



Tuesday Training with the Techs

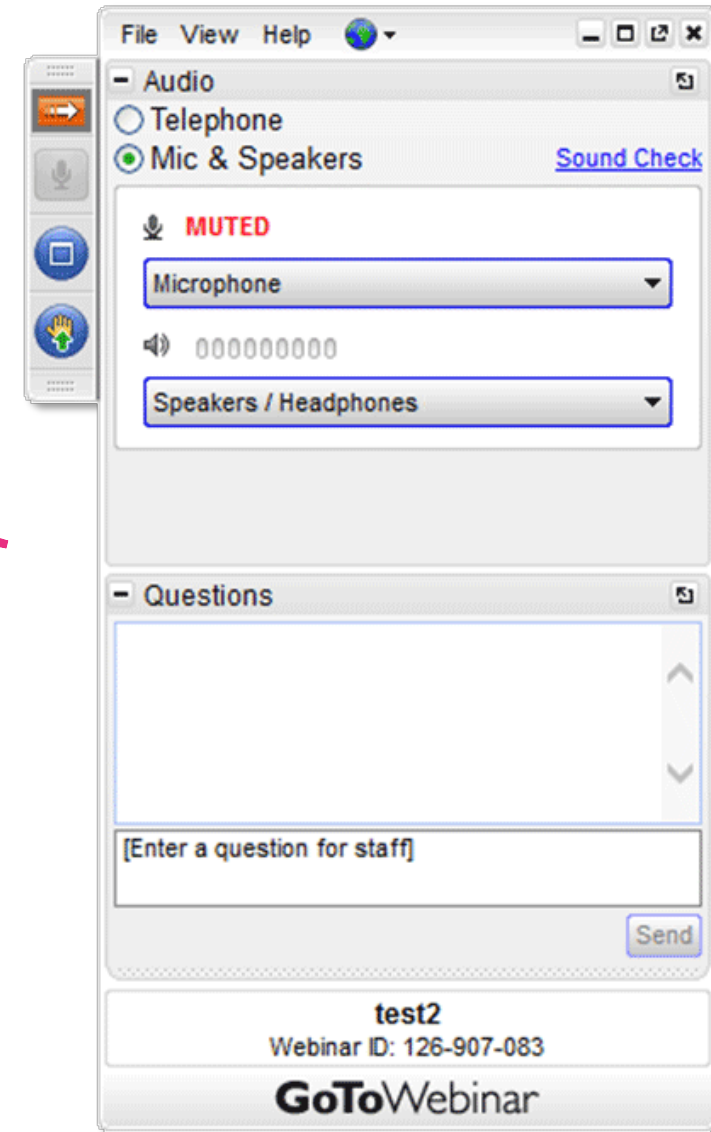
Building Report Rapport – Customizing Reports

September 20, 2022

To ask questions,
use the “Questions”
feature

Watch for an email after the training:

- Download slides (PDF)
- View a recording



Today's Presenter



Tom Leggett

Trainer/Consultant

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Quick Poll



Do you use the reports just as they come?

Enter your response in the chat:

*Just as they come
We modify the reports
That's why I am here*

Agenda

During this session, we will cover:

- Utilizing and modifying the Coaching Report
- How the Grade Book Report is used and how to configure to your needs
- Export to ASCII and what makes this raw report useful and configurable
- A limited overview of the New Reports and Dashboards our newest reporting framework



Choosing The Right Report for the Job

Coaching Report

- Great for providing detailed information on a SINGLE participant performance and their performance on an assessment
- Useful for the participant and for the administrator
- Tells the story of what the participant saw, how they answered and how they performed
- One of the first reports you need to pull if you are getting challenged on an assessment

