

Creating Tests in PolicyHub

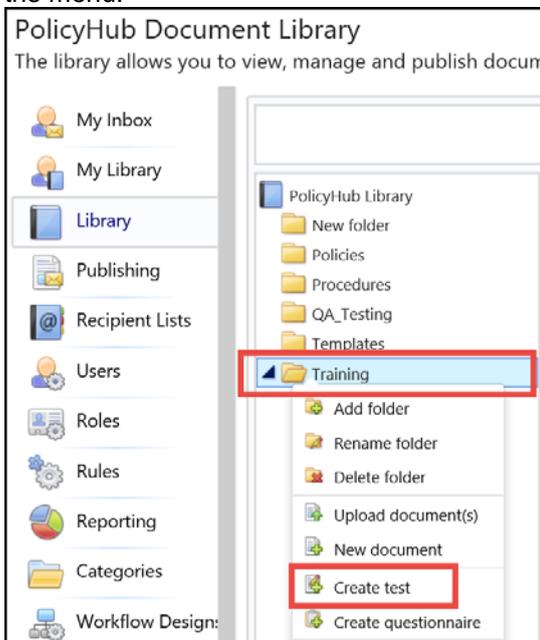
Tests may be added to, or act as stand-alone, Publications. Following is only a quick tip guide. For fuller information click the ? icon in the bottom left-hand corner of your PH screen and look for “Tests” and “Test Configuration Examples”.

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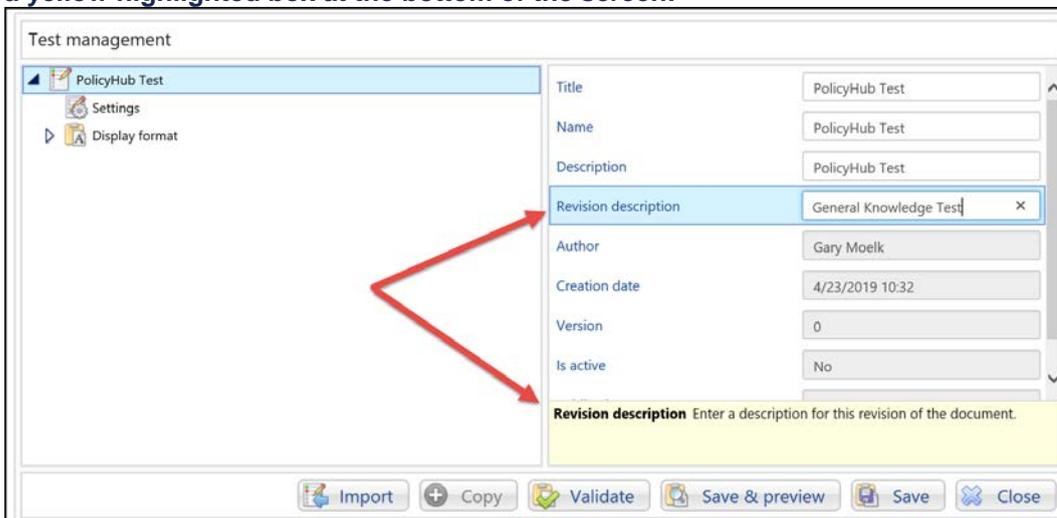
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Create a Test

Step 1: Select the folder in which you want to store the Test, right-click on it and select “Create test” from the menu.



Step 2: In the left-hand side of the screen you will be in the top menu item – in the right-hand side of the screen will be fields you need to complete. As you highlight a field, help text will display in a yellow highlighted box at the bottom of the screen:



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Step 3: Click Save when finished with this screen.

NOTE: Save often as work will be lost if you leave this screen without saving.

Step 4: Click the Settings menu item. Complete the fields in the right-hand side of the screen. Click Save.

Test management

PolicyHub Test

Settings

Display format

Questions per page: All - 1 +

Start-up comments: Please respond to the best of your ability. If you don't succeed the first time you will

Allow display of question answers: Yes

Allow printing of question answers: No

Use same questions for re-test: Yes

Display test score: Yes

Display test result: Yes

Questions per page Determines how many questions appear on each page. Set to All to include all the questions on a single page. Set to Other to enter the number of questions to appear on each page.

Import Copy Validate Save & preview Save Close

Step 5: At the bottom of the right-hand list of fields is the “Test time” field. It is mandatory to select a test time. You may also add Extra, or ”grace” time in case participants don’t finish in the allotted time.

