QuestBase

Create, manage, analyze assessments, tests, quizzes, exams and surveys
Are you in a hurry?
Then just read the highlighted chapters, all the information you need in a nutshell!

Are you using a Mac?
To simulate a right-click and display the context menu, press and hold the Control (Ctrl) key while you click the mouse button. Additionally, most commands normally available with a right-click are available in the Actions menu, on the right of your screen.

Are you using a tablet?
Most commands normally available with a right-click are available in the Actions menu, on the right of your screen.
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OVERVIEW

SIGNING UP FOR QUESTBASE

Before starting to use QuestBase, you need to sign-up: go to www.questbase.com and click the Sign Up Free button to create your own account. If you already have a Facebook account, you can take the fast lane and click the Connect to Facebook button, otherwise just click Sign up now for free and enter the requested information; after that, you will immediately receive a verification e-mail message to the address you have specified. Click the link included in that message to verify your account and we’re ready to start!

From a technical viewpoint, QuestBase is compatible with most browsers, including Internet Explorer, Firefox, Chrome, Safari, and it supports Windows, Macintosh, Linux. In addition, it’s also compatible with iPad and Android tablets. If you don’t have a particular preference, we recommend you to use the Chrome browser, which allows you to have max speed and performances. It’s free and can be downloaded from www.google.com/chrome.

STARTING QUESTBASE

Go to www.questbase.com and, in the top-right box, enter your e-mail address and the password you have chosen; after logging in, you'll see your own home page. To start QuestBase, click the button Start QuestBase and wait a few moments.
The first time you login into QuestBase you’ll see the Welcome! window, that allows you to set some basic options for your account:

1. Enter your First Name and Last Name.
2. Take a quick look at the other options.
3. Click Continue to save and continue.

The options you set in the Welcome! window can always be changed later in the My Profile window, which includes all the information about your account. To display this window, click your name in the top-right and choose My Profile...:


1. Select the **General** and **Options** tabs to change the settings you have set before (in the **Welcome!** window).
2. Click **OK** to confirm.

In this window, if you want, you can also add a profile image that will be used inside QuestBase:

1. Select the **General** tab.
2. Click the small white arrow below the profile image and choose **Change Image**...
3. Choose an image (from your PC, with format GIF, PNG, JPG, JPEG) and click **OK** to confirm.

**INTERFACE**

As you may already have noticed, the QuestBase interface is very easy to use and straightforward. It’s divided into 3 main sections that you’ll often see later in this manual:
A. **LIST OF YOUR ASSESSMENTS (A1) AND ASSESSMENTS SHARED TO YOU (A2)**

It allows you to manage your assessments and assessments that other users have shared with you, rename and group them into folders, copy, move and delete them. You can right-click (or, if you’re using a Mac, CTRL + mouse button) on an item to display several additional commands in a context menu.

B. **LIST OF YOUR STUDENTS**

It allows you to manage your students, rename and group them into folders, copy, move and delete them. You can right-click on an item to display several additional commands in a context menu.

C. **MAIN AREA**

It allows you to see the details of any items selected in the left tree (for example, it displays the questions included in the currently selected assessment). You can right-click on an item to display several additional commands in a context menu.

D. **PREVIEW AREA**

It allows you to see the preview of the item (for example, a question) currently selected in the main area; additionally, it displays links to most common commands for that item.

Reading through this manual you’ll learn how to easily use the QuestBase interface.
Click the Add button in the top left and select Add Assessment... to display the Add Assessment wizard.

This wizard displays all the steps you need to follow to create an assessment, and it allows you to set basic options: you can always change them at a later point of time and you’ll also discover how to set advanced options.

1. **ADD NEW ASSESSMENT**
   Enter the assessment Title (for example, Sample assessment) and click Next.

2. **GENERAL INFORMATION**
   Enter a Description and some Keywords (this information is optional). Click the button near the Folder field: if you want, you can create or choose a different folder where the assessment will be saved (for now keep the default setting, we’ll get back later to folder management, see section Grouping Assessments into Folders, later in this chapter).

3. **ASSESSMENT TYPE**
   Here you can choose which assessment type you want to create: for now, leave the default setting (later on we’ll also speak about the Survey type). You can
also choose how you want to publish your assessments, that is if you want to have users take it on-line, or on paper (printed), or both. However, you can always change this option later (for example, you can print on paper an on-line assessment, and vice versa).

4. **General Options**
   These options allow you to set general behavior for your assessment, for example if questions and answers should be displayed in random order, if a max time should be set (in mm:ss, for example 30:00 minutes), if a passing score should be set (awarding a custom certificate, if needed), and much more. Additionally, you can also set a basic protection for your assessment by requesting a password: this way, only users knowing the password will be able to take it.

5. **Custom Fields**
   Before taking the assessment, you can request test takers additional information. The drop-down box lists the most common information (for example, First Name, Last Name, ID, etc.), but you can also add custom fields (for example, select Custom Field 1).

6. **Custom Messages**
   You can add custom messages that will be displayed before taking the assessment (for example, a message with instructions) and after submitting answers (for example, a thank-you message).

7. **Sharing**
   You can share your assessment with other users and colleagues, so that you can work together (for example, to write questions). By selecting Include this assessment in the QuestBase community users will be able to search for your assessment (using keywords) in the QuestBase community available at www.questbase.com/community (of course they won’t be able to change or edit it, but only take it).

8. **Congratulations**
   Congratulations, you finally completed the wizard!

