

Getting started with Instant Plus

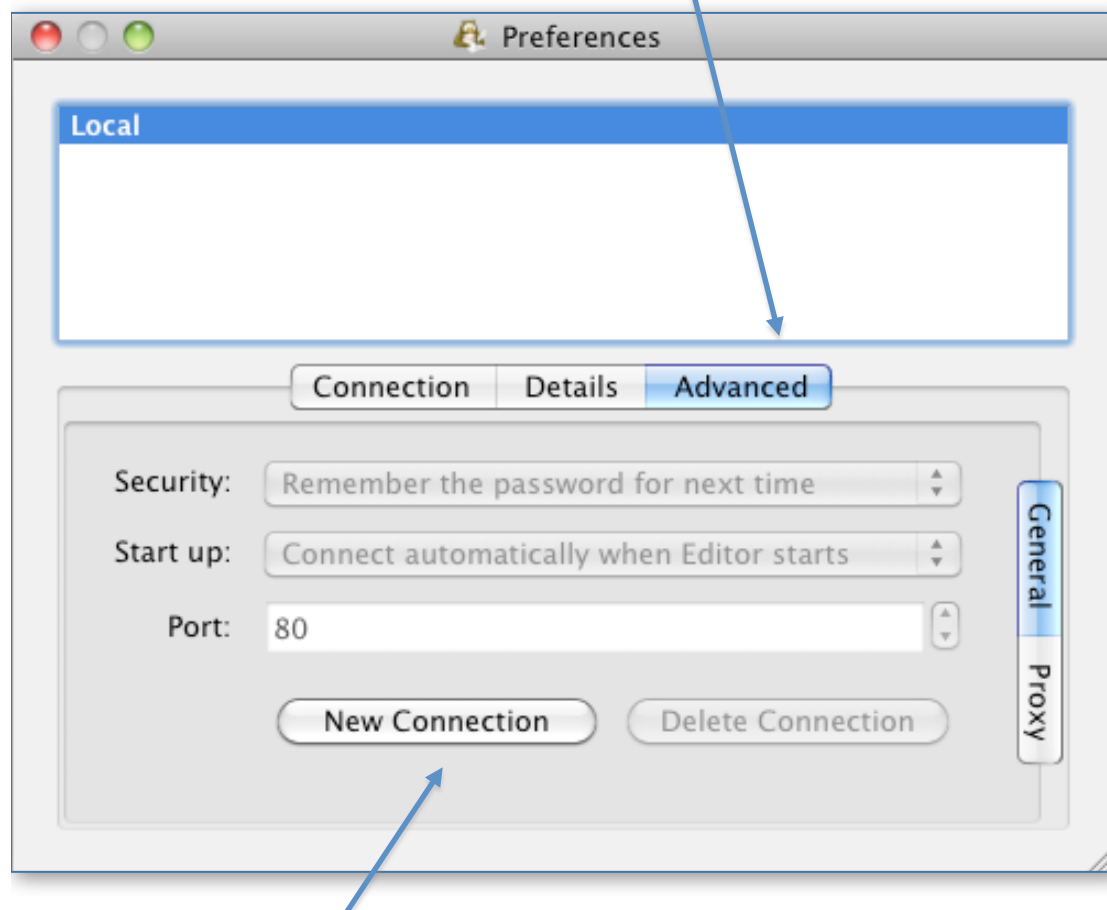
There are video tutorials on the Question Tools website that cover all these tasks, plus there is extensive help provided with the QT Editor application.

The aim of this guide is to help first-time users get started.

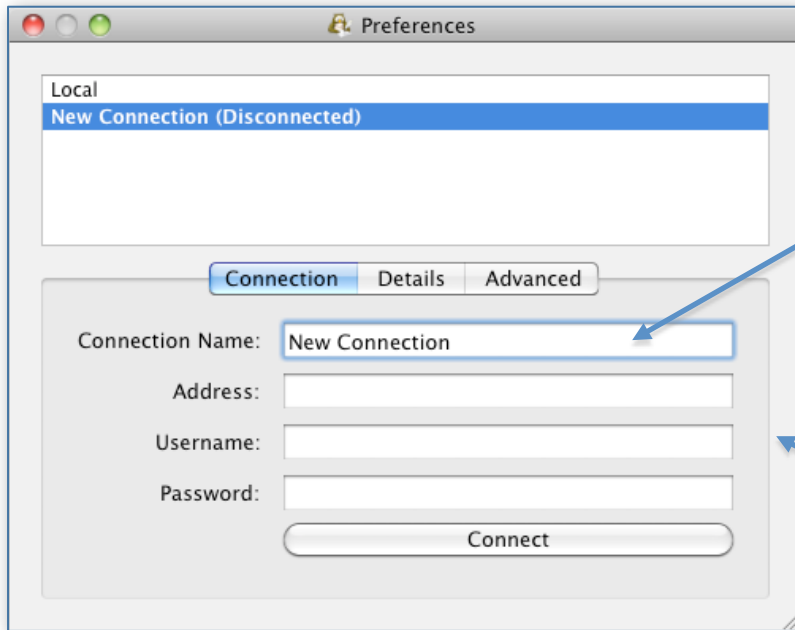
Setting up a connection for QT Editor

Once you have downloaded the appropriate version (to suit your OS) of the QT Editor from the Question Tools website and installed it, you need to set up the connection to your Instant Plus account.

Double click on Editor to open it and choose Preferences from the File menu. Select the Advanced tab within the dialogue box



Then press the New Connection button.



You can call this connection anything you like.

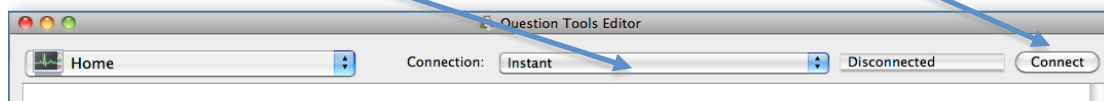
You must enter the information sent in your email accurately into these three fields.

You need to enter the address, the username, and the password that you were sent in an email. Copying and pasting these is often the best approach. Now, press the Connect button.



If you have connection or proxy problems when you try to connect for the first time, please open the Help available within the Editor for more information and advice.