Use same questions for re-test: Yes

Display test score: Yes

Display test result: Yes

Sections to include: All - 0 +

Test time 00:12

Extra time

Choose Time

Time: 00:12

Hour: [Slider]

Minute: [Slider]

Test time Set the time the respondent i hours and minutes.

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Step 6 (OPTIONAL): Click the Display format menu item and expand the options under it by clicking the arrow beside it. Complete the fields in the right-hand side of the screen IF you want to customize the font and background color used in the test. Click Save.

The screenshot displays the 'Test management' interface. On the left, a sidebar contains a tree view with the following items: 'PolicyHub Test', 'Settings', 'Display format' (highlighted with a red box and a red arrow pointing to its expand arrow), 'All sections', 'All questions', and 'All answers'. The main area on the right shows configuration options for the selected 'Display format' item:

- 'Display section description as heading' is set to 'No' in a dropdown menu.
- 'Background color' is an empty text input field.
- 'Font' is set to 'Calibri, 20, Bold' in a text input field.
- 'Font color' is a black color selection box.

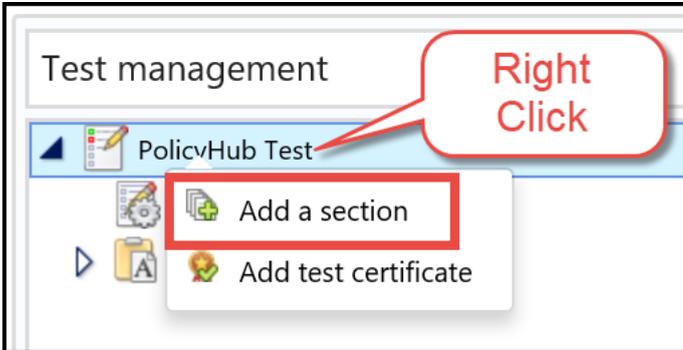
Below these settings, a yellow tooltip box contains the text: **Display section description as heading** Set to True if you want the section description to be displayed as a heading.

At the bottom of the interface, there is a toolbar with the following buttons: 'Import', 'Copy', 'Validate', 'Save & preview', 'Save', and 'Close'.

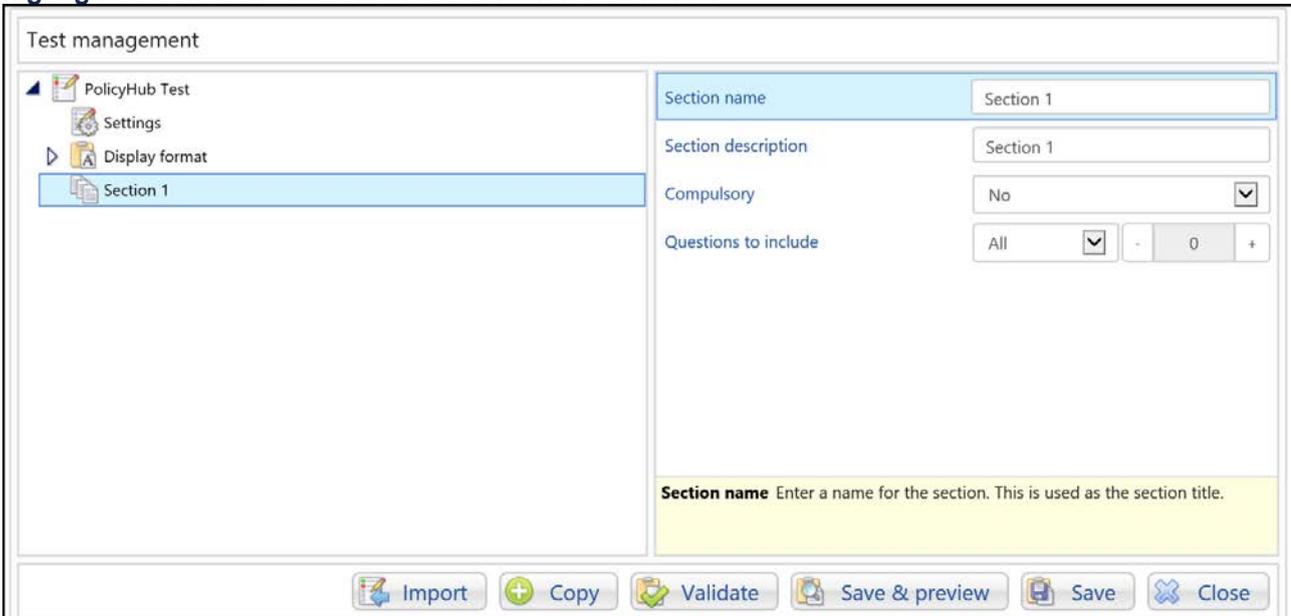
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Create a Section

Step 1: Return to the Test name (top menu item) and right-click it. In the Drop-down list that displays, click “Add a section”.



