Creating Tests in PolicyHub

MITRATECH
EXPECT SUCCESS

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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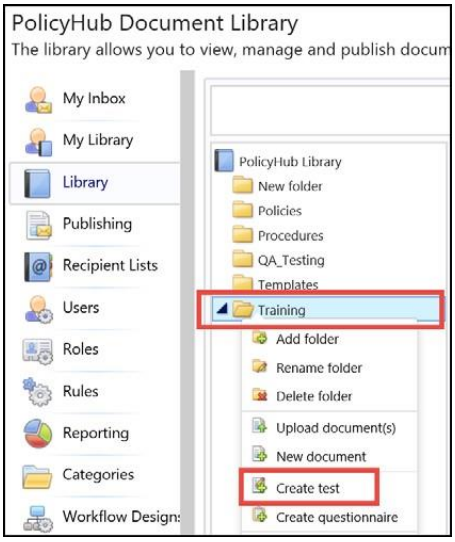
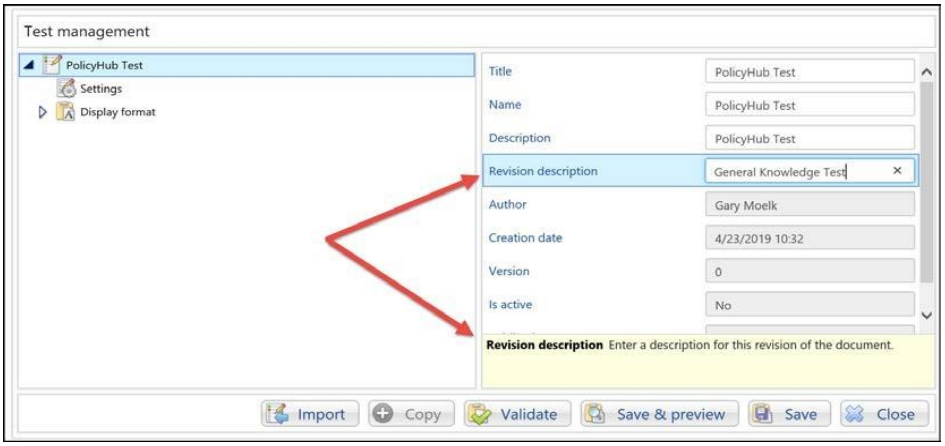
Create a Test

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



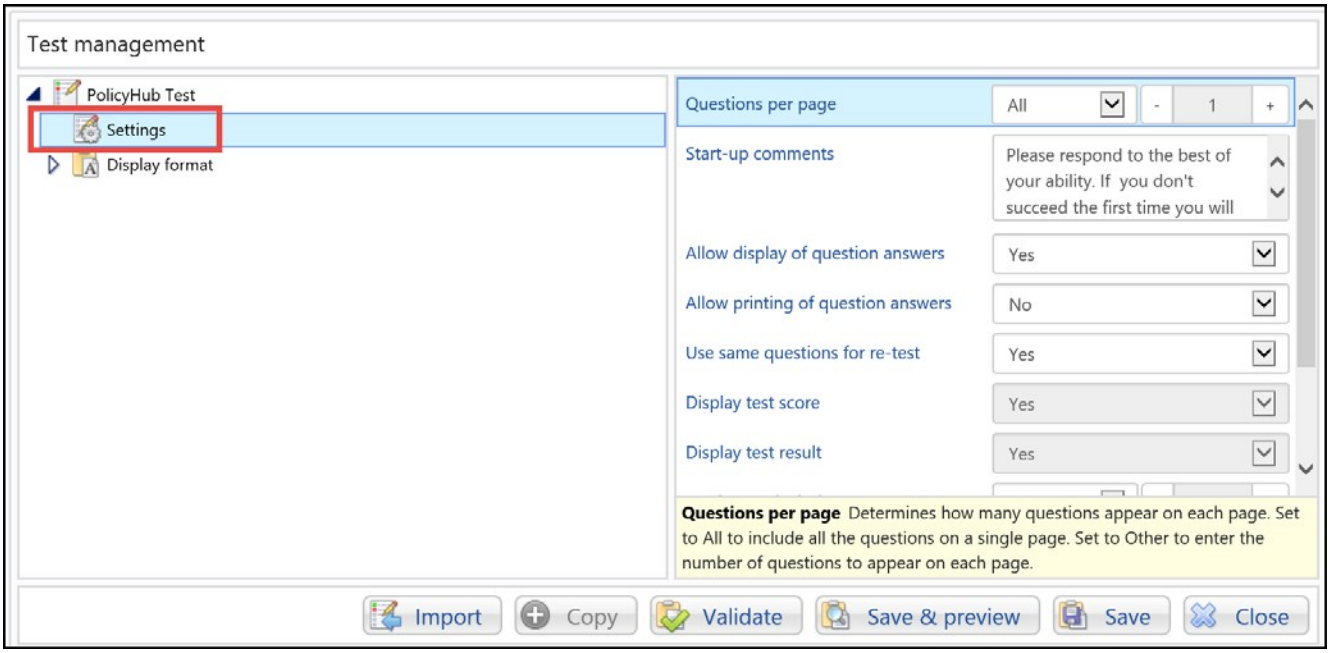
Step 2: In the left-hand side of the screen you will be in the top menu item – in the right-hand side of the screen will be fields you need to complete. As you highlight a field, help text will display in a yellow highlighted box at the bottom of the screen:



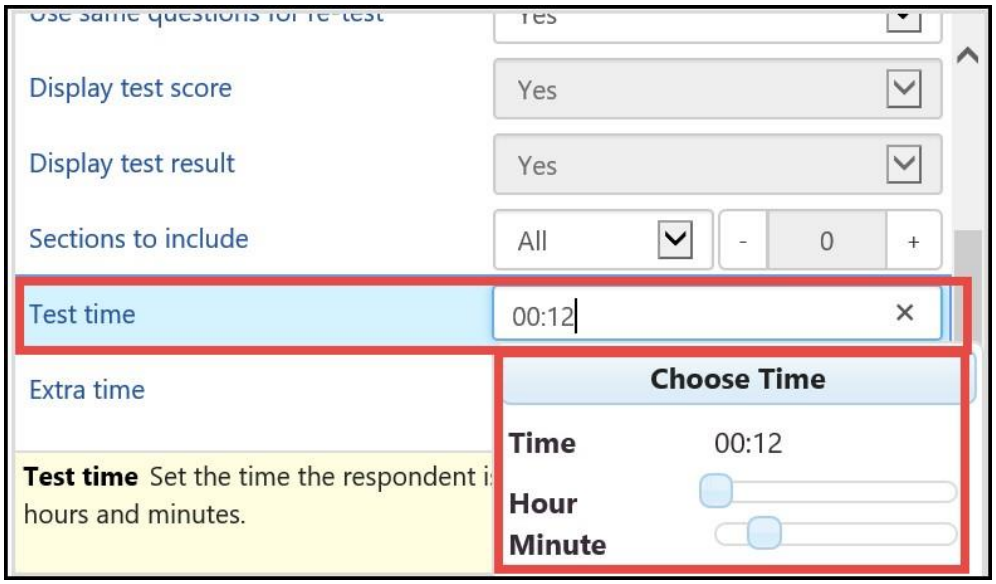
Step 3: Click Save when finished with this screen.

