

Questionmark Word Authoring Tool and Authoring Manager FAQ

Q. How do I map a network drive to Questionmark q:\\?
Please refer to this website <http://www.dental.umaryland.edu/dentaloffices/it/EdTechCent/Questionmark/Index.html> and click on **Mapping Q:**.

Q. What is the folder structure for every dental or dental hygiene course ?
DeptName\DivisionName\SubjectCourseNumber-Title\SemesterYear\ExamNumber\RawFiles
DeptName\DivisionName\SubjectCourseNumber-Title\SemesterYear\ExamNumber\Media
DeptName\DivisionName\SubjectCourseNumber-Title\SemesterYear\ExamNumber\Reports
DeptName\DivisionName\SubjectCourseNumber-Title\SemesterYear\ExamNumber\DistributionFiles

DDS Example:

EPOD\Foun518-FoundationsClinicalDentistry\Fall2007\Exam1\RawFiles
EPOD\Foun518-FoundationsClinicalDentistry\Fall2007\Exam1\Media
EPOD\Foun518-FoundationsClinicalDentistry\Fall2007\Exam1\Reports
EPOD\Foun518-FoundationsClinicalDentistry\Fall2007\Exam1\DistributionFiles

DH Example:

HPP\DentalHygiene\DHYG311-PreventionAndControl1\Fall2007\Exam1\RawFiles
HPP\DentalHygiene\DHYG311-PreventionAndControl1\Fall2007\Exam1\Media
HPP\DentalHygiene\DHYG311-PreventionAndControl1\Fall2007\Exam1\Reports
HPP\DentalHygiene\DHYG311-PreventionAndControl1\Fall2007\Exam1\DistributionFiles

Q. Will this folder structure be ready and available to use by course directors and faculty?
Yes. If it is not ready and available, please let us know and we will get it setup right away.

Q. Who has access to these folders?
Initially only the course director, course faculty (for DDS), Dr. James Craig, department admin staff, and I will have access to these folders. If you would like other faculty members to have access to these folders then you must let us know and we will give access.

Q. What goes into the RawFiles folder?
QM Word template files with questions should be located in this folder. The filename should have a major topic area. The topic can be as granular or as global as you would like. We will be using the filename to create the topic name on the questionmark server.

Q. What is the filename convention for the question files that will reside in RawFiles folder?
The filename of the question file should be the name of the topic. These files will be put under the RawFiles folder. Every topic will have a question file and appropriately named because this name is what we will use to create the folder structure on the repository. Even if you have only a couple of questions per topic, create a separate file. Please do not put more than 50 question per file.

Example: Amalgam.doc
AlternativeDevices.doc
HistologyEpithelialTissues.doc

Q. What is the question id format? **changed from last year**
The question description is for every question in questions file(s). Please pay close attention to the naming convention. The maximum length of the question name or description can be 200 characters.
keyword(s), keyword(s), keyword(s), Faculty initials+0001
Example: amalgam, matrices, RB0001
alternative devices, home care instruction, orthodontic appliance, EP001

Q. What is the filename convention for media files?
The filename of the media should identify the "QM question filename + the question number". The media filename should only contain letters, numbers, and a hyphen - or underscore _. Questionmark does not like any other special characters like # or \$ or % or & etc. You could have more than one media file(s) for a question. Please follow the naming convention.

Example: AmalgamRJB001.jpg (picture file)
AmalgamRJB001_2.jpg (second picture file for question 1)
PhysiologyHistologyEpithelialTissuesRBB007.avi (movie file for question 7)
PhysiologyHistologyEpithelialTissuesRBB007-2.avi (second movie file for question 7)
AlternativeDevicesEP001.jpg (picture file)
AlternativeDevicesEP004.mov (movie file)

