



Tuesday Training with the Techs

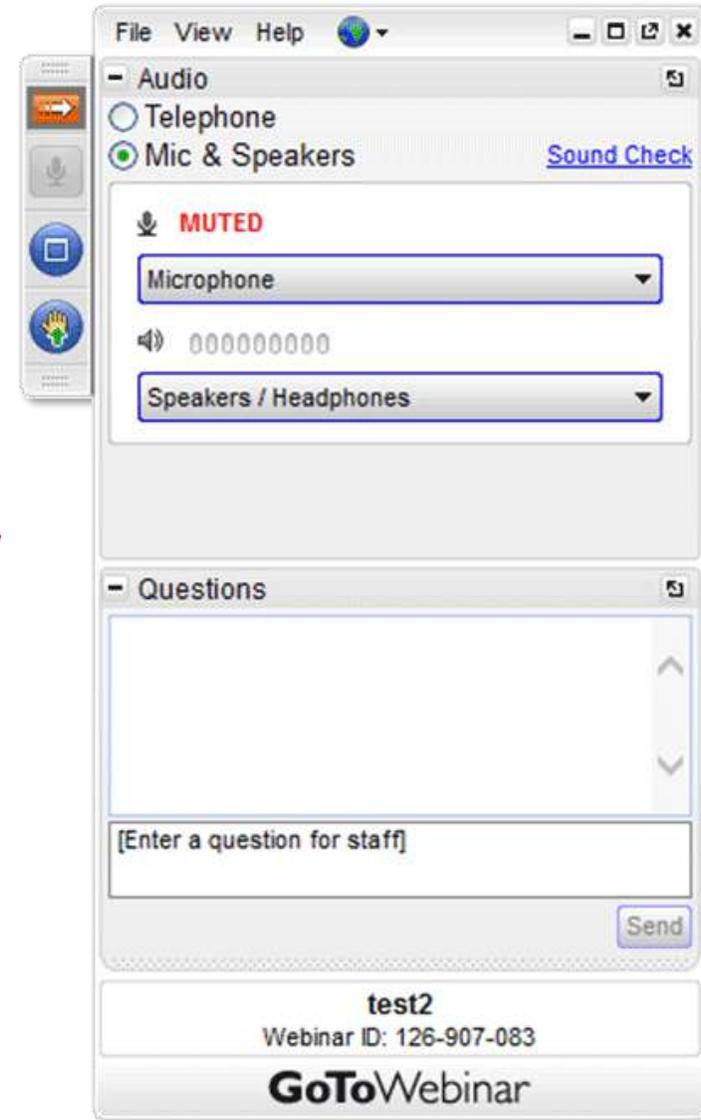
Tailored to You – Exploring Template Basics

July 19, 2022

To ask questions,
use the “Questions”
feature

Watch for an email after the training:

- Download slides (PDF)
- View a recording



Today's Presenters



Shaun W

Trainer/Consultant, Questionmark



Nina A

Trainer/Consultant, Questionmark



Quick Poll

What would you rate your level of knowledge of working with templates?

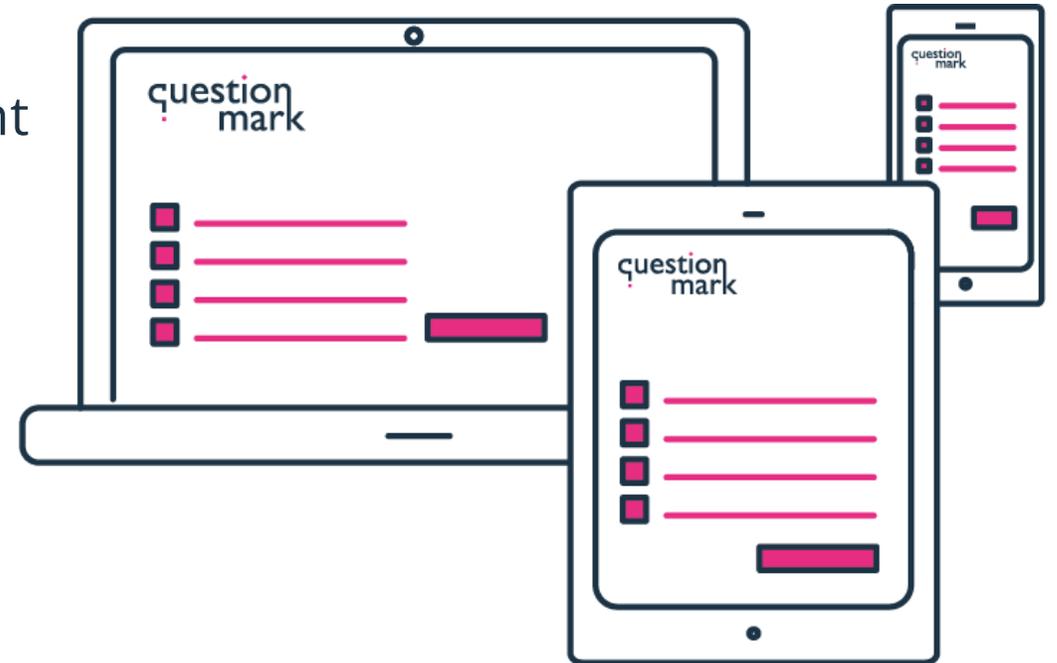
Enter your response in the chat:

Beginner
Intermediate
Advanced

Agenda

During this session, we will cover:

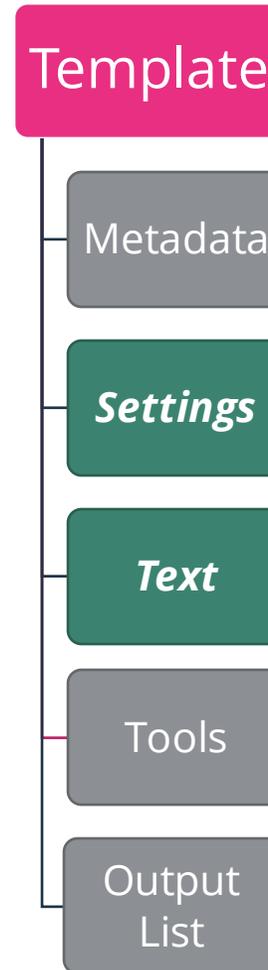
- How to add your own logo to an assessment
- How to change assessment behavior
- How to change the text on buttons
- How to add tools to your template
- Learn which settings take precedence



Understanding Templates

Template structure

- Templates follow the structure to the right
- Most changes are made in the **Settings** and **Text** categories
- **Settings:**
 - Turn on/off functionality
 - Change graphics
- **Text**
 - Change UI text labels
 - Change UI translations



