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YouTestMe

How to Change Answer Ordinal Markup

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Author	YouTestMe
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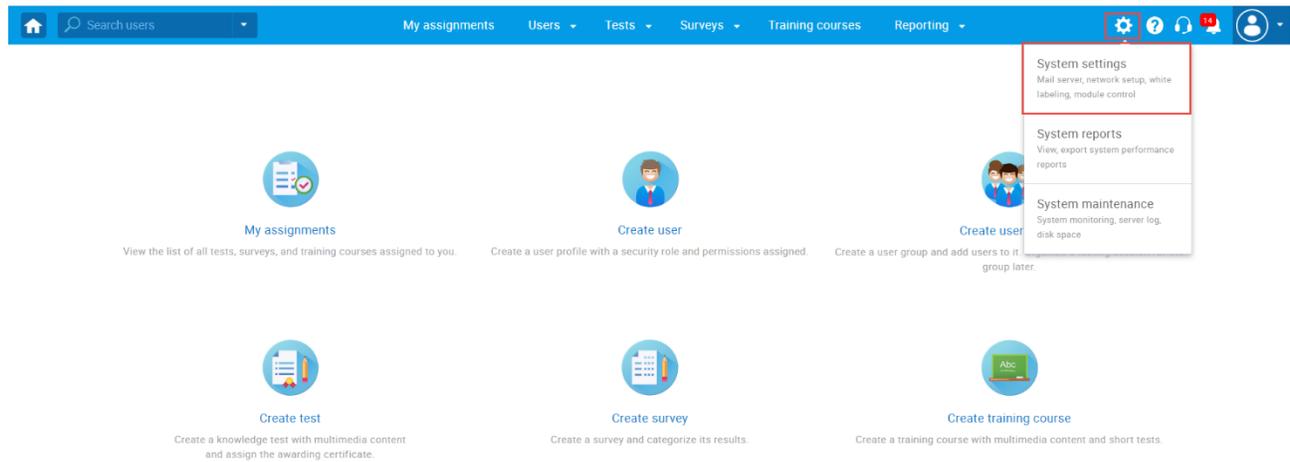
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1 Introduction

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

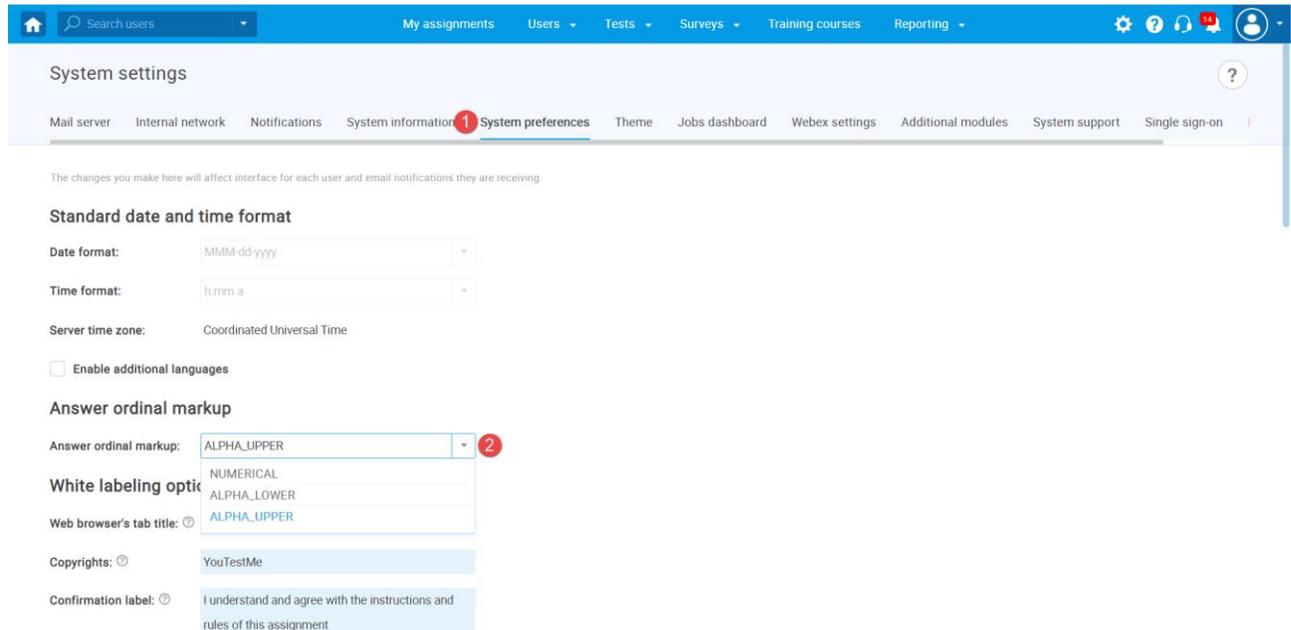
2 Changing the Answer Ordinal Markup

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



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



The screenshot shows the 'System settings' page with the 'System preferences' tab selected. The 'Answer ordinal markup' dropdown is open, showing three options: NUMERICAL, ALPHA_LOWER, and ALPHA_UPPER. The 'Alpha_upper' option is currently selected. A red circle with the number '2' is next to the dropdown arrow, indicating the step to click on it. The 'System preferences' tab in the navigation bar is also highlighted with a red circle and the number '1'.