



Unleash the Power of e-Learning



Quizzes & Surveys

A Guide to Inquisiq's Built-in Quiz and Survey Authoring Tool

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Product Support

If you have purchased a support package and have any questions during the use of Inquisiq™ that are not addressed in this guide, please visit our support site at:

<http://support.isclearninggroup.com/>

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Overview

This guide details how to create, publish, manage, and report results on quizzes and surveys using Inquisiq™'s built-in quiz and survey authoring tool.

For more user guides, manuals, technical notes, sample SCORM packages, and white papers, visit the Inquisiq™ website at <http://www.inquisigr4.com/resources/documents/>

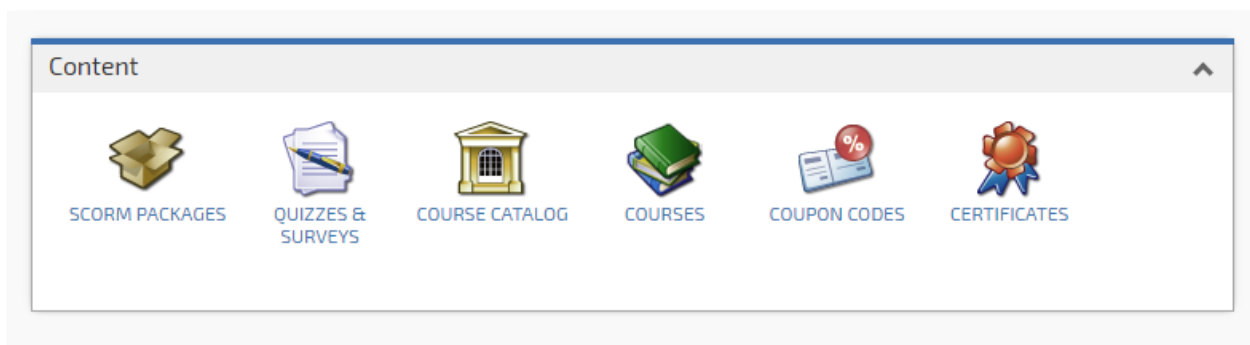
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Introduction

There are lots of authoring tools out there that allow you to create beautiful eLearning content quickly and easily. Inquisiq™ makes it easy to upload your content and turn it into courses.

Now, Inquisiq™ allows you to *create* some content within the LMS. Inquisiq's™ Quiz and Survey tool allows you to add quizzes and surveys to existing courses or catalogs quickly and easily. This guide will show you how.

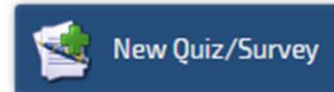


Create a Quiz

Step 1: Click on “Quizzes & Surveys” in the Administrator Menu in the “Content Section.” If Quizzes & Surveys is greyed out...

Server Hosted – From your Control Panel, click Portals, then click the “Modify” pencil icon next to the portal you wish to enable this feature in. Click “Settings” on the left side of the screen, then under “Enabled Features,” check “Quiz/Survey Authoring.”

SaaS Hosted – Contact ICS Support to have this feature enabled.



Step 2: Click “New Quiz/Survey,” and fill out the quiz properties.

The image shows a "Quiz Properties" form with two tabs: "PROPERTIES" and "QUESTIONS". The "PROPERTIES" tab is active. The form includes a "Languages" section with flags and checkboxes. Below this are fields for "Identifier: *" and "Title: *", both with red boxes around them. A red arrow points from a text box to the "Identifier" field. The text box contains the text: "Label for the quiz – this will be the name of the SCORM package that is created, the name of the course (if one is created from the SCORM package), and/or the name of the lesson (if the SCORM package is used in a lesson in an existing course)". Below the "Title" field is a "Type:" dropdown menu set to "Quiz". A red arrow points from a text box to the "Type" dropdown. The text box contains the text: "Only appears at the top of the quiz window, above all of the questions". Below the "Type" dropdown is a "Passing Score:" field with a percentage sign. A red arrow points from a text box to the "Passing Score" field. The text box contains the text: "Minimum percentage of correct responses required to pass the quiz". Below the "Passing Score" field is an "Options:" section with five checkboxes: "Allow bookmarking.", "Allow learner to review answers after completion.", "Display all questions on single page.", "Require responses to continue to next question.", and "Show final score.". A red arrow points from a text box to the "Options" section. The text box contains the text: "Regarding Options... (cont. on next page)". Below the "Options" section is a "Conclusion/Summary:" field. At the bottom of the form are two buttons: "Save Changes" and "Cancel".

Regarding Options... (cont. on next page)

“Allow bookmarking.”