Coaching Report				
Assessment name	Electrical Motors Quiz	Maximum score	8	
Employee ID	brianm	Percentage score	50%	
Date/time finished	Feb 13 2019 19:21:48	Assessment outcome label	Fail	
Total score	4			
Questions				
Topic	Question wording	Possible outcomes	Answer given	Correct answer
C - Industry Specific Questions/Construction/Electrical Skills/AC Motors	A squirrel-cage motor is the simplest kind of multi-speed motor because it requires no	0 windings, 1 power source, 2 brushes, 3 connections	windings	brushes
C - Industry Specific Questions/Construction/Electrical Skills/High Voltage Switchgear	A potential transformer has 37,500 volts applied to its primary. A voltmeter between the secondary terminals reads 125 volts. What is the turns ratio of the transformer?	0 600 to 1 step down, 1 600 to 1 step up, 2 300 to 1 step down, 3 300 to 1 step up	600 to 1 step up	300 to 1 step down
C - Industry Specific Questions/Construction/Electrical Skills/High Voltage Switchgear	Rubber gloves are very sturdy, so they can be kept anywhere.	0 True, 1 False	True	False
C - Industry Specific Questions/Construction/Electrical Skills/Synchronous Motors	In a synchronous motor, the pull-in point is the moment when the motor	0 reaches its full-load torque, 1 starts producing torque, 2 changes to synchronous operation, 3 all of the above	starts producing torque	all of the above

Understanding the Coaching Report Sections

Coaching Report

Assessment name	Electrical Motors Quiz	Maximum score	8
Employee ID	brianm	Percentage score	50%
Date/time finished	Feb 13 2019 19:21:48	Assessment outcome label	Fail
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Questions

Topic	Question wording	Possible outcomes	Answer given	Correct answer
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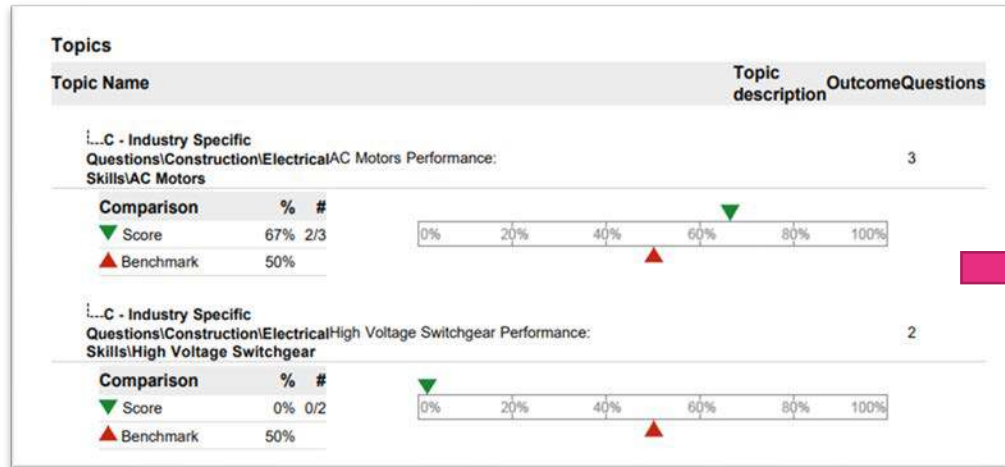
Header
Section

Question
Section

General
Reportlet settings

Edit header settings	Edit
Edit question settings	Edit
Edit topic settings	Edit
Edit comparison settings	Edit

