

Job Aid: Plateau Question Editor**Course: Online Exams**

Lab 1: Creating a New Question in POE

Lab 2: Adding Question Metadata

Lab 3: Adding a Variant

Lab 6: Associating an Objective with a Question

Prerequisites

- Introduction to Plateau Learning Administration
- Learning Needs Management
- Online Content Management
- Online Exams

Description

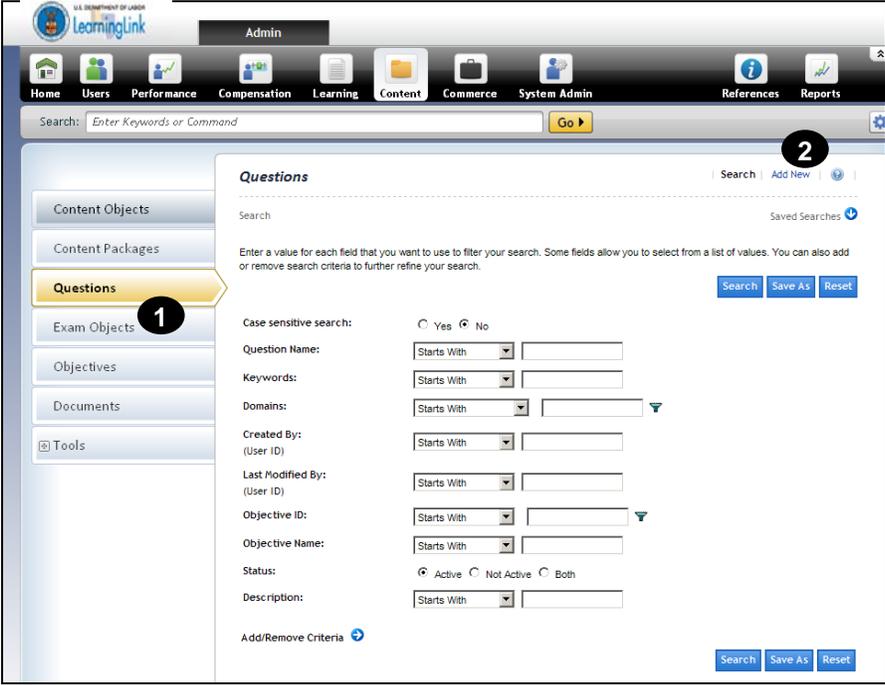
The purpose of this job aid is to guide administrators through the step-by-step process of using Plateau Question Editor (PQE) to create, format, and edit questions, as well as create and associate an objective with a question.

Tasks

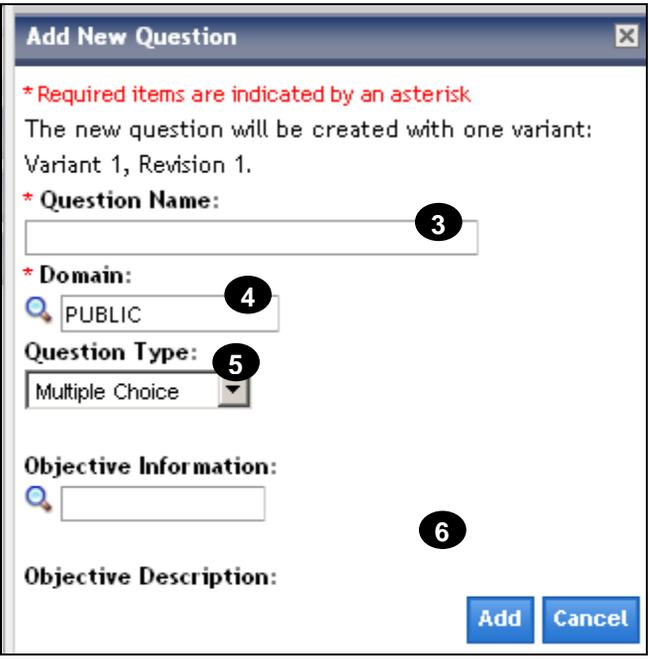
- A. Create a Question in PQE
- B. Search for a Question
- C. Edit/Format a Question in PQE
- D. Insert Image into Question in PQE
- E. Check Spelling of Question in PQE
- F. Add Question Variant in PQE
- G. Associate an Objective with a Question - Create Objective First
- H. Associate an Objective with a Question - Create Question First

Task A. Create a Question in PQE

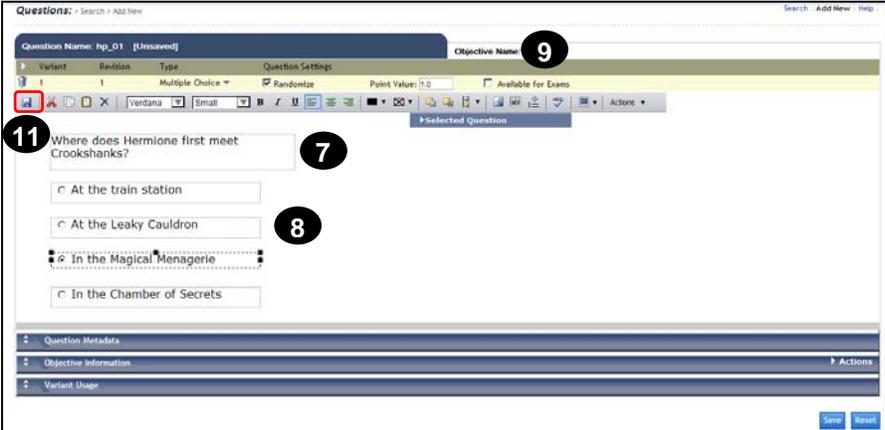
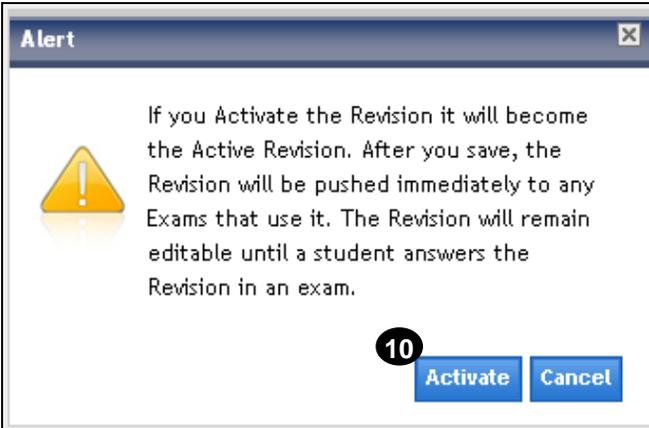
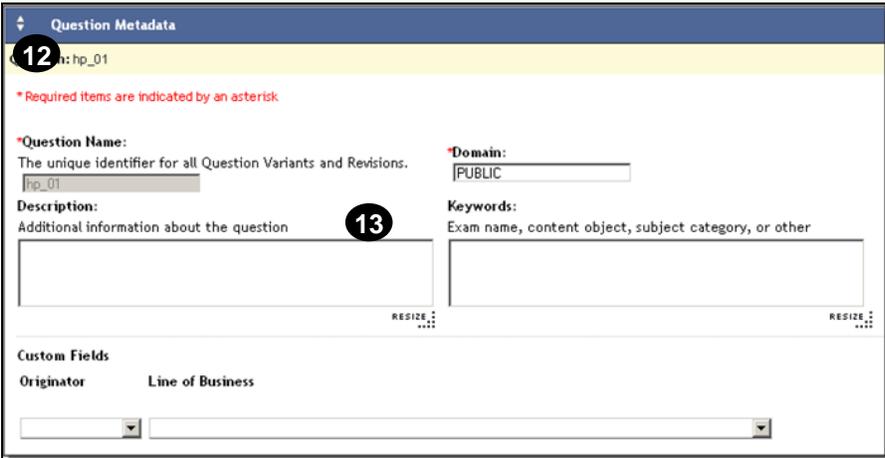
- 1 Verify the **Admin** tab is selected.
- 1 Navigate to **Content > Questions**.
- 2 Select the **Add New** link.



