

Content:

1. Create New.....	2
2. Question type	4
a. Text.....	4
b. Multi option.....	5
c. Likert.....	5
d. Date	5
e. Dropdown.....	5
f. Block Header.....	5
g. TextFormQuest	5
h. Image Question.....	5
3. Add a Question (overview)	6
a. TextFormQuest	7
b. Image question	8
4. Correct answer	9
5. Preview.....	9
6. Save Options.....	10
7. Save.....	12
8. Run Created Questionnaire	12
9. Save Results.....	13
10. Update test.....	13
11. Export.....	14

CogQuest Questionnaire allows you to create simple questionnaire forms and save output as .txt or excel file.

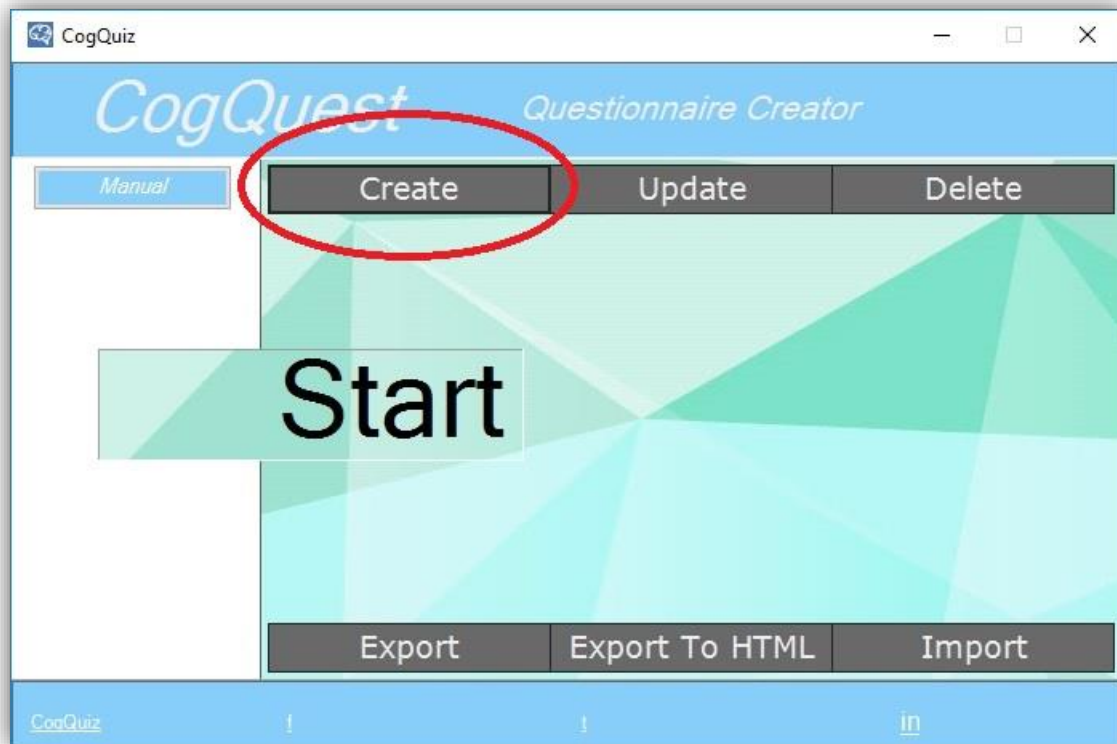


Figure 1. Create New.

Create New

To **Create New** Questionnaire, please select Create from main menu (Figure 1).

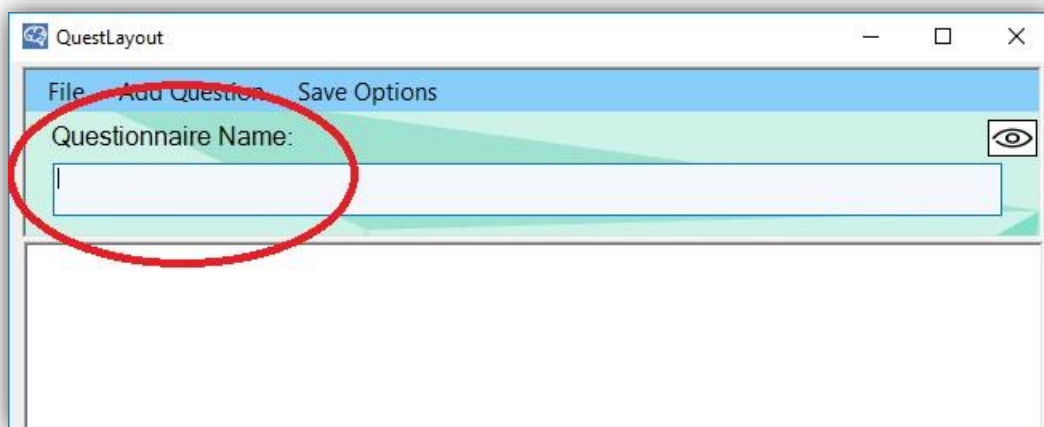


Figure 2. Add Name.

Next, add questionnaire title to textbox (figure 2).