Understanding Templates

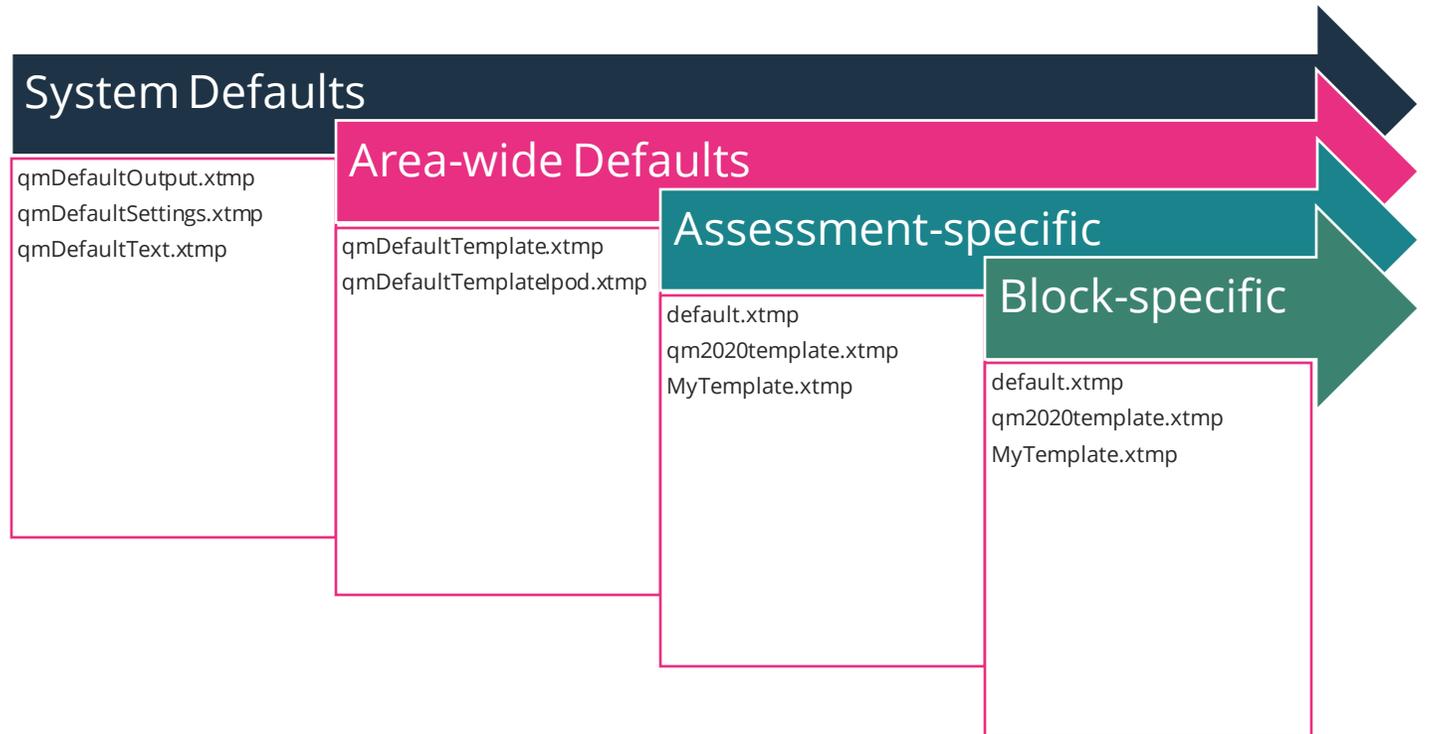
Sample setting and text entries

```
<settings>
  <entry id="USE_QXQ" type="boolean" category="delivery">
    <value>1</value>
    <description xml:lang="en-US">Use question by question delivery
    </description>
  </entry>
</settings>
<text>
  <entry id="SUBMIT_TEXT" type="text" translate="yes" category="
question">
    <description xml:lang="en-US"><![CDATA[Text for Submit button]]>
    </description>
    <value xml:lang="en-US"><![CDATA[Submit]]></value>
    <value xml:lang="es-ES"><![CDATA[Enviar]]></value>
  </entry>
</text>
```

Which Settings Take Precedence

Prioritization of templates

- System defaults contain all available entries and their default values
- Area-wide defaults can be used to make setting/text changes on your whole environment
- Assessment-specific settings take priority over all previous settings but only apply to the specific assessment
- Block-specific templates have the highest priority



How to Add Your Own Log to an Assessment

Outdated logo

The screenshot shows the top navigation bar with the Questionmark logo, a calendar icon for 'Jun 21, 2022', a user icon for '405994', and a progress bar for 'Assessment progress: []' with 'Time remaining: 00:27:54'. Below the bar, the title 'Annual Safety Exam' is displayed, followed by '4 of 49' and the question text 'Select the hazards of welding and gas cutting.' The question options are:

- Electric shock
- Burn Injury
- Fire and explosion
- Eye injury
- All of the above
- None of the above

 At the bottom, there are navigation buttons: 'Previous Question', 'Next Question', 'Assessment Navigator', and 'Highlight Question'. A 'Submit' button is located on the right side. An 'Assessment Navigator' window is open, showing a grid of question numbers from 1 to 25, with question 4 highlighted in green.

How to Add Your Own Log to an Assessment

Updated logo

The screenshot shows the top navigation bar with the Questionmark logo on the left, the date 'Jun 21 2022' and user ID '405994' on the right, and a progress indicator showing 'Assessment progress: []' and 'Time remaining: 00:27:54' in the center. Below the bar, the title 'Annual Safety Exam' is displayed. The question text reads '4 of 49 Select the hazards of welding and gas cutting.' followed by a list of options with checkboxes: 'Electric shock', 'Burn Injury', 'Fire and explosion', 'Eye injury', 'All of the above', and 'None of the above'. At the bottom, there are navigation buttons: 'Previous Question', 'Next Question', 'Assessment Navigator', and 'Highlight Question'. A 'Submit' button is located at the bottom right. An 'Assessment Navigator' window is open on the right side, showing a grid of question numbers from 1 to 25, with question 3 highlighted in green.

question mark

Jun 21 2022 |

405994

Assessment progress: [] Time remaining: 00:27:54 A O ?

