YouTestMe

Creating and Adding Questions to the Test (Different Methods)



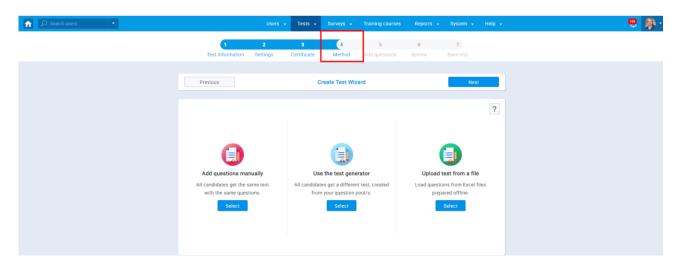
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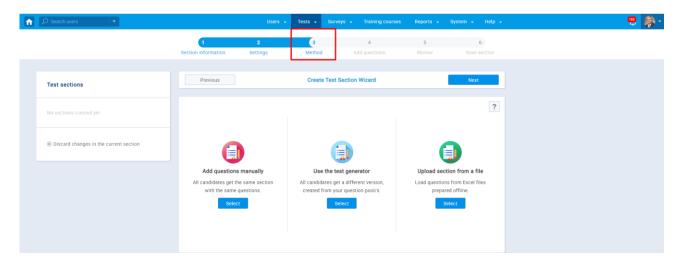
Introduction

This document's purpose is to explain different methods of creating and adding questions to the test. There are three ways to create and add questions to the test: manually, using the test generator, and uploading them from an Excel file.

When creating a test without sections, this is the fourth step in "Create Test Wizard."



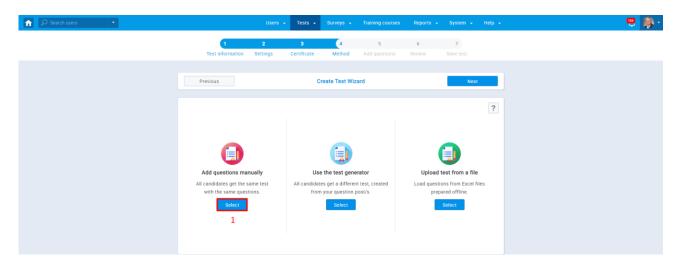
When creating a test with sections, this is the third step in "Create Test Section Wizard."



1 Add questions manually

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1. Once you get to the "Method" step in "Create Test/Test Section Wizard," select "Add questions manually."



2. To add a new question manually, select "Add new question." There are nine different question types you can use: single choice, multiple-choice, essay, ordering, fill in the blanks, true/false, matching, matrix, and open-ended.

	Users 👻	Tests 👻	Surveys 🚽	Training courses	Reports 👻	System 👻	Help 👻
1 Test Information	2 Settings	3 Certificate	4 Method	5 Add questions	6 Review	7 Save test	
Previous		Cr	eate Test Wi	zard		Next	
Questions in test							?
			?				
				d questions from ques reate a new question r			
	2	Add new quest	_	mport from pools	nunduny.		
		Multiple choice Essay	2				
		Ordering Fill in the blank	is				
		True/False Matching Matrix					
		Open-ended					



3. To add a new question from a question pool, select "Import from pools."

Â	O Search users	•		Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻		
			1 Test information	2 Settings	3 Certificate	4 Method	5 Add questions	6 Review	7 Save test			
			Previous	Previous Create Test Wizard								
			Questions in test				?					
						?						
			Click on the "Import from pools" button to add questions from question pools. Click on the "Add new question" button to create a new question manually.									
			Add new question * Import from pools 3									

4. A new pop up window will appear, with a dropdown menu that allows you to select one of the previously created pools you want to import the questions.

A Search users ■	Users -	- Tests - Surveys - Training courses	Reports - System - Help -	🙂 🦻 -
	1 2 Test information Settings	3 4 5 Certificate Method Add questions	6 7 Review Save test	
	Previous	Create Test Wizard	Next	
	Questions in test		?	
	Import questions from a pool	4	×	
	Select pool: Select one		÷	
		Click on the drop down menu and select a pool from which you want to import the questions.		

5. Preview a question by clicking the magnifying glass icon or assign questions individually by clicking the arrow icon. You can assign all questions simultaneously by clicking the "Assign all" button.