Once you have successfully set up the connection, Editor will include it in its menu at the top of the Home screen and you will be able to connect and disconnect using this menu and the Connect/Disconnect button.



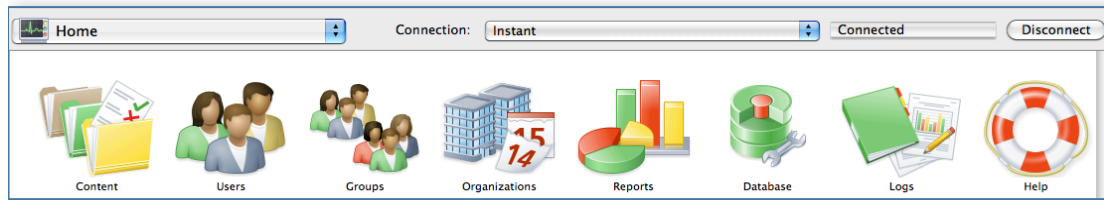
The connection already listed as Local simply allows you to use Editor to create content on your own machine. Local is always available to you, but you can't share any content you create on it, except by copying it onto your hosted account.

Customising content on your Instant Plus account

The value of an Instant Plus account is that it allows you to customize the readymade content to your organisation's specific needs. This section of this guide will help you to start on that process. It is not a complete guide to all the features available in the QT software and we strongly recommend that you consult the Help provided as part of the Editor application as this contains a wealth of additional detail. If you prefer to watch a video, you will find tutorials on various aspects of the software available on the Question Tools website.

Editor's Home screen.

When you connect to your Instant Plus account, the home screen will show the following options along the top. You can also access these options from any page via the menu.



Finding a test



Content

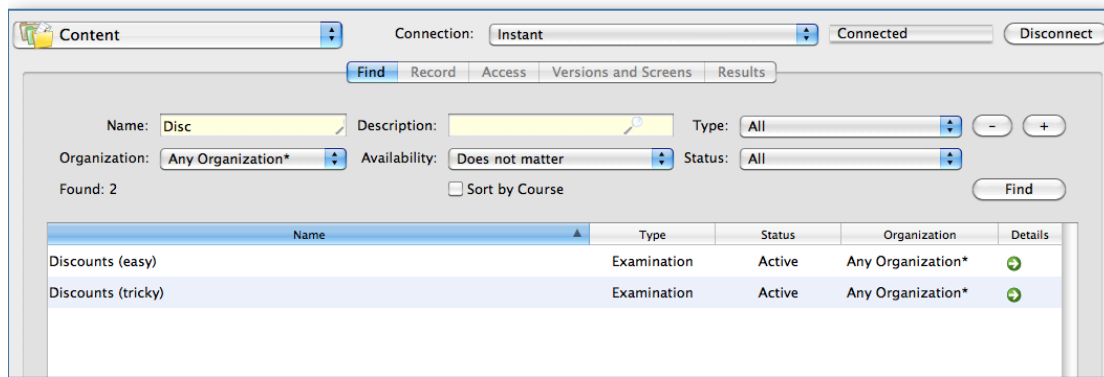
Before you can change anything, you might find it useful to have a look at what's there already. Select Content from the top bar and you will see the screen below.

The screenshot shows the 'Find' tab of the Content search interface. It includes search filters for Name, Description, Type (set to Examinations), Organization (set to Any Organization*), Availability (set to Does not matter), and Status (set to Active Content). The search results show 41 items, sorted by Course. The table below lists the results:

Name	Type	Status	Organization	Details
Customer Service	Course	Active	Any Organization*	➔
Communication Skills	Examination	Active	Any Organization*	➔
Dealing with Customers	Examination	Active	Any Organization*	➔
Entering Information Accurately	Examination	Active	Any Organization*	➔
Health and Safety	Course	Active	Any Organization*	➔
Fire Safety	Examination	Active	Any Organization*	➔
Manual Handling	Examination	Active	Any Organization*	➔
Preventing Workplace Accidents	Examination	Active	Any Organization*	➔
IT Skills	Course	Active	Any Organization*	➔
Computer Literacy	Examination	Active	Any Organization*	➔
Data Protection and Confidentiality	Examination	Active	Any Organization*	➔
Excel	Examination	Active	Any Organization*	➔
Word	Examination	Active	Any Organization*	➔
Literacy	Course	Active	Any Organization*	➔
Comparisons	Examination	Active	Any Organization*	➔
Punctuation	Examination	Active	Any Organization*	➔
Reading and Understanding	Examination	Active	Any Organization*	➔
Selecting Words	Examination	Active	Any Organization*	➔
Spelling, Vocabulary and Punctuation	Examination	Active	Any Organization*	➔
Spelling	Examination	Active	Any Organization*	➔
Writing for Different Audiences and Media	Examination	Active	Any Organization*	➔
Numeracy	Course	Active	Any Organization*	➔

