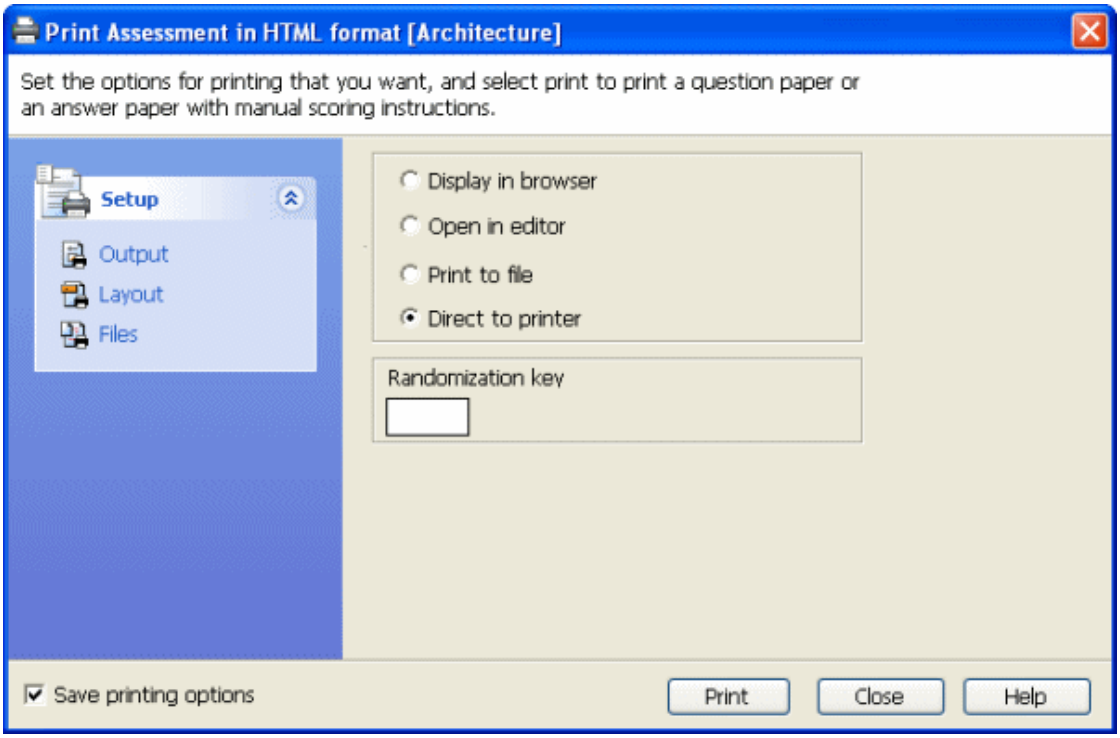
14.4.7 HTML print screens

The screens available for printing assessments to HTML are:

- *HTML print output* screen
  This screen enables you to send the print output to a browser, an editor, a file or a printer
- *HTML print layout* screen
  This screen lets you control the layout of the print output
- *HTML print files* screen
  This screen enables you to specify which files are used in the printing process

14.4.8 HTML print output screen

This screen enables you to send the print output to a browser, an editor, a file or a printer.



Select one of the following:

- **Display In Browser**
  Use this to see the printout with your PC's usual browser.
- **Open In Editor**
  Use this to make a file on disk, but open the output file with an editor or word processor. To define which editor is used, click **Browse** and locate it.
- **Print to File**
  Use this to use a file specified with the *print files* screen to contains the printout.
- **Direct to Printer**
  Use this to sends the questions or answers directly to the printer.

If you wish to *use a randomization key*, enter a value up to 4 characters long in the **Randomization key** box.

If you wish to keep the options you set on this screen for future use, tick **Save Printing Options**.

You can choose whether to print a *question paper* or an *answer paper* with the *HTML print layout* screen

To print the assessment, click **Print**.

At any stage you can select these options on the *setup menu*:

- **Layout**
  To go to the *HTML print layout* screen and define the layout of the print output
- **Files**
  To go to the *HTML print files* screen and specify which files are used in the printing process

Click **Close** and you will return the *Authoring Manager window*.

Using a randomization key

When assessments select questions at random, present choices within questions in a random order, or do both of these, they appear differently to the participant each time they are taken or printed.

Usually, each time you print an assessment a different selection is made. The question and answer printout will both refer to the same selection and choice order only if you print them out one after the other without closing the **Print Assessment to HTML…** dialog.

However, sometimes you might want the same randomization selections to be made each time you print. You can do this by setting a **Randomization key** of up to 4 characters. If this key is set, then each time the questions or answers are printed, the same random selection is made. This can be useful (for example) in repeatedly printing the same version of an assessment, or printing the answer sheet to questions that were printed on an earlier occasion.

Setup menu

The **Setup** menu appears on all of the printing screens.



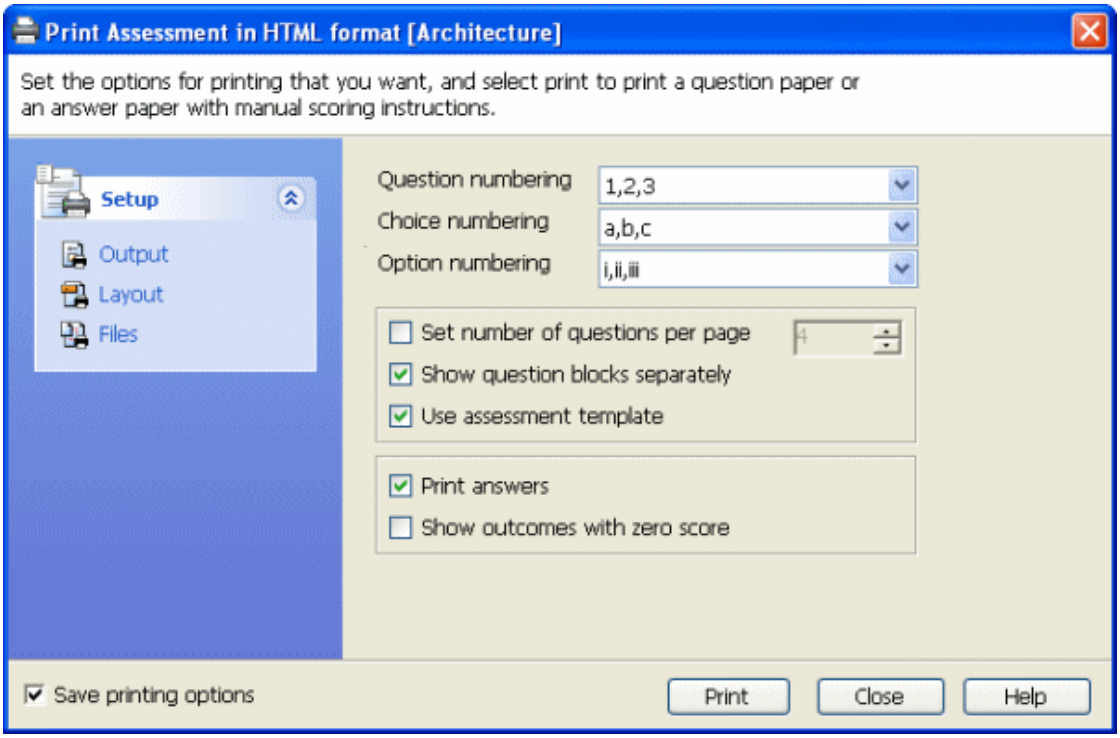
Click the **Output** option to navigate to the *HTML print output* screen and specify whether to send the print output to a browser, an editor, a file or a printer

Click the **Layout** option to navigate to the *HTML print layout* screen and define the layout of the print output

Click the **Files** option to navigate to the *HTML print files* screen and specify which files are used in the printing process.

14.4.9 HTML print layout screen

This screen enables you to control the layout of the print output.



Select a *numbering style* for the **Question Numbering** from the drop-down list

Select a *numbering style* for the **Choice Numbering** from the drop-down list

Select a *numbering style* for the **Option Numbering** from the drop-down list

Tick **Set Number Of Questions Per Page** to specify how many questions are to fit on each page.

If you tick this, enter a number between **1** and **10** in the adjacent box or select it with the spin control. This starts a new page after the specified number of questions, but will not shrink questions to fit the page.

Tick **Show Question Blocks Separately** to define whether the printout is to show each *question block* separately.

If you tick this, then a header is printed for each *question block* and the questions are numbered starting at **1** for the first question in each *question block*.

If you *not* tick this, then no *question block* headers are shown and the questions are numbered from **1** to the maximum number in the assessment.

Tick **Use Assessment Template** to use the *template* defined in the assessment is used when printing. This is usually ticked, meaning that any special formatting defined in the assessment *template* is used.

If you do *not* tick this, the assessment *template* is ignored, which can be useful when assessments have *templates* with formatting that looks good on screen, but which print poorly. Only the *template* defined in the *control block* of the assessment is used for printing, any other *template* defined within *question blocks* are ignored.

Tick **Show Outcomes With Zero Score** to include *assessment outcomes* with a score of zero, or without a score defined, in the scoring information if you are printing answers.

If you are printing answers to allow manual scoring, it's usually best *not* to tick this you only see the information that effects scoring.

If you wish to keep the options you set on this screen for future use, tick **Save Printing Options**.

To print the assessment, click **Print**.

At any stage you can select these options on the *setup menu*:

- **Output**
  To go to the *HTML print output* screen and specify whether to send the print output to a browser, an editor, a file or a printer
- **Files**
  To go to the *HTML print files* screen and specify which files are used in the printing process

Click **Close** and you will return the *Authoring Manager window*.

Numbering styles

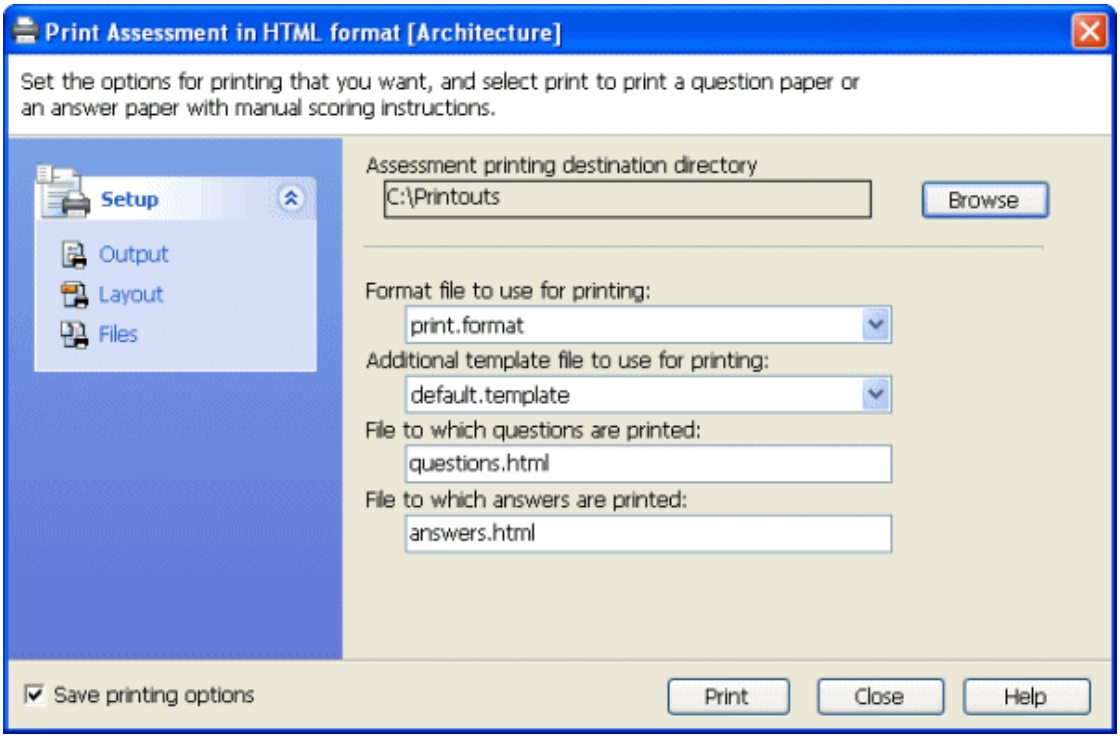
Numbering styles apply to questions, choices and options in *matrix*, *pull-down list* and *ranking* questions that are printed out.

Possible formats are:

- Digits (**1**, **2**, **3**… and so on)
- Lower case letters (**a**, **b**, **c**… and so on)
- Upper case letters (A, B, C… and so on)
- Lower case Roman numerals (**i**, **ii**, **iii**… and so on)
- Upper case Roman numerals (**I**, **II**, **III**… and so on)

14.4.10 HTML print files screen

This screen enables you to define the files used in the printing process.



To change the **Assessment Printing Destination Directory**, click **Browse** to locate a new one.

To change the **Format File To Use For Printing**, select it from the drop-down list. This is the main format file used to generate the HTML that is printed. This is normally the standard file **print.format** that is installed in the **\Perception4\authoring\format** directory of your *Authoring Manager* installation.

Advanced users can modify this file, or make their own *template* files to modify it.

To specify an **Additional Template file to use for printing**, select it from the drop-down list.

To change the **File To Which Questions Are Printed**, select it from the drop-down list. This is usually the standard file **question.html**.

To change the **File To Which Answers Are Printed**, select it from the drop-down list. This is usually the standard file **answers.html**.

If you wish to keep the options you set on this screen for future use, tick **Save Printing Options**.

You can choose whether to print a *question paper* or an *answer paper* with the *HTML print layout* screen

To print the assessment, click **Print**.

At any stage you can select these options on the *setup menu*:

- **Output**
  To go to the *HTML print output* screen and specify whether to send the print output to a browser, an editor, a file or a printer
- **Layout**
  To go to the *HTML print layout* screen and define the layout of the print output

Click **Close** and you will return the *Authoring Manager window*.

14.4.11 Printing assessments to Word

You must have Word 2000 installed if you wish to print and assessment to Word.

To print an assessment to Word, follow the steps for *creating a Word printout*.

14.4.12 Creating a Word printout

To print an assessment to Word:

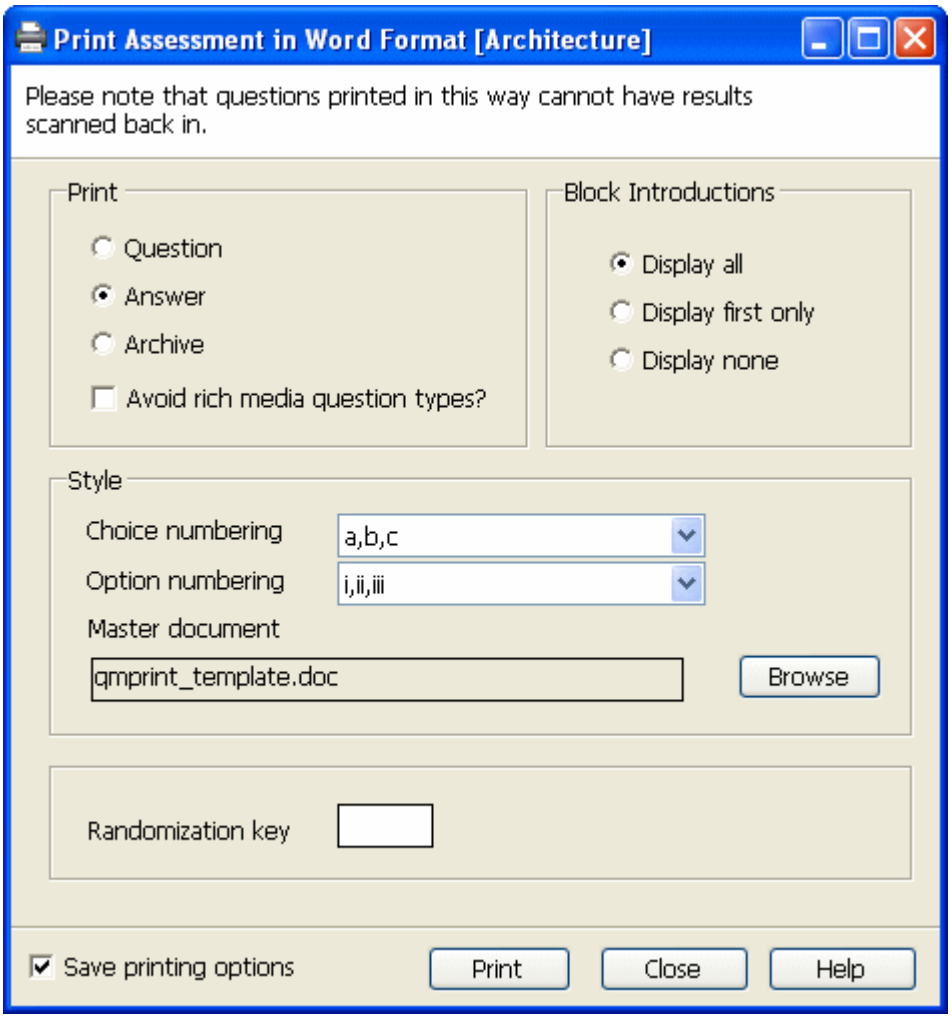
1) Ensure that you are using the ***assessment display*** in the *list pane* of the *Authoring Manager Window*
2) Highlight the assessment you wish to print
3) Right-click and select the **Print Assessment to Word**… on the popup menu option that appears
4) You can now begin *using the Word print setup screen*

14.4.13 Using the Word print setup screen

When you begin printing an assessment to Word, you will see the *Word print setup* screen, which enables you to print an assessment to a Word file

14.4.14 Word print setup screen

You can use the *Word print setup* screen for printing assessments to word. This screen enables you to set up the layout and content your Word printout and define the files used in the printing process.



To print a *question paper*, select the **Question** option under **Print**.

To print an *answer paper*, select the **Answer** option under **Print**.

To print an *archive paper*, select the **Archive** option under **Print**.

If you are printing a *question paper* or an *answer paper*, you can tick **Avoid rich media question types** to exclude any questions in the assessment which have any of the *rich media question types* from your printout. This is always applied if you are printing an *archive paper*.

Now select which of the question block introductions you wish to include in the printout:

- **Display all**
  Use this to include the question block introductions for every question block in the assessment in the printout
- **Display first only**
  Use this to include only the introduction for the first question block in the printout
- **Display none**
  Use this to include *none* of the question block introductions in the assessment in the printout

Select a *numbering style* for the **Choice Numbering** from the drop-down list

Select a *numbering style* for the **Option Numbering** from the drop-down list

Select a **Master document** that will be used to the define the page and style options Word output. The master document is itself a Word document. You can do this with the drop-down list, or click **Browse** to select one of your own.

If you wish to *use a randomization key*, enter a value up to 4 characters long in the **Randomization key** box.

If you wish to keep the options you set on this screen for future use, tick **Save Printing Options**.

You can choose whether to print a *question paper* or an *answer paper* with the *HTML print layout* screen

To print the assessment, click **Print**. This will bring up a Word document that contains the print output, and you can save this to your PC.

Click **Close** and you will return the *Authoring Manager window*.

Using a randomization key

When assessments select questions at random, present choices within questions in a random order, or do both of these, they appear differently to the participant each time they are taken or printed.

Usually, each time you print an assessment a different selection is made. The question and answer printout will both refer to the same selection and choice order only if you print them out one after the other without closing the **Print Assessment to Word…** dialog.

However, sometimes you might want the same randomization selections to be made each time you print. You can do this by setting a **Randomization key** of up to 4 characters. If this key is set, then each time the questions or answers are printed, the same random selection is made. This can be useful (for example) in repeatedly printing the same version of an assessment, or printing the answer sheet to questions that were printed on an earlier occasion.

Rich media question types

The rich media question types are:

- **Captivate/Robodemo**
- **Drag and drop**
- **Hotspot**
- **Macromedia Flash**
- **Spoken response**

If you are printing an *archive paper*, or you choose to exclude questions of these types in your printout, a placeholder will appear in the Word document that is generated.

15 The Assessment Wizard

The *Assessment Wizard* is the easiest and quickest way to build your questions into assessments with *Authoring Manager*. Several *different types of assessment* are supported.

The *Assessment Wizard* takes you through a series of screens that make it easy for you to create assessments in *Authoring Manager*.

When you have created an assessment, you can edit it with *Assessment Editor*.

These assessments are stored in a repository. An assessment must be created in a shared repository or copied to one before they can be delivered to participants.

15.1 Using the Assessment Wizard

After *starting the Assessment Wizard*, you then proceed through a series of screens with which you *create an assessment*.

An *example of creating an assessment* with the *Assessment Wizard* is also described in this document.

15.1.1 Starting the Assessment Wizard

To start using the *Assessment Wizard*, select the **Assessments | Add Assessment…** menu option in *Authoring Manager*.

The *Assessment Wizard* then takes you through a series of screens with which you *create an assessment*.

15.1.2 Different types of assessment

The *Assessment Wizard* supports these types of assessment:

- **Exam**
  Gives no feedback, and is secured against unauthorized access
- **Test**
  Mid-way between a quiz and an exam, and feedback may be given
- **Quiz**
  Used for self-assessment, usually gives feedback, and is open to all
- **Survey**
  Asks the participant questions, does not give feedback, and has no right or wrong answers

15.1.3 Creating an assessment

When you have *started the Assessment Wizard*, it will take you through the following screens:

1) *Welcome* screen
   This begins the sequence of screens that you will see.
2) *Assessment name* screen
   Use this screen give the assessment a name, select the assessment type and enter a description for it.
3) Depending on the *type of assessment* you selected, you will now see one of the following screens:
   - *Control information (exam)* screen
     You can use this screen to set a time limit for the assessment, require participants to take the assessment with *Questionmark Secure* and specify which *template* to use when presenting the assessment.
   - *Control information (test)* screen
     You can use this screen to decide whether or not to a show feedback to the participants or allow participants to take the assessment with **open.dll.** You can also set a time limit for the assessment, require participants to take the assessment with *Questionmark Secure* and specify which *template* to use when presenting the assessment.
   - *Control information (quiz)* screen
     You can use this screen to decide whether or not to store the participants answers in the repository, show feedback to the participants or allow participants to take the assessment with **open.dll.** You can also set a time limit for the assessment and specify which *template* to use when presenting the assessment.
   - *Control information (survey)* screen
     You can use this screen to decide whether or not to store the participants answers anonymously, allow participants to take the assessment with **open.dll.** You can also set a time limit for the assessment and specify which *template* to use when presenting the assessment.
4) *Assessment introduction* screen
   With this screen you can specify a message that will be given at the start of your assessment.
5) *Assessment questions* screen
   This screen allows you to add questions to your assessment and change the order in which they are presented. From this screen you can use the *add new question* screen.
6) *Add new question* screen
   You must use this screen at least once from the *assessment questions* screen. It enables you to select questions individually, select all the questions in a topic or select questions randomly from within a topic.

7) *Assessment feedback(single)* screen
If you wish to give the same feedback to all participants enter it on this screen.

Otherwise, you can *set a cutoff score* and enter feedback depending on whether the participants pass or fail the assessment with these screens:

- *Assessment feedback (pass)* screen
Enter the feedback the participant will see if their score meets or exceeds the cutoff score.
- *Assessment feedback (fail)* screen
Enter the feedback the participant will see if their score is less than the cutoff score.

8) *Completion* screen
Finally, you will see this screen.

When you have created your assessment, it will have a *control block*, a single *question block* and either one or two *assessment outcomes*. It will not have any *jump blocks*.

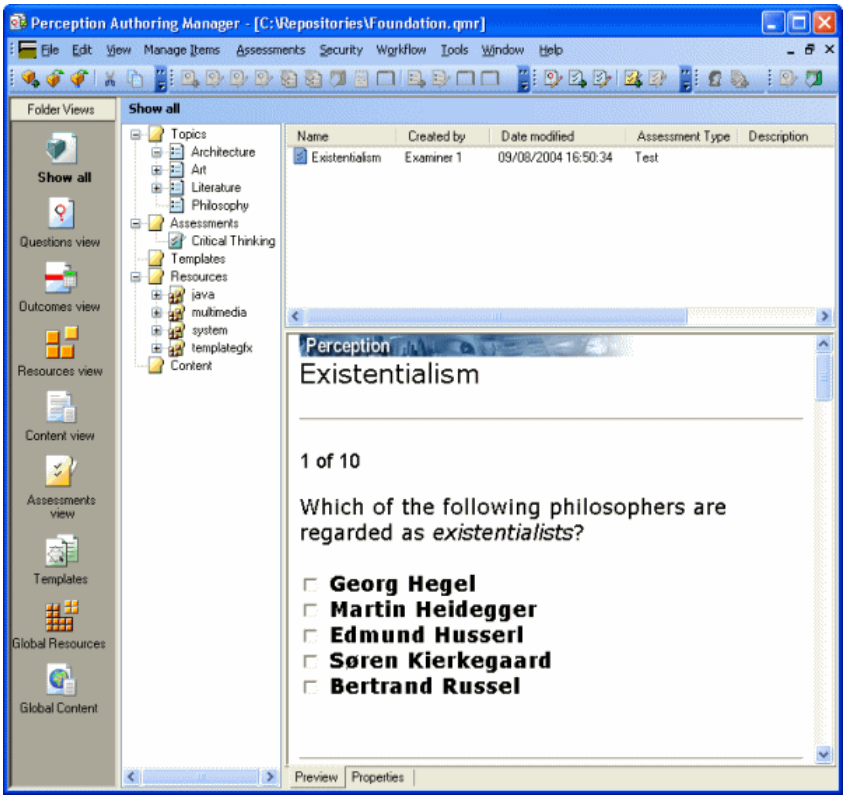
You can use *Assessment Editor* to develop your assessment in the following ways:

- Add more *question blocks*
- Include *jump blocks*
- Add more *assessment outcomes*
- Add or change the *reported topics*
- Add some *topic outcomes*
- Use *prerequisite topic scores*

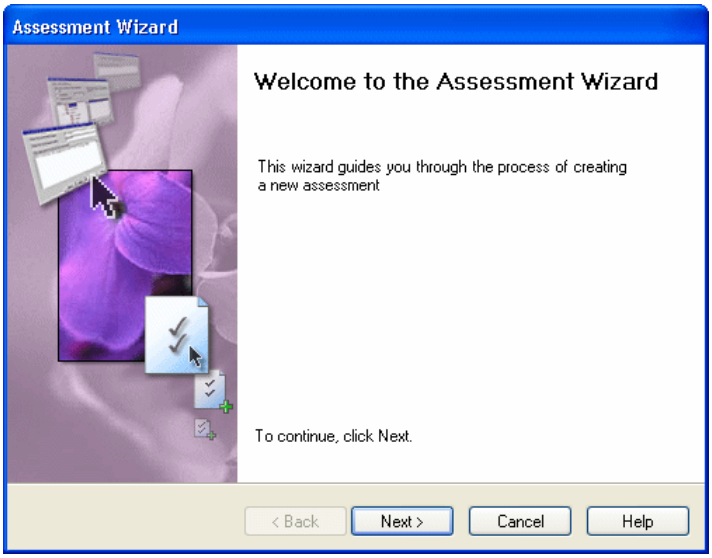
15.1.4 Example of creating an assessment

This example takes you through the process of creating a *test* assessment with the *Assessment Wizard*.

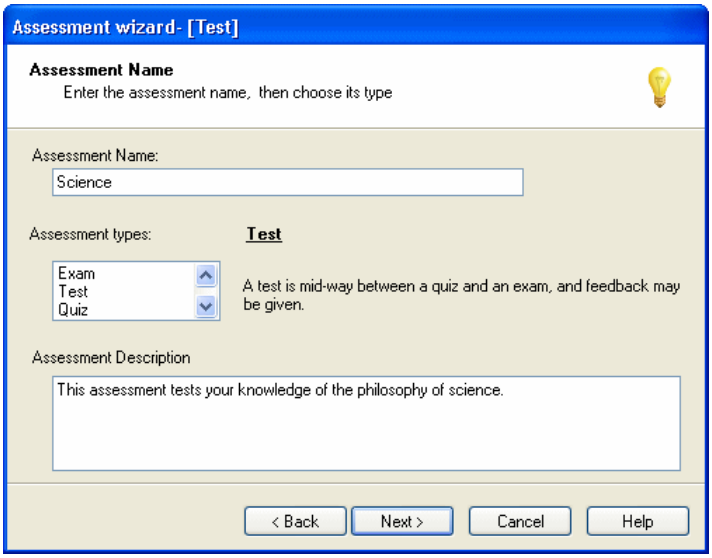
In the *Authoring Manager Window*, highlight an assessment folder within which you will create a new assessment.



Select the **Assessments | Add Assessment…** menu option.

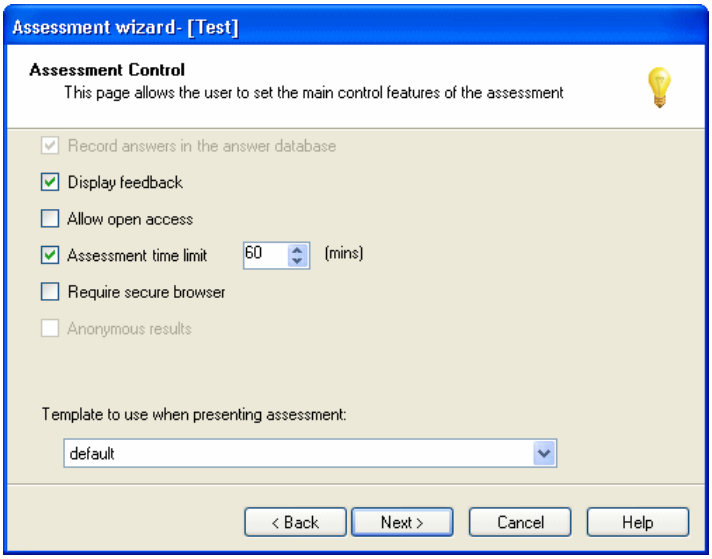


Click **Next>**.



Now:

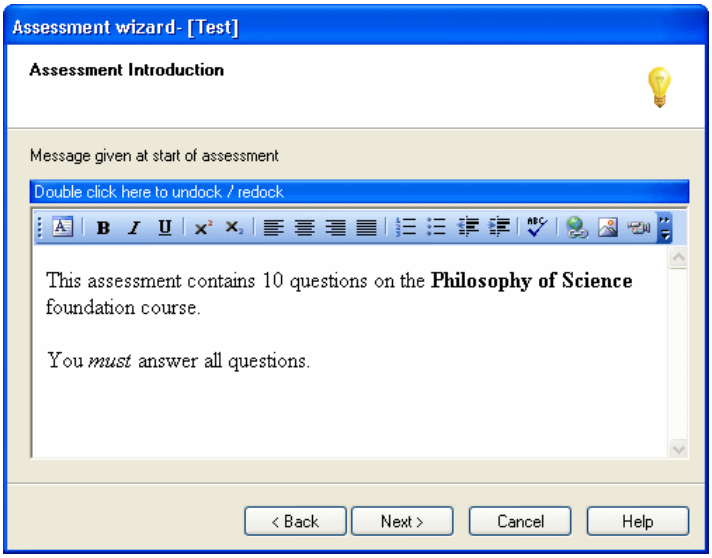
- Type in the **Assessment Name**
- Choose **Test** from the **Assessment types** drop-down list
- Type in an **Assessment Description** if you wish
- Click **Next>**



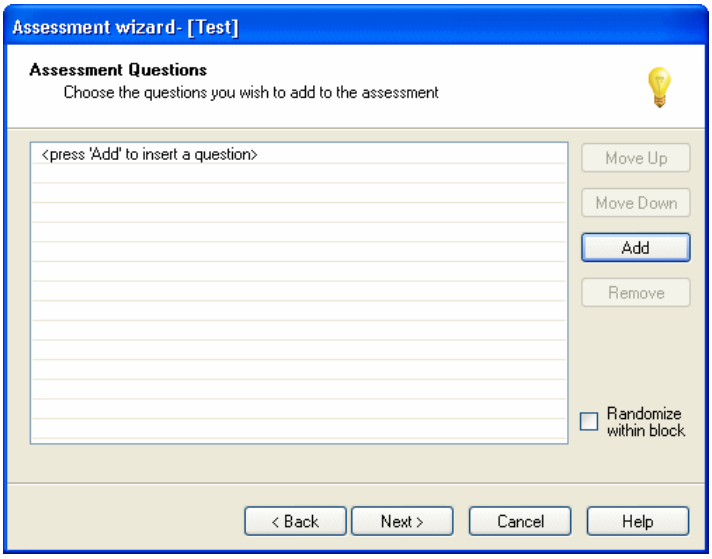
A *test* assessment will normally have only the **Allow open access** option ticked at this stage. In this example:

- Feedback will be displayed to the participant
- Open access is disabled, so the participant cannot take the assessment with **open.dll**
- The participant must complete the assessment in 60 minutes.

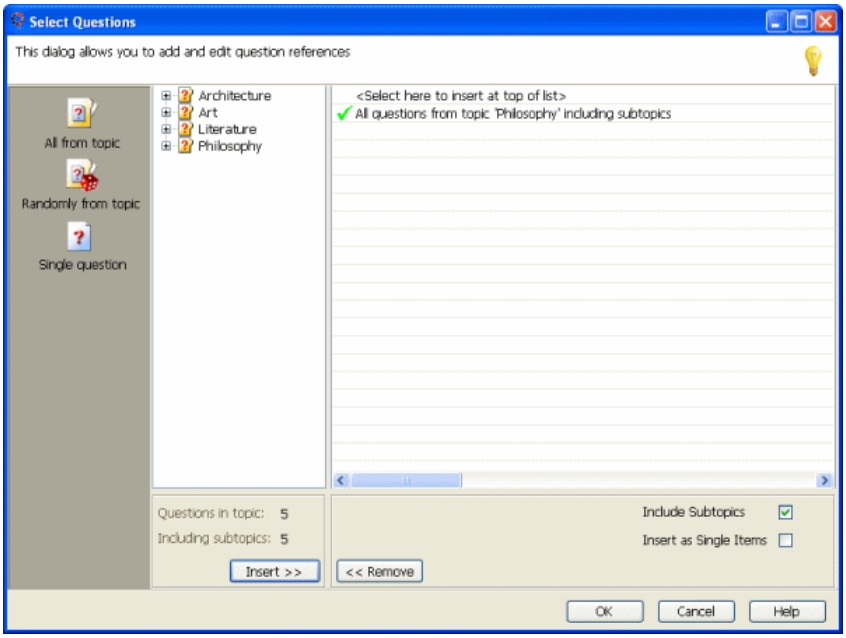
Now click **Next>**.



This screen contains the *simple view* of the *HTML Editor*. Type in a message to introduce the assessment and click **Next>**.



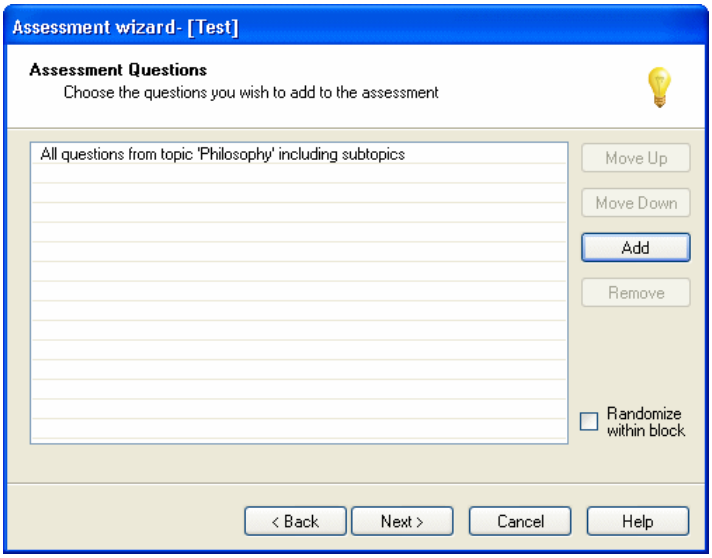
Click **Add** to insert some questions into the assessment.



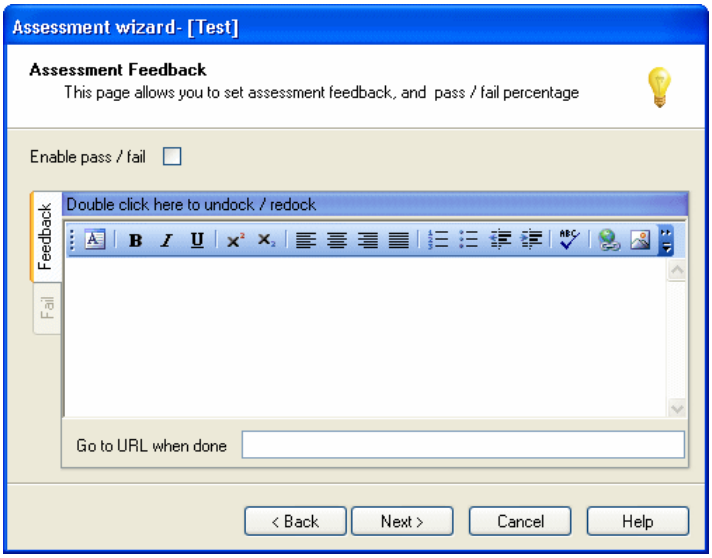
To select some questions to include in the assessment:

1) Select **All from topic**
2) Tick **Include Subtopics**
3) Select the topic **Philosophy**
4) Click **Add**

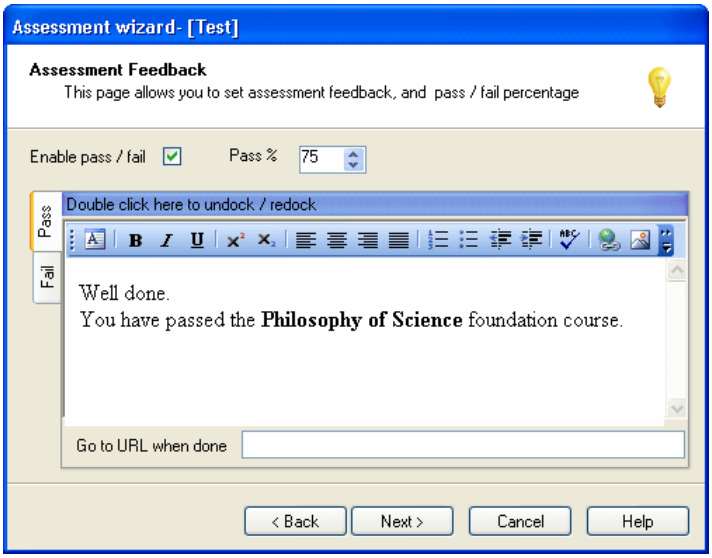
Now click **OK**.



Now click **Next>**.

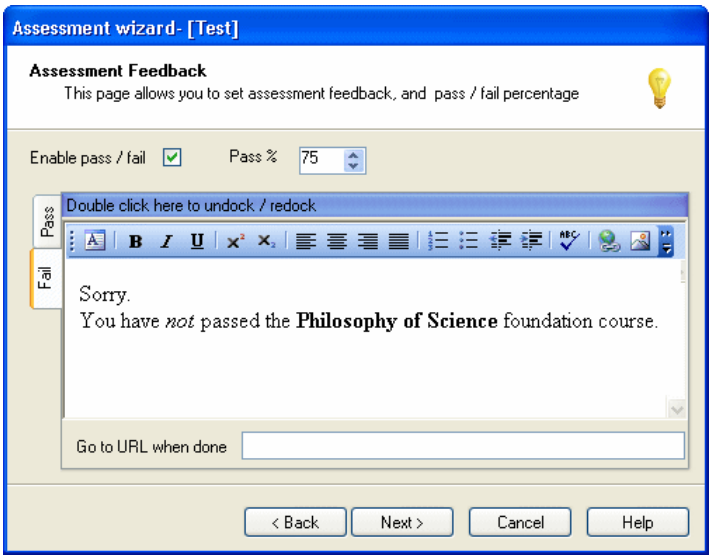


Tick **Enable pass/fail**.



This screen contains the *simple view* of the *HTML Editor*. Type in the feedback the participant will see for the assessment if they achieve or exceed the **Pass** mark (**75%**).

Now click the **Fail** tab.

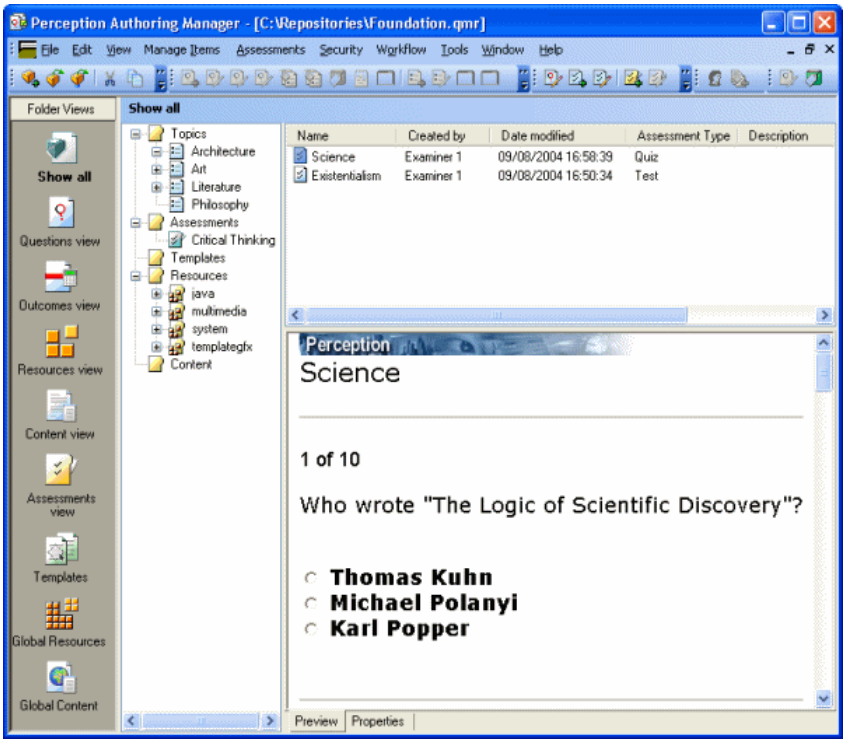


This screen also contains the *simple view* of the *HTML Editor*. Type in the feedback the participant will see for the assessment if they score less than the **Pass** mark.

Now click **Next>**.



Click **Finish** to complete the assessment.



15.2 The Assessment Wizard Screens

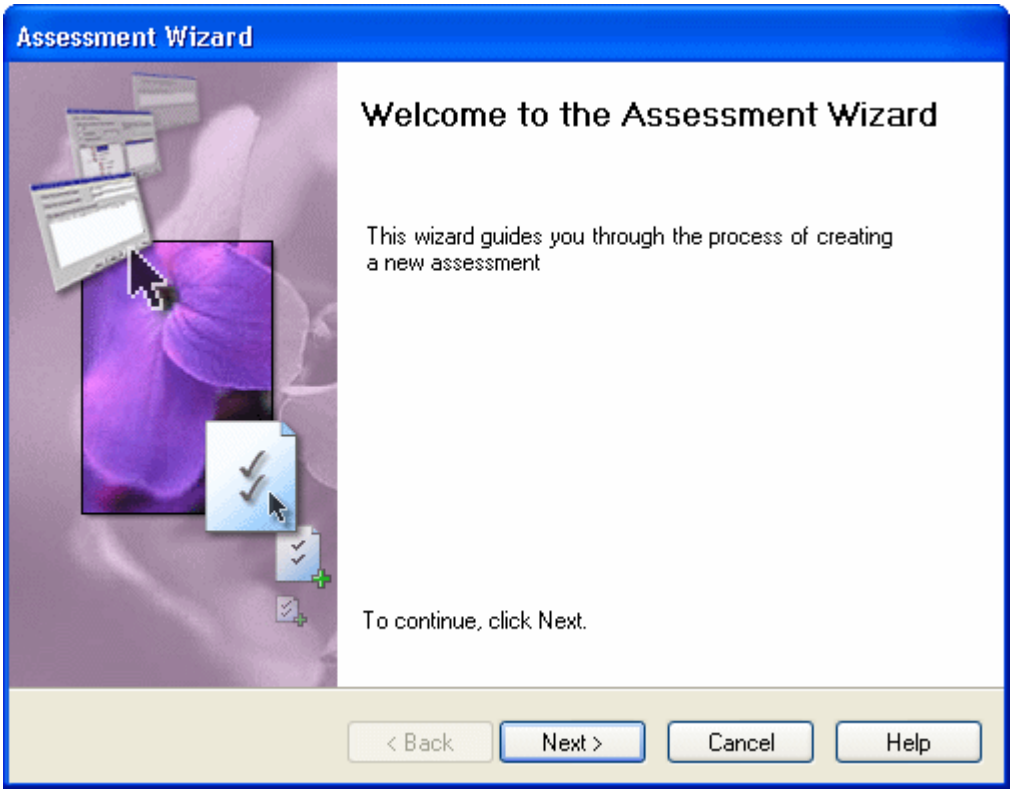
15.2.1 Starting and Finishing screens

The following screens are always shown by the *Assessment Wizard*:

- *Welcome* screen
  This always appears when the Assessment Wizard is started
- *Assessment name* screen
  This is included by the Assessment Wizard for every question type
- *Completion* screen
  This is always the last screen shown by the Assessment Wizard

15.2.2 Welcome

This screen appears when the *Assessment Wizard* is first started.

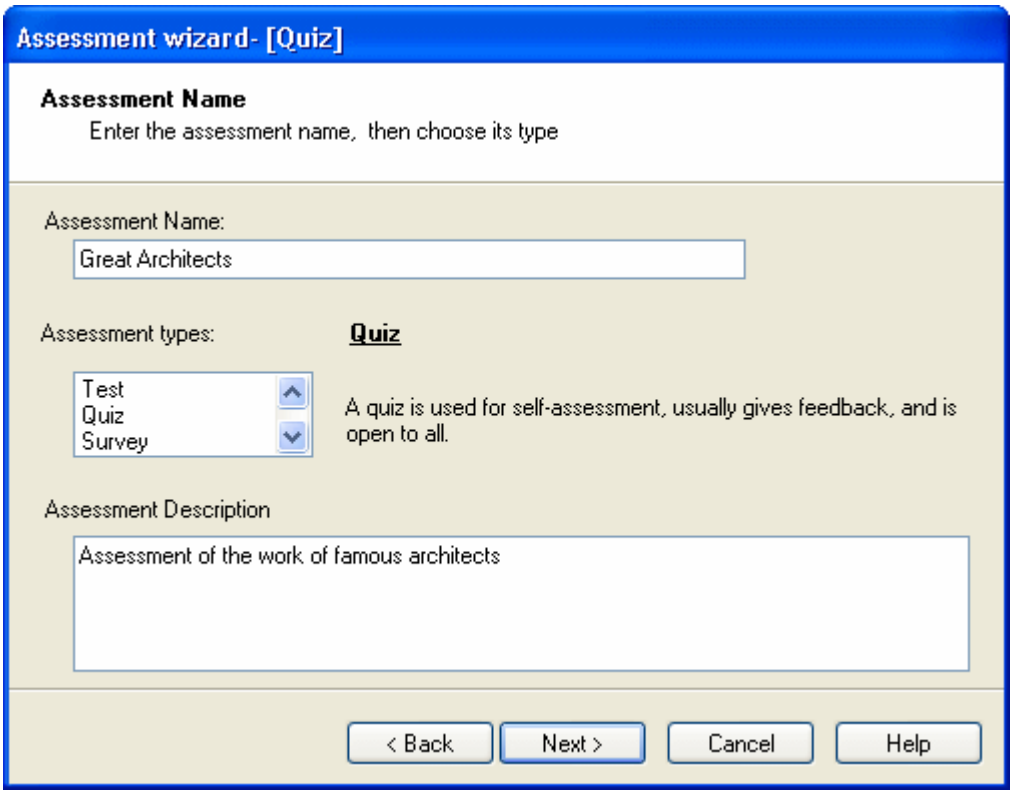


To proceed to the next screen of the *Assessment Wizard*, click **Next>**.

Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

15.2.3 Assessment name

This screen allows you to specify the assessment **name**, select the assessment **type** and type in a description for the assessment.



Type in the **Assessment Name**. This cannot be blank and must not be greater than 50 characters long.

Select one of the following **Assessment types** from the drop-down list:

- **Exam**
- **Test**
- **Quiz**
- **Survey**

If you wish, type in an **Assessment Description**.

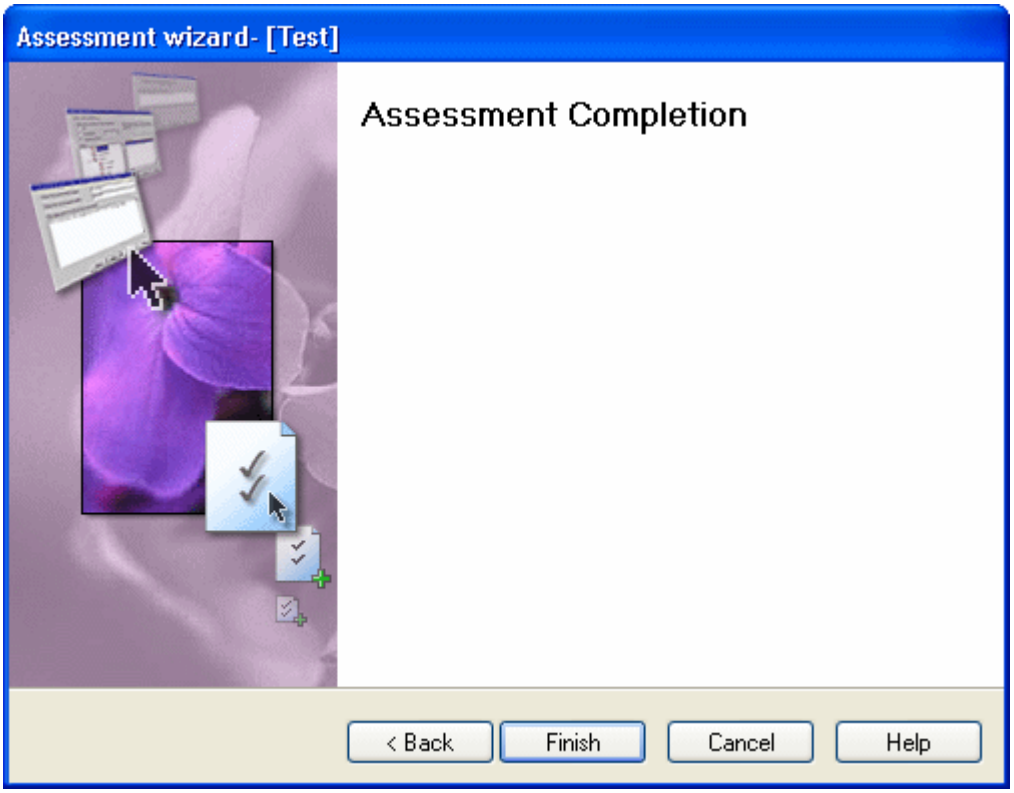
Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

15.2.4 Completion

This screen appears when you have created an assessment with the *Assessment Wizard*



This screen indicates that you have successfully completed the *Assessment Wizard*. You can:

- Click **Finish** to close the Wizard. Your new assessment will be created in the folder specified
- Click **Back** to review the assessment being created
- Click **Cancel** to close the Wizard without creating the assessment

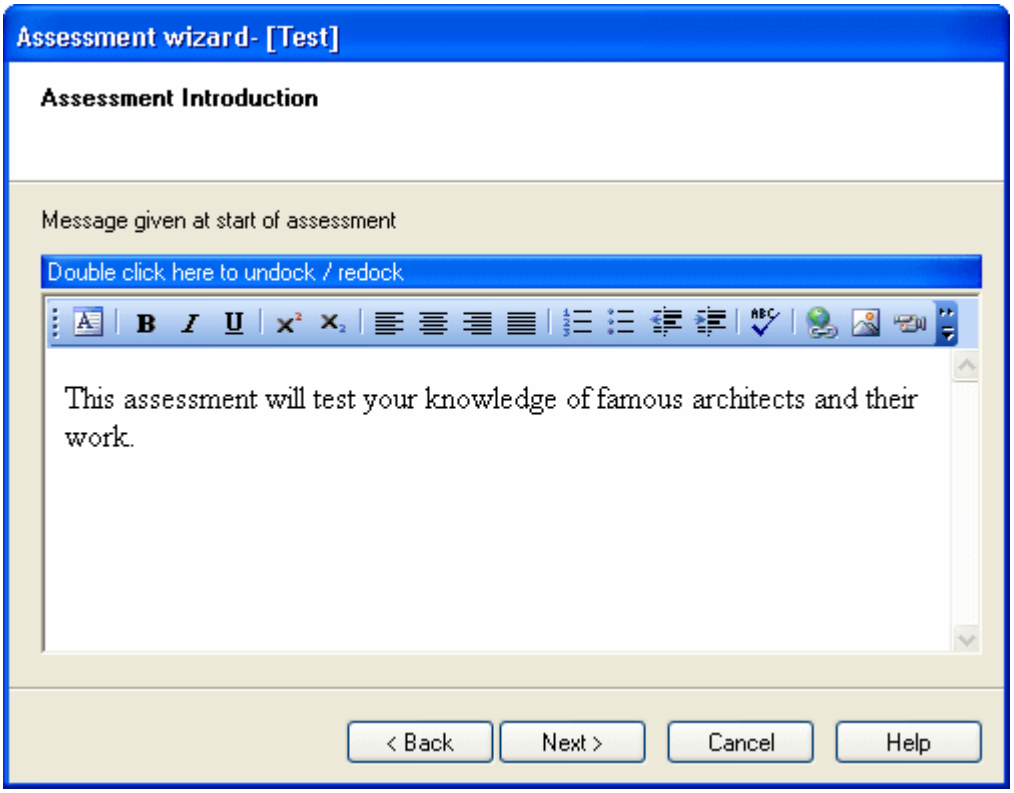
15.2.5 Introduction screens

The following screen is always shown by the *Assessment Wizard*:

- *Assessment introduction* screen

15.2.6 Assessment introduction

This screen enables you to specify a message that will be given at the start of your assessment.



This screen is the *simple view* of the *HTML Editor*. With this screen, you can:

- Type in your assessment introduction
- Apply formatting to your assessment introduction
- *Insert a hyperlink* to your assessment introduction
- *Insert a picture* into your assessment introduction
- *Insert a video* into your assessment introduction
- *Insert sound* into your assessment introduction
- *Insert a content object* into your assessment introduction
- *Insert an equation* into your assessment introduction
- *Insert a Flash object* into your assessment introduction
- *Insert a field* into your assessment introduction
- Use the *spelling checker* on your assessment introduction
- Use the *thesaurus* on your assessment introduction

You can also *use the advanced views* of the *HTML Editor*.

Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

15.2.7 Control screens

Depending on the *type of assessment* you are creating with the *Assessment Wizard*, one of the following screens will be shown:

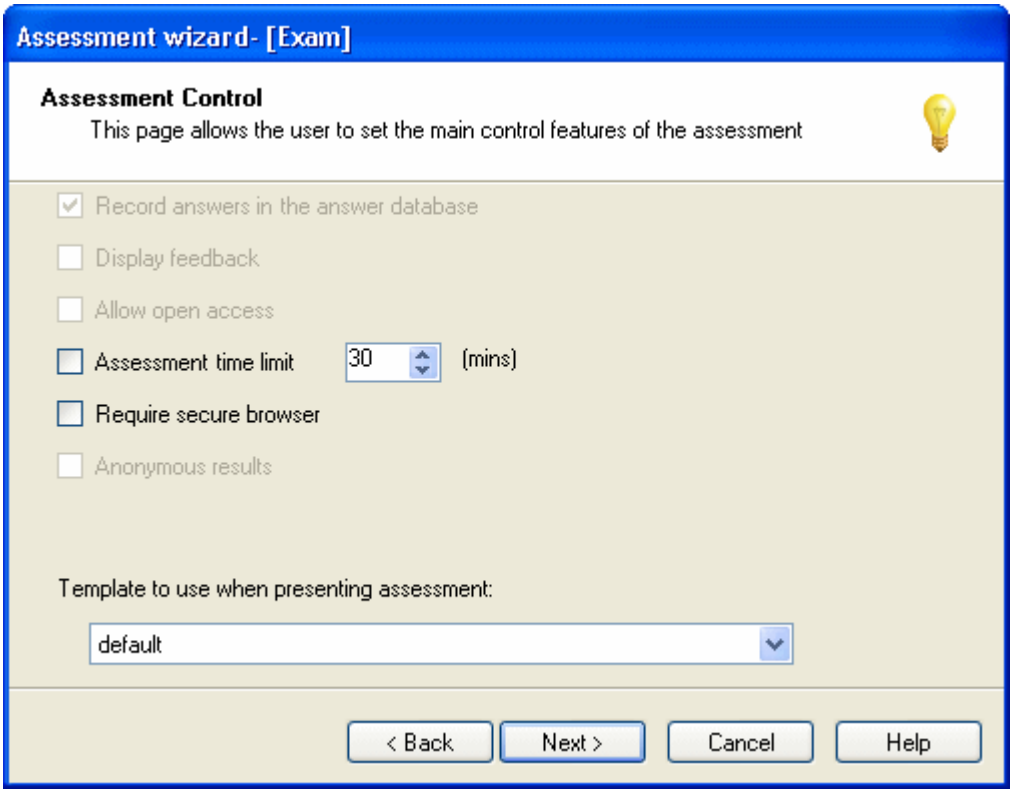
- **Exam**
  If you are creating an *exam* you will see the *Control information (exam)* screen
- **Test**
  If you are creating a test you will see the *Control information (test)* screen
- **Quiz**
  If you are creating a quiz you will see the *Control information (quiz)* screen
- **Survey**
  If you are creating a survey you will see the *Control information (survey)* screen

15.2.8 Control information (exam)

This screen enables you to do the following:

- Set a time limit within which the participants must complete the assessment
- Require all participants to take the assessment with *Questionmark Secure*

You can also specify which *template* to use when presenting the assessment.



If you wish to set a time limit for the assessment, tick **Assessment time limit** and then enter the time limit in the adjacent box, or select it with the spin control (this box only appears if **Assessment time limit** is ticked).

If you wish to ensure that all participants take the assessment with *Questionmark Secure*, tick **Require secure browser**.

Select the **Template to use when presenting assessment** from the drop-down list.

Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

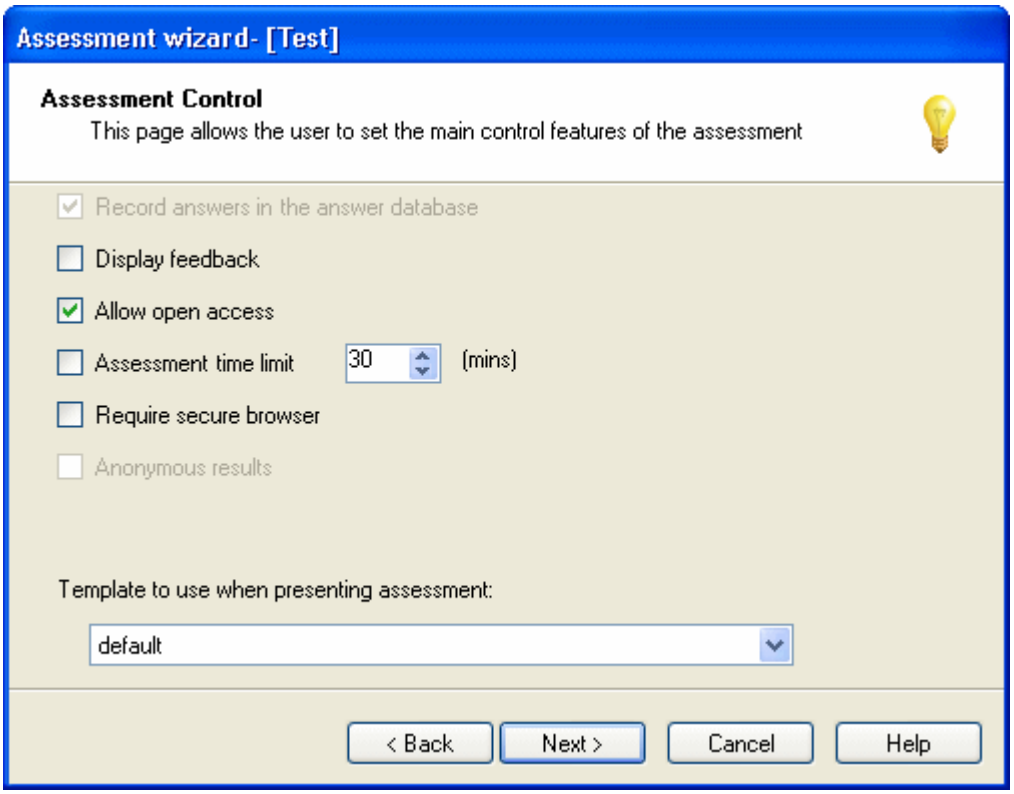
Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

15.2.9 Control information (test)

This screen enables you to do the following:

- Specify whether or not to show feedback to the participants
- Specify whether or not to allow participants to take the assessment with **open.dll**
- Set a time limit within which the participants must complete the assessment
- Require all participants to take the assessment with *Questionmark Secure*

You can also specify which *template* to use when presenting the assessment.



If you wish to show feedback to the participants, tick **Display feedback**.

If you wish to allow participants to take the assessment with **open.dll**, tick **Allow open access**.

If you wish to set a time limit for the assessment, tick **Assessment time limit** and then enter the time limit in the adjacent box, or select it with the spin control (this box only appears if **Assessment time limit** is ticked).

If you wish to ensure that all participants take the assessment with *Questionmark Secure*, tick **Require secure browser**.

Select the **Template to use when presenting assessment** from the drop-down list.

Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

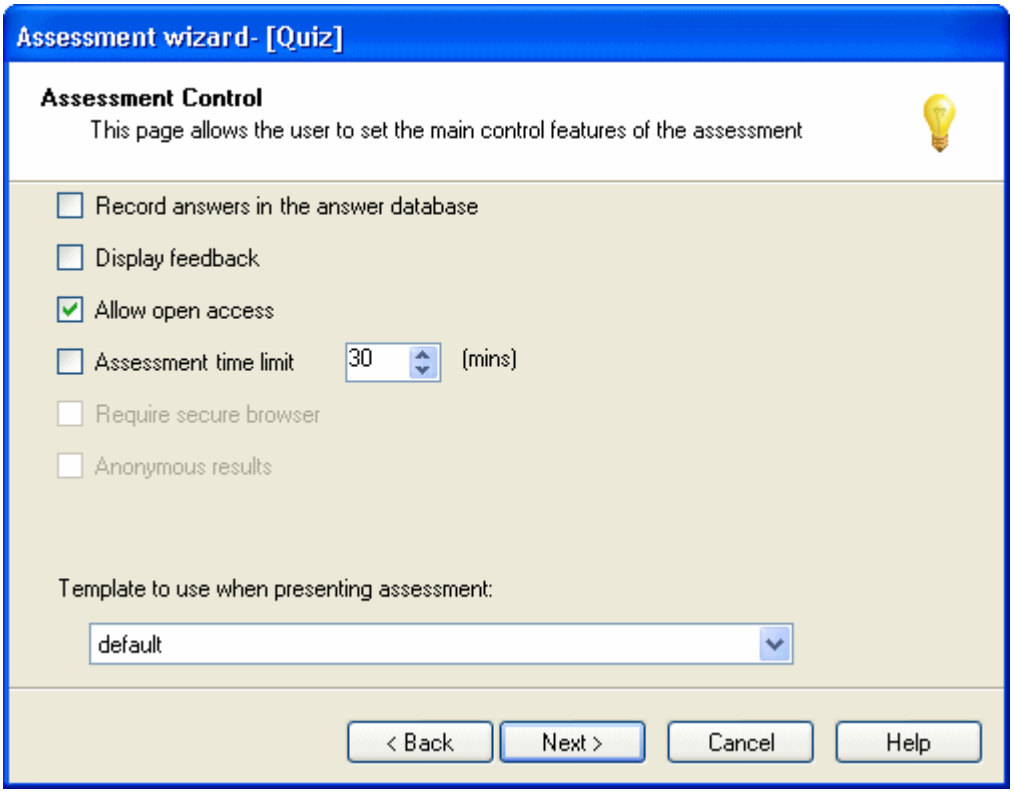
Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

15.2.10 Control information (quiz)

This screen enables you to do the following:

- Specify whether or not to store the participants answers in the repository
- Specify whether or not to show feedback to the participants
- Specify whether or not to allow participants to take the assessment with **open.dll**
- Set a time limit within which the participants must complete the assessment

You can also specify which *template* to use when presenting the assessment.



If you wish to store the participants answers in the repository, tick **Record answers in answer database**.

If you wish to show feedback to the participants, tick **Display feedback**.

If you wish to allow participants to take the assessment with **open.dll**, tick **Allow open access**.

If you wish to set a time limit for the assessment, tick **Assessment time limit** and then enter the time limit in the adjacent box, or select it with the spin control (this box only appears if **Assessment time limit** is ticked).

Select the **Template to use when presenting assessment** from the drop-down list.

Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

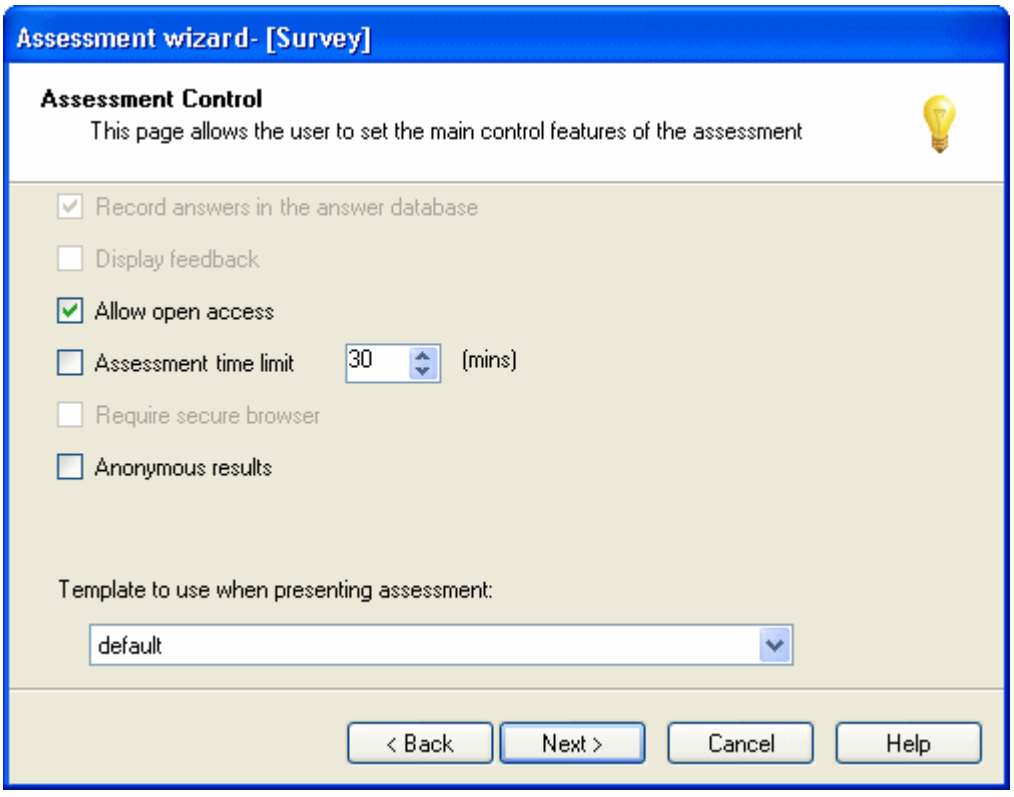
Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

15.2.11 Control information (survey)

This screen enables you to do the following:

- Specify whether or not to allow participants to take the assessment with **open.dll**
- Set a time limit within which the participants must complete the assessment
- Specify whether or not to store the participants answers anonymously

You can also specify which *template* to use when presenting the assessment.



If you wish to allow participants to take the assessment with **open.dll**, tick **Allow open access**.

If you wish to set a time limit for the assessment, tick **Assessment time limit** and then enter the time limit in the adjacent box, or select it with the spin control (this box only appears if **Assessment time limit** is ticked).

If you wish to store the participants answers anonymously, tick **Anonymous results**.

Select the **Template to use when presenting assessment** from the drop-down list.

Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

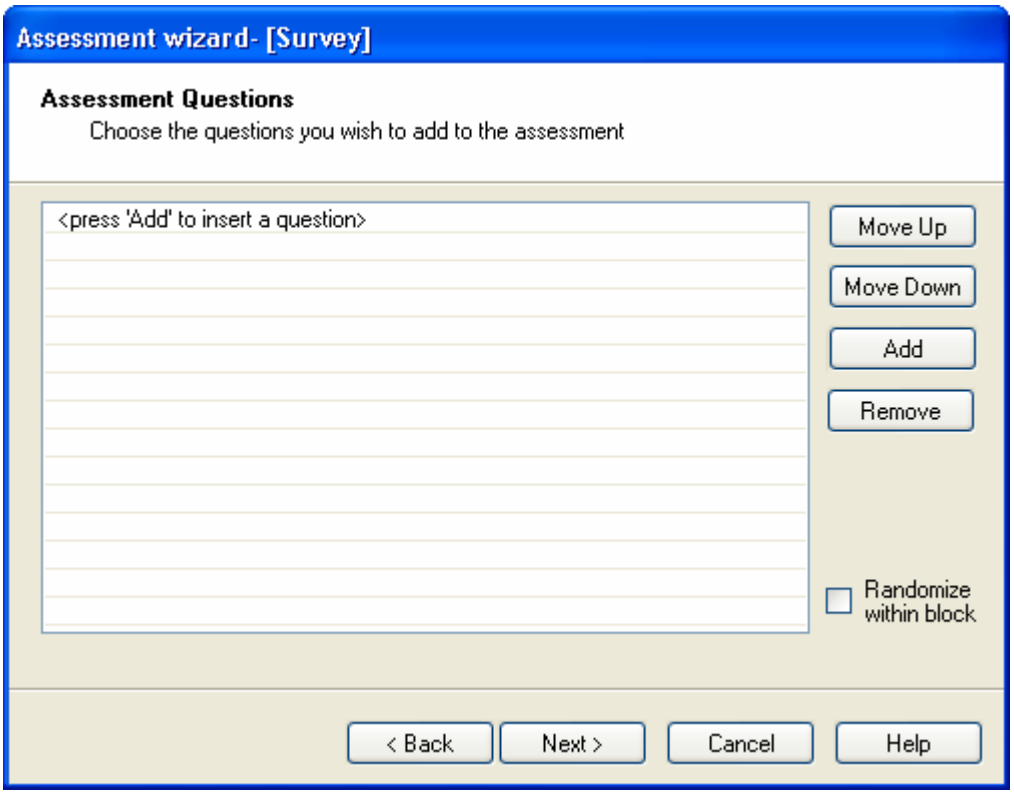
15.2.12 Question screens

The following screens allow you to include questions in the assessment you are creating with the *Assessment Wizard*:

- *Assessment questions* screen
  This screen enables you to add questions to your assessment
- *Add new question* screen
  This screen enables you to select questions individually, select all the questions in a topic or select questions randomly from within a topic

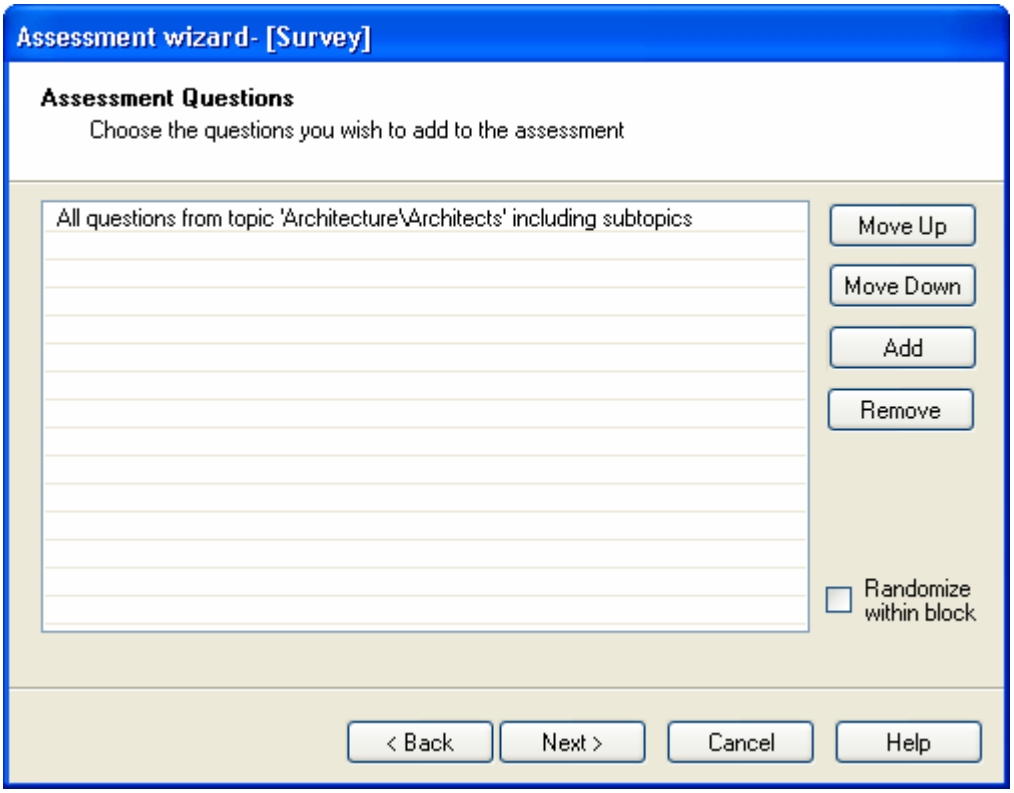
15.2.13 Assessment questions

This screen allows you to add questions to your assessment and change the order in which they are presented.



To add a question, click **Add** and you will see the *add new question* screen.

Questions already added to the assessment will appear on this screen.



To move a group of questions up the list, highlight it and click **Move Up**.

To move a group of questions down the list, highlight it and click **Move Down**.

You can also present all the questions you have selected in a random order by ticking **Randomize within block**. It is not the topics but the questions themselves that are randomized.

For example, suppose you have selected all the questions in each of these topics:

Example Topics and Questions	
Topic	**Questions**
Science	**Physics** **Chemistry** **Biology**
Literature	**Shakespeare** **Salinger** **Poe**
Art	**Movements** **Paintings** **Techniques**

The questions might appear in the order **Paintings**, **Salinger**, **Poe**, **Chemistry**.

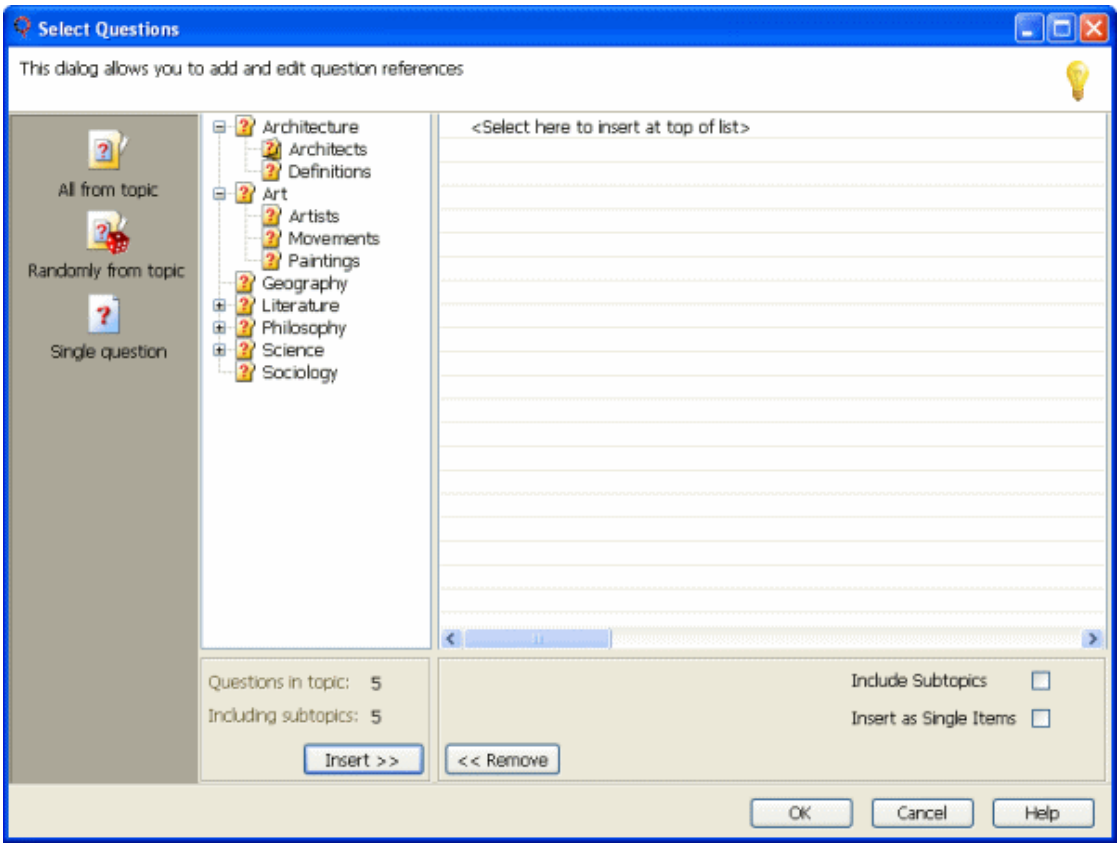
Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

15.2.14 Add new question

This screen enables you to select questions individually, select all the questions in a topic or select questions randomly from within a topic.



Adding questions depends on how you are making your selection:

- *Selecting all questions from a topic*
- *Selecting questions randomly from a topic*
- *Selecting single questions from a topic*

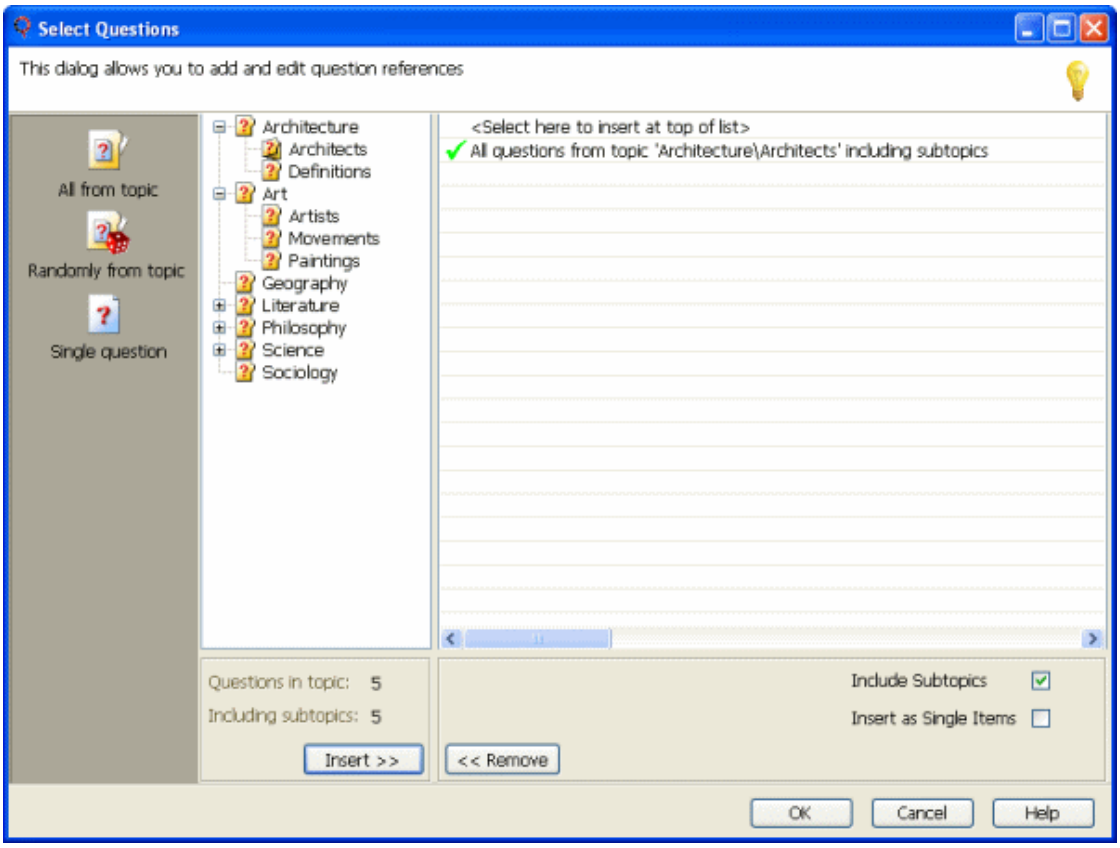
To remove questions, highlight them in the right hand pane and click **<<Remove**.

Click **OK** and your assessment will be updated, and you will return to the *assessment questions* screen.

Click **Cancel** and your assessment will *not* be updated, and you will return to the *assessment questions* screen.

Selecting all questions from a topic

To select all questions from a topic, click on **All from topic** in the left hand pane and the options **Insert as single items** and **Include subtopics** will appear.



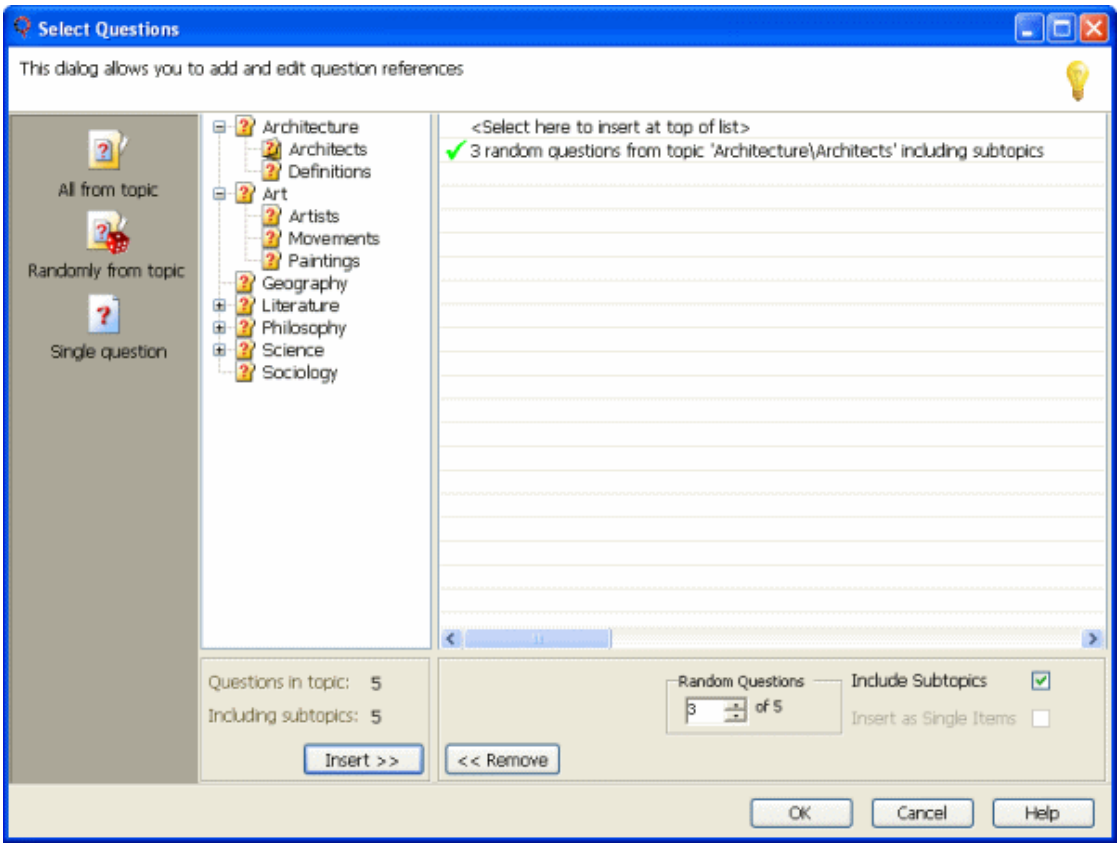
If you tick **Insert as single items**, every question in the topic you select will be included in the assessment as though it had been *selected as a single question*.