Checked – When a user exits the quiz using the X in the top right corner, they get a pop-up within the content window that gives them the option to either exit or stay. Any questions that they have submitted answers to are stored in the LMS, and will remain completed when they re-launch the quiz later.

Un-checked – When a user exits the quiz using the X in the top right corner of the quiz, they get a pop-up within the content window that gives them the option to either exit or stay, and they are informed that if they leave, they will have to restart the quiz from the beginning. None of the answers that they have submitted will be stored if they exit the quiz.

“Allow learner to review answers after completion.”

Checked – When a user clicks the “Done” button at the end of the quiz, a pop-up within the content will appear with a “Review” button that, when clicked, takes the user back to the quiz to look over the questions with their answers and whether or not they were correct.

Un-checked – A “Review” button does not appear. After the user clicks “Done,” the pop-up only has a “Close” button.

“Display all questions on single page.”

Checked – All of the questions appear on one page.

Un-checked – Each question appears on a separate page, and the user may navigate between the pages using the buttons below the question on each page.

“Require responses to continue to next question.”

Checked – Users cannot answer questions out of order. They must submit their answer to the first question before being able to submit their answer to the second question, and so on.

Un-checked – Users may submit their answers to the questions in whatever order they desire.

“Show final score.” (greyed out for surveys; [see below](#))

Checked – After the user clicks “Submit” at the bottom of the screen, a pop-up within the content appears that shows the final score.

Un-checked – You are given the option to type a conclusion message to the user, in **“Conclusion/Summary.”** This message will appear in the pop-up where the final score would appear if this box were checked.

Step 4: Create the questions. Add questions above and below using the “New Question” links.

The screenshot shows a 'Question' form with the following elements and annotations:

- Question heading, or use to number questions (Question 1, Question 2, etc.):** Points to the 'Description: *' text box.
- Delete question:** Points to a red 'X' icon in the top right corner.
- Type:** A dropdown menu currently set to 'Multiple Choice, Single Answer'.
- Text: *** A large text area for the question content, containing the text 'QUESTION TEXT'. A red box highlights this area, and a red arrow points from it to the text 'Regarding Question Type...'.
- Tools:** A toolbar with various formatting options like bold, italic, underline, and font settings.
- Maximum Attempts:** A dropdown menu set to '1'. An annotation states: 'Number of times user can submit incorrect answers; upon max attempt, user is blocked from making any more submissions'.
- Answer Choices:** A list of answer options. An annotation 'Select correct answer(s)' points to a radio button. A red '+' icon is labeled 'Add answer choice', and a red 'X' icon is labeled 'Delete answer choice'.

Regarding Question Type...

IMPORTANT!

Click “Save changes” after you create every question. If your quiz is long and takes a lot of time to create, the system may log you out – a certain length of time without a page loading is considered inactivity by the system.

Multiple Choice, Single Answer – Multiple answer choices, but only one is correct.

Multiple Choice, Multiple Answer – Multiple answer choices, and one or more of them are correct.

True-False – Two answer choices, true or false. Only one is correct.

Likert – Gives users several options listed horizontally, with no right or wrong answer. Linkert-type questions are NOT counted towards a quiz’s score. They are meant to be used as a rating question.

Fill in – User is given a text box to fill in with text. This option is NOT meant for open-ended questions or free-form answers. Use this option for fill-in-the-blank questions, or questions with one- or few-word answers. Use the “Answer Choices” boxes to list all of the possible submissions that will be accepted.

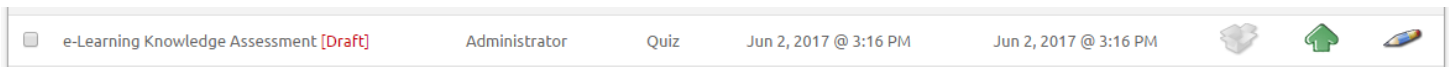
IMPORTANT: The answer choice box for Fill In is *case-sensitive* (i.e. if you put “Brown” as the only answer choice, a submission of “brown” will be marked incorrect.)

Publish a Quiz

Step 1: Turn the quiz into a SCORM Package. After you click “Save Changes,” click the “Publish to SCORM” button that appears on the right side of the screen.



You can also publish the quiz from the Quizzes & Surveys main page, by clicking the green “Publish” arrow.



The quiz now has a SCORM package in the SCORM Packages section.

Step 2: You can do one of two things: a.) Turn the quiz into its own course, or b.) Add the quiz to an existing course.

OPTION A

Click “Jump to SCORM Package,” the bottom icon in the top right corner of the quiz’s modify page, or in the Quizzes & Surveys list, to jump to the SCORM package that you just created.