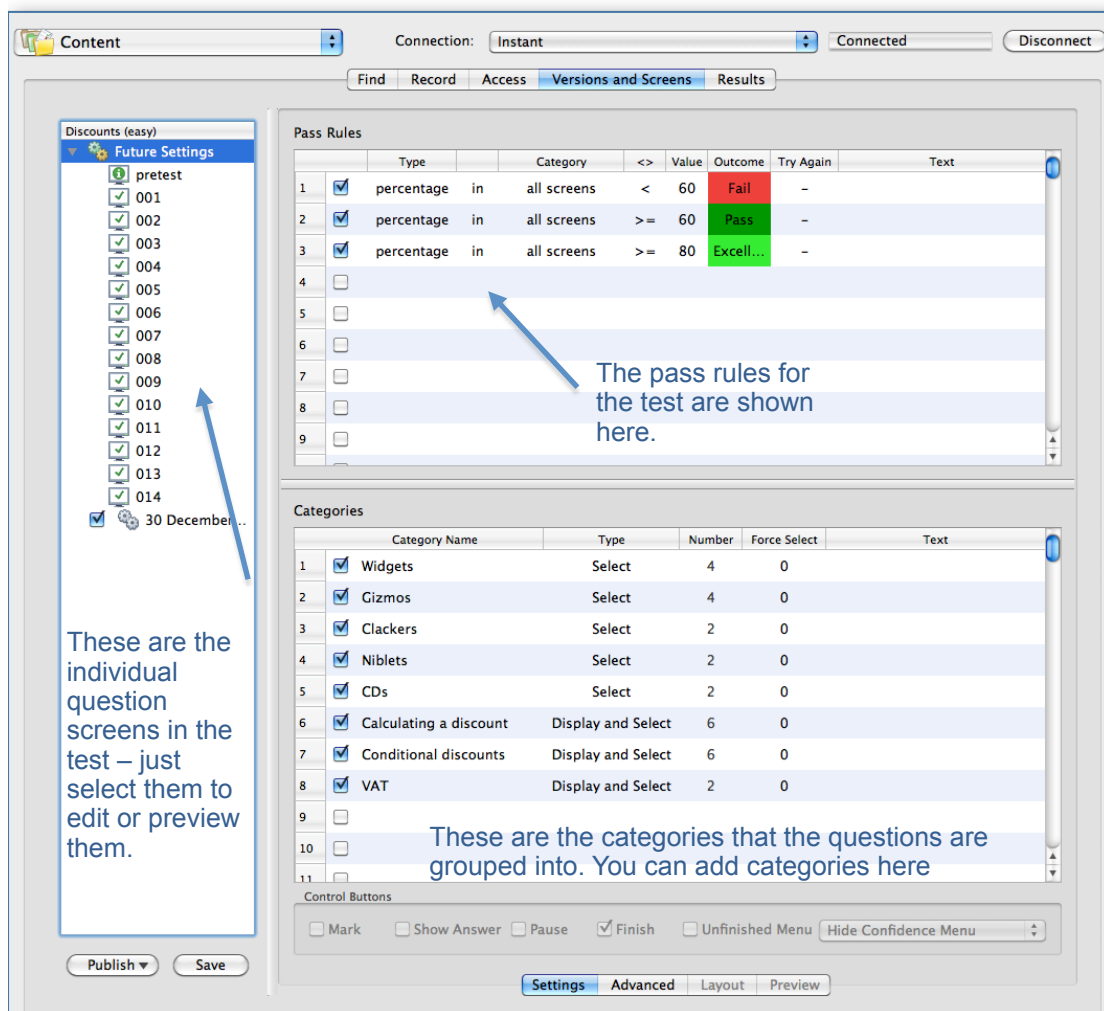
At the bottom of the interface, there are buttons for 'New Content' and 'Save'.

If you are interested in a specific test or tests, then you can narrow the list down by using the search function – see the example on the next page, where entering Disc into the search field for test names has produced a list of two relevant tests:



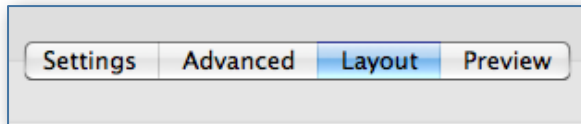
Once you have found the test that you are interested in, you can view all its contents and settings by selecting the green arrow in the Details column.

This will take you to a screen like this:



Editing an existing question

Select the question that you want to edit – for example, you might choose question 004 in the Discount (easy) test as you may have decided that it needs tweaking. Then choose Layout from the buttons at the base of the screen.



You will now see the question in editable form:

Discounts (easy)

- pretest
- 001
- 002
- 003
- 004
- 005

Categories

- Widgets
- Gizmos
- Clackers
- Niblets
- CDs
- Calculating a discount
- Conditional discounts
- VAT

Screen Edit Create Align Undo Redo

The full price for gizmos is £2.00 per box. However, if customers buy more than 1 box they get 5% discount on the whole order. Calculate the prices for the orders given below:

20 boxes £ Field 4

100 boxes £ Field 1

3 boxes £ Field 2

6 boxes £ Field 3

n_de 004

Flagged

Score: is unaffected by the Max Score setting

Type: Normal

Max Score: 1.00

Min Score: -9999.00

Selections: 4

Publish Save

Settings Advanced Layout Preview

To change the question stem, just double-click on the text and you will then be able to edit it:

The full price for gizmos is £2.00 per box. However, if customers buy more than 1 box they get 5% discount on the whole order. Calculate the prices for the orders given below:

Header 1 No Character Style

20 boxes £ Field 4

100 boxes £ Field 1

3 boxes £ Field 2

6 boxes £ Field 3

n_de 004

Suppose you choose to change the discount level from 1 box to 10 boxes, first you amend the text in the question stem and then you need to change the answers to match. The answers to the first two options won't change, but the answer to the third and fourth options will change because they no longer trigger the discount. You need to double click the answer field for the third option

The full price for gizmos is £2.00 per box. However, if customers buy more than 10 boxes they get 5% discount on the whole order. Calculate the prices for the orders given below:

20 boxes £ Field 4

100 boxes £ Field 1

3 boxes £ Field 2

6 boxes £ Results Text Position 3

n_de 004

Answer	Mark
5.70	1.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

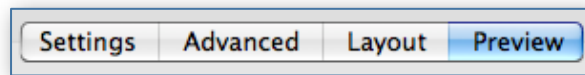
Mark if not selected: 0.00
Mark if unmatched: 0.00

Layer 9
 Locked

Score: is unaffected by the Max Score setting Max Score: 1.00 Min Score: -9999.00

Currently the answer is set at 5.7, so you need to change this to 6 as the order will no longer attract the 10% discount. Just over-type 6 into the answer box and move on to the fourth option to change that answer too.

The job is now done and you can check you are happy with the question by previewing it – select the Preview button at the base of the screen and you will see what the question looks like to the candidate.



If you check the Show Answers box, then the system will show you the correct answers for each option.

