

User Manual

SmartLite WebQuiz SQL Edition



SmartLite WebQuiz SQL

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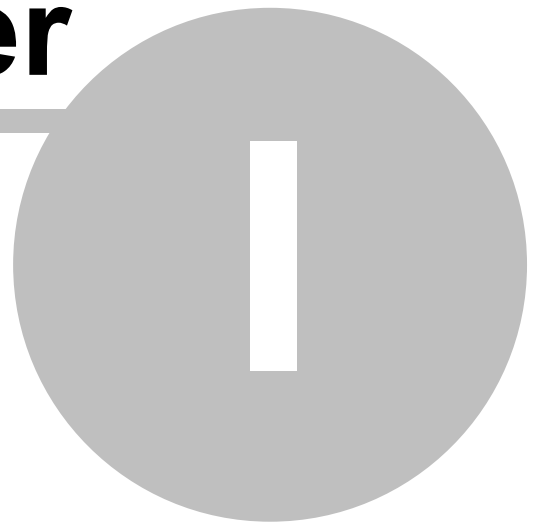
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Introduction

Chapter I

Chapter



1 Introduction

Overview

Welcome to the **WebQuiz SQL Edition** User Manual!

With this software you can create web assessments, quizzes and tests that are published directly to the Internet/Intranet and are then answered on-line.

Throughout this user manual, you will learn how to build quizzes, how to customize them and how your test takers can take them.

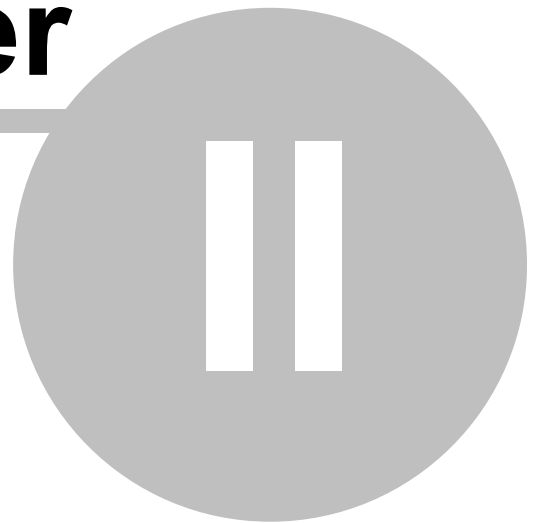
WebQuiz SQL Edition Main Features:

- You can **enter** questions, **define** options for the questions, **set** evaluations for the questions and **invite** users to take the quiz.
- Supports **five question types** - multiple choice, multiple answer, true/false, fill-in-the-blank, essay.
- Supports the **inclusion of images and graphics** in questions.
- Customized **quiz evaluations** defined by the author of the quiz.
- The **random sequencing** of questions and answers is another option.
- As is selecting a **random number** of questions from the whole quiz database.
- You can categorize questions into **topics**
- Questions can be **time limited** for each quiz.
- Quiz answers are **automatically saved**.
- Users can be supported with **automatic e-mails**.
- **Quiz answers** can be **exported** for handling in other software.

Users

Chapter II

Chapter



2 Users

Overview

A **User** is someone whose details are already known and has previously taken the quiz that the administrator selected.



In brief this screen shows the **Users** that have taken a quiz, how long they took to do the quiz and their score for the quiz. You can view fuller details about the **Users** activities in the quiz by selecting the **Show User Details** icon.

- **Auto reload** - determines how frequently the displayed screen is refreshed.
- **Import** - you can import a list of users that have already taken the quiz (e.g. on paper)

Find This Page










1. Logon as an **Administrator**.
2. Select the **Users** option.

Options for This Page

Option	Description
	You can Show User Details by selecting this icon.
	You can Delete a user by selecting this icon.

Show User Details icon

If you select the **Show User Details** icon, a popup window will appear with the following information.

Field	Description								
[Custom Data]	Displays any Custom Data you have created (custom data is created when you Edit a quiz and select the Custom Data button). By default, WebQuiz creates two custom data: First Name and Last Name.								
IP	Displays the IP (Internet Protocol) address of the computer that was used to take the quiz on.								
Start Date	When the user started the quiz.								
End Date	When the user completed the quiz.								
Total Time	The time the user took to finish the quiz.								
Score	The users score for the quiz.								
[Questions]	Displays all the questions viewed by the test taker. For each question, it also displays if it was answered correctly, incorrectly or not answered. <table border="1" data-bbox="673 762 1349 968"> <thead> <tr> <th>Result</th> <th>Icon</th> </tr> </thead> <tbody> <tr> <td>Correct</td> <td></td> </tr> <tr> <td>Incorrect</td> <td></td> </tr> <tr> <td>Not answered (Null)</td> <td></td> </tr> </tbody> </table>	Result	Icon	Correct		Incorrect		Not answered (Null)	
Result	Icon								
Correct									
Incorrect									
Not answered (Null)									

2.1 Logins

Overview

Logins are users that are allowed to take a quiz. Adding at least one **Login** to a quiz changes the state of that quiz from public to private, ie. only allowed **Logins** can take the quiz. If a quiz is private, only **Logins** (with a valid username and password) can take it; if instead the quiz is public, anyone can take the quiz (no username/password is required).

In addition to **Logins**, quizzes can also be password-protected. See the chapter **Options, Add / Edit Quiz** for more information.

Find this page

1. Select the **Users** option
2. Select **Logins**

Options for This page

Add - Here you can create a new **Login** user for your quiz.

Field	Description
User Name	Enter a name to be used as the Login user id.
Password	Enter a password for the Login user id.
Accesses	Here you can select a value between 0 and 10 or allow an unlimited number of accesses to your quiz by the Login user.
[Custom Data]	Enter the values for any Custom Data you have created (custom data is created when you Edit a quiz and select the Custom Data button). By default, WebQuiz creates two custom data: First Name and Last Name.

- You can then **Save** or **Cancel** your entry.