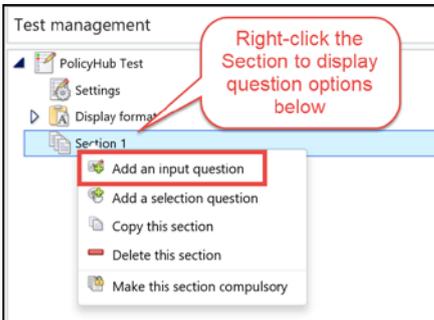
Step 2: A Section menu item will be created below the Display format menu item. Click it and complete the fields in the right-hand side of the screen. Again, help text will display in the yellow-highlighted box at the bottom of the screen for all fields.



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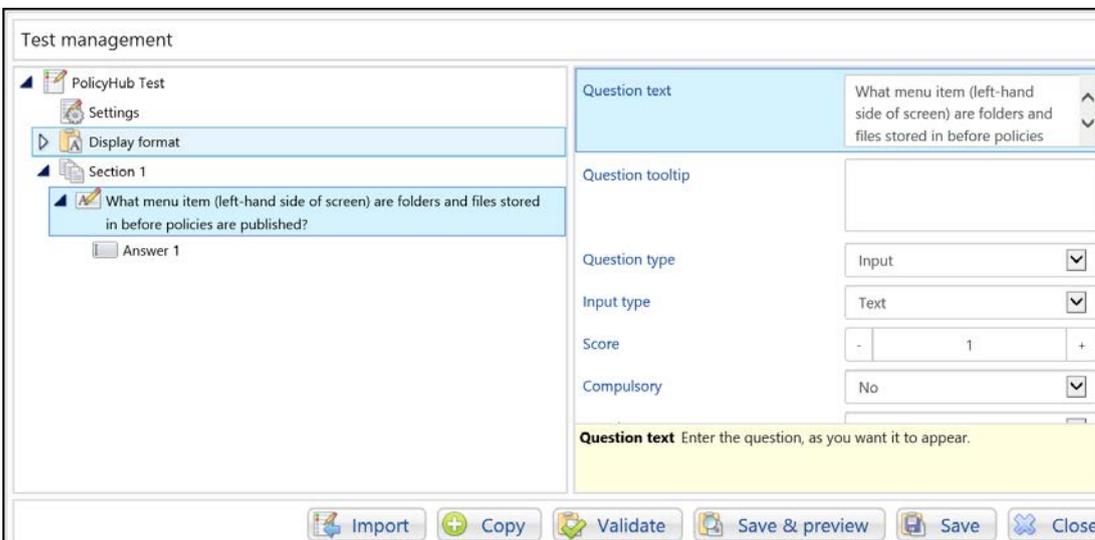
Create an Input Question

Step 1: Right-click the section to display question options below. Select “Add an input question”.