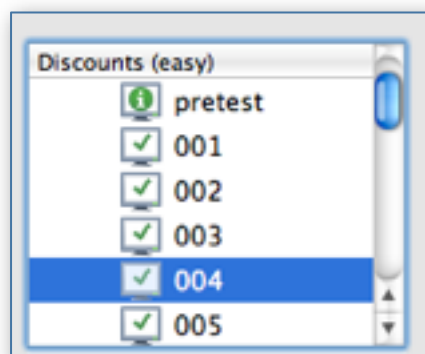
The full price for gizmos is £2.00 per box. However, if customers buy more than 10 boxes they get 5% discount on the whole order. Calculate the prices for the orders given below:

20 boxes	£	<input type="text" value="38"/>
100 boxes	£	<input type="text" value="190"/>
3 boxes	£	<input type="text" value="6"/>
6 boxes	£	<input type="text" value="12"/>

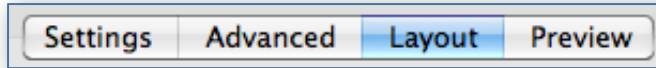
n_de 004

Show Answers

You may wish to change more than one question in a test, in which case, you simply select the next question you wish to change from the test list on the left-hand side of the screen:



And the main panel will show the new screen. If you still have the Preview option selected (from the buttons at the bottom of the screen), you will need to change to Layout before you can edit the question:



The system auto-saves your changes as you move between screens. However, the changes won't show up in any candidates' versions of the tests until you have made your changes 'live' by publishing them. This allows you to check your edits, or have them reviewed by an expert before they affect any candidates.

Publishing a test

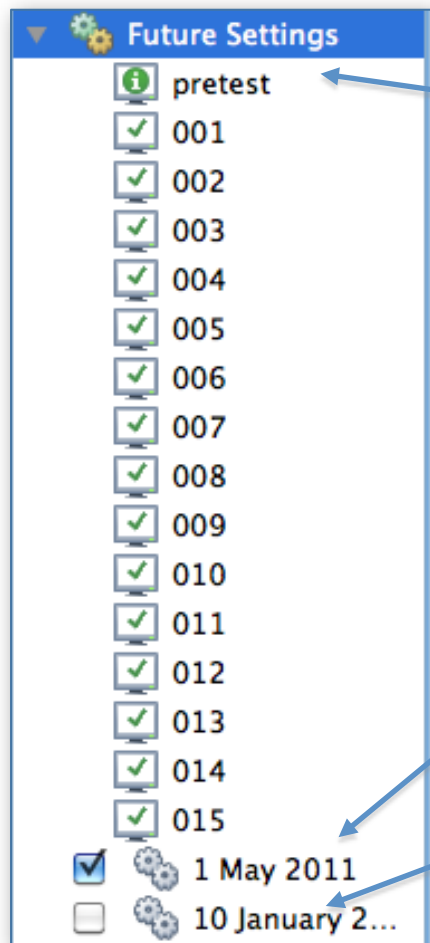
Once you have made all the changes you want to make to a specific test, you need to make those changes visible to the people who take the test. And to do this, you need to publish the new version of the test. Until you publish the new version, your changes have been saved, but they won't affect people taking the test.

If you have a number of changes that you want to make to a particular test, it is best to make all the changes before publishing a new version. That way you keep the number of versions of a test to a minimum and this makes the question analysis report easier to read because it has fewer versions (each new version has its own question analysis report)

















To publish a test, simply select the Publish button below the test list. You will see that you get a number of options:


Publish ▼	
Preview Screen in a Web Browser	Choose this option to test out an individual question in a browser
Preview Screen in...	Choose this option to test every screen – so the settings about number of screens in a test do not apply
Preview All Screens in a Web Browser	Choose this option to test out the exam in a browser – so the settings about number of screens do apply.
Preview All Screens in...	
Preview as an Exam in a Web Browser	Choose this option to publish a preview version for a colleague to review – shows all questions with their answers selected. Only visible to people via the QT Editor
Preview as an Exam in...	
<hr/>	
Export as Web Pages	
<hr/>	
Publish as a Preview	
Publish as a New Version	Choose this option to publish a version that will be taken by candidates
<hr/>	
Add Specific Web Browser for Previews...	


As you can see, you can select a variety of 'preview' options, and this enables you to test out your new version before finally publishing your test. Once you are completely happy with the test, simply select the Publish as a New Version option. Once you have done this, the new version is available for candidates to take.



Future Settings

-  pretest
-  001
-  002
-  003
-  004
-  005
-  006
-  007
-  008
-  009
-  010
-  011
-  012
-  013
-  014
-  015

 1 May 2011

 10 January 2...

This is the version that you are working on – the future version. Any aspect of it can be changed without affecting what candidates see. Once you publish it, it is fixed and available to candidates.

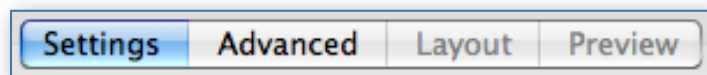
This is the version that candidates are currently seeing. Only one version of the test can be 'live' at any one time.

This is a previously published version of the test. You can revert to a previous version by checking the box next to it – this makes it the 'live' version that candidates see.

Changing the settings for a test

There are a number of settings that are associated with the whole of a test version – for example, the number of questions picked from the test bank or the time limit, or the pass mark. These can all be changed.

If for example, you want to increase the pass mark to make a test more difficult to pass, you select the Settings button:



And you will see a number of settings including the pass rules.

Pass Rules							
		Type		Category	<>	Value	Outcome
1	<input checked="" type="checkbox"/>	percentage	in	all screens	<	60	Fail
2	<input checked="" type="checkbox"/>	percentage	in	all screens	>=	60	Pass
3	<input checked="" type="checkbox"/>	percentage	in	all screens	>=	80	Excell...

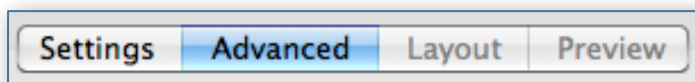
At the moment, all the readymade tests have the same pass rules which can be read as follows:

- If a candidate scores less than 60% across the whole test then, s/he is given a Fail mark and the result is shown in red.
- If a candidate scores 60% or more, then s/he is given a Pass mark and the result is shown in dark green.
- If a candidate scores 80% or more, then s/he is given an Excellent pass mark and the result is shown in light green.

All the values can be changed. So, for example, if you wanted to increase the pass rate to 75%, all you need do is click on the 60 in the value column for rows 1 and 2 and change them both to 75.

Note that if you only changed the value in row 2 (the pass outcome) then you would create a set of rules that did not cover the marks between 60 and 75 – candidates scoring between these two marks would get neither a 'Pass' nor a 'Fail'. If you change the pass rules, you do need to be careful that they cover all the possible marks that can be scored.