(In this window you again have the option of **Editing** or **Deleting Login** users)

Invite - If, in **Custom Data** you have added **Custom Data** whose **Type** is set to **e-mail**, then you can send an **e-mail Inviting** a **Login** user to take the quiz.

Field	Description										
From	The e-mail address you want to use as the sender. If you want to add also a name (not only an e-mail) you can use the following format: "FirstName LastName" <email@mysite.com>										
To	The custom data field whose Type has been set to "E-Mail".										
Subject	A heading, title or brief description for the e-mail.										
Body	The message you want to send. You can use the following special tags that get automatically replaced when each e-mail is sent. <table border="1" data-bbox="673 1354 1347 1701"> <thead> <tr> <th>Tag</th> <th>Gets Replaced With</th> </tr> </thead> <tbody> <tr> <td>\$WebQuiz.CustomData.UserName</td> <td>The username for that user.</td> </tr> <tr> <td>\$WebQuiz.CustomData.Password</td> <td>The password for that user.</td> </tr> <tr> <td>\$WebQuiz.CustomData.QuizLink</td> <td>The URL of the quiz to take.</td> </tr> <tr> <td>\$WebQuiz.CustomData.CUSTOM_FIELD</td> <td>Any custom data you have created.</td> </tr> </tbody> </table>	Tag	Gets Replaced With	\$WebQuiz.CustomData.UserName	The username for that user.	\$WebQuiz.CustomData.Password	The password for that user.	\$WebQuiz.CustomData.QuizLink	The URL of the quiz to take.	\$WebQuiz.CustomData.CUSTOM_FIELD	Any custom data you have created.
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\$WebQuiz.CustomData.CUSTOM_FIELD	Any custom data you have created.										

- Check the box(es) in the list for the **Login** users you want to send the **e-mail** to, then click **OK** to confirm.
- If you send the **e-mail** a message will appear on screen informing you how many **e-mails** have been sent.

(In this window you again have the option of **Editing** or **Deleting Login** users)

Remind - If, in **Custom Data** you have added **Custom Data** whose **Type** is set to **e-mail**, then you can send an **e-mail Reminding** a **Login** user to take the quiz. Reminders are only sent to users that, at the specified date, have not taken the quiz yet.

Field	Description										
From	The e-mail address you want to use as the sender. If you want to add also a name (not only an e-mail) you can use the following format: "FirstName LastName" <email@mysite.com>										
To	The custom data field whose Type has been set to "E-Mail".										
Activate reminder #	You can send up to three reminders; each with their own Subject, Body and Date.										
Subject	A heading, title or brief description for the e-mail.										
Body	The message you want to send. You can use the following special tags that gets automatically replaced when each e-mail is sent. <table border="1" data-bbox="673 993 1349 1333"> <thead> <tr> <th>Tag</th> <th>Gets Replaced With</th> </tr> </thead> <tbody> <tr> <td>\$WebQuiz.CustomData.UserName</td> <td>The username for that user.</td> </tr> <tr> <td>\$WebQuiz.CustomData.Password</td> <td>The password for that user.</td> </tr> <tr> <td>\$WebQuiz.CustomData.QuizLink</td> <td>The URL of the quiz to take.</td> </tr> <tr> <td>\$WebQuiz.CustomData.CUSTOM_FIELD</td> <td>Any custom data you have created.</td> </tr> </tbody> </table>	Tag	Gets Replaced With	\$WebQuiz.CustomData.UserName	The username for that user.	\$WebQuiz.CustomData.Password	The password for that user.	\$WebQuiz.CustomData.QuizLink	The URL of the quiz to take.	\$WebQuiz.CustomData.CUSTOM_FIELD	Any custom data you have created.
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\$WebQuiz.CustomData.QuizLink	The URL of the quiz to take.										
\$WebQuiz.CustomData.CUSTOM_FIELD	Any custom data you have created.										
Choose date	Use the Choose Date icon to set a Date for the Reminder.										

- Click **Ok** to confirm. Reminders are then sent at the date you have specified.

(In this window you again have the option of **Editing** or **Deleting Login** users)

Import - Import your **Login** users from a text file.

Field	Description
Text	<p>Paste into this text box your text file (CSV) with the following format:</p> <p>User Name,Password,Accesses,[Custom Data]</p> <p>The first three fields are required, for example:</p> <p>john,secret,5</p> <p>If you specify -1 in Accesses, it means Unlimited, for example:</p> <p>john,secret,-1</p>

- Choose **OK** to process your selection or **Cancel** to de-select it

(In this window you again have the option of **Editing** or **Deleting Login** users)

Export - Export your **Login** users to a different quiz database.

Field	Description								
Choose target database	Select the quiz to export the Login users to.								
Export mode	<p>Select what you want to happen to existing Login users of the quiz.</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Append to existing Logins</td> <td>Adds to the existing list of Logins.</td> </tr> <tr> <td>Overwrite existing Logins</td> <td>Replaces the existing list of Logins.</td> </tr> <tr> <td>Clear existing Logins</td> <td>Remove the existing Logins from the list for this quiz and create a new list for the quiz with these new Logins.</td> </tr> </tbody> </table>	Field	Description	Append to existing Logins	Adds to the existing list of Logins.	Overwrite existing Logins	Replaces the existing list of Logins.	Clear existing Logins	Remove the existing Logins from the list for this quiz and create a new list for the quiz with these new Logins.
Field	Description								
Append to existing Logins	Adds to the existing list of Logins.								
Overwrite existing Logins	Replaces the existing list of Logins.								
Clear existing Logins	Remove the existing Logins from the list for this quiz and create a new list for the quiz with these new Logins.								