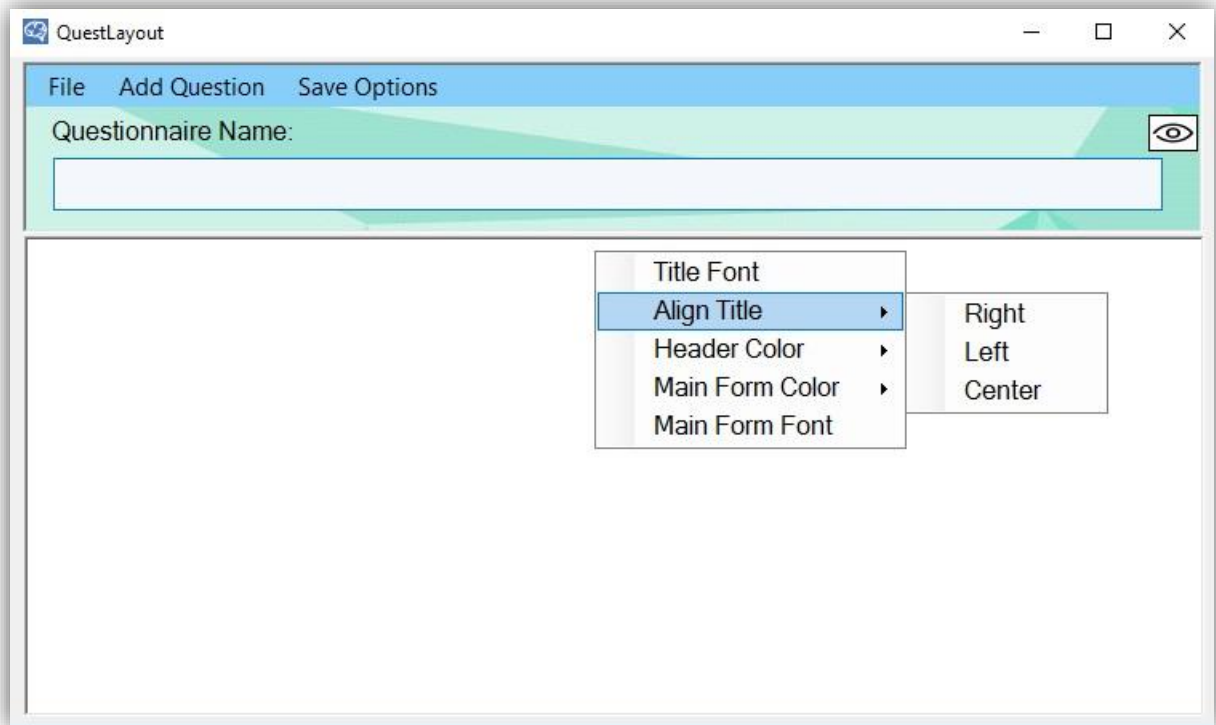


Figure 3. Align Title.

You may align Title by doing **Right mouse click =>Align Title => Select Value.**

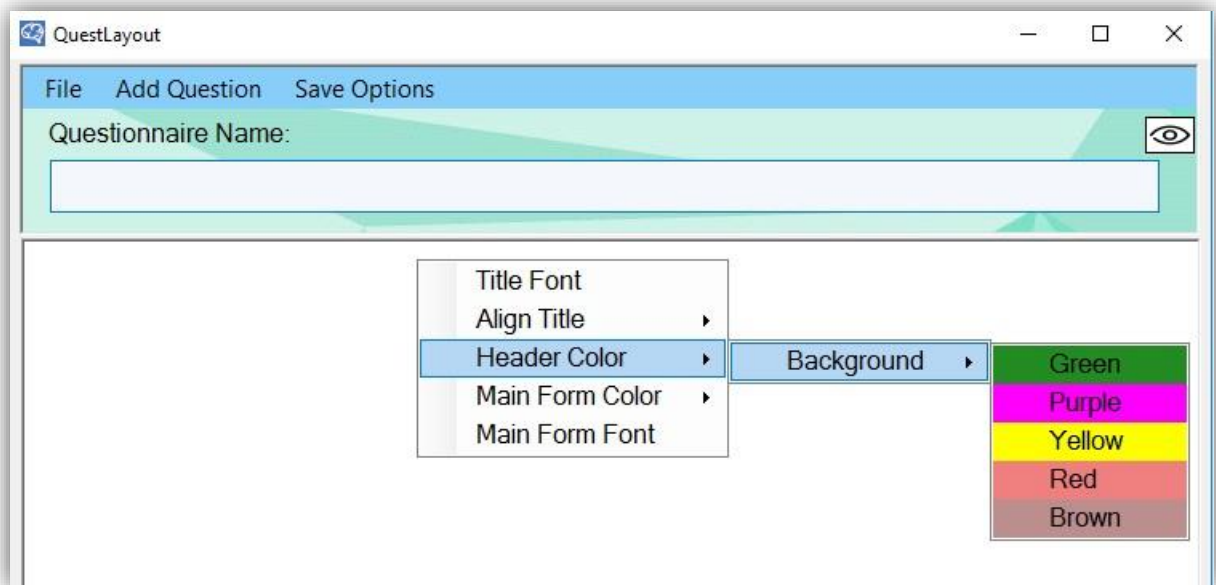


Figure 4. Change Header Color

You may change Header Color by doing **Right mouse click =>Header Color=> Background => Select Value.**

Question Types



Figure 5. Question types

CogQuest offers 6 question types: **Text**, **Likert**, **Multi Option Choice**, **Date**, **Dropdown box**, **Text Form Quest**, and one type of **Block Header**.

- **Text:**

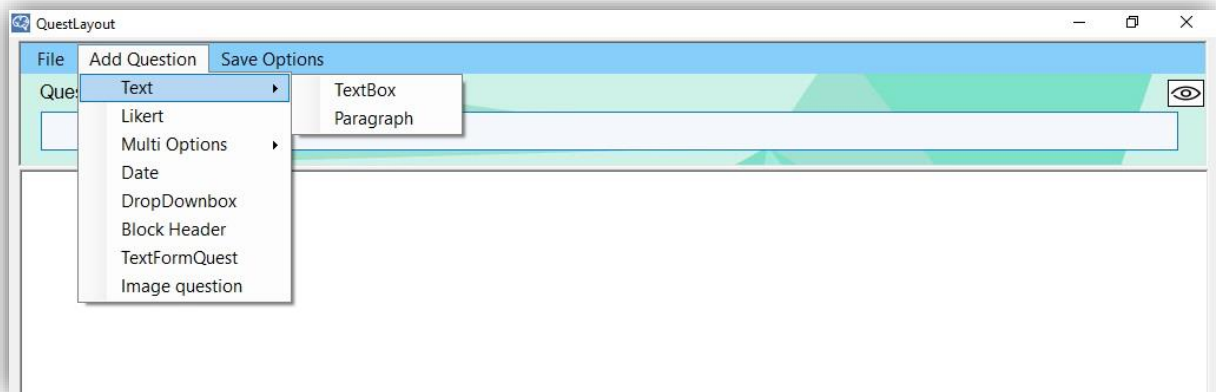


Figure 6.a Question types => text

Text has two submenus: **TextBox** and **Paragraph**.

Use **Textbox** for short response inputs, such as First or Last name (example).

Use **Paragraph** for questions that require free text response.