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

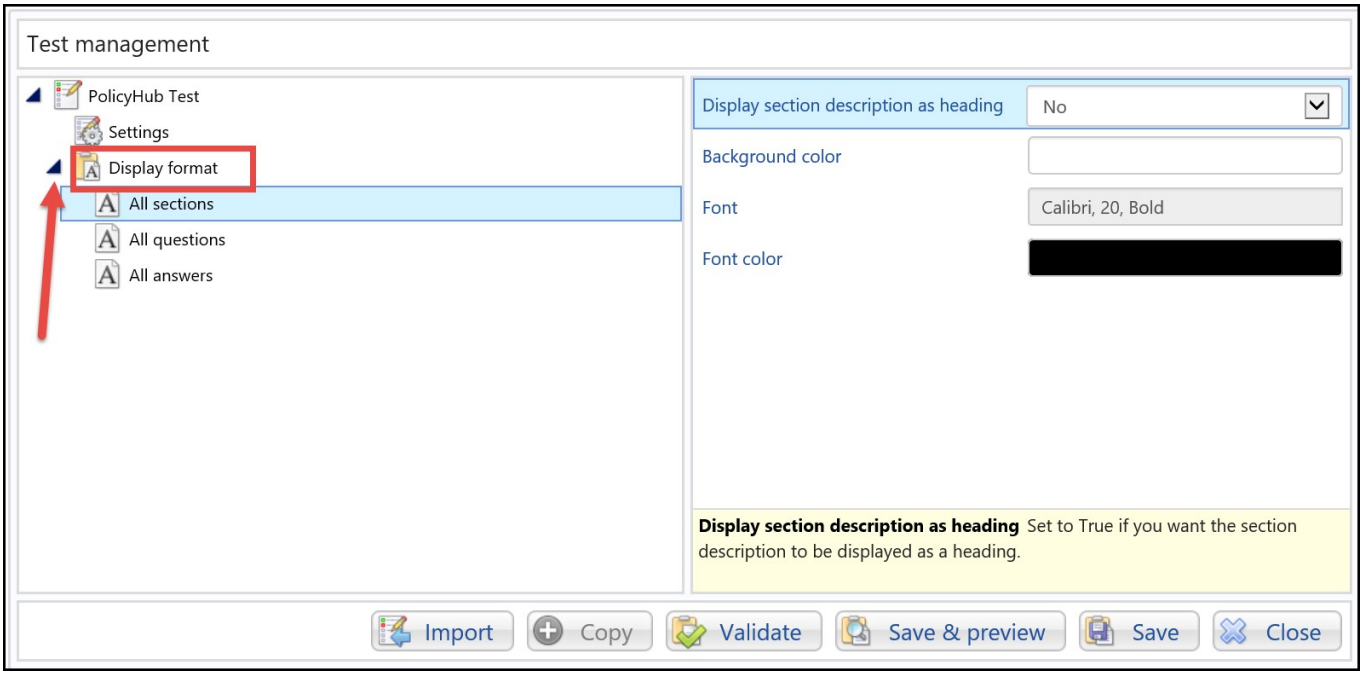
Step 4: Click the Settings menu item. Complete the fields in the right-hand side of the screen. Click Save.



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.



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.



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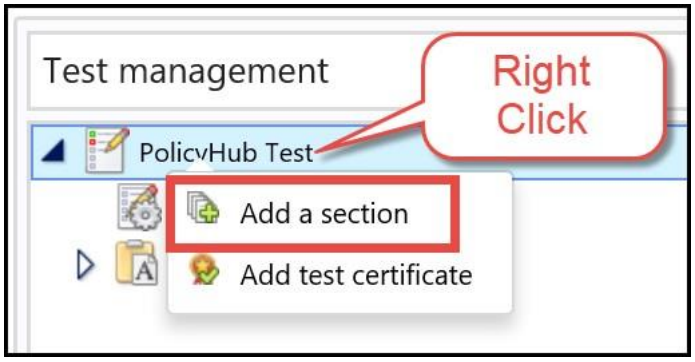
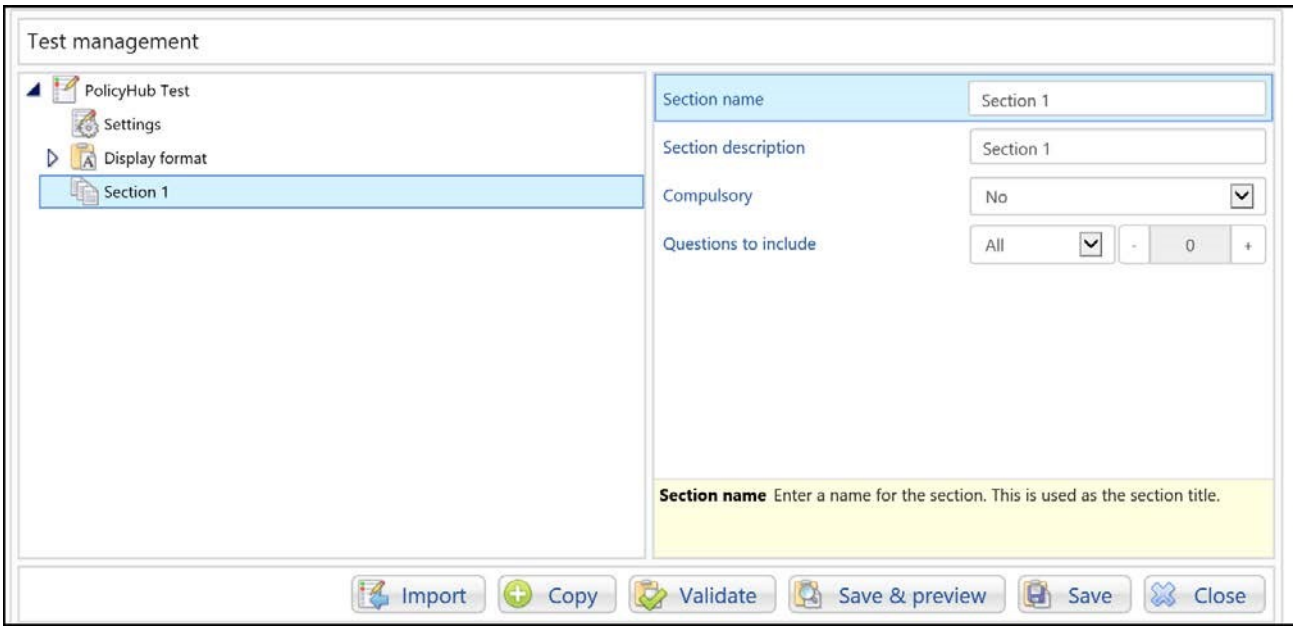
Create a Section