If you tick **Include subtopics**, every question in the topic you select will be included in the assessment, and so will every question in any topic that are contained in your selected topic.

Highlight a topic in the central pane and click **Insert>>**.

Selecting questions randomly from a topic

To select questions randomly from a topic, click on **Randomly from topic** in the left hand pane and the options **Random question count** and **Include subtopics** will appear.



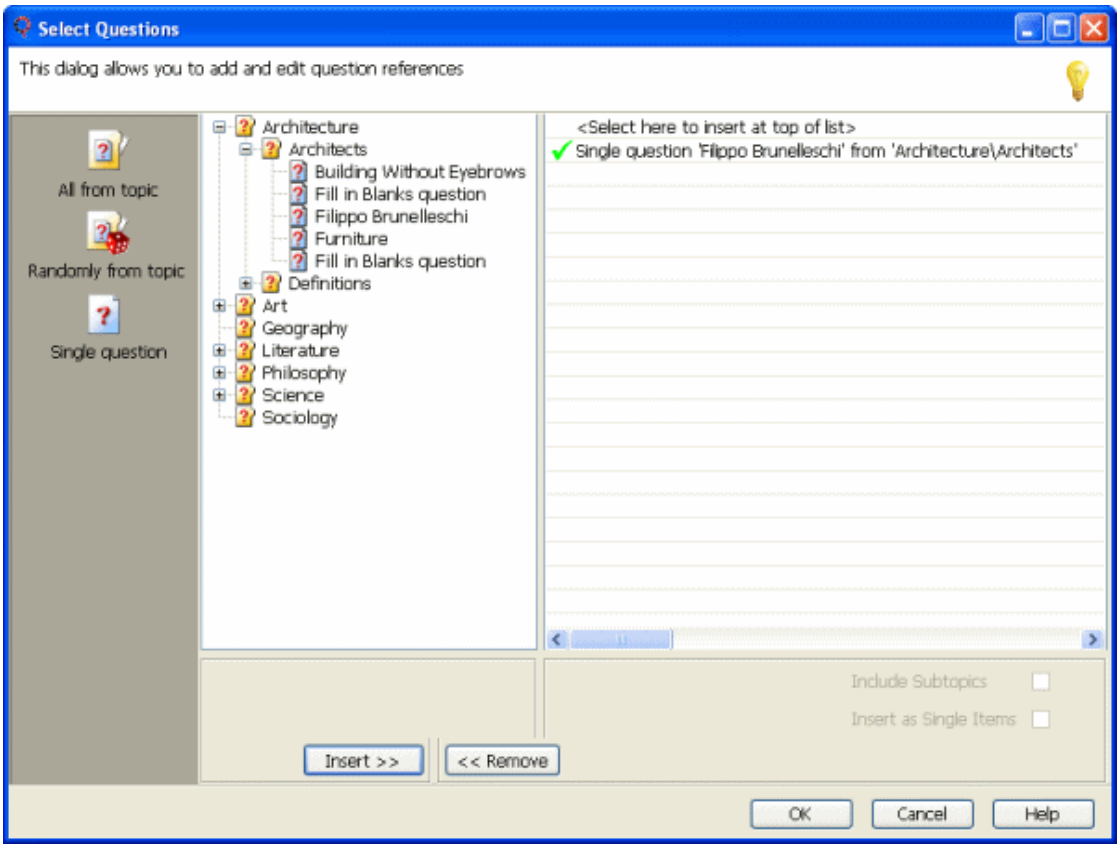
Enter the number of questions you wish to be selected randomly from a topic in the **Random question count** box (or use the spin control). This number must be greater than **0** but not more than the number of questions available.

If you tick **Include subtopics**, every question in the topic you select will be included in the assessment, and so will every question in any topic that are contained in your selected topic.

Highlight a topic in the central pane and click **Insert>>**.

Selecting single questions from a topic

To select single questions from a topic, click on **Single question** in the left hand pane.



Highlight a single question within a topic in the central pane and click **Insert>>**.

15.2.15 Feedback screens

If you *set a cutoff score*, you can use these screens:

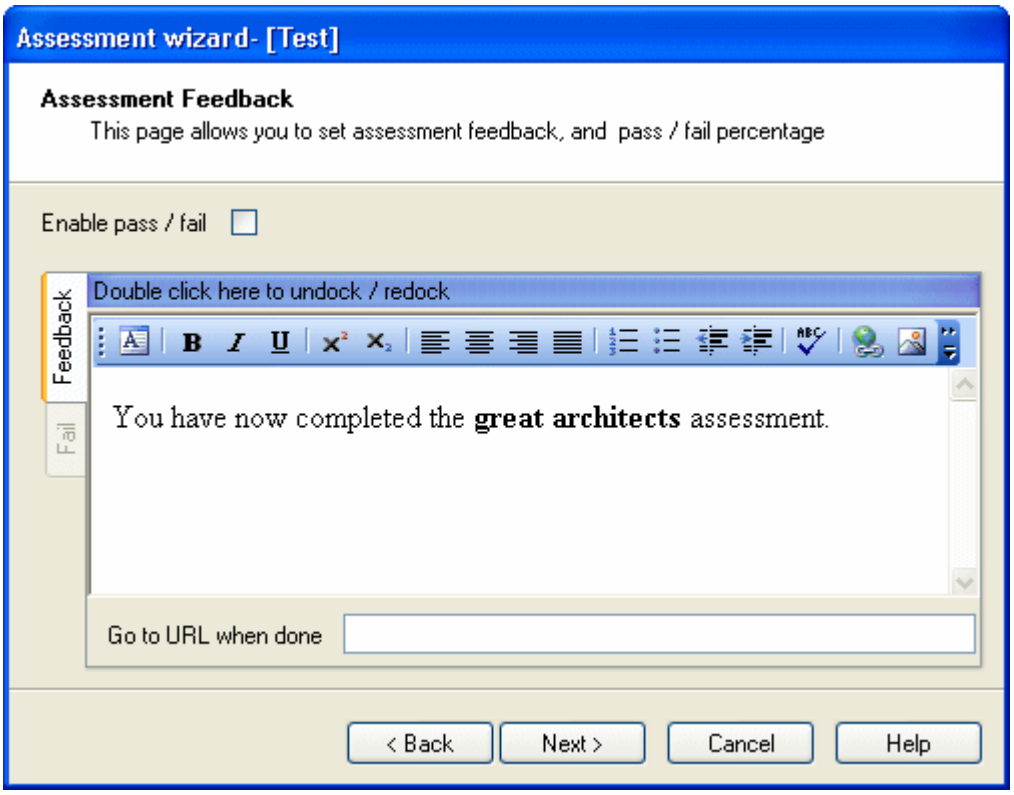
- *Assessment feedback (pass)* screen
  This screen enables you to enter the feedback the participant will see if their score meets or exceeds the cutoff score
- *Assessment feedback (single)* screen
  This screen enables you to enter the feedback the participant will see if their score is lower than the cutoff score

If you do *not set a cutoff score*, you will see this screen:

- *Assessment feedback (single)* screen
  This screen enables you to enter feedback that the participant will always see

15.2.16 Assessment feedback (single)

This screen enables you enter the feedback that the participant will see when they complete the assessment.



If you wish to give the same feedback whenever a participant completes the assessment, use this screen. You can also *set a cutoff score* and give different feedback according to whether the participant passes or fails the assessment.

This screen is the *simple view* of the *HTML Editor*. With this screen, you can:

- Type in your assessment feedback
- Apply formatting to your assessment feedback
- *Insert a hyperlink* to your assessment feedback
- *Insert a picture* into your assessment feedback
- *Insert a video* into your assessment feedback
- *Insert sound* into your assessment feedback
- *Insert a content object* into your assessment feedback
- *Insert an equation* into your assessment feedback
- *Insert a Flash object* into your assessment feedback
- *Insert a field* into your assessment feedback
- Use the *spelling checker* on your assessment feedback
- Use the *thesaurus* on your assessment feedback

You can also *use the advanced views* of the *HTML Editor*.

If you want the assessment to go to a particular web site when completed, enter its URL in to the **Go to URL when done** box.

Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

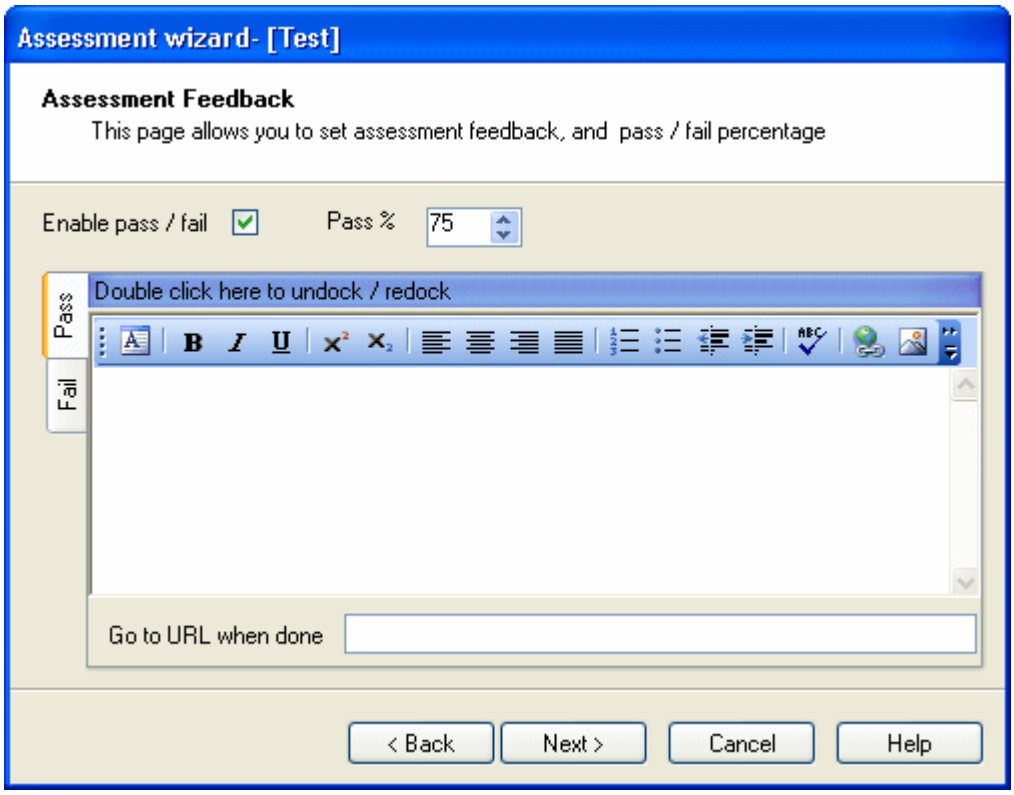
Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

Setting a cutoff score

A *cutoff score* is a score for the assessment that a participant must achieve or exceed to pass the assessment. If their score is less than the cutoff score, they fail the assessment.

To set a cutoff score:

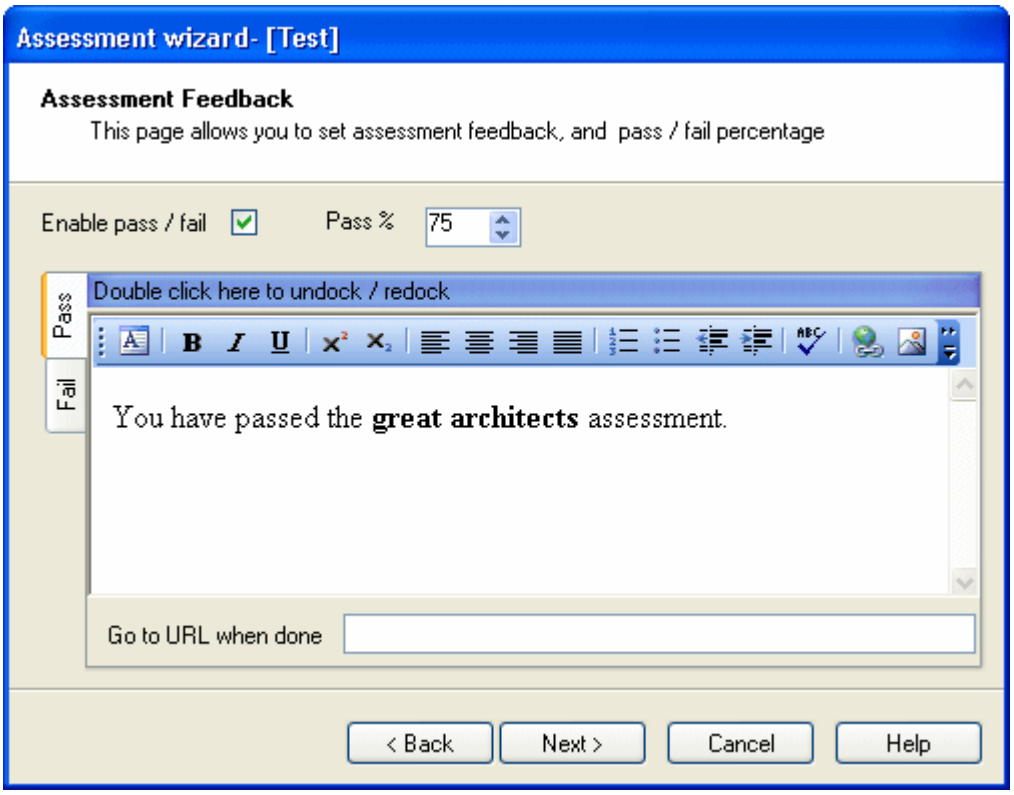
1) Tick **Enable pass/fail** tick box. This displays the **Pass percentage** number box.



2) Enter a pass mark in the **Pass percentage** number box or select it with the spin control.
3) Click the **Pass** tab and you will see the *assessment feedback (pass)* screen. This enables you to enter the feedback the participant will see if their score meets or exceeds the cutoff score.
4) Click the **Fail** tab and you will see the *assessment feedback (fail)* screen. This enables you to enter the feedback the participant will see if their score is less than the cutoff score.

15.2.17 Assessment feedback (pass)

This screen enables you to enter the feedback the participant will see if their score meets or exceeds the cutoff score.



To change the cutoff score, enter a new pass mark in the **Pass %** box or select it with the spin control.

This screen is the *simple view* of the *HTML Editor*. With this screen, you can:

- Type in your feedback for participants who pass the assessment
- Apply formatting to your feedback for participants who pass the assessment
- *Insert a hyperlink* to your feedback for participants who pass the assessment
- *Insert a picture* into your feedback for participants who pass the assessment
- *Insert a video* into your feedback for participants who pass the assessment
- *Insert sound* into your feedback for participants who pass the assessment
- *Insert a content object* into your feedback for participants who pass the assessment
- *Insert an equation* into your feedback for participants who pass the assessment
- *Insert a Flash object* into your feedback for participants who pass the assessment
- *Insert a field* into your feedback for participants who pass the assessment
- Use the *spelling checker* on your feedback for participants who pass the assessment
- Use the *thesaurus* on your feedback for participants who pass the assessment

You can also *use the advanced views* of the *HTML Editor*.

If you want the assessment to go to a particular web site when participants pass the assessment, enter its URL in to the **Go to URL when done** box.

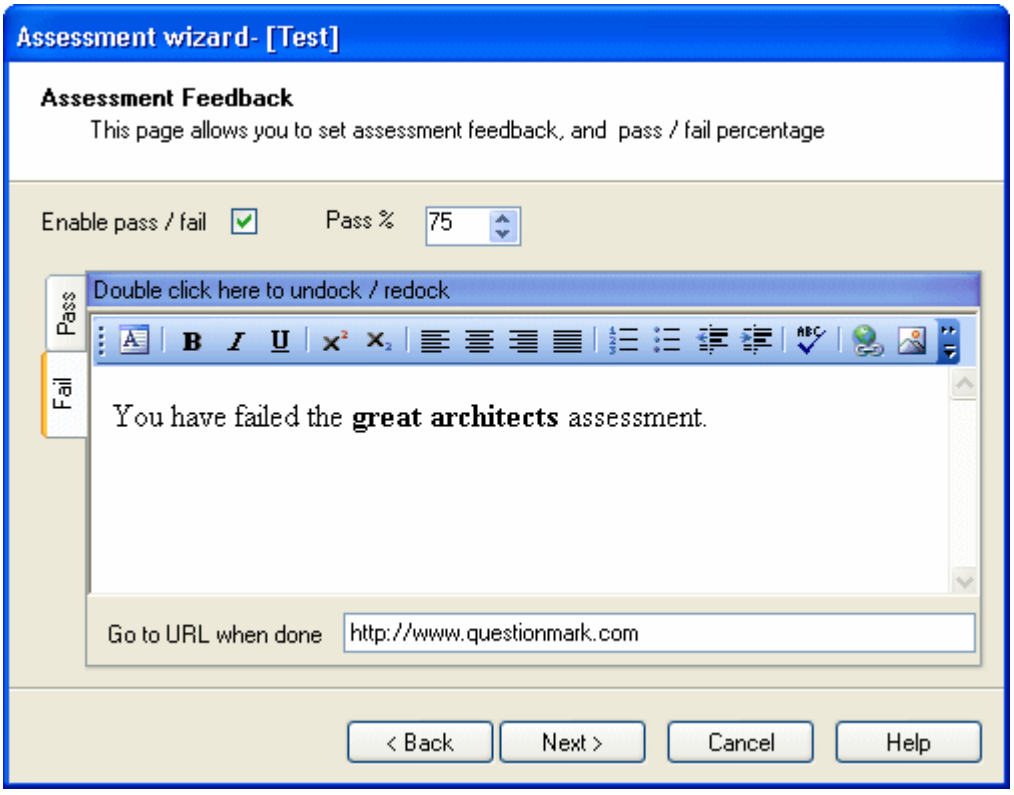
Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

15.2.18 Assessment feedback (fail)

This screen enables you to enter the feedback the participant will see if their score is less than the cutoff score.



To change the cutoff score, enter a new pass mark in the **Pass %** box or select it with the spin control.

This screen is the *simple view* of the *HTML Editor*. With this screen, you can:

- Type in your feedback for participants who fail the assessment
- Apply formatting to your feedback for participants who fail the assessment
- *Insert a hyperlink* to your feedback for participants who fail the assessment
- *Insert a picture* into your feedback for participants who fail the assessment
- *Insert a video* into your feedback for participants who fail the assessment
- *Insert sound* into your feedback for participants who fail the assessment
- *Insert a content object* into your feedback for participants who fail the assessment
- *Insert an equation* into your feedback for participants who fail the assessment
- *Insert a Flash object* into your feedback for participants who fail the assessment
- *Insert a field* into your feedback for participants who fail the assessment
- Use the *spelling checker* on your feedback for participants who fail the assessment
- Use the *thesaurus* on your feedback for participants who fail the assessment

You can also *use the advanced views* of the *HTML Editor*.

If you want the assessment to go to a particular web site when participants fail the assessment, enter its URL in to the **Go to URL when done** box.

Click **<Back** to return to the previous screen in the *Assessment Wizard*.

Click **Next>** to proceed to the next screen in the *Assessment Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating an assessment.

16 Assessment Editor

The *Assessment Editor* is a powerful tool for editing the elements of an assessment directly. You can learn more about these elements in the document *Concepts of Authoring*.

By *using the Assessment Editor*, you can implement your own assessment and topic scoring schemes, select questions by metatag and include demographic data in reports.

The *Assessment Editor* can be used to edit questions created with the *Assessment Wizard*.

16.1 Using Assessment Editor

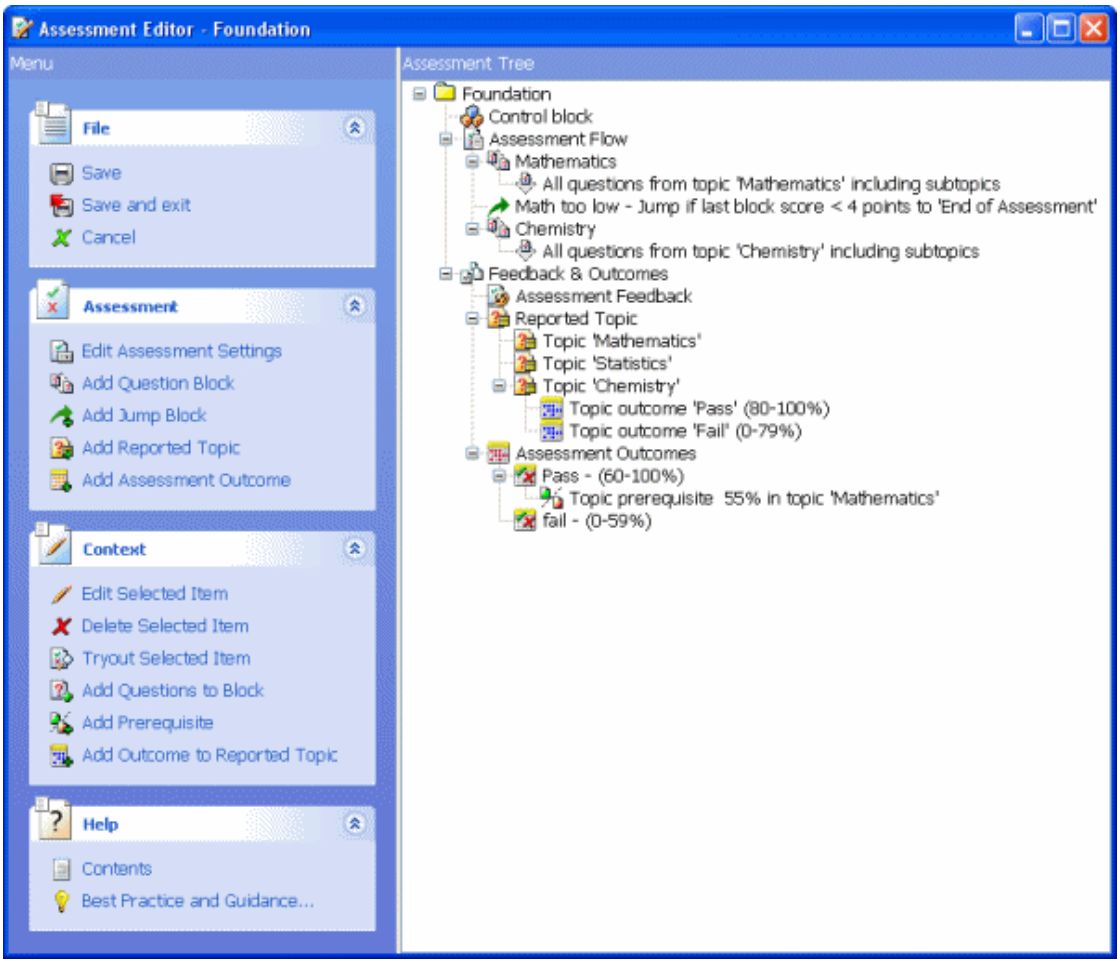
The *Assessment Editor* enables assessments to be edited after they have been created with the Assessment Wizard. It provides a versatile method of setting assessment controls and security, adding or modifying question blocks and jump blocks, including reported topics and defining assessment outcomes.

To edit an assessment with *Assessment Editor*, highlight the assessment in the ***assessment display*** in the *list pane* of the *Authoring Manager Window* and select **Assessments | Edit Assessment…**

You will then see the *Assessment Editor Window*.

16.1.1 The Assessment Editor Window

When you start *Assessment Editor* you will see the *Assessment Editor* window.

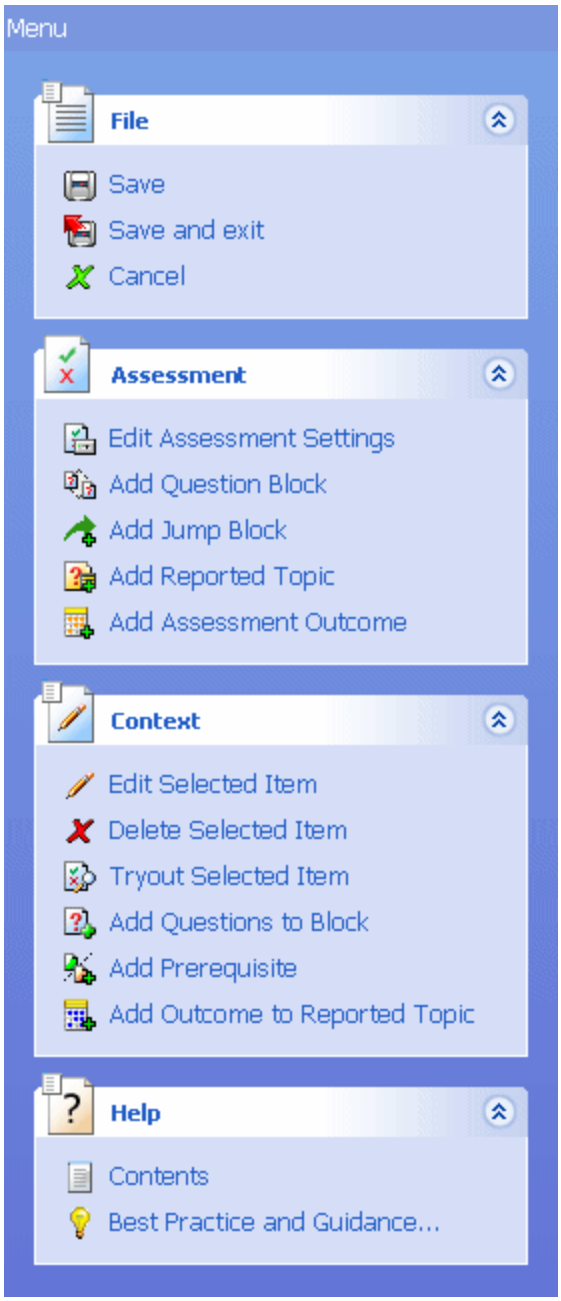


This has the standard Windows XP interface features, and has two panes:

- The *menu pane*
  This contains two menus
- The *assessment pane*
  This contains the assessment tree that shows you how an assessment is constructed

16.1.2 The menu pane

The menu pane is on the left of the *Assessment Editor Window*.



It has four separate menus with the following options:

File Menu

Save	Click this option to save any changes to your assessment
Save and Exit	Click this option to save any changes to your assessment and leave *Assessment Editor*
Cancel	Click this option to leave *Assessment Editor* without saving any changes to your assessment

Assessment Menu

Edit assessment settings	Click this option and you can *edit the control settings* and *edit the security settings* for the assessment
Add question block	Click this option and you can *add question blocks* to the assessment
Add jump block	Click this option and you can *add jump blocks* to the assessment
Add reported topic	Click this option and you can *add reported topics* to the assessment
Add assessment outcome	Click this option and you can *add assessment outcomes* to the assessment

Context Menu

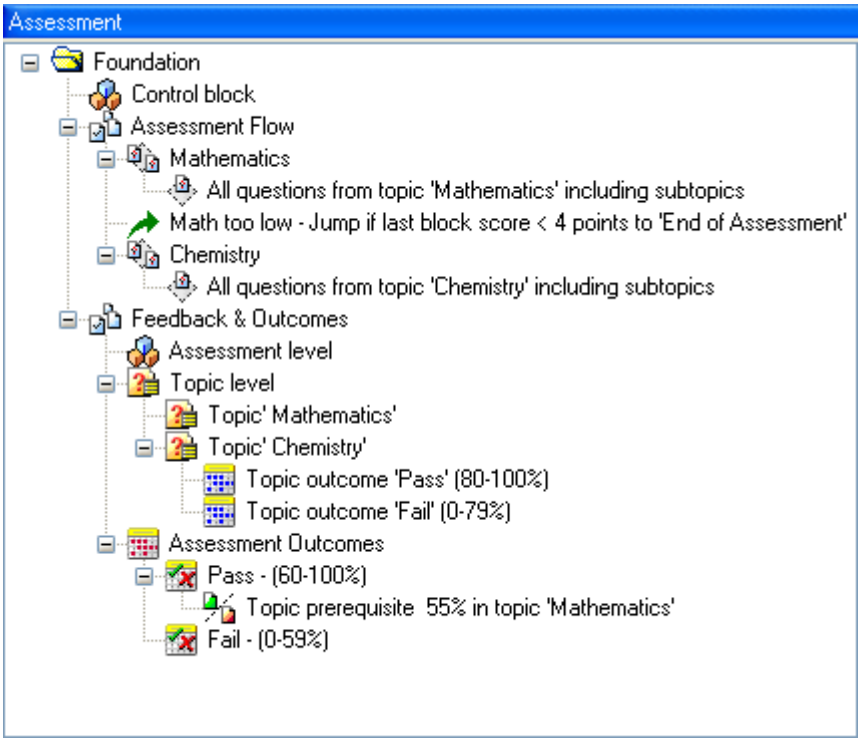
Edit selected item	Highlight an item in the *assessment pane* and then click this option to edit it
Delete selected item	Highlight an item in the *assessment pane* and then click this option to delete it
Tryout selected item	Highlight a *question block* in the *assessment pane* and then click this option to try it out
Add questions to block	Highlight a *question block* in the *assessment pane* and then click this option to add questions to it
Add prerequisite	Highlight an *assessment outcome* in the *assessment pane* and then click this option to add a *prerequisite topic score* to it
Add Outcome to Reported Topic	Highlight a ***reported topic*** in the *assessment pane* and then click this option to add a ***topic outcome*** to it

Help Menu

Contents	Click this option to see the context-sensitive help for *Assessment Editor*
Best Practice and Guidance	Click this option to see the best practice help for *Assessment Editor*

16.1.3 The assessment pane

The assessment pane is on the right of the *Assessment Editor Window*.



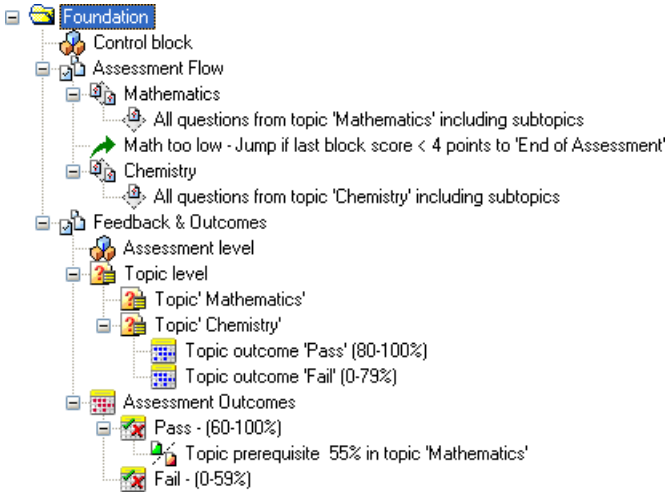
Within the assessment, the assessment tree is shown.

The assessment tree contains the following elements:

- The *assessment name folder*
- The *control block folder*
- The *assessment flow folder*
- The *question blocks*
- The *question selections*
- The *jump blocks*
- The *feedback & outcomes folder*
- The *assessment level folder*
- The *topic level folder*
- The *reported topics*
- The *topic outcomes*
- The *assessment outcomes folder*
- The *assessment outcomes*
- The *prerequisite topic scores*

16.1.4 Assessment name folder

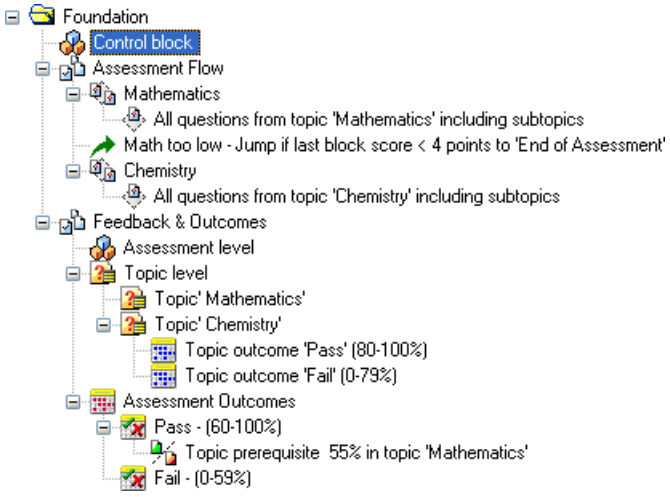
The **Assessment name** is at the root of the question tree.



Double clicking it expands or collapses the assessment tree.

16.1.5 Control block folder

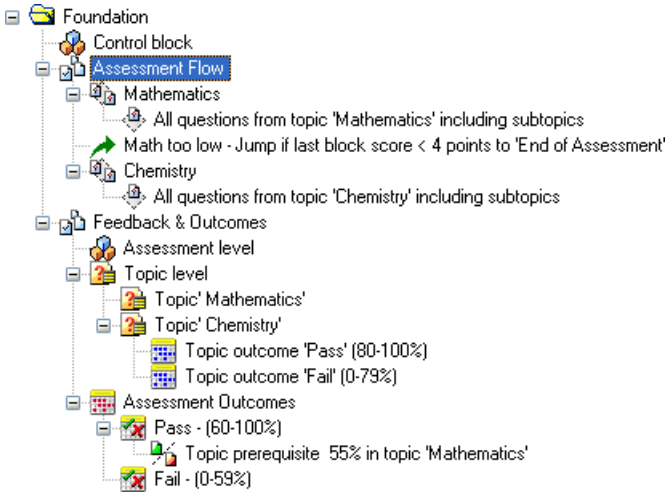
The **Control block** folder contains the assessment settings.



Double clicking it enables you to edit the assessment *control settings* and *security settings*.

16.1.6 Assessment flow folder

The **Assessment flow** folder contains the **question blocks** and **jump blocks**.



Double clicking it expands or collapses the **question blocks** and **jump blocks**.

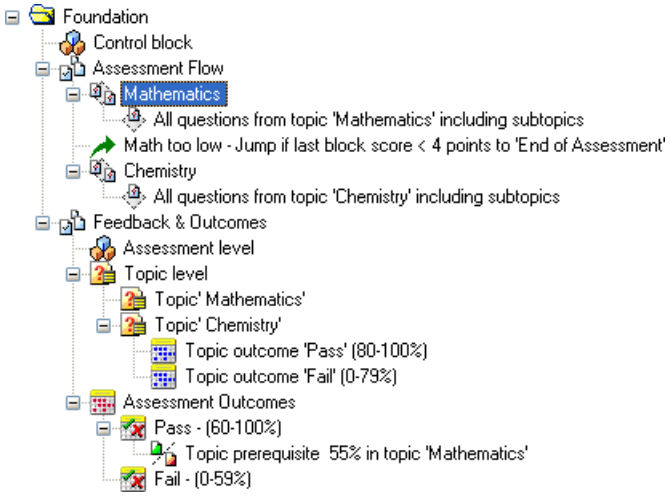
If you right click on the **Assessment flow** folder, a popup menu allows you to add a **question block** or add a **jump block**.

If you add a **question block**, you will then follow the steps for *editing a question block*.

If you add a **jump block**, you will then follow the steps for *editing a jump block*.

16.1.7 Question blocks

The icons below the **Assessment flow** folder represent the **question blocks** and *jump blocks* in the assessment.



Double clicking on a question block icon enables you to *edit the question block*.

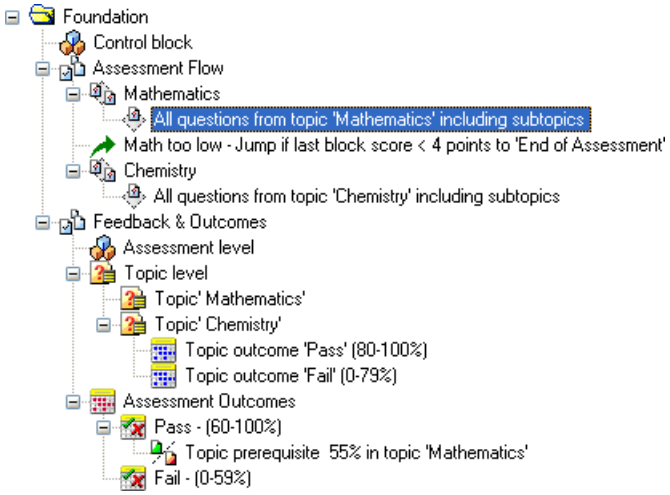
If you right click on a question block icon, a popup menu enables you to do the following:

- **Edit settings…**
  This option enables you to *edit the question block*
- **Add questions…**
  This option enables you to *add questions to a question block*
- **Add question block…**
  This option adds a new **question block** to the **Assessment flow** folder, and you will then follow the steps for *edit the question block*
- **Add jump block…**
  This option adds a new **jump block** immediately after the **question block**, and you will then follow the steps for *editing a jump block*
- **Cut**
  This option moves the **question block** to the clipboard
- **Copy**
  This option copies the **question block** to the clipboard
- **Paste**
  This option pastes the **question block** from the clipboard into the **Assessment flow** folder
- **Tryout**
  This option enables you to *tryout the question block*
- **Delete**
  This option deletes the **question block** from the **Assessment flow** folder

You can also click the **Tryout** option on the *assessment menu* to *tryout the question block*.

16.1.8 Question selections

The icons below the **question block** represent the **selections** within the **question block**. **Question selections** are questions, whole topics or questions selected from within topics.



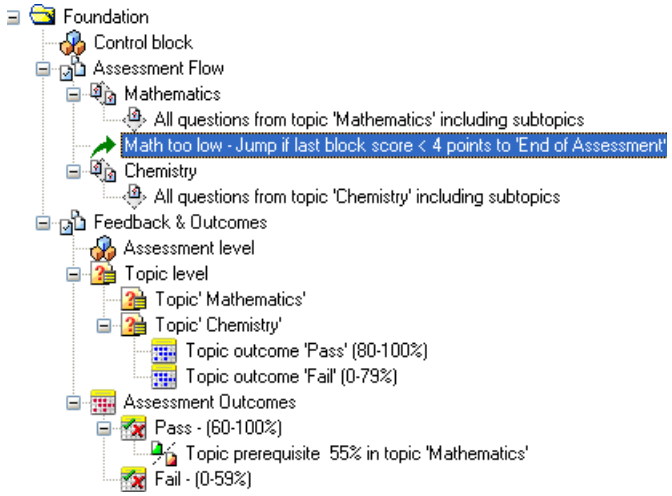
Double clicking on one of these icons enables you to *change the questions in a question block*.

If you right click on one of these icons, a popup menu enables you to do the following:

- **Edit …**
  This option enables you to *change the questions in a question block*.
- **Insert …**
  This option enables you to *add questions to a question block* just after the highlighted icon
- **Cut**
  This option moves the **question selection** to the clipboard
- **Copy**
  This option copies the **question selection** to the clipboard
- **Paste**
  This option pastes the **question selection** from the clipboard into the **question block**
- **Delete**
  This option deletes the **question selection** from the **question block** folder
- **Demographics**
  This option enables you to *collect demographic data*
- **Metatags**
  This option enables you to *use metatags to select questions*

16.1.9 Jump blocks

The icons below the **Assessment flow** folder can include **jump blocks**.



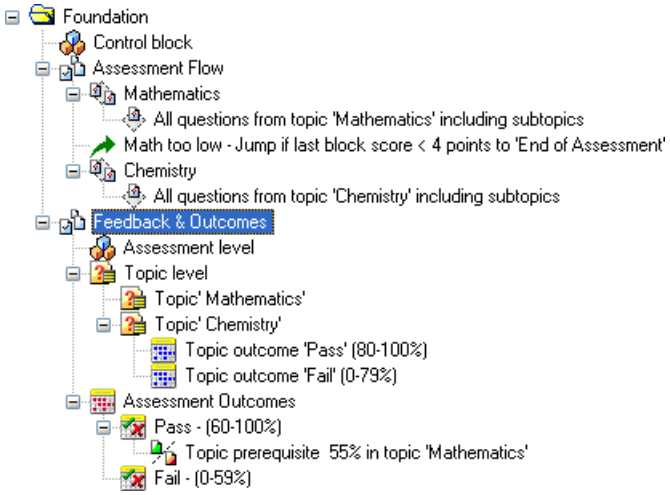
Double clicking on a **jump block** enables you to *edit the jump block*.

If you right click on a **jump block**, a popup menu enables you to do the following:

- **Edit settings…**
  This option enables you to *edit the jump block*
- **Add question block…**
  This option adds a new **question block** to the **Assessment flow** folder immediately after the **jump block** and you will then follow the steps for *editing the question block*
- **Add jump block…**
  This option adds another **jump block** immediately after the current one, and you will then follow the steps for *editing a jump block*
- **Delete**
  This option deletes the **jump block** from the **Assessment flow** folder

16.1.10 Feedback & outcomes folder

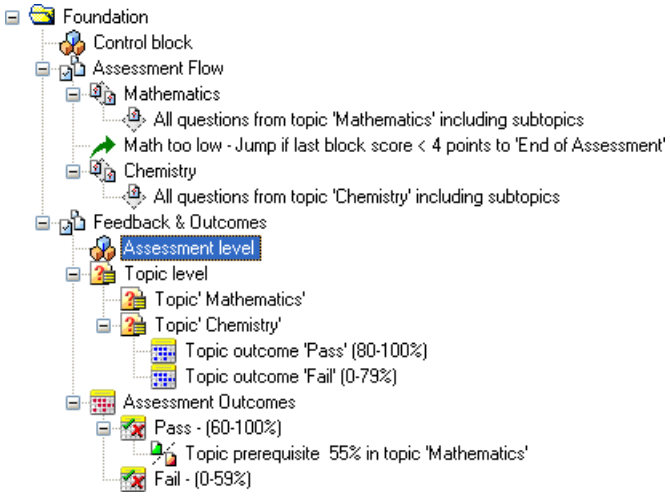
The **Feedback & Outcomes** folder contains the **assessment level** feedback folder, the **topic level** outcomes folder and the **assessment outcomes** folder.



Double clicking it expands or collapses the **assessment level** feedback folder, **topic level** outcomes folder and the **assessment outcomes** folder.

16.1.11 Assessment level folder

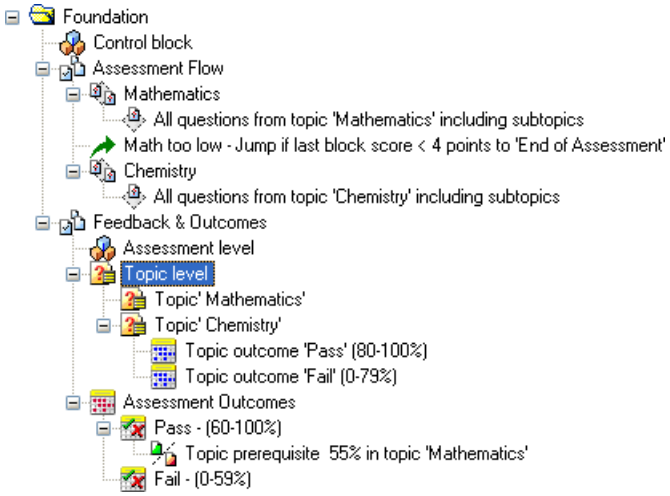
The **Assessment level** folder contains the assessment feedback settings.



Double clicking it enables you to *edit the feedback settings*.

16.1.12 Topic level folder

The **Topic level** folder contains the **reported topics**.

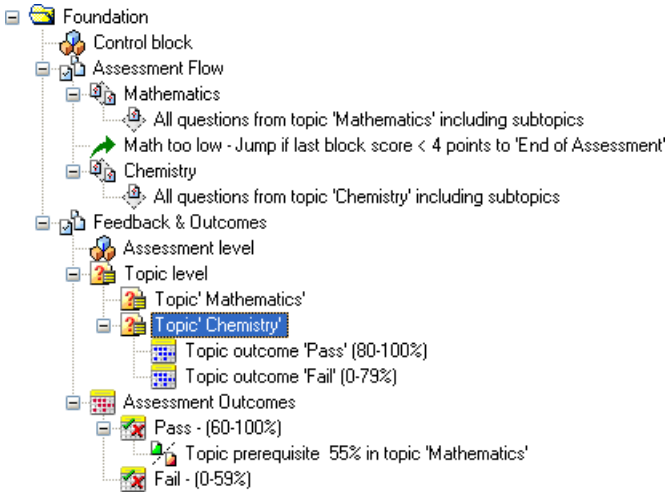


Double clicking it expands or collapses the **reported topics**.

If you right click on the **topic level** folder, a popup menu enables you to *add a reported topic*.

16.1.13 Reported topics

The icons below the **Topic level** represent the **reported topics**.



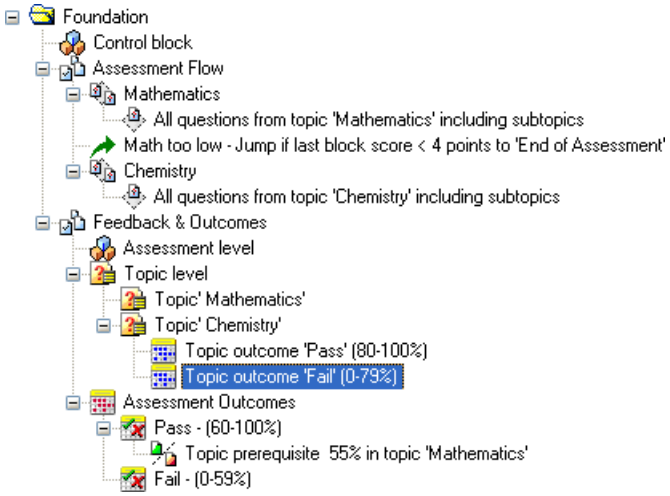
Reported topics can contain their own **topic outcomes** which are separate from the *topic outcomes* defined in the repository.

If you right click on a **reported topic**, a popup menu enables you to do the following:

- **Add outcome**
  This option adds a new **topic outcome** to the **reported topic** and you will then follow the steps for *editing a topic outcome*
- **Override outcomes**
  This option enables you to use the ***topic outcomes*** defined for this ***reported topic*** for reporting rather than any that are defined for the topic itself
- **Reset outcome**
  This option deletes every **topic outcome** from the **reported topic**
- **Delete**
  This option deletes the **reported topic** from the **topic level folder**

16.1.14 Topic outcomes

The icons below the **reported topics** represent the **topic outcomes**.



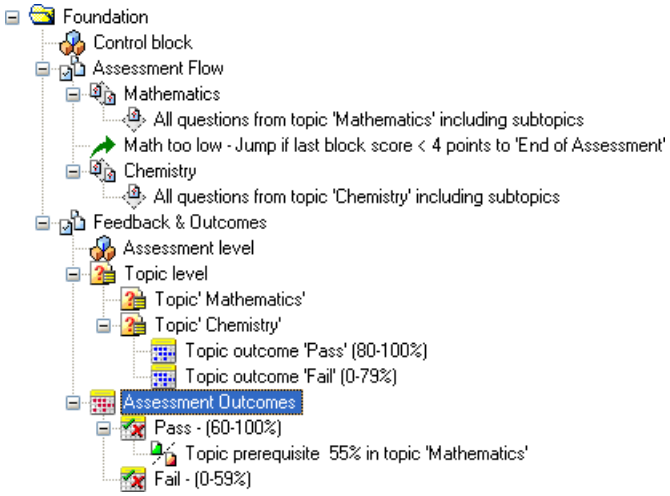
Double clicking on a **topic outcome** enables you to *edit the topic outcome*.

If you right click on a **topic outcome**, a popup menu enables you to do the following:

- **Edit outcome…**
  This option enables you to *edit the topic outcome*
- **Remove outcome…**
  This option enables you to delete the **topic outcome**

16.1.15 Assessment outcomes folder

The **Assessment outcomes** folder contains the **assessment outcomes**.

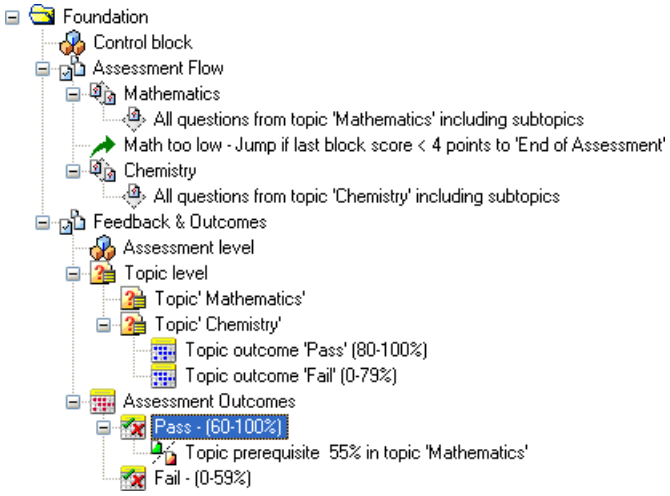


Double clicking it expands or collapses the **assessment outcomes**

If you right click it, a popup menu enables you to add an **assessment outcome**, and you will then follow the steps for *editing an assessment outcome*.

16.1.16 Assessment outcomes

The icons below the **Assessment outcomes folder** represent the **assessment outcomes**.



Double clicking on an **assessment outcome** enables you to *edit the assessment outcome*.

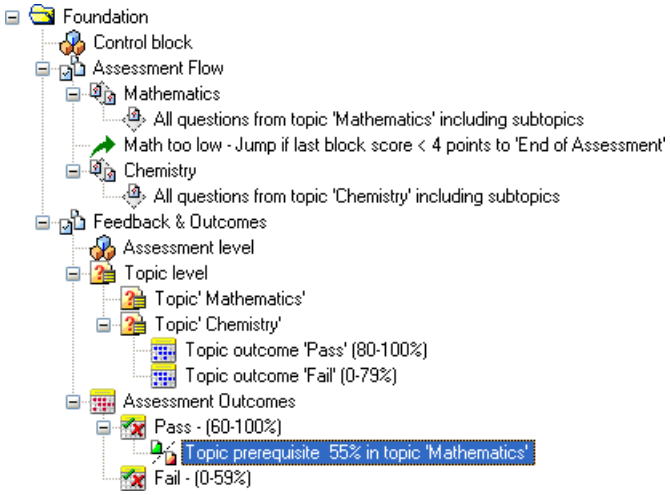
If you right click on an **assessment outcome**, a popup menu enables you to do the following:

- **Edit settings…**
  This option enables you to *edit the assessment outcome*
- **Insert outcome…**
  This option adds a new **assessment outcome** immediately after the current one, and you will then follow the steps for *editing the assessment outcome*
- **Delete**
  This option enables you to delete the **assessment outcome**
- **Tryout**
  This option enables you to *tryout the assessment outcome*
- **Add prerequisites**
  This option adds a new **prerequisite topic score** and you will then follow the steps for *editing a prerequisite topic score*

You can also click the **Tryout** option on the *assessment menu* to *tryout the assessment outcome*.

16.1.17 Prerequisite topic scores

The icons below the **assessment outcomes** represent the **prerequisite topic scores**.



Double clicking on an **prerequisite topic score** enables you to *edit the prerequisite topic score*.

If you right click on an **prerequisite topic score**, a popup menu enables you to do the following:

- **Edit…**
  This option enables you to *edit the prerequisite topic score*
- **Delete**
  This option enables you to delete the **prerequisite topic score**

16.2 Making assessment settings

You can use *Assessment Editor* to:

- *Edit the control settings* for an assessment
- *Edit the security settings* for an assessment
- *Edit the feedback settings* for an assessment

16.2.1 Editing the control settings

If you double click on the *control block folder* you will see the *control settings* screen that enables you to set the assessment **name**, **description**, **type**, **time limit**, **save as you go** parameters, **template** and other controls.

You can also *edit the security settings* by navigating to the *security settings* screen.

16.2.2 Editing the security settings

If you double click on the *control block folder* you will see the *control settings* screen, from which you can navigate to the *security settings* screen by selecting the menu option **Security**.

The *security settings* screen enables you to control the assessment **monitoring**, require *Questionmark Secure* to be used to take the assessment and set other security features.

16.2.3 Editing the feedback settings

If you double click on the *assessment level folder* you will see the *feedback settings* screen that enables you to define whether feedback is given to the participant when the assessment is presented, and if so how it is presented.

Before making feedback settings in your assessment, you might like to look at the advice on *using feedback in assessments*.

16.3 Working with question blocks

16.3.1 Working with question blocks

You can use *Assessment Editor* to:

- *Add question blocks*
- *Edit question blocks*
- *Move question blocks*
- *Copy question blocks*
- *Delete question blocks*
- *Tryout question blocks*

Assessment Editor also allows you to *work with questions* within *question blocks*.

16.3.2 Adding question blocks

You can add a new *question block* by right clicking on the *assessment flow folder*, another *question block* or a *jump block*.

In each case, the new ***question block*** is added and you then follow the steps for *editing the question block*.

Before including them in your assessment, you might like to look at the advice on *using question blocks*.

16.3.3 Editing question blocks

If you double click on a *question block* you will see the *question block settings* screen. You will also see this screen if you right click on a *question block* and select **Edit settings…** from the popup menu that appears.

When editing a *question block*, you can:

- **Edit the question block settings**
  Use the *question block settings* screen to name the *question block*, set the *question block* to give no feedback, present the questions in a random order, ignore any assessment time limit, and use its own template.
- **Edit the question block introduction**
  You can navigate to the *question block introduction* screen by selecting the menu option **Introduction**. This screen enables you to specify an introductory message for the *question block*.

Before including them in your assessment, you might like to look at the advice on *using question blocks*.

16.3.4 Moving question blocks

To move a *question block*:

1) Right click on the *question block* and select **Cut** from the popup menu that appears
2) Locate where in the *assessment flow folder* you wish to move the *question block* to
3) Right click on the *question block* or *jump block* just before this position and select **Paste** from the popup menu that appears

16.3.5 Copying question blocks

To copy a *question block*:

1) Right click on the *question block* and select **Copy** from the popup menu that appears
2) Locate where in the *assessment flow folder* you wish to copy the *question block* to
3) Right click on the *question block* or *jump block* just before this position and select **Paste** from the popup menu that appears

16.3.6 Deleting question blocks

If you right click on a *question block* and select **Delete** from the popup menu that appears, the *question block* will be deleted from the *assessment flow folder*.

16.3.7 Trying out question blocks

To *tryout a question block*, right click on it and select **Tryout** from the popup menu that appears.

You can also click the **Tryout** option on the *assessment menu* to *tryout a question block*.

You can only tryout an individual question block within an assessment, you cannot tryout the whole assessment.

16.4 Working with questions

You can use *Assessment Editor* to:

- *Add questions to a question block*
- *Change the questions in a question block*
- *Move questions between question blocks*
- *Copy questions between question blocks*
- *Delete questions from question blocks*
- *Collect demographic data*

16.4.1 Adding questions

If you right click on a *question block* and select **Edit settings…** from the popup menu that appears, you will see the *add new question* screen.

You can also right click on a *question selection* and select **Insert…** from the popup menu that appears to see the *add new question* screen.

Before you add questions to a *question block*, you might like to look at the *advice on selecting questions*.

16.4.2 Changing question selections

If you double click on a *question selection* you will see the *add new question* screen. You will also see this screen if you right click on a *question selection* or and select **Edit…** from the popup menu that appears.

The *add new question* screen will appear with the current questions displayed. You can add new questions or remove existing ones from this screen.

Before you change the questions in a *question block*, you might like to look at the *advice on selecting questions*.

16.4.3 Including questions by metatag

You can use *metatags* to include questions in a question block in the following ways:

- Select all questions from a topic that obey a *metatag equation* that have one or more metatags set to specified values
- Select a random number of questions from a topic that obey a *metatag equation* that have one or more metatags set to specified values

If you are *adding questions* to a question block or *changing question selections* in a question block, you will see the *add new question* screen. From this screen you can use the *metatag equation* screen. This enables you to include questions by metatag by either of the above methods as you add or edit a *question selection*.

You can also use a *metatag equation* in an existing *question selection* that does not use one, provided that single questions are not selected. To do this:

1) Right click on a *question selection*
2) Select **Metatags** on the popup menu that appears

You will now see metatag equation (metatags only) screen that enables you to include questions by metatag to your *question selection*.

16.4.4 Moving questions

To move a *question selection* from one *question block* to another:

1) Right click on the *question selection* and select **Cut** from the popup menu that appears
2) Right click on the *question block* in which you wish to move the *question selection* and select **Paste** from the popup menu that appears

16.4.5 Copying questions

To copy a *question selection* from one *question block* to another::

1) Right click on the *question selection* and select **Copy** from the popup menu that appears
2) Right click on the *question block* in which you wish to copy the *question selection* and select **Paste** from the popup menu that appears

16.4.6 Deleting questions

If you right click on a *question selection* and select **Delete** from the popup menu that appears, the *question selection* will be deleted from the *question block*.

16.4.7 Collecting demographic data

If you right click on a *question selection* and select **Demographics** from the popup menu that appears you will see the *demographics* screen.

The *demographics* screen enables you to include the answer the participant gives or the question outcome that results from it.

Before you collect demographic data, you might like to look at the advice on *advice on demographics and reporting*.

16.5 Working with jump blocks

You can use *Assessment Editor* to:

- *Add jump block*s
- *Edit jump blocks*
- *Move jump blocks*
- *Copy jump blocks*
- *Delete jump blocks*

16.5.1 Adding jump blocks

You can add a new *jump block* from the *assessment flow folder*, a *question block* or another *jump block* by right clicking on it. In each case, you will see the *jump block settings* screen when the new *jump block* is added.

The *jump block settings* screen enables you to name the jump block, specify where to jump to and the condition for jumping.

Before including them in your assessment, you might like to look at the advice on *using jump blocks*.

16.5.2 Editing jump blocks

If you double click on a *jump block* you will see the *jump block settings* screen. You will also see this screen if you right click on a *jump block* and select **Edit settings…** from the popup menu that appears.

The *jump block settings* screen enables you to name the jump block, specify where to jump to and the condition for jumping.

Before including them in your assessment, you might like to look at the advice on *using jump blocks*.

16.5.3 Moving jump blocks

To move a *jump block*:

1) Right click on the *jump block* and select **Cut** from the popup menu that appears
2) Locate where in the *assessment flow folder* you wish to move the *jump block* to
3) Right click on the *question block* or *jump block* just before this position and select **Paste** from the popup menu that appears

16.5.4 Copying jump blocks

To copy a *jump block*:

1) Right click on the *jump block* and select **Copy** from the popup menu that appears
2) Locate where in the *assessment flow folder* you wish to copy the *jump block* to
3) Right click on the *question block* or *jump block* just before this position and select **Paste** from the popup menu that appears

16.5.5 Deleting jump blocks

If you right click on a *jump block* and select **Delete** from the popup menu that appears, the *jump block* will be deleted from the *assessment flow folder*.

16.6 Working with topic outcomes

Topic outcomes can be defined for *reported topics* as well as for topics themselves.

These *topic outcomes* will either replace, or can override, the any *topic outcomes* that exist for the original topic in the repository.

You can use *Assessment Editor* to:

- *Add reported topics*
- *Delete reported topics*

You can also use *Assessment Editor* to:

- *Add topic outcomes*
- *Edit topic outcomes*
- *Delete topic outcomes*
- *Override topic outcomes*
- *Reset topic outcomes*

16.6.1 Adding reported topics

To add a *reported topic* to the list of topics to be reported on, right click the *topic level folder* and use the popup menu that appears. You will see *topic browser* screen which enables you to select a *reported topic* from the topics available in the repository.

Only the *reported topics* can appear in the feedback at the end of the assessment or in reports.

16.6.2 Deleting a reported topic

If you right click on a *reported topic* and select **Delete** from the popup menu that appears, the *reported topic* will be deleted from the *topic level folder*.

16.6.3 Adding topic outcomes

To add a new *topic outcome* for *reported topic*, right click on the *reported topic* and select **Add outcome…** from the popup menu that appears.

The new *topic outcome* will be inserted under the *reported topic* and you then follow the steps for *editing the topic outcome*.

Before including them in your assessment, you might like to look at the advice on *using topic outcomes*.

16.6.4 Editing topic outcomes

If you double click on a *topic outcome* you will see the topic outcome details screen.

You will also see this screen if you right click on a *topic outcome* and select **Edit outcome…** from the popup menu that appears.

When editing a *topic outcome*, you can:

- **Edit the topic outcome details**
  Use the topic outcome details screen to name a *topic outcome* and set range of scores that it applies to.
- **Edit the topic outcome description**
  You can navigate to the topic outcome details screen by selecting the menu option **Description**. This screen enables you to specify a description for a ***topic outcome***.

Before including them in your assessment, you might like to look at the advice on *using topic outcomes*.

16.6.5 Deleting topic outcomes

If you right click on a *topic outcome* and select **Remove outcome…** from the popup menu that appears, the *topic outcome* will be deleted from the *reported topic*.

16.6.6 Overriding topic outcomes

If you right click on a *reported topic* and select **Override outcomes** from the popup menu that appears, the *topic outcomes* defined for this *reported topic* will be used for reporting rather than any that are defined for the topic itself.

Before doing this, you might like to look at the advice on *using topic outcomes*.

16.6.7 Resetting topic outcomes

If you right click on a *reported topic* and select **Override outcomes** from the popup menu that appears, every *topic outcomes* is deleted from the *reported topic*.

16.7 Working with assessment outcomes

You can use *Assessment Editor* to:

- *Add assessment outcomes*
- *Edit assessment outcomes*
- *Delete assessment outcomes*

Assessment Editor also allows you to *work with prerequisite topic scores* if your assessment has any *assessment outcomes*.

16.7.1 Adding assessment outcomes

To add a new *assessment outcome* either right click the *assessment outcomes folder* and use the popup menu, or right click on an existing ***assessment outcome*** and select **Insert outcome…** from the popup menu that appears.

The new *assessment outcome* will be inserted in the *assessment outcomes folder* and you then follow the steps for *editing the assessment outcome*.

16.7.2 Editing assessment outcomes

If you double click on an *assessment outcome* you will see the *assessment outcome range and feedback* screen. You will also see this screen if you right click on an *assessment outcome* and select **Edit settings…** from the popup menu that appears.

When editing an *assessment outcome*, you can:

- **Edit the assessment outcome range and feedback**
  Use the *assessment outcome range and feedback* screen to define the range of scores and the feedback for the *assessment outcome*.
- **Edit the assessment outcome branching settings**
  You can navigate to the *assessment outcome branching* screen by selecting the menu option **Branching**. This screen enables you to define branching from the *assessment outcome* to another assessment or to another program or URL.
- **Edit the assessment outcome email settings**
  You can navigate to the *assessment outcome email* screen by selecting the menu option **Email**. This screen enables you to specify a standard email that is sent whenever the *assessment outcome* is processed.

Before including them in your assessment, you might like to look at the advice on *using assessment outcomes*.

16.7.3 Deleting assessment outcomes

If you right click on an *assessment outcome* and select **Delete** from the popup menu that appears, the *assessment outcome* will be deleted from the *assessment outcomes folder*.

16.7.4 Trying out assessment outcomes

To *tryout an assessment outcome*, right click on it and select **Tryout** from the popup menu that appears.

You can also click the **Tryout** option on the *assessment menu* to *tryout an assessment outcome*.

16.8 Working with prerequisite topic scores

If your assessment has any *assessment outcomes*, you can use *Assessment Editor* to:

- *Add prerequisite topic scores*
- *Edit prerequisite topic scores*
- *Delete prerequisite topic scores*

16.8.1 Adding prerequisite topic scores

To add a new *prerequisite topic score* for an ***assessment outcome***, right click on the ***assessment outcome*** and select **Add prerequisites** on the popup menu that appears.

The new *prerequisite topic score* will be inserted under the ***assessment outcome*** and you then follow the steps for *editing the prerequisite topic score*.

Before including them in your assessment, you might like to look at the advice on *using prerequisite topic scores*.

16.8.2 Editing prerequisite topic scores

To edit a *prerequisite topic score* either double click on it or right click on it and select **Edit settings…** from the popup menu that appears.

You will see the *prerequisite topic score* screen which enables you to set a minimum score that the participant must achieve for the questions in a selected topic before a specific *assessment outcome* can be processed.

Before including them in your assessment, you might like to look at the advice on *using prerequisite topic scores*.

16.8.3 Deleting prerequisite topic scores

If you right click on a *prerequisite topic score* and select **Delete** from the popup menu that appears, the *prerequisite topic score* will be deleted from the *assessment outcome*.

16.9 Advice

The following topics give advice on various aspects of *Assessment Editor*:

- *Advice on using question blocks*
- *Advice on selecting questions*
- *Advice on demographics and reporting*
- *Advice on using jump blocks*
- *Advice on using feedback in assessments*
- *Advice on using topic outcomes*
- *Advice on using assessment outcomes*
- *Advice on using prerequisite topic scores*

16.9.1 Advice on using question blocks

When you add or edit *question blocks*, you refer to the questions and topics in the repository. The information about which repository these questions are in is not associated with any assessment that uses them, so when you copy questions from one repository to another, you don't need to amend the assessment.

Each *question block* is delivered separately to the participant unless *question by question delivery* is used, in which case a question at a time will be presented. If you want many questions to be presented to the participant at the same time, you put them all in one block. If you want questions to be presented individually, you put each question in a separate block.

When you create a *question block*, you create it and the sub-blocks, but when you edit them, you edit each separately.

It is useful to *disable feedback for a question block* in, for example, an introductory *question block* that asks the name or demographic details of the participant. This introductory block could be followed by blocks of questions that do give feedback.

If you present the questions *randomly from within a question block*, each time the assessment is presented, the order of the questions in the block will be randomly shuffled. Thus the participant will see them in a random order. Shuffling question order in this way can be a useful security measure and it also removes possible bias in the ordering of questions. Any shuffling for the block is additional to any randomizing when selecting questions.

If you *exclude the questions in a question block from any assessment time limit*, then any time limit that has been set for the assessment when *editing the control settings*, will be ignored when the participant answers questions in this *question block*. The participant will have no time limit for the questions in this *question block*, and that the time taken for them is not taken into account when the assessment time limit is enforced.

16.9.2 Advice on selecting questions

The methods available for selecting questions are:

- **One at a time**
  To do this, use the **Single question** option on the *add new question* screen for *selecting single questions from a topic*.
- **A topic at a time**
  To do this, use the **All from topic** option on the *add new question* screen for *selecting all questions from a topic*.
- **At random from a topic**
  To do this, use the **Randomly from topic** option on the *add new question* screen for *selecting questions randomly from a topic* (see the *note* below).
- **By metatag from a topic or subtopic**
  To do this, use the **All from topic option** on the *add new question* screen for *selecting all* questions from a topic and tick **Set Metatag Equation**. You can then define a *metatag equation* with the *metatag equation* screen and restrict the questions selected those that obey the *metatag equation*.
- **By metatag from a topic or subtopic, and at random**
  To do this, use the **Randomly from topic** on the *add new question* screen for *selecting all questions from a topic* and tick **Set Metatag Equation**. You can then define a *metatag equation* with the *metatag equation* screen and restrict the questions selected those that obey the *metatag equation* (see the *note* below).

Note: Random selection will be made every time the assessment is taken. This is possible because all the questions are available in the repository even though not all of them are used every time.

16.9.3 Advice on demographics and reporting

The *demographics* screen only applies to *question selection* consisting of a single question reference. It enables you to enables you to store in the repository either the answer the participant gives or the question outcome that results from the answer.

Special fields

The repository contains data for each participant who has taken, or is currently taking, an assessment. It holds information such as the name of the participant and the score for the assessment. It also has ten “special” fields called **Special_1** through to **Special_10**.

You can assign the answer or outcome for specific questions to these fields, which means that the results of the question are readily available when reporting.

For example, if you ask a participant some demographic questions at the start of an assessment (for example, which department or location they are in), you might want to analyze your results on the basis of these questions. If you assign the results to the special fields, the information will be available easily in reporting.

See the *Web Deployment Guide* for more details of how these fields are used in reporting, and how you can use other methods to set them.

16.9.4 Advice on using jump blocks

Usually, the *question blocks* in an assessment are presented one by one in order, until the end of an assessment is reached. However a *jump block* can change the order in which question blocks are presented, either by skipping forwards, missing out some blocks, or else going back to re-present a previous block.

Jumps allow you to control how a participant proceeds through an assessment depending on what has happened so far. Jumps are a very powerful tool to let you create assessments that act flexibly depending on what the participant does. Using jumps allows you to make “adaptive” tests.

Jumps add an extra level of complexity into *Perception*. You should take care in using them, especially backward jumps, as it is easily possible to create undesirable situations – for example an assessment that infinitely repeats, asking some questions and then jumping back to ask them again. You should always tryout your assessments with jumps with the server software prior to presenting them to real participants to check your logic works as intended.

If you use jumps to go backwards, and ask a question block a second time, the software behaves as if there was a second copy of the block. The participant does not redo their answers to the previous questions, but instead the questions are asked from scratch a second time. This means that if the question block uses randomization, the random selection is done again if the block is jumped back to. And if answers are stored in the answer database, they are stored a second time as if the questions had been repeated in the assessment.

The total score for an assessment is the sum of the scores of all questions in all blocks sent to the participant. If you jump back to a block, the scores for its questions count again, so if a question is asked twice, the score is counted each time. In addition, if you jump over a block, its score does not count towards the maximum score. If you have three question blocks, each with a maximum score of 10 points, and someone answers the first block with a score of 10 out of 10, and then jumps to the end of the assessment, the score for the assessment will be 10 out of 10, and not 10 out of 30.

It’s possible and often useful to create several *jump blocks* after a *question block*. Each jump is evaluated in turn and if it applies, a jump is made to its destination, but if it does not apply, the next jump is evaluated.

Here is a simple example of using jumps to create a repeating menu of choices.

1) Make a question block with a single question in it with three possible choices, **A**, **B** and **Exit**. Set outcomes with IDs **A**, **B** and **Exit** depending on which choice the participant makes.
2) Make a jump block that jumps to the end of the assessment if the outcome is **Exit**.
3) Make a jump block that jumps to 6 if the outcome is **B**.
4) Ask questions in topic **A**.
5) Jump always to 1.
6) Ask questions in topic **B**.
7) Jump always to 1.

16.9.5 Advice on using feedback in assessments

If you are creating a or a *survey* or an *exam* where you do not want to give feedback, *do not display any feedback*.

For a *test* that you want to present feedback for, give the feedback either *after each question block* or *at the end of the assessment*.

If your assessment only has one block and you want to present feedback, then it's recommended that you set feedback *at the end of the assessment* rather than *after each question block*. This will be simpler for the participant. The participant will see one document with the questions followed by one document with the results, rather than one document with the feedback and one document with the final page.

What the feedback consists of is defined in the template file. It usually consists of the question mirrored back to the participant with the score achieved, and the feedback text defined for the question outcome.

If you have questions asking for information mixed in with assessment questions, it is useful to *disable feedback for unscored questions*. For example, if you start your assessment asking for someone's department or location, you wouldn't want to present feedback to this question.

16.9.6 Advice on using topic outcomes

Topic outcomes can be associated with topics themselves when *working with topics*, or they can created for *reported topics*. They are used in the feedback at the end of the assessment or in reports.

Topic outcomes created for *reported topics* can be made to *override topic outcomes* that are associated with the topics themselves. This enables you to define your own topic level reporting for an individual assessment rather than use the topic level reporting defined in a topic.

16.9.7 Advice on using assessment outcomes

An *assessment outcome* contains a range of scores that determines when it is processed.

It also defines actions at the end of an assessment. You can have up to 100 different score bands, each applying to a different range of scores. For example, you could have one for **0 to 30%**, one for **31% to 60%** and one for **61% to 100%**.

Each *assessment outcome* consists of a name, a feedback message, optional branching details, and an email that is automatically sent if the *assessment outcome* is processed.

The assessment outcome name is stored in the repository as the result of the assessment. The feedback message is displayed to the participant, and if branching is defined, then appropriate action (run assessment, execute program or browse to URL) is performed after the final page is displayed. The layout of the final page containing the feedback message is defined by the template file, but can contain the final score as well as the feedback message.

A*ssessment outcomes* are always placed after all *question blocks* and *jump blocks*.

At the end of an assessment, *Perception* calculates the total score as a percentage of the maximum score and compares this against the score ranges set up in the *assessment outcomes*. The percentage score is rounded as necessary. If more than one *assessment outcome* corresponds to the score achieved, the first one in the order displayed in *Authoring Manager* is used, provided that any *prerequisite topic score* set for the *assessment outcome* is met (see the advice on *using prerequisite topic scores*).

16.9.8 Advice on using prerequisite topic scores

If at least one question is selected from a particular topic, then a *prerequisite topic score* can be set for that topic within an *assessment outcome*. This means that participants must achieve a specified minimum score for the topic to reach this assessment outcome.

16.10 Assessment Editor screens

The screens available in the *Assessment Editor* are divided into these categories:

- *Assessment settings screens*
  These screens allow you to make the control and security settings for an assessment and also edit the feedback settings for the assessment
- *Question block screens*
  These screens allow you to add new *question blocks* to an assessment and edit existing *question blocks* within an assessment
- *Question screens*
  These screens allow you to add questions to a *question block*, change the questions in a *question block* or collect demographic data for individual questions.
- *Jump block screens*
  This screen allows you to add new *jump blocks* to an assessment and edit existing *jump blocks* within an assessment
- *Topic outcome screens*
  These screens allow you to add new *topic outcomes* to a *reported topic* or change existing *topic outcomes* in a *reported topic*
- *Assessment outcome screens*
  These screens allow you to set range of scores that an *assessment outcome* applies to, specify its feedback, define any branching that it does, create or modify a standard email that is sent whenever the *assessment outcome* is processed, and also set a *prerequisite topic score* for the *assessment outcome*
- *Prerequisite topic score screens*
  This screens allows you to add new *prerequisite topic scores* to an *assessment outcome* and edit existing *prerequisite topic scores* within an *assessment outcome*
- *Metatag equation setting screens*
  These screens allow you to change the settings in metatag equations

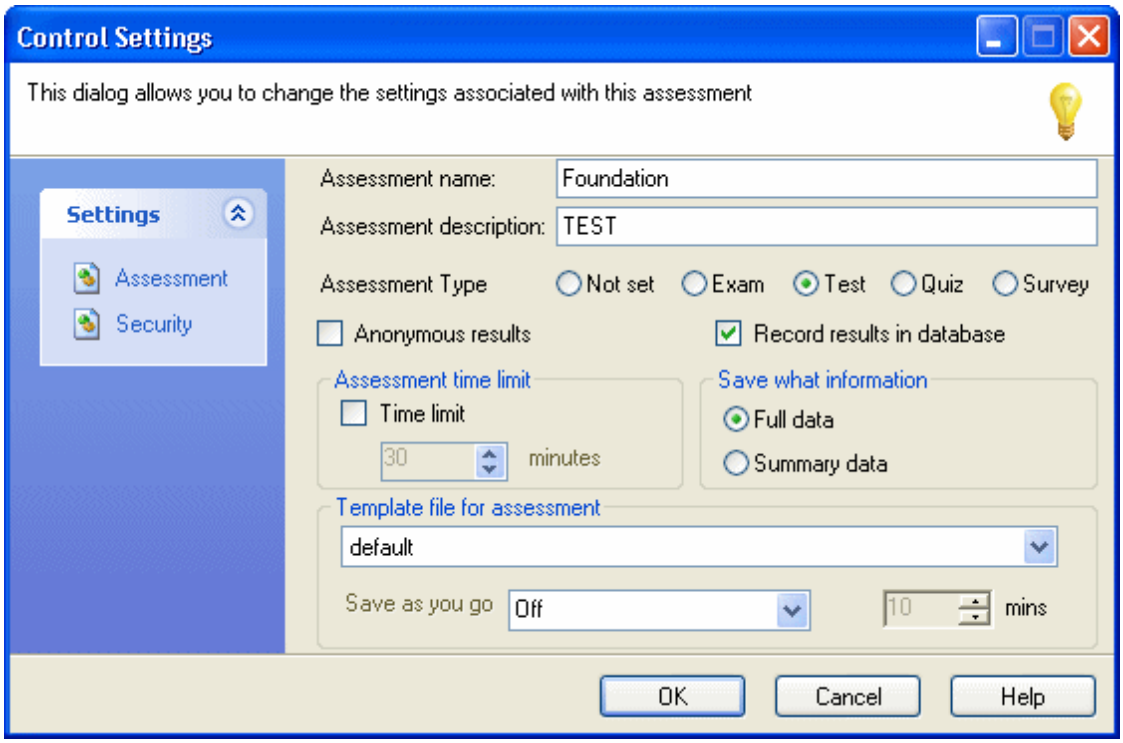
16.10.1 Assessment settings screens

The screens available for making assessment settings are:

- The *control settings* screen
  This screen enables you to set the assessment controls such as a time limit, *Save As You Go* parameters, which template to use
- The *security settings* screen
  This screen enables you to define the assessment security, for example to require assessment monitoring or to require *Questionmark Secure* to be used to take the assessment
- The *feedback settings* screen
  This screen enables you to define whether feedback is given to the participant when the assessment is presented, and if so how it is presented

16.10.2 Control settings

This screen enables you to set the assessment **name**, **description**, **type**, **time limit**, **save as you go** parameters, **template** and other controls.



To change the name of the assessment, enter a new name in the **Assessment name** box.

To change the description of the assessment, use the **Assessment description** box.

Set the **Assessment type** to one of the following:

- Not **set**
- Exam
- Test
- Quiz
- **Survey**

To keep the results of the assessment anonymous so that they cannot be associated with the participant who took it, tick **Anonymous results**.

Tick **Record results in database** to do this, or leave it unticked not to do this.

You can control what information is saved in the repository, when the assessment is run. If you don't want any results written to the repository, then do not select **Record results in database**, and no record of the assessment will be saved.

If you do record results, you can choose whether to record **Full data**, which saves everything, or **Summary data**, which saves only some data, by choosing the option button next to the appropriate command.

The difference between **Full data** and **Summary data** is that **Summary data** does not save the answer and score for each question, just the results for the assessment as a whole. Whereas **Full data** saves everything, including the answer and score for each question.

You can set a time limit for an assessment by checking the **Time limit** box and then specifying the number of minutes in the box below it.

The assessment's layout is controlled by a template which is set by filling in the **Template file for assessment**.

To enable the participant to save their answers in the repository as they proceed through the assessment, the following **Save as you go** options are available with the drop-down list:

- **Off**
  The participant cannot save their answers at the server until they submit them
- **Manual**
  The participant can save their answers at the server by clicking a button
- **Automatic**
  The participant's answers are saved automatically at the server at intervals (of whole minutes) specified in the adjacent box
- **Manual and Automatic**
  The participant can save their answers at the server by clicking a button, and their answers are also saved automatically in the repository at intervals (of whole minutes) specified in the adjacent box

Note: You are advised not to set automatic saves to intervals of less that 10 minutes without checking any scalability issues. For more information about scalability issues, see the *Perception* support site on the web at:

http://www.questionmark.com/perception/help

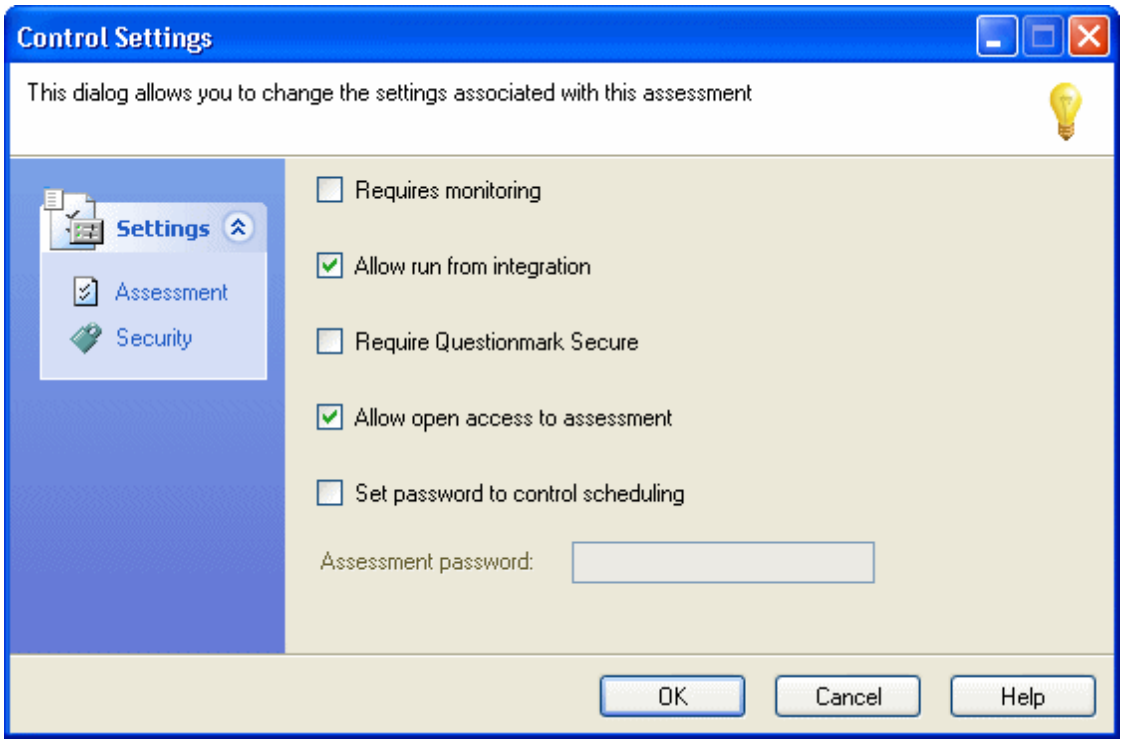
Click **OK** and your assessment control settings will be updated, and you will return the *Assessment Editor Window*.

Click **Cancel** and your assessment control settings will *not* be updated, and you will return the *Assessment Editor Window*.

You can also select the menu option **Security** to go to the *security settings* screen.

16.10.3 Security settings

This screen enables you to control the assessment **monitoring**, require *Questionmark Secure* to be used to take the assessment and set other security features.



If the assessment requires *monitoring* (that is, participant must be signed in by a proctor or invigilator who can check their identity before they take the assessment), tick **Requires monitoring**.

To enable the assessment to be run via the *Perception Integration Protocol* (*PIP*), tick **Allow run from integration** .This includes assessments that are called via *AICC* or *SCORM*.

To ensure that the assessment can only be taken with the *Questionmark Secure* browser, tick **Require Questionmark Secure**

Select **Allow open access to assessment** if you do not *require* that the assessments must be scheduled in *Enterprise Manager* for participants to be able to take them (otherwise leave this unticked). This means that anyone who has access to the assessment server can take the assessment without needing an ID or a password.

An **Assessment password** can also be set. It must be no more than 10 characters and is must be quoted by an administrator when the scheduling the assessment, unless their access rights allow them to schedule the assessment without giving this password.

Click **OK** and your assessment security settings will be updated, and you will return the *Assessment Editor Window*.

Click **Cancel** and your assessment security settings will *not* be updated, and you will return the *Assessment Editor Window*.

You can also select the menu option **Assessment** to go to the *control settings* screen.