Annual Safety Exam

4 of 49

Select the hazards of welding and gas cutting.

- Electric shock
- Burn Injury
- Fire and explosion
- Eye injury
- All of the above
- None of the above

Assessment Navigator

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

Previous Question Next Question Assessment Navigator Highlight Question

Submit

How to Add Your Own Log to an Assessment

Setting Entry: HEADER GRAPHIC

- HEADER_GRAPHIC allows us to change the logo being used
- Upload new logo and set the new graphic name in the value field below

```
<entry id="HEADER_GRAPHIC" type="image" category="default">  
  <value>xtmpgfx/Questionmark/logo.png</value>  
  <description xml:lang="en">Graphic for page header</description>  
</entry>
```

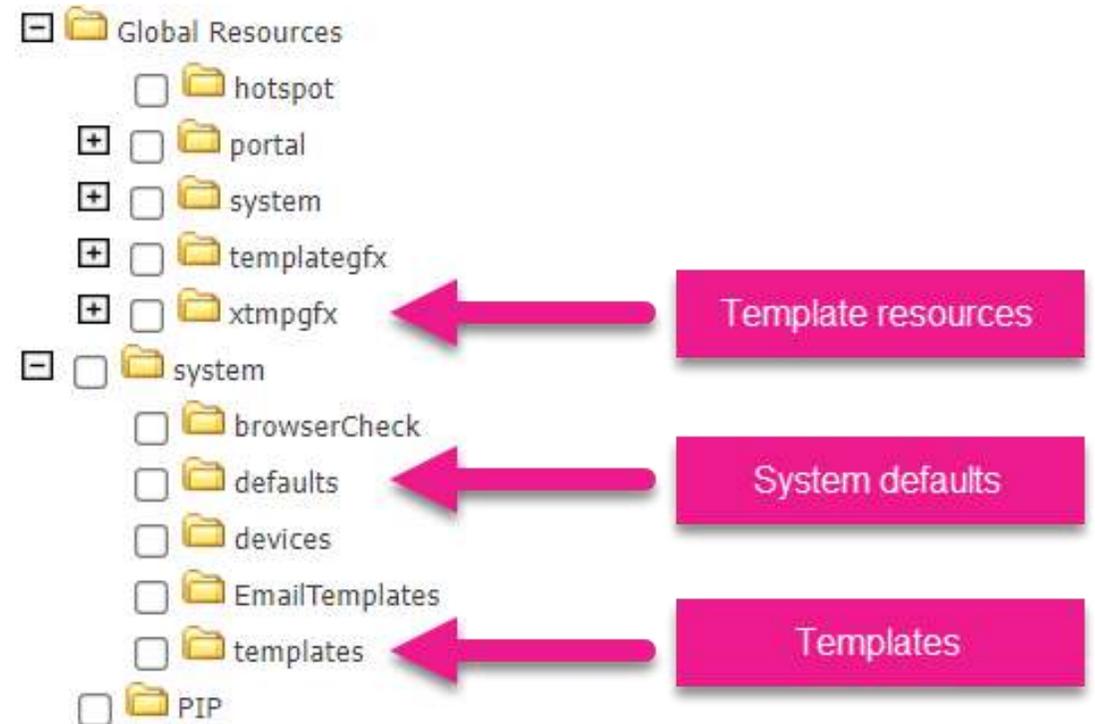


```
<entry id="HEADER_GRAPHIC" type="image" category="default">  
  <value>xtmpgfx/Questionmark/new-logo.png</value>  
  <description xml:lang="en">Graphic for page header</description>  
</entry>
```

How to Add Your Own Log to an Assessment

File Locations

- **Authoring > Resources** is where we upload our templates and associated resources
- The **xtmpgfx** folder is where all our template graphics go
- The **defaults** folder contain the system default setting and text files
 - Every delivery setting can be found in the **qmDefaultSettings** file
 - Every delivery UI text entry can be found in the **qmDefaultText** file
 - **Never** make changes directly to these files as system updates will overwrite them
- The **templates** folder contains all available templates and is where we will upload our new/updated template to