- 3 The **Add New Question** pop-up window displays.
- 3 Enter the **Question Name**.
- 4 Enter a **Domain**, or click the search icon (🔍) to search and select a domain.
- 5 Select a question type from the **Question Type** drop down menu.
- 6 Select **Add**.

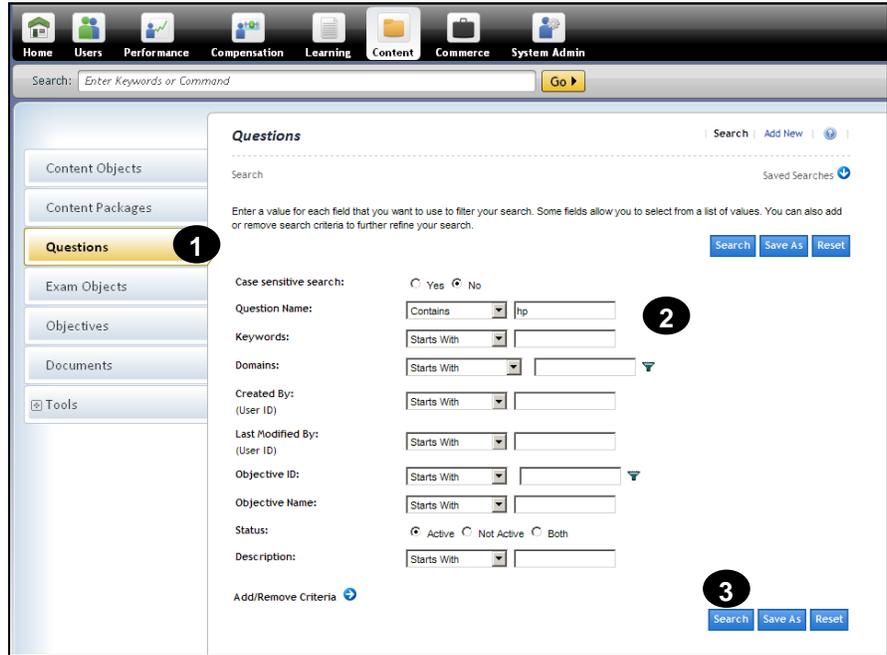


Note: Details for associating objectives to an exam question are discussed later.

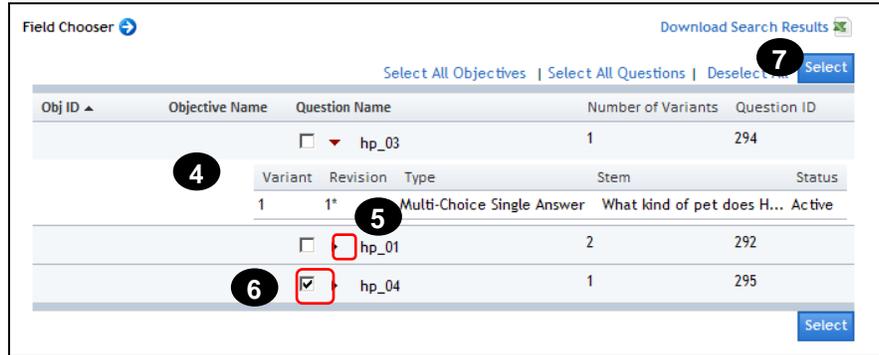
<p>The Questions Add New screen displays.</p> <p>7 Double-click in the top box and enter the question stem.</p> <p>8 Double-click in each of the following boxes with the radio buttons and enter the answer choices for the question.</p> <p><i>Note: Enter the correct answer in the textbox with the selected radio button.</i></p> <p>9 When you have finished entering your question stem and answer choices, click the Available for Exams checkbox to make this question active. An Alert pop-up will appear.</p> <p>10 Select Activate to make this question available for exams.</p> <p>11 Select Save Question (📄).</p>	 
<p><i>Optional:</i></p> <p>12 Select the expand arrow (⊕) for the Question Metadata section.</p> <p>13 Enter a description and relevant keywords for the question in the Question Metadata section.</p>	

Task B. Search for a Question

- 1 Navigate to Content > Questions.
- 2 Enter any criteria to search for the question.
Note: The default search criteria are the Objectives identifier. Click the search filter icon () to search for objectives by Objective ID or other criteria.
- 3 Select Search.

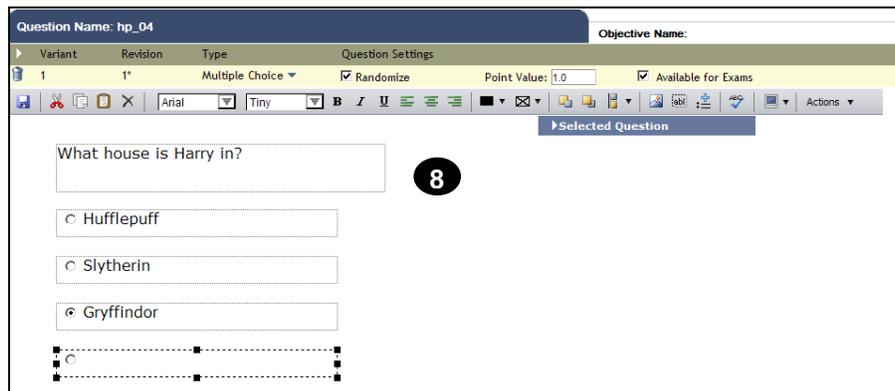


- 4 The search results display.
- 5 To see the question variant details from the search results list, click the expand arrow () to the left of the question name.
- 6 Select the checkbox under the Question Name column for the question you are searching for.
- 7 Select Select.



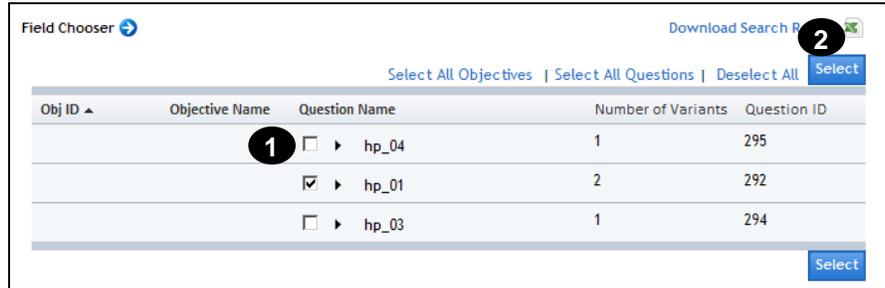
Obj ID	Objective Name	Question Name	Number of Variants	Question ID
		<input type="checkbox"/> hp_03	1	294
		<input type="checkbox"/> hp_01	2	292
		<input checked="" type="checkbox"/> hp_04	1	295

- 8 Your question workspace is displayed and ready for editing.