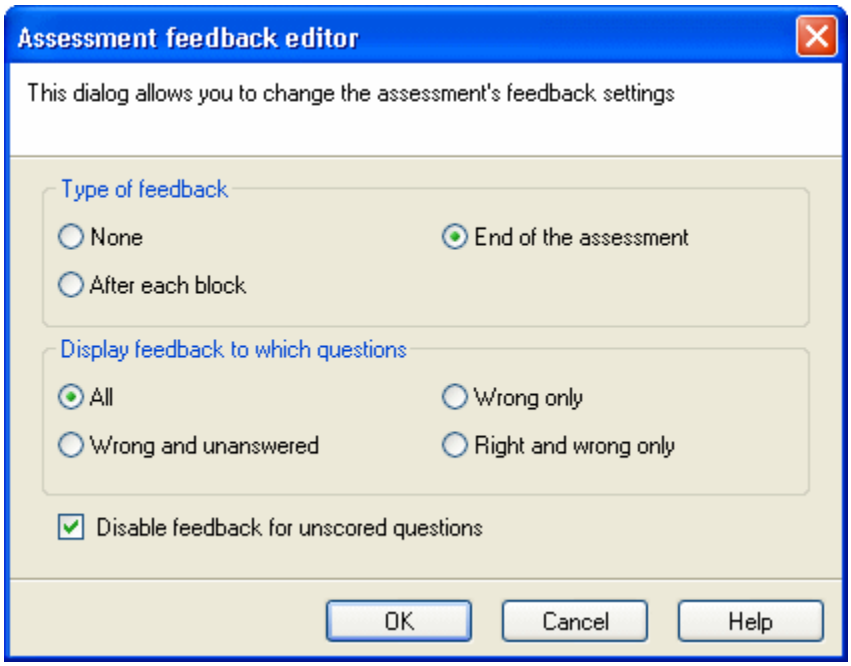
Questionmark Secure

When *Questionmark Secure* is started, it will go to the defined starting URL and display the secure content in the following way:

- The display is always full screen - it's not possible to maximize or minimize it
- There are no menu bars
- Questionmark Secure displays its own toolbar
- There is no Windows caption bar
- A vertical scroll bar is always displayed
- A horizontal scroll bar will appear if needed
- The contents of the screen displayed is exactly the same as in Internet Explorer
- None of the pages visited are stored in Internet Explorer's history listing

16.10.4 Feedback settings

This screen enables you to define whether feedback is given to the participant when the assessment is presented, and if so how it is presented.



Before making these settings, you might like to look at the advice on *using feedback in assessments*.

In the **Type of feedback** section, specify when feedback is offered:

- **None**
  With this option, the participant does not see any feedback
- **After each block**
  With this option, when the participant submits each block in an assessment they will see the feedback for that block before the next block of questions appears
- **End of the assessment**
  With this option, the feedback is presented at the same time as the final page from an assessment outcome, after all the questions are presented

In the **Display feedback to which questions** section, define which questions have feedback presented for them:

- **All**
  Feedback is always given
- **Wrong only**
  Feedback is only given for questions the participant gets wrong (that is, does not get the maximum score for)
- **Wrong and unanswered**
  Feedback for unanswered questions is given as well as that for **Wrong only**
- **Right and wrong only**
  Feedback is given only on questions that were answered, omitting unanswered questions

To **Disable feedback for unscored questions**, select this box. This means questions that are not scored (that is, explanation questions or questions with a maximum score of zero) are not given feedback.

Click **OK** and your feedback settings will be updated, and you will return the *Assessment Editor Window*.

Click **Cancel** and your feedback settings will *not* be updated, and you will return the *Assessment Editor Window*.

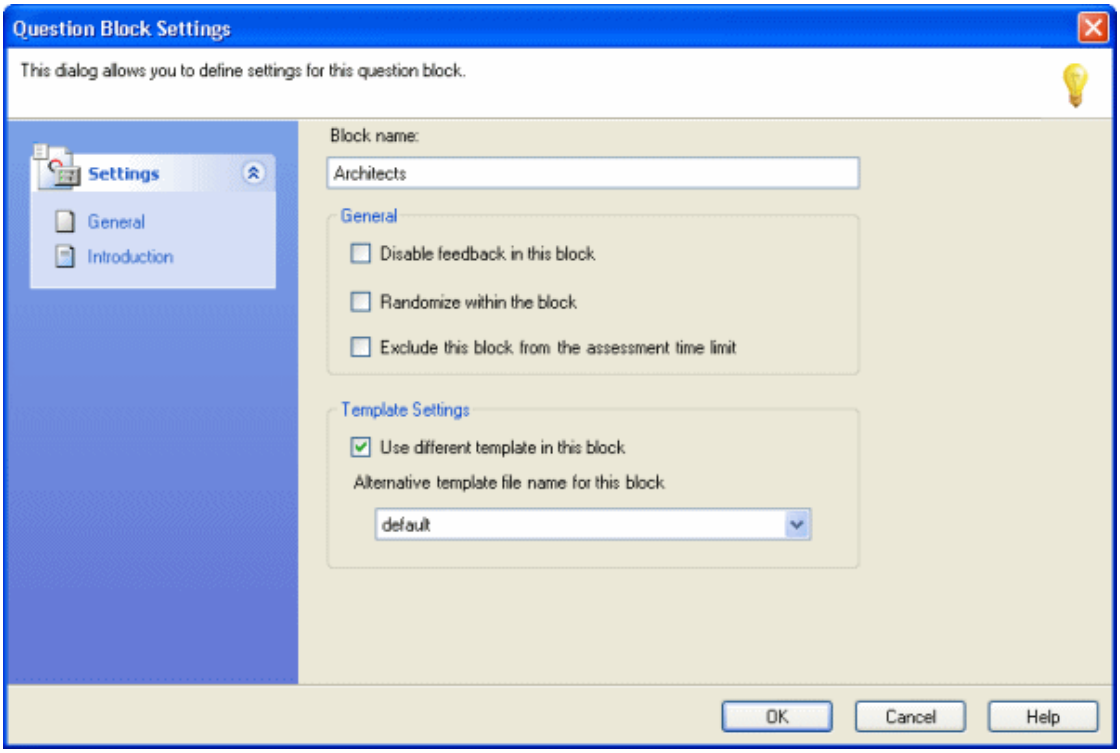
16.10.5 Question block screens

The screens available for editing *question blocks* are:

- The *question block settings* screen
  This screen enables you to name the *question block*, and override settings for feedback, time limits and templates regardless of what was set for the assessment when *editing the control settings*
- The q*uestion block introduction* screen
  This screen enables you too use the *HTML editor* to specify an introductory message for the *question block*

16.10.6 Question block settings

This screen enables you to name the *question block*, set the *question block* to give no feedback, present the questions in a random order, ignore any time limit, and use its own template regardless of what was set for the assessment when *editing the control settings*.



Before including *question blocks* in your assessment, you might like to look at the advice on *using question blocks*.

Type the question **Block name** in the upper box. This is not usually displayed to the participant, so you can leave it with the default setting if you prefer.

If you tick **Disable feedback in this block**, no feedback will be given for this *question block* even if was set when *editing the control settings*.

To shuffle the questions randomly each time the assessment is presented, tick **Randomize within block**.

If a time limit has been set for the assessment when *editing the control settings*, tick **Exclude this block from assessment time limit** to give the participant unlimited time to take the questions in this *question block*.

If you wish to use a template for this *question block* other than the one set when *editing the control settings*, this tick **Use different template in this block** and then select the **Alternative template file name for this block** from the drop-down list below this option.

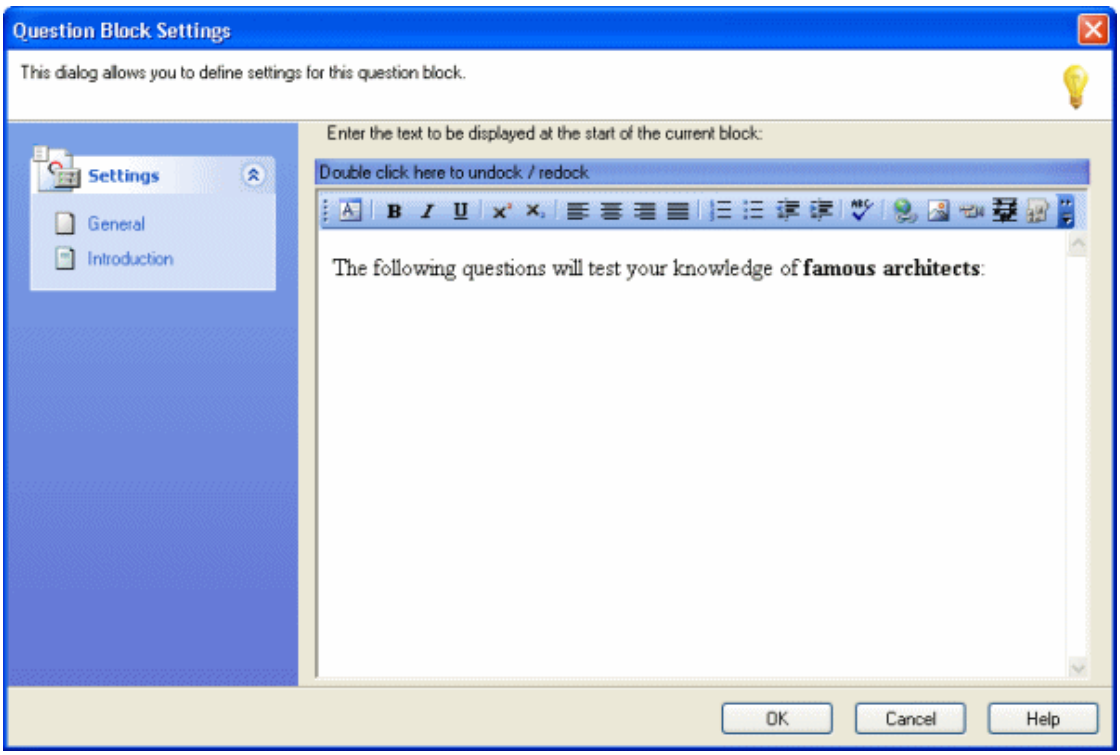
Click **OK** and your question block settings will be updated, and you will return the *Assessment Editor Window*.

Click **Cancel** and your question block settings will *not* be updated, and you will return the *Assessment Editor Window*.

You can also select the menu option **Introduction** to go to the *question block introduction* screen.

16.10.7 Question block introduction

This screen enables you to specify an introductory message that the participant will see when the *question block* is presented.



The box on the right allows you to enter an introductory message for the question block. It contains the *simple view* of the *HTML Editor* with which you can:

- Type in your introductory message
- Apply formatting to your introductory message
- *Insert a hyperlink* to your introductory message
- *Insert a picture* into your introductory message
- *Insert a video* into your introductory message
- *Insert sound* into your introductory message
- *Insert a content object* into your introductory message
- *Insert an equation* into your introductory message
- *Insert a Flash object* into your introductory message
- *Insert a field* into your introductory message
- Use the *spelling checker* on your introductory message
- Use the *thesaurus* on your introductory message

You can also *use the advanced views* of the *HTML Editor*.

Click **OK** and your question block introduction will be updated, and you will return the *Assessment Editor Window*.

Click **Cancel** and your question block introduction will *not* be updated, and you will return the *Assessment Editor Window*.

You can also select the menu option **General** to go to the *question block introduction* screen.

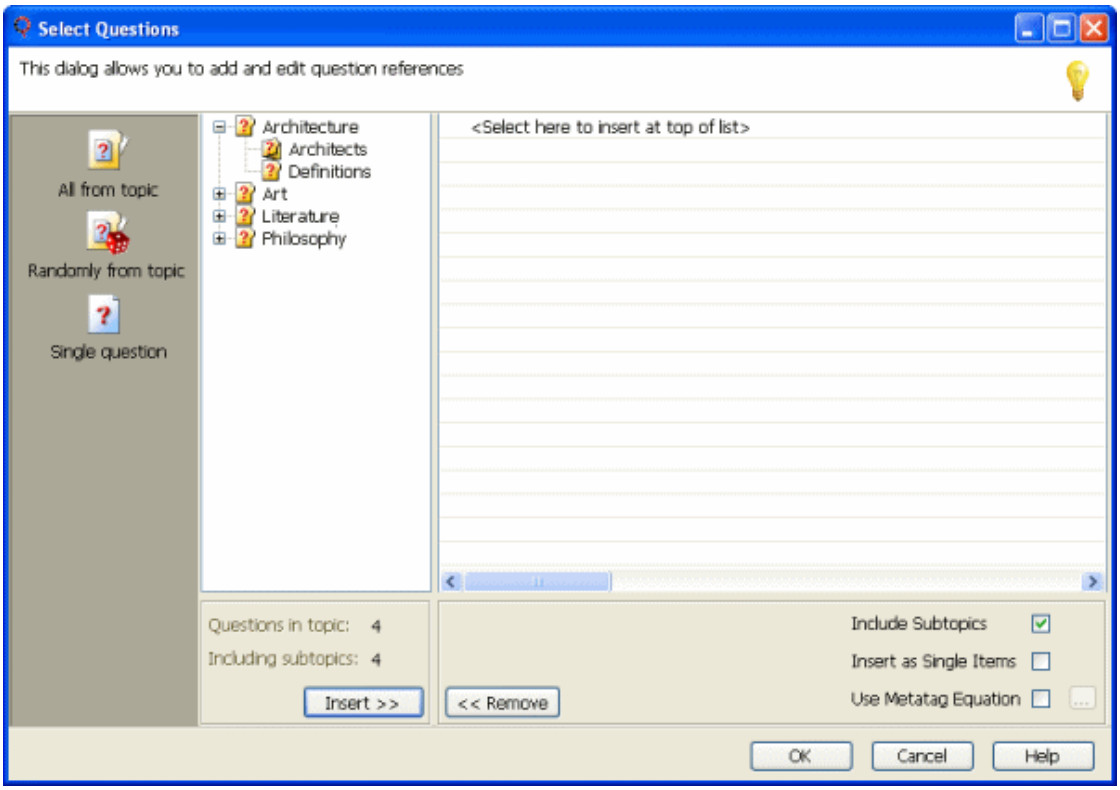
16.10.8 Question screens

The screens available for working with *question selections* are:

- *Add new question* screen
  This screen enables you to select questions individually, select all the questions in a topic or select questions randomly from within a topic
- *Demographics* screen
  This screen enables you to enables you to store in the repository either the answer the participant gives or the question outcome that results from the answer

16.10.9 Add new question

This screen enables you to select questions individually, select all the questions in a topic or select questions randomly from within a topic.



Adding questions depends on how you are making your selection:

- *Selecting all questions from a topic*
- *Selecting questions randomly from a topic*
- *Selecting single questions from a topic*

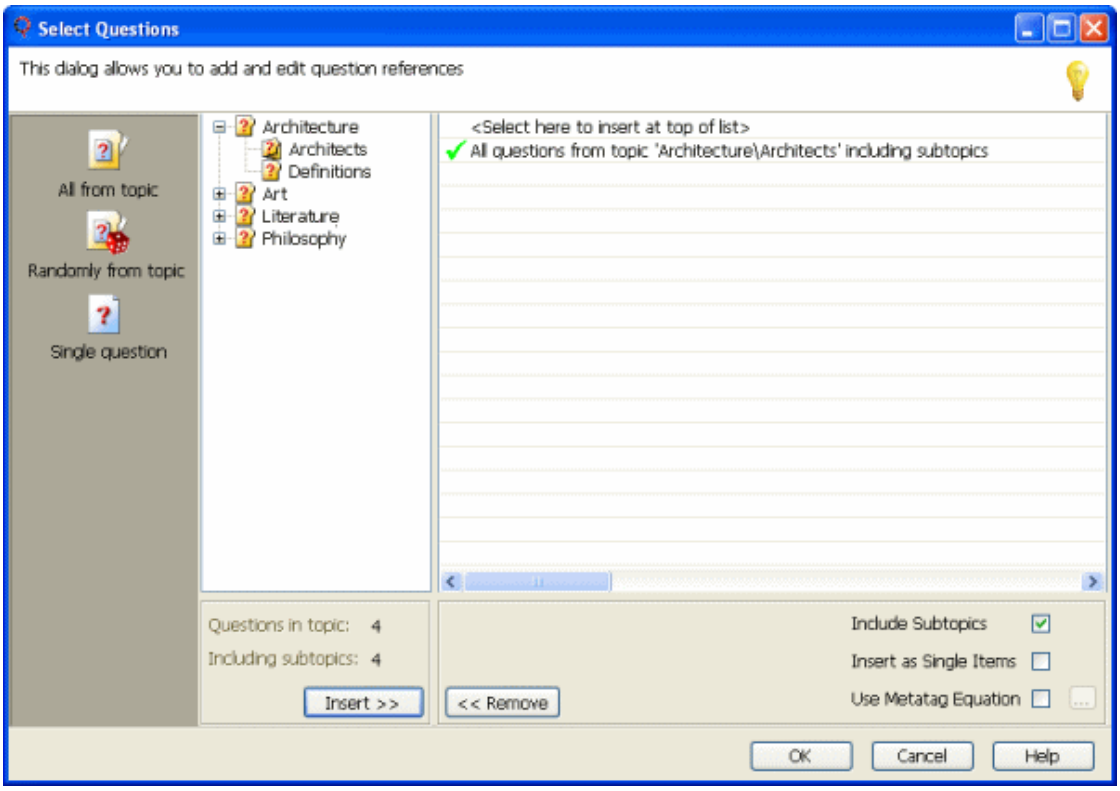
To remove questions from your *question selection*, highlight them in the right hand pane and click **<<Remove**.

Click **OK** and your question selection will be updated, and you will return the *Assessment Editor Window*.

Click **Cancel** and your question selection will *not* be updated, and you will return the *Assessment Editor Window*.

Selecting all questions from a topic

To select all questions from a topic, click on **All from topic** in the left hand pane and the options, **Include Subtopics**, **Insert as Single Items** and **Use Metatag Equation** will appear.



If you tick **Include Subtopics**, every question in the topic you select will be included in the *question selection*, and so will every question in any topic that are contained in your selected topic.

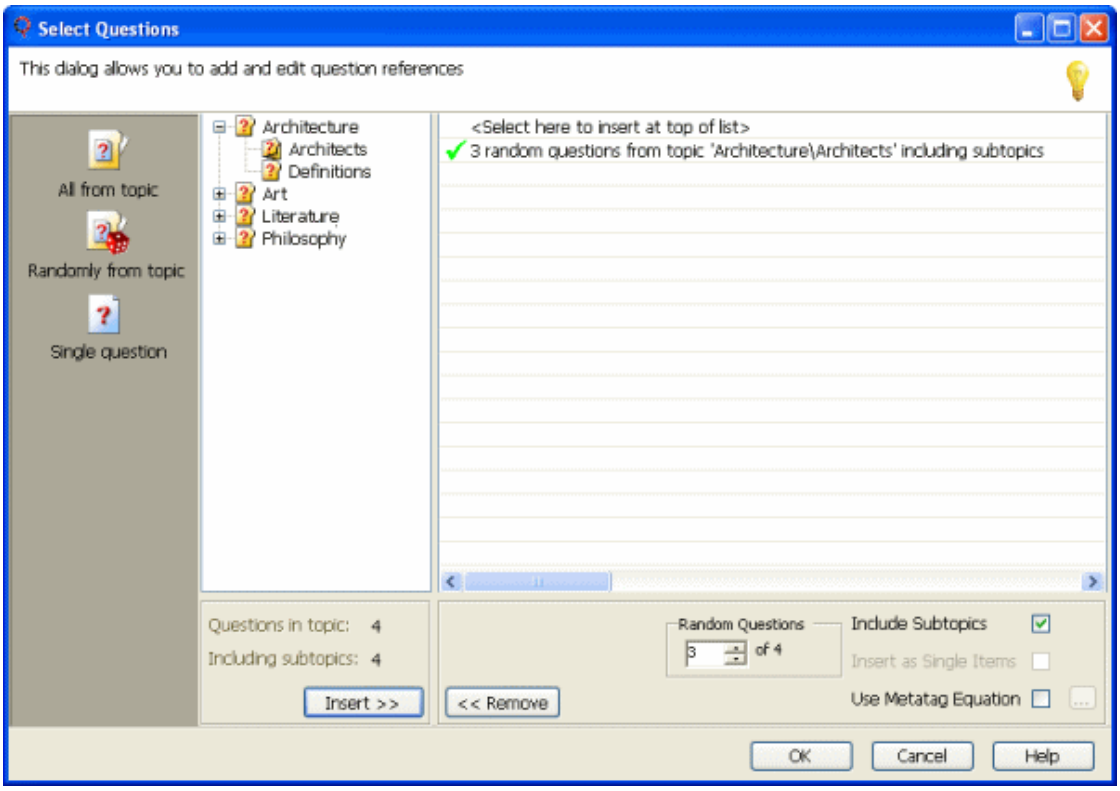
If you tick **Insert as Single Items**, every question in the topic you select will be included in the *question selection* as though it had been *selected as a single question*.

If you tick **Use Metatag Equation**, you can then click **…** and use the *metatag equation* screen that restricts the questions selected to those that obey a *metatag equation* that you define.

Highlight a topic in the central pane and click **Insert>>**.

Selecting questions randomly from a topic

To select questions randomly from a topic, click on **Randomly from topic** in the left hand pane and the options **Random question count**, **Include Subtopics** and **Use Metatag Equation** will appear.



Enter the number of questions you wish to be selected randomly from a topic in the **Random question count** box (or use the spin control). This number must be greater than **0** but not more than the number of questions available.

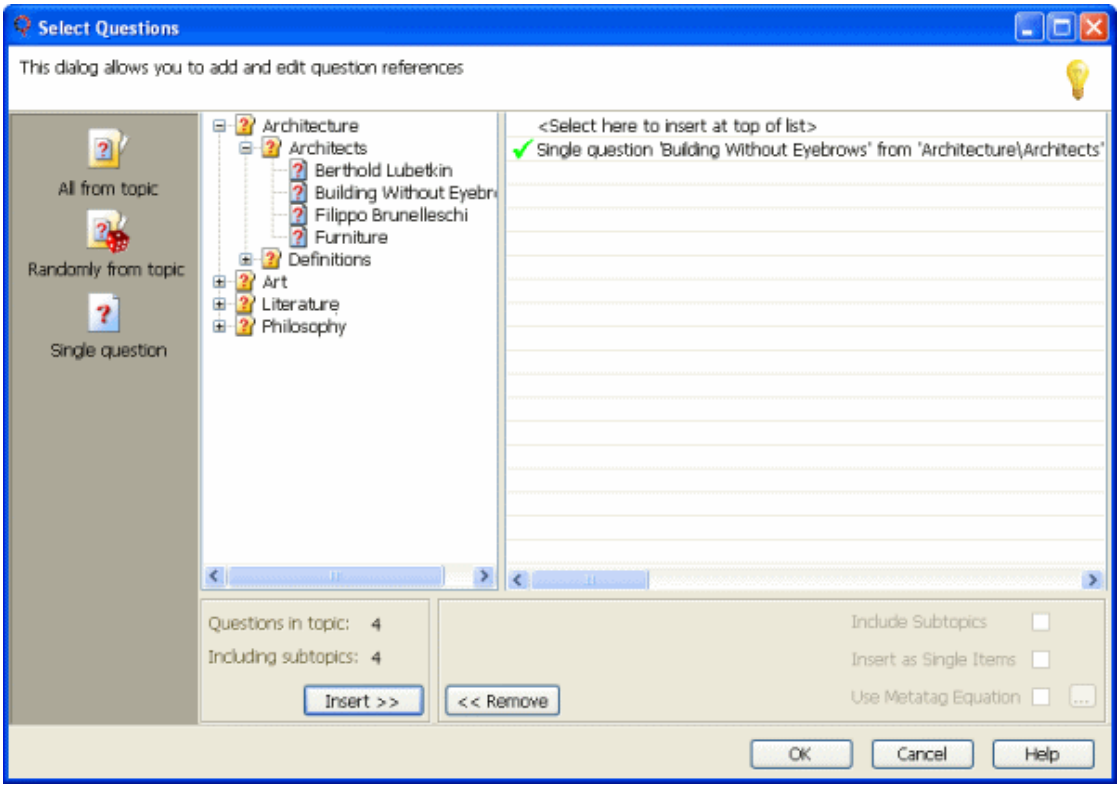
If you tick **Include subtopics**, every question in the topic you select will be included in the *question selection*, and so will every question in any topic that are contained in your selected topic.

If you tick **Set Metatag Equation**, you can then click **…** and use the *metatag equation* screen that restricts the questions selected to those that obey a *metatag equation* that you define.

Highlight a topic in the central pane and click **Insert>>**.

Selecting single questions from a topic

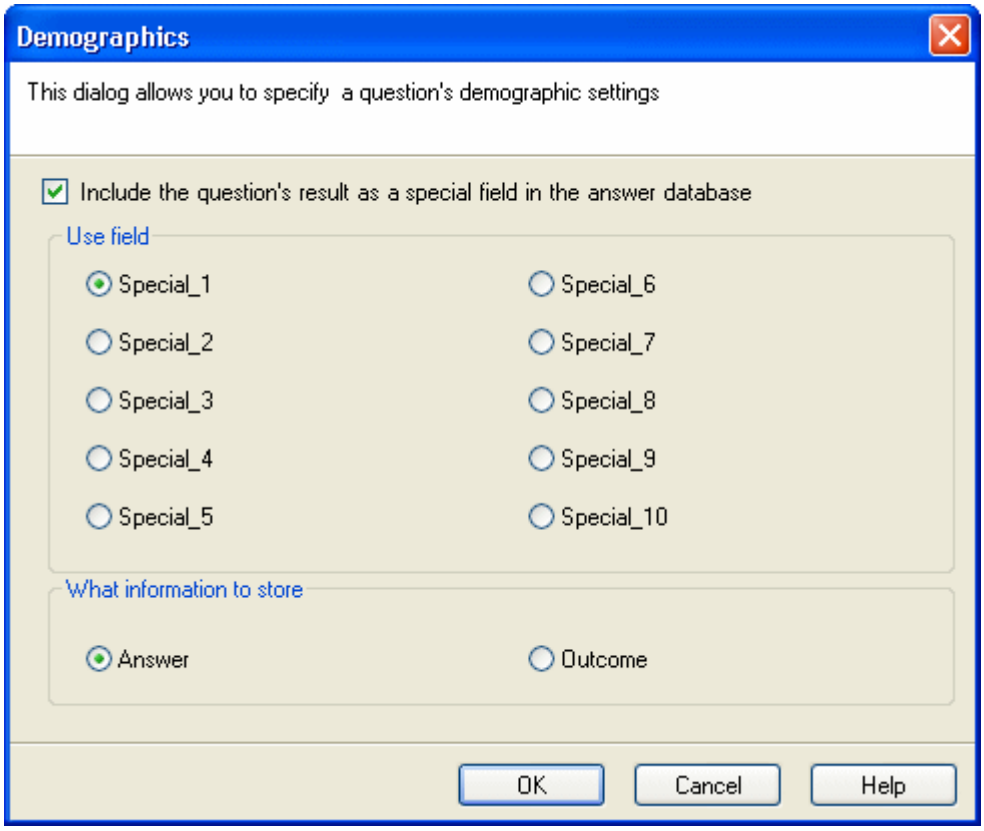
To select single questions from a topic, click on **Single question** in the left hand pane.



Highlight a single question under a topic in the central pane and click **Insert>**.

16.10.10 Demographics screen

This screen enables you to enables you to store in the repository either the answer the participant gives or the question outcome that results from the answer. It only applies to a *question selection* consisting of a single question reference.



To store the participant's response in the repository, tick **Include question's results as a special field in the answer database**.

Select which of the ten *special fields* are to be used underneath **Use field**. It's your responsibility to make sure that two questions do not use the same field – if they do, one will overwrite the other. And if the question is asked more than once, for example because of a jump backward, the last answer counts.

In the **What information to store** area, indicate whether you wish to store the **Answer** or **Outcome** name in the special field. Each field is 50 characters long, and the answer or outcome name is truncated if it is too long. For text questions you will probably want to store the answer, but if you have classified the question with useful outcome names you might find the outcome name more useful for other questions.

See the *Web Deployment Guide* for more details of how these fields are used in reporting, and how you can use other methods to set them.

Click **OK** and your demographic settings will be updated, and you will return to the *Assessment Editor Window*.

Click **Cancel** and your demographic settings will *not* be updated, and you will return to the *Assessment Editor Window*.

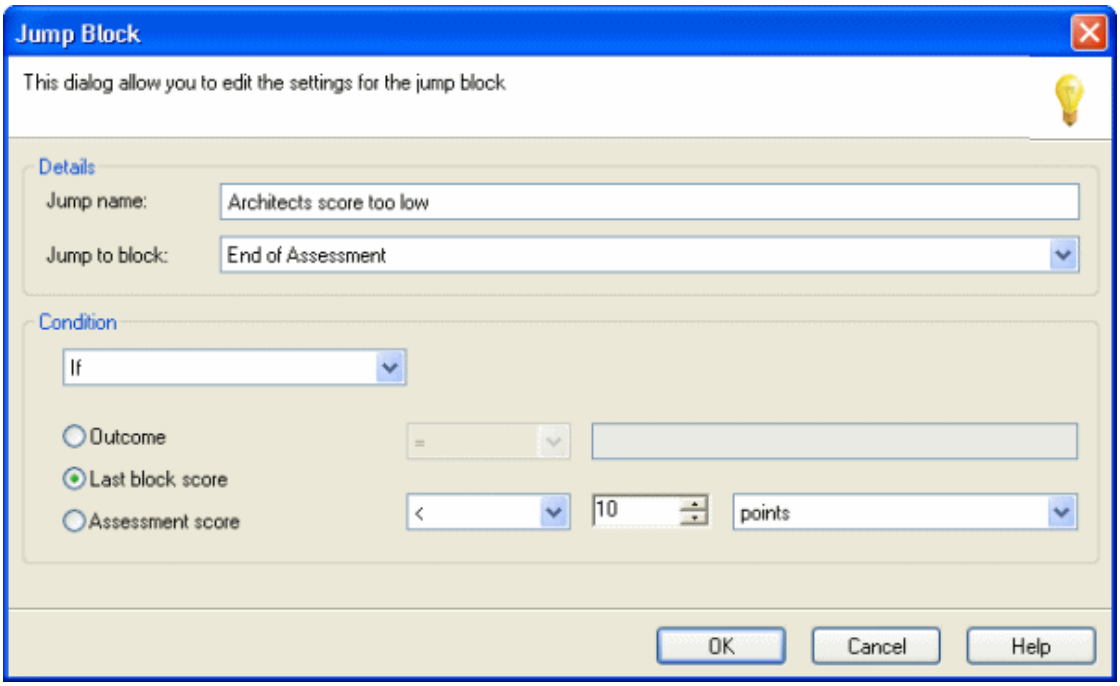
16.10.11 Jump block screens

The screen available for editing *jump blocks* is:

- The *jump block settings* screen
  This screen enables you specify where a jump block jumps to and the condition it uses for jumping

16.10.12 Jump block settings

This screen enables you name the *jump block*, specify where to jump to and the condition for jumping.



Before including *jump blocks* in your assessment, you might like to look at the advice on *using jump blocks*.

You can define a name in the **Jump name** box. This is useful for identifying the jump, but the name is not shown to the participant.

Choose whether to jump to the end of the assessment or to another question block by selecting from the drop-down list to the right of the **Jump to block** box.

You choose whether the jump is to happen always or only if a condition is met in the drop-down list below **Condition**:

- Select **Always** for an unconditional jump
- Select **If** for a conditional jump

For a conditional jump, you can choose to jump depending on:

- **Outcome**
  Select **Outcome** to make the jump conditional on the outcome to a question in the preceding question block
- **Last block score**
  Select **Last block score** to make the jump conditional on the score for the last question block
- **Assessment score**
  Select **Assessment score** to make the jump conditional on the assessment score

Click **OK** and your jump block settings will be updated, and you will return the *Assessment Editor Window*.

Click **Cancel** and your jump block settings will *not* be updated, and you will return the *Assessment Editor Window*.

Jumping conditional on the outcome to a question

In this case, choose one of **=** (equal to) or **!=** (not equal to) and type an outcome name in the box to the right. The jump is made if any of the questions in the preceding block result (or do not result if **!=** used) match the exact outcome name. For example, if one of the questions in the preceding block asks whether someone is male or female, and has outcomes called “Male” and “Female”, then you would jump if the outcome were one of these.

Jumping conditional on the score for the last question block

In this case, choose one of **=** (equal to), **!=** (not equal to), **>** (is greater than) and **<** (is less than), type a value in the next box and then specify whether the score is treated as a number in points or as a percentage in the final box.

Jumping conditional on the assessment score

This is the same as for *jumping conditional on the score for the last question block*.

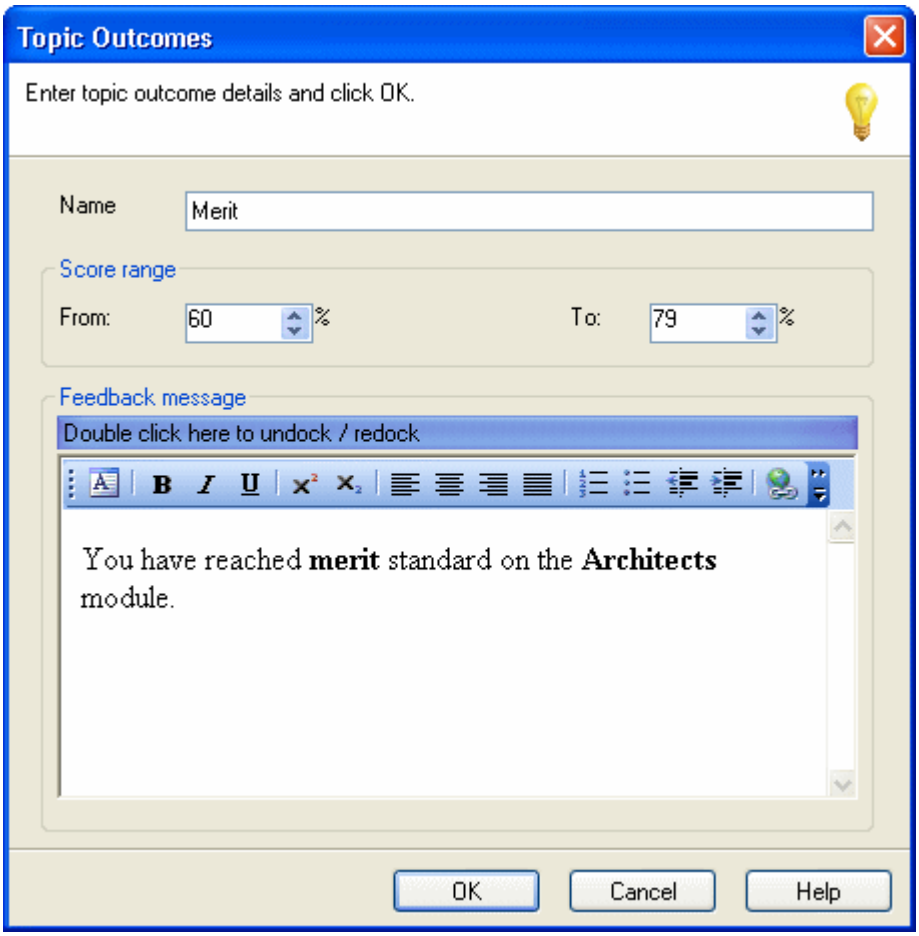
16.10.13 Topic outcome screens

The screens available for editing *topic outcomes* are:

- *Topic outcome* screen
  This screen enables you to enables you to give a name, scoring range and feedback for a *topic outcome*
- *Topic Browser*
  This screen enables you add a *reported topic* to the list of topics to be reported on from the topics available in the repository
- *Prerequisite topic score* screen
  This screen enables you to set a minimum score that the participant must achieve for the questions in a selected topic before a specific *assessment outcome* can be processed

16.10.14 Topic outcome

This screen enables you to enables you to give a name, scoring range and feedback for a *topic outcome*.



Enter a **Name** for the *topic outcome*.

Use the **From** box to specify the minimum percentage score that the *topic outcome* applies to. You can either enter a number or use the spin control.

Use the **To** box to specify the maximum percentage score that the *topic outcome* applies to. You can either enter a number or use the spin control.

The lower box allows you to enter the topic outcome feedback. It contains the *simple view* of the *HTML Editor* with which you can:

- Type in your topic outcome feedback
- Apply formatting to your topic outcome feedback
- *Insert a hyperlink* to your topic outcome feedback
- *Insert a picture* into your topic outcome feedback
- *Insert a video* into your topic outcome feedback
- *Insert sound* into your topic outcome feedback
- *Insert a content object* into your topic outcome feedback
- *Insert an equation* into your topic outcome feedback
- *Insert a Flash object* into your topic outcome feedback
- *Insert a field* into your topic outcome feedback
- Use the *spelling checker* on your topic outcome feedback
- Use the *thesaurus* on your topic outcome feedback

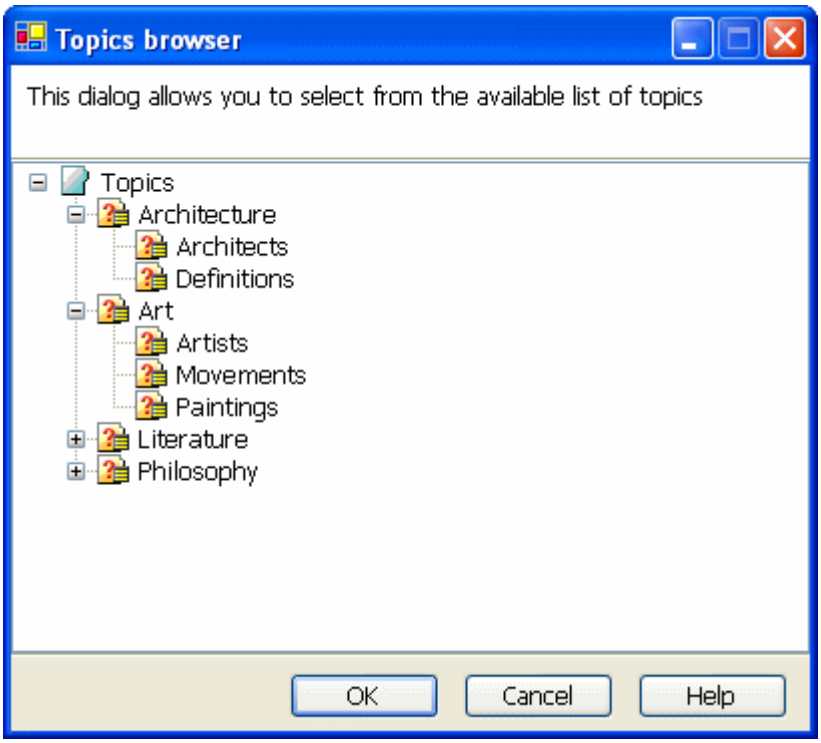
You can also *use the advanced views* of the *HTML Editor*.

Click **OK** and your *topic outcome* will be updated, and you will return the *Assessment Editor Window*.

Click **Cancel** and your *topic outcome* will *not* be updated, and you will return the *Assessment Editor Window*.

16.10.15 Topic Browser

This screen enables you to select a *reported topic* from the topics available in the repository. Only the *reported topics* can appear in the feedback at the end of the assessment or in reports.



Highlight a topic in the tree.

Click **OK** and your *reported topic* will be included in the *topic level folder* and you will return the *Assessment Editor Window*.

Click **Cancel** and your *reported topic* will *not* be included in the *topic level folder* and you will return the *Assessment Editor Window*.

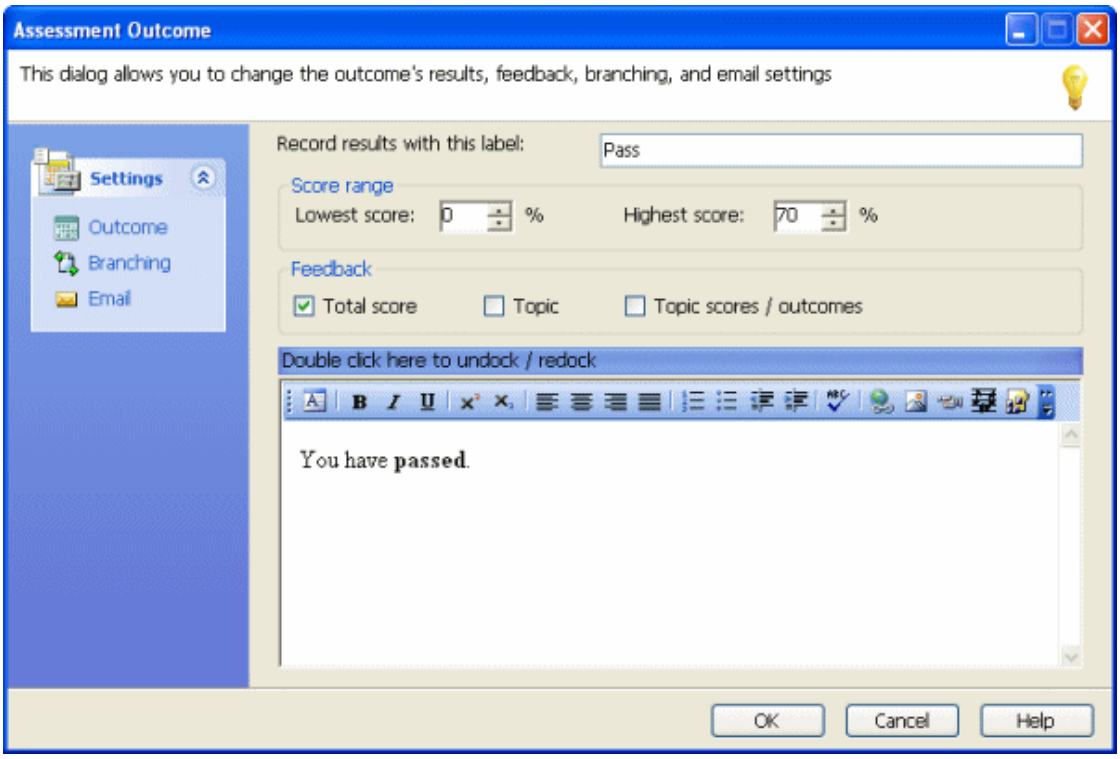
16.10.16 Assessment outcome screens

The screens available for editing *assessment outcomes* are:

- *Assessment outcome range and feedback* screen
  This screen enables you to set range of scores that an *assessment outcome* applies to and also specify its feedback
- *Assessment outcome branching* screen
  This screen enables you specify whether an *assessment outcome* branches to another assessment or to another program or URL
- *Assessment outcome email* screen
  This screen enables you specify a standard email that is sent whenever the *assessment outcome* is processed

16.10.17 Assessment outcome range and feedback

This screen enables you to name an *assessment outcome*, set range of scores that it applies to and also specify its feedback.



Enter a name for the *assessment outcome* in the **Record results with this label box**.

Use the **Lowest score** box to specify the minimum percentage score that the *assessment outcome* applies to. You can either enter a number or use the spin control.

Use the **Highest score** box to specify the maximum percentage score that the *assessment outcome* applies to. You can either enter a number or use the spin control.

Tick **Total score** under to show the participant their overall score for the assessment when they have completed it.

Tick **Topic** to show the participant their feedback for each topic within the assessment when they have completed it.

Tick **Topic scores/outcomes** to show the participant their scores for each topic and the names of any topic outcomes applicable to their performance when they have completed it.

The lower box allows you to enter the assessment feedback. It contains the *simple view* of the *HTML Editor* with which you can:

- Type in your assessment feedback
- Apply formatting to your assessment feedback
- *Insert a hyperlink* to your assessment feedback
- *Insert a picture* into your assessment feedback
- *Insert a video* into your assessment feedback
- *Insert sound* into your assessment feedback
- *Insert a content object* into your assessment feedback
- *Insert an equation* into your assessment feedback
- *Insert a Flash object* into your assessment feedback
- *Insert a field* into your assessment feedback
- Use the *spelling checker* on your assessment feedback
- Use the *thesaurus* on your assessment feedback

You can also *use the advanced views* of the *HTML Editor*.

Click **OK** and your *assessment outcome* will be updated, and you will return the *Assessment Editor Window*.

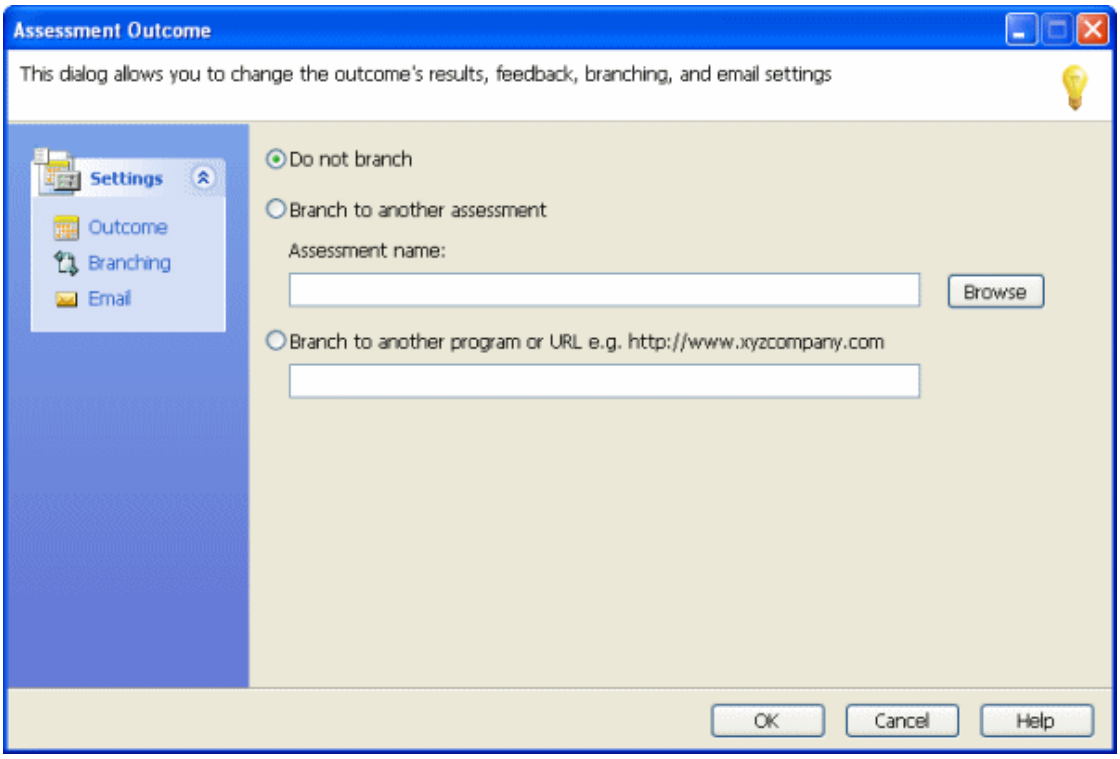
Click **Cancel** and your *assessment outcome* will *not* be updated, and you will return the *Assessment Editor Window*.

You can also select the menu options:

- **Branching**
  To go to the *assessment outcome branching* screen
- **Email**
  To go to the *assessment outcome email* screen

16.10.18 Assessment outcome branching

This screen enables you specify whether an *assessment outcome* branches or not. If it does, it can branch to another assessment or to another program or URL.



Choose **Do not branch** if you do not want any branching to happen at the end of the assessment.

Choose to **Branch to another assessment** by selecting the option button for this. Click **Browse** to use the *assessment browser* screen to select the assessment to branch to.

To **Branch to another program or URL**, select the option button for this and type in the full URL of the page you wish to jump to. This can be a fixed web page or a program. The participant will see a link on the final page to this, and can use it to branch to the appropriate program or URL.

If you are publishing for web delivery, you can also show a report on the results using **%SESSION.REPORT%** as the URL. (See the *Web Deployment Guide* for more details.)

If you are publishing for Windows delivery, you must take care to ensure that any program or URL that you branch to will be available on the participant's system.

Click **OK** and your *assessment outcome* will be updated, and you will return the *Assessment Editor Window*.

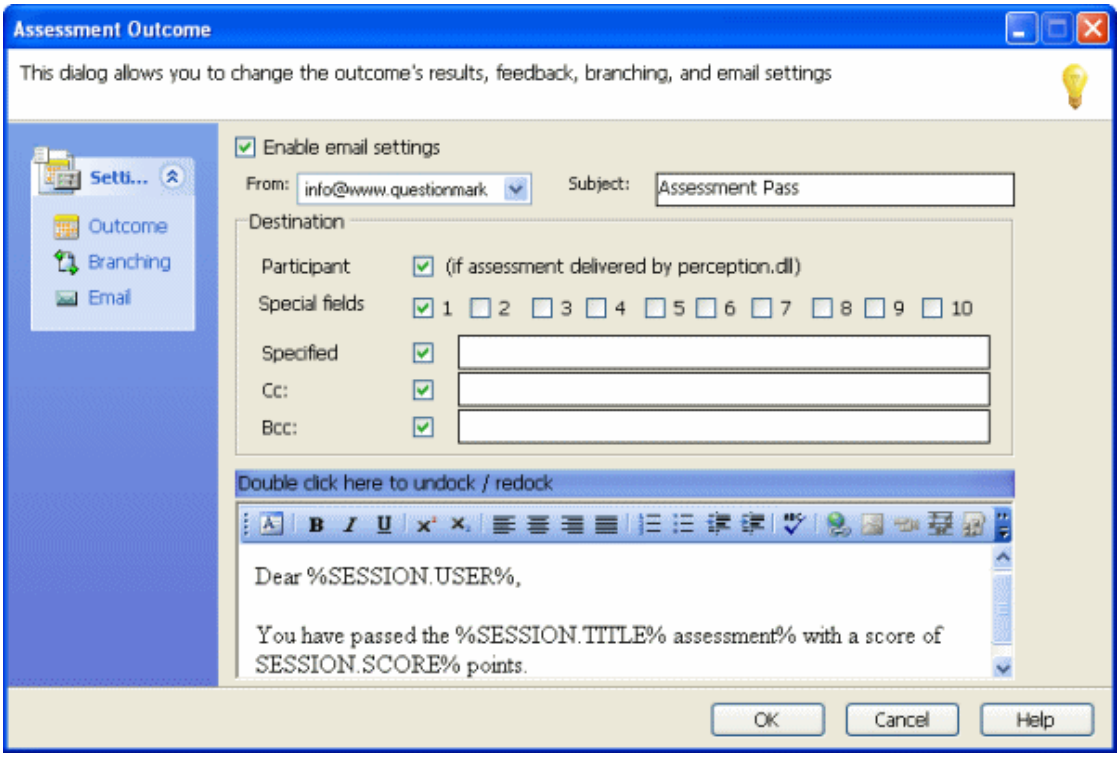
Click **Cancel** and your *assessment outcome* will *not* be updated, and you will return the *Assessment Editor Window*.

You can also select the menu options:

- **Outcome**
  To go to the *assessment outcome range and feedback* screen
- **Email**
  To go to the *assessment outcome email* screen

16.10.19 Assessment outcome email

This screen enables you specify a standard email that is sent whenever the *assessment outcome* is processed.



Tick **Enable email settings** to specify the standard email.

Enter the email address that the email is **From**, or use the drop-down list to choose one that has been used already.

Enter the **Subject** line of the email.

Tick **Participant** to send the email to the participant who obtained this *assessment outcome*.

If any of the *special fields* contains an email address, you can tick the any of then to send the email to the appropriate recipient in the box adjacent to **Special fields**.

Enter the email addresses of any **Specified**, **Cc** or **Bcc** recipients of the email.

Type the body of the email in the lower box. This box is the *simple view* of the *HTML Editor*. With this screen, you can:

- Apply formatting to the email
- *Insert a hyperlink* to the email
- *Insert a field* into to the email
- Use the *spelling checker* on the email
- Use the *thesaurus* on the email

You can also *use the advanced views* of the *HTML Editor*.

Click **OK** and your *assessment outcome* will be updated, and you will return the *Assessment Editor Window*.

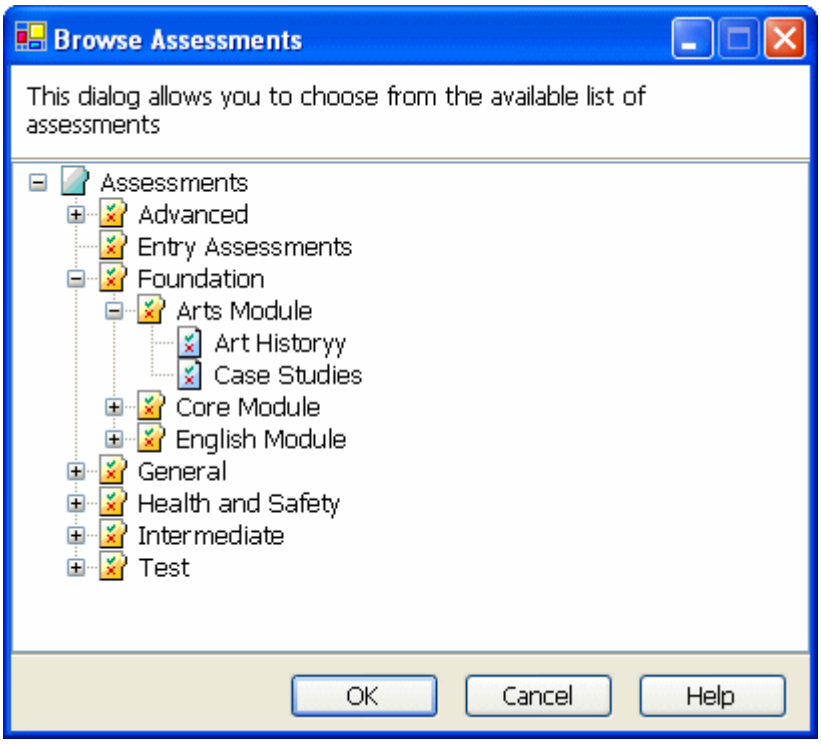
Click **Cancel** and your *assessment outcome* will *not* be updated, and you will return the *Assessment Editor Window*.

You can also select the menu options:

- **Outcome**
  To go to the *assessment outcome range and feedback* screen.
- **Branching**
  To go to the *assessment outcome branching* screen

16.10.20 Assessment Browser

This screen enables you to select an assessment from those available in the repository.



Highlight an assessment in the tree.

Click **OK** to return to the *assessment outcome branching* screen and use the assessment for branching to.

Click **Cancel** to return to the *assessment outcome branching* screen but *not* use the assessment for branching to.

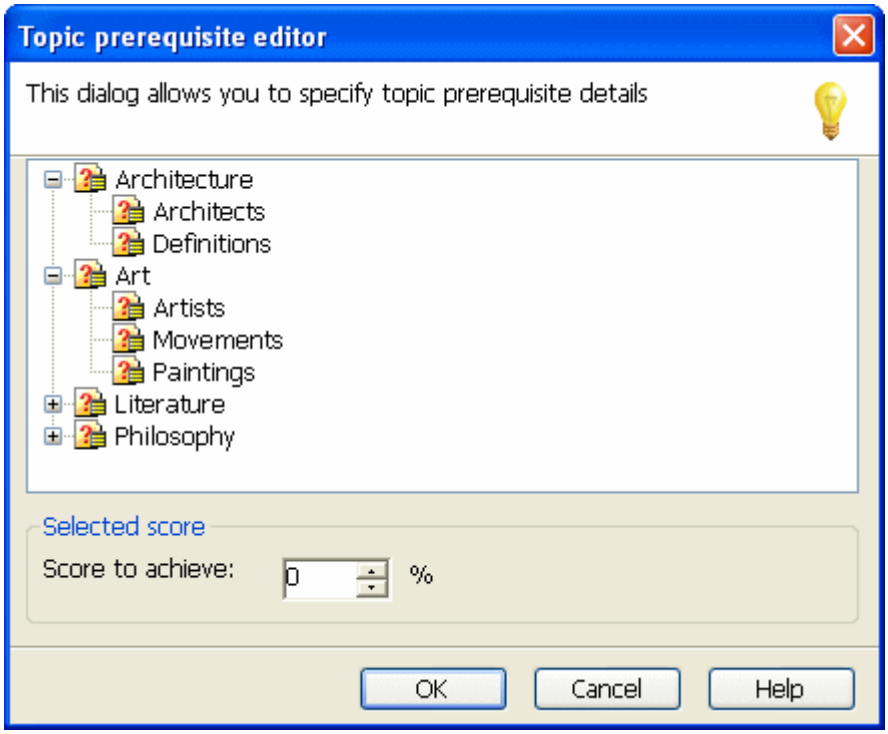
16.10.21 Prerequisite topic score screens

The screen available for editing *prerequisite topic scores* is:

- *Prerequisite topic score* screen
  This screen enables you to set a minimum score that the participant must achieve for the questions in a selected topic before a specific *assessment outcome* can be processed

16.10.22 Prerequisite topic score

This screen enables you to select a topic from the topics available in the repository and set a minimum score that the participant must achieve for the questions in the topic before a specific *assessment outcome* can be processed.



Locate the topic for which you wish to set a *prerequisite topic score* in the tree and highlight it.

Either type in the **Score to achieve** or use the spin control to enter it.

Click **OK** and your *prerequisite topic score* will be attached to the *assessment outcome* you selected, and you will return the *Assessment Editor Window*.

Click **Cancel** and your *prerequisite topic score* will *not* attached to the *assessment outcome* you selected, and you will return the *Assessment Editor Window*.

16.10.23 Metatag equation screens

The screens available for working with *metatag equations* are:

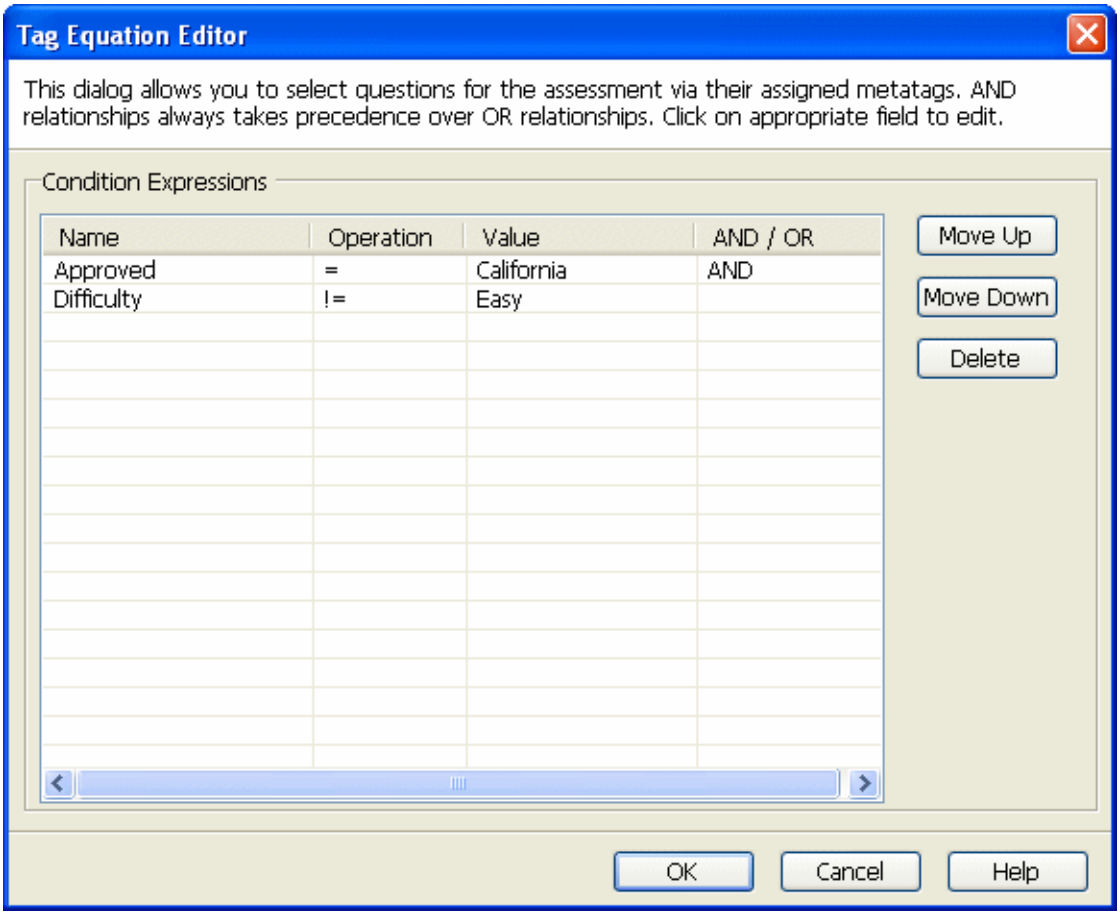
- *Metatag equations screen*
  This screen enables you to select questions with a *metatag equation* during the process of adding questions to a question block or editing questions in a question block

Assessment Editor also allows you to do the following in a *metatag equation*:

- *Change a metatag name*
- *Change a metatag operation*
- *Change a metatag value*
- *Change a boolean operator*

16.10.24 Metatag equation

This screen enables you to include all the questions from a topic that obey a *metatag equation* for a *question selection* that you are adding or editing. It is used when you are selecting all the questions from a topic, or a random number of questions from a topic.



This screen helps you to create a *metatag equation*. To do this:

1) Double click the first row of the **Name** column and select the metatag name you require from the drop-down list
2) Double click the first row of the **Operation** column and select the operation (**=** or **!=**) from the drop-down list
3) Double click the first row of the **Value** column and select the metatag value you require from the drop-down list
4) If you wish to add more metatag names and metatag values to the *metatag equation*, repeat steps 1-3 above for the following rows of each of these columns
5) The boolean operator **AND** will be added to the **AND/OR** column and by default, except at the end of the last line

When you have created your *metatag equation*, you can:

- *Change a metatag name*
- *Changing an operation*
- *Changing a metatag value*
- *Change a boolean operator*

To change the position of a line in your *metatag equation*, highlight it and click **Move Up** or **Move Down**.

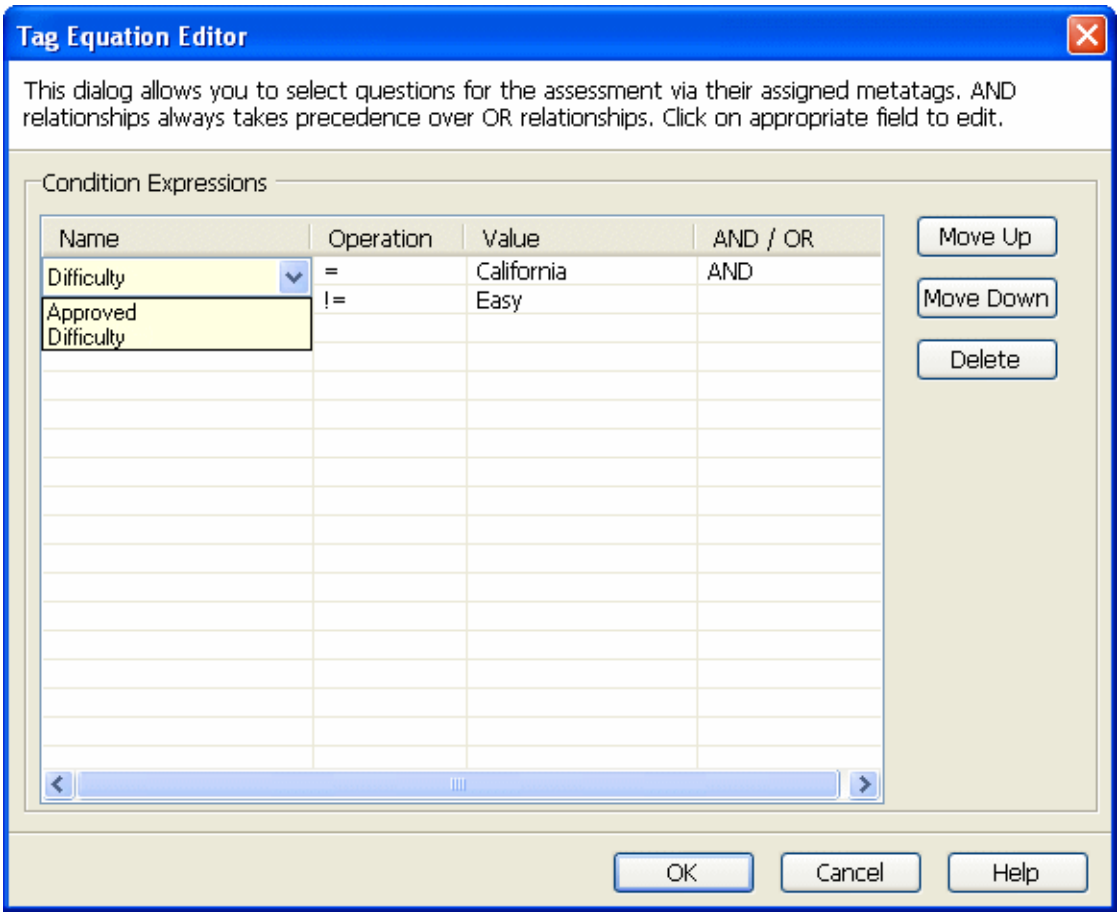
To delete a line in your *metatag equation*, highlight it and click **Delete**.

Click **OK** and your *metatag equation* will be included in the *question selection*, and you will return to the *add new question* screen.

Click **Cancel** and your *metatag equation* will *not* be included in the *question selection*, and you will return to the *add new question* screen.

16.10.25 Changing a metatag name in a metatag equation

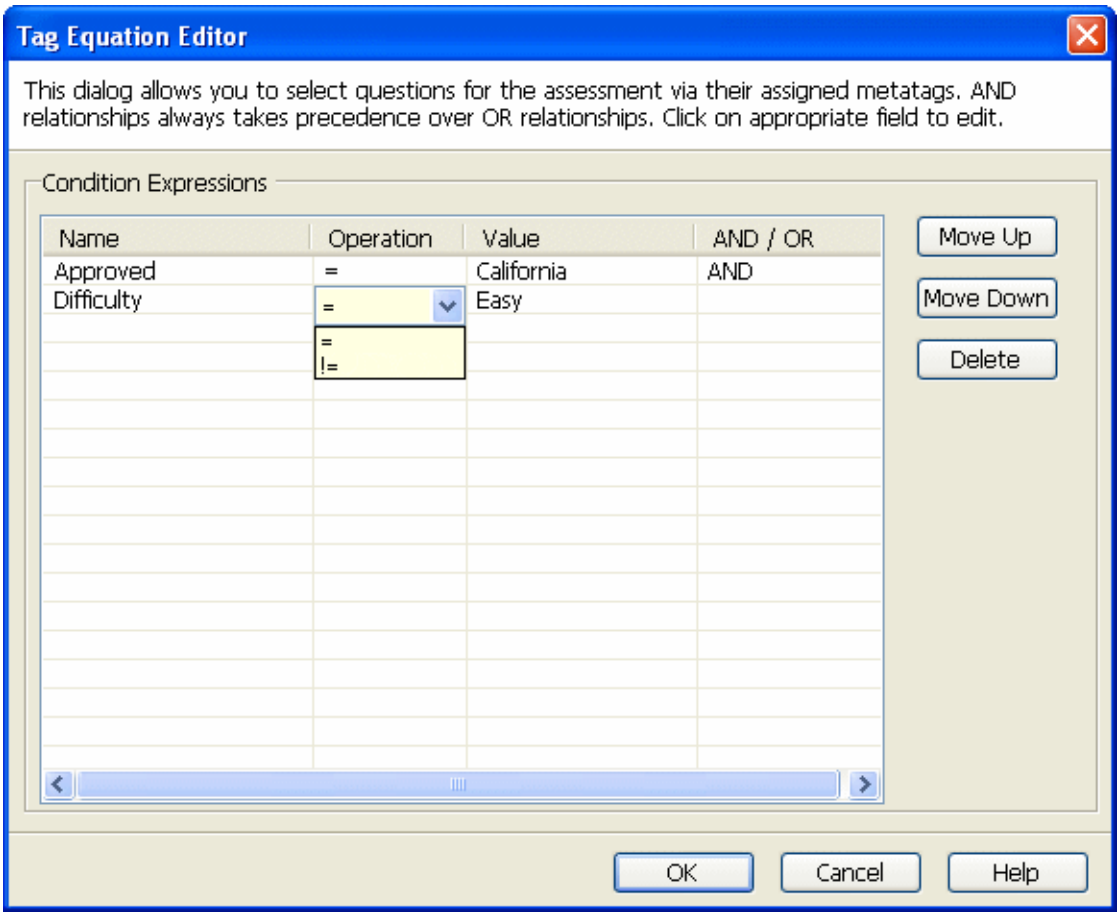
To change a metatag name in a *metatag equation*, double click under the **Name** column on the line you wish to alter and you will see a drop-down list.



Use the drop-down list to select the choice you require.

16.10.26 Changing an operation in a metatag equation

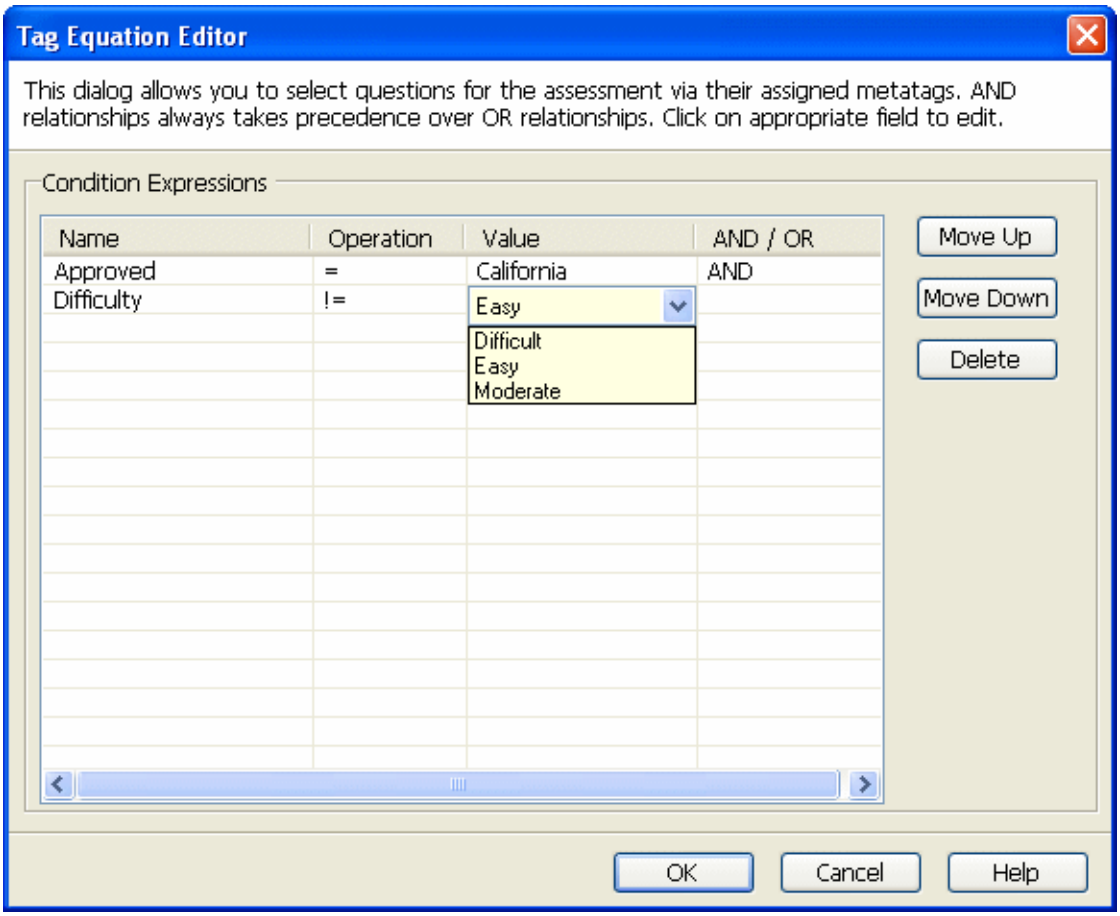
To change an operation in a *metatag equation*, double click under the **Operation** column on the line you wish to alter and you will see a drop-down list.



Use the drop-down list to select the choice you require.

16.10.27 Changing a metatag value in a metatag equation

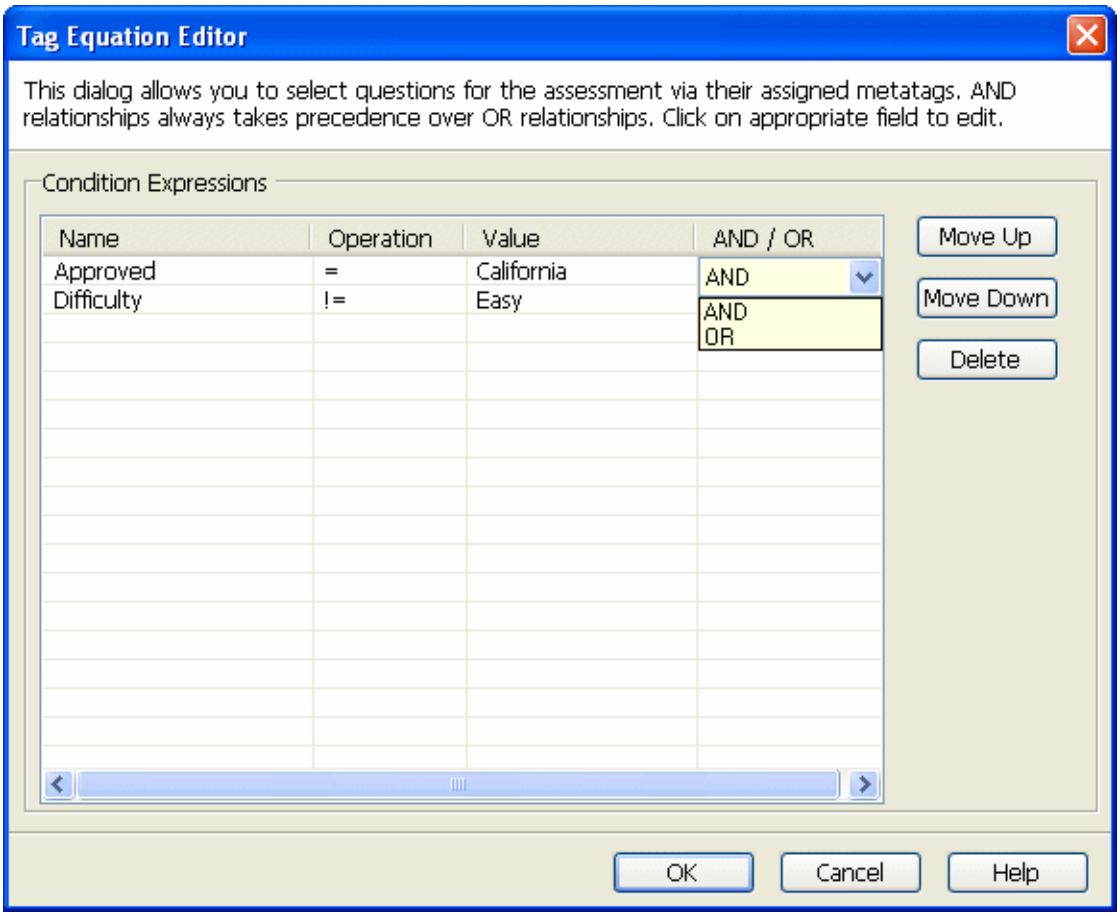
To change a metatag value in a *metatag equation*, double click under the **Value** column on the line you wish to alter and you will see a drop-down list.



Use the drop-down list to select the choice you require.

16.10.28 Changing a boolean operator in a metatag equation

To change a boolean operator in a *metatag equation*, double click under the **AND / OR** column on the line you wish to alter and you will see a drop-down list.



Use the drop-down list to select the choice you require.

17 Proofing

The following proofing tools are available in the *HTML Editor*:

- *Spelling checker*
- *Check spelling as you go*
- *Thesaurus*
- *Synonym finder*
- *Language setting*

17.1.1 Spelling checker

You use this by *running the spelling checker* in the *simple view* or the *design view* of the *HTML Editor*.

17.1.2 Check spelling as you go

You do this by *enabling check spelling as you go* in the *simple view* or the *design view* of the *HTML Editor*.

17.1.3 Synonym finder

You do this by *finding synonyms* in the *simple view* or the *design view* of the *HTML Editor*.

17.1.4 Thesaurus

You do this by *using the thesaurus* in the *simple view* or the *design view* of the *HTML Editor*.

17.1.5 Language setting

You do this by *changing the language* in the *simple view* or the *design view* of the *HTML Editor*.

18 Qpacks

Topics, *questions*, *assessments* and *assessment folders* can be exported from a repository to external files called *Qpack* files or *Qpacks*. These are compressed files that have the default file extension **.Qpack4**.

Authoring Manager provides the *Export Qpack Wizard* for:

- *Creating Qpacks for topics*
- *Creating Qpacks for topic outcomes*
- *Creating Qpacks for questions*
- *Creating Qpacks for assessments*
- *Creating Qpacks for assessment folders*

These Qpack files can then be passed to other authors who may import them into another repository. This enables *topics*, *questions*, *assessments* and *assessment folders* to be readily exchanged and archived.

Authoring Manager provides the *Import Qpack Wizard* for:

- *Using Qpacks containing topics*
- *Using Qpacks containing topic outcomes*
- *Using Qpacks containing questions*
- *Using Qpacks containing assessments*
- *Using Qpacks containing assessment folders*

You might also like to know *what Qpacks contain*.

18.1 What Qpacks contain

Qpacks contain the following:

For *topics*:

- All the *questions* in the *topic*
- All the *resources* used in each of the *questions* in the *topic*
- All the *content objects* used in each of the *questions* in the *topic*
- A license agreement if one was specified when the Qpack was created

For *topic outcomes*:

- All the *resources* used in the *topic outcome*
- All the *content objects* used in the *topic outcome*
- A license agreement if one was specified when the Qpack was created

For *questions*:

- All the *resources* used in the *question*
- All the *content objects* used in the *question*
- A license agreement if one was specified when the Qpack was created

For *assessments*:

- All the *templates* used in the *assessment*
- All the *resources* used in any of these *templates*
- All the *resources* used in the *assessment*
- All the *content objects* used in the *assessment*
- All the *topics* in the *assessment*
- All the *questions* in these *topics*
- All the *resources* used in each of these *questions*
- All the *content objects* used in each of these *questions*
- A license agreement if one was specified when the Qpack was created

For *assessment folders*:

- All the *assessments* in the *assessment folder*
- All the *templates* used in each of these *assessments*
- All the *resources* used in any of these *templates*
- All the *resources* used in each of these *assessments*
- All the *content objects* used in each of these *assessments*
- All the *topics* used in each of these *assessments*
- All the *questions* in each of these *topics*
- All the *resources* used in each of these *questions*
- All the *content objects* used in each of these *questions*
- A license agreement if one was specified when the Qpack was created

18.2 Creating Qpacks for topics

To create a Qpack for a *topic*:

1) Highlight the *topic* that you wish to export from the repository to a Qpack
2) Select the **File | Import/Export | Export to Qpack…** menu option in *Authoring Manager*
3) Follow the steps for *exporting to a Qpack* with the *Export Qpack Wizard*

18.3 Creating Qpacks for topic outcomes

To create a Qpack for a *topic outcome*:

1) Highlight the *topic outcome* that you wish to export from the repository to a Qpack
2) Select the **File | Import/Export | Export to Qpack…** menu option in *Authoring Manager*
3) Follow the steps for *exporting to a Qpack* with the *Export Qpack Wizard*

18.4 Creating Qpacks for questions

To create a Qpack for a *question*:

1) Highlight the *question* that you wish to export from the repository to a Qpack
2) Select the **File | Import/Export | Export to Qpack…** menu option in *Authoring Manager*
3) Follow the steps for *exporting to a Qpack* with the *Export Qpack Wizard*

18.5 Creating Qpacks for assessments

To create a Qpack for an *assessment*:

1) Highlight the *assessment* that you wish to export from the repository to a Qpack
2) Select the **File | Import/Export | Export to Qpack…** menu option in *Authoring Manager*
3) Follow the steps for *exporting to a Qpack* with the *Export Qpack Wizard*

18.6 Creating Qpacks for assessment folders

To create a Qpack for an *assessment folder*:

1) Highlight the *assessment folder* that you wish to export from the repository to a Qpack
2) Select the **File | Import/Export | Export to Qpack…** menu option in *Authoring Manager*
3) Follow the steps for *exporting to a Qpack* with the *Export Qpack Wizard*

18.7 Using Qpacks containing topics

To use a Qpack for a *topic*:

1) Select the **File | Import/Export | Import from Qpack…** menu option in *Authoring Manager*
2) Follow the steps for *importing from a Qpack* with the *Import Qpack Wizard*

18.8 Using Qpacks containing topic outcomes

To use a Qpack for a *topic outcome*:

1) Select the **File | Import/Export | Import from Qpack…** menu option in *Authoring Manager*
2) Follow the steps for *importing from a Qpack* with the *Import Qpack Wizard*

18.9 Using Qpacks containing questions

To use a Qpack for a *question*:

1) Select the **File | Import/Export | Import from Qpack…** menu option in *Authoring Manager*
2) Follow the steps for *importing from a Qpack* with the *Import Qpack Wizard*

18.10 Using Qpacks containing assessments

To use a Qpack for an *assessment*:

1) Select the **File | Import/Export | Import from Qpack…** menu option in *Authoring Manager*
2) Follow the steps for *importing from a Qpack* with the *Import Qpack Wizard*

18.11 Using Qpacks containing assessment folders

To use a Qpack for an *assessment folder*:

1) Select the **File | Import/Export | Import from Qpack…** menu option in *Authoring Manager*
2) Follow the steps for *importing from a Qpack* with the *Import Qpack Wizard*

18.12 The Import Qpack Wizard

The Import Qpack Wizard enables you to select existing Qpacks that:

- You can import to a repository
- Contain *topics*, *questions*, *assessments* or *assessment folders* whose names you can see before you import the Qpack
- Can be imported to a location in the repository that you specify

Qpacks created in *Perception* version 3 cannot be imported into *Authoring Manager*.

18.12.1 Starting the Import Qpack Wizard

To start using the *Import Qpack Wizard*, select the **File | Import/Export | Import from Qpack…** menu option in *Authoring Manager*.

18.12.2 Importing from a Qpack

When you have started the *Import Qpack Wizard*, it will take you through the following screens:

1. *Welcome* screen
   This begins the sequence of screens that you will see.

2. *Qpack name* screen
   Select a Qpack file to import to the repository.

3. *License agreement* screen
   If a license agreement was specified when the Qpack was created, you must accept the agreement on this screen before you can import the selected Qpack.

4. *Content* screen
   Inspect the contents of the Qpack and proceed if you are happy to import them.

5. *Location screen*
   Specify where in the repository the contents of the Qpack are to be imported.

6. *Confirming overwrites* screens
   If any *assessments*, *questions*, *resources*, *content objects*, topic outcomes or *templates* are overwritten, you will see the screens for *confirming overwrites*.

7. *Progress* screen
   The progress of the *Import Qpack Wizard* in importing the Qpack to the repository is shown on this screen.

8. *Completion* screen
   Finally, you will see this screen.

18.13 The Import Qpack Wizard Screens

The *Import Qpack Wizard* uses these screens when *importing from a Qpack*:

- *Welcome* screen
- *Qpack name* screen
- *License agreement* screen
- *Content* screen
- *Location* screen
- *Progress* screen
- *Completion* screen

18.13.1 Welcome screen

This screen appears when the *Import Qpack Wizard* is first started.