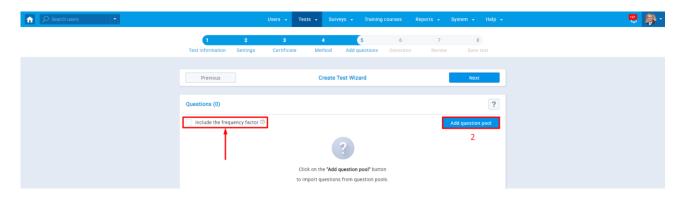
arch users 🔹	Users 🚽	Tests	- Surveys -	Trainir	ig courses of	Report	ts - System -	- Help -	
	1 2	3	4		5	6	7		
Import que	tions from a pool						A	×	
Select pool:	Example question pool	×							
	Question text	¢	Parent pool	٥	Difficulty	٥	Type 🗘	Actions	
Search	\$	O Sea	arch	Q	Select one	٠	Select one	5	
5+6=?		Exa	ample question pool		Medium		Open-ended	4 ۹	
5 is bigger t	nan 2.	Exa	ample question pool		Easy		True/False	Þ	
Fill in the bl	inks.	Exa	ample question pool		Medium		Fill in the blanks	4 ۹	
Grass is (ch	oose one):	Exa	ample question pool		Easy		Single choice	Þ	
In your opin languages?	on, what are the best ways to learn	Exa	ample question pool		Medium		Essay	P 4	
Order anima	is from largest to smallest:	Exa	ample question pool		Easy		Ordering	۴ ۹	
Pair the cou	ntries with their capital cities.	Exa	ample question pool		Medium		Matching	4 ۹	
Purple is a c one or more	Purple is a combination of which colors? (choose one or more):		ample question pool		Easy		Multiple choice	PI	
		14	< <u>1</u> IN IN	10 🔹				Rows: 9	
Assign all									

2 Use the test generator

1. Once you get to the "Method" step in "Create Test/Test Section Wizard," select "Use the test generator."

A Search users ▼	Users 👻	Tests - Surveys - Training courses	s Reports - System - Help -	😐 🦻 ·
	1 2 Test information Settings	3 4 5 Certificate Method Add guestions	6 7 Review Save test	
	Previous	Create Test Wizard	Next	
			?	
	•			
	Add questions manually	Use the test generator	Upload test from a file	
	All candidates get the same test with the same questions.	All candidates get a different test, created from your question pool/s.	Load questions from Excel files prepared offline.	
	Select	Select	Select	
		1		

2. Select "Add question pool." In this step, you can include the frequency factor. By checking this option, the frequency factor of each question will be considered in the test generating process. The frequency factor shows how likely it is for that question to appear in the test.





3. A new pop up window will appear, with a dropdown menu that allows you to select one of the previously created pools you want to import the questions from.

	Users • Tests • Surveys • Training courses Report	ts 🗸 System 🖌 Help 🖌	<u></u>	\$
1 2 Test information Settings	3 4 5 6 Certificate Method Add questions Generator	7 8 Review Save test		
Previous	Create Test Wizard	Next		
Questions (0)		?		
Add question pool Select pool: Select one	3	×		
	?			
	Click on the drop down menu and select a pool from which you want to import the questions.			

4. Select the question pool you want to use and save it. The selected question pool will display question difficulty categories (easy, medium, hard), allowing you to choose how many questions you want to generate with the test generator for each category (the minimum and the maximum number of questions allowed are displayed in the round brackets for each category).

Search users	Users - Tests - Surveys - Training courses Reports - System - H	elp - 📮 🧖 -								
	1 2 3 4 5 6 7 8 Test information Settings Certrificate Method Add questions Generator Review Save test									
	Previous Create Test Wizard Next									
	Questions (0)	?								
	Add question pool	×								
	Select pool: Example question pool	•								
	Question difficulty: Easy (0-4): - 3 + Medium (0-4): - 2 + Hard (0-1): - 1	+								
	Total questions from pool: 💿 6									
	Show additional options $$									
	4 Save									

5. Once you save the question pool settings for the test generator, click next. You can add more than one question pool to the test generator, and you can edit or remove the selected question pool.

