



# Quick Reference Guide

## Questionmark Live

### What is Questionmark Live?

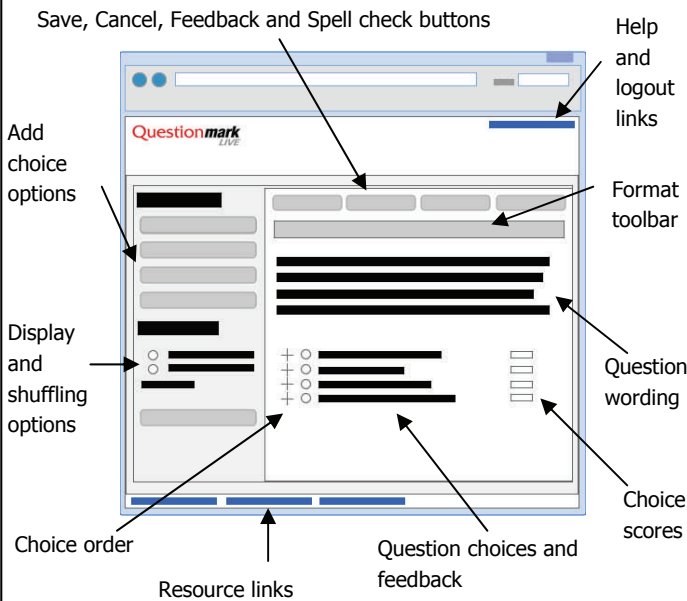
Questionmark Live (QM Live) is a web-based, Subject Matter Expert (SME) authoring tool. You can use QM Live to write questions which can then be saved or emailed to someone with Perception Authoring Manager for import and assessment creation.



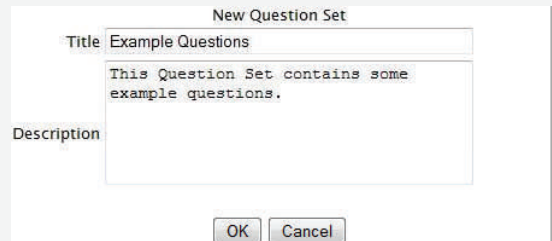
### Accessing QM Live

QM Live can be accessed from the Questionmark website, go to the **Communities** menu and select **My Questionmark Live**.

The QM Live user interface is broken down in to the following parts.



3. Enter a title and description for the Question Set



4. Click **OK** to create the Question Set

#### Deleting Question Sets

To delete a Question Set that is no longer needed

1. Select the Question Set
2. Click **Delete**
3. Select **Yes** to delete the selected Question Set(s)

### Creating and deleting Question Sets

#### Creating Question Sets

Question Sets are used to group questions with a similar theme, subject or purpose. Question Sets are given a name and a description to make them easily identifiable. Question sets can be exported or emailed as Qpacks

To create a Question Set:

1. Select the **Questions** tab
2. Click **New Question Set**

### Multiple choice questions

A multiple choice question allows a participant to select one response from those available. To create a multiple choice question:

1. Add some question wording
2. Enter the question wording

Continue to next page



- You can re-arrange the order of the question choices by dragging them and dropping them in the order you want or you can shuffle them automatically
- Select how you would like the choices to display when presented to a participant from the properties side bar

**Properties**

Display vertically

Display horizontally

- Set the score for the choices by entering the score in the text-box or using the arrows

	Score
<input checked="" type="radio"/> Berlin	1
<input checked="" type="radio"/> Bonn	1
<input checked="" type="radio"/> Lyon	0
<input checked="" type="radio"/> Hamburg	1

- More choices can be added to the question
- Click the delete icon to delete unwanted choices

Score

1

- Click **Show Feedback** to add feedback for the choices and enter the feedback
- A comment box can be added to the question that will allow participants to make comments relating to the question
- Click **Save** to save the question to the Question Set

## Multiple response questions

QM Live can create two types of multiple response questions. These are:

- Score per choice—a score is given per question choice selected
- Right/wrong—a score is given depending on the combination of question choices selected

To create a multiple response question:

- Add some question wording
- Enter the question choices
- Select the correct answers
- You can alter the score for each choice by entering the score in the text-box or using the arrows

	Score
<input checked="" type="radio"/> Berlin	1
<input checked="" type="radio"/> Bonn	1
<input checked="" type="radio"/> Lyon	0
<input checked="" type="radio"/> Hamburg	1

- Click **Show Feedback** to add feedback for the choices and enter the feedback
- A comment box can be added to the question that will allow participants to make comments relating to the question
- Click **Save** to save the question to the Question Set

## Text match questions

A text match question requires a participant to enter text in a text box. The text entered is compared against possible answers.