Understanding the Coaching Report Sections

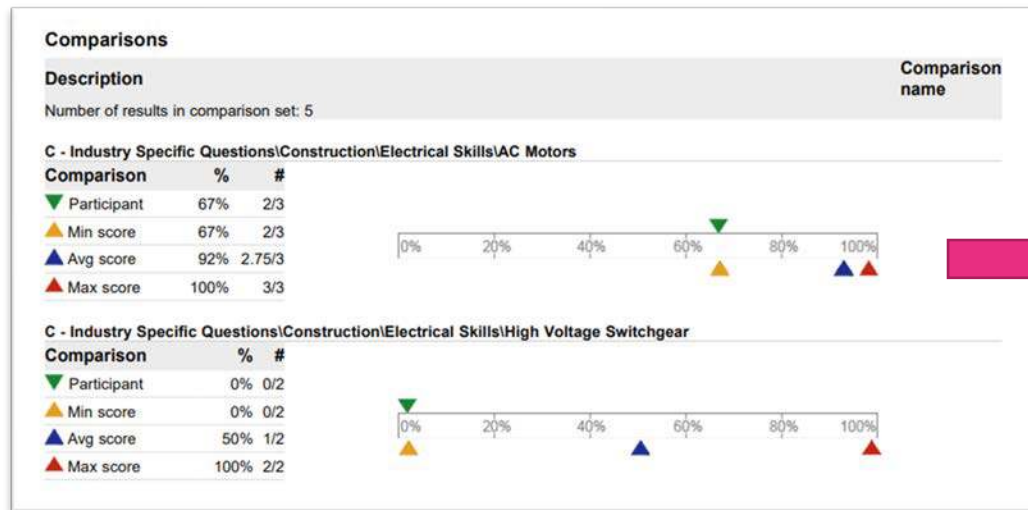


Topic Section

General **Reportlet settings**

Edit header settings	Edit
Edit question settings	Edit
Edit topic settings	Edit
Edit comparison settings	Edit

Understanding the Coaching Report Sections



Comparison Section

General **Reportlet settings**

Edit header settings	Edit
Edit question settings	Edit
Edit topic settings	Edit
Edit comparison settings	Edit

Customizing the Coaching Report

Live Demo



Choosing the Right Report for the Job

Grade Book Report

- Good for looking at a series of assessments taken by participants
- Can have multiple assessment list
- Can calculate a weight based on the assessment list
- May also be linked to Coaching Report

	1 - Assessment 1	2 - Assessment 2	Total
Participant name	Percentage score	Percentage score	Weighted percentage score
Carlo Sanchez	60%	100%	80%
Jane Petersen	100%	50%	75%
John Doe	40%	0%	20%

Understanding the Grade Book Report

Build a Grade Book Template

Please fill in the details below to customize your report

Save and Exit Save and View Cancel

Layout information

Report name

Choose report format: ☒ Screen view ☐ Printable

Font base size:

Initial group to own ... ☐ Make public

Select a default filter

Warning: only the information related to Group, Status, Special Filters and Dates will be used to filter the data.

Page header text

Page footer text

Participant information

Report on which participants

Group

Field name	Selected	Order	Alternative label
Score in points	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Maximum score	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Percentage score	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Assessment outcome label	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Participant details	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Group name	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Select All		Reset Order	Clear Labels

Totals and average information

Understanding the Grade Book Report

Build an assessment list

Please fill in the details below to customize your report

Assessment List information

Assessment List name:

<input type="button" value="Remove"/>	Assessment Name	Assessment ID	Assessment Author	Order	Weighting (0 - 100)	Alternative label
<input type="checkbox"/>	Electrical Skills Test version 1	240147000240147	manish.jaiswal@questionmark.com	<input type="text" value="1"/>	<input type="text" value="10"/>	<input type="text"/>
<input type="checkbox"/>	Hardware vs Software	240149000240149	manish.jaiswal@questionmark.com	<input type="text" value="2"/>	<input type="text" value="10"/>	<input type="text"/>
<input type="checkbox"/>	Electrical Skills Test - Printing and Scanning	250732000250732	manish.jaiswal@questionmark.com	<input type="text" value="3"/>	<input type="text" value="10"/>	<input type="text"/>
<input type="button" value="Remove All"/>	<input type="button" value="Add..."/>			<input type="button" value="Reset Order"/>	<input type="button" value="Reset Weights"/>	<input type="button" value="Clear Labels"/>

Working with the Grade Book Report

Live Demo



Choosing the Right Report for the Job

Export to ASCII

- Raw output into CSV file type
- Can be imported into multiple data packages
- Multiple assessments can be pulled into report

	A	B	C	D	E	F	G	H	I	J
1	Participant name	Participant group	Assessment name	Date/time started	Date/time finished	Status	Total score	Maximum score	Percentage score	Assessment outcome
2	brianm		Electrical Motors Quiz	June 12, 2019 - 14:04		In progress	0	0	0	
3	brianm		Electrical Motors Quiz	September 24, 2019 - 19:50		In progress	1	8	0	
4	brianm		Electrical Motors Quiz	July 11, 2019 - 13:49		In progress	2	8	0	
5	Quizmo McDemo		Electrical Motors Quiz	June 26, 2019 - 15:37	June 26, 2019 - 15:37	Finished normally	3	8	38	Fail
6	brianm		Electrical Motors Quiz	May 01, 2019 - 17:02		In progress	2	8	0	
7	brianm		Electrical Motors Quiz	April 24, 2019 - 15:54		In progress	2	8	0	