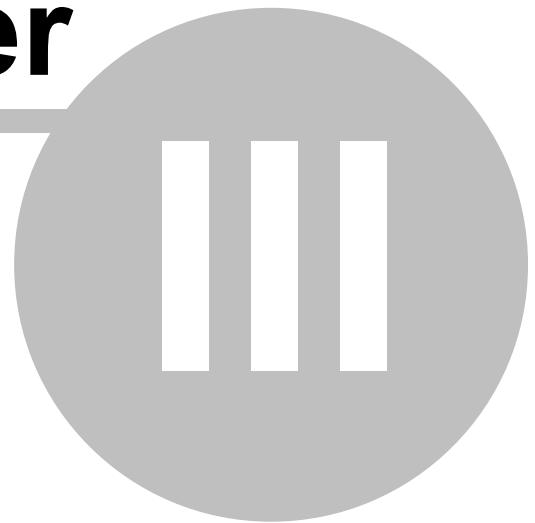
- Choose **OK** to process your selection or **Cancel** to de-select it

(In this window you again have the option of **Editing** or **Deleting Login** users.)

Questions

Chapter III

Chapter



3 Questions

Overview

On selecting the **Questions** option the administrator is presented with a screen showing an overview of the selected quiz. In brief this screen shows the ID for the question, the questions and their possible answers and statistics relating to the answers selected by the quiz users. Further details for all of these functions are given below.

From here you can also **Edit** an existing question or **Add** a new question.

- **Auto reload** - determines how frequently the displayed screen is refreshed.


Find This Page

1. Logon as an **Administrator**.
2. Select the **Questions** option.

Options for This Page

Select the **Add** button to add a new question.

- For the displayed **Question** table.

Field	Description
	Select this icon to Edit an existing Question.
ID	Selecting the questions ID will also take you to the screen where you can Edit the Question.
Question	The Question itself is displayed here along with any supplied answers, that the quiz taker has to consider.
Views	Shows how many times the Question has been attempted.
Right	The number of times the correct answer for the question was selected.
Wrong	The number of times an incorrect answer was given to the Question.
Null	The number of times that the Question was not attempted.
Score	Displays the average score attained by quiz takers for a particular Question.
#	The number of times that a particular answer has been selected. This information is also displayed in a bar chart along the row.
%	Shows the percentage of times that a particular answer has been selected for a Question. This information is also displayed in a bar chart along the row.

3.1 Add / Edit Question

Overview

You can **Edit an Existing Question** or **Add a New Question** here.

First you are presented with a screen showing an overview for the question. The fields in the table shown here are defined in the **Edit an Existing Question** table.

Having reviewed it, you can then choose either the **Edit** button or you could **Delete** the question by selecting the **Delete** button.


Find This Page

1. Select **Questions**.
2. Select the **Show Question Details** icon or the question **ID** or the **Add** question button.

Options for This Page

Selecting **Add a New Question** or **Edit an Existing Question** - leads to this table.

Field	Description
-------	-------------

Introduction	Type in the introduction for the Question.										
Question	Type in the text for the Question.										
	Selecting this option takes you to a HTML editor giving you greater control and input to your Question. eg. Pasting text from another application, inserting an image or 'flash' movie										
Type	<p>Your Question can be one of the following types:</p> <table border="1"> <thead> <tr> <th>Option:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>Multiple choice</td> <td>You can have up to 10 possible answers.</td> </tr> <tr> <td>Multiple answer</td> <td>You can have up to 10 possible answers.</td> </tr> <tr> <td>True / False</td> <td>n/a</td> </tr> <tr> <td>Fill-in-the-Blank</td> <td>You can select from; Alphanumeric, Whole Number, Literal, Decimal Number or Essay answers.</td> </tr> </tbody> </table>	Option:	Description:	Multiple choice	You can have up to 10 possible answers.	Multiple answer	You can have up to 10 possible answers.	True / False	n/a	Fill-in-the-Blank	You can select from; Alphanumeric, Whole Number, Literal, Decimal Number or Essay answers.
Option:	Description:										
Multiple choice	You can have up to 10 possible answers.										
Multiple answer	You can have up to 10 possible answers.										
True / False	n/a										
Fill-in-the-Blank	You can select from; Alphanumeric, Whole Number, Literal, Decimal Number or Essay answers.										
Topic 1 Topic 2 Topic 3	Here you can use the drop-down box to select the Topic you want to associate this Question with. Topics are explained more fully at: Options - Add/Edit Quiz.										
Image	Here you can attach an image to the Question by specifying the full path for where to find that image. eg. http://www.smartlite.it/en2/images/logo_sl.gif Alternatively you can use the HTML editor to upload images to a question.										
Score	You can assign Score values to answers for a Question regardless of whether they are Right, Wrong or even a Null response, where no answer is given. As a default a Right answer is given a Score value of 1, with the Wrong and Null ones defaulting to 0. However, you can also give any answer an additional Score value if you choose to regardless of whether it is; 'Right', 'Wrong' or even 'Null'. This capability is particularly useful if you want to award extra marks for a correct answer or award some marks for a partially correct answer. ie It gives you the capability to 'weight' the Score values for a particular answer.										
Answer #	If you have selected Multiple choice or Multiple answer here you enter the various Answers you want the user to select from. Again you can invoke the HTML editor to help with this. You can award extra marks here for selecting an Answer in the Score field associated with the Answer. Again, this capability is particularly useful if you want to award extra marks for a correct answer or award some marks for a partially correct answer. ie It gives you the capability to 'weight' the Score values for a particular answer. NB. If there is one correct answer for a Question you must nominate the radio button associated with that correct answer.										
True / False	If the Question type you selected was True / False here you nominate the correct answer for the Question by nominating the radio button for either True or False. You can award extra marks here to either or both True and false statements, using their respective score fields. Again, this capability is particularly useful if you want to award extra marks for a correct answer or award some marks for a partially correct answer. ie It gives you the capability to 'weight' the score values for a particular answer. NB. Use the radio button to nominate the single correct answer.										
Right answer	If you selected 'Fill-in-the-Blank' as your Question type, you should record the correct answer for the Question here. You can separate multiple correct answers with pipe ().										

Options	You can check boxes here to fix the following settings:	
	Option:	Description:
	No right answer	If there is no one correct answer to the question.
	Answer is required	Forces the user to give an answer.
	If neither box is checked	Their may or may not be a single correct answer and users can continue with the quiz even if they do not record an answer for the Question.
Feedback	If a Question is answered incorrectly you can leave a message here for the quiz taker. The HTML editor icon is again available for you to use.	