ACTIONS:



Click “Import This Package,” the top icon in the top right corner of the SCORM package’s modify page. This will turn the quiz into a stand-alone course. You can now find it in the Courses section. Its name will be the text you put in the field “Identifier.”

OPTION B

From the Administrator Menu, click “Courses,” then click the “Modify” pencil icon for the course you want to add the quiz to.

Click the “Lessons” icon in the top right corner of the screen, and on the next screen, click the “New Online Lesson” icon in the same spot.



Name the new module and give it a short description. Click the “Select Package/Resource” button. Select the quiz’s SCORM package and click “OK.” Select the SCO for the package (there is only one option) and click “OK” again. Click “Save Changes.”

The quiz is now a lesson in the course. You can move it in the list of lessons as you see fit.

Your quiz is now available for your users to take. It will look something like this. Each of the fields that you filled in appear as follows:

The screenshot shows a web browser window titled "eLearning Knowledge Assessment - Google Chrome" with the URL "https://ics-jdapice.inquisiq4.com/launch/lesson.asp". The page content is titled "eLearning Knowledge Assessment" and includes a "Title" label. Below the title is a "Question #1" section with a "Description" label. The question text is "In what year was the term 'eLearning' coined?" with a "Text" label. The "Answer choices" are listed as radio buttons: 1990, 2004, 1999, and 1997. A "Submit" button is located at the bottom right of the question area. At the bottom of the page are "Back", "Next", and "Done" buttons. A red box highlights the "Exit" button in the top right corner, and another red box highlights the "1 / 5" progress indicator.

Update a Quiz Already in Use

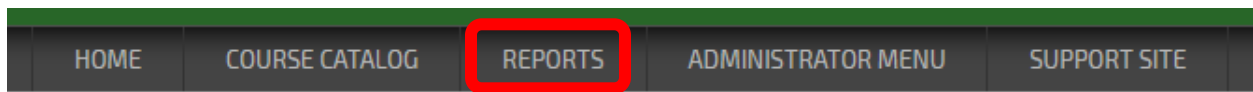
If you need to make changes to a quiz, from the Administrator Menu, click Quizzes & Surveys, click the "Modify" icon next to the quiz you wish to update, make your changes, and click "Save Changes."

Publish the quiz to a SCORM package again, just as you did before. Jump to the SCORM package, and click the "Re-synchronize Resources" button in the top right corner of the screen. This will update the quiz for any course or lesson currently using the quiz's SCORM package as a resource.

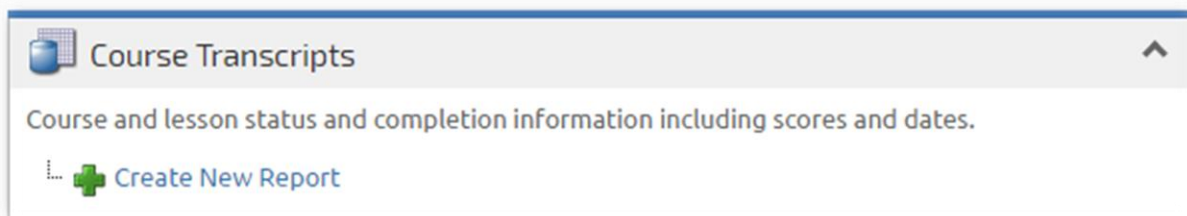


Gather Quiz Results

Once your users start taking your quiz, you can pull their results in the Reports section. Click on “Reports” in the top menu.



Click the “Create New Report” link under the “Course Transcripts” dataset.



The data that you want to pull will determine which fields you select to appear in the report, as well as how you filter the data. In the “Fields” list, select the boxes next to the data points you wish to include in your report.

FIELDS

Select the fields from this dataset that you would like to appear in your report:

☐ Date Completed	Date upon which the course was completed
☒ Lesson	Name of the lesson
☐ Session Date/Time	Applies to Classroom Sessions <i>only</i> ; does not apply to quizzes
☒ Content Resource	SCORM package name and the SCO internal label (name / label)
☒ Lesson Completion	Whether the lesson is “Completed” or “Incomplete”
☐ Progress Measure	N/A
☒ Lesson Success	Whether or not the user passed the lesson (“Passed” or “Failed”)
☒ Score	Percentage of questions answered correctly
☒ Lesson Timestamp	Date/time at which the user launched the lesson
☒ Lesson Time	Amount of time it took the user to complete the lesson
☒ Attempts	Number of times the user took the lesson

Select: [All](#) | [None](#)

... and scrolling down...