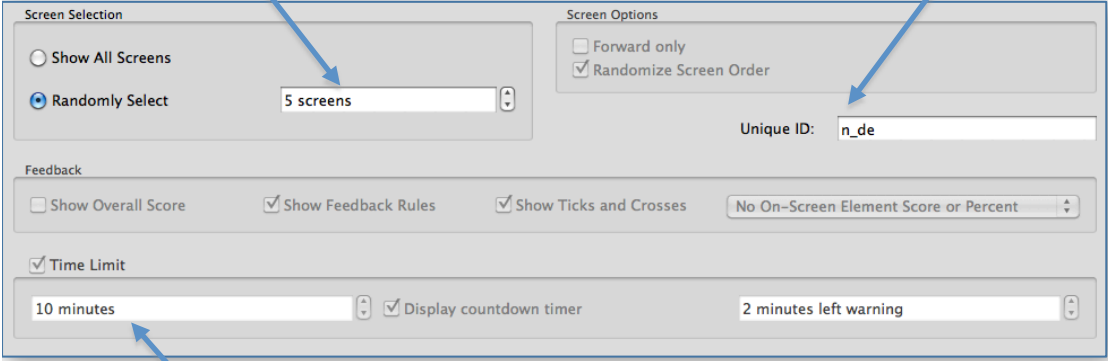
Other settings that you could change are available on the Advanced settings screen, so for example, if you wanted to change the length of the test, you would need to select the Advanced button:



This takes you to a control panel that includes settings such as the number of screens that make up each candidate's test.

You can change the number of screens selected to make up candidates' tests by using the menu here

This field shows the prefix for the unique filename indicator – you can change it by overtyping it if you wish and the unique ID, which shows in the left-hand bottom corner of every screen in the test, will change automatically



The screenshot shows a control panel with the following sections:

- Screen Selection:** Radio buttons for 'Show All Screens' and 'Randomly Select'. A dropdown menu shows '5 screens'.
- Screen Options:** Checkboxes for 'Forward only' (unchecked) and 'Randomize Screen Order' (checked). A 'Unique ID' field contains 'n_de'.
- Feedback:** Checkboxes for 'Show Overall Score' (unchecked), 'Show Feedback Rules' (checked), and 'Show Ticks and Crosses' (checked). A dropdown menu shows 'No On-Screen Element Score or Percent'.
- Time Limit:** A checked 'Time Limit' checkbox. A dropdown menu shows '10 minutes'. A checked 'Display countdown timer' checkbox. A dropdown menu shows '2 minutes left warning'.

You can change the time limit or remove the time limit altogether

You save changes in settings using the Save button, which can be found alongside the Publish button on the left-hand side of the screen.



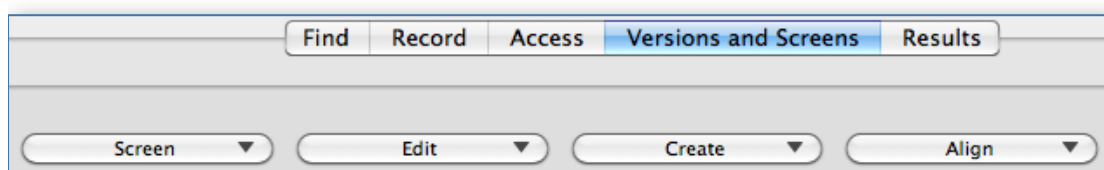
If you do not Save your changes, the system will check with you when you try to move screen, and you can choose to abandon your changes at this point.



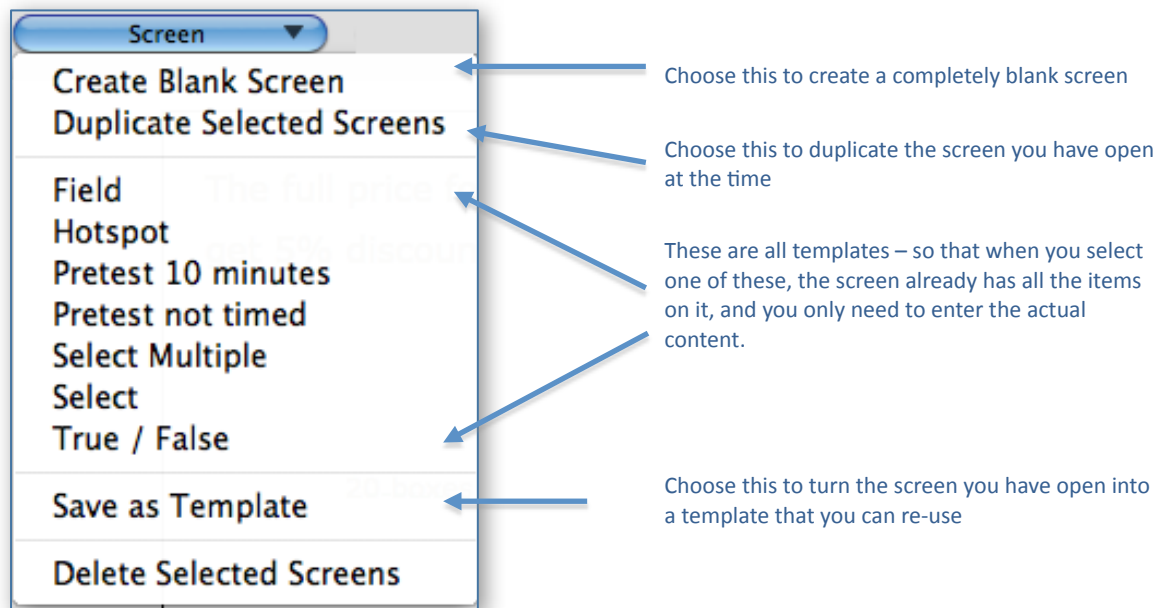
Much more information about the different settings available to you can be found in the Help in the Editor.