- You should then select a button to either **Save** or **Cancel** the **Edit** you have made.
- You can also use the **Print** button to **Print** your work and / or use the **Close** button.

Chart

Chapter IV

Chapter



IV

4 Chart

Overview

The screen first displayed when selecting the **Chart** option shows a graphical representation of how well the ten best users of the quiz are doing.

Auto reload - determines how frequently the displayed screen is refreshed.


Find This Page

1. Logon as an **Administrator**.
2. Select the **Chart** option.

Options for This Page

First, using the drop-down box you can select the order of the **Charts** displayed. Choose whether to have the **Top 10** shown first or the **Lowest Scores** shown first.

- **Chart** - for the table displayed.

Field	Description
	Takes you to the User details window, as described in Users.
#	The Number of times the quiz has been taken by that individual.
User	The name of the quiz taker relating to the chart(s) displayed.
Chart	A graphical representation of the quiz takers score for an attempt at a quiz. This allows the Administrator to monitor a quiz takers progress.
Score	The quiz takers raw Score for an attempt at a quiz.
Date	The Date when the quiz taker attempted the quiz.

Export

Chapter V

Chapter



5 Export

Overview

You can **Export** your answers to read and handle them off-line.

Find This Page

1. Logon as an **Administrator**.
2. Select the **Export** option.

Options for This Page

How do you want to **Export** the answers?

Field	Description
Text format	Select this option to have the answers for your quiz displayed as plain Text in a web-browser window. From the web-browser window you can copy/paste it into another application.
Microsoft Word format	You can Save the answers as a Microsoft Word .doc file to your computer. You can also view the answers as a Microsoft Word .doc file whilst on-line before deciding whether to save the file or not.
Microsoft Excel format	You can Save the answers as a Microsoft Excel .csv file to your computer. You can also view the answers as a Microsoft Excel .csv file whilst on-line before deciding whether to save the file or not.

Options

Chapter VI

Chapter



VI

6 Options

Overview

The first time you **Logon** as an **Administrator** you are taken to this page first.


It is here that you set the parameters for a quiz and then, at a later time, can edit them.

Find This Page

1. Logon as an **Administrator**.
2. Select **Options**.

Options for This Page

To set the options for the administration area:

Field	Description
Current quiz database	Select the quiz you want to Edit or change parameters for. If the quiz is listed in red, it means it is not active; go to the Edit Quiz window to activate it.
	Here you can select to Create a new quiz, Duplicate an existing quiz, Upgrade an old quiz to SQL, Edit a quiz or Delete a quiz.
Max users per page	Select, from the drop-down box, how many quiz takers (in rows) you would like to see displayed per page in the Users option.
Max user per chart	Select, from the drop-down box, how many Charts (in rows) you would like to see displayed per page in the Chart option.
Password	Set the password for accessing the Administration options.
Default values	Set default values for Invitation and Reminder e-mails.
Default quiz database	Choose the Quiz Database you would like the system to default to when you Logon as an Administrator. A Quiz Database contains all the Questions in a quiz and the Answers given by the quiz takers. If the quiz is listed in red, it means it is not active; go to the Edit Quiz window to activate it.
Max questions per page	Select, from the drop-down box, how many Questions you would like to see displayed per page in the Questions option.
Max custom fields per chart	Select, from the drop-down box, how many Custom fields you would like to see displayed per page in the Chart option.
Export format	Select from the drop-down menu if you want to Export all of the answers text, or it's number or it's letter. You can also choose to export no answers, so exporting will be quicker.

- Finally either **Save** your options or **Reset** them.

6.1 Add / Edit Quiz

Overview

This window allows you to add a **New** quiz or **Edit** an existing one. You can change all the quiz options from here.

Find This Page

1. Logon as an **Administrator**.
2. Select **Options**.
3. Select the **Current Quiz Database - Properties** button.

4. Select **New Quiz** (to **Add** a new quiz) or **Edit Quiz** (to alter an existing one).

Options for This Page

When you **Add** or create a new quiz you have the following options:

Field	Description																								
Quiz title	Enter or edit the title for your Quiz.																								
Author	Enter the name of the quiz Author.																								
Description	Enter the description of the quiz.																								
Certificate account ID	If you have installed the PDF Certificate Management add-on, here you can specify the ID of your account, otherwise this field can be left void.																								
Language	Choose the language for the interface of the quiz window.																								
General options	Set the following options as desired:																								
	<table border="1"> <thead> <tr> <th>Option:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>Show questions in random order.</td> <td>Check the box if you want to show the questions in a Random order</td> </tr> <tr> <td>Show answers in random order.</td> <td>Check the box if you want to show the answers in a Random order.</td> </tr> <tr> <td>How do you want to display the questions?</td> <td>From the drop-down menu select form the options to: 1. Show all the questions. 2. Show a limited number of questions. You must then specify the range of questions to be displayed. 3. Show questions from specified topics. If you choose this option, you also need to choose the questions from the topics. See paragraph Topics for more information.</td> </tr> <tr> <td>Max time</td> <td>Check the box if you want to limit the amount of Time (minutes) in which a quiz must be taken.</td> </tr> <tr> <td>Send answers by e-mail</td> <td>Check this box so that answers are e-mailed to the specified e-mail address. In the To field you can also add multiple e-mail, each one separated by comma.</td> </tr> <tr> <td>Set min score</td> <td>Check this box if you want to set a minimum score for the quiz.</td> </tr> <tr> <td>Allow quiz resume</td> <td>Allow quiz takers to resume their quiz if they close the window, change page, their computer crashes, etc. For this option to work, you need to display one question per page and request users to login with username/password.</td> </tr> <tr> <td>Show Question ID and Number</td> <td>Shows the ID and progressive number of each question while taking the quiz.</td> </tr> <tr> <td>Show Pause button</td> <td>Shows a button to pause the quiz when the timer is enabled.</td> </tr> <tr> <td>Show Reset button</td> <td>Allows the user to reset their answers and start answering again.</td> </tr> <tr> <td>Show Close button</td> <td>Shows a button to close the quiz window.</td> </tr> </tbody> </table>	Option:	Description:	Show questions in random order.	Check the box if you want to show the questions in a Random order	Show answers in random order.	Check the box if you want to show the answers in a Random order.	How do you want to display the questions?	From the drop-down menu select form the options to: 1. Show all the questions. 2. Show a limited number of questions. You must then specify the range of questions to be displayed. 3. Show questions from specified topics. If you choose this option, you also need to choose the questions from the topics. See paragraph Topics for more information.	Max time	Check the box if you want to limit the amount of Time (minutes) in which a quiz must be taken.	Send answers by e-mail	Check this box so that answers are e-mailed to the specified e-mail address. In the To field you can also add multiple e-mail, each one separated by comma.	Set min score	Check this box if you want to set a minimum score for the quiz.	Allow quiz resume	Allow quiz takers to resume their quiz if they close the window, change page, their computer crashes, etc. For this option to work, you need to display one question per page and request users to login with username/password.	Show Question ID and Number	Shows the ID and progressive number of each question while taking the quiz.	Show Pause button	Shows a button to pause the quiz when the timer is enabled.	Show Reset button	Allows the user to reset their answers and start answering again.	Show Close button	Shows a button to close the quiz window.
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Max time	Check the box if you want to limit the amount of Time (minutes) in which a quiz must be taken.																								
Send answers by e-mail	Check this box so that answers are e-mailed to the specified e-mail address. In the To field you can also add multiple e-mail, each one separated by comma.																								
Set min score	Check this box if you want to set a minimum score for the quiz.																								
Allow quiz resume	Allow quiz takers to resume their quiz if they close the window, change page, their computer crashes, etc. For this option to work, you need to display one question per page and request users to login with username/password.																								
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Show Close button	Shows a button to close the quiz window.																								

Questions per page	Select, a radio button to determine whether the quiz taker sees:	
	Option:	Description:
	Show all questions in a single page.	All the quiz questions are displayed in one page.
	Show one question per page.	The quiz taker sees only one question per page.
	Hide question first	Hides the question text and shows the introduction first.
	Show feedback after each question	The feedback is displayed immediately after each question (not only at the end of the quiz).
	Allow mark for review.	Allow quiz takers to mark a question, skip, and come back later.
	Show the Back button	Choose when you want to display the button to go the the previous question.
Security	Check the boxes for the following settings to be enforced:	
	Option:	Description:
	Allow global users to access the quiz	Global users (i.e. users you have entered in the database) are allowed to access the quiz.
	Allow only one access to the quiz.	Quiz users are allowed only one attempt at the quiz.
	Disable right mouse click.	Prevents the quiz taker from having 'right mouse click' functions available to them. eg Prevents copy/pasting via a 'mouse' operation.
	Request a password for accessing the quiz.	If the quiz is only accessible to users identified as 'Logins' adding a password to the quiz is not really necessary. Password can be used to protect a public quiz. In order to take a password protected public quiz the quiz takers will have to know the password.
	Open the quiz in a popup window	Opens the quiz in a popup window, disabling toolbars, status bars, etc.

At the end of the quiz	<p>Check the appropriate box to determine the options you would like to occur at the end of the quiz:</p> <table border="1"> <thead> <tr> <th data-bbox="534 296 748 327">Option:</th> <th data-bbox="748 296 1446 327">Description:</th> </tr> </thead> <tbody> <tr> <td data-bbox="534 327 748 390">Show date and time</td> <td data-bbox="748 327 1446 390">Show the quiz taker the current date and time.</td> </tr> <tr> <td data-bbox="534 390 748 422">Show IP address</td> <td data-bbox="748 390 1446 422">Show the quiz taker his/her current IP address.</td> </tr> <tr> <td data-bbox="534 422 748 485">Show total score (points)</td> <td data-bbox="748 422 1446 485">This shows the quiz taker the total score they attained for the quiz.</td> </tr> <tr> <td data-bbox="534 485 748 548">Show total score (percent)</td> <td data-bbox="748 485 1446 548">Show the total score in % (percent).</td> </tr> <tr> <td data-bbox="534 548 748 726">Show evaluation</td> <td data-bbox="748 548 1446 726">Shows the quiz taker an Evaluation of their performance in the quiz. This is shown at the end of a quiz once the quiz taker has submitted their answers and their total score has been calculated. Various levels of Evaluation can be created to report back to users the level of their performance in the quiz.</td> </tr> <tr> <td data-bbox="534 726 748 789">Show statistics</td> <td data-bbox="748 726 1446 789">Shows the quiz taker some statistics about their answers (correct, incorrect, omitted) and a score chart per topic.</td> </tr> <tr> <td data-bbox="534 789 748 852">Show answer results</td> <td data-bbox="748 789 1446 852">Shows the results for the answers (correct, incorrect, omitted).</td> </tr> <tr> <td data-bbox="534 852 748 915">Show topic score (percent)</td> <td data-bbox="748 852 1446 915">Shows the score in % (percent) for each topic.</td> </tr> <tr> <td data-bbox="534 915 748 947">Show full results</td> <td data-bbox="748 915 1446 947">Show the quiz taker how well they did in each question.</td> </tr> <tr> <td data-bbox="534 947 748 1041">Show right answers</td> <td data-bbox="748 947 1446 1041">Show the quiz taker the correct answers to the quiz. You may also choose to display the correct answers only if the quiz is passed.</td> </tr> <tr> <td data-bbox="534 1041 748 1104">Show Print button</td> <td data-bbox="748 1041 1446 1104">Allows the user to Print-out their score and/or Evaluations for their performance in a quiz.</td> </tr> <tr> <td data-bbox="534 1104 748 1167">Show Print Certificate button</td> <td data-bbox="748 1104 1446 1167">Allows the user to view/print their PDF certificate, if any.</td> </tr> <tr> <td data-bbox="534 1167 748 1230">Show Close button</td> <td data-bbox="748 1167 1446 1230">Allows the user to close the current window.</td> </tr> </tbody> </table>	Option:	Description:	Show date and time	Show the quiz taker the current date and time.	Show IP address	Show the quiz taker his/her current IP address.	Show total score (points)	This shows the quiz taker the total score they attained for the quiz.	Show total score (percent)	Show the total score in % (percent).	Show evaluation	Shows the quiz taker an Evaluation of their performance in the quiz. This is shown at the end of a quiz once the quiz taker has submitted their answers and their total score has been calculated. Various levels of Evaluation can be created to report back to users the level of their performance in the quiz.	Show statistics	Shows the quiz taker some statistics about their answers (correct, incorrect, omitted) and a score chart per topic.	Show answer results	Shows the results for the answers (correct, incorrect, omitted).	Show topic score (percent)	Shows the score in % (percent) for each topic.	Show full results	Show the quiz taker how well they did in each question.	Show right answers	Show the quiz taker the correct answers to the quiz. You may also choose to display the correct answers only if the quiz is passed.	Show Print button	Allows the user to Print-out their score and/or Evaluations for their performance in a quiz.	Show Print Certificate button	Allows the user to view/print their PDF certificate, if any.	Show Close button	Allows the user to close the current window.
Option:	Description:																												
Show date and time	Show the quiz taker the current date and time.																												
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Show answer results	Shows the results for the answers (correct, incorrect, omitted).																												
Show topic score (percent)	Shows the score in % (percent) for each topic.																												
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Show Print Certificate button	Allows the user to view/print their PDF certificate, if any.																												
Show Close button	Allows the user to close the current window.																												
Instructions	You can have a Message displayed at the start of the quiz with salutations and/or instructions for the quiz. You can invoke the HTML editor to assist in preparing this Message by selecting the the Edit button. This message is displayed before any custom data requested and, if the quiz is timed, before the timer starts.																												
Introductory message	You can have a Message displayed at the start of the quiz with salutations and/or instructions for the quiz. You can invoke the HTML editor to assist in preparing this Message by selecting the the Edit button. This message is displayed after any custom data requested and, if the quiz is timed, after the timer starts. You can also hide the Next button for a specified amount of seconds, so that users can read the introductory message.																												
Final message	You can have a Message displayed at the end of the quiz with salutations and/or instructions for the end of the quiz. You can invoke the HTML editor to assist in preparing this Message by selecting the the Edit button.																												
Introductory message (Results page)	You can have a Message displayed at the start of the Results page. You can invoke the HTML editor to assist in preparing this Message by selecting the the Edit button.																												
Final message (Results page)	You can have a Message displayed at the end of the Results page. You can invoke the HTML editor to assist in preparing this Message by selecting the the Edit button.																												