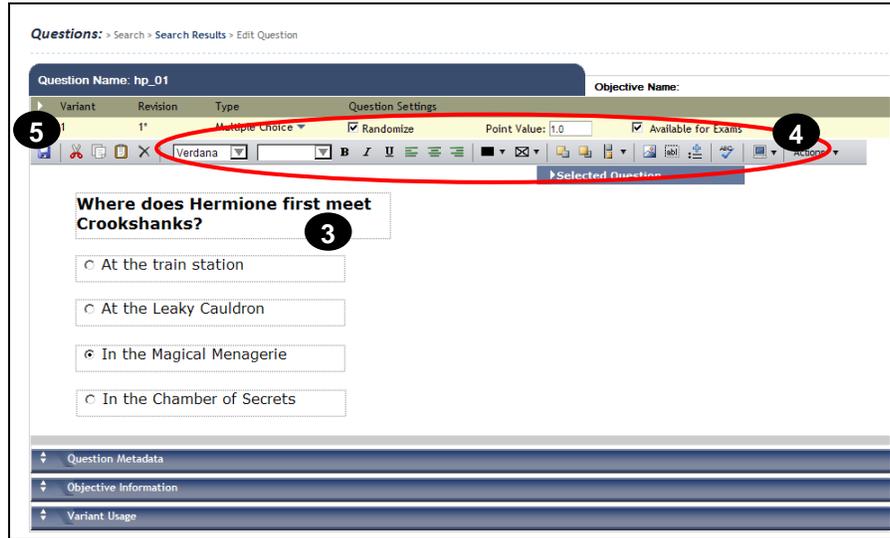


Task C. Edit/Format a Question in PQE

- 1 Search for and select the question.
- 2 Select **Select**.

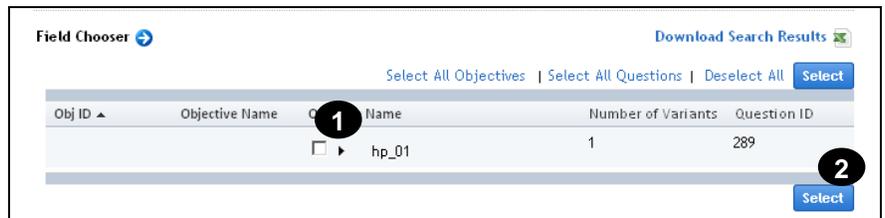


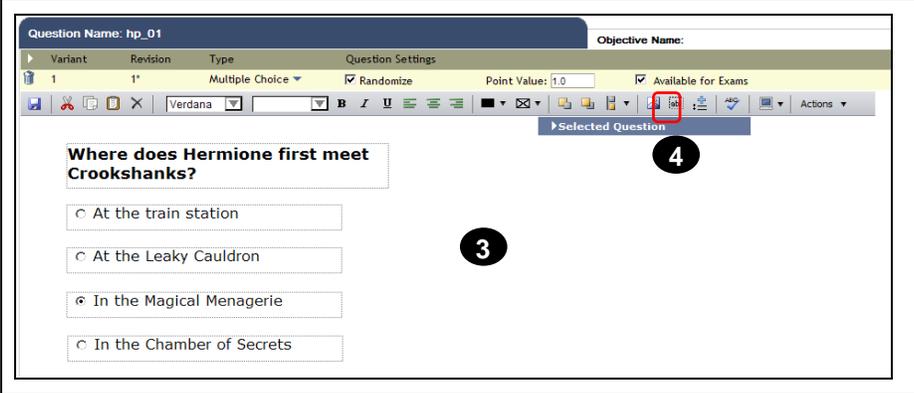
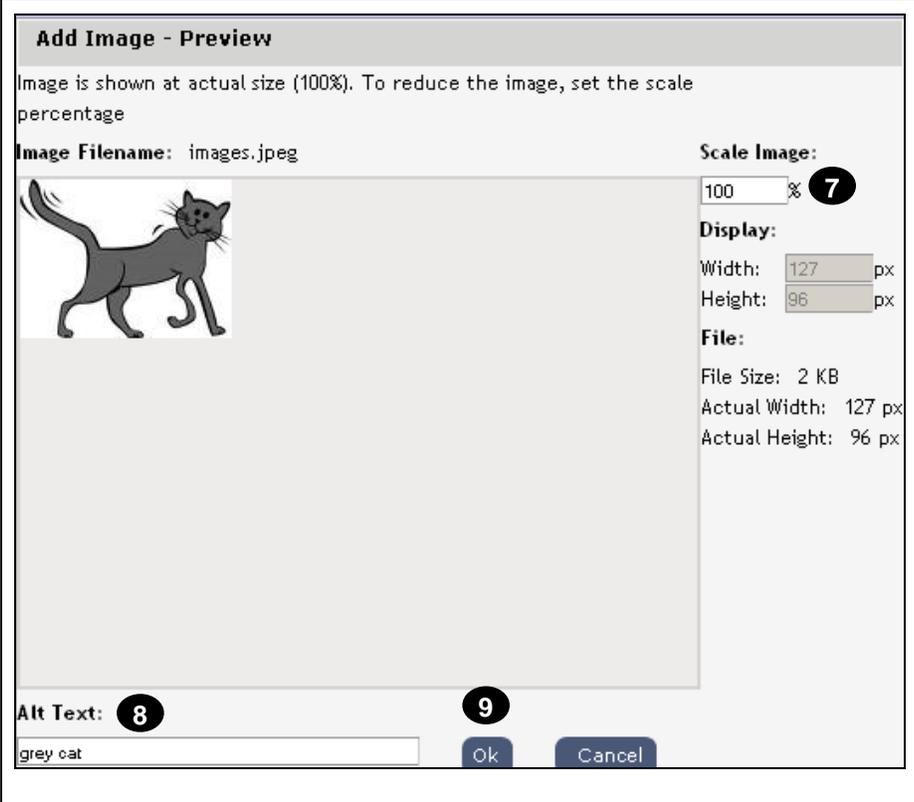
- 3 Double-click in the textbox for the question stem and answers, and highlight the text to be formatted.
- 4 Use the formatting toolbar to change the text font, size, color, etc.
- 5 Select anywhere outside of the text box, and click **Save Question** (Save icon).