Adding a new question

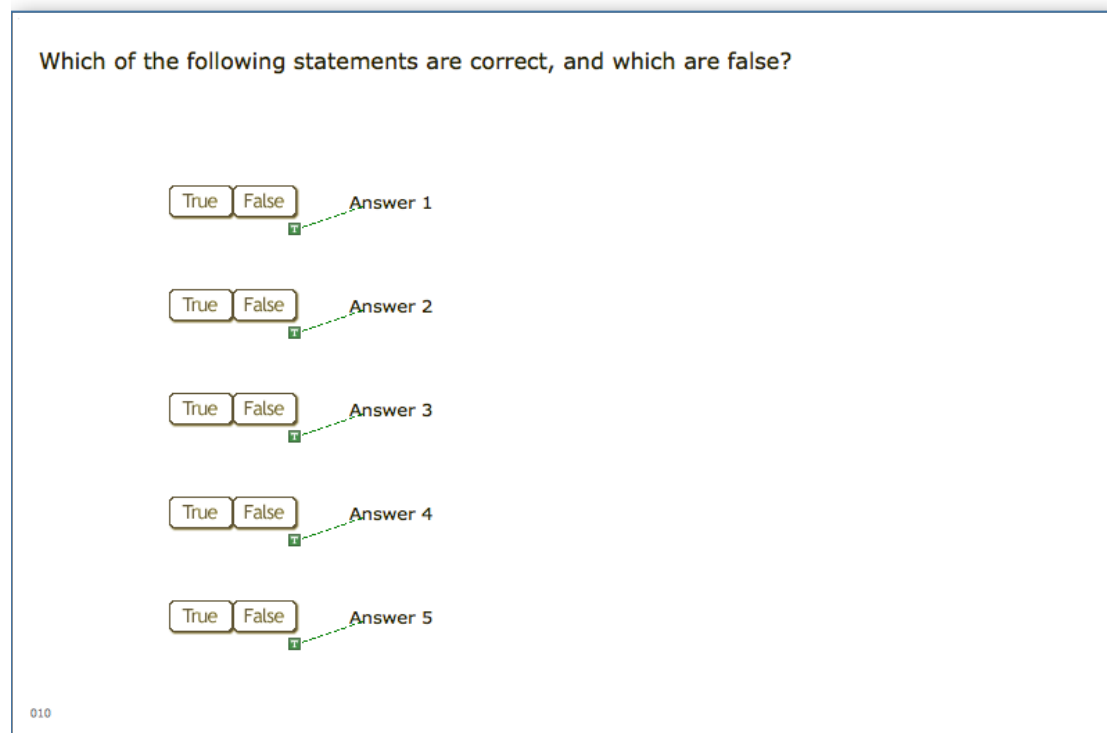
If you wish to add a new question or set of questions to a test, you need to choose Versions and Screens and make sure you are in Layout mode.



Select the Screen button, and you will see that there are a number of options.



If you select the True/False template option, this is what you will see:



You can now edit this screen to put your own content in. For example, you might want to delete the lower three statements – simply select all the buttons and text areas and press delete.

Which of the following statements are correct, and which are false?

True False Answer 1

True False Answer 2

275 275
113 True False 239 Answer 3 482
Results Text: Not Included

Results Text Position 4
113 True False 239 Answer 4 482
Results Text: Not Included

Results Text Position 5
113 True False 239 Answer 5 482
Results Text: Not Included

Results Text Position 6

Then you could type in a statement where it currently says Answer 1:

True False

True False

If you apply a discount of 15% to an order that normally costs £300, then the new price will be £255

Body No Character Style

And follow that up by saying whether the statement is true or false by right-clicking on the True/False button that is linked to the text area:

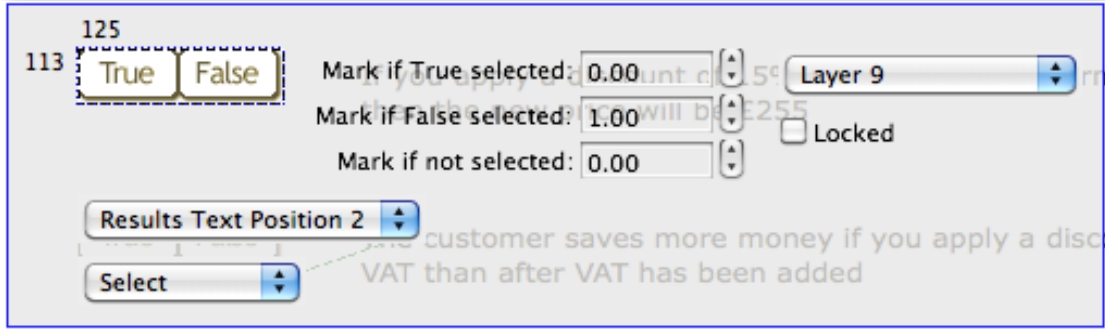
125
113 True False

Make True the Correct answer
Make False the Correct answer
Set Neither True nor False to be the Correct answer
Locked
Add all answer elements to the results text list

Results Text List
Selected

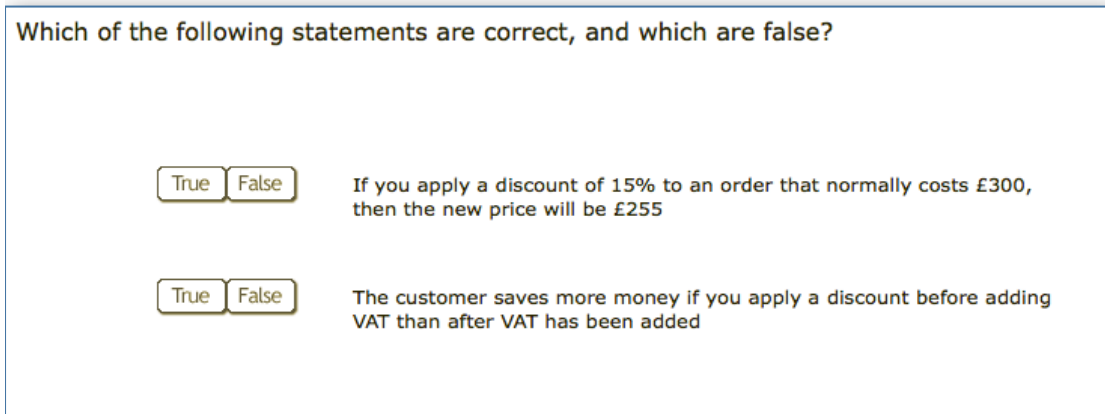
Normally costs £300,

You can also allocate marks by simply clicking on the button and typing a mark into the field that comes up in the dialogue box:

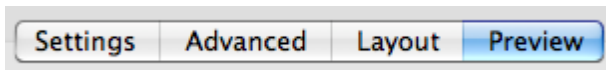


You will see lots of other settings and if you would like more information about what they control, please access the Help in the Editor for more detail.