FIELDS

Select the fields from this dataset that you would like to appear in your report:

☐ Interaction	N/A; internal tracking number of question
☒ Interaction Description	Question heading, or question number, that you gave
☒ Type	("choice", "fill-in", "likert", "true-false")
☐ Interaction Timestamp	Not tracked by quiz tool; Date/time at which answer submitted
☐ Interaction Time	Not tracked by quiz tool; Amount of time to submit answer (secs)
☒ Learner Response	Answer that the learner gave to the question
☐ Correct Responses	Not tracked by quiz tool; All possible correct answers
☒ Result	Whether the user's given answer was "Correct" or "Incorrect"
☐ Objective	N/A
☐ Objective Description	N/A
☐ Objective Score	N/A

Select: [All](#) | [None](#)

Interaction data pulls data for every individual response in the quiz. In regards to where fields pull from in relation to the quiz interface:

Question #1

Interaction Description

1 / 5

In what year was the term "eLearning" coined?

Correct!

Result

☐ 1990
 ☐ 2004
 ☒ 1999
 ☐ 1997

Learner Response

The report will pull this data for the above response:

Full Name	Lesson	Lesson Completion	Lesson Success	Score	Lesson Timestamp	Lesson Time	Attempts	Interaction Description	Type	Learner Response	Result
Doe, Jane	eLearning Knowledge Assessment	completed	passed	100	2017-06-02 17:29:36	00:08:28	1	Question 1	choice	1999	Correct

Use the “Filters” section to narrow down what data you would like to pull in the report. If you want to pull the results from a particular course or lesson, select “Course” or “Lesson” from the drop-down, click the “Plus” icon, and type the name of the course or lesson in the text box.

If you want to pull the results from a particular range of dates...

1. From the drop-down, select either “Date Completed” (if everyone who took the quiz completed the course the quiz was a part of) or “Lesson Timestamp” (if you want the timeframe to be based on when users launched the lessons in the course).
2. Click the green plus icon to the left of the drop-down.
3. Select “match all” from the two choices “match any” or “match all.”
4. In the new drop-down, select “is greater than” and select the starting date of your date range using the calendar icon next to the text box.
5. Click the green plus icon to the left of the “is greater than” drop-down.
6. In the new drop-down, select “is less than” (it should already be selected), and select the ending date of your date range using the calendar icon next to the text box.
7. Click “Run Report.”

How a Survey Differs from a Quiz

A survey follows many of the forms and functions of a quiz. There are only a few differences in regards to how you create a survey, and what learners see when filling out a survey.

When **creating a survey**, you would follow all of the same steps as those when you create a quiz. On the “Properties” tab, under “Type,” you would select “Survey” from the drop-down. Selecting the “Survey” option will grey out “Passing Score” and the option “Show final score,” since there are no scores for a survey.

When **creating survey questions**, you *do not* need to select the correct Answer Choices, since there are none. Note that for fill-in questions, you will need to put something in an Answer Choice box, that answer will be ignored when the user puts in their response (since there is no incorrect response), and the user will be limited to only a few characters for their response. Your best bet is to avoid using fill-in questions in a survey.

IMPORTANT!

Click “Save changes” after you create every question. If your survey is long and takes a lot of time to create, the system may log you out – a certain length of time without a page loading is considered inactivity by the system.

Publishing a survey follows the exact same steps as publishing a quiz.

When a user launches a survey and begins responding to survey questions, when they click “Submit,” they will not get a result of “Correct” or “Incorrect” like they do in a quiz. They will also not receive a score once a survey is completed.

When running a report to **retrieve survey results**, you will follow the same steps as you would to pull a report for a quiz. All of the same fields that apply to a quiz apply to the same fields in a survey. The only fields that you will exclude (since they will always come up blank for a survey) will be “Lesson Success,” “Score,” and “Result.”

Report // [course follow-up survey results]

 [course follow-up survey results] Print 

All dates and times are in (GMT -5:00) Eastern Time (US & Canada).

Full Name	Lesson	Lesson Completion	Interaction Description	Type	Learner Response
Doe, Jane	Course Follow-Up Survey	completed	Question 3	likert	Very likely
Doe, Jane	Course Follow-Up Survey	completed	Question 4	choice	Biochemistry Psychology
Doe, Jane	Course Follow-Up Survey	completed	Question 5	true-false	True

Important Note Regarding Content Manager Users

Users with the Content Manager permission enabled on their account are NOT able to see or edit quizzes or surveys created by the Administrator (non-user), nor other users with the Content Manager permission. The Content Manager user will ONLY be able to see the *SCORM packages* created from the Quiz/Survey authoring tool by the Administrator (non-user) and other users with the Content Manager permission.

The Administrator (non-user) CAN see and edit quizzes and surveys created by users with the Content Manager permission, and the user who created the quiz or survey will be able to see the edits made by the Administrator (non-user).