Show in public list	Test takers can go to the page <i>quizlist.asp</i> and see the list of available quizzes. Use the drop-down box and select either:	
	Option:	Description:
	No	Do not show the quiz in the public list. Test takers need to know the exact quiz link to take it.
Yes	Show the quiz in the public list. Test takers can go review the quiz list and click the quiz title to take it.	
Active	Use the drop-down box and select either:	
	Option:	Description:
	No	Do not make the quiz active. ie It is an inactive one. This is useful when you are still adding questions and you don't want your users be able to take it.
	Yes	Make the quiz active. ie It is a usable one.
Yes, limited	Make the quiz active only from a selected date and/or until a selected date.	

- Finally either **Save** or **Cancel** your settings.

When you **Edit** an existing quiz you also have the following options which will be seen at the top of the table:

Field	Description
ID	Automatically allocated by the software.
Quiz URL	Displays the url for where your quiz is located. You can click on a link to either View the quiz or Copy the url to the 'clipboard'. This is the link where your quiz takers should go to take the quiz.

- Finally either **Save** or **Cancel** your settings.

6.2 Custom Data

Overview

At the start of a quiz you can request extra input from the user. This is referred to as **Custom Data**.

Custom Data could be **Text** (alphanumeric characters), an **e-mail** or a **Selection** from a list.

You can **Edit** existing **Custom Data** or **Add** new **Custom Data**.



Find This Page

1. Logon as an **Administrator**.
2. Select **Options**.
3. Select the **Current Quiz Database - Properties** button.
4. Select **Edit Quiz**

5. Select **Custom Data**

Options for This Page

The table you see summarizes the **Custom Data** settings of the users:

Field	Description										
	Select this to edit the Custom Data for a user.										
	Select this to Delete the Custom Data for a user.										
Name	Displays the label for any selected Custom Data.										
Label	Displays the label for any selected Custom Data. The quiz taker sees this label before taking the quiz.										
Default value	This is the default value for the selected Custom Data. If you enter a default value and the quiz taker does not change it, it will be saved as it is.										
Description	Displays a short text below the custom data (e.g. instructions).										
Type	<p>This sets the type of Custom Data you are going to request from the takers of a quiz. Options here to select from a drop-down box are:</p> <table border="1"> <thead> <tr> <th>Option:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>Text</td> <td>The quiz taker can enter any text.</td> </tr> <tr> <td>E-Mail</td> <td>The quiz taker can enter only a valid e-mail address.</td> </tr> <tr> <td>Selection</td> <td>If this option is selected then the quiz taker has to choose an option from a drop-down box. Values for selection have to be entered in the Combo field which will appear, each one separated by ;</td> </tr> <tr> <td>Numeric</td> <td>The quiz taker can enter any number.</td> </tr> </tbody> </table>	Option:	Description:	Text	The quiz taker can enter any text.	E-Mail	The quiz taker can enter only a valid e-mail address.	Selection	If this option is selected then the quiz taker has to choose an option from a drop-down box. Values for selection have to be entered in the Combo field which will appear, each one separated by ;	Numeric	The quiz taker can enter any number.
Option:	Description:										
Text	The quiz taker can enter any text.										
E-Mail	The quiz taker can enter only a valid e-mail address.										
Selection	If this option is selected then the quiz taker has to choose an option from a drop-down box. Values for selection have to be entered in the Combo field which will appear, each one separated by ;										
Numeric	The quiz taker can enter any number.										
Visible	<p>Sets whether the user can see the Custom data or not.</p> <table border="1"> <thead> <tr> <th>Option:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>The Custom data is shown to the quiz taker.</td> </tr> <tr> <td>No</td> <td>The Custom data is not shown to the quiz taker, but the Custom data is still saved to the quiz database when answers are submitted.</td> </tr> </tbody> </table>	Option:	Description:	Yes	The Custom data is shown to the quiz taker.	No	The Custom data is not shown to the quiz taker, but the Custom data is still saved to the quiz database when answers are submitted.				
Option:	Description:										
Yes	The Custom data is shown to the quiz taker.										
No	The Custom data is not shown to the quiz taker, but the Custom data is still saved to the quiz database when answers are submitted.										
Required	<p>Sets whether the user has to comply with entering Custom data.</p> <table border="1"> <thead> <tr> <th>Option:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>The Custom data 'value' has to be entered by the quiz taker prior to taking the quiz.</td> </tr> <tr> <td>No</td> <td>The Custom data is not required from the quiz taker.</td> </tr> </tbody> </table>	Option:	Description:	Yes	The Custom data 'value' has to be entered by the quiz taker prior to taking the quiz.	No	The Custom data is not required from the quiz taker.				
Option:	Description:										
Yes	The Custom data 'value' has to be entered by the quiz taker prior to taking the quiz.										
No	The Custom data is not required from the quiz taker.										
Combo values	If in the Type field, as defined above, you have chosen the Selection option it is here that you declare the values that you want the Login users to choose from. All values must be separated by a semi-colon. eg Group A; Group B; Group C; etc.										
Disabled	<p>Determines if the the user can edit the Custom data:</p> <table border="1"> <thead> <tr> <th>Option:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>The Custom data cannot be edited by the quiz taker, but the Custom data is still saved to the quiz database when answers are submitted.</td> </tr> <tr> <td>Yes</td> <td>The Custom data can be edited by the quiz taker.</td> </tr> </tbody> </table>	Option:	Description:	No	The Custom data cannot be edited by the quiz taker, but the Custom data is still saved to the quiz database when answers are submitted.	Yes	The Custom data can be edited by the quiz taker.				
Option:	Description:										
No	The Custom data cannot be edited by the quiz taker, but the Custom data is still saved to the quiz database when answers are submitted.										
Yes	The Custom data can be edited by the quiz taker.										
Min length, Max length	If in the Type field, as defined above, you have chosen the Text option it is here that you can set the maximum and minimum length for the text.										
Min value, Max value	If in the Type field, as defined above, you have chosen the Numeric option it is here that you can set the maximum and minimum values for the number.										

- Finally either **Save** your settings or **Cancel** them.

6.3 E-Mail

Overview

Here you can prepare an **e-mail** to be sent automatically when a user submits his/her answers for a quiz.

You can enable two different e-mails: a **Notification** e-mail and a **Confirmation** e-mail. The **Notification** e-mail sends an e-mail not to the user taking the quiz but to another person (e.g. the quiz author, administrator, manager, etc.). The **Confirmation** e-mail, instead, sends an e-mail to the user taking the quiz. In addition to the message, in both e-mails you can also include the user details (as well as the score and the evaluation) using special tags.

Find This Page

1. Logon as an **Administrator**.
2. Select **Options**.
3. Select the **Current Quiz Database - Properties** button.
4. Select **Edit Quiz**
5. Select **E-mail**

Options for This Page

To prepare an **e-mail** you have the following options:

Field	Description								
Subject	Enter a title or Subject for your e-mail.								
From	The e-mail address of the sender.								
To	The e-mail address of the recipient. In the Confirmation e-mail, you need to choose the custom data field whose Type has been set to "E-Mail".								
Bcc	The e-mail address of anyone you wish to send a blind copy of the e-mail.								
Text	<p>The body or content of the e-mail. You can use the following special tags that get automatically replaced when each e-mail is sent.</p> <table border="1"> <thead> <tr> <th>Tag</th> <th>Gets Replaced With</th> </tr> </thead> <tbody> <tr> <td>.SCORE.</td> <td>The score got by the quiz taker.</td> </tr> <tr> <td>.EVALUATION.</td> <td>The evaluation got by the quiz taker.</td> </tr> <tr> <td>.CUSTOM_FIELD.</td> <td>Any custom data you have created.</td> </tr> </tbody> </table>	Tag	Gets Replaced With	.SCORE.	The score got by the quiz taker.	.EVALUATION.	The evaluation got by the quiz taker.	.CUSTOM_FIELD.	Any custom data you have created.
Tag	Gets Replaced With								
.SCORE.	The score got by the quiz taker.								
.EVALUATION.	The evaluation got by the quiz taker.								
.CUSTOM_FIELD.	Any custom data you have created.								
Attach PDF certificate	Available only for the Confirmation e-mail, allows you to attached the generated PDF certificate. This option is active only if you have installed the PDF Certificate Management add-on.								
Clear	Empties any the field entries previously made in the e-mail.								

- Finally either **Save** or **Cancel** your **e-mail**.

6.4 Evaluation

Overview

When a user has submitted his/her answers for a quiz as well as displaying the results you can show a statement, or report, **Evaluating** the performance. **Evaluations** can be added for any range of scores in your quiz.



You can **Edit** an existing **Evaluation** or **Add** a new **Evaluation**.