Configuring the ASCII Report

Field name selections

Layout information

Report name

Sample ASCII Report

Initial group to own

☒ Make public

Select a default filter

Do not use filter ▼

General information

Choose the general fields to export

Field name	Selected	Order	Alternative label
Participant name	<input type="checkbox"/>		
Participant group	<input type="checkbox"/>		
Participant details	<input type="checkbox"/>		
Assessment author	<input type="checkbox"/>		
Assessment name	<input type="checkbox"/>		
Assessment ID	<input type="checkbox"/>		

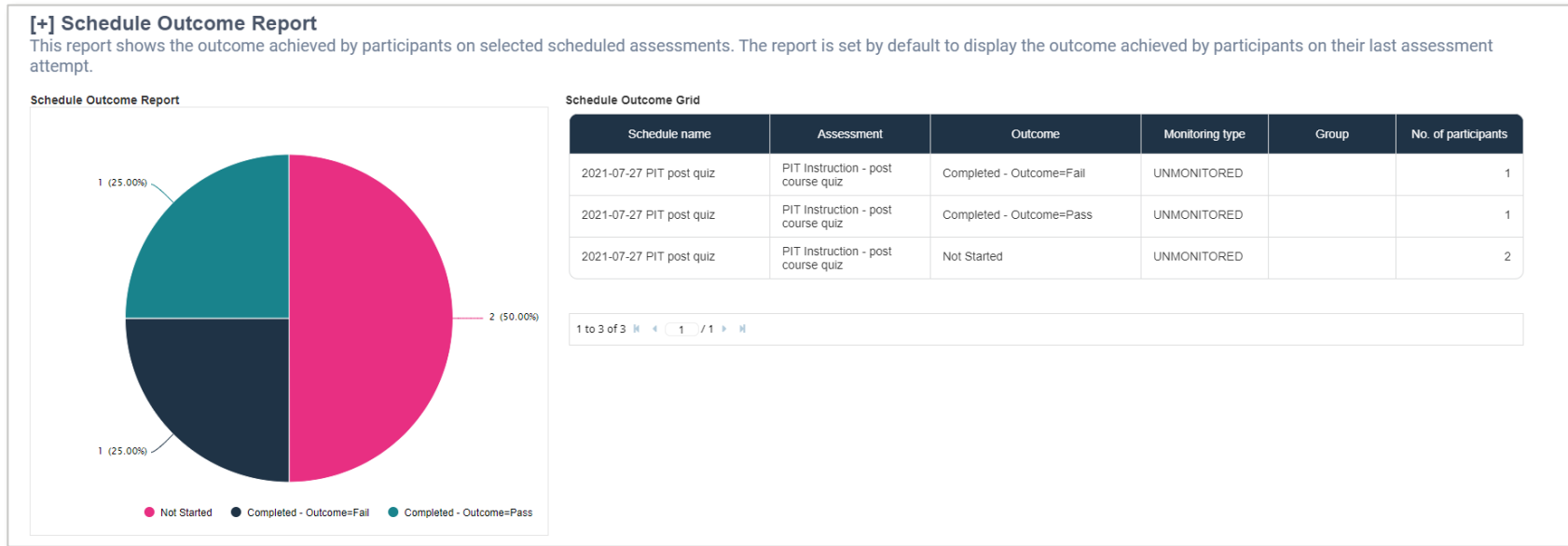
Name of field

Enable field on report

Column on report

Alternate field name

Schedule Outcome Report



- Provides a **real time** view of:
 - How many participants have not yet started a schedule?
 - How many participants are currently taking an assessment in the schedule?
 - How many participants have completed a scheduled assessment?
 - What is the breakdown of outcomes of in the schedule?