- **Multi Option:**

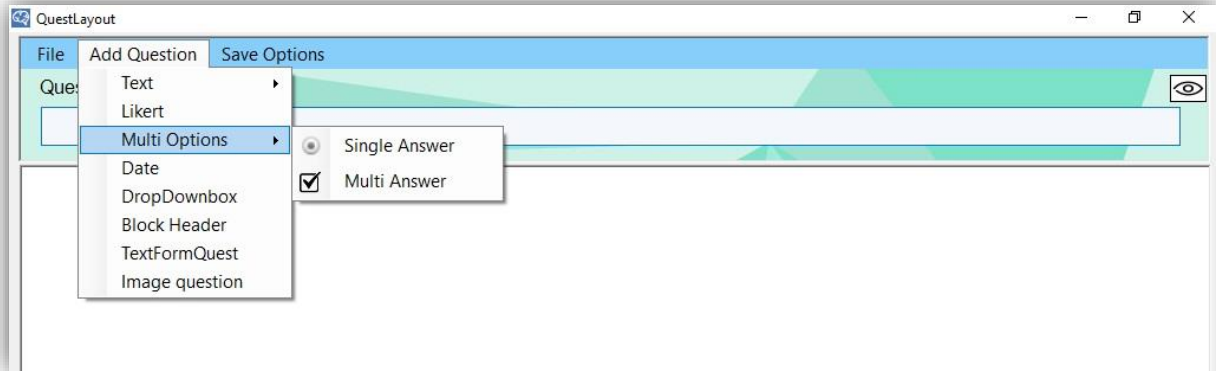


Figure 6.b Question types => Multi Option.

This option has two submenus: Single Answer and Multi Answer.

Use **Single Answer** to limit response to a single option (only one correct answer).

User **Multi Answer** when multiple options are acceptable as an answer.

- **Likert:**
Use this option when you need to create a scale.
- **Date:**
Use Date option for question that require Date as an answer, such as Birth Date (example).
- **Dropdown:**
Use this option for questions with multiple choice.
- **Block Header:**
Use this for creating Header.
- **TextFormQuest:**
Use this type of question to hide a number of the following questions.
- **Image question:**
Use this type when the question should be an image.

Add a Question (overview)

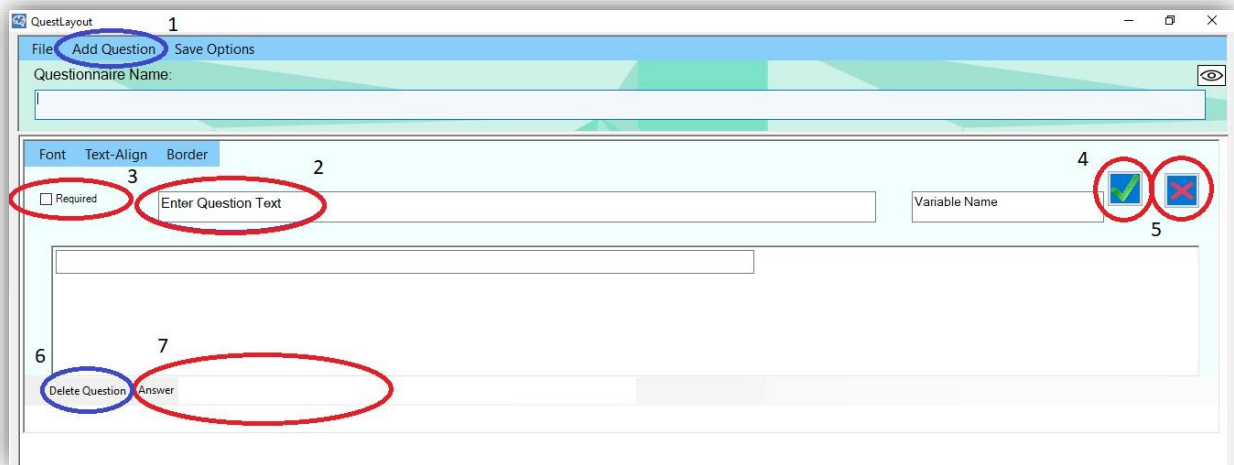


Figure 7. Question Panel.

To add a question, select and click on question type (1 on figure 7).

Question panel will appear (figure 6).

Enter Question text to the Textbox (2);

Use checkbox Required (3) to mark the question as required;

Use **“Add”** (4) to add a question to the panel (keep type and text);

Use **“Cancel”** (5) to remove question from the panel (keep type and text);

Use **“Delete Question”** (6) to remove whole question panel;

Use **“Answer”** (7) to correct answer (read on page 9);

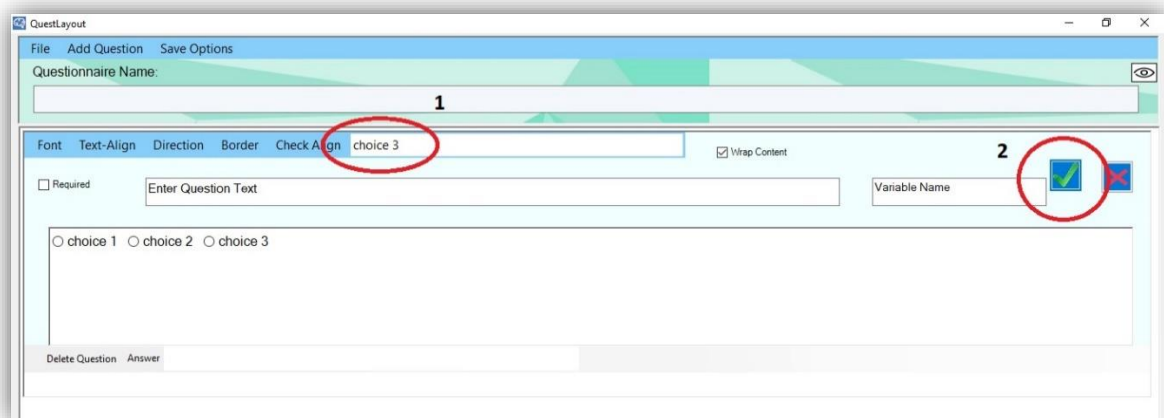


Figure 7.a Multi Option setup

To set up a Multi Option question, enter choice text in box 1 and click **“Set”** (2) (figure 7.a).