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”.

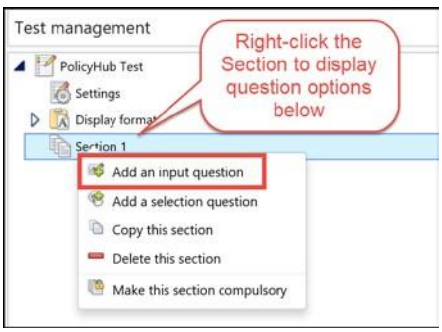


Step 2: A Section menu item will be created below the Display format menu item. Click it and complete the fields in the right-hand side of the screen. Again, help text will display in the yellow highlighted box at the bottom of the screen for all fields.



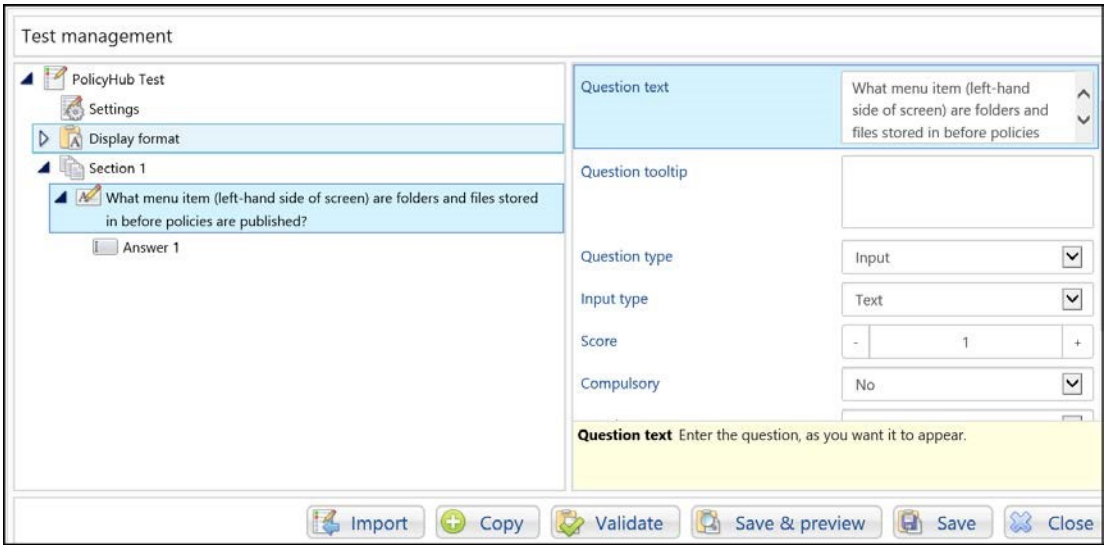
Create an Input Question

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