Item Exposure Report

Item Revision History Report Preview Records: All

Filters Apply Filter Clear

* Topic Author (First created by) Status Show latest revision

6 Change type =
7 Last modified by =
8 Last modified (Start date) =
9 Last modified (End date) =

Topic	Item ID	Description	Type	Status	Review status	Version ID	Revision	Author (First created by)	M
Aptitude/Transacti...	100000001625	Two ships are sailing in the sea on the two sides of a lighthouse. The angle of elevation of the top of the lighthouse is observed from the ships are 30° and 45° respectively. If the lighthouse is ...	MultipleChoice	Incomplete	null	4217	2	IzendaAdmin	Izenda
Aptitude/Speed	100000001614	A man purchased a cow for Rs. 3000 and sold it the same day for Rs. 3600, allowing the buyer a credit of 2 years. If the rate of interest be 10% per annum, then the man has a gain of:	MultipleChoice	Beta	null	4216	2	IzendaAdmin	Izenda
Aptitude/Speed	100000001612	A train running at the speed of 60 km/hr crosses a pole in 9 seconds. What is the length of the train?	MultipleChoice	Retired	null	4215	2	IzendaAdmin	Izenda
Aptitude/Distance	100000001616	Reena took a loan of Rs. 1200 with simple interest for as many years as the rate of interest. If she paid Rs. 432 as interest at the end of the loan period, what was the rate of interest?	MultipleChoice	Retired	null	4214	2	IzendaAdmin	Izenda
Aptitude	100000000042	A man purchased a cow for Rs. 3000 and sold it the same day for Rs. 3600, allowing the buyer a credit of 2 years. If the rate of interest be 10% per annum, then the man has a gain of:	MultipleChoice						
Aptitude	100000000039	Two ships are sailing in the sea on the two sides of a lighthouse. The angle of elevation of the top of the lighthouse is observed from the ships are	MultipleChoice						

- Shows how many times an item has been presented to participants, grouping items based on a user-defined numeric (i.e. # times exposed) or date-based thresholds
- Useful for reviewing if certain items should be retired and/or replaced in production assessments

Item Results by Metatag

Reports on questions in item bank by Metatag and Metatag value within specific assessment(s) and/or topic(s)

✓ Tag: Bloom's Taxonomy - Revised

Assessment ▾	Topic ▾	Tag value	Item description	Mean score	Max score	p-value	No of items
▽ All							
▽ PIT Instruction - post course quiz							
	Safety\Forklift Operation\Operation	2 - Understand	An operator must engage the brakes prior to dismounting.	0.67	1	0.67	1
	Safety\Forklift Operation\Operation	2 - Understand	Demonstrate the appropriate way to distribute the load on a forklift: Positic	0.56	1	0.56	1
	Safety\Forklift Operation\Operation	2 - Understand	When refueling or recharging a powered industrial truck the operator shoul	0.56	1	0.56	1
	Safety\Forklift Operation\Operation	3 - Apply	Calculate maximum capacity with 36-inch load center	0.56	1	0.56	1
	Safety\Forklift Operation\Operation	3 - Apply	PIT stability and load-weight	0.44	1	0.44	1
	Safety\Forklift Operation\Training a	1 - Recall	According to OSHA statistics, what percentage of forklift accidents are cau	0.67	1	0.67	1
	Safety\Forklift Operation\Training a	3 - Apply	Only the supervisor needs to know the load capacity and center of gravity	0.78	1	0.78	1

Activity Dashboard

- Summary/Visualizations for area's yearly, quarterly and monthly activity
 - # results completed
 - # assessments published
 - # of participants created
 - # active groups
 - # results by outcome (e.g. pass, fail, etc.)
- First component of new reporting framework