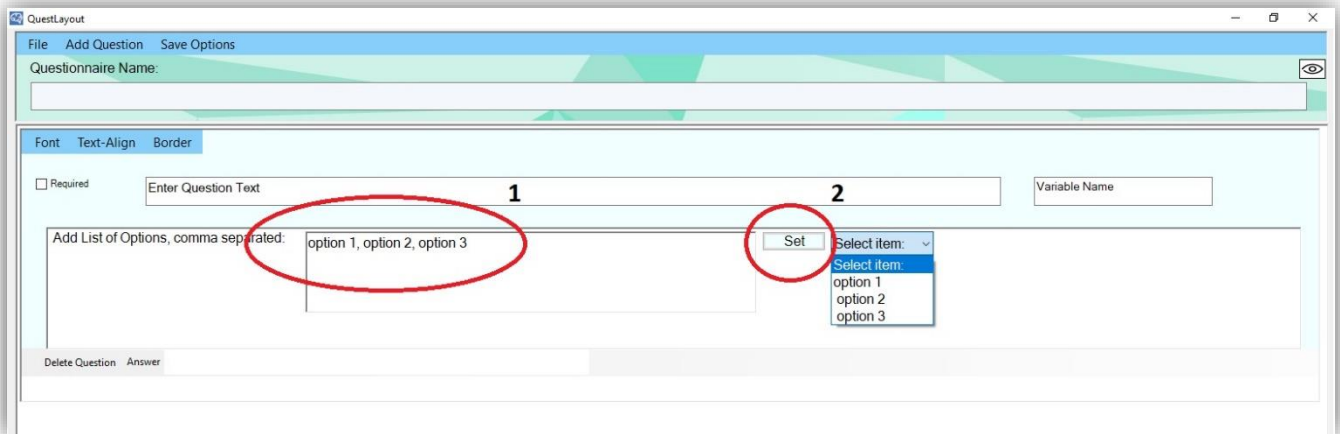


Figure 7.b Dropdown setup

To set up Dropdown box, enter options text into text box, separated by commas, and click “Set” to populate DropBox.

- **TextFormQuest:**

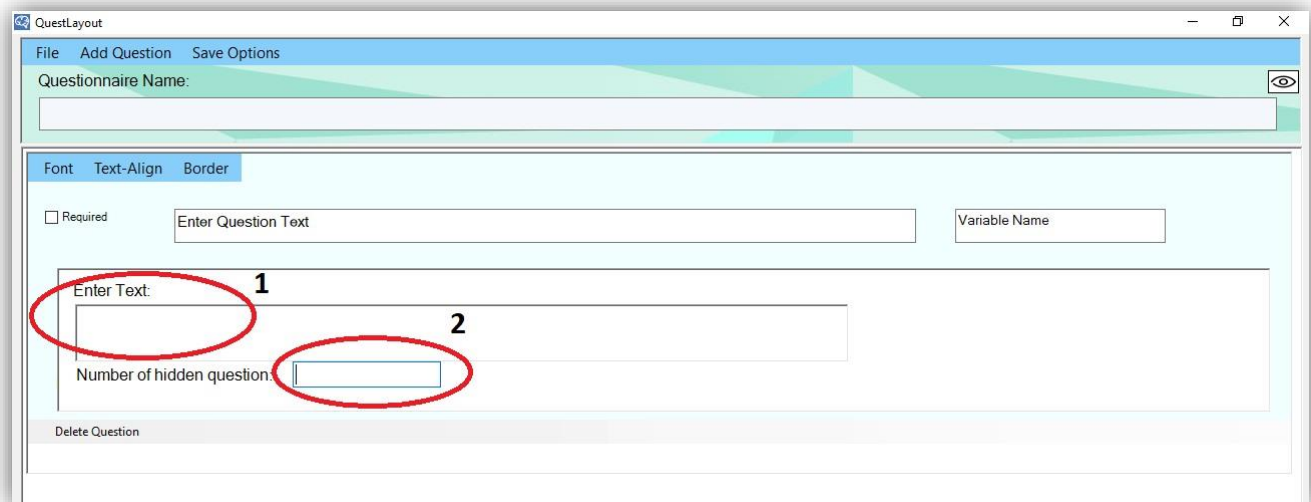


Figure 7.c Question types => TextFormQuest.

To set up **TextFormQuest**, enter the text in the (1) field (this text will be displayed, when hidden question are opened). In the (2) field, enter the number of questions you want to hide.

- **Image question:**

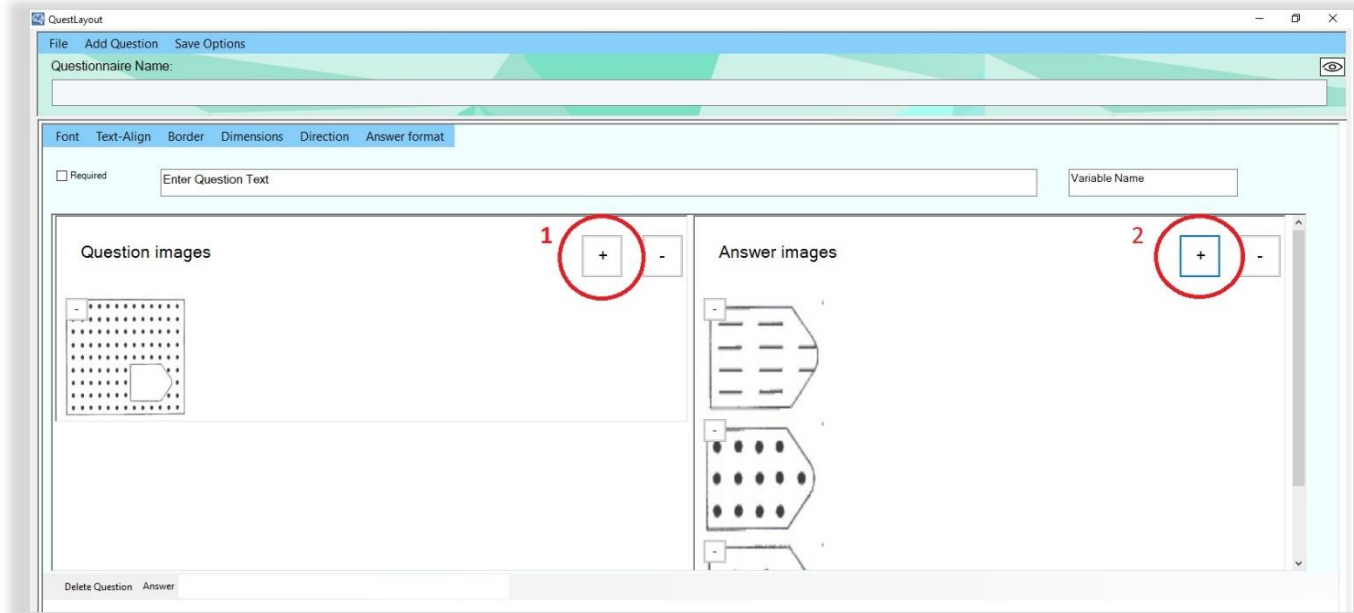


Figure 7.d Question types => Image question.