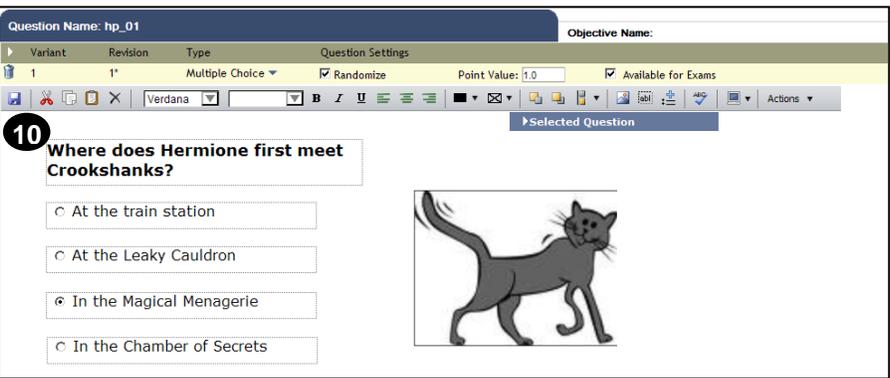


Task D. Insert Image into Question in PQE

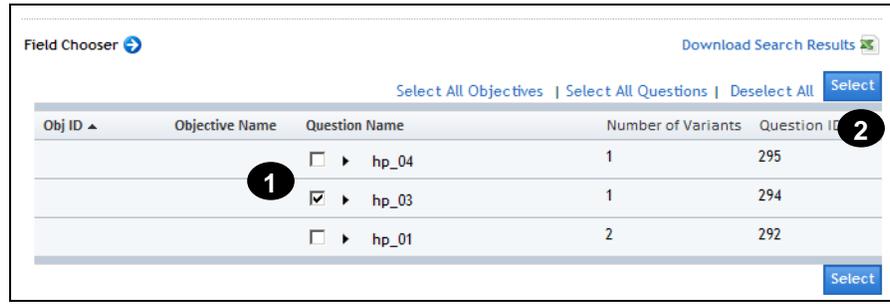
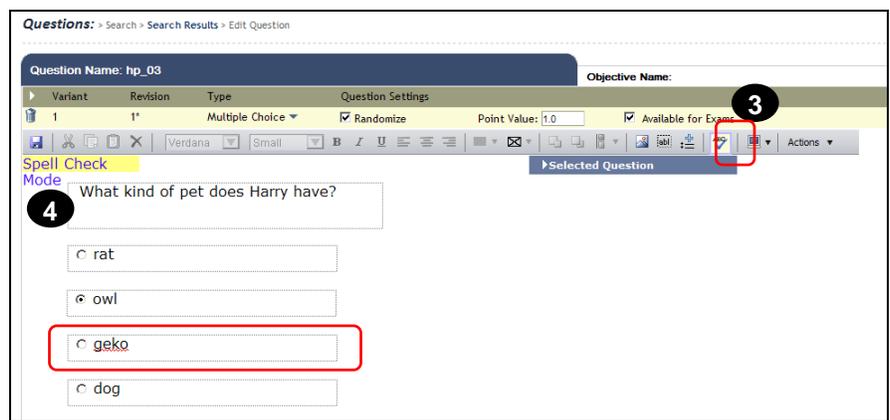
- 1 Search for and select the question.
- 2 Select **Select**.



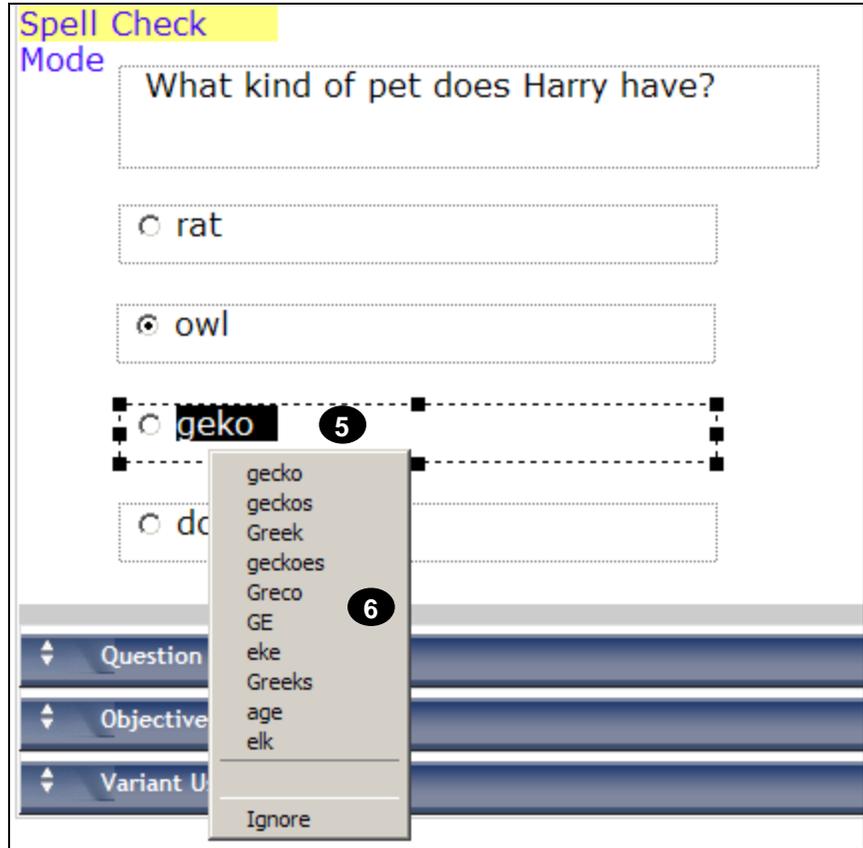
<p>3 Select your mouse to place your cursor at the insertion point you want for the image.</p> <p>4 Select the insert image () icon.</p>	
<p>5 The <i>Add Image</i> window displays.</p> <p>Select Browse.</p> <p>Locate and select the image file you want to add.</p> <p>The file name is automatically entered in the Image File textbox in the Add Image pop-up window.</p> <p>6 Select Add.</p>	
<p>7 The <i>Add Image - Preview</i> window displays.</p> <p>Set the image size as appropriate.</p> <p><i>Note: If the image is larger than 250K a warning will appear. Resize the image using the Scale Image or Width/Height boxes.</i></p> <p>8 Enter alternative text (alt-tag) in the Alt Text text field.</p> <p><i>Note: The ALT attribute is designed to be an alternative text description for images. ALT is a required element for images and can only be used for image tags because its specific purpose is to describe images.</i></p> <p>9 Select OK to insert the image in the question at the insertion point.</p>	

<p>10 Select anywhere outside of the image box, then click Save Question ().</p>	
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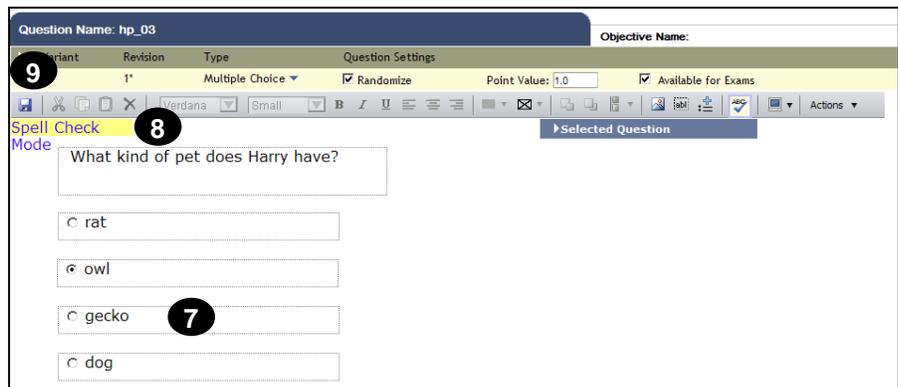
Task E. Check Spelling of Question in PQE

<p>1 Search for and select the question.</p> <p>2 Select Select.</p>	
<p>3 Select the Check Spelling button ().</p> <p>4 The question workspace indicates that spell checker is on. Notice the word not recognized by spell checker is underlined in red.</p>	

- 5 Select the word indicated as incorrect. A list of possible options is displayed.
- 6 Select the correct word from the list or select Ignore to ignore the word.

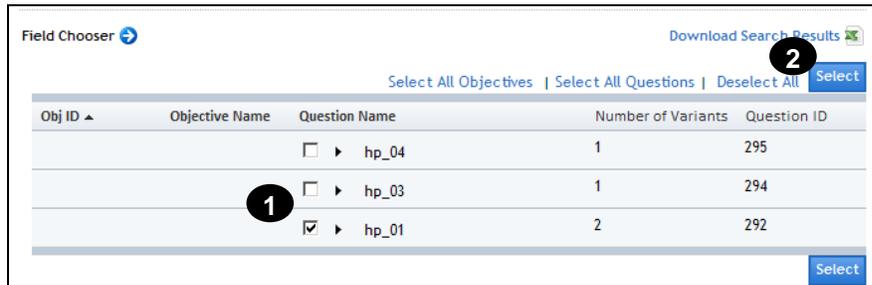


- 7 If you selected a word from the list, the incorrect word is replaced with your selection.
- 8 Select the **Spell Check Mode** yellow box to turn off spell checker.
- 9 Select **Save Question** (📁).



Task F. Add Question Variant in PQE

- 1 Search for and select the question.
- 2 Select **Select**.