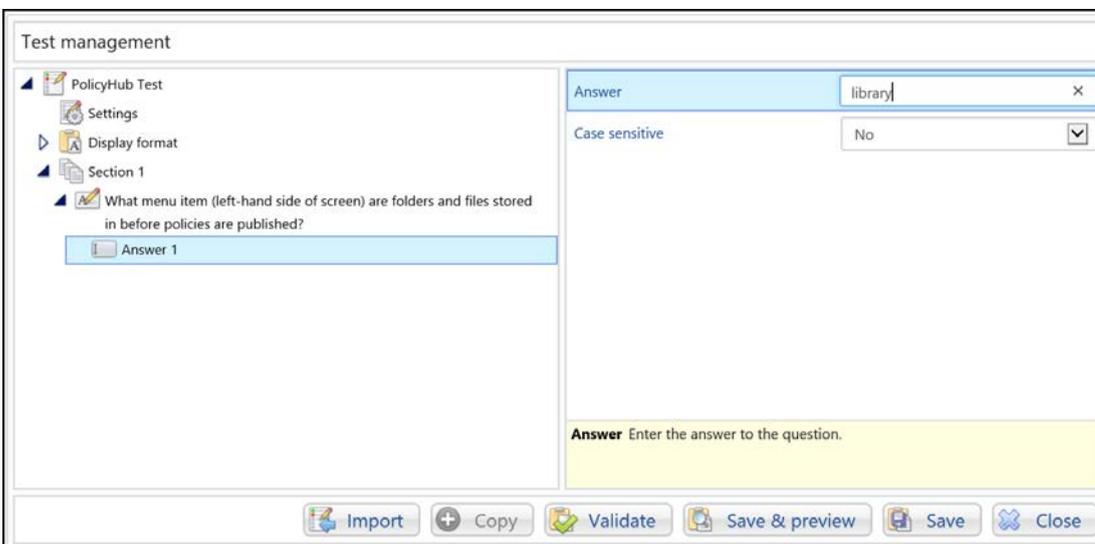


NOTE: Input questions are answered by typing text for the answer.

Step 2: In the right-hand side of the screen, complete the fields – again help text will display in the yellow-highlighted box at the bottom of the screen for all fields.



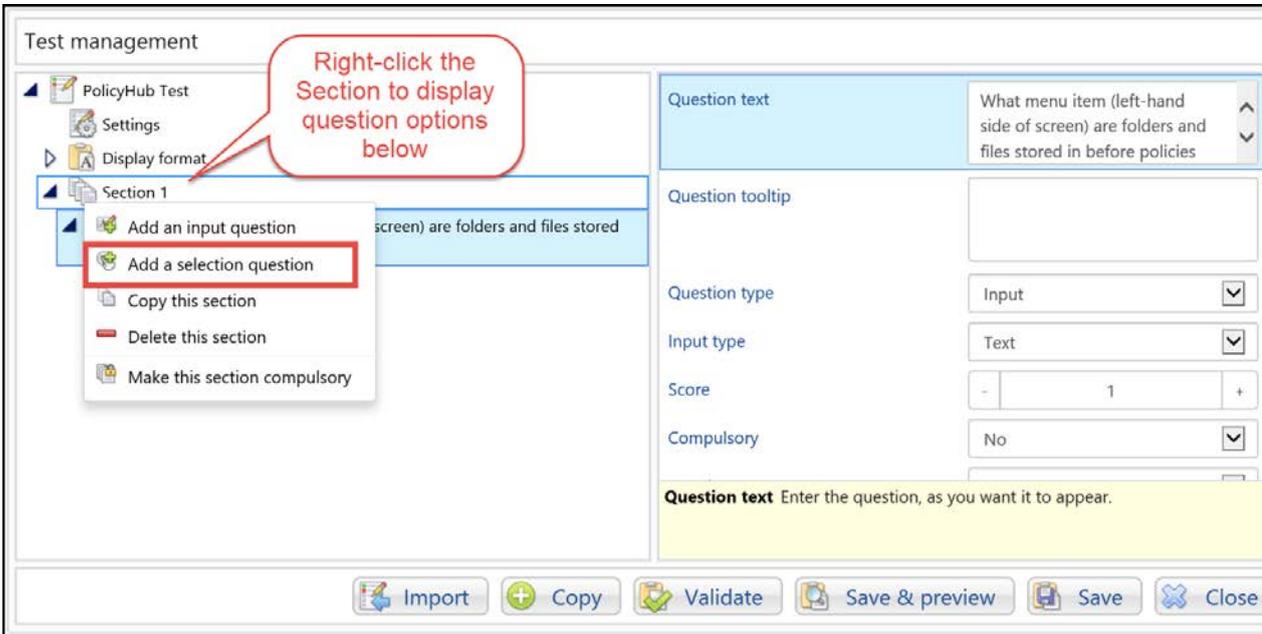
Step 3: Click on Answer 1 and type in an answer. Note that you may require that this be case sensitive, or not. Also note that you may add other answers if there are multiple possibilities by right-clicking on the question.