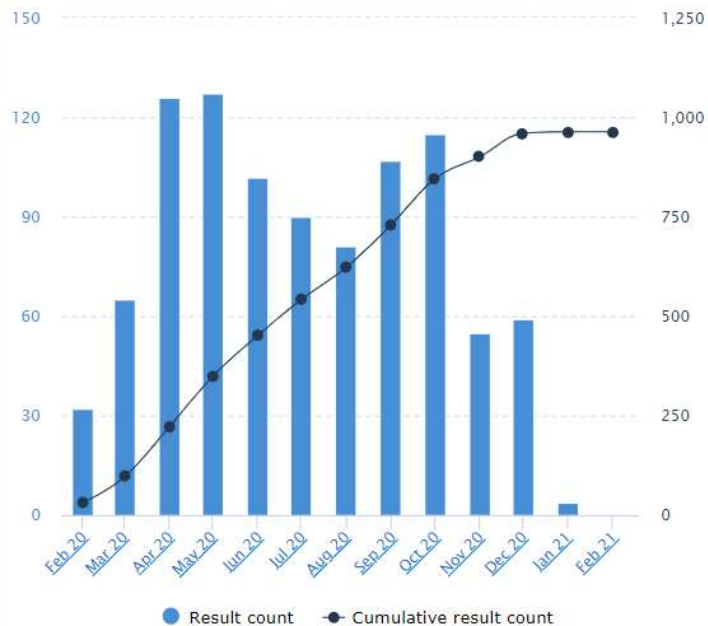
Results
963

Rolling Year
-2.23%

Participants
95

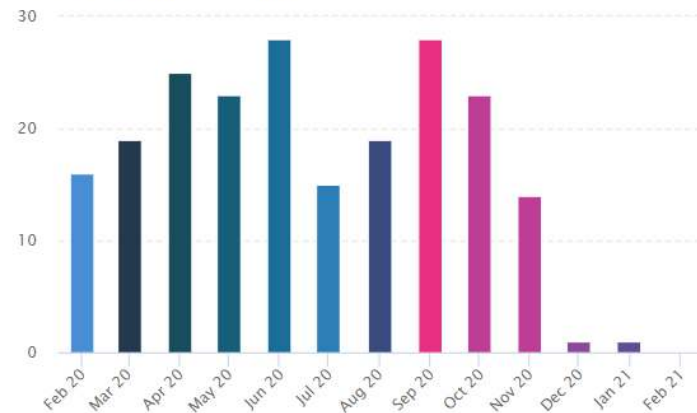
Rolling Year
-87.20%

Results



Participants

Active participants per month



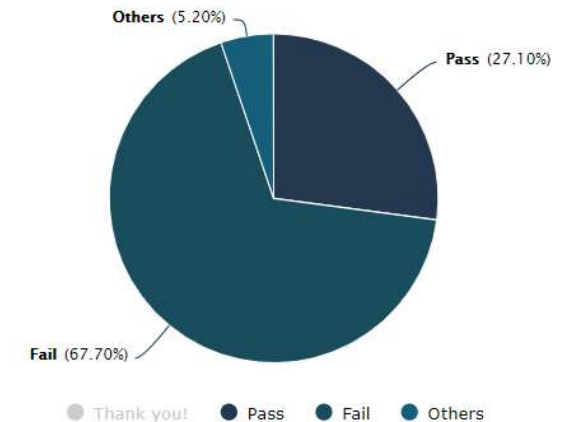
Published Assessments



Active Groups



Outcomes



question
mark

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Questions?



Professional Services

Deployment and Authoring

- Content migration
- Custom look and feel

Reporting and Analytics

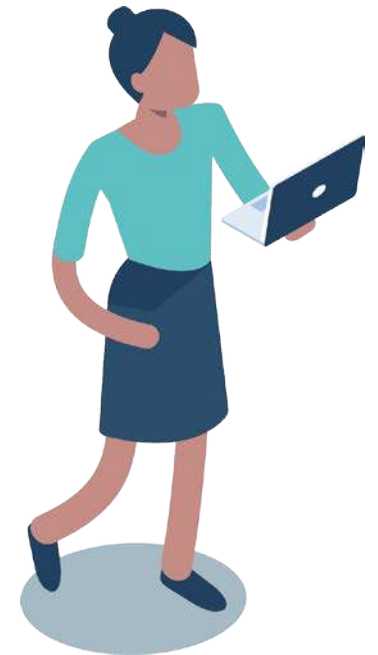
- Custom reports and dashboards

Solutions & Integration

- Candidate Portals
- E-commerce
- Badging and Certificates
- Automate processes / data sync

Training and Consulting

- Onsite / Remote training
- Guidance on program management, item writing and more



Next Training Session

Advancing Your Knowledge of Advanced Editor

◆ November 15, 2022 - 11:00 AM EDT/4:00 PM GMT

Advanced Editor gives you broader control over your Questionmark Assessments by unlocking certain features that may not be accessible or are not considered applicable to the selected question type in the Standard Editor.

[Click to Register](#)

Upcoming Webinars

Introduction to Questionmark's Assessment Platform

◆ September 22, 2022 - 10:00 am to 11:00 am (EDT)

Learn the basics of authoring, delivering and reporting on surveys, quizzes, tests and exams using Questionmark's assessment platform.