- Add some question wording
- Enter the possible text match options. This is what the participant will need to type to get the correct answer
- You can set the score for the correct/incorrect answer by entering it in the text-box or using the arrows
  - Heart and Lungs 1
  - Lungs 0
- Choose whether the answer provided by the participants needs to be case sensitive to get the right answer
- Click **Show Feedback** to add feedback for the choices and enter the feedback
- A comment box can be added to the question that will allow participants to make comments relating to the question
- Click **Save** to save the question to the Question Set

## Likert questions

A Likert question includes survey type response options in an Agree/Disagree format. Participants select a response from a Likert Scale depending on whether they agree or disagree with the statement

	Score
<input type="radio"/> Strongly Agree	5
<input type="radio"/> Agree	4
<input type="radio"/> Neither Agree nor Disagree	3
<input type="radio"/> Disagree	2
<input type="radio"/> Strongly Disagree	1

- Add some question wording
- Define the Likert Scale you would like to use in the question, or you can create your own Likert Scales and define the scoring used for these by clicking **Create or modify your own scales**

### Scale Choices

Show 5 choices for

Agree | Disagree

Agree | Disagree

I Like This | I Don't Like This

Like Me | Not Like Me

Satisfied | Dissatisfied

[Create or modify your own scales](#)

- To add a 'Not Applicable' option to the Likert Scale click **Add 'Not Applicable' Choice**
- A comment box can be added to the question that will allow participants to make comments relating to the question
- Click **Save** to save the question to the Question Set

## Creating likert scales

A Likert Scale is used in conjunction with a Likert question. The Likert Scale can be customised for a selected range and score of responses

Click **New Scale** to create a custom Likert Scale to use with Likert questions

1. Enter a Title for the Likert Scale. The title will appear in the drop-down list of available Likert Scales in a Likert question
2. Set the number of choices you would like to appear in the scale
3. Enter the text you would like to appear in the scale
4. Set the required scores for the scale

### Edit Likert Scale

Title:

Number of choices:

<input type="checkbox"/> Strongly Agree	5
<input type="checkbox"/> Agree	4
<input type="checkbox"/> Neither Agree nor Disagree	3
<input type="checkbox"/> Disagree	2
<input type="checkbox"/> Strongly Disagree	1

5. Click **Save** to create and store the Likert Scale for use in Likert questions

A Likert scale can be created from the QM Live home page or from within a Likert question.

If the Manage Likert Scales list is missing from the home page you can get this back by:

1. Clicking **Configure Page** in the top right corner
2. Placing a check mark in the **Manage Likert Scales** check-box
3. Click **Save** setting

## Exporting or emailing Question Sets

Question Sets can be exported or emailed from Questionmark Live as Qpacks. The Qpacks can then be imported in to Questionmark Perception where the questions are added to a repository and behave like any other questions.

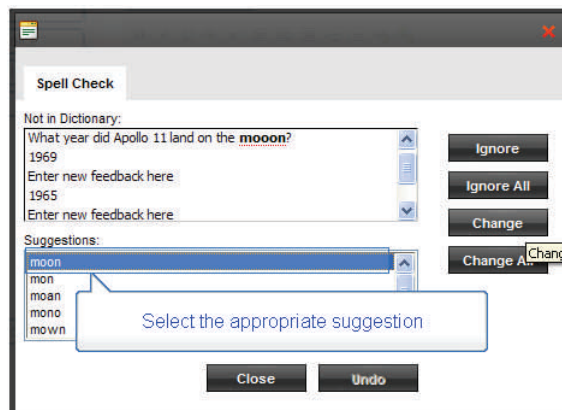
### What are Qpacks?

Qpacks are compressed files that contain all the questions and associated images and links from a Question Set created in Questionmark Live. Qpacks can be imported into Perception. Once the Questions are imported they can be used to form assessments.

## Spell checking questions

Questionmark Live includes a Spell Check that can be used when creating or editing questions

1. To run the spell check when creating or editing a question click **Spell Check**
2. Spelling mistakes or words not found in the dictionary are highlighted
3. A list of suggested words is displayed. Select the appropriate suggestion



4. Click **Change** to update the text
5. Repeat the process or select **Change All** to use Questionmark Live's spelling suggestions
6. Click OK to close the spell check once it has finished

Questionmark Live runs the spell check on:

- Question wording
- Question choices
- Choice feedback

## Sharing a Question Set

Sharing a Question Set is simple. To share a Question Set, follow the steps below:

1. On the Question Set page select the Question Set you want to share by placing a tick in the check-box associated with it
  2. Click **Start Sharing** from the **Share** menu
  3. Enter the e-mail address of the user you want to share the Question Set with in the **E-mail Address** text-box
  4. Click **OK**
- You will be informed if the Question Set was successfully shared.

