

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 In the Event Materials Editor, right-click in the Materials tab 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 an item in the Materials tab and select **Insert>Question**.
- 2 Select the question type and click **OK**.
- 3 Enter the Title, Question, Answers (Multiple Choice only), and 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 Materials to a test or survey:

You can add image files and HTML files to a test/survey.

- 1 In the *Materials* tab, 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 in the *Materials* tab.

Step 2: Send the Test/Survey

Materials included in the test/survey must be uploaded to the ACC before sending the test/survey to Participants.

When connected to the Event with the Participant application, double-click the test/survey item you want to send (or load from the **Polls** tab). When communication with the ACC is completed, the test/survey automatically appears on 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 who connect 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 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 question is a column in the test window. The rows show each Participant's responses.

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 (the sum of all responses divided by the number of responses) is shown under the Participant list.

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

- 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.
- Answer symbols: **green** means correct, **red** means incorrect. Symbols for graded questions are in gray and in white if not graded
- 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.

- The % of correct answers for each question is displayed on the *Correct* line under the Participant list.

The following three steps are specific to Manually Weighted tests:

- The Grade appears in the column after the last question. It is the total of the weights specified for each correct question.
- 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.
- 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

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

Step 5: View Results

To view the results in a text file:

- 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

- 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.

- From the Excel *File* menu, click **Open Interwise Report**.
- 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:

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

Note: you may have to change the security level for Excel to install the Add-In.