[Click to Register](#)

Setting a Cut Score – What's Fair and What's Not?

◆ September 27, 2022 - 11:00 am to 12:00 pm (EDT)

Join us as our consulting partner, Jim Parry, Owner and Chief Executive Manager of Compass Consultants, LLC discusses the importance of setting a fair, defensible cut or passing score for tests and assessments.

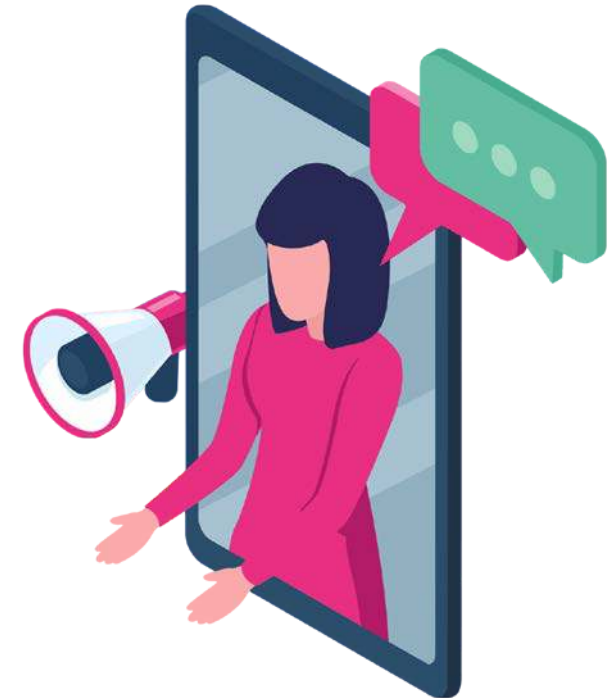
[Click to Register](#)

Workplace Exams 101: How to Prevent Cheating

◆ October 4, 2022 - 11:00 am to 12:00 pm (EDT)

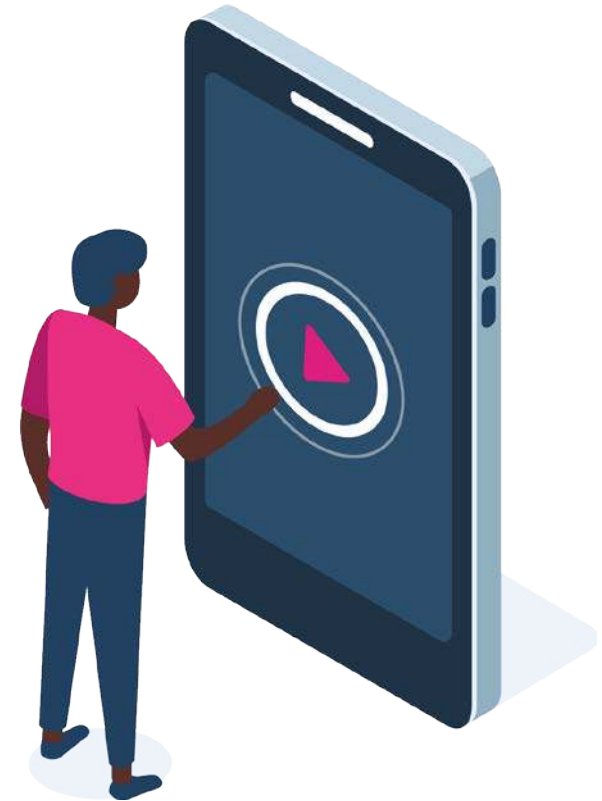
Tests and exams given in the workplace serve a purpose – they are used to make important decisions. When employees cheat, they devalue that purpose and the integrity of your business suffers.

[Click to Register](#)



Resources

- ▶ <https://support.questionmark.com/content/the-coaching-report>
- ▶ <https://support.questionmark.com/content/grade-book-report>
- ▶ <https://support.questionmark.com/content/export-ascii>
- ▶ <https://support.questionmark.com/content/reporting-dashboards>





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Thanks for attending!

Get in touch with the presenter:

- Tom Leggett, tom.leggett@questionmark.com