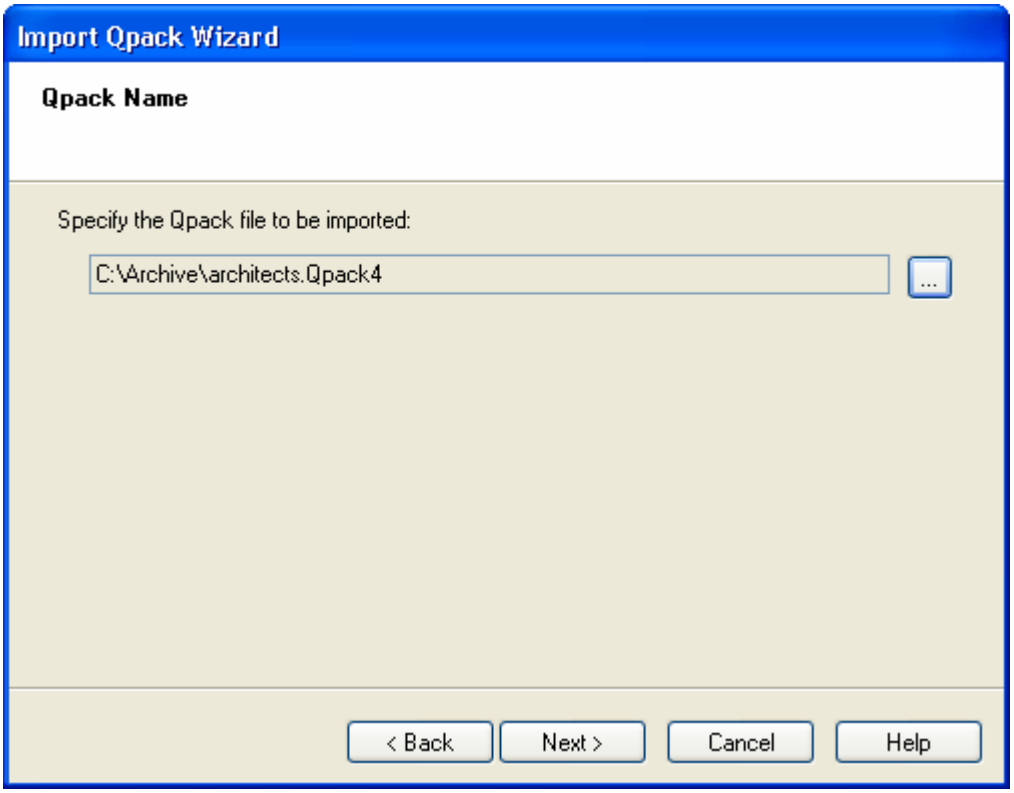


To proceed to the next screen of the *Import Qpack Wizard*, click **Next>**.

Click **Cancel** to return to the *Authoring Manager window* without importing a Qpack.

18.13.2 Qpack name screen

This screen enables you to select a Qpack file to import to the repository.



Click … and select the Qpack file that you wish to import to the repository.

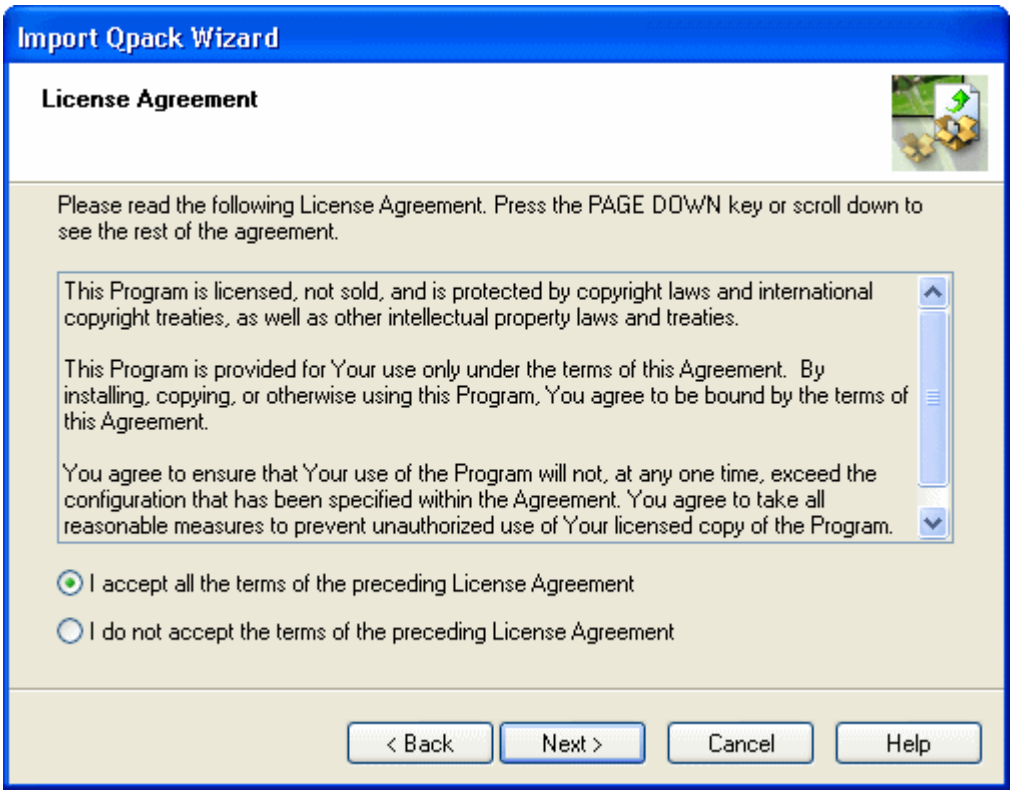
Click **<Back** to return to the previous screen in the *Import Qpack Wizard*.

Click **Next>** to proceed to the next screen in the *Import Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without importing a Qpack.

18.13.3 License agreement screen

This screen only appears if a license agreement was specified when the Qpack was created. It requires you to accept the agreement before you can import the selected Qpack.



If you wish to accept the agreement and proceed to import the Qpack to the repository, select **I accept all the terms of the preceding License Agreement**. You can only use the **Next** button if you accept this agreement.

If you do *not* wish to accept the agreement, select **I do not accept the terms of the preceding License Agreement**. In this case, you *cannot* use the **Next** button and you *cannot* import the Qpack to the repository

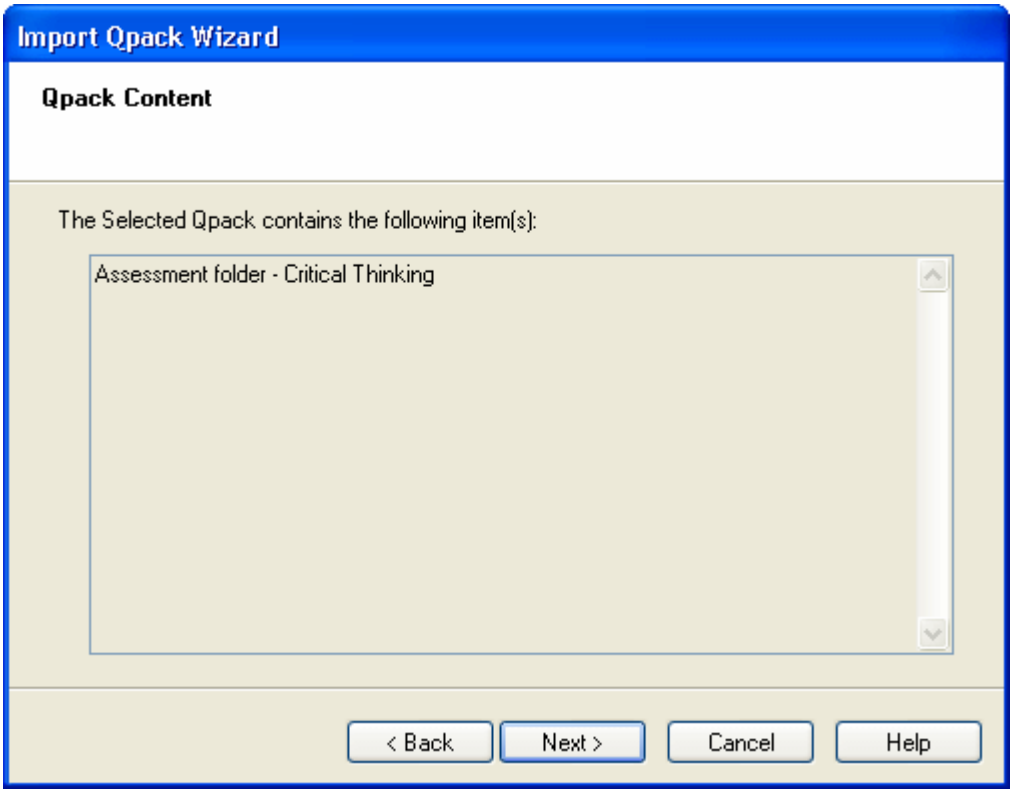
Click **<Back** to return to the previous screen in the *Import Qpack Wizard*.

Click **Next>** to proceed to the next screen in the *Import Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without importing a Qpack.

18.13.4 Content screen

This screen shows you what the Qpack contains.



The contents of the Qpack are shown in the central box.

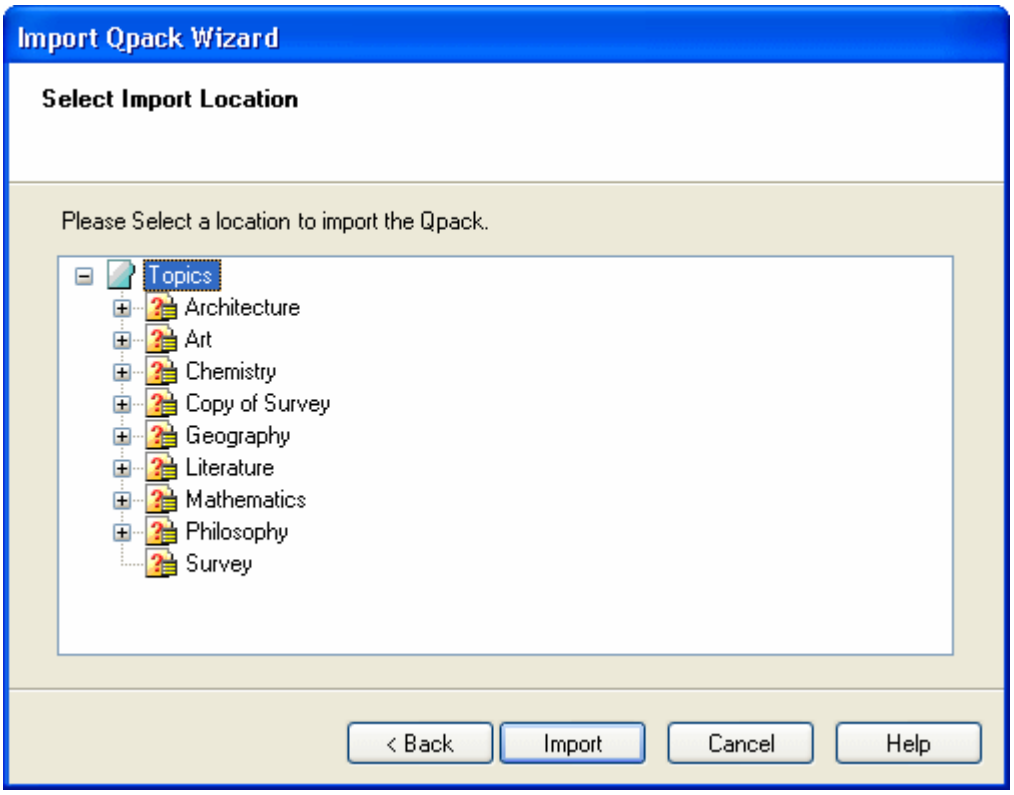
Click **<Back** to return to the previous screen in the *Import Qpack Wizard*.

Click **Next>** to proceed to the next screen in the *Import Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without importing a Qpack.

18.13.5 Location screen

This screen enables you to specify where in the repository the contents of the Qpack are to be imported.



If the Qpack contains a *topic* or some *questions*, you will see the topic structure of the repository. Select the position in the topic structure at which you wish to include the *topic* or the *questions* stored in the Qpack.

If the Qpack contains an *assessments* or an *assessment folder*, you will see the assessment folder structure of the repository. Select the position in the *assessment folder* at which you wish to include the *assessments* or *assessment folder* stored in the Qpack.

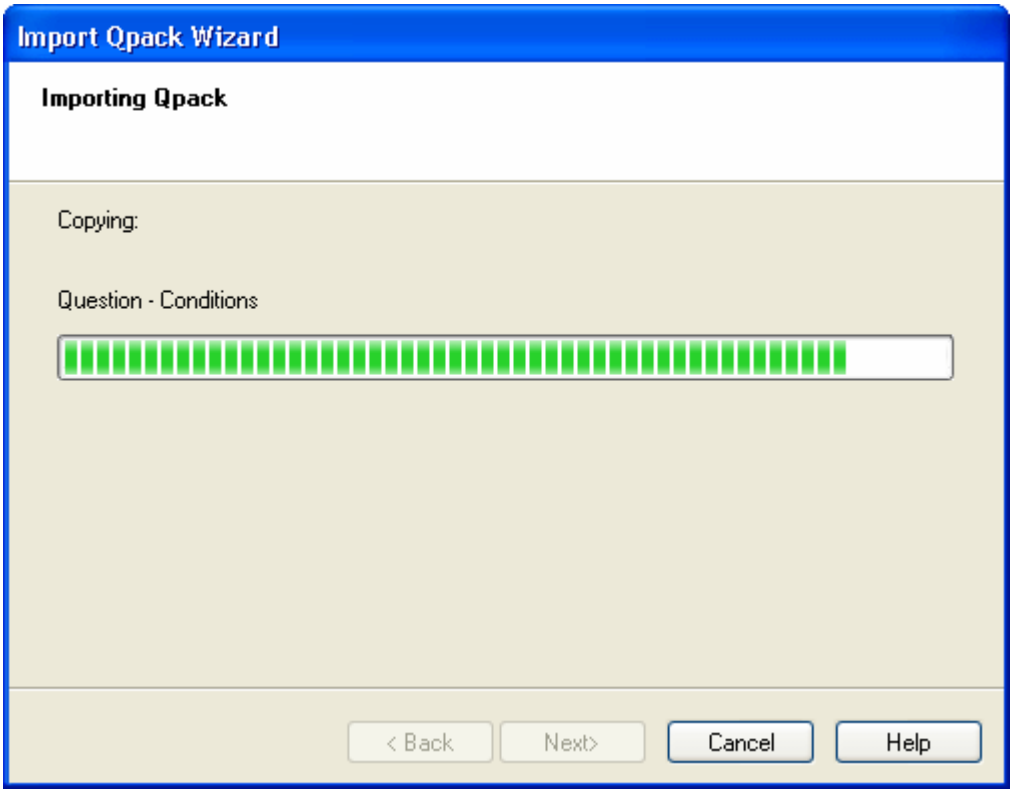
Click **<Back** to return to the previous screen in the *Import Qpack Wizard*.

Click **Next>** to proceed to the next screen in the *Import Qpack Wizard*, or the *confirming overwrites* screens if any *assessments*, *questions*, *resources*, *content objects*, topic outcomes or *templates* in the Qpack file exist in the repository.

Click **Cancel** to return to the *Authoring Manager window* without importing a Qpack.

18.13.6 Progress screen

This screen displays the progress as the Qpack is imported to the repository.



When the Qpack is imported to the repository, you will automatically proceed to the next screen in the *Import Qpack Wizard*.

You can click **<Back** at any time while the Qpack is being imported to the repository to return to the previous screen in the *Import Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without importing a Qpack.

18.13.7 Completion screen

This screen appears when you have imported the Qpack to the repository with the *Import Question Wizard*.



Click **Finish** to return to the *Authoring Manager window*. You will see the imported topic, assessment or assessment folder in the repository where you specified the import location to be.

18.14 The Export Qpack Wizard

The *Export Qpack Wizard* enables you to create Qpacks that have:

- *Topics*, *assessments* or *assessment folders* exported from a repository
- Any resources or templates associated with these *topics*, *assessments* or *assessment folders*, which you can rename
- Questions that can users who import the Qpack can edit or not edit, as you specify

18.14.1 Using the Export Qpack Wizard

Before you use the *Export Qpack Wizard*, you must highlight the *topic*, *assessment* or *assessment folder* that you wish to export from the repository to a Qpack.

18.14.2 Starting the Export Qpack Wizard

To start using the *Export Qpack Wizard*, select the **File | Import/Export | Export to Qpack…** menu option in *Authoring Manager*.

18.14.3 Exporting to a Qpack

When you have started the *Export Qpack Wizard*, it will take you through the following screens:

1. *Welcome* screen
   This begins the sequence of screens that you will see.

2. *Qpack name* screen
   Specify the name and location of the Qpack file you are creating.

3. *Item renaming* screen
   Rename any resources or templates in the Qpack you are creating with this screen.

4. *Security* screen
   If you wish, use this screen to ensure that any questions in the Qpack you are creating cannot be edited by anyone who imports the Qpack.

5. *License agreement* screen
   With this screen you can require anyone who imports the Qpack you are creating to accept a license agreement whose text you specify.

6. *Progress* screen
   The progress of the *Export Qpack Wizard* in creating the Qpack is shown on this screen.

7. *Completion* screen
   Finally, you will see this screen.

18.15 The Export Qpack Wizard Screens

The *Export Qpack Wizard* uses these screens when *exporting to a Qpack*:

- *Welcome* screen
- *Qpack name* screen
- *Item renaming* screen
- *Security* screen
- *License agreement* screen
- *Progress* screen
- *Completion* screen

18.15.1 Welcome screen

This screen appears when the *Export Qpack Wizard* is first started.

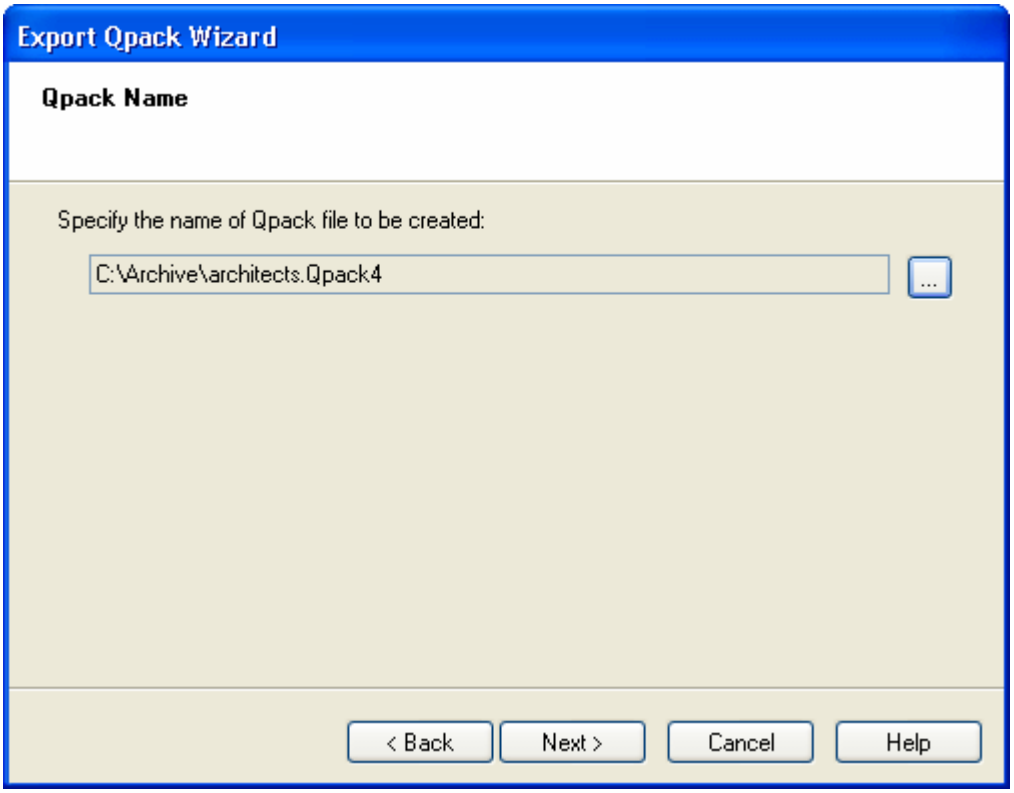


To proceed to the next screen of the *Export Qpack Wizard*, click **Next>**.

Click **Cancel** to return to the *Authoring Manager window* without creating a Qpack.

18.15.2 Qpack name screen

This screen enables you to specify the name and location of the Qpack file you are creating.



Click **...** and select the location of Qpack file that you wish to create, and also give it a name.

If a file of this name already exists, it will be overwritten.

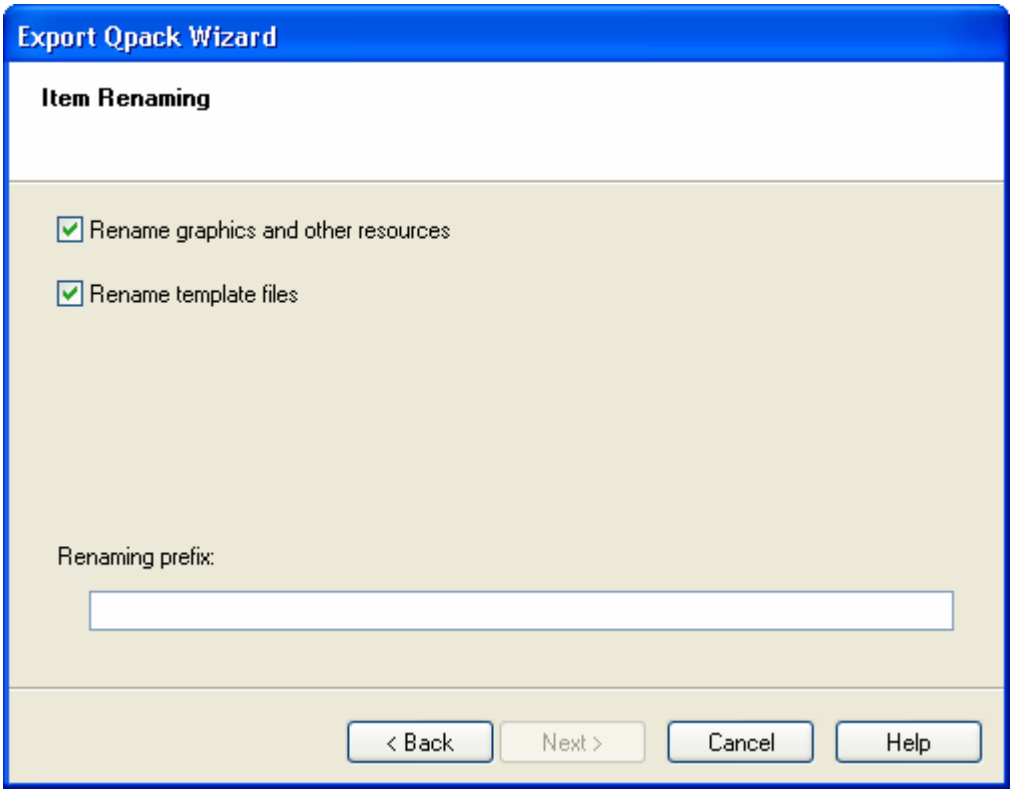
Click **<Back** to return to the previous screen in the *Export Qpack Wizard*.

Click **Next>** to proceed to the next screen in the *Export Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a Qpack.

18.15.3 Item renaming screen

This screen enables you to rename any resources or templates that are included in the Qpack you are creating. The names of any such resources or templates will be the same as those in the repository, but with your own prefix added.



Renaming resources or templates helps to manage shared repositories by ensuring that resources or templates created by different authors do not conflict by having identical names. This is achieved by each author using a unique prefix for resources or templates when they create Qpacks.

To rename any resources (such as picture files) that are included in the Qpack you are creating, tick **Rename graphics and other resources**. If you tick this, you *must specify the renaming prefix*.

To rename any templates that are included in the Qpack you are creating, tick **Rename template files**. If you tick this, you *must specify the renaming prefix*.

Click **<Back** to return to the previous screen in the *Export Qpack Wizard*.

Click **Next>** to proceed to the next screen in the *Export Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a Qpack.

Specifying the renaming prefix

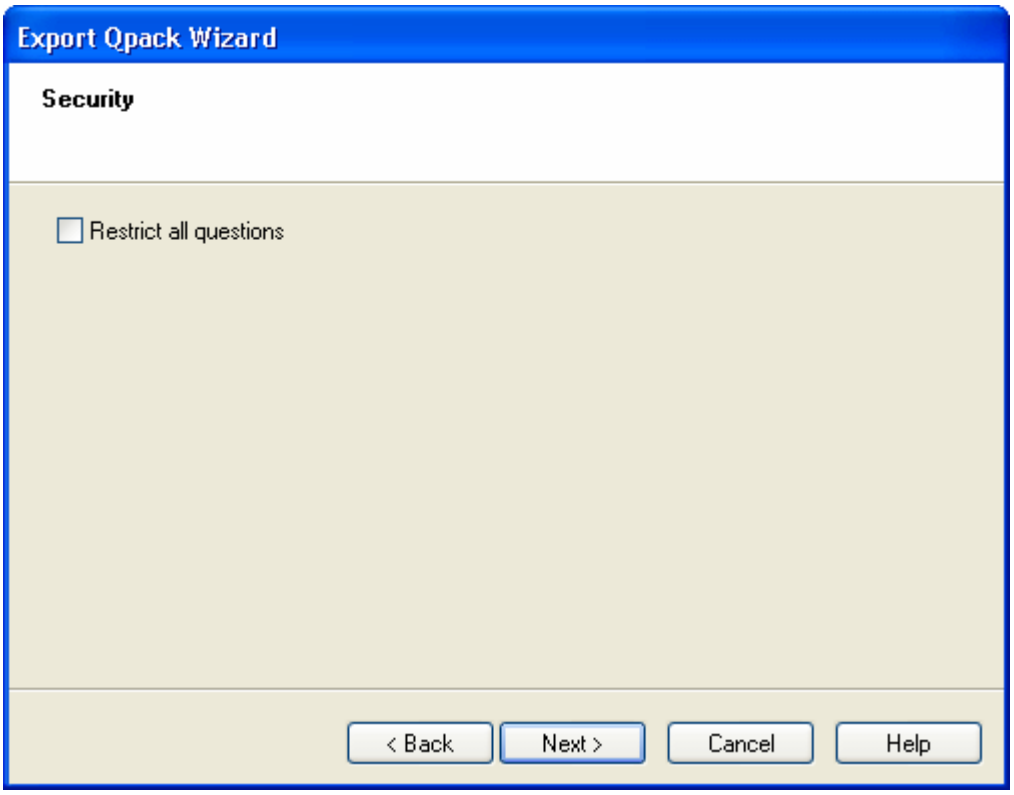
If you have chosen to rename any resources or templates that are included in the Qpack you must specify the renaming prefix before you can proceed with the *Export Qpack Wizard*.

Enter the prefix in the **Renaming prefix** box.

The names of any resources or templates that are renamed will be the same as those in the repository, but with this prefix added.

18.15.4 Security screen

This screen enables you to ensure that any questions that are included in the Qpack you are creating cannot be edited by anyone who imports the Qpack.



To ensure that anyone who imports the Qpack cannot edit any questions that are included in it, click **Restrict all questions**.

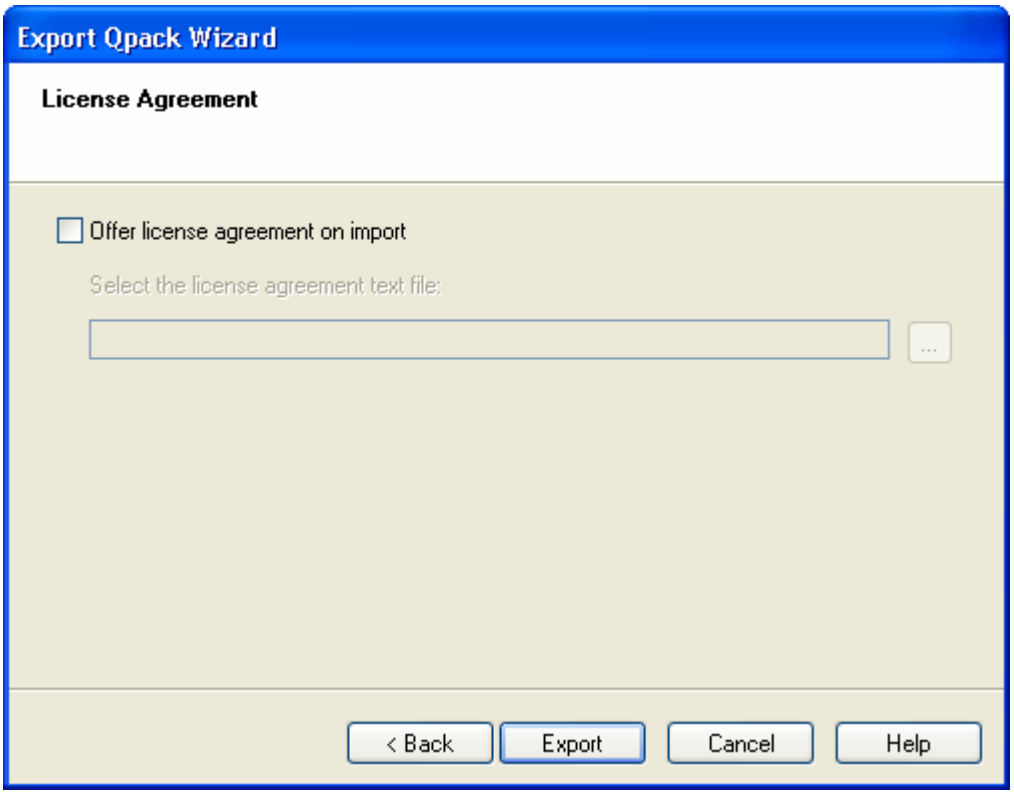
Click **<Back** to return to the previous screen in the *Export Qpack Wizard*.

Click **Next>** to proceed to the next screen in the *Export Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a Qpack.

18.15.5 License agreement screen

This screen enables you to require anyone who imports the Qpack you are creating to accept a license agreement whose text you specify.



If you wish to require a license agreement to be accepted before the Qpack can be imported, tick **Offer license agreement on import**.

If you tick **Offer license agreement on import**, then click … next to the **Select the license agreement text file** box. The file you select (which must be in ASCII format) should contains the text of the license agreement.

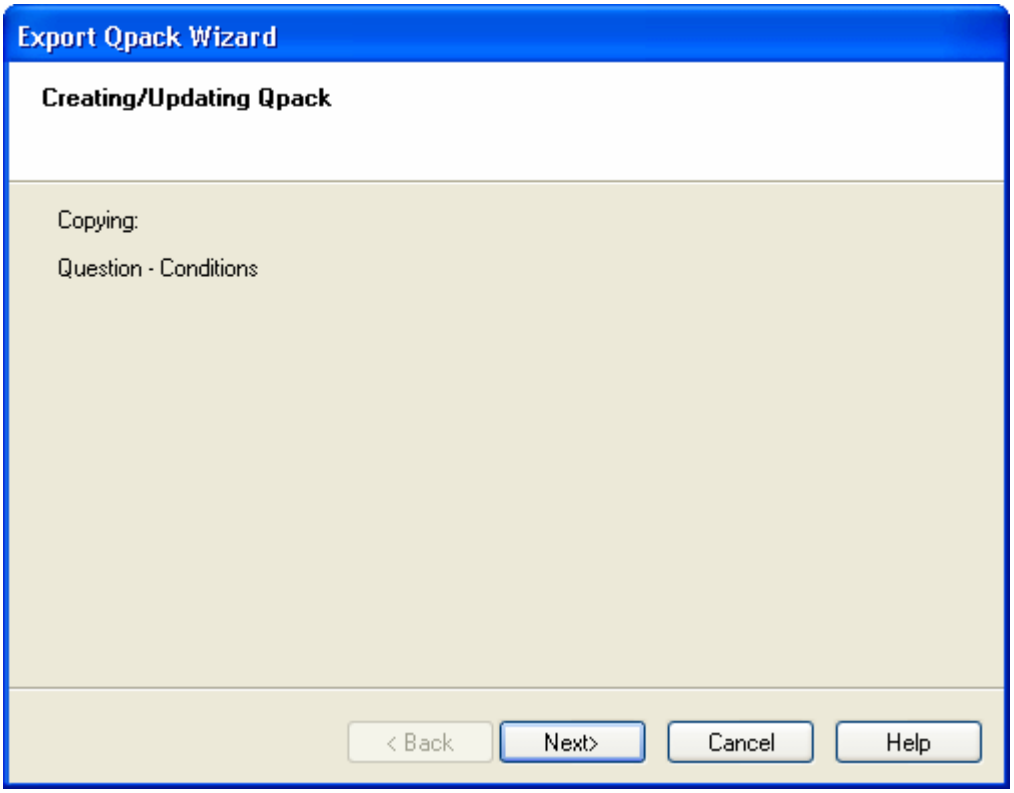
Click **<Back** to return to the previous screen in the *Export Qpack Wizard*.

Click **Next>** to proceed to the next screen in the *Export Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a Qpack.

18.15.6 Progress screen

This screen displays the progress as the Qpack is created.



When the Qpack is created, you will automatically proceed to the next screen in the *Export Qpack Wizard*.

You can click **<Back** at any time while the Qpack is being created to return to the previous screen in the *Export Qpack Wizard*.

Click **Cancel** to return to the *Authoring Manager window* without creating a Qpack.

18.15.7 Completion screen

This screen appears when you created the Qpack with the *Export Question Wizard*.



Click **Finish** to return to the *Authoring Manager window*.

19 Tryout facilities

Authoring Manager allows you to see how certain elements in a repository will appear to a participant.

What you can tryout depends on whether you are using the *Authoring Manager Window* or whether you in *Assessment Editor*.

19.1 What you can tryout

You can see how any of the following will appear to a participant:

- *Questions*
  You can tryout individual questions from the *question display* in the *list pane* of the *Authoring Manager Window*
- *Question blocks*
  You can tryout the questions in an assessment question block from within *Assessment Editor*
- *Assessment outcomes*
  You can tryout assessment outcomes from within *Assessment Editor*

If you tryout an assessment, it will display the first *question block* in the assessment. You can do this from the *assessment display* in the *list pane* of the *Authoring Manager Window*.

It is only possible to tryout single *question blocks*, you cannot tryout complete assessments in *Authoring Manager*

19.1.1 Questions

To tryout an question, highlight it in the ***question display*** in the *list pane* of the *Authoring Manager window*, right click and select **Tryout** from the menu that pops up.

You will then see the *question tryout* screen.

You can also tryout questions from within the *Question Editor* by clicking the **Tryout option** on the *toolbar pane*. You will then see the *question tryout* screen.

19.1.2 Question blocks

To tryout a question block, you must be in *Assessment Editor*.

Highlight the question block you wish to tryout, right click and select **Tryout** from the menu that pops up.

You will then see the question block tryout screen.

19.1.3 Assessment outcomes

To tryout an assessment outcome, you must be in *Assessment Editor*.

Highlight the assessment outcome you wish to tryout, right click and select **Tryout** from the menu that pops up.

You will then see the assessment outcome tryout screen.

19.2 Tryout screens

The tryout screens are:

- *Question tryout screen*
  This enables you to see how individual questions will appear to a participant
- *Question block tryout screen*
  This enables you to see how the questions in an assessment question block will appear to a participant (and can only be used from within *Assessment Editor*)
- *Assessment outcome tryout screen*
  This enables you to see how an assessment outcome will appear to a participant (and can only be used from within *Assessment Editor*)

19.2.1 Question tryout

This screen enables you to see how individual questions will appear to a participant.

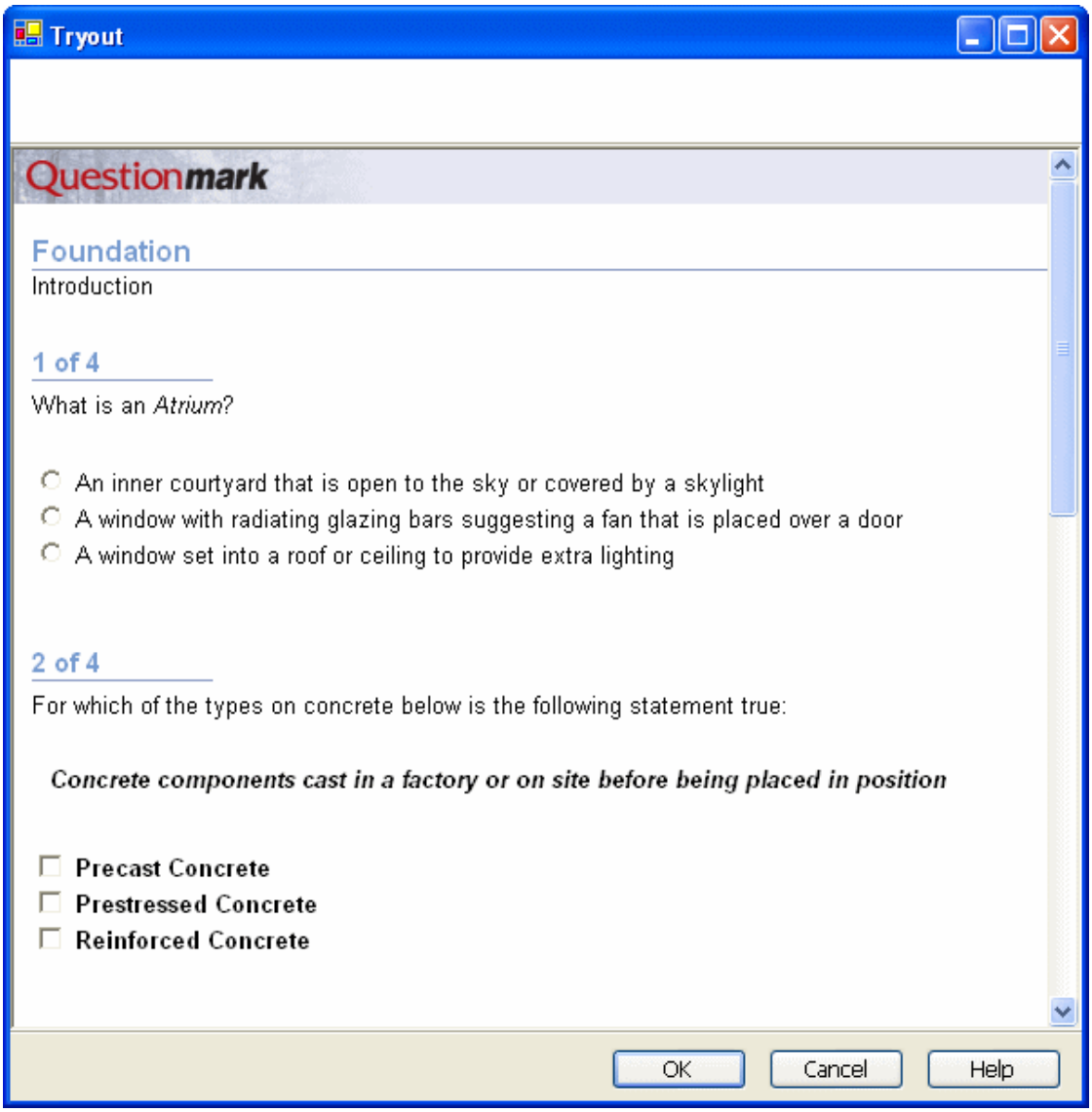


You can take the question as a participant would, and when you click **Submit** you will see your score and feedback for the question.

Click **OK** or **Cancel** to return to the *Authoring Manager Window*.

19.2.2 Question block tryout

This screen enables you to see how the questions in an assessment question block will appear to a participant.



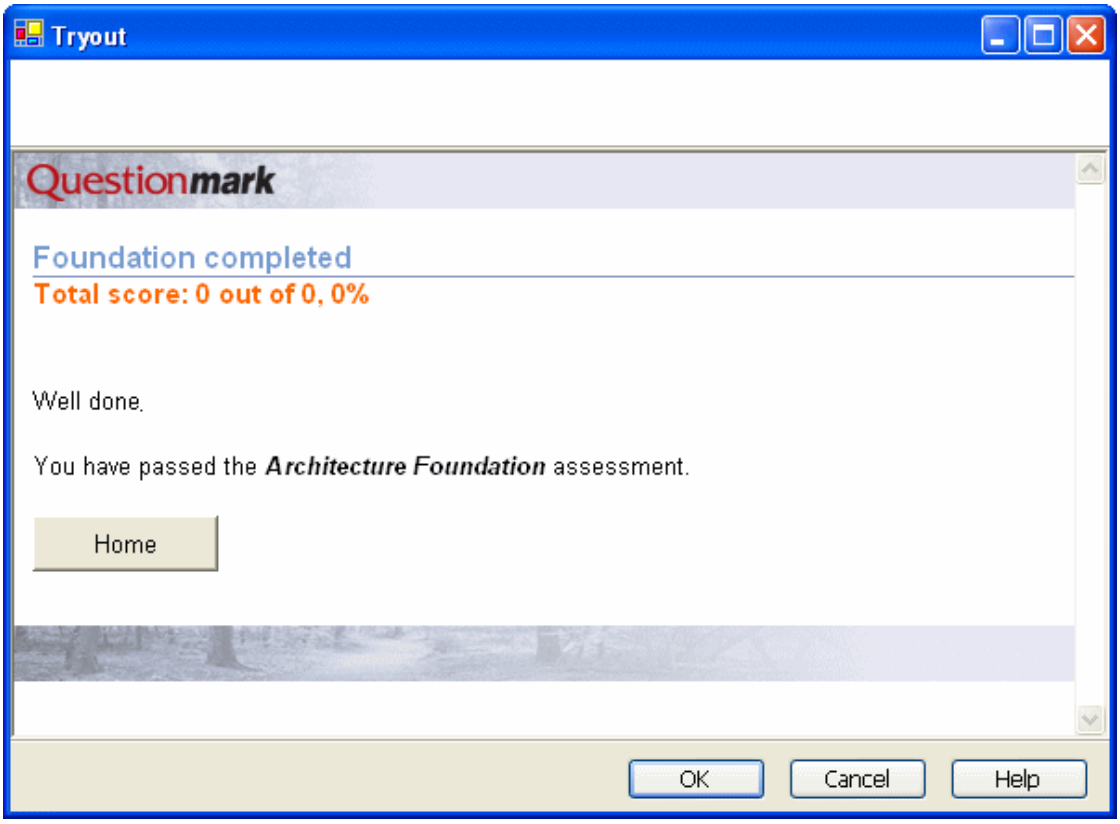
You can take the question as a participant would, scrolling down through the questions until you reach the final question.

When you click **Submit** you will see your score and feedback for the questions.

Click **OK** or **Cancel** to return to the *Authoring Manager Window*.

19.2.3 Assessment outcome tryout

This screen enables you to see how an assessment outcome will appear to a participant.



You will see the assessment outcome as a participant would.

Click **OK** or **Cancel** to return to the *Authoring Manager Window*.

20 Templates

When you install *Authoring Manager*, the appearance of any assessments that you create will be presented to participants with a standard design for their layout and format. This standard design is stored in a file called a *template* or *template file*.

Templates are ASCII files stored in the repository.

A template can be linked to an assessment when the assessment is created by *using the Assessment Wizard*.

Linking a template to an assessment can also be achieved by editing an assessment's *control block* by *using the Assessment Editor*.

Linking a template to a question block is also possible by editing an assessment's *question block* by *using the Assessment Editor*.

You can choose from a range of different designs supplied with the software by choosing one of a range of standard templates. You can also create your own custom templates with the *Template Editor* which gives you the ability to use over 300 separate *template settings*, each of which adjusts a specific aspect of your participant screen design.

This section explains:

- *How templates work*
- The facilities for *working with templates* available in *Authoring Manager*

You might also like to look at the *example of using templates*.

20.1 How templates work

Perception stores question information in QML (*Question Markup Language*) which is explained in *Concepts of Authoring*.

This QML is then converted into HTML when the question is tried out in *Authoring Manager*, or is presented by the *Perception Server* software. The conversion process is controlled by the **.format** files.

Templates allow a *Perception* author to change the appearance of the converted HTML using *Template Editor* to adjust the values of the *template settings*. The value of the *template settings* used in a template overwrites the default value of these settings found in the **.format** files, meaning that if a variable is not re-defined in a template, the format file's default value is used.

Authoring Manager gives you the facilities for:

- *Linking a template to an assessment*
- *Linking a template to a question block*
- *Presenting questions one at a time*

You might also like to look at the *example of using templates*.

20.1.1 Linking a template to an assessment

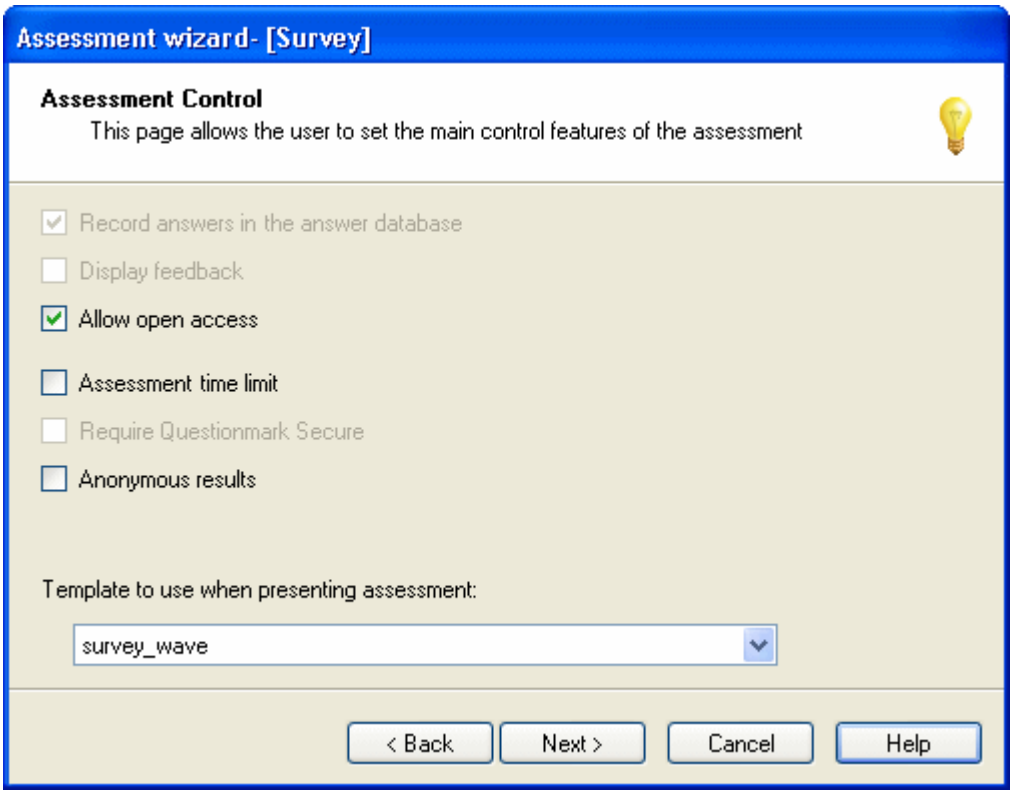
A template can be linked to an assessment by *using the Assessment Wizard* or by *using the Assessment Editor*.

Using the Assessment Wizard

When you are *creating an assessment* with the *Assessment Wizard*, you will use one of these screens:

- *Control information (exam)* screen
- *Control information (test)* screen
- *Control information (quiz)* screen
- *Control information (survey)* screen

Each of these screens enables you to specify the **Template to use when presenting assessment** from the drop-down list which allows you to choose from all the templates in the repository.

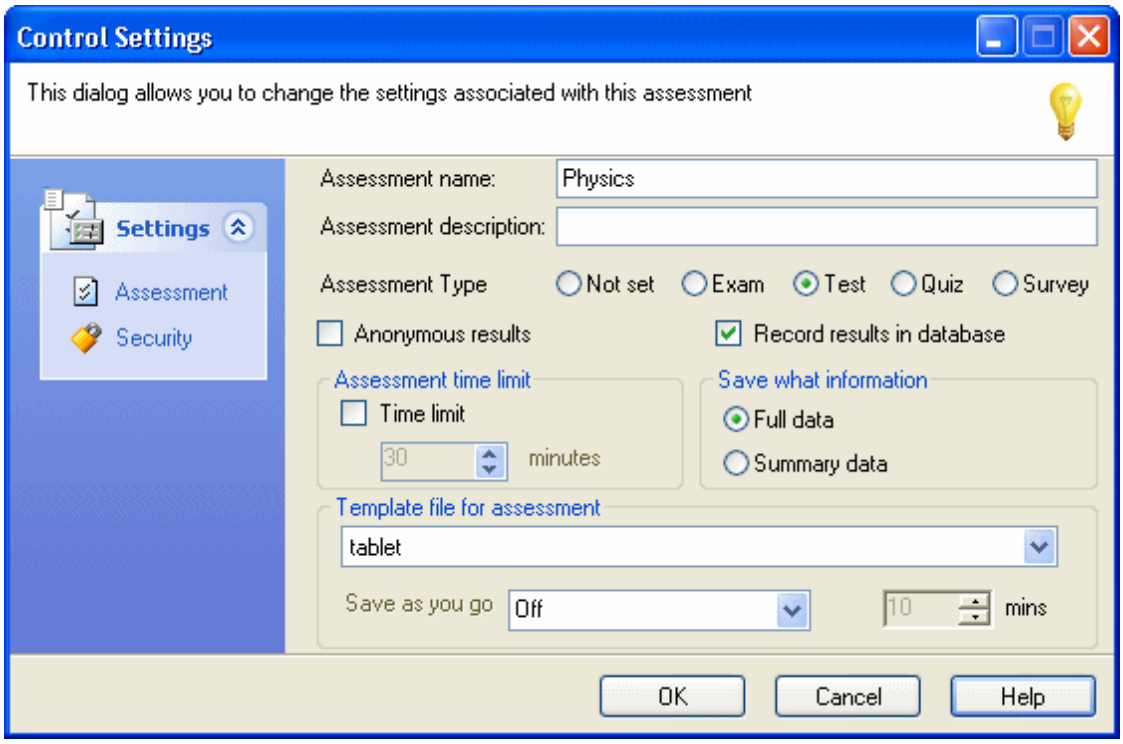


Using the Assessment Editor

To link a template to an assessment with *Assessment Editor:*

1) Highlight the assessment in the *Authoring Manager Window*
2) Select the **Assessments | Edit Assessment…** menu option and you will see the *Assessment Editor Window*
3) In the *assessment pane*, double-click the *control block folder*

You will now see the *control settings* screen with which you can specify the **Template file for assessment** from the drop-down list which allows you to choose from all the templates in the repository.

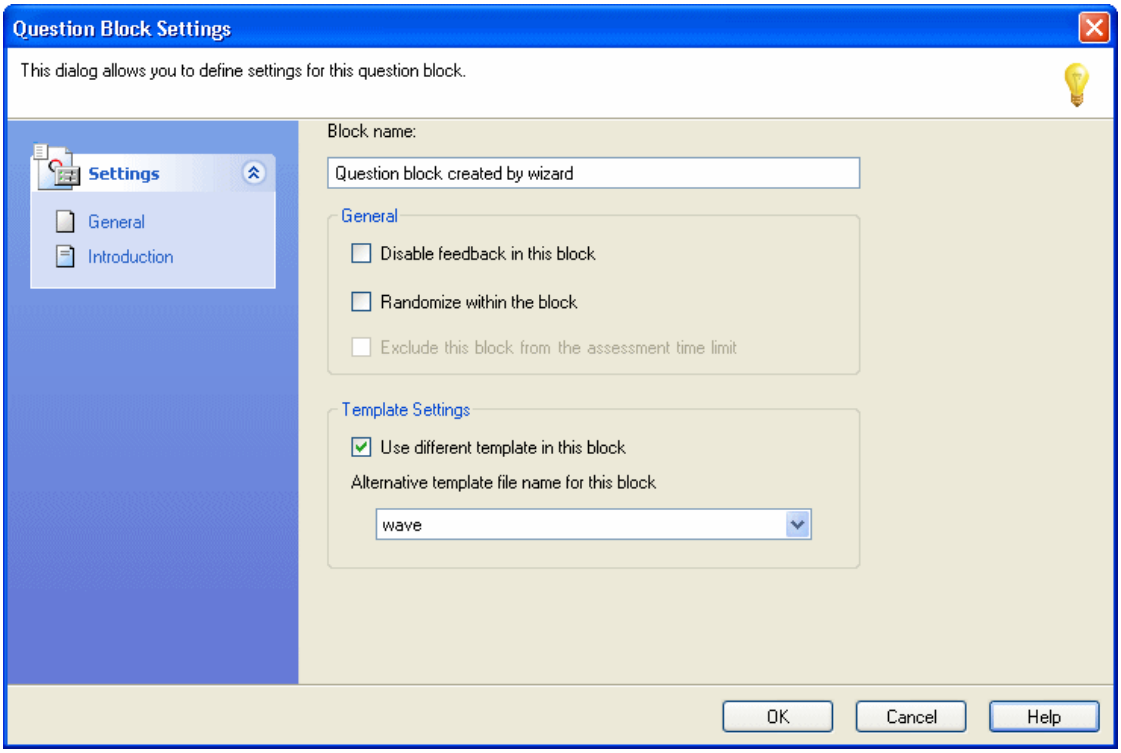


20.1.2 Linking a template to a question block

To link a template to an individual *question block* with *Assessment Editor:*

1) Highlight the assessment in the *Authoring Manager Window*
2) Select the **Assessments | Edit Assessment…** menu option and you will see the *Assessment Editor Window*
3) In the *assessment pane*, double-click the *question block*

You will now see The *question block settings* screen with which you can choose to **Use different template in this block**.



On this screen:

1) Tick **Use different template in this block**
2) Select the **Alternative template file name for this block** from the drop-down list which allows you to choose from all the templates in the repository

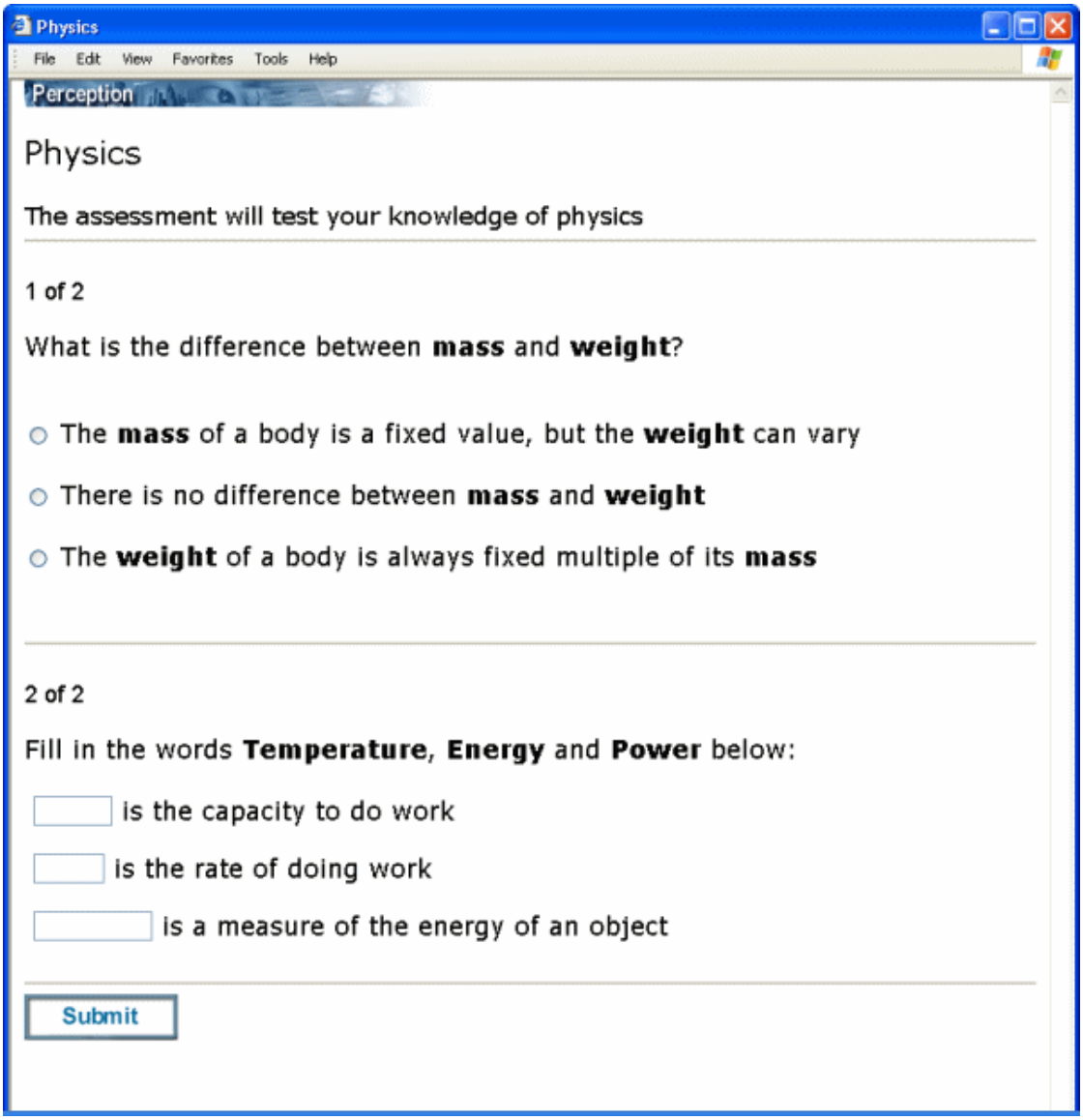
20.1.3 Presenting questions one at a time

Sometimes, you might wish to make sure that a participant sees the first question before moving on to the second, the second question before moving on to the third and so on. This method is known as *question by question delivery* and is supported in *Perception*.

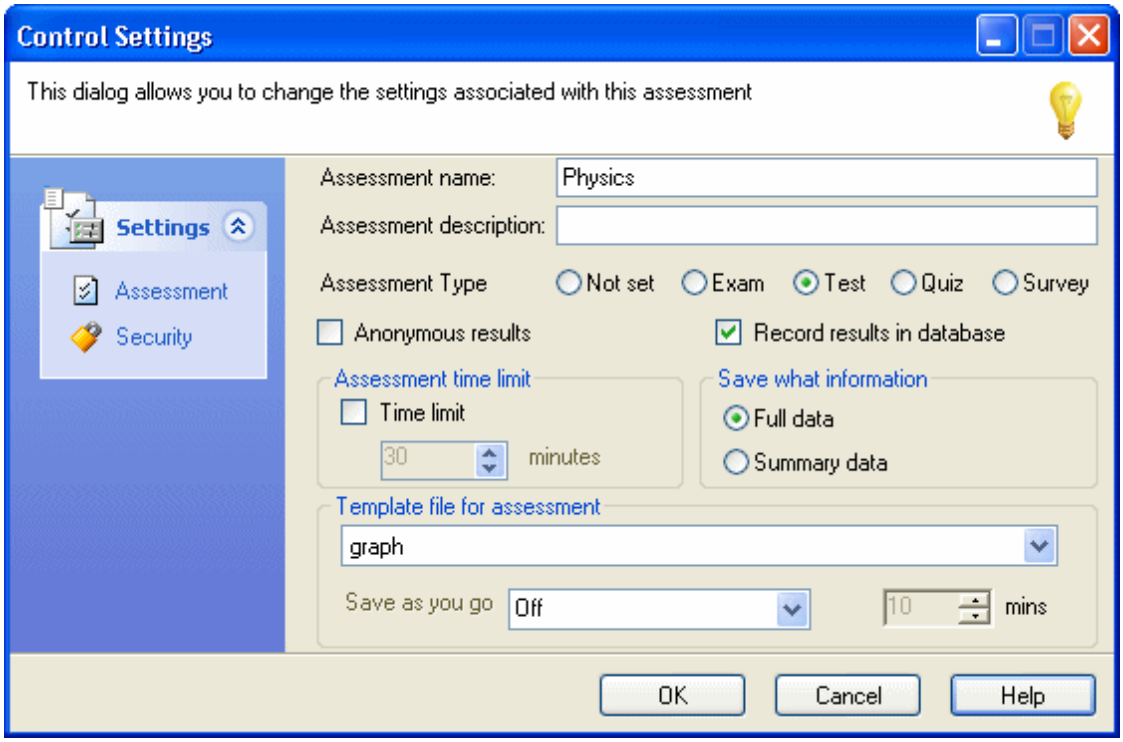
Many of the *template settings* are used to control the participant screens that are used when question by question delivery is enabled.

20.1.4 Example of using templates

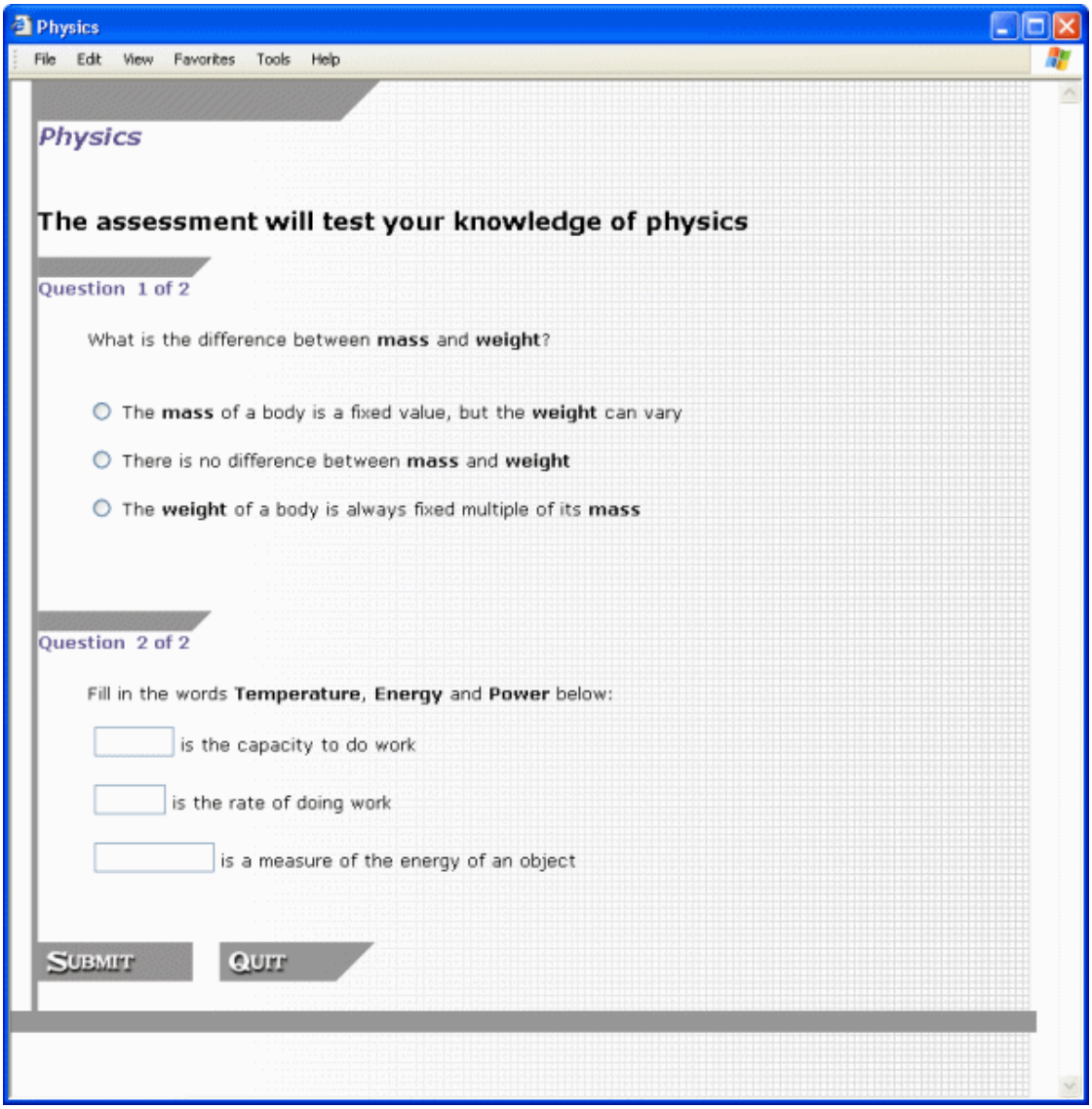
If you link the **default** template to an assessment by *using the Assessment Wizard*:



You can now link the **graph** template to the assessment by *using the Assessment Editor*:



The assessment will now look similar to this when the participant takes it:



20.2 Working with templates

Authoring Manager provides facilities for:

- *Creating a new template*
- *Creating a custom template*
- *Adding an existing template*
- *Editing a template with Template Editor*
- *Editing a template as text*
- *Copying a template*
- *Moving a template*
- *Renaming a template*
- *Deleting a template*

20.2.1 Creating a new template

To create a new template:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Right-click the mouse and select **Add Existing Template** the menu that pops up

You can now follow the steps for *editing a template with Template Editor* or *editing a template as text* to customize the new template you have created.

20.2.2 Creating a custom template

To create a custom template:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight an existing template
3) Follow the steps for *copying a template* to create a new template
4) Follow the steps for *renaming a template* to give the new template a new name

You can now follow the steps for *editing a template with Template Editor* or *editing a template as text* to customize the new template.

20.2.3 Adding an existing template

To add an existing template:

1. Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2. Right-click the mouse and select **Add Existing Template** the menu that pops up

You can now follow the steps for *editing a template with Template Editor* or *editing a template as text* to customize the template you have added.

20.2.4 Editing a template with Template Editor

To edit a template with *Template Editor*:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight the template you wish to edit and double-click the mouse
3) The *Template Editor* will start and you can edit the template

20.2.5 Editing a template as text

To edit a template as text:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight the template
3) Right-click the mouse and select **Edit Template as Text** on the menu that pops up
4) Your default text editor (usually Notepad) will start and you can edit the template

20.2.6 Copying a template

You can copy a template within the same repository or to another repository with the *drag and drop method* or the *copy and paste method*.

Template names must be unique.

When a template is copied within the same repository and a template already exists with the same name as the one you are copying in the repository you are copying the template to, it will be created with **Copy of** prefixed to the name. For example, a template called **Blue** will be copied as **Copy of Blue**.

If the copy is in a different repository to the original, and a template already exists with the same name as the one you are copying in the repository you are copying the template to, you will see the *template overwrites screen*.

If a template is *linked to an assessment* or a *linked to a question block*, it will be copied automatically if the assessment is copied to another repository (see *copying an assessment*).

This also happens if an assessment folder containing the assessment is copied to another repository (see *copying an assessment folder*).

Drag and drop method

To copy a template:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight an existing template
3) Hold down the left mouse button and drag the template to the *template display* in the *list pane* of same repository or in another repository
4) Release the left mouse button

Copy and paste method

To copy a template:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight an existing template
3) Select the **Edit | Copy** menu option in *Authoring Manager*
4) Ensure that you are using the *template display* in the *list pane* in the same repository or in another repository
5) Select the **Edit | Paste** option in *Authoring Manager*

20.2.7 Moving a template

You can move an a template from one repository to another.

Template names must be unique.

When a template is moved within the same repository and a template already exists with the same name as the one you are moving in the repository you are moving the template to, it will be created with **Copy of** prefixed to the name. For example, a template called **Red** will be moved as **Copy of Red**.

If the template is being moved to a different repository to the original, and a template already exists with the same name as the one you are moving in the repository you are moving the template to, you will see the *template overwrites screen*.

If a template is *linked to an assessment* or a *linked to a question block*, it will be copied automatically if the assessment is moved to another repository (see *moving an assessment*).

This also happens if an assessment folder containing the assessment is copied to another repository (see moving an assessment folder).

To move a template:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight the template you wish to move
3) Select the **Edit | Cut** menu option in *Authoring Manager*
4) Ensure that you are using the *template display* in the *list pane* in the same repository or in another repository
5) Select the **Edit | Paste** option in *Authoring Manager*

20.2.8 Renaming a template

To rename a template:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight the template you wish to rename
3) Select the **Edit | Rename** menu option in *Authoring Manager*
4) Enter the new template name in the box created around the template's existing **Name**
5) Move the cursor away from the box

Template names must be unique.

20.2.9 Deleting a template

To delete a template:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight the template you wish to delete
3) Select the **Edit | Delete** menu option in *Authoring Manager*
4) Click **Yes** on the confirmation screen that appears

21 Template Editor

The *Template Editor* enables you to customize your template so that you can control the appearance an presentation of your assessments. It enables you to work with *template settings* which give you great scope and versatility if you wish to customize your participant interface. For example, you might wish to implement your own house style using your own logo and distinctive color scheme. You could also vary the formatting used before or after a question choice appears

By *using Template Editor* you can avoid all the work of editing the templates directly as ASCII files, and it has a preview facility so that you can see immediately the effect of any changes you apply.

Authoring Manager is installed with a set of standard templates that offer a range of different designs. *Template Editor* is useful for *customizing a template* that has been copied from one of these standard templates.

The *Template Editor* also enables you to link *stylesheets* to your templates.

21.1 Using Template Editor

The *Template Editor* enables you to use and make template settings quickly and efficiently without needing to know anything about the internal structure of template files.

To edit a template with *Template Editor*, highlight the template in the ***template display*** in the *list pane* of the *Authoring Manager Window* and double-click the mouse.

You will then see the *Template Editor Window*.

21.1.1 The Template Editor Window

When you start *Template Editor* you will see the *Template Editor* window.

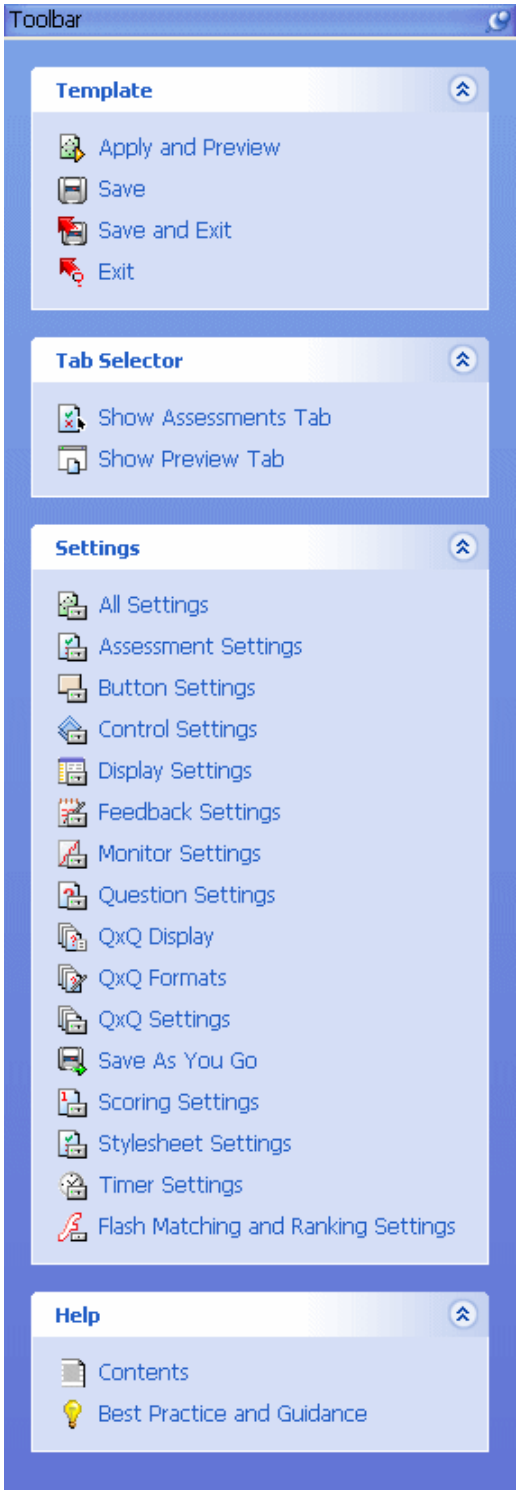


This has the standard Windows XP interface features, and has these panes:

- The *toolbar pane*
  This contains four menus
- The *settings pane*
  This allows you to change the *template settings*
- The *preview pane*
  This displays the assessment or question block selected in the *assessments pane* in the *preview pane*
- The *assessments pane*
  Use this pane to select the assessment or question block to display in the *preview pane*

21.1.2 The toolbar pane

The toolbar pane is on the left of the *Template Editor Window*.



It has four separate menus with the following options:

Template Menu

Apply and Preview	Click this option to and you will see a selected assessment or question block displayed in the *preview pane*
Save	Click this option to save any changes to your template
Save and Exit	Click this option to save any changes to your template and leave *Template Editor*
Exit	Click this option to leave *Template Editor* without saving any changes to your template

Tab Selector Menu

Show Assessments Tab	Click this option to use the *assessments pane*
Show Preview Tab	Click this option to use the *preview pane*

Settings Menu

All Settings	Click this option to use an alphabetic list of *template settings* in the *settings pane*
Assessment Settings	Click this option to use the *settings pane* for controlling how an assessment is presented
Button Settings	Click this option to use the *settings pane* for defining the buttons used in an assessment
Control Settings	Click this option to use the *settings pane* for defining the controls over the participant
Display Settings	Click this option to use the *settings pane* for controlling the visual display of an assessment
Feedback Settings	Click this option to use the *settings pane* for controlling how feedback is given
Monitor Settings	Click this option to use the *settings pane* for defining how assessment monitoring is used (see the *Web Deployment Guide* for more details about assessment monitoring).
Question Settings	Click this option to use the *settings pane* for controlling how questions within an assessment are presented
QxQ Display Settings	Click this option to use the *template settings settings pane* for controlling the visual display of an assessment that is presented using question by question delivery

QxQ Format Settings	Click this option to use the *template settings settings pane* for controlling the format of an assessment that is presented using question by question delivery
QxQ Settings	Click this option to use the *settings pane* for changing how the participant navigates an assessment that is presented using question by question delivery
Save As You Go Settings	Click this option to use the *settings pane* for changing how *Save As You Go* works in an assessment (see the *Web Deployment Guide* for more details about *Save As You Go*).
Scoring Settings	Click this option to use the *template settings settings pane* for adjusting how the participant's score is displayed in an assessment
Stylesheet Settings	Click this option to use the *settings pane* for using stylesheeets to standardize how the assessment is presented
Timer Settings	Click this option to use the *settings pane* for specifying how timed assessments work (see the *Web Deployment Guide* for more details about timed assessments).
Flash Matching and Ranking Settings	Click this option to use the *settings pane* for using the *graphical question interface* with *matching* and *ranking* questions

Help Menu

Contents	Click this option to see the context-sensitive help for *Question Editor*
Best Practice and Guidance	Click this option to see the Best Practice advice for using templates

Note: The question by question settings, question by question display settings and question by question format settings options are not available unless the template setting named **USE_QXQ** (in the control settings) is **true**

21.1.3 The settings pane

The settings pane is on the bottom right of the *Template Editor Window*.

Setting	Description	Default Value	Template Value
ASK_CONFIRM	QxQ only - Set to 0 for no confirmation m	1	
CONFIRM_QUIT	Ask for confirmation before quitting.	true	
CONFIRM_RESET	Ask for confirmation before resetting ques	true	
CONFIRM_SUBMIT	Ask for confirmation before submitting.	false	
DISABLE_RIGHT_CLICK	Disable the browser menu produced by cl	true	
HIDE_SUBMIT	QxQ only - Set to 0 to show immediately,	0	
REQUIRE_SECURE_BROWSE	Use Perception Secure Browser (Set to N		
SUBMIT_TIMEOUT	Duration (in seconds) of submit button bei	30	
TIME_LIMIT_WARNING	Number of minutes before time limit to sh	5	
TIMER_MESSAGE_DURATION	Duration (in seconds) of all timer related	3	
USE_GRAPHIC_BUTTONS	Defines whether graphics or plain text but	true	
USE_QXQ	Use question by question delivery.	false	true
USE_TIMER	Use assessment timer for timed assessm	true	

If you place the cursor in the **Template Value** column and right-click, you will see a popup menu with the following options:

- **Edit**
  If you select this option, you will see a screen that depends on the type of *template setting* you are editing:
  - **True or false options**
    If you are *changing true or false options*, you will see the *edit boolean setting* screen which enables you to change true or false option in a template
  - **Texts**
    If you are *changing text*, you will see the *edit text setting* screen which enables you to change a text string specified in a template
  - **Fonts**
    If you are *changing fonts*, you will see the *edit font setting* screen which enables you to change a font specified in a template
  - **Colors**
    If you are *changing colors*, you will see the *edit color setting* screen which enables you to change a color specified in a template
  - **Files**
    If you are *changing files*, you will see the *edit file setting* screen which enables you to change a file referred to in a template

- **Copy**
  If you select this option you will copy the value of the *template setting* to the clipboard, but the value will remain at the current position in the **Template Value** column
- **Cut**
  If you select this option you will copy the value of the *template setting* to the clipboard and delete it from the current position in the **Template Value** column

- **Paste**
  If you select this option you will copy the value of the *template setting* from the clipboard to the current position in the **Template Value** column, overwriting what is already there
- **Delete**
  If you select this option you will copy the value of the *template setting* from the clipboard to the current position in the **Template Value** column, overwriting what is already there

You can also change a **true** or **false** option or a font as follows:

1) Place the cursor in the **Template Value** column and left-click
2) Select the new value for the *template setting* from the drop-down list that appears

In addition, you can change a text, a color or a file by typing in new value for the *template setting* directly.

21.1.4 The preview pane

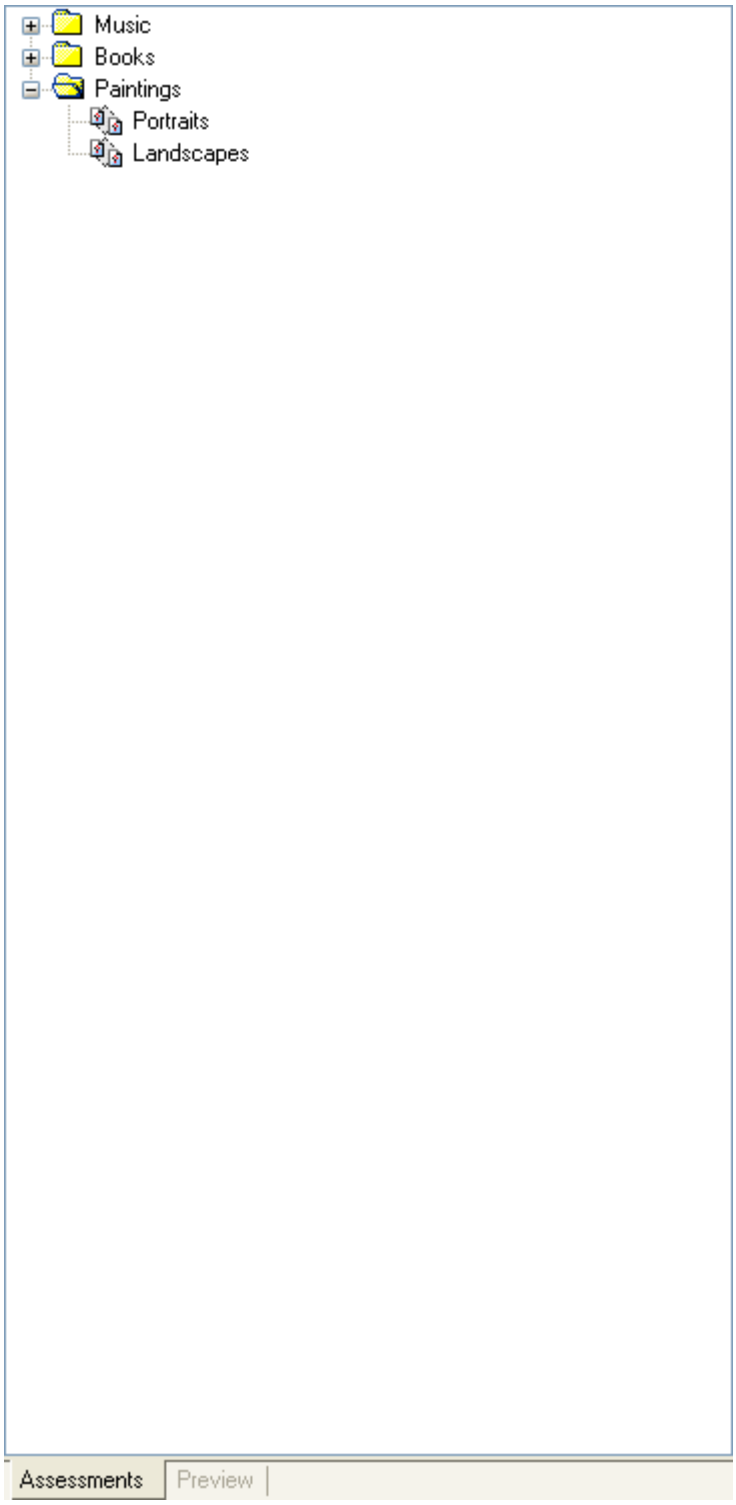
The preview pane is on the top right of the *Template Editor Window*. Click the **Preview** tab is to see an assessment or question block as the participant will see it.



You can also click the **Assessments** tab to select a different assessment or question block in the *assessments pane*.

21.1.5 The assessments pane

The assessments pane is on the top right of the *Template Editor Window*. Click the **Assessments** tab is to select an assessment or question block for previewing.



Highlight an assessment or question block and then click the **Preview** tab.

You will then see the selected assessment or question block in the *preview pane*.

21.1.6 Supported template settings

Template settings give you great scope and versatility if you wish to customize your participant interface. For example, you might wish to implement your own house style using your own logo and distinctive color scheme. You could also vary the formatting used before or after a question choice appears.

The *Template Editor* allows you to work with a list of over 300 template settings. To see an up to date list of these template settings, see the *Perception* support site for the latest information. You can reach this on the web at:

http://www.questionmark.com/perception/help

A popular feature of template settings is that they enable you to implement question by question delivery which restricts the participant to only seeing the current question at any given time. You can also define specific screens for questions delivered in this way (see *note 2* below).

Notes:

1) The question by question settings, question by question display settings and question by question format settings *cannot* be changed unless **USE_QXQ** is **true**
2) The template setting named **USE_QXQ** must be set to **true** for the assessment to use question by question delivery

21.2 Customizing a template

To create a custom template of your own:

1) Follow the steps for *creating a custom template*
2) Follow the steps for *editing a template with Template Editor*

You can now use *Template Editor* to change the appearance or functioning of the custom template in over 300 different ways.

Template Editor's facility for *previewing a template* enables you to see the effect of changing a template setting at any time.

Template Editor provides facilities for the following:

- *Editing a template setting*
- *Changing true or false options*
- *Changing text*
- *Changing fonts*
- *Changing colors*
- *Changing files*
- *Copying a template setting*
- *Moving a template setting*
- *Deleting a template setting*
- *Previewing a template*

21.2.1 Editing a template setting

To change a template setting you must be editing a template with *Template Editor*.

To start *Template Editor*:

1) Ensure that you are using the *template display* in the *list pane* of the *Authoring Manager window*
2) Highlight the template within which you wish to change a *template setting* value
3) Double-click the mouse to start *Template Editor*

To change a template setting in *Template Editor,* use the *settings pane* in the *Template Editor Window*.

You can see the effect of changing a template setting at any time by *previewing a template* in *Template Editor*.