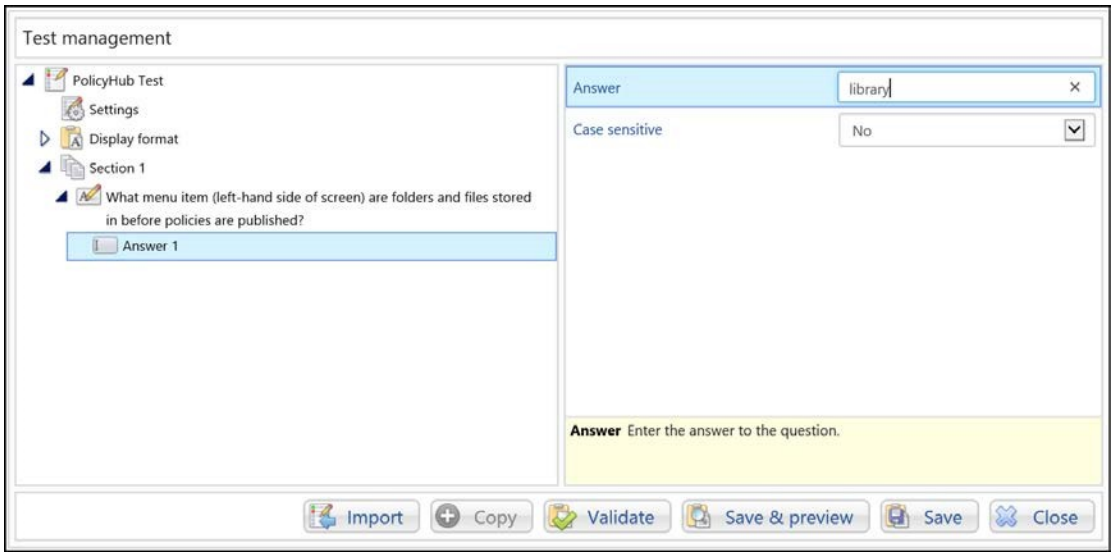


NOTE: Input questions are answered by typing text for the answer.

Step 2: In the right-had 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.

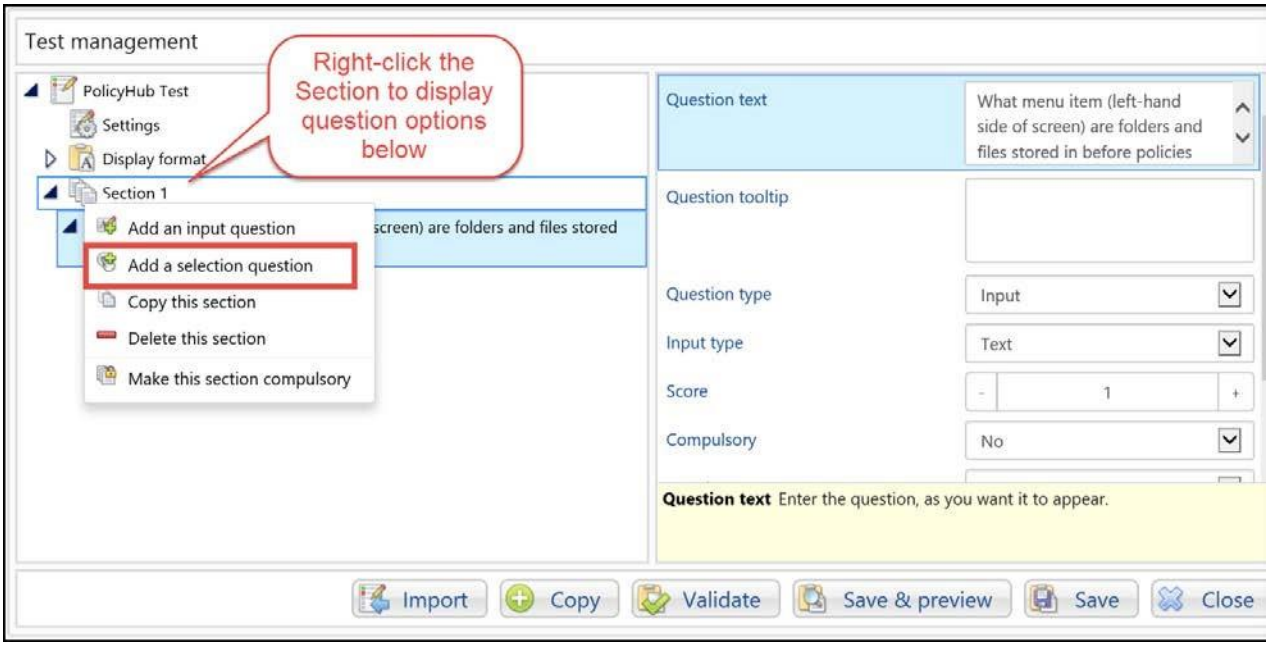


Step 3: Click on Answer 1 and type in an answer. Note that you may require that this be case sensitive, or not. Also note that you may add other answers if there are multiple possibilities by right-clicking on the question.