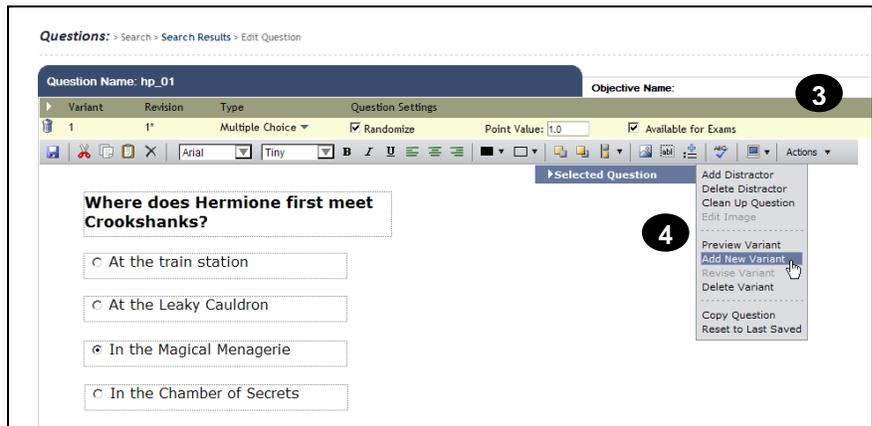
Field Chooser Download Search Results

Select All Objectives | Select All Questions | Deselect All Select

Obj ID ▲	Objective Name	Question Name	Number of Variants	Question ID
		<input type="checkbox"/> ▶ hp_04	1	295
		<input type="checkbox"/> ▶ hp_03	1	294
		<input checked="" type="checkbox"/> ▶ hp_01	2	292

Select

- 3 Select the Actions drop-down menu.
- 4 Select **Add New Variant** from drop-down menu.



Questions: > Search > Search Results > Edit Question

Question Name: hp_01 Objective Name: 3

Variant	Revision	Type	Question Settings	Point Value	Available for Exams
1	1*	Multiple Choice	<input checked="" type="checkbox"/> Randomize	1.0	<input checked="" type="checkbox"/> Available for Exams

Where does Hermione first meet Crookshanks?

At the train station

At the Leaky Cauldron

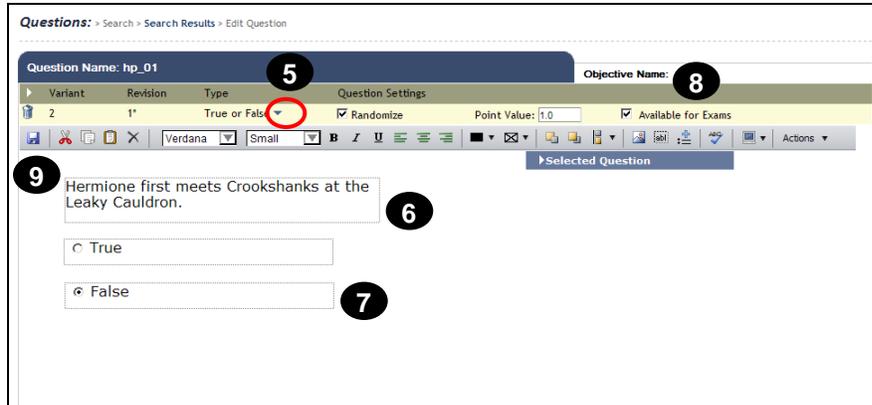
In the Magical Menagerie

In the Chamber of Secrets

4

- Add Distractor
- Delete Distractor
- Clean Up Question
- Edit Image
- Preview Variant
- Add New Variant**
- Revise Variant
- Delete Variant
- Copy Question
- Reset to Last Saved

- 5 Change the question type by selecting the down arrow (▼).
- Optional:* Change the point value of the variant.
- 6 Enter the question stem.
- 7 Enter the correct answer and the distractors.
- Optional:* Enter any appropriate metadata in the Question Metadata section.
- 8 Make the question variant available for all exams.
- 9 Select **Save Question** (💾).



Questions: > Search > Search Results > Edit Question

Question Name: hp_01 Objective Name: 8

Variant	Revision	Type	Question Settings	Point Value	Available for Exams
2	1*	True or False	<input checked="" type="checkbox"/> Randomize	1.0	<input checked="" type="checkbox"/> Available for Exams

Hermione first meets Crookshanks at the Leaky Cauldron. 6

True

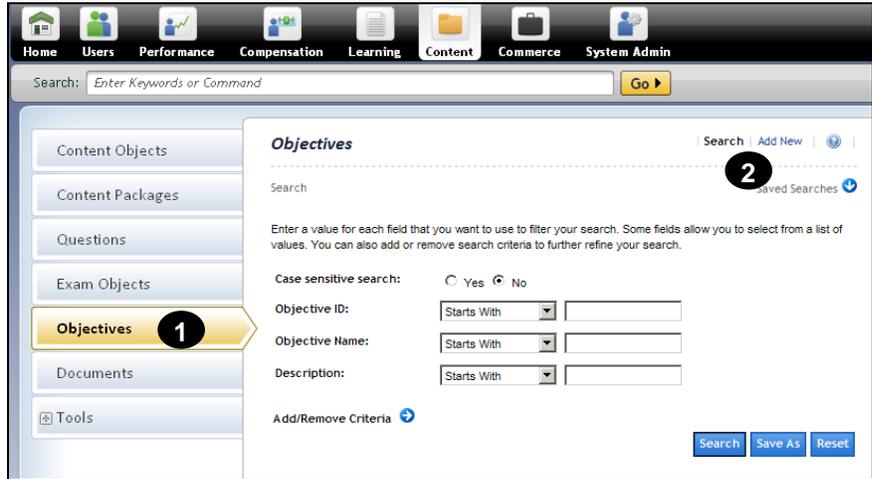
False 7

Note: Notice the Variant number changed in the top left.

Task G. Associating an Objective with a Question - Create Objective First

1 Navigate to Content > Objectives.

2 Select Add New.



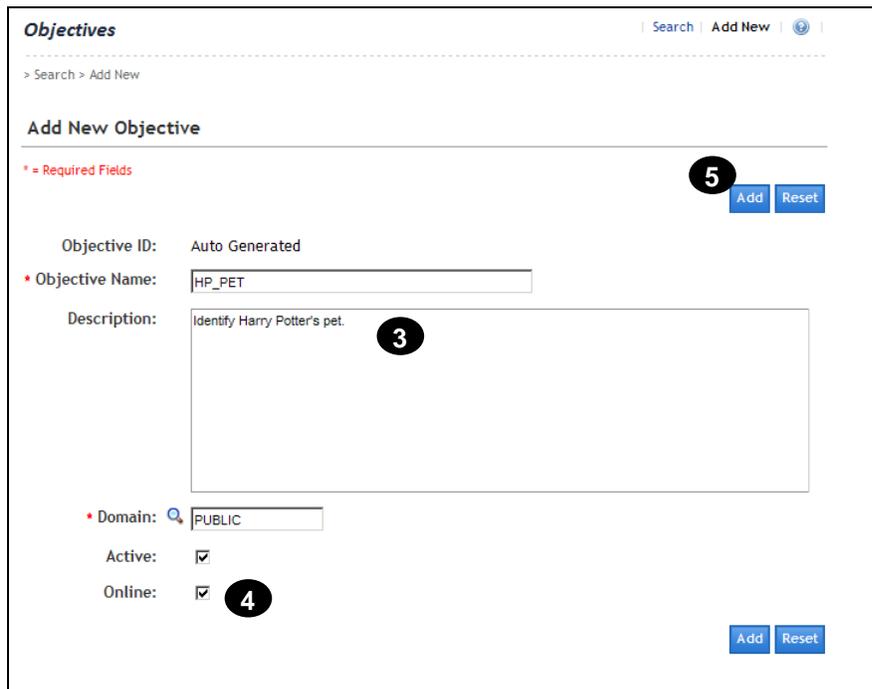
The screenshot shows the LearningLink interface. At the top, there is a navigation bar with icons for Home, Users, Performance, Compensation, Learning, Content, Commerce, and System Admin. Below this is a search bar with the placeholder text 'Enter Keywords or Command' and a 'Go' button. On the left side, there is a vertical menu with items: Content Objects, Content Packages, Questions, Exam Objects, Objectives (highlighted with a circled '1'), Documents, and Tools. The main content area is titled 'Objectives' and contains a search form with fields for Objective ID, Objective Name, and Description, each with a 'Starts With' dropdown. There are also radio buttons for 'Case sensitive search' (Yes/No) and a link for 'Add/Remove Criteria'. At the bottom right, there are buttons for 'Search', 'Save As', and 'Reset'. A circled '2' is placed over the 'Add New' link in the top right corner of the main content area.