21.2.2 Changing true or false options

To change a template setting value that defines an option as **true** or **false**:

1) Locate the *settings pane Template Editor*
2) Highlight the *template setting* whose value you wish to change in the **Template Value** column of the *settings pane*
3) Right-click and select **Edit** on the popup menu that appears
4) Use the *edit boolean setting* screen that appears to change the option specified by the template setting to **true** or **false**

21.2.3 Changing text

To change a template setting value that defines a text string:

1) Locate the *settings pane Template Editor*
2) Highlight the *template setting* whose value you wish to change in the **Template Value** column of the *settings pane*
3) Right-click and select **Edit** on the popup menu that appears
4) Use the *edit text setting* screen that appears to change the text string specified by the template setting

21.2.4 Changing fonts

To change a template setting value that defines a font:

1) Locate the *settings pane Template Editor*
2) Highlight the *template setting* whose value you wish to change in the **Template Value** column of the *settings pane*
3) Right-click and select **Edit** on the popup menu that appears
4) Use the *edit font setting* screen that appears to change the font specified by the template setting

21.2.5 Changing colors

To change a template setting value that defines a color:

1) Locate the *settings pane Template Editor*
2) Highlight the *template setting* whose value you wish to change in the **Template Value** column of the *settings pane*
3) Right-click and select **Edit** on the popup menu that appears
4) Use the *edit color setting* screen that appears to change the color specified by the template setting

21.2.6 Changing files

To change a template setting value that refers to a file:

1) Locate the *settings pane Template Editor*
2) Highlight the *template setting* whose value you wish to change in the **Template Value** column of the *settings pane*
3) Right-click and select **Edit** on the popup menu that appears
4) Use the *edit file setting* screen that appears to change the file referred to by the template setting

21.2.7 Copying template setting value

To copy a template setting value:

1) Locate the *settings pane Template Editor*
2) Highlight the *template setting* whose value you wish to copy in the **Template Value** column of the *settings pane*
3) Right-click and select **Copy** on the popup menu that appears
4) Locate the *template setting* whose value you wish to replace
5) Highlight this template setting value in the **Template Value** column of the *settings pane*
6) Right-click and select **Paste** on the popup menu that appears

Note: You cannot copy the template setting value for a **true** or **false** option

21.2.8 Moving a template setting

To move a template setting value:

1) Locate the *settings pane Template Editor*
2) Highlight the *template setting* whose value you wish to move in the **Template Value** column of the *settings pane*
3) Right-click and select **Cut** on the popup menu that appears
4) Locate the *template setting* whose value you wish to replace
5) Highlight this template setting value in the **Template Value** column of the *settings pane*
6) Right-click and select **Paste** on the popup menu that appears

Note: You cannot move the template setting value for a **true** or **false** option

21.2.9 Deleting a template setting

To delete a template setting value:

1) Locate the *settings pane Template Editor*
2) Highlight the *template setting* whose value you wish to delete in the **Template Value** column of the *settings pane*
3) Right-click and select **Delete** on the popup menu that appears

21.2.10 Previewing a template

Template Editor enables you to select an assessment or question block in the repository and then see the assessment or question block as the participant will see it.

To preview a template you must be editing a template with *Template Editor*.

To start *Template Editor*:

1) Ensure that you are using the *template display* in the *list pane* in the same repository or in another repository
2) Highlight the template you preview
3) Double-click the mouse to start *Template Editor*

To preview a template in *Template Editor,*

1) Select an assessment or question block in the *assessments pane*
2) In the *toolbar pane*, select **Preview** on the *templates menu*

The *preview pane* will now display the assessment or question block as the participant will see it.

21.3 Stylesheets

With stylesheets you can standardize the presentation of your assessments.

If you are *using stylesheets*, you must create *stylesheet files* for them in the correct location within your repository and link the stylesheet you wish to use to a template. The assessments you wish to standardize must then use this template.

You cannot use stylesheets if you are using question by question delivery for *presenting questions one at a time*.

21.3.1 Using stylesheets

A template can link to a stylesheet that will be used for presenting any assessment that uses that template.

Stylesheets are held in *stylesheet files* that must follow the *Cascading Style Sheets* specification defined by the W3C (see the *W3C Cascading Style Sheets Home Page* for more information).

An assessment is displayed as an HTML page. A stylesheet controls the presentation of the elements in the HTML page, including :

- The font face, size and color used for text
- Background colors, images and borders for elements in the page
- The layout, positioning and alignment of different elements in the page

See the *Web Deployment Guide* for a full description of creating your own stylesheets.

21.3.2 Stylesheet files

Stylesheet files are CSS files and are used in other web software. They are stored in the repository, in the directory:

<Repository directory>\<Repository name>\resources\system\stylesheets

Where:

Repository directory – This is the directory in which your repositories are located

Repository name – This is the name of your repository

For example, if you have some shared repositories are located in the directory **C:\Perception4\Repositories\shared**, you can find the stylesheets you can link to from any of the templates in the shared repository **Surveys** in the directory:

C:\Perception4\Repositories\shared\Surveys\resources\system\stylesheets

Stylesheet files have the extension **.css**.

Stylesheet files can be edited using any ASCII text editor such as Notepad, or any HTML editor. This requires a knowledge of the syntax used, which you can find out about in the *Web Deployment Guide*, or on the *Perception* support site at:

http://www.questionmark.com/perception/help

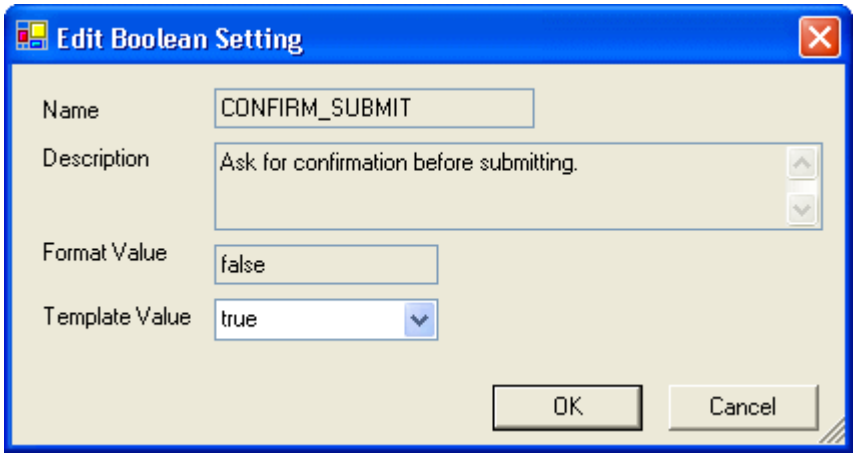
21.4 Template Editor screens

The screens that the *Template Editor* uses are:

- The *edit boolean setting* screen
  Use this screen to change a **true** or **false** option in a template
- The *edit text setting* screen
  Use this screen to change a text string specified in a template
- The *edit font setting* screen
  Use this screen to change a font specified in a template
- The *edit color setting* screen
  Use this screen to change true or false option in a template with the color palette displayed in the *color* screen
- The *edit file setting* screen
  Use this screen to change a file referred to used in a template

21.4.1 Edit boolean setting screen

This screen enables you to change a template setting that defines a **true** or **false** option.



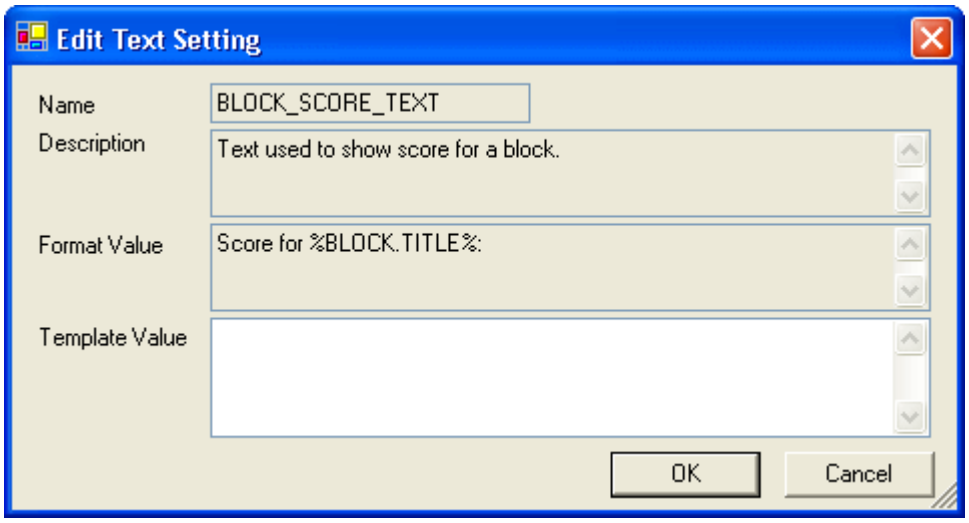
Use the drop-down list to select **true** or **false** as the **Template Value**.

Click **OK** and the template setting will be updated, and you will return to the *Template Editor Window*.

Click **Cancel** and the template setting *not* be updated, and you will return to the *Template Editor Window*.

21.4.2 Edit text setting screen

This screen enables you to change a template setting that defines a text string.



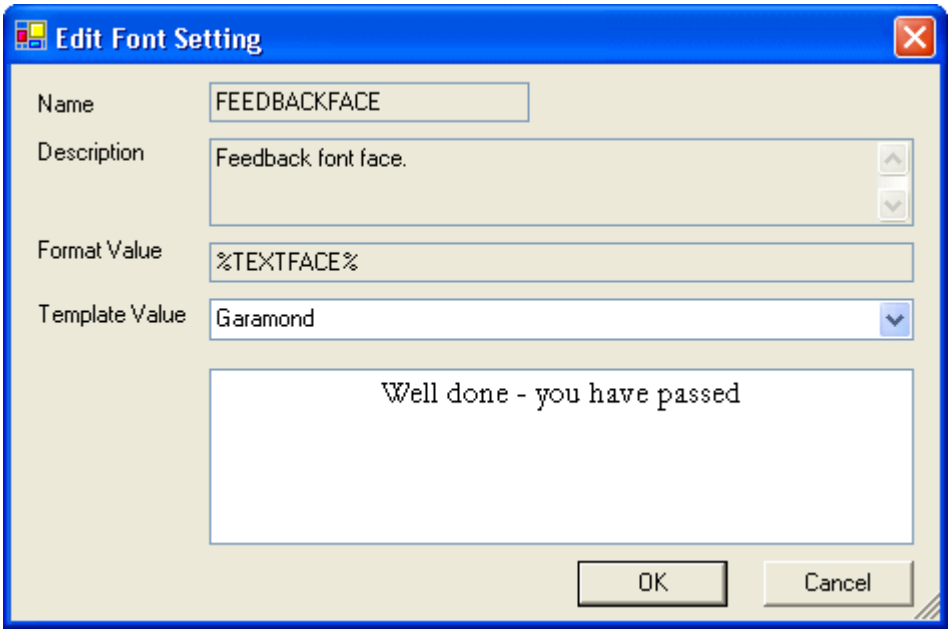
Type in the text you require in the **Template Value** box.

Click **OK** and the template setting will be updated, and you will return to the *Template Editor Window*.

Click **Cancel** and the template setting *not* be updated, and you will return to the *Template Editor Window*.

21.4.3 Edit font setting screen

This screen enables you to change a template setting that defines a font.



Use the drop-down list to select one of the available the fonts as the **Template Value**. These fonts are the ones set up in the Windows configuration of your PC.

You can type some text into the lower box to see what it looks like when it is displayed in the font you selected.

Note: You should take care when changing a font, as the font you use may not be available in:

- Another PC used to edit templates that use a font that you have changed
- The server used to deliver an assessment that uses a template containing a font that you have changed

Click **OK** and the template setting will be updated, and you will return to the *Template Editor Window*.

Click **Cancel** and the template setting *not* be updated, and you will return to the *Template Editor Window*.

21.4.4 Edit color setting screen

This screen enables you to change a template setting that defines a color with a color palette.



Click … opposite the **Template Value** and you will see the *color* screen with which you can select the color you require from a color palette.

Click **OK** and the template setting will be updated, and you will return to the *Template Editor Window*.

Click **Cancel** and the template setting *not* be updated, and you will return to the *Template Editor Window*.

21.4.5 Color screen

This screen enables you select a color from a color palette.



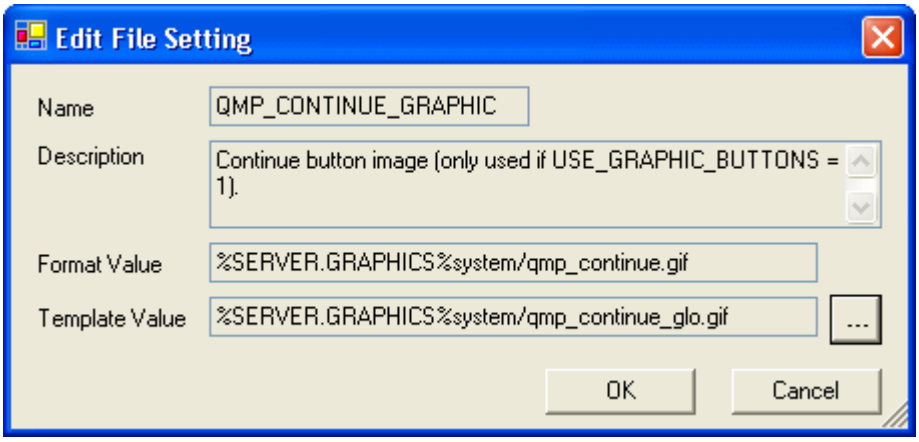
Select the color you require by clicking on it.

Click **OK** and the you will return to the *edit color setting screen*, which will be updated to use the color you selected.

Click **OK** and the you will return to the *edit color setting screen*, which will use the same color as it did before you used this screen.

21.4.6 Edit file setting screen

This screen enables you to change a template setting that defines a file.



Click … opposite the **Template Value** and you will see the *resource browser* screen with which you can select the file you require. The file will either be a resource within the repository, or it will become one as it is imported from an external location.

Click **OK** and the template setting will be updated, and you will return to the *Template Editor Window*.

Click **Cancel** and the template setting *not* be updated, and you will return to the *Template Editor Window*.

22 Security

If you are using shared repositories, *Authoring Manager* enables you to control who can use them and which facilities each user has. The users are called *administrators* and their activities are controlled with *access rights*.

A shared repository will always have an administrator known as the *root manager*, who has full access rights. This means that the root manager can do anything that *Authoring Manager* supports, including creating other administrators. These other administrators have selected facilities within *Authoring Manager* available to them.

This document contains an *overview of security*, and you can find out more about *the security model* in the document *Concepts of Authoring*.

22.1 Overview of security

22.1.1 Security basics

The main things you need to know about when using *Authoring Manager*'s security facilities with shared repositories are:

- *Access rights*
  These determine what an administrator can do within a shared repository.
- *Administrators*
  These are people who can use shared repositories, but things they can do may be restricted by limiting their access rights
- *The root manager*
  The root manager has full access rights and can do anything that *Authoring Manager* supports, including creating other administrators
- *Root topics*
  A root topic is a topic that appears at the top of a topic structure
- *Root assessment folders*
  A root assessment folder is an assessment folder that appears at the top of an assessment folder structure
- *Profiles*
  A profile contains a set of access rights and is used as to create an administrator by the root manager (who has full access rights), or by another administrator whose access rights enable them to do this
- *Groups*
  Groups are not created in *Authoring Manager* but can be assigned to an administrator

Some of the security settings affect both *security and workflow*.

22.1.2 Managing security

With *Authoring Manager* you have facilities for:

- *Managing administrators*
  These facilities include *adding an administrator*, *changing an administrator's access rights* and *removing administrators*
- *Controlling access to topics*
  You can restrict what administrators can do with topics and which administrators can use a specific topic in a shared repository, and what *access rights* they have over them (these restrictions cannot be applied to the *root manager*)
- *Controlling access to assessment folders*
  You can restrict what administrators can do with assessment folders and which administrators can use a specific assessment folder in a shared repository, and what *access rights* they have over them (these restrictions cannot be applied to the *root manager*)
- *Managing profiles*
  A profile acts as a template from which an *administrator* can be created

22.1.3 Access rights

Access rights define which tasks an administrator can carry out within a shared repository in *Authoring Manager*.

For example, an administrator can be given access rights that enable them to view and access all of the topics in a shared repository but disable them from viewing and accessing any of the assessment folders.

You can find out more about *access rights* in the document *Concepts of Authoring*.

22.1.4 Administrators

Administrators are people who perform specific tasks within a shared repository, and are usually restricted in what they can do with their access rights.

When an administrator is created, they always have a name and a password.

An administrator may have access rights that enable them to create another administrator, but no administrator may create another administrator with capabilities that they do not have themselves. Nor can an administrator do this by editing an existing one.

The root manager is a special administrator who always has the maximum possible access rights.

You can find out more about *administrators* in the document *Concepts of Authoring*.

22.1.5 Root manager

Each shared repository always has an administrator who is known as the root manager.

When a shared repository is created it will have a root manager with a standard name and password (which you can obtain from your *Perception* distributor). You are advised to change these details as soon as possible after installing the software.

Unlike other administrators, the root manager can never be restricted by access rights and can never be deleted.

The root manager (but no other administrators) can change these details about themselves on the *personal settings* screen:

- *Username*
- *Password*

No other details about the root manager can be changed.

Caution: Changing any of these details incorrectly can prevent future access to a shared repository.

You can find out more about the *root manager* in the document *Concepts of Authoring*.

22.1.6 Root topics

A root topic is a topic that appears at the top of a topic hierarchy. For example in this topic structure:

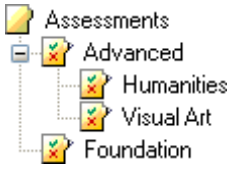


The topics **Art**, **Literature** and **Music** are root topics.

The topics **20th Century** and **Renaissance** are not root topics, they are subtopics.

22.1.7 Root assessment folders

A root assessment folder is an assessment folder that appears at the top of an assessment folder hierarchy. For example in this assessment folder structure:



The assessment folders **Advanced** and **Foundation** are root topics.

The assessment folders **Humanities** and **Visual Art** are not root assessment folders.

22.1.8 Profiles

A *profile* acts as a template for an administrator. It contains details of all the access rights and how they are to be set creating an administrator, but none of the personal details.

A profile can be used on the *personal settings* screen. The administrator's personal details must be completed, but all the other details on the *personal settings*, *authoring rights*, administration rights, *reporting rights* and *results and monitoring rights* screens are copied from the profile.

You can find out more about *profiles* in the document *Concepts of Authoring*.

22.1.9 Groups

Groups are created in *Enterprise Manager* which is part of the *Perception Server* software. However, they can be assigned to an administrator with the *roles and groups* screen.

If an administrator creates or changes a group, they must have the appropriate access rights to be able to assign groups to the administrator being created or changed. Suppose that an administrator called **Senior Author** is adding a new administrator called **Reviewer**.

If **Senior Author** was given access all groups access rights (on the administration rights screen) when they were created, they can then assign groups to **Reviewer** on the *roles and groups* screen.

If **Senior Author** was *not* given access all groups access rights, they must be assigned to a group themselves to be able to assign the same group to **Reviewer** on the *roles and groups* screen.

You can find out more about *groups* in the document *Concepts of Authoring*.

22.1.10 Security and workflow

Roles are created in the *Workflow Editor*, but they can be assigned to an administrator with the *roles and groups* screen.

If an administrator creates or changes another one, they must have the appropriate access rights to be able to assign roles to the administrator being created or changed. Suppose that an administrator called **Supervisor** is adding a new administrator called **Author**. If **Supervisor** was given *can manage workflows* access rights (on the *authoring rights* screen) when they were created, they can then assign roles to **Author** on the *roles and groups* screen. Otherwise they cannot.

The *workflow permissions* defined in a workflow are applied to:

- Topics that are under the workflow
- Subtopics of these topics
- Questions in these topics and subtopics

These *workflow permissions* can restrict what administrators that exist in the shared repository can do with such topics, subtopics and questions in addition to any restrictions defined by access rights.

However, *workflow permissions* can never allow the administrators to do more with these topics, subtopics and questions than the access rights allow.

You can find out more about *security and workflow* in the document *Concepts of Authoring*.

22.2 Managing administrators

To use the facilities for managing administrators, select the **Security | Manage Administrators…** option in the *Authoring Manager window* and you will see the *manage administrators* screen.

This screen allows you to do the following:

- *Add an administrator*
- *Change an administrator*
- *Remove administrators*
- *Specify what administrators can do with topics*
- *Specify what administrators can do with assessment folders*

You can also use the **Security | Change Password** option for *changing the logged in administrator's password*.

22.2.1 Adding an administrator

If you wish to use the *manage administrators* menu option to add an administrator, proceed through the following screens:

1) *Manage administrators* screen
   On this screen, click **Add New Administrator…** on the *administrators* menu.
2) *Personal settings* screen
   To add a new administrator you *must* enter a **username**, **password** and **email address** on this screen. These are all you need at minimum to create a new administrator.

   You may also enter a **first name**, **last name**, **department**, **URL** and **IP address** for the new administrator (the **IP address** will be used by the *Perception Server* software but not by *Authoring Manager* – see the *Web Deployment Guide* for details)
3) *Roles and groups* screen
   You can assign **roles** and groups to the new administrator on this screen.

   Roles are used in the *workflow* facilities.

   Groups are not used in *Authoring Manager* but are used in the *Perception Server* software.
4) *Authoring rights* screen
   This screen enables you to assign access rights for *topics*, assessment folders, resources, content and *workflows* to the new administrator.
5) *Administration rights* screen
   On this screen, you can assign access rights to the new administrator for participants, groups, schedules, managing other administrators and profiles. These access rights are only used in the *Perception Server* software.
6) *Reporting rights* screen
   Use this screen to assign access rights that specify which for reports the new administrator can run, whether they can use *Report Manager* and if so what they can do with it. These access rights are only used in the *Perception Server* software.
7) *Results and monitoring rights* screen
   This screen enables you to assign access rights that determine whether the new administrator can use *Scoring Tool*, (and if so what they can do with it), *Score Editor*, *Results Remover* and whether they can act as an assessment monitor. These access rights are only used in the *Perception Server* software.

22.2.2 Changing an administrator

If you wish to use the *manage administrators* menu option to change an administrator, proceed through the same screens as for *adding an administrator*.

22.2.3 Removing administrators

If you use the *manage administrators* menu option to remove administrators, use the *manage administrators* screen.

22.2.4 Changing the logged in administrator's password

A logged in administrator can change their password. To do this:

1) Select the **Security | Change Password…** menu option in the *Authoring Manager window* and you will see the *change password* screen
2) Use this screen to change the password of the logged in administrator

22.3 Controlling administrators

Authoring Manager's security facilities can be used to restrict the access that administrators have when working with topics and assessment folders. There are two ways in which these controls can be applied:

- **Assigning rights to selected administrators**
  You can select one or more administrators and set access rights for them for selected root topics or root assessment folders.

  When assigned, the access rights apply to all the topics or assessment folders below the root topic or root assessment folder in the relevant structure.
- **Assigning rights to specific topics or assessment folders**
  You can select specific root topic or root assessment folder and set access rights for one or more administrators.

  When assigned, the access rights apply to all the topics or assessment folders below the root topics or root assessment folder in the relevant structure.

  The access rights set by this operation take precedence over those set by the above operation.

These methods enable you to *control access to topics* and *control access to assessment folders*.

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  You can select specific root topic or root assessment folder and set access rights for one or more administrators.

  When assigned, the access rights apply to all the topics or assessment folders below the root topics or root assessment folder in the relevant structure.

  The access rights set by this operation take precedence over those set by the above operation.

These methods enable you to *control access to topics* and *control access to assessment folders*.

22.3.2 Controlling access to topics

Specifying what administrators can do with topics

To control what one or more administrators can do when working with selected root topics:

1) Select the **Security | Manage Administrators…** menu option in the *Authoring Manager window* and you will see the *manage administrators* screen
2) Select the administrators for whom you wish to control access to topics
3) Click **Topics…** in the *managing administrator rights* menu and you will see the *topic rights* screen

Which administrators can use a topic

To control which administrators work with a specific root topic:

1) Highlight the root topic in the *Authoring Manager window*
2) Select the **Security | Assign Administrators to Current Topic…** menu option in the *Authoring Manager window* and you will see the *assign administrators to a topic* screen

22.3.3 Controlling access to assessment folders

Specifying what administrators can do with assessment folders

To control what one or more administrators can do when working with selected root assessment folders:

1) Select the **Security | Manage Administrators…** menu option in the *Authoring Manager window* and you will see the *manage administrators* screen
2) Select the administrators for whom you wish to control access to assessment folders
3) Click **Assessment Folders…** in the *managing administrator rights* menu and you will see the *assessment folders rights* screen

Which administrators can use an assessment folder

To control which administrators work with a specific root assessment folder:

1) Highlight the root assessment folder in the *Authoring Manager window*
2) Select the **Security | Assign Administrators to Current Assessment Folder…** menu option in the *Authoring Manager window* and you will see the *assign administrators to an assessment folder* screen

22.4 Managing profiles

To use the facilities for managing administrators, select the **Security | Manage Administrators…** option in the *Authoring Manager window* and you will see the *manage administrators* screen.

This screen allows you to do the following:

- *Add an administrator*
- *Change an administrator*
- *Remove administrators*
- *Specify what administrators can do with topics*
- *Specify what administrators can do with assessment folders*

You can also use the **Security | Change Password** option for *changing the logged in administrator's password*.

22.4.1 Adding a profile

If you wish to use the manage profiles menu option to add a profile, proceed through the following screens:

1) *Manage profiles* screen
   On this screen, click **Add New Profile…** on the *profiles* menu.
2) *Profile name* screen
   Enter the name of the new profile on this screen.
3) *Authoring rights* screen
   This screen enables you to specify which access rights for *topics*, assessment folders, resources, content and *workflows* will be assigned to an administrator created from this profile.
4) *Administration rights* screen
   Use this screen to specify which access rights for participants, groups, schedules, managing other administrators and profiles will be assigned to an administrator created from this profile. These access rights are only used in the *Perception Server* software.
5) *Reporting rights* screen
   Use this screen to assign access rights that specify which for reports an administrator created from this profile can run, whether they can use *Report Manager* and if so what they can do with it. These access rights are only used in the *Perception Server* software.
6) *Results and monitoring rights* screen
   This screen enables you to assign access rights to an administrator created from this profile that determine whether the new administrator can use *Scoring Tool*, (and if so what they can do with it), *Score Editor*, *Results Remover* and whether they can act as an assessment monitor. These access rights are only used in the *Perception Server* software.

22.4.2 Editing a profile

If you wish to use the manage profiles menu option to change an administrator, proceed through the same screens as for *adding a profile*.

22.4.3 Removing a profile

If you wish to use the manage profiles menu option to remove profiles, use the *manage profiles* screen.

22.5 Security Screens

The screens available for *Authoring Manager*'s security facilities are divided into these categories:

- *Managing administrators screens*
  These screens are used to add, change or delete administrators.
- *Managing profiles screens*
  These screens are used to add, change or delete profiles.
- *Assigning administrator screens*
  These screens are used to define the access rights that specific administrators have when working with topics and assessment folders.

  They also define the access rights that administrators have when working with specific topics and specific assessment folders.

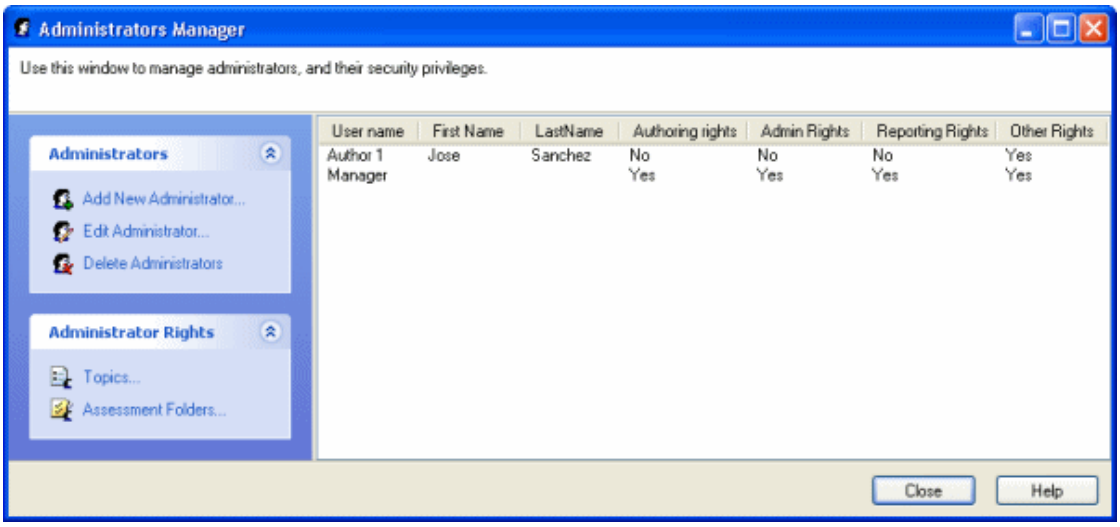
22.5.1 Managing administrators screens

The screens available for managing administrators are:

- The *manage administrators* screen
  This screen enables you to control other administrators and what they can do
- The *personal settings* screen
  You can record and update the details of other administrators with this screen
- The *roles and groups* screen
  This screen enables you to assign roles and groups to other administrators
- The *select roles* screen
  Use this screen to select appropriate roles to assign to an administrator
- The *select groups* screen
  Use this screen to select appropriate groups to assign to an administrator
- The *authoring rights* screen
  With this screen you can determine what other administrators can do when authoring
- The *administration rights* screen
  To control what other administrators can do with the *Perception Server* software, use this screen
- The *reporting rights* screen
  You can control how other administrators use the reporting facilities and *DALI* in the *Perception Server* software with this screen
- The *results and monitoring rights* screen
  The availability of *Scoring Tool*, *Score Editor*, *Results Remover* and *Results Importer* and permission for assessment monitoring to other administrators are in the *Perception Server* software is determined with this screen
- The *change password* screen
  This screen allows a logged in administrator to change their password

22.5.2 Manage administrators

This screen enables you to add, change or delete administrators and also specify what administrators can do with topics and assessment folders.



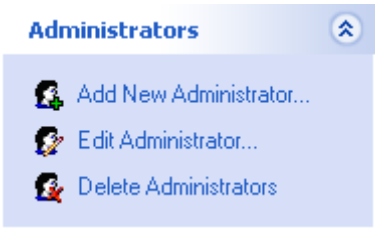
This screen has two menus that you can use:

- The *administrators* menu
- The *administrator rights* menu

When you have finished managing your administrators, click **Close** and return to the *Authoring Manager window*.

Managing administrators

To add, change or delete administrators, first expand the **Administrators** menu.



To create a new administrator, click **Add New Administrator…** and you will see the *personal settings* screen.

To change an existing administrator, click **Edit Administrator…** and you will see the *personal settings* screen.

To delete one or more administrators, highlight them and click **Delete Administrators** and you will see a confirmation screen. Click **Yes** if you are sure you wish to delete them, or **No** if not.

Managing administrator rights

To specify what administrators can do with topics and assessment folders, first expand the **Administrator Rights** menu.

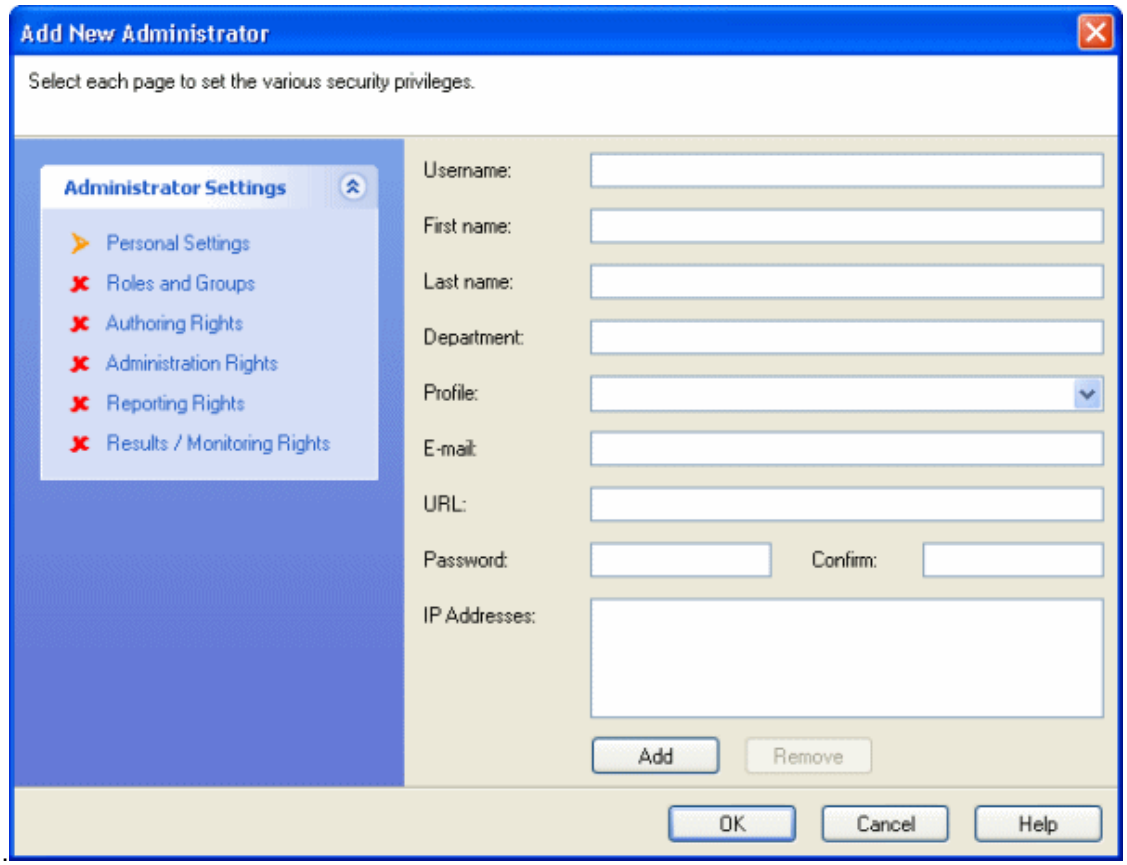


To specify what administrators can do with topics, click **Topics…** and you will see the *topic rights* screen.

To specify what administrators can do with assessment folders, click **Assessment Folders…** and you will see the *assessment folders rights* screen.

22.5.3 Personal settings

This screen enables you to enter the administrator's personal settings, which *must* include a **Username**, a **Password** and an **Email** address.



To enter the administrator's personal details, first expand the **Administrator Settings** menu.



Click **Personal Settings** and you can enter the following:

Username	You *must* enter a username by which the administrator is known to the system; it cannot be the same as and other administrator name or profile name.
First Name	You may enter a first name for the administrator
Last Name	You may enter a surname for the administrator
Department	You may enter the administrator's department
Profile	You can use the drop-down list to choose a profile that will copy all the details for the *authoring rights*, administration rights, *reporting rights* and *results and monitoring rights* for this administrator
Email	You *must* enter an email address for the administrator
URL	You may enter a URL for the administrator
Password	You *must* enter a password of at least 4 characters and you *must* enter it again in the confirm box
IP Address	You may *add one or more IP addresses* which will be used by the *Perception Server* software but not by *Authoring Manager (*see the *Web Deployment Guide* for details)

The only information that must be provided to create an administrator is the **Username**, a **Password** and an **Email** address

When you have finished entering the administrator's personal details, you can do any of the following:

- Click **Roles and Groups** to go to the *roles and groups* screen
- Click **Authoring Rights** to go to the *authoring rights* screen
- Click **Administration Rights** to go to the administration rights screen
- Click **Reporting Rights** to go to the *reporting rights* screen
- Click **Results/Monitoring Rights** to go to the *results and monitoring rights* screen
- Click **OK** to save your administrator details and return to the *manage administrators* screen
- Click **Cancel** to return to the *manage administrators* screen without adding or updating an administrator

Adding an IP address

To add an IP address, click **Add** and you will go to the add IP address screen where you can do this.

Removing an IP address

To remove an IP address, highlight the one you wish to remove and click **Remove**.

Editing the root manager

Only the root manager (and no other administrators) can change these details about themselves:

- *Username*
- *Password*
- *IP address*

No other details about the root manager can be changed.

Changing the root manager's username

If this is changed, anyone who is authorized to use the *Authoring Manager* security facilities or *Perception Server* as the root manager must be informed, otherwise they will be denied access to the shared repository.

Changing the root manager's password

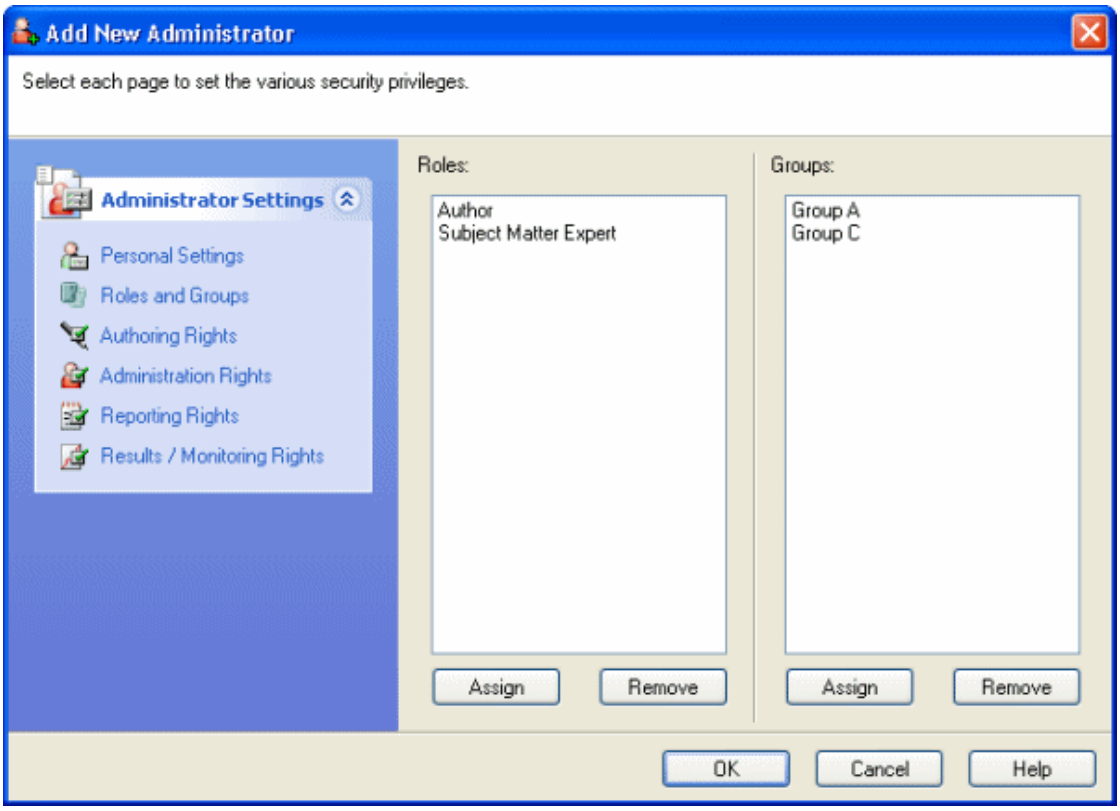
If this is changed, anyone who is authorized to use the *Authoring Manager* security facilities or *Perception Server* as the root manager must be informed, otherwise they will be denied access to the shared repository.

Changing the root manager's IP address

If this is changed, anyone who is authorized to use the *Authoring Manager* security facilities or *Perception Server* as the root manager must be informed, otherwise they will be denied access to the shared repository.

22.5.4 Roles and groups

This screen enables you to assign **roles** and **groups** to an administrator.



To assign **roles** and **groups** , first expand the **Administrator Settings** menu.



Click **Roles and Groups.**

To assign one or more roles to the administrator, click **Assign** under the **Roles** pane and you will see the *select roles* screen that lets you assign any of the available roles to the administrator.

To remove one or more roles from the administrator, highlight them in the **Roles** pane and click **Remove** under this pane.

To assign one or more groups to the administrator, click **Assign** under the **Groups** pane and you will see the *select groups* screen that lets you assign any of the available groups to the administrator.

To remove one or more groups from the administrator, highlight them in the **Groups** pane and click **Remove** under this pane.

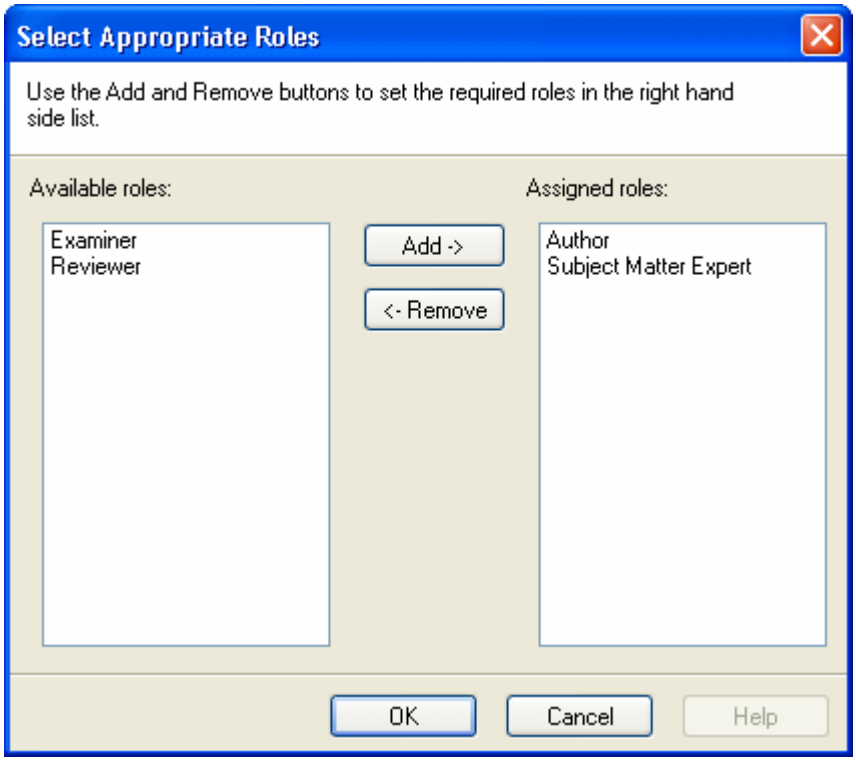
When you have finished assigning roles and groups, you can do any of the following:

- Click **Personal Settings** to go to the *personal settings* screen
- Click **Authoring Rights** to go to the *authoring rights* screen
- Click **Administration Rights** to go to the administration rights screen
- Click **Reporting Rights** to go to the *reporting rights* screen
- Click **Results/Monitoring Rights** to go to the *results and monitoring rights* screen
- Click **OK** to save your administrator details and return to the *manage administrators* screen
- Click **Cancel** to return to the *manage administrators* screen without adding or updating an administrator

Note: Roles and groups cannot be changed for the root manager.

22.5.5 Select roles

This screen enables you to select one or more **roles** to assign to an administrator.



To select one or more roles to assign to an administrator, highlight them in the **Available roles** pane and click **Add**. You will then see these roles in the **Assigned roles** pane.

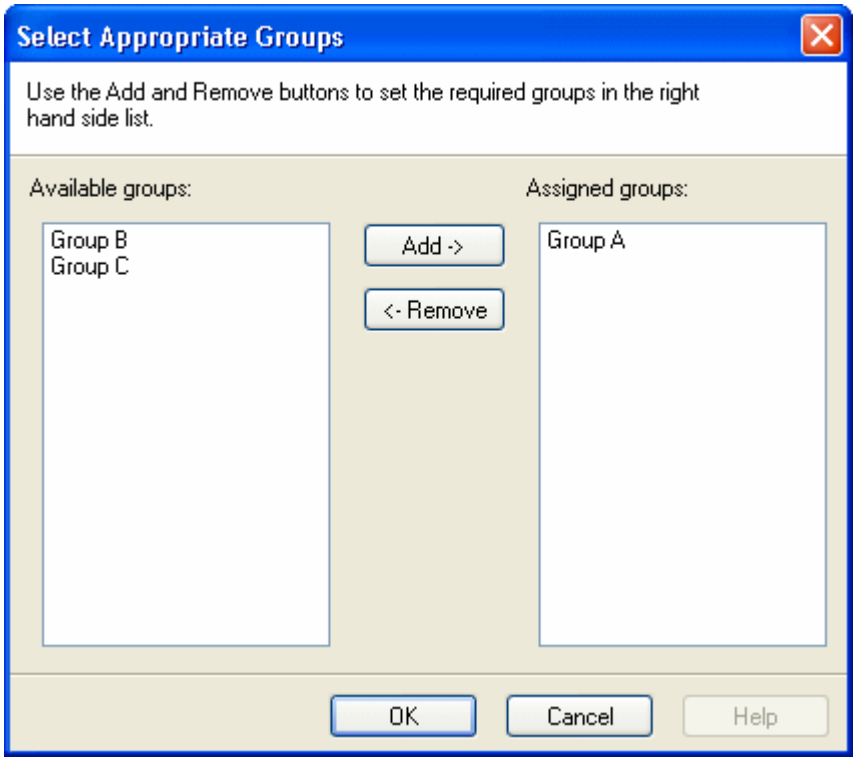
To remove one or more roles from the selection, highlight them in the **Assigned roles** pane and click **Remove**.

Click **OK** to assign the roles in the **Assigned roles** pane to the administrator and return to the *roles and groups* screen.

Click **Cannel** to return to the *roles and groups* screen *without* assigning any new roles to the administrator.

22.5.6 Select groups

This screen enables you to select one or more **groups** to assign to an administrator.



To select one or more groups to assign to an administrator, highlight them in the **Available groups** pane and click **Add** .You will then see these groups in the **Assigned groups** pane.

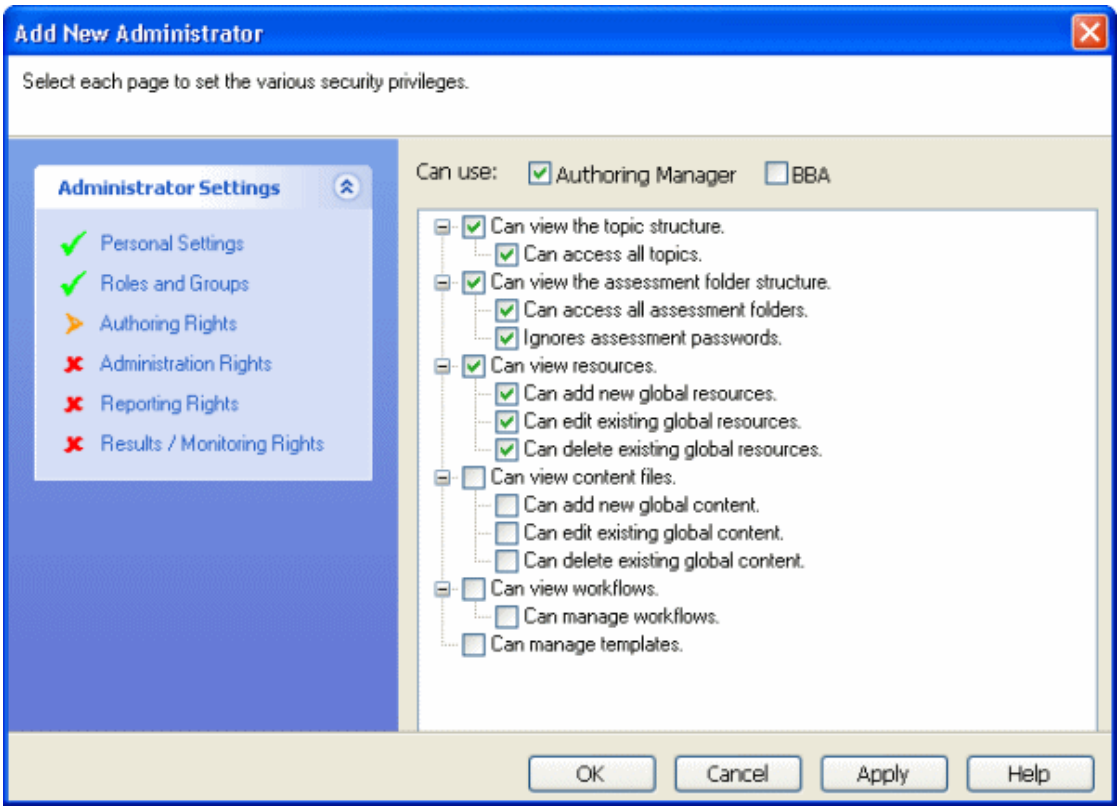
To remove one or more groups from the selection, highlight them in the **Assigned groups** pane and click **Remove**.

Click **OK** to assign the groups in the **Assigned groups** pane to the administrator and return to the *roles and groups* screen.

Click **Cannel** to return to the *roles and groups* screen *without* assigning any new groups to the administrator.

22.5.7 Authoring rights

This screen enables you to assign access rights for **topics**, **assessment folders**, **resources**, **content**, **workflows** and **templates** to an administrator.



To assign authoring access rights to an administrator, first expand the **Administrator Settings** menu.



To assign access rights for **topics**, **assessment folders**, **resources**, **content**, **workflows** and **templates** to an administrator using *Authoring Manager*, tick **Authoring Manager**.

To assign these access rights to an administrator using *Browser Based Authoring* tick **Authoring Manager** (see the *Web Deployment Guide* for more information about *Browser Based Authoring*)

The access rights you can assign are:

Access Rights for Authoring	
Right	**Meaning**
Can view the topic structure	The administrator has all the access rights necessary for working with questions in the topics assigned to them.
Can access all topics	The administrator can see all topics and has full access to them, without needing to be assigned to them Only an administrator with this setting can: • Create new root topics • Use the metatag definition tool • Assign administrators to topics
Can view the assessment folder structure	The administrator has all the access rights necessary for working with assessments in the assessment folders assigned to them
Can access all assessment folders	The administrator can see all assessment folders and has full access to them, without needing to be assigned to them Only an administrator with this setting can: • Create new root assessment folders • Assign administrators to assessment folders • Create, edit or delete templates within the repository
Ignores assessment passwords	This is not used in *Authoring Manager*, it only has meaning in the *Perception Server* software.
Can view resources	The administrator can view and use resources in the global resource folders in the shared repository.

Can add new global resources	This means that the administrator can add new resources in the global resource folders, or global resource folders themselves, providing that names do not clash with existing ones.
Can edit existing global resources	This means that the administrator can edit or overwrite existing resources in the global resource folders.
Can delete existing global resources	This means that the administrator can delete existing resources in the global resource folders, or global resource folders themselves.
Can view content files	The administrator can view and use content objects in the global content folders in the shared repository.
Can add new global content	This means that the administrator can add new content objects in the global content folders, or global content folders themselves, providing that names do not clash with existing ones.
Can edit existing global content	This means that the administrator can edit or overwrite existing content objects in the global content folders.
Can delete existing global content	This means that the administrator can delete existing content objects in the global content folders, or global content folders themselves.
Can view workflows	This means that the administrator can view workflows in the shared repository but cannot do anything else with them.
Can manage workflows	This means that the administrator can create, edit and delete workflows and assign them to root topics. Only an administrator with this setting can create and manage workflow roles and assign them to administrators.

Can manage templates	This means that the administrator can create, edit and delete templates in the shared repository.

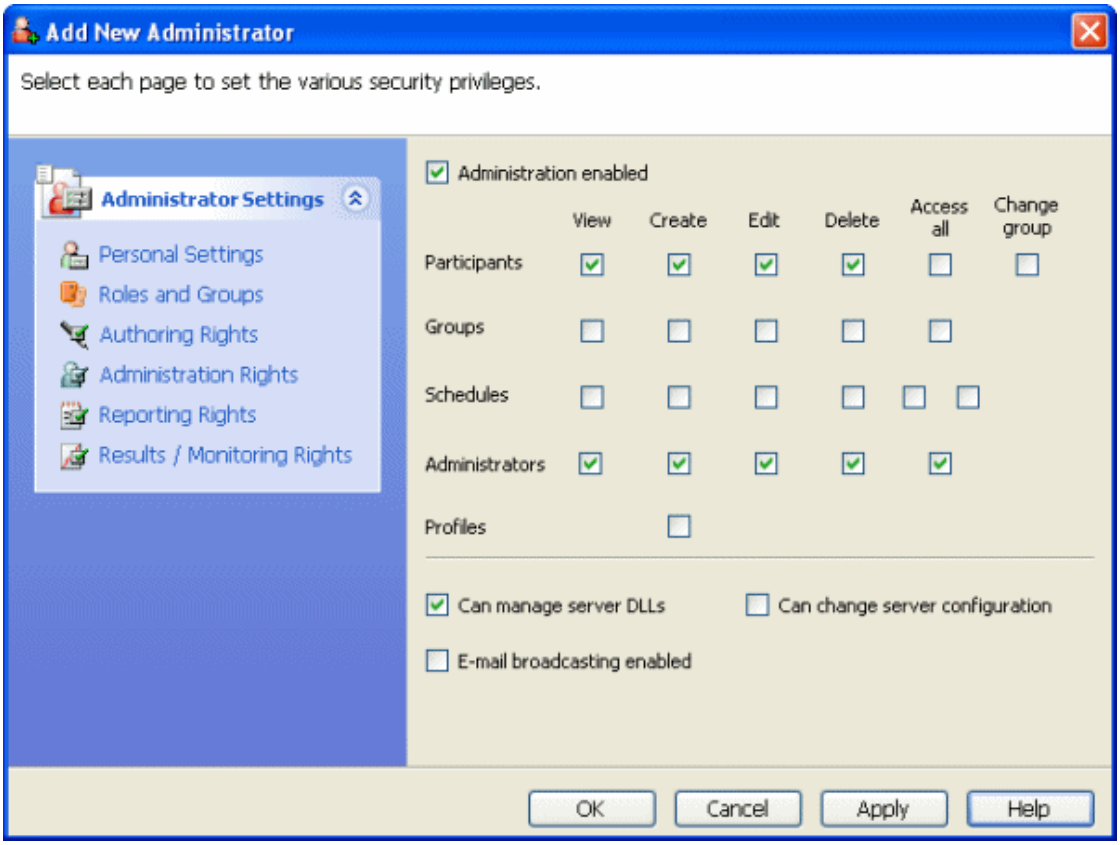
When you have finished assigning the authoring rights you can do any of the following:

- Click **Personal Settings** to go to the *personal settings* screen
- Click **Roles and Groups** to go to the *roles and groups* screen
- Click **Administration Rights** to go to the administration rights screen
- Click **Reporting Rights** to go to the *reporting rights* screen
- Click **Results/Monitoring Rights** to go to the *results and monitoring rights* screen
- Click **OK** to save your administrator details and return to the *manage administrators* screen
- Click **Cancel** to return to the *manage administrators* screen without adding or updating an administrator

Note: Authoring rights cannot be changed for the root manager.

22.5.8 Administration rights

This screen enables you to assign access rights for participants, groups, schedules, managing other administrators and profiles. These are not used in *Authoring Manager* but are used in the *Perception Server* software.



To assign administration access rights to an administrator, first expand the **Administrator Settings** menu.



Click **Administration Rights** and you can assign the *administration rights* and the *server management rights*.

When you have finished assigning the administration rights you can do any of the following:

- Click **Personal Settings** to go to the *personal settings* screen
- Click **Roles and Groups** to go to the *roles and groups* screen
- Click **Authoring Rights** to go to the *authoring rights* screen
- Click **Reporting Rights** to go to the *reporting rights* screen
- Click **Results/Monitoring Rights** to go to the *results and monitoring rights* screen
- Click **OK** to save your administrator details and return to the *manage administrators* screen
- Click **Cancel** to return to the *manage administrators* screen without adding or updating an administrator

Note: Administration rights and server management rights cannot be changed for the root manager.

Administration rights

To set the administration rights, tick **Administration enabled** and then you can set access rights for the following:

Access Rights for Administration	
Rights for	**Rights**
Participants	• **View** The administrator can see the full details of each participant. • **Create** The administrator can create new participants. • **Edit** The administrator can change existing participants. • **Delete** The administrator can delete existing participants. • **Access all** The administrator always has access to all participants and can perform any of the **View**, **Create**, **Edit** or **Delete** operations on them. Access will always be available to all participants regardless of any restrictions specified elsewhere. • **Change group** The administrators can change the groups that participants belong to.

Groups	• **View** The administrator can see the full details of each group. • **Create** The administrator can create new groups. • **Edit** The administrator can change existing groups. • **Delete** The administrator can delete existing groups. • **Access all** The administrator always has access to all groups and can perform any of the **View**, **Create**, **Edit** or **Delete** operations on them. Access will always be available to all groups regardless of any restrictions specified elsewhere.
Schedules	• **View** The administrator can see the full details of each schedule. • **Create** The administrator can create new schedules. • **Edit** The administrator can change existing schedules. • **Delete** The administrator can delete existing schedules. • **Access all** If the left hand box is ticked, the administrator can use any group for a schedule. If the right hand box is ticked, the administrators can use any assessment for a schedule.

Administrators	• **View** The administrator can see the full details of every other administrator. • **Create** The administrator can create new administrators (see *note* below). • **Edit** The administrator can change existing administrators (see *note* below). • **Delete** The administrator can delete existing administrators. • **Access all** The administrator always has access to all other administrators and can perform any of the **View**, **Create**, **Edit** or **Delete** operations on them. Access will always be available to all other administrators regardless of any restrictions specified elsewhere.
Profiles	• **Create** The administrator can create new profiles.

Note: An administrator cannot assign greater access rights to another administrator than they have themselves.

Server management rights

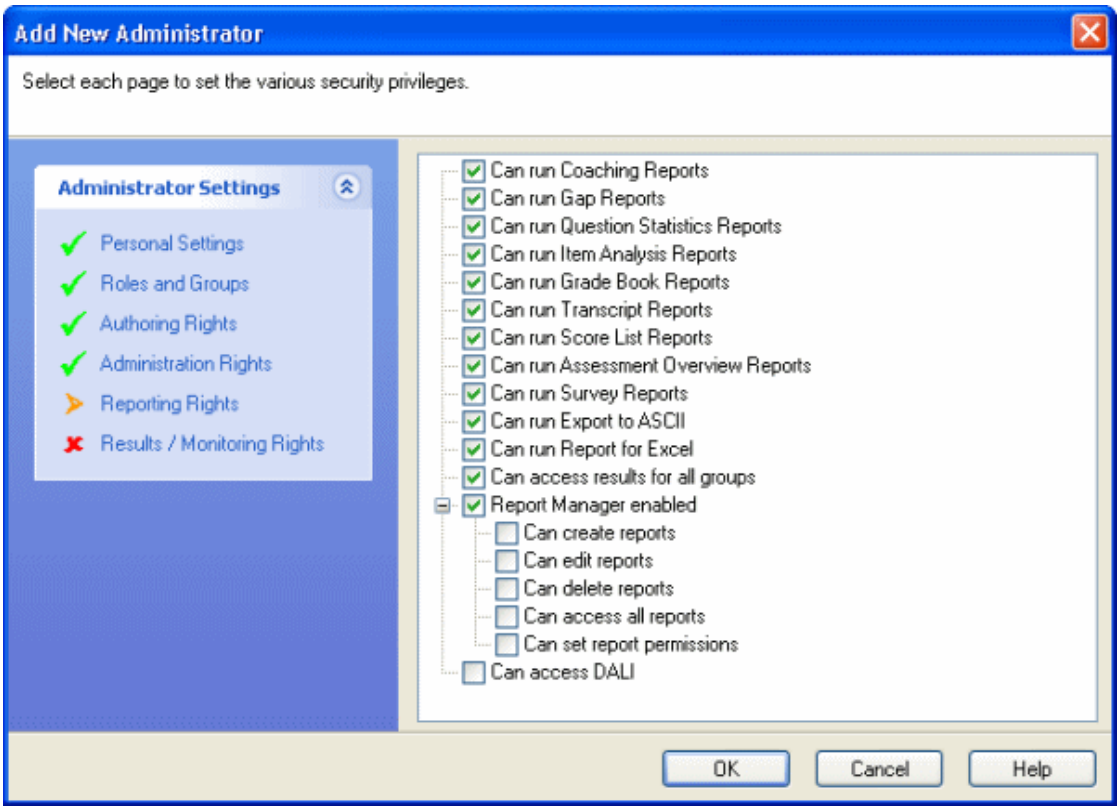
To enable the administrator to be able to manage the DLL programs used by the *Perception Server* software, tick **Can manage server DLLs**.

To enable the administrator to be able to change the configuration of the *Perception Server* software, tick **Can change server configuration**

To enable the administrator to be able to send email broadcasts, tick **E-mail broadcasting enabled**.

22.5.9 Reporting rights

This screen enables you to assign access rights for reports and *Report Manager*. and for using *DALI*. These are not used in *Authoring Manager* but are used in the *Perception Server* software.



To assign reporting access rights to an administrator, first expand the **Administrator Settings** menu.



Click **Reporting Rights** and you can assign the following:

Access Rights for Reporting	
Right	**Meaning**
Can run Coaching Reports	The administrator can run *Coaching Reports* in *Enterprise Manager*.
Can run Gap Reports	The administrator can run *Gap Reports* in *Enterprise Manager*.
Can run Question Statistics Reports	The administrator can run *Question Statistics Reports* in *Enterprise Manager*
Can run Item Analysis Reports	The administrator can run *Item Analysis Reports* in *Enterprise Manager*
Can run Grade Book Reports	The administrator can run *Grade Book Reports* in *Enterprise Manager*
Can run Transcript Reports	The administrator can run *Transcript Reports* in *Enterprise Manager*
Can run Score List Reports	The administrator can run *Score List Reports* in *Enterprise Manager*
Can run Assessment Overview Reports	The administrator can run *Assessment Overview Reports* in *Enterprise Manager*
Can run Survey Reports	The administrator can run *Survey Reports* in *Enterprise Manager*
Can run Export to ACSII Reports	The administrator can run *Export to ACSII Reports* in *Enterprise Manager*
Can run Export for Excel Reports	The administrator can run *Export for Excel Reports* in *Enterprise Manager*
Can access results for all groups	The administrator can access results for all groups. If this is not set, the administrator can only access results for those groups they have access to.

Report Manager enabled	The administrator can use *Report Manager*.
Can create reports	The administrator can create new report definitions with *Report Manager*.
Can edit reports	The administrator can edit existing report definitions with *Report Manager*.
Can delete reports	The administrator can delete existing report definitions with *Report Manager*.
Can access all reports	The administrator can access all report definitions with *Report Manager*. If this is not set, the administrator can only access reports that they have been given access to.
Can set report permissions	The administrator can set report permissions for other administrators with *Report Manager*.
Can access DALI	The administrator can use the *Diagnostic Assessment Learning Interface (DALI)*.

Administrators must use the *Perception Server* software to run reports, use *Report Manager* or run *DALI*. See the *Web Deployment Guide* for more information.

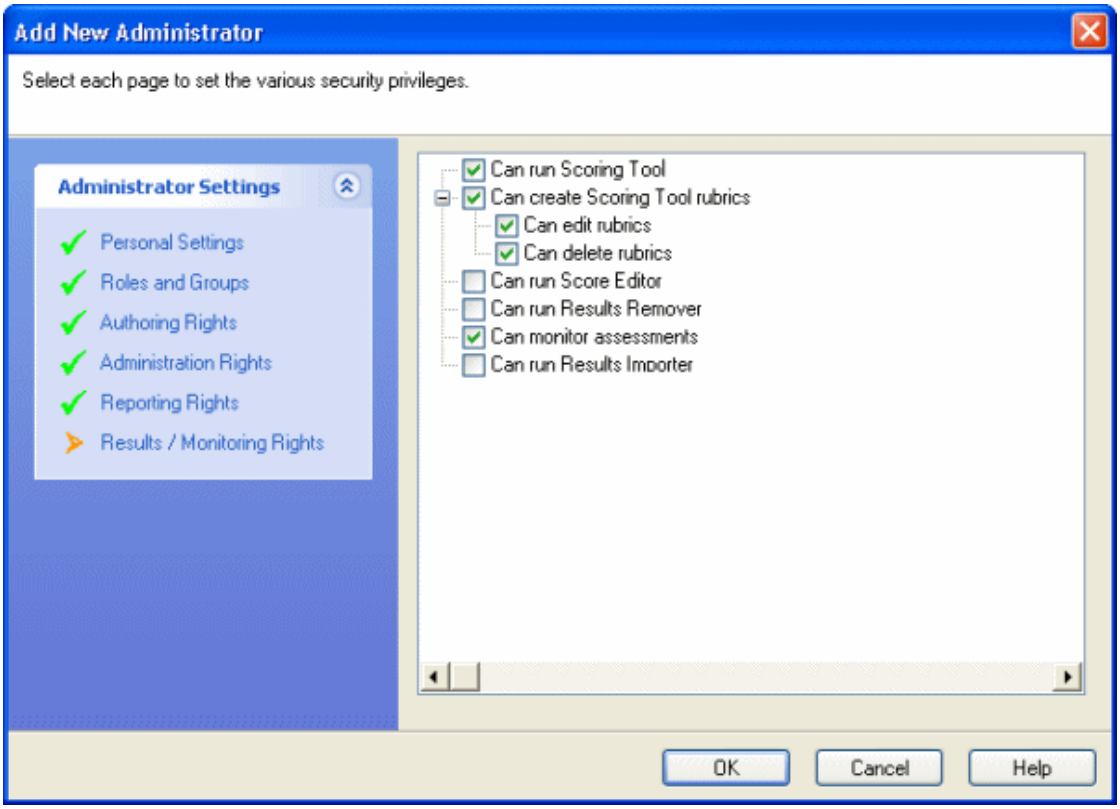
When you have finished assigning the reporting rights, you can do any of the following:

- Click **Personal Settings** to go to the *personal settings* screen
- Click **Roles and Groups** to go to the *roles and groups* screen
- Click **Authoring Rights** to go to the *authoring rights* screen
- Click **Administration Rights** to go to the administration rights screen
- Click **Results/Monitoring Rights** to go to the *results and monitoring rights* screen
- Click **OK** to save your administrator details and return to the *manage administrators* screen
- Click **Cancel** to return to the *manage administrators* screen without adding or updating an administrator

Note: Reporting rights cannot be changed for the root manager.

22.5.10 Results and monitoring rights

This screen enables you to assign access rights for *Scoring Tool*, *Score Editor*, *Results Remover*, *Results Importer* and assessment monitoring. These are not used in *Authoring Manager* but are used in the *Perception Server* software.



To assign results and monitoring access rights to an administrator, first expand the **Administrator Settings** menu.



Click **Results/Monitoring Rights** and you can assign the following:

Access Rights for Results and Assessment Monitoring	
Right	**Meaning**
Can run Scoring Tool	The administrator can run *Scoring Tool*.
Can create Scoring Tool rubrics	The administrator can create new rubrics with *Scoring Tool.*
Can edit rubrics	The administrator can edit existing rubrics with *Scoring Tool.*
Can delete rubrics	The administrator can delete existing rubrics with *Scoring Tool.*
Can run Score Editor	The administrator can run *Score Editor*.
Can run Results Remover	The administrator can run *Results Remover*.
Can monitor assessments	The administrator can act as an assessment monitor.
Can run Results Importer	The administrator can run *Results Importer*.

Administrators must use the *Perception Server* software to use *Scoring Tool*, *Score Editor*, *Results Remover* or *Results Importer* or act as an assessment monitor. See the *Web Deployment Guide* for more information.

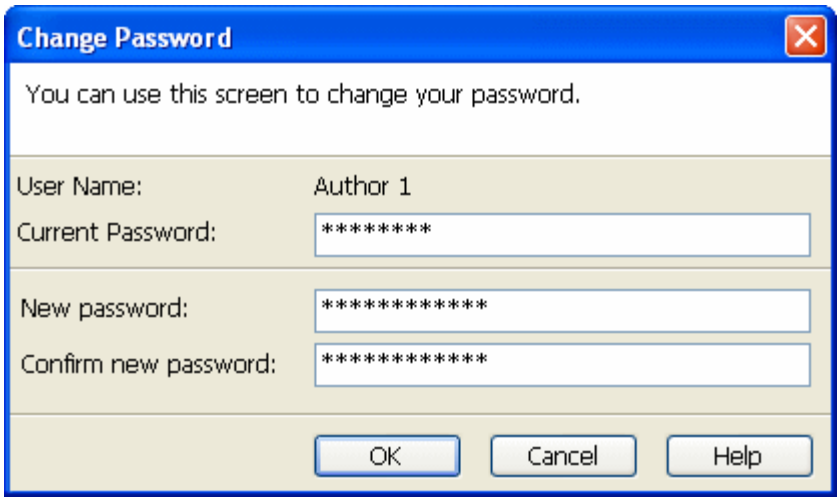
When you have finished assigning the results and monitoring rights, you can do any of the following:

- Click **Personal Settings** to go to the *personal settings* screen
- Click **Roles and Groups** to go to the *roles and groups* screen
- Click **Authoring Rights** to go to the *authoring rights* screen
- Click **Administration Rights** to go to the administration rights screen
- Click **Reporting Rights** to go to the *reporting rights* screen
- Click **OK** to save your administrator details and return to the *manage administrators* screen
- Click **Cancel** to return to the *manage administrators* screen without adding or updating an administrator

Note: Results and monitoring rights cannot be changed for the root manager.

22.5.11 Change password

This screen allows a logged in administrator to change their password.



To change the password of the logged in administrator:

1) Type in the logged in administrator's **Current password**
2) Type in the **New password** that you wish the logged in administrator to have
3) Type in the new password again in the **Confirm new password** box

Click **OK** and the logged in administrator's password will be changed if the **Current password** is correct and the **New password** matches the entry in the **Confirm new password** box.

Click **Cancel** and the logged in administrator's password will *not* be changed and you will return to the *Authoring Manager window*.

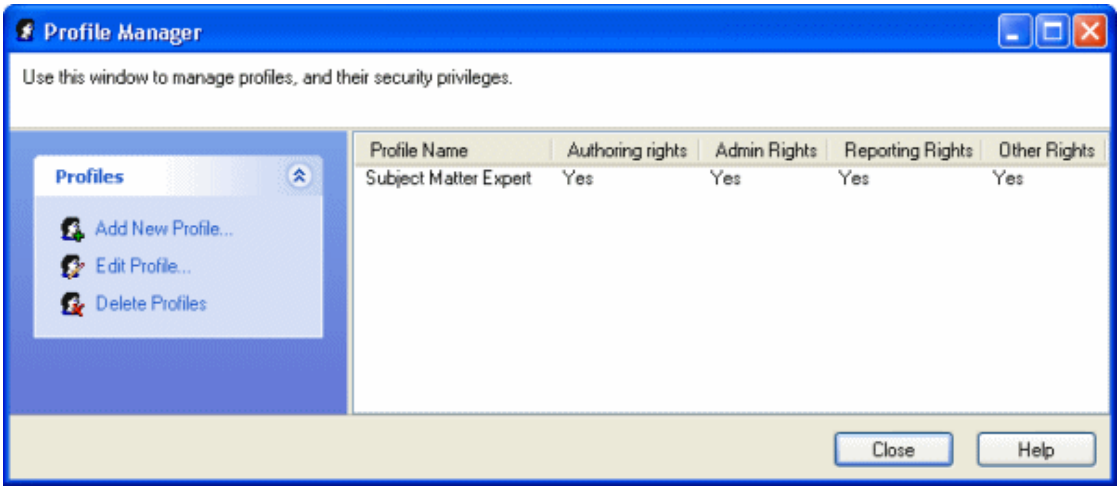
22.5.12 Managing profiles screens

The screens available for managing profiles screens are:

- The *manage profiles* screen
  This screen enables you to control profiles and what administrators created from them can do
- The *profile name* screen
  This screen records the name of a particular profile
- The *profile authoring rights* screen
  With this screen you can determine what other administrators created from a particular profile can do when authoring
- The *profile administration rights* screen
  To control what other administrators created from a particular profile can do with the *Perception Server* software, use this screen
- The *profile reporting rights* screen
  You can control how other administrators created from a particular profile use the reporting facilities and *DALI* in the *Perception Server* software with this screen
- The *profile results and monitoring rights* screen
  The availability of *Scoring Tool*, *Score Editor*, *Results Remover* and *Results Importer* and permission for assessment monitoring to other administrators created from a particular profile are in the *Perception Server* software is determined with this screen

22.5.13 Manage profiles

This screen enables you to add, change or delete profiles and also specify what administrators created with them can do with topics and assessment folders.

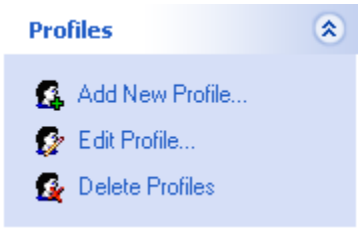


You manage your profiles with the *profiles* menu.

When you have finished managing your administrators, click **Close** and return to the *Authoring Manager window*.

The profiles menu

To add, change or delete profiles, first expand the **Profiles** menu.



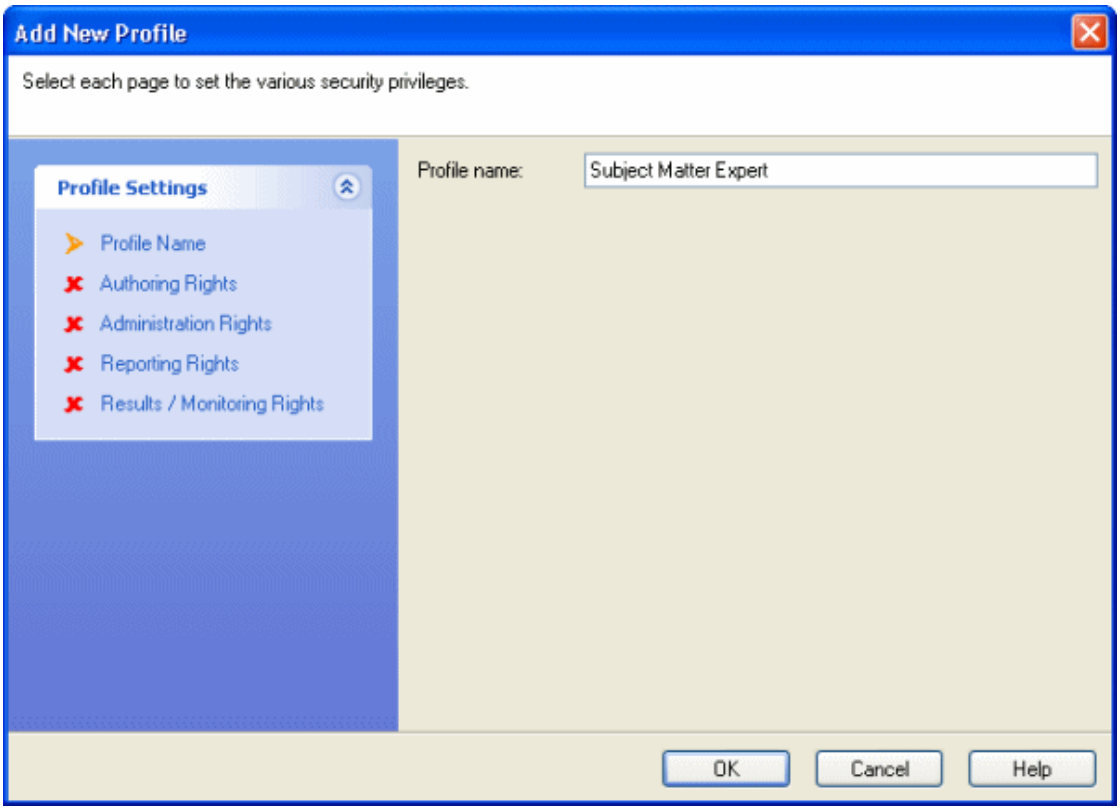
To create a new profile, click **Add New Profile…** and you will see the *profile name* screen.

To change an existing administrator, click **Edit Profile…** and you will see the *profile name* screen.

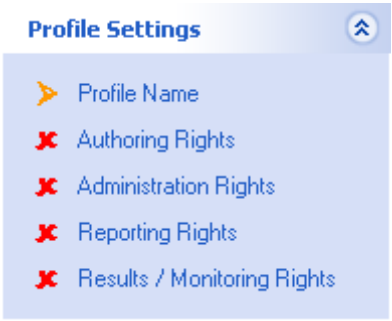
To delete one or more administrators, highlight them and click **Delete Profiles** and you will see a confirmation screen. Click **Yes** if you are sure you wish to delete them, or **No** if not.

22.5.14 Profile name

This screen enables you to enter the name of the profile.



To enter the profile name, first expand the **Profile Settings** menu.



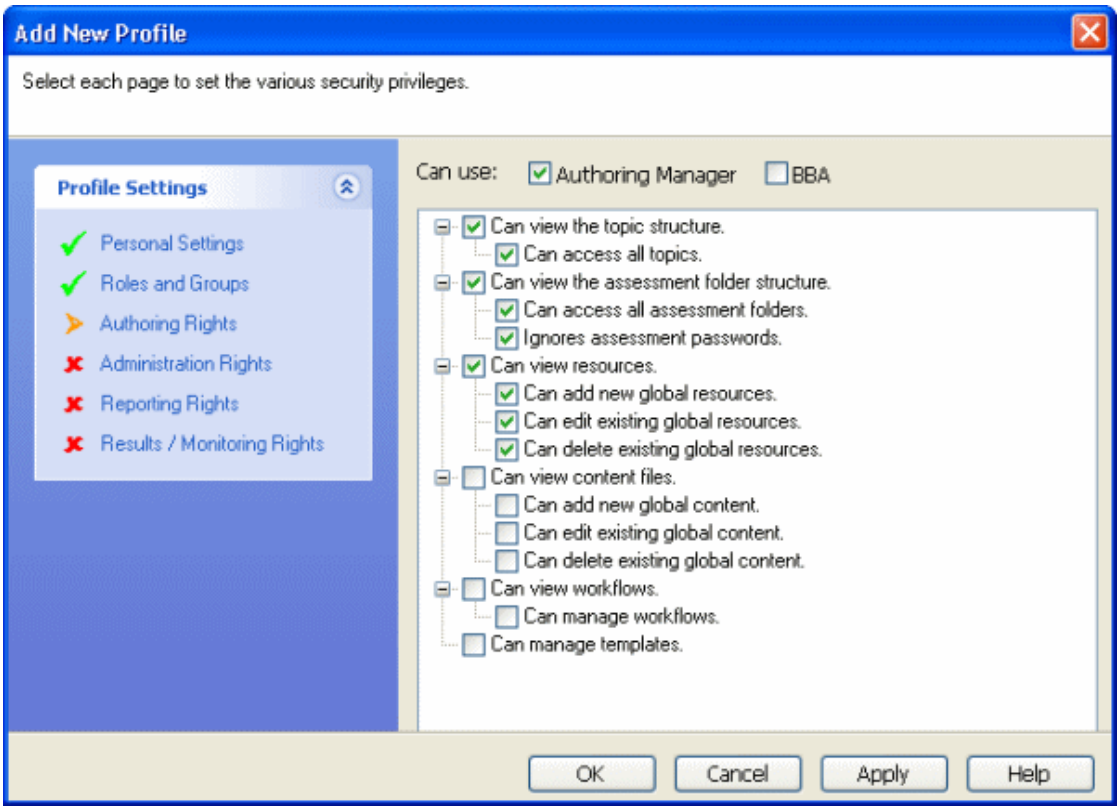
Click **Profile Name** and you can enter the name of the profile in the **Profile name** box.

When you have entered the profile name, you can do any of the following:

- Click **Authoring Rights** to go to the *profile authoring rights* screen
- Click **Administration Rights** to go to the *profile administration rights* screen
- Click **Reporting Rights** to go to the *profile reporting rights* screen
- Click **Results/Monitoring Rights** to go to the *profile results and monitoring rights* screen
- Click **OK** to save your profile details and return to the *manage profiles* screen
- Click **Cancel** to return to the *manage profiles* screen without adding or updating a profile

22.5.15 Profile authoring rights

This screen enables you to specify which access rights for **topics**, **assessment folders**, **resources**, **content**, **workflows** and **templates** are assigned to an administrator created with this profile.



To specify which authoring access rights will be assigned to an administrator created with this profile, first expand the **Profile Settings** menu.



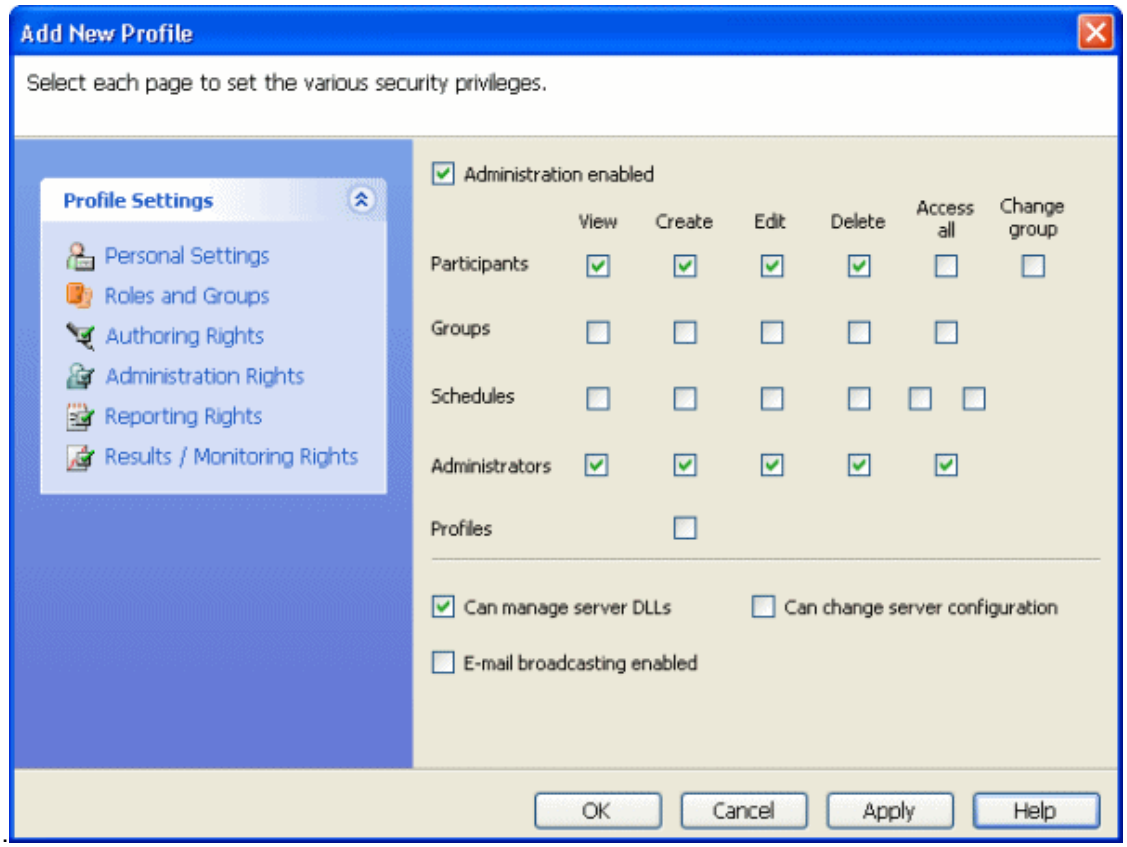
Click **Authoring Rights** and you can enter same access rights as for an administrator. These are described in the *authoring rights* screen.

When you have entered the authoring rights, you can do any of the following:

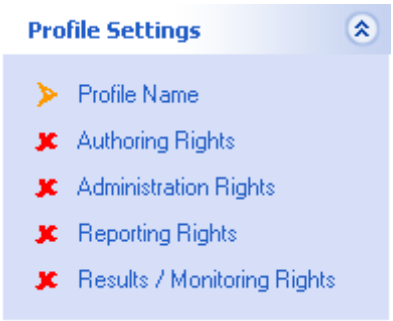
- Click **Profile Name** to go to the *profile name* screen
- Click **Administration Rights** to go to the *profile administration rights* screen
- Click **Reporting Rights** to go to the *profile reporting rights* screen
- Click **Results/Monitoring Rights** to go to the *profile results and monitoring rights* screen
- Click **OK** to save your profile details and return to the *manage profiles* screen
- Click **Cancel** to return to the *manage profiles* screen without adding or updating a profile

22.5.16 Profile administration rights

This screen enables you to specify which access rights for participants, groups, schedules, managing other administrators and profiles are assigned to an administrator created with this profile. These are not used in *Authoring Manager* but are used in the *Perception Server* software.