Now click the Create button: your assessment will appear in the assessment list on the left, while in the main area you will see its Home Page with its sections: Questions, Options, Publications, Responses.
The **Questions** section allows you to view, add and edit the questions included in the current assessment. The **Options** section allows you to set the custom fields that need to be asked before taking the quiz (for example, *First name, Last name, Class*, etc.) and manage multimedia objects (pictures, videos, documents, etc.) in your assessment. The **Publications** section allows you to manage assessment publications, that is how questions should be displayed or printed (for example, all questions, 10 random questions, etc.).

*Each assessment can contain unlimited publications: this way you can use the same set of questions to create both a publication for practice (displaying all questions with no time-limit and revealing correct answers) and a publication for an official exam (displaying only 25 random questions, with a 45 minute time-limit and hiding correct answers).*

Finally, the **Responses** section lists all the users that took the test, as well as their scores and results.

You can edit the assessment you’ve just created by right-clicking its name in the left tree and, from the context menu, choose **Properties**... The following window appears:
Here you can make your changes and press **OK** to confirm them.

**GROUPING ASSESSMENTS INTO FOLDERS**

After adding your assessments, QuestBase allows you to group them into **Folders**. Using folders you can categorize assessments the way you like (for example, by topic, by class, by year, etc.):

1. Right-click on **My Assessments** in the left tree and, in the context menu, choose **Add Folder**.
2. Type the name for the folder (for example, *First Quarter*) and press Enter.
3. Select an assessment from the assessment list and drag it into the folder you’ve just created.

A possible scenario may be the following:
Of course you can directly add an assessment in a specific folder (without the need to move it later): select that folder before adding the assessment, and QuestBase will use it as the default one.

Assessments and folders can be cut, copied, duplicated or pasted by right-clicking their name and choosing Cut, Copy, Paste. Additionally, you can move them (drag & drop) to other folders. When you duplicate an assessment (copy and paste it), all the objects it contains (questions, multimedia files, etc.) are copied, except for the given responses (if any); this way, you can use this feature to create new assessments similar to existing ones (with no need to delete previous responses).

**Adding an Assessment Manually**

In addition to the wizard, QuestBase allows you to add assessments manually, in a quicker way. Click My Assessments in the left tree: in the main area QuestBase displays all the assessments already created. Click the small black arrow near the Add Assessment… button on the top and select Quickly Add Assessment…
The **Assessment Properties** window appears and it allows you to set the options for your new assessment; click **OK** to confirm your settings.

*QuestBase also allows you to import (or export) assessments from external files, for example from Microsoft Excel, Microsoft Access, WebQuiz, Moodle, CSV, XML, etc. (see section “Importing an Assessment” in “Advanced Features”, later in this manual).*
ADDING QUESTIONS

USING THE WIZARD

In QuestBase each assessment is a repository (i.e. a container) for your questions. After creating an assessment, click the Questions section to display its questions. Of course you'll see no questions because the assessment is brand new.

Click the Add Question... button to start the Add Question wizard.
This wizard displays all the steps you need to follow to create a question, and it allows you to set basic options: you can always change them at a later point of time and you'll also discover how to set advanced options.

1. **ADD NEW QUESTION**
   Choose the question **Type** you want to add and click **Next**. For now keep **Multiple Choice**. However click the button to see a sample for each question type.

2. **QUESTION**
   Type the text for the question; the text for the answers will be typed in the next step. You can enter simple text or, by changing the **Format**, advanced text too. Experienced users can also add HTML code. If you set the format to **Advanced Text**, you can add math equations using the Equation Editor (press the **Insert Equation** button, see section Adding Equations, Pictures, Sounds and Videos, later in this chapter).

3. **ANSWERS**
   Enter the answers for this question. Since we're adding a **Multiple Choice** question, we need to add more answers (i.e. distractors), as well as the right answer. Click the **Add Answer** button and type the answer text; if it is the correct one, select also the **Right** checkbox. Repeat these steps for all the answers you want to add; you can also press the **TAB** key to add a new answer quickly. If you want to insert advanced text or equations, click the small square box on the right of each answer: this way, the wizard will display a text editor very similar to the one you've already used for the question.

4. **OPTIONS**
   Here you can set some general options for your question; for example, you can choose if the answer is required or if you want to display answers randomly.

5. **RESOURCES**
   You can specify if the question contains external resources: a simple link or any
file types (pictures, audio and video files, documents, presentations, etc.) that can be uploaded from your computer.

6. **SCORE**
   You can assign a score according to the result; for example, if the student answers correctly you can give a positive score (1 point), otherwise a negative score (-0.25 points). You can also assign a score even if no answer is given. Finally, by using the advanced features, you can assign a different score to each answer, regardless of the result.

7. **CONGRATULATIONS**
   Congratulations, you finally completed the wizard!

Now click the **Create** button: your question will be added and it will appear in the assessment question list. Click the **Preview** button to display a preview for the question, the same way as your students will see it.

You can edit the question you’ve just created by right-clicking it and, from the context menu, choose **Properties**... (or you can also double-click on the question). The following window appears:

![Question Properties window](image)

Here you can make your changes and press **OK** to confirm them.
GROUPING QUESTIONS INTO FOLDERS

After adding your questions, QuestBase allows you to group them into **Folders**. Using folders you can categorize questions the way you like (for example, by topic, by difficulty, etc.):

1. Right-click on **Questions** in the left tree and, in the context menu, choose **Add Folder**.
2. Type the name for the folder (for example, *History*) and press **ENTER**.
3. Select a question (or more questions, by pressing **CTRL** and/or **SHIFT**) in the question list and drag it into the folder you’ve just created.