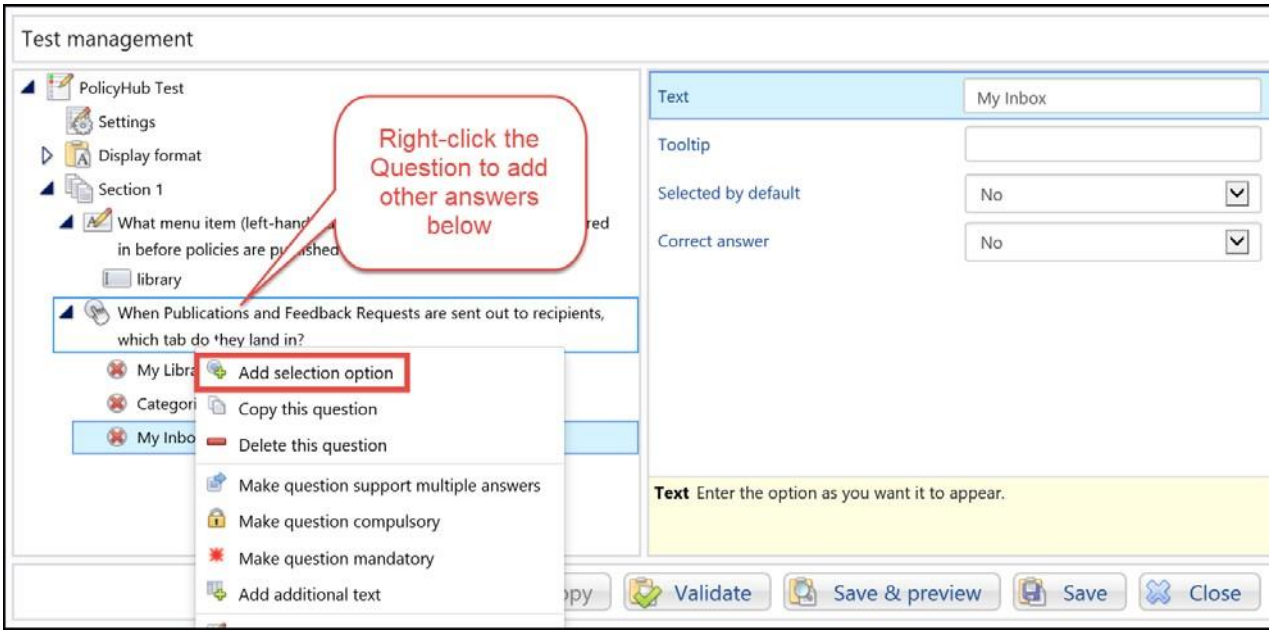


Create a Selection Question

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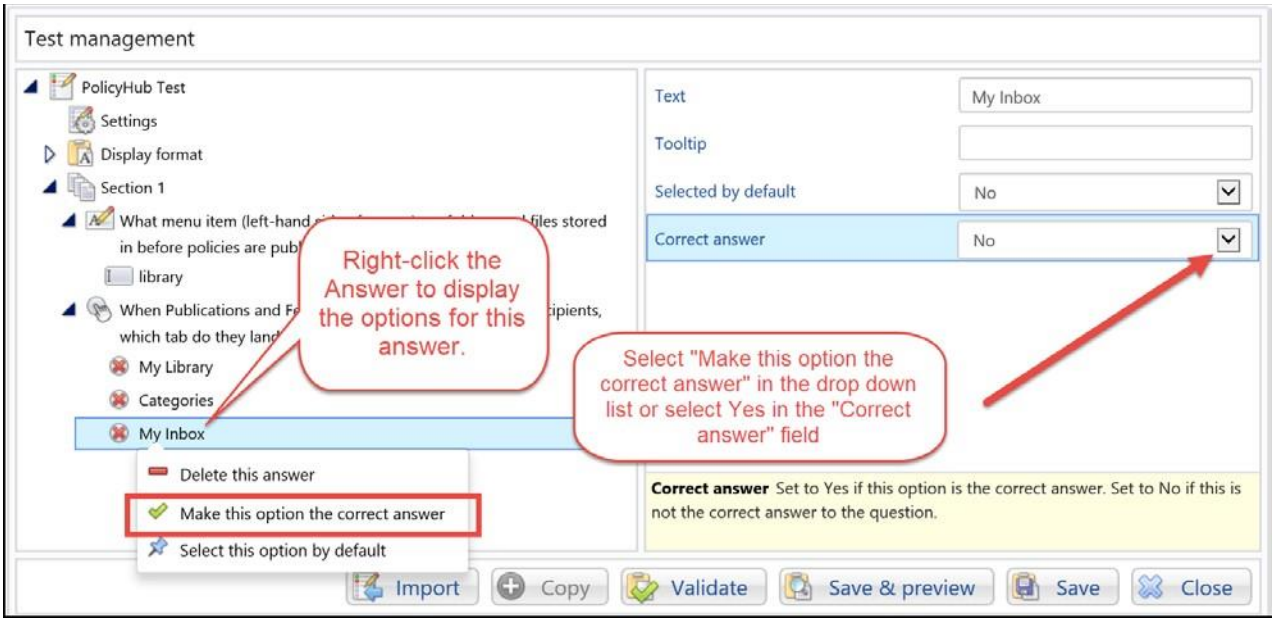
Step 3: Once all of your selection options are added, right-click the one you want as the correct answer and right-click on it. Select “Make this option the correct