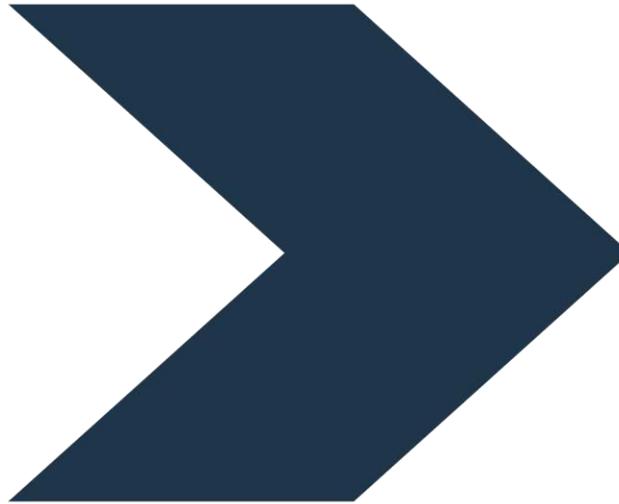


Live Demo – How to Add Your Logo to an Assessment



How to Add Your Logo to an Assessment

LOGO



- **Understand**
- **Amend**
- **Upload**

How to Change Assessment Behavior

Examples of assessment behavior changes

- **Scrolling** or **QxQ** delivery
- Options for the submit button
 - Show **immediately**
 - Show once all questions have been **seen**
 - Show once all questions have been **answered**
- Displaying assessment navigator
- Enabling/disabling the use of shortcut keys, such as **Alt** and **Ctrl**
- Amending when the time limit warning appears
- Many more...
- Remember, all settings can be found in the **qmDefaultSettings** file

How to Change Assessment Behavior

Understanding Boolean and integers

- Most template settings will expect either a **Boolean** or **Integer** entry
- In layman's terms:
 - Boolean = **ON** or **OFF**
 - 1 = **ON**
 - 0 = **OFF**
- In the Boolean example on the right, we can turn the setting **USE_QXQ** off by changing the **value** to **0**
- Where Boolean is always on/off integer settings will have more than 2 values
- In the integer example on the right the **value** can be either **0, 1** or **2**
- Questionmark **ALWAYS** list the possible options within the **description** field, if you don't see a list of options that means it is an ON/OFF (Boolean) setting

Boolean example:

```
<entry id="USE_QXQ" type="boolean" category="delivery">  
  <value>1</value>  
  <description xml:lang="en-US">Use question by  
  question delivery</description>  
</entry>
```

Integer example:

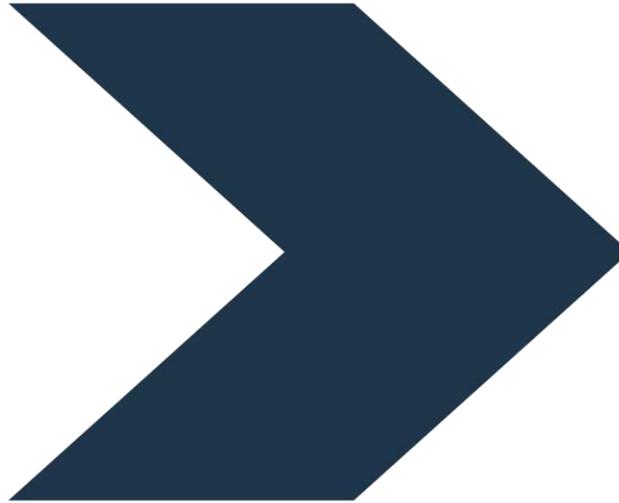
```
<entry id="HIDE_SUBMIT" type="boolean" category="question">  
  <value>0</value>  
  <description xml:lang="en-US">  
    Hide the submit button - Only applicable for QxQ  
    type  
    0 = show immediately  
    1 = until all questions have been seen  
    2 = until all questions have been answered  
  </description>  
</entry>
```

Live Demo – How to Change Assessment Behavior



How to Change Assessment Behavior

Settings



- **Find**
- **Amend**
- **Upload**

How to Change Text Buttons

Why change the text on buttons?

