2020

YouTestMe

How to Change Answer Ordinal Markup



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1 Introduction

This document will explain how to change the answer ordinal markup, which will apply to all new and old tests/surveys. It will apply for the test creation process, test-taking process, personal report, and report builder



2 Changing the Answer Ordinal Markup

Hover over the "Settings" icon in the main menu and then select the "System settings" option

分 Search users ▼	My assignments Users 👻	Tests 🗸 Surveys 🗸	Training courses Reportin	g -	🗘 🗘 🗘	• 🕑 🖉
					System settings Mail server, network setup, white labeling, module control	
			80	System reports View, export system performance reports		
My assignments		Create user		Create user	System maintenance System monitoring, server log, disk space	
view the list of all tests, surveys, and training courses ass	igned to you. Create a user profile	with a security role and permissions	assigned. Create a user group an	a add users to it. group late	er.	
				Abc		
Create test		Create survey		Create training	course	
Create a knowledge test with multimedia conte and assign the awarding certificate.	nt Create a	survey and categorize its results.	Create a training o	ourse with multime	edia content and short tests.	



- 1. Click on the "System preferences" tab
- 2. Click on the "Answer ordinal markup" dropdown, and choose one of three options to display the answer ordinal:
 - Numerical Answer ordinal will be presented as "123"
 - Alpha_lower Answer ordinal will be presented as "abc"
 - Alpha_upper Answer ordinal will be presented as "ABC"

Note: The markup you choose will apply to all new but also old tests/surveys. It will apply for the test creation process, test-taking process, personal report, and report builder

	•	My assignments Users 🗕	Tests 👻 Su	rveys 👻 Training course	s Reporting 🗸	🌣 🛛 🖓 📮 🕒 י		
System settings						?		
Mail server Internal net	work Notifications Syst	tem information System preference	es Theme Jol	bs dashboard Webex sett	ings Additional modules	System support Single sign-on		
The changes you make here wi	I affect interface for each user and e	email notifications they are receiving.						
Standard date and time format								
Date format:	MMM-dd-yyyy	2						
Time format:	humm a	*						
Server time zone:	Coordinated Universal Time							
Enable additional lange	uages							
Answer ordinal markup								
Answer ordinal markup:	ALPHA_UPPER	- 2						
White labeling opti	NUMERICAL ALPHA_LOWER							
Web browser's tab title: ⑦	ALPHA_UPPER							
Copyrights: 🗇	YouTestMe							
Confirmation label: ⑦	I understand and agree with the	instructions and						
	rules of this assignment							