A possible scenario may be the following:

![Folder Structure](image)

Of course you can directly add a question in a specific folder (without the need to move it later): select that folder before adding the question, and QuestBase will use it as the default one.

*Questions and folders can be cut, copied, duplicated or pasted by right-clicking on them and choosing *Cut*, *Copy*, *Paste*. Additionally, you can move them (drag & drop) to other folders or change their order moving them up and down (using the mouse).*
In addition to the wizard, QuestBase allows you to add questions manually, in a quicker way. Click Questions in the left tree; in the main area QuestBase displays all the questions contained in the selected assessment. Click the small black arrow near the Add Question... button on the top and select Quickly Add Question...

The Question Properties window appears and it allows you to set the options for your new question; click OK to confirm your settings.
QuestBase also allows you to import (or export) questions from external files, for example from Microsoft Excel, Microsoft Access, WebQuiz, Moodle, CSV, XML, etc. (see section “Importing an Assessment” in “Advanced Features”, later in this manual).

Adding Equations, Pictures, Sounds and Videos

As already said, QuestBase allows you to add equations and multimedia objects (pictures, sounds, videos, documents, etc.) to questions and answers. Add a new question manually (see previous section) and in the Question tab select Advanced Text format: the button Insert Equation will be enabled on the toolbar. Click this button to start the Equation Editor.

If you want to insert equations in the answers (not only in the questions), click the small square box on the right of each answer: this way, the wizard will display a text editor very similar to the one you’ve already used for the question.
Type your equation and press **OK** to confirm it. The following window appears:

![Question Properties](image)

In the **Answers** tab add three answers, and set one of them as the right one. Finally, to upload a picture select the **Advanced** tab and choose **This question contains a file**. Click the **button to display the files you’ve already uploaded in this assessment or to upload new files.

*QuestBase supports several file formats and, for some of them, it offers an automatic conversion so that they may be viewed by anyone (also by users with tablets and not PCs / MACs). For example, if you upload a video in WMV format (which is only compatible with Windows), QuestBase will automatically convert it so that it may be displayed on iPads too.*

If you want to use a video already published to YouTube (or Vimeo, etc.), in the **Advanced** tab choose **This question contains a link** and paste the link for your video.

Finally click **OK** to save your question and, if you want, you can display its preview with the **Preview** button.
Setting Options

Asking for Personal Information

In the Add New Assessment wizard you’ve already seen how to request personal information (for example, first name, last name, etc.) before taking a quiz. Now we’ll discuss this feature in detail:

1. Select your assessment in the left tree and click Options in the main area.
2. Click Custom Fields. This window displays the list of the custom fields (first name, last name, etc.) that will be requested before taking the assessment.

3. Click the + Add Custom Field... button.
4. Type a **Label** and the **Text** for your custom field (for example, *First Name*).

5. Choose the **Type** from the drop-down box (for example, *First Name*): the **Properties** section below will change according to the selected type.

   If you're adding the first name, set its type to "First Name" (and not to "Generic Text"). The same for last name. This way QuestBase will "understand" what are the first name and last name of the user taking the assessment, and it will use them in several places of the application.

6. Select the **Advanced** tab: if you want, you can set a **Default Value** or enable **This field is required**. Click **OK** to confirm.

In the **Custom Fields** window now you should see the field you’ve just created. If you want to change its options, just double-click it. Additionally you can use the toolbar that allows you to **Copy** and **Paste** your fields or even change their order; you can also copy and paste fields from and to different assessments.

Click **OK** in the **Custom Fields** window to confirm and save the fields you have added or edited.

After adding the custom field First Name, try to add Last Name too (whose type is “Last Name”) and E-Mail (whose type is “E-Mail”). First Name and Last Name will allow you to find easily which user took the test, while E-Mail will be useful if you want to send automatic confirmation and notification e-mail messages.
Uploading Files with the File Manager

With the **File Manager** you can upload files (images, audios, videos, documents, etc.) to QuestBase and use them in your questions. For example, in an Art quiz you may display some paintings and ask the test taker to guess the author. Or in a Spanish exam you may play some Spanish sentences and ask the test taker to find the correct translation.

1. Select your assessment in the left tree and click **Options** in the main area.
2. Click **File Manager**. This window displays the list of files that you’ve already uploaded into this assessment. If it’s the first time you see this window, the list will be of course empty.

3. Click the **Upload**... button to upload a new file.
4. Click **Add File(s)**... and select one of more files to upload.
5. Click **Upload** to start uploading the file(s). After completing, click **Close**.
QuestBase allows you to upload the following file formats:

**Word documents**: DOC, DOCX, DOT, DOTX, RTF
**Excel documents**: XLS, XLSX, CSV
**PowerPoint documents**: PPT, PPTX, PPS, PPSX, POT, POTX
**HTML documents**: HTML, HTM
**Other documents**: PDF, TXT
**Images**: PNG, GIF, JPEG, BMP, PCX, TIF, TIFF, EMF, WMF, PSD
**Audios**: MP3, WAV, RA, AAC, M4A, FLAC, WMA
**Videos**: 3GP, AVI, FLY, M4V, MOV, MP4, MPG, MPEG, OGG, OGV, RM, WEBM, WMV
**Flash**: SWF, FLA

Other file formats can be uploaded too, but QuestBase will not manage them directly.

Now right-click the file thumbnail and you’ll see a context-menu: you’ll be able to display the file, download it, etc.

If you have uploaded a Word, PowerPoint or PDF document, in the context-menu you can also see the **Certificate Editor**... command. It allows you to create your own custom PDF certificate that will be awarded every time someone passes your test.