Clarity

- Some text labels, for example, “Submit”, can be ambiguous
- Candidates may think they are submitting their question response not the entire assessment
- Changing the submit button to “End Exam” leaves less room for error
- In a separate introduction block the candidate may not have answered anything so the word submit can be confusing
- Changing the submit button to “Start Exam” makes more sense

Tone

- In some cases, the text used might not match the tone you communicate with

Translations

- Occasionally we miss the mark with our translations, and you may want to correct a translation error
- Or perhaps you changed the base text label and need to amend the translated values too

How to Change Text Buttons

Understanding text entries

- **Descriptions** will explain what the text is used for
- There is a **value** for each language entry
- To change the submit text:
 - Find the corresponding language code for the language you want to change
 - en-US for English
 - Change the **value** entry
- All text entries are found in the **qmDefaultText** file

Text entry example:

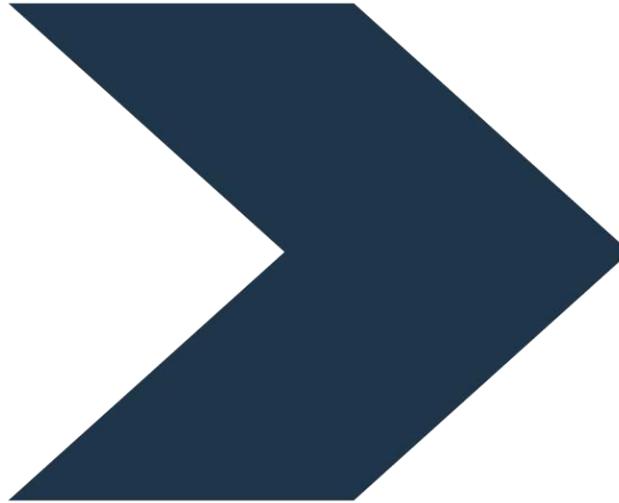
```
<entry id="SUBMIT_TEXT" type="text" translate="yes"
category="question">
  <description xml:lang="en-US"><![CDATA[Text for
Submit button]]></description>
  <value xml:lang="af-ZA"><![CDATA[Dien in]]></value>
  <value xml:lang="ar-SA"><![CDATA[إرسال]]></value>
  <value xml:lang="bn-BD"><![CDATA[দাখিল]]></value>
  <value xml:lang="cs-CZ"><![CDATA[Předat]]></value>
  <value xml:lang="de-DE"><![CDATA[Abschicken]]></value>
  >
  <value xml:lang="en-US"><![CDATA[Submit]]></value>
  <value xml:lang="es-ES"><![CDATA[Enviar]]></value>
</entry>
```

Live Demo – How to Change Text Buttons



How to Change Text Buttons

Text

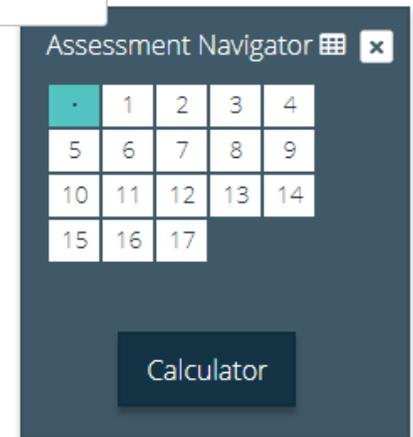
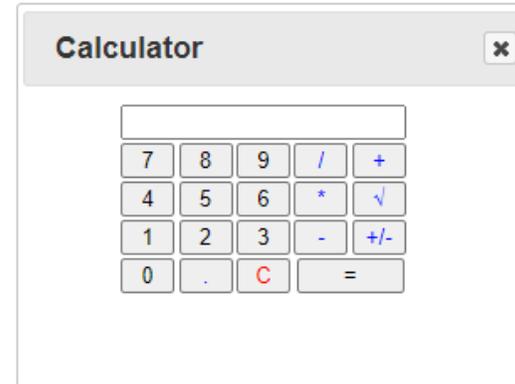


- **Find**
- **Amend**
- **Upload**

How to Add Tools to Your Template

What are tools?

