

## Getting Started with WebMCQ

This document gives an introductory overview of WebMCQ for new Question Administrators. You'll soon find that WebMCQ's interface is easy to learn as you use it, and is designed to encourage experimentation with features as you become more comfortable with it. However, if you have not used WebMCQ before, you will benefit from this overview.

### 1. What is WebMCQ?

'WebMCQ' is the name of an innovative new web-based **service** that allows you to publish sets of multiple choice questions on the World-Wide-Web and have your questions answered by remote users via Web-browsers. Emphasis is placed on the word service because WebMCQ differs from other electronic assessment software in that we (WebMCQ Pty Ltd) take care of the many difficult technical requirements for publishing on the World-Wide-Web. We supply the necessary hardware (our own network of Web-servers) and we maintain the software and the Internet connection necessary to make content available worldwide. All you need is access to the Web and your favourite browser. We can also advise on security issues and implement special security policies for your question sets if necessary. In addition, we offer free personal email-based advice and support to help you get the most out of WebMCQ.

The WebMCQ service gives you access to an account on one of our Web-servers that allows you to create and manage questions for presentation in the form of quizzes or surveys. WebMCQ provides its own custom-built software to give you a powerful and efficient framework for the creation of multiple choice question sets. Our software also makes it easy to access the answers given to your questions in a number of ways. In fact, because WebMCQ utilises centralised electronic web-based data-collection WebMCQ allows you to analyse question data in ways that have previously been impossible. But before exploring what is possible in terms of results analysis, it will be helpful to first look at how questions are presented and how responses are collected.

### 2. WebMCQ Server Software

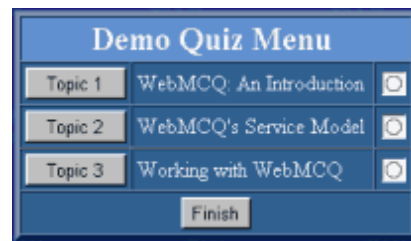
WebMCQ is built entirely around the presentation of questions in an accessible, interactive format, using the World Wide Web as its medium. For that reason, **WebMCQ Server Software** ("Server") represents the heart of our service. Server is the software that is responsible for publishing questions over the Web and for responding to the requests and responses of remote users. When users answer your questions, they do so via Server (though the process of accessing Server integrates into other Web resources so seamlessly that users are not usually aware of this).

#### ***A typical session proceeds like this:***

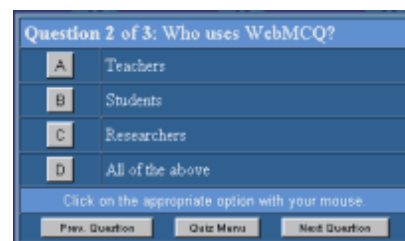
- (a) First, users go to Server's Web address by clicking on a Web link, or by visiting WebMCQ's Homepage at <http://www.webmcq.com.au/>, or by entering the address directly into their browser.

(b) If the questions the user is trying to access are available, they will be taken to a login screen asking them to enter a User ID, and a Password or Surname. As a question administrator, you can choose to restrict access to your questions to specific passwords or particular users.

(c) If the user is authorised to access your questions, they will then go to a Question Menu screen, from which they can select questions to answer (see the image below). The Menu may list individual questions for small question sets, or topics of questions grouped hierarchically for larger question sets. Users simply press the buttons provided to go to the questions on this menu.



(d) Each question appears on a separate page, with response choices represented as buttons (shown below). Users respond to a question by clicking on the appropriate button. Server then records their response in a central electronic database. After each response is made, Server will provide the user with appropriate multi-level feedback if you choose to enable that feature.



(e) When users have completed all questions, they simply press Finish to save results and exit. Their final results are recorded and are available for immediate analysis. For the first time, it is possible to deploy a survey or quiz to users in every corner of the globe and to be able to access all results in electronic form **immediately!**

For a live demonstration of Server go to <http://www.webmcq.com.au/> and type **guest** in the Go To Question Set field. When you reach the login screen, you may enter any User ID and Password to proceed.