3 Enter all the required and optional information as appropriate.

4 Select the Online checkbox.

Note: When you check this checkbox, users can access content objects and exams that incorporate this objective. If the box is not checked, users are locked out of any online material that incorporates the objective.

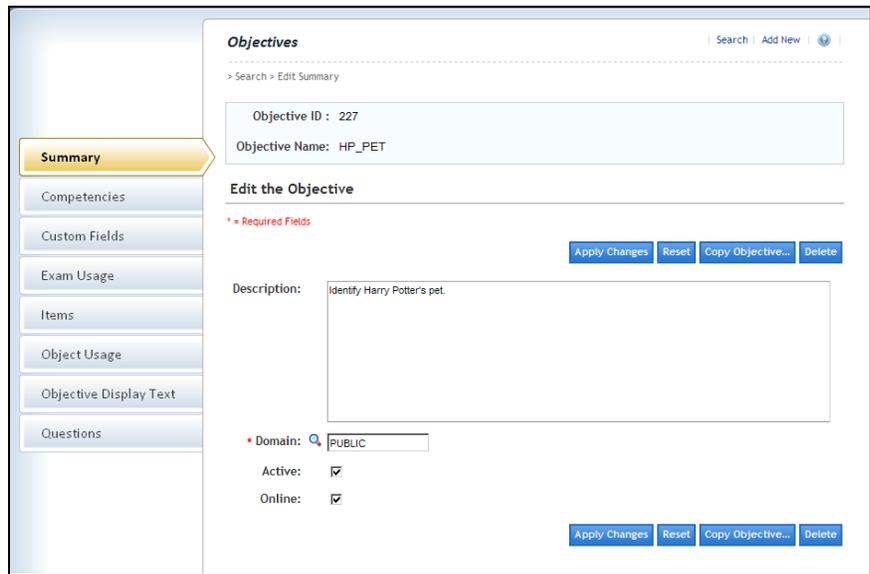
5 Select Add.



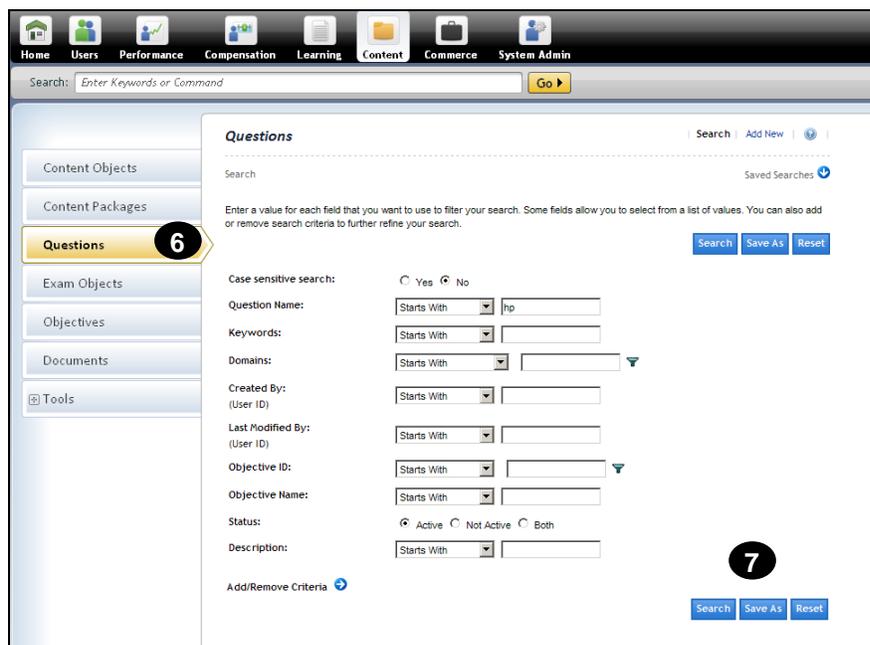
The screenshot shows the 'Add New Objective' form. At the top, there is a navigation bar with 'Search' and 'Add New' links. Below this is a search bar with the placeholder text '> Search > Add New'. The main content area is titled 'Add New Objective' and contains a form with the following fields: Objective ID (Auto Generated), Objective Name (HP_PET), Description (Identify Harry Potter's pet, circled with a '3'), Domain (PUBLIC), Active (checked), and Online (checked, circled with a '4'). There are buttons for 'Add' and 'Reset' at the bottom right. A circled '5' is placed over the 'Add' button.

The objective is added and saved and you are taken to the Summary tab of the objective record.

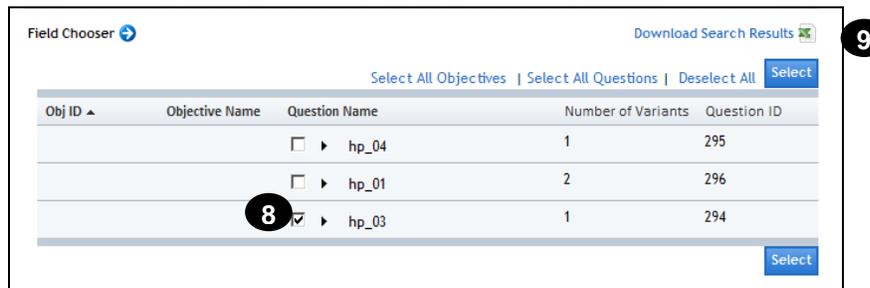
If you select the Questions tab, you are only able to view (not add) questions associated with this objective. To associate this objective to a question, you must associate via the question record.



- 6 Navigate to Content > Questions.
- 7 Enter search criteria, and select Search to find the question(s).



- 8 Select the question(s) desired.
- 9 Select Select.



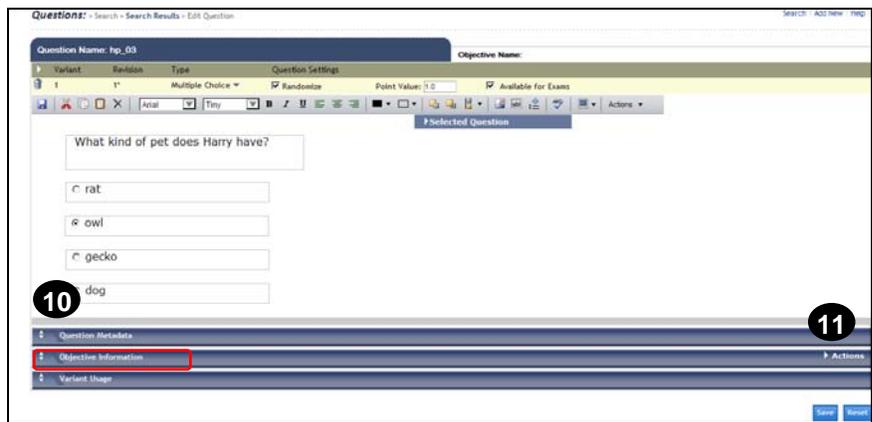
Obj ID	Objective Name	Question Name	Number of Variants	Question ID
		<input type="checkbox"/> hp_04	1	295
		<input type="checkbox"/> hp_01	2	296
		<input checked="" type="checkbox"/> hp_03	1	294

10 Select the expand arrow (⌵) to open the Objective Information section.

or

11 Select the Actions arrow.

12 Select **Associate Existing Objective** from the drop-down menu.



Note: You can also use the Actions menu on the right to associate and add objectives to the question.