If you have uploaded an audio or video file, in the context-menu you can also see the **Change Quality** command, that allows you to change the quality of the file you’ve just uploaded (this feature is only available to Premium users).
Publishing an Assessment

What is a Publication?

As we said earlier, an assessment is just a repository (i.e. a container) for your questions: right-click your assessment in the left tree and, in the context-menu, choose Properties...

If you remember, when you created this assessment in the Add Assessment wizard (see chapter Creating an Assessment), you set several options, for example the max time, the password, some custom messages, etc. Actually it’s not the assessment that contains these options, but its publications contain them; in fact, in the assessment Properties... window you won’t find these options.

A publication is just a way the assessment may look and behave. Let’s make an example: suppose you have created an assessment containing 100 questions. With these questions you may need to create:

- A practice test containing all 100 questions, with no time limit.
- An official test containing 50 random questions, with a 60-minute time limit.
- Another official test containing 25 questions, chosen randomly from different topics, available in a specific date only, with a 30-minute time limit, and with a custom certificate awarded if passed.

In QuestBase you won’t have to create 3 different assessments, but instead just 3 different publications of the same assessment! That’s easy, because this way you can always reuse your questions. Publications can be on-line (if your students need to take them on the Internet or in a computer lab) or on paper (if you need to print them or export to PDF).
CONFIGURING A PUBLICATION

Each time you create an assessment using the Add Assessment wizard (see chapter Creating an Assessment), QuestBase automatically also adds a default publication that includes all the options you have set in the wizard:

1. Select your assessment in the left tree and click Publications in the main area.
2. Right-click the publication you see (you should see one publication only) and the context-menu appears:

3. Select Preview and you’ll see how the assessment looks like to students. Answer the questions and submit your response: the confirmation page displays the score and a summary of your answers. Since it’s just a preview, no response will be actually saved.
4. If, instead, you select Properties... you can access the options you have already set in the Add Assessment wizard, and change them, if needed.
**General Tab**

This tab allows you to set general information about this publication. If you haven’t already done so, you may enable **Include this publication in the QuestBase community**: this way, other users may search and find your publication in the QuestBase community at [www.questbase.com/community](http://www.questbase.com/community), thus encouraging assessment sharing.

*If a student searches for your publication in the QuestBase community using directly the PIN (a PIN is a unique number that identifies your publication, see later in this chapter), the publication will always be found regardless of the setting for the option **Include this publication in the QuestBase community**.*
**Questions Tab**

This tab allows you to choose the questions you want to include in the publication and their order. For example, with the option **include specific questions** you can create a fixed sequence of questions, even from different topics or assessments, and set their order.

With the option **include questions from folders, topics or other assessments**, instead, you can add random questions from different folders, topics or assessments.

*Here's a small example: let's suppose you have created an assessment with 30 questions, divided into 3 folders (History, Geography, Math), 10 per folder. This option allows you to create a publication with 3 different sections (you can even specify an introductory message for each of them) that includes a set of questions from each folder (for example, 3 random questions from History, 3 random questions from Geography and 3 random questions from Math).*

The **Randomization** section allows you to sort randomly questions and/or answers. If you choose **Default**, QuestBase will use the option already set at question level (for each question, in its properties).
**Options Tab**

If you click the link **Set advanced options** you can set a max allowed time to take the test (for example, 45 minutes, **Options** tab), or you can display a fixed number of questions per page (for example, 5 questions per page, **Sequence** tab). The **Results** tab allows you to customize the results page displayed to the test taker after taking the test, while the **Advanced** tab allows you to set some advanced options to further customize the publication.

Go back to the **Options** tab of the **Publication Properties** window, and click the link **Set e-mails**: here you can add **Confirmation** e-mails (sent to the user taking the assessment, for example a thank-you message containing the score and grade), **Notification** e-mails (sent to one or more third parties) or **Answers** e-mails (including answers given by the user). These e-mails will be sent whenever someone takes the test and they can contain special fields (for example, First Name, Last Name, Date and Time, Score, etc.) as well as **Custom Fields** that may be requested before taking the assessment. If available, you can also attach the awarded PDF certificate.

> If you want to send a **Confirmation** e-mail to someone not registered in QuestBase, be sure to create a mandatory custom field (for example, "E-Mail Address") whose type is E-mail.

The **Custom Messages** section allows you to customize the messages that can be displayed before taking the assessment or after taking it (in the Results page). If you have specified a message, a green checkmark will appear.
Finally the Grading section allows you to set a Passing Score (if the student gets a score equal to or higher than the passing score, the test will be passed) as well as an advanced Grading Scale (that is a series of grading intervals with a custom message for each of them); the values can be expressed in points (for example, the exam is passed if you reach 20 points) or in percent (for example, the exam is passed if you reach 80% of the max available score). In both cases you can customize and award a PDF certificate using the Certificate Editor:

1. Select the option Set a passing score (for example, 80 Percent).
2. Click the link Award certificate and then Select.
3. Click the Upload button to upload a template for your certificate (see section Uploading Files with the File Manager, earlier in this manual). As a template you can use a PDF, Word or PowerPoint file.
4. After uploading it, select the small thumbnail and click the link Certificate Editor (or right-click the thumbnail and choose Certificate Editor in the context menu).
5. To customize the certificate click the Add Field button and you can add a Fixed text, a Built-in value or a Custom field.
6. Press OK to confirm, both in the Certificate Editor window and in the File Manager window.

**Privacy Tab**

This tab allows you to protect your publication and set some privacy options. For example, you can allow only registered users to take this test (see section Enrolling Students in Assessments later in chapter Managing Students) or allow access only to users with an access code. The default Everyone option allows
access to everyone (unless you have set a password enabling A password is required to take this assessment).