answer”, OR in the right-hand side of the screen, select Yes in the “Correct answer” field.



Step 4: Click Save.

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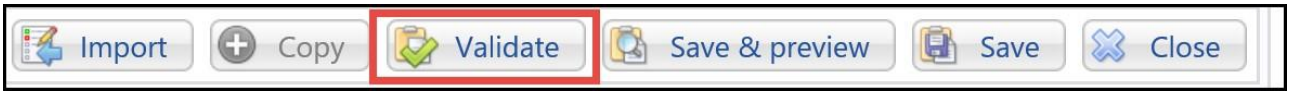
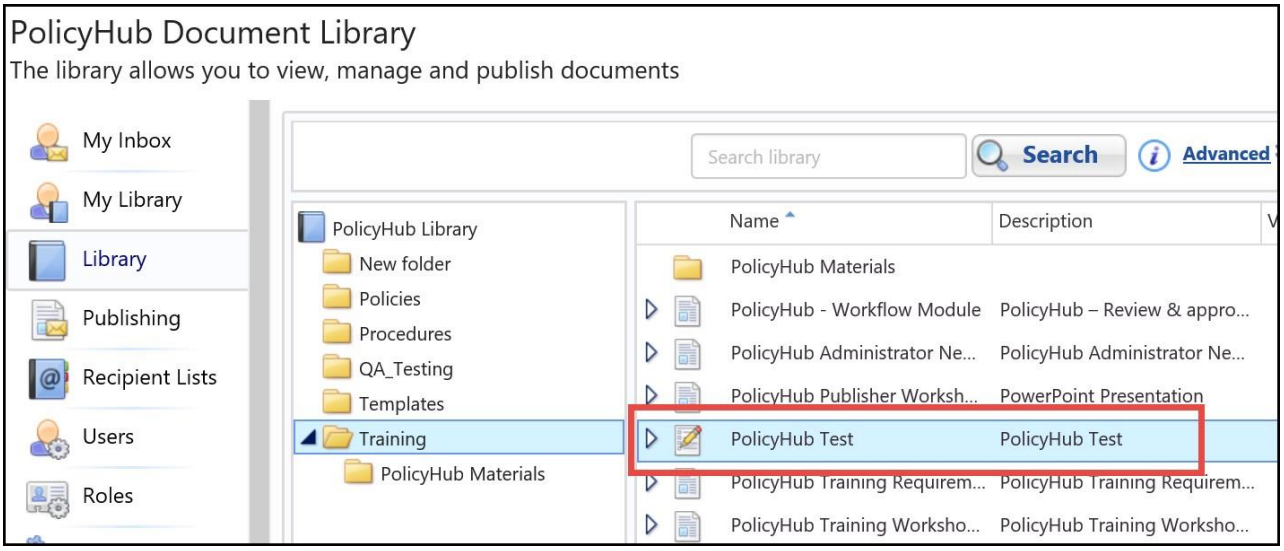
Closeout the Test

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.