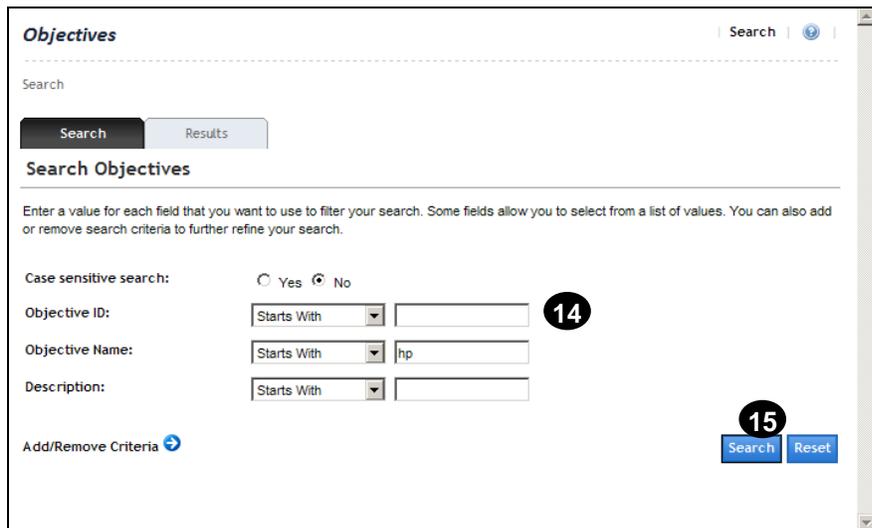
13 Select the select objective icon (🔍).

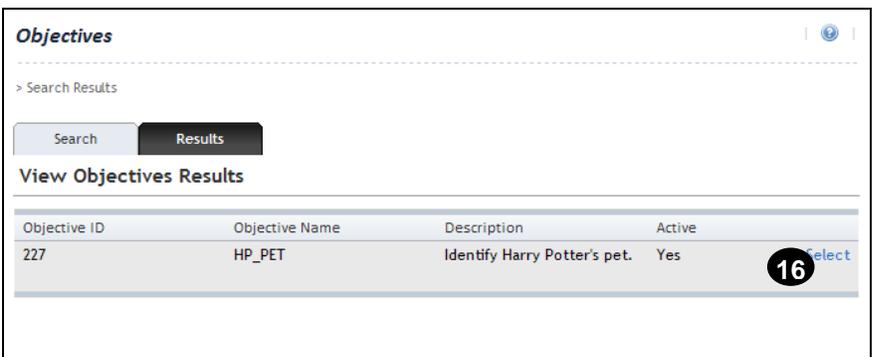
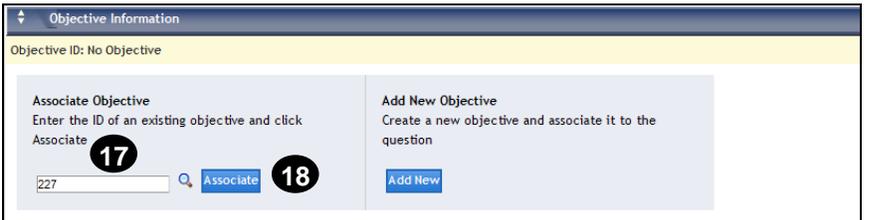
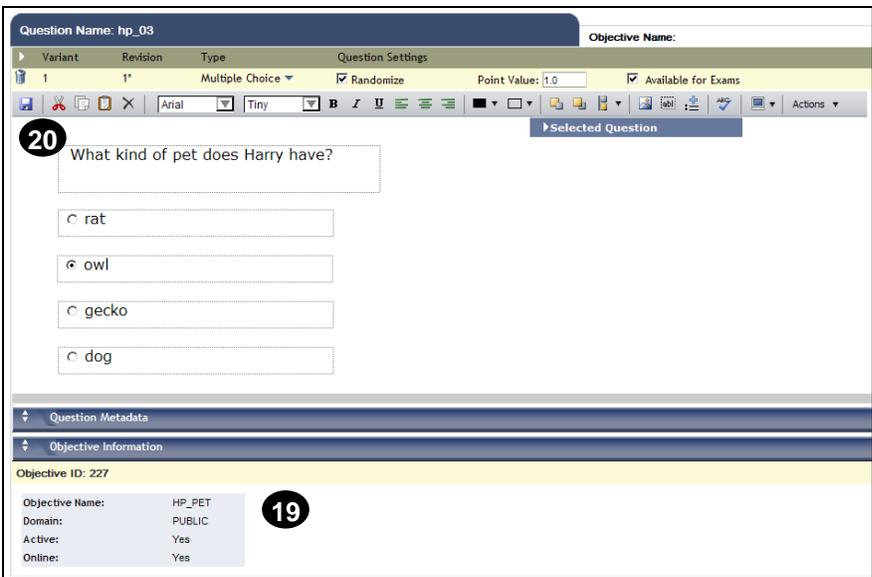


14 Enter search criteria in the Objective ID Search pop-up window.

15 Select Search.

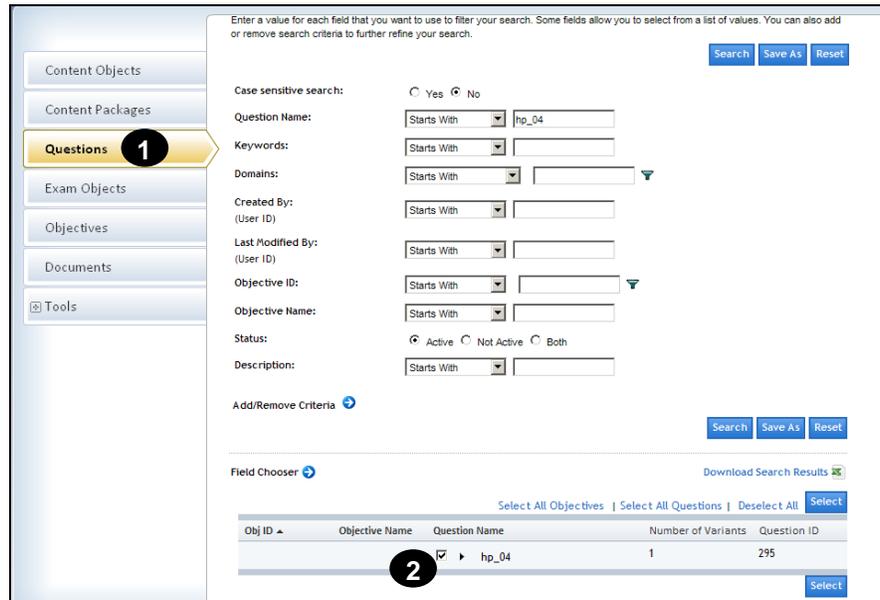
Note: The Objective ID is auto-generated. Typically, search on the objective name which you created/entered.