To specify which administration access rights will be assigned to an administrator created with this profile, first expand the **Profile Settings** menu.



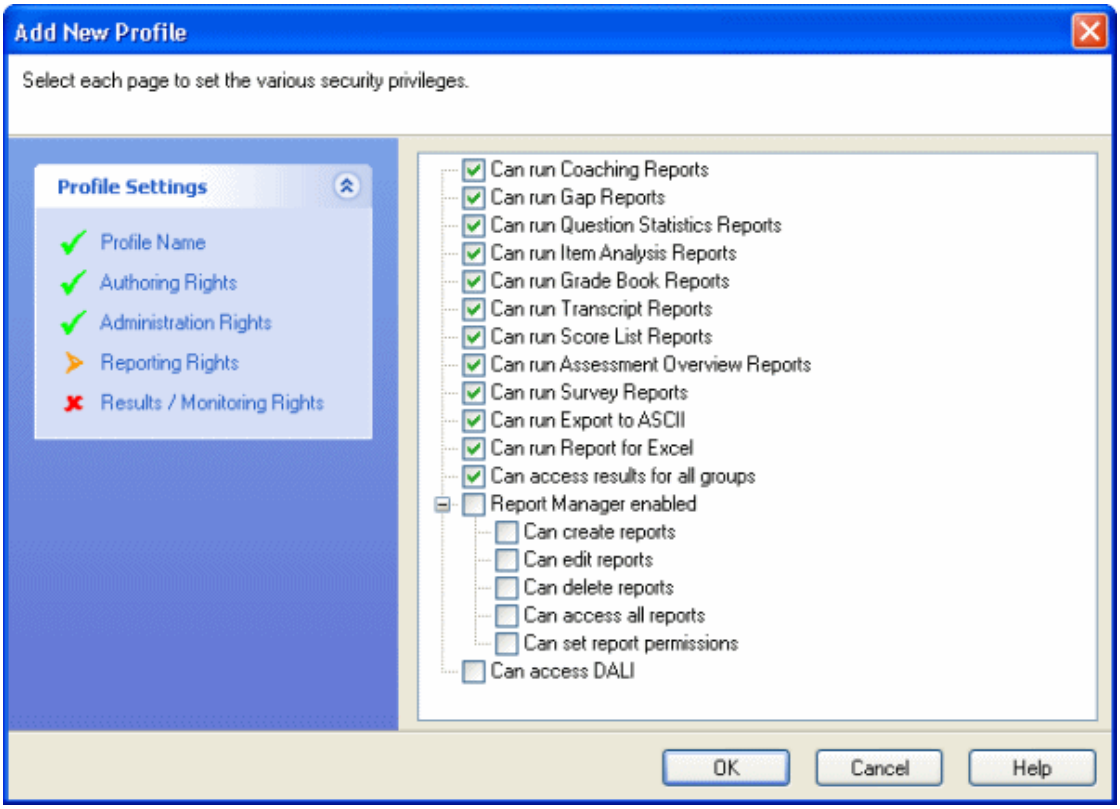
Click **Administration Rights** and you can enter same access rights as for an administrator. These are described in the administration rights screen.

When you have entered the administration rights, you can do any of the following:

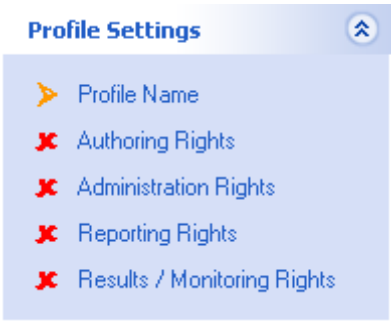
- Click **Profile Name** to go to the *profile name* screen
- Click **Authoring Rights** to go to the *profile authoring rights* screen
- Click **Reporting Rights** to go to the *profile reporting rights* screen
- Click **Results/Monitoring Rights** to go to the *profile results and monitoring rights* screen
- Click **OK** to save your profile details and return to the *manage profiles* screen
- Click **Cancel** to return to the *manage profiles* screen without adding or updating a profile

22.5.17 Profile reporting rights

This screen enables you to specify which access rights for reports and *Report Manager* and for using *DALI* are assigned to an administrator created with this profile. These are not used in *Authoring Manager* but are used in the *Perception Server* software.



To specify which reporting access rights will be assigned to an administrator created with this profile, first expand the **Profile Settings** menu.



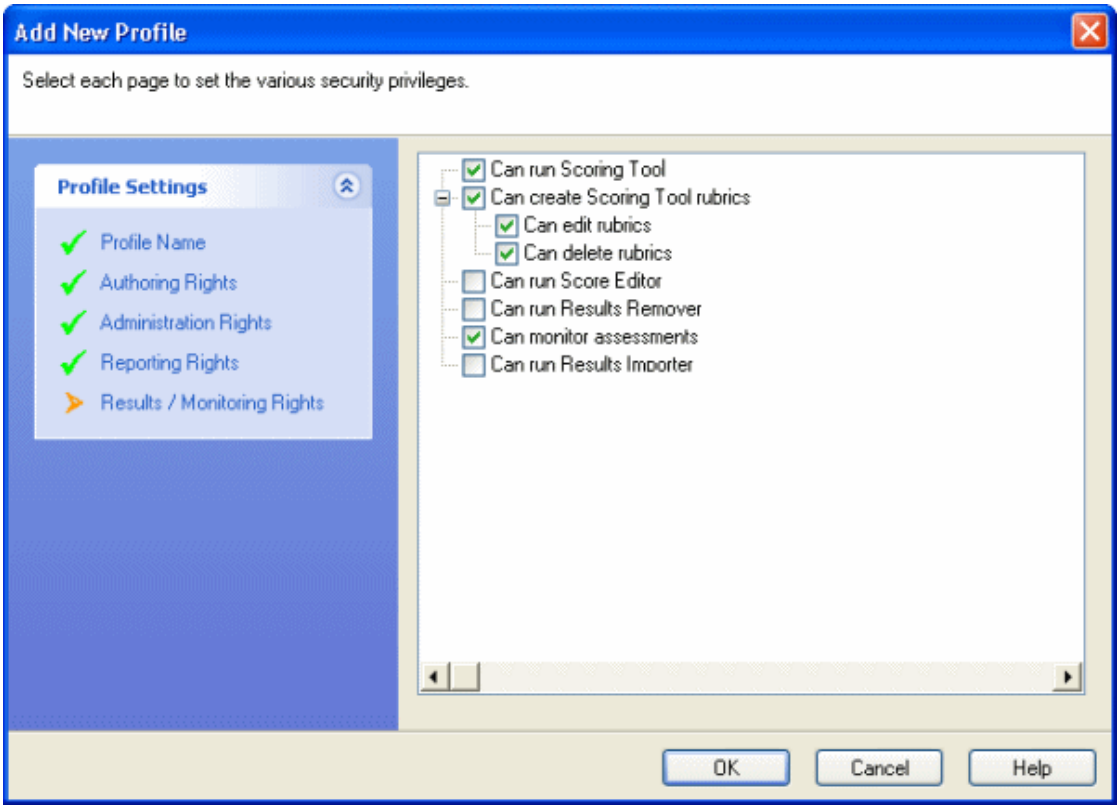
Click **Reporting Rights** and you can enter the same access rights as for an administrator. These are described in the *reporting rights* screen.

When you have entered the reporting rights, you can do any of the following:

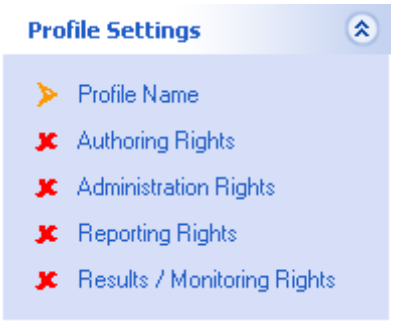
- Click **Profile Name** to go to the *profile name* screen
- Click **Authoring Rights** to go to the *profile authoring rights* screen
- Click **Administration Rights** to go to the *profile administration rights* screen
- Click **Results/Monitoring Rights** to go to the *profile results and monitoring rights* screen
- Click **OK** to save your profile details and return to the *manage profiles* screen
- Click **Cancel** to return to the *manage profiles* screen without adding or updating a profile

22.5.18 Profile results and monitoring rights

This screen enables you to specify which access rights for *Scoring Tool*, *Score Editor*, *Results Remover*, *Results Importer* and assessment monitoring are assigned to an administrator created with this profile. These are not used in *Authoring Manager* but are used in the *Perception Server* software.



To specify which results and monitoring access rights will be assigned to an administrator created with this profile, first expand the **Profile Settings** menu.



Click **Results/Monitoring Rights** and you can enter the same access rights as for an administrator. These are described in the *results and monitoring rights* screen.

When you have entered the reporting rights, you can do any of the following:

- Click **Profile Name** to go to the *profile name* screen
- Click **Authoring Rights** to go to the *profile authoring rights* screen
- Click **Administration Rights** to go to the *profile administration rights* screen
- Click **Reporting Rights** to go to the *profile reporting rights* screen
- Click **OK** to save your profile details and return to the *manage profiles* screen
- Click **Cancel** to return to the *manage profiles* screen without adding or updating a profile

22.5.19 Assigning administrators screens

The assigning administrator screens are:

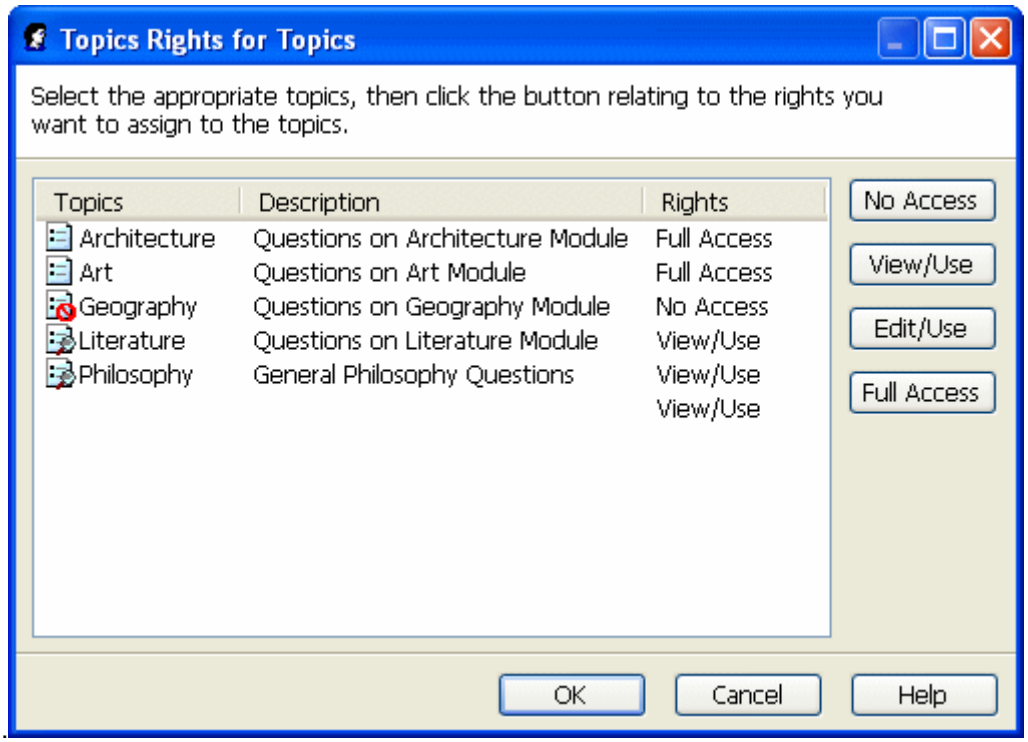
- The *topic rights* screen
  This screen enables you to control what one or more administrators can do when working with selected root topics
- The *assessment folders rights* screen
  This screen enables you to control what one or more administrators can do when working with selected root assessment folders
- The *assigning administrators to a topic* screen
  This screen enables you to specify what one or more administrators can do when working with a specific root topics
- The *assigning administrators to a topic* screen
  This screen enables you to specify what one or more administrators can do when working with a specific root assessment folders

Access rights can only be assigned to a root topic or a root assessment folder.

When assigned, they apply to all the topics or assessment folders below the root topic or root assessment folder in the relevant structure.

22.5.20 Topic rights

This screen enables you to select one or more root topics and specify the access rights that one or more administrators have when working with them.



If an administrator's access rights mean that they *can access all topics* (set on the *authoring rights* screen), they will always have **Full Access** regardless of any setting made here.

First, select the topics for which you wish to control the access of the administrators that you selected before seeing this screen.

You can then apply the following access rights that the selected administrators will have for the selected topics:

No Access Click here and the selected administrators cannot do anything with the selected root topics and any subtopics below them, and they will not appear to these administrators in the *Authoring Manager window*.

View/Use Click here and the selected administrators can only view, tryout or copy the selected root topics and any subtopics below them

Edit/Use Click here and the selected administrators can do everything with the selected root topics and any subtopics below them, except:

- Delete the root topic
- Delete a subtopic below the root topic
- Delete a question in the root topic or in a subtopic below the root topic
- Delete a topic resource associated with the root topic or a subtopic below it
- Delete a topic content object associated with the root topic or a subtopic below it
- Delete a topic outcome associated with the root topic or a subtopic below it
- Cut any of the above

Full Access Click here and the selected administrators can do everything with the selected root topics and any subtopics below them

These access rights can only be applied to root topics.

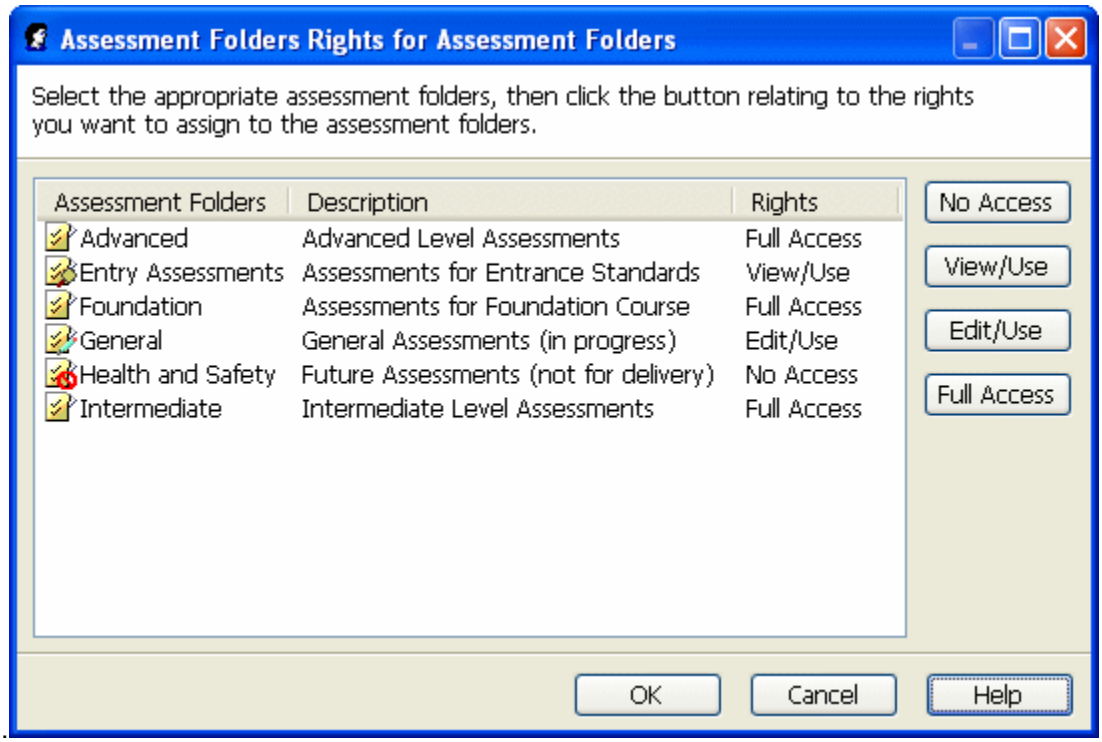
These access rights apply to all the topics below the root topic in the relevant structure.

Any settings made here can be overridden in the *assign administrators to a topic* screen

Note: These access rights cannot be changed for the root manager. If the root manager is the only administrator selected, the buttons will be grayed out. If the root manager is one of a group of administrators selected, any setting made will only be applied to the other administrators.

22.5.21 Assessment folders rights

This screen enables you to select one or more root assessment folders and specify the access rights that one or more administrators have when working with them.



If an administrator's access rights mean that they *can access all assessment folders* (set on the *authoring rights* screen), they will always have **Full Access** regardless of any setting made here.

First, select the assessment folders for which you wish to control the access of the administrators that you selected before seeing this screen.

You can then apply the following access rights that the selected administrators will have for the selected assessment folders:

No Access Click here and the selected administrators cannot do anything with the selected root assessment folders or any assessment folders below them, and they will not appear to these administrators in the *Authoring Manager window*.

View/Use Click here and the selected administrators can only view, tryout, or copy the selected root assessment folders and any assessment folders below them

Edit/Use Click here and the selected administrators can do everything with the selected root assessment folders and any assessment folders below them except:

- Delete the root assessment folder
- Delete an assessment folder below the root assessment folder
- Delete an assessment within another assessment folder below the root assessment folder
- Cut any of the above

Full Access Click here and the selected administrators can do everything with the selected root assessment folders and any assessment folders below them

These access rights can only be applied to root assessment folders.

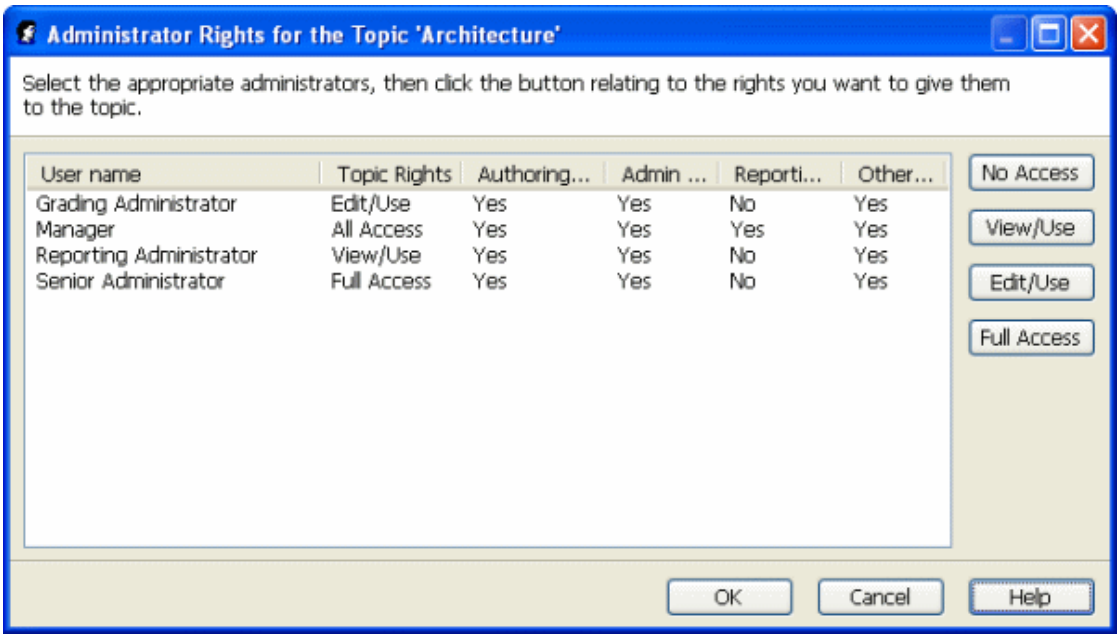
These access rights apply to all the assessment folders below the root assessment folder in the relevant structure.

Any settings made here can be overridden in the *assign administrators to an assessment folder* screen.

Note: These access rights cannot be changed for the root manager. If the root manager is the only administrator selected, the buttons will be grayed out. If the root manager is one of a group of administrators selected, any setting made will only be applied to the other administrators.

22.5.22 Assign administrators to a topic

This screen enables you to specify the access rights that one or more administrators have when working with a specific root topic.



If an administrator's access rights mean that they *can access all topics* (set on the *authoring rights* screen), they will always have **Full Access** regardless of any setting made here.

First, select the administrators whose access to the root topics you selected before seeing this screen you wish to control.

You can then apply the following access rights that the selected administrators will have for the selected root topic:

No Access Click here and the selected administrators cannot do anything with the selected root topics and any subtopics below them, and they will not appear to these administrators in the *Authoring Manager window*.

View/Use Click here and the selected administrators can only view, tryout or copy the selected root topics and any subtopics below them

Edit/Use Click here and the selected administrators can do everything with the selected root topics and any subtopics below them, except:

- Delete the root topic
- Delete a subtopic below the root topic
- Delete a question in the root topic or in a subtopic below the root topic
- Delete a topic resource associated with the root topic or a subtopic below it
- Delete a topic content object associated with the root topic or a subtopic below it
- Delete a topic outcome associated with the root topic or a subtopic below it
- Cut any of the above

Full Access Click here and the selected administrators can do everything with the selected root topics and any subtopics below them

These access rights can only be applied to root topics.

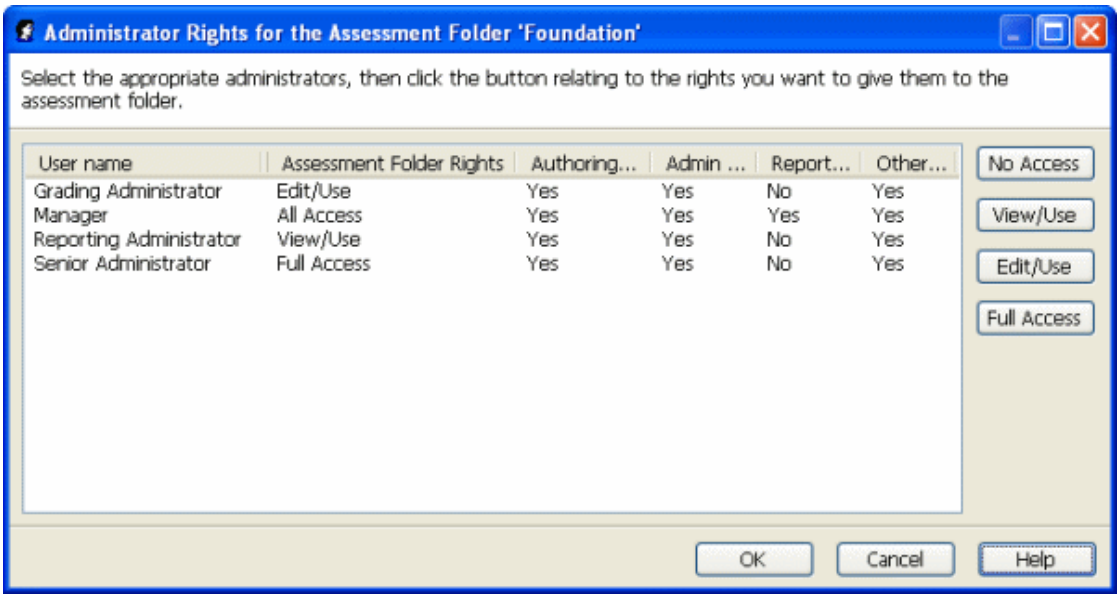
These access rights apply to all the topics below the root topic in the relevant structure.

Any settings made here override those made in the *topic rights* screen.

Note: These access rights cannot be changed for the root manager. If the root manager is the only administrator selected, either individually or as one of a group of administrators, the buttons will be grayed out.

22.5.23 Assign administrators to an assessment folder

This screen enables you to specify the access rights that one or more administrators have when working with a specific root assessment folder.



If an administrator's access rights mean that they *can access all assessment folders* (set on the *authoring rights* screen), they will always have **Full Access** regardless of any setting made here.

First, select the administrators whose access to the root assessment folder you selected before seeing this screen you wish to control.

You can then apply the following access rights that the selected administrators will have for the selected root assessment folders:

No Access Click here and the selected administrators cannot do anything with the selected root assessment folder or any assessment folders below them, and they will not appear to these administrators in the *Authoring Manager window*.

View/Use Click here and the selected administrators can only view, tryout or copy the selected root assessment folders and any assessment folders below them

Edit/Use Click here and the selected administrators can do everything with the selected root assessment folder and any assessment folders below them except:

- Delete the root assessment folder
- Delete an assessment folder within the root assessment folder
- Delete an assessment within another assessment folder below the root assessment folder
- Cut any of the above

Full Access Click here and the selected administrators can do everything with the selected root assessment folder and any assessment folders below them

These access rights can only be applied to root assessment folders

These access rights apply to all the topics below the root assessment folder in the relevant structure.

Any settings made here override those made in the assessment folder rights screen.

Note: These access rights cannot be changed for the root manager. If the root manager is the only administrator selected, either individually or as one of a group of administrators, the buttons will be grayed out.

23 Resources

Resources are files that are stored in a repository and can be used when creating questions and assessments. These files can be *picture files*, *video files* or *sound files*.

Authoring Manager classifies resources as being either *topic resources* or *global resources*.

Topic resources are associated with specific topics. A question should usually use *topic resources* in the same topic. Access to *topic resources* can be restricted by the security used for *controlling access to topics*.

Global resources can be used for any purpose *where resources can be used*. Care should be taken when using them, and it is generally better to use *topic resources*.

You can add resources directly to the repository and use them later.

However, if you include resources in questions with the *Question Wizard* or with *Question Editor*, you will use the *Resource Browser*. This allows you to include resources that are already in the repository, or add new ones to the repository automatically if you include external resources.

Whether you are *managing topic resources* or *managing global resources*, *Authoring Manager* enables you to do the following:

- Add resources directly to the repository and use them later
- Edit resources if your PC has the necessary software installed
- Copy resources
- Move resources
- Rename resources
- Delete resources

23.1 Types of resources

Resources can be either *topic resources* or *global resources*. They are always *picture files*, *video files* or *sound files*.

23.1.1 Topic resources

Authoring Manager enables you to use *topic resources* which are resources associated with topics. These are intended to be used only for questions within a specific topic.

Topic resources should only be used in questions that reside in the same topic as the topic resource you are using.

23.1.2 Global resources

Authoring Manager enables you to use *global resources* which resources intended to be used by any question in any topic in the repository.

23.1.3 Picture files

Several types of picture file can be used as resources in *Authoring Manager*, including GIF (**.gif**) and JPEG (**.jpg**, **.jpeg**) files.

To find out exactly what types of picture file are supported, check the *Perception* support site at:

http://www.questionmark.com/perception/help

23.1.4 Video files

Several types of video file can be used as resources in *Authoring Manager*.

To find out exactly what types of video file are supported, check the *Perception* support site at:

*http://www.questionmark.com/perception/help*xx

23.1.5 Sound files

Several types of sound file can be used as resources in *Authoring Manager*.

To find out exactly what types of sound file are supported, check the *Perception* support site at:

http://www.questionmark.com/perception/help

23.2 Where resources can be used

Resources can be used in the following places:

- In *topic outcomes*
- In a *question stimulus*
- In *question choices*
- In *question feedback*
- In an *assessment introduction*
- In an *assessment question block introduction*
- In *assessment outcomes*
- In *assessment topic outcomes*

23.2.1 Resources in topic outcomes

Authoring Manager provides facilities for *creating topic outcomes* and *editing topic outcomes*, each of which enables you to add resources to the feedback for the topic outcome.

23.2.2 Resources in a question stimulus

If you are using the *Question Wizard*, you can add resources to the question stimulus for all types of question *except*:

- **Fill in blanks**
- **Select a blank**

If you are using the *Question Editor*, you can add resources when you are *editing the question stimulus* for all types of question.

23.2.3 Resources in question choices

If you are using the *Question Wizard*, you can *only* add resources to these types of question:

- **Matching**
- **Matrix**
- **Multiple choice**
- **Multiple response**
- **Pull-down list**
- **Ranking**
- **True/False**
- **Yes/No**

If you are using the *Question Editor*, you can add resources to the *choice ID and wording* for all types of question *except*:

- **Explanation**
- **Drag and drop**
- **Hotspot**
- **Likert scale**

23.2.4 Resources in question feedback

If you are using the *Question Wizard*, you can add resources to the feedback for all types of question *except*:

- **Explanation**
- **Likert scale**
- **Matrix**
- **Pull-down list**
- **Captivate/RoboDemo**

If you are using the *Question Editor*, you can add resources to the *feedback in question outcomes* for all types of question.

23.2.5 Resources in an assessment introduction

When the *Assessment Wizard* is used for *creating an assessment*, resources may be included in the assessment introduction. The assessment will contain a single *question block* whose introductory message will be the assessment introduction.

Assessment Editor can be used to change the assessment introduction by editing the introductory message for the *question block*, and resources may be added to this message (see *editing question blocks*).

Assessment Editor can also be used to add more *question blocks* to the assessment, each of which have its own introductory message. By *editing question blocks* you can include *resources in an assessment question block introduction*.

23.2.6 Resources in an assessment question block introduction

When the *Assessment Wizard* is used for *creating an assessment*, the assessment will contain a single *question block*.

Assessment Editor can be used to add more *question blocks* to the assessment, each of which have its own introductory message. By *editing question blocks* you can include *resources in an assessment question block introduction* for any of the *question blocks*.

23.2.7 Resources in assessment outcomes

When the *Assessment Wizard* is used for *creating an assessment*, one or two *assessment outcomes* will be created for the assessment depending on whether you specified a cutoff score. The *Assessment Wizard* allows you to add resources to the feedback defined for each of these *assessment outcomes*.

Assessment Editor can also be used to add more *assessment outcomes* to the assessment, and add resources to the feedback defined for any *assessment outcome* by *editing assessment outcomes*.

23.2.8 Resources in assessment topic outcomes

Assessment Editor allows you to create assessment topic outcomes within an assessment that you can use for reporting instead of any topic outcomes defined for the topics themselves in *Authoring Manager*.

Assessment Editor enables you to add resources to the feedback for assessment topic outcomes when you are *adding topic outcomes* or *editing topic outcomes*.

23.3 Managing topic resources

Topic resources are associated with specific topics. A question can only use *topic resources* in the same topic. Access to *topic resources* can be restricted by the security used for *controlling access to topics*.

To manage *topic resources*, you must be using the *topic resource display* in the *list pane* of the *Authoring Manager window*.

Authoring Manager enables you to manage your *topic resources* by:

- *Adding topic resources directly*
- *Editing topic resources*
- *Copying topic resources as other topic resource*
- *Copying topic resources as global resources*
- *Moving topic resources to other topic resources*
- *Moving topic resources to global resources*
- *Renaming topic resources*
- *Deleting topic resources*

23.3.1 Adding topic resources directly

To add a topic resource you must be using the *topic resource display* in the *list pane* of the *Authoring Manager window*.

To add a topic resource to the repository:

1) Ensure that you are in the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *topic* to which you wish to add a resource file
3) Select the **Manage Items | Add Item Resource…** menu option in *Authoring Manager*
4) Locate and select a picture file, video file or sound file on the screen that appears
5) If a topic resource with the same name as the one you selected already exists in the highlighted *topic*, you will be asked whether you wish to overwrite the existing topic resource

Note: Overwriting a topic resource is a permanent operation. The original topic resource cannot be recovered after it is overwritten.

The resource you selected will be copied into the repository and will become a topic resource.

23.3.2 Editing topic resources

To edit a *topic resource* you must be using the *topic resource display* in the *list pane* of the *Authoring Manager window*.

Note: You can only edit a *topic resource* if you have an editing package installed on your PC that works with the file type of the *topic resource*. The file type must also be associated with the editing package in Windows.

To edit a *topic resource* in the repository:

1) Ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the *topic resource* you wish to edit
3) Highlight the *topic resource* you wish to edit
4) Select the **Manage Items | Edit Item Resource…** menu option in *Authoring Manager*
5) The editing software that is normally associated with editing the *topic resource* will launch with the topic resource ready for editing

You can now edit your selected *topic resource*.

23.3.3 Copying topic resources as other topic resources

You can create a new *topic resource* by copying an existing *topic resource* within the same repository or to another repository. To do this you can use the *drag and drop method* or the *copy and paste method*.

When a *topic resource* is copied within the same repository and a *topic resource* already exists with the same name as the one you are copying in the *topic* you are copying the *topic resource* to, it will be created with **Copy of** prefixed to the name. For example, a *topic resource* called **diagram.jpg** will be copied as **Copy of diagram.jpg**.

If the copy is in a different repository to the original, and a *topic* already exists with the same name as the one you are copying in the *topic* you are copying the *topic resource* to, you will see the *resource overwrites screen*.

Drag and drop method

To copy a *topic resource* as another *topic resource*:

1) Ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the *topic resource* you wish to copy
3) Highlight the *topic resource* you wish to copy
4) Hold down the left mouse button and drag the *topic resource* to the *topic* in which you wish to create a copy of the *topic resource*:
    - If you are copying within the same repository, simply drag the original *topic resource* to the topic in which you wish to create the copy
    - If you are copying to a different repository, ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window* and drag the original *topic resource* to the topic in which you wish to create the copy
5) Release the left mouse button

Copy and paste method

To copy a *topic resource* as another *topic resource*:

1) Ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the *topic resource* you wish to copy
3) Highlight the *topic resource* you wish to copy
4) Select the **Edit | Copy** menu option in *Authoring Manager*
5) Locate the *topic* in which you wish to create a copy of the *topic resource*:
    - If you are copying within the same repository, simply highlight the topic in which you wish to create the copy
    - If you are copying to a different repository, ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window* and highlight the topic in which you wish to create the copy
6) Select the **Edit | Paste** option in *Authoring Manager*

23.3.4 Copying topic resources as global resources

You can create a new *global resource* by copying an existing *topic resource* within the same repository or to another repository.

To copy a *topic resource* as a *global resource*:

1) Ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the *topic resource* you wish to copy
3) Highlight the *topic resource* you wish to copy
4) Select the **Edit | Copy** menu option in *Authoring Manager*
5) Whether you are creating your new *global resource* in the same repository or another repository, ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
6) Highlight the *global resource folder* in which you wish to create a new *global resource*
7) Select the **Edit | Paste** option in *Authoring Manager*

When a *topic resource* is copied within the same repository and a *global resource* already exists with the same name as the one you are copying in the *global resource folder* you are copying the *topic resource* to, it will be created with **Copy of** prefixed to the name. For example, a *topic resource* called **diagram.jpg** will be copied as **Copy of diagram.jpg**.

If the copy is in a different repository to the original, and a *global resource* already exists with the same name as the one you are copying in the *global resource folder* you are copying the *topic resource* to, you will see the *resource overwrites screen*.

23.3.5 Moving topic resources to other topic resources

You can create a new *topic resource* by moving an existing *topic resource* within the same repository or to another repository, unless it is being used for any purpose *where resources can be used*.

When a *topic resource* is moved within the same repository and a *topic resource* already exists with the same name as the one you are moving in the *topic* you are moving the *topic resource* to, it will be created with **Copy of** prefixed to the name. For example, a *topic resource* called **cathedral.gif** will be created as **Copy of cathedral.gif**.

If the copy is in a different repository to the original, and a *topic* already exists with the same name as the one you are copying in the *topic* you are copying the *topic resource* to, you will see the *resource overwrites screen*.

To create a new *topic resource* by moving an existing *topic resource*:

1) Ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the *topic resource* you wish to move
3) Highlight the *topic resource* you wish to move
4) Select the **Edit | Cut** menu option in *Authoring Manager*
5) Locate the *topic* to which you wish to move the *topic resource*:
    - If you are copying within the same repository, simply highlight the topic in which you wish to create the copy
    - If you are copying to a different repository, ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window* and highlight the topic in which you wish to create the copy
6) Select the **Edit | Paste** option in *Authoring Manager*

23.3.6 Moving topic resources to global resources

You can create a new *global resource* by moving an existing *topic resource* within the same repository or to another repository, unless it is being used for any purpose *where resources can be used*.

To create a new *global resource* by moving an existing *topic resource*:

1) Ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the *topic resource* you wish to move
3) Highlight the *topic resource* you wish to move
4) Select the **Edit | Cut** menu option in *Authoring Manager*
5) Whether you are creating your new *global resource* in the same repository or another repository, ensure that you are using the *resource display* in the *list pane* of the *Authoring Manager window*
6) Highlight the *global resource folder* in which you wish to create a new *global resource*
7) Select the **Edit | Paste** option in *Authoring Manager*

When a *topic resource* is moved within the same repository and a *global resource* already exists with the same name as the one you are moving in the *global resource folder* you are moving the *topic resource* to, it will be created with **Copy of** prefixed to the name. For example, a *topic resource* called **diagram.jpg** will be created as **Copy of diagram.jpg**.

If the *topic resource* being moved is in a different repository to the original, and a *global resource* already exists with the same name as the one you are moving in the *global resource folder* you are moving the *topic resource* to, you will see the *resource overwrites screen*.

23.3.7 Renaming topic resources

To rename a *topic resource* you must be using the *topic resource display* in the *list pane* of the *Authoring Manager window*.

To rename a *topic resource*:

1) Ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the *topic resource* you wish to rename
3) Highlight the *topic resource* you wish to rename
4) Select the **Edit | Rename** menu option in *Authoring Manager*
5) Enter the new *topic resource* name in the box created around the *topic resource's* existing **Name**
6) Move the cursor away from the box

Topic resources must have unique names within a *topic*.

23.3.8 Deleting topic resources

To delete a *topic resource* you must be using the *topic resource display* in the *list pane* of the *Authoring Manager window*.

To delete a *topic resource*:

1) Ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the *topic resource* you wish to delete
3) Highlight the *topic resource* you wish to delete
4) Select the **Edit | Delete** menu option in *Authoring Manager*
5) Click **Yes** on the confirmation screen that appears

You cannot delete a *topic resource* that is being used for any purpose *where resources can be used*.

23.4 Managing global resources

Global resources can be used for any purpose *where resources can be used*. Care should be taken when using them, and it is generally better to use *topic resources*.

To manage *global resources*, you must be using the *global resource display* in the *list pane* of the *Authoring Manager window*.

Authoring Manager enables you to manage your *global resources* by:

- *Adding global resources directly*
- *Editing global resources*
- *Copying global resources as other global resources*
- *Copying global resources as topic resources*
- *Moving global resources to other global resources*
- *Moving global resources to topic resources*
- *Renaming global resources*
- *Deleting global* resources

23.4.1 Adding global resources directly

To add a global resource you must be using the *global resource display* in the *list pane* of the *Authoring Manager window*.

To add a global resource to the repository:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global resource folder* to which you wish to add a resource file
3) Select the **Manage Items | Add Item Resource…** menu option in *Authoring Manager*
4) Locate and select a picture file, video file or sound file on the screen that appears
5) If a global resource with the same name as the one you selected already exists in the highlighted *global resource folder*, you will be asked whether you wish to overwrite the existing global resource

> **Note:** Overwriting a global resource is a permanent operation. The original global resource cannot be recovered after it is overwritten.

The resource you selected will be copied into the repository and will become a global resource.

23.4.2 Editing global resources

To edit a global resource you must be using the *global resource display* in the *list pane* of the *Authoring Manager window*.

Note: You can only edit a global resource if you have an editing package installed on your PC that works with the file type of the global resource. The file type must also be associated with the editing package in Windows.

To edit a global resource in the repository:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global resource folder* that contains the global resource you wish to edit
3) Highlight the global resource you wish to edit
4) Select the **Manage Items | Edit Item Resource…** menu option in *Authoring Manager*
5) The editing software that is normally associated with editing the global resource will launch with the global resource ready for editing

You can now edit your selected global resource.

23.4.3 Copying global resources as other global resources

You can create a new *global resources* by copying an existing *global resources* within the same repository or to another repository. To do this you can use the *drag and drop method* or the *copy and paste method*.

When a *global resource* is copied within the same repository and a *global resource* already exists with the same name as the one you are copying in the *global resource folder* you are copying the *global resource* to, it will be created with **Copy of** prefixed to the name. For example, a *global resource* called **diagram.jpg** will be copied as **Copy of diagram.jpg**.

If the copy is in a different repository to the original, and a *global resource* already exists with the same name as the one you are copying in the *global resource folder* you are copying the *global resource* to, you will see the *resource overwrites screen*.

Drag and drop method

To copy a *global resources* as another *global resources*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global resource folder* that contains the *global resources* you wish to copy
3) Highlight the *global resources* you wish to copy
4) Whether you are creating your new *global resources* in the same repository or another repository, ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
5) Hold down the left mouse button and drag the *global resources* to the *global resource folder* in which you wish to create a new *global resources*
6) Release the left mouse button

Copy and paste method

To copy a *global resources* as another *global resources*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global resource folder* that contains the *global resources* you wish to copy
3) Highlight the *global resources* you wish to copy
4) Select the **Edit | Copy** menu option in *Authoring Manager*
5) Whether you are creating your new *global resources* in the same repository or another repository, ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
6) Highlight the *global resource folder* in which you wish to create a *global resources*
7) Select the **Edit | Paste** option in *Authoring Manager*

23.4.4 Copying global resources as topic resources

You can create a new *topic resource* by copying an existing *global resource* within the same repository or to another repository.

To copy a *global resource* as a *topic resource*:

1) Ensure that you are using the *global resources display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global resource folder* that contains the *global resource* you wish to copy
3) Highlight the *global resource* you wish to copy
4) Select the **Edit | Copy** menu option in *Authoring Manager*
5) Locate the *topic* to which you wish to copy the *global resource*:
    - If you are moving within the same repository, simply highlight the topic in which you wish to create the copy
    - If you are moving to a different repository, ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window* and highlight the topic in which you wish to create the copy
6) Select the **Edit | Paste** option in *Authoring Manager*

When a *global resource* is copied within the same repository and a *topic resource* already exists with the same name as the one you are copying in the *topic* you are copying the *global resource* to, it will be created with **Copy of** prefixed to the name. For example, a *global resource* called **cathedral.gif** will be copied as **Copy of cathedral.gif**.

If the copy is in a different repository to the original, and a *topic resource* already exists with the same name as the one you are copying in the *topic* you are copying the *global resource* to, you will see the *resource overwrites screen*.

23.4.5 Moving global resources to other global resources

You can create a new *global resource* by moving an existing *global resource* within the same repository or to another repository.

When a *global resource* is moved within the same repository and a *global resource* already exists with the same name as the one you are copying in the *global resource folder* you are moving the *global resource* to, it will be created with **Copy of** prefixed to the name. For example, a *global resource* called **diagram.jpg** will be moved as **Copy of diagram.jpg**.

If the *global resource* is being moved to a different repository to the original, and a *global resource* already exists with the same name as the one you are moving in the *global resource folder* you are moving the *global resource* to, you will see the *resource overwrites screen*.

To create a new *global resource* by moving an existing *global resource*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global resource folder* that contains the *global resource* you wish to move
3) Highlight the *global resource* you wish to move
4) Select the **Edit | Cut** menu option in *Authoring Manager*
5) Whether you are creating your new *global resource* in the same repository or another repository, ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
6) Highlight the *global resource folder* in which you wish to create a new *global resource*
7) Select the **Edit | Paste** option in *Authoring Manager*

23.4.6 Moving global resources to topic resources

You can create a new *topic resource* by moving an existing *global resource* within the same repository or to another repository.

To create a new *topic resource* by moving a *global resource*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global resource folder* that contains the *global resource* you wish to move
3) Highlight the *global resource* you wish to move
4) Select the **Edit | Cut** menu option in *Authoring Manager*
5) Locate the *topic* to which you wish to move the *topic resource*:
    - If you are moving within the same repository, simply highlight the topic in which you wish to create the copy
    - If you are moving to a different repository, ensure that you are using the *topic resource display* in the *list pane* of the *Authoring Manager window* and highlight the topic in which you wish to create the copy
6) Select the **Edit | Paste** option in *Authoring Manager*

When a *global resource* is moved within the same repository and a *topic resource* already exists with the same name as the one you are moving in the *topic* you are moving the *global resource* to, it will be created with **Copy of** prefixed to the name. For example, a *global resource* called **cathedral.gif** will become **Copy of cathedral.gif**.

If the *global resource* is being moved to a different repository to the original, and a *topic resource* already exists with the same name as the one you are moving in the *topic* you are moving the *global resource* to, you will see the *resource overwrites screen*.

23.5 Global resource folders

Global resources are contained in *global resource folders* which you see when you use the *global resources view* in the *list pane* of the *Authoring Manager window*.

A global resource folder can also contain another global resource folder. A global resource folder at the top of a global resource folder structure is called a *root global resource folder*. There can be more than one root global resource folder in the repository.

When you create a new repository, the root global resource folders **java**, **multimedia**, **system** and **templategfx** are automatically created.

Authoring Manager enables you to manage your global resource folders by:

- *Adding a global resource folder*
- *Copying a global resource folder*
- *Moving a global resource folder*
- *Renaming a global resource folder*
- *Deleting a global resource folder*

23.5.1 Adding a global resource folder

To add a *global resource folder* you must be using the *global resource display* in the *list pane* of the *Authoring Manager window*.

To add your own *global resource folder*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Highlight the position at which you wish to create a new *global resource folder*
    - To create a root global resource folder, highlight **Resources**
    - To create a *global resource folder* within a *global resource folder* structure, highlight the *global resource folder* below which you wish to create the new *global resource folder*
3) Select the **Manage Items | New Global Resource Folder** menu option in *Authoring Manager*

A new *global resource folder* called **New Resource Folder** will be created under **Resources**.

You can now give the *global resource folder* you have created a name of your choice by going through the steps for *renaming a global resource folder*.

You can create structures of *global resource folders*, so that one *global resource folder* can be a subfolder of another. However, all items anywhere under **Resources** are global resources.

23.5.2 Copying a global resource folder

You can create a new *global resource folder* by copying an existing *global resource folder* within the same repository or to another repository. To do this you can use the *drag and drop method* or the *copy and paste method*.

When a *global resource folder* is copied, all *global resources* within it are copied.

Global resource folder names must be unique at the same level of a *global resource folder* structure. Two root global resource folders cannot have the same name, and nor can two *global resource folders* with the same name exist directly under another *global resource folder*.

If a *global resource folder* already exists with the same name as the one you are copying at the same level as you paste, it will be created with **Copy of** prefixed to the name. For example, a *global resource folder* called **Structures** will be copied as **Copy of Structures**.

Drag and drop method

To copy a *global resource folder* as another *global resource folder*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global resource folder* you wish to copy
3) Hold down the left mouse button and drag the *global resource folder* to the position at which you wish to create the copy in the same repository or in another repository
    - To create the copy as a root global resource folder, drag the original *global resource folder* to **Resources**
    - To create the copy in a *global resource folder* structure, drag the original *global resource folder* to the *global resource folder* below which you wish to create the copy
4) Release the left mouse button

Copy and paste method

To copy a *global resource folder* as another *global resource folder*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global resource folder* you wish to copy
3) Select the **Edit | Copy** menu option in *Authoring Manager*
4) Highlight the position at which you wish to create the copy in the same repository or in another repository
    - To create the copy as a root global resource folder, highlight **Resources**
    - To create the copy in a *global resource folder* structure, highlight the *global resource folder* below which you wish to create the copy
5) Select the **Edit | Paste** option in *Authoring Manager*

23.5.3 Moving a global resource folder

You can create a new *global resource folder* by moving an existing *global resource folder* within the same repository or to another repository.

When a *global resource folder* is moved, all *global resources* within it are moved.

Global resource folder names must be unique at the same level of a *global resource folder* structure. Two root global resource folders cannot have the same name, and nor can two *global resource folders* with the same name exist directly under another *global resource folder*.

If a *global resource folder* already exists with the same name as the one you are moving at the same level as you paste, it will be created with **Copy of** prefixed to the name. For example, a *global resource folder* called **Structures** will be copied as **Copy of Structures**.

Cut and paste method

To copy a new *global resource folder* by moving an existing *global resource folder*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global resource folder* you wish to move
3) Select the **Edit | Cut** menu option in *Authoring Manager*
4) Highlight the position at which you wish to create the new *global resource folder* in the same repository or in another repository
    - To create the new *global resource folder* as a root global resource folder, highlight **Resources**
    - To create the new *global resource folder* in an *global resource folder* structure, highlight the *global resource folder* below which you wish to create the new *global resource folder*
5) Select the **Edit | Paste** option in *Authoring Manager*

23.5.4 Renaming a global resource folder

To rename a *global resource folder* you must be using the *global resource display* in the *list pane* of the *Authoring Manager window*.

To rename a *global resource folder*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global resource folder* that you wish to rename
3) Select the **Edit | Rename** menu option in *Authoring Manager*
4) Enter the new *global resource folder* name in the box created around the *global resource folder's* existing **Name**
5) Move the cursor away from the box

Global resource folders must have unique names within another *global resource folder* or a root global resource folder

You should take care when renaming *global resource folders* because this can cause assessments not to display these resources.

23.5.5 Deleting a global resource folder

To delete a *global resource folder* you must be using the *global resource display* in the *list pane* of the *Authoring Manager window*.

To delete a *global resource folder*:

1) Ensure that you are using the *global resource display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global resource folder* that you wish to delete
3) Select the **Edit | Delete** menu option in *Authoring Manager*
4) Click **Yes** on the confirmation screen that appears

The *global resource folder* you highlighted will now be deleted.

If you delete a *global resource folder*:

- Any subfolders below it will be deleted
- Any global resources in the deleted *global resource folder* can no longer be accessed if they are being used for any purpose *where resources can be used*
- Any global resources in any subfolder of the deleted *global resource folder* can no longer be accessed if they are being used for any purpose *where resources can be used*

23.6 The Resource Browser

If you include resources in questions with the *Question Wizard* or with *Question Editor*, you will use the *Resource Browser*. This allows you to *select topic resources* or *select global resources* that are already in the repository, or add new ones to the repository automatically if you *select external resources*.

The selected resource will be included in the relevant part of your question.

23.6.1 Selecting topic resources

To select a topic resource for inclusion into a question, click the **Topic Resources** icon on the *Resource Browser* screen and choose the item you require.

You can select a topic resource that belongs to a topic other than the one your question belongs to, but if you are going to share resources between topics you should consider making them global resources.

23.6.2 Selecting global resources

To select a global resource for inclusion into a question, click the **Global Resources** icon on the *Resource Browser* screen and choose the item you require.

23.6.3 Selecting external resources

To select a picture file, video file or sound file that is not currently in the repository for inclusion into a question, click the **External Resources** icon on the *Resource Browser* screen and choose the resource file you require.

The resource file will become a topic resource for the topic in which the question is located.

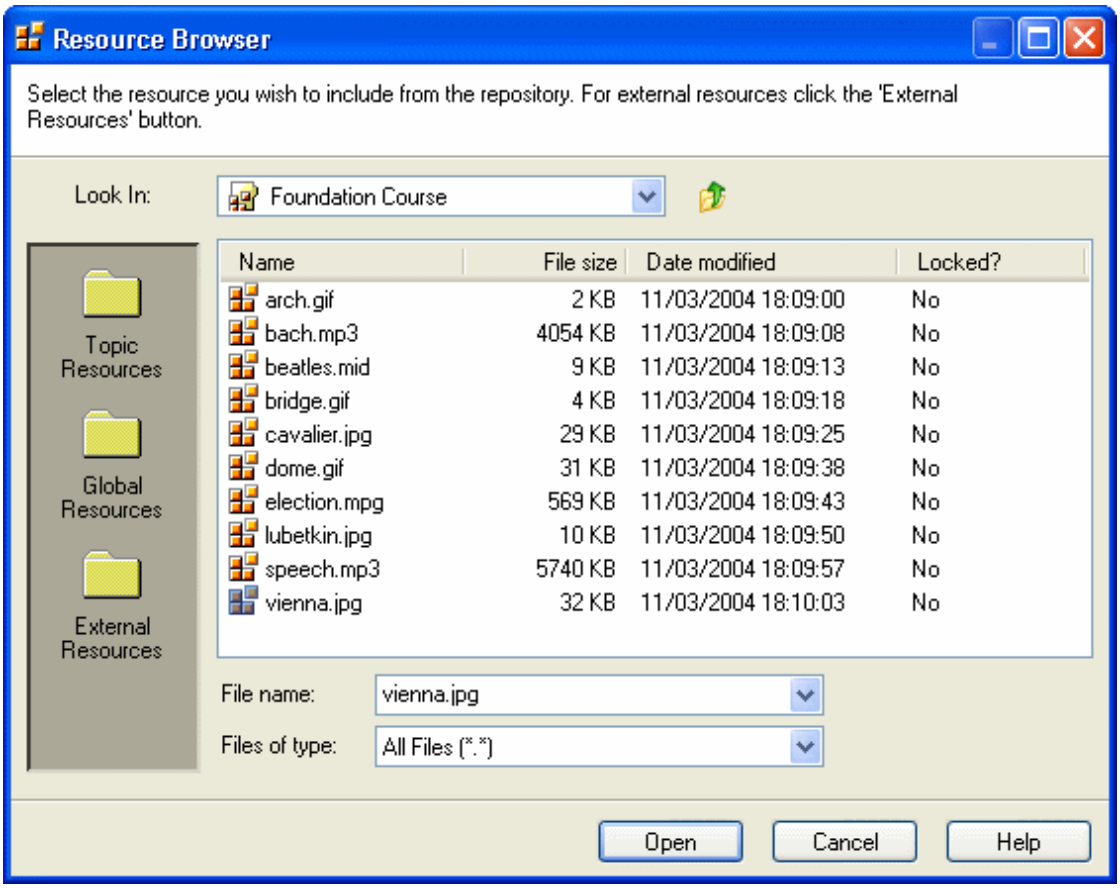
23.7 Resource screens

If you include resources in questions with the *Question Wizard* or with *Question Editor*, you will see the Resource Browser screen that allows you to select a resource.

When you have selected a resource, you will usually be able to preview it with the *resource preview* screen.

23.7.1 Resource Browser

This screen allows you to access global resources, topic resources, or add new picture files, video files or sound files into the repository and use them.



If you wish to use a topic resource, click the **Topic Resources** icon on the left and use the right hand pane to navigate to the item you require. You can then *select a topic resource*.

If you wish to use a global resource, click the **Global Resources** icon on the left and use the right hand pane to navigate to the item you require. You can then *select a global resource*.

If you wish to add a new picture file, video file or sound file into the repository and use it, click the **External Resources** icon on the left. You can then You can then *select an external resource*.

> **Note:** If you are *creating a Macromedia Flash question* or *creating a Captivate/RoboDemo question* and you select a **.qml** file, there must be a corresponding **.swf** (Flash™) file at the same location. If the **.qml** file is an external resource, the **.swf** file will be copied to the repository as well as the **.qml** file.

Click **Open** to return to the screen from which you entered the *Resource Browser*. The item you selected will be included used in this screen.

When you have selected a resource with the *Resource Browser*, you will often be able to see what how the resource will appear to the participant with the *resource preview* screen.

Click **Cancel** to return to the screen from which you entered the *Resource Browser* without using the item you selected.

23.7.2 Resource preview

This screen allows you to preview a graphic that you have selected with the *Resource Browser*.



When you have finished previewing the resource, click **Cancel** or close the window and you will return to the screen from which you requested to preview the resource.

24 Content objects

Content objects are files that are stored in a repository and can be used when creating questions and assessments. These files can be HTML files, Microsoft Word files, other documents or URLs.

Authoring Manager classifies *content objects* as being either *topic content objects* or *global content objects*.

Topic content objects are associated with specific topics. A question should only use *topic content objects* in the same topic. Access to *topic content objects* can be restricted by the security used for *controlling access to topics*.

Global content objects can be used for any purpose *where resources can be used*. Care should be taken when using them, and it is generally better to use *topic content objects*.

You can add content objects to the repository with the *Content Wizard* and use them later.

If you include content objects in questions with the *Question Wizard* or with *Question Editor*, you will use the *HTML Editor*. This allows you to include content objects that are already in the repository, or add new ones to the repository with the *Content Wizard* and then use them.

Whether you are *managing topic content objects* or *managing global content object*, *Authoring Manager* enables you to do the following:

- Add content objects to the repository with the *Content Wizard* and use them later
- Change content objects
- Copy content objects
- Move content objects
- Delete content objects

24.1 Types of content objects

Content objects can be either *topic content objects* or *global content objects*.

These objects are intended to be linked to from question or from assessment feedback, and may be HTML files, other documents, or URLs that link to these.

24.1.1 Topic content objects

Authoring Manager enables you to use *topic content objects* which are content objects associated with topics. These are intended to be used only for questions within a specific topic.

Topic content objects should only be used in questions that reside in the same topic as the topic content object you are using.

24.1.2 Global content objects

Authoring Manager enables you to use *global content objects* which content objects intended to be used by any question in any topic in the repository.

24.2 Where content objects can be used

Content objects can be used in the following places:

- In *topic outcomes*
- In *question feedback*
- In *assessment outcomes*
- In *assessment topic outcomes*

24.2.1 Content objects in topic outcomes

Authoring Manager provides facilities for *creating topic outcomes* and *editing topic outcomes*, each of which enables you to add content objects to the feedback for the topic outcome.

24.2.2 Content objects in question feedback

If you are using the *Question Wizard*, you can add content objects to the feedback for all types of question *except*:

- **Explanation**
- **Likert scale**
- **Matrix**
- **Pull-down list**
- **Captivate/RoboDemo**

If you are using the *Question Editor*, you can add content objects to the *feedback in question outcomes* for all types of question.

24.2.3 Content objects in assessment outcomes

When the *Assessment Wizard* is used for *creating an assessment*, one or two *assessment outcomes* will be created for the assessment depending on whether you specified a cutoff score. The *Assessment Wizard* allows you to add content objects to the feedback defined for each of these *assessment outcomes*.

Assessment Editor can also be used to add more *assessment outcomes* to the assessment, and add content objects to the feedback defined for any *assessment outcome* by *editing assessment outcomes*.

24.2.4 Content objects in assessment topic outcomes

Assessment Editor allows you to create assessment topic outcomes within an assessment that you can use for reporting instead of any topic outcomes defined for the topics themselves in *Authoring Manager*.

Assessment Editor enables you to add content objects to the feedback for assessment topic outcomes when you are *adding topic outcomes* or *editing topic outcomes*.

24.3 Managing topic content objects

Topic content objects are associated with specific topics. A question can only use topic content objects in the same topic. Access to topic content objects can be restricted by the security used for *controlling access to topics*.

To manage topic content objects, you must be using the ***topic content display*** in the *list pane* of the *Authoring Manager window*.

Authoring Manager enables you to manage your topic content objects by:

- *Adding topic content objects*
- *Changing topic content objects*
- *Changing topic content files*
- *Copying topic content objects as other topic content objects*
- *Copying topic content objects as global content objects*
- *Moving topic content objects to other topic content objects*
- *Moving topic content objects to global content objects*
- *Deleting topic content objects*

24.3.1 Adding topic content objects

To add a topic content object you must be using the ***topic content display*** in the *list pane* of the *Authoring Manager window*.

To add a topic content object to the repository:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *topic* to which you wish to add a topic content object
3) Select the **Manage Items | Add Content…** menu option in *Authoring Manager*

The *Content Wizard* will now start and you can use it for *creating a new content object*.

24.3.2 Changing topic content objects

To change a topic content object you must be using the ***topic content display*** in the *list pane* of the *Authoring Manager window*.

To change a topic content object in the repository:

1) Ensure that you are using the ***topic content display*** in the of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object you wish to change
3) Highlight the topic content object you wish to change
4) Select the **Manage Items | Edit Content…** menu option in *Authoring Manager*

The *Content Wizard* will now start and you can use it for *changing an existing content object*.

24.3.3 Changing topic content files

To change the file that constitutes a topic content object you must be using the ***topic content display*** in the *list pane* of the *Authoring Manager window*.

To change a topic content file in the repository:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object whose file you wish to change
3) Highlight the topic content object whose file you wish to change
4) Select the **Manage Items | Edit Content File…** menu option in *Authoring Manager*

You can now change the file that constitutes the topic content object that you highlighted.

24.3.4 Copying topic content objects as other topic content objects

You can create a new topic content object by copying an existing topic content object within the same repository or to another repository. To do this you can use the *drag and drop method* or the *copy and paste method*.

If a topic content object already exists with the same name as the one you are copying in the *topic* where you paste, it will be created with **Copy of** prefixed to the name. For example, a topic content object called **Math Resources.doc** will be copied as **Copy of Math Resources.doc**.

Drag and drop method

To copy a topic content object as another topic content object:

1) Ensure that you are using the **topic content object** in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object you wish to copy
3) Highlight the topic content object you wish to copy
4) Hold down the left mouse button and drag the topic content object to the *topic* in which you wish to create a copy of the topic content object:
    - If you are copying within the same repository, simply drag the original topic content object to the topic in which you wish to create the copy
    - If you are copying to a different repository, ensure that you are using the **topic content object** in the *list pane* of the *Authoring Manager window* and drag the original topic content object to the topic in which you wish to create the copy
5) Release the left mouse button

Copy and paste method

To copy a topic content object as another topic content object:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object you wish to copy
3) Highlight the topic content object you wish to copy
4) Select the **Edit | Copy** menu option in *Authoring Manager*
5) Locate the *topic* in which you wish to create a copy of the topic content object:
    - If you are copying within the same repository, simply highlight the topic in which you wish to create the copy
    - If you are copying to a different repository, ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window* and highlight the topic in which you wish to create the copy
6) Select the **Edit | Paste** option in *Authoring Manager*

24.3.5 Copying topic content objects as global content objects

You can create a new global content object by copying an existing topic content object within the same repository or to another repository.

To copy a topic content object as a *global content object*:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object you wish to copy
3) Highlight the topic content object you wish to copy
4) Select the **Edit | Copy** menu option in *Authoring Manager*
5) Whether you are creating your new global content object in the same repository or another repository, ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
6) Highlight the *global content folder* in which you wish to create a new global content object
7) Select the **Edit | Paste** option in *Authoring Manager*

If a global content object already exists with the same name as the one you are copying in the *global content folder* where you paste, it will be created with **Copy of** prefixed to the name. For example, a topic content object called **Architecture_Revision.html** will be copied as **Architecture_Revision.html**.

24.3.6 Moving topic content objects to other topic content objects

You can create a new topic content object by moving an existing topic content object within the same repository or to another repository, unless it is being used for any purpose *where content objects can be used*.

If a topic content object already exists with the same name as the one you are moving in the *topic* where you paste, it will be created with **Copy of** prefixed to the name. For example, a topic content object called **Math Resources.doc** will be created as **Copy of Math Resources.doc**.

To create a new topic content object by moving an existing topic content object:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object you wish to move
3) Highlight the topic content object you wish to move
4) Select the **Edit | Cut** menu option in *Authoring Manager*
5) Locate the *topic* to which you wish to move the topic content object:
    - If you are copying within the same repository, simply highlight the topic in which you wish to create the copy
    - If you are copying to a different repository, ensure that you are using the *topic content object display* in the *list pane* of the *Authoring Manager window* and highlight the topic in which you wish to create the copy
6) Select the **Edit | Paste** option in *Authoring Manager*

24.3.7 Moving topic content objects to global content objects

You can create a new global content object by moving an existing topic content object within the same repository or to another repository, unless it is being used for any purpose *where content objects can be used*.

To create a new global content object by moving an existing topic content object:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object you wish to move
3) Highlight the topic content object you wish to move
4) Select the **Edit | Cut** menu option in *Authoring Manager*
5) Whether you are creating your new global content in the same repository or another repository, ensure that you are in the *global content display* in the *list pane* of the *Authoring Manager window*
6) Highlight the *global content folder* in which you wish to create a new global content object
7) Select the **Edit | Paste** option in *Authoring Manager*

If a global content object already exists with the same name as the one you are moving in the *global content folder* where you paste, it will be created with **Copy of** prefixed to the name. For example, a topic content object called **Architecture_Revision.html** will be created as **Architecture_Revision.html**.

24.3.8 Deleting topic content objects

To delete a topic content object you must be using the *topic content display* in the *list pane* of the *Authoring Manager window*.

To delete a topic content object:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object you wish to delete
3) Highlight the topic content object you wish to delete
4) Select the **Edit | Delete** menu option in *Authoring Manager*
5) Click **Yes** on the confirmation screen that appears

You cannot delete a topic content object that is being used for any purpose *where content objects can be used*.

24.4 Managing global content objects

Global content objects can be used for any purpose *where content objects can be used*. Access to global content objects cannot be restricted by any security, and care should be taken when using them. Generally, it is better to use *topic content objects*.

To manage global content object, you must be using the *global content display* in the *list pane* of the *Authoring Manager window*.

Authoring Manager enables you to manage your *global content objects* by:

- *Adding global content objects*
- *Changing global content objects*
- *Changing global content files*
- *Copying global content objects as other global content objects*
- *Copying global content objects as topic content objects*
- *Moving global content objects to other global content objects*
- *Moving global content objects to topic content objects*
- *Deleting topic content objects*

24.4.1 Adding global content objects

To add a global content object you must be using the *global content display* in the *list pane* of the *Authoring Manager window*.

To add a global content object to the repository:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global content folder* to which you wish to add a global content object
3) Select the **Manage Items | Add Content…** menu option in *Authoring Manager*

The *Content Wizard* will now start and you can use it for *creating a new content object*.

24.4.2 Changing global content objects

To change a global content object you must be using the *global content display* in the *list pane* of the *Authoring Manager window*.

To change a global content object in the repository:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global content folder* that contains the global content object you wish to edit
3) Highlight the global content object you wish to change
4) Select the **Manage Items | Edit Content…** menu option in *Authoring Manager*

The *Content Wizard* will now start and you can use it for *changing an existing content object*.

24.4.3 Changing global content files

To change the file that constitutes a global content object you must be using the *global content display* in the *list pane* of the *Authoring Manager window*.

To change a global content file in the repository:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global content folder* that contains the global content object whose file you wish to change
3) Highlight the global content object whose file you wish to change
4) Select the **Manage Items | Edit Content File…** menu option in *Authoring Manager*

You can now change the file that constitutes the global content object that you highlighted.

24.4.4 Copying global content objects as other global content objects

You can create a new global content object by copying an existing global content object within the same repository or to another repository. To do this you can use the drag and drop method or the copy and paste method.

When a global content object is copied within the same repository and a global content object already exists with the same name as the one you are copying in the *global content folder* you are copying the global content object to, it will be created with **Copy of** prefixed to the name. For example, a global content object called **Art Revision.pdf** will be copied as **Copy of Art Revision.pdf**.

When a global content object is copied to another repository and a global content object already exists with the same name as the one you are copying in the *global content folder* you are copying the global content object to, what will happen depends on the Content Object IDs of the global content object being copied and of the global content object being copied to.

The rules for copying global content objects of the same name are:

- If the *Content Object ID* is the same for both global content objects, the global content object being copied to will be overwritten and you will see the *content overwrites screen*
- If the *Content Object ID* is *not* the same for both global content objects, the global content object being copied to will be copied to a second global content object with the same name as the global content object being copied to

Drag and drop method

To copy a global content object as another global content object:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global content folder* that contains the global content object you wish to copy
3) Highlight the global content object you wish to copy
4) Whether you are creating your new global content object in the same repository or another repository, ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
5) Hold down the left mouse button and drag the global content object to the *global content folder* in which you wish to create a new global content object
6) Release the left mouse button

Copy and paste method

To copy a global content object as another global content object:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global content folder* that contains the global content object you wish to copy
3) Highlight the global content object you wish to copy
4) Select the **Edit | Copy** menu option in *Authoring Manager*
5) Whether you are creating your new global content object in the same repository or another repository, ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
6) Highlight the *global content folder* in which you wish to create a new global content object
7) Select the **Edit | Paste** option in *Authoring Manager*

24.4.5 Copying global content objects as topic content objects

You can create a new topic content object by copying an existing global content object within the same repository or to another repository.

To copy a global content object as a topic content object:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global content folder* that contains the global content object you wish to copy
3) Highlight the global content object you wish to copy
4) Select the **Edit | Copy** menu option in *Authoring Manager*
5) Locate the *topic* in which you wish to create a copy of the global content object:
    - If you are copying within the same repository, simply highlight the topic in which you wish to create the copy
    - If you are copying to a different repository, ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window* and highlight the topic in which you wish to create the copy
6) Select the **Edit | Paste** option in *Authoring Manager*

When a global content object is copied within the same repository and a topic content object already exists with the same name as the one you are copying in the *topic* you are copying the global content object to, it will be created with **Copy of** prefixed to the name. For example, a global content object called **Statistics.xls** will be copied as a topic content object called **Copy of Statistics.xls**.

When a global content object is copied to another repository and a topic content object already exists with the same name as the one you are copying in the *topic* you are copying the global content object to, what will happen depends on the Content Object IDs of the global content object being copied and of the *topic* being copied to.

The rules for copying global content objects to topic content objects of the same name are:

- If the *Content Object ID* is the same for both the global content object and the topic content object, the topic content object being copied to will be overwritten and you will see the *content overwrites screen*
- If the *Content Object ID* is *not* the same for both the global content object and the topic content object, the topic content object being copied to will be copied to a second topic content object with the same name as the topic content object being copied to

24.4.6 Moving global content objects to other global content objects

You can create a new global content object by moving an existing global content object within the same repository or to another repository.

When a global content object is moved within the same repository and a global content object already exists with the same name as the one you are copying in the *global content folder* you are copying the global content object to, it will be created with **Copy of** prefixed to the name. For example, a global content object called **Art Revision.pdf** will be copied as **Copy of Art Revision.pdf**.

When a global content object is moved to another repository and a global content object already exists with the same name as the one you are moving in the *global content folder* you are moving the global content object to, what will happen depends on the Content Object IDs of the global content object being moved and of the global content object being moved to.

The rules for moving global content objects of the same name are:

- If the *Content Object ID* is the same for both global content objects, the global content object being moved to will be overwritten and you will see the *content overwrites screen*
- If the *Content Object ID* is *not* the same for both global content objects, the global content object being moved to will be created as a second global content object with the same name as the global content object being moved to

To create a new *global content object* by moving an existing *global content object*:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global content folder* that contains the *global content object* you wish to move
3) Highlight the *global content object* you wish to move
4) Select the **Edit | Cut** menu option in *Authoring Manager*
5) Whether you are creating your new *global content object* in the same repository or another repository, ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
6) Highlight the *global content folder* in which you wish to create a new *global content object*
7) Select the **Edit | Paste** option in *Authoring Manager*

24.4.7 Moving global content objects to topic content objects

You can create a new topic content object by moving an existing *global content object* within the same repository or to another repository.

To create a new topic content object by moving a *global content object*:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global content folder* that contains the *global content object* you wish to move
3) Highlight the *global content object* you wish to move
4) Select the **Edit | Cut** menu option in *Authoring Manager*
5) Locate the *topic* to which you wish to move the topic content object:
    - If you are moving within the same repository, simply highlight the topic in which you wish to create the copy
    - If you are moving to a different repository, ensure that you are using the *topic content object display* in the *list pane* of the *Authoring Manager window* and highlight the topic in which you wish to create the copy
6) Select the **Edit | Paste** option in *Authoring Manager*

When a global content object is moved within the same repository and a topic content object already exists with the same name as the one you are moving in the *topic* you are moving the global content object to, it will be created with **Copy of** prefixed to the name. For example, a global content object called **Statistics.xls** will be created as a topic content object called **Copy of Statistics.xls**.

When a global content object is moved to another repository and a topic content object already exists with the same name as the one you are moving in the *topic* you are moving the global content object to, what will happen depends on the Content Object IDs of the global content object being moved and of the *topic* being moved to.

The rules for moving global content objects to topic content objects of the same name are:

- If the *Content Object ID* is the same for both the global content object and the topic content object, the topic content object being moved to will be overwritten and you will see the *content overwrites screen*
- If the *Content Object ID* is *not* the same for both the global content object and the topic content object, the topic content object being moved to will be created as a second topic content object with the same name as the topic content object being moved to

24.4.8 Deleting global content objects

To delete a global content object you must be using the *global content display* in the *list pane* of the *Authoring Manager window*.

To delete a global content object:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the global content object you wish to delete
3) Highlight the global content object you wish to delete
4) Select the **Edit | Delete** menu option in *Authoring Manager*
5) Click **Yes** on the confirmation screen that appears

You cannot delete a global content object that is being used for any purpose *where content objects can be used*.

24.5 Global content folders

Global content objects are contained in *global content folders* which you see when you use the ***global content** display* in the *list pane* of the *Authoring Manager window*.

A global content folder can also contain another global content folder. A global content folder at the top of a global content folder structure is called a *root global content folder*. There can be more than one root global content folder in the repository.

Authoring Manager enables you to manage your global content folders by:

- *Adding a global content folder*
- *Copying a global content folder*
- *Moving a global content folder*
- *Renaming a global content folder*
- *Deleting a global content folder*

24.5.1 Adding a global content folder

To add a *global content folder* you must be using the *global content display* in the *list pane* of the *Authoring Manager window*.

To add your own *global content folder*:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the position at which you wish to create a new *global content folder*
    - To create a root global content folder, highlight **Content**
    - To create a *global content folder* within a *global content folder* structure, highlight the *global content folder* below which you wish to create the *global content folder*
3) Select the **Manage Items | New Global Content Folder** menu option in *Authoring Manager*

A new *global content folder* called **New Content Folder** will be created under **Global Content**.

You can now give the *global content folder* you have created a name of your choice by going through the steps for *renaming a global content folder*.

You can create structures of *global content folders*, so that one *global content folder* can be a subfolder of another. However, all items anywhere under **Content** are *global content objects*.

24.5.2 Copying a global content folder

You can create a new *global content folder* by copying an existing *global content folder* within the same repository or to another repository. To do this you can use the *drag and drop method* or the *copy and paste method*.

When a *global content folder* is copied, all *global content objects* within it are copied.

Global content folder names must be unique at the same level of a *global content folder* structure. Two root global content folders cannot have the same name, and nor can two *global content folders* with the same name exist directly under another *global content folder*.

If a *global content folder* already exists with the same name as the one you are copying at the same level as you paste, it will be created with **Copy of** prefixed to the name. For example, a *global content folder* called **Safety** will be copied as **Copy of Safety**.

Drag and drop method

To copy a *global content folder* as another *global content folder*:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global content folder* you wish to copy
3) Hold down the left mouse button and drag the *global content folder* to the position at which you wish to create the copy in the same repository or in another repository
    - To create the copy as a root global content folder, drag the original *global content folder* to **Resources**
    - To create the copy in a *global content folder* structure, drag the original *global content folder* to the *global content folder* below which you wish to create the copy
4) Release the left mouse button

Copy and paste method

To copy a *global content folder* as another *global content folder*:

1) Ensure that you are using the ***global content display*** in the *list pane* of the *Authoring Manager window*
2) Highlight the *global content folder* you wish to copy
3) Select the **Edit | Copy** menu option in *Authoring Manager*
4) Highlight the position at which you wish to create the copy in the same repository or in another repository
    - To create the copy as a root global content folder, highlight **Resources**
    - To create the copy in a *global content folder*, highlight the *global content folder* below which you wish to create the copy
5) Select the **Edit | Paste** option in *Authoring Manager*

24.5.3 Moving a global content folder

You can create a *global content folder* by moving an existing *global content folder* within the same repository or to another repository.

When a *global content folder* is moved, all *global content objects* within it are moved.

Global content folder names must be unique at the same level of a *global content folder* structure. Two root global content folders cannot have the same name, and nor can two *global content folders* with the same name exist directly under another *global content folder*.

If a *global content folder* already exists with the same name as the one you are moving at the same level as you paste, it will be created with **Copy of** prefixed to the name. For example, a *global content folder* called **Safety** will be copied as **Copy of Safety**.

To copy a new *global content folder* by moving an existing *global content folder*:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global content folder* you wish to move
3) Select the **Edit | Cut** menu option in *Authoring Manager*
4) Highlight the position at which you wish to create new *global content folder* in the same repository or in another repository
    - To create the new *global content folder* as a root global content folder, highlight **Resources**
    - To create the new *global content folder* in a *global content folder* structure, highlight the *global content folder* below which you wish to create the new *global content folder*
5) Select the **Edit | Paste** option in *Authoring Manager*

24.5.4 Renaming a global content folder

To rename a *global content folder* you must be using the *global content display* in the *list pane* of the *Authoring Manager window*.

To rename a *global content folder*:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global content folder* that you wish to rename
3) Select the **Edit | Rename** menu option in *Authoring Manager*
4) Enter the new *global content folder* name in the box created around the *global content folder's* existing **Name**
5) Move the cursor away from the box

Global content folders must have unique names within another *global content folder* or a root global content folder.

24.5.5 Deleting a global content folder

To delete a *global content folder* you must be using the *global content display* in the *list pane* of the *Authoring Manager window*.

To delete a *global content folder*:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global content folder* that you wish to delete
3) Select the **Edit | Delete** menu option in *Authoring Manager*
4) Click **Yes** on the confirmation screen that appears

The *global content folder* you highlighted will now be deleted.

If you delete a *global content folder*:

- Any subfolders below it will be deleted
- Any *global content objects* in the deleted *global content folder* can no longer be accessed if they are being used for any purpose *where content objects can be used*
- Any *global content objects* in any subfolder of the deleted *global content folder* can no longer be accessed if they are being used for any purpose *where content objects can be used*

25 The Content Wizard

25.1 The Content Wizard

The *Content Wizard* enables you to add topic content objects and global content objects to a repository.

After *starting the Content Wizard*, it takes you through a series of screens for *creating a new content object* quickly and easily.

You can also use the *Content Wizard* for *changing an existing content object.*

25.2 Using the Content Wizard

To use the *Content Wizard*:

If you are adding a new content object:

1) Follow the steps for *starting the Content Wizard* according to whether you are:
   - *Adding a new topic content object* to the repository

   Or:
   - *Adding a new global content object* to the repository

2) Follow the screens for *creating a new content object*

If you are changing an existing content object:

1) Follow the steps for *starting the Content Wizard* according to whether you are:
   - *Changing an existing topic content object* in the repository

   Or:
   - *Changing an existing global content object* in the repository

2) Follow the screens for *changing an existing content object*

25.2.1 Starting the Content Wizard

You can use the *Content Wizard* for:

- *Adding a new topic content object*
- *Changing an existing topic content object*
- *Adding a new global content object*
- *Changing an existing global content object*

25.2.2 Adding a new topic content object

To add a new topic content object to a repository:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *topic* to which you wish to add a topic content object
3) Select the **Manage Items | Add Content…** menu option in *Authoring Manager*

The *Content Wizard* will now start and you can use it for *creating a new content object*.

25.2.3 Changing an existing topic content object

To change an existing topic content object in a repository:

1) Ensure that you are using the *topic content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *topic* that contains the topic content object you wish to change
3) Highlight the topic content object you wish to change
4) Select the **Manage Items | Edit Content…** menu option in *Authoring Manager*

The *Content Wizard* will now start and you can use it for *changing an existing content object*.

25.2.4 Adding a new global content object

To add a global content object to a repository:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Highlight the *global content folder* to which you wish to add a global content object
3) Select the **Manage Items | Add Content…** menu option in *Authoring Manager*

The *Content Wizard* will now start and you can use it for *creating a new content object*.

25.2.5 Changing an existing global content object

To add a global content object to a repository:

1) Ensure that you are using the *global content display* in the *list pane* of the *Authoring Manager window*
2) Locate the *global content folder* that contains the global content object you wish to edit
3) Highlight the global content object you wish to edit
4) Select the **Manage Items | Edit Content…** menu option in *Authoring Manager*

The *Content Wizard* will now start and you can use it for *changing an existing content object*.

25.2.6 Creating a new content object

The *Content Wizard* takes you through the following screens:

1) *Welcome* screen
   This screen appears when the *Content Wizard* is first started.
2) *Content type* screen
   Use this screen to specify the file or URL that you wish to use as a content object in the repository.
3) *Information* screen
   On this screen, you must give a **Description** of the content object and you may give it a **Learning Type** that you define yourself.

25.2.7 Changing an existing content object

The *Content Wizard* takes you through the same screens as for *creating a new content object*.

You may change anything that was specified when the content object was created, including the file or URL that was used to create the content object.

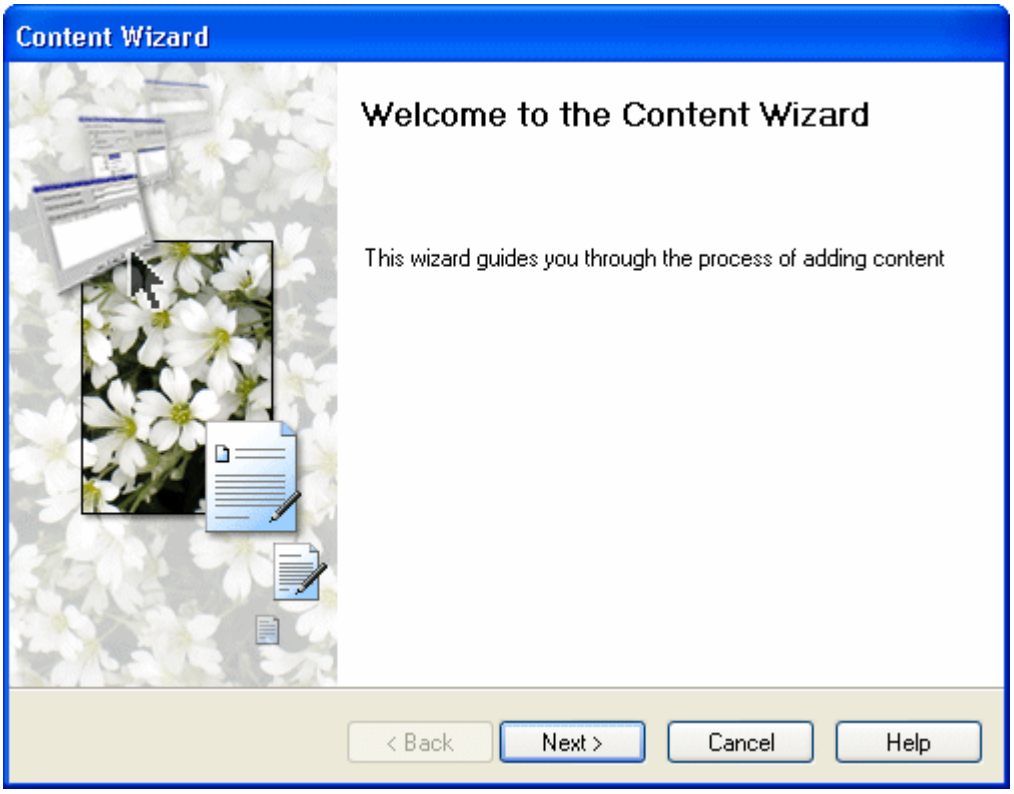
25.3 The Content Wizard Screens

The *Content Wizard* uses the following screens:

- *Welcome* screen
- *Content type* screen
- *Information* screen

25.3.1 Welcome

This screen appears when the *Content Wizard* is first started.