- Q. Are we required to follow the formatting rules of Question id or Question description?
Yes, and this is to your benefit. It provides a consistent way to store question about a topic in the repository. This will also help you to find and locate questions easily when you are trying to incorporate question(s) from different department, courses, faculty etc. into your assessment.
- Q. What goes into the Media folder?
If you have any images/pictures or movie files (without audio) then you place them in this folder.
- Q. What goes into the Reports folder?
After the assessment is completed by all the students we provide the course director with some standard reports. We give Item Analysis, Question Statistics, and an Overall Assessment View reports. This will assist the course director about the quality of the questions and make modifications in the future.
- Q. What goes into the DistributionFiles folder?
This is where we will put your draft paper version of the exam which has the question, all the answer choices, the right answer, and the point value for you to review and make final corrections.
This is where we put the official scrap sheet.
And this is also the place where we will put paper version of the exam once the draft copy is finalized and this will serve us as the backup for an exam. Course director, or course faculty, or the department assistant can make backup copies from this file and this location.
- Q. Where do I get the blank QM word template?
Here is the website link <http://www.dental.umaryland.edu/dentaloffices/it/EdTechCent/Questionmark/Index.html> and click on **Blank QM Word Template** on this page. Right mouse click on this file and save it to your computer. When you are ready to use the template open the file and enable the macros.
- Q. How to enable the macros so that the Questionmark word template works?
Follow the link to this website <http://www.dental.umaryland.edu/dentaloffices/it/EdTechCent/Questionmark/Index.html> and click on one of **enable macros in word 2003** or **enable macros in word 2007** depending on the version of Microsoft Word you have on your computer.
- Q. How soon should I submit the proofed question to ETC or what are the timelines for submitting questions?
changed from last year
For DDS it is 8 working days prior to the actual assessment day.
For Dental Hygiene it is 5 working days prior to sending the paper backup copies to the Eastern Shore.
- Q. What is the maximum length of the question id or question description?
The maximum length of the question id can be 200 characters.
- Q. Where do I put the question id or question description?
Question id is put in the description field of a question. This field is available in both Word Authoring Tool and Questionmark Authoring Manager
- Q. What is the maximum length of the question stimulus?
The maximum length of the question stimulus/text is 5000 characters.
- Q. What is the range of the score?
The range of the score is from -9999 to 9999. . This means you can have questions with negative scoring as well. You can leave a score of a wrong answer choice at 0 to avoid negative scoring.
- Q. For image based questions – what is the recommended size of the image?

The recommended size of the image is 500 by 500 pixels. If possible please resize the images/pictures before submitting.

- Q. Shuffling of answer choices is a must. **changed from last year**
In a multiple choice question avoid “all of the above” or “none of the above”.
- Q. Using Questionmark Word Template – can I have less than 5 choices for Multiple Choice question?
Yes, leave the text in the answer choices as is (don't edit or delete the text).
- Q. Using Questionmark Word Template – can I have more than 5 choices for Multiple Choice question?
Yes, click on Add Choice in the QM tool bar or the QM template.
- Q. How to do extra credit questions in an assessment?
You can intersperse the extra credit questions in the assessment, so the student will not be able to distinguish between extra credit and non extra credit questions. The total score of the assessment will include points for all the questions. Since, the students don't know which is an extra credit question and which is not, they would have to answer all the questions.

If you want to keep the extra credit and the non-extra credit separate and also give an option to students (they can choose or not to answer the extra credit questions) then separating the two assessments will be way to do it. Both the assessments will be put under Blackboard's Assessment button/tab and students can take one assessment after another.

- Q. What types of questions can I create with Questionmark Perception?
Many types of questions can be created with Questionmark Perceptions and they are as follows:

Drag and drop – Participants place several graphical markers on the background graphic to indicate their answers (these are called the “hot” areas).

Essay – The user is presented with a question, and answers by typing in text. Essay questions are designed for long, open-ended text questions that are answered with free text essays. These can be scored with Questionmark's Scoring Tool, or by other methods outside Perception. Unscored essay questions can also be useful in surveys.

Fill in banks – These questions allow you to set a number of blanks for the participant to fill in, with each entry scored separately. Using the wizard, you can only define one correct answer for each blank, but you can construct outcomes for these questions manually to add additional answers and trap any number of variations.

Likert scale – These questions are multiple choice questions that ask the participant to assign an option from a set of possibilities to a question. A Likert scale must have at least 3 but no more than 10 possibilities. See Creating a Likert scale question.

Matching – These questions offer the participant a drop-down list of possible responses to a question.

Matrix – In these questions, the participant chooses one answer in each row, from a matrix of option buttons. You can define several lines of information, which gives much greater flexibility than a single multiple choice question.

Multiple choice – In these questions, participants are presented with a question and a choice of answers, only one of which is correct. There is no limit to the number of distracters you can use.

Multiple response – These questions can be used very effectively for more complex material. You can define any number of correct answers, and award points for each one selected.

Numeric – These questions are appropriate when you want the participant to enter a number. You can specify a range, and even assign a different score to answers within this range.

Pull-down list – These questions are functionally the same as matrix questions. The difference is simply one of presentation: matrix questions have the options presented as option buttons, whereas these questions present the options as drop-down menus.

Ranking – These questions require the participant to place a list of options in an order.

Select a blank – These questions invite the participant to choose the correct word or phrase from a drop down list that corresponds to a blank area of text.

Text match – These questions are similar to a fill in blanks question. You still need to be careful to avoid ambiguity. By setting the score to zero, you could use this question type to collect information.

True/False – These questions are multiple choice questions that ask the participant to give a “True” or “False” answer to a question.

Yes/No – These questions are multiple choice questions that ask the participant to give a “Yes” or “No” answer to a question.