<p>16 Your search results are displayed.</p> <p>16 Select the Select link next to the objective you want to associate with the question.</p>	
<p>17 The objective ID is automatically entered into the textbox in the Objective Information section.</p> <p>18 Select Associate.</p>	
<p>19 The objective is associated with the question.</p> <p>20 Select Save Question (📁).</p>	

Task H. Associating an Objective with a Question - Create Question First

- 1 Navigate to Content > Questions.
- 2 Search for the question and access the record.



Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Search Save As Reset

Case sensitive search: Yes No

Question Name: Starts With hp_04

Keywords: Starts With

Domains: Starts With

Created By: (User ID) Starts With

Last Modified By: (User ID) Starts With

Objective ID: Starts With

Objective Name: Starts With

Status: Active Not Active Both

Description: Starts With

Add/Remove Criteria

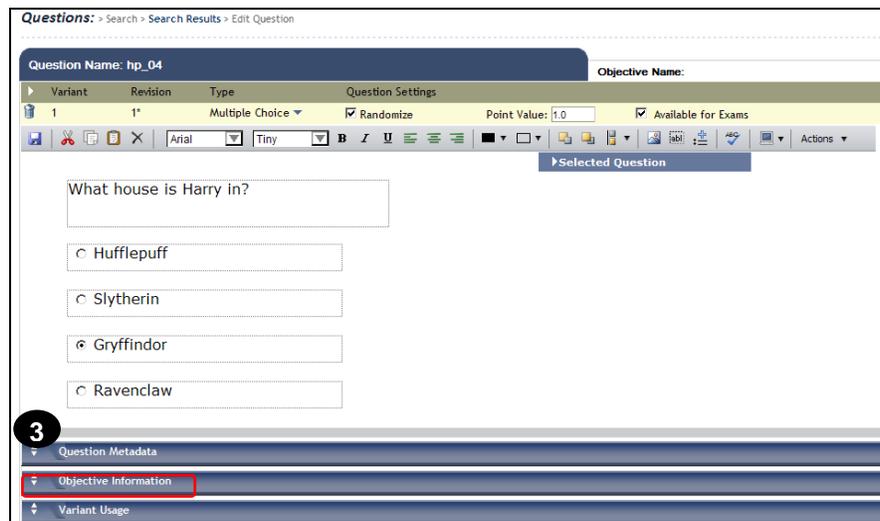
Field Chooser Download Search Results

Select All Objectives | Select All Questions | Deselect All Select

Obj ID	Objective Name	Question Name	Number of Variants	Question ID
		hp_04	1	295

Select

- 3 Select the expand arrow (⌵) to open the Objective Information section.



Questions: Search Search Results Edit Question

Question Name: hp_04 Objective Name:

Variant	Revision	Type	Question Settings
1	1*	Multiple Choice	Randomize Point Value: 1.0 Available for Exams

Selected Question

What house is Harry in?

Hufflepuff

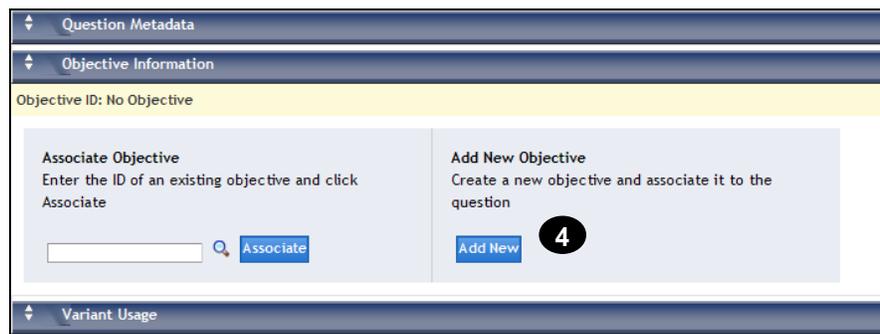
Slytherin

Gryffindor

Ravenclaw

3 Objective Information

- 4 Select Add New in the Add New Objective section.



Question Metadata

Objective Information

Objective ID: No Objective

Associate Objective
Enter the ID of an existing objective and click Associate

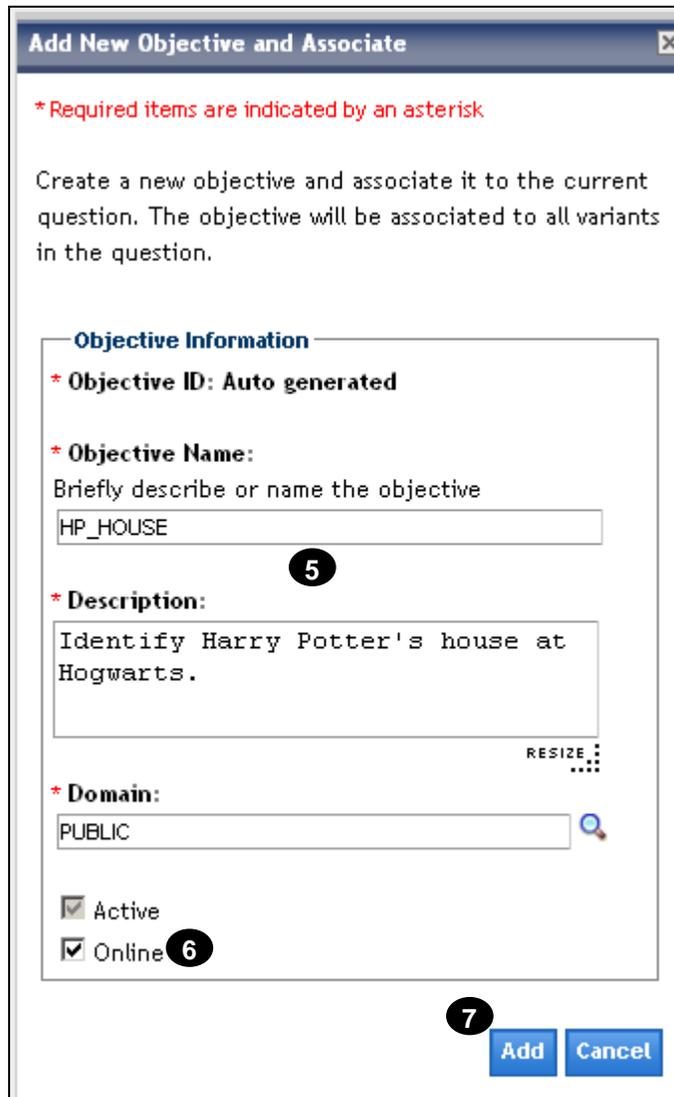
Add New Objective
Create a new objective and associate it to the question

Associate Add New 4

Variant Usage

The Add New Objective and Associate pop-up window displays.

- 5 Enter the required information: objective name, description, and domain.
- 6 Check the **Online** checkbox.
- 7 Select **Add**.



Add New Objective and Associate

* Required items are indicated by an asterisk

Create a new objective and associate it to the current question. The objective will be associated to all variants in the question.

Objective Information

* **Objective ID:** Auto generated

* **Objective Name:**
Briefly describe or name the objective
HP_HOUSE 5

* **Description:**
Identify Harry Potter's house at Hogwarts.

Domain:
PUBLIC 6

Active
 Online 6

7 **Add** **Cancel**

8 The new objective is added and associated with the question.

9 Select Save Question (📄).

Question Name: hp_04
Objective Name:

Variant	Revision	Type	Question Settings
1	1*	Multiple Choice	<input checked="" type="checkbox"/> Randomize Point Value: 1.0 <input checked="" type="checkbox"/> Available for Exams

9 What house is Harry in?

Hufflepuff

Slytherin

Gryffindor

Ravenclaw

Question Metadata

Objective Information

Objective ID: 228

Objective Name:	HP_HOUSE
Domain:	PUBLIC
Active:	Yes
Online:	Yes

Notes