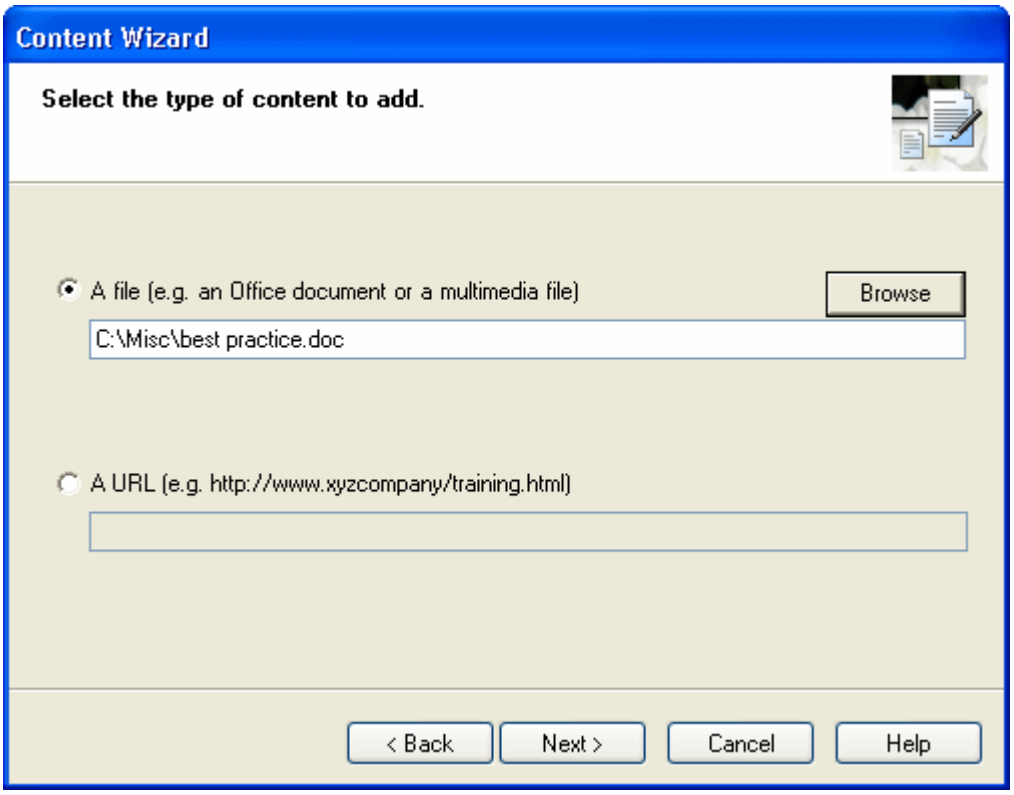


To proceed to the next screen of the *Content Wizard*, click **Next>**.

Click **Cancel** to return to the *Authoring Manager window* without creating a content object in the repository.

25.3.2 Content type

This screen enables you to specify the file or URL that you wish to use as a content object in the repository.



If you wish to use a file (such as HTML files or Microsoft Word files) to create a content object, select the upper option. You can either type the pathname of the file in the upper box or click **Browse** and select it.

If you wish to use a URL to create a content object, select the lower option and type the URL in the lower box or click **Browse** and select it.

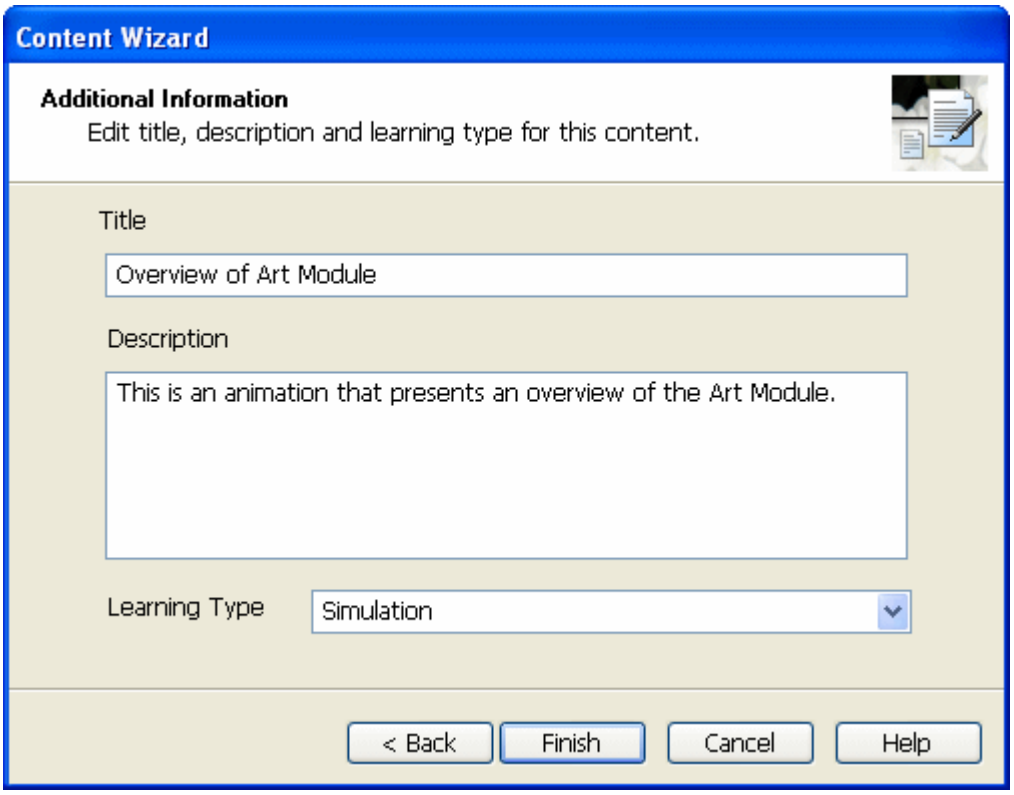
Click **<Back** to return to the previous screen in the *Content Wizard*.

To proceed to the next screen of the *Content Wizard*, click **Next>**.

Click **Cancel** to return to the *Authoring Manager window* without creating a content object in the repository.

25.3.3 Information

This screen requires you give a **Title** and a **Learning Type** of the content object you are creating and also allows you to give it a **Description**.



You must type in a **Title** for the content object in the upper box. You cannot leave this blank.

You may type in a **Description** for the content object in the middle box.

You must either type in a **Learning Type** for the content object in the lower box, or select one with the drop-down list.

You can use this facility to classify your content objects into learning types that you define. You can enter your own **Learning Type** or choose one of the following from the drop-down list:

- **Diagram**
- **Exam**
- **Exercise**
- **Experiment**
- **Figure**
- **Graph**
- **Index**
- **Lecture**
- **Narrative Text**
- **Problem Statement**
- **Questionnaire**
- **Self Assessment**
- **Simulation**
- **Slide**
- **Table**

Click **<Back** to return to the previous screen in the *Content Wizard*.

Click **Finish** to create your new content object in the repository and return to the *Authoring Manager window*.

Click **Cancel** to return to the *Authoring Manager window* without creating a content object in the repository.

26 Overwriting

If you are moving or copying things between repositories, then *assessments*, *questions*, *resources*, *content objects*, topic outcomes or *templates* may need to be overwritten.

Authoring Manager provides screens for *confirming overwrites*.

26.1 Confirming overwrites

You can confirm any overwrites with a series of screens for:

- *Confirming overwrites for topics*
- *Confirming overwrites for questions*
- *Confirming overwrites for assessment folders*
- *Confirming overwrites for assessments*

26.1.1 Confirming overwrites for topics

If you are *copying topics* between repositories, then *questions*, *resources*, *content objects* or topic outcomes may need to be overwritten. In this case, case, you will see the following screens:

- *Question overwrites* screen (if any *questions* are to be overwritten)
- *Resource overwrites* screen (if any *resources* are to be overwritten)
- *Content overwrites* screen (if any *content objects* are to be overwritten)
- *Topic outcome overwrites* screen (if any topic outcomes are to be overwritten)

You must navigate to the screen indicated at the at the bottom of the *overwrites menu* at least once before you can move or copy your topic.

26.1.2 Confirming overwrites for questions

If you are *copying questions* or *moving questions* between repositories, then *questions*, *resources*, *content objects* or topic outcomes may need to be overwritten. In this case, you will see the following screens:

- *Question overwrites* screen (if any *questions* are to be overwritten)
- *Resource overwrites* screen (if any *resources* are to be overwritten)
- *Content overwrites* screen (if any *content objects* are to be overwritten)

You must navigate to the screen indicated at the at the bottom of the *overwrites menu* at least once before you can move or copy your question.

26.1.3 Confirming overwrites for assessment folders

If you are *copying assessment folders* or moving assessment folders between repositories, then *assessments*, *questions*, *resources*, *content objects*, topic outcomes or *templates* may need to be overwritten. In this case, you will see the following screens:

- *Assessment overwrites* screen (if any *assessments* are to be overwritten)
- *Question overwrites* screen (if any *questions* are to be overwritten)
- *Resource overwrites* screen (if any *resources* are to be overwritten)
- *Content overwrites* screen (if any *content objects* are to be overwritten)
- *Topic outcome overwrites* screen (if any topic outcomes are to be overwritten)
- *Template overwrites* screen (if any *templates* are to be overwritten)

You must navigate to the screen indicated at the at the bottom of the *overwrites menu* at least once before you can move or copy your assessment folder.

26.1.4 Confirming overwrites for assessments

If you are *copying assessments* or *moving assessments* between repositories, then *assessments*, *questions*, *resources*, *content objects*, topic outcomes or *templates* may need to be overwritten. In this case, you will see the following screens:

- *Assessment overwrites* screen (if any *assessments* are to be overwritten)
- *Question overwrites* screen (if any *questions* are to be overwritten)
- *Resource overwrites* screen (if any *resources* are to be overwritten)
- *Content overwrites* screen (if any *content objects* are to be overwritten)
- *Topic outcome overwrites* screen (if any topic outcomes are to be overwritten)
- *Template overwrites* screen (if any *templates* are to be overwritten)

You must navigate to the screen indicated at the at the bottom of the *overwrites menu* at least once before you can move or copy your assessment.

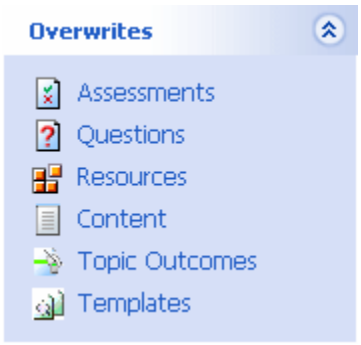
26.2 Overwrites screens

The screens available for confirming overwrites are:

- *Assessment overwrites* screen
  Use this screen to view and confirm what *assessments* are overwritten when moving or copying things between repositories
- *Question overwrites* screen
  Use this screen to view and confirm what *questions* are overwritten when moving or copying things between repositories
- *Resource overwrites* screen
  Use this screen to view and confirm what *resources* are overwritten when moving or copying things between repositories
- *Content overwrites* screen
  Use this screen to view and confirm what *content objects* are overwritten when moving or copying things between repositories
- *Topic outcome overwrites* screen
  Use this screen to view and confirm what topic outcomes are overwritten when moving or copying things between repositories
- *Template overwrites* screen
  Use this screen to view and confirm what *templates* are overwritten when moving or copying things between repositories

26.2.1 Overwrites menu

If you are moving or copying things between repositories, you will see the **Overwrites** display on the left hand side of the screen.

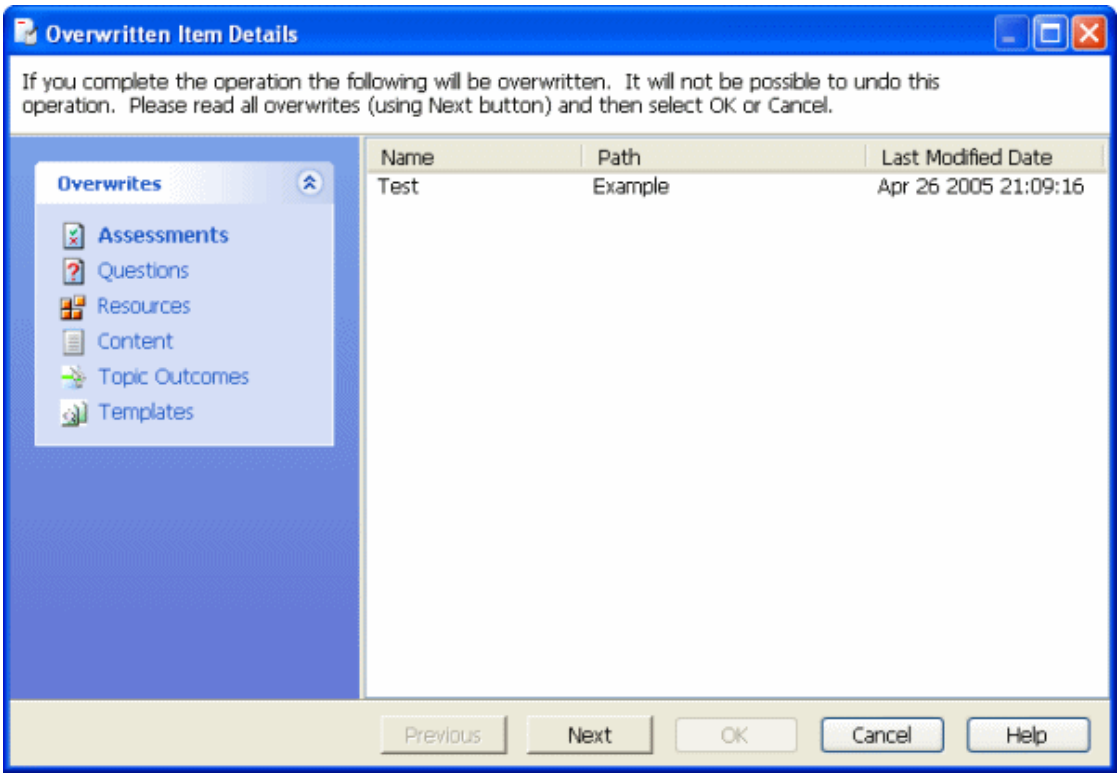


It will contain some or all of these indicators:

- If *assessments* are being overwritten, you will see the **Assessments** indicator, otherwise you will not see it
- If *questions* are being overwritten, you will see the **Questions** indicator, otherwise you will not see it
- If *resources* are being overwritten, you will see the **Resources** indicator, otherwise you will not see it
- If *content objects* are being overwritten, you will see the **Content** indicator, otherwise you will not see it
- If *topic outcomes* are being overwritten, you will see the **Topic Outcomes** indicator, otherwise you will not see it
- If *templates* are being overwritten, you will see the **Templates** indicator, otherwise you will not see it

26.2.2 Assessment overwrites

This screen enables you to view and confirm any *assessments* that are to be overwritten when you are moving or copying things between repositories.



If any *assessments* are to be overwritten, you will see the **Assessments** indicator on the *overwrites menu*.

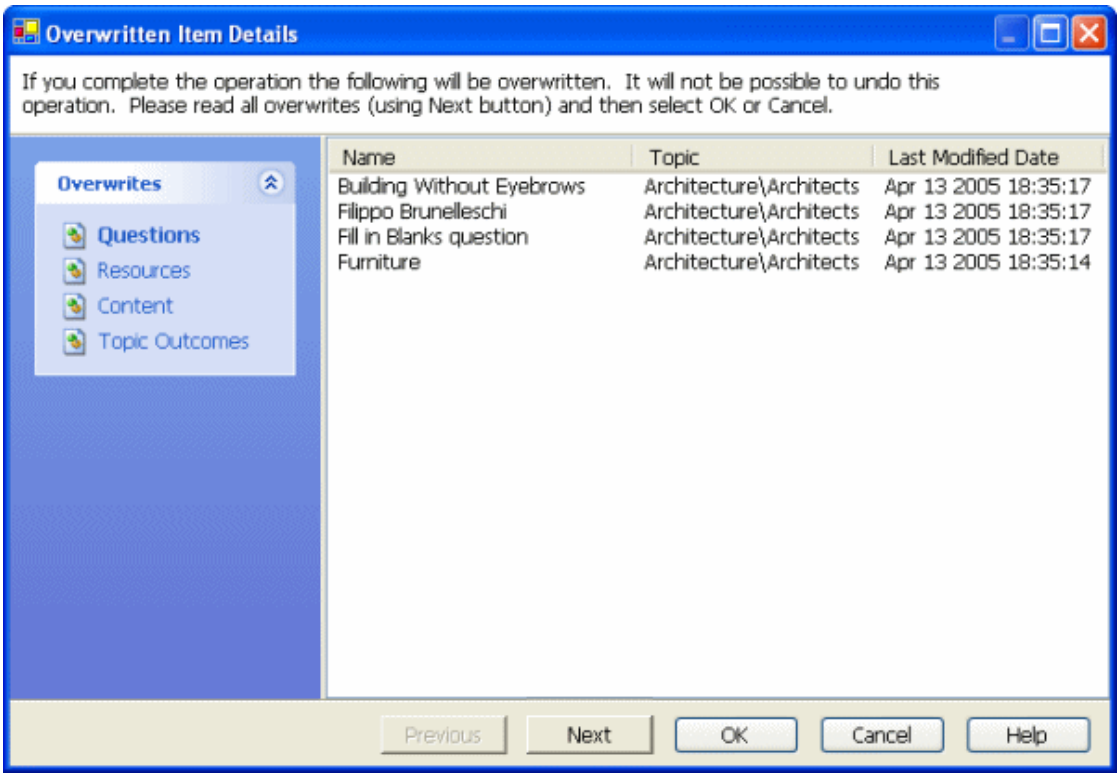
Click **Previous** to move back to the last *overwrites* screen.

If the **OK** button is not grayed-out, you can click it to do your move or copy and anything that is shown as to be overwritten on this screen or any other *overwrites* screens will be overwritten. You will return to the repository you are moving or copying to.

You can click **Cancel** at any time to return to the repository you intended to move or copy to.

26.2.3 Question overwrites

This screen enables you to view and confirm any *questions* that are to be overwritten when you are moving or copying things between repositories.



If any *questions* are to be overwritten, you will see the **Questions** indicator on the *overwrites menu*.

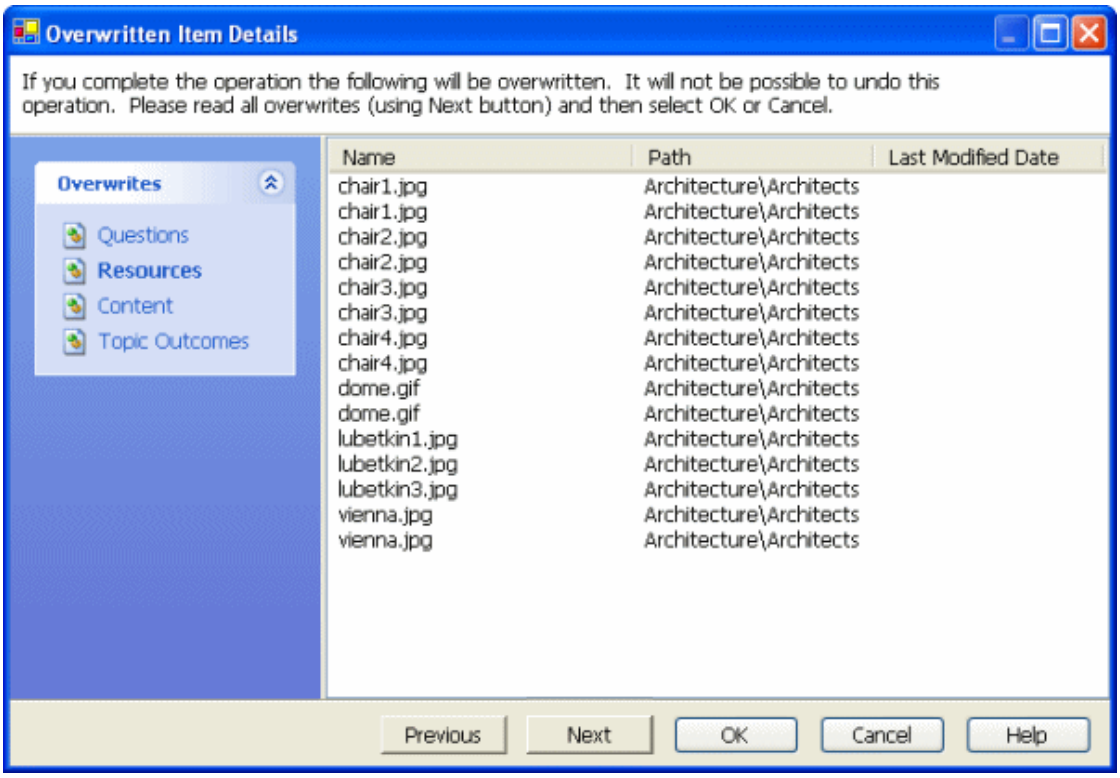
Click **Next** to move on to the next *overwrites* screen.

If the **OK** button is not grayed-out, you can click it to do your move or copy and anything that is shown as to be overwritten on this screen or any other *overwrites* screens will be overwritten. You will return to the repository you are moving or copying to.

You can click **Cancel** at any time to return to the repository you intended to move or copy to.

26.2.4 Resource overwrites

This screen enables you to view and confirm any *resources* that are to be overwritten when you are moving or copying things between repositories.



If any *resources* are to be overwritten, you will see the **Resources** indicator on the *overwrites menu*.

Click **Next** to move on to the next *overwrites* screen.

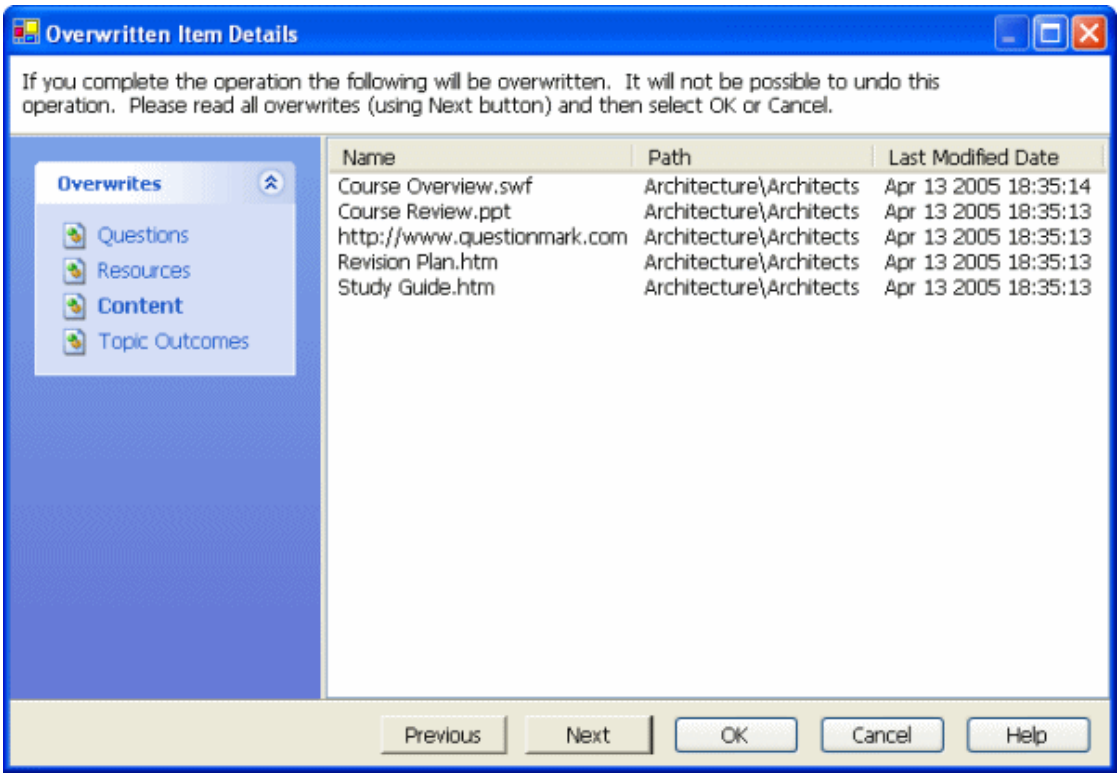
Click **Previous** to move back to the last *overwrites* screen.

If the **OK** button is not grayed-out, you can click it to do your move or copy and anything that is shown as to be overwritten on this screen or any other *overwrites* screens will be overwritten. You will return to the repository you are moving or copying to.

You can click **Cancel** at any time to return to the repository you intended to move or copy to.

26.2.5 Content overwrites

This screen enables you to view and confirm any *content objects* that are to be overwritten when you are moving or copying things between repositories.



If any *content objects* are to be overwritten you will see the **Content** indicator on the *overwrites menu*.

Click **Next** to move on to the next *overwrites* screen.

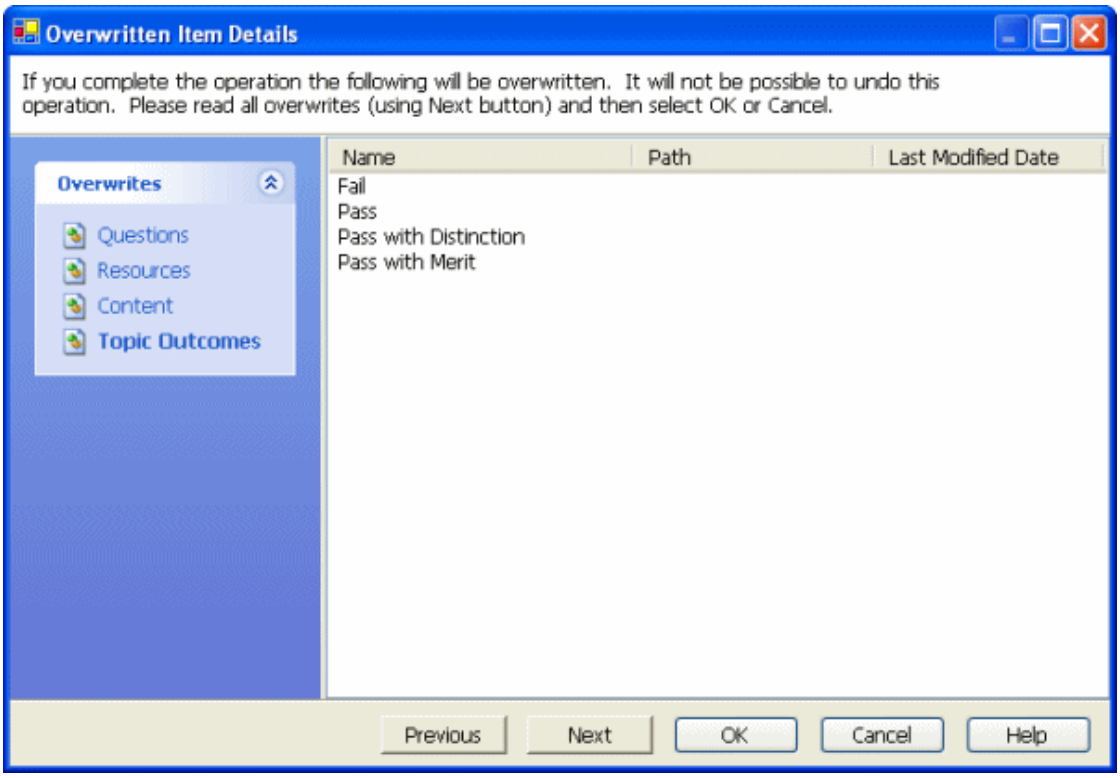
Click **Previous** to move back to the last *overwrites* screen.

If the **OK** button is not grayed-out, you can click it to do your move or copy and anything that is shown as to be overwritten on this screen or any other *overwrites* screens will be overwritten. You will return to the repository you are moving or copying to.

You can click **Cancel** at any time to return to the repository you intended to move or copy to.

26.2.6 Topic outcome overwrites

This screen enables you to view and confirm any topic outcomes that are to be overwritten when you are moving or copying things between repositories.



If any topic outcomes are to be overwritten, you will see the **Topic Outcomes** indicator on the *overwrites menu*.

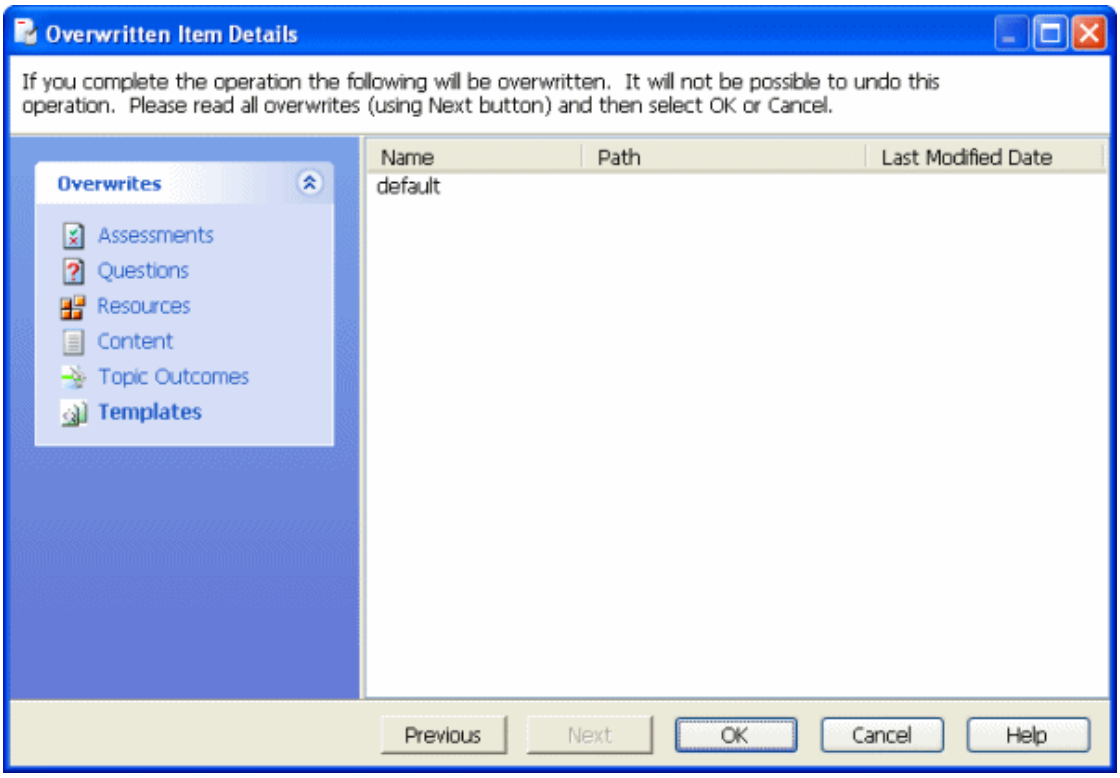
Click **Previous** to move back to the last *overwrites* screen.

If the **OK** button is not grayed-out, you can click it to do your move or copy and anything that is shown as to be overwritten on this screen or any other *overwrites* screens will be overwritten. You will return to the repository you are moving or copying to.

You can click **Cancel** at any time to return to the repository you intended to move or copy to.

26.2.7 Template overwrites

This screen enables you to view and confirm any *templates* that are to be overwritten when you are moving or copying things between repositories.



If any *templates* are to be overwritten, you will see the **Templates** indicator on the *overwrites menu*.

Click **Previous** to move back to the last *overwrites* screen.

If the **OK** button is not grayed-out, you can click it to do your move or copy and anything that is shown as to be overwritten on this screen or any other *overwrites* screens will be overwritten. You will return to the repository you are moving or copying to.

You can click **Cancel** at any time to return to the repository you intended to move or copy to.

27 Workflow

Workflow provides a simple, effective means of controlling the development of questions according to your own process.

Your process is defined as an individual workflow which you can create or modify with the *Workflow Editor*.

You can only use workflows in a shared repository.

When you know enough *about workflow* to begin using it, *Authoring Manager* provides a simple interface for *using workflow* and also facilities for *managing workflows*.

In addition, *Authoring Manager* has facilities for *exchanging workflows* between shared repositories.

27.1 Overview

Workflow provides a simple, effective means of controlling the development of questions according to your own process. Your process is defined as an individual workflow which you can create or modify with the *Workflow Editor*.

You can only use workflows in a shared repository.

To use a workflow, you must create a new root topic that uses the workflow. The workflow is applied to all questions in the new root topic or in topics below the new root topic in a topic structure.

A workflow consists of three components:

- *Stages*
  These are the steps through which a question passes.
- *Actions*
  A question passes from one stage to another by means of an action, and there may be one or more actions between one stage and another
- *Roles*
  A role defines who may perform an action, and consists of one or more administrators

You can find out more about *workflow* in the document *Concepts of Authoring*.

27.1.1 Workflow stages

Workflow stages are the steps through which a question passes. A question passes from one stage to another by means of an *action*.

A workflow stage has a name, a description and a delivery status.

A question in a topic under a workflow passes through these types of stages:

- The *authoring stage*
  This is the stage the question is at when it is first created
- *Approval stages*
  These are stages the question passes through as it is being developed
- The *production stage*
  This is the stage the question reaches when it is ready to be used

27.1.2 Workflow authoring stage

Within a workflow, one of the *stages* must be the *authoring stage*. This is the *stage* that each question under the workflow will be given when *assigning a workflow*.

27.1.3 Workflow approval stages

Approval stages are the various stages that a question in a topic under a workflow goes through before it is approved for use in assessments.

27.1.4 Workflow production stage

The *production stage* is the stage that a question in a topic under a workflow reaches when it is ready to be used by the delivery system to gather data about a participants knowledge, skill, opinion, competency, ability, or attitudes.

27.1.5 Moving through the stages

A question in a topic under a workflow passes from one *stage* to another by means of an *action*.

There may be one or more actions between one *stage* and another.

Roles define who may perform an *action*, and consists of one or more administrators. What administrators can do with a question in a topic under a workflow is controlled by *permissions*.

27.1.6 Workflow actions

Workflow actions define how a question passes from one *stage* to another. There may be one or more actions between one *stage* and another.

A workflow action has a name, a description a **From Stage** and a **To Stage**.

A question in the **From Stage** passes to the **To Stage** if the action is taken.

27.1.7 Workflow permissions

Workflow permissions determine what administrators can do with questions according to both the *stage* the question is in and the restrictions applied by *security*.

When a question is in a particular *stage*:

- The *stage* will have one or more *actions* that have this *stage* as their **From Stage**
- Each of these *actions* have one or more *roles* assigned to it
- Each of these *roles* have one or more administrators belonging to it

The *stage* will therefore have one or more administrators associated with it.

There are several *specific permissions* that can be set for each of the *roles* within a *stage*, but exactly which permissions can be set depends on the type of *stage*:

- The *authoring stage*
  The following permissions can be set for *roles* associated with the *authoring stage*:
  - **Edit permission**
  - **View permission**
  - **Delete permission**
  - **Create permission**

- *Approval stages*
  The following permissions can be set for *roles* associated with *approval stages*:
  - **Edit permission**
  - **View permission**
  - **Delete permission**

- The *production stage*
  The only *actions* associated with this *stage* have it as their **To Stage**, and no permissions can be set for can be set for *roles* associated with the *production stage*

Specific permissions

The permissions available for *roles* are:

- **Edit permission**
  If a *role* has this permission, administrators belonging to it can edit questions that are in the relevant *stage*
- **View permission**
  If a *role* has this permission, administrators belonging to it can view questions that are at the relevant *stage*
- **Delete permission**
  If a *role* has this permission, administrators belonging to it can delete questions that are at the relevant *stage*
- **Create permission**
  If a *role* has this permission, administrators belonging to it can create questions that are at the *authoring stage*

27.1.8 Workflow roles

Workflow roles consists of one or more administrators. They define who may perform an *action*.

A workflow role has a name and a description and may have one or more administrators assigned to it.

- When a role is defined, it is available throughout the repository. A role can be used in more than one workflow.

It is possible to set *permissions* for each of the roles associated with a *state*. This means what the administrators who belong to these roles can do with questions depends on:

- The *stage* the question is at
- The restrictions applied by *security*

27.1.9 Workflow and security

The *security* facilities in a shared repository control what administrators can do by using access rights.

A workflow can impose more restrictions on an administrator that those defined by their access rights. These additional restrictions only apply to the administrator when they are working with a question in a topic that has a workflow assigned to it.

However, an administrator can *never* do more than their access rights permit, even if workflow permissions imply that they can. The *security* set in a shared repository always takes precedence over workflow permissions.

27.2 Managing workflows

Authoring Manager provides facilities for:

- *Creating a new workflow*
- *Editing an existing workflow*
- *Renaming a workflow*
- *Deleting a workflow*
- *Importing a workflow*
- *Exporting a workflow*

27.2.1 Creating a new workflow

To create a new workflow:

1) Ensure that you are using the *workflow display* in the *list pane* of the *Authoring Manager window* the *Authoring Manager window*
2) Select the **Workflow | Add Workflow…** option in the *Authoring Manager Window*
3) *Workflow Editor* will then open with a *new workflow*

27.2.2 Editing an existing workflow

To edit an existing workflow:

1) Ensure that you are using the *workflow display* in the *list pane* of the *Authoring Manager window*
2) Locate the workflow you wish to edit
3) Select the **Workflow | Edit Workflow…** option in the *Authoring Manager Window*
4) *Workflow Editor* will then open the *existing workflow*

Caution: It is recommended that you do *not* edit a workflow after it has been assigned to a topic. If you do, you must take great care to ensure that it does not disrupt the work of anyone already using the workflow.

27.2.3 Renaming a workflow

To rename a workflow:

1) Ensure that you are using the *workflow display* in the *list pane* of the *Authoring Manager window*
2) Highlight the workflow you wish to rename
3) Right-click and select the **Rename** option from the popup menu that appears
4) Enter the new workflow name in the box created around the workflow's existing **Name**
5) Move the cursor away from the box

Workflows must have unique names.

27.2.4 Deleting a workflow

To delete a workflow:

1) Ensure that you are using the *workflow display* in the *list pane* of the *Authoring Manager window*
2) Highlight the workflow you wish to rename
3) Right-click and select the **Delete** option from the popup menu that appears
4) Click **Yes** on the confirmation screen that appears

You cannot delete a workflow that is being used by one or more root topics.

27.3 Using a workflow

When you have created a workflow, you can then follow the steps for *creating a root topic with workflow*. The workflow is applied to all questions in the new root topic or in topics below the new root topic in a topic structure.

As a question is developed, an administrator will *apply an action* that changes the stage of the question in the workflow.

The changes made to a question under workflow are recorded automatically in the *workflow history*, and *Authoring Manager* provides a facility for *viewing and updating workflow history* at any time.

An *example of using a workflow* is described in this document.

It is also possible for administrators to *change a stage independently* if their access rights mean that they *can manage workflows*.

27.3.1 Creating a root topic with workflow

To create a new root topic that uses a workflow:

1) Ensure that you are using the *question display* in the *list pane* of the *Authoring Manager window* the *Authoring Manager window*
2) Highlight **Topics**
3) Select the **Manage Items | Add Root Topic with Workflow…** option in the *Authoring Manager Window*.
4) You will see the *create topic (with workflow)* screen that enables you to create a new root topic and apply a workflow to it

The workflow is applied to all questions in the new root topic or in topics below the new root topic in a topic structure.

Notes:

1) When a root topic is created with a workflow, the workflow is always associated with the root topic and can never be removed from the root topic
2) When a root topic is created with a workflow, the root topic can never be associated with another workflow
3) It is recommended that you do *not* change a workflow once it is associated with one or more root topics

27.3.2 Applying an action

When you have completed the work you need to do on a question, you can apply an action to it. To do this:

1) Ensure that you are using the *question display* in the *list pane* of the *Authoring Manager Window*
2) Right-click on the question
3) Select the **Apply Workflow Action…** option on the menu that pops up

You will then see the *apply workflow action* screen that allows you to apply an action and move the question to another stage in the workflow.

27.3.3 Changing a stage independently

It is possible to change the stage that a question is at without applying an action if your access rights mean that you *can manage workflows*. To do this:

1) Ensure that you are using the *question display* in the *list pane* of the *Authoring Manager Window*
2) Right-click on the question
3) Select the **Change Workflow Stage…** option on the menu that pops up

You will then see the *change workflow stage* screen that allows you to change the stage that a question is at independently, without *applying an action*.

You can use this method to change a question from one stage to another stage which is not directly linked by a single action, for example from the *authoring stage* to the final stage in the workflow.

27.3.4 Viewing and updating workflow history

If a question is under a workflow, *Authoring Manager* automatically keeps a record of all changes in its stage. This is called the *workflow history*.

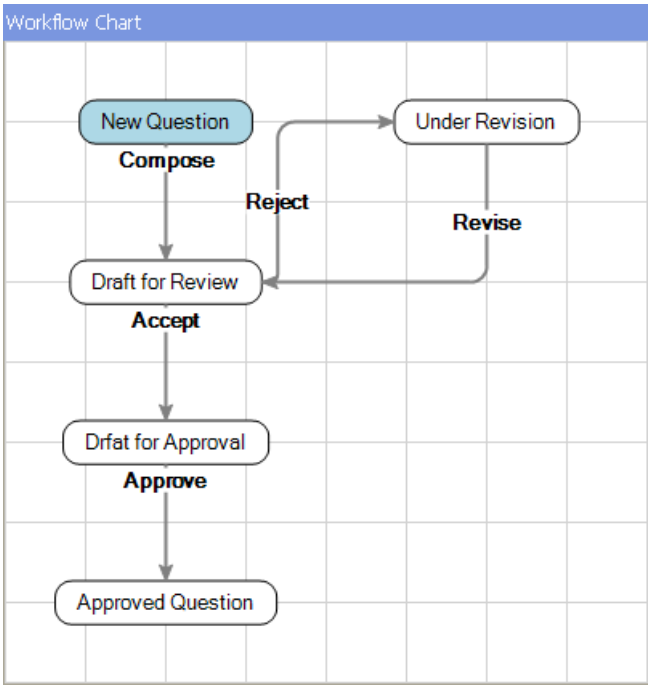
To see the workflow history for a question under workflow:

1) Ensure that you are using the *question display* in the *list pane* of the *Authoring Manager Window*
2) Right-click on the question
3) Select the **Workflow History** option on the menu that pops up

You will then see the *workflow history* screen that allows you to view the workflow history of a question. You can also add your own entries to the workflow history with this screen.

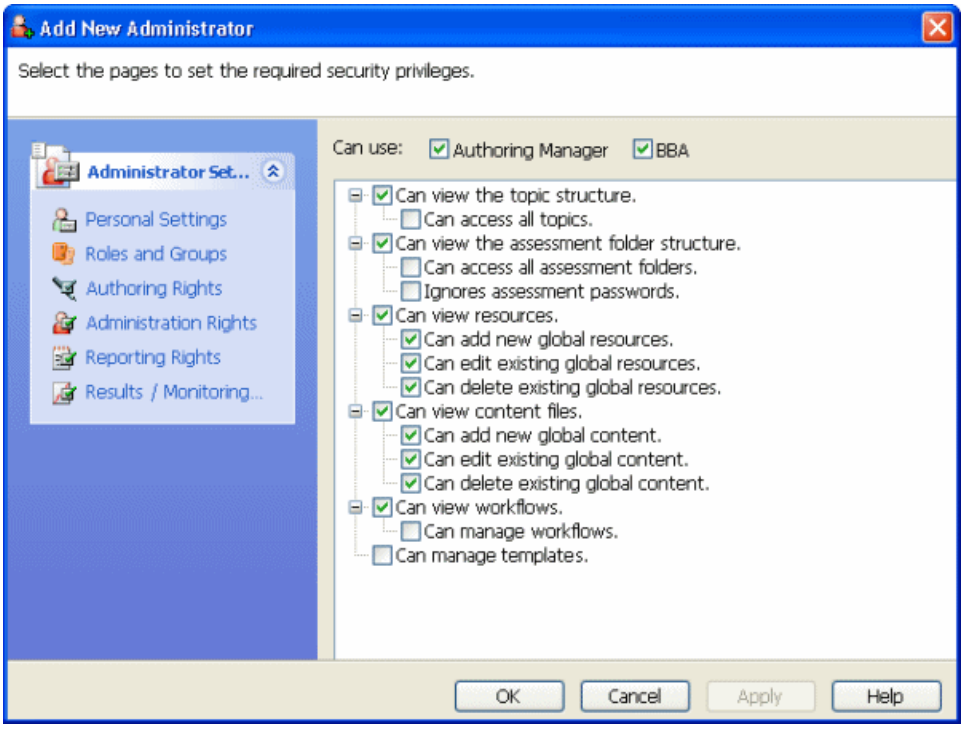
27.3.5 Example of using a workflow

This example will consider how administrators work within a workflow called **Simple**:

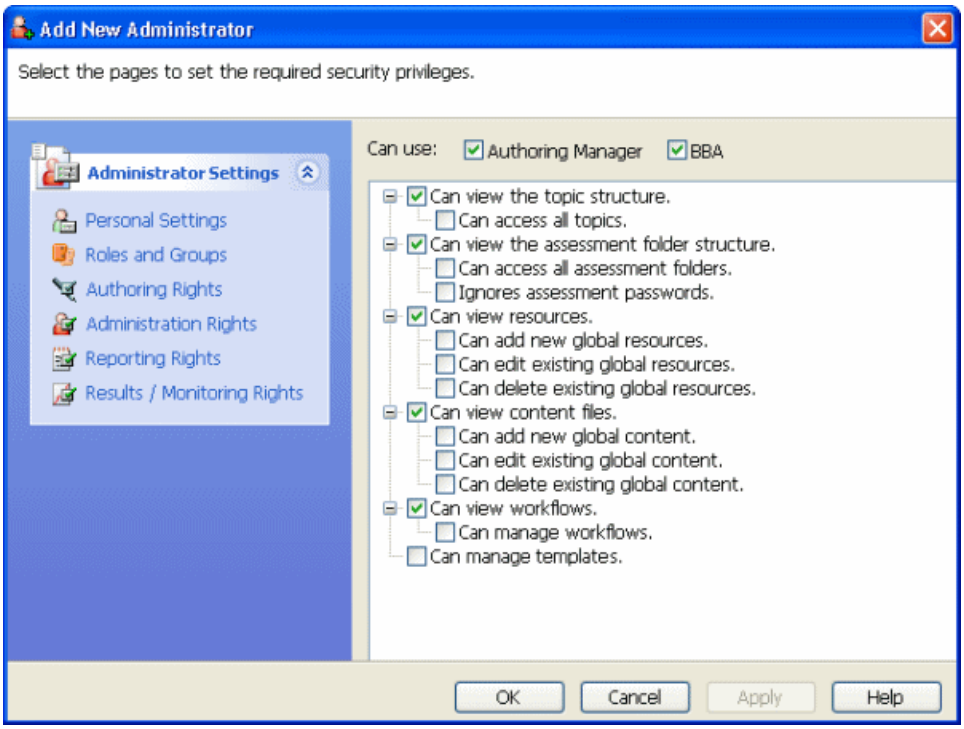


This example will show how the activities of two administrators, **Author 1** and **Reviewer 1**, are controlled by this workflow for the *stages* **New Question**, **Draft for Review** and **Under Revision**.

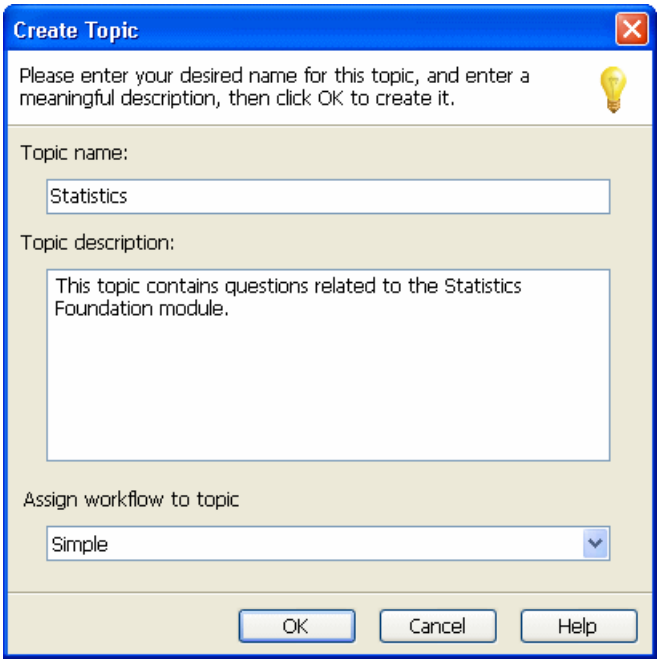
Author 1 is created in the shared repository to have these access rights for authoring:



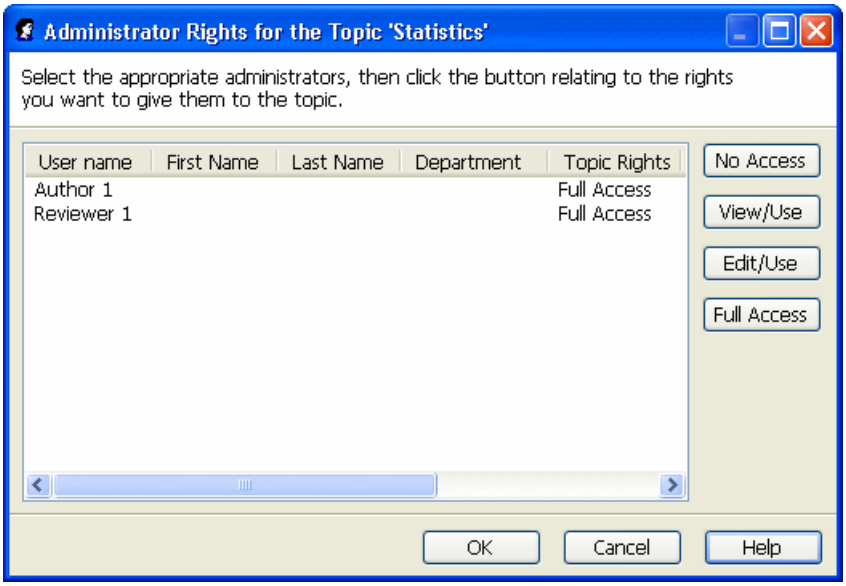
Reviewer 1 is created in the shared repository to have these access rights for authoring:



The root manager follows the steps for *creating a root topic with workflow* and creates a topic called **Statistics** which has the workflow **Simple** assigned to it:



The root manager then assigns these access rights to the topic **Statistics** for the administrators **Author 1** and **Reviewer 1**:



The administrators **Author 1** and **Reviewer 1** will be able to do anything with any question in the topic **Statistics** unless workflow **Simple** applies restrictions.

In the workflow **Simple**, the administrator **Author 1** is a member of the role **Authoring** and the administrator **Reviewer 1** is a member of the role **Reviewing**.

The three *stages* **New Question**, **Draft for Review** and **Under Revision** in the workflow **Simple** have the following permissions set for them:

Permissions for stages in the Workflow "Simple"			
Role	**Workflow Stage**		
	New Question	**Draft for Review**	**Under Revision**
Authoring	**View** **Edit** **Create**	**View**	**View** **Edit**
Reviewing	**View**	**View**	**View**

This means that:

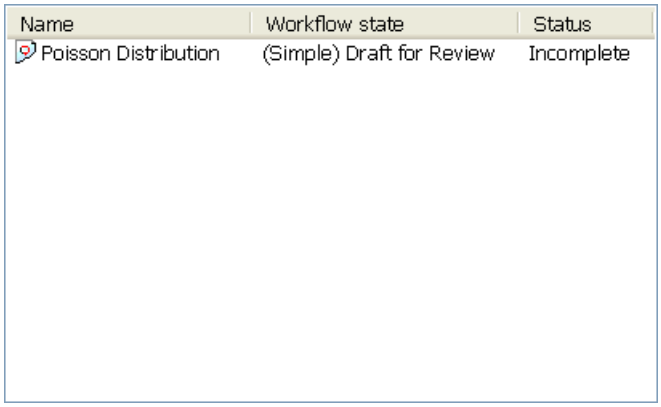
- The administrator **Author 1** (who is a member of the role **Authoring**) can only edit questions in the ***stages*** **New Question** and **Under Revision**
- The administrator **Reviewer 1** (who is a member of the role **Reviewing**) can never edit questions in any of these *stages*

In this way, the workflow **Simple** has applied restrictions to the access rights initially set up in the shared repository for the administrators **Author 1** and **Reviewer 1**. These restrictions only apply to the topic **Statistics** or any other topic that has the workflow **Simple** assigned to it.

Finally, the actions **Compose** and **Revise** can only be applied by members of the role **Authoring** and the actions **Accept** and **Reject** can only be applied by members of the role **Reviewing**.

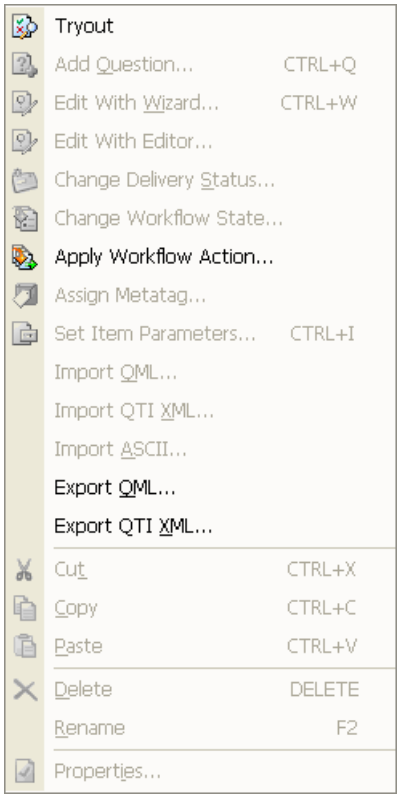
The following sequence of events might now take place:

1) **Author 1** logs in to the shared repository and creates a question called **Poisson Distribution**
2) **Author 1** then applies the action **Compose**, so the question **Poisson Distribution** moves to the ***stage* Draft for Review**:



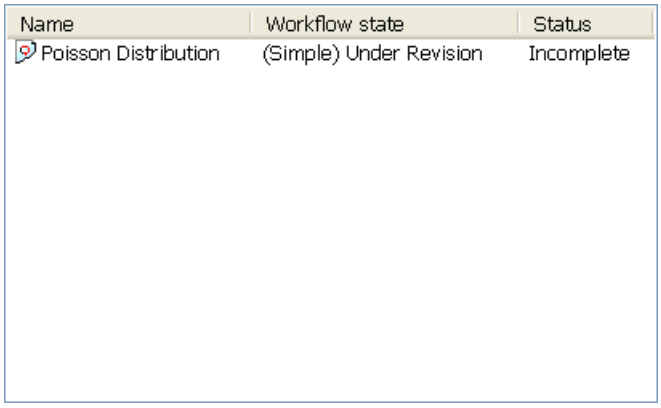
At this point, **Author 1** *cannot* edit the question because it is in the workflow ***stage* Draft for Review**, and nor can they apply any further workflow actions

3) **Reviewer 1** logs in to the shared repository and attempts to edit the question:

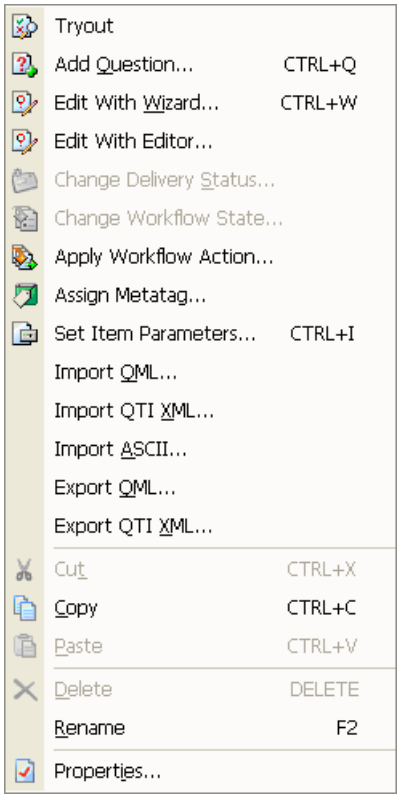


Reviewer 1 *cannot* edit the question because they belong to the role **Reviewing** whose members are not allowed to do this

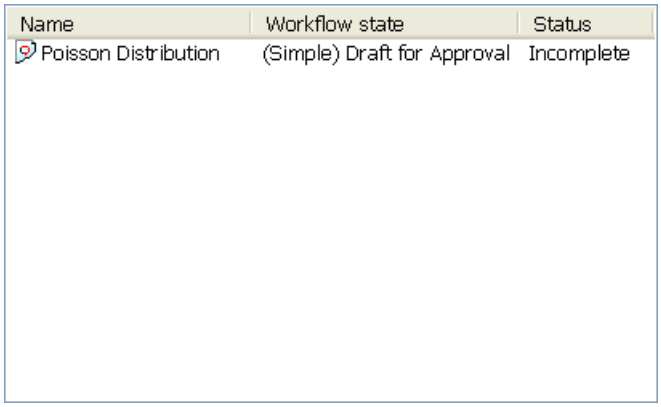
4) **Reviewer 1** then applies the action **Revise**, so the question moves to the ***stage*** **Under Revision**:



5) **Author 1** can now edit the question:



6) **Author 1** edits the question and applies the action **Revise**, so the question moves to the *stage* **Draft for Review**
7) **Reviewer 1** can then apply the actions **Accept** or **Revise**
8) The process continues until **Reviewer 1** applies the action **Accept** to the question when it is the *stage* **Draft for Review**
9) When **Reviewer 1** does this, the question moves to the ***stage* Draft for Approval**:



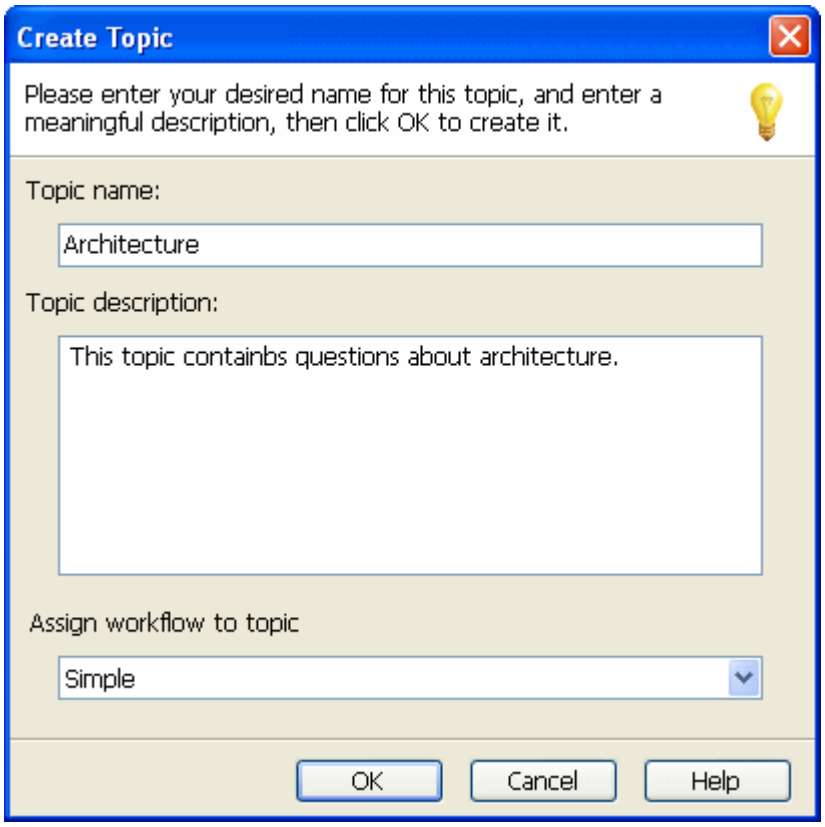
27.4 Workflow screens

The screens available for using workflow are:

- *Create topic (with workflow)* screen
  Before you can use a workflow, you must use this screen to create a new root topic and apply a workflow to it
- *Apply workflow action screen*
  This screen lets you apply an *action* to a question and change its stage
- *Change workflow stage* screen
  If you have with sufficient rights, you can change the stage a question is at without applying an action
- *Workflow history* screen
  You can use this screen to view the workflow history of a question, and to add your own entries to the workflow history
- *Add entry to workflow history* screen
  This screen enables you to type in an entry that you wish to add to a question's workflow history

27.4.1 Create topic (with workflow)

This screen enables you to create a new root topic and apply a workflow to it. The workflow is applied to all questions in the new root topic or in topics below the new root topic in a topic structure.



Enter the **Topic name** in the upper box. This must be unique because two root topics cannot have the same name.

The **Topic name** *cannot* be more than 50 characters long or contain any of the following characters:

- Single quote (**'**)
- Double quote (**"**)
- Less than symbol (**<**)
- Greater than symbol (**>**)
- Hash sign (**#**)
- Vertical bar (**|**)
- Backslash (\)

If you wish, enter the **Topic description** in the lower box.

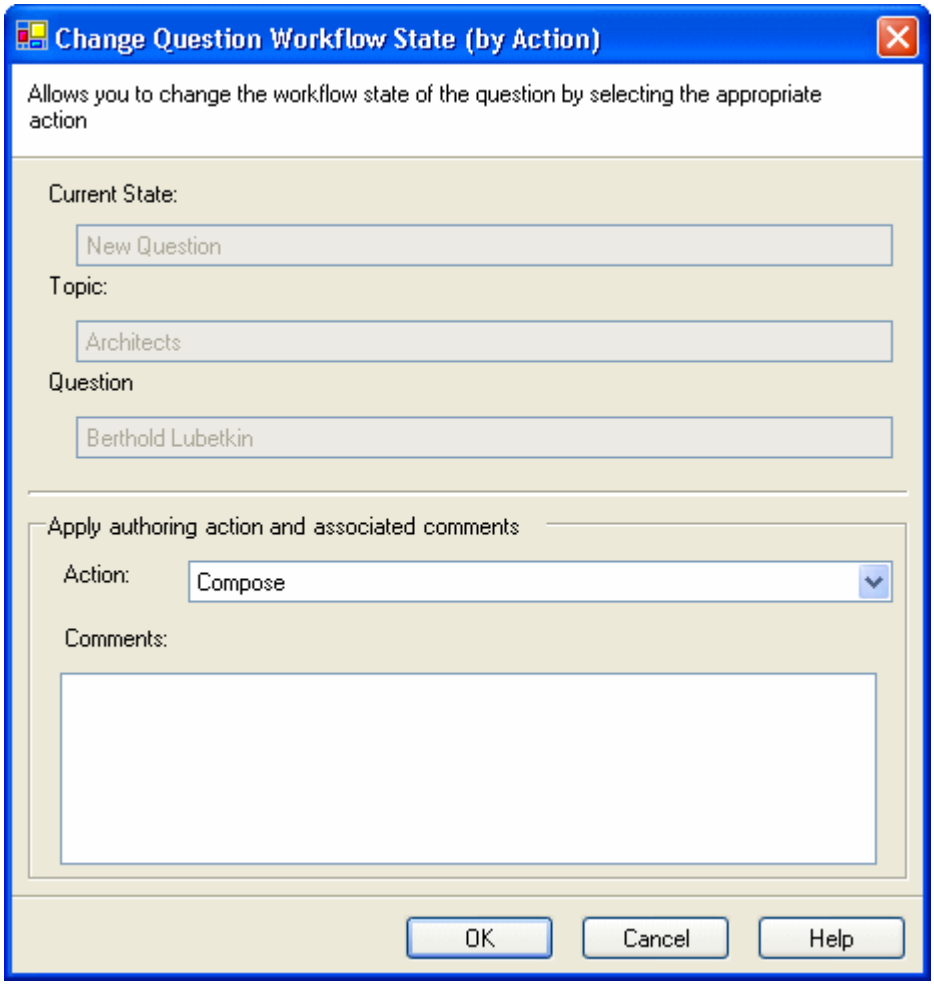
Select the workflow you wish to apply to the new root topic from the drop-down list. If you select **No Workflow**, a new root topic will be created but it will not have a workflow applied to it.

Click **OK** and a new root topic will be created, and you will return to the *Authoring Manager window*.

Click **Cancel** and a new root topic will *not* be created, and you will return to the *Authoring Manager window*.

27.4.2 Apply workflow action

This screen enables you to apply an action to a question and change its stage.



To apply an action to a question, select the relevant one from the drop-down list next to the **Action** box.

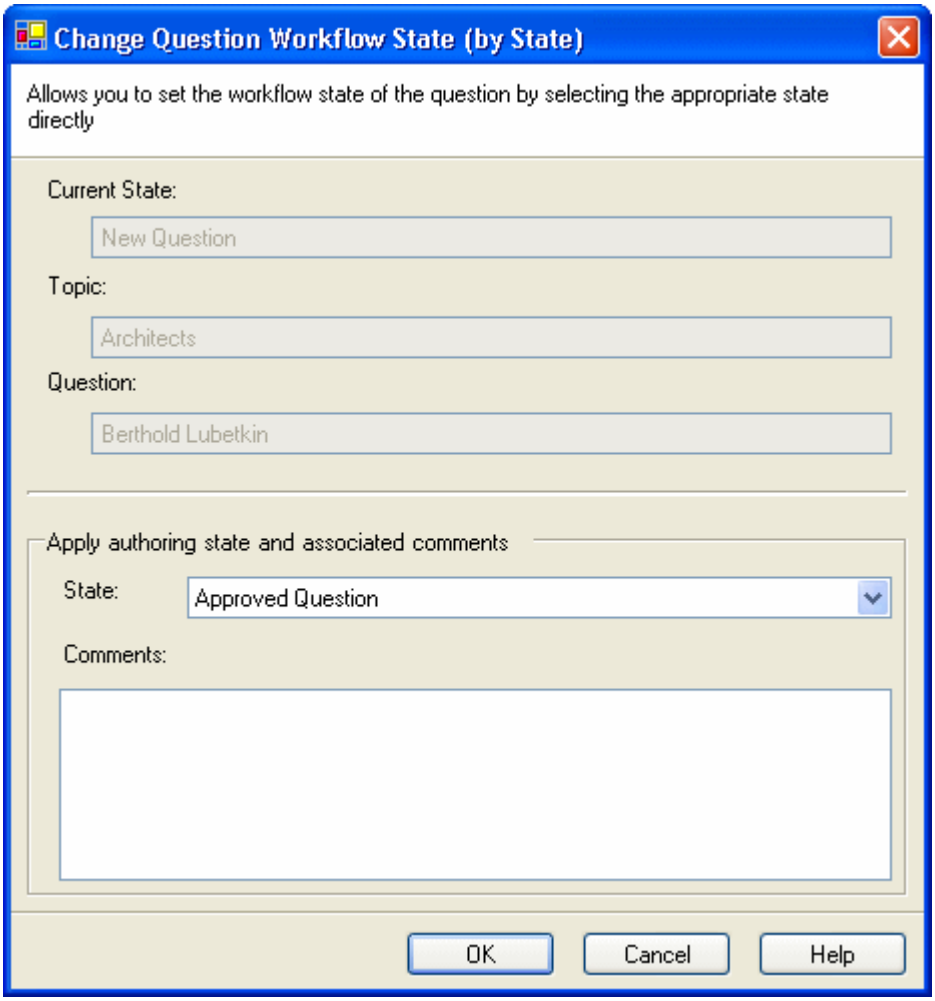
You can also add some **Comments** in the box below this (this cannot be left blank).

Click **OK** and your new action will be applied. You will return to the *Authoring Manager Window* and the question will be in the **To Stage** of the action you selected.

Click **Cancel** and your new action will *not* be applied. You will return to the *Authoring Manager Window* and the question will be in same stage as it was previously.

27.4.3 Change workflow stage

This screen enables you to change the stage of a question without applying an action.



To change the stage of a question, select the new stage from the drop-down list next to the **Stage** box.

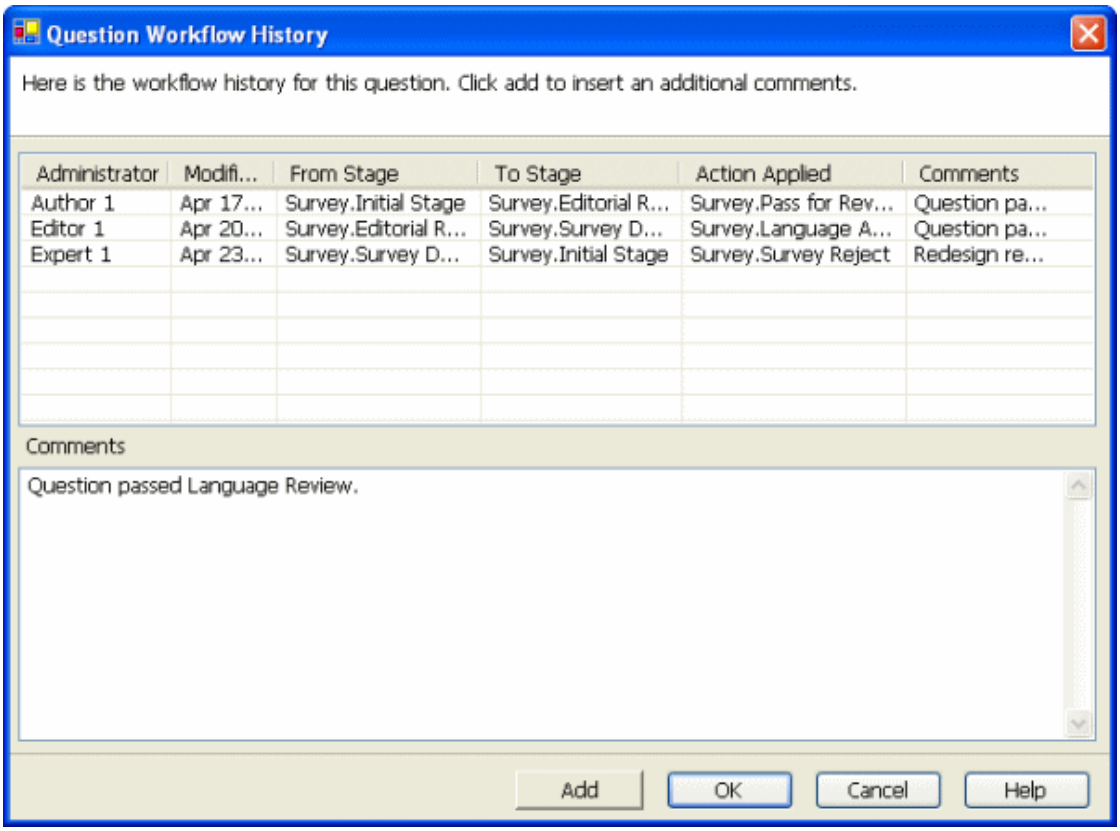
You can also add some **Comments** in the box below this (this cannot be left blank).

Click **OK** and your question will be moved to the new stage. You will return to the *Authoring Manager Window* and the question will be in the new stage.

Click **Cancel** and your question will *not* be moved to the new stage. You will return to the *Authoring Manager Window* and the question will be in same stage as it was previously.

27.4.4 Workflow history

This screen enables you to view the history of a question as it passes through a workflow, and also add your own entries to the workflow history.



This screen shows you all the workflow action that have been applied to the question, and any other comments that have been added to the workflow history.

If you highlight an entry, the comment associated with it will appear in the **Comments** box. These comments cannot be changed once they have been entered.

An entry in the workflow history cannot be deleted.

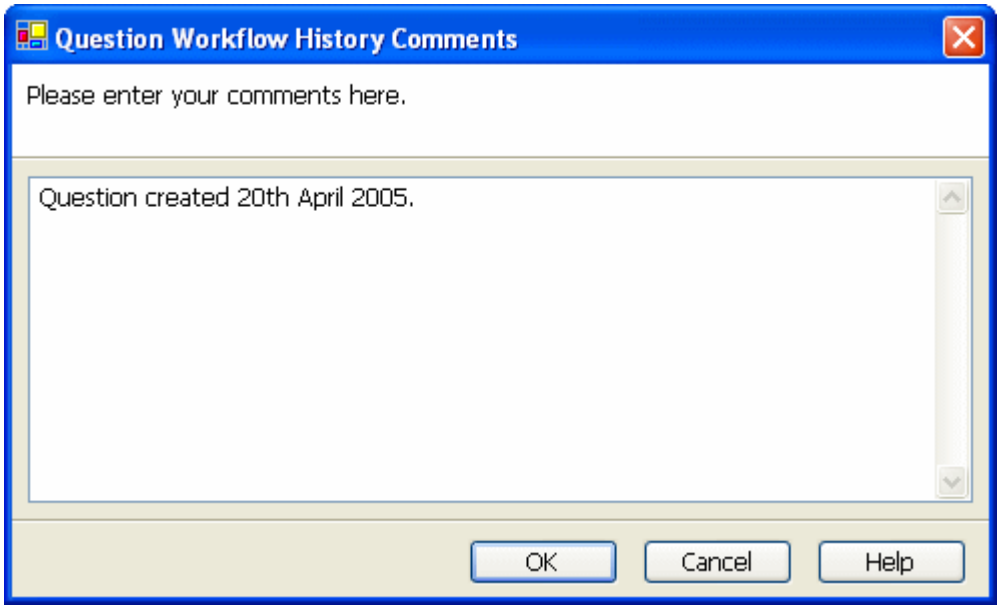
To add a comment of your own, click **Add** and you will see the *add entry to workflow history* screen.

Click **OK** and any new entries you have made will be included in the workflow history, and you will return to the *Authoring Manager Window*.

Click **Cancel** and any new entries you have made will *not* be included in the workflow history, and you will return to the *Authoring Manager Window*.

27.4.5 Add entry to workflow history

This screen enables you to type in an entry that you wish to add to a question's workflow history.



Type your comments in the box.

Click **OK** and your new entry will be added to the workflow history, and you will return to the *workflow history* screen.

Click **Cancel** and your new entry will *not* be added to the workflow history, and you will return to the *workflow history* screen.

27.5 Exchanging workflows

You can move a workflow between shared repositories by *exporting a workflow* from one shared repository and then *importing a workflow* to another shared repository.

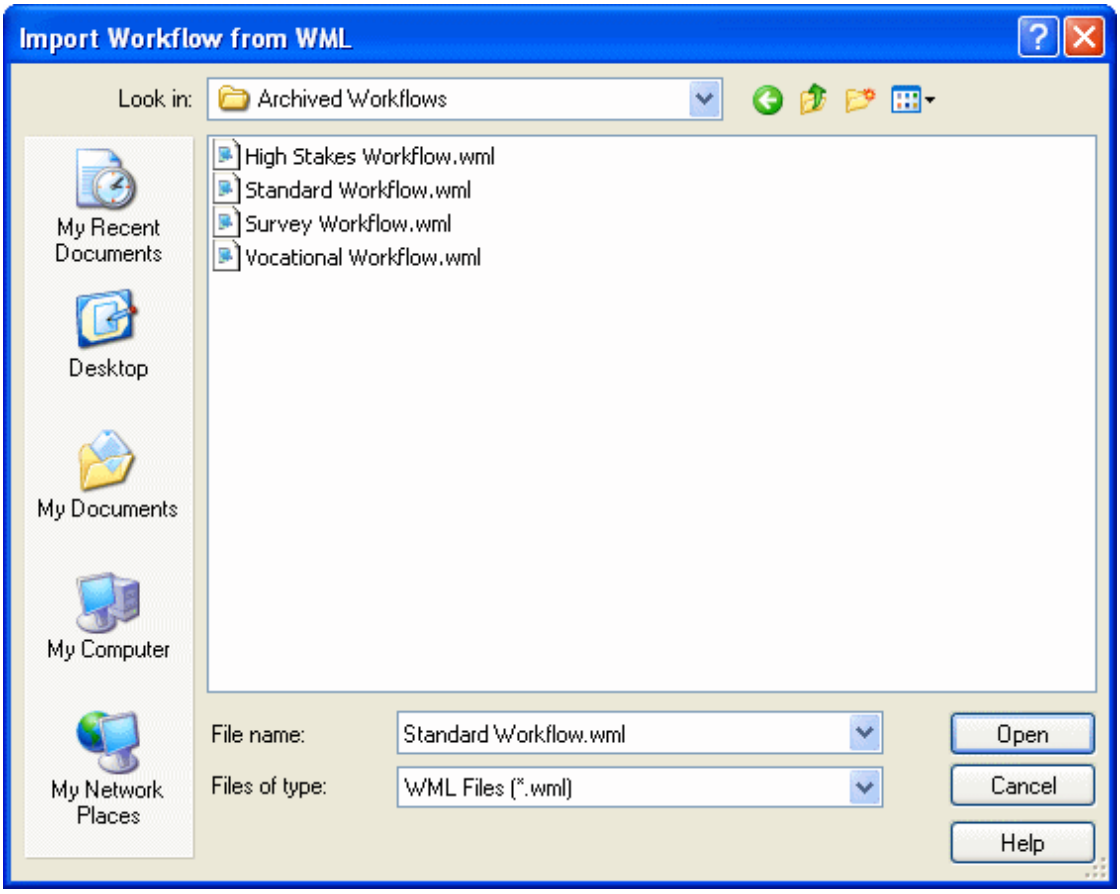
When *exporting a workflow* you create a *workflow archive* which is a file with the extension **.wml**. These files can be used for archiving workflows.

27.5.1 Importing a workflow

To import a workflow to a shared repository:

1) Ensure that you are using the *workflow display* in the *list pane* of the *Authoring Manager Window*
2) Select the **Workflow | Import Workflow…** menu option in *Authoring Manager*.

You will then see the **Import Questions from WML** screen.



Locate the workflow archive (**.wml** file) that contains the workflow you wish to import.

Click **Open** and the workflow will be imported, and you will return to the *Authoring Manager window*.

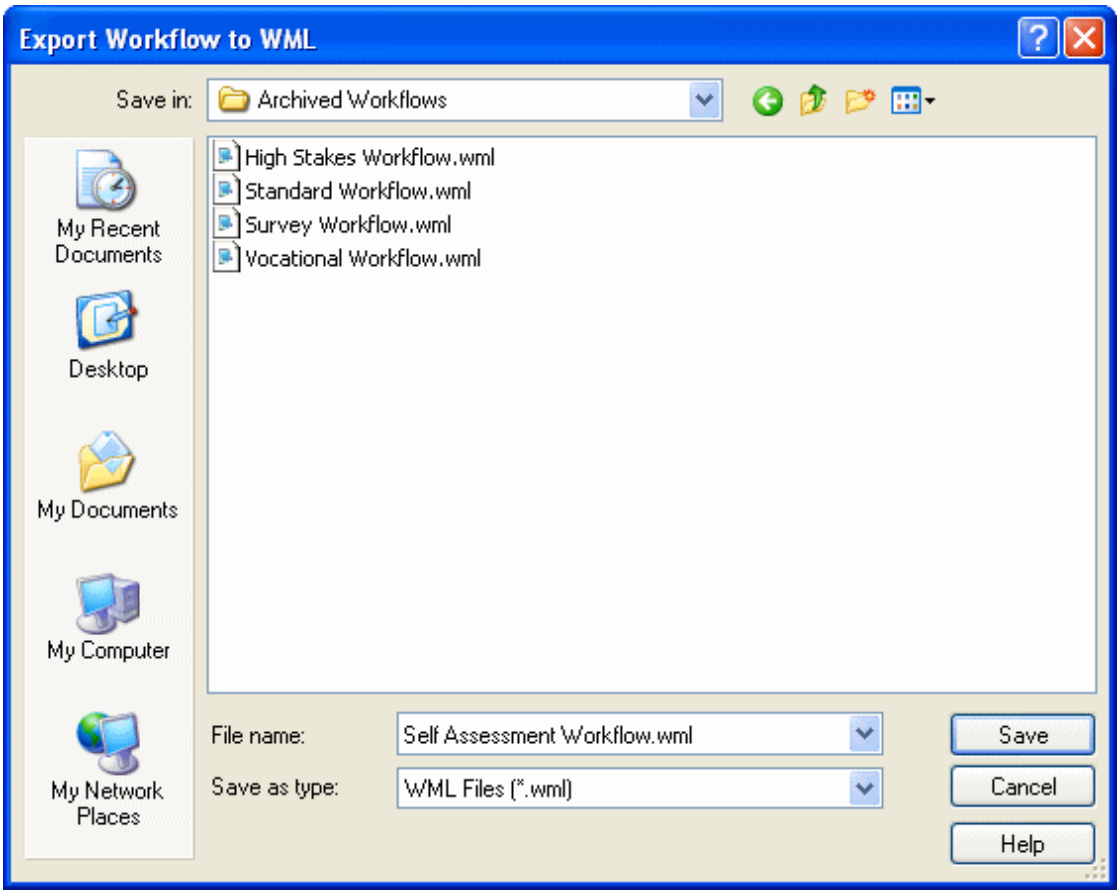
Click **Cancel** and *no* workflow will be imported, and you will return to the *Authoring Manager window*.

27.5.2 Exporting a workflow

To export a workflow from a shared repository to a workflow archive (**.wml** file):

1) Ensure that you are using the *workflow display* in the *list pane* of the *Authoring Manager Window*
2) Highlight the workflow you wish to export to a workflow archive (**.wml** file)
3) Select the **Workflow | Export Workflow…** menu option in *Authoring Manager*.

You will then see the **Export Questions to WML** screen.



Specify the workflow archive (**.wml** file) that you wish to contain the workflow you highlighted.

If you click **Cancel** at this point, the workflow will *not* be exported, the workflow archive (**.wml** file) will *not* be created if it does not already exist, and you will return to the *Authoring Manager window*.

Click **Save**.

If you specified a workflow archive (**.wml** file) that already exists, you will see a screen that asks you whether you wish to **Overwrite** the workflow archive (**.wml** file).

The workflow you highlighted will now be exported to the workflow archive (**.wml** file) and you will return to the *Authoring Manager window*.

28 The Workflow Editor

The *Workflow Editor* enables you to create and modify workflows in a shared repository.

It provides facilities for creating stages, defining actions between stages, creating the roles that are associated with the actions, assigning administrators to roles and setting permissions for roles for specific stages.

You can find out more about *workflows* in the document *Concepts of Authoring*.

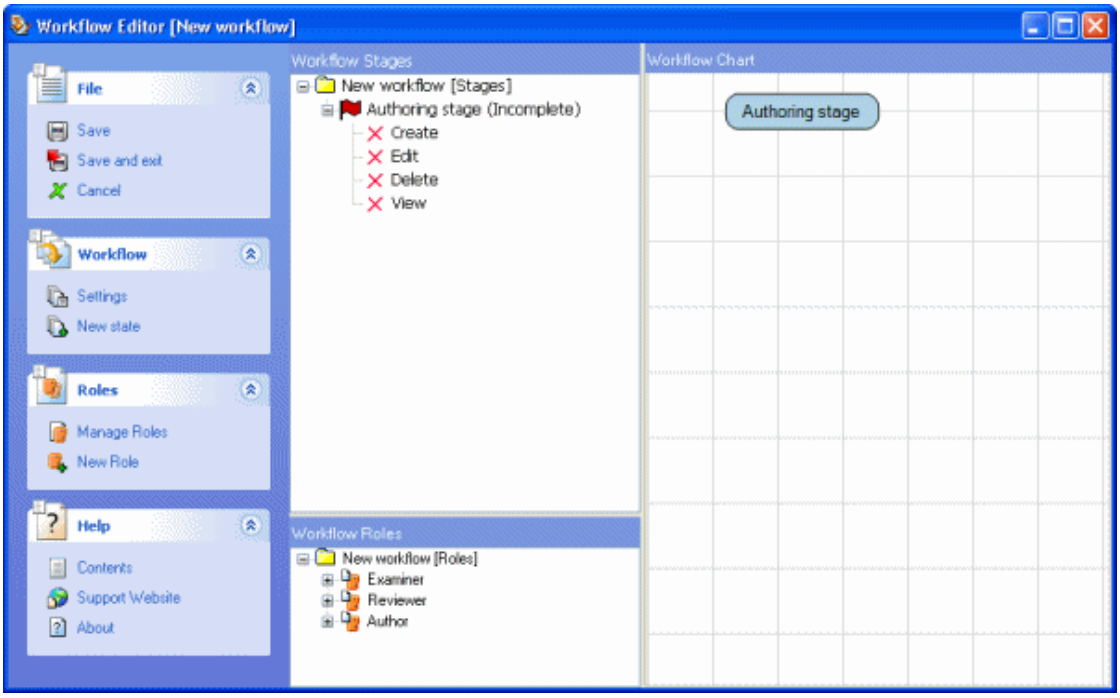
By *using the workflow editor*, you can implement your workflows and modify them later if you wish. However, care should be taken if a workflow is modified while there are any questions that are under it.

