

Questionmark: Authoring Questions

Questionmark provides a comprehensive range of question types. There are 21 question types available ranging from multiple choice to text match to drag and drop.

Please refer to the document entitled **Windows based naming conventions** for information on how to create topic structures, this document will concentrate solely on authoring questions.

Creating a Question

The **Topics** option is found within the **Authoring** section of Questionmark:

The screenshot shows the Questionmark interface. The top navigation bar includes People, Authoring (selected), Administration, Reporting, Analytics, and Results. The left sidebar under the Home heading has options like Home, Topics, Assessments, Import Qpack, Metatags, Manage Access, Administration, Published Questions, Published Assessments, and Resources. The main content area features sections for Topics and questions, Assessments, Import a Qpack, Metatags, Manage access, Administration, and Help. A search bar at the top right allows searching by criteria, question, or description.

1. Highlight the folder to which you would like to add a question. Click on **+New** to view and select one of the different question types (*Multiple choice is a very popular question type and will be used as an example*).

The screenshot shows the Questionmark Topics page. The left sidebar shows a tree structure with Topics, Maths, and sub-topics like keith test, Maths 2017-18, Maths 2018-19, mfindlay test, and wkerr test topics. On the right, a dropdown menu titled '+ New' lists various question types: Multiple choice (selected), Multiple response (right / wrong), Multiple response (score per choice), True / False, Yes / No, Text match, Essay, Likert, Pull-down list, Explanation, Fill in the blanks, Select a blank, Numeric, Matching, Hotspot, and Drag and drop.

- The question design screen is displayed. Click on the text area labelled **Click here to change the question wording** to add your question. Add the relevant question choices in the text areas labelled **Enter new choice text here**.

You can add formatting or media as required for each question using the options within the tool bar above the question text box.

The screenshot shows the Questionmark software interface with the following details:

- Header:** People, Authoring, Administration, Reporting, Analytics, Results.
- Section:** Home.
- Breadcrumbs:** Home > Topics > Multiple choice.
- Toolbar:** Save, Advanced, Exit, Spell check, Show feedback, and a help icon.
- Formatting toolbar:** B, I, U, X, etc.
- Text area:** Click here to change the question wording.
- Question Choices:**
 - Add New Choice
 - Add "All of the above" choice
 - Add "None of the above" choice
 - Add comment box
 - Edit question properties
 - Notes
 - Assign metatags
- Delivery style:** Scored (selected).
- Shuffling option:** No shuffling.
- Display:** Vertical (selected).
- Scoring:** Four entries under "Enter new choice text here" with corresponding score boxes (0) and delete (X) icons.

- Depending on whether the question is to be scored or unscored select the relevant option from the **Delivery style** drop down menu on the left hand side of the screen.

Selecting **Scored** provides the ability to add specific scoring. **Unscored** provides a basic question layout with no access to setting score – used for survey questions.

- Make use of the scoring boxes on the right hand side to score the question – you can choose to score each option individually and this can be positive or negative scoring.
- To add additional question choices click **Add New Choice** from the menu on the left-hand side. To delete any question choices click on the **X** icon next to the relevant choice.

There are also options to add the choices of **All of the above** and **None of the above**.

- Question choices can be arranged to be presented in a particular order or set to be randomly shuffled. Arrange the order of the question choices using the drag and drop icon ↗, or alternatively use the **Shuffling option** on the left hand side menu to select the preference you require.

How the question choices are presented on screen, in either a vertical or horizontal configuration, can be altered by selecting the appropriate **Display** option.

The screenshot shows the Questionmark software interface for creating a multiple-choice question. On the left, there's a sidebar with various settings like Question ID (5507360), Revision ID (5906969), and delivery style (Scored). The main area contains the question text "Which of the following comic characters is not from the Marvel Universe?" followed by five options:

Option	Description	Score	Action
<input checked="" type="radio"/>	Iron Man	0	X
<input type="radio"/>	Incorrect		
<input checked="" type="radio"/>	Batman	1	X
<input checked="" type="radio"/>	Correct. Batman is from the DC Comics Universe		
<input checked="" type="radio"/>	Deadpool	0	X
<input type="radio"/>	Incorrect		
<input checked="" type="radio"/>	Hawkeye	0	X
<input type="radio"/>	Incorrect		
<input checked="" type="radio"/>	Captain Marvel	0	X
<input type="radio"/>	Incorrect		
<input type="radio"/>	None of the above	0	X
<input type="radio"/>	Incorrect		

7. Feedback can be added for each question choice by clicking on the **Show feedback** option. Add the designated feedback for each question choice by typing in the text areas labelled **Enter optional feedback here**.
8. Use the Spell check function once you have completed the question to ensure spelling accuracy.
9. If you wish to save the Multiple choice question at any time during editing click on **Save**.

Further save options are available when the drop down arrow next to **Save** is selected:

- **Save and new Multiple Choice** to save all changes and begin creating a new Multiple Choice question.
- **Save and new...** and then select the type of question to create.
- **Save and exit** to save all changes and exit the question editor.

For instructions on how to create other available question types please see
<https://www.questionmark.com/content/topics-whats-section>

Question Revision History

QMP version 6 introduces a revision history to the authoring of questions. Upon revising a question when saving and exiting you will be prompted to provide a **revision comment**.



A comment needs to be entered before you can save the revised questions.

You can then review the revisions made to a question along with the accompanying comments.

Revision History for Questionmark Live ID 40600 – In what city can the Tay Bridge be found in?							
History		Rollback					
All Revisions							
□	Revision ▾	Version ID	Change On	Change By	Modified On	Modified By	Change Type
□	4	40612	Jun 20 2019 02:51 PM	v1cgill5	Jun 20 2019 02:51 PM	v1cgill5	Edit
□	3	40603	Jun 18 2019 10:59 AM	v1cgill5	Jun 18 2019 10:51 AM	v1cgill5	Rollback
□	2	40605	Jun 18 2019 10:54 AM	v1cgill5	Jun 18 2019 10:54 AM	v1cgill5	Edit
■	13	40603	Jun 18 2019 10:51 AM	v1cgill5	Jun 18 2019 10:51 AM	v1cgill5	Add

In addition, you can compare two versions of a question side by side and choose to rollback to a previous version of a question.