It is possible to manage who has accessed to **your** shared Question Sets by clicking **Manage...** from the **Share** menu on the Question Set page of a selected Question Set.

To add a new person to share the Question Set with:

1. Click **New Shared User**
2. Enter the e-mail address of the user you want to share the Question Set with in the **E-mail Address** text-box
3. Click **OK**

## How can I un-share a Question Set?

To remove an individual user from a shared Question Set you can do this by selecting the Question Set and clicking **Manage...** from the **Share** menu.

To un-share the Question Set with a specific user:

1. Select the user(s) who you do not want to share the Question Set with any longer by placing a tick in the check-box next to their name
2. Click **Remove**
3. Click **Yes**

The specified user(s) no longer appear on the list and they can not view the Question Set.

To stop all users, who previously had access to the shared Question Set, from viewing or editing the Question Set complete the steps below:

1. From the Question Set page select the Question Set you want to stop sharing by placing a tick in the check-box associated with it
2. Click **Stop Sharing** from the **Share** menu
3. Click **OK**

## How can I create and share a Question Set automatically?

If you have already shared a Question Set with other users it is possible to share any new Question Sets with the same set of users automatically. This can be accomplished by completing the following steps:

1. Click **New**
2. Enter a name and description for the new Question Set
3. Place a tick in the **Copy sharing from another Question Set** check-box
4. Select the Question Set you would like to copy the sharing information from in the **Question Set** drop-down box
5. Click **OK** to create the Question Set

The new Question Set has now been created and automatically shared with the same set of users as the selected Question Set.

## Including images in questions

Images can be added add to questions quickly and easily. An image can be placed in the question wording, question choices and feedback. To add an image follow the steps below:

1. Select where you want to add an image
2. Click the **Add Image** icon from the toolbar

Choose an image to upload:

3. Click **Browse**
4. Browse to the location of the image on your computer and select it
5. Click **Open**
6. Click **Upload**

## Adding Video, Sound or Flash content to a question

To add items like video, sounds and Flash files to a question, simply place the cursor where you want to insert any of the elements outlined and click the appropriate icon on the toolbar.



If you are adding a:

**Video** Click **Browse** and navigate to where the video is located on your computer. You can use avi, wmv, mov, mpg, mpeg, flv, and mp4 video types in your questions. Click **Upload** to place the video clip on the Questionmark Live server. If you would like to include just a link to the video, rather than embed the video in the page place a tick in the **Include as link** check-box. It is possible to determine if the video should **Repeat** itself and if the video should **Play at Start** when the page is loaded. You can set the **Size** of the video by adjusting the **Height** and **Width** that the video will be displayed in. Once you have added all the required information click **OK**.

**Sound** Click **Browse** and navigate to where the sound clip is located on your computer. You can use wav, mp3, wma, mid, rm and m4a sound types in your questions. Click **Upload** to place the sound clip on the Questionmark Live server. If you would like to include just a link to the sound file, rather than embed the sound in the page place a tick in the **Include as link** check-box. It is possible to determine if the sound should **Repeat** itself and if the sound file should **Play at Start** when the page is loaded. Once you have added all the required information click **OK**.

**Flash file** Click **Browse** and navigate to where the Flash file is located on your computer. Flash files use the extension swf. Click **Upload** to place the Flash file on the Questionmark Live server. If you would like to include just a link to the Flash file, rather than embed it in to your page, place a tick in the **Include as link** check-box. You can set the **Size** of the Flash content displayed to participants by adjusting the **Height** and **Width**. Once you have added all the required information click **OK**.

## Importing questions

If you have questions available in any of the following formats you can import them in to Questionmark Live. The imported questions will be stored in their own Question Set. Where they can be reviewed and modified.

- Blackboard\* zip/ Blackboard\* text
- LXRMerge (LXR\* merged format)
- Questionmark Live CSV
- Moodle XML

To import questions:

1. Click **Import**
2. Enter a **Title** and **Description** for the new Question Set
3. Select the type of questions you are importing from the **Import Type** drop-down list
4. Click **Browse** and navigate to where the file is stored and select it
5. Click **Upload** (You can cancel the upload at any time by clicking **Cancel**)
6. Once the file has been uploaded to the Questionmark Live server the window will change to show the file name of the file you uploaded in the **Import File** section of the window and the number of question successfully imported will be displayed
7. Click **OK**