28.1 Workflow Editor Window

When you start *Workflow Editor* you will see the *Workflow Editor* window.

28.1.1 New workflow

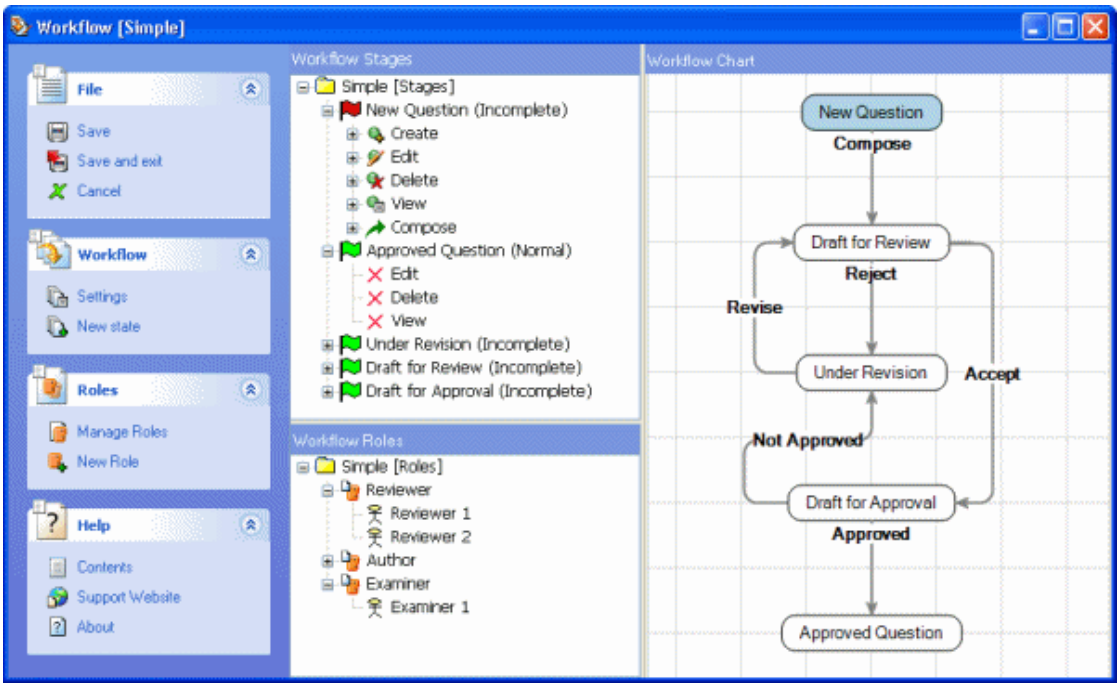
If you are creating a new workflow, you will see a workflow called **New workflow** with a single stage (called **Authoring stage**) which is the authoring stage.



If any roles have been defined for other workflows, you will see these in the *roles pane* for a new workflow, otherwise no roles will appear.

28.1.2 Existing workflow

If you are editing an existing workflow, you will see its stages in the *stages pane*, its roles in the *roles pane* and the graphical display in the *view pane*.



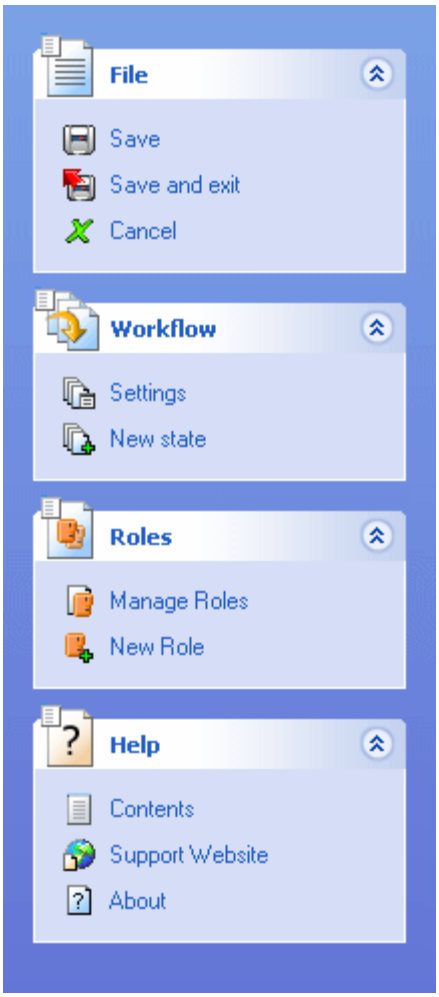
28.1.3 Workflow Editor Window panes

This has the standard Windows XP interface features, and has three panes:

- The *toolbar pane*
  This pane contains four menus with which you can use all the functions of *Workflow Editor*
- The *stages pane*
  This pane enables you to edit all the stages in the workflow, add actions to them, assign roles to the actions and set permissions for the roles that are specific to a stages
- The *roles pane*
  Use this pane to create, modify and delete roles and assign administrators to them
- The *chart pane*
  This gives a graphical display of the workflow, and you can carry out any of the editing functions in this pane

28.1.4 The toolbar pane

The toolbar pane is on the left of the *Workflow Editor Window*.



It has several separate menus with the following options:

File Menu

Save	Click this option to save any changes to your workflow
Save and Exit	Click this option to save any changes to your question and leave *Workflow Editor*
Cancel	Click this option to leave *Workflow Editor* without saving any changes to your question

Workflow Menu

Settings	Click this option to *change the workflow settings* (name and description) for the workflow
New Stage	Click this option to *create a new stage* in the workflow

Roles Menu

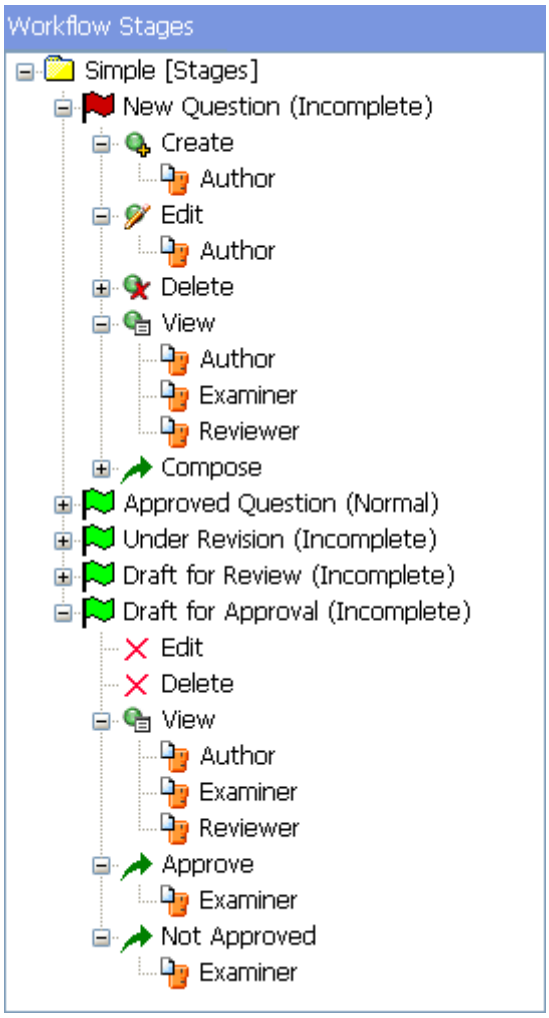
Manage Roles	Click this option to *manage the roles* by adding new ones or by editing, deleting or assigning administrators to existing ones
New Role	Click this option to *create a new role* in the repository

Help Menu

Contents	Click this option to see the context-sensitive help for *Workflow Editor*
Support Website	Click this option to browse the *Perception* support site
About	Click this option to see details about the version of *Authoring Manager* that you have installed

28.1.5 The stages pane

The stages pane is in the top center of the *Question Editor Window*.



The authoring stage is shown in **red** and the other stages are shown in **green**.

If you right-click on the icon at the top of the stages pane, a popup menu offers you the following options:

- **Edit Workflow Settings…**
  Select this option to *change the workflow settings* (name and description) for the workflow
- **New Stage…**
  Select this option to *create a new stage* in the workflow

The icons below the top one (at the same level) represent the stages in the workflow.

If you right-click on the authoring stage (shown in **red**), a popup menu offers you the following options:

- **Edit Stage…**
  Select this option to *edit an existing stage*
- **New Action…**
  Select this option to *create a new action* that has the current stage as its **From Stage**
- **Manage Permissions…**
  Select this option to *set stage specific permissions for roles* used within the current stage

If you right-click on one of the other stages (shown in **green**), a popup menu offers you the following options:

- **Edit Stage…**
  Select this option to *edit an existing stage*
- **Delete**
  Select this option to *delete an existing stage*
- **New Action…**
  Select this option to *create a new action* that has the current stage as its **From Stage**
- **Set As Default**
  Select this option to set the current stage to be the authoring stage
- **Manage Permissions…**
  Select this option to *set stage specific permissions for roles* used within the current stage

The first four icons within the authoring stage represent the permissions that can, or have been, set for it. These permissions are **Create**, **Edit**, **Delete** and **View**.

The first three icons within the other stages represent the permissions that can, or have been, set for it. These permissions are **Edit**, **Delete** and **View**.

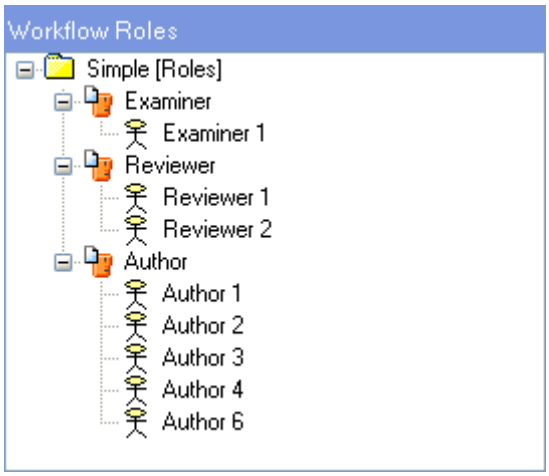
Under each of these icons the roles that have the appropriate permission are shown. If you right-click on any of these icons, you can *set stage specific permissions for roles* used within the current stage.

Any other icons within a stage the represent the actions that have that stage as their **From Stage**. If you right-click on any of the actions, a popup menu offers you the following options:

- **Assign Roles…**
  Select this option to *assign roles to an action* that has the current stage as its **From Stage**
- **Edit Settings…**
  Select this option to *edit an existing action* that has the current stage as its **From Stage**
- **Delete**
  Select this option to *delete an existing action* that has the current stage as its **From Stage**

28.1.6 The roles pane

The roles pane is in the bottom center of the *Question Editor Window*.



If you right-click on the icon at the top of the roles pane, a popup menu offers you the following options:

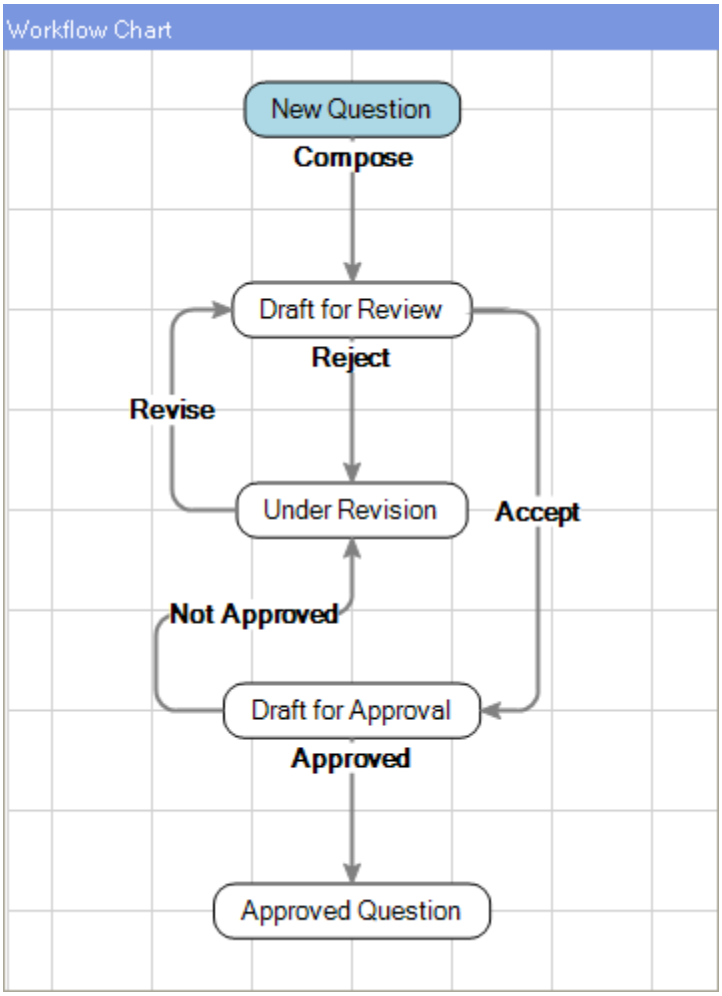
- **New Role…**
  Select this option to *create a new role* in the repository
- **Manage Roles…**
  Select this option to *manage the roles* by adding new ones or by editing, deleting or assigning administrators to existing ones

The icons at the level below the top one represent the roles used the workflow. If you right-click on any of these, a popup menu offers you the following options:

- **New Role**
  Select this option to *create a new role* in the repository
- **Edit Role**
  Select this option to *edit an existing role* in the repository
- **Delete Role**
  Select this option to *delete an existing role* from the repository
- **Assign Administrators…**
  Select this option to *assign administrators to a role* in the repository

28.1.7 The chart pane

The chart pane is on the right of the *Workflow Editor Window*.



The workflow is displayed graphically in this pane, and it is in this pane that you can use *the graphical interface*.

28.2 The graphical interface

Workflow Editor allows you to do the following graphically:

Working with stages

Creating a new stage graphically
Editing an existing stage graphically
Deleting an existing stage graphically
Setting the authoring stage graphically
Setting stage specific permissions for roles graphically
Dragging and dropping stages

Working with actions

Creating a new action graphically
Editing an existing action graphically
Renaming an existing action graphically
Assigning roles to an action graphically
Deleting an existing action graphically

28.2.1 Using the graphical interface

You can use the graphical interface for:

- *Working with stages*
- *Working with actions*

You should be aware of the *graphical interface limitations*.

28.2.2 Working with stages

You can use the *chart pane* for:

- *Creating a new stage graphically*
- *Editing an existing stage graphically*
- *Deleting an existing stage graphically*
- *Setting the authoring stage graphically*
- *Setting stage specific permissions for roles graphically*

Dragging and dropping stages is possible in the *chart pane*, allowing you to create your own graphical representation of a workflow

28.2.3 Working with actions

You can use the *chart pane* for:

- *Creating a new action graphically*
- *Renaming an existing action graphically*
- *Editing an existing action graphically*
- *Assigning roles to an action graphically*
- *Deleting an existing action graphically*

28.2.4 Graphical interface limitations

The graphical interface does *not* have facilities for the following:

Changing the workflow settings

Creating a new role
Editing an existing role
Deleting an existing role
Managing the roles
Assigning administrators to a role

28.2.5 Editing stages

Workflow Editor's graphical interface allows you to do the following with stages:

- *Create a new stage graphically*
- *Edit an existing stage graphically*
- *Delete an existing stage graphically*
- *Set the authoring stage graphically*
- *Set stage specific permissions for roles graphically*
- *Drag and drop stages*

28.2.6 Creating a new stage graphically

To create a new stage graphically:

1) Right-click on a blank area in the *chart pane* of the *Workflow Editor Window*
2) Select the **New Stage…** option on the popup menu that appears
3) You will see the *stage editor* screen which allows you to create a new stage and set its delivery status

Because *dragging and dropping stages* is possible in the *chart pane*, you can position your new stage anywhere within it.

28.2.7 Editing an existing stage graphically

To edit an existing stage graphically:

1) Right-click on a stage in the *chart pane* of the *Workflow Editor Window*
2) On the popup menu that appears, select the **Edit Stage…** option
3) You will see the *stage editor* screen which allows you to create a new stage and set its delivery status

Because *dragging and dropping stages* is possible in the *chart pane*, you can position an existing stage anywhere within it.

28.2.8 Deleting an existing stage graphically

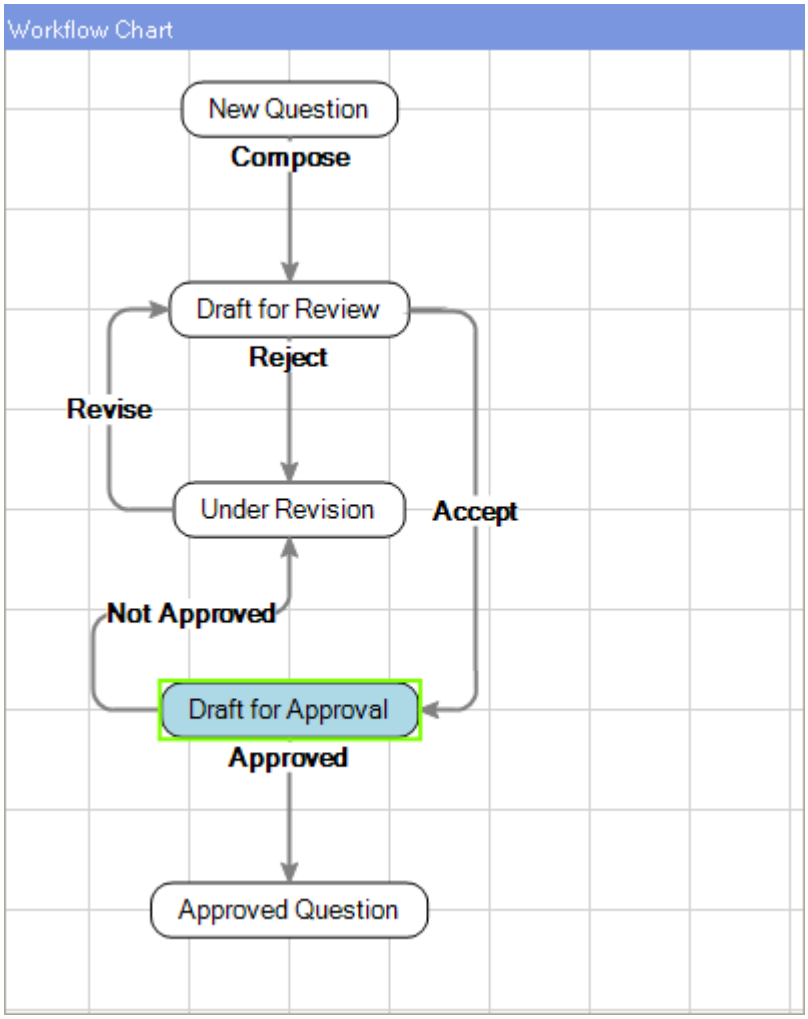
To delete an existing stage:

1) Right-click on a stage in the *chart pane* of the *Workflow Editor Window*
2) On the popup menu that appears, select the **Delete** option
3) You will see a confirmation screen on which you click **Yes** to delete the stage or **No** not to

28.2.9 Dragging and dropping stages

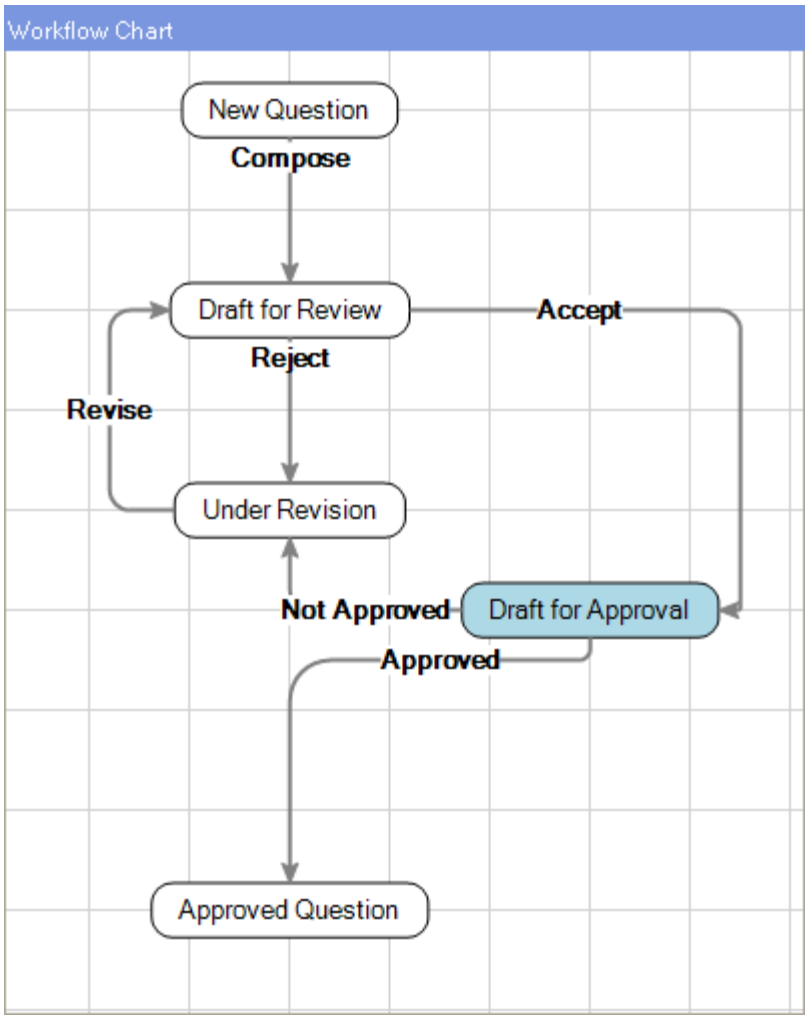
To drag and drop a stage in the *chart pane*:

1) Click on the stage (**Draft for Approval** in this example) you wish to move and hold the left mouse button down



2) Using the mouse, move the stage to the position where you would like it to be

3) Release the left mouse button



4) You will see that the stage (**Draft for Approval** in this example) has been moved to the new position, and that the actions linked to it have been moved as well

28.2.10 Setting the authoring stage graphically

To set the authoring stage:

1) Locate the stage you wish to set as the authoring stage in the *chart pane* of the *Workflow Editor Window*
2) Right-click on this stage
3) On the popup menu that appears, select the **Set As Default** option
4) The stage you selected will now be the authoring stage

28.2.11 Setting stage specific permissions for roles graphically

It is possible to set permissions for roles that only apply to a specific stage. To do this:

1) Locate the stage that you wish permissions to apply to for particular roles in the *chart pane* of the *Workflow Editor Window*
2) Right-click on this stage
3) On the popup menu that appears, select the **Manage Permissions…** option
4) You will see the *manage permissions* screen which allows you to set *edit*, *view*, *delete* and *create* permissions for selected roles in the current stage

28.2.12 Editing actions graphically

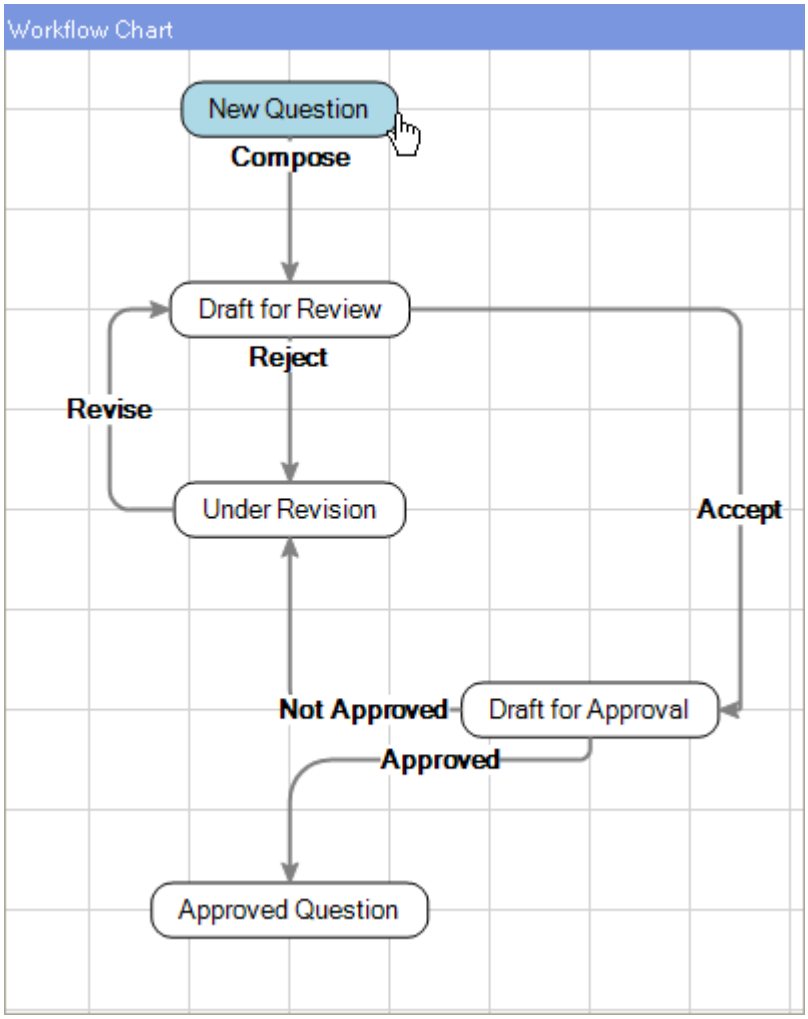
Workflow Editor's graphical interface allows you to do the following with actions:

- *Create a new action graphically*
- *Edit an existing action graphically*
- *Renaming an existing action graphically*
- *Assign roles to an action graphically*
- *Delete an existing action graphically*
- *Position actions*

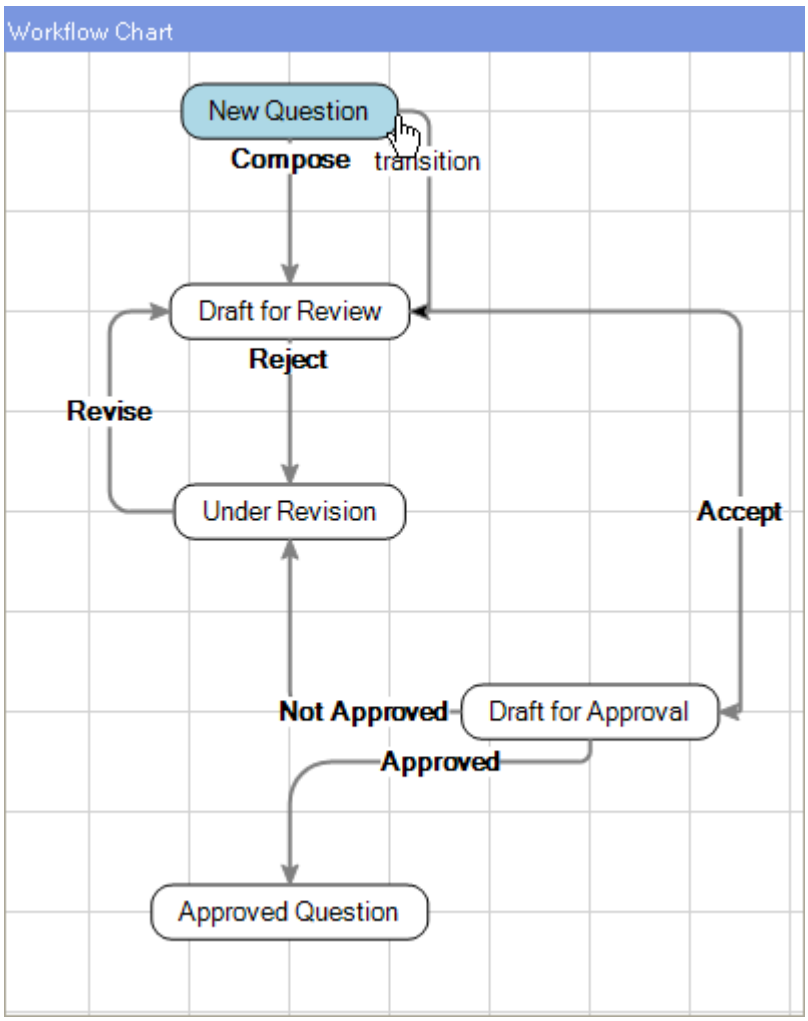
28.2.13 Creating a new action graphically

To create a new action:

1) Move the cursor over the stage from which the new action is to start until you see the hand symbol appear at an edge

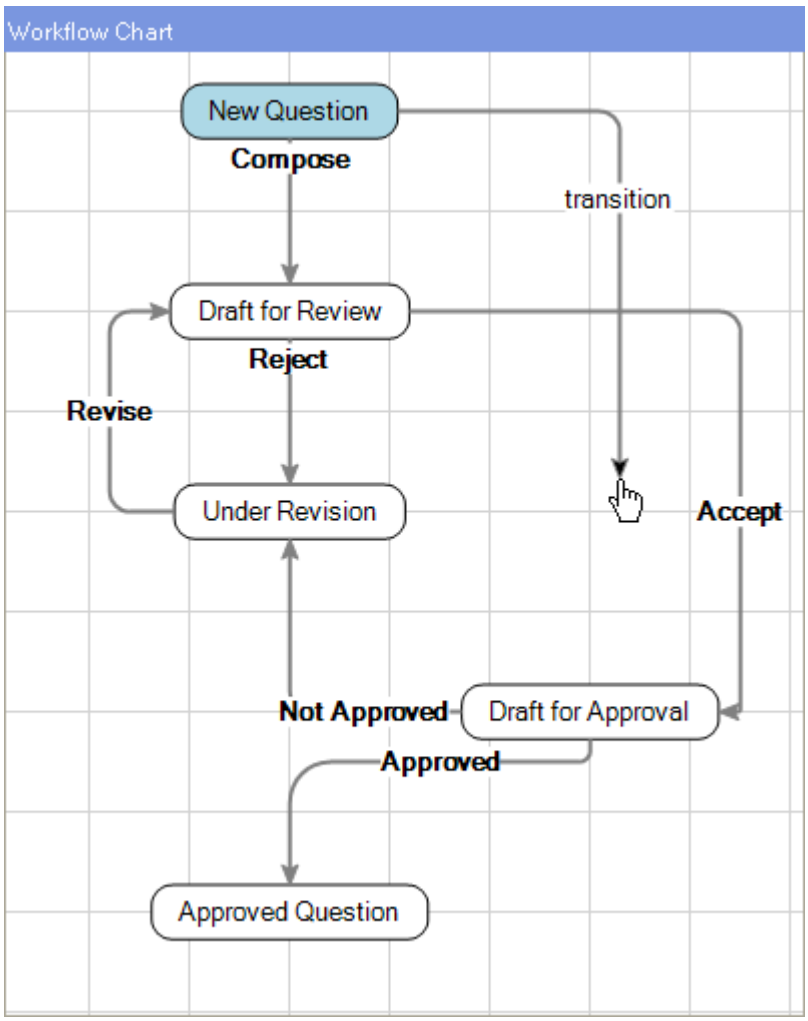


2) Click the mouse and a new action will be created that goes to the stage nearest to the one you began with

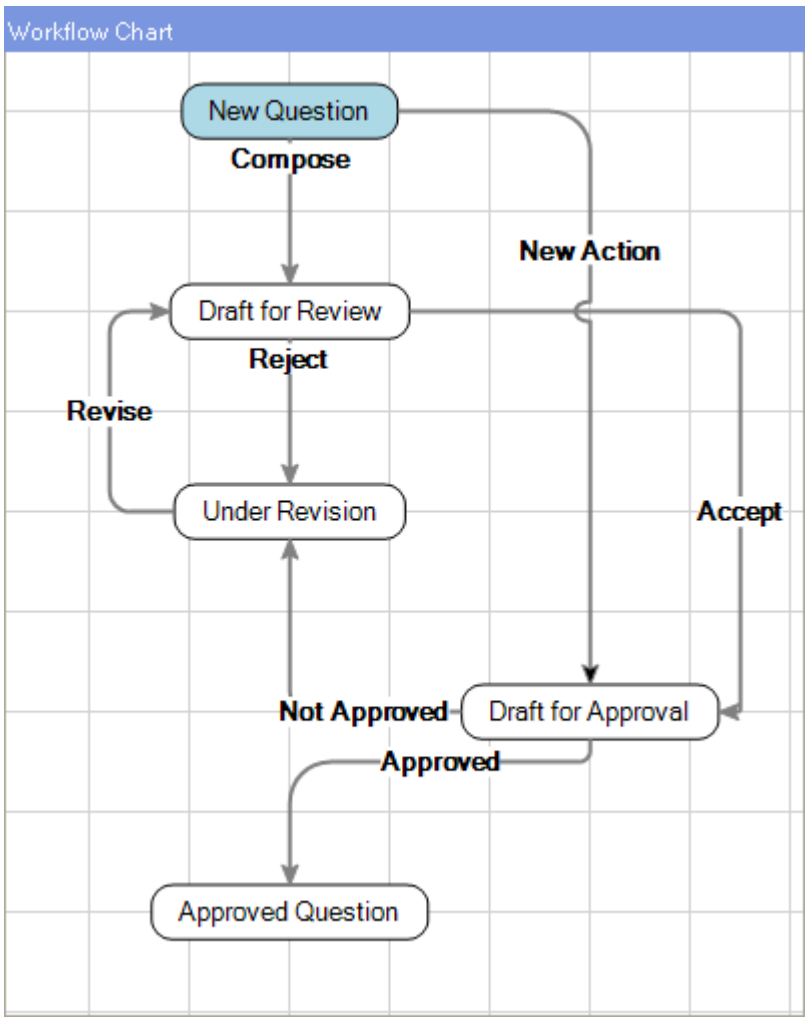


3) If you want the stage nearest to the one you began with to be the stage the new action goes to, release the mouse

4) To set the new action to go to a stage other than the nearest one, keep the left mouse button down and drag hand symbol to the required stage



5) When you have placed the hand symbol at the stage you wish the new action to go to, release the mouse



Alternatively, you can:

1) Right-click on a stage in the *chart pane* of the *Workflow Editor Window*
2) On the popup menu that appears, select the **New Action…** option
3) You will see the *action editor* screen that lets you give the new action a name and a description and define its **To Stage** (its **From Stage** is set to the stage that you are currently working on)

Because *repositioning actions* is possible in the *chart pane*, you can *change the line representing an action* or *change the starting or finishing stage of an action* anywhere within the *chart pane*.

28.2.14 Editing an existing action graphically

To edit an existing action graphically:

1) Either:
   - Right-click on the line representing the action in the *chart pane* of the *Workflow Editor Window*

   Or:
   - Double-click on the line representing the action whose settings you wish to edit in the *chart pane* of the *Workflow Editor Window*

2) You will see the *action editor* screen that lets you change its name and a description and reset both its **From Stage** and its **To Stage**

Because *repositioning actions* is possible in the *chart pane*, you can *change the line representing an action* or *change the starting or finishing stage of an action* anywhere within the *chart pane*.

28.2.15 Renaming an existing action graphically

If you click on the name of an action, a box will appear around the name. You can enter a new name in the box or right-click within the box an use the popup menu that appears to do any of the following:

- Cut, copy and paste text within the action name to and from the clipboard
- Delete text within the action name

28.2.16 Assigning roles to an action graphically

To assign roles to an action:

1) Right-click on the line representing the action in the *chart pane* of the *Workflow Editor Window*
2) On the popup menu that appears, select the **Assign Roles…** option
3) You will see the *assigned roles* screen that enables you to add roles to an action or remove them from one

28.2.17 Deleting an existing action graphically

To assign roles to an action:

To edit an existing action graphically:

1) Either:
   - Right-click on the line representing the action in the *chart pane* of the *Workflow Editor Window*

   Or:
   - Double-click on the line representing the action whose settings you wish to edit in the *chart pane* of the *Workflow Editor Window*

2) On the popup menu that appears, select the **Delete** option
3) You will see a confirmation screen on which you click **Yes** to delete the action or **No** not to

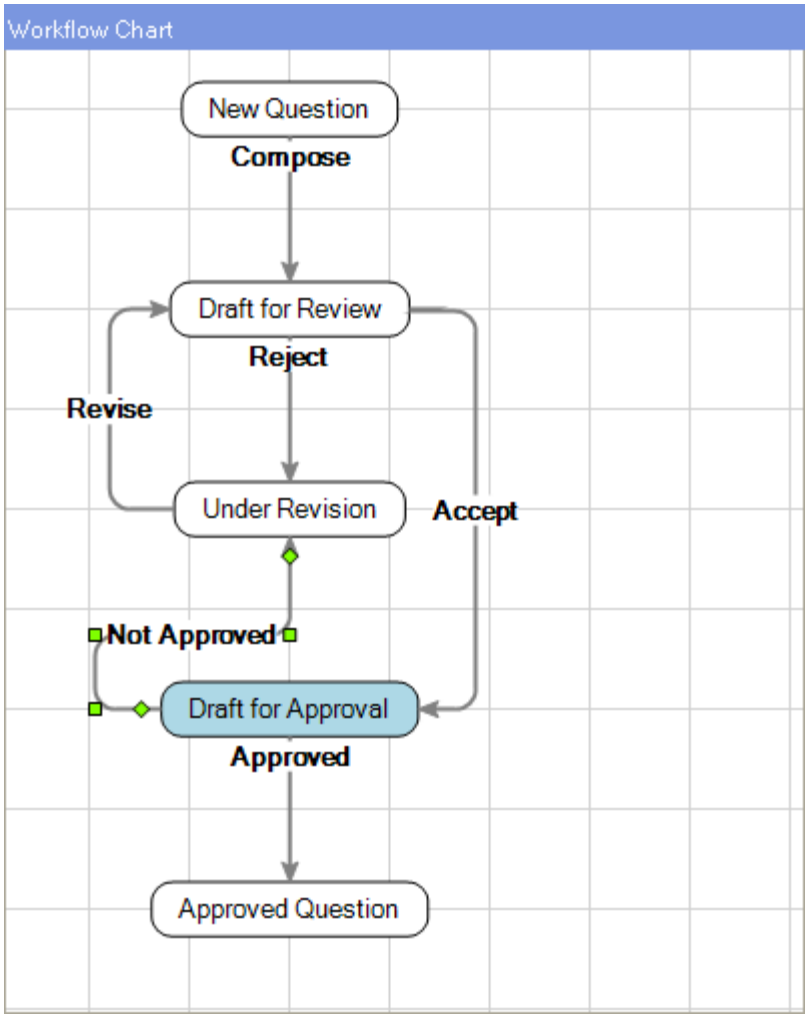
28.2.18 Repositioning actions

The graphical interface has facilities for *changing the line representing an action* in the *chart pane* and for *changing the starting or finishing stage of an action*.

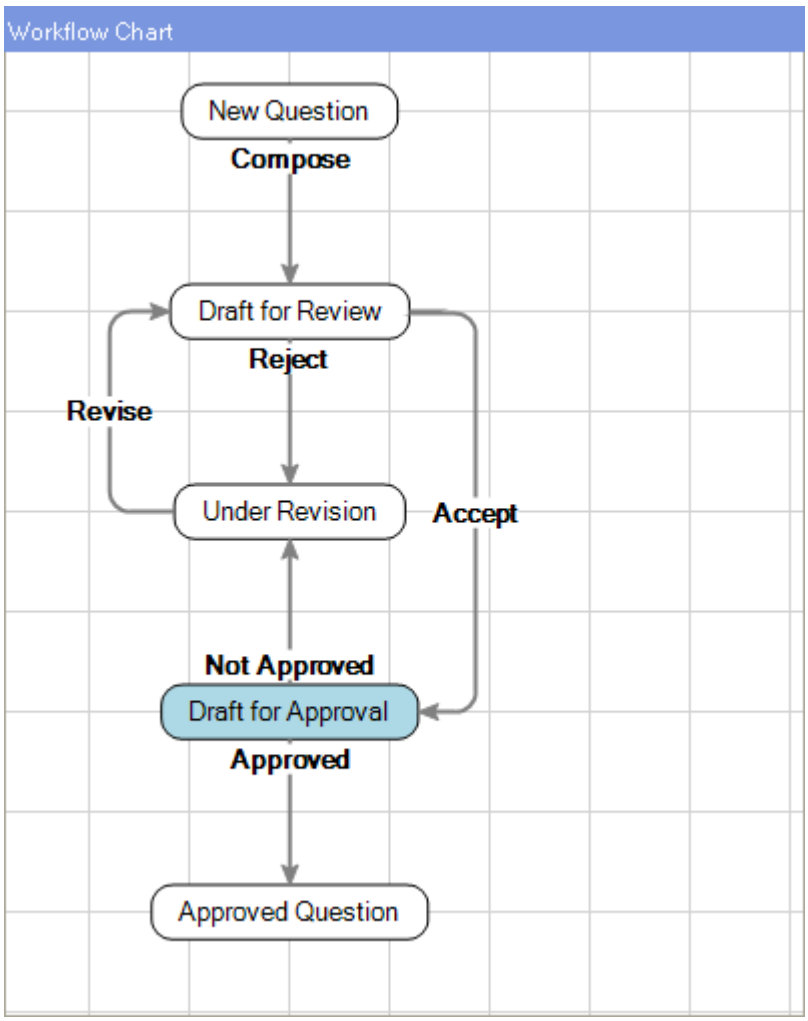
Changing the line representing an action

To change the line representing an action:

1) Click on the line representing an action



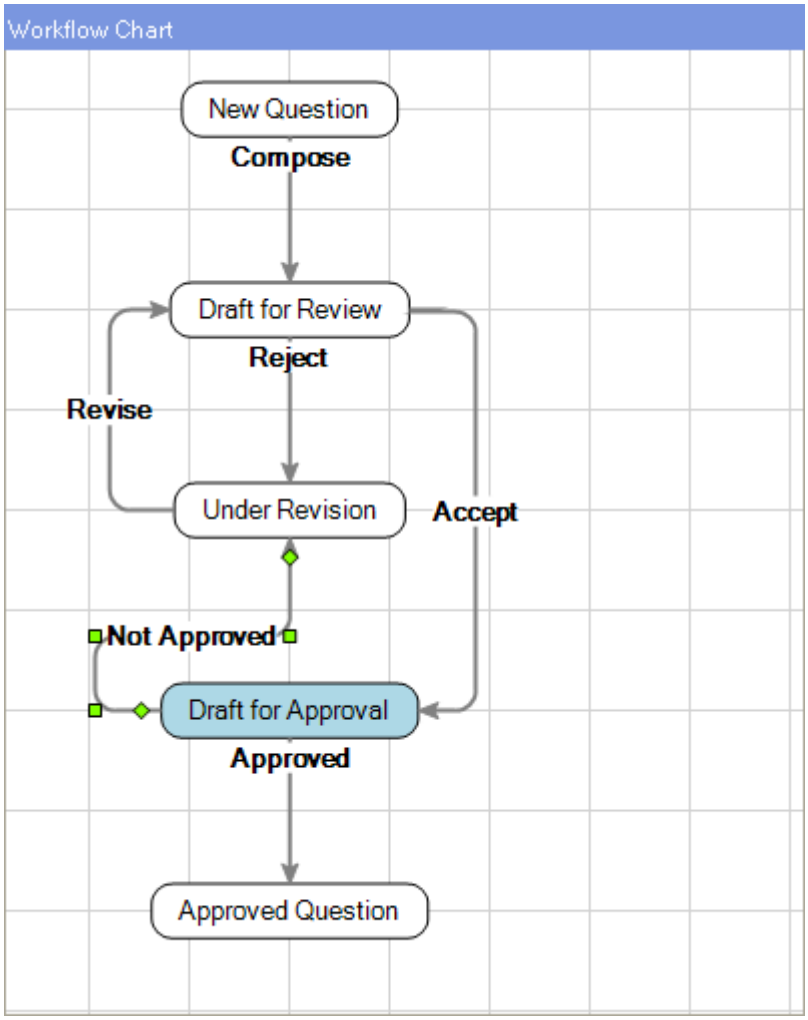
2) Use the square shaped handles (■) to move the line representing the action to a new position



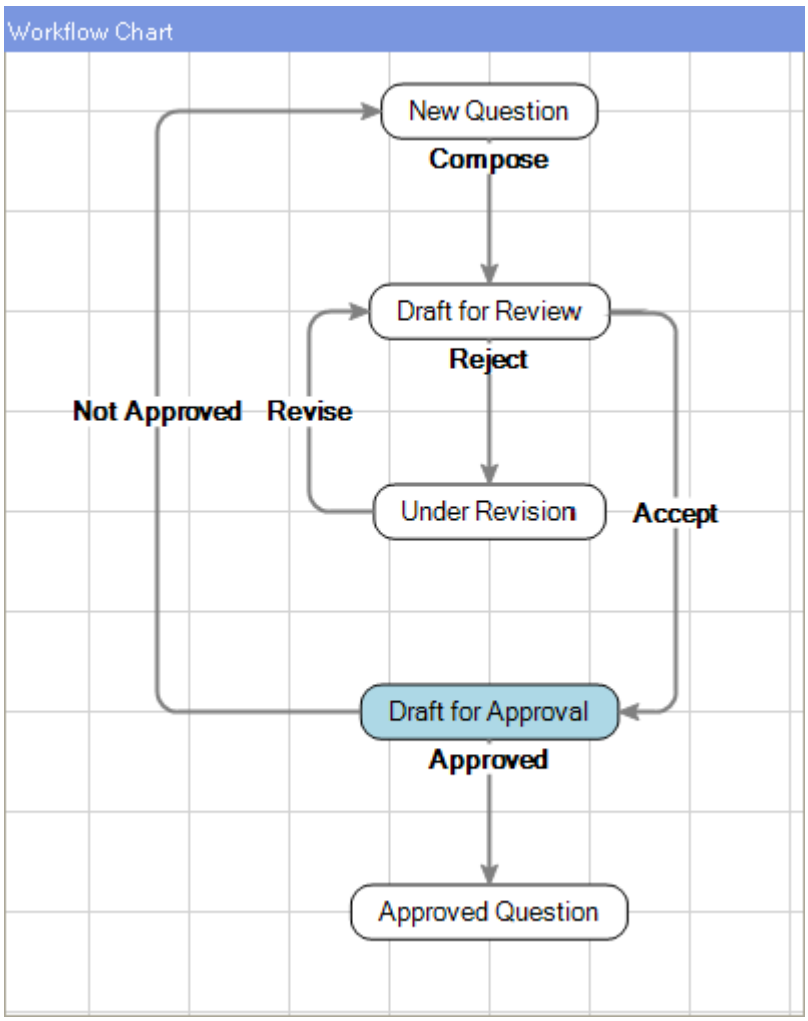
Changing the starting or finishing stage of an action

To change the starting or finishing stage of an action:

1) Click on the line representing an action



2) Use the diamond shaped handles (◆) to move the beginning or the end of the line representing the action to a new stage



28.3 The text interface

Workflow Editor allows you to do the following with text input and menus:

Working with workflows

Changing the workflow settings

Working with stages

Creating a new stage	(this has a *graphical alternative*)
Editing an existing stage	(this has a *graphical alternative*)
Deleting an existing stage	(this has a *graphical alternative*)
Setting the authoring stage	(this has a *graphical alternative*)
Setting stage specific permissions for roles	(this has a *graphical alternative*)

Working with actions

Creating a new action	(this has a *graphical alternative*)
Editing an existing action	(this has a *graphical alternative*)
Deleting an existing action	(this has a *graphical alternative*)
Assigning roles to an action	(this has a *graphical alternative*)

Working with roles

Creating a new role
Editing an existing role
Deleting an existing role
Managing the roles
Assigning administrators to a role

28.3.1 Using the text interface

You can use the text interface for:

- *Working with workflows*
- *Working with stages*
- *Working with actions*
- *Working with roles*

28.3.2 Working with workflows

You can use the *workflow menu* on the *toolbar pane* for *changing the workflow settings*.

28.3.3 Working with stages

You can use the *stages pane* for:

- *Creating a new stage*
- *Editing an existing stage*
- *Deleting an existing stage*
- *Setting the authoring stage*
- *Setting stage specific permissions for roles*

28.3.4 Working with actions

You can use the *stages pane* for:

- *Creating a new action*
- *Editing an existing action*
- *Assigning roles to an action*
- *Deleting an existing action*

28.3.5 Working with roles

You can use the *roles pane* for:

- *Creating a new role*
- *Editing an existing role*
- *Deleting an existing role*
- *Managing the roles*
- *Assigning administrators to a role*
- *Assigning roles to an action*

28.3.6 Modifying workflows

Workflow Editor provides facilities for:

- *Changing the workflow settings*
- *Editing a workflow definition*

28.3.7 Changing the workflow settings

To change the name and description of a workflow either select **Settings** from the *workflow menu* on the *toolbar pane* or:

1) Right-click on the top icon of the *stages pane*
2) Select the **Edit Workflow Settings…** option on the popup menu that appears

In either case, you will see the *settings editor* screen that enables you to change the workflow settings.

28.3.8 Editing a workflow definition

Workflow Editor allows you to *change the workflow settings* if you wish to give a workflow a new name or description.

28.3.9 Editing stages

Workflow Editor allows you to do the following with stages:

- *Create a new stage*
- *Edit an existing stage*
- *Delete an existing stage*
- *Setting the authoring stage*
- *Setting stage specific permissions for roles*

28.3.10 Creating a new stage

To create a new stage, either select **New Stage** from the *workflow menu* on the *toolbar pane* or:

1) Right-click on the top icon of the *stages pane*
2) Select the **New Stage…** option on the popup menu that appears

In either case, you will see the *stage editor* screen which allows you to create a new stage and set its delivery status.

Graphical alternative

The *graphical interface* has a facility for *creating a new stage graphically*.

28.3.11 Editing an existing stage

To create a new stage:

1) Right-click on the stage in the *stages pane*
2) Select the **Edit Stage…** option on the popup menu that appears
3) You will see the *stage editor* screen which allows you to change the stage and reset its delivery status

Graphical alternative

The *graphical interface* has a facility for *editing an existing stage graphically*.

28.3.12 Deleting an existing stage

You can delete any stage in a workflow except for the authoring stage.

To delete an existing stage:

1) Right-click on the stage in the *stages pane* (it must be shown in **green**)
2) Select the **Delete Stage** option on the popup menu that appears
3) Click **Yes** on the confirmation screen that appears to delete the stage, or **No** not to

Graphical alternative

The *graphical interface* has a facility for *deleting an existing stage graphically*.

28.3.13 Setting the authoring stage

To set the authoring stage:

1) Locate the stage you wish to set as the authoring stage in the *stages pane*
2) On the popup menu that appears, select the **Set As Default** option
3) The stage you selected will now be the authoring stage and will appear in **red**

Graphical alternative

The *graphical interface* has a facility for *setting the authoring stage graphically*.

28.3.14 Setting stage specific permissions for roles

It is possible to set permissions for roles that only apply to a specific stage. To do this:

1) Right-click on the stage or one of the **Create**, **Edit**, **Delete** or **View** icons under a stage in the *stages pane*
2) Select the **Manage Permissions…** option on the popup menu that appears
3) You will see the *manage permissions* screen which allows you to set *edit*, *view*, *delete* and *create* permissions for selected roles in the current stage

Graphical alternative

The *graphical interface* has a facility for *setting stage specific permissions for roles graphically*.

28.3.15 Editing actions

Workflow Editor allows you to do the following with actions:

- *Create a new action*
- *Editing an existing action*
- *Delete an existing action*
- *Assign roles to an action*

28.3.16 Creating a new action

To create a new action:

1) Right-click on the stage that you wish the action to start from in the *stages pane*
2) Select the **New Action…** option on the popup menu that appears
3) You will see the *action editor* screen that lets you give the new action a name and a description and define its **To Stage** (its **From Stage** is set to the stage that you are currently working on)

Graphical alternative

The *graphical interface* has a facility for *creating a new action graphically*.

28.3.17 Editing an existing action

To edit an existing action:

1) Right-click on the action whose settings you wish to edit in the *stages pane* (this is one of the icons apart from **Create**, **Edit**, **Delete** or **View**)
2) Select the **Edit Settings…** option on the popup menu that appears
3) You will see the *action editor* screen that lets you change its name and a description and reset both its **From Stage** and its **To Stage**

Graphical alternative

The *graphical interface* has a facility for *editing an existing action graphically*.

28.3.18 Assigning roles to an action

To assign roles to an action:

1) Right-click on the action to which you wish to assign roles in the *stages pane* (the actions are the icons apart from **Create**, **Edit**, **Delete** or **View**)
2) Select the **Assign Roles…** option on the popup menu that appears
3) You will see the *assigned roles* screen that enables you to add roles to an action or remove them from one

Graphical alternative

The *graphical interface* has a facility for *assigning roles to an action graphically*.

28.3.19 Deleting an existing action

To delete an existing action:

1) Right-click on the action you wish to delete in the *stages pane* (this is one of the icons apart from **Create**, **Edit**, **Delete** or **View**)
2) Select the **Delete** option on the popup menu that appears
3) You will see a confirmation screen on which you click **Yes** to delete the action or **No** not to

Graphical alternative

The *graphical interface* has a facility for *deleting an existing action graphically*.

28.3.20 Editing roles

Workflow Editor allows you to do the following with roles:

- *Creating a new role*
- *Editing an existing role*
- *Deleting an existing role*
- *Assigning administrators to a role*
- *Managing the roles*

28.3.21 Creating a new role

To create a new role, either select **New Role** from the *roles menu* on the *toolbar pane* or:

1) Right-click on the top icon or on any of the roles in the *roles pane*
2) Select the **New Role…** option on the popup menu that appears

In either case, you will see the *roles editor* screen that lets you enter the name and description of the new role.

28.3.22 Editing an existing role

To edit an existing role:

1) Right-click on the role you wish to edit in the *roles pane*
2) Select the **Edit Role…** option on the popup menu that appears
3) You will see the *role properties* screen that lets you change the name and description of a role and assign administrators to it

28.3.23 Deleting an existing role

To delete an existing role:

1) Right-click on the role you wish to delete in the *roles pane*
2) Select the **Delete Role** option on the popup menu that appears
3) You will see a confirmation screen on which you click **Yes** to delete the action or **No** not to

28.3.24 Managing the roles

To add, edit or delete roles or assign administrators to them, select **Manage Roles** from the **Roles** menu on the *toolbar pane* or:

1) Right-click on the top icon or on any of the roles in the *roles pane*
2) Select the **Manage Roles…** option on the popup menu that appears

In either case, you will see the *roles manager* screen which enables you to manage your roles.

28.3.25 Assigning administrators to a role

To assign administrators to a role:

1) Right-click on the role you wish to assign administrators to in the *roles pane*
2) Select the **Assign Administrators** option on the popup menu that appears
3) You will see the *assign administrators* screen that lets you add administrators to a role or remove them from one

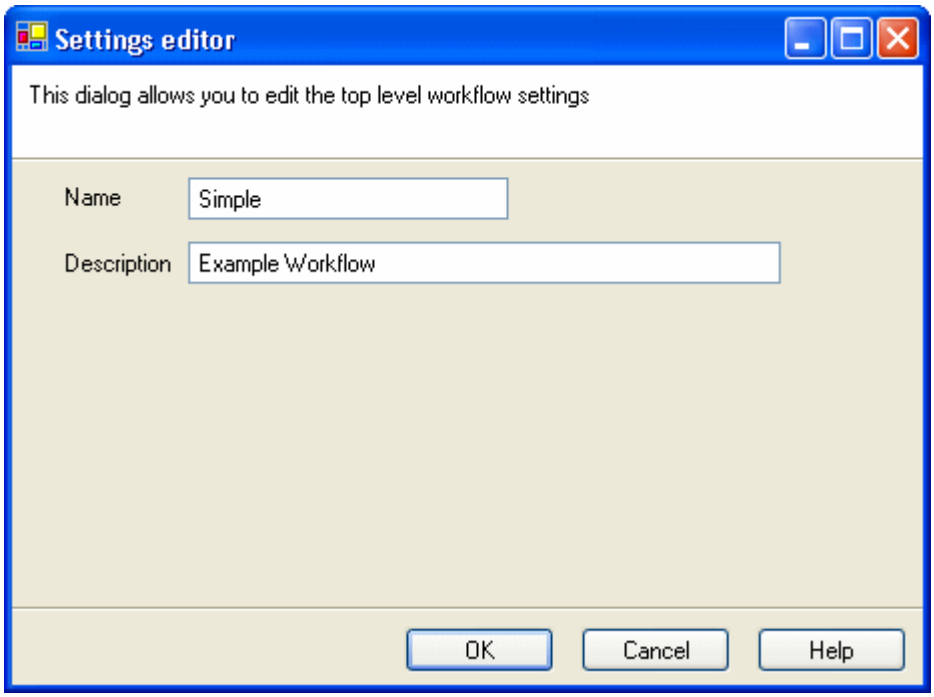
28.4 Workflow Editor Screens

The screens available within *Workflow Editor* are:

- *Settings editor*
  To change the name and description of a workflow use this screen
- *Stage editor*
  Use this screen to create a new stage and set its delivery status
- *Action editor*
  An action can be created or edited with this screen, which allows editing of the actions name and description and the stages it starts and finishes at
- *Assigned roles*
  To add roles to an action or remove them from one, use this screen
- *Roles editor*
  This screen enables you to set the name and description of a role and set its delivery status
- *Role properties*
  With this screen you can set the name and description of a role and assign administrators to it
- *Roles manager*
  Facilities for adding, editing or deleting roles or assigning administrators to them are provided with this screen
- *Assign administrators*
  Use this screen to add administrators to a role or remove them from one
- *Manage permissions*
  This screen enables you to set permissions for roles that only apply to a specific stage

28.4.1 Settings editor screen

This screen enables you to change the name and description of a workflow.



Enter the **Name** in the upper box.

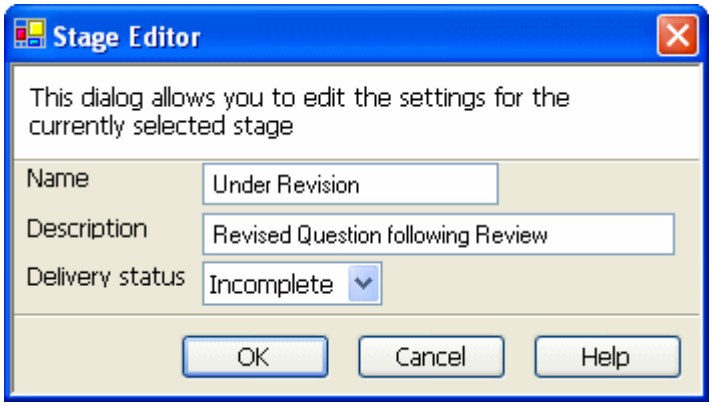
Enter the **Description** in the second box.

Click **OK** and your workflow details will be updated and you will return to the *Workflow Editor Window*.

Click **Cancel** and your workflow details will *not* be updated and you will return to the *Workflow Editor Window*.

28.4.2 Stage editor screen

This screen enables you to set the name and description of a stage and set its delivery status.



Enter the **Name** in the upper box.

Enter the **Description** in the second box.

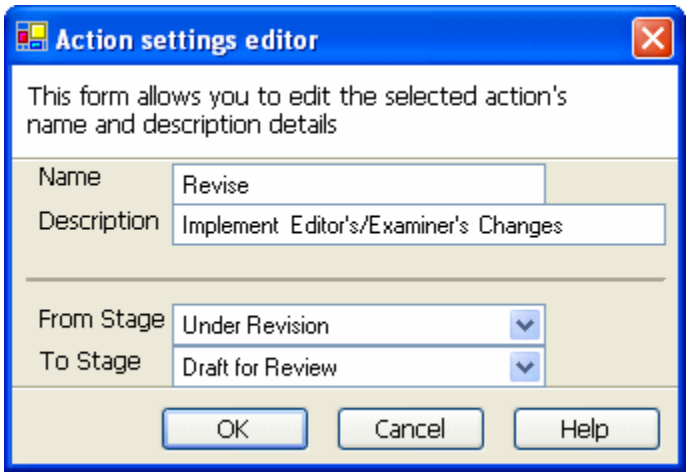
Set the delivery status with the drop down list next.

Click **OK** and your stage will be updated and you will return to the ***Workflow Editor Window***.

Click **Cancel** and your stage will *not* be updated and you will return to the ***Workflow Editor Window***.

28.4.3 Action editor screen

This screen enables you to set the name and description of an action and define its **To Stage** if you are creating it, or both its **From Stage** and its **To Stage** if you are editing it.



Enter the **Name** in the upper box.

Enter the **Description** in the second box.

If you are editing the action, you can set the **From Stage** with the drop down list next to this box. If you are creating the action, this is grayed out because the **From Stage** is set to the stage that you are currently working on.

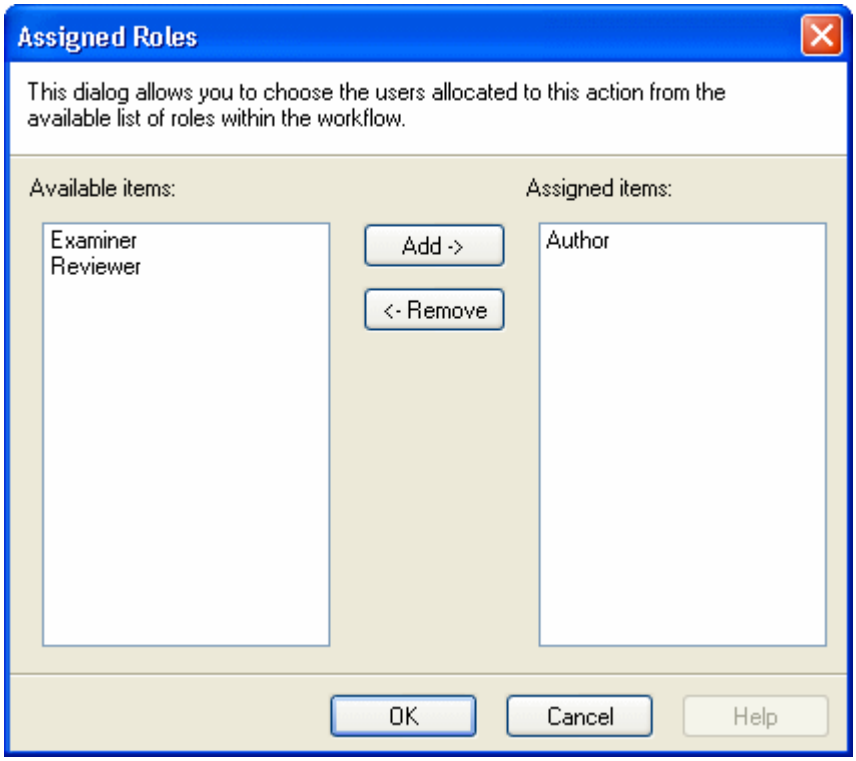
Set the **To Stage** with the drop down list next to this box.

Click **OK** and your action will either be created (if it new) or updated (if it is an existing one) and you will return to the *Workflow Editor Window*.

Click **Cancel** and your action will *not* be created if does not already exist, or if it does it will *not* be updated. You will then return to the ***Workflow Editor Window***.

28.4.4 Assigned roles screen

This screen enables you to add roles to an action or remove them from one.



To add one or more roles to the selected action, select them in the left hand list and click **Add**.

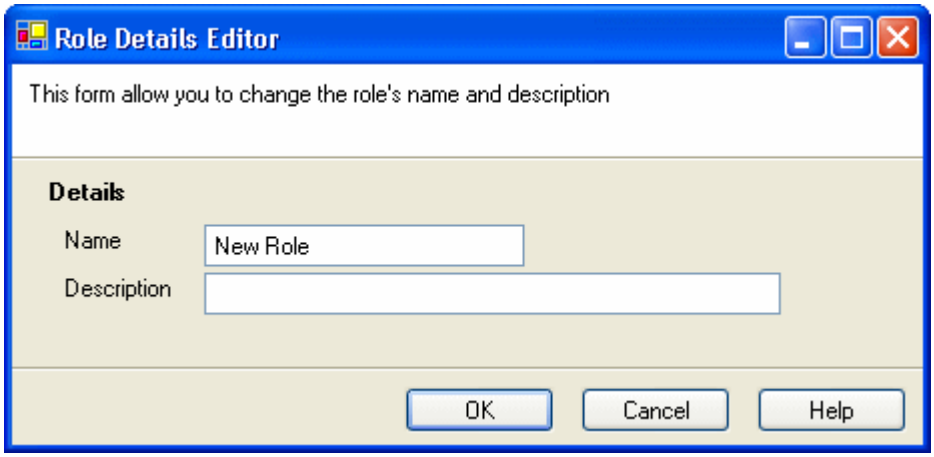
To remove one or more roles from the selected action, select them in the right hand list and click **Remove**.

Click **OK** and your action will be updated with the new roles and you will return to the *Workflow Editor Window*.

Click **Cancel** and your action will *not* be updated with the new roles and you will return to the *Workflow Editor Window*.

28.4.5 Roles editor screen

This screen enables you to set the name and description of a role.



Enter the **Name** in the upper box.

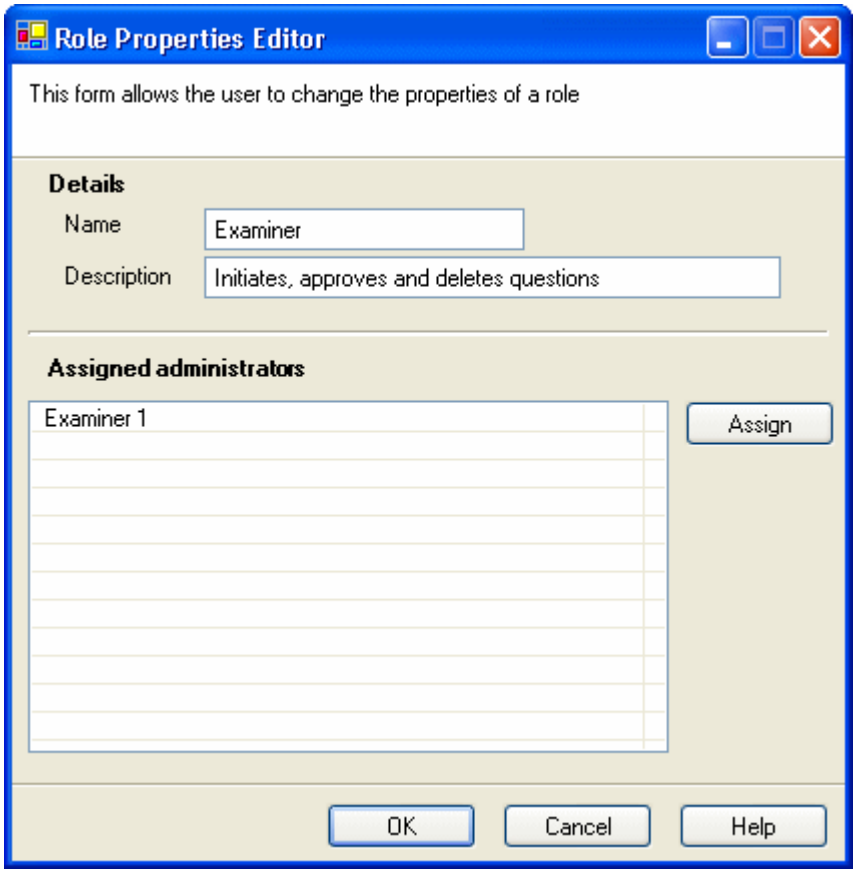
Enter the **Description** in the second box.

Click **OK** and your role will either be created (if it new) or updated (if it is an existing one) and you will return to the *Workflow Editor Window*.

Click **Cancel** and your role will *not* be created if does not already exist, or if it does it will *not* be updated. You will then return to the *Workflow Editor Window*.

28.4.6 Role properties screen

This screen enables you to change the name and description of a role and assign administrators to it.



Enter the **Name** in the upper box.

Enter the **Description** in the second box.

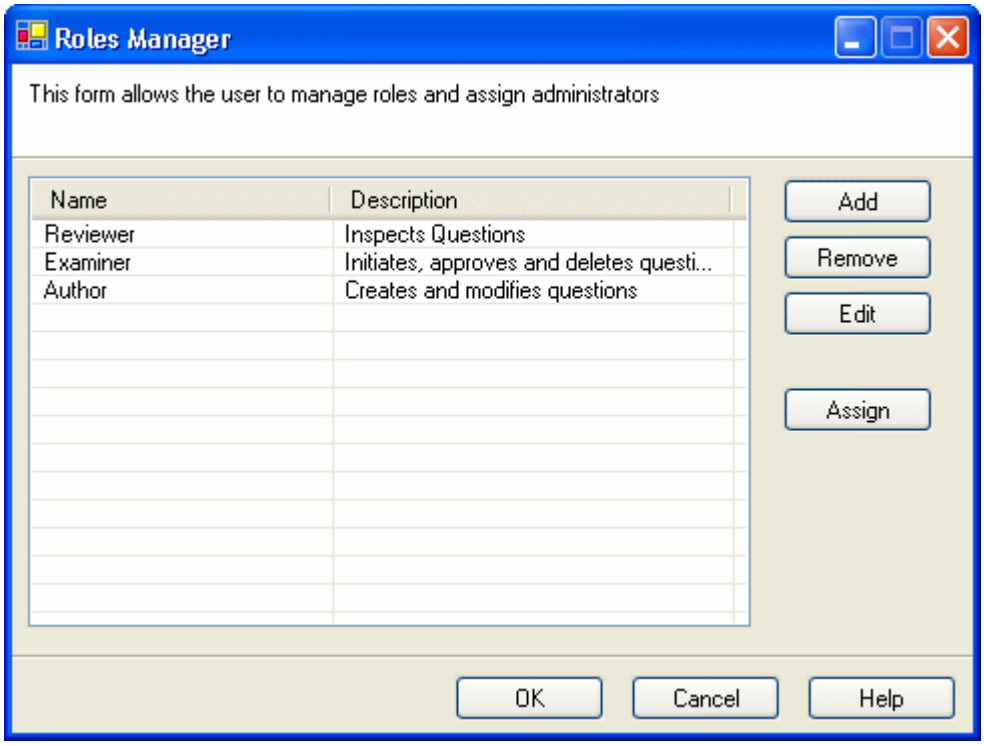
To change the administrators that are assigned to this role, click **Assign** and you will see the *assign administrators* screen.

Click **OK** and your role will be updated and you will return to the *roles manager* screen.

Click **Cancel** and your role will *not* be updated and you will return to the *roles manager* screen.

28.4.7 Roles manager screen

This screen enables you to add, edit or delete roles or assign administrators to them.



To add a new role, click **Add** and you will see the *role properties* screen.

To edit an existing role, highlight it in the left hand list, click **Edit** and you will see the *role properties* screen.

To delete a role, highlight it in the left hand list and click **Remove**.

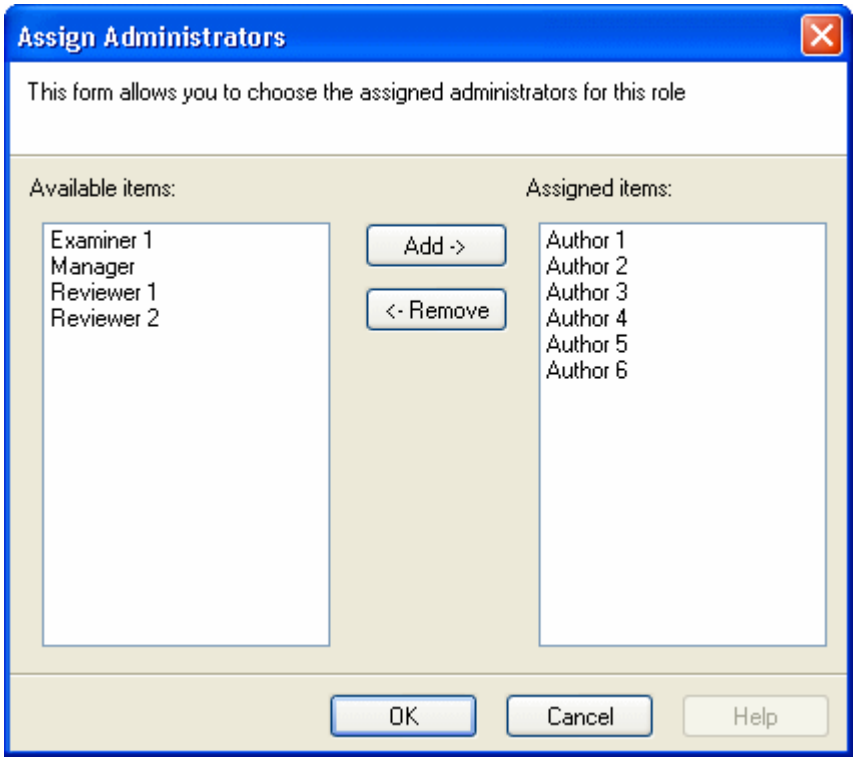
To assign administrators to a role, highlight it in the left hand list, click **Assign** and you will see the *assign administrators* screen.

Click **OK** and your role will either be created (if it new) or updated (if it is an existing one) and you will return to the *Workflow Editor Window*.

Click **Cancel** and your role will *not* be created if does not already exist, or if it does it will *not* be updated. You will then return to the *Workflow Editor Window*.

28.4.8 Assign administrators screen

This screen enables you to add administrators to a role or remove them from one.



To add one or more administrators to the selected role, select them in the left hand list and click **Add**.

To remove one or more administrators from the selected role, select them in the right hand list and click **Remove**.

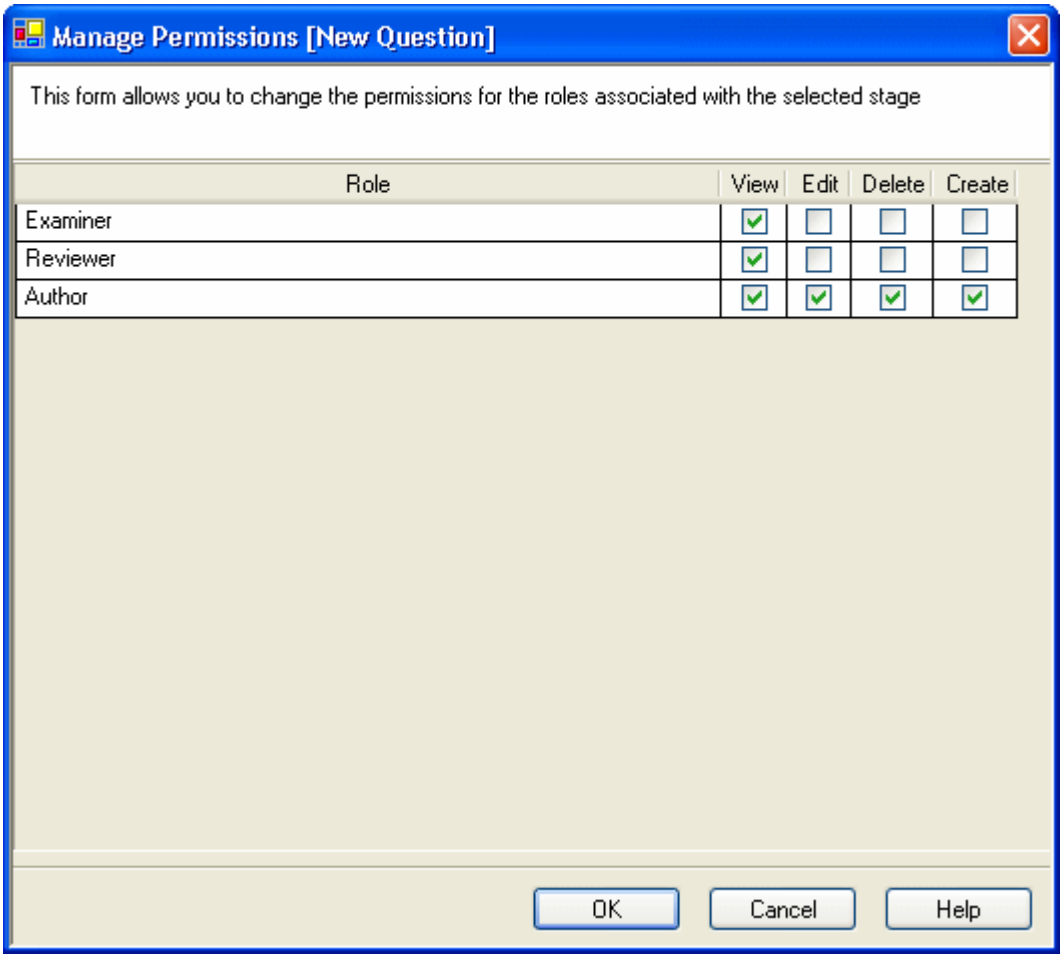
Click **OK** and your role will be updated with the new administrators and you will return to the screen from which this one was requested.

Click **Cancel** and your role will *not* be updated with the new administrators and you will return to the screen from which this one was requested.

This screen can be requested from the *role properties* screen, the *roles manager* screen or the *Workflow Editor Window*.

28.4.9 Manage permissions screen

This screen enables you to set permissions for roles that only apply to a specific stage.



For each role, tick the appropriate box if you wish to set *edit*, *view*, *delete* and *create* permissions specific to the current stage.

You can only set *create permission* for the *authoring stage*. This option does not appear for the *approval stages* or for the *production stage*.

Click **OK** and your permissions will be created and you will return to the *Workflow Editor Window*.

Click **Cancel** and your permissions will *not* be created and you will return to the *Workflow Editor Window*.

29 Deploying assessments

If assessments are to be delivered from a web server, the *Perception Server* software enables them to be delivered directly from a shared repository.

Authoring Manager enables you to *copy questions*, *copy topics* and *copy assessments* from one repository to another when you are deploying assessments. By *using shared repositories* it is possible to implement a number of *deployment models*.

This means that is no longer necessary to publish assessments for web delivery as it was in version 3.

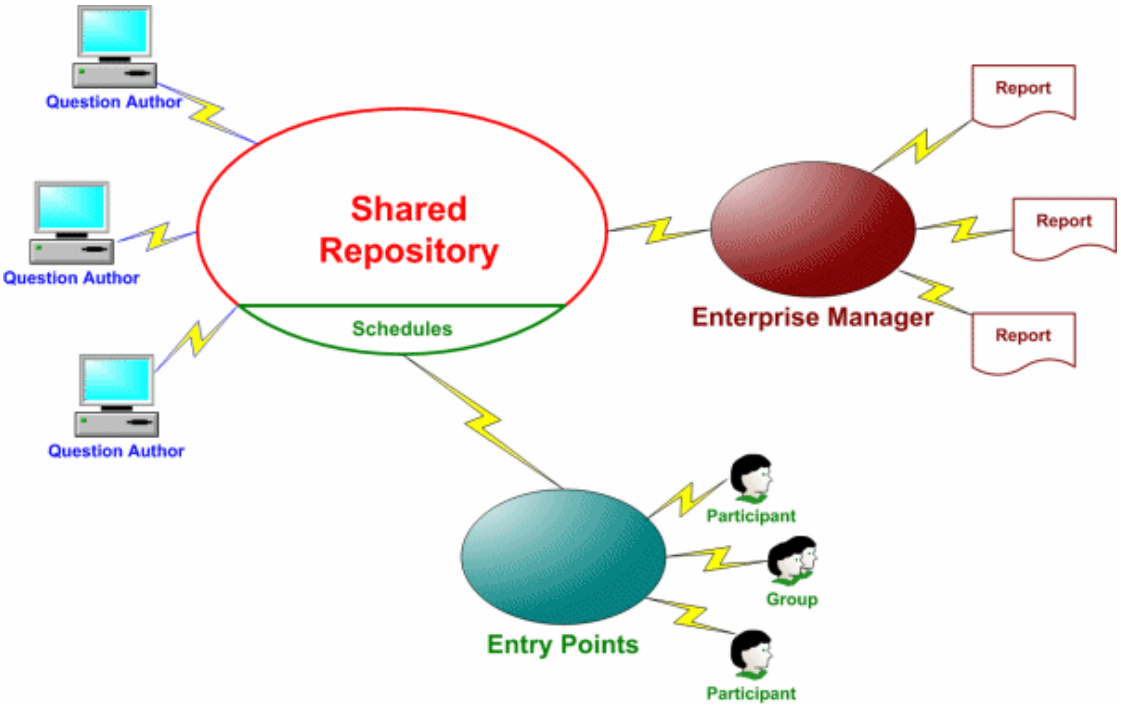
29.1 Using shared repositories

If assessments are to be delivered from a web server, the *Perception Server* software enables them to be delivered directly from a shared repository.

Authoring Manager enables you to *copy questions*, *copy topics* and *copy assessments* from one repository to another.

This means that is no longer necessary to publish assessments for web delivery as it was in version 3.

Shared repositories are the basis of any process that is implemented using *Perception*.



Shared repositories make a number of different *deployment models* possible.

29.2 Deployment models

Several different ways of deploying *Perception* assessments are possible, including:

- **Single shared repository**
  The authors work at authoring questions and assessments in the same shared repository from which the assessments are delivered to participants. This arrangement is shown in the example of *using shared repositories*.
- **Single development and single production shared repositories**
  The authors work at authoring questions and assessments in the same *development* shared repository, but the assessments are copied to a *production* shared repository when they are ready. The assessments are delivered to participants from the *production* shared repository.
- **Multiple development and single production shared repositories**
  The authors work at authoring questions and assessments in various shared repositories and local repositories, but the assessments are copied to a single *production* shared repository when they are ready. The assessments are delivered to participants from the *production* shared repository.

For more information about deployment models, see the *Perception* support site at:

http://www.questionmark.com/perception/help

29.3 Publishing for Web Delivery

It is no longer necessary to publish assessments for web delivery as it was in version 3. By *using shared repositories*, the *Perception Server* software enables them to be delivered directly from a shared repository.

30 Interoperability

30.1 Perception's interoperability features

Questionmark are strongly committed to providing *support for open standards* to help ensure that our software is future proof and interoperable.

Authoring Manager enables you to package up an assessment, its questions and templates, and any graphics it uses into a single, compressed archive file. It's easy then for another *Perception* user to import the archive file into their installation.

In addition, Questionmark supply *Content Packager* that lets you create files that describe your *Perception* assessments, that make *Perception* interoperable with a Learning Management System (LMS), or other program, that can schedule or run the assessments.

30.2 Open standards supported

Version 4 of *Perception* supports these standards:

- AICC HACP
- ADL SCORM 1.2
- IMS QTI XML version 1.2.

30.2.1 Authoring Manager

Authoring Manager can import questions from, or export questions to, external files formatted according to the IMS QTI XML standard.

30.2.2 Content Packager

Content Packager supports the following international standards and specifications for content packages:

- AICC CMI Guidelines for Interoperability (AGR-010)
- IMS Content Packaging, version 1.1.2
- ADL SCORM Content Aggregation Model version 1.2
- Learning Resource Meta-data (LOM), IMS version 1.2.1

30.3 Content Packager

Content Packager lets you create files that describe your *Perception* assessments. These content package files can then be read and imported by a Learning Management System (LMS) or other program, that can schedule or run the assessments.

A content package is a description or manifest that contains information about learning objects. With *Perception*, a content package can contain information about one or multiple assessments. The content packages does not contain the assessments themselves, it contains information about the assessments and a link to the URL on the *Perception Server* to run them.

You can use *Content Packager* to make the following types of content package:

- AICC Content Package
- IMS Content Package
- ADL SCORM Content Package (version 1.2)
- Assessment URL

Additional documentation for *Content Packager* can be found on the *Perception* support site at:

http://www.questionmark.com/perception/help