Let’s learn how we can create access codes:

1. Select Only users with access codes and click the link Set access codes.
2. If you want to manually add one access code, click the Add access code button and type the desired Access Code (it can be alphanumeric). If needed, you can also set an Expiration date (after this date the code won’t be valid any longer), a max number of allowed Accesses for this code and any Notes.

3. If you want, you can also automatically generate several access codes to save time: click the small black arrow near the Add access code button and select how many access codes you want to add. Once generated, you can set the same options for all of them: select the access codes you want to edit and click the Security button. Change the options and click OK to confirm.

4. If you want to import existing access codes from an Excel or CSV file, click the small black arrow near the Add access code button and select Import access codes...

Click the link Set security options to edit or change the security options for this publication:

In the General tab you can set a time interval when the publication will be available, or the max number of allowed accesses (if you remember, you have already seen some of these options in the Add Assessment wizard).
The **Advanced** tab, instead, allows you to set how the test takers will access the assessment: with any browsers (no protection), via SSL (https) or only by using **QuestBase Secure Browser**.

If you need to protect your tests and deliver high stakes assessments, you may need far more security than most browsers provide (designed to be as open and flexible as possible). With **QuestBase Secure Browser**, instead, you have a secure tool to deliver your exams: it allows you to prevent people from printing questions, using the right-click on the mouse, saving the HTML, viewing the source, and accidentally exiting an assessment in a proctored environment. You can find more information at [www.questbase.com/product/qsb](http://www.questbase.com/product/qsb)

**PREVIEW AND TAKE TAB**

This tab displays two buttons to preview the publication (responses will not be saved) or to take it (responses will be saved). You can also find how to distribute and deliver your publication (that is, your assessment):

- **Assessment Link**: each publication has a unique link (URL). You can **Copy** and send it by e-mail, publish it on your website, blog, Twitter or Facebook page, and more. To take the assessment, the test taker will just need to click this link.
- **PIN**: each publication has a unique PIN (a 12-digit number). You can **Copy** and distribute it the way you like (by voice, by e-mail, etc.). To take the assessment, the test taker can go to QuestBase at
www.questbase.com, type the PIN in the box **Find Assessment** (right below the box **Sign In**) and click **Search**. The publication title will appear in the results page and the test taker can click it. Additionally, if your test takers are using mobile devices (for example, smart phones or tablets) you can redirect them to m.questbase.com where they can easily enter the PIN.

In the **Find Assessment** box available at www.questbase.com you can search for any assessments whose setting **Include this publication in the QuestBase community** is enabled. In the results page you’ll see all the publications which include the searched text in the title, in the description or in the keywords.

If you want to embed the full assessment page into your existing website or blog, click the link **Do you want to embed this assessment in your website or blog?** to copy the HTML code generated by QuestBase and add it to the HTML code of your page.
Taking an Assessment

Taking an Assessment On-Line

Now that you have created and configured your assessment, let’s try to take it as a student:

- Select your assessment in the left tree and, in the main area, click Publication.
- Right-click an on-line publication and, in the context-menu, select Take.
- Take the assessment and submit your answers.
- Repeat these steps 2 or 3 times, so that we have a few responses.

Each time the assessment is taken, all answers and results are saved. Select your assessment in the left tree and, in the main area, click Responses: you’ll see the list of all the responses for the currently selected publication. Double-click a response to see the Response Properties window:
**GENERAL TAB**

It displays the summary for this response, for example the total time, the score, etc. If you move the mouse over the chart, you’ll see additional statistics.

**PREVIEW AND PRINT TAB**

You can see a preview of the response by clicking **Preview**. You can also **Print** it and **Save PDF**.

**HISTORY TAB**

Users registered in QuestBase can review an history of their previous responses. The options in this tab allow you to control if and when the selected response will be available in the user’s history.

---

**Taking an Assessment Securely**

If you need to protect your tests and deliver high stakes assessments, you may need far more security than most browsers provide (designed to be as open and flexible as possible). With **QuestBase Secure Browser**, instead, you have a secure tool to deliver your exams: it allows you to prevent people from printing or copying questions, using the right-click on the mouse, saving the HTML, viewing the source, switching to other applications, and accidentally exiting an assessment in a proctored environment.
Students can access assessments either using a PIN or their credentials (username/password); no other access methods are allowed, or other browsers. During the exam, the PC is fully locked so that students cannot do anything but taking the test. **QuestBase Secure Browser** is the ideal solution for exams in computer rooms, organizations, companies, schools, universities and training centers. You can find more information at [www.questbase.com/product/qsb](http://www.questbase.com/product/qsb)

**EXPORTING RESPONSES**

QuestBase allows you to export responses to several formats, for example Excel, Access, CSV, PDF, and others. This feature is useful if you want to store or analyze data in external applications.

In the response list, click the **Export** button to display the **Export Responses** wizard:

1. **EXPORT RESPONSES**
   Choose the format you want (for example, *Microsoft Excel 2007-2013 XLSX*) and click **Next**.

2. **FILTER AND SORT**
   You can set a filter to select the responses you want to export, according to their status (for example, *In progress, Completed*, etc.) and a sort field (for example, by *Descending Date*).
3. **Options**
   You can select the columns you want to export as well as if you want to include the custom fields. If you check **Include also detailed answers** additional options will appear.

4. **Congratulations**
   Congratulations, you finally completed the wizard!

Now click **Export** to export the responses.

