Conducting Tests and Surveys

InterwiseConnect™

A test or survey can be made up of questions (yes/no, multiple choice, and free text) and/or other Event Materials (such as images or HTML files).

Overview

To create and conduct a test or survey, perform the following steps:

Step 1: Create the test / survey.

Step 2: Send the test / survey to the Participants.

Step 3: Review Participant responses.

Step 4: End the test / survey and save the results.

Step 5: View the test / survey results.

Step 1: Create the Test / Survey

To create a test or survey:

1 Using the Event Materials Editor, right-click on an item in the Event Materials where you want to insert the test / survey.

2 Click **Insert>Test** to display the *Insert Test* window.

3 In the **Details** tab, enter the Test name and insert a note if required.

4 In the **Options** tab, select **Test** or **Survey** mode (for a test, also choose either **Manual Weighting** or **No Grades**) and click **OK**.

To create questions for a test or survey:

There are 3 types of Questions – Yes/No, Multiple Choice and Free Text.

1 Right-click on an item in the Event Materials and select **Insert>Question**.

2 Select the question type and click **OK**.

3 Enter the following details: Title, Question, Answers (Multiple Choice only), Correct Answer. If **Manual Weighting** was selected, you must enter the grade manually.

Note: Select the checkbox to the left of gray fields to activate the Multiple Choice option.

4 Click **Save**.

Note: Free text questions are not recommended in sessions with a large number of Participants.

To add other Event Materials to a test or survey:

You can add other Event Materials such as image files and HTML files to a test / survey.

1 In the *Event Materials* pane, right-click the item where you want to insert an item and select **Insert**.

2 Select the type of item you want to insert (**Picture**, **Sound**, **Movie**, and so on). The *Insert* window is displayed.

3 In the **Details** tab, define the Item name, specify the file location and insert a note if required.

4 According to the item type, define Load Actions in the **Options** tab.

5 Click **OK**. The item is inserted into the *Event Materials* pane.

Step 2: Send the Test / Survey

Once created, the Materials included in the test / survey must be uploaded to the ICC before sending the test / survey to Participants.

Once connected with the Participant application, double-click the test / survey item you want to send (or load from the **Polls** tab). As soon as communication is completed, the test / survey automatically appears on the Participants' Whiteboards.

- Elapsed time in minutes (after starting) is displayed to the left of the **End** button.
- You can converse with Participants during the test.
- Participants connecting after the test has started cannot take it.
- A Participant who disconnects during the test / survey can resume after reconnecting if it is still in progress.
- You MUST end a test / survey before exiting the application as otherwise all test / survey data will be lost.

Step 3: Review Responses

The Moderator can review test / survey results for each Participant in the Event as they respond. There are three different types of tests / surveys:

Survey, ***No Grades test***, and ***Manual Weighting test***.

Note: Participant responses are automatically saved in a text file (see Step 5).

To interpret responses to a survey:

1 Each successive question in a survey is a column number in the test window. The columns show the responses next to each Participant on the list.

Note: Click on the column number to display the question window. If it has been specified, the **Correct Answer** appears there as well.

Y = 'Yes' response to a Y/N question;
N = 'No' response to a Y/N question;
1-5 = Numbered response to a survey question;
Blank = No response yet to this question.
+ = Typed in response to a Free Text question.

2 The average response (the sum of all responses divided by the number of responses) is displayed on the *Average* line under the Participant list.

To interpret responses to a No Grades or Manual Weighting test:

1 Each successive question in a No Grades or Manual Weighting test is a column number in the test window. The columns show the responses next to each Participant on the list.

Note: Click on the column number to display the question window.

2. Answer symbols: **green** means correct, **red** means incorrect.
   Symbols for graded questions are in gray and in white if not graded
3. **Y** = 'Yes' response to a Y/N question;
   N = 'No' response to a Y/N question;
   1-5 = Numbered response to a Multiple Choice question;
   + = Typed in response to a Free Text question.

   Note: Click on **+** to view the typed in response in the lower box.

   Blank = No response yet to this question.
4. The % of correct answers for each question is displayed on the *Correct* line under the Participant list.

The following three steps are specific to Manual Weighting tests:

5. The Grade appears in the column after the last question. It is the total of the weights specified for each correct question.
6. To change the Free Text grade, click the **End** button, click the **+** symbol for the Free Text question and change the grade in the box to the left of the **Grade** button.

   Note: Click **Grade** to recalculate the overall grade.
7. To send grades, select **Send result to Participants**. The grade is sent as a private note.

Note: You can also share the test or survey response statistics with the Participants when the test or survey has been completed, by clicking **Share**.

Step 4: End the Test / Survey and Save Results

1. Click **End**. A confirmation message asks if you want to end the test / survey.
2. Click **Yes**. This removes the test / survey from the Participant Whiteboard. A copy of the report is automatically saved in: *participant\Reports.*
3. If you click **Send results to ICC**, the results are saved in: *\ftpVc\Reports\<Virtual ICC name>.*

Step 5: View Results

To view the results in a text file:

1. Select the *\participant\Reports* folder.
   The name for the *.TXT file is made up of several parameters separated by underscores.
   For example: *TR10_3_1508_1619.TXT*.

Parameter	Notation
Test report	TR
Course number	10
Event number	3
Date (DDMM)	1508
Time (HHMM)	1619

2. Double-click on the file.

To view the results in Excel:

The Participant installation includes an Excel add-in (*.xla file) that converts a test results file into an Excel workbook. The *.xla file is placed in the *participant\ AddIns* folder.

Note: The information provided is the same as in the txt file, but may be easier to work with for some users.

To open the Excel workbook:

1. From the Excel *File* menu, click **Open Interwise Report**.
2. Choose the report you want in the *participant\Reports* folder and click **Open**. A new Excel Workbook is automatically created from the text file.

To interpret the Excel workbook:

- *General Information*
  Course Name and Number, Section and Session numbers, Session ID, Instructor, Number of Participants, Start and End time for the test.
- *Questions*
  Number, Title, Type, Question Text, Weight, Correct Answer.
- *Answers*
  Participant Name, ID, Answer to Q1, Grade, Answer to Q2, Grade,,, Answer to Qn, Grade, Total Grade.

To install the Excel Add-In:

If you do not see the command **Open Interwise Report** at the bottom of the *File* menu in Excel, here is how to add it:

1. From the Excel *Tools* menu, select **Add-Ins**.
2. Click the **Browse**… button and browse to *participant\ AddIns* and select **open_interwise_report.xla**.
3. Click **OK** to accept and then close the *Add-Ins* window.

Note: If there are problems inserting the Add-In, you may have to change the security level for Excel.