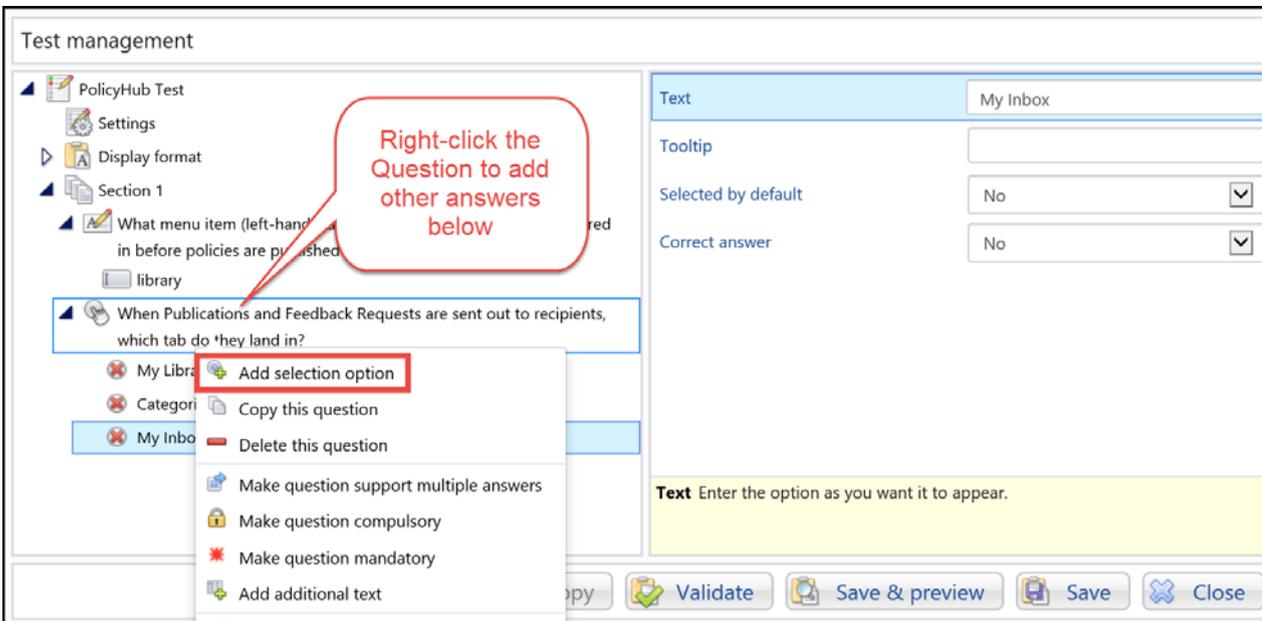
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Create a Selection Question

Step 1: Right-click the section to display question options below. Select “Add a selection question”.



Step 2: Right-click the question to display other answers below. Select “Add a selection option”. In the right-hand side of the screen type your selection option (answer to the question) in the Text field.



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Step 3: Once all of your selection options are added, right-click the one you want as the correct answer and right-click on it. Select "Make this option the correct answer", OR in the right-hand side of the screen, select Yes in the "Correct answer" field.

The screenshot shows the 'Test management' interface. On the left, a tree view shows the test structure: 'PolicyHub Test' > 'Settings' > 'Display format' > 'Section 1' > 'What menu item (left-hand side) do you want to use to access files stored in before policies are published?' > 'My Inbox'. The 'My Inbox' option is selected, and a context menu is open with the following options: 'Delete this answer', 'Make this option the correct answer' (highlighted with a red box), and 'Select this option by default'. On the right, the 'Correct answer' field is set to 'No'. A red arrow points from the 'Make this option the correct answer' option in the context menu to the 'Correct answer' field. Another red arrow points from the 'Correct answer' field to the 'Correct answer' label in the 'Correct answer' section. Below the 'Correct answer' field, there is a yellow box with the text: 'Correct answer Set to Yes if this option is the correct answer. Set to No if this is not the correct answer to the question.' At the bottom, there are buttons for 'Import', 'Copy', 'Validate', 'Save & preview', 'Save', and 'Close'.

Step 4: Click Save.

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Closeout the Test

Step 1: Click the Validate button at the bottom of the screen. If you have forgotten to complete any required fields, or have any configuration errors you will get a pop up box describing what they are.



Step 2: Correct and validation errors and click "Save and preview". You will be able to walk through your test in real time.

Step 3: When you are satisfied. Click the Save and then Close buttons. Your test will be in your library, in the folder you created it in. I will have an icon with a pencil to help you identify it as a test.