Now try to take again the assessment but do not submit your answers (instead leave open the assessment window). Go back to the response list, click the **Filter** button and select **In progress**. QuestBase displays also your latest response, with the status **In progress**.

---

Close the assessment window you left open before, without submitting your answers. Go back to the response list and you’ll see your latest response with the status “In progress”. This is correct, because QuestBase consider that response still in progress. However you don’t have to worry, because QuestBase will automatically delete responses that remain “in progress” for more than 24 hours. If you want to disable this option, follow the steps below:

- Click your name in the top-right of the QuestBase window; the **My Profile** window appears.
- Select the **Options** tab
- Uncheck the option **Delete abandoned responses**

---

**Printing on Paper**

If you want to print your assessment, QuestBase allows you to add an **On Paper (Printed)** publication and you can display its print preview, export it to PDF or simply print it on paper. Select your assessment in the left tree and click **Publications** in the main area. Click the **Add Publication** button to display the **Add Publication** wizard:
1. **ADD NEW PUBLICATION**
   Type the publication **Title** (for example, *Sample Printed Assessment*) and click Next.

2. **PUBLICATION TYPE**
   Choose **On Paper (Printed)**.

3. **SELECT QUESTIONS**
   The same way you did for the on-line publication, here you can choose the questions you want to include in this printed publication.

4. **CUSTOM MESSAGES**
   You can add a custom message that will be printed at the beginning of the assessment (for example, a message with instructions).

5. **CONGRATULATIONS**
   Congratulations, you finally completed the wizard!

Now click **Create**: after a few moments, in the main area you should see the printed publication you have just created, as well as the on-line publication we discussed earlier. Right-click the printed publication and the context-menu will appear:

- Select **Preview** if you want to preview the publication.
- Select **Print...** if you want to print the publication.
- Select **Tasks > Save PDF** if you want to export to PDF the publication.

The same way you did for the on-line publication, you can double-click it to see its **Properties**. Let's see in detail the **Options** tab (all the other tabs are very similar to the tabs for the on-line publication):

- The **Print what** drop-down box allows you to print the assessment and/or the keys.
• The **Copies** text box allows you to enter how many copies you want to print. The copies are identical.
• The **Versions** text box allows you to enter how many versions you want to print. The question order is different for each version.

> Here's a short example to understand these options better. Let's say you are a teacher with a class of 25 students: to prevent students from cheating, you can print 2 versions and distribute them alternatively. So, you should select 25 copies and 2 versions: this way you'll get 13 copies for the first version and 12 for the other.

If you click the link **Set advanced options** you can customize your printed publication. For example, you can setup headers and footers, change paper format and size, customize styles and fonts, add a logo, and much more.
MANAGING STUDENTS

ADDING AND IMPORTING STUDENTS

Although you are not required to follow these steps because assessments can be public and not restricted, QuestBase also allows you to add students, group them into groups (for example, classes) and enroll them in the assessments you create. Students login using their own username and password, and can only see the list of the assessments they have been enrolled into. They can take them and, if allowed by the teacher, they can also see the history of their previous responses.

To add one or more students, select the Students section in the top left, click the Add button and choose Add Students... to display the Add Students window. For each student you want to add, you need to enter a User name and a Password (additional information, such as First Name, Last Name, E-Mail is optional, and students will be allowed to fill it themselves once they login). With these credentials, students will be able to login to their reserved area (see Interface for Students later in this chapter) where they can take the assessments they have been enrolled into (see Enrolling Students in Assessments later in this chapter) and keep track of their responses.
Managing Students

The **User** name must be unique in your account (that is, you cannot have two students with the same user name) and cannot contain spaces. For example, you can use the student ID as his/her user name, or a simple format like “firstname.lastname” (for example, “john.smith”), easy to remember.

You can also import an existing list of students from any Excel (or CSV) file, provided it follows these rules:

- The columns should be in this exact order: **User**, **Password**, **First Name**, **Last Name**, **E-Mail**, **Notes**.
- The only required column is **User**, while all the others are optional.
- The first row in the file is treated as column headers, so it will not be imported.

Click the small black arrow near the **Add Student** button and select **Import Students**... Choose the Excel file you want to import and wait until the student list is imported. If you want, QuestBase can also automatically generate a unique password for your students: just click the ✒️ **Generate password automatically** and, each time you add a new student, the **Password** field will be already filled by QuestBase!

*By default, once they login, students can edit their personal information. However, if you click the 🎯 **Options** button you can disable this feature and prevent students from changing their information (for example, first name and last name, e-mail address and profile picture).*
After adding your students, QuestBase allows you to group them into **Groups**. Using groups you can organize students the way you like (for example, by class, by course, etc.):

1. Right-click on **My Students** in the left tree and, in the context menu, choose **Add Group**.
2. Type the name for the group (for example, *Class 1*) and press **ENTER**.
3. Select one or more students from the student list and drag them into the group you've just created.

A possible scenario may be the following:

Of course you can directly add students in a specific group (without the need to move them later): select that group before adding students, and QuestBase will use it as the default one.

---

**Students and groups can be cut, copied or pasted by right-clicking their name and choosing **Cut**, **Copy**, **Paste**. Additionally, you can move them (drag & drop) to other groups. Each student can be placed in one or more groups.**
ENROLLING STUDENTS IN ASSESSMENTS

After adding students and grouping them (if required), you can now enroll them in one or more assessments:

1. Select your assessment in the left tree and, in the main area, click Publication.
2. Right-click an on-line publication and, in the context-menu, select Properties…

3. Select the Privacy tab and enable the option Only enrolled students or groups.
4. Click Enroll students or groups to enroll one or more students (or one or more groups) in this assessment; of course, you need to add your students (or groups) before enrolling them (see section Adding and Importing Students, earlier in this chapter). Click the Enroll Students… button to enroll students; click instead the Enroll Groups… button (in the Groups tab) to enroll groups. When you enroll a group, all the students in that group (even if added later) are automatically enrolled.
5. Select the students (or the groups) you want to enroll and click **OK** to confirm. Click again **OK** to close the window.

