Quick Guide to Getting Started with QuestionMark Perception.

QuestionMark Perception is a web-based test authoring tool that you can use to create questions and administer tests through the Cecil. QuestionMark Perception has been successfully used in many different Universities around the world. It has been integrated into Cecil to allow you to create and manage your questions and tests.

A few points before starting:
✓ You need to have access to courses you are teaching. You can call up or email the Cecil Service Desk to get this setup.
✓ If you were already using Tests in your course, you would be contacted by Cecil Support staff on moving the questions from Cecil to QuestionMark Perception.
✓ QuestionMark Perception has built-in help files, so you can simply click on Help on the top menu.

Start QuestionMark Perception
1. Select the course you want to have the test in from the Current - Teaching folder.
2. Click on the Course Admin & Reports function on the left hand side.
3. Click on the Tests in the tree on the top left to turn on this functionality.
4. Click on the Enable Tests for this course button. (Only need to be done once).
5. Click on the Start Manager button, you will be directed to the Perception Enterprise Manager window. This is where you can create questions and tests.

Create Questions in QuestionMark Perception
1. Click on Authoring in the top menu to continue.
2. Select Question Manager and click on New Topic.
3. Enter a name (do not use apostrophes in the name of the topic) you want to call it and click on the Create button.
   You may add a New Subtopic if you wish to.
4. Select the newly created topic click on the Open Topic.
5. Click on New Question and select the type of question you want to create, click Next.
6. Enter in the question wording and enter in a name or label for it. Click Next.
7. Enter the answer options and click on the Add button. Put in a weighting for each one. This will be 1 for the correct answer and 0 for the wrong ones.
8. Add in Feedback for each option and click on Set. Click Finish. The question will now display in the list on the right hand pane.
Create Assessments

1. Click on Authoring in the top menu and then select Assessment Manager
2. Select the course folder. (This will be created by default)
3. Click on Open Assessment Folder and then on New Assessment.

4. Type in a name for the assessment in the Assessment Name field and select the type of assessment eg. Quiz, from the dropdown list.
5. If this assessment is password protected please type in the needed Password and click on Next>>>
6. Select options required from the list.

7. Select cecil.template from the Template File for the assessment dropdown list located at the bottom of the window. Click Next>>>
8. Click on the Add Questions button and select the topic/s which contains questions you want to add. Can choose one or many questions from each.
9. Click on Close then click on Next>>, then on Finish.

If using the pass/fail option

- Indicate if there is a pass/fail score by ticking the checkbox. And fill in the rest of the options as required.
- Click Finish or go <<Back to make changes.

Try Out Assessments in QuestionMark Perception
1. After creating an assessment, it will now be listed under the Assessments option.
2. Click on the button on the left hand menu, to view the test.
3. To make changes to the assessment, select it and click on the Edit button on the left.

Associate Assessments in Cecil
1. Login to Cecil: http://cecil.auckland.ac.nz and select the course from your Current Teaching folder in the navigation pane.
2. Go to Activities & Marks for the course.
3. Click on the activity session (eg. Test 01) you want to associate the test with.
4. If the activity session has not been created please do this first. Click here for instructions on how to create an assessed activity session.
5. Once this has been done, select the session and click on the button on the menu on the right hand side.
6. Select the assessment you want to associate with this activity from the Associated Test dropdown list.
7. Select how you would like to have this marked from the Marking Options dropdown list.
8. Type in the number attempts you want students to have, in the Test Attempts field.
9. Click on the Save button in the top menu.

Note: The test is now all set to go. Students will be able to login and complete this test at the date and time specified when you created the activity.