- **Tools** are resources that can be added to the **assessment navigator**
- Available throughout the assessment and they appear as a pop-up when clicked
- Any resource accessible through a **URL** should be possible to add
- Examples:
 - Calculator
 - Periodic Table
 - PDF files

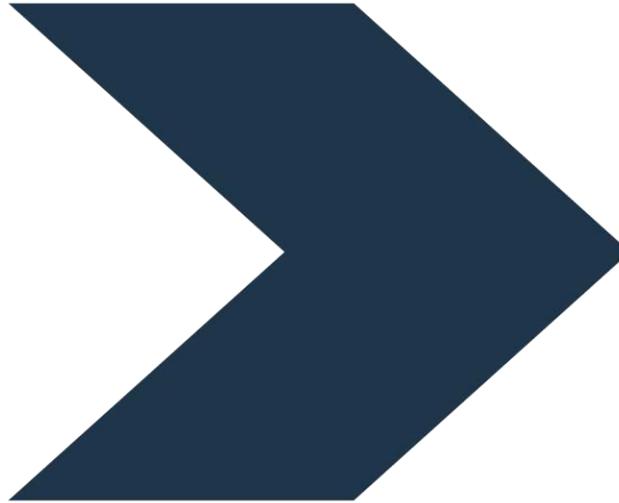


Live Demo – How to Add Tools to Your Template



How to Add Tools to Your Template

Tools



- **Decide**
- **Amend**
- **Upload**

Taking branding further

CSS

- **CSS** = Cascading Style Sheets
- **CSS** is the technology responsible for the **presentation** of web pages
- Knowledge of **CSS** allows great flexibility in changing the look of your assessment
- Allows you to closely align with your company **branding**
- **CSS** can be placed **internally** within the template or within an **external** file that you can reference from the template
- **CSS** can be complicated to understand

```
<entry id="STYLE" type="text" category="default">
  <value>
    html {background: #fff}
    /* Font */
    body, td, th, input, select, textarea,
    .qm_QUESTION_INTRO, .qm_QUESTION,
    .qm_HTML_CONTENT, .qm_INTRO, #qm_ASSESSMENT_HEADER
    .qm_TITLE, .qm_NUMBER, .qm_QXQBUTTON,
    .qm_QXQNAVBUTTON, #qm_Nav.qm_BUTTON,
    #qm_SUB.qm_BUTTON, #qm_QUIT.qm_BUTTON,
    #qm_CONT.qm_BUTTON, #qm_END.qm_BUTTON,
    .navst_link, .qm_QXQ_NAV_BLOCK_TITLE,
    .nav_cell_unanswered_hightlight,
    .nav_cell_unanswered, .nav_cell_answered,
    .nav_cell_answered_hightlight, .qm_FEEDBACK_ITEM,
    .qm_QUESTION_FEEDBACK { color: #333; font-family:
    'Open Sans', sans-serif; font-size: 18px;
    line-height: 1.42857; font-weight: 300;}
    .qm_QXQBUTTON, .qm_QXQNAVBUTTON,
    #qm_Nav.qm_BUTTON, #qm_SUB.qm_BUTTON,
    #qm_QUIT.qm_BUTTON, #qm_CONT.qm_BUTTON,
    #qm_END.qm_BUTTON { font-size: 16px;}
  </value>
</entry>
```


Taking branding further

Example template 2

SUSE Jul 01 2022 | tryout

Assessment progress Time remaining: 00 : 15 : 00 A O ?

Hardware vs Software

3 of 8

What is a Monitor an example of?

Hardware

Software

Assessment Navigator

+	1	2	3	4
5	6	7	8	

Calculator

Previous Question Next Question Assessment Navigator Highlight Question

Taking Branding Further

Example template 3

The image shows two overlapping screenshots of a Workday interface. The background screenshot is a course page for 'INTEGRATION SYSTEM FUNDAMENTALS'. It features the Workday logo in the top right, a description of the course, a duration of 10 hours (2 days), and 1 training unit. Below the description are sections for 'PRETRAINING CONSIDERATIONS' and 'DELIVERY FORMAT'. The foreground screenshot is a login page for the same tenant, showing a 'Workday Tenant' button, a 'Sign In to Workday' window with 'Username' and 'Password' fields, and a 'Sign In' button. The login page also includes links for 'Forgot Password?', 'Change Password', and 'Notice to Users', and a footer with '© 2022 Workday, Inc. Privacy'.

Quick Poll

How soon do you plan on implementing what you have learned in today's session?