Now students have been enrolled in this assessment and can take it. Click the **Preview and Take** tab and you can see the link (**Account Link**) where your students need to go to login (with the user name and password you specified before) to take the assessments assigned to them. Each student can be enrolled in unlimited assessments, even by different teachers and authors.

To take the assessments they have been enrolled into, students need to sign in at your **Account Link**, that you can find in the **Preview and Take** tab, in the **Properties** window of your publication. This address (URL) is unique, it’s the same for all your assessments, it always starts with “http://www.questbase.com/a/” and, by default, it consists of your first name and last name, separated by a dot. For example, “http://www.questbase.com/a/john.smith”. However, you can also customize it to make it more user-friendly (for example, by using your school or company name, or even your logo). To customize it, click your name in the top-right, choose **My Profile**… to display the **My Profile** window, and select the **Account** tab. For example, you might change it to “http://www.questbase.com/a/dartmouth-college”. Remember you can customize the address **only once**.
Students don’t need to sign up to QuestBase to take your assessments but, more easily, they just need to login at your account link (see previous section) and enter the user name and password you have chosen for each of them.

After logging in, students will see the list of all the assessments they have been enrolled into. If it’s the first time they login, they will be asked to enter their personal information (for example, first name and last name, while the e-mail address is not required).
To start an assessment, the student needs to click the **Start** link. After being taken at least once, the assessment disappears from this list and is moved to the **Hidden Enrollments** section (from where the student can take it again or move it back to the **Active Enrollments** section).

> If the student has already taken a few assessments, when he/she logs in he/she will find a new tab (in addition to **Enrollments**), called **History**, that will allow him/her to review previous responses (and, if allowed, to print again the certificates awarded). This feature can be disabled by the assessment author.
SHARING ASSESSMENTS

OVERVIEW

Working together while creating and managing an assessment is very important; for example, you may need to work together with another teacher to add questions, or allow a trainer to reuse your questions (without editing them), or you may have another user requiring access to responses. All these features are now available with assessment sharing!

QuestBase allows you to add contacts in your account, that is users already registered in QuestBase that you can share your assessment to, or even receive their assessments. Each time you add a contact in your account, the contact should confirm your request (and vice-versa, that is if another user adds you as a contact, then you’ll need to confirm his/her request).

ADDING CONTACTS

As already said, the first thing to do before you can share any assessments is to add the contact (or the contacts) you want to work together with. There’s no limit on the number of contacts you may have in your account, you can add your colleagues, friends, etc. Click your name in the top-right and choose My Contacts...:
Click **Add Contact...**, type the e-mail address of the user you want to add and click **Next**: if the user is not registered in QuestBase yet, the wizard will stop and you should ask the user to sign-up first. If, instead, the user is already registered in QuestBase, the contact will be added in your account and it will be *Not confirmed*, because he/she will need to confirm your request first. As soon as your request is accepted, the contact image won’t be opaque any longer, and you’ll be able to double-click it to display his/her full profile (if the user is not confirmed, instead, you’ll see a partial profile).

**MANAGING NOTIFICATIONS**

When you receive a contact request, QuestBase informs you with a notification: you’ll be able to choose if you want to accept the request or refuse it. If the request is accepted, you’ll be able to share your assessments with the contact and, at the same time, the contact will be able to share his/her assessments with you.

When you receive a new notification, QuestBase plays a sound and your name in the top-right will be highlighted in bold: click it and choose **Notifications...**:
If you click Accept, his/her contact request will be confirmed and you'll be able to share assessments; if instead you click Refuse, the request will be refused and the contact will be informed about that.

**Sharing an Assessment**

When you create a new assessment, you can already choose if you want to share it with one or more contacts. Add a new assessment using the Add Assessment wizard (see section Using the Wizard in chapter Creating an Assessment) and follow the steps till Sharing:
Choose **Yes, I will work with other users on this assessment** and click **Select**. You will see the same contact list that we’ve already seen in previous paragraphs: here you can choose one or more confirmed contacts or add new ones.

> If you add a new contact directly in this window, please remember that you won’t be able to choose it immediately to share your assessment with, because he/she will need to confirm your request first.

Once you have create an assessment, if you want to view, add or edit its sharings follow these steps:

1. Select your assessment in the left tree and click **Options** in the main area.
2. Click **Sharing**. This window display the list of sharings currently active in this assessment.

You can add a new sharing, remove existing ones or change the sharing mode selecting or unselecting the **Edit?** checkbox. If you select this checkbox, the contact you have shared your assessment with will be able to edit it completely, for example by changing the title, adding or deleting questions, modifying options, etc. Instead, if the **Edit?** checkbox is left unselected, the contact will be able to view the assessment (that is, **Read only**) but he/she won’t be able to edit it; this is useful when you want to share your questions so that other users can use them in their assessments, but they are not allowed to edit them.
When you add a sharing directly in the Add Assessment wizard, its mode is “Edit”. If instead you want to add a “Read only” sharing, don’t use the wizard but just use the Sharing window, as described previously.

When you share an assessment, its icon changes from 📁 to 🧵 (a small hand appears at the bottom), to visually indicate that the assessment has been shared.