In order to add the picture to the question – click “+”(1) in the left part, also you may add the picture by Drag'n'Drop. You may add one or several pictures. Adding several pictures, you may select one of the options of their displaying on the menu *Direction*:

- **Row** Picture will be placed in a row.
- **Column** Picture will be placed into the column.
- **2xX Matrix** Picture will be placed in the form of matrix of two columns.
- **Xx2 Matrix** Picture will be placed in the form of two rows.

The size of the question picture may be changed on menu *Dimension*.

The answer may be in the form of the picture or TextBox, suitable variant you may chose on menu *Answer format*.

In order to add picture to answer – click “+”(2) in the right part, also you may add the picture by Drag'n'Drop.

Correct answer

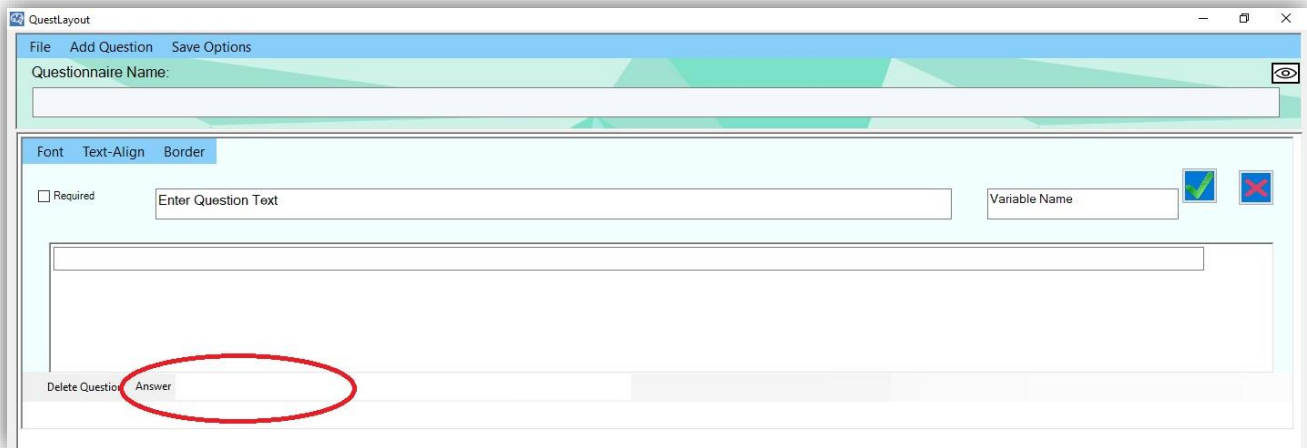


Figure 8 Correct answer.

In the field Answer you may indicate the right answer. After ending the test, the right answer that you entered, will compare with the answer that user entered, where after the right amount of right answers will be count and displayed in result file.

Preview

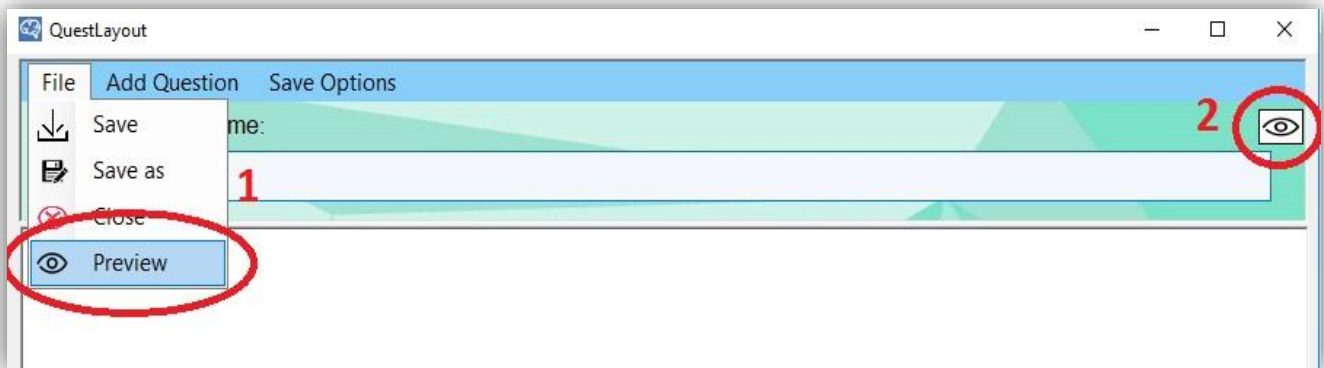


Figure 9. Preview.

To preview the questionnaire, click “**Preview**” button form file menu (1), or click “**Preview**” icon top right of the screen (2).