Enter your response in the chat:

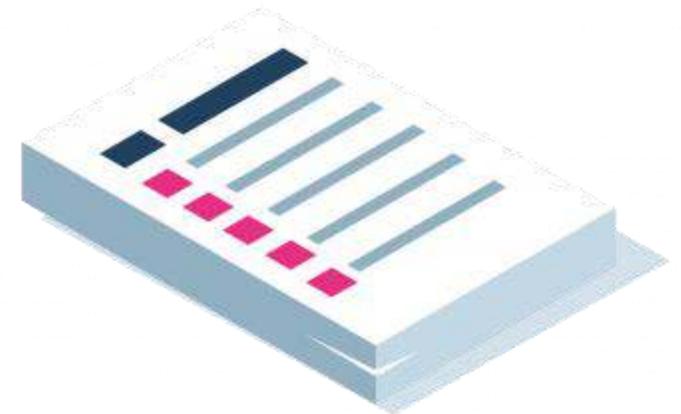
Today

Within the next few weeks

Within the next few months

Closing Question

How do you see yourself implementing what you have learned today?



question
mark

— a Learnosity company —

Questions?



Professional Services

Deployment and Authoring

- Content migration
- Custom look & feel

Reporting and Analytics

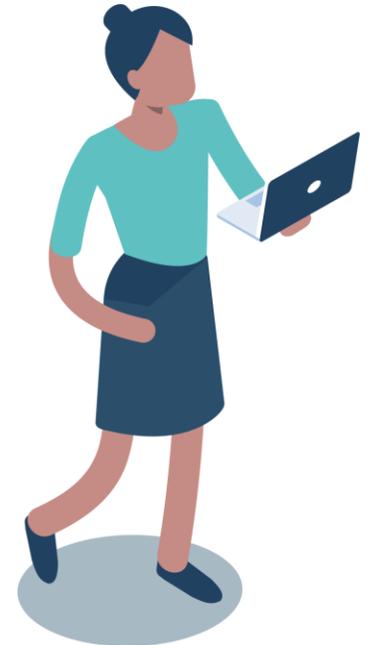
- Custom reports and dashboards

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



Upcoming Webinars

Introduction to Questionmark's Assessment Platform

◆ July 26, 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.

Beyond Recall: Taking Competency Assessments to the Next Level

◆ August 30, 2022 - 11:00 am to 12:00 pm (EDT)

This session gives a general overview of why it's important to go beyond recall in competency assessments, describes some routes to do so, and provides a practical introduction to how situational judgment assessments, written in Questionmark, can measure the abilities of employees to solve problems, make decisions and exercise sound judgment.

Designing Effective Surveys

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

This session will include tips on using authoring techniques and Questionmark features that can help you measure attitudes more effectively.

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

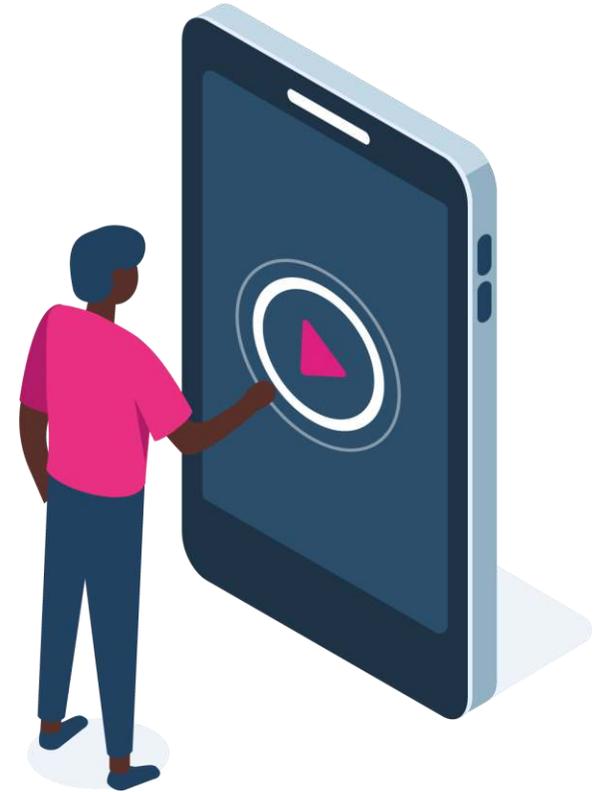
◆ September 27, 2022 - 11:00 am to 12:00 pm (EDT)

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.



Resources-

- ▶ <https://www.questionmark.com/content/available-templates>
- ▶ <https://support.questionmark.com/content/how-can-i-add-a-logo-to-a-template>





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Thanks for attending!

Get in touch with the presenters:

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- *Shaun Wilson, shaun.wilson@questionmark.com*

