

WebMCQ Topic Upload Format

This document specifies the format that must be used to create Topic Files that can be imported directly into WebMCQ, and explains the process involved. Topic File importation provides an extremely convenient mechanism for the creation of large question sets in WebMCQ Administration Tools.

1. Introduction

Uploading a topic is a way of quickly entering an entire topic of questions to WebMCQ Administration tools for inclusion in a quiz. A text file with a special format can be created on your own computer using a normal text editor, then copied (or "**uploaded**") to the WebMCQ computer, which reads the text and translates the content into WebMCQ's own format. This process can save you a lot of time if you already have questions in electronic files and you don't want to copy-and-paste the content into WebMCQ Administration Tools for every question. It also allows you to work on questions even when an internet connection is not available.

2. How to use WebMCQ Topic Upload

To enter questions into WebMCQ using the Topic Upload feature, follow these steps:

i) Create the Topic File

You must first create the topic file that contains the questions you wish to upload to the WebMCQ computer. The file is a plain text file that must conform to the formatting rules specified below. Your text file may include most HTML tags, if you want to include formatting instructions or images etc. To include images with Topic Files, simply upload the text first, then go to the Question Edit page and upload the required images afterwards.

Note: the Topic File's name **MUST** be less than 30 characters in length, and **MUST** end with ".htm" or ".html". For example, "MyTopic" will not work with Topic Upload, but "MyTopic.htm" will work. This requirement is so that your file follows Internet standards, and ensures that your Web browser will correctly send the information to the WebMCQ computer.

Apple Macintosh users note: Macintosh computers store file information differently to other computer systems, which can cause problems for your Web browser. If you receive a message saying that your 'Data Fork contains no data' when you attempt to upload a Topic File, it means that the text editor you used is storing your questions in a format that your Web browser can not read. The solution is to use a different text editor to create the Topic File. Apple's SimpleText text editor may cause this problem.

ii) Add a new topic to the Main Menu and Import Questions

Version 1.0 and Version 1.1 users:

On the Administration Tools Menu, press **Questions** to go to the **WebMCQ Edit Main Menu** page. Press **Add** on the Main Menu to create a new menu item.

Select the **Topic File Upload** option on the **Adding Item to Main Menu** page, and press continue. On the following page, enter details about the new topic, and press the **Browse** button to select the Topic File on your computer. Press **Continue**.

Version 1.3 users:

On the Question Set Control Panel, press **Import Questions**. Select the **Topic File Upload** option, press **Browse** to choose your Topic Upload File, and then press OK. On the following page, enter details about the new topic.

iii) Confirm that the questions are correctly uploaded

WebMCQ will report the results of the Topic upload, and will display information about each question that is successfully added to the question topic. You should check each question to ensure that all questions appear to have been correctly received and recognised.

3. The Format for WebMCQ Topic Upload Files

Your file must:

- i) Be saved as plain text (or HTML)
- ii) Have a name 30 characters or less in length, containing only letters, numbers and spaces.
- iii) Have a name ending in ".htm" or ".html"
- iv) Contain all of the questions for the topic in a single file.

Version 1.3 users:

In Version 1.3 it is possible to include several Question Topics in a single Topic Upload File. To specify the beginning of a new topic, insert a line with the following format:

Menuitem 1: {Button Label} Item Description

"Menuitem" (you must use the exact capitalisation) is followed by the number of the menu item *in the Topic Upload File*, then a colon. Inside curly braces (or, it is also acceptable to use square brackets) you must provide the button label for the menu item that will be linked to this topic. Optionally, you can also provide a description for the item. All elements must be on the same line.

Each Question Topic can contain up to 50 questions. Each question in the Topic File can have several sections, just as they can when entered in the Administration Tools

(you should be familiar with the different sections of questions as entered into WebMCQ Administration Tools before attempting to create a Topic Upload File).

Each question MUST have a Question Body and questions with Response Choices must have at least two choices. The Feedback and More Information sections are optional. An example Topic Upload File is included at the end of this document to show how an entire file might look.

i) Question Body (required)

Each question begins with the question body. The question body text begins on a new line, with the text **Question** followed by a space, then the number of the question, then a colon, then the text of your question. Your questions must be placed in the correct order in the Topic File. An example of a question follows,

Question 1: What is the capital city of Australia?

Version 1.3 users:

In Version 1.3 it is possible to include different question types in addition to the standard Multiple Choice Question. To include a Non-interactive Question, replace the identifier "Question" with "Information". To include a Text Entry Question, replace the identifier "Question" with "TextEntry". To include a Rating Scale Question, replace "Question" with "RatingScale".

ii) Response Choices (required for Multiple Choice & Rating Scale Questions)

After your question text is finished, each response option must begin on a new line. You may have from 2 to 26 response choices. Each response choice has a label, followed by a colon, and then text. Traditionally, labels take the form 'A', 'B', 'C', etc., however they can contain any alphanumeric text up to 30 characters. You must indicate the correct response by placing an asterisk immediately after your label. Only one response option can be marked correct for each question. For example,

A: this is option A, which is incorrect.

B*: this is option B, and it is correct.

False: this button for this option is labelled 'False', and this option is incorrect.

iii) Feedback (optional)

If you wish to include Feedback text that appears immediately under each question's correct/incorrect notification, begin a new line with **Feedback:** followed by the feedback text. If do not wish to provide feedback, simply omit this section. For example,

Feedback: My feedback for this question is very helpful - the correct answer was B.

iv) More Information (optional)

If you wish to include a More Information section, begin a new line with **More:** followed by the text to be included. If you do not wish to include more information, simply omit this section. If you wish to include More Information, you **MUST** include a Feedback section. For example,

More: For more information about this question, see pages 44-50 in your textbook.

4. A sample WebMCQ Topic File

The best way to understand the format of a Topic File is to see the contents of a sample file. The Topic File below contains three questions which make use of different features to different degrees. The text should be self-explanatory.

----- Topic File begins on next line -----

Question 1: How easy is it to use the WebMCQ Topic Upload feature?

A: impossible

B: difficult

C: easy

D*: very easy!

Feedback: The WebMCQ Topic Upload feature is simple to use - you can learn the correct format in minutes! And this feature can save hours of your time once you become familiar with creating WebMCQ topics in this way.

More: This is the more information section. Incidentally, in this file, we leave a blank line between each question in order to make the file easier to read.

WebMCQ will ignore blank lines, so you can follow this practice yourself if you wish, but it is not necessary.

Question 2: True or False... If you just want buttons to appear as options without any extra text, you should simply provide the label(name) of the option followed only by a colon.

True*:

False:

Feedback: True is correct. If you do not provide any text after the colon, WebMCQ will assume that you only want the button to appear as the option.

You will most often do this with True/False questions, or where the label of the option sufficiently describes the answer.

Question 3: True or False... If you don't want to include any Feedback or More Information in your questions, you should simply omit those sections from your file.

True*:

False:

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