Save Options

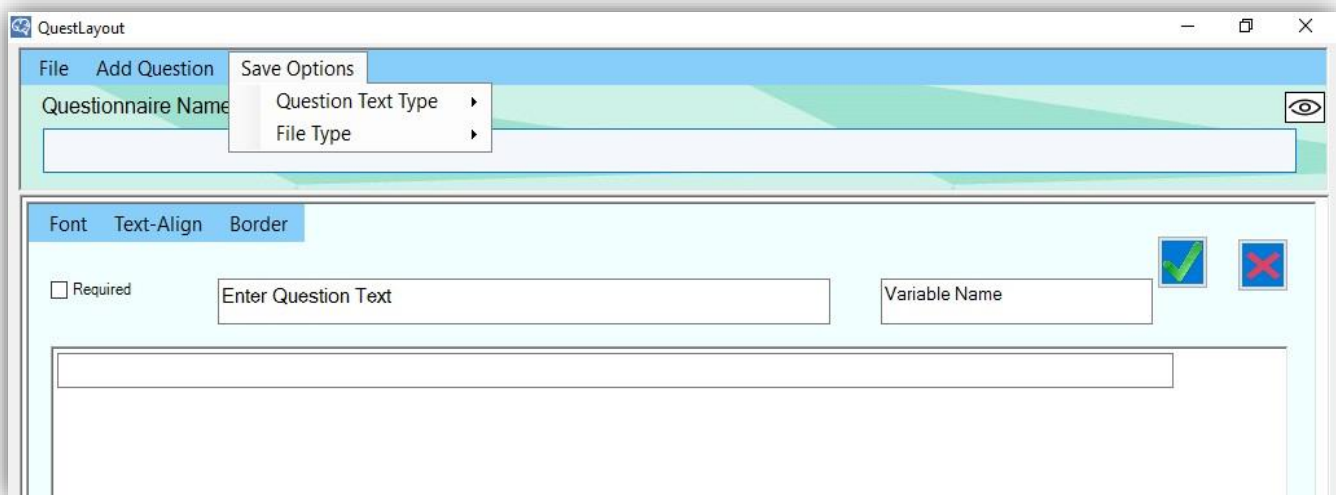


Figure 10. Save Options

With **Save Options** (figure 9), you can adjust options for saving results.

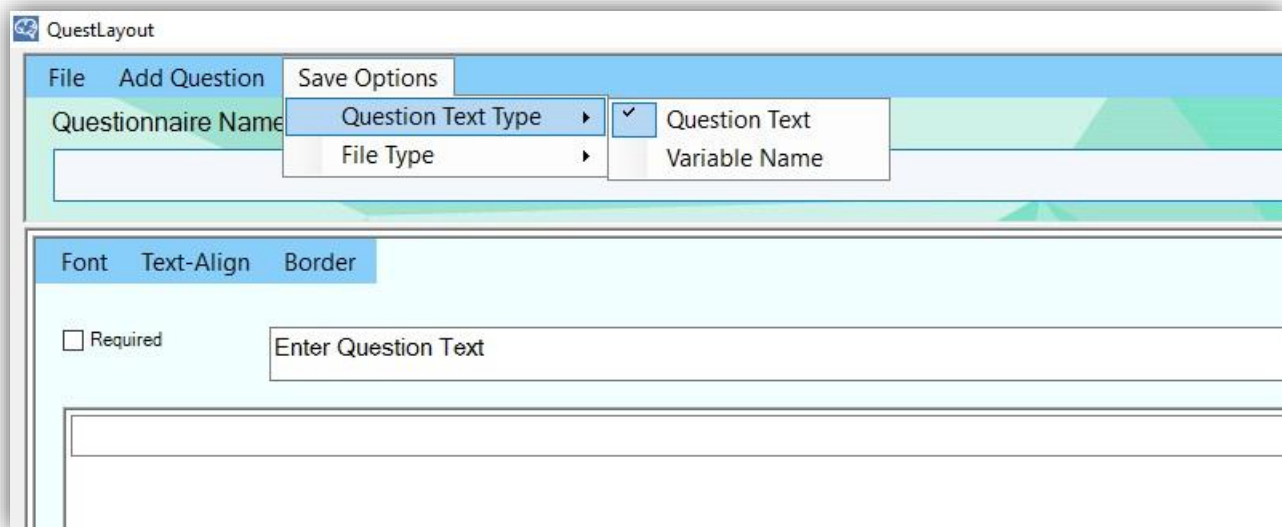


Figure 10.a Save options => Text Type

In **Question Text Type** menu, you can choose what the text will be displayed in the question title of saved results. Selecting **Question Text**, the text of the question will be written. Selecting **Variable Name** the text from the Variable Name field (1 on figure 9.b) will be written.

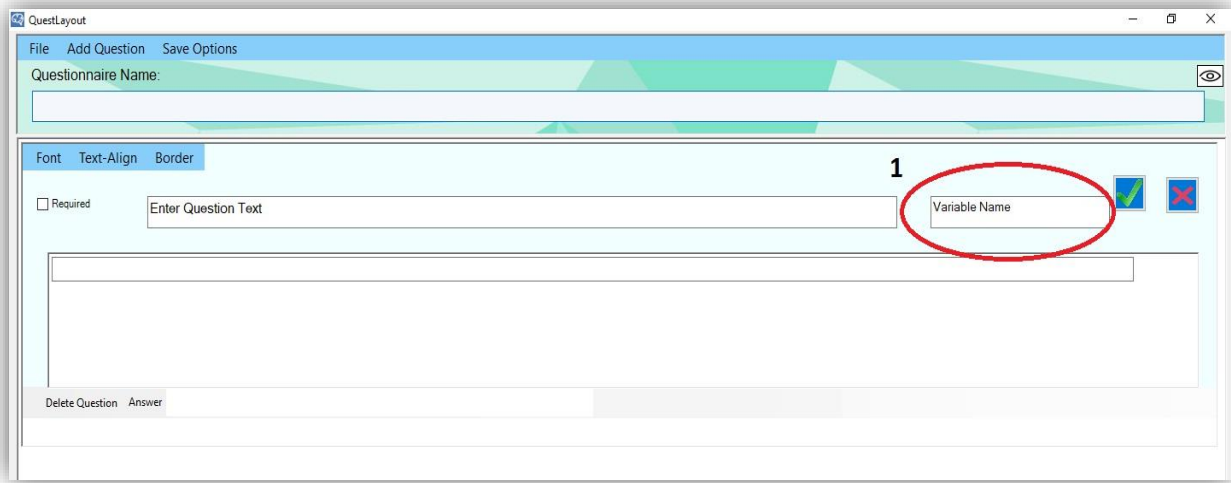


Figure 10.b Variable Name

In the **File type**(Figure 9.c) menu, you can specify the filename extension of saved result. Two types are available for saving:

- **TXT** to save as a text file
- **CSV** to save as an Excel file

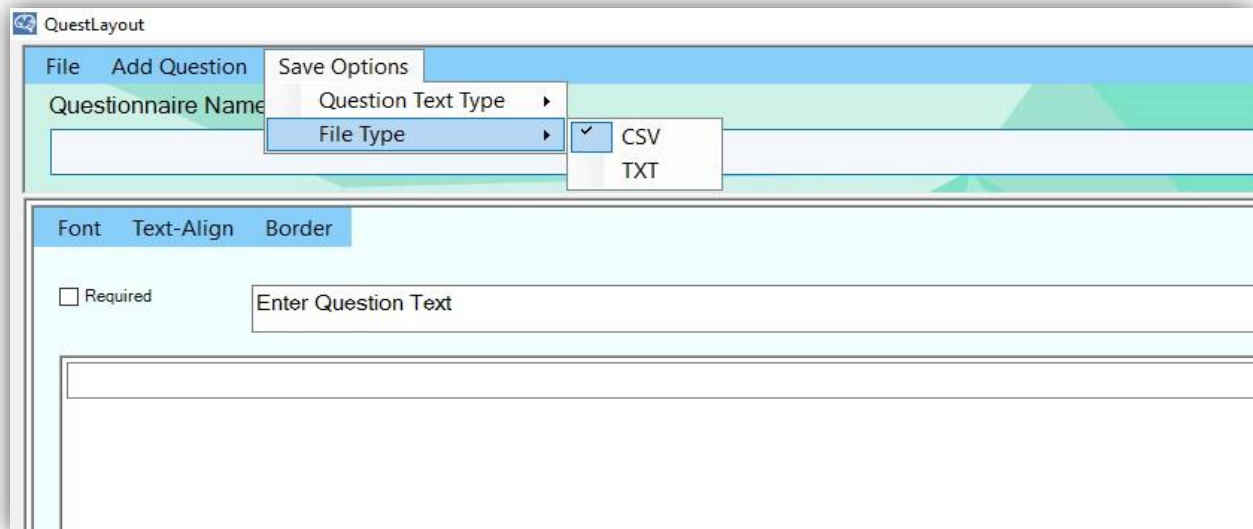


Figure 10.c File type

Save

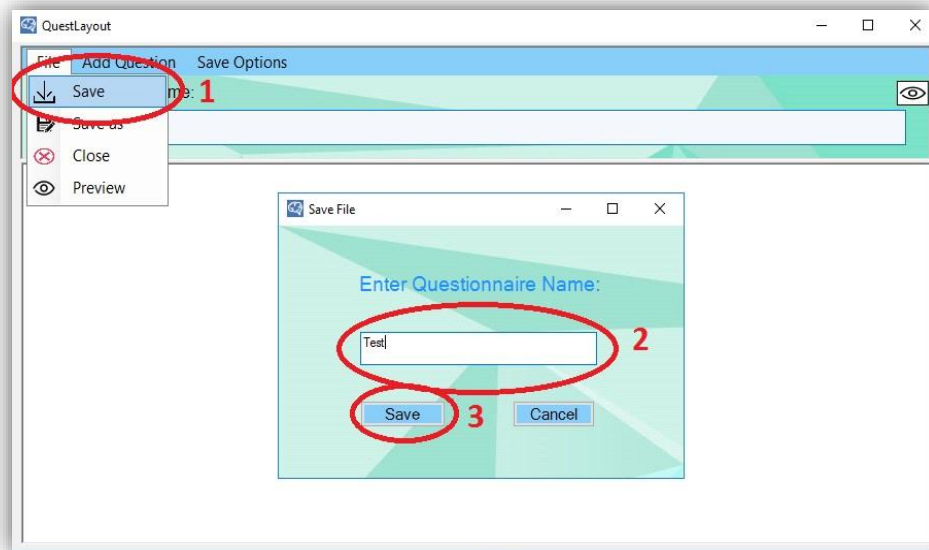


Figure 11. Save.

To save created questionnaire, select Save from File Menu (1), then enter a file name in dialog box (2), and click Save (3);

Run Created Questionnaire

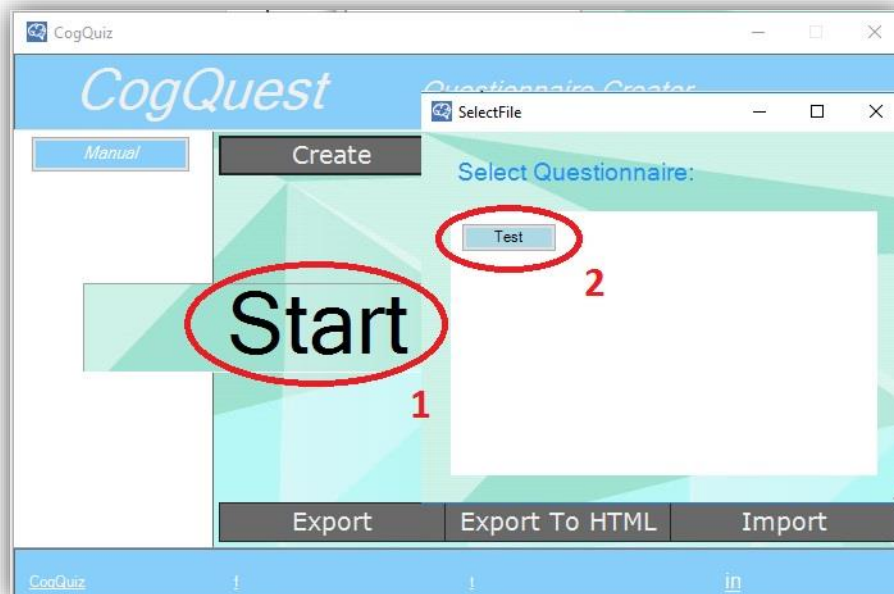


Figure 12. Start.

To run created questionnaire, click **Start** form main menu (1), then select the name (2). The questionnaire will be opened in a full screen mode.