Search users	•			Users - Test	s 🗸 Su		aining courses	Reports		
			2 ttings	3 Certificate	4 Method	5 Add questi	6 ons Genera		7 riew	8 Save test
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		Questions (6)								?
		Include the frequency	factor 🗇						Add que	stion pool
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		Example question pool				3	2	1	6	1
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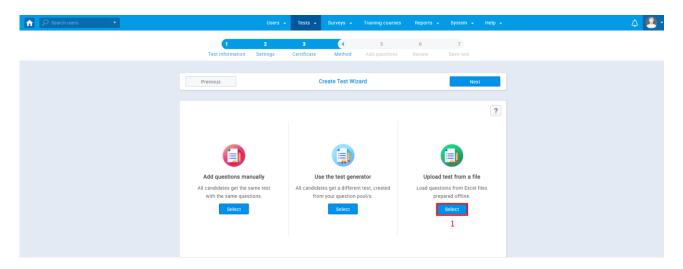
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 - 6. Define the number of different versions that will be created for this test. There can be up to 100 predefined versions or an unlimited number of dynamically generated versions. Predefined versions can be printed to PDF immediately. Dynamically generated versions can be printed to PDF after the students are assigned. Changes in question pools will be propagated to dynamically generated versions. Choose points/penalty per question for each difficulty category and click next.

Search users	U	Jsers 🗸 Tests 🖌 Surveys 🗸 Tra	ining courses Reports 👻 S	ystem 🖌 Help 🗸	 -
	1 2 Test information Settings	3 4 5 Certificate Method Add question	6 7 ons Generator Review	8 Save test	
	Previous	Create Test Wizard	6	Next	
		5		?	
		Test generator settings			
	Test settings	Points per question	Penalty per questio	n	
	Test versions: 💿	Easy: 1	- Easy	3 *	
	Generate test versions dynamica	ally Medium: 2	- Medium	2 *	
	Number of unique versions: 100	Hard: 3	Hard	1 *	

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3 Upload test from a file

1. Once you get to the "Method" step in "Create Test/Test Section Wizard," select "Upload test from a file." Load questions from Excel file prepared offline.



2. Download and fill out our predefined Excel template by clicking the hyperlinked "Excel template" in the popup window and upload it. You can also download detailed instructions that explain this procedure.

♠ Search users		Users -	- Tests -	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻
	1 Test information	2 Settings	3 Certificate	4 Method	5 Add questions	6 Review	7 Save test	
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	Add questions	 All you need Detailed instr 		cest from a file				
	with the same q	Upload	2 Confirm	n Ca	incel		ared offline.	lies
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3. There are three Excel sheets that you need to fill out: Quiz, Questions, and Answers. The Legend page contains helpful tips for filling out the fields in the sheets.

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File Home Insert Pi	ge Layout Formulas Data Review View Help ♀ Tell me what you want to do				A Share									
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	A V A Usestion type - these are the question type a supported by the applications of the question type, thoose its code from the anglobulin its it in the dist. C D E F G													
1 Question ID	A unique number that identifies the question and is used to link the answers to the questions.		н	I J	K 🔺									
2 Ordinal #:	This number shows the place in which the question will be placed.													
When it comes to the True/ When it comes to the Matrix When it comes to the Matrix	e question types supported by the application. Once you determine the question type, choose its code from the dropdown list in the cell. Authority of Choose State Choose State Choose State Choose its code from the dropdown list in the cell. Multiple Choose State Choose State Choose State Choose its code from the dropdown list in the cell. True Faise TFC Example Choose All Choose State State Choose State Choose State State State Choose State Stat													
16	out of three difficulties - Easy, Medium and Hard. The question difficulty code is also picked from the dropdown list in the cell.													
21 These codes' purpose varies 22 this field marks whether the	depending on the question type. In the Single choice, Multiple Choice and True/False types this field designates the correct answer. In the Matching question type, provided answer is on the left or right side. "" stands LEFT and "N" for RIGHT. With the Fill in the Blanks and Ordering question types, this field has no function, but with the "N" value. Since the Essay question type does not require an answer field - the correct answer code is obsolete as well. Correct Network Network Correct Network Corre													
25 26 27 28 7 29 30														
23 27 28 28 30 30 30 31 32 33 34 33 34 35 36 37 38 37 39 30 30 30 30 30 30 30 30 30 30 30 30 30		-												
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