

## WebMCQ User Instructions

### Introduction

WebMCQ™ is software that is used to present interactive questions over the World Wide Web. There are several advantages to presenting questions this way, including making questions accessible to users at any location and at any time, enabling the effective and immediate recording of results, allowing the presentation of multimedia in questions, and enabling the presentation of interactive feedback where appropriate. A set of WebMCQ questions are created and made available by the Set Administrator, who decides how the questions will be presented and has access to responses that are made by all users.

### General Advice before using WebMCQ

Before you access WebMCQ for the first time, you should check the following:

- 1) Use a browser compatible with Netscape version 1.2 or higher** (this includes Internet Explorer version 2.0 and higher). If you have access to a browser compatible with Netscape version 3.0 or higher, you will experience a more attractive interface.
- 2) Ensure that your browser is set to load and display images.** WebMCQ makes widespread use of images in its interface in order to make the interface more attractive and easier to use. If your browser does not display images, WebMCQ may not be presented correctly.
- 3) Do not press 'Reload', 'Back' or 'Forward' in your browser.** WebMCQ's interface is designed to allow you to navigate easily without using the navigation buttons in your browser. Because of WebMCQ's security model, you will experience problems if you attempt to reload pages or to navigate back and forward using browser buttons.
- 4) Avoid changing the size of your browser window.** You may also experience problems if you attempt to change the size of your browser's window after you begin using WebMCQ. The reason for this is again due to WebMCQ's security model. If you do resize your window, you may see an error message asking you to reload the web page. If you see this message, you should attempt to reload the missing page in order to return to WebMCQ. This is the only time that you should press 'Reload' on your web browser while using WebMCQ.
- 5) Do not wait more than 30 minutes before making a response.** The WebMCQ system is designed to automatically finish a your session if you do not make a response within 30 minutes of receiving your last question. If you wait more than 30 minutes before making a response, you will be forced to return to the log in screen and begin a new session. This is to protect you from other people trying to access WebMCQ using your identification details after you have finished a session.

### Starting a WebMCQ Session

Many users can be completing a set of questions using WebMCQ at one time, so the system needs a way of uniquely identifying each user. For that reason, you must supply a USER ID (Identification) and a PASSWORD or a SURNAME each time you

begin a WebMCQ session. If you are asked to supply a password, the value you enter will remain secret (not even the Set Administrator will be able to find out what you entered). If you are asked to supply your surname, WebMCQ will store that value along with your results.

Each time you return to WebMCQ, you should enter the same USER ID and PASSWORD/SURNAME values, so that WebMCQ can identify your responses across different sessions. When you enter these identification details, there may be limitations on which letters or numbers you can type, and how long the values can be. These limitations depend on settings chosen by the Set Administrator, so if you have difficulty beginning a WebMCQ session, please contact your Set Administrator for assistance.

After entering your identification details, you can press **Start New** to begin a new session. Pressing this button will clear any of your previous question attempts and reset any time limits. (Note: the **Start New** button may not be available to all users.) If you have accessed WebMCQ previously and have already attempted some questions, pressing **Continue** will allow you to continue your previous session, restoring the responses you have already made to questions. (Note: you **MUST** enter the same identification details each time you access WebMCQ in order to continue a previous session.)

## The Main Menu

After you have logged in to WebMCQ, questions can be accessed by pressing buttons that appear on the Main Menu. Questions may be presented individually on the Main Menu, or they may be organised into topics.

If questions are presented individually on the Main Menu, you may see the following symbols to indicate your progress:



- means you have not yet attempted the question



- means you have attempted the question (if feedback is not being given)



or - means your answer was correct or incorrect (if feedback is given)

If questions are organised into topics on the Main Menu, you may see the following symbols to indicate your progress:



- means you have not yet attempted any questions in the topic



- means you have attempted SOME of the questions in the topic



- means you have attempted ALL of the questions in the topic

2/3 - means you have attempted 3 questions, and 2 are correct (if feedback is given)

## Finishing a Session

When you have attempted all of the questions that you wish to, you should press the **Finish** button that appears on the Main Menu. Pressing this button will cause your results to be recorded, so it is very important to press **Finish** when you have completed the questions.

## Optional Features

These are optional features that may or may not appear during the course of your WebMCQ session:

- 1) Options Page** - if you see a button marked **Options** on the Main Menu, you can press this button to adjust some options controlling how WebMCQ questions are presented.
- 2) Review Mode** - if you see a button marked **Review Mode** on the Main Menu or after you have completed the questions, you can press this button to review your responses with feedback. While in Review Mode, you will be unable to change any of your responses.
- 3) Evaluation Form** - if you see a link to provide feedback to the Set Administrator after you have finished the questions, you can click on that link to tell the Set Administrator your opinions about the questions. Your responses are completely anonymous, and are intended to assist the Set Administrator to make improvements and measure users' overall response to questions.
- 4) Email Address** - if you see a text box asking you to enter your email address, you may choose to provide your email address to WebMCQ so that your Set Administrator can keep you informed of related information. If your results are displayed on the final WebMCQ page, entering your email address also enables you to mail a copy of your results to yourself for future reference.

If your address is entered, you will NOT receive email from WebMCQ Pty Ltd, and the information will be accessible only to your Set Administrator.

This information is copyright © 1999 WebMCQ Pty Ltd. <http://www.webmcq.com/>  
This document may be reproduced for the purpose of assisting individuals to use WebMCQ provided that the text is not modified and this copyright notice is not removed.