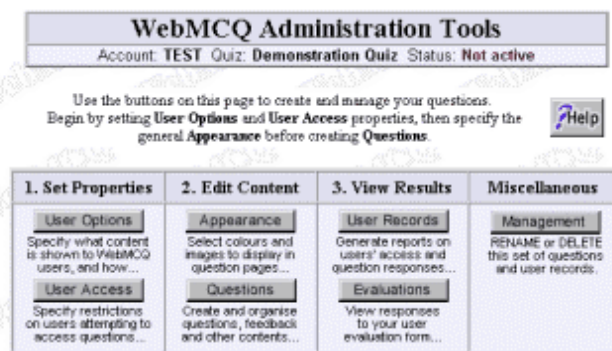
### 3. WebMCQ Administration Tools

While WebMCQ Server is responsible for presenting question content, an entirely separate suite of software is responsible for creating and managing that content. Content creation is handled by separate software for reasons of efficiency and

security (it clearly divides the tasks of viewing and editing content). The integrated suite of software used to manage questions is collectively referred to as **WebMCQ Administration Tools** (or 'Admin Tools' for short).

Access to Admin Tools is protected by passwords provided only to authorised account holders. When you purchase a WebMCQ licence, you will receive account information that includes an Account Name and an Account Password. As a Question Administrator, you just need to visit our Admin Tools Web page, and enter your account information to gain access to your questions. Typically, you will then do the following to begin using WebMCQ:

(a) First, you choose to create a new question set - by supplying a name for the new set. WebMCQ then creates an empty set of questions with default options ready for you to modify. After creating a question set, a clearly organised panel of options is available to you for managing your content. A screenshot of the Admin Tools selection page is provided below.



You will notice the clear layout of this page, the advice given above your options, and the Help button - these are features of every page in WebMCQ Administration Tools.

(b) After creating a question set, your next task is to select from a set of options that determine how content is to be presented (for example, should feedback be provided, is the presentation order to be randomised, should a time limit be applied? etc).

(c) If you wish to restrict access to your questions to a select group of users, you have several options within 'User Access' settings.

(d) Next you have the opportunity to customise the appearance of your questions when they are presented by Server (although the default appearance settings are very popular).

(e) After your basic options have been set, you are ready to add your questions, which is done in a step-by-step manner with advice and tips provided along the way. Several of options for entering question content are available. For example, you can edit content interactively via Admin Tools' Web pages, or you can create banks of questions in text format, and upload them directly to Admin Tools.

(f) After you have finished creating questions, the final step is to make the question set 'Active' (by pressing a single button on the Admin Tools main page). This informs Server that you now wish to allow other users to access your content. At any time in the future you can make the question set 'Inactive', which will prevent further access to your questions.

## 4. Accessing WebMCQ Results

As soon as a user finishes a question set, their results are immediately available at the press of a button on the WebMCQ Administration Tools page. You can view result records in a number of ways, including:

(a) Global summary - provides a summary of access patterns, giving an overview of how many users are accessing your questions, when, how often, etc. This is useful to provide a general picture of how your questions are being accessed.

(b) Individuals' Results - provides detailed results for each user who has finished the question set. This includes a 'score' where appropriate, and can present each choice made for every question in the set.

(c) Question Statistics - provides detailed analysis of how each question is being accessed and answered, including the accuracy of responses where appropriate, and selection frequency for each response option on each question. This provides an extremely valuable aid to assessing the value of individual questions.

## Some Final Advice

You should now have enough information about how WebMCQ works to start using Admin Tools for yourself. For those about to use Admin Tools for the first time, remember these extra hints and tips:

(a) For some Web browsers it is necessary to set your browser so that it always displays the most recent version of your pages. This is done by setting the browser to check for new versions of documents every time. Netscape users should go to Edit Preferences->Advanced->Cache.

(b) Avoid using the 'Back', 'Forward' and 'Reload' buttons on your browser while using Administration Tools, as this can confuse the software. WebMCQ has been designed to be easily navigated using buttons that appear at the bottom of each page.

(c) Adjust the size of your Web-browser's window to the desired dimensions **before** you log in to Admin Tools. One security feature of Admin Tools prevents browsers from storing a local copy of any Web pages once you log in to Admin Tools. This causes some Web browsers to 'forget' what a page should look like when they try to redraw the content after the browser window is resized. You will receive a message similar to "Post data missing - press reload to recreate content." If this happens, pressing Reload on your browser will usually restore the original page -- this is the only time that you should press Reload!

(d) Online Help is always available -- even if you don't **need** help, you'll still find useful hints and tips in there.

(e) Email-based support is part of the service -- don't be reluctant to send questions.

(f) Please tell us about what you like and what you don't like -- that's how we keep improving WebMCQ. Send your comments to [feedback@webmcq.com.au](mailto:feedback@webmcq.com.au)

(g) If you have particular security concerns, ask us for advice on the most appropriate security options for your situation.