### Shared Assessments

If someone shares an assessment with you, when you login to QuestBase you can find it in your Shared Assessments folder, available in the assessment list on the left.

![Shared Assessments folder]

In the Shared Assessments folder you can find the list of contacts that have shared something (at least 1 assessment) with you; if you then open the contact, you can find the list of assessment he/she shares with you.
The assessment can be shared in Read only mode, or Edit mode. In the first case you can’t make any changes, but you can view it and reuse its questions in your assessments (if you want to edit a question, you first need to copy it in your own assessment and then you can edit the copy). In the latter case, instead, you have full control on the shared assessment (so you can change it, delete it, add or remove questions, etc.).

When you have been shared an assessment in “Read only” mode, its icon changes from 🗝️ to 🏷️ (a small padlock appears at the bottom), to visually indicate that you can’t edit it.

If you remove from your account a contact that is sharing something with you, also its sharings will be automatically removed.
QuestBase allows you to automatically import assessments (or questions) from several file formats, for example:

- WinAsks (WAP, ASK) or WebQuiz (WBQ, QST)
- Excel (XLS, XLSX, CSV) or Access (MDB, ACCDB)
- Moodle (GIFT)
- XML (QTI, Question and Test Interoperability)

The steps you need to follow in the Import Assessment wizard are easy and mostly the same for all the supported formats. However, if you’re importing an Excel or Access file you’ll see an additional step where you need to select the fields you want to import. So let’s see a sample import from Excel.

Let’s say we have an Excel file with the following columns:

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer 1</th>
<th>Answer 2</th>
<th>Answer 3</th>
<th>Right</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>When did the First World War start?</td>
<td>1914</td>
<td>1915</td>
<td>1916</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>What is the capital of Italy?</td>
<td>London</td>
<td>Berlin</td>
<td>Rome</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>How many sides does a hexagon have?</td>
<td>Five</td>
<td>Six</td>
<td>Seven</td>
<td>2</td>
<td>1.5</td>
</tr>
</tbody>
</table>

In the left tree, right-click the folder (for example, My Assessments) where you want to import your assessment and, from the context-menu, Choose Tasks > Import Assessment.... The Import Assessment window appears:
1. **IMPORT EXISTING ASSESSMENT**
   Click **Browse...** to select the file you want to import and click **Next**.

2. **IMPORT OPTIONS**
   The **Format** is automatically recognized according to the file extension; if needed, however, you can change it. You can also choose how you want to publish your assessments, that is if you want to have users take it on-line, or on paper (printed), or both.

3. **IMPORT OPTIONS**
   Type the assessment **Title**. If you select **Render HTML tags** the HTML code, if any, included in the questions will be rendered (for example, `<i>Question Text</i>` will become **Question Text**). Finally select **Treat the first row as columns headers** if the file contains headers.

4. **CONGRATULATIONS**
   Congratulations, you’re now ready to upload and analyze the Excel file. Click **Upload**.

5. **FIELD MAPPING**
   This step allows you to map the columns in the Excel file to the corresponding QuestBase fields. Select the Excel sheet containing your questions and map the Excel **Columns** (on the left) to the QuestBase **Fields** (on the right), for example:

<table>
<thead>
<tr>
<th>Excel</th>
<th>QuestBase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
<td>Question text</td>
</tr>
<tr>
<td>Answer 1</td>
<td>Answer text</td>
</tr>
<tr>
<td>Answer 2</td>
<td>Answer text</td>
</tr>
<tr>
<td>Answer 3</td>
<td>Answer text</td>
</tr>
<tr>
<td>Right</td>
<td>Right answer (code)</td>
</tr>
<tr>
<td>Score</td>
<td>Score if right</td>
</tr>
</tbody>
</table>

6. **CONGRATULATIONS**
   Congratulations, you finally completed the wizard!
Click **Import** to import the file; after a few moments, you’ll see the import result.

---

You can find below some **QuestBase Fields** that we’re going to discuss in detail:

**Question type**
It’s the type of the question and can be one of the following values:
- 0 = Multiple Choice
- 1 = Multiple Answer
- 2 = True / False
- 4 = Fill-in-the-blank
- 6 = Essay

If the **Question type** field is not specified, QuestBase will automatically use Multiple Choice.

**Right answer (code)**
It’s the code for the correct answer. It can be numeric, binary or literal:
- 3 = The correct answer is the 3rd
- 010 = The correct answer is the 2nd
- 011 = The correct answers are the 2nd and the 3rd
- A = The correct answer is the 1st

**Right answer (text)**
It’s directly the correct answer. If we consider the previous example and assume the correct answer is always in the first column, we’ll have the following mappings:

<table>
<thead>
<tr>
<th>Excel</th>
<th>QuestBase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
<td>Question text</td>
</tr>
<tr>
<td>Answer 1</td>
<td>Right answer (text)</td>
</tr>
<tr>
<td>Answer 2</td>
<td>Answer text</td>
</tr>
<tr>
<td>Answer 3</td>
<td>Answer text</td>
</tr>
<tr>
<td>Score</td>
<td>Score if right</td>
</tr>
</tbody>
</table>
ADDITIONAL INFORMATION

SUPPORT FORUM

For any questions or requests you can use the QuestBase Support Forum available at www.questbase.com/support. Premium users, additionally, can directly access personal technical support through their account.

Please also 😊 Like our Facebook page at www.facebook.com/questbase. Here you can find the latest news, announces, hints, tips & tricks. And follow us on Twitter at www.twitter.com/questbase.

We hope you like QuestBase. We do. And it's only going to get better.

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