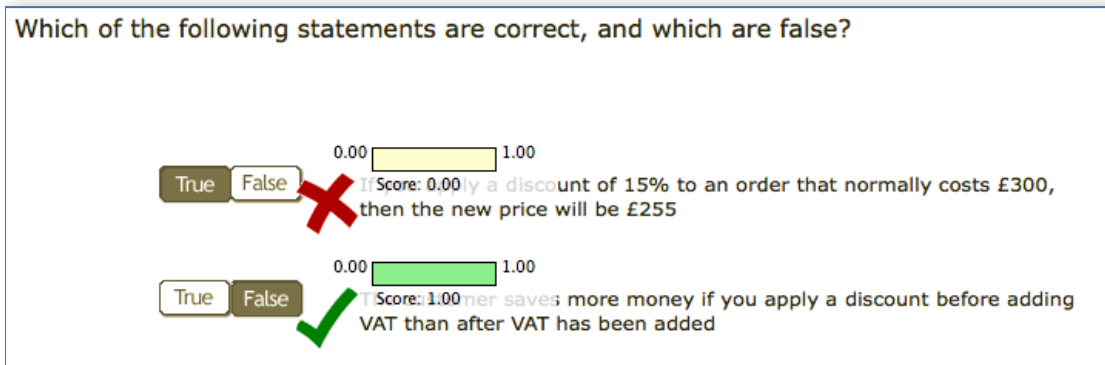
Do the same again to the other True/False option, for example:



Now this very straightforward question is complete and you can check it works by choosing Preview mode:

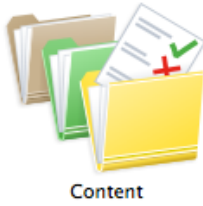


Then, select some answers and press Mark:



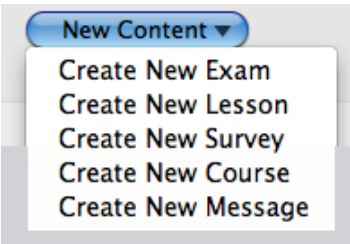
You can immediately see the way the system will mark this question.

Creating a new test

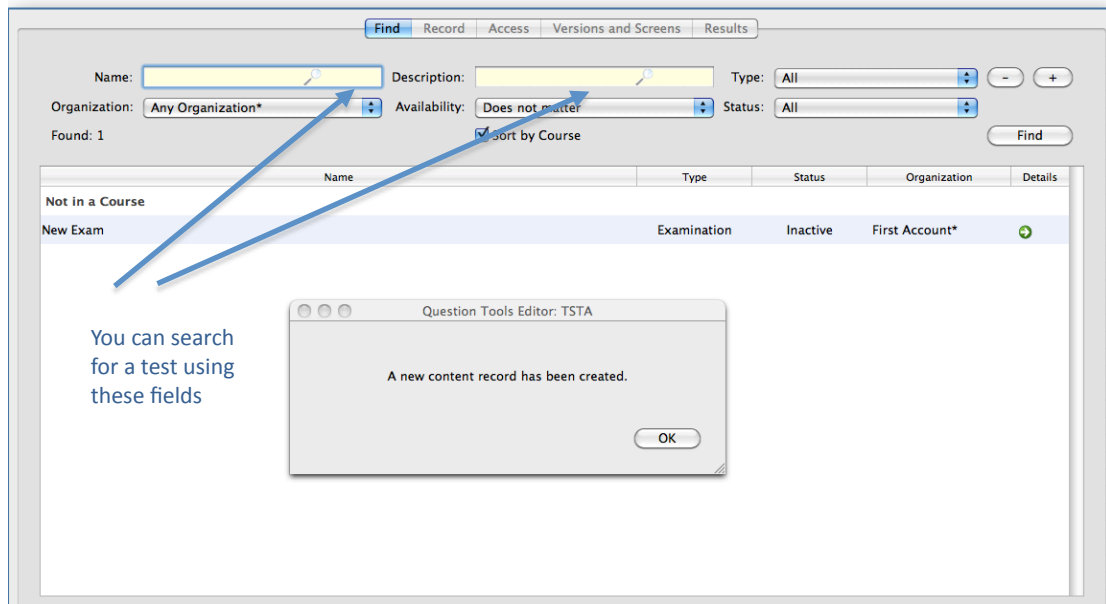


Content

If you want to create an entirely new test rather than edit one of the existing ones, you need to select the Content button from the Home page. You will then see a list of the existing content. Below this list, there is a New Content button which you need to select. You will see a drop-down menu.

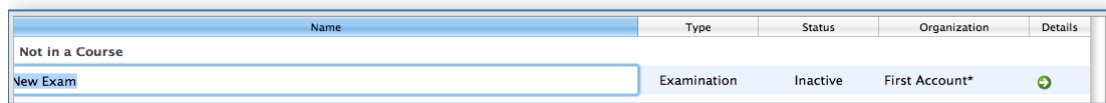


To create a new test, select the first option – Create New Exam. You will see the following screen:

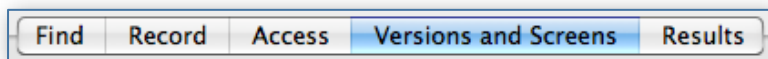


Once you have created a new exam, you may want to give it a meaningful name so that both you and candidates will know what it covers .