Find This Page

1. Logon as an **Administrator**.
2. Select **Options**.
3. Select the **Current Quiz Database - Properties** button.
4. Select **Edit Quiz**
5. Select **Evaluation**

Options For This Page

You can **Add** a new **Evaluation** or use the table to:

Field	Description						
	Select this icon to Edit an existing Evaluation interval.						
	Select this icon to Delete an existing Evaluation interval.						
Lower bound	What is the Lower boundary, or score, for this Evaluation interval.						
Upper bound	What is the Upper boundary, or score, for this Evaluation interval.						
Message	<p>Here you can enter the text for this Evaluation interval. You can invoke an HTML editor to help and give you more options here. You can use the following special tags that get automatically replaced when the evaluation is displayed.</p> <table border="1"> <thead> <tr> <th>Tag</th> <th>Gets Replaced With</th> </tr> </thead> <tbody> <tr> <td>.SCORE.</td> <td>The score got by the quiz taker.</td> </tr> <tr> <td>.CUSTOM_FIELD.</td> <td>Any custom data you have created.</td> </tr> </tbody> </table>	Tag	Gets Replaced With	.SCORE.	The score got by the quiz taker.	.CUSTOM_FIELD.	Any custom data you have created.
Tag	Gets Replaced With						
.SCORE.	The score got by the quiz taker.						
.CUSTOM_FIELD.	Any custom data you have created.						
The quiz is passed	If you select this option, then when test takers get this interval, the quiz is considered "passed".						
Certificate ID	If you have installed the PDF Certificate Management add-on, here you can specify the ID of the certificate to be generated when users get this Evaluation interval.						

- Finally either **Save** your options or **Cancel** them.

6.5 Topics

Overview

You may want to be able to group questions into specific **Topics** within the quiz.

This option allows you to both sort questions into **Topics** and then select questions from different **Topics** for use in a quiz. It is here that you set the parameters for a quiz and can then, at a later time, edit them.



You can **Edit** an existing **Topic** or **Add** a new one.

Find This Page

1. **Logon** as an **Administrator**.
2. Select **Options**.
3. Select the **Current Quiz Database - Properties** button.
4. Select **Edit Quiz**
5. Select **Topics**

Options for This Page

You can **Add** a new **Topic** or use the table to:

Field	Description
	Select this icon to Edit an existing Topic.
	Select this icon to Delete an existing Topic.
Title	Enter a Title or name for your Topic.
Questions	Enter the number of questions of this topic you want to include in the Quiz.
Show in statistics	Shows this topic in the final statistics.

- Finally either **Save** your settings or **Cancel** them.

6.6 Administrators

Overview



You may want to allow access to the administration area to different **administrators**. Each administrator, having a unique password, can manage his/her own quizzes only or be allowed to manage them all. Additionally, administrators can have full or read-only permissions.

Find This Page

1. **Logon** as an **Administrator**.
2. Select **Options**.
3. Select the **Account Administrators** button.

Options for This Page

You can **Add** a new **Administrator** or use the table to:

Field	Description
	Select this icon to Edit an existing Administrator.
	Select this icon to Delete an existing Administrator. The current administrator cannot be deleted.
First Name	Enter the first name for the Administrator.
Last Name	Enter the last name for the Administrator.
Password	Enter the login password for the Administrator.
Expiration	Enter the expiration date for the Administrator, in the format mm/dd/yyyy. At midnight of the specified date, the Administrator will not be able to login any longer.
Can create new quizzes	Specify if the Administrator can create new quizzes or manage existing quizzes only.
Can manage administrators	Specify if the Administrator can add/edit/delete other administrators.
Permissions	<p>Specify detailed permissions for the Administrator. Each permission can be Read only (R) or Read/Write (RW). The right column lists all the quizzes which the Administrator has been granted access to (R or RW). For example, if you add (R) [All Quizzes] and (RW) Sample Quiz, then the Administrator will be able to access all quizzes in read-only mode, and the quiz "Sample Quiz" in read/write mode (i.e. he/she will be allowed to edit it). If, instead, you add only (RW) Sample Quiz, then the Administrator will be able to access only the quiz "Sample Quiz" in read/write mode.</p> <p>Note: all permissions work for SQL-based quizzes only. If in your account you also have MS Access-based quizzes, then they will be always displayed regardless of the Administrator permissions.</p>

- Finally either **Save** your settings or **Cancel** them.

6.7 Global Users

Overview



Global users are users that can have access to multiple quizzes. If a user is added to Global Users, he/she can login into several quizzes, without being manually added to each one. In the options for each quiz you can specify if the quiz allows access to global users or not (only to local users).

Find This Page

1. Logon as an **Administrator**.
2. Select **Options**.
3. Select the **Global Users** button.

Options for This Page

You can **Add** a new **Global User** or use the table to:

Field	Description
	Select this icon to Edit an existing Global User.
	Select this icon to Delete an existing Global User.
Username	Enter the login username for the Global User.
Password	Enter the login password for the Global User.
First Name	Enter the first name for the Global User.
Last Name	Enter the last name for the Global User.
Expiration	Enter the expiration date for the Global User, in the format mm/dd/yyyy. At midnight of the specified date, the Global User will not be able to login any longer.

- Finally either **Save** your settings or **Cancel** them.

How To Take Quizzes

Chapter VII

Chapter



VII

7 How To Take Quizzes

Overview

This section explains the procedure for users to locate and take your quiz.

For Users to Take a Quiz

Users can take a quiz if they know the quiz URL. The administrator can find out the quiz URL by going to the **Quiz Edit** window and reading the **Quiz URL** address. The quiz needs to be active for users to take it.

Once users go to this address, if the quiz is public they can immediately start the quiz; if the quiz is private, they first need to enter their login information (username and password).

Another option is to direct users to the page `quizlist.asp` (for example, `http://www.yourwebsite.com/webquiz/quizzes/quizlist.asp`) when they can see the list of available quizzes and click one to take it.

While taking the quiz, a new session is displayed **In progress** in the Users window. If the user submits his/her answers, the session is finalized; if the user abandons the quiz, the session remains in progress. In progress sessions are automatically deleted after 24 hours.

Contact

Chapter VIII

Chapter



VIII

8 Contact

For further information or for technical support, please contact :

SmartLite Software
Via Cellini, 25
21052 Busto Arsizio VA
Italy

Phone: + 39 0331.624845
Fax: + 39 0331.670496
E-mail: info@smartlite.it and support@smartlite.it
Web: <http://www.smartlite.it>