Save Results

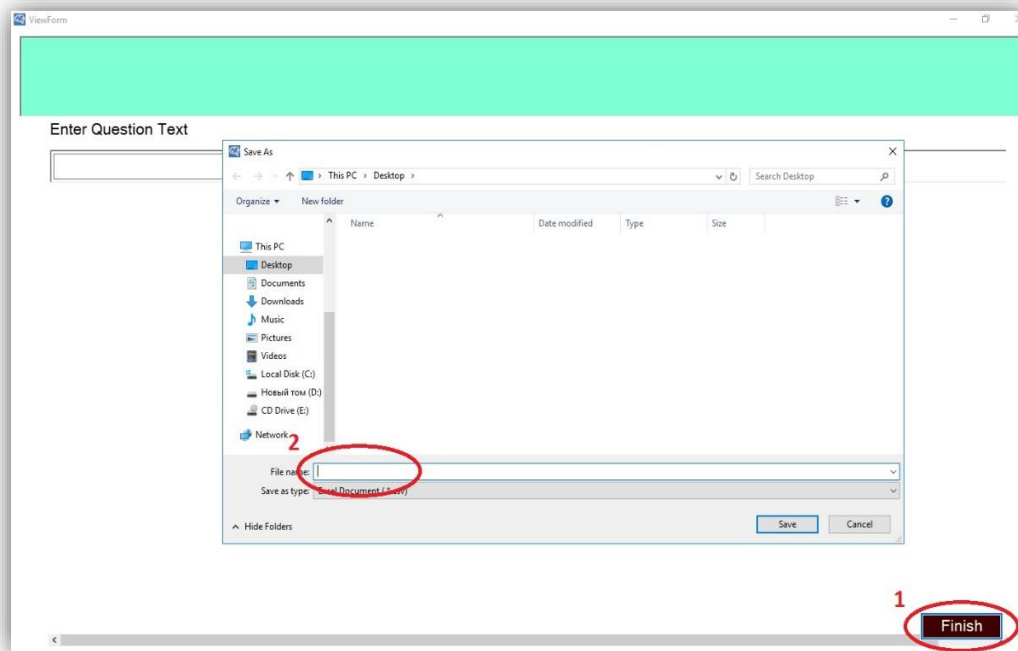


Figure 13. Save Results.

To Save filled questionnaire, click **Finish** (1) and enter a file name (2).

Update test

If you want to make changes to an existing test, you can use the Update button on the main window (1 on Figure 12). You can also delete the test using the Delete button (2 on Figure 12).

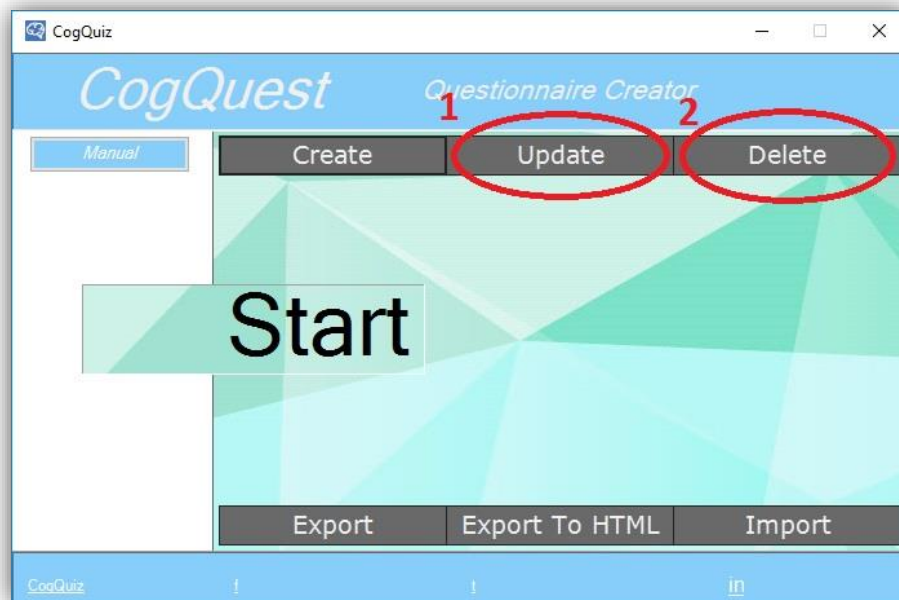


Figure 14. Update and Delete button.

Export

If you need to export or import a test, you can use the buttons that shown in Figure 13.

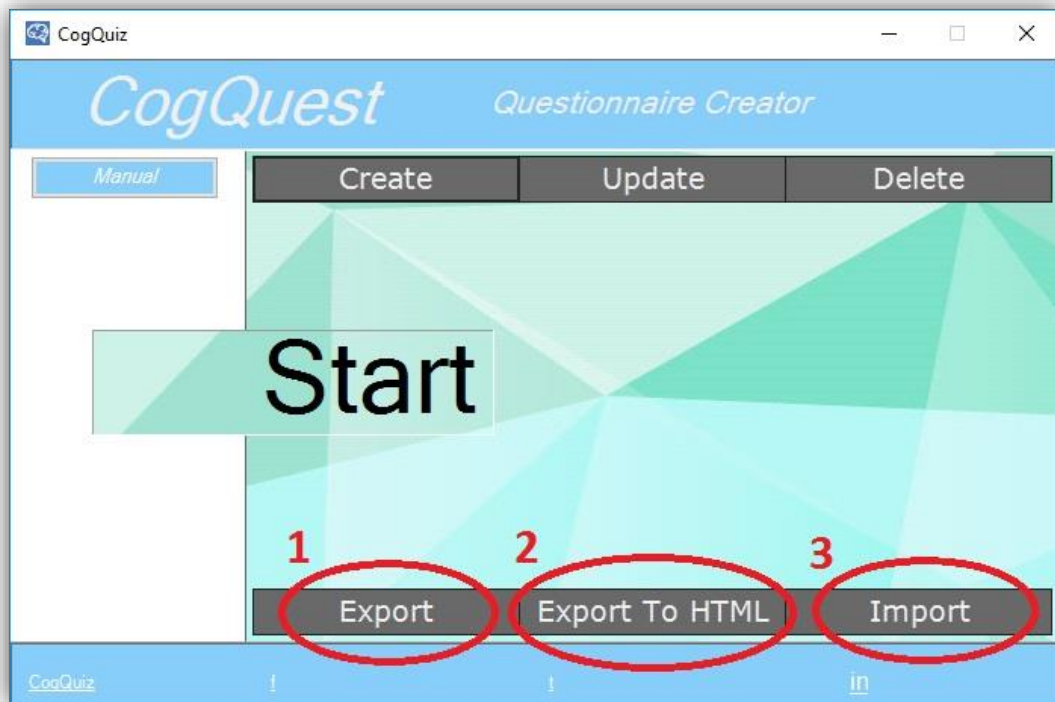


Figure 15. Import and Export

You can export to two types:

- **Export**(1) in XML format with subsequent import (3);
- **Export to HTML**(2) to create a stand-alone test as a Web-page;