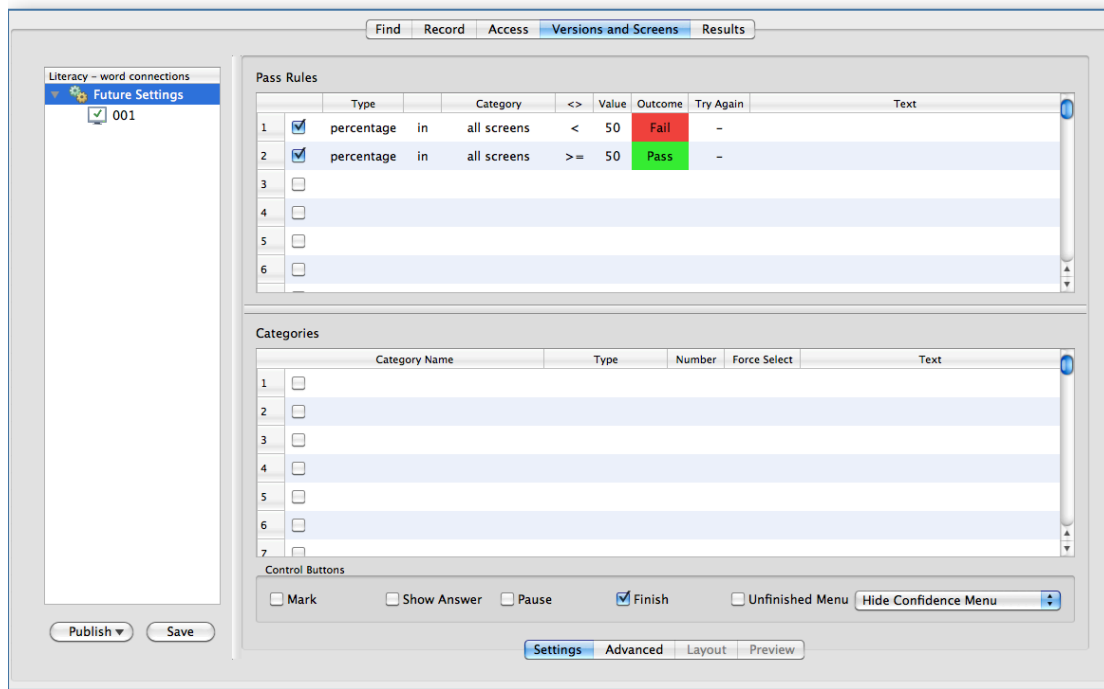
Simply click on the existing name of 'New Exam' and overtype with the name that you choose.



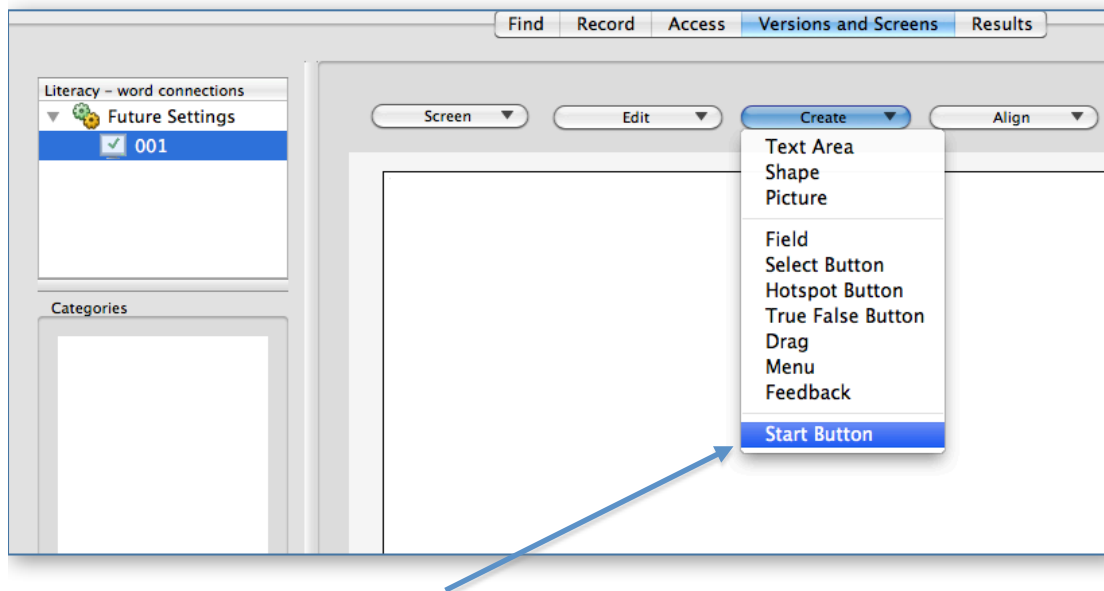
For this example, we have called the new test 'Literacy – word connections'. If you select 'Versions and Screens' from the options at the top of the screen.



The system will pop up a dialogue box checking that you want to save your change (to the name), press OK and you will see this screen:



The system has created a new test for you with a number of default settings, for example, you will see that the pass mark is set at 50%. The test has one blank screen which you can use to create a start or preparation screen. Every test needs at least one preparation screen which includes a 'Start' button so that candidates can choose when they want to begin a test.



Once you've added the Start button, you can make the screen an introductory screen (rather than a question screen) by selecting 'Preparation' from the Type menu (see next page)

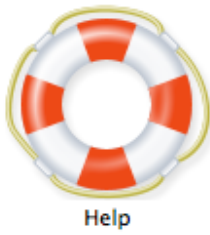
By making it a preparation screen rather than a question screen, you ensure that it appears first every time a candidate takes a test. Otherwise, if you have the random picking and ordering features turned on, then it could potentially not appear at all, or it might appear mid-way through the test. This preparation or start screen is a good place to put the title of the test and any other details that your candidates might need to know (for example, its length, its pass mark, whether it's timed or not, how long it might be expected to take etc).

Once you are satisfied with this screen, you can move onto creating the questions for the actual test. Here, you just need to follow the process outlined earlier in this guide under the heading 'Adding a new question'.

It is worth noting that for some types of questions, such as multiple-multiple choice and multi-drag questions, you will need to change the number of selections that a user can make to match the number of correct options or the number of drags, as the system defaults to 1 selection per screen which works fine for a single multiple choice (i.e. the system only allows the candidate to select one of the options at any one time – if they select another option, the system automatically deselects the previously chosen option).

Finally...

There are tool tips for every feature and these contain considerable detail. See below:



And Editor's Help covers all the features available and is fully searchable – just click on the lifebelt in Editor to access it.

Additionally, there are tutorial videos available both on Editor's opening page and on the Question Tools website